



CITY COUNCIL AGENDA

Council Chambers, 865 SE Barrington Drive

September 1, 2015

6:00 PM

CALL TO ORDER

Invocation - Led by Jeff Humphrey, Chaplain of Island County Sheriff's Department

Pledge of Allegiance - Led by Mayor Pro Tem Paggao

Excuse Absent Councilmembers

1. APPROVAL OF AGENDA

2. PRESENTATIONS

- a. Proclamations
- b. Honors & Recognitions
- c. Community Presentations
 - i. Medical Safety Net- Diane Barner (President)

3. CITIZEN COMMENT PERIOD

Citizens may comment on subjects of interest not listed on the agenda or items listed on the Consent Agenda. To ensure comments are recorded properly, state your name clearly into the microphone. Please limit comments to three (3) minutes to ensure all citizens have sufficient time to speak.

4. CONSENT AGENDA

Items on the Consent Agenda are considered to be routine by the Council and will be enacted with one motion unless separate discussion is requested. Approval of the Consent Agenda authorizes the Mayor to implement each item in accordance with staff recommendations.

Consent Items

- a. Minutes of the Regular Meeting held August 5, 2015 and Workshop meeting on August 26, 2015
- b. Approval of Accounts Payable Vouchers and Payroll Checks
- c. Purchase Authorization-Marina Pump Station

- d. Purchase Authorization-Truck Replacement Revisions
- e. Purchase Authorization-Front Load Refuse Trucks
- f. Reappoint Ken Hulett and Jeff Malmgren to serve on the Marina Advisory Committee
- g. Reappointment of Daisy Sapida to the Parks Board
- h. Appointment - Robert Olson to the Police Community Advisory Board
- i. Authorize the Request for Qualifications (RFQ) for feasibility study for west side fire station
- j. Authorize the Mayor to sign Change Order Proposal No. 1 with Department of Enterprise Services for the Energy Efficiency Project and amending the Energy Services Proposal with Ameresco, Inc.
- k. Professional Services Agreement Addendum: John E. Galt, Quasi-Judicial Hearing Services

5. STAFF, MAYOR & COUNCIL COMMENTS

- a. City Administrator
 - i. Wastewater Treatment Plant Update by Staff
 - ii. Whidbey Island Marathon Update by Elks Lodge
- b. Mayor
- c. Councilmembers

6. PUBLIC HEARINGS & MEETINGS

To speak during a scheduled public hearing or meeting, please sign-in on the sheet provided in the Council Chambers. To ensure comments are recorded properly, state your name clearly into the microphone. Please limit comments to three (3) minutes to ensure all citizens have sufficient time to speak.

- a. Ordinance No. 1740: Medical Marijuana Moratorium Extension
- b. Valley High Investments - Intent to Annex
- c. Resolution 15-26: Six-Year (2016-2021) Transportation Improvement Program

7. ORDINANCES & RESOLUTIONS

- a. Resolution 15-27: Adopting an Architectural Concept for the Clean Water Facility
- b. Resolution 15-28: Adopting the Good Neighbor Plan for Construction of the Clean Water Facility

8. OTHER ITEMS FOR CONSIDERATION

- a. Referral of 2016 2% Grant Program to the Lodging Tax Advisory Committee - 45 day period

ADJOURN

It is the policy of the City to assure disabled persons the opportunity to participate in or benefit from City services. Where possible the City will provide reasonable accommodation in compliance with WLAD, ADA, and any other applicable laws. Requests for accommodation should be made two (2) days in advance of the scheduled meeting by contacting the City Clerk at (360) 279-4539.

Oak Harbor City Council
Regular Meeting Minutes
August 5, 2015

CALL TO ORDER

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

ROLL CALL

City Council Present:

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

Staff Present:

Deputy City Administrator/ Finance Director
Douglas A. Merriman
City Attorney Nikki Esparza
Public Works Director Cathy Rosen
Development Services Director Steve Powers
City Engineer Joe Stowell
Chief of Fire Ray Merrill
Chief of Police Ed Green
Associate Planner Dennis Lefevre
Project Engineer Brett Arvidson
Civil Engineer Brad Gluth
Executive Assistant to the Mayor Kellye Mazzoli
City Clerk Anna Thompson

CALL TO ORDER

Martha Rodman of Impart Ministries provided the invocation, and Mayor Dudley led the Pledge of Allegiance.

APPROVAL OF AGENDA

Motion: Councilmember Almberg moved to approve the Agenda as Presented, seconded by Councilmember Campbell, unanimously approved.

PRESENTATIONS

Proclamation

Mayor Pro Tem Paggao read the Proclamation recognizing "Constitution Week" from September 17 through 23, 2015. Daughters of the American Revolution (DAR) received the Proclamation.

Honors & Recognitions

Mayor Dudley and Police Chief Ed Green introduced Oak Harbor Police Department's newest Police Officer Keith A. Kretchman.

Officer Kretchman took the Oath of Police Officer led by Mayor Scott Dudley.

Employee Service Recognition

Public Works Director Cathy Rosen recognized Charles Brannan for 20 years of service with the Public Works Department.

Community Presentations

Charles E. Vreeland, Executive Director of Whidbey Animals' Improvement Foundation (WAIF), provided a brief presentation regarding WAIF and the services they provide to the community.

Larry Mason and Lynn Goebel, Vice Presidents of Oak Harbor Music Festival, provided a community update for the Oak Harbor Music Festival 2015 during Labor Day Weekend.

CITIZEN COMMENT PERIOD

Mayor Dudley opened the Citizen Comment Period at 6:48 p.m., no comments, closed at 6:48 p.m.

CONSENT AGENDA

- a. Minutes for the Special Workshop and Regular Meetings held on July 7, 2015, and the Workshop Meeting held July 22, 2015
- b. Approval of Payroll and Accounts Payable Vouchers
- c. Professional Services Agreement with Cronin Forestry - Timber Harvest Proposal
- d. Surplus-Sleeper Road Timber
- e. Purchase Authorization-Wachs Tool
- f. Purchase Authorization-CrossMatch Guardian Livescan System
- g. Marina Convenience Store
- h. Letter in support of Oak Harbor Main Street Association

Motion: Councilmember AlMBERG moved to approve the Consent Agenda as presented. Motion seconded by Councilmember Munns, unanimously approved.

STAFF, MAYOR & COUNCIL COMMENTS

City Administrator

Deputy City Administrator/ Finance Director Douglas A. Merriman provided a brief update concerning the Human Resources Department as they move forward with interviews and processing new hires for thirteen (13) open positions.

Wastewater Treatment Plant Update by Staff

City Engineer Joe Stowell provided the staff report on the Wastewater Treatment Plant (WWTP) updates on power point.

Councilmember AlMBERG thanked staff for their diligent efforts on the WWTP.

Mayor Pro Tem Paggao Paggao thanked City Engineer Joe Stowell for taking the lead on this project and for all of City Staff who support the WWTP project as well. He acknowledged Dr. Merriman for his careful and industrious planning on the funding of the Plant.

Councilmember Servatius and Councilmember Munns thanked staff for their commitment to the project.

Questions from City Council regarding the WWTP staff update.

Whidbey Island Marathon Update by the Elks Lodge

Elks Lodge Member Jason Wayne provided the Council with a brief update regarding the 2016 Marathon planning.

Questions and comments among City Council.

Mayor

Mayor Dudley read a letter from Washington State Department of Ecology awarding City of Oak Harbor the 2014 "Wastewater Treatment Plant Outstanding Performance" for the third consecutive year. Mayor Dudley thanked Public Works Director Cathy Rosen for her commitment to the City of Oak Harbor. Cathy Rosen recognized the employees responsible for operating the treatment plant: Phil Matthews, Scott Hubbard, Kenny Seldal, Brian Schneider and Jack Robinson.

Councilmembers

Mayor Pro Tem Paggao and Councilmembers Campbell and Severns spoke to the success of National Night Out held August 4, 2015 at Fort Nugent Park.

Councilmember Munns announced the Military Appreciation Picnic on September 12, 2015.

Councilmember Severns provided a brief report from the last Economic Development Committee (EDC) meeting.

Councilmember Hizon suggested moving the one council meeting a month from July and August to June and July in order to avoid conflicts with the Annual AWC Conference. Ms. Hizon invited Chief of Fire Ray Merrill to comment on a recent practice burn.

Fire Chief Ray Merrill shared a practice burn, simulating a building complete with sheetrock and windows, performed by the Fire Department during National Night out.

Councilmember Servatius commented on the positive impact of the practice burn at National Night Out.

Mayor Dudley called a five (5) minute recess at 7:43 p.m., and reconvened the meeting at 7:48 p.m.

PUBLIC HEARINGS & MEETINGS

Ordinance No. 1712: Homeless Encampment Code Amendment
Dennis Lefevre, Associate Planner, provided the staff report.

Mayor Dudley opened the Public Hearing at 7:53 p.m., no comments, closed at 7:53 p.m.

Development Services Director Steve Powers assisted answering questions during the presentation.

Questions and discussion from Councilmembers and staff.

Ordinance No. 1712: Homeless Encampment Code Amendment

Motion: Councilmember Servatius moved to adopt Ordinance No. 1712, seconded by Councilmember Campbell, unanimously approved.

ORDINANCES & RESOLUTIONS

Ordinance No. 1739: Zoning Code Amendment "Definitions"

Development Director Steve Powers provided the staff report.

Mayor Dudley opened the item for public comment at 8:07 p.m., no comments, closed at 8:07 p.m.

Ordinance No. 1739: Zoning Code Amendment "Definitions"

Motion: Councilmember Hizon moved to adopt Ordinance No. 1739, seconded by Councilmember Severns, unanimously approved.

Ordinance No. 1741: Amending OHMC Chapter 14.03 "Sewer Connection"

Staff report provided by Nikki Esparza, City Attorney

Mayor Dudley opened the item for public comment at 8:09 p.m.

Citizens Speaking

Dwayne Dillard, 2150 SW Dillard Lane, Oak Harbor

Robin Kolatis, 2141 Dillard, Oak Harbor

Mayor Dudley closed the comment period at 8:16 p.m. after all comments were provided.

Discussion among City Councilmembers.

Ordinance No. 1741: Amending OHMC Chapter 14.03 "Sewer Connection"

Motion: Councilmember Hizon moved to extend the Council meeting to 9:30 p.m., seconded by Councilmember Almberg. Motion unanimously approved.

Motion: Councilmember Campbell moved that the Council chair a committee to discuss OHMC Chapter 14.03 and how to resolve the City sewer issue. Motion seconded by Councilmember Hizon. Majority voted against the motion, motion fails.

Councilmembers Campbell and Hizon voted in favor of the motion.

Mayor Pro Tem Paggao and Councilmembers Severns, Almberg, Munns, and Servatius voted against the Motion.

Additional comments among the Members of City Council.

Motion: Councilmember Almberg moved to move on to the next agenda item 9.a, seconded by Councilmember Servatius, unanimously approved.

CONTRACTS & AGREEMENTS

OTHER ITEMS FOR CONSIDERATION

Authorization to implement Legislative Management Software Granicus

Staff report presented by Kellye Mazzoli, Executive Assistant to the Mayor

Mayor Dudley opened the item for public comment at 8:56 p.m., no comments, closed at 8:56 p.m.

Councilmembers inquired about the web-based solution, and Ms. Mazzoli provided answers.

Authorization to implement Legislative Management Software Granicus

Motion: Councilmember Hizon moved to authorize staff to purchase and implement the Legislative Management Software package as proposed by Granicus in the amount of \$10,855.00 in upfront costs plus \$10,800.00 in subscription costs for year one. Motion seconded by Councilmember Severns, unanimously approved.

Post Office Oak Tree Ad Hoc Committee - Recommendations for use of the Post Office Garry Oak Tree Wood

Staff report provided by Cathy Rosen, Public Works Director.

Mayor Dudley opened the item for public comment at 9:15 p.m., no comments, closed at 9:15 p.m.

City Council asked follow-up questions on the item, and Cathy Rosen provided explanations.

Post Office Oak Tree Ad Hoc Committee - Recommendations for use of the Post Office Garry Oak Tree Wood

Motion: Councilmember Servatius moved to direct the Arts Commission to develop and fund projects which include a timeline/ring count display and a giant acorn(s) display as determined by the Arts Commission, seconded by Councilmember Munns, unanimously approved.

Motion: Councilmember Servatius moved to direct that the design of the new Clean Water Facility include the creation and installation of items such as a live slab cut table, benches, doors, wall tables, podiums, wood paneling, counters, beams, railings, brochure holders, display cases and artistic chairs. Seconded by Councilmember Hizon, majority approved.

Councilmember AlMBERG voted against the motion.

Motion: Councilmember Servatius moved to authorize the expenditure of \$7,600.00 to purchase three (3) canopy structures which will be used to protect the Post Office Oak Tree wood from the elements until it is used to create art pieces, furniture or other items as approved by City Council. Motion seconded by Councilmember Campbell, unanimously approved.

Motion: Councilmember Servatius moved to approve item no. 4 as written, Munns seconded the motion, majority approved.

Councilmember AlMBERG voted against the motion.

ADJOURN

Motion: Councilmember AlMBERG moved to adjourn, seconded by Councilmember Hizon, unanimously approved.

Meeting adjourned at 9:24 p.m.

Anna M. Thompson, City Clerk

Oak Harbor City Council
Workshop Meeting Minutes
August 26, 2015

CALL TO ORDER

Councilmember Jim Campbell called the meeting to order at 2:30 p.m.

ROLL CALL

City Council Present:

Councilmember Jim Campbell
Councilmember Tara Hizon
Councilmember Bob Severns
Councilmember Rick Almberg

Staff Present:

Deputy City Administrator/Finance Director
Dr. Merriman
City Attorney Nikki Esparza
Development Services Director Steve Powers
Public Works Director Cathy Rosen
Budget/Purchasing Specialist Sandra Place
Operations Manager Steve Bebee
City Engineer Joe Stowell
Project Engineer Brett Arvidson
Senior Planner Cac Kamak
Associate Planner Dennis Lefevre
Chief of Fire Ray Merrill
Chief of Police Ed Green
Police Captain Teri Gardner
Human Resources Director Sara Piccone
Executive Assistant to the Mayor Kellye
Mazzoli

Mayor Dudley, Mayor Pro Tem Paggao, and Councilmembers Munns and Servatius were absent.

1. Introduction of New Employees

Human Resources Director Sara Piccone introduced the following new employees to City Council:

Alex Warner, Civil Engineer II
Keith Kretchman, Lateral Police Officer
Michael Brown, Entry Level Police Officer
Peter Vongrey, Streets Specialist I
Jacob Jansen, Streets Specialist I
Andrew Carroll, Water Specialist I (not present)
Jonathan Pollock, Water Specialist I
Tom Wade, Facilities & Utilities Worker

Human Resources Director, Captain of Police and new hires left after the introductions at 2:32 p.m.

2. Departmental Briefings

a. Economic Development Coordinator Position – Staff Update

Deputy City Administrator Dr. Merriman provided the Council with an update regarding the Candidates for the Economic Development Coordinator Position. Dr. Merriman proposed that staff schedule an opportunity for the candidate meet with City Council on September 1, 2015 at 4:00 p.m. The Council members present indicated assent to the proposed date and times.

b. 2016 Comprehensive Plan Update – New Land Use Map & Neighborhood Districts

Senior Planner Cac Kamak discussed the 2016 Comprehensive Plan Update. Mr. Kamak provided hand outs depicting the future land use map.

Development Director Steve Powers answered some of the Councilmember's' questions.

c. WWTP – close overflow camping area

City Engineer Joe Stowell briefed the Council on the decision to close the overflow camping area near the construction of the Wastewater Treatment Plant. Mr. Stowell shared images of the Notices that will be posted in the RV Park area.

3. Pending Agenda Items

a. Update regarding the Clean Water Facility Open House held August 12, 2015

City Engineer Joe Stowell provided a summary of the Open House for the Wastewater Treatment Plant (Clean Water Facility) that took place on August 12, 2015. Erin Taylor from Enviro-issues discussed feedback received from the public regarding the proposed architectural concepts.

Mr. Stowell discussed with Council that at the September 1st Meeting, the Engineering division will provide an Agenda Bill and Resolution to accept Concept B, the architectural theme favored by ma majority of the public who chose to participate in the architectural survey.

Questions and discussion from the Council.

b. Proposed Good Neighbor Plan for Construction of the WWTP

City Engineer Joe Stowell and Erin Taylor with Enviroissues explained the functionality of the proposed Good Neighbor Plan, which is designed to enhance communication among City staff, contractors, and the public during construction of the Clean Water Facility.

c. Adopting an Architectural Concept for the Clean Water Facility

Discussed under Pending Agenda Item 3.a.

d. Purchase Authorization – Front Load Refuse Trucks

Public Works Director Cathy Rosen discussed the necessity to purchase new front load refuse trucks, which will be presented on the September 1, 2015 Council Meeting.

Questions among City Council.

Steve Bebee, Operations Manager, assisted with questions during the presentation.

e. Purchase Authorization – Marina Pump Station

Cathy Rosen provided the summary report regarding the requested Marina Pump Station purchase authorization.

Steve Bebee and Sandra Place assisted Ms. Rosen with the Marina Pump purchase request details.

f. Purchase Authorization – Truck Replacement Revisions

Ms. Rosen presented the purchase authorization request regarding truck replacement revisions and explained the need to purchase the replacements to Council.

Budgeting and Purchasing Specialist Sandra Place assisted during the presentation.

Questions among City Council.

g. Request for Qualifications (RFQ) for Feasibility Study for Fire Station

Chief of Fire Ray Merrill explained the Fire Department's petition to submit a request for qualifications (RFQ) in order to perform a feasibility study for a possible new fire station.

Joe Stowell, City Engineer, provided additional information to the Council.

Questions and discussion among Council and staff.

h. Valley High Investments Annexation Request – Fort Nugent Rd

Associate Planner Dennis Lefevre presented Valley High Investment’s intent to annex property off of Fort Nugent Road, located across from Fairway Point subdivision. This matter will be set for a public meeting on the September 1, 2015 Council Agenda.

Development Director Steve Powers assisted during the report.

Questions from City Council.

i. Six- Year (2016-2021) Transportation Improvement Program (TIP)

The Six-Year Transportation Improvement Program item was presented by City Engineer Joe Stowell with power point presentation.

Councilmembers asked questions relating to item 3.i.

j. 2016 Lodging Tax Referral and Annual LTAC Membership Review

Dr. Merriman provided a brief presentation on the 2016 Lodging Tax Referral program, and explained that Council action must be taken at the upcoming September 1, 2015 Council meeting in order to authorize the Lodging Tax Advisory Committee (LTAC) to reconvene for the 2% grant year 2016. He also explained that per Oak Harbor Municipal Code (OHMC) 2.66.030, Council has the obligation to review the LTAC membership and make changes if desired.

Questions from City Council.

ADJOURN

Councilmember Campbell adjourned the meeting at 4:48 p.m.

Anna M. Thompson, City Clerk

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

Bill No. C/A 4.b
Date: September 1, 2015
Subject: Approval of Accounts Payable
Vouchers and Payroll Checks

FROM: Dr. Merriman, Deputy City Administrator/ Finance Director

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- Scott Dudley, Mayor
- Larry Cort, City Administrator
- Doug Merriman, Finance Director
- Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

I move to approve:

Accounts Payable Vouchers and Payroll Checks, see Voucher Numbers and Check Numbers listed in the Background/ Summary Information section below.

BACKGROUND / SUMMARY INFORMATION

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

The following Voucher and Check Numbers are submitted for approval:

Accounts Payable Voucher Numbers:

-Voucher Numbers 163233 through 163529 in the amount of \$1,530,500.10.

Payroll Check Numbers:

- Direct Deposit check numbers 35355 through 35647.

- EFT check numbers 733 through 740.

- Payroll check numbers 98225 through 98292.

LEGAL AUTHORITY

FISCAL IMPACT

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

ATTACHMENTS

1. [Voucher Listings \(1\)](#)
2. [Voucher Listings \(2\)](#)
3. [Voucher Listings \(3\)](#)
4. [Voucher Listings \(4\)](#)
5. [Voucher Listings \(5\)](#)

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
163233	7/31/2015	0000490	LABOR & INDUSTRIES, WASHINGTON STATE	073115	LABOR & INDUSTRIES	127.93	
Total :						127.93	
1 Vouchers for bank code :		bank				Bank total :	127.93
1 Vouchers in this report					Total vouchers :	127.93	

Voucher List
City of Oak Harbor

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
163234	8/7/2015	0007897 ANDRASCHKO, RICHARD	Ref000226245		UB Refund Cst #00164102	132.42	
						Total :	132.42
163235	8/7/2015	0007557 BANK OF AMERICA	Ref000226246		UB Refund Cst #00167543	188.66	
			Ref000226247		UB Refund Cst #00168309	188.67	
						Total :	377.33
163236	8/7/2015	0007894 BAZA, BRANDON	Ref000226242		UB Refund Cst #00152698	149.63	
						Total :	149.63
163237	8/7/2015	0004906 CHURCHILL RENTAL	Ref000226238		UB Refund Cst #00122965	19.81	
			Ref000226239		UB Refund Cst #00123041	23.91	
						Total :	43.72
163238	8/7/2015	0007895 EAGLE, DAVID	Ref000226243		UB Refund Cst #00159556	117.12	
						Total :	117.12
163239	8/7/2015	0007896 GITTENS, MARKO	Ref000226244		UB Refund Cst #00161991	175.03	
						Total :	175.03
163240	8/7/2015	0007893 LAY, TRENT OR CELESTE	Ref000226241		UB Refund Cst #00145696	145.89	
						Total :	145.89
163241	8/7/2015	0007892 SMITH, PAUL	Ref000226240		UB Refund Cst #00124913	100.84	
						Total :	100.84
8 Vouchers for bank code : bank						Bank total :	1,241.98
8 Vouchers in this report						Total vouchers :	1,241.98

Voucher List
City of Oak Harbor

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163242	8/11/2015	0000066 AWC EMPLOYEES BENEFITS TRUST	081015		PREMIUMS	47.64
					Total :	47.64
163243	8/11/2015	0000860 STANDARD INSURANCE COMPANY	073115		LONG TERM DISABILITY	4,373.48
					Total :	4,373.48
163244	8/11/2015	0006455 SCHNEIDER, BRIAN	TRAVEL ADVANCE		TRAVEL ADVANCE	177.50
					Total :	177.50
163245	8/13/2015	0000950 LICENSING, WASHINGTON STATE DEPT OF	080415		CONCEALED WEAPONS PERMITS	884.00
					Total :	884.00
163246	8/17/2015	0000960 REVENUE, WASHINGTON STATE DEPT OF	081015		SALES/USE TAX	59,111.36
					Total :	59,111.36
163247	8/17/2015	0000001 3M	TP50410		TRANSFER TAPE	575.57
					Total :	575.57
163248	8/17/2015	0007449 A-1 PERFORMANCE, INC	23104		EXP REIMB	243.07
					Total :	243.07
163249	8/17/2015	0007332 ADAMSON POLICE PRODUCTS	181446CM INV181446		EAR MOLD MIC/EAR MOLD	-30.40 670.11
					Total :	639.71
163250	8/17/2015	0000028 ALL ISLAND LOCK & KEY	23988		COMBO CHANGE	23.91
					Total :	23.91
163251	8/17/2015	0000042 ANACORTES, CITY OF	900-9080-00 900-9080-00 901-9080-01 901-9080-01 901-9080-02 901-9080-02		JUN 2015/WATER PURCHASED JUL 2015/WATER PURCHASED JUN 2015/WATER PURCHASED JUL 2015/WATER PURCHASED JUN 2015/WATER PURCHASED JUL 2015/WATER PURCHASED	129,500.00 129,500.00 1,839.37 1,543.02 16,450.05 17,999.96
					Total :	296,832.40
163252	8/17/2015	0002044 ANACORTES.NET/HOW IT WORKS	47540		WEBSITE SERVICES	25.00

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163252	8/17/2015	0002044 0002044 ANACORTES.NET/HOW IT WORKS	(Continued)			Total : 25.00
163253	8/17/2015	0007876 ANYPROMO, INC	CV5065215		BADGE STICKERS	177.00
						Total : 177.00
163254	8/17/2015	0000053 ARROW PEST CONTROL, INC	161677		PEST CONTROL	108.70
						Total : 108.70
163255	8/17/2015	0004019 ASSOCIATED PETROLEUM PRODUCTS	0770107-IN 0775008-IN		FUEL FUEL	12,896.12 26,890.61
						Total : 39,786.73
163256	8/17/2015	0000065 AVOCET ENVIRONMENTAL TESTING	1502552-IN		TESTING	160.00
						Total : 160.00
163257	8/17/2015	0000082 BAYSHORE OFFICE PRODUCTS, INC	0658775-001 0662081-001		WORKSURFACE CHAIR/MAT	1,283.53 575.45
						Total : 1,858.98
163258	8/17/2015	0000083 BAZA, ALVIN	080415		WELLNESS INCENTIVE	20.00
						Total : 20.00
163259	8/17/2015	0000109 BLUMENTHAL UNIFORMS	149837		PARKA	155.44
						Total : 155.44
163260	8/17/2015	0002551 BOS, BRYON	080415		WELLNESS INCENTIVE	20.00
						Total : 20.00
163261	8/17/2015	0003097 BOYER, TALLIE	080415		WELLNESS INCENTIVE	20.00
						Total : 20.00
163262	8/17/2015	0000131 BROADVIEW APPLIANCE	31455		WASHER	895.69
						Total : 895.69
163263	8/17/2015	0000627 CAPITAL ONE COMMERCIAL	160279 181160 257527		SUPPLIES SUPPLIES SUPPLIES	380.63 267.87 346.68

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163263	8/17/2015	0000627 0000627 CAPITAL ONE COMMERCIAL	(Continued)			Total : 995.18
163264	8/17/2015	0006016 CARTER, MARGOT L	072215 080515		PUBLIC DEFENSE PUBLIC DEFENSE	900.00 300.00 Total : 1,200.00
163265	8/17/2015	0004605 CEMEX	9431325770		SWEEPING	1,719.00 Total : 1,719.00
163266	8/17/2015	0007899 CHARD, KEN	4499		MOORAGE REFUND	325.95 Total : 325.95
163267	8/17/2015	0004819 CHERRY, KIMBERLY	080415		WELLNESS INCENTIVE	20.00 Total : 20.00
163268	8/17/2015	0001433 COLE, DONNA	1		TRAVEL REFUND	15.00 Total : 15.00
163269	8/17/2015	0003008 COLUMBIA FORD	3-G149 3-G152		VEHICLE PURCHASE VEHICLE PURCHASE	29,872.74 29,872.74 Total : 59,745.48
163270	8/17/2015	0005773 COMCAST	8498300271046803		INTERNET	235.97 Total : 235.97
163271	8/17/2015	0007708 COMPUCOM	62871452 62871453		PROJECT PROFESSIONAL VISIO PROFESSIONAL	668.72 343.89 Total : 1,012.61
163272	8/17/2015	0000197 CONCRETE NORWEST	1412686		BUILDING SAND	393.74 Total : 393.74
163273	8/17/2015	0007908 CXTEC	6770998 6786508 6786970		PHONES PORTS/SWITCH CATALYST	578.66 10,737.02 10,652.60 Total : 21,968.28
163274	8/17/2015	0007903 DANIEL, NIKKI	6978		MOORAGE REFUND	21.36

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163274	8/17/2015	0007903 0007903 DANIEL, NIKKI			(Continued)	Total : 21.36
163275	8/17/2015	0000256 DAY WIRELESS SYSTEMS	390870 391315		RADIO MAINTENANCE HEAVY DUTY MIC	375.74 365.69 Total : 741.43
163276	8/17/2015	0000247 DIAMOND RENTALS	1-500608-43 1-500619-43 1-509920-27 1-521401-10 1-521402-10 1-525642-4 1525643-4 1-525644 1-525645 1-526020 1-526850 2727 2762		PORTABLES PORTABLES PORTABLES PORTABLES PORTABLES PORTABLES PORTABLES PORTABLES PORTABLES ROLLER KIT CAN PUMPING GENERATOR REPAIR GENERATOR REPAIR	60.00 60.00 60.00 60.00 120.00 185.00 60.00 49.95 49.95 130.99 63.80 50.53 508.17 Total : 1,458.39
163277	8/17/2015	0000257 DUTCH MAID CLEANERS	073115 1091		JUL 2015/LAUNDRY SERVICES LAUNDRY SERVICES	229.88 8.97 Total : 238.85
163278	8/17/2015	0000279 EMPLOYMENT SECURITY, WASHINGTON ST. 945052-10-7			2ND QTR 2015/UNEMPLOYMENT	6,062.70 Total : 6,062.70
163279	8/17/2015	0006747 EQUINOX RESEARCH & CONSULTING	13-475-8 13-485-2		PROF SVC/WWTP PROF SVC/WWTP OUTFALL	42,757.09 9,862.84 Total : 52,619.93
163280	8/17/2015	0005826 ESPARZA, NIKKI	TRAVEL ADVANCE		TRAVEL ADVANCE	90.00 Total : 90.00
163281	8/17/2015	0007898 EXCELL SERVICES CO, LLC	BL-005882		BUSINESS LICENSE OVERPAYMENT	12.50 Total : 12.50

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163282	8/17/2015	0004508 FAKKEMA, RICHARD	TRAVEL ADVANCE		TRAVEL ADVANCE	79.00
Total :						79.00
163283	8/17/2015	0002900 FASTENAL	WAOAK20545		RUST/SEMIGLSBLAK	17.58
			WAOAK20547		STL THRD KIT	174.25
			WAOAK20608		IC WB WHITE	36.41
			WAOAK20617		HOLE SAW	12.96
Total :						241.20
163284	8/17/2015	0000308 FEDERAL EXPRESS	5-105-57807		SHIPPING	193.71
Total :						193.71
163285	8/17/2015	0007838 FOREMOST PROMOTIONS	307038		FELXI FLYER	366.02
Total :						366.02
163286	8/17/2015	0000355 FRONTIER	240-2350		CURRENT PHONE CHARGES	1,279.54
			279-1060		CURRENT PHONE CHARGES	71.59
			675-1568		CURRENT PHONE CHARGES	246.54
			675-1669		CURRENT PHONE CHARGES	64.50
			675-5190		CURRENT PHONE CHARGES	47.63
			675-6858		CURRENT PHONE CHARGES	64.50
			679-0500		CURRENT PHONE CHARGES	70.30
			679-1640		CURRENT PHONE CHARGES	64.67
			679-1651		CURRENT PHONE CHARGES	64.50
			679-1789		CURRENT PHONE CHARGES	64.67
			679-2530		CURRENT PHONE CHARGES	69.82
			679-2628		CURRENT PHONE CHARGES	396.64
			679-3902		CURRENT PHONE CHARGES	64.62
			679-8477		CURRENT PHONE CHARGES	90.71
Total :						2,660.23
163287	8/17/2015	0000329 GALLS	003848142		UNIFORM ITEMS	231.71
			003857875		HOLSTER	127.12
			003860439		METH TESTS	123.06
Total :						481.89
163288	8/17/2015	0001706 GARDNER, PAT	EXP REIMB		EXP REIMB	1,337.60

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163288	8/17/2015	0001706 0001706 GARDNER, PAT			(Continued)	Total : 1,337.60
163289	8/17/2015	0000349 GRAINGER	9803792853		HEATER HOSE	70.66
						Total : 70.66
163290	8/17/2015	0000999 GRCC/WW	145089 145091		REGISTRATION/SCHNEIDER REGISTRATION/ROBINSON	300.00 300.00
						Total : 600.00
163291	8/17/2015	0000345 GREATER OAK HBR CHAMBER OF COM	081015 30203		REIMBURSEMENT AUG 2015 OPERATIONS	8,355.11 8,333.34
						Total : 16,688.45
163292	8/17/2015	0004974 GREEN LIGHT SOLUTIONS	8335		MAINTENANCE & INSPECTIONS	940.00
						Total : 940.00
163293	8/17/2015	0000323 HD FOWLER COMPANY	I3992420		GAUGES/METERS	5,428.57
						Total : 5,428.57
163294	8/17/2015	0000380 HEALTH, WASHINGTON STATE DEPT OF	N01959		PROJECT REPORT	743.00
						Total : 743.00
163295	8/17/2015	0007906 HEARTLAND AUTOMOTIVE SERVICES	BL-003860		BUSINESS LICENSE OVERPAYMENT	25.00
						Total : 25.00
163296	8/17/2015	0003562 HIGH PERFORMANCE SIGNS	19728		REFLECTIVE VEHICLE LETTERS	862.00
						Total : 862.00
163297	8/17/2015	0005250 HONEYMOON BAY COFFEE ROASTERS	003679 287792		COFFEE SUPPLIES COFFEE SUPPLIES	47.11 47.11
						Total : 94.22
163298	8/17/2015	0000253 ID TECHNOLOGY SERVICES	15040286		MONITOR	438.22
						Total : 438.22
163299	8/17/2015	0000417 INDUSTRIAL BOLT & SUPPLY	593833-1		CLAMPS/TIES/CAP/NIPPLE/WIRE	244.73
						Total : 244.73

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163300	8/17/2015	0007907 INFINITY ENTERPRISES	BL-005887		BUSINESS LICENSE OVERPAYMENT	12.50
					Total :	12.50
163301	8/17/2015	0000401 ISLAND COUNTY AUDITOR	0085170		FILING FEE	81.00
					Total :	81.00
163302	8/17/2015	0000410 ISLAND COUNTY SOLID WASTE	073115		JUL 2015/TIPPING FEES	80,870.37
					Total :	80,870.37
163303	8/17/2015	0000411 ISLAND COUNTY TREASURER	080315		CRIME VICTIM COMPENSATION	178.45
					Total :	178.45
163304	8/17/2015	0005445 ISLAND DEFENSE, PLLC	008		JUL 2015/PUBLIC DEFENSE	10,000.00
					Total :	10,000.00
163305	8/17/2015	0007910 ISLAND DIVE SERVICES	4		FLOATS	631.62
			6		FLOATS	631.62
					Total :	1,263.24
163306	8/17/2015	0007902 JAMES, DAVID	1471		MOORAGE REFUND	183.76
					Total :	183.76
163307	8/17/2015	0007604 JANSEN, JOSH	080415		WELLNESS INCENTIVE	20.00
					Total :	20.00
163308	8/17/2015	0007901 KING, LINDSAY	1471		MOORAGE REFUND	165.81
					Total :	165.81
163309	8/17/2015	0000889 LANGUAGE EXCHANGE	08		INTERPRETER SERVICES	130.00
					Total :	130.00
163310	8/17/2015	0005277 LEE, STEPHANIE	080415		WELLNESS INCENTIVE	20.00
					Total :	20.00
163311	8/17/2015	0007251 LEWIS, ERIN	TRAVEL ADVANCE		TRAVEL ADVANCE	90.00
					Total :	90.00
163312	8/17/2015	0004502 LEXISNEXIS RISK DATA MANAGE	1404645-20150731		JUL 2015/MINIMUM COMMITMENT	54.35

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163312	8/17/2015	0004502 0004502 LEXISNEXIS RISK DATA MANAGE	(Continued)			Total : 54.35
163313	8/17/2015	0007905 LLOYD, JUANITA	080415		KEY DEPOSIT REFUND	5.00
						Total : 5.00
163314	8/17/2015	0001909 LONG, JAY	1		DRIVING SERVICES	135.00
						Total : 135.00
163315	8/17/2015	0000522 LUEHR, TOM	1		DRIVING SERVICES	99.00
			1		DRIVING SERVICES	126.00
						Total : 225.00
163316	8/17/2015	0000524 LYNDEN ICE	114006087		ICE	375.00
			119002525		ICE	144.00
						Total : 519.00
163317	8/17/2015	0000530 MAILLIARD'S LANDING NURSERY	103028		YARD WASTE	213.05
			103092		YARD WASTE	217.95
			103217		YARD WASTE	82.50
			103271		YARD WASTE	89.85
			103347		YARD WASTE	103.85
			103413		YARD WASTE	111.90
			103468		YARD WASTE	175.60
			103580		YARD WASTE	58.35
			103622		YARD WASTE	73.05
			103689		YARD WASTE	20.00
			103701		YARD WASTE	96.15
			103797		YARD WASTE	271.85
			103877		YARD WASTE	55.55
			103921		YARD WASTE	73.75
			103978		YARD WASTE	90.20
			104030		YARD WASTE	95.45
			104070		YARD WASTE	103.85
			104192		YARD WASTE	60.45
			104282		YARD WASTE	132.20
			104318		YARD WASTE	112.25
						Total : 2,237.80

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163318	8/17/2015	0000660 MARKET PLACE FOOD & DRUG	091270 091275 695452		GROCERIES GROCERIES GROCERIES	450.07 504.15 10.34 Total : 964.56
163319	8/17/2015	0007900 MARTIN, DAVE	1471		MOORAGE REFUND	177.21 Total : 177.21
163320	8/17/2015	0005025 MASCOTT EQUIPMENT	340653		NLA	165.34 Total : 165.34
163321	8/17/2015	0004052 MASTER METER SYSTEMS	0068852-in		VEHICLE READING SYSTEM SUPPORT	1,500.00 Total : 1,500.00
163322	8/17/2015	0006072 MASTER'S TOUCH, LLC	P40771 P40772		JUL 2015/POSTAGE FOR LATE NOTICE JUL 2015/POSTAGE FOR STATEMENTS	421.15 3,036.12 Total : 3,457.27
163323	8/17/2015	0006072 MASTER'S TOUCH, LLC	40771 40772		JUL 2015/MAILING SERVICES FOR LATI JUL 2015/MAILING SERVICES FOR STA	241.10 899.82 Total : 1,140.92
163324	8/17/2015	0007450 MAZZOLI, KELLYE	EXP REIMB EXP REIMB EXP REIMB		EXP REIMB EXP REIMB EXP REIMB	51.06 802.00 5.99 Total : 859.05
163325	8/17/2015	0007722 MERRIMAN, RYAN	080415		WELLNESS INCENTIVE	20.00 Total : 20.00
163326	8/17/2015	0005127 MICHALSKI, PAT	1		TRAVEL REFUND	50.00 Total : 50.00
163327	8/17/2015	0006992 MOON, ANDREW	080415		WELLNESS INCENTIVE	20.00 Total : 20.00
163328	8/17/2015	0000586 MOTOROLA SOLUTIONS, INC	13073657		PAGERS	2,403.36

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163328	8/17/2015	0000586	0000586 MOTOROLA SOLUTIONS, INC		(Continued)	Total : 2,403.36
163329	8/17/2015	0001041	MUNICIPAL ATTORNEYS, WASHINGTON STA	080315	REGISTRATION/LEWIS	235.00
				1744140-84212874	REGISTRATION/ESPARZA	245.00
					Total :	480.00
163330	8/17/2015	0007586	NAGEL, GARRETT	080415	WELLNESS INCENTIVE	20.00
					Total :	20.00
163331	8/17/2015	0000615	NEWMAN TRAFFIC SIGNS	TI-0288343	SIGNS	470.44
					Total :	470.44
163332	8/17/2015	0000621	NIIRO, CEDRIC	080415	WELLNESS INCENTIVE	20.00
					Total :	20.00
163333	8/17/2015	0005813	NORTHWEST SAFETY CLEAN	15-11476	PANTS	349.43
					Total :	349.43
163334	8/17/2015	0000672	OAK HARBOR ACE	258577	GRAFITTI REMOVER	21.72
				258587	GRAFITTI REMOVER/BRUSH	29.32
				258646	RUST REMOVER	20.63
				258710	CLEANER	7.60
				258775	FASTENERS/RIVETS	8.75
				258825	FASTENERS	0.70
				258917	BLADE	19.56
				259002	WRENCH COMB	65.14
				259048	ELBOW/HOSE/BUSHINGS/NIPPLES	141.22
				259072	ACETONE/HOSE	115.48
					Total :	430.12
163335	8/17/2015	0000668	OAK HARBOR AUTO CENTER	001-246915	WINDOW-WELD ROUN	23.39
				001-247085	WINDOW/SEALANT	-8.73
					Total :	14.66
163336	8/17/2015	0007570	OAK HARBOR FOOTBALL & CHEER	081115	HYDRANT DEPOSIT REFUND	95.05
					Total :	95.05
163337	8/17/2015	0006863	OAK HARBOR MUSIC FESTIVAL	080715	REIMBURSEMENT	3,968.00

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163337	8/17/2015	0006863 0006863 OAK HARBOR MUSIC FESTIVAL	(Continued)			Total : 3,968.00
163338	8/17/2015	0000676 OAK HARBOR POLICE DEPARTMENT	080315		PETTY CASH	36.15
						Total : 36.15
163339	8/17/2015	0003092 OAK HARBOR SIGNS	156		SIGNS	313.06
						Total : 313.06
163340	8/17/2015	0000665 OFFICEMAX, INC	218356 333610		UPS BATTERY BACKUP DOOR HANGERS	276.30 177.18
						Total : 453.48
163341	8/17/2015	0001377 ORCA INFORMATION	401088		PRE-EMPLOYMENT/VONGREY	75.00
						Total : 75.00
163342	8/17/2015	0007610 PERKINS COIE, LLP	5343017		PROF SVC/2015 CONSTRUCTION ADVI	1,210.00
						Total : 1,210.00
163343	8/17/2015	0001284 PHILIPS HEALTHCARE	931376259		BATTERY PACK	231.75
						Total : 231.75
163344	8/17/2015	0000299 PLACE, SANDRA	080415		WELLNESS INCENTIVE	20.00
						Total : 20.00
163345	8/17/2015	0007911 PORTLAND MARATHON & EXPO	081115		EXPO BOOTH	650.00
						Total : 650.00
163346	8/17/2015	0004622 POWERS-RANG, LISA	080415		WELLNESS INCENTIVE	20.00
						Total : 20.00
163347	8/17/2015	0000743 PUGET SOUND ENERGY	200002036917 200003131170 200007268135 200010549943 220002247165		ELECTRICITY/BTWN BAYSHORE DR & I ELECTRICITY/WELL #7 ELECTRICITY/SW ERIE ST SW BARRIN ELECTRICITY/WELL #6 ELECTRICITY/SW FAIRWAY POINT DR &	151.38 13.40 174.28 13.40 13.47
						Total : 365.93
163348	8/17/2015	0005827 ROBINSON, JACK	TRAVEL ADVANCE		TRAVEL ADVANCE	177.50

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163348	8/17/2015	0005827 0005827 ROBINSON, JACK			(Continued)	Total : 177.50
163349	8/17/2015	0002511 SCHOOL RESOURCE OFFICERS, INC, NATIO	54231		MEMBERSHIP RENEWAL/DICKINSON	40.00
						Total : 40.00
163350	8/17/2015	0000796 SCHROER, PAUL	080415		WELLNESS INCENTIVE	20.00
						Total : 20.00
163351	8/17/2015	0000822 SHRED-IT USA, INC	9406714171		SHREDDING	56.68
						Total : 56.68
163352	8/17/2015	0007909 SKAGIT CITY TRUCKING SCHOOL	721		REGISTRATION/CARROLL	2,445.00
						Total : 2,445.00
163353	8/17/2015	0004537 SKAGIT/ISLAND COUNTIES	5378		MEMBERSHIP RENEWAL	475.00
						Total : 475.00
163354	8/17/2015	0000843 SOLID WASTE SYSTEMS, INC	0078654-IN 0078690-IN 0078895-IN		PIN ASSEMBLY REAR HOOK SPRINGS VALVE/FILTER	323.27 472.22 315.09
						Total : 1,110.58
163355	8/17/2015	0000846 SOUND PUBLISHING	80125600 80128339 WCW646664 WCW647096		ADVERTISING NATIONAL NIGHT OUT AD CITY NOTICES CITY NOTICES	4,454.74 205.33 62.30 95.94
						Total : 4,818.31
163356	8/17/2015	0007904 SPECK, DAVE	1		TRAVEL REFUND	63.00
						Total : 63.00
163357	8/17/2015	0003883 STAPLES BUSINESS ADVANTAGE	3271184552 3271681941 3271681944 3272787756 3272787757 3272787758 3272787759		CARAFE BEVERAGE DISPENSERS ENVELOPES/POST IT NOTES/POUCHE PAPERCLIPS LAMP MARKERS/BINDERS HAM FORE MP ORCHID	96.82 54.11 175.11 4.35 29.01 80.10 121.27

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163357	8/17/2015	0003883 0003883 STAPLES BUSINESS ADVANTAGE	(Continued)			Total : 560.77
163358	8/17/2015	0003749 STUMP, PATRICK L	1		DRIVING SERVICES	132.00
						Total : 132.00
163359	8/17/2015	0000874 SURETY PEST CONTROL	1065484		PEST EXTERMINATION	30.44
			1065487		PEST EXTERMINATION	43.48
			1065488		PEST EXTERMINATION	38.05
			1065490		PEST EXTERMINATION	43.48
			1065493		PEST EXTERMINATION	32.61
			1065501		PEST EXTERMINATION	30.44
						Total : 218.50
163360	8/17/2015	0001053 TREASURER, WASHINGTON STATE	080315		COURT/BC FEES	8,565.12
						Total : 8,565.12
163361	8/17/2015	0000923 UNITED PARCEL SERVICE	000A0182W275		SHIPPING	9.85
						Total : 9.85
163362	8/17/2015	0000922 UNUM LIFE INSURANCE COMPANY	072015		LONG TERM CARE	269.78
						Total : 269.78
163363	8/17/2015	0004903 US BANK	4485591000119689		CREDIT CARD PURCHASES	3,355.69
						Total : 3,355.69
163364	8/17/2015	0004903 US BANK	4485591001286149		CREDIT CARD PURCHASES	590.00
						Total : 590.00
163365	8/17/2015	0004903 US BANK	4485590100104948		CREDIT CARD PURCHASES	400.14
						Total : 400.14
163366	8/17/2015	0004903 US BANK	4485590002431076		CREDIT CARD PURCHASES	392.60
						Total : 392.60
163367	8/17/2015	0004903 US BANK	4485591000646855		CREDIT CARD PURCHASES	299.28
						Total : 299.28
163368	8/17/2015	0004903 US BANK	4485591000222970		CREDIT CARD PURCHASES	275.00

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163368	8/17/2015	0004903 0004903 US BANK	(Continued)			Total : 275.00
163369	8/17/2015	0004903 US BANK	4485590002304679		CREDIT CARD PURCHASES	41.86
						Total : 41.86
163370	8/17/2015	0007912 VICTORIA MARATHON EXPO	081115		EXPO BOOTH	375.00
						Total : 375.00
163371	8/17/2015	0007388 WALSTAD, TIM	080415		WELLNESS INCENTIVE	20.00
						Total : 20.00
163372	8/17/2015	0001052 WASHINGTON STATE PATROL	I16000650		BACKGROUND CHECKS	403.50
						Total : 403.50
163373	8/17/2015	0000987 WASHINGTON STATE UNIVERSITY	13563230		REGISTRATINO/FAKKEMA	350.00
						Total : 350.00
163374	8/17/2015	0000985 WASTE MANAGEMENT	081115		DUMPSTER DEPOSIT REFUND	1,593.45
						Total : 1,593.45
163375	8/17/2015	0001055 WATERWORX DIVE SERVICE	080415		BREAKWATER ZINCS	2,295.74
						Total : 2,295.74
163376	8/17/2015	0006267 WESTERN REFUSE & RECYCLING	139711		JOYSTICK	317.89
						Total : 317.89
163377	8/17/2015	0003067 WHIDBEY ANIMALS' IMPROVEMENT	1284		JUL 2015/ANIMAL SHELTER	8,333.37
						Total : 8,333.37
163378	8/17/2015	0001000 WHIDBEY AUTO PARTS, INC.	256056		WELDING WIRE	92.14
						Total : 92.14
163379	8/17/2015	0001005 WHIDBEY GENERAL HOSPITAL	WAD38263 WAD39412 WAD39582		INMATE SERVICES INMATE SERVICES INMATE SERVICES	799.00 374.85 2,176.00
						Total : 3,349.85
163380	8/17/2015	0001017 WHIDBEY PRINTERS	47843		MARINA MAP	143.21

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
163380	8/17/2015	0001017 WHIDBEY PRINTERS	(Continued) 47902		BUSINESS CARDS/BEBEE	78.10	
						Total :	221.31
163381	8/17/2015	0004185 WHIDBEY SEATAC SHUTTLE	15-0804-45C		TRANSPORTATION	130.00	
						Total :	130.00
163382	8/17/2015	0001010 WHIDBEY TELECOM	3882238 3885201		CURRENT NET SERVICES ALARM MONITORING	41.45 65.23	
						Total :	106.68
163383	8/17/2015	0004961 WOODWARD, GREGORY	080415		WELLNESS INCENTIVE	20.00	
						Total :	20.00
163384	8/17/2015	0006775 WORKSAFE SERVICE, INC	211915		PRE-EMPLOYMENT	156.00	
						Total :	156.00
163385	8/17/2015	0001061 XEROX CORPORATION	701880753		JUN 2015/COPIER RENTAL	4,311.99	
						Total :	4,311.99
163386	8/17/2015	0003895 YZAGUIRRE, JENNIFER	EXP REIMB		EXP REIMB	82.15	
						Total :	82.15
145 Vouchers for bank code : bank						Bank total :	749,154.84
145 Vouchers in this report						Total vouchers :	749,154.84

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163387	8/26/2015	0000005 A-1 TOWING	56578		TOWING SERVICES	193.49
					Total :	193.49
163388	8/26/2015	0007332 ADAMSON POLICE PRODUCTS	INV183772		UNIFORM ITEMS	263.02
					Total :	263.02
163389	8/26/2015	0007646 AGENDEASE, INC	20150107		MONTHLY LICENSE	199.00
					Total :	199.00
163390	8/26/2015	0007295 ALL PLAY SYSTEMS, LLC	2015-083		ENGINEERED WOOD FIBER	4,265.39
					Total :	4,265.39
163391	8/26/2015	0001609 ALL QUALITY STITCHES	550		JACKETS/SHIRTS	1,663.38
					Total :	1,663.38
163392	8/26/2015	0000036 AMERICAN PUBLIC WORKS	736766		TEMPORARY TATTOOS/BALLOONS/STI	156.25
					Total :	156.25
163393	8/26/2015	0002044 ANACORTES.NET/HOW IT WORKS	36198		AUG 2015/WEB HOSTING	75.00
			36216		AUG 2015/WEB HOSTING	15.95
			47554		SSL CERTIFICATE	150.00
					Total :	240.95
163394	8/26/2015	0005001 ARAMARK	1988097599		UNIFORM SERVICES	38.22
			1988097602		UNIFORM SERVICES	27.90
			1988097603		UNIFORM SERVICES	65.04
			1988104242		UNIFORM SERVICES	32.00
			1988104243		UNIFORM SERVICES	29.32
			1988104244		UNIFORM SERVICES	11.62
			1988104245		UNIFORM SERVICES	20.73
			1988104246		UNIFORM SERVICES	16.51
			1988104247		UNIFORM SERVICES	42.95
			1988104248		UNIFORM SERVICES	23.91
			1988108981		UNIFORM SERVICES	31.38
			1988108982		UNIFORM SERVICES	65.04
			1988115531		UNIFORM SERVICES	19.27

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163394	8/26/2015	0005001 ARAMARK	(Continued)			
			1988115532		UNIFORM SERVICES	11.46
			1988115533		UNIFORM SERVICES	11.69
			1988115534		UNIFORM SERVICES	86.32
			1988115535		UNIFORM SERVICES	18.42
			1988115536		UNIFORM SERVICES	39.28
			1988115537		UNIFORM SERVICES	10.87
			1988120218		UNIFORM SERVICES	16.59
			1988120221		UNIFORM SERVICES	31.38
			1988120222		UNIFORM SERVICES	27.66
			1988126838		UNIFORM SERVICES	19.57
			1988126839		UNIFORM SERVICES	10.87
			1988126840		UNIFORM SERVICES	11.69
			1988126841		UNIFORM SERVICES	16.60
			1988126842		UNIFORM SERVICES	31.69
			1988126843		UNIFORM SERVICES	39.28
			1988126844		UNIFORM SERVICES	12.95
			1988131611		UNIFORM SERVICES	31.38
			1988131612		UNIFORM SERVICES	27.94
			1988138166		UNIFORM SERVICES	16.56
			1988138167		UNIFORM SERVICES	32.76
			1988138168		UNIFORM SERVICES	11.69
			1988138169		UNIFORM SERVICES	16.60
			1988138170		UNIFORM SERVICES	18.42
			1988138171		UNIFORM SERVICES	39.28
			1988138172		UNIFORM SERVICES	10.87
			1988142912		UNIFORM SERVICES	16.59
			1988142915		UNIFORM SERVICES	31.38
			1988142916		UNIFORM SERVICES	28.21
					Total :	1,101.89
163395	8/26/2015	0006865 ARMADA	082115		COLLECTION FEE/35-260000-02/37-714	1,377.90
					Total :	1,377.90
163396	8/26/2015	0004256 ARSON INVESTIGATORS, INTERNATIONAL A 77897			MEMBERSHIP RENEWAL/BUXTON	100.00
					Total :	100.00

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163397	8/26/2015	0004019 ASSOCIATED PETROLEUM PRODUCTS	0778073-IN 0779878-IN 0782256-IN		FUEL FUEL FUEL	12,011.48 8,509.71 25,244.90
					Total :	45,766.09
163398	8/26/2015	0000065 AVOCET ENVIRONMENTAL TESTING	1502865-IN		TESTING	105.00
					Total :	105.00
163399	8/26/2015	0003097 BOYER, TALLIE	TRAVEL ADVANCE		TRAVEL ADVANCE	168.50
					Total :	168.50
163400	8/26/2015	0007926 BROWN, MICHAEL	EXP REIMB		EXP REIMB	110.60
					Total :	110.60
163401	8/26/2015	0002644 C JOHNSON CONSTRUCTION, INC	4121		SWEEPER WASTE	904.88
					Total :	904.88
163402	8/26/2015	0000627 CAPITAL ONE COMMERCIAL	287662		SUPPLIES	298.41
					Total :	298.41
163403	8/26/2015	0006215 CAROLLO	0142842		ELECTRICITY/WASTEWATER TREATME	445,378.37
					Total :	445,378.37
163404	8/26/2015	0005777 CARROLL, ANDREW	TRAVEL ADVANCE		TRAVEL ADVANCE	106.50
					Total :	106.50
163405	8/26/2015	0000150 CASCADE NATURAL GAS	03963180678 08793000004 11829220273 12470743597 13275491754 36624000000 40661045647 45420760055 57309970234 58793000009 62337906945 67984882349		NATUAL GAS/210 NATURAL GAS/POLICE STATION NATURAL GAS/208 NATURAL GAS/207 NATURAL GAS/205 NATURAL GAS/FIRE STATION NATURAL GAS/ANIMAL SHELTER NATURAL GAS/202 NATURAL GAS/201 NATURAL GAS/CITY HALL NATURAL GAS/204 NATURAL GAS/209	10.60 19.54 10.60 10.60 10.60 63.43 36.27 10.60 10.60 98.73 10.60 18.69

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163405	8/26/2015	0000150	CASCADE NATURAL GAS			
			(Continued)			
			80434000008		NATURAL GAS/CITY SHOP	119.72
			82193000005		NATURAL GAS/ANNEX	13.82
			90134000000		NATURAL GAS/ADULT CARE CENTER	15.73
			92612025210		NATURAL GAS/203	10.60
					Total :	470.73
163406	8/26/2015	0000172	CHRISTIANS TOWING STORAGE	28161	TOWING SERVICES	217.40
					Total :	217.40
163407	8/26/2015	0000188	CODE PUBLISHING COMPANY	50623	MUNICIPAL CODE UPDATES	449.91
					Total :	449.91
163408	8/26/2015	0005773	COMCAST	8498300290363841	INTERNET	228.98
					Total :	228.98
163409	8/26/2015	0000193	COMMERCIAL FIRE PROTECTION	46381	SPRINKLER INSPECTIONS	690.00
					Total :	690.00
163410	8/26/2015	0000197	CONCRETE NORWEST	1415823	SAND	492.18
					Total :	492.18
163411	8/26/2015	0000202	COREY OIL COMPANY	38353	OIL	66.09
					Total :	66.09
163412	8/26/2015	0000211	CREDIT BUREAU OF ISLAND COUNTY	081915	COLLECTION FEE/37-714675-00/37-720	133.36
					Total :	133.36
163413	8/26/2015	0000220	CUMMINS NORTHWEST, INC	001-64200	WASHER/SEAL/NUT/GASKET/KITS	1,339.57
			001-64805		TUBE/KIT	396.73
			001-65382		TUBE	64.88
			001-65552		TUBE	59.53
			001-66510		BLOCK HEATER	131.68
					Total :	1,992.39
163414	8/26/2015	0007908	CXTEC	6788458	NETWORK MODULE	1,179.84
					Total :	1,179.84

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163415	8/26/2015	0000234 DAVID EVANS & ASSOCIATES, INC	361351		PROF SVC/VETERANS MEMORIAL PAR	1,787.33
					Total :	1,787.33
163416	8/26/2015	0000256 DAY WIRELESS SYSTEMS	392683		UNIT CALIBRATION	706.55
					Total :	706.55
163417	8/26/2015	0000247 DIAMOND RENTALS	1-530060		SPARK PLUG	6.51
					Total :	6.51
163418	8/26/2015	0000967 ECOLOGY, WASHINGTON STATE DEPT OF	2016-WA0020567		WASTEWATER PERMIT	10,328.04
					Total :	10,328.04
163419	8/26/2015	0000273 EDGE ANALYTICAL, INC	15-16849		TESTING	300.00
					Total :	300.00
163420	8/26/2015	0003252 EMBLEM AUTHORITY	19384		OAK HARBOR FIRE CENTENNIAL	230.00
					Total :	230.00
163421	8/26/2015	0007334 ENVIRONIX	406435		ANALYSIS	735.00
					Total :	735.00
163422	8/26/2015	0007920 ENVOY MORTGAGE, LTD	BL-005888		BUSINESS LICENSE OVERPAYMENT RI	25.00
					Total :	25.00
163423	8/26/2015	0007591 FACILITYDUDE.COM	R-104345		MAINTENANCE EDGE	1,460.93
					Total :	1,460.93
163424	8/26/2015	0002900 FASTENAL	WAOAK20641		FASTENERS	18.94
			WAOAK20645		FASTENERS	30.73
			WAOAK20661		FASTENERS	8.15
			WAOAK20701		FASTENERS	32.93
			WAOAK20712		FASTENERS	28.53
			WAOAK20723		IC WB WHITE	28.01
			WAOAK20732		TOILET PAPER	1,110.13
			WAOAK20735		FASTENERS	46.70
					Total :	1,304.12
163425	8/26/2015	0007929 FEHR PEERS	102092		PROF SVC/OAK HARBOR TRANSPORT,	6,706.10

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163425	8/26/2015	0007929 0007929 FEHR PEERS			(Continued)	Total : 6,706.10
163426	8/26/2015	0000322 FOSTER PEPPER PLLC	082115		REGISTRATION/MASSEY	200.00
						Total : 200.00
163427	8/26/2015	0007141 FREEDOM PROPERTIES, LLC	083115		AUG 2015/ANIMAL SHELTER	2,500.00
						Total : 2,500.00
163428	8/26/2015	0000355 FRONTIER	007-9244		CURRENT PHONE CHARGES	258.72
			279-0841		CURRENT PHONE CHARGES	83.22
			279-2236		CURRENT PHONE CHARGES	118.13
			675-2111		CURRENT PHONE CHARGES	70.28
			675-3121		CURRENT PHONE CHARGES	64.50
			675-6794		CURRENT PHONE CHARGES	59.13
			679-5551		CURRENT PHONE CHARGES	173.96
			679-8702		CURRENT PHONE CHARGES	73.67
			770-2694		CURRENT PHONE CHARGES	35.11
			770-2715		CURRENT PHONE CHARGES	28.80
						Total : 965.52
163429	8/26/2015	0000328 GA INDUSTRIES, LLC	439013592		SEAT RING	930.22
						Total : 930.22
163430	8/26/2015	0000329 GALLS	003922860		NAMEPLATE	15.87
			003923532		BOOTS/GLOVES	273.32
						Total : 289.19
163431	8/26/2015	0000329 GALLS	003884335		BELTS	59.00
			003899377		HOLSTER	97.82
						Total : 156.82
163432	8/26/2015	0001706 GARDNER, PAT	EXP REIMB		EXP REIMB	336.00
			EXP REIMB		EXP REIMB	460.00
						Total : 796.00
163433	8/26/2015	0002767 GATEWAY CONTROLS, INC	2015474		DOOR REPAIRS	498.93
						Total : 498.93

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163434	8/26/2015	0000349 GRAINGER	9815640728		WRENCH	97.72
Total :						97.72
163435	8/26/2015	0000999 GRCC/WW	145455		REGISTRATION/CARROLL	200.00
			145456		REGISTRATION/POLLOCK	200.00
Total :						400.00
163436	8/26/2015	0000345 GREATER OAK HBR CHAMBER OF COM	082415		REIMBURSEMENT	4,653.00
Total :						4,653.00
163437	8/26/2015	0000323 HD FOWLER COMPANY	I3996592		METERS	1,727.62
			I3996809		MODULE	362.44
Total :						2,090.06
163438	8/26/2015	0000694 HD SUPPLY WATERWORKS	E238978		SNAP RING	212.37
Total :						212.37
163439	8/26/2015	0005515 HDR ENGINEERING, INC	00455721-H		PROF SVC/UTILITY RATE AND FEE UPL	1,450.90
Total :						1,450.90
163440	8/26/2015	0001251 HEWLETT-PACKARD COMPANY	56176712		PRINTER	1,040.66
Total :						1,040.66
163441	8/26/2015	0003562 HIGH PERFORMANCE SIGNS	19794		VINYL PANEL	207.00
Total :						207.00
163442	8/26/2015	0003095 HOME DEPOT CREDIT SERVICES	160940		RZB LHRPFB/CUTTER	121.62
			20484		CDR	10.66
			22037		BLOWGUN	32.35
			22097		TEE/DLBOW/ADAPTER/PLUG	18.33
			25287		10WGP19	14.13
			2591691		DRYWALL/CASTER/STUDS/TANK EXCH	146.72
			3021581		INS KL RTS/NOZZLE/ANT CONTROL	25.12
			3571066		PH CORD	7.58
			5022872		STAKES	8.15
			5024570		PROVAC/BRUSH	123.23
			5040009		PLUGS/NOZZLES	25.06
			5045378		KEYS/PADLOCK	21.15

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163442	8/26/2015	0003095 HOME DEPOT CREDIT SERVICES	(Continued)			
			5591466		CUT NATRTS	98.49
			561273		BATTERIES/GLOVES	82.01
			6014767		STR/BUCKET/LID	26.41
			8020749		LATCHES	51.03
			8020826		SHEETING	79.19
			8024098		SOLDER/GLUE	26.57
			8160482		MG LFA/COUPLE	18.97
			9014728		OSB	83.16
			9045245		2090	14.30
					Total :	1,034.23
163443	8/26/2015	0005872 IMPAIRED DRIVING IMPACT PANEL	081015		DUI/UNDERAGE DRINKING PREVENTIC	166.67
					Total :	166.67
163444	8/26/2015	0000417 INDUSTRIAL BOLT & SUPPLY	595390-1		CUT OFF WHEEL/SOCKET/TIE WRAP/C	351.66
					Total :	351.66
163445	8/26/2015	0007928 IRON WILLOW	278769		TRAILER REPAIR	391.32
					Total :	391.32
163446	8/26/2015	0005884 ISLAND COUNTY HUMAN SERVICES	2ND QTR 2015		2ND QTR 2015/EXCISE PROFIT LIQUOF	1,144.42
					Total :	1,144.42
163447	8/26/2015	0000415 ISLAND DISPOSAL	080415		JUL 2015/COLLECTION CHARGES	16,025.32
			4053131		RECYCLING	102.41
			4053251		RECYCLING	113.64
					Total :	16,241.37
163448	8/26/2015	0000433 ISLAND DRUG	114508226268		INMATE MEDS	11.63
					Total :	11.63
163449	8/26/2015	0000441 ISLAND SYSTEMS	235290		WATER/MARINA	7.15
			235511		WATER/MARINA	28.60
			235784		WATER/MARINA	21.45
					Total :	57.20
163450	8/26/2015	0006362 KBA, INC	3002351		PROF SVC/CLEAN WATER FACILITY & (45,747.44

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163450	8/26/2015	0006362 0006362 KBA, INC	(Continued)			Total : 45,747.44
163451	8/26/2015	0007925 KITSAP COUNTY CORONER'S OFFICE	EXP REIMB		REGISTRATION REFUND/EDWARDS/W	450.00
						Total : 450.00
163452	8/26/2015	0007930 LACY & PAR	69190		CITY LIMITS POSTCARDS	1,937.35
						Total : 1,937.35
163453	8/26/2015	0005843 LAND TITLE AND ESCROW OF	110457-O		LITIGATION GUARANTEE	293.49
						Total : 293.49
163454	8/26/2015	0000889 LANGUAGE EXCHANGE	09		INTERPRETER SERVICES	227.50
						Total : 227.50
163455	8/26/2015	0000979 LES SCHWAB	41400196870 41400199437		ALL POSITION OWL TIRES	228.07 389.93
						Total : 618.00
163456	8/26/2015	0001909 LONG, JAY	1		DRIVING SERVICES	138.00
						Total : 138.00
163457	8/26/2015	0000522 LUEHR, TOM	1		DRIVING SERVICES	72.00
						Total : 72.00
163458	8/26/2015	0000524 LYNDEN ICE	117007056		ICE	109.00
						Total : 109.00
163459	8/26/2015	0000530 MAILLIARD'S LANDING NURSERY	101935		YARD WASTE	217.25
						Total : 217.25
163460	8/26/2015	0000660 MARKET PLACE FOOD & DRUG	091281 695419		GROCERIES GROCERIES	351.33 354.04
						Total : 705.37
163461	8/26/2015	0007306 MASSEY, MEG	TRAVEL ADVANCE		TRAVEL ADVANCE	97.00
						Total : 97.00
163462	8/26/2015	0000040 MATRIX	608383039		LONG DISTANCE	341.34

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163462	8/26/2015	0000040 0000040 MATRIX			(Continued)	Total : 341.34
163463	8/26/2015	0007450 MAZZOLI, KELLYE	EXP REIMB		EXP REIMB	5.00
						Total : 5.00
163464	8/26/2015	0006028 MCI COMM SERVICE	679-3902		LONG DISTANCE	37.52
						Total : 37.52
163465	8/26/2015	0004818 MICHAEL BOBBINK LAND USE SRVCS	081515		AUG 2015/HEARING EXAMINER SERVICE	1,500.00
						Total : 1,500.00
163466	8/26/2015	0005127 MICHALSKI, PAT	1		TRAVEL REFUND	301.00
						Total : 301.00
163467	8/26/2015	0000568 MIDWAY MUFFLER & TIRE	96373		WHEEL ALIGNMENT	97.78
						Total : 97.78
163468	8/26/2015	0007919 MONTANA, BRIAN	081315		PREAPPLICATION FEE	392.00
						Total : 392.00
163469	8/26/2015	0000587 MOTOR TRUCKS, INC	MV114483 MV115366		BRUSH/HANDLE FILTERS	140.53 109.89
						Total : 250.42
163470	8/26/2015	0007921 MURDY, SANDRA	081215		RV PARK REFUND	75.00
						Total : 75.00
163471	8/26/2015	0000601 NATIONAL FIRE PROTECTION	6456327X		MEMBERSHIP RENEWAL	165.00
						Total : 165.00
163472	8/26/2015	0007670 NETWORKFLEET, INC	OSV000000276688		MONTHLY SERVICE	238.60
						Total : 238.60
163473	8/26/2015	0000610 NORTH CENTRAL LABORATORIES	359716		PETRI DISH/BOTTLES/AMMONIA	895.02
						Total : 895.02
163474	8/26/2015	0000672 OAK HARBOR ACE	257725 257840		ELBOW/TAPE PAINTERS	4.11 5.84

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163474	8/26/2015	0000672 OAK HARBOR ACE	(Continued)			
			259038		FASTENERS	1.98
			259239		FASTENERS	74.42
			259274		BREAKERS	8.69
			259279		BREAKERS	3.79
			259282		DRILL DRIVE	12.45
			259326		RECEPTACLE/HOLE/WATER SKI FLAGE	40.39
			259330		BUSHING/ADAPTER/COUPLING	18.33
			259334		COUPLE	34.77
			259336		UMBRELLA	54.34
			259343		PIPE	7.05
			259349		BUSHING/COUPLES/TEE	16.14
			259360		SCREW EXTRACTOR/FASTENERS	19.38
			259361		BUSHING/COUPLE	9.09
			259381		COUPLE/ELBOW/ADAPTER/BUSHING	10.16
			259460		PAINTBRUSHES	14.28
			259483		CORD	10.86
			259524		FILTER KIT	23.90
			259551		STEMP	9.76
			259561		STEEL STAKE	3.03
			259648		ACID/GLOVES/BUCKET	56.99
			259652		CHECK VALVE	9.77
			259665		PAINT MARKER/OIL	18.23
			259689		COUPLING	5.42
			259745		FASTENERS	0.91
			259787		SCREWDRIVER/FASTENERS	19.52
			259852		SCREWS	4.66
					Total :	498.26
163475	8/26/2015	0000668 OAK HARBOR AUTO CENTER	001-246908		CORE RETURN	-122.29
			001-247220		WATER PUMP	13.02
			001-247641		CROWSFOOT	11.41
			001-247795		TERMINAL/BATTERY	157.94
			001-248413		FILTERS	91.77
			001-248424		HEATER HOSE	202.60
			001-248685		FILTERS	13.71
			001-248965		IBS	114.30

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163475	8/26/2015	0000668 OAK HARBOR AUTO CENTER	(Continued)			
			001-248971		SENSORS	43.38
			001-248976		CHROME USE	4.08
			001-248977		FILTERS	4.51
			001-248981		CORE RETURN	-16.31
			001-248996		FILTERS	5.23
			001-249013		FILTERS	97.28
			001-249071		FILTERS	6.02
			001-249161		COOLANT HOSE	175.24
			001-249279		GASKETS	43.88
			001-249351		FILTERS	8.60
					Total :	854.37
163476	8/26/2015	0006743 OAK HARBOR ELKS LODGE	083115		MARATHON SERVICES	3,000.00
					Total :	3,000.00
163477	8/26/2015	0000681 OAK HARBOR SCHOOL DISTRICT	0000140214		AUG 2015/COMPUTER NETWORK SUPI	9,660.00
					Total :	9,660.00
163478	8/26/2015	0003007 OFFICE DEPOT	784654598001		MATTE BLACK	373.91
					Total :	373.91
163479	8/26/2015	0000665 OFFICEMAX, INC	327820 342583		PENS/INK PARTY MIX/SHEET	60.67 30.80
					Total :	91.47
163480	8/26/2015	0002985 PACIFIC TIRE CO. INC	0089739 0089796 0089797 0090388 0090736		TIRES TIRES TIRES TIRES TIRES	773.71 78.12 78.12 953.31 53.71
					Total :	1,936.97
163481	8/26/2015	0005783 PARTSMaster	20925763		LEVER HOIST	263.26
					Total :	263.26
163482	8/26/2015	0000709 PERS	01119315		JUL 2015/UNFUNDED LIABILITY	26.98

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163482	8/26/2015	0000709 0000709 PERS	(Continued)			Total : 26.98
163483	8/26/2015	0007877 POLLOCK, JONATHAN	TRAVEL ADVANCE		TRAVEL ADVANCE	106.50
						Total : 106.50
163484	8/26/2015	0007927 PORTLAND ECONOMIC DEVELOPMENT	CHMFBJGICY3GD		REGISTRATION/MAZZOLI	495.00
						Total : 495.00
163485	8/26/2015	0000730 POWELL, JANIS	1		DRIVING SERVICES	120.00
						Total : 120.00
163486	8/26/2015	0000746 PUGET SAFETY EQUIPMENT	0027886-IN 0028097-IN 0028110-IN		VESTS SOLE/RATCHET/HARDHAT GLOVES	539.89 156.04 462.00
						Total : 1,157.93
163487	8/26/2015	0000743 PUGET SOUND ENERGY	200000136776 200000881421 200000919684 200000947859 200001097589 200001884218 200002036164 200002036719 200002037097 200002037261 200002037501 200002170617 200002511539 200002723381 200003267636 200003459654 200004342099 200004562878 200004856627 200005263310 200005461666		ELECTRICITY/1301 SE CATALINA DR ELECTRICITY/1500 S BEEKSMA DR DIS ELECTRICITY/1501 SE CITY BEACH ST ELECTRICITY/CITY SHOP ELECTRICITY/1500 S BEEKSMA DR EB/ ELECTRICITY/1888 NE 5TH AVE PUMP ELECTRICITY/30505 ST ROUTE 20 ELECTRICITY/34777 STATE ROUTE 20 ELECTRICITY/2000 SW SCENIC HEIGH' ELECTRICITY/1780 SW SPRINGFIELD C ELECTRICITY/3285 SW SCENIC HEIGH' ELECTRICITY/552 NW CLIPPER DR ELECTRICITY/2075 SW FT ELECTRICITY/1500 S BEEKSMA DR CM ELECTRICITY/1000 SE IRELAND ST ELECTRICITY/1957 FORT NUGENT RD I ELECTRICITY/650 NE 7TH AVE SEWAGI ELECTRICITY/800 SE MIDWAY BLVD LI ELECTRICITY/1577 NW 8TH AVE ELECTRICITY/SMITH PARK ELECTRICITY/1500 S BEEKSMA DR WK	38.66 1,058.19 10.21 2,063.12 12.78 13.54 139.22 61.56 20.33 11.04 75.12 10.21 94.80 226.82 14.97 152.64 28.23 105.54 10.21 10.30 16.29

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163487	8/26/2015	0000743	PUGET SOUND ENERGY			
			(Continued)			
			200005643446		ELECTRICITY/NEIL PK & HOLLAND GAF	31.70
			200005933094		ELECTRICITY/700 SE PIONEER WAY LA	5,465.15
			200006103952		ELECTRICITY/5941 STATE ROUTE 20	12.70
			200007824192		ELECTRICITY/75 SE JEROME ST	10.21
			200008386993		ELECTRICITY/FABER ST & HARVEST D	10.83
			200008816189		ELECTRICITY/ANNEX	14.02
			200010322895		ELECTRICITY/2330 SW ROSARIO PL	39.95
			200010499248		ELECTRICITY/1948 NW CROSBY AVE	96.21
			200010499446		ELECTRICITY/1661 NE 16TH AVE SWRS	16.80
			200010530240		ELECTRICITY/651 SE BAYSHORE DR LI	67.69
			200010530802		ELECTRICITY/1601 SE CITY BEACH ST	40.88
			200010531024		ELECTRICITY/940 SE PIONEER WAY CA	155.39
			200010531172		ELECTRICITY/1300 NE BIG BERRY LOC	10.92
			200010531354		ELECTRICITY/1500 S BEEKSMA DR CAI	124.94
			200010531941		ELECTRICITY/800 SE DOCK ST	87.56
			200010699706		ELECTRICITY/1500 S BEEKSMA DR BAI	114.43
			200011316839		ELECTRICITY/SR 20 & 650 AV W	795.04
			200011551930		ELECTRICITY/ADULT CARE CENTER	32.00
			200011579964		ELECTRICITY/285 SE JEROME ST	31.98
			200012220337		ELECTRICITY/128 E WHIDBEY AVE	10.22
			200012278087		ELECTRICITY/FIRE STATION	1,358.64
			200012838765		ELECTRICITY/PIONEER PARK	18.59
			200013370750		ELECTRICITY/MARINA	5,509.37
			200013734963		ELECTRICITY/672 CHRISTIAN RD PUMI	2,823.81
			200013968405		ELECTRICITY/1540 SE PIONEER WAY L	105.95
			200014151886		ELECTRICITY/1370 SE DOCK ST	48.11
			200014366534		ELECTRICITY/700 AV W & 80 NW	290.18
			200014596478		ELECTRICITY/CITY HALL	1,038.68
			200015399153		ELECTRICITY/1678 SW 8TH AVE	10.22
			200015618321		ELECTRICITY/600 NE 7TH AVE	103.14
			200015685833		ELECTRICITY/287 SE CABOT DR SWRF	65.96
			200017255619		ELECTRICITY/690 SW HELLER RD WTF	342.87
			200017441482		ELECTRICITY/CITY BEACH PARK	1,447.18
			200017575347		ELECTRICITY/1367 NW CROSBY AVE S	92.62
			200017653656		ELECTRICITY/3300 OLD GOLDIE RD PL	66.97
			200017654415		ELECTRICITY/1000 SW THORNBERRY I	161.82

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163487	8/26/2015	0000743 PUGET SOUND ENERGY	(Continued)			
			200017853025		ELECTRICITY/2081 NE 9TH AVE SWRPM	11.64
			200017968427		ELECTRICITY/POLICE STATION	3,165.96
			200019043344		ELECTRICITY/90 SE PIONEER WAY LIG	44.03
			200019500517		ELECTRICITY/1137 NW KATHLEEN DR I	51.72
			200020179194		ELECTRICITY/626 CHRISTIAN RD	10.41
			200020235012		ELECTRICITY/SENIOR CENTER	1,124.17
			200020308330		ELECTRICITY/1500 S BEEKSMA DR KIT	11.19
			200022441113		ELECTRICITY/980 SW MCCROHAN ST I	25.99
			200023231067		ELECTRICITY/945 E WHIDBEY AVE #B	18.83
			200023360569		ELECTRICITY/700 W HELLER RD TRAFI	51.15
			200024715845		ELECTRICITY/1285 NE TAFTSON ST LF	31.94
			200025075157		ELECTRICITY/33500 STATE ROUTE 20	174.22
			20007702943		ELECTRICITY/700 AV W & MIDWAY	124.83
			220000598098		ELECTRICITY/2725 NE GOLDIE ST	111.28
			220002244337		ELECTRICITY/END OF GUN CLUB RD	4.59
			220003651407		ELECTRICITY/101	547.67
			220003735804		ELECTRICITY/275 SE PIONEER WAY	1,128.40
			220005593946		ELECTRICITY/1770 NE GOLDIE ST PUM	15.19
			220005790955		ELECTRICITY/301 SE PIONEER WAY	205.56
			220007681624		ELECTRICITY/2900 N OAK HARBOR RD	43.29
			300000005003		ELECTRICITY/PARKS	394.33
			300000007421		ELECTRICITY/STREET LIGHTS	13,421.08
			300000007421		ELECTRICITY/FAIRWAY POINT	64.48
			300000009906		ELECTRICITY/PARKS	25.25
			300000010409		ELECTRICITY/PARKS	62.76
			300000010458		ELECTRICITY/INTERSECTION MIDWAY	196.08
			300000010516		ELECTRICITY/MIDWAY BLVD	134.96
					Total :	46,027.51
163488	8/26/2015	0007923 RATHKOPF, SCHELLEN	1641		MOORAGE REFUND	247.99
					Total :	247.99
163489	8/26/2015	0001210 RECREATION & PARKS	566		2015 PLAYGROUND MAINTENANCE TR	399.00
					Total :	399.00
163490	8/26/2015	0007885 REDNECK PROPERTIES, LLC	083115		SEP 2015/PARKING LOT RENTAL	1,650.00

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163490	8/26/2015	0007885 0007885 REDNECK PROPERTIES, LLC	(Continued)			Total : 1,650.00
163491	8/26/2015	0000965 REVENUE, WASHINGTON STATE DEPT OF	081915		UNCLAIMED PROPERTY	813.26
						Total : 813.26
163492	8/26/2015	0000781 SAFEWAY	805404		GROCERIES	21.99
						Total : 21.99
163493	8/26/2015	0007800 SEBRIS BUSTO JAMES	58905		PROF SVC/BARGAINING	644.00
						Total : 644.00
163494	8/26/2015	0000852 SENIOR CENTER PETTY CASH	082115		PETTY CASH	215.99
						Total : 215.99
163495	8/26/2015	0003783 SHERWIN-WILLIAMS CO	2290-4		PAINT	27.12
						Total : 27.12
163496	8/26/2015	0000822 SHRED-IT USA, INC	9406714219		SHREDDING	68.04
						Total : 68.04
163497	8/26/2015	0000814 SKAGIT FARMERS SUPPLY	432540 433061		FENCE POST WINTER MIX/HERBICIDE	14.12 1,341.35
						Total : 1,355.47
163498	8/26/2015	0000833 SKAGIT HYDRAULICS	135103		TOP BRG/WIPER/VEE SET	439.41
						Total : 439.41
163499	8/26/2015	0000876 SKAGIT VALLEY COLLEGE	37753		REGISTRATION/POLLOCK/WADE	108.00
						Total : 108.00
163500	8/26/2015	0007890 SMARSH, INC	INV00093028		ARCHIVING PLATFORM	198.00
						Total : 198.00
163501	8/26/2015	0000843 SOLID WASTE SYSTEMS, INC	0079077-IN		VALVE	231.86
						Total : 231.86
163502	8/26/2015	0000846 SOUND PUBLISHING	746418 WCW650146		JUL 2015/PUBLICATIONS-ACCT#801256 CITY NOTICES	338.02 82.24

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163502	8/26/2015	0000846 SOUND PUBLISHING	(Continued) WCW650360 WCW651692		SUMMARY OF ORDS 1712 AND 1739 MARITIME DISTRICT ZONING REGULA	57.32 48.59 Total : 526.17
163503	8/26/2015	0000851 SPRINT	182311697		LONG DISTANCE	5.97 Total : 5.97
163504	8/26/2015	0004203 SRV CONSTRUCTION, INC	1		PROF SVC/AULT FIELD BOOSTER PUM	61,361.36 Total : 61,361.36
163505	8/26/2015	0003883 STAPLES BUSINESS ADVANTAGE	3273850820 3273850821 3273850822 3273850823 3273850824 3273850825 3273850826 3274406998 3274406999 3274407002		LABELS PRINTER CREDIT PRINTER PRINTER PRINTER TONER/CARD STOCK HOOK/CLEANER/PRINTS TONER PAPER	10.89 326.09 -114.99 326.09 326.09 500.00 507.60 39.32 75.21 47.65 Total : 2,043.95
163506	8/26/2015	0005786 STOWES SHOES & CLOTHING	0009568		BOOTS/CAUFFMAN	165.96 Total : 165.96
163507	8/26/2015	0004050 SUMMIT LAW GROUP	75005		ARBITRATION	56.00 Total : 56.00
163508	8/26/2015	0000874 SURETY PEST CONTROL	1071102 1071471		PEST EXTERMINATION PEST EXTERMINATION	54.35 59.79 Total : 114.14
163509	8/26/2015	0007922 SWAN, ALAN	1		TRAVEL REFUND	19.00 Total : 19.00
163510	8/26/2015	0007924 TROUTNER, CHRIS	2145		MOORAGE REFUND	103.39

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163510	8/26/2015	0007924 0007924 TROUTNER, CHRIS	(Continued)			Total : 103.39
163511	8/26/2015	0000923 UNITED PARCEL SERVICE	0000A0182W305		SHIPPING	44.40
						Total : 44.40
163512	8/26/2015	0000932 VERIZON WIRELESS	9750325654		CURRENT COMM CHARGES	4,855.08
						Total : 4,855.08
163513	8/26/2015	0006853 WEED, GRAAFSTRA & BENSON, INC, LAW O	38		PROF SVC/GENERAL	10,341.16
						Total : 10,341.16
163514	8/26/2015	0001039 WESTERN PETERBILT, INC	S859387 S859388 S860543 SA766861 T699906		RADIATOR HOSE/ISOLATER/GASKET CORE SWITCH HOSE WATER VALVE ASSY	633.12 122.29 116.73 145.58 196.30
						Total : 1,214.02
163515	8/26/2015	0001000 WHIDBEY AUTO PARTS, INC.	256930 257449 257453 257525 257944		WELD CAP FILTER FILTER FILTER CLEANER	14.12 8.83 8.83 6.27 13.67
						Total : 51.72
163516	8/26/2015	0001005 WHIDBEY GENERAL HOSPITAL	WAC04993 WAD44416 WAD44673		INMATE SERVICES INMATE SERVICES INMATE SERVICES	2,100.35 374.85 710.60
						Total : 3,185.80
163517	8/26/2015	0001017 WHIDBEY PRINTERS	47929		CAMPING REMITTANCE ENVELOPES	695.68
						Total : 695.68
131 Vouchers for bank code : bank						Bank total : 778,524.14
131 Vouchers in this report						Total vouchers : 778,524.14

vchlist
08/26/2015 9:00:14AM

Voucher List
City of Oak Harbor

Bank code : bank

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>PO #</u>	<u>Description/Account</u>	<u>Amount</u>
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Voucher List
City of Oak Harbor

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163518	8/27/2015	0001799 ACORN PROPERTY MANAGEMENT	Ref000226514		UB Refund Cst #00122327	119.72
					Total :	119.72
163519	8/27/2015	0001694 CHONG, RICHARD A	Ref000226520		UB Refund Cst #00152910	122.32
					Total :	122.32
163520	8/27/2015	0004906 CHURCHILL RENTAL	Ref000226519		UB Refund Cst #00137930	75.78
					Total :	75.78
163521	8/27/2015	0007915 CLAIR, CHERYL	Ref000226518		UB Refund Cst #00126897	133.67
					Total :	133.67
163522	8/27/2015	0007917 HOWELL, JACOB	Ref000226522		UB Refund Cst #00164208	22.24
					Total :	22.24
163523	8/27/2015	0007914 JOHNSON, JAMES/DEANNA	Ref000226516		UB Refund Cst #00123894	15.28
			Ref000226517		UB Refund Cst #00123894	79.19
					Total :	94.47
163524	8/27/2015	0000483 KOETJE AGENCY	Ref000226515		UB Refund Cst #00122785	117.12
					Total :	117.12
163525	8/27/2015	0007916 MCFARLONE, DIEDRE	Ref000226521		UB Refund Cst #00161123	162.23
					Total :	162.23
163526	8/27/2015	0007853 MCNEILL, TAYLOR	Ref000224640		UB Refund Cst #00164837	127.06
					Total :	127.06
163527	8/27/2015	0007918 MOORE, SAMANTHA	Ref000226527		UB Refund Cst #00168277	81.22
					Total :	81.22
163528	8/27/2015	0000973 WALDRON CONSTRUCTION	Ref000226524		UB Refund Cst #00166802	107.88
			Ref000226525		UB Refund Cst #00166803	107.88
			Ref000226526		UB Refund Cst #00166804	119.43
					Total :	335.19
163529	8/27/2015	0007913 ZIMMERMAN, ISAAC	Ref000226523		UB Refund Cst #00165014	60.29

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
163529	8/27/2015	0007913	0007913 ZIMMERMAN, ISAAC		(Continued)	Total : 60.29
12 Vouchers for bank code : bank						Bank total : 1,451.31
12 Vouchers in this report						Total vouchers : 1,451.31

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

Bill No. C/A 4.c
Date: September 1, 2015
Subject: Purchase Authorization-Marina
Pump Station

FROM: Cathy Rosen, Public Works Director

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- Scott Dudley, Mayor
- Larry Cort, City Administrator
- Doug Merriman, Finance Director
- Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

A motion authorizing staff to purchase one (1) pump station for the Marina in the amount of \$14,127.00 from Triple “D” Pump Company, Inc.

BACKGROUND / SUMMARY INFORMATION

Included in the 2015-2016 biennial budgets are funds to replace the pump station located at the Marina. This pump helps transport the sewage generated at the Marina to the City’s sewage system. This is the original pump station and is approximately 40 years old.

Over the years, many of the components have been replaced by staff. The items replaced include the pumps, floats, piping, and wiring. In addition, structural component have been replaced and other components are in dire need of replacement. For example, the steel tank is nearly rotted through.

Staff has researched multiple replacements and quotes have been obtained, which have been included for your review below:

Vendor	Price
Triple “D” Pump Company, Inc.	\$14,127.00
Whitney Equipment Company, Inc.	\$20,982.00
Correct Equipment, Inc.	\$22,810.00

Formal bids are not required for this purchase.

Staff is recommending the replacement of the pump station due to the deteriorating condition and recommends accepting the lowest most responsible quote, which has been submitted in by Triple “D”

Pump Company, Inc.

LEGAL AUTHORITY

FISCAL IMPACT

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

This item was reviewed at the City Council workshop on August 26, 2015.

ATTACHMENTS

1. [Triple "D" Pump Company, Inc. Quote](#)
2. [Pump Station Picture](#)

TRIPLE "D"

Pump Company, Inc.
254-772-7623



Water & Sewage Pumps
Complete Systems
Sales & Service

301 Cotton, Waco 76712
Fax 254-772-2924

June 9, 2015

QUOTATION

Steve Bebee

Email: sbebee@oakharbor.org
Ph: 360-279-4764

DUPLEX LIFT STATION – EXPLOSION PROOF

Rated Capacity: 45 GPM

Rated Head: 42 Ft.

Electrical Service: 3PH, 460 Volt

Item #	Qty	Description
1	2	GRP19/3 FM, 3PH, 460 Volt, UL Listed Explosion Proof, W/ Stand, HOMA
3	1	Duplex Control Panel, Complete W/ Red Flashing High Level Alarm Light, Intrinsically Safe Float Circuit, UL 698A Listed, NEMA 4X Enclosure
4	1	Float Control Bracket, SST T304
2	4	GSE30N/O Float Controls, 30 Ft.
5	1	C1R42 W/ 18" X 29" Access Cover W/ Vent
6	1	36" Dia. X 5' Deep FRP Fiberglass Basin W/ Anti-Flotation Ring, Open Top W/ 3" Flg., (2) Lifting Lugs
7	2	1 1/4" Dia. X 60" PVC, Sch 80 Pipe
8	4	1 1/4" 90 Degree Elbows, PVC Sch 80
9	2	1 1/4" X 3" Nipple, PVC Sch 80
10	2	1 1/4" Check Valve, Brass
11	2	1 1/4" Union, PVC Sch 80
12	6	1 1/4" X 5.5" Long PVC Pipe
13	2	1 1/4" Gate Valve, Brass
14	2	2" X 1 1/4" Bushing, PVC
15	1	2" Tee
16	1	2" (By Contractor) Item of Freight and Delivery

LOT NET F.O.B. JOBSITE \$12,996.00

Delivery 4 – 6 Weeks

Respectfully,

David C. Miller

Jobs/2015 quotations/oak_harbor



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

Bill No. C/A 4.d
Date: September 1, 2015
Subject: Purchase Authorization- Truck
Replacement Revisions

FROM: Cathy Rosen, Public Works Director

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- Scott Dudley, Mayor
- Larry Cort, City Administrator
- Doug Merriman, Finance Director
- Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

A motion authorizing staff to purchase two Ford F250 ¾ ton trucks and two Ford F350 1 ton trucks from Legacy Ford off of State Contract number 03813 in the amount of \$103,873.74; and,

A motion authorizing staff to purchase one Ford F450 cab and chassis from Columbia Ford Nissan through State Contract number 03813 in the amount of \$34,383.00.

BACKGROUND / SUMMARY INFORMATION

On May 5, 2015, City Council authorized staff to replace seven (7) pick-up trucks from the State contract. The order was placed the following day. On July 16, 2015, staff was notified by the vendors that the 2015 models that we ordered are no longer being made and that we needed to re-order 2016 model trucks through State Contract number 03813. Unfortunately, the 2016 models are more expensive for the Ford F350's and the Ford F450, however the price for F250's is lower.

In addition, the pricing for the two (2) Chevrolet Colorado 2WD trucks has not opened up; therefore, they cannot be ordered at this time. Once pricing is available, staff will be able to place the order if the pricing did not increase. If the price has increased, then we will be coming back to City Council for another revision of the price total.

A chart of the price increase/decrease has been included below for your review:

<u>Number</u>	<u>New Truck</u>	<u>Previous Amount</u>	<u>Current Amount</u>	<u>Difference</u>
77	2016 Ford F350 1 ton 2WD	\$ 25,564.44	\$ 26,809.00	\$ 1,244.56
18	2016 Ford F250 3/4 ton 2WD	\$ 25,526.43	\$ 25,127.87	\$ (398.56)
7	2016 Ford F250 3/4 ton 2WD	\$ 25,526.43	\$ 25,127.87	\$ (398.56)
14	2016 Ford F350 1 ton 2WD	\$ 25,564.44	\$ 26,809.00	\$ 1,244.56
19	2016 Ford F450 2WD Cab & Chassis	\$ 32,781.00	\$ 34,383.00	\$ 1,602.00
87	2016 Chevy Colorado 2WD	\$ 23,256.00	unknown	unknown
10	2016 Chevy Colorado 2WD	\$ 23,256.00	unknown	unknown

Therefore, staff is requesting authorization for the same truck replacements with revised pricing as noted above. Funds are available in the Equipment Replacement fund to cover the increased costs.

LEGAL AUTHORITY

FISCAL IMPACT

Funds Required: \$140,256.73

Appropriation Source: 502.10.594.018.6400

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

This item was reviewed at the City Council workshop on August 26, 2015.

ATTACHMENTS

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

Bill No. C/A 4.e
Date: September 1, 2015
Subject: Purchase Authorization-Front Load
Refuse Trucks

FROM: Cathy Rosen, Public Works Director

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- Scott Dudley, Mayor
- Larry Cort, City Administrator
- Doug Merriman, Finance Director
- Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

A motion to authorize the use of the “piggyback” statute per RCW 39.34 to purchase:

- One dual drive Autocar/Witke front load refuse truck with curotto can; and
- One left hand drive Autocar/Witke front load refuse truck

from the City of Tacoma’s bid in the amount of \$631,174.00.

BACKGROUND / SUMMARY INFORMATION

The City currently utilizes two front load refuse trucks for commercial pick up. They are used Monday through Friday, five days a week. They were purchased in 2008 and have a seven year life cycle. These trucks have been evaluated for replacement and the repair and maintenance reports analyzed.

A sound maintenance program is an important part of the management of public equipment and there comes time when maintenance costs, downtime, and inefficiency become excessive and detract from the organization’s ability to function effectively.

A city fleet is nothing more or less than a tool for the provision of services to the general public by government employees. When the tool wears out, becomes obsolete or requires repetitive upkeep, the agency’s ability to provide necessary services to its customer suffers. An essential component of effective fleet management is the commitment to replace vehicles before service delivery is impaired or diminished.

During the replacement process an Equipment Replacement Review form is completed. It allows staff to determine the vehicle or equipment can be extended without incurring additional repair and maintenance costs, if it can be utilized by another division/department, how often it is being utilized, etc. These questions allow staff to make an informed decision on when replacements should happen. Many vehicles and equipment in the City’s fleet have been extended even though their replacement funds have been met.

The 2015 budget includes funds to replace on front load refuse truck with currotto can and the 2016 budget includes funds to replace one front load refuse truck. The currotto can attachment will allow the front load truck to pick up residential roll carts in the event a side arm truck is out of service.

Staff researched many options and decided to pursue the “piggyback” method to get exactly what was needed. The “piggyback” method is a purchasing tool that allows for intergovernmental purchases and bidding per RCW 39.34.030, another section of the Interlocal Cooperation Act, authorizes cooperative action, including joint purchase by different governmental entities.

In 2014, the City of Tacoma awarded a bid to Western Peterbilt, Inc. for six refuse trucks, which includes the language that allows for joint purchasing. The City of Oak Harbor has had an interlocal in place with the City of Tacoma since 1998 which allows the City to purchase of their awarded bid specifications.

Staff has reviewed the City of Tacoma bid specifications and they meet or exceed our needs.

In addition, trade-in options were requested for the two trucks we are replacing. The trade-in amounts have been provided below:

VENDOR	#62-2001 Peterbilt Witke with currotto can	#71-2008 Peterbilt Labrie/Witke	Grand Total
Western Peterbilt	\$ 6,800.00	\$ 32,500.00	\$ 39,300.00

that the City of Oak Harbor utilize the “piggyback” statute per RCW 39.34 to purchase two (2) Autocar/Witke refuse trucks from the City of Tacoma’s bid. This bid allows for two makes on the cab and chassis and they are Peterbilt or Autocar. It also allows for multiple body types and options, such as the currotto can.

The cost comparison for two trucks has been included for your review below:

	Autocar	Peterbilt
Dual Drive	\$ 300,165	\$ 278,843
LH Drive	\$ 289,077	\$ 263,347
Currotto Can	\$ 28,586	\$ 28,586
Less Trade	\$ (39,300.00)	\$ (39,300.00)
SUBTOTAL	\$ 578,528	\$ 531,476
Taxes	\$ 52,646	\$ 48,364
GRAND TOTAL	\$ 631,174	\$ 579,840

The price difference between these two makes is significant at \$51,333.56. However, staff has determined that due to the amount of repairs, downtime and lack of service the City has experienced with the Peterbilt over the last five years, the change to the Autocar is worth the extra consideration. In addition, the added safety features of the Autocar which include sit-down right hand drive, two step cab entry/exit, greater visibility from the cab, transmission assist and shorter turning radius along with superior customer service in the industry support the increased cost.

If approved, staff will be bringing forward an agenda bill at the next City Council meeting to hold a public hearing in order to surplus the trade-in vehicles.

Funding: The funding for the two replacement trucks has been set aside in the Equipment Rental Replacement Fund.

Justification: Proposed in the 2015-2016 biennial budget is the replacement of two 2008 front load refuse trucks and one 2001 currotto can attachment.

LEGAL AUTHORITY

FISCAL IMPACT

Funds Required: \$631,174.00

Appropriation Source: 502.10.594.018.6400

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

This item was reviewed at the City Council workshop on August 26, 2015.

ATTACHMENTS

1. [Criteria Scoring Sheet #61](#)
2. [Criteria Scoring Sheet #71](#)
3. [Agreements to ride-on the City of Tacoma Bid-Refuse Truck-ES14-0170F](#)
4. [Workshop Presentation](#)

CRITERIA SCORING FOR REPLACING CITY VEHICLES AND EQUIPMENT

Vehicle # 61 Department: FD Division: JD

Model Year: _____ Make: Pedibus
 Model: 2008 late model

Meter Reading : _____
 Age: _____ Age on : 7/2015
 Class # 8/2015
 Class Description _____
 Life Expectancy in Months 84 Age-Points: 7

Age: Meets requirements

Usage:	Estimated miles of hours on 5/1/2012:	Meter Type:	Usage Type:
<u>Usage Guidelines *</u>			
A	Police patrol vehicles	120,000	Miles
B	Heavy duty trucks	55,000	Miles
C	Light duty	2,000	Hours
D	Heavy Equipment	5,000	Hours
E	Misc. smaller equipment	325	Hours
F	All other vehicles	75,000	Miles
G	Trailer/non-metered	0	No Meter

Misc Hours 72089
4548
458601

Usage- Points: 7

Usage: Meets Requirements

Condition:

Type of Service: 5 if very heavy or demanding service, 1 if light admin Points: 5
 Reliability: Ratio of repair occurrences: last 12 months vs. second 12 months Points: 2
 Condition: Engine, transmission, differential, sheet metal & rust, electrical, structural integrity, & other major components, plus anticipated major repairs projected to occur in next FY. Points: 3

Condition: Meets requirements (=> 8.0 points)

Condition: Total Points

10

Repair Costs:

Original Purchase Cost: \$ 230,810.00
 LTD Repair Cost: \$ 118,420.45
 Repair History: Meets Requirements: (>= 2.5)

Repair History- Total Points

2

*MILEAGE AND/OR HOURS USED ALONE ARE NOT A VALID INDICATION OF VEHICLE OR COMPONENT WEAR DUE TO IDLING AND OTHER SPECIAL USES OF EQUIPMENT

TOTAL POINTS NEEDED: 23 TOTAL POINTS SCORED: 26 Replacement Approved

Replacement Denied

Meets at Least 3 of 4 Requirements:

Fleet Services Manager [Signature] Date 8/25/15

CRITERIA SCORING FOR REPLACING CITY VEHICLES AND EQUIPMENT

Vehicle # 71 Department: PO Division: SW

Model Year: 2008 Make: Pelican
 Model: 2008 Lebi/wifke
 Meter Reading: 758/2015 84

Age: Age on: 8/20/15 84 Age-Points: 7
 Class #: 8
 Class Description: 84
 Life Expectancy in Months: 84

Age: Meets requirements

Usage:	Estimated miles of hours on 5/1/2012:	Meter Type:	Usage Type:
Usage Guidelines *			
A	Police patrol vehicles	120,000	Miles
B	Heavy duty trucks	55,000	Miles
C	Light duty	2,000	Hours
D	Heavy Equipment	5,000	Hours
E	Misc. smaller equipment	325	Hours
F	All other vehicles	75,000	Miles
G	Trailer/non-metered	0	No Meter

~~HS~~ 6933
 per 82, ~~887~~

Usage- Points: 8

Usage: Meets Requirements

Condition:
 Type of Service: 5 if very heavy or demanding service, 1 if light admin Points: 5
 Reliability: Ratio of repair occurrences: last 12 months vs. second 12 months Points: 2
 Condition: Engine, transmission, differential, sheet metal & rust, electrical, structural integrity, & other major components, plus anticipated major repairs projected to occur in next FY. Points: 3

Condition: Meets requirements (=> 8.0 points)

Condition: Total Points 10 ✓

Repair Costs:
 Original Purchase Cost: \$ 233,170.00
 LTD Repair Cost: \$ 135,810.27

Repair History- Total Points 2

Repair History: Meets Requirements: (>= 2.5)

*MILEAGE AND/OR HOURS USED ALONE ARE NOT A VALID INDICATION OF VEHICLE OR COMPONENT WEAR DUE TO IDLING AND OTHER SPECIAL USES OF EQUIPMENT

TOTAL POINTS NEEDED: 23 TOTAL POINTS SCORED: 27 Replacement Approved ✓

Replacement Denied

Meets at Least 3 of 4 Requirements:

Fleet Services Manager [Signature] Date 8/20/15



WESTERN PETERBILT, INC.

3801 Airport Way South
Seattle, Washington, 98108
(206) 624-7383



July 8, 2015

Sandra Place
City of Oak Harbor
Budget & Purchasing Specialist
865 SE Barrington Drive
Oak Harbor, WA 98277

Steve Bebee
City of Oak Harbor
Operations Manager
865 SE Barrington Drive
Oak Harbor, WA 98277

REF: AGREEMENT FOR RIDE-ON TO THE CITY OF TACOMA
BID-REFUSE TRUCK –ES14-0170F.

Western Peterbilt, Inc. would like to formally extend all bid prices, terms, and conditions to the City of Oak Harbor for the purchase of (2) two Residential Front Loader Refuse Trucks through a bid extension with the City of Tacoma, reference ES14-0170F. All conditions that applied to this bid will apply to this extension.

Following, please find the breakdown of the base prices and options:

-2016 Autocar ACX64 LH Drive Commercial Front loader Chassis per the City of Oak Harbor specifications. Current list price \$215,950.00.00 minus 21% discount of \$45,349.50 for a total of \$170,600.50.	\$ 170,600.50
-2015 Labrie-Wittke WIT 40 Starlight Commercial Front Loader body per the City of Oak Harbor specifications. Current list of \$127,393.55 minus 7% discount of \$8917.55 for a total of \$118,476.00.	<u>\$ 118,476.00</u>
Sub Total per unit	<u>\$ 289,076.50</u>
	X 2
Price for two (2) units extended	<u>\$ 578,153.00</u>

3801 Airport Way South
Seattle, WA, 98108
(206) 624-7383
FAX: (206) 340-0416
1-800-255-7383

2028 Rudkin Rd.
Yakima, WA, 98909
(509) 453-3700
FAX: (509) 457-0702
1-800-734-7383

3443 20th Street, E.
Fife, WA, 98424
(253) 922-7383
FAX: (253) 927-7931
1-800-439-7383

15330 Smokey Point Blvd
Marysville, WA, 98271
(360) 659-7383
FAX: (360) 659-1705
1-888-755-7383

6214 E Broadway
Spokane, WA, 99212
(509) 535-4241
FAX: (509) 536-3949
1-800-572-6219

1435 E. Hillsboro St.
Pasco, WA, 99301
(509) 545-3700
FAX: (509) 545-1454
1-888-330-7383

2200 Spar Ave.
Anchorage, AK, 99501
(907) 276-2020
FAX: (907) 276-2164

Washington State Sales Tax(9.1%)

\$ 52,611.92

Total

\$ 630,764.92

=====

Again, all other terms, prices, delivery quotations and all conditions will remain the same as this Tacoma bid. Please see the attached bid documentation.

Thank you for the opportunity to earn your business!

Stu Fox

Stu Fox
Director of Refuse Sales
Western Peterbilt, Inc.



WESTERN PETERBILT, INC.

3801 Airport Way South
Seattle, Washington, 98108
(206) 624-7383



July 8, 2015

Sandra Place
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Budget & Purchasing Specialist
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REF: AGREEMENT FOR RIDE-ON TO THE CITY OF TACOMA
BID-REFUSE TRUCK –ES14-0170F.

Western Peterbilt, Inc. would like to formally extend all bid prices, terms, and conditions to the City of Oak Harbor for the purchase of (2) two Residential Front Loader Refuse Trucks through a bid extension with the City of Tacoma, reference ES14-0170F. All conditions that applied to this bid will apply to this extension.

Following, please find the breakdown of the base prices and options:

-2016 Autocar ACX64 Dual Drive Right Hand Stand-Up Residential Front Loader Chassis per the City of Oak Harbor specifications. Current list price \$219,865.00.00 minus 21% discount of \$46,171.65 for a total of \$173,693.35. \$ 173,693.35

-2015 Labrie-Wittke WIT 40 Starlight Residential Front Loader body per the City of Oak Harbor specifications. Current list of \$135,991.40 minus 7% discount of \$9,519.40 for a total of \$126,572.00. \$ 126,472.00

Sub Total per unit \$ 300,165.35

Price for two (2) units extended X 2
\$ 600,330.70

3801 Airport Way South
Seattle, WA, 98108
(206) 624-7383
FAX: (206) 340-0416
1-800-255-7383

2028 Rudkin Rd.
Yakima, WA, 98909
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1-888-330-7383

2200 Spar Ave.
Anchorage, AK, 99501
(907) 276-2020
FAX: (907) 276-2164

-2015 Curotto Can SLMNEGL per the City of Oak Harbor Specifications. Current list price of \$30,737.63 minus 7% Discount of \$2,151.63 for a total of \$28,586.00 (one unit)	\$ <u>28,586.00</u>
Sub Total	\$ 628,916.70
Washington State Sales Tax(9.1%)	\$ <u>57,231.42</u>
Total	\$ 686,148.12 =====

Again, all other terms, prices, delivery quotations and all conditions will remain the same as this Tacoma bid. Please see the attached bid documentation.

Thank you for the opportunity to earn your business!

Stu Fox

Stu Fox
 Director of Refuse Sales
 Western Peterbilt, Inc.

SOLID WASTE TRUCK PURCHASE

City Council Workshop

68
August 26, 2015

REQUEST TO REPLACE TWO FRONT LOAD GARBAGE TRUCKS

- Seeking authorization to purchase two (2) new front load solid waste trucks
- Replacing
 - 2008 Dual drive Peterbilt with Currotto Can attachment
 - 2008 Left hand drive Peterbilt
- Trucks are on the road nearly 5 days/week and meet the replacement criteria
- 2015-16 Budget includes \$590,000 for replacements
 - Equipment Rental Replacement Fund has \$779,443.75
- Utilize interlocal purchasing agreement with Tacoma

ANATOMY OF A SOLID WASTE TRUCK

- Cab and Chassis
 - Engine
 - Drive train
- Body
 - Hopper
 - Compactor
 - Forks/ sidearm for picking up solid waste containers
- Attachments
 - Currotto can – allows front load truck to pick up residential roll carts
- Purchase contract with cab and chassis manufacturer who then contracts with body manufacturer

BACKGROUND

- Peterbilt cab and chassis for solid waste vehicles since 1999
- Front Load trucks have used Witke/Labrie bodies for more than 15 years
- Mechanical/reliability issues with cab/chassis on four of five Peterbilt vehicles purchased since 2011
 - Negatively affects productivity
- Staff researched other cab/chassis options available

MECHANICAL HISTORY 2012 PETERBILTS

- In 2011 the City purchased three (3) 2012 Peterbilts
 - Truck 74
 - Truck 75
 - Truck 76
- Two trucks arrived with quality/mechanical issues
 - Truck 74 had 14 issues
 - Truck 75 had 18 issues
 - City refused to take delivery due to concerns
- Peterbilt repaired
 - Took 2+months before City could take delivery of vehicles

MECHANICAL HISTORY

2015 PETERBILTS

- Purchased two (2) 2015 Peterbilts – delivered mid 2014
 - Truck 45
 - Truck 46
- Both have required significant warranty work
 - Truck 46 has unresolved issue
 - At City request, Peterbilt has extended warranty due to unresolved issue

MECHANICAL HISTORY

2015 PETERBILTS

- **2014**
 - **Truck 45**
 - 18.5 hours by City staff
 - Sent to Peterbilt twice
 - **Truck 46**
 - 45.5 hours by City staff
 - Sent to Peterbilt twice
- **2015 to date**
 - **Truck 45**
 - 2 hours by City staff
 - **Truck 46**
 - 32.5 hours by City staff
 - Sent to Peterbilt twice
 - Still not resolved
- **Peterbilt provides a credit for all warranty work performed by City staff**
- **Travel time to/from Peterbilt not covered under warranty work**

CAB/CHASSIS OPTIONS

- **Peterbilt**
 - **Current fleet**
 - Standardized inventory
 - Staff knowledge/experience
 - Reliability concerns
 - Customer service/support concerns
- **Autocar**
 - Strong recommendations from other municipal users
 - Safety features not available on others
 - Customer service/support not offered by others
 - New to City
- **Mack**
 - No dealers in Washington
 - No municipal solid waste operations in state

PETERBILT



SAFETY FEATURES OFFERED BY AUTOCAR NOT AVAILABLE ON PETERBILT

- Safety
 - Sit down dual drive
 - Two step cab entry/exit
 - Greater visibility from rear and side windows
 - Greater visibility over the control panel in the cab
 - Transmission assist
 - Slows vehicle without braking
 - Extends life of brakes and tires
 - Shorter turning radius
 - Less backing
 - Future LID streets

CUSTOMER SERVICE/SUPPORT OFFERED BY AUTOCAR

- 15 minute telephone response
- On-line training
- Alerts
- Reimbursement for warranty work performed in-house in the form of a check

BODY

- Have used Witke/Labrie for many years
 - Standardized inventory
 - No operational concerns
 - Satisfied with customer support
- Staff recommends continuing with Witke/Labrie body



ATTACHMENTS: CURROTTO CAN

Allows a front load truck to pick up roll carts used in residential service

INTERLOCAL PURCHASING AGREEMENT WITH TACOMA

- Tacoma solicited bids for front load solid waste trucks in 2014
 - Awarded the contract to Western Peterbilt
 - Also dealer for Autocar
 - Bid included option to purchase either Peterbilt or Autocar
 - Includes Witke body
 - Includes options such as Currotto Can
- City has interlocal purchasing agreement with Tacoma
 - Bidder honors same base price as original bid – 2014 pricing
 - Saves City resources by not having to prepare bid specifications as well as advertising costs

COST COMPARISON-REVISED

Autocar

Dual Drive w/Currotto = \$328,751

Left Hand Drive = \$289,077

Less Trade-in = (\$39,300)

Sales Tax = \$52,646

TOTAL = \$631,174

Peterbilt

Dual Drive w/Currotto = \$307,429

Left Hand Drive = \$263,347

Less Trade-in = (\$39,300)

Sales Tax = \$48,364

TOTAL = \$579,840

SUMMARY

- Staff believes that changing cab and chassis manufacturers makes sense at this time for the following reasons:
 - Ongoing reliability issues with Peterbilt
 - Autocar has unique features that will improve safety
 - Autocar has superior customer service

RECOMMENDATION

Authorize the purchase of:

- One dual drive Autocar cab and chassis with the Witke body and Currotto Can attachment; and
- One left hand drive Autocar cab and chassis with Witke body
- Utilizing the interlocal purchasing agreement with the City of Tacoma

QUESTIONS



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

Bill No. C/A 4.f
Date: September 1, 2015
Subject: Reappoint Ken Hulett and Jeff Malmgren to serve on the Marina Advisory Committee

FROM: Scott Dudley, Mayor

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- Scott Dudley, Mayor
- Larry Cort, City Administrator
- Doug Merriman, Finance Director
- Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

Reappoint Ken Hulett to serve on the Marina Advisory Committee in Position 1 for a three (3) year period, from December 2014 through December 2017.

Reappoint Jeff Malmgren to serve on the Marina Advisory Committee in Position 2 for a three (3) year period, from December 2014 through December 2017.

BACKGROUND / SUMMARY INFORMATION

Ken Hulett was first appointed to the Marina Advisory Committee in March of 2011 and his term expired March 2014.

On October 1, 2013, Jeff Malmgren was appointed to the Marina Advisory Committee to fulfill a vacant and unexpired position, which expired in December of 2014.

LEGAL AUTHORITY

Oak Harbor Municipal Code (OHMC) 2.39.040 authorizes that all Marina Advisory Committee Members be appointed by the Mayor, subject to confirmation by the City Council.

FISCAL IMPACT

N/A

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

Harbor Master Chris Sublet recommends the re-appointment of Ken Hulett and Jeff Malmgren to serve three-year terms on the Marina Advisory Committee.

ATTACHMENTS

City of Oak Harbor
City Council Agenda Bill

Bill No. C/A 4.g
Date: September 1, 2015
Subject: Reappointment of Daisy Sapida
to the Parks Board

FROM: Scott Dudley, Mayor

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- Scott Dudley, Mayor
- Larry Cort, City Administrator
- Doug Merriman, Finance Director
- Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

Reappoint Daisy Sapida to the Parks Board for a one (1) year term, from September 2015 through August 2016.

BACKGROUND / SUMMARY INFORMATION

Daisy Sapida was originally appointment in September of 2010 and her current term expires August of 2015.

LEGAL AUTHORITY

Oak Harbor Municipal Code (OHMC) 2.30.010 authorizes the Mayor to appoint Parks Board Members with the consent of a majority of City Council, to serve one (1) year terms.

FISCAL IMPACT

N/A

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

Staff liaison to the Parks Board Hank Nydam recommends reappointment of Daisy Sapida.

ATTACHMENTS

City of Oak Harbor
City Council Agenda Bill

Bill No. C/A 4.h
Date: September 1, 2015
Subject: Appointment - Robert Olson to
the Police Community Advisory
Board

FROM: Scott Dudley, Mayor

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- Scott Dudley, Mayor
- Larry Cort, City Administrator
- Doug Merriman, Finance Director
- Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

Appoint Robert Olson to serve on the Community Police Advisory Board in Position 10 (Business Owner) for a four (4) year term that ends December of 2018.

BACKGROUND / SUMMARY INFORMATION

If appointed, Robert Olson's term will fulfill the vacant Business Owner position that expires December of 2018.

LEGAL AUTHORITY

Oak Harbor Municipal Code (OHMC) 2.30.050 authorizes the Mayor to appoint all Community Police Advisory Board Members, subject to confirmation by the City Council.

FISCAL IMPACT

N/A

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

None.

ATTACHMENTS

1. [Biography of Robert Olson](#)

Biography Form

Recommended Board Appointment for: Police Community Advisory Board (CAB)

Name: ROBERT OLSON Date: 6/26/2015

Address: 1371 NE 7TH PL

City, State, Zip: OAK HARBOR, WA 98277

Mailing Address (if different): _____

Phone: Home 675 0364 Work 279 2572 Cell _____

Email: OLSONRCL@COMCAST.NET OR WILDBIRD@WHIDBEY.NET

Resident of Oak Harbor/Whidbey Island for: 45 YEARS years/months

Occupation and Place of Employment (if retired, reference previous occupation):

U.S. NAVY (RETIRED) SENIOR CHIEF PETTY OFFICER

OWNER: WHIDBEY WILD BIRD

Local Group or Civic affiliations: NONE AT THIS TIME

Special Interests: FLY FISHING, CAMPING, DESIRE TO MAKE OAK HARBOR
A BETTER PLACE LIVE AND DO BUSINESS.

Other General Comments: RESIDENT OF OAK HARBOR SINCE 1970

BUSINESS OWNER, LOCATED ON PIONEER WAY, SINCE APRIL, 2011

When completed, please return to:

Martha Folsom, Oak Harbor Police Department, 860 SE Barrington Drive, Oak Harbor, WA 98277

City of Oak Harbor
City Council Agenda Bill

Bill No. C/A 4.i
Date: September 1, 2015
Subject: Authorize the Request for
Qualifications (RFQ) for
feasibility study for west side fire
station

FROM: Ray Merrill, Chief of Fire

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- Scott Dudley, Mayor
- Larry Cort, City Administrator
- Doug Merriman, Finance Director
- Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

Authorize the Fire Department to advertise for Request for Qualifications (RFQ) to conduct a feasibility study for the location, design and cost analysis for a new fire station on the west side of the city.

BACKGROUND / SUMMARY INFORMATION

The fire department desires to construct a fire station in the south / southwest area of the city. The current growth patterns both existing and projected, demonstrate a need for this station in order to maintain the required level of service in this area. The department is requesting a feasibility study in order to have a third party demonstrate the need, and to show due diligence in the process. The feasibility study will determine potential locations, design aspects, and project costs. As part of the feasibility study the public will be invited to participate. The study will review current response times as well as project response times upon completion of the fire station.

LEGAL AUTHORITY

N/A

FISCAL IMPACT

At this point the fiscal impact will be the cost of advertising for the requested feasibility study. This is estimated to be at or less than \$500.00. This request for an RFQ is only authorizing the request for and the not entering into an contract for services.

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

This request was discussed at the Council Workshop held August 26, 2015.

ATTACHMENTS

City of Oak Harbor
City Council Agenda Bill

Bill No. C/A 4.j
Date: September 1, 2015
Subject: Authorize the Mayor to sign
Change Order Proposal No. 1
with Department of Enterprise
Services for the Energy
Efficiency Project and amending
the Energy Services Proposal
with Ameresco, Inc.

FROM: Dr. Doug Merriman, Deputy City Administrator/ Finance Director

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- Scott Dudley, Mayor
- Larry Cort, City Administrator
- Doug Merriman, Finance Director
- Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

- 1) Authorize the Mayor to sign Change Order Proposal No. 1 in the amount of \$11,591.40.
- 2) Authorize the Mayor to sign the Adendum to the Energy Services Proposal with Ameresco, Inc.

BACKGROUND / SUMMARY INFORMATION

In July of 2015, Butch Boles, Department of Enterprise Services Energy Savings Performance Contracting (ESCO) coordinator for Oak Harbor, drafted a Change Order Proposal (COP) for the Ameresco Project. Gary Robertson, Operations Manager at Ameresco, Inc. explained that the COP is necessary to comply with a provision in the Washington Administration Code (WAC), which requires that street lighting material sales tax must be included as a line item in public contracts.

On August 20, 2015, I had a phone conference with Gary Robertson and Butch Boles along with Tallie Boyer, Rich Tyhuis, and Anna Thompson. We discussed the particulars of the Change Order Proposal No. 1 and proposed amendment to Ameresco's Energy Services Proposal. During the meeting, our concerns relating to the added sales tax reflected in the Change Order were answered, and all parties were able to reach an understanding that once both the change order and amendment are signed, Ameresco can begin work on the project.

LEGAL AUTHORITY

Washington Administrative Code (WAC) 458-20-171

FISCAL IMPACT

The fiscal impact of this change results in a decrease in the total project cost of \$2,124. The Change Order addresses at what point Washington State sales tax (WSST) is applied to the cost of lighting materials. Lighting materials are assessed WSST at the point of purchase. The remainder of the contract is assessed sales tax based on the total of the contract less lighting materials. In "laymans" terms, this change order merely shifts the appearance of the lighting materials sales tax on the face of the contract schedule from one line to another. Mathematically, the adjustments result in the reduction in the total project cost.

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

On December 17, 2013, Council approved authorized the Mayor to sign the Interagency Agreement with the Washington State Department of Enterprise Services for Energy Conservation Project Management and Monitoring Services.

Link to view the 12/17/13 Council Packet:

http://www.oakharbor.org/get_document.cfm?document=2522

On March 25, 2015 City Council approved the Amendment to the Department of Enterprise Services (DES) Contract for the City energy and lighting upgrade project.

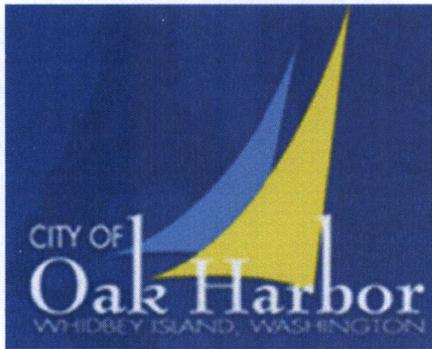
Link to view the 3/25/15 Special Meeting Agenda and Packet:

http://www.oakharbor.org/get_document.cfm?document=4379

ATTACHMENTS

1. [Ameresco, Inc. Energy Services Proposal \(ESP\) - Original Agreement](#)
2. [Addendum to Energy Services Proposal Agreement](#)
3. [Ameresco Change Order Reconciliation](#)
4. [Change Order Proposal \(COP\) No. 1](#)

ENERGY SERVICES PROPOSAL



For: City of Oak Harbor
2013 - 2015 Department of Commerce Energy Efficiency Grants
Oak Harbor, Washington

By: Ameresco, Inc.
- Gary Robertson, Project Manager
- Fritz Feiten, Account Executive
Ameresco Project Number 81096-00

June 20, 2014

Table of Contents

EXECUTIVE SUMMARY 1

 A. SUMMARY & PROPOSED SERVICES 1

 B. PROJECT DESCRIPTION 1

 C. PROJECT BENEFITS 1

 D. GUARANTEES 1

 E. CONCLUSION..... 2

I. FACILITY DESCRIPTION..... 2

II. ENERGY CONSERVATION MEASURES (ECMs) TO BE IMPLEMENTED 2

 A. City Hall 2

 B. Fire Station 2

 C. Marina..... 2

 D. Parks Department..... 2

 E. Public Works..... 3

 F. Police Department 3

 G. Senior Center..... 3

 H. City Owned Street Lighting..... 3

III. ESCO SERVICES 3

IV. PROJECT COSTS 6

 A. MAXIMUM PROJECT COST 6

 B. PROJECT COST TABLE 6

 C. ITEMS INCLUDED IN MAXIMUM PROJECT COST 7

 D. EXCLUSIONS..... 8

 E. CONSTRUCTION CONTINGENCY..... 8

 F. ONGOING SERVICES 8

 G. ACCOUNTING RECORDS 8

 H. RECONCILIATION OF LABOR & MATERIAL COSTS..... 8

V. RECOMMENDATIONS FOR REPLACEMENT OF EXISTING EQUIPMENT 9

VI. STANDARDS OF COMFORT SERVICE..... 9

 A. ILLUMINATION LEVELS..... 9

VII. ESTIMATED ANNUAL SAVINGS AMOUNT AND UTILITY INCENTIVE..... 9

 A. ELECTRICAL..... 9

 B. UTILITY INCENTIVE 9

VIII. METHOD OF CALCULATING ENERGY SAVINGS AND ENERGY COST SAVINGS..... 9

 A. ENERGY AUDIT 9

 B. CALCULATION OF SAVINGS 10

IX. FINANCING..... 10

X.	ENERGY SAVINGS GUARANTEE	10
XI.	ESCO COMPENSATION.....	10
A.	PAYMENTS.....	10
B.	TAX INCENTIVES	10
XII.	TERM OF AGREEMENT	11
XIII.	TERMINATION VALUE.....	11
XIV.	PROJECT SCHEDULE.....	11
XV.	EXTENT OF SUBCONTRACTING	11
XVI.	INSURANCE AND BONDING	11
XVII.	RENEGOTIATION	12
XVIII.	EXHIBITS AND TABLES	12
A.	TABLE 1 FINANCIAL ANALYSIS.....	13
B.	TABLE 2 CASH FLOW	14
C.	TABLE 3 FULL LIST OF MEASURES.....	15
D.	TABLE 4 SELECTED MEASURES.....	16
EXHIBIT 1	Detailed Lighting Audit Calculations (provided electronically)	
EXHIBIT 2	Bond Form (provided separately & incorporated herein)	
EXHIBIT 3	Energy Services Agreement (provided separately & incorporated herein)	

EXECUTIVE SUMMARY

A. SUMMARY & PROPOSED SERVICES

Ameresco is pleased to present this proposal for the implementation of energy efficiency measures for The City of Oak Harbor.

This Proposal follows the outline contained in Section 2 of the Energy Services Agreement. It presents the contractual terms under which Ameresco, The City of Oak Harbor, and the Department of Enterprise Services Energy Program (DES Energy Program) will work together over the term of the project. This Proposal describes the scope, costs, guarantees, and other aspects of the project.

The services in this Proposal include design, construction, system verification, and Measurement and Verification (M&V) services for the first year. Although The City of Oak Harbor will operate and maintain the new equipment, Ameresco will provide important M&V services during the first year to help ensure the predicted savings are achieved. Ongoing M&V services are also offered for an additional cost, at the owner's request.

B. PROJECT DESCRIPTION

The project improves City of Oak Harbor infrastructure while saving energy. This project will upgrade existing lighting with 28-watt T8 fluorescent and LED fixtures at City Hall, the Fire Station, the Marina, Parks, Police Department, Public Works Building interior, and Senior Center.

This project also includes converting all high intensity discharge (HID) city owned street lighting (approximately 253 street lights) to new light emitting diode (LED) lighting.

C. PROJECT BENEFITS

1. Financial Benefits

Table 1 shows project costs, estimated utility incentives, and savings related to this project. The guaranteed maximum project cost is \$743,427. Including sales tax and DES Energy Program project management fees, the total project cost is \$847,705. The estimated utility incentive for the project is \$124,061.

All construction costs will be open book to the Owner, and any cost savings related to savings on the ESCO's (energy services company) labor and material costs will revert to the Owner at the end of the project.

The project will produce over \$62,589 annually in energy savings. The project produces a positive cash flow as shown on Table 1 Financial Analysis in the second year of operation. This is based on The City of Oak Harbor financing \$513,644.

2. Environmental Benefits

In addition to building improvements and energy savings, there is a significant positive impact on the environment as a result of this project. The energy savings produced as a result of this project will directly reduce the amount of power produced by the utilities and reduce CO₂ emissions by over 588,506 lbs. annually.

D. GUARANTEES

Ameresco guarantees that the project cost, related specifically to energy savings and the project scope, will not exceed the maximum price of \$743,427 (project cost before sales

tax and DES Energy Program project management fee). Also, Ameresco guarantees that the project will perform such that electrical savings will not be less than 588,506 kWh per year. This corresponds with 90% of the estimated energy savings.

E. CONCLUSION

This project represents an excellent opportunity for the City of Oak Harbor to improve its facilities while saving energy. The project provides over \$840,000 in facility improvements. Ameresco looks forward to working with the City of Oak Harbor and DES Energy Program in making this project a success.

I. FACILITY DESCRIPTION

Building	Address	Sq. Ft.	Approx. Age	Building Occupancy Schedule
City Hall	865 SE Barrington Drive	14,000	55	9 / 5
Fire Station	855 E Whidbey Ave		20	24 / 7
Marina	1401 Catalina Drive			24 / 7
Parks Department	Various			9 / 5
Police Department	860 SE Barrington Drive	11,000	55	24 / 7
Public Works	1400 16 th Ave		18	9 / 5
Senior Center	51 SE Jerome St		25	12 / 5

II. ENERGY CONSERVATION MEASURES (ECMs) TO BE IMPLEMENTED

A. City Hall

1. Lighting Conservation Measures

- a) ECM-OH-L1: This measure will retrofit or replace existing lighting with 28-watt T8s and LEDs.

B. Fire Station

1. Lighting Conservation Measures

- a) ECM-OH-L2: This measure will retrofit or replace existing lighting with 28-watt T8s and LEDs.

C. Marina

1. Lighting Conservation Measures

- a) ECM-OH-L3: This measure will retrofit or replace existing lighting with 28-watt T8s and LEDs.

D. Parks Department

1. Lighting Conservation Measures

- a) ECM-OH-L4: This measure will retrofit or replace existing lighting with 28-watt T8s and LEDs.
- E. Public Works
 - 1. Lighting Conservation Measures
 - a) ECM-OH-L5: Interior Lighting
This measure will retrofit or replace existing lighting with 28-watt T8s and LEDs.
 - b) ECM-OH-L7: Exterior Lighting
This measure will retrofit or replace existing lighting with 28-watt T8s and LEDs.
- F. Police Department
 - 1. Lighting Conservation Measures
 - a) ECM-OH-L6: Interior Lighting
This measure will retrofit or replace existing lighting with 28-watt T8s and LEDs.
- G. Senior Center
 - 1. Lighting Conservation Measures
 - a) ECM-OH-L8: Interior Lighting
This measure will retrofit or replace existing lighting with 28-watt T8s and LEDs.
- H. City Owned Street Lighting
 - 1. Lighting Conservation Measures
 - a) ECM-OH-L9: Street Lighting Upgrades
This project will convert two hundred fifty three 400 W HID street lights to 168 W LED technology per the lighting audit spreadsheet. The project budget and savings based upon CREE fixtures, some having individual photocells as noted on the reference spreadsheet. All conversions include a new LED fixture.

III. ESCO SERVICES

Ameresco will provide the following services:

- 1. Energy Audit: The energy audit is complete and is incorporated herein.
- 2. Design Services: Provide a detailed engineering design as needed to obtain Owner review and approval of the proposed system and to obtain competitive bids. Provide construction support services, start-up, and testing. Provide as-built drawings and relevant O&M manuals.

3. Construction: Provide, or cause to be provided, all material, labor, and equipment, including paying for permits, fees, bonds, and insurance, required for the complete and working installation of the ESCO equipment.
 - a) The ESCO may perform portions of the construction work or may subcontract portions to qualified firms. In either case, the ESCO will share information regarding actual costs of the work with the Owner.
 - b) The lighting retrofit is substantially a maintenance activity. As such, lighting maintenance workers will be used to perform fixture retrofits. These workers will be paid the applicable Washington State Department of Labor & Industries prevailing wage for the county of the work under a classification of "Electrical Fixture Maintenance Workers" or equivalent.
 - c) When the ESCO has completed the installation of the Equipment, including start-up and operation verification and training in accordance with the Proposal, the ESCO will provide to Owner a "Notice of Commencement of Energy Savings" and Owner shall have 10 days within which to accept the Notice.
 - d) At the conclusion of the last phase of the project, the ESCO will submit a "Notice of Substantial Completion" to the Owner.
4. Construction Management: Provide construction management services to coordinate and supervise the work. The Owner is expected to coordinate day-to-day communications with tenants and any scheduling of tenant relocations in and around occupied areas. The ESCO will provide construction superintendence of the work and will coordinate any impact upon building tenants with the Owner.
5. Operation training: The ESCO will provide on-going training for the building staff during construction.
6. Performance Maintenance: The ESCO will provide on-going measurement and verification to help ensure the predicted savings are achieved throughout the first year of the agreement. Specific tasks will include:
 - a) Year One: Post installation Measurement and Verification (M&V) will be performed based on the International Performance Measurement and Verification Protocol (IPMVP) – Option A (Retrofit Isolation-Key Parameter Measurement), Section IX – Method of Calculating Energy Savings and Energy Cost Savings, and the following Measurement and Verification table:

ECM	Conservation Measure	IPMVP Option	Work to be Performed	Years to be Done	Work To Be Performed By
OH-L1	City Hall - This project will retrofit or replace existing lighting with 28-watt T8s and LEDs.	A	• A sample of fixtures will be measured during the first year for both baseline and as-installed power use (kW). The system's actual total demand will be matched against the Lighting Audit (Exhibit 1).	1	Ameresco
OH-L2	Fire Station - This project will retrofit or replace existing lighting with 28-watt T8s and LEDs.	A	• A sample of fixtures will be measured during the first year for both baseline and as-installed power use (kW). The system's actual total demand will be matched against the Lighting Audit (Exhibit 1).	1	Ameresco
OH-L3	Marina - This project will retrofit or replace existing lighting with 28-watt T8s and LEDs.	A	• A sample of fixtures will be measured during the first year for both baseline and as-installed power use (kW). The system's actual total demand will be matched against the Lighting Audit (Exhibit 1).	1	Ameresco
OH-L4	Parks - This project will retrofit or replace existing lighting with 28-watt T8s and LEDs.	A	• A sample of fixtures will be measured during the first year for both baseline and as-installed power use (kW). The system's actual total demand will be matched against the Lighting Audit (Exhibit 1).	1	Ameresco
OH-L5	Public Works Interior - This project will retrofit or replace existing lighting with 28-watt T8s and LEDs.	A	• A sample of fixtures will be measured during the first year for both baseline and as-installed power use (kW). The system's actual total demand will be matched against the Lighting Audit (Exhibit 1).	1	Ameresco
OH-L6	Police Department - This project will retrofit or replace existing lighting with 28-watt T8s and LEDs.	A	• A sample of fixtures will be measured during the first year for both baseline and as-installed power use (kW). The system's actual total demand will be matched against the Lighting Audit (Exhibit 1).	1	Ameresco
OH-L7	Public Works Exterior - This project will retrofit or replace existing lighting with LEDs.	A	• A sample of fixtures will be measured during the first year for both baseline and as-installed power use (kW). The system's actual total demand will be matched against the Lighting Audit (Exhibit 1).	1	Ameresco
OH-L8	Senior Center - This project will retrofit or replace existing lighting with 28-watt T8s and LEDs.	A	• A sample of fixtures will be measured during the first year for both baseline and as-installed power use (kW). The system's actual total demand will be matched against the Lighting Audit (Exhibit 1).	1	Ameresco
OH-L9	Streetlighting - This project will retrofit or replace existing lighting with LEDs.	A	• A sample of fixtures will be measured during the first year for both baseline and as-installed power use (kW). The system's actual total demand will be matched against the Lighting Audit (Exhibit 1).	1	Ameresco

b) The ESCO will attend one annual meeting to review the Measurement & Verification results and reconcile energy savings.

7. **Equipment Maintenance:** The ESCO will provide no equipment maintenance or repairs after the warranty period. Following the completion of the installation and Owner acceptance of the Equipment, the Owner shall provide all necessary service, repairs, and adjustments to the Equipment so that the Equipment will perform in the manner and to the extent set forth in the Proposal. The ESCO shall have no obligation to service or maintain the Equipment after the warranty period.
8. **Operation and Maintenance Procedures:** None provided for existing equipment. Operation and maintenance manual will be provided for the installed equipment.
9. **Warranty:** The ESCO will warrant Equipment for one year following Notice of Substantial Completion.
10. **Hazardous Waste:** Should the project require removal or disposal of hazardous material, the ESCO may have the hazardous material or substances removed and disposed of at the request of the Owner. The ESCO will not assume ownership of the material, but may act on behalf of the Owner to properly remove and dispose of the material. The Owner shall pay the ESCO for the cost of such work. The Owner agrees and acknowledges that it has not relied on or employed the ESCO to analyze or identify the presence of any hazardous substance on the Owner's premises. The cost of hazardous material abatement and disposal is not included in this proposal with the exception of PCB ballasts.

IV. PROJECT COSTS

A. MAXIMUM PROJECT COST

The ESCO guarantees that the Maximum Project Cost will not exceed Seven Hundred Forty Three Thousand Four Hundred Twenty Seven Dollars and No Cents (\$743,427). This cost does not include sales tax, DES Energy Program project management fees, or continued measurement and verification charges. With sales tax and DES Energy Program project management fees, the Total Project Cost is Eight Hundred Forty Seven Thousand Seven Hundred Five Dollars and No Cents(\$847,705). The ESCO does not guarantee the value of sales tax or DES Energy Program project management fees.

B. PROJECT COST TABLE

PROJECT COSTS	Mech, Water, General	Lighting	Total Project Costs
Engineering Audit	\$ -	\$ -	\$ -
Estimated Labor and Material Cost	\$ -	\$ 538,045	\$ 538,045
M,W,G Design @ 10.0% of Labor & Material	\$ -		\$ -
Lighting Design @ 6.0% of Labor & Material		\$ 32,283	\$ 32,283
Construction Mgt @ 6.0% of Labor & Material	\$ -	\$ 32,283	\$ 32,283
Bonding @ 2.0% of Labor & Material	\$ -	\$ 10,761	\$ 10,761
ESCO Overhead and Profit @ 18.0% of Labor & Material	\$ -	\$ 96,848	\$ 96,848
1st Year of Ameresco M&V			\$ 6,305
Subtotal:	\$ -	\$ 710,220	\$ 716,525
Construction Contingency @ 5.0% of CC	\$ -	\$ 26,902	\$ 26,902
Subtotal - Maximum Project Cost:	\$ -	\$ 737,122	\$ 743,427
Est. Sales Tax @ 8.7% of Maximum Project Cost	\$ -	\$ 64,130	\$ 64,678.15
0 Additional Years of M&V - Ameresco (includes tax)			\$ -
1 Years of M&V - DES			\$ -
DES Project Management Fees			\$ 39,600
TOTAL PROJECT PRICE:	\$ -	\$ 801,252	\$ 847,705
Estimated Utility Incentive	\$ -	\$ 124,061	\$ 124,061
Commerce Grant Request			\$ 210,000
Estimated Client Net Cost (excluding add'tl years M&V)			\$ 513,644
Client Initial Cash Payment of Non-State Dollars			\$ -
Client Initial Cash Payment of State Dollars			\$ -
Amount to be Financed by Client:			\$ 513,644
Year 2 Estimated Cash Flow:			\$ 3,693

C. ITEMS INCLUDED IN MAXIMUM PROJECT COST

1. Maximum project costs include the following:
 - a) Engineering audit, including the cost for preparation of this proposal. This is a fixed fee.
 - b) Engineering design. This is a fixed fee.
 - c) Construction management services. This is a fixed fee.
 - d) Installation of the ESCO Equipment including the following costs:
 - (1) All costs paid by the ESCO for the installation of the ESCO Equipment. This includes costs paid to subcontractors or directly to ESCO personnel when related to installation or system verification of the ESCO Equipment.
 - (2) The portion of reasonable travel, lodging, and meals expenses of the ESCO or of its officers or employees incurred while traveling in discharge of duties connected with the Work.
 - (3) Cost of all equipment, materials, supplies and equipment incorporated in the Work, including costs of transportation thereof.
 - (4) Cost or rental charges, including transportation and maintenance, of all materials, supplies, equipment, temporary facilities, and hand tools not owned by the workers which are consumed in the performance of the Work, and the cost less salvage value on such items used but not consumed which remain the property of the ESCO.
 - (5) Cost of premiums for all bonds and insurance, which the ESCO is required to purchase and maintain.
 - (6) Permit fees, royalties, and deposits lost for causes other than the ESCO's negligence.
 - (7) Losses and expenses not compensated by insurance or otherwise sustained by the ESCO in connection with the Work, provided they have resulted from causes other than the fault or neglect of the ESCO. Such losses shall include settlements made with the written consent and approval of the Owner. If, however, such loss requires reconstruction and the ESCO is placed in charge thereof, the ESCO shall be paid for its services a fee.
 - (8) Minor expenses such as copies, long distance telephone calls, telephone service at the site, express mail services, and similar petty cash items.
 - (9) Demolition cost and cost of removal of all debris.
 - (10) Costs incurred due to an emergency affecting the safety of persons and property.
 - (11) Other costs incurred in the performance of the Work if and to the extent approved in advance in writing by the Owner.
 - (12) The cost of construction financing including contingency and an allowance for Owner initiated scope improvements only if agreed to by the Owner and DES Energy Program in advance.
 - (13) Cost of equipment startup, training, system verification and balancing performed by the ESCO.
 - (14) Bonding, Liability Insurance, and Builder's Risk Insurance.

- (15) Overhead and Profit. This includes the ESCO's remuneration for compensation of personnel, expenses, risks related to the project, and profit. This is a fixed fee.
- (16) Metering equipment costs for any permanent metering or monitoring equipment left on site.
- (17) The ESCO shall provide a Schedule of Values at the end of construction bidding. The schedule of values will include all costs related to the installation of the ESCO equipment, excepting fixed fee items.

D. EXCLUSIONS

1. Maximum project costs do not include the following:
 - a) Modifications or upgrades of existing electrical service or distribution systems.
 - b) Pole Labeling is not included.

E. CONSTRUCTION CONTINGENCY

A construction contingency of \$26,902 (not including sales tax) has been established for this project. The contingency is for items necessary to complete the original scope of work upon approval by the Owner and DES Energy Program. Such approval for the use of contingency funds for work in the original scope shall not be unreasonably withheld. The ESCO shall not be allowed to mark-up contingency funds expended for items included in the original scope of this project. The ESCO and Owner will jointly manage any contingency left after the project scope is completed. The ESCO shall be allowed to mark-up items beyond the original scope and approved by Owner. All unused construction contingency funds shall reduce the overall project cost to the Owner.

F. ONGOING SERVICES

Ongoing measurement and verification for the first year is included in the project fees. After the end of Year 1, the ESCO will present a proposal to the Owner for ongoing measurement and verification services for future years, at the owner's request. These services will verify energy savings and provide engineering assistance in maintaining the savings as described in Section III. The owner may cancel these services at any time. Such cancellation will also terminate the energy savings guarantee (Section XI).

G. ACCOUNTING RECORDS

The ESCO shall check all material, equipment, and labor entering into the Work and shall keep such full and detailed accounts as may be necessary for proper financial management under this Agreement. The accounting system shall be satisfactory to the Owner. The Owner shall be afforded access to all the ESCO's records, books, correspondence, instructions, drawings, receipts, vouchers, memoranda, and similar data relating to this Contract, and the Contractor shall preserve all such records for a period of three years, or for such longer period as may be required by law, after the final payment.

H. RECONCILIATION OF LABOR & MATERIAL COSTS

The financed amount is based on an estimate of Labor & Material costs. In recognition that actual Labor & Material costs may vary from the estimate, the following procedures are established to reconcile this difference:

- a) When actual Labor & Material costs exceed the estimated Labor & Material costs (plus contingency), the additional expense will be borne by the ESCO without affecting the Owner's payment.
- b) When actual Labor & Material costs are less than the estimated Labor & Material costs (plus Contingency), the remaining funds will be retained by the Owner.

V. RECOMMENDATIONS FOR REPLACEMENT OF EXISTING EQUIPMENT

There is no additional equipment that Ameresco recommends for replacement based on the scope of this audit.

VI. STANDARDS OF COMFORT SERVICE

A. ILLUMINATION LEVELS

- 1. The lighting and illumination levels for lighting systems provided by the ESCO will comply with Exhibit 3.

This project scope will maintain existing minimum light levels. This project will not address existing pole spacing issues or other existing low light level issues. The intent of this project is to conserve energy, and the City will approve all submittals before installation.

VII. ESTIMATED ANNUAL SAVINGS AMOUNT AND UTILITY INCENTIVE

A. ELECTRICAL

The ESCO estimates that annual electrical costs will be reduced by \$62,589. This estimate is based on an annual consumption being reduced by 653,896 kWh and 1,916 kW.

B. UTILITY INCENTIVE

The ESCO estimates that an incentive in the amount of \$124,061 will be provided by Puget Sound Energy.

VIII. METHOD OF CALCULATING ENERGY SAVINGS AND ENERGY COST SAVINGS

A. ENERGY AUDIT

The energy cost savings are calculated in Exhibit 1. These savings calculations have been reviewed and accepted by the DES Energy Program project management, the Owner and the ESCO.

B. CALCULATION OF SAVINGS

1. The Owner and ESCO agree that the energy savings exists if the ESCO equipment performs as described below (as measured per Section III.6):
 - a) Lighting systems installed by the ESCO: The lighting systems perform properly when new components with efficiencies equal to or greater than those in Exhibit 1 are installed.
2. The Owner and the ESCO agree that should the ESCO installed equipment not perform as outlined in Section IX.B.1, the ESCO shall pay the equivalent value of the guaranteed level of the calculated energy savings associated with the failed area. The Owner agrees to notify the ESCO by telephone within two working days of detecting any non-performing ESCO installed equipment with a follow-up in writing within three business days.
3. The ESCO shall have two weeks from notification to repair the ESCO equipment without reduction of savings.
4. Modifications to Baseline by Owner: The Owner shall maintain all existing facilities and installed equipment during the term of this contract at or above current maintenance levels. Owner agrees to maintain the energy efficiency of the systems installed.

IX. FINANCING

Project financing if needed, will be provided by the Owner.

X. ENERGY SAVINGS GUARANTEE

The ESCO guarantees that the equipment will perform as indicated in Section IX - Method of Calculating Energy Savings and Energy Cost Savings. This performance level is guaranteed for one year following the notice of commencement of savings (defined as Year 1), or for the duration of the monitoring and verification services, whichever is shorter. Based on this performance, and as indicated in Exhibit 1, electrical savings will not be less than 588,506 kWh per year. This corresponds with 90% of the estimated energy savings.

In the event that the guaranteed performance in Year One, pursuant to Section IX – Method of Calculating Energy Savings and Energy Cost Savings, is less than the guaranteed minimum, the ESCO shall pay the Owner in accordance with Section IX.B.2.

XI. ESCO COMPENSATION**A. PAYMENTS**

1. Owner agrees to make progress payments based on construction progress and one subsequent payment for retainage.
2. Retainage will be released within 45 days after receipt of all lien releases, L&I releases, and Revenue and Employment Security certificates and releases by Owner.

B. TAX INCENTIVES

1. Owner agrees to relinquish any and all tax credits and deductions associated with the project scope to the ESCO. This includes any tax deductions associated with the Federal Energy Policy Act of 2005.

XII. TERM OF AGREEMENT

Subject to the following sentence, the term of this Contract shall be one year beginning with the Notification of Commencement of Energy Savings. Nonetheless, the Contract shall be effective and binding upon the parties immediately upon its execution, and the period from contract execution until the Commencement Date shall be known as the "Interim Period." All energy savings achieved during the Interim Period will be fully credited to Customer and may be used to offset any loss of energy savings as mutually agreed to by the DES Energy Program manager, Owner, and the ESCO.

XIII. TERMINATION VALUE

Upon commencement of energy savings, Owner may at any time terminate this Agreement. Any termination shall fully and finally terminate and extinguish all of the Owner's rights and all of the ESCO's obligations under this agreement.

XIV. PROJECT SCHEDULE

The ESCO will complete design work within 100 days of Notice to Proceed. Construction work will be substantially complete within 270 days of design acceptance. Final completion will be within 365 days of design acceptance.

XV. EXTENT OF SUBCONTRACTING

The ESCO may subcontract the energy audit, design, construction management, start-up, and training portions of this Contract to qualified firms at its sole discretion. Construction subcontracts will be awarded competitively.

The ESCO will endeavor to satisfy the MWBE goals of Washington State. The ESCO will not be required to meet these goals if the project budget is exceeded and cost effectiveness is impaired.

XVI. INSURANCE AND BONDING

1. The ESCO shall provide a payment and performance bond in accordance with Exhibit 3. Builders Risk Insurance will also be provided by the ESCO.
2. For the purposes of this Agreement, the "Sum Amount of Bond" shall be \$596,552. This amount does not include any construction contingencies.
3. The bond amount consists of the following:

(a)	Labor and Material and Bond Cost	\$548,806
(b)	Sales Tax	\$47,746
(c)	Bond Total	\$596,552
- (2) Certificates of General Liability Insurance will be provided prior to Contract Signing. The State Of Washington shall be named as An Additional Insured on all insurance certificates.
4. The ESCO shall provide a payment and performance bond in the amount of 100% of the construction cost, as defined in the Energy Services Agreement Addendum. The amount shall include all authorized changes and state sales tax. The Bond shall be in the form attached to the Conditions of the Energy Services Agreement. The Contract listed on the bond form shall be the Addendum No. and Agreement No. which incorporates the work, and the "Contract Date" shall be the date of the Addendum.

The full and just sum of the Bond shall be as defined above and shall include the actual cost of purchasing and installing the ESCO equipment, job superintendent, and state sales tax. The Bond shall specifically exclude coverage for those portions of the Energy Services Agreement and/or Energy Services Agreement Addendum pertaining to design services, energy cost savings guarantee, maintenance guarantee, utility incentives, efficiency guarantees, and any other clauses which do not relate specifically to construction management and supervision of work for purchasing and installing of the ESCO Equipment or for work to be accomplished by the Owner. The Bond shall be with a Surety or Bonding Company that is registered with the State of Washington Insurance Commissioner's Office.

XVII. RENEGOTIATION

Both parties recognize that during the project implementation, the DES Energy Program Manager, Owner, and the ESCO may mutually agree to various modifications and that the energy savings may change as a result. Further, local code officials may require unanticipated changes to the project scope. In either event, both parties shall negotiate in good faith to restructure the project to maintain the intent of this Agreement.

XVIII. EXHIBITS AND TABLES

Please see attached exhibits & tables

A. TABLE 1 FINANCIAL ANALYSIS

PROJECT COSTS	Mech, Water, General	Lighting	Total Project Costs
Engineering Audit	\$ -	\$ -	\$ -
Estimated Labor and Material Cost	\$ -	\$ 538,045	\$ 538,045
M,W,G Design @ 10.0% of Labor & Material	\$ -		\$ -
Lighting Design @ 6.0% of Labor & Material		\$ 32,283	\$ 32,283
Construction Mgt @ 6.0% of Labor & Material	\$ -	\$ 32,283	\$ 32,283
Bonding @ 2.0% of Labor & Material	\$ -	\$ 10,761	\$ 10,761
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1st Year of Ameresco M&V			\$ 6,305
Subtotal:	\$ -	\$ 710,220	\$ 716,525
Construction Contingency @ 5.0% of CC	\$ -	\$ 26,902	\$ 26,902
Subtotal - Maximum Project Cost:	\$ -	\$ 737,122	\$ 743,427
Est. Sales Tax @ 8.7% of Maximum Project Cost	\$ -	\$ 64,130	\$ 64,678.15
0 Additional Years of M&V - Ameresco (includes tax)			\$ -
1 Years of M&V - DES			\$ -
DES Project Management Fees			\$ 39,600
TOTAL PROJECT PRICE:	\$ -	\$ 801,252	\$ 847,705
Estimated Utility Incentive	\$ -	\$ 124,061	\$ 124,061
Commerce Grant Request			\$ 210,000
Estimated Client Net Cost (excluding add'l years M&V)			\$ 513,644
Client Initial Cash Payment of Non-State Dollars			\$ -
Client Initial Cash Payment of State Dollars			\$ -
Amount to be Financed by Client:			\$ 513,644
Year 2 Estimated Cash Flow:			\$ 3,693

ECONOMIC ASSUMPTIONS

Interest Rate :	3.00%
Financing Term:	10 years
Payments/year:	2
Est Annual Rate of Energy Increases:	1.50%
Savings Guarantee:	90%
NPV life:	10 years
Client Discount Rate:	2.0%
Reinvest Rate	2.0%
Simple Payback Period Including Fees:	8.2
10 Yr Estimated Net Present Value	\$ 55,496
10 Yr Estimated Modified Internal Rate of Return	36%

OSPI /Commerce Metrics

Commerce	Metrics
Leverage Ratio:	3.04
Maint. Savings: \$	-
Simple Payback:	14.37

ANNUAL ENERGY SAVINGS	Mechanical	Water	Lighting	General	Total
Electrical Savings (kWh)	0	0	653,896	0	653,896
Electrical Savings (kW)	0	0	1,916	0	1,916
Nat Gas Savings (Therms)	0	0	0	0	0
Oil (DESI)	0	0	0	0	0
Propane (DESI)	0	0	0	0	0
Water Savings (CCF)	0	0	0	0	0
\$ Saved	\$ -	\$ -	\$ 62,589	\$ -	\$ 62,589

B. TABLE 2 CASH FLOW

PROJECT SAVINGS BASED ON ESTIMATED ENERGY SAVINGS (100%)

Year ending Reference year	2014 1	2015 2	2016 3	2017 4	2018 5	2019 6	2020 7	2021 8	2022 9	2023 10	2024 11	2025 12	2026 13	2027 14	2028 15	2029 16	2030 17	2031 18	2032 19	2033 20	2034 21	
Mechanical, General, and Water savings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lighting Savings	\$ -	\$ 62,589	\$ 63,528	\$ 64,481	\$ 65,448	\$ 66,430	\$ 67,427	\$ 68,438	\$ 69,465	\$ 70,507	\$ 71,564	\$ 72,638	\$ 73,727	\$ 74,833	\$ 75,956	\$ 77,095	\$ 78,251	\$ 79,425	\$ 80,616	\$ 81,826	\$ 83,053	
Lighting Maintenance Savings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Maintenance Savings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Savings	\$ -	\$ 62,589	\$ 63,528	\$ 64,481	\$ 65,448	\$ 66,430	\$ 67,427	\$ 68,438	\$ 69,465	\$ 70,507	\$ 71,564	\$ 72,638	\$ 73,727	\$ 74,833	\$ 75,956	\$ 77,095	\$ 78,251	\$ 79,425	\$ 80,616	\$ 81,826	\$ 83,053	
Cumulative Savings	\$ -	\$ 62,589	\$ 126,118	\$ 190,599	\$ 256,047	\$ 322,478	\$ 389,904	\$ 458,342	\$ 527,807	\$ 598,313	\$ 669,878	\$ 742,515	\$ 816,242	\$ 891,076	\$ 967,031	\$ 1,044,126	\$ 1,122,377	\$ 1,201,803	\$ 1,282,419	\$ 1,364,245	\$ 1,447,298	

PROJECT SAVINGS BASED ON GUARANTEED ENERGY SAVINGS (90%)

Year ending	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Mechanical, General, and Water savings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lighting Savings	\$ -	\$ 56,331	\$ 57,175	\$ 58,033	\$ 58,904	\$ 59,787	\$ 60,684	\$ 61,594	\$ 62,518	\$ 63,456	\$ 64,408	\$ 65,374	\$ 66,354	\$ 67,350	\$ 68,360	\$ 69,385	\$ 70,426	\$ 71,483	\$ 72,555	\$ 73,643	\$ 74,748
Lighting Maintenance Savings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Maintenance Savings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Savings	\$ -	\$ 56,331	\$ 57,175	\$ 58,033	\$ 58,904	\$ 59,787	\$ 60,684	\$ 61,594	\$ 62,518	\$ 63,456	\$ 64,408	\$ 65,374	\$ 66,354	\$ 67,350	\$ 68,360	\$ 69,385	\$ 70,426	\$ 71,483	\$ 72,555	\$ 73,643	\$ 74,748
Cumulative Savings	\$ -	\$ 56,331	\$ 113,506	\$ 171,539	\$ 230,443	\$ 290,230	\$ 350,914	\$ 412,508	\$ 475,026	\$ 538,482	\$ 602,890	\$ 668,264	\$ 734,618	\$ 801,968	\$ 870,328	\$ 939,713	\$ 1,010,140	\$ 1,081,622	\$ 1,154,177	\$ 1,227,820	\$ 1,302,568

ANNUAL PROJECT COSTS

Amount Financed: \$ 513,644
Cash Payment: \$ -

Year ending	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Annual Financing Costs	\$ -	\$ 59,835	\$ 59,835	\$ 59,835	\$ 59,835	\$ 59,835	\$ 59,835	\$ 59,835	\$ 59,835	\$ 59,835	\$ 59,835	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ameresco Measurement and Verification	\$ -	\$ 6,305	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DES Measurement and Verification	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Annual Costs to Client	\$ -	\$ 66,140	\$ 59,835	\$ 59,835	\$ 59,835	\$ 59,835	\$ 59,835	\$ 59,835	\$ 59,835	\$ 59,835	\$ 59,835	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

NET ANNUAL CASH FLOW WHEN FINANCING PROJECT:

Year ending	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Cash Flow from Estimated Energy Savings (with inflation)	\$ -	\$ (3,551)	\$ 3,693	\$ 4,646	\$ 5,613	\$ 6,595	\$ 7,591	\$ 8,603	\$ 9,629	\$ 10,671	\$ 11,729	\$ 12,811	\$ 13,917	\$ 15,047	\$ 16,199	\$ 17,374	\$ 18,571	\$ 19,791	\$ 21,034	\$ 22,301	\$ 23,591
Cumulative	\$ -	\$ (3,551)	\$ 142	\$ 4,789	\$ 10,402	\$ 16,997	\$ 24,588	\$ 33,191	\$ 42,821	\$ 53,492	\$ 65,221	\$ 78,032	\$ 91,945	\$ 106,970	\$ 123,117	\$ 140,389	\$ 158,780	\$ 178,291	\$ 198,924	\$ 220,689	\$ 243,586
Cash Flow from Guaranteed Energy Savings (with inflation)	\$ -	\$ (9,810)	\$ (2,660)	\$ (1,802)	\$ (932)	\$ (48)	\$ 849	\$ 1,759	\$ 2,683	\$ 3,621	\$ 4,573	\$ 5,547	\$ 6,544	\$ 7,563	\$ 8,604	\$ 9,667	\$ 10,751	\$ 11,856	\$ 12,982	\$ 14,129	\$ 15,307
Cumulative	\$ -	\$ (9,810)	\$ (12,469)	\$ (14,271)	\$ (15,203)	\$ (15,251)	\$ (14,402)	\$ (12,643)	\$ (9,960)	\$ (6,339)	\$ (1,767)	\$ 63,607	\$ 129,962	\$ 197,312	\$ 265,672	\$ 335,057	\$ 405,483	\$ 476,966	\$ 549,521	\$ 623,164	\$ 697,912

C. TABLE 3 FULL LIST OF MEASURES

ECM #	Conservation Measure	Baseline				Proposed				Savings			Financials			
		Current Annual Use - Electrical		Current Electric Cost	Current Total Cost	Future Total Annual Use - Electric		Future Electric Cost	Future Total Cost	Annual Savings Electric		Annual Resource Savings	Labor/Mat'l Cost	Utility Incentive	Final Labor/Mat'l Cost	Simple Payback
		Consume (kWh)	Demand (kW)	(\$)	(\$)	Consume (kWh)	Demand (kW)	(\$)	(\$)	Consume (kWh)	Demand (kW)	(\$)	(\$)	(\$)	(\$)	(\$)
City of Oak Harbor																
Lighting Conservation Measures																
OH-L1	City Hall - This project will retrofit or replace existing lighting with 28-watt T8s and LEDs.	47,147	204	\$ 4,513	\$ 4,513	21,419	104	\$ 2,050	\$ 2,050	25,728	101	\$ 2,463	\$ 28,043	\$ 5,146	\$ 22,897	9.30
OH-L2	Fire Station - This project will retrofit or replace existing lighting with 28-watt T8s and LEDs.	89,635	265	\$ 8,580	\$ 8,580	33,735	93	\$ 3,229	\$ 3,229	55,900	172	\$ 5,351	\$ 61,560	\$11,180	\$ 50,380	9.42
OH-L3	Marina - This project will retrofit or replace existing lighting with 28-watt T8s and LEDs.	82,154	254	\$ 7,864	\$ 7,864	30,529	96	\$ 2,922	\$ 2,922	51,625	158	\$ 4,941	\$ 43,287	\$10,325	\$ 32,972	6.67
OH-L4	Parks - This project will retrofit or replace existing lighting with 28-watt T8s and LEDs.	25,403	99	\$ 2,431	\$ 2,431	10,892	48	\$ 1,043	\$ 1,043	14,510	52	\$ 1,389	\$ 21,908	\$ -	\$ 21,908	15.77
OH-L5	Public Works Interior - This project will retrofit or replace existing lighting with 28-watt T8s and LEDs.	127,227	548	\$12,178	\$ 12,178	63,162	300	\$ 6,046	\$ 6,046	64,065	248	\$ 6,132	\$ 78,603	\$ 9,640	\$ 68,963	11.25
OH-L6	Police Department - This project will retrofit or replace existing lighting with 28-watt T8s and LEDs.	140,669	248	\$13,465	\$ 13,465	62,711	109	\$ 6,003	\$ 6,003	77,959	140	\$ 7,462	\$ 39,577	\$ 15,592	\$ 23,985	3.21
OH-L7	Public Works Exterior - This project will retrofit or replace existing lighting with LEDs.	42,185	121	\$ 4,038	\$ 4,038	16,030	46	\$ 1,534	\$ 1,534	26,155	75	\$ 2,503	\$ 31,113	\$ 4,588	\$ 26,525	10.60
OH-L8	Senior Center - This project will retrofit or replace existing lighting with 28-watt T8s and LEDs.	34,819	109	\$ 3,333	\$ 3,333	16,516	52	\$ 1,581	\$ 1,581	18,302	57	\$ 1,752	\$ 16,710	\$ 3,660	\$ 13,050	7.45
OH-L9	Street lighting - This project will retrofit or replace existing lighting with LEDs.	498,063	1,424	\$47,673	\$ 47,673	178,411	510	\$ 17,077	\$ 17,077	319,652	914	\$ 30,596	\$ 217,235	\$ 63,930	\$ 153,305	5.01

D. TABLE 4 SELECTED MEASURES

ECM #	Conservation Measure	Baseline				Proposed				Savings			Labor/Mat Cost	1/10/15 Incentive	Final Labor/Mat Cost	Simple Payback
		Current Annual Use - Electrical		Current Electric Cost \$	Current Total Cost \$	Future Total Annual Use - Electric		Future Electric Cost \$	Future Total Cost \$	Annual Savings Electric		Annual Resource Savings \$				
		Consume kWh	Demand kW			Consume kWh	Demand kW			Consume kWh	Demand kW					
City of Oak Harbor																
Lighting Conservation Measures																
OH-L1	City Hall - This project will retrofit or replace existing lighting with 28-watt T8s and LEDs.	47,147	204	4,513	\$4,513	21,419	104	\$2,050	\$2,050	25,728	101	\$2,463	\$28,043	\$5,146	\$22,897	9.30
OH-L2	Fire Station - This project will retrofit or replace existing lighting with 28-watt T8s and LEDs.	89,635	265	8,580	\$8,580	33,735	93	\$3,229	\$3,229	55,900	172	\$5,351	\$61,560	\$11,180	\$50,380	9.42
OH-L3	Marina - This project will retrofit or replace existing lighting with 28-watt T8s and LEDs.	82,154	254	7,864	\$7,864	30,529	96	\$2,922	\$2,922	51,625	158	\$4,941	\$43,297	\$10,325	\$32,972	6.67
OH-L4	Parks - This project will retrofit or replace existing lighting with 28-watt T8s and LEDs.	25,403	99	2,431	\$2,431	10,892	48	\$1,043	\$1,043	14,510	52	\$1,389	\$21,908		\$21,908	15.77
OH-L5	Public Works Interior - This project will retrofit or replace existing lighting with 28-watt T8s and LEDs.	127,227	548	12,178	\$12,178	63,162	300	\$6,046	\$6,046	64,065	248	\$6,132	\$78,603	\$9,640	\$68,963	11.25
OH-L6	Police Department - This project will retrofit or replace existing lighting with 28-watt T8s and LEDs.	140,669	248	13,465	\$13,465	62,711	109	\$6,003	\$6,003	77,959	140	\$7,462	\$39,577	\$15,592	\$23,985	3.21
OH-L7	Public Works Exterior - This project will retrofit or replace existing lighting with LEDs.	42,185	121	4,038	\$4,038	16,030	46	\$1,534	\$1,534	26,155	75	\$2,503	\$31,113	\$4,588	\$26,525	10.60
OH-L8	Senior Center - This project will retrofit or replace existing lighting with 28-watt T8s and LEDs.	34,819	109	3,333	\$3,333	16,516	52	\$1,581	\$1,581	18,302	57	\$1,752	\$16,710	\$3,660	\$13,050	7.45
OH-L9	Streetlighting - This project will retrofit or replace existing lighting with LEDs.	498,063	1,424	47,673	\$47,673	178,411	510	\$17,077	\$17,077	319,652	914	\$30,596	\$217,235	\$63,930	\$153,305	5.01

- EXHIBIT 1** Detailed Lighting Audit Calculations (Provided electronically)

- EXHIBIT 2** Bond Form (Incorporated herein (AIA A312))

- EXHIBIT 3** Energy Services Agreement (Incorporated herein)

April 8, 2015

State of Washington
 Department of Enterprise Services
 Attention: Roger Wigfield, PE

Subject: Addendum to Energy Services Proposal for the City of Oak Harbor

References: ESCO Construction Contract No. 2015-233 G (1-1), Facility Lighting Upgrades - City of Oak Harbor

Energy Services Proposal for City of Oak Harbor by Ameresco, Inc. dated June 20, 2014

The reference Energy Services Proposal paragraph IV. reads as follows:

A. Maximum Project Cost

The ESCO guarantees that the Maximum Project Cost will not exceed Seven Hundred Forty Three Thousand Four Hundred Twenty Seven Dollars and No Cents (\$743,427). This cost does not include sales tax, DES Energy Program project management fees, or continued measurement and verification charges. With sales tax and DES Energy Program project management fees, the Total Project Cost is Eight Hundred Forty Seven Thousand Seven Hundred Five Dollars and No Cents(\$847,705). The ESCO does not guarantee the value of sales tax or DES Energy Program project management fees.

B. Project Cost Table

PROJECT COSTS	Mech, Water, General	Lighting	Total Project Costs
Engineering Audit	\$ -	\$ -	\$ -
Estimated Labor and Material Cost	\$ -	\$ 538,045	\$ 538,045
M,W,G Design @ 10.0% of Labor & Material	\$ -		\$ -
Lighting Design @ 6.0% of Labor & Material		\$ 32,283	\$ 32,283
Construction Mgt @ 6.0% of Labor & Material	\$ -	\$ 32,283	\$ 32,283
Bonding @ 2.0% of Labor & Material	\$ -	\$ 10,761	\$ 10,761
ESCO Overhead and Profit @ 18.0% of Labor & Material	\$ -	\$ 96,848	\$ 96,848
1st Year of Ameresco M&V			\$ 6,305
Subtotal:	\$ -	\$ 710,220	\$ 716,525
Construction Contingency @ 5.0% of CC	\$ -	\$ 26,902	\$ 26,902
Subtotal - Maximum Project Cost:	\$ -	\$ 737,122	\$ 743,427
Est. Sales Tax @ 8.7% of Maximum Project Cost	\$ -	\$ 64,130	\$ 64,678.15
0 Additional Years of M&V - Ameresco (includes tax)			\$ -
1 Years of M&V - DES			\$ -
DES Project Management Fees			\$ 39,600
TOTAL PROJECT PRICE:	\$ -	\$ 801,252	\$ 847,705
Estimated Utility Incentive	\$ -	\$ 124,061	\$ 124,061
Commerce Grant Request			\$ 210,000
Estimated Client Net Cost (excluding add'l years M&V)			\$ 513,644
Client Initial Cash Payment of Non-State Dollars			\$ -
Client Initial Cash Payment of State Dollars			\$ -
Amount to be Financed by Client:			\$ 513,644
Year 2 Estimated Cash Flow			\$ 2,602

The foregoing paragraph shall be amended to read as follows:

A. Maximum Project Cost

The ESCO guarantees that the Maximum Project Cost will not exceed Seven Hundred Fifty One Thousand Six Hundred Fifty One Dollars and No Cents (\$751,833.00). This cost includes sales tax of Eleven Thousand Five Hundred Ninety-one Dollars and No Cents (\$11,591.00) on Street Lighting Material, but does not include sales tax on all other labor and material construction costs, DES Energy Program project management fees, or continued measurement and verification charges. With sales tax on non-Street Lighting material and labor, and DES Energy Program project management fees, the Total Project Cost is Eight Hundred Forty Five Thousand Eight Hundred Thirty-three Dollars and No Cents (\$845,833.00). The ESCO does not guarantee the value of sales tax on the non-Street Lighting material and labor or DES Energy Program project management fees.

B. Project Cost Table

PROJECT COSTS	Mech, Water, General	Lighting	Total Project Costs
Engineering Audit	\$ -	\$ -	\$ -
Estimated Labor and Material Cost (Less Street Lighting Mat'l)	\$ -	\$ 405,455	\$ 405,455
Estimated Street Lighting Material Costs		\$ 127,172	\$ 127,172
Estimated Sales Tax on Street Lighting Material		\$ 11,591	\$ 11,591
Subtotal - L&M plus Sales Tax on Street Lighting Mat'l	\$ -	\$ 544,218	\$ 544,218
M,W,G Design @ 10.0% of Labor & Material	\$ -		\$ -
Lighting Design @ 6.0% of Labor & Material		\$ 32,653	\$ 32,653
Construction Mgt @ 6.0% of Labor & Material	\$ -	\$ 32,653	\$ 32,653
Bonding @ 2.0% of Labor & Material	\$ -	\$ 10,884	\$ 10,884
ESCO Overhead and Profit @ 18.0% of Labor & Material	\$ -	\$ 97,959	\$ 97,959
1st Year of Ameresco M&V			\$ 6,305
Subtotal:	\$ -	\$ 718,367	\$ 724,672
Construction Contingency @ 5.0% of CC	\$ -	\$ 27,211	\$ 27,211
Subtotal - Maximum Project Cost:	\$ -	\$ 745,578	\$ 751,883
Est. Sales Tax @ 8.7% of Maximum Project Cost	\$ -	\$ 53,801	\$ 54,350
0 Additional Years of M&V - Ameresco (includes tax)			\$ -
1 Years of M&V - DES			\$ -
DES Project Management Fees			\$ 39,600
TOTAL PROJECT PRICE:	\$ -	\$ 799,379	\$ 845,833
Estimated Utility Incentive	\$ -	\$ 124,061	\$ 124,061
Commerce Grant Request			\$ 210,000
Estimated Client Net Cost (excluding add'l years M&V)			\$ 511,772
Client Initial Cash Payment of Non-State Dollars			\$ -
Client Initial Cash Payment of State Dollars			\$ -
Amount to be Financed by Client:			\$ 511,772
Year 2 Estimated Cash Flow:			\$ 3,911

In addition, TABLE 1 FINANCIAL ANALYSIS and TABLE 2 CASH FLOW shall be replaced by the following tables:

TABLE 1 FINANCIAL ANALYSIS

PROJECT COSTS	Mech, Water, General	Lighting	Total Project Costs
Engineering Audit	\$ -	\$ -	\$ -
Estimated Labor and Material Cost (Less Street Lighting Mat'l)	\$ -	\$ 405,455	\$ 405,455
Estimated Street Lighting Material Costs		\$ 127,172	\$ 127,172
Estimated Sales Tax on Street Lighting Material		\$ 11,591	\$ 11,591
Subtotal - L&M plus Sales Tax on Street Lighting Mat'l	\$ -	\$ 544,218	\$ 544,218
M,W,G Design @ 10.0% of Labor & Material	\$ -		\$ -
Lighting Design @ 6.0% of Labor & Material		\$ 32,653	\$ 32,653
Construction Mgt @ 6.0% of Labor & Material	\$ -	\$ 32,653	\$ 32,653
Bonding @ 2.0% of Labor & Material	\$ -	\$ 10,884	\$ 10,884
ESCO Overhead and Profit @ 18.0% of Labor & Material	\$ -	\$ 97,959	\$ 97,959
1st Year of Ameresco M&V			\$ 6,305
Subtotal:	\$ -	\$ 718,367	\$ 724,672
Construction Contingency @ 5.0% of CC	\$ -	\$ 27,211	\$ 27,211
Subtotal - Maximum Project Cost:	\$ -	\$ 745,578	\$ 751,883
Est. Sales Tax @ 8.7% of Maximum Project Cost	\$ -	\$ 53,801	\$ 54,350
0 Additional Years of M&V - Ameresco (includes tax)			\$ -
1 Years of M&V - DES			\$ -
DES Project Management Fees			\$ 39,600
TOTAL PROJECT PRICE:	\$ -	\$ 799,379	\$ 845,833
Estimated Utility Incentive	\$ -	\$ 124,061	\$ 124,061
Commerce Grant Request			\$ 210,000
Estimated Client Net Cost (excluding add'l years M&V)			\$ 511,772
Client Initial Cash Payment of Non-State Dollars			\$ -
Client Initial Cash Payment of State Dollars			\$ -
Amount to be Financed by Client:			\$ 511,772
Year 2 Estimated Cash Flow:			\$ 3,911

ECONOMIC ASSUMPTIONS

Interest Rate :	3.00%
Financing Term:	10 years
Payments/year:	2
Est Annual Rate of Energy Increases:	1.50%
Savings Guarantee:	90%
NPV life:	10 years
Client Discount Rate:	2.0%
Reinvest Rate	2.0%
Simple Payback Period Including Fees:	8.2
10 Yr Estimated Net Present Value	\$ 57,417
10 Yr Estimated Modified Internal Rate of Return	37%

OSPI /Commerce Metrics

Commerce	Metrics
Leverage Ratio:	3.03
Maint. Savings: \$	-
Simple Payback:	14.34

ANNUAL ENERGY SAVINGS	Mechanical	Water	Lighting	General
Electrical Savings (kWh)	0	0	653,896	0
Electrical Savings (kW)	0	0	1,916	0
Nat Gas Savings (Therms)	0	0	0	0
Oil (DES)	0	0	0	0
Propane (DES)	0	0	0	0
Water Savings (CCF)	0	0	0	0
\$ Saved	\$ -	\$ -	\$ 62,589	\$ -

TABLE 2 CASH FLOW

PROJECT SAVINGS BASED ON ESTIMATED ENERGY SAVINGS (100%)

Year ending Reference year	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
Mechanical, General, and Water savings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lighting Savings:	\$ -	\$ 62,589	\$ 63,528	\$ 64,481	\$ 65,448	\$ 66,430	\$ 67,427	\$ 68,438	\$ 69,465	\$ 70,507	\$ 71,564	\$ 72,638	\$ 73,727	\$ 74,833	\$ 75,956	\$ 77,095	\$ 78,251	\$ 79,425	\$ 80,616	\$ 81,826	\$ 83,053	
Lighting Maintenance Savings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Maintenance Savings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Savings:	\$ -	\$ 62,589	\$ 63,528	\$ 64,481	\$ 65,448	\$ 66,430	\$ 67,427	\$ 68,438	\$ 69,465	\$ 70,507	\$ 71,564	\$ 72,638	\$ 73,727	\$ 74,833	\$ 75,956	\$ 77,095	\$ 78,251	\$ 79,425	\$ 80,616	\$ 81,826	\$ 83,053	
Cumulative Savings:	\$ -	\$ 62,589	\$ 126,118	\$ 190,599	\$ 256,047	\$ 322,478	\$ 389,904	\$ 458,342	\$ 527,807	\$ 598,313	\$ 669,878	\$ 742,515	\$ 816,242	\$ 891,076	\$ 967,031	\$ 1,044,126	\$ 1,122,377	\$ 1,201,803	\$ 1,282,419	\$ 1,364,245	\$ 1,447,298	

PROJECT SAVINGS BASED ON GUARANTEED ENERGY SAVINGS (90)%

Year ending	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	
Mechanical, General, and Water savings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lighting Savings:	\$ -	\$ 56,331	\$ 57,175	\$ 58,033	\$ 58,904	\$ 59,787	\$ 60,684	\$ 61,594	\$ 62,518	\$ 63,456	\$ 64,408	\$ 65,374	\$ 66,354	\$ 67,350	\$ 68,360	\$ 69,385	\$ 70,426	\$ 71,483	\$ 72,555	\$ 73,643	\$ 74,748	
Lighting Maintenance Savings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Maintenance Savings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Savings:	\$ -	\$ 56,331	\$ 57,175	\$ 58,033	\$ 58,904	\$ 59,787	\$ 60,684	\$ 61,594	\$ 62,518	\$ 63,456	\$ 64,408	\$ 65,374	\$ 66,354	\$ 67,350	\$ 68,360	\$ 69,385	\$ 70,426	\$ 71,483	\$ 72,555	\$ 73,643	\$ 74,748	
Cumulative Savings:	\$ -	\$ 56,331	\$ 113,506	\$ 171,539	\$ 230,443	\$ 290,230	\$ 350,914	\$ 412,508	\$ 475,026	\$ 538,482	\$ 602,890	\$ 668,264	\$ 734,618	\$ 801,968	\$ 870,328	\$ 939,713	\$ 1,010,140	\$ 1,081,622	\$ 1,154,177	\$ 1,227,820	\$ 1,302,568	

ANNUAL PROJECT COSTS

Amount Financed: \$ 511,772

Cash Payment: \$ -

Year ending	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	
Annual Financing Costs		\$ 59,617	\$ 59,617	\$ 59,617	\$ 59,617	\$ 59,617	\$ 59,617	\$ 59,617	\$ 59,617	\$ 59,617	\$ 59,617	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ameresco Measurement and Verification	\$ -	\$ 6,305	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DES Measurement and Verification	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Annual Costs to Client	\$ -	\$ 65,922	\$ 59,617	\$ 59,617	\$ 59,617	\$ 59,617	\$ 59,617	\$ 59,617	\$ 59,617	\$ 59,617	\$ 59,617	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

NET ANNUAL CASH FLOW WHEN FINANCING PROJECT:

Year ending	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Cash Flow from Estimated Energy Savings (with inflation)	\$ -	\$ (3,333)	\$ 3,911	\$ 4,864	\$ 5,831	\$ 6,813	\$ 7,810	\$ 8,821	\$ 9,848	\$ 10,889	\$ 11,947	\$ 72,638	\$ 73,727	\$ 74,833	\$ 75,956	\$ 77,095	\$ 78,251	\$ 79,425	\$ 80,616	\$ 81,826	\$ 83,053
Cumulative	\$ -	\$ (3,333)	\$ 579	\$ 5,443	\$ 11,274	\$ 18,087	\$ 25,897	\$ 34,718	\$ 44,565	\$ 55,455	\$ 67,402	\$ 140,039	\$ 213,767	\$ 288,600	\$ 364,555	\$ 441,650	\$ 519,902	\$ 599,327	\$ 679,943	\$ 761,769	\$ 844,822
Cash Flow from Guaranteed Energy Savings (with inflation)	\$ -	\$ (9,592)	\$ (2,442)	\$ (1,584)	\$ (713)	\$ 170	\$ 1,067	\$ 1,977	\$ 2,901	\$ 3,839	\$ 4,791	\$ 65,374	\$ 66,354	\$ 67,350	\$ 68,360	\$ 69,385	\$ 70,426	\$ 71,483	\$ 72,555	\$ 73,643	\$ 74,748
Cumulative	\$ -	\$ (9,592)	\$ (12,033)	\$ (13,617)	\$ (14,331)	\$ (14,161)	\$ (13,094)	\$ (11,116)	\$ (8,215)	\$ (4,377)	\$ 414	\$ 65,788	\$ 132,142	\$ 199,492	\$ 267,852	\$ 337,238	\$ 407,664	\$ 479,147	\$ 551,701	\$ 625,345	\$ 700,092

All other provisions of the reference Energy Services Proposal shall remain unchanged by this addendum.

ESCO:
Ameresco, Inc.

By _____
Name _____
Title _____
Date _____

City of Oak Harbor
Reconciliation of Contract Pricing - w/ COP No. 1
Ameresco Lighting Project

	<u>Original</u>	<u>Amended</u>
Estimated Labor and Material Cost, less Lighting Materials	405,370	405,455
Lighting Materials	127,172	127,172
Sales Tax on Lighting Materials	-	11,591
Sub-total Labor and Materials	532,542	544,218
M,W,G Design @ 10.0% of Labor & Material	-	-
Lighting Design @ 6.0% of Labor & Material	32,283	32,653
Construction Mgt @ 6.0% of Labor & Material	32,283	32,653
Bonding @ 2.0% of Labor & Material	10,761	10,884
ESCO Overhead and Profit @ 18.0% of Labor & Material	96,848	97,959
1st Year of Ameresco M&V	6,305	6,305
Subtotal:	716,525	724,672
Construction Contingency @ 5.0% of CC	26,902	27,211
Subtotal - Maximum Project Cost:	743,427	751,883
Est. Sales Tax @ 8.7% of Maximum Project Cost	64,678.15	54,350
0 Additional Years of M&V - Ameresco (includes tax)	-	-
1 Years of M&V - DES	-	-
DES Project Management Fees	39,600	39,600
TOTAL PROJECT PRICE:	847,705	845,833
Estimated Utility Incentive	124,061	124,061
Commerce Grant Request	210,000	210,000
Estimated Client Net Cost (excluding add'tl years M&V)	513,644	511,772
Client Initial Cash Payment of Non-State Dollars	-	-
Client Initial Cash Payment of State Dollars	-	-
Amount to be Financed by Client:	513,644	511,772
Year 2 Estimated Cash Flow:	3,693	3,911

DES Energy Program COP-FA Coversheet

Client Name	City of Oak Harbor
Project Number	2015-233 G
COP/FA Number	COP-1
Project Title	City of Oak Harbor Energy Efficiency
Date	7/11/2015

Construction		
Northwest Edison - Sales Tax on Street Lighting Material	\$	11,591.40
Subtotal	\$	11,591.40
Bond	\$	-
Subtotal	\$	11,591.40
Sales Tax		
Construction Subtotal	\$	11,591.40

Professional Services	Percent
Design	\$ -
CM	\$ -
OH&P	\$ -
Subtotal	\$ -
Sales Tax	\$ -
PS Subtotal	\$ -

Total Cost of Change \$ 11,591.40

Use contingency funds Use additional owner funds

Acknowledgement of Total Cost of Change		Date
Client		
ESCO	<i>Gayle Roberts</i>	7-14-15
Energy Project Manager		

**ENERGY CONTRACT CHANGE ORDER
PROPOSAL (COP)**

City of Oak Harbor

CLIENT

CONTRACT

NO. 2015-233 G

City of Oak Harbor Energy Efficiency

PROJECT TITLE

COP No. COP-1

PROPOSAL REQUEST

TO: Ameresco (ESCO) PROPOSAL REQUEST DATE: _____

You are directed to prepare a cost proposal for the work described below and/or detailed on the attachments referred to:

Add the estimated Sales Tax on Street Lighting Material to the contract value.

REASON FOR CHANGE DESIGN ERRORS DESIGN OMISSIONS AGENCY LATENT CONDITIONS CODE REQUIREMENTS VALUE ENGINEERING

EXPLANATION: Per WAC, sales tax on street lighting materials must be broken out as a line item in the construction contract.

DATE PROPOSAL REQUIRED: 7/11/2015
(14 days from Request Date, unless other date agreed to)

CHANGE ORIGINATED BY: Gary Robertson

PROPOSAL REQUESTED BY: _____

CONTRACTOR PROPOSAL

TO: Ameresco (ESCO)

TO: Butch Boles PM (E&AS)

WE AGREE TO PERFORM ALL CHANGE IN THE WORK DESCRIBED IN THE PROPOSAL REQUEST FOR:

CONTRACT SUM:

- NO CHANGE
 INCREASE
 DECREASE

} OF

Eleven Thousand Five Hundred Ninty One Dollars \$ 11,591.00
(WASHINGTON STATE SALES TAX NOT INCLUDED)

In accordance with the General Conditions, Cost Estimate Detail Sheet(s) are attached hereto.

CONTRACT TIME:

- NO CHANGE
 INCREASE
 DECREASE

} OF _____ CALENDAR DAYS

The foregoing amount covers everything required in connection with the change. All other provisions of the contract remain in full force and effect.

We understand that this proposal does not constitute authorization to proceed with the specified changes in the work until incorporation of this COP into a Change Order by the Department of Enterprise Services.

Ameresco

ESCO

BY

SIGNATURE

DATE

7-15-15

RECOMMENDATION

TO: The Department of Enterprise Services' Authorizing Signator

We have carefully examined this proposal and find the cost to be reasonable. Therefore, we recommend acceptance.

ESCO

DATE

E&AS COST VERIFICATION

DATE

CLIENT

DATE

E&AS PROJECT MANAGER

DATE

Subcontractor Cost Breakdown

Client Name City of Oak Harbor DATE 7/11/2015
 Project Number 2013-133 B (2)
 COP/FA Number COP-1
 Project Title City of Oak Harbor Energy Efficiency
 Name of Subcontractor Northwest Edison

Short Description	Material Cost		Labor Cost			Cost
	Quantity	Cost per unit	Subtotal	Labor Hours	Hourly Rate	
Street Lighting	1	\$ 122,014.74	\$ -	-	\$ -	\$ -
Sales Tax on Street Lighting Material	9.5%	\$ -	\$ 122,014.74	-	\$ -	\$ 191,040.19
		\$ -	\$ -	-	\$ -	\$ -
		\$ -	\$ 11,591.40	-	\$ -	\$ 11,591.40
		\$ -	\$ -	-	\$ -	\$ -
		\$ -	\$ -	-	\$ -	\$ -
		\$ -	\$ -	-	\$ -	\$ -
		\$ -	\$ -	-	\$ -	\$ -
		\$ -	\$ -	-	\$ -	\$ -
Subtotal		\$ -	\$ 133,606.14		\$ -	\$ 202,631.59
Less Street Lighting Material & Labor						\$ 191,040.19
Total Cost						\$ 11,591.40



Mr. Gary Robertson
Ameresco
222 Williams Ave S
Renton, WA 98057

04/24/2015

RE: Lighting Upgrade Proposal for City of Oak Harbor

Dear Gary,

Thank you for allowing Northwest Edison the opportunity to work with you to develop this lighting retrofit project for the City of Oak Harbor

Our Proposal Includes:

- All labor and materials to install new fixtures, and/or new components in retrofitted fixtures as shown in the lighting spreadsheets.
- Top tier components such as Philips Advance lamps and ballasts.
- One-year parts and labor warranty (however, manufacturers will warranty their products for additional terms, which is identified in product specification or specific warranty documents).
- All labor and materials to install lighting controls as specified on spreadsheet.
- Proper lamp and ballast disposal
- All required man-lifts.
- Electrical permit.

Costs:

1. City Hall	\$26,724.33
2. Fire Station	\$61,310.85
3. Oak Harbor Marina	\$37,209.61
4. Oak Harbor Parks	\$18,001.16
5. Public Works Exterior	\$26,194.11
6. Public Works Interior	\$90,432.34
7. Police Department	\$38,322.34
8. Senior Center	\$17,144.37
9. Street Lighting	\$191,040.19
• Sales Tax on Street Light Material Only	\$11,591.40 (9.5%)

Total Cost: \$517,970.40



Please review project proposal summary for savings calculations.

Excluded:

- Patching and painting
- Replacement of any broken or missing fixture lenses
- Repair of any existing code violations
- Washington State sales tax

All of this work would be performed by our employee's, allowing us to maintain a very high standard of quality and control on each project. Lastly, all of our field employees are put through thorough security checks and drug testing procedures.

Northwest Edison has been doing lighting retrofit projects for over 22 years. We work for many of the biggest names in the Energy and Real Estate industry, and have a consistent track record of installing high quality projects on time with predictable results.

We appreciate the opportunity to be of service. Please don't hesitate to contact me with any questions.

Best Regards,

Brendan Richards

Brendan Richards
Project Manager

[Northwest Edison](#)

Office: (360)453-1185

Mobile: (206)330-6475

I the undersigned, do hereby give consent to proceed with the project as outlined in this and all other relevant project documents.

Authorized Signature: _____ **Date:** _____

All data contained within this document is to be considered an estimate. This information is propriety, and not to be disclosed to third parties without written consent from Northwest Edison.

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

Bill No. C/A 4.k
Date: September 1, 2015
Subject: Professional Services Agreement
Addendum: John E. Galt, Quasi-
Judicial Hearing Services

FROM: Ed Green, Chief of Police

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- Scott Dudley, Mayor
- Larry Cort, City Administrator
- Doug Merriman, Finance Director
- Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

Staff recommends Council Review and if approved, authorize the Mayor to sign the Addendum to the Professional Services Agreement with John E. Galt, defining the term of the agreement.

BACKGROUND / SUMMARY INFORMATION

On August 24, 2015, during an annual review of the City's Contracts and Agreements staff was made aware that the Professional Services Agreement with John E. Galt to provide quasi judicial hearing services had been approved on February 4, 2014 without a termination/expiration date.

Upon review of the contract staff noticed the location for the termination/expiration date under Section 2.1 was left blank.

Staff contacted John E. Galt and he declined any need to change the agreement and opted for an addendum to delineate a termination/expiration date. It was verbally agreed that the date would be December 31, 2017.

LEGAL AUTHORITY

FISCAL IMPACT

N/A

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

Original Professional Services Agreement approved by the City Council on February 4, 2014; Consent

Agenda Item #C.

ATTACHMENTS

1. [February 4, 2014 Council Minutes](#)
2. [John E. Galt Professional Services Agreement executed 2/04/2014](#)
3. [Amendment to Professional Services Agreement for John E. Galt](#)

1. **CALL TO ORDER**
Invocation/Pledge of Allegiance

HONORS AND RECOGNITIONS
Recognizing Sailor and Marine of the Year
2. **APPROVAL OF AGENDA**
3. **CITIZEN COMMENT PERIOD**
4. **CONSENT AGENDA**
 - a. Minutes of the Regular City Council meeting held January 21, 2014
 - b. Approval of Accounts Payable Voucher Nos. 156965 through 156973 in the amount of \$799.99; and Voucher Nos. 156974 through 157122 in the amount of \$732,471.99
 - c. Motion to Authorize the Mayor to sign the Agreement with John Galt to serve as a hearings officer
 - d. Motion to Appoint Melissa Riker to the Park Board as the alternate member
 - e. Motion to Reject the contracts to furnish two Booster Pumps due to bid errors
 - f. Motion to Purchase 490 Roll Carts for the Solid Waste Utility
 - g. Motion to Re-appoint Councilmember Campbell to the Island Transit Board of Directors
5. **STAFF, MAYOR AND COUNCIL COMMENTS**
 - a. City Administrator
 - b. Mayor
 - c. Councilmembers

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.

- 6. ORDINANCE AND RESOLUTIONS**
 - a. Resolution 04-07: Recognizing the Sister City Committee

- 7. PUBLIC HEARINGS/PUBLIC MEETINGS**
 - a. Ordinance 1685: Relating to Recreational Marijuana
 - b. Ordinance 1686: Extending a Moratorium on Medical Marijuana
 - c. Ordinance 1684: Amending the Utilities Rate Ordinance 1587

- 8. UNFINISHED BUSINESS**

- 9. NEW BUSINESS**
 - a. Executive Session – Potential Litigation, Pending Litigation and Property Acquisition

- 10. 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. 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.

CONSULTANT/PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, is made and entered into in duplicate this 4th day of February, 2014, by and between the CITY OF OAK HARBOR, a Washington municipal corporation, hereinafter referred to as the "CITY" and JOHN GALT hereinafter referred to as the "SERVICE PROVIDER".

WHEREAS, the CITY desires to have certain services and/or tasks performed as set forth below requiring specialized skills and other supportive capabilities; and

WHEREAS, sufficient CITY resources are not available to provide such services; and

WHEREAS, the SERVICE PROVIDER represents the SERVICE PROVIDER is qualified and possesses sufficient skills and the necessary capabilities, including technical and professional expertise, where required, to perform the services and/or tasks set forth in this Agreement.

NOW, THEREFORE, in consideration of the terms, conditions, covenants and performance contained herein, the parties hereto agree as follows:

1. Scope of Services.

1.1 The SERVICE PROVIDER shall perform Hearing Officer Services and accomplish such tasks, including the furnishing of all materials and equipment necessary for full performance thereof, as are identified and designated as SERVICE PROVIDER responsibilities throughout this Agreement and as detailed in Exhibit "A" attached hereto and incorporated herein (the "Scope of Services").

2. Term.

2.1 The Project shall begin on March 1, 2014, and shall be completed no later than _____, unless sooner terminated according to the provisions herein.

3. Compensation and Method of Payment.

3.1 Payments for services provided hereunder shall be made following the performance of such services, unless otherwise permitted by law and approved in writing by the CITY.

3.2 No payment shall be made for any service rendered by the SERVICE PROVIDER except for services identified and set forth in this Agreement.

3.3 The CITY shall pay the SERVICE PROVIDER for work performed under this Agreement as follows:

\$10.00 for each "no claim" default forfeiture processed; \$60.00 for processing each claim up to and including the prehearing conference (inclusive of necessary

notices and orders); and at the rate of \$125.00 per hour, not including travel time, for actual time spent in hearing, deliberating, and preparing decisions on claims. The compensation schedule may be adjusted annually by the City.

4. Reports and Inspections.

4.1 The SERVICE PROVIDER at such times and in such forms as the CITY may require, shall furnish to the CITY such statements, records, reports, data, and information as the CITY may request pertaining to matters covered by this Agreement.

4.2 The SERVICE PROVIDER shall at any time during normal business hours and as often as the CITY or State Auditor may deem necessary, make available for examination all of its records and data with respect to all matters covered, directly or indirectly, by this Agreement and shall permit the CITY or its designated authorized representative to audit and inspect other data relating to all matters covered by this Agreement. The CITY shall receive a copy of all audit reports made by the agency or firm as to the SERVICE PROVIDER'S activities. The CITY may, at its discretion, conduct an audit at its expense, using its own or outside auditors, of the SERVICE PROVIDER'S activities that relate, directly or indirectly, to this Agreement. As required by CITY, SERVICE PROVIDER will cooperate to respond to public record requests under the laws of the State of Washington.

4.3 The SERVICE PROVIDER shall keep in strict confidence, and will not disclose, communicate or advertise to third parties, without the express written consent of CITY the confidences of CITY or any information regarding the CITY or services provided to the CITY under this Agreement.

5. Independent Contractor Relationship.

5.1 The parties intend that an independent SERVICE PROVIDER/CITY relationship will be created by this Agreement. The CITY is interested primarily in the results to be achieved; subject to paragraphs herein, the implementation of services will lie solely with the discretion of the SERVICE PROVIDER. No agent, employee, servant or representative of the SERVICE PROVIDER shall be deemed to be an employee, agent, servant or representative of the CITY for any purpose, and the employees of the SERVICE PROVIDER are not entitled to any of the benefits the CITY provides for its employees. The SERVICE PROVIDER will be solely and entirely responsible for its acts and for the acts of its agents, employees, servants, subcontractors or representatives during the performance of this Agreement.

5.2 In the performance of the services herein contemplated, the SERVICE PROVIDER is an independent contractor with the authority to control and direct the performance of the details of the work, however, the results of the work contemplated herein must meet the approval of the CITY and shall be subject to

the CITY'S general rights of inspection and review to secure the satisfactory completion thereof.

6. Service Provider Employees/agents.

6.1 The CITY may at its sole discretion require the SERVICE PROVIDER to remove an employee(s), agent(s) or servant(s) from employment on this Project. The SERVICE PROVIDER may, however, employ that (those) individual(s) on other non-CITY related projects.

7. Hold Harmless/Indemnification.

7.1 SERVICE PROVIDER shall defend, indemnify and hold the CITY, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

7.2 For purposes of this indemnification and hold harmless agreement, the Contractor waives any immunity that may be granted to it under the Washington State Industrial Insurance Act, Title 51 RCW. The parties expressly agree that this waiver of workers' compensation immunity has been negotiated.

7.3 No liability shall attach to the CITY by reason of entering into this Agreement except as expressly provided herein.

8. Insurance.

The SERVICE PROVIDER shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the SERVICE PROVIDER, its agents, representatives, or employees.

8.1 Minimum Scope of Insurance. SERVICE PROVIDER shall obtain insurance of the types described below:

- a. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
- b. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named as an insured under the SERVICE

PROVIDER'S Commercial General Liability insurance policy with respect to the work performed for the City.

- c. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- d. Professional Liability Insurance appropriate to the SERVICE PROVIDER'S profession.

8.2 Minimum Amounts of Insurance. SERVICE PROVIDER shall maintain the following insurance limits:

- a. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of One Million Dollars (\$1,000,000) per accident.
- b. Commercial General Liability insurance shall be written with limits no less than One Million Dollars (\$1,000,000) each occurrence, Two Million Dollars (\$2,000,000) general aggregate.
- c. Professional Liability insurance shall be written with limits no less than One Million Dollars (\$1,000,000) per claim and One Million Dollars (\$1,000,000) policy aggregate limit.

8.3 Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

- a. The SERVICE PROVIDER'S insurance coverage shall be primary insurance with respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the SERVICE PROVIDER'S insurance and shall not contribute with it.
- b. The SERVICE PROVIDER'S insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

8.4 Acceptability of Insurers and policies. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII. Unless otherwise agreed by CITY all insurance policies shall be written on an "occurrence" policy and not a "claims-made" policy.

8.5 Verification of Coverage. SERVICE PROVIDER shall furnish the City with original certificates and a copy of the amendatory endorsements including, but not necessarily limited to, the additional insured endorsement, evidencing the

insurance requirements of the SERVICE PROVIDER before commencement of the work.

9. Treatment of Assets.

9.1 Title to all property furnished by the CITY shall remain in the name of the CITY and the CITY shall become the owner of the work product and other documents, if any, prepared by the SERVICE PROVIDER pursuant to this Agreement. The SERVICE PROVIDER may keep one copy of the work product and documents for its records.

10. Compliance with Laws.

10.1 The SERVICE PROVIDER, in the performance of this Agreement, shall comply with all applicable federal, state or local laws and ordinances, including regulations for licensing, certification and operation of facilities, programs and accreditation, and licensing of individuals, and any other standards or criteria as described in this Agreement to assure quality of services.

10.2 The SERVICE PROVIDER specifically agrees to pay any applicable business and occupation (B&O) taxes that may be due on account of this Agreement.

11. Nondiscrimination.

11.1 The CITY is an equal opportunity employer.

11.2 Nondiscrimination in Employment. In the performance of this Agreement, the SERVICE PROVIDER will not discriminate against any employee or applicant for employment on the grounds of race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability; provided that the prohibition against discrimination in employment because of disability, or the use of a trained dog guide or service animal by a person with a disability, shall not apply if the particular disability prevents the proper performance of the particular worker involved. The SERVICE PROVIDER shall ensure that applicants are employed, and that employees are treated during employment without discrimination because of their race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability or the use of a trained guide dog or service animal by a person with a disability. Such action shall include, but not be limited to: employment, upgrading, demotion or transfers, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and programs for training including apprenticeships. The SERVICE PROVIDER shall take such action with respect to this Agreement as

may be required to ensure full compliance with local, state and federal laws prohibiting discrimination in employment.

11.3 Nondiscrimination in Services. The SERVICE PROVIDER will not discriminate against any recipient of any services or benefits provided for in this Agreement on the grounds of race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability or the use of a trained guide dog or service animal by a person with a disability.

11.4 If any assignment and/or subcontracting has been authorized by the CITY, said assignment or subcontract shall include appropriate safeguards against discrimination. The SERVICE PROVIDER shall take such action as may be required to ensure full compliance with the provisions in the immediately preceding paragraphs herein.

12. Assignment/subcontracting.

12.1 The SERVICE PROVIDER shall not assign its performance under this Agreement or any portion of this Agreement without the written consent of the CITY, and it is further agreed that said consent must be sought in writing by the SERVICE PROVIDER not less than thirty (30) days prior to the date of any proposed assignment. The CITY reserves the right to reject without cause any such assignment.

12.2 Any work or services assigned hereunder shall be subject to each provision of this Agreement and proper bidding procedures where applicable as set forth in local, state and/or federal statutes, ordinances and guidelines.

12.3 Any technical/professional service subcontract not listed in this Agreement, must have express advance approval by the CITY.

13. Changes.

13.1 Either party may request changes to the scope of services and performance to be provided hereunder, however, no change or addition to this Agreement shall be valid or binding upon either party unless such change or addition be in writing and signed by both parties. Such amendments shall be attached to and made part of this Agreement.

14. Maintenance and Inspection of Records.

14.1 The SERVICE PROVIDER shall maintain books, records and documents, which sufficiently and properly reflect all direct and indirect costs related to the performance of this Agreement and shall maintain such accounting procedures and practices as may be necessary to assure proper accounting of all funds paid

pursuant to this Agreement. These records shall be subject at all reasonable times to inspection, review, or audit, by the CITY, its authorized representative, the State Auditor, or other governmental officials authorized by law to monitor this Agreement.

14.2 The SERVICE PROVIDER shall retain all books, records, documents and other material relevant to this Agreement, for six (6) years after its expiration. The SERVICE PROVIDER agrees that the CITY or its designee shall have full access and right to examine any of said materials at all reasonable times during said period.

15. Other Provisions.

15.1 The following additional terms shall apply: It is agreed between the parties that pursuant to changes in state law necessitating that services hereunder be expanded, the parties shall negotiate an appropriate amendment. If after thirty (30) days of negotiation, agreement cannot be reached, the CITY may terminate this Agreement no sooner than sixty (60) days thereafter.

15.2 This agreement shall not constitute nor create an employer/employee relationship and John Galt shall not acquire, as a result of this agreement any employee benefits which may now exist or hereafter be established by the Oak Harbor Police Department for its employees, either by ordinances, practice, contract or otherwise, including but not limited to, annual vacation leave, sick leave, health and accident insurance coverage or retirement benefits. John Galt shall be solely responsible for payment of all taxes and fees, including businesses license fees and social security fees.

15.3 Nothing in this agreement shall constitute a guarantee to provide a minimum amount of work or a promise to supply work to John Galt by the Oak Harbor Police Department. Nothing herein shall be deemed to prevent the Oak Harbor Police Department from assigning hearing duties under RCW 10.105.010(5) and 69.50.505(c) to other persons, either by way of agreements or employment.

16. Termination.

16.1 Termination for Convenience. The CITY may terminate this Agreement, in whole or in part, at any time, by giving at least thirty (30) days' written notice to the SERVICE PROVIDER. Upon such termination for convenience, the City shall pay the SERVICE PROVIDER for all services provided under this Agreement through the date of termination.

16.2 Termination for Cause. If the SERVICE PROVIDER fails to perform in the manner called for in this Agreement, or if the SERVICE PROVIDER fails to comply with any other provisions of the Agreement and fails to correct such

noncompliance within five (5) days' written notice thereof, the CITY may terminate this Agreement for cause. Termination shall be effected by serving a notice of termination on the SERVICE PROVIDER setting forth the manner in which the SERVICE PROVIDER is in default. The SERVICE PROVIDER will only be paid for services performed in accordance with the manner of performance set forth in this Agreement through the date of termination.

16.3 Work Product. In the event of any termination whether for convenience or cause, all work product of the SERVICE PROVIDER, along with a summary of the work to the date of termination shall become the property of CITY.

17. Notice.

17.1 Provided for in this Agreement shall be sent by certified mail to the addresses designated for the parties on the last page of this Agreement.

18. Attorneys Fees and Costs.

18.1 If any legal proceeding is brought for the enforcement of this Agreement, or because of a dispute, breach, default, or misrepresentation in connection with any of the provisions of this Agreement, the prevailing party shall be entitled to recover from the other party, in addition to any other relief to which such party may be entitled, reasonable attorney's fees and other costs incurred in that action or proceeding.

19. Jurisdiction and Venue.

19.1 This Agreement has been and shall be construed as having been made and delivered within the State of Washington and it is agreed by each party hereto that this Agreement shall be governed by laws of the State of Washington, both as to interpretation and performance.

19.2 Any action of law, suit in equity, or judicial proceeding for the enforcement of this Agreement or any provisions thereof shall be instituted and maintained only in any of the courts of competent jurisdiction in Island County, Washington.

20. Severability.

20.1 If, for any reason, any part, term or provision of this Agreement is held by a court of the United States to be illegal, void or unenforceable, the validity of the remaining provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

20.2 If it should appear that any provision hereof is in conflict with any statutory provision of the State of Washington, said provision that may conflict therewith shall be deemed inoperative and null and void insofar as it may be in conflict therewith, and shall be deemed modified to conform to such statutory provisions.

21. Entire Agreement.

21.1 The parties agree that this Agreement is the complete expression of the terms hereto and any oral representations or understandings not incorporated herein are excluded. Further, any modification of this Agreement shall be in writing and signed by both parties. Failure to comply with any of the provisions stated herein shall constitute a material breach of contract and be cause for termination. Both parties recognize time is of the essence in the performance of the provisions of this Agreement. It is also agreed by the parties that the forgiveness of the nonperformance of any provision of this Agreement does not constitute a waiver of the provisions of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first hereinabove written.

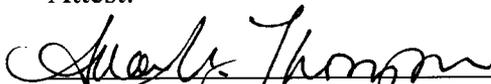
CITY:

CITY OF OAK HARBOR
865 SE Barrington Drive
Oak Harbor, WA 98277



Scott Dudley, Mayor

Attest:



Anna Thompson, City Clerk

SERVICE PROVIDER:

^{E.}
John Galt 9.09.
Quasi- Judicial Hearing Services
927 Grand Ave
Everett, WA 98201



John Galt 9.09.

EXHIBIT A (Scope of Services)

1. John Galt is hereafter the designee of the Oak Harbor Chief of Police under RCW 10.105.010(5) and 69.50.505(c) for those personal property claims assigned to him by the Oak Harbor Police Department. In this capacity he shall provide notice of conferences and hearings as required under RCW 10.105.010(5) and 69.50.505(c) and RCW Chapter 34.05; may conduct a prehearing conference to properly prepare a claim for open hearing; shall receive and examine evidence submitted in open hearing; shall conduct hearings and prepare a record thereof; shall enter findings of fact and conclusions based thereupon; shall render decisions as provided by RCW 10.105.010(5) and 69.50.505(c) and RCW Chapter 34.05; and shall provide a decision copying and distribution services as required under RCW 10.105.010(5) and 69.50.505(c) and RCW Chapter 34.05. Galt shall provide a signed original of each decision to the Oak Harbor Police Department.
2. John Galt may, at his sole discretion, excuse himself from hearing any item that may pose a conflict of interest on its part or which may otherwise conflict with a previously scheduled obligations. John Galt shall endeavor to give the Oak Harbor Police Department as much advance notice as possible of his inability to hear any item so that a pro tem hearing officer can be selected.
3. All required hearings shall be heard in Oak Harbor, WA.
4. The Oak Harbor Police Department shall arrange for and provide a hearing room and facilities (including a recording system or court reporter). Provisions of a hearing clerk or equivalent for each hearing are optional at the Oak Harbor Police Department's choice. The Oak Harbor Police Department shall pay all costs and expenses associated with such support.
5. John Galt shall render his services as required under this agreement pursuant to the time constraints identified in RCW 10.105.010(5) and 69.50.505(c) and RCW Chapter 34.05.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/7/2015

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	PHONE (A/C, No, Ext): (800) 771-9055	FAX (A/C, No): (877) 287-1315
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC#
INSURER A: Hartford Casualty Ins Co		
INSURER B:		
INSURER C:		
INSURER D:		
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INSURER F:		

INSURED JOHN E GALT 927 GRAND AVE EVERETT WA 98201	CERTIFICATE NUMBER:	REVISION NUMBER:
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A	COMMERCIAL GENERAL LIABILITY			48 SBU ND4668	03/16/2015	03/16/2016	EACH OCCURRENCE	\$1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000
	General Liab		<input checked="" type="checkbox"/>				MED EXP (Any one person)	\$10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	\$1,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC						GENERAL AGGREGATE	\$2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG	\$2,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>				BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>				PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>					\$
	<input type="checkbox"/> NON-OWNED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>					\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	<input type="checkbox"/> OCCUR						AGGREGATE	\$
	EXCESS LIAB							\$
	<input type="checkbox"/> CLAIMS-MADE							\$
	DEL: <input type="checkbox"/>	RETENTION \$						\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			48 SBU ND4668	03/16/2015	03/16/2016	PER STATUTE	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE/IN OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	N/A				E.L. EACH ACCIDENT	\$500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE-EA EMPLOYEE	\$500,000
							E.L. DISEASE - POLICY LIMIT	\$500,000

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CERTIFICATE HOLDER City of Oak Harbor 865 SE BARRINGTON DR OAK HARBOR, WA 98277	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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CERTIFICATE OF LIABILITY INSURANCE

SAN
R045DATE (MM/DD/YYYY)
3/7/2014

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	E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Hartford Casualty Ins Co	
INSURED JOHN E GALT 927 GRAND AVE EVERETT WA 98201	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
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COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR General Liab GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	X		48 SBU ND4668	03/16/2013	03/16/2014	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000
							MED EXP (Any one person)	\$10,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$2,000,000
							PRODUCTS - COMP/OP AGG	\$2,000,000
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
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City of Oak Harbor
 865 SE BARRINGTON DR
 OAK HARBOR, WA 98277

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
 AUTHORIZED REPRESENTATIVE

Mar Tailor

HARTFORD FIRE INSURANCE COMPANY
PO BOX 33015
SAN ANTONIO TX 78265

City of Oak Harbor
865 SE BARRINGTON DR
OAK HARBOR WA 98277



CERTIFICATE OF LIABILITY INSURANCE

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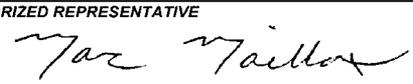
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	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:						DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000	
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$	
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$	
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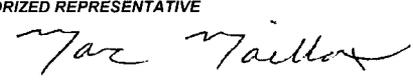
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	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR					AGGREGATE	\$
	<input type="checkbox"/> DED	<input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT	\$
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INSURER F:																

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> General Liab GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	X		48 SBU ND4668	03/16/2013	03/16/2014	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000
							MED EXP (Any one person)	\$10,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$2,000,000
							PRODUCTS - COMP/OP AGG	\$2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED: RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
A	EMP STOP GAP			48 SBU ND4668	03/16/2013	03/16/2014	\$500,000/500,000/500,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations. Re: Description of Work: Conduct Administrative/quasi-judicial hearings. Certificate Holder is an Additional Insured per the Business Liability Coverage Form SS0008 attached to this policy.

CERTIFICATE HOLDER

City of Oak Harbor
 865 SE BARRINGTON DR
 OAK HARBOR, WA 98277

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Tar Taylor

HARTFORD FIRE INSURANCE COMPANY
PO BOX 33015
SAN ANTONIO TX 78265

City of Oak Harbor
865 SE BARRINGTON DR
OAK HARBOR WA 98277

**FIRST AMENDMENT TO THE 2014 CONSULTANT / PROFESSIONAL SERVICES AGREEMENT BETWEEN
THE CITY OF OAK HARBOR AND JOHN E. GALT FOR HEARING EXAMINER SERVICES**

WHEREAS, the City of Oak Harbor (CITY) and John E. Galt (SERVICE PROVIDER) entered into an agreement relating to hearing examiner services with a commencement date of March 1, 2014; and

WHEREAS, the existing contract between the City and Service Provider has a provision under "Term; Section 2.1" that lists the beginning date, but does not list an end date; and

WHEREAS, the agreement should be amended to reflect the two year expiration date that was originally intended.

NOW THEREFORE, the following provisions of the 2014 Consultant/Professional Services Agreement with John E. Galt are hereby amended as follows:

TERM (Section 2.1):

This Contract shall commence on March 1, 2014 and shall be completed on December 31, 2017, unless sooner terminated according to the provisions herein.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed the day and year first hereinabove written.

CITY:

CITY OF OAK HARBOR
865 SE Barrington Drive
Oak harbor, WA 98277

SERVICE PROVIDER:

JOHN E. GALT
Quasi-Judicial Hearing Services
927 Grand Ave
Everett, WA 98201

Scott Dudley, Mayor

John E. Galt

Approved as to form:

Nikki Esparza, City Attorney

Accepted for the City of Oak Harbor:

Anna Thompson, City Clerk

City of Oak Harbor
City Council Agenda Bill

Bill No. 5.a.i
Date: September 1, 2015
Subject: Wastewater Treatment Plant
Update by Staff

FROM: Joe Stowell, City Engineer

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- Scott Dudley, Mayor
- Larry Cort, City Administrator
- Doug Merriman, Finance Director
- Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

Review

BACKGROUND / SUMMARY INFORMATION

Regular Wastewater Treatment Plant Staff Update for 9/01/2015

LEGAL AUTHORITY

FISCAL IMPACT

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

ATTACHMENTS

1. [Wastewater Treatment Plant Update - 9/01/2015](#)

City of Oak Harbor
**Clean Water
 Facility Project**



CITY COUNCIL PROJECT UPDATE – September 1, 2015

The following is a snapshot of project activities and milestones, as well as anticipated upcoming activities and risks being monitored for the Oak Harbor Clean Water Facility Project. These updates are provided to City Council on a bi-weekly basis.

RECENT ACTIVITIES AND MILESTONES (PREVIOUS FOUR WEEKS)

- Site Preparation Package A substantially complete. (Archaeological Investigation)
- Outfall Construction well under way. Work is transitioning from shore based to barge based.
- Site Plan Application submitted and currently under review.

ANTICIPATED/UPCOMING ACTIVITIES AND MILESTONES (NEXT SIX WEEKS)

- Site Preparation Package B bid opening on September 17th (Deep Excavation)
- Review of 60% Cost Estimate / Biosolids Options / Community Room / Finance workshop later in September.
- 90% Design expected to begin this month with an expected completion in February.
- Windjammer Park Planning – How will the new Wastewater Treatment Plant fit in with the surrounding park.

DESIGN STATUS

Item	Description	Progress %
Facility Design	Carollo Engineers have submitted 60% design drawings. A 60% Design presentation and cost estimate is scheduled to be presented to the City Council in September.	60%
Site Preparation Package B	The design for the deep excavation package is underway and tentatively scheduled for Council approval in October, following review of 60% design cost estimates.	90%

PERMIT ACQUISITIONS STATUS

Pending Permits	Description
<ul style="list-style-type: none"> • Site Plan Permit • Shoreline Master Plan Permit • Conditional Use Permit 	<ul style="list-style-type: none"> • Submitted to Development Services 7/24/15 • Submitted to Development Services 7/24/15 • Submitted to Development Services 7/24/15

CONSTRUCTION STATUS

Item	Description	Estimated Completion
Outfall Construction	Hoffman and the outfall subcontractor continue excavation of the upland areas. Parts of the park near the existing sewage treatment plant will be utilized. In-water work started and will continue depending on tides. Some of the in-water work will	October 2015

	be conducted by a barge anchored in the harbor through August.	
Site Preparation A	Excavation activities started promptly after award on 6/16/15 and are nearing completion. The goal of this phase is to identify potential cultural resources which will then allow Carollo and Hoffman to provide more accurate 60% cost estimates. Early indications are positive. No significant cultural resources have been encountered which indicates the preferred method of soil stabilization is likely to be used.	August 2015
Groundbreaking on CWF		November 2015

COST AND FUNDING STATUS

Major Cost Item	Cost Estimate	Description
GMP #1 (MBR/UV)	\$2,775,455.58 (includes sales tax)	Awarded by City Council on 12/2/2014 Includes Membrane Bioreactor and Ultra Violet Disinfection equipment procurement and design support. Does not include installation costs.
GMP #2 (Outfall)	\$2,164,488 (includes sales tax)	Awarded by City Council on 4/21/15 Construction of a new outfall from approximately the waterfront trail out into Oak Harbor Bay.
GMP #3 (Site Prep A)	\$908,872 (includes sales tax)	Approved by City Council 6/16/15. Preliminary site excavation and archaeological investigation. Preliminary results indicate this work will come in under budget or be delayed until Site Preparation Package B.
GMP #4 (Site Prep B)	Out for Bid	Site Preparation Package B will include utility relocates, minor demolition at the existing RBC Plant, stone column installation, sheet pile installation and deep excavation. Bids are expected to be opened on Sept. 17 and presented to Council in October after the 60% cost estimate has been reviewed.
Overall Project	TBD	60% design documents have been received by the City. Carollo and Hoffman are developing cost estimates. Staff expects to present an updated cost estimate to City Council in September with options regarding biosolids handling and including a community/training room. 90% Design is expected to begin in September.
Biosolids Dryer	TBD	Staff is currently reviewing proposals for biosolids dryers to include in the 60% cost estimate. The results will be included in an analysis of different biosolids handling options.
Community Room	TBD	Cost estimates and funding for the community room will be presented with the 60% cost estimate later in September.

Funding: Pending	Description
2016 CWSRF – WWTP Construction	The City has submitted an application for construction of the treatment plant and has been tentatively awarded \$15,631,311 at a reduced interest rate of 1.9% for 20 years and an additional \$463,154 forgivable principal for hardship and green project reserve. An additional \$4,586,846 in Centennial Grant was also offered. Final award will not occur until state legislature has passed the state budget in July. Staff intends to apply for additional funding next year to cover the remaining construction costs.
2017 CWSRF - WWTP Construction	Applications for 2017 CWSRF funding are due October 16, 2015.
Bonds	The City is reviewing our funding options with regards to CWSRF vs. Bonds to develop the most advantageous funding program for the project. The goal is to reduce the overall burden on the rate payers. City staff initiated preparation of POS statement necessary to issue revenue bonds.
Rates	Staff is currently reviewing the impacts of the funding sources listed above, current bond rates and the estimated cost of the project to determine how the project rates might be impacted by the construction cost increases and lower financing rates.
Funding: In hand	Description
2015 CWSRF – Outfall Design and Construction	The City has received \$3,200,000 in low interest loans from DOE for design and construction of the new outfall for the wastewater treatment plant. The loan is for 20 years at 2.7% interest.
2015 CWSRF – WWTP Design	The City has received \$8,260,000 in low interest loans for design of the new wastewater treatment plant. The loan is for 20 years at 2.7% interest.
Reserves	The sewer fund has been accumulating reserves that have been earmarked for this project.

COMMUNICATIONS AND OUTREACH STATUS

Upcoming activities	Description
September 1 – City Council Meeting - Architectural Theme	Results of the August in-house and on-line open house were presented at the August 26 th City Council Workshop. Approximately 80% of the respondents preferred Concept B with sloped roofs, darker materials and increased use of wood. Concept B will be presented to City Council September 1, 2015 for approval of the architectural theme moving forward.
September 1 – City Council Meeting – Good Neighbor Plan	Staff will be requesting City Council adopt a Resolution formalizing the Good Neighbor Plan. This plan outlines how the project team will communicate construction activities with the public and will be included in future construction contracts.
In-progress or recently completed activities	Description
August 12 - Open House	<p>A public open house to present architectural concepts to a wider audience was held on August 12, 2015 at the Elks Lodge.</p> <ul style="list-style-type: none"> • Staff and consultants provided design information and solicited public input on the design concepts. • An on-line version of the Open House was available until August 21 on the www.oakharborcleanwater.org website to allow those who couldn't attend to participate.

August 26 – City Council Workshop	Staff presented an update on the RV Park, Good Neighbor Plan and summarized the open house results.
Parking	The parking lot behind Wells Fargo is not available for project parking. Anyone wishing to visit the site is welcome to park there. The project office is accessible around the south side of the building.

PROJECT SCHEDULE



PROJECT CONTACT INFORMATION

Web

www.oakharborcleanwater.org

Email

treatmentplant@oakharbor.org

General phone (24-hour)

360-914-7000

Mall

City of Oak Harbor
 865 SE Barrington Drive
 Oak Harbor, Washington 98277

Project team contact information

Joe Stowell, P.E. City Engineer
[360-720-8796](tel:360-720-8796)
jstowell@oakharbor.org

Brett Arvidson, Project Engineer
[360-914-7987](tel:360-914-7987)
barvidson@oakharbor.org

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

Bill No. 6.a
Date: September 1, 2015
Subject: Ordinance No. 1740: Medical
Marijuana Moratorium Extension

FROM: Steve Powers, Development Services Director

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- Scott Dudley, Mayor
- Larry Cort, City Administrator
- Doug Merriman, Finance Director
- Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

- Conduct public hearing
- Adopt Ordinance No. 1740, Findings of Fact and Conclusions of Law

BACKGROUND / SUMMARY INFORMATION

As an outgrowth of I-502, the City of Oak Harbor created Chapter 19.22, OHMC, regulating recreational marijuana producers, processors, and retailers in the city. Parallel legislation for medical marijuana was expected to be passed since late 2013.

In anticipation of statewide legislation, the City of Oak Harbor established a moratorium on the licensing and permitting of medical marijuana dispensaries and collective gardens. Lack of progress toward medical marijuana legislation prompted the City to extend the moratorium to September 2, 2015.

In April 2015 the Legislature passed 2SSB 5052 (Cannabis Patient Protection Act). This Act creates a regulatory framework for the medical marijuana industry in the state and requires several mileposts be accomplished in the next year by the Liquor and Cannabis Board and the Washington Department of Health.

Staff briefed the Planning Commission at their June 23, 2015 meeting on the local ramifications of this Act and the prospect of establishing local regulations in a short timeframe. Following thoughtful discussion, the Planning Commission was in agreement that extension of the existing moratorium was the most prudent course of action and in the best interest of the city. They indicated that such an extension would provide an opportunity to gather additional information, monitor state progress/refinement and actions taken by other jurisdictions, and, engage in public outreach.

Staff is in concurrence with this rationale and revised the work plan adopted in Ordinance No. 1692 to complete this effort prior to September 1, 2016.

At the Planning Commission meeting of July 28, 2015, the Commission unanimously (5-0) recommended that the City Council adopt Ordinance 1740 extending the moratorium on the licensing and permitting of medical marijuana dispensaries and collective gardens an additional year. The staff report and minutes from this meeting are included in this packet as Attachment 1. This item was also presented at the July 22, 2015 City Council work shop.

Adoption of Ordinance No. 1740 (Attachment 2) will extend the moratorium as discussed above.

LEGAL AUTHORITY

FISCAL IMPACT

N/A

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

June 23, 2015 - Planning Commission public meeting

July 28, 2015 - Planning Commission public hearing

July 22, 2015 - City Council workshop

ATTACHMENTS

1. [Planning Commission July 28, 2015 staff report and minutes](#)
2. [Ordinance No. 1740](#)

City of Oak Harbor Planning Commission Report

Date: July 28, 2015
Subject: 2SSB 5052 – Medical Marijuana

FROM: Dennis Lefevre, AICP, Senior Planner

PURPOSE

This report is a follow-up to the June 23, 2015 discussion regarding the creation of a code amendment in the Oak Harbor Municipal Code (OHMC) addressing impacts of the recently passed Cannabis Patient Protection Act (2SSB 5052).

BACKGROUND

The City of Oak Harbor adopted Ordinance 1685 (February 2014) creating Chapter 19.22, OHMC, regulating the potential siting of recreational marijuana production, processing and retail facilities legalized by the passage of I-502 in November 2012.

With the knowledge that the Washington State Legislature was working towards legislation that could potentially align the medical marijuana regulations with those of recreational marijuana, the City Council adopted Ordinance No. 1666 (September 3, 2013) instituting a six-month moratorium on the establishment, licensing, and permitting of medical marijuana dispensaries and collective gardens.

Since no Legislative action occurred within the six-month time period established under Ordinance No. 1666, the City Council adopted Ordinance No. 1686 extending the moratorium an additional six months, to September 2, 2014. The State Legislature, again, failed to pass legislation changing the medical marijuana laws within the extended six-month time frame prompting the City Council to adopt Ordinance No. 1692. This Ordinance extended the moratorium an additional twelve months to September 2, 2015 and established a work plan to develop a medical marijuana ordinance.

In April 2015, Governor Inslee signed the Cannabis Patient Protection Act (2SSB 5052) which overhauls regulation of the medical marijuana industry. This legislation brings medical marijuana into the same regulatory scheme that the Liquor Cannabis Board (formerly Liquor Control Board) had established for recreational marijuana under I-502.

DISCUSSION

At the June 23, 2015 Planning Commission meeting, staff presented the background of the marijuana industry in Washington State, existing regulatory conditions for recreational marijuana, and framework for medical marijuana regulations established under 2SSB 5052.

Following substantive discussion, there was general consensus that, due to uncertainty of several sections of 2SSB 5052 and the very short timeframe to prepare a code amendment locally regulating medical marijuana, an extension to the existing moratorium would be in the best interest of the city. The Planning Commission further indicated that such an extension would

provide an opportunity to gather additional information, monitor state progress and 2SSB 5052 refinements, and engage in public outreach.

Staff supports the Planning Commission position. While the bill provides a needed regulatory framework for the medical marijuana industry, it contains areas of uncertainty and unanswered questions. It is staff's belief that legislation as widespread as this will experience areas of refinement and clarification. Other Washington jurisdictions will share similar concerns in the lack of regulatory control and enforcement mechanisms. Time will be needed to monitor the aforementioned concerns to ensure that the proposed code amendment will reflect the most recent legislative and judicial decisions.

RECOMMENDATION

Staff's recommendation is to forward a recommendation to the City Council to extend the existing medical marijuana moratorium extended under Ordinance No. 1692 an additional year to September 1, 2016.

ATTACHMENTS

Attachment 1 – Proposed Ordinance ____

and it is only a conceptual plan. Mr. Powers added that that the right-of-way widths can take into account whether we are trying to control speed, minimize impacts to parks or whether it is more of a driveway than a street. Mr. Powers also explained that the TIP is only one component of the overall transportation planning. The other components are the Transportation Plan and the Capital Improvement Plan. Again, Mr. Powers stressed that the primary reason for the TIP is to make the projects listed in the TIP eligible for grant funds. Including a project on the TIP doesn't mean that the City Council has approved the project for construction.

There was some discussion about Mr. Hovey's comment that the Bayshore Drive extension will divert traffic from the Pioneer Way businesses. There was also a question about why the NE 7th Avenue improvements were dropped from the TIP. Mr. Powers indicated that NE 7th Avenue was dropped because the project received funding but the city was unable to match funds and had to return the funds. The city thought that we should wait one cycle before ask for funds again.

Planning Commissioners asked if there was a process for amending the TIP once it is approved. Mr. Peterschmidt stated that the TIP could be amended.

There was additional discussion about what the repercussions would be if the Bayshore Drive project was removed from the TIP, what the process is for public comment once the City goes forward with a project, as well as the need to do what is best for all of Oak Harbor and not just one segment of the community.

MOTION: MS. PETERSON MOVED TO RECOMMEND THAT THE CITY COUNCIL ADOPT THE 2016-2021 SIX-YEAR TRANSPORTATION IMPROVEMENT PLAN WITHOUT THE BAYSHORE DRIVE EXTENSION PROJECT.

Motion died for lack of a second.

ACTION: MS. WALKER-WYSE MOVED, MR. PIERCE SECONDED A MOTION TO RECOMMEND THAT THE CITY COUNCIL ADOPT THE 2016-2021 SIX-YEAR TRANSPORTATION IMPROVEMENT PROGRAM AS PRESENTED. MOTION CARRIED BY A VOTE OF 4 IN FAVOR AND 1 OPPOSED.

MEDICAL MARIJUANA CODE – Public Hearing

Mr. Lefevre recalled the previous discussion with the Planning Commission and reported that the same presentation was given to the City Council and the Council expressed no concern about extending the moratorium. Mr. Lefevre stated that the moratorium will allow time to see how the state deals with the recently passed Cannabis Patient Protection Act (2SSB 5052) and there will be the opportunity to solicit more public involvement. Mr. Lefevre concluded by recommending that Planning Commission forward a recommendation to the City Council to extend the moratorium for on year.

Planning Commission Discussion

The Planning Commissioners discussed the importance of getting as much public comment as possible and the methods for soliciting more public comment.

There was some discussion and concern about having a "rolling moratorium". Mr. Powers stated that he was comfortable with extending the moratorium because legislation keeps changing and there is a general lack of clarity at the state level.

ACTION: MR. FREEMAN MOVED, MS. WALKER-WYSE SECONDED, MOTION CARRIED TO RECOMMEND THAT THE CITY COUNCIL EXTEND THE EXISTING MEDICAL MARIJUANA MORATORIUM ORDINANCE NO. 1692 AN ADDITIONAL ONE YEAR UNTIL SEPTEMBER 1, 2016.

TELECOMMUNICATION INFRASTRUCTURE – Public Meeting

Mr. Lefevre reported that this item is an effort to bring our code current with federal legislation “Middle Class Tax Relief and Job Creation Act of 2012”. Section 6409 of this Act (a.k.a. the “Spectrum Act”) mandated that “local governments approve, and cannot deny, an application requesting modification of an existing tower or base station if such modification does not substantially change the physical dimensions of such tower or base station.” The purpose of this act is to facilitate and expedite the deployment of equipment and infrastructure to meet the demand for wireless capacity.

Mr. Lefevre explained that our current code establishes location and options for wireless facilities and focuses primarily on the construction of new facilities. The current code permits collocation of wireless facilities on existing structures but does not provide an expedited application and review process nor provide for mandatory approval if specific criterion are met.

Mr. Lefevre stated that an amendment creating Chapter 19.30 will establish application submittal requirements, permit classification, timing for permit review, and the approval process. Following adoption of this amendment, Development Services staff will prepare an application based on the new Chapter 19.30 guidelines and requirements. Staff will also amend Schedule A of the Master Fee Schedule to include this application and review fee.

Planning Commission Discussion

Planning Commissioners asked that the fee schedule be shared with them once the fee has been determined.

COMPREHENSIVE PLAN LAND USE AMENDMENT – Public Hearing

Mr. Kamak displayed a PowerPoint presentation (Attachment 2) and summarized the Comprehensive Plan amendment process, review criteria, location and site characteristics of the subject properties. Mr. Kamak reported that this is a sponsored amendment to change the land use designation from Low Density Residential to Medium Density Residential for three properties located south of SW 3rd Avenue and West of Oak Harbor Road. Mr. Kamak noted that two of the properties are owned by Valley High Investments Incorporated and the third property is owned by the Oak Harbor School District. The school district was contacted by Valley High Investments and the school district has no objection to their inclusion in the land use designation amendment.

Mr. Kamak recommended that the Planning Commission conduct a public hearing and forward a recommendation to the City Council to amend the Future Land Use Map designation of the subject properties from Low Density Residential to Medium Density Residential.

Planning Commission Discussion

Planning Commissioners asked about the school district’s plan for their property. Mr. Kamak stated that there was no proposal for the school district property.

The public hearing was opened at 8:59 p.m. There were no comments.

ORDINANCE NO. 1740

AN ORDINANCE OF THE CITY OF OAK HARBOR, WASHINGTON, EXTENDING FOR TWELVE MONTHS THE MORATORIUM UPON MEDICAL MARIJUANA DISPENSARIES AND COLLECTIVE GARDENS AS ESTABLISHED BY ORDINANCE NO. 1666 AND AMENDED BY ORDINANCE NOS. 1686 AND 1692, ADOPTING FINDINGS OF FACT IN SUPPORT OF THE EXTENSION, ADOPTING A REVISED WORKPLAN, PROVIDING FOR SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, Initiative Measure No. 692 (I-692), approved by the voters of Washington State on November 30, 1998, and now codified as chapter 69.51A RCW, created an affirmative defense for “qualifying patients” to the charge of possession of marijuana (cannabis); and,

WHEREAS, the intent of I-692 was that qualifying “patients with terminal or debilitating illnesses who, in the judgment of their physicians, would benefit from the medical use of marijuana, shall not be found guilty of a crime under state law” (RCW 69.51A.005), but that nothing in the law “shall be construed to superseded Washington state law prohibiting the acquisition, possession, manufacture, sale, or use of marijuana for non-medical purposes” (RCW 69.51A.020); and,

WHEREAS, the Washington State Legislature passed E2SSB 5073 in 2011; and,

WHEREAS, on April 29, 2011, former Governor Christine Gregoire vetoed all of the provisions of E2SSB 5073 relevant to medical marijuana dispensaries but left the provisions relating to cultivation of marijuana for medical use by qualified patients individually and in collective gardens; and,

WHEREAS, RCW 69.51A.085 authorizes qualifying patients “to create and participate in collective gardens for the purpose of producing, processing, transporting, and delivering cannabis for medical use,”; and,

WHEREAS, RCW 69.51A.140 authorizes cities to adopt and enforce zoning requirements, business licensing requirements, health and safety requirements, and business taxes pertaining to the production, processing, or dispensing of cannabis or cannabis products within their jurisdiction and that nothing in chapter 181, Laws of 2011 is intended to limit the authority of cities to impose zoning requirements or other conditions upon licensed dispensers, so long as such requirements do not preclude the possibility of siting licensed dispensers within the jurisdiction; and,

WHEREAS, Initiative Measure No. 502 (I-502), approved by the voters of Washington state on November 6, 2012, calls for the establishment of a regulatory system licensing producers, processors, and retailers of recreational marijuana for adults 21 years of age and older, legalizes the possession and private recreational use of marijuana, and requires the Washington State

Liquor and Cannabis Board (formerly Liquor Control Board) to adopt procedures and criteria for issuing licenses to produce, process, and sell marijuana; and,

WHEREAS, the City of Oak Harbor adopted Ordinance No. 1666 on September 3, 2013 imposing a six-month moratorium on the establishment of medical marijuana dispensaries and collective gardens because of the potential impact on the public health, safety, and welfare; and,

WHEREAS, the City Council conducted a public hearing on October 1, 2013, as required by Ordinance No. 1666, to take public testimony regarding the establishment of the moratorium; and,

WHEREAS, the City has received no evidence that there is insufficient access to medical marijuana; and,

WHEREAS, the Washington State Attorney General issued an advisory opinion in January 2014, that states municipalities can prohibit state-licensed marijuana businesses within a city's boundaries or impose zoning and other land use regulations pertaining to such businesses; and,

WHEREAS, legislation was introduced in the Washington State Legislature's 2014 session concerning recreational, commercial, and medical marijuana, which would have merged medical marijuana into the state-licensed recreational market; and,

WHEREAS, in light of the potential for new legislation related to medical marijuana and in accordance with RCW 36.70A.390, Ordinance No. 1666, adopted September 3, 2013, was extended by the City Council (Ordinance No. 1686) for an additional six months until September 2, 2014, subject to general compliance with a work plan; and,

WHEREAS, the Legislature failed to act on the bills, leaving the laws regarding medical marijuana regulations unchanged; and,

WHEREAS, the Court of Appeals affirmed a city's right to prohibit collective gardens in *Cannabis Action Coalition v. City of Kent*; and,

WHEREAS, City staff outlined a work plan based on the anticipated Legislative session schedule; and,

WHEREAS, the City determined that an additional twelve months was necessary to allow for passage of state Legislation and implementation of the city's work plan; and,

WHEREAS, on September 2, 2014, following a public hearing, the City Council adopted Ordinance No. 1692 extending the moratorium for an additional twelve months until September 2, 2015; and,

WHEREAS, on April 25, 2015 the Washington State Legislature passed 2SSB 5052 establishing the Cannabis Patient Protection Act; and,

WHEREAS, the Cannabis Patient Protection Act provides a similar regulatory framework created under I-502 to be administered by the Liquor and Cannabis Board; and,

WHEREAS, the Cannabis Patient Protection Act creates a medical marijuana authorization database for qualifying patients; provides potential endorsement to a licensed recreational marijuana retailer to carry products identified by the Washington Department of Health as beneficial to medical marijuana patients; repeals the authorization for collective gardens, effective July 1, 2016; and, authorizes the establishment of four-member cooperatives also effective July 1, 2016; and,

WHEREAS, on June 23, 2015 City staff presented the medical marijuana framework created under the Cannabis Patient Protection Act, to the City of Oak Harbor Planning Commission; and,

WHEREAS, City staff also presented an aggressive, revised work plan intended to create and adopt medical marijuana regulations within the City by the expiration of the moratorium established under Ordinance No. 1692; and,

WHEREAS, discussion at the June 23, 2015 Planning Commission meeting involved concerns about preparing local medical marijuana regulations while the state may refine and clarify uncertain sections of the Cannabis Patient Protection Act possibly requiring supplemental local code amendments; and,

WHEREAS, the Planning Commission also reasoned that additional time would be valuable to solicit public comment and perception to this issue as well as provide an opportunity to monitor other communities; and,

WHEREAS, a City Council workshop was held on July 22, 2015 to discuss the medical marijuana framework and the Planning Commission concerns and direction; and,

WHEREAS, the Planning Commission continued their discussion on July 28, 2015 of local medical marijuana regulations and unanimously recommended to the City Council approval of Ordinance 1740, extending the duration of the moratorium extended under Ordinance 1692 an additional twelve months to September 1, 2016 along with a revised work plan; and

WHEREAS, a public hearing was held on September 1, 2015, to receive and consider public testimony regarding an extension to the moratorium; and,

WHEREAS, the City Council finds that it is necessary to extend the duration of the moratorium as established by Ordinance No. 1666 and as amended by Ordinances No. 1686 and 1692 for an additional twelve months; and,

WHEREAS, the City Council adopts the foregoing as its findings of facts justifying the adoption of this ordinance;

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

Section One. Extension of Moratorium. In accordance with RCW 36.70A.390, Ordinance No. 1666, adopted September 3, 2013, which imposed a moratorium on the establishment of medical marijuana dispensaries and collective gardens for six months, as amended by Ordinance No. 1686 which extended the moratorium another six months subject to compliance with a work plan, as further amended by Ordinance No. 1692 which extended the moratorium twelve months is hereby extended for an additional twelve months until September 1, 2016, subject to general compliance with the revised work plan shown in Section Two below.

Section Two. Revised Work Plan. The work plan shown below represents a revised work plan as adopted in Section Two of Ordinance No. 1692.

September 2015 – March 2016	<ul style="list-style-type: none"> • Monitor amendments and new bills pertaining to medical marijuana • Monitor direction provided by AWC, MRSC, LCB and review actions taken by peer communities • Facilitate open house to receive public comment • Initiate draft medical marijuana code
March – May 2016	<ul style="list-style-type: none"> • Planning Commission conducts public hearing(s) and forwards recommendations to City Council
June 2016	<ul style="list-style-type: none"> • Provide 60-day notification to Commerce • Complete SEPA process
June – July 2016	<ul style="list-style-type: none"> • City Council workshop(s)
August – September 2016	<ul style="list-style-type: none"> • City Council public hearing(s)

Section Three. Severability. If any provision 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 (5) days after publishing.

PASSED by the City Council this _____ day of _____, 2015.

CITY OF OAK HARBOR

SCOTT DUDLEY, MAYOR

Attest:

Approved as to form:

By _____
Anna Thompson, City Clerk

By _____
Nikki Esparza, City Attorney

Date of Publication: _____

Effective Date: _____

City of Oak Harbor
City Council Agenda Bill

Bill No. 6.b
Date: September 1, 2015
Subject: Valley High Investments - Intent
to Annex

FROM: Steve Powers, Development Services Director

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- Scott Dudley, Mayor
- Larry Cort, City Administrator
- Doug Merriman, Finance Director
- Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

Staff recommends that the City Council initiate this annexation by taking the following action:

I move to accept the proposed geographic scope of this annexation as shown on Attachment 5, totaling 16.73 acres; adopt R-1 (single-family) as the zoning district; and require the assessment of the proportionate share of city indebtedness upon annexation.

BACKGROUND / SUMMARY INFORMATION

This agenda bill presents the notice of intent to commence annexation proceedings involving four parcels totaling 16.73 acres adjacent to Fort Nugent Road on the southwest side of the City (see Attachment 1).

Prior to the circulation of a petition for annexation, the initiating party or parties, who must be the owners of not less than ten percent in assessed value of the property for which annexation is sought, shall notify the legislative body in writing of their intention to commence annexation proceedings (RCW 35A.14.120). On July 9, 2015, Mr. Colin Smith, representing Valley High Investments, Inc., submitted a notice of intent to commence annexation proceedings (Attachment 2). As shown in Table 1, the assessed value of the applicant's parcel exceeds the required ten percent of the total assessed value necessary to commence annexation proceedings.

Table 1.

Owner	Parcel #	Acreage	Assessed Value (\$)	% of Total
Valley High Investments	R13209-495-1950	3.91	253,000	21%
Virginia Aos	R13209-495-2230	3.91	355,282	30%
Winnifred Kotschwar	R13209-495-2500	3.91	257,000	22%
Alan Lynn	R13209-446-2310	5.00	324,000	27%
4 Parcels	N/A	16.73	\$1,189,282	100%

RCW 35A.14.120 further requires the City Council to convene a meeting with the initiating party within 60 days after the filing of the notice of intent. This requirement has been satisfied. If the Council decides to move forward, the Council must decide: 1) whether it will accept, reject, or geographically modify the proposed annexation; 2) whether it will require adoption of zoning simultaneously with annexation; and, 3) whether it will require annexed properties to share City indebtedness.

The decision of the Council whether to move forward with the proposed annexation is entirely within its discretion. By accepting a proposed intent to annex at this stage, the Council is not committing itself to ultimately annexing the territory proposed. This acceptance authorizes the proponent to circulate a petition for signatories representing not less than sixty percent of the assessed value of the proposed annexation area.

If the Council rejects the proposed annexation at this stage, the initiating parties have no right of appeal.

DISCUSSION

1) Whether to accept the annexation as proposed; reject the annexation; or geographically modify the proposed annexation.

Goals and Policies

The City has adopted goals and policies in the Oak Harbor Comprehensive Plan (Nov. 2014) for considering annexation requests. Goals 4 & 5 of the Urban Growth Area Element and their respective policies, address such issues as maintaining adopted levels of service, ensuring public services can be provided to the annexed area, funding of these services, potential future obligations by property owners, and confirming the annexation is a logical extension of the City's municipal limits (please see Attachment 3 for these goals and policies). A review for consistency with all of the applicable Comprehensive Plan goals and policies will occur in preparation for the necessary public hearing, should the City Council authorize the annexation to proceed.

Geographic Options

The four parcels proposed for annexation are located within the City's urban growth area (UGA) and are contiguous to the existing municipal limits located along the southern right-of-way line of Fort Nugent Road. At this phase of the annexation process, the City Council may accept the annexation as proposed or enlarge the geographic area. As shown on Attachment 4, the remaining portion of the UGA in this

area, not included in the proposed annexation, encompasses four additional parcels, two of which are entirely within the UGA and two which are bisected by the UGA boundary. The City Council may enlarge the scope to include the two complete parcels, but may not include the parcels that extend outside of our UGA. The City would be in conflict with the Growth Management Act by annexing lands located outside of our UGA.

Annexation protocol allows the City Council this one opportunity to enlarge the geographic scope. If Council chooses to enlarge the scope and insufficient signatures are obtained to achieve the required 60% assessed value, the area may be reduced later in the process. However, if parcels are not included at this point, they may not be added later (RCW 35A.14.140).

The remaining geographic option is to reject the annexation.

City Services

In order to provide the Council with a comprehensive analysis of the potential issues associated with the annexation, staff contacted City departments which provided preliminary comments and thoughts on the potential impacts.

Public Works responded with comments relating to sewer and water service, stormwater and streets. Sewer service may require a lift station from the subject properties to the existing line in Fort Nugent Road. The developer may be eligible for latecomer reimbursement agreements. Water service can be provided from the existing line in Fort Nugent Road. There is a possibility that a pressure boosting station may be necessary to achieve adequate fire flow. Stormwater may be addressed in the Golf Course Drainage Basin Study and Low Impact Development may be an effective method of dealing with stormwater. Street connections shall be aligned with existing street on the north side of Fort Nugent Road. If intersection alignment is not possible, sufficient distance should be provided to prevent the creation of turning movement conflicts.

The Oak Harbor Police Department indicated service and routine patrols exist in Fairway Point which is directly to the north of Fort Nugent Road.

The Oak Harbor Fire Department expressed concern over the continued residential development in the southwest quadrant of the city and the difficulty to maintain acceptable response times without a new station in this service area.

The City's Finance Department indicated that storm drainage and utility fees and other license requirements are effective once properties are annexed into the city.

Building services noted that one of the parcels proposed for annexation has livestock.

2) Whether to require the simultaneous adoption of proposed zoning.

The City of Oak Harbor's Comprehensive Plan identifies proposed land use designations within the UGA. These designations provide guidance for the types of land uses and residential densities that may be anticipated in areas of the UGA located outside the city limits. This guidance assists in the cost effective and efficient sizing of infrastructure which may be extended into new city developments

subsequent to annexation.

The proposed annexation area is identified as Low Density Residential (see Attachment 4). This designation is intended for low-density, urban, single-family residential uses while providing sufficient density to allow the City to effectively provide needed urban services. Densities range between a minimum of three (3) dwelling units per gross acre to a maximum of six (6) dwelling units per gross acre. The proposed zoning district is R-1 (Single-Family Residential) which has the identical density range of three to six dwelling units per acre.

Land to the north is also zoned R-1 and has been developed into a 140 single-family Planned Residential Development known as Fairway Point. Overall density in this development is 3.8 dwelling units per acre. The aforementioned parcels located to the south, located within the UGA but not proposed for annexation are designated Low Density Residential. Land to the east and west, located in Island County, are zoned Rural (see Attachment 5). Single-family residential is a permitted use at 1 dwelling unit per five acres.

3) Whether to require the assumption of all or any portion of existing city indebtedness by property owners within the area to be annexed.

City indebtedness refers to existing or future bonds, the cost of which is shared by City taxpayers. It is logical for the City to require that properties in the proposed annexation to share in City indebtedness.

LEGAL AUTHORITY

Specific authority for annexation is established in RCW 35A.14.010 which states “Any portion of a county not incorporated as part of a city or town but lying contiguous to a code city may become a part of the charter code city or noncharter code city by annexation”. Procedural requirements for the “Direct Petition” method, of annexation are established in RCW 35A.14.120-150. The Direct Petition method is commonly used for municipal annexations.

FISCAL IMPACT

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

August 26, 2015 - City Council workshop

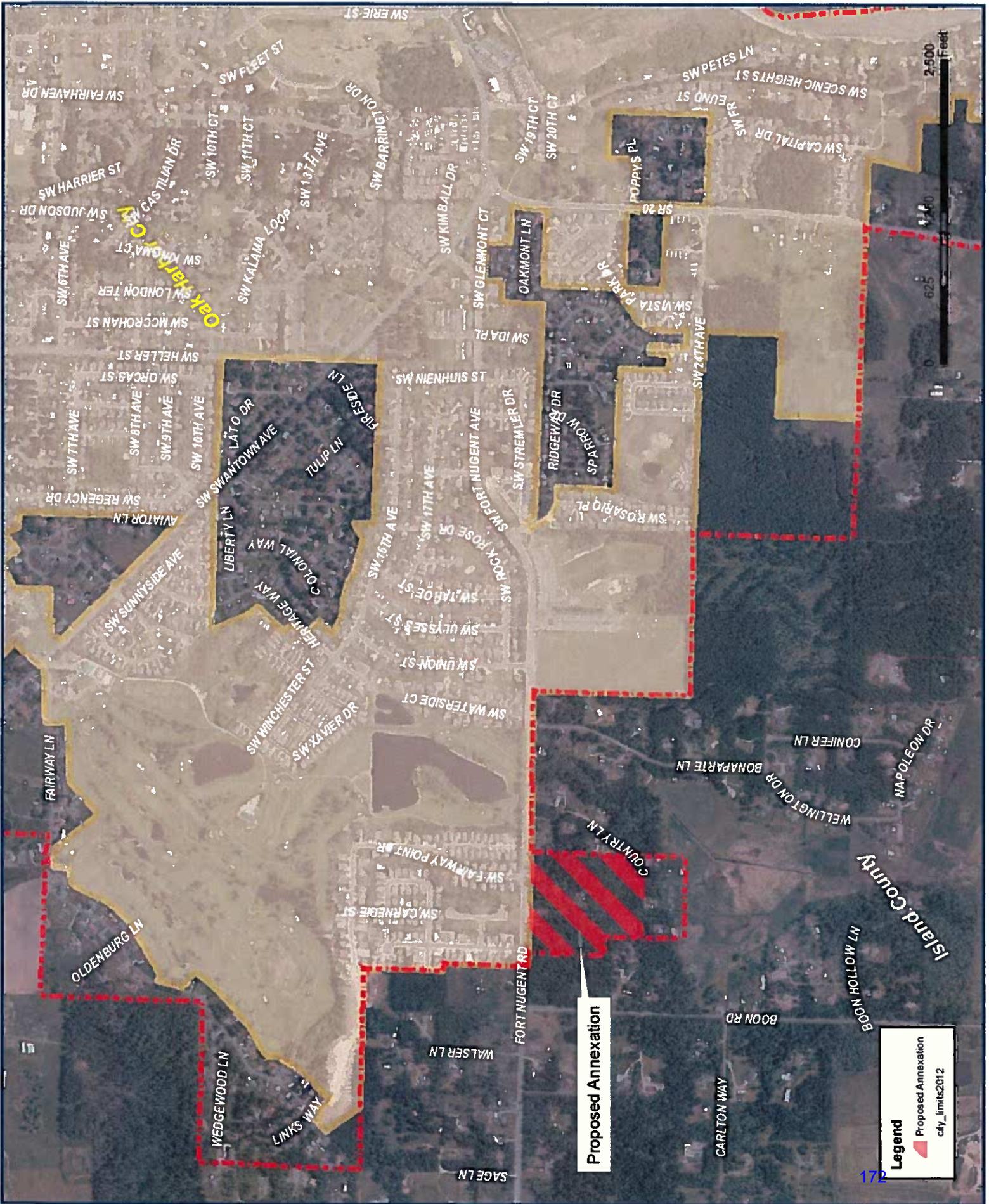
ATTACHMENTS

1. [Vicinity Map](#)
2. [Notice of intent to commence annexation](#)
3. [Comprehensive Plan annexation policies](#)
4. [Land Use Map](#)
5. [Zoning Map](#)



Map 1 - Vicinity

Attachment 1



Proposed Annexation

Legend

- Proposed Annexation city limits 2012

Valley High Investments, Inc.

Attachment 2

41 NE Midway Blvd, #101
Oak Harbor, WA 98277
(360) 751-9866
(360) 675-5341 fax

RECEIVED

JUL 09 2015

CITY OF OAK HARBOR
Development Services Department

Notice of Intention to Commence Annexation Proceedings

The Honorable Mayor and City Council
City of Oak Harbor
865 SE Barrington Drive
Oak Harbor WA 98277

July 9, 2015

Dear Mayor and City Council:

The undersigned, who represents the owners of not less than ten percent (10%) of the acreage for which annexation is sought, hereby advise the City Council of the City of Oak Harbor that it is the desire of the undersigned owners of the following area to commence annexation proceedings:

The four parcels; R13209-495-1950 (Parcel A), R13209-495-2230 (Parcel B), R13209-495-2500 (Parcel C) and R13209-446-2310 (Parcel D) for which annexation is sought herein referred to as "the property" is legally described on Exhibit "A" attached hereto and is geographically depicted on a Island County Assessor's parcel map on Exhibit "B" further attached hereto.

It is requested that the City Council of the City of Oak Harbor set a date, not later than sixty (60) days after the filing of this request, for a meeting with the undersigned to determine:

1. Whether the City Council will accept, reject, or geographically modify the proposed annexation;
2. Whether the City Council will require the simultaneous adoption of the zoning for the proposed area in substantial compliance with the proposed Comprehensive Plan as adopted by City of Oak Harbor; and
3. Whether the City Council will require the assumption of all or any portion of indebtedness by the area to be annexed.

Colin Smith
Valley High Investments, Inc. Representative



Date: 7/9/2015

Parcel Number of Owner: R13209-495-1950

Cc: Steve Powers, AICP – Planning Services Director

JUL 09 2015

CITY OF OAK HARBOR
Development Services Department

**Exhibit A-
Legal descriptions of Parcels Proposed to be Annexed**

Parcel A. R13209-495-1950:

Abbreviated: 30 - W275' OF E825' OF N/2 NE NW EX N40' FOR RD

Full: The West 275 feet of the East 825 feet of the North half of the Northeast Quarter of the Northwest Quarter of Section 9, Township 32 North, Range 1 East of the Willamette Meridian;

EXCEPT the North 40 feet of said premises as deeded to Island County for the right of way under Auditor's File Nos. 396312, 396313 and 396994.

ALSO EXCEPT that portion, if any, lying within Fort Nugent Road along the North line thereof.

Situate in the County of Island, State of Washington.

Parcel B. R13209-495-2230:

Abbreviated: 29 - W275' OF E550' OF N/2 NE NW EX N40' FOR RD

Full: The west 275 feet of the East 550 feet of the North half of the Northeast quarter of the Northwest quarter of Section 9, Township 32 North, Range E.W.M.

EXCEPT the North 40 feet conveyed to Island County, by Deed dated April 21, 1982, recorded under Auditor's File No. 396318, records of Island County, Washington.

Situate in the County of Island, State of Washington.

SUBJECT TO: Easements, Restrictions, Reservations and Provisions of record, if any.

Parcel C. R13209-495-2500:

Abbreviated: 28 - E275' OF N/2 NE NW EX CORD

Attachment 2

Full: Situate in the County of Island, State of Washington:

The East 275 feet of the North half of the Northeast Quarter of the Northwest Quarter of Section 9, Township 32 North, Range 1 E.W.M.;

Except that portion lying within Fort Nugent Road.

Parcel D. R13209-446-2310:

Abbreviated: 48 - N/2 SE NE NW TGW EAS AF#418785

Full: THE NORTH HALF OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 9, TOWNSHIP 32 NORTH, RANGE 1, EAST OF THE WILLAMETTE MERIDIAN.

TOGETHER WITH A 30 FOOT EASEMENT FOR INGREE, EGRESS AND THE INSTALLATION OF UTILITIES OVER, UNDER AND ACROSS AS DESCRIBED IN THAT INSTRUMENT RECORDED DECEMBER 14 1983, UNDER AUDITOR'S NO. 418785.

TOGETHER WITH A 60 FOOT EASEMENT FOR INGRESS, EGRESS AND THE CONSTRUCTION, OPERATION, AND MAINTENANCE OF OVERHEAD AND UNDERGROUND UTILITIES OVER AND ACROSS AS DESCRIBED IN THAT INSTRUMENT RECORDED DECEMBER 14, 1983, UNDER AUDITOR'S FILE NO. 418786.

Attachment 2

JUL 09 2015

CITY OF OAK HARBOR
Development Services Department



Fort Nugent Rd

Fairway Point

PRD

4

A

B

C

D

County Ln

Attachment 3

Comprehensive Plan – Urban Growth Area Element Policies

Goal 4 - Annexations to the City will occur in compliance with the Washington State Growth Management Act and the following policies:

- 4.a Land to be annexed should include only areas seen as logical extensions of the City, located adjacent to existing urban development.
- 4.b The City should avoid annexations that would result in unincorporated enclaves within the UGA.
- 4.b Annexations to the City should be based on evidence that public facilities and service capacities already exist or are planned for and can be efficiently, economically, and practically provided by either public or private sources.
- 4.c Annexations should not diminish the present LOS or create an excessive financial burden to existing and prospective property owners in the City.
- 4.d Ensure property owners within an annexing area are aware of foreseeable obligations or requirements that may be imposed upon them by the City at the time of annexation.
- 4.e Require existing buildings, within annexed areas, to meet the City's fire and safety requirements.
- 4.f Assure that the City's fire rating is not reduced because of annexation.
- 4.g Maintain the existing level of police service when annexing new areas.
- 4.h Annexation proposals should describe the method and level of funding for capital facilities needed to serve the annexed area.
- 4.i Proponents of annexation in developed or partially developed areas should pay their fair share of the costs of urban services and public improvements required to meet the City's LOS standards.
- 4.j The City may require the preparation of a fiscal impact study which addresses long and short-term economic impacts to the City.
- 4.k Annex, when possible, areas of sufficient size that square off City boundaries and enhance circulation.
- 4.l Proposed annexations shall not result in the long-term reduction of the City's established LOS standards.

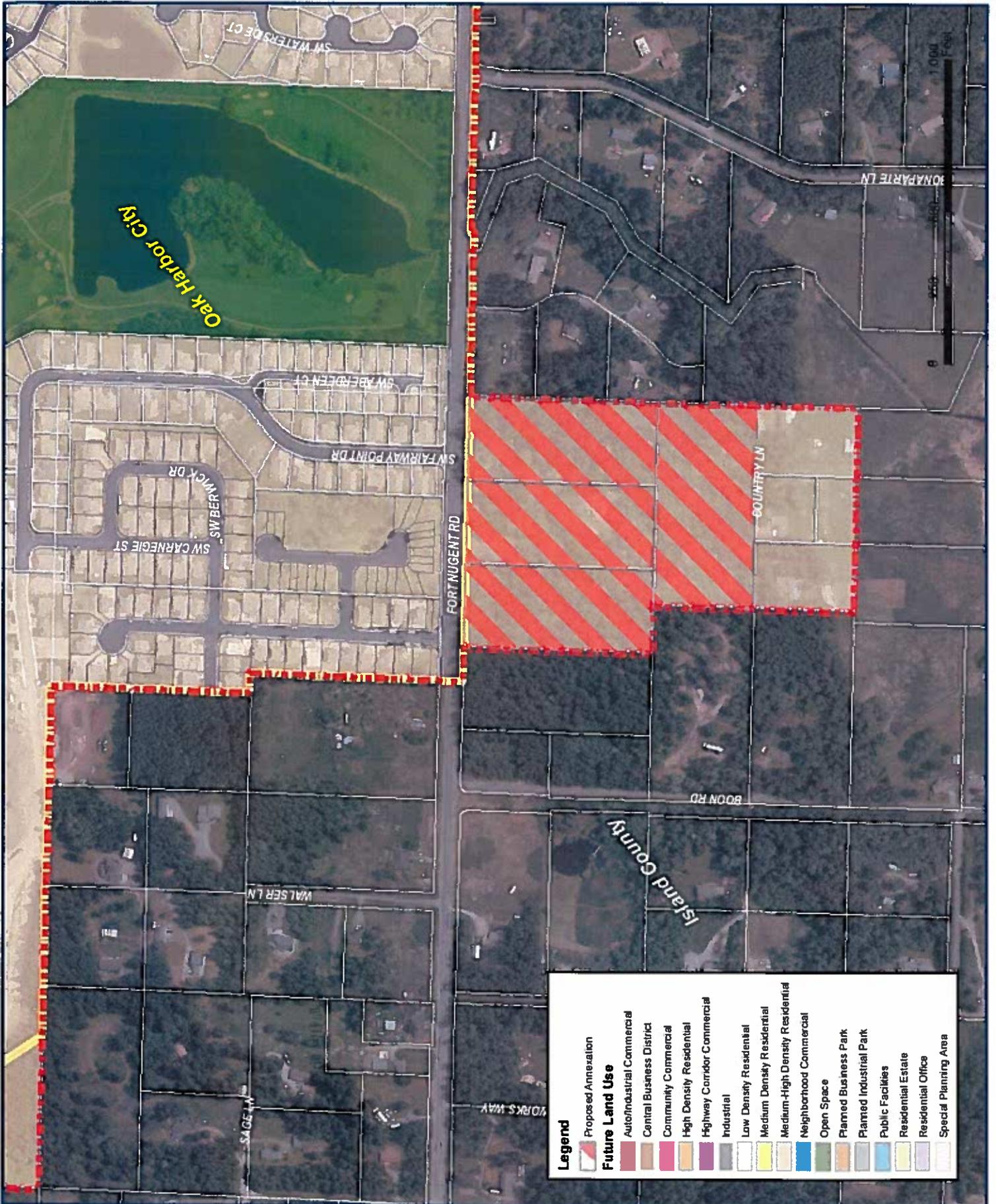
Goal 5 - New neighborhoods annexed into the City should contribute in a positive manner to sustain and enhance the quality of life for all Whidbey Island citizens while promoting a strong sense of place for Oak Harbor.

- 5.a Annexation agreements should include a preliminary plan for a transportation network that emphasizes connections to existing neighborhoods, streets and pedestrian facilities.
- 5.b Where topography allows, new annexation areas should develop in the traditional lot and block grid pattern that typified early Oak Harbor development and enhances the provision of public facilities and services.
- 5.c The City should consider the desirability of acquiring potential new public facilities, such as trails, parks or open space lands, during the annexation review process with the cooperation of the petitioners.
- 5.d In annexation requests where the surrounding land uses could be significantly affected by the potential land uses in the annexing area, the City should require a greenbelt designation of an appropriate width to ameliorate the negative impacts.
- 5.e The City should adopt standards that support the Comprehensive Plan annexation policies.



Map 2 - Land Use

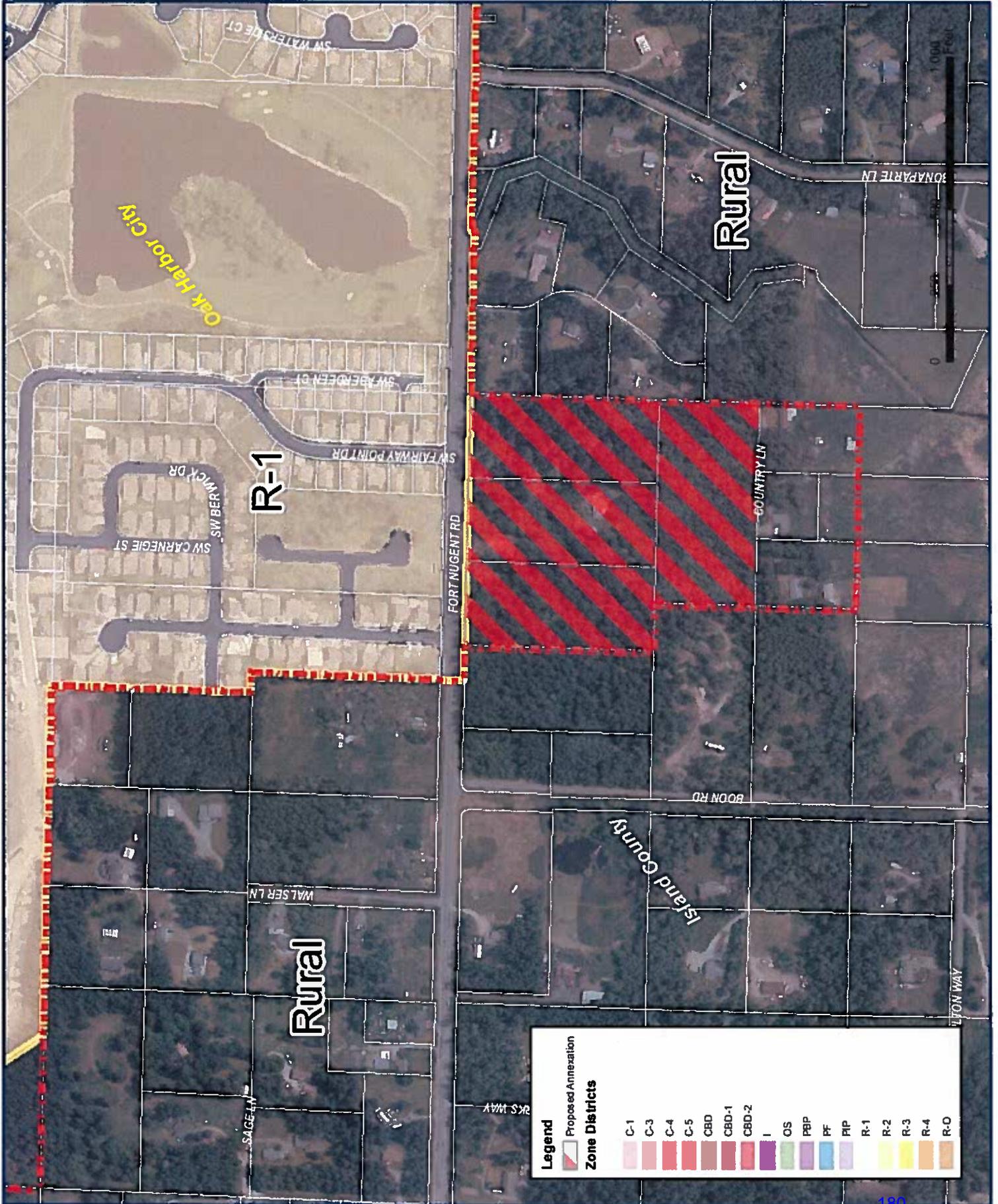
Attachment 4





Map 3 - Zoning

Attachment 5



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

Bill No. 6.c
Date: September 1, 2015
Subject: Resolution 15-26: Six-Year
(2016-2021) Transportation
Improvement Program

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

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- Scott Dudley, Mayor
- Larry Cort, City Administrator
- Doug Merriman, Finance Director
- Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

1. Conduct a public hearing.
2. Adopt Resolution No. 15-26 approving the 2016-2021 Six-Year Transportation Improvement Program (TIP).

BACKGROUND / SUMMARY INFORMATION

The City is required under Revised Code of Washington 35.77.010 to submit an approved Six-Year Transportation Improvement Program (TIP) every year. The primary purpose of the TIP is to facilitate use of Federal transportation funds awarded to the City. Projects that qualify for Federal funding must appear in the Six-Year TIP at the local and State levels before the funds can be committed to the project. The Six-Year TIP also improves project coordination between the City and other public transportation agencies in the region.

The projects listed on the TIP are coordinated with those listed in the Transportation Element of the Comprehensive Plan. Coordinating projects among the Transportation Comprehensive Plan, the Six-Year TIP, and the Capital Facilities Plan facilitates our collaboration with other agencies, utility companies, and our communication with the public on planned transportation projects. It also helps the City remain focused on a manageable list of transportation projects. Placing a transportation project on the TIP does not obligate or authorize the City to proceed with the project.

The Six-Year TIP form includes a number of codes and symbols used in the statewide management of the regional TIP documents. A copy of the TIP code key is attached. A symbol in the status column of "S" means funding is secured while a symbol of "P" indicates the project is not currently funded. The form of the Six-Year TIP includes a priority number associated with each project. Please note that the priority numbering in the TIP is not intended to supersede or be superimposed into the citywide effort of overall capital project prioritization.

The following projects are included in the 2016 - 2021 TIP. The projects are numbered for convenience only and do not indicate priority or current status of the project.

1. SW Heller Street Improvements – Swantown to Whidbey
2. Whidbey Avenue Reconstruction – Heller to Regatta
3. Midway / NE 7th – Intersection Signalization
4. Bayshore Drive Extension – Beeksma to City Beach
5. SR-20 Improvements – Roundabouts
6. NW Heller Street Overlay – Whidbey to Crosby

Five previously listed projects have been dropped from the TIP. The Transportation Element Update was removed from the project list as the Federal Highway Administration determined that local transportation planning is not eligible for federal Surface Transportation Program funding. The Whidbey Avenue Pedestrian Crossing and Waterfront Trail Repair projects are removed from the TIP because federal funds have been obligated for both projects. The Eagle Vista Extension was dropped because there is no longer a public interest in this street segment. The SE 4th Avenue Reconstruction project is not eligible for federal transportation funds.

The Bayshore Drive Extension has been added to the TIP this year. It is classified as Collector Street and is eligible for federal funding. It is possible that the development of the Oak Harbor Clean Water Facility may become a catalyst for completion of Bayshore Drive between City Beach Street and Beeksma Drive. Adding the project to the Six-Year TIP provides the possibility of receiving Federal grant funding for the project should it go forward. Including Bayshore Drive on the TIP does not indicate approval to proceed with the project nor does it dedicate funds for such a project at this time. The community will have opportunity to provide feedback on the viability of the extension of Bayshore Drive through the Transportation Element update that is currently under way.

As was previously noted, the City is required by State law to submit an approved Six-Year TIP. This submittal process is accomplished in conjunction with the Regional Transportation Planning Organization (RTPO). Once approved by the Council, the City's TIP is submitted to the RTPO. In turn, the RTPO submits a regional TIP to the State each year. The State then prepares a statewide TIP in January of each year. The incorporation of the City's projects into this statewide TIP is what enables Oak Harbor to spend Federal funds on local transportation projects.

FISCAL IMPACT

Funds Required: None

Appropriation Source:

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT **CITY COUNCIL WORKSHOP**

The TIP was presented at the August 26, 2015 Council Workshop. It was also presented to the Planning Commission on July 28, 2015. The Planning Commission held a public hearing and moved to

forward a recommendation for approval to City Council.

ATTACHMENTS

1. [Attachment A - Resolution 15-26 - 2016-2021 TIP](#)
2. [Attachment B - Six-Year Transportation Improvement Program \(TIP\)](#)
3. [Attachment C - TIP code key from WSDOT](#)
4. [Attachment D - Map of improvement locations](#)
5. [Attachment E - Minutes from Planning Commission meeting](#)

RESOLUTION NO. 15-26

RESOLUTION adopting the 2016-2021 Six-Year Transportation Improvement Program.

WHEREAS, the City of Oak Harbor has reviewed the work accomplished under the prior Six-Year Transportation Improvement Program (2015-2020); and

WHEREAS, after an extensive public involvement process the City of Oak Harbor adopted a Comprehensive Plan Transportation Element on January 15, 2008 which established the six-year and long term transportation needs for the community; and

WHEREAS, the Planning Commission reviewed the proposed 2016-2021 Transportation Improvement Program (TIP) on July 28, 2015 and recommended approval; and

WHEREAS, with respect to the provisions of RCW 35.77.010(2) the City Council finds that the City has identified non-motorized transportation projects in the form of trail projects and street projects which include trail and bikeway components; and

WHEREAS, with respect to the provisions of RCW 35.77.010(3) the City Council finds that the City is not served by rail transportation and therefore need not plan to preserve railroad right-of-way; and

WHEREAS, proper notice has been given; and

WHEREAS, a public hearing was held at the regular Council meeting on September 2, 2015, at the hour of 6:00 p.m. and at said hearing, the Six-Year Transportation Improvement Program 2016-2021 was presented.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Oak Harbor, Washington that the Six-Year Transportation Improvement Program 2016-2021, a copy of which is attached hereto, is hereby adopted as the Six-Year Transportation Improvement Program 2016-2021 for the City of Oak Harbor for the ensuing year, and previous plans are amended accordingly.

PASSED by the City Council of the City of Oak Harbor and approved by its Mayor this 1st day of September, 2015.

THE CITY OF OAK HARBOR

MAYOR

Attest:

City Clerk

Approved as to Form:

City Attorney



Six Year Transportation Improvement Program From 2016 to 2021

Agency: Oak Harbor
 County: Island
 MPO/RTPO: Skagitj Island
 RTPO

N Inside

Y Outside

Functional Class	16	Priority Number	1	B. STIP ID		Hearing	06/23/15	Adopted	07/07/15	Amendment		Resolution No.	15-	Improvement Type	04	Utility Codes	C G O P S T W	Total Length	0.780 CE	Environmental Type		RW Required	Yes
				G. Structure ID	WA-05970																		
				SW Heller Street Improvements SW Heller Street SW Swantown Ave to W Whidbey Ave RW Acq., pave, curb, gutter, sidewalk, utilities, transit																			

Funding		Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2018		0		0		0	1,358,000	1,358,000
P	RW	2019		0		0		0	582,000	582,000
P	CN	2020		0		0		0	7,760,000	7,760,000
				Totals		0		0	9,700,000	9,700,000

Expenditure Schedule		1st	2nd	3rd	4th	5th & 6th
Phase						
PE	0	0	0	0	700,000	658,000
RW	0	0	0	0	0	582,000
CN	0	0	0	0	0	7,760,000
Totals	0	0	0	0	700,000	9,000,000



Six Year Transportation Improvement Program From 2016 to 2021

Agency: Oak Harbor

County: Island

MPO/RTPO: Skagitj Island
RTPO

N Inside

Y Outside

Functional Class	16	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description		B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
	3	Midway Blvd / NE 7th Ave Intersection Signalization NE Midway Blvd to Traffic Signal		WA-05972	06/23/15	07/07/15		15-	03	C G O P S T W		CE	No

Funding		Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
	P	PE	2017		0			0	170,153	170,153
	P	RW	2018		0			0	113,435	113,435
	P	CN	2019		0			0	850,762	850,762
		Totals			0			0	1,134,350	1,134,350

Expenditure Schedule		1st	2nd	3rd	4th	5th & 6th
Phase						
PE		0	170,153	0	0	0
RW		0	0	113,435	0	0
CN		0	0	0	850,762	0
Totals		0	170,153	113,435	850,762	0



Six Year Transportation Improvement Program From 2016 to 2021

Agency: Oak Harbor

County: Island

MPO/RTPO: Skagitj Island
RTPO

N Inside

Y Outside

Functional Class	17	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description		B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
		4	Bayshore Drive Extension SE Bayshore Drive SW Beeksma Drive to SE City Beach Street Street Extension	WA-08159	07/28/15	08/05/15			01	C G P T W	0.270		Yes

Funding									
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds	Total Funds
P	PE	2017		0		0	490,000	490,000	490,000
P	RW	2018		0		0	1,000,000	1,000,000	1,000,000
P	CN	2019	STP	1,000,000		0	1,010,000	2,010,000	2,010,000
Totals				1,000,000		0	2,500,000	3,500,000	3,500,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	290,000	200,000	0	0
RW	0	0	1,000,000	0	0
CN	0	0	0	2,010,000	0
Totals	0	290,000	1,200,000	2,010,000	0



Six Year Transportation Improvement Program From 2016 to 2021

Agency: Oak Harbor

County: Island

MPO/RTPO: Skagitj Island
RTPO

N Inside

Y Outside

Functional Class	14	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description		B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
	5	SR-20 Improvement SR-20 SE Barrington Dr to SW Swantown Ave RW Acq., intersection improvements & channelization, widening, sidewalk, curb & gutter, retaining walls, & landscaping.		G. Structure ID WA-05976	06/05/15	07/07/15		15-	03	C G O P S T W	0.690	CE	Yes

Funding

Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2020		0	WSDOT	3,572,000	268,000	3,840,000
P	RW	2021		0	WSDOT	5,952,000	448,000	6,400,000
P	CN	2021		0	WSDOT	20,236,800	1,523,200	21,760,000
Totals				0		29,760,800	2,239,200	32,000,000

Expenditure Schedule

Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	0	0	0	3,840,000
RW	0	0	0	0	6,400,000
CN	0	0	0	0	21,760,000
Totals	0	0	0	0	32,000,000



Six Year Transportation Improvement Program From 2016 to 2021

Agency: Oak Harbor

County: Island

MPO/RTPO: Skagitj Island
RTPO

N Inside

Y Outside

Functional Class	16	Priority Number	6	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description				B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
				G. Structure ID WA-07425				06/23/15	07/07/15			15-	06	C G P S T W	0.600	CE	No
				NW Heller Street Overlay NW Heller St. W. Whidbey Ave. to NW Crosby Ave. Overlay surface for maintenance; replace curb ramps; striping.													

Funding										Local Funds	Total Funds
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds			
S	PE	2016	STP(R)	31,192		0	4,868	36,060			
S	CN	2017	STP(R)	280,727		0	43,813	324,540			
Totals				311,919		0	48,681	360,600			

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	0	36,060	0	0
CN	0	0	0	324,540	0
Totals	0	0	36,060	324,540	0

Grand Totals for Oak Harbor	Federal Funds	State Funds	Local Funds	Total Funds
	1,311,919	29,760,800	25,822,231	56,894,950

APPENDIX A

IMPROVEMENT TYPE CODES

- 01 – New Construction Roadway
- 03 – Reconstruction, Added Capacity
- 04 – Reconstruction, No Added Capacity
- 05 – 4R Maintenance Resurfacing
- 06 – 4R Maintenance – Restoration & Rehabilitation
- 07 – 4R Maintenance – Relocation
- 08 – Bridge, New Construction
- 10 – Bridge Replacement, Added Capacity
- 11 – Bridge Replacement, No Added Capacity
- 13 – Bridge Rehabilitation, Added Capacity
- 14 – Bridge Rehabilitation, No Added Capacity
- 15 – Preliminary Engineering
- 16 – Right of Way
- 17 – Construction Engineering
- 18 – Planning
- 19 – Research
- 20 – Environmental Only
- 21 – Safety
- 22 – Rail/Highway Crossing
- 23 – Transit
- 24 – Traffic Management/Engineering – HOV

APPENDIX A (continued)

IMPROVEMENT TYPE CODES

- 25 – Vehicle Weight Enforcement Program
- 26 – Ferry Boats
- 27 – Administration
- 28 – Facilities for Pedestrians and Bicycles
- 29 – Acquisition of Scenic Easements and Scenic or Historic Sites
- 30 – Scenic or Historic Highway Programs
- 31 – Landscaping and Other Scenic Beautification
- 32 – Historic Preservation
- 33 – Rehab & Operation of Historic Transp. Buildings, Structures, Facilities
- 34 – Preservation of Abandoned Railway Corridors
- 35 – Control and Removal of Outdoor Advertising
- 36 – Archaeological Planning & Research
- 37 – Mitigation of Water Pollution due to Highway Runoff
- 38 – Safety and Education for Pedestrians/Bicyclists
- 39 – Establishment of Transportation Museums
- 40 – Special Bridge
- 41 – Youth Conservation Service
- 42 – Training
- 43 – Utilities
- 44 – Other
- 45 – Debt Service
- 47 – Systematic Preventive Maintenance

APPENDIX B

FEDERAL FUNCTIONAL CLASSIFICATIONS

No Functional Classification

< 5,000 Population

Interstate Rural
Principal Arterial Rural
Minor Arterial Rural
Major Collector Rural
Minor Collector Rural
Local Access Rural

> 5,000 Population

Interstate Urban
Freeways & Expressways Urban
Other Principal Arterials Urban
Minor Arterial Urban
Collector Urban
Local Access Urban

APPENDIX C

FEDERAL FUND CODES

5307	FTA Urbanized Area Formula Program
5309(Bus)	FTA Bus and Bus Facilities
5309(FG)	FTA Fixed Guideway Modernization
5309(NS)	FTA New Starts
5310	FTA Elderly Persons and Persons with Disabilities
5311	FTA Rural Area Formula Grants
5316	FTA Job Access & Reverse Commute Program (JARC)
5317	FTA New Freedom Program
FTA Discretionary	Discretionary Programs such as Alternatives Analysis (5339) and TIGGER Program
BIA	Bureau of Indian Affairs
BR	Bridge Replacement/Rehabilitation Program
CBI	Coordinated Border Infrastructure
CDBG	Community Development Block Grant (Dept. of Commerce)
CMAQ	Congestion Mitigation and Air Quality
DEMO	Demonstration Projects (High Priority, Sect. 112, 115, 117, 125 and 129)
Discretionary – FBD	Ferry Boat Discretionary
Discretionary – IMD	Interstate Maintenance Discretionary
Discretionary – ITS	intelligent Transportation Systems
Discretionary – PLH	Public Lands Highways (Federal Lands)
Discretionary – SB	Scenic Byways
Discretionary – STP	Surface Transportation Priorities

APPENDIX C (continued)

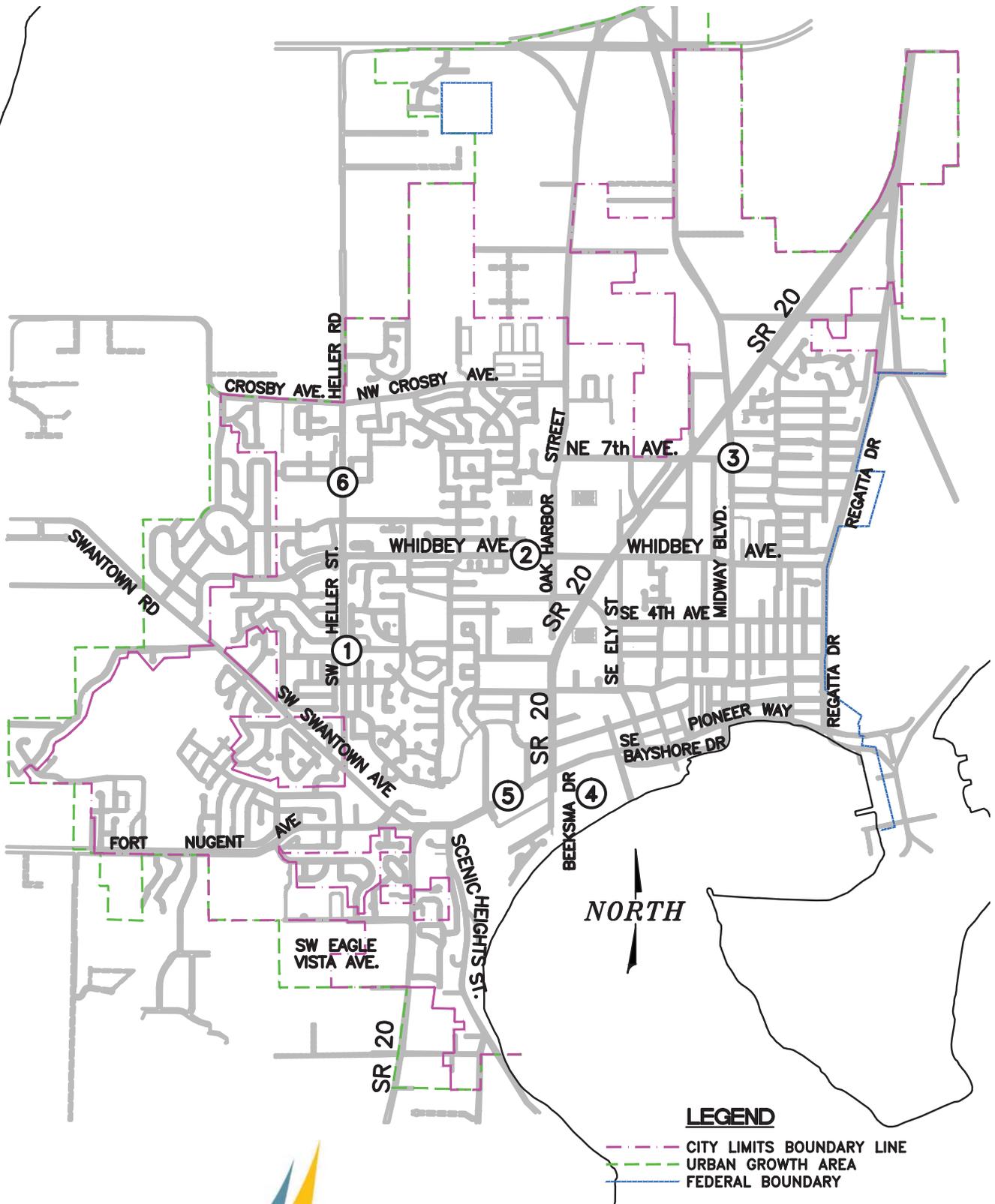
FEDERAL FUND CODES

Discretionary – TCSP	Transportation, Community & System Preservation Program
DOD	Department of Defense
FMSIB	Freight Mobility Strategic Investment Board
IM	Interstate Maintenance
IRR	Indian Reservation Roads
NHS	National Highway System
SRTS	Safe Routes to Schools
STP	Surface Transportation Program (WSDOT Use Only)
STP(E)	Surface Trans. Program - Enhancements
STP(L)	Surface Trans. Program – Legislative Earmarks
STP(S)	Surface Trans. Program – Safety (Includes Highway Safety Improvement Program, Hazard Elimination, Railway/Highway Crossing Program and 2010-15 County Road Safety Program)
STP(R)	Surface Trans. Program – Rural Regionally Selected
STP(U)	Surface Trans. Program – Urban Regionally Selected

APPENDIX C (continued)

STATE FUND CODES

CRAB	County Road Administration Board
FMSIB	Freight Mobility Strategic Investment Board
PWTF	Public Works Trust Fund
SRTS	Safe Routes to Schools
TIB	Transportation Improvement Board
TPP	Transportation Partnerships Program
WSDOT	WSDOT funds
OTHER	Any other state funds not listed a



SIX YEAR TRANSPORTATION IMPROVEMENT PLAN 2016 - 2021

**PLANNING COMMISSION
REGULAR MEETING
CITY HALL – COUNCIL CHAMBERS
July 28, 2015**

ROLL CALL: Present: Greg Wasinger, Bruce Freeman, Sandi Peterson, Cecil Pierce and Jes Walker-Wyse

Absent: Ana Schlecht and Mike Piccone

Staff Present: Development Services Director, Steve Powers; Senior Planners, Cac Kamak and Dennis Lefevre; Associate Planner Ray Lindenburg. Arnie Peterschmidt, Project Engineer

Chairman Wasinger called the meeting to order at 7:30 p.m.

MINUTES: MS. WALKER-WYSE MOVED, MR. FREEMAN, MOTION CARRIED TO APPROVE THE JUNE 23, 2015 MINUTES AS PRESENTED.

Mr. Wasinger announced that agenda item No. 6 – Telecommunication Infrastructure will precede item No. 5 – Comprehensive Land Use Amendments.

PUBLIC COMMENT

None.

SIX-YEAR TRANSPORTATION IMPROVEMENT PROGRAM (TIP) – Public Hearing

Mr. Peterschmidt displayed a PowerPoint presentation (Attachment 1) and summarized the purpose, background and projects listed in the TIP. Mr. Peterschmidt concluded by recommending that the Planning Commission hold a public hearing and recommend that the City Council to approve the 2016-2021 TIP.

Planning Commission Discussion

Planning Commission questioned staff about how state and federal government determine which projects to fund, whether a project could receive both state and federal funding, what the definition of non-motorized is, how sidewalks are upgraded to current ADA standards and how the city strategizes on when to begin selected projects. Mr. Peterschmidt and Mr. Powers addressed the questions and noted that the primary reason for the TIP is to make the projects listed in the TIP eligible for grant funds.

Mr. Wasinger opened the public hearing for public comment at 7:47 p.m.

Mr. Hal Hovey spoke in opposition of including the Bayshore Drive extension project in the TIP.

Mr. Gary Gordon questioned the need for the Bayshore Drive extension project.

Planning Commissioners asked staff to address the comments made by Mr. Hovey and Mr. Gordon.

Mr. Peterschmidt explained that one of the columns in the TIP is titled “Priority Number” but there is no obligation to do the projects in that order. Mr. Peterschmidt also stated that the Bayshore Drive extension is on the list largely because of the Wastewater Treatment Plant so that we can apply for outside funding and take some of the burden off of Oak Harbor taxpayers should the extension be necessary. The alignment of the extension has not been determined

and it is only a conceptual plan. Mr. Powers added that that the right-of-way widths can take into account whether we are trying to control speed, minimize impacts to parks or whether it is more of a driveway than a street. Mr. Powers also explained that the TIP is only one component of the overall transportation planning. The other components are the Transportation Plan and the Capital Improvement Plan. Again, Mr. Powers stressed that the primary reason for the TIP is to make the projects listed in the TIP eligible for grant funds. Including a project on the TIP doesn't mean that the City Council has approved the project for construction.

There was some discussion about Mr. Hovey's comment that the Bayshore Drive extension will divert traffic from the Pioneer Way businesses. There was also a question about why the NE 7th Avenue improvements were dropped from the TIP. Mr. Powers indicated that NE 7th Avenue was dropped because the project received funding but the city was unable to match funds and had to return the funds. The city thought that we should wait one cycle before ask for funds again.

Planning Commissioners asked if there was a process for amending the TIP once it is approved. Mr. Peterschmidt stated that the TIP could be amended.

There was additional discussion about what the repercussions would be if the Bayshore Drive project was removed from the TIP, what the process is for public comment once the City goes forward with a project, as well as the need to do what is best for all of Oak Harbor and not just one segment of the community.

MOTION: MS. PETERSON MOVED TO RECOMMEND THAT THE CITY COUNCIL ADOPT THE 2016-2021 SIX-YEAR TRANSPORTATION IMPROVEMENT PLAN WITHOUT THE BAYSHORE DRIVE EXTENSION PROJECT.

Motion died for lack of a second.

ACTION: MS. WALKER-WYSE MOVED, MR. PIERCE SECONDED A MOTION TO RECOMMEND THAT THE CITY COUNCIL ADOPT THE 2016-2021 SIX-YEAR TRANSPORTATION IMPROVEMENT PROGRAM AS PRESENTED. MOTION CARRIED BY A VOTE OF 4 IN FAVOR AND 1 OPPOSED.

MEDICAL MARIJUANA CODE – Public Hearing

Mr. Lefevre recalled the previous discussion with the Planning Commission and reported that the same presentation was given to the City Council and the Council expressed no concern about extending the moratorium. Mr. Lefevre stated that the moratorium will allow time to see how the state deals with the recently passed Cannabis Patient Protection Act (2SSB 5052) and there will be the opportunity to solicit more public involvement. Mr. Lefevre concluded by recommending that Planning Commission forward a recommendation to the City Council to extend the moratorium for on year.

Planning Commission Discussion

The Planning Commissioners discussed the importance of getting as much public comment as possible and the methods for soliciting more public comment.

There was some discussion and concern about having a "rolling moratorium". Mr. Powers stated that he was comfortable with extending the moratorium because legislation keeps changing and there is a general lack of clarity at the state level.

Transportation Improvement Program 2016-2021



Planning Commission
6/23/2015

Purpose

- Meet the public hearing requirement
- Seek Planning Commission's recommendation of the 2016-2021 Transportation Improvement Program (TIP) to City Council



Planning Commission 6/23/2015 2

Background

- Required by State Law
- Updated every year
- 6 year plan
- TIP is used to facilitate use of Federal transportation funds on City projects



Planning Commission 6/23/2015 3

Background

- Plan is forwarded to the Regional Transportation Planning Organization (RTPO)
- RTPO in turn submits a regional TIP to the State
- State prepares statewide TIP in January of each year



Planning Commission 6/23/2015 4

Projects

1. SW Heller Street Improvements – Swantown to Whidbey
2. Whidbey Avenue Reconstruction – Heller to Regatta
3. Midway / NE 7th – Intersection Signalization



Planning Commission 6/23/2015 5

Projects

4. Bayshore Drive Extension – Beekma to City Beach
5. SR-20 Improvements – Roundabouts
6. NW Heller Street Overlay – Whidbey to Crosby



Planning Commission 6/23/2015 6

Funding

- No funds required to develop TIP



Planning Commission 6/23/2015 7

Requested Action

- Conduct a public hearing on the 2016-2021 TIP
- Recommend that City Council adopt the 2016-2021 six-year Transportation Improvement Program



Planning Commission 6/23/2015 8

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

Bill No. 7.a
Date: September 1, 2015
Subject: Resolution 15-27: Adopting an
Architectural Concept for the
Clean Water Facility

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

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- Scott Dudley, Mayor
- Larry Cort, City Administrator
- Doug Merriman, Finance Director
- Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

It is recommended that the City Council adopt Resolution 15-27 Adopting an Architectural Concept for the Clean Water Facility.

BACKGROUND / SUMMARY INFORMATION

The City of Oak Harbor is actively pursuing the replacement of two aging wastewater treatment plants with a new, state of the art, membrane bioreactor treatment plant. After an extensive site selection process, City Council selected the Windjammer Vicinity on August 14, 2012 by Resolution 12-17.

Selecting the Windjammer Vicinity requires attention to appearance and aesthetics. With that understanding, the project team initiated a public process to involve the community in the treatment plant exterior appearance.

A charrette group representing interested parties from the city was formed to provide input on the design as it progressed. The charrette groups met twice during the design process to establish guidelines, provide suggestions and review the progress to date. Based upon the charrette group guidance, the design team prepared two concepts that met the intent of the process. These two concepts, called Concept A and B, are shown in Exhibit 2 of Resolution 15-27. These concepts are considered to be at 60% completion.

On August 12, 2015, these two concepts were presented to a wider city audience for comment. An open house was widely advertised by media and direct mailings. Approximately 43 people participated in the open house of which 11 completed comment forms. An on-line open house was also made available from August 13, 2015 through August 21, 2015. The open house and the on-line survey gathered approximately 128 comments. The actual comments and a summary are attached to Resolution 15-27 as Exhibit 2. Based on the comments received and the online survey approximately 80% of the respondent's preferred Concept B and 20% of the respondents preferred Concept A.

The following bullets summarize the highlights of the comments received during the open house process.

- Preference for Concept B
 - 78% felt Concept B best fit into Windjammer Park
 - 84% felt Concept B materials best set tone for the park/ downtown
- Recognition the facility will set a new tone in/around Oak Harbor and Windjammer Park
- Little to no changes of views to Oak Harbor Bay
- Landscape design has potential to improve sidewalks and park access
 - 75% felt that planting reflect the beach park setting
- Lively input toward education/interpretive elements

Based on the comments received, Concept B appears the preferred choice to use as the basis for final design. With selection of this concept, the project team can complete design and permitting activities necessary to construct the facility. It should be noted with the design is at 60%. Some changes or refinements of the design will probably occur. The project team anticipates a presentation of the final design to the public and City Council prior to releasing the design for construction.

The attached Resolution 15-27 selects Concept B and authorizes the project team to proceed with final design and permitting based on the architectural design concepts presented in that concept.

FISCAL IMPACT

Funds Required: \$0

Appropriation Source: Wastewater Fund

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT
CITY COUNCIL WORKSHOP

This item was discussed at the August 26, 2015 City Council Workshop.

CITY COUNCIL PREVIOUS ACTIONS

This item has not been presented at previous City Council Meetings.

ATTACHMENTS

1. [Attachment A - Resolution 15-27 Adopting an Architectural Concept for the Clean Water Facility](#)
2. [Exhibit 1 - Renderings of Concepts A and B](#)
3. [Exhibit 2 - Design Concept Open House Feedback Summary](#)

CITY OF OAK HARBOR
RESOLUTION NO. 15-27

**A RESOLUTION ADOPTING AN ARCHITECTURAL CONCEPT FOR
CONSTRUCTION OF THE CLEAN WATER FACILITY**

WHEREAS, the City of Oak Harbor is constructing a wastewater treatment plan called the Clean Water Facility; and

WHEREAS, as result of a public selection process the City of Oak Harbor will locate the Clean Water Facility in Windjammer Park; and

WHEREAS, the Windjammer Park location requires attention to the appearance and aesthetics of the Clean Water Facility; and

WHEREAS, the City of Oak Harbor engaged in a public review process which included design charrettes, open houses, and on-line communications addressing the appearance and aesthetics of the Clean Water Facility;

WHEREAS, in light of the unique functional requirements of the Clean Water Facility, the project team developed two architectural concepts referred to as Concepts A and B, shown in Exhibits 1;

WHEREAS, the concepts were vetted with the public through an open house and on-line survey to determine public preference, which are summarized in Exhibit 2:

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Oak Harbor that:

1. Select Concept B as the preferred architectural concept for the facility.
2. Instruct the project team to advance Concept B from its current 60% completion status to final design.
3. Use Concept B as the basis for any regulatory permits associated with the project.
4. Bring the final design forward for public review at a later date.

PASSED by the City Council and approved by its Mayor this 1st day of September, 2015.

CITY OF OAK HARBOR

SCOTT DUDLEY, MAYOR

Attest:

Approved as to form:

Anna Thompson, City Clerk

Nikki Esparza, City Attorney

Design Concept A: Administrative Building (View from SW)



Design Concept B: Administrative Building (View from SW)



Preferred Alternative

Design Concept A: Administrative Building (View from S)



Design Concept B: Administrative Building (View from S)



Preferred Alternative

Design Concept A: Electrical Building (View from NW)



Design Concept B: Electrical Building (View from NW)



Preferred Alternative

Design Concept A: Headworks Building (View from NE)



Design Concept B: Headworks Building (View from NE)



Preferred Alternative

Design Concept A: Solids Building (View from SE)



Design Concept B: Solids Building (View from SE)



Preferred Alternative

City of Oak Harbor Clean Water Facility Project



Design Concept Open House Feedback Summary

September 1, 2015

Overview

The Oak Harbor Clean Water Facility Project is currently working on final design, with a groundbreaking anticipated in fall 2015. Public feedback is a key element toward completing final design on this facility that will be integrated into Windjammer Park. In 2014 and early 2015, the design team worked to develop early site planning, then design concepts and ideas in focused workgroup setting (“charrettes”), bringing together small groups representing varying perspectives of the Oak Harbor community. This early input has been shared with City Council, and has furthered 30% architectural design to 60% design. In August 2015, the City hosted both an in-person and online open house to gather input from the community at large. At both open houses, the public had the opportunity to learn about project progress, view ideas from two charrette group meetings, and give feedback on two architectural concepts for the Clean Water Facility.

Executive Summary

This Design Concept Open House (in-person and online) is the third step in gathering community feedback on clean water facility design after two early meetings with the charrette group in late 2014 and mid-2015. Two design concepts were offered for public feedback, and that feedback is anticipated to be a key factor driving Council direction on a final design concept in September 2015. A total of 187 people participated through these two open houses. Based on all feedback, the following themes have emerged:

- Those who participated **preferred the setting and materials of Concept B**. These responses indicated that this concept was more indicative of Northwest and modern design elements, and is less “institutional” than Concept A.
- Across all topics, be it views, materials use, or landscape, there is **recognition that this facility will set a new tone in and around downtown Oak Harbor and Windjammer Park**. Those who participated recognize the potential for architectural precedent and impression the facility will have in this area of the city.
- **Participants noted that the concepts offer little to no changes to views to Oak Harbor Bay**, and reflected that the facility either enhanced or did not change the view from Windjammer Park. Respondents reacted positively to the view of Pioneer Way stating that it was improved or unchanged.
- **Participants agreed that landscape design has the potential to improve sidewalks and access to Windjammer Park**. Several participants urged the City to incorporate Garry Oak into the landscape design and appreciated the native beach landscaping and use of drought resistant plants.
- **There was lively input toward educational/interpretive potential of the new facility**. Participants suggested incorporating Native American and Oak Harbor history into educational and interpretive displays. Participants also suggested incorporating an explanation of the facility’s operation from an engineering or scientific perspective, relay how the wastewater system also is

part of the local ecological/environment, and incorporate local animal and plant life. Participants noted that displays should also be age appropriate, in height/location and content.

Notifications

The project team advertised the in-person and online open houses between July 31, 2015 and August 21, 2015. Notifications included the following:

- Whidbey News-Times ad (print and online)
- Whidbey Weekly ad (print)
- Slide on Channel 10
- Postcard sent to all residents within Oak Harbor city limits
- Business cards at in-person open house and City Hall

Type	Publication	Circulation (estimated)
Online	Whidbey News-Times (Aug. 1 – 21)	46,224 impressions, 13 clicks
Print	Whidbey News-Times (Aug. 5 and 8)	9,800 total (4,900/issue)
	Whidbey Weekly (Aug. 5)	9,800
Television	Channel 10 ad "City Updates" show on Aug. 14	n/a
Direct mail	Postcard	10,638
Handouts	Business card with online open house information	250
Update to City Council	Aug. 24	n/a
"Touch a Truck" Public Works event	Aug. 18	Talked to a number of people

Attendance and visitor statistics

- In-person open house attendance: 43
- Online open house visitors: 144
- In-person comment forms completed: 11
- Online Open House feedback received: 128 survey answers

<i>In-Person Open House Attendee/ visitor Statistics</i>	<i>Online Open House Analytics</i>
<ul style="list-style-type: none"> • Approximately 43 participants attended the in-person open house on August 12, 2015; 40 of them live in Oak Harbor. • 14 emails were gathered and added to the email subscriber list 	<ul style="list-style-type: none"> • 144 visitors • Of the 144 online open house participants. • 11 identified in the online open house that: <ul style="list-style-type: none"> ○ 90% live in Oak Harbor ○ 10% visit Oak Harbor ○ 0% work in Oak Harbor <p><i>*based on optional self-identification</i></p>

Feedback Methods

In-Person Open House

The City gathered feedback during an open house at the Elks Lodge in Oak Harbor on August 12, 2015, from 6:00 p.m. to 8:00 p.m. Participants contributed via two methods: comment cards and feedback boards, after first hearing a presentation overview of the design concepts. The comment cards fielded

general input about design and the feedback boards asked participants specific questions. Comments and feedback received at the open house are shown in Appendices 1 and 2.

Online Open House

In order to reach Oak Harbor residents who were unable to attend the in-person open house, the City advertised an online open house, available August 13 to 21. The online open house consisted of images and questions/surveys that gathered specific feedback in a similar fashion to the feedback boards at the in-person open house. The online open house also included an open response comment box, which provided respondents the opportunity to share their general comments. Comments written in the comment box and survey results are listed in Appendices 3 and 4.

Feedback Overview and Selected Quotes

(Received from both the in-person open house and from online open house.)

1. Design Concepts – Setting

Participants preferred Concept B to Concept A and noted a preference for Northwest style and modern design elements in Concept B rather than Concept A. Below are the results from the online open house surveys and in-person feedback boards, including a selection of participant comments from both open houses.

Concept A	Concept B
22% of all feedback received felt Concept A best fit into the Windjammer Park location. <i>“Concept A provides cleaner lines, and blends with surroundings.”</i> <i>“This looks <u>too</u> industrial for a park (don't like it)”</i>	78% of all feedback received felt Concept B best fit into the Windjammer Park location <i>“Much more inviting”</i> <i>“More Northwest design elements than A”</i> <i>“A is too 'municipal'... B's design has some style and movement and might encourage some new thought toward design in the general area.”</i> <i>“I was born and raised in OH and am now raising my own family here. Having said that I must say that I am partial to the design (B) that features more wood and angles. It feels like it belongs in OH more than the sleeker design (A), which would be at home in a Seattle suburb.”</i>

Overall:

Participants online were split for the level of statement the facility should make in Windjammer Park. 48% of online open house participants felt that the design should “make a statement” while 52% felt that the design should provide or fade into the backdrop.

“Keep the training/conference space. It's a great asset to this project + there's nothing like it in Oak Harbor.”

2. Design Concepts – Materials

Participants reiterated their preference for Design Concept B, noting that it felt modern, and reflective of the Northwest with materials, including timber. Below are the results from the online open house surveys and in-person feedback boards, including a selection of participant comments from both open houses..

Concept A	Concept B
<p>16% of all feedback received indicated Concept A best set a tone to be repeated either within the park and/or in future downtown development.</p> <p><i>"Reflects the purpose of the facility."</i></p>	<p>84% of all feedback received indicated Concept B best set a tone to be repeated either within the park and/or in future downtown development.</p> <p><i>"The wood look is the Northwest look"</i></p> <p><i>"This design seems more reflective of the community - OH."</i></p> <p><i>"I like the heavy timbers and exposed rafters. It creates a more welcoming feeling. I like the colors of concept B."</i></p>
<p>General:</p> <p><i>"Incorporate the unique roof line of the old Pioneer Dept store/Co-Op and the brick Diamond pattern of the old Kennel (now Off the Hook)"</i></p> <p><i>"None of these look like seaside or nautical structures."</i></p>	

3. Landscaping and Public Space

Most participants indicated they felt the updated landscape design improved sidewalk and park access. Participants urged the City to incorporate the Garry Oak into the landscape design and appreciated the incorporation of native beach landscaping and drought resistant plants. Below are survey results from the online open house, summary of in-person open house feedback, and a selection of participant suggestions from both open houses.

Improve Sidewalks and Park Access

Feedback summary:

78% of online open house participants felt that the landscape site plan and design improved the sidewalks and park access, while 22% did not. The in-person open house comments reflected a concern for pedestrian safety and appreciation for the design's improvement of sidewalks.

Selected comments:

"It looks like it directs foot traffic in effective pathways."

"There was never any obstruction or problem with parking, park access or sidewalks to begin with."

Plantings Reflect Beach Park Setting

Feedback summary:

75% of online open house participants felt that the plantings reflect the beach park setting while 25% did not. The in-person open house participants similarly felt that the plantings reflected the beach park setting.

Selected comments:

"Love using native beach landscaping & WI plants"

"I don't negatively about the landscaping – I just don't know that the plantings particularly reflect the beach park setting. The plantings are nice and hopefully will help to de-emphasize the sheer size facilities building in that location."

General

"Just keep the landscaping simple but refreshing with some benches and tables to enjoy."

"I like the other landscaping elements, including the use of reclaimed wood."

"A water feature is desired."

"Don't skimp here! This is what the public sees on a daily basis."

4. Views and Sightlines

Participants noted small or no change in view from City Beach Street to the Bay and noted that the facility either enhanced or did not change the views from the park. The view of Pioneer Way and downtown received the most positive feedback, stating that it was improved or unchanged. Below are survey results from the online open house and a selection of participant suggestions from both open houses.

***City Beach Street to the Bay
Feedback summary:***

55% of online open house participants felt the **view was enhanced/maintained**. In-person open house participants largely felt the view was enhanced/maintained.

28% of online open house participants felt the **view was not enhanced/maintained**.

17% of online open house participants did not have an opinion.

Selected comments:

*View is not affected much."
"Negligible difference in view."*

***Views from the Park
Feedback summary:***

74% of online open house participants felt the **view was enhanced/maintained**. Most of the in-person open house participants felt the view was enhanced/maintained.

21% of online open house participants felt the **view was not enhanced/maintained**.

5% of online open house participants did not have an opinion.

Selected comments:

*"RE: View from Parking Lot - It is not an issue as long as the trees are leafed out. Concept A, if kept with dirty white brick will detract from the view once the leaves fall. RE: View from Park Baseball Fields. Concept A looks like a dirty which institutional/industrial building in the background."
"New facility actually enhances this view."*

***Views from Pioneer Way/downtown
Feedback summary:***

73.7% of online open house participants felt the **view was enhanced / maintained**. All of the in-person open house commenters felt the view was maintained/improved.

21.1% of online open house participants felt the **view was not enhanced / maintained**.

5.3% of online open house participants did not have an opinion.

Selected comments:

*"Much better view. Greener, inviting."
"This will be an improvement."*

5. Educational and Interpretive Opportunities

Participants suggested incorporating Native American history and Oak Harbor history in education displays. Additionally, participants suggested explaining how the facility works from a scientific perspective and providing age-appropriate displays. Below is a selection of participant suggestions.

History and local lore

*"...this needs to be included with some vintage photos of O.H."
"Interpretive signage about the historic use of the site by native groups would be welcome."*

Biology and ecology

*"Include some... not a bunch."
"Reach out and ask the schools what they'd like."*

Wastewater engineering and infrastructure

*"What 'bugs' are involved and how does it work?"
"Why is it good/important to treat wastewater?"*

Other ideas

"You need to have windows that run all the way down almost to ground level. I guarantee that every 3 or 4 year old will want to see inside to find out 'where all the poop goes,' and their Dads and Moms will have to lift them up to see inside under these current designs. You will make these windows ADA accessible also by putting them low enough so someone seated in a wheelchair will be able to see inside."

Additional Themes and Comments

The following were additional themes heard, beyond those questions posed about Concepts A and B and project architectural and landscape design.

- Ideas were heard that the facility should use ecological methods to conserve resources.
*"Compost the biosolids? You have community members who have won the Composter of the Year award from the U.S. Composting Council."
"You can use reclaimed water for all the landscaping"
"Investigate use of reclaimed water to recharge the City/Island aquifer [sic]"*
- There was some conversation about the need for a training facility/multi-use room at the facility, noting an understanding that this is a live conversation for decision-making by City Council. Comments were nearly split to this effect for/against the having the facility, generally reflecting a preference toward reducing cost where possible on the project.
- Participants reflected that where possible, landscaping and landscape design should incorporate the native Garry Oak.
"Plantings of our native Garry Oak should be prominent in this facility."

"Please find someone to make artistic use of the old oak tree that Mayor Dudley had cut down at the post office."

"Both [design] concepts are too contemporary. Neither designs capture a historical NW theme. Neither designs capture the historical significance of Oak Harbor. Neither designs provide a connection to Oak Harbor's namesake – the Garry Oak."

"I see there is no use or plan of use of Garry Oaks in the plants. This may be a concern of aesthetics and ease of cultivation over ecology, but the Garry Oak is Oak Harbor's namesake and the only native oak to our area. It can flourish in a wide range of habitats with a range of growth forms, from a large spreading canopy to a low craggy shrub. These trees can be found on south facing aspects throughout the region and it would be lovely to see some incorporated into the planting plan."

- Some in-person open house participants expressed concern that Bayshore Drive would cut through the park as the facility comes to fruition in the future, and additional Windjammer Park development takes place.

"Don't build Bayshore past the plant toward the RV Park."

"...anything to do with Bayshore Drive would lose the ball park and aesthetics. Don't do it."

Next Steps

All feedback presented here is being provided to City Council for consideration on August 26. City Council is expected to provide formal direction to staff on September 1. The final design process will continue through fall 2015, with an expected groundbreaking on the facility in late fall 2015.

Appendices

1. Comments gathered at in-person open house
2. Feedback from boards at in-person open house
3. Feedback board photographs
4. Notes from question and answer session at in-person open house
5. Online comments
6. Full survey results
7. Advertisements and notifications
8. Susan Myers feedback

Appendix 1: Comments Gathered at In-person Open House

Note: comments are verbatim as written.

Live	Work	Visit	Name	Comment
	X			No training facility - we don't need it as part of the sewer plant. No metal around the widows. Brick is not "beachy", stones are. Keep as many trees as you can on the south side. Don't build Bayshore past the plant toward the RV Park. Please use more wood beams.
X			Sondra Keitle	I like the look of Concept A. But, anything to do with Bayshore Drive would lose the ball park and aesthetics. Don't do it.
X				I do not [illegible] the need BUT I am concerned about unnecessary cost being passed on to rate payers. What/how is the training facility or any new road connected [sic] to the functioning of the waste-water treatment facility. NONE - Any cost associated with that portion of the project need a different funding source than the rate payers.
X	X			[Indicated that Concept B is "much better"] Please use all the effluent in a positive way (irrigate/water lawns and plants in the parks) instead of discharging it into the bay. We have an opportunity to make this a great improvement to our city - incorporate the training room and view of the water.
X				I hope to see an union between Concept B and the beach [illegible] landscaping w/ water features uniting them. Concepts could be improved to be even more NW in style.
X				I was born and raised in OH and am now raising my own family here, so I'm committed to this community. Having said that I must say that I am partial to the design (B) that features more wood and angles. It feels like it belongs in OH more than the sleeker design (A), which would be at home in a Seattle suburb.
X				Inquiry should be made of the schools, at all levels, for insight into "Interpretive" facilities.
X				[wrote "retired" on email line] Looks like built in 1960s - In 2050 - will look ancient - Would like something that <u>looks modern with more glass</u> . More <u>classic</u> .
X				If I HAD to choose between A + B I would choose B. The stone brick material used in concept A looks cheap and old fashioned. It's similar to SVC and the library. It's dated. It's the colors and the brick - the blond-ish orange-ish color is not attractive.
X	X			Like the look & feel of concept B - northwest style. Can install/use reclaimed water for <u>all</u> new landscape. Investigate use of reclaimed water to recharge the City/Island water aquifer [sic].
X			James Meany	Why are we having a training room for 7 employees? Training room for collage students it would get use maybe 2 - 3 time a year. What extra rooms do we need gym public meeting rm. No cut the costs keep it a work place Ground floor public area walk through ED. Looks ok. Not a lot of extra unused [sic] offices.

Appendix 2: Feedback from Boards at In-Person Open House

Design Concepts – Setting

Concept A
7 dots
<ul style="list-style-type: none"> • "Colors, profile - materials" • "Bad design - too blocky; boring" • "This looks <u>too</u> industrial for a park. (Don't like it)"
Concept B
17 dots
<ul style="list-style-type: none"> • "More Northwest design elements than A" • "Agree" • "Natural wood look is more in harmony with a park" • "Because it doesn't look like a factory" • "Clean lines - open - looks more welcoming (less institutional)" • "Much more inviting" • "Need more drama: <ul style="list-style-type: none"> - Bigger windows - Bigger awnings & overhangs - Stone - More timber - Not so much brick, more steel on walls"
General Comments
<ul style="list-style-type: none"> • "People, whether tourists or locals, look for an "experience." A commercial look in a park setting conflicts & does not contribute to the 'park' experience." • "I agree with the above statement" • "Keep the training/conference space. It's a great asset to this project + there's nothing like it in Oak Harbor. It would be incredibly hard to add something like later. Keep the proposed size of the trng space and the view of the water."

Design Concepts – Materials

Concept A
5 dots
<ul style="list-style-type: none"> • "Reflects the purpose of the facility" • "Looks old/dated – 1960s style. Looks like an 'air conditioner.' Don't like this one." • "This old lady prefers this one!"
Concept B
21 dots
<ul style="list-style-type: none"> • "NW Look!" • "Slanted roof lines" • "Closest to a 'Pioneer downtown' look" • "Open look & easier clean up after sea gull mess" • "Does not look like a prison!"

- "This design seems more reflective of the community – OH"
- "Like the big timber"

General Comments

- "Both"
- "Looks like 1965 - this is not meant positively"
- "Lots of [illegible] elements – very [illegible]"
- "I believe this can be positive [indicating 1965 comment] – much of Oak Harbor’s development occurred during that [illegible] period. Modern design based on mid-century styles is appropriate"
- "Don't like all the wooden slats in Concept A"
- "Can we use blinds or tinted windows inside to control sunlight?"
- "Remember – this will set arch. style for the city"
- "Let's update the restrooms + kitchens in the park. Current ones really need to be replaced. They are not a good reflection of our community park – restrooms + kitchens.)"
- "Like the darker brick"

Landscaping and Public Space

Does the design improve sidewalks and park access?	Do the plantings reflect the beach park setting?
<ul style="list-style-type: none"> • "Improves sidewalks - yay!" • "Increased traffic on City Beach <u>may</u> cause traffic changes @ Bayshore (running stop sign) • "Consider plantings/swails btwn sidewalks + traffic (protect pedestrians + more attractive)" 	<ul style="list-style-type: none"> • "Somewhat – if it goes thru as presented" • "Prefer as many drought resistant plants as possible" • "<u>Love</u> using native beach landscaping & WI plants <3" • "Consider swails and using rainwater in the landscaping."
Any other thoughts?	
<ul style="list-style-type: none"> • "Spend [illegible] on landscape - better in the long run" • "Sitting areas/pocket parks" • "Don't cheap out on the design" • "This facility will set the architectural precedent (keystone) for our community!" • "You can use reclaimed water for all the landscaping" • "Don't create a haven for rats, raccoons and homeless people in the underbrush" • "Look to 'Anacortes' for design & people spaces (tables, hanging baskets)" • "Mall in Lynnwood/Pocket Parks" • "A water feature is desired." • "A water feature that you can sit beside as water circulates over large slabs as a backdrop" • "Don't cut down the trees in the parking area on the south side." • "Save some of the cedars if possible." • "Port Orford cedar" 	

Views and Sightlines

City Beach Street to the Bay

- "Negligible difference in view"
- "The view from Bayshore or Pioneer in front of restaurant will be significant when looking toward Windmill (SW).

Views from the park

- "Not much change"
- "New facility actually enhances this view"
- "View from E looking W. have gate + wall lower instead of a vertical gate use a horizontal gate. Lower walls + gates as much as possible - perception can be a very powerful thing.

Views from Pioneer Way/downtown

- "This will be an improvement."
- "Love"
- "Very nice!"

Educational and Interpretive Opportunities

History and local lore

- "History of OH & Whidbey back to 1850's to present is phenomenal:
 - Indians
 - WWI + WWII
 - How we were formed
 - Plants, trees, fish
 - History of marina + town"
- "Interchange displays - display topics are unlimited + vast"
- "We have one of the very best history in the nation."

Biology and ecology

- "What 'bugs' are involved + how does it work?"
- "What is our impact - how do we lessen impact"
- "Reach out & ask the schools what they'd like"

Wastewater engineering and infrastructure

- "How does it work?"
- "What is the process?"
- "Why is it important?"
- "Where does the final product(s) go?"
- "STEM opportunity"
- "Why is it good/important to treat wastewater?"
- "Need windows at kid height to see inside plant"

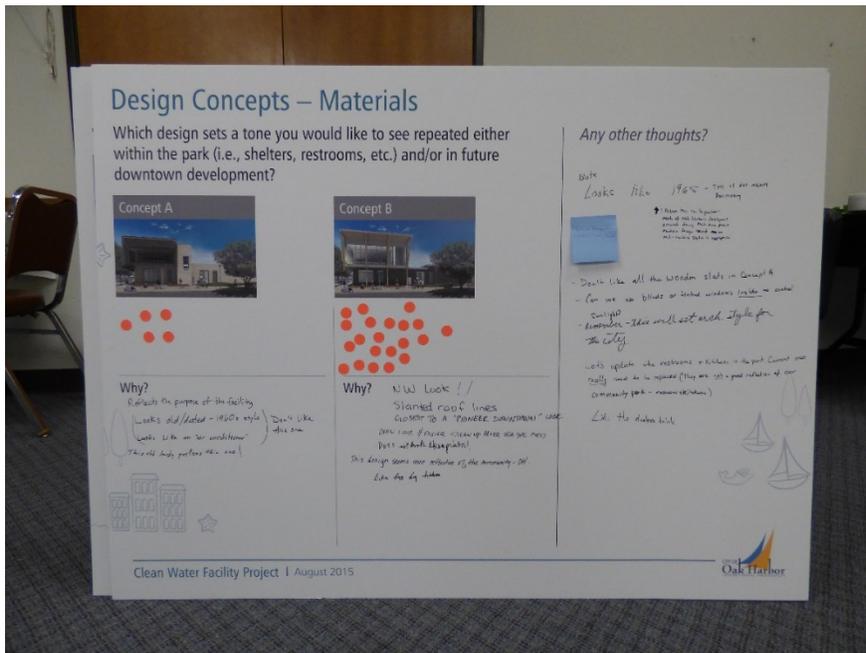
Appendix 3: Question and Answer Session at In-Person Open House

Note: the primary bullet points are questions, the second bullet points are answers.

- Will the structure be reinforced concrete buildings?
 - Largely below grade, concrete above grade with brick and veneer
- Are there any renderings of the entire wall? Maybe of east to west? Currently we are only seeing sections of walls.
 - The team would be happy to share additional elevations in person from more technical drawings.
- What's the traffic anticipated to be in and around the site?
 - Today, when you visit the existing facility and see traffic around the current treatment facility in Windjammer Park, there are a total of seven employees, and this is not expected to change dramatically. Solids will be a truck or two a day.
- Will the public be able to use the parking facilities?
 - Yes, they will be open to the public.
- Where would we park around the facility?
 - There will be south parking and street parking re-stripping
- Where is Bayshore today, vs. in the future?
 - Bayshore does not currently go through the ball fields.
- Given that we have all this extra building with the training [room], would you have a bathroom for public use?
 - There is not a current plan for exterior restrooms, but there will be some restrooms inside the facility in the interpretive lobby.
- Would the restrooms be open during working hours?
 - It's too early to answer that question. We need to figure out what goes inside the interpretive center. I'd like to say it would be 8-5, but we don't want to leave the room open without a docent.
- The bank will be torn down, where you can at least come in to a vestibule to go to the bathroom. I'm hoping for that same type of access – an outside door to the bathroom. Something that people can use during the day.
 - Please feel free to make that feedback on our comment cards.
- What about the current parking lot that has all the trees? These trees provide a lot of shade, and it would be disappointing to lose them.
 - You are talking about the parking area near the public restroom. We may need to remove some of the trees, but we will plant others.
- Is there a training room? Yes or no?
 - We are working on the 60% cost estimate which will come back in late September. Based on that estimate, other decisions will follow, including whether to move ahead with the training/community room and the solids treatment method. It will be Council's decision.
- Will the elevations change if there isn't a community facility in the building?
 - There are a few different scenarios. The solids building would not change, but the training room building would reduce in size.
- There seems to be a lot of confusion about Bayshore. The public envisions a road to nowhere.

- The transportation plan calls for Bayshore to go through. In the meantime, we need to plan on it going through, because that route is in planning documents. If Bayshore were to go through, it would go [here]. [Joe offered to show a local resident the plans.] When planning a facility of this nature, we must adhere to our city planning documents, which say that Bayshore will be connected in the future. So, we're planning something that looks like a parking lot but can be turned in to a street and trying to plan ahead. Initially, you won't know it from many other parking lots; Bayshore is not the focus of tonight's meeting, but welcome your feedback.
- The administration building seems very large for six employees. Can you cover why our existing treatment plant must be expanded?
 - This plant is right-sized for the facility, in fact, the first pass at the design was larger. The facility is doing the work of two facilities that exist today, and is being brought up to today's standards.
- Is this new facility bigger than the existing facility?
 - It's the size it needs to be. The new facility is treating about six times the waste that the old plant treated.
 - The existing plant has a capacity of 1.7 million gallons, while the new one will have 6 million gallon capacity. We will no longer be using the Lagoon Plant, which is why we need to have a bigger facility.
- What is the life expectancy of this plant?
 - The design life is through 2060. Depending on growth, it can last much longer than that. The last expansion of existing plant was in 1977, then another improvement in 1990s.

Appendix 4: Open House Board Photos



Design Concepts – Setting

Which design best fits into the Windjammer Park location?

Concept A




Why?
 - Good Design - The Building is Better
 - This looks too industrial for a park (Don't think)

Concept B




Why?
 - More pleasant looking buildings than A
 - Agree
 - MATERIAL: WOOD LOOK IS MORE IN HARMONY WITH A PARK
 - COLOR: IS BEAUTIFUL AND LIGHT & BRIGHT
 - FLAT ROOF - OPEN - LOOKS MORE WELCOMING (FOR INSTITUTIONAL)
 - MUCH MORE INVITING

Should the design make a statement or provide a backdrop to the park? Why?

PEOPLE, VISITORS, TOURISTS OR LOCALS, LOOK FOR AN "EXPERIENCE" A COMMERCIAL LOOK IN A PARK SETTING CONFLICTS & DOES NOT CONTRIBUTE TO THE "PARK" EXPERIENCE
 I agree with the other comment

Keep the training / conference space
 It's a great asset to this project + there's nothing like it in Oak Harbor. It would be incredibly hard to add something like later. Keep the proposed size of the hangar space and the view of the water.

Clean Water Facility Project | August 2015



Landscaping and Public Space

Does the design improve sidewalks and park access?

Improve sidewalks - don't
 Increased traffic really could cause access issues in the park @ Bayshore
 (consideration for widening steps edge)
 Consider plantings/curbs from sidewalk to create pocket pedestrian + more activation

Do the plantings reflect the beach park setting?

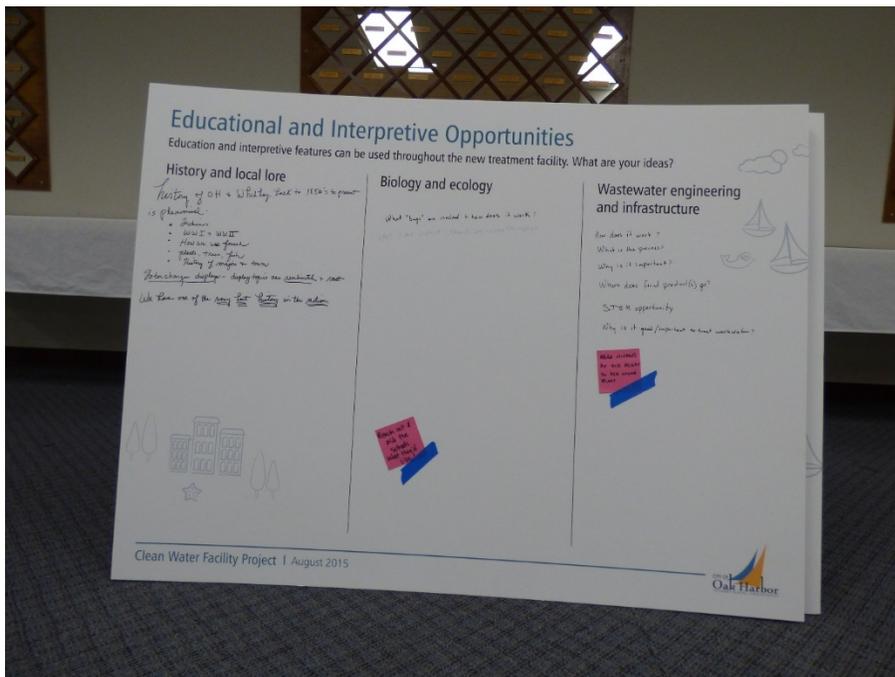
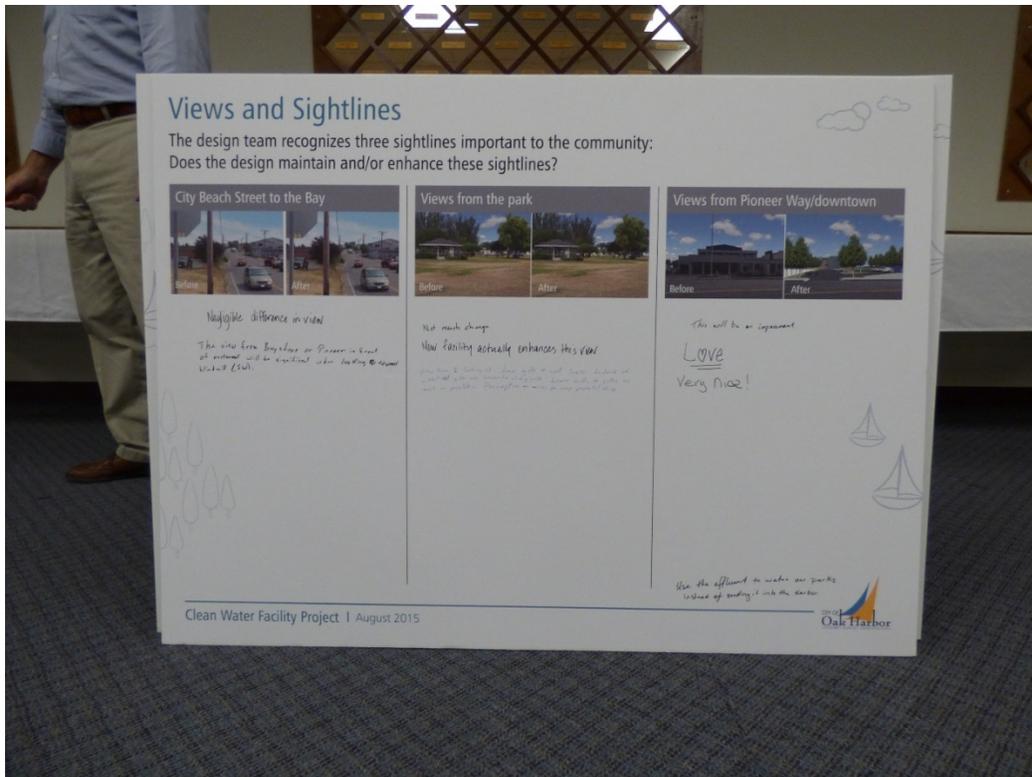
somewhat - if it goes there as presented
 - prefer as many drought resistant plants as possible
 - use using native beach landscaping & US plants
 - use the plants! Suggest the building + native plants are great
 Consider shrubs and using container in the landscaping

Any other thoughts?

Small area in landscape - better in future
 - bring area / pocket parks
 Don't cheap out on the design
 This facility will set the architectural precedent for our community!
 (playful)
 - No one else has done what we are doing
 - You want a space that has history and character
 - Use in materials for design of public space (stone, heavy timber)
 - Plant in landscape / plant trees
 - Plant in landscape / plant trees
 - make feature is desired
 - substitute that you will have a site closer to the water
 (don't have the trees in the foreground)
 - Replace trees / large but you need more
 - Some trees at the end of the project
 - get artificial cedar

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Appendix 5: Online Open House Comments – General

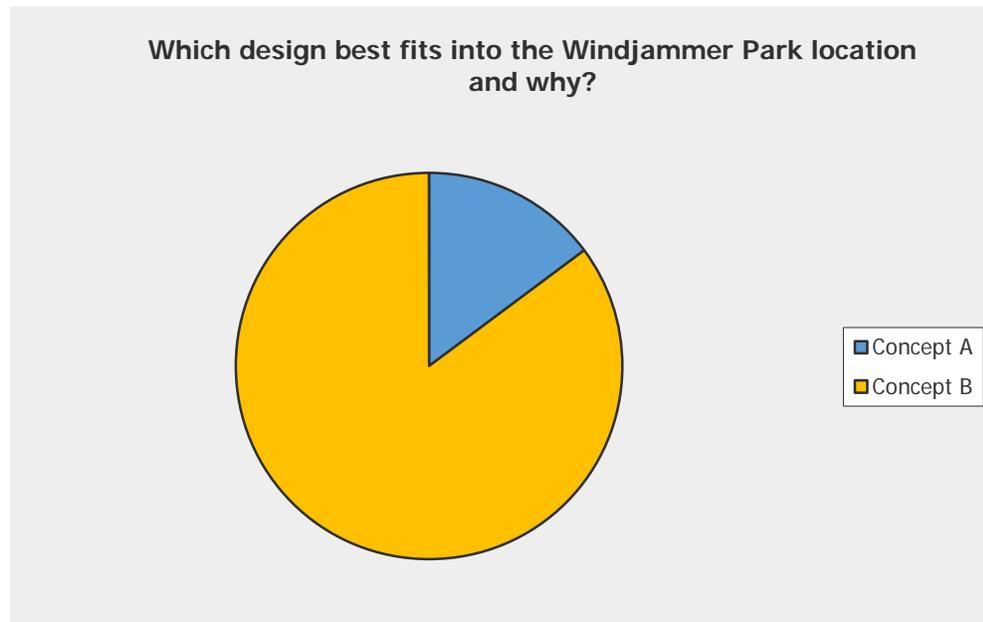
Name	Date	Communication
Susan Myers	08/14/2015	Please find someone to make artistic use of the old oak tree that Mayor Dudley had cut down at the post office. Turing it into two flat block benches in the exhibit area is sad.
	08/14/2015	Please find someone to make artistic use of the old oak tree that Mayor Dudley had cut down at the post office. Turing it into two flat block benches in the exhibit area is sad.
Scott Hornung	08/17/2015	Already on your list.
Barbara Berry-Jacobs	08/18/2015	Thank you for the opportunity for input! I have been unable to attend the workshops so far.
Rudolph Knaack	08/18/2015	Plantings of our native Garry Oak should be prominent in this facility.
Brian Giles	08/19/2015	Compost the biosolids? You have community members who have won the Composter of the Year award from the U.S. Composting Council. They are a resource. I am one of them. I don't live within city limits, but 98277 is my zip.
Gummy Bears	08/20/2015	This is a huge building I believe that it should be smaller. It's stupid big. Why does it have to be so big and like I said the Fourth of July carnival is there and if you build there
	08/21/2015	I truly hope that this survey is not driven by the crazies that want us to be stuck in the 50's and never change. I realize you want to take in to account everyone's viewpoint but I would bet the majority of rational people do not take the time to participate in these surveys. Please be wary! Thank you for your time.
Rick Lawler	08/21/2015	Relocate ball fields to another location and move treatment plant to straddle current location of City Beach Street. Elongate design of treatment plant. Does the plant design take into account the current state-of-the-art. Examples: Using sewage to generate power to run the plant? Incorporating clean water technologies and desalinization to provide more clean water and reduce dependence on purchased water? Does this design allow for growth in the future? Can it handle increased capacity or can it be augmented to handle increased capacity? Is the City going to establish a small but regularly increasing account to fund replacement of this treatment plant when it becomes obsolete in 20-50 years? If a fund is set up now with small monthly deposits, a portion of the new treatment plant will already be paid for when it becomes necessary, and less of a financial shock to residents of the City.
	08/21/2015	The big question is, "Will the facility improve/enhance or not Improve/ not enhance the air quality in the direct vicinity of its location?" Apart from that, anything is an improvement that I support. I'd have preferred the plant have been on the seaplane base with an assist on the price tag from the Navy.

Shane Hoffmire	08/22/2015	<p>Splash grounds! Nothing is more important to the city of Oak Harbor than a splash grounds being incorporated into the hardscape of this new facility. A splash grounds could put this project ahead with a positive, tying the new facility with the park. Nothing would benefit the economy and moral of Oak Harbor more.</p> <p>An open campus concourse with flowing sightlines from the parking lot along pioneer way into the park and terminating at a splash grounds.</p>
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Appendix 6: Online Open House Survey Results

Design Concepts: Setting

Which design best fits into the Windjammer Park location and why?		
Answer Options	Response Percent	Response Count
Concept A	14.8%	4
Concept B	85.2%	23
Why?		25
	<i>answered question</i>	27
	<i>skipped question</i>	3

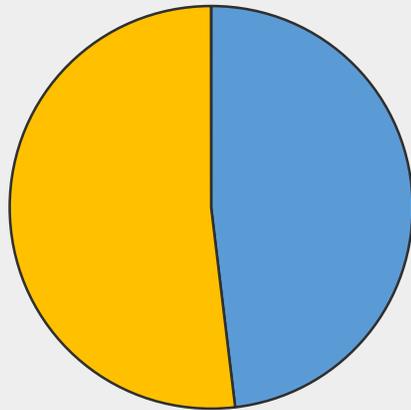


Which design best fits into the Windjammer Park location and why?
Does either say "Northwest" with materials that reflect our region? Doesn't appear to.
Large windows, very inviting!
It has more Northwest feel than concept A. However, I would love to see more northwest themed look to is such as more wood accents.
more of a rustic look, fits better with our community - both socially and visually.
Contemporary design
Defined concepts as looking at the building.
More modern and less blocky. Looks less like a treatment plant.
More interesting lines.
Concept A does not fit in with the style of Oak Harbor. It looks too modern for anything we have. It also looks industrial and if you are putting it in a park, the one on the bottom looks more rustic with an outdoor look and feel.
The darker brick and slanted roof work better. It is less industrial looking than the light walls in Concept A.
both of them are not my favorite but I like b better because it looks more modern
Although they both look very blocky and awkward and I do not think they look like something you would (or should) see near a beachfront town.

Concept A provides cleaner lines, and blends with surroundings.
Not sure I am crazy about either design
A is too "municipal". Flat roof will encourage seagull nesting which becomes a hazard for workers and pedestrians. B's design has some style and movement and might encourage some new thought toward design in the general area.
Concept A reminds me of cheap buildings from the 80's that haven't aged well.
Concept A does not appear to "reach for the sky" as much. The beautiful open space feeling of the beach is thus preserved.
They look like they fit into the park better rather than the so industrial A concepts.
more modern appearing
Neither. Both designs are too contemporary. Neither designs capture a historical NW theme. Neither designs capture the historical significance of Oak Harbor. Neither designs provide a connection to Oak Harbor's namesake -- the Garry Oak.
It looks less old fashioned. It has less brick and more wood.
Still concerned about seagull poop on ether concept? also how will wood stand up to salt air?
Neither. There should NOT be a Sewer Treatment Plant in our beautiful Park!
Better PacNorWest feel with exposed timbers and ability to get majestic views.
Concept A is too light in color and looks like mid 20th century architecture. The light masonry will look dirty in the future. This is said from experience of maintain similar brick on a building. The second conceptual image of concept A looks very institutional. It looks like a campus or library built in the 1960s.

For either concept, should the design "make a statement," or provide/fade into the backdrop of the park?		
Answer Options	Response Percent	Response Count
Make a statement	48.1%	13
Provide a backdrop	51.9%	14
Why?		23
	<i>answered question</i>	27
	<i>skipped question</i>	3

For either concept, should the design "make a statement," or provide/fade into the backdrop of the park?



■ Make a statement
 ■ Provide a backdrop

For either concept, should the design "make a statement," or provide/fade into the backdrop of the park?

Right now the Windmill is the dominant point in the park. Maybe it should be moved to the roof and the sides of the building that face the park can serve as ramps or stairs up to the edge of it with greenery, bench and view points out to the bay

It should provide a backdrop for the park and be a part of what makes the park make a statement. We don't want to take away from the beauty of our park.

As large as the facility is, it's going to make a statement regardless so let's make it good!
 it's permanent

if designed properly, would become part of the park campus.

We have too many ugly buildings, this building is regional and contemporary and fits in nicely.

The point of the park is not the treatment plant. The location was set not to make a point, in fact...it needs to be the least noticeable part per the citizen. The location was set because it was feasible and economical. It should blend in and provide a backdrop.

It is a state-of-the art facility and we should celebrate it in our community. Attempting to disguise a large building that will have lots of pedestrian traffic around, I believe, will create more curiosity around it.

Because no one wants a sewage place to make a statement

The beach/ocean/mtns should be the focus...

The park should be the priority here, and be the only thing that "makes a statement"...not the utility's buildings.

The Park is the attraction

A facility this size is not going to "blend in", lets make it something enjoyable to look at.

It's impossible to make it disappear. Just please don't let it be ugly.

This is not a fashion runway where a statement needs to be made. This large building should not purposely "stick out" and intrude upon the beach backdrop.

Please don't spoil our waterfront "feel"!

our city park is a sad excuse for a park. I would of like to of seen some incorporation into the park. Something has to make a statement down there!! Because it isn't our waterfront or park!

The plant should provide a preview of the historic section of downtown Oak Harbor and a connection to the Garry Oak.

Looks more open

We can't hide the thing, it is way too big. So let's make a statement with it. How about adding some curves to evoke waves and wind, these structures are way too blocky.

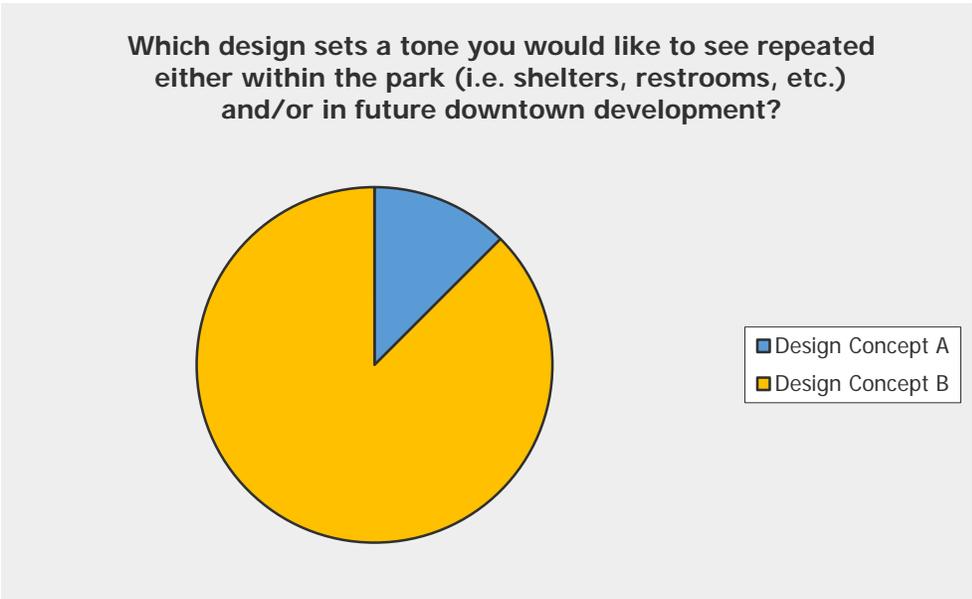
Neither. It WILL make a statement, no matter what, because it is going to be SO HUGE. Everyone is fooling themselves with the "fade into the backdrop." The statement in B is too modern. It is not "northwest."

This should be the centerpiece of our city, a technological tribute and educational center. Its cost helps justify its status and its quality should showcase our pride in it. Hopefully an amphitheater will be part of this.

I lean towards subtly complementing the park, but could be in agreement with making a statement depending upon what is provided for the park user. If it makes a statement, it will draw park users to it only for them to find out that it is not for their use, except for the interpretive area and possibly public bathrooms (if they are available). The reason to make a statement and draw park users to the facility is if there is something for them to use or enjoy. If there is going to be a very nice interpretive area inside and a large pedestrian plaza area outside with picnic/furniture facilities and a pleasant sitting area, then making a statement is fine. If there is little for the park user, provide it as a backdrop.

Design Concepts: Materials

Which design sets a tone you would like to see repeated either within the park (i.e. shelters, restrooms, etc.) and/or in future downtown development?		
Answer Options	Response Percent	Response Count
Design Concept A	12.5%	3
Design Concept B	87.5%	21
Why?		22
	<i>answered question</i>	24
	<i>skipped question</i>	4



Which design sets a tone you would like to see repeated either within the park (i.e. shelters,

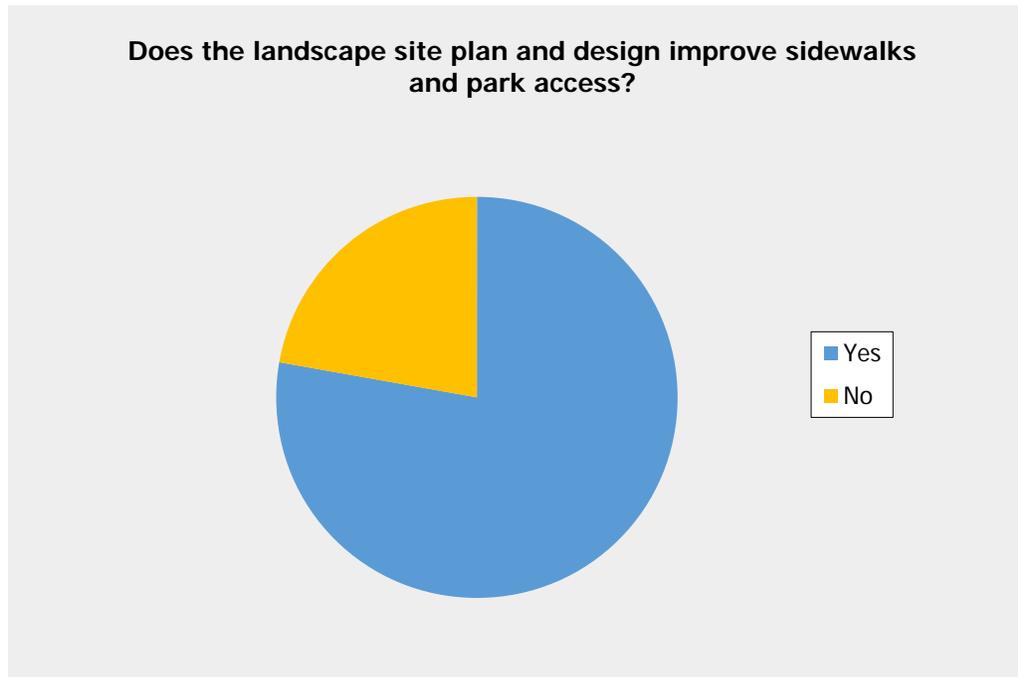
restrooms, etc.) and/or in future downtown development? Why?

See my previous comment as a way to keep the windmill as the focal point and ramp/stair-step up to it using the building as an approach to the height where the windmill could sit. Save your money on architectural features and make the sides of the building(s) more compatible with a park look
Design B is more welcoming and fits the area. Design A feels like a prison.
More wood in design. Still very modern-looking. Too bad there isn't more of a rustic feel in these materials.
Current.
More inviting.
I like the over hang, it is interesting and it serves a purpose, protection from sun and rain.
Again, I say Concept B because it is more rustic looking. It is a park and modern is not what we should be after...we should be after compatibility with the existing environment.
I like the darker materials and would also like to see darker wood used for the sunshades and timber framing.
It's a little less noticeable because it's a sewage plant and no one likes to see sewage plants
I'm not crazy about either one... however materials that represent the NW should be present. I do like the heavy timber framing/weathered wood and painted metal.
Same reasons as stated above.
I would prefer more wood and brick/rock type siding.
It looks better now, and it looks like it will look better in the future.
It has more of a traditional look that fits the pacific northwest.
I really do not like any of the materials to be repeated in future downtown developments! None of these look like seaside or nautical structures.
again, more modern. I guess it depends on what else would be going in down there in the future though
Neither. Incorporate the unique roof line of the old Pioneer Dept store/Co-Op and the brick Diamond pattern of the old Kennel (now Off the Hook)
The wood look is the Northwest look
I like the deep overhangs on the windows with lots of wood.
Neither. The architect hasn't got it yet. I don't like A or B
Better use of local resources.
I like the heavy timbers and exposed rafters. It creates a more welcoming feeling. I like the colors of concept B. I do not like the dirty white brick of Concept A at all. There are plenty of buildings with similar brick that are commonly considered to be unattractive. The timber design fits more with recently built picnic shelters at Fort Nugent Park, and a proposed possible future picnic shelter in Windjammer Park. The timber design has more NW feel to it. I do not care much for the triangular shapes created by the timbers supporting the roof overhang on concept B. I would prefer that the timber be placed vertically and be used to support a balcony off of the training room. Concept A would be much more attractive by merely changing the color to red or brown brick. People like old red brick buildings, but not white brick.

Landscaping and Public Space

Does the landscape site plan and design improve sidewalks and park access?		
Answer Options	Response Percent	Response Count
Yes	77.8%	21
No	22.2%	6
Why?		14

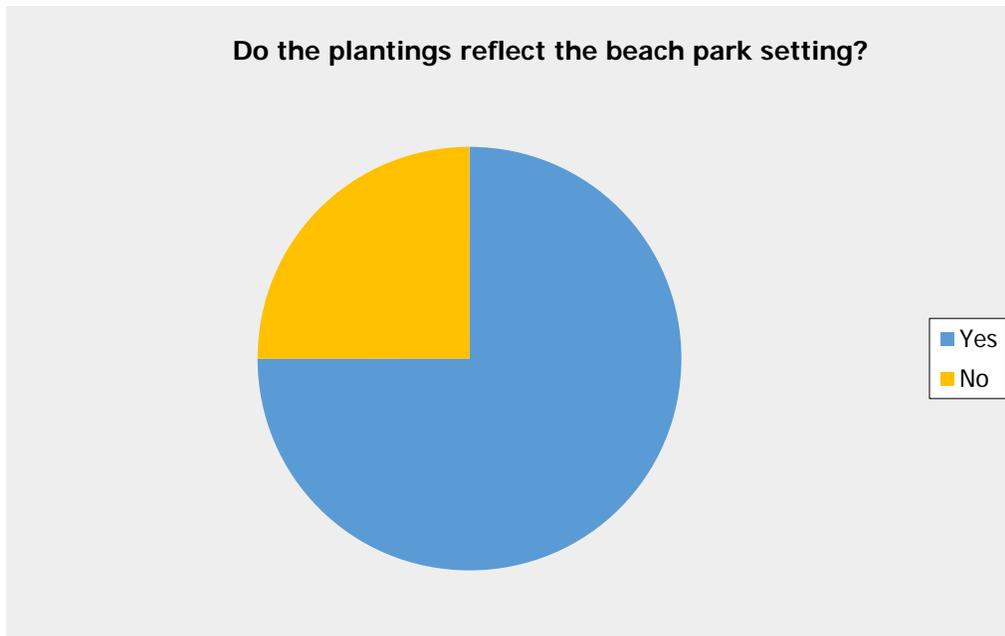
<i>answered question</i>	27
<i>skipped question</i>	4



Does the landscape site plan and design improve sidewalks and park access?
How does it succeed blending park and sewer treatment? Use a hanging garden from the top of the east facing building to soften and hide
There must be a wide campus like corridor from the parking lot along pioneer way leading directly into the park. Increasing accessibility and creating a wonderfully inviting sightlines. Shirt of this there is certainly no improvement.
Because it is actually a professionally designed landscape that invites people in. Plus I am sure it is more environmentally conscious.
It appears to open up the space for more sidewalk and park access. Currently I feel we have only a couple of entry ways into the park due to the wall of buildings that line Pioneer Way.
Like new parking on Pioneer with a potential to be a gateway into Windjammer. With appropriate signage this makes a definite entrance and parking area to enjoy the middle of the park. Much improved!
Hard to tell
It looks like it directs foot traffic in effective pathways.
I think that access stays pretty much the same. I don't see any real improvement there.
There was never any obstruction or problem with parking, park access or sidewalks to begin with.
Anything to hide the industrial feel of the building!
because its new
Would like to see an entrance/exit in to the Wells Fargo parking lot and out to Bayshore
People are not going to linger at the Sewer Treatment Plant. There is limited need for benches and wide gathering areas. All of us will be headed to the beach and other areas of the park. The Treatment Plant will be an unfortunate obstacle that jars the esthetic of Windjammer Park.

It does in general. Curb ramps are still needed, and a significant pedestrian connection across City Beach Street to the baseball side should be considered, probably at the SE corner of the facility.

Do the plantings reflect the beach park setting?		
Answer Options	Response Percent	Response Count
Yes	75.0%	21
No	25.0%	7
Other (please specify)		13
<i>answered question</i>		28
<i>skipped question</i>		3



Do the plantings reflect the beach park setting?
If there is room for a madrona "pretty but extremely messy and not maitanene [sic] friendly" I'd rather see oak trees used where suitable in "Oak Harbor"
To a certain extent.
It is a pleasing variety.
The trees do not reflect a beach setting
Shore pine and madrone are the quintessential NW shore trees. However, I see there is no use or plan of use of Garry Oaks in the plants. This may be a concern of aesthetics and ease of cultivation over ecology, but the Garry Oak is Oak Harbor's namesake and the only native oak to our area. It can flourish in a wide range of habitats with a range of growth forms, from a large spreading canopy to a low craggy shrub. These trees can be found on south facing aspects throughout the region and it would be lovely to see some incorporated into the planting plan.

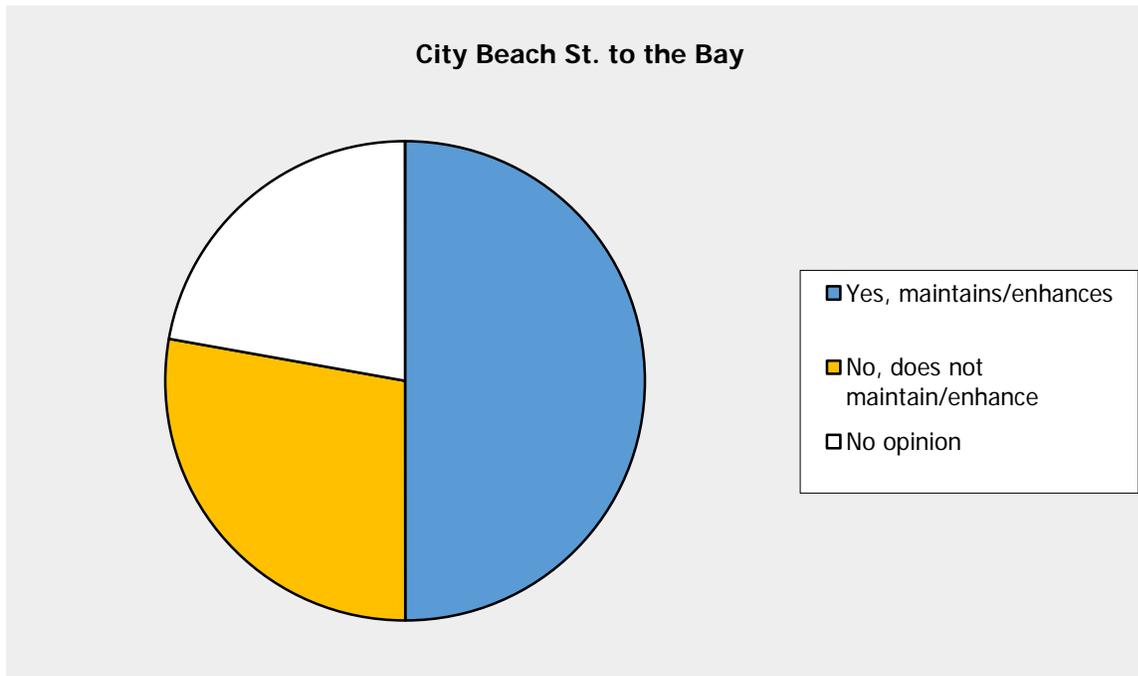
I wish there was another place to check along with yes and no that is neutral. I don't negatively about the landscaping - I just don't know that the plantings particularly reflect the beach park setting. The plantings are nice and hopefully will help to de-emphasize the shear size facilities building in that location.
Use of native plants that are in beach environments needs to be a top priority. They are most suited to the habitat. Other plants can be incorporated as well of course, but native beach plants should be utilized first. Check out the sand dune trail at DPSP for examples. Consult with WA Native Plant Society for further info.
If we are talking Oak Harbor why not Garry Oaks our name sake not the swamp and white oak.
The tree list does not include the Garry oak, which is native to our Harbor and is currently listed as a "priority" in need of planting by the Washington State Native Plant Society. This omission is inexcusable. The Regal Prince Oak is not a wise choice for Oak Harbor.
the more trees the better
Needs to be low cost maintenance.
I like the beach grasses if they are not the big tall kind. The "beach pine" gets scraggly, so isn't a first choice for me. Salal is native, but I didn't see it in the plan.
The madrone and shore pine do. The Black Tupelo, Magnolia, and Prince oak do not. If those three are street trees, great, but they don not seem like beach trees.

What other comments do you have about landscaping?	
	Response Count
	20
<i>answered question</i>	20
<i>skipped question</i>	11

What other comments do you have about landscaping?
Gary Oaks should be used in any place where trees will be planted. To make this town a true Oak Harbor again
Please use Gerry Oak Trees in place of Pacific Madronas
Get Karla Freund involved. She's schooled and experienced in great design
It should feed into and improve the setting for the windmill.
I love the fact that there are NO Garry oaks!!!
I definitely like art and specifically art that reflects the area, not what the artist likes to do.
Do not care for the coastal dune type grass that looks unkempt.
There should be some Garry Oaks included, either in the planting around the Facility, or nearby in the park or both.
Just keep the landscaping simple but refreshing with some benches and tables to enjoy. We should not provide any hidden areas for the Homeless. People want to feel safe.

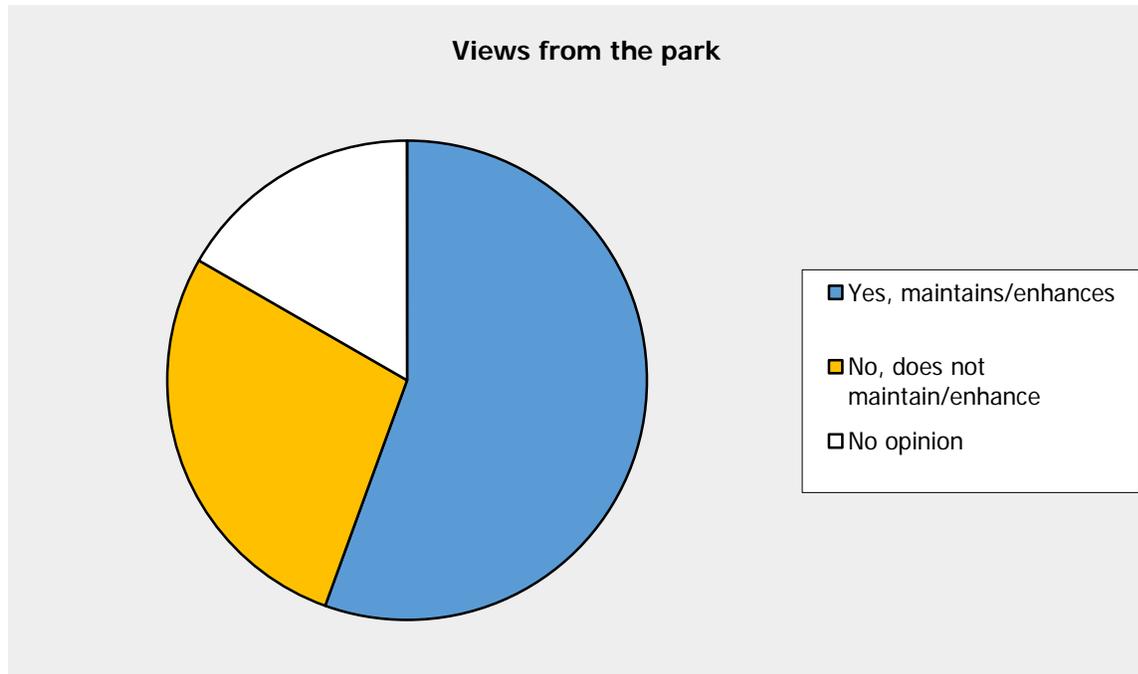
Views and Sightlines

City Beach St. to the Bay		
Answer Options	Response Percent	Response Count
Yes, maintains/enhances	50.0%	9
No, does not maintain/enhance	27.8%	5
No opinion	22.2%	4
Why?		8
	<i>answered question</i>	18
	<i>skipped question</i>	1



City Beach St. to the Bay comments
Not much change.
I don't see a noticeable difference at all.
Not a big improvement, but not negative either.
It's ugly
facility is not clearly visible from the angle shown.
You are using trees that are way bigger than what they will be for many years.
Not much changed. I wish we had funding to bury the utility lines. ...
View is not affected much.

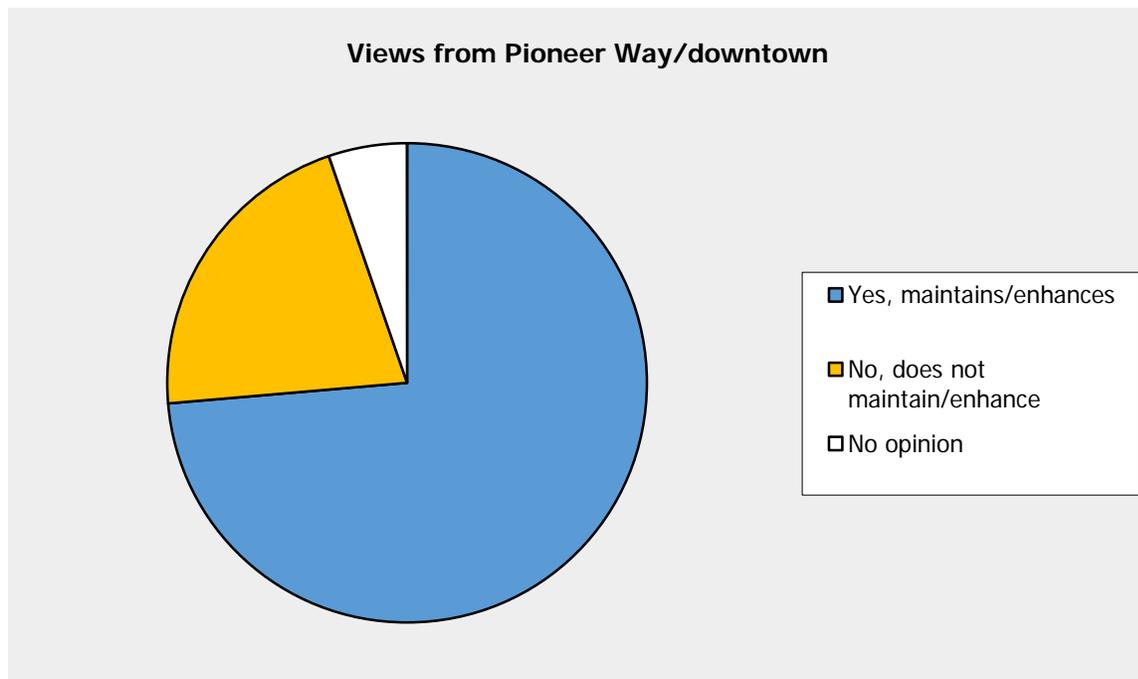
Views from the park		
Answer Options	Response Percent	Response Count
Yes, maintains/enhances	55.6%	10
No, does not maintain/enhance	27.8%	5
No opinion	16.7%	3
Why?		8
	<i>answered question</i>	18
	<i>skipped question</i>	1



Views from the park comments
It only enhances or maintains its relationship with the park if a splash pad is part of the hardscape.
It is a nicer look than what is there now.
I don't see any problem with the after views at all. It actual makes it look like there is more to do down there.
Looks better
It's ugly
Again, it will be huge and dominate our park.
Good modern architecture.
RE: View from Park Parking Lot - It is not an issue as long as the trees are leafed out. Concept A, if kept with dirty white brick will detract from the view once the leaves fall. RE: View from Park Baseball Fields. Concept A looks like a dirty white institutional/industrial building in the background.

Views from Pioneer Way/downtown		
Answer Options	Response Percent	Response Count
Yes, maintains/enhances	73.7%	14

No, does not maintain/enhance	21.1%	4
No opinion	5.3%	1
Why?		9
	<i>answered question</i>	19
	<i>skipped question</i>	0



Views from Pioneer Way/downtown comments
It opens up the view to the beach and creates parking. One view that was not voted on was the view from the Baseball Fields. This view is substantial reduced and made worst in my opinion. You are not longer able to see the beach and windmill from Bayshore.
This building is an asset to our community!
Anything that can be done with this view is an improvement. The buildings are dreary and there is no vegetation or anything beautifying the area.
Looks better
Its better
It is too large a "footprint" for our waterfront & downtown area. I am terribly disappointed in the location of this project!
Look at how full and dominant the illustration of trees is. This is not actually what it will look like.
Much better view. Greener, inviting.
The parking lot trees really improve the view over the existing building.

Educational and Interpretive Opportunities

1. History and local lore	
Answer Options	Response Count
	11
	<i>answered question</i> 11
	<i>skipped question</i> 9

History and local lore comments
History and local lore but done in a way to pose the question of what our future which we control holds.
Opportunity to build a sense of community in Oak Harbor.
Native American and OH Pioneer displays
Yes, great historical info and pictures.
I don't believe the treatment plant should represent any history or local lore. Pioneer Way would be a more fitting place for that.
City History, old photos. Use of Post Office Oak tree lumber.
Interpretive signage about the historic use of the site by native groups would be welcome.
For sure, this needs to be included with some vintage photos of O.H. Please include the Maylor Pier.
Even though the ICHS museum is only 10 miles south of Oak Harbor, it is not conducive to visitation by the residents of Oak Harbor, and the subject matter on Oak Harbor history and lore is lacking in breadth of coverage. This facility could provide a place for displaying facts about Oak Harbor history that would be more conducive to visitation by the residence of Oak Harbor.
This and the Biology opportunities Concepts should be save for the up-date of the park.
Include Native Americans, Irish, Dutch and Navy heritages. Include ship history, travel by canoe, deception pass bridge, dredging and changing of harbor, dock fire, Post Office Oak, etc.

2. Biology and ecology	
Answer Options	Response Count
	9
<i>answered question</i>	9
<i>skipped question</i>	11

Biology and ecology
This would be a wonderful idea if done in a way that allows for the Oak Harbor schools to use the area as an interactive outdoor classroom.
Great opportunity to educate our youth and citizens about water/land.
Parks department involvement for courses Beachcombing organizing & birdwatching groups and star gazers can all use a place
How the plant works and keeps the harbor clean. What happens in the event of an emergency?
Yes, info about local sea life and preserving it.
Definitely incorporate biology and ecology concepts. That is what this is all about. Maintaining our natural resources while providing a service of waste disposal.
Nothing is as sexy as wastewater biodigestion. Perhaps some notes on the ultimate fate of the treated wastewater.
Include some...not a bunch.
Please include Garry oaks and their habitat amongst the probable salmon, orca, and wetland information.

3. Wastewater engineering and infrastructure	
Answer Options	Response Count
	9
<i>answered question</i>	9
<i>skipped question</i>	11

Wastewater engineering and infrastructure comments

educate public on the facility
How the plant uses waste to generate its own power, and how the plant produces clean water via treatment as well as converting sea water to clean water, both of which are then used to augment the City's purchase of water.
Yes, education about the world around us and how we can have less of an impact on it.
Definitely, wastewater engineering and infrastructure is a huge component of the treatment plant and should be reflected. I like the pipe picture and that is very educational for someone that does not know what infrastructure is. I like the idea that it is more outside, than inside items so that there is easy access and anyone can view them at anytime of the day.
Speak about the engineering feat of laying a pipe underwater for hundreds of feet.
Basic info.
Yes. Anything to show & tell what makes the plant work.
Should accomodate both middle school and high school level interest.
People like interactive displays, Kids especially like those that flow. It would be nice if some would allow the participant to release/active a flow, or at least observe the flow.

4. Other ideas

Answer Options	Response Count
	13
<i>answered question</i>	13
<i>skipped question</i>	7

Other ideas comments

If you had a lagoon system then justifying an "outreach" would be fine. Don't waste money tell us how our crap is processed. Besides most of the outreaches I've seen are too general to be of much use. Most folks know a little about those subjects anyway
Should incorporate a water park feature into the building plan instead of a fountain like a splash park of some sort
Incorporate interesting drinking water and wastewater tidbits such as Americans on average waste x amount of gallons of drinking water a day at an average cost of. Name some land and marine animals heavily effected by our poor habits.
art in the park!!!!
Has the design taken into consideration possible rises in sea level, earthquakes/tsunamis, backflow from large storms?
Love the interactive concept.
I forgot to mention in my last comments that I believe a splash park should be incorporated into this project and used as a component of the educational opportunity. Maybe components of the splash park could be pipes and infrastructure related. Water could splash or gush out of pipes to drench the kids. Just a thought.
Make it smaller because the 4rth of July carnival is there and now people will be mad
Rotating displays from different organizations, student projects, etc.
how many thousands of dollars would it take for a museum type atmosphere!? its water treatment. Not that interesting. Spend it elsewhere!
You need to have windows that run all the way down almost to ground level. I guarantee that every 3 or 4 year old will want to see inside to find out "where all the poop goes", and their Dads and Moms will have to lift them up to see inside under these current designs. You will make these windows ADA accessible also by putting them low enough that someone seated in a wheelchair will be able to see inside.
The stone in the last picture is much better than the "brick" that has been proposed.
Place the post office oak tree ring/timeline count in the interpretive area.

Appendix 7: Advertisements and Notifications

Channel 10 Slides:

City of Oak Harbor
Clean Water Facility Project

YOU'RE INVITED!

Design open house
Wednesday, August 12
6:00 – 8:00 p.m.
Elks Lodge (155 NE Ernst St.)

www.oakharborcleanwater.org

City of Oak Harbor
Clean Water Facility Project

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Wednesday, August 12
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JOIN US AT THE OPEN HOUSE

- Provide input on current design ideas
- Hear the latest news on the project
- Talk to staff about the project
- Share your thoughts on how the new facility can best fit into Windjammer Park

www.oakharborcleanwater.org

City of Oak Harbor
Clean Water Facility Project

**MISSED THE DESIGN OPEN HOUSE?
IT'S NOT TOO LATE!**

August 13 – 21

- See the latest renderings
- Provide input on current design ideas
- Share your thoughts on how the new facility can best fit into Windjammer Park

Visit the website to share feedback online:
www.oakharborcleanwater.org

www.oakharborcleanwater.org

Whidbey News-Times and Whidbey Weekly (paper) Ad:

City of Oak Harbor
Clean Water Facility Project

WATCH US WORK

YOU'RE INVITED!

Design is Progressing
SHARE YOUR THOUGHTS!

The project team has been hard at work developing the design of the facility based on input from our workshop group and City Council. Now we want to share the design with the community and hear from you.

Join us at the open house where you will have the opportunity to:

- Provide input on current design ideas
- Hear the latest news on the project
- Talk to staff about the project
- Share your thoughts on how the new facility can best fit into Windjammer Park

Design open house
When: Wednesday, August 12
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Where: Elks Lodge (155 NE Ernst St.)

**Can't make it in person?
We still want to hear from you.**

Visit our online open house
When: August 13 – 21
Learn more: www.oakharborcleanwater.org

Windjammer Park is OPEN!

Outfall construction and early site work underway

As design continues on the new treatment facility, crews have started early site work to confirm soil conditions and verify construction costs. Crews are also replacing the existing outfall pipe, which has failed. The new pipe will carry treated water from the new wastewater treatment facility into Oak Harbor Bay.

For more information on what to expect during construction, visit www.oakharborcleanwater.org

This project has been funded wholly or in part by the United States Department of Protection Agency under an assistance agreement with the Washington State Department of Ecology. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does the mention of trade names or commercial products constitute endorsement or recommendation by EPA.

treatmentplant@oakharbor.org | www.oakharborcleanwater.org
Have questions about the project? Call 360-914-7000

Whidbey News-Times Online Ads:

YOU'RE INVITED
Design open house
 Wednesday, August 12
 6:00 – 8:00 p.m.
 Elks Lodge (155 NE Ernst St.)

City of Oak Harbor
 Clean Water Facility Project

CLICK AND SHARE
FEEDBACK ON DESIGN
AUGUST 13 – 21
www.oakharborcleanwater.org

City of Oak Harbor
 Clean Water Facility Project

Postcard:

City of Oak Harbor
 Clean Water Facility Project

July 2015

YOU'RE INVITED
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City of Oak Harbor
 Clean Water Facility Project

City of Oak Harbor
 885 SE Barrington Drive
 Oak Harbor, WA 98277

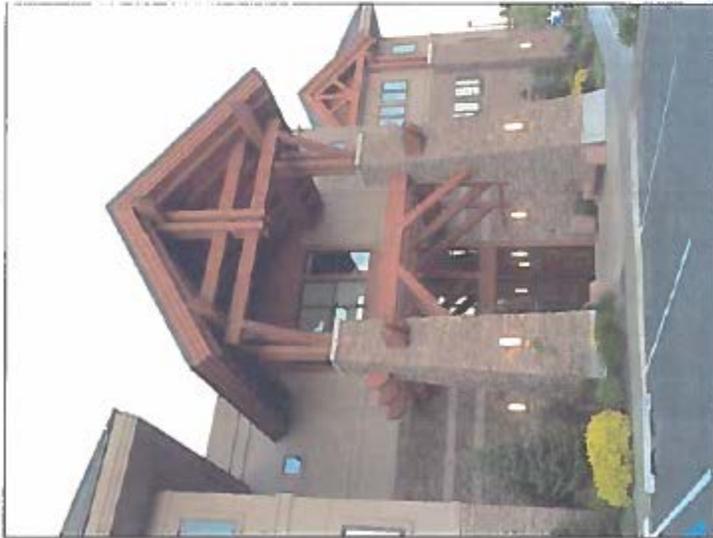
YOU'RE INVITED
Design open house
 When: Wednesday, August 12
 Time: 6:00 – 8:00 p.m.
 Where: Elks Lodge (155 NE Ernst St.)

Appendix 8: Photo comments (from participant Susan Myers)

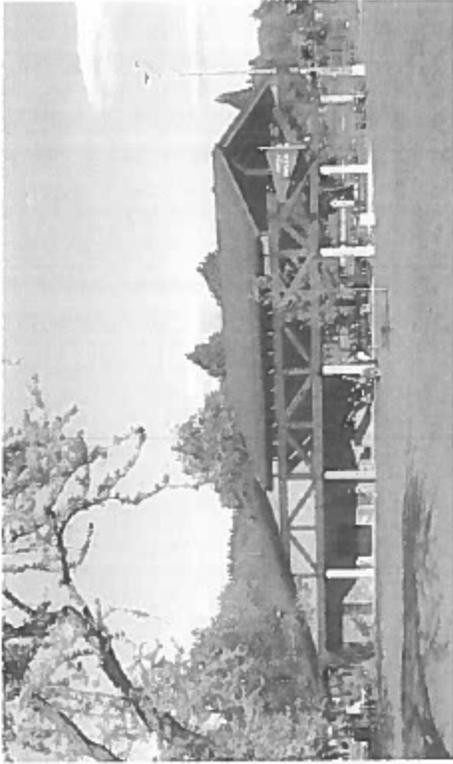
Some timbers (not everywhere) Some Stone (not everywhere) smooth finish for economy



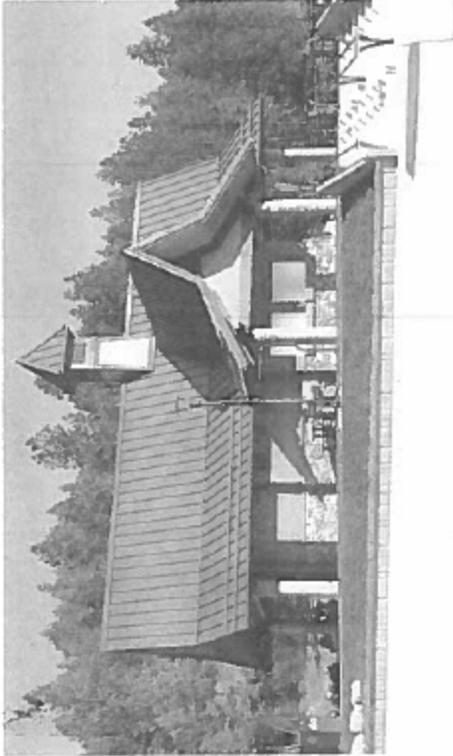
roof overhang



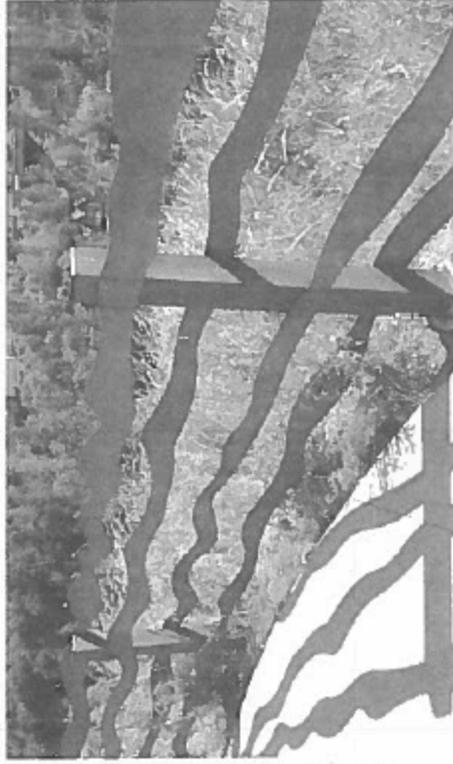
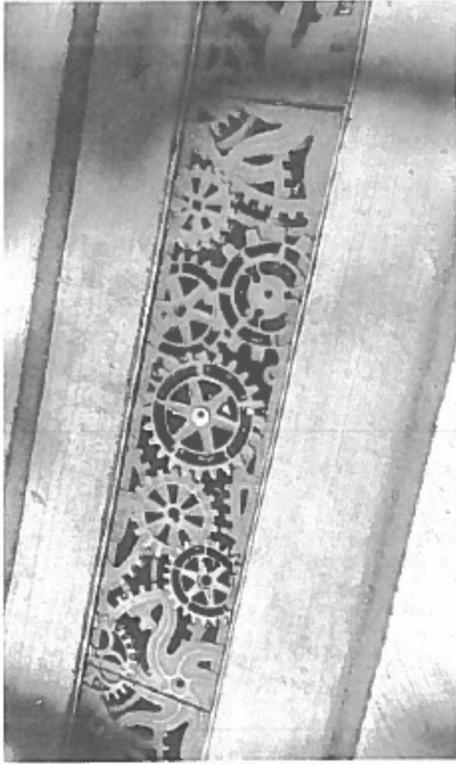
Susan Myers
682-6552



Seeding - stones fill the base section, water is only a few inches deep.



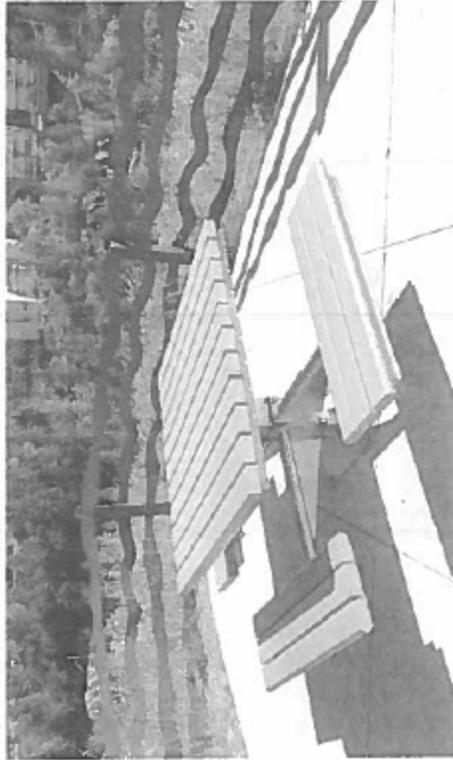
Susan Myers
482-6552



Whimsical metal fence



Attractive grating for water drains



*Susan Myers
682-6552*

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

Bill No. 7.b
Date: September 1, 2015
Subject: Resolution 15-28: Adopting the
Good Neighbor Plan for
Construction of the Clean Water
Facility

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

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- Scott Dudley, Mayor
- Larry Cort, City Administrator
- Doug Merriman, Finance Director
- Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

It is recommended that the City Council adopt Resolution 15-28 Adopting the Good Neighbor Plan for Construction of the Clean Water Facility.

BACKGROUND / SUMMARY INFORMATION

The City of Oak Harbor is actively pursuing the replacement of two aging wastewater treatment plants with a new, state of the art, membrane bioreactor treatment plant. Building this facility involves heavy civil construction that could potentially impact the immediate neighbors and the entire city. In order to minimize these impacts, staff has prepared the attached Good Neighbor Plan.

Construction activities could involve heavy vehicle traffic, road congestion, noise, parking, dust, vibrations and other concerns. Additionally construction activities could impact Windjammer Park and City Events. The Good Neighbor Plan recognizes the impacts on the surrounding community and establishes the commitment to lessen the impacts.

The whole project team from City Employees to the consultants and contractors will work to be a good neighbor by lessening or addressing impacts. While impacts are inevitable, history has shown that people accept the temporary inconvenience with proper notification and response to concerns. The Good Neighbor Plan lists a number of strategies to mitigate construction activities and a communication plan to inform affected residents and respond to specific concerns.

If adopted, the Good Neighbor Plan will be incorporated in any future contract amendments. This Good Neighbor Plan is intended to augment, not supersede any existing city ordinances.

FISCAL IMPACT

Funds Required: \$0

Appropriation Source: none

**PREVIOUS COUNCIL / BOARD / CITIZEN INPUT
CITY COUNCIL WORKSHOP**

July 15, 2015 – An outline of the Good Neighbor Plan introduced to City Council.

August 26, 2015 – A Draft Good Neighborhood Plan was discussed with City Council.

CITY COUNCIL PREVIOUS ACTIONS

This item has not been presented at previous City Council Meetings.

ATTACHMENTS

1. [Attachment A - Resolution 15-28 - Adoption of Good Neighbor Plan](#)
2. [Attachment B - Clean Water Facility Good Neighbor Plan](#)

CITY OF OAK HARBOR
RESOLUTION NO. 15-28

**A RESOLUTION ADOPTING A GOOD NEIGHBOR PLAN FOR
CONSTRUCTION OF CLEAN WATER FACILITY**

WHEREAS, the City of Oak Harbor is constructing a wastewater treatment plan; and

WHEREAS, the construction has potential to impact the immediate neighbors and other citizens of Oak Harbor; and

WHEREAS, the City of Oak Harbor wishes to mitigate impacts to the immediate neighbors and other citizens of Oak Harbor; and

WHEREAS, a Good Neighbor Plan has been developed addressing construction impacts on the immediate neighbors and citizens of Oak Harbor:

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Oak Harbor that:

1. Adopt the attached Good Neighbor Plan which defines types of construction activities and mitigation measures
2. This Good Neighbor Plan be incorporated into Clean Water Facility contracts and remain in effect for the duration of the construction.

PASSED by the City Council and approved by its Mayor this 1st day of September, 2015.

CITY OF OAK HARBOR

SCOTT DUDLEY, MAYOR

Attest:

Approved as to form:

Anna Thompson, City Clerk

Nikki Esparza, City Attorney



City of Oak Harbor Clean Water Facility Project

GOOD NEIGHBOR PLAN

Summer 2015



PURPOSE

The Good Neighbor Plan outlines the City of Oak Harbor's standing commitment to being a good neighbor while constructing the new wastewater treatment facility in Windjammer Park, the "front porch" of the City of Oak Harbor.

DEFINITION OF A "GOOD NEIGHBOR"

A good neighbor is respectful of the impacts their activities have on the surrounding community and works as best they can to lessen the impact. Here, a new wastewater treatment facility will be situated in a unique setting on the waterfront of the City of Oak Harbor. Constructing this facility means there will be out-of-the-ordinary activities that are visible to neighbors who live and work near Windjammer Park, as well as those who use the park for recreation. The goal of being a good neighbor in this case is working to lessen or address anticipated impacts, and notifying the community well in advance of new activities. The entire project team shares this philosophy: City employees, consultants, contractors and subcontractors who perform the work.

SENSE OF PLACE

Windjammer Park is a special setting and community asset. The different groups who use this facility make it a unique place for the City of Oak Harbor. These community groups and happenings will be considered during construction, for example:

- Recreation (e.g., Staysail RV Park, marina, park visitors, Little League, etc.)
- Community events (e.g., Race Week, 4th OH July, Hydroplane Races, Whidbey Island Marathon, etc.)
- Residents in the park vicinity
- Near businesses (e.g., Daily Grind, Wells Fargo Bank, Peoples Bank, etc.)
- SE Pioneer Way businesses
- Highway 20 and SW Beeksma Drive businesses

WORK AND ENVIRONMENT

Work on the new facility will require a variety of construction techniques, including ground stabilization, temporary soil retention and the placement of many tons of reinforcing steel, concrete, sand and crushed rock. Preliminary construction activities began in June 2015, but are anticipated to begin more heavily in Fall 2015. Start-up of the plant is expected in 2018.

- The early portions of the work preparing the site for construction will involve utilization of a vibratory hammer for the installation of steel sheets, requiring approximately three months to complete. This activity is not anticipated to generate a lot of noise, however medium frequency vibration will be felt through the ground for an approximate radius of 400 feet from the work area. During the same time, soil densification will be occurring, utilizing the placement of aggregate stone columns. This also induces vibration into the soil and will have the same vibratory sensation in the immediate surrounding area.

CLEAN WATER FACILITY GOOD NEIGHBOR PLAN

Updated: 8/27/2015

Page 1 of 7

- All excavation for the structures will have material retained on site, so there will be very little truck traffic on Oak Harbor streets related to this activity, other than rock materials being delivered to the site.
- Once concrete work begins for the foundations, there will be ongoing concrete and reinforcing steel deliveries for the project site that will continue for more than 15 months. Concrete pumping will generate some noise, but is not anticipated to be much over ambient conditions. Most crane work will be performed using an electrically powered tower crane, which generates very little noise at the ground level.

COMMUNICATION WITH THE COMMUNITY

The Clean Water Facility project team recognizes that construction can be disruptive to the daily activities of the community. While there will be impacts from construction, the project team do their best to lessen disruptions, when possible, and clearly communicate expected impacts and duration of construction activities. The City of Oak Harbor will inform the community of work more than 24 hours in advance, when possible, using one or more of the following methods:

- E-mail alerts
- Website updates
- Construction fliers (including door hangers and bill stuffers)
- Social media
- City Council updates
- Display advertisements in Whidbey News Times
- Construction site signage
- Phone calls
- Regular construction office drop-in hours (coffee and cookies)
- Stakeholder/Community group briefings

The timing and method of communication will vary based on the anticipated impacts and duration of work being performed. All City notification requirements will be met. When unanticipated or emergency work will be performed, the project team will notify the community as quickly as possible using email alerts, website updates, and when appropriate direct phone calls to impacted groups.

NOTIFICATION COMMITMENTS AND CITY/CONTRACTOR REQUIREMENTS

The Oak Harbor Clean Water Facility Project will perform the notification practices and contractor commitments outlined in the following section, to ensure community awareness of construction activities. These practices are for day-to-day use and daily operations during construction; mitigation specifications will be determined based on requirements outlined in permits received. In the case of emergency, extenuating circumstances may warrant quick decisions, where notifications are made or adapted as appropriate.

Anticipated Issue	Notification Practices	City Commitments/Contractor Requirements
Work hours	<ul style="list-style-type: none"> Community will be notified of typical work hours via weekly email, construction site signage and on the project website. If night or weekend work is expected, community will be notified via weekly email. If work is anticipated to be disruptive to near neighbors, they may be notified via flier. 	<ul style="list-style-type: none"> Typical work hours will be 7:00 a.m. – 7:00 p.m., Monday – Friday. When needed, night or weekend work may occur. All night or weekend work will be performed in accordance with City regulations and permits.

Anticipated Issue	Notification Practices	City Commitments/Contractor Requirements
<p>Heavy vehicle traffic</p> <ul style="list-style-type: none"> • Equipment/materials delivery • Haul routes 	<ul style="list-style-type: none"> • Haul route and site map will be available on the project website. • Community will be notified in advance of any anticipated increases in truck traffic via weekly email. 	<ul style="list-style-type: none"> • As much as possible, vehicles will be kept and staged on-site. • The primary access point for deliveries and entrance/exit of the site will be on SW Beeksma Drive to Highway 20. • There may be occasional use for delivery and hauling to occur using City Beach Street. • Back-up alarms are required on site and must be used at all times. • The team will communicate haul routes and appropriate waiting areas, such as the weigh station on Highway 20, to all delivery drivers that may arrive outside of work hours.
<p>Right-of-way impacts</p> <ul style="list-style-type: none"> • Road closures • Sidewalk closures/detours • Parking lot closures/detours 	<ul style="list-style-type: none"> • Detour maps will be will available on the project website. • Community will be notified in advance of work via weekly email. • If duration of work is expected to last longer than one week, near neighbors may be notified via flier or mailer at the start of work. • Site signage to clearly direct park and business access. • Team will work directly with individuals or businesses that may have impacted driveways or sidewalks. 	<ul style="list-style-type: none"> • Construction traffic management plan that meets current City standards and requirements as well as addresses the needs of all modes of travel will be in place. • At least one lot adjacent to the park (Redneck Auto lot or City Beach lot) for park users will remain open during construction or alternate parking will be available. • Driveways will not be closed for more than four hours.

Anticipated Issue	Notification Practices	City Commitments/Contractor Requirements
Business access and parking	<ul style="list-style-type: none"> Community will be notified of access routes and parking lot detours in weekly email. Site signage to clearly direct park and business access. Site signage to clearly direct ADA parking and access. 	<ul style="list-style-type: none"> Provide “businesses open” sign. At least one lot adjacent to the park (Redneck Auto lot or City Beach lot) for park users will remain open during construction or alternate parking will be available. Crews will be instructed to park either on-site or in alternate parking locations, crews will not impact parking for park users. ADA parking and access to the park will be maintained at all times.
Marina/Bay operations	<ul style="list-style-type: none"> Community will be notified of access routes and detours in weekly email. If necessary, signage will be posted at the marina. 	<ul style="list-style-type: none"> All work will be performed in accordance with City requirements and all necessary permits.
Park operations – Staysail RV Park	<ul style="list-style-type: none"> Signage with alternate RV Park locations (including map). Alternate RV Park locations will be posted on City of Oak Harbor Parks Department website. Community will be notified of access routes and detours in weekly email. 	<ul style="list-style-type: none"> Staysail RV Park will remain open through Labor Day (September 7, 2015). New impacts to the Staysail RV Park will be communicated to City departments in advance.
Community events	<ul style="list-style-type: none"> Community will be notified in advance of work via weekly email. Event organizers will be coordinated with through the City. Site signage to clearly direct park and event access. Site signage to clearly direct ADA parking and access. 	<ul style="list-style-type: none"> Work will pause during large community events (e.g., Hydroplane Races, 4th OH July Celebration). Site will be contained to extent possible. ADA parking and access to the park will be maintained at all times.

CLEAN WATER FACILITY GOOD NEIGHBOR PLAN

Updated: 8/27/2015

Anticipated Issue	Notification Practices	City Commitments/Contractor Requirements
Park operations – Day use	<ul style="list-style-type: none"> • Informational construction signage on fencing. • Community will be notified in advance of work via weekly email. 	<ul style="list-style-type: none"> • Pedestrian paths and bike detours will be clearly marked. • Safety around site will be enforced and signage will be posted (e.g., “hard hats required”). • ADA parking and access to the park will be maintained at all times.
Noise and vibration	<ul style="list-style-type: none"> • Community will be notified in advance of work via weekly email. • If duration of work is expected to last longer than one week, near neighbors may be notified via flier or mailer at the start of work. • If work will occur at night or outside of typical work hours, near neighbors may be notified via flier or mailer. 	<ul style="list-style-type: none"> • All noise impacts will fall within City regulations or will be permitted. • Vibratory work will not be performed for more than six months within the duration of construction. • Back-up alarms are required on site and must be used at all times.
Utilities (e.g., potholing, relocates, potential outages, undergrounding)	<ul style="list-style-type: none"> • When there are no expected outages or detours but work is visible, community will be notified in advance via weekly email. • For work that includes outages, sidewalk or road closures, or detours, community will be notified one week in advance of work via flier or mailer. 	<ul style="list-style-type: none"> • When outages are required, the contractor and/or the utility will work directly with effected property owners to determine best timing or avoid peak need time periods.

Anticipated Issue	Notification Practices	City Commitments/Contractor Requirements
Dust and mud control	<ul style="list-style-type: none"> Respond to community concerns when expressed. 	<ul style="list-style-type: none"> Daily/weekly control measures such as street cleaning and watering down of site. Truck and wheel washing as well as roll off ramps will be used to keep dust and mud contained on site. Contractor will conduct activities and operate within accordance of the City stormwater management requirements.
General community concerns	<ul style="list-style-type: none"> Project contact information printed on all distributed materials and site signage. Information posted on project website. Business cards and magnets distributed to near-neighbors (businesses and residential) and available at project office to hand out. 	<ul style="list-style-type: none"> Initial response time for general questions or comments is 24 hours. Initial response time for construction issue is one hour. Resolution time depends on question, comment or issue.
Other impacts not anticipated or identified	<ul style="list-style-type: none"> Community will be notified in advance of work via weekly email, when possible. 	<ul style="list-style-type: none"> All work will be performed within and meet all City regulations and project permits.
Emergency on site or related to project	<ul style="list-style-type: none"> Alert affected community members as quickly as possible using email alerts, website updates, and when needed, direct phone calls. 	<ul style="list-style-type: none"> Contractor will follow emergency procedures and protocol. Issue will be rectified by every means available, with appropriate safety and as required, police/fire personnel. All work will be performed within and meet all City regulations and project permits.

City of Oak Harbor
City Council Agenda Bill

Bill No. 8.a
Date: September 1, 2015
Subject: Referral of 2016 2% Grant
Program to the Lodging Tax
Advisory Committee - 45 day
period

FROM: Dr. Doug Merriman, Deputy City Administrator/ Finance Director

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- Scott Dudley, Mayor
- Larry Cort, City Administrator
- Doug Merriman, Finance Director
- Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

A motion to refer potential changes in the use of Lodging Tax (2%) funds to the Lodging Tax Advisory Committee for review and comment.

BACKGROUND / SUMMARY INFORMATION

This agenda bill refers to the Lodging Tax Advisory Committee (LTAC), any changes in the use of Lodging Taxes (2 % Funds) that may be considered by the LTAC for disbursement to grant applicants.

LEGAL AUTHORITY

Under RCW 67.28.1817, Council refers any changes to the Lodging Tax Advisory Committee for consideration at least 45 days prior to taking action on any such changes.

FISCAL IMPACT

The estimated fiscal impact cannot be determined at this time. The fiscal impact of this action is dependent on the amount of lodging tax funds referred to the LTAC for consideration, as well as the level of application interest by those entities requesting funding.

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

ATTACHMENTS