



## NOTICE OF WORKSHOP MEETING

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NOTICE IS HEREBY GIVEN that the Oak Harbor City Council will hold a Workshop Meeting on Wednesday, June 25<sup>th</sup>, 2014, at 3:00 p.m. to discuss the following agenda items. The meeting will be held in the Council Chambers, 865 SE Barrington Drive.

DATED this 18<sup>th</sup> day of June 2014.

Anna M. Thompson, City Clerk

The City Council may meet informally in workshop sessions (open to the public) to do concentrated strategic planning, to review forthcoming programs of the City, receive progress reports on current programs or projects, or receive other similar information from the City Administrator, provided that all discussions and conclusions thereon shall be informal. Council shall make no disposition of any item at a workshop meeting. Public comment is not normally allowed at workshop meetings, although Council may allow, or request participation.

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### WORKSHOP MEETING CITY COUNCIL AGENDA

**June 25, 2014**

**3:00 p.m.**

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#### **Departmental Briefings**

1. Water System Plan – Public Works/Dev Services

#### **Pending Agenda Items**

1. Finance Advisor Professional Services Agreement (7/01) – Finance
2. Solid Waste Comprehensive Plan for Island County (7/01) – Public Works
3. City Attorney Appointment/Renewal with Weed, Graafstra, and Benson (7/01) – Admin
4. HOME Consortium Interlocal Agreement (7/01) - Admin
5. North Reservoir Project (7/01) – Public Works
6. GC/CM Contractor Selection (7/01) –Public Works

#### **Budget Goals**

1. 2015-2016 Budget Goals for the General Fund/Senior Services

**EMPLOYMENT CONTRACT**  
**City Attorney – Nikki Esparza**

THIS AGREEMENT, effective August 1, 2014, by and between the City of Oak Harbor, hereinafter referred to as “City”, and Nikki Esparza, hereinafter referred to as “City Attorney”.

WHEREAS, pursuant to OHMC 2.06.010, Nikki Esparza has been appointed by the Mayor to the position of City Attorney and confirmed by the City Council; and

WHEREAS, it is the desire of the City to provide certain benefits, establish certain conditions of employment, and to set working conditions for the position of City Attorney through an employment contract proposed by the Mayor and approved by the City Council; and

WHEREAS, the City Attorney agrees to serve in that capacity subject to the terms and conditions set forth in this Employment Contract;

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

1. Employment. The City hereby employs the City Attorney to serve in this position for the City of Oak Harbor. The duties of said position shall be to perform all duties assigned to the position of City Attorney as provided in the job description, the Oak Harbor Municipal Code, and Washington State law, together with such other and further duties and special projects as may be assigned to the City Attorney by the City’s Mayor and/or City Administrator. Pursuant to OHMC 2.06.010 and 2.34.055 the City Attorney shall serve at the pleasure and at the discretion of the City’s Mayor.
2. Duration of Employment. This Employment Agreement shall become effective on August 1, 2014, and shall continue indefinitely thereafter unless sooner terminated by the parties as provided in paragraphs 3 and 4 below.
3. “At Will” – Termination by the City. The City Attorney shall at all times during employment be considered an “At Will” employee, subject to termination by the City’s Mayor at any time with or without cause. Nothing in this Agreement shall be construed other than an “At Will” employment relationship between the City and the City Attorney and the City Attorney expressly acknowledges that no contrary representations have been made by the City.
4. Resignation – Termination by the City Attorney. The City Attorney reserves the right to resign from employment at any time with or without cause. The City Attorney agrees to give the City not less than one (1) month notice prior to the effective date of any such resignation.
5. Compensation: The City Attorney shall be compensated for services rendered during the term of this Agreement as follows:
  - a. Base Salary. The City Attorney shall receive a starting monthly salary of \$8,195. After a satisfactory twelve month review, the City Attorney may be eligible for a step increase

within the applicable range. The rate of pay may be adjusted annually thereafter consistent with the salary range and steps established for this position. The City Attorney shall be eligible for market-based salary adjustments consistent with those provided to other department heads.

- b. In the event that a salary and wage study is conducted, the City Attorney position shall be included.
- c. Benefits. The City Attorney shall be entitled to a sick leave accrual of one day each per month, vacation leave accrual as set forth in the City Personnel Policies, and eleven paid holidays which includes one floating holiday of the City Attorney's choice.

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

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

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

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

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

- 6. Work Schedule. The City Attorney is a confidential, exempt employee for purposes of the Federal Fair Labor Standards Act and as such shall not work a fixed forty hour per week schedule. The City Attorney's work shall generally be conducted at Oak Harbor City Hall during regular business hours of the City, Monday through Friday, provided, that the City Attorney shall receive time off for holidays according to the holiday schedule customarily

observed by the City. The City Attorney is also required to attend all meetings of the Oak Harbor City Council unless excused by the Mayor and such other staff meetings as requested by the Mayor or City Administrator or as required by the duties of the position.

7. Severance Package.

- a. Severance for At Will Termination. In the event the City Attorney's employment with the City is terminated for any reason other than those delineated in subparagraph (b) below, the City will provide the City Attorney a monthly severance payment equal to the monthly salary at the time of termination for a period of six (6) months after the effective date of termination. The monthly amount shall be paid on the same schedule as the regular City payroll, and shall be subject to the same mandatory deductions as the City Attorney's salary was prior to termination, except as provided for in Section 7.c.
  - i. Reference. In the event of termination of the City Attorney's employment by the City, the City Attorney shall be entitled to an employment reference from the City, the language of which shall be agreed upon by the parties, provided, that in the event the parties cannot agree on the form of the reference, the City will provide only the dates of the City Attorney's employment, the last position held, the last salary received, the fact that the City Attorney is no longer employed by the City.
  - ii. Unemployment Benefits. The City will not oppose any unemployment benefit claims made by the City Attorney.
- b. Termination by Resignation or for Cause. The severance package provided for in subparagraph (a) above shall not be available to the City Attorney if the termination of the City Attorney's employment with the City is due to:
  - i. Resignation. The City Attorney's voluntary resignation from employment. For purposes of this paragraph, "voluntary resignation" means a written resignation of employment resulting from the free choice of the City Attorney and not the result of a suggestion to resign in lieu of termination made by formal action of the Mayor or City Council; or
  - ii. Misconduct. Criminal conduct, commission of any crime, abuse of public office, or other gross misconduct, including, but not limited to, fraud, deceit, embezzlement, theft of funds or property, assault, or sexual, racial, or other harassment; or
  - iii. Job Performance. Disbarment or suspension from the practice of law, insubordination, incompetence, inadequacy, or inefficiency of the City Attorney in the performance of official duties.
- c. Construction. The severance package provided in subparagraph (a) above shall not be construed as an extension of the City Attorney's employment beyond the termination

date. The City Attorney shall not, during the period between the termination date and the end of the severance payments, accrue any additional sick leave, vacation leave, health care benefit or other benefit accorded active City employees.

8. Professional Development. The City agrees to pay the reasonable professional dues and subscriptions necessary for continuation, enrollment and full participation of continued education in the field of municipal law. In addition, the City may pay for membership in such other associations or organizations, and may reimburse the City Attorney for attendance at annual conferences or the same and for such other professional development activities as the City Attorney may approve and as may be annually budgeted by the City Council.
9. The City agrees to cover the City Attorney on the City's liability insurance policies to the same extent as any regular employee of the City is covered for acts, errors, or omissions within the scope of employment. All such liability insurance coverage shall be provided at the City's sole cost and expense.
10. The City of Oak Harbor agrees to hold harmless and indemnify the City Attorney from any and all costs, risk or liability associated with or arising out of acts or failures to act which are performed within the scope of employment as the City Attorney including the reasonable cost of legal defense by counsel appointed by the City or its insurance carrier, as applicable. This promise to indemnify shall exclude only criminal acts of the City Attorney and acts or failure to act which would constitute an intentional tort or intentional wrongdoing knowingly committed by the City Attorney without the express direction of the Mayor or City Administrator of the City of Oak Harbor. This promise to hold harmless and indemnify shall survive beyond the employment of the City Attorney with the City of Oak Harbor in order that the City Attorney shall be held harmless, indemnified and defended in the future for all acts taken as the City Attorney subject to the limitations contained herein.
11. Severability. If any paragraph, sentence, clause or phrase of this Agreement shall be held by a court of competent jurisdiction to be invalid or unenforceable, said invalidity or unenforceability shall not affect the validity or enforceability of any other paragraph, sentence, clause or phrase, and to that end the terms and conditions set forth in this Agreement shall be severable.
12. Entire Agreement. This Agreement constitutes the entire agreement and understanding between the parties as to the terms and conditions of the City Attorney's employment by the City and no other agreements or understandings, oral or otherwise, exist or shall be deemed binding upon the parties. The Agreement may be amended only by a written instrument duly executed by both parties.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

For the City of Oak Harbor:

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D. Scott Dudley, Mayor

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Nikki Esparza, City Attorney

Attest:

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Anna Thompson, City Clerk

Approved as to Form:

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Grant K. Weed, Interim City Attorney

**RETAINER AGREEMENT  
FOR MUNICIPAL LEGAL AND SUPPORT SERVICES**

**I - PARTIES/EMPLOYMENT**

The CITY OF OAK HARBOR (hereinafter "CITY") agrees to retain the law firm of WEED, GRAAFSTRA AND BENSON, INC., P.S., 21 Avenue A, Snohomish, Washington, and said law firm (hereinafter "ATTORNEY") agrees to provide municipal law services and legal support services on the terms and conditions stated below. The ATTORNEY shall serve at the pleasure of the Mayor; PROVIDED, that all decisions relative to such employment, or termination of the same, shall be subject to confirmation by a majority vote of the City Council.

**II - QUALITY OF SERVICES**

The ATTORNEY shall perform all legal services covered by this contract in a capable and efficient manner, and in accordance with the professional and ethical standards of the Washington State Bar Association.

**III - COMPENSATION**

A. Basic Retainer: The CITY shall pay the ATTORNEY a retainer in the amount of \$4,200.00 per month, which retainer shall be compensation for up to 24 hours of work per month for the following legal services:

1. Between July 1, 2014 and July 31, 2014, to serve as Interim City Attorney for Oak Harbor and oversee and supervise the prosecution function for the CITY in municipal court.
2. From and after August 1, 2014, to provide municipal law services and support to the Mayor, Councilpersons, City Administrator, City Attorney and administrative heads of the various departments of the CITY under the direction of the Mayor, City Administrator and City Attorney.
3. To prepare such ordinances, resolutions, and instruments as the Mayor, City Council, City Administrator and City Attorney may direct, to render legal advice on all civil and criminal matters, and to prepare or review such correspondence, contracts, easements, and instruments as may be necessary and appropriate. To perform such other municipal legal services as requested.

B. Additional Services: The CITY shall pay the ATTORNEY for the following additional or special legal services at the rate of \$185.00 per hour, or, if said services are performed by a paralegal in the ATTORNEY's office the same shall be compensated at the rate of \$140.00 per hour:

1. Time in excess of basic retainer. Any and all hours expended on legal services referred to in paragraph A above (Basic Retainer) in excess of 24 hours per month.

2. Extra meetings. Attendance, at the request of the Mayor or City Administrator, at evening meetings of CITY boards, City Council, commissions or committees.

3. Local Improvement Districts. All legal services performed in connection with the formation and financing of any LID or ULID (although it is understood that the primary responsibility for this type of legal work will fall under the exceptions referred to in paragraph V below).

C. Litigation. The CITY shall pay the ATTORNEY for all superior and appellate court litigation and all administrative hearings of a quasi-judicial nature, except those conducted by the CITY itself, at the rate of \$195.00 per hour.

D. Time Records. In order to determine appropriate compensation, the ATTORNEY shall maintain accurate time records, copies of which shall be made available to the CITY.

E. Time for Payment. The CITY shall pay all compensation provided herein to the ATTORNEY on a monthly basis, and within two weeks of the date on which each billing statement is received.

#### **IV - REIMBURSEMENT**

In addition to compensation for the legal services specified above, the CITY shall reimburse the ATTORNEY for direct expenses incurred, and costs advanced, including but not limited to court costs, filing fees, witness fees, recording fees, copying expenses at cost, long distance phone calls, library charges for municipal law books, and the cost of travel, at the hourly rate one way, lodging and tuition relating to meetings of the Association of Washington Cities

and Association of Municipal Attorneys which shall be pro-rated. However, ordinary law office operating expenses, such as rent and secretarial services, shall not be compensated or reimbursed.

#### **V - EXCEPTIONS**

This contract shall not cover legal representation relating to insurance defense, the formation and financing of local improvement districts, or other specialized fields where it is agreed by the parties that other legal counsel should be retained.

#### **VI - INSURANCE COVERAGE**

The ATTORNEY shall provide errors and omissions, and malpractice insurance coverage while providing services under this Agreement. Provided, the CITY shall indemnify and hold the ATTORNEY harmless from any and all claims brought by third parties against the ATTORNEY acting in said capacity.

#### **VII – EMPLOYMENT**

The CITY agrees for a period of two years from the effective date of this Agreement it shall not employ or contract with any employee, former employee or independent contractor of WEED, GRAAFSTRA AND BENSON, INC., P.S., for services. This provision shall survive expiration and/or termination of this Agreement.

#### **VIII - EFFECTIVE DATE AND DURATION**

This contract shall take effect on July 1, 2014 and shall continue in effect through June 30, 2015 unless earlier terminated or renegotiated by either party upon 60 days' written notice.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2014.

WEED, GRAAFSTRA AND  
BENSON, INC., P.S.

CITY OF OAK HARBOR

By: \_\_\_\_\_  
GRANT K. WEED, PRESIDENT

By: \_\_\_\_\_  
SCOTT DUDLEY, MAYOR

ATTEST:

By: \_\_\_\_\_  
ANNA THOMPSON, City Clerk

**INTERLOCAL COOPERATION AGREEMENT  
TO ESTABLISH A HOME CONSORTIUM AND RECEIVE FUNDS  
UNDER THE NATIONAL AFFORDABLE HOUSING ACT  
FOR THE PROGRAM YEARS 2015 THROUGH 2017**

This Interlocal Cooperation Agreement (hereinafter Agreement) is entered into by and between Skagit County (hereinafter Lead Agency), and Anacortes, Blaine, Burlington, Concrete, Coupeville, Everson, Ferndale, Hamilton, Island County, La Conner, Langley, Lynden, Lyman, Mount Vernon, Nooksack, Oak Harbor, Sedro-Woolley, Sumas, Whatcom County (hereinafter Members) (*Note that Agreement final version will include names of Members that adopt a Resolution agreeing to join*) for the purpose of establishing a regional HOME Consortium to receive and administer federal funds under the HOME Investment Partnership Program. This Agreement will become effective upon adoption by the Members and approval by the U.S. Department of Housing and Urban Development (HUD).

**RECITALS**

WHEREAS, the three-county region has a shortage of homes that lower-wage workers and other low-income people can afford, using thirty percent of gross household income for housing costs; and

WHEREAS, cooperation among local governments supports existing local efforts aimed at reducing homelessness and increasing the supply of homes lower-wage workers and others can afford to lease or own; and

WHEREAS, the federal government offers funding and technical assistance aimed at increasing the supply of decent, safe and affordable housing available to low-income and very-low-income families, including the HOME Investment Partnerships Program (HOME Program) created in the National Affordable Housing Act of 1990 (NAHA), as implemented by HUD through regulations at Title 24, Code of Federal Regulations, Part 92 (HOME regulations); and

WHEREAS, HOME regulations allow a group of contiguous units of general local governments (UGLGs) to organize as Members that establish a HOME Consortium for the purposes of obtaining HOME grant funding from HUD that will assist in improving the supply of decent, safe and affordable homes for low-income people and will strengthen partnerships among all levels of government and the private sector; and

WHEREAS, the Members have determined that obtaining HOME grant funding will increase their ability to assist with efforts to end homelessness and for the provision of affordable homes for residents with incomes at or below sixty percent of the area median income; and

WHEREAS, the Members are not individually eligible to obtain an allocation of HOME grant funding from HUD; however, the Members can cooperate to establish a HOME Consortium that will be eligible to obtain an allocation of HOME grant funding from HUD; and

WHEREAS, the Members have determined that it will be mutually beneficial and in the public interest to enter into this Interlocal Cooperation Agreement to establish a HOME Consortium in order to become eligible for HOME grant funding; and

WHEREAS, the Interlocal Cooperation Act in Chapter 39.34 of the Revised Code of Washington permits local governments to enter into agreements to cooperate for beneficial purposes and these purposes can include regional cooperation to establish a HOME Consortium; and

WHEREAS, HOME regulations specify the topics and content that Members must include in an interlocal cooperation agreement that establishes a HOME Consortium, and the HOME regulations require that the HOME Consortium Members select one Member to act as Lead Agency for all Members in communications with HUD and as the HOME grant recipient on behalf of the Consortium; and

WHEREAS, Skagit County has offered to serve as the Lead Agency on behalf of the Members that enter into an interlocal cooperation agreement for the purpose of implementing a regional HOME-funded program to enhance cooperation among local jurisdictions to increase the availability of resources available to local governments to address the housing-related problems of lower-income people and to implement local Plans to End Homelessness; and

WHEREAS, the Lead Agency has offered to administer such federal funds for itself and on behalf of the Members;

NOW THEREFORE, in consideration of the mutual covenants and promises contained in this Agreement, the Members mutually agree to the following terms and conditions.

## **1. DEFINITIONS**

For the purpose of this Agreement, the terms defined in this section have the meanings given to them:

- A. “Consolidated Plan” is a HUD required document that serves as a planning and budgeting document for the Consortium and as a HOME grant funding application. The Consortium will develop a Consolidated Plan by May 15, 2015.
- B. “Consortium” means the Members and Lead Agency acting together pursuant to this Agreement.
- C. “HOME Regulations” means the rules, regulations and guidelines promulgated pursuant to the NAHA, including but not limited to 24 CFR Parts 91 and 92, as amended.
- D. “Lead Agency” means Skagit County, designated by the Members as the unit of general local government to act in a representative capacity for all Members for the purpose of entering into a HOME grant agreement with HUD.

- E. “Member” means an unit of general local government that is a signatory to this Agreement and therefore becomes a Member of the Consortium.
- F. “Subrecipient” means a Member who carries out HOME-funded activities after entering into a separate written agreement with the Lead Agency.

## 2. PURPOSE

The purpose of this Agreement is to establish a HOME Consortium that will be eligible for HOME grant funds to increase the Members’ ability to assist in the provision of housing affordable for low-income residents.

## 3. AGREEMENT

- A. **Term:** The initial term (also known as “qualification period”) of this Agreement shall be for a period with an end date of June 30, 2018 that includes the federal fiscal years 2015, 2016 and 2017, with funding potentially becoming available after June 30, 2015. Members agree to participate for the term of this agreement and may choose to opt out of future agreements.
- B. **Execution:** This Agreement shall be executed by the appropriate officers of each Member and the Lead Agency pursuant to authority granted them by their respective governing bodies, and a copy of the authorizing resolutions and executed Agreement shall be filed promptly at the offices of the Lead Agency.
- C. **Consolidated Plan:** The Lead Agency is responsible for preparing and submitting the Consolidated Plan to HUD. The Members shall cooperate in the preparation of the Consolidated Plan by providing input during the preparation of the Consolidated Plan and by assisting the Lead Agency in holding any required public meetings during the preparation of the Consolidated Plan.
- D. **Program Administration:** Skagit County, as Lead Agency, agrees to have decision-making authority regarding the Consolidated Plan and implementation, as well as oversight and authority on issues affecting the Consortium activities. The Lead Agency will be entitled to up to ten percent of the HOME Consortium grant allocation, as well as up to ten percent of program income, for eligible planning and administrative costs. The Lead Agency will provide staff support for a HOME Consortium Advisory Committee that will assist with preparation of the Consolidated Plan, project selection criteria, and selection of recommended projects for HOME funding agreements.
- E. **Allocating HOME Program Funding:** The annual allocation of HOME program funds will be based on the recommendation from the HOME Consortium Advisory Committee and adopted in the Consolidated Plan and its annual Action Plan.

- F. **HOME Consortium Advisory Committee:** An Advisory Committee shall be created for the purpose of identifying the general activities and priorities to be undertaken by the Consortium with HOME grant funds. Each Member may appoint a representative to serve on the Advisory Committee. The Advisory Committee will also participate in the development of the Consolidated Plan, establish decision-making procedures for the Consortium, serve in an advisory capacity for the programs and projects funded with HOME expenditures, make recommendations to the Lead Agency's governing body, and provide advice for the successful implementation of the Consolidated Plan and the HOME Consortium's programs.
- G. **Matching Funds:** No Member will be required to accept HOME grant funds, and no matching funds will be required of a Member that does not enter into a separate written agreement for HOME-funded activities. Members shall be responsible for providing matching funds for any HOME pass-through grant funds allocated to and accepted for use by that Member under terms to be specified in a HOME Subrecipient agreement. No matching funds will be required from a Member that does not enter into a HOME Subrecipient agreement.

Matching funds shall be reported to the Lead Agency, in a format to be determined by the Lead Agency, by the end of each federal fiscal year of this agreement.

- H. **Affirmatively Furthering Fair Housing:** The Lead Agency and the Members agree to affirmatively further fair housing with all HOME Consortium funds under this Agreement in compliance with 24 CFR 92.350. Each Member that enters into a HOME Subrecipient agreement will be responsible for compliance with HUD regulations and, if applicable, for their own preparation and submission to HUD of an Analysis of Impediments to Fair Housing Choice. The Members agree that funding activities will be prohibited if a Member does not affirmatively further fair housing within its jurisdiction or impedes actions intended to comply with the Consortium's fair housing certification. The Members acknowledges noncompliance by a Member may provide cause for funding sanctions or remedial actions by HUD.
- I. **Program Income:** Program Income as defined at 24 CFR 92.2 generated by a Member will be held by each Member in a separate account specific to the HOME Program. Program Income will be used first before any additional HOME funds are drawn or requested for reimbursement, and appropriate documentation of the receipt and use of program income will be provided to the Lead Agency in a format to be determined by the Lead Agency and as required for reporting to HUD.
- J. **Indemnification:** Each Member agrees to be responsible and assume liability for its own wrongful and/or negligent acts or omissions or those of their officials, officers, agents, or employees to the fullest extent required by law, and further agrees to save, indemnify, defend, and hold the other Members of

the Consortium harmless from such liability. It is further provided that no liability shall attach to Skagit County as Lead Agency by reason of entering into this agreement except as expressly provided herein. The Members of the Consortium agree to reasonably cooperate in the event litigation is brought against one or more of the Members pursuant to this Agreement by any third party.

#### 4. LEAD AGENCY RESPONSIBILITIES

- A. **Responsibilities:** The Lead Agency will be the governmental entity required to execute all grant agreements for HOME funds received from HUD pursuant to the Consortium's request for HOME funds. The Lead Agency will thereby become and will be held by HUD to have full responsibility for the execution of the HOME Program in compliance with HOME rules, including the requirements of the Consolidated Plan. The Lead Agency will be responsible for leading the development of the Consortium's Consolidated Plan with an annual Action Plan component and for required administrative functions such as reporting on the activities of the Consortium and serving as the liaison between HUD and Consortium Members, for meeting the requirements of other applicable laws, and for the performance of the HOME-funded activities including the HOME-funded projects and activities to be conducted by the Subrecipients.
- B. **Pass-through Grant Funds:** The Lead Agency shall monitor the performance of any Member that receives pass-through HOME funds and will hold a Member jurisdiction accountable, under terms to be specified in HOME Subrecipient agreement, for compliance with the requirements set forth in HUD regulations.
- C. **Administrative Activities for the Consortium:** The Lead Agency agrees to provide administrative functions for the Consortium, and specific administrative tasks include, but are not limited to, coordinating the public participation process, developing necessary forms and implementation agreements with Members that receive pass-through HOME funds, drafting program descriptions, notices of funding availability and requests for proposals, confirming that a Subrecipient is not debarred from federal funds, providing technical assistance to project sponsors, confirming compliance of funded projects as specified in a HOME Subrecipient agreement, and preparing required reports.
- D. **Administrative Activities for Members:** The Lead Agency's administrative obligations to the Members shall be limited to the performance of the administrative and program tasks necessary to make HOME funds available to the Members under terms to be specified in HOME Subrecipient agreements and to provide reporting to HUD on the various projects funded with HOME funds under provisions to be specified in HOME Subrecipient agreements.

- E. **Reporting Requirements:** The Lead Agency will require Subrecipients with HOME-funded activities or projects to provide the Lead Agency with HOME Program activity reports including information about program income, if any, derived from the HOME -funded activities.
- F. **Communication:** The Lead Agency will be responsible for communicating periodically, at least once per quarter, to each Member and other interested parties, providing a Consortium status report, an update on prior communications, and requests for feedback and input on pertinent topics. Additional communication protocol will be established during the development of the Consolidated Plan.

## 5. MEMBERS' RESPONSIBILITIES

- A. **Action Plan/Consolidated Plan Submissions:** The Members shall provide input that will assist the Lead Agency with the preparation of a Consolidated Plan.
- B. **Reporting Requirements:** If a Member receives any HOME funds under terms to be specified in a HOME Subrecipient agreement, the Member shall prepare and submit to the Lead Agency for consolidation into a combined report the following reports, if applicable, for submission to HUD according to applicable deadlines: Analysis of Impediments to Fair Housing, Citizen Participation Plan, Minority Business Enterprise/Women's Business Enterprise reports, federal cash transaction reports, and annual HOME Consolidated Action Plan Evaluation Report(s)(CAPER) as well as preparing and submitting any other reporting requirements that are required by HUD.
- C. **Lead Agency and Member Cooperation:** The Lead Agency shall cooperate and work with each Member that receives any HOME pass-through funds under terms to be specified in a HOME Subrecipient agreement for activities to be conducted or performed within the Member's jurisdiction during the Federal Program Years this Agreement is in effect.
- D. **Disallowed Expenditures:** Each Member that receives pass-through HOME funds under terms to be specified in a HOME Subrecipient agreement shall assume full responsibility for repayment of HOME funds for all expenditures made by their jurisdictions that are disallowed by HUD.
- E. **Eligible Expenditures:** Each Member that receives pass-through HOME funds under terms to be specified in a HOME Subrecipient agreement shall assume overall responsibility for ensuring their projects related to the Consortium's HOME Program are carried out in compliance with the requirements set forth in HUD regulations.
- F. **Eligibility Review and Compliance Monitoring:** Each member that receives pass-through HOME funds under terms to be specified in a HOME

Subrecipient agreement shall provide monitoring the compliance of projects funded with HOME funds to ensure that they comply with applicable Federal laws and regulations including property standards.

**6. SPECIAL PROVISIONS**

- A. **Amendments:** All amendments to this Agreement must be in writing and signed by all Members except that the Lead Agency shall have authority to amend to the Agreement on behalf of all Members to add new Members to the Consortium.
- B. **Severability:** Invalidation of any one or more of the provisions of this Agreement shall in no way affect any of the other provisions thereof, which shall remain in full force and effect.
- C. **Financial Obligations of the Parties:** Each party's financial obligations under this Agreement are contingent upon appropriation, budgeting, and availability of specific funds to discharge those obligations. Nothing in this Agreement constitutes a debt, a direct or indirect multiple fiscal year obligation, a pledge of the credit of either party, or a payment guarantee by either party to the other party. No Member incurs any financial obligation unless it later signs a HOME Subrecipient agreement.



IN WITNESS THEREOF, the undersigned Members have executed this Agreement;

*A separate signature page will be added for each Member after each Member's legislative process adopts a Resolution authorizing a signature on interlocal agreement.*

*Potential members include: Island County, Coupeville, Langley, Oak Harbor, Whatcom County, Blaine, Everson, Ferndale, Lynden, Nooksack, Sumas, Skagit County, Anacortes, Burlington, Concrete, Hamilton, Laconner, Lyman, Mount Vernon, and Sedro-Woolley*

**City of Oak Harbor  
2015-2016 Budget  
General Fund, Senior Center, Internal Service Funds Goals**

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## General Fund

### Judicial

- ❖ **Goal: Continue providing fair and equitable prosecution and public defense services.**
  - Objective: A strong and vibrant community relies on a sound and fair judicial system.
  - Objective: Evaluate and adjust as appropriate the public defense services program to insure an effective legal defense.
- ❖ **Goals: Continue to provide and improve the Work Crew Program.**
  - Objective: The Work Crew Program represents an alternative to incarceration which benefits the efficiency of the judicial system as well as enhances general revenue.

### Mayor

- ❖ **Goal: Improve communication with our citizens.**
  - Objective: Seek ways to more effectively provide information to our citizens and to bring more citizens into a contributing role in their government.
- ❖ **Goal: Make Oak Harbor a destination for visitors.**
  - Objective: Implement a Main Street Program with our Downtown merchants.
- ❖ **Goal: Continued financial strength and sound fiscal policy.**
  - Objective: To maintain a deliberate and responsible approach to financial management, to live within budget and maintain adequate financial services in case of unseen expenses, economic downturn or emergency.
- ❖ **Goal: Remain strongly focused on infrastructure projects.**
  - Objective: Systematically complete essential public works projects, with emphasis on strong infrastructure. Old and aging infrastructure threatens the City's finances and our ability to deliver City services.
- ❖ **Goal: Meet with Pentagon Officials regarding Naval Air Station Whidbey Island.**
  - Objective: To discuss items of mutual interest and mutual partnership such as police, fire protection, water, sewer, solid waste, zoning, noise and encroachment.
- ❖ **Goal: Increase transparency of city budget, revenues and expenditures**
  - Objective: Create the ability for our citizens to see where the city receives funding and how the city spends their tax dollars
- ❖ **Goal: Improve technology to better serve our citizens**
  - Objective: Improve technology to better serve our citizens

## City Administrator

- ❖ **Goal: Provide creative, accountable and effective support to the Mayor and City Council to help achieve the City's short- and long-range goals.**
  - Objective: Anticipate and respond to the City Council on requests for information on current projects and new initiatives in a timely manner.
  - Objective: Implement 2015/2016 Budget as the primary document to achieve the City's goals.
  - Objective: Communicate clearly and comprehensively to the Mayor and City Council on staff recommendations and the basis for the recommendations.
  
- ❖ **Goal: Provide consistent and positive leadership to the organization.**
  - Objective: Seek staff ideas for improving the overall working culture at the City and to better deliver quality customer service to our citizens.
  - Objective: Clearly communicate and discuss with staff the policies, directions, and goals of the Mayor and City Council to assure successful implementation.
  - Objective: Provide information and support that is consistent with the practices of sound public administration to successfully provide the intended outcomes and maintain the delivery of high quality municipal services.
  
- ❖ **Goal: Align departmental performance expectations with the available resources.**
  - Objective: Implement the 2015/2016 work program based on approved biennial budget. Communicate with the City Council and community the desired outcomes and report progress.
  - Objective: Provide ongoing communication to the Mayor and City Council on potential emerging policy directions for enhancing revenue and program delivery.
  - Objective: Work with Human Resources Department to build and retain a highly qualified staff, promote ongoing technical and customer service training and insure that human resources are managed in the most effective manner.
  
- ❖ **Goal: Promote economic development opportunities in partnership with local and regional entities.**
  - Objective: Maintain staffing and financial resources to support ongoing economic development activities.
  - Objective: Provide support to the business community through City participation in a Main Street initiative, through economic and demographic data gathering and through business assistance when possible.

### **Staffing Request:**

Fund the Executive Assistant to the City Administrator position

### **Programmatic Initiatives:**

Lower Pioneer/Bayshore Master Plan

Transition to Permanent Animal Shelter

Lobbyist to Promote City Initiatives at State and Federal Levels

Technology Plan

City Hall Security/Space Modifications

### **Human Resources**

- ❖ **Goal: Transition the Human Resources department through a change in leadership while continuing to support all City Programs and Departments in an efficient and effective manner**
  - Objective: Gain efficiencies within the HR Department and better assist City departments in meeting human resources needs and serve citizens in a professional, cost-effective and timely manner.
- ❖ **Goal: Research functionality and implementation of electronic timekeeping system.**
  - Objective: Provide up-to-the minute personnel data as well as providing accurate historical data on positions and employees. Create a check and balance process between Human Resources and payroll.
  - Objective: Provide a tracking system for positions that will better enable the City to manage costs and utilize position budgeting.
  - Objective: Create a two- step process for all payroll changes that will ensure a check and balance to transactions.
  - Objective: Provide a clear process for all personnel changes.
- ❖ **Goal: Create a supervisor employee manual.**
  - Objective: Provide a ready reference tool for both experienced and novice supervisors to assist them in the day-to-day management of their employees.
- ❖ **Goals: Create procedure manual for internal HR processes.**
  - Objective: Document processes within the department to ensure processes are not lost when staff turnover.
  - Objective: Provide cross-training opportunities within the Human Resource department to increase efficiencies and customer service to the departments/customers we serve.
- ❖ **Goals: Promote a healthy/safe work environment**
  - Objective: Repeat a quality, AWC award-winning wellness program. Encourage continued commitment to healthy employees and a safe workplace by providing onsite wellness programs to help reduce employee health risks and health care costs.
  - Pursuing this will improve morale, retain and attract quality employees and improve productivity.

- Human resources will fully investigate all accidents. The goal will be to provide information that will eventually lead to an improved L&I Experience Rating thus decreasing L&I rates for the City.

### Financial Services

- ❖ **Goal: 2015 - Review and rewrite City Debt policy.**
  - Objective: Review APTUS&C Debt Issue Program.
  - Objective: Rewrite Debt Issue Policy to include issuance of LTGO, Revenue, Assessment, and interfund loan scenarios.
  - Objective: Submit Debt Policy to WMTA peer review program for certification.
- ❖ **Goal: 2015 - Submit City Comprehensive Annual Report (CAFR) for GFOA Certificate of Achievement for Excellence in Financial Reporting program.**
  - Objective: Convert existing CAFR document to required standards.
  - Objective: Convert EXCEL based compilation to EDENs CAFR application.
  - Objective: Obtain supplemental information from Island County, if possible.
  - Objective: Submit final document to GFOA for peer review and certification.
- ❖ **Goal: 2016 – Design and prepare 2017-2018 Biennial Budget for Distinguished Budget Presentation Award**
  - Objective: Finalize budget reporting format.
  - Objective: Design process to incorporate eligibility requirements.
  - Objective: Submit final document to GFOA for peer review and certification.
- ❖ **Goal: 2015 and 2016 - Update program for city-wide document archival and retention.**
  - Objective: Establish city-wide technology standards for hardware/software.
  - Objective: Match current standards against State retention schedule and adjust.
  - Objective: Draft a record retention policy/train staff on procedures.
- ❖ **Goal: 2015 and 2016 - Restructure Finance Department: Treasury and Accounting Operations Divisions.**
  - Objective: Perform efficiency/needs analysis on financial reporting, and operational sections of division.
  - Objective: Restructure treasury function from cross-division assignments.
  - Objective: Develop website conventions and assignment of duties.
  - Objective: Migration of Finance Manager-Utilities position to Treasury Manager.
  - Objective: Obtaining funding and authorized staffing addition for Accounting Manager position.

## Law

- ❖ **Goal: Up-to-date records retention and decreased use of physical space to store records.**
  - Objective: Research the use of digital record retention software for legal files. If appropriate, obtain software and train staff in its use. Scan records still within retention period to create electronic records.
  - Objective: Significantly decrease the amount of retained files in the "Little White House", our legal department office and the vault by dedicating a full day of staff time at least two Wednesdays per month to record retention/destruction work.
- ❖ **Goal: Maintain a fully trained legal staff.**
  - Objective: Increase the number of risk management trainings undertaken by the office Paralegal.
  - Objective: Obtain victim/witness interview training for office Legal Assistant.
  - Objective: Ensure that City Attorney and Assistant City Attorney stay up-to-date on municipal law issues by attending WCIA and MRSC sponsored trainings.
  - Objective: Locate and secure training related to ordinance and resolution drafting for Legal Department and other department heads.
  - Objective: Increase the safety of office personnel by engaging in trainings geared towards dealing with angry or unstable subjects.
- ❖ **Goal: Assist in maintaining and improving the system in place for responding to public records requests.**
  - Objective: Ensure that the Legal Department is aware of changes in public records case law or changes to best practice recommendations by attending public records training a minimum of one time per year.
  - Objective: Work closely with the City Clerk to continuously improve the City's public record response system.
- ❖ **Goal: Up-to-date legal forms.**
  - Review and update legal forms and ensure that the forms comply with WCIA requirements.
- ❖ **Goal: Continue to minimize the impacts of transition from outside counsel to in-house City Attorney and create an efficient in-house legal department.**
  - Objective: Continue to try and meet the needs of the City by meeting individually with each department on a regular basis to obtain feedback.
- ❖ **Goal: Up-to-date prosecution standards.**
  - Objective: Review and make significant changes to the dated Oak Harbor prosecution standards.
- ❖ **Goal: Up-to-date criminal code**
  - Objective: Eliminate conflicting language in Title 6 and Title 9A

### Development Services

- ❖ **Goal: Maintain the City's compliance with the Growth Management Act.**
  - Objective: Working with the Planning Commission, continue steps towards completion of the State-mandated update to the Comprehensive Plan by June 30, 2016.
- ❖ **Goal: Continue implementation of the Oak Harbor Comprehensive Plan.**
  - Objective: Assist in implementation of community development and capital improvement projects identified in the Comprehensive Plan, the Marina Redevelopment Program and the Capital Improvements Plan.
  - Objective: Assume a lead role in updating and refining the City's Capital Improvement Plan with the intent of creating a document that is an effective project planning and financing tool for the community and the City.
- ❖ **Goals: To provide timely and accurate planning review of permit applications and information to the public.**
  - Objective: Review land use and development permit applications for code compliance within prescribed timeframes.

### General Government

- ❖ **Goal: Better identify those needed services and demonstrate true cost for services as we move through this budget cycle.**
  - Objective: Utilizing the General Government fund to assist in developing policies to better respond to the community needs of those general activities.

### Police Department

- ❖ **Goal: Focus on "Community Safety and Service"**
  - Objective: Get the department to focus on policing with an emphasis on keeping the community safe. Also provide a service to the community in ways such as the Bike Patrols, Foot Patrols, working with the Residents, Neighborhoods and Businesses to establish watch programs and crime alerts.
- ❖ **Goal: Lexipol Policy System**
  - Objective: Continue to maintain this system and ensure officers are trained in its use.
- ❖ **Goal: Police Facility**
  - Objective: facilitate the necessary repairs and maintenance to ensure the long term viability of the police facility.
- ❖ **Goal: Enhance the role of the police volunteers**
  - Objective: Continue to get the volunteers more actively involved in the department and City events.

❖ **Goal: Continue to Work with Neighborhood Groups**

- Objective: Foster growth in these groups to better serve the community and prevent crime / reports crimes.

❖ **Goal: Work with Business / Merchant Associations**

- Objective: Continue to have an officer (Community Service Officer) work with the businesses to determine their needs and educate them with regard to the services we can provide in an effort to make them feel secure and be successful.

❖ **Goal: CAB Board**

- Objective: Have members increase their involvement, and interact with the public on a regular basis; Work with them so they understand their “mandates” as dictated by the Oak Harbor Municipal Code; Conduct the necessary community surveys; Collect data and information from the community as it pertains to police department in an effort to measure our successes and weaknesses.

### Animal Control

❖ **Maintain Professional Animal Control Services**

- Objective: continue to train Animal Control Officer to ensure they are up to date with the current case law, practices and procedures for handling animals.

❖ **Facilitate the long term repairs and purchase of the Animal Control Facility**

- Objective: determine if the repairs of the animal control facility are warranted in absence of the purchase of the building. If needed, start the process to assist the City in completing the purchase of the facility and completing repairs to ensure its long term viability to the City and the public.

### Fire

❖ **Goal: Re-rate the City’s insurance rating from a class 4 to class 3, per the Washington Surveying and Rating Bureau’s standard rating scale.**

- A lower rating reflects the abilities and preparedness of the department to respond to emergency incidents.
- Lower rating reduces property insurance ratings.
- Insurance rates for businesses and some residences may be decreased when the City has earned a lower insurance rating.

❖ **Goal: Sponsor six / eight Paid-on-call Recruit Firefighters per year to attend the Certified Recruit Firefighting Academy and certify to the IFSAC Firefighter 1 standard.**

- Objective: Increase the total number of paid-on-call personnel.

❖ **Goal: Continued effort in Public Education on fire safety and disaster preparedness.**

- Objective: Reduce loss and prepare for disasters that are likely to occur in the Oak Harbor area.
- ❖ **Goal: Continue certification process for Fire Fighter 2, Fire Officer 1 and 2, Fire Investigator, Driver/Operator.**
  - Objective: To maintain highly qualified personnel.
- ❖ **Goal: Complete a revised and accurate organizational chart of the fire department.**
  - Objective: To develop and maintain the hierarchy of the fire department. To maintain the vital positions of the department and show the reporting structure of the department.
- ❖ **Goal: To design, fund, construct, and staff a new fire department facility in the southwest quadrant of the City.**
  - Objective: Build a fire station to better serve the residents in the southwest quadrant of the City.
  - Provide for additional staffing at the existing station and to provide for around the clock coverage at the new fire station.
  - Be prepared for the anticipated growth in the southwest quadrant.
- ❖ **Goal: To purchase a 75 foot 'Quint style' fire apparatus.**
  - Objective: To specify, and purchase a 75 foot quint ladder/fire engine to full fill a Washington Surveying and Rating Bureau requirement to have two ladder trucks for the City of Oak Harbor.
- ❖ **Goal: Hire additional staffing**
  - Objective(s): Options #1) Hire, as a minimum, four (4) career firefighters to staff Station 81 in order to provide 24-7 coverage on two (2) fire engines. OR option #2) Hire, as a minimum, six (6) career firefighters to staff Station 812 in order to provide 24-7 coverage at that station. Positions can be staggered on the hiring, 2 or 3 in 2015 and 2 or 3 in 2016.
  - Hire a full time Office Assistant to assist with data entry, payroll, training, maintenance, and operational reports.
- ❖ **Goal: Replace the current MTR2000 analog base station / transmitter for the fire department. Purchase and install at ICOM a GTR 8000**
  - Objective: Replace the current MTR2000 analog base radio that is more than 15 years old. The current radio / transmitter will not operate on the new P-25 Federal guidelines as required for the digital band. Parts will become obsolete within the next 2-3 years. A AFG grant will be applied for.
- ❖ **Goal: Purchase replacement and new firefighting tools and equipment for suppression activities.**
  - Objective: to replace old and nearly worn out fire suppression tools and equipment to include portable circular saws, Blitz Fire Monitors, Thermal Imaging Cameras and ventilation fans.

## Emergency Services

### ❖ **Goals: Conduct an annual training exercise.**

- Objective: An annual exercise will allow for practice and evaluation of the effectiveness of the CEMP and the readiness of City departments.
  - 2015 – Conduct training sessions entitled:

Emergency preparedness for Elected Officials.

Conduct a full scale EOC drill

- 2016 - Conduct a full scale disaster drill

## Parks

### ❖ **Goal: Promote recreational activities for all residents.**

- Objective: To increase recreational opportunities available to the public by promoting the use of our facilities to both organized and casual park users. Encourage traditional recreational activities as well as non-traditional, such as disc golf, Frisbee football and skateboarding. Purchase additional property for the development of athletic fields to meet the increased needs of youth and adults sports leagues.

### ❖ **Goal: Protect and enhance capital investment in City parks and facilities.**

- Objective: To repair kitchen C and replace the lagoon bridge at Windjammer Park and replace the smokehouse that was removed 3-4 years ago with a covered picnic shelter; replace aging playground equipment in neighborhood parks and install underground irrigation at Catalina Park. Construct a splash park to replace the two wading pools at Windjammer Park that were closed due to safety concerns and costs.
- Objective: To continue to control vandalism and graffiti and other crimes that occur within the City parks by strengthening our partnership with the Oak Harbor Police Department. Install additional cameras and connect our surveillance cameras to the City's computer network and Police patrol laptops for better recording capabilities and quicker response to crimes.
- Objective: to work collectively with civic clubs, school groups and community volunteers to establish future Garry Oak tree planting and to protect the existing Garry Oaks within the City.

### ❖ **Goal: Promote community pride and tourism in Oak Harbor.**

- Objective: To collaborate and coordinate with the Chamber of Commerce, athletic leagues and service groups to organize and support community events and activities as well as athletic tournaments in our parks.
- Objective: To collaborate with the Garden Club and other service organizations to develop and implement community beautification projects. Continue to develop the waterfront trail and install additional interpretive signage and kiosks.

### ❖ **Goal: High quality maintenance and operation of parks, greenbelts and public open spaces in a cost-effective manner.**

- Objective: To evaluate maintenance methods, schedules and standards to determine if modification is necessary to meet desired levels of service. Consider alternative staffing structures as well as volunteer and contract opportunities. Evaluate the value of the City owned RV Park and explore renovation, relocation or leasing options for the facility.
- Objective: To increase the number of parks adopted within the community through the City's Adopt-A-Park program.

### **Whidbey Island Marathon**

- ❖ **Goal: Continue to build the Marathon event both in terms of quantity of runners and the quality of the runner's experience.**
  - Objective: To continue to promote and advertise through local, national and international media.
- ❖ **Goals: Increase the number of Expo vendors and sponsors.**
  - Objective: To continue to provide a quality event that would draw increased vendor participation.

## **Special Revenue Fund**

### **Senior Services**

- ❖ **Goals: Promote a healthy and growing business community.**
  - Objective: Develop support of our local business community for Senior Center activities.
  - Objective: Ensure that local business organizations are aware of the support services of which owners/employees may avail themselves.
  - Objective: Introduce and advertise to our increasing older adult population information regarding goods and services offered by local businesses and non-profit groups.
- ❖ **Goals: Encourage a safe community.**
  - Objective: Increase the attendance at safety, emergency and disaster preparedness events.
  - Objective: Participate in meetings, maintain current materials for distribution and support planning efforts relating to safety and emergency preparedness.
  - Objective: Provide adequate number of safety and preparedness articles published in the Newspaper, flyers and posters.
  - Objective: Keep the number and type of discrepancies noted on annual safety and fire inspections at a minimum.
- ❖ **Goals: Promote a healthy work environment and employee/volunteer excellence.**
  - Objective: Obtain feedback from employees and volunteers.

- Objective: Increase volunteer recruitment and training.
  - Objective: Observation of employees and volunteers in daily work.
  - Objective: Provide formal employee and volunteer recognition.
- ❖ **Goals: Deliver superior quality service to our customers.**
- Objective: Increase number of people who are members.
  - Objective: Maintain/improve passport services for members and the community.
  - Objective: Increase meal site and meals-on-wheels nutrition services/support.
  - Objective: Increase and vary as needed the number and types of activities in which the members participate, including but not limited to health and travel related activities.
  - Objective: Support as feasible the work of social services organizations looking to assist local older adult with health, quality of life and other important issues.
- ❖ **Goals: Protect and enhance capital investment in the City of Oak Harbor.**
- Objective: Modify existing plans for design of enhanced facility(ies) based on community input.
  - Objective: Create a "business plan" for operation of future facility(ies).
  - Objective: Develop plans for raising funds for construction of facility(ies)
  - Objective: Continue to plan, monitor and perform as needed ongoing maintenance of existing structures
- ❖ **Goals: Build and enhance community partnerships.**
- Objective: Optimally maintain current partnerships.
  - Objective: Actively seek/develop new partnership opportunities.

## **Internal Services Funds**

### **Equipment Rental**

- ❖ **Goal: Continue to provide an effective Fleet Management program.**
- Objective: Schedule preventive maintenance services on all vehicles/equipment, provide high quality maintenance for all City vehicles and equipment, and service all vehicles and equipment within the scheduled maintenance period. Prepare and maintain an accurate and effective replacement program.
- ❖ **Goals: Continue to develop a comprehensive fleet policy guide.**
- Objective: To continue to develop a comprehensive fleet policy guide which will allow Equipment Rental staff to educate customers on the City's policies and procedures related to fleet operations. This will increase the operator's knowledge of the care, maintenance and operation for vehicles and equipment, as well as fulfill State and Federal safety requirements. Operator safety will increase and the essential care and operation of vehicles and equipment will extend the life of the fleet. This is a continuing goal and one that we are striving to obtain and constantly enhance.

- ❖ **Goal: Pursue opportunities with City departments and other agencies to improve operations and to lower overhead costs to our internal customers.**
  - Objective: Through new inter-local agreements we will be able to decrease our overhead and operating costs. Perhaps in the future create a revenue source through outside customers and possible fueling opportunities.

### Equipment Replacement

- ❖ **Goal: Continue to implement a fleet procurement program that matches the needs and resources for each division/department.**
  - Enhance communication among departments, assess with departments the condition of assigned equipment, work with departments to identify their needs and resources, purchase new equipment in a cost effective manner, purchase multi-use vehicles whenever feasible and utilize alternative fuel and electric vehicles when available.
- ❖ **Goals: Continue to enhance the motor pool program.**
  - Objective: By doing so the City will save money and also provide adequate equipment for all division/department needs.
- ❖ **Goals: Continue to enhance our existing technology fund.**
  - Implement new technology and procedures to assist the departments in meeting their daily needs.
  - Implement cloud based technology to share and access files remotely.
  - Implement the use of tablets to enhance our efficiency in the field and to save costs in the long run.

### Shop Facility

- ❖ **Goals: Provide effective management and implementation of the directives established by the Mayor, City Administrator and City Council.**
  - Objective: Maintain accountability and open communication with other City Departments and all employees in Public Works.
- ❖ **Goals: Implement and oversee a preventive maintenance program for City owned facilities.**
  - Objective: Identify deficiencies and maintain a schedule for repair and replacement.
- ❖ **Goals: Continue to provide a safe, clean and comfortable place for City of Oak Harbor employees to work and citizens to participate.**
  - Objective: Respond to service requests in a timely and efficient manner utilizing the Facility Dude Program. Establish and manage required maintenance service contracts for HVAC, janitorial, fire alarms and others as needed.
- ❖ **Goals: Continue to lower the cost of goods to the City through existing inter-local agreement and through the establishment of new inter-local agreements with additional agencies.**

- Objective: Lower cost of goods. Establish and manage inter-local agreements with agencies willing to help us meet this goal.
- ❖ **Goals: Update the purchasing policies and procedures that will improve the purchasing process.**
  - Objective: It is time to update the policies and procedures that will help streamline and improve the purchasing process.
- ❖ **Goals: Implement new policies and procedures that will improve the surplus process for real property and buildings.**
  - Objective: The City does not have an established internal policy on how to surplus and dispose of real property and buildings that is no longer of use. A policy is necessary to streamline this process.

**City of Oak Harbor  
2015-2016 Budget  
General Fund & Internal Service Fund Personnel Request**

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# Personnel Request Form

City of Oak Harbor  
2015/2016 Budget  
Funded, but Unfilled

This form should be used to record any personnel request for the 2015/2016 budget cycle. This can include new personnel, changes in status (full-time vs. part-time, internships, etc.), or other personnel changes (change in responsibilities & BARS coding).

Fund/Department: 001/City Admin Division: \_\_\_\_\_

Budget Year: 2015 x 2016 x Priority No. 1 of 1

This is a: New Employee \_\_\_\_\_ Replacement x Other \_\_\_\_\_

Position Job Title: Executive Assistant to the City Administrator

Position Description: Provide high level policy and administrative support to the City

Administrator

Need/Justification: Increase efficiency and capabilities of the City Administrator's

Office – position was funded through September of 2012 but has not been filled due

to budget constraints.

Proposed Salary: \_\_\_\_\_

Related Equipment/Furnishings/Training Required: \_\_\_\_\_

## Total Anticipated Employee Costs

	<u>2015</u>	<u>2016</u>
Wages	_____	_____
Benefits	_____	_____
Supplies	_____	_____
Equipment	_____	_____
Miscellaneous	_____	_____
Capital Outlay	_____	_____
Total	=====	=====

# Personnel Request Form

City of Oak Harbor  
2015/2016 Budget

This form should be used to record any personnel request for the 2015/2016 budget cycle. This can include new personnel, changes in status (full-time vs. part-time, internships, etc.), or other personnel changes (change in responsibilities & BARS coding).

Fund/Department: 001-50-521-070-100 Division: Police / Patrol

Budget Year: 2015  2016  Priority No. 1 of 5

This is a: New Employee  Replacement  Other

Position Job Title: Police Sergeant

Position Description: Supervise patrol officers assigned to various tasks and Investigations.

Need/Justification: Currently I have five squads of officers; four doing patrol work One squad of officers assigned to community service (Animal Control Officer, Traffic Officer, Community Service Officer, School Resource Officer). Each one of these squads Should have a sergeant that oversees them. I have four patrol sergeants and no sergeant To oversee the community service squad. This would provide a sergeant for that squad.

Proposed Salary: \$79,464.00

Related Equipment/Furnishings/Training Required: \_\_\_\_\_

Mandatory First Line Supervisor School (Paid for by the state) \_\_\_\_\_

Per Diem (dependent upon where the school is held) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

	<b>Total Anticipated Employee Costs</b>	
	<b>2015</b>	<b>2016</b>
Wages	<u>\$79,464*</u>	<u>\$79,464*</u>
Benefits	<u>\$33,100.56</u>	<u>\$33,100.56</u>
Supplies	<u>0</u>	<u>0</u>
Equipment	<u>0</u>	<u>0</u>
Miscellaneous	<u>0</u>	<u>0</u>
Capital Outlay	<u>0</u>	<u>0</u>
<b>Total</b>	<b><u>\$112,564.56</u></b>	<b><u>\$112,564.56</u></b>

\*-Current CBA salary number

# Personnel Request Form

City of Oak Harbor  
2015/2016 Budget

This form should be used to record any personnel request for the 2015/2016 budget cycle. This can include new personnel, changes in status (full-time vs. part-time, internships, etc.), or other personnel changes (change in responsibilities & BARS coding).

Fund/Department: 001-50-521-070-100 Division: Police / Patrol

Budget Year: 2015  2016  Priority No. 4 of 5

This is a: New Employee  Replacement  Other

Position Job Title: Police Officer

Position Description: Patrol officer assigned to various tasks and Investigations.

Need/Justification: Currently I have four patrol squads. These are the officers who  
Respond to calls all hours of the day and night. A patrol squad consist of a sergeant and  
Four officers. When an officer is gone for vacation, training or court it significantly  
impacts how quickly we can respond to calls. By increasing each squad by one officer  
We can maintain our call response as well as the vacation, training and court schedules.

Proposed Salary: \$57,792.00

Related Equipment/Furnishings/Training Required: \_\_\_\_\_

Uniforms \_\_\_\_\_

Academy Training \_\_\_\_\_

Weapons \_\_\_\_\_

	<b>Total Anticipated Employee Costs</b>	
	<b>2015</b>	<b>2016</b>
Wages	<u>\$57,792</u>	<u>\$57,792</u>
Benefits	<u>\$30,172.68</u>	<u>\$30,172.68</u>
Supplies	<u>0</u>	<u>0</u>
Equipment	<u>\$2,000.00</u>	<u>\$2,000.00</u>
Miscellaneous	<u>\$3,500.00 (Trg)</u>	<u>\$3,500.00 (Trg)</u>
Capital Outlay	<u>0</u>	<u>0</u>
<b>Total</b>	<b><u>\$93,464.68</u></b>	<b><u>\$93,464.68</u></b>

\*-Current CBA salary number

# Personnel Request Form

City of Oak Harbor  
2015/2016 Budget

This form should be used to record any personnel request for the 2015/2016 budget cycle. This can include new personnel, changes in status (full-time vs. part-time, internships, etc.), or other personnel changes (change in responsibilities & BARS coding).

Fund/Department: 001-50-521-070-100 Division: Police / Patrol

Budget Year: 2015  2016  Priority No. 4 of 5

This is a: New Employee  Replacement  Other

Position Job Title: Police Officer

Position Description: Patrol officer assigned to various tasks and Investigations.

Need/Justification: Currently I have four patrol squads. These are the officers who  
Respond to calls all hours of the day and night. A patrol squad consist of a sergeant and  
Four officers. When an officer is gone for vacation, training or court it significantly  
impacts how quickly we can respond to calls. By increasing each squad by one officer  
We can maintain our call response as well as the vacation, training and court schedules.

Proposed Salary: \$57,792.00

Related Equipment/Furnishings/Training Required: \_\_\_\_\_

Uniforms \_\_\_\_\_

Academy Training \_\_\_\_\_

Weapons \_\_\_\_\_

	<b>Total Anticipated Employee Costs</b>	
	<b>2015</b>	<b>2016</b>
Wages	<u>\$57,792</u>	<u>\$57,792</u>
Benefits	<u>\$30,172.68</u>	<u>\$30,172.68</u>
Supplies	<u>0</u>	<u>0</u>
Equipment	<u>\$2,000.00</u>	<u>\$2,000.00</u>
Miscellaneous	<u>\$3,500.00 (Trg)</u>	<u>\$3,500.00 (Trg)</u>
Capital Outlay	<u>0</u>	<u>0</u>
<b>Total</b>	<b><u>\$93,464.68</u></b>	<b><u>\$93,464.68</u></b>

\*-Current CBA salary number

# Personnel Request Form

City of Oak Harbor  
2015/2016 Budget

This form should be used to record any personnel request for the 2015/2016 budget cycle. This can include new personnel, changes in status (full-time vs. part-time, internships, etc.), or other personnel changes (change in responsibilities & BARS coding).

Fund/Department: 001-50-521-070-100 Division: Police / Patrol

Budget Year: 2015  2016  Priority No. 3 of 5

This is a: New Employee  Replacement  Other

Position Job Title: Police Officer

Position Description: Patrol officer assigned to various tasks and Investigations.

Need/Justification: Currently I have four patrol squads. These are the officers who  
Respond to calls all hours of the day and night. A patrol squad consist of a sergeant and  
Four officers. When an officer is gone for vacation, training or court it significantly  
impacts how quickly we can respond to calls. By increasing each squad by one officer  
We can maintain our call response as well as the vacation, training and court schedules.

Proposed Salary: \$57,792.00

Related Equipment/Furnishings/Training Required: \_\_\_\_\_

Uniforms \_\_\_\_\_

Academy Training \_\_\_\_\_

Weapons \_\_\_\_\_

	<b>Total Anticipated Employee Costs</b>	
	<b>2015</b>	<b>2016</b>
Wages	<u>\$57,792</u>	<u>\$57,792</u>
Benefits	<u>\$30,172.68</u>	<u>\$30,172.68</u>
Supplies	<u>0</u>	<u>0</u>
Equipment	<u>\$2,000.00</u>	<u>\$2,000.00</u>
Miscellaneous	<u>\$3,500.00 (Trg)</u>	<u>\$3,500.00 (Trg)</u>
Capital Outlay	<u>0</u>	<u>0</u>
<b>Total</b>	<b><u>\$93,464.68</u></b>	<b><u>\$93,464.68</u></b>

\*-Current CBA salary number

# Personnel Request Form

City of Oak Harbor  
2015/2016 Budget

This form should be used to record any personnel request for the 2015/2016 budget cycle. This can include new personnel, changes in status (full-time vs. part-time, internships, etc.), or other personnel changes (change in responsibilities & BARS coding).

Fund/Department: 001-50-521-070-100 Division: Police / Patrol

Budget Year: 2015  2016  Priority No. 2 of 5

This is a: New Employee  Replacement  Other

Position Job Title: Police Officer

Position Description: Patrol officer assigned to various tasks and Investigations.

Need/Justification: Currently I have four patrol squads. These are the officers who  
Respond to calls all hours of the day and night. A patrol squad consist of a sergeant and  
Four officers. When an officer is gone for vacation, training or court it significantly  
impacts how quickly we can respond to calls. By increasing each squad by one officer  
We can maintain our call response as well as the vacation, training and court schedules.

Proposed Salary: \$57,792.00

Related Equipment/Furnishings/Training Required: \_\_\_\_\_

Uniforms \_\_\_\_\_

Academy Training \_\_\_\_\_

Weapons \_\_\_\_\_

	<b>Total Anticipated Employee Costs</b>	
	<b>2015</b>	<b>2016</b>
Wages	<u>\$57,792</u>	<u>\$57,792</u>
Benefits	<u>\$30,172.68</u>	<u>\$30,172.68</u>
Supplies	<u>0</u>	<u>0</u>
Equipment	<u>\$2,000.00</u>	<u>\$2,000.00</u>
Miscellaneous	<u>\$3,500.00 (Trg)</u>	<u>\$3,500.00 (Trg)</u>
Capital Outlay	<u>0</u>	<u>0</u>
<b>Total</b>	<b><u>\$93,464.68</u></b>	<b><u>\$93,464.68</u></b>

\*-Current CBA salary number

# Personnel Request Form

City of Oak Harbor  
2015/2016 Budget

This form should be used to record any personnel request for the 2015/2016 budget cycle. This can include new personnel, changes in status (full-time vs. part-time, internships, etc.), or other personnel changes (change in responsibilities & BARS coding).

Fund/Department: General / Fire Division: Suppression

Budget Year: 2015  2016  Priority No. 1 of 4

This is a: New Employee  Replacement  Other

Position Job Title: Firefighter/EMT

Position Description: Full-time firefighter/EMT

Need/Justification: Additional full-time firefighters are needed to maintain high levels of service to our growing community. These positions will provide manpower to staff multiple engine companies to meet the demands of simultaneous and geographically diverse calls for service.

Proposed Salary: \$58,941.00 (1<sup>st</sup> year) and \$61,631.00 (2<sup>nd</sup> year)

Related Equipment/Furnishings/Training Required: \_\_\_\_\_

One set of personal protection equipment (bunker coat and pants)

### Total Anticipated Employee Costs

	<b>2015</b>	<b>2016</b>
Wages	58,941.00	61,631.00
Benefits	29,063.00	29,426.00
Supplies	0.00	0.00
Equipment	2,500.00	0.00
Miscellaneous	0.00	0.00
Capital Outlay	0.00	0.00
<b>Total</b>	<b>90,504.00</b>	<b>91,057.00</b>

# Personnel Request Form

City of Oak Harbor  
2015/2016 Budget

This form should be used to record any personnel request for the 2015/2016 budget cycle. This can include new personnel, changes in status (full-time vs. part-time, internships, etc.), or other personnel changes (change in responsibilities & BARS coding).

Fund/Department: General / Fire Division: Suppression

Budget Year: 2015  2016  Priority No. 2 of 4

This is a: New Employee  Replacement  Other

Position Job Title: Firefighter/EMT

Position Description: Full-time firefighter/EMT

Need/Justification: Additional full-time firefighters are needed to maintain high levels of service to our growing community. These positions will provide manpower to staff multiple engine companies to meet the demands of simultaneous and geographically diverse calls for service.

Proposed Salary: \$58,941.00 (1<sup>st</sup> year) and \$61,631.00 (2<sup>nd</sup> year)

Related Equipment/Furnishings/Training Required: \_\_\_\_\_

One set of personal protection equipment (bunker coat and pants)

### Total Anticipated Employee Costs

	2015	2016
Wages	58,941.00	61,631.00
Benefits	29,063.00	29,426.00
Supplies	0.00	0.00
Equipment	2,500.00	0.00
Miscellaneous	0.00	0.00
Capital Outlay	0.00	0.00
<b>Total</b>	<b>90,504.00</b>	<b>91,057.00</b>

# Personnel Request Form

City of Oak Harbor  
2015/2016 Budget

This form should be used to record any personnel request for the 2015/2016 budget cycle. This can include new personnel, changes in status (full-time vs. part-time, internships, etc.), or other personnel changes (change in responsibilities & BARS coding).

Fund/Department: General / Fire Division: Suppression

Budget Year: 2015 \_\_\_\_\_ 2016 ✓ Priority No. 3 of 4

This is a: New Employee ✓ Replacement \_\_\_\_\_ Other \_\_\_\_\_

Position Job Title: Firefighter/EMT

Position Description: Full-time firefighter/EMT

Need/Justification: Additional full-time firefighters are needed to maintain high levels of service to our growing community. These positions will provide manpower to staff multiple engine companies to meet the demands of simultaneous and geographically diverse calls for service.

Proposed Salary: \$58,941.00 (1<sup>st</sup> year)

Related Equipment/Furnishings/Training Required: \_\_\_\_\_

One set of personal protection equipment (bunker coat and pants)

### Total Anticipated Employee Costs

	2015	2016
Wages	0.00	58,941.00
Benefits		29,063.00
Supplies		0.00
Equipment		2,500.00
Miscellaneous		0.00
Capital Outlay		0.00
<b>Total</b>	0.00	90,504.00

# Personnel Request Form

City of Oak Harbor  
2015/2016 Budget

This form should be used to record any personnel request for the 2015/2016 budget cycle. This can include new personnel, changes in status (full-time vs. part-time, internships, etc.), or other personnel changes (change in responsibilities & BARS coding).

Fund/Department: General / Fire Division: Suppression

Budget Year: 2015 \_\_\_\_\_ 2016 ✓ Priority No. 4 of 4

This is a: New Employee ✓ Replacement \_\_\_\_\_ Other \_\_\_\_\_

Position Job Title: Firefighter/EMT

Position Description: Full-time firefighter/EMT

Need/Justification: Additional full-time firefighters are needed to maintain high levels of service to our growing community. These positions will provide manpower to staff multiple engine companies to meet the demands of simultaneous and geographically diverse calls for service.

Proposed Salary: \$58,941.00 (1<sup>st</sup> year)

Related Equipment/Furnishings/Training Required: \_\_\_\_\_

One set of personal protection equipment (bunker coat and pants)

### Total Anticipated Employee Costs

	2015	2016
Wages	0.00	58,941.00
Benefits		29,063.00
Supplies		0.00
Equipment		2,500.00
Miscellaneous		0.00
Capital Outlay		0.00
<b>Total</b>	0.00	90,504.00

# Personnel Request Form

City of Oak Harbor  
2015/2016 Budget  
**NEW POSITION**

This form should be used to record any personnel request for the 2015/2016 budget cycle. This can include new personnel, changes in status (full-time vs. part-time, internships, etc.), or other personnel changes (change in responsibilities & BARS coding).

Fund/Department: 510/Public Works Division: Engineering

Budget Year: 2015  2016  Priority No. \_\_\_\_\_ of \_\_\_\_\_

This is a: New Employee  Replacement \_\_\_\_\_ Other \_\_\_\_\_

Position Job Title: Engineering Capital Projects Manager

Position Description: Oversee and manage the design and construction of capital projects in the Water, Streets (Arterials) and Wastewater Divisions.

Need/Justification: This position will be funded for a four year period and will provide necessary engineering oversight and management of necessary capital improvement projects that regular Engineering Division employees are unable to work on due to the increased work load created by the design and construction of the new wastewater treatment plant.

Proposed Salary: 54 H = \$7,499/month

Related Equipment/Furnishings/Training Required: \_\_\_\_\_

	<b>Total Anticipated Employee Costs</b>	
	<b>2015</b>	<b>2016</b>
Wages	<u>\$89,988.00</u>	<u>\$92,688.00</u>
Benefits	<u>29,696.00</u>	<u>30,587.00</u>
Supplies	<u>                    </u>	<u>                    </u>
Equipment	<u>                    </u>	<u>                    </u>
Miscellaneous	<u>                    </u>	<u>                    </u>
Capital Outlay	<u>                    </u>	<u>                    </u>
<b>Total</b>	<b><u>                    </u></b>	<b><u>                    </u></b>

## Personnel Request Form

City of Oak Harbor  
2015/2016 Budget

This form should be used to record any personnel request for the 2015/2016 budget cycle. This can include new personnel, changes in status (full-time vs. part-time, internships, etc.), or other personnel changes (change in responsibilities & BARS coding).

Fund/Department: 510.20/Public Works Division: Engineering

Budget Year: 2015  2016  Priority No. 1 of 1

This is a: New Employee  Replacement  Other

Position Job Title: Staff Archaeologist

Position Description: Prepare permit applications with State DAHP; perform archaeological surveys; on-site monitoring; provide staff and contractor training; prepare plans and reports required to meet permits conditions of approval; assist in drafting comprehensive plan and code amendments necessary to implement a cultural resources program.

Need/Justification: Due to recent and the potential for future inadvertent discovery of cultural resources, there is a need to have archaeological surveys and on-site monitoring of City projects.

Proposed Salary: \$110,000 (2015)

Related Equipment/Furnishings/Training Required: Desk, computer, etc.

	<b>Total Anticipated Employee Costs</b>	
	<b>2015</b>	<b>2016</b>
Wages	<u>\$110,000</u>	<u>\$113,300</u>
Benefits	<u>35,000</u>	<u>36,000</u>
Supplies	<u>                    </u>	<u>                    </u>
Equipment	<u>                    </u>	<u>                    </u>
Miscellaneous	<u>                    </u>	<u>                    </u>
Capital Outlay	<u>                    </u>	<u>                    </u>
<b>Total</b>	<b><u>\$145,000</u></b>	<b><u>\$149,300</u></b>

OAK HARBOR POLICE  
 Law Total Incident Report, by Nature of Incident  
 May 2014

Nature of Incident	Total Incidents
911 Hang Up	131
Alarm Commercial	39
Alarm Residence	13
Animal	118
Assault Physical	21
Assist Agency	28
Assist Public	94
Burglary Attempt	1
Burglary Commercial	2
Burglary Residential	6
BURN COMPLAINT	1
Civil	31
Court Order Violation	18
Custodial Interference	4
Death Invest Unattended	4
Disorderly Conduct	27
Physical Domestic	12
Verbal Domestic	21
Commercial Fire Alarm	1
Fire Residential	1
Fraud Bad Check	1
Fraud Other	30
Harassment	19
Information Report	6
Juvenile Complaint	9
Juvenile Neglect/Abuse	11
Juvenile Runaway	11
Littering	5
Malicious Mischief	29
Medical Emergency	8
Medical Emergency	1
Mental Non Criminal	10
Missing Person	9
Non Injury Accident	36
Unknown Injury Accident	9
Noise Complaint	38
Telephone Message	1
Lost or Found Property	13
Prowler	4
Rape	1
Reminder (office use)	5
Sex Lewd Conduct	1
Sex Offense Other	6
Soliciting	2
Threatened Suicide	14
Suspicious Person/Circumstance	44
Theft	28
Theft Services	2

Theft Shoplift	16
Threats	17
TMVWOP	1
General Traffic	48
Traffic Disable	7
TRAFFIC CRIMINAL DWLSR	12
Traffic Hazard	8
TRAFFIC POSSIBLE DUI	18
Trespass Other	18
Unsecure Premise	6
Utility Problem	11
VEHICLE ABANDON	10
Vehicle Impound	9
Prowl Motor Vehicle	3
Vehicle Theft	5
Verbal Dispute	11
Vice Liquor HBD	5
Vice VUCSA	17
Wanted Person	19
Weapon Offense	13
Welfare Check	42

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Total Incidents for This Report: 1222

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Nature	Number of Calls	Cases Taken	Adult Arrests	Juvenile Arrests
Assault Physical	21	6	3	1
Burglary	9	5	1	0
Physical Domestic	12	6	4	0
Verbal Domestic	21	2	1	0
Juvenile Runaway	11	7	7 Returned home	
Missing Person	9	0	Located not missing	
Rape	1	1	Under Investigation	
Theft	46	18	8	0
Vehicle Theft	5	3	2 Recovered, 1 adult arrest	
Vice (Liquor/VUCSA)	25	4	0	1
Weapons Offense	13	3	1	0