



March 18, 2014

CITY COUNCIL AGENDA

6:00 p.m.

1. CALL TO ORDER

Invocation/Pledge of Allegiance

HONORS AND RECOGNITIONS

PRESENTATION

Presentation from Mike Stamper, Executive Director for Islands Chapter Red Cross

2. APPROVAL OF AGENDA

3. CITIZEN COMMENT PERIOD

4. CONSENT AGENDA

- a. Minutes of the Regular City Council meeting held on March 4, 2014
- b. Approval of *Accounts Payable Check Numbers*:
 - Voucher Numbers 157476 in the amount of \$160.96
 - Voucher Numbers 157477 through 157676 in the amount of \$779,351.27Approval of *Payroll Voucher Numbers*:
 - Direct Deposit Numbers 30518 through 30642; and
 - EFT Numbers 597 through 599; and
 - Payroll Check Numbers 97040 through 97055 in the amount of \$413,636.53
- c. Motion to Amend January – February 2014 Council Minutes to include: Approval of *Payroll Check Numbers*:
 - Direct Deposit Numbers 29968 through 30370 in the amount of \$764,958.41
 - EFT Numbers 581 through 591 in the amount of \$ 320,728.06
 - Payroll Check Numbers 96901 through 96984 in the amount of \$377,365.59
- d. Motion to Amend all 2013 Council Minutes and December 3, 2013 Council Minutes to include: Approval of *Accounts Payable Voucher Numbers*:
 - Voucher Numbers 156284 through 156413 in the amount of \$749,492.27Approval of *Payroll Check Numbers*:
 - Direct Deposit Numbers 26557 through 29967 in the amount of \$6,106,193.69
 - EFT Numbers 485 through 580 in the amount of \$2,582,581.56
 - Payroll Check Numbers 96092 through 96900 in the amount of \$4,203,679.99
- e. Motion to approve Inter-local Agreement with Oak Harbor School District for Marathon Buses
- f. Motion to approve Mayor Pro Tem Paggao's Excused Absence Request
- g. Motion to amend the Council Rules of Procedure to add a procedure regarding Councilmember absences under Rule No. 2: Meetings

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.



March 18, 2014

CITY COUNCIL AGENDA

6:00 p.m.

6. ORDINANCE AND RESOLUTIONS

- a. Ordinance 1689: Motion to authorize change of the Lodging Tax Advisory Committee from five (5) to seven (7) members

7. PUBLIC HEARINGS/PUBLIC MEETINGS

- a. Resolution 14-10: 2014 Comprehensive Plan Docket

8. UNFINISHED BUSINESS

9. NEW BUSINESS

- a. Police Community Advisory Board Presentation
- b. Planning Commission 2013 Annual Report
- c. Professional Services Agreement with Perkins Coie LLP for Waste Water Treatment Plant

10. EXECUTIVE SESSION

- a. Pending Litigation and Potential Litigation

11. PROPERTY ACQUISITION ACTION [Tentative]

12. 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.

Oak Harbor City Council
Regular Meeting Minutes
March 4, 2014

CALL TO ORDER

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

INVOCATION/PLEDGE OF ALLEGIANCE

Pastor Ron Lawler of Family Bible Church, gave the Invocation, and Mayor Dudley led the Pledge of Allegiance.

ROLL CALL

Present:

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

Staff Present:

City Administrator Larry Cort
Fire Chief Ray Merrill
City Attorney Nikki Esparza
City Clerk Anna Thompson

HONORS AND RECOGNITIONS

Proclamation of St. Patrick's Day

Councilmember Bob Severns read the Proclamation of St. Patrick's Day

Irish Wildlife Society Members spoke in support of the St. Patrick's Day Parade and thanked the Councilmembers for allowing the Parade to take place on March 17th, 2014 and invited the Councilmembers to attend.

APPROVAL OF AGENDA

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

CITIZEN COMMENT PERIOD

Mayor Dudley opened the citizen comment period at 6:09 p.m.

Bob Olson

Bob Olson is a business owner on Pioneer Way. Mr. Olson stated that Downtown Oak Harbor is not flourishing as was anticipated. He suggested signs be posted to direct the public to down

town Oak Harbor. He then proposed Bayshore be made into a one way street so that traffic will be forced to drive through downtown.

The Citizen comment period was closed at 6:12 p.m.

CONSENT AGENDA

- a. Minutes of the Regular City Council Meeting held on February 18, 2014 and Minutes of the Workshop Meeting held on February 26, 2014
- b. Approval of *Accounts Payable Voucher Numbers*:
 - Accounts Payable Voucher Nos. 157326 through 157331 in the amount of \$343.32
 - Account Payable Voucher Nos. 157332 through 157475 in the amount of \$780,491.58Approval of *Payroll Voucher Numbers*:
 - Direct Deposit Payroll Voucher Nos. 30371 through 30517,
 - EFT Payroll Voucher Nos. 592 through 596, and
 - Checks Payroll Voucher Nos. 96985 through 97039 in the amount of \$630,674.24.
- c. Motion to endorse Application for AWC Scholarship
- d. Motion to appoint Robert Lundstrom to the Lodging Tax Advisory Committee
- e. Motion to confirm re-appointment of Ana Maria Schlecht to the Planning Commission
- f. Motion to authorize Purchase of Crushed Quarry Stone for Stay Sail RV Park
- g. Motion to authorize Purchase SCADA Telemetry Upgrades
- h. Motion to approve Contract for Professional Services for Marina Recreational Equipment Operation 2014
- i. Motion to authorize Contract for Removal of Asbestos at the RBC Wastewater Treatment Plant
- j. Motion to reject all Bids for the Shallow Truck Scale received on February 4, 2014
- k. Motion to approve appointment of Larry Eaton to the Island County Conservation Futures Citizen's Advisory Committee

Councilmember Munns pulled Consent Agenda Item 4.c.

Motion: Councilmember Severns moved to adopt all the consent agenda items except 4.c. The motion was seconded by Councilmember Hizon and carried unanimously.

Councilmember Munns introduced Kimberly Forster for AWC High School Scholarship. Ms. Forster presented a brief presentation.

Mayor Dudley thanked Ms. Forster for her skills and services to Oak Harbor and indorsed her for the AWC Scholarship.

Motion: Councilmember Munns moved to adopt the consent agenda item 4.c. The motion was seconded by Councilmember Hizon and carried unanimously.

STAFF AND COUNCIL COMMENTS

City Administrator

Dr. Cort reminded the Council that WCIA training will be held in Anacortes on March 21 from 1:00 p.m. to 4:00 p.m.

At the next Council Meeting scheduled on March 18, 2014, the Police Department CAB and Planning Commission will be providing their annual reports.

The Council will also decide on the acquisition of the Whidbey Island Bank Property at the next Council meeting.

Mayor Dudley

Mayor Dudley introduced the new art hanging above Council Chambers, provided by the Oak Harbor High School and created by high school students.

Councilmembers

Councilmember Campbell encouraged the staff to speak with a banner company in town to possibly erect veteran posters in the City.

Councilmember Munns attended the Chamber OHscars Awards recognizing various businesses in the City of Oak Harbor.

Councilmember Severns informed the Council that the Island County Economic Development Council will meet tomorrow to nominate officers and approve the budget.

Councilmember Servatius suggested pre-adjourning future council meetings before extended Executive Sessions begin for better use of City resources.

NEW BUSINESS

Mayor Dudley adjourned meeting for Executive Session at 6:25 p.m. to discuss Pending Litigation for forty-five (45) minutes.

Mayor Dudley reconvened the meeting at 7:09 p.m.

ADJOURNMENT

Motion: Councilmember Hizon moved to adjourn, seconded by Councilmember Campbell to adjourn the meeting. The motion carried unanimously.

The meeting adjourned at 7:10 p.m.

Anna M. Thompson, City Clerk

City of Oak Harbor
City Council Agenda Bill

Bill No. C/A 4.b
Date: March 18, 2014
Subject: Approval of Payroll and
Accounts Payable Vouchers

FROM: Doug Merriman, Finance Director 

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

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

SUMMARY STATEMENT

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

RECOMMENDED ACTION

I move to approve:

Accounts Payable Vouchers and Payroll Checks, see Voucher/Check Numbers listed in the attachments.

ATTACHMENTS

Voucher List(s)

Check Register(s)

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
157476	2/28/2014	0006983 CAMPING WORLD OF BURLINGTON	022814		VEHICLE REPAIR	160.96
					Total :	160.96
		1 Vouchers for bank code :	bank		Bank total :	160.96
		1 Vouchers in this report			Total vouchers :	160.96

Voucher List
City of Oak Harbor

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
157477	3/7/2014	0005005 MUNNS, BETH	TRAVEL ADVANCE		TRAVEL ADVANCE	248.50
Total :						248.50
157478	3/7/2014	0006629 HIZON, TARA	TRAVEL ADVANCE		TRAVEL ADVANCE	248.50
Total :						248.50
157479	3/7/2014	0000860 STANDARD INSURANCE COMPANY	022814		LONG TERM DISABILITY	4,136.92
Total :						4,136.92
157480	3/7/2014	0000066 AWC EMPLOYEES BENEFITS TRUST	030614		PREMIUMS	46.02
Total :						46.02
157481	3/7/2014	0001487 ISLAND COUNTY SUPERIOR COURT	030614		AUDIO RECORDING	28.50
Total :						28.50
157482	3/10/2014	0006032 WHATCOM COUNTY DISTRICT COURT	031014		BAIL/#WCS4Z0088176	500.00
Total :						500.00
157483	3/11/2014	0000950 LICENSING, WASHINGTON STATE DEPT OF	022414		CONCEALED WEAPONS PERMITS	417.00
Total :						417.00
157484	3/11/2014	0004903 US BANK	4485591000119689		CREDIT CARD PURCHASES	9,973.47
Total :						9,973.47
157485	3/12/2014	0006845 48 NORTH	33243		MAR 2014/ADVERTISING	404.00
Total :						404.00
157486	3/12/2014	0000004 A+ AUTO GLASS & RADIATOR	42788		BACKGLASS INSTALLATION	313.50
Total :						313.50
157487	3/12/2014	0000028 ALL ISLAND LOCK & KEY	23073 23107		LOCK LATCH DND	14.85 10.87
Total :						25.72
157488	3/12/2014	0000029 ALL PHASE ELECTRIC SUPPLY	0952-690164 0952-691087		SILICONE TST LDS FAN MOTOR	24.41 157.92

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
157488	3/12/2014	0000029 0000029 ALL PHASE ELECTRIC SUPPLY	(Continued)			Total : 182.33
157489	3/12/2014	0001678 AMERICAN METER & APPLICANCE	293669		LOCK & CAM	108.42
						Total : 108.42
157490	3/12/2014	0006984 AMERICAN PETROLEUM	3504021914		TRINITY A/F EXT LIFE YELLOW	343.76
						Total : 343.76
157491	3/12/2014	0000712 AMERIGAS	3026382300 3026983819		PROPANE/MARINA TANK RENTAL	446.66 103.27
						Total : 549.93
157492	3/12/2014	0000042 ANACORTES, CITY OF	2013 900-9080-00 900-9080-00 901-9080-01 901-9080-01 901-9080-02 901-9080-02		2013 RECONCILIATION JAN 2014/WATER PURCHASED FEB 2014/WATER PURCHASED JAN 2014/WATER PURCHASED FEB 2014/WATER PURCHASED JAN 2014/WATER PURCHASED FEB 2014/WATER PURCHASED	79,704.00 118,345.00 118,345.00 1,014.26 915.86 8,812.16 7,788.60
						Total : 334,924.88
157493	3/12/2014	0003091 ANDRICOS, JOANN	1		TRAVEL REFUND	30.00
						Total : 30.00
157494	3/12/2014	0004019 ASSOCIATED PETROLEUM PRODUCTS	0544115-in		FUEL	8,221.82
						Total : 8,221.82
157495	3/12/2014	0000055 ASSOCIATION OF WASHINGTON	022814		2014 DRUG ALCOHOL TESTING CONSC	2,203.00
						Total : 2,203.00
157496	3/12/2014	0007379 AT BATTERY COMPANY	1077995		BATTERIES	278.98
						Total : 278.98
157497	3/12/2014	0000159 AT&T MOBILITY	287249477751X0224201		AIRCARDS	461.33
						Total : 461.33
157498	3/12/2014	0000065 AVOCET ENVIRONMENTAL TESTING	1400431-IN 1400512-IN		TESTING TESTING	112.00 100.00

Voucher List
City of Oak Harbor

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
157498	3/12/2014	0000065 0000065 AVOCET ENVIRONMENTAL TESTING	(Continued)			Total : 212.00
157499	3/12/2014	0004630 BAIN, DARLENE	1		TRAVEL REFUND	20.00
						Total : 20.00
157500	3/12/2014	0000077 BARGE, JA	EXP REIMB		EXP REIMB	371.72
						Total : 371.72
157501	3/12/2014	0004733 BARRON HEATING & AIR COND, INC	145805		LINE REPAIRS	2,195.88
						Total : 2,195.88
157502	3/12/2014	0000083 BAZA, ALVIN	030614		WELLNESS INCENTIVE	20.00
						Total : 20.00
157503	3/12/2014	0000091 BENS CLEANER SALES, INC	245005		CLEANING CHEMICAL	1,039.28
						Total : 1,039.28
157504	3/12/2014	0003980 BHC CONSULTANTS	0005587		PROF SVC/SEPTIC TO SEWERS	3,087.33
						Total : 3,087.33
157505	3/12/2014	0000103 BLADE CHEVROLET, INC	145079 145131		BELT KIT BELT KIT	169.40 -88.30
						Total : 81.10
157506	3/12/2014	0004631 BLAKE, KAY	1 1		TRAVEL REFUND TRAVEL REFUND	20.00 30.00
						Total : 50.00
157507	3/12/2014	0007363 BLAKELY, JOAN	1		TRAVEL REFUND	30.00
						Total : 30.00
157508	3/12/2014	0006273 BLODGETT, MARGE	1		TRAVEL REFUND	20.00
						Total : 20.00
157509	3/12/2014	0000109 BLUMENTHAL UNIFORMS	32051-80 47619 48723		CARRIER/POWERS-RANG UNIFORM ITEMS/BRAUNSTEIN UNIFORM ITEMS/HANNAHAN	-206.53 394.91 708.67

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
157509	3/12/2014	0000109 0000109 BLUMENTHAL UNIFORMS	(Continued)			Total : 897.05
157510	3/12/2014	0007384 BORDEN, MARK	5156		MOORAGE REFUND	252.08
						Total : 252.08
157511	3/12/2014	0003097 BOYER, TALLIE	030614		WELLNESS INCENTIVE	20.00
						Total : 20.00
157512	3/12/2014	0006769 BRAUN CONSULTING GROUP	1716		FEB 2014/RETAINER	2,650.00
						Total : 2,650.00
157513	3/12/2014	0001236 BRI COMMUNICATIONS	022014		MAPS	660.00
						Total : 660.00
157514	3/12/2014	0006983 CAMPING WORLD OF BURLINGTON	43385 43416		REPAIRS REPAIRS	2,488.89 110.82
						Total : 2,599.71
157515	3/12/2014	0006318 CAPTURED MOMENTS PHOTOGRAPHY	3289		HEADSHOT PACKAGE	48.92
						Total : 48.92
157516	3/12/2014	0005777 CARROLL, ANDREW	030614		WELLNESS INCENTIVE	20.00
						Total : 20.00
157517	3/12/2014	0005208 CARTER, SERLOYD	030614		WELLNESS INCENTIVE	20.00
						Total : 20.00
157518	3/12/2014	0000150 CASCADE NATURAL GAS	08793000004 18583000007 36624000000 40661045647 58793000009 80434000008 82193000005 90134000000		NATURAL GAS/POLICE STATION NATURAL GAS/TREATMENT PLANT NATURAL GAS/FIRE STATION NATURAL GAS/ANIMAL SHELTER NATURAL GAS/CITY HALL NATURAL GAS/CITY SHOP NATURAL GAS/ANNEX NATURAL GAS/ADULT CARE CENTER	578.12 10.00 1,190.97 253.33 689.06 2,407.75 78.89 116.47
						Total : 5,324.59
157519	3/12/2014	0000172 CHRISTIANS TOWING STORAGE	26756		TOWING SERVICES	193.49

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
157519	3/12/2014	0000172 0000172 CHRISTIANS TOWING STORAGE	(Continued)			Total : 193.49
157520	3/12/2014	0000179 CLERKS PETTY CASH	022814		PETTY CASH	152.00
						Total : 152.00
157521	3/12/2014	0000186 COASTWIDE LABORATORIES	W2637936		FOAM WASH	238.38
						Total : 238.38
157522	3/12/2014	0001433 COLE, DONNA	1		TRAVEL REFUND	20.00
			1		TRAVEL REFUND	30.00
						Total : 50.00
157523	3/12/2014	0005773 COMCAST	8498300270032002		CABLE	112.97
			8498300270032028		XFINITY	12.71
			8498300271046803		CABLE/INTERNET	402.03
			8498300290363841		INTERNET	210.77
						Total : 738.48
157524	3/12/2014	0000202 COREY OIL COMPANY	51718		FUEL	67.11
			76316		FUEL	9.87
						Total : 76.98
157525	3/12/2014	0003065 COVENANT JANITORIAL	1335989		FEB 2014/JANITORIAL SERVICES	3,465.40
						Total : 3,465.40
157526	3/12/2014	0007074 COX, GENEVIEVE	030614		WELLNESS INCENTIVE	20.00
						Total : 20.00
157527	3/12/2014	0000220 CUMMINS NORTHWEST, INC	001-96045		KITS	1,211.59
			005-27064		GASKET/CLAMP	54.94
						Total : 1,266.53
157528	3/12/2014	0000222 CUSTOM ENGRAVING	14-224		RETIREMENT PLAQUES	163.05
			14-242		AWARDS	1,356.58
						Total : 1,519.63
157529	3/12/2014	0000225 DAILY JOURNAL OF COMMERCE	3284788		CN: MARINA CONCESSIONS	212.80

Voucher List
City of Oak Harbor

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
157529	3/12/2014	0000225 0000225 DAILY JOURNAL OF COMMERCE	(Continued)			Total : 212.80
157530	3/12/2014	0000256 DAY WIRELESS SYSTEMS	356019		RADIO PROGRAMMING	228.27
						Total : 228.27
157531	3/12/2014	0002584 DEVITT, LINDA	1		TRAVEL REFUND	20.00
						Total : 20.00
157532	3/12/2014	0000247 DIAMOND RENTALS	1-500608-26 1-500619-26 1-500627-27 1-509920-10 1-512934-6 1-515013-2 1-515797 1-515826 1-516170		PORTABLES PORTABLES PORTABLES PORTABLES PORTABLES PORTABLES TRAILER 2 AXLE W/RAMPS PORTABLES MOTOR STARTER	49.95 49.95 49.95 99.90 99.90 49.95 65.22 49.95 110.82
						Total : 625.59
157533	3/12/2014	0007383 DUDLEY'S	022814		BUSINESS LICENSE OVERPAYMENT	0.50
						Total : 0.50
157534	3/12/2014	0000257 DUTCH MAID CLEANERS	022814		FEB 2014/LAUNDRY SERVICES	380.46
						Total : 380.46
157535	3/12/2014	0006209 ELLIOTT TIRE & SERVICE, INC	087932		TIRES	258.69
						Total : 258.69
157536	3/12/2014	0007381 ENGEL, DONNA	1		TRAVEL REFUND	20.00
						Total : 20.00
157537	3/12/2014	0006276 EXPRESS SERVICES, INC	13681055-3 13708615-3 13740415-8		OFFICE SERVICE SUPPORT OFFICE SERVICE SUPPORT OFFICE SERVICE SUPPORT	986.73 1,273.20 1,018.56
						Total : 3,278.49
157538	3/12/2014	0005086 EZINE INDUSTRIES, INC	850433 852140		JAN 2014/COMMUNITY ALERT FEB 2014/COMMUNITY ALERT	9.75 9.75

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
157544	3/12/2014	0000355 FRONTIER	(Continued) 679-8702 770-2694 770-2715		CURRENT PHONE CHARGES CURRENT PHONE CHARGES CURRENT PHONE CHARGES	90.28 40.11 31.50
					Total :	2,965.45
157545	3/12/2014	0000326 FRONTIER BUILDING SUPPLY	86852		UTILITY SPF MIX	22.70
					Total :	22.70
157546	3/12/2014	0000325 FRONTIER FORD	98486		MOULDING	26.58
					Total :	26.58
157547	3/12/2014	0007131 FULLERTON & ASSOCIATES	14-003		CONSULTING SERVICES/PROPERTY A	2,520.00
					Total :	2,520.00
157548	3/12/2014	0000329 GALLS	001636451		PANTS/BUXTON	155.97
					Total :	155.97
157549	3/12/2014	0001706 GARDNER, PAT	EXP REIMB		EXP REIMB	250.00
					Total :	250.00
157550	3/12/2014	0002767 GATEWAY CONTROLS, INC	2014340		AMAG SITE SUPPORT	194.57
					Total :	194.57
157551	3/12/2014	0000349 GRAINGER	9364360579 9364753724 9366171636 9368156866 9368418951		RECHARGEABLE FLASHLIGHT SPREADER FAN MOTOR CHARGER SLEEVE UNIVERSAL CHARGE CORD	183.16 500.02 157.72 23.72 37.40
					Total :	902.02
157552	3/12/2014	0000345 GREATER OAK HBR CHAMBER OF COM	722		MEMBERSHIP	650.00
					Total :	650.00
157553	3/12/2014	0007373 GREEN, DEBBIE	1		TRAVEL REFUND	20.00
					Total :	20.00
157554	3/12/2014	0005912 GREENLAYER	1602A		MARATHON SHIRTS	1,467.00

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
157554	3/12/2014	0005912 GREENLAYER	(Continued) 1624A		MARATHON SHIRTS	1,440.11
					Total :	2,907.11
157555	3/12/2014	0006990 GRUBB, GARY	030614		WELLNESS INCENTIVE	20.00
					Total :	20.00
157556	3/12/2014	0002747 GUARDIAN SECURITY	484356		ALARM MONITORING	708.00
					Total :	708.00
157557	3/12/2014	0006590 HAFFNER, OTTO	030614		WELLNESS INCENTIVE	20.00
					Total :	20.00
157558	3/12/2014	0003445 HAMMOND, DARLENE	1		TRAVEL REFUND	20.00
					Total :	20.00
157559	3/12/2014	0000323 HD FOWLER COMPANY	I3569330		ADAPTER/SADDLE	455.79
					Total :	455.79
157560	3/12/2014	0000382 HELTSLEY, RAY	EXP REIMB TRAVEL REIMB2		EXP REIMB TRAVEL REIMB	87.20 51.24
					Total :	138.44
157561	3/12/2014	0001251 HEWLETT-PACKARD COMPANY	53935572		MEMORY	119.57
					Total :	119.57
157562	3/12/2014	0006547 HISEY, DAVE	1		TRAVEL REFUND	30.00
					Total :	30.00
157563	3/12/2014	0006629 HIZON, TARA	TRAVEL REIMB		TRAVEL REIMB	175.46
					Total :	175.46
157564	3/12/2014	0003095 HOME DEPOT CREDIT SERVICES	1023275 1025667 1044749 2581166 3020603 3571656		MORTAR/SHEETING 32G TRASHCANS SLENDERPLUG CRIMPTOOL/SHEAR PLIER/CBL CUTTE 201 HENRY POLY TUBE	276.38 33.64 4.87 80.56 57.62 7.15

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
157564	3/12/2014	0003095 HOME DEPOT CREDIT SERVICES	(Continued)			
			3591969		INFO BOXES	84.72
			4020375		PLY/CLIP BAR/KNIFE	58.38
			4563465		SPRAY PAINT	47.90
			4590979		GOOP LOOP/PTN312S5	37.46
			5022384		SAKRETE	48.93
			5043531		BOX SPACER	20.04
			5043551		3/4" BG	19.29
			5571508		LIGHTEDMAG/SHEAR PLIER	26.02
			5590865		STRN CNTR/CONNECTOR/3/4TCONDIT	76.18
			6022235		7PC SET/4" CUP WH/ANGLE GRD	169.48
			6042531		CEMENT	21.61
			6053482		FILTERS	36.90
			6080577		14W MINI 4PK	2.14
			6562800		1X12X6 OAK	52.33
			6592392		PINE BUN/CAPS	44.96
			7020803		3/4 FLEX 2PC/10-4S00WCOR1	18.79
			7021904		80SAKMORSG/RAPID MORTAR	63.52
			7024280		GEO LOCK	31.50
			8024074		25RAPSETMORT	12.49
			8082213		BULBS/23W DAY	33.06
			8571962		70WHPSBZFL/18V DRILL	224.99
			9023770		MAILBOX	89.47
			9023837		TOWEL HLDR	5.44
			9023839		RAKES	28.14
					Total :	1,713.96
157565	3/12/2014	0006520 HOPKINS, CAMERON	030614		WELLNESS INCENTIVE	20.00
					Total :	20.00
157566	3/12/2014	0000392 HUBBARD, SCOTT	030614		WELLNESS INCENTIVE	20.00
					Total :	20.00
157567	3/12/2014	0001910 HUGHES, BETTY	1		TRAVEL REFUND	20.00
					Total :	20.00
157568	3/12/2014	0000394 HUMAN RESOURCE SERVICES	022414		MAR 2014/UNEMPLOYMENT SERVICES	110.00

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
157568	3/12/2014	0000394 0000394 HUMAN RESOURCE SERVICES	(Continued)			Total : 110.00
157569	3/12/2014	0000396 I-COM	14-UFQ2-8		2ND QTR 2014/USER FEES	87,289.49
						Total : 87,289.49
157570	3/12/2014	0000417 INDUSTRIAL BOLT & SUPPLY	555150-2 556014-1		HEX C/S ZY M CONN	13.25 602.98
						Total : 616.23
157571	3/12/2014	0005410 INFORMATION DISPLAY COMPANY	5847		DATA COLLECTION BOARD	400.00
						Total : 400.00
157572	3/12/2014	0000411 ISLAND COUNTY TREASURER	030314		CRIME VICTIM COMPENSATION	224.25
						Total : 224.25
157573	3/12/2014	0007296 ISLAND FAMILY PHYSICIANS	1333817-1 1333817-1A		PHYSICAL PHYSICAL	170.00 170.00
						Total : 340.00
157574	3/12/2014	0000441 ISLAND SYSTEMS	222673		WATER/MARINA	11.80
						Total : 11.80
157575	3/12/2014	0007162 JENNINGS, WILL	EXP REIMB		EXP REIMB	120.60
						Total : 120.60
157576	3/12/2014	0000454 JET CITY EQUIPMENT RENTAL	19569 19570 19571 19574 19576 19579 19587		DUMPING DUMPING DUMPING DUMPING DUMPING DUMPING DUMPING	41.09 21.74 21.74 28.03 26.76 21.74 30.77
						Total : 191.87
157577	3/12/2014	0007374 JOHNSON, ESTELLE	1		TRAVEL REFUND	20.00
						Total : 20.00
157578	3/12/2014	0004010 JOHNSON, PAT	1		TRAVEL REFUND	20.00

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
157578	3/12/2014	0004010 0004010 JOHNSON, PAT			(Continued)	Total : 20.00
157579	3/12/2014	0007375 JOHNSON, PAT	1		TRAVEL REFUND	20.00
						Total : 20.00
157580	3/12/2014	0003910 KINNEBREW, ROSE	1		TRAVEL REFUND	30.00
						Total : 30.00
157581	3/12/2014	0001475 KOCH, MARGARET	1		TRAVEL REFUND	50.00
						Total : 50.00
157582	3/12/2014	0005843 LAND TITLE AND ESCROW OF	LT-107255		CHAIN OF TITLE	1,304.40
			LT-107339		CHAIN OF TITLE	1,304.40
						Total : 2,608.80
157583	3/12/2014	0000889 LANGUAGE EXCHANGE	02		MUNICIPAL COURT INTERPRETER	662.00
						Total : 662.00
157584	3/12/2014	0001662 LEDGERWOOD, MARIANNE	030614		WELLNESS INCENTIVE	20.00
						Total : 20.00
157585	3/12/2014	0000221 LN CURTIS & SONS	2111658-00		LETTER PATCH	56.09
						Total : 56.09
157586	3/12/2014	0000515 LOGGERS & CONTRACTORS, INC	00060341		SHACKLE/SLINGS	330.69
						Total : 330.69
157587	3/12/2014	0001909 LONG, JAY	1		DRIVING SERVICES	99.00
						Total : 99.00
157588	3/12/2014	0007376 LOOFF, ROBIN	1		TRAVEL REFUND	20.00
						Total : 20.00
157589	3/12/2014	0006636 LUCITY, INC	85511-1		CONSTANT CONNECTION PROGRAM	11,163.49
						Total : 11,163.49
157590	3/12/2014	0000522 LUEHR, TOM	1		DRIVING SERVICES	138.00
						Total : 138.00

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
157591	3/12/2014	0002449 LUNDGREN, KATHLEEN	1		TRAVEL REFUND	20.00
Total :						20.00
157592	3/12/2014	0001895 MACK, JOAN	1		TRAVEL REFUND	30.00
Total :						30.00
157593	3/12/2014	0000530 MAILLIARD'S LANDING NURSERY	80242		BASKET WEAVE	1,446.84
			80355		YARD WASTE	50.00
			80365		YARD WASTE	50.00
			80554		YARD WASTE	15.00
			80563		YARD WASTE	20.00
			80566		YARD WASTE	40.00
			80572		YARD WASTE	20.00
			80641		YARD WASTE	20.00
Total :						1,661.84
157594	3/12/2014	0000660 MARKET PLACE FOOD & DRUG	730623		GROCERIES	550.30
			730624		GROCERIES	16.68
			730628		GROCERIES	510.25
Total :						1,077.23
157595	3/12/2014	0000362 MARSH-MCBIRNEY - HACH COMPANY	8704563		PROBE STD CABLE	764.56
Total :						764.56
157596	3/12/2014	0000544 MATERIALS TESTING & CONSULTING	12452		PROF SVC/NORTH RESERVOIR	20,842.50
Total :						20,842.50
157597	3/12/2014	0000040 MATRIX	608210291		LONG DISTANCE	476.49
Total :						476.49
157598	3/12/2014	0007377 MCCORMACK, DIANE	1		TRAVEL REFUND	20.00
Total :						20.00
157599	3/12/2014	0006028 MCI COMM SERVICE	679-3902		LONG DISTANCE	37.19
Total :						37.19
157600	3/12/2014	0002291 MCYOUNG, MARY	1		TRAVEL REFUND	30.00

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
157600	3/12/2014	0002291 0002291 MCYOUNG, MARY			(Continued)	Total : 30.00
157601	3/12/2014	0006299 MEYER, CAROL	1		TRAVEL REFUND	20.00
						Total : 20.00
157602	3/12/2014	0003369 MICRON CONSUMER PRODUCTS GROUP	249941483		PIN	1,017.29
						Total : 1,017.29
157603	3/12/2014	0000538 MID AMERICAN RESEARCH CHEMICAL	0517817-IN		DISINFECTANT	378.83
						Total : 378.83
157604	3/12/2014	0005266 MOFFATT & NICHOL ENGINEERS	000000068318		PROF SVC/STORMWATER OUTFALL	69,072.91
						Total : 69,072.91
157605	3/12/2014	0000587 MOTOR TRUCKS, INC	MTS211931 MV69939		BRAKE INSPECTIONS RAINCAP	3,513.56 -25.08
						Total : 3,488.48
157606	3/12/2014	0000586 MOTOROLA SOLUTIONS, INC	14000257		RADIOS	4,627.95
						Total : 4,627.95
157607	3/12/2014	0006602 MTS, INC	1625A		MARATHON SHIRTS	67.60
						Total : 67.60
157608	3/12/2014	0000593 MUELLER, DEBORAH	030614		WELLNESS INCENTIVE	20.00
						Total : 20.00
157609	3/12/2014	0001041 MUNICIPAL ATTORNEYS, WASHINGTON STA	1260748-66294539 1260748-66295221		REGISTRATION/ESPARZA REGISTRATION/LEWIS	250.00 290.00
						Total : 540.00
157610	3/12/2014	0000612 NELSON PETROLEUM	0514966-IN		FUEL	1,372.70
						Total : 1,372.70
157611	3/12/2014	0000621 NIIRO, CEDRIC	030614		WELLNESS INCENTIVE	20.00
						Total : 20.00
157612	3/12/2014	0000610 NORTH CENTRAL LABORATORIES	333875		AMMONIA/FILTERS/CLEANING SOLUTI	1,130.84

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
157612	3/12/2014	0000610	0000610 NORTH CENTRAL LABORATORIES	(Continued)		Total : 1,130.84
157613	3/12/2014	0000651	NORTHWEST REGIONAL COUNCIL	3705	2014 MEMBERSHIP	1,500.00
						Total : 1,500.00
157614	3/12/2014	0006855	NORTHWEST YACHTING MAGAZINE	44764	MAR 2014/ADVERTISING	885.00
						Total : 885.00
157615	3/12/2014	0000672	OAK HARBOR ACE	235730	FILTER/PLUGS	47.80
				235758	CONCRETE	8.67
				235800	LUBRICANT	15.21
				235837	STRAP/STPL/SCREWS	22.58
				235848	FRAME/ROLLER	10.41
				235892	NIPPLE/TAP CARDED	14.11
				235902	BONDING	6.51
				235923	PAINT/VARNISH/CLAMP	72.80
				235930	BLEACH/DISINFECTANT	17.90
				235942	VARNISH/WASHER	15.52
				235985	PAINT REMOVER	14.12
				236007	VELCRO/BATTERY/HOSE NOZZLE	38.01
				236023	FILTER	13.03
				236057	FASTENERS/WAX	9.03
				236085	CHAIN LOOP	23.90
				236140	FASTENERS/RATCHET	23.06
				236175	FASTENERS	5.80
				236178	CEMENT/CAPS/COUPLES/PIPE	137.38
				236184	PAINT	9.77
				236185	FASTENERS/PIPE	22.89
				236204	TUBING	6.69
				236216	INSERTS/LOOM	8.80
				236229	ELECTRICAL SUPPLIES	10.26
				236256	FASTENERS	36.69
				236279	CAULK	16.27
						Total : 607.21
157616	3/12/2014	0000668	OAK HARBOR AUTO CENTER	001-188074	PARTS	51.58
				001-193804	CABLE	51.92

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
157616	3/12/2014	0000668 OAK HARBOR AUTO CENTER	(Continued)			
			001-193988		FILTERS	25.22
			001-193990		ELECTRICAL PROD	9.54
			001-194009		SPARK PLUG	7.02
			001-194013		ELECTRICAL PROD/BATTERY CABLE	27.74
			001-194115		FILTERS	84.92
			001-194309		FILTERS	39.22
			001-194321		FILTERS	4.68
			001-194361		BUTANE REFILL	14.96
			001-194823		CANISTER VENT	23.66
			001-194886		FILTERS	129.34
			001-194893		FILTERS	102.47
			001-194899		FILTERS	16.38
			001-194980		U-JOINT	25.07
			001-194997		THRD RPR	9.53
			001-194999		BATTERY TERMINAL	4.96
			001-195096		REMOTE STARTER	15.77
			001-195146		SPARK PLUG	9.37
			001-195160		FILTERS	4.40
			001-195312		FILTERS	30.75
					Total :	688.50
157617	3/12/2014	0000673 OAK HARBOR MOTORS	44510		BOLT	9.74
					Total :	9.74
157618	3/12/2014	0000676 OAK HARBOR POLICE DEPARTMENT	022814		PETTY CASH	76.09
					Total :	76.09
157619	3/12/2014	0000665 OFFICEMAX, INC	788042		LABELS	30.06
			911158		TONER	88.32
					Total :	118.38
157620	3/12/2014	0000666 OGDEN MURPHY WALLACE	710579		PROF SVC/SWINOMISH INDIAN TRIBAL	49,839.37
			710580		PROF SVC/TRAVELERS VS PERTEET	22,891.39
					Total :	72,730.76
157621	3/12/2014	0001377 ORCA INFORMATION	350221		PRE-EMPLOYMENT/BILETNIKOFF	40.00

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
157621	3/12/2014	0001377 ORCA INFORMATION	(Continued)			
			350313		PRE-EMPLOYMENT/HANNAHAN	75.00
			351479		PRE-EMPLOYMENT/SPENCE	75.00
			351923		PRE-EMPLOYMENT/SPENCE	17.00
			352478		PRE-EMPLOYMENT/PICCONE	38.00
					Total :	245.00
157622	3/12/2014	0002985 PACIFIC TIRE CO. INC	0074574		TIRES	64.02
			0074575		TIRES	107.96
					Total :	171.98
157623	3/12/2014	0004467 PETEK PHD, THOMAS C	8601		PRE-EMPLOYMENT/SCHROER	300.00
					Total :	300.00
157624	3/12/2014	0000299 PLACE, SANDRA	030614		WELLNESS INCENTIVE	20.00
			EXP REIMB		EXP REIMB	735.00
					Total :	755.00
157625	3/12/2014	0000710 PLATT ELECTRIC SUPPLY, INC	134778		CLAMPS/LUGS	39.40
					Total :	39.40
157626	3/12/2014	0000724 PONY MAILING & BUSINESS CENTER	221611		SHIPPING	13.80
			221803		SHIPPING	50.00
					Total :	63.80
157627	3/12/2014	0003038 POWELL, HH	0891		COUNTERTOP	533.04
			0892		DOOR REPLACEMENT	274.07
			0893		LOCK INSTALLATION	106.85
					Total :	913.96
157628	3/12/2014	0000743 PUGET SOUND ENERGY	200003131170		ELECTRICITY/WELL #7	13.02
			200004839284		ELECTRICITY/1019 SW SWANTOWN AV	95.20
			200010549943		ELECTRICITY/WELL #6	13.02
			300000007421		ELECTRICITY/STREET LIGHTS	12,779.26
			300000007421		ELECTRICITY/STREET LIGHTS	9,944.59
			300000009906		ELECTRICITY/2220 SW VISTA PARK DR	29.17
			300000010458		ELECTRICITY/INTSCTN OF MIDWAY & I	487.26
			300000010516		ELECTRICITY/900 SE MIDWAY BLVD	299.26

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
157628	3/12/2014	0000743 0000743 PUGET SOUND ENERGY	(Continued)			Total : 23,660.78
157629	3/12/2014	0002508 RINEY PRODUCTION SERVICES	10-1188		TAPING SERVICES	2,444.92
						Total : 2,444.92
157630	3/12/2014	0007386 RMT	Q82539		WHEEL & TIRE ASSY/BLADE	616.23
						Total : 616.23
157631	3/12/2014	0005967 SEATTLE AUTOMOTIVE DIST	S6-240076		ROTOR/PAD SET	179.38
						Total : 179.38
157632	3/12/2014	0007029 SERVATIUS, JOEL	TRAVEL REIMB		TRAVEL REIMB	181.37
						Total : 181.37
157633	3/12/2014	0002358 SERVICEMASTER OF THE ISLAND	9419		MAR 2014/JANITORIAL SERVICES	775.00
						Total : 775.00
157634	3/12/2014	0003782 SHARP ELECTRONICS CORPORATION	C795503-701		JAN 2014/MAINTENANCE CONTRACT	26.49
						Total : 26.49
157635	3/12/2014	0007382 SHAWVER, MARIANNA	1		TRAVEL REFUND	30.00
						Total : 30.00
157636	3/12/2014	0000817 SHELLEY, TIM	030614		WELLNESS INCENTIVE	20.00
						Total : 20.00
157637	3/12/2014	0000831 SIX ROBBLEES', INC	14-281469-1 14-281572-1 14-281974		SPARES KIT MIRROR RATCHET STRAP	47.00 107.25 80.18
						Total : 234.43
157638	3/12/2014	0000814 SKAGIT FARMERS SUPPLY	3648		TANK RENTAL FEE	55.44
						Total : 55.44
157639	3/12/2014	0000833 SKAGIT HYDRAULICS	129580 129726		PARKER PUMP/ORINGS CAP/PLUG/TOP/WIPERS/VEE SETS	1,275.31 828.53
						Total : 2,103.84

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
157640	3/12/2014	0000843 SOLID WASTE SYSTEMS, INC	0067786-IN 0067790-IN		PUMP CARTRIDGE/ARM VALVE THUMB BOOT	1,448.10 146.36
Total :						1,594.46
157641	3/12/2014	0000851 SPRINT	140239187 182311697		LONG DISTANCE LONG DISTANCE	8.86 5.76
Total :						14.62
157642	3/12/2014	0003883 STAPLES BUSINESS ADVANTAGE	3221781003 3221781005 3221781006 3222650487 3222650489 3223086046 3223086047 3223086050 3223086051 3223633905 3223633907		PENS MESSAGE PADS FOLDERS/FILE FRAMES FOLDERS ENVELOPES/CDS/MEMO BOOKS/PENS CASH BOX SIGN HOLDERS FILE JACKETS RECORD BOOKS/HIGHLIGHTERS MY PASSPORT ULTRA RED 2TB DUST OFF/RUBBER BANDS	12.41 3.46 58.49 205.41 420.85 26.08 51.52 29.63 82.13 173.91 81.74
Total :						1,145.63
157643	3/12/2014	0000856 STATE AUDITOR'S OFFICE	L101764		2014 AUDIT SERVICES FOR 2012	2,680.08
Total :						2,680.08
157644	3/12/2014	0000863 STERKEL, TIMOTHY	030614 EXP REIMB		WELLNESS INCENTIVE EXP REIMB	20.00 108.98
Total :						128.98
157645	3/12/2014	0005786 STOWES SHOES & CLOTHING	0007682		BOOTS/JUPIN	200.00
Total :						200.00
157646	3/12/2014	0000874 SURETY PEST CONTROL	1004805 390903		PEST EXTERMINATION PEST EXTERMINATION	43.48 54.35
Total :						97.83
157647	3/12/2014	0007385 TENNADYNE, LLC	1841		BOLDED TERMINATED DIPOLE	308.72
Total :						308.72

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
157648	3/12/2014	0007265 THOMPSON, ANNA	EXP REIMB		EXP REIMB	36.82
						Total :
157649	3/12/2014	0001053 TREASURER, WASHINGTON STATE	030314		COURT/BC FEES	12,454.93
						Total :
157650	3/12/2014	0000904 TRICO HEATING, INC	7831		24 GAGE	16.31
						Total :
157651	3/12/2014	0000913 TYHUIS, RICHARD	TRAVEL ADVANCE		TRAVEL ADVANCE	93.00
						Total :
157652	3/12/2014	0006331 ULINE	56611803		FIRE EXT INSPECTION RECORD TAG	142.28
						Total :
157653	3/12/2014	0000923 UNITED PARCEL SERVICE	0000A0182W064 0000A0182W084		SHIPPING SHIPPING	31.11 16.92
						Total :
157654	3/12/2014	0007380 UNITED STATES POWER SQUADRONS	140301185		MEMBERSHIP/SUBLET	78.20
						Total :
157655	3/12/2014	0000922 UNUM LIFE INSURANCE COMPANY	021814		LONG TERM CARE	142.20
						Total :
157656	3/12/2014	0004903 US BANK	4485590100104948		CREDIT CARD PURCHASES	1,808.49
						Total :
157657	3/12/2014	0004903 US BANK	4485591000646855		CREDIT CARD PURCHASES	287.53
						Total :
157658	3/12/2014	0004903 US BANK	4485590001840921		CREDIT CARD PURCHASES	9.21
						Total :
157659	3/12/2014	0006156 US POSTAL SERVICE - HASLER	182677		POSTAGE	3,000.00
						Total :
157660	3/12/2014	0005920 VICKERS, JAMES	1		TRAVEL REFUND	20.00

Voucher List
City of Oak Harbor

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
157660	3/12/2014	0005920 0005920 VICKERS, JAMES			(Continued)	Total : 20.00
157661	3/12/2014	0002557 WAGNER, CLIFF	1		TRAVEL REFUND	40.00 Total : 40.00
157662	3/12/2014	0007388 WALSTAD, TIM	030614		WELLNESS INCENTIVE	20.00 Total : 20.00
157663	3/12/2014	0003917 WALTON, DAVID	030614		WELLNESS INCENTIVE	20.00 Total : 20.00
157664	3/12/2014	0001055 WATERWORX DIVE SERVICE	022014		UNDERWATER SERVICES	250.01 Total : 250.01
157665	3/12/2014	0003861 WELCOME COMMUNICATIONS	8021		BATTERIES	281.72 Total : 281.72
157666	3/12/2014	0000995 WEST, GARY	EXP REIMB EXP REIMB2 EXP REIMB3		EXP REIMB EXP REIMB EXP REIMB	39.97 40.00 28.00 Total : 107.97
157667	3/12/2014	0007387 WESTCOAST FENCE SUPPLY, INC	501400		FENCE INSTALLATION	6,777.45 Total : 6,777.45
157668	3/12/2014	0001039 WESTERN PETERBILT, INC	T651133		BELT ASSY	221.74 Total : 221.74
157669	3/12/2014	0003067 WHIDBEY ANIMALS' IMPROVEMENT	1260		FEB 2014/ANIMAL SHELTER	8,333.37 Total : 8,333.37
157670	3/12/2014	0001000 WHIDBEY AUTO PARTS, INC.	203045 203168 203169 203666 203881		TANK CORE DEPOSIT MOTOR TUNE UP DRILL BITS NON CHLOR BRAKLEEN	365.21 -67.39 91.18 69.77 28.57 Total : 487.34

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
157671	3/12/2014	0000675 WHIDBEY COMMUNITY PHYSICIANS	022514-167		PHYSICAL/TYHUIS	225.00	
						Total :	225.00
157672	3/12/2014	0001009 WHIDBEY FENCING	1265		FENCING	690.41	
						Total :	690.41
157673	3/12/2014	0001005 WHIDBEY GENERAL HOSPITAL	WAB20676		INMATE SERVICES	38.00	
						Total :	38.00
157674	3/12/2014	0001017 WHIDBEY PRINTERS	46758 46770		FIRE & LIFE SAFETY INSPECTION FOR AP CHECKS	414.90 362.42	
						Total :	777.32
157675	3/12/2014	0006056 WILSON, JEANNE	1		TRAVEL REFUND	30.00	
						Total :	30.00
157676	3/12/2014	0001061 XEROX CORPORATION	701727838		JAN 2014/COPIER RENTAL	3,903.05	
						Total :	3,903.05
200 Vouchers for bank code :		bank				Bank total :	779,351.27
200 Vouchers in this report					Total vouchers :	779,351.27	

City of Oak Harbor
City Council Agenda Bill

Bill No. C/A 4.c
Date: March 18, 2014
Subject: Approval of Payroll Checklists for January through February 2014

FROM: Doug Merriman, Finance Director 

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

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

SUMMARY STATEMENT

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

The Council Minutes from January through February 2014 do not include the Payroll Voucher Numbers and totals. This motion will retroactively incorporate the January-February 2014 Payroll Voucher Numbers into the March 18, 2014 Council Minutes.

RECOMMENDED ACTION

I move to approve:

Accounts Payroll Checklist Numbers

- Direct Deposit Numbers 29968 through 30370 in the amount of \$764,958.41
- EFT Numbers 581 through 591 in the amount of \$320,728.06
- Payroll Check Numbers 96901 through 96984 in the amount of \$377,365.59

ATTACHMENTS

City of Oak Harbor
City Council Agenda Bill

Bill No. C/A 4.d
Date: March 18, 2014
Subject: Approval of Payroll Checks and
Accounts Payable Vouchers for
2013

FROM: Doug Merriman, Finance Director 

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

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

SUMMARY STATEMENT

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

All Council Minutes from the year 2013 do not include the Payroll Check Numbers and totals. The Council Minutes from December 3, 2013 do not include the correct Accounts Payable Voucher Numbers and totals. This motion will retroactively incorporate the 2013 Payroll Check Numbers and 12/03/13 Accounts Payable Voucher Numbers into the March 18, 2014 Council Minutes.

RECOMMENDED ACTION

I move to approve:

Approval of Accounts Payable Voucher Numbers for December 3, 2013 Council Minutes:

- Voucher Numbers 156284 through 156413 in the amount of \$749,492.27

Approval of Payroll Check Numbers for all 2013 Council Minutes:

- Direct Deposit Numbers 26557 through 29967 in the amount of \$6,106,193.69
- EFT Numbers 485 through 580 in the amount of \$2,582,581.56
- Payroll Check Numbers 96092 through 96900 in the amount of \$4,203,679.99

ATTACHMENTS

City of Oak Harbor City Council Agenda Bill

Bill No. C/A 4.e
Date: March 18, 2014
Subject: Interlocal Agreement with
Oak Harbor School District
for 2014 Whidbey Island
Marathon Bus Services


FROM: Larry Cort, City Administrator

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

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

PURPOSE

This agenda bill requests City Council approval of an Interlocal Agreement with Oak Harbor School District No. 201 to assist the City with bus support for the 2014 Whidbey Island Marathon and Half Marathon.

FISCAL IMPACT DESCRIPTION

Funds Required: \$ Estimated \$175.40
Appropriation Source: Fund #006 – Whidbey Island Marathon

SUMMARY STATEMENT

In 2009, the City Council approved the purchase of the Whidbey Island Marathon and Half Marathon. In 2013 there were 1,749 participants. The 2014 Marathon has attracted over 2,500 participants to date. The Marathon is an established event that promotes economic development for the City of Oak Harbor.

The City conducted a competitive request for proposals process for private permitted transportation businesses. Whidbey SeaTac Shuttle submitted the most cost effective proposal to provide most of the shuttle services needed but it is necessary to supplement bus support for an event of this size. The Oak Harbor School District has assisted the City with bus support for the Whidbey Island Marathon since 2009.

RECOMMENDED ACTION

Authorize the Mayor to sign the interlocal agreement with Oak Harbor School District No. 201 for marathon bus support for an estimated cost of \$175.40.

City of Oak Harbor City Council Agenda Bill

ATTACHMENTS

1. Oak Harbor School District Proposal for Whidbey Island Marathon.
2. Interlocal Agreement with Oak Harbor School District No. 201.

**TRANSPORTATION DEPARTMENT
OAK HARBOR SCHOOL DISTRICT**

PROPOSAL FOR WHIDBEY ISLAND MARATHON

This is a proposal based on utilization of two (2) Oak Harbor School Buses for the Shuttle Service from Windjammer Park to Deception Pass Park for transportation of approximately 50-112 passengers (56 passengers per bus) for approximately 2 hours of service.

<u>Cost Summary:</u>	<u>Totals</u>
Driver Hourly Fee: $\$28.85 \times 2 = \57.70×2 Driver =	\$115.40
Mileage cost $\$1.25 \times 24 = \30.00×2 Buses =	<u>\$60.00</u>
	\$175.40 Total Cost

Estimated Total: \$175.40

Note: All the above proposals are best estimates of projected usage and mileage. Actually charges may change once all shuttles have been counted for including final driver's time and final mileage is added.

Respectfully submitted for consideration:

Francis Bagarella
Transportation Director
Oak Harbor School District No. 201

Cc:
Mrs. Vicki Williams, Business Manager

RETURN TO:

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

INTERLOCAL AGREEMENT

BETWEEN: Oak Harbor School District No. 201 and the City of Oak Harbor.

REGARDING: Use of school buses for shuttle services on April 13, 2014 for the purpose of shuttling Whidbey Island Marathon participants from Windjammer Park to Deception Pass State Park.

This Agreement is entered into by and between the Oak Harbor School District No. 201 (hereinafter referred to as the "District") and the City of Oak Harbor (hereinafter referred to as the "City").

WHEREAS, the City desires to have two shuttle buses with the capacity of 30-50 passengers to shuttle up to 200 passengers for continuous shuttle service beginning at 6:00 a.m. and concluding at 8:00 a.m. from Windjammer Park to Deception Pass State Park; and

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

WHEREAS, the District is qualified and possesses the necessary equipment to perform the services set forth in this Agreement; and

WHEREAS, the City of Oak Harbor conducted a competitive requisition process in compliance with RCW 28A.160.120 for allowing use of public transportation services with private WUTC permitted transportation businesses.

NOW, THEREFORE, enter into this Agreement and agree as follows:

1. Compensation and Method of Payment. The City shall pay the District for work performed under the Agreement an estimated lump sum of one hundred seventy-five dollars and forty cents (\$175.40) within 30 days of receipt of invoice. Actual charges may change once all shuttles have been accounted for including final driver time and mileage.
2. Hold Harmless/Indemnification.
 - 2.1 The City shall defend, indemnify and hold the District 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 DISTRICT in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

- 2.2 The District 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 City in performance of this Agreement, except for injuries and damages caused by the sole negligence of the District.
- 2.3 For purposes of this indemnification and hold harmless agreement, the DISTRICT 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.
- 2.4 No liability shall attach to the CITY by reason of entering into this Agreement except as expressly provided herein.

3. Insurance.

The DISTRICT 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 DISTRICT, its agents, representatives, or employees.

- 3.1 **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.
- 3.2 **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.
- 3.3 **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 DISTRICT'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 DISTRICT'S insurance and shall not contribute with it.

b. The DISTRICT'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.

3.4 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

3.5 Verification of Coverage. DISTRICT 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 DISTRICT before commencement of the work.

IN WITNESS WHEREOF, the parties have executed this Agreement in triplicate, dated this _____ day of _____, 2014.

**OAK HARBOR SCHOOL DISTRICT
NO. 201**

Superintendent

CITY OF OAK HARBOR

Mayor

ATTEST:

City Clerk, City of Oak Harbor

City of Oak Harbor
City Council Agenda Bill

Bill No. C/A 4.f
Date: March 18, 2014
Subject: Excused Absence Request
for Mayor Pro Tem Paggao


FROM: Larry Cort, City Administrator

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

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

PURPOSE

The purpose of the agenda bill is to present and approve Mayor Pro Tem Paggao's excused absence request for the May 6, 2014 regular council meeting.

SUMMARY STATEMENT

Mayor Pro Tem Paggao has submitted an excused absence request for the regular council meeting of May 6, 2014.

RECOMMENDED ACTION

Approve Mayor Pro Tem Paggao's excused absence request from the regular council meeting of May 6, 2014.

ATTACHMENTS

Excused Absence Request

**CITY COUNCIL MEMBER
EXCUSED ABSENCE REQUEST**

NAME DANNY PAGGAD DATE MARCH 4, 2014
Will be absent from APRIL 5, 2014 to APRIL 13, 2014 → CANCUAN, MEXICO
MAY 4, 2014 to MAY 8, 2014 → SAN DIEGO, CA
and will miss the MAY 6, 2014 City Council meeting(s).

Signed: Danny Paggad

Comments:

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

Bill No. C/A 4.g
Date: March 18, 2014
Subject: Amending Council Rules –
Absences

FROM:  Larry Cort, City Administrator

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

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

PURPOSE

This agenda bill proposes an amendment to the Council Rules of Procedure to add a procedure regarding Council absences under Rule No. 2.

FISCAL IMPACT DESCRIPTION

Funds Required: None anticipated
Appropriation Source: NA

SUMMARY STATEMENT

Currently, the City Council does not have a procedure governing absences other than as prescribed by the State at RCW 35A.12.060. To clarify the procedure by which a Councilmember's absence may be excused, a new procedure under Rule No. 2: Meetings is proposed as follows:

Rule No. 2: Meetings.

- (1) Regular Meetings – Regular meetings will begin at 6:00 p.m. and end not later than 9:00 p.m. unless extended by the majority vote of the Council.
- (2) Special meetings may be called by the Mayor or by a majority of the Council by written notice delivered personally or by mail to each Councilmember and the Mayor at least twenty-four hours prior to the time set for the meeting as specified in the notice. Notice of the meeting shall also be posted on the City's web page. The requirements of the "Open Meeting Law", RCW Chapter 42.30, shall apply in all respects to special meetings of the Council. Councilmembers may consent to personal written notice being placed in Councilmember's mailbox at City Hall; provided, further, in such cases a telephonic or personal notice shall be given to each Councilmember.
- (3) Council Attendance – Absences by Councilmembers at regular meetings are subject to the provisions of RCW 35A.12.060. If a Councilmember knows in advance that s/he will be absent at a meeting, the Councilmember should contact the Mayor, City Administrator and/or City Clerk. Following the Call to Order, the presiding officer will inform the Council of the Councilmember's absence and ask for a motion to excuse the Councilmember from the meeting. The motion is

City of Oak Harbor City Council Agenda Bill

approved by a majority of the Councilmembers present. Councilmembers may also choose to excuse a Councilmember after-the-fact in the same manner.

This procedure was discussed at the February 26, 2014 Council workshop with direction provided to bring this item forward for potential Council action.

RECOMMENDED ACTION

Motion to amend the Council Rules of Procedure to add a procedure regarding Councilmember absences under Rule No. 2: Meetings as drafted.

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

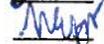
Bill No. 6.a
Date: March 18, 2014
Subject: Ordinance No. 1689 Increase
LTAC membership.

FROM: Doug Merriman, Finance Director 

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

Scott Dudley, Mayor

 Larry Cort, City Administrator

 Grant Weed, Interim City Attorney, as to form

PURPOSE

Ordinance No. 1689 to amend OHMC Section 2.66.020 Committee Membership. The ordinance proposes increasing the total Lodging Tax Advisory Committee (LTAC) membership from five to seven individuals.

SUMMARY STATEMENT

RCW 67.28.1817 addresses the LTAC membership requirements for municipalities, with populations greater than 5,000, which have imposed the lodging tax. The membership of the LTAC is required to incorporate the following:

1. A lodging tax advisory committee shall consist of at least five members, appointed by the legislative body of the municipality.
2. The committee membership shall include: (a) At least two members who are representatives of businesses required to collect tax under this chapter; and (b) at least two members who are persons involved in activities authorized to be funded by revenue received.
3. The number of members who are representatives of businesses required to collect tax under this chapter shall equal the number of members who are involved in activities authorized to be funded by revenue received under this chapter. One member shall be an elected official of the municipality who shall serve as chair of the committee.

In order to facilitate a broader representation of both businesses required to collect lodging tax and activities authorized to be funded by lodging tax, adoption of Ordinance No. 1689 will increase the LTAC membership from five to seven individuals. The resulting committee structure will consist of three representatives of businesses required to collect lodging tax, three representatives of activities authorized to receive lodging tax funding, and one elected official of the City of Oak Harbor who will serve as committee chair.

RECOMMENDED ACTION

1. Adopt Ordinance No. 1689

ATTACHMENTS

1. Draft Ordinance
2. RCW 67.28.1817

MAYOR'S COMMENTS

ORDINANCE NO. 1689

AN ORDINANCE OF THE CITY OF OAK HARBOR AMENDING OHMC SECTION 2.66.020 ENTITLED "COMMITTEE MEMBERSHIP " TO INCREASE THE MEMBERSHIP OF THE LODGING TAX ADVISORY COMMITTEE FROM FIVE TO SEVEN MEMBERS.

WHEREAS, the city of Oak Harbor currently levies a lodging tax pursuant to Chapter 67.28 RCW; and

WHEREAS, continued authorization for the imposition of the lodging tax is deemed to be in the best interests of the city; and

WHEREAS, the city of Oak Harbor established the Lodging Tax Advisory Committee by Resolution No. 97-15 adopted September 16, 1997, and by Ordinance 1535 adopted ; and

WHEREAS, the Lodging Tax Advisory Committee is an on-going committee whose members are appointed by the city council and should be codified as a regular part of city government; now, therefore; and

WHEREAS, the Mayor and the City Council of the City of Oak Harbor desire to increase the total membership of the lodging tax advisory committee to seven members.

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

Section One. An amendment is made to Section 2.66,020 entitled "Committee Membership" to read as follows:

2.66.020 Committee Membership. The membership of the Lodging Tax Advisory Committee shall consist of ~~five (5)~~ seven (7) members appointed by the city council. One (1) member shall be an elected official of the city who shall serve as chair and ~~two (2)~~ three (3) members shall be representatives of businesses required to collect the tax imposed pursuant to Ch. 67.28 RCW, and ~~two (2)~~ three (3) members shall be persons involved in activities authorized to be funded by revenue received from the tax imposed pursuant to Ch. 67.28 RCW.

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

Section Three. Effective Date. This Ordinance shall be in full force and effect five days after its passage and publication as required by law.

PASSED by the City Council and approved by its Mayor this 18th day of March, 2014.

THE CITY OF OAK HARBOR

SCOTT DUDLEY, MAYOR

Attest:

Approved as to Form:

Anna Thompson, City Clerk

Grant K. Weed, Interim City Attorney

Introduction:

Adopted:

Published:

RCW 67.28.1817**Lodging tax advisory committee in large municipalities —
Submission of proposal for imposition of or change in tax or use —
Comments.**

(1) Before proposing imposition of a new tax under this chapter, an increase in the rate of a tax imposed under this chapter, repeal of an exemption from a tax imposed under this chapter, or a change in the use of revenue received under this chapter, a municipality with a population of five thousand or more shall establish a lodging tax advisory committee under this section. A lodging tax advisory committee shall consist of at least five members, appointed by the legislative body of the municipality, unless the municipality has a charter providing for a different appointment authority. The committee membership shall include: (a) At least two members who are representatives of businesses required to collect tax under this chapter; and (b) at least two members who are persons involved in activities authorized to be funded by revenue received under this chapter. Persons who are eligible for appointment under (a) of this subsection are not eligible for appointment under (b) of this subsection. Persons who are eligible for appointment under (b) of this subsection are not eligible for appointment under (a) of this subsection. Organizations representing businesses required to collect tax under this chapter, organizations involved in activities authorized to be funded by revenue received under this chapter, and local agencies involved in tourism promotion may submit recommendations for membership on the committee. The number of members who are representatives of businesses required to collect tax under this chapter shall equal the number of members who are involved in activities authorized to be funded by revenue received under this chapter. One member shall be an elected official of the municipality who shall serve as chair of the committee. An advisory committee for a county may include one nonvoting member who is an elected official of a city or town in the county. An advisory committee for a city or town may include one nonvoting member who is an elected official of the county in which the city or town is located. The appointing authority shall review the membership of the advisory committee annually and make changes as appropriate.

(2) Any municipality that proposes imposition of a tax under this chapter, an increase in the rate of a tax imposed under this chapter, repeal of an exemption from a tax imposed under this chapter, or a change in the use of revenue received under this chapter shall submit the proposal to the lodging tax advisory committee for review and comment. The submission shall occur at least forty-five days before final action on or passage of the proposal by the municipality. The advisory committee shall submit comments on the proposal in a timely manner through generally applicable public comment procedures. The comments shall include an analysis of the extent to which the proposal will accommodate activities for tourists or increase tourism, and the extent to which the proposal will affect the long-term stability of the fund created under RCW 67.28.1815. Failure of the advisory committee to submit comments before final action on or passage of the proposal shall not prevent the municipality from acting on the proposal. A municipality is not required to submit an amended proposal to an advisory committee under this section.

[1998 c 35 § 3; 1997 c 452 § 5.]

Notes:

Validation of taxes imposed and collected and actions taken -- Effective date -- 1998 c 35:
See notes following RCW 67.28.181.

Intent -- Severability--1997 c 452: See notes following RCW 67.28.080.

Savings -- 1997 c 452: See note following RCW 67.28.181.

City of Oak Harbor
City Council Agenda Bill

Bill No. 7.a
Date: March 18, 2014
Subject: 2014 Comprehensive Plan
Amendment Docket

FROM: Steve Powers *SP*
Development Services Director

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

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

PURPOSE

This agenda bill presents the preliminary docket for the 2014 Comprehensive Plan amendments. A resolution approving the docket is attached for City Council consideration (Attachment 1).

BACKGROUND

Oak Harbor Municipal Code Chapter 18.15, Comprehensive Plan Amendment Process, establishes the authority, process, format and criteria by which the Comprehensive Plan may be amended in accordance with Chapter 36.70A RCW. The amendment process utilizes a generalized schedule that dictates when the process starts, the role of the staff, Planning Commission and City Council and the public notice requirements for each step. The process normally occurs on an annual basis although nothing the Municipal Code or State law requires annual amendments.

The process begins with a notice to the public in October that the City is accepting applications for Comprehensive Plan amendments. Property owners that have development plans for their property and wish to change the land use designation for that property typically submit applications for consideration at this time. This year no applications were received.

Staff compiles a preliminary docket for Planning Commission review and action. The Commission reviews it at their October and November meetings. The Commission also has an opportunity to add items to the preliminary docket. They are required to take action by the end of December. This action is in the form of a recommendation to the City Council. The City Council reviews the docket at one or more public hearings. By code, the Council must take action on the preliminary docket by March 31st of each year.

2014 PRELIMINARY DOCKET

Since there are several items that carried over from last year and there are substantial updates for the 2016 Comprehensive Plan the Planning Commission did not add any items to the 2014 preliminary docket. Some of the items that are carried over from last year are the land use changes to City-owned property located at 1000 SE City Beach Street (old city shop site) and the Scenic View Study.

This year's docket includes an update to the Capital Improvements Plan. An amendment to the Future Land Use Map to correct the UGA boundaries (based on the County's decision on the 2005 UGA amendments) has also been added to the docket. The correction to the Future Land Use map is timely this year since the 2016 update may generate discussions on the UGA boundary depending on growth allocations and the capacity within the existing UGA.

OHMC 18.15.070 establishes the criteria to review the Comprehensive Plan Amendment Docket. The proposed docket for 2014 meets the established criteria in OHMC 18.15.070. The table below provides the applicability of the criteria to the proposed docket.

Criteria provided in OHMC 18.15.070 (2)	2016 Update	CIP	Future Land Use Map UGA corrections	Scenic Views Study	Land Use Changes (1000 SE City Beach Street)
(a) The proposed amendments are consistent with Growth Management Act (GMA) and the Countywide Planning Policies (CPP).	✓Yes Mandated (RCW 36.70A.130)	✓Yes Mandated (RCW 90.58.080)	✓Yes Mandated (RCW 36.70A.110)	The study and the process is consistent with GMA and CPP	Considering the land use prior to zoning changes is consistent with GMA and CPP
(b) The proposal does not appear to contradict other elements, goals and policies within the Comprehensive Plan.	None identified	None identified	None identified	None identified at this time, however there is a potential that eventually there may be some opposing policies to discuss	None identified at this time
(c) The proposal will implement or further existing goals and policies in the Comprehensive Plan.	✓Yes Updates will keep the Comprehensive Plan in compliance with GMA	✓Yes Updates will keep the Comprehensive Plan in compliance with GMA	✓Yes The corrections will keep the Comprehensive Plan in compliance with GMA	The study will strengthen and implement some of the existing policies in Urban Design and may challenge some policies in Economic Development	Considering this land use change will be done within the context of existing goals and policies.
(d) The proposal would correct an	NA	NA	✓Yes The	NA	NA

Criteria provided in OHMC 18.15.070 (2)	2016 Update	CIP	Future Land Use Map UGA corrections	Scenic Views Study	Land Use Changes (1000 SE City Beach Street)
inconsistency within or make a clarification to a provision of the Comprehensive Plan.			correction to the map is to reflect the county's decision on the UGA		
(e) The proposed amendments have been clearly defined to determine a fairly accurate scope of work.	✓ Yes since it is mandated. The scope of work will be determined in 2013	✓ Yes	✓ Yes	✓ Yes	✓ Yes
(f) The proposed amendments respond to an expressed desire by the community.	NA	NA	NA	✓ Yes	This is a necessary action to consider
(g) The public interest would be best served by considering the proposal in the current year.	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✓ Yes

PLANNING COMMISSION

The Planning Commission discussed the preliminary docket at their November 26 and December 10, 2013 meetings. Minutes from those meetings are included as Attachments 2 and 3, respectively. As was previously noted the Planning Commission is required to conduct a public hearing on the preliminary docket. In preparation for this hearing the preliminary docket was advertised in accordance with OHMC 18.15.040(6). Advertising the preliminary docket provides an opportunity for the public to provide comment on the docket. The Planning Commission conducted a public hearing on January 28, 2014 and reviewed the preliminary docket (please see Attachment 4 for the meeting minutes). There were no public comments received on the proposed docket. At the conclusion of the public hearing the Planning Commission unanimously recommended the City Council approve the proposed docket as presented.

RECOMMENDATIONS

1. Conduct the public hearing.
2. Approve Resolution No. 14-10

ATTACHMENTS

1. Resolution No. 14-10 : 2014 Comprehensive Plan Amendment Docket

2. Planning Commission minutes from November 26, 2013
3. Planning Commission minutes from December 10, 2013
4. Planning Commission minutes from January 28, 2014

RESOLUTION NO. 14- 10

A RESOLUTION ADOPTING THE DOCKET FOR THE 2014 COMPREHENSIVE PLAN AMENDMENTS

WHEREAS, the City of Oak Harbor first adopted a Comprehensive Plan consistent with the requirements of the Washington State Growth Management Act (Chapter 36.70A RCW) in 1995 by Ordinance 1027, and adopted amendments to the plan in 1997 by Ordinance 1100, in 1998 by Ordinance 1161, in 2000 by Ordinance 1215, in 2001 by Ordinance 1287, in 2003 by Ordinance 1340, in 2004 by Ordinance 1396, in 2005 by Ordinance 1439 and in 2007 by Ordinance 1488 and in 2008 by Ordinance 1542; and and in 2009 by Ordinance 1564; and 2010 by Ordinance 1594; and 2012 by Ordinance 1647; and

WHEREAS, THE CITY OF OAK HARBOR, in the public interest, may adopt amendments or revisions to the Comprehensive Plan no more frequently than once per year in accordance with the State of Washington Growth Management Act RCW 36.70A.130(2); and

WHEREAS, the City of Oak Harbor in accordance with RCW 36.70A.130 has adopted Ordinance 1565 that established a schedule and process to review and amend the Comprehensive Plan; and

WHEREAS, the proposals in the preliminary docket, as presented below, were reviewed against the criteria established in OHMC 18.15.070(2) and determined to be generally consistent; and

WHEREAS, the Planning Commission conducted a public meeting on November 26, 2013 and December 10, 2013; and a hearing on the preliminary docket on January 28, 2014 and recommended approval; and

WHEREAS, the City Council conducted a public hearing on the docket on March 18, 2014; and

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Oak Harbor that the docket contained herein shall be established as the 2014 Comprehensive Plan Docket:

2014 Comprehensive Plan Amendment Docket

Proposed Amendment	Type of Amendment	Priority as per OHMC 18.15.050
2016 Comprehensive Plan Update	Mandated RCW 36.70A.130	Priority A
Capital Improvements Plan	Mandated RCW 36.70A.130	Priority A
Land Use Changes – 1000 SE City Beach Street	Sponsored	Priority B
Study on Scenic Views	Discretionary	Priority C
Future Land Use Map – UGA Boundary correction	Mandated	Priority A

PASSED by the City Council and approved by its Mayor this 18th day of March, 2014.

THE CITY OF OAK HARBOR

Scott Dudley
Mayor

Attest:

City Clerk

Approved as to form:

City Attorney

Planning Commission asked if applying for these funds would negatively affect any other application for funds that the City has and whether the Shoreline Master Program would come into play. Mr. Kamak said that this application was not connected to any other funds we are applying for or any other revenue source and the Shoreline Master Program would come into play when the City applies for the project permits which will be reviewed under the Shoreline Master Program.

ACTION: MR. FIKSE MOVED, MR. WASINGER SECONDED A MOTION TO RECOMMEND THAT THE CITY COUNCIL ADOPT THE SIX YEAR TRANSPORTATION PROGRAM AMENDMENT AS PRESENTED. MOTION CARRIED.

2013 COMPREHENSIVE PLAN AMENDMENTS – Public Hearing

Mr. Kamak reported that the 2013 Comprehensive Plan amendment docket included work on the 2016 amendments as well as the Shoreline Master Program, a land use change to 1000 SE City Beach Street and a continuing study on scenic views. Work was done on the docket items but did not result in a Comprehensive Plan amendment. At the beginning of 2013 staff believed that the Shoreline Master Program would have to be adopted as an element of the Comprehensive Plan but after further study of the RCW's it was found that the Shoreline Master Program should be adopted separate from the Comprehensive Plan amendments. The RCW also states that if you do adopt the Shoreline Master Program it becomes a Comprehensive Plan amendment so it was not necessary to approve it in 2013. So the Shoreline Master Program is tracking separately. Planning Commission is being asked to continue the 2016 amendments, the land use change to 1000 SE City Beach Street and a continuing study on scenic views into the 2014 Comprehensive Plan docket.

Mr. Fakkema opened public hearing. Seeing none the public hearing was closed.

ACTION: MR. WASINGER MOVED, MR. FIKSE SECONDED A MOTION TO RECOMMEND THAT THE CITY COUNCIL CONTINUE THE 2016 COMPREHENSIVE PLAN UPDATE, LAND USE CHANGE FOR 1000 SE CITY BEACH STREET AND THE SCENIC VIEW STUDY AND INCLUDE THEM IN THE PRELIMINAR DOCKET FOR THE 2014 COMPREHENSIVE PLAN AMENDMENTS. MOTION CARRIED.

2014 COMPREHENSIVE PLAN AMENDMENTS – Public Meeting

Mr. Kamak explained that a preliminary docket is compiled each year with input from the public and the Planning Commission then the Planning Commission forwards it with a recommendation to City Council then the City Council reviews it and approve a final docket for the year before March 31st.

Mr. Kamak noted that the Planning Commission has just added items to the docket with the previous motion and asked if there were any other items that the Planning Commission wished to add to the docket.

Mr. Fikse said has heard numerous complaints from the public about having to have narrower streets, sidewalks, greenbelts, trees etc instead of just a simple street with sidewalks especially in residential areas where we have green right up to the sidewalks. We narrow our streets so we can have greenbelts and we spend money to maintain it instead of having a wider street with parallel parking, two nice sidewalks and then let the home owners run their yards to the sidewalk. He believed that this was something that should be reviewed. Mr. Kamak explained

that the streets sections come from the Transportation Plan so the goals and policies are an element of the Comprehensive Plan. Our current Transportation Plan is due for an update in the near future and that would be the best place for us to look at the street sections.

Ms. Peterson asked at what level is the City is meeting its mandated updates and the funding necessary for those mandates. Mr. Kamak said that the City is meeting the deadlines for the mandated updates. Mr. Powers added that there is usually a cost associated and typically the state helps defray that cost with some level of grant to each of the jurisdictions which is part that that particular update cycle. The state was able to fund those communities whose Comprehensive Plans are due in 2015. For those cities and counties due in 2016 they are not funding our efforts. One of the Council's legislative priorities is encouraging the state legislature to restore that funding.

ADJOURN: 8:45 p.m.

Minutes submitted by: Katherine Gifford

2014 COMPREHENSIVE PLAN AMENDMENTS – Public Meeting

Mr. Kamak reported that there were no applications for land use changes this year. The 2014 docket includes Capital Improvement Plan updates, continued work on the 2016 Comprehensive Plan updates, 1000 SE City Beach Street zoning change and the scenic view study. The docket will be advertised in January and the Planning Commission will be asked to forward a recommendation the City Council at the January 28th meeting.

ADJOURN: 7:56 p.m.

Minutes submitted by: Katherine Gifford

ACTION: MS. SCHLECHT MOVED, MR. FIKSE SECONDED A MOTION TO RECOMMEND THAT THE CITY COUNCIL APPROVE ORDINANCE No. 1685 WITH THE CORRECTION TO USE THE DEFINITION OF GAME ARCADE UNIFORMLY THROUGHOUT THE ORDINANCE, MOTION CARRIED.

ACTION: MS. SCHLECHT MOVED, MS. PETERSON SECONDED A MOTION TO RECOMMEND THAT THE CITY COUNCIL EXTEND THE MORATORIUM FOR ANOTHER SIX MONTHS TO SEE WHAT HAPPENS AT THE STATE LEVEL.

2014 COMPREHENSIVE PLAN AMENDMENT DOCKET – Public Hearing

Mr. Kamak described the process for formulating the docket. Mr. Kamak noted that one additional item was added to the docket. The 2014 docket now includes the 2016 Comprehensive Plan updates, Capital Improvement Plan updates, Future Land Use Map UGA corrections, 1000 SE City Beach Street zoning change and continued work on the scenic view study.

Mr. Fakkema opened the public hearing seeing no public comment the hearing was closed.

ACTION: MS. PETERSON MOVED, MS. SCHLECHT SECONDED A MOTION TO RECOMMEND THE CITY COUNCIL APPROVE THE 2014 COMPREHENSIVE PLAN DOCKET AS PRESENTED.

PUBLIC PARTICIPATION PLAN – Public Meeting

Mr. Kamak explained that Revised Code of Washington requires local governments to establish and broadly communicate to the public a Public Participation Plan (PPP) which identifies procedures for providing “early and continuous public participation” in the amendment of the Comprehensive Plan and development regulations.

Mr. Kamak reviewed the various methods the City is using to invite public participation and requested that the Planning Commission provide input on how the PPP could be improved.

Mr. Kamak reported that the PPP is tentatively scheduled for the February Planning Commission meeting for a recommendation to the City Council.

Mr. Fakkema asked how often the Comprehensive Plan is reviewed. Mr. Kamak said it use to be every seven years but due to the economic downturn the State had change the requirement to every eight years.

ANNUAL REPORT TO CITY COUNCIL – Public Meeting

Mr. Powers presented the draft report to the City Council and asked the Commission to think about general recommendations they would like to include in the report. Ms. Schlecht volunteered to prepare general recommendations and provide them to staff before the February 25, 2014 meeting.

ADJOURN: 8:25 p.m.

Minutes submitted by: Katherine Gifford

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

Bill No. 9.a
Date: March 18, 2014
Subject: Police Community Advisory
Board Presentation

FROM: Edgar J. Green, Chief of Police

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

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

PURPOSE

The Oak Harbor Police Department Community Advisory Board would like to take this opportunity to inform the mayor and City Council of his activities for the past 12-months.

SUMMARY STATEMENT

The Community Advisory Board exists to be a liaison between the Community and the Police Department. This presentation is the annual presentation from the board to the Mayor and City Council as required by Oak Harbor Municipal Code.

[Police Community Advisory Board OHMC Section 2.50.050 (1) – Duties of the Board:
(2) The board shall make an annual report to the Mayor and City Council regarding its activities]

RECOMMENDED ACTION

N/A

ATTACHMENTS

Presentation

MAYOR'S COMMENTS



OAK HARBOR POLICE DEPARTMENT

COMMUNITY ADVISORY BOARD



Oak Harbor Police Department
Community
Advisory
Board

COMMUNITY ADVISORY BOARD

CAB MEMBERS:

- Ed Johnson, Chair
- Gene Barner
- Jeff Campbell
- Nora Daniel
- Terry Lacey
- Lucas Yonkman
- Robert Young
- Member Position: Vacant
- Student Liaison Position: Vacant

March 18, 2014

City Council Presentation

COMMUNITY ADVISORY BOARD

OHMC 2.50.050 DUTIES OF THE BOARD

- (1) The duties of the Board shall include, but not be limited to, the following:
 - (a) To advise and make recommendations to the Mayor, City Council and the Chief of Police concerning the provision of police protection and services within the city.
 - (b) To enhance police-community relations.
 - (c) To promote public awareness of the City's police services and programs, including, but not limited to, crime prevention and D.A.R.E.
 - (d) To hold public meetings from time to time to solicit public input regarding police services and programs.
 - (e) To serve as liaison between the police department and the community.
 - (f) To apprise the Mayor, City Council and the Chief of Police of the community's needs for police services, and
 - (g) To review and make recommendations concerning such other and further matters as may be referred to the Board, from time to time, by the Mayor, City Council or the Chief of Police.
- (2) The Board shall make an annual report to the Mayor and City Council regarding its activities.
- (3) Notwithstanding the broad powers of the Board under subsection (1) of this section, the Board shall have no power or authority to investigate, review, or otherwise participate in matters involving specific police personnel or specific police related incidents.

March 18, 2014

City Council Presentation

COMMUNITY ADVISORY BOARD

DUTIES OF THE BOARD

PRIMARY DUTIES

- Enhance police-community relations
- Promote public awareness of the City's police services and programs
- Serve as the liaison between the police department and the community
- Have no active involvement with departmental personnel issues

March 18, 2014

City Council Presentation

OAK HARBOR POLICE DEPARTMENT



THE VALUES OF THE OAK HARBOR POLICE DEPARTMENT:

- To involve the community in all policing activities which directly affect the quality of life
- To preserve and advance the principles of democracy
- To maintain crime prevention as our primary goal
- To manage our resources carefully and effectively
- To involve our employees in matters that affect job satisfaction and effectiveness
- To maintain the highest levels of integrity and professionalism in all aspects of our operations

March 18, 2014

City Council Presentation

COMMUNITY ADVISORY BOARD

THE COMMITTEE HAS IN THE PAST 12 MONTHS:

- Developed & Published a Community Survey
- Re-Designed Committee Handouts
- Participated in National Night Out
- Participated in the Graffiti Removal Program

March 18, 2014

City Council Presentation

COMMUNITY ADVISORY BOARD

COMMUNITY SURVEY

1st Goal: Re-design what we had, create something that would be relevant to “today” and the issues facing our community.

2nd Goal: Make it simple, easy to complete and able to serve its purpose.

3rd Goal: Make it accessible; in print and electronically.

4th Goal: Use it; use the information, and the data collected, etc.

Success: Approximately 100 responses received with pertinent information concerning various City issues including other departments such as Public Works.

March 18, 2014

City Council Presentation

COMMUNITY ADVISORY BOARD

COMMITTEE HANDOUTS

The Committee worked to re-design the CAB handout which emphasizes the partnership between the Police Department and the Citizens of Oak Harbor. It was designed so that community members could easily:

- Identify the CAB members
- Know when and where the monthly meetings take place
- Link to the on-line survey
- Contact the committee via a dedicated Board email account
- Contact the committee via a dedicated Board phone message line
- Find information concerning the duties of the Board

March 18, 2014

City Council Presentation

COMMUNITY ADVISORY BOARD

NATIONAL NIGHT OUT (August 2013)

The Community Advisory Board

Members were present the entire day, working in shifts interacting with the public, completing surveys and gathering input.



March 18, 2014

City Council Presentation

COMMUNITY ADVISORY BOARD

GRAFFITI REMOVAL

A few members of the Community Advisory Board found themselves wearing two hats; assisting with our Citizen Volunteers participating in graffiti removal from local business and City buildings.



March 18, 2014

City Council Presentation

COMMUNITY ADVISORY BOARD

ACTIONS WE WILL BE IMPLEMENTING IN THE NEXT 12 MONTHS:

1. Evaluate the effectiveness of the Community Survey; adjust as needed.
2. Begin a door knocking campaign with residents and businesses to talk about police services.
3. Visit different organizations to talk about police services.
4. Be present at National Night Out and other events and festivals so we are accessible to the public.

March 18, 2014

City Council Presentation



OAK HARBOR POLICE DEPARTMENT

COMMUNITY ADVISORY BOARD



COMMUNITY ADVISORY BOARD

CAB MEMBERS:

Ed Johnson, Chair

Gene Barner

Jeff Campbell

Nora Daniel

Terry Lacey

Lucas Yonkman

Robert Young

Member Position: Vacant

Student Liaison Position: Vacant

COMMUNITY ADVISORY BOARD

OHMC 2.50.050 DUTIES OF THE BOARD

(1) The duties of the Board shall include, but not be limited to, the following:

- (a) To advise and make recommendations to the Mayor, City Council and the Chief of Police concerning the provision of police protection and services within the city;
- (b) To enhance police-community relations;
- (c) To promote public awareness of the City's police services and programs, including, but not limited to, crime prevention and D.A.R.E.;
- (d) To hold public meetings from time to time to solicit public input regarding police services and programs;
- (e) To serve as liaison between the police department and the community;
- (f) To apprise the Mayor, City Council and the Chief of Police of the community's needs for police services; and
- (g) To review and make recommendations concerning such other and further matters as may be referred to the Board, from time to time, by the Mayor, City Council or the Chief of Police.

(2) The Board shall make an annual report to the Mayor and City Council regarding its activities.

(3) Notwithstanding the broad powers of the Board under subsection (1) of this section, the Board shall have no power or authority to investigate, review, or otherwise participate in matters involving specific police personnel or specific police related incidents.

COMMUNITY ADVISORY BOARD

DUTIES OF THE BOARD

PRIMARY DUTIES

- Enhance police-community relations
- Promote public awareness of the City's police services and programs
- Serve as the liaison between the police department and the community
- Have no active involvement with departmental personnel issues

OAK HARBOR POLICE DEPARTMENT



THE VALUES OF THE OAK HARBOR POLICE DEPARTMENT:

- To involve the community in all policing activities which directly affect the quality of life
- To preserve and advance the principles of democracy
- To maintain crime prevention as our primary goal
- To manage our resources carefully and effectively
- To involve our employees in matters that affect job satisfaction and effectiveness
- To maintain the highest levels of integrity and professionalism in all aspects of our operations

COMMUNITY ADVISORY BOARD

THE COMMITTEE HAS IN THE PAST 12 MONTHS:

- Developed & Published a Community Survey
- Re-Designed Committee Handouts
- Participated in National Night Out
- Participated in the Graffiti Removal Program

COMMUNITY ADVISORY BOARD

COMMUNITY SURVEY

1st Goal: Re-design what we had, create something that would be relevant to “today” and the issues facing our community.

2nd Goal: Make it simple, easy to complete and able to serve its purpose.

3rd Goal: Make it accessible; in print and electronically.

4th Goal: Use it; use the information, and the data collected, etc.

Success: Approximately 100 responses received with pertinent information concerning various City issues including other departments such as Public Works.

COMMUNITY ADVISORY BOARD

COMMITTEE HANDOUTS

The Committee worked to re-design the CAB handout which emphasizes the partnership between the Police Department and the Citizens of Oak Harbor. It was designed so that community members could easily:

- Identify the CAB members
- Know when and where the monthly meetings take place
- Link to the on-line survey
- Contact the committee via a dedicated Board email account
- Contact the committee via a dedicated Board phone message line
- Find information concerning the duties of the Board

COMMUNITY ADVISORY BOARD

NATIONAL NIGHT OUT (August 2013)

The Community Advisory Board

Members were present the entire day,
working in shifts interacting with the
public, completing surveys and gathering
input.



COMMUNITY ADVISORY BOARD

GRAFFITI REMOVAL

A few members of the Community Advisory Board found themselves wearing two hats; assisting with our Citizen Volunteers participating in graffiti removal from local business and City buildings.



COMMUNITY ADVISORY BOARD

ACTIONS WE WILL BE IMPLEMENTING IN THE NEXT 12 MONTHS:

1. Evaluate the effectiveness of the Community Survey; adjust as needed.
2. Begin a door knocking campaign with residents and businesses to talk about police services.
3. Visit different organizations to talk about police services.
4. Be present at National Night Out and other events and festivals so we are accessible to the public.

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

Bill No. 9.b
Date: March 18, 2014
Subject: Planning Commission
2013 Annual Report

FROM: Steve Powers *SP*
Development Services Director

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

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

PURPOSE

This agenda bill transmits the Planning Commission’s 2013 Annual Report to the City Council.

AUTHORITY

N/A

FISCAL IMPACT DESCRIPTION

Funds Required: N/A
Appropriation Source: N/A

SUMMARY STATEMENT

Staff will present the Planning Commission 2013 Annual Report to the City Council. Members of the Planning Commission may be in attendance at the Council meeting.

CITY COUNCIL WORKSHOP

N/A

RECOMMENDED ACTION

No action is required – this item is for information only.

ATTACHMENTS

Planning Commission 2013 Annual Report



City of Oak Harbor

Planning Commission's Annual Report to the City Council

2013

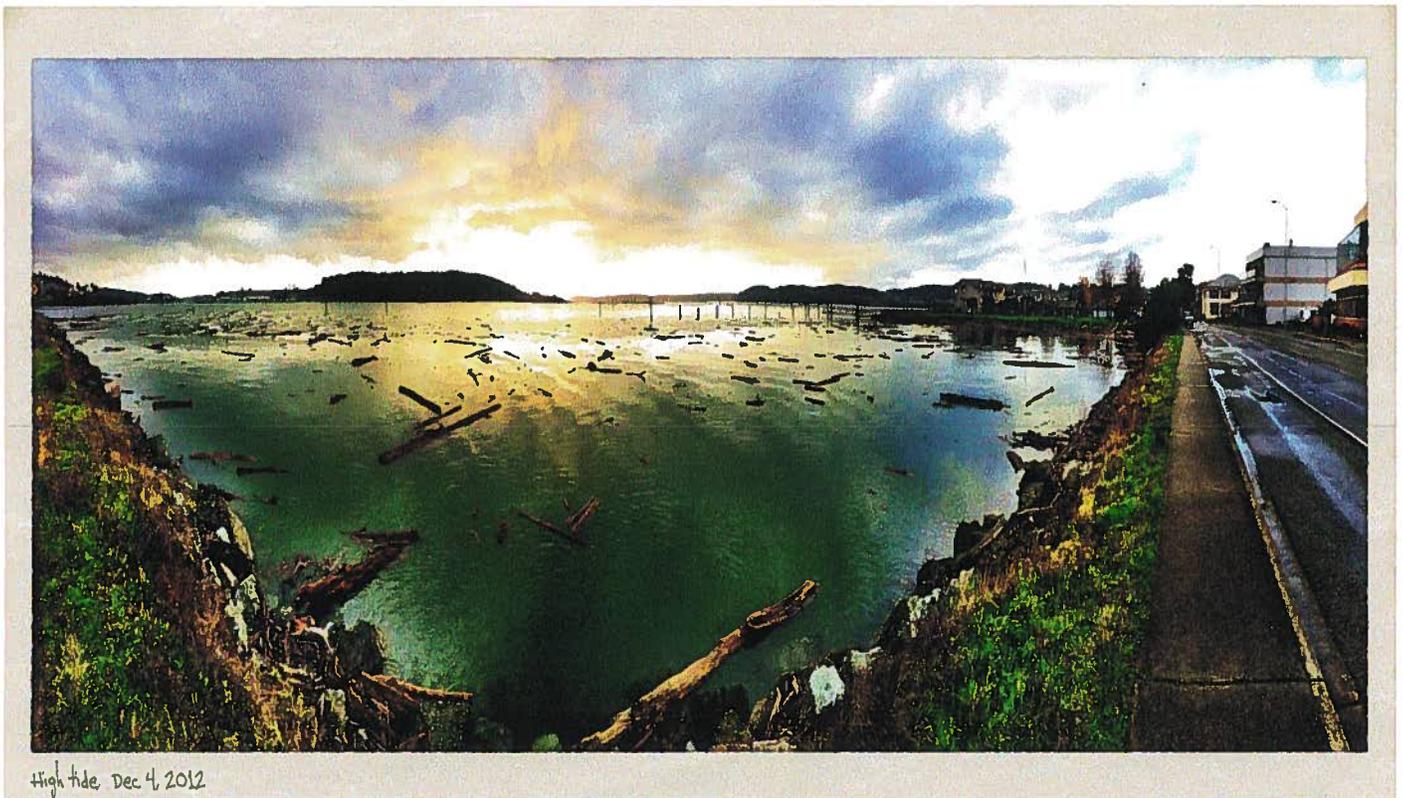


Photo from Scenic Views Study
Courtesy of Cac Kamak

Table of Contents

Section One: Accomplishments

- Summary of 2013 Accomplishments.....Page 3

Section Two: 2014 Work Program

- Proposed 2014 Work Program.....Page 5

Section Three: Planning Commission

- General Recommendations to the City Council.....Page 8

Appendix: Planning Commission

- 2013 Action Details.....Page 10

2013 Planning Commission Members

Keith Fakkema, Chair
Greg Wasinger, Vice Chair
Kristi Jensen
Dave Fikse
Bruce Freeman
Ana Maria Schlecht
Sandi Peterson

Planning Commission's Annual Report to the City Council
2013

Section 1: Accomplishments

Summary of 2013 Accomplishments

- Comp Plan Amendments
 - Sponsored Amendment
 - 1. Land use change for 1000 SE City Beach Street – continued to 2014
 - Mandated Items
 - 1. 2016 Comprehensive Plan Update – reviewed current policies and identify the scope and process for the update
 - Discretionary Amendments
 - 1. Scenic View Study continued from 2012 – seven views were selected for further analysis.

- Six-Year Transportation Improvement Program Update

- Six-Year Transportation Improvement Program amendment to include the Waterfront Trail in the TIP

- Code Amendments
 - Draft Zoning Regulations for Maritime Zone – began review of draft regulations
 - Electronic Message Center Sign Code Update – reviewed and forwarded recommendations for draft code establishing new regulations for EMC signs; including size, placement and brightness standards
 - Bed and Breakfast Code – reviewed and forwarded recommendations for draft code to allow bed and breakfast establishments within specific residential zones.
 - Night Club Ordinance – reviewed and recommended code amendment to regulate the size of nightclubs by occupancy limit and zoning districts
 - Marijuana Related Uses Code Amendment Project - review of preliminary research and draft code

- Economic Development Strategy - Reviewed strategy and forwarded recommendations to City Council

- Training
 - Growth Management Act 101 – Framework for Planning
 - Comprehensive Planning 101- The What, Why, and How of Local Plan-Making

- Annual Report to City Council
 - 2014 Planning Commission work program
 - Planning Commission accomplishments in 2013

Planning Commission's Annual Report to the City Council

2013

Section 2: 2014 Proposed Work Program

Proposed 2014 Work Program Schedule

Work Program Items	2014											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2014 Comprehensive Plan Amendment Docket												
2014 Comprehensive Plan Amendments												
Digital Signs Code Update												
Zoning Regulations for Maritime Zone												
2014 TIP Updates												
Comprehensive Plan Amendment 2013 Carryover – Scenic Views												
Comprehensive Plan Amendment 2013 Carryover - Land use change for 1000 SE City Beach Street												
Capital Facilities Plan/Capital Improvement Plan Update												
2016 Comprehensive Plan Amendments <ul style="list-style-type: none"> • Land capacity analysis • Revise Countywide Planning Policies 												
Marijuana Related Uses – Code Amendment Project												

Note: The above schedule is approximate and subject to change as necessary.

Description of 2014 Proposed Work Program Items

2014 Comprehensive Plan Amendment Docket

Review of any items on the Comprehensive Docket and consideration whether to propose any item as a potential amendment to the Comprehensive Plan.

Digital Signs Code Update

Continue work on amending OHMC 19.36 Sign Code for the purposes of providing language that reflects current technology.

Zoning Regulations for Maritime Zone

Continue review and discussion of draft zoning regulation for the Maritime zoning district that was created with the adoption of the 2012 Comprehensive Plan Amendments. The Planning Commission will discuss the types of uses to be accommodated in the Maritime zoning district along with any conditions or process to consider them by.

2014 TIP Updates

Updates to the 6-year Transportation Improvement Program and the Capital Improvement Plan Improvement Plan for adoption into the Comprehensive Plan

2014 Capital Facilities Plan/Capital Improvement Plan Updates

The Commission will consider amendments to the CFP and CIP to reflect current community and City project priorities and funding capacity.

Comprehensive Plan Amendment 2013 Carryover – Land Use Map Amend.

The Commission may consider a land use change for the City-owned property at 1000 SE City Beach Street. Action on this item is dependent on the City identifying a preferred future land use map designation.

Comprehensive Plan Amendment 2013 Carryover – Scenic Views

Continue the discussion of the Scenic View Study conducted in 2013. The Planning Commission narrowed the views for further analysis. The scenic views will be studied further and views that will impact private development will be specifically identified for further discussion with property owners. A final list of views and regulations to protect them will then be discussed for adoption.

Continue work in preparation of 2016 Comprehensive Plan Amendments

The Planning Commission will consider information related to and make recommendations on the land capacity of the Oak Harbor Urban Growth Area. The Commission will assist in reviewing and amending the County-Wide Planning Policies.

Marijuana Related Uses – Code Amendment Project

The Planning Commission will complete the review the draft code and make recommendations to the City Council.

**Planning Commission's Annual Report to the City Council
2013**

**Section 3: Planning Commission
General Recommendations to City Council**

Planning Commission General Recommendations to City Council

1. The Planning Commission would like to express their sincere appreciation for staff's hard work and professionalism. They have supplied the Planning Commission with detailed research and thorough explanations making the Planning Commission's job possible.

Planning Commission's Annual Report to the City Council
2013

Appendix: Planning Commission
2013 Action Details

**DETAIL
2013
Planning Commission
Actions**

JANUARY

January 22, 2013

2013 COMPREHENSIVE PLAN AMENDMENT DOCKET – Public Hearing

The Planning Commission reviewed and discussed the 2013 Comprehensive Plan Amendments Docket. At the conclusion of the public hearing the Planning Commission forwarded a recommendation to the City Council.

Docket Items:

Land Use Changes (Sponsored Amendment)

The Development Services Director, as permitted by OHMC 18.15.030(d), has added a land use change request for city-owned property located at 1000 SE City Beach Street (old city shop site) to the preliminary docket. The City wishes to explore future uses for this property. As those uses are not likely to be residential (the existing land use designation is “High Density Residential”) a land use map amendment will be necessary.

Shoreline Master Program (Mandated Amendment)

The City Council adopted the Shoreline Master Program on November 20, 2012. The Shoreline Master Program will become official after the Washington Department of Ecology approves the plan. That approval is expected to occur during 2013. The Shoreline Master Program can then be incorporated into the Comprehensive Plan by reference. Incorporation into the Comprehensive Plan is a formality.

Scenic View Study (Discretionary Amendment)

This item was on the 2012 docket and is continued in to the 2013 amendment process. In 2012, the City and the Planning Commission gathered public input on this topic and identified approximately 27 views of interest. The Planning Commission also discussed methodologies to review the identified views and established criteria to evaluate them. The Planning Commission is currently narrowing down the views for further analysis.

2016 Comprehensive Plan Update (Mandated Amendment)

This item is a requirement for local governments such as Oak Harbor that are fully planning under the Growth Management Act. The original deadline for this requirement in accordance to RCW 36.70A.130 was 2012, but legislation was passed to extend the deadline to 2016. This item will revisit all the elements of the Comprehensive Plan such as Land Use, Housing, Capital Facilities, Utilities, Transportation, Economic Development, Parks and Recreation, Public Facilities etc. This item will span multiple years leading up to adoption in 2016. The scope of work for this item in 2013 will be to review the current policies and identify the scope and process for the update.

ACTION: MS. JENSEN MOVED, MR. WALLIN SECONDED A MOTION TO RECOMMEND THAT THE CITY COUNCIL APPROVE THE 2013 COMPREHENSIVE PLAN AMENDMENT DOCKET AS PRESENTED. MOTION CARRIED.

2012 COMPREHENSIVE PLAN AMENDMENT – Scenic Views – Public Meeting

The Planning Commission continued the discussion of the Scenic View Study from its last meeting. The scenic views were rated at the last meeting and the Planning discussed them further and selected the following views for further analysis:

Northbound SR 20 – Scenic Heights to Erie
Waterfront Trail – Windjammer Park
Waterfront Trail – Flintstone Park
Bayshore Drive – Dock to Midway
Pioneer Way – Midway to Regatta
Pioneer Way – Ireland to Midway
Regatta Drive – SE 8th to Pioneer Way
Southbound SR 20 and NE 16th Ave
Dock Street – Barrington to Bayshore

ELECTRONIC MESSAGE CENTER SIGNS CODE UPDATE – Public Meeting

Staff facilitated continued discussion with the Planning Commission regarding the regulations for electronic message center signs contained in OHMC 19.36. At the conclusion of the meeting Planning Commission asked for more information: provide photos of digital signs in centers, more guidance on free standing versus storefront signs and draft code language. **No Action**

FEBRUARY

February 26, 2013

DRAFT ZONING REGULATIONS FOR MARITIME ZONE– Public Hearing

The Planning Commission reviewed and discussed draft zoning regulation for the Maritime zoning district that was created with the adoption of the 2012 Comprehensive Plan Amendments. The Planning Commission discussed the types of uses to be accommodated in the Maritime zoning district along with any conditions or process to consider them by. **No Action**

DIGITAL SIGNS CODE UPDATE – Public Hearing

Staff facilitated continued discussion with the Planning Commission regarding the regulations for digital signs contained in OHMC 19.36. **No Action**

MARCH

March 26, 2013

2012 COMPREHENSIVE PLAN AMENDMENT – Scenic Views – Public Meeting

The Planning Commission was to continue discussion and analysis of scenic views that were identified for preservation. Planning Commission previously discussed criteria for determining which of the scenic views are in the public interest to preserve and have selected seven views for further analysis and possible preservation. This item was not discussed and was carried over to the April meeting. **No Action**

DIGITAL SIGNS CODE UPDATE – Public Meeting

Planning Commission gave staff preliminary direction on scenarios for regulating digital signs. Staff facilitated continued discussion on the digital signs topic, including discussion on brightness level of these signs. Planning Commission gave staff direction to begin preparing a first draft of the digital signs code in accordance with Commission direction up to this point in the project. Planning Commission asked staff to begin drafting language with a general preference toward regulations that follow Scenario 1– “least Restrictive”.

ECONOMIC DEVELOPMENT UPDATE – Public Meeting

Economic development staff briefed the Planning Commission on the “Economic Profile and Needs Assessment” report which contains information regarding Oak Harbor’s economy and business climate, as well as its economic development needs. This item was primarily for informational purposes, but staff requested that Planning Commission give comments and feedback on the profile and needs assessment. **No Action**

YEARLY REPORT TO CITY COUNCIL – Public Meeting

Mr. Powers reported that the Planning Commission recommendations to the City Council have been added to the report and asked if the Planning Commission had any other recommendations.

ACTION: MR. FREEMAN MOVED, MR. FIKSE SECONDED A MOTION TO ADD THE CLOSING COMMENT AND FORWARD THE PLANNING COMMISSION’S ANNUAL REPORT TO THE CITY COUNCIL MOTION CARRIED.

APRIL

April 23, 2013

DIGITAL SIGNS CODE UPDATE – Public Hearing

Staff presented the draft code to Planning Commission for digital signs. Planning Commission open the public hearing and accepted public testimony on the draft code.

ACTION: MR. FREEMAN MOVED, MS. PETERSON SECONDED A MOTION TO CONTINUE THE PUBLIC HEARING TO THE PLANNING COMMISSION'S MAY 28, 2013 BUSINESS MEETING, MOTION CARRIED.

2012 COMPREHENSIVE PLAN AMENDMENT – Scenic Views – Public Meeting

The Planning Commission continued their discussion and analysis of scenic views that were identified for preservation. Planning Commission previously discussed criteria for determining which of the scenic views are in the public interest to preserve and have selected seven views for further analysis and possible preservation. **No Action**

2016 COMPREHENSIVE PLAN UPDATE – Public Meeting

The Planning Commission was updated on the County's initial draft schedule for their 2016 Comprehensive Plan update and its implications to the City's update. **No Action**

BED & BREAKFAST CODE – INTRODUCTION – Public Meeting

Staff was presented with the first draft of a code to Planning Commission allowing for bed and breakfast establishments within specific residential zones in certain areas of the City. **No Action**

MAY

MAY 14, 2013

PLANNING COMMISSION ATTENDED TRAINING:

Getting Ready for your City's GMA Comprehensive Plan Periodic Update

Trainer: Joseph W. Tovar, FAICP, Consultant

Description:

Learning Segment #1: Growth Management Act 101 - the Framework for Planning

- Origins of the GMA, overview of its structure and the rationale for its major features
- State laws, countrywide planning policies, and local comprehensive plans
- What is the periodic update of the comprehensive plan that is due by mid-2016?
- What does the state expect or require?

Learning Segment #2: Comprehensive Planning 101 - the what, why, and how of local plan-making

- The relationship between comprehensive plans, development regulations, and capital budgets
- What will the update do for our community?
- What should we be looking at with this update?
- How do we get the public involved in this update?
- What can we learn from "early adopters" like Sultan or Shoreline?

May 28, 2013

DIGITAL SIGNS CODE UPDATE – Public Hearing

Staff presented the draft code to Planning Commission for digital signs. Planning Commission opened a public hearing and accepted public testimony on the draft code.

SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM (TIP) – Public Hearing

The Planning Commission conducted a public hearing to consider the updates to the Six-Year Transportation Improvement Program for the years 2014-2019. The Planning Commission forwarded a recommendation to the City Council to approve the 2014-2019 TIP.

2016 COMPREHENSIVE PLAN UPDATE – Public Meeting

Staff gave a presentation on current population and demographics for Oak Harbor. This information is intended to provide a basic understanding of Oak Harbor's current population that will help in other decision in the future related to the update. **No Action**

JUNE

June 25, 2013

DIGITAL SIGNS CODE UPDATE – Public Hearing

This item is a continuation of the public hearing that was opened in April. Staff presented a revised draft digital signs code update based on previous discussions and public comment. Planning Commission accepted public comments and continued the hearing to the July 23, 2013 business meeting.

BED & BREAKFAST CODE – INTRODUCTION – Public Meeting

Planning Commission continued its discussion of the draft bed and breakfast code allowing for bed and breakfast establishments within specific residential zones. **No Action**

2016 COMPREHENSIVE PLAN UPDATE – Public Meeting

Staff presented information on the 2016 Comprehensive Plan Update and updated the Commission on discussions held with Island County on the 20 year population projections for the County. Island County's selection and adoption of the 20 year population has implication on the County Wide Planning Policies and the Comprehensive Plan Update.

ACTION: MR. FREEMAN MOVED, MS. SCHLECHT SECONDED A MOTION TO RECOMMENDED THAT THE CITY COUNCIL ACCEPT ISLAND COUNTY'S 20-YEAR POPULATION PROJECTION OF 87,917, MOTION CARRIED.

JULY

July 23, 2013

DIGITAL SIGNS CODE UPDATE (Electronic Message Center) – Public Hearing

This item is a continuation of the public hearing that was opened in April. Staff presented a revised draft digital signs code update based on previous discussions and research. Planning Commission accepted public comments and is expected to close the hearing.

MOTION: MR. FIKSE MOVED, MS. PETERSON SECONDED GRANDFATHERING ALL EXISTING SIGNS AS ORGINALLY PERMITTED. MOTION CARRIED UNANIMOUSLY.

Mr. Fikse commented that he wanted more research on the brightness issue before making a motion on whether to have a two-standard system (nits and foot-candles) vs. one-standard system (nits OR foot-candles). Commissioners agreed to table this item until the August meeting.

MOTION: MS. PETERSON MOVED, MR. FIKSE SECONDED A MOTION TO REMOVE THE MAXIMUM DURATION OF 5 SECONDS, MOTION CARRIED UNANIMOUSLY.

Aaron Syring owner of Island Drug asked the Planning Commission to change the duration restriction for static images to 2 seconds instead of 10 seconds. Planning Commission agreed to table this issue until the August 27th meeting.

Planning Commission also agreed to table the hours of operation restriction when EMC's are within 300 feet of residentially zoned property until the August 27th meeting.

ACTION: MR. FREEMAN MOVED, MR. FIKSE SECONDED A MOTION TO CONTINUE THE PUBLIC HEARING TO THE PLANNING COMMISSION'S AUGUST 27, 2013 BUSINESS MEETING, MOTION CARRIED.

BED & BREAKFAST CODE – Public Meeting

Planning Commission continued its discussion of the draft bed and breakfast code allowing for bed and breakfast establishments within specific residential zones. **No Action**

ECONOMIC DEVELOPMENT STRATEGY – Public Meeting

Economic development staff will brief the planning commission on the "Economic Development Strategy" which will direct the City's economic development efforts for the next 3-5 years. Staff is requesting Planning Commission feedback on the strategy. -- Economic Development Committee is still reviewing the strategy. **No Action**

2016 COMPREHENSIVE PLAN UPDATE – Public Meeting

THE MOTION: MOTION CARRIED BY A VOTE OF FOUR IN FAVOR AND ONE OPPOSED TO RECOMMENDING OPTION A TO THE CITY COUNCIL.

ACTION: MS. PETERSON MOVED, MS. JENSEN SECONDED A MOTION TO RECOMMEND THAT THE CITY COUNCIL ADOPT THE DRAFT ELECTRONIC MESSAGE CENTER SIGN CODE. MOTION CARRIED BY A VOTE OF FOUR IN FAVOR AND ONE OPPOSED.

AMENDMENTS TO OHMC 5.22 - NIGHTCLUBS – Public Hearing

The Planning Commission conducted a public hearing on amendments to OHMC Chapter 5.22 regarding Nightclubs. The Planning Commission recommended approval of the amendments to the City Council.

ACTION: MR. FREEMAN MOVED, MS. PETERSON SECONDED A MOTION TO MAKE A RECOMMENDATION TO THE CITY COUNCIL TO APPROVE THE AMENDMENTS TO THE NIGHTCLUB ORDINANCE. MOTION CARRIED.

ECONOMIC DEVELOPMENT STRATEGY – Public Hearing

Economic development staff facilitated continued discussions of the “Economic Development Strategy and Action Plan” which will direct the City’s economic development efforts for the next 3-5 years. Planning Commission opened a public hearing, accept public comments, close the public hearing and forward the following recommendations to the City Council:

MOTION: MR. FREEMAN MOVED, MS. JENSEN SECONDED A MOTION TO MAKE A RECOMMENDATION TO THE CITY COUNCIL TO APPROVE THE ECONOMIC DEVELOPMENT STRATEGY.

AMENDEND MOTION: MR. FREEMAN MOVED, MS. JENSEN SECONDED A MOTION TO MAKE A RECOMMENDATION TO THE CITY COUNCIL TO APPROVE THE ECONOMIC DEVELOPMENT STRATEGY AND TO ALLOW STAFF TO REVISE THE PURPOSE, BACKGROUND AND CONCLUSIONS SECTIONS. MOTION CARRIED.

MOTION: MS. JENSEN MOVED, MS. PETERSON SECONDED A MOTION TO RECOMMEND THAT THE ECONOMIC DEVELOPMENT COMMITTEE CONTINUE SERVING DURING THE IMPLEMENTATION OF THE ECONOMIC DEVELOPMENT STRATEGY. MOTION CARRIED.

2016 COMPREHENSIVE PLAN UPDATE – Public Meeting

Staff updated the Planning Commission on the continuing work and effort with the 2016 Comprehensive Plan Update. An update was also provided on staff’s coordination with Island County and the work that’s related to the County Wide Planning Policies. **No Action**

OCTOBER

October 22, 2013

MARIJUANA RELATED USES – CODE AMENDMENT PROJECT – Public Meeting

Staff briefed the Planning Commission on the need to revise the Municipal Code in response to State law changes pertaining to marijuana related uses. Preliminary research was also presented to the Commission. **No Action**

2016 COMPREHENSIVE PLAN UPDATE – Public Meeting

Staff updated the Planning Commission on the continuing work and effort with the 2016 Comprehensive Plan Update. Staff presented the scope of work that is required to update the City’s development regulations. Staff also shared a draft public participation plan for the 2016 update. **No Action**

NOVEMBER

November 26, 2013

MARIJUANA RELATED USES – CODE AMENDMENT PROJECT – Public Hearing

Staff will update the Planning Commission on the continuing work and effort with the 2016 Comprehensive Plan Update. An update will also be provided on staff's coordination with Island County and the work that's related to the County Wide Planning Policies.-- No items were ripe for discussion and staff is still reviewing the checklist. **No Action**

AUGUST

August 27, 2013

DIGITAL SIGNS CODE UPDATE – Public Hearing

This item is a continuation of the public hearing that was opened in April. Staff facilitated continued discussion on brightness, duration, and hours of operation of these signs, among other topics. Planning Commission will accept public comments and is expected to close the hearing.

In order to give staff more time to address public and Planning Commission input from the previous meeting, Mr. Powers asked Planning Commission to continue this item to the Planning Commission's regular business meeting on September 24, 2013.

ACTION: MR. FREEMAN MOVED, MR. FIKSE SECONDED A MOTION TO CONTINUE THE PUBLIC HEARING FOR THE DIGITAL SIGNS CODE UPDATE TO SEPTEMBER 24, 2013. MOTION CARRIED.

BINDING SITE PLAN CODE AMENDMENT – Public Meeting

Staff briefed the Planning Commission on the status of proposed amendments to the City's binding site plan code (OHMC Chapter 21.80). The Planning Commission has already made a recommendation on this matter to the City Council. **No action.**

BED & BREAKFAST CODE – Public Hearing

Planning Commission continued its discussion of the draft bed and breakfast code allowing for bed and breakfast establishments within specific residential and commercial zones. Planning Commission opened the public hearing, accept public comments, and close the public hearing and made a recommendation to the City Council.

ACTION: MS. PETERSON MOVED, MR. FREEMAN SECONDED A MOTION TO RECOMMEND THAT CITY COUNCIL APPROVE THE BED AND BREAKFAST CODE AS PRESENTED. MOTION CARRIED.

ECONOMIC DEVELOPMENT STRATEGY – Public Meeting

Economic development staff briefed the Planning Commission on the "Economic Development Strategy" which will direct the City's economic development efforts for the next 3-5 years. Staff is requesting Planning Commission feedback on the strategy. – There was concerned about the feasibility of a dock an amphitheater and having to hiring someone to do additional studies. **No Action**

2016 COMPREHENSIVE PLAN UPDATE – Public Meeting

Staff will update the Planning Commission on the continuing work and effort with the 2016 Comprehensive Plan Update. An update will also be provided on staff's coordination with Island County and the work that's related to the County Wide Planning Policies. – Staff is still assessing the scope. **No Action**

SEPTEMBER

September 24, 2013

DIGITAL SIGNS CODE UPDATE – Public Hearing

This item is a continuation of the public hearing that was opened in April. Staff facilitated continued discussion on brightness, duration, and hours of operation of these signs, among other topics. Planning Commission will accept public comments and closed the hearing.

MOTION: MS. PETERSON MOVED, MR. FIKSE SECONDED RECOMMENDING OPTION A FOR REGULATING BRIGHTNESS TO THE CITY COUNCIL.

VOTE ON:

Staff introduced the first draft code the Planning Commission in response to State law changes pertaining to marijuana related uses. Planning Commission opened the public hearing and continued the public hearing to the December 10, 2013 business meeting.

TRANSPORTATION IMPROVEMENT PLAN (TIP) AMENDMENT – Public Hearing

An amendment was proposed to the TIP to include improvements to the waterfront trail. The Waterfront Trail in Oak Harbor is listed in several of the City's plans, such as the Transportation Plan, Parks, Recreation and Open Space Plan, for improvements. Listing the waterfront trail in the TIP allows the City to apply, qualify, and compete for grant money.

ACTION: MR. FIKSE MOVED, MR. WASINGER SECONDED A MOTION TO RECOMMEND THAT THE CITY COUNCIL ADOPT THE SIX YEAR TRANSPORTATION PROGRAM AMENDMENT AS PRESENTED. MOTION CARRIED.

2013 COMPREHENSIVE PLAN AMENDMENTS – Public Hearing

The Planning Commission considered amending the Comprehensive Plan to include the Shoreline Master Program. The Shoreline Master Program was part of the 2013 Comprehensive Plan docket. The 2013 Comprehensive Plan docket also included work on the 2016 Comprehensive Plan update, Land Use change to 1000 SE City Beach Street and a continuing study on scenic views, all of which will be continued into the 2014 Comprehensive Plan docket.

ACTION: MR. WASINGER MOVED, MR. FIKSE SECONDED A MOTION TO RECOMMEND THAT THE CITY COUNCIL CONTINUE THE 2016 COMPREHENSIVE PLAN UPDATE, LAND USE CHANGE FOR 1000 SE CITY BEACH STREET AND THE SCENIC VIEW STUDY AND INCLUDE THEM IN THE PRELIMINAR DOCKET FOR THE 2014 COMPREHENSIVE PLAN AMENDMENTS. MOTION CARRIED.

2014 COMPREHENSIVE PLAN AMENDMENTS – Public Meeting

The 2014 Comprehensive Plan Amendments will include the continuing work on the 2016 Comprehensive Plan update. The Planning Commission reviewed the scope of the updates and a public participation plan in 2013. The scope of the 2016 update includes several items that will need to be considered in 2014 and 2015. Land use changes and ongoing studies from 2013 will also be continued into 2014. The deadline for private application for land use changes is December 2, 2013. Any applications received will be considered during the 2014 Comprehensive Plan preliminary docket review process. **No Action**

DECEMBER

December 10, 2013

MARIJUANA RELATED USES – CODE AMENDMENT PROJECT – Public Hearing

The public hearing on the draft code, establishing appropriate zoning and standards for marijuana related uses, was continued from the November 26, 2013 meeting. After accepting additional public testimony at this meeting the Planning Commission continued the public hearing to January 28, 2014.

DRAFT PRELIMINARY DOCKET FOR 2014 COMPREHENSIVE PLAN AMENDMENTS – Public Meeting

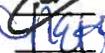
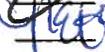
The Planning Commission reviewed the draft Preliminary Docket for the 2014 Comprehensive Plan Amendments which includes the continuing work on the 2016 Comprehensive Plan update, land use changes and ongoing studies from 2013 will also be continued into 2014. **No Action.**

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

Bill No. 9.c
Date: March 18, 2014
Subject: Wastewater Treatment Plant
Legal Counsel - Perkins Coie LLP

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

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

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

PURPOSE

The purpose of this agenda bill is to seek City Council's approval for the Mayor to sign an engagement letter with Perkins Coie LLP on a time and materials basis, not to exceed \$30,000.

FISCAL IMPACT DESCRIPTION

Funds Required: \$30,000
Appropriation Source: Wastewater Fund

SUMMARY STATEMENT

On December 3, 2013, City Council adopted Resolution 13-32 directing staff to pursue the alternative project delivery method of General Contractor / Construction Manager (GC/CM) for delivery of the new wastewater treatment plant (WWTP).

In an effort to streamline the GC/CM contracting process, outside legal counsel specializing in GC/CM contracting is recommended.

On Monday, March 10, 2014, three potential firms were interviewed by Nikki Esparza, Pat Anderson of Weed, Graafstra, and Benson, Inc. PS, and Joe Stowell. Of the three interviewed, Perkins Coie LLP was determined to be the most qualified to provide legal assistance for the new wastewater treatment plant. Staff believes that using legal counsel that specializes in GC/CM contracting will save money and time for the City.

Perkins Coie LLP has been asked to provide the following scope of services:

- Review GC/CM Request for Qualifications (RFQ)
- Request for Fee Proposal (RFFP) contract preparation
- Assist with GC/CM contract negotiations
- Assist with Maximum Allowable Construction Cost (MACC) contract and negotiations
- Review Membrane Bioreactor (MBR) and Ultra Violet (UV) disinfection procurement documents

- Provide legal counsel as needed throughout the WWTP project.

CITY COUNCIL WORKSHOP

This item has not been discussed at a City Council workshop.

RECOMMENDED ACTION

Authorize the Mayor to sign an engagement letter with Perkins Coie LLP on a time and materials basis, not to exceed \$30,000.

ATTACHMENTS

- Engagement Letter



Richard O. Prentke
 PHONE: (206) 359-8404
 FAX: (206) 359-9404
 EMAIL: RPrentke@perkinscoie.com

1201 Third Avenue, Suite 4900
 Seattle, Washington 98101
 PHONE: 206.359.8000
 FAX: 206.359.9000
 www.perkinscoie.com

March 12, 2014

Mr. Joe Stowell
 Ms. Nikki Esparza
 City of Oak Harbor
 865 SE Barrington Drive
 Oak Harbor, WA 98277

Re: Legal Representation

Dear Joe and Nikki:

Thank you for selecting Perkins Coie LLP to represent City of Oak Harbor in connection with construction-related contracts for the water treatment plant project and future construction advice. This letter will also apply to any additional matters that we undertake at the City's request, unless otherwise specified in a separate engagement letter addressing that matter.

The principal factors in determining our fees will be the time and effort devoted to the matter and the hourly rates of the lawyers and paralegals involved. I will have primary oversight for Perkins Coie's representation of the City, but we assign other firm lawyers and paralegals when necessary, beneficial or cost-effective and when desirable to meet the time constraints of the matter.

We have agreed to provide you with a discount of approximately 15% from our regular rates. The current hourly rates of the partners most likely to work on these matters are:

<u>Name</u>	<u>Regular Rate</u>	<u>Discounted Rate</u>
Dick Prentke	\$590	\$495
Graehm Wallace	\$530	\$450
Brendan Peters	\$495	\$420
Andrew Greene	\$475	\$405

These rates are adjusted at least annually, usually on January 1. Services performed after the effective date of the new rates will be charged at the new applicable rates. The fees for the initial work of drafting the GC/CM contract, assisting in the RFQ and RFP, and assisting in minor related contracts and advice will not exceed \$30,000. The magnitude of costs will depend in

91004-1114/LEGAL120135489.1

Mr. Joe Stowell
Ms. Nikki Esparza
March 12, 2014
Page 2

large part on the extent to which you seek our involvement and do not presume extensive meetings in Oak Harbor. We try to issue invoices for our fees and disbursements on a monthly basis. If unforeseen circumstances arise that expand our services, we will notify you and obtain your approval before we exceed the above amount. These invoices include detail that most of our clients find sufficient, but please let me know at any time if more detailed information is needed on our invoices. Please also refer to the enclosed Information for Clients for specifics regarding fees, disbursements, billing, payment, and termination of our representation should payment not be made or other circumstances warrant.

Our representation of the City does not include acting as counsel for any entity in which the City participates or holds equity or any affiliate, officer, employee, family member or other person (collectively, "Affiliates"), unless such additional representation is separately and clearly undertaken by us. If in the future we and the City mutually agree to expand our representation of the City to include any of the City's Affiliates, it is agreed that the terms, conditions and consents contained herein will apply to such representation(s).

Perkins Coie represents many other companies, individuals and government agencies ("clients"). During the time we are representing the City we may be asked to represent:

- (1) other present or future clients in transactions, litigation or other disputes directly adverse to the City that are not substantially related to our representation of the City; and/or
- (2) parties who are considered directly adverse parties in matters we handle for the City. Our work for these directly adverse parties would be in matters that are not substantially related to our work for the City.

We request the City's consent to allow Perkins Coie to undertake such future representations without the need to obtain any further or separate approval from the City, as long as those representations described in (1) and (2) above are not substantially related to work Perkins Coie has done, or is doing, for the City. Your signature below constitutes the City's consent to such representation(s). We agree not to use any proprietary or other confidential nonpublic information concerning the City acquired by us as a result of our representation of the City in connection with any litigation or other matter in which we represent a party directly adverse to the City.

During our representation of the City, there may from time to time be issues that raise questions as to our duties under the rules of professional conduct that apply to lawyers. These might include, e.g., conflict of interest issues, and could even include issues raised because of a dispute between us and a client over the handling of a matter. Under normal circumstances when such issues arise we would seek the advice of our Professional Standards Counsel, Loss Prevention partners or Professional Standards Conflicts Attorneys who are experts in such matters.

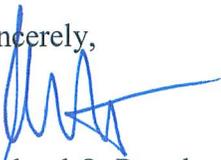
Mr. Joe Stowell
Ms. Nikki Esparza
March 12, 2014
Page 3

Historically, we have considered such consultations to be attorney-client privileged conversations between firm personnel and the counsel for the firm. In recent years, however, there have been judicial decisions indicating that under some circumstances such conversations involve a conflict of interest between the client and Perkins Coie and that our consultation with Perkins Coie's counsel may not be privileged, unless we either withdraw from the representation of the client or obtain the client's consent to consult with Perkins Coie's counsel.

We believe that it is in our clients' interests, as well as Perkins Coie's interest, that in the event legal ethics or related issues arise during a representation, we receive expert analysis of our obligations. Accordingly, as part of our agreement concerning our representation of the City, you agree that if we determine in our own discretion during the course of the representation that it is either necessary or appropriate to consult with our firm counsel (either Perkins Coie's internal counsel or, if we choose, outside counsel) we have your consent to do so and that our representation of you shall not, thereby, waive any attorney-client privilege that Perkins Coie may have to protect the confidentiality of our communications with counsel. The costs associated with such legal counsel will be paid by Perkins Coie.

This letter, along with the enclosed Information for Clients, confirms the terms and conditions on which Perkins Coie LLP will provide legal services to the City. Unless otherwise agreed in writing, the terms of this letter and the enclosed Information for Clients will also apply to any additional matters that we undertake at the City's request. If this letter correctly sets forth our understanding, please sign and date a copy of this letter and promptly return it to me. If you have any questions about this letter or generally about our services or bills, please call me at any time. We look forward to working with you and thank you for placing your confidence in Perkins Coie.

Sincerely,



Richard O. Prentke

ROP:cb

Enclosure: Information for Clients

Mr. Joe Stowell
Ms. Nikki Esparza
March 12, 2014
Page 4

ACCEPTED AND AGREED:

CITY OF OAK HARBOR

By: _____

Its: _____

Date: _____

Information for Clients

Perkins Coie LLP is pleased to serve you. The following information explains the terms that apply to our engagements (except to the extent that you have reached a different written understanding with us about particular terms) for legal services provided by Perkins Coie LLP. No changes or additions to these terms will be binding unless confirmed in writing sent by us or signed by us. We encourage you to discuss this information with our lawyers at the inception of a matter and whenever you have questions during the course of that matter. Section headings are for convenience of reference only and not intended to affect the interpretation of the provisions of such sections.

Personnel. We generally assign one lawyer primary responsibility for seeing that your requests for legal services are met, but additional lawyers may assist in rendering the most appropriate and efficient legal services. We attempt to assign personnel to each matter based on the nature and scope of the issues raised by the matter and our lawyers' experience and expertise.

Basis for Fees. We charge for legal services rendered by our firm at applicable hourly rates. Each attorney, paralegal, and other timekeeper records time at assigned billing rates. Because hourly rates vary among personnel, each statement typically reflects a composite of several hourly rates. Those rates are reviewed periodically and change at least annually (usually on January 1) based on economic factors and the changing experience levels of our personnel. Services performed after the effective date of the new rates will be charged at the new rates.

Disbursements and Other Charges. In the course of performing legal services for you, various services may be provided by third parties. Examples include messenger and courier charges, filing and recording fees, foreign agent fees, court reporters and transcript costs, expert and other witness fees, charges for outside consultants and research services, and travel expenses. You are responsible for these third-party charges, and we reserve the right to forward their invoices directly to you for payment. For administrative ease, however, we may advance payment to the third-party provider and include the charge on our invoice to you, with no markup for handling. We will retain and not allocate to clients relatively insignificant discounts we receive for prompt payment or volume usage. For patent, trademark and other matters that may involve significant third-party payments, you may be required to maintain a minimum balance in a trust account to fund such payments. You will be advised of any such requirements, and we will not be obligated to request or pay for third-party services not fully covered by such deposits.

We will also charge you for certain internal services we provide in connection with our legal services. As noted below, because we both invest in specialized equipment and commit to long-term contracts with computer research vendors (such as Westlaw), long-distance telephone carriers, and others, we achieve savings in exchange for guaranteed payment, usage or other obligations undertaken at our risk. This allows us to charge our clients for certain computer research services and most long-distance telephone calls at rates discounted below standard rates. However, the payments we receive from clients for these services may exceed our total payments to the vendors. This excess is used to partially offset the costs we incur for related equipment and personnel and the risks we assume in entering into these contracts.

We currently charge specific internal costs in the following manner:

- 1. Photocopying, Printing, and Facsimile.** In our U.S. offices, clients are charged ten cents per page for photocopying. These charges are higher in our non-U.S. offices. We do not charge for facsimiles sent or received.

- 2. Computer Research.** There is no extra charge to clients for our use of the firm's internal work product retrieval system. Clients are charged for computer-assisted research from outside services, other than many Westlaw Services, at the vendors' standard rates. For many services from Westlaw, our primary outside computer-research source, we are able to charge clients just 37% of Westlaw's standard rates as of 2012 because we committed to a long-term contract with monthly minimum payments. We may occasionally be able to pass along other discounted rates for computer-assisted research from outside sources when we can negotiate volume discounts.

3. Telecommunications. We do not charge for local calls or for any email communications. In the United States, where we have been able to install special equipment and negotiate volume discounts, we share our savings with clients by charging long-distance calls at 50% of the AT&T tariff for direct-dial long-distance calls, plus applicable taxes. In our non-U.S. offices, long-distance calls are charged at the carrier's tariff for such calls, plus applicable taxes. Credit card and cell phone calls necessitated by work on your matters are charged at our actual cost.

4. Mail/Messengers. In our larger offices, we may use firm messengers whenever appropriate to shorten delivery times and offer greater flexibility. Charges for such internal messengers are equal to or below rates charged by outside messengers for similar services. We do not charge for regular mail. Bulk mailings, packages, overnight deliveries, and special postal services are charged at our actual cost.

5. Overtime. Clients are charged for staff overtime, meals, and transportation only when (a) the client specifically requests after-hours effort or (b) the nature of the work necessitates overtime and such work could not have been done during normal work hours.

6. Document Services and Database Hosting. Certain matters, particularly large-scale litigation, may require optical character recognition ("OCR") services. We currently charge 5 cents per page for OCR. Clients may also require hosting and support of discovery databases. We currently charge \$10/GB per month to host discovery databases on internal firm servers.

Invoices and Payment. We typically bill monthly, and payment is due upon receipt of the invoice. Payment of an invoice will reflect your agreement to the amount charged on that invoice, and you must bring any misbilling or other charge that you believe is inappropriate to our attention within 45 days of presentation of the invoice. To the fullest extent permitted by law, you agree that we have an attorneys' lien (including, without limitation, in the results of our services) to secure payment of the obligations owed us and that we may take steps to inform others of any attorneys' lien rights we might have. For accounts not paid within 30 days of the invoice date, we add a late payment charge of 1% per month (or such lower rate as required by applicable law) on unpaid balances from the invoice date. Unless otherwise agreed upon, we may apply payments first to our own attorneys' fees and costs of collection, second to our late charges, third to our invoiced fees, and finally to our invoiced disbursement charges. Our election not to exercise any rights or not to require punctual performance of each provision of this agreement will not be construed as a waiver or relinquishment of our rights. We do not and cannot guarantee the outcome of any matter or particular results, and payment of our fees and disbursements is not conditioned on any particular outcome. If we are required to bring an action or proceeding to collect fees or disbursements due us, we will also be entitled to recover certain fees and costs. These include, but are not limited to, our own outside attorneys' fees, expert witness fees, other costs of collection billed to us, and the value of legal services Perkins Coie's own attorneys perform in analyzing or prosecuting a collection action if such circumstances arise on your account. You consent to venue and jurisdiction wherever we have an office with attorneys who worked on your behalf. Also, if we are required to testify, produce documents, or respond to other requests in connection with litigation or other proceedings commenced by third parties that relate to our representation of you, you will pay us our reasonable fees and costs incurred in connection with such activities. For matters handled by our New York lawyers, the client may have a right to arbitrate fee disputes under Part 137 of the Rules of the Chief Administrator of the New York Supreme Court, Appellate Division.

Insurance Coverage. You may have insurance policies relating to a matter for which you engage us that might cover, among other things, reimbursement of attorneys' fees and costs. If coverage is potentially available, including coverage for our fees and costs, your appropriate insurance company must be notified as soon as possible. We can advise you on the availability of insurance coverage only if you expressly and timely request that we do so, we do not have a conflict of interest, and we agree to undertake such additional work. You would then need to furnish us copies of all relevant insurance policies and related documents. Regardless whether, when, and to what the extent insurance coverage might be available to reimburse all or a portion of our fees and costs, you nevertheless remain primarily obligated for amounts owed us, including any late charges that accrue during any delay in payment by others.

Advance Payments and Estimates. We may require advance payments before working or continuing work on a matter. Of course, the amount of work we are called upon to perform may subsequently exceed our prior expectations. Regardless of whether you make an advance payment, you agree that any budget, estimate, or similar range for potential charges is nothing more than a forecast based on then-current assumptions, and any such forecast may be high or low due to changed or unforeseen circumstances. We reserve the right, as a condition of providing additional services, to require an increase in any advance payment.

Legal Service Provider. We provide strictly legal services to you in connection with this agreement. You are not relying on us for any services other than legal services, and we are specifically not providing any business, investment, insurance, or accounting advice or any investigation of the character or credit of persons with whom you may be dealing.

Identity of Client. You confirm that we are being engaged by you and not any of your subsidiaries, affiliates, equityholders, employees, members of your family, or other persons (collectively, "Affiliates"), unless we separately and explicitly undertake such representation. You also expressly confirm that, as our representation is limited to you and does not include acting as counsel for your Affiliates, we may represent other clients adverse to your Affiliates without disclosing those matters to you or obtaining your consent. If in the future we agreed to expand our representation of you to include one or more of your Affiliates, you, and Affiliate(s), agree that the terms, conditions and consents contained in our engagement letter with you will apply to such representation(s).

Conflicts of Interest. We have performed a search of our other clients to determine whether representing you might create a potential conflict of interest with any other clients. That check was done using your name and any other names you gave us. Please inform us immediately if you use other names or have affiliated companies that we should enter into our conflicts system.

Cooperation/Reliance on Accurate Information. To enable us to represent you effectively, you will cooperate fully with us in your matter(s). You and your agents will fully and accurately disclose to us all facts and documents that may be relevant to a matter we undertake or which we may otherwise request. This information will form the basis of our legal advice.

Email Communication Disclaimer. Many of our legal professionals receive hundreds of email messages per day (in addition to spam). Although email is an efficient method for many communications, it can also be delayed in transit or otherwise missed (e.g., blocked by our anti-spam software). You cannot assume that each email message copied or sent to one of our legal professionals was actually opened and read by him or her unless you receive a non-automated reply message indicating that he or she read the substance of your message.

Termination of Services. We retain the right to cease performing legal services and to terminate our legal representation for any reason consistent with ethical rules, including conflicts of interest or your failure to pay our legal fees and expenses when due. Our representation in any matter will also cease on completion of our work on that matter unless you ask us to perform additional work that we agree to undertake. Performing additional services for you on the same or any other matter is subject to these terms and conditions, our mutual concurrence and clearance of conflicts, if any. We are unable to assure you that matters for other clients will not conflict us out of additional matters you might later ask us to undertake. On completion of a matter, we may close our files and, absent a specific written undertaking to do so, will not thereafter be obligated to docket milestones, make additional or continuation filings, pursue appeals, take other steps on your behalf on the matter, or monitor or advise you with respect to changes in the law or circumstances that might bear upon or adversely affect the completed matter. If you wish to have us return material from your files after the conclusion of a particular matter, we will provide you such material at your request and expense. We will have no obligation to retain client files more than one year after the conclusion of a particular matter or our representation. Our representation of you will be deemed concluded at the time that we have rendered our final bill for services on the matter described in our engagement letter or any such additional matters that are clearly undertaken by us. Whether we will undertake any further matters and form an attorney-client relationship again will depend upon your request, our performance of a conflicts check and our expression to you of our willingness to accept any further matters.

Alliances/Other Counsel. Many of our clients also have international or other legal needs we cannot fulfill. This causes us from time to time to establish ongoing working relationships or strategic alliances with law firms in other jurisdictions. While our close relationships with our legal colleagues at these firms have helped us provide coordinated representation for many of our clients, these firms (and other firms we may recommend to our clients) are separate from and independent of Perkins Coie. We do not share personnel or fees, do not have common operations beyond occasional joint seminars and presentations, and must check any other firm's conflicts of interest before that firm's lawyers may jointly represent any of our clients. Under rules in certain jurisdictions where we practice, we must advise you that you may consult independent counsel to advise you regarding these documents governing our relationship, and we encourage you to do so if you like. Also, you retain the right to consult with independent counsel at any time while we represent you. However, we are not responsible for any advice an independent counsel may give you, and such consultation will be entirely at your expense.

Questions. We endeavor to deliver legal services effectively and efficiently and to render accurate and understandable billings. Please direct any questions about services or billing practices to your client service lawyer. Questions regarding the billing or payment status of your account may also be directed to the Client Accounting Department in our Seattle office at 1-800-261-3143 (206-359-3143 in the Seattle area).

