



Anacortes City Council
Municipal Building Council Chambers
904 6th Street

April 23, 2018
6:00 p.m.

PRELIMINARY AGENDA

[Packet Materials](#)

Note: Council will convene at 6:00 p.m. in closed session to discuss collective bargaining strategy (estimated 30 minutes). The regular City Council meeting will convene immediately thereafter.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Announcements and Committee Reports**
 - a. Public Safety Committee
4. **Public Comment**
5. **Consent Agenda (Action)**
 - a. Minutes of April 16, 2018
 - b. Approval of Claims in the amount of: \$631,905.59
 - c. Contract Modification: Ambulance Remount 17-122-FIR-001
 - d. Contract Award: Library 2nd Floor Carpet Installation 18-067-FAC-001
6. **Public Hearings**
 - a. * CDBG - 2018-2022 Consolidated Plan & Action Plan (Discussion/Possible Action)
7. **Other Business**
 - a. * Presentation from HAM Radio and CERT Organizations (Discussion)
 - b. * Resolution 2011: Declaring Waiver of Competitive Bidding Requirements for WWTP Incinerator Repairs (Action)
 - c. Contract Award: WWTP Incinerator Repairs 18-065-SEW-001 (Action)
 - d. * Resolution 2013: Municipal Broadband Network (Discussion/Possible 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.

Hunt, Marcia

From: Hunt, Marcia
Sent: Friday, April 20, 2018 1:46 PM
To: Management
Cc: City Council
Subject: Modified City Council Agenda 4/23/2018

[View this in your browser](#)

The preliminary Anacortes City Council agenda for April 23, 2018 has been revised to add Agenda Item 5d. Thank you.

City Council

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Anacortes City Council

Proposed Agenda Items for the Next Eight Weeks Beginning May 7, 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 and vouchers are not included. The complete Preliminary Agenda for each meeting is published at 3:00 on the Wednesday prior to the meeting. Published Agendas are subject to change and may be updated following the posting period. For additional information on agenda topics, please contact the City Clerk's office at 360-299-1960 to be directed to the sponsoring staff member.

May 7, 2018

- Presentation: History of Anacortes' North Shore (Discussion)
- Public Works Quarterly Update (Discussion)
- Ordinance 3022: Impact Fees (Action)

May 9, 2018

Special Joint Meeting of the Anacortes City Council and Anacortes Planning Commission

Anacortes Municipal Code Update: Development Regulations and Design Standards Adoption Process Kick-Off

May 14, 2018

- Closed Record Decision Hearing, "A" Dock Replacement & Reconfiguration, Shoreline Substantial Development Permit, Port of Anacortes, SDP-2018-0002 (Discussion/Possible Action)
- Contract Award: Municipal Fiber Pilot Zone Construction (Discussion/Possible Action)

May 21, 2018

- Guemes Channel Trail Update (Edwards Way cul-de-sac to WSF Terminal) (Discussion)

May 29, 2018

- Pavement Management Program Update (Discussion)

June 4, 2018

June 11, 2018

June 18, 2018

June 25, 2018

Upcoming City Council Committee Meetings

The public is welcome to attend City Council Committee Meetings.

- Planning, Monday, Apr 23, 2018, 5:00 PM, Main Conference Room, City Hall
- Public Safety Committee, Monday, Apr 23, 2018, 4:00 PM, Mayor's Office, City Hall
- Finance, Wednesday, Apr 25, 2018, 5:00 PM, Main Conference Room, City Hall
- Port/City Liaison, Tuesday, May 1, 2018, 8:30 AM, Port of Anacortes
- Housing Affordability & Community Services, Thursday, May 3, 2018, 1:30 PM, City Hall
- Skagit County Population Health Trust, Thursday, May 3, 2018, 8:30 AM, Mount Vernon
- Public Works, Monday, May 7, 2018, 5:00 PM, Public Works Director's Office, City Hall
- Finance, Wednesday, May 9, 2018, 5:00 PM, Main Conference Room, City Hall
- Planning, Monday, May 14, 2018, 5:00 PM, Main Conference Room, City Hall

City Council Minutes – April 16, 2018

At 6:00 p.m. Mayor Laurie Gere called to order the regular Anacortes City Council meeting of April 16, 2018. Councilmembers Eric Johnson, Ryan Walters, Brad Adams, Liz Lovelett and Bruce McDougall were present. Councilmembers Anthony Young and Matt Miller were absent. The assembly joined in the Pledge of Allegiance.

Announcements and Committee Reports

Arbor Day Proclamation: Mayor Gere read a statement proclaiming April 23 as the 2018 celebration of Arbor Day in Anacortes and encouraging citizens to plant trees to leave a legacy for present and future generations.

Port/City Liaison Committee: Mr. Johnson reported from the committee meeting the prior Tuesday. He described discussion topics including the Anacortes Railway, the Olson Building, the Guemes Channel Trail, the DNR lease at the wastewater treatment plant outfall, and the Port's event center planning update.

Public Safety Committee: Ms. Lovelett reported that the normally scheduled committee meeting had been rescheduled to April 23.

Finance Committee: Mr. Walters had no report from the committee meeting the prior Wednesday.

Public Works Committee: Mr. Walters reported from the committee meeting earlier in the evening. He described topics discussed including feasibility investigations for a combined sewer overflow in line storage project, exploration of the potential for Anacortes to take over the south Fidalgo water system from Skagit PUD, the raw water intake project at the water treatment plant, the tube sheet and crossover duct project at the wastewater treatment plant, the Commercial Avenue corridor project between 11th and 13th Streets, potential intersection improvements at 32nd Street and M Avenue or Ship Harbor/Edwards Way, solid waste division staffing, and investigation of changing to biweekly trash pickup to avoid a rate increase. Mr. Johnson added that the city's recycling contractor, Waste Management, still had markets for its materials.

Ms. Lovelett reminded the audience about the free FutureFest event at the Port of Anacortes Transit Shed over the coming weekend sponsored by Transition Fidalgo and Friends.

Public Comment

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

Consent Agenda

Ms. Lovelett removed Item 5f from the Consent Agenda. Mr. Walters removed Item 5c from the Consent Agenda. Mr. Adams moved, seconded by Mr. Johnson, to approve the following Consent Agenda items. The motion carried unanimously by voice vote.

- a. Minutes of April 9, 2018
- b. Approval of Claims in the amount of: \$279,821.46
- d. Contract Modification: Phase B Telemetry 14-009-IDS-004
- e. Contract Modification: WTP Chlorine Conversion Project 18-036-WTR-001

The following vouchers/checks were approved for payment:
EFT numbers: 88815 through 88856, total \$100,739.04
Check numbers: 88857 through 88900, total \$175,754.25
Wire transfer numbers: 230091 through 231062, total \$6,607.73

c. Resolution 2010: Adopting 2017 Skagit County Comprehensive Solid Waste Management Plan

Mr. Walters urged the city to develop its own more aggressive goal for higher composting and recycling rates. Mr. Walters moved, seconded by Mr. Johnson, to approve Agenda Item 5c. The motion carried unanimously by voice vote.

f. Interlocal Agreement with the Port of Skagit for Construction of Fiber Optic Infrastructure

Ms. Lovelett note this contract amount was over \$200K and asked Public Works Director Fred Buckenmeyer to elaborate on paragraph 2.H of the agreement. City Attorney Darcy Swetnam summarized the history of the evolving agreement since the initial grant award from Skagit County and reported that the Port of Skagit Commissioners had approved the agreement on March 26, 2018. Mr. Buckenmeyer added most of the projects contemplated for the grant funds had already been completed in the interim, that the proposed interlocal with Port of Skagit as the grant administrator now superseded the original grant application, and that the funds could be applied to any portion of the city's broadband network. Ms. Lovelett moved, seconded by Mr. McDougall, to approve the interlocal cooperative agreement for construction of fiber optic infrastructure between the Port of Skagit County and City of Anacortes. The motion carried unanimously by voice vote.

OTHER BUSINESS

Municipal Fiber RFQ Finalist Presentation 1

Administrative Services Director Emily Schuh shared a brief slide presentation introducing the three finalist respondents to the city's Request for Qualifications for Internet Service Providers. Her slides were added to the packet materials for the meeting. Ms. Schuh summarized the RFQ process and next steps and outlined the roles and responsibilities envisioned for the city and an ISP provider working in partnership. She reported that five respondents were interviewed by a committee composed of Mayor Gere, Councilmembers McDougall, Walters and Miller, Ms. Schuh and Mr. Buckenmeyer. She said proposals were evaluated on customer service, expertise, experience and range of services. Three finalist were then invited to present their proposals to City Council and respond to councilmember questions. Ms. Schuh advised the final selection would be made by the committee following City Council input and that negotiations would then begin regarding pricing. She said that the three presenters drew lots at the beginning of the meeting to determine the order of the presentations. Ms. Lovelett inquired when the public would have an opportunity to comment on the topic. Ms. Schuh indicated that upcoming City Council agendas would reflect public comment opportunities.

Ms. Schuh introduced the first presentation by NoaNet and iFiber.

Chris Walker, Telecommunications Director for NoaNet, thanked Council for the opportunity to work with the city for the past year on the fiber telemetry project that also provided an opportunity for a municipal broadband network. Mr. Walker referred councilmembers to the economic development article included in NoaNet's packet materials for the meeting which he said reflected the bright future of municipal broadband networks to address inequities in broadband access. Mr. Walker introduced Kelly Ryan, CEO of iFiber Communications. Mr. Walker and Mr. Ryan both introduced other members of their teams who were in attendance. Mr. Ryan summarized his firm's 20 years of experience of working with PUDs throughout Washington State to provide internet access using publicly owned fiber networks in partnership with NoaNet. Mr. Walker then summarized the history and service model of non-profit NoaNet which currently administers fifteen municipal and publicly owned broadband networks serving unserved and underserved communities in Washington. He described the shared vision of the city, NoaNet and iFiber to improve broadband availability in the community and promote economic development, economic growth and quality of life. Mr. Walker reviewed in detail the slide summarizing the roles and responsibilities of the City of Anacortes, NoaNet and iFiber in the partnership

proposed. Mr. Ryan then described the content services provided by iFiber and emphasized its focus on exceptional customer service, anticipating a local call center in Anacortes. He said iFiber is the third fastest ISP in the country. Mr. Walker summarized his group's proposed "Dream Team" collaborative effort between the City of Anacortes as network owner, NoaNet as network operator, and iFiber as retail service provider to achieve affordable high capacity broadband in Anacortes. The presenters invited councilmember questions.

Mr. McDougall questioned the presenters about the proposed roles and responsibilities, contrasting the model presented with existing PUD models and with a model in which the city would serve as its own ISP. He noted that customers could choose a different service provider across the connectivity operated by NoaNet and serviced by iFiber. Ms. Lovelett questioned the presenters on how they would keep subscription and particularly hook up costs low. Mr. Ryan described the Local Utility District model, similar to an LID, to spread the cost of building connectivity to a neighborhood over a five year payback period. He explained that iFiber's customers own their own routers and iFiber helps set those up. He said typically the only device iFiber owns is the set top box for the television but noted the proliferation of new devices which will end up being owned by consumers in the future as options continue to expand.

Contract Award: 2018 Asphalt Overlay 18-001-TRN-003

Mr. Buckenmeyer requested Council approval to award a contract in the amount of \$657,917.20 to Lakeside Industries, Inc. to perform the 2018 Asphalt Overlay Project 18-001-TRN-003. He reported that only one bid had been received which was somewhat higher than the Engineer's estimate of \$584K. He explained that the bid results reflected the very active construction market including many high profile local paving projects. Mr. Buckenmeyer recommended awarding the contract to Lakeside Industries. Councilmembers questioned Mr. Buckenmeyer as to why the project would stop at 8th Street and not continue on to 6th Street. Mr. Buckenmeyer explained that the sidewalk budget for 2018 did not have sufficient funds to perform the accessibility retrofits required by federal law to accompany paving projects. Mr. Walters and Ms. Lovelett suggested dedicating additional sidewalk funding to achieve a more efficient overlay project. Ms. Lovelett asked to table the contract for one week pending information on ramp replacement costs between 6th and 8th Streets. Mr. Buckenmeyer recommended against postponing award as that could result in the project not completing in the current construction season.

Mr. Walters moved, seconded by Mr. Adams, to approve the contract award for the 2018 asphalt overlay project. Mr. Johnson and Mr. Walters raised the ongoing issue of large trucks traveling on M Avenue instead of on the designated truck route and urged more intervention. Vote: Ayes – Johnson, Walters, Adams and McDougall. Nays – Lovelett. Motion carried.

Municipal Fiber RFO Finalist Presentation 2: Wave

Amy Thompson, Director of Residential Product Management for WAVE, presented her company's proposal for an FTTH partnership with the City of Anacortes, referring to her slide presentation which was added to the packet materials for the meeting. She introduced other members of her team who were in attendance. Ms. Thompson discussed the demand for ever increasing internet speed and contrasted current and evolving technologies for delivering internet connectivity including DSL/VDSL, cable and fiber. She explained the cost and investment challenges of constructing fiber networks and applauded the city for making fiber internet a strategic priority for its residents using the existing fiber infrastructure. Ms. Thompson explained Wave's interest in partnering with Anacortes, noting its strong local presence and resources and adjacent service footprint. She listed the services Wave would provide including marketing and sales, network uplinks and aggregation equipment, customer installation and provisioning, billing services if the city wished to outsource that, 24/7 customer support, a network operations center (NOC) and network maintenance and monitoring. She described elements of WaveG services including high speed internet, phone, TV, routers, and business services, then said that Wave could also offer a similar product suite under a specific Anacortes brand instead of or in addition to WaveG service. She displayed the proposed routing for two redundant 10 gigabit DIA circuits and described Wave's regional and national backbone for diverse fiber routes to ensure uptime and resiliency. Ms.

Thompson emphasized Wave's customer service focus and high customer satisfaction, citing statistics from its tech support and customer service centers. She reported that Wave already employs 63 county residents and participates as an active member of the community. She concluded by summarizing Wave's local presence, ability to scale the project and respond flexibly to the city's needs. Ms. Thompson invited councilmember questions.

Ms. Lovelett again asked about high hook up costs and asked how Wave would make new service accessible affordably. Chris Fitzgerald, Wave regional sales manager, explained how five or ten year contracts can spread the investment cost over time. Mr. Buckenmeyer clarified that staff's intention is that Anacortes would build the connectivity to each home and business (to the ONT, or Optical Network Terminal) and that the ISP would provide service from the ONT into the structure so from the ISP perspective there was no capital cost. Mr. McDougall noted that Wave typically owns its own fiber and asked if it operates anywhere else as a virtual service provider. Ms. Thompson said Wave has discussed similar proposals with other areas but none were currently active. Mr. Johnson requested customer satisfaction ratings from Wave and from the other two presenters.

Contract Award: Slurry Seal 2018 18-033-TRN-001

Mr. Buckenmeyer requested Council approval to award a contract in the amount of \$148,841.00 to Intermountain Slurry Seal, Inc. to perform the Slurry Seal 2018 Project. He reported that three bids were received with the low bid from Intermountain somewhat below the Engineer's estimate of \$244K. He recommended awarding the contract to Intermountain Slurry Seal. Mr. Buckenmeyer responded to councilmember questions regarding offsite parking arrangements for residents during construction, noting the high level of public information involved with such projects and the successful completion of a similar project the prior year. Mr. Adams moved, seconded by Mr. Johnson, to approve the Slurry Seal 2018 contract. Vote: Ayes – Walters, Adams, Lovelett, McDougall and Johnson. Motion carried.

Municipal Fiber RFO Finalist Presentation 3: Rock Island

Gerry Lawlor, Executive Vice President of Rock Island Communications, presented his company's proposal for the Anacortes Municipal Broadband Project, referring to his slide presentation which was added to the packet materials for the meeting. He introduced other members of his team who were in attendance. Mr. Lawlor summarized the history of Rock Island since it formed as the first independent ISP in the San Juan Islands in 1994. He described its partnership with Orcas Power & Light Cooperative (OPALCO) to provide ISP solutions using OPALCO's fiber, similar to the how Anacortes envisions using excess capacity on its telemetry fiber, then described the joint venture with T-Mobile that began in 2015 which added capital funding and LTE (Long Term Evolution) fixed wireless to the enterprise. Mr. Lawlor said Rock Island was very familiar with the challenges of funding a public broadband network as Rock Island is a wholly-owned subsidiary of OPALCO. He shared statistics of fiber installed, LTE sites, number of locations served, and dollars invested by each partner and by individuals. Mr. Lawlor discussed the investment strategy at some length, noting that the challenge was to make such a project financially viable fast enough to generate cash flow to meet debt service requirements and distribute the financial exposure among multiple parties. Mr. Lawlor shared Rock Island's initial analysis of the 1300 residential and commercial structures located within 100 feet of the existing fiber backbone in Anacortes to identify the first likely customers. He described the LTE network Rock Island has built with T-Mobile on the San Juan Islands and the application of new 5G technology and said Anacortes had approximately 1500 additional potential customers using that technology. He emphasized the need to generate and maintain public interest in the Anacortes brand and in a locally owned municipal network. Mr. Lawlor then described in more detail Rock Island's successful partnership with T-Mobile to mitigate risk and expand leading edge technology and management expertise. He described the range of products offered by the San Juan network including LTE fixed wireless, mobile device coverage, Layer3 TV and the ever expanding internet of things. Mr. Lawlor then elaborated on Rock Island's Go To Market strategy, capitalizing on existing fiber complimented by LTE and maintaining community interest and support with local branding, local investment and local talent. He encouraged requiring some amount of end user investment in fiber to the premise in addition to ISP and city

investment in what would likely be a \$20M project. Mr. Lawlor discussed Rock Island's modeling tools to identify demand and then optimize expansion of fiber. He recommended using LTE technology, which is superior or comparable to current DSL and cable options, to quickly reach more customers and build cash flow to support the ongoing fiber build. Mr. Lawlor invited councilmember questions.

Ms. Lovelett asked how much oversight T-Mobile had on San Juan Island network. Mr. Lawlor said that T-Mobile was a partner that provided products and services but had no oversight. Mr. McDougall asked how the products were branded. Mr. Lawlor said the cell phone service was T-Mobile branded but the internet was Rock Island branded. He said that the LTE model was growing throughout the nation, making the most of existing resources and excess capacity on fiber and LTE systems owned by different entities. Mr. McDougall observed that half of Anacortes could use the LTE as a bridge technology until the fiber network could be extended city wide. He asked Mr. Lawlor how fast the city would need to move to make fiber available to all 6000 structures in town. Mr. Lawlor said that could happen in four years and noted that the key was to meet the demand up front. Ms. Lovelett asked what challenges Rock Island faced in keeping up with customer demand. Mr. Lawlor explained that in their rocky island topography, as on Fidalgo Island, trenching for fiber takes time. Ms. Lovelett noted that some Anacortes community members can afford to invest in fiber but asked how Rock Island would address those who can't. Mr. Lawlor said that was another benefit of LTE wireless, which can provide service with no up front cost beyond a small connection fee. He said some neighborhoods can and will afford \$500-\$1000 to hook up each home, and that is where fiber generally expands first to balance cash flow. Mr. Walters asked why hard-to-access neighborhoods aren't already served by LTE. Mr. Lawlor said LTE depends on getting fiber close enough to homes to serve them. Mr. Walters felt that service was already available in Anacortes from existing providers. Mr. Lawlor said that "big four" cell phone carriers have different signal strengths in different locations and are not traditionally in the in home broadband business through their LTE networks, noting that cell phone hot spots were not sufficient for full in home broadband. Mayor Gere asked where Rock Island got its \$17M investment in the partnership. Mr. Lawlor said it had a bank loan for its share, which funded its start up operations as well as the fiber "to the home" portion of the build out beyond OPALCO's fiber. He said the city would need to determine how it would fund that portion in Anacortes. Mayor Gere emphasized the need for a solid business plan. Mr. Johnson asked what Rock Island, as a cooperative, would bring to Anacortes that other businesses could not. Mr. Lawlor said Rock Island cares about and works directly with the community. He said the sense of local ownership had been a key to its success on the San Juan Islands and that they would love to replicate that with Anacortes.

Mayor Gere inquired if councilmembers wished to discuss the evening's presentations or resume that discussion at a future meeting. Mr. Walters requested some basic discussion about what problem the city was trying to solve and the principles that should inform the selection of a provider. Mayor Gere observed that the topic was on the agenda for the April 23, 2018 regular City Council meeting. Mayor Gere thanked all the respondents for their presentations and invited councilmembers to submit any follow on questions to Ms. Schuh.

There being no further business, at approximately 8:30 p.m. the Anacortes City Council meeting of April 16, 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 April 23, 2018 City Council meeting:
[Download this file in OpenDocument spreadsheet format.](#)

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount
231612	12/22/2016	CD-1452-1012-1222165	OVERDRIVE, INC.	CHILDREN'S E-BOOKS (SHORT PAYMENT)	\$31.30
231249	3/7/2018	1002263449	CLEAN HARBORS	SODIUM FLUORIDE SLUDGE DISPOSAL, DRUM	\$1,277.61
231507	3/8/2018	1990611994	ARAMARK	OPS & PARKS LAUNDRY SVC FOR	\$62.68
231448	3/9/2018	17255	TRANSPORTATION SOLUTIONS INC	32ND & D ROUNABOUT INTERSECTION IMPROVEMENT DESIGN FEB 2018	\$5,055.85
231458	3/14/2018	55199	COMMERCIAL FIRE PROTECTION INC	SPRINKLER/FIRE ALARM RELOCATION FOR LIBRARY SERVER ROOM	\$351.91
231515	3/16/2018	936301929	PHILIPS HEALTHCARE	BATTERIES FOR AED	\$892.85
231443	3/19/2018	1794046	MWH CONSTRUCTORS INC	BLUE HERON CIRCLE RESERVOIR - CONSTRUCTION MANAGEMENT 2/17/18-3/16/18	\$7,415.88
231499	3/19/2018	936311988	PHILIPS HEALTHCARE	HEART DEFIBRILATORS FOR 3 DIFFERENT LOCATIONS	\$2,936.34
231518	3/21/2018	802564	GUARDIAN SECURITY SYSTEMS INC	FIRE EXTINGUISHER INSPECTION	\$15.00
231519	3/21/2018	802573	GUARDIAN SECURITY SYSTEMS INC	INSPECTION FOR FIRE EXTINGUISHER	\$20.00
231442	3/25/2018	1200110744	HDR ENGINEERING, INC	BLUE HERON CIRCLE RESERVOIR PROJECT DESIGN 2/1/18-3/3/18	\$3,764.62
231516	3/26/2018	310	ADVANTAGE WINDOW COVERINGS	BLIND FOR LIBRARY STUDY ROOM D	\$188.79
231506	3/29/2018	1990643032	ARAMARK	OPS & PARKS LAUNDRY SVC FOR	\$62.39
231599	3/29/2018	9303258493	GRAYBAR ELECTRIC COMPANY, INC	COMPRESSOR FOR SHARPES CORNER PROJECT	\$12,767.43
231520	3/29/2018	Reim	JOHNSON, IVER	LEOFF1, REIMBURSE COPAY	\$15.00
231610	3/30/2018	982731	BLACKSTONE PUBLISHING	BOOKS ON CD	\$145.00
231496	3/30/2018	002996	COASTAL FARM &	SAFETY GLOVES, WORK BELT	\$62.58
231604	3/30/2018	134659	INFOSEND, INC.	UB STATEMENTS PROCESSING FEBRUARY	\$3,574.16
231454	3/31/2018	052-0010-00	CITY OF ANACORTES	MARCH W/S/G FOR OPERATIONS 2201 37TH ST	\$930.44
231525	3/31/2018	3/31/2018	ISLAND HOSPITAL	FEBRUARY AMBULANCE SUPPLIES	\$1,776.04
231452	3/31/2018	28172	REICHHARDT & EBE ENGINEERING	SHIP HARBOR & SR20 INTERSECTION - 2/27/18-3/23/18	\$2,018.40
231446	3/31/2018	1020	SKAGIT CONSERVATION DISTRICT	NPDES II OUTREACH & EDUCATION - MARCH 2018	\$1,113.94
231451	3/31/2018	0177	SKAGIT COUNTY SOLID WASTE FUND	WTP DUMP RUN	\$45.18
231526	3/31/2018	0173	SKAGIT COUNTY SOLID WASTE FUND	MARCH TONNAGE HAULED	\$81,135.66
231325	4/2/2018	1661	ECCOS DESIGN, LLC	COMP PLAN PUBLIC INPUT	\$2,477.50
231175	4/2/2018	200012505505	PUGET SOUND ENERGY INC	WTP RIVER BEND ROAD 3/1 TO 3/31/18	\$72,168.79
231611	4/2/2018	WN-218058	WHIDBEY NEWS TIMES	PERIODICAL WHIDBEY NEWS TIMES	\$110.00
231535	4/4/2018	0550608565	HONEY BUCKET	DELIVERY OF UNIT & 4/4/18-5/1/18 @ MT.	\$179.50

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount
231595	4/4/2018	1217547	SURETY PEST CONTROL	OPS- MONTHLY PEST CONTROL	\$48.83
231500	4/5/2018	247296	DITCH WITCH NORTHWEST	BATTERY	\$40.69
231493	4/6/2018	C764924-0	BAYSHORE OFFICE PRODUCTS INC	RETURNED OFFICE SUPPLIES	(\$34.77)
231450	4/6/2018	7886	MACLEOD RECKORD PLLC	GUEMES TRAIL DESIGN - PHASE 2 - MARCH 2018	\$11,021.86
231592	4/6/2018	1850205.1	WITMER PUBLIC SAFETY GROUP INC	PELICAN RIGHT ANGLE FLASHLIGHTS	\$367.40
231593	4/6/2018	2669853	ZOLL MEDICAL CORPORATION	ADULT REUSABLE SENSORS	\$738.45
231327	4/7/2018	44239	LAKESIDE INDUSTRIES, INC.	GRAVEL - ACFL TRAILS	\$195.28
231455	4/7/2018	44242	LAKESIDE INDUSTRIES, INC.	1 1/4 AND 1 1/2 GRAVEL	\$1,030.80
231423	4/9/2018	765094	BAYSHORE OFFICE PRODUCTS INC	PUB DEF OFC SUPP	\$29.50
231597	4/9/2018	1622919	MILES SAND & GRAVEL CO.	SAND FOR FIBER PROJECT	\$245.49
231504	4/9/2018	220013297498	PUGET SOUND ENERGY INC	CASINO DRIVE UNDER TWIN BRIDGES,	\$71.20
231505	4/9/2018	300000305007	PUGET SOUND ENERGY INC	SKYLINE ST LIGHTS 3/3/18 - 4/2/18	\$380.31
231528	4/9/2018	300000290019	PUGET SOUND ENERGY INC	ALL STATIONS: 3/7 - 4/5	\$798.49
231537	4/9/2018	300000000343 prks	PUGET SOUND ENERGY INC	ELECTRICITY-PARKS/WP/DEPOT/SAC/CEMETERY/	\$4,400.77
231447	4/9/2018	17279	TRANSPORTATION SOLUTIONS INC	32ND & D ROUNABOUT INTERSECTION IMPROVEMENT DESIGN MARCH 2018	\$10,032.08
231326	4/10/2018	765423	BAYSHORE OFFICE PRODUCTS INC	FOLDERS - REC USE	\$4.65
231517	4/10/2018	764851	BAYSHORE OFFICE PRODUCTS INC	SIT STAND CHAIR MAT	\$256.21
231457	4/10/2018	Pay App 1	C JOHNSON CONSTRUCTION, INC	2018 WATERLINE REPLACEMENT PROJECT	\$184,442.45
231456	4/10/2018	26320	DAHL ELECTRIC, INC	SUMP PUMP CIRCUIT REPAIR	\$343.32
231529	4/10/2018	247640	DITCH WITCH NORTHWEST	2 INCH PULLER	\$98.54
231437	4/10/2018	7758	FUELCARE, INC.	CLEANING OF WTP GENERATOR FUEL TANKS	\$11,958.87
231439	4/10/2018	CA-18-001	HAB AQUATIC SOLUTIONS, LLC	ALUM TREATMENT OF HEART LAKE	\$112,354.00
231453	4/10/2018	477	SKAGIT COUNTY PUBLIC HEALTH &	1ST QUARTER COMMUNITY SERVICES @ ANACORTES SENIOR ACTIVITY CENTER	\$9,000.00
231588	4/11/2018	1990661673	ARAMARK	STATION 3 MAT SERVICE: 4/11	\$21.70
231522	4/11/2018	765710	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES, LEGAL PADS & HOLDER	\$38.52
231598	4/11/2018	1058275	BUILDERS EXCHANGE OF	PUBLISH BID DOCS FOR ASPHALT OVERLAY AND SLURRY SEAL	\$90.60
231449	4/11/2018	95064652	ECO SERVICES OPERATIONS CORP	ALUMINUM SULFATE	\$4,458.05
231534	4/11/2018	16133420	PACIFIC POWER BATTERIES	ASSORTED BATTERIES	\$305.61
231296	4/11/2018	R069445	PLATT ELECTRIC SUPPLY INC	BULBS	\$9.17
231445	4/11/2018	P1712-1	QCC QUALITY CONTROLS CORP.	TELEMETRY UPGRADES PHASE C	\$12,356.00
231512	4/11/2018	1101462	SKAGIT PUBLISHING LLC	PUBLISH AA-1748286 SVH-1748287 AA-1748322 AA- 1748337 AA-1749780	\$433.70
231601	4/11/2018	S20181154	SUPERIOR SYSTEMS, INC	PLATE FOR TRUCK TOOL BOXES	\$141.16
231498	4/11/2018	84266B	VECA ELECTRIC COMPANY, INC	LABOR FOR ELECTRICAL WORK OPS BUILDING	\$3,508.62
231508	4/12/2018	1990663754	ARAMARK	OPS & PARKS LAUNDRY SVC FOR	\$62.39
231524	4/12/2018	001990663748	ARAMARK	APD NYLON MATS CLEANED	\$16.28

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount
231590	4/12/2018	1990663744	ARAMARK	STATION 1 MAT SERVICE: 4/12	\$21.70
230914	4/12/2018	S8678310.002	CONSOLIDATED SUPPLY CO.	ROMAC XR501-9.75 X 9.75 8" EXTENDED	\$8,148.92
231581	4/12/2018	001-398660	PISTON SERVICE OF ANACORTES	FITTINGS- VEH #404	\$14.06
231582	4/12/2018	001-398601	PISTON SERVICE OF ANACORTES	WIPER BLADES- VEH #122	\$12.99
231501	4/12/2018	300000300008	PUGET SOUND ENERGY INC	ENERGY BILLING FOR WWTP AND PUMP	\$22,367.80
231584	4/12/2018	93714	THE HOSE SHOP, INC	FITTINGS- VEH #404	\$18.03
231532	4/12/2018	00112702	WALTON BEVERAGE COMPANY, INC	APD-BREAKROOM SUPPLIES	\$140.00
231580	4/12/2018	00112701	WALTON BEVERAGE COMPANY, INC	OPS- BREAKROOM SUPPLIES	\$140.00
231536	4/13/2018	177633-5	BIRCH EQUIPMENT CO., INC	GENERATOR FOR SCOREBOARD INSTALLATION	\$97.65
231594	4/13/2018	978800000001	CASCADE NATURAL GAS CORP.	STA 3: 3/14 - 4/12	\$133.96
231424	4/13/2018	190-1840-00	CITY OF ANACORTES	UTILITY BILLING FOR WWTP	\$4,761.68
231415	4/13/2018	37208	CORRECT EQUIPMENT	IMPELLER AND ASSEMBLY	\$2,876.50
231497	4/13/2018	001-398687	PISTON SERVICE OF ANACORTES	WEATHER TECH MAT SET	\$92.89
231583	4/13/2018	001-398775	PISTON SERVICE OF ANACORTES	BACKUP ALARM- VEH #606	\$40.71
231509	4/14/2018	26887	SEBO'S DO-IT CENTER	ON ACCOUNT - ZIP TIES FOR EVIDENCE AND TRAINING	\$27.11
231510	4/14/2018	00005W5A83158	UNITED PARCEL SERVICE, INC	UPS SHIPPING CHARGES - WEEK ENDING 4-14-18	\$8.04
231511	4/16/2018	1573	ACME CREATIVE	DIRECTOR SCHUH & BAREFOOT PROFESSIONAL PHOTOS	\$261.49
231603	4/16/2018	766312	BAYSHORE OFFICE PRODUCTS INC	EXHIBIT POSTER	\$69.92
231502	4/16/2018	C763145-0	BAYSHORE OFFICE PRODUCTS INC	RETURN OFFICE SUPPLIES PUB DEF	(\$5.27)
231531	4/16/2018	3072502	CARDINAL HEALTH 110, INC.	PHARMACEUTICALS	\$85.70
231521	4/16/2018	802564	GUARDIAN SECURITY SYSTEMS INC	FIRE INSPECTION	\$504.43
231530	4/16/2018	72252666	INTERSTATE BATTERIES	VEHICLE BATTERIES: #070, #030, #139,	\$698.62
231503	4/16/2018	reimb	KATZMAN, MINDI	REIMBURSEMENT FOR DAMAGE TO SCULPTURE	\$700.00
231514	4/16/2018	300000290027	PUGET SOUND ENERGY INC	WTP RESERVOIR & PUMP STATIONS 3/8/18-4/5/18	\$3,321.02
231605	4/16/2018	26987	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES - MHC	\$27.10
231495	4/16/2018	Fuik	SKAGIT COUNTY AUDITOR'S OFFICE	RE-RECORD TO CORRECT LEGAL DESCRIPTION	\$74.00
231609	4/17/2018	LTAC Chamber 2018417	ANACORTES CHAMBER OF COMMERCE	LTAC CHAMBER VIC 1ST Q REIMBURSE	\$15,150.00
231602	4/17/2018	1990667678	ARAMARK	LAUNDRY SERVICE FOR WWTP	\$72.78
231608	4/17/2018	229149	BAY CITY SUPPLY	RECYCLING BINS FOR ACFL/PARKS	\$511.95
231600	4/17/2018	001-399016	PISTON SERVICE OF ANACORTES	AIR FILTER- SHOP SUPPLY	\$30.93
231607	4/17/2018	001-399019	PISTON SERVICE OF ANACORTES	FRONT RUBBERS MATS- VEH #037A & #038A	\$136.91
231591	4/17/2018	205213	SEAWESTERN, INC.	HELMETS. GLOVES, HOODS	\$1,502.91

Total

\$631,905.59



City Council Contract Agenda Bill

Meeting Date: 4/23/2018 **Agenda Item:** 5c

Subject: Contract Modification for Ambulance Remount

Staff Contact: Richard Curtis, Fire Chief

Approved for Submittal to Council by:
Darcy Swetnam, City Attorney

Action Type: Contract Modification

Summary Statement: City staff seeks City Council consent to issue a contract modification to Braun Northwest Inc. in the amount of \$2,243.07, increasing the total contract price to \$180,832.91, to incorporate additional component options for the ambulance remount.

Background:

1. **Reason for Contract Change:** Once the Med Unit was transferred to Braun NW it was decided to add an attendant seat which is safer for fire personnel treating the patient. It also has a built-in pediatric seat for those occasions when a pediatric patient or passenger is transported. In addition it was decided to change the curbside window to a new 18.75x37.5 sling window because the seal was found to have failed.
2. **History:** Medic units are replaced on a regular schedule to ensure that the reliability and safety features of newer apparatus is provided for our patients and FireMedics. This medic unit has been in service for 17 years, and was scheduled to be replaced at a 16 year interval.
3. **Key Terms:**
 - increase of \$2,243.07 for 2 component changes
 - no change in contract term
4. **Revenue Source:** Skagit County EMS office replaces medic units throughout the county using EMS property tax levy revenue, which will fund this ambulance remount.

Previous Council/Committee Action: The [original contract](#) was awarded by Council at the [10/16/2017](#) meeting. [Modification 01](#) was approved at the [2/5/2018](#) meeting.

Competing Viewpoints Considered: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign a contract modification for Braun Northwest Inc., under Contract 17-122-FIR-001, in the amount of \$2,243.07, increasing the total contract price to \$180,832.91.

Alternative Actions: N/A

Attachments: Contract 17-122-FIR-001 Modification 02

Consultant	Braun Northwest
Original Agreement Amount	\$172,238.97
Current Agreement Amount	\$178,589.84
Change Per this Modification	\$2,243.07
Total After Modification	\$180,832.91
All Mods % of Total Contract Amount	4.75%
Earmarked Funds	None
BARS #	110.320.594.22.64
Budget Amendment Required?	Yes
Revenue Source	EMS Levy Revenue
Start Date	Inception
End Date	90 days after receipt of new chassis & existing vehicle



Contract Number 17-122-FIR-001
MODIFICATION 02

Date April 24, 2018

Page 1 of 1 Pages

Contract No. 17-122-FIR-001
Project Title Ambulance Remount
Prime Contractor Braun Northwest Inc.

BACKGROUND

In accordance with General Provisions Article 14 – Changes/Additional Work, the Owner is directing changes to the work. The initial estimate for the original contract was produced by the sales agent at the City's site. Once the Med Unit was transferred to Braun NW and a closer inspection was made of all the component parts and it was decided to change the curbside window to a new 18.75x37.5 sling window, as well as remove the flip down seat and install Wise attendant seat with child safety seat, 3-point harness on a swivel base. Accordingly, the contract price is increased from \$178,589.84 by \$2,243.07 to \$180,832.91.

Accordingly, the following changes are incorporated under this contract:

Under **This Work is subject to:**, insert the following text:

"Exhibit B is hereby amended per Modification 02 to include changes listed in Exhibit E and Exhibit F, which are hereby incorporated by reference and made a part hereof."

Item 2, Unit Price and Amount, are revised to read:

"\$78,269.00"

Totals are revised to read:

Sum Total		\$167,282.99
Sales Tax @ 8.1%		\$ 13,549.92
Total Price		\$180,832.91

All other terms of the contract remain unchanged.

CITY OF ANACORTES

BRAUN NORTHWEST INC.

By _____
Laurie Gere, Mayor

By _____
Signature

Date _____

Printed Name _____

Title _____

Date _____

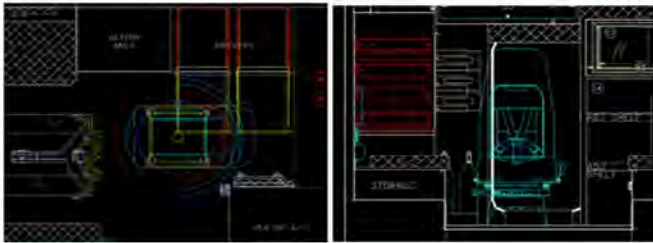
Original Agreement Amount	\$172,238.97	Original Contract Completion Date	90 Days
Current Agreement Amount	\$178,589.84	Current Contract Completion Date	90 Days
Change Per this Modification	\$ 2,243.07	Net Change	0 days
Total After Amendment	\$180,832.91	Contract Completion Date After Change	90 Days

COA CONTRACT 17-122-FIR-001
EXHIBIT E

CITY OF ANACORTES FIRE DEPARTMENT
ANACORTES, WASHINGTON
VEHICLE NUMBER 587-R

Total change order cost for all elected changes:

\$1,750.00

Please enter "X" in the appropriate box.		Description	No Of Veh:	Offered Price/ (Credit)	Elected Change
Yes	No				
1.		5.10XA ATTENDANT SEAT Transfer-Remove flip down attendant seat with existing upholstery. <u>A Wise WM1637 rear facing high-back bucket seat with 3 point harness and a built in child safety seat and upholstered with heavy grade vinyl. Seat shall swivel to forward position and be securely anchored on a Wise Wm 1934 swivel base.</u> 			
☒	☐	CHANGE: Remove flip down seat and install Wise attendant seat with child safety seat, 3-point harness on a swivel base.		\$1,750.00	\$1,750.00

2.

NOTE: THIS PRICING DOES NOT INCLUDE SALES TAX

COA CONTRACT 17-122-FIR-001
EXHIBIT F

CITY OF ANACORTES FIRE DEPARTMENT
ANACORTES, WASHINGTON
VEHICLE NUMBER 587-R

Total change order cost for all elected changes:

\$325.00

Please enter "X" in the appropriate box.		Description	No Of Veh:	Offered Price/ (Credit)	Elected Change
Yes	No				
1.		2.09.02X DOOR HINGES Transfer existing windows. Install a new 18.75" x 37.5" streetside module window with sliding glass, a positive catch, and a screen. Install a new 18.75" x 37.5" curbside module window with sliding glass, a positive catch, and a screen.			
☒	☐	CHANGE: Change curbside window to new 18.75 x 37.5 sling window.		\$325.00	\$325.00

NOTE: THIS PRICING DOES NOT INCLUDE SALES TAX



City Council Contract Agenda Bill

Meeting Date: 4/23/2018

Agenda Item: 5d

Subject: Contract Award – Library 2nd Floor Carpet Installation 18-067-FAC-001

Staff Contact: Fred Buckenmeyer

Approved for Submittal to Council by:
Darcy Swetnam, City Attorney

Action Type: Contract Award

Summary Statement: City staff seeks City Council consent to award a contract in the amount of \$38,998.24 to Mount Vernon Carpet One Floor & Home to perform the Library 2nd Floor Carpet Installation 18-067-FAC-001. The project provides removing the existing glued down carpet and base trim, prepping the surface, and installing new carpet tiles and trim.

Background:

1. **History:** Carpet in the Library was originally installed in late 2002, and with the years of foot traffic it is failing and showing wear. Over the past 2 years we have begun to replace carpet throughout the Library. Last year we replaced carpet in the meeting room, children's area and re-tiled the craft room. This year the entire public area of the 2nd floor is on the list.
2. **Key Terms:**
 - Total contract price of \$38,998.24 which includes \$3,055.16 in sales tax.
 - Work is to be completed by May 18th, 2018.
3. **Competitive Bidding:** Pursuant to RCW Chapter 35.23.352 as this project is a single craft or trade and estimated not to exceed the sum of \$40,000 formal bids were not required

Previous Council/Committee Action: N/A

Competing Viewpoints Considered: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign contract 18-067-FAC-001 with Mount Vernon Carpet One Floor & Home in the amount of \$38,998.24 to perform the Library 2nd Floor Carpet Installation.

Alternative Actions: Not award the contract and rebid or cancel the project

Attachments: Contract 18-067-FAC-001

Contractor	Mount Vernon Carpet One Floor & Home
Contract Amount	\$38,998.24
Earmarked Funds	\$50,000.00
BARS #	001.713.594.53.62
Budget Amendment Required?	No
Start Date	Inception
End Date	May 18, 2018



CONTRACT 18-067-FAC-001
AGREEMENT WITH
Mount Vernon Carpet One Floor & Home

This Contract is between the City of Anacortes, Washington, a Municipal Corporation (herein after referred to as "City") and Mount Vernon Carpet One Floor & Home a private contractor at PO Box 1166, Mount Vernon, WA 98273 (herein after referred to as "Contractor").

PROJECT
Library 2nd Floor Carpet Installation

1. Scope of Work: Contractor shall furnish all materials, equipment and labor to install new carpet on the 2nd floor of the Anacortes Public Library, 1220 10th St, Anacortes, WA 98221. The Work to be performed by the Contractor is detailed in attached Exhibit A.

2. Contract Price: The work under this Agreement shall be performed for a total fixed price of **Thirty-Eight Thousand Nine Hundred Ninety-Eight Dollars and Twenty-Four Cents (\$38,998.24)** which includes \$3,055.16 in sales tax. This includes all labor and materials for the project. Before any payment is made by the City of Anacortes of sums under this contract, the contractor must provide a copy of the statement of *Intent to Pay Prevailing Wage* approved by the Department of Labor and Industries. Pursuant to RCW Chapter 60.28, a sum of five percent (5%) of the monies earned by the contractor will be retained.

3. Bonds: Pursuant to RCW 39.08.010, the Contractor shall provide the City a performance bond and payment bond each for the full contract amount to be in effect as detailed in the incorporated General Provisions. The City may at its option release the bonds once all the conditions of RCW 39.08.010-1a have been discharged.

4. Time of Completion: The Contractor shall complete the work by May 18th, 2018.

5. Job Safety: Contractor shall comply with all Department Labor and Industries and City of Anacortes safety standards.

6. Contract Requirements: Contractor must have a contractor license number, insurance, and City of Anacortes business license. **Prevailing Wage Law Applies.**

Forms Needed: 1) Proof of Insurance with Additional Insured Endorsement
2) Intent to Pay Prevailing Wage 3) Affidavit of Wages Paid
4) Performance Bond 5) Payment Bond
6) Certification of Compliance with Wage Payment Statutes

7. Contract Documents: The attached General Provisions and Exhibit A are included in this Contract Agreement.

The Owner and Contractor each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto, in respect of all covenants, agreements, and obligations contained in the Contract Documents.

In Witness Whereof, Owner and Contractor have signed two (2) copies of this Contract Agreement. All portions of the Contract Agreement have been signed or identified by the Owner and Contractor.

Owner:

City of Anacortes

Mayor

Date

Contractor:

Mount Vernon Carpet One Floor & Home

Signature

Printed Name

Date

Contractor License #

City of Anacortes
Contract 18-067-FAC-001
EXHIBIT A

Quantity	General Information / Description	Unit Cost	Total
1 EA	Prep - Pull up & Disposal of Glued down carpet on lightweight concrete / gypcrete Prep surface after pull up - Includes materials and labor Remove 4" Wall Base trim Furniture and Books to removed and replaced by the City of Anacortes	\$7,854.87	\$7,854.87
1 EA	Material - Color Field Carpet Tile 25cm x 1M - Colors include: Downpour - Fathom - Smalt and Stone Includes adhesive and freight	\$20,903.50	\$20,903.50
1 EA	Installation labor - Carpet tile Installed with pattern in three areas - Large area with bookshelves and 2 separate sitting areas	\$6,246.09	\$6,246.09
1 EA	Supply & Install 4" Cove Base	\$938.62	\$938.62

Totals

Sub-Total	\$35,943.08
Sales Tax	\$3,055.16
Grand Total	\$38,998.24

1. Delivery. Advance coordination of the work shall be made with the Project Manager Mac Jackson, 360-299-1961.

2. Subcontracts. The Contractor shall give notice reasonably in advance of placing any subcontract; preferably the Contractor shall identify subcontracts before subcontracted work begins. "Subcontract" means any contract entered into by a Sub-Contractor to furnish supplies or services for performance of the prime Contractor or a Sub-Contractor. It includes, but is not limited to, purchase orders, and changes and modifications to purchase orders.

The following information shall be included (i) a description of the supplies or services to be subcontracted, (ii) identification of the type of subcontract to be used (iii) identification of the proposed Sub-Contractor, (iv) proposed subcontract price.

Unless consent or approval specifically provides otherwise, consent by the City shall not constitute a determination

- (1) of the acceptability of any subcontract terms or conditions;
- (2) Of the allowability of any cost under this contract, or
- (3) To relieve the Contractor of any responsibility for performing this Contract.

The Contractor shall give immediate written notice per Clause Notices of any action or suit filed and prompt notice of any claim made against the Contractor by any Sub-Contractor or vendor that, in the opinion of the Contractor, may result in litigation related in any way to this contract, with respect to which the Contractor may be entitled to reimbursement from the City.

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

4. Invoicing. All invoices shall include: Company Name, Invoice Date, Due Date (30 days), Invoice Number, Invoice Period, Project Title, Agreement Number and Price, or Amended Price.

The Contractor must invoice **MONTHLY** for quantities delivered during the invoice period.

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

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

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

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

7. Inspection.**A. Of the Work**

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

B. Project Manager's Authority

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

8. Warranty. The Contractor shall return to the project and repair or replace all defects in workmanship and material discovered within one year after Final Acceptance of the Work, including any necessary labor and materials. The Contractor shall start work to remedy any such defects within 7 calendar days of receiving City's written notice of a defect, and shall complete such work within the time stated in the City's notice. In case of an emergency, where damage may result from delay or where loss of services may result, such corrections may be made by the City's own forces or another contractor, in which case the cost of corrections shall be paid by the Contractor. In the event the Contractor does not accomplish corrections within the time specified, the work will be otherwise accomplished and the cost of same shall be paid by the Contractor. When corrections of defects are made, the Contractor shall then be responsible for correcting all defects in workmanship and materials in the corrected work for one year after acceptance of the corrections by City. In addition, the Contractor shall obtain and submit to the City any necessary documentation to secure any extended manufacturer's warranty and warranty terms. This guarantee is supplemental to and does not limit or affect the requirements that the Contractor's work comply with the requirements of the Contract or any other legal rights or remedies of the City.

9. Defense and Indemnity Agreement. The Contractor shall defend, indemnify and hold the City, its appointed and elective officers, officials, employees and volunteers harmless from any and all claims, injuries, including death at any time resulting there from, damages, losses or suits including attorney fees, to the extent caused by negligent acts, errors or omissions of the Contractor in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this Clause shall survive the expiration or termination of this Agreement.

10. Insurance.**A. Insurance Term**

The Contractor shall procure and maintain insurance, as required in this Section, without interruption from commencement of the Contractor's work through the term of the contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated herein.

B. No Limitation

The Contractor's maintenance of insurance, its scope of coverage and limits as required herein shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance

The Contractor's required insurance shall be of the types and coverage as stated below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
2. Commercial General Liability insurance shall be as least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed

operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. **The City of Anacortes and its officers, elected officials, employees, agents, and volunteers shall be named as an additional insured** under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.

3. Worker's Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

D. Minimum Amounts of Insurance

The Contractor shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.

E. Public Entity Full Availability of Contractor Limits

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

F. Other Insurance Provision

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

G. Acceptability of Insurers

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

H. Verification of Coverage

The Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsements, evidencing the insurance requirements of the Contractor before commencement of the work. Upon request by the City, the Contractor shall furnish certified copies of all required insurance policies, including endorsements, required in this contract and evidence of all subcontractors' coverage.

I. Subcontractors' Insurance

The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the City is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement at least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.

J. Notice of Cancellation

The Contractor shall provide the City and all Additional Insureds for this work with written notice of any policy cancellation within two (2) business days of their receipt of such notice.

K. Failure to Maintain Insurance

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

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

12. Registered or Licensed Contractor. The City is prohibited by RCW 39.06.010 from executing an Agreement with a Contractor who is not registered or licensed as required by the laws of the state. In addition, the City will require persons doing business with the City to possess a business license.

13. Discrimination Prohibited. Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin or physical handicap.

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

15. The City's Right to Terminate Agreement.

A. Termination for Default

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

B. Termination for Public Convenience

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

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

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

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

19. Disputes

A. General

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

B. Notice of Potential Claims

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

C. Detailed Claim

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

D. Dispute Resolution

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

In the event the parties are unable to resolve the dispute under the procedure set forth above, then the parties hereby agree that the matter shall be referred to mediation. The parties shall mutually agree upon a mediator to assist them in resolving their differences. Any expenses incidental to mediation shall be borne equally by the parties.

If either party is dissatisfied with the outcome of the mediation, that party may then pursue any available judicial remedies.

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

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

22. Compliance with Laws. The Contractor in the performance of this Agreement shall comply with all applicable Federal, State or local laws and ordinances, including regulations for licensing, certification and operation of facilities, programs and accreditation, and licensing of individuals, and any other standards or criteria as described in the Agreement to assure quality of services. Contractor will follow all applicable laws and requirements for excavation and disposal of material.

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

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

25. Performance and Payment Bonds. The City is required by RCW 39.08.010, with limited exceptions, to obtain both a Performance and a Payment bond for each public works project. The City requires separate Performance and Payment bonds for 100% of the contract amount furnished on bond forms standardized by the City Attorney's office. The bonds must meet the following provisions:

- Be for the full amount of the project, including tax.
- Name City of Anacortes as the obligee.
- List the correct Project Name and Project Number.
- Be signed by both the surety (the Attorney in Fact) and the Contractor.
- Be issued by a surety authorized to do business in the State of Washington (listed on the Insurance Commissioners website) and which meets the AM Best Rating required in the Contract Documents. If no requirement exists, a minimum of AM Best Rating A-7 or better will be required.

Release of Bonds

Bonds will not be released until the project has been completed and finally accepted.

Performance Bonds – Performance Bonds will be released at the end of the warranty period or six months after the date of final acceptance, whichever is later. The City may at its option release the bond once all the conditions of RCW 39.08.010-1a have been discharged.

Payment Bonds – Payment Bonds will be released either 45 days after final acceptance of the project or upon receipt of releases from the Department of Revenue, Department of Employment Security and the Department of Labor and Industries, whichever is later. Release is contingent on the fact that no claims against the bond have been filed prior to the 45 day mark. If claims have been filed against the bond, it will not be released until the claims have been resolved.

26. Retainage. Pursuant to RCW Chapter 60.28, a sum of five percent (5%) of the monies earned by the Contractor will be retained. The Contractor may elect to execute a Retainage Bond. The bond must be furnished on a bond form standardized by the City Attorney's office and issued by a surety currently authorized by the State Insurance Commissioner to do business in Washington State.

Retainage will be released **45 days after final acceptance**, provided that the following has occurred:

- 1) All liens placed against the project have been released. For projects over \$35,000, releases from the Department of Labor and Industries, Department of Employment Security and the Department of Revenue will also be required.
- 2) Affidavits of Wages paid for the final correct contract amount are approved and on file for the Contractor and any subcontractors.
- 3) Worker's Compensation Premiums for the Contractor and any subcontractors are current.

27. WASHINGTON STATE PREVAILING WAGES

Washington State Prevailing Wages apply to all Work. The Contractor and any of its Subcontractors are required to pay their laborers and mechanics minimum wage in compliance with Washington State Prevailing Wage Laws. The applicable provisions are as follows:

Before any payment is made by the City of Anacortes of any sums under this contract, the contractor and each subcontractor must provide the City with a copy of the statement of *Intent to Pay Prevailing Wages* approved by the Washington State Department of Labor and Industries (L&I).

Following contract completion, the City will not release any funds retained, according to the provisions of RCW 60.28.010, until the contractor and each subcontractor has provided the City a copy of the *Affidavit of Wages Paid* approved by L&I. L&I provides the wage forms. Payment by the contractor or subcontractor of any fees are incidental to the project and all costs shall be included in other pay items of the project.

For contracts in excess of \$10,000, the contractor must post in a conspicuous place at the job site, a copy of the statement of *Intent to Pay Prevailing Wages* approved by L&I and the address and phone number of the Industrial Statistician where complaints or inquiries may be made. The City will refer any dispute regarding the prevailing rate of wage to L&I for arbitration.

The State of Washington prevailing wage rates applicable for this public works project, which is located in Skagit County, may be found at the following website address of the Department of Labor and Industries: <https://fortress.wa.gov/lni/wagelookup/prvwagelookup.aspx>. The prevailing wage schedule in effect for the work under the contract will be the one in effect upon the date of execution of the contract. A copy of the applicable prevailing wage rates are also available for viewing at the office of the Owner, located at 904 6th Street, Anacortes, WA. Upon request, the Owner will mail a hard copy of the applicable prevailing wages for this project.



City Council Agenda Bill

Meeting Date: 4/23/2018 **Agenda Item:** 6a

Subject: Community Development Block Grant (CDBG) 2018-2022 Strategic Plan and 2018-2019 Action Plan.

Staff Contact: Don Measamer/Joann Stewart

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

Action Type	
	Contract
X	Public Hearing

Summary Statement: The hearing tonight is the final of two required hearings to consider the proposed projects and the development of the Strategic Plan. To date, no comments have been submitted on the development of this plan and the City has not yet received the actual allocation although we expect that information soon. Allocations are projected to be very similar to the previous year which was approximately \$95,000. 4 applications for funding were submitted: Anacortes Family Center for public services, Anacortes Housing Authority rehabilitation project, Anacortes Family Center funding for essential appliances for the new apartment complex, and Skagit County Housing Authority homeowner housing rehabilitation. These are all eligible projects under CDBG. City Council may approve the draft Action Plan based on the estimated funding with the contingency that the dollar amounts will be adjusted when the allocations are disbursed. The Plans will not be sent to HUD until the allocations are announced but will be ready to plug the numbers in and submittal. Delay of allocation determination will cause additional costs with publication of amended notices and time for further public review. The final AP will be distributed to each of you and available on line for public information. Full packet for City Council meeting is available for viewing [here](#).

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: Review of draft Strategic/Action Plans and proposed projects at City Council [meeting](#) of January 16, 2018

Competing Viewpoints Considered: N/A

Recommended Motion: Motion to accept the proposed projects and draft Strategic Plan and Action Plan for submittal to HUD when the final allocations are made.

Alternative Actions: None to be considered.

Attachments (listed in order presented): Mayor/Council Memorandum, Draft Strategic & Action Plans



PLANNING, COMMUNITY, & ECONOMIC DEVELOPMENT

DATE: April 23, 2018

TO: Mayor Laurie Gere & City Council

FROM: Joann Stewart, Planning, Community, & Economic Development

SUBJECT: 2018--2019 CDBG Proposed Projects

ACTION: Consideration of Proposed Projects for 2018

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 prepared the 5 year Strategic Plan and the 1 year Action Plan, components of the Consolidated Plan. The Action Plan outlines the projects that will be funded during the program year.

The City is required to hold 2 public hearings on the development of the plans. Tonight's hearing provides final opportunity for comment on the plan and projects. To date, no public comments have been submitted. The CDBG funding allocation for 2018/2019 has not yet been determined by HUD. Until we receive that information, the City cannot make any actual dollar allocations and the Consolidated Plan cannot be submitted to HUD. We can, however, make recommendations based on percentages as in the table below:

2018/2019 PROPOSED PROJECTS

Projects	Amount Requested	Amount Granted
Public Services – Anacortes Family Center	15% of Grant	15% of Grant
Anacortes Housing Authority 2 apartment rehab – 508 6 th Street, PART 2	\$65,000	Estimated to be approximately 80% of remaining grant after Public Services allocation
Anacortes Family Center - Stoves, refrigerators and water heaters for new apartments	\$75,000	Allocation would be remaining 20% of the grant after other allocations
Optional Allocation - Housing Authority of Skagit County – Homeowner Rehabilitation	\$30,000	Optional project if other 2 projects are not fulfilled

The 15% public services funding is always taken off the top of the full grant amount to provide the maximum amount for this funding (awarded to the Anacortes Family Center).

The Anacortes Housing Authority requested \$120,000 to completely rehab 2 apartments in the 6th and T Avenue complex. We worked it out with the AHA to provide ½ last year with the expectation the Housing Authority would receive the remaining portion this year to complete the project.

The Anacortes Family Center has requested funding for essential appliances at the new apartment complex (essential appliances are stoves, refrigerators and water heaters). We most likely will not have enough funding to accommodate the full request but can provide some help in the costs and, if approved, would apply the remaining funding after the Public Services and AHA rehab to this project.

The Skagit County Housing Authority submitted a request to rehabilitate 3 homes in Anacortes belonging to low income families in the amount of \$30,000. Homeowner rehab can be problematic for many reasons. One, if the homes were built prior to 1978, inspection by certified lead paint and asbestos specialists are required at high costs. Any indication of either would require removal, again at high costs. Two, if the homeowner gets the work done and then sells, we have an issue. In addition to these costs, stringent environmental and possibly historical reviews would be required.

Finally, City Council discussed applying the administration funding to projects instead of costs and salary for the administrator. The admin funding is 20% of the grant and last year, the funding was approximately \$16,000. Typically we take the 20% allowed after the public services allocation with the remaining amount applied to capital projects.

We did not receive any other requests for funding.

City staff recommends the funding be applied as follows:

Public Services to Anacortes Family Center

Capital Projects:

Anacortes Housing Authority Rehab project

Anacortes Family Center Apartment Appliances

As an alternate in the event one of the other capital projects are unable to be funded, the Skagit County Housing Authority

Attachments:

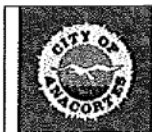
Public Services Funding Request

AHA Rehabilitation Funding Request

Family Center Essential Appliances Funding Request

Skagit County HA Homeowner Rehabilitation Funding Request

CDBG Allocation - General Information



CDBG FUNDING APPLICATION PROGRAM YEAR 2018

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

☒ Public Service ☐ Planning ☐ Capital Improvement

CDBG Fund Request (% OR \$ AMOUNT)

\$ 15%

Project Title

Support for Homeless families at Anacortes

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

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

This funding will support homeless women, kids and families. This will support clients access to 7 day a week case management, as well as weekly life skills and other supportive services.

Project Location (physical address)

1011 27th St Anacortes 98221

Number of Unduplicated People Directly Benefiting from this Project

Applicant Name

Anacortes Family Center

Mailing Address

2702 Commercial Ave
Anacortes, WA 98221

Agency Director

Dustin Johnson, Exec. Dir.

dustin@anacortesfamily.org

360-293-2993 ext 102

Name

Telephone #

e-mail address

Staff Contact

Heather Greer, Development & Resource Manager

heather@anacortesfamily.org

360-293-2993 ext 114

Name and Title

Telephone and Fax #

e-mail address

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

20-0775618

**DUNS # (req'd)

162358043

Type of Organization:

Public Agency

Private Nonprofit

Other (Specify)

X

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

☐ Yes ☒ No

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

☐ Yes ☒ No

Authorized Signature

Date 2/6/18



CDBG FUNDING APPLICATION PROGRAM YEAR 2018

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

☐ Public Service ☐ Planning ☒ Capital Improvement

CDBG Fund Request (% OR \$ AMOUNT)

\$ 65,000.00

Project Title Housing Authority of the City of Anacortes Public Housing Units Site 1, Units 5 & 6

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

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

See attached description.

Project Location *(physical address)* 508 6th Street, Anacortes WA 98221

Number of Unduplicated People Directly Benefiting from this Project 7

Applicant Name

Housing Authority of the City of Anacortes

Mailing Address

719 Q Avenue, Anacortes WA 98221

Agency Director

Brian Clark / Bkclark@anacorteshousing.com / (360) 420-1858

Name

Telephone #

e-mail address

Staff Contact

Sandy Cox / Sandy@anacorteshousing.com / (360) 293-7831

Name and Title

Telephone and Fax #

e-mail address

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

91-0863090

**DUNS # (req'd)

609135769

Type of Organization:

Public Agency
Private Nonprofit
Other *(Specify)*

Housing Authority

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

☒ Yes ☐ No

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

☐ Yes ☐ No

Authorized Signature

B. Clark

Date

2/6/18



CDBG FUNDING APPLICATION PROGRAM YEAR 2018

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

☐ Public Service ☐ Planning ☒ Capital Improvement

CDBG Fund Request (% OR \$ AMOUNT)

\$ 75,000

Project Title Appliances for Affordable Housing Project

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

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

These funds will help AFC provide stoves, microwaves, refrigerators, as well as washer and dryers (shared in a common space) for AFC's new affordable housing project for families making below 50% AMI

Project Location (physical address)

1018/1020 27th St. Anacortes 98221

Number of Unduplicated People Directly Benefiting from this Project

Applicant Name

Anacortes Family Center

Mailing Address

2702 Commercial Ave
Anacortes, WA 98221

Agency Director

Dustin Johnson, Exec. Dir.

dustin@anacortesfamily.org

360-293-2993 ext 102

Name

Telephone #

e-mail address

Staff Contact

Heather Greer, Development & Resource Manager

heather@anacortesfamily.org

360-293-2993 ext 114

Name and Title

Telephone and Fax #

e-mail address

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

20-0775618

**DUNS # (req'd)

162358043

Type of Organization:

Public Agency

Private Nonprofit

Other (Specify)

X

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

☐ Yes ☒ No

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

☐ Yes ☒ No

Authorized Signature

Date 2/6/18



CDBG FUNDING APPLICATION PROGRAM YEAR 2018

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

☒ Public Service ☐ Planning ☐ Capital Improvement

CDBG Fund Request (% OR \$ AMOUNT)

\$ 30,000

Project Title REHABILITATION OF LOW-INCOME RESIDENCES

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

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

MAKE LARGE SCALE REPAIRS THAT ARE NECESSARY TO PRESERVE LOW INCOME RESIDENCES. ROOF REPLACEMENT, STRUCTURAL REPAIRS, ASBESTOS ABATEMENT, ELECTRICAL IMPROVEMENTS.

Project Location (physical address) MULTIPLE RESIDENCES

Number of Unduplicated People Directly Benefiting from this Project 1

Applicant Name

HOUSING AUTHORITY OF SKAGIT COUNTY

Mailing Address

1650 PORT DRIVE
BURLINGTON, WA 98233

Agency Director

MELANIE COREY 360-428-1959

Name

Telephone #

e-mail address mcorey@skagitcountyha.org

Staff Contact

360-757-6509
EXT. 233

RACHEL KINGSLEY, WEATHERIZATION PROGRAM MGR

Name and Title

Telephone and Fax #

360-424-6005 FAX e-mail address rkingsley@skagitcountyha.org

WA STATE

FEDERAL

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

600-529-616

91-1103746

**DUNS # (req'd)

55-697-0093

Type of Organization:

Public Agency

Private Nonprofit

☒ Other (Specify)

HOUSING AUTHORITY

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

☐ Yes ☒ No

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

☐ Yes ☒ No

Authorized Signature

Date 2/27/18



CDBG Allocation - General Information

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

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

Who is an eligible applicant/recipient?

Eligible applicant/recipients include:

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

Additionally applicants must:

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

What are the three National Objectives?

An eligible CDBG activity must either:

- Principally benefit low and very low income households;

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

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

What are eligible activities?

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

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

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

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

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

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

How much money is available?

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

How do I apply?

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

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

Or via the internet:

http://www.cityofanacortes.org/funding_applications_and_eligibility_guidelines.php#

How do I get help with the application?

Call Joann Stewart at 360-293-1907.

How are applications reviewed and projects selected?

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

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

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

When will funds be available?

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

Important Note – Utilizing Federal Funding

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



CITY OF ANACORTES
DRAFT CDBG
2018/2022 STRATEGIC
PLAN & 2018/2019
ACTION PLAN

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Executive Summary

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

1. Introduction

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

In 2015, the city became a member of the HOME Consortium consisting of Skagit, Whatcom & Island Counties, and includes existing entitlement cities such as Anacortes and Mount Vernon that receives CDBG. Skagit County is the lead in this Consortium and because of that, prepares the first 3 components of the Comprehensive Plan. The other entitlements prepare their own Strategic Plans and 1 year Action Plans to address the needs within their communities. The city is now developing its 2018-2022 Strategic Plan and 2018 Action Plan in conjunction with the overall Consolidated Plan being prepared by Skagit County.

A strategic plan sets forth program goals, specific objectives, annual goals, and benchmarks for measuring progress. In so doing, it helps local governments and citizens keep track of results and learn what works. These Plans will provide the U.S. Department of Housing and Urban Development (HUD) with information on the intended uses of funds from the Community Development Block Grant (CDBG) program. The 2018/2019 Action Plan will further the goals of the Strategic Plan and is the spending plan for the CDBG funds.

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

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

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

objectives, the City developed the following goals:

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

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

The goals of this plan include increasing and preserving the existing supply of affordable rental housing, increasing the supply of affordable owner-occupied housing, funding supportive services to help individuals and families from becoming homeless and supporting efforts to reduce poverty.

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

3. Evaluation of past performance

See past performance below:

- Homelessness/assist special needs populations - create suitable living environs, reducing poverty – 90 day shelter for families and single women along with supportive services for housing location, job search assist, healthy living training - Public Service – 2015-2016 – total of 373 Persons Assisted – CDBG funding - \$26,256
- Preservation - create suitable living environments/preservation of rental housing – low income rental units rehabilitated, asbestos flooring removed and replace with environmentally safe flooring - 12 Households - \$40,452 – 2015-2016 funding
- Preservation – create suitable living environments/preservation of rental housing – 50 oven replacements – 40 year old ovens in low income housing authority complex replaced with new ovens to accommodate mobility impaired residents. \$29,530 - 2016 funding
- Preservation – create suitable living environments/preservation of rental housing – 9 water heaters replaced in low income housing authority complex. Water heaters had deteriorated and were leaking into adjacent apartments. \$10,460 - 2016 funding

In reviewing activities accomplished with its federal funding for the past 3 years, the City of Anacortes advanced its goals of improving conditions, creating better housing resources and opportunities, and assisting human service organizations in providing effective support services to priority low-income and homeless populations. The projects were selected based on consultation with local agencies and in response to the area's countywide Continuum of Care Plan. Between 2015 and 2016, the public services portion, provided to the Anacortes Family Center, assisted 61 households consisting of approximately 200 individuals with an 86% success rate in helping single women and families find safe and live productive lives. The CDBG funding also assisted a total of 50 low income households with better living environments and preserved low income housing for many more years to come.

4. Summary of citizen participation process and consultation process

In development of the Consolidated Plan/Strategic Plan and Action Plan, the City of Anacortes advertised 2 public hearings, January 16, 2018 and March 5, 2018. The March 5, 2018 meeting was

rescheduled to April 2, 2018 as the federal budget had not been determined shortly before the second meeting was to occur and City staff determined that postponing the second meeting was warranted as we did not have information on the allocations. The public comment period was open from January 16, 2018 through February 16, 2018 but was noted in the second public notice that it would remain open until the meeting of April 2, 2018. The April 2, 2018 meeting was subsequently canceled and rescheduled to April 23, 2018 due to the delay in appropriations and allocation determinations. The notices for the public comment period and 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 December 27, 2017 and February 14, 2018, and the cancel notice and rescheduled hearing notices were published in the Anacortes American on February 28, and April 4, 2018.

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

5. Summary of public comments

In the development of this plan, City staff participated in meetings with various organizations such as the Anacortes Community Health Council and used much of the citizen input obtained from the 2016 Comprehensive Plan update and the 2017 Affordable Housing Strategic Plan. Overwhelmingly, the input from service providers and the citizens was the need for affordable housing and living wage jobs.

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

TO BE COMPLETED PRIOR TO SUBMITTAL

7. Summary

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

The Process

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

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

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

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

Table 1– Responsible Agencies

Narrative

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

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

Consolidated Plan Public Contact Information

HOME Consortium Contact Information:

Kayla Schott-Bresler, Public Health Analyst

Skagit County Department of Public Health & Community Services

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Mount Vernon, WA 98273

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kaylasb@co.skagit.wa.us

City of Anacortes Contact:

Joann Stewart

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Planning, Community & Economic Development

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Anacortes, WA 98221

360-293-1907; joanns@cityofanacortes.org

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 2 public hearings to obtain input from all citizens of the community. The first public hearing was held on January 16, 2018. This meeting opened the planning process for the development of the 2018/2022 Strategic Plan and the 2018 Action. The next meeting was held on April 23, 2018.

The City made inquiries to various organizations and individuals to obtain current information on pressing needs within the communities. In addition, City staff worked directly with various entities such as the Anacortes Community Health Council (comprised of representatives of churches, private organizations, social service agencies, city departments and community groups who provide support for Anacortes citizens), the Washington State Dept. of Health HIV/AIDS Prevention & Education Services Department, Skagit County Health Department. Input was received from the Anacortes Housing Authority, the Anacortes Community Health Council, the Anacortes Family Center, and reviewed input from the community-wide 2016 Comprehensive Plan update process and the 2017 Strategic Plan to develop affordable housing.

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
- 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.

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

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

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

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

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

Table 2– Agencies, groups, organizations who participated

1	Agency/Group/Organization	Community Action of Skagit County
	Agency/Group/Organization Type	Housing Services-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	Anacortes Family Center
	Agency/Group/Organization Type	Emergency shelter 90 day transitional housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment; public services
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	One-on-one consultation and group meetings; working closely with Family Center staff to determine funding, develop transitional housing and locating additional funding options to realize success.

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

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

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Skagit County Community Services	The Strategic Plan has adopted the major strategies of the 10 year plan.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
2016 Comprehensive Plan update	City of Anacortes	Creating a better, coordinated strategy for LMI affordable homes and related issues
North/West Basin Concept Plan	Port of Anacortes	Creating a better, coordinated strategy for public facilities improvements
2017 Affordable Housing Strategic Plan – City of Anacortes	City of Anacortes – Housing Affordability & Community Services City Council Committee	Creating a coordinated strategy for the development of affordable homes & community services within the community
Skagit County Natural Hazards Mitigation Plan	Skagit County	Creating a coordinated strategy for the community in the event of a natural or man-made disaster
Fiber Optics Installation	City of Anacortes	Creating opportunities to help low income residents connect to broadband service to narrow the digital divide

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 2018 program year funding allocations and the development of the 2018-2022 Consolidated/Strategic Plan, the City of Anacortes conducted two public hearings (January 16, 2018 and April 2, 2018) 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 December 27, 2017, February 14, 2018, and February 28, 2018. The public comment period began on January 16, 2018 and ended on February 16, 2018, although the city did provide notice to the public that the city would continue to take public comments up to the meeting on April 2, 2018. The April 2, 2018 meeting was eventually rescheduled to April 23, 2018 due to the late allocation distribution.

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

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

Citizen Participation Outreach

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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)
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1	Public Hearing	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	1st Meeting included response to draft plan discussion between City Council members who favored utilizing the administrative funds for projects. This would provide a bit more funding for projects. THIS SECTION WILL BE UPDATED UPON COMPLETION OF THE PUBLIC MEETINGS AND SELECTION OF PROJECT(S)	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 and the development of the 2017 Affordable Housing Strategic Plan. Overwhelmingly, the input from service providers and the citizens was the need for affordable housing and living wage jobs. No other public comments were received.	No input was provided that was not accepted	
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Table 4– Citizen Participation Outreach

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Needs Assessment

NA-05 Overview

Needs Assessment Overview

The 2016 Census for the City of Anacortes identified 4,053 people over the age of 65 living in Anacortes and 4,771 people between the ages of 62 and 65. This represents approximately 25% of the population over the age of 65 and approximately 29% 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.

According to HUD 2014 CHAS (Comprehensive Housing Affordability Strategy data sets), nearly 33% of Anacortes households are housing cost burdened. Families who pay more than 30% of their income for housing are considered cost burdened and may have difficulty affording other necessities such as food, clothing, transportation and medical care.

In preparing the Affordable Housing Strategic Plan for Anacortes, Skagit County Health Department provided that there is a mismatch between the existing housing supply and the needs of Anacortes's residents. There is an over-abundance of rentals at the higher end of the income category (those in the 50% plus AMI) and not enough rentals available for the lower level incomes. The units suitable for those with higher incomes are being occupied by the lower income families which are far too expensive and subsequently put them in a cost burdened situation, according to HUD.

In order to meet existing needs, an additional 330 rental units affordable to households at less than 50% AMI would be required in Anacortes. These households represent the City's seniors on limited incomes, service workers struggling month-to-month, and other important members of our community who risk being priced out of our community, forcing them to spend more on childcare and transportation because they cannot afford to live where they work.

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

Describe the jurisdiction's need for Public Facilities:

Anacortes most pressing public facility needs include a community resource center, boys & girls club/teen center, infant and child care center for low income families, public showers for homeless. Much community input has presented the need for a centralized community center that can provide multiple services to the community at large. Also, the local chapter of the Boys & Girls Club was dislocated from its long-standing home and re-located in the basement of City Hall. This location definitely is not ideal as it is far from the schools with children bused to the club 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.

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

How were these needs determined?

In 2016, the City completed an extensive update of the Comprehensive Plan (2016 Comp Plan). The 2016 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 compiled and reviewed the vast public input from the multiple community workshops and various city-wide surveys regarding all aspects of future development within the City.

The City Council established the Housing Affordability & Community Services (HA&CS) Committee in January 2016 to tackle some of these tough issues of homelessness, lack of affordable housing, and lack of services for citizens. The HA&CS Committee invited citizens and community leaders involved in the lives of low income residents to join in a discussion and develop strategies to help identify obstacles that prevent lower income residents from achieving well balanced lives through the availability of services and help determine gaps in available resources. The committees meet on a monthly basis to provide input which will be put forth in the near future to help determine the needs of public facilities.

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

In addition, the Port of Anacortes is working on the North/West Basin Concept Plan as part of their Comprehensive Plan to obtain community input on the needs and desires to develop the marina and core downtown areas. The most predominant needs presented through 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, the Housing Affordability & Community Services committee input 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, the Housing Affordability & Community Services Committee research and community outreach, 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 to provide shelter and counseling to families and single women facing dire situations.

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 2014 American Community Survey, approximately 33% of Anacortes households spent more than they can afford on housing (>30%).

What a particular household can afford is expressed in terms of area median income, adjusted for family size. The 2017 median yearly income for a family of 4 in Anacortes is \$66,300. If the household wage earner(s) brings in less than that, say the 60% level, they would earn \$39,780. That household can afford to spend as much as \$995 per month, including utilities, using the standard formula for housing affordability (no more than 30% of income).

The average sale home price in 2017 in Anacortes was \$375,000. The required annual income to purchase a home at this cost is \$64,300 with 20% down, 4.5% interest for a 30 year mortgage. Monthly payments would be \$1,883.

In Anacortes, there are few rental homes and apartments that could accommodate this family for \$995 or less per month. As of April 2017, an informal poll of property managers in Anacortes shows 1 bedroom apartments listing at approximately \$900 and 2 bedroom apartments listing between \$1,200 and \$1,400 per month.

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 7,661 housing units and a vacancy rate of 8.3%, 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, 1-3 year wait list; Harbor House, 49 1 bedroom senior and/or disabled units, 5-8 year wait list; Wilson Hotel, 25 studio and 1 bedroom apartments, wait list varies depending on qualified tenants but typically between 1 - 3 years. The Housing Authority (HA) currently has a waitlist of 166. 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, and Silverwood, 34 units, currently 15 individuals on the wait list which is approximately 1.5 to 2 years. Heatherwood Family, a former low income 18 unit complex, was recently transferred out of the tax program that allowed the units to be rented to lower income families and individuals. The apartments will now be rented at market rate which means there are 18 fewer options available for low income residents.

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 the 183 units managed by the HA were built in the early 1970's. The City has provided funding in the past to the HA to assist in upgrades in the living units but much work is still necessary.

Brief inventory of facilities, housing, and services that meet the needs of homeless persons: The Anacortes Community Health Council (ACHC), comprised of numerous member agencies, has developed an emergency support system within the community to accommodate families and individuals in dire need, particularly homeless families and individuals. The ACHC provides immediate vouchers for overnight stays in hotels within the City. 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 development regulations and much discussion has centered on how to accommodate lower income households. The consensus is to change some of the zoning regulations to allow more density.

Significant characteristics of economy: The American Community Survey 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 (22.08%); management, business & financial occupations (21.62%) & service occupations (13.67%) The highest wages are reported for management, construction, and production.

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

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

Introduction

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

Economic Development Market Analysis

Business Activity

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction	139	34	3	1	-2
Arts, Entertainment, Accommodations	857	788	17	17	0
Construction	375	474	7	10	3
Education and Health Care Services	799	622	16	14	-2
Finance, Insurance, and Real Estate	270	201	5	4	-1
Information	81	13	2	0	-2
Manufacturing	807	951	16	21	5
Other Services	267	284	5	6	1
Professional, Scientific, Management Services	351	280	7	6	-1
Public Administration	0	0	0	0	0
Retail Trade	801	657	16	14	-2
Transportation and Warehousing	172	152	3	3	0
Wholesale Trade	198	117	4	3	-1
Total	5,117	4,573	--	--	--

Table 5 - Business Activity

Data 2009-2013 ACS (Workers), 2013 Longitudinal Employer-Household Dynamics (Jobs)
Source:

Labor Force

Total Population in the Civilian Labor Force	6,982
Civilian Employed Population 16 years and over	6,481
Unemployment Rate	7.18
Unemployment Rate for Ages 16-24	19.46
Unemployment Rate for Ages 25-65	4.13

Table 6 - Labor Force

Data Source: 2009-2013 ACS

Occupations by Sector	Number of People
Management, business and financial	1,401
Farming, fisheries and forestry occupations	159
Service	886
Sales and office	1,431
Construction, extraction, maintenance and repair	539
Production, transportation and material moving	335

Table 7 – Occupations by Sector

Data Source: 2009-2013 ACS

Travel Time

Travel Time	Number	Percentage
< 30 Minutes	4,469	73%
30-59 Minutes	1,238	20%
60 or More Minutes	431	7%
Total	6,138	100%

Table 8 - Travel Time

Data Source: 2009-2013 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	286	26	169
High school graduate (includes equivalency)	1,169	62	550
Some college or Associate's degree	2,137	172	799
Bachelor's degree or higher	1,795	77	639

Table 9 - Educational Attainment by Employment Status

Data Source: 2009-2013 ACS

Educational Attainment by Age

	Age				
	18–24 yrs	25–34 yrs	35–44 yrs	45–65 yrs	65+ yrs
Less than 9th grade	0	7	11	31	37
9th to 12th grade, no diploma	190	156	106	170	177

	Age				
	18–24 yrs	25–34 yrs	35–44 yrs	45–65 yrs	65+ yrs
High school graduate, GED, or alternative	452	380	444	967	802
Some college, no degree	296	470	465	1,400	973
Associate's degree	39	152	146	508	243
Bachelor's degree	69	455	327	1,005	747
Graduate or professional degree	7	141	211	616	627

Table 10 - Educational Attainment by Age

Data Source: 2009-2013 ACS

Educational Attainment – Median Earnings in the Past 12 Months

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	24,236
High school graduate (includes equivalency)	31,615
Some college or Associate's degree	32,906
Bachelor's degree	49,042
Graduate or professional degree	60,000

Table 11 – Median Earnings in the Past 12 Months

Data Source: 2009-2013 ACS

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

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

Describe the workforce and infrastructure needs of the business community:

The American Community Survey 2009 through 2013 estimates there are 13,504 people over 16 years of age with 6,481 of those in the labor force. Approximately 2,000 residents work in Anacortes while approximately 4,173 residents have jobs outside of town. Approximately 3,935 workers commute into Anacortes from elsewhere for work every day.

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

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

The loss of many businesses and jobs during the “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.

The City of Anacortes believed better communication with the water and wastewater treatment plants and various outfalls was essential, especially in the event of a natural or manmade disaster. This prompted the installation of fiber optics throughout the community with gigabyte speed to each plant to allow receipt of instant information and monitoring for safe and reliable communication.

The City is continuing this work to provide reliable high speed internet through a municipal broadband network. A community wide survey in late 2017 provided 1,535 completed surveys with a positive response to receive broadband internet service. City planners will meet with various internet providers in April 2018 to determine which company would best service the broadband connections for the citizens. At least one of the providers has a program that provides very low cost connection and service for low income households.

The city is also working with the Anacortes Public Schools to determine low cost internet service, discounted computer equipment and free digital literacy training to families with at least one child eligible to participate in the National School Lunch Program.

The city’s installation of broadband high speed internet connections will help ensure equitable opportunities for good health, happiness, safety, self-reliance and connection with the entire community.

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 also require graduate work.

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

Skagit Valley College’s (SVC) Strategic Plan includes aligning educational programs with regional and state workforce and economic development strategies. SVC’s President currently serves as Chair of the EDASC Board of Directors, partnering to develop new innovations and training opportunities for the community. In addition, the President’s Roundtable on Workforce Development provides an opportunity to develop a program mix representative of identified skills gaps and industry needs.

Skagit offers 26 two-year degree programs and 61 certificate programs with an emphasis in supporting the regional marine industry with a two-year degree in Marine Maintenance Technology offered at the

Marine Technology Center on the Anacortes working waterfront. Other emphasis areas included Health Science, Human Services and Public Resources, and Business clusters. The college offers a Bachelor of Applied Science in Environmental Conservation and will begin its new Bachelor of Applied Science in Applied Management in fall 2018. SVC continues to expand nursing and allied health, welding, and manufacturing, composites and marine technology programs. SVC partners with area school districts through the Northwest Career and Technical Academy and hosts the Northwest Center of Excellence for Marine Manufacturing and Technology in Anacortes. The college has invested in making education possible for students less prepared for college-level work by using the highly successful I-BEST instructional programs to support students in 8 professional/technical programs.

With student achievement strategies developed through participation in The Pathways Project, SVC is seeing strong improvements in retention. Among these initiatives, First Quarter Experience is a mandatory two-credit class for new degree-seeking students. It is designed to help them develop an academic plan, life/career plan, financial plan, college navigation skills, and meaningful engagement with peers, faculty, and staff.

Apprentice training: Training for apprentices is offered at 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. The Comprehensive Plan changes 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, Community & Tourism visits, Conservation, \$4,500,000
- Heart Lake Non-Motorized Improvements, Community & Tourism visits, Transportation, \$1,000,000
- Fiber Optics Infrastructure, \$5,000,000 countywide

MA-50 Needs and Market Analysis Discussion

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

Census tracts 9405001, 9406001 and 9406002 include the largest portion of low to moderately low income families (68.5%, 56.67%, & 52.21% respectively). This is a concentration of homes that are located north of the Highway 20 Spur, the main motorized route into and out of Anacortes and the industrial waterfront and the east side of the downtown core area that is surrounded by industrial businesses. Many of the homes are older, with approximately 20% built prior to 1949 and over 75% built prior to 1980. Approximately 45% of the homes in these census tracts have 1 of 4 housing unit problem.

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

Within the City of Anacortes are pockets of low income residences but most are concentrated in Census Tracts 940500 and 940600 with an average of approximately 59% LMI households.

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

In these Census Tracts, there are approximately 47% of households with a cost burden greater than 30%, approximately 20% 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%.

In regard to resiliency, these tracts are not in an area that is more prone to damage from natural or manmade disasters than any other area of the city. The city is included in the Skagit County Natural Hazards Mitigation Plan, a multi jurisdictional local plan and approved by the US Department of Homeland Security's Federal Emergency Management Agency (FEMA) in 2009. City personnel participate in emergency preparation planning on a routine basis and completed the Emergency Operations Center (EOC) Operations and Planning for All-Hazards Events in late 2017. This was a three day intensive course prepared and approved by the National Domestic Preparedness Consortium, the National Emergency Response and Rescue Training Center, Texas A&M System and US Homeland Security. The city also has a squad of volunteers that will perform door to door outreach in the event of a disaster to assist those in need with evacuations or provide service to help the residents stay safe.

Are there any community assets in these areas/neighborhoods?

Low income housing is available in this neighborhood which provide 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 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 previously, the 2016 Comprehensive Plan includes review for improvement in Census Tracts 940500 and 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 2018-2022 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:	Tracts 940500 and 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.	These tracts are located adjacent to and contains commerce, employment, recreation, and have great potential to draw more visitors due to the waterfront and plans for redevelopment. These tracts are also home to several special needs and low-income housing.
	How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	These tracts, in conjunction with the downtown business area and the industrial/manufacturing areas and located on the waterfront, have been a priority area for community and economic development. This was reinforced during multiple consultations with stakeholders throughout the planning process.
	Identify the needs in this target area.	This area has a high concentration of LMI households. Many homes were built prior to 1980 and 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 presents many strategic opportunities that are being considered, including updating infrastructure for better access to services.

Are there barriers to improvement in this target area?	Barriers include the industrial/commercial operations and close proximity to the waterfront and adequate funding.
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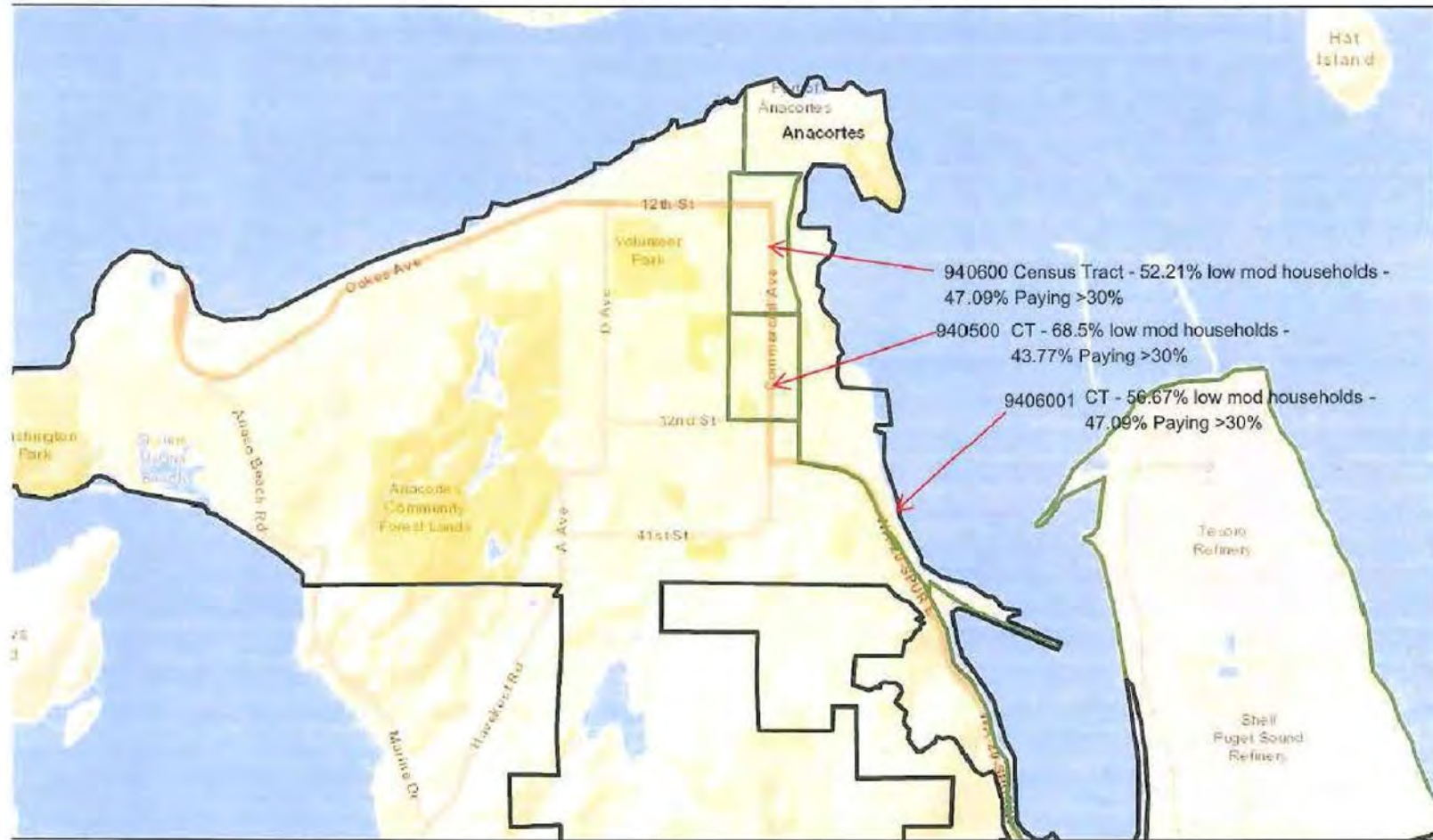
General Allocation Priorities

Describe the basis for allocating investments geographically within the state N/A

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

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

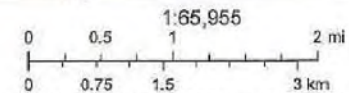
CPD Maps - Consolidated Plan and Continuum of Care Planning Tool



February 15, 2018

Override 1

Low Mod Blockgroup



Sources: Esri, HERE, DeLorme, USGS, Intermap, INCREMENT P, NRCan, Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (The Netherlands), Swisstopo, NGA, OpenStreetMap contributors, and the GIS User Community

Consolidated Plan

ANACORTES

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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	Tracts 940600 & 940500 & throughout city.
	Associated Goals	Homelessness/Assist Special Needs Populations; public services, public facilities
	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 to 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	Tracts 940600, 940500 and throughout city
	Associated Goals	Increase affordable housing supply – rentals and ownership, rehabilitation of existing units, aid in development/production of new units, economic development; public services

3	Description	The cost of rental and homeowner housing is beyond the reach of many Anacortes households who are homeless or struggling with a severe housing cost burden, putting their future tenancy at risk. The City anticipates supporting the Anacortes Housing Authority to help increase the number of affordable housing units. With the development of the Affordable Housing Strategic Plan, the City will work to implement development regulations to encourage the development of affordable housing for both rental and homeownership opportunities. Preservation strategies are needed to maintain the stock of existing affordable housing resources. Anacortes is working with the Anacortes Housing Authority to rehabilitate housing units to maintain the existing stock of low income housing.
	Basis for Relative Priority	Providing affordable homes for individuals and families in the community in which they work allows families to save money, keeps families close and provides for a greater dynamic in the community family.
	Priority Need Name	Non-housing Community Development
	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 Non-housing Community Development
	Geographic Areas Affected	Tracts 940500 and 940600 and throughout the city

Associated Goals	Public Facilities; Public Improvements and Infrastructure; Public Services; Economic Development; housing rehab and development
Description	In the referenced census tracts, more than 65% of the population are living in a home that costs more than they can afford. The needs within this community for easy access to public services and economic development through accessible public facilities, public improvements and infrastructure, are a high priority of these individuals and families who are unable to access services in neighboring communities. Having the services close at hand help support the individuals and families to live more efficiently.
Basis for Relative Priority	The needs of the community are increasing with the aging population who will need assistance to maintain quality levels of life; lower cost homes within the referenced census tracts allow families and individuals to live in the central districts of the community and yet these homes are still over-priced for too many of the residents. Bringing the services to this area will greatly reduce the burden these residents face when trying to access basic services outside of their community.

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 above general priorities (not in order) amongst different activities and needs.

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

Introduction

The city receives CDBG funding annually. In 2017, the city received approximately \$95,000 from CDBG. The city is also a member of the HOME Consortium that consists of Skagit County as the lead agency, Mount Vernon, Anacortes, Whatcom County and Island County. The HOME program receives approximately \$600,000 annually.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	federal	Housing Public Improvements Public Services Economic Development	Current estimate based on last year's funding \$95,000	0	?	?	0	Funds used for housing rehab, public services, public facilities

Table 14 - Anticipated Resources

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

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

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

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

The City has identified core areas where infrastructure improvements are needed to allow easy access for all individuals and in particular, disabled residents and visitors. The work between City residents, the Port of Anacortes and the City on the North, West Basin Concept Plan, the 2016 Comprehensive Plan update, and the 2017 Affordable Housing Strategic Plan has identified areas throughout the core downtown that are being proposed for development of a central hub that will include residential development, retail, public services, restaurant, grocery and entertainment establishments that will be easily and safely accessible. The city also has property available that could be used as a bartering tool to aid in the development of affordable housing. The city is considering all possibilities to aid in the prevention of homelessness and create better living conditions for those in need.

Discussion

Through the development of the 2016 Comprehensive Plan and the Port's North-West Basin Concept Plan and the implementation of the 2017 Affordable Housing Strategic 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
City of Anacortes	Government	Planning	Jurisdiction
Anacortes Housing Authority	PHA	Public Housing	Jurisdiction
Community Action of Skagit County	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; affordable housing	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 Skagit County, 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 an extreme lack of funding to accommodate those in need.

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

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

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

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

Table 16 - Homeless Prevention Services Summary

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

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

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

The main strength of the service delivery system is that it covers all the sub-populations and types of services that are necessary to prevent and end homelessness. However, the main weakness is that there is not 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 (PROPOSED)

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Homelessness/ Assist Special Needs Population	2018	2019	Homeless	Tract 940600	Homelessness/ Special Needs population	CDBG 15% of total Public Services Funding	3
2	Public Facilities & Improvements/ Assist Special Needs Population	2018	2019	Homeless	Tract 940600	Special Needs Population	\$??Requested \$75,000	2
3	Preservation	2018	2019	Public Housing	Tract 940600	Affordable Housing Preservation	\$??Requested \$65,000	8
4	Preservation	2018	2019	Rehab	Jurisdiction	Homeowner Housing Preservation	\$Requested \$30,000 CDBG	10

Table 17 – Goals Summary

Goal Descriptions (PROPOSED)

1	Goal Name	Homelessness/Assist Special Needs Populations
	Goal Description	Providing shelter, basic needs, food, counseling/employment assistance, and other important services; 15% public services funding
2	Goal Name	Public Facilities & Improvements
	Goal Description	Provide funding to Family Center to purchase essential appliances for new low income transitional apartment complex; funding not determined yet

3	Goal Name	Anacortes Housing Authority - Preservation - Apartment rehabilitation
	Goal Description	Preserve and maintain existing stock of affordable rental housing resources; funding not determined yet
4	Goal Name	Skagit County Housing Authority - Preservation – Homeowner housing Rehab
	Goal Description	Preserve and maintain homes owned by low income residents – funding not yet determined

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

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

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

The City has created a zone which will allow development of multi-level housing complexes designed explicitly for low income families and individuals. This area is adjacent to public transit, shopping, schools and medical facilities which also include the opportunities for employment.

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

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

SP-80 Monitoring - 91.230

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

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

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

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

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

Expected Resources

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

Introduction

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	Housing Public Improvements Public Services	Based on previous year's allocation possible \$95,000	0	?	?	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 participating in the multi-county HOME Investment Partnership Consortium.

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

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

The City has identified core areas where infrastructure improvements are needed to allow easy access for all individuals and in particular, disabled residents and visitors. The work between City residents, the Port of Anacortes and the City on the North, West Basin Concept Plan, the 2017 Affordable Housing Strategic Plan and the 2016 Comprehensive Plan has identified areas through the core downtown that are being proposed for development of a central hub. This is expected to 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) PROPOSED

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Anacortes Family Center	2018	2019	Homeless	Tract 940600	Homelessness/Assist special needs population	CDBG: 15% of Public Services Funding	3
2	Anacortes Housing Authority	2018	2019	Public Housing	Tract 940600	Preservation of Affordable Housing	CDBG: \$65,000 Requested	8
3	Anacortes Family Center	2018	2019	Public Facilities	940600	Assist Special Needs population	CDBG: \$75,000 Requested	2
4	Skagit County Housing Authority	2018	2019	Housing Rehab	Jurisdiction	Preservation of Affordable Housing	CDBG \$30,000 Requested	10

Goals Summary Information

Table 19 – Goals Summary

Goal Descriptions

1	Goal Name	Anacortes Family Center
	Goal Description	Keeping families and single women off the streets and placing them in safe, secure housing and stable environments. Approximately 190 individuals & families served every year
2	Goal Name	Anacortes Housing Authority
	Goal Description	Preserve and maintain existing stock of affordable housing resources. Work with the Anacortes Housing Authority to rehabilitate 2 housing units to maintain existing stock of low income housing.
3	Goal Name	Anacortes Family Center
	Goal Description	Public Facilities activities for low/moderate low income housing – Purchase and installation of essential appliances in transitional low income housing
4	Goal Name	Skagit County Housing Authority - Preservation – Homeowner Housing Rehabilitation
	Goal Description	Preserve and maintain homes owned by low income residents

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.

#	Proposed Project Name
1	Anacortes Family Center
2	Anacortes Housing Authority Apartment Rehab
3	Anacortes Family Center
4	Skagit County Housing Authority

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 2018-2022 Strategic Plan reflect these priorities and outline activities designed to alleviate these needs.

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

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

AP-38 Project Summary

PROPOSED Project Summary Information

1	Project Name	Anacortes Family Center
	Target Area	Tract 940500
	Goals Supported	Homelessness/Assist Special Needs Populations
	Needs Addressed	Homelessness/Assist special needs population
	Funding	CDBG: 15% of allocation
	Description	Public Services Allocation - Support Family Center staffing that provide case management services to homeless families staying at the shelter.
	Target Date	July 1, 2018-June 30, 2019
	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 27 th Street, Anacortes, WA The facility is a secure complex that can only be accessed via electronic passcode and visual acceptance.
2	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 2017/2018, the Center provided successful transition to stable living/working environments to approximately 86% of their clients, which amounted to approximately 190 individuals.
	Project Name	Anacortes Housing Authority Apartment Rehabilitation
	Target Area	Tract 940600
	Goals Supported	Preservation
	Needs Addressed	Preservation of affordable low income housing
	Funding	CDBG: \$65,000 Requested

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. This is a 2 year project that was funded in 2017 with \$64,678. The funding this year will help complete the full project. These apartments have not been updated since original construction in 1970.
Target Date	4/1/2019
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 was originally estimated at \$120,000 but is now being reevaluated for rising costs. This is a 2 year project that was funded in 2017 with \$64,678. The City of Anacortes CDBG will provide an additional \$60,000 to help complete this rehabilitation and will be applied to portions of the project that are CDBG eligible. HA will provide remaining funding to complete the project. These apartments have not been updated since original construction in 1970.

3	Project Name	Anacortes Family Center Public Facilities
	Target Area	940500
	Goals Supported	Homelessness/Special Needs Population
	Needs Addressed	Transitional housing for low income population moving from shelter to housing
	Funding	\$75,000 Requested
	Description	New transitional housing to home individuals and families moving from shelter. This project will fund major appliance purchases for individual apartments – stoves, refrigerators, hot water tanks.
	Target Date	2018-2019
	Estimate the number and type of families that will benefit from the proposed activities	20 units to house individuals and families earning no more than 50% of the area median income. Complex will consist of studios, 1 and 2 bedroom units with expectations that it will house at least 48 individuals at a given time.
	Location Description	Census tract 940500
4	Planned Activities	Provide housing for families and individuals moving from temporary shelter. This will help in the stabilization of the people moving into the housing. This facility is designated for people earning 50% or less of the area median income.
	Project Name	Skagit County Housing Authority Homeowner Housing Rehabilitation
	Target Area	Jurisdiction
	Goals Supported	Preservation – Housing Rehabilitation
	Needs Addressed	Preserving housing for low income homeowners
	Funding	\$30,000 Requested
	Description	4 homes owned by low income residents in various need of repair and rehabilitation located within the jurisdiction
	Target Date	2018-2019
	Estimate the number and type of families that will benefit from the proposed activities	4 low income families that consist of 8 individuals

	Location Description	Homes located within the jurisdiction of Anacortes
	Planned Activities	Rehabilitation/maintenance work of existing homes to allow homeowners to stay in place

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 two areas with a concentration of moderately low to low income households, Census Tracts 940600 (54.44% LMI households) and 940500 (68.5% LMI households). The overall low, to moderately low, income households in Anacortes is approximately 34%.

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

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

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

Geographic Distribution

Target Area	Percentage of Funds
Tract 940600	50% estimates
Tract 940500	50% estimates

Table 21 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

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

Discussion

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

AP-60 Public Housing – 91.220(h)

Introduction

The Anacortes Housing Authority owns, partners and/or manages 183 units of affordable housing within the City of Anacortes. Anacortes Housing Authority owns and manages 111 HUD subsidized “public housing” units, 1 market rate affordable unit and has a partnership that manages the remaining 71 units consisting of 22 tax credit units and 24 site based section 8 units at Bayview Apartments and 25 tax credit units at The Wilson Hotel. Rents at the Bayview Apartments and The Wilson Hotel are well below market rents in the area.

Actions planned during the next year to address the needs to public housing

There are 196 households (325 persons) on the Public Housing waiting list. Of these, 72 are elderly households, 63 are elderly and/or disabled and the remaining 61 have not reported being elderly or disabled. The most immediate need is to address the waiting list to be able to accommodate low income families with affordable housing (primarily in the one bedroom/studio size).

Rehab 2 units at 511 T Avenue, restore community room (lower level office building, which was recently damaged by a flood) for use by the general public housing population. The Housing Authority also plans to work on improving the curb appeal of their existing affordable housing units as well as address roofing and siding issues at each housing site.

Actions to encourage public housing residents to become more involved in management and participate in homeownership - Not applicable

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance - AHA is a Standard Performer.

Discussion

Anacortes Housing Authority will continue to provide the needed housing and improvements necessary when funding is made available.

AP-65

INTRODUCTION:

The City of Anacortes, as a participant in the three county HOME Consortium, approved allocating HOME funding to address homelessness through tenant-based rental assistance which will be a great benefit to the communities in allocating a new funding source to help those in precarious situations of potential homelessness. The HOME Consortium is also including priorities such as affordable rental and homeownership acquisition/development to create more available housing options for those facing or experiencing homelessness because they cannot afford current market housing.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including: Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs:

The City will work with the Anacortes Community Health Council (ACHC) to identify causes of homelessness and ways to provide assistance to eliminate homelessness. The ACHC, comprised of numerous member agencies, has developed an emergency support system within the City to accommodate families and individuals in dire need. The ACHC provides immediate vouchers for overnight stays in hotels within the City to get families quickly into safe and secure facilities. The City will allocate the full public services funding to the Anacortes Family Center (AFC) which serves homeless

women and families. The AFC provides safe transitional housing along with job readiness skills to help in the establishment of a stabilized positive lifestyle for the individuals and families in risk of becoming or remaining homeless.

In addition, the county is in various stages of developing and/or operating a coordinated entry system for conducting needs assessments of individual households experiencing homelessness as a first step toward addressing their needs through a network of Continuum of Care organizations that provide shelter, housing, and supportive services.

Addressing the emergency shelter and transitional housing needs of homeless persons.

Neither the City of Anacortes nor the HOME Consortium receive funding for activities concerning homelessness; however, when possible, it will support the organizations that provide services to homeless populations. The City does provide the full 15% of public services funding to the Anacortes Family Center (AFC) which is a 90 day transitional shelter for single women and families with children. The AFC provides shelter, counseling, job search assistance and stability to families and individuals facing a crises and helps them get back to a normal, safe lifestyle. The AFC serves approximately 190 individuals each year.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City of Anacortes allocates the entire Public Services funding to the AFC, as described above. The AFC provides a 90 day shelter along with job readiness and life skills to help stabilize families facing the crises of homelessness and establish positive lifestyles. The AFC is also building a 20 unit apartment complex as a transitional housing option for individuals and families existing the 90 day shelter. The complex will be available to individuals and families leaving the homeless shelter who earn 50% or less of the area median income and will provide safe and affordable transition into independent living.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The city is supporting the development of transitional housing for individuals and families exiting the Anacortes Family Center (AFC) after a 90 day stay that includes family support, counseling, job search assistance, and many services to help the family become stable. The AFC development of a 20 unit apartment complex will help to alleviate the extreme shortage of housing opportunities for people earning less than 50% of the median income. These units will be available as a transitional step for the individuals and families moving into independent living.

Discussion:

There are many organizations coordinating services toward the common goals of each County's 10-Year Plan to End Homelessness. The City is an active participant in many of these organizations and is working to eliminate homelessness within the city and county.

AP-75 Barriers to Affordable Housing

INTRODUCTION:

The City's CDBG funding is used to address the needs of the homeless and to prevent individuals and families from becoming homeless. The City's partners and service providers, including the Community Action of Skagit County, the Housing Authority of Anacortes, the Anacortes Community Health Council and the Anacortes Family Center receive federal, state and local funds for their homeless programs. The barriers to provide full support are lack of funding.

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

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.

DISCUSSION:

The City plans to continue efforts to eliminate homelessness by identifying the issues causing homelessness and provide funding to projects that will work toward creating affordable, sustainable and permanent housing for homeless and potentially homeless families. The projects that will be funded with the CDBG funding will create suitable living environments and help end homelessness include: providing funding to the Anacortes Family Shelter which brings women and families with children off the streets or out of homes dominated by domestic violence and assists in a pathway to family stabilization and the Anacortes Housing Authority to preserve current housing, work to create more affordable housing to assist low income families obtain housing that is does not a create a cost burden.

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 improved its Fair Housing website to include state and updated federal information. The City recently completed the work on the 2017 Affordable Housing Strategic Plan and is working on implementation of goals developed through this process. Actions being taken or considered currently include creating regulations to encourage development of affordable housing and speeding up the review process for accessory dwelling unit permits.

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

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

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

Discussion

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

Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(l)(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 2018 Action Plan allocates all of the funds to projects that benefit the low to moderately low income households. The public services portion provides services and resources to the households in need while the remaining resources are directed to projects that provide safe and stable transitional and permanent housing for families and individuals in need.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(l)(1)

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

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

Other CDBG Requirements

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

Discussion: This Action Plan covers a one year period – July 1, 2018 through June 30, 2019. The entire funding allocated to the City of Anacortes through the CDBG will be provided to assist the low income population of the city. The City leaders have determined that, because the funding is such a minimal amount, distributing the full allocation to fund projects is a better use of the funds. No CDBG funds will be used for administration of the grant and projects.

Appendix - Alternate/Local Data Sources



Community Emergency Response Team



WHEN IT HITS

Where will you be?

BACKWOODS

Move away from cliffs and steep embankments where there might be falling debris or a landslide.

After the quake, get away from river beds, which may be carrying debris or surges of water and mud.

Avoid bridges and underpasses.

Parking garages are especially vulnerable during quakes.

ON FOOT

If you're among high-rises, duck into a lobby. In other areas, move away from buildings. Falling bricks, debris and glass pose the greatest risks.

OUTSIDE

Move to an open area, away from buildings, streetlights and utility wires.

IN TRANSIT

If you are driving, stop your vehicle away from buildings, bridges and utility lines. Set your parking brake. Stay inside the car until shaking stops.

INDOORS

Avoid objects that could fall.

Don't go outside, or use stairs or elevators, until the shaking stops.

In crowded public places, such as a store, do not rush to the exit. Move away from shelves and other objects that could fall. In an auditorium or stadium, crouch down between the rows and cover your head and neck.

Duck under a sturdy table, desk or counter, and cover your head and neck to prevent injury from glass and debris. Hang onto a furniture leg and move with it if the shaking is severe.



If there's no table, go to an inside wall, a corner of the room or lie down next to a couch.



COASTLINE

If you are near the water, move to high ground immediately to escape a potential tsunami. If the epicenter is near, you could have only a few minutes before the first wave hits.



Hanging lamps

Anchor securely with closed hooks.

Tall furniture

Large furniture may fall onto you or block exits after a quake. Anchor pieces like bookcases and file cabinets to studs in the wall using metal "L" brackets.

Place heavy objects and electronic equipment on lower shelves to minimize damage.

Vases, breakables

Place beanbags of sand in the bottom of delicate containers to hold them down.

Anchor glass and other fragile objects to surfaces with museum putty.

Wall mirrors and pictures should be hung on double hooks. Use heavy double-sided tape on the back to further secure to the wall.

A safer bedroom

Place bed away from windows.

Close blinds at night to prevent possible breaking glass from flying into the room.

Keep a flashlight, spare batteries and sturdy shoes beneath the bed.

Cupboards

Secure latches on cupboards to prevent doors from swinging open.

Fire extinguisher

Keep a large multi-purpose dry chemical fire extinguisher (ABC rating) near kitchen and garage appliances. All family members should be instructed on how to use it.

STRENGTHEN YOUR FOUNDATION

Strengthen cripple walls

To prevent buckling or sliding, add plywood sheathing to reinforce "cripple" walls between the foundation and first floor.

Store household chemicals safely, preferably near the floor.

Install flexible pipes

Prevent rigid gas pipes from

SECURE YOUR WATER HEATER

An upright water heater is less likely to break its connection and leak gas after an earthquake, and it can be a source of drinking water.

Goal is to train citizens to keep themselves safe while filling the gaps that will occur in our emergency response system when disaster strikes.

Eight session 24 hour
course covers
Awareness of potential local
disasters
Preparations for those
disasters
Team Organization
Hazard Recognition
Light Fire Suppression
Light Search and Rescue
Disaster Medical
Disaster Psychology



CERT Priorities

- Safety, Safety Safety
- Care of Self
- Care for Family and Pets
- Care for Neighborhood
- Care for CERT Members
- Care for Community
- Care for County





Light Search and Rescue





At the end of the current Anacortes course
we will have more than 150+ CERT members in the West Skagit area.

There is more work to be done.

Advanced CERT Training

Animal Response Module I

Animal Response Module II

Traffic & Crowd Management

Emergency Communications Module

Tools for Leadership

Flood Response for CERT

Firefighter Rehab

DMORT

CPOD

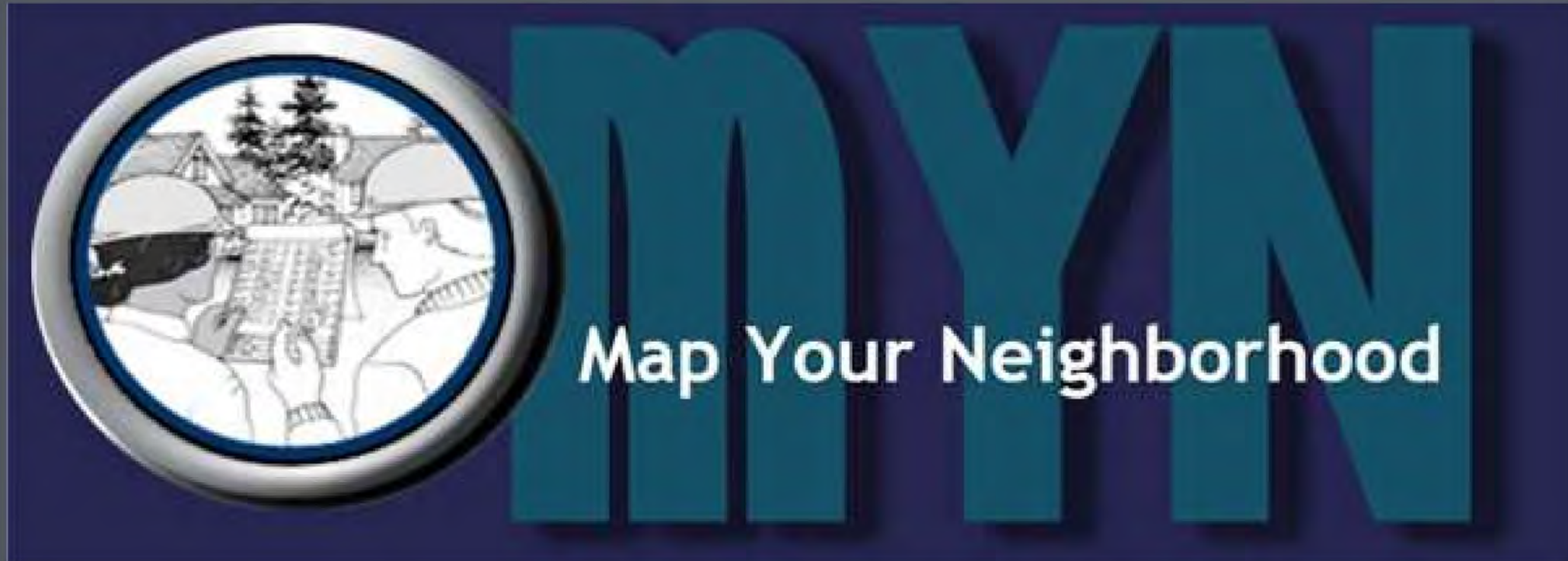
VRC

MRC

TEEN CERT / Youth Preparedness

Inter VOAD Training

ARC



A 90 minute DVD Program that teaches the Nine Steps to take during the first hour following an earthquake.

Thanks

Mayor Gere

Matt Miller

Chief Curtis

Erica Pickett

Anacortes City Department Heads

Anacortes City Employees

City of La Conner

Mt Erie Fire Department

Skagit County Fire District 13

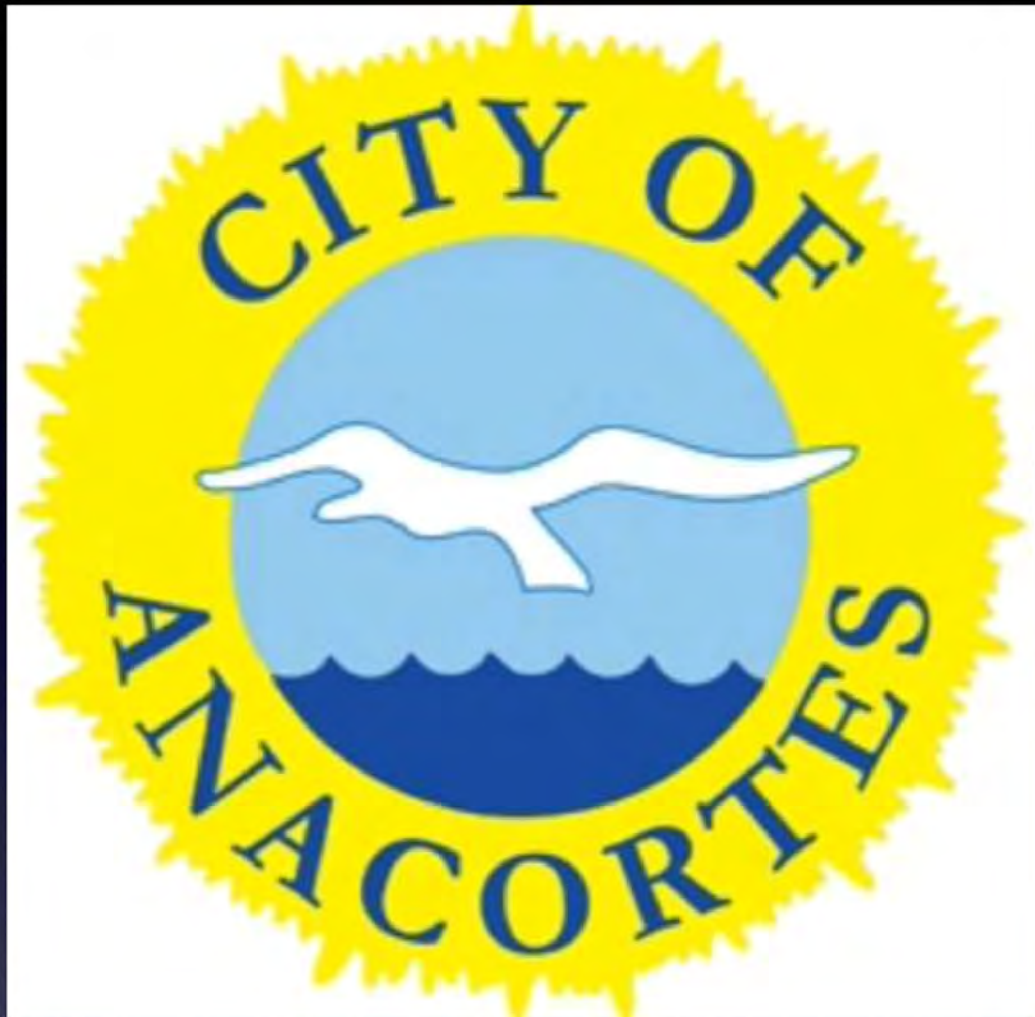
Skagit County DEM

Swinomish Tribe Emergency Management

For your commitment to Disaster

Preparedness and Resilience





SARCC recommending
that the city invest
\$6,750 for
Emergency Comms infrastructure



The American Radio Relay League
is the
National Association for Amateur Radio

Skagit Amateur Radio Emergency Communications Club

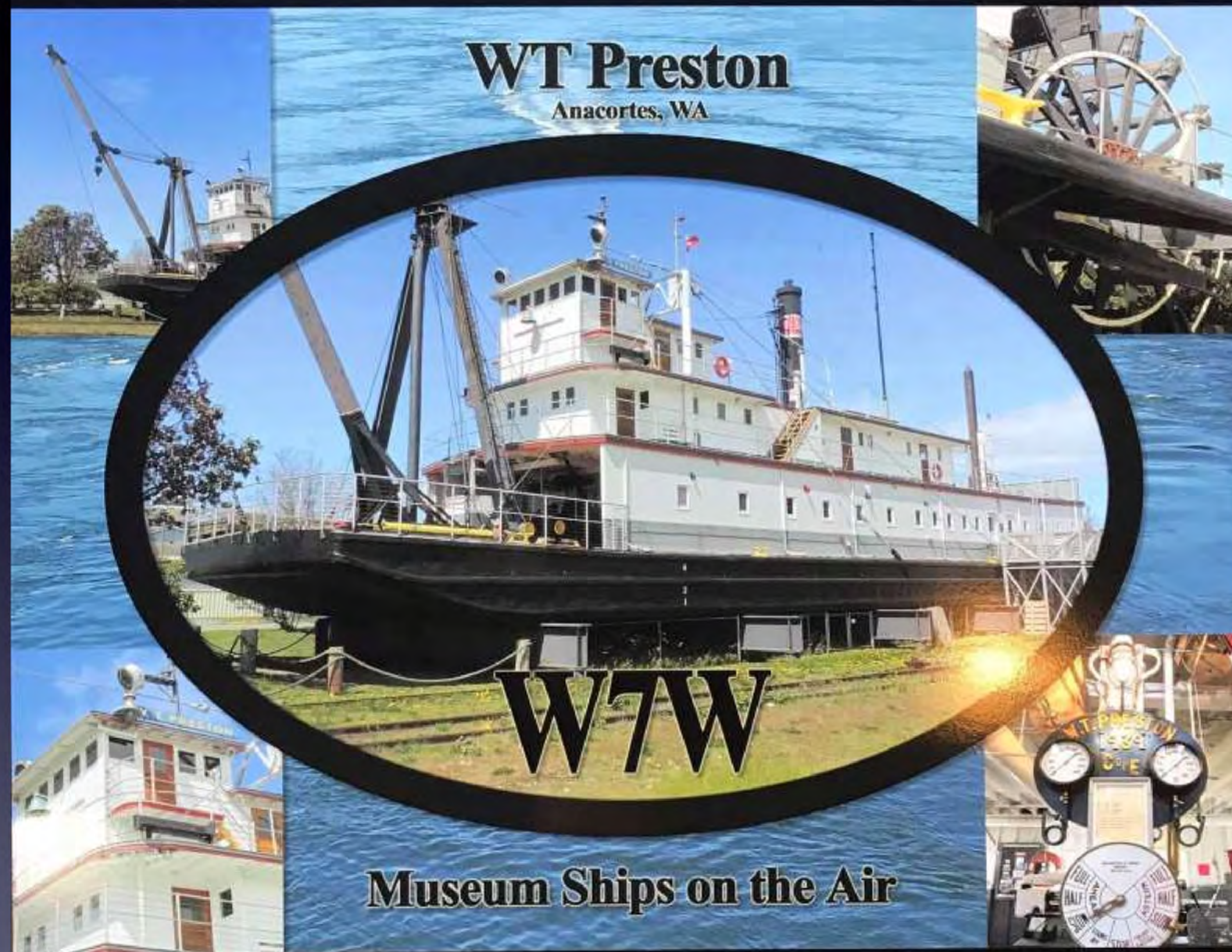
- Founded 2014
- Grown from 7 to 118 members
- 501(c)(3)
- Trained 75 new hams
- Installed local repeater
- Approved by PSE for a repeater on Mt Erie
- Recognized by ARRL as a Special Service Club



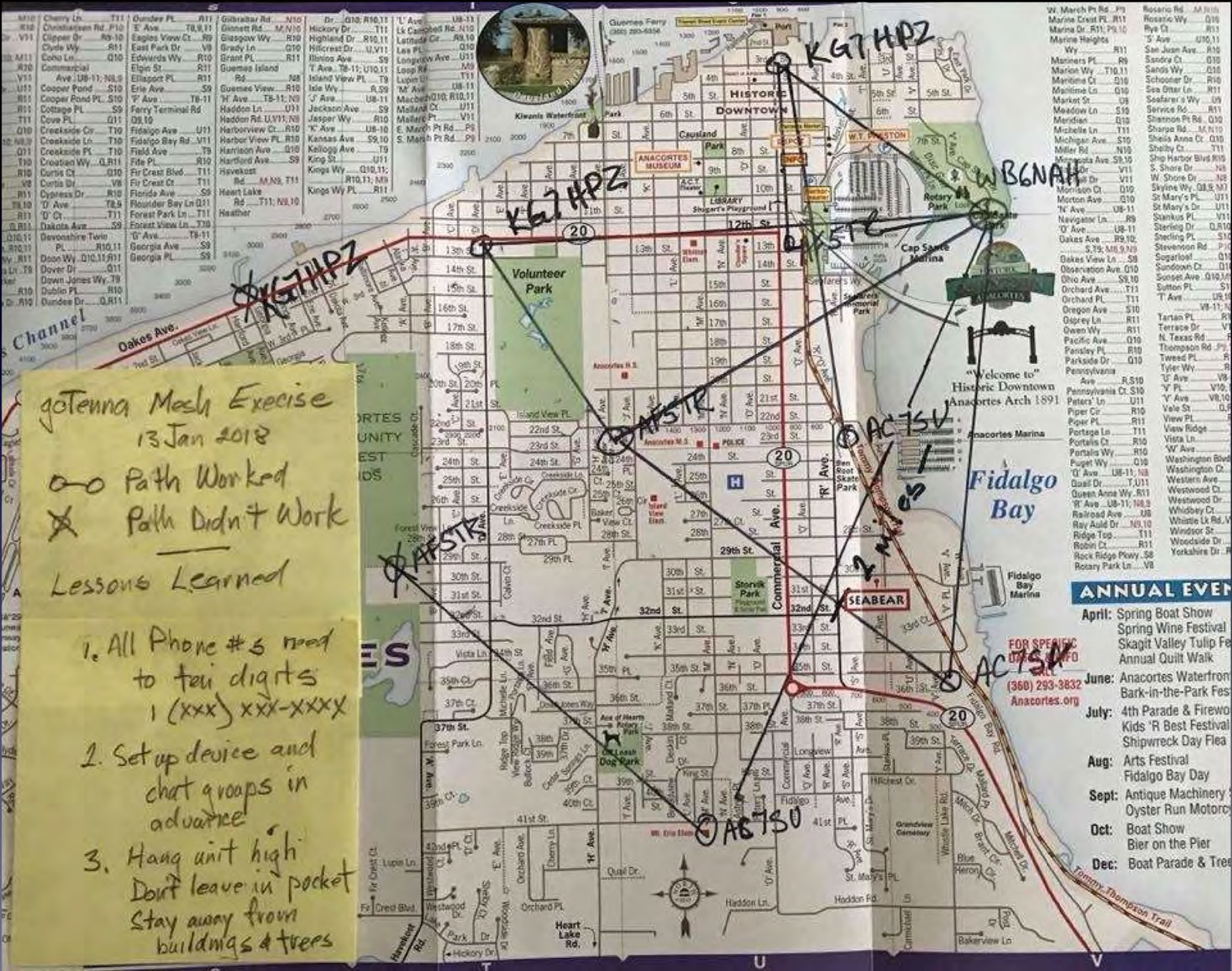


Anacortes Farmers Market

Museum Ships on the Air



**Tour a Stern Wheeler
& Watch Us Operate**



gotenna Mesh Exercise
13 Jan 2018
o-o Path Worked
x Path Didn't Work
Lessons Learned

1. All Phone #s need to ten digits
1 (xxx) xxx-xxxx
2. Set up device and chat groups in advance
3. Hang unit high
Don't leave in pocket
Stay away from buildings & trees

W. March Pt Rd. P9	Rosario Rd. J4 J10
Marine Crest Pl. R11	Rosario Wy. Q10
Marine Dr. R11, P9, 10	Rye Ct. R11
Marine Heights Wy. R11	S. Ave. U10, 11
Mariners Pl. R9	San Juan Ave. R10
Marion Wy. T10, 11	Sandra Ct. Q10
Maritime Ct. Q10	Schooner Dr. R10
Maritime Ln. Q10	Sea Otter Ln. R11
Market St. U8	Seafarer's Wy. U9
Meadow Ln. S10	Service Rd. R11
Meridian Q10	Shannon Pt. Rd. Q10
Michelle Ln. T11	Shore Rd. M N10
Michigan Ave. S10	Shells Anna Cr. Q10
Miller Rd. N10	Shelby Ct. T11
Minnesota Ave. S8, 10	Ship Harbor Blvd. R10
Mission Dr. V11	S. Shore Dr. J4
Monson Ct. Q10	W. Shore Dr. J4
Morton Ave. Q10	Skyline Wy. Q8, 9, M7
N. Ave. U8-11	St. Mary's Pl. U11
Navigator Ln. R9	St. Mary's Dr. U11
O. Ave. U8-11	Stankus Pl. N11
Oakes Ave. R9, 10	Sterling Dr. Q, R10
O. St. M8, 9, 10	Steepling Pl. S10
Oakes View Ln. S8	Stevenson Rd. P10
Observation Ave. Q10	Sugarloaf Q10
Ohio Ave. S9, 10	Sundown Ct. Q10
Orchard Ave. T11	Sussex Ave. Q10, J4
Orchard Pl. T11	Sutton Pl. S10
Oregon Ave. S10	T. Ave. U8, 10
Osprey Ln. R11	T. Ave. V8-11, N
Owen Wy. R11	Tartan Pl. R9
Pacific Ave. Q10	Terrace Dr. V10
Pensley Pl. R10	N. Texas Rd. F
Parkside Dr. Q10	Thompson Rd. J4
Pennsylvania Ave. R, S10	Tweed Pl. R
Pennsylvania Ct. S10	Tyler Wy. R
Peters' Ln. U11	U. Ave. V8
Piper Cr. R10	V. Pl. V10, 10
Piper Pl. R11	Vale St. Q, F
Portage Ln. T11	View Ridge
Portals Ct. R10	Vista Ln.
Portals Wy. R10	W. Ave.
Pugent Wy. Q10	Washington Blvd.
Q. Ave. U8-11, N8	Washington Ct.
Quail Dr. T, U11	Western Ave.
Queen Anne Wy. R11	Westwood Ct.
R. Ave. U8-11, 108, 9	Westwood Dr.
Railroad Ave. U8	Whidbey Ct.
Ray Auld Dr. N9, 10	Whistle Lk. Rd. V
Ridge Top T11	Windsor St.
Robin Ct. R11	Woodside Dr.
Rock Ridge Pkwy. S8	Yorkshire Dr. R
Rotary Park Ln. V8	

ANNUAL EVENTS

- April: Spring Boat Show
Spring Wine Festival
Skagit Valley Tulip Festival
Annual Quilt Walk
- June: Anacortes Waterfront
Bark-in-the-Park Festival
- July: 4th Parade & Fireworks
Kids 'R Best Festival
Shipwreck Day Flea
- Aug: Arts Festival
Fidalgo Bay Day
- Sept: Antique Machinery Show
Oyster Run Motorcycle
- Oct: Boat Show
Bier on the Pier
- Dec: Boat Parade & Tree

FOR SPECIFIC
EVENTS INFO
CALL
(360) 293-3832
Anacortes.org



Fox hunting

Ham radio geo caching





Field Day, Washington Park



Middle School STEM Camp



Lighthouses on the Air





Monthly meeting with Chief Curtis

Weekly check ins Region 1 (5 counties)

Existing COA Sites

- Police Department (EOC)
- FD #1 (Alt EOC)
- FD #2 *
- Water Treatment Plant

Other Fidalgo Is Sites

- Island Hospital
- Salvation Army
- CERT Trailer
- Christ the King Office
- Mt Erie Fire 1
- Mt Erie Fire 2



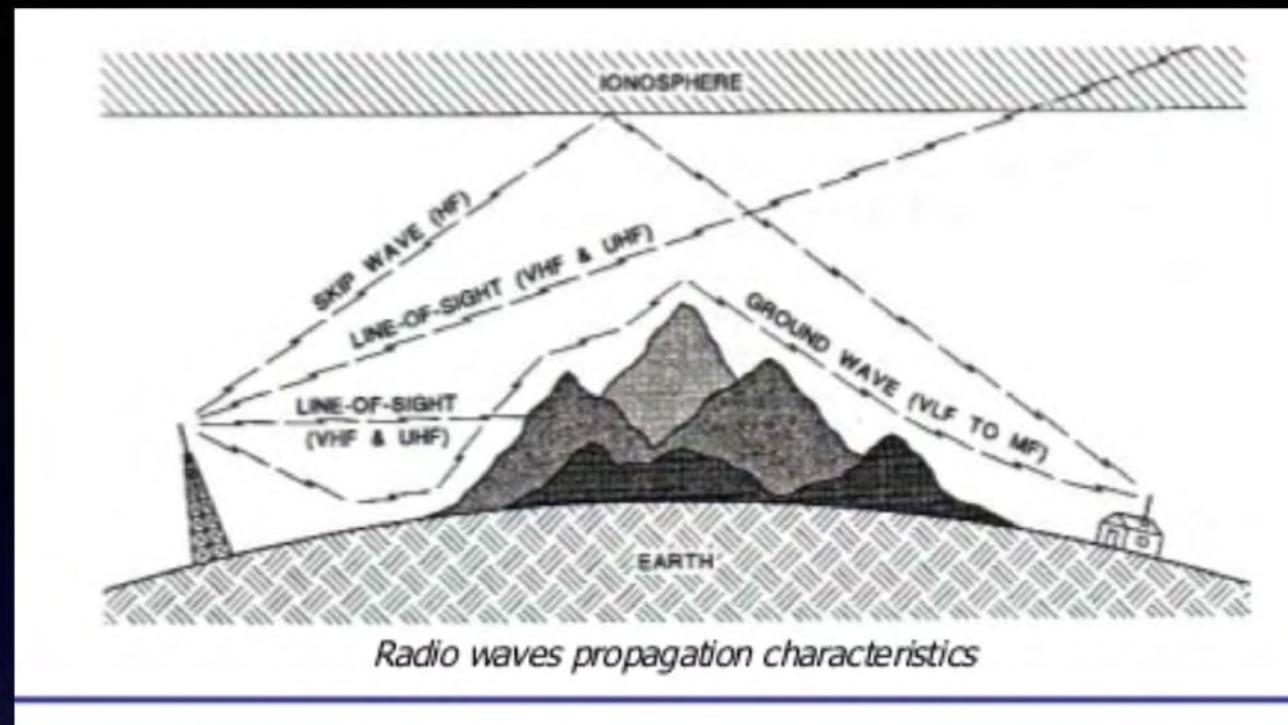
Every Tuesday, join us for coffee



Anacortes Police Department
EOC

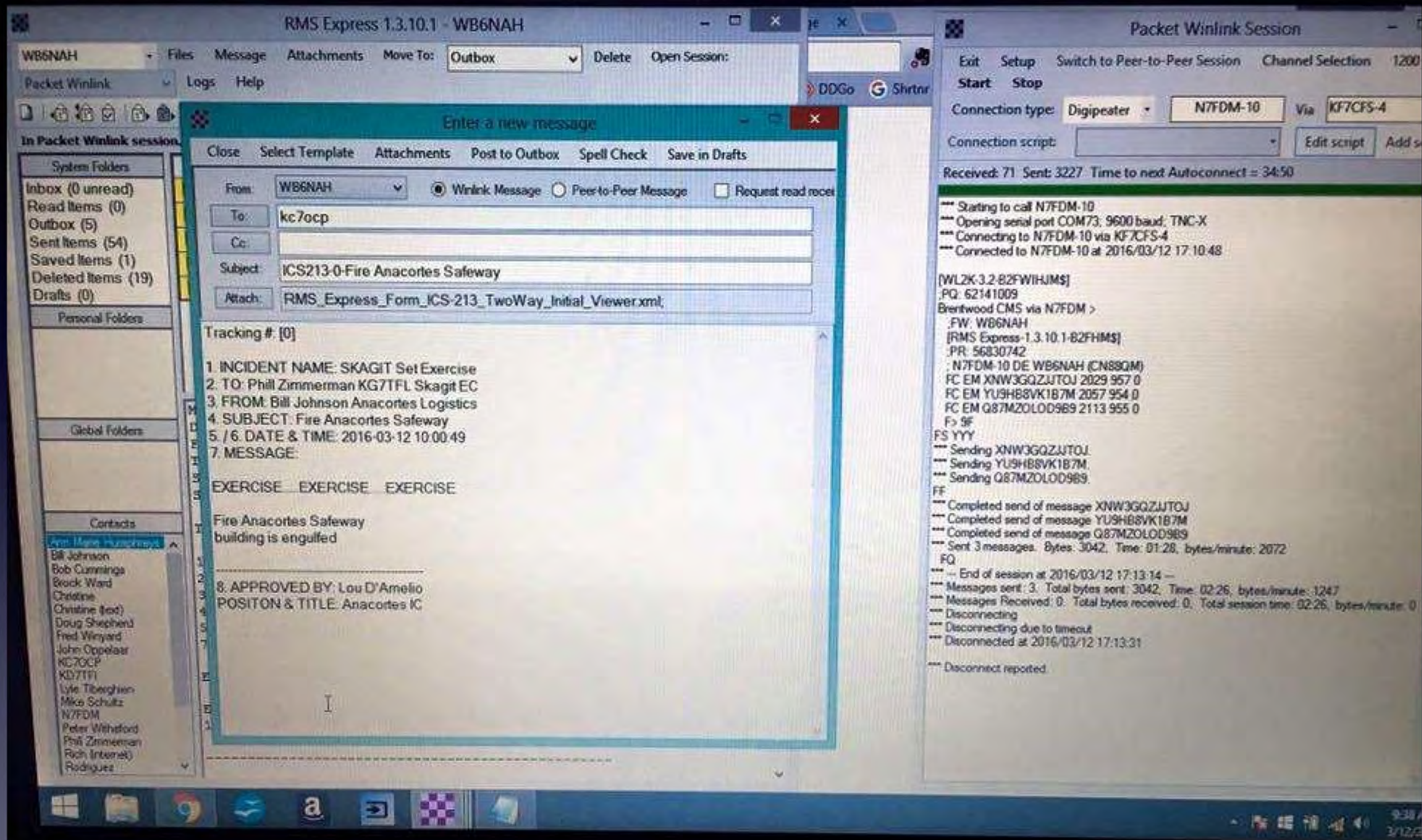


Anacortes Water Treatment Plant





High Frequency Radio



Email via radio



29th Street Repeater
on the water tower





New Mt Erie Repeater
in the works

Existing COA Sites

- Police Department (EOC)
- FD #1 (Alt EOC)
- FD #2 *
- Water Treatment Plant

Other Fidalgo Is Sites

- Island Hospital
- Salvation Army
- CERT Trailer
- Christ the King Office
- Mt Erie Fire 1
- Mt Erie Fire 2

Proposed COA Sites

- *City Hall*
- *Maintenance Shop*

Proposed Costs

\$ 6,749.35

Existing COA Site Upgrades

- EOC \$ 556
- Fire Station 1
\$3,166 Upgrade to
EOC Level

Proposed New Site Costs

- City Hall \$1,234
- Maintenance Shop
\$ 1,234



73





City Council Agenda Bill

Meeting Date: 4/23/2018 **Agenda Item:** 7b

Subject: Resolution to Waive Competitive Bidding Requirement for Wastewater Incinerator Repair Project

Staff Contact: Matt Reynolds, Darcy Swetnam

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

Action Type	
	Ordinance No.
	Code Revision?
x	Resolution No. 2011
	Contract
	Public Hearing
	Staff Report

Summary Statement: Staff requests that Council approve waiving the competitive bidding requirements in awarding the contract for the Wastewater Treatment Plant (WWTP) incinerator repair based on a statutory exemption for improving pollution control facilities and the complexity of the project and specialized nature of the work.

Background: Cities generally have to follow competitive bidding requirements for public works projects over a certain price unless one of several exemptions provided by Washington statutes applies. One such exemption is found in RCW 70.95A.090, which allows cities to use their sole discretion in selecting contractors to construct, reconstruct, or improve pollution control facilities. Additionally, the repair of the WWTP incinerator is highly specialized work. There are few wastewater incinerators in the state and fewer contractors with the required skill set to work on them. Therefore, Public Works staff feel it is very important to select a contractor who has the unique skills to be able to complete this specialized and complex work.

Previous Council/Committee Action: N/A

Competing Viewpoints Considered: [Click here to enter text.](#)

Recommended Motion: I move we adopt Resolution 2011 waiving the competitive bidding requirement for the Wastewater Treatment Plant incinerator repair project.

Alternative Actions: Require competitive bidding procedures in awarding the contract.

Attachments (listed in order presented): Proposed Resolution 2011

RESOLUTION NO. 2011

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANACORTES, Washington relating to public works; authorizing the repair of the City Wastewater Treatment Plant incinerator without following competitive bidding requirements in awarding the contract.

WHEREAS, the City is planning to repair the Wastewater Treatment Plant (WWTP) incinerator, by which solids that remain after the wastewater treatment process are reduced to ash by incineration. The repair includes the replacement of the incinerator crossover duct, a portion of the heat exchanger tube sheet, and various thermal expansion joints, all of which have become worn with age and use. Without this work, these components will likely fail, with a potential threat to operator health and safety. Such a failure would also make the incinerator inoperable.

WHEREAS, Section 70.95A.090 of the Revised Code of Washington provides a broad competitive bidding exemption for pollution control facilities improved by Cities; and

WHEREAS, Section 70.95A.020 defines pollution as “any form of environmental pollution, including but not limited to water pollution, air pollution, land pollution, solid waste disposal, thermal pollution, radiation contamination, or noise pollution”; and

WHEREAS, Section 70.95A.020 defines pollution control facility to include “any land, building, structure, machinery, system, fixture, appurtenance, equipment or any combination thereof, or any interest therein...to be used...in furtherance of the purpose of abating, controlling, or preventing pollution”; and

WHEREAS, the City desires to use its sole discretion to select a contractor with the specific skills and qualifications to complete the project due to the specialized nature and complexity of the wastewater incinerator and the technical difficulties of the project, which is inconsistent with the competitive bidding requirements under Washington law.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Anacortes, Washington, that

1. The City Wastewater Treatment Plant and its related equipment, including the incinerator to be repaired with the Wastewater Treatment Plant incinerator repair project, are consistent with the definition of a pollution control facility in Section 70.95A.020 RCW.
2. The exemption from competitive bidding requirements for pollution control facilities provided by Section 70.95A.090 RCW applies to the repair of the Wastewater Treatment Plant incinerator repair project.
3. The technical challenges of the project, and the specialized nature of the wastewater incinerator require a very specific set of skills and qualifications for the contractor to complete the project.

4. Therefore the City Council of the City of Anacortes, Washington hereby waives competitive bidding requirements for awarding the contract in the Wastewater Treatment Plant incinerator repair project.

INTRODUCED, PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ANACORTES on this ____ day of _____, 2018.

LAURIE M. GERE, MAYOR

Approved as to form and legality:

Darcy Swetnam, WSBA #40530
City Attorney

ATTEST:

Steve D. Hoglund, City Clerk Treasurer



City of Anacortes Public Works

"Essential Services for our Community"



CITY OF ANACORTES

WASTEWATER TREATMENT PLANT INCINERATOR REPAIR PROJECT



Recommended Action

To adopt Resolution 2011 waiving the competitive bidding requirement for the Wastewater Treatment Plant incinerator repair project.



- The Anacortes WWTP incinerates sludge/solids that remain after treatment and is one of five municipalities in Washington State that operates an incinerator.
- The incinerator has been in operation since the early 1990s.
- Certain components of the incinerator system show signs of wear and need to be repaired/replaced (Crossover Duct, Tube/Tube Sheet, Expansion Joints).



City of Anacortes Public Works

"Essential Services for our Community"





City of Anacortes Public Works

"Essential Services for our Community"





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City of Anacortes Public Works

"Essential Services for our Community"







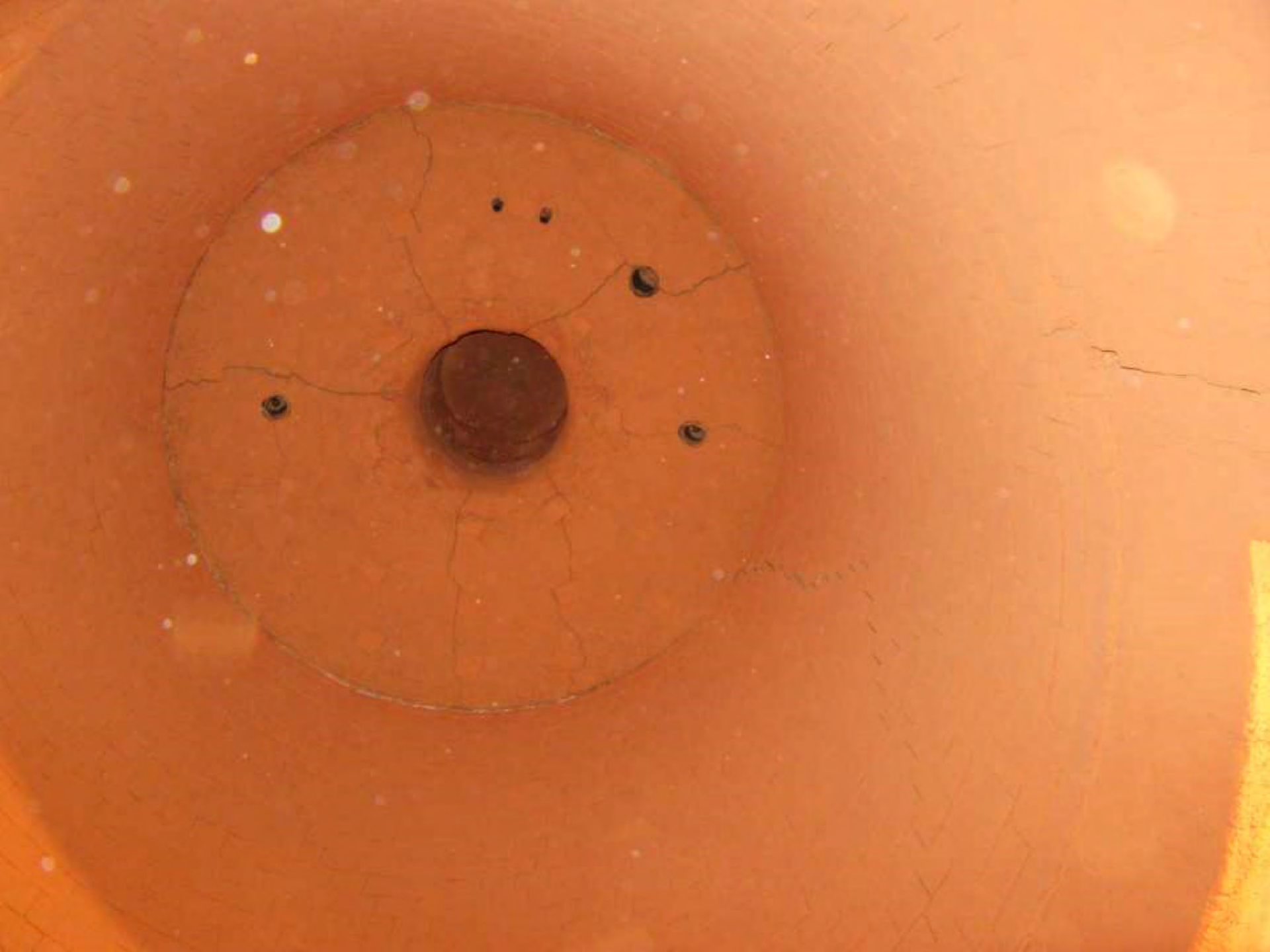
City of Anacortes Public Works

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City of Anacortes Public Works

"Essential Services for our Community"





City of Anacortes Public Works

"Essential Services for our Community"



- \$300,000 Budgeted for Crossover Duct Repair in 2017. Problem with Tube Sheet was Discovered After Budget Was Prepared
- Considered Small Works Roster for Contractor Procurement
- Contacted Refineries for Names of Possible Contractors
- None Were Set Up to do the Work
- City has Used CH Murphy Clark-Ullman Inc. in the Past with Excellent Results
- Contractor Works on 4 of the 5 WWTP Incinerators in Washington



- The Revised Code of Washington provides certain competitive bidding exemptions for local governments in Washington State
- One such exemption is for pollution control facilities. RCW70.95A.090 states in part:

The [pollution control] facilities shall be constructed, reconstructed, improved . . . in the manner determined by the governing body in its sole discretion and any requirement of competitive bidding, lease performance bonds or other restriction imposed on the procedure for the award of contracts for such purpose . . . is not applicable to any action taken under authority of this chapter.



City of Anacortes Public Works

"Essential Services for our Community"

- The Anacortes WWTP is a Pollution Control Facility



STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

Northwest Regional Office • 3190 150th Ave SE • Burien, WA 98008-5452 • 425-649-7000
711 for Washington Relay Service • Persons with a speech disability can call 877-833-6241

May 20, 2016

Mr. Fred Buckenmeyer, Public Works Director
City of Anacortes
P.O. Box 547
Anacortes, WA 98221

Re: Request for certification under RCW 70.95A.100

Dear Mr. Buckenmeyer:

In response to a request from the City of Anacortes under RCW 70.95A.100, the Department of Ecology certifies that the Anacortes Wastewater Treatment Plant including the associated outfall is a facility designed in furtherance of the purpose of abating, controlling or preventing pollution.

This certification does not relieve the owners of this facility from any responsibilities or liabilities as a result of noncompliance with the discharge permit during the outfall repair project.

Sincerely,

A handwritten signature in blue ink that reads "Kevin C. Fitzpatrick".

Kevin C. Fitzpatrick
Water Quality Section Manager

KCF:bf



Why Waive Competitive Bidding

- Followed the intent of Small Works Roster
- Highly Specialized Work – It is unlikely others would bid.
- Save the expense of preparing a bid document/ bid document would provide little on no benefit.
- Bidding unlikely to result in lower cost and has potential to increase cost.
- C H Murphy has worked at the WWTP in the past and has done a good job for the City. They understand the requirements of the project and the time constraints.



Recommended Action

To adopt Resolution 2011 waiving the competitive bidding requirement for the Wastewater Treatment Plant incinerator repair project.



Recommended Action

That the City Council authorize the Mayor to sign contract 18-065-SEW-001 with C H Murphy Clark-Ullman, Inc. in the amount of \$367,706.50 to perform the WWTP Incinerator Repair Project.



City Council Contract Agenda Bill

Meeting Date: 4/23/2018 **Agenda Item:** 7c

Subject: Contract Award – WWTP Incinerator Repair Project 18-065-SEW-001

Staff Contact: Fred Buckenmeyer

Approved for Submittal to Council by:
Darcy Swetnam, City Attorney

Action Type: Contract Award

Summary Statement: City staff seeks City Council consent to award a contract in the amount of \$367,706.50 to C H Murphy || Clark-Ullman, Inc. to perform the WWTP Incinerator Repair Project 18-065-SEW-001. The project provides for the replacement of the crossover duct, tube sheet and a portion of the tubes, and the expansion joints of the incinerator system at the Wastewater Treatment Plant.

Background:

1. **History:** The project addresses issues with three components of the WWTP incinerator system, all of which are showing signs of wear. One component is referred to as the crossover duct, which takes the hot exhaust gas off the top of the incinerator and ducts it to the heat exchanger. In the heat exchanger, the hot exhaust gas passes over a set of tubes inside of which fresh air is heated by the exhaust gas before the fresh air is fed into the incinerator air intake. The tubes are held in place by what is referred to as a tube sheet. The tubes/tube sheet is the second component of the repair. The third component are expansion joints on either end of various ducts associated with the incinerator, which accommodate expansion and contraction associated with the operation of the incinerator.

The incinerator is a harsh environment. Due to age and operation of the incinerator, these three components are showing signs of wear and failure is likely if not addressed. A failure in the crossover duct or expansion joints during operation of the incinerator would result in hot ash being blown into the incinerator room, a threat to operator health and safety. In addition, a failure of any of these components would render the incinerator inoperable.

This project will replace the crossover duct, tube sheet and a portion of the tubes, and the expansion joints.

2. **Key Terms:**
 - Contract is on a time-and-materials basis not-to-exceed \$367,706.50
 - Work shall be completed within 15 weeks of the Noticed to Proceed.
3. **Competitive Bidding:** Staff is asking Council to approve waiving the competitive bidding requirements in awarding the contract for the Wastewater Treatment Plant (WWTP) incinerator repair based on a statutory exemption for improving pollution control facilities and the complexity of the project and specialized nature of the work by adopting Resolution 2011.

Previous Council/Committee Action: N/A

Competing Viewpoints Considered: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign contract 18-065-SEW-001 with C H Murphy || Clark-Ullman, Inc. in the amount of \$367,706.50 to perform the WWTP Incinerator Repair Project.

Alternative Actions: Not award the contract

Attachments: Contract 18-065-SEW-001, photos



CONTRACT 18-065-SEW-001
AGREEMENT WITH
C H Murphy || Clark-Ullman, Inc.

This Contract is between the City of Anacortes, Washington, a Municipal Corporation (herein after referred to as "City") and C H Murphy || Clark-Ullman, Inc. a private contractor at 3113 S Pine St Bldg A, Tacoma WA 98409 (herein after referred to as "Contractor").

PROJECT
WWTP Incinerator Repair Project

1. Scope of Work: Contractor shall furnish all materials, equipment and labor to perform the incinerator repair project at the Anacortes Waste Water Treatment Plant, 500 T Ave, Anacortes, WA 98221. Work includes:

- Supply and replace (1) 29" i.d. 316 stainless steel expansion joint in the heat exchanger to venturi scrubber duct.
- Supply and replace (1) 22" i.d. 316 stainless steel expansion joint in the heat exchanger to preheat burner duct.
- Supply and replace (1) 36" i.d. 316 stainless steel expansion joint in the incinerator off-gas duct.
- Supply and replace incinerator cross over duct with new 316 stainless steel duct built to Zimpro drawing 41.3-2381-D-7931 specifications.
- Supply and replace tube sheet, top 12" of tubes, tube sheet expansion joint on top of Heat Exchanger per Thermal Transfer drawing DF-3078 rev1.

The Contractor will provide:

- (1) 36 i.d. type 316 refractory lined incinerator cross over duct
- (1) 29" i.d. type 316 stainless steel expansion joint
- (1) 22" i.d. type 316 stainless steel expansion joint
- (1) 36" i.d. type 316 stainless steel expansion joint
- (1) alloy 625 heat exchanger tube sheet
- (1) alloy 800H tube sheet expansion joint
- (48) pieces of 2" alloy 20 pipe to replace top 12" of existing tubes
- (48) alloy 20 tube ferrules
- Refractory and insulation to repair the top tube sheet

The City will provide:

- Plant air, water, electricity, restroom facilities, and disposal of all debris.

2. Contract Price: The work under this Agreement shall be performed on a time-and-materials basis not-to-exceed **Three Hundred Sixty-Seven Thousand Seven Hundred Six Dollars and Fifty-Cents (\$367,706.50)**. This includes all labor, materials, tax, and standard freight for the project. Before any payment is made by the City of Anacortes of sums under this contract, the contractor must provide a copy of the statement of Intent to Pay Prevailing Wage approved by the Department of Labor and Industries. Pursuant to RCW Chapter 60.28, a sum of five percent (5%) of the monies earned by the contractor will be retained.

3. Bonds: Pursuant to RCW 39.08.010, the Contractor shall provide the City a performance bond and payment bond for the full contract amount to be in effect as detailed in the incorporated General Provisions. The City may at its option release the bonds once all the conditions of RCW 39.08.010-1a have been discharged.

4. Time of Completion: The Contractor will achieve substantial completion within 15 weeks of the date of the Notice to Proceed.

5. Job Safety: Contractor shall comply with all Department Labor and Industries and City of Anacortes safety standards.

6. Contract Requirements: Contractor must have a contractor license number, insurance, and City of Anacortes business license.

Prevailing Wage Law Applies.

Forms Needed: 1) Proof of Insurance with Additional Insured Endorsement (see General Provisions)
 2) Intent to Pay Prevailing Wage
 3) Affidavit of Wages Paid
 4) Performance Bond
 5) Payment Bond
 6) Certification of Compliance with Wage Payment Statutes

7. Contract Documents: The attached General Provisions are included in this Contract Agreement. All specified drawings are hereby incorporated by reference and made a part hereof.

The Owner and Contractor each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto, in respect of all covenants, agreements, and obligations contained in the Contract Documents.

In Witness Whereof, Owner and Contractor have signed two (2) copies of this Contract Agreement. All portions of the Contract Agreement have been signed or identified by the Owner and Contractor.

Owner:

City of Anacortes

Contractor:

C H Murphy || Clark-Ullman, Inc.

Mayor

Signature

Date

Printed Name

Date

Contractor License #

Washington State UBI #



1. ALL DUCT, FLANGE, AND PLATE MATERIALS SHALL BE ASTM A36, UNLESS OTHERWISE SPECIFIED.
2. ALL BOLTS, NUTS, AND WASHERS SHALL BE ASTM A307 AND FURNISHED AND INSTALLED BY THE DUCT INSTALLATION CONTRACTOR.
3. ALL CARBON STEEL SURFACES SHALL BE PREPARED IN ACCORDANCE WITH SSPC-SP6 SPECIFICATION, "COMMERCIAL BLAST CLEANING", AND RECEIVE ONE SHOP COAT OF INORGANIC ZINC PRIMER, APPLIED TO A MINIMUM DRY FILM THICKNESS OF 2.5 MILS.
4. ALL INDIVIDUAL DUCT SECTIONS SHALL BE LABELED WITH THE TAG NUMBERS AS SHOWN  ON THESE ZIMPRO DRAWINGS.
5. REFRACTORY ANCHORS SHALL BE FURNISHED AND INSTALLED BY THE DUCT FABRICATOR IN ACCORDANCE WITH ZIMPRO DRAWING D-516B.
6. ALL SHOP AND FIELD PRACTICES SHALL CONFORM TO ALL APPLICABLE ASTM SPECIFICATIONS AND AWS WELDING SPECIFICATIONS.

[illegible]

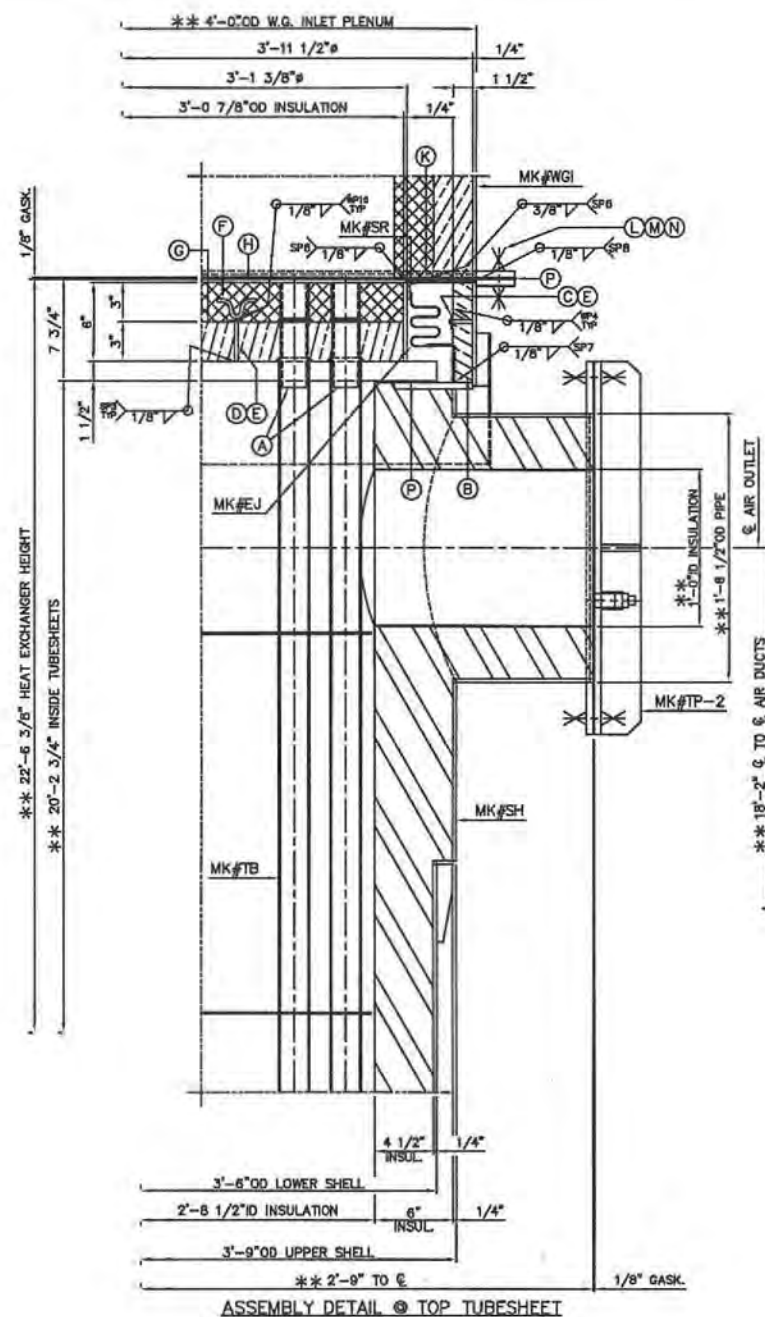
THIS DOCUMENT AND ALL DESIGNS AND OTHER INFORMATION CONTAINED THEREON ARE THE EXCLUSIVE PROPERTY OF ZIMPRO/PASSAVANT. THE DOCUMENT IS DELIVERED AND ACCEPTED IN TRUST AND ON EXPRESS CONDITION THAT NEITHER IT NOR ANY INFORMATION RELATED TO IT WILL BE COPIED, USED, REPRODUCED OR DELIVERED TO OTHERS IN WHOLE OR IN PART, EXCEPT WITH EXPRESS WRITTEN PERMISSION AND THAT IT BE RETURNED UPON REQUEST TO ZIMPRO/PASSAVANT. ACCEPTANCE OF THE DOCUMENT CONSTITUTES AGREEMENT TO THESE TERMS AND CONDITIONS.

CITY OF ANACORTES, WASHINGTON
SECONDARY WASTEWATER TREATMENT PLANT
FLUID BED INCINERATOR SYSTEM

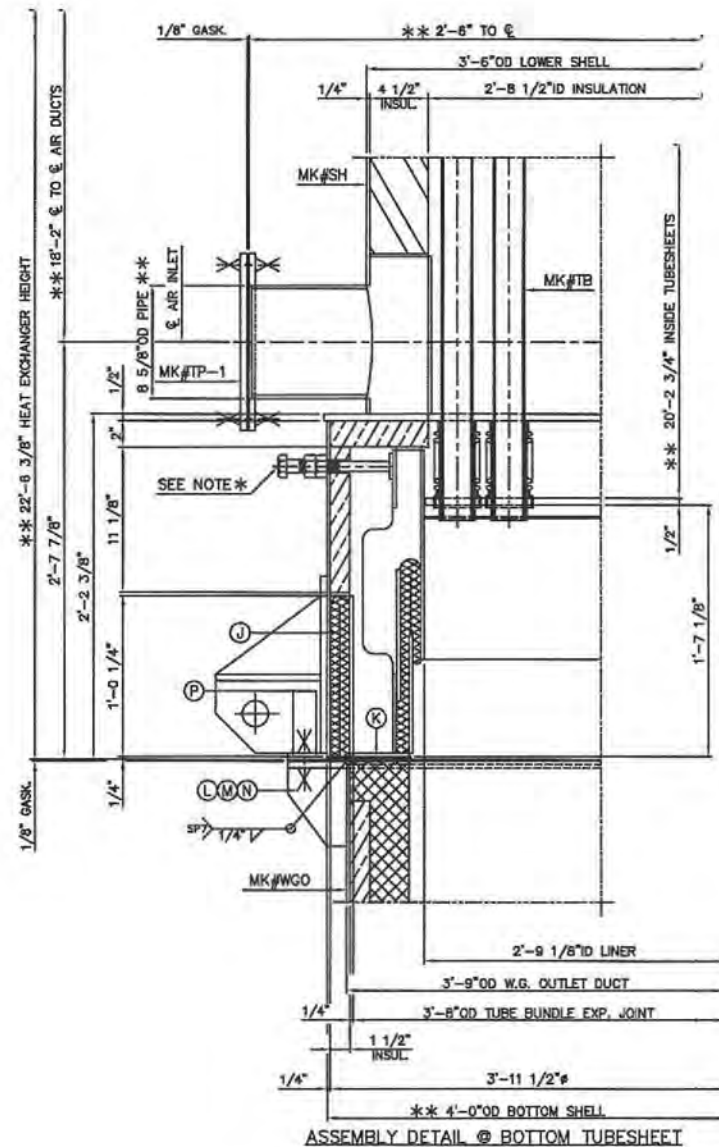
DUCT DETAILS

DRAWN	Garry W. Doepke	
CHECKED	<i>DL</i>	
APPROVED	<i>LL</i>	
DATE	07/18/1990	SCALE 3/4" = 1'-0"
NEXT ASSEMBLY	ANA7931	SHEET 1 OF 1

ZIMPRO
PASSAVANT
ROTHSCHILD, WISCONSIN 54474
DRAWING NUMBER
41.3-2381-D-7931



ASSEMBLY DETAIL @ TOP TUBESHEET



ASSEMBLY DETAIL @ BOTTOM TUBESHEET

NOTE:

ALL HOLES TO BE AS NOTED AND FREE OF BURRS.
 ALL WELDS TO BE CONTINUOUS AND AIRTIGHT UNLESS NOTED.
 ALL FLANGE OR BEARING SURFACES TO BE SMOOTH, EVEN, AND FREE OF BURRS.
 FOR WELD SPECIFICATION SHEET, SEE DRAWING DH-3081.
 INSULATION STUDS ITEMS (C) & (D) TO BE SPACED ABOUT 9" CENTERS.
 DO NOT MAKE TUBE TO TUBE SHEET WELDS UNTIL AFTER ASSEMBLY INTO SHELL. SHOP TO DETERMINE ASSEMBLY PROCEDURE.
 UNIT TO BE SHIPPED WITH TEST PLATES ATTACHED.
 HEAT EXCHANGER TO BE PNEUMATICALLY PRESSURE TESTED AT 18.0 PSIG ON THE SHELL SIDE TO THE INTENT OF ASME CODE 2010 SECTION VIII.
 PAINT: SURFACE PREP - ABRASIVE BLAST OR CENTRIFUGAL WHEEL BLAST (SP-6).
 PRIMER - ONE COAT 2.5 MILS DFT OF CARBOLINE CARBOZING II.
 FINISH - ONE COAT 2.5 MILS DFT OF CARBOLINE THERMALINE 4700. Δ
 COLOR: C705 GRAY. Δ
 FOR LOCATION OF ALL DUCTS SEE DRAWING EF-4271.
 ** DIMENSIONS TO BE CHECKED BY Q.C. PRIOR TO PLACING IN SHELL.

BILL OF MATERIAL

ITEM	MARK	QTY	DESCRIPTION	MATERIAL	QTY
#HE	ONE	HEAT EXCHANGER ASSEMBLY			16356
#TB	1	TUBE BUNDLE ASSEMBLY			4262
#SH	1	HEAT EXCHANGER SHELL			4979
#EJ	1	TOP TUBESHEET EXP. JOINT			70
#SR	1	TOP SEAL RING			23
#WGI	1	WASTE GAS INLET PLENUM			3247
#WGO	1	WASTE GAS OUTLET PLENUM			3145
#TP-1	1	AIR INLET TEST PLATE			26
#TP-2	1	AIR OUTLET TEST PLATE			130
A	48	ZIRCON CERAMIC REGULAR STYLE TUBE FERRULE 2.075"ODx 1.764"IDx 8"OAL WITH 2.75"ODx 3.75" LONG REFRACTORY COMPLETE WITH 1/32"THK. FIBERFRAX 970 SLEEVE ON TIP OF SHANK, 2.25"LONG; 5/32"THK. FIBERFRAX 970 SLEEVE ON SHANK PORTION IN THE BLOCK INSULATION, 2.75"LONG; 1/16"THK. FIBERFRAX 970 SLEEVE ON TOP PORTION OF SHANK.	INDUSTRIAL CERAMICS LTD.		96
B	10	SQ.FT. DURABLANKET 1 1/2"THK. 8# DENSITY	UNIFRAX		10
C	20	ROD 1/4"x 1 3/4"	SA-479, 310S		1
D	20	ROD 1/4"x 3 1/4"	SA-479, 310S		1
E	40	SHT.#11GAx 9/32"ODx 1"OD	SA-240, 310S		1
F	20	ROD 1/4"x 5 1/2" CASTABLE ANCHOR #1	SA-479, 310S		1
G	10	SQ.FT. DURABOARD-LD 3"THK. 15# DENSITY	UNIFRAX		37
H	2	CUL.FT. LO-ABRADE CASTABLE CAST MIX	A.P. GREEN		264
J	15	LIN. FT. DURABLANKET 1"x 24" 8# DENSITY	UNIFRAX		20
K	15	LIN. FT. DURABLANKET 1/2"x 6" 8# DENSITY	UNIFRAX		3
L	80	BOLT 5/8" DIA. X 2" HEX HEAD	SA-307 GR. B C.S.		18
M	80	HEAVY HEX NUT FOR 5/8" DIA. BOLT	SA-307 GR. A C.S.		7
N	80	WASHER FOR 5/8" DIA. BOLT	USS FLAT C.S.		4
P	100	LIN. FT. 3300 ROPE SEALANT 1/4" DIA.	DEACON		5
R	8	HEX HEAD TAP BOLT 1" DIA. X 2" LONG	SA-307 GR. B C.S.		6
S	1	GALLON TOUCH-UP PAINT			

* ITEMS TO BE SHIPPED LOOSE - SHOP TO TAG:
 "AFTER FIELD INSTALLATION - REPLACE ALL SHIPPING BOLTS WITH SHORTER 2" LONG BOLTS"

FABRICATION TOLERANCE UNLESS OTHERWISE SPECIFIED

0" - 18" = $\pm 1/16"$
 18" - 30" = $\pm 1/8"$
 30" - 100" = $\pm 3/16"$
 100" & ABOVE = $\pm 1/4"$
 $\pm 1"$

PLOT SCALE 1"=1'-0"

TOLERANCE TO BE NON-ACCUMULATIVE

COMPONENT: CONVRECUPE		REV. 1	REV. PAINT NOTE	DATE	BY	CHK
MATERIAL LISTED ABOVE FOR ONE (1) REQUIRED		DR. REL 10-19-00	16-PASS HEAT EXCHANGER ASSEMBLY DETAILS			
THIS DRAWING IS THE PROPERTY OF THERMAL TRANSFER CORP. IT IS NOT TO BE REPRODUCED OR COPIED IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF THERMAL TRANSFER CORP. IT IS TO BE USED ONLY AS A MEANS OF REFERENCE IN REGARD TO EQUIPMENT. RESERVES AND RIGHTS ARE RESERVED.		APP. TSA 1-9-00	THERMAL TRANSFER CORP. DUQUESNE, PA USA			
A Subsidiary of the Hamon Corporation		SCALE NTS	CONTINUING NO. 10-029-SEW-002	JOB NO. H-4180-HEB-05184-4	DF-3078	REV. 1

Contractor	C H Murphy Clark-Ullman, Inc.
Contract Amount	\$367,706.50
Earmarked Funds	\$300,000.00 – 2017 budget
BARS #	440.000.594.35.64
Budget Amendment Required?	Yes
Revenue Source	Funds to be transferred from 2017 budget
Start Date	Notice to Proceed
End Date	15 weeks











RESOLUTION NO. 2013

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANACORTES CONCERNING THE DEVELOPMENT OF A MUNICIPAL BROADBAND NETWORK

Whereas the City of Anacortes has constructed a fiber optic network linking the Water Treatment Plant, the Wastewater Treatment Plant, and the various pump stations and other facilities that support the water and wastewater utilities for the purpose of telemetry and control of utility systems;

Whereas the City of Anacortes has connected the telemetry network to other city facilities, including City Hall;

Whereas over 1500 residents have responded to a survey and shown overwhelming support for the City to move forward with a municipal fiber network;

Whereas the City published a Request for Qualifications for Internet Service Providers interested in leveraging a future City-owned fiber optic network to supply Internet access to residential and commercial customers within the city;

Whereas the Federal Communications Commission has recently repealed rules requiring "net neutrality," i.e., the principle that internet service providers should treat all data on the Internet the same, not discriminating against any particular content, user, website, platform, application, type of attached equipment, or mode of communication;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Anacortes:

Findings. The City Council finds that:

1. Information technology generally, and internet access specifically, plays an enormous role in our community today, and its impact to how we live, work, learn, and play, will continue to grow throughout the 21st century.
2. Businesses, and some residents, have an *existing* need for internet access at symmetric gigabit or higher speeds.
3. Businesses, residents, and the City will have an ever-growing need for high-speed, low-latency internet access in the future, given expected technological developments, e.g., ultra-high-resolution streaming television, ultra-high-resolution medical imaging, Smart Cities Initiatives, Internet of Things, 5G wireless, and self-driving vehicles.
4. Businesses and residents currently have few options for internet access, with most options at various performance tiers available from only a single provider.

5. World-class technology infrastructure, such as fiber optic networks, and municipal broadband high-speed internet, helps communities attract invaluable human talent and capital, economic investment; create jobs; expand educational opportunities; improve telemedicine options, advance public safety, and position the community to take advantage of future technological innovation.
6. Fiber optic networks are widely considered “future proof” because they transmit signals at the speed of light and are constrained only by the electronics that manage the system.
7. Redundancy and resiliency of a fiber network is a critical part of making the City attractive to investment.
8. Fiber optic internet access is currently provided by private entities in the City of Anacortes but is prohibitively expensive due to the high cost of deploying infrastructure, and lacks a redundant loop to the Internet backbone.
9. Private investment in capital-intensive technology infrastructure tends to converge around major metropolitan areas and population centers, and is unlikely to occur organically in small cities like Anacortes.
10. A City-owned broadband network would promote competition among Internet service providers that can both provide low-cost connectivity options for those with low incomes and offer commercial and residential stakeholders connectivity options superior to existing choices.

Objectives. The City Council supports and authorizes the development of a municipal broadband network to accomplish the following objectives:

1. Build a redundant loop fiber-optic-based internet access for the City.
2. Build a gigabit fiber-optic-based network throughout the City.
3. Offer “future proof” gigabit fiber-optic-based internet access to City residents and businesses.
4. Reduce the cost of gigabit internet access to City residents and businesses.
5. Ensure net neutrality for all internet access provided by the City.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ANACORTES on this
____ day of _____, 2018.

LAURIE M. GERE, MAYOR

Approved as to form and legality:

Darcy Swetnam, WSBA #40530
City Attorney

ATTEST:

Steve D. Hoglund, City Clerk Treasurer

DRAFT



Anacortes City Council

Proposed Agenda Items for the Next Eight Weeks Beginning May 7, 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 and vouchers are not included. The complete Preliminary Agenda for each meeting is published at 3:00 on the Wednesday prior to the meeting. Published Agendas are subject to change and may be updated following the posting period. For additional information on agenda topics, please contact the City Clerk's office at 360-299-1960 to be directed to the sponsoring staff member.

May 7, 2018

- Presentation: History of Anacortes' North Shore (Discussion)
- Public Works Quarterly Update (Discussion)
- Ordinance 3022: Impact Fees (Action)

May 9, 2018

Special Joint Meeting of the Anacortes City Council and Anacortes Planning Commission

Anacortes Municipal Code Update: Development Regulations and Design Standards Adoption Process Kick-Off

May 14, 2018

- Closed Record Decision Hearing, "A" Dock Replacement & Reconfiguration, Shoreline Substantial Development Permit, Port of Anacortes, SDP-2018-0002 (Discussion/Possible Action)
- Contract Award: Municipal Fiber Pilot Zone Construction (Discussion/Possible Action)

May 21, 2018

- Guemes Channel Trail Update (Edwards Way cul-de-sac to WSF Terminal) (Discussion)

May 29, 2018

- Pavement Management Program Update (Discussion)

June 4, 2018

June 11, 2018

June 18, 2018

June 25, 2018

Upcoming City Council Committee Meetings

The public is welcome to attend City Council Committee Meetings.

- Planning, Monday, Apr 23, 2018, 5:00 PM, Main Conference Room, City Hall
- Public Safety Committee, Monday, Apr 23, 2018, 4:00 PM, Mayor's Office, City Hall
- Finance, Wednesday, Apr 25, 2018, 5:00 PM, Main Conference Room, City Hall
- Port/City Liaison, Tuesday, May 1, 2018, 8:30 AM, Port of Anacortes
- Housing Affordability & Community Services, Thursday, May 3, 2018, 1:30 PM, City Hall
- Skagit County Population Health Trust, Thursday, May 3, 2018, 8:30 AM, Mount Vernon
- Public Works, Monday, May 7, 2018, 5:00 PM, Public Works Director's Office, City Hall
- Finance, Wednesday, May 9, 2018, 5:00 PM, Main Conference Room, City Hall
- Planning, Monday, May 14, 2018, 5:00 PM, Main Conference Room, City Hall