

**** Per Governor's emergency [Proclamation 20-28](#) issued March 24, 2020, agencies are required to meet completely remotely without providing for a physical location. Agencies are prohibited from taking "action," as defined in RCW 42.30.020, unless those matters are necessary and routine matters or are matters necessary to respond to the COVID-19 outbreak and the current public health emergency, until such time as regular public participation under the Open Public Meetings Act is possible.**

**** Per Section 3 of Anacortes [Resolution 2082](#) Ratifying Proclamation of Emergency and Providing Temporary Procedures to Respond to the COVID-19 Epidemic, adopted by the Anacortes City Council on March 16, 2020:**

- All in-person Committee meetings of the City Council are cancelled. Council and committee meetings may be held telephonically regardless of whether the City has the capability of video recording meetings.
- The public comment portion of Council meetings and any scheduled public hearings are temporarily suspended to discourage public in-person attendance of City Council meetings.
- Meetings may be viewed live or viewed after the fact on the [City of Anacortes website](#) or on [Channel 10](#).
- The public may also listen to the meeting by phone: 312-757-3121, Access Code: 373-576-877
- The public is encouraged to comment via [email](#) or written comment addressed to: City Clerk, P.O. Box 547, Anacortes, WA 98221. Public comments received prior to 5:00 p.m. the day of the meeting will become part of the record for the meeting, just as if presented in person.



Anacortes City Council
Municipal Building Council Chambers
904 6th Street

**** This meeting will be held electronically only ****

April 27, 2020
6:00 p.m.

PRELIMINARY AGENDA

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

1. **Call to Order**
2. **Announcements and Committee Reports**
 - a. COVID-19 Update
 - b. Personnel Committee
 - c. Fiber Committee
 - d. Planning Committee
3. **Consent Agenda (Action)**
 - a. Minutes of April 20, 2020
 - b. Approval of Claims in the amount of: \$836,183.14
 - c. Contract Award: Depot Plaza Restroom - CXT Concrete Building Purchase
#20-069-PRK-002
 - d. Contract Award: Pump Station 16 Pump Electrical Upgrade - Control Systems
#20-118-SEW-002
4. **Public Hearings**
 - a. **** Modified Public Hearing: City of Anacortes CDBG Consolidated Plan: 2020 Annual Action Plan (Discussion)**
****To comment please call 360.293.1904 and you will be routed into the meeting. ****
5. **Other Business**
 - a. Resolution 2085: Extending the Duration of Resolution 2082 Providing Temporary Procedures to Respond to the COVID-19 Epidemic (Action)
6. **Adjournment**



Anacortes City Council

Proposed Agenda Items for the Next Eight Weeks Beginning May 4, 2020

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 4, 2020

- Modified Public Hearing: City of Anacortes CDBG Consolidated Plan: 2020 Annual Action Plan (Action)

May 11, 2020

May 18, 2020

May 26, 2020

- Monthly Finance Update and COVID-19 Impacts (Discussion)

June 1, 2020

June 8, 2020

June 15, 2020

June 22, 2020

Upcoming City Council Committee Meetings

The public is welcome to attend City Council Committee Meetings.

- Planning, Monday, Apr 27, 2020, 5:00 PM, Teleconference
- Community Center / Pool, Thursday, Apr 30, 2020, 3:30 PM, TBD
- Public Works, Monday, May 4, 2020, 5:00 PM, Teleconference
- Port/City Liaison, Tuesday, May 5, 2020, 8:30 PM, TBD
- Fiber, Thursday, May 7, 2020, 2:30 PM, Teleconference
- Housing Affordability & Community Services, Monday, May 11, 2020, 4:00 PM, Teleconference
- Planning, Monday, May 11, 2020, 5:00 PM, Teleconference
- Finance, Wednesday, May 13, 2020, 5:00 PM, Teleconference
- Community Center / Pool, Thursday, May 14, 2020, 3:30 PM, TBD
- Public Works, Monday, May 18, 2020, 5:00 PM, Teleconference

City Council Minutes – April 20, 2020

Mayor Laurie Gere called to order the Anacortes City Council meeting of April 20, 2020 at 6:00 p.m. Councilmembers Jeremy Carter, Anthony Young, Ryan Walters, Christine Cleland-McGrath, Carolyn Moulton, Bruce McDougall and Matt Miller all participated in the meeting in absentia via video conference. (Ms. Moulton and Mr. Young joined the meeting approximately two minutes following the roll call.)

Announcements and Committee Reports

COVID-19 Update: Mayor Gere reported on her teleconference with the governor and the mayors and commissioners from adjoining counties the prior week. The mayor also shared current statistics from Skagit County on reported COVID cases. Mayor Gere asked Mr. Carter to report from the National Guard. Mr. Carter advised that the National Guard had been activated and was delivering food to those in need throughout Skagit County.

IT Committee: Mr. McDougall reported from the committee meeting prior week. He shared staff reports regarding the planned new server cluster to support city operations and the rapid extension of VPN capability which was allowing approximately 50 staff members to work from home. Mr. Miller and Mr. Walters listed additional information they had requested from staff to justify any additional costs.

Public Works Committee: Ms. Moulton reported from the committee meeting earlier in the evening. The meeting included updates on COVID-19 prevention measures being taken by staff, the Oakes Avenue roundabout which was nearly complete and still ahead of schedule, preconstruction conferences for the raw water pipeline and clearwell project, ranking of city facility roofs by condition and age in preparation for scheduling inspections, and staff exploration of potential budget savings.

Public Comment

Per Section 3 of Resolution 2082 Ratifying Proclamation of Emergency and Providing Temporary Procedures to Respond to the COVID-19 Epidemic, adopted by the Anacortes City Council on March 16, 2020, the public comment portion of Council meetings and any scheduled public hearings were temporarily suspended to discourage public in-person attendance of City Council meetings. The public was encouraged to comment via email or written comment addressed to: City Clerk, P.O. Box 547, Anacortes, WA 98221. Public comments received prior to the meeting become part of the record for the meeting, just as if presented in person.

Consent Agenda

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

- a. Minutes of April 13, 2020
- b. Approval of Claims in the amount of: \$568,548.12
- c. Contract Award: Skagit Raw Water Pipeline & Clearwell Project - Coating Inspections #20-048-WTR-003
- d. Contract Award: Skagit Raw Water Pipeline & Clearwell Project - Special Inspections #20-048-WTR-004
- e. Contract Modification: Block 36 Sewer Improvements Project #19-197-SEW-001
- f. Contract Award: 2020 Slurry Seal Roadway Preparation #20-002-TRN-001

The following vouchers/checks were approved for payment:
EFT numbers: 96892 through 96939, total \$335,617.58
Check numbers: 96940 through 96959, total \$118,865.58
Wire transfer numbers: 267060 through 267356, total \$114,064.96

PUBLIC HEARINGS

Public Hearing: Ordinance 3069: An Interim Ordinance Extending the Moratorium on the Acceptance of Certain Land Use Actions in the R4 Use Zone West of the Commercial Use Zone

City Attorney Darcy Swetnam provided background on the existing moratorium, referring to the packet materials for the meeting. Ms. Swetnam explained that the COVID-19 emergency had prevented completion of the adopted work plan so the moratorium would need to be extended. She acknowledged Governor's Proclamation 20-28 regarding public meetings during the State of Emergency, advised that the current public hearing was essential, and concluded that the current public hearing would involve public participation via written comment only but that once the public health emergency was over the city would hold an additional public hearing with an opportunity for in person testimony.

Planning Director Don Measamer clarified that Ordinance 3069 would extend the moratorium on the use of small units to qualify for the bonus height provision but that affordable units would still qualify for the bonus height provision, which would apply to the Anacortes Family Center project currently being planned.

Mayor Gere opened the advertised public hearing on Ordinance 3069. Mr. Measamer advised that no written public comments had been received. He confirmed that notice of the public hearing had been published in the city's newspaper of record fourteen days prior to the hearing.

Councilmembers discussed whether or how affordable units should be exempted from the moratorium. After considerable discussion, Mr. Measamer proposed adding a new Section 7 to Ordinance 3069:

AMC 19.42.050 D.1 is amended to read, "All living units must meet the affordability requirements of AMC 19.42.050 D.3, D.4, D.5 and D.6."

Mayor Gere closed the public hearing.

Mr. Walters moved, seconded by Ms. Moulton, to adopt Ordinance 3069 with the addition of a new Section 7 amending 19.42.050 D1 as proposed by Mr. Measamer. Vote: Ayes – Young, Walters, Cleland-McGrath, Moulton, McDougall, Miller and Carter. Motion carried.

OTHER BUSINESS

Access Anacortes Fiber Internet Update

Administrative Services Director Emily Schuh provided the regular monthly update on Access Anacortes Fiber Internet. Her slides were added to the packet materials for the meeting. Ms. Schuh's report included current data on revenue, customer orders, status of backbone and MST installations, and plans for no-contact customer assisted installations to comply with social distancing and personal safety protocols. She then elaborated on 2020 expansion areas, focusing on aerial installation fiberhoods. Mr. Miller reminded of the purpose of the three pilot areas to demonstrate the financial viability of the project.

CARES/CDBG Funding Update

Mr. Measamer said the city had been notified it would receive an additional \$68,183 of CDBG funding in 2020, over and above the \$115,906 already awarded. He summarized the funding allocations anticipated in the CDBG Action Plan prior to the COVID-19 epidemic, then explained how funding could be re-allocated to assist with COVID-19 response and recovery. Mr. Measamer mentioned projects underway in Seattle and Everett to issue grants to local small businesses. He said staff and the Planning Committee were exploring options for the Anacortes funding, including both small business grants and food bank assistance, and would bring an amended Action Plan to City Council for public hearing and action on April 27 and May 4. He requested a consensus from Council on the direction staff should proceed. Councilmembers expressed support of Mr. Measamer's suggestion and emphasized the need to aid as quickly as possible and to publicize the availability of funds as

widely as possible. Mayor Gere suggested making applications available to the public even before the Action Plan was approved by HUD to allow more expedient distribution of funding once the plan was approved. Mr. Walters emphasized the need for objective scoring criteria and offered to help develop those. Councilmembers requested that staff also provide the HUD parameters governing potential uses of the funds. Mr. Measamer concluded that on April 27 staff would present amended action plans, the governing parameters from HUD, a draft of an application, and real numbers on how many businesses might be able to be assisted.

Monthly Finance Update and COVID-19 Impacts

Finance Director Steve Hoglund presented an update on the city's financial position as of the end of March 2020, referring to the packet materials for the meeting. He addressed anticipated impacts to the city's primary revenue streams due to the COVID-19 emergency. In response to the list of potential cost savings proposed by Mr. Hoglund, Mr. Walters suggested continuing to fund ERR and DIS replacement funds as scheduled but then borrowing from those funds if cash was required. Ms. Moulton concurred. Mr. Walters requested staff to present a resolution extending the duration of Resolution 2082 which was set to expire April 28, 2020.

There being no further business, at approximately 7:45 p.m. the Anacortes City Council meeting of April 20, 2020 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 27, 2020 City Council meeting:
[Download this file in OpenDocument spreadsheet format.](#)

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
267560	1/28/2020	2740255	FOSTER GARVEY PC	WATER UTILITY ISSUES MATTER #21	\$ 3,932.20	legal
267359	2/29/2020	IN934685	NOANET	OUTSOURCED NOC SERVICES - FEB 2020	\$ 1,479.17	fiber
267461	3/1/2020	GB00100301	TRANSAMERICA LIFE INS CO	MARCH, LEOFF LONG-TERM CARE INSURANCE	\$ 634.98	hr
267372	3/9/2020	556530	FRONTIER BUILDING SUPPLY	FRONTIER TOMMY THOMPSON PARK SUPPLIES	\$ 37.83	parks1
267513	3/10/2020	8498 30 030 0111230	COMCAST	WTP 14489 RIVER BEND RD. - 3/19-4/18/20	\$ 231.31	finance
267653	3/10/2020	03/10/20	US MARINE SALES	WTP GATOR TOUGH 1860 WOF BOAT	\$ 19,952.72	pw1
267561	3/17/2020	90129	WHITNEY EQUIPMENT CO INC	PUMP FOR PS 7	\$ 7,674.10	dwwtp
267373	3/24/2020	558085	FRONTIER BUILDING SUPPLY	FRONTIER PARK SUPPLIES	\$ 41.16	parks1
266199	3/24/2020	90152	WHITNEY EQUIPMENT CO INC	PUMPS FOR PUMP STATIONS	\$ 42,977.99	dwwtp
267614	3/28/2020	360-299-0813-1017915	FRONTIER COMMUNICATIONS	WWTP 3/28-4/27/20	\$ 311.98	dwwtp
267547	4/1/2020	5221040	CARDINAL HEALTH 110, INC.	PHARMACEUTICALS	\$ 426.69	medic
266865	4/4/2020	April	SKAGIT LAW GROUP PLLC	PROSECUTION SERVICES APRIL 2020	\$ 6,305.00	legal
267548	4/9/2020	AN 72158	CENTRAL WELDING SUPPLY CO, INC	O2 FOR AMBULANCE	\$ 109.63	medic
267656	4/9/2020	9315455574	GRAYBAR ELECTRIC COMPANY, INC	DROP HARDWARE	\$ 2,055.93	fiber
267649	4/9/2020	5979-1	SEMRAU ENGINEERING & SURVEYING	DEPOT PLAZA RESTROOM - ENGINEERING - THROUGH 3/31/20	\$ 7,985.50	parks1
267651	4/10/2020	214536-1	BIRCH EQUIPMENT CO., INC	BOOM LIFT PURCHASE	\$ 19,560.56	pw1
267331	4/10/2020	9315460041	GRAYBAR ELECTRIC COMPANY, INC	SPLITTERS, 1X4, FOR FIELD CABINETS	\$ 4,456.74	fiber
267329	4/10/2020	200024889996	PUGET SOUND ENERGY INC	WTP INTAKE ELECTRICITY 3/12/20-4/9/20	\$ 343.66	dwwtp
267506	4/10/2020	300000290035	PUGET SOUND ENERGY INC	MUSEUM 3/7-4/6/20	\$ 273.87	museum
267519	4/10/2020	300000305007	PUGET SOUND ENERGY INC	STREET LIGHTS & WATER METER VAULTS 3/4-4/1/20	\$ 422.40	dshop
267555	4/10/2020	300000290019	PUGET SOUND ENERGY INC	ALL STATIONS: 3/6 - 4/6	\$ 959.82	medic
267637	4/10/2020	300000000343	PUGET SOUND ENERGY INC	PARKS/CEM/WASH. PARK/FAC/DEPOT3/6/20-4/6/20	\$ 4,052.14	parks1
267502	4/10/2020	103544116	RICOH USA, INC	S/N C32029555 CITY HALL COPIER 3RD 4/1-4/30/20	\$ 378.00	finance
267420	4/11/2020	120171	LAKESIDE INDUSTRIES, INC.	LAKESIDE PICKETT POCKET SUPPLIES	\$ 891.06	parks1
267498	4/13/2020	9315485802	GRAYBAR ELECTRIC COMPANY, INC	GROMMET KIT	\$ 58.37	fiber
267550	4/13/2020	993903	LIFE ASSIST, INC	QUICK CONNECTS	\$ 97.83	medic
267551	4/13/2020	993897	LIFE ASSIST, INC	3 CASES SAM SLINGS	\$ 177.72	medic
267631	4/13/2020	300000290027	PUGET SOUND ENERGY INC	WTP RESERVOIR & PUMP STATION 3/7/20-4/6/20	\$ 3,331.19	dwwtp

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
267414	4/13/2020	0251839-IN	REISNER DISTRIBUTOR INC	DELO PREMIX, DEF FLUID	\$ 990.27	dshop
267549	4/13/2020	200352	T-SHIRTS BY DESIGN	LOGO EMBROIDERY ON UNIFORM VESTS	\$ 65.22	medic
267332	4/13/2020	204691	USA BLUE BOOK	SULFURIC ACID STANDARD X 15	\$ 427.65	dwtpt
267335	4/13/2020	204694	USA BLUE BOOK	FLUORIDE REAGENT TISAB X 6, CHLORINE STANDARD AMPULE	\$ 390.77	dwtpt
267616	4/14/2020	9042	ANTEC CORPORATION	MAINTENANCE SUPPLIES	\$ 1,577.19	dwwtpt
267412	4/14/2020	280543A	BAY CITY SUPPLY	FACILITY COVID-19 SUPPLIES	\$ 102.07	pwfac
267554	4/14/2020	978 800 0000 1	CASCADE NATURAL GAS CORP.	STA 3: 3/13 - 4/13	\$ 140.45	medic
267652	4/14/2020	116852823	DEERE & COMPANY	TRACTOR #714 FOR PARKS DEPARTMENT	\$ 27,292.74	pw1
267413	4/14/2020	9315506314	GRAYBAR ELECTRIC COMPANY, INC	Q SPAN CLAMPS	\$ 55.42	fiber
267657	4/14/2020	9315495734	GRAYBAR ELECTRIC COMPANY, INC	Q SPAN CLAMP	\$ 657.23	fiber
267553	4/14/2020	994317	LIFE ASSIST, INC	EXAM GLOVES	\$ 239.14	medic
267416	4/14/2020	MV232535	MOTOR TRUCKS, INC	DRUMS, BRAKE SHOES #511	\$ 1,379.53	dshop
267417	4/14/2020	MV232550	MOTOR TRUCKS, INC	CRANKCASE ELEMENT	\$ 271.84	dshop
267415	4/14/2020	001-462704	PISTON SERVICE OF ANACORTES	LIGHTS #867	\$ 10.20	dshop
267552	4/14/2020	INV5791	SEAWESTERN, INC.	AIR ANALYSIS FOR SCBA COMPRESSOR	\$ 146.75	medic
267544	4/15/2020	5271197	CARDINAL HEALTH 110, INC.	PHARMACEUTICALS	\$ 111.76	medic
267546	4/15/2020	5272760	CARDINAL HEALTH 110, INC.	PHARMACEUTICALS	\$ 83.87	medic
267500	4/15/2020	2003053C	CH MURPHY/CLARK-ULLMAN, INC	EMERGENCY REPAIR	\$ 2,400.10	dwwtpt
267507	4/15/2020	001-462803	PISTON SERVICE OF ANACORTES	A/C CONDENSER	\$ 137.61	dshop
267509	4/15/2020	001-462802	PISTON SERVICE OF ANACORTES	A/C CONDENSER COMP OIL #171	\$ 147.56	dshop
267419	4/15/2020	RefundSkagitBay	SKAGIT BAY SAIL AND	REFUND SNR ACT CTR SKAGIT BAY SAIL	\$ 287.50	parks1
267514	4/15/2020	331 0514240	UNIFIRST CORPORATION	WTP LAUNDRY SERVICE	\$ 87.89	dwtpt
267516	4/15/2020	207351	USA BLUE BOOK	HYDROCHLORIC ACID	\$ 165.35	dwtpt
267455	4/15/2020	2052218	WASHINGTON TRACTOR, INC	PARTS CATALOG FOR EQUIP # 714	\$ 288.71	dshop
267459	4/16/2020	1991716130	ARAMARK	OPS: MAT CLEANING	\$ 41.63	dshop
267499	4/16/2020	1991716129	ARAMARK	OPS & PARKS LAUNDRY SVC FOR	\$ 77.76	finance
267504	4/16/2020	1991716122	ARAMARK	APD NYLON MATS CLEANED	\$ 16.31	apd
267517	4/16/2020	2748091	FOSTER GARVEY PC	KOFFEL PROPERTY CONDEMNATION MATTER 104	\$ 1,965.00	legal
267654	4/16/2020	9315531686	GRAYBAR ELECTRIC COMPANY, INC	CONNECTORS, FIELD INSTALLABLE	\$ 3,621.61	fiber
267515	4/16/2020	818827	JCI JONES CHEMICALS INC	HYPOCHLORITE SOLUTION	\$ 3,966.85	dwtpt
267557	4/16/2020	994956	LIFE ASSIST, INC	O2-RESQ CPAP FILTERS	\$ 68.48	medic
267462	4/16/2020	Ref000267462	MARQUEZ, JULIE	Refund per email per Don M	\$ 13,580.43	bldg
267640	4/16/2020	1720007263	PATEL DDS, RAMAN	DENTAL SERVICES, LEOFF1 RETIREE	\$ 1,300.50	hr
267508	4/16/2020	001-462884	PISTON SERVICE OF ANACORTES	FILTERS FOR STOCK	\$ 191.36	dshop
267460	4/16/2020	112145	WALTON BEVERAGE COMPANY, INC	OPS BREAKROOM SUPPLIES	\$ 105.00	dshop
267501	4/16/2020	112144	WALTON BEVERAGE COMPANY, INC	CITY HALL BREAK ROOM SUPPLIES	\$ 245.00	finance
267505	4/17/2020	4717	ANACORTES TOWING, LLC	TOWING; APD CASE 20-A02292	\$ 163.05	apd
267617	4/17/2020	21825	APSCO INC	MAINTENANCE SUPPLIES	\$ 119.83	dwwtpt

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
267518	4/17/2020	8498 30 017 0543538	COMCAST	DEPOT 611 R AVENUE - 4/22-5/21/20	\$ 186.15	finance
267511	4/17/2020	31-C19115768:1	EARLE, FRANCIS	REFUND AMBULANCE OVERPAYMENT	\$ 603.37	finance
267510	4/17/2020	31-C19063817:1	HERNANDEZ, MARIA	REFUND AMBULANCE OVERPAYMENT	\$ 97.27	finance
267615	4/17/2020	0252079-IN	REISNER DISTRIBUTOR INC	MAINTENANCE SUPPLIES	\$ 794.05	dwwtp
267623	4/17/2020	986163	SKAGIT COUNTY SOLID WASTE FUND	DUMP RUN - FIBER	\$ 172.80	fiber
267625	4/17/2020	986369	SKAGIT COUNTY SOLID WASTE FUND	DUMP RUN - FIBER	\$ 83.52	fiber
267621	4/17/2020	112654	SUMMIT LAW GROUP, PLLC	LEGAL SERVICES, FFCRA POLICY AND MOUS	\$ 1,353.00	hr
267512	4/17/2020	31-C19041303:1	UNITED HEALTHCARE INS. CO.	REFUND AMBULANCE OVERPAYMENT	\$ 471.90	finance
267639	4/18/2020	00005W5A83160	UNITED PARCEL SERVICE, INC	UPS SHIPPING CHARGES; WEEK ENDING 4-18-20	\$ 8.79	apd
267620	4/20/2020	710 300 0000 5	CASCADE NATURAL GAS CORP.	OPS 3/19-4/17/20	\$ 475.37	dshop
267624	4/20/2020	169 400 0000 9	CASCADE NATURAL GAS CORP.	STATION 2: 3/19 - 4/17	\$ 109.75	medic
267630	4/20/2020	440 400 0000 0	CASCADE NATURAL GAS CORP.	FIDALGO CENTER 3/19-4/17/20	\$ 422.83	parks1
267632	4/20/2020	674 400 0000 7	CASCADE NATURAL GAS CORP.	STA 1; 3/19 - 4/17	\$ 102.92	medic
267634	4/20/2020	538 000 0000 1	CASCADE NATURAL GAS CORP.	411 HILLCREST DR. 3/19-4/17/20	\$ 35.27	parks1
267635	4/20/2020	638 000 0000 0	CASCADE NATURAL GAS CORP.	411 HILLCREST DR. #B, 3/19-4/17/20	\$ 84.07	parks1
267636	4/20/2020	917 600 0000 9	CASCADE NATURAL GAS CORP.	1915 13TH ST. 3/19-4/17/20	\$ 59.25	parks1
267638	4/20/2020	038 200 0000 2	CASCADE NATURAL GAS CORP.	APD 3/19-4/17/20	\$ 763.93	apd
267645	4/20/2020	001-463129	PISTON SERVICE OF ANACORTES	HEADLIGHT	\$ 10.99	dshop
267646	4/20/2020	P0001-39	QCC QUALITY CONTROLS CORP.	ON CALL PROFESSIONAL SERVICES AT WWTP - MARCH 2020	\$ 2,247.00	dwwtp
267647	4/20/2020	P0001-38	QCC QUALITY CONTROLS CORP.	ON CALL PROFESSIONAL SERVICES AT WWTP - REPLACEMENT MTU DC POWER SUPPLY	\$ 214.57	dwwtp
267627	4/20/2020	48561686	UNIVAR USA INC	SODIUM HYDROXIDE	\$ 4,600.71	dwwtp
267622	4/21/2020	RefundAntoniuk	ANTONIUK, KIM	WA PARK CAMPGROUND REFUND	\$ 54.00	parks1
267648	4/21/2020	2020-0495	ISLAND SASH & DOOR, INC.	CITY HALL WINDOWS REPLACEMENT	\$ 26,357.58	pw1
267644	4/21/2020	Pay App 2	SRV CONSTRUCTION, INC	SHIP HARBOR AND SR20 SPUR INTERSECTION IMPROVEMENTS PROJECT	\$ 604,755.61	pw1
267619	4/21/2020	331 055146	UNIFIRST CORPORATION	WATER CREW LAUNDRY	\$ 39.26	wdist

Total **\$836,183.14**



City Council Contract Agenda Bill

Meeting Date: 4/27/2020

Agenda Item: 3c

Subject: Contract Award - CXT Concrete Restroom Building Purchase #20-069-PRK-002

Staff Contact: Jonn Lunsford

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 Purchase Order in the amount of \$186,239.44 to CXT Incorporated for the CXT Concrete Restroom Building Purchase. The Purchase Order piggybacks on Washington State contract 00213, and provides for one new CXT Concrete Restroom Building for the Depot Plaza.

Background:

1. **History:** The Depot Arts and Community Center is located at 611 R Avenue in Anacortes. It was originally the Great Northern Train Depot built in 1911. The facility is managed by the Parks and Recreation Department and is available for rent to groups and organizations. This venue attracts events such as the Anacortes Farmers Market, weddings, graduation parties, retirement parties, concerts, art shows, craft fairs, city functions, church picnics, classes, dog training, and many more. A Depot Master Plan identifies the plaza area as a need that includes an open stage and restroom facilities. The site lacks restroom facilities to accommodate these events and is necessary for further growth of events. The City has a current contract # [20-069-PRK-001](#) in place with Semrau Engineering & Surveying for the design of site plan and specifications for the project. [Interlocal 288](#) with Skagit County was executed on 9/3/19 to receive \$300,000.00 in grant funds for the construction of this project.
2. **Key Terms:**
 - Total purchase price of \$186,239.44 which includes \$14,906.01 in sales tax.
3. **Competitive Bidding:** The City has a cooperative purchasing agreement with the State of Washington and is procuring this equipment through [Washington State contract 00213](#).

Previous Council/Committee Action: N/A

Competing Viewpoints Considered: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign Purchase Order 20-069-PRK-002 with CXT Incorporated in the amount of \$186,239.44 for the CXT Concrete Restroom Building Purchase.

Alternative Actions: Reject the purchase order

Attachments: Purchase Order 20-069-PRK-002

Contractor	CXT Incorporated
Contract Amount	\$186,239.44
Earmarked Funds	\$300,000.00 – Skagit Co. grant \$100,000.00 - REET
BARS #	108.410.594.76.60
Budget Amendment Required?	No

State of Washington
Contract #00213

CXT Incorporated
3808 North Sullivan Road Bldg. #7
Spokane, WA 99216
Federal Tax ID #91-1498605A

Edmonds Toilet Building

Cost Work Sheet and Order Form

Complete One Form per Unit Ordered

Site name and Address (or closest cross street) 611 R Ave

City (or closest town) Anacortes, WA

Contact Phone number: (360) 299-1948 Fax: (360) 293-1928

email address: dustins@cityofanacortes.org

Accepted By: _____ Date: _____ PO #20-069-PRK-002

Unit Price of Flush Toilet and Placement

Flush toilet building with smooth siding and broom finish roof,
stainless steel plumbing fixtures, galvanized painted doors and frames,
electrical package, and Sacrificial antigraffiti sealer. **\$141,649.00**

\$ 141,649

One-Way Transportation Cost, (between Spokane, WA and the site) **\$8,837.00**

\$ 8,837

Added Cost Options:

- Final Connection to Utilities - **\$4,480.00** \$ 4,480
- Wall Options (Split Block, Stucco, Exp Agg)- **\$3,317.00** \$ _____
- Gabled Roof Options (Delta Rib or Exposed Aggregate)- **\$1,008.00** \$ 1,008
- Two-Tone Color Scheme - **\$392.00** \$ 392
- Electric Hand Dryers - **\$3,457.00** \$ 3,457
- Electronic Flush Valves - **\$2,606.00** \$ 2,606
- Electronic Lavatory Faucets - **\$1,564.00** \$ 1,564
- Marine Package for Extra Corrosion Resistance - **\$6,586.00** \$ _____
- 30 Gallon Water Heater - **\$764.00** \$ _____
- Fiberglass Entry and Chase Doors and Frames - **\$6,311.00** \$ _____
- Tile Floor in Restroom - **\$6,311.00** \$ _____
- VandlShield XT Sealer - **\$8,233.00** \$ _____
- Electric Timed Door Locks (not chase door) - **\$5,128.00** \$ _____
- Skylight- 4 Req'd- **\$476.00 each** \$ _____
- Marine Grade Skylight - 4 Req'd - **\$1,568.00 each** \$ _____
- Exterior Frostproof Hose Bib with Box - **\$431.00** \$ 431
- Heating & Insulation Package w/Fiberglass Reinforced Plastic - **\$28,069.00** \$ _____
- Gable Roof Option (rear entry chase door) - **\$5,223.00** \$ _____
- Paper Towel Dispenser - **\$95.00 EA** \$ _____
- Toilet Seat Cover Dispenser - **\$84.00 EA** \$ 252 (3 total)
- Sanitary Napkin Disposal - **\$54.00 EA** \$ 108 (2 total)
- CXT Wastebasket - **\$43.00 EA** \$ _____
- Paint Touch up Kit - Single Color - **\$46.00** \$ _____
- Paint Touch up Kit - Two Tone Color - **\$56.00** \$ _____

- **Natural Gas Tankless Hot Water Heater \$ 1,184
- **Exterior Mounted Drinking Fountain \$ 2,964

**Add: WA Management Fee in the amount of 1.50% of building cost,
not including shipping.**

\$ 2,401.43

Sub-Total Cost per Unit **\$ 171,333.43**

8.7% Sales Tax **\$ 14,906.01**

Total Cost per Unit **\$ 186,239.44**

No Cost Options: Mark with "X": For Two Tone color- R=Roof, W=Exterior Walls

☐ Sage Green***	☐ Amber Rose	☐ Liberty Tan	☐ Berry Mauve
☐ Toasted Almond	☐ Oatmeal Buff	☐ Buckskin	☐ Rosewood
☐ Sun Bronze	☐ Golden Beige	☐ Mocha Carmel	☐ Malibu Taupe
☐ Sand Beige	☐ Natural Honey	☐ Salsa Red	☐ Java Brown
☐ Pueblo Gold	☐ Cappuccino Cream	☐ Coca Milk	☐ Raven Black
☐ Granite Rock	☐ Georgia Brick	☐ Western Wheat	☐ Nuss Brown
☐ Rich Earth	☐ Charcoal Grey		

****Building includes "Restroom" sign(s) in braille & roman letters.**

State Contract Specialist: Leslie Edwards @ 360-407-8416

CXT Territory Salesman: Eric Kuester @ 509-994-9900

CXT Inside Sales Manager: Ali Cairns @ 509-892-3238



City Council Agenda Item Summary

Meeting Date: 4/27/2020

Agenda Item Number: 3d

Agenda Item Title: Contract Award – Pump Station 16 Pump Electrical Upgrade - Control Systems 20-118-SEW-002

Staff Contact(s): Public Works Director Fred Buckenmeyer

Approved by: Steve Hoglund, Darcy Swetnam

Action Type: Contract Award No. 20-118-SEW-002

Item Summary:

City staff seeks City Council consent to award a contract in the amount of \$52,938.51 to Quality Controls Corporation to perform control systems portion of the Pump Station 16 Pump Electrical Upgrade Project. QCC will provide the required hardware, engineering, and commissioning services to upgrade the motor controls, level measurement, and miscellaneous equipment. The new motor equipment is provided to utilize the 1ph 240VAC input power and control the new 20HP 3ph 240VAC submersible pumps.

History:

Pump Station 16 was built in 1994. Over the years, the two pumps that serve this station have been rebuilt numerous times. While most sewage pump stations have two pumps installed for redundancy, one of the pumps has failed and did not pass electrical inspection. While we have a backup plan in place we need to get this upgrade done ASAP. With the development of new technologies the pump manufacture no longer supports these pumps. At this location, residential single phase power is only available and must be converted to industrial 3-phase power to operate these pumps. We will be upgrading the existing power conversion system to more reliable technologies which will better support this station. The electrical work will be done by a separate contract with VECA Electric & Technologies.

Key Terms:

- Contract is for a firm fixed price of \$52,938.51.
- The work performed under this Agreement shall be completed by August 31, 2020.

Competitive Bidding:

Quality Controls Corporation was designated sole source for PLC and SCADA system development and maintenance at the WTP via [Resolution 1930](#) at the 10/5/15 Council meeting.

Contract Information

Contractor: Quality Controls Corporation

Contract Amount: \$52,938.51

Earmarked Funds: \$80,000.00

BARS #: 440.750.535.81.48 (labor); 440.750.535.81.31 (materials)

Budget Amendment Required? No

Start Date: Inception

End Date: 8/31/20

Previous Action: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign contract 20-118-SEW-002 with Quality Controls Corporation in the amount of \$52,938.51 to perform the Pump Station 16 Pump Electrical Upgrade - Control Systems.

Alternative Actions: Not award the contract

Attachments In order presented:

- Contract 20-118-SEW-002



CONTRACT 20-118-SEW-002
Between
THE CITY OF ANACORTES
AND
QUALITY CONTROLS CORPORATION

PUMP STATION 16 PUMP ELECTRICAL UPGRADE - CONTROL SYSTEMS

This Agreement, hereinafter referred to as "Agreement", made and entered into between the City of Anacortes, hereinafter referred to as the "City", and Quality Controls Corporation, hereinafter referred to as the "Consultant";

WHEREAS, the City requires professional services of the Consultant;

NOW, THEREFORE, in consideration of mutual benefits accruing, it is agreed by and between the parties hereto as follows:

1. **Scope of Work.** Under this Agreement, the Consultant shall provide will provide the required hardware, engineering, and commissioning services to upgrade the motor controls, level measurement, and miscellaneous equipment at Pump Station 16 as detailed in Exhibit A, which is hereby incorporated by reference and made a part hereof. Work shall be performed under the direction of the Project Manager, Steve Doebler, who may be reached at (360) 299-1504 or email steved@cityofanacortes.org.

2. **Price.** The work performed under this Agreement shall be performed for a total fixed price of **Fifty-Two Thousand Nine Hundred Thirty-Eight Dollars and Fifty-One Cents (\$52,938.51)**. The per item breakdown is detailed in Exhibit A.

3. **Time of Completion.** The work performed under this Agreement shall be completed by August 31, 2020.

4. **Subcontracts.** The Consultant shall give notice in advance of placing any subcontract and will identify subcontracts before subcontracted work begins. "Subcontract" means any contract entered into by a sub-consultant to furnish supplies or services for performance of the prime Consultant or a sub-consultant. 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-consultant, (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 Agreement,; or
- (3) To relieve the Consultant of any responsibility for performing this Agreement.

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

5. **Invoicing.** All invoices shall include a cover page that states: Company Name, Invoice Date, Due Date (30 days), Invoice Number, Invoice Period, Project Manager Name, Agreement Name and Number, Agreement Price, amount requested per invoice and cumulative invoiced amount. Invoices shall include actual hours worked by Period, by Labor Category. The Consultant must invoice at least **MONTHLY** for quantities delivered during the invoice period, and no more frequently than monthly, and allow 30 calendar days from receipt of the invoice for payment. 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

The City shall notify the Consultant within fifteen (15) calendar days from receipt of invoice if there are any objections or disputes with the invoice. The Consultant 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.

6. **Ownership and Use of Documents.** All finished and unfinished documents and material prepared by the Consultant with funds paid by the City pursuant to the terms of this Agreement shall become the property of the City and shall be forwarded to the City upon its request. Documents and materials shall include but not be limited to plans, specifications, reports, electronic and non-electronic data, and other design documents prepared by the Consultant. Pursuant to RCW 42.56.70, all information and documents produced under this Agreement may be subject to public disclosure.

7. Defense and Indemnity Agreement. Consultant shall defend, indemnify and hold the Public Entity, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the Public Entity.

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 Consultant and the Public Entity, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant'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 section shall survive the expiration or termination of this Agreement.

8. General and Professional Liability Insurance.

A. Insurance Term: The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

B. No Limitation: Consultant's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Consultant 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: Consultant shall obtain insurance of the types and coverages described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be as least as broad as Insurance Services Office (ISO) form CA 00 01.
2. Professional Liability insurance appropriate to the Consultant's profession.

D. Minimum Amounts of Insurance: Consultant 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. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

E. Other Insurance Provision: The Consultant's Automobile Liability insurance policy is to contain, or be endorsed to contain that it 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 Consultant's insurance and shall not contribute with it.

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

G. Verification of Coverage: Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

H. Notice of Cancellation: The Consultant shall provide the City with written notice of any policy cancellation within two business days of their receipt of such notice.

I. Failure to Maintain Insurance: Failure on the part of the Consultant 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 Consultant 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 sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

9. Inspection. The Project Manager shall have power to reject instruments of services which fail to comply with the requirements of this Agreement, but in case of dispute the Consultant may appeal to the City Attorney, whose decision shall be final. The Consultant shall comply with any and all orders and instructions given by the representative of the particular Department administering the Agreement in accordance with the terms of the Agreement. Nothing herein contained shall be taken to relieve the Consultant of his/her obligations or responsibilities under the Agreement. However, the Consultant shall be responsible for its own methods and conduct during the period of performance.

10. **Standard of Care.** The Consultant represents that the Consultant has the necessary knowledge, skill, and experience to perform the Services required by this Agreement. Consultant and any persons employed by Consultant shall use their professional skill and efforts to perform the Work in a professional manner consistent with sound engineering practices, in accordance with the usually and customary professional care required for services of the type described in the Scope of Work herein. The City's remedy for a failure to meet the above Standard of Care shall be the re-performance of the Service or an equitable adjustment in the monies paid for the Professional Services, at the City's discretion

11. **Registered or Licensed.** The City is prohibited from executing an Agreement with a Consultant who is not registered or licensed as required by the laws of the state. In addition, a City of Anacortes business license is required for any business working inside the city limits whose annual value of products, gross proceeds of sales, or gross income of the business in the city is more than \$2,000. Business licenses can be obtained through the State of Washington Department of Revenue (DOR) Business Licensing Service (BLS) at bls.dor.wa.gov.

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

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

14. **The City's Right to Terminate Agreement.**

A. Termination for Default

If the Consultant 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 Consultant 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 Consultant shall not be entitled to receive any further payments under the Agreement until all work called for 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 Consultant. The Consultant 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 Consultant 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 Consultant shall be entitled to payment for actual work performed at unit Agreement prices for completed items of work. 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.

15. **Changes/Additional Work.** The City may engage Consultant to perform services in addition to those listed in this Agreement, and Consultant 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 Consultant 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.

16. **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.

17. **Non-assignable**. The services to be provided by the Consultant shall not be assigned or subcontracted without the express written consent of the City.

18. **Covenant Against Contingent Fees**. The Consultant warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant, 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 Consultant, 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 Consultant 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 Consultant 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 Contracting Agent or the City, or (2) the happening of any event or occurrence, unless the Consultant 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 Consultant 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. Consultant 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 Consultant 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 Consultant 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 Consultant arising of this Agreement, or any obligation hereunder the dispute shall first be referred to the representatives designated by the City and the Consultant 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**. Neither party shall be liable to the other or deemed in breach or default for any failure or delay in performance under this Agreement during the time and to the extent its performance is prevented by reasons of Force Majeure. For the purposes of this Agreement, Force Majeure means an occurrence that is beyond the reasonable control of and without fault or negligence of the party claiming force majeure and which, by exercise of due diligence of such party, could not have been prevented or overcome. Force Majeure shall include natural disasters, including fire, flood, earthquake, windstorm, avalanche, mudslide, and other similar events; acts of war or civil unrest when an emergency has been declared by appropriate governmental officials; acts of civil or military authority; freight embargoes; epidemics; quarantine restrictions; labor strikes; boycotts; terrorist acts; riots; insurrections; explosions; and nuclear accidents. A party claiming suspension or termination of its obligations due to force majeure shall give the other party prompt written notice, but no more than two (2) working days after the event, of the impediment and its effect on the ability to perform; failure to provide such notice shall preclude recovery under this provision. 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. **Compliance with Laws**. The Consultant 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. The Consultant specifically agrees to pay any applicable business and occupation (B&O) taxes, which may be due on account of this Agreement.

22. **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.

23. **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.

24. **Survival of Agreement Termination.** The articles relating to Defense and Indemnity Agreement, Ownership and Use of Documents, The City's Right to Terminate Agreement, Governing Law, and Disputes, shall survive completion of the services, payment in full of the compensation and termination of this Agreement.

25. **Notices.** Receipt of any notice shall be deemed effective three days after deposit of written notice in the U.S. mail, with proper postage and properly addressed. Notices shall be sent to the following addresses:

CITY:	CONSULTANT:
City of Anacortes	Quality Controls Corporation
Tiffany Matson	James Cross
904 6 th Street	5015 208th Street, SW, Suite 1-B
PO Box 547	Lynnwood, WA 98036
Anacortes, WA 98221	

The parties acknowledge that there has been an opportunity to negotiate the terms and conditions of this Agreement and agree to each bind 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. Each of the persons signing below on behalf of any party hereby represents and warrants that s/he or it is signing with full and complete authority to bind the party on whose behalf of whom s/he or it is signing, to each and every term of this Agreement.

CITY OF ANACORTES

QUALITY CONTROLS CORPORATION

By _____
Laurie Gere, Mayor

By _____

Date _____

Title _____

Date _____

CONTRACT 20-118-SEW-002
EXHIBIT A



Scope Letter & Price

April 2, 2020 Quote Number: Q3612A

Attn: Becky Fox, WWTP Plant Manager
Steve Doebl, WWTP Maintenance Manager
City of Anacortes

Project: Pump Station 16 Power and Motor Control Upgrades
-Revised for power distribution breakers.

Reference: -Existing PS16 as-built drawings

Terms: Net 30
FOB: Lynnwood, WA
Freight: Prepaid and allowed

This quote is valid for **sixty (60) days** from the date above.

QCC is pleased to provide this quotation for the above referenced project. Quality Controls Corp. (QCC) provides services and materials, FOB Lynnwood, WA, **ready for installation by others**. QCC's price includes sales tax and indicated. This quotation does NOT include cost to bond the project if required.

Please call me questions concerning price or scope of work.



Sincerely,
James Cross

Prices to Perform the Scope of Work Listed Below:

<u>Item#</u>	<u>Description</u>	<u>Price</u>
1A	PS16 Hardware Supply	\$ 35,730.00 T
1B	PS16 Design and Programming	\$ 9,185.00
1C	PS16 Startup & Commissioning	\$ 4,915.00
Subtotal:		\$ 49,830.00
Sales tax on materials supply (8.7%):		\$ 3,108.51
Total Price:		\$ 52,938.51

Scope of Work

1. Pump Station 16 Upgrade: QCC provides the required hardware, engineering, and commissioning services to upgrade the motor controls, level measurement, and miscellaneous equipment as listed below. The new motor equipment is provided to utilize the 1ph 240VAC input power and control the new 20HP 3ph 240VAC submersible pumps.

A. Hardware Supply- QCC provides the following hardware, installed in the existing enclosure:

- Qty 2 x 16" LED panel lights, motion activated.
- Qty 2 x Filter Vents, NEMA 4x louvered vents for outer enclosure.

- Qty 2 x Allen Bradley Powerflex 753 VFDs – 130A 240VAC rated.
Note: Drive is de-rated 50% for 1ph input power.
- Qty 2 x Motor Protection Circuit Breakers, 150A
- Qty 7 x Pilot lights, LED universal power, press-to-test.

- Qty 1 x Submersible Transmitter, Endress + Hauser, 4-20mA
- Qty 1 x Intrinsically safe barrier, 4-20mA input, 24VDC powered.
- Qty 2 x 2-channel intrinsically safe relay, 24VDC powered.

- Main Breaker Enclosure- NEMA 4/12, including:
 - Main Breaker – 240VAC 2P, 400A, 25KAIC short circuit rating
 - Rotary disconnect mechanism
 - Ground & Neutral bus
 - Power Distribution Block.

- Qty 2 x VFD Feeder Breaker Enclosures- NEMA 4/12, including:
 - VFD short circuit breaker – 240VAC 2P, 250A, 25KAIC short circuit rating
 - Rotary disconnect mechanism
 - Ground & Neutral bus

- Miscellaneous hardware for installation in the existing control panel:
 - Qty 2 x 1P 20A 120VAC circuit breakers, UL489

- o Qty 1 x 2P 20A 240VAC circuit breakers, UL489.

- B. **Engineering and Programming Services-** QCC provides all required control system design and programming services to develop a fully functional motor control system for the upgraded station. This includes all telemetry configuration, PLC programming, and SCADA programming for both the new systems.
- C. **Onsite Startup and Commissioning-** QCC provides all required onsite testing and startup services to commissioning the upgraded system. Includes onsite installation assistance.

STANDARD INCLUSIONS

We provide the following unless specifically excluded on our bill of material:

1. Equipment shipped FOB factory with freight allowed, tailgate, and destination.
2. Field wiring diagrams showing interconnection of field instruments and instrumentation panels.
3. Instruction manuals as required.
4. All necessary field start-up and calibration of the equipment we supply.

STANDARD EXCLUSIONS

We do NOT include the following unless specifically included in our bill of material:

1. Pipe, tubing, valves or fittings between the instrument and the process.
2. Conduit, wire or cable not integral to instrument or control panels supplied by QCC.
3. Mounting brackets, stanchions, supports or mounting pads not an integral part of the instrument.
4. Labor to install the equipment.
5. The Cost, (if due to local union regulations), to have local craftsman make adjustments or wiring modifications to our equipment during start-up and calibration.
6. Any material or services not in our quoted sections.



NOTICE OF PUBLIC HEARINGS, RESCHEDULE OF PUBLIC COMMENT PERIOD
City of Anacortes 2020 Annual Action Plan, Amendment of 2019 Annual
Action Plan & Amendment of 2018-2022 Consolidated Plan Citizen
Participation Plan

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

Due to the urgent needs arising out of the COVID-19 pandemic, the City has reconsidered the original funding options for the 2020 program year and will now focus on providing emergency relief under a special economic development activity. The City will be awarded \$115,906 for program year 2020 and will allocate 85% of this funding in efforts to respond to the COVID-19 pandemic.

The City will receive \$68,183 in CDBG-CV funding specifically for COVID-19. The 2019 Annual Action Plan will be amended to include the CDBG-CV funding and will be available immediately after the public hearing.

The City will also revise the Public Participation Process in the Consolidated Plan to more readily accommodate urgent needs and reduce the amount of time for publication notices. The Consolidated Plan will also be updated to include Economic Development as a project to be consistent with the 2020 Annual Action Plan.

HUD is now allowing a 5 day minimum public comment period in light of the public emergency caused by the COVID-19 outbreak.

The 5 day comment period for the draft Plan and Amendments is April 24, 2020 through April 30, 2020 (5 business days). The draft and Amendments will be available for review and comment during this time. If you would like to provide written comments on the draft and amendments, please send written comments to Joann Stewart at joanns@cityofanacortes.org between April 24 and April 30, 2020

The City Council will hold virtual public hearings on April 27, 2020 and May 4, 2020 at 6 p.m. The public hearing will be available by telephone, broadcast online (<https://www.anacorteswa.gov/700/Watch-Meetings>), and telecast live on Comcast Channel 10.

Discussion on April 27 will focus on the proposed allocations. The May 4, 2020 hearing will consider any comments provided and approval to submit the plans to HUD.

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

La ciudad de Anacortes alienta a las personas con discapacidades y las barreras del idioma a participar en las reuniones públicas. Para asistencia con necesidades especiales, comuníquese con el Secretario de la Ciudad al 360-299-1960 antes de la reunión

If you would like to participate in the public hearings on the draft plan and amendments, please contact Joann Stewart at joanns@cityofanacortes.org no later than 4 p.m. on April 27 and May 4, 2020 to obtain a call in phone number to participate.

Copies of the draft plan and amendments will be available for viewing no later than April 24, 2020, viewed at <https://www.anacorteswa.gov/174/CDBG-Plans-Reports>.

The City considers the views of all citizens, public agencies, and other interested groups in preparing the final Action Plan and amendments. A summary of the comments/suggestions received and responses will be listed as an appendix in the final Plans.



Steven D. Hoglund, City Clerk

4/17/2020

Date

Posted on Website: April 20, 2020

PUBLISH: April 22, 2020

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City Council Agenda Bill

Meeting Date: 4/27/2020 **Agenda Item:** 4a – Amendments to Citizen Participation Plan, Con Plan, 2019 AAP and Review of 2020 AAP

Subject: Review community needs/priorities in development of 2020 CDBG Action Plan review amendments to Citizen Participation Plan, 2018-2022 Con Plan and 2019 Action Plan to address needs in response to COVID-19 pandemic and consider public comments in development and amendments of plans.

Staff Contact: Don Measamer/Joann Stewart

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

Action Type	
	Contract
X	Public Hearing/Public Comment Period

Summary Statement: The attached documents are in response to the emergency caused by the COVID-19 pandemic and funding provide to Anacortes as an eligible CDBG entitlement city. Please see the attached memo for a more complete summary. The amendments and the 2020 Action Plan are attached for review and comment. They meet HUD requirements for the amendments and the projects. The CDBG-CV funding will be available immediately after submission to HUD and contracts are established and signed with the subrecipients and the 2020 funding will be available after July 1. The amendments, plans, and any comments will be submitted to HUD no later than May 15, 2020.

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	
Revenue Source	HUD

Previous Council/Committee Action: Consideration of amendments and funding allocations

Competing Viewpoints Considered: N/A

Recommended Motion: No motion at this time.

Alternative Actions: None to be considered.

Attachments (listed in order presented): Council Memo dated April 23, 2020, 2019 Amendment of the Citizen Participation Plan, 2018-2022 Consolidated Plan, 2019 Action Plan, and draft 2020 Annual Action Plan



PLANNING, COMMUNITY, & ECONOMIC DEVELOPMENT

DATE: April 23, 2020

TO: Mayor and City Council

FROM: Joann Stewart
Planning, Community, & Economic Development

SUBJECT: 2020 CDBG Action Plan & 2019 Amendments

ACTION: Review of CDBG Processes

Briefing

The Consolidated Plan comprises the planning and application requirements for the City's Community Development Block Grant (CDBG), a program administered by the U.S. Department of Housing and Urban Development (HUD). The City Planning Department is undertaking the planning process for submission of its 2020 Action Plan, a component of the Consolidated Plan. The Annual Action Plan outlines the projects that will be funded during the program year. We are also amending the 2018-2022 Con Plan, Citizen Participation Plan and 2019 Action Plan in response to the current health crises.

The 2020 AAP was originally developed earlier this year to fund another project but was rewritten in an effort to support small businesses affected by the pandemic. This activity will be named Small Business Stabilization Grant (SBSG). The City also received CDBG-CV funding (CARES) to provide assistance to projects that have been affected by the pandemic and that fall under CDBG eligibility.

The City will include Special Economic Development activities (SBSG) in the plans as outlined in 24 CFR 570.203. This City has never provided economic support through the CDBG mainly because Anacortes is a very small entitlement and receives less than \$100,000 per year from HUD. The work involved with economic development and the restrictions does not make it a very equitable distribution of the annual funding. But because the needs this year are immense, the extra funding has made this pursuit much more feasible to help the community as a whole.

The following is a brief break down of how this program will work. It is not complete but close and gives a good foundation to start working toward the development of grant packages to assist the community.

1. 2020 Annual Action Plan will provide a total of \$100,000 to small local businesses with a maximum of 20 employees with grants in the maximum of \$10,000 per business. This is grant funding and there will be no requirement to pay back funding to the City.
2. 2019 Amended AAP CDBG-CV funding will provide \$60,000 in the same way as the 2020 funding (\$10,000 to small businesses as a grant)
3. \$8,183 2019 Amended Plan using CDBG-CV funding will be granted to support food banks in Anacortes through the Community Action Food Distribution Center

The regulations of Special Economic Development activities include:

First and foremost – Meets the public benefit standard. This will focus on prevention of loss of jobs. For more information, see this link that provides information on PBS.
<https://www.hudexchange.info/onecpd/assets/File/CDBG-State-National-Objectives-Eligible-Activities-Appendix-C.pdf>

Second, this activity will need to meet a National Objective, which in this case will be job retention.

Eligibility includes verification that 51% of the employment force are low to moderately low income. An analysis of the incomes for the employment force will be required and that includes incomes of the entire family of the employee. Then 51% of the employees have to be either low or moderate low income. The good thing about this is that we do not have to go back to last year to verify. We just have to determine how we will use their current income to verify – payroll from the business? I have attached the current 2020 income verification list that will be used for these purposes. CDBG requires that we choose a particular income guideline for consistency in determining eligibility. We use Section 8 calculations from HUD.

Taking a look at the current income limits, the area median income for Anacortes is \$79,400 for a family of 4. That is 100% of the AMI. A family of 2 could not earn more than \$50,200 total in order to qualify under the low/mod income calculation. 80% is the maximum HUD allows and considers that moderate income.

The Special Econ Dev activity actually gives us some extra room to work with in regard to how we can apply the funding to support the businesses – the reason this was chosen over the micro-business assistance! It can be used to pay for overhead, purchase supplies, rent, utilities, anything that will keep them in business and operating in the future.

The CDBG-CV funding will be available as soon as the funding is approved and contracts between the city and the subrecipients (businesses/public services) are complete. The 2020 funding will not be available until after the program year starts which is July 1.

Finally, the other important issue with this funding is there are differences between the CDBG-CV funding and the regular CDBG funding in that CDBG-CV CANNOT be

use to duplicate other funding from other sources. That does not apply to the regular 2020 CDBG funding.

2020 & 2019 PROPOSED PROJECTS

Projects	Amount Requested/Available	Amount Granted
Public Services – Anacortes Family Center	15% of Grant	\$17,385
Special Economic Development Activities – SBSG - Maximum \$10,000 per business National Objective Job Retention	\$98,521 plus \$1,479 from previous years	\$100,000
CDBG-CV Emergency Response Funding 2019 Action Plan (CARES)	\$68,183	
Special Economic Development Activities – SBSG - Maximum \$10,000 per business National Objective Job Retention	\$60,000	\$60,000
Public Services – Food Bank Grant	\$8,183	\$8,183
TOTAL		\$185,568

Small Business Stabilization Grant Eligibility Requirements

Meet the aforementioned HUD eligibility requirements

Must be located within Anacortes city limits

Maximum 20 employees

CDBG-CV CARES Act funding cannot be used for the same purposes funded by other sources (known as duplicate funding)

2020 AREA MEDIAN INCOME & ELIGIBILITY – MOUNT VERNON/ANACORTES

AREA MEDIAN INCOME (AMI) – FAMILY OF 4 = \$78,400

Income Category	1 person household	2 person household	3 person household	4 person household	5 person household	6 person household	7 person household	8 person household
Extremely Low Income – ≤30% AMI	\$16,450	\$18,800	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$44,120
Low -31%-50%	\$27,450	\$31,400	\$35,300	\$39,200	\$42,350	\$45,500	\$48,650	\$51,570
Moderate 51%-80%	\$43,900	\$50,200	\$56,450	\$62,700	\$67,750	\$72,750	\$77,750	\$82,800

CITY OF ANACORTES CDBG Citizen Participation Plan, 2018-2022 Consolidated Plan and 2019 Draft Action Plan Amendment HUD CDBG-CV Funding

April 24, 2020 – April 30, 2020

In compliance with HUD memo dated April 2, 2020, the following amendments are proposed for the City of Anacortes's Citizen Participation Plan, 2018-2022 Consolidated Plan, 2019 Annual Action Plan and the 2002 Annual Action Plan. These amendments set up response to disaster relief and emergency preparedness, specifically in response to the COVID-19 pandemic. This Amendment is made in accordance with the City's Citizen Participation Plan of the Community Development Block Grant.

The Amendments will be available for public review and comment for a 5 day period beginning April 24, 2020 through April 30, 2020. Written comments may be submitted to City of Anacortes Planning, Community & Economic Development Department, Attn: Joann Stewart, 904 6th Street, Anacortes, WA 98221 or joanns@cityofanacortes.org during this public comment period.

Executive Summary

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

Introduction

The City of Anacortes approved the 2019 Action Plan on May 6, 2019, which covers the period from July 1, 2019 through June 30, 2020. Due to the COVID-19 pandemic and additional funding allocations to combat this pandemic, new projects are being proposed and new regulations are being implemented.

PROPOSED CHANGES:

1. Citizen Participation Plan.

- Addition of disaster response and declaration of emergency public notice requirements (reduction of 14 day minimum to 5 days minimum) and public comment (reduction of 30 days to 5 days) in order to expedite funds as quickly as possible in the event of a disaster or declaration of emergency. Changes include the specific language below:

Substantial amendments in the event of a disaster or declaration of emergency – amendments to the Consolidated Plan and Annual Action Plan that meet the Substantial Amendment general provisions as well as expeditious allocation of uncommitted funds to emergency activities, will occur with a reduced notice and comment period to accommodate swift allocation of funds. Meetings must still accommodate and provide information to those with vision and hearing impairments to the best extent feasible. At a minimum, the meeting must still comply with the Open Public Meetings Act.

In the event of a disaster or a declaration of emergency, public notice may be altered at the direction of HUD or accommodate the best possible effort from staff to meet the 14 day advance notice and 30 day public review minimum requirement. A minimum of 5 days for notice of emergency public notice and a minimum 5 day review of the substantial amendment should be accommodated if unable to meet the 30 day minimum and advance notice provided as reasonably feasible considering the circumstances of the emergency. At a minimum, the meeting must still comply with the Open Public Meetings Act.

2. 2018-2022 Consolidated Plan Amendment

- Amendment to the 2018-2022 Con Plan to include Economic Development - Special Economic Development Activities as a priority need as provided for under 24 CFR Part 570.203 for Entitlements.

In response to COVID-19, the City of Anacortes is adding Economic Development - Special Economic Development Activities as a Priority Need, with a high priority level, for all populations throughout the city limits. Associated goals will be to ensure the financial viability of small businesses (maximum 20 employees) within city limits, as well as activities that prioritize job training, job opportunities, and job placement/retention. The project will be entitled Small Business Stabilization Grant.

3. **2019 Annual Action Plan.** In response to the COVID-19, the City of Anacortes was allocated \$68,183 in the CDBG-CV funding. This funding will be allocated to Special Economic Development Activities to provide support to businesses affected by the COVID-19 (Small Business Stabilization Grants) and to Community Action of Skagit County to provide food and supplies to Anacortes food banks. This funding cannot duplicate funding provided by other sources such as SBA or FEMA.

SUMMARY OF CITIZEN PARTICIPATION PROCESS AND CONSULTATION PROCESS:

These amendments are a result of consultation with stakeholders and public and non-profit agencies providing services in the City. The Notice of Plan Amendments was published in accordance with the expedited regulations to address the COVID -19 pandemic in the Anacortes American on April 22, 2020 and posted on the City's website on April 20, 2020.

[Summarize public comments when received.]

Expected Resources

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

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation \$	Program Income \$	Prior Year Resources \$	Total: \$		
CDBG-CV	Federal	Special Economic Development Activities – Small Business Stabilization Grants	\$60,000	\$0	\$0	\$60,000	\$	Funds used for priority needs, including special economic development activities, \$10,000 maximum per business

CDBG-CV	Federal	Public Services	\$8,183	\$0	\$0	\$8,183		Provide food and supplies to Community Food Bank for service in Anacortes
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AP-35 Projects – 91.220(d)

2019 CDBG-CV ACTION PLAN AMENDMENT SUMMARY

#	PROJECT NAME	FUNDING
1	Special Economic Development Activity – Small Business Stabilization Grant provided to small businesses (max 20 employees) to prevent loss of business	\$60,000
2	Food Bank Assistance – Community Action Skagit County funding for food and supplies for Anacortes food banks	\$8,183



CITY OF ANACORTES
CDBG 2020
DRAFT ACTION PLAN

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Executive Summary

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

1. Introduction

This chapter outlines the City's one-year Action Plan for 2020, which will further the goals and strategies of the Strategic Plan and is the spending plan for the City's Community Development Block Grant (CDBG) funds. The funding received for 2020 will be used to accomplish the activities outlined in this plan. The allocation for this year's funding is approximately \$115,906. The proposed activities must meet the CDBG National Objectives as outlined in the introduction to the Strategic Plan and meet the public benefit standard. The Mayor of Anacortes has designated the Planning, Community & Economic Development Department responsible for the planning, development, and implementation of its CDBG Program.

2. Summarize the objectives and outcomes identified in the Plan

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

Due to the COVID-19 Pandemic, the goals of this plan include special economic development activities to provide a public benefit to businesses to keep them from closing permanently. Eighty-five percent of the 2020 funding will be provided to applicable businesses with 20 or fewer employees. The remaining portion of the funding will be used for supportive services to help individuals and families from becoming homeless, supporting efforts to reduce poverty, public housing rehabilitation. The City has elected not to utilize the administration portion of the funding and instead apply the 20% allocation to projects. The proposed funding goals for 2020 include:

- Public Service - Anacortes Family Center - Homelessness/assist special needs populations - Create suitable living environs - %15 of total allocation = \$17,385
- Special Economic Development Activity (Section 507.23) – Small Business Stabilization Grant – \$98,521 2020 funding plus \$1,479 from previous unspent funding

In addition to the above goals, the City expects to utilize a Section 108 loan program through HUD. This program provides communities with a source of financing for economic development, housing rehabilitation, public facilities, and large-scale physical development projects. It allows them to transform a small portion of their CDBG funds into federally guaranteed loans large enough to pursue physical and economic revitalization projects that can renew entire neighborhoods. As a CDBG entitlement, the City is eligible to apply for this type of funding.

This program provides the City with the opportunity to borrow up to 5 times the annual allocation. This year's funding amount is \$115,906 which allows the City to borrow a maximum of \$579,530. Principal security includes a pledge of the future CDBG funds along with additional security and the interest is variable.

The loan will fund an off-site infrastructure improvement for the Anacortes Family Center's development of a mixed-use low-income apartment complex on 27th Street in Anacortes. This will include improvement of the street, sidewalks, gutters, and water and sewer lines for the new development and will achieve the national objective of public facilities improvements in a predominantly low income area.

3. Evaluation of past performance

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

In reviewing activities accomplished with its federal funding from previous years, the City of Anacortes advanced its goals of improving conditions, creating better housing resources and opportunities, and assisting human service organizations in providing effective support services to priority low-income and homeless populations. The projects selected are based on consultation with local agencies and in response to the area's countywide Continuum of Care Plan. The Anacortes Family Center, recipient of the full public services portion of the annual CDBG, provided that approximately 84% of the 62 households (175 individuals - 105 of which were children) in their program during 2019 successfully graduated from the Family Center program and entered permanent, safe housing with jobs and incomes to support their new lives. In 2019, the City provided funding to the Anacortes Salvation Army for a new commercial refrigeration/freezer that provided a great benefit to approximately 4,500 people in the region.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

In deciding the 2020 program year allocations, the City of Anacortes worked with community leaders and the City Council Housing Affordability & Community Services committee to determine the proposed projects. The City held a 5 day public comment period in accordance with the HUD waiver of the 30 day public comment period to expedite the review process during the current emergency caused by the COVID-19 pandemic. The City held 2 virtual public hearings on April 27, 2020 and May 4, 2020). Notice was published on the website and in the local newspaper and encouraged public comment in conjunction with the CDBG program. The notice for the 5 day comment period and meetings was posted on the City's website on April 20, 2020 and published in the local newspaper on April 23, 2020. The public comment period began on April 24, 2020 and ended April 30, 2020.

5. Summary of public comments

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

****This will be updated when the Public Comment period and Public Hearings conclude.****

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

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

7. Summary

The overall goal of the community planning and development programs available from the City of Anacortes with CDBG funding is to assist in the development of affordable housing for low and moderate income households, reduce poverty in Anacortes, assist in creating better living conditions for low income households and provide funding to assist human service agencies serving low-income populations. A review of the projects and activities implemented in program years 2018 and 2019 demonstrate that the City is making progress in fulfilling its goals. The City intends to continue to work closely with HUD staff to improve performance in timely implementation of identified community development strategies and CDBG administrative activities. The City did not hinder Consolidated Plan implementation by action or willful inaction.

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

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

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

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

Table 1 – Responsible Agencies

Narrative

The city of Anacortes is a member of the Skagit County Home Consortium which is comprised of 20 municipalities. Anacortes is a participating CDBG entitlement jurisdiction that administers its own CDBG programs. The Mayor of Anacortes has designated the Planning, Community & Economic Development Department to perform the planning, development, and implementation of the Anacortes CDBG program.

Consolidated Plan Public Contact Information

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

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

1. Introduction

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

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

The City held two public hearings to obtain input from all citizens of the community. The first public hearing was April 27, 2020. This meeting provided an opportunity to discuss the objectives of the Action Plan and proposed projects for 2020. The next meeting was held on May 4, 2020.

The City sent inquiries to various organizations and individuals to obtain current information on pressing needs within the community. Input was received from Community Action Agency of Skagit County, the Anacortes Community Health Council (comprised of representatives of churches, private organizations, social service agencies, city departments and community groups who provide support for Anacortes citizens), the Anacortes Family Center, and the City of Anacortes Housing Affordability & Community Services Committee.

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

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

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

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

outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

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

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

DRAFT

Table 2 – Agencies, groups, organizations who participated

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

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

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	One-on-one consultation and board meetings; outcomes include city/HA working in collaboration to locate property to develop more housing units.
4	Agency/Group/Organization	Anacortes Family Center
	Agency/Group/Organization Type	Housing Services-Victims of Domestic Violence Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	One-on-one consultation and group meetings; working closely with Family Center staff to determine funding, develop transitional housing and locating additional funding options to achieve success.
5	Agency/Group/Organization	City of Anacortes
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Economic Development Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Monthly meetings with local groups to determine strategies to address lack of affordable housing within community, job security

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

All major community agencies were consulted either directly or indirectly. The local CBDO, Home Trust of Skagit, actively works with the multi-county/city HOME Consortium. This agency utilizes HOME resources to support their housing efforts.

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Skagit County Community Services	The Strategic Plan has adopted the major strategies of the 10 year plan
2016 Comprehensive Plan update	City of Anacortes	Creating a better, coordinated strategy for LMI affordable homes and related issues
North/West Basin Concept Plan	Port of Anacortes	Creating a better, coordinated strategy for public facilities improvements
2019 Affordable Housing Strategic Plan	City of Anacortes	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 services to narrow the digital divide

Table 3 - Other local / regional / federal planning efforts

Narrative

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

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

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

In deciding the 2020 program year funding allocations, the City of Anacortes conducted two public hearings (April 27, 2020 and May 4, 2020) and encouraged public comment on the development of the City's CDBG Action Plan. The notice for the public hearings was advertised in the Anacortes American and posted on the City's website. The notice for the revised 5 day comment period and meetings were posted on the City's CDBG website on April 20, 2020 and published on April 22 2020. The public comment period began on April 24 and ended April 30, 2020.

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

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

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Non-targeted/broad community outreach Small business owners; residents of Public and Assisted Housing			There were no comments that were not accepted.	

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

The City expects to utilize the entire allocation of \$115,906 for program year 2020. The City will also apply left over funding from previous years to cover the requested amount for the roof project at the Anacortes Housing Authority. This funding will advance the goals of this plan to create better access to services, and fund supportive services to help individuals and families from becoming homeless and support efforts to reduce poverty.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Special Economic Development activities; Public Services	\$115,906	0	\$1,479	117,385	0	The City will utilize the entire allocation for program year 2020. The City expects to use \$100,000 (\$98,521 2020 funding plus \$1,479 from previous years) to assist small businesses (maximum 20 employees) to help retain jobs. This funding will work to keep businesses from closing due to the Covid-19 pandemic and advance the goals of this plan to retain jobs, support efforts to reduce poverty, create better access to services and fund supportive services to help individuals and families from becoming homeless. The remaining amount will be applied to public services.

Table 5 - Expected Resources – Priority Table

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

Federal funds the City receives through the Community Development Block Grant (CDBG) are used to leverage other federal, state, local and private resources to meet housing and community development needs. While matching funds are not currently required for the City's CDBG program, the City anticipates that most major projects will be funded primarily through non-CDBG resources. On February 11, 2020, the citizens of Anacortes approved a 1/10th of 1% sales tax increase to fund affordable and supportive housing within the community. This, along with a corresponding sales tax credit from the state, will contribute up to an estimated \$17 million over 20 years to development of affordable housing.

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 identified core areas where infrastructure improvements would allow better access for all individuals and in particular, disabled residents and visitors. Community participation on the 2016 Comprehensive Plan update also identified areas in the core downtown that are being considered for development of a central hub. Proposals include residential development, retail, public services, restaurant, grocery and entertainment establishments that will be easily and safely accessible.

Discussion

The 2016 Comprehensive Plan provides a unique vision 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 now in place that encourage development of multi-family mixed-use complexes, increased density in neighborhoods previously zoned single detached homes, and allow easier routes to access services other than vehicle use (more bicycle lanes and less space needed for parking). This will help create more affordable living space within the central hub of downtown.

In addition, the City has received an Opportunity Zone designation. City Planning staff is working to encourage development within this zone that will accommodate and enhance opportunities for the lower income population residing in this OZ as well as throughout the entire community.

Annual Goals and Objectives

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

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Homelessness/Assist Special Needs Populations	2020	2021	Homeless	Tracts 940600 & 940500	Homelessness/Assist special needs population	CDBG: \$17,385	Public service activities other than Low/Moderate Income Housing Benefit: 200 Persons Assisted - GOI 3
2	Special Economic Development – job retention – Small Business Stabilization Grant	2020	2021	Special Economic Development - 24 CFR Part 570.203	Tracts 940600 & 940500	Retention of jobs	CDBG: \$100,000	LMJ – Special Econ Dev to provided assistance to small businesses affected by COVID-19 - GOI 16

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Homelessness/Assist Special Needs Populations
	Goal Description	GOI 3 - Public Services Non-Housing
2	Goal Name	Special Economic Development – Job Retention
	Goal Description	GOI 16 – Job Retention

DRAFT

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.

Due to the emergency created by the Covid-19 pandemic and the shelter in place restrictions mandated by the Governor, many local businesses face closing their doors permanently. Many employees are faced with the immense probability they will lose their jobs entirely if their place of employment closes permanently. Because of the immediate threat of business closure, the City has determined the best use of the funding is to provide economic support to small businesses (maximum 20 employees) within the city – the Small Business Stabilization Grant.

#	Project Name
1	Public Services – supportive services costs for clients
2	Small Business Stabilization Grant - Special Economic Development Assistance – grant assistance to small businesses affected by COVID-19

Table 7 – Project Information

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

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

Improving conditions, creating new housing resources and opportunities, retaining jobs, and reducing housing costs to affordable levels represent major means of responding to the needs of the targeted population. The strategies and objectives outlined in the 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.

DRAFT

AP-38 Project Summary
Project Summary Information

DRAFT

1	Project Name	Anacortes Family Center
	Target Area	Tract 940600
	Goals Supported	Public Services – Non-Housing
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$17,385
	Description	Public Services Allocation – Support Family Center staff who provide case management services to homeless families and single women staying at shelter
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	The Anacortes Family Center estimates service for approximately 200 individuals consisting of families with children and single women. 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; entry is 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 2019, the Center provided successful transition to stable living/working environments to approximately 84% of their clients.
	Project Name	Small Business Stabilization Grant - Special Economic Development Activity - (maximum 20 employees) to retain jobs
	Target Area	City of Anacortes
	Goals Supported	Special Economic Development – Jobs Retained for low/mod income employees
	Needs Addressed	Keeping businesses from closing with resultant job loss
	Funding	CDBG: \$100,000
	Description	Providing grant assistance to eligible small businesses to retain business and employees; maximum \$10,000 per eligible business
	Target Date	6/30/2021

Estimate the number and type of families that will benefit from the proposed activities	Estimated 40 businesses will be screened for eligibility.
Location Description	Anacortes, WA
Planned Activities	Provide grant assistance to eligible small businesses (max 20 employees) to keep doors open and retain jobs.

DRAFT

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

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

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

The current population of Anacortes is approximately 17,283 citizens (US 2018 Census estimates). Anacortes has two areas with a concentration of moderately low to low income households, Census Tracts 940500 and 940600 with 64% LMI households. The overall low, to moderately low, income households in Anacortes is approximately 34%.

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

In addition, the City has been designated an Opportunity Zone, a portion of which lies within these census tracts. City Planning staff is working to encourage development within this zone that will accommodate and enhance opportunities for the lower income population within this zone as well as throughout the entire community.

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

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

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

Geographic Distribution

Target Area	Percentage of Funds
Tracts 940600 & 940500	100%

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

These areas contain the highest concentration of low to moderately low households. The majority of small businesses are also located in these areas.

Discussion

This is where a majority of the small businesses are located and the projects put forth for this year's funding are located in this area. This area is also located between Highway 20 and the downtown business core and is adjacent to the marine industrial zoning where many jobs and recreation opportunities are located.

DRAFT

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

Introduction

The City of Anacortes is committed to promoting safe, affordable housing and reducing homelessness through the City's funding, partnership, and policy efforts.

The City of Anacortes developed an affordable housing action plan to create strategies to work toward the development of affordable housing within our community. The Strategic Plan sets forth the goals, strategies and action items to guide the City in implementing its affordable housing policy and ultimately reduce the barriers to affordable housing.

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

Actions planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing include the current amendments to the City's Development Regulations:

- Simplifying standards for accessory dwelling units (ADUs) to encourage production (increasing housing supply for renters and income for homeowners);
- Encouraging small-lot single family development with a variety of lot design options (which may have lower purchase prices compared to typical large lot homes);
- Explicitly allowing cottage housing in most zones as a small-scale detached living option;
- Explicitly allowing townhouses as a small-scale attached living option;
- Explicitly defining duplex and triplex as attached living options and allowing a variety of configurations on a single site;
- Providing design standards to these new housing types to ensure livability and neighborhood compatibility;
- Providing flexibility for landscaping and lot coverage standards for multifamily and townhouse development in high-density zones to

increase their economic feasibility;

- Explicitly allowing live-work development to support home-based business owners;
- Expanding allowance of multifamily development to the MS zone and MMU zone (previously CM and CM1);
- Raising base height limits in the CBD and C zones to increase residential (and non-residential) development capacity;
- Establishing a new height bonus for the R4 zone related to small and/or affordable units;
- Adjusting parking requirements for multifamily uses to reduce the costs of construction (often passed on to tenants);
- Providing new bike parking standards to support residents who cannot afford or choose not to own a car;
- Providing new standards for group living developments to encourage their development and support seniors and people with disabilities who are often on fixed incomes;
- Updating and streamlining permitting and processing provisions to shorten development timelines and increase predictability for builders.
- Waivers and reductions in impact fees and general facilities charges for new units that will be reserved for specified lower income levels.

Discussion

The City is continuing efforts to develop incentives to creative affordable housing. An example of these efforts include the AFC multi-family apartment complex (20 units) built within a single family housing zone. The conditions for this development include the complex must remain affordable for 50 years, all rental units developed must be affordable to and occupied by households with an income of 50 percent or less of the area median income (determined by HUD) as adjusted by family size for Skagit County. The project applicant was also able to request a waiver or exemption for the requirements to pay impact fees for traffic, parks and fire services, permit application fees and general facilities charges for sewer, water, and stormwater. This project was completed in late October 2019. The 20 apartments were filled immediately with families and there is a current wait list of approximately 10 families.

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

Introduction

Because the City of Anacortes's annual CDBG grant is minimal, it is difficult to use CDBG for many other purposes than those already identified. However, the City does intend to invest other resources and effort toward the following actions: implementing a human services strategic plan to help low income individuals and families, establishing a community services center to provide services to low income residents, developing strategies to assist the chronically homeless with shelter. The City is actively engaged in reviewing and developing strategies to assist the most vulnerable in our community.

The City received an Opportunity Zone designation that encompasses portions of the aforementioned census tracts and is working to encourage development opportunities that will accommodate and enhance opportunities for the lower income population within this zone as well as throughout the entire community. The City has been working with HUD to determine opportunities that will encourage investors in the new Opportunity Zone.

The City is now focusing on providing assistance to small businesses within the community that face imminent shut down due to the Covid-19 pandemic. Many small businesses such as restaurants and retail spaces may end up closing without grant assistance. Businesses closing will result in job losses for the employees of those small businesses. With CDBG assistance, these businesses will continue operating and retain their valuable employees. This will help lessen the burden of people facing unemployment when the restrictions are lifted in response to the pandemic.

Actions planned to address obstacles to meeting underserved needs

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

Housing Act and will be an immense help for the City in addressing underserved needs.

Actions planned to foster and maintain affordable housing

The City will work in partnership with the Anacortes Housing Authority to secure the resources necessary to rehabilitate the various HA complexes, an important low-income housing resource in Anacortes. The City will also work with the Housing Authority to promote development of more complexes to accommodate the growing wait list for affordable housing. The City appointed HACS Committee will continue to collaborate efforts to work on strategies to eliminate barriers to affordable housing and services within the City. The City is also working to encourage development of affordable housing in the recently designated Opportunity Zone in Anacortes.

Actions planned to reduce lead-based paint hazards

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

Actions planned to reduce the number of poverty-level families

The Public Services funding to the Anacortes Family Center provides intensive case management and life skills education to assist the households with gaining the skills and resources needed to become fully self-sufficient. The outlook of the community through the work on the 2016 Comprehensive Plan promises to promote more living wage jobs and create a community that would support lower priced housing. This will be accomplished through zoning changes and building incentives which are now included in the Anacortes Municipal Code.

The Special Economic Development activity implemented in this Action Plan will help keep families from becoming poverty bound by helping their employers from losing their place of business and shutting down permanently.

Actions planned to develop institutional structure

The City is a partner with adjacent and regional jurisdictions in a regional HOME Consortium. The regional HOME Consortium will enhance the resource base for developing more affordable housing and for addressing institutional barriers to creating more affordable housing.

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

The City will support the efforts of the Anacortes Community Health Council and participate regularly in their multi-agency meetings. Active participation in the Council will improve the coordination of the City's Consolidated Plan goals and the efforts to reduce instability in the lower income community. The

Housing Affordability & Community Services committee will work with the public and private housing and social service agencies to develop a strategy to eliminate barriers to affordable housing and services. The HACS Committee completed the Affordable Housing Strategic Plan in 2017 (<https://www.anacorteswa.gov/DocumentCenter/View/6370/Affordable-Housing-Strategic-Plan-AdoptedPDF?bidId=>) and is designed to provide pathways to development of affordable housing within our community. The City is also very committed to working with agencies to develop a community services center to help people find basic services at affordable rates. The HACS Committee is now working on a human services strategic plan to address the lack of services available to the lower income community as well as updating the affordable housing strategic plan.

Discussion

Funding continues to be the main obstacle to meeting underserved need. Obstacles include lack of sufficient financial resources to address large projects such as permanent housing and shelters. The limit on the public services prohibits the City from adequately providing a greater service to households in need. In addition, not knowing how to access services or not knowing where they are located is a barrier to anyone looking for specific services; the HACS Committee expects to eliminate those issues by providing a one stop shopping for services within the City.

Program Specific Requirements

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

Introduction

The primary basis for allocation of resources is to serve the needs of the low and moderately low income households. The 2020 Action Plan allocates the majority of the funding to projects that benefit the low to moderately low income households. The public services portion provides services and resources to the households in need while the remaining resources fund projects that provide better access to services or improved living conditions for individuals and families in need.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

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

This City does not receive Program Income.

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

Discussion

100% of the 2020 funding will be allocated to benefit low to moderately low income persons.

Attachments

DRAFT

Grantee SF-424's and Certification(s)

To be attached prior to submission to HUD

DRAFT



City Council Agenda Item Summary

Meeting Date: 4/27/2020

Agenda Item Number: 5a

Agenda Item Title: Extending the duration of Resolution 2082 responding to COVID-19

Staff Contact(s): Steve Hoglund

Approved by: Steve Hoglund, Darcy Swetnam

Action Type: Resolution No. 2085

Item Summary:

Resolution 2085 extends, until rescinded, Resolution 2082, which ratified a proclamation of emergency due to the COVID-19 crisis, and was originally adopted with an end date of April 28, 2020.

Budget Impact:

Amount Budgeted: \$

Proposed Expenditure: \$

Budget Amendment Required? No

Previous Action: [Resolution 2082](#), adopted March 16, 2020.

Recommended Motion: I move to adopt Resolution 2085, extending the provisions of Resolution 2082, until rescinded.

Alternative Actions: Do not approve, let Resolution 2082 expire on April 28, 2020.

Attachments In order presented:

- Resolution 2085
- Resolution 2082

RESOLUTION NO. 2085

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANACORTES
EXTENDING THE DURATION OF RESOLUTION 2082 PROVIDING TEMPORARY
PROCEDURES TO RESPOND TO THE COVID-19 EPIDEMIC**

WHEREAS, on March 16, 2020 City Council adopted Resolution 2082 ratifying a proclamation of emergency and providing temporary procedures to respond to the COVID-19 epidemic; and

WHEREAS, the public emergency for the novel coronavirus (COVID-19) continues and the future course of the emergency remains uncertain,

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

Section 1 – Continuing Effect of Resolution 2082

The provisions of Resolution 2082 shall remain in effect until rescinded by future City Council resolution.

Section 2 – Public Hearings

Any public hearing that cannot be held in person during the effective period of this resolution must offer public participation via telephone.

INTRODUCED, PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ANACORTES on this 27th day of April 2020.

LAURIE M. GERE, MAYOR

Approved as to form and legality:

Darcy Swetnam, WSBA #40530
City Attorney

ATTEST:

Steve D. Hoglund, City Clerk Treasurer

RESOLUTION NO. 2082

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANACORTES RATIFYING PROCLAMATION OF EMERGENCY AND PROVIDING TEMPORARY PROCEDURES TO RESPOND TO THE COVID-19 EPIDEMIC.

WHEREAS, on January 31, 2020, the United States Department of Public Health and Human Services Secretary Alex Azar declared a public emergency for the novel coronavirus (COVID-19) beginning on January 27, 2020; and

WHEREAS, on February 29, 2020, Governor Jay Inslee signed a Proclamation declaring a State of Emergency exists in all counties in the State of Washington due to the number of confirmed cases of COVID-19 in the state and directed that the plans and procedures of the Washington State Comprehensive Emergency Management Plan be implemented; and

WHEREAS, on March 10, 2020, the Skagit County Board of Commissioners declared a public health emergency to allow Skagit County to take immediate steps necessary to prepare and respond appropriately to the outbreak; and

WHEREAS, on March 11, 2020 Governor Jay Inslee issued an additional Emergency Proclamation ordering that all events that takes place in King, Snohomish, and Pierce counties with more than 250 people are prohibited by the state. The order applies to gatherings for social, spiritual and recreational activities. These include but are not limited to: community, civic, public, leisure, faith-based, or sporting events; parades; concerts; festivals; conventions; fundraisers and similar activities; and

WHEREAS, on March 13, Washington State Governor Jay Inslee announced that all K-12 public and private schools in Washington State must close for six weeks, from March 17, 2020 until at least April 24, 2020.

WHEREAS, on March 16, 2020, Mayor Laurie Gere issued a Proclamation of Emergency, declaring the COVID-19 pandemic to be an emergency in the City of Anacortes pursuant to Section 38.52.010 RCW and other relevant provisions of state and federal law;

WHEREAS, the health, safety and welfare of City residents, businesses, visitors and staff is of utmost importance to the City and additional future measures may be needed to protect the community.

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

SECTION 1 – RATIFICATION AND FINDING OF FACT

Council hereby ratifies the Proclamation of Emergency issued by Mayor Laurie Gere for the City of Anacortes on March 16, 2020. Council further finds that an emergency exists pursuant to Section 39.04.280(2)(b) RCW and authorizes the Mayor to waive any necessary competitive bidding requirements related to the COVID-19 emergency.

SECTION 2 – CITY’S RESPONSE

- A. The City is committed to protecting the public and staff by minimizing the spread of COVID-19. The City has and will continue to follow the guidelines provided by the State of Washington and the Skagit County Health Officer, who prescribe social distancing and minimizing gatherings of people to best combat the spread of COVID-19.
- B. The City will close City Hall to the general public beginning Tuesday, March 17 and until further notice. Citizens may pay utility bills, acquire licenses, submit permit applications, contact staff, and transact other City business via telephone, email, and online. The City will create procedures to allow for curbside pickup and drop-off for certain City processes, with such procedures to be posted on the City’s website.
- C. The City will close the Anacortes Public Library to the general public beginning Tuesday, March 17, 2020, and will provide updates to the City’s website on remaining library services available during the term of this Resolution.
- D. The City will increase efforts to sanitize parks and public spaces which remain open to the public to minimize exposure to COVID-19.

SECTION 3 – COUNCIL PROCEDURES

During the term of this Resolution, the following amendments to City Council procedures are hereby adopted:

- A. Any rule or procedure adopted by City Council that would prevent or prohibit all City Councilmembers from attending City Council meetings telephonically are temporarily suspended and all City Councilmembers are encouraged to attend all meetings via telephone.
- B. All in-person Committee meetings of the City Council are cancelled. Council and committee meetings may be held telephonically during the term of this Resolution regardless of whether the City has the capability of recording meetings on video.
- C. Council directs that the public comment portion of Council meetings and any scheduled public hearings be temporarily suspended to discourage public in-person attendance of City Council meetings. City Council and staff will encourage and accept public comment via email or written comment.
- D. Any Council rules that are inconsistent with this Resolution are hereby waived and suspended during the term of this Resolution.

SECTION 4 – BUDGET

During the term of this Resolution, Council adopts the following budget restrictions:

- A. A hiring freeze is hereby implemented on all positions funded by any City governmental fund, unless the Mayor determines in writing by notice to City Council that the hire is necessary for the continued provision of essential services to the public.
- B. All non-essential equipment replacements are hereby suspended, unless the replacement is completely funded by grants or City enterprise utility funds.
- C. Council hereby encourages the expenditure of funds for acquiring any necessary technology to facilitate employees to work from home in situations where such remote work is possible, available, and approved by the Mayor and Department Head overseeing the relevant department. Any such expenditures should either be within current budget allocations or brought to Council for approval.
- D. All staff time dedicated to emergency health responses related to the COVID-19 epidemic must be tracked to allow for FEMA reimbursement.

SECTION 5 – PLASTIC BAG BAN

The City's ban on plastic bags, which is currently scheduled to go into effect on April 4, 2020, is hereby suspended indefinitely.

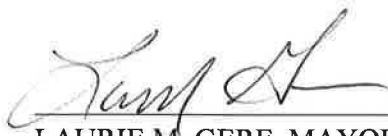
SECTION 6 – COMMUNICATION

- A. All updates regarding City functions and actions relating to the COVID-19 epidemic will be posted on the City's website to provide the public with the best updated information.
- B. The City will cancel and discourage any unnecessary gatherings of community members and/or staff during the Term of this Resolution.

SECTION 7 – EFFECTIVENESS

The provisions of this Resolution shall become effective upon adoption and expire on April 28, 2020 unless further extended by formal action of Council.

INTRODUCED, PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ANACORTES on this 16th day of March 2020.



LAURIE M. GERE, MAYOR

Approved as to form and legality:



Darcy Swetnam, WSBA #40530
City Attorney

ATTEST:



Steve D. Hoglund, City Clerk Treasurer



Anacortes City Council

Proposed Agenda Items for the Next Eight Weeks Beginning May 4, 2020

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 4, 2020

- Modified Public Hearing: City of Anacortes CDBG Consolidated Plan: 2020 Annual Action Plan (Action)

May 11, 2020

May 18, 2020

May 26, 2020

- Monthly Finance Update and COVID-19 Impacts (Discussion)

June 1, 2020

June 8, 2020

June 15, 2020

June 22, 2020

Upcoming City Council Committee Meetings

The public is welcome to attend City Council Committee Meetings.

- Planning, Monday, Apr 27, 2020, 5:00 PM, Teleconference
- Community Center / Pool, Thursday, Apr 30, 2020, 3:30 PM, TBD
- Public Works, Monday, May 4, 2020, 5:00 PM, Teleconference
- Port/City Liaison, Tuesday, May 5, 2020, 8:30 PM, TBD
- Fiber, Thursday, May 7, 2020, 2:30 PM, Teleconference
- Housing Affordability & Community Services, Monday, May 11, 2020, 4:00 PM, Teleconference
- Planning, Monday, May 11, 2020, 5:00 PM, Teleconference
- Finance, Wednesday, May 13, 2020, 5:00 PM, Teleconference
- Community Center / Pool, Thursday, May 14, 2020, 3:30 PM, TBD
- Public Works, Monday, May 18, 2020, 5:00 PM, Teleconference
