

Oak Harbor City Council
Workshop Meeting Minutes
June 25, 2014

CALL TO ORDER

Mayor Pro Tem Paggao called the meeting to order at 3:04 p.m.

ROLL CALL

Present:

Mayor Scott Dudley
Mayor Pro Tempore Danny Paggao
Councilmember Jim Campbell
Councilmember Beth Munns
Councilmember Tara Hizon
Councilmember Bob Severns City
Councilmember Joel Servatius
Councilmember Rick Almberg

Staff Present:

City Administrator Larry Cort
Development Service Director Steve Powers
Finance Director Doug Merriman
City Attorney Nikki Esparza
City Clerk Anna Thompson
Chief of Police Ed Green
Fire Chief Ray Merrill
Public Works Director Cathy Rosen
Senior Planner Ethan Spoo
Mayor's Exec. Assist. Kellye Mazzoli
Accountant Tallie Boyer
Project Engineer John Piccone
Senior Services Director Mike McIntyre
Harbor Master Chris Sublet
Senior Serv. Coordinator Barbara Spence
City Engineer Joe Stowell
Project Engineer Arnie Peterschmidt
Parks Manager Hank Nydam
Police Department Assis. Meg Massey
Fire Deputy Chief Mike Buxton
Purchasing Specialist Sandra Place

Departmental Briefings

1. Water System Plan – Public Works/Dev Services (8/06)

Project Engineer Arnie Peterschmidt provided the staff report including a brief history of the Waste Water Treatment Plant and Oak Harbor's specific needs. He then explained the purpose and goals of the new Water Plant for our customers.

The link for the Water System Plan can be found on the City's Website.

Mr. Stowell announced that the Water System Plan will be presented to Council for adoption on August 6, 2014.

Councilmembers Hizon, Munns, and Mayor Pro Tem Paggao asked follow up questions. Mr. Peterschmidt explained that Public Works provides important water-saving information to customers via mail and television.

Pending Agenda Items

1. Finance Advisor Professional Services Agreement (7/01) – Finance

Finance Director Doug Merriman explained the purpose of this agreement. At this point, the City needs a specialized Financial Advisor for review and advisement of our bond process.

This agreement will be presented to Council for the July 1st Council Meeting.

Councilmembers Campbell, AlMBERG, and Severns requested additional information of this item.

2. Solid Waste Comprehensive Plan for Island County (7/01) – Public Works

Public Works Director Cathy explained the importance and necessity of the Comprehensive Solid Waste Plan with Island County. The plan will provide training and awareness on waste transfer and recycling.

The Comprehensive Plan can be found on the City Council's web page.

3. City Attorney Appointment/Renewal with Weed, Graafstra, and Benson (7/01)

City Manager Dr. Cort informed the Council that staff will request the Council to appoint Nikki Esparza as City Attorney at the August meeting.

Weed, Graafsta and Benson's contract will be extended for limited legal support services to be used in Ms. Esparza's discretion.

Councilmember AlMBERG asked about the contractual terms in the agreement with Weed, Graafstra and Benson.

Councilmember Hizon confirmed staff's request to transition Ms. Esparza from interim City Attorney to City Attorney.

4. HOME Consortium Interlocal Agreement (7/01) – Admin

City Manager Dr. Cort provided the council with background of the interlocal agreement for the HOME consortium program, which is basically to provide housing for the working poor. The City has no financial commitment to make monetary contributions to this association. In order to qualify for the HOME Consortium funding, the applicant(s) must have a certain level of population. This is the primary reason Skagit and Whatcom Counties has asked Island County to join in the interlocal agreement.

Paul Schissler, Planner from Skagit County provided the Council with an overview of how the project works and how funding is provided to the successful applicant or applicants based on population.

Councilmember Severns and Almborg requested Mr. Schissler explain how HUD distributes funding among the contracting counties.

5. North Reservoir Project (7/01) – Public Works

Engineers Arnie Peterschmidt and Joe Stowell updated the Council on the North Reservoir Project. The current contractual agreements for the project need to be amended in order to continue the project.

Mr. Peterschmidt explained the reasons to amend the current contracts and the details involved. These amendments will be presented to Council for formal approval at the July 1, 2014 council meeting.

Councilmember Hizon asked whether the City can be reimbursed for the subcontractor's faulty labor.

Councilmember Almborg asked the City Engineers about the financial changes needed in the contract and the problems which caused the additional costs.

Councilmember Munns asked which account will be used to provide additional funds for the contract amendment.

Councilmember Campbell asked follow-up questions about the additional money needed to complete the project. Councilmember Severns spoke in support of selecting Hoffman Construction.

6. GC/CM Contractor Selection (7/01) –Public Works

John Piccone and Joe Stowell provided an explanation of the GC/CM process. General Contractor /Construction Manager system was established by the state for City departments. The GC/CM selection process is beneficial for this magnitude of a project versus the traditional method for hiring contractors, termed “design-bid-build.”

He then gave a summary of contractor interviews and screenings through GC/CM and then provided updates on the GC/CM Contractor selection process to build the Waste Water Treatment Plant.

Mr. Piccone informed the Council that Public Works will present the appointment of Hoffman for approval at the July 1, 2014 Council Meeting.

Councilmember Alberg thanked Public Works staff for utilizing the GC/CM selection process for the Waste Water Treatment Plant.

The Mayor briefed Council about a phone call with Waste Management. Waste Management will be leaving Oak Harbor.

Mayor Dudley called a 5-minute recess at 4:49 p.m.

Mayor Dudley reconvened the meeting at 5:04 p.m.

Budget Goals

1. 2015-2016 Budget Goals for the General Fund/Senior Services

City Administrator Dr. Cort introduced the Budget Goals Discussion. He explained that the purpose of this item is to inform the Council of items added by the departments to allow the Council to prioritize the needs of the City. Discussion on the availability of funds will be put off until a later meeting so that the Council can freely prioritize.

Councilmember Munns commented on Revenue-sharing concerns from the State.

Dr. Cort stated that a dominant project for the 2015-2016 biennial budget will be the Waste Water Treatment Plant. Dr. Cort and the Councilmembers engaged in a roundtable discussion of the 2015-2016 budget goals provided in the Workshop Packet:

General Fund

- 1) Judicial – City Administrator Larry Cort
 - Public Defense increase in allocation of funds
 - Security needed at District Court
- 2) Mayor – Mayor Scott Dudley
 - Relocate Legal Department downstairs [City Hall]
 - Improve IT services
 - Animal control lease and the option to buy
- 3) City Administrator – City Administrator Larry Cort
 - Economic Development restructuring
 - Staffing request to refund the Administrative Assistant to the City Administrator – necessary to add to the budget
 - Lobbyist for state legislature
 - Technology plan needs to be improved
 - Legal Department should be relocated for efficiency and safety
 - Safety concerns for utility payments
 - Master Plan to redesign friendlier access to downtown for the public
- 4) Human Resources – City Administrator Larry Cort
 - HR information system needed to support the amount of employees we have to automate form-centered functions.
- 5) Financial Services – Finance Director Doug Merriman
 - Debt policy review
 - Comprehensive Annual Report for GFOA Certificate of achievement
 - Public access to Public Records
 - Internal Restructuring of the Finance Department
- 6) Law – City Attorney Nikki Esparza
 - Organization, efficiency, and easing transition to in-house counsel
 - Merge department files into one location
 - Office safety and training
 - Public records requests and limit liability exposure
 - Update legal forms
 - Change prosecution standards
 - Minor code changes
- 7) Development Services – Development Services Steve Powers
 - Growth management
 - Staffing and use of resources
 - GIS software license – for mapping and data
 - Comprehensive Plan goals
 - Capital Improvement plan

- Timely and accurate planning and permit review
- 8) General Government – City Administrator Larry Cort
 - Insurance for City and rates
 - 9) Police – Police Chief Green
 - Events within City limits have increased
 - Request to add more staff
 - Update policies
 - Maintain the Police Facility
 - 10) Animal Control – Police Chief Green
 - Maintain training
 - Facility repairs
 - 11) Fire – Fire Chief Merrill
 - Hire additional Fulltime Fire Fighters
 - New Fire Trucks
 - Training Requirements
 - Additional Fire station near Fort Nugent
 - Federal Mandate to purchase P25 compatible encrypted radio
 - Update used equipment
 - 12) Emergency Services – Fire Chief Merrill
 - Emergency training for elected officials
 - 13) Parks – Public Works Director Cathy Rosen and Parks Manager Hank Nydam
 - Promote community pride and recreational activities for all ages
 - Maintenance of open spaces
 - Facilities in the parks need to be upgraded
 - Surveillance cameras
 - Develop working groups to seed Garry Oak Trees
 - Possible land purchase for future park(s)
 - Fee increases
 - 14) Whidbey Island Marathon – Dr. Larry Cort
 - Possible Transitional Management of the Race

Special Revenue

- 1) Senior Services – Mike McIntyre
 - Goals are to support the growing population of the senior center
 - Provide better services for dependents
 - Use resources in the community to absorb costs of the senior center

Internal Service Funds

- 1) Equipment Rental – Public Works Director Cathy Rosen
 - Consider rentals
- 2) Equipment Replacement – Public Works Director Cathy Rosen
 - Old equipment such as old vehicles need to be replaced.
 - Sharing equipment among departments
- 3) Shop Facility – Public Works Director Cathy Rosen
 - Engineering department works in the area – implement proposed preventative maintenance facilities.
 - Update contracting policies
 - Personnel request for 2 additional positions: Staff archeologist and temporary 4-year term contract capital projects engineer.

ADJOURNMENT

Mayor Dudley adjourned the meeting at 7:15 p.m.

Anna M. Thompson, City Clerk