

Our mission is to maintain and improve the quality of life reflecting community expectations through a focus on public participation and employees-mayor-council teamwork.



**Anacortes City Council
NOTICE OF SPECIAL MEETING**

**TUESDAY, January 16, 2018
5:00 - 6:00 p.m.**

**Municipal Building Council Chambers
904 6th Street**

NOTICE IS HEREBY GIVEN that the regular Anacortes City Council meeting of January 16, 2018 will begin at 5:00 p.m.

The Public Works Committee meeting scheduled for 5:00 p.m. on January 16, 2018 has been cancelled.

Published: January 10, 2018

**Distribution: City Council
Media**

If reasonable accommodation of a disability is needed please contact Cherri Kahns at 299-1950 at least 48 hours prior to this meeting.



Anacortes City Council
Municipal Building Council Chambers
904 6th Street

TUESDAY, January 16, 2018

*** Special Start Time 5:00 p.m. ***

PRELIMINARY AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Announcements and Committee Reports**
 - a. Mayor's Award of Merit: Gunnar Christiansen
 - b. Public Safety Committee
 - c. Skagit County Law & Justice Council
4. **Public Comment**
5. **Consent Agenda (Action)**
 - a. Minutes of January 8, 2018
 - b. Approval of Claims in the amount of: \$1,358,922.74
 - c. Interlocal Agreement 256: Reciprocal Lending Agreement of Fire Equipment with Cities of Mount Vernon and Burlington
 - d. Interlocal Agreement 260: Basic Life Support Transport Services with Skagit Fire District #13
6. **Public Hearings**
 - a. * 2018-2022 CDBG - Five Year Consolidated Plan and One Year Action Plan
Public Comment Period Opening (Discussion)
7. **Other Business**
 - a. * Amendment 7 to Interlocal Agreement C20140640 with Skagit County for Ambulance Service (Action)
8. **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 Cherri Kahns at 360-299-1950 at least 48 hours prior to this meeting.



Anacortes City Council

Proposed Agenda Items for the Next Eight Weeks Beginning January 22, 2018

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, vouchers and consent agenda items is 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.

January 22, 2018

- Municipal Broadband Fiber Update

February 5, 2018

- WSDOT Project Update: Sharpes Corner Roundabouts and SR-20 Spur Paving (Discussion)
- ArcGIS/Cartograph Mapping and Asset Management Demonstration (Discussion)
- Amendment 8 to Interlocal Agreement C20140640 with Skagit County for Ambulance Service (Action)
- Contract Award: 2018 Waterline Project (Action)

February 12, 2018

February 20, 2018

February 26, 2018

March 5, 2018

- 2018-2022 CDBG - Five Year Consolidated Plan and One Year Action Plan Public Process Conclusion

March 12, 2018

March 19, 2018

Upcoming City Council Committee Meetings

The public is welcome to attend City Council Committee Meetings.

- Public Works - CANCELLED, Tuesday, Jan 16, 2018, 5:00 PM, Public Works Director's Office, City Hall
- Planning, Monday, Jan 22, 2018, 5:00 PM, Main Conference Room, City Hall
- Finance, Wednesday, Jan 24, 2018, 5:00 PM, Main Conference Room, City Hall
- Housing Affordability & Community Services, Thursday, Feb 1, 2018, 1:30 PM, Main Conference Room, City Hall
- Public Works, Monday, Feb 5, 2018, 5:00 PM, Public Works Director's Office, City Hall
- Port/City Liaison, Tuesday, Feb 6, 2018, 5:00 PM, City Hall

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ANACORTES EXECUTIVE DEPARTMENT

P.O. BOX 547, ANACORTES, WA 98221-0547
LAURIE GERE, MAYOR

PH (360) 299-1950
FAX (360) 293-1938

E-MAIL: laurieg@cityofanacortes.org

January 9, 2018

Gunnar Christiansen

Anacortes, WA 98221

Dear Gunnar,

Congratulations! Gunnar, you have been nominated to receive the Mayor's Award of Merit because of your outstanding and diligent performance in the Public Works Engineering Division. Your supervisor and co-workers commend your eagerness and steadfastness in handling each task that is before you. Additionally, you have been instrumental in various cost saving projects for the city.

Last year, you pioneered two new technologies for use in our Capital Program. You implemented a successful horizontal saw-cutting method to smooth out trip hazards on city sidewalks, fixing 392 locations for about \$36,000, compared to the traditional method of excavation and re-pouring the concrete sidewalks the cost would have been in the \$200,000 to \$300,000 range.

In 2016, you implemented a Cape Seal Road Maintenance project which the City plans to use this technique on an annual basis when feasible. The Heart Lake Road Cape Seal project required substantial roadway patching project managed and funded by the City, then the Cape Seal itself was completed by the Skagit County Road Crews. The total project cost the city \$300,000, and every 7 years approximately \$50,000 for cap seal maintenance while a traditional mill and fill overlay on this two-mile stretch of road would have cost around \$1,000,000.

Gunnar, I am pleased to select you as a Mayor's Award of Merit recipient. Please confirm with Cherri Kahns (299-1950) that you will be able to attend the City Council meeting on Tuesday, January 16, at 6 pm. to receive your award. I encourage you to invite your family, friends, and co-workers to the presentation. The award of merit includes a \$75.00 gift certificate to a local restaurant of your choice. Please let Cherri know at which Anacortes restaurant you would like to celebrate your recognition. Additionally, your name will be added to the plaque that hangs in City Hall for all to see!

Sincerely,

CITY OF ANACORTES

Laurie M. Gere, Mayor

Mayor Laurie Gere called to order the regular Anacortes City Council meeting of January 8, 2018 at 6:00 p.m. Councilmembers Eric Johnson, Anthony Young, Brad Adams, Liz Lovelett, Bruce McDougall and Matt Miller were present. Councilmember Ryan Walters was absent. Mr. Adams moved, seconded by Mr. Johnson, to excuse the absence of Mr. Walters who was ill. The motion carried unanimously by voice vote. The assembly joined in the Pledge of Allegiance.

Announcements and Committee Reports

City Council Standing Committee Appointments:

Mayor Pro Tem Matt Miller presented Resolution 2007 approving his appointments of councilmembers to standing and external committees for 2018-2019. Mr. Adams moved, seconded by Mr. Young, to approve Resolution 2007. The motion carried unanimously by voice vote.

Housing Affordability & Community Services Committee: Mr. Johnson reported from the committee meeting the prior Thursday at which Planning Director Don Measamer discussed his staff's work to coordinate the draft development regulations with policies adopted in the Affordable Housing Strategic Plan. Mr. Johnson praised staff for actively implementing the plan. He reported that REET 2 funding would not be available for affordable housing projects unless the city were able to first fund all other projects eligible for REET 2 in its Capital Facilities Plan. Mr. Johnson mentioned that Mr. Measamer would pursue potential funding for an Anacortes Community Resources Center staff person from Skagit County. Ms. Lovelett added that Council may in future be invited to write letters of support for related legislation at the state and federal level.

Public Comment

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

Consent Agenda

Mr. Adams moved, seconded by Mr. Miller, to approve the following Consent Agenda items. The motion carried unanimously by voice vote.

- a. Minutes of January 2, 2018
- b. Approval of Claims in the amount of: \$168,739.09
- c. Contract Award: Sidewalk ADA Detectable Warning Surfaces (17-028-TRN-003)

The following vouchers/checks were approved for payment:

EFT numbers: 87632 through 87635 and 87638 through 87668, total \$90,192.16

Check numbers: 87669 through 87704, total \$126,123.55

Wire transfer numbers: 225804 through 226400, total \$7,523.68

PUBLIC HEARINGS

Closed Record Decision Hearing: Allen Family Investments Triplex Conditional Use Permit; 1211 & 1213 "H" Avenue, CUP-2017-0003

Associate Planner Kevin Cricchio presented an application from Tom Allen/Allen Family Investments, LLC for a Conditional Use Permit to permit the construction of one (1) additional detached dwelling unit on the east side of the duplex recently constructed on the west side of the subject property at 1211 and 1213 H Avenue. Mr. Cricchio's slide presentation was added to the packet materials for the meeting. He summarized the existing and proposed land use, site zoning and surrounding zoning, history of the building permit for the duplex and the application for the CUP, the neighborhood meeting held and public comments received, relevant zoning code sections and density calculations for the proposal. Mr. Cricchio reported that following

its Pre-Decision Open-Record Public Hearing, the Planning Commission voted 4-0 in favor of recommending approval of the CUP to City Council. He displayed site plans and photographs illustrating the project.

Mayor Gere invited parties of record to address the Council.

Brian Allen, 15492 Snee-oosh Road, representing the applicant, elaborated on the proposal, referring to his slide presentation that was added to packet materials for the meeting. Mr. Allen reported on the attendance at the October 26, 2017 neighborhood meeting and addressed concerns raised at that meeting including traffic, lack of sidewalks, pedestrian safety, compliance with AMC 17.34.050, and piecemeal development. Mr. Allen said that the majority of public comments at the December 2017 Planning Commission public hearing were in support of the project. Mr. Allen responded to councilmember questions regarding the “native area” depicted on the site plan and the projected rent for the finished unit.

Party of Record Marilyn Derig, 1302 K Avenue, asked for confirmation that the revised development regulations currently in process would not allow detached triplex units. Mr. Measamer concurred that the latest draft regulations would not include language to allow three separate units as a triplex but noted that the configuration is allowed under the current code and explained the extensive review and public process still ahead for the revised code.

Mr. Miller noted that the proposed project was consistent with 2016 comprehensive plan goals for increased density in the R3 zone.

No one else wishing to address the Council, Mayor Gere closed the Closed Record Decision Hearing.

Mr. Johnson moved, seconded by Mr. Young, to approve CUP-2017-0003 subject to the recommended conditions of approval. Vote: Young, Adams, Lovelett, McDougall, Miller and Johnson. Motion carried.

OTHER BUSINESS

Public Works 2017 Project Review

Public Works Director Fred Buckenmeyer shared a slide presentation summarizing public works projects undertaken in 2017. His slides were added to the packet materials for the meeting. He highlighted projects performed by the Street and Engineering Departments including 5th Street & O Avenue paving, Heart Lake Road Repair and Cape Seal and subsequent traffic calming efforts, 3rd Street Sidewalk Rebuild, Stormwater Pond Maintenance, Marine Heights Slurry Seal Project, several emergency sewer repairs, sewer manhole replacements, the Tesoro Clean Product Project corridor revisions, Storvik Park Spray Pad infrastructure and parking lot paving, paving and rechannelization of Commercial Avenue in the CBD, water pipeline replacements, NPDES permit management, and design for several ongoing roadway improvements. Mr. Buckenmeyer provided a brief update on the fiber optic project and advised that a more in depth report was scheduled before Council later in the month. He described water system improvements including the Blue Heron reservoirs project and replacement of the water treatment plant intake screens. He mentioned two new initiatives in the GIS department which would be demonstrated to Council at a regular meeting in February. Mr. Buckenmeyer reported on significant renovations at the Operations Shop, increased energy efficiency of the vehicle fleet with the introduction of all electric and propane powered vehicles, and successful completion of two major projects at the wastewater treatment plant, the incinerator scrubber upgrades and the outfall repairs. He described conservation projects to install LED lighting at numerous City facilities, noted the completion of the ADA Transition plan, and listed a number of other completed and ongoing projects that would continue into 2018.

There being no further business, at approximately 7:02 p.m. the Anacortes City Council meeting of January 8, 2018 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 January 16, 2018 City Council meeting:
[Download this file in OpenDocument spreadsheet format.](#)

Invoice Doc #	Transaction Date	Invoice #	Vendor #	Vendor Full Name	Description	Total Amount
226622	10/1/2017	00274-ANDERSON	09580	CAMPBELL LAW FIRM	PUB DEF CONF	\$123.50
226624	10/1/2017	00293-FICHENLAUB	09580	CAMPBELL LAW FIRM	PUB DEF CONF	\$117.00
226626	10/1/2017	00351-RUCKER	09580	CAMPBELL LAW FIRM	PUB DEF CONFL	\$13.00
226625	10/1/2017	00379-GOMEZ	09580	CAMPBELL LAW FIRM	PUB DEF CONFL	\$84.50
226623	10/1/2017	00380-DAVIS	09580	CAMPBELL LAW FIRM	PUB DEF CONF	\$13.00
226627	10/1/2017	00403-WALDRON	09580	CAMPBELL LAW FIRM	PUB DEF CONF	\$32.50
226522	10/9/2017	91	02498	SKAGIT DOMESTIC VIOLENCE &	SKAGIT DV & SA SERVICES 7/01/17-9/30/17	\$519.28
226693	10/17/2017	1170154	07823	MUNICIPAL EMERGENCY SERVICES	AIR HOSE (SABA)	\$413.39
226682	10/26/2017	1172676	07823	MUNICIPAL EMERGENCY SERVICES	EZ AIRLINE (SABA)	\$570.79
226697	10/30/2017	3174818	01331	INTERNATIONAL CODE COUNCIL,INC	INTERNATIONAL CODE COUNCIL MEMBER DM	\$170.00
226634	11/1/2017	00274-ANDERSON	09580	CAMPBELL LAW FIRM	PUB DEF CONF	\$71.50
226629	11/1/2017	00351-RUCKER	09580	CAMPBELL LAW FIRM	PUB DEF CONF	\$156.00
226632	11/1/2017	00380-DAVIS	09580	CAMPBELL LAW FIRM	PUB DEF CONF	\$32.50
226628	11/1/2017	00403-WALDRON	09580	CAMPBELL LAW FIRM	PUB DEF CONF	\$19.50
226631	11/1/2017	00407-METZ	09580	CAMPBELL LAW FIRM	PUB DEF CONF	\$19.50
226633	11/1/2017	00408-CUOCO	09580	CAMPBELL LAW FIRM	PUB DEF CONF	\$84.50
226630	11/1/2017	00414-MULLEN	09580	CAMPBELL LAW FIRM	PUB DEF CONF	\$110.50
226694	11/7/2017	41469T13	10550	WALLACE, GALEN	REIMBURSEMENT FOR GAS @ NORTH BEND	\$54.00
226700	11/28/2017	930226/1	00021	ACE HARDWARE	FOR DT WINTER TREE LIGHTS	\$115.13
226661	12/1/2017	00261-HILES	09580	CAMPBELL LAW FIRM	PUB DEF CONF	\$19.50
226663	12/1/2017	00274-ANDERSON	09580	CAMPBELL LAW FIRM	PUB DEF CONF	\$39.00
226659	12/1/2017	00403-WALDRON	09580	CAMPBELL LAW FIRM	PUB DEF CONF	\$71.50
226660	12/1/2017	00414-MULLEN	09580	CAMPBELL LAW FIRM	PUB DEF CONF	\$45.50
226662	12/1/2017	00424-FUIK	09580	CAMPBELL LAW FIRM	PUB DEF CONF	\$32.50
226718	12/14/2017	AFD Q1 18	02505	SKAGIT- 911	RADIO MAINTENANCE Q1/2018	\$4,432.40
226413	12/15/2017	1186504	07823	MUNICIPAL EMERGENCY SERVICES	SCBA REPAIR DONE DURING ANNUAL TEST	\$153.80

Invoice Doc #	Transaction Date	Invoice #	Vendor #	Vendor Full Name	Description	Total Amount
226737	12/19/2017	17-36992	00850	EDGE ANALYTICAL, INC	3MG FLUORIDE ANALYSIS	\$24.00
226672	12/19/2017	446365	02839	USA BLUE BOOK	WASH BOTTLES	\$57.64
226835	12/20/2017	1990494628	06718	ARAMARK	STA 3 MAT SERVICE: 12/20	\$21.70
226604	12/20/2017	299725	01023	FRONTIER BUILDING SUPPLY	LABOR FOR DOOR & WINDOW REGLAZE	\$97.65
226836	12/21/2017	1990496703	06718	ARAMARK	STA 2 MAT SERVICE: 12/21	\$20.00
226837	12/21/2017	1990496704	06718	ARAMARK	STA 1 MAT SERVICE: 12/21	\$21.70
226703	12/21/2017	LTAC Port Summer	02141	PORT OF ANACORTES	LTAC PORT SUMMER CONCERT SERIES	\$10,000.00
226684	12/22/2017	0149607	06077	GEOENGINEERS, INC.	STREAM BAS REVIEW AND CODE UPDATE RECOMMENDATIONS 11/25/17-12/15/17	\$8,128.13
226600	12/22/2017	1529597	03100	WOOD'S LOGGING SUPPLY	BOXES FOR TRUCKS	\$958.27
226877	12/23/2017	34474	00797	DIMENSIONAL COMMUNICATIONS INC	AUDIO VISUAL SYSTEM FOR LIBRARY COMMUNITY MEETING ROOM	\$33,202.07
226751	12/26/2017	10464	00428	BUDGET TOWING	TOWING; APD CASE 17-A09863	\$244.58
226849	12/26/2017	5004062785	02193	FERRELLGAS	PROPANE AUTOGAS NOVEMBER-DECEMBER	\$1,508.62
226882	12/26/2017	935891985	08092	PHILIPS HEALTHCARE	SMART PADS FOR AED UNIT AT ASAC	\$422.63
226610	12/26/2017	2018ODYSSEY	10806	SKAGIT COUNTY CLERK	PUB DEF ODYS SUBS	\$250.00
226611	12/26/2017	9798870665	02879	VERIZON WIRELESS	WTP SCADA MODEM 11/27-12/26/17	\$501.27
226749	12/27/2017	INV #2	10552	CLEAN & CLIP GROOMING	K9 T-BONE GROOMING	\$50.00
226701	12/28/2017	752426	00306	BAYSHORE OFFICE PRODUCTS INC	OFFICE FURNITURE	\$712.81
226411	12/28/2017	3602939063	07909	FRONTIER COMMUNICATIONS	STATION 3 FAX/PHONE: 12/28 - 1/27	\$74.71
226453	12/28/2017	360-299-3674-0214175	07909	FRONTIER COMMUNICATIONS	BACK UP PHONE LINE OPERATIONS 12/28-1/27/18	\$65.75
226491	12/28/2017	992686166001	01962	OFFICE DEPOT, INC.	OFFICE SUPPLIES	\$43.51
226838	12/28/2017	16130351	05523	PACIFIC POWER BATTERIES	AAA BATTERIES AND AA FOR SCBA	\$260.40
225455	12/28/2017	935905047	08092	PHILIPS HEALTHCARE	AED UNIT FOR THE ASAC	\$1,019.79
226590	12/28/2017	9798905851	02879	VERIZON WIRELESS	CITY CELL PHONES 11/29-12/28/17	\$8,468.01
226858	12/29/2017	1094 SF	09161	CLEANER GUYS, LLC	WTP FLOORS & UPHOLSTERY CLEANING	\$980.46
226698	12/29/2017	4379	00693	CULBERTSON MARINE CONSTRUCTION	WWTP OUTFALL REPAIR - CONSTRUCTION - THROUGH 12/22/17	\$732,105.36
226448	12/29/2017	17-33670, 17-36992	00850	EDGE ANALYTICAL, INC	HAA/THM, FLUORIDE ANALYSIS	\$986.00
226847	12/29/2017	95700127	10089	MIDWEST TAPE	AUDIO BOOK FOR YS	\$27.10
226735	12/29/2017	992686858001	01962	OFFICE DEPOT, INC.	PAPER SHREDDER	\$41.73
226488	12/29/2017	151806	02280	SCOTT RICHARDS INSURANCE, INC	AUTO INSURANCE 2018	\$34,700.00
226560	12/29/2017	S20180538	02677	SUPERIOR SYSTEMS, INC	ALUMINUM PLATES	\$344.12
226464	12/29/2017	1199696	02681	SURETY PEST CONTROL	PEST CONTROL @ WA PARK	\$44.49
226528	12/29/2017	COURT & BUILDING FEE	02960	WASHINGTON STATE TREASURER	4TH QTR COURT FEES 2017	\$42,097.99

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226616	12/30/2017	000099E018527	02817	UNITED PARCEL SERVICE	SHIP PART TO JANAMCARE FOR REPAIR	\$39.03
226861	12/31/2017	052-0010-00	00147	ANACORTES, CITY OF	WATER / SEWER / GARBAGE DECEMBER 2018	\$940.62
226609	12/31/2017	78	00424	BUBBA SUDZ CAR WASH, INC.	DECEMBER CAR WASHES- 5	\$40.00
226540	12/31/2017	17-094-SEW-0011	00645	CONSTRUCTION UNLIMITED INC	RETAINAGE RELEASE	\$9,690.07
226863	12/31/2017	13-020-SEW-0081	00693	CULBERTSON MARINE CONSTRUCTION	RETAINAGE RELEASE	\$5,714.29
226753	12/31/2017	DECEMBER 2017	10256	HUMANE SOCIETY OF	APD CASE 17-A09822 AND 17-A09676	\$81.00
226824	12/31/2017	LL.Mead	01364	ISLAND HOSPITAL	DEC. LIFELINE SERVICE FEE	\$64.95
226495	12/31/2017	36283	01530	LAKE SIDE INDUSTRIES, INC.	5/8 & 3/4 ROCK SALES	\$895.21
226854	12/31/2017	18329	01542	LANGUAGE EXCHANGE INC, THE	INTERPRETER SERVICES	\$405.00
226857	12/31/2017	4227852	07759	LANGUAGE LINE SERVICES	INTERPRETER SERVICES	\$6.32
226830	12/31/2017	17-3066	04253	LIFE TEK, INC	FA, CPR, BBP TRAINING	\$375.00
226686	12/31/2017	IN925894	10389	NOANET	FIBER NETWORK OSP, GIS AND ENGINEERING SUPPORT - DEC 2017	\$3,650.00
226687	12/31/2017	IN925895	10389	NOANET	TRAVEL DAYS FOR FIBER NETWORK SUPPORT	\$164.00
226688	12/31/2017	IN925898	10389	NOANET	COS SERVICES FOR FIBER PROJECT - DEC 2017	\$2,000.00
226846	12/31/2017	0000574438	01958	OCLC, INC	CATALOGING, ILL, FIRSTSEARCH/WORLDCAT DISCOVERY 7/1/17 -6/30/18	\$345.21
226702	12/31/2017	LTAC RTD Reimburse	02141	PORT OF ANACORTES	LTAC PORT ROCK THE DOCK	\$5,000.00
226870	12/31/2017	Police Testing	04403	PUBLIC SAFETY TESTING INC	CORPORAL WRITTEN TEST DEVELOPMENT	\$1,490.00
226689	12/31/2017	27911	07996	REICHHARDT & EBE ENGINEERING	MARCH PT RD SHOULDER WIDENING CONSTRUCTION CONSULTING SERVICES - DEC 2017	\$292.92
226690	12/31/2017	27912	07996	REICHHARDT & EBE ENGINEERING	SHIP HARBOR & SR20 INTERSECTION - 11/30/17-12/18/17	\$1,876.72
226592	12/31/2017	CL68572	02260	REISNER DISTRIBUTOR INC	VEHICLE FUEL - DECEMBER	\$15,018.16
226825	12/31/2017	969	02470	SKAGIT CONSERVATION DISTRICT	NPDES PHASE II PUBLIC OUTREACH AND EDUCATION - DEC 2017	\$330.21
226834	12/31/2017	2017-04	02484	SKAGIT COUNTY DEM	4TH QTR 2017 DEM BILLING	\$8,569.50
226561	12/31/2017	INV00326478	10661	SMARSH	ARCHIVING PLATFORM 12/1-12/31/17	\$477.05
226685	12/31/2017	PR007	10574	STELLAR J CORPORATION	BLUE HERON CIRCLE RESERVOIRS CONSTRUCTION - DECEMBER 2017	\$290,508.75
226695	12/31/2017	111150	08545	STURDY ENGINEERING CORPORATION	CITY HALL SEISMIC UPGRADE DESIGN 11/30/17-12/4/17	\$625.00
226532	12/31/2017	REMIT	10859	THE CAT'S MEOW	2017 SPAY & NEUTER 14 C ATS	\$700.00
226822	12/31/2017	17216	09434	TRANSPORTATION SOLUTIONS INC	32ND ST & D AVE INTERSECTION IMPROVEMENT DESIGN - DEC 2017	\$4,374.78
226865	12/31/2017	386000156	08528	US BANK NA - CUSTODY TREAS DIV	INVESTMENT FEES 12/01/17 - 12/31/17	\$61.00
226449	12/31/2017	7120099	02855	UTILITIES UNDERGROUND LOCATION	UTILITY LOCATE TICKETS FOR DECEMBER 2017	\$137.06

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226530	12/31/2017	16-085-IDS-0031	10782	VALLEY DRYWALL, INC	RETAINAGE RELEASE	\$980.20
226555	12/31/2017	17-057-ERR-0011	10421	VECA ELECTRIC COMPANY, INC	RETAINAGE RELEASE	\$2,887.50
226537	1/1/2018	1990511106	06718	ARAMARK	LAUNDRY SERVICE FOR WWTP	\$71.61
226667	1/1/2018	00261-HILES	09580	CAMPBELL LAW FIRM	PUB DEF CONF	\$6.50
226677	1/1/2018	00274-ANDERSON	09580	CAMPBELL LAW FIRM	PUB DEF CONF	\$71.50
226666	1/1/2018	00320-SOUCIE	09580	CAMPBELL LAW FIRM	PUB DEF CONF	\$19.50
226664	1/1/2018	00403-WALDRON	09580	CAMPBELL LAW FIRM	PUB DEF CONF	\$65.00
226675	1/1/2018	00408-CUOCO	09580	CAMPBELL LAW FIRM	PUB DEF CONF	\$58.50
226668	1/1/2018	00424-FUIK	09580	CAMPBELL LAW FIRM	PUB DEF CONF	\$58.50
226678	1/1/2018	00427-ALEXANDER	09580	CAMPBELL LAW FIRM	PUB DEF CONF	\$52.00
226674	1/1/2018	00428-DAMRILL	09580	CAMPBELL LAW FIRM	PUB DEF CONF	\$19.50
226665	1/1/2018	00435-SUSTARICH	09580	CAMPBELL LAW FIRM	PUB DEF CONF	\$19.50
226557	1/1/2018	3602930045	07909	FRONTIER COMMUNICATIONS	STA 1 BACKUP LINES (1/1 - 1/31)	\$147.16
226489	1/1/2018	360-293-1900-0122885	07909	FRONTIER COMMUNICATIONS	CITY MAIN PHONE 1/1-1/31/18	\$1,068.37
226721	1/1/2018	360-293-3725-050113	07909	FRONTIER COMMUNICATIONS	DEPOT PHONE	\$58.43
226710	1/1/2018	7089402X	01835	NATIONAL FIRE PROTECTION ASSN.	MEMBERSHIP RENEWAL FOR 2018	\$175.00
226722	1/1/2018	530	02141	PORT OF ANACORTES	DOCK RENTAL QD-13 QD-23 & QD-27	\$103.33
226723	1/1/2018	983	02141	PORT OF ANACORTES	DOCK RENTAL - QD-19	\$33.95
226726	1/1/2018	986	02141	PORT OF ANACORTES	DOCK RENTAL - QD-22	\$33.95
226727	1/1/2018	987	02141	PORT OF ANACORTES	DOCK RENTAL	\$33.95
226880	1/1/2018	1220	02473	SKAGIT COUNCIL OF GOVERNMENTS	SCOG DUES 2018	\$14,130.00
226707	1/1/2018	10*198	08325	VENTEK INTERNATIONAL	MONTHLY SERVER HOSTING & CARRIER	\$135.00
226756	1/2/2018	230566	00155	ANACORTES ANIMAL HOSPITAL	BOARD & DISTRAINER; DECEMBER 2017	\$276.70
226531	1/2/2018	01217	00180	ANACORTES TOWING LLC	TOWING; APD CASE 18-A00019	\$162.75
226711	1/2/2018	500641864 2018	06696	ASCAP	ANNUAL MUSIC LICENSE FEE	\$348.00
226492	1/2/2018	163984E-5	00355	BIRCH EQUIPMENT CO., INC	JOB SHACK - FLEET OFFICE	\$265.83
226589	1/2/2018	8498 30 017 0319913	04412	COMCAST	LIBRARY INTERNET ACCESS 1/9-2/8/18	\$183.10
226828	1/2/2018	1200094895	05880	HDR ENGINEERING, INC	WATER SYSTEM MODEL UPDATE 10/29/17-12/30/17	\$824.46
226860	1/2/2018	1200094896	05880	HDR ENGINEERING, INC	PILOT-SCALE & FULL-SCALE TESTING FOR WTP FILTERS 10/29/17-12/30/17	\$436.23

Invoice Doc #	Transaction Date	Invoice #	Vendor #	Vendor Full Name	Description	Total Amount
226708	1/2/2018	1-2-18	01921	NORTHWEST PARKING EQUIPMENT	1ST QUARTERLY PAYSTATIONS (2)	\$461.13
226741	1/2/2018	001-389968	02109	PISTON SERVICE OF ANACORTES	PART- VEH #009	\$17.27
226739	1/2/2018	001-390043	02109	PISTON SERVICE OF ANACORTES	PART- VEH #003	\$23.06
226843	1/2/2018	200000666863	02192	PUGET SOUND ENERGY	LIBRARY 10TH STREET LED 12/2 - 1/2/2018	\$13.90
226839	1/2/2018	200000667101	02192	PUGET SOUND ENERGY	LIBRARY 1220 10TH 11/7 - 12/31/2017	\$2,840.81
226833	1/2/2018	200000667218	02192	PUGET SOUND ENERGY	LIBRARY 10TH & M ST 12/2/17 - 1/2/2018	\$77.01
226355	1/2/2018	January	07723	SKAGIT LAW GROUP PLLC	PROSECUTING ATTORNEY SERVICES JAN. 2017	\$6,000.00
226450	1/2/2018	1526187	03100	WOOD'S LOGGING SUPPLY	3/8 WIRE ROPE ASSEMBLY	\$527.04
226490	1/3/2018	300-10034993	05987	ALL BATTERY SALES & SERVICE	BATTERIES FOR SHOP, AAA, C, D, COIN	\$81.00
226461	1/3/2018	6618 Renewal	00115	AMERICAN PUBLIC WORKS	ANNUAL RENEWAL MEMBERSHIP	\$760.00
226459	1/3/2018	2281689376982	00148	ANACORTES CHAMBER OF COMMERCE	CHAMBER LUNCHEON STATE OF THE DISTRICT PRESENTATION	\$15.00
226558	1/3/2018	1990515469	06718	ARAMARK	STA 3 MAT SERVICE: 1/3	\$21.70
226599	1/3/2018	752874	00306	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$68.34
226844	1/3/2018	82731793	09185	BOUND TREE MEDICAL, LLC	PHARMACEUTICALS	\$49.60
226408	1/3/2018	20180101	08563	CHOWANEC, WILLIAM	STA 3 RENT: JANUARY	\$2,045.00
226526	1/3/2018	201129582	02920	CRIMINAL JUSTICE TRAINING	VASCULAR NECK RESTRAINT TRAINING; NEW RECRUIT IELAND	\$50.00
226524	1/3/2018	010118	00955	FIDALGO CLEANING	CLEANING & SUPPLIES	\$700.00
226451	1/3/2018	REIMB	06647	HANSEN, MICHAEL	UNIFORM BOOT 2018; OFC HANSEN	\$200.00
226460	1/3/2018	995	07173	LAND SURVEYORS ASSN OF WA	ANNUAL LSAW MEMBERSHIP DUES	\$200.00
226845	1/3/2018	17-1870	04253	LIFE TEK, INC	PALS CLASS - C SHIFT	\$1,055.00
226827	1/3/2018	7813	07474	MACLEOD RECKORD PLLC	GUEMES CHANNEL TRAIL DESIGN PHASE VI - DECEMBER 2017	\$2,094.29
226826	1/3/2018	7815	07474	MACLEOD RECKORD PLLC	GUEMES CHANNEL TRAIL PHASE 2 DESIGN - DECEMBER 2017	\$3,555.65
226471	1/3/2018	602741	01910	NORTHWEST ESD 189	COUNCIL RETREAT FACILITY RENTAL 2-9-18	\$165.00
226606	1/3/2018	001-390083	02109	PISTON SERVICE OF ANACORTES	PART- VEH #151	\$3.08
226744	1/3/2018	001-390085	02109	PISTON SERVICE OF ANACORTES	BATTERY- VEH #051A	\$98.25
226691	1/3/2018	160898	02141	PORT OF ANACORTES	USE OF TEMPORARY LAYDOWN SPACE - PIER 2 - FOR OUTFALL REPAIR	\$6,188.00
226670	1/3/2018	1087435	02519	SKAGIT PUBLISHING LLC	PUBLISH AA-1711188	\$105.56
226454	1/3/2018	40530	02932	WASHINGTON STATE BAR	SWETNAM ANNUAL BAR LICENSE RENEWAL	\$539.00
226759	1/4/2018	300-10035084	05987	ALL BATTERY SALES & SERVICE	PATROL SUPPLIES; DISPOSABLE GLOVES	\$365.32
226762	1/4/2018	*1317	00180	ANACORTES TOWING LLC	TOWING; APD CASE 18-A00075	\$162.75
226841	1/4/2018	1990517576	06718	ARAMARK	STA 2 MAT SERVICE: 1/4	\$21.70
226842	1/4/2018	1990517577	06718	ARAMARK	STA 1 MAT SERVICE: 1/4	\$21.70
226541	1/4/2018	1990517582	06718	ARAMARK	APD NYLON MATS CLEANED	\$16.28
226605	1/4/2018	1990517587	06718	ARAMARK	OPS & PARKS LAUNDRY SVC FOR	\$66.87

Invoice Doc #	Transaction Date	Invoice #	Vendor #	Vendor Full Name	Description	Total Amount
226607	1/4/2018	1990517588	06718	ARAMARK	OPS:MAT CLEANING 01/04/18	\$66.45
226692	1/4/2018	U-513	00369	BLYTHE PLUMBING & HEATING INC	OPERATIONS SHOP REMODEL - HVAC	\$19,144.27
226742	1/4/2018	0188-485955	03816	CONSOLIDATED ELECTRICAL	LED PRODUCT FOR FIRE STATION II	\$2,285.69
226535	1/4/2018	17-030-PLN-0061	00645	CONSTRUCTION UNLIMITED INC	RETAINAGE RELEASE	\$56.52
226544	1/4/2018	17-36813	00850	EDGE ANALYTICAL, INC	FINAL EFFLUENT TESTING	\$140.00
226676	1/4/2018	S18-010405	00890	ENVIRO CLEAN EQUIPMENT INC	PARTS- VEH #303	\$59.33
226550	1/4/2018	903375162	09395	EVOQUA WATER TECHNOLOGIES LLC	REBUILD PARTS FOR SECONDARY CLARIFIER	\$10,316.18
226598	1/4/2018	01/04/2018	00955	FIDALGO CLEANING	CLEANING - CARNEGIE	\$50.00
226608	1/4/2018	192892	00950	FIDALGO COFFEE ROASTERS	OPS-BREAKROOM SUPPLIES	\$93.00
226543	1/4/2018	360-299-0813-1017915	07909	FRONTIER COMMUNICATIONS	PHONE SERVICE FOR WWTP	\$299.69
226545	1/4/2018	02789128	01004	HD FOWLER COMPANY INC	PVC ELBOWS, COUPLINGS AND UNIONS	\$89.95
226556	1/4/2018	22583	09163	LEXIPOL LLC	2018 RENEWAL POLICY MANUAL SUBSCRIPTIOMN	\$4,909.00
226761	1/4/2018	38269	06873	PETER'S TOWING	TOWING; APD CASE 18-A00077	\$162.75
226740	1/4/2018	001-390188	02109	PISTON SERVICE OF ANACORTES	PART- SHOP INVENTORY	\$6.22
226617	1/4/2018	P400635	02123	PLATT ELECTRIC SUPPLY INC	REPLACEMENT FUSES	\$77.00
226546	1/4/2018	1198642	02137	POLYDYNE INC	CLARIFLOC POLYMER	\$2,994.60
226760	1/4/2018	20432	02405	SEBO'S DO-IT CENTER	3/8 ANCHOR SHACKLES FOR FIBER PROJECT	\$13.58
226618	1/4/2018	138LYNCH	10766	STUM, MELANIE	PUB DEF CONF	\$97.50
226619	1/4/2018	139GEERTSMA	10766	STUM, MELANIE	PUB DEF CONFL	\$65.00
226620	1/4/2018	140NASH	10766	STUM, MELANIE	PUB DEF CONF	\$65.00
226621	1/4/2018	141WARD	10766	STUM, MELANIE	PUB DEF CONF	\$65.00
226559	1/4/2018	118003919	02930	WASHINGTON STATE PATROL	BACKGROUND CHECKS - LEGAL	\$24.00
226523	1/4/2018	11800613	02930	WASHINGTON STATE PATROL	BACKGROUND CHECKS; DECEMBER 2017	\$180.00
226596	1/5/2018	753300	00306	BAYSHORE OFFICE PRODUCTS INC	NAMEPLATE FOR COUNCILMEMBER YOUNG	\$12.59
226673	1/5/2018	001-390289	02109	PISTON SERVICE OF ANACORTES	SUPPLY- VEH #514	\$64.87
226669	1/5/2018	001-390348	02109	PISTON SERVICE OF ANACORTES	SOLENOID- VEH #7905	\$111.11
226671	1/5/2018	001-390367	02109	PISTON SERVICE OF ANACORTES	SUPPLIES- SHOP	\$35.27
226736	1/5/2018	001-390369	02109	PISTON SERVICE OF ANACORTES	FILTER- VEH #425	\$4.94
226679	1/5/2018	341601	02478	SKAGIT RIVER STEEL &	PARTS- VEH #176	\$77.47
226823	1/5/2018	10906	10273	SKILLINGS CONNOLLY, INC	WWTP OUTFALL REPAIR DESIGN - 11/26/17-1/5/18	\$4,610.74
226601	1/5/2018	01187163	10861	WALTON BEVERAGE	COFFEE FOR WWTP	\$52.50
226747	1/6/2018	41600256113	02909	LES SCHWAB TIRE CENTERS	FLAT REPAIR- VEH #008	\$15.19
226758	1/6/2018	00005W5A83018	02817	UNITED PARCEL SERVICE	UPS SHIPPING CHARGES; WEEK END 1-6-18	\$22.24

Invoice Doc #	Transaction Date	Invoice #	Vendor #	Vendor Full Name	Description	Total Amount
226738	1/8/2018	1990521549	06718	ARAMARK	LAUNDRY SERVICE FOR WWTP	\$71.61
226859	1/8/2018	100295364	05880	HDR ENGINEERING, INC	BLUE HERON CIRCLE RESERVOIR PROJECT DESIGN - 11/26/17-12/30/17	\$14,511.95
226765	1/8/2018	001-390492	02109	PISTON SERVICE OF ANACORTES	ELECTRIC BATTERY CHARGER #90009	\$44.06
226724	1/8/2018	984	02141	PORT OF ANACORTES	DOCK RENTAL - QD24	\$33.95
226725	1/8/2018	985	02141	PORT OF ANACORTES	DOCK RENTAL - QD-21	\$33.95
226728	1/8/2018	989	02141	PORT OF ANACORTES	Doc rental - QD-25	\$33.95
226680	1/8/2018	00502	03884	SKAGIT COUNTY BAR ASSN	SCBA 2018	\$75.00
226752	1/8/2018	1801	05726	STOUGHTON, MARY	LTAC FINAL PMENT HEART RESTROOM CLEAN	\$25.60
226681	1/8/2018	2018WSBA	02932	WASHINGTON STATE BAR	WSBA RENEWAL	\$479.00
226853	1/9/2018	LTAC VIC	00148	ANACORTES CHAMBER OF COMMERCE	LTAC CHAMBER VIC TOWN CRIER REIMB	\$1,476.47
226852	1/9/2018	190-1840-00	00147	ANACORTES, CITY OF	UTILITY BILLING FOR WWTP	\$4,123.33
226757	1/9/2018	152018	10866	ANDERSON'S SERVICES	WINDOW WASHING FROM SIDEWALK REPAIR	\$100.00
226851	1/9/2018	753682	00306	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$54.74
226873	1/9/2018	WAANA97356	00939	FASTENAL CO	SCREWS	\$21.97
226763	1/9/2018	DEPOSIT	10868	HOFFERTH, ELLIOTT	DEPOSIT FOR ENTERTAINMENT FOR SUMMER APPRECIATION DINNER	\$150.00
226850	1/9/2018	Jan 2018	01511	KORTERUD, WAYNE D	INDIGENT SCREENING SERVICE	\$375.00
226831	1/9/2018	1173601	07823	MUNICIPAL EMERGENCY SERVICES	100 FT. AIR HOSE (SABA)	\$842.55

Total **\$1,358,922.74**



City Council Agenda Bill

Meeting Date: 1/16/2018

Agenda Item: 5c

Subject: ILA Fire Equipment Lending Agreement

Staff Contact: Richard Curtis, Fire Chief

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

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

Summary Statement: All municipalities in Skagit County have a mutual aid agreement for the emergency request to assist in emergencies. There is no such agreement in circumstances where equipment could be shared in non-emergency situations. This proposed agreement between the three largest municipalities in Skagit County allows equipment to be shared. The agreement may also provide some value in receiving points for reserve apparatus by the Washington Survey and Rating Bureau, for fire insurance classification.

Background: This agreement was already established between the Cities of Mount Vernon and Burlington. When I learned of this, I asked the City of Anacortes to be party to this agreement, which was openly accepted.

Budget Impact	
Amount Budgeted	
Budget Account (BARS)	
Proposed Expenditure	\$0
Budget Amendment Required?	
Revenue Source	

Proposed Contract	
Contractor	
Amount	\$0
Start Date	Upon approval
End Date	

Previous Council/Committee Action: N/A

Competing Viewpoints Considered: N/A

Recommended Motion: I move the City Council the Mayor to sign and activate the Reciprocal Lending Agreement of Fire Equipment with the City of Burlington and City of Mount Vernon.

Alternative Actions: [Click here to enter text.](#)

Attachments (listed in order presented): Proposed ILA

RECIPROCAL LENDING AGREEMENT OF FIRE EQUIPMENT

The City of Burlington The City of Mount Vernon The City of Anacortes

This Agreement ("Agreement") is entered into and effective the ____ day of _____ 2018 by and between the City of Burlington, Washington, a municipal corporation ("Burlington") and the City of Mount Vernon, Washington, a municipal corporation ("Mount Vernon") the City of Anacortes, Washington, a municipal corporation ("Anacortes") collectively referred herein as "the Cities" or "the Parties".

RECITALS

- A. The Cities each have created and operate a City Fire Department providing fire and fire related services for their respective jurisdictions; and
- B. From time to time, either Party may have certain Backup Fire Apparatus out of service due as a result of a variety of circumstances including needed maintenance when the other Party may have same or similar Backup Fire Apparatus surplus to its immediate or short term needs; and
- C. Negative impacts to level of services a fire department can provide (including customary emergency fire department response) are likely when Backup Fire Apparatus is unavailable for use; and
- D. The Cities are code cities organized under Title 35A RCW given the fullest statutory and constitutional powers including but not limited to the authority granted under Chapter 39.34 RCW to enter into agreements with one another for joint or cooperative action; and
- E. The Cities desire to enter into an agreement whereby one Party that is in need of additional Backup Fire Apparatus because that Party's Backup Fire Apparatus is out of service for maintenance, it may borrow available Backup Fire Apparatus from the another Party subject to the terms and conditions of this Agreement.
- F. The cities of Burlington and Mount Vernon previously entered into a reciprocal fire equipment lending agreement. The City of Anacortes has asked to participate under similar terms with the cities of Burlington and Mount Vernon.
- G. The Parties agree to repeal and terminate the two party reciprocal fire agreement between Burlington and Mount Vernon and replace such agreement with this Agreement beginning on the effective date set forth above.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the Cities agree as follows:

1. The recitals set forth above are incorporated as if set forth fully herein by this reference.

2. **Purpose.** It is the purpose of this Agreement to mutually enhance the capabilities and coordination of the Parties' emergency services by providing a functional operational framework for the sharing of emergency responder resources.

3. **Definitions.**

"Backup Fire Apparatus" shall mean Backup Fire Apparatus that is not in use nor needed by the Lending Municipality and is otherwise available and surplus to the immediate needs of the Lending Municipality at the time of request and the reasonably foreseeable needs for the length time the Backup Fire Apparatus is requested by the Requesting Municipality at the Lending Municipality's sole discretion.

"Backup Fire Apparatus" shall mean Backup Fire Apparatus identified in **Exhibit A** attached hereto and incorporated herein shall contain the equipment as described in **Exhibit A**.

"Good Driving Record" shall mean a driving record which contains no convictions for offenses within the past seven (7) years for: (a) any driving offense which constitutes a felony, (b) operating a motor vehicle or under physical control of a motor vehicle while under the influence of liquor or drugs, or impaired driving as a result of alcohol or drugs, (c) reckless driving or negligent driving, (d) driving on a revoked or suspended license.

"Lending Municipality" shall mean that Party to the Agreement that owns (or otherwise has sufficient rights to use and lend to third parties) Backup Fire Apparatus being requested by another Party.

"Maintenance" shall mean as work either performed by contract or by a Party on a regularly scheduled basis (e.g., daily, weekly, monthly, seasonally, semiannually, annually), to service, check, or replace items that are not broken or perform minor repair work; or work performed by contract or by a Party that is not regularly scheduled but is required to maintain the asset so that repair does not become necessary.

"Proper Training" shall mean completing and maintaining compliance with the driver's training standards of the Washington Fire Chief's Emergency Vehicle Incident Prevention (EVIP) Program.

"Requesting Municipality" shall mean that Party to the Agreement requesting use of Backup Fire Apparatus owned (or otherwise has sufficient rights to use and lend to third parties) by another Party.

4. **Responsibilities of the Parties**

- (a) *Lending of Backup Fire Apparatus.* The Cities agree that a Lending Municipality may lend Backup Fire Apparatus to the Requesting Municipality for the length of time requested when the Requesting Municipality's Backup Fire Apparatus is out of service. The Requesting Municipality may make a request for use of the Lending Municipality's Backup Fire Apparatus only if the Requesting Municipality:
 - (i) Has a shortage of available Backup Fire Apparatus to provide customary coverage within the boundaries of the Requesting Municipality to enable the Requesting Municipality to adequately respond to fire and other emergencies while its Backup Fire Apparatus is being maintained and/or repaired, and/or until a new unit can be delivered

- (ii) Needs the use of the requested Backup Fire Apparatus for a period of more than one day, and
 - (iii) Identifies a specific length of time the Requesting Municipality seeks use of the Backup Fire Apparatus, and
 - (iv) The Requesting Municipality initiates the request either via phone or email. If the initial request is made via phone then a follow up email shall be provided for documentation.
- (b) *Lending is Discretionary.* A Lending Municipality may refuse the request of the Requesting Municipality at its sole discretion, without cause, for any reason or for no reason.
- (c) *Lending Municipality Take Back.* The Lending Municipality may recall Backup Fire Apparatus that has been loaned to the Requesting Municipality due to current needs of the Lending Municipality by notifying the Fire Chief (or next officer in command if unavailable) of the Requesting Municipality verbally or in writing. If the Lending Municipality makes such a recall request, the Requesting Municipality shall return the Backup Fire Apparatus as soon as reasonably possible, but not later than following completion of the incident for which it is currently being used.
- (d) *Required Approvals.* The Requesting Municipality shall be responsible for obtaining and maintaining throughout the term of this Agreement all licenses, permits, certificates, and governmental authorizations for its employees and agents necessary to perform all of its obligations under this Agreement, including, but not limited to, obtaining any licenses required from the State of Washington.
- (e) *Delivery of Backup Fire Apparatus.* In the event the Lending Municipality agrees to lend Backup Fire Apparatus, the Lending Municipality shall notify in writing that the Backup Fire Apparatus is available for use by the Requesting Municipality including instructions of where and when the Backup Fire Apparatus may be picked up. Responsibility for delivery shall be borne by the Requesting Municipality. Requesting Municipality shall be responsible for prompt delivery back to the Lending Municipality as instructed by the Lending Municipality.
- (f) *Risk of Loss/Liability.* Risk of loss of all Backup Fire Apparatus shall pass to the Requesting Municipality from the time the Requesting Municipality (either directly or through third party) picks up the Backup Fire Apparatus until the time of delivery back to the Lending Municipality. Other provisions in this Agreement notwithstanding, the Requesting Municipality shall be liable for any accidents, collisions, and all injuries and other damages, (including attorney's fees and costs) from any claims or demands of losses arising from the operation of Backup Fire Apparatus owned by the Lending Municipality from the time the Requesting Municipality (either directly or through third party) picks up the Backup Fire Apparatus until the time of delivery back to the Lending Municipality. Liability of the Requesting Municipality includes but is not limited to payment by the Requesting Municipality of any applicable comprehensive or collision deductible(s) of the Lending Municipality.

- (g) *Acceptance As Is Where Is Condition.* In all instances, the Requesting Municipality shall accept all Backup Fire Apparatus it receives as a result of this Agreement in “as is where is” condition with all faults. The Lending Jurisdiction disclaims and Requesting Jurisdiction waives any warranty expressed or implied arising from course of performance, courses of dealing or uses of trade, fitness for a particular purpose, merchantability, operability, and, any obligation, liability, right, claim or remedy in tort, in law or in equity, or for any other direct, incidental or consequential damages except for rights of inspection and disclosure as set forth in this Agreement. The obligations, rights, and remedies of the Cities set forth in this Section are exclusive and in substitution for all warranties, claims in law or equity, and liabilities of either Party against the other, with respect to any Backup Fire Apparatus provided. The Lending Municipality and Requesting Municipality shall conduct a joint inspection of the Backup Fire Apparatus with Fire Department personnel of both parties present: (i) prior to the Requesting Municipality’s possession of the Backup Fire Apparatus, and (ii) immediately after it is returned to the Lending Municipality. The Lending Municipality and Requesting Municipality shall jointly document the condition of the Backup Fire Apparatus. By taking possession of the Backup Fire Apparatus, the Requesting Municipality stipulates: (i) that it has had an opportunity to inspect the Backup Fire Apparatus prior to possession, (ii) finds it in acceptable condition, (iii) accepts it in “as is where is” condition, and (iv) has received all records and disclosures required under this Agreement. In the event of emergency, the Cities may mutually agree to forego the joint inspection obligation prior to pick up set forth in this section if the Lending Municipality and Requesting Municipality both acknowledge that immediate public safety needs warrant delivery of the Backup Fire Apparatus without satisfying the condition; provided however, that in the event a joint inspection prior to pick up is not conducted, the Requesting Jurisdiction waiver of any and all claims against the Lending Jurisdiction as set forth in this subsection including claims relating to the Backup Fire Apparatus’s condition, defects, and required disclosures shall remain effective.
- (h) *Records and Disclosure.* The Lending Municipality shall furnish to the Requesting Municipality the service records regarding the Backup Fire Apparatus and shall disclose to the Requesting Municipality any defects in which it has actual knowledge to the Lending Municipality which materially impair the functioning of the Backup Fire Apparatus on or before the Backup Fire Apparatus is available for pickup.
- (i) *Operation of the Backup Fire Apparatus by Requesting Municipality.* Operation of all Backup Fire Apparatus shall be limited to currently licensed employees of the Requesting Municipality’s Fire Department with good driving records, who are properly trained to operate (and certified if required under state and federal law) the Backup Fire Apparatus. Only employees of the Requesting Municipality shall operate Backup Fire Apparatus. The Requesting Municipality shall not permit any volunteers, firefighters or EMS employees-in-training, members of the public, or other employees of the Requesting Municipality’s Fire Department who are not qualified to operate, get on, or ride on or in the Lending Municipality’s Backup Fire Apparatus.
- (j) *Payment.* Because this is a Reciprocal Agreement, the Requesting Municipality shall not be charged for use of the Lending Municipality’s Backup Fire Apparatus except as otherwise provided in this Agreement. Unless explicitly provided, no party shall have any right to any payment or reimbursement from the another party under this Agreement.

- (k) *Operating Costs of Backup Fire Apparatus.* The Requesting Municipality shall be responsible for all costs associated with or relating to operation of Backup Fire Apparatus while in the possession of the Requesting Municipality, including fuel, oil, lubrication, apparatus washing, and other maintenance and repair expenses related to the Backup Fire Apparatus. Possession shall begin at the pickup of the Backup Fire Apparatus from the Lending Municipality. Requesting Municipality agrees to maintain and repair Backup Fire Apparatus of the Lending Municipality in as good as condition as it was when delivered, mileage and reasonable wear and tear expected. Excess wear includes:
- (i) cracked or damaged glass, damaged body, trim, frame suspension, engine, powertrain, or other mechanical parts, damaged paint;
 - (ii) missing equipment or parts that were in or on the Lending Municipality's Backup Fire Apparatus at the time it was delivered;
 - (iii) unsafe tires or tires not meeting manufacturer's recommended specifications (or equivalent) when compared to condition of Backup Fire Apparatus at the time of delivery;
 - (iv) damaged or worn brake, oil leaks, a malfunctioning electrical system, battery, lights, or siren;
 - (v) any malfunctioning specialized equipment associated with the Backup Fire Apparatus;
 - (vi) Any other condition which makes the Lending Municipality's Backup Fire Apparatus run in a rough, improper, unsafe condition, or any other damage, whether or not insurance covers it. The Lending Municipality and Requesting Municipality shall jointly inspect the Backup Fire Apparatus in the presence of both Fire Department personnel immediately after it is returned to document the condition of the Backup Fire Apparatus upon its return.
- (l) *Fuel.* Backup Fire Apparatus agreed to be lent to a Requesting Municipality shall contain a full tank of fuel prior to pick up. The Requesting Municipality shall return Backup Fire Apparatus at the end of the term (or when recalled by Lending Municipality pursuant to this Agreement) with the same amount of fuel. The requirement of pick up and return with a full tank of fuel may be waived in the case of emergency circumstances.
- (m) *Return of Backup Fire Apparatus.* Whenever the Requesting Municipality is required to return Backup Fire Apparatus under the terms and conditions of this Agreement (e.g. termination of this Agreement, request of take back by Lending Municipality, etc..) the Requesting Municipality shall deliver the Lending Municipality's Backup Fire Apparatus to the Lending Municipality in clean condition and in as good as condition as when it took possession, mileage and reasonable wear and tear excepted. The joint inspection required in subsection 4(g) of this Agreement shall determine whether there are any defects, damages, including excess wear to the Backup Apparatus while in possession of the Requesting Municipality and the Lending and Requesting Municipalities shall document any defects or damages including excess wear. Documentation and inspection may include a video record the condition of Backup Fire Apparatus at the time it is returned to document exterior or interior defects or damages to the Backup Fire Apparatus. The Lending Municipality shall obtain a written estimate of the cost to noted defects or damages, including excess wear, repaired and forward it to the Requesting

Municipality for payment. The Requesting Municipality shall remit payment within thirty (30) days of the date of delivery of the estimate.

- (n) *Reporting of Injuries or Damages.* The Requesting Municipality shall report to the Lending Municipality's Fire Chief or designee, any injuries or damages to persons or property arising from the operation of the Lending Municipality's Backup Fire Apparatus when in possession of the Requesting Municipality. The Requesting Municipality shall report verbally within twenty-four (24) hours of the time of the incident or when known of the incident and shall include: (i) a description of the injury or damages, (ii) how the injury or damages occurred, the date and time of the incident giving rise to the injuries or damages, and (iii) the names and addresses of any individuals with any knowledge of the facts or circumstances which gave rise to the injury or damages, including any independent witnesses. This notice shall be confirmed and memorialized in writing within 48 hours of that time.

5. **Termination.** Any Party may terminate the Agreement without cause, for any reason or for no reason by providing thirty (30) days written notice to the other Parties either personally delivered or mailed postage-prepaid by certified mail, return receipt requested. If a Requesting Municipality breaches a material term of this Agreement, including but not limited to: i) failure to timely return Backup Fire Apparatus upon request of the Lending Municipality, ii) allowing an unauthorized person to operate Backup Fire Apparatus, or iii) using the Backup Fire Apparatus for purposes not intended for the Backup Fire Apparatus or beyond the scope of this Agreement, the Lending Municipality may immediately terminate the Agreement and the Requesting Municipality(s) shall return Backup Fire Apparatus as soon as reasonably possible but not no later than following completion of an active incident the Backup Fire Apparatus is currently being used.
6. **Responsibility of Employees.** This Agreement shall not be construed to create a joint venture between the Cities. All employees or volunteers acting for or on behalf of a Party under the terms of this Agreement shall be employees or volunteers of said Party. Each Party to this Agreement shall assume responsibility and liability for the acts of its employees or volunteers, and further each Party shall assume the responsibility for any claims, injury or loss sustained by such employee or authorized volunteer while acting in the performance of his or her duties. Each Party, subject to the terms, conditions, and limitations herein, shall be solely responsible for control of its personnel (including volunteers), standards of performance, discipline, and all other aspects of performance by its employees while performing services under this Agreement. Each Party shall be responsible for its own personnel assigned to perform under this Agreement (including but not limited to the Requesting Municipality shall be responsible for all costs of its own personnel while operating or riding on or in the Lending Municipality's Backup Fire Apparatus) including, salaries, wages, state and federal payroll taxes, workers disability compensation insurance, unemployment insurance, other fringe benefits, and any other costs associated with such individuals' employment.
7. **Treatment of Assets and Property.** No fixed assets or personal or real property will be jointly or cooperatively, acquired, held, used, or disposed of pursuant to this Agreement. Any property owned and used by Mount Vernon in connection with this Agreement shall remain the property of Mount Vernon, any property owned and used by Burlington shall remain the property of Burlington, and any property owned and used by Anacortes shall remain the property of Anacortes unless otherwise specifically provided for in this Agreement.

8. **No Third Party Beneficiary.** This Agreement shall be for the sole benefit of the Cities, and nothing contained herein shall create a contractual relationship or special relationship with, or create a cause of action in favor of, a third party against either Party hereto.
9. **No Further Agreement/termination.** This Agreement governs the entire terms and conditions between the Cities respective Fire Department's lending of Backup Fire Apparatus subject to and within scope of this Agreement. No further agreement shall be necessary for Cities' sharing assets as set forth within scope of this Agreement. Further written agreement or written modification of this Agreement shall be required in the event the Cities wish to lend assets outside the scope of this Agreement. The Reciprocal Lending Agreement of Fire Equipment between the City of Burlington and the City of Mount Vernon entered into on [_____] shall be terminated replaced with this Agreement upon the effective date set forth herein.
11. **Indemnification /Liability.** Each Party agrees that, insofar as it is authorized to do so under the laws of the State of Washington, it shall indemnify, defend, and hold harmless the other Party, (including reasonable attorney fees and costs) its officials, officers, agents, employees, and volunteers, from any and all claims, demands, damages, lawsuits, liabilities, losses, liens, expenses and costs arising out of the subject matter of this Agreement as a result of their performance. The Parties further agree that in the case of negligence by all or two, any damages, costs, or other expenses allowed shall be levied in proportion to the percentage of negligence attributable to each Party. Each Party specifically assumes potential liability for actions brought by that Party's own employees, officials, officers, agents, and volunteers against the other Party and, solely for the purpose of this indemnification and defense; each Party specifically waives any immunity it may have under the State Industrial Insurance Law, Title 51 RCW. The Parties recognize that this waiver of immunity under Title 51 RCW was specifically entered into pursuant to the provisions of RCW 4.24.115 and was the subject of mutual negotiation. Each Party shall be responsible for injuries or death to its employees and volunteers while performing services under this Agreement. A Party shall not be liable for benefits or any other compensation for injuries to or death of the other Party's employees or volunteers while performing services under this Agreement. An employee or volunteer of the employing Party shall be deemed to be performing services for the employing Party when (i) enroute to, enroute from or at the scene of a call or emergency and (ii) when enroute to, enroute from, a pickup of Backup Fair Apparatus from the Lending Municipality. This Section shall survive any termination or expiration of this Agreement.
12. **Non Waiver.** It is expressly understood and agreed that this Agreement does not waive any immunity or defense, including sovereign immunity, that would otherwise be available to a Party against third-party claims arising from activities performed under this Agreement, nor is any provision of this Agreement intended to create additional liability of the Parties for the acts of their employees or volunteers.
13. **Insurance.** Each Party shall retain and maintain insurance or coverage by membership in an insurance risk pool such as Washington Cities Insurance Authority that covers physical damage (including physical damages to the Backup Fire Apparatus caused by collision, vandalism, malicious destruction, theft or any other cause) to any Backup Fire Apparatus used in the performance of this Agreement in an amount not less than the actual cash value of the Backup Fire Apparatus throughout the term of this Agreement. Termination of coverage shall constituted material breach entitling a non-breaching Party to immediately terminate this Agreement. Any Party that fails to retain or maintain coverage pursuant to the terms of this Section shall immediately provide written

notice to the other Parties. A Party shall promptly provide insurance or WCIA coverage documents relating to Backup Fire Apparatus used in the performance of this Agreement upon request.

14. Administration: The following individuals are designated as representatives of the respective Parties. The representatives shall be responsible for administration of this Agreement and for coordinating and monitoring performance under this Agreement. In the event such representatives are changed, the party making the change shall notify the other party.

- (a) The City of Mount Vernon's representative shall be the Mount Vernon Fire Chief
- (b) The City of Burlington's representative shall be the Burlington Fire Chief
- (c) The City of Anacortes' representative shall be the Anacortes Fire Chief

15. Manner of Financing: This Agreement shall not require further expenditure of funds in its performance. Financing shall be achieved through existing and further approved budgets and capital expenditures of their respective Fire Departments.

16. Notices. All notices to this Agreement shall be in writing, signed by the authorized official and sent either by registered mail, certified mail, return receipt requested, personally delivered, or U.S. mail, postage prepaid to the respective Party below. Notice will be deemed given on the date when one of the following first occurs: (a) the date of actual receipt; (b) the next business day when notice is sent express delivery service or a personal delivery, or (c) three days after mailing by first class or certified U.S. mail.

(a) If to City of Burlington notice shall be sent as follows:

City of Burlington
c/o Contract Administrator
833 S Spruce Street
Burlington WA 98233

With Copy to:
City of Burlington Fire Chief
350 Sharon Avenue
Burlington WA 98233

(b) If to the City of Mount Vernon notice shall be sent as follows:

City of Mount Vernon
c/o Contract Manager
910 Cleveland Avenue
Mount Vernon WA 98273

With Copy to:
City of Mount Vernon Fire Chief
1901 N Laventure Rd
Mount Vernon, WA 98273

(c) If to the City of Anacortes notice shall be sent as follows:

City of Anacortes
Contract Specialist
P.O. Box 547
Anacortes WA 98211

With Copy to:
City of Anacortes Fire Chief
1016 13th Street
Anacortes WA 98221

17. Miscellaneous

- (a) *Governing Law.* This Agreement shall be governed, interpreted and enforced by the laws of the State of Washington.
- (b) *Authority to Enter.* Each Party signing this Agreement represents and warrants to the other that it has authority to execute this Agreement on behalf of the City for which it is signing and it is a binding obligation of the City.
- (c) *Modification or Amendment.* This Agreement represents the entire Agreement and understanding between the Parties, and supersedes all other oral or written agreements between the Parties with respect to this subject matter. Any modifications, amendments, rescissions, waivers or releases to this Agreement must be in writing and agreed to by all Parties. This Agreement does not speak to mutual assistance agreements and will remain a separate Agreement. This Agreement shall not supersede nor serve as to repeal any existing or future mutual aid agreements.
- (d) *Compliance with Law and Regulations.* The Parties agree to comply with all applicable state, local and federal laws and regulations in providing services under this Agreement. The Parties agree to cooperate in executing such further or subsidiary agreements as may be required.
- (e) *Severability.* If for any reason any provision of this Agreement is held invalid by a court of competent jurisdiction, such holding shall not affect, impair or invalidate the remaining provisions of this Agreement but shall be confined in its operations to the specific sections, sentences, clauses or parts of this Agreement and shall not affect or prejudice in any way the validity of this Agreement in any other instance.
- (f) *Interpretation.* Both Parties to this Agreement are to be construed as a drafter of this Agreement.
- (g) *Counterparts.* This Agreement may be entered into any number of counterparts which, when taken collectively, will constitute one entire Agreement.
- (h) *Recording/website.* Each Party shall record this Agreement with its respective clerk.
- (i) *Venue.* Jurisdiction and venue for any action arising out of this Agreement shall be in the Superior Court of Skagit County, Washington.

IN WITNESS, the Parties below execute this Agreement, which shall become effective on the last date entered below.

CITY OF BURLINGTON: By: _____ Steve Sexton Print Name: _____ Its Mayor DATE: _____	CITY OF MOUNT VERNON: By: _____ Jill Boudreau Print Name: _____ Its Mayor DATE: _____	CITY OF ANACORTES: By: _____ Laurie Gere Print Name: _____ Its Mayor DATE: _____
NOTICES TO BE SENT TO: City of Burlington Contract Mngr. & Fire Chief 833 S Spruce Street Burlington WA 98233 (360)755-0531 (tel) <u>(360)755-1297</u> (facsimile)	NOTICES TO BE SENT TO: City of Mount Vernon Contract Mngr. & Fire Chief 910 Cleveland Street Mount Vernon WA 98273 (360) 336-6239 (tel) () - (facsimile)	NOTICES TO BE SENT TO: City of Anacortes Contract Mngr. & Fire Chief P.O. Box 547 Anacortes WA 98211 (360) 293-1925 (tel) <u>(360)293-1965</u> (facsimile)

EXHIBIT A

City of Burlington Apparatus:

- 1802 – Command Vehicle
- 1812 – Engine
- 1819 – Aid Unit

City of Mount Vernon Apparatus:

- E112 – Engine
- E121 – Engine
- M119 – Aid Unit
- M129 – Aid Unit
- B110 – Command Vehicle

City of Anacortes Apparatus:

- 2915 – Quint
- 2922 – Engine
- M18 – Medic Unit
- B110 – Command Vehicle



City Council Agenda Bill

Meeting Date: 1/16/2018

Agenda Item: 5d

Subject: Basic Life Support Transport Services Interlocal Agreement with Skagit Fire District 13

Staff Contact: Richard Curtis, Fire Chief

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

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

Summary Statement: The City of Anacortes and Fire District #13 wish to enter the next phase of the Basic Life Support (BLS) integration Program. This agreement allows the District to evaluate patient conditions, determine need for transport, and transport the patient without the actual hands on evaluation of an Anacortes Paramedic in the lowest acuity type calls called Aid Non-Priority.

Background: Currently Fire District #13 has been transporting basic life support patients for over a year only after the Anacortes FireMedics arrive and evaluate the patient's condition and need for transport. The next phase of the integration program allows the Anacortes FireMedics to remain in quarters for medical incidents classified by dispatch as Aid Non-Priority within Fire District #13 response area. However, if the District personnel arrive and believe the patient requires a FireMedics' evaluation, the City will respond.

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

Proposed Contract	
Contractor	
Amount	\$
Start Date	Upon approval
End Date	

Previous Council/Committee Action: N/A

Competing Viewpoints Considered: N/A

Recommended Motion: I move the City Council authorize the Mayor to sign and activate the Interlocal Cooperative Agreement for Basic Life Support Transport Services with Skagit County Fire District #13.

Alternative Actions: [Click here to enter text.](#)

Attachments (listed in order presented): Proposed ILA

INTERLOCAL COOPERATIVE AGREEMENT
FOR BASIC LIFE SUPPORT TRANSPORT SERVICES
BY AND BETWEEN
SKAGIT COUNTY FIRE DISTRICT #13
AND THE CITY OF ANACORTES

COA IL260

City of Anacortes ("COA") and Skagit County Fire District #13 ("FD#13") mutually agree to work together in providing added BLS transport capacity to the EMS system when needed by utilizing FD#13 resources when available and appropriate.

This agreement is entered into under the authority of RCW 52.12.031(3), in conformity with Chapter 39.34 RCW, the Interlocal Cooperation Act, and in compliance with Chapter 36.115 RCW.

Evaluation Period

COA and the FD#13 agree to a trial period, beginning upon execution of this agreement, and ending 90 days thereafter. Prior to the end of the evaluation period, both parties will evaluate the program and make adjustments as needed and propose a new agreement or amendment.

Response Procedures

AID NON-PRIORITY EMS RESPONSES: FD #13 will be toned to AID NP calls, while COA's Med Unit will be toned but not respond, and will remain on standby. FD #13 will assess the patient, and if determining that a paramedic response is necessary, a Med Unit dispatched. If the COA's Med Unit is not needed, FD #13 will transport when appropriate.

The level of transport shall be determined by:

- Using criteria for determining BLS vs ALS transport under the Skagit County MPD approved ALS indicators; or
- Contact Med Control at the receiving facility; or
- Dispatch the closest Med Unit, and consult with the responding Medic.
- The COA Med Unit may, at their discretion, upgrade the response based on the dispatch information provided.

AID EMS RESPONSES: FD#13 and COA Med Unit will be toned for AID EMS emergencies and simultaneously respond. If FD#13 determines that no transport AND no Paramedic evaluation is necessary, FD#13 may cancel COA's responding Med Unit. The COA Med Unit may, at their discretion, continue to the scene based on the dispatch information provided.

No Separate Legal Entity. No separate legal entity is created hereby, as each of the parties is contracting in its capacity as a municipal corporation of the State of Washington. No joint oversight and administration board is created hereby.

For the City of Anacortes

Laurie Gere, Mayor

Date

For Skagit County Fire District #13

Roy Horn, Fire Chief

Date



City Council Agenda Bill

Meeting Date: 1/16/2018

Agenda Item: 6a - 2018-2022 CDBG 5 Year Strategic Plan & 1 Year Action Plan

Subject: Review community needs/priorities in development of Strategic 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 Action Plan and the 5 year Strategic Plan, a public comment period is open for 30 consecutive days. This year, the comment period begins January 16 and ends February 16, although the City will accept any comments through March 6, 2018 when City Council concludes the work on the Plans. The purpose of the first hearing is to provide a description of the planning process, anticipated funding, programs covered 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 Strategic and Action Plans will then be adopted for submittal to HUD. Any comments made during the meetings or submitted directly to city staff during the comment period will be included in the final Action Plan.

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 Strategic & Action Plans, CDBG General Allocation Information



PLANNING, COMMUNITY, & ECONOMIC DEVELOPMENT

DATE: January 16, 2018

TO: Mayor and City Council

FROM: Joann Stewart
Planning, Community, & Economic Development

SUBJECT: 2018--2019 CDBG Action Plan & 2018-2022 Strategic Plan

ACTION: Review 2018-2022 Community Needs and Action Plan & Obtain Citizen Input
on Development of Strategic and 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 5 year Strategic Plan and 1 year Action Plan, components 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 is January through March of each year.

The City of Anacortes is currently on a 3 year plan which ends June 30, 2018. The City joined the Home Consortium (Resolution No. 1893, passed August 18, 2014) to establish the HOME Investment Partnership. The Consortium consists of 3 counties (Skagit, Whatcom, and Island) and was established to provide funding to increase the supply of decent, safe, and affordable housing for low and very low income families within those counties. Because Anacortes is a member of the Consortium, it follows the same timeline established by the Consortium which has now determined a 5 year program is more beneficial in order to accomplish program goals. This change between 3 and 5 years can occur when the Plans are updated. Anacortes is responsible for development of its own 5 year Strategic Plan and 1 year Action Plan.

In developing the yearly Action Plan (and the 5 year Strategic Plan), a public comment period is open for 30 consecutive days. This year, the comment period begins January 16 and ends February 16, although the City will accept any comments through March 6, 2018 when City Council concludes the work on the Plans. The purpose of the first hearing is to provide a description of the planning process, anticipated funding, programs covered 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 Strategic and Action Plans will then be adopted for submittal to HUD. Any comments made during the meetings or submitted directly to city staff during the comment period will be included in the final Action Plan.

Congress determines the allocations and until those allocations are made, HUD recommends entitlements (entitlements include cities, counties and states) not make commitments based on funding expectations. As soon as the appropriations are made by Congress and HUD issues the allocations to the entitlements, the City will update the Action Plan to indicate the allocations. These will be based on 15% for public services, 20% for administration and the remaining amount will be used for capital projects. We expect that funding requests will be submitted prior to the March 5, 2018 City Council meeting and will be provided for public review.

The draft Plans, based on the 2015-2018 Strategic Plan and 2017 Action Plan, are available on the City's website at: <https://www.anacorteswa.gov/174/CDBG-Plans-Reports>
Copies of the Plans 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.

Because we have not received the allocation amounts, our funding expectations are based on last year's appropriation which was approximately \$95,000. If there is left over funding from previous years and if project costs for capital projects necessitate additional funding, we will utilize that funding. The allocations are distributed as follows:

2018/2019 PROPOSED PROJECTS

Projects	Amount Requested	Amount Granted
Public Services	15% of Grant	\$
Capital Projects	Remaining funding after Public Services 15% and Administration Costs 20%	\$
Administration	20% of Grant	\$
TOTAL		\$

Last year, the City provided funding to the Anacortes Family Center (full 15% public services allocation - \$14,266); Anacortes Housing Authority Rehabilitation project (2 apartments at 6th & T complex - \$64,678) and Administration \$16,169). Full reporting on the outcome of these projects will be provided in the Consolidated Annual Performance and Evaluation Report (CAPER) in September.

The public is invited to review and comment in writing on the draft Plans. 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 Strategic and Action Plans. 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 Plans, receive any public input on the development of the Plans.

Attachments.

Draft Strategic & Action Plans
CDBG General Allocation Information



CITY OF ANACORTES
CDBG 2015/2018
STRATEGIC PLAN &
2015/2016 ACTION
PLAN

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Executive Summary

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

1. Introduction

This chapter outlines the City's one-year Action Plan for 2015-2016, which will further the goals and strategies of the Strategic Plan and is the spending plan for the City's 2015-2016 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. Those 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. Summary of the objectives and outcomes identified in the Plan

The goals of this plan include maintaining the existing supply of affordable rental housing, increasing the supply of affordable owner-occupied housing through direct financial assistance, funding supportive services to help individuals and families from becoming homeless and supporting efforts to reduce poverty. See goals in the below table:

- Homelessness/assist special needs populations - Create suitable living environs - Public Service - 80 Persons Assisted - \$12,824
- Increase affordable housing supply - Provide decent affordable housing - Direct financial assistance to homebuyers - 1 Househlds - \$25,000 (+ leftover funding \$15K = \$40K)
- Preservation - Create suitable living environments - Rental units rehabilitated - 30 Households - \$33,137 (+ leftover \$7,315 = \$40,425)
Admin/Planning - Admin/Plan - \$14,534

3. Evaluation of past performance

In reviewing activities accomplished with its federal funding for the plan year, 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 public services portion, provided to the Anacortes Family Center, assisted 142 individuals with a 63% success rate in helping single women and families find more safe and productive lives. The storm drain installation project provided safe, suitable living environments for a block of low income families. The homes in this neighborhood continuously have large accumulations of water around the homes with water under the homes and flooding the walkways and yards. This creates a muddy mess and many times freezes during the winter creating

unsafe walkways. This project was completely successful in eliminating the problem. The Home Trust was unable to secure a home within Anacortes due to the high cost of housing and the low funding amount from CDBG but has expectations to obtain a home with additional funding in the next funding cycle.

4. Summary of citizen participation process and consultation process

In deciding the 2015 program year funding allocations, the City of Anacortes conducted two public hearings (January 20, 2015 and March 2, 2015) 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 published on January 7, 2015 and February 11, 2015. The public comment period began on January 20, 2015 and ended on February 20, 2015.

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

5. Summary of public comments

In the development of this plan, City staff participated in meetings with various organizations such as the Anacortes Community Health Council and obtained much citizen input from the 2016 Comprehensive Plan update. Overwhelmingly, the input from service providers and the citizens was the need for affordable housing and living wage jobs. The City Council deliberated on the funding objectives and approved the funding of the public services portion to the Family Center as opposed to funding the Community Action Agency. This was based on the need in the community to provide stability and safe living environments to women and families to keep them from living on the streets. The Community Action Agency requested funding for the Senior and Disabled Services program that assists this population with services and referrals to other appropriate resources. No other public comments were received.

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

The Community Action Agency of Skagit County applied for the full public services funding for their Senior & Disabled Services Program. This application was ultimately denied and the funding was awarded to the Family Center. As stated above, City Council approved the funding request to the Family Center due to the urgency and need to provide shelter within the community. Council was divided on the allocation to the Home Trust and some members believed the funding allocated to the Home Trust should be allocated to the Housing Authority. The vote resulted in a 4 - 3 yes vote in favor of providing funding to the Home Trust as outlined in the draft 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 year 2013 demonstrate that the City has made progress in fulfilling its goals. The City intends to continue to work closely with HUD staff to improve performance in timely implementation of identified community development strategies and CDBG administrative activities. The City did not hinder Consolidated Plan implementation by action or willful inaction.

The Process

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

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

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

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

Table 1– Responsible Agencies

Narrative

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

Skagit County has been designated as the lead entity and administrator for the Consortium.

The Cities of Mount Vernon and Anacortes in Skagit County are participating CDBG entitlement jurisdictions that each administer their own CDBG programs.

Consolidated Plan Public Contact Information

Bob Hicks
Operations Manager
Skagit County Department of Public Health and Community Services
700 S. Second Street Room 304
Mount Vernon, WA 98273
360-336-9379
bobhicks@co.skagit.wa.us

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

1. Introduction

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

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

The City held two public hearings to obtain input from all citizens of the community. The first public hearing was held on January 20, 2015. This meeting opened the planning process for the development of the 2015/2017 Strategic Plan and the 2015 Action. The next meeting was held on March 2, 2015.

The City sent inquiries to various organizations and individuals to obtain current information on pressing needs within the communities. 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 received input from the community-wide 2016 Comprehensive Plan update process.

The Anacortes Human Services Coalition 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
- Celebration Lutheran Church
- 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.

The City sent inquiries to the Anacortes Housing Authority, the SCCAA, community leaders that provide services to family and individuals in need as well as to the Anacortes City Council, various City departments to determine the needs of the community. In addition, City staff worked directly with various entities such as the SCCAA, the Anacortes Human Services Coalition, the Washington State Dept of Health HIV/AIDS Prevention & Education Services Department, Skagit County Health Department.

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

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

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

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

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

Table 2– Agencies, groups, organizations who participated

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

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	City staff is a member of this organization which meets monthly to discuss the current situation of those in need within the community, case-by-case review of needs, solutions to those needs and other services available to help. Roundtable meetings provide information and resources to improve the coordination of services.
3	Agency/Group/Organization	Anacortes Housing Authority
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	One-on-one consultation and board meetings; outcomes include city/HA working collaborative to locate property to develop more housing units.
4	Agency/Group/Organization	Home Trust of Skagit
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	One-on-one consultation and group meetings; working closely with HOME Trust to determine funding, locate suitable homes for purchase and locating additional funding options to realize success.

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

There are no Community Based Development organizations, Community Housing Development organizations or Neighborhood Revitalization Strategy Agency currently in jurisdiction or region.

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

Table 3– Other local / regional / federal planning efforts

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

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

Narrative

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

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

In deciding the 2015 program year funding allocations, the City of Anacortes conducted two public hearings (January 20, 2015 and March 2, 2015) 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 published on January 7, 2015 and February 11, 2015. The public comment period began on January 20, 2015 and ended on February 20, 2015.

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

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

Citizen Participation Outreach Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Minorities Persons with disabilities Non-targeted/broad community	Attendance at the 2 public hearings was minimal; response to draft plan was between City Council members who primarily favored the public services	In the development of this plan, City staff participated in meetings with various organizations such as the Anacortes Community Health Council and	The Community Action Agency of Skagit County applied for the full public services funding for their Senior & Disabled Services Program. This application was ultimately denied and	

		Residents of Public and Assisted Housing	funding be allocated to the Family Center.	obtained much citizen input from the 2016 Comprehensive Plan update. Overwhelmingly, the input from service providers and the citizens was the need for affordable housing and living wage jobs. The City Council deliberated on the funding objectives and approved the funding of the public services portion to the Family Center as opposed to funding the Community Action Agency. This was based on the need in the community to provide stability and safe living environments to	the funding was awarded to the Family Center. As stated above, City Council approved the funding request to the Family Center due to the urgency and need to provide shelter within the community. Council was divided on the allocation to the Home Trust and some members believed the funding allocated to the Home Trust should be allocated to the Housing Authority. The vote resulted in a 4 - 3 yes vote in favor of providing funding to the Home Trust as outlined in the draft Action Plan.	
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				women and families to keep them from living on the streets. The Community Action Agency requested funding for the Senior and Disabled Services program that assists this population with services and referrals to other appropriate resources. No other public comments were received.		
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Table 4– Citizen Participation Outreach

Needs Assessment

NA-05 Overview

Needs Assessment Overview

The 2010 Census for the City of Anacortes identified 3,608 people over the age of 65 living in Anacortes and 4,372 people between the ages of 62 and 65. This represents approximately 23% of the population over the age of 65 and approximately 28% of the population between 62 and 65. With more than 50% of the population over 62, this will have a significant impact on the city. Housing to accommodate the elderly, increases in hospital services, pharmacies, public transportation to assist this population are just some of the services that will need to be increased to assist this population. With the current wait lists on practically every public and elder care housing provider, the needs Anacortes must address will be significant.

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

Describe the jurisdiction's need for Public Facilities:

Anacortes most pressing public facility needs include a community center, boys & girls club/teen center. Much community input has presented the need for a centralized community center that can provide multiple services to the community at large. Also, the local chapter of the Boys & Girls Club was recently dislocated from its long-standing location and re-located in the basement of City Hall. This location is definitely not ideal as it is far from the schools with children bused to the location and does not adequately accommodate the needs of the children and staff. Teens in the Anacortes area are sorely lacking a place to go after school that is safe and provides a positive atmosphere to foster learning and develop skills to help them become quality adults. Much community input has been expressed for these type of facilities.

How were these needs determined?

Since 2014, the City has been conducting an extensive update of the 2016 Comprehensive Plan (Comp Plan). The Comp Plan serves a wide range of purposes and functions including promotion of the health, safety and welfare of the public. A Citizen's Advisory Committee was established to oversee the development of the Comp Plan and is made up of business leaders, property owners and other local stakeholders. This Committee is compiling and reviewing the vast public input from the four community workshops to date and various city-wide surveys regarding all aspects in future development of the City. In addition, in 2014, the Port of Anacortes prepared the North and West Basin Concept Plan as part of their Comprehensive Plan to obtain community input on the needs and desires to develop the marina

and core downtown areas. The most predominant needs presented through this processes has been a community center and children/teen activity centers.

Describe the jurisdiction's need for Public Improvements:

The 2016 Comprehensive Plan update process and the Port of Anacortes's North and West Basin Concept Plan identified the following common elements for the City:

- Street repair throughout the city
- Sidewalk installation and repair
- South Commercial streetscape
- Maritime museum
- Pedestrian connectivity between Cap Sante Marina and downtown
- Boat launches for both non-motorized and motorized boats
- Waterfront events center
- Small boat center
- Increasing walkability throughout city
- Improve vehicular mobility throughout city
- Improved parking throughout city
- Multi-use plaza, lawn, dog park and children's play area

How were these needs determined?

Through the 2016 Comp Plan update and the North and West Basin Concept Plan described above.

Describe the jurisdiction's need for Public Services:

The City provides the full 15% CDBG funding for public services to low income persons and households within the city. These funds are typically provided to an emergency family shelter and basic needs.

How were these needs determined?

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

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

Housing Market Analysis

MA-05 Overview

Housing Market Analysis Overview:

Based on the 2009 to 2013 American Community Survey, approximately 35.8% of Anacortes households spent more than they can afford on housing (>30%).

Breaking this down between homeowners & renters, out of 40% of households with mortgages, 39.2% spend more than 30% of their income on housing costs; for renters, 50% are spending more than 30% on household costs. The monthly median housing costs for homes with a mortgage is \$1,748 and the median monthly housing cost for a renter is \$1,001. A household would need to earn approximately \$5,700 a month, or \$68,400 a year, to consider that housing affordable. The figure is approximately \$44,400 per year for rental housing.

The 2013 median household income was \$59,116 and the 2013 estimated annual worker wage was \$48,961. In 2013, the average resale home price in Anacortes was \$300,000 and the required annual income to purchase a home at this cost is \$57,500 with 20% down, 4.37% interest for a 30 year mortgage.

33.6% of Anacortes households meet HUD criteria of extremely low income, very low income or low income. 25% of owner occupied households at extremely low, very low, or low income levels and 51% of rental households are extremely low, very low or low income. For the average workers, it is almost impossible to work and live within the City.

Housing Supply & Demand – Lack of affordable housing creates a burden of crowding in homes within Anacortes. For renters, in all income categories, there are approximately 2,275 individuals living in rooms with more than one other person. For homeowners, the number of people living in rooms with more than one other person is 4,645. With a total of 7,520 housing units and a vacancy rate of 7.93%, this represents a significant amount of over-crowding.

MA-05

Low income housing units within Anacortes include Bayview, 46 units, wait list of 3-5 years; Bayview Family Housing, 62 units, 3-5 year wait list; Harbor House, 49 1 bedroom senior and/or disabled units, 3-5 year wait list; Wilson Hotel, 25 studio and 1 bedroom apartments, wait list varies depending on qualified tenants but typically between 2 months and 3 years. The Housing Authority (HA) currently has a waitlist of 118. Other low income housing include Bayside 39 units, a 6-12 month wait list; Harborview, 32 units with a varying waitlist depending on unit size, Anacortes Manor, 35 one bedroom units, wait list 2-3 years with 25 individuals over 62 and 6 individuals under 62 on waitlist, Heatherwood Family, 18 units with a one and a half year wait list and Silverwood, 34 units, currently 15 individuals on the wait list which is approximately 1.5 to 2 years.

Condition and Cost of Housing: Owner occupied homes report that approximately 28.62% of the homes lack complete plumbing facilities and renter occupied homes report 42.25% of the homes lack complete plumbing facilities.

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

Condition and needs of public and assisted housing: Many of the public housing units need repair. Most of 183 units managed by the HA were built prior to the 70's. The City has provided funding in the past to the HA to assist in upgrades in the living units but much work is still necessary. The Harbor House community center was flooded this past winter and is still unusable by the residents. The HA is working to alleviate this problem but there are many issues. It will take much more time and money to bring the building back to a functioning center.

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

Regulatory barriers to affordable housing: Zoning regulations within the City may be changed to allow more housing density including multi-family buildings in areas that currently do not allow such construction. The City is working on the 2016 Comp Plan update and much discussion has centered on this specific issue and how to accommodate lower income households. The consensus is to change some of the zoning regulations to allow more density.

Significant characteristics of economy: The American Community Survey 2009-2013 estimated 13,232 people over 16 years of age with 7,287 in the labor force. This amounts to approx 55% which is lower than the state and national average and is reflective of the large retiree population in Anacortes. Approximately 2,000 residents work in Anacortes while 4,173 residents have jobs outside of town. Approximately 3,935 workers commute into Anacortes from elsewhere. 21.5% of residents have a Bachelor's degree & 13.5% hold graduate or professional degrees.

The top occupations: sales & office occupations (22.48%); management, business & financial occupations (21.07%) & service occupations (12.98%) The highest wages are reported for fishing, manufacturing, information & financial services, wholesale trade & construction, & professional business services.

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

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

Introduction

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

Economic Development Market Analysis

Business Activity

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction	154	39	3	1	-2
Arts, Entertainment, Accommodations	763	774	15	16	1
Construction	354	320	7	7	0
Education and Health Care Services	748	586	15	12	-3
Finance, Insurance, and Real Estate	292	233	6	5	-1
Information	84	20	2	0	-2
Manufacturing	793	1,257	16	27	11
Other Services	375	320	7	7	0
Professional, Scientific, Management Services	318	213	6	5	-1
Public Administration	0	0	0	0	0
Retail Trade	852	757	17	16	-1
Transportation and Warehousing	165	105	3	2	-1
Wholesale Trade	183	69	4	1	-3
Total	5,081	4,693	--	--	--

Table 5 - Business Activity

Data Source: 2007-2011 ACS (Workers), 2011 Longitudinal Employer-Household Dynamics (Jobs)

Labor Force

Total Population in the Civilian Labor Force	7,020
Civilian Employed Population 16 years and over	6,620
Unemployment Rate	5.70
Unemployment Rate for Ages 16-24	12.58
Unemployment Rate for Ages 25-65	3.61

Table 6 - Labor Force

Data Source: 2007-2011 ACS

Occupations by Sector		Number of People
Management, business and financial	1,395	
Farming, fisheries and forestry occupations	202	
Service	859	
Sales and office	1,488	
Construction, extraction, maintenance and repair	644	
Production, transportation and material moving	379	

Table 7 – Occupations by Sector

Data Source: 2007-2011 ACS

Travel Time

Travel Time	Number	Percentage
< 30 Minutes	4,620	73%
30-59 Minutes	1,214	19%
60 or More Minutes	457	7%
Total	6,291	100%

Table 8 - Travel Time

Data Source: 2007-2011 ACS

Education:

Educational Attainment by Employment Status (Population 16 and Older)

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
Less than high school graduate	317	31	199
High school graduate (includes equivalency)	1,267	63	486
Some college or Associate's degree	2,152	127	730
Bachelor's degree or higher	1,723	72	656

Table 9 - Educational Attainment by Employment Status

Data Source: 2007-2011 ACS

Educational Attainment by Age

	Age				
	18–24 yrs	25–34 yrs	35–44 yrs	45–65 yrs	65+ yrs
Less than 9th grade	11	11	15	36	48
9th to 12th grade, no diploma	228	149	127	209	235
High school graduate, GED, or alternative	406	352	436	1,042	897
Some college, no degree	283	405	497	1,346	1,035
Associate's degree	53	155	180	467	228
Bachelor's degree	56	399	338	991	699
Graduate or professional degree	2	179	241	548	505

Table 10 - Educational Attainment by Age

Data Source: 2007-2011 ACS

Educational Attainment – Median Earnings in the Past 12 Months

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	22,596
High school graduate (includes equivalency)	31,217

Educational Attainment	Median Earnings in the Past 12 Months
Some college or Associate's degree	35,152
Bachelor's degree	46,582
Graduate or professional degree	58,510

Table 11 – Median Earnings in the Past 12 Months

Data Source: 2007-2011 ACS

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

The major employment sectors within Anacortes are manufacturing with 26% of the jobs, retail trade with 16% of the jobs, arts, entertainment and accommodations with 16% of the jobs, and education/health care services with 12% of the jobs.

Describe the workforce and infrastructure needs of the business community:

The American Community Survey 2009 through 2013 estimates there are 13,232 people over 16 years of age with 7,287 of those in the labor force. That is approximately 55% which is lower than the state and national average and is reflective of the large retiree population in Anacortes. Approximately 2,000 residents work in Anacortes while 4,173 residents have jobs outside of town. Approximately 3,935 workers commute into Anacortes from elsewhere for work every day. 21.5% of Anacortes residents have obtained a Bachelor's degree and 13.5% hold graduate or professional degrees.

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

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

Describe any needs for workforce development, business support or infrastructure these changes may create.

The loss of many businesses and jobs during the "Great Recession" had a huge impact on Anacortes as it did in many areas of the United States. Many construction companies and the associated jobs were lost during that time and have not recovered. Economic development and

sustainability is a major focus in the 2016 Comprehensive Plan process and one of the main focus points in this important guidance includes accommodating future and current businesses to encourage growth and provide living wage jobs.

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

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

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

Skagit Valley College (SVC) embraces a strategic priority to align educational programs with regional and state workforce and economic development strategies. SVC's President's Roundtable on Workforce Development provides an opportunity to develop a program mix representative of identified skills gaps and industry needs. SVC offers 26 two-year degree programs and 61 certificate programs with an emphasis in Health Science, Human Services and Public Resources, and Business clusters. SVC continues to expand nursing and allied health, welding, and manufacturing, composites and marine programs. Reflective of local industry, SVC hosts the Northwest Center of Excellence for Marine Manufacturing and Technology. The college has invested in making education possible for students less prepared for college level work by using I-BEST instructional delivery to support students in six programs with an expansion to an additional three programs scheduled in 2014.

Apprentice training: Training for apprentices is offered at Bellingham Technical College and Skagit Valley College. Examples of courses offered include: Industrial Trade Math; Basic Mechanics for Electricians; Welding; Blueprint Reading; Basic Electricity for Mechanics, Millwrights and Non-Electricians; Apprentice Painter; and Apprentice Carpentry. The Electrical, Plumbing, Pipefitting, and Carpentry Technical Training Centers for joint apprenticeship programs are located in Skagit County.

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

Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDS)? If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth.

The Skagit Council of Governments (SCOG), in which Anacortes is a partner, maintains the Skagit County Comprehensive Economic Development Strategy (CEDS).

Discussion

The entire list of projects developed in the CEDS will benefit economic growth. The unfortunate part of this is that CDBG funding cannot be used to directly fund any of these projects because they do not necessarily fit in the scope of the regulations. The various improvements to streets and allowing changes within the zoning, more businesses can be created which will add to job growth. Also, the Comprehensive Plan changes that will occur next year will also work to create more economic growth within the City through zoning changes.

Guemes Channel Trail, Visits, Conservation, Transportation, \$3,500,000

R Avenue Corridor Safety Improvement, Jobs, Business/Commercial Development, Visits, Transportation, \$2,250,000

Q Avenue Access Management, Jobs, Business Development, Visits, Transportation, \$350,000

Depot Phases IV, Jobs, Commercial Dev, \$750,000

Padilla Heights Sewer, Jobs, Business Development, Business Climate, \$1,800,000

Tommy Thompson Trail Improvement, Visits, Conservation, \$4,500,000

MA-50 Needs and Market Analysis Discussion

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

Census tract 940600 lists 57.6% of the households are low to moderately low income. This is a concentration of homes that are located north of the Highway 20 Spur, the main motorized route into and out of Anacortes and the industrial waterfront. A majority of the homes sit directly below the highway. Many of the homes are older, with approximately 20% built prior to 1949 and over 75% built prior to 1980. Approximately 45% of the homes in this census tract have 1 of 4 housing unit problem.

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

Within the City of Anacortes are pockets of low income residences but most are concentrated in Census Tract 940600 with approximately 57.6% LMI households.

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

In Census Tract 940600, there are approximately 47% of households with a cost burden greater than 30%, approximately 18% with a severe cost burden greater than 50% and approximately 45% with 1 of 4 housing problems. Renter occupied housing amounts to approximately 60% of the households while owner occupied homes is approximately 40%.

Are there any community assets in these areas/neighborhoods?

Low income housing is available in this neighborhood which provides some relief for the low income families. There are approximately 62 family units within the city and major concentration of those are located in the Census Tract 940600. Unfortunately there is a multi-year waiting list for most of these units.

Census Tract 940600 also includes industrial, marine related businesses and commercial businesses with the potential for more commercial development. It is a major focus in the 2016 Comprehensive Plan update process with the intent to develop more living wage jobs and businesses within this tract.

Are there other strategic opportunities in any of these areas?

As mentioned above, the 2016 Comprehensive Plan update process is reviewing possibilities for this area which includes Census Tract 940600. Much discussion has occurred including exploring options for large and smaller scale retail, enhancing the entrance to the city with tourist related businesses and development of a hotel with a conference center.

Strategic Plan

SP-05 Overview

Strategic Plan Overview

The 2015-2017 Consolidated Plan provides an analysis of community needs and establishes priority objectives and long-range strategies to guide the allocation of housing and community development resources. The Plan is a collaborative process between the community's primary stakeholders and agencies to establish a unified vision for community development actions. The plan proposes strategies to implement the U.S. Department of Housing & Urban Development national objectives and the priorities to the City of Anacortes over the next three years, utilizing the grant resources provided through the Community Development Block Grant (CDBG) Program. The specific level of funding available and the uses of the funds are outlined in Annual Action Plans submitted to HUD each year. The following are specific objectives of HUD for the respective Programs:

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

Provide Suitable Living Environment – improving safety and livability of neighborhoods; eliminating blighting influences & the deterioration of property and facilities; increasing access to quality public and private facilities and services; reducing the isolation of income groups within areas through spatial deconcentration of housing opportunities for lower income persons and the revitalization of deteriorating neighborhoods; restoring and preserving properties of special historic, architectural, or aesthetic value; and conserving energy resources and use of renewable energy resources.

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

Mission: In a spirit of cooperation, the City of Anacortes Block Grant Program works with low income housing providers and supportive services for individuals and families to provide safe & healthy housing and self-reliant living. We support agencies, nonprofits, and individuals to identify, address and fund long term solutions and projects that reduce homelessness, advance the availability of truly affordable housing, and increase the social and economic vitality of neighborhoods and the individual. We work with all members of the community to make Anacortes socially, economically, and physically healthy by providing collaborative planning processes and responsive development services to achieve our community's desired future.

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

Geographic Area

Table 12 - Geographic Priority Areas

1	Area Name:	Tract 940600
	Area Type:	Local Target area
	Other Target Area Description:	
	HUD Approval Date:	
	% of Low/ Mod:	
	Revital Type:	Comprehensive
	Other Revital Description:	
	Identify the neighborhood boundaries for this target area.	Bounded on the east and north by Fidalgo Bay, Highway 20 on the south, a main arterial for freight and business access on the west side, and through the central business district on the northeast section.
	Include specific housing and commercial characteristics of this target area.	This tract is a located adjacent to and contains commerce, employment, recreation, and has great potential to draw more visitors due to the waterfront and plans for redevelopment. This neighborhood is also home to several special needs and low-income housing.
	How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	This tract, in conjunction with the downtown business area and the industrial/manufacturing areas and located on the waterfront, has been a priority area for community and economic development. This was reinforced during multiple consultations with stakeholders throughout the planning process.
	Identify the needs in this target area.	This area has a high concentration of LMI households. Many homes were built prior to 1980 and the probability of lead paint is one of many issues in this neighborhood
	What are the opportunities for improvement in this target area?	The 2016 Comprehensive Plan update process presents many strategic opportunities that are being considered.
	Are there barriers to improvement in this target area?	Barriers include the industrial/commercial operations and close proximity to the waterfront.

General Allocation Priorities

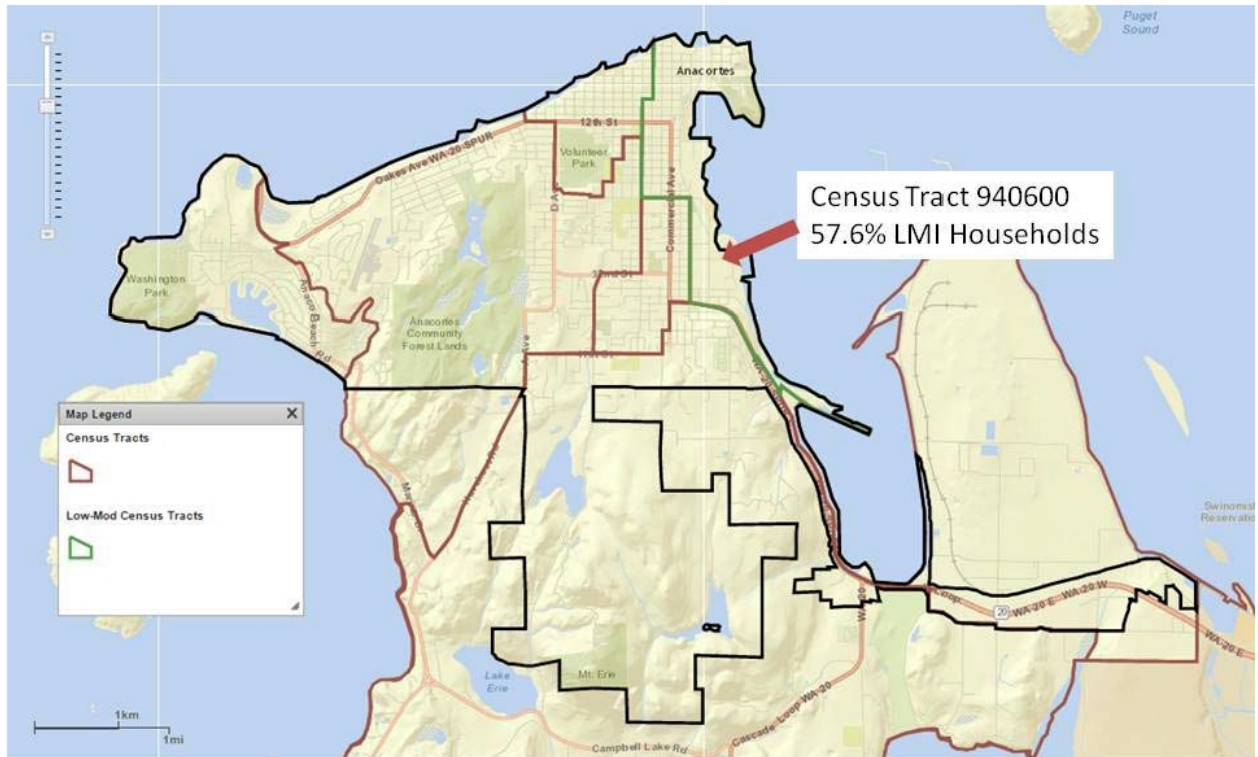
Describe the basis for allocating investments geographically within the state

Describe the basis for allocating investments geographically within the jurisdiction:

While Anacortes has one census tract (940600) with the highest concentration of persons living below the poverty level, there are low income households interspersed throughout the City. The City establishes priorities for allocating resources and long-range strategies following a careful assessment of the needs and demographics of the community. A clear priority identified in the analysis is a response to the needs of low to moderately low income families and individuals within the City for safe and affordable housing and basic services such as medical, dental 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.



Census Tract 940600

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

Priority Needs

Table 13 – Priority Needs Summary

1	Priority Need Name	Homelessness/Assist special needs population
	Priority Level	High
	Population	Extremely Low Low Moderate Families with Children Elderly Public Housing Residents Individuals Families with Children Elderly Frail Elderly Victims of Domestic Violence Non-housing Community Development
	Geographic Areas Affected	Tract 940600
	Associated Goals	Homelessness/Assist Special Needs Populations
	Description	Priority 1. Homelessness/Assist special needs populations The Washington State Legislature required all Counties to develop a ten-year plan to reduce homelessness by 50% by the year 2015. Skagit County's plan was last updated in 2012. The City adopts, by reference, Skagit County's Homeless Plan, including its goals and strategies. Public services are needed to help individuals and families with special needs obtain help with basic needs, food, housing, employment, health, and other important services.
	Basis for Relative Priority	Preventing homelessness and assisting those that are homeless is a high priority within the community. Providing a safe and secure shelter to those in risk of becoming homeless and helping those to the path of permanent housing and employment is a priority goal for the City.
2	Priority Need Name	Increase Affordable Housing Supply
	Priority Level	High

	Population	Extremely Low Low Moderate Middle Large Families Families with Children Elderly Public Housing Residents Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Victims of Domestic Violence
	Geographic Areas Affected	Tract 940600
	Associated Goals	Increase affordable housing supply
	Description	The cost of rental and homeowner housing is beyond the reach of many Anacortes households who are homeless or struggling with a severe housing cost burden, putting their future tenancy at risk. The City of Anacortes anticipates providing funding to the Home Trust of Skagit to assist in the purchase of housing for low income families. The City anticipates providing funding to the Anacortes Housing Authority to help preserve affordable housing within the community and is also working with the Housing Authority and other agencies such as the Home Trust of Skagit to increase the number of affordable housing units.
	Basis for Relative Priority	Providing homeownership to a low income family helps create a safe, sustainable home environment and reduces the reliance on public housing
3	Priority Need Name	Preservation
	Priority Level	High

	Population	Extremely Low Low Moderate Middle Large Families Families with Children Elderly Public Housing Residents Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Victims of Domestic Violence
	Geographic Areas Affected	Tract 940600
	Associated Goals	Preservation
	Description	Preservation strategies are needed to maintain the stock of existing affordable housing resources. Anacortes is working with the Anacortes Housing Authority to rehabilitate housing units to maintain the existing stock of low income housing.
	Basis for Relative Priority	A high priority to maintain current affordable housing to assist those in need. The needs of the community are increasing with the aging population who will need assistance to maintain quality levels of life.
4	Priority Need Name	Administration & Planning
	Priority Level	High
	Population	Extremely Low Low Moderate Middle
	Geographic Areas Affected	Tract 940600
	Associated Goals	Homelessness/Assist Special Needs Populations Increase affordable housing supply Preservation

	Description	Implementation of this consolidated plan requires certain administrative and planning activities including the development of the plan, environmental review of projects, subrecipient monitoring, development of fair housing information, and other activities required by law.
	Basis for Relative Priority	The implementation of this program is very involved and takes much training and experience to determine and provide the best possible outcomes.

Narrative (Optional)

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

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

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

Introduction

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	85,000	0	25,000	110,000	0	Funds used for acquisition, public services, public facilities, admin/planning

Table 14 - Anticipated Resources

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

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

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

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

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

The City has identified core areas where infrastructure improvements are needed to allow easy access for all individuals and in particular, disabled residents and visitors. The work between City residents, the Port of Anacortes and the City on the North, West Basin Concept Plan 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 and the Port's North-West Basin Concept 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.

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

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

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
ANACORTES	Government	Planning	Jurisdiction
Anacortes Housing Authority	PHA	Public Housing	Jurisdiction
SKAGIT COUNTY COMMUNITY ACTION AGENCY	Non-profit organizations	Homelessness Non-homeless special needs public facilities public services	Region
SKAGIT COUNTY	Government	Economic Development Non-homeless special needs Planning neighborhood improvements public facilities	Region
ANACORTES FAMILY CENTER	Subrecipient	Homelessness	Region
Anacortes Community Health Council	Non-profit organizations	Homelessness Non-homeless special needs Planning neighborhood improvements public services	Region

Table 15 - Institutional Delivery Structure

Assess of Strengths and Gaps in the Institutional Delivery System

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

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

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

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

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

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

Supportive Services			
Mental Health Counseling	X	X	
Transportation	X	X	
Other			

Table 16 - Homeless Prevention Services Summary

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

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

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

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

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

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

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

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Homelessness/Assist Special Needs Populations	2015	2016	Homeless	Tract 940600	Homelessness/Assist special needs population	CDBG: \$12,824	Public service activities other than Low/Moderate Income Housing Benefit: 80 Persons Assisted
2	Increase affordable housing supply	2015	2016	Affordable Housing	Tract 940600	Increase Affordable Housing Supply	CDBG: \$40,000 (2015 allocation \$25,000 + leftover funding of \$15,000 = \$40,000)	Direct Financial Assistance to Homebuyers: 1 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Preservation	2015	2016	Public Housing	Tract 940600	Preservation	CDBG: \$40,452 (2015 funding \$33,137 + leftover funding of \$7,315 = \$40,452)	Rental units rehabilitated: 30 Household Housing Unit
4	Planning/Administration	2015	2016	Planning/Administration	Tract 940600	Administration & Planning	CDBG: \$14,534	Other: 111 Other

Table 17 – Goals Summary

Goal Descriptions

1	Goal Name	Homelessness/Assist Special Needs Populations
	Goal Description	Providing shelter, basic needs, food, employment assistance, and other important services
2	Goal Name	Increase affordable housing supply
	Goal Description	Promote home ownership for low income families; this project included left-over funding from previous years (2015 allocation \$25,000 + leftover funding of \$15,000 = \$40,000)
3	Goal Name	Preservation
	Goal Description	Preserve and maintain existing stock of affordable rental housing resources; this project includes left over funding from previous years (2015 funding \$33,137 + leftover funding of \$7,315 = \$40,452)
4	Goal Name	Planning/Administration
	Goal Description	General management, oversight and coordination of the program, including providing local officials and citizens with information regarding the CDBG program; preparing budgets and schedules, preparing reports and other HUD related documents, monitoring programs, working with HUD officials.

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

The City estimates that through the Home Trust program and the rehabilitation to preserve existing housing stock, approximately 100 low, low mod and moderate income households within the City will be provided with, or be able to remain in, affordable housing during the 3 years of this plan. The City expects to work with other entities in an effort to create more affordable housing through zoning changes to increase single family zones to multi-family zones and make available incentives such as density bonuses to builders/developers.

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

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

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

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

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

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

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

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

Many of our CDBG programs strive to increase self-sufficiency of low-income families and reduce the number of households with incomes below the poverty line. These programs have been organized into four categories for discussion: Continuum of Care, Affordable Housing Development, Economic Development, and Neighborhood Revitalization.

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

As with all of the listed goals, programs and policies in this Plan, the City continues to coordinate with all jurisdictional, regional and statewide organizations and agencies through a regular communication process.

Expanding and preserving affordable housing opportunities will reduce the housing cost burden of households living in poverty. Therefore, a portion of the disposable income may be used to pursue other educational or career goals, as well as for other daily necessities.

SP-80 Monitoring - 91.230

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

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

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

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

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

Expected Resources

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

Introduction

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	85,000	0	25,000	110,000	0	Funds used for acquisition, public services, public facilities, admin/planning

Table 18 - Expected Resources – Priority Table

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

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

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

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

The City has identified core areas where infrastructure improvements are needed to allow easy access for all individuals and in particular, disabled residents and visitors. The work between City residents, the Port of Anacortes and the City on the North, West Basin Concept Plan 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 and the Port's North-West Basin Concept 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	2015	2016	Homeless	Tract 940600	Homelessness/Assist special needs population	CDBG: \$12,824	Public service activities other than Low/Moderate Income Housing Benefit: 80 Persons Assisted
2	Increase affordable housing supply	2015	2016	Affordable Housing	Tract 940600	Increase Affordable Housing Supply	CDBG: \$25,000 (+ add \$15,000 = \$40,000)	Direct Financial Assistance to Homebuyers: 1 Households Assisted
3	Preservation	2015	2016	Public Housing	Tract 940600	Preservation	CDBG: \$33,137 (+ add \$7,315 = \$40,425)	Rental units rehabilitated: 30 Household Housing Unit
4	Planning/Administration	2015	2016	Planning/Administration	Tract 940600	Administration & Planning	CDBG: \$14,534	

Table 19 – Goals Summary

Goal Descriptions

1	Goal Name	Homelessness/Assist Special Needs Populations
	Goal Description	Keeping families and single women off the streets and placing them in safe, secure housing and stable environments. Approximately 80 individuals & families served every year
2	Goal Name	Increase affordable housing supply
	Goal Description	Promote home ownership for low income families. The funded amount includes left over funding from previous years (2015 funding = \$25,000 + \$15,000 = \$40,000)
3	Goal Name	Preservation
	Goal Description	Preserve and maintain existing stock of affordable housing resources. Work with the Anacortes Housing Authority to rehabilitate housing units to maintain existing stock of low income housing. Provide rehab assistance to approximately 30 units per year. (The amount funded to project includes 2015 funding plus left over funding from previous years - 2015 funding = \$33,137 + \$7,315 = \$40,452)
4	Goal Name	Planning/Administration
	Goal Description	General management, oversight and coordination of the program, including providing local officials and citizens with information regarding the CDBG program; preparing budgets and schedules, preparing reports and other HUD related documents, monitoring programs, working with HUD officials.

AP-35 Projects - 91.420, 91.220(d)

Introduction

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

#	Project Name
1	Anacortes Family Center
2	Anacortes Housing Authority Asbestos Abatement
3	Home Trust of Skagit
4	City of Anacortes Administration

Table 20 – Project Information

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

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

Improving conditions, creating new housing resources and opportunities, 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 2015-2017 Strategic Plan reflect these priorities and outline activities designed to alleviate these needs.

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

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

AP-38 Project Summary

Project Summary Information

1	Project Name	Anacortes Family Center
	Target Area	Tract 940600
	Goals Supported	Homelessness/Assist Special Needs Populations
	Needs Addressed	Homelessness/Assist special needs population
	Funding	CDBG: \$12,824
	Description	Public Services Allocation - Support Family Center staffing that provide case management services to homeless families staying at the shelter.
	Target Date	6/30/2016
	Estimate the number and type of families that will benefit from the proposed activities	The City will allocate the full public services funding to the Anacortes Family Center (AFC) which serves homeless women and families. and expects to serve between 150-170 individuals each year. 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 2014, the Center provided successful transition to stable living/working environments to approximately 61% of their clients.
	Location Description	Family Center is located on 1011 27th Street, Anacortes, WA 98221. Shelter is located at this site.
	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 2014, the Center provided successful transition to stable living/working environments to approximately 61% of their clients.
	Project Name	Anacortes Housing Authority Asbestos Abatement

2	Target Area	Tract 940600
	Goals Supported	Preservation
	Needs Addressed	Preservation
	Funding	CDBG: \$33,137 (+ add \$7,315 = \$40,425)
	Description	Asbestos floor tiles in 50 unit housing complex are severely deteriorated and will be replaced with new environmentally safe flooring. Exposure to asbestos and broken, cracked tiles create accessibility issues especially for mobility impaired individuals.
	Target Date	6/30/2016
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 30 families will benefit the first year during this project. There are 50 units in the first building being targeted for rehabilitation. Next year, funding will be applied to the remaining units and then in following years, more complexes will be rehabilitated. It is expected that approximately 100 low income families will benefit from these updates.
	Location Description	808 29th Street Anacortes, WA 98221
	Planned Activities	Certified asbestos abatement control contractor will remove asbestos tile and replace it with environmentally safe tile. This project will continue through the next few years until complete.
3	Project Name	Home Trust of Skagit
	Target Area	Tract 940600
	Goals Supported	Increase affordable housing supply
	Needs Addressed	Increase Affordable Housing Supply
	Funding	CDBG: \$25,000 (+ add \$15,000 = \$40,000)
	Description	Provide down payment assistance to qualified low income families for home purchase. Homes will remain affordable through the Home Trust program and will only be available to qualified low income families

	Target Date	3/31/2016
	Estimate the number and type of families that will benefit from the proposed activities	The Home Trust allocation will provided direct homebuyer assistance to 1 low-income household. This activity creates new affordable homeowner housing that is affordable in perpetuity by virtue of the Home Trust's innovative community land trust model of homeownership that uses a shared equity strategy. While this is a small step in developing affordable housing, the City believes that a successful transaction that provides a low income family the opportunity to own their own home will encourage other entities to step in and participate and help the model grow to allow more families this unique opportunity.
	Location Description	Location has not been precisely determined; Various location within City of Anacortes
	Planned Activities	Provide down payment assistant to a qualified low income family to purchase a home within Anacortes. The homes remain low income in perpetuity through the Home Trust program and will only be available to qualified low income families.
4	Project Name	City of Anacortes Administration
	Target Area	Tract 940600
	Goals Supported	Homelessness/Assist Special Needs Populations Increase affordable housing supply Preservation
	Needs Addressed	Administration & Planning
	Funding	CDBG: \$14,534
	Description	General administration of CDBG program
	Target Date	6/30/2016

Estimate the number and type of families that will benefit from the proposed activities	Low income individuals and families will be served with this funding with an expectation that approximately 110 families will be served.
Location Description	904 6th Street Anacortes, WA 98221
Planned Activities	Implementation of this consolidated plan requires certain administrative and planning activities including the development of the plan, environmental review of projects, subrecipient monitoring, development of fair housing information, and other activities required by law

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	39

Table 21 - 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. The asbestos abatement project to remove asbestos tile that is completely deteriorated and creates mobility issues for residents is 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:

Actions planned to address obstacles to meeting underserved needs

The City will conduct outreach to various community sectors to inform lenders, property managers, and the public about Fair Housing laws. The City recently improved its Fair Housing website to include state level as well as updated federal information.

Actions planned to foster and maintain affordable housing

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

Actions planned to reduce lead-based paint hazards

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

Actions planned to reduce the number of poverty-level families

The Public Services funding to the Anacortes Family Center provides intensive case management and life skills education to assist the household with gaining the skills and resources needed to become fully self-sufficient. The 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.

Actions planned to develop institutional structure

The City will work in partnership with adjacent and regional jurisdictions to create a regional HOME Consortium. A new, 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 more regularly in their multi-agency meetings. More active participation in the Council will improve the coordination of the City's Consolidated Plan goals and the efforts to reduce instability in the low income community.

Discussion

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

Program Specific Requirements

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

Introduction

The primary basis for allocation of resources is to serve the needs of the low and moderately low income households. The 2015 Action Plan allocated a significant amount of funds to projects that benefit the low to moderately low income households. The public services portion provides services and resources to the households in need while the remaining resources are directed to projects that provide safe and stable transitional and permanent housing for families and individuals in need.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

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

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

Other CDBG Requirements

- | | |
|---|--------|
| 1. The amount of urgent need activities | 0 |
| | |
| 2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan. | 80.00% |



CITY OF ANACORTES
CDBG 2017/2018
ACTION PLAN

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 2017-2018, which will further the goals and strategies of the Strategic Plan and is the spending plan for the City's 2017-2018 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 \$95,113. 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. 2017/2018 funding goals are listed below:

- Public Service - Anacortes Family Center - Homelessness/assist special needs populations - Create suitable living environs - %15 of total allocation = \$14,266
- Anacortes Housing Authority Apartment Rehabilitation – Remaining Funding after Public Services and Administration/Planning allocations = \$64,678
- Admin/Planning – 20% of funding after allocations to projects = \$16,169

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 for the plan year, 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. In 2015, the public services portion, provided to the Anacortes Family Center, reported an 86% success rate in helping single women and families find more safe and productive lives. The Center received a total of 356 applications for services; a 31% increase from the prior year. This program was able to serve 61 households consisting of 182 individuals, 99 of which were children. 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 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 2017 program year allocations, the City of Anacortes conducted two public hearings (April 24, 2017 and May 15, 2017) 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 published on March 15, 2017 and April 26, 2017. The public comment period began on April 3, 2017 and ended on May 3, 2017.

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.

No public comments were submitted on the development of this Action Plan.

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 year 2016 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

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

Consolidated Plan Public 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 April 24, 2017. This meeting opened the planning process for the development of the 2017 Action Plan. The next meeting was held on May 15, 2017.

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	Home Trust of Skagit
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	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 HOME Trust to determine funding, locate suitable homes for purchase and locating additional funding options to realize 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.

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 2017 program year funding allocations, the City of Anacortes conducted two public hearings (April 24, 2017 and May 15, 2017) 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 January 30, 2017 and published March 15, 2017 and April 26, 2017. The public comment period began on April 3, 2017 and ended May 3, 2017.

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	City Council meetings were minimally attended in regard to this agenda item; the Housing Authority provided a statement at the first public meeting on how the funding would benefit the proposed project.	City Council unanimously endorsed the entire action plan.	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 \$95,113 plus any additional funding from prior years (2015) that have not been utilized on other projects. 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	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	95,113	0	0	95,113	0	Funds used for public services, public facilities, admin/planning

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	2015	2016	Homeless	Tract 940600	Homelessness/Assist special needs population	CDBG: \$14,266	Public service activities other than Low/Moderate Income Housing Benefit: 191 Persons Assisted
3	Preservation	2015	2016	Public Housing	Tract 940600	Preservation	CDBG: \$64,678	Rental units rehabilitated: 2 Household Housing Unit
4	Planning/Administration	2015	2016	Planning/Administration	Tract 940600	Administration & Planning	CDBG: \$16,169	Other: 1 Other

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Homelessness/Assist Special Needs Populations
	Goal Description	Anacortes Family Shelter

3	Goal Name	Preservation
	Goal Description	Anacortes Housing Authority - 508 6th Street, Anacortes
4	Goal Name	Planning/Administration
	Goal Description	Plan Administration

AP-35 Projects - 91.420, 91.220(d)

Introduction

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

#	Project Name
1	Anacortes Family Center
5	City of Anacortes Planning & Administration
6	Anacortes Housing Authority

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 2015-2017 Strategic Plan reflect these priorities and outline activities designed to alleviate these needs.

The primary basis for allocation of resources is to serve the needs of the low and moderately low income households. Consolidated Plan

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

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

AP-38 Project Summary

Project Summary Information

1	Project Name	Anacortes Family Center
	Target Area	Tract 940600
	Goals Supported	Homelessness/Assist Special Needs Populations
	Needs Addressed	Homelessness/Assist special needs population
	Funding	CDBG: \$14,266
	Description	Public Services Allocation - Support Family Center staffing who provide case management services to homeless families staying at the shelter.
	Target Date	6/30/2018
	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 of Anacortes Planning & Administration
	Target Area	Tract 940600
	Goals Supported	Planning/Administration
	Needs Addressed	Administration & Planning
	Funding	CDBG: \$16,169

	Description	General administration of CDBG program
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Implementation of this consolidated plan requires certain administrative and planning activities including the development of the plan, environmental review of projects, subrecipient monitoring, development of fair housing information, and other activities required by law
3	Project Name	Anacortes Housing Authority
	Target Area	Tract 940600
	Goals Supported	Preservation
	Needs Addressed	Preservation
	Funding	CDBG: \$64,678
	Description	Complete rehabilitation of 2 family units in apartment complex located at 508 6th Street, Anacortes, WA. HA will replace all major service system within the units including wiring, new electrical panels and fixtures, all water supply and plumbing fixtures, replace gas furnace, hot water tanks, exhaust fans and kitchen appliances. Flooring will be replaced because of asbestos in flooring and abatement will be performed. Mitigation will include replacement of all flooring with environmentally safe, non-toxic flooring. All drywall will be replaced and new kitchen and bathroom cabinets will be installed. Entire apartments will be repainted. Total cost will be \$120,000 approximately and City of Anacortes CDBG will provide approximately \$60,000 to assist in this rehabilitation and will be applied to portions of the project that are CDBG eligible. These apartments have not been updated since original construction in 1970.
	Target Date	6/30/2018

Estimate the number and type of families that will benefit from the proposed activities	low to very low (30% ami) families will benefit from this update. It will allow 2 units of affordable housing to remain as viable affordable housing which will accommodate up to 10 individuals.
Location Description	Anacortes Housing Authority Apartment multi-family complex is located at 508 6th Street, Anacortes, WA and the complex consists of 14 two, three and four bedroom apartments. The 2 units being rehabilitated are 3 bedroom units.
Planned Activities	HA will replace all major service system within the units including wiring, new electrical panels and fixtures, all water supply and plumbing fixtures, replace gas furnace, hot water tanks, exhaust fans and kitchen appliances. Flooring will be replaced because of asbestos in flooring and abatement will be performed. Mitigation will include replacement of all flooring with environmentally safe, non-toxic flooring. All drywall will be replaced and new kitchen and bathroom cabinets will be installed. Entire apartments will be repainted. Total cost will be \$120,000 approximately and City of Anacortes CDBG will provide approximately \$64,678 to assist in this rehabilitation and will be applied to portions of the project that are CDBG eligible. These apartments have not been updated since original construction in 1970. HA will provide remaining funding to complete the project.

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	65

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. The Housing Authority rehabilitation project is located in this tract.

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: developing and 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 establishment of the Housing Affordability & Community Services Committee, is establishing 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 will coordinate the goals of the 2016 Comprehensive Plan with incentives to develop affordable housing. This document is expected to be finalized prior to the end of 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 (http://www.cityofanacortes.org/fair_housing.php). The City will work in collaboration with the County and the Anacortes Housing Authority in developing Fair Housing guidelines according to the Affirmative 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 collaborate efforts to work on strategies to eliminate barriers to affordable housing and services

within the City.

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.

Actions planned to develop institutional structure

The City will work in partnership with adjacent and regional jurisdictions to create a regional HOME Consortium. A new, 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 low income community. The newly formed 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 Housing Affordability & Community Services Committee is close to completion of the draft Strategic Plan to create affordable housing. This plan will 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.

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 and the efforts of the Affordable Housing & Community Services Committee are expected to eliminate that issue 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 2017 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 safe and stable permanent housing for families and individuals in need.

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

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

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

Other CDBG Requirements

- | | |
|---|--------|
| 1. The amount of urgent need activities | 0 |
| 2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan. | 80.00% |

Discussion

80% of the 2017 funding will be allocated to benefit low to moderate low income persons.



CDBG Allocation - General Information

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.

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 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.

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 staff to discuss Federal regulations.



SUMMARY OF EMS AGREEMENT MODIFICATIONS.

2010

- #1: ORIGINAL: Provide Medic/Ambulance services(\$687,960).

2014

- #2: Extend 2013 compensation rate into 2014 (\$780,000).

2015

- #3: Increase in compensation for 2016 (\$827,431);
- Video Laryngoscope and Ventilator reimbursement.

2016

- #4: Reimburse for Medic Unit replacement.

2016

- #5: Reimburse for 2 AED's

2017

- #6: Increase in compensation for 2017 (\$70,331).

2018

- #7: Increase in compensation for 2017 (\$72,324)



City Council Agenda Bill

Meeting Date: 1/16/2018

Agenda Item: 7a

Subject: Approval of EMS Interlocal Agreement Amendment # 7

Staff Contact: Richard Curtis, Fire Chief

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

Action Type	
	Ordinance No.
	Code Revision?
	Resolution
X	Contract C20140640, Mod 7
	Public Hearing
	Staff Report

Summary Statement: Amendment #7 provides an additional 2.83% of the agency contract amount above an already approved 2% increase for 2017. This is equivalent to a 4.89% increase for 2017. The County offered this to the City of Anacortes because Central Valley Ambulance Authority requested this same percentage of their subsidy amount to offset the increased cost to them for needing to pay an unanticipated LOEFF 2 Retirement benefit that the State of Washington no longer pays.

Background: Skagit County administers contracts for delivery of EMS services in the City of Anacortes' Ambulance Service Area, and other areas around Skagit County. Before 2017, the State of Washington paid 3.5% of the employees' income toward their LOEFF 2 retirement benefits. In addition to the State's contribution, the City paid 5.43%, and the employee paid 8.75%. After the State of Washington stopped paying the 3.5%, the responsibility fell back to local governments, including the City of Anacortes.

Budget Impact	
Amount Budgeted	
Budget Account (BARS)	
Proposed Expenditure	\$23,909.74
Budget Amendment Required?	Yes
Revenue Source	Reimbursed by Skagit County

Proposed Contract	
Contractor	
Amount	\$23,909.74
Start Date	Jan 2017
End Date	

Previous Council/Committee Action: N/A

Competing Viewpoints Considered: N/A

Recommended Motion: I move the City Council approve Amendment #7 for to receive the additional 2.833% increase in revenue, retroactive to all of 2017.

Alternative Actions: [Click here to enter text.](#)

Attachments (listed in order presented): Amendment #7 to Interlocal Agreement C20140640 with Skagit County

AMENDMENT # 7
ORIGINAL AGREEMENT # 20140640

City of Anacortes, hereinafter called "Contractor", and Skagit County, hereinafter called "County", agree to amend Agreement No. C20140640, as set forth below under "Terms of Amendment".

TERMS OF AMENDMENT:

The following is hereby added to Exhibit "B":

Compensation to allow for one payment budget modification not to exceed \$23,910 during the year of 2017 in addition to the monthly compensation of \$70,331.04.

All other terms and conditions of the original contract shall remain in effect.

Date: _____, 2018.

CONTRACTOR

Signature of Authorized Signatory

Print name

Mailing Address:
PO Box 547
Anacortes, WA 98221

Telephone No. 360-293-1900
Fed. Tax ID # 91-6001227
Contractor Lic. #. _____

DATED this ____ day of _____, 2018.

**BOARD OF COUNTY COMMISSIONERS
SKAGIT COUNTY, WASHINGTON**

Ron Wesen, Chair

Kenneth A. Dahlstedt, Commissioner

Attest:

Lisa Janicki, Commissioner

Clerk of the Board

For contracts under \$5,000:
Authorization per Resolution R20030146

Recommended:

County Administrator

Department Head

Approved as to form:

Civil Deputy Prosecuting Attorney

Approved as to indemnification:

Risk Manager

Approved as to budget:

Budget & Finance Director



Anacortes City Council

Proposed Agenda Items for the Next Eight Weeks Beginning January 22, 2018

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, vouchers and consent agenda items is 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.

January 22, 2018

- Municipal Broadband Fiber Update

February 5, 2018

- WSDOT Project Update: Sharpes Corner Roundabouts and SR-20 Spur Paving (Discussion)
- ArcGIS/Cartograph Mapping and Asset Management Demonstration (Discussion)
- Amendment 8 to Interlocal Agreement C20140640 with Skagit County for Ambulance Service (Action)
- Contract Award: 2018 Waterline Project (Action)

February 12, 2018

February 20, 2018

February 26, 2018

March 5, 2018

- 2018-2022 CDBG - Five Year Consolidated Plan and One Year Action Plan Public Process Conclusion

March 12, 2018

March 19, 2018

Upcoming City Council Committee Meetings

The public is welcome to attend City Council Committee Meetings.

- Public Works - CANCELLED, Tuesday, Jan 16, 2018, 5:00 PM, Public Works Director's Office, City Hall
- Planning, Monday, Jan 22, 2018, 5:00 PM, Main Conference Room, City Hall
- Finance, Wednesday, Jan 24, 2018, 5:00 PM, Main Conference Room, City Hall
- Housing Affordability & Community Services, Thursday, Feb 1, 2018, 1:30 PM, Main Conference Room, City Hall
- Public Works, Monday, Feb 5, 2018, 5:00 PM, Public Works Director's Office, City Hall
- Port/City Liaison, Tuesday, Feb 6, 2018, 5:00 PM, City Hall
