



CITY COUNCIL AGENDA

Council Chambers, 865 SE Barrington Drive

July 5, 2016

6:00 PM

CALL TO ORDER

Invocation - Led by Jim Cutter, Pastor of Church on the Rock

Pledge of Allegiance - Led by Mayor Severns

Excuse Absent Councilmembers

1. APPROVAL OF AGENDA

2. PRESENTATIONS

- a. Proclamations
- b. Honors & Recognitions
- c. Community Presentations

3. CITIZEN COMMENT PERIOD

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

4. CONSENT AGENDA

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

Consent Items

- a. Minutes of the June 7, 2016 Regular Meeting and Special Meeting held June 15, 2016
- b. Approval of Payroll and Accounts Payable Vouchers
- c. Ordinance No. 1765: Budget Amendment 2016 Beginning Fund Balances
- d. Ordinance No. 1769: Amending OHMC 2.29.010 - Increasing the Arts Commission Membership from Seven (7) to Nine (9) Members
- e. Ordinance No. 1774: City Petty Cash and Change Fund Policy Amendment

- f. Resolution 16-19: Whidbey Pedestrian Crossing - Relinquishing Transportation Alternative Program Grant Funds
- g. Appointment: Park Board, Position 2 - Tom Tveit
- h. Appointment: Marina Advisory Board, Position 2 - Steve Hucke
- i. Appointment: Community Police Advisory Board, Position 9 - Robert Olson
- j. Reappointment: Arts Commission, Position 8 - K.C. Pohtilla
- k. Reappointment: Parks Board, Position 3 - K.C. Pohtilla
- l. Reappointment: Arts Commission, Position 3 - Kit Christopherson
- m. Pool and Billiards License Application - "The Loakal Public House"
- n. Marina Convenience Store Vendor Agreement "On De Hook"
- o. Contract Amendment #1: PFM Financial Services
- p. Approval of Terms of Settlement of PERC #27017-U-15-6894
- q. Surplus Authorization-Honda Motorcycles

5. STAFF, MAYOR & COUNCIL COMMENTS

- a. City Administrator
 - i. Clean Water Facility Project Update
 - ii. 2016 Whidbey Island Marathon Post-event Report - Elks Lodge, Race Director
- b. Mayor
- c. Councilmembers

6. PUBLIC HEARINGS & MEETINGS

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

- a. Quasi-judicial Hearing - Nightclub Regular License Request - "The Loakal Public House"

7. ORDINANCES & RESOLUTIONS

- a. Ordinance No. 1775: City Credit Card Policy Amendment

8. CONTRACTS & AGREEMENTS

- a. Purchase Authorization-Vactor Trucks

9. OTHER ITEMS FOR CONSIDERATION

- a. Recommended Location for the Fire Station
- b. Create New Lieutenant's Position for the Fire Department

10. REPORTS & DISCUSSION ITEMS

- a. None

11. EXECUTIVE SESSION

- a. None

ADJOURN

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

City of Oak Harbor
City Council Agenda Bill

Bill No. C/A 4.a
Date: July 5, 2016
Subject: Minutes of the June 7, 2016
Regular Meeting and Special
Meeting held June 15, 2016

FROM: Administration

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- ⊙ Bob Seaverns, Mayor
- ⊙ Doug Merriman, City Administrator
- ⊙ Patricia Soule, Finance Director
- ⊙ Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

Approve minutes as presented.

BACKGROUND / SUMMARY INFORMATION

LEGAL AUTHORITY

FISCAL IMPACT

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

ATTACHMENTS

1. [6/07/2015 Regular Meeting Minutes](#)
2. [6/15/2016 Special Meeting Minutes](#)

Oak Harbor City Council
Regular Meeting Minutes
June 7, 2016

CALL TO ORDER

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

ROLL CALL

City Council Present:

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

Staff Present:

City Administrator Dr. Merriman
City Attorney Nikki Esparza
Finance Director Patricia Soule
Public Works Director Cathy Rosen
Development Services Director Steve Powers
City Engineer Joe Stowell
Project Engineer Brett Arvidson
Senior Planner Cac Kamak
Chief of Fire Ray Merrill
Fire Deputy Chief Mike Buxton
Economic Development Director Barbara Spohn
Senior Services Administrator Mary Anderson
Executive Assistant to City Administrator Nikki Tesch
City Clerk Anna Thompson

INVOCATION

Reverend Jon Draskovic of the Whidbey Presbyterian Church provided the invocation, and then Mayor Severns led the pledge of allegiance.

APPROVAL OF AGENDA

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

PRESENTATIONS

Proclamation in Recognition of Pride Month – June 2016

Councilmember Hizon read the Proclamation in Recognition of Pride Month.

Fire Department Recognition – National Association of Fire Investigators Award

Mayor Severns acknowledged Fire Chief Ray Merrill for receiving the National Association of Fire Investigators Award and presented Chief Merrill with a fleece and certificate.

CITIZEN COMMENT PERIOD

Mayor Severns opened the Citizen Comment Period at 6:11 p.m.

Citizens Speaking

Franji Christian
Peggy Gibson

After public comments were given, the comment period was closed at 6:19 p.m.

CONSENT AGENDA

- a. Minutes of the Regular City Council Meeting held on May 17, 2016 and the Workshop held May 25, 2016
- b. Approval of Accounts Payable and Check Numbers
- c. Ordinance No. 1770 International Building Code and Ordinance No. 1771 International Fire Code
- d. Appointment: Community Police Advisory Board, Position 8 – Sara Hackley

Mayor Severns: If there is no objection, the Consent Agenda will be adopted as presented.

There were no objections.

STAFF, MAYOR & COUNCIL COMMENTS

City Administrator

City Administrator Dr. Merriman announced that the Council Retreat is tentatively scheduled for June 27, 2016.

Dr. Merriman introduced the latest new hires at the City. The new Human Resources Director Emma House will be starting within the next few weeks. Terry Gallagher, our Interim Police Department Administrator, began work last week.

The Council's last meeting in June will be held on June 15th from 2:00 – 5:00 p.m., combining the Regular and Workshop meetings and noticed as a Special meeting to accommodate the 2016 Annual AWC Conference.

Clean Water Facility Project Update by City Staff

City Engineer Joe Stowell provided the Council with an update on the Clean Water Facility Project.

Councilmembers commented on the progress of the Clean Water Facility.

Mayor

Mayor Severns announced that the City of Oak Harbor earned the 2016 AWC Well City Award, which will save the City 2% in total insurance premium fees. He then announced a potential cost-savings idea from a City Employee, and thanked staff for their work and suggestions to improve the City.

Councilmembers

Mayor Pro Tem Paggao commented on a letter from a citizen.

Councilmember Campbell announced that he will not be able to attend the AWC Conference.

Councilmember Munns commented on the AWC Conference in June.

Councilmember Servatius followed up regarding scheduling the Council Retreat. He then asked to move forward with a decision on the Legislative Management Program.

Council Wasinger will not be able to attend the June 15th Special Council Meeting.

Councilmember Hizon agreed with Councilmember Servatius to move forward on a decision regarding the Granicus software. She thanked Fire Chief Ray Merrill for his superior service to the City.

PUBLIC HEARINGS & MEETINGS

Ordinance No. 1768: 2016 Update to the Comprehensive Plan and Development Regulations Update & Resolution 16-18: Approving an Extension of Time for the Critical Areas Ordinance Approval – No Action

Development Services Director Steve Powers and Senior Planner Cac Kamak presented the staff report.

Mayor Severns opened the public hearing at 7:00 p.m., no public comments, closed at 7:00 p.m.

Councilmembers asked follow-up questions.

This public hearing will be continued to the June 15th Special Meeting. No action was taken on Ordinance No. 1768.

ORDINANCES & RESOLUTIONS

Resolution 16-15: Windjammer Park Integration Plan Approval
Development Services Director Steve Powers presented the staff report.

Mayor Severns opened the item for public comment at 7:27 p.m., no public comments

Citizen Comments

Carla Freund
Skip Pohtilla
Franji Christian
Hal Hovey
Peggy Gibson

The comment period was closed at 7:34 p.m.

Questions and comments from the Council.

Resolution 16-15: Windjammer Park Integration Plan Approval

Motion: Councilmember Servatius moved to approve Resolution 16-15 adopting the Windjammer Park Integration Plan. The Motion was seconded by Councilmember Munns, and the motion passed by unanimous vote.

EXECUTIVE SESSION

At 8:09 p.m. the Mayor announced a thirty (30) minute recess to discuss Pending Litigation pursuant to RCW 42.30.110 (i) in Executive Session.

The Mayor reconvened the meeting at 8:39 p.m. At 8:39 p.m. the Mayor extended the executive session for five (5) minutes.

The Mayor reconvened the meeting at 8:44 p.m. No action was taken during Executive Session.

ADJOURN

Motion: Councilmember Munns moved to adjourn, seconded by Councilmember Servatius, unanimously approved.

Meeting adjourned at 8:45 p.m.

Anna M. Thompson, City Clerk

Oak Harbor City Council
Special Meeting Minutes
June 15, 2016

CALL TO ORDER

Mayor Bob Severns called the meeting to order at 2:00 p.m.

ROLL CALL

City Council Present:

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

Staff Present:

City Administrator Dr. Merriman
Finance Director Patricia Soule
City Attorney Nikki Esparza
Public Works Director Cathy Rosen
Development Services Director Steve Powers
City Engineer Joe Stowell
Senior Planner Dennis Lefevre
Senior Planner Cac Kamak
Chief of Fire Ray Merrill
Finance Director Patricia Soule
Economic Development Director Barbara Spohn
Assistant to the Mayor Deanna Emery
City Clerk Anna Thompson

Councilmember Wasinger was absent.

1. CONSENT AGENDA

- a. Approval of Special Event Permit – Alcohol in Park for 4th of July Celebration by the Chamber of Commerce
- b. Approval of Special Event Permit – Crab Cakes and Cocktails – Chamber
- c. Approve the Professional Services Agreement for the Sleeper Pit Appraisal
- d. Bridge Hangers for Deception Pass – Authorization to Bid
- e. Interlocal Agreement - Acceptance of Washington State Military Dept. Homeland Security Grant #E16-174 (Stone Garden Grant)

Mayor Severns: Unless there is an objection, the Consent Agenda will be adopted as presented.

There were no objections and the Consent Agenda was adopted as presented.

2. PUBLIC HEARINGS AND OTHER ACTIONABLE ITEMS

- a. Ordinance No. 1768: 2016 Update to the Comprehensive Plan and Development Regulations Update & Resolution 16-18: Approving an Extension of Time for the Critical Areas Ordinance Approval – *Adoption*

Senior Planner Cac Kamak introduced the item for discussion.

Mayor Severns opened the public hearing at 2:03 p.m., no comments, closed at 2:03 p.m.

No discussion from the Council.

Motion: Councilmember Servatius moved to adopt Ordinance No.1768 adopting the 2016 Comprehensive Plan. Motion seconded by Councilmember Campbell, unanimously approved.

Motion: Councilmember Servatius moved to adopt Resolution No.16-18 approving the time extension to complete amendments to the critical area regulations as found in OHMC Title 20. Seconded by Councilmember Munns, unanimously approved.

b. Appoint Three (3) Voting Delegates for the AWC Business Meeting

Mayor Pro Tem Paggao, Councilmember AlMBERG, and Councilmember Munns volunteered to serve as the voting delegates at the 2016 AWC Annual Business Meeting.

3. DEPARTMENTAL BRIEFINGS

City Administrator Dr. Merriman announced that today is Mayor Severns' birthday.

a. Whidbey Island Marathon Discussion – Admin

Dr. Merriman provided financial statistics regarding the latest financial statement for the Whidbey Island Marathon.

Discussion from the Councilmembers regarding options moving forward with the Marathon. Councilmembers favored contracting out the entire event through a Request for Proposals.

b. Discussion regarding implementation of Portland Loo – PW

Cathy Rosen, Director of Public Works, presented this item on power point as requested by Council at the April 5, 2016 Regular Council Meeting.

Discussion among Council.

c. Whidbey Avenue Crosswalk – ENG/PW

City Engineer Joe Stowell presented the Whidbey Avenue Crosswalk item for discussion.

Discussion among Council.

d. WSDOT Sharpes Corner Project – ENG

Joe Stowell presented this item for discussion.

Brief comments from Council and Staff.

e. Fire Department Feasibility Study Update – FD

Fire Chief Ray Merrill presented the staff report.

Discussion among Council and Staff.

4. PENDING AGENDA ITEMS

a. Create New Position – Fire Department Lieutenant (7/05) – FD

Fire Chief Ray Merrill presented the staff report.

Discussion among Council and Staff.

b. Arts Commission – Code Amendment to Increase Membership (7/05) – DS

Senior Planner Cac Kamak provided information regarding the proposed Code Amendment.

Question from Councilmember Hizon regarding membership.

Mayor Severns thanked the volunteers who currently serve on the City Boards and Commissions. He also recognized City employees who work together with our citizens to improve our local government.

ADJOURN

Meeting adjourned at approximately 4:48 p.m.

Anna M. Thompson, City Clerk

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

Bill No. C/A 4.b
Date: July 5, 2016
Subject: Approval of Payroll and
Accounts Payable Vouchers

FROM: Patricia Soule, Director of Finance

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- ⊙ Bob Severns, Mayor
- ⊙ Doug Merriman, City Administrator
- ⊙ Patricia Soule, Finance Director
- ⊙ Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

I move to approve:

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

BACKGROUND / SUMMARY INFORMATION

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

The following Voucher and Check Numbers are submitted for approval:

Accounts Payable Voucher Numbers:

- Voucher Numbers 166782 - 167105 in the amount of \$2,732,549.40.

Payroll Check Numbers:

- Direct Deposit check numbers 38239-38535
- EFT check numbers 813-820.
- Payroll check numbers 98929-98994.

LEGAL AUTHORITY

FISCAL IMPACT

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

ATTACHMENTS

1. [Voucher Listing \(1\)](#)
2. [Voucher Listing \(2\)](#)
3. [Voucher Listing \(3\)](#)

Voucher List
City of Oak Harbor

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
166782	6/8/2016	0008244 APPLETON, THOMAS	Ref000234620		UB Refund Cst #00162532	167.54
					Total :	167.54
166783	6/8/2016	0008245 BLAS, TERESA	Ref000234621		UB Refund Cst #00162593	183.66
					Total :	183.66
166784	6/8/2016	0008255 BURGESS, CINDY	Ref000234634		UB Refund Cst #00169359	165.18
					Total :	165.18
166785	6/8/2016	0008256 CONNERS, DAVID	Ref000234635		UB Refund Cst #00120219	185.88
					Total :	185.88
166786	6/8/2016	0008252 COUSINS, CHARLOTTE	Ref000234630		UB Refund Cst #00166931	136.90
					Total :	136.90
166787	6/8/2016	0008257 DEGUZMAN, MARYANN	Ref000234636		UB Refund Cst #00121453	125.12
					Total :	125.12
166788	6/8/2016	0008243 DOBY, ROBERT	Ref000234619		UB Refund Cst #00162442	187.63
					Total :	187.63
166789	6/8/2016	0008246 GOULET, ARICA	Ref000234622		UB Refund Cst #00162690	71.59
					Total :	71.59
166790	6/8/2016	0008247 GRAF, HEIDI	Ref000234623 Ref000234624		UB Refund Cst #00163725 UB Refund Cst #00163725	43.54 29.32
					Total :	72.86
166791	6/8/2016	0008253 HAGGERTY, MICHAEL	Ref000234631		UB Refund Cst #00166981	137.97
					Total :	137.97
166792	6/8/2016	0001494 HOMES FOR RENT	Ref000234633		UB Refund Cst #00169124	15.14
					Total :	15.14
166793	6/8/2016	0008249 HUDSON PROPERTY MANAGEMENT	Ref000234626		UB Refund Cst #00163940	88.19
					Total :	88.19

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
166794	6/8/2016	0008260 KONOPIK, JIM	Ref000234640		UB Refund Cst #00127094	237.75
					Total :	237.75
166795	6/8/2016	0008250 KOSAKOWSKI, RANDIE	Ref000234627		UB Refund Cst #00164360	117.34
					Total :	117.34
166796	6/8/2016	0008242 KYLE, KIMBERLEY	Ref000234618		UB Refund Cst #00161671	125.12
					Total :	125.12
166797	6/8/2016	0008241 LANG, LEANN	Ref000234617		UB Refund Cst #00150597	77.14
					Total :	77.14
166798	6/8/2016	0008240 LOUIS C LOGAN ESTATE	Ref000234616		UB Refund Cst #00147573	14.22
					Total :	14.22
166799	6/8/2016	0008251 SANTIAGO, FRANCISCO	Ref000234629		UB Refund Cst #00165365	132.60
					Total :	132.60
166800	6/8/2016	0008248 SPEERS, JEREMY	Ref000234625		UB Refund Cst #00163815	137.56
					Total :	137.56
166801	6/8/2016	0008238 SWITTS, GLENN OR AMY	Ref000234614		UB Refund Cst #00129992	15.16
					Total :	15.16
166802	6/8/2016	0001365 TARA PROPERTIES	Ref000234628		UB Refund Cst #00165215	128.30
					Total :	128.30
166803	6/8/2016	0006783 TREVETT, CHAD OR RENA	Ref000234639		UB Refund Cst #00125973	25.00
					Total :	25.00
166804	6/8/2016	0008258 VANBIBBER, DIANA	Ref000234637		UB Refund Cst #00122875	45.20
					Total :	45.20
166805	6/8/2016	0008254 WEBB, ROXANE	Ref000234632		UB Refund Cst #00167749	130.82
					Total :	130.82
166806	6/8/2016	0008259 WILLIAMS, JESSE OR JUDY	Ref000234638		UB Refund Cst #00123454	330.29
					Total :	330.29

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
166807	6/8/2016	0008239 WILLIAMS, ROBERT OR TANYA	Ref000234615		UB Refund Cst #00142474	36.37	
Total :						36.37	
26 Vouchers for bank code :		bank				Bank total :	3,090.53
26 Vouchers in this report						Total vouchers :	3,090.53

Voucher List
City of Oak Harbor

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
166808	6/9/2016	0000066 AWC EMPLOYEES BENEFITS TRUST	060816		PREMIUMS	40.27
					Total :	40.27
166809	6/9/2016	0000860 STANDARD INSURANCE COMPANY	053116		LONG TERM DISABILITY	4,586.33
					Total :	4,586.33
166810	6/15/2016	0007449 A-1 PERFORMANCE, INC	25179		APR 2016 JANITORIAL SERVICES	506.55
			25359		MAY 2016 JANITORIAL SERVICES	3,066.58
			25385		MAY 2016 JANITORIAL SERVICES	506.55
					Total :	4,079.68
166811	6/15/2016	0000005 A-1 TOWING	57287		TOWING SERVICES	193.49
					Total :	193.49
166812	6/15/2016	0007646 AGENDEASE, INC	20160109		JUNE 2016 MONTHLY LICENSE	199.00
					Total :	199.00
166813	6/15/2016	0000424 ALL BATTERY SALES AND SERVICE	557694		BATTERIES	59.32
					Total :	59.32
166814	6/15/2016	0007320 ALLIED 100	693588		PEDIATRIC PADS/CPR BARRIER	570.00
					Total :	570.00
166815	6/15/2016	0005024 ALMBERG, RICHARD	TRAVEL ADVANCE		TRAVEL ADVANCE	162.00
					Total :	162.00
166816	6/15/2016	0006984 AMERICAN PETROLEUM	2812060216		USED OIL	609.26
					Total :	609.26
166817	6/15/2016	0000042 ANACORTES, CITY OF	900-9080-00		MAY 2016 WATER PURCHASED	157,541.00
			901-9080-01		MAY 2016 WATER PURCHASED	1,674.29
			901-9080-02		MAY 2016 WATER PURCHASED	14,178.52
					Total :	173,393.81
166818	6/15/2016	0005001 ARAMARK	1988530019		UNIFORM SERVICES	19.94
			1988530020		UNIFORM SERVICES	28.47
			1988536617		UNIFORM SERVICES	24.69

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
166818	6/15/2016	0005001 ARAMARK	(Continued)			
			1988536618		UNIFORM SERVICES	14.63
			1988536619		UNIFORM SERVICES	19.10
			1988536620		UNIFORM SERVICES	18.15
			1988536621		UNIFORM SERVICES	22.35
			1988536622		UNIFORM SERVICES	43.02
			1988536623		UNIFORM SERVICES	10.87
			1988540995		UNIFORM SERVICES	16.59
			1988540998		UNIFORM SERVICES	19.94
			1988540999		UNIFORM SERVICES	28.47
			1988547459		UNIFORM SERVICES	24.69
			1988547460		UNIFORM SERVICES	14.63
			1988547461		UNIFORM SERVICES	19.10
			1988547462		UNIFORM SERVICES	18.15
			1988547463		UNIFORM SERVICES	22.35
			1988547464		UNIFORM SERVICES	43.02
			1988547465		UNIFORM SERVICES	10.87
			1988551816		UNIFORM SERVICES	19.94
			1988551817		UNIFORM SERVICES	28.47
			1988558278		UNIFORM SERVICES	24.69
			1988558279		UNIFORM SERVICES	14.63
			1988558280		UNIFORM SERVICES	19.10
			1988558281		UNIFORM SERVICES	22.62
			1988558282		UNIFORM SERVICES	22.35
			1988558283		UNIFORM SERVICES	43.02
			1988558284		UNIFORM SERVICES	10.87
			1988562621		UNIFORM SERVICES	16.59
			1988562624		UNIFORM SERVICES	19.94
			1988562625		UNIFORM SERVICES	28.47
			1988569100		UNIFORM SERVICES	24.69
			1988569101		UNIFORM SERVICES	14.63
			1988569102		UNIFORM SERVICES	19.10
			1988569103		UNIFORM SERVICES	18.46
			1988569104		UNIFORM SERVICES	22.35
			1988569105		UNIFORM SERVICES	43.02
			1988569106		UNIFORM SERVICES	10.87
			1988573455		UNIFORM SERVICES	21.53

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
166818	6/15/2016	0005001 ARAMARK	(Continued) 1988573456		UNIFORM SERVICES	28.47
					Total :	892.84
166819	6/15/2016	0000053 ARROW PEST CONTROL, INC	168045		PEST CONTROL	108.70
					Total :	108.70
166820	6/15/2016	0004019 ASSOCIATED PETROLEUM PRODUCTS	0920514-IN		FUEL	7,501.42
					Total :	7,501.42
166821	6/15/2016	0000159 AT&T MOBILITY	287249477751X0524201		AIRCARDS	133.05
					Total :	133.05
166822	6/15/2016	0000065 AVOCET ENVIRONMENTAL TESTING	1601440-IN 1601752-IN		TESTING TESTING	122.00 105.00
					Total :	227.00
166823	6/15/2016	0008261 BAILEY, ROBERT	EXP REIMB		EXP REIMB	24.00
					Total :	24.00
166824	6/15/2016	0004733 BARRON HEATING & AIR COND, INC	178518 178519 178520 178521 178522		BUILDING REPAIRS FULL MAINTENANCE FULL MAINTENANCE FULL MAINTENANCE FULL MAINTENANCE	182.62 460.81 445.81 275.42 1,140.32
					Total :	2,504.98
166825	6/15/2016	0000082 BAYSHORE OFFICE PRODUCTS, INC	0675690-001		GUEST CHAIR	356.10
					Total :	356.10
166826	6/15/2016	0006273 BLODGETT, MARGE	1		TRAVEL REFUND	80.00
					Total :	80.00
166827	6/15/2016	0008268 BLUE, MARY FRANCIS	1		TRAVEL REFUND	10.00
					Total :	10.00
166828	6/15/2016	0002551 BOS, BRYON	060316		WELLNESS INCENTIVE	20.00

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
166828	6/15/2016	0002551 0002551 BOS, BRYON			(Continued)	Total : 20.00
166829	6/15/2016	0001558 BOUND TREE MEDICAL, LLC	82165427 82169155		BANDAGES/GLOVES/EXTRICATION CO SAFETY GLASSES	248.55 89.35 Total : 337.90
166830	6/15/2016	0003097 BOYER, TALLIE	060316		WELLNESS INCENTIVE	20.00 Total : 20.00
166831	6/15/2016	0000137 BRIM TRACTOR COMPANY	IM88593		BREATHER/WRENCH/SEAL/GAUGE	293.54 Total : 293.54
166832	6/15/2016	0000131 BROADVIEW APPLIANCE	35477		FAN MOTOR	47.83 Total : 47.83
166833	6/15/2016	0007926 BROWN, MICHAEL	060316		WELLNESS INCENTIVE	20.00 Total : 20.00
166834	6/15/2016	0000176 BUD CLARY	6015 6027		VEHICLE/44/20 VEHICLE/10	27,920.19 27,920.19 Total : 55,840.38
166835	6/15/2016	0000627 CAPITAL ONE COMMERCIAL	1030929 1049252 1058690		SUPPLIES SUPPLIES SUPPLIES	611.72 497.29 1,027.89 Total : 2,136.90
166836	6/15/2016	0008235 CARLETTI ARCHITECTS, PS	9557		PROF SVC/OAK HARBOR FIRE STATIOI	34.50 Total : 34.50
166837	6/15/2016	0006215 CAROLLO	0148915		PROF SVC/WASTEWATER TREATMENT	273,793.40 Total : 273,793.40
166838	6/15/2016	0005889 CASCADE RECREATION, INC	7257		WASTE BAGS	253.34 Total : 253.34
166839	6/15/2016	0007943 CAUFFMAN, GIDEON	060316		WELLNESS INCENTIVE	20.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
166839	6/15/2016	0007943 0007943 CAUFFMAN, GIDEON	(Continued)			Total : 20.00
166840	6/15/2016	0005773 COMCAST	8498300271046803		INTERNET	241.38
						Total : 241.38
166841	6/15/2016	0000197 CONCRETE NORWEST	1472038		CY 0155A	97.55
						Total : 97.55
166842	6/15/2016	0000220 CUMMINS NORTHWEST, INC	001-8001 001-8003 001-8027 001-8424 002-23973		KIT/VALVE HEAD/KIT PUMP/THERMOSTAT GASKET/SEAL/ISOLATOR HEAD	1,377.85 957.60 245.47 271.47 757.61
						Total : 3,610.00
166843	6/15/2016	0008263 CURTIS BLUE LINE	INV30391		UNIFORM ITEMS	477.32
						Total : 477.32
166844	6/15/2016	0000222 CUSTOM ENGRAVING	16-481		OAK LEAF PLAQUE NORDSTRAND	54.35
						Total : 54.35
166845	6/15/2016	0007908 CXTEC	6829415		RAPIDCARE COVERAGE	1,061.65
						Total : 1,061.65
166846	6/15/2016	0000256 DAY WIRELESS SYSTEMS	408982 413654		RADIO REPAIR RADIO MAINTENANCE	376.32 173.60
						Total : 549.92
166847	6/15/2016	0000247 DIAMOND RENTALS	1-500608-53 1-500619-53 1-509920-37 1-533127-5 1-533144-6 1-534324-3 1-534325-3 1-534626-2 1-534627-2 1-534629-2		PORTABLES PORTABLES PORTABLES PORTABLES PORTABLES PORTABLES PORTABLES PORTABLES PORTABLES PORTABLES	60.00 60.00 60.00 60.00 60.00 60.00 60.00 210.00 270.00 60.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
166847	6/15/2016	0000247 DIAMOND RENTALS	(Continued)			
			1-534630-2		PORTABLES	60.00
			1-534631-2		PORTABLES	60.00
			1-534632-2		PORTABLES	60.00
			1-534633-2		PORTABLES	60.00
			1-534634-2		PORTABLES	60.00
			1-536653		CAN PUMPING	150.00
			1-537222		BACKHOE	304.36
			1-537873		PORTABLES	270.00
					Total :	1,984.36
166848	6/15/2016	0000257 DUTCH MAID CLEANERS	1106		LAUNDRY SERVICES	7.34
					Total :	7.34
166849	6/15/2016	0000273 EDGE ANALYTICAL, INC	16-13150		TESTING	18.00
			16-13251		TESTING	475.00
					Total :	493.00
166850	6/15/2016	0008216 EFFICIENT COMMUNICATIONS, INC	21958		INSTALLATION AND SERVICES	13,997.30
					Total :	13,997.30
166851	6/15/2016	0008195 ELEMENT SOLUTIONS	16287		PROF SVC/SCENIC HEIGHTS OUTFALL	2,030.00
					Total :	2,030.00
166852	6/15/2016	0000394 EMPLOYERS UNITY, LLC	21650		3RD QTR UNEMPLOYMENT SERVICES	330.00
					Total :	330.00
166853	6/15/2016	0001666 ENVIRO-CLEAN EQUIPMENT	S16-060201		VALVE	145.48
					Total :	145.48
166854	6/15/2016	0007591 FACILITYDUDE.COM	R-106926		MAINTENANCE EDGE	1,533.98
					Total :	1,533.98
166855	6/15/2016	0006550 FAIRFIELD INN & SUITES BY	4337T00002725		HOTEL ACCOMMODATIONS/RODGERS	321.76
					Total :	321.76
166856	6/15/2016	0002900 FASTENAL	WAOAK23181		PART REST/WHL	38.21
			WAOAK23209		NUTS	21.27

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
166856	6/15/2016	0002900 FASTENAL	(Continued) WAOAK23230 WAOAK23379		NUTS HCS	-6.58 15.65 Total : 68.55
166857	6/15/2016	0000308 FEDERAL EXPRESS	5-431-00588		SHIPPING	209.82 Total : 209.82
166858	6/15/2016	0008122 FRONDOZO, KEVIN	060316		WELLNESS INCENTIVE	20.00 Total : 20.00
166859	6/15/2016	0000355 FRONTIER	279-0841 279-1060 675-1669 675-5190 679-2530 679-5551		CURRENT PHONE CHARGES CURRENT PHONE CHARGES CURRENT PHONE CHARGES CURRENT PHONE CHARGES CURRENT PHONE CHARGES CURRENT PHONE CHARGES	84.56 67.56 65.76 42.37 65.76 200.00 Total : 526.01
166860	6/15/2016	0000326 FRONTIER BUILDING SUPPLY	127215 127217		CEDAR CEDAR	359.58 -135.61 Total : 223.97
166861	6/15/2016	0000329 GALLS	005404539 005467563 005469933 005476306		BOOTS/ANEMA BOOTS/WALSTAD PANTS/MERRILL PANTS/MERRILL	168.47 152.17 81.51 81.51 Total : 483.66
166862	6/15/2016	0000330 GARDNER, TERI	EXP REIMB		EXP REIMB	50.00 Total : 50.00
166863	6/15/2016	0002767 GATEWAY CONTROLS, INC	2015811 2016057		SUPPORT RENEWAL DOOR REPAIRS	190.23 1,197.78 Total : 1,388.01
166864	6/15/2016	0000349 GRAINGER	9116892184 9117540378		SDS BINDER SINK PUMP SYSTEM/SINK	146.42 594.04

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
166864	6/15/2016	0000349 GRAINGER	(Continued) 9119796028 9123206394		SDS BINDER WELDING GLOVES/SAFETY GLASSES	73.21 180.91
					Total :	994.58
166865	6/15/2016	0008083 GRAPHIC PRODUCTS, INC	2462471-IN		WHITE PREM/STRIPE/OUTDOOR	1,482.22
					Total :	1,482.22
166866	6/15/2016	0000345 GREATER OAK HBR CHAMBER OF COM	052716 060116 060716		COPIES REIMBURSEMENT INDEX NEWSPAPERS	18.26 8,333.34 880.00
					Total :	9,231.60
166867	6/15/2016	0002747 GUARDIAN SECURITY	662275		FIRE SYSTEM SERVICE/SWITCH	487.49
					Total :	487.49
166868	6/15/2016	0006590 HAFFNER, OTTO	060316		WELLNESS INCENTIVE	20.00
					Total :	20.00
166869	6/15/2016	0007236 HAMMOND, JACOB	060316		WELLNESS INCENTIVE	20.00
					Total :	20.00
166870	6/15/2016	0005311 HB JAEGER COMPANY, LLC	47510/2		RPR CLMP	439.94
					Total :	439.94
166871	6/15/2016	0000323 HD FOWLER COMPANY	I4214683 I4223082		NOZZLES BATTERY CONTROLLER	1,092.00 1,269.34
					Total :	2,361.34
166872	6/15/2016	0000382 HELTSLEY, RAY	EXP REIMB		EXP REIMB	314.70
					Total :	314.70
166873	6/15/2016	0001251 HEWLETT-PACKARD COMPANY	57265021		COMPUTER	1,031.56
					Total :	1,031.56
166874	6/15/2016	0006629 HIZON, TARA	TRAVEL ADVANCE		TRAVEL ADVANCE	162.00
					Total :	162.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
166875	6/15/2016	0007709 HOFFMAN CONSTRUCTION COMPANY	CWFC13		PROF SVC/CLEAN WATER FACILITY	1,314,504.35
Total :						1,314,504.35
166876	6/15/2016	0003095 HOME DEPOT CREDIT SERVICES	591887		HINGES/NIPPLES	10.92
			5970122		208 HENRY	17.27
			6020217		COUPLER/PLUGS/HOSE	67.07
			8130763		2X12-8 HF	9.03
			9131210		FILTER	32.61
Total :						136.90
166877	6/15/2016	0005250 HONEYMOON BAY COFFEE ROASTERS	169470		COFFEE SUPPLIES	93.22
			169590		COFFEE SUPPLIES	93.22
			169661		COFFEE SUPPLIES	47.11
Total :						233.55
166878	6/15/2016	0000392 HUBBARD, SCOTT	060316		WELLNESS INCENTIVE	20.00
Total :						20.00
166879	6/15/2016	0000396 I-COM	16-UFQ3-6		3RD QTR 2016 MEMBER FEES	7,469.51
			16-UFQ3-8		3RD QTR 2016 USER FEES	94,688.93
Total :						102,158.44
166880	6/15/2016	0000417 INDUSTRIAL BOLT & SUPPLY	617962-1		PIN/PLUGS/WEDGES	526.20
Total :						526.20
166881	6/15/2016	0000418 INDUSTRIAL TRAINING SERVICE	050416		FORKLIFT OPERATOR SAFETY TRAINII	1,350.00
Total :						1,350.00
166882	6/15/2016	0004410 ISLAND COUNTY PUBLIC HEALTH	1608		HEPATITIS IMMUNIZATIONS	210.00
Total :						210.00
166883	6/15/2016	0000410 ISLAND COUNTY SOLID WASTE	053116		MAY 2016 TIPPING FEES	78,778.58
Total :						78,778.58
166884	6/15/2016	0000411 ISLAND COUNTY TREASURER	060716		CRIME VICTIM COMPENSATION	227.40
Total :						227.40
166885	6/15/2016	0000412 ISLAND COUNTY TREASURER	060316		2ND QTR 2016 JOINT TOURISM	5,000.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
166885	6/15/2016	0000412 0000412 ISLAND COUNTY TREASURER	(Continued)			Total : 5,000.00
166886	6/15/2016	0005445 ISLAND DEFENSE, PLLC	018		MAY 2016 PUBLIC DEFENSE	10,000.00
						Total : 10,000.00
166887	6/15/2016	0000415 ISLAND DISPOSAL	050416 060116 060616 4370046		APR 2016 COLLECTION MAY 2016 RECYCLING MAY 2016 COLLECTION ANIMAL SHELTER	14,444.86 4,830.30 26,364.61 103.43
						Total : 45,743.20
166888	6/15/2016	0000433 ISLAND DRUG	1145030835800 1145081774300 1145081774500		INMATE MEDS INMATE MEDS INMATE MEDS	12.95 61.70 15.05
						Total : 89.70
166889	6/15/2016	0000441 ISLAND SYSTEMS	242007		WATER	15.30
						Total : 15.30
166890	6/15/2016	0000447 JAMESON, KEITH	EXP REIMB		EXP REIMB	150.00
						Total : 150.00
166891	6/15/2016	0000454 JET CITY EQUIPMENT RENTAL	21334		DUMPING	59.13
						Total : 59.13
166892	6/15/2016	0000491 LABOR & INDUSTRIES, WASHINGTON STATE	270884		INSPECTIONS	207.50
						Total : 207.50
166893	6/15/2016	0000494 LAKESIDE INDUSTRIES	5038904MB 5103875MB 5103876MB 5103888MB		ASPHALT ASPHALT ASPHALT ASPHALT	780.31 373.24 274.21 279.73
						Total : 1,707.49
166894	6/15/2016	0000889 LANGUAGE EXCHANGE	4		INTERPRETER SERVICES	358.31
						Total : 358.31
166895	6/15/2016	0004355 LEAVITT MACHINERY	J10556		SEAT ADJ KIT	223.86

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
166895	6/15/2016	0004355 0004355 LEAVITT MACHINERY	(Continued)			Total : 223.86
166896	6/15/2016	0005277 LEE, STEPHANIE	060316		WELLNESS INCENTIVE	20.00
						Total : 20.00
166897	6/15/2016	0000979 LES SCHWAB	41400250263		THRUST ANGLE ALIGNMENT	61.14
						Total : 61.14
166898	6/15/2016	0004502 LEXISNEXIS RISK SOLUTIONS	1404645-20160531		MAY 2016 MINIMUM COMMITMENT	54.35
						Total : 54.35
166899	6/15/2016	0000515 LOGGERS & CONTRACTORS, INC	00066356		GANNON/HOLES/BOLTS	441.26
						Total : 441.26
166900	6/15/2016	0001909 LONG, JAY	1		DRIVING SERVICES	105.00
			1		DRIVING SERVICES	120.00
						Total : 225.00
166901	6/15/2016	0000522 LUEHR, TOM	1		DRIVING SERVICES	129.00
						Total : 129.00
166902	6/15/2016	0002729 MAILFINANCE	N5971772		LEASE PAYMENT	610.53
						Total : 610.53
166903	6/15/2016	0000530 MAILLIARD'S LANDING NURSERY	115572		YARD WASTE	259.25
			115681		YARD WASTE	252.95
			115749		YARD WASTE	299.15
			115834		YARD WASTE	320.50
			115917		YARD WASTE	563.75
			116183		YARD WASTE	208.50
			116241		YARD WASTE	235.10
			116336		YARD WASTE	256.10
			116420		YARD WASTE	319.80
			116500		YARD WASTE	460.50
			116695		YARD WASTE	195.90
			116733		YARD WASTE	196.25
			116829		YARD WASTE	204.65
			116883		YARD WASTE	216.55

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
166903	6/15/2016	0000530 MAILLIARD'S LANDING NURSERY	(Continued)			
			116971		YARD WASTE	250.50
			117134		YARD WASTE	171.05
			117193		YARD WASTE	143.05
			117270		YARD WASTE	172.10
			117328		YARD WASTE	225.30
			117402		YARD WASTE	10.00
			117407		YARD WASTE	279.55
			117695		YARD WASTE	413.95
					Total :	5,654.45
166904	6/15/2016	0004752 MALLORY SAFETY AND SUPPLY	4094575		HONEY GAS	251.47
					Total :	251.47
166905	6/15/2016	0000660 MARKET PLACE FOOD & DRUG	375729		GROCERIES	281.92
			375730		MILK	10.00
			575889		GROCERIES	14.96
			675691		GROCERIES	342.17
					Total :	649.05
166906	6/15/2016	0006072 MASTER'S TOUCH, LLC	P45690		MAY 2016 POSTAGE FOR STATEMENTS	2,908.20
			P45691		MAY 2016 POSTAGE FOR LATE NOTICE	450.57
					Total :	3,358.77
166907	6/15/2016	0006072 MASTER'S TOUCH, LLC	45690		MAY 2016 MAILING SERVICES FOR STA	898.51
			45691		MAY 2016 MAILING SERVICES FOR LAT	266.10
					Total :	1,164.61
166908	6/15/2016	0000544 MATERIALS TESTING & CONSULTING	060816		HYDRANT DEPOSIT REFUND	943.75
					Total :	943.75
166909	6/15/2016	0008266 MED-TECH RESOURCE, INC	58004		RADIO/BATTERY	99.95
					Total :	99.95
166910	6/15/2016	0000561 MERRIMAN, DOUGLAS	TRAVEL ADVANCE		TRAVEL ADVANCE	162.00
					Total :	162.00
166911	6/15/2016	0007722 MERRIMAN, RYAN	060316		WELLNESS INCENTIVE	20.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
166911	6/15/2016	0007722 0007722 MERRIMAN, RYAN	(Continued)			Total : 20.00
166912	6/15/2016	0003369 MICRON CONSUMER PRODUCTS GROUP	252304889		MEMORY	195.57
						Total : 195.57
166913	6/15/2016	0006992 MOON, ANDREW	060316		WELLNESS INCENTIVE	20.00
						Total : 20.00
166914	6/15/2016	0004423 MUNICIPAL EMERGENCY SERVICES	IN1034361		COAT/PANTS	1,630.50
						Total : 1,630.50
166915	6/15/2016	0005005 MUNNS, BETH	TRAVEL ADVANCE		TRAVEL ADVANCE	162.00
						Total : 162.00
166916	6/15/2016	0007586 NAGEL, GARRETT	060316		WELLNESS INCENTIVE	20.00
						Total : 20.00
166917	6/15/2016	0000612 NELSON PETROLEUM	0585181-IN		FUEL	316.02
						Total : 316.02
166918	6/15/2016	0007670 NETWORKFLEET, INC	OSV000000413305		MAY 2016 MONTHLY SERVICE	243.49
						Total : 243.49
166919	6/15/2016	0000672 OAK HARBOR ACE	268820		SPRAY	7.16
			268844		FASTENERS	0.98
			271494		TOILET SEAT	21.73
			271559		BOOT SCRUBBER	21.73
			271579		ADAPTER	2.13
			271620		BRUSH/FASTENERS	27.31
			271683		CONTAINER	6.50
			271726		PAINT	33.69
			271791		ROD	19.53
			271833		TUBE	26.63
			271846		HANDLE CASE LOCK	19.54
			271850		VALVE	14.12
			271859		PAINT MARKER/NOZZLE	43.20
			271900		BULB	82.55
			271907		WRENCH	14.12

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
166919	6/15/2016	0000672 OAK HARBOR ACE	(Continued)			
			271962		BACK UP SIGHT	1,056.30
			271965		BALL VALVE/ADAPTER/PIPE	9.53
			272003		BULB	16.57
			272036		O RINGS	1.04
			272047		FASTENERS	0.60
			272059		WINDEX	58.63
			272065		GEAR BOX/HEDGE CLEANER	16.28
			272066		TUBE	164.66
			272074		TUBE	-164.66
			272076		TUBE	92.38
			272102		COMP UNION	7.60
			272144		FREIGHT	25.78
			272184		GREASE/BULB	17.90
			272194		BRUSH/PADS/PAINT	59.90
			K69323		CONNECTOR	2.49
					Total :	1,705.92
166920	6/15/2016	0000668 OAK HARBOR AUTO CENTER	001-273467		GROMMETS	29.33
			001-274539		SEAL/BRAKE LINING	95.04
			001-274612		WHEEL CYL	19.95
			001-274620		COMBI KIT	9.15
			001-274626		OIL SEAL	-36.96
			001-274638		FILTERS	81.60
			001-274690		ELECTRICAL PROD	18.91
			001-275008		AUTO SH	22.16
			001-275010		FILTERS	24.90
			001-275032		BELTS	35.21
			001-275099		OIL SEAL/DRIVE AXLES	79.71
			001-275105		SHOES/ROTOR	79.22
			001-275165		SENSA-TRAC LIGHT	116.35
			001-275210		ROTOR/BRAKE SHOES/COMBI KIT	105.33
			001-275215		MONRO-MATIC PLUS	58.79
			001-275661		HOSE	6.47
					Total :	745.16
166921	6/15/2016	0006863 OAK HARBOR MUSIC FESTIVAL	060716		DESIGNS/DEPOSIT/ADS	6,888.95

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
166921	6/15/2016	0006863 0006863 OAK HARBOR MUSIC FESTIVAL	(Continued)			Total : 6,888.95
166922	6/15/2016	0000676 OAK HARBOR POLICE DEPARTMENT	053116		PETTY CASH	41.85
						Total : 41.85
166923	6/15/2016	0000681 OAK HARBOR SCHOOL DISTRICT	0000150187		JUN 2016 COMPUTER NETWORK SUPP	11,092.00
						Total : 11,092.00
166924	6/15/2016	0003007 OFFICE DEPOT	840421076001		TONER	139.16
						Total : 139.16
166925	6/15/2016	0000665 OFFICEMAX, INC	253923		INK	96.13
						Total : 96.13
166926	6/15/2016	0000677 OHPD INVESTIGATIVE FUND	061416		REPLENISH INVESTIGATION FUND	1,413.04
						Total : 1,413.04
166927	6/15/2016	0001377 ORCA INFORMATION	1501		ANDERSON/BOONE/PERRINE	188.00
						Total : 188.00
166928	6/15/2016	0002985 PACIFIC TIRE CO. INC	0099657 0099658 0099659 0099664 0099712 0099945		TIRES TIRES TIRES TIRES TIRES TIRES	90.06 90.06 284.27 172.52 1,454.82 1,294.56
						Total : 3,386.29
166929	6/15/2016	0000696 PAGGAO, DANNY	TRAVEL ADVANCE		TRAVEL ADVANCE	162.00
						Total : 162.00
166930	6/15/2016	0000709 PERS	01168621		MAY 2016 UNFUNDED LIABILITY	26.98
						Total : 26.98
166931	6/15/2016	0008109 PIONEER AUTOMOTIVE SERVICES	16495		BRAKE REPAIRS	968.90
						Total : 968.90
166932	6/15/2016	0000732 POWERS, RICHARD S.	060316		WELLNESS INCENTIVE	20.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
166932	6/15/2016	0000732 0000732 POWERS, RICHARD S.	(Continued)			Total : 20.00
166933	6/15/2016	0004622 POWERS-RANG, LISA	060316 EXP REIMB		WELLNESS INCENTIVE EXP REIMB	20.00 87.65 Total : 107.65
166934	6/15/2016	0005069 PROFORCE LAW ENFORCEMENT	275030 275041		TSR HLST TSR	58.58 1,109.88 Total : 1,168.46
166935	6/15/2016	0000743 PUGET SOUND ENERGY	200002036917 200007268135 220002247165		ELECTRICITY/BTWN BAYSHORE DR & I ELECTRICITY/SW ERIE ST SW BARRIN ELECTRICITY/SW FAIRWAY POINT DR &	69.73 179.10 13.63 Total : 262.46
166936	6/15/2016	0006762 RAINIER ENVIRONMENTAL	2201		TESTING	500.00 Total : 500.00
166937	6/15/2016	0002508 RINEY PRODUCTION SERVICES	10-1678		TAPING SERVICES	2,693.50 Total : 2,693.50
166938	6/15/2016	0003024 ROBBINS, EPHRAIM	060316		WELLNESS INCENTIVE	20.00 Total : 20.00
166939	6/15/2016	0000774 ROGERS MACHINERY COMPANY, INC	1038679		PUMP	891.70 Total : 891.70
166940	6/15/2016	0005812 RUSHWORKS	OAKHA060316		SUBSCRIPTION RENEWAL	356.00 Total : 356.00
166941	6/15/2016	0000796 SCHROER, PAUL	060316		WELLNESS INCENTIVE	20.00 Total : 20.00
166942	6/15/2016	0000799 SCOTTIES PLUMBING AND REPAIR	41484		WATER HEATER REPLACEMENT	1,948.10 Total : 1,948.10
166943	6/15/2016	0005967 SEATTLE AUTOMOTIVE DIST	S6-957216		ARM ASY	260.90

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
166943	6/15/2016	0005967 0005967 SEATTLE AUTOMOTIVE DIST	(Continued)			Total : 260.90
166944	6/15/2016	0000964 SHERIFFS & POLICE CHIEFS, WASHINGTON	INV026889		REGISTRATION	300.00
						Total : 300.00
166945	6/15/2016	0000822 SHRED-IT USA, INC	9410813490 9410813658		SHREDDING SHREDDING	71.82 56.68
						Total : 128.50
166946	6/15/2016	0000831 SIX ROBBLEES', INC	14-323595 14-323625		LED BEACON POWDER FREE NITRILE GL	211.74 139.14
						Total : 350.88
166947	6/15/2016	0007909 SKAGIT CITY TRUCKING SCHOOL	060316		REGISTRATION/BAILEY	2,450.00
						Total : 2,450.00
166948	6/15/2016	0000814 SKAGIT FARMERS SUPPLY	450305 450323 451449 451695 451836 451891		SPRAY TANK CLEANER PROPANE HERBICIDE HERBICIDE HERBICIDE HERBICIDE	9.77 23.16 164.10 152.17 65.21 65.21
						Total : 479.62
166949	6/15/2016	0002901 SMITH & LOVELESS, INC	110940		TIMER	135.02
						Total : 135.02
166950	6/15/2016	0008264 SOCRATA, INC	3447		OPEN EXPENDITURE/BUDGET	9,783.00
						Total : 9,783.00
166951	6/15/2016	0000843 SOLID WASTE SYSTEMS, INC	0086382-IN 0086691-IN		SECTION SEAL KIT RELAY	819.29 316.02
						Total : 1,135.31
166952	6/15/2016	0000846 SOUND PUBLISHING	WCW700411 WCW701008		CITY ORDINANCES CITY APPLICATIONS	37.38 135.81
						Total : 173.19

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
166953	6/15/2016	0000860 STANDARD INSURANCE COMPANY	052316		LIFE/POCFF	370.63
Total :						370.63
166954	6/15/2016	0007203 STANFORD, TRAVIS	060316		WELLNESS INCENTIVE	20.00
Total :						20.00
166955	6/15/2016	0003883 STAPLES BUSINESS ADVANTAGE	3301450895		CORK BOARD	48.80
			3302587718		KEY CABINET	68.12
			3303199029		PRINT CALC	79.39
			3304107907		SHEET PROTECTORS/FLAGS	73.59
			3304107908		TONER	210.86
			3304107909		INK	78.25
			3304107910		SPECIAL ORDER	78.25
			3304107911		INK	78.25
			3304107912		SPECIAL ORDER	78.25
			3304107913		SPECIAL ORDER	78.25
			3304107914		SPECIAL ORDER	173.91
			3304107916		FOLDERS	54.56
			3304107917		INK	364.44
			3304107918		INK	642.83
			3304107919		SPECIAL ORDER	353.82
			3304107921		PRIVACY FILTER	110.83
			3304107922		BINDER CLIPS	924.36
Total :						3,496.76
166956	6/15/2016	0003749 STUMP, PATRICK L	1		DRIVING SERVICES	72.00
			1		DRIVING SERVICES	90.00
Total :						162.00
166957	6/15/2016	0006673 SUMMIT SAFETY SHOES	105416		BOOTS	1,276.82
Total :						1,276.82
166958	6/15/2016	0000874 SURETY PEST CONTROL	1107543		PEST EXTERMINATION	30.44
			1107545		PEST EXTERMINATION	43.48
			1107549		PEST EXTERMINATION	43.48
			1107552		PEST EXTERMINATION	32.61
			1107560		PEST EXTERMINATION	30.44

Voucher List
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
166958	6/15/2016	0000874 SURETY PEST CONTROL	(Continued) 1108269 1110784 1111699		PEST EXTERMINATION PEST EXTERMINATION PEST EXTERMINATION	59.79 54.35 63.05 Total : 357.64
166959	6/15/2016	0008267 TAYLOR, MARIANNE	1		TRAVEL REFUND	50.00 Total : 50.00
166960	6/15/2016	0008154 TESCH, NICOLE	EXP REIMB		EXP REIMB	19.87 Total : 19.87
166961	6/15/2016	0001053 TREASURER, WASHINGTON STATE	060716		COURT/BC FEES	11,615.30 Total : 11,615.30
166962	6/15/2016	0000913 TYHUIS, RICHARD	TRAVEL ADVANCE		TRAVEL ADVANCE	111.00 Total : 111.00
166963	6/15/2016	0000287 TYLER TECHNOLOGIES, INC	045-161760		IT PLANNING CALL	150.00 Total : 150.00
166964	6/15/2016	0000923 UNITED PARCEL SERVICE	0000A0182W226 0000A0182W236		SHIPPING SHIPPING	16.10 4.31 Total : 20.41
166965	6/15/2016	0007380 UNITED STATES POWER SQUADRONS	160301134		MEMBERSHIP RENEWAL/SUBLET	86.20 Total : 86.20
166966	6/15/2016	0004903 US BANK	4485591000119689		CREDIT CARD PURCHASES	2,426.78 Total : 2,426.78
166967	6/15/2016	0004903 US BANK	4485590002431076		CREDIT CARD PURCHASES	901.07 Total : 901.07
166968	6/15/2016	0004903 US BANK	4485591000646855		CREDIT CARD PURCHASES	640.83 Total : 640.83
166969	6/15/2016	0004903 US BANK	4485590003140486		CREDIT CARD PURCHASES	339.96

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
166969	6/15/2016	0004903 US BANK	(Continued) 4485590003140486		CREDIT CARD PURCHASES	3.04
					Total :	343.00
166970	6/15/2016	0004903 US BANK	4485590100104948		CREDIT CARD PURCHASES	116.06
					Total :	116.06
166971	6/15/2016	0008167 US BANK AND HOFFMAN CONST	242213000		RETAINAGE-ACCOUNT 242213000	63,380.15
					Total :	63,380.15
166972	6/15/2016	0000934 UTILITIES UNDERGROUND LOCATION	6050176		MAY 2016 LOCATES	90.86
					Total :	90.86
166973	6/15/2016	0001052 WASHINGTON STATE PATROL	I16008495		BACKGROUND CHECKS	486.75
					Total :	486.75
166974	6/15/2016	0007331 WASHINGTON TRACTOR	1024019		COMPRESSOR	538.87
					Total :	538.87
166975	6/15/2016	0008087 WASINGER, ERICA	TRAVEL ADVANCE		TRAVEL ADVANCE	162.00
					Total :	162.00
166976	6/15/2016	0006853 WEED, GRAAFSTRA & BENSON, INC, LAW OI 50			PROF SVC/GENERAL	10,441.90
					Total :	10,441.90
166977	6/15/2016	0001039 WESTERN PETERBILT, INC	E237670 S884037 S884735		BRAKE VALVE VALVE SENSOR KIT/HARNESS	346.95 138.69 198.90
					Total :	684.54
166978	6/15/2016	0006267 WESTERN REFUSE & RECYCLING	143039		SEAL KIT	109.20
					Total :	109.20
166979	6/15/2016	0003067 WHIDBEY ANIMALS' IMPROVEMENT	1294		MAY 2016 ANIMAL SHELTER	8,500.00
					Total :	8,500.00
166980	6/15/2016	0001000 WHIDBEY AUTO PARTS, INC.	279754 285183		SWIV FIT/TIR VALV/ELBOW EXT CONTROL	32.12 106.32

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
166980	6/15/2016	0001000 0001000 WHIDBEY AUTO PARTS, INC.	(Continued)			Total : 138.44
166981	6/15/2016	0001005 WHIDBEY GENERAL HOSPITAL	WAE48624		INMATE SERVICES	35.70
			WAE51323		INMATE SERVICES	793.05
			WAE51685		INMATE SERVICES	12,056.40
			WAE55381		INMATE SERVICES	35.70
					Total :	12,920.85
166982	6/15/2016	0008262 WHIDBEY ISLAND ESSENTIAL OILS	BL-005386		BUSINESS LICENSE REFUND	22.50
					Total :	22.50
166983	6/15/2016	0001017 WHIDBEY PRINTERS	48555		BUSINESS CARDS/GALLAGHER	59.79
			48557		MARINA MAP	199.74
			48558		PERMANENT MOORAGE RATE SHEETS	57.88
					Total :	317.41
166984	6/15/2016	0001010 WHIDBEY TELECOM	3995690		INTERNET	42.07
			3998551		ALARM MONITORING	65.88
					Total :	107.95
166985	6/15/2016	0008265 WILSON ENGINEERING, LLC	12219		PROF SVC/OAK HARBOR BOAT LAUNC	10,373.00
					Total :	10,373.00
166986	6/15/2016	0005558 WILTSE, KRIS	1020		INTERPRETIVE SIGNS	2,000.00
					Total :	2,000.00
166987	6/15/2016	0004961 WOODWARD, GREGORY	060316		WELLNESS INCENTIVE	40.00
					Total :	40.00
166988	6/15/2016	0005047 WOODWARD'S TAEKWONDO ACADEMY	060816		MATS	200.00
					Total :	200.00
166989	6/15/2016	0001061 XEROX CORPORATION	084847255		MAY 2016 COPIER RENTAL	477.06
			701972359		APR 2016 COPIER RENTAL	4,081.27
					Total :	4,558.33
166990	6/15/2016	0001067 ZEP SALES & SERVICE	9002266492		PREM CNT PULL TW	190.19

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
166990	6/15/2016	0001067	0001067 ZEP SALES & SERVICE		(Continued)	Total : 190.19
183 Vouchers for bank code : bank						Bank total : 2,340,598.68
183 Vouchers in this report						Total vouchers : 2,340,598.68

Voucher List
City of Oak Harbor

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
166991	6/27/2016	0000960 REVENUE, WASHINGTON STATE DEPT OF	061416		SALES/USE TAX	50,383.57
Total :						50,383.57
166992	6/29/2016	0007449 A-1 PERFORMANCE, INC	25470		REIMBURSABLE EXPENSES	256.02
			25512		JUN 2016 JANITORIAL SERVICES	506.55
			25585		JUN 2016 JANITORIAL SERVICES	3,066.58
Total :						3,829.15
166993	6/29/2016	0000005 A-1 TOWING	57383		TOWING SERVICES	70.66
Total :						70.66
166994	6/29/2016	0007332 ADAMSON POLICE PRODUCTS	INV215031		VESTS/PLATES	6,152.42
Total :						6,152.42
166995	6/29/2016	0000028 ALL ISLAND LOCK & KEY	25691		KEYS	21.74
			25701		KEYS	15.59
			25714		KEY	4.00
			53148		LOCK	184.79
Total :						226.12
166996	6/29/2016	0008073 AMERESCO, INC	3		LIGHTING UPGRADES	12,493.43
			3R		LIGHTING UPGRADES	8,522.29
Total :						21,015.72
166997	6/29/2016	0000041 AMERICAN FUNDS SERVICE COMPANY	062416		VOLUNTEER INCENTIVE PROGRAM	312.20
Total :						312.20
166998	6/29/2016	0002044 ANACORTES.NET/HOW IT WORKS	36717		JUN 2016 WEB HOSTING	15.95
Total :						15.95
166999	6/29/2016	0007839 ASHLEY'S DESIGN & LETTERMAN	1470		SHIRTS	24.00
			1482		SHIRTS/SWEATSHIRTS	84.00
Total :						108.00
167000	6/29/2016	0004019 ASSOCIATED PETROLEUM PRODUCTS	0924159-IN		FUEL	12,188.12
			0924514-IN		FUEL	5,955.84
			840421002002		NOTEBOOKS	28.24

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167000	6/29/2016	0004019 0004019 ASSOCIATED PETROLEUM PRODUCTS (Continued)				Total : 18,172.20
167001	6/29/2016	0000159 AT&T MOBILITY	287249477751X0624201		AIRCARDS	216.44
						Total : 216.44
167002	6/29/2016	0000065 AVOCET ENVIRONMENTAL TESTING	1601923-IN		TESTING	122.00
						Total : 122.00
167003	6/29/2016	0000084 BEBEE, STEVE	TRAVEL REIMB		TRAVEL REIMB	149.60
						Total : 149.60
167004	6/29/2016	0000103 BLADE CHEVROLET, INC	174051		ACTUATOR/LOCK	253.46
						Total : 253.46
167005	6/29/2016	0004642 BRAINARD, JENNIFER	5		MUNICIPAL COURT PRO TEM	707.86
						Total : 707.86
167006	6/29/2016	0000131 BROADVIEW APPLIANCE	1724		FAN MOTOR	53.26
						Total : 53.26
167007	6/29/2016	0002644 C JOHNSON CONSTRUCTION, INC	3		PROF SVC/NE 4TH AVENUE WATER MA	9,234.24
						Total : 9,234.24
167008	6/29/2016	0000627 CAPITAL ONE COMMERCIAL	1085614		SUPPLIES	744.80
						Total : 744.80
167009	6/29/2016	0008235 CARLETTI ARCHITECTS, PS	9657		PROF SVC/OAK HARBOR FIRE STATIOI	207.00
						Total : 207.00
167010	6/29/2016	0005777 CARROLL, ANDREW	062416		VOLUNTEER INCENTIVE PROGRAM	91.80
						Total : 91.80
167011	6/29/2016	0000150 CASCADE NATURAL GAS	03963180678 08793000004 11829220273 12470743597 13275491754 36624000000		NATURAL GAS/210 NATURAL GAS/POLICE STATION NATURAL GAS/208 NATURAL GAS/207 NATURAL GAS/205 NATURAL GAS/FIRE STATION	10.60 45.04 11.44 10.60 10.60 130.23

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167011	6/29/2016	0000150	CASCADE NATURAL GAS		(Continued)	
			40661045647		NATURAL GAS/ANIMAL SHELTER	84.04
			45420760055		NATURAL GAS/202	10.60
			57309970234		NATURAL GAS/201	10.60
			58793000009		NATURAL GAS/CITY HALL	154.11
			62337906945		NATURAL GAS/204	10.60
			67984882349		NATURAL GAS/209	57.87
			80434000008		NATURAL GAS/CITY SHOP	259.20
			82193000005		NATURAL GAS/ANNEX	19.55
			90134000000		NATURAL GAS/ADULT CARE CENTER	34.68
			92612025210		NATURAL GAS/203	10.60
					Total :	870.36
167012	6/29/2016	0008277	CLOYD, TINA		EXP REIMB	1,223.84
					Total :	1,223.84
167013	6/29/2016	0000188	CODE PUBLISHING COMPANY		53407	MUNICIPAL CODE UPDATES
			53485		MUNICIPAL CODE UPDATES	514.69
					Total :	719.86
167014	6/29/2016	0005773	COMCAST		8498300270032002	BUSINESS CABLE
					8498300290363841	INTERNET
					Total :	360.91
167015	6/29/2016	0000220	CUMMINS NORTHWEST, INC		001-9249	GASKET/SEAL/ISOLATOR
					Total :	2,222.45
167016	6/29/2016	0008263	CURTIS BLUE LINE		INV33154	HOLSTER
					Total :	140.45
167017	6/29/2016	0000256	DAY WIRELESS SYSTEMS		187510-00	BATTERY
					414335	BATTERY PACK
					414960	RADIO INSTALLATION
					Total :	1,196.43
167018	6/29/2016	0000247	DIAMOND RENTALS		1-534627-4	PORTABLES
					Total :	270.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167019	6/29/2016	0000257 DUTCH MAID CLEANERS	063016		JUN 2016 UNIFORM SERVICES	381.19
					Total :	381.19
167020	6/29/2016	0000967 ECOLOGY, WASHINGTON STATE DEPT OF	062716		COASTAL PROTECTION FUND RESOUF	398.70
					Total :	398.70
167021	6/29/2016	0000967 ECOLOGY, WASHINGTON STATE DEPT OF	153000005		2015 HAZARDOUS WASTE GENERATIC	49.00
					Total :	49.00
167022	6/29/2016	0000273 EDGE ANALYTICAL, INC	16-13512 16-14178		TESTING TESTING	1,096.00 48.00
					Total :	1,144.00
167023	6/29/2016	0000278 EMERALD SERVICES, INC	I415302 I415574		OIL RECYCLING OIL RECYCLING	109.75 464.36
					Total :	574.11
167024	6/29/2016	0005422 ENVIRONMENTAL RESOURCE ASSOC	794890		NUTRIENTS	92.83
					Total :	92.83
167025	6/29/2016	0008274 EVERETT, RICHARD	444		MOORAGE REFUND	97.92
					Total :	97.92
167026	6/29/2016	0002900 FASTENAL	WAOAK23703		TOILET PAPER	1,045.27
					Total :	1,045.27
167027	6/29/2016	0007929 FEHR PEERS	107948		PROF SVC/OAK HARBOR TRANSPORT,	5,386.90
					Total :	5,386.90
167028	6/29/2016	0008275 FORDE, APRIL	2347		MOORAGE REFUND	163.41
					Total :	163.41
167029	6/29/2016	0007141 FREEDOM PROPERTIES, LLC	063016		JUN 2016 ANIMAL SHELTER	2,500.00
					Total :	2,500.00
167030	6/29/2016	0000355 FRONTIER	007-9244 279-2236 675-2111		CURRENT PHONE CHARGES CURRENT PHONE CHARGES CURRENT PHONE CHARGES	258.72 120.68 71.54

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167030	6/29/2016	0000355 FRONTIER	(Continued) 675-3121 675-6794 679-8702 770-2694 770-2715		CURRENT PHONE CHARGES CURRENT PHONE CHARGES CURRENT PHONE CHARGES CURRENT PHONE CHARGES CURRENT PHONE CHARGES	65.76 65.66 74.99 40.11 33.80
Total :						731.26
167031	6/29/2016	0000325 FRONTIER FORD	109355		VALVE	45.58
Total :						45.58
167032	6/29/2016	0008269 GOOGLE NORTH AMERICA, INC	BL-005963		BUSINESS LICENSE REFUND	25.00
Total :						25.00
167033	6/29/2016	0000349 GRAINGER	9132475741 9141261223 9141261231		VOLTAGE DETECTOR CHECK VALVE SEALANT/ELECTRICAL TAPE	162.51 39.95 140.10
Total :						342.56
167034	6/29/2016	0002940 GRAY & OSBORNE, INC	6		PROF SVC/10-INCH PIPELINE BRIDGE	1,537.64
Total :						1,537.64
167035	6/29/2016	0000999 GRCC/WW	153957		REGISTRATION/TYHUIS	200.00
Total :						200.00
167036	6/29/2016	0000345 GREATER OAK HBR CHAMBER OF COM	061416 061616 062016		ADVERTISING ADVERTISING ADVERTISING	1,100.00 540.00 1,052.25
Total :						2,692.25
167037	6/29/2016	0004974 GREEN LIGHT SOLUTIONS	8381		MAINTENANCE & INSPECTIONS	940.00
Total :						940.00
167038	6/29/2016	0002747 GUARDIAN SECURITY	652157		ALARM MONITORING	819.00
Total :						819.00
167039	6/29/2016	0007236 HAMMOND, JACOB	062416		VOLUNTEER INCENTIVE PROGRAM	112.32

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167039	6/29/2016	0007236 0007236 HAMMOND, JACOB			(Continued)	Total : 112.32
167040	6/29/2016	0000323 HD FOWLER COMPANY	I4233129 I4234545		METER SETTER BALL VALVE	967.92 213.32 Total : 1,181.24
167041	6/29/2016	0007709 HOFFMAN CONSTRUCTION COMPANY	P18		PROF SVC/OAK HARBOR CLEAN WATE	72,108.91 Total : 72,108.91
167042	6/29/2016	0005942 HOLCOMB, SHANNON	062416		VOLUNTEER INCENTIVE PROGRAM	57.60 Total : 57.60
167043	6/29/2016	0008278 HOUSE, EMMA	EXP REIMB		EXP REIMB	1,125.63 Total : 1,125.63
167044	6/29/2016	0005872 IMPAIRED DRIVING IMPACT PANEL	061616		DUI/UNDERAGE DRINKING PREVENTIC	166.67 Total : 166.67
167045	6/29/2016	0000417 INDUSTRIAL BOLT & SUPPLY	617962-2		SWIVEL	46.23 Total : 46.23
167046	6/29/2016	0005520 ISLAND COUNTY PLANNING &	060816		APPLICATION	103.00 Total : 103.00
167047	6/29/2016	0006148 JANSEN, DWAYNE	062416		VOLUNTEER INCENTIVE PROGRAM	126.00 Total : 126.00
167048	6/29/2016	0006362 KBA, INC	3002828		PROF SVC/CLEAN WATER FACILITY & (79,424.50 Total : 79,424.50
167049	6/29/2016	0000476 KERR, JACK	06-15		JUN 2016 PUBLIC DEFENSE SCREENIN	1,400.00 Total : 1,400.00
167050	6/29/2016	0007537 KESSELRING TACTICAL SUPPLY	1327		HOR LE 223 REM 55GR URBAN	2,695.14 Total : 2,695.14
167051	6/29/2016	0005843 LAND TITLE AND ESCROW OF	112330-O		TITLE SERVICES	271.75 Total : 271.75

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167052	6/29/2016	0006899 LANGE, RYAN	062416		VOLUNTEER INCENTIVE PROGRAM	72.33
					Total :	72.33
167053	6/29/2016	0000889 LANGUAGE EXCHANGE	7		INTERPRETER SERVICES	227.50
					Total :	227.50
167054	6/29/2016	0008281 LARNER, THOMAS	2505		MOORAGE REFUND	264.18
					Total :	264.18
167055	6/29/2016	0001909 LONG, JAY	1		DRIVING SERVICES	195.00
					Total :	195.00
167056	6/29/2016	0008276 LOWREY, JAMES	EXP REIMB		EXP REIMB	1,019.56
					Total :	1,019.56
167057	6/29/2016	0000530 MAILLIARD'S LANDING NURSERY	115780 118613 118644		YARD WASTE SOIL YARD WASTE	189.25 35.84 10.00
					Total :	235.09
167058	6/29/2016	0008282 MANN AND KYTLE	062416		TERMS OF SETTLEMENT	4,874.28
					Total :	4,874.28
167059	6/29/2016	0000660 MARKET PLACE FOOD & DRUG	289498 772835		GROCERIES GROCERIES	499.80 458.42
					Total :	958.22
167060	6/29/2016	0000040 MATRIX	608486262		LONG DISTANCE	418.51
					Total :	418.51
167061	6/29/2016	0006028 MCI COMM SERVICE	679-3902		LONG DISTANCE	37.41
					Total :	37.41
167062	6/29/2016	0005266 MOFFATT & NICHOL ENGINEERS	718844		PROF SVC/OAK HARBOR F DOCK BRE.	19,558.00
					Total :	19,558.00
167063	6/29/2016	0000672 OAK HARBOR ACE	271930 272158		INJECTOR CARB	16.29 58.69

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167063	6/29/2016	0000672 OAK HARBOR ACE	(Continued)			
			272160		COUPLE	5.97
			272240		NIPPLES/CHISELS	46.35
			272249		VALVE/HOSE	10.30
			272295		FASTENERS	1.92
			272338		DRILL BIT/SHELF BRACKET	14.52
			272395		NAILS	2.70
			272485		GAUGES/VALVE	92.36
			272487		FASTENERS	8.52
			272507		SECURITY BIT	3.46
			272543		SAW HOLE/MASKING TAPE/BROOM/TR	61.36
			272553		PAN/JOINT	6.60
			272560		ADAPTER	9.96
			272562		CLAMP	3.24
			272569		WIRE	15.21
			272664		SPLITTER/CAP	18.24
			272701		BATTERIES/PRESSURE GUAGE/NIPPLI	96.06
			272705		HANDCUFF KEYS	34.76
			272714		CONNECT/PLUG/COUPLER	41.47
			272723		TARP	13.03
			272738		TRASH BAGS	30.41
			272774		SPOOL INSERT/COVER	20.63
					Total :	612.05
167064	6/29/2016	0000668 OAK HARBOR AUTO CENTER	001-276347		DIST CAP/PLAT POWER	77.41
			001-276371		AUTOMOTIVE XL	25.94
			001-276424		FILTERS	81.60
			001-276486		FILTERS	39.77
			001-276653		THROTTLE	20.09
			001-276664		FILTERS	168.74
			001-276721		SINGLE BLADE	3.41
			001-276747		ANTI-FREEZE	40.03
			001-276748		OIL	4.36
			001-277076		OIL	60.73
			001-277078		FILTERS	4.29
			001-277094		FILTERS	79.55
			001-277148		FILTERS	53.60

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167064	6/29/2016	0000668 OAK HARBOR AUTO CENTER	(Continued)			
			001-277181		FILTERS	-25.25
			001-277314		DR 6PT DP	10.29
			001-277412		VINYL	10.33
			001-277414		FILTERS	40.80
			001-277458		BEAM	10.72
					Total :	706.41
167065	6/29/2016	0001615 PART WORKS, INC	428198		INSIDE COVER/WATER SAVER KIT	48.96
					Total :	48.96
167066	6/29/2016	0008279 PEDLER, CRAIG OR COLLEEN	1		MEMBERSHIP DUES REFUND	80.00
					Total :	80.00
167067	6/29/2016	0005069 PROFORCE LAW ENFORCEMENT	276808		TSR	117.16
			278147		TSR	302.13
					Total :	419.29
167068	6/29/2016	0006866 PROTHMAN	2016-5457		HUMAN RESOURCES DIRECTOR SEAF	1,519.51
					Total :	1,519.51
167069	6/29/2016	0000746 PUGET SAFETY EQUIPMENT	0033760-IN		GLOVES/SOLES	454.91
					Total :	454.91
167070	6/29/2016	0000743 PUGET SOUND ENERGY	200000136776		ELECTRICITY/1301 SE CATALINA DR	39.38
			200000881421		ELECTRICITY/1500 S BEEKSMA DR DIS	733.19
			200000919684		ELECTRICITY/1501 SE CITY BEACH ST	10.16
			200000947859		ELECTRICITY/CITY SHOP	1,670.91
			200001097589		ELECTRICITY/1500 S BEEKSMA DR E B	15.72
			200001884218		ELECTRICITY/1888 NE 5TH AVE PUMP	20.05
			200002036164		ELECTRICITY/30505 ST ROUTE 20	77.66
			200002036719		ELECTRICITY/34777 STATE ROUTE 20 S	31.44
			200002037097		ELECTRICITY/2000 SW SCENIC HEIGH'	23.25
			200002037261		ELECTRICITY/1780 SW SPRINGFIELD C	10.86
			200002037501		ELECTRICITY/3285 SW SCENIC HEIGH'	89.28
			200002170617		ELECTRICITY/552 NW CLIPPER DR	10.16
			200002511539		ELECTRICITY/2075 SW FT	78.92

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167070	6/29/2016	0000743	PUGET SOUND ENERGY			
			(Continued)			
			200002723381		ELECTRICITY/1500 S BEEKSMA DR CM	123.20
			200003131170		ELECTRICITY/WELL #7	13.77
			200003267636		ELECTRICITY/1000 SE IRELAND ST	13.93
			200003459654		ELECTRICITY/1957 FORT NUGENT RD I	135.74
			200004342099		ELECTRICITY/650 NE 7TH AVE SEWAGI	26.03
			200004562878		ELECTRICITY/800 SE MIDWAY BLVD LI	58.53
			200004856627		ELECTRICITY/1577 NW 8TH AVE	10.16
			200005263310		ELECTRICITY/SMITH PARK	10.25
			200005461666		ELECTRICITY/1500 S BEEKSMA DR WK	12.70
			200005643446		ELECTRICITY/NEIL PK & HOLLAND GAF	32.33
			200005933094		ELECTRICITY/700 SE PIONEER WAY LA	3,831.29
			200006103952		ELECTRICITY/5941 STATE ROUTE 20	10.16
			200007702943		ELECTRICITY/700 AV W & MIDWAY	73.04
			200007824192		ELECTRICITY/75 SE JEROME ST	10.16
			200008386993		ELECTRICITY/FABER ST & HARVEST D	10.82
			200008816189		ELECTRICITY/ANNEX	12.98
			200010322895		ELECTRICITY/2330 SW ROSARIO PL	33.79
			200010499248		ELECTRICITY/1948 NW CROSBY AVE	107.23
			200010499446		ELECTRICITY/1661 NE 16TH AVE SWRS	16.36
			200010530240		ELECTRICITY/651 SE BAYSHORE DR LI	35.62
			200010530802		ELECTRICITY/CITY BEACH PARK	100.63
			200010531024		ELECTRICITY/940 SE PIONEER WAY C/	119.34
			200010531172		ELECTRICITY/1300 NE BIG BERRY LOC	10.91
			200010531354		ELECTRICITY/1500 S BEEKSMA DR CAI	80.66
			200010531941		ELECTRICITY/800 SE DOCK ST	85.65
			200010549943		ELECTRICITY/WELL #6	13.77
			200010699706		ELECTRICITY/BALLPK	98.14
			200011316839		ELECTRICITY/SR 20 & 650 AV W	311.59
			200011551930		ELECTRICITY/ADULT CARE CENTER	29.26
			200011579964		ELECTRICITY/285 SE JEROME ST	27.76
			200012220337		ELECTRICITY/128 E WHIDBEY AVE	10.21
			200012278087		ELECTRICITY/FIRE STATION	850.99
			200012425357		ELECTRICITY/TREATMENT PLANT	2,414.76
			200012838765		ELECTRICITY/PIONEER PARK	12.90
			200013370750		ELECTRICITY/MARINA	1,876.73
			200013968405		ELECTRICITY/ 1540 SE PIONEER WAY I	96.46

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167070	6/29/2016	0000743	PUGET SOUND ENERGY			
			(Continued)			
			200014151886		ELECTRICITY/1370 SE DOCK ST	36.91
			200014366534		ELECTRICITY/700 AV W & 80 NW	232.81
			200014596478		ELECTRICITY/CITY HALL	730.40
			200015399153		ELECTRICITY/1678 SW 8TH AVE	10.16
			200015618321		ELECTRICITY/600 NE 7TH AVE	98.34
			200015685833		ELECTRICITY/287 SE CABOT DR SWRF	66.32
			200017255619		ELECTRICITY/690 SW HELLER RD WTF	321.21
			200017441482		ELECTRICITY/CITY BEACH PARK	850.41
			200017575347		ELECTRICITY/1367 NW CROSBY AVE S	47.70
			200017653656		ELECTRICITY/3300 OLD GOLDIE RD PL	73.27
			200017654415		ELECTRICITY/1000 SW THORNBERRY I	186.42
			200017853025		ELECTRICITY/2081 NE 9TH AVE SWRPI	11.48
			200017968427		ELECTRICITY/POLICE STATION	1,073.29
			200019043344		ELECTRICITY/90 SE PIONEER WAY LIG	22.21
			200019500517		ELECTRICITY/1137 NW KATHLEEN DR I	27.36
			200020179194		ELECTRICITY/626 CHRISTIAN RD	14.50
			200020235012		ELECTRICITY/SENIOR CENTER	493.78
			200020308330		ELECTRICITY/1500 S BEEKSMA DR KIT	12.98
			200022441113		ELECTRICITY/980 SW MCCROHAN ST I	34.95
			200023231067		ELECTRICITY/945 E WHIDBEY AVE #B	22.41
			200023360569		ELECTRICITY/700 W HELLER RD TRAFI	34.65
			200024715845		ELECTRICITY/1285 NE TAFTSON ST LF	30.52
			200025075157		ELECTRICITY/33500 STATE ROUTE 20	79.42
			220000598098		ELECTRICITY/ANIMAL SHELTER	115.53
			220002244337		ELECTRICITY/END OF GUN CLUB ROA	67.25
			220003651407		ELECTRICITY/101	702.28
			220003735804		ELECTRICITY/275 SE PIONEER WAY	858.02
			220005593946		ELECTRICITY/1770 NE GOLDIE ST PUM	17.16
			220005790955		ELECTRICITY/301 SE PIONEER WAY	179.11
			220007681624		ELECTRICITY/2900 N OAK HARBOR RD	24.05
			300000005003		ELECTRICITY/PARKS	398.82
			300000007421		ELECTRICITY/STREET LIGHTS	64.85
			300000009906		ELECTRICITY/PARKS	10.16
			300000010409		ELECTRICITY/PARKS	64.10
			300000010458		ELECTRICITY/STREET LIGHTS	107.19
			300000010516		ELECTRICITY/STREET LIGHTS	72.37

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167070	6/29/2016	0000743 PUGET SOUND ENERGY	(Continued) 400001242033		STREETLIGHTS ROSEHILL	4,015.81
					Total :	24,737.03
167071	6/29/2016	0007885 REDNECK PROPERTIES, LLC	063016		JUL 2016 PARKING LOT RENTAL	1,666.50
					Total :	1,666.50
167072	6/29/2016	0000774 ROGERS MACHINERY COMPANY, INC	1039007 1039008 1039009 1039010 1039011		REPAIR SERVICES REPAIR SERVICES REPAIR SERVICES REPAIR SERVICES REPAIR SERVICES	699.67 151.38 139.64 432.92 348.49
					Total :	1,772.10
167073	6/29/2016	0006727 ROMAINE ELECTRIC	1-083814 1-083948 1-084003		L/N IREF 12V REGULATOR L/N IREF 12V	378.80 -46.51 355.28
					Total :	687.57
167074	6/29/2016	0008273 SCHENK, DOUGLAS	2643		MOORAGE REFUND	152.32
					Total :	152.32
167075	6/29/2016	0000799 SCOTTIES PLUMBING AND REPAIR	41735		WATER LEAK REPAIR	401.33
					Total :	401.33
167076	6/29/2016	0007800 SEBRIS BUSTO JAMES	60488		PROF SVC/BARGAINING	12,309.82
					Total :	12,309.82
167077	6/29/2016	0008271 SHEWRING, GREG	1973		MOORAGE REFUND	216.50
					Total :	216.50
167078	6/29/2016	0001327 SHILO INN	10620243975 10620243976		HOTEL ACCOMMODATIONS/ROBBINS HOTEL ACCOMMODATIONS/ROBINSON	198.48 198.48
					Total :	396.96
167079	6/29/2016	0000831 SIX ROBBLEES', INC	14-324476		VALVE/CARTRIDGE	158.51
					Total :	158.51

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167080	6/29/2016	0000814 SKAGIT FARMERS SUPPLY	449848 452615		ROUNDUP LAWN SEED	108.69 17.38 Total : 126.07
167081	6/29/2016	0007890 SMARSH, INC	INV00160267		MAY 2016 ARCHIVING PLATFORM	225.00 Total : 225.00
167082	6/29/2016	0000846 SOUND PUBLISHING	7687617 WCW699714 WCW704275 WCW704368 WCW704370 WCW705973		MAY 2016/PUBLICATIONS-ACCT#80125 CITY NOTICES CITY ORDINANCES CITY NOTICES CITY NOTICES CITY ORDINANCES	3,132.20 279.10 56.07 99.68 51.09 44.86 Total : 3,663.00
167083	6/29/2016	0008270 SOUTH BAY EXCAVATING	061616		HYDRANT DEPOSIT REIMBURSEMENT	794.65 Total : 794.65
167084	6/29/2016	0000860 STANDARD INSURANCE COMPANY	062016		LIFE POCFF	383.13 Total : 383.13
167085	6/29/2016	0003883 STAPLES BUSINESS ADVANTAGE	3304107915 3304820195 3305323838 3305323839 3305323840		COLORED PENCILS HP 950XL HYBLK PERF PADS ENVELOPES/PENS PENS/POST-ITS	114.11 210.86 9.39 28.54 75.60 Total : 438.50
167086	6/29/2016	0005786 STOWES SHOES & CLOTHING	0011378		BOOTS/ROBBINS	200.00 Total : 200.00
167087	6/29/2016	0003749 STUMP, PATRICK L	1		DRIVING SERVICES	96.00 Total : 96.00
167088	6/29/2016	0006673 SUMMIT SAFETY SHOES	9005284		BOOTS/PRICE	141.26 Total : 141.26
167089	6/29/2016	0000874 SURETY PEST CONTROL	1108274		PEST EXTERMINATION	97.83

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167089	6/29/2016	0000874 SURETY PEST CONTROL	(Continued) 1112254 1113034 1113289		PEST EXTERMINATION PEST EXTERMINATION PEST EXTERMINATION	111.96 55.44 59.79
Total :						325.02
167090	6/29/2016	0007265 THOMPSON, ANNA	TRAVEL ADVANCE		TRAVEL ADVANCE	85.00
Total :						85.00
167091	6/29/2016	0000986 TRANSPORTATION, WASHINGTON STATE DE RE 41 JA9342 L001			PROF SVC/STORMWATER CATCH BASI	257.27
Total :						257.27
167092	6/29/2016	0004903 US BANK	4485590003205248		CREDIT CARD PURCHASES	113.91
Total :						113.91
167093	6/29/2016	0000926 USABLUBOOK	976844		WRENCH SET	262.23
Total :						262.23
167094	6/29/2016	0000932 VERIZON WIRELESS	9766730687		CURRENT COMM CHARGES	5,314.63
Total :						5,314.63
167095	6/29/2016	0001355 WASHINGTON SOCIETY OF	88045		MEMBERSHIP RENEWAL	295.00
Total :						295.00
167096	6/29/2016	0007331 WASHINGTON TRACTOR	1044110		FILLER CAP	38.30
Total :						38.30
167097	6/29/2016	0000985 WASTE MANAGEMENT	061616		DUMPSTER DEPOSIT REFUND	1,616.84
Total :						1,616.84
167098	6/29/2016	0000995 WEST, GARY	EXP REIMB		EXP REIMB	312.00
Total :						312.00
167099	6/29/2016	0008280 WESTERN REFINERY SERVICES, INC	83668		SPILL CLEANUP	1,390.82
Total :						1,390.82
167100	6/29/2016	0001000 WHIDBEY AUTO PARTS, INC.	284188 287453		HOSE/CLAMP SEALANT	198.99 26.07

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
167100	6/29/2016	0001000 0001000 WHIDBEY AUTO PARTS, INC.	(Continued)			Total : 225.06
167101	6/29/2016	0000675 WHIDBEY COMMUNITY PHYSICIANS	032315-102 050916		PHYSICAL/VON HADEN PHYSICAL/ROBINSON	150.00 150.00 Total : 300.00
167102	6/29/2016	0001005 WHIDBEY GENERAL HOSPITAL	WAE61232		INMATE SERVICES	35.70 Total : 35.70
167103	6/29/2016	0007078 WHIDBEY SIGN COMPANY	15287		SIGN	334.80 Total : 334.80
167104	6/29/2016	0008272 WHITE, SHIRLE OR DAN	2742		MOORAGE REFUND	449.24 Total : 449.24
167105	6/29/2016	0006969 WITMER PUBLIC SAFETY GROUP	E1481997		FIRE HOOKS UNLIMITED	180.55 Total : 180.55
115 Vouchers for bank code : bank						Bank total : 388,860.19
115 Vouchers in this report						Total vouchers : 388,860.19

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

Bill No. C/A 4.c
Date: July 5, 2016
Subject: Ordinance No. 1765: Budget
Amendment 2016 Beginning
Fund Balances

FROM: Patricia Soule, Finance Director

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- ⊙ Bob Severns, Mayor
- ⊙ Doug Merriman, City Administrator
- ⊙ Patricia Soule, Finance Director
- ⊙ Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

Pass Ordinance No. 1765 amending the 2015-2016 Biennial Budget 2016 Beginning Fund Balances.

BACKGROUND / SUMMARY INFORMATION

Under RCW 35A.34 .040, all code cities are authorized to establish by ordinance a two-year fiscal biennium budget. Under RCW 35A.34.130, the legislative authority of a city having adopted the provisions of this chapter shall provide by ordinance for a mid-biennial review and modification of the biennial budget. The ordinance shall provide that such review and modification shall occur no sooner than eight months after the start nor later than conclusion of the first year of the fiscal biennium. The budget modification shall be by ordinance approved in the same manner as are other ordinances of the city.

January 1, 2016 Beginning and Ending Fund Balances for budget purposes were estimated in late 2014 as the current 2015-2016 Biennial Budget was being compiled. These estimates include a projection of cash reserves that might be on hand at January 1, 2016 as well as other adjusting items which when combined with cash represent the amount of economic resources available to be spent during 2016. It is financially prudent to reconcile the previous estimates with balances actually in place as of January 1, 2016 so that the City's accounting records accurately reflect actual balances as we move through the remainder of the two-year biennial period. The purpose of amending the Beginning Fund Balances at the mid-biennium point is to reconcile available funds to be appropriated to actual resources on hand at January 1, 2016.

LEGAL AUTHORITY

FISCAL IMPACT

Not Applicable

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

ATTACHMENTS

1. [Ordinance 1765 Budget Amendment BFB](#)
2. [Summary of BFB Changes with explanations](#)

ORDINANCE NO. 1765

AN ORDINANCE OF THE CITY OF OAK HARBOR TO AMEND THE 2015-2016 BIENNIAL BUDGET TO RECONCILE 2015 BUDGETED BEGINNING FUND BALANCES TO ACTUAL BEGINNING FUND BALANCES AS OF JANUARY 1, 2016, AND TO AMEND THE 2015-2016 BIENNIAL BUDGET FOR REQUIRED CHANGES NOTED IN THE CITY OF OAK HARBOR'S MID-BIENNIAL REVIEW PROCESS

WHEREAS, during the compilation of the City of Oak Harbor 2015-2016 Biennial Budget during the latter months of 2014, estimates of projected expendable resources as of January 1, 2015 are made to estimate the dollar amount of financial resources or beginning fund balances required to meet the anticipated costs of operations and capital construction projects for the biennial period; and

WHEREAS, the City has determined that a budget amendment is needed for fiscal year 2016 of the 2015-2016 Biennial Budget to adjust the 2016 Budgeted Beginning Fund Balances to Actual Beginning Fund Balances; and

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

Section One: The revenues and expenditures for all funds requiring a mid-biennial change are hereby amended for the budget year 2016 as set forth below:

Fund #	Name	Amended
001	General	\$15,876,824
002	General Fund Reserves	3,683,688
005	Whidbey Marathon	153,171
101	Streets	2,423,957
104	Arterials	1,404,997
105	Transportation Capital Improvement	1,188,097
106	Paths and Trails	12,422
115	Art Acquisition & Maintenance	63,534
116	Civic Improvement (2%)	887,110
125	Neighborhood Parks	98,092
126	Community Parks	266,355
127	Park Impact Fund	100,657
129	Senior Center	432,403
311	REET 1st 1/4 %	1,532,334
312	REET 2nd 1/4%	938,482
320	Municipal Pier	168,900
325	Waterfront Redevelopment	400,902
401	Water	10,643,657
402	Sewer	37,552,483
403	Solid Waste	5,708,304
404	Storm Drain	3,005,560
410	Marina	1,854,658

411	Water Cumulative Reserve	2,983,161
412	Sewer Cumulative Reserve	5,417,889
413	Solid Waste Cumulative Reserve	117,560
414	Storm Drain Cumulative Reserve	418,494
420	Marina Cumulative Reserve	8,651
501	Equipment Rental	1,266,321
502	Equipment Replacement	10,140,175
510	Facilities	2,676,164
		\$111,424,685

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 take effect five days after publication as provided by law.

Adopted by the City Council this 5th day of July, 2016.

CITY OF OAK HARBOR

By _____
Robert Severns, Mayor

Dated: _____

Attest:

Anna Thompson, City Clerk

Approved as to Form:

Nikki Esparza, City Attorney

Published: July 9, 2016

City of Oak Harbor
2015-2016 Mid-Biennial Budget Amendment

Fund#	Name	Adopted BFB	Actual BFB	Change	Adopted Budget	Amended Budget	Change Reasons
001	General	2,655,814	2,083,854	(571,960)	16,448,784	15,876,824	Carryover from 2014
002	General Fund Reserves	3,864,506	3,398,100	(466,406)	4,150,094	3,683,688	Reserve calculation revised
006	Whidbey Marathon	(22,372)	(2,173)	20,199	132,972	153,171	Professional services less than budgeted
101	Streets	847,735	1,401,957	554,222	1,869,735	2,423,957	Carryover from 2014
104	Arterials	715,298	1,281,397	566,099	838,898	1,404,997	Carryover from 2014
105	Transportation Capital Improvement	1,123,591	1,146,129	22,538	1,165,559	1,188,097	Carryover from 2014
106	Paths and Trails	24,037	10,000	(14,037)	26,459	12,422	Transfer to Gen Fund for Veteran's Park
115	Art Acquisition & Maintenance	18,923	63,434	44,511	19,023	63,534	Budgeted Art purchases did not occur
116	Civic Improvement (2%)	521,172	686,210	165,038	722,072	887,110	Carryover from 2014
125	Neighborhood Parks	99,154	97,842	(1,312)	99,404	98,092	Interest earnings less than budgeted
126	Community Parks	274,488	265,685	(8,803)	275,138	266,335	Interest earnings less than budgeted
127	Park Impact Fund	60,250	39,407	(20,843)	121,500	100,657	Revenue received less than budgeted
129	Senior Center	50,968	(2,569)	(53,537)	485,940	432,403	Travel revenue \$44K less than budgeted
311	REET 1st 1/4%	1,144,364	1,356,784	212,420	1,319,914	1,532,334	Budgeted 1/2 of actual received
312	REET 2nd 1/4%	584,226	762,932	178,706	759,776	938,482	Budgeted 1/2 of actual received
320	Construction - Dock Project	167,814	168,900	1,086	167,814	168,900	Carryover from 2014
325	Waterfront Redevelopment	404,499	379,552	(24,947)	425,849	400,902	Carryover from 2014
401	Water	4,167,204	5,161,193	993,989	9,649,368	10,643,357	Carryover from 2014
402	Sewer	45,880,823	16,036,178	(29,844,645)	67,397,128	37,552,483	Waste Water Treatment Plant
403	Solid Waste	2,713,910	2,338,654	(375,256)	6,083,560	5,708,304	Actual expenditures greater than budgeted
404	Storm Drain	331,570	1,216,215	884,645	2,120,915	3,005,560	Carryover from 2014
410	Marina	314,094	506,278	192,184	1,662,474	1,854,658	Actual revenue greater than budgeted
411	Water Cumulative Reserve	2,766,071	2,767,161	1,090	2,982,071	2,983,161	Miscellaneous
412	Sewer Cumulative Reserve	5,283,732	5,295,389	11,657	5,406,232	5,417,889	Miscellaneous
413	Solid Waste Cumulative Reserve	116,796	117,250	454	117,106	117,560	Miscellaneous
414	Storm Drain Cumulative Reserve	416,105	417,994	1,889	416,605	418,494	Miscellaneous
420	Marina Cumulative Reserve	8,530	8,451	(79)	8,730	8,651	Miscellaneous
501	Equipment Rental	143,863	228,298	84,435	1,181,886	1,266,321	Carryover from 2014
502	Equipment Replacement	7,469,094	8,449,419	980,325	9,159,850	10,140,175	Actual expenditures less than budgeted
510	Facilities	345,660	167,682	(177,978)	2,854,142	2,676,164	Pension adj
		82,491,919	55,847,606	(26,644,313)	138,068,998	111,424,685	

City of Oak Harbor
City Council Agenda Bill

Bill No. C/A 4.d
Date: July 5, 2016
Subject: Ordinance No. 1769: Amending
OHMC 2.29.010 - Increasing
the Arts Commission
Membership from Seven (7) to
Nine (9) Members

FROM: Mayor Severns

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- ⊙ Bob Severns, Mayor
- ⊙ Doug Merriman, City Administrator
- ⊙ Patricia Soule, Finance Director
- ⊙ Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

Approve Ordinance No. 1769 amending OHMC 2.29.010

BACKGROUND / SUMMARY INFORMATION

This agenda bill proposes an amendment to Oak Harbor Municipal Code 2.29.010 to change the Arts Commission membership and increase it from seven to nine.

The Arts Commission, when first created in 2005, had eleven members. It was challenging at that time to achieve full attendance and occasionally the committee lacked a quorum. In 2012 the size of the commission was reduced to seven by Ordinance 1631. Since then the commission membership has been stable. Currently there is increased interest from citizens to serve on this commission, therefore an increase from seven to nine members is recommended.

LEGAL AUTHORITY

The City has authority under RCW 35A.11.020 to organize and regulate its internal affairs.

FISCAL IMPACT

Funds Required: None

Appropriation Source: N/A

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

June 15, 2016 Special Meeting.

ATTACHMENTS

1. [OHMC 2.29 Oak Harbor Arts Commission](#)
2. [Ordinance No. 1769](#)

Chapter 2.29**OAK HARBOR ARTS COMMISSION**

Sections:

- 2.29.005 Findings.
- 2.29.010 Creation of arts commission.
- 2.29.020 Purpose and functions of the Oak Harbor arts commission.
- 2.29.030 Monetary donations and gifts of works of art to the city.
- 2.29.040 Membership of commission.
- 2.29.050 Term of office of members.
- 2.29.060 Appointment, vacancy or removal.
- 2.29.070 Temporary vacancies.
- 2.29.080 Officers.
- 2.29.090 Meetings of the commission.
- 2.29.100 Organization and procedure.
- 2.29.110 Administration.
- 2.29.120 City funding of the arts.

2.29.005 Findings.

The city council finds that public artistic expressions of all kinds enhance the cultural, economic, educational and social life of the community and benefit the health and welfare of the city's residents. In its role as guardian of the health and welfare of the city, the city council finds it appropriate, necessary, and desirable to promote and support public experiences of the visual arts and other artistic disciplines for the good of the citizens of Oak Harbor. (Ord. 1631 § 1, 2012; Ord. 1548 § 1, 2009; Ord. 1438 § 2, 2005).

2.29.010 Creation of arts commission.

An arts commission of the city of Oak Harbor, to be known as the Oak Harbor arts commission, is hereby established to serve as an advisory body to the mayor and Oak Harbor city council. The commission shall consist of ~~seven~~ nine members, appointed by the mayor with the consent of a majority of city council, who shall serve without compensation. (Ord. 1631 § 1, 2012; Ord. 1548 § 1, 2009; Ord. 1438 § 3, 2005).

2.29.020 Purpose and functions of the Oak Harbor arts commission.

The purpose of the Oak Harbor arts commission shall be to foster the creative arts in Oak Harbor. "Creative arts" shall include all forms of the visual and performing arts. The arts commission shall make recommendations to the mayor and city council on activities, projects and programs which the city should sponsor or undertake to promote the following aims:

- (1) Foster arts and cultural programs for the enrichment of the city and its citizens.
- (2) Foster the development of a local arts community, encouraging an environment for the success of working individual artists.
- (3) Coordinate and strengthen new and existing art organizations and develop cooperation with regional entities.
- (4) Develop a program for public art, including identifying sources of funding.
- (5) Further the vision of Oak Harbor as a vibrant and progressive community.
- (6) Review this chapter and make recommendations for changes. (Ord. 1631 § 1, 2012; Ord. 1548 § 1, 2009; Ord. 1438 § 4, 2005).

2.29.030 Monetary donations and gifts of works of art to the city.

The city shall establish a separate fund to receive monetary donations for public art. Gifts of art to the city shall be reviewed by the Oak Harbor arts commission and shall be forwarded to the city council prior to acceptance or rejection by the city. (Ord. 1631 § 1, 2012; Ord. 1548 § 1, 2009; Ord. 1438 § 5, 2005).

2.29.040 Membership of commission.

The majority of said commission must reside within the city of Oak Harbor or work within the city. (Ord. 1631 § 1, 2012; Ord. 1548 § 1, 2009; Ord. 1454 § 1, 2006; Ord. 1438 § 6, 2005).

2.29.050 Term of office of members.

The term of office of the members appointed shall be for periods of four years from initial appointment. (Ord. 1631 § 1, 2012; Ord. 1548 § 1, 2009; Ord. 1438 § 7, 2005).

2.29.060 Appointment, vacancy or removal.

(1) In appointing members and filling vacancies, the mayor and council should endeavor to obtain a diverse cross-section of Oak Harbor's residents as members and also appoint members from groups having an interest in the arts and cultural activities, practicing artists and other persons employed in artistic endeavors.

(2) Vacancies on said commission from whatever cause, except temporary vacancies as hereinafter provided, shall be filled by the mayor, subject to city council approval, for the unexpired term.

(3) Any member of the commission may be removed from said commission prior to the expiration of his/her term by a two-thirds vote of the city council, subject to the provisions of subsection (2) of this section.

(4) The appointment of any member of the commission who has been absent from three consecutive regular or special meetings of the commission without the approval of said commission shall automatically terminate. The administrator shall notify any member whose appointment has automatically ended and report to the appointing authority that a vacancy exists on said commission and that an appointment should be made for the unexpired term. The commission shall have the power and authority to excuse any member from attendance at any regular business meeting or study session for good cause. (Ord. 1631 § 1, 2012; Ord. 1548 § 1, 2009; Ord. 1438 § 8, 2005).

2.29.070 Temporary vacancies.

A member of the commission may be granted a leave of absence by the city council and a temporary vacancy shall thereupon exist for the period of such leave of absence.

During the period of such temporary vacancy, the city council may fill such vacancy by a temporary appointment to said commission; provided, however, that the period of such temporary appointment shall not exceed the period of the temporary vacancy.

At the expiration of a leave of absence so granted, the member shall automatically resume full and permanent membership on said commission. (Ord. 1631 § 1, 2012; Ord. 1548 § 1, 2009; Ord. 1438 § 9, 2005).

2.29.080 Officers.

The arts commission shall elect its officers, including a chairperson, vice chairperson and other officers, as it may deem necessary. The commission may set up committees. (Ord. 1631 § 1, 2012; Ord. 1548 § 1, 2009; Ord. 1438 § 10, 2005).

2.29.090 Meetings of the commission.

The Oak Harbor arts commission shall establish a regular time and place of meeting, and shall hold at least six regular meetings a year. Special meetings of the commission may be called at any time by the chairperson or by a quorum of the members of the commission upon personal notice being given to all members of the commission. If personal notice cannot be given, written notice must be received by such members at least 24 hours prior to said meeting. (Ord. 1631 § 1, 2012; Ord. 1548 § 1, 2009; Ord. 1438 § 11, 2005).

2.29.100 Organization and procedure.

The commission may make and alter any rules and regulations governing its organization and procedures not consistent with this chapter or any other ordinance of the city, subject to the approval of the city council. Requests for recommendations and study of matters within the area of interest of the commission must be submitted to it five days prior to any scheduled meeting. (Ord. 1631 § 1, 2012; Ord. 1548 § 1, 2009; Ord. 1438 § 12, 2005).

2.29.110 Administration.

The mayor shall appoint an officer or employee of the city to act as administrator for the Oak Harbor arts commission. (Ord. 1631 § 1, 2012; Ord. 1548 § 1, 2009; Ord. 1438 § 13, 2005).

2.29.120 City funding of the arts.

(1) The city council in the biannual budget may set aside special funds to be placed in the arts fund.

(2) Monies allocated to the arts fund from the utility tax shall be placed in the general fund with a direct allocation to the art acquisition and maintenance fund pursuant to OHMC 3.71.060. (Ord. 1631 § 1, 2012; Ord. 1548 § 1, 2009; Ord. 1438 § 14, 2005).

ORDINANCE NO. 1769

AN ORDINANCE OF THE CITY OF OAK HARBOR AMENDING
MUNICIPAL CODE SECTION 2.29.010 ENTITLED "CREATION OF ARTS
COMMISSION"

WHEREAS, the current membership of the Arts Commission is established at seven; and

WHEREAS, there is an increased interest in members of the community to serve on the
commission; and

WHEREAS, recommendations to the City Council on matters related to arts benefit from the
review and input of a nine member commission; and

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

Section One. Oak Harbor Municipal Code Chapter 2.29.010 entitled "Creation of Arts
Commission" is hereby amended to read as follows:

An arts commission of the city of Oak Harbor, to be known as the Oak Harbor arts commission,
is hereby established to serve as an advisory body to the mayor and Oak Harbor city council. The
commission shall consist of nine members, appointed by the mayor with the consent of a
majority of city council, who shall serve without compensation

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

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

PASSED by the City Council this _____ day of _____ 2016.

CITY OF OAK HARBOR

BOB SEVERNS, MAYOR

Attest:

Approved as to Form:

Anna Thompson, City Clerk

Nikki Esparza, City Attorney

Published: _____

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

Bill No. C/A 4.e
Date: July 5, 2016
Subject: Ordinance No. 1774: City Petty
Cash and Change Fund Policy
Amendment

FROM: Patricia Soule, Finance Director

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- ⊙ Bob Severns, Mayor
- ⊙ Doug Merriman, City Administrator
- ⊙ Patricia Soule, Finance Director
- ⊙ Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

Approve Ordinance 1774

BACKGROUND / SUMMARY INFORMATION

The City has maintained a Council authorized listing of Petty Cash and Change funds. Petty Cash is used by departments for various purchases requiring small incidental amounts of cash on hand. Change Funds are established for change purposes only.

Instead of requiring City Council to approve an increase or decrease to funds via resolution, this will allow the Finance Director to make those adjustments unless the total funds across the city exceed \$8,000. The Change and Petty Cash Funds currently total \$4,359 after a reduction to the Police Investigative Fund whereas previously the funds have been close to the \$8,000 limit. This will allow flexibility should the need arise to make adjustments in the future.

LEGAL AUTHORITY

FISCAL IMPACT

Not applicable

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

Existing policy requires City Council to approve and changes to the value of the individual funds.

ATTACHMENTS

1. [Ordinance No. 1774: City Petty Cash and Change Funds Amendment](#)

ORDINANCE NO. 1774

AN ORDINANCE OF THE CITY OF OAK HARBOR AMENDING SECTION 2.320.080 OF THE OAK HARBOR MUNICIPAL CODE ENTITLED "NONCOMPETITIVE PURCHASES" AND CREATING A NEW CHAPTER 3.05 ENTITLED "PETTY CASH AND CHANGE FUNDS "

WHEREAS, the City of Oak Harbor established revolving petty cash and change funds for each remote department in 2006, and

WHEREAS, increases or decreases to the petty or change funds must currently be adopted by the City Council regardless of the amount of change which may sometimes be untimely and inefficient, and

WHEREAS, there has been an ongoing need to change the amounts for the departments, eliminate funds, and initiate new cashiering locations due to relocations and change in processes, and

WHEREAS, authorizing the Finance Director to administratively promulgate rules regarding the petty cash fund will facilitate the orderly and efficient administration thereof;

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

Section One. Oak Harbor Municipal Code Section 2.320.080 entitled "Noncompetitive purchases" adopted by Ord. 1470 (2006) is hereby amended to read as follows:

2.320.080 Noncompetitive purchases.

(1) Open Market Conditions. The city is authorized to make open market purchases without obtaining competitive bids or quotations therefore as required under this chapter when the any of the following conditions exist:

- (a) Items of Special Design. When an item required is of special design, shape or manufacture to match or fit in with an existing installation and competitive bidding is impracticable;
- (b) Surplus or Distress Sales. When it is possible to procure obvious bargains in surplus or distress material, supplies or equipment;
- (c) Items for Quick Delivery. When the obtaining of competitive bids or quotations will cause delay resulting in an appreciable loss to the city;

(2) Ordinary Continuing Expenses – Small Items Not Stocked – Monthly Purchase Orders. The city is authorized to establish monthly purchase orders with local vendors for periods of not more than 12 months for the purchase of items which are not stocked by the departments of the city and are available at usual market prices. Such local vendors shall be selected on the basis of best overall price policies, breadth and depth of stocks and delivery service.

~~(3) Petty Cash Accounts. The finance director is authorized to establish petty cash accounts for city departments for reimbursement of legally payable expenses incurred on behalf of the city, which shall be paid in accordance with rules and regulations established by the finance department.~~

Section Two. There is hereby added a new Chapter 3.05 entitled "Petty Cash and Change Funds" to the Oak Harbor Municipal Code to read as follows:

**Chapter 3.05
Petty Cash and Change Funds**

Sections:

- 3.05.010 Authorization to establish – Maximum amounts
- 3.05.020 Purpose – Authorized expenditures
- 3.05.030 Reimbursement
- 3.05.040 Promulgation of administrative regulations; conformance with State Auditor's Office requirements.

3.05.010 Authorization to establish – Maximum amounts

The finance director, using best business and accounting practices, is authorized to establish a petty cash and/or change fund for each city department or division which the finance director finds in need of such fund(s). The overall city limit of all petty cash and change funds is not to exceed \$8,000 without prior council approval.

3.05.020 Purpose – Authorized expenditures.

Petty cash shall be for the purpose of providing change for departments taking in receipts for the finance director and for departments requiring minor cash expenditures such as overdue postage; registered mail, filing documents with other governmental agencies; payments for licenses, franchises, and permits; and occasional one-of-a-kind purchases.

3.05.030 Reimbursement.

All amounts expended by the departments shall be reimbursed either monthly by a claim against the proper budget item(s). All such claims shall have supporting documents and receipts attached and shall in all respects comply with the current bulletins of the State Auditor. The supporting documents shall include a petty cash disbursement slip of such form as approved by the finance director.

3.05.040 Promulgation of administrative regulations; conformance with State Auditor's Office requirements.

The Finance Director is hereby authorized and directed to establish written policies for the operation of the petty cash and change funds in order to ensure the efficient administration thereof, including but not limited to provisions governing the appropriate replenishment of said fund as reasonable necessitate from time to time. Such regulations shall conform to the petty cash requirements of the State Auditor's Office as set forth in the Washington State Budgeting, Accounting, and Reporting System (BARS) manual and applicable sections of the Revised Code of Washington. The Finance Director shall maintain a comprehensive list of all petty cash and change funds for review upon request.

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

Section Four. Effective Date. This Ordinance shall be in full force and effect five (5) days after publication.

PASSED by the City Council this 5th day of July, 2016.

THE CITY OF OAK HARBOR

By _____
Robert Severns, Mayor

Dated: _____

Attest:

Anna Thompson, City Clerk

Approved as to Form:

Nikki Esparza, City Attorney

Published: _____

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

Bill No. C/A 4.f
Date: July 5, 2016
Subject: Resolution 16-19: Whidbey
Pedestrian Crossing -
Relinquishing Transportation
Alternative Program Grant Funds

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

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- ⊙ Bob Severns, Mayor
- ⊙ Doug Merriman, City Administrator
- ⊙ Patricia Soule, Finance Director
- ⊙ Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

Adoption of Resolution 16-19.

BACKGROUND / SUMMARY INFORMATION

The City applied for and was awarded a federal Transportation Alternative Program (TAP) grant in the amount of \$244,500 to be used for design and construction of a mid-block pedestrian crossing on Whidbey Avenue between Oak Harbor Street and SR-20 in April 2014. The project was intended to remedy a chronic jay-walking problem on Whidbey Avenue in the vicinity of SE Barron Drive.

The engineering consulting firm of Transpo Group was hired in September 2014 to review the project site conditions and recommend a preliminary design. The recommended design alternative was a crossing located at the southeast corner of the intersection of E. Whidbey Avenue and SE Barron Drive. The recommended design includes a pedestrian refuge island in the middle lane of Whidbey Avenue and a pedestrian warning light system. The recommended crossing location requires that vehicle access to SE Barron Drive be limited to right-in and right-out. This location also requires that a private driveway be relocated from Whidbey Avenue to Barron Drive.

In the time since the above actions were undertaken the project location has been observed and considered by Public Works staff, the Police Department and the Administration and commented on by the City's insurance provider, the Washington Cities Insurance Authority. A consensus has developed that the crossing has significant potential to cause traffic safety and liability issues that do not currently exist while the potential for improving pedestrian travel is limited. For this reason it is recommended that the pedestrian crossing not be constructed and the grant funds relinquished.

FISCAL IMPACT

Funds Required: none

Appropriation Source:

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT CITY COUNCIL WORKSHOPS

This item has been discussed at several workshops. Most recently it was discussed at the Special Meeting of the Council on June 15, 2016.

CITY COUNCIL PREVIOUS ACTIONS

August 6, 2014 – City Council passed a motion to seek an opinion letter from a licensed traffic engineer confirming that this is or is not a recommend location for crossing prior to expending any engineering funds for a traffic study or design.

August 6, 2014 – City Council passed a motion to postpone taking action on adopting on Resolution 14-31 until after receiving the opinion letter.

September 16, 2014– Mayor signed a professional services agreement with Transpo Group in the amount of \$4,500 to evaluate the Whidbey Avenue Pedestrian Crossing.

October 14, 2014 - City Council adopted Resolution 14-31 accepting the terms of the Washington State Department of Transportation Local Agency Agreement for utilizing federal funds for design and construction of the Whidbey Avenue Pedestrian Crossing.

March 3, 2015 – City Council approved soliciting proposals from qualified traffic engineering consultants.

July 7, 2015 – City Council authorized the Mayor to sign to the Consultant Agreement with Transpo Group to develop a design and the construction documents for the Whidbey Avenue Pedestrian Crossing.

ATTACHMENTS

1. [Resolution 16-19](#)

**CITY OF OAK HARBOR
RESOLUTION NO. 16-19**

**A RESOLUTION OF THE OAK HARBOR CITY COUNCIL TO RELINQUISH FUNDS
GRANTED TO THE CITY UNDER THE FEDERAL TRANSPORTATION ALTERNATIVE
PROGRAM FOR DESIGN AND CONSTRUCTION OF THE WHIDBEY AVENUE
PEDESTRIAN CROSSING PROJECT**

WHEREAS, chronic pedestrian jay-walking occurs on East Whidbey Avenue between Oak Harbor Street and SR-20 which causes a traffic safety hazard to the pedestrians and drivers using the street.

WHEREAS, the Whidbey Avenue Pedestrian Crossing project was developed to provide a safe, efficient mid-block pedestrian crossing of E. Whidbey Avenue between the intersections with Oak Harbor Street and SR-20.

WHEREAS, a Transportation Alternative Program federal grant funding application for the Whidbey Avenue Pedestrian Crossing Project was submitted to the Skagit-Island Regional Transportation Planning Organization.

WHEREAS, the Skagit-Island Regional Transportation Planning Organization awarded \$244,500 from the federal Transportation Alternative Program for design and construction of the Whidbey Avenue Pedestrian Crossing Project on April 4th, 2014.

WHEREAS, an engineering evaluation of the project and site recommended locating the mid-block pedestrian crossing at the east corner of SE Barron Drive

WHEREAS, the recommended pedestrian crossing location requires limiting vehicle access between E. Whidbey Avenue and SE Barron Drive to right-in and right-out of SE Barron Drive.

WHEREAS, the recommended pedestrian crossing location requires relocating a private driveway from E. Whidbey Avenue to SE Barron Drive.

WHEREAS, there are existing, marked crosswalks at signalized intersections at the intersections with SR-20 and Oak Harbor Street at reasonable distances from the proposed mid-block crossing which provide safer crossing locations than the proposed project.

WHEREAS, pedestrians often choose random locations to jay-walk across E. Whidbey Avenue in the project vicinity.

WHEREAS, the City's insurance provider, Washington Cities Insurance Authority, recommends against constructing a mid-block crossing of E. Whidbey Avenue because of the increased liability for accidents associated with mid-block pedestrian crossings.

WHEREAS, the City of Oak Harbor has elected not to proceed with the design and construction of the Whidbey Avenue Pedestrian Crossing Project due to concerns regarding safety of the traveling public, liability to the City and restrictions to vehicle access to property necessary for the proposed project.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Oak Harbor that the Transportation Alternative Program funds encumbered for the City of Oak Harbor under F.A. No. TAP-7762(003) by Washington State Department of Transportation Local Programs in the amount totaling \$244,500 for design and construction of the Whidbey Avenue Pedestrian Crossing is relinquished.

PASSED by the City Council of the City of Oak Harbor and approved by its Mayor this 5th day of July, 2016.

CITY OF OAK HARBOR

BOB SEVERNS, MAYOR

Attest:

Anna Thompson, City Clerk

City of Oak Harbor
City Council Agenda Bill

Bill No. C/A 4.g
Date: July 5, 2016
Subject: Appointment: Park Board,
Position 2 - Tom Tveit

FROM: Mayor Severns

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- ⊙ Bob Severns, Mayor
- ⊙ Doug Merriman, City Administrator
- ⊙ Patricia Soule, Finance Director
- ⊙ Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

Confirm the Mayor's appointment of Tom Tveit to serve on the Park Board, Position 2, for an unexpired term from July 5, 2016 to May 1, 2018.

BACKGROUND / SUMMARY INFORMATION

Dee Harbour had been serving on the Board, Position 2, since April 16, 1996. Mrs. Harbour was reappointed on May 19, 2015 to serve an additional 3-year term, to expire on May 1, 2018.

She resigned from the Park Board on May 9, 2016.

The Mayor appoints Tom Tveit to serve the remainder of Position 2 beginning July 5, 2016 and ending May 1, 2018.

LEGAL AUTHORITY

OHMC 2.30.010.

FISCAL IMPACT

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

ATTACHMENTS

1. [Application of Tom Tveit](#)

Profile

Thomas

First Name

A

Middle
Initial

Tveit

Last Name

tomtveit3@gmail.com

Email Address

651 Bayshore Dr. S.E.

Street Address

B104

Suite or Apt

Oak Harbor

City

WA

State

98277

Postal Code

Mobile: (360) 791-7215

Primary Phone

Home:

Alternate Phone

Retired Government

Employer

Was Program
Manager/Supervisor,

Job Title

Which Boards would you like to apply for?

Park Board

Interests & Experiences

Why are you interested in serving on a board or commission?

I am interested in the future direction of all the city parks and how they will be used in the generations to come. I use at least two of our parks daily. Each of our parks are important to the people who enjoy walking, picnicking , letting children play, walking their dogs, biking or just sitting quietly in the open air. The look and fell of each park and how it is used represents the different needs of the citizens. I would like to help with the directions we take in meeting the needs,

Upload a Resume

Residency and Business Ownership

Do you live or work in City Limits? Please explain.

Do you own any businesses within the City of Oak Harbor? Please explain.

Arts Commission Requirements - OHMC 2.29

Civil Service Commission Requirements - OHMC 2.23

Community Police Advisory Board Requirements - OHMC 2.50

Library Board Requirements - OHMC 2.31

Lodging Tax Membership Requirements

Marina Advisory Board Requirements - OHMC 2.39

Park Board Requirements - OHMC 2.30

Question applies to Park Board.

Please Agree with the Following Statement

**I have read OHMC 2.30 and I meet all member qualifications to serve on this Board.
<http://www.codepublishing.com/WA/OakHarbor/?OakHarbor02/OakHarbor0230.html#2.30.010>**

I Agree *

City of Oak Harbor
City Council Agenda Bill

Bill No. C/A 4.h
Date: July 5, 2016
Subject: Appointment: Marina Advisory Board, Position 2 - Steve Hucke

FROM: Mayor Severns

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- ⊙ Bob Severns, Mayor
- ⊙ Doug Merriman, City Administrator
- ⊙ Patricia Soule, Finance Director
- ⊙ Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

Confirm the Mayor's appointment of Steve Hucke to serve in Position 2 on the Marina Advisory Committee for a three (3) year term from July 5, 2016 to July 5, 2019.

BACKGROUND / SUMMARY INFORMATION

Robert Nelson's term (Position 2) expired on January 1, 2016. Mr. Nelson had been serving on the Marina Advisory Board since January 1, 2010.

Mayor Severns appoints Steve Hucke to serve in Position 2 for the full three (3) year term from June 7, 2016 to June 7, 2019.

OHMC 2.39.030 states that the member of Position 2 shall be a member of the public who need not be a customer of the moorage facility (meaning the member may or may not be a customer of the Marina in order to hold Position 2). Mr. Hucke is a customer of the Marina and is qualified to fulfill Position 2.

LEGAL AUTHORITY

OHMC 2.39.020

FISCAL IMPACT

N/A

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

ATTACHMENTS

1. [Biography](#)



Boards and Commissions Biography Form

Recommended Board Appointment for: Marina Advisory Committee

Name: Steve Hucke **Date:** June 7, 2016

Address: 433 Blueberry LN.

City, State, Zip: Oak Harbor WA. 98277

Phone Number: 253 569-9518 **Email Address:** stevhucke@comcast.net

Mailing Address: *(if different from above)* _____

Resident of Oak Harbor City Limits? If yes, how long? No

Occupation and Place of Employment: Retired/Boeing
(if retired, reference previous occupation(s))

20 years as a Boeing aircraft machinist. 5 years as a Fire and Safety manager at the Northwest Detention center. 2 years as a Security Officer at the Port of Tacoma.

Local Group or Civic Affiliations:

Oak Harbor Yacht Club

Special Interests:

Sailing

Education and Other General Comments:

Bachelor degree in Organization, Security, and Management.
Associates degree in Business Management.
Basic Mediation training.
Certified Food Safety Manager.

City of Oak Harbor
City Council Agenda Bill

Bill No. C/A 4.i
Date: July 5, 2016
Subject: Appointment: Community Police
Advisory Board, Position 9 -
Robert Olson

FROM: Administration

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- ⊙ Bob Severns, Mayor
- ⊙ Doug Merriman, City Administrator
- ⊙ Patricia Soule, Finance Director
- ⊙ Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

Approve the correction of Robert Olson's term from 9/01/2015 to 12/01/2018 to 9/01/2015 to 4/01/2019.

BACKGROUND / SUMMARY INFORMATION

At the September 1, 2015 Council Meeting, the Council confirmed the Mayor's appointment of Robert Olson to serve a 4-year term in Position 9 on the Community Police Advisory Board. The Agenda Bill erroneously stated that the term ends on 9/01/2018. This Agenda Bill seeks to amend the previous action by setting the correct term ending date of 4/01/2019 for Robert Olson's term.

LEGAL AUTHORITY

OHMC 2.50

FISCAL IMPACT

N/A

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

September 1, 2015 Council Meeting.

ATTACHMENTS

City of Oak Harbor
City Council Agenda Bill

Bill No. C/A 4.j
Date: July 5, 2016
Subject: Reappointment: Arts
Commission, Position 8 - K.C.
Pohtilla

FROM: Mayor Severns

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- ⊙ Bob Severns, Mayor
- ⊙ Doug Merriman, City Administrator
- ⊙ Patricia Soule, Finance Director
- ⊙ Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

Confirm the Mayoral Appointment of K.C. Pohtilla to serve a 4-year term in Position 8 beginning July 5, 2016 and ending July 5, 2020.

BACKGROUND / SUMMARY INFORMATION

Ordinance No. 1769 amends the Arts Commission membership from seven (7) to nine (9) members.

The Mayor appoints K.C. Pohtilla to serve in Position 8 for a 4-year term beginning July 5, 2016 and ending July 5, 2020. Ms. Pohtilla has served on the Arts Commission since its inception beginning February of 2006 and her prior position (Position 2) expired on March 1, 2016. K.C. Pohtilla meets the residency requirements of Position 8 as she resides within the City Limits of Oak Harbor.

LEGAL AUTHORITY

OHMC 2.29 and OHMC 2.29.040

FISCAL IMPACT

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

ATTACHMENTS

City of Oak Harbor
City Council Agenda Bill

Bill No. C/A 4.k
Date: July 5, 2016
Subject: Reappointment: Parks Board,
Position 3 - K.C. Pohtilla

FROM: Mayor Severns

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- ⊙ Bob Severns, Mayor
- ⊙ Doug Merriman, City Administrator
- ⊙ Patricia Soule, Finance Director
- ⊙ Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

Confirm the Mayor's reappointment of K.C. Pohtilla to serve on the Parks Board, Position 3, for a three (3) year term beginning May 1, 2016 and ending May 1, 2019.

BACKGROUND / SUMMARY INFORMATION

K.C. Pohtilla has been serving on the Parks Board since March 20, 2007. Her second term ended on May 1, 2016 and the Mayor has reappointed her to serve an additional 3 year term.

LEGAL AUTHORITY

OHMC 2.30.

FISCAL IMPACT

N/A

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

N/A

ATTACHMENTS

City of Oak Harbor
City Council Agenda Bill

Bill No. C/A 4.1
Date: July 5, 2016
Subject: Reappointment: Arts
Commission, Position 3 - Kit
Christopherson

FROM: Mayor Severns

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- ⊙ Bob Severns, Mayor
- ⊙ Doug Merriman, City Administrator
- ⊙ Patricia Soule, Finance Director
- ⊙ Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

Confirm Kit Christopherson's appointment to serve on the Arts Commission, Position 3, for a 4-year term beginning June 1, 2016 and ending June 1, 2020.

BACKGROUND / SUMMARY INFORMATION

Kit Christopherson has been serving on the Arts Commission since May 6, 2008. His second full term ended on June 1, 2016. Mr. Christopherson works at Oak Harbor High School as an Art Educator and meets the requirements of OHMC 2.29.050. The Mayor has appointed him to serve an additional four (4) years in Position 3, beginning June 1, 2016 and ending June 1, 2020.

LEGAL AUTHORITY

OHMC 2.29.040 - .050.

FISCAL IMPACT

N/A

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

N/A

ATTACHMENTS

1. [Biography and Art Selections](#)



Boards and Commissions Biography Form

Recommended Board Appointment for: OH Arts Commission

Name: Kit Christopherson **Date:** 6/2/2016

Address: 398 SE Fisher Ct.

City, State, Zip: Oak Harbor WA, 98277

Phone Number: (360)720-4528 **Email Address:** _____

Mailing Address: *(if different from above)* _____

Resident of Oak Harbor City Limits? If yes, how long? 11 years

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

OHPS (OHSD) Arts Teacher (6 years Middle School 5 years High School)

Local Group or Civic Affiliations:
None to speak of other than Family Bible Church, OH Arts Commission and our local teachers union.

Special Interests:
Everything from Painting to graphic design to Sculpture and Pottery. Currently I work in layered Mediums of clear acrylics and resins to produce more dimensional 2-D work.

Education and Other General Comments:
MA in Education from Concordia University
BA in Arts Education with a Highly Qualified credential from WWU
NBCT(national board certified teacher) in the visual arts
Multi Media Arts Certification from Edmund Community
AA w/emphasis in arts from Highline Community college

Line

Line is the most basic element of design. It is the path that the eye follows as it moves across the page. Lines can be straight, curved, thick, thin, solid, or dashed. They can be used to define shapes, create movement, and establish a sense of rhythm. Lines are also used to create texture and depth. For example, a series of parallel lines can create a sense of movement and direction. Lines can also be used to create a sense of scale and proportion. For example, a large line can dominate a page, while a small line can be used to create a sense of detail and refinement.

Shape

Shape is the two-dimensional form of an object. It is defined by its outline and its interior. Shapes can be geometric, organic, or abstract. They can be used to create a sense of balance and harmony in a design. Shapes are also used to create a sense of movement and direction. For example, a series of shapes can create a sense of flow and continuity. Shapes can also be used to create a sense of scale and proportion. For example, a large shape can dominate a page, while a small shape can be used to create a sense of detail and refinement.



Textu

Elements of Design

Contrast of smooth and textured areas emphasizes heavy textures. Broken edges emphasize textures.

Color and value contrasts help you "feel" the textures with your eyes.

Simulated textures (also known as simulated textures) occur when painting surfaces appear to be textured.



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

Bill No. C/A 4.m
Date: July 5, 2016
Subject: Pool and Billiards License
Application - "The Loakal Public
House"

FROM: Terry Gallagher, Interim Police Administrator

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- ⊙ Bob Severns, Mayor
- ⊙ Doug Merriman, City Administrator
- ⊙ Patricia Soule, Finance Director
- ⊙ Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

Approve the Pool and Billiards License Application for "The Loakal Public House."

BACKGROUND / SUMMARY INFORMATION

Kory Dyer applied for a Pool and Billiards License on May 11, 2016. Mr. Dyer paid for the \$50.00 application fee at the Utilities Office. If approved, this license will be used in his new business "The Loakal Public House."

The Clerk routed the application (attached) to the Interim Police Administrator Terry Gallagher and Mr. Gallagher approved the license application on June 27, 2016.

Pool and Billiard License fees are \$50.00 per year. Should the Council approve this application, the \$50.00 application fee already paid goes toward the first year license fee.

Mr. Dyer has also applied for a Nightclub License under OHMC 5.22. The Pool and Billiards license application is governed under OHMC 5.04 and has a totally separate process from the Nightclub application.

LEGAL AUTHORITY

Oak Harbor Municipal Code (OHMC) 5.04 governs Pool and Billiards License Applications. Mr. Dyer meets all the qualifications to hold a Pool and Billiards License. OHMC 5.04.030 requires that the Council approve the application before the City Clerk can issue the license.

FISCAL IMPACT

City gains \$50.00 in annual license fees.

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

N/A

ATTACHMENTS

1. [Application - Approved by Police Administrator](#)



Application for Pool and Billiards License

Application Fee -- Non-Refundable

Annual Fee -- \$50.00 Due January 1st of each year

Section 1: Applicant Information: (OHMC 5.04)

Business Name:

THE LOCAL PUBLIC HOUSE

Applicant Name:

KORY DYER

Date of Birth:

07/08/84

Physical Address:

656 SE BAYSHORE DR #1

Mailing Address (if different from above):

Phone:

360-720-4407

Email:

THELOCAL@GMAIL.COM, KORYD_84@HOTMAIL.COM

If applicant is a Corporation, please state the managing or directing agent's name.*

** Include documentation from the Corporation verifying that the listed managing or directing agent has authority to enter into the license for Pool and Billiards.*

Section 2: Location and Number of Tables: (OHMC 5.04.020)

Physical Location of the desired Pool and/or Billiard

Tables:

SAME AS ADDRESS

Number of Pool

Tables:

2

Number of Billiard

Tables:

0

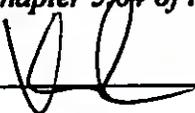
Section 3: Prohibition of Minors (if alcohol available) and Hours of Operation (OHMC 5.04.050)

I acknowledge that no person or any licensee hereunder shall permit any minor under the age of 21 years to enter or loiter in any pool or billiard hall, if liquor is served or available on the premises.

I acknowledge that no licensee here under shall keep a pool or billiard hall open between the hours of 2:00 a.m. and 7:00 a.m.

Section 4: Acknowledgement of OHMC 5.04:

I acknowledge that I have read and understand Oak Harbor Municipal Code 5.04. The above information is true and correct and provided for the purpose of obtaining a Pool and Billiards License under Chapter 5.04 of the Oak Harbor Municipal Code.

Signature:  Date: 5/11/16

Section 5: Instructions to Obtain Pool and Billiards License

- **Step 1:** First-time applicants – Complete Application and pay application fee (\$50.00).
- **Step 2:** The City Clerk will inform you when your application will be added to the Council Agenda for City Council action.
- **Step 3:** Following Council review, the Clerk will contact you with the results.
- **Step 4:** If Council approves, you will receive a Business and/or Pool and Billiards endorsement in the mail.
- **Note:** *If the application is granted, the \$50.00 application fee will count as the first annual license payment.*
- **Step 5:** If Council denies the application, the \$50.00 application fee is non-refundable. The Clerk shall also return the application [copy] marked “license rejected.”
- **Renewal:** Must renew Pool and Billiards license annually. Expires December 31st of each year.

SECTIONS 5 – 6 -- INTERNAL USE ONLY

Section 6: Police Department Investigation and Recommendations: (OHMC 5.04.020)

No comments specific to this application. Related nightclub license application contains some additional information.


Police Chief

June 27, 2016
Date

Section 8: Council Approval (OHMC 5.04.030)

Conditions set by City Council (if any):

Approval/Denial Date	Fees Paid or waived	Business License No. Issued

City Clerk

Date

Contact the City Clerk with questions at athompson@oakharbor.org or 360-279-4539.

DUPLICATE DUPLICATE DUPLICATE DUPLICATE
CITY OF OAK HARBOR
665 SE BARRINGTON DR
OAK HARBOR, WA 98277-4092
360-279-4530

Reg# #/Rcpt#: 005-00075614 [JM]
Accounting Date: Thu, May 12, 2016
Date/Time: Thu, May 12, 2016 4:14 PM

0099/POLICE-WSP (CPL) BACKGROUND
REF#:K DYER THE LOAKAL

FEE AMOUNT:\$ 12.00

0156/NIGHTCLUB LICENSE
REF#:K DYER THE LOAKAL

FEE AMOUNT:\$ 200.00

0146/POOL TABLE & BILLARDS
REF#:K DYER THE LOAKAL

FEE AMOUNT:\$ 50.00

RECEIPT TOTAL \$ 262.00

Payment Data:

Pmt# :1

Payer: DYER

METHOD: CC \$ 262.00

-

RECEIPT SUMMARY

TOTAL TENDERED \$ 262.00

RECEIPT TOTAL \$ 262.00

CHANGE DUE \$ 0.00

THANK YOU!!

WWW.OAKHARBOR.ORG

DUPLICATE DUPLICATE DUPLICATE DUPLICATE

v:1.0.4575

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

Bill No. C/A 4.n
Date: July 5, 2016
Subject: Marina Convenience Store
Vendor Agreement "On De
Hook"

FROM: Steve Powers, Development Services Agreement

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- ⊙ Bob Severns, Mayor
- ⊙ Doug Merriman, City Administrator
- ⊙ Patricia Soule, Finance Director
- ⊙ Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

Authorize the Mayor to sign the Stationary Vendor Agreement allowing for a convenience store to operate at the Oak Harbor Marina.

BACKGROUND / SUMMARY INFORMATION

This agenda bill requests the City Council renew a stationary vendor agreement with Ms. Dianna Cullen and Mr. Brian Punch, allowing them to continue to operate a convenience store (Off De Hook) at the Oak Harbor Marina. The Council first approved such an agreement at their August 5, 2015 meeting. The agenda bill from that meeting (without attachments) is shown in Attachment A.

The store has been an asset to the Marina and its tenants and its continued operation is desirable. The store will stay in its present location (storage sheds 1-11 and 1-24) and will pay the same fees: \$213.28 per month total for both sheds and \$0.115 per kilowatt hour for electricity used. No changes to the terms of the agreement (Attachment B) are proposed with the exception of lengthening the timeframe from one year to two years.

LEGAL AUTHORITY

Legal authority for this agreement is found in two places in the Oak Harbor Municipal Code:

6.36.070 Commercial use of facilities.

No commercial use of marina facilities, space, waters, real estate and buildings, except moorage of commercial vessels, will be allowed unless a city lease or license has been granted by the city council.

6.14.090 Selling articles or distributing literature.

It is unlawful to sell refreshments or merchandise, or to distribute literature in any park, without a written

permit, or a concession contract with the council.

FISCAL IMPACT

Funds Required: N/A

Appropriation Source: N/A

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

This item was not reviewed the Marina Advisory Committee.

ATTACHMENTS

1. [August 5, 2015 agenda bill \(w/o attachments\)](#)
2. [Stationary Vendor Agreement](#)

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

Bill No. 4.G.
Date: August 5, 2015
Subject: Marina Convenience Store

FROM: Steve Powers, Development Services Director

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

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

RECOMMENDED ACTION

Authorize the Mayor to sign the Stationary Vendor Agreement allowing for a convenience store to operate at the Oak Harbor Marina.

BACKGROUND / SUMMARY INFORMATION

This agenda bill requests the City Council to authorize the Mayor to sign the Stationary Vendor Agreement allowing for a convenience store to operate at the Oak Harbor Marina.

In an effort to provide more amenities at the Oak Harbor Marina and to aid with economic development of the City of Oak Harbor, staff is proposing to allow Ms. Diana Cullen and Mr. Brian Punch to operate a convenience store at the Oak Harbor Marina.

Ms. Cullen and Mr. Punch will set up a convenience store in shed 1-11 and will be charged \$106.64 per month (based upon the current monthly rental rate for storage sheds). The shed is on the north side of building one, next to the parking lot. The convenience store will sell small items such as non-alcoholic drinks, snacks, toiletries, trinkets and small boat items. Shed 1-11 has electricity to power the refrigerators, freezers and other equipment associated with this type of business. Ms. Cullen and Mr. Punch will be charged the normal rate of \$0.115 per kilowatt hour for electricity used.

Ms. Cullen and Mr. Punch will also rent shed 1-24 (it is located directly behind shed 1-11 and has an access door), where they will store extra supplies and install a hand cleaning sink. They will also be charged \$106.64 per month for this shed as well. The total monthly rent for both sheds will be \$213.28.

The store will operate year round, during peak boating days and hours. The primary focus will be on supplying marina live aboards and visiting boaters with small items they may need or have forgotten.

Per OHMC 6.14.090, City Council approval is required to allow the sale of concessions in any park. Per OHMC 6.14.030, the Oak Harbor Marina is a “park” and therefore, approval is being requested to ensure compliancy with City ordinances.

LEGAL AUTHORITY

OHMC 6.14.090 Selling articles or distributing literature.

It is unlawful to sell refreshments or merchandise, or to distribute literature in any park, without a written permit, or a concession contract with the council. (Ord. 214 § 10, 1965).

OHMC 6.14.030 Definitions, section (4)

“Parks” means all parks and well sites maintained by the city, public squares, park drives, parkways, boulevards, bathing beaches, play and recreation grounds owned by or under the jurisdiction of the city, and marine facilities. Most but not necessarily all parks as defined herein are identified and described in the comprehensive plan as is now in effect or hereafter amended.

FISCAL IMPACT

Funds Required: N/A

Appropriation Source: N/A

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

This item was presented at the July 22, 2015 City Council workshop and was not reviewed the Marina Advisory Committee.

ATTACHMENTS

1. [Washington State Reseller Permit](#)
2. [Washington State Business License](#)
3. [Island County Public Health Letter](#)
4. [Steve Richardson Insurance Letter](#)
5. [Stationary Vendor Agreement](#)

Stationary Vendor Agreement

This Stationary Vendor Agreement is made effective this 1st day of September 2016, by and between the City of Oak Harbor (CITY) and Diana Cullen and Brian Punch (VENDOR).

WHEREAS, the VENDOR is engaged in the operation of a convenience store, and;

WHEREAS, the VENDOR wishes to sell non-alcoholic drinks, snacks, toiletries and small boat items at the City of Oak Harbor Marina, and;

WHEREAS, the CITY wishes to encourage local businesses and promote economic development.

NOW, THEREFORE, the parties agree as follows:

1. General Provisions. The CITY agrees to allow VENDOR to operate, manage, and maintain a convenience store for the general public within the designated area of the Marina during agreed upon operating days and hours.
 - a. The VENDOR agrees to provide non-alcoholic drinks, snacks, toiletries and small boat items at reasonable prices to the general public.
 - b. The VENDOR agrees to provide and maintain all equipment. Improvements or additional service connections are the responsibility of the VENDOR and shall be done as per City or State of Washington code(s).
 - c. The VENDOR agrees to ensure that public sidewalks and/or walkways within the Premises are kept clear and unobstructed and in all ways compliant with Americans with Disabilities Act (ADA) requirements.
 - d. The VENDOR shall remove any litter or debris from the Premises at the end of each day.
 - i. The CITY reserves the right to enter and inspect the Premises to ensure that all requirements are complied with.
 - j. The VENDOR agrees that the Premises will be used as a site to operate a convenience store for patrons. VENDOR agrees not to let or sublet the whole or any part of the Premises allocated for VENDOR or assign this Agreement, or any interest within the property described.
 - k. The VENDOR agrees to pay and provide all governmental licenses, fees and/or permits for the operation of described services within this Agreement.

1. The VENDOR shall comply with the laws, rules and regulations regarding food handling and all vehicles, equipment, devices or structures used for the preparation, handling, storage, transportation and/or sale of food shall comply with WAC Chapter 246-215, in addition to any other rules and regulations respecting such vehicles, equipment, devices or structures as may be established by the Island County Health Department, the Oak Harbor Municipal Code or by the Marina.
 - m. The VENDOR shall pay all taxes, wages and other costs associated with the operation of On De Hook convenience store.
 - n. The VENDOR shall have a valid Oak Harbor business license.
2. Indemnification/Hold Harmless. The VENDOR shall defend, indemnify and hold harmless the CITY, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property which arises out of the use of Premises or from any activity, work, or thing done, permitted, or suffered by VENDOR in or about the Premises, except such injury or damage as shall have been occasioned by the sole negligence of the CITY.

The VENDOR agrees that all personal property kept at the Premises shall be at the risk of the VENDOR. VENDOR further agrees not to hold the CITY liable in any manner or account for any loss or damage sustained by action of fire, water, elements, theft or any third party. All equipment and machinery associated with VENDOR shall be owned exclusively by the VENDOR.

3. Insurance Requirements. The VENDOR 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 products and materials supplied to the CITY.
 - a. No Limitation. VENDOR's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the VENDOR to the coverage provided by such insurance, or otherwise limit the CITY's recourse to any remedy available at law or in equity.
 - b. Minimum Scope of Insurance. VENDOR shall obtain insurance of the type described below:

Commercial General Liability insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover products liability. The CITY shall be named as an insured under the VENDOR's Commercial General Liability insurance policy using ISO Additional Insured-Vendors Endorsement CG 20 15 or a substitute endorsement providing equivalent coverage.

- c. **Minimum Amounts of Insurance.** VENDOR shall maintain the following insurance limits:

Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$1,000,000 general aggregate and a \$2,000,000 products liability aggregate limit.
 - d. **Other Insurance Provision.** The VENDOR's Commercial General Liability insurance policy or policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the CITY. Any Insurance, self-insurance, or insurance pool coverage maintained by the CITY shall be excess of the VENDOR's insurance and shall not contribute with it.
 - e. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
 - f. **Verification of Coverage.** VENDOR 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 VENDOR before business shall commence on the Premises.
 - g. **Notice of Cancellation.** The VENDOR shall provide the CITY with written notice of any policy cancellation, within two (2) business days of their receipt of such notice.
 - h. **Failure to Maintain Insurance.** Failure on the part of the VENDOR to maintain the insurance as required shall constitute a material breach of contract, upon which the CITY may, after giving five (5) business days' notice to the VENDOR to correct the breach, immediately terminate the contract.
4. **Term.** The terms of this Agreement shall be effective through August 31, 2018. Upon expiration of the Agreement, the CITY may extend the Agreement for an additional period or season. Either party may terminate this Agreement prior to the end of the agreed term with thirty (30) days' written notice. This Agreement shall automatically terminate in the event that the VENDOR ceases convenience store activities on the Premises for any unauthorized reason for a period of ten (10) or more consecutive days. Upon the expiration or early termination of this Agreement, the VENDOR will surrender the location in good condition as they were at the commencement of the Agreement term.
5. **Payment.** The VENDOR agrees to pay the CITY a total of One Hundred Six Dollars and Sixty Four Cents (\$106.64) for each space rented plus an additional Eleven and One Half Cents (\$0.115) per kilowatt hour for electricity used per month for payment to operate the convenience store on the aforementioned Premises. Payment will be made not later than

the 15th day of each month, payable to the CITY. Should the term of the agreement be extended as provided for above, the City reserves the right to re-negotiate the monthly charge.

6. Notices and Communication. Notices to the CITY shall be sent to the following address:

City of Oak Harbor
Chris Sublet, Harbormaster
865 SE Barrington Drive
Oak Harbor, WA 98277

Notices to the VENDOR shall be sent to the following address:

On De Hook
Bldg 1 Unit 11
1401 SE Catalina Dr
Oak Harbor WA 98277

Receipt of any notice shall be deemed effective three (3) days after deposit of written notice in the U.S. mail with proper postage and address.

7. Modification. No provision of this Agreement may be amended or modified except by written Agreement signed by the parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date herein above first written.

Dated

By _____
Diana Cullen and Brian Punch
On De Hook

CITY OF OAK HARBOR

By _____
Bob Severns
Mayor of the City of Oak Harbor

Approved as to Form:

Nikki C. Esparza
City Attorney

City of Oak Harbor
City Council Agenda Bill

Bill No. C/A 4.o
Date: July 5, 2016
Subject: Contract Amendment #1: PFM
Financial Services

FROM: Dr. Doug Merriman, City Administrator

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- ⊙ Bob Severns, Mayor
- ⊙ Doug Merriman, City Administrator
- ⊙ Patricia Soule, Finance Director
- ⊙ Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

Authorize City Administrator to sign Contract Amendment #1 with Public Financial Management (PFM) Inc.

BACKGROUND / SUMMARY INFORMATION

PFM provides financial advisory services to the City of Oak Harbor related to funding strategies and bond issue assistance for the Waste Water Treatment Plant project. In 2014, City Council approved a contract with PFM for the provision of services related to the structuring of potential wastewater revenue bond issues through December 31, 2015. Due to ongoing assistance needs of the City, staff recommend the continuation of work with PFM, and requests Council's approval of the attached contract.

The terms and conditions of the contract represent projected work pertaining to the funding of the Clean Water Facility. The term of the contract goes to December 31, 2018. Exhibit C has been added to meet federal funding requirements.

LEGAL AUTHORITY

FISCAL IMPACT

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

ATTACHMENTS

1. [PFM Financial ADvisory Contract 6-2016](#)
2. [Original PFM contract](#)

PFM FINANCIAL ADVISORS LLC

AGREEMENT FOR FINANCIAL ADVISORY SERVICES

This agreement, made and entered into this 5th day of July 2016, by and between the City of Oak Harbor ("City") and PFM Financial Advisors LLC (hereinafter called the "Financial Advisor" or "PFM") sets forth the terms and conditions under which the Financial Advisor shall provide services.

In order for the City to obtain and PFM to provide the services of a financial advisor to develop and assist in implementing City's strategies to meet its current and long-term operations, financial obligations, capital financing needs and render assistance in respect to debt transactions, City and PFM agree as follows:

I. SCOPE OF SERVICES

PFM shall provide, upon request of the City, services related to financial planning, budget and strategic advice and planning, policy development and services related to debt issuance, if applicable, as set forth in Exhibits A and C to this Agreement.

II. WORK SCHEDULE

The services of the Financial Advisor are to commence as soon as practicable after the execution of this Agreement.

Services which are not related to a particular financing transaction shall be completed as agreed between the City and the Financial Advisor.

III. FINANCIAL ADVISORY COMPENSATION

For the services described, PFM's professional fees and expenses shall be paid as follows:

1. For services related to financial planning, policy development and financial analysis, PFM shall receive hourly rates as listed below. Services will be billed not more frequently than monthly.

Experience Level Hourly Rate

Director/Managing Director	\$295
Senior Managing Consultant	\$275
Senior Analyst	\$225
Analyst	\$195
Associate	\$175

2. In addition to fees for services, PFM will be reimbursed for reasonable and documented out-of-pocket expenses incurred, including travel, telephone conferencing service, overnight mail, and other ordinary cost and any actual extraordinary cost for graphics, and printing which are incurred by PFM. Appropriate detail will be provided.

3. Other PFM Services described in Exhibit A will be provided subject to separate, mutually acceptable fee structures and may require a separate contract with PFM or its affiliates.

4. Interim financing or bank placements may be subject to a reduced fee, based on the specific services required.

5. The fee for services relating to the sale of bonds, as set forth in Exhibit A, will be based on the following schedule:

<u>Bond Size (\$000)</u>	<u>Issuance Fee per \$1,000</u>
For financing up to \$20 million	\$1.50 per \$1,000, with a \$20,000 minimum
For financing up to \$75 million	\$30,000 plus \$0.75 per \$1,000 over \$20 million
For financing over \$75 million	\$75,000 plus \$0.25 per \$1,000 over \$75 million

6. The amount of this contract shall not exceed \$125,000.00.

IV. TERMS AND TERMINATION

The term of this agreement shall be July 5, 2016 through December 31, 2018, with the option to extend for up to three additional one year terms if required by the City. This agreement may be canceled in writing by either party upon thirty (30) days written notice to the other party.

V. NON ASSIGNABILITY

PFM shall not assign any interest in this Agreement or subcontract any of the work performed under the Agreement without the prior written consent of the City.

VI. INFORMATION TO BE FURNISHED TO THE FINANCIAL ADVISOR

All information, data, reports, and records (“Data”) in the possession of the City or any third party necessary for carrying out any services to be performed under this Supplemental Letter shall be furnished to PFM and the City shall, and shall cause its agent(s) to, cooperate with PFM in its conduct of reasonable due diligence in performing the services. To the extent the City requests that PFM provide advice with regard to any recommendation made by a third party, the City will provide to PFM written direction to do so as well as any Data it has received from such third party relating to its recommendation. The City acknowledges and agrees that while PFM is relying on the Data in connection with its provision of the services, PFM makes no representation with respect to and shall not be responsible for the accuracy or completeness of such Data. PFM’s required disclosures are attached as Exhibit D.

VII. NOTICES

All notices given under this Agreement shall be in writing, sent by registered United States mail, with return receipt requested, or through overnight delivery service, addressed to the party for whom it is intended, at the designated below. The parties designate the following as the respective places for giving notice, to-wit:

City of Oak Harbor,
Doug Merriman, City Administrator
865 SE Barrington Drive
Oak Harbor, WA 98277

PFM Financial Advisors LLC
Susan Musselman, Director 1200 Fifth Avenue,
Suite 1220
Seattle, WA 98101-3132

VIII. FINANCIAL ADVISOR'S REPRESENTATIVES

The City has the right to request, for any reason, PFM to replace any member of the advisory staff. Should the City make such a request, PFM shall promptly suggest a substitute for approval by the City.

IX. INSURANCE

PFM's Insurance Statement is attached as Exhibit B. Proof of such insurance can be provided to the City upon written request, including Certificates of Additionally Insured.

X. INDEPENDENT CONTRACTOR

The Financial Advisor, its employees, officers and representatives at all times shall be independent contractors and shall not be deemed to be employees, agents, partners, servants and/or joint venture partners of City by virtue of this Agreement or any actions or services rendered under this Agreement.

XI. ENTIRE AGREEMENT

This Agreement represents the entire agreement between City and PFM and may not be amended or modified except in writing signed by both parties.

IN WITNESS THEREOF, the City and PFM have executed this Agreement as of the day and year herein above written.

City of Oak Harbor

Robert Severns, Mayor

PFM Financial Advisors LLC

Susan Musselman, Director

EXHIBIT A-SCOPE OF SERVICES

The Advisor will provide financial advisory and consulting services relative to capital projects for the City, specifically:

- Assist the City in developing a financing strategy and structure that best meets the City's needs.
- Review and advise the City relative to any financing proposals provided by other parties.
- Meet with the City Council (the "Council") or other representatives of the City, as requested, to provide information and discuss recommendations, as appropriate.
- Advise the City on method of sale for any financing, or use of bank placement.
- Develop a work plan and time schedule for any financing
- Evaluate and make a recommendation on the number of ratings and rating agencies to use. Present the bond issue to the bond rating agency and bond insurers, if advisable, and work with the agencies to secure the best possible results.
- Provide guidance to the City in matters relating to the terms to be negotiated with providers of other services relative to the financing.
- Coordinate with bond counsel in regard to legal documentation for any financing and provide review and input as appropriate.
- Review (or upon request, prepare) Preliminary Official Statements and final Official Statements prepared on behalf of the City for use in marketing any bonds and meeting regulatory requirements .
- Assist the City in selecting an underwriter for a negotiated sale of bonds. Review and oversee the Underwriter's bond marketing plan, review the interest rates, reoffering yields, Underwriter's compensation and other terms and conditions of the sale, and advise the City on the reasonableness of the Underwriter's purchase proposal.
- For any competitive sale of bonds, prepare official notice of sale, recommend sale parameters, take steps necessary to ensure broad market exposure of the issue, through the use of newswire services and official statement distribution, and perform additional steps necessary and customary for competitive bond sales.
- Coordinate parties to the closing, and ensure wire instructions and transfer amounts are confirmed.
- Provide additional services directly related to the successful completion of financing.

Other PFM Services.

Upon request of the City and subject to separate, mutually acceptable fee structures PFM or its affiliates may provide other services which may include the following:

- a. Impact fee financial analysis
- b. Grantsmanship
- c. Rate analysis
- d. Management analysis
- e. Referendum assistance
- f. Legislative initiatives
- g. Project assessment analysis
- h. Implementation of revenue enhancement programs
- t. Arbitrage and rebate services
- J. Financial analysis of projects being developed by engineer/ architect / specialized consultant studies
- k. Negotiate on behalf of the City for proposed projects
- l. Services for acquisition of Private Utility
- m. Public-Private Partnership advisory services
- n. Investment of bond proceeds, including escrow structuring and procurement
- o. Arbitrage rebate and post-issuance compliance
- p. Interest rate swap advisory services
- q. Management and Budget Consulting services, including:
 - Multi-year Plan -Provide general analytical support as needed for annual budgetary development, multi-year financial planning, and other various policy initiatives as requested by the City;
 - Collective Bargaining Support -Provide quantitative and analytical support for the City in collective bargaining through such services as the development of costing models for compensation scenarios, development of workforce cost containment strategies, and delivery of expert testimony in employee interest arbitration proceedings;
 - Revenue Enhancement -Assist the City in evaluating the fiscal and policy impacts of revenue enhancement options such as tax policy reforms and non-tax revenue adjustments;
 - Economic Development -Assist the City in evaluating transportation, infrastructure, and general economic development financing options in support of the City's goals;
 - Cash Flows – Review cash flow projections produced by the City, and, as necessary, suggest and support improvements to the City's cash flow model; and
 - Performance Enhancement – Deliver additional strategic management consulting services as may be requested by the City in areas related to fiscal improvement, management/productivity reforms, and governmental performance. Such services may include, without limitation, assisting the City with the development of analyses and narrative with regard to overall strategy and assumptions, revenue forecasts, and/or expenditure reduction initiatives. Such support may include quantitative analysis, identification of best practices, and/or technical review and quality assurance.

EXHIBIT B-INSURANCE STATEMENT

PFM Financial Advisors LLC (“PFM”) has a complete insurance program, including property, casualty, comprehensive general liability, automobile liability and workers compensation. PFM maintains professional liability and fidelity bond coverages which total \$25 million and \$10 million, respectively. PFM also carries a \$2 million cyber liability policy.

Our Professional Liability policy is a “claims made” policy and our General Liability policy claims would be made by occurrence.

Deductibles/SIR:

Automobile \$250 comprehensive & \$500 collision
Cyber-Liability \$50,000
General Liability \$0
Professional Liability (E&O) \$1,000,000
Financial Institution Bond \$75,000

Insurance Company & AM Best Rating

Professional Liability (E&O):	Endurance American Specialty Insurance; (A:XV) XL Specialty Insurance Company; (A:XV) Continental Casualty Company, (A:XV) Start Indemnity & Liability Company; (A:XIV)
Financial Institution Bond:	Federal Insurance Company; (A++/XV)
Cyber Liability:	Indian Harbor Insurance Company (A)
General Liability:	Great Northern Ins. Company; (A++/XV)
Automobile Liability:	Federal Insurance Company; (A++/XV)
Excess /Umbrella Liability:	Federal Insurance Company; (A++/XV)
Workers Compensation & Employers Liability	Pacific Indemnity Company; (A++/XV)

EXHIBIT C – FEDERAL FUNDING COMPLIANCE

The following clauses will be incorporated into contracts for financial consulting services receiving financial assistance from the Washington State Department of Ecology Water Pollution Control Revolving Fund. In the event of conflict within the contract these clauses shall take precedence:

Compliance with State and Local Laws

The financial consulting services provider (PFM) shall assure compliance with all applicable federal, state, and local laws, requirements, and ordinances as they pertain to the design, implementation, and administration of the approved project.

State Interest Exclusion

Partial funding of this project is being provided through the Washington State Department of Ecology Water Pollution Control Revolving Fund. Neither the State of Washington nor any of its departments or employees are, or shall be, a party to this contract or any subcontract.

Third Party Beneficiary

Partial funding of this project is being provided through the Washington State Department of Ecology Water Pollution Control Revolving Fund. All parties agree that the State of Washington shall be, and is hereby, named as an express third-party beneficiary of this contract with full rights as such.

The City acknowledges and agrees that such third party beneficiary shall only have the rights of enforcement of, and defenses to, any claims as the City itself would have hereunder with regard to such funding.

Cost Basis of Contract

No contract may be written for "cost-plus-a-percentage-of-cost" or "percentage of construction cost." The cost basis for this contract must be cost-reimbursement, unit price, fixed-price, time and materials, or any combination of these four methods.

Funding Recognition

Documents produced under this agreement shall inform the public that the project received financial assistance from the Washington State Water Pollution Control Revolving Fund. Washington State Department of Ecology's and the EPA's logo must be on all signs and documents. Logos will be provided as needed.

Access to the work site and to records

PFM shall provide for access to their records by Washington State Department of Ecology and Environmental Protection Agency (EPA) personnel.

PFM shall maintain accurate records and accounts to facilitate the Owner's audit requirements and shall ensure that all subs maintain auditable records. These records shall be separate and distinct from PFM's other records and accounts.

All such records shall be available to the Owner and to Washington State Department of Ecology and EPA personnel for examination. All records pertinent to this project shall be retained by PFM for a period of three (3) years after the final audit.

Certification Regarding Suspension, Debarment, Ineligibility Or Voluntary Exclusion

1. PFM, by signing this agreement, certifies that it is not suspended, debarred, proposed for debarment, declared ineligible or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. If PFM is unable to certify to the statements contained in the certification, they must provide an explanation as to why they cannot.
2. PFM shall provide immediate written notice to the Washington State Department of Ecology if at any time PFM learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
3. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the Washington State Department of Ecology for assistance in obtaining a copy of the regulations.
4. PFM agrees it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under the applicable Code of Federal Regulations, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
5. PFM further agrees by signing this agreement, that it will include this clause titled "Certification Regarding Suspension, Debarment, Ineligibility Or Voluntary Exclusion" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
6. Pursuant to 2CFR180.330, PFM is responsible for ensuring that any lower tier covered transaction complies with certification of suspension and debarment requirements.
7. PFM acknowledges that failing to disclose the information required in the Code of Federal Regulations may result in the delay or negation of this funding agreement, or pursuance of legal remedies, including suspension and debarment.
8. PFM agrees to keep proof in its agreement file that it and all lower tier recipients or (PFM)s are not suspended or debarred and will make this proof available to the Washington State Department of Ecology upon request. The RECIPIENT/PFM must run a search in <http://www.sam.gov/> and print a copy of completed searches to document proof of compliance.

This term and condition supersedes EPA Form 5700-49, "Certification Regarding Debarment, Suspension, and Other Responsibility Matters."

Disadvantaged Business Enterprises

General Compliance (40 CFR Part 33).

PFM shall comply with the requirements of the Environmental Protection Agency's Program for Participation By Disadvantaged Business Enterprises (DBE) 40 CFR Part 33.

Non-discrimination Provision (40CFR Appendix A to Part 33).

PFM shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. PFM shall carry out applicable requirements of 40 CFR part 33 in the award and administration of contracts awarded under EPA financial assistance agreements. Failure by PFM to carry out these requirements is a material breach of this contract which may result in the termination of this contract or other legally available remedies.

Six Good Faith Efforts (40 CFR Part 33 Subpart C).

PFM agrees to make the following good faith efforts whenever procuring subcontracts, equipment, services and supplies. PFM shall retain records documenting compliance with the following six good faith efforts.

1. Ensuring Disadvantaged Business Enterprises are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local and Government recipients, this will include placing Disadvantaged Business Enterprises on solicitation lists and soliciting them whenever they are potential sources. Qualified Women and Minority business enterprises may be found on the Internet at www.omwbe.wa.gov or by contacting the Washington State Office of Minority and Women's Enterprises at (866) 208-1064.
2. Making information on forthcoming opportunities available to Disadvantaged Business Enterprises and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by Disadvantaged Business Enterprises in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of thirty (30) calendar days before the bid or proposal closing date.
3. Considering in the contracting process whether firms competing for large contracts could subcontract with Disadvantaged Business Enterprises. For Indian Tribal, State and local Government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by Disadvantaged Business Enterprises in the competitive process.
4. Encourage contracting with a consortium of Disadvantaged Business Enterprises when a contract is too large for one of these firms to handle individually.
5. Using services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
6. If the PFM awards subcontracts, requiring the subs to take the six good faith efforts in paragraphs 1 through 5 above.

EXHIBIT D – REGISTERED MUNICIPAL ADVISOR REQUIRED DISCLOSURES

1. PFM is a registered municipal advisor with the Securities and Exchange Commission (the “SEC”) and the Municipal Securities Rulemaking Board (the “MSRB”), pursuant to the Securities Exchange Act of 1934 Rule 15Ba1-2. If Client has designated PFM as its independent registered municipal advisor (“IRMA”) for purposes of SEC Rule 15Ba1-1(d)(3)(vi) (the “IRMA exemption”), then services provided pursuant to such designation shall be the services described in Exhibit A hereto, subject to any limitations described thereon. PFM shall not be responsible for, or have any liability in connection with, verifying that PFM is independent from any other party seeking to rely on the IRMA exemption (as such independent status is required pursuant to the IRMA exemption, as interpreted from time to time by the SEC). Client acknowledges and agrees that any reference to PFM, its personnel and its role as IRMA, including in the written representation of Client required under SEC Rule 15Ba1-1(d)(3)(vi)(B) shall be subject to prior approval by PFM. Client further agrees not to represent that PFM is Client’s IRMA with respect to any aspect of a municipal securities issuance or municipal financial product, outside of the scope of services without PFM’s prior written consent.

2. MSRB Rule G-42 requires that municipal advisors make written disclosures to its Clients of all material conflicts of interest and certain legal or disciplinary events. Such disclosures are provided in PFM’s Disclosure Statement delivered to Client together with this Agreement.

PUBLIC FINANCIAL MANAGEMENT, INC.

AGREEMENT FOR FINANCIAL ADVISORY SERVICES

This agreement, made and entered into this 1st day of July 2014, by and between the City of Oak Harbor ("City") and Public Financial Management, Inc., (hereinafter called the "Financial Advisor" or "PFM") sets forth the terms and conditions under which the Financial Advisor shall provide services.

In order for the City to obtain and PFM to provide the services of a financial advisor to develop and assist in implementing City's strategies to meet its current and long-term operations, financial obligations, capital financing needs and render assistance in respect to debt transactions, City and PFM agree as follows:

I. SCOPE OF SERVICES

PFM shall provide, upon request of the City services related to financial planning, budget and strategic advice and planning, policy development and services related to debt issuance, if applicable, as set forth in Exhibit A to this Agreement.

II. WORK SCHEDULE

The services of the Financial Advisor are to commence as soon as practicable after the execution of this Agreement.

Services which are not related to a particular financing transaction shall be completed as agreed between the City and the Financial Advisor.

III. FINANCIAL ADVISORY COMPENSATION

For the services described, PFM's professional fees and expenses shall be paid as follows:

1. For services related to financial planning, policy development and financial analysis, PFM shall receive hourly rates as listed below. Services will be billed not more frequently than monthly.

Experience Level Hourly Rate

Director/Managing Director	\$295
Senior Managing Consultant	\$275
Senior Analyst	\$225
Analyst	\$195
Associate	\$175

2. In addition to fees for services, PFM will be reimbursed for reasonable and documented out-of-pocket expenses incurred, including travel, telephone conferencing service, overnight mail, and other ordinary cost and any actual extraordinary cost for graphics, and printing which are incurred by PFM. Appropriate detail will be provided.

3. Other PFM Services described in Exhibit A will be provided subject to separate, mutually acceptable fee structures and may require a separate contract with PFM or its affiliates.

4. The amount of this contract shall not exceed \$40,000.00.

IV. TERMS AND TERMINATION

The term of this agreement shall be July 1, 2014 through December 31, 2015, with the option to extend for up three additional one year terms if required by the City. This agreement may be canceled in writing by either party upon thirty (30) days written notice to the other party.

V. NON-ASSIGNABILITY

PFM shall not assign any interest in this Agreement or subcontract any of the work performed under the Agreement without the prior written consent of the City.

VI. INFORMATION TO BE FURNISHED TO THE FINANCIAL ADVISOR

All information, data, reports, and records in the possession of the City necessary for carrying out the work to be performed under this Agreement shall be furnished to the Financial Advisor and the City shall cooperate with the Financial Advisor in all reasonable ways.

VII. NOTICES

All notices given under this Agreement shall be in writing, sent by registered United States mail, with return receipt requested, or through overnight delivery service, addressed to the party for whom it is intended, at the designated below. The parties designate the following as the respective places for giving notice, to-wit:

City of Oak Harbor,
Doug Merriman, Finance Director
865 SE Barrington Drive
Oak Harbor, WA 98277

PUBLIC FINANCIAL MANAGEMENT, INC.
Susan Musselman, Director
1200 Fifth Avenue, Suite 1220
Seattle, WA 98101-3132

XIII. FINANCIAL ADVISOR'S REPRESENTATIVES

The City has the right to request, for any reason, PFM to replace any member of the advisory staff. Should the City make such a request, PFM shall promptly suggest a substitute for approval by the City.

IX. INSURANCE

PFM's Insurance Statement is attached as Exhibit B. Proof of such insurance can be provided to the City upon written request, including Certificates of Additionally Insured.

X. INDEPENDENT CONTRACTOR

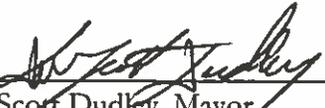
The Financial Advisor, its employees, officers and representatives at all times shall be independent contractors and shall not be deemed to be employees, agents, partners, servants and/or joint venture partners of City by virtue of this Agreement or any actions or services rendered under this Agreement.

XI. ENTIRE AGREEMENT

This Agreement represents the entire agreement between City and PFM and may not be amended or modified except in writing signed by both parties.

IN WITNESS THEREOF, the City and PFM have executed this Agreement as of the day and year herein above written.

City of Oak Harbor

By:  _____
Scott Dudley, Mayor

Date: 7/8/14

PUBLIC FINANCIAL MANAGEMENT, INC.

By:  _____
Susan Musselman, Director

Date: 7/14/14

EXHIBIT A – SCOPE OF SERVICES

The Advisor will provide financial advisory and consulting services relative to capital projects for the City, specifically:

- Assist the City in developing a financing strategy and structure that best meets the City's needs.
- Review and advise the City relative to any financing proposals provided by other parties.
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- Evaluate and make a recommendation on the number of ratings and rating agenc(ies) to use. Present the bond issue to the bond rating agency and bond insurers, if advisable, and work with the agencies to secure the best possible results.
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- e. Referendum assistance
- f. Legislative initiatives
- g. Project assessment analysis
- h. Implementation of revenue enhancement programs
- i. Arbitrage and rebate services
- j. Financial analysis of projects being developed by engineer/ architect / specialized consultant studies
- k. Negotiate on behalf of the City for proposed projects
- l. Services for acquisition of Private Utility
- m. Public-Private Partnership advisory services
- n. Investment of bond proceeds, including escrow structuring and procurement
- o. Arbitrage rebate and post-issuance compliance
- p. Interest rate swap advisory services
- q. Management and Budget Consulting services, including:
 - Multi-year Plan – Provide general analytical support as needed for annual budgetary development, multi-year financial planning, and other various policy initiatives as requested by the City;
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 - Revenue Enhancement – Assist the City in evaluating the fiscal and policy impacts of revenue enhancement options such as tax policy reforms and non-tax revenue adjustments;
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 - Cash Flows – Review cash flow projections produced by the City, and, as necessary, suggest and support improvements to the City's cash flow model; and
 - Performance Enhancement – Deliver additional strategic management consulting services as may be requested by the City in areas related to fiscal improvement, management/productivity reforms, and governmental performance. Such services may include, without limitation, assisting the City with the development of analyses and narrative with regard to overall strategy and assumptions, revenue forecasts, and/or expenditure reduction initiatives. Such support may include quantitative analysis, identification of best practices, and/or technical review and quality assurance.

EXHIBIT B - INSURANCE STATEMENT

PFM has a complete insurance program, including property, casualty, comprehensive general liability, automobile liability and workers compensation. PFM maintains professional liability and fidelity bond coverages which total \$15 million and \$10 million, respectively.

PFM's Professional Liability policy is a "claims made" policy and the General Liability policy claims would be made by occurrence.

Deductibles/SIR:

General Liability \$0

Automobile \$250 comprehensive

\$500 collision

Professional Liability (E&O) \$500,000

Financial Institution Bond \$75,000

Insurance Company & AM Best Rating

Professional Liability (E&O):

Indian Harbor Insurance Company; (A)

Financial Institution Bond:

Federal Insurance Company; (A++)

General Liability:

Great Northern Ins. Company; (A++)

Automobile Liability:

Federal Insurance Company

Excess /Umbrella Liability:

Federal Insurance Company

Workers Compensation & Employers Liability

Pacific Indemnity Company; (A++)

City of Oak Harbor
City Council Agenda Bill

Bill No. C/A 4.p
Date: July 5, 2016
Subject: Approval of Terms of Settlement
of PERC #27017-U-15-6894

FROM: Erin M. Lewis, Assistant City Attorney

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- ⊙ Bob Severns, Mayor
- ⊙ Doug Merriman, City Administrator
- ⊙ Patricia Soule, Finance Director
- ⊙ Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

Approve Terms of Settlement of PERC #27017-U-15-6894.

BACKGROUND / SUMMARY INFORMATION

On February 13, 2015, Officer Anthony Slowik filed an Unfair Labor Practice Complaint with the Public Employment Relations Commission (PERC) under PERC #27017-U-15-6894. The City responded to the Complaint and enlisted the assistance of Weed, Graafstra and Associates in defending against the complaint.

Due to various scheduling conflicts, the matter remained unresolved and set for hearing on September 20, 2016. Recently, the parties have been attempting to resolve the matter prior to the scheduled hearing date. The City Council was briefed on the matter in executive session on May 17, 2016. On June 27, 2016, the parties reached agreement on terms acceptable to settle the matter. The attached letter memorializes the agreement.

LEGAL AUTHORITY

FISCAL IMPACT

\$4874.28

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

ATTACHMENTS

1. [Agreed Terms of Settlement](#)

LAW OFFICES OF
Weed, Graafstra & Associates, Inc., P.S.
110 CEDAR AVENUE, SUITE 102
SNOHOMISH, WASHINGTON 98290-2959

CHERYL L. BEYER
EMILY GULDNER
GRANT K. WEED
PATRICK B. ANDERSON, of Counsel
THOM H. GRAAFSTRA, of Counsel

(360) 568-3119
(425) 334-1480
(425) 259-9199
(206) 283-1819
FAX: (360) 568-4437

June 27, 2016

Via email and US Mail
mmann@mannkytle.com

Ms. Mary Ruth Mann
Mann and Kytile
200 First Ave. W., Ste. 550
Seattle, WA 98119

Re: Slowik v City of Oak Harbor

Agreed Terms of Settlement of PERC No. 27017-U-15-6894

Dear Ms. Mann:

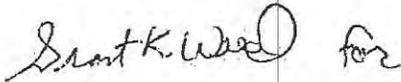
This letter memorializes the terms and conditions for the settlement of the above referenced matter now pending before PERC.

1. City will give Officer Slowik a letter of good standing in the form attached hereto signed by Mayor Severns or Interim Chief Gallagher.
2. The City has removed the written warning (Specific Occurrence Performance Report) dated August 14, 2014, from Office Slowik's personnel file. The City will make no reference to the written warning in the future for any purpose.
3. Officer Slowik will notify PERC in writing that the case has been settled and his ULP Complaint is withdrawn and the case should be dismissed with prejudice.
4. Within ten days after the withdrawal of the ULP Complaint, the City shall pay the amount of \$4,874.28 Mann & Kytile as a partial contribution to Officer Slowik's attorney fees.
5. This is a full and complete settlement of all matters between Officer Slowik and the City of Oak Harbor relating the subject matter of PERC Case No. 27017-U-15-6894.
6. This settlement is made freely and voluntarily by both parties for the sole purpose of avoiding the future time and expense of further proceedings before PERC and without any admission relating the facts or the law.

Ms. Mann
June 27, 2016
Page 2

If you agree with the foregoing, please endorse your approval below and return a copy to me.

Very truly yours,
WEED, GRAAFSTRA & ASSOCIATES, INC., P.S.

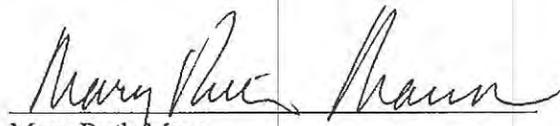
 for

Patrick B. Anderson, of Counsel

cc: Client

Accepted and approved on behalf of Anthony Slowik

Dated: 6/27/2016


Mary Ruth Mann

Date

From: City of Oak Harbor

To: Anthony A. Slowik

Subj: Letter of Good Standing

This letter is to certify that (Date) Anthony A. Slowik is in good standing as a Police Officer at the Oak Harbor Police Department. Officer Slowik has been employed with the police department since August 1, 2003 and has been on a Military Leave of Absence from October 1, 2014 to July 30, 2016.*

Officer Slowik is eligible to apply for all collateral duty positions and specialty assignments to include but not limited to: Police Detective, School Resource Officer, Motorcycle Officer, Field Training Officer, High Risk Entry Team Member, and Bicycle Officer.

Officer Slowik currently meets all Oak Harbor Police Department requirements and is an eligible candidate to apply for open Police Sergeant Positions, subject to applicable Civil Service rules and requirements.

Sincerely,

Oak Harbor Mayor or OHPD Interim Police Chief

*If Officer Slowik should remain on leave for 24 continuous months, he will be subject to normal statutorily imposed retraining requirements. Additionally, Officer Slowik will be required to attend an Access class or classes (this is required for access to certain criminal record databases), requalify with a pistol and a rifle, requalify with a taser, attend first aid and CPR training, attend any necessary training regarding DUI investigations, a driving training, re-introduction into SECTOR (another law enforcement database program), re-introduction to COBAN (dash cam system in patrol cars), and be briefed on new Lexipol policies and changes in the law. OHPD will pay for Officer Slowik to complete all such retraining and re-certification processes.



POLICE DEPARTMENT

Bob Severns, Mayor
Terry Gallagher
Police Department Administrator

860 SE Barrington Drive • Oak Harbor WA • (360) 279-4600 • FAX (360) 279-4609

Teri Gardner
Captain

Meg Massey
Admin. Assistant

June 27, 2016

To: Anthony A. Slowik

RE: Letter of Good Standing

This letter is to certify that on June 27, 2016 Anthony A. Slowik is in good standing as a Police Officer at the Oak Harbor Police Department. Officer Slowik has been employed with the police department since August 1, 2003 and has been on a Military Leave of Absence from October 1, 2014 to July 30, 2016.*

Officer Slowik is eligible to apply for all collateral duty positions and specialty assignments to include but not limited to: Police Detective, School Resource Officer, Motorcycle Officer, Field Training Officer, High Risk Entry Team Member, and Bicycle Officer.

Officer Slowik currently meets all Oak Harbor Police Department requirements and is an eligible candidate to apply for open Police Sergeant Positions, subject to applicable Civil Service rules and requirements.

Sincerely,

Terry Gallagher
Police Department Administrator
City of Oak Harbor

*If Officer Slowik should remain on leave for 24 continuous months, he will be subject to normal statutorily imposed retraining requirements. Additionally, Officer Slowik will be required to attend an Access class or classes (this is required for access to certain criminal record databases), requalify with a pistol and a rifle, requalify with a taser, attend first aid and CPR training, attend any necessary training regarding DUI investigations, a driving training, re-introduction into SECTOR (another law enforcement database program), re-introduction to COBAN (dash cam system in patrol cars), and be briefed on new Lexipol policies and changes in the law. OHPD will pay for Officer Slowik to complete all such retraining and re-certification processes.

DEDICATED TO COMMUNITY SAFETY AND SERVICE

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

Bill No. C/A 4.q
Date: July 5, 2016
Subject: Surplus Authorization-Honda
Motorcycles

FROM: Cathy Rosen, Public Works Director

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- ⊙ Bob Severns, Mayor
- ⊙ Doug Merriman, City Administrator
- ⊙ Patricia Soule, Finance Director
- ⊙ Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

A motion authorizing the surplus of two (2) Honda motorcycles as presented in detail on the attached surplus list.

BACKGROUND / SUMMARY INFORMATION

Authorization is required by the City Council to declare certain obsolete equipment items as surplus and approve the list for disposal and/or sale, as the equipment has been determined to no longer be of practical use to the City.

The Police Department has two (2) 2008 Honda ST1300 motorcycles that have not been used regularly since 2010. They are in great condition, however there are no operators trained to operate them. Staff believes that the funds used to maintain and replace these units could be better utilized.

Therefore, staff is proposing to sell these two motorcycles to another government agency after a fair market value is obtained.

LEGAL AUTHORITY

FISCAL IMPACT

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

ATTACHMENTS

1. [Surplus List 7/5/16](#)

SURPLUS LIST 7/5/16

P-08	2008	Honda	ST1300 Motorcycle	JH2SC51777M500014
P-09	2008	HONDA	ST1300 Motorcycle	JH2SC51737M500205

City of Oak Harbor
City Council Agenda Bill

Bill No. 5.a.i
Date: July 5, 2016
Subject: Clean Water Facility Project
Update

FROM: Joe Stowell, City Engineer

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- ⊙ Bob Severns, Mayor
- ⊙ Doug Merriman, City Administrator
- ⊙ Patricia Soule, Finance Director
- ⊙ Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

Review report attached.

BACKGROUND / SUMMARY INFORMATION

Per Council request, staff provides an update on the Clean Water Facility (CWF) Project at Regular Council Meetings.

LEGAL AUTHORITY

Council request.

FISCAL IMPACT

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

ATTACHMENTS

1. [Report](#)

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



CITY COUNCIL PROJECT UPDATE – July 5, 2016

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

RECENT ACTIVITIES AND MILESTONES (PREVIOUS TWO WEEKS)

- Site Preparation Package B (Deep Excavation)
 - Completed excavation activities
- Site Preparation Package C (Micropiles)
 - Completed micropile installation and testing
- Deep Foundation Concrete
 - Poured first foundation concrete on June 22
- Design
 - The Process Building 100% documents have been completed.
 - Carollo continues work on the non-process facilities
- SRF Funding Increase
 - DOE increased the 2017 CWSRF construction loan to \$44,766,854 from \$42,632,742

ANTICIPATED/UPCOMING ACTIVITIES AND MILESTONES (NEXT SIX WEEKS)

- Continue design process
- Site Preparation Package B and C
 - These GMP's are essentially completed
- Windjammer Park Integration Plan
 - Begin implementation activities
- Deep Foundation Concrete
 - Continue concrete installation
- Process Structures
 - Begin bidding/procurement process

CLEAN WATER FACILITY DESIGN STATUS

Item	Description	Progress %
Facility Design – Process Structures	Carollo Engineers is preparing the 100% design drawings for the process structures associated with the treatment plant.	100%
Facility Design – Biosolids Building	Design of the Biosolids building is at approximately 60%.	90%
Facility Design – Admin/Maintenance	Design of the Admin, Maintenance and Community room are at approximately 60%.	60%

CONSTRUCTION PACKAGE STATUS

Item	Description	Progress %
Site Preparation Package B	The design for the deep excavation package is complete. Construction has begun.	Completed
Site Preparation Package C	Preliminary work has begun on Site Preparation Package C. Work will include micro-piles in the bottom of the deep excavation and installation of a tower crane	Completed
Concrete Package	Design of the concrete structures for the Membrane Bioreactors and Aeration Basins has been completed. GMP #7 has been approved by Council.	Completed

PERMIT ACQUISITIONS STATUS

Pending Permits	Description
<ul style="list-style-type: none"> Building permits 	<ul style="list-style-type: none"> Site Prep C – Micropiles –A building permit has been obtained. Deep Foundation permit has been issued

CONSTRUCTION STATUS

Item	Description	Estimated Completion
GMP #2 (Outfall Construction)	The subcontractor has completed their work. We are currently finalizing the paperwork for this phase of work.	Final Closeout
GMP #3 (Site Preparation A)	The subcontractor has completed their work and the contract is being closed out.	Completed
GMP #4 (Site Preparation B)	Sheet piles and tie-backs have been installed. Deep excavation has been completed. A few miscellaneous tasks remain.	July 2016
GMP #6 (Site Preparation C)	Micropile installation mostly completed. Miscellaneous work once ramp is removed.	July 2016
GMP #7 (Deep Foundation Concrete)	Started installation of rebar and placement of concrete.	May 2017

COST AND FUNDING STATUS

Major Cost Item	Cost Estimate	Description
GMP #1 (MBR/UV)	\$2,775,455.58 (includes sales tax)	Awarded by City Council on 12/2/2014 - Includes Membrane Bioreactor and Ultra Violet Disinfection equipment procurement and design support. Does not include installation costs.
GMP #2 (Outfall)	\$2,164,488 (includes sales tax)	Awarded by City Council on 4/21/15 - Construction of a new outfall from approximately the waterfront trail out into Oak Harbor Bay.
GMP #3 (Site Prep A)	\$908,872 (includes sales tax)	Approved by City Council 6/16/15 - Preliminary site excavation and archaeological investigation. Preliminary results indicate this work will come in under budget or be delayed until Site Preparation Package B.

GMP #4 (Site Prep B)	\$5,109,549 (includes sales tax)	Approved by City Council on 10/20/15 - Site Preparation Package B will include utility relocates, minor demolition at the existing RBC Plant, stone column installation, sheet pile installation and deep excavation.
GMP #5 (Biosolids Dryer)	\$2,028,222 (includes sales tax)	Approved by City Council on 10/20/15 - Resolution and GMP #5 regarding a biosolids dryer were approved
GMP #6 (Site Prep C)	\$4,311,589 (includes sales tax)	Site Preparation Package C will includes installation of micro-piles, preparation for a tower crane and extension of the outfall to the site.
GMP #7 (Deep Foundation)	\$10,169,937 (includes sales tax)	The Deep Foundation package includes the concrete construction to bring the Membrane building to grade and other construction activities.
Overall Project	TBD	90% design documents have been received by the City. Hoffman initiated cost estimates. 90% design for the non-process buildings is expected in August.

Funding: Pending	Description
2017 CWSRF - WWTP Construction	On June 21, 2016 we received a formal offer from the Department of Ecology for a \$44,766,854 State Revolving Fund Loan at a rate of 1.6% for a term of 20 years. We will be working with DOE to amend our existing funding agreement over the coming months.
Rates	Ordinance 1760 was passed by City Council on March 15, 2016. Staff will continue to evaluate rates as the project progresses.
Funding: In hand	Description
2016 CWSRF – WWTP Construction	The City has been allocated \$15,631,311 at a reduced interest rate of 1.9% for 20 years and an additional \$463,154 forgivable principal for hardship and green project reserve. An additional \$4,586,846 in Centennial Grant has also been obtained.
2015 CWSRF – Outfall Design and Construction	The City has received \$3,200,000 in low interest loans from DOE for design and construction of the new outfall for the wastewater treatment plant. The loan is for 20 years at 2.7% interest.
2015 CWSRF – WWTP Design	The City has received \$8,260,000 in low interest loans for design of the new wastewater treatment plant. The loan is for 20 years at 2.7% interest.
2016 CWSRF – WWTP Construction	The City has been allocated \$15,631,311 at a reduced interest rate of 1.9% for 20 years and an additional \$463,154 forgivable principal for hardship and green project reserve. An additional \$4,586,846 in Centennial Grant was also offered.
Department of Commerce Grant	The City has received a \$2,500,000 grant from the Governors Capital Improvement Program. The city received the grant reimbursement.
Bond Anticipation Note	This note has been repaid with proceeds from the bond sale.
Bonds	The City released bonds and secured a rate of 3.43%. The city closed on the bond sale
Reserves	The sewer fund has been accumulating reserves that have been earmarked for this project.

COMMUNICATIONS AND OUTREACH STATUS

Upcoming activities or In-Progress activities	Description
Project communications plan	The project team continues to implement the project communications plan through weekly e-mail updates, drop-in times at the construction site, project signage and regular mailers at major milestones.
Windjammer Park Integration Plan	Staff is working to implement the plan approved by City Council on June 7 th .

PROJECT CONTACT INFORMATION

Web

www.oakharborcleanwater.org

Email

treatmentplant@oakharbor.org

General phone (24-hour)

360-914-7000

Project team contact information

Joe Stowell, P.E., City Engineer

[360-720-8796](tel:360-720-8796)

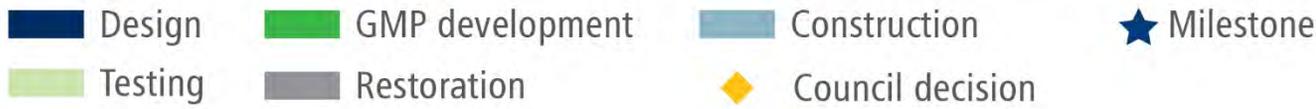
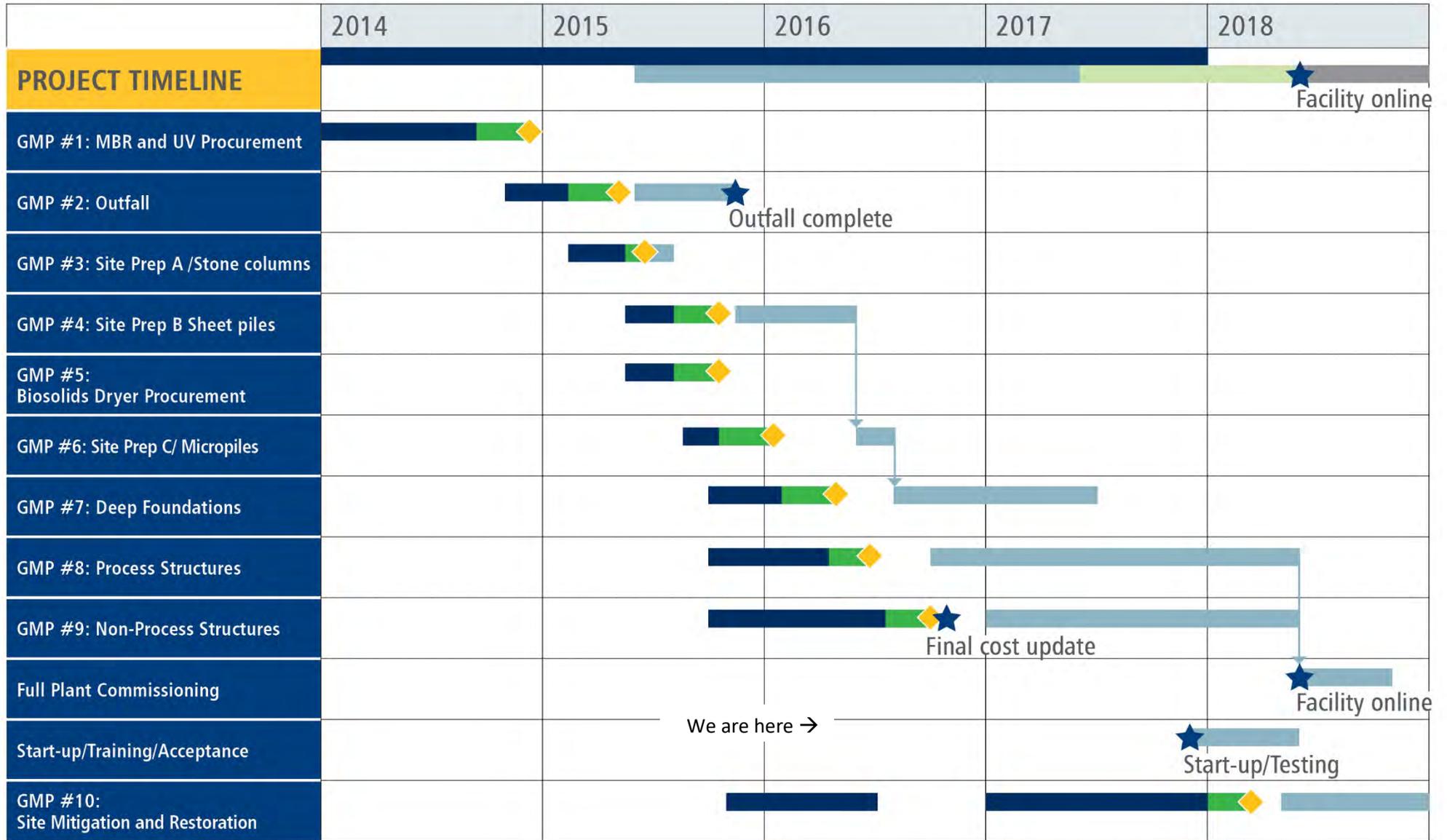
jstowell@oakharbor.org

Brett Arvidson P.E., Project Engineer

[360-914-7987](tel:360-914-7987)

barvidson@oakharbor.org

Schedule



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

Bill No. 5.a.ii
Date: July 5, 2016
Subject: 2016 Whidbey Island Marathon
Post-event Report - Elks Lodge,
Race Director

FROM: Administration

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- ⊙ Bob Severns, Mayor
- ⊙ Doug Merriman, City Administrator
- ⊙ Patricia Soule, Finance Director
- ⊙ Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

None.

BACKGROUND / SUMMARY INFORMATION

The Race Director of the 2016 Whidbey Island Marathon will provide a detailed report of the event.

LEGAL AUTHORITY

By Contract.

FISCAL IMPACT

N/A

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

ATTACHMENTS

City of Oak Harbor
City Council Agenda Bill

Bill No. 6.a
Date: July 5, 2016
Subject: Quasi-judicial Hearing -
Nightclub Regular License
Request - "The Loakal Public
House"

FROM: Steve Powers, Development Services Director

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- Bob Severns, Mayor
- Doug Merriman, City Administrator
- Patricia Soule, Finance Director
- Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

Approve The Loakal Public House nightclub license request, subject to staff recommended conditions of approval.

Please note this is a quasi-judicial process.

BACKGROUND / SUMMARY INFORMATION

Pending nightclub license application

Mr. Kory Dyer, owner of The Loakal Public House, submitted a nightclub license application (Attachment 1) to the City of Oak Harbor on May 11, 2016, for a proposed restaurant/pub to be located at 656 SE Bayshore Drive, #1. Mr. Dyer paid all applicable fees for the application and the required background check. Such a license is required because the proposed establishment meets the Oak Harbor Municipal Code (OHMC) definition of a nightclub. OHMC Chapter 5.22, Nightclubs (Attachment 2), outlines the application requirements and the process for review and approval of a nightclub license.

Once a nightclub license application is filed, the City has a ministerial duty under OHMC Section 5.22.040 to issue a temporary nightclub license. Pursuant to code, Mr. Dyer was issued a temporary nightclub license on May 14, 2016.

Upon receipt of a nightclub license application, the City Clerk routes copies to the Fire, Police and Building Departments (OHMC 5.22.045(1)). The Fire Chief and the Building Official are tasked with determining if the application meets the provisions of OHMC 5.22.035, which address appropriate zoning and building size restrictions. The Building Official determined that the subject property is appropriately zoned (in this case, CBD) and that the building occupancy limit may be established at less

than 300 persons (please see Attachment 3). The Fire Chief concurred with this determination (please see Attachment 4). The Police Chief conducted the background checks required by OHMC 5.22.045; the background check applications were approved and are shown in Attachment 5.

The Police Chief is also tasked with investigating the business location to determine if there are any features of the establishment which pose noise, traffic or other similar public health or safety concerns (OHMC 5.22.045(4)) and reporting to Council the results of his investigation and making recommendations as to conditions of approval intended to address those potential impacts (OHMC 5.22.045(5)). Please see Attachment 6 for this information.

The final step in the nightclub license application review process involves the City Council conducting a public hearing. Please note that “Unless the applicant is restricted from holding a nightclub license pursuant to OHMC 5.22.030, the City Council shall then determine whether the noise, traffic and other similar public health and safety impacts of the nightclub require mitigation through specified conditions and, if so, shall impose such conditions on the license” (OHMC 5.22.045(6)). A consolidated list of recommended conditions of approval, drawn from the various staff memos, is shown below for the Council’s consideration.

Recommended Conditions of Approval

1. That the premises be posted with signage in locations approved by the building official indicating the maximum occupant load of 299 persons or less.
2. That a detailed occupancy and egress plan be provided from a licensed design professional indicating at a minimum: the occupant load per area and in total; all exit routes and exit discharge locations; the width of each exit and the total required exit width based upon occupancy; the exit separation distance; the longest common path of egress travel; the longest exit access distance; and the proposed locations of exit signage, emergency egress lighting and fire extinguishers.
3. That a 4-foot wide path, with 4” wide hatch marks at 36” on-center maximum, and with the words “Keep Area Clear” be delineated in “safety yellow” color as approved by the building official on the floor of the storage area beginning at the door leading from the restaurant area to allow use as an alternate third exit.
4. That no changes to the physical floor plan layout, to operations of, or services offered by the business take place without prior written authorization from the building official.
5. Adhere to all laws, regulations, ordinances and zoning conditions of the State of Washington and the City of Oak Harbor applicable to the nightclub business.
6. With the exception of ingress and egress to and from the building, ensure that doors and windows remain closed at all times while any type of music or entertainment is playing.
7. Fully shield all new and/or existing site and building mounted lighting so that the light is directed downward and stays on site to the extent possible.
8. Ensure that the parking lot, sidewalk area, and the adjacent City park are kept clean of litter daily

by 6:00 AM.

9. Provide designated and visible security personnel and security measures sufficient to reduce the potential for illegal activity, noise violations or any other public health and safety violation as described in the Oak Harbor municipal code, inside and outside the business to include the parking lot and adjoining properties. This shall include:
 1. A minimum of four designated and visible security personnel on site while open for business and operating as a nightclub.
 2. On Friday and Saturday nights, a minimum of two designated and visible security personnel will be in the parking lot between the hours of 1:15 AM and 2:15 AM. Security personnel shall monitor the parking lot during business hours to prevent or report to police as appropriate any potentially illegal activity occurring in the parking lot or observed on adjacent properties.
 3. The licensee shall implement and enforce a ban policy that will ban patrons from the club for a minimum of 90 days when such patron(s):
 1. Engage in activities in the business and/or parking lot which result in arrest.
 2. Create noise violations in the business and/or parking lot.
 3. Loiter in the parking lot and/or refuse to leave the property when directed by security personnel.
 4. Engage in illegal activity immediately adjacent to the business property after leaving the club.
 5. The business owner will maintain a list of banned patrons and make the list available to police immediately upon demand. The list will contain the name of the banned patron, the date the ban was ordered, and the end date of the ban.
10. The license holder will implement and enforce a policy that requires employees to call the police as soon as possible when they are witness to or informed of an event that potentially constitutes criminal activity in the business, in the parking lot, and/or adjacent to the business property.
11. The efficacy of these conditions of approval will be reviewed by the City Council six months after the date of issuance of this license, provided however, that this condition of approval shall not limit the Council's ability to conduct an earlier review as allowed by OHMC 5.22.090.
12. Failure of the applicant to abide by these conditions of approval may result in the City pursuing civil penalties or license revocation as allowed by OHMC 5.22.065 and 5.22.070.

Previous nightclub license at this location

A nightclub license was previously issued for this location under the establishment name of “Element.” That license was in effect from approximately late-2007 to early-2013. The history of that particular nightclub is lengthy and is not summarized as part of this report. It is noted however that there were a substantial number of complaints from neighboring residents and property owners with how the previous club was operated and its impact on the surrounding area. It is also noted the Police Department responded to a substantial number of calls for service at this location during the period of time the nightclub was open. These calls were primarily related to noise complaints and complaints related to the behavior of club patrons in the parking lot and on surrounding properties, particularly at closing time.

While the past operation was problematic, the current application should be reviewed on its own merits. Although it is prudent to take note of past problems and the conditions of approval put in place to address those problems, it should not automatically be assumed the new establishment will suffer from the same difficulties as the previous one.

LEGAL AUTHORITY

As was previously noted, Oak Harbor Municipal Code Chapter 5.22, Nightclubs, outlines the application requirements and the process for review and approval of a nightclub license.

FISCAL IMPACT

Funds Required: N/A

Appropriation Source: N/A

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

Several comment letters and/or e-mails from interested citizens have been submitted to date. Copies of that correspondence are shown in Attachment 7.

ATTACHMENTS

1. [Nightclub license application for The Loakal Public House, dated 5/11/16](#)
2. [OHMC 5.22, Nightclubs](#)
3. [Building Official memo, dated 6/21/16](#)
4. [Fire Chief memo, dated 6/24/16](#)
5. [Background check applications](#)
6. [Police Department Administrator memo, dated 7/5/16](#)
7. [Citizen comment letters and/or e-mails](#)



Application for Nightclub License
Application Fee -- Non-Refundable
Fee is \$200 + Background Check Fees (OHPD Fee Schedule)
Annual License Fee \$200.00 Due by January 1st of each year

Section 1: Applicant Information: (OHMC 5.22.040)

Business Name:

THE LOCAL PUBLIC HOUSE

Business Address:

(Location of Nightclub) 656 SE BAYSHORE DR #1

Mailing Address: (if different than physical)

Primary use:

RESTAURANT/PUB

Owner Name:

(including all aliases) KORY DYER

Owner Address:

3517 APPIAN WAY OH

Owner's Phone

Number: 360-720-4407

Owner's Email

Address: KORYD_84@HOTMAIL.COM, THELOCAL@GMAIL.COM

Date of Birth:

07/08/1984

Social Security No.:

[Redacted]

Driver's License No.:

DYER *KA164MH

Section 2: Issuance Restrictions (OHMC 5.22.030) attach additional pages if needed

- 1. How long have you resided in the State of Washington? 30 years
2. Are you the owner X manager or agent of this business?
3. If you are an agent for the owner, please provide documentation verifying that you have actual authority to enter into this License. Please attach to this application.
4. Are you a co-partner of this business? Yes

5. Is this business a corporation or limited liability company? LLC

Section 3: Application Restrictions (OHMC 5.22.035) *attach additional pages if needed*

1. Indicate the Zoning District for the property of the proposed Nightclub location:
CBD

2. Does the proposed nightclub location comply with the application restrictions set forth in OHMC 5.22.035?
Yes at permission via Corey Dyer

Section 4: License Conditions (OHMC 5.22.045) *attach additional pages if needed*

1. Indicate whether you will provide musical entertainment.
LIVE MUSIC

2. Describe the hours of operation, expected attendance figures, and activities that will take place on the premises.
SUN-THURS 11AM-10PM FRI-SAT 11AM-2AM. LIVE MUSIC, COMEDY SHOWS, IMPROV NIGHTS, DINNER THEATER, MAX CAPACITY OF 300.

3. Attach the floor plan and parking areas. The floor plan should include fire exits and other physical features of the nightclub. Please provide comments of the physical characteristics if necessary.
turned into Cody attached

Section 5: Acknowledgement of OHMC 5.22 (OHMC 5.01.030)

Under penalty of perjury of the laws of the State of Washington, I do solemnly swear that I have read the Oak Harbor Municipal Code (OHMC) 5.22 regulating nightclub licensing and that I will abide by the rules set forth therein and I furthermore swear that the facts I have stated in this application are true.


Signature

5/11/16
Date

Section 6: Temporary License Issuance (OHMC 5.22.040)

Upon filing the application and paying associated fees, you will immediately be issued a temporary license. After investigation by City officials, you will be notified of their report and the date upon which the City Council will conduct a hearing for issuance of a regular license. OHMC 5.22.045 sets forth these procedures.

Temporary Issuance Date	Temporary Business License No. Issued
5-16-2016	BL-006049

Dee Thompson City Clerk 5/16/2016 Date

Section 7: Instructions to Obtain Nightclub License

- **Step 1:** First-time applicants – Complete Application, and pay application and background check fees.
- **Step 2:** The City Clerk will inform you when your application will be added to the Council Agenda for City Council action.
- **Step 3:** Following Council review, the Clerk will contact you with the results.
- **Step 4:** If Council approves, you will receive a Business & Nightclub endorsement in the mail.
- **Note:** If the application is granted, the \$200.00 application fee will count as the first annual license payment.
- **Step 5:** If Council denies the application, the \$200.00 application fee + Background Check fees are non-refundable.
- **Renewal:** Must renew Nightclub License annually. Expires December 31st of each year.

SECTION 8 -- INTERNAL USE ONLY

Section 8.a: Application Restrictions – Fire Chief & Building Official (OHMC 5.22.045)

OAK HARBOR FIRE DEPARTMENT

Date Received Application: _____

Decision/Findings:
must meet all life safety requirement &
see my memo dated 6-24-16

(Attach additional pages if needed)

Roy Ferris Fire Chief 6-27-16 Date

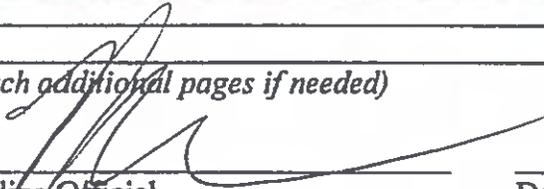
OAK HARBOR BUILDING OFFICIAL

Date Received Application: 5/12/16

Decision/Findings:

REFERENCE MEMO W. LEE TO S. POWERS DATED 6/24/16

(Attach additional pages if needed)


Building Official

6/24/16
Date

Section 8.b: Application Restrictions -- Police Chief (OHMC 5.22.045 (3)-(5))

OAK HARBOR POLICE DEPARTMENT

Date Received Application: _____

Conducted WATCH Criminal Background Check (attach results)

Decision/Findings:

SEE MEMO ATTACHED

(Attach additional pages if needed)


Police Chief

June 29, 2016
Date

Section 8.c: Application Restrictions -- Council Action (OHMC 5.22.045 (6)-(7))

CITY COUNCIL Public Hearing Date: _____

Decision/Findings: (show below or attach report)

License Conditions: (show below or attach report)

Review Date: (if any scheduled)

Approval/Denial Date	Fees Paid	Business License No. Issued

City Clerk

Date

Contact the City Clerk with questions at athompson@oakharbor.org or 360-279-4539.

DUPLICATE DUPLICATE DUPLICATE DUPLICATE
CITY OF OAK HARBOR
865 SE BARRINGTON DR
OAK HARBOR, WA 98277-4092
360-279-4530

Reg# #/Rcpt#: 005-00075614 [JM]
Accounting Date: Thu, May 12, 2016
Date/Time: Thu, May 12, 2016 4:14 PM

0099/POLICE-WSP (CPL) BACKGROUND
REF#:K DYER THE LOAKAL
FEE AMOUNT:\$ 12.00

0156/NIGHTCLUB LICENSE
REF#:K DYER THE LOAKAL
FEE AMOUNT:\$ 200.00

0146/POOL TABLE & BILLARDS
REF#:K DYER THE LOAKAL
FEE AMOUNT:\$ 50.00

RECEIPT TOTAL \$ 262.00

Payment Data:

Pmt# :1
Payer: DYER
METHOD: CC \$ 262.00
-

RECEIPT SUMMARY

TOTAL TENDERED \$ 262.00
RECEIPT TOTAL \$ 262.00

CHANGE DUE \$ 0.00

THANK YOU!!
WWW.OAKHARBOR.ORG

DUPLICATE DUPLICATE DUPLICATE DUPLICATE
v:1.0.4575



Tenant Improvement Permit Packet

Development Services Department
865 S.E. Barrington Dr. • Oak Harbor, WA 98277 • Phone (360) 279 4510 • Fax (360) 279-4519

Project Information

Site Address: 656 SE BAYSHORE DRIVE #1
 Project Description: RESTAURANT REMODEL
 Project Valuation: 7,883,000 Parcel Number: _____
 Legal Description: _____

Permit Type (check all that apply)

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> New SFR Residential | <input type="checkbox"/> New Commercial | <input type="checkbox"/> Commercial Plumbing | <input type="checkbox"/> Accessory Building |
| <input type="checkbox"/> SFR Alteration | <input type="checkbox"/> Commercial Alteration | <input type="checkbox"/> Commercial Mechanical | <input type="checkbox"/> Agricultural Building |
| <input type="checkbox"/> SFR Addition | <input type="checkbox"/> Commercial Addition | <input type="checkbox"/> Manufactured Home | <input checked="" type="checkbox"/> Demolition |
| <input type="checkbox"/> SFR Mechanical | <input checked="" type="checkbox"/> Tenant Improvement | <input type="checkbox"/> Sign | <input type="checkbox"/> Irrigation System |
| <input type="checkbox"/> SFR Plumbing | <input type="checkbox"/> Multi-Family | | <input type="checkbox"/> Other |

Applicant Information

Name: ~~ADDRESSEER~~ THE LOYAL Phone: 360-720-4407
 Address: 3517 APPIAN LAY City/ST/Zip: OAK HARBOR, WA 98277
 Contact: KORY DYER Phone: _____
 Cell: _____ Email: KORYD-84@HOTMAIL.COM

Property Owner

Name: ROB SEBO Phone: 360-720-4149
 Address: _____ City/ST/Zip: OAK HARBOR, WA 98277
 Contact: _____ Phone: _____
 Cell: _____ Email: _____

Contractor Information

Name: TADWA DCI INC. Phone: 425-330-4358
 Address: 355 N OAK HARBOR ST. City/ST/Zip: OAK HARBOR, WA 98277
 Contact: TOM DYER Phone: _____
 Cell: _____ Email: TNTD5@AOL.COM

Design Professional Architect Engineer Designer

Name: _____ Phone: _____
 Address: _____ City/ST/Zip: _____
 Contact: _____ Phone: _____
 Cell: _____ Email: _____

RECEIVED

APR 28 2016



Tenant Improvement Permit Packet

Development Services Department
865 S.E. Barrington Dr. • Oak Harbor, WA 98277 • Phone (360) 279 4510 • Fax (360) 279-4519

PLUMBING			
Please Indicate the quantity of fixtures where applicable			
ITEM	FEE	QTY	AMOUNT
Basic Permit Fee			\$20.00
Bar Sink	\$7.00		
Bathub or Bath/shwr combo	\$7.00		
Clothes Washer	\$7.00		
Dishwasher	\$7.00		
Hose Bibb	\$5.00		
Kitchen Sink	\$7.00		
Laundry Sink	\$7.00		
Lavatory Sink	\$7.00		
Shower (stand-alone)	\$7.00		
Toilet	\$7.00		
Vacuum Breakers	\$7.00		
Water Heater (Etc only)	\$12.00		
Other	\$7.00		
Traps Other than above items	\$7.00		
Backflow Device 2" or less	\$7.00		
Backflow Device 2" or more	\$15.00		
Lawn Irrigation Zones Ea.	\$7.00		
Alteration or Repair of Drainage Piping, Ea Fixture	\$7.00		
Misc. Equip	\$7.00		

MECHANICAL			
Please Indicate the quantity of units where applicable			
ITEM	FEE	QTY	AMOUNT
Basic Permit Fee			\$23.50
Furnace - including 100K BTU	\$15.00		
Furnace -over 100K BTU	\$15.00		
Unit Heater	\$15.00		
Appliance Vents	\$7.00		
Exhaust Hood	\$11.00		
Clothes Dryer	\$11.00		
Boilers- including 100K BTU	\$15.00		
Boiler - Over 100K BTU	\$27.00		
Gas Piping (1-8 outlets)	\$5.00		
Gas Piping Outlet over 5	\$1.00		
Fireplace Insert	\$25		
Fireplace Free Standing	\$35		
HVAC including 10K CFM	\$11.00		
HVAC over 10K CFM	\$18.00		
Furnace (over 100K)	\$18.00		
Incinerators (Com only)	\$15.00		
Evaporate Coolers	\$11.00		
Repair & Alter of Mech. Equip	14.00		
AC/Heat Pump	\$15.00		
Exhaust Vents	\$7.00		

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Print Name _____

Signature of Owner or Authorized Agent _____ Date _____

APR 28 2016

CITY OF OAK HARBOR
BUILDING DIVISION

Use Zone	Lot Area	Vacant Site	Lot Coverage	Flood zones
Front Setback	Side Setback	Rear Setback	Design Review	Critical Areas
Occupancy Group	Type of Construction	No of Dwelling Units	Sq Ft Garage	Sq FT Carpet
SQ Ft Floor #1	Sq Ft Floor #2	SQ FT Floor #3	Sq FT Deck	

C 13



Tenant Improvement Permit Packet

Development Services Department

865 S.E. Barrington Dr. • Oak Harbor, WA 98277 • Phone (360) 279 4510 • Fax (360) 279-4519

The purpose of this questionnaire is to help determine if you have any special plumbing or activities that pose an increased risk of contamination to the city of Oak Harbor water system. Please fill out the questionnaire and check the appropriate box that applies to your business or project.

Project Site Address: 656 SE BAYSIDE DR #1 Property Tax Parcel: _____

Project Description: RESTAURANT REMODEL

Business Name: THE LAVAL PUBLIC HOUSE

Contact Name: KOBY DYER

Business Owner's Name: " "

Owner's Address: 3517 APPIAN WAY City: OH State: WA Zip: 98277

Owner's Email: KOBYD-64@HOTMAIL.COM Owner's Phone: (360) 720-4407

Property Owner Name: BOB SEBO

Address: _____ City: _____ State: _____ Zip: _____

E-mail Address: _____ Phone: (360) 720-4149

Backflow prevention assemblies shall be installed at all premises where in the judgment of the City of Oak Harbor Building Division or Water Division, the nature of activities on the premise may present a hazard to the public water system. All commercial and multifamily projects are required to provide premise isolation as a minimum protection.

Please indicate if your facility has, or will have any of the following :

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Air Conditioners | <input checked="" type="checkbox"/> Coffee Urn | <input type="checkbox"/> Fume Hoods |
| <input type="checkbox"/> Air Compressor | <input type="checkbox"/> Commercial Cooking Kettles | <input type="checkbox"/> Garbage Can Washers |
| <input type="checkbox"/> Air Washers | <input type="checkbox"/> Computer Cooling Lines | <input type="checkbox"/> Heat Exchangers w/o dbl wall leak path |
| <input type="checkbox"/> Aquarium make-up Water | <input type="checkbox"/> Condensate Tanks | <input type="checkbox"/> Heat Pumps |
| <input type="checkbox"/> Aspirators, weedicide, herbicide, pesticide | <input type="checkbox"/> Cooling Towers Etching Tanks | <input type="checkbox"/> Heating System using water |
| <input type="checkbox"/> Aspirators, Medical -Lab | <input type="checkbox"/> Decorative Ponds/ Fountains | <input type="checkbox"/> Heating Boilers, Commercial |
| <input type="checkbox"/> Autoclave | <input type="checkbox"/> Degreasing Equipment | <input type="checkbox"/> High Pressure Washers |
| <input type="checkbox"/> Autopsy Tables | <input type="checkbox"/> Dental Equipment /Cuspids | <input type="checkbox"/> Hot Tub |
| <input type="checkbox"/> Auxiliary water system (well, pond, creek, other) | <input type="checkbox"/> Dialysis Equipment | <input type="checkbox"/> Hydrotherapy Baths |
| <input type="checkbox"/> Baptismal Fountain | <input checked="" type="checkbox"/> Dishwashers | <input checked="" type="checkbox"/> Ice Makers |
| <input type="checkbox"/> Bathtub, below rim filler | <input checked="" type="checkbox"/> Drinking Fountains | <input type="checkbox"/> Industrial Fluid Systems |
| <input type="checkbox"/> Bed Pan Washers | <input type="checkbox"/> Dye Vats | <input type="checkbox"/> Intertied (looped) Services |
| <input checked="" type="checkbox"/> Beverage (pop) Machines using Co2 | <input type="checkbox"/> Espresso Machines | <input type="checkbox"/> Irrigation system (no chemicals) |
| <input type="checkbox"/> Boilers Feed Lines | <input type="checkbox"/> Etching Tanks | <input type="checkbox"/> Irrigation system (chemical) |
| <input type="checkbox"/> Bottle Washing Equipment | <input type="checkbox"/> Fermenting Tanks | <input type="checkbox"/> Janitor sink |
| <input type="checkbox"/> Brine Tanks | <input type="checkbox"/> Fertilizer Injection | <input checked="" type="checkbox"/> Kitchen Equipment |
| <input type="checkbox"/> Building three stories or more tall | <input type="checkbox"/> Film Processors | <input type="checkbox"/> Laboratory Equipment |
| <input type="checkbox"/> Car Washing Equipment | <input type="checkbox"/> Fire Dept Pumper Connection | <input type="checkbox"/> Laundry Machines |
| <input type="checkbox"/> Chemical Feed tank for industrial process | <input type="checkbox"/> Fire Sprinkler Systems (with booster pump) | <input type="checkbox"/> Lawn Landscape Irrigation w chemical |
| <input type="checkbox"/> Chemical Feed (commercial cleaners) | <input type="checkbox"/> Fire Sprinkler system with chemicals | <input type="checkbox"/> Lawn Landscape Irrigation w/o chemical |
| <input type="checkbox"/> Chlorinators | <input checked="" type="checkbox"/> Fire Sprinkler Systems w/o chemicals | <input type="checkbox"/> Livestock Drinking Tanks |
| | <input checked="" type="checkbox"/> Floor Drains | <input type="checkbox"/> Make-up Tanks |
| | | <input type="checkbox"/> Mobile Carpet Cleaners |

RECEIVED
 APR 28 2016
 CITY OF OAK HARBOR
 BUILDING

- | | | |
|---|---|---|
| <input type="checkbox"/> Pesticide Applicator Trucks | <input checked="" type="checkbox"/> Sewer Flushing | <input type="checkbox"/> Swimming Pool |
| <input type="checkbox"/> Photo Developing Sinks/Tanks | <input type="checkbox"/> Shampoo Sink | <input type="checkbox"/> Trap Primers |
| <input type="checkbox"/> Private Fire Hydrants | <input type="checkbox"/> Solar Heating Systems | <input type="checkbox"/> Used or Gray Water systems |
| <input type="checkbox"/> Private Wells | <input type="checkbox"/> Spa/Sauna | <input type="checkbox"/> Water Treatment Filtration Systems |
| <input type="checkbox"/> Pump Prime Trucks | <input type="checkbox"/> Steam Generating Equipment | <input type="checkbox"/> X-Ray Equipment |
| <input type="checkbox"/> Radiator Flushing Equipment | <input type="checkbox"/> Sterilizers | |
| <input type="checkbox"/> RV Dump Stations | <input type="checkbox"/> Stiffs | |
| <input checked="" type="checkbox"/> Sewer Connected Equipment | <input type="checkbox"/> Sumps | |

2. Are you aware of any existing backflow protection located on this property?

Please Describe. UNAWARE OF ANY

3. Please provide the name of all products or chemicals that are mixed with water at your location. SODIUM HYPOCHLORITE (LO TEMP SANITIZER)
LIQUID ASSURE (PRETANK), SIMPLE GREEN, SALIT MULTI-TEMP RINGE ASPTIVE,
MULTI-TEMP DETERGENT, ALL DISHWASHER MATERIALS

4. Please provide the name of all products or chemicals that are stored in bulk at your location

SAME AS ABOVE #3

The above information is complete and accurate to the best of my knowledge. I understand that any changes in equipment connected to the domestic water system must be reported immediately to the City of Oak Harbor Building Division and Water division as a condition of continued service.

Completed By Kathy Dyer Date 4/27/16

THIS SECTION TO BE COMPLETED BY THE WATER QUALITY DIVISION							
Type of Water Use	Hazard Assessment			Backflow Protection Required			
	Low	High	None	DCVA	DCDA	RCBA	RPDA
Domestic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irrigation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Status of Meter	<input type="checkbox"/> Meter Is Set			<input type="checkbox"/> Okay to Install			
Certified By	<input type="checkbox"/> Locked per Water Quality Division						

RECEIVED
 APR 28 2016
 CITY OF OAK HARBOR
 BUILDING DIVISION

Chapter 5.22 NIGHTCLUBS

Sections:

- [5.22.010](#) Definitions.
- [5.22.020](#) License required.
- [5.22.030](#) Issuance restrictions.
- [5.22.035](#) Application restrictions.
- [5.22.040](#) Filing of application.
- [5.22.045](#) License conditions.
- [5.22.050](#) Annual license fee.
- [5.22.060](#) Proration of license fee.
- [5.22.065](#) Violation of license conditions.
- [5.22.070](#) Revocation of license.
- [5.22.080](#) License – Compliance required.
- [5.22.090](#) Revision of license conditions.
- [5.22.100](#) Appeal to court.

5.22.010 Definitions.

- (1) "Nightclub" means any "premises" as defined herein on which any music, singing, dancing or other combination of these activities is permitted as entertainment after 10:00 p.m., on one or more days per week. The playing of incidental music on any premises where the receipts for the sale of food constitute 75 percent or more of the gross business income of the establishment shall not be considered a "nightclub" for purposes of this chapter, unless an opportunity for social dancing is provided on the premises.
- (2) "Premises" means any room, place, or space whatsoever in the city of Oak Harbor which is open to the general public in connection with any hotel, restaurant, cafe, club, tavern or eating place directly or indirectly selling, serving, or providing the public liquor, with or without food.
- (3) "Liquor" means all beverages defined in RCW [66.04.200](#).
- (4) "Person" means one or more natural persons of either sex, firms, copartnerships and corporations; whether acting by themselves or by servant, agent or employee.

The provisions of this chapter shall not apply to temporary activities conducted pursuant to a city special event permit issued pursuant to Chapter [5.50](#) OHMC and lasting no longer than 48 hours. (Ord. [1544](#) § 1, 2008; Ord. 321 § 1, 1972).

5.22.020 License required.

It is declared to be unlawful for any person to conduct, manage or operate a nightclub unless such person is the holder of a valid license from the city of Oak Harbor so to do, obtained in the manner provided in this chapter. A violation of the requirement to obtain a license shall be a Class 1 infraction as defined in Chapter [1.28](#) OHMC. Each day in violation of these provisions shall constitute a separate offense. A first or second violation of the requirement to obtain a license shall be a civil offense subject to the procedures of Chapter [1.28](#) OHMC. Thereafter, further violation of the requirement to obtain a license of this chapter shall be a misdemeanor punishable by a fine not exceeding \$1,000, up to 90 days in jail, or both such fine and jail time. (Ord. [1717](#) § 12, 2015; Ord. [1544](#) § 1, 2008; Ord. 321 § 2, 1972).

5.22.030 Issuance restrictions.

No license shall be issued:

- (1) If the nightclub serves alcohol, to a person who has not resided in the state of Washington for at least one month prior to making application.
- (2) To a person whose place of business is conducted by a manager or agent, unless such manager or agent also applies and qualifies for a nightclub license for the same business location.
- (3) To a copartnership, unless all the members thereof shall be qualified to obtain a license as provided herein.
- (4) To a corporation or a limited liability company, unless it was created under the laws of the state of Washington or holds a certificate of authority to transact business in the state of Washington and all of the officers and directors shall be qualified to obtain a license as provided in this chapter. Such license shall be issued to the manager or other directing head of the corporation or company. (Ord. [1672](#) § 1, 2014; Ord. [1544](#) § 1, 2008; Ord. 588 § 1, 1981; Ord. 321 § 3, 1972).

5.22.035 Application restrictions.

- (1) No application for a nightclub license can be made for buildings and uses located in the R-1 single-family, R-2 limited multiple-family, R-3 multiple-family, R-4 multiple-family, R-O residential office, C-1 neighborhood

commercial, C-4 highway service commercial, PF public facilities, OS open space, recreation or agriculture, or any other zoning district not specifically regulated below.

(2) An application for a nightclub license can be made for buildings and uses in the CBD central business district, CBD-1 central business district 1, CBD-2 central business district 2, and the C-3 community commercial district only if the occupancy limit for said building or use is less than 300 as determined by the building official and the fire chief.

(3) An application for a nightclub license can be made for buildings and uses in the C-5 highway corridor commercial district only if the occupancy limit for said building or use is less than 400 as determined by the building official and the fire chief.

(4) An application for a nightclub license can be made for any building and use in the PBP planned business park, PIP planned industrial park and I industrial zones. (Ord. [1672](#) § 2, 2014).

5.22.040 Filing of application.

Application for a nightclub license shall be made to the city clerk, together with a receipt from the city finance director or designee for the amount of the license in full. The license application shall include personal identification information requested by the city including date of birth and Social Security number. The application shall also specify the primary use, zoning district and the business location upon which the nightclub activities will be conducted. The application fee includes the fee to cover the cost of a WATCH criminal background check, as provided in OHMC [3.64.100](#). Upon filing of the application and fees, the applicant(s) shall be issued a temporary license which shall expire upon the city council determination set forth in OHMC [5.22.045](#), unless stayed by filing of a judicial appeal within 30 days of the city council decision appealed. (Ord. [1672](#) § 3, 2014; Ord. [1544](#) § 1, 2008; Ord. 321 § 4, 1972).

5.22.045 License conditions.

(1) Upon receipt of an application for a nightclub license, the city clerk shall transmit copies of the application to the chief of police, fire chief and the building official.

(2) The fire chief and the building official shall determine if the application meets the provisions of OHMC [5.22.035](#).

(3) The chief of police shall immediately conduct a WATCH criminal background check of the applicant(s).

(4) The chief of police shall also investigate the business location to determine whether there are any features of the establishment which pose noise, traffic or other similar public health or safety concerns for the operation of a nightclub. The chief of police may request the assistance of other city departments, including the fire department and/or the building official, in assessing the impacts of the proposed business location if used as a nightclub.

(5) The chief of police shall report to the city council the result of his investigation and make recommendations concerning any conditions that should be placed upon the nightclub license to reduce noise, traffic or other similar public health and safety impacts. Allowable conditions may include, but are not limited to, restrictions upon the hours of operation, structural improvements to the premises to reduce noise impacts on neighboring uses, limitations on the numbers of patrons at any one time, landscaping or other screening, and requirements for traffic control. Periodic review of the efficacy of the imposed conditions may also be a condition of the nightclub license.

(6) The city council shall hold a public hearing with respect to the issuance of the nightclub license. The applicant(s) shall be entitled to respond to any findings of the police chief or other city officials and any proposed conditions on the nightclub license. Unless the applicant is restricted from holding a nightclub license pursuant to OHMC [5.22.030](#), the city council shall then determine whether the noise, traffic and other similar public health and safety impacts of the nightclub require mitigation through specified conditions and, if so, shall impose such conditions on the license. In no event shall the expressive content of any music, singing or dancing be the basis for denial of a nightclub license or any conditions placed thereon.

(7) The decision of the city council shall be the final decision of the city. No rights shall vest in a license issued under this chapter and all licenses are subject to modification and/or revocation in accordance with the provisions of this chapter. (Ord. [1672](#) § 4, 2014; Ord. [1544](#) § 1, 2008).

5.22.050 Annual license fee. SHARE

Any person desiring to operate a nightclub shall first procure a nightclub license. The annual fee for a nightclub license plus the fee for an annual WATCH criminal background check shall be in the master fee schedule adopted by resolution of the city council. (Ord. [1696](#) § 36, 2014; Ord. [1544](#) § 1, 2008; Ord. 321 § 5, 1972).

5.22.060 Proration of license fee. SHARE

There shall be no prorating of the fee mentioned in OHMC [5.22.050](#), and such license fee shall expire on December 31st of each year; except that in the event that the original application be made subsequent to June

30th, then one-half of the annual license fee may be accepted for the remainder of the year. The license shall not be assignable. (Ord. [1544](#) § 1, 2008; Ord. 321 § 6, 1972).

5.22.065 Violation of license conditions.

A license holder who violates any license condition of his/her nightclub license shall be subject to civil penalties or license revocation as follows:

- (1) A first violation of a license condition since initial license issuance: \$500.00 fine per violation;
- (2) A second violation of any license condition since initial license issuance: \$750.00 fine per violation;
- (3) A third violation of any license condition since initial license issuance: \$1,000 fine per violation.

First, second and third violations of license conditions shall constitute civil offenses and shall be governed by the procedures of Chapter [1.28](#) OHMC.

Any fourth or greater violation of any license condition since initial license issuance shall be deemed a material violation and shall subject the license to revocation under the provisions of OHMC [5.22.070](#). (Ord. [1672](#) § 5, 2014; Ord. [1544](#) § 1, 2008).

5.22.070 Revocation of license.

The city reserves unto itself the power to revoke any license issued under the provisions of this chapter at any time upon a finding that:

- (1) The license was procured by fraud or false representation of fact; or
- (2) The applicant is barred from holding a nightclub license due to violation of any of the restrictions of OHMC [5.22.030](#); or
- (3) The conditions imposed upon the license pursuant to OHMC [5.22.045](#) were materially violated;
- (4) If the nightclub serves alcohol, material violation of any regulation of the Washington State Liquor Control Board or material violation of any condition imposed by the Washington State Liquor Control Board;
- (5) Conditions imposed upon the license pursuant to OHMC [5.22.045](#) have been violated more than three times with notices of violation issued with the civil offense sustained; or

(6) Fines levied for a sustained notice of violation under OHMC [5.22.065](#) are due and have been unpaid more than 30 days since the date the fine became final.

Before revoking any such license, the city shall provide at least 10 days' written notice to the licensee of intent to seek revocation and the grounds for the same and schedule and hold a public hearing concerning such revocation before the city's hearing examiner. The jurisdiction of the office of land use hearing examiner under Chapter [18.40](#) OHMC is hereby expanded to include jurisdiction over any revocation hearing under this section. The decision of the examiner shall be a Type IV decision. The city shall bear the burden of proof at the public hearing. The licensee shall be entitled to be heard and introduce the testimony of witnesses. Members of the public may also be permitted to testify at such public hearing. The examiner shall conduct the hearing and submit recommended findings of fact, conclusions of law and a decision to the city council. Final action shall be by the city council. Any appeal of the final action of the city council shall be by writ of review under Chapter [7.16](#) RCW. (Ord. [1672](#) § 6, 2014; Ord. [1544](#) § 1, 2008; Ord. 996 § 1, 1995; Ord. 321 § 7, 1972).

5.22.080 License – Compliance required.

In addition to the conditions imposed pursuant to OHMC [5.22.045](#), all nightclub licensees, if they serve alcohol, shall comply with the rules or regulations of the Washington State Liquor Control Board relating to the sale of intoxicating liquor. A finding of violation by the Washington State Liquor Control Board shall also constitute a violation of license conditions pursuant to OHMC [5.22.065](#). (Ord. [1672](#) § 7, 2014; Ord. [1544](#) § 1, 2008; Ord. 321 § 8, 1972).

5.22.090 Revision of license conditions.

The city council also reserves to itself the power to revise the conditions of the nightclub license upon information received indicating that the existing conditions are not sufficient to mitigate the noise, traffic and public health and safety impacts associated with the nightclub business location. A revision proceeding shall be initiated by an investigative report by the chief of police, fire chief, building official or other city official.

In the event that such investigative report is filed, the license holder shall be sent a copy of the complaint and/or report and provided at least 10 days' notice of a hearing before the city council to determine whether the conditions of the license shall be modified. At a public hearing before the city council, the license holder shall have the opportunity to respond to the investigative report, and to present any evidence in opposition to a modification of conditions. The city council shall base any change in conditions on the license upon noise, traffic or other similar public health and safety impacts. In no event shall the expressive content of any music, singing or dancing be the basis for denial of a nightclub license or any conditions placed thereon. The decision

of the city council, after a public hearing on the proposed change in conditions, shall be final, subject only to a writ of review before the superior court pursuant to Chapter [7.16](#) RCW. (Ord. [1672](#) § 8, 2014; Ord. [1544](#) § 1, 2008; Ord. 321 § 9, 1972).

5.22.100 Appeal to court. 

Appeal of any final decision of the city under this chapter shall be to superior court by writ of review pursuant to Chapter [7.16](#) RCW. The city's decision shall be stayed upon appeal filed within 30 days of the city council decision appealed, pending judicial review. (Ord. [1672](#) § 9, 2014; Ord. [1544](#) § 1, 2008).

**City of Oak Harbor
Development Services
Department**

Memo

TO: Steve Powers, Development Services Director

FROM: Brian Lee, Building Official

CC: Terry Gallagher, Police Department Administrator
Teri Gardner, Captain
Ray Merrill, Fire Chief
Mike Buxton, Deputy Fire Chief

DATE: 6/21/2016

RE: The Loakal Public House (Kory Dyer)
656 Bayshore Drive, Unit 1

This memo is written in response to the proposed nightclub and billiards licenses request received by the City for the above referenced address. The information contained below provides analysis of occupant load and the egress systems for operation of the restaurant / nightclub in accordance with the submitted plans dated as received on April 28, 2016 by the Building Division.

The occupant load for a proposed building, floor, room or space is to be calculated per the criteria as set forth in the International Building Code, Section 1004. Further, in Section 1004.1.2 occupant load factors are defined for use in the establishment of the project's minimum design occupant load. Once derived, the design occupant load is then used to determine the design of the various egress components and elements of the associated rooms and spaces it accounts for. The design occupant load is most commonly also used to establish thresholds for fire suppression requirements and to determine the required plumbing fixture counts for the facility.

It is noted that occupant load factors used in Table 1004.1.2 mentioned above, reflect traditional occupant densities that have been based upon empirical data. Once calculated from the occupant load factors, the resultant design occupant load is the basis for the number of people that are intended by code to occupy a building or a portion thereof at any one time. It is also noted that the design occupant load establishes the largest number of occupants derived by general application of the code.

Once established, the code allows the building official to examine and to raise or lower the design occupant load number based upon various other influencing criteria. Related to this project, the Exception in Section 1004.1.2 allows the actual number of occupants for whom each occupied room or space is designed to be less than

determined by the calculations. Prior to use of the exception however, other code sections related to fire and life-safety requirements should be satisfied and, where they cannot be satisfied, other adequate measures are applied to achieve equivalent or greater compliance.

In calculating the design occupant load, a licensed design professional (as required by State law) prepares the calculation for review by the building official. In this case, the individual preparing the plans has provided a total occupant load of 217 persons. The occupant load appears to be based from number of seats (fixed and movable) shown on the plan rather than from use of the factors set forth in Table 1004.1.2. Using certain assumptions regarding the submitted plans, a revised calculation utilizing requirements from the table was performed. The revised calculation generates an approximate design occupant load of 413 persons (see attached calculation).

Given use of the above revised design occupant load, remaining egress components such as number of exits, exit width, separation of exits, the common path of egress travel and exit access distance are also then analyzed. Below is a table reflecting the analysis of those items in relation to the submitted plan. The assumptions provided below are contingent upon resubmittal of a detailed occupancy plan that provides: the occupant load per area and in total; an egress plan with all exit routes and exit discharge locations identified; the width of the exits; exit separation distance; the longest common path of egress travel; and, the longest exit access distance.

Egress Component	Required	Provided	Comment
Number of exits	2 min	2	Additional exiting is available through the storage area that is not recognized by code.
Exit width	82.52" min	96"	Provided approximately 15% greater than required.
Exit separation distance	50.33' min	57'	Building is protected with automatic fire suppression features.
Common path of egress travel	75' max	33'	The proposed design is approximately 50% less than the allowed maximum.
Exit access distance	200' max	151'	The proposed design is approximately 25% less than the allowed maximum.

Plumbing fixture counts are also derived from the design occupant load. Again, using a load of 413 persons, the plumbing fixture counts provided for the men's and women's restroom designs are adequate.

In review of the above criteria, a design occupant load of 413 persons for the facility is supported by the code. The application in question however, is for a nightclub with billiards license and in accordance with Oak Harbor Municipal Code Section 5.22.035 Application Restrictions Subsection (2); the OHMC allows application for a nightclub

in the Central Business District only if the occupancy limit for said building or use is less than 300 as determined by the building official and the fire chief. Prior approvals by the City have used the above, or similar, justifications in granting approval of the Elements Nightclub & Casino and the Infusion Nightclub (approved but, never operated) that were both located at this same commercial unit. Therefore, should the nightclub seek a voluntary reduction in the occupant load to 299 persons or less, the building code supports such a reduction.

Conditions appropriate to a reduction in the maximum occupant load and the business use are recommended as follows:

1. That the premises be posted with signage in locations approved by the building official indicating the maximum occupant load of 299 persons or less.
2. That a detailed occupancy and egress plan be provided from a licensed design professional indicating at a minimum: the occupant load per area and in total; all exit routes and exit discharge locations; the width of each exit and the total required exit width based upon occupancy; the exit separation distance; the longest common path of egress travel; the longest exit access distance; and the proposed locations of exit signage, emergency egress lighting and fire extinguishers.
3. That a 4-foot wide path, with 4" wide hatch marks at 36" on-center maximum, and with the words "Keep Area Clear" be delineated in "safety yellow" color as approved by the building official on the floor of the storage area beginning at the door leading from the restaurant area to allow use as an alternate third exit.
4. That no changes to the physical floor plan layout, to operations of, or services offered by the business take place without prior written authorization from the building official.

Occupant Load and Egress Analysis						
Date Prepared:	5/19/2016			Occupancy:	A2	
Bus. Name:	Loakal			Const. Type:	V-B	
Address:	656 SE Bayshore Dr Unit 1			Protection:	Sprinklered	
Plan Date:	4/28/2016					
OCCUPANT LOAD						
			<u>Area /</u>			<u>Occupant</u>
<u>SPACE</u>	<u>W</u>	<u>L</u>	<u>Distance</u>	<u>Factor</u>	<u>Unit</u>	<u>Load</u>
Office	14.25	21.50	306.38	100	SF	3.06
Kitchen	14.25	41.50	591.38	200	SF	2.96
Storage	33.00	36.67	1210.11	300	SF	4.03
Stage	16.00	21.25	340.00	15	SF	22.67
Restrooms	16.00	32.75	524.00	100	SF	5.24
Restrooms	13.25	25.00	331.25	100	SF	3.31
Utility Rm	8.00	8.25	66.00	300	SF	0.22
Liq. Storage	9.50	11.00	104.50	300	SF	0.35
Bar	10.25	15.50	158.88	200	SF	0.79
Bar	17.00	27.50	467.50	200	SF	2.34
Bar Seats	1.00	60.75	60.75	2	LF	30.38
Banquet	27.00	32.00	864.00	15	SF	57.60
VIP	1.00	64.00	64.00	2	LF	32.00
Open Seat	21.25	65.00	1381.25	15	SF	92.08
Open Seat	6.00	11.50	69.00	15	SF	4.60
Open Seat	9.25	37.50	346.88	15	SF	23.13
Open Seat	6.50	32.50	211.25	15	SF	14.08
Open Seat	12.00	20.50	246.00	15	SF	16.40
Lobby	7.50	16.50	123.75	7	SF	17.68
Dart Rm	7.50	14.50	108.75	15	SF	7.25
Pool Rm	15.75	69.00	1086.75	15	SF	72.45
Total Occupants (round up per code			413)			412.62
EXIT DISTANCE						
EGRESS			<u>Required</u>	<u>Provided</u>	<u>Comment</u>	
Number exits			2	2+1		
Exit width			82.52	96	>15%	
Exit Separation (151'x.33)			50.33	57	>10%	
Common Path of Egress Travel max			75	33	<50%	
Exit Access max			200	151	75%	
FIXTURE COUNT						
<u>RESTROOMS</u>	<u>Fixture</u>	<u>Occupants</u>	<u>Required</u>	<u>Provided</u>	<u>Comment</u>	
Womens	Lavatory	207	4	4		
	Water Closet		6	7		
Mens	Lavatory	207	3	4		
	Water Closet		3	3		
	Urinal		2	5		
Other	DF	413	2	0	w/ food service	
	Service Sink	--	1	0	in Utility Rm?	

TO: STEVE POWERS, DIRECTOR OF DEVELOPMENT SERVICES

FROM: Ray Merrill, Fire Chief

DATE: June 24, 2016

RE: Loakal Night Club / Restaurant & Lounge

In reference to Oak Harbor Municipal Code Section 5.22.035 and 5.22.045

The Fire Department is in agreement with the Building Department on occupancy load for this proposed use. While the building is capable of a higher occupancy load, by the square footage calculation, the imposed maximum occupant of 299 is acceptable.

The Fire Department also agrees with the zoning of the facility.



OAK HARBOR POLICE DEPARTMENT
BACKGROUND CHECK APPLICATION

Applicant Fees – Payable at City Hall, per name, prior to records checks being performed:
Trans Code: 0048 \$12.00 WSP WATCH Check
Trans Code: 0904 \$10.00 Oak Harbor Police Department local records check
If there are multiple names (alias, maiden, etc.), charge \$12.00 for each WSP WATCH check. The \$10.00 OHPD fee is charged only once; not a per name charge.

Provide Applicant Name (Please Print):

First Name KORY Middle Name ALLEN

Last Name DYER Date of Birth 07/08/84

Applicant Phone Number: (360) 720-4407

Alias/Maiden Names N/A

States resided in since age 18 WA

Applicant Social Security Number [REDACTED] Taxi Company N/A

Driver's License Number DYER*KA164MH

OHPD RECORDS USE ONLY

DRIVER'S CHECK - Run each state listed above and enter state name below.

ST WA ST _____ ST _____

After running each of the following, write "Attached" or "None" in the space provided.

LOCAL RECORDS Y WATCH Y

CHECKS RUN BY May DATE 6-14-16

APPLICATION is: Approved Disapproved

If disapproved, give reason:

Officer Signature [Signature] # 01 Date June 15, 2016

DUPLICATE DUPLICATE DUPLICATE DUPLICATE
CITY OF OAK HARBOR
865 SE BARRINGTON DR
OAK HARBOR, WA 98277-4092
360-279-4530

Reg# #/Rcpt#: 005-00075670 [JM]
Accounting Date: Mon, May 16, 2016
Date/Time: Mon, May 16, 2016 9:45 AM

0904/POLICE-FEES-FINGERPRINTS/PHOTO
REF#:KORY DYER
FEE AMOUNT:\$ 10.00

RECEIPT TOTAL = \$ 10.00

Payment Data:

Pmt# :1
Payer: KORY DYER
METHOD: CC \$ 10.00
-

RECEIPT SUMMARY

TOTAL TENDERED = \$ 10.00
RECEIPT TOTAL = \$ 10.00

CHANGE DUE = \$ 0.00

THANK YOU!!
WWW.OAKHARBOR.ORG

DUPLICATE DUPLICATE DUPLICATE DUPLICATE
v:1.0.4573

DUPLICATE DUPLICATE DUPLICATE DUPLICATE
CITY OF OAK HARBOR
865 SE BARRINGTON DR
OAK HARBOR, WA 98277-4092
360-279-4530

Reg# #/Rcpt#: 005-00075814 [JM]
Accounting Date: Thu, May 12, 2016
Date/Time: Thu, May 12, 2016 4:14 PM

0099/POLICE-WSP (CPL) BACKGROUND
REF#:K DYER THE LOAKAL
FEE AMOUNT:\$ 12.00
0158/NIGHTCLUB LICENSE
REF#:K DYER THE LOAKAL
FEE AMOUNT:\$ 200.00
0146/POOL TABLE & BILLARDS
REF#:K DYER THE LOAKAL
FEE AMOUNT:\$ 50.00

RECEIPT TOTAL \$ 262.00

Payment Data:

Pmt# :1
Payer: DYER
METHOD: CC \$ 262.00

RECEIPT SUMMARY

TOTAL TENDERED \$ 262.00
RECEIPT TOTAL \$ 262.00

CHANGE DUE \$ 0.00

THANK YOU!!
WWW.OAKHARBOR.ORG

DUPLICATE DUPLICATE DUPLICATE DUPLICATE
v:1.0.4575



COPY

Applicant Fees – Payable at City Hall, per name, prior to records checks being performed:
Trans Code: 0048 \$12.00 WSP WATCH Check ~~per name~~
Trans Code: 0904 \$10.00 Oak Harbor Police Department local records check
~~If there are multiple names (alias, maiden, etc.), charge \$12.00 for each WSP WATCH check. The \$10.00 OHPD fee is charged only once; not a per name charge.~~

Provide Applicant Name (Please Print):

First Name Mark Middle Name Anthony

Last Name Szypula Date of Birth 12/02/71

Applicant Phone Number: H) (360) 682-2063 C) 360 969-3368

Alias/Maiden Names N/A

States resided in since age 18 CA, VA, FL, OK, TX, MD, WA

Applicant Social Security Number [REDACTED] Taxi Company _____

Driver's License Number S-140-585-067-919 MD

OHPD RECORDS USE ONLY

DRIVER'S CHECK - Run each state listed above and enter state name below.

ST CA ST VA ST FL ST OK ST TX ST MD ST WA ST _____ ST _____ ST _____

After running each of the following, write "Attached" or "None" in the space provided.

LOCAL RECORDS None WATCH None

CHECKS RUN BY MAY DATE 6-29-16

APPLICATION is: Approved Disapproved

~~If disapproved, give reason:~~ Local Public House
CO-OWNER

Officer Signature [Signature] Date June 29, 2016



Bob Severns, Mayor
POLICE DEPARTMENT

Terry Gallagher, Police Department Administrator

860 SE Barrington Drive • Oak Harbor WA • (360) 279-4600 • FAX (360) 279-4609

Teri Gardner
 Captain

Meg Massey
 Admin. Assistant

MEMO

TO: City Council

FROM: Terry Gallagher, Police Department Administrator

DATE: July 5, 2016

RE: Loakal Permit Review

CC:

The Oak Harbor Municipal Code, 5.22.045(4), requires the Police Chief to review applications such as that filed in respect to the proposed Loakal Public House and to provide comment regarding the potential public safety impact of the business. Specifically, the Police Chief is to determine if the business location poses any noise, traffic, or other public health or safety concerns and report the results of any investigation to Council. Finally the Police Chief is to make recommendations as to conditions of approval intended to ameliorate the potential impact of the business (OHMC 5.22.045(5)).

In my capacity as the Police Administrator I effectively serve as the Oak Harbor police chief (interim) and therefore have a duty to provide the review and recommendations required through the city municipal code. I have reviewed the application in its entirety, read the correspondence directed to the Police Department by citizens concerned about the application, and spoken directly to people with an interest in the proposed location and potential impact of the business.

I recommend the following conditions be considered by Council

1. Adhere to all laws, regulations, ordinances and zoning conditions of the State of Washington and the City of Oak Harbor applicable to the nightclub business.
2. With the exception of ingress and egress to and from the building, ensure that doors and windows remain closed at all times while any type of music or entertainment is playing.
3. Fully shield all new and/or existing site and building mounted lighting so that the light is directed downward and stays on site to the extent possible.
4. Ensure that the parking lot, sidewalk area, and the adjacent City park are kept clean of litter daily by 6:00 AM.



Bob Severns, Mayor
POLICE DEPARTMENT

Terry Gallagher, Police Department Administrator

860 SE Barrington Drive • Oak Harbor WA • (360) 279-4600 • FAX (360) 279-4609

Teri Gardner
Captain

Meg Massey
Admin. Assistant

5. Provide designated and visible security personnel and security measures sufficient to reduce the potential for illegal activity, noise violations or any other public health and safety violation as described in the Oak Harbor municipal code, inside and outside the business to include the parking lot and adjoining properties. This shall include:
- A) A minimum of four designated and visible security personnel on site while open for business and operating as a nightclub.
 - B) On Friday and Saturday nights, a minimum of two designated and visible security personnel will be in the parking lot between the hours of 1:15 AM and 2:15 AM. Security personnel shall monitor the parking lot during business hours to prevent or report to police as appropriate any potentially illegal activity occurring in the parking lot or observed on adjacent properties.
 - C) The licensee shall implement and enforce a ban policy that will ban patrons from the club for a minimum of 90 days when such patron(s):
 - a) Engage in activities in the business and/or parking lot which result in arrest.
 - b) Create noise violations in the business and/or parking lot.
 - c) Loiter in the parking lot and/or refuse to leave the property when directed by security personnel.
 - d) Engage in illegal activity immediately adjacent to the business property after leaving the club.
 - e) The business owner will maintain a list of banned patrons and make the list available to police immediately upon demand. The list will contain the name of the banned patron, the date the ban was ordered, and the end date of the ban.
 - D) The license holder will implement and enforce a policy that requires employees to call the police as soon as possible when they are witness to or informed of an event that potentially constitutes criminal activity in the business, in the parking lot, and/or adjacent to the business property.

The Police Department is aware of the many issues associated with the former business known as The Element. Given that history and that the Loakal intends to occupy the same site, there is no question but that the concerns of neighbors related to the opening of the Loakal Public House are well founded. We also recognize, however, the commitment of Loakal management to operate a business that proves to be an asset to the community, rather than a public safety challenge or neighborhood nuisance. In my experience businesses such as this are most successful when the business owners are on-site operators, and not what is often referred to as "absent" owners. Hopefully, that is the case here.

Finally, I think it important to note that even when a business of this type operates well within the law and the conditions imposed above, sound travels at night and any noise generated is likely to be unwelcome, particularly at 2:00 AM.

June 12, 2016

Police Chief of Oak Harbor:

It is with great concern I write to you about the new business to be in the strip mall on Bayshore Drive.

The previous night club, known as The Element, was no end of noise and trouble for those living across the street, as well as others along Bayshore. The patrons were rowdy, drunk and disgusting. They held no respect for people living in the area and trying to sleep. Is the new owner going to patrol the parking lot in the wee hours or be interested in how much his customers drink. Probably not!

I know this is speculation as far as the new place goes but after having been subjected to a bad experience previously makes people very upset about it

happening again.

Please look into The new LOCAL. Better to be aware of concerns before it is opened.

Sincerely,
Janice Small
Resident of Waterside Courts

May 4, 2016

ATTACHMENT 7

To: Police Chief, Oak Harbor (*Chief Green*)

From: Billie Cook *BC*

Re: Suggestions for Conditions of Approval, Nightclub on Bayshore Dr.

I feel the most disruptive problem at the Element Nightclub was the loud noise from the parking lot, both vehicle sound systems and crowd noise. The failure of the Element security personnel to clear the parking lot at closing led to partying in the parking lot, violence, illegal drug use/transactions, lewd behavior, indecent exposure, and trashing of their premises, Bayshore Dr. and surrounding properties.

In response to the Mayor's suggestion that the city be prepared if a prospective business applies for a nightclub license, these are my suggestions for amending the Conditions of Approval that were imposed on the Element Nightclub (as amended on March 9, 2010). I will refer to item numbers as OLD if they were in the Element club Conditions of Approval.

OLD items 1 and 3 seem sufficient as written.

OLD item 2 add "so as not to violate the Oak Harbor Public Nuisance Noise ordinance."

OLD item 4 add "keeping in mind such cleaning should be done quietly so as not to disturb nearby residential units where people are sleeping."

A new item is needed to completely prohibit loitering in the parking lot, especially during and after closing.

- a) During hours of operation, a smoking area should be designated for patrons who are returning to the club. Security personnel should ensure this area does not violate Public Nuisance Noise ordinance, or become violent.
- b) After closing patrons who are waiting for a ride, should wait inside the club, with access to toilet facilities.
- c) Patrons who exit the club at any time, with no intention of reentering, and especially at closing, should not be allowed to remain in the parking lot. Non patrons should not be allowed to remain in the parking lot. (At the Element visitors often stopped by to "party in the parking lot".)
- d) Prohibit playing of loud music on vehicle sound systems. *in the parking areas.*

OLD item 5 needs to be completely rewritten and/or reformatted.

A paragraph or item is needed explaining that the business is responsible for activity both inside the club and outside in the parking lot. This might mean amending OLD item 5 or creating a new item to specify this, and the penalty for the business, for failure to fulfill such responsibility. The business and their security personnel need to be aware of OHMC Chapt. 6.56 Public Nuisance Noise Ordinance, and that the business is operating in a mixed use zone (CBD1) not in a business zone. The business needs to be aware that residential is permitted in CBD1 and CBD2, and the need for the business to therefore operate so as to not violate OHMC Chapt. 6.56, or the rights of other land users.

(I believe the business is responsible for crowd noise in the parking lot, and if security personnel allow crowd noise to escalate so as to violate the Public Nuisance Noise ordinance, the business could be cited for such a violation. Under item 1 such a violation would be a violation of the Conditions of Approval)

A new item then needs to address Security Personnel issues such as numbers, description of duties, Police report requirement, etc. This item needs to specify

- a) The number of security personnel needed when open for business to monitor both inside the club, and outside in the parking lot.
- b) The number of additional security personnel needed at closing from 0115 to 0230, and on special occasions.
- c) Duties of security personnel to monitor the inside premises and the parking lot when open for business and at closing until 0230, to prevent or report to police as appropriate any illegal, or potentially illegal activity inside the club, outside in the parking lot, or visible in adjacent or nearby properties. Also the need for security personnel to be designated and highly visible, especially those monitoring the outside premises. (Some of this was addressed in OLD 5 e.)

OLD item 5 c) and d) need a separate item detailing Banning of Patrons from the club including the report to Police of banned patrons.

OLD item 5 e) needs to be addressed in the item that defines duties of security personnel.

OLD item 6 needs additional paragraph making sure that there are sufficient number of security personnel to provide required coverage under the new item addressing Security personnel. This item may actually be sensibly combined with that new item. It might answer the questions are security personnel required 1) to be regular employees, 2) pass a background check, 3) have specialized training, especially in crowd control?

OLD item 7 needs updating according to the types of ancillary businesses operating at the site, if any.

OLD item 8 needs to change the meeting schedule with Police Chief back to quarterly. The Police Chief should decide how often to submit an investigative report to the city council as a result of the quarterly review. Possibly the line "The investigative report SHALL lead to. . ." be changed to "COULD lead to"

OLD item 9 seem sufficient as written.

This concludes my suggestions. I hope you can understand what I was trying to accomplish, if you have any questions please call me.

To: Police Chief, Oak Harbor

From: Billie Cook

Re: Nightclub Conditions of Approval for the LOAKAL Public House

I live at Waterside Condominium on SE Bayshore Dr. across the street from the proposed site of the Loakal Pub. A nightclub named Element was previously located there. The Element operations negatively impacted me, my residential neighbors, my business neighbors and the city. The Element closed in 2013.

I realize the Loakal is not the Element, but I and many of my neighbors fear the possibility of a repeat of the very negative conditions we experienced during the Element operation. This fear is due to the fact that the Loakal, like the Element will serve alcohol, may be open until 2 a.m., and is now applying for a nightclub license.

I believe it may be your department's task to write the Conditions of Approval for the Loakal nightclub which the City Council will impose on the license applicant, on July 5, 2016. I therefore offer the following suggestions that I hope will be incorporated in the COAs, so that problem areas that existed in the past can be addressed and prevented in the future operations of Loakal Pub.

1. Patrons not be allowed to congregate, "party", or remain in the Loakal Parking lot, especially at closing time for longer than is necessary to quietly leave the premises. Also patrons in the smoking area not be allowed to become loud or unruly, at any time.
2. The Loakal not allow loud noise, both coming from the inside and outside in their parking lot or smoking area, so as to violate the Public Nuisance Noise Act (OHMC Chapter 6.56). This would include noise from vehicle sound systems.
3. Patrons waiting for transportation should not be allowed to "party" or remain in the parking lot, but rather wait inside the Pub where restrooms are available, and they won't disturb nearby residents.
4. The Loakal employ security staff that are actual employees, not just untrained persons who stand around doing nothing, but are there only to comply with number of personnel required.
5. The Loakal security personnel not condone, ignore, or allow illegal or lewd behavior in their parking lot or nearby areas without calling the Police Department in a timely manner.
6. The Loakal keep their parking lot, Bayshore Dr., and nearby areas free of trash, debris, and drug paraphernalia, and not suggest or encourage their patrons trespass and deposit trash, cigarette butts, drink containers and/or drug paraphernalia on private property.
7. The Loakal counsel their patrons not to park or trespass on Private property.

I hope the negative events that occurred during the Element operations do not manifest with the Loakal Pub. I also feel addressing potential problem areas, in advance, in the COAs will allow all concerned to be aware of what is expected, so the Loakal and its land use neighbors can exist harmoniously. Thank you, and your department, for working toward that goal.

Billie Cook
10 June 2016

Steve Powers

From: Terry Gallagher
Sent: Wednesday, June 22, 2016 2:58 PM
To: Steve Powers
Subject: FW: The Loakal Public House. 656 SE Bayshore Dr. #1 Oak Harbor, WA.

Follow Up Flag: Follow up
Flag Status: Flagged

-----Original Message-----

From: Norman Myers [mailto:nsmyers7@msn.com]
Sent: Wednesday, June 22, 2016 2:52 PM
To: Terry Gallagher <tgallagher@oakharbor.org>
Subject: The Loakal Public House. 656 SE Bayshore Dr. #1 Oak Harbor, WA.

To: Oak Harbor Police Chief,

After becoming aware of an application for night club license for the above address I would like to express my objection. I live across the street and was subjected to the noise and trouble that was caused when the ELEMENT night club was located there. Perhaps you will remember or are appraised of the difficult and even illegal activities that took place during that time.

I for one do not want a repeat of the chaos caused by a nightclub.

Please do everything within your authority see that this does not happen again.

Thank you,
N.L. Myers
651 SE Bayshore Dr, E 301
Oak Harbor, WA.
360-682-6552

Sent from my iPad

Steve Powers

From: Terry Gallagher
Sent: Monday, June 27, 2016 2:42 PM
To: Steve Powers
Cc: Robert Severns; Douglas A. Merriman
Subject: FW: LOAKAL

Follow Up Flag: Follow up
Flag Status: Completed

FYI – this just arrived.

From: Kathy Harbour [mailto:kathyharbour@gmail.com]
Sent: Monday, June 27, 2016 2:35 PM
To: Terry Gallagher <tgallagher@oakharbor.org>; kathyharbour@gmail.com
Subject: LOAKAL

Dear Chief Hallagher,
 Best wishes to you on your position as Oak Harbor Police Chief. I hope it will be rewarding for you.

I am writing about the new sports bar / nightclub opening soon on Bayshore Drive. I am keeping my fingers crossed hoping that it will be fabulous, fun and safe. I spoke with Cory the owner and he seemed very enthusiastic and eager to make it right. He seems like a great guy. So on one hand I am excited about this new sports bar and on the hand I am nervous because I was also excited when The Element opened and that situation did not work out well.

I live across the street and would like to be helpful in some way. I would appreciate two suggestions from you on how to be helpful.

My concerns are noise and safety during the closing hours on the weekends. There are three things I am hoping you or your staff will do before opening day.

1. Meet with the owner and ask if he has questions about the CONDITIONS OF APPROVAL for the Nightclub License. I can provide him with a copy if he needs one. I think it is important that his staff has a copy to read as well.

[I think the Conditions of Approval document is fine the way it is except for condition # 8. It would be important for the chief of

Police to review the efficacy of the conditions of the license in meeting the goals of the ordinance at least twice a year for the first year. Once is not enough.]

2. Ask the owner how many security guards he has lined up for Friday and Saturday nights and most importantly, what kind of training they have received or will receive in order to be effective. Do you know of a company that provides training for security guards? I do not but will research the topic.

3. I also hope you and your patrol staff will be visible and active during closing hours the first three weekends. I think a strong presence at the beginning could send a message that this city is serious about noise control and safety.

Speaking of being visible, some of the security guards should wear shirts or vests that make them easier to be identified.

In the past, at 11:30, the parking lot became something like a rowdy playground. This year my hope is the customers will leave the area within ten minutes as stated in the Conditions of Approval. If customers do not leave in a timely way I am curious as to what action your staff will take.

I will make an effort to communicate with Cory. If the parking lot is in control at night I will surely applaud Cory for having security guards that step up to the task of keeping the noise and obnoxious behavior at a minimum.

Please let me know what you think I can do to help.

This sports bar could be so awesome.

Thank you for your attention.

Kathy Harbour
651 SE Bayshore Drive # D 201
Oak Harbor, WA
675 6302

Steve Powers

From: Terry Gallagher
Sent: Monday, June 27, 2016 4:23 PM
To: Steve Powers
Cc: Robert Severns; Douglas A. Merriman
Subject: FW: Loakal Public House

Follow Up Flag: Follow up
Flag Status: Flagged

From: Gray and Dee Giordan [mailto:graydeeg@gmail.com]
Sent: Monday, June 27, 2016 4:12 PM
To: ohpd42 <ohpd42@oakharbor.org>
Subject: Loakal Public House

Dear Chief Gallagher

While the residents of Waterside watch the renovation process of the Loakat Public House, we have mixed feelings. We wish the new business great luck in their venture. It also brings

anxious feelings about the nature of the venture. It would be wonderful to have such a venue near us that is family based rather than a nightclub.

We are hoping the city will consider the stress on traffic, parking and noise when setting the hours of operation. We have succumbed to the changes that have been made and hope the city will consider the plight of a small residential population.

Please feel free to communicate with our residents. In fact we will be watching your overseeing of our waterfront closely also..

Thank you in advance for your concern.

peace

Gray and Dee Giordan

https://www.facebook.com/GrayGiordan/photos_stream

<https://www.flickr.com/photos/115569536@N06/>

<http://www.dotphoto.com/go.asp?l=giordan>

June 22, 2016

To: Mayor Severns and City Council members of Oak Harbor, Washington

From: Billie Cook

I'm sure you are aware of the pending agenda item, now scheduled for July 5, 2016, concerning a nightclub license for THE LOAKAL PUBLIC HOUSE, at 656 SE Bayshore Drive, #1. This is the old ELEMENT Nightclub location. I live across the street from this site; and the operation of the ELEMENT nightclub negatively affected my neighborhood from 2008 to 2013.

I and many of my neighbors, both residential and business are very concerned that our experience with the ELEMENT club might be repeated. This concern comes from the fact that the LOAKAL Pub plans a similar business. The LOAKAL, I have heard, will operate as did the ELEMENT a restaurant, billiard parlor, bar, and nightclub. The operating hours will, on the weekend, last until 2 a.m. like the ELEMENT.

People living at my Condominium have reached out to Mr. Kory Dyer, LOAKAL proprietor, and have been told his establishment will be "family oriented" and so different from the ELEMENT. I sincerely hope this will be true. But given the same site, late hours and the serving of alcohol until 2 a.m. on weekends, the neighbors are very apprehensive. I worry that Mr. Dyer may not be able to keep his club premises quiet, especially at closing time, even though he tries to do so. The land users on SE Bayshore Drive have experienced a night club there, and it didn't end well

I and others living and working in the SE Bayshore Drive area do wish to support economic development and are most willing to give Mr. Dyer a chance to prove himself, but we need to feel secure that if things go bad we are not left without support for our needs of quiet and safety in our homes, especially at 2 a.m. in the morning.

I'm asking you to be aware of the potential for problems in this situation and act proactively to keep problems with noise, traffic, violence, lewd behavior, and illegal drug use from getting out of control and history repeating itself. Please support our need for the peaceful enjoyment of our homes.

Since the city council can impose restrictions on a nightclub's operation, please consider limiting operating hours, on the weekend, to conform to the city's quiet times laid out in OHMC Chapter 6.56, and OHMC Chapter 19.20.325(2), since this a mixed use zone that permits residential as well as business.

Or in order to give Mr. Dyer a fair chance to prove he can operate a quiet, orderly establishment, issue a temporary or probationary nightclub license, at the July 5th hearing. After a trial period of 2 to 3 months, you would have sufficient data to then either issue or deny a permanent nightclub license.

I am sure most of you recall the frustration experienced by the residential and business land users, by the ELEMENT nightclub, and by the city that occurred previously at this location. I hope that can be kept from happening again.

I do wish Mr. Dyer success in his new business and hope all of us in the SE Bayshore Dr. area can coexist in peace and harmony, without anyone experiencing hardship or ill effects.

Billie Cook

June 20, 2016

To Whom It May Concern,

We wish Loakal Public House well in taking over the space formerly held by the Elements Nightclub.

We know nothing of Loakal but we do know the horror stories of noise, fights, thefts and police calls that were generated by Element. Therefore we have great concerns about the State's issuance of Loakal's liquor license and the conditions of operation that the City of Oak Harbor may place on the new operators.

Given the experience with Element, these are a few concerns:

- 1) Will there be a restriction on operating hours?
- 2) Will they be required to hire or have a security firm monitor activity and IDs in the evening and early morning hours? Installation of security cams should be a part of any operating permit.
- 3) Given the proximity to where people live, what kind of noise restrictions will be required for both sound coming from the interior and noise in the parking lot. There should be a requirement for an objective metering of noise such as by a decibel meter
- 4) We see a big potential problem with the lack of sufficient lighting in the parking lot. At night or early morning, the existing lighting serves as little more than weak illumination. If there is to be an improvement in lighting conditions, any added light should come from above and not from the building. The amount of spillover light at night coming from the security lights from the new sewage treatment plant is exactly the condition that needs to be avoided (and can be by aiming light horizontally, not vertically). Upgrading the lighting would also make any security cameras much more productive.
- 5) Since prior problems began inside the building or at the parking lot, that also means that those problems migrated to Hal Ramley Park next door. There is no night lighting in the park and in the past that park has suffered damage due to those also partying in the parking lot. What conditions will be put in place to safeguard the park?

Sincerely,
W & E Ferry
651 SE Bayshore Dr.
Unit D-302
Oak Harbor, WA 98277

ATTACHMENT 7

Sirs,

To whom it may concern:

We agree with all the points made in the below listed letter from our neighbors the Ferry's to your office concerning licensing of Loakal Public House in Oak Harbor, WA.

Our Waterside Condominium Complex houses basically retired people, so the concerns mentioned in the Ferry letter are very important to us all.

Thank you for your consideration

J. and S. Olsen
651 SE Bayshore Dr., #E202
Oak Harbor, WA
360-682-2163

Remember...

*To: chief Gallagher,
Wonder if you have
received copy of this EMAIL
to WSLCB from 2 of
Waterside residents, thanks
From: Billie Cook
(360) 675-1073*

From: bill@ferrytrails.com
To: licensingretail@lcb.wa.gov
Sent: 6/22/2016 11:44:51 A.M. Pacific Daylight Time
Subj: The Loakal Public House Application

RE: The Loakal Public House, 656 SE Bayshore Dr. #1, Oak Harbor, WA

To Whom It May Concern,

We wish Loakal Public House well in taking over the space formerly held by the Elements Nightclub. However we would appreciate some extra focus on that site as that address did generate numerous police, City and State Liquor Control responses.

We know nothing of Loakal but we do know the horror stories of noise, fights, thefts and police calls that were generated by Elements. Therefore we have great concerns about the State's issuance of Loakal's liquor license and the conditions of operation that the City of Oak Harbor may place on the new operators.

Given the experience with Element, these are a few concerns:

- 1) Will there be a restriction on operating hours? Will the Liquor board coordinate it's regulation efforts with the City of Oak Harbor?
- 2) Will they be required to hire or have a security firm monitor activity and IDs in the evening and early morning hours? Installation of security cams should be a part of any operating permit.
- 3) Given the proximity to where people live, what kind of noise restrictions will be required for both sound coming from the interior and noise in the parking lot. There should be a requirement for an objective metering of noise such as by a decibel meter
- 4) We see a big potential problem with the lack of sufficient lighting in the parking lot. At night or early morning, the existing lighting serves as little more than weak illumination. If there is to be an improvement in lighting conditions, any added light should come from above and not from the building. The amount of spillover light at night coming from the security lights from the new sewage treatment plant is exactly the condition that needs to be avoided (and can be by aiming light horizontally, not vertically). Upgrading the lighting would also make any security cameras much more productive.
- 5) Since prior problems began inside the building or at the parking lot, that also means that those problems migrated to properties next door and across the street. There is no night lighting in the park next door and in the past that park has suffered damage due to those also partying in the parking lot. Cars were vandalized in the residential complex across the street. What conditions will be put in place to safeguard the neighborhood?
- 6) Feel free to contact almost any of us here at the Waterside Condominium complex - there are lots of witnesses from the days when Elements was an irritant. We welcome the new owners and hope that their establishment will add to the neighborhood and not detract.

Sincerely,
W & E Ferry
651 SE Bayshore Dr.
Unit D-302
Oak Harbor, WA 98277
541-661-2525

City of Oak Harbor
City Council Agenda Bill

Bill No. 7.a
Date: July 5, 2016
Subject: Ordinance No. 1775: City
Credit Card Policy Amendment

FROM: Patricia Soule, Finance Director

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- ⊙ Bob Severns, Mayor
- ⊙ Doug Merriman, City Administrator
- ⊙ Patricia Soule, Finance Director
- ⊙ Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

Approve Ordinance 1775

BACKGROUND / SUMMARY INFORMATION

The City of Oak Harbor has a policy in place for credit cards that allows the finance director to implement the issuance, distribution, authorization, and payments of the credit cards used by city officials and employees. This amendment expands the definitions in key areas and allows the finance director with the approval of the city administrator to set the credit limits. This code change also give the authorization to withhold from the user any unauthorized purchases and any interest/fees accrued as part of that purchase.

This code change will strengthen internal control over the credit cards and allow the finance department to effectively manage the city issued credit cards.

LEGAL AUTHORITY

FISCAL IMPACT

Not applicable

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

ATTACHMENTS

1. [City Credit Card Policy Amendment](#)

ORDINANCE NO. 1775

AN ORDINANCE OF THE CITY OF OAK HARBOR, WASHINGTON,
AMENDING THE SYSTEM FOR THE ISSUANCE, USE AND CONTROL OF
CREDIT CARDS BY CITY OFFICIALS AND EMPLOYEES.

WHEREAS, the City Council of the City of Oak Harbor, upon the recommendation of the City's finance director, finds that the use of credit cards to be an appropriate and useful means of making payment for a variety of types of purchases, including emergency purchases, registrations, purchases from on-line vendors, and training/travel expenses; and

WHEREAS, the City Council finds that the use of credit cards is a customary and economical business practice to improve cash management, reduce costs, and increase efficiency; and

WHEREAS, RCW 43.09.2855 provides that any city which contracts for the issuance and use of credit cards must adopt a system for the distribution, authorization, credit limits, payments and control of such credit cards; and

WHEREAS, the City Council finds that it is necessary and appropriate to modify the City's credit card system by establishing rules and modifying limits for the use of credit cards and by granting the finance director explicit authority to enter into credit card programs with lending entities.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF OAK HARBOR, WASHINGTON,
DOES ORDAIN AS FOLLOWS:

Section 1: Chapter 3.74 of the Oak Harbor Municipal Code is hereby amended to read as follows:

Chapter 3.74
PROCEDURES FOR USE OF CREDIT CARDS

Sections:

~~3.74.010 Director Credit cards.~~

3.74.010 Director Credit cards.

(1) The director of finance shall implement the following system for the distribution, authorization and control, credit limits and payment of bills related to the use of credit cards by city officials and employees:

(a) Distribution. Credit cards may be distributed to those city officials and employees who, in the opinion of the director or his designee, have job responsibilities which would benefit or otherwise be facilitated by the use of a credit card.

~~(b) Authorization and Control. The director of finance shall develop and implement guidelines and accounting controls to ensure the proper usage of credit cards and credit card funds.~~

~~(c) Credit Limits. The director of finance shall set credit limits on each credit card issued; provided, that in no event shall such credit limit exceed \$2,000 for any individual credit card with the exception of a \$4,000 credit limit for the administrative assistant for the police department, a \$4,000 credit limit for the administrative assistant for public works, a \$5,000 credit limit for the card of the purchasing manager, and a \$10,000 credit limit for the finance director.~~

~~(d) Payment of Bills. The director of finance shall establish and implement a written procedure for the payment of all credit card bills.~~

~~(2) The director of finance is authorized to adopt any additional procedures or policies necessary to implement the provisions of this section. (Ord. 1750 § 1, 2015; Ord. 1518 § 1, 2007; Ord. 1335 § 2, 2003).~~

Chapter 3.74

CREDIT CARD USE

Sections:

3.74.010 Definitions.

3.74.020 Issuance, use and control of credit cards.

3.74.030 Return of credit card.

3.74.040 Additional policies.

3.74.010 Definitions.

A. The finance director shall implement and maintain the following system for the authorization, distribution, and control of credit cards issued to or for the benefit of the City and used by City officials and employees

B. As used in this chapter, the term “credit card” or “purchasing card” means a card or device issued under an arrangement pursuant to which the issuer (credit card company) gives the City the option to obtain credit from the issuer, usually at the point of sale.

3.74.020 Issuance, use and control of credit cards.

The City adopts the following system for the issuance, use, and control of credit cards by City officials and employees.

A. The finance director is authorized to obtain City credit cards under the following system, which provides for the authorization, distribution, control, credit limits, and payment of purchases through the use of the credit cards by City officials and employees.

1. Issuance and Use. Credit cards may be issued to City officials and authorized employees who, in the opinion of the finance director, have job responsibilities that would benefit or otherwise be facilitated by use of a credit card for purchasing goods, supplies, and other items from vendors or incurring registration, training, or travel expenses in connection with the performance of their duties on behalf of the City.

2. Authorization and Control. The finance director shall develop specific administrative policies, guidelines, and accounting controls to ensure the proper usage of credit cards and credit card funds. The credit card is to be used when it is in the best interest of City administrative affairs. Upon authorization from the finance director, City employees may obtain credit cards from the finance director who shall maintain a ledger of the individuals receiving credit cards, including the date the individual cards were received and the authorized credit limit.

3. Credit Limits. Individual card credit limits shall be established by the finance director with the approval of the city administrator. The credit limit shall not exceed \$15,000 for any individual card. The \$15,000 limit may be temporarily revised by the finance director, and approved by the city administrator, to accommodate purchases made under special circumstances such as emergency repairs, disaster responses, group or extended business travel, and other infrequent or unusual situations.

4. Payment of Bills. The finance director shall establish a procedure for the prompt payment of all credit card bills on or before the due date.

5. Unauthorized Charges. No official or employee shall use the City-issued credit card for non-City business purposes. Cash advances, payment of statements, and personal purchases of any kind are prohibited.

B. Expenses incident to authorized travel may be charged to a City-issued credit card provided the official or employee returns to the City with detailed credit card receipts in accordance with the City travel policies and procedures as established by the finance director.

If certain credit charges are disallowed as a result of audit or City policy, such charge shall be repaid to the City. Failure to do so will render the employee personally liable where the City shall have a prior lien against and a right to withhold any and all funds payable or to become payable to the employee up to the unpaid amount, plus interest and/or fees at the rate charged by the bank that issued the card. Employee shall not use the credit card if any disallowed charges are outstanding.

The act of obtaining a City credit card does not indicate pre-approval of expenditures/expenses. The city finance director is authorized to revoke the use of any credit card issued and immediately require the surrender of the credit card.

3.74.030 Return of credit card.

The employee shall return all City credit cards at the request of the finance director, or upon separation of employment. Final paycheck may be held until all outstanding City property has been returned.

3.74.040 Additional policies.

The city finance director is authorized to implement any additional policies or administrative procedures necessary to implement the provisions of this section.

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

Bill No. 8.a
Date: July 5, 2016
Subject: Purchase Authorization-Vactor
Trucks

FROM: Cathy Rosen, Public Works Director

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- ⊙ Bob Severns, Mayor
- ⊙ Doug Merriman, City Administrator
- ⊙ Patricia Soule, Finance Director
- ⊙ Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

A motion authorizing staff to purchase one (1) International vactor off of state contract number 01912 in the amount of \$456,673.29 for the Water Division, and;

A motion authorizing staff to purchase one (1) International vactor off of state contract number 01912 in the amount of \$474,962.67 for the Wastewater Collections Division.

BACKGROUND / SUMMARY INFORMATION

The 2015-2016 biennial budget includes funding for the replacement of a 1990 International vactor for the Water Division. In 2017, the 2001 Sterling vactor, which is operated by the Wastewater Collection and Storm Drain Divisions, is scheduled to be replaced. Due to a 180-360 day delivery time frame, we are requesting to order both vactors now with an anticipated 2017 delivery date.

The 1990 International vactor is owned by the Water Division has been in service for the City for approximately 26 years. It was purchased new by the Wastewater Collections Divisions and in 2002, it was purchased from the Wastewater Division by the Water Division. This vactor has 94,338 miles on the chassis engine (equivalent to 343,980 miles) and 3,855 hours on the auxiliary engine (equivalent to 231,300 miles). We recently had to make repairs to the debris tank because holes had formed. There are currently thin spots in the debris tank and it is hard to find repair parts due to age.

This is a critical piece of equipment for the Water Division. It is used to clean meter and valve boxes, and to dewater a variety of water system appurtenances including meters, vaults, altitude valves and backflow devices. It is used to “pothole” for utility locates and to soft dig for repairs to underground utilities, which saves time and resources and improves safety for employees. Lastly, it is used as a backup for the Wastewater Collection and Storm Drain Divisions.

The 2001 Sterling vactor is owned by the Wastewater Collections Division and is used by both the Wastewater Collections and Storm Drain Divisions. It was purchased new and put into service in 2002.

It is used an average of 848 hours a year, has 36,390 miles on the chassis, 7915 hours on the chassis engine (equivalent to 474,900 driving miles), 3,260 hours on the auxiliary engine (equivalent to 195,600 miles) and has significant thinning spots on the debris tank.

This is a critical piece of equipment for the Wastewater Collections and Storm Drain Divisions. It is used to clean sewer lines, sewer manholes, vaults, wet wells, lift stations, storm drain culverts, catch basins and other stormwater system appurtenances. This vactor is also used to clean up spills and illicit storm water discharges and to soft dig for repairs to underground utilities. It is used as back up for the Water Division vactor.

In 2008, staff investigated the feasibility of having only one vactor in the fleet when the 1990 International vactor was no longer viable. However, since that time, the growth in the City's sewer and storm drain infrastructure and changes in the City's NPDES Phase II stormwater permit have significantly increased the usage of the 2002 Sterling vactor owned by the Wastewater Collection Division. Wastewater Collections/Storm Drain Division staff estimate that they will need to use the vactor nearly full time in 2016 and 2017. Because of the changes in operational needs, it has been determined that two vactors are needed to meet the needs of the Wastewater Collections/Storm Drain and Water Divisions.

The City is now at a point where both vactors are experiencing significant operational issues and are no longer cost effective to operate. Safety related repairs and maintenance are being done to keep them operational until replacements are authorized and delivered. Staff has determined that both vactors meet the replacement criteria, which has been included for your review.

Staff has researched multiple replacement options including, but not limited to refurbishment of existing vactors, purchasing used and/or demonstration models, formally bidding and utilizing the state contract pricing. It has been determined the most cost effective option is to purchase new off of the state contract due to the overall return in value over a 10 and 20 year lifespan.

Staff met with the state contract vendor multiple times to determined what would suit the needs of the City's operations now and through the foreseeable future. Due to the different functions of these vactors, the Wastewater Collections Divisions vactor will have a few more options that the Water Division vactor did not need. These options will not affect the function to remain as a backup for the Water Division.

Funding for these replacements has been included in the chart below:

Funding	Wastewater Collections Division Replacement	Water Division Replacement
Equipment Replacement Fund*	\$ 400,004.92	\$ 432,612.16
Storm water Grant**	\$ 25,000.00	\$ 0.00
Potential Trade-In or sale***	\$ 10,000.00	\$ 10,000.00
Operating Fund	\$ 39,957.75	\$ 14,061.13
Total	\$ 474,962.67	\$ 456,673.29

*This number represents what will be in the fund by end of year. Delivery will be in 2017.

**Decreased by Department of Ecology from \$50,000 to \$25,000 beginning this year.

***Staff anticipates a larger trade-in/sale than presented via the government auction site.

By purchasing from the State Contract, the City fulfills our bidding obligations as required by City ordinance, and also saves costs by allowing the State to perform the bidding process.

Therefore, staff is proposing to replace both the 1990 International vector and the 2002 Sterling vector with two new International vectors off of state contract number 01912 in the amount of \$931,635.96.

LEGAL AUTHORITY

FISCAL IMPACT

Funds Required: Water Division \$456,673.29 and Wastewater Division \$474,962.67

Appropriation Source: 401/402/502

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

This item was presented at the City Council workshop on May 25, 2016.

ATTACHMENTS

1. [#83 Replacement Criteria](#)
2. [#81 Replacement Criteria](#)

CRITERIA SCORING FOR REPLACING CITY VEHICLES AND EQUIPMENT

Vehicle # 83 Department: Public Works Division: Wastewater

Model Year: 2001 Make: Sterling

Model: Vactor

Meter Reading : 36,390



Age: Age on : 150 **Age-Points: 15**
Class #
Class Description
Life Expectancy in Months 120

Usage: Estimated miles of hours on 3/1/16: Meter Type: Hours Usage Type: 7,915
Usage Guidelines *

A	Police patrol vehicles	120,000	Miles	
B	Heavy duty trucks	55,000	Miles	
C	Light duty	2,000	Hours	
D	Heavy Equipment	5,000	Hours	
E	Misc. smaller equipment	325	Hours	
F	All other vehicles	75,000	Miles	
G	Trailer/non-metered	0	No Meter	Usage- Points: 11

Condition: Type of Service: 5 if very heavy or demanding service, 1 if light admin Points: 5
Reliability: Ratio of repair occurrences: last 12 months vs. second 12 months Points: ___
Condition: Engine, transmission, differential, sheet metal & rust, electrical, structural integrity, & other major components, plus anticipated major repairs projected to occur in next FY. Points: 5
Condition: Meets requirements (=> 8.0 points) **Condition: Total Points** 10

Repair Costs: Original Purchase Cost: \$ 251,442.09
LTD Repair Cost: \$ 171,747.00 **Repair History- Total Points** 3
Repair History: Meets Requirements: (>= 2.5)

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

TOTAL POINTS NEEDED: 39 **TOTAL POINTS SCORED:** Replacement Approved ___

Replacement Denied

Meets at Least 3 of 4 Requirements:

Fleet Services Manager *[Signature]* Date 6/24/16

Heavy Truck/Equipment Replacement Scoring Guidelines
(Vehicle/Equipment Over 10,500 lbs. G.V.W.R., Except Ambulances)

Factor	Points
Age	One point for each year of chronological age, based on in-service date of truck.
Usage	(a) One point for each 10,000 miles of use. (b) One point is assigned for every 750 hours-of operation.
Type of Service	1- 5 points are assigned based on the type of service under which the vehicle operates. For instance, a 5 is assigned to trucks that are utilized in demanding conditions under full load or under conditions that are considered very severe service. In contrast, a 1 would describe a vehicle used in a role that does not put severe demands on any of its components
Reliability	Points are calculated based on the ratio of frequency (occurrences) of repair over the last twelve months (LTM) of service compared to the frequency in the vehicle's second twelve months (STM) of life. For example, $LTM = 6 / STM = 2 =$ a score of 3.0 The maximum is 5 points. (PM, Statutory Inspections, and accidents not included)
Condition	This category takes into consideration an inspection of the body and underbody condition, rust, interior condition, accident history, and anticipated major or chronic repairs or major component replacement. A scale of 1 to 5 points is used with 5 indicating very poor condition or high expected maintenance cost.
Repair Costs	1 to 5 points are assigned based on total life-to-date repair costs (excluding the cost of accident damage). A 5 is assigned to a truck with life-to-date (LTD) repair costs equal to or greater than the vehicle's original purchase price, while a 1 is given to a truck with LTD maintenance costs are equal to 20% or less of its original purchase cost.

Point Ranges		
Under 23 points	Condition I	Excellent
23 to 27 points	Condition II	Good
28 to 32 points	Condition III	Qualified for replacement
33 points and above	Condition IV	Needs immediate consideration
	Condition V	Unsafe, functionally obsolete, non-compliant with O.S.H.A. and/or D.O.T.

CRITERIA SCORING FOR REPLACING CITY VEHICLES AND EQUIPMENT

Vehicle # 81 Department: Public Works Division: Water

Model Year: 1990 Make: International

Model: Vactor

Meter Reading : 94338



Age: Age on : 260
Class #
Class Description
Life Expectancy in Months 120

Age-Points: 26

Usage: Estimated miles of hours on 3/1/16: Meter Type: Hours Usage Type: 5,733
Usage Guidelines *

A	Police patrol vehicles	120,000	Miles
B	Heavy duty trucks	55,000	Miles
C	Light duty	2,000	Hours
D	Heavy Equipment	5,000	Hours
E	Misc. smaller equipment	325	Hours
F	All other vehicles	75,000	Miles
G	Trailer/non-metered	0	No Meter

Usage- Points: 7.64

Condition:

Type of Service: 5 if very heavy or demanding service, 1 if light admin Points: 5

Reliability: Ratio of repair occurrences: last 12 months vs. second 12 months Points: __

Condition: Engine, transmission, differential, sheet metal & rust, electrical, structural integrity, & other major components, plus anticipated major repairs projected to occur in next FY. Points: 5

Condition: Meets requirements (=> 8.0 points)

Condition: Total Points 10

Repair Costs:

Original Purchase Cost: \$ 172,347.00

LTD Repair Cost: \$ 146,130.00

Repair History- Total Points 4

Repair History: Meets Requirements: (>= 2.5)

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

TOTAL POINTS NEEDED: 47.64 **TOTAL POINTS SCORED:** Replacement Approved

Replacement Denied

Meets at Least 3 of 4 Requirements:

Fleet Services Manager  Date 6/24/16

Heavy Truck/Equipment Replacement Scoring Guidelines
(Vehicle/Equipment Over 10,500 lbs. G.V.W.R., Except Ambulances)

Factor	Points
Age	One point for each year of chronological age, based on in-service date of truck.
Usage	(a) One point for each 10,000 miles of use. (b) One point is assigned for every 750 hours-of operation.
Type of Service	1- 5 points are assigned based on the type of service under which the vehicle operates. For instance, a 5 is assigned to trucks that are utilized in demanding conditions under full load or under conditions that are considered very severe service. In contrast, a 1 would describe a vehicle used in a role that does not put severe demands on any of its components
Reliability	Points are calculated based on the ratio of frequency (occurrences) of repair over the last twelve months (LTM) of service compared to the frequency in the vehicle's second twelve months (STM) of life. For example, $LTM = 6 / STM = 2 =$ a score of 3.0 The maximum is 5 points. (PM, Statutory Inspections, and accidents not included)
Condition	This category takes into consideration an inspection of the body and underbody condition, rust, interior condition, accident history, and anticipated major or chronic repairs or major component replacement. A scale of 1 to 5 points is used with 5 indicating very poor condition or high expected maintenance cost.
Repair Costs	1 to 5 points are assigned based on total life-to-date repair costs (excluding the cost of accident damage). A 5 is assigned to a truck with life-to-date (LTD) repair costs equal to or greater than the vehicle's original purchase price, while a 1 is given to a truck with LTD maintenance costs are equal to 20% or less of its original purchase cost.

Point Ranges		
Under 23 points	Condition I	Excellent
23 to 27 points	Condition II	Good
28 to 32 points	Condition III	Qualified for replacement
33 points and above	Condition IV	Needs immediate consideration
	Condition V	Unsafe, functionally obsolete, non-compliant with O.S.H.A. and/or D.O.T.

City of Oak Harbor
City Council Agenda Bill

Bill No. 9.a
Date: July 5, 2016
Subject: Recommended Location for the
Fire Station

FROM: Ray Merrill Fire Chief

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- ⊙ Bob Severns, Mayor
- ⊙ Doug Merriman, City Administrator
- ⊙ Patricia Soule, Finance Director
- ⊙ Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

To recommend a potential location(s) for the new fire station in the southwest quadrant.

BACKGROUND / SUMMARY INFORMATION

The topic of a fire station located in the south / southwest quadrant has been discussed since the early 2000's. The exact location has never been finalized. Previous administration considered Fort Nugent Park, or property located on SW Fort Nugent or in the area of Fort Nugent Park. None of which was finalized. This was due in part to the use of the park, the possible installation of the water tank, or property not available for purchase. Additional no funding sources were established to purchase property.

Currently there are four (4) potential locations, with the possibility of a fifth (5th) location on SW Swantown. This potential location has not been confirmed and additional research into the possibility of this property must be completed.

The four locations are Fort Nugent Park, SW Ida Place, SR 20 at SW 24th, and SW Swantown at the old Windmill Trailer Park.

The Fehr and Peer's report lists SW Swantown at SW Fireside to be the optimal location, however there is no property available in that area.

The report details projected growth and demands placed on the fire department, as well as what additional staffing at the existing fire station would or would not accomplish.

LEGAL AUTHORITY

FISCAL IMPACT

Currently money has been allocated to continue the feasibility study. Upon completion of the complete feasibility study the department will have a more complete projected cost.

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

This topic was discussed at the June 15, 2016 workshop.

ATTACHMENTS

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

Bill No. 9.b
Date: July 5, 2016
Subject: Create New Lieutenant's
Position for the Fire Department

FROM: Ray Merrill, Fire Chief

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- ⊙ Bob Severns, Mayor
- ⊙ Doug Merriman, City Administrator
- ⊙ Patricia Soule, Finance Director
- ⊙ Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

Authorize the creation of a new fire lieutenant position.

BACKGROUND / SUMMARY INFORMATION

The fire department has not created a new position since 1997. During that time the department has experienced a 32% increase in responses, and a 33% increase in occupancy inspections. The city has grown in land mass by .75 square miles, and a population growth of 10.5%.

The work load continues to rise and on average the department operates with a day time crew of 3 50% of the time. This fails to meet National Fire Protection Association Standards. NFPA 1710 requires a minimum staffing for engine companies as four.

The reduced staffing level is due in part to vacations and scheduled Kelly days. A number of our employees are at the use it or lose vacation status and as such need to take time off every month.

Reduced staffing also impacts the Paid on Call Captains, frequently when a career Captain is off the department must fill the vacated command shift with a POC captain. With only three POC captains this can be quite daunting.

Staffing levels have been low for quite some time, the fire department has made it work, this is beginning to take a toll on our staff. With revised schedules and career firefighters assuming a command position this continues to put a strain on the work force. With two senior firefighters assuming this role their weekly scheduled must be revised and reduces the daily work force to a crew of three.

Within the next 5 years 50% of our current staff will become eligible for retirement. We need to begin succession planning in order to fill those potential vacated positions.

LEGAL AUTHORITY

FISCAL IMPACT

This will cost approximately \$50,000.00 for the remained of 2016. This is dependent on when the position is created and filled.

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

This topic was presented at the June 15, 2016 workshop.

ATTACHMENTS