

Oak Harbor City Council  
Workshop Meeting Minutes  
March 26, 2014

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**CALL TO ORDER**

Mayor Scott Dudley called the meeting to order at 3:00 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  
City Clerk Anna Thompson  
Chief of Police Ed Green  
Finance Director Doug Merriman  
City Attorney Nikki Esparza  
Fire Marshall Mike Buxton  
Public Works Director Cathy Rosen  
Senior Services Director Mike McIntyre

**DEPARTMENTAL BRIEFINGS**

**1. Infusion Lounge – Police**

Police Chief Ed Green provided a summary regarding the Infusion Lounge application. The Applicant has requested a formal hearing which has yet to be set.

Councilmember Almberg asked why the application was rejected and whether it was just filed late. Chief Green stated that the application was not late, but was rejected for failure to be properly complete. Councilmember Almberg asked which party will be paying Attorneys fees. The City will bear the cost via our City Attorney.

**2. Investment Committee Report – Finance**

Finance Director Doug Merriman provided the summary of the Investment Committee Meeting held today at 2:00 p.m.

Initial steps to be taken with this new Committee are to organize our portfolio and they are also in the process of creating an investment policy to be adopted by the Council in the future.

Mr. Merriman informed the Council the amount of money, \$42 million, invested at this point and stated that he would continue to update the Council of future investments.

Mayor Pro Tem Paggao asked about the Investment Committee report provided in the meeting at 2:00 p.m. Doug Merriman answered his questions.

### **3. Online and On-Demand Financial Information Software – Mayor, Finance**

Mayor Dudley provided the summary of “opengov.com” software for potential use for budget and financial data accessible online.

Mayor Dudley presented the opengov.com information via website trajectory as a power point presentation and explained the software’s functions and purpose.

Councilmember Munns asked whether this program is hack-proof. Mayor Dudley explained the risks involved, which is very low since the website only posted what the City provide them directly.

Councilmember Hizon clarified that the program does not pull our information independently and also inquired about the cost. Mayor Dudley stated that the cost is approximately \$9,500 per year but are still in the negotiating process.

Councilmember Severns asked about the depth of the information provided regarding our budget. Mayor Dudley explained the details and departments covered by the software.

City Administrator Larry Cort added that he was impressed with the analytics available via the software such as how many citizens are viewing what portions of the website. Mayor Dudley stated the City is interested in making our budget more user-friendly.

### **4. Stay Sail RV Park Update – Public Works**

Public Works Director Cathy Rosen provided an update on the Stay Sail Park including the new crushed quarry rock and surveillance cameras installed.

She informed the Council that the Public Works website page is being updated to display the new services and features of the RV Park. Public Works will also be adding new playground equipment.

Councilmember Servatius asked about pay stations and whether they will be accessible online and mobile-optimized as well. Ms. Rosen answered that they will be useable online and will find out more information regarding mobile optimization.

Councilmember Campbell asked about funds for the Park and Ms. Rosen explained that the issue will be better discussed when the Budget is addressed.

## PENDING AGENDA ITEMS

### 1. **Electronic Message Center Signs (April 15) – Development Services**

Development Director Steve Powers presented the update on Electronic Message Center Signs.

There are lingering questions to be answered such as the types of resolutions available, animation, length of time, and brightness, etc. Mr. Powers anticipates adding this item to the April 15<sup>th</sup> Council Meeting Agenda.

### 2. **Sale of City Property (April 15) – Public Works**

Public Works Director Cathy Rosen provided an update on possible sale of City Properties which have no foreseeable future use for the City. The Department plans to bring the sale of City Properties options forward on the April 15<sup>th</sup> Council Meeting Agenda.

Mayor Pro Tem Paggao asked about the properties' current use. Ms. Rosen responded that the properties have not been used for a numbers of years and are vacant at this time.

Councilmember Servatius inquired into additional and possible usages of the property.

## EMERGING ISSUES

### 1. **Responding to Requests for water turn-on after hours – Public Works**

Public Works Director Cathy Rosen informed the Council that city staff is available for after-hours water emergency responses. However, in 2013 there over 90 water-related calls and a majority of the calls requested that the water be turned on, which are clearly non-emergency calls. This service costs \$75 to turn on water after-hours and unfortunately this charge is insufficient to cover the City's overhead.

The relevant Departments are working on a plan to change the fee schedule so that the overtime costs to the City can be fully compensated by raising the fees or possibly reducing the emergency-after-hours services since most of them are not actual emergencies.

Councilmember Servatius asked that these particular policies align with other nearby communities.

Councilmember Hizon asked whether the \$75 charge is waived for an actual emergency. Cathy Rosen affirmed that the fee is often waived in the event of flooding or other emergency.

Councilmember AlMBERG asked whether the City responds to the private or City side of the meter readings. Ms. Rosen replied that the City is contacted regardless because the customer needs to know the actual location of the shut off.

## **2. Staffing for Development Services – Development Services**

Development Services Steve Powers provided the council with an update regarding staffing for his department and provided handouts to the Council.

Mr. Powers addressed the City's needs to add Associate Planner's position in his department. This job position was added in 2005 when the City had numerous planning needs and projects. This role took up reviewing permits, relieving the work load for the Department and helping out the community in general. This position was then transferred to Public Works and Development Services has been without an Associate Planner for the year 2013.

Because the Oak Harbor economy is recovering and permit applications are increasing considerably, there is a need to hire an Associate Planner in the Development Services department.

Councilmembers Hizon and AlMBERG asked questions regarding the projected salary needs for the position as well as department work increase based on Mr. Powers' handout.

Mayor Pro Tem Paggao asked whether the Senior Planner's salary would be decreased if they were to add the Associate Planner position. Mr. Powers explained that the salary would probably not decrease because the Senior Planner's duties would be intensified.

Councilmember Severns commented on the totals on the handout and noted that the workload will continue to increase in 2014 based on the analysis. He stressed the importance of economic development in the City.

Councilmember AlMBERG asked about the deadline for next year's Comprehensive Plan in relation to hiring the new Associate.

## **ADJOURNMENT**

The meeting adjourned at 4:00 p.m.

Anna M. Thompson, City Clerk