



April 2, 2013

CITY COUNCIL AGENDA

6:00 p.m.

CALL TO ORDER

ACCEPTANCE OF AGENDA

PLEDGE OF ALLEGIANCE/INVOCATION

ROLL CALL

MINUTES

Minutes of the Regular City Council Meeting held March 19, 2013

PRESENTATIONS OF OTHER NON-ACTION COUNCIL ITEMS

CITIZEN COMMENT PERIOD

CONSENT AGENDA

- 1.a. Motion to approve Accounts Payable Vouchers in the amount of \$341,858.76, consisting of Nos. 153540 through 153692
- b. Motion to authorize staff to conduct scope and fee negotiations with Gray & Osborne, Inc. for the design of the North Booster Station and North Transmission Main Projects
- c. Resolution 13-09 Authorizing Staff to Apply for a Map-21 TAP Grant to Install Informational Kiosks and Construct a Viewing Area along the Waterfront Trail

HEARINGS AND ORDINANCES/RESOLUTIONS

2. Ordinance 1654: Amending Chapter 2.34.055 of the Oak Harbor Municipal Code Relating to Management Positions (2nd Reading/Adoption)
3. Ordinance 1655: Relating to the Marina Advisory Committee and Amending Oak Harbor Municipal Code (OHMC) Section 2.30.030 (2nd Reading/Adoption)
- 4.a. Ordinance 1656: Suspending the Regular Meetings of the City Council Standing Committees Established under OHMC 1.04.015; Authorizing Special City Council Workshop Meetings; and Providing for Sunset of this Ordinance (2nd Reading/Adoption)
- b. Motion to set Wednesday, April 24, 2013, and Wednesday, May 22, 2013, from 3:00 to 5:00 (or 5:30) as Special City Council Workshop Meetings



April 2, 2013

CITY COUNCIL AGENDA

6:00 p.m.

OTHER BUSINESS

5. Motion to authorize the Mayor to sign the Executive Assistant to the Mayor Employment Agreement with Renee R. Recker

FUTURE CITY COUNCIL PENDING ITEMS - In Packet

CITY ADMINISTRATOR COMMENTS

COUNCILMEMBER'S COMMENTS

MAYOR'S COMMENTS

6. Executive Session: Potential Litigation

ADJOURNMENT

As a courtesy to Council and the audience, PLEASE TURN YOUR CELL PHONES OFF before the meeting begins. During the meeting's Public Comments section, Council will listen to your input regarding subjects of concern or interest that are not on the agenda.

For scheduled public hearings, if you wish to speak, please sign your name to the sign-up sheet, located in the Council Chambers. The Council will take all information under advisement. Generally, Council will not take any action during the same meeting. To ensure your comments are recorded properly, state your name and address clearly into the microphone. Please limit your comments to three minutes in order that other citizens have sufficient time to speak.

Thank you for participating in your City Government!

To assure disabled persons the opportunity to participate in or benefit from City services, please provide 24-hour advance notice to the City Clerk at (360) 279-4539 for additional arrangements to reasonably accommodate special needs.

Oak Harbor City Council
Regular Meeting Minutes
March 19, 2013

CALL TO ORDER

Mayor Scott Dudley called the meeting to order at 6:00 p.m.

ROLL CALL

Present:

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

Staff Present:

City Administrator Larry Cort
Development Service Director Steve Powers
Administrative Assistant Kathy Gifford
Executive Assistant Renee Recker
Chief of Police Ed Green
Finance Director Doug Merriman
Fire Chief Ray Merrill
Interim City Attorney Grant Weed
Public Works Director Cathy Rosen

APPROVAL OF AGENDA

Motion: Councilmember Campbell moved to approve the Agenda as presented. The motion was seconded by Councilmember Munns and carried unanimously.

PLEDGE OF ALLEGIANCE/INVOCATION

Mayor Dudley led the Pledge of Allegiance, and Pastor Andy Mahoney of Grace Community Church gave the invocation.

MINUTES

The Minutes of the Regular City Council meeting of March 5, 2013, were approved as presented.

PRESENTATIONS

Recognition of Hank Nydam

Public Works Director Cathy Rosen recognized Hank Nydam for 30 years of service and presented him with a fleece jacket.

CITIZEN COMMENT PERIOD

Melissa Duffy commended Hank Nydam for his work in the Parks Department and invited the public to the Art Commemoration on March 20th at the Post Office from 2:00 to 3:00 p.m.

Helen Chatfield-Weeks reiterated Melissa Duffy's comments.

CONSENT AGENDA

Kathy Gifford read the Consent Agenda.

- 1.a. Motion to approve the Accounts Payable Vouchers in the amount of \$208.25, consisting of Nos. 153376 through 153378; and in the amount of \$530,935.64, consisting of Nos. 153379 through 153539
- b. Motion to authorize the Mayor to sign the contract with GeoEngineers, Inc. to investigate the North Reservoir site for evidence of an earthquake fault with a not to exceed limit of \$35,900 and a management reserve of \$1,000
- c. Motion to close and terminate the public hearing to consider revocation of the Nightclub License for the Element Nightclub
- d. Motion to set a public meeting on April 2, 2013, to consider amending Section 2.34.055 of the Oak Harbor Municipal Code Relating to Management Positions (Ordinance 1654)
- e. Motion to set a public meeting on April 2, 2013, to consider suspending the regular meetings of the City Council Standing Committees established under Section 1.04.015 of the Oak Harbor Municipal Code (Ordinance 1656)

Motion: Councilmember Campbell moved to approve consent agenda as presented. The motion was seconded by Councilmember Munns and carried unanimously.

HEARINGS AND ORDINANCES/RESOLUTIONS

Ordinance 1652: Relating to the Keeping of Back Yard Chickens (2nd Reading and Adoption)
Development Services Director Steve Powers provided a staff report.

Mayor Scott Dudley opened the public hearing.

Shane Hoffmire and Larry Eaton spoke in favor of the ordinance.

Melissa Duffy spoke in favor of the ordinance and asked about the danger of the Avian Flu Virus.

Councilmember Campbell provided information about the Avian Flu Virus.

Mr. Powers indicated that the County Health Department would give guidance about the virus if needed.

Ordinance 1652 **An Ordinance of the City of Oak Harbor Amending Oak Harbor Municipal Code Title 7, Animals, by Adding a New Chapter 7.42, Chicken Hens, and Allowing for the Keeping of Chicken Hens within the City Limits and Amending Oak Harbor Municipal Section 19.08.425, Kennel, Commercial by Deleting the Prohibition of the Keeping of all Poultry and Allowing the Keeping of Chicken Hens**

Motion: Councilmember Servatius moved to adopt Ordinance 1652. The motion was seconded by Councilmember Almberg and carried unanimously.

Ordinance 1655: Relating to the Marina Advisory Committee (First Reading)
Development Services Steve Powers provided a staff report.

Mayor Dudley opened the public hearing. No testimony was provided and the hearing was closed.

Councilmember Munns asked the Mayor what his vision was for expanding the Committee.

Mayor Dudley explained that the City would benefit from input from more individuals.

Councilmembers Servatius, Almberg, Severns and Hizon expressed concern about the committee composition and asked to have input from the current Marina Advisory Committee membership.

Motion: Councilmember Hizon moved to continue Ordinance 1655 to April 2, 2013. The motion was seconded by Councilmember Munns and carried unanimously.

Resolution 13-07: Amending the Employee Policy Manual Regarding Wellness Program Participants

Human Resources Manager Cheryl Lawler provided the staff report and noted a necessary correction to the resolution presented to strike the word “non” in “non-regular”.

Mayor Dudley opened the public hearing. No testimony was provided and the hearing was closed.

Councilmember Almberg asked if the Fire Department personnel used the Fire Department’s exercise facility as well as fitness clubs. Ms. Lawler responded yes.

Resolution 13-07 A Resolution Amending the Employee Policy Manual Regarding the City of Oak Harbor Wellness Program Participants and Time Off Definitions

Motion: Councilmember Servatius moved to adopt Resolution 13-07. The motion was seconded by Councilmember Campbell and carried unanimously.

Draft Wastewater Facilities Plan Submittal

City Engineer Joe Stowell provided a staff report.

Mayor Dudley opened the public hearing. No testimony was provided and the hearing was closed.

Councilmembers thanked staff and Carollo for their thorough work. Councilmember Servatius asked how stormwater was treated. Mr. Stowell explained.

Motion: Councilmember Hizon moved to authorize staff to submit the draft Wastewater Facilities Plan to the State of Washington Department of Ecology. The motion was seconded by Councilmember Munns and carried unanimously.

Amendment No. 6 to the Consultant Agreement with Carollo

City Engineer Joe Stowell provided a staff report.

Mayor Dudley opened the public hearing. No testimony was provided and the hearing was closed.

Councilmember Severns commented on funding for the project.

Councilmember Paggao asked about property acquisition and the assumption that a property owner would be willing to sell.

Councilmember Campbell commented that he would not vote yes on a property taking from a citizen.

Councilmember Munns asked about the funding for the outfall.

Councilmember Servatius encouraged the public to be involved.

Motion: Councilmember Servatius moved to authorize the Mayor to sign consultant agreement Amendment No. 6 with Carollo Engineers in the amount of \$2,081,168 for the preliminary design related to the new wastewater treatment plant. The motion was seconded by Councilmember Munns and carried unanimously.

City Attorney Employment Contract

Mayor Scott Dudley provided the staff report.

Mr. Boughton spoke about why he was excited for the opportunity, why he would be a good addition to the management team and what could be expected of him.

Mayor Scott Dudley opened the meeting for public comment.

Police Chief Green spoke in favor of Mr. Boughton.

Mayor Scott Dudley closed public comment.

Councilmembers thanked Mr. Boughton for applying. Councilmembers Servatius, Munns, Alberg and Severns expressed concern about Mr. Boughton's lack of experience in specific areas that were advertised. Ms. Hizon echoed those sentiments and expressed her dismay that the Mayor appointed the less experienced of the two candidates. Mr. Campbell and Mr. Paggao stated their belief that Mr. Boughton was capable of performing in the position.

Motion: Councilmember Alberg moved not to confirm the appointment and not to approve the Employment Contract with City Attorney Burt Boughton. The motion was seconded by Councilmember Servatius and carried by a vote of 5 in favor (Servatius, Alberg, Munns, Severns and Hizon) and 2 opposed (Paggao and Campbell).

CITY ADMINISTRATOR COMMENTS

City Administrator Dr. Cort reported that Mr. Weed would not be present for the Council meeting on April 2nd and asked the City Council to consider staff's recommendation to have the City Council workshops on the 4th Wednesday of the month at 3:00 p.m.

CITY COUNCIL COMMENTS

Councilmember Campbell, Almberg, Munns, Severns, Servatius, and Hizon spoke about the memorial service held for LT Cmdr. Alan A. Patterson, LT Valerie Cappelaere Delaney and LTJG William B. McIlvaine and the closeness and support of the community during this time of loss.

Councilmember Almberg spoke about the successful meeting at the Pentagon as well as the session with the National League of Cities.

Councilmember Munns noted the Public Safety Committee this coming Thursday and complemented the Mayor for a job well done during the meeting at the Pentagon.

Councilmember Hizon asked staff to bring forward suggestions she had for streamlining Council meetings and to look at the Parks Code for suggestions she had for allowing additional activities in the parks.

Councilmember Servatius stated that he was grateful for the opportunity to make the trip to Washington DC and noted that the City has been to Washington DC 22 times to preserve the relationship between NAS Whidbey and the City of Oak Harbor.

MAYOR'S COMMENTS

Mayor Dudley spoke about the successful trip to Washington DC, expressed his condolences to the families of the three aviators, and commented on the City Council's choice to oppose his appointment of Mr. Boughton as the City Attorney.

ADJOURNMENT

Councilmember Campbell moved, seconded by Councilmember Almberg, to adjourn.

The meeting adjourned at 8:33 p.m.

Kathy Gifford, Deputy City Clerk

City of Oak Harbor
City Council Agenda Bill

Bill No. C/A 1.a.
Date: April 2, 2013
Subject: Approval of Accounts Payable
Vouchers

FROM: Doug Merriman, Finance Director 

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

 Scott Dudley, Mayor
scd Larry Cort, City Administrator
 Grant Weed, Interim City Attorney, as to form

SUMMARY STATEMENT

Oak Harbor Municipal Code Chapter 3.72 establishes procedures for claims (vouchers) payment. The documentation that regularly supports the signature coversheets is attached. Claim coversheets will be provided prior to the City Council meeting for appropriate Council signatures.

AUTHORITY

Oak Harbor Municipal Code Chapter 3.72.

RECOMMENDED ACTION

Motion to approve the accounts payable vouchers in the amount of \$341,858.76, consisting of Nos. 153540 through 153692.

ATTACHMENTS

Voucher List

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
153540	3/15/2013	0007052 LOFFLER, VALERIE	TRAVEL ADVANCE		TRAVEL ADVANCE	137.50
					Total :	137.50
153541	3/22/2013	0000960 REVENUE, WASHINGTON STATE DEPT OF	031313		FEB 2013/SALES/USE TAX	43,633.47
					Total :	43,633.47
153542	3/25/2013	0000950 LICENSING, WASHINGTON STATE DEPT OF	031313		CONCEALED WEAPONS PERMITS	1,353.00
					Total :	1,353.00
153543	3/27/2013	0000007 AA ELECTRIC	8275		TEMPORARY POWER SERVICES	583.74
					Total :	583.74
153544	3/27/2013	0006333 AC/DC ELECTRIC	21309		FIXTURE INSTALLATION	626.33
					Total :	626.33
153545	3/27/2013	0004354 ADVANCED TRAFFIC PRODUCTS, INC	0000003213 0000007310A		TRADE UP LED EMITTER	-270.39 1,081.57
					Total :	811.18
153546	3/27/2013	0000023 AIRGAS NORPAC	9013446741		CALIBRATION KIT	756.28
					Total :	756.28
153547	3/27/2013	0000424 ALL BATTERY SALES AND SERVICE	51160019		BATTERIES	286.80
					Total :	286.80
153548	3/27/2013	0000028 ALL ISLAND LOCK & KEY	45710		DEADBOLT REPLACEMENT	62.99
					Total :	62.99
153549	3/27/2013	0005903 ALLDATA	20800269 20800269C		ALLDATA REPAIR SERIES ALLDATA REPAIR SERIES	1,630.50 -1,500.00
					Total :	130.50
153550	3/27/2013	0000712 AMERIGAS	3015625492		PROPANE/DOG POUND	481.68
					Total :	481.68
153551	3/27/2013	0000712 AMERIGAS	3015625049		TANK RENTAL/MARINA	67.39

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
153551	3/27/2013	0000712 0000712 AMERIGAS			(Continued)	Total : 67.39
153552	3/27/2013	0002044 ANACORTES.NET/HOW IT WORKS	32437		MAR 2013/WEB HOSTING	75.00
			32498		MAR 2013/WEB HOSTING	15.95
					Total :	90.95
153553	3/27/2013	0004019 ASSOCIATED PETROLEUM PRODUCTS	0411207-IN		FUEL	5,318.48
			0413892-IN		FUEL	4,335.36
					Total :	9,653.84
153554	3/27/2013	0000159 AT&T MOBILITY	287249477751X0324201		AIRCARDS	401.94
					Total :	401.94
153555	3/27/2013	0000064 AVANTI INTERNATIONAL	27432		FAST-SET CARTRIDGES	417.00
					Total :	417.00
153556	3/27/2013	0000065 AVOCET ENVIRONMENTAL TESTING	1300762-IN		TESTING SERVICES	112.00
					Total :	112.00
153557	3/27/2013	0003410 BAER, DON	TRAVEL REIMB		TRAVEL REIMB	89.87
					Total :	89.87
153558	3/27/2013	0004733 BARRON HEATING & AIR COND, INC	133855		FURNACE REPAIR	99.68
					Total :	99.68
153559	3/27/2013	0000081 BAY PRINTING	21758		PASSPORT RECEIPTS	167.40
					Total :	167.40
153560	3/27/2013	0000094 BERG VAULT COMPANY	55561		FRAME/COVER	477.16
					Total :	477.16
153561	3/27/2013	0000109 BLUMENTHAL UNIFORMS	986086-01		BELT HOOK/DICKINSON	33.10
					Total :	33.10
153562	3/27/2013	0001025 BOB WILLIAMS	1818-32		MUGS	58.48
					Total :	58.48
153563	3/27/2013	0003208 BOSS DETAIL	8236-4		DETAIL SERVICES	217.40

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
153563	3/27/2013	0003208 BOSS DETAIL	(Continued) 8236-5 8236-8		DETAIL SERVICES DETAIL SERVICES	244.57 271.75 Total : 733.72
153564	3/27/2013	0006769 BRAUN CONSULTING GROUP	1620		FEB 2013/RETAINER	2,650.00 Total : 2,650.00
153565	3/27/2013	0000139 BUXTON, MIKE	TRAVEL ADVANCE		TRAVEL ADVANCE	299.32 Total : 299.32
153566	3/27/2013	0006939 CANDLEWOOD SUITES	1372		HOTEL ACCOMMODATIONS/HEUSLEIN	1,294.92 Total : 1,294.92
153567	3/27/2013	0000627 CAPITAL ONE COMMERCIAL	4651027		SUPPLIES	652.16 Total : 652.16
153568	3/27/2013	0006215 CAROLLO	0126878 0127459		JAN 2013/PROF SVC/PRELIMINARY EN FEB 2013/PROF SVC/PRELIMINARY EN	43,740.17 72,448.00 Total : 116,188.17
153569	3/27/2013	0005889 CASCADE RECREATION, INC	5790		WASTE BAGS	251.44 Total : 251.44
153570	3/27/2013	0000160 CENTRAL WELDING SUPPLY	AN18110 AN633182		WIRE CENTRASHIELD	113.09 89.75 Total : 202.84
153571	3/27/2013	0006539 CHARGE NORTHWEST, LLC	1271		NETWORK SERVICE PLAN RENEWAL	460.00 Total : 460.00
153572	3/27/2013	0007061 CHEEK, LAWRENCE	5756		MOORAGE REFUND	60.43 Total : 60.43
153573	3/27/2013	0007060 CLEAR STREAM RECYCLING	58372		RECYCLING/TRASH BAGS	889.74 Total : 889.74
153574	3/27/2013	0005773 COMCAST	8498300270032028		XFINITY	8.04

Voucher List
City of Oak Harbor

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
153574	3/27/2013	0005773 0005773 COMCAST			(Continued)	Total : 8.04
153575	3/27/2013	0004427 COMFORT INN & SUITES SEATAC	15112737		HOTEL ACCOMMODATIONS/T SAMPSON	370.95
						Total : 370.95
153576	3/27/2013	0002357 CORRECT EQUIPMENT	27484		FLAT PACK RADIOS	28,642.45
						Total : 28,642.45
153577	3/27/2013	0000217 CUES, INC	383590		SOFTWARE	1,800.00
						Total : 1,800.00
153578	3/27/2013	0000222 CUSTOM ENGRAVING	13-256		NAME TAGS	56.52
						Total : 56.52
153579	3/27/2013	0000225 DAILY JOURNAL OF COMMERCE	3271349		ENGINEERING SERVICES	2,014.00
						Total : 2,014.00
153580	3/27/2013	0004533 DECEPTION PASS SAIL & POWER	100		MEMBERSHIP	86.20
						Total : 86.20
153581	3/27/2013	0000247 DIAMOND RENTALS	1-504393-7		PORTABLES	49.95
						Total : 49.95
153582	3/27/2013	0000254 DON'S WELDING	1344		ANGLES	21.19
						Total : 21.19
153583	3/27/2013	0007058 DORMAN, STEVEN	6004		MOORAGE REFUND	166.05
						Total : 166.05
153584	3/27/2013	0000257 DUTCH MAID CLEANERS	033113		MAR 2013/LAUNDRY SERVICES	445.02
						Total : 445.02
153585	3/27/2013	0002302 ECONOMY FENCE CENTER	13702		FENCING	175.00
						Total : 175.00
153586	3/27/2013	0000273 EDGE ANALYTICAL, INC	13-04184 13-04226		TESTING SERVICES TESTING SERVICES	18.00 260.00
						Total : 278.00

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
153587	3/27/2013	0005842 EMERY, DEANNA	EXP REIMB		EXP REIMB	33.00
Total :						33.00
153588	3/27/2013	0000017 ESA	102121		PROF SVC/OAK HARBOR MARINA MON	566.39
Total :						566.39
153589	3/27/2013	0005826 ESPARZA, NIKKI	TRAVEL REIMB		TRAVEL REIMB	68.81
Total :						68.81
153590	3/27/2013	0002900 FASTENAL	WAOAK13588		HCS 3/4-10	8.48
Total :						8.48
153591	3/27/2013	0006618 FBI-LEEDA	N41015-13		MEMBERSHIP/GREEN	50.00
Total :						50.00
153592	3/27/2013	0000304 FERGUSON ENTERPRISES, INC	0370634		GASKET	28.72
Total :						28.72
153593	3/27/2013	0000954 FIRE CHIEFS, WASHINGTON STATE ASSOC (09-6217			REGISTRATION/BRAUNSTEIN	325.00
Total :						325.00
153594	3/27/2013	0000314 FISHERIES SUPPLY COMPANY	2213092		REARM KIT/NYLON BRAID	200.51
Total :						200.51
153595	3/27/2013	0000355 FRONTIER	279-1060 675-1669 675-5190 679-2530 679-3541 679-4091 679-4150 679-5551		CURRENT PHONE CHARGES CURRENT PHONE CHARGES	58.97 58.80 40.75 58.80 50.61 90.80 54.65 182.90
Total :						596.28
153596	3/27/2013	0000326 FRONTIER BUILDING SUPPLY	75792		LUMBER	17.79
Total :						17.79
153597	3/27/2013	0000325 FRONTIER FORD	94223		JEWELS	14.60

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
153597	3/27/2013	0000325 0000325 FRONTIER FORD			(Continued)	Total : 14.60
153598	3/27/2013	0000329 GALLS	000454607		BOOTS	109.00
						Total : 109.00
153599	3/27/2013	0004145 GEOENGINEERS, INC	0122914		PROF SVC/LANDSLIDE EVALUATION	1,960.40
						Total : 1,960.40
153600	3/27/2013	0000349 GRAINGER	9090939126 9091226788		PLUG/LABEL SILICA DRYER	49.45 34.13
						Total : 83.58
153601	3/27/2013	0002940 GRAY & OSBORNE, INC	13404.00-3		PROF SVC/WATER SYSTEM PLAN UPD	9,037.59
						Total : 9,037.59
153602	3/27/2013	0000345 GREATER OAK HBR CHAMBER OF COM	030132		MAR 2013/OPERATIONS	6,000.00
						Total : 6,000.00
153603	3/27/2013	0004974 GREEN LIGHT SOLUTIONS	8215		MAINTENANCE/INSEPCIONS	940.00
						Total : 940.00
153604	3/27/2013	0005912 GREENLAYER	154		SHIRTS	1,364.76
						Total : 1,364.76
153605	3/27/2013	0007056 HASTY AWARDS	030713		AWARDS	717.58
						Total : 717.58
153606	3/27/2013	0000323 HD FOWLER COMPANY	13318744		GASKETS	31.42
						Total : 31.42
153607	3/27/2013	0004707 HD SUPPLY FACILITIES MAINT	9120689314		FOB	165.31
						Total : 165.31
153608	3/27/2013	0000382 HELTSLEY, RAY	EXP REIMB		EXP REIMB	105.60
						Total : 105.60
153609	3/27/2013	0003095 HOME DEPOT CREDIT SERVICES	3560011 4021649		TACKER/KNIFE/BOLTS/WASHERS/BITS GRIDRE	140.92 54.33

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
153609	3/27/2013	0003095 HOME DEPOT CREDIT SERVICES	(Continued)			
			4021738		TAPE MEASURER/150A-CL	23.65
			4028823		RAPID MORTAR/BRICK	162.59
			4028843		LEAK STOP	17.26
			4028922		REBAR	6.47
			4133225		RAPID MORTAR	82.76
			4594859		TERMINAL/CONNECTORS/REDUCERS/	19.75
			5594766		DD WHEELS	21.69
			593893		LTCHBOXES	49.86
			593905		LAMP	30.41
			7042242		LAMP/FILTER	55.38
			7564751		3/8X8	8.70
			8020592		PLIERS/CCLPMPVSGR/GLOVES	110.25
			8020648		BOLT/RAIL/BAND/ENDS	23.63
			8161592		HDXW&G24OZ	3.23
			81906		RLC100ED17	-36.93
			9020402		HANDLE	9.02
			9582663		TAPID MORTAR/LEAK STOP/BRICK	77.16
					Total :	860.13
153610	3/27/2013	0006047 HORIZON	3M083322		EXMARK NLZ AS FX651V KAW/MULCH	8,358.36
			3M083332		MULCH KITS	-60.00
					Total :	8,298.36
153611	3/27/2013	0003938 HSBC BUSINESS SOLUTIONS	185776655211		SUPPLIES	326.75
					Total :	326.75
153612	3/27/2013	0005872 IMPAIRED DRIVING IMPACT PANEL	022113		FEB 2013/DUI/UNDERAGE DRINKING P	166.67
					Total :	166.67
153613	3/27/2013	0000417 INDUSTRIAL BOLT & SUPPLY	530314-1		HOSE CLAMP	406.80
			531432-1		SUR-GRIPS/O-RINGS/CONNECTORS/S'	325.49
					Total :	732.29
153614	3/27/2013	0000415 ISLAND DISPOSAL	3158633		RECYCLING	41.00
					Total :	41.00

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
153615	3/27/2013	0000433 ISLAND DRUG	114508159857		INMATE MEDS	15.00
Total :						15.00
153616	3/27/2013	0000539 J MARCEL ENTERPRISES	120839		PANTS	190.77
Total :						190.77
153617	3/27/2013	0000454 JET CITY EQUIPMENT RENTAL	18733		DUMPING	21.74
Total :						21.74
153618	3/27/2013	0000476 KERR, JACK	02-13		FEB 2013/PUBLIC DEFENSE SCREENIN	1,400.00
			03-13		MAR 2013/PUBLIC DEFENSE SCREENII	1,400.00
Total :						2,800.00
153619	3/27/2013	0000477 KESSELRING'S	38074		TRAINING AMMO	1,780.39
Total :						1,780.39
153620	3/27/2013	0001199 LANDED GENTRY DEVELOPMENT	031113		RIGHT OF WAY PERMIT	254.45
Total :						254.45
153621	3/27/2013	0000515 LOGGERS & CONTRACTORS, INC	00058111		HOSE/NIPPLES	297.63
Total :						297.63
153622	3/27/2013	0001909 LONG, JAY	1		DRIVING SERVICES	135.00
			1		DRIVING SERVICES	108.00
			1		DRIVING SERVICES	108.00
Total :						351.00
153623	3/27/2013	0000522 LUEHR, TOM	1		DRIVING SERVICES	78.00
Total :						78.00
153624	3/27/2013	0000660 MARKET PLACE FOOD & DRUG	411345		GROCERIES	275.66
			411612		GROCERIES	356.63
Total :						632.29
153625	3/27/2013	0000362 MARSH-MCBIRNEY - HACH COMPANY	8196967		SENSOR CAP	258.65
Total :						258.65
153626	3/27/2013	0006072 MASTER'S TOUCH, LLC	P28940		FEB 2013/POSTAGE FOR STATEMENTS	2,699.19

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
153626	3/27/2013	0006072 0006072 MASTER'S TOUCH, LLC			(Continued)	Total : 2,699.19
153627	3/27/2013	0006072 MASTER'S TOUCH, LLC	28940		FEB 2013/MAILING SERVICES FOR STA	872.53
						Total : 872.53
153628	3/27/2013	0000546 MATTHEWS, PHILLIP	EXP REIMB		EXP REIMB	92.00
						Total : 92.00
153629	3/27/2013	0005445 MONTOYA, MATTHEW J	90		MAR 2013/PUBLIC DEFENSE	5,500.00
						Total : 5,500.00
153630	3/27/2013	0004423 MUNICIPAL EMERGENCY SERVICES	00389354_SNV 00389919_SNV		SHIRT PULLEYS/ANCHOR PLATE/CACHE BAG	72.49 661.33
						Total : 733.82
153631	3/27/2013	0007057 NIGRO, TIM	032513		HYDRANT DEPOSIT REFUND	141.55
						Total : 141.55
153632	3/27/2013	0000633 NORTH SOUND BUSINESS SYSTEMS	9085		TONER	419.58
						Total : 419.58
153633	3/27/2013	0000600 NORTHWEST CLEAN AIR AGENCY	8371		FIRE PERMIT	150.00
						Total : 150.00
153634	3/27/2013	0005767 NORTHWEST RUNNER MAGAZINE	4071		ADVERTISING	725.00
						Total : 725.00
153635	3/27/2013	0006855 NORTHWEST YACHTING MAGAZINE	43681		ADVERTISING	432.00
						Total : 432.00
153636	3/27/2013	0000672 OAK HARBOR ACE	218696 218844 218846 218875 218876 218922 218941 219001		FUSE KEYS KEYS LID/PAINT FRAME/ROLLER/PAINT DUSTPANS/BRUSH/HANDLE/BATTERIE CAULK/SNIPS/SHEET METAL BEND/WASHERS/JOINT	3.79 22.03 -0.54 10.09 180.79 68.39 111.35 30.71

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
153636	3/27/2013	0000672 OAK HARBOR ACE	(Continued)			
			219002		DRAIN OPENER	15.21
			219014		NAILS	8.67
			219034		RSTP	5.42
			219036		BRUSH	18.47
			219131		CEMENT/CAPS	10.57
			219147		CABLE TIES	7.05
			219178		TIP/CAPS	16.44
			219185		HOSE/TUBING/PLUMBING SUPPLIES/T	146.79
			219279		THERMOMETER/ROUNDUP/ZERO TUR	245.60
			K19083		NIPPLE/ADAPTER/PLUG/BALL VALVE	97.24
					Total :	998.07
153637	3/27/2013	0000668 OAK HARBOR AUTO CENTER	001-153698		STOCK	7.98
			001-159269		REMAN INSTRUMENT	271.57
			001-159656		BLOWER MOTOR	77.18
			001-159657		FILTERS	26.01
			001-159659		FILTERS	4.40
			001-159670		RELAY	26.02
			001-159705		PRIME EXT LIFE	30.98
			001-159957		SWITCH	17.34
			001-159979		FILTERS	24.76
			001-159980		FILTERS	26.01
			001-160000		SHAFT/SEAL	462.81
			001-160061		PARTS	4.08
			001-160076		FILTERS	17.48
			001-160168		FILTERS	215.69
			001-160183		SEALED BEAMS	26.79
			001-160253		FILTERS	15.57
			001-160254		FILTERS	1.41
			001-160294		FILTERS	4.40
			001-160386		CORE RETURN	-54.35
			001-160434		ANTENNA	18.35
			001-160444		RELAY	42.21
			001-160923		GAUGE	35.68
			001-160926		DRIP PANS	19.95
			001-160981		FILTERS	7.78

Voucher List
City of Oak Harbor

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
153637	3/27/2013	0000668 OAK HARBOR AUTO CENTER	(Continued) 001-161072		OIL	141.17
					Total :	1,471.27
153638	3/27/2013	0001635 OAK HARBOR INTERNAL MEDICINE	522455 522544		INMATE SERVICES INMATE SERVICES	193.00 203.00
					Total :	396.00
153639	3/27/2013	0000681 OAK HARBOR SCHOOL DISTRICT	0000120517		MAR 2013/COMPUTER NETWORK SUP	6,708.33
					Total :	6,708.33
153640	3/27/2013	0003007 OFFICE DEPOT	648003053001		SHREDDER/LUBRICANT/CHAIRMAT	122.75
					Total :	122.75
153641	3/27/2013	0000665 OFFICEMAX, INC	934637		INK	71.74
					Total :	71.74
153642	3/27/2013	0000698 P & L GENERAL CONTRACTORS	2824		TRAILER RENTAL	217.40
					Total :	217.40
153643	3/27/2013	0002985 PACIFIC TIRE CO. INC	0064384 0064564 0064679 0064680		TIRES TIRES TIRES TIRES	56.26 72.76 63.84 63.84
					Total :	256.70
153644	3/27/2013	0000709 PERS	00976064		FEB 2013/UNFUNDED LIABILITY	26.98
					Total :	26.98
153645	3/27/2013	0000724 PONY MAILING & BUSINESS CENTER	205943 206378		SHIPPING SHIPPING	15.67 34.30
					Total :	49.97
153646	3/27/2013	0000729 POSTMASTER	031313		POSTAGE	240.00
					Total :	240.00
153647	3/27/2013	0006866 PROTHMAN	2013-3803		INTERIM CITY CLERK SERVICES	1,526.46

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
153647	3/27/2013	0006866 0006866 PROTHMAN			(Continued)	Total : 1,526.46
153648	3/27/2013	0007059 PRYOR, JEFF	3835		MOORAGE REFUND	307.95
						Total : 307.95
153649	3/27/2013	0000743 PUGET SOUND ENERGY	0908850001		ELECTRICITY/285 SE JEROME STREET	14.29
			0948350004		ELECTRICITY/KITCHEN EAST SIDE	9.66
			1149160002		ELECTRICITY/POLICE STATION	1,564.23
			1306440155		ELECTRICITY/180 PIT ROAD	41.29
			1306440155		ELECTRICITY/180 PIT ROAD	51.00
			1306444926		ELECTRICITY/34777 STATE ROUTE 20	93.30
			1306445121		ELECTRICITY/CITY BEACH PARK	135.93
			1306449073		ELECTRICITY/1780 SE SPRINGFIELD S	10.24
			2069491005		ELECTRICITY/1577 NW 8TH AVENUE	9.66
			2117261004		ELECTRICITY/CITY BEACH PARK	383.48
			2149541001		ELECTRICITY/945 E WHIDBEY AVENUE	34.64
			2438649366		ELECTRICITY/NW CROSBY AVE & NW I	93.60
			2668731009		ELECTRICITY/SENIOR CENTER	972.98
			2728350006		ELECTRICITY/ANNEX	18.91
			2972721001		ELECTRICITY/2081 NE 9TH AVENUE	11.13
			3004881003		ELECTRICITY/HELLER RD AND 700 AV I	59.63
			3223642657		ELECTRICITY/SAB 4993 SR 20 E SIDE I	279.84
			3415305956		ELECTRICITY/626 CHRISTIAN ROAD	25.58
			3460950003		ELECTRICITY/MIDWAY & SE 8TH STREI	141.05
			3997850007		ELECTRICITY/SEWAGE LIFT PMP 900 V	10.13
			4249160005		ELECTRICITY/LIFT STATION E PION	156.87
			4763991009		ELECTRICITY/SMITH PARK	9.66
			4980671004		ELECTRICITY/1019 SW SWANTOWN AV	92.24
			5039160006		ELECTRICITY/1137 NW KATHLEEN DRI	31.03
			5145502000		ELECTRICITY/90 SE PIONEER WAY	47.69
			5315850007		ELECTRICITY/700 AV W & MIDWAY	186.02
			5462650002		ELECTRICITY/HELLER RD TELEMETER	541.86
			5839160008		ELECTRICITY/DISPOSAL PLANT	3,645.91
			5848181003		ELECTRICITY/FIDALGO & HATHAWAY	21.68
			6012561814		ELECTRICITY/3300 OLD GOLDIE ROAD	76.36
			6160160005		ELECTRICITY/1285 NE TAFTSNO ST	33.24
			6240913613		ELECTRICITY/2075 SW FT	373.05

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
153649	3/27/2013	0000743	PUGET SOUND ENERGY			
			(Continued)			
			6847901524		ELECTRICITY/PARKS	57.04
			6847903967		TEMPORARY ELECTRIC SERVICE/1000	174.06
			6847904155		ELECTRICITY/1948 NW CROSBY AVENI	98.58
			6847906499		ELECTRICITY/MIDWAY AVE STREET LI	279.71
			6847906598		ELECTRICITY/651 SE BAYSHORE DRIV	87.29
			6847908149		ELECTRICITY/CITY BEACH PARK	9.66
			6847908198		ELECTRICITY/SE PIONEER WAY & SE M	223.40
			6847908362		ELECTRICITY/1300 NE BIG BERRY LOC	9.66
			6847909006		ELECTRICITY/SE PIONEER WAY & SE C	158.64
			6847909394		ELECTRICITY/MIDWAY & SE 4TH STREI	177.34
			6847909501		ELECTRICITY/SE PIONEER WAY & SE I	117.91
			6902550000		ELECTRICITY/MCCROHAN & BARRING	55.46
			7195081000		ELECTRICITY/600 NE 7TH AVENUE	121.71
			7258350003		ELECTRICITY/CITY BCH COMFRT STAT	179.90
			7479771003		ELECTRICITY/552 NW CLIPPER DRIVE	9.66
			7647999403		ELECTRICITY/SE CITY BEACH ST BALL	119.50
			7848350000		ELECTRICITY/75 SE JEROME STREET	9.66
			7944581003		ELECTRICITY/5941 STATE ROUTE 20	13.18
			8191791048		ELECTRICITY/ADULT CARE CENTER	24.65
			8258350001		ELECTRICITY/RESTROOM KITCHEN	10.13
			8382791005		ELECTRICITY/FABER ST & HARVEST D	9.66
			8848350008		ELECTRICITY/CITY BEACH PARK	9.66
			8922751006		ELECTRICITY/128 E WHIDBEY AVENUE	9.66
			8926771000		ELECTRICITY/PIONEER PARK	18.07
			9045851004		ELECTRICITY/1370 SE DOCK STREET	61.57
			9049160006		ELECTRICITY/CITY HALL	942.44
			9142061002		ELECTRICITY/SR 20 & 650 AV W	1,186.64
			9173951006		ELECTRICITY/287 SE CABOT DRIVE	76.36
			9269160009		ELECTRICITY/MARINA	3,725.17
			9374761006		ELECTRICITY/TREATMENT PLANT	3,588.00
			9406881004		ELECTRICITY/CITY SHOP	2,497.05
			9640160009		ELECTRICITY/VALE PIT E SIDE RES	18.73
			9816271002		ELECTRICITY/FIRE STATION	1,160.79
			9848350006		ELECTRICITY/BATHOUSE EAST BEACH	14.02
					Total :	24,431.14

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
153650	3/27/2013	0006762 RAINIER ENVIRONMENTAL	1143		TESTING	600.00
Total :						600.00
153651	3/27/2013	0006727 ROMAINE ELECTRIC	3-076770 3-076813		BATTERY CLUTCH	161.77 77.18
Total :						238.95
153652	3/27/2013	0005132 S & W ROCK PRODUCTS, LLC	85201		TOPSOIL	1,320.71
Total :						1,320.71
153653	3/27/2013	0000781 SAFEWAY	806353		GROCERIES	211.05
Total :						211.05
153654	3/27/2013	0007010 SCHROFF, CLAY	2561		MOORAGE REFUND	117.88
Total :						117.88
153655	3/27/2013	0002602 SCHULTZ, EDNA	1		TRAVEL REFUND	22.00
Total :						22.00
153656	3/27/2013	0005967 SEATTLE AUTOMOTIVE DIST	06-796864 06-796987 06-797536		PADS/ROTOR MOTOR SPARK PLUG/BOOT	414.84 221.42 84.18
Total :						720.44
153657	3/27/2013	0000852 SENIOR CENTER PETTY CASH	031313		PETTY CASH	92.08
Total :						92.08
153658	3/27/2013	0000809 SENIOR SERVICES OF ISLAND	OH02-2013		FEB 2013/SENIOR SERVICES	1,500.00
Total :						1,500.00
153659	3/27/2013	0007029 SERVATIUS, JOEL	TRAVEL REIMB TRAVEL REIMB2		TRAVEL REIMB TRAVEL REIMB	592.42 71.00
Total :						663.42
153660	3/27/2013	0000719 SEVERNS, RHONDA	EXP REIMB		EXP REIMB	43.96
Total :						43.96
153661	3/27/2013	0003782 SHARP ELECTRONICS CORPORATION	C767939-701		JAN 2013/MAINTENANCE CONTRACT	14.73

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
153661	3/27/2013	0003782	0003782 SHARP ELECTRONICS CORPORATION (Continued)			Total : 14.73
153662	3/27/2013	0000964	SHERIFFS & POLICE CHIEFS, WASHINGTON 55991		FEB 2013/EHD MONITORING	240.00
						Total : 240.00
153663	3/27/2013	0000822	SHRED-IT USA, INC	101310895	SHREDDING	49.50
				101333336	SHREDDING	69.60
						Total : 119.10
153664	3/27/2013	0005444	SIERRA, GEORGINA D	032513	MAR 2013/PUBLIC DEFENSE	2,500.00
						Total : 2,500.00
153665	3/27/2013	0000831	SIX ROBBLEES', INC	14-264040-1	RELAY	65.57
				14-264420	COMPRESSOR	893.50
				1-778416	AIR DRYER	482.00
						Total : 1,441.07
153666	3/27/2013	0000814	SKAGIT FARMERS SUPPLY	100032	WATER TANK	486.89
						Total : 486.89
153667	3/27/2013	0006697	SMITH, STEPHANIE	20121201	RETREAT SERVICES	650.00
						Total : 650.00
153668	3/27/2013	0000846	SOUND PUBLISHING	508386	NOV 2012/PUBLICATIONS-ACCT#80124	1,275.36
				522019	JAN 2013/PUBLICATIONS-ACCT#801256	929.83
				732166	CALL FOR BIDS	728.91
				736384	RFQ PUBLICATION	1,289.61
				738295	PUBLIC HEARING	56.07
				739951	WEAPONS EMERGENCY	56.07
				739953	PC 2-26-13	80.99
				739982	THE ELEMENT	49.84
				742593	WORKSHOP/OPEN HOUSE	87.22
				744796	ORD 1643	62.30
				744809	2013 COMP PLAN	80.99
				744909	NOA PARAGON PLACE	137.06
				750055	PROPERTY ROOM	124.60
						Total : 4,958.85

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
153669	3/27/2013	0003883 STAPLES BUSINESS ADVANTAGE	3193049512		TONER	186.95
			3193447838		EVOLUENT GLD TOUCH VERTMOUSE	130.43
			3193447839		INK	93.36
			3193447840		LABELS/FOLDERS	188.50
			3193447841		LABELS	5.40
			3193447843		MICROFIBER	33.04
			3194101425		SHEET PROTECTORS/PADS/DUST OFF	99.70
			3194101426		TAPE	34.41
			3194101427		LABELING TAPE	21.08
			3194101428		PEN/TYPEWRITER RIBBON	34.84
			3194101429		SPEAKERS	22.38
			3194101430		WIRELESS MOUSE	24.99
			3194832673		NAMEPLATE	25.16
			3194832674		NOTEBOOKS/3 HOLE PUNCH	42.19
			3194832678		PAPER	35.31
			3194832680		HIGHLIGHTERS	15.91
			3194832681		CHAIRMATS	66.93
Total :						1,060.58
153670	3/27/2013	0000863 STERKEL, TIMOTHY	EXP REIMB		EXP REIMB	8.00
Total :						8.00
153671	3/27/2013	0003749 STUMP, PATRICK L	1		DRIVING SERVICES	90.00
Total :						90.00
153672	3/27/2013	0006673 SUMMIT SAFETY SHOES	5002891		BOOTS/WILLIAMS/PRICE	280.39
Total :						280.39
153673	3/27/2013	0000874 SURETY PEST CONTROL	353680		PEST EXTERMINATION	32.61
			354312		PEST EXTERMINATION	43.48
			354589		PEST EXTERMINATION	59.79
			355777		PEST EXTERMINATION	59.79
Total :						195.67
153674	3/27/2013	0006739 SUSAN ELIZABETH DRUMMOND, PLLC	443		2013/PROF SVC/WWGMHB	3,577.50
Total :						3,577.50

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
153675	3/27/2013	0000904 TRICO HEATING, INC	03129		DUCTING	193.89
Total :						193.89
153676	3/27/2013	0006249 TRUCK SHOP	63079		HEATER	269.79
Total :						269.79
153677	3/27/2013	0000287 TYLER TECHNOLOGIES, INC	045-82822		CONSULT	150.00
Total :						150.00
153678	3/27/2013	0000923 UNITED PARCEL SERVICE	0000A0182W093		SHIPPING	1.34
			0000A0182W103		SHIPPING	6.49
			0000A0182W113		SHIPPING	91.62
Total :						99.45
153679	3/27/2013	0001190 WASHINGTON CITY/COUNTY	70941		MEMBERSHIP/POWERS	142.00
Total :						142.00
153680	3/27/2013	0005651 WASHINGTON CRANE & HOIST, INC	0018003-IN		HOIST REPAIR	1,445.71
Total :						1,445.71
153681	3/27/2013	0001055 WATERWORX DIVE SERVICE	030113		UNDERWATER SERVICES	261.97
Total :						261.97
153682	3/27/2013	0007003 WEBBER, DAVID	4004		MOORAGE REFUND	158.03
Total :						158.03
153683	3/27/2013	0001297 WELLS FARGO HOME MORTGAGE	031913		BUSINESS LICENSE OVERPAYMENT	59.00
Total :						59.00
153684	3/27/2013	0001000 WHIDBEY AUTO PARTS, INC.	168573		FILTERS	86.37
			169045		CHAIN CABLE	8.88
			169816		HOSE END/HOSE	198.59
Total :						293.84
153685	3/27/2013	0000675 WHIDBEY COMMUNITY PHYSICIANS	011413		PRE-EMPLOYMENT/WRIGHT	310.00
Total :						310.00
153686	3/27/2013	0001005 WHIDBEY GENERAL HOSPITAL	1231500075		INMATE SERVICES	552.50

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
153686	3/27/2013	0001005 WHIDBEY GENERAL HOSPITAL	(Continued) 1231500075 1231800343 1304000063 1305300254		INMATE SERVICES INMATE SERVICES INMATE SERVICES INMATE SERVICES	200.81 643.45 4,336.70 32.30 Total : 5,765.76
153687	3/27/2013	0001016 WHIDBEY NEWS TIMES	218701		SUBSCRIPTION RENEWAL	75.00 Total : 75.00
153688	3/27/2013	0001017 WHIDBEY PRINTERS	46090		BUSINESS CARDS/WALTON	54.08 Total : 54.08
153689	3/27/2013	0001010 WHIDBEY TELECOM	3547282		CURRENT NET SERVICES	42.08 Total : 42.08
153690	3/27/2013	0001061 XEROX CORPORATION	701612749		JAN 2013/COPIER RENTAL	4,477.72 Total : 4,477.72
153691	3/27/2013	0003895 YZAGUIRRE, JENNIFER	TRAVEL ADVANCE		TRAVEL ADVANCE	91.50 Total : 91.50
153692	3/27/2013	0001068 ZUMAR INDUSTRIES, INC	0161070		SIGN BLANKS	366.91 Total : 366.91
153 Vouchers for bank code : bank						Bank total : 341,858.76
153 Vouchers in this report						Total vouchers : 341,858.76

**City of Oak Harbor
City Council Agenda Bill**

Bill No. C/A 1.b.
Date: April 2, 2013
Subject: North Booster Station and
Transmission Main Project

**FROM: Cathy Rosen, Public Works Director
Joe Stowell, City Engineer**

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

 Scott Dudley, Mayor
 Larry Cort, City Administrator
 Doug Merriman, Finance Director
 Grant Weed, Interim City Attorney, as to form

PURPOSE

The purpose of this agenda bill is to inform City Council of the results of the consultant selection process for design of the North Booster Station and Transmission Main and also to request authorization to negotiate a scope of services and fee with the selected consultant.

AUTHORITY

The Oak Harbor Municipal Code states:

2.310.050 Professional service contracts.

Contracts for professional services, including contracts for legal and consulting services, are not subject to the bidding requirements of Chapters 2.310 through 2.390 OHMC. The mayor or his/her designee shall promulgate procedures and standards for the approval of such contracts. Contracts for architectural and engineering services shall be awarded in accordance with Chapter 2.350 OHMC and Chapter 39.80 RCW. For purposes of this section, "professional services" are those services involving skill, education and special knowledge and where the work is predominately mental and intellectual, rather than physical and mechanical. The mayor shall establish guidelines and procedures for obtaining professional services. Professional service contracts in excess of \$10,000 shall require approval by the city council. Contracts for professional services under \$10,000 shall be reviewed by the finance director or the city attorney prior to signing to assure compliance with the Oak Harbor biannual budget, provisions of Chapter 2.390 OHMC and purchasing policies promulgated by the mayor. (Ord. 1629 § 1, 2012; Ord. 1470 § 8, 2006).

FISCAL IMPACT DESCRIPTION

Funds Required: None at this time
Appropriation Source: _____

SUMMARY STATEMENT

A comprehensive engineering analysis of the Oak Harbor Water Utility storage and distribution system was performed during the process of selecting the site for the North Reservoir. In addition to determining the best available site for the reservoir, the analysis also revealed a significant water pressure deficiency and provided a general plan to efficiently provide water service to the community now and into the future.

April 2, 2013 – North Booster Station and Transmission Main
Page 1 of 2

In the same time frame that the reservoir site analysis was developed, the Navy initiated reconstruction of the water distribution system serving Ault Field and the transmission main which links Ault Field with Crescent Harbor housing area, Victory housing, the Seaplane Base and Maylor Point housing. The Navy transmission main extends along Goldie Street and through the northeast Oak Harbor neighborhood and is at the end of its useful life.

City and Navy staff realized that both the City and Navy needed a new main to and through northeast Oak Harbor and that there would be substantial cost savings available to both agencies by installing one facility with the capacity to serve the needs of both systems rather than two independent parallel mains.

A portion of the northeast Oak Harbor neighborhood bounded by NE O'Leary Street, NE 16th Avenue, NE Regatta Drive and NE 6th Avenue does not have sufficient water pressure to meet standards set by the Washington State Department of Health during fire flow conditions. The only available solution for providing adequate water pressure during fire flow conditions to all parts of the City is installation of a booster pump station capable of sustaining pressure under all flow conditions. The best location for a new pump station is at the site of the North Reservoir.

Two projects have been developed to meet the needs of Oak Harbor and the Navy, a new booster pump station located at the North Reservoir site and a pressure transmission main from the North Reservoir site that extends east along Gun Club Road, NE Goldie Street, NE 16th Avenue, to NE Regatta Drive. The transmission main project includes two new connection points to the Navy system along Regatta Drive.

Staff initiated the process of selecting the engineering consulting firm most qualified to provide the engineering services for these facilities with an advertisement soliciting Statements of Qualifications on January 30, 2013. Six consultants submitted Statements of Qualification for consideration. Staff reviewed and selected three consultant firms for interviews. Interviews concluded on March 20, 2013. All three firms interviewed were well qualified, and Gray and Osborne, Inc. was determined by staff to be the best qualified to design these projects.

STANDING COMMITTEE REPORT

This item has not been reviewed by the Public Works Standing Committee.

RECOMMENDED ACTION

A motion authorizing staff to conduct scope and fee negotiations with the engineering consulting firm of Gray & Osborne, Inc. for design of the North Booster Station and North Transmission Main Projects.

ATTACHMENTS

None

City of Oak Harbor
City Council Agenda Bill

Bill No.

Date:

Subject:

April 2, 2013

RTPO Grant for Trail
Enhancements

Resolution 13-09

FROM: Steve Powers *SP*
Development Services Director

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

Scott Dudley, Mayor

LC Larry Cort, City Administrator

DM Doug Merriman, Finance Director

GW Grant Weed, Interim City Attorney, as to form

PURPOSE

This agenda bill seeks City Council authorization to submit a grant application to the Island County Regional Transportation Planning Organization (RTPO) for trail enhancements. The project proposed with this application will install information kiosks and construct a viewing area along Oak Harbor's waterfront trail.

AUTHORITY

RCW 35A.11 grants cities the authority to regulate their internal affairs.

BACKGROUND

The Transportation Alternatives Program (TAP) authorized under Section 1122 of MAP-21 (23 U.S.C. 213(b), 101(a)(29)) provides funding for programs and projects defined as transportation alternatives, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, and environmental mitigation; recreational trail program projects; safe routes to school projects; and projects for the planning, design or construction of boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways. The TAP Program replaced funding from pre-MAP 21 programs including Transportation Enhancements, Recreational Trails, Safe Routes to Schools, and several other discretionary programs, wrapping them into a single funding source.

The MAP-21 funds are allocated through the State to various programs. In Island County the funds are allocated to the Regional Transportation Planning Organization (RTPO), who in turn administers a competitive process to select projects. The total allocation this year is approximately \$177,750. Island County, Coupeville, Langley, Island Transit and Oak Harbor are all eligible to apply for these funds. Since there are several jurisdictions that will be competing for these funds, it is unknown at this time whether all the money will be awarded to one project.

For the reasons discussed below, the City's waterfront trail is an excellent candidate for a TAP grant.

DISCUSSION

Importance of the Trail

The waterfront trail is an important community asset and is recognized as such in many of the City's adopted plans. It is an integral part of the City's park and open space system, providing both active and passive recreational opportunities. In addition, it is an off-road pedestrian and bicycle facility that serves as a connection from residential uses located on the west side of the community to Oak Harbor's downtown, Island Transit terminal, Skagit Valley College, NAS Whidbey Seaplane Base and the Oak Harbor Marina. Improvements to the trail are an investment that pays off in economical, cultural, transportation and health benefits.

The waterfront trail is not just a local trail as it is also part of the Pacific Northwest Trail (PNT). The PNT is a trail network that extends 1200 miles from the Continental Divide (Glacier National Park) to the Pacific Ocean (Olympic National Park). The PNT enters Oak Harbor on the north along Regatta Drive, connects to the waterfront trail and then runs along Fort Nugent Avenue to West Beach Road, before heading south to the Keystone Ferry.

Possible Improvements

The waterfront trail can be accessed from several locations within the community. Some of the notable entry points are:

1. Bayshore Drive and SW Erie Street
2. Windjammer Park entrance from Beeksma Drive
3. Windjammer Park Entrance from City Beach Street
4. Flintstone Park
5. Several Street along Pioneer Way (Midway Blvd to Regatta Drive)
6. Oak Harbor Marina

All the above mentioned locations could benefit from trail improvements and the addition of informational kiosks similar to the one recently installed at the Scenic Heights Trailhead. However, locations in Windjammer Park, on Pioneer Way and at the Marina have strong support in the Waterfront Redevelopment, Branding and Marketing Program (aka Windjammer Plan) adopted in 2005. Please see Attachments 1-3 for possible locations for a kiosk.

Viewing areas are an important part of the trail experience and there are several locations that could be improved. Two of the more notable areas are near the intersection of SE Pioneer Way and SE Pasek Street and near the VFW Memorial Park. Undertaking improvements near the VFW Memorial Park (please see Attachment 4) also has a practical side; a portion of the shoreline has eroded in this area causing the need for the waterfront trail to be shifted slightly to the north (away from the shoreline).

PROJECT

The proposed project will undertake sidewalk and trail improvements near the VFW memorial. It will also install an informational kiosk at this location and one other kiosk at a location to be determined (but drawing from the locations noted above). While

additional trail improvements are certainly desirable, the project scope is deemed reasonable given the estimated project costs and the grant funding available.

Project Costs

Staff has developed planning level cost estimates for the basic project components. Many of the estimated costs were based on actual costs incurred with the Scenic Heights Trailhead project. Should projected construction costs exceed the cost estimate the City will adjust the scope of the project. The estimated costs are shown in the table below:

Construction element	Quantity based on scope	Cost per element	Total Cost
Engineering, design, permitting, biological assessments and bid documents	n/a	\$15,000	\$15,000
Kiosks	2	\$17,000	\$34,000
Kiosk pads	1	\$4,000	\$4,000
Viewing areas	1	\$45,000	\$45,000
Mitigation*	unknown	Unknown	\$8,000
Information Panels	2 sets	\$5,000	\$10,000
Project Management	Approx 20% of project cost		\$24,000
Contingency**			\$25,000
Total estimated cost			\$165,000.00

Note: Items in gray shaded areas are included in the “construction costs.”

*Mitigation costs are unknown and will be dependent on the biological assessments. Approximately 10% of the construction costs have been used for budgeting purposes.

** Contingency costs at approximately 30% of construction costs (archeology, unknown barriers)

Grant proposal and City Funding

The total grant funds available for this year are \$177,000. The grant application will be initially drafted to request the total estimated project costs without any City matching funds¹. Given the total grant funds available and the competitive selection process, it is difficult to know whether the City will be successful in obtaining the *total* cost of the project. It is possible that the City will need to provide either the minimum match amount and/or make-up any additional funding shortfall. In that event, the City can use money budgeted in the Waterfront Redevelopment Fund (\$75,000) and/or the Paths and Trails Fund (\$24,000) to either provide the match or bridge the gap in funds.

CONCLUSION

The waterfront trail is an important community asset, playing an integral role in the City’s park and open space system and serving an important recreational role. It is also an off-road pedestrian and bicycle facility that connects various portions of the community to one another.

The City has been systematically improving the waterfront trail over the last several years. The completion of the Scenic Heights Trailhead, with its informational kiosk and

¹ This type of Federal grant normally has a required match of 13.5%. However, the State has some flexibility in determining whether a project will need matching funds for MAP 21 TAP grants.

viewing area, is a perfect example of these efforts. Additional improvements are necessary along other portions of the trail.

The City has an opportunity to submit a competitive grant application to the RTPO for a trail improvement project. If funded, the grant will assist the City in making necessary improvements to the waterfront trail near the VFW Memorial and in installing additional informational kiosks. Waterfront trail improvements and kiosk projects were anticipated as part of the 2013-2014 work program. Partial funding for projects is included in the 2013-2014 budget. City Council authorization to submit the grant application is requested. A resolution granting approval is attached as Attachment 5

RECOMMENDATIONS

Approve Resolution No. 1309

ATTACHMENTS:

1. Kiosk location at Beeksma Drive entryway into Windjammer Park
2. Kiosk location at City Beach Street entryway into Windjammer Park
3. Kiosk location at Oak Harbor Marina office
4. Viewing area and kiosk location at VFW Memorial Park
5. Resolution No. 1309





Windjammer Park – City Beach Street entryway



Oak Harbor Marina



VFW Memorial Park

RESOLUTION NO. 13-09

A RESOLUTION AUTHORIZING CITY STAFF TO APPLY FOR MAP-21 TAP GRANT TO INSTALL INFORMATIONAL KIOSKS AND CONSTRUCT A VIEWING AREA ALONG THE WATERFRONT TRAIL

WHEREAS, the City of Oak Harbor’s waterfront trail is an excellent candidate for eligibility for MAP-21 TAP funds available through Island County’s Regional Transportation Planning Organization; and

WHEREAS, the City of Oak Harbor Comprehensive Plan directly supports enhancing the pedestrian experience and improving connections and access to the waterfront trail; and

WHEREAS, the City of Oak Harbor’s Waterfront Redevelopment, Branding and Marketing Program identifies kiosks in key locations to enhance the user’s experience; and; and

WHEREAS, the City Council finds that applying for MAP-21 TAP funds to install kiosks and construct a viewing area will further the goals and policies of the City’s Comprehensive Plan, Waterfront Redevelopment, Branding and Marketing Program, Parks and Recreation Plan, and the Transportation Plan.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Oak Harbor that staff is authorized to apply for and pursue MAP-21 TAP grant funds for the purposes of constructing waterfront trail enhancements.

PASSED by the City Council and approved by its Mayor this 2nd day of April, 2013.

THE CITY OF OAK HARBOR

Scott Dudley, Mayor

Attest:

Valerie J. Loffler, City Clerk

Approved as to form:

Grant K. Weed, Interim City Attorney

**City of Oak Harbor
City Council Agenda Bill**

Bill No. 2.
Date: April 2, 2013
Subject: Ordinance No. 1654 Amending
OHMC 2.34.055

FROM:  Larry E. Cort, City Administrator

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

 Scott Dudley, Mayor
 Doug Merriman, Finance Director
 Grant Weed, Interim City Attorney, as to form

PURPOSE

The purpose of this agenda bill is to request Council consideration of Ordinance No. 1654 which would, if approved, amend the title of OHMC Section 2.34.055 to better describe the content of this section. The draft ordinance was introduced on March 19, 2013.

AUTHORITY

General City Council authority is established at Chapter 35A.11 and 35A.12 RCW and Chapter 1.16 OHMC.

FISCAL IMPACT DESCRIPTION

No anticipated impact.

SUMMARY STATEMENT

Chapter 2.34 of the Oak Harbor Municipal Code was amended in part on June 18, 2012 to clarify in OHMC Section 2.34.055, Management Positions, which City positions would be appointive offices and to specify that persons employed in these positions shall be "at will" employees of the City and subject to termination from City employment at the Mayor's discretion.

The list of management positions in OHMC Section 2.34.055 includes at Subsection (1)(h) the position of Executive Assistant to the Mayor, an appointive office without the broader management responsibilities of the other positions listed under this section. To more accurately describe the list of job titles contained in OHMC Subsection 2.34.055(1) and to maintain the current "at will" designation of the position of Executive Assistant to the Mayor, it is desirable to amend the title of OHMC Section 2.34.055 to include the Mayoral support position of Executive Assistant to the Mayor.

STANDING COMMITTEE REPORT

This item has not been reviewed by a standing committee.

RECOMMENDED ACTION

Motion to approve Ordinance No. 1654

ATTACHMENTS

Draft Ordinance No. 1654

Agenda Bill – Ordinance No. 1654 Management Positions

ORDINANCE NO. 1654

AN ORDINANCE OF THE CITY OF OAK HARBOR AMENDING OAK HARBOR MUNICIPAL CODE SECTION 2.34.055, MANAGEMENT POSITIONS, BY AMENDING THE TITLE OF SAID SECTION TO MORE ACCURATELY DESCRIBE THE LIST OF JOB TITLES DESIGNATED AS “AT WILL”

WHEREAS, Chapter 2.34 of the Oak Harbor Municipal Code was amended in part on June 18, 2012 to clarify in OHMC Section 2.34.055, Management Positions, which City positions would be appointive offices and to specify that persons employed in these positions shall be “at will” employees of the City and subject to termination from City employment at the Mayor’s discretion; and

WHEREAS, the list of management positions in OHMC Section 2.34.055 includes at Subsection (1)(h) the position of Executive Assistant to the Mayor, an appointive office without the broader management responsibilities of the other positions listed under this section; and

WHEREAS, to more accurately describe the list of job titles contained in OHMC Subsection 2.34.055(1) and to maintain the current “at will” designation of the position of Executive Assistant to the Mayor, it is desirable to amend the title of OHMC Section 2.34.055 to include the Mayoral support position of Executive Assistant to the Mayor;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF OAK HARBOR do ordain as follows:

Section One. The title of OHMC Section 2.34.055 is hereby amended to read as follows: Management and Mayoral Support Positions.

Section Two. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or the application of the provision to other persons or circumstances is not affected.

Section Three. Effective Date. This Ordinance shall be in full force and effect five days after publishing.

PASSED by the City Council this 2nd day of April 2013.

CITY OF OAK HARBOR

Scott Dudley, Mayor

ATTEST:

Approved as to Form:

Valerie J. Loffler, City Clerk

Grant K. Weed, Interim City Attorney

Introduction: 03-19-13

Adopted: 04-02-13

Published: 04-06-13

**City of Oak Harbor
City Council Agenda Bill**

Bill No.

Date:

Subject:

April 2, 2013

Ordinance Amending OHMC
Section 2.39.030, Marina
Advisory Committee
Composition

FROM: Steve Powers *[Signature]*
Development Services Director

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

Scott Dudley, Mayor

[Signature] Larry Cort, City Administrator

[Signature] Doug Merriman, Finance Director

[Signature] Grant Weed, Interim City Attorney, as to form

PURPOSE

This agenda bill presents a draft ordinance that amends Oak Harbor Municipal Code Section 2.39.030, Composition of the Marina Advisory Committee, by increasing the size of the Committee from five to seven members.

AUTHORITY

RCW 35A.11 grants cities the authority to regulate their affairs.

FISCAL IMPACT DESCRIPTION

Funds Required: N/A

Appropriation Source: N/A

SUMMARY STATEMENT

The purpose of the Marina Advisory Committee is to advise the Mayor and City Council concerning matters affecting the Marina. The Marina Advisory Committee in its current composition was established with the adoption of Ordinance No. 1541 in 2008. That ordinance set the number of committee members at five and established certain membership criteria. Increasing the size of the Committee may assist the Committee in making its recommendations to the Mayor and City Council. The draft ordinance attached to this agenda bill increases size of the Committee by two members and establishes the membership criteria for those new positions.

City of Oak Harbor City Council Agenda Bill

The draft ordinance was introduced to the City Council on March 19th. Several Council members questioned the need for changing the size of the committee. Questions were also raised by some Council members regarding the membership qualifications. The draft language proposed on March 19th is shown below:

2.39.030 Composition of the marina advisory committee.

The marina advisory committee shall consist of ~~five~~seven members, who shall meet the following qualifications:

- (1) At least four of the marina advisory committee members shall reside in or own businesses within the Oak Harbor city limits and the ~~four~~other three members shall reside in the state of Washington;
- (2) Four of the members of the marina advisory committee shall be customers of the marina facility (Position Nos. 1, 3, 4 and 5). ~~One~~Three of the marina advisory committee members (Position No. 2, 6 and 7) shall be ~~a~~members of the public who need not be a customer of the moorage facility. For purposes of this provision, a “customer of the moorage facility” shall mean a boat owner/lessee or storage lessee of the marina facility. Use of guest moorage only shall not constitute being “a customer of the moorage facility.”

The existing code allows one member of the committee to reside anywhere within Washington State (as opposed to living or working within city limits) and the draft code assigned that same residency qualification to the proposed new members. The Council’s comments on this topic seemed uniform and suggested this requirement was too broad and that it is more appropriate to require residency within Island County. Staff revised the draft ordinance based on these comments.

The other area of comment centered on the topic of committee members as customers of the marina. The existing code allows for one committee member who need not be a customer of the marina. The draft proposed on March 19th assigned the two new members to this same category. Council comment on this topic did not seem uniform so staff has not revised this portion of the draft code. The draft code can certainly be revised if a majority of the Council directs it.

MARINA ADVISORY COMMITTEE REVIEW

The draft code was presented to the Marina Advisory Committee at their April 1, 2013 meeting. Staff will present their comments to the Council during the public meeting on this item.

City of Oak Harbor City Council Agenda Bill

STANDING COMMITTEE REPORT

This item was presented to the Governmental Services Standing Committee at their March 12, 2013 meeting.

RECOMMENDED ACTION

- Conduct public meeting
- Approve Ordinance No. 1655

ATTACHMENTS

Draft Ordinance No. 1655

ORDINANCE NO. 1655

AN ORDINANCE OF THE CITY OF OAK HARBOR AMENDING OAK HARBOR MUNICIPAL CODE SECTIONS 2.39.030 AND 2.39.040, COMPOSITION OF THE MARINA ADVISORY COMMITTEE, BY INCREASING THE NUMBER OF MEMBERS FROM FIVE (5) TO SEVEN (7), AND ESTABLISHING TERMS FOR THOSE NEW MEMBERS

WHEREAS, the purpose of the Marina Advisory Committee is to advise the Mayor and City Council concerning matters affecting the Marina; and

WHEREAS, the Marina Advisory Committee has ably filled this role for many years; and

WHEREAS, the Marina Advisory Committee in its current composition has existed since 2008 with the adoption of Ordinance No. 1541; and

WHEREAS, Ordinance No. 1541 established certain criteria for committee membership and it is desirable to maintain membership criteria suited to the unique needs of the Oak Harbor Marina; and

WHEREAS, increasing the size of the Committee by two members may assist the Committee in making its recommendations to the Mayor and City Council.

THE CITY COUNCIL OF THE CITY OF OAK HARBOR do ordain as follows:

Section One. Oak Harbor Municipal Code, Section 2.39.030, Composition of the Marina Advisory Committee, adopted by Section 2 of Ordinance No. 1541 in 2008 is hereby amended to read as follows:

2.39.030 Composition of the marina advisory committee.

The marina advisory committee shall consist of seven members, who shall meet the following qualifications:

- (1) At least four of the marina advisory committee members shall reside in or own businesses within the Oak Harbor city limits and the other three members shall reside in Island County;
- (2) Four of the members of the marina advisory committee shall be customers of the marina facility (Position Nos. 1, 3, 4 and 5). Three of the marina advisory committee members (Position No. 2, 6 and 7) shall be members of the public who need not be a customer of the moorage facility. For purposes of this provision, a “customer of the moorage facility” shall mean a boat owner/lessee or storage lessee of the marina facility. Use of guest moorage only shall not constitute being “a customer of the moorage facility.”

Section Two. Oak Harbor Municipal Code, Section 2.30.040, Appointment-Terms, adopted by Section 2 in Ordinance 1541 in 2008 is hereby amended to read as follows:

2.39.040 Appointment – Terms.

- (1) All marina advisory committee members shall be appointed by the mayor, subject to confirmation by the city council.
- (2) Existing members of the marina advisory committee at the time of adoption of the ordinance codified in this chapter shall serve out their remaining terms.
- (3) All subsequent appointments shall be for staggered three-year terms. Position Nos. 1 and 2 shall be appointed for an initial term of one year and for three-year terms thereafter. Position Nos. 3 and 4 shall be appointed for an initial term of two years and for three-year terms thereafter. Positions No. 5, 6 and 7 shall be appointed for an initial term of three years and for three-year terms thereafter.
- (4) Vacancies occurring other than through the expiration of terms shall be filled for the remainder of the term of the member being replaced. Vacancies shall be filled in the same manner as appointments.
- (5) Members may be removed at will at any time prior to the end of their term by the mayor.

Section Three. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or the application of the provision to other persons or circumstances is not affected.

Section Four. Effective Date. This Ordinance shall be in full force and effect five days after publishing.

PASSED by the City Council this 2nd day of April 2013.

CITY OF OAK HARBOR

SCOTT DUDLEY, MAYOR

ATTEST:

Approved as to Form:

Valerie J. Loffler, City Clerk

Grant K. Weed, Interim City Attorney

Introduction: 03/19/13

Passed: 04/02/13

Published: 04/06/13

ORDINANCE NO. 1655 – Page 2 of 2

City of Oak Harbor City Council Agenda Bill

Bill No. 4.a. and b.
Date: April 2, 2013
Subject: Ordinance No. 1656
Suspending Standing
Committee Meetings until 30
June 2013

FROM:  Larry E. Cort, City Administrator

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

 Scott Dudley, Mayor
 Doug Merriman, Finance Director
 Grant Weed, Interim City Attorney, as to form

PURPOSE

The purpose of this agenda bill is to request Council consideration of Ordinance No. 1656 which would, if approved, suspend the regular scheduled standing committee meetings for three months, establish authority to substitute a regular monthly workshop meeting of the whole Council, and set a sunset date of June 30, 2013. The draft ordinance was introduced on March 19, 2013.

AUTHORITY

General City Council authority is established at Chapter 35A.11 and 35A.12 RCW and Chapter 1.16 OHMC.

FISCAL IMPACT DESCRIPTION

Likely reduction in costs associated with taping and televising Council meetings.

SUMMARY STATEMENT

On March 5, 2013, the City Council met in a special workshop meeting to discuss the efficacy of the existing format and function of the standing committees. After discussion, the Council directed staff to bring forward a proposed ordinance that would suspend standing committee meetings for three months and institute a regular monthly workshop meeting of the entire Council that would discuss emerging issues, work in progress and pending action items.

Draft Ordinance No. 1656 would suspend the standing committee meetings, authorize the setting of a regular monthly workshop meeting and establish a sunset date of June 30, 2013. At the conclusion of the trial period, the Council could choose to return to the standing committee format (by allowing Ordinance No. 1656 to sunset) or maintain the monthly workshop format (by deleting that section of the Municipal Code that authorizes standing committees).

City of Oak Harbor City Council Agenda Bill

This ordinance was introduced on March 19, 2013 with a suggestion from staff that the Council consider the fourth Wednesday of each month from 3:00 to 5:00 or 5:30 for a regularly scheduled monthly workshop. Please note that the fourth Wednesday will not work for June due to a conflict with the AWC conference in the Tri-Cities.

STANDING COMMITTEE REPORT

This item has not been reviewed by a standing committee.

RECOMMENDED ACTION

1. Motion to approve Ordinance No. 1656
2. Motion to set Wednesday, April 24, 2013 and Wednesday, May 22, 2013, from 3:00 to 5:00 (or 5:30) as Special City Council Workshop Meetings

ATTACHMENTS

Draft Ordinance No. 1656

ORDINANCE NO. 1656

AN ORDINANCE OF THE CITY OF OAK HARBOR, WASHINGTON SUSPENDING THE REGULAR MEETINGS OF CITY COUNCIL STANDING COMMITTEES ESTABLISHED UNDER OHMC 1.04.015; AUTHORIZING SPECIAL CITY COUNCIL WORKSHOP MEETINGS; AND PROVIDING FOR SUNSET OF THIS ORDINANCE

WHEREAS, pursuant to OHMC 1.04.015 four standing committees of the Oak Harbor City Council are established to facilitate the legislative functions of the Council; and

WHEREAS, each standing committee has a regular date and time for its meetings; and

WHEREAS, the Oak Harbor City Council desires to temporarily suspend the meetings of said standing committees and conduct special meetings of the full City Council for a limited period of time in lieu of said standing committee meetings;

NOW, THEREFORE, the City Council of the City of Oak Harbor do ordain as follows:

Section One. The standing committee meetings as set forth in OHMC 1.04.015 are hereby suspended for the months of April, May, and June 2013. In place of said standing committee meetings the City Council may schedule special meetings of the full City Council by motion, at dates and times to be determined by the City Council. Said workshop meetings shall be in lieu of said standing committee meetings.

Section Two. Unless otherwise extended by action of the City Council, this ordinance shall sunset and be of no further effect on June 30, 2013.

PASSED by the City Council this 2nd day of April 2013.

CITY OF OAK HARBOR

Scott Dudley, Mayor

ATTEST:

APPROVED AS TO FORM:

Valerie J. Loffler

Grant K. Weed, City Attorney

Introduction: 03-19-13

Adopted: 04-02-13

Published: 04-06-13

**City of Oak Harbor
City Council Agenda Bill**

Bill No. 5.
Date: April 2, 2013
Subject: Executive Assistant to the
Mayor Employment Agreement
– Renee Recker

FROM: Scott Dudley, Mayor

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

 Larry Cort, City Administrator
 Doug Merriman, Finance Director
 Grant Weed, Interim City Attorney, as to form

PURPOSE

This agenda bill presents a proposed Employment Agreement with our current Executive Assistant to the Mayor, Renee R. Recker. City Council action is requested to approve the Agreement.

AUTHORITY

RCW 35A.11.020

Powers vested in legislative bodies of noncharter and charter code cities.

The legislative body of each code city shall have power to organize and regulate its internal affairs within the provisions of this title and its charter, if any; and to define the functions, powers, and duties of its officers and employees; within the limitations imposed by vested rights, to fix the compensation and working conditions of such officers and employees and establish and maintain civil service, or merit systems, retirement and pension systems not in conflict with the provisions of this title or of existing charter provisions until changed by the people.

OHMC 2.34.055 Management and mayoral support positions. [change subject Council approval of Ordinance No. 1654]

(1) Except as provided in subsection (6) of this section, employees hired to fill the following appointive offices shall be subject to the direction and supervision of the mayor, and are not covered by the grievance, disciplinary action and appeals provisions of this chapter. Persons employed in these appointive positions shall be “at will” employees of the city and may be terminated from the city’s employment at the mayor’s discretion.

- (a) City administrator;
- (b) Finance director;
- (c) City attorney and any assistant city attorneys;
- (d) Chief of police;
- (e) Fire chief;
- (f) Development services director;
- (g) Public works director;
- (h) Executive assistant to the mayor.

City of Oak Harbor City Council Agenda Bill

(2) Subject to the provisions of subsection (6) of this section, employees holding the above-listed positions shall be offered employment contracts which shall govern the terms and conditions of their employment, including the terms of service, compensation and any severance pay allowance. The mayor is authorized to enter into employment contracts with employees holding the above-described appointive offices; provided, however, that before any such contract or specific contract terms are offered, the content of the same shall first be approved by the city council.

FISCAL IMPACT DESCRIPTION

Funds Required: Additional funds are not required as this position has been budgeted as part of the 2013-14 budget. The approximate total annual cost for this contract in compensation and benefits is \$86,471 (benefit costs are estimated and subject to change).

Appropriation Source: Fund 001 General Fund.

SUMMARY STATEMENT

Renee Recker has been employed as the City's Executive Assistant to the Mayor since 2005. In accordance with Section 2.34.055(3) OHMC, approved by the City Council on June 18, 2012, existing employees holding management positions who either do not have a contract or have a contract that is more than five years old are to be offered new contracts no later than six months after adoption. Attached is a proposed Employment Contract for Renee Recker with an effective date of April 3, 2013. This contract was not presented within the six month window because Ms. Recker was on extended medical leave during the period when other such contracts were prepared and forwarded for City Council consideration.

The proposed contract specifies conditions of employment and sets working conditions for the Oak Harbor Executive Assistant to the Mayor including but not limited to:

- Salary: Starting base salary \$65,016 annually, with a provision for cost of living adjustments consistent with other staff.
- Vacation: Accrual based on years of service.
- Sick Leave: Accrual of one day per month.
- Severance Package: Severance pay for at-will termination in the amount of one months' salary. No severance pay for termination by resignation or for cause.
- Other Benefits: Same as provided for general City employees as they are today or as they may be modified in the future.

STANDING COMMITTEE REPORT

This item has not been presented at any standing committee meetings.

RECOMMENDED ACTIONS

Authorize the Mayor to sign the Executive Assistant to the Mayor Employment Agreement with Renee R. Recker.

ATTACHMENTS

Employment Agreement for Renee R. Recker

EMPLOYMENT CONTRACT
Executive Assistant to the Mayor

THIS AGREEMENT, effective April 3, 2013, by and between the City of Oak Harbor, hereinafter referred to as “City”, and Renee R. Recker, hereinafter referred to as “Executive Assistant”

WHEREAS, pursuant to OHMC 2.34.055 the Executive Assistant is employed by the City and shall be offered an employment contract, and

WHEREAS, it is the desire of the City to provide certain benefits, establish certain conditions of employment, and to set working conditions for the position of Executive Assistant, and,

WHEREAS, pursuant to OHMC 2.36.055, the Mayor has offered an employment contract to the Executive Assistant and the City Council has approved said employment contract with Renee R. Recker as Executive Assistant for the City of Oak Harbor, and

WHEREAS, the Executive Assistant agrees to serve in that capacity subject to the terms and conditions set forth in this Employment Contract,

NOW, THEREFORE, FOR AND IN CONSIDERATION OF the terms and conditions hereinafter set forth, the City and Executive Assistant agree as follows:

1. Employment. The City hereby employs the Executive Assistant to serve in the position of Executive Assistant to the Mayor for the City of Oak Harbor. The duties of said position shall be to perform all duties assigned to the position of Executive Assistant to the Mayor as provided in the job description, the Oak Harbor Municipal Code, and Washington State law, together with such other and further duties and special projects as may be assigned to the Executive Assistant by the City’s Mayor. Pursuant to OHMC 2.36.030 and 2.34.055 the Executive Assistant shall serve at the pleasure and at the discretion of the City’s Mayor.
2. Duration of Employment. This Employment Agreement shall become effective on April 3, 2013, and shall continue indefinitely thereafter unless sooner terminated by the parties as provided in paragraphs 3 and 4 below.
3. “At Will” – Termination by the City. The Executive Assistant shall at all times during employment be considered an “At Will” employee, subject to termination by the City’s Mayor at any time with or without cause. Nothing in this Agreement shall be construed other than an “At Will” employment relationship between the City and the Executive Assistant and the Executive Assistant expressly acknowledges that no contrary representations have been made by the City.
4. Resignation – Termination by the Executive Assistant. The Executive Assistant reserves the right to resign from employment at any time with or without cause. The Executive Assistant agrees to give the City not less than two (2) weeks’ notice prior to the effective date of any such resignation.
5. Compensation: The Executive Assistant shall be compensated for services rendered during the term of this Agreement as follows:

- a. Base Salary. The Executive Assistant shall receive a monthly salary of \$5418.00. The rate of pay may be adjusted annually consistent with the salary range and steps established for this position.
- b. In the event that a salary and wage study is conducted, the Executive Assistant position shall be included.
- c. Benefits. The Executive Assistant shall be entitled to a sick leave accrual of one day each per month, vacation leave accrual as set forth in the City Personnel Policies, and eleven paid holidays which includes one floating holiday.

The Executive Assistant shall also receive all other benefits provided by the City of Oak Harbor to regular employees as they exist now or as they are modified in the future. The following describes the benefits as they exist on the effective date of this Agreement:

- Medical insurance, premium paid 100% and 75% premium paid for spouse and dependent children.
- Dental insurance, premium paid 100% and 75% premium paid for spouse and children.
- Standard Insurance life insurance policy of \$25,000 paid for employee only
- Enrollment in Public Employees Retirement System (PERS).

The Executive Assistant shall also be entitled to elect other voluntary benefit options as they exist now or as they are modified in the future. The following describes the voluntary benefits as they exist on the effective date of this Agreement:

- Self-paid individual and/or family supplemental insurance coverage for Short-term Disability, Cancer Care, and Critical Illness
- Pre-tax deductions for some unreimbursed expenses and/or Dependent Day Care
- Additional self-paid Voluntary Group Life Insurance
- Self-paid enrollment in a choice of two Deferred Compensation Plans

- d. Timing of Monthly Payments – Deductions. All monthly payments of salary and benefits shall be made at the same time and on the same date as the City's regular payroll. All such monthly payments shall be subject to all required state and federal deductions, including income tax, social security, and any other deduction required and authorized by law. The City agrees to pay all employer contributions to FICA, worker's compensation, and similar programs as required by law.

6. The Executive Assistant's Work Schedule. The Executive Assistant is a confidential, exempt employee for purposes of the Federal Fair Labor standards Act and as such shall not work a fixed forty hour per week schedule. The Executive Assistant shall work at Oak Harbor City Hall during regular business hours of the City, Monday through Friday, provided, that the Executive Assistant shall receive time off for holidays according to the holiday schedule customarily observed by the City. At the discretion of the Mayor, the Executive Assistant may be required to attend meetings of the Oak Harbor City Council and such other staff meetings as requested by the Mayor or as required by the duties of the position.

7. Severance Package.

- a. Severance for At Will Termination. In the event the Executive Assistant's employment with the City is terminated for any reason other than those delineated in subparagraph (b) below, the City will provide the Executive Assistant severance payment for a period of one month (1) month after the effective date of termination. The monthly amount shall be paid in accord with the same schedule as the regular City payroll, and shall be subject to the same mandatory deductions as the Executive Assistant's salary was prior to termination.
 - i. Reference. In the event of termination of the Executive Assistant's employment by the City, the Executive Assistant shall be entitled to an employment reference from the City, the language of which shall be agreed upon by the parties, provided, that in the event the parties cannot agree on the form of the reference, the City will provide only the dates of the Executive Assistant's employment, the last position held, the last salary received, the fact that the Executive Assistant is no longer employed by the City.
 - ii. Unemployment Benefits. The City will not oppose any unemployment benefit claims made by the Executive Assistant following termination under this section.
- b. Termination by Resignation or for Cause. The severance package provided for in subparagraph (a) above shall not be available to the Executive Assistant if the termination of the Executive Assistant's employment with the City is due to:
 - i. Resignation. The Executive Assistant's voluntary resignation from employment. For purposes of this paragraph, "voluntary resignation" means a resignation of employment resulting from the free choice of the Executive Assistant and not the result of a suggestion to resign in lieu of termination made by formal action of the Mayor or City Council.
 - ii. Misconduct. Criminal conduct, commission of any crime, abuse of public office, or other gross misconduct, including, but not limited to, fraud, deceit, embezzlement, theft of funds or property, assault, or sexual, racial, or other harassment; or
 - iii. Job Performance. Insubordination, incompetence, inadequacy, or inefficiency of the Executive Assistant in the performance of official duties.
- c. Construction. The severance package provided in subparagraph (a) above shall not be construed as an extension of the Executive Assistant's employment beyond the termination date. The Executive Assistant shall not, during the period between the termination date and the end of the severance payments, accrue any additional sick leave, vacation, leave, or other benefit accorded active City employees.

8. The City agrees to cover the Executive Assistant on the City's liability insurance policies to the same extent as any regular employee of the City is covered for acts, errors, or omissions within

the scope of employment. All such liability insurance coverage shall be provided at the City's sole cost and expense.

9. The City of Oak Harbor agrees to hold harmless and indemnify the Executive Assistant from any and all costs, risk or liability associated with or arising out of acts or failures to act which are performed within the scope of employment as the Executive Assistant including the reasonable cost of legal defense by counsel appointed by the City or its insurance carrier, as applicable. This promise to indemnify shall exclude only criminal acts of the Executive Assistant and acts or failure to act which would constitute an intentional tort or intentional wrongdoing knowingly committed by the Executive Assistant without the express direction of the Mayor or City Administrator of the City of Oak Harbor. This promise to hold harmless and indemnify shall survive beyond the employment of the Executive Assistant with the City of Oak Harbor in order that the Executive Assistant shall be held harmless, indemnified and defended in the future for all acts taken as the Executive Assistant subject to the limitations contained herein.
10. Severability. If any paragraph, sentence, clause or phrase of this Agreement shall be held by a court of competent jurisdiction to be invalid or unenforceable, said invalidity or unenforceability shall not affect the validity or enforceability of any other paragraph, sentence, clause or phrase, and to that end the terms and conditions set forth in this Agreement shall be severable.
11. Entire Agreement. This Agreement constitutes the entire agreement and understanding between the parties as to the terms and conditions of the Executive Assistant's employment by the City and no other agreements or understandings, oral or otherwise, exist or shall be deemed binding upon the parties. The Agreement may be amended only by a written instrument duly executed by both parties.

Dated this 2nd day of April 2013.

EXECUTIVE ASSISTANT

CITY OF OAK HARBOR

Renee R. Recker

D. Scott Dudley, Mayor

Attest:

Valerie J. Loffler, City Clerk

Approved as to Form:

Grant K. Weed, Interim City Attorney



April 16, 2013

CITY COUNCIL AGENDA

6:00 p.m.

CALL TO ORDER

APPROVAL OF AGENDA

PLEDGE OF ALLEGIANCE/INVOCATION

ROLL CALL

MINUTES

Minutes of the Regular City Council Meeting of April 2, 2013

1. PRESENTATIONS OF OTHER NON-ACTION COUNCIL ITEMS

- Proclamation for Pay It Forward Day
- Proclamation for National Day of Prayer
- Proclamation for Arbor Day
- Proclamation for Earth Day
- Planning Commission Annual Report
- Fire Department Annual Report

2. CITIZEN COMMENT PERIOD

3. CONSENT AGENDA

- a. Approval of Accounts Payable Voucher Nos.
- b. Motion to authorize the Mayor to sign the 2013 Interlocal Cooperative Agreement between Whatcom County and City of Oak Harbor for Mini-Chain Services

Preliminary



April 16, 2013

CITY COUNCIL AGENDA

6:00 p.m.

4. HEARINGS AND ORDINANCES/RESOLUTIONS

5. NEW BUSINESS

- a. Motion to award the Animal Shelter Services Contract to Whidbey Animal Improvement Facility (WAIF)
- b. Motion to approve the contract with VENDOR for Automated Pay Station for Staysail RV Park
- c. Motion to authorize the Mayor to sign an extension to the contract with Weed, Graafstra and Benson, Inc. P.S.

FUTURE CITY COUNCIL PENDING ITEMS - In Packet

CITY ADMINISTRATOR COMMENTS

COUNCILMEMBER'S COMMENTS

MAYOR'S COMMENTS

ADJOURNMENT

As a courtesy to Council and the audience, PLEASE TURN YOUR CELL PHONES OFF before the meeting begins. During the meeting's Public Comments section, Council will listen to your input regarding subjects of concern or interest that are not on the agenda.

For scheduled public hearings, if you wish to speak, please sign your name to the sign-up sheet, located in the Council Chambers. The Council will take all information under advisement. Generally, Council will not take any action during the same meeting. To ensure your comments are recorded properly, state your name and address clearly into the microphone. Please limit your comments to three minutes in order that other citizens have sufficient time to speak.

Thank you for participating in your City Government!

To assure disabled persons the opportunity to participate in or benefit from City services, please provide 24-hour advance notice to the City Clerk at (360) 279-4539 for additional arrangements to reasonably accommodate special needs.

Pending Unscheduled Items		
	Banner Program Guidelines	PW/DS
	Art Purchase by Arts Commission – Spirit of the Islands	Fin/ Admin
	Refunding 2004 W/S Bond	Fin
	Report on Cyber Security	Admin
	Develop a list of acronyms for the City’s website	
04/24/13 Workshop	Binding Site Plan Code Amendment: No public hearing for this meeting, introduction only Consent Agenda Ordinance No. 1644 (Consider new ordinance number)	DS
	Reconcile Youth Commission Code Reference 2.250 & 2.240	
	Amend code to place fees in Resolution form	
	Agreement Renewal - Puget Sound Energy Franchise Agreement	PW Admin Legal
	Authorization to Advertise for Bids - Online Payment Services	Finance
	Council Rule Change – Public Forum – Free Speech	Legal
	Channel 10 Rules	Admin Legal
	Legal Department Restructure	Legal
	Utilities Office, City Council Chambers, Law Department Remodels	Finance, DS