



Anacortes City Council
Municipal Building Council Chambers
904 6th Street

March 25, 2019
6:00 p.m.

PRELIMINARY AGENDA

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Announcements and Committee Reports**
 - a. Community Appreciation: Salvation Army Cold Weather Shelter Volunteers
 - b. Planning Committee
4. **Public Comment**
5. **Consent Agenda (Action)**
 - a. Minutes of March 18, 2019
 - b. Approval of Claims in the amount of: \$221,137.69
 - c. Contract Amendment: Anacortes Senior Activity Center Foundation 18-109-SEN-001
 - d. Contract Award: 2019 Chevrolet Silverado Purchase 19-042-ERR-001
 - e. Donation Acceptance: EMS Donation
6. **Public Hearings**
 - a. * 2019 CDBG Action Plan Review (Discussion)
7. **Other Business**
 - a. Guemes Channel Trail Update (Discussion)
 - b. City Council Candidate Presentations (Discussion)
8. **Executive Session (30 Minutes)**
 - a. Review Qualifications of City Council Candidates per RCW 42.30.110(h)
9. **Adjournment**

Per Resolution 1949, citizens wishing to comment on items not on the agenda may do so under the Public Comment portion of the agenda. Citizens wishing to comment on agenda items indicated with an asterisk () may do so as those items are considered by Council during the course of the meeting. Citizens wishing to speak will please sign in at the back of the Council Chambers prior to the start of the meeting. The Mayor may limit comments to those who have signed in, and may limit the time allotted to each speaker to facilitate the orderly progress of the meeting.*

The City of Anacortes encourages people with disabilities to participate in public meetings.
For assistance with special needs, please contact the City Clerk at 360-299-1960 in advance of the meeting.



Anacortes City Council

Proposed Agenda Items for the Next Eight Weeks Beginning April 1, 2019

Subjects listed below have been tentatively suggested for consideration by the Anacortes City Council on the dates indicated. Items may be added to, removed from or rearranged on this list. Routine business such as approval of minutes and vouchers are not included. The complete Preliminary Agenda for each meeting is published at 3:00 on the Wednesday prior to the meeting. Published Agendas are subject to change and may be updated following the posting period. For additional information on agenda topics, please contact the City Clerk's office at 360-299-1960 to be directed to the sponsoring staff member.

April 1, 2019

*Special Meeting: ***** 6 p.m. Executive Session to Review qualifications of City Council Candidates (20 minutes)*

- Resolution 2039: Acceptance of Library Donation (Discussion/Possible Action)

April 8, 2019

April 15, 2019

April 22, 2019

- Street Fair Applications: Anacortes Waterfront Festival & Shipwreck Day
- 2019 CDBG Action Plan Review and Approval (Discussion/Possible Action)
- Planning Commission Recommendation: Development Regulations and Zoning Map Amendments (Discussion)

May 6, 2019

- Planning Commission Recommendation: Development Regulations and Zoning Map Amendments (Discussion)

May 13, 2019

- Closed Record Decision Hearing: Randy Click & Donna Jung Conditional Use Permit CUP-2018-0003 to permit conversion of 3 short term rentals to single-family residences along with allowing construction of a single-family residence on the vacant lot
- Planning Commission Recommendation: Development Regulations and Zoning Map Amendments (Discussion)

May 20, 2019

May 28, 2019

Upcoming City Council Committee Meetings

The public is welcome to attend City Council Committee Meetings.

- Planning, Monday, Mar 25, 2019, 5:00 PM, Main Conference Room, City Hall
- Finance, Wednesday, Mar 27, 2019, 5:00 PM, Main Conference Room, City Hall
- Public Works, Monday, Apr 1, 2019, 5:00 PM, Main Conference Room, City Hall
- Public Safety, Tuesday, Apr 2, 2019, 10:00 AM, Mayor's Office, City Hall
- Port/City Liaison, Tuesday, Apr 2, 2019, 8:30 AM, Council Chambers, City Hall
- Planning, Monday, Apr 8, 2019, 5:00 PM, Main Conference Room, City Hall
- Finance, Wednesday, Apr 10, 2019, 5:00 PM, Main Conference Room, City Hall
- Public Works, Monday, Apr 15, 2019, 5:00 PM, Main Conference Room, City Hall



Cold Weather Shelter Volunteers 1

Anneke den Haan
Art Kendall
Becky Motherwell
Betsy Rogers
Cathy Pitts
Charlene Janz
Chuck Flagg
Dale Herrigstad
Dale Ramerman
Demizka Mag
Diane Ramerman
DiAnn Sager

Don Ibsen
Donna Erlandson
Doug Erlandson
Eric Johnson
J P Nestleberger
Jeanie Brown
Jerlyn Caba
John Headley
John Okerman
Joyce Kane
Julie Wenzel
Karl Seume

Karl Wolfswinkel
Keiko McCracken
Ken Hunting
Laura Nolan
Laura Spehar
Lauren Mendes
Leanna Russell
Linda Sanford
Lora Winslow
Louann Johnston
Lynnette Setmire
Marcia Neu



Cold Weather Shelter Volunteers 2

Marie Ibsen	Ruth Barefoot
Maureen Barkley	Sandy Everest
Nelle Jacobson	Scott Farley
Patrick Christy	Steve Clark
Paul Paulsen	Susan Guterbock
Paul Withington	Susan Paulsen
Peter Witherford	Suzanne Mack
Rebecca Withington	Tom Miller
Rob H (COA)	Valerie Stalsbrotten
Robin Mayberger	Wendy Bents
Rod Johnson	Patterson
Roger Ridgway	



THE SALVATION ARMY ANACORTES

Cold Weather Shelter

Open 5:30 pm to 7:30 am at 3001 R Ave.

Dec.-Feb.



City Council Presentation

Thank you for allowing us a few minutes to speak today.

My name is Jennifer Mann and I own Tides of Anacortes located in the Wilson Hotel building. I am here as the representative of our retail group and other downtown businesses to bring to your attention an ongoing problem we are having with regard to parking downtown.

We have been working to revitalize our downtown retail and business group so last year we put out a questionnaire out to all businesses downtown asking them to list the top 3 issues that impact their business in a negative way. These issues were, parking, beautification and communication and coordination of events. The number one issue was parking, which is why we are here tonight. At Tides, we knew this was an issue as we have customers complain all the time but these results confirmed we have a problem. As Anacortes continues to promote the city and attract new businesses to enhance our economic growth, this problem will only continue to grow if we don't address it.

As you may be aware, we have parking signs downtown. Most are 2 hour parking Monday thru Saturday. There are a few areas that are 2-hour max Monday thru Friday. We have learned the inconsistencies of these signs are due to original parking codes. I am not sure how often this is reviewed. Unfortunately, the bigger problem is we are not enforcing these restrictions. We have met with APD twice now and with Don Measamer and Mayor Gere. We have learned from the one officer assigned to handle parking enforcement that due to the split workload of animal control and parking, the officer's priority is animal control and doesn't have the bandwidth to work the downtown area on a regular basis. In addition, this officer only works Monday thru Friday, so there is no parking enforcement on the weekends. Patrol officers only respond to citizens' calls about parking violators. Although this problem is bigger and needs a long term plan for more public parking areas, we strongly feel that if we could enforce the current restrictions it would be a start.

Rather than just complain, we have come up with ideas.

*Signage. The need of public parking signs to direct people to the areas we have available now. (theater and behind city hall)

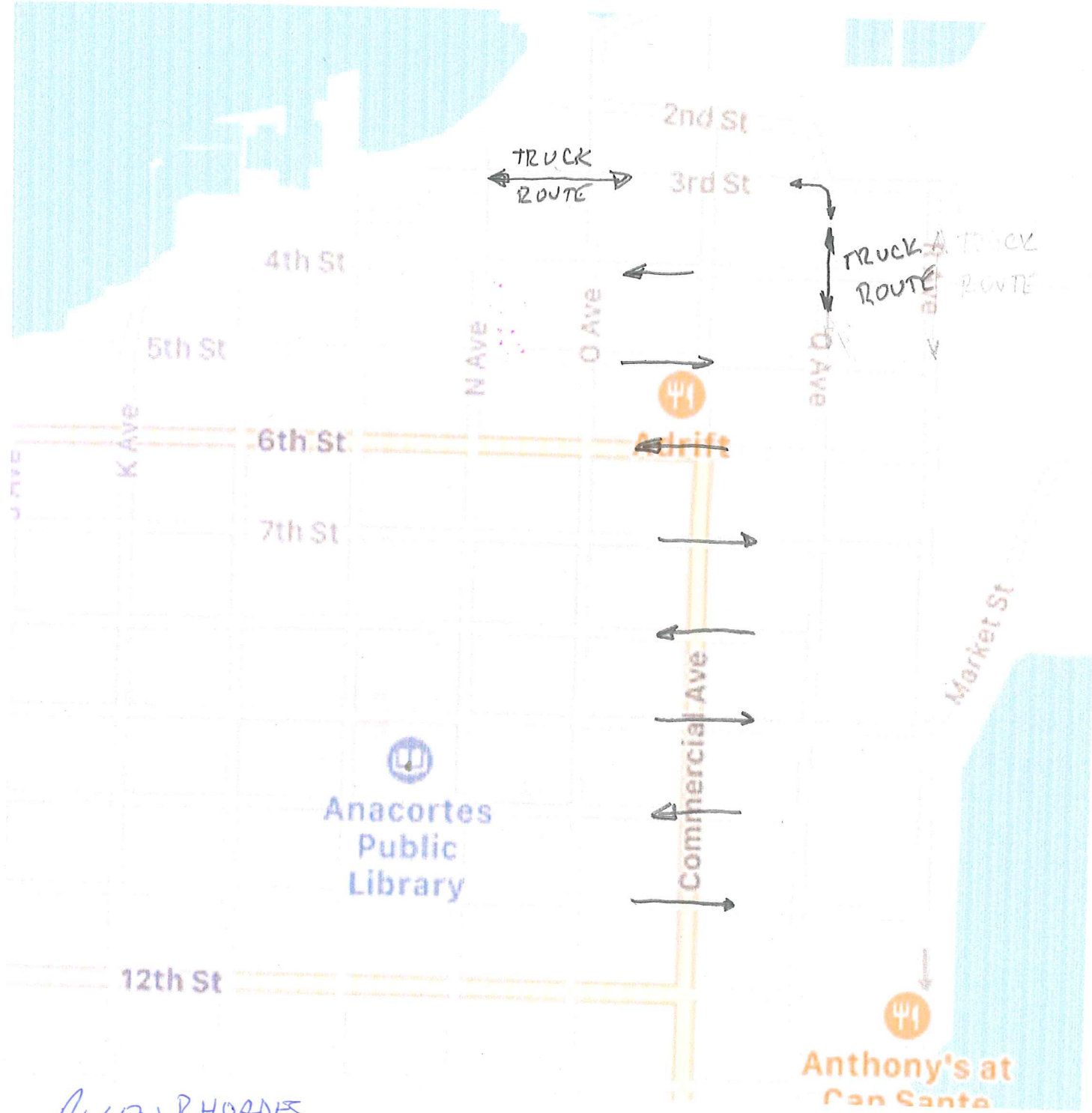
*Street Cleaning. We are not clear on how often Commercial Ave and surrounding streets in the downtown area are cleaned. But, because there is no posted signage requiring cars to not park, (third Thursday from 3-6am) the streets and gutters truly never get cleaned. This becomes pretty gross during high summer which is our tourism time.

*Public Parking areas. Look into other privately owned parking lots (behind Calico, Tokyo Restaurant and West Marine) to potentially buy or rent or arrange an

agreement to have a public parking area. These areas would give us public parking on the South end of the old town which we don't have now.

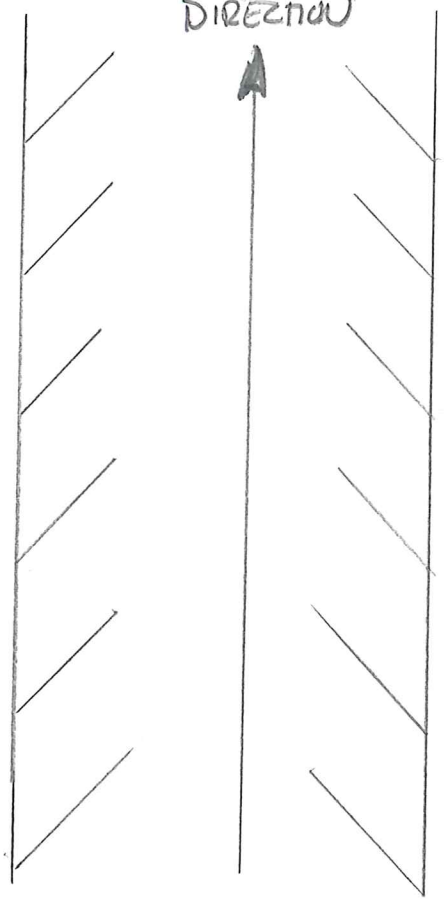
*Enforcement. Whether we creatively find a way to do this or work on the budget to fix it, this should happen. Perhaps a trial during the peak season using an auxiliary patrol member to measure the impact would be an idea.

We appreciate your time tonight and hope we have brought to your attention the concerns and frustrations we have with this. We understand the problem exists now and becomes a larger issue as Anacortes grows. We want to give you time to review and would like to come back within 30 days to hear your ideas so we could potentially implement some changes in time for our peak tourist season.



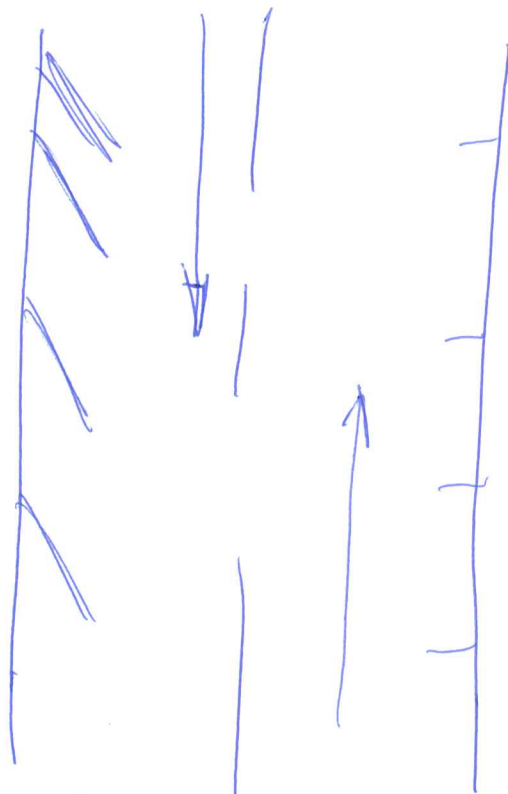
"O" AVE TO "Q" AVE
ONE-WAY
EAST/WEST
STREETS

TRAFFIC
DIRECTION

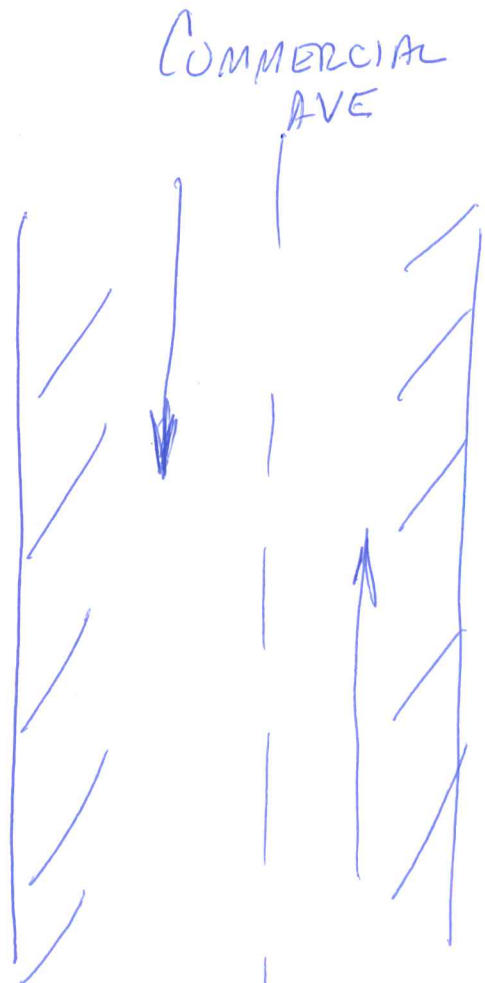


BACK-IN
PARKING

ALLEN RHOADES
4105 MITCHELL DR
206-819-3093



BACKIN
PARKING
WORKS
BEST ON
ONE-WAY
STREETS



PULL-IN PARKING

ALLEN RHODES
405 MITCHELL DR
206-819-3093

March 25, 2019
6:00 p.m.

Topic

Parking Downtown

Parking downtown

Parking downtown

Downtown Parking

Continue on back of sheet as needed

City Council Minutes – March 18, 2019

Mayor Laurie Gere called to order the regular Anacortes City Council meeting of March 18, 2019 at 6:00 p.m. Councilmembers Eric Johnson, Ryan Walters, Anthony Young, Brad Adams, Bruce McDougall and Matt Miller were present. The assembly joined in the Pledge of Allegiance.

Mayor Gere announced that Item 5e, Ordinance 3036: Municipal Code Chapter 1.30, Contracting, had been added to the Consent Agenda earlier in the day.

Announcements and Committee Reports

Appointment of Alexander Hernandez and Christine Hansen to Parks and Recreation Advisory Commission: Mayor Gere requested Council confirmation of her appointment of Alexander Hernandez and Christine Hansen to the Parks and Recreation Advisory Board for five-year terms ending in February 2024. The mayor read a summary of the candidates's qualifications as reflected in the packet materials for the meeting.

Mr. Young moved, seconded by Mr. Miller, that the slate of appointments to the City of Anacortes Boards and Commissions, as outlined, be confirmed. The motion carried unanimously by voice vote.

Oath of Office by Police Officer Jordan J. Kellington: Police Chief John Small introduced Officer Jordan J. Kellington who graduated March 6, 2019 from the police academy. Chief Small summarized Officer Kellington's qualifications. Mayor Gere administered the Oath of Office to Officer Kellington.

Community Appreciation of Transpac Marinas Inc.: Parks and Recreation Project Manager Bob Vaux thanked Transpac Marinas Inc. for its generosity in developing an interim solution to the storm damaged Washington Park boat launch dock. Mr. Vaux advised that the launch was currently open and being used. He said staff was now working with permitting agencies on a permanent solution.

Skagit County Law & Justice Council: Mr. Miller reported from the LJC meeting the prior week at which the topic was the opioid epidemic, including a presentation from the Skagit County Population Health Trust and Public Health Department. Mr. Miller said the topics being addressed by law enforcement include training, Good Samaritan laws, expanding the embedded social worker program, the Population Health Trust data project, therapeutic court and diversion programs. He added that Sheriff McDermott was forming an opioid crisis core group to expand the team support for the embedded social worker program.

Public Works Committee: Mr. Adams reported from the committee meeting earlier in the evening. He announced that two of the city's solid waste trucks were suddenly and unexpectedly out of service due to cracks in the frames. Mr. Adams said Public Works staff had secured a rental truck to use while the damaged trucks were being repaired and that staff was making every effort to avoid service disruptions. Mr. Adams said the committee also discussed potential roundabout locations and that staff recommended pursuing the planned roundabout at Edwards Way/Oakes Avenue due to funding availability. The next likely location would be 32nd Street and M Avenue. Mr. Adams reported that staff were developing cost estimates to demolish the old water treatment plant that was replaced in 2010 and to implement the raw water project. He concluded that the committee continued to discuss the Combined Sewer Overflow (CSO) project and said more information would be presented to Council on that topic in the near future.

Public Comment

No one present wished to address the Council on any topic not already on the agenda.

Consent Agenda

Mr. Young commented that there were no Amazon purchases on the weekly voucher list. He sent out a shout of appreciation to staff. Mr. Young moved, seconded by Mr. Johnson, to approve the following Consent Agenda items. The motion carried unanimously by voice vote.

- a. Minutes of March 11, 2019
- b. Approval of Claims in the amount of: \$403,944.88
- c. Interlocal Agreement 280: Skagit County Multiple Agency Response Team (SMART)
- d. Contract Award: 19-061-ERR-001 Police Tahoe K9 Unit Purchase
- e. Ordinance 3036: Municipal Code Chapter 1.30, Contracting

The following vouchers/checks were approved for payment:

EFT numbers: 92534 through 92579, total \$143,400.26

Check numbers: 92580 through 92625, total \$258,026.05

Wire transfer numbers: 2464533 through 246782, total \$1,096.23

OTHER BUSINESS

Cascade Natural Gas Anacortes Bare Steel Replacement Project & Anacortes 8-in High Pressure Replacement Project Presentation

Assistant City Engineer Eric Shjarback introduced Jim Hobbs and Kathleen Chirgwin from the System Integrity Group at Cascade Natural Gas to inform City Council and the community about two projects underway to update natural gas infrastructure in the city. The CNG slide presentation was included in the packet materials for the meeting.

Mr. Hobbs explained CNG's ongoing project to replace gas piping originally installed in the 1950s. Mr. Hobbs and Ms. Chirgwin displayed the location of the various phases of the projects and presented their timelines. Mr. Johnson asked that the maps and schedules for the projects be posted on the city's website, along with similar information for the city's own road projects in 2019, to facilitate route planning for those traveling through the city. Mr. Hobbs agreed, noting that CNG would be publicizing the project through press releases, direct communication with its customers, and coordinated information with the mayor's office. He added that CNG would host an open house in the City Council chambers within several weeks to answer questions for the public. He responded to councilmember questions about improving restoration times compared to prior phases of the project. Mr. Hobbs confirmed for Mayor Gere that all 1950-era natural gas piping in Anacortes was scheduled to be addressed by the end of 2020.

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

Mr. Johnson asked about CNG's earthquake preparedness. Ms. Chirgwin indicated that CNG did have shutdown plans in the event of an emergency. Mr. Young asked the CNG representatives to follow up with additional information about CNG's plans to minimize earthquake damage. Councilmembers requested that traffic cones and other traffic control measures be better managed than during prior phases and that newly paved sections of 12th Street not be damaged if at all possible.

There being no further business, at approximately 6:40 p.m. the Anacortes City Council meeting of March 18, 2019 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 March 25, 2019 City Council meeting:
[Download this file in OpenDocument spreadsheet format.](#)

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
246914	7/25/2018	5069475	US BANK	ANAUTIREV12 ADMINISTRATION FEES - IN ADVANCE 07/01/2018 - 06/30/2019	\$ 300.00	finance
246917	7/25/2018	5069471	US BANK	ANALTGOREF09 ADMINISTRATION FEES - IN ADVANCE 07/01/2018 - 06/30/2019	\$ 126.58	finance
246918	7/25/2018	5069472	US BANK	ANAUTGOREF05 ADMINISTRATION FEES - IN ADVANCE 07/01/2018 - 06/30/2019	\$ 300.00	finance
246919	7/25/2018	5069473	US BANK	ANAUTIBAB10 ADMINISTRATION FEES - IN ADVANCE 07/01/2018 - 06/30/2019	\$ 300.00	finance
247059	11/15/2018	87410^	BLYTHE PLUMBING & HEATING, INC	BOILER REPAIR @ LIBRARY	\$ 131.29	pwfac
247010	12/31/2018	893	NORTH WEST COLORS PAINTING	PAINTING OF IT OFFICES	\$ 4,144.70	pwfac
246912	1/22/2019	835575	PARAMOUNT SUPPLY COMPANY	PRESSURE GAUGE X 3	\$ 594.94	dwtpt
246875	1/31/2019	636242	SAN DIEGO POLICE EQUIP CO INC	TRAINING AMMO	\$ 412.99	apd
247001	2/6/2019	03182019	SALEEY, BARBARA	CITY APPLIANCE REBATE PROGRAM INSTALL	\$ 50.00	pwfac
246933	2/7/2019	17-1512	AGATI, INC	STUDY TABLES	\$ 20,198.05	publib
246931	2/26/2019	39025136	INGRAM LIBRARY SERVICES, LLC	BOOKS - ADULT	\$ 653.43	publib
246936	2/26/2019	39025135	INGRAM LIBRARY SERVICES, LLC	BOOKS - ADULT	\$ 19.49	publib
246940	2/26/2019	39025134	INGRAM LIBRARY SERVICES, LLC	BOOKS - ADULT	\$ 38.38	publib
246932	2/28/2019	87996766	150-PRAXAIR DISTRIBUTION INC	CYLINDER RENTAL AND GASES	\$ 458.50	dwwtp
246929	2/28/2019	149955	INFOSEND, INC.	FEBRUARY 2019 PROCESSING	\$ 3,503.39	finance
247005	2/28/2019	29230	REICHHARDT & EBE ENGINEERING	SHIP HARBOR & SR20 INTERSECTION - 1/31/19-2/24/19	\$ 5,123.36	pw1
246927	2/28/2019	0173	SKAGIT COUNTY SOLID WASTE FUND	FEBRUARY TONNAGE HAULED	\$ 58,724.84	dshop
247080	2/28/2019	601220-0	SKIDMORE PHARMACY INC.	PHARMACY COPAY	\$ 4.00	hr
247091	2/28/2019	601217-0	SKIDMORE PHARMACY INC.	PHARMACY COPAY LEOFF1 RETIREE	\$ 25.96	hr
247008	3/1/2019	249	AQUA-TERR SYSTEMS INC	ON-CALL CRITICAL AREAS SITE REVIEWS - W 8TH VEGETATION MAINTENANCE PLAN	\$ 384.00	plan
246997	3/1/2019	300000340004	PUGET SOUND ENERGY INC	STREET LIGHTS- 01/29- 2/27/19	\$ 66.74	dshop
247092	3/1/2019	GB00100301	TRANSAMERICA LIFE INS CO	MARCH, LEOFF LONG-TERM CARE INSURANCE	\$ 542.32	hr
247011	3/4/2019	19411.01-1	GRAY & OSBORNE INC	ON-CALL STORMWATER ENGINEERING SERVICES - MARINE HARDWARE LAYDOWN YARD	\$ 357.44	plan
247012	3/4/2019	19411.02-1	GRAY & OSBORNE INC	ON-CALL STORMWATER ENGINEERING SERVICES - L AVE SHORT PLAT	\$ 134.04	plan
247062	3/5/2019	SLX-2019-0002	CITY OF ANACORTES	SHORELINE EXEMPTION PERMIT	\$ 200.00	parks
247082	3/5/2019	19-06517	EDGE ANALYTICAL, INC	THICKENED SLUDGE TESTING	\$ 41.00	dwwtp

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
246788	3/5/2019	11365223	HACH COMPANY	CHLORINE FREE CL17 REAGENT SET X 11	\$ 735.52	dwtp
246930	3/5/2019	39129570	INGRAM LIBRARY SERVICES, LLC	BOOKS - ADULT	\$ 332.17	publib
246938	3/5/2019	39129568	INGRAM LIBRARY SERVICES, LLC	BOOKS - ADULT	\$ 18.86	publib
246939	3/5/2019	39129569	INGRAM LIBRARY SERVICES, LLC	BOOKS - ADULT	\$ 57.88	publib
246790	3/5/2019	829995	USA BLUE BOOK	FLOAT SWITCH - REPLACEMENT	\$ 85.66	dwtp
247085	3/6/2019	9107640253	GRAINGER	FASTENERS	\$ 10.23	dwwtp
247063	3/6/2019	23317	LOWE'S BUSINESS ACCOUNT/GEMB	PIPING	\$ 34.90	dwtp
246756	3/6/2019	4926-AR11137	METROPOLITAN TRANSPORTATION	STREETSAVER ANNUAL SUBSCRIPTION	\$ 2,500.00	dwtp
247093	3/6/2019	ReimbWelch	WELCH, REBECCA	TRAVEL REIMBURSEMENT FOR TRAINING	\$ 200.76	court
246772	3/8/2019	19-07829	EDGE ANALYTICAL, INC	HYDRANT C-13 WATER SAMPLE	\$ 15.00	wdist
247007	3/8/2019	0156856	GEOENGINEERS, INC.	CRITICAL AREAS REGULATIONS UPDATE - ADD'L TECH SUPPORT - 1/19/19-2/22/19	\$ 2,795.50	plan
246924	3/8/2019	001-427410	PISTON SERVICE OF ANACORTES	BRAKE CONTROL, TRUCK ADAPTER- VEH #154	\$ 98.87	dshop
246910	3/8/2019	220013297076	PUGET SOUND ENERGY INC	1100 STATE ROUTE 20 2/6-3/7/19	\$ 18.71	plan
246926	3/8/2019	220013297498	PUGET SOUND ENERGY INC	CASINO DRIVE UNDER TWIN BRIDGES: 2/6 - 3/7/19	\$ 72.88	dshop
246911	3/9/2019	72431	APS INC.	MACHINE REPAIR	\$ 751.99	finance
246913	3/9/2019	72404	APS INC.	OFFICE SUPPLIES FOR POSTAGE MACHINE	\$ 54.25	finance
246916	3/9/2019	79484	LAKESIDE INDUSTRIES, INC.	5/8" & 3/4" ROCK SALES	\$ 176.81	dshop
247064	3/9/2019	79477	LAKESIDE INDUSTRIES, INC.	GRAVEL	\$ 757.64	parks
246880	3/10/2019	8498 30 030 0111230	COMCAST	WTP 14489 RIVER BEND RD. - 3/19-4/18/19	\$ 230.59	finance
246881	3/10/2019	8493 30 017 0490698	COMCAST	CITY HALL INTERNET CONNECTION 3/20-4/19/19	\$ 186.12	finance
247096	3/10/2019	1153927	SKAGIT PUBLISHING LLC	POSITION AD, PT MUSEUM DOCENT	\$ 639.39	hr
246882	3/11/2019	8498 30 017 0464628	COMCAST	WA PARK INTERNET 3/21-4/20/19	\$ 106.12	finance
246841	3/11/2019	236944-00	DAY WIRELESS SYSTEMS INC	PORTABLE RADIO MICS	\$ 423.55	apd
247083	3/11/2019	GI-0301407	GRANICH ENGINEERED PRODUCTS	OIL PLUG WITH O-RING	\$ 260.40	dwwtp
247065	3/11/2019	64608	LOWE'S BUSINESS ACCOUNT/GEMB	UTILITY PUMP	\$ 94.99	dwtp
247066	3/11/2019	64639	LOWE'S BUSINESS ACCOUNT/GEMB	UTILITY PUMP	\$ 94.99	dwtp
246996	3/11/2019	300000305007	PUGET SOUND ENERGY INC	SKYLINE ST LIGHTS/ METER VAULTS 01/31-03/01/19	\$ 433.42	dshop
247002	3/11/2019	300000300008	PUGET SOUND ENERGY INC	WWTP & PUMP STATIONS 2/5-3/6/19	\$ 23,449.37	dwwtp
247086	3/11/2019	300000290035	PUGET SOUND ENERGY INC	MUSEUM 2/5-3/6-19	\$ 450.57	museum
246859	3/12/2019	300-10054012	ALL BATTERY SALES & SERVICE	WIRE PROTECTOR- SHOP	\$ 27.07	dshop
246915	3/12/2019	K234789	CORE & MAIN LP	SADDLE GASKET	\$ 166.11	wdist
246874	3/12/2019	12567	DALCO INC	CHEMICAL INJECTOR- #9-905	\$ 42.43	dshop
246876	3/12/2019	012184741	GALLS, LLC.	UNIFORM SHIRTS; RECORDS INGRAM	\$ 96.51	apd
247087	3/12/2019	9113425152	GRAINGER	RAKE	\$ 34.41	dwwtp

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
246857	3/12/2019	001-427771	PISTON SERVICE OF ANACORTES	BATTERY-VEH #162	\$ 112.79	dshop
246923	3/12/2019	175716	SCOTT RICHARDS INSURANCE, INC	ADD 2 SAILBOATS	\$ 331.33	finance
247009	3/12/2019	11722	SKILLINGS CONNOLLY, INC	WWTP SAMPLING AND ANALYSIS PLAN (SAP) - 1/26/19-2/25/19	\$ 46.47	dwwtp
246825	3/12/2019	COA0319	SYSTEMS DESIGN WEST, LLC	AMBULANCE BILLING FEBRUARY	\$ 3,100.90	finance
246844	3/13/2019	Arnold	ARNOLD, AMANDA	JUROR PAY	\$ 11.16	court
246848	3/13/2019	BOWLIN	BOWLIN, MARY LOU	JUROR PAY	\$ 11.16	court
246829	3/13/2019	Chiabai	CHIABAI, RICK	JUROR PAY	\$ 12.44	court
246824	3/13/2019	5013139297	CINTAS CORPORATION	FIRST AID SUPPLIES - VARIOUS DEPTS	\$ 378.82	finance
246849	3/13/2019	COLEMAN	COLEMAN, SUZY	JUROR PAY	\$ 10.23	court
246838	3/13/2019	COX	COX, SHAWNA	JUROR PAY	\$ 18.12	court
246853	3/13/2019	DAHL	DAHL, JOHN	JUROR PAY	\$ 15.22	court
246850	3/13/2019	DAVIDSON	DAVIDSON, ALAN	JUROR PAY	\$ 15.10	court
246856	3/13/2019	cpls	DEPARTMENT OF LICENSING	CPLS TO D.O.L.; FEB 2019	\$ 543.00	apd
247060	3/13/2019	310679	DEPT OF LABOR & INDUSTRIES	BOILER CERTIFICATIONS	\$ 242.30	pwfac
246846	3/13/2019	DOLAN	DOLAN, ELEANOR	JUROR PAY	\$ 15.68	court
246836	3/13/2019	Downie	DOWNIE, RENEE	JUROR PAY	\$ 14.41	court
246839	3/13/2019	DUBBEL	DUBBEL, POLLY	JUROR PAY	\$ 11.39	court
246835	3/13/2019	Gifford	GIFFORD, CRAIG	JUROR PAY	\$ 19.63	court
246842	3/13/2019	Green	GREEN, KEVIN	JUROR PAY	\$ 13.13	court
247006	3/13/2019	1200179104	HDR ENGINEERING, INC	SANITARY SEWER STORAGE STUDY - 2/3/19-3/2/19	\$ 20,177.48	pw1
246855	3/13/2019	HUBER	HUBER, KAREN	JUROR PAY	\$ 16.96	court
246847	3/13/2019	IMMEL	IMMEL, JENNIFER	JUROR PAY	\$ 14.99	court
246837	3/13/2019	JEPPERSON	JEPPERSON, FRAN	JUROR PAY	\$ 11.97	court
246831	3/13/2019	Karney	KARNEY, RICHARD	JUROR PAY	\$ 15.10	court
246828	3/13/2019	Klingman	KLINGMAN, JULIA	WITNESS PAY	\$ 15.10	court
246830	3/13/2019	Lauducci	LAUDUCCI, BOBBI	JUROR PAY	\$ 11.86	court
247067	3/13/2019	23392	LOWE'S BUSINESS ACCOUNT/GEMB	PIPING	\$ 138.09	dwwtp
246845	3/13/2019	MCKINNEY	MCKINNEY, GARY	JUROR PAY	\$ 16.26	court
246852	3/13/2019	MEYER	MEYER, JOAN	JUROR PAY	\$ 13.25	court
246832	3/13/2019	Millenaar	MILLENAAR, WILMA	JUROR PAY	\$ 10.93	court
246827	3/13/2019	Moen	MOEN, JOANNA	WITNESS PAY	\$ 11.62	court
246843	3/13/2019	Patterson	PATTERSON, VALERIE	JUROR PAY	\$ 10.93	court
246833	3/13/2019	Perez	PEREZ, JONATHAN	JUROR PAY	\$ 14.99	court
246858	3/13/2019	001-427885	PISTON SERVICE OF ANACORTES	BARRICADE FUEL HOSE- #420	\$ 9.28	dshop
246647	3/13/2019	1332483	POLYDYNE, INC	CLARIFLOC POLYMER FOR SLUDGE	\$ 6,715.39	dwwtp
247000	3/13/2019	101874736	RICOH USA, INC	S/N C32029555 CITY HALL COPIER 3RD 3/1-3/31/19	\$ 377.30	finance

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
246999	3/13/2019	1154370	SKAGIT PUBLISHING LLC	PUBLISH AA-1875361 AA-1875424 AA-1876709 AA-1876733 AA-1876742	\$ 600.88	finance
246851	3/13/2019	VOORHEIS	VOORHEIS, MINDY	JUROR PAY	\$ 12.55	court
246834	3/13/2019	Weakley	WEAKLEY, CRAIG	JUROR PAY	\$ 11.39	court
246854	3/13/2019	WRIGHT	WRIGHT, KATHLEEN	JUROR PAY	\$ 15.57	court
246877	3/14/2019	1991154186	ARAMARK	APD NYLON MATS CLEANED	\$ 16.28	apd
246922	3/14/2019	1991154192	ARAMARK	OPS & PARKS LAUNDRY SVC FOR	\$ 67.29	finance
246925	3/14/2019	1991154193	ARAMARK	OPS: MAT CLEANING 03/14/19	\$ 33.05	dshop
247090	3/14/2019	WAANA113137	FASTENAL COMPANY	HARDWARE	\$ 125.60	dwwtp
246873	3/14/2019	430-0420-00	KASSA REVOCABLE LIVING TRUST, SHARON M TRUSTEE	Customer paid wrong bill - She would like a refund	\$ 1,077.28	finance
247070	3/14/2019	12030	LOWE'S BUSINESS ACCOUNT/GEMB	PVC TAPE, PLYWOOD	\$ 125.60	dwwtp
246921	3/14/2019	001-427916	PISTON SERVICE OF ANACORTES	SPARK PLUG- VEH #420	\$ 2.01	dshop
246994	3/15/2019	012217488	GALLS, LLC.	UNIFORM SHIRT; RECORDS SUPERVISOR INGRAM	\$ 51.64	apd
247088	3/15/2019	ReimbHatcher	HATCHER, TYLER	K9 HANDLER TRAINING PER DIEMS WEEK 4-7; HATCHER	\$ 1,063.00	apd
247095	3/15/2019	1720007263	PATEL DDS, RAMAN	DENTAL SERVICES, LEOFF1 RETIREE	\$ 1,240.00	hr
246934	3/15/2019	001-428072	PISTON SERVICE OF ANACORTES	OIL FILTER FOR #704	\$ 10.99	dshop
246935	3/15/2019	001-428029	PISTON SERVICE OF ANACORTES	REAR WINDOW #019	\$ 11.19	dshop
246937	3/15/2019	001-428032	PISTON SERVICE OF ANACORTES	WIX FILTER FOR INVENTORY	\$ 9.80	dshop
247004	3/15/2019	APD Q2 19	SKAGIT 911	2ND INSTALLMENT BILLING FOR FISCAL YEAR 2019 (LAW)	\$ 47,914.00	apd
246928	3/15/2019	2019 Liens	SKAGIT COUNTY AUDITOR'S OFFICE	LIENS FILED WITH COUNTY OUTSTANDING ACCOUNTS IN UB	\$ 152.00	finance
246920	3/15/2019	5069474	US BANK	ANAUTIREF17 ADMINISTRATION FEES - IN ADVANCE 07/01/2018 - 06/30/2019	\$ 252.70	finance
247003	3/15/2019	91665	VECA ELECTRIC & TECHNOLOGIES	CONNECT WWTP PUMP CONTROL PANELS	\$ 1,972.53	dwwtp
246995	3/16/2019	00005W5A83119	UNITED PARCEL SERVICE, INC	UPS SHIPPING CHARGES; WEEK ENDING 3-16-19	\$ 16.91	apd
247071	3/16/2019	00099E018119	UNITED PARCEL SERVICE, INC	SHIPMENT TO MSA SAFETY SALES	\$ 58.75	dwwtp
247084	3/18/2019	1991157997	ARAMARK	LAUNDRY SERVICE FOR WWTP	\$ 72.00	dwwtp
247061	3/18/2019	0736070	FERGUSON ENTERPRISES, INC	METER PARTS	\$ 123.35	wdist
246993	3/18/2019	031819	FIDALGO CLEANING	APD CLEANING & SUPPLIES	\$ 700.00	apd
247075	3/19/2019	19-07856	EDGE ANALYTICAL, INC	THICKENED SLUDGE TESTING	\$ 205.00	dwwtp
247081	3/19/2019	19-07728	EDGE ANALYTICAL, INC	EFFLUENT NUTRIENTS	\$ 140.00	dwwtp
247073	3/19/2019	390-4660-01	REDMOND, JEANETTE & RICHARD	Refund for overpayment on closed account	\$ 127.79	finance
247074	3/19/2019	052-1104-02	ROSENBUSCH, RICHARD & KRISTEN	Refund for overpayment on closed account	\$ 134.65	finance

Total

\$221,137.69



City Council Contract Agenda Bill

Meeting Date: 3/25/2019 **Agenda Item:** 5c

Subject: Contract Modification – Anacortes Senior Activity Center Foundation
18-109-SEN-001 Amendment 1

Staff Contact: Emily Schuh

Approved for Submittal to Council by: Darcy Swetnam, City Attorney
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Action Type: Contract Modification

Summary Statement: City staff seeks City Council consent to issue Amendment 1 to the Memorandum of Agreement (MOU) with the Anacortes Senior Activity Center (ASAC) Foundation to allow for a more diverse ASAC Foundation Board composition.

Background:

1. **History:** The ASAC became part of the City in 2017. The Foundation has provided excellent support for senior programming at the ASAC for many years. To clarify the parties' roles and responsibilities and define how the two organizations will work together in the future, the MOA was developed with cooperation between City staff and Foundation Board members. The MOA restricted the composition of the Foundation Board to exclude any City staff and both parties wish to make this amendment to allow City staff on the Board, other than those working in the City department supported by the Foundation.
2. **Key Terms:** No change in term or funding.
3. **Competitive Bidding:** No competitive bidding is required for this MOA amendment.

Previous Council/Committee Action: The original MOA [18-109-SEN-001](#) was approved at the [7/2/2018](#) Council meeting.

Competing Viewpoints Considered: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign Amendment 1 to 18-109-SEN-001 between the City of Anacortes and the Anacortes Senior Activity Center Foundation.

Alternative Actions: N/A

Attachments: 18-109-SEN-001 Amendment 1



**FIRST AMENDMENT TO
MEMORANDUM OF AGREEMENT #18-109-SEN-001
between the
CITY OF ANACORTES
and the
ANACORTES SENIOR ACTIVITY CENTER FOUNDATION**

This First Amendment to the Memorandum of Agreement ("MOA") between the City of Anacortes and the Anacortes Senior Activity Center Foundation, executed on _____, is made by and between the City of Anacortes, a Washington Municipal Corporation (the "City"), and the Anacortes Senior Activity Center Foundation, a 501(c)(3) non-profit corporation located in Anacortes, Washington ("the Foundation"), collectively referred to as "the Parties."

RECITALS

WHEREAS, the City and Foundation executed a certain "Memorandum of Agreement" #18-109-SEN-001 dated July 5th, 2018 (the "2018 MOA"), which established the Parties' respective roles and responsibilities in providing support to the Anacortes Senior Activity Center ("ASAC"); and

WHEREAS, the 2018 MOA restricted the composition of the Foundation Board to exclude any City staff; and

WHEREAS, the Parties now wish to amend the 2018 MOA to allow for a more diverse Foundation Board composition;

NOW THEREFORE, for and in consideration of the premises and mutual promises contained in this MOA, the City and the Foundation agree as follows:

AGREEMENT

1. The Parties hereby amend Paragraph 1(i), to read as follows:
The Foundation may organize staff and volunteers to conduct its business and fulfill its responsibilities to the ASAC. The Foundation agrees that the ASAC Administrator is a non-voting ex-officio member of the Board. The Foundation will not allow any City staff working in the City department supported by the Foundation to hold voting positions or vote on Board issues. The Foundation shall plan, direct, coordinate and conduct activities for raising funds from private sources.
2. All remaining terms of the 2018 MOA are hereby affirmed and remain in full force and effect during the remaining term of the MOA and any renewals or extensions.

The Parties, by their authorized representatives, affix their authorized signatures hereto:

CITY OF ANACORTES

By: _____ Date: _____
Laurie Gere, Mayor

ANACORTES SENIOR ACTIVITY CENTER FOUNDATION

By: _____ Date: _____
Barbara Cooper, President



City Council Contract Agenda Bill

Meeting Date: 3/25/2019 **Agenda Item:** 5d

Subject: Contract Award – 2019 Chevrolet Silverado Md 4wd Reg Cab Purchase
19-042-ERR-001

Staff Contact: Fred Buckenmeyer

Approved for Submittal to Council by: Darcy Swetnam, City Attorney
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Action Type: Contract Award

Summary Statement: City staff seeks City Council consent to award a contract in the amount of \$52,739.17 to Blade Chevrolet to purchase one 2019 Chevrolet Silverado Md 4wd Reg Cab.

Background:

1. **History:** The Silverado is needed to replace the 1988 Ford dump truck that we surplused last year in anticipation of this purchase. It will be built in to a 3 yd. contractor style dump bed (in a future contract), and will be used by the Parks Department. This truck will be smaller than the previous truck allowing crews to get into tighter areas and to expand the work that they were able to accomplish with the old truck.
2. **Key Terms:**
 - Contract is for a total fixed price of \$52,739.17.
3. **Competitive Bidding:** On February 27, 2019 the City solicited bids for the subject purchase and on March 12, 2019 a bid opening was conducted and 2 bids were received. Blade Chevrolet was determined to be the lowest responsible bidder. Bid results are provided as an attachment hereto.

Previous Council/Committee Action: N/A

Competing Viewpoints Considered: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign contract 19-042-ERR-001 with Blade Chevrolet in the amount of \$52,739.17 to purchase one 2019 Chevrolet Silverado Md 4wd Reg Cab.

Alternative Actions: N/A

Attachments: Bid Results, Contract 19-042-ERR-001

Contractor	Blade Chevrolet
Contract Amount	\$52,739.17
Earmarked Funds (2019 motor pool vehicles)	\$1,090,000.0
BARS #	501.790.594.48.60
Budget Amendment Required?	No

2019 Chevrolet Silverado MD 4WD Reg Cab

19-042-ERR-001

BID OPENING DATE: March 12, 2019

Item No.	Qty	Unit	Description	BLADE CHEVROLET		GILCHRIST CHEVROLET BUICK GMC	
				Unit Price	Amount	Unit Price	Amount
1	1	EA	New/Unused 2019 Chevrolet Silverado MD (CK56403) 4WD Reg Cab	\$ 48,518.10	\$ 48,518.10	\$ 48,304.00	\$ 48,304.00
				SUBTOTAL	\$ 48,518.10	SUBTOTAL	\$ 48,304.00
				8.7 % TAX	\$ 4,221.07	10.4 % TAX	\$ 5,023.62
				TOTAL BID	\$ 52,739.17	TOTAL BID	\$ 53,327.62

 Denotes Correction from Supplier's Bid Proposal Based Upon Correct Sales Tax Rate.



CONTRACT 19-042-ERR-001

Between THE CITY OF ANACORTES AND BLADE CHEVROLET

2019 CHEVROLET SILVERADO MD 4WD REG CAB

This Contract is between the City of Anacortes, Washington, a Municipal Corporation (herein after referred to as "City") and Blade Chevrolet, a private company at 1100 Freeway Drive, Mount Vernon, WA 98273 (herein after referred to as "Supplier").

1. **Scope of Work.** The Supplier shall furnish and deliver goods in accordance with and as described in the City of Anacortes document entitled "Invitation to Bid 2019 Chevrolet Silverado Md 4wd Reg Cab 19-042-ERR-001" issued February 26, 2019, which is hereby incorporated by reference and made a part hereof.

2. **Price and Payment Terms.** The Total Contract Price is **Fifty-Two Thousand Seven Hundred Thirty-Nine Dollars and Seventeen Cents (\$52,739.17)**, which includes \$4,221.07 in sales tax at an 8.7% rate. The Supplier's bid schedule is incorporated by reference and attached hereto as Exhibit A.

3. **Term:** The term of this Agreement shall be effective commencing on the date of execution of this Agreement and terminating 180 days from that date.

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

5. **Warranty.** Supplier shall assure that the Goods and/or Services purchased hereunder are covered by all available and applicable manufacturers' warranties for such Goods and/or Services. Supplier expressly agrees that it will be responsible for performing all warranty obligations set forth in the Specifications for the Goods and/or Services covered in the Contract. Supplier also warrants that the Goods and/or Services will conform to the Specifications, and further warrants that the Goods and/or Services shall be of good materials and workmanship and free from defects for either a minimum of one (1) year from the date of Acceptance or installation by City, whichever is later, or as specified in the Specifications, whichever is later. In no event shall Supplier be allowed to disclaim or otherwise limit the express warranties set forth herein. In addition, the Supplier shall obtain and submit to the City any necessary documentation to secure any extended manufacturer's warranty and warranty terms. This guarantee is supplemental to and does not limit or affect the requirements that the Supplier's work comply with the requirements of the Contract or any other legal rights or remedies of the City.

6. **Warranty Remedies.** City shall notify Supplier if any of the Goods and/or Services fails to meet the warranties set forth above, and Supplier shall promptly correct, repair or replace such Goods and/or Services at Supplier's sole expense. Notwithstanding the foregoing, if such Goods and/or Services shall be determined by City to be defective or non-conforming within the first thirty (30) days after the date of Acceptance by City, then City at its option shall be entitled to a complete refund of the purchase price and, in the case of Goods, shall promptly return such Goods to Supplier. Supplier shall pay all expenses related to the return of such Goods to Supplier.

7. **Supplier Bears Risk.** The risk of loss or damage shall be borne by Supplier at all times until the Acceptance of the Goods or Services by City

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

9. **Invoicing.** All invoices shall include: Company Name, Invoice Date, Due Date (30 days), Invoice Number, Invoice Period, Project Title, Contract Number and Price, or Amended Price. The Supplier must invoice **MONTHLY** for quantities delivered during the invoice period. Invoices may be sent by US mail to

City of Anacortes, Accounts Payable, PO Box 547, Anacortes, WA 98221, or by email to accountspayable@cityofanacortes.org. Suppliers may complete a City furnished ACH/EFT form to receive electronic payments directly to their financial institution.

The City shall notify the Supplier within fifteen (15) calendar days from receipt of invoice if there are any objections or disputes with the invoice. The Supplier shall then resubmit a new invoice less the disputed amount and payment shall be made within 30 calendar days. Any disputed amounts may be submitted under the Disputes clause contained herein.

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

11. Final Payment: Waiver Of Claim the Supplier's acceptance of final payment (excluding withheld retainage) shall constitute a waiver of claims, except those previously and properly made and identified by the Supplier as unsettled at the time request for final payment is made.

12. Defense and Indemnity. The Supplier shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of the Contract, except for injuries and damages caused by the sole negligence of the City.

13. Insurance Requirements

A. Insurance Term

The Supplier shall procure and maintain for the duration of the Contract, insurance against claims for injuries to persons or damage to property which may arise from or in connection with products and materials supplied to the Public Entity.

B. No Limitation

The Supplier's maintenance of insurance as required by the Contract shall not be construed to limit the liability of the Supplier to the coverage provided by such insurance, or otherwise limit the Public Entity's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance

The Supplier shall obtain insurance of the type and coverage described below:

Commercial General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover products liability. **The City of Anacortes and its officers, elected officials, employees, agents, and volunteers shall be named as an additional insured** under the Supplier's Commercial General Liability insurance policy using ISO Additional Insured-Vendors Endorsement CG 20 15 04 13 or a substitute endorsement providing at least as broad coverage.

D. Minimum Amounts of Insurance

The Supplier shall maintain the following insurance limits:

Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and a \$2,000,000 products liability aggregate limit.

E. Other Insurance Provision

The Supplier's Commercial General Liability insurance policy or policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the Public Entity. Any insurance, self-insurance, or self-insured pool coverage maintained by the Public Entity shall be excess of the Supplier's insurance and shall not contribute with it.

F. Acceptability of Insurers

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

G. Verification of Coverage

The Supplier shall furnish the Public Entity with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Supplier before goods, materials or supplies will be accepted by the Public Entity.

H. Notice of Cancellation

The Supplier shall provide the Public Entity with written notice of any policy cancellation, within two business days of their receipt of such notice.

I. Failure to Maintain Insurance

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

J. Public Entity Full Availability of Supplier Limits

If the Supplier maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Supplier, irrespective of whether such limits maintained by the Supplier are greater than those required by this contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Supplier.

14. Inspection.

A. Of the Work

All materials furnished and work done shall be subject to inspection. The City Project Manager administering the Contract shall at all times have access to the work wherever it is in progress or being performed, and the Supplier shall provide proper facilities for such access and inspection. Such inspection shall not relieve the Supplier of the responsibility of performing the work correctly, utilizing the best labor and materials in strict accordance with the Specifications of the Contract. All material or work approved and later found to be defective shall be replaced without cost to the City.

B. Project Manager's Authority

The Project Manager shall have power to reject materials or workmanship which do not fulfill the requirements of these Specifications, but in case of dispute the Supplier may appeal to the City Attorney whose decision shall be final. The Contract shall be carried out under the general control of the representative of the City administering the Contract, who may exercise such control over the conduct of the work as may be necessary, in his or her opinion, to safeguard the interest of the City. The Supplier shall comply with any and all orders and instructions given by the representative of the particular Department administering the Contract in accordance with the terms of the Contract. Nothing herein contained, however, shall be taken to relieve the Supplier of his/her obligations or responsibilities under the Contract.

15. Discrimination Prohibited. During the performance of the Contract, the Supplier and subSuppliers shall not discriminate in violation of any applicable federal, state and/or local law or regulation on the basis of age, sex, race, creed, religion, color, national origin, marital status, disability, honorably discharged veteran or military status, pregnancy, sexual orientation, gender identity, or any other classification protected under federal, state, or local law. This provision shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, selection for training, and the provision of services under the Contract. Supplier agrees to comply with the applicable provisions of State and Federal Equal Employment Opportunity and Nondiscrimination statutes and regulations.

16. **Assignment/Subcontract.** Supplier shall not assign, sell, transfer, subcontract or sublet rights, or delegate responsibilities under this Contract, in whole or in part, without the prior written approval of City. No such written approval shall relieve the Supplier of any obligations of this Contract, and any transferee or subSupplier shall be considered the agent of the Supplier. Supplier shall remain liable as between the original parties to this Contract as if no such assignment had occurred.

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

18. **Ownership and Use of Documents.** All finished and unfinished documents and material prepared by the Supplier with funds paid by the City pursuant to the terms of this Contract shall become the property of the City and shall be forwarded to the City upon its request. Documents and materials shall include but not be limited to plans, specifications, reports, electronic and non-electronic data, and other design documents prepared by the Supplier. The City agrees, to the fullest extent permitted by law, to indemnify and hold the Supplier harmless from any claim, liability or cost (including reasonable attorney's fees and defense costs) arising or allegedly arising out of any reuse or modification of the documents and materials by the City or any person or entity that obtains the documents and materials from or through the City. Pursuant to RCW 42.56.70, all information and documents produced under this Contract may be subject to public disclosure.

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

20. The City's Right to Terminate Contract.

A. Termination for Default

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

B. Termination for Public Convenience

The City may terminate the Contract in whole or in part whenever the City determines, in its sole discretion that such termination is in the best interests of the City. Whenever the Contract is terminated in accordance with this paragraph, the Supplier shall be entitled to payment for actual work performed at unit Contract prices for completed items of work through the date of termination. An equitable adjustment in the Contract price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this Contract by the City at any time during the term, whether for default or convenience, shall not constitute a breach of Contract by the City.

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

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

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

24. **Disputes**

A. **General**

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

B. **Notice of Potential Claims**

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

C. **Detailed Claim**

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

D. **Dispute Resolution**

In the event of a dispute between the City and the Supplier arising out of this Contract, or any obligation hereunder the dispute shall first be referred to the representatives designated by the City and the Supplier to have oversight over the administration of this Contract. Said representatives shall meet within thirty (30) calendar days of receipt of detailed claim, and the parties shall make a good faith effort to achieve a resolution of the dispute.

In the event the parties are unable to resolve the dispute under the procedure set forth above, then the parties hereby agree that the matter shall be referred to mediation. The parties shall mutually agree upon a mediator to assist them in resolving their differences. Any expenses incidental to mediation shall be borne equally by the parties. If either party is dissatisfied with the outcome of the mediation, that party may then pursue any available judicial remedies.

25. **Force Majeure.** Definition: Except for payment of sums due, neither party shall be liable to the other or deemed in default under this Contract if and to the extent that such party's performance of this Contract is prevented by reason of force majeure. The term "force majeure" means an occurrence that is beyond the control of the party affected and could not have been avoided by exercising reasonable diligence. Force majeure shall include acts of God, war, riots, strikes, fire, floods, epidemics, or other similar occurrences. Notification: If either party is delayed by force majeure, said party shall provide written notification within forty-eight (48) hours. The notification shall provide evidence of the force majeure to the satisfaction of the other party. Such delay shall cease as soon as practicable and written notification of same shall be provided. The time of completion shall be extended by Contract modification for a period of time equal to the time that the results or effects of such delay prevented the delayed party from performing in accordance with this Contract. Rights Reserved: The City reserves the right to cancel the Contract and/or purchase materials, goods or services from the best available source during the time of force majeure, and Supplier shall have no recourse against the City.

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

27. **Compliance with Laws.** The Supplier in the performance of this Contract shall comply with all applicable Federal, State or local laws and ordinances, including regulations for licensing, certification and operation of facilities, programs and accreditation, and licensing of individuals, and any other standards or criteria as described in the Contract to assure quality of services.

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

29. **Survival of Contract Termination.** The provisions of the following paragraphs and the liability of the Supplier for default during the term of the Contract shall survive, notwithstanding the termination or invalidity of this Contract for any reason: Taxes; Warranty; The City's Right to Terminate Contract; Governing Law; Disputes; Defense & Indemnity.

The parties acknowledge that there has been an opportunity to negotiate the terms and conditions of this Contract and agree to be bound accordingly;

CITY OF ANACORTES

BLADE CHEVROLET

By _____
Laurie Gere, Mayor

By _____
Signature

Date _____

Printed Name

Title _____

Date _____



City Council Agenda Bill

Meeting Date: 3/25/2019

Agenda Item: 5e

Subject: Restricted donation acceptance

Staff Contact: Dave Oliveri

Approved for Submittal to Council by	
x	Laurie Gere, Mayor
x	Steve Hoglund, Finance Director
x	Darcy Swetnam, City Attorney

Action Type	
	Ordinance No.
	Code Revision?
	Resolution No.
x	Contract
	Public Hearing
	Staff Report

Summary Statement: A donor made a \$20,000 donation restricted to use by the EMS department.

Background: Restricted donations over \$10,000 are required be accepted by City Council. The City EMS department would like to accept a \$20,000 cash donation with donative intent to deposit into the Paramedic Donation fund for future use to support the EMS department as the Fire chief determines.

Budget Impact	
Amount	\$20,000
Budget Account (BARS)	
Proposed Expenditure	
Budget Amendment Required?	No
Revenue Source	Donation

Proposed Contract	
Contractor	
Amount	
Start Date	
End Date	

Previous Council/Committee Action: NA

Competing Viewpoints Considered: City departments should not accept donations and rely only on City funds to operate.

Recommended Motion: I move to accept the \$20,000 donation to the Paramedic Donation Fund.

Alternative Actions: Do not accept donation.

Attachments (listed in order presented): N/A



City Council Agenda Bill

Meeting Date: 3/25/2019 **Agenda Item:** 6a – 2019 CDBG Action Plan

Subject: Review community needs/priorities in development of 2019 CDBG Action Plan and open public comment period.

Staff Contact: Don Measamer/Joann Stewart

Approved for Submittal to Council by	
X	Don Measamer, Planning Director

Action Type	
	Contract
X	Public Hearing/Public Comment Period

Summary Statement: In developing the yearly CDBG Action Plan, a public comment period is open for 30 consecutive days. This year, the comment period begins March 18 and ends April 16. The purpose of the first hearing is to provide a description of the planning process, anticipated funding, review projects submitted and solicit public comment on the needs and priorities of the community. The second hearing includes consideration of any further comments, consideration of the project applications for funding, and concludes the work begun at the previous meeting. The Action Plan will then be finalized to include project recommendations and any comments made during the meetings and submitted to HUD no later than May 15, 2019.

Background: The Consolidated Plan comprises the planning and application requirements for the City's Community Development Block Grant (CDBG), a program administered by HUD. The Action Plan outlines the projects that will be funded during the program year. The City's Planning Department undertakes the planning process for submission of its Consolidated Plan/Strategic Plan and yearly Action Plans.

Budget Impact	
Amount Budgeted	
Budget Account (BARS)	
Proposed Expenditure	
Budget Amendment Required?	
Revenue Source	HUD

Proposed Contract	
Contractor	
Amount	
Start Date	
End Date	

Previous Council/Committee Action: None

Competing Viewpoints Considered: N/A

Recommended Motion: No motion at this time.

Alternative Actions: None to be considered.

Attachments (listed in order presented): Council Memorandum, Draft Action Plan, CDBG General Allocation Information, Applications



PLANNING, COMMUNITY, & ECONOMIC DEVELOPMENT

DATE: March 25, 2019

TO: Mayor and City Council

FROM: Don Measamer/Joann Stewart
Planning, Community, & Economic Development

SUBJECT: 2019 CDBG Action Plan

ACTION: Review 2019 Community Needs and Action Plan & Obtain Citizen Input on
Development of Action Plan

Briefing

The Consolidated Plan comprises the planning and application requirements for the City's Community Development Block Grant (CDBG), a program administered by the U.S. Department of Housing and Urban Development (HUD). The City Planning Department is undertaking the planning process for submission of its 2019 Action Plan, a component of the Consolidated Plan. The Action Plan outlines the projects that will be funded during the program year. The application period to apply for funding this year was January through February.

In developing the yearly Action Plan, the City places a notice of Open Application Period on the website (<https://www.anacorteswa.gov/171/CDBG-Information>), which provides notice the City is accepting applications for the coming program year. The Open Application Period is typically 2 months, beginning the first of January and ending the last day of February. In addition to the notice, City staff directly contacts entities who have expressed interest in applying or have applied in the past to notify them of the open application period. At the close of the application period, a public comment period is then opened for 30 consecutive days to consider the development of the plan. A draft plan is provided on the website and distributed to the City library and the Anacortes Housing Authority for public viewing.

This year, the comment period began March 18, 2019 and concludes April 16, 2019. The purpose of the first hearing is to provide a description of the planning process, anticipated funding, potential projects and solicit public comment on the needs and priorities of the community. The second hearing includes consideration of any further comments, consideration of the project applications for funding, and concludes the work begun at the previous meeting. The Action Plan will then be finalized for submittal to HUD. Any comments provided during the comment period or at the public meetings will be included in the final Action Plan.

Congress determines the appropriations and until those are made, HUD recommends entitlements (entitlements include cities, counties and states) not make commitments based on funding expectations. The allocations from HUD are expected by mid-April. As soon as the appropriations are issued, the City will update the Action Plan to indicate the actual allocations. These will be based on 15% for public services with the remaining amount applied to capital projects. While HUD allows 20% of the funding for administration costs, the City in the past has elected not to utilize the admin funding and instead apply that funding directly to projects.

The draft Plan is available on the City's website at: <https://www.anacorteswa.gov/174/CDBG-Plans-Reports>. Copies of the Plan are also available for review at: City of Anacortes Planning Department, 904 6th Street, the Anacortes Public Library reference desk, 1220 10th Street, and the Anacortes Housing Authority, 719 Q Avenue, Anacortes.

While we have not received the allocation, we do believe our funding is expected to be approximately \$108,000, based on last year's allocation. This gives us reasonable expectations to be able to fund most of the projects applied for this year. There is also expected to be some left over funding from previous years of approximately \$30,000. If project costs for capital projects necessitate additional funding, we will utilize that funding. The allocations are distributed as follows (this will be completed when we receive the allocation):

2019 PROPOSED PROJECTS

Projects	Amount Requested	Amount Granted
Public Services	15% of Grant	\$
City Hall – Removal of Architectural Barriers Service Counter Retrofits (Finance and Building Dept)	Total request for both projects: \$55,000	\$
R Avenue Cross Walk in vicinity of 26 th Street	\$50,000	
Back up project - Curb ramps to allow mobility impaired individuals easy access to street crossings (approx. 20 throughout City)	\$50,000	
TOTAL	\$	\$

The public is invited to review and comment in writing on the draft Plan. Written comments may be submitted to City of Anacortes Planning Department, P.O. Box 547, Anacortes, WA 98221 or by email to joanns@cityofanacortes.org. The City considers the views of all citizens, public agencies, and other interested parties in preparing the final Action Plan. A summary of the comments received will be included in the Action Plan along with explanations as to why any projects were not included in the development of the Plan.

Recommendation

Review the draft Plan, receive any public input on the development of the Plan.

Attachments.

Draft Action Plan

CDBG General Allocation Information

Executive Summary

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

1. Introduction

This chapter outlines the City's one-year Action Plan for 2019, which will further the goals and strategies of the Strategic Plan and is the spending plan for the City's 2019 Community Development Block Grant (CDBG) funds. The activities in this plan will be accomplished with funds received during this program year under the CDBG program for meeting housing and community development objectives. The allocation for this year's funding is expected to be approximately \$108,000, based on last year's allocation. This amount may be more or less than anticipated. The activities detailed in this section must meet the CDBG National Objectives as outlined in the introduction to the Strategic Plan. The Mayor of Anacortes has designated the Planning, Community & Economic Development Department responsible for the planning, development, and implementation of its CDBG Program.

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 maintaining the existing supply of affordable rental housing and funding supportive services to help individuals and families from becoming homeless and supporting efforts to reduce poverty. The requests listed below will be funded in accordance to the allocation and will be reduced if the funding does not cover the actual request. Alternatively, if the allocation is more than expected, the backup project may be included in this funding cycle. The City has elected not to utilize the administration portion of the funding and instead apply the 20% allocation to projects. 2019 proposed funding goals being considered for funding are listed below:

- Public Service - Anacortes Family Center - Homelessness/assist special needs populations - Create suitable living environs - %15 of total allocation = \$
- City of Anacortes Municipal Building – Removal of Architectural Barriers Service Counter retrofits (Finance Department & Building Department) = \$55,000 requested –funding to be determined when actual allocations are announced
- R Avenue Cross Walk in vicinity of 26th Street – include flashing beacons, ramps, fencing, signage = approximately \$50,000– funding to be determined when actual allocations are announced

- Backup project if sufficient CDBG funds exist after above projects are funded – 20 curb cuts throughout the City to remove barriers to mobility challenged individuals = approximately \$50,000

3. Evaluation of past performance

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

In reviewing activities accomplished with its federal funding from previous 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. The Anacortes Family Center, recipient of the full public services portion of the annual CDBG, provided that 86% of the 65 households (175 individuals - 96 of which were children) in their program during 2017 successfully graduated from the Family Center program and entered permanent, safe housing with jobs and incomes to support their new lives. The Center received a total of 398 applications for services, a slight increase from the previous year. In 2016, the asbestos abatement project provided safer living environments with the removal and replacement of the flooring in the Harbor House apartment complex. Asbestos floor tiles in the 50 unit housing complex were severely deteriorated and were replaced with new environmentally safe flooring. Exposure to asbestos and broken, cracked tiles create accessibility issues especially for mobility impaired individuals. The City also allocated funding in 2016 to assist the Anacortes Housing Authority with upgrades to the Harbor House apartment complex with the purchase of new appliances. The Housing Authority replaced 40 year old ovens in the Harbor House 50 unit apartment complex with new ovens. The new ovens include operational knobs on the front of the appliance to provide safer, more efficient means of food preparation for the residents. Many residents of this complex are confined to wheelchairs and reaching across hot burners to adjust the heating elements created a potentially dangerous situation for these individuals. In the same complex, HUD funding was used to cover costs of water heater replacement in 8 units. These water heaters had deteriorated and caused leaking which created more issues within the units.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

In deciding the 2019 program year allocations, the City of Anacortes conducted two public hearings (March 25, 2019 and April 22, 2019) and encouraged public comment in conjunction with the CDBG program. The notices for the public hearings were advertised in the Anacortes American and posted in officially designated public places (Municipal Building and City Library). The notice for the 30 day

comment period and meetings was posted on the City's website on March 1, 2019 and published in the local newspaper on March 6, 2019 and April 10, 2019. The public comment period began on March 18, 2019 and ended on April 16, 2019.

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

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

To be completed after close of Public Comment Period.

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

The City did not reject any views or comments on the development of this Action Plan.

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 program years 2016, 2017, and 2018 demonstrate that the City is making 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.

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

Consolidated Plan/Action Plan Development/Management Contact Information

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

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

1. Introduction

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

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

The City held two public hearings to obtain input from all citizens of the community. The first public hearing was held on March 25, 2019. This meeting provided an opportunity to discuss the objectives of the Action Plan and proposed projects for 2019. The next meeting was held on April 22, 2019.

The City sent inquiries to various organizations and individuals to obtain current information on pressing needs within the community. Input was received from Community Action Agency of Skagit County, 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), the Anacortes Family Center, and the City of Anacortes Housing Affordability & Community Services Committee.

The Anacortes Community Health Council member agencies include:

Anacortes Family Center; Anacortes Senior Activity Center; Island Hospital Community Health Resource Center; The Salvation Army; St. Vincent de Paul; Anacortes 100 Food Bank; Christ Episcopal Church; Anacortes United Methodist Church; Anacortes/San Juan Island Chapter of the American Red Cross; Anacortes First Baptist Church; Anacortes Christian Church; Anacortes Police Department; Skagit Senior Information and Assistance; Anacortes Noon Kiwanis Club; Anacortes Boys and Girls Club; Skagit County Youth and Family Services; Pilgrim Congregational Church; Anacortes Housing Authority; Christ the King Community Church; Westminster Presbyterian Church/Dinner at the Brick.

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 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

The City has coordinated with Skagit County Department 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 (Homeless Management Information System) for service providers operating in the Consortium region. Their goals, strategies, activities and outcomes have been incorporated in the Consolidated Plan.

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

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-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs 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?	Participated in multi-agency meetings, one-on-one consultation with staff, board meetings, participated in various committees in which CASC provided input. Anticipate increased coordination of homeless activities and public services.

2	Agency/Group/Organization	Anacortes Community Health Council
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless Services-Health Services-Employment
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	City staff is a member of this organization which meets monthly to discuss the current situation of those in need within the community, case-by-case review of needs, solutions to those needs and other services available to help. Roundtable meetings provide information and resources to improve the coordination of services.
3	Agency/Group/Organization	Anacortes Housing Authority
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs

	Briefly describe how the Agency/Group/Organization was consulted. 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 in collaboration to locate property to develop more housing units.
4	Agency/Group/Organization	Anacortes Family Center
	Agency/Group/Organization Type	Homeless Needs/Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs – families and children
	Briefly describe how the Agency/Group/Organization was consulted. 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 achieve success.
5	Agency/Group/Organization	City of Anacortes
	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-Education Services-Employment Service-Fair Housing

What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy 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?	Monthly meetings with group to determine strategies to address lack of affordable housing within community

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

There were no community agencies that were not consulted. The Home Trust of Skagit is now a CBDO and the city contacted that organization to discuss housing needs.

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 Community Services	The Strategic Plan has adopted the major strategies of the 10 year plan.
2016 Comprehensive Plan update	City of Anacortes	Creating a better, coordinated strategy for LMI affordable homes and related issues
North/West Basin Concept Plan	Port of Anacortes	Creating a better, coordinated strategy for public facilities improvements
2017 Affordable Housing Strategic Plan	City of Anacortes	Creating a coordinated strategy for the development of affordable homes & community services within the community

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Skagit County Natural Hazards Mitigation Plan	Skagit County	Creating a coordinated strategy for the community in the event of a natural or man-made disaster
Fiber Optics Installation	City of Anacortes	Creating opportunities to help low income residents connect to broadband services to narrow the digital divide

Table 3 - Other local / regional / federal planning efforts

Narrative

The City coordinated efforts with the County, the Anacortes Housing Authority, the Anacortes Family Center, the Anacortes Community Health Council and the City of Anacortes Affordable Housing & Community Services Committee to share concerns, determine the needs and routes to follow to address the needs.

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

In deciding the 2019 program year funding allocations, the City of Anacortes conducted two public hearings (March 25, 2019 and April 22, 2019) and encouraged public comment on the development of the City's CDBG Action Plan. The notices for the public hearings were advertised in the Anacortes American and posted in officially designated public places (Municipal Building and City Library). The notices for the 30 day comment period and meetings were posted on the City's CDBG website on March 1, 2019 and published March 6, 2019 and April 10, 2019. The public comment period began on March 18, 2019 and ended April 16, 2019.

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. The 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 Hearing	Non-targeted/ broad community	To be completed		There were no comments that were not accepted.	

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

The City expects to utilize the entire allocation of \$ _____ for program year 2019. If the 2019 allocations do not provide enough coverage to complete the capital projects (not including the Public Services project), any left-over funds from previous years may be applied to approved projects. It is expected that there is approximately \$30,000 in left over funding. This funding will advance the goals of this plan to maintain the existing supply of affordable rental housing and fund supportive services to help individuals and families from becoming homeless and support efforts to reduce poverty.

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	Public Facilities Improvements; Public Services	Based on last year's funding of approximately \$108,000	0	30,000.00	Estimated at \$138,000		Funds used for public services, public facilities

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

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 community involvement and the 2016 Comprehensive Plan update has identified areas through 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.

Discussion

Through the development of the 2016 Comprehensive Plan, a unique vision is coming together to create a cohesive, well-laid out community with affordable housing and pedestrian mobility key factors in determining the paths to the central hub as described above. Zoning regulations are being reviewed for changes that will allow greater density, multi-family mixed use development, and greater mobility which will help create more affordable living space within the central hub of downtown.

Annual Goals and Objectives

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

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Homelessness/Assist Special Needs Populations	2019	2020	Homeless	Tract 940600	Homelessness/Assist special needs population	CDBG: 15%	Public service activities other than Low/Moderate Income Housing Benefit: 191 Persons Assisted
2	City Hall Customer Service Counter Remodel	2019	2020	Public Facilities	Tract 940600	Removal of Architectural Barriers / Public Facilities Improvements / Assist Special Needs	CDBG: Requested \$55,000	Public Facility activity other than low/mod income housing benefit Presumed Benefit
3	26 th Street & R Avenue Pedestrian Crossing	2019	2020	Public Improvements	Tract 940600	Public Improvements / expanded economic opportunities	CDBG: Requested \$50,000	Public Facility activity other than low/mod income housing benefit Presumed Benefit
4	Approximately 20 curb cut installations throughout city (backup project if funding allows)	2019	2020	Public Improvements	Predominantly Tract 940600 and throughout city	Public Improvements/removal of architectural barriers	CDBG: Requested \$50,000	Public Facility activity other than low/mod income housing benefit Presumed Benefit

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Anacortes Family Shelter / Public Services funding to assist in client management
	Goal Description	Homelessness / Assist Special Needs Populations/Decent housing/Suitable living environment
2	Goal Name	City Hall Customer Service Counter Remodel
	Goal Description	Public Facilities Improvements / Removal of Architectural Barriers / Presumed Benefit
3	Goal Name	26 th Street & R Avenue Pedestrian Crossing
	Goal Description	Public Improvements / Predominantly low income neighborhood to provide access to transportation for jobs and essential shopping, entertainment/Suitable living environment
4	Goal Name	20 curb cut installations at intersections throughout city (backup project if funding allows)
	Goal Description	Public Improvements / Removal of Architectural Barriers / Presumed Benefit/Economic Benefit/Suitable living environment

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.

#	Project Name
1	Anacortes Family Center
2	City Hall Customer Service Counter Remodel
3	26 th & R Avenue Pedestrian Crossing, dependent upon funding
4	Proposed Pedestrian Curb Cuts throughout City, dependent upon funding

Table 7 – 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, 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 2018-2022 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

DRAFT

1	Project Name	Anacortes Family Center
	Target Area	Tract 940600
	Goals Supported	Public service activities other than low/moderate income housing benefit
	Needs Addressed	Homelessness/housing information services/permanent housing placement/supportive services
	Funding	CDBG: %15 of total allocation
	Description	Public Services Allocation - Support Family Center staffing who provide case management services to homeless families staying at the facility.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	The Anacortes Family Center estimates service for approximately 191 individuals which includes families with children. The program provides intensive self-sufficiency based services and shelter for homeless single women, children and families with children in crisis, most often due to domestic violence. Approximately 60% of the clients will be children. Nearly all of the clients have complex issues involving generational violence, poverty and mental illness
	Location Description	1011 27th Street, Anacortes, WA The facility is a secure complex that can only be accessed via electronic passcode and visual acceptance.
	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 2015, the Center provided successful transition to stable living/working environments to approximately 86% of their clients.
2	Project Name	City Hall Customer Service Counter Remodel
	Target Area	Tract 940600
	Goals Supported	Public Facilities Improvements Activities other than low/moderate income housing benefit / Removal of Architectural Barriers / Presumed Benefit
	Needs Addressed	Neighborhood Community & Economic Development

	Funding	CDBG: \$55,000 Requested – allocation will be adjusted when funding determinations are announced
	Description	Provide access improvements for persons with mobility limitations
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Presumed benefit
	Location Description	City of Anacortes City Hall Building
	Planned Activities	Installation of access improvements or removal of access barriers for persons with mobility restrictions. Service counters in Finance Department and Building Department will be rebuilt to accommodate individuals with mobility restrictions
3	Project Name	26 th & R Avenue Pedestrian Crossing
	Target Area	Tract 940600
	Goals Supported	Economic and Community Development
	Needs Addressed	Neighborhood Community & Economic Development
	Funding	CDBG: \$50,000 Requested – allocation will be adjusted when funding determinations are announced.
	Description	Construct lighted pedestrian cross walk across R Avenue and approximately 27 th and 26 th Street to provide access from predominantly low income neighborhood to businesses, parks, trails, shopping and transit
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	57% of the population adjacent to this project are low to very low (30% ami) families.

	Location Description	R Avenue is a major roadway in Anacortes and allows traffic to move steadily in or out of the City. R Avenue is banked on either side by predominantly low to moderately low income households and includes a 46 unit Section 8 apartment complex for families. The cross walk will be located near this apartment complex between 27 th & 26 th Street, which will also accommodate other low income housing units nearby. This addition is being proposed because the roadway is very busy and does not have any lights to stop the traffic and allow for pedestrian crossing. The predominantly low income neighborhood on either side of the road must walk or travel many blocks before getting to a crosswalk to allow access to businesses, bus stops, shopping, nature, trails, and neighbors.
	Planned Activities	The City will contract with eligible contractor to install lighted/sound pedestrian crosswalk on busy 4 lane road. This will include striping, lights to notify drivers of pedestrian in crosswalk, fencing around median crossing area, curb cuts on 4 sides to accommodate mobility impaired pedestrians access.
4	Project Name	Curb Cuts on roadway intersections to allow access for mobility impaired pedestrians, proposed
	Target Area	To Be Determined
	Goals Supported	Public Facility Activity other than low/mod housing – Community & Economic Development
	Needs Addressed	Neighborhood and Community Economic Development
	Funding	CDBG \$50,000 dependent upon allocation from HUD
	Description	Remove existing inadequate curb ramps at street intersections and replace with ramps to allow full and easy access to lower street level for crossing to mobility impaired individuals
	Target Date	6/30/2020 if funded
	Estimated type and number of families to benefit	Presumed benefit
	Location Description	To be determined within Anacortes

	Planned Activities	City will contract with eligible contractor to remove existing barriers of inadequate curb cuts and replace with new concrete base and pads to provide distinguishable stamped base for access to street crossings. There will be minimal ground disturbance with this project.
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DRAFT

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 15,778 citizens (US 2010 Census). Anacortes has one area with a concentration of moderately low to low income households, Census Tract 940600 with 57.6% LMI households. The overall low, to moderately low, income households in Anacortes is approximately 34%.

While Anacortes has one census tract (940600) with the highest concentration of persons 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
Tract 940600	100

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Census Tract 940600 contains the highest concentration of low to moderately low households.

Discussion

This is where a majority of the public housing complexes are located and the projects put forth for this year's funding are located in this area.

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: implementing a strategic plan to create affordable housing, establishing a community services center to provide services to low income residents, developing strategies to assist the chronically homeless with shelter. The City is actively engaged in reviewing and developing strategies to assist the most vulnerable in our community.

Actions planned to address obstacles to meeting underserved needs

The City, through the appointment of the Housing Affordability & Community Services Committee ("HACS"), a City Council committee, established a strategic plan to outline what the needs are and how to address those needs to eliminate the barriers to attaining affordable housing. This plan coordinates the goals of the 2016 Comprehensive Plan with incentives to develop affordable housing and provides a beginning for the City to create a more equitable and healthy community. This Strategic Plan was adopted on November 27, 2017. The City also provides information to housing loan lenders, property managers, and the public about Fair Housing laws and includes current state and federal information with links to this information on its Planning, Community & Economic Development CDBG website (<https://www.anacorteswa.gov/181/Fair-Housing>). The City will work in collaboration with the County and the Anacortes Housing Authority in developing Fair Housing guidelines according to the Affirmatively Furthering Fair Housing rule. The AFFH rule provides a new approach for planning and implementing locally-developed housing goals, actions and strategies to increase choice, mobility, preservation, community revitalization and other collaborative or outreach efforts designed to reduce disparities in access to opportunity and improve fair housing outcomes. This will assist in meeting our statutory obligation to affirmatively further fair housing as required by the Fair Housing Act. This will be an immense help for the City in addressing underserved needs.

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 HA 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 City appointed Housing Affordability & Community Services Committee, staffed by City Councilmembers, City staff and citizens will continue to collaborate efforts to work on strategies to eliminate barriers to affordable housing and services within the City. The City is also working to encourage development of affordable housing in the

recently designated Opportunity Zone in Anacortes.

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 households with gaining the skills and resources needed to become fully self-sufficient. The outlook of the community through the work on the 2016 Comprehensive Plan promises to promote more living wage jobs and create a community that would support lower priced housing. This will be accomplished through zoning changes and building incentives which are being developed at this time and expect to be finalized later this year.

Actions planned to develop institutional structure

The City is a partner with adjacent and regional jurisdictions in a regional HOME Consortium. The regional 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 will support the efforts of the Anacortes Community Health Council and participate regularly in their multi-agency meetings. Active participation in the Council will improve the coordination of the City's Consolidated Plan goals and the efforts to reduce instability in the lower income community. The Housing Affordability & Community Services committee will work with the public and private housing and social service agencies to develop a strategy to eliminate barriers to affordable housing and services. The HACS Committee completed the Affordable Housing Strategic Plan in 2017 (<https://www.anacorteswa.gov/DocumentCenter/View/6370>) which is designed to provide pathways to development of affordable housing within our community. The City is also very committed to working with agencies to develop a community services center to help people find basic services at affordable rates and the HACS Committee is now working on a strategic plan for the development of community services to address the lack of services available to the lower 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. In addition, not having clear ideas on where the services are located is a barrier to anyone looking for specific services; the efforts of the Affordable Housing & Community Services Committee are expected to eliminate those issues by providing a one stop shopping for services within the City.

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 2019 Action Plan allocates the majority of the funding 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 better access to services for individuals and families 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

100% of the 2019 funding will be allocated to benefit low to moderate low income persons.



CDBG Allocation - General Information

What is the Community Development Block Grant (CDBG) Program?

- The program is authorized by Title I of the Community Development Act of 1974.
- Federal funds are provided to local governments to assist in the development of decent housing, a suitable living environment, and expanded economic opportunities primarily for persons of low and moderate income.
- CDBG funds must be used for activities determined by the federal government to be eligible, however the local government determines which eligible use is appropriate in the community.
- The City of Anacortes is an "entitlement city" and receives an annual CDBG allocation from the federal government.
- The City accepts applications from various organizations to implement CDBG activities.
- Each application, at a minimum, must meet the four threshold requirements. It must:
 - be implemented by an eligible applicant/recipient;
 - be eligible under the CDBG program requirements;
 - meet one of the three national objectives; and
 - be complete as of the due date.

Who is an eligible applicant/recipient?

Eligible applicant/recipients include:

- City departments
- Other local public agencies
- Public and private nonprofit organizations (501(c)(3))
- Section 301(d) small business investment companies
- Local development corporations
- Private profit organizations may implement certain economic development and microenterprise activities.

Additionally applicants must:

- Demonstrate an active governing body or board of directors with skills and experience to provide leadership and direction to the agency;
- Demonstrate the legal, financial, and programmatic ability to administer the proposed project; and,
- Meet the City's requirements for contracting agencies such as insurance requirements, audit and financial requirements.

What are the three National Objectives?

An eligible CDBG activity must either:

- Principally benefit low and very low income households;

- Reduce or prevent slum and blight; or,
- Meet an urgent need

The National Objectives are included in the CDBG regulations at 24 CFR 570.208 and can also be obtained from the City.

What are eligible activities?

Eligible activities are defined in the CDBG program regulations at 24 CFR 570.201- 570.207. More information concerning eligible activities, and special circumstances relating to the activities, can be obtained from the City. A list of some of the activities follows:

- Acquisition of real property by purchase, lease or donation
- Acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements
- Code enforcement in deteriorated or deteriorating areas
- Clearance, demolition and removal and rehabilitation of buildings and improvements
- Removal of material and architectural barriers
- Public services (including labor, supplies and materials) including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, energy conservation, welfare or recreation needs
- Planning activities
- Assistance to Community Based Development Organizations (CBDO) to carry out projects
- Assistance to carry out economic development projects
- Housing services such as housing counseling and energy auditing
- Assistance to facilitate and expand homeownership opportunities for low and very low income people
- Lead based paint hazard evaluation and reduction

The following activities generally are **not eligible** for CDBG funding:

- New residential housing construction, except in special circumstances
- Regular government operations
- Buildings such as city halls, police stations, or other buildings primarily for the general conduct of government (except for the removal of architectural barriers)
- Income payments such as payments to individuals or families for food, clothing, or rent, except in certain circumstances
- Political activities

Are there rules or regulations that I should consider when thinking about submitting an application?

All projects are subject to environmental review, civil rights compliance, and procurement requirements. Some of the other things that may affect your request, and your project, are labor standards, relocation, local hire, American Disability Act, and audit requirements.

How much money is available?

The funding is determined by Congress each year. Typically, the City receives an estimated allocation in January of each year with the actual funding award provided with acceptance of the annual Action Plan, typically in August. The amounts may vary.

How do I apply?

Applications, when available, can be obtained from the City at:

City of Anacortes
Department of Planning, Community & Economic Development, Attn: CDBG
P.O. Box 547, 904 6th Street
Anacortes, WA 98221

Or via the internet:

<https://www.anacorteswa.gov/171/CDBG-Information>

How do I get help with the application?

Call Joann Stewart at 360-293-1907.

How are applications reviewed and projects selected?

City staff will review the application to assure it is complete, the applicant and project meet the three threshold requirements, and the project is consistent with the Consolidated Plan. Projects not meeting the threshold requirements will be disqualified from consideration for funding.

City staff will present their recommendations to the City Council at a public hearing; Anacortes City Council will make the final decision concerning activities to be included in next year's Action Plan.

The Action Plan will be sent to the U.S. Department of Housing and Urban Development by May 15 for approval (with the exception of 2017 when the Plan will be submitted to HUD by June 26, 2017).

When will funds be available?

Funding is dependent on the federal HUD budget being ratified. In "normal" years this is by August. The City is unable to sign contracts with subrecipients until a contract between the City and HUD is completed.

Important Note – Utilizing Federal Funding

CDBG funds are Federal funds. Use of Federal funds may affect the way your agency does business. If you are applying for Federal funds for the first time, you are strongly encouraged to meet with CDBG management staff to discuss Federal regulations.



CDBG FUNDING APPLICATION PROGRAM YEAR 2019

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

☒ Public Service ☐ Planning ☐ Capital Improvement

CDBG Fund Request (% OR \$ AMOUNT)

\$ 15%

Project Title Support For Homeless Families at Anacortes

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

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

This funding will support homeless women, children and families. This will support client's access to 7 day a week case management, as well as weekly life skills and other supportive service.

Project Location *(physical address)* 1011 27th St. Anacortes, WA 98221

Number of Unduplicated People Directly Benefiting from this Project Approx. 200
individuals

Applicant Name

Anacortes Family Center

Mailing Address

2707 Commercial Ave.
Anacortes, WA 98221

Agency Director

Dustin Johnson, Executive Director

dustin@anacortesfamily.org

360-293-2993 ext 102

Name

Telephone #

e-mail address

Staff Contact

Heather Geer, Development Director

360-293-2993 ext. 114

heather@anacortesfamily.org

360-873-8728 fax

Name and Title

Telephone and Fax #

e-mail address

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

20-0775618

**DUNS # (req'd)

162358043

Type of Organization:

Public Agency

Private Nonprofit

Other (Specify)

X

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

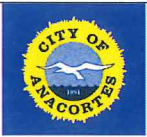
☐ Yes ☒ No

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

☐ Yes ☒ No

Authorized Signature

Date 1/31/19



CDBG FUNDING APPLICATION PROGRAM YEAR 2019

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

☐ Public Service ☐ Planning ☐ Capital Improvement

CDBG Fund Request (% OR \$ AMOUNT) \$ 50,000

Project Title R Avenue Cross Walk

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

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

Install lighted and ADA accessible cross walk between 26th & 27th Streets and R Avenue

Project Location *(physical address)* Approx between 26th & 27th Street & R Avenue, Anacortes

Number of Unduplicated People Directly Benefiting from this Project _____

Applicant Name City of Anacortes, Public Works Dept

Mailing Address P.O. Box 547, Anacortes, WA 98221

Agency Director Fred Buckenmeyer

Name

Telephone #

e-mail address

Staff Contact Steve Lange, Engineering Tech 4

Name and Title

Telephone and Fax #

e-mail address

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

**DUNS # (req'd) _____

Type of Organization: Public Agency Municipality

Private Nonprofit

Other (Specify)

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

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

Authorized Signature [Signature] Date _____



CITY OF ANACORTES

GRANT APPLICATION APPROVAL ROUTING SLIP

Please attach one copy of the entire grant application form.

Granting Agency: HUD

Funding Source (check one): Federal ☒ (CFDA = 14.218) State ☐ County ☐ Private ☐

Grant Program: CDBG

City Project: REMODEL CASHERS COUNTER TO ACCOMMODATE CITIZENS WITH MOBILITY ISSUES

City Project Manager/Staff Contact: STEVE HOGGINS

Application Due Date: 2.28.19 Date Award Expected: 3.25.19

Amount Requested: 25,000

Are Matching Funds Required? N ☒ Y ☐ Amount:

Describe any capital assets or other equipment that would be acquired with this grant and any ongoing maintenance, purchasing or hiring requirements that would be conditions of award of this grant.

THIS WOULD BE A ONE TIME IMPROVEMENT ONLY, WITH NO ONGOING LIABILITY

1. DEPARTMENT HEAD: Steve P Date: 2.28.19

2. FINANCE GRANT COORDINATOR: Steve P Date: 2.28.19

3. FINANCE DIRECTOR: Steve P Date: 2.28.19

Request to submit this grant application is hereby approved by:

4. MAYOR: [Signature] Date: 2.28.19

5. FINANCE GRANT COORDINATOR: Date:



CDBG FUNDING APPLICATION PROGRAM YEAR 2019

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

☐ Public Service ☐ Planning ☒ Capital Improvement

CDBG Fund Request (% OR \$ AMOUNT)

\$ 25,000

Project Title Removal of architectural barriers

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

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

Remodel cashiers counter in City Hall to accommodate citizens with mobility issues to aide them in conducting city business transactions, such as utility payments, business license procurement, and payment of other business fees and licenses.

Project Location *(physical address)* First Floor Finance Area, 904 6th St, Anacortes WA 98221

Number of Unduplicated People Directly Benefiting from this Project 500 annually

Applicant Name

Steve Hoglund, City of Anacortes Finance Director

Mailing Address

PO Box 547

Anacortes WA 98221

Agency Director

Don Measamer

(360) 299-1942

Name

Telephone #

e-mail address

Staff Contact

Steve Hoglund

(360) 293-1906 Fax (360) 299-1928

Name and Title

Telephone and Fax #

e-mail address

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

91-6001227

**DUNS # (req'd)

037993714

Type of Organization:

Public Agency

City (of Anacortes)

Private Nonprofit

Other *(Specify)*

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

☐ Yes ☒ No

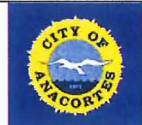
If not, are you planning on becoming a Certified CHDO or CBDO?

☐ Yes ☒ No

Authorized Signature

Date

2-28-2019



CDBG FUNDING APPLICATION PROGRAM YEAR 2019

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

☐ Public Service ☐ Planning ☒ Capital Improvement

CDBG Fund Request (% OR \$ AMOUNT)

\$ 30,000.00

Project Title Architectural Barrier to improve mobility for the impaired

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

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

Remove and replace architectural barrier to improve the mobility for the impaired who
visit the Planning, Building, Engineering, and Public Works counter for guidance.

Project Location *(physical address)* 904 6th St Anacortes WA 98221

Number of Unduplicated People Directly Benefiting from this Project 665

Applicant Name

City of Anacortes

Mailing Address

904 6th St

Anacortes, WA 98221

Agency Director

Mayor Gere

Name

Telephone #

e-mail address

Staff Contact

Mac Jackson/Facility Maintenance Manager

Name and Title

Telephone and Fax #

e-mail address

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

91-600-1772

**DUNS # (req'd)

03-799-3714

Type of Organization:

Public Agency

Private Nonprofit

Other *(Specify)*

City of Anacortes

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

☐ Yes ☒ No

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

☐ Yes ☒ No

Authorized Signature

Date

2/28/19



CDBG FUNDING APPLICATION PROGRAM YEAR 2019

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

☐ Public Service ☐ Planning ☒ Capital Improvement

CDBG Fund Request (% OR \$ AMOUNT)

\$ 50,000
~~80,000~~

Project Title ADA Pedestrian Improvements

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

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

Construct or upgrade approximately 20 ADA ramps in the downtown Anacortes area

Project Location (physical address) Project will take place in a broad area in the oldest part of town

Number of Unduplicated People Directly Benefiting from this Project ?

Applicant Name

CITY OF ANACORTES

Mailing Address

P.O. Box 547 - ANACORTES - WA - 98221

Agency Director

Fred Buckenbark, PCS 360.299.1954

Name

Telephone #

e-mail address

FRED.B@CITYOFANACORTES.ORG

Staff Contact

ERIC SHARBACK, PE

360.299.1980

Name and Title

CITY ENGINEER

Telephone and Fax #

e-mail address

ERICS@CITYOFANACORTES.ORG

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

**DUNS # (req'd)

Type of Organization:

Public Agency ☒

Private Nonprofit ☐

Other (Specify) ☐

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

☐ Yes ☐ No

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

☐ Yes ☐ No

Authorized Signature

Date 03.19.19



CITY COUNCIL

Public Hearing – CDBG 2019 Action Plan

Monday, March 25, 2019 @ 6:00 PM

By: Joann Stewart

Planning, Community, & Economic Development Department

CDBG 2019 Action Plan:

What is CDBG:

- The Community Development Block Grant (CDBG) Entitlement Program provides annual grants on a formula basis to entitled cities and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons. The program is authorized under Title 1 of the Housing and Community Development Act of 1974, Public Law 93-383, as amended; [42 U.S.C.-530.1](#) et seq.
- The City has been a recipient of the CDBG since 2004, when smaller jurisdictions (such as Anacortes) became direct entitlements. Prior to that, the county received the allocation and applied the funding to projects throughout the county.

CDBG 2019 Action Plan:

Briefing:

- The Action Plan outlines the projects that will be funded during the program year.
- In developing the yearly Action Plan, the City holds an Open Application Period, which provides notice the City is accepting applications for the coming program year.
- The Open Application Period is typically 2 months and is open January through February.
- City staff also directly contacts entities who have expressed interest in applying or have applied in the past to notify them of the open application period.
- At the close of the application period, a public comment period is then opened for 30 consecutive days to consider the development of the plan.
- Drafts are available for viewing electronically on the City's website, and in hard copy at the City library and the Anacortes Housing Authority.

CDBG 2019 Action Plan:

- This year, the comment period began March 18, 2019 and will conclude April 16, 2019.
- The purpose of the first hearing (tonight) is to provide a description of the planning process, anticipated funding, potential projects and solicit public comment on the needs and priorities of the community.
- The second hearing, scheduled for April 22, 2019, includes consideration of any further comments, consideration of the project applications for funding, and concludes the work begun at the previous meeting.
- The Action Plan will then be finalized for submittal to HUD. Any public comments provided during the comment period or at the public meetings will be included in the final Action Plan.

CDBG 2019 Action Plan:

- Congress determines the appropriations and until those are made, HUD recommends entitlements not make commitments based on funding expectations.
- The allocations from HUD are expected by mid-April. As soon as the appropriations are issued, the City will update the Action Plan to indicate the actual allocations.
- The allocations are made as follows:
 - 15% for public services with the remaining amount applied to capital projects.
- While HUD allows 20% of the funding for administration costs, the City in the past has elected not to utilize the admin funding and instead apply that funding directly to projects.

CDBG 2019 Action Plan:

2019 PROPOSED PROJECTS

Projects	Amount Requested	Amount Granted
Public Services	15% of Grant	\$
City Hall – Removal of Architectural Barriers Service Counter Retrofits (Finance and Building Dept)	Total request for both projects: \$55,000	\$
R Avenue Cross Walk in vicinity of 26 th Street	\$50,000	
Back up project - Curb ramps to allow mobility impaired individuals easy access to street crossings (approx. 20 throughout City)	\$50,000	
TOTAL	\$	\$

CDBG 2019 Action Plan :

PUBLIC COMMENTS RECEIVED:

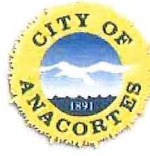
No comments have been received to date.

DIRECT WRITTEN COMMENTS TO:

Joan Stewart at City Hall

904 6th Street, P.O. Box 547, Anacortes, WA 98221

joanns@cityofanacortes.org



ANACORTES CITY COUNCIL

NOTICE OF CANCELLATION OF PUBLIC HEARING
On Fire Impact Fees
City of Anacortes

Notice is hereby given that the public hearing for the City of Anacortes proposed fire impact fees to be held on Monday, March 25, 2019, at 6:00 PM at the Municipal Building Council Chambers at 904 6th Street is cancelled. This public hearing has not been rescheduled at this time.

A handwritten signature in blue ink, appearing to read "Steven D. Hoglund", is written over a horizontal line.

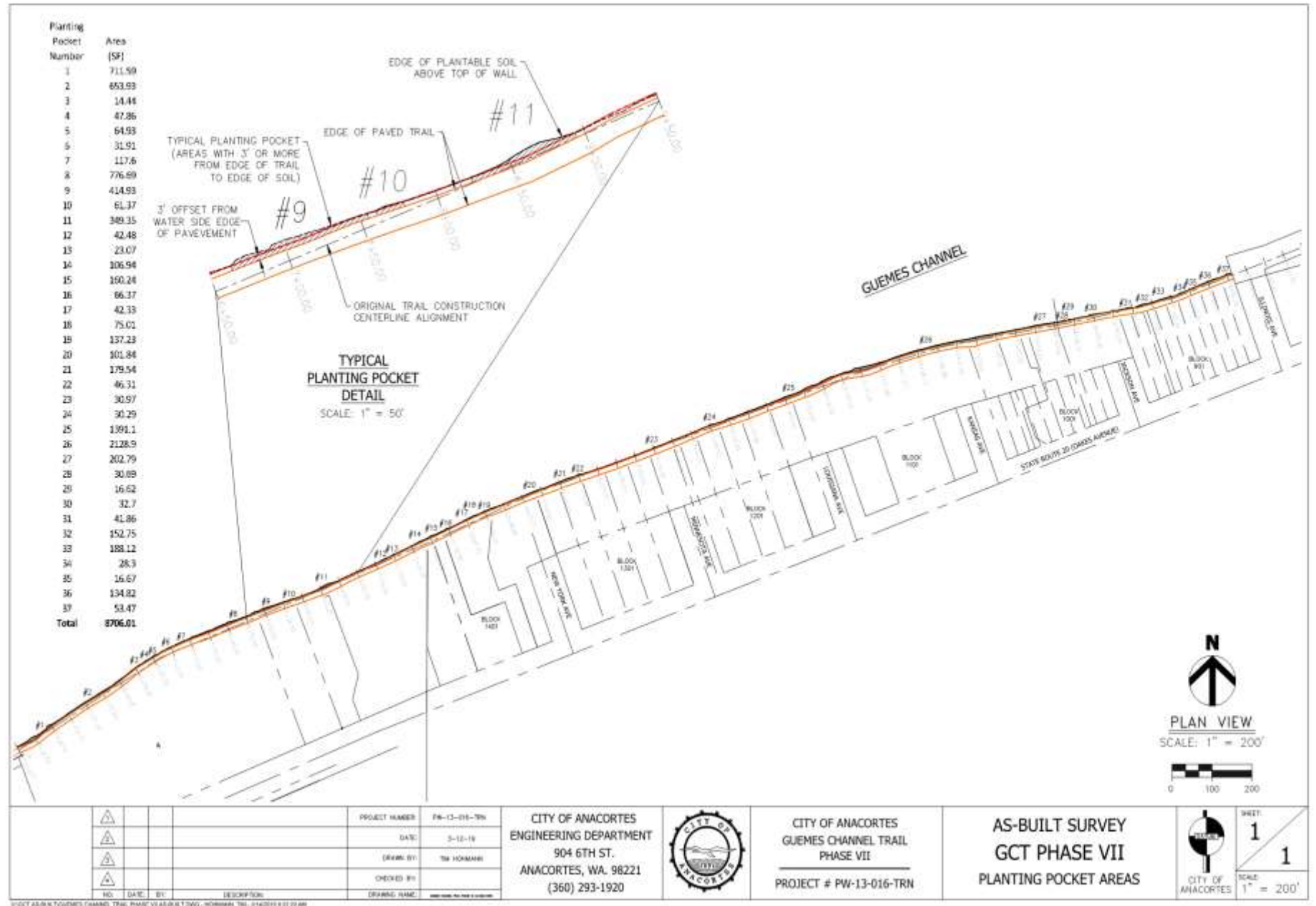
Steven D. Hoglund, City Clerk

GUEMES CHANNEL TRAIL UPDATE

Cross Island Connection - Guemes Channel Trail to Tommy Thompson Trail



Recent survey shows we have a little over 8,700 sq. ft. of planting area 3' or wider.



Tree Planting at the Guemes Channel Trail.

In 2018
Volunteers
planted over
200 trees
along the
trail.



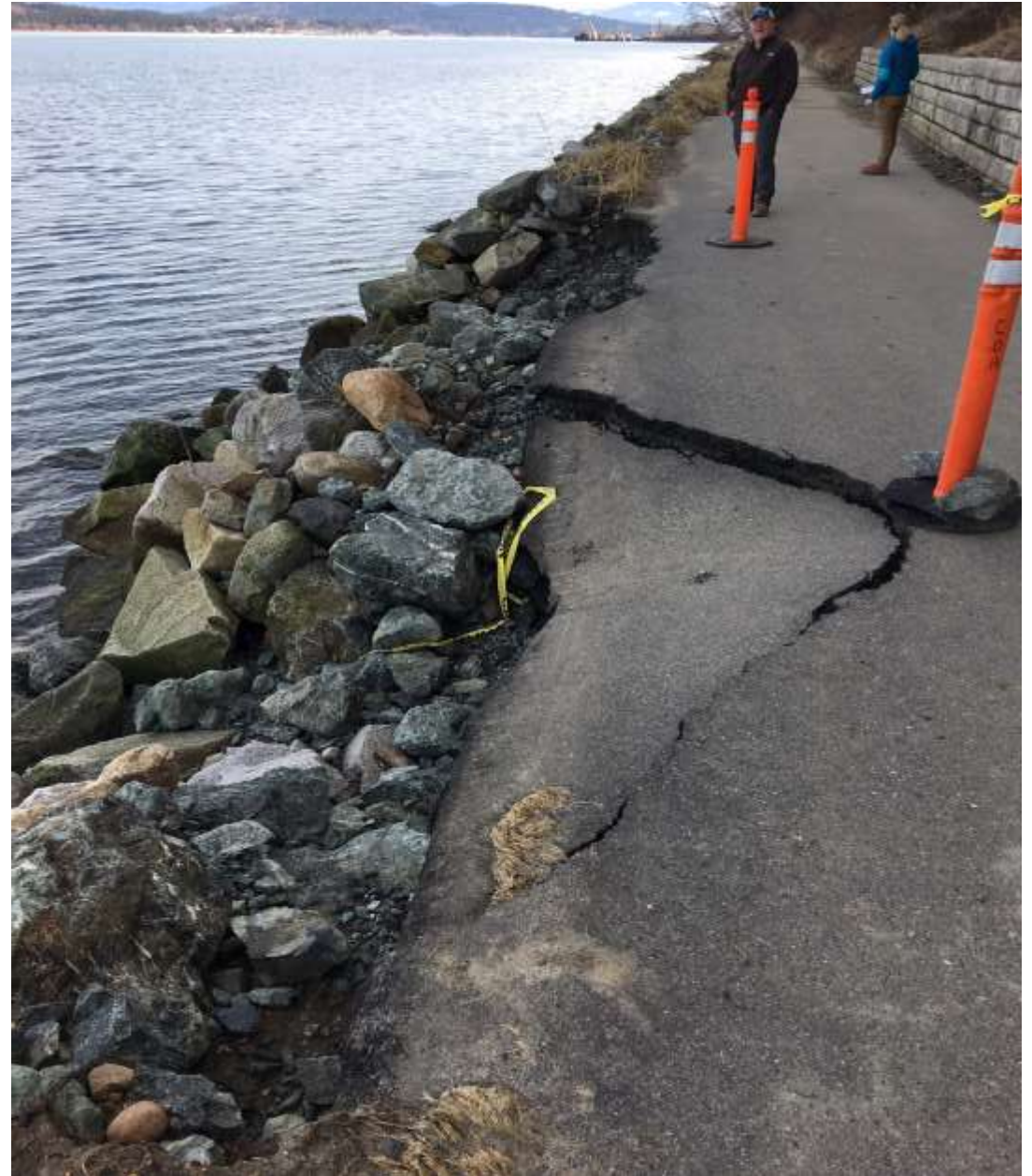


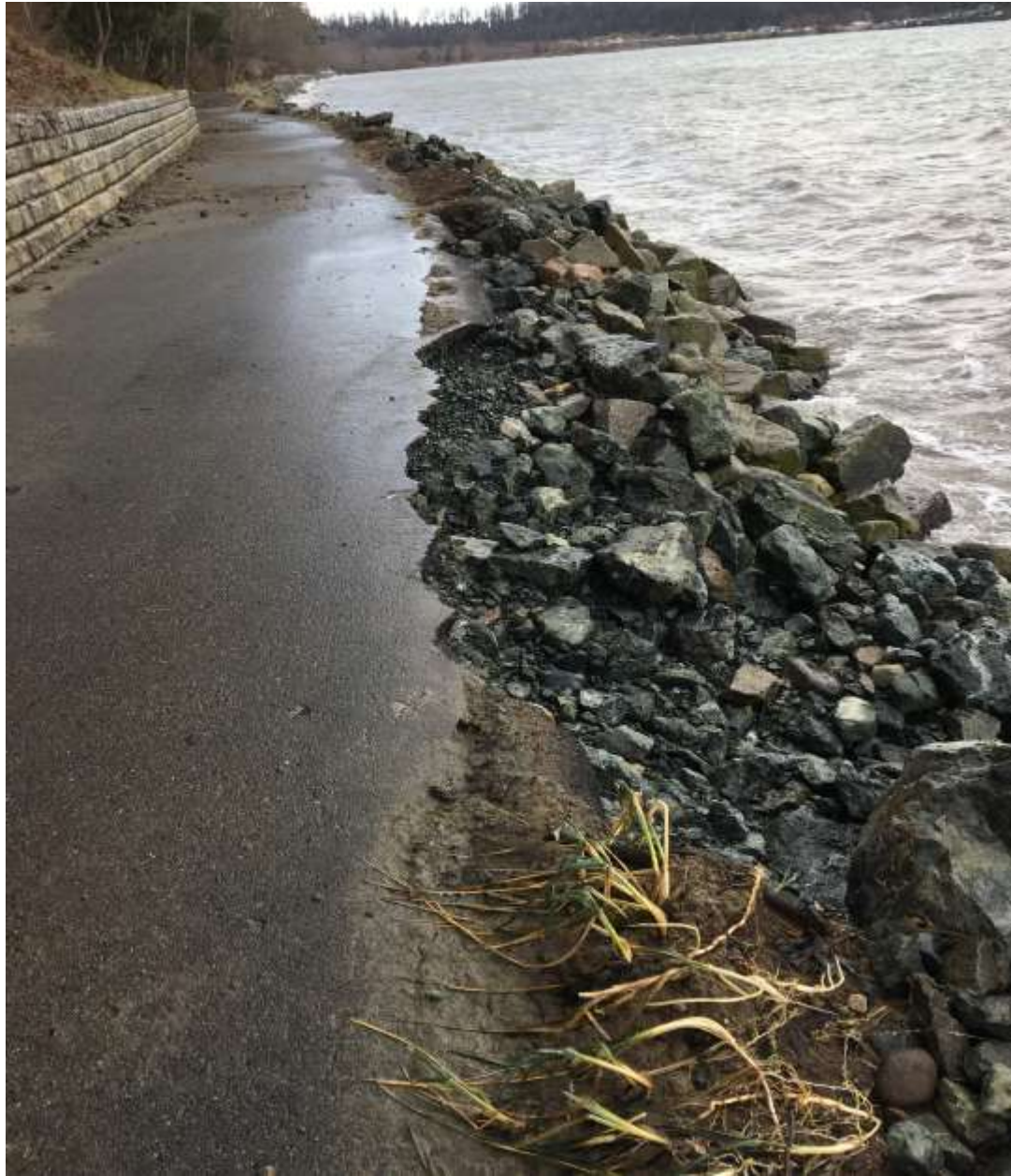
Anacortes
High School
Green Club
work party.

High winds and waves on February 3rd and 4th sent water over the trail.



We are working with the Washington Department of Fish and Wildlife (WDFW), the US Army Corps of Engineers (USACE) and our own Planning Department on any necessary requirements before we begin repairs.





City of Anacortes
City Council Candidates
March 25, 2019

First Name	Last Name
Jeremy	Carter
Christine	Cleland-McGrath
Chuck	Flagg
Tor	Fleming
Sara	Holahan
Meredith	McIlmoyle
Nicole	Mortimer
Carolyn	Moulton
Gary	Robinson



Vacant City Council Position Appointment

MARCH 25, 2019

At Large Position

Councilmember Liz Lovelett announced her resignation from the City Council effective February 25, 2019 following her appointment to the 40th District of the Washington State Senate.



RCW 35A.12.050

Remaining members of the governing body shall appoint a qualified person to fill the vacant position.

RCW 29A.24.171

Vacancies in office.

(1) If, prior to the first day of the regular filing period, a vacancy occurs in an office that is not scheduled to appear on the general election ballot, leaving an unexpired term for which a successor must be elected at the next general election, filings for that office shall be accepted during the regular filing period. The filing officer shall provide notice of the vacancy and filing period to newspapers, radio, and television in the county, and online. The position shall appear on the primary and general election ballots unless no primary is required or unless a candidate for superior court judge is entitled to a certificate of election pursuant to Article 4 [IV], section 29 of the state Constitution.

(2) If, on the first day of the regular filing period or later, a vacancy occurs in an office that is not scheduled to appear on the general election ballot, leaving an unexpired term, the election of the successor shall occur at the next succeeding general election that the office is allowed by law to have an election.

RCW 35A.12.050

Appointment must be made within 90 days of the vacancy occurrence

Person appointed must have same qualifications at the time of appointment as would a person elected into the position

What is the process to make the council appointment?

No process required by state law

City desires a thorough and deliberate process

Timeframe

Applications accepted	February 26 – March 20, 2019
Personnel Committee confirms eligibility	March 21, 2019
Candidates address City Council, Mayor, and Audience	March 25, 2019
Appointment of Council member in open session	April 1, 2019
General Election Filing Deadline	May 13, 2019
General Election	November 5, 2019

Candidate Instructions

5 minute presentation describing

- interest in becoming a city council member
- previous community involvement
- skillset to bring to the position.

Public Comment?

No public comment will be taken because this is a council appointment

Next Steps

Following presentations Council will convene in executive session to review the qualifications of the candidates.

No action will be taken.

Next Steps

City Council discussion and appointment

◦ *Or*

Decision to invite finalists back for a second presentation

Oath of office will be administered immediately following appointment and councilmember will assume role immediately

Post November 2019 Election

Candidate elected to office will assume position immediately after election results are certified

Candidates (Listed Alphabetically)

Jeremy Carter

Christine Cleland-McGrath

Chuck Flagg

Tor Fleming

Sara Holahan

Meredith McIlmoyle

Nicole Mortimer

Carolyn Moulton

Gary Robinson

Thank you

On behalf of the community, the City Council,
& Mayor Gere we appreciate that candidates
have stepped forward for consideration

March 20, 2019

RECEIVED

MAR-19 2019

CITY OF ANACORTES
EXEC ADMIN

Mayor Laurie Gere
Anacortes City Council
City of Anacortes
PO Box 547
Anacortes, WA 98221

Dear Mayor Gere and City Council Members,

My name is Jeremy Carter and I would like to express my interest in the opportunity to serve the community of Anacortes as a City Council member filling Liz Lovelett's former position.

I have lived in Anacortes for almost 10 years. I believe that my unique perspective and experience from my current position as a Recruiting and Retention Non-Commissioned Officer with the Washington Army National Guard would help me take part in the discussions and decisions that foster growth and allow me to be a liaison for the new and upcoming generation of Anacortes citizens. It has allowed me to interact and actively listen to community members from all walks of life, age and ethnicity. I have the opportunity to find out what is important to them in their lives.

Being a member of the Washington Army National Guard has also given me experience and knowledge on emergency preparedness, planning, coordination and execution dealing with natural disasters and public safety that I can bring to the City Council discussions.

My wife and I are local business owners of the Red Salon as well as own and manage the Shannon and Beatty Buildings downtown. I am also a member of the Pipefitter Local Union 26 in Burlington, a rescue diver for the Skagit County Search and Rescue team and been a member of the Anacortes Chamber of Commerce for several years volunteering and helping any way I can.

I have a great love and respect for our town and would like to assist in keeping our community a safe and beautiful destination for families for generations to come.

Thank you for your time and consideration. I look forward to meeting with you in the near future.

Sincerely,



Jeremy Carter

[REDACTED]
Anacortes, WA 98221
[REDACTED]

JEREMY CARTER

[REDACTED] Anacortes WA 98221 | [REDACTED]

Summary

Highly driven and maintains a positive attitude under pressure and welcomes the challenge and responsibility of producing results quickly. Motivated, effective communicator and problem solver with successful background across 2 combat tours. Able to work well with team members and groups from diverse backgrounds. Highly flexible, organized and skilled at handling multiple tasks and managing priorities in fast-paced, changing environments. Active U.S. government secret security clearance.

Skills

- Strategic planning
- Contract negotiation
- Public speaking
- Market analysis and advertising
- Team leadership
- Effective time manager
- Strong attention to detail
- Secret security clearance
- Emergency Medical Technician (EMT)
- Unmanned aerial vehicle operator

Experience

Recruiting and Retention Non-Commissioned Officer
Army National Guard – Anacortes, WA Dec 2014 to Current

Recruit, conduct attrition management and retention activities using Army Recruiting Information Support System (ARISS) to assist unit Commanders to reduce the first term losses and retain the Military Occupational Skill Qualified (MOSQ) individuals to achieve and maintain specified strength and readiness levels of affiliated unit(s). Attain and maintain high professional and ethical standards to promote a favorable organizational image and to enhance community based support.

Welder
Local Union 26 – Burlington, WA Jan 2012 to Dec 2014

Handled all responsibilities for piping systems, including fabricating, assembling, installing and maintaining. Installed piping systems for plumbing for domestic and HVAC lines. Used processes including gas tungsten arc, gas metal arc, flux-cored arc, plasma arc and orbital welding, maintained site safety and kept work in line with budget, schedule and applicable building codes.

Infantryman
Army National Guard – USA

Mar 2004 to Dec 2014

Facilitates conflict-resolution by implementing protocols and investigating issues through resolution. Strengthens operational efficiencies, developing organization systems for records and reports. Enhances emergency preparedness procedures, command oversight and maintenance of tactical plans, equipment and weapons. Maximizes data collection accuracy scores, recorded, stored and analyzed security information with zero discrepancies. Lead diverse training simulations to prepare teams for combat and emergency situations. Perform close quarters combat simulation and live-fire exercises for domestic and overseas, earning over 20 awards for outstanding performance. Provide fast and accurate emergency response to injured teammates, providing first aid and Buddy Care.

Business and Property owner

Mar 2017 to Current

Commercial property management, responsible for purchase and maintenance for over 20 tenants, interview and contract negotiation.

Education

Skagit Valley College – Mount Vernon, WA
Associates of Arts – In progress

Columbia Basin College – Pasco, WA
Criminal Justice Focus

Community

- Local Union 26 member
- Anacortes Chamber of Commerce member
- Skagit County Search and Rescue diver

Christine Cleland-McGrath

[REDACTED]
Anacortes, WA 98221
[REDACTED]

Mayor Laurie Gere
City of Anacortes
904 6th Street
Anacortes, WA 98221

March 15, 2019

Dear Mayor Gere,

Anacortes has a vacancy on City Council due to the appointment of Liz Lovelett to higher office. Please accept this as my letter of intent to fill the available seat. I am very interested in continuing to serve our community.

As a fourth-generation Anacortes resident, I feel incredibly thankful to have grown up in such a supportive community. Our protected forest lands, parks, and beaches allow for daily walks with our dog. Our school district, community sites, Senior Activity Center, and library are places where citizens gather. I regularly attend *Time for Tots* at the Anacortes Public Library where new arrivals and long time residents come together. It is a vital opportunity for young families to share local knowledge. My daughter is 15 months old and I feel a deep responsibility to do my part as a steward of this dynamic city.

In 2015, I was appointed to the Anacortes Planning Commission where I actively participated in the 2016 Comprehensive Plan Update. We then shifted to working on the Title 19 Unified Development Code and Zoning Map, which is nearly ready for City Council's final review. It has been an honor to listen to the community, debate various options, and collaborate on a document that will serve as the guiding principle for future development.

In addition to my time on Planning Commission, I have focused on my career as a Realtor in Anacortes. I assist my clients to find the best type of housing to fit their needs. I am acutely aware of the challenges our community faces with our limited housing supply and the importance of a variety of inclusive options. In January, I completed my time as President of the Anacortes Arts Festival, and continue to be a Board Member. The three day event in August generates over \$1,000,000 in sales on the street, which increases the city's tax revenue. In 2018, the festival also gifted to the community over \$65,000 through grants, fine art awards, and Anacortes Collects. The Anacortes Rotary has introduced me to an incredibly diverse group of business and civic leaders. Through our weekly guest presenters, we keep current with the goings on around our beautiful Skagit County.

Drawing upon my time in Anacortes, I will bring my perspective to City Council. I have personally experienced the growth and transformation of our community over the last thirty years. I understand the importance of living wage jobs for our town, a variety of housing options, and social services that can work closely with nonprofits to address underserved populations. I am excited to listen to the ideas and concerns of our citizens. It is so important to recognize individuals' unique skill sets and encourage them to seek opportunities within our community. Thank you for considering me for this position. I look forward to speaking with you and the council later this month.

Warmly,



Christine Cleland-McGrath

Christine Cleland-McGrath

[REDACTED]
Anacortes, WA 98221
[REDACTED]

SUMMARY

An Anacortes local with an eye for design, a mind for business, and the desire to collaborate in this dynamic community where all generations have the opportunity to thrive.

EDUCATION

B.A. Art History, Whitman College; Walla Walla, WA 2007

Visual Communications, Fashion Institute of Design and Merchandising; Los Angeles, CA 2009

Licensed Realtor, State of Washington 2014

EXPERIENCE

Real Estate Broker, Windermere

Anacortes, WA — 2014 - Present

- Advise buyers and sellers about regional housing activity
- Create marketing plans and coordinate listing information
- Manage transactions with regards to contracts and necessary timelines
- Ongoing education regarding court cases, legal changes, and fair housing

Planning Commissioner, City of Anacortes

Anacortes, WA — 2015 - Present

- Participated in the 2016 Comprehensive Plan Update and Future Land Use Map
- Currently involved in the Title 19 Unified Development Code, including Zoning Map Updates
- Review individual projects for compliance with applicable zoning, land use policies and regulations
- Work with city staff and other commissioners to address the concerns of our community

Assistant Manager, Similk Golf Course

Anacortes, WA — Summers 2001-2008, Full Time 2009-2013

- Identified and implemented risk prevention plans, accident reports, chemical hazard plans, and monthly safety meetings according to the standards of the Department of Labor and Industries
- WSDA Private Commercial Applicator catalogued all chemicals and maintained pesticide application records
- Trained new employees and volunteers
- Developed strong client base and honed diplomacy skills

Board Member, Anacortes Arts Festival

Anacortes, WA — 2013 - Present

- President of the Board, (2017-January 2019) presided over Board of Directors and Executive Committee
- Vice President (2015-2017) member of the Executive Committee and Nominating Committee Chair
- Developed new revenue streams such as Festival Fashion Show, Art In Bloom, Port Pub
- Serve on the fine arts committee, giving committee, special projects, strategic plan, and donor development

Volunteer, Fidalgo Elementary School

Anacortes, WA — 2007-2013

- Chaperoned fifth grade students at the North Cascades Institute Mountain School
- Instructed art history lessons and coordinating projects
- Collected and hung more than 10 separate classroom art projects for end of year programs

ADDITIONAL INFORMATION

Port of Anacortes Convention Center - Advisory Committee (2019)
Department Head for the City of Anacortes - Hiring Committee (2018)
Fidalgo Dance Works Gala Celebrity Dance Off - Winning Couple (2017)
Anacortes Rotary Member (2016-Present) and Club Service Chair (2017)
Northwest Multiple Listing Service Member (2014-Present)
North Puget Sound Realtor Association Member (2014-Present)
Museum of Northwest Art Style Daytime Fashion Show Organizer (2014-2015)

The Honorable Laurie Gere
Mayor of Anacortes, WA
P. O. Box 547
Anacortes, WA 98221

MAR 20 2019
CITY OF ANACORTES
EXEC ADMIN

March 19, 2019

Dear Mayor Gere,

My name is Claude Flagg. Since I was very young, I have generally gone by "Chuck" to avoid confusion with my father and grandfather. I am writing to you to advance my candidacy for the City Council "At Large" Position 6 recently vacated by City Council Member Liz Lovelett.

I have been a resident of Anacortes since 1992. My family and I relocated here as a result of my employment with Texaco Inc., initially as Assistant Plant Manager of the Texaco Refinery on March Point. I was promoted to Plant Manager in June of 1995 and served in that capacity until June of 1999.

During that period, my wife, Lyn, and I were involved in the formation of the Fidalgo Youth Symphony. I participated on the Board of the United Way of Skagit County and the Board of the Padilla Bay Estuarine Foundation. I also coached a variety of youth sports teams. Also, on behalf of Texaco, I allocated, via a long term lease, the property currently utilized as the SKAT refinery bus stop for use by the county.

Since that time, I have held a variety of management and executive positions with Equilon, Shell, Tesoro and One Cypress Energy as noted on my resume. Throughout various work related relocations, my family has always resided in Anacortes while I commuted on weekends and holidays. All three of my children graduated from Anacortes High School before going on to college.

Upon my retirement in 2014, I returned to Anacortes full time. I felt the need to give back to the community that my family and I fell in love with and have considered to be our home of 27 years. In 2014, I joined the Anacortes Kiwanis Noon Club and began working in the Thrift Shop and working on the delivery/donation truck. I was elected to the Board in 2015, elected Vice President in 2017 and President-Elect in 2018. I also serve on the Finance Committee. I will serve as President beginning in October of this year. During this time, I have chaired the Scholarship Committee and, most recently, the Shop Committee. I know you are familiar with the work we do for the children of the world. I am steadfastly committed to that work.

In 2016, I was asked to be on the Board of the Island Hospital Foundation. In 2018, I served as secretary to the Foundation and continue to serve on the Finance Committee.

In 2018, I was asked to serve on the Board of the Salvation Army in Anacortes. I have enjoyed this experience and participated in numerous shifts at the cold weather shelter this past Winter. I also supplied leftover food from our Thursday Kiwanis meetings to add to the meals we serve at the shelter. I have been a volunteer driver for "A Simple Gesture", providing donations to the Salvation Army food bank since it's inception in October of 2015.

While I am for the most part retired, in 2013 I was appointed to the Board of Monroe Energy, a wholly owned refining subsidiary of Delta Airlines. In 2017, I was named chairperson of the Health, Safety,

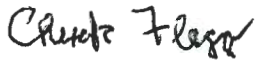
Environment and Reliability Committee. I continue to serve in that capacity, though I foresee no scheduling conflicts if I were to join the City Council.

I believe my experience as a manager and an executive in industry will add a new component to the City Council. I have expertise in economic analysis, business planning, strategic planning, budgeting, personnel administration, risk analysis, safety and finance. I can serve as a link to business interests in the community, not just to refineries, but to all commercial opportunities that are so urgently needed to grow our local economy. More importantly, I have committed myself to service, particularly, to the youth of Anacortes, and will work tirelessly to accomplish this.

Lastly, I do not adhere to the platform of any political party. I have no aspirations to have a career in politics. I simply want to be of service to the community that I call home, and to make life better in Anacortes for all of my fellow citizens.

Thank you for your consideration of my candidacy.

Sincerely yours,

A handwritten signature in black ink that reads "Chuck Flagg". The signature is written in a cursive, slightly slanted style.

Chuck Flagg

Claude A. "Chuck" Flagg

Anacortes, WA 98221

Work Experience:

One Cypress Energy

Executive Vice President – Downstream Strategy

San Antonio, Texas

March 2013 – April 2014

Development of opportunities to acquire refining, logistics and marketing assets that are synergistic with the company's existing logistics assets and that leverage business relationships in the mid-stream and downstream sectors of the oil industry.

Tesoro Companies, Inc.

Corporate Officer and Senior Vice President
Strategy & Business Development

San Antonio, Texas

June 2006 – January 2013

Responsible for all aspects of Strategy Development, Mergers and Acquisitions and Business Development for an independent refining, marketing and logistics company in the Fortune 150.

Tesoro Refining and Marketing

Corporate Officer and Senior Vice President
Supply, Trading and Optimization (ST&O)

San Antonio, Texas

January 2005 – June 2006

Led the Supply Trading & Optimization department with responsibility for crude oil acquisition, product supply and commercial/refinery optimization for a 550 thousand BPD system with operations in California, Washington, Oregon, Hawaii, Utah, Alaska, Idaho, North Dakota and Minnesota.

Shell Oil Products U.S.

General Manager – Optimization and Supply

Houston, Texas

June 2002 – December – 2004

Responsible for all aspects of raw material selection and production optimization for both Shell Oil Products U.S. as well as Motiva Enterprises, LLC, Shell's 50/50 joint venture with Saudi Aramco. Total volume of feedstock acquired approximately 1.5 million BPD.

Equilon Enterprises, LLC

General Manager – Bay Valley Complex

Martinez, California

August 1998 – June 2002

Refinery Manager of both the Shell Martinez refinery and the former Texaco refinery in Bakersfield, CA. Responsible for all aspects of operations, maintenance, public relations and capital projects for 210 thousand BPD of refining capacity with 1,800 employees and contractors.

Texaco Refining and Marketing, Inc.

General Manager – Puget Sound Plant

Anacortes, Washington

August 1995 – August 1998

Managed one of the most profitable and safest refineries in the United States with a capacity of 150 thousand BPD. Played a key role in the merger of Texaco and Shell as they formed Equilon, LLC and Motiva, LLC which combined all refining, marketing and logistics assets of both companies in the U.S..

Texaco Inc.

1975-1995

Held various technical and managerial positions in New Jersey, Houston, New York, Los Angeles and Anacortes, WA.

EDUCATION:

BS Chemical Engineering

Villanova University 1975

Personal:

Current Board Member – Monroe Energy (wholly owned refining subsidiary of Delta Airlines)
Chairman of the Health, Safety, Environmental and Reliability Committee

Current President-Elect – Anacortes Kiwanis Noon Club
Chairman of the Shop Committee
Member of the Finance Committee

Current Board Member – Island Hospital Foundation
Finance Committee Member

Current Board Member – Salvation Army - Anacortes

Married for 42 years with three children and four grandchildren

Dem Tor Fleming

Anacortes WA 98221

RECEIVED

MAR 19 2019

CITY OF ANACORTES
EXEC ADMIN

March 19, 2019

City of Anacortes
Mayor Laurie Gere
PO Box 547
Anacortes, WA 98221

Dear Mayor Gere:

I am interested in serving the people of Anacortes on the City Council, in the position vacated by Liz Lovelett. My desire is to help guide the healthy and sustainable growth of our small town.

My family and I have been residents of Anacortes for 10 years. We selected Anacortes specifically as a place to build our family, lives and careers, attracted by the friendliness and diversity of the people, the beauty of the forests, islands and waters, and the strong schools, library and public services. We have become invested in and integrated into the community, having made many friends and having brought our parents to live here also.

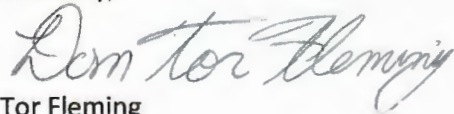
My interest in serving on the City Council is to provide my skills and experience to help preserve and protect the culture, environment, economy and livability of Anacortes. I would like to ensure that people born here can find affordable housing and careers here; that we continue to be a town of small shops, beautiful buildings and friendly people; that our forests, parks and waters are protected; and that our local government and services remain strong and responsive to the needs of our citizens.

My participation in community organizations and efforts has been varied and extensive. I am currently a Board Member and the Vice President of NAMI Skagit, a local organization dedicated to helping people living with mental illness. I was recently the President and Vice President of the Mt. Erie PTA and Lead for Watch D.O.G.S, an organization working to increase involvement of father-figures in our schools and in the lives of their student. I have also been a consistent volunteer at the library and the Cat's Meow.

I have extensive leadership experience and skills in areas of planning and development for large and complex organizations. I have worked for 25 years in guiding the growth, structure, operational efficiency and financial health of organizations with budgets ranging in size from \$3M to \$3.2B. My education and acumen are focused in finance, strategy and organizational management. My experience as Chief Financial Officer, Chief People Office and Chief Operations Officer has provided me broad insight into organizational management. Additionally, I have strong skills and experience in project management, people management, team development, meeting facilitation and conflict resolution. I am hoping that these experiences and skills will serve to benefit the City Council and the people of Anacortes.

Thank you for your consideration.

Sincerely,


Tor Fleming

Executive Summary:

Dom Fleming is a Finance, Strategy and Operations leader with 25+ years of experience leading, managing and guiding high-growth organizations through rapid internal and external change. Dom has a focus in driving alignment between organizational goals, strategies, processes and people to create efficiency, clear focus and consistent and tangible performance improvement.

Experience

Chief Financial Officer, Chief Operations Officer, 2018 - Current

Recruiting Bandwidth LLC

Responsible for guiding the growth strategy and internal operations of a business operations and human services outsourcing organization. Leading the expansion of service offerings and development of new domestic and international markets.

- Reorganizing the organizational structure, compensation plans, employment policies, workflow and technical systems and tools to growth and scaling of business operations.
- Leading, managing, coaching and training Finance, Accounting, Human Resources, Marketing and Sales team in day-to-day operations and long-range planning.
- Establishing a culture of open communication, transparency, trust and ethics to improve teamwork and team cooperation.
- Established a long-term growth plan, and comprehensive budget and performance report systems to create clear goals and performance standards.
- Establishing new subsidiary public-sector business unit to effectively respond to critical US Government service support requests.

Chief Financial Officer, Chief People Officer, 2013 - 2018

Bridge Partners LLC

Responsible for leadership, management and development of the Finance, Accounting, IT/Operations and People organizations for a high-growth professional services firm. Lead and execute planning, policies and strategies resulting in annual revenue growth from \$16M to \$50M over 4 years.

- Established structure, training, staffing, role clarity, prioritization, and a professional management ethic resulting in high trust, transparency, teamwork, coordination, efficiency and high morale.
- **As CFO:** Lead in Senior Leadership Team for all issues associated with Finance, Operations and People teams, processes, policies and strategy.
- Advisor in all BOD meetings and subcommittees as CFO and COO. Acted as Secretary of the board of directors and advisor on all Financial, Operations and People matters.
- Built comprehensive planning and budgeting processes and tools; established detailed reporting to drive performance accountability across the organization.
- Designed and implemented financial, competitive, operating and employment strategies to increase revenue, net income, business diversity, efficiency, cashflow and client satisfaction.
- Recruited, hired, trained and structured Finance, Accounting, Payroll and IT/Operations teams, processes and responsibilities to enable efficient scaling with rapid business growth. Attained unqualified financial, 401(k) and benefits audits.
- Established, updated and upgraded insurance coverages, payroll service, 401K investment management, banking, lines of credit and accounting services.

- Manage cashflow, investments, capital, investor relations and distributions.
- Established internal governance model, leadership committees and reporting structures.
- Managed multiple issues of litigation, negotiation and dispute resolution to reduce, resolve or eliminate risk to the firm.
- **In COO role**, responsible for planning, development, management of all business operations and IT systems, processes and teams to ensure efficiency, operational support, data availability and accuracy and exceptional employee enablement.
- Implementing ERP system including Professional Services Automation, Human Capital Management, Accounting modules and ATS system.
- **As CPO**: Acted as interim Chief People Officer from 2015-2017 managed Human Resources, Talent Acquisition and Talent Management teams, reorganizing teams, tools, policies and processes to enable scalable support for rapid company growth.
- Designed, developed and implemented aligned incentive compensation and sales quota programs for all sales roles to directly link performance to reward.
- Developed employment model for sales, administrative and consulting organizations.

Managing Director

Fleming Insight, 2012 - 2013

Marketed, managed and led delivery of strategic, financial and operational solutions to IT, telecom, services and healthcare organizations. Engagements included:

- Conducted comprehensive competitive and operational strategy investigation, analysis and planning to reestablish business direction and profitability to a mid-sized technology firm.
- Acted as interim CFO, reorganizing finance and operations teams, processes and priorities, correcting accounting to GAAP, establishing cash control and investment policies.
- Developed improved financial tracking, modeling and reporting tools and processes.
- Developed financial models for operational and capital budgeting, forecasting and analysis.

Microsoft Corporation, 2006 - 2012

2010-2012

Group Manager - Reporting and Performance Management

Microsoft Services Finance - Customer Service & Support (CSS)

Responsible for leadership and management of financial reporting and performance management group for multi-billion-dollar Microsoft Customer Service & Support organization supporting 26,000+ FTE and vendor resources.

- Led and managed multiple teams: Performance Reporting, Operational Data Management and Support, and Tools & Systems Development.
- Build and manage the CSS worldwide financial reporting organization to standardize, centralize and automate reporting, forecasting and budgeting data, tools and processes.
- Lead teams in design, structure, development, integration and production of all CSS financial data workflows, systems, reports and tools to support financial reporting, business reviews, forecasting, budgeting and strategic planning. Evolve 3-year roadmap.
- Create segment, business unit, regional and subsidiary comparative and benchmarked automated reporting solutions to support worldwide reporting across numerous products.

- Development projects using JAD and Agile methodologies. Lead project management in automation of new large-scale reporting tools, forecasting and budgeting systems.
- Establish and lead quarterly CSS Forecasting process.

2008 - 2010

Group Manager - Performance Management

Microsoft Services Finance – Enterprise Services

Lead Performance Management team in overall monthly and quarterly reporting and reviews to include scorecards, review decks, analysis and commentary, hosting monthly reviews with CVP and SLT for a business with revenues of \$3B and 15,000+ employees.

- Conduct quantitative business analysis and present results and recommendations to SLT.
- Own all scorecards to include design, WW target setting, BG alignment and MSG reporting.
- Partner with CVP, SLT and regional leads to set targets, manage reporting and accountability.
- Design and build performance review reporting to support Issue Response SLT meetings. Drive content and host discussions to highlight critical and actionable improvement opportunities.
- Lead projects to connect strategy to objective data and develop financial and operational metrics and data views for Services annual strategic review with Steve Ballmer's senior team.
- Manage relationship and SLAs with Operations, Performance Architecture and Sales Teams.
- Support annual planning process aligning and aggregating subsidiary and regional financial and operational targets to budget.

2006 - 2008

Sr. Finance Manager - FP&A

Microsoft Services Finance – Microsoft Consulting Services

Lead 4-member team in planning and performance analysis to support monthly close, reporting and reviews with Finance and Business leadership on a \$1.8B business.

- Build monthly review decks with highly detailed P&L analysis and commentary to drive issue visibility around key performance levers and recommend actionable improvement options.
- Collect, evolve and aggregate subsidiary/field commentary and performance issue highlights.
- Manage program analysis and support for Incubation, Incentive Comp, and resource utilization.
- Managed quarterly forecasting process and annual budget development cycle.

Loud Technologies, 2003 - 2006

Sr. Finance Manager - Financial Planning and Analysis

Reporting to the CFO, managed financial planning and analysis to include monthly performance review presentations, ROI analysis, forecast and annual budget formulation.

- Created standard evaluative tools and process to prioritize product development investments.
- Managed sales market opportunity and performance analysis and sales compensation systems.
- Build statistical models to evaluate efficient long-term production and logistics investments domestically and internationally driving reduction in overall COGS expense by 8.3%.

Skaldic Management Consulting, 2000 – 2003

Engagement Manager – Financial Projects

Led project teams in areas of accounting, performance analysis and investment decision-support.

Rubicon Technologies, 1999 – 2000

Controller

Managed accounting and finance staff in accounting, reporting, budgeting, analysis and payroll.

American Medical Association, 1997 - 1999

Associate/Analyst, Office of Worldwide Medicine

Managed relations, coordination analysis and planning of international projects and initiatives.

Morgan Stanley Dean Witter, 1994 – 1997

Analyzed, modeled and built securities and portfolios for corporate and executive investor clients.

United States Army, 1985 -1989

Sergeant - Reconnaissance, Ranger School, Airborne

Education

University of Chicago Graduate School of Business

MBA - Finance, Strategy, Organizational & Behavioral Management

University of Illinois at Chicago - Magna cum Laude

B.A. International Trade and German Language

Wagner University – Austria

International Trade

Professional Designations and Affiliations:

Project Management Professional (PMP) Certification

Financial Executives International

Volunteer and Philanthropic Interests:

NAMI – Skagit County – Board Member and Vice President

Mt. Erie PTA – Former President and Vice President, D.O.G.S. Lead

Volunteer: Treehouse Foster Care, Library, Cat's Meow Shelter



My interest in the City Council is primarily about preserving and protecting what we have. This is a great town and it is going to continue to be subject to pressures and tough decisions as we inexorably grow and develop. I would like to ensure we can manage that growth carefully to retain the thriving small town we love.

My ability to contribute is around my extensive experience planning and managing the development, growth and infrastructure of large and complex organizations over the last 25 years, caring for the people, customers and services we provide.

About Tor Fleming



Personal:

- 10 Year resident of Anacortes
- Wife is Dr. Alethea Fleming
- Son: 13 years old at AMS
- 3 parents now living in Anacortes

Education:

- University of Chicago – MBA - Finance, Strategy & Organizational Management
- University of Illinois – BA in International Trade & German

Career & Work

- Recruiting Bandwidth: Chief Financial Officer, Chief Operations Officer
- Hitch Network: Interim Chief Financial Officer
- Bridge Partners: Chief Financial Officer, Chief People Officer, Chief Operations Officer
- Fleming Insight: Strategy & Management Consulting
- Microsoft, Worldwide Finance: Multiple Roles: Financial Planning & Analysis, Reporting
- American Medical Association – International Relations
- Morgan Stanley: Investment Manager/Advisor
- US Army – Reconnaissance: Sergeant

My experience is in helping firms strategize, plan and manage the complexities of growth and development.

Planning and managing the impacts on people, infrastructure and finances.



Community Engagement



National Alliance on Mental Illness – Skagit County

- Vice President
- Board Member



Mt. Erie PTA

- President
- Vice President



Mt. Erie D.O.G.S. – Dads of Great Students

- Community Lead



Cat's Meow Shelter

- Care-giver/volunteer

Others:

- Treehouse Foster Care
- Anacortes Library

Priorities for Anacortes

Economy & Livability

- Housing affordability
- Jobs & Careers
- Thriving economy
- Small businesses
- Waterfront development

Environment

- Healthy forestlands
- Clean waters
- Beautiful parks & public spaces
- Paths, trails & sidewalks

Government & Services

- Outstanding public services
- Financially sound and well-planned
- Transparent, conscientious
- Responsive to the needs of residents

Culture & Feel

- Small town, shops, restaurants and stores
- Safe, friendly and inviting
- Public events – fairs and markets
- Managed growth & development

My Skills, Experience and Contribution

- 25+ Years managing development and change in complex and growing organizations, with budget planning and management experience ranging from \$50M to \$3.2B.
- Experience as Chief Financial Officer, Chief Operations Officer and Chief People Officer

Finance & Analysis

- Budget Development
 - Capital Planning
 - Operational Planning
- Financial Management
- Financial Analysis
- Controllership
- Performance Management
- Risk Management

Planning & Development

- Organizational Planning
- Strategic Planning
- Infrastructural Design
- Strong economics knowledge
- Experience building start-ups

Management & Leadership

- Project Management
- Facilitating Group Collaboration
- Conflict Resolution
- Driving Efficiency in Organizations
- Creating Order from Chaos
- Move Plans to Actions
- Employment Law & Compliance

A scenic landscape featuring a vast sea of clouds or fog filling the valley. In the background, a range of mountains is visible under a sky with soft, colorful clouds. In the foreground on the right, the dark silhouette of a tree is visible against the lighter background.

Thank you

MAR-18 2019

CITY OF ANACORTES
EXEC ADMIN

March 18, 2019

Dear Mayor Gere and City Council,

Thank you for the opportunity to submit a letter of interest for the city council position vacated by Liz Lovelett. I have lived in Anacortes for 20 years and have benefited from the remarkable quality of life our community offers. I have actively followed issues and am now in a position to provide a higher level of public service. I would bring an observant, open-minded, and analytical perspective to the council. I strongly believe in the success of Anacortes as a town offering great economic opportunities while maintaining its core dedication to protecting our natural amenities.

I believe strongly in the importance of protecting the precious environment of Anacortes and striving to be the most sustainably managed city in Washington. I would like to see the city move forward with plans to increase availability of affordable housing. These issues were very important to Councilwoman Liz Lovelett and I would be very representative of her outlook in these areas.

My interest in serving is strong as evidenced by my running for city council in 2017. That gave me a great opportunity to meet more citizens through thousands of knocks on doors and talks at forums.

I have over 10 years of experience working for the City of Mount Vernon as the Deputy Director of the Library. I am well versed in the interaction between mayor, city council, department heads and the public. I know that successful interpersonal communication starts with good listening skills and respect for different viewpoints. My responsibilities included budget management, and I am knowledgeable of general government fund accounting. I am currently retired from professional library work, so I have time to devote to the demands of a council position. There is an enormous amount of material that must be studied and I am an avid reader and researcher and very interested in legislative and policy development.

My community involvement includes speaking at City Council, participating in city study groups, attending Parks and Planning Committee meetings. I currently serve as chair of the Fidalgo Bay Aquatic Reserve Citizen Stewardship Committee. I am on the boards of the Rick Epting Foundation for the Arts and the Anacortes Food Coop.

Some of my goals as a council person would be to continually improve our the municipal code, to increase citizen involvement, to enhance identity and strength of neighborhoods, to look for cost-effective improvements to the city landscape that would attract more tourism, to work with organizations to deal with the affordable housing issues, and to explore new job opportunities that technology can provide.

I would be honored to help Anacortes strengthen its foundation while always looking for ways we can improve.

Thank you,

Sara Holahan



Sara K. Holahan

Anacortes, Washington 98221

KEY SKILLS

- Administrative skills including data organization, use of computer programs (Office suite, databases, websites)
- Interpersonal communication including customer service, interviewing, conflict resolution
- Research skills including data collection, analysis, writing and reporting
- Problem solving; procedure and policy development; budgeting
- Management, including scheduling, hiring, training and reviews

WORK EXPERIENCE

Deputy Director Mount Vernon City Library Mount Vernon, WA Nov. 2006 – Feb. 2017

- Responsible for overall operations of the library, including facilities issues.
- Directed staff and handled human resources concerns such as scheduling, timesheets, hiring, training, performance reviews, staff illness and discipline.
- Worked with director to promote the library to the community. Assisted with development and recruitment of Friends of the Library, Library Foundation members and volunteers.
- Developed part-time staffing budget to be incorporated into annual library budget for city approval.
- Solved problems with customer concerns, dealt with disruptive patrons.
- Evaluated and updated policies and procedures. Analyzed library operations to improve services.

Library Manager Everson McBeath Library Everson, WA May 2005–Nov. 2006
(Whatcom County Library System)

Librarian Sno-Isle Libraries Marysville, WA August 1999-May 2005

VOLUNTEER EXPERIENCE

Chair, Fidalgo Bay Aquatic Reserve Citizen Stewardship Committee Jan 2018 – Present

Secretary, Anacortes Food Coop Board of Directors April 2017 – Present

Board Member, Rick Epting Foundation for the Arts Nov 2018 - Present

Volunteer, Anacortes Community Garden 20008-Present

Volunteer, Anacortes Arts Festival 2016

Co-President, Anacortes High School PTSA Board 2003-2005

EDUCATION

University of Washington	MA Library and Information Science	6/2002
Eastern Washington University	BA General Studies and Journalism	6/1997

March 20, 2019

City of Anacortes
Mayor Laurie Gere
P.O. Box 547
Anacortes, WA. 98221

RECEIVED

MAR 20 2019

CITY OF ANACORTES
EXEC ADMIN

Dear Mayor Gere & Anacortes City Council,

Please accept this letter as my interest in filling the currently vacant City Council position. I am excited at the possibility of playing a key role in setting policy that impacts the future of our community.

My husband, Sean, and I moved to Anacortes more than 18 years ago to be near family. At the time, his parents owned Bubba Sudz Car Wash. Between their active community involvement and my natural tendency to contribute as a volunteer, I quickly found ways to be a part of the amazing, caring Anacortes community. Now, as we raise our children and work to make it as a two-income family, my passion to make sure that other families can find ways to live and work here is strong.

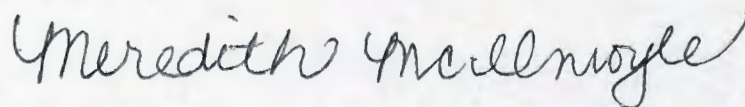
From a young age, I have been active in volunteering, fundraising and board leadership. I enjoy both getting in the trenches to work and serving on a policy, board level for organizations. Jumping in with both feet and learning how a group functions, so I can quickly contribute, is important to me.

I've worked for small companies, big companies, owned my own business, trained to be a professional whale watcher and managed a non-profit organization. My experience and skill-set is diverse and has required me to be incredibly adaptable.

My personality is rational and calm, especially in settings where the subject matter is challenging. I am empathetic and understanding to all people and opinions, even in volatile situations. My ability to bring people together, collaborate and find common ground is a skill that I am proud of.

My biggest asset in any group is an ability to build and nurture community. I am ready and eager to bring this to the Anacortes City Council.

Thank you for your kind consideration.



Meredith McIlmoyle

MEREDITH LINK **McILMOYLE**

Anacortes, WA 98221

■ OVERVIEW

I am a seasoned event, marketing and non-profit management professional. I continually look for ways to use my experience and energy in my volunteer work. A position on City Council is an opportunity to use years of professional experience and combine it with my passion for work in our community.

■ WHO I AM AS A PROFESSIONAL

- Words that describe me: Competent, creative, dynamic, problem solver, optimist, passionate, motivated, leader.
- Years as an event professional have allowed me to become skilled in: Production, community relations, education conference coordination, entertainment booking, rental equipment, vendor contract negotiation, tradeshow planning, creative development.
- Successful track record selling Live Event Sponsorships.
- My sales skills include: managing a sales force, sponsorships, advertising, tradeshow booths, and entertainment and other event services.
- I enjoy sharing my professional development through my volunteer work with organizations such as Rotary, Whatcom Warriors Hockey Association, Mt. Erie PTA and Anacortes Parks Foundation.
- Great depth of resources and relationships in the Event Community through involvement in national event planning and Event Solutions magazine.
- My journalism degree has proved beneficial throughout my career with writing for the magazine, our website, promotional materials, and sponsorship proposals.
- The complexity of coordinating city services and permitting comes easily to me and I am able to negotiate through red tape as well.
- Negotiating contracts or disputes with vendors, employees and clients is one of my strengths.
- The ability to motivate and inspire a team through the most stressful or difficult circumstances is a skill for which I am commended by employees and clients alike.

■ WHERE I'VE WORKED

- Student Assistant, Office of the President Special Events | Arizona State Univ. | 1990-1993
- Event Planner | Arizona State University Alumni Association | 1993
- Sports Development Manager | Arizona State University Foundation | 1994
- Event Planner and Rental Company Representative | Ultimate Events | 1994-1996
- Entertainment Producer & Festival Planner | Image Entertainment | 1996-1998
- Entertainment Producer, Festival Planner & Corporate Event Professional | TBA Entertainment | 1998-2000
- Publisher, Tradeshow Director, Advertising Sales, Sponsorship & Exhibit Sales | Event Solutions Magazine & Conference | 2000-2012
- Communications, Events, Fundraising and Marketing | United General Hospital | 2012-2015
- Non-Profit Management, Event Director / Anacortes Arts Festival / 2015 - Current

■ WHO I AM AS A PERSON

Dedicated wife, mom, daughter and friend. I enjoy spending time with my family, kayaking, hiking, volunteering in my community, coaching hockey, studying wildlife, camping, gardening and mentoring young professionals.

■ MY EDUCATION & STUDIES

- Arizona State University | BA, Journalism | Focus area: Public Relations & Marketing | 1993
- Arizona State University | Non-Profit Management Certificate | 1994
- Continued Education through Professional Development for Event Professional Conferences
- Certified Marine Naturalist

■ PROFESSIONALS WHO CAN TELL YOU MORE ABOUT ME

Jan Iverson, Island Hospital Board of Commissioners | 360-293-6108

Laurie Gere, Small Business Owner | 360-293-5065

Vicki Carson, Independent Event Producer | 505-771-3481

March 18, 2019

Dear Members of Anacortes City Council,

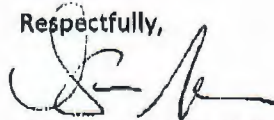
When our family moved to Anacortes in 2015, we immediately fell in love with the natural beauty and welcoming community and decided it would be our final Navy move. We knew we would find here what every family needs to thrive: a healthy and supportive environment in which to raise children, diverse employment opportunities, and a flourishing civic life. These values form the core of my personal and professional life, and I would be honored to have your consideration as a candidate to serve on City Council and join your efforts to strengthen and extend opportunities for all residents.

As a mother of two school-age children, an active volunteer in the community and schools, an advocate for families, and an employee of Anacortes School District, I have established strong relationships with many of the organizations and individuals who serve the needs and interests of the families in our community. Over the last three years, I have built partnerships with our local parents, service clubs, churches, Island Hospital, Anacortes Family Center, Anacortes Public Library, the Samish Indian Nation, Anacortes Community Health Council, United Way of Skagit County, Boys and Girls Club, YMCA, and employees of the City.

I have earned the respect and trust of many because of my ability to bring together stakeholders to craft efficient, responsive solutions for our families' most pressing needs. I am both action oriented and a good listener, a resourceful and flexible thinker who defines wise governance as that which places significant value on evidence, imagination, and ingenuity. My passion and energy for addressing needs in our city are observable on a daily basis.

I would greatly appreciate the opportunity to represent and serve our city as member of the Council.

Respectfully,



Nicole Mortimer, PhD

Nicole R. Mortimer

Anacortes, WA. 98221

STRENGTHS

- Innovative Problem Solver
- Affordable Housing Proponent
- Champion of Families' Needs
- Supportive to Local Business
- Mental Health Advocate
- Environmentally Concerned

QUALIFICATIONS

- Nine years various leadership positions in educational settings
- Serve on ASD Committees for Strategic Planning, Equity, Quality Curriculum & Instruction, Social-Emotional Learning
- Founding member of the Anacortes Synergy Group and Anacortes Wellness Coalition
- 30 years actively volunteering in schools and community
- 25 years working in learning environments with ages three through adult
- Over 100 hours served as facilitator of teacher trainings and meetings
- Fluent in Spanish

HIGHLIGHTED WORK EXPERIENCE

- 2017-present** *Anacortes School District · Summer Learning Coordinator*
Design and grow innovative summer learning program. Serving 100 students in 2019. Program funded solely by \$500,000 in donations, which continues through 2023. Select K-3 students attend four weeks of free academic and arts enrichment, with transportation and food provided.
- 2016-present** *Anacortes School District · Early Learning Coordinator*
Establish new and expand existing collaborative relationships with community organizations. Build programs and supports for low-income families. Grant writing and fundraising efforts to support EL services, programs, and purchase of materials. Plan and facilitate professional development for Anacortes Early Learning Partners. Organize and host community outreach events. Assist with preschool/child care placement. Oversee preschool scholarship program. Facilitate Play and Learn groups.
- 2016-2017** *Anacortes School District · Primary Grade Teacher*
Teach entering kindergarteners in summer program. Substitute teacher for ASD in primary grades.
- 2003-2007** *San Diego State University · Graduate Assistant in the College of Education*
Assist in developing, implementing, and training of new electronic assessment portfolio in the seven departments of College of Education. Present lessons to credential students and assess student work in required Teacher Education courses. Create research instruments, conduct research, analyze, and report data for several projects including, student use of technology, teacher preparation, and improving racial and ethnic tensions. Attend faculty retreats and meetings.

- 2003** ***Rosa Parks Elementary School · First Grade Mainstream English Cluster Teacher***
Teach full-time as a long-term leave replacement in a first grade classroom in SDCS.
- 2002** ***Sierra Mountain Middle School · ESL and Spanish as a Foreign Language Teacher***
Teach full-time as a long-term leave replacement in Tahoe-Truckee Unified School District, California. Instruct ESL classes for students in sixth, seventh, and eighth grade. Teach Spanish as a foreign language to college bound eighth grade students. Act as site coordinator for all enrolled English Language Learners. Administer California English Language Development Tests for all designated ELLs. Assist teachers in designing and delivering language appropriate instruction in core subjects for ELLs.
- 1997-2002** ***Rosa Parks Elementary School · Second Grade Biliterate Teacher***
Teach full-time in a second grade, biliterate classroom in San Diego City School District. Assume leadership roles as Bilingual Key Teacher, Bilingual Committee Chair, Staff Development Co-Chair, Grade Level Chair, and Grade Level Co-Chair. Act as cooperating teacher to various university student teachers, district student teachers, college field study students and high school volunteers. Develop curriculum, writing expectations, a writing rubric, writing assignments, and various assessments implemented school wide. Train teachers in areas such as: developing successful student portfolios for district assessment, content of new social studies adoption, strategies for improving reading comprehension, and assessing writing.
- 1997** ***The Urban School · English as a Foreign Language Instructor***
Instruct four, beginning to advanced level, English as a Foreign Language courses to students, ages 13 through adult, at a private language school in Barcelona, Spain.

EDUCATION

- Claremont Graduate University and San Diego State University · Ph.D. in Education. Dissertation title: Investigating How Young Students Search for, Select, and Interrogate Information on the Internet. 2010*
- San Diego State University · Master of Arts in Education with Area of Specialization in Curriculum and Instruction. Thesis title: The Effects of Increased Access to Books on Student Reading Using the Public Library. 2001*
- University of San Diego · Multiple Subject Teaching Credential (California): Bilingual, Cross-Cultural, Language, and Academic Development with Emphasis in Spanish. 1997*
- San Diego State University · Bachelor of Arts in Liberal Arts and Sciences with Emphasis in Liberal Studies and Education and Specialization in Spanish. 1995*

HONORS AND ACHIEVEMENTS

- Early Learning Fellow with Office of Superintendent of Public Instruction (WA)
- Selected by International Reading Association as Distinguished Finalist for the Outstanding Dissertation Award of 2011
- Recipient of the Joe and Betty Suozzo Scholarship in 2005 and Dr. Helen R. Powell Dissertation Fellowship in 2009
- Published research article in scholarly journal *Reading Improvement* in Fall 2004

City of Anacortes
Mayor Laurie Gere
PO Box 547
Anacortes, WA 98221

RECEIVED

MAR 19 2019

CITY OF ANACORTES
EXEC ADMIN

March 20, 2019

Dear Mayor Gere,

I am excited about the opportunity to serve on the Anacortes City Council in the seat recently vacated by Senator Lovelett.

My highest priority as Councilmember would be maintaining our City's vibrant character while continuing to develop the infrastructure and support services (including our municipal broadband project and future community youth center) that are vital to the ongoing health of our community.

In my travels across Cuba, Portugal, and the United States, I learned that a multi-modal transportation system and stable, affordable housing are foundational requirements of a thriving city.

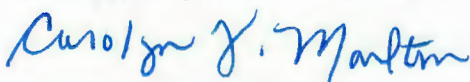
I developed my passion for non-motorized transportation as a path to environmental, human, and economic health while living in Bellingham. I strive to improve our pedestrian and bicycle infrastructure and accessibility in my role with the Anacortes Bicycle-Pedestrian Advisory Committee. With the ACFL Forest Advisory Board and the Anacortes Parks Foundation, I work to expand our parks and trails systems for greater community connectivity.

During my ten years on Orcas Island, I experienced firsthand the challenges of securing affordable housing for the workforce essential to our economy. As Housing Assistant at OPAL Community Land Trust, a nationally recognized non-profit that creates permanently affordable housing, I managed energy and rental assistance programs and served as a liaison between the organization and its renters and homeowners.

My partner Nick and I rode our bicycles across the U.S. partly to determine where to live when we left Orcas. Anacortes was our standalone choice because of the Anacortes Community Forest Lands and a healthy downtown retail core that boasted three bookstores and Café Adrift. We were excited to grow roots in Anacortes and forge permanent connections. We started Bikespot in 2008, and daily we serve residents from the entire economic spectrum. I am well-positioned to respond to people's needs and concerns, and I understand the budgetary mechanics required to craft creative solutions to the challenges facing all sectors of our town.

As an enthusiastic communicator and collaborator, I am poised to take my citizen engagement to the next level. I would embrace the opportunity to serve as a conduit between our citizens and our local government.

Thank you for your consideration,



Carolyn Y. Moulton


Anacortes, WA 98221


Carolyn Moulton

Anacortes, WA 98221

PROFESSIONAL EXPERIENCE:

BIKESPOT, Anacortes, WA

Owner

2008 – Present

Manage budget, inventory, accounting, and tax preparation. Strategize with neighboring merchants for the continued success of our downtown business core. Plan and facilitate community outreach events such as Bike to Work Day. Customer service including repairing and maintaining bicycles.

WATERMARK BOOK COMPANY, Anacortes, WA

Bookseller

2008 – 2015

Research, read, and hand sell books to a diverse clientele. Order, receive, and organize inventory, write store newsletter and help facilitate in-store and offsite author events.

CAFÉ ADRIFT, Anacortes, WA

Server

2008 - 2011

Sell food and wine in a fast-paced farm-to-table business model supporting local, sustainable agriculture and economy.

OPAL COMMUNITY LAND TRUST, Eastsound, WA

Housing Assistant

2005 - 2007

Manage rental apartments for low-income tenants, and administer energy assistance, rental assistance and weatherization programs. Establish Salesforce database for client services, prepare reports for grant compliance. Meet with homeowners to address issues and concerns.

WILDLIFE CYCLES, Eastsound, WA

Owner

1999 – 2007

Manage business and accounting including payables, receivables, payroll, record keeping and taxes. Customer service and daily operations, including retail sales, bicycle rentals and maintenance.

THE INN AT SHIP BAY, Eastsound, WA

Server

2003 - 2006

Fine dining with an emphasis on locally grown and organic ingredients and an extensive list of Northwest wines.

EDUCATION:

SONOMA STATE UNIVERSITY, Rohnert Park, CA

B.A. in English Literature, 1992

Gary Robinson

|| Resume ||

CONTACT

[REDACTED] 

[REDACTED] 

[REDACTED] 

Anacortes, WA 98221

EDUCATION

Graduate
Port Angeles High School
1972 - 1975

AA - General Studies
Peninsula Community College
1975 - 1977

BA - Leisure Services
Central Washington University
1977 - 1979

CITY INTERESTS

Fair and efficient government
Connecting trails
Environmental preservation
Representation of the under
represented

CORE VALUES

I believe that local government should serve the interests of the majority of the citizens by listening to everyone and then doing what is best for the majority. The government should be run in an efficiently sound and responsible manner by encouraging its employees to be significantly involved in the decision making processes. I believe that the team approach works in the City environment and the better the City can work together internally and externally the better things will function for the citizens of Anacortes.

WORK HISTORY

City of Port Angeles // Parks and Recreation Department // **Playground Leader**
Summer of 1977 & 1978 // 360.417.4550

Supervised a playground at a different location each summer. The playground program ran from 8:00 am to 5:00 pm Monday through Friday and was on a drop in free basis. We organized group games, went on field trips, etc.

- I learned quite a bit about kids and organizing activities for them.
- There were two employees at each park and I happened to be the older more experienced staff so got some exposure to managing a co-worker.

Clallam County YMCA // **Teen Programs Coordinator**
1979 // 360.452.9244

I ran programs for young people that included field trips, dances, and a program that I believe was called "Students in Government" that involved a trip to Olympia with the kids all playing roles of legislators, aides, pages, court members, etc. I also ran a City basketball league for adults.

- I learned how to drive a bus with a bunch of excited kids on it to various locations.
- This was my first exposure to the impacts that recreational activities have on kids and adults and got me hooked on providing those services as one significant part of my life's work.

City of Chehalis // Parks & Recreation Department // **Recreation Coordinator**
1980 - 1984 // 360.748.0271

This was my first "real job" in Parks and Recreation and I ran a complete full-service recreation program for the Chehalis community that involved youth sports leagues, special events, classes, a pottery barn, and more.

- In this position I got exposure to all of the operations of a complete Parks and Recreation Department that encouraged me to get more involved in the parks & administrative sides.

Gary Robinson

|| RESUME || PAGE 2 ||

STRENGTHS

Honesty
Fairness
Team Building
Creative Problem Solving
Understanding of City Budget
Concern about the environment
Humor
Patience
Persistence
Knowledge of City Operations
Humbleness

INTERESTS

Family
Exercise
Traveling
Hammocks
Sports
Art

REFERENCES

Dean Maxwell
Former Mayor
City of Anacortes

Doug Colglazier
Former Anacortes Parks
Foundation Member

WORK HISTORY

City Of Anacortes // Parks and Recreation Department // **Assistant Director & Director** // 1985 – 2019 // 360.293.1918

I started with the City of Anacortes as the Assistant Director but essentially I was responsible for running the Recreation side of the operation under the supervision of the Parks Director (Steve Colby). As the Assistant Director I was responsible for all our youth sports leagues, a limited offering of adult sports leagues, adult classes, special events, field scheduling, etc. As the Parks Director since about 1994 I was responsible for the operation and management of a full blown Parks, Recreation, Forestlands, Cemetery, Campground, Facilities Rental, etc. Department. We managed over 3,000 acres of parks and forestland with approximately 12 full-time employees and significant seasonal and program related part-time employees.

- During my time as Parks Director we were able to build a staff / team of dedicated City employees who consistently worked as team members of the whole of the City to do what was best for the majority of the citizens of Anacortes.
- With the support of the Mayors, Council members, staff, and community we were able to expand the ACFL by approximately 1,000 acres while protecting much of it permanently with conservation easements. A big part of the expansion was possible through an agreement with Lakeside Industries where they extracted rock for City property in exchange for significant amounts of money that were used to acquire additional properties.
- As the Assistant Director I started the publication of a Quarterly announcement of our recreation offerings that expanded over time and has grown in to what is now the A-Town is Our Town publication.
- I was involved as the lead negotiator in the negotiation of one contract with the teamsters union which is one small example of the many ways that under my leadership our department worked hard to be a part of the whole of the City team and not just look after Parks interests.
- In cooperation with various groups, departments, etc. we have completed seven sections of trail that may ultimately connect Washington Park to the Marches Point Park and Ride. I believe that the piece I personally brought to the table on this effort was to have a vision for how special the finished trail could be and represent the interests of the total community in seeing that the trail, while exceeding environmental requirements, give access to the special places along the way with an adequate width and grade trail that all can use.
- During my time as the Parks Director we worked with various groups and individual volunteers to allow them to help us with our overall objectives. One example of that is work we were able to accomplish at Volunteer Park with minimal City dollars.
- During my time as the Parks Director we consistently met our budget expense projections without running over by having our staff be careful with how they spent the public's resources and incorporating volunteers whenever possible.

Gary Robinson

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CONTACT



Anacortes, WA 98221

March 20, 2019

Laurie Gere, Mayor
City of Anacortes
P.O. Box 547
Anacortes, WA 98221

Laurie:

I am writing to express my interest in filling the vacant City Council seat and to make a few suggestions about how it might get filled. I am confident that my unique combination of experiences make me a good candidate to temporarily fill the position. My attached resume details my work experiences over the past 40 plus years in public service and I think you and the Council know me from our work together.

Could I make a few suggestions that may have already been considered but if not would like them to at least be thrown in the hopper? As I am sure you and the Council are aware, the filling of vacated positions can be politically charged. We don't have to look any further than the recent filling of the vacant Senate seat in the 40th District to see the political jockeying that is frequently involved in those appointments.

It is in the best long-term interest of the voting public to allow them to vote for a person in the next Council election with a level playing field where no one candidate has an advantage. If Council decides to appoint a person to this position that wants to continue to serve on the Council, that person will have an inherent advantage when the election comes around. I believe there may be several options that can be exercised to avoid that problem and give the people a fair chance to vote for the candidate they want.

Could Council not fill the position and have an election in November of this year? The position is not a ward position so no geographic area goes unrepresented for the few months it would take to get the position filled. From what I have seen over the past 33 years it is my guess that Council can operate just fine with six members and the Mayor is always available to cast any necessary deciding votes. It appears that the "balance" of having seats up for election could still remain 4 one term and 3 the other term, it would just be reversed from what it is now?

If not filling the position is not an option, then could the appointment run through the end of this year and have an election for the position at the end of the year?

Could the Council appoint a person to the position that will not run for the position when it is open?

Please consider my "application" under the last suggestion. I would guarantee not to run for the position when it comes up for re-election. I would also prefer not to be compensated for the position in either monthly "salary" or medical insurance coverage.

Thank you for your consideration,

Gary Robinson

Gary Robinson

Gary Robinson

Interim City Council Candidate

Interest in becoming a City Council member

- Interest in having the people have a level playing field to vote upon.
- Didn't know who was applying for the position and didn't want what I consider to be a limited focus candidate to get selected.
- Looking to continue my community involvement that I am already missing.

Community involvement

- Demonstrated 33 year commitment to the community and have the amazing accomplishments that I saw our community achieve and the minor scars to prove it.
- Just like most I have also been involved in various volunteer activities outside of my work.

Skills

- I've worked in the community for quite some time - you know what I do well and not so well just like I know what you do well and not so well just like everyone.
- There would be a significant difference in how I approach issues as a Council member as opposed to how I did as a staff member.
- Have indepth knowledge of the issues, budgets and operations of the City of Anacortes.
- I am capable of coming up with very creative non-traditional solutions to problems.

Thank you for your consideration





Anacortes City Council

Proposed Agenda Items for the Next Eight Weeks Beginning April 1, 2019

Subjects listed below have been tentatively suggested for consideration by the Anacortes City Council on the dates indicated. Items may be added to, removed from or rearranged on this list. Routine business such as approval of minutes and vouchers are not included. The complete Preliminary Agenda for each meeting is published at 3:00 on the Wednesday prior to the meeting. Published Agendas are subject to change and may be updated following the posting period. For additional information on agenda topics, please contact the City Clerk's office at 360-299-1960 to be directed to the sponsoring staff member.

April 1, 2019

*Special Meeting: ***** 6 p.m. Executive Session to Review qualifications of City Council Candidates (20 minutes)*

- Resolution 2039: Acceptance of Library Donation (Discussion/Possible Action)

April 8, 2019

April 15, 2019

April 22, 2019

- Street Fair Applications: Anacortes Waterfront Festival & Shipwreck Day
- 2019 CDBG Action Plan Review and Approval (Discussion/Possible Action)
- Planning Commission Recommendation: Development Regulations and Zoning Map Amendments (Discussion)

May 6, 2019

- Planning Commission Recommendation: Development Regulations and Zoning Map Amendments (Discussion)

May 13, 2019

- Closed Record Decision Hearing: Randy Click & Donna Jung Conditional Use Permit CUP-2018-0003 to permit conversion of 3 short term rentals to single-family residences along with allowing construction of a single-family residence on the vacant lot
- Planning Commission Recommendation: Development Regulations and Zoning Map Amendments (Discussion)

May 20, 2019

May 28, 2019

Upcoming City Council Committee Meetings

The public is welcome to attend City Council Committee Meetings.

- Planning, Monday, Mar 25, 2019, 5:00 PM, Main Conference Room, City Hall
- Finance, Wednesday, Mar 27, 2019, 5:00 PM, Main Conference Room, City Hall
- Public Works, Monday, Apr 1, 2019, 5:00 PM, Main Conference Room, City Hall
- Public Safety, Tuesday, Apr 2, 2019, 10:00 AM, Mayor's Office, City Hall
- Port/City Liaison, Tuesday, Apr 2, 2019, 8:30 AM, Council Chambers, City Hall
- Planning, Monday, Apr 8, 2019, 5:00 PM, Main Conference Room, City Hall
- Finance, Wednesday, Apr 10, 2019, 5:00 PM, Main Conference Room, City Hall
- Public Works, Monday, Apr 15, 2019, 5:00 PM, Main Conference Room, City Hall