



WENATCHEE CITY COUNCIL SPECIAL MEETING

Thursday, June 29, 2017

Wenatchee City Hall

129 South Chelan

Wenatchee, WA 98801

AGENDA

5:15 p.m. Special Meeting

1. Call to Order, Pledge of Allegiance, and Roll Call.

2. Consent Items:

- Motion to approve agenda, vouchers, and minutes from previous meetings.

Vouchers:

Claim checks #182113 through #182224 in the amount of \$393,150.23 for June 16, 2017

Payroll distribution in the amount of \$306,230.00 for June 20, 2017

Payroll distribution (retirees) in the amount of \$11,785.57 for June 30, 2017

3. Action Items.

- A. Final Acceptance of Project No. SWE16-13, Cemetery Exterior Niche Columbarium Walls
Presented by Matt Leonard, Public Works Director

Motion for City Council to accept the work performed by Wilbert Precast, Inc. and further authorize the Mayor to sign the Final Contract Voucher certification on behalf of the City of Wenatchee.

- B. Appointment of Scot Sherwood to Diversity Advisory Committee
Presented by Allison Williams, Executive Services Director

Resolution No. 2017-38, appointing a member to the Diversity Advisory Committee to fill an open two (2) year term (Scot Sherwood).

4. Public Hearings.

The Mayor will call the Public Hearing to order and state the ground rules, the purpose of the hearing, the action that the hearing body may take on the matter, will address the appearance of fairness doctrine, and will state the manner in which the hearing will proceed. Staff will first give a report, followed by testimony of experts and/or the applicant, followed then by public testimony. All speakers must speak into the microphone and clearly state their names and addresses. All comments should be addressed to the hearing body, should be relevant to the application, and should not be of a personal nature. Public testimony may be limited to three minutes, unless further time is granted by the Mayor. If there are a large number of speakers, a representative may be appointed to speak on behalf of the group.

- C. Community Development Block Grant (CDBG) Consolidated Annual Performance and Evaluation Report (CAPER)

Presented by Brooklyn Holton, Housing & Community Planner, and Glen DeVries, Community Development Director

5. Adjournment.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Mayor's office at (509) 888-6204 (TTY 711). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title 1.)



DRAFT

WENATCHEE CITY COUNCIL SPECIAL MEETING

Thursday, June 15, 2017

Wenatchee City Hall

129 South Chelan

Wenatchee, WA 98801

MINUTES

In attendance:

Mayor Frank Kuntz
Councilmember Jim Bailey
Councilmember Ruth Esparza
Councilmember Lyle Markhart
Councilmember Keith Huffaker
Councilmember Mark Kulaas
Councilmember Linda Herald (via phone)
Councilmember Mike Poirier

Staff in attendance:

Executive Services Director Allison Williams
City Attorney Steve Smith
City Clerk Tammy Stanger
IS Support Jessi Saucedo
PIO/Deputy City Clerk Annagrisel Alvarez
Human Resources Director Kari Page
Human Resources Generalist Maria Holman
Code Enforcement Assistant Yolanda Garcia
Utility Billing Specialist Lupe Ontiveros
Environmental Technician Bob Ritter
Community Development Director Glen DeVries
Building Official Cliff Burdick
Housing Program Coordinator Sandra Van Osten
Planning Manager Stephen Neuenschwander
Associate Planner Matt Parsons
Police Chief Steve Crown
Finance Director Brad Posenjak
Public Works Director Matt Leonard
Housing & Community Planner Brooklyn Holton
Housing Program Coordinator Oliver Crain

5:15 p.m. Special Meeting

1. Call to Order, Pledge of Allegiance, and Roll Call.

Mayor Frank J. Kuntz called the meeting to order at 5:15 p.m. Councilmember Mark Kulaas led the Pledge of Allegiance. All Councilmembers were present with Councilmember Linda Herald participating via conference call.

2. Consent Items:

- Motion to approve agenda, vouchers, and minutes from previous meetings.

Motion to approve the consent items with one change to the agenda by moving the work session item for the fire update topic to the first presentation item by Councilmember Keith Huffaker. Councilmember Jim Bailey seconded the motion. Motion carried (7-0).

3. Citizen Requests/Comments.

Manuel Valencia asked Public Information Officer/Deputy Clerk Anna Alvarez to read a letter from the United Neighborhood Association. The letter stated that the United Neighborhood Association was not in favor of districts.

4. Presentations.

- Fire Update – Fireworks Ban. Chelan County Fire District #1 Fire Chief Mike Burnett provided an overview of the fireworks ban in place for Chelan County. Fireworks are banned this year in city limits, except for permitted events like the community fireworks celebration at Walla Walla Point Park and the Applesox Baseball display.
- Second Quarter 2017 Service Awards.

Human Resources Director Kari Page acknowledged employees who have reached milestones in their years of service with a Service Award and Pin. The following employees exemplify exceptional work ethic in our endeavors to provide excellent service to the Citizens of Wenatchee. Their dedication and many contributions to City of Wenatchee success are recognized and sincerely appreciated.

Yolanda Garcia, Code Enforcement Coordinator	25 years
Terry Mitchell, Maintenance Worker – Streets	25 years
Shellie Collette, Police Records Specialist	20 years
Ramiro Lopez, Facilities Maintenance Tech/HVAC	20 years
Robert Ritter, Environmental Technician	20 years
Andy Greer, Street Maintenance Supervisor	15 years
Brian Miller, Police Officer	15 years
Jessica Shaw, Environmental Manager	15 years
Brian Bolz, Police Corporal	10 years
Lupe Ontiveros, Utility Billing Specialist	10 years
Jennifer Rayson, Accounting Technician – Utilities	10 years

Chad Noah, WWTP Operator

5 years

Present to receive their awards were Yolanda Garcia, Bob Ritter, and Lupe Ontiveros.

- Washington State Apple Blossom Festival Recap. Darci Christoferson, Festival Administrator, provided a recap of the 2017 festival to the Mayor and Council which included a handout listing all of the events and attendance numbers.
- Tour de Bloom Recap. Ace Bollinger, President of the Wenatchee Valley Velo Club, and coordinator for the Tour de Bloom event, provided a recap this year's event, and provided statistics, which included an increase in racers this year. A majority of the racers travel from out of the area.

5. Work Session Items.

(1) Electoral Process Discussion/Update/Next Steps

Executive Services Director Allison Williams presented an overview of the work of the Electoral Process Committee and City Attorney Steve Smith provided a legal overview of the Voter's Right Act and the criteria for implementing districts. Consultant Bill Cooper also participated via telephone conference and answered questions of the Council.

Council asked additional questions of City Attorney Steve Smith.

Council would like to do some further investigation and research themselves by contacting cities who currently have districts, and those who have abandoned districts.

Members of the Electoral Process Committee in attendance were: Susan Albert, Mario Cantu, Alma Chacon, and Joe Morrison. Joe Morrison and Mario Cantu answered questions.

Bryan Campbell, 1837 Jefferson Street, read a letter. He is not in favor of districts and would like the Council to retain the current process.

Councilmember Mark Kulaas clarified two points made in Mr. Campbell's letter - that the committee was formed at the request of the City Council and they were tasked to look at all options.

Councilmember Keith Huffaker would like to consider placing the decision as an advisory vote in the fall of 2018. After further discussion it was the consensus of the Council to do their further research with other cities and that they will table this matter to December 2017/January 2018.

(2) Administrative Abatement

Community Development Director Glen DeVries and Building Official Cliff Burdick provided Council with the draft notice of fire code violation form, the draft administrative abatement code and draft foreclosed property registration code and answered questions from the Council about each.

The Mayor asked for a five-minute break at 6:30 p.m. The meeting resumed at 6:35 p.m.

6. Action Items.

A. 2017-2019 Homeless Grant Funding Recommendations

Housing Program Coordinator Sandra Van Osten and Community Development Director Glen DeVries presented the staff report and presentation. Also present were committee members Lori Barnett, Chief Steve Crown, Linda Herald (via phone), and Allison Williams.

Council asked questions.

Motion for City Council to accept the Steering Committee's recommendations and authorize the Mayor to:

- *Enter into grant agreements between the Department of Commerce and the City of Wenatchee for the Consolidated Homeless/Housing & Essential Needs Grant (CHG/HEN) and the Emergency Solutions Grant (ESG) including the following potential amendments:*
 - *Mid-year extensions in June 2018 for HEN and any subsequent HEN subgrants.*
 - *CHG funding level adjustments per the limitation stipulated and recommended by the Homeless Steering Committee.*
- *Enter into two-year grant agreements with subgrantees as recommended by the Homeless Steering Committee.*

Motion to approve by Councilmember Keith Huffaker. Councilmember Linda Herald seconded the motion. Motion carried (7-0).

7. Public Hearings.

The Mayor called the public hearing to order and explained the public hearing process.

B. Compliance Resolution for the 2017 Growth Management Act Periodic Review and Revisions

Community Development Director Glen DeVries and Planning Manager Steve Neuenschwander presented the staff report. Council asked questions.

The Mayor then asked if there was anyone from the public who wished to comment. There was no one.

Motion to approve Resolution No. 2017-37, fulfilling the requirements under RCW 36.70A.130(5) to review and, if necessary, update the Wenatchee Urban Area Comprehensive Plan and declaring compliance with the Washington State Growth Management Act (RCW 36.70A) by Councilmember Jim Bailey. Councilmember Ruth Esparza seconded the motion. Motion carried (7-0).

C. Morley Annexation

Community Development Director Glen DeVries and Associate Planner Matt Parsons presented the staff report. Council asked questions.

The Mayor asked if there was anyone in the public who wished to comment. There was no one.

Motion to approve Ordinance No. 2017-14, providing for an annexation of an unincorporated area north of Maple Street and west of Pershing Street, also known as the Morley Annexation Area, subject to the provisions of Ordinance No. 2007-34 and all subsequent amendments thereto by Councilmember Mark Kulaas. Councilmember Keith Huffaker seconded the motion. Motion carried (7-0).

8. Reports.

- a. Mayor's Report. The Mayor reported that there is no meeting next week, a special meeting will be held on June 29. He travels to Nespelem tomorrow and to San Francisco on Sunday. Executive Services Director Allison Williams added that there will be a finance committee meeting on June 29 and that the Saddlerock Gateway Project ceremony is that evening as well. Also, the Chamber of Commerce grand opening and ribbon cutting is tomorrow, Friday, at 4:30 p.m.
- b. Reports/New Business of Council Committees. None.

9. Announcements.

10. Adjournment. With no further business the meeting adjourned at 7:11 p.m.

Frank J. Kuntz, Mayor

Attest:

Tammy L. Stanger, City Clerk

**COUNCIL AGENDA REPORT
PUBLIC WORKS DEPARTMENT**

To: Frank Kuntz, Mayor
City Council

FROM: Matt Leonard, Public Works Director



SUBJECT: Cemetery Exterior Niche Columbarium Walls, Project No. SW16-13
Final Acceptance

DATE: June 23, 2017

MEETING DATE: June, 29, 2017

I. OVERVIEW

This project was for the construction and installation of (2) exterior niche columbarium walls for the City of Wenatchee Cemetery which is located at 1804 North Western Avenue. This project included the demolition of the existing concrete pads and the installation of two new niche walls. This project provided an additional 160 niches that currently retail for \$1047.00 plus \$314.00 for endowment care. The specific location is in the front of the Mausoleum building at the northwest corner of the cemetery.



II. ACTION REQUESTED

Staff recommends the City Council accept the work performed by Wilbert Precast, Inc. and further authorize the Mayor to sign the Final Contract Voucher certification on behalf of the City of Wenatchee.

**COUNCIL AGENDA REPORT
PUBLIC WORKS DEPARTMENT**

III. FISCAL IMPACT Submitted to the Finance Committee Yes No

This project was submitted and approved by Finance Committee on September 8, 2016.

Project Budget

Task	General Fund (001)
Construction & Contingency	\$80,000.00
Art Fund	\$0.00
Total Budget	\$80,000.00

V. ADMINISTRATIVE ROUTING

Tammy Stanger, City Clerk
Brad Posenjak, Finance Director
Racheal Evans, Contracts Coordinator

PW Agenda Report 2017-19

COUNCIL AGENDA REPORT

TO: Frank Kuntz, Mayor
City Council Members

FROM: Allison Williams, Executive Services Director

SUBJECT: Resolution 2017-38

DATE: June 26, 2017

The City of Wenatchee's Diversity Advisory Committee has one open term. Following is the application for Scot Sherwood who would fill the remaining term of Gaby Fernandez, who needed to resign due to job commitments. The term is a remainder of a three year term that will end December 31, 2018. Scot has been regularly attending Diversity meetings and his application was reviewed and recommended at the last meeting of the Committee on June 14.

Action Requested: City Council motion to approve Resolution 2017-38 appointing Scot Sherwood to an open three year term on the City's Diversity Advisory Committee ending December 31, 2018.



City of Wenatchee
Volunteer Commission and Board Application

COMMISSION/BOARD INFORMATION

Board (s) I would like to be considered for: (If more than one, please rank them in order of preference)

- | | |
|--|---|
| <input type="checkbox"/> Arts, Recreation & Parks Commission | <input type="checkbox"/> Greater Wenatchee Regional Events Center PFD Board |
| <input type="checkbox"/> Cemetery Advisory Board | <input type="checkbox"/> Historic Preservation Board |
| <input type="checkbox"/> Civil Service Board | <input type="checkbox"/> Lodging Tax Advisory Committee |
| <input type="checkbox"/> Code Enforcement Board | <input type="checkbox"/> Planning Commission |
| <input checked="" type="checkbox"/> Diversity Advisory Committee | <input type="checkbox"/> Tourism Promotion Area Board |

APPLICANT INFORMATION

City of Wenatchee Resident Yes No

Residency Requirement: Applicants must reside within the City Limits of Wenatchee except the Arts Commission, Diversity Advisory Committee, Historic Preservation Board, and the Parks & Recreation Advisory Board

Last Name: Sherwood First Name: Scot Initial: H

Physical Address: 1400 Westpoint Place City: Wenatchee Zip: 98801

Mailing Address: 1400 Westpoint Place City: Wenatchee Zip: 98801

Day Phone: 561-400-1665 (cell) Evening Phone: _____

E-mail: sherwood.sh@gmail.com Years lived in Wenatchee Valley: 4.5

Occupation: Physician Years of Experience: 11

Work Address: 820 N. Chelan City: Wenatchee Zip: 98801

Education and Formal Training: BSBA - Marketing; Post-baccalaureate pre-medical studies; Doctor of Medicine

Have you ever been convicted of a felony or released from prison? Yes No

(A conviction record will not necessarily bar you from serving. Factors such as the nature and gravity of the crime, the length of time that has passed since the conviction and/or completion of any sentence, and the nature of the position for which you have applied will be considered.)

Volunteer/Community Experience:

Organization and Duties: Volunteer Youth Leader Length of Service: 10 y

Organization and Duties: Founding Board Member - The Grace Institute Intl. Length of Service: 5 y

Organization and Duties: Guest lecturer - WVC - Radiology Technology Program Length of Service: 1y

Organization and Duties: _____ Length of Service: _____

Organization and Duties: _____ Length of Service: _____

Skills/Special Interests: Interested in fostering understanding across differences especially in regards to how historical racial hierarchy and current racial bias effect understanding, dialog and policy today.

Experience related to the Commission/Board: I am raising my son who is American of African descent and raising my daughter who is severely affected by autism and is non-verbal. As I am advocating for them and their needs, I am navigating systems and institutions regarding issues of diversity and inclusion on a regular and ongoing basis. I am also involved with very early discussions at Confluence Health regarding formalizing and establishing a coherent culturally competent care, diversity and inclusion structure within the organization

Why are you seeking this appointment? While I don't personally embody any specific diverse community, I hope to serve as an advocate and ally alongside those whose voices have traditionally been undervalued, underestimated and marginalized in society. I hope to serve to help amplify those voices.

Would any conflict of interest be created as a result of your appointment? Yes No

If yes, please explain: _____

REFERENCES

Name: Kelli Foster Warder
Address: 6908 10th Avenue South City: Richfield, MN Zip: 55423
Phone: 612-791-3695 Email: Kelli.FosterWarder@hennepintheatretrust.org
Occupation: Director of Education - Hennepin Theatre Trust Years known: 30

Name: Dr. Adrienne Hansen
Address: 820 N. Chelan City: Wenatchee, WA Zip: 99801
Phone: 509-663-8711 Email: Anna.Hansen@confluencehealth.org
Occupation: Physician Years known: 5

Name: Jaime Ramirez
Address: 1300 Fifth Street - Wells Hall 1011F City: Wenatchee, WA Zip: 98801
Phone: 509-682-6792 Email: jramirez@wvc.edu
Occupation: Professor Years known: 0.5

AFFIDAVIT OF APPLICANT

I, Scot Sherwood, do hereby certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I also understand that this completed application may be made available for public inspection.

(Signature)
Date: 6/2/2017



City of Wenatchee Volunteer Board, Commission and Committee Responsibilities

To be selected and serve as a City of Wenatchee volunteer Board, Commission or Committee Member is a high honor and provides an unusual opportunity for genuine public service. Although the specific duties of each of the City's Boards vary widely with the purpose for which they are formed, there are certain responsibilities that are common to all members. As a volunteer Board, Commission or Committee representative of the City of Wenatchee, I agree to:

1. Understand my role and scope of responsibility. I will be informed of the individual group's scope of responsibility and operating procedures.
2. Represent the majority views of the group. Individual "opinions" to the public and press are discouraged, and, if given, must be identified as such.
3. Practice open and accountable government. I will be as open as possible about my decisions and actions, and also protect confidential information.
4. Represent the public interest and not special interest groups.
5. Not make decisions in order to gain financial or other benefits for myself, my family, or friends.
6. Serve as a liaison between the City and its citizens and can help reconcile contradictory viewpoints and to build a consensus around common goals and objectives. I will serve as a communication link between community, staff, and City, representing City programs and recommending and providing a channel for citizen expression.
7. Understand my role as a supportive relationship with the City Council and City staff and to follow the proper channel of communication through the designated staff person providing support for the group.
8. Do my homework and be thorough in recommendations. I will review agenda items under consideration prior to the meeting in order to be fully prepared to discuss, evaluate, and act on all matters scheduled for consideration. My conclusions will be based on careful preparation to strengthen the value of the group's recommendation.
9. Adhere to the highest standards of integrity and honesty in all endeavors and strive to safeguard the public trust. I shall announce any direct or remote conflict of interests prior to the discussion (RCW 42.36).
10. Understand that my authority is limited to decisions made by the group, and that in most cases, the decisions are advisory.
11. Understand that in my role I recommend policy while administrators and staff carry out approved policy.
12. Establish a good working relationship with fellow group members. I will respect individual viewpoints and allow other members time to present their views fully before making comments. I will be open and honest and welcome new members.
13. Not use or involve my membership in the conduct of political activities. However, I am not restricted from participating in political activities outside of my involvement in the group.

I hereby pledge to be positive in my role as a volunteer with the City and accept responsibility for my participation.

Signed: _____ Date: _____

RESOLUTION NO. 2017-38

A RESOLUTION, appointing a member to the Diversity Advisory Committee to fill an open two (2) year term.

WHEREAS, Scot H. Sherwood has expressed an interest in serving as a member of the City of Wenatchee Diversity Advisory Committee to fill an open two year term.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF WENATCHEE makes the following appointment, commencing immediately, to the Diversity Advisory Committee for the term noted:

NAME & ADDRESS

Scot H. Sherwood
1400 Westpoint Place
Wenatchee, WA 98801

TERM EXPIRES

December 31, 2018

PASSED BY THE CITY COUNCIL OF THE CITY OF WENATCHEE at a regular meeting thereof this 29th day of June, 2017.

CITY OF WENATCHEE, a Municipal
Corporation

By _____
FRANK KUNTZ, Mayor

ATTEST:

By _____
TAMMY L. STANGER
City Clerk

APPROVED:

By _____
STEVE D. SMITH, City Attorney

**COUNCIL AGENDA REPORT
COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT**

TO: Frank Kuntz, Mayor
City Council

FROM: Brooklyn Holton, Housing & Community Planner
Glen DeVries, Community Development Director

SUBJECT: Public Hearing: City of Wenatchee CDBG Consolidated Annual Performance and Evaluation Report (CAPER)

DATE: June 26, 2017

MEETING DATE: June 29, 2017

I. OVERVIEW

According to the City of Wenatchee's *Community Development Block Grant (CDBG) Citizen Participation Plan*, a minimum of two public hearings are to be held each year to obtain public input on housing and community development needs; offer information on CDBG funding availability; discuss proposed CDBG activities; and review program performance over the previous year. The public hearing for comments on the *2016 CDBG Consolidated Annual Performance and Evaluation Report (CAPER)* supports this requirement. Public notices were published in the *Wenatchee World* on May 29, 2017 and in *El Mundo* on June 1, 2017 announcing the public hearing and providing a 15-day public comment period. After the publication, information was provided that that June 22, 2017 council meeting was cancelled due to lack of quorum. A Notice of Continuance was published on June 13, 2017 to inform the community that a new public hearing date was scheduled for June 29, 2017 at the City Council meeting.

The purpose of the CAPER is to review progress made by the City in achieving the goals outlined in the City's *2013-2017 Housing & Community Development Consolidated Plan* and its *2016 Annual Action Plan*. Staff will provide a presentation at the hearing detailing the allocation of CDBG funding in 2016 and identifying accomplishments made.

II. ACTION REQUESTED

Conduct a Public Hearing; no additional City Council action is being requested.

III. FISCAL IMPACT Submitted to the Finance Committee No

There is no fiscal impact associated with this public hearing as it is evaluating prior year performance & expenditures. However, it does provide an opportunity to review the performance of the CDBG program in preparation for next year's budget planning.

IV. REFERENCE(S)

- Draft 2016 Consolidated Annual Performance and Evaluation Report (CAPER)

V. ADMINISTRATIVE ROUTING

Allison Williams, Executive Services Director
Tammy Stanger, City Clerk
Deanne McDaniel, Finance Director



City of Wenatchee

Community Development Block Grant (CDBG)

2016 Consolidated Annual Performance & Evaluation Report (CAPER)

Implementing the 2013 – 2017 CDBG Housing & Community Development Consolidated Plan

Community & Economic Development Department
1350 McKittrick Street
Wenatchee, WA 98801
Brooklyn Holton, Housing & Community Planner
Phone (509) 888-3258
E-mail bholton@wenatcheewa.gov

DRAFT May, 2017

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Introduction

Introduction

The City of Wenatchee has been designated as a Community Development Block Grant (CDBG) entitlement community since 2006 under Title 1 of the Housing & Community Development Act of 1974. As a result, the City is eligible to receive CDBG funds annually from the U.S. Department of Housing & Urban Development (HUD). The City's program year is April 1st – March 31st.

The *2016 Consolidated Annual Performance and Evaluation Report (CAPER)* describes the progress made by the City in achieving the goals outlined in the City's *2013-2017 Housing & Community Development Consolidated Plan* and in the City's *2016 CDBG Annual Action Plan*.

The City's *2013-2017 Housing & Community Development Consolidated Plan* established the following goals as the core of its strategic plan:

- Reduce housing cost burden
- Preserve & improve neighborhoods
- Reduce homelessness
- Support public services
- Develop economic opportunities

During 2014, the target areas were modified based on direction from HUD and new census data. The 2013-2017 Consolidated Plan was amended reflecting the new target area that is now identified as the South-Central Wenatchee Core. Geographical priorities identified in the Consolidated Plan were also factored into the identification of 2016 projects.

This targeted area has a greater concentration of low-income residents, exhibits greater deterioration of properties, and has a higher need for infrastructure improvements. The objectives & activities outlined above will benefit the entire city but are primarily focused on the specific neighborhood.

Goals & Outcomes

2016 Goals & Outcomes

During the 2016 program year, the Consolidated Plan's goals were supported through the completion of the following activities:

Goal – Preserving and Improving Neighborhoods

- **Code Enforcement:** The City continued to provide an additional 0.25 FTE code enforcement officer to work in the South-Central Wenatchee Core identified as the target area for CDBG projects. The fall of 2014 was the kickoff for a voluntary compliance based code enforcement program and has continued through 2016 to provide assistance to residents in violation of City Code the opportunity to comply on a voluntary basis.
- **Sidewalk Design:** Phase I of the Chelan Avenue Sidewalk Project completed during the 2015 year and Design and Analysis began for Phase II and III during the 2016 program year. Coordination with project partners took place and pre-construction tasks such as the relocation of PUD poles was completed in advance. In addition, the first open house for the project was held in November where community members could see results from Phase I and discuss the art and construction of Phase II and III.
- The neighborhood grant was able to support three large community impact activities that included a youth focused day that provided an opportunity for you to interaction and enjoy arts, crafts, emergency responders, law enforcement and community organizations; a neighborhood bash that provided music, food, education and community organization information to residents; and finally a community led effort around poverty alleviation by providing a daylong conference to low-income individuals where they were empowered, connected with resources and a mentor to walk with them as they journey out of poverty.

Goals - Support public services & promote economic development:

- The Wenatchee Literacy Council program provided literacy/English tutoring services primarily to low-moderate income individuals in Wenatchee. In the 2016 program year, the Literacy Council served 213 students.
- **Code Enforcement Referral & Debris Removal Program:** The City established this new program in 3rd quarter 2013 to assist low-income residents in responding to code enforcement violation notices and has continued this service through the 2016 program year. Services include free dumpster rentals, free dump vouchers, and referrals to volunteer community agencies that can assist with clean-up/repair chores. Twenty free dump vouchers were issued during the 2016 program year.

The revamping of processes for code enforcement provide guidance and assistance to low- and moderate-income persons for meeting and continuing to be in compliance with city code. In combination with the guidance and assistance, the code enforcement voluntary compliance program also supports code compliance.

Goals - Reduce homelessness & reduce housing cost burden:

- The City administers approximately \$975,000 annually in state and local homeless funds on behalf of Chelan and Douglas counties. Consequently, the City does not designate specific CDBG funds to homeless projects. It has, however, aligned CDBG goals and activities with the goals and activities of the Chelan-Douglas Homeless Plan. During 2016, homeless grants were awarded to local service providers for activities that directly support the CDBG Consolidated Plan's goals of reducing housing cost burden and reducing homelessness. Grant funded activities included rental assistance, emergency shelter, transitional housing, permanent supportive housing, landlord outreach/recruitment, tenant education, and eviction prevention.

Racial & Ethnic Composition of Families Assisted

2016 activities served low- moderate-income residents with diverse racial and ethnic backgrounds. Public service sub recipients collected participant demographic information including client self-identification of race and ethnicity. Approximately 93% of the public service recipients self-identified their ethnicity as Hispanic. Approximately 97.6% self-identified their race as white; 1.9% Asian and <1% as Black/African American.

Racial Category	# Participants
White*	208
Black or African American	1
Asian	4
American Indian or American Native	0
Native Hawaiian or Other Pacific Islander	0
Other	0
Total	213

Ethnic Category	# Participants
Hispanic*	198
Not Hispanic	15
Total	213

* Note: For HUD reporting purposes, Hispanic is identified as an ethnic category rather than a racial category.

Resources & Investments

Available Resources

For the 2016 program year (April 1, 2016 – March 31, 2017), the City was allocated \$205,608 in CDBG funding to revitalize neighborhoods, improve housing opportunities for low- and moderate-income households, and support high priority public services. Total CDBG funds available in 2016 (including previous years’ unexpended funds) were \$216,904.93; \$131,192.07 of which was expended.

The City of Wenatchee also administers the following homeless funds on behalf of Chelan and Douglas counties: The Consolidated Homeless Grant, the Emergency Solutions Grant, Chelan-Douglas County Homeless Funds, and Chelan County Low-Income Housing Funds. These funds are anticipated to provide approximately \$975,000 in funding annually. Consequently, the City will not designate specific CDBG funds to homeless projects. It has, however, aligned CDBG goals and activities with the goals, strategies, and activities of the Chelan-Douglas Homeless Plan, especially in regards to increasing access to education, economic opportunities, and affordable housing.

The following table summarizes all resources available in the 2016 program year including CDBG and state/local homeless funds:

Source	Expected Amount Available for Remainder of Consolidated Plan Term (4/1/17 – 3/31/18)	Actual Amount Expended in 2016 Program Year (4/1/16 – 3/31/17)
CDBG	\$150,225	\$131,192.07
Chelan-Douglas Counties Homeless Housing Funds	\$585,000	\$657,313
Chelan County Low-Income Housing Funds	\$36,000	\$54,087
State Consolidated Homeless Grant	\$321,725	\$430,327
State Emergency Solutions Grant	\$35,095	\$89,553

2016 Expenditures

Of the \$216,904.93 in CDBG funds available in 2016, \$131,192.07 was expended during the 2016 program year (April 1, 2016 – March 31, 2017) on the following activities:

Activity Type	Amount Expended in 2015 Program Year	% of 2015 Expenditures
Administration/Planning	\$14,499.57	11.05%
Public Improvements (sidewalks, code enforcement & ADA)	\$88,437.41	67.41%
Public Services (ESL Tutoring and Referral/Debris Removal) *Note: The 15% cap is for awarded funds only	\$28,255.09	21.54%
TOTAL	\$131,192.07	100%

Geographic Distribution of Resources & Location of Investments

During 2014, the target areas were modified based on direction from HUD and new census data. The Consolidated Plan was amended reflecting the new target area that is now identified as the South-Central Wenatchee Core.

After the CDBG target area was modified during the 2014 program year, the emphasis of Code Enforcement expanded to include the entire South-Central Wenatchee Core. In 2015 the Code Enforcement officer included the entire City of Wenatchee with a focused emphasis on the South-Central Wenatchee neighborhood. This emphasis continued through 2016.

Public Services that focused on workforce education benefitted low-income residents in all areas of Wenatchee; many of whom reside in the South-Central Wenatchee neighborhood. The following table summarizes the percentage of CDBG funding allocations based on geographic location. Note that the modified target area identified as the South-Central Wenatchee neighborhood includes the previous target areas identified as the Central Wenatchee neighborhood and the South Wenatchee neighborhood.

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Description
South-Central Wenatchee Neighborhood	80%	88.95%	Admin expenses did not accumulate to estimates.

Leveraging of Funds & Publicly Owned Property

The City of Wenatchee was presented with the opportunity to purchase a piece of land for future use as a city park. Following a NEPA review, HUD released funds to provide a portion of the funding for the acquisition. This purchase makes a piece of land available for construction of a park to benefit the low- to moderate-income community in the CDBG target area. Park construction will be in accordance with goals set forth in the 2013-2017 Consolidated Plan.

Affordable Housing

Affordable Housing Goals & Outcomes

The strategies to meet the goal of promoting decent, affordable housing include increasing the supply of affordable housing units; improving the quality of rental housing; providing rental assistance to individuals who are homeless or at-risk of homelessness; expanding homeownership opportunities; and increasing economic opportunities to improve employment and increase wages. To implement these strategies in 2016, the following activities were undertaken using both CDBG and local homeless funds:

1. Code Enforcement staff focused on the South Wenatchee area where at least 25% of the homes are characterized as being in a deteriorated condition. In 2016, 266 code violations were issued in the CDBG target area out of a total 460 cases for 58%.
2. The Code Enforcement Referral/Debris Removal program provided assistance to homeowners in responding to code enforcement violations including free dump vouchers, free dumpster rentals, and referrals to community service agencies. As a result of this type of assistance, the quality & safety of housing was improved in targeted low-income areas.
3. Public service activities included workforce education such as English/literacy tutoring. During the 2016 program year, 213 low-income individuals received workforce education and training services through these programs, thereby helping participants obtain living-wage jobs.
4. State and local homeless funds were used to provide rental assistance to 264 households who were homeless or at-risk of becoming homeless, thereby helping families obtain long-term, permanent affordable housing.
5. The City oversees the facilitation of the Chelan-Douglas Tenant Landlord Liaison Program characterized by partnerships among landlords, property managers, participating social service agencies and homeless people with barriers to accessing permanent housing. The goal is to increase availability of rental housing for persons facing barriers to moving from homelessness to permanent housing.
6. The City allocated homeless grant funding to the Housing Justice Project which provided free legal assistance to low-income tenants facing eviction or other tenant-based legal issues. These services helped to prevent evictions and helped many low-income families maintain affordable housing. 124 clients were served during 2016.

Impact of Outcomes on Future Annual Action Plans

The City will continue to use CDBG funds to support activities such as code enforcement which improve the quality and safety of affordable housing. Beginning in 2014 and continuing through 2016, additional state and local homeless funding was allocated to rental assistance programs in order to help low-income families (especially those who are homeless or at-risk of homelessness) obtain and maintain affordable rental housing.

Participant Income Levels for Activities Requiring Income Information to Determine Eligibility

The City's public service activities require income information to determine participant eligibility. The Literacy Council provided English tutoring & training services. 44% of their participants were classified as at or below extremely low-income and 43% were classified as very low to low-income.

Income Level	Number of Persons Served
Extremely low-income	94
Very Low-income	57
Low-income	34
Not Reported	28
Total	213

Homeless & Other Special Needs

Goals & Outcomes for Reducing Homelessness

The City of Wenatchee administers the following homeless funds on behalf of Chelan and Douglas counties: The Consolidated Homeless Grant, the Emergency Solutions Grant, Chelan-Douglas County Homeless Funds, and Chelan County Low-Income Housing Funds. These funds provide approximately \$975,000 dollars in funding per year. Consequently, the City does not designate specific CDBG funds to homeless projects. It has, however, aligned CDBG goals and activities with the goals, strategies, and activities of the *Chelan-Douglas Homeless Plan*, especially in regards to increasing access to education, economic opportunities, and affordable housing.

A recurring theme in both the City's Consolidated Plan and the Chelan-Douglas Homeless Plan is the need to adopt a two-pronged approach to addressing homeless needs. This dual approach targets specific support services for homeless populations (i.e. youth, families, Veterans, the chronically homeless) while also pursuing community-wide measures to bring about systemic change that will enable low-income residents to move out of poverty. Specific goals and activities that support this dual approach are described below.

The City pursued the following goals and activities in 2016 to reduce homelessness in the region:

- Promoted & funded a balanced mix of services (i.e. emergency, transitional, permanent supportive, preventative, rapid rehousing and outreach) to meet the diverse of needs of homeless individuals including children/teens; individuals with mental health and/or substance abuse issues; individuals exiting systems of care; individuals with disabilities; Veterans; the chronically homeless; & those at-risk for homelessness.
- Prioritized & funded rapid rehousing approaches that centered on providing homeless people with permanent housing quickly and then providing progressive support services as needed. A Landlord Liaison committee has been created to identify necessary program components and potential partners to implement a successful approach.
- Prioritized a targeted prevention approach that focused on helping individuals at-risk of homelessness maintain housing through rental assistance.
- The City, in conjunction with the Chelan-Douglas Homeless Steering Committee and the Chelan-Douglas Homeless Task Force, designed and implemented a coordinated entry system, now known as the Community Housing Network (CHN). The system was officially launched in October 2015 and provides a standardized process for intakes, assessments, and referrals for individuals and families seeking homeless/housing services. The Coordinated Entry Oversight Committee continues to meet monthly to address implementation issues and to identify and implement system improvements. During 2016, a number of system enhancements were made including the following
 - Development of a regional client prioritization process: Coordinated entry sites are now using a standardized client prioritization process to assess client vulnerability. If housing/services aren't readily available, clients are placed on a regional prioritization list. When bed or unit openings occur, clients with the highest vulnerability scores are offered the services first. This ensures that the clients who are at most risk are served first.

- Community outreach: Coordinated entry outreach materials (i.e., rack cards, posters, contact cards) were developed and a community campaign was conducted to better promote the program services within the larger community.
- Referral partnerships were established with local service providers who serve targeted vulnerable populations (i.e. school-age children; veterans; individuals exiting prison; individuals fleeing domestic violence).
- Worked with the Washington State Commerce Department to incorporate simple & effective data systems in order to better quantify services, evaluate effectiveness, and identify gaps/opportunities for improvement.
- Allocated resources based on identified community needs and the achievement of targeted performance outcomes.
- Promoted collaboration among local social service providers by coordinating the local Continuum of Care Homeless Task Force & Homeless Steering Committee.

Public Housing

Actions Taken to Address Public Housing Needs

The Housing Authority of Chelan County provides a range of services to address public housing needs including:

- Low-income housing for families, seniors, and individuals with disabilities
- Section 8 tenant-based housing vouchers
- Section 8 Family Self-Sufficiency program
- Agricultural & migrant housing

The Housing Authority has a need to rehabilitate three of the multi-family properties they own and manage in Wenatchee. These developments were built 20 - 30 years ago, and therefore, are beginning to require repairs and rehabilitation. The total rehabilitation cost is estimated to be \$1.4 million dollars. The Housing Authority does not have adequate funds for rehabilitation, and consequently is only able to address emergency repairs as they occur.

The City of Wenatchee has a long-standing and positive working relationship with the Housing Authority. While CDBG funds are inadequate to address their identified need for housing unit rehabilitation, the City will continue to seek opportunities to leverage resources aimed at the rehabilitation of existing public housing stock. Additionally, future CDBG funds allocated to infrastructure improvements (i.e. sidewalks, lighting) may be targeted to areas surrounding the Housing Authority's low-income housing properties.

Actions Taken to Encourage Public Housing Residents to Participate in Homeownership

The Housing Authority offers their clients a self-sufficiency educational program which includes information on money management, home care, and life skills. They also offer an escrow incentive program to foster home ownership

Other Actions

Actions Planned to Remove Negative Effects of Public Policies That Serve as Barriers to Affordable Housing

The City mitigates the negative effects of public policies that may serve as barriers to affordable housing by undertaking the following actions:

1. Facilitating multi-family housing and infill residential development including in commercial areas.
2. Reviewing Wenatchee city code incentives for the development of affordable housing.
3. Utilizing public infrastructure incentives to promote additional residential development.
4. Promoting awareness of population demographics and housing needs with the development/real estate community.
5. Increasing economic opportunities to improve employment and wages.

Actions Taken to Address Obstacles to Meeting Underserved Needs

The City continuously conducts public outreach to ensure that the broader community is aware of the needs and opportunities identified in the Consolidated Plan and Annual Action Plan. In addition, the City actively works to engage potential employer and landlord partners in overcoming obstacles to employment and housing.

Actions Taken to Reduce Lead-Based Paint Hazards

The City's Code Enforcement staff addresses specific lead-based paint cases as they arise. In addition, the City includes lead-based paint hazard information in community education and outreach materials.

Actions Taken to Reduce the Number of Poverty-Level Families

The Consolidated Plan's focus on reducing housing cost burden and increasing literacy and employability for low-income residents helps to decrease the number of poverty-level families in the region.

Actions Taken to Develop Institutional Structure

The City worked with community partners to improve institutional structure by defining which services are best delivered by government and which are best delivered by the private, non-profit, and faith-based sectors.

Actions Taken to Enhance Coordination Between Public/Private Housing & Social Service Agencies

Actions taken by the City in developing the *Consolidated Plan*, such as conducting community outreach and facilitating community-based committees, continued during 2016 on an ongoing basis. Input from these activities aided in the development of the 2017 Annual Action Plan and will be used for future planning efforts. These actions also promote greater coordination and communication between public/private housing agencies and other social service agencies.

The City, in conjunction with the Chelan-Douglas Homeless Steering Committee and the Chelan-Douglas Homeless Task Force, designed and implemented a coordinated entry system, now known as the Community Housing Network (CHN). The system was officially launched in October 2015 and provides a standardized process for intakes, assessments, and referrals for individuals and families seeking homeless/housing services. The Coordinated Entry Oversight Committee continues to meet monthly to address implementation issues and to identify and implement system improvements. During 2016, a number of system enhancements were made including the following

- Development of a regional client prioritization process: Coordinated entry sites are now using a standardized client prioritization process to assess client vulnerability. If housing/services aren't readily available, clients are placed on a regional prioritization list. When bed or unit openings occur, clients with the highest vulnerability scores are offered the services first. This ensures that the clients who are at most risk are served first.
- Community outreach: Coordinated entry outreach materials (i.e., rack cards, posters, contact cards) were developed and a community campaign was conducted to better promote the program services within the larger community.
- Referral partnerships were established with local service providers who serve targeted vulnerable populations (i.e. school-age children; veterans; individuals exiting prison; individuals fleeing domestic violence).

Actions Taken to Overcome Effects of Impediments Identified in the Analysis of Impediments to Fair Housing Report

The City of Wenatchee's *2012 Analysis of Impediments to Fair Housing Report* identified a number of factors impeding fair housing in Wenatchee including rising housing costs; insufficient affordable housing stock; lack of permanent supportive housing for individuals with disabilities; lack of workforce and financial management skills for disadvantaged populations; & lack of consumer understanding of fair housing rights & responsibilities. The following actions were undertaken in 2016 to alleviate these impediments:

- Rising housing costs & insufficient affordable housing stock: The City used CDBG & local homeless funding to support activities which helped develop and preserve decent, affordable housing including increasing access to affordable housing units through development, rental assistance, & landlord outreach; improving the quality of existing rental housing through code enforcement efforts; expanding homeownership

opportunities through financial management education; and providing workforce education programs to improve access to living-wage jobs.

- Lack of workforce and financial management skills for disadvantaged populations: In 2016, a number of activities were undertaken to help disadvantaged populations develop English language skills, job skills, and financial management skills: 1.) CDBG funds were used to support English language training programs to help low-income individuals obtain higher paying jobs; and 2.) The Housing Authority offered their clients a self-sufficiency educational program which included information on money management, home care, and life skills. They also offered an escrow incentive program to foster home ownership.
- Lack of consumer understanding of fair housing rights & responsibilities: The City provided information on fair housing rights and obligations in a variety of ways including: 1.) Providing information on fair housing laws to homeless service providers and to other interested individuals or organizations; 2.) The City's Landlord/Tenant Outreach Committee conducted landlord recruitment/outreach and tenant education activities; and 3.) The Housing Justice Project provided free legal assistance to low-income tenants facing eviction or other tenant-based legal issues. These services helped prevent evictions and also helped low-income families understand their rights as tenants.

Monitoring

Monitoring Standards

The City of Wenatchee's Department of Community & Economic Development is responsible for the overall administration of the Consolidated Plan and the monitoring and evaluation of CDBG program activities. Monitoring oversight in 2016 was focused primarily on implementation of funded activities and ensuring adequate sub recipient grant records.

Minority- & Women-Owned Business Outreach

Not Applicable to projects in the 2016 program year.

Citizen Participation

A public notice was published in the local English newspaper on May 29, 2017, and in the local Spanish newspaper on June 1, 2017 notifying the community of the 15-day comment period for the draft 2016 CAPER. A public hearing was held at a Wenatchee City Council meeting on June 22, 2017.

Contact Information

Contact Information

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