

Oak Harbor City Council
Budget Workshop Meeting Minutes
August 6, 2014

CALL TO ORDER

Mayor Dudley called the meeting to order at 3:00 p.m.

ROLL CALL

Present:

Mayor Scott Dudley
Mayor Pro Tem Danny Paggao
Councilmember Joel Servatius
Councilmember Jim Campbell
Councilmember Rick Almberg
Councilmember Bob Severns
Councilmember Hizon
Councilmember Munns

Staff Present:

City Administrator Larry Cort
Finance Director Doug Merriman
City Attorney Nikki Esparza
City Engineer Joe Stowell
Public Works Director Cathy Rosen
Development Serv. Director Steve Powers
Exec. Assist. to the Mayor Kellye Mazzoli
Public Works Director Cathy Rosen
Police Chief Ed Green
Fire Chief Ray Merrill
Senior Services Director Mike McIntyre
City Clerk Anna Thompson
Econ/Deve and Senior Planner Ethan Spoo
Senior Planner Cac Kamak

CAPITAL BUDGET GOALS

1. 2015-2020 Capital Project Planning

Development Services Director Steve Powers provided a power point presentation including a handout to Council. Mr. Powers defined "Capital Planning Project:" to maintain existing public facilities and new development.

The Capital Improvement Project (CIP) is comprised of various other studies and plans within other City Departments, such as Transportation Plan, Sewer Plan, Water Plan, Storm-water Plan, Parks, Recreation & Open Space Plan, etc. These plans need updating as well. The CIP and Budget work to track together.

Councilmembers Almberg, Munns, and Mayor Pro Tem Paggao asked follow-up questions including whether any of the required work would be contracted out.

Councilmember Munns inquired about funding sources.

Capital Improvement Projects are forecasted for the next six years. They identify specific project plan and schedules; provide estimated costs for permitting, design and construction but not including staff time. Staff capacity to undertake projects can be an issue. The first four

years (2015-2018) must account for the Waste Water Treatment Plant. The major difference between a Capital Improvements Plan and Capital Facilities Plan is that the CIP must provide price estimates.

The Development Services Director requested assistance to prioritize the Capital Project Planning. Prioritizing the “Big List” of Capital Facilities Planning are items which have been identified in years prior to 2006. These are a result of extensive City or community efforts. They are not easily categorized and may have substantial costs and have been competing for limited resources.

Prioritization process took place in 2006 and the ranking presented to Council by Staff was adopted by the Council in 2006. This ranking process has been reinstated in 2014 based on the Council’s request, and then Staff will provide the results at August 6, 2014 Council Meeting. The Director asked that the Council prioritize the following steps, due in two weeks’ time for the August 27th Workshop: review criteria, review project descriptions, and assign points toward projects based on how well the project responds to various evaluation criteria, weigh points as appropriate and total them.

2. 2015-16 Biennial Budget

Finance Director Doug Merriman introduced the 2015-2016 Biennial Budget discussion and provided a handout to the Council. He discussed the purpose of a Biennial Budget including an emergency backup policy if the next two years’ revenues are not as high as projected.

ADJOURNMENT

Mayor Scott Dudley adjourned the meeting at 3:57 p.m.

Anna M. Thompson, City Clerk