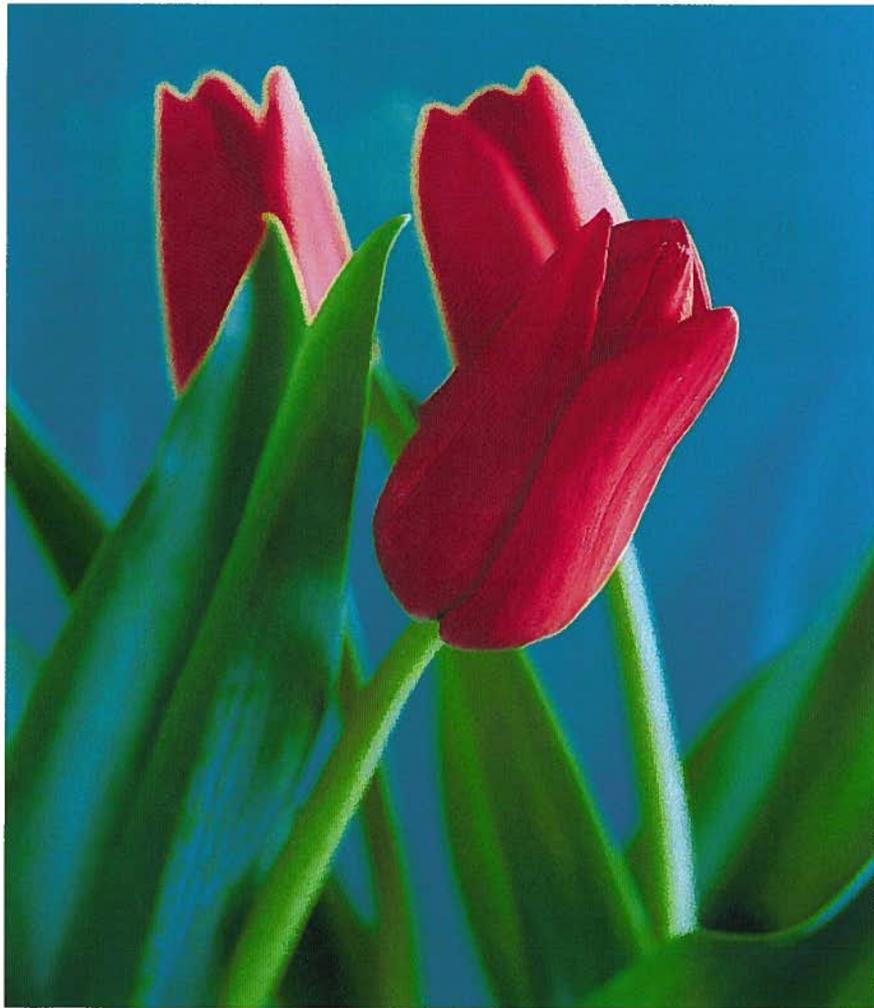


City Council Meeting
Agenda for
March 20, 2012
6:00 p.m.



Spring begins March 20th

Oak Harbor City Council
REGULAR MEETING
Tuesday, March 20, 2012, 6:00 p.m.

Welcome to the Oak Harbor City Council Meeting

*As a courtesy to Council and the audience, **PLEASE TURN YOUR CELL PHONES OFF** before the meeting begins. During the meeting's Public Comments section, Council will listen to your input regarding subjects of concern or interest that are not on the agenda. For scheduled public hearings, please sign your name to the sign up sheet, located in the Council Chambers if you wish to speak. The Council will take all information under advisement, but generally will not take any action during the meeting. To ensure your comments are recorded properly, state your name and address clearly into the microphone. Please limit your comments to three minutes in order that other citizens have sufficient time to speak. **Thank you for participating in your City Government!***

CALL TO ORDER

INVOCATION

ROLL CALL

MINUTES

NON-ACTION COUNCIL ITEMS:

1. Patrol Officer of the Year Presentation for 2011 – Officer Mike Clements.
2. Public Comments.

COUNCIL CONSIDERATION AND ACTION ON THE FOLLOWING MATTERS:

3. Consent Agenda:

Page 29

- a. Excused Absence Request - Danny Paggao, April 17, 2012 meeting.

Page 31

- b. Noise Permit – Chamber of Commerce – Holland Happening.

Page 35

- c. Noise Permit - Oak Harbor Christian School – Eagle Run.

Page 39

- d. Noise Permit - National Day of Prayer.

Page 43

- e. Noise Permit – Kelly Beedle – Oak Harbor Tavern.

Page 47

- f. Agreement - 2011 EMS Services.

Page 53

- g. Board Re-Appointment – Community Police Advisory Board, Jo Balda.

Page 55

- h. Authorization to Advertise for Bids – Gun Club Road Water Main.

Page 89

- i. Selection of Dates for Budget Calendar.

Page 97

- j. Approval of Accounts Payable Vouchers (Pay Bills).

Page 121

4. Public Hearing – Ordinance, Standing Committee Times and Locations.

Page 127

5. Public Hearing - 2012 Comprehensive Plan Amendment Docket.

Page 153

6. Island County Joint Tourism Contribution.

Page 163

7. Adopt-A-Street Program.

Page 177

8. Budget presentation of impacted departments reflecting changes resulting from terminations including funding sources.

Page 191

9. Confirmation - Fire Chief.

Page 197

10. Contract – Fire Chief.

Page 205

11. Contract Modification – Navy Wastewater Treatment.

Page 217

12. Future City Council Pending Items.

13. City Administrator's Comments.

14. Council Members' Comments.

- Standing Committee Reports

15. Mayor's Comments.

ADJOURN

If you have a disability and are in need of assistance, please contact the City Clerk at (360) 279-4539 at least two days before the meeting.

"How wonderful it is that nobody need wait a single moment before starting to improve the world."

- Anne Frank

**City Council Regular Meeting
Tuesday, March 6, 2012, 6:00 p.m.
City Hall – Council Chambers**

CALL TO ORDER Mayor Dudley called the meeting to order at 6:00 p.m.

FLAG CEREMONY Oak Harbor's Girl Scout Troop conducted a Flag Presentation Ceremony.

INVOCATION Jim Campbell, City Council Member

ROLL CALL

Mayor Scott Dudley
Seven Members of the Council,
Rick Almberg
Jim Campbell
Beth Munns
Danny Paggao
Joel Servatius
Bob Severns
Tara Hizon

Steve Powers, Interim City Administrator
Bill Hawkins, City Attorney
Doug Merriman, Finance Director
Cathy Rosen, Public Works Director
Eric Johnston, City Engineer
Rick Wallace, Chief of Police
Karen Crouch, Executive Assistant to the
City Administrator
Renée Recker, Executive Assistant to the Mayor

Mayor Dudley noted that this evening's agenda was approved as presented.

MINUTES

With no changes or corrections, the 2/21/12 regular meeting minutes were accepted as presented.

NON-ACTION COUNCIL ITEMS

Mavis "Chic" Schulle

Mayor Dudley talked about the passing of Mavis "Chic" Schulle who was a Council Member in the 1970s and 80s. Our thoughts are with Ms. Schulle's family and a moment of silence was observed.

Proclamation – 100 Years of Girl Scouting

Councilmember Severns read and presented this proclamation to Oak Harbor's Girl Scout Troop honoring the 100th anniversary of Girl Scouts in the United States. The Troop's leader thanked the Mayor and Council noting that Girl Scouts cultivate new leaders and allows the Scouts an opportunity to thrive, grow, and serve the community.

Proclamation – St. Patrick’s Day

Councilmember AlMBERG read and presented this proclamation to the Irish Wildlife Society Members who have held thirty-nine years of St. Patrick's Day parades in Oak Harbor. Mayor and Council were invited to participate in this year's parade which will be held on Saturday, March 17, 2012 at 11:00 a.m.

Public Comments

Mayor Dudley opened the meeting to public comments.

Gray Giordan, 651 SE Bayshore, Oak Harbor. Mr. Giordan spoke about the failure of Element Nightclub's noise suppression plan. Element continues to foster wild and sometimes violent activities. As public servants, do not put us out of your mind. The noise awakens us; more residents are moving out of the Waterside Condominiums, especially those units facing Element. Noise is a constant problem. We have developed a plan to change our physical structures to mitigate the noise. It will cost about \$36,000. People continue to get hurt at Element and our residents have their health impacted along with their property values.

Shane Hoffmire, Oak Harbor. At the previous Council meeting I was critical of how the Council had handled several past issues. I am impressed with the correction of mistakes and how the Council vacancy was decided; a decision made from the heart. You now have an easy decision with the appointment of Ray Merrill as the Fire Chief. With Element, I wouldn't walk by it at 2:00 a.m. let alone go in. Someone will get killed. It will take a long hard search to try to help the property owners; please look into it.

Paul Brewer, Oak Harbor. Mr. Brewer congratulated Joel Servatius on his Council member appointment. With regard to Element, I had recommended that Element put cameras on the outside of the building with a live stream to the Police Department. They are inconspicuous and would ensure the safety of Element's patrons and peace of mind for the residents across the street.

Cecil Pierce, Oak Harbor. With the standing committee meetings broadcast on Channel 10, it is my pleasure to watch these meetings at home. I know it can be difficult for staff, but the changes are good for citizens. Keep them on T.V. Thanks and good luck.

Helen Chatfield-Weeks, Oak Harbor. I'm letting everyone know that they can have a lot of fun on Pioneer Way Saturday morning with the zombie dancing and filming.

There were no other public comments so Mayor Dudley closed this portion of the meeting.

Consent Agenda

- A. Noise Permit – Oak Harbor Kiwanis Club, Easter Sunrise Service
- B. Noise Permit – March of Dimes, Charity Walk for Babies
- C. Noise Permit – Wounded Warrior Project, 5K Run
- D. Excused Absence Request – Jim Campbell from the April 3, 2012 Meeting
- E. Appointment – Youth Services Advisory Board, Michael Baird

- F. Authorization to Advertise for Bids – Janitorial Contract
- G. Authorization to Advertise for Bids – Vending Contract
- H. Authorization to Advertise for Bids – HVAC Contract
- I. Approval of Accounts Payable Vouchers (Pay Bills)

MOTION: Councilmember Campbell moved to approve Consent Agenda items A through I with Item I paying Accounts Payable check numbers 149198 - 149296 in the amount of \$190,036.35, Payroll check numbers 95348 - 95379 in the amount of \$600,996.78, and Payroll check numbers 95380 - 95401 in the amount of \$37,841.85. The motion was seconded by Councilmember Munns and carried unanimously.

Confirmation of New Fire Chief

Human Resources Manager Jessica Neill Hoyson presented this agenda bill and presentation regarding the Mayor's selection of Ray Merrill for appointment as the next Oak Harbor Fire Department Chief. In January 2012, the City began a search for the Fire Chief. Eight applications were received for this position and of the eight applicants, four were chosen to participate in an interview panel. The panel consisted of one representative from City Council, one representative from the Fire Department and an external Fire Chief from another jurisdiction: Councilmember Beth Munns, Battalion Chief Mike Buxton, and the City of Anacortes' Fire Chief made up the panel. The panel recommended two applicants for the next step in the hiring process - interviews with the Mayor. After interviewing both candidates, and conferring with the panel members, the Mayor selected Ray Merrill to serve as the City of Oak Harbor's next Fire Chief.

Ms. Neill Hoyson led a PowerPoint presentation which detailed the recruitment, panel interview, and timeline process leading to this evening's agenda bill. Ms. Neill Hoyson noted that the hiring manager for the Fire Chief position is the Mayor, and the timeline was based on a workback calendar. The presentation is attached to these minutes as Exhibit A.

Mayor Dudley called for public comments.

Ron Hancock, Oak Harbor. I've spent 40 years in both Oak Harbor and federal fire services and I want to speak about Ray Merrill. The word "respect" defines Ray and his service. He has been here many years. I sent a letter to the Council and Mayor, but I want to correct the impression that I did a survey. The difference between "I" and "we," this is my letter. We have to get off the word "I" and take up the word "we." The Marine Corps has a saying: "Earned, never given." This defines Ray Merrill. Chief Soptich built a team that creates respect and Ray was one of those key people who honed that team. Statewide and nationwide, Oak Harbor is known as a place where exceptional fire service and service officers are grown. I can tell you that when I heard Ray might be available, hope came back within the Department. He assures the maximization of the fire team. The term "dream team;" it is an elite fire service. He will help us realize

that "dream team." He has always been a team builder larger than OHFD. When the Navy evaluated all of the fire services, when the major drill went down conducted by the Pentagon team, between OHFD and the Navy, it was one well-oiled team. Ray is an ambassador in the entire community of firefighters. He inspires the staff and makes them want to raise the bar. As Chief Soptich said: "Make us proud." This is your opportunity.

Mike Buxton, Battalion Chief, Oak Harbor Fire Department. I have been here nineteen years. Please confirm and approve Ray Merrill.

Shane Hoffmire, Oak Harbor. A few meetings back, I had never heard anything bad about Chief Soptich. I have lived here since 1999. I can say that I haven't heard anything but good about Ray Merrill. Ionization and photo-electric fire alarms: the ionization type has been banned elsewhere. With the apartment properties I work with, I wanted to know if the best type was installed. I called the Fire Department but there was no answer. I called Ray Merrill and he got back to me instantly and even knew the age of the apartment building and the residents' age. We had alarms that went off in 30 to 40 seconds which was a good thing.

Paul Brewer, Oak Harbor. Thanks to Councilmember Munns for doing an excellent job on the panel. We could not ask for a finer person to be the next Fire Chief.

Stan Anderson, Coupeville. I am the Administrative Chief of Island Fire Academy. I have travelled and have met a lot of chiefs. Ray Merrill is in the top 1%; you are very lucky.

There were no other public comments.

Council Discussion

Discussion followed about the date of Chief Soptich's departure and the need to have this consideration come forward during this evening's meeting with a potential start date in April (leaving a two-week gap: Battalion Chief Buxton would act as the interim Fire Chief during that transition period).

MOTION: Councilmember Campbell moved to confirm the appointment of Ray Merrill as Oak Harbor Fire Department Chief. The motion died for lack of a second.

Council Discussion Continued

Discussion followed about the workback schedule and if it would have been needed if Chief Soptich had been given more time and the process less abbreviated (Ms. Neill Hoyson noted the shortness of time was the reason for a workback schedule), and the lack of information in the agenda packet concerning the process but with thanks to Ms. Neill Hoyson for providing the PowerPoint and detailed explanation. As a panelist, Councilmember Munns also expressed her concern with the lack of available time and if it would affect applicant submittals, the rushed feel of this timeline, if someone had been pre-decided for this position, or if no one seemed qualified could the panel then make a non-recommending decision. Ms. Munns noted that there was good movement forward with two very capable candidates remaining in the final selection process, but she still

had reservations about the process, the feel that it was rushed, and the perception of the process. Councilmember Munns noted she had been questioned by many people about the fairness of this process, but as part of the panel, the full panel worked diligently.

Discussion continued about Mr. Merrill's longevity with the Fire Department, the respect he commands from the OHFD and community, and his professionalism and leadership. Council asked if it is customary to not reveal the candidates' names (Ms. Neill Hoyson noted that customarily only the final candidate's name would be revealed but she could provide Council with names), and if such a selection process is usually done behind closed doors (Ms. Neill Hoyson confirmed that, yes, that is absolutely the way panel and final interviews are conducted).

Discussion followed regarding Mr. Merrill's retirement from the City, and Council comments that this discussion and questions were not about Mr. Merrill's character or ability but were addressing the process. Ms. Neill Hoyson was asked to define, for the community's benefit, "at will" employment and "for cause" employment:

"At will" employees can be dismissed from service without reason (cause).

"For cause" employees can be dismissed if cause is shown such as gross misconduct or poor performance and this requires a progressive discipline process.

Both the Fire Chief and Police Chief are "at will" positions. The Mayor has final approval of these positions subject to confirmation.

Discussion continued regarding Mr. Merrill's contact with Ms. Neill Hoyson concerning the Fire Chief position, his status with the Department of Retirement System (DRS), and that the Mayor had suggested that Mr. Merrill meet with Ms. Neill Hoyson in January. Council concern continued with questions to Ms. Neill Hoyson about any promise of the Fire Chief's position to Mr. Merrill with response that there was concern with Mr. Merrill's questions about DRS, but no promise had been made since the position was subject to the recruitment process and confirmation by City Council. Ms. Neill Hoyson noted the Mr. Merrill understood that this was a competitive process and to not make a decision about his retirement status. Council asked if Ms. Neill Hoyson then met with the Mayor. Ms. Neill Hoyson did meet with the Mayor out of concern that Mr. Merrill's interest was not subject to a promise and that the Mayor had only encouraged him to apply for the position (in August), reiterating that this would be a competitive process. Council discussion followed about a self-imposed urgency due to Chief Soptich's termination when there could have been a longer transition, whether more than eight applicants might have applied if there had been a longer transition and review process, that four of the eight applicants were not qualified, the remaining four were interviewed, and two applicants were chosen for interview by the hiring manager (Mayor Dudley). A hiring manager would not use a rating system or pre-set questions; they are allowed to conduct their own interview. Discussion followed about the timeline and selection process which occurred when Police Chief Wallace was chosen to replace Chief Almon: An extensive process after a much longer period of posting, seven panel members and two panel discussions during that selection process, and why this current

process was shortened. Ms. Neill Hoyson again talked about the timeline, that the recruitment process and panel size met the minimum requirements for such, and that the process was comprehensive even though it may have seemed rushed due to Chief Soptich's termination timeframe. Council concern turned to the compressed timeframe, that it did not seem right or fair in spite of the process, and that the City could be criticized. Councilmember Servatius does not know Mr. Merrill but had heard only positive things about him, had also spoken with Ms. Neill Hoyson and others, and Mr. Servatius presented a timeline concerning Chief Soptich's termination and recruitment for a new Fire Chief. That timeline is attached to these minutes as Exhibit B. Discussion followed about Councilmember Alberg's 12/6/11 presentation (per motion from the 11/28/11 Council meeting) regarding a firing/hiring freeze, self-imposed and unnecessarily short timelines with the termination of Chief Soptich and recruitment for a new Fire Chief, and if the legitimacy of this process could be questioned. Other Council remarks reflected support of this process, and that there should be no cloud of suspicion about whether this was done correctly: Why is it acceptable for a Council member to have a private conversation but not acceptable for a candidate-elect to have a private conversation.

Discussion returned again to the process not only for the Fire Chief but also the future process for the Police Chief: It is about the City's reputation and firing and hiring personnel with concern that the Mayor's encouragement could be perceived as influence-peddling and cast a shadow on how the City hires staff, and that applications are submitted in good faith and expect equal treatment. City Attorney Hawkins was asked whether he had received comments/calls from candidates about the process (no), but he noted that with comments from others, they suggested an inside candidate with regard to the two-week process. Discussion followed about the City's and panelists' reputation, that the process must meet exacting requirements, that the panel seemed small and the timeline was short even though proper requirements were met, if the whole process seemed preconceived, and open government must be maintained. With the August solicitation to the candidate, the other applicants did not have the same opportunity. Council discussion continued about redoing the entire recruitment process for this position.

MOTION: Councilmember Severns moved to table until the Mayor can bring forward a budget presentation of the impacted departments that reflects all changes resulting from the terminations, including all funding sources. The motion was seconded by Councilmember Alberg.

Although a motion to table is non-debatable, Mayor Dudley asked City Attorney Hawkins if the motion could be discussed. Mr. Hawkins felt the motion would be discussed during Council Members comments at the meeting's end, so discussion could occur at this point.

Council Discussion

Discussion followed about the need for more information in the agenda packet such as provided by the PowerPoint presentation, distress that this process has not moved smoothly, potential for litigation and liability, that no reason for Chief Soptich's termination has been given and the use of severance clauses in "at will" contracts, and no doubts about Ray Merrill's professionalism. Is the concern with Chief Soptich's termination, the recruitment process, or an unintended consequence. Mr. Hawkins noted that it is up to each Council member to make their own determination and there is no requirement that a Council member bring forward findings or a quantum of proof. Council talked about the basis of merit which is the binding principal, if the process has been fair, and if the City has met its own self-imposed standard. Discussion returned to the applicant pool and that, even if the posting had been longer, Mr. Merrill might still remain the candidate of choice and should not be punished by the process.

MOTION: Councilmember Campbell moved to take a break, the motion was seconded by Councilmember AlMBERG and carried unanimously.

Break

Council took at break at 7:40 p.m. and the meeting reconvened at 7:50 p.m.

VOTE ON THE MOTION

TO TABLE: Councilmembers AlMBERG, Hizon, Munns, Paggao, Servatius, and Severns voted in favor of the motion, Councilmember Campbell opposed. The motion carried.

Contract – New Fire Chief

MOTION: Councilmember Campbell made a motion to table this agenda bill, the motion was seconded by Councilmember AlMBERG and carried unanimously.

Authorization to Advertise for Proposals – Solid Waste Transfer Station

Public Works Director Cathy Rosen presented this agenda bill asking for authorization to advertise for proposals as the City wishes to build a Solid Waste/Recycling Transfer Station. The Request for Proposals (RFP) will be issued in order to contract with an engineering firm to assist City staff with the process of locating, designing and permitting of a Solid Waste/Recycling Transfer Station. After the submittal date, the proposals and qualifications of the respondents will be reviewed and ranked by staff. If desired, the Council could direct that a committee comprised of staff, Council members and possibly community members be formed for the review and ranking of the proposals. Based on the rankings, the proposal best matching the needs of the City will then be presented to the City Council for consideration and award of a contract. Notices will be published in the Whidbey News Times and Daily Journal of Commerce noting the Request for Proposals is open for response. The cost for engineering

services is not included in the 2012 Solid Waste budget so a funds authorization will be required prior to award of a contract.

Mayor Dudley called for public comments.

Paul Brewer, Oak Harbor. This has been going on for eighteen years. The contract with the County hindered us, but Cathy Rosen and Steve Bebee did a cost analysis. It is time that Oak Harbor has a transfer station and we can benefit from the savings (vehicles, fuel, time, and most of all we are a green City). I applaud the City for moving forward on this.

There were no other comments.

Council Discussion

Council asked about a study on target range of savings in fuel costs and if was still available and/or relevant (Ms. Rosen felt it would no longer be relevant with the increased cost of fuel). Ms. Rosen also noted that there will be a reduced County tipping fee but it has not yet negotiated. The transfer station will not be open to the public, and the City would continue to use the long haul contractor. The advertisement announcing the RFP will go out soon with a four to six week timeline for receipt of proposals. Discussion followed about the Urban Growth Area (UGA) and use of the officially-recognized County UGA map.

MOTION: Councilmember Munns moved to authorize staff to proceed with issuing a Request for Proposals (RFP) to contract with an engineering firm which will assist City staff with the process of locating, designing and permitting of a Solid Waste/Recycling Transfer Station. The motion was seconded by Councilmember Campbell and carried unanimously.

Contract – Equinox Research for Archaeology Recovery and Permitting

City Engineer Eric Johnston presented this agenda bill and introduced Kelly Bush, Principal of Equinox Research and Consulting International (ERCI). During the latter stages of the Pioneer Way field work, City administration made a decision to widen the search for an archaeological consulting firm to handle the archaeology recovery work. SWCA/Northwest Archeological Associates came on board immediately following the initial discovery on June 16, 2011 because of their recent experience in Oak Harbor and because they could respond quickly to a pressing need for archaeological services on Pioneer Way. For the archeological recovery effort, the City had the opportunity to take a more deliberate approach to selecting the best firm to do the work. On December 13, 2011, the City issued a Request for Qualifications (RFQ) for a range of archaeological services, including the archaeological recovery work. Four firms responded by the December 20, 2011 due date. A staff committee reviewed the Statements of Qualifications and determined that three firms met the minimum qualifications to perform the archaeological recovery work. All three firms were interviewed on January

20, 2012. The interview panel recommended that the City use Equinox Research and Consulting International (ERCI) to perform the archaeological recovery work. The professional services agreement is a contract between the City of Oak Harbor and ERCI covering Phase 1 of the Archaeological Recovery Project. Phase 1 encompasses project orientation, initial research, Tribal and State consultation, document control, and permit preparation and submittal. These tasks are all pre-requisites to commencing the field work portion of the offsite recovery work. ERCI estimates Phase 1 to cost \$27,054.00. Staff is recommending a modest contingency for unforeseen circumstances for a total not-to-exceed contract amount of \$30,000.00. Regular cost monitoring and status reporting requirements have been included in the contract language. Phase 1 of the Archaeological Recovery Project is intended to cover all work leading to the issuance of a new Archaeological Excavation Permit with ERCI as our co-permit holder. The scope of work and estimates of the number of hours and hourly rates for each task are outlined in exhibits A and B to the professional services agreement. Staff has reviewed these estimates with ERCI and concludes that they are reasonable based on the scope of work. The full Archaeological Recovery Project will have additional phases that will be defined through contract amendments and presented to the City Council. The archaeological excavation permit from DAHP that will emerge at the end of Phase 1 will contain the methodological protocols for the recovery effort. That information will allow ERCI to prepare a scope of work and cost estimate for the initial phase of field work. Mr. Johnston gave a brief PowerPoint presentation that is attached to these minutes as Exhibit C which helped illustrate the assumptions for the management of displaced material at Pit Road and outlier locations, and Ms. Bush elaborated on the details presented in the PowerPoint. Funding will come from utility budgets and Mr. Johnston is working with Finance Director Merriman to finalize these numbers.

Mayor Dudley called for public comments.

Shane Hoffmire, Oak Harbor. (Mr. Hoffmire's comments were not related to this agenda bill). Look at all of the empty chairs. This Council has embarrassed the community. We have lost all trust. I would like to thank Mr. Campbell, though.

Paul Brewer, Oak Harbor. As I look at that chart, I see half a million to two million dollars. My concern is it is going to be charged to the utility funds. The taxpayers are going to have to pay now even though it was proven that the City knew there were remains. Other sites than Pit Road is news to me. This should not just be tacked onto utility funds. I don't know where you are going to get the money; this was the worst project ever conceived even though it looks beautiful.

Council Discussion

Council noted that the City does not have a choice in this matter with discussion about costs and funding sources, that this agreement is focused on Phase 1, the Tribal participation and unknown numbers defining level and time range, and the number of Tribes (six) actively engaged although all Tribes are watching this project. This project is not timed but needs to be done as rapidly as possible in deference to the Tribes.

Discussion continued about the timelines for remaining phases, and hypothetical discussion on what costs might have been if remains had been left in place and how archaeological work would have been accomplished in parallel to the project.

MOTION: Councilmember AlMBERG moved to authorize the Mayor to sign a professional services agreement with Equinox Research and Consulting International (ERCI) for archaeology services related to permitting, planning and consultation for the Archaeological Recovery Project (Phase 1) in an amount not to exceed \$30,000. The motion was seconded by Councilmember Munns and carried unanimously.

Future City Council Pending Items

Noted as included in the agenda packet.

City Administrator's Comments

Interim City Administrator Steve Powers talked about Cedric NiIRO who is now the new Patrol Sergeant at the Police Department, Officer Dennis Dickenson who is also working as the High School Resources Officer, and a promotion for POC Firefighter Gonzales. Mr. Powers noted that remaining March standing committee meetings had been cancelled since Mayor Dudley and four Council members will be in Washington D.C., and he also thanked Council for their participation in the successful retreat.

Council Member's Comments

Council members gave their standing committee and board reports, and Councilmember Campbell talked about the Island County Joint Tourism Board lacking a north end representative. Mr. Campbell relinquished his comment time to Ray Merrill at this point in the meeting.

Ray Merrill

Mr. Merrill addressed Councilmember AlMBERG: The conversation (supposedly) promising me a job was actually a conversation with the Mayor about National Night Out and I was asked if I would consider applying if the position became available. I am pulling my application for this position and I am sorry about that for the fire fighters. Mr. AlMBERG responded that, in all due respect to you, I do not know when or where this happened. In fact, regarding the selection of two applicants, I didn't have a problem with the selection of two applicants and I was happy that you were among the two. In the course of Council's weekend retreat, I started asking questions of staff and if they could speak to a Council member about this experience. Every question I directed toward the Human Resources Manager or City Attorney - the information was given to them and was not provided by rumor. If Mr. Hawkins or Ms. Neill Hoyson would like to correct me, I would like to hear that. Mr. Hawkins noted that he had no corrections to make; the information brought out tonight is what was provided. Mr. AlMBERG responded that he has a fiduciary responsibility to do his job in the most accurate way he can.

Mr. Alberg complimented Mr. Powers for the Council retreat and Mr. Powers noted that the personnel code and handbook are coming forward at April Council meetings.

Councilmember Munns talked about watching the AWC bulletin alerts and the State's draw on local revenues and thanked Council for the Washington D.C. opportunity. Councilmember Hizon noted the upcoming Youth Services Advisory Board meeting and expressed distress and concern with the Fire Chief confirmation process and seeming lack of communication. Ms. Hizon emphasized that this is not about Mr. Merrill and hoped he would reconsider his decision. Councilmember Servatius talked about the positive Council retreat and thanked Mr. Powers, Ms. Crouch, and Ms. Smith. Mr. Servatius also thanked Mr. Powers and Ms. Neill Hoyson along with all staff for meeting with him - an exemplary staff. Mr. Servatius also talked about the importance of videotaping the regular and standing committee meetings and the feedback he is receiving from the community because of these meetings and their availability. Mr. Powers noted that he would be happy to meeting with Council members remaining in Oak Harbor while the Mayor and four Council members are in Washington D.C.

Mayor's Comments

Mayor Dudley talked about the Oak Harbor Police Department's Facebook page which is now live and the new art work on display in Council Chambers done by Penny Holland.

Mayor Dudley apologized to Council members and the community for pushing the Fire Chief position timeline: I did not expect the pushback or backlash or anticipate concerns in reference to perception. I make "no bones" that I am a Ray Merrill fan and I think the citizens would be pleased to have him as the Fire Chief. Sitting with both of the (two) final candidates, Mr. Merrill came across at the highest caliber we would want to find for the Fire Department. I hope he will be our top candidate again if we go back to the drawing board. I didn't anticipate we would be without a Fire Chief.

ADJOURN

With no other business coming before the City Council, the meeting was adjourned at 9:00 p.m.

Connie T. Wheeler
City Clerk

Recruiting Process



Job Posting

- Internal and External Advertising

Application Processing

- Logging of applications
- Checking for incomplete applications

Application Review – Human Resources

- Check applications to ensure they meet minimum qualifications and specific needs of the City

Application Review – Hiring Manager

(This step not applicable in Fire Chief process)

- Hiring manager chooses applicants for interview

Interview Set-up

- Determine dates applicants and panelists are available

Recruiting Process Cont'd...

Interviews

- First Interviews – Interview panel
 - Panel will put forward at minimum 2 candidates
 - (Additional information presented in later slides)
- Second interviews – hiring manager (Mayor)
 - Candidates are equal at this point
 - Hiring manager has discretion to choose any of the candidates put forward by the panel

Selection

- Candidate is selected
- Background check is completed
- Reference Check is completed
- Compensation offer is compiled

Recruiting Process Cont'd...



Notification

- Selected candidate is notified
- Job offer or contract is negotiated
- Timeline for hire date is settled

Employment Contract Preparation (For Department Heads or employees on contracts)

Submit Agenda Bills (Required only for Department Heads)

Council Confirmation (Required only for Department Heads)

Council approval of employment Contract (Required only for Department Heads or employees on contracts)

Start

- This is usually at least two weeks after notification or confirmation if required for the position.

Panel Interview Process



Two Part Process

- Set interview questions
- Consensus process

Interview questions answers provide insight into the 4 qualities/Skills for the ideal candidate

- Vision
- Leadership
- Management of a combination department
- Municipal Budgeting

Consensus process uses information from the interview to refine scoring in the 4 key areas

- Each panelist scores each applicant from 1 – 5 in the 4 key areas

Panel Interview

Process Cont'd....



Consensus process uses information from the interview to refine scoring in the 4 key areas (Cont'd...)

- The facilitator then works with the panelists to come to a consensus score for each applicant in the 4 key areas
 - Panelists must be able to verbalize and defend why they believe an applicant should receive a certain score
- Applicants are ranked by score after consensus is reached

Recruitment Process Timeline



Workback calendar based on a confirmation date of March 6th.

March 6, 2012	Confirmation
March 1, 2012	Agenda bills due for packet
February 27-29, 2012	Employment contract preparation Agenda bill preparation
February 24, 2012	Notify candidate of selection Negotiate Job offer
February 16-23, 2012	Background and reference checks Compile employment contract offer
February 16, 2012	Selection
February 14, 2012	Candidates interview with Mayor
February 13, 2012	Fire Chief Panel Interviews
February 8, 2012	Schedule interviews with selected candidates

Recruitment Timeline Cont'd...



Workback calendar based on a confirmation date of March 6th.

February 6-7, 2012	Process and HR Review of Applications
February 3, 2012	Position closes
January 20, 2012	Position advertised as open
January 13, 2012	Official notification to employees and council re: changes at Fire Department

Jan 3rd – Mayor’s first official day in office.

Exhibit B

Jan 3rd – Miss Neill Hoysen met with Mayor Dudley to discuss personnel changes the Mayor wanted to make, including the termination of Chief Soptich.

Jan 10th – meeting with Chief Soptich to notify him of his termination

Jan 13th – Notice sent out to employees about changes at fire department

Jan 20th – Notice sent out via City email and in external advertising that we were recruiting for a Fire Chief

Jan 25th – Meeting with Ray Merrill (meeting conducted at the Mayor’s request)

Mr. Merrill indicated to Miss Neill Hoysen the he had met with candidate Dudley in August of 2011, and that candidate for Mayor Dudley had said “he was interested in having Mr. Merrill as the next Fire Chief.” Miss Neill Hoysen indicated she had concerns that Mr. Merrill had the impression he had been promised the job of Fire Chief.

When I inquired what Miss Neill Hoysen meant by at the “Mayor’s request,” said she was in a meeting with the Mayor prior to the big snowstorm (snow week was Jan. 16-20, so that would have been likely Jan. 9-13 or before). In that meeting the Mayor said he had decided to terminate Chief Soptich, and he would like her to set up a meeting with Mr. Merrill to discuss the position of Fire Chief.

Were other candidates given this same consideration?

Jan 26th – Met with Mayor regarding concerns of the Merrill meeting

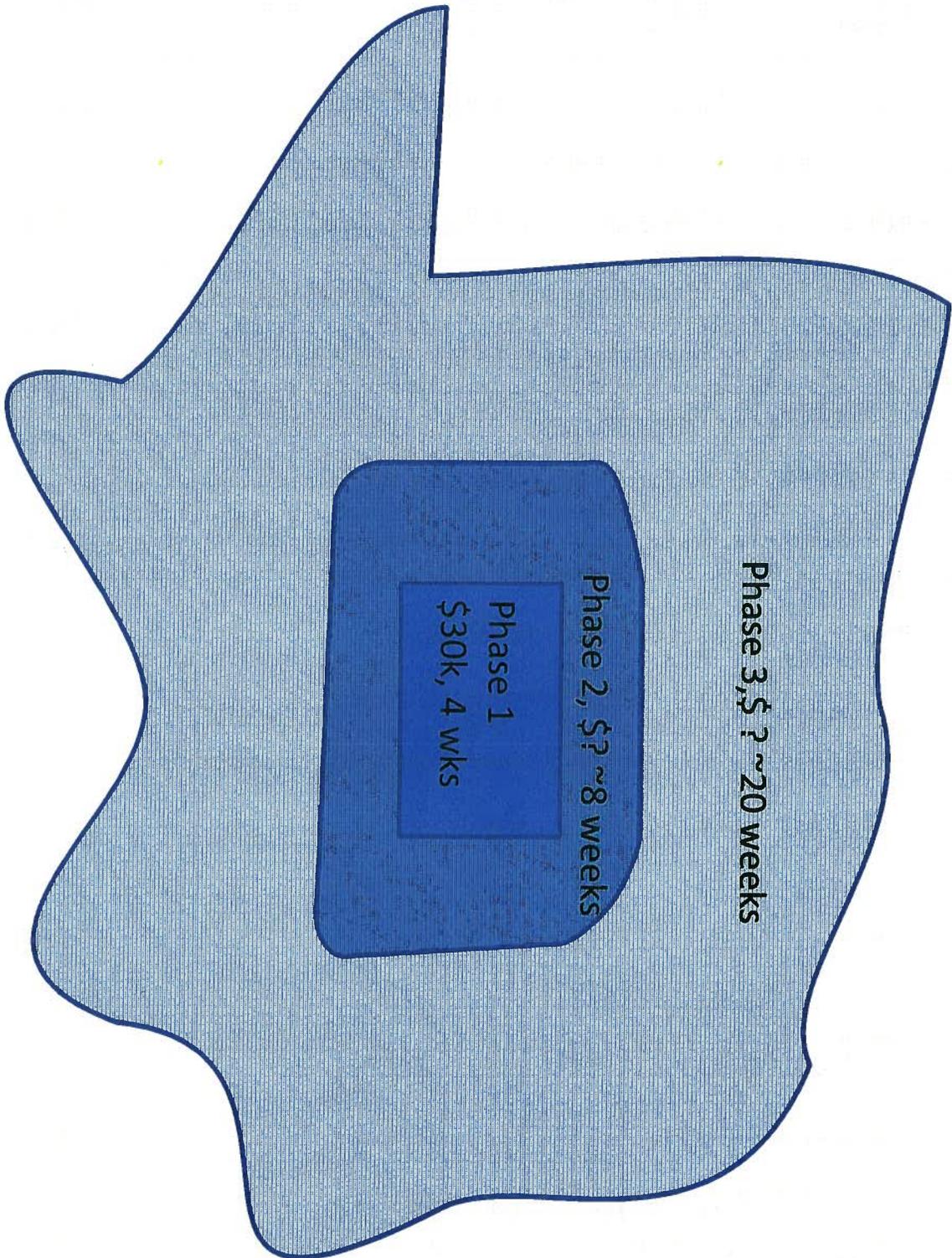
Jan 27th – Met with Steve Powers, Interim City Admin re: Merrill discussion/concerns

Feb 2nd – Met with Bill Hawkins re: Merrill concerns

Feb 3rd – Position closed

January 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



Assumptions for the management of displaced materials from Pioneer Way at the Pit Road and Outlier locations.

- 2000 to 2400 yards of material to be processed
- Permit requirements are not confirmed yet but we are working within an accepted frame of reference
- 32 weeks of field work for a crew of 20 people
- The working budget represents a crew of 5 archaeologists on site full time and 1 physical (biological) anthropologist part time

Factors that are unknown and can change the budget.

The permit conditions are unexpected such as:

- No power screen
- Additional limitations on the management of outlier materials
- Increased analysis requirements
- Finer mesh size requirements
- No machines on site
- Increased archaeologist to tribal specialist ratio
- Increased data management requirements
- Change in curation venue

	Phase II-8 weeks	Working Budget	Worst Case
Planning, administration and reporting	94,058.00	94,058.00	169,843.00
Analysis	83,778.00	83,778.00	154,617.00
Field Equipment	26,338.00	70,890.00	70,890.00
Field Labor	213,903.00	709,000.00	1,570,014.00
Housing/travel	22,478.00	89,912.00	251,385.00

Housing Options	Phase II	Working Budget	Worst Case
House Rental	22,478.00	89,912.00	251,384.00
Hotel	27,678.00	110,712.00	311,024.00
Drive everyday	26,210.00	104,840.00	278,680.00

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

Bill No. 2

Date: MARCH 20, 2012

Subject: **PUBLIC COMMENTS**

FROM: Scott Dudley, Mayor *SD*

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

SP Steve Powers, Interim City Administrator

DM Doug Merriman, Finance Director

BH Bill Hawkins, City Attorney

SUMMARY STATEMENT

City Council will accept public comments for items not otherwise on the agenda for the first 15 minutes of the Council meeting. You may also speak to any of the consent agenda items.



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

Bill No. d/A 3A
Date: March 20, 2012
Subject: Excused Absence Request
Councilmember Danny Paggao

FROM: Scott Dudley
Mayor

**INITIALED AS APPROVED FOR
SUBMITTAL TO THE COUNCIL BY:**

SP Steve Powers, Interim City Administrator
DM Doug Merriman, Finance Director
BH Bill Hawkins, City Attorney as to form

PURPOSE

The purpose of this agenda bill is to present and approve Councilmember Danny Paggao's excused absence request for the April 17, 2012 City Council meeting.

AUTHORITY

Per RCW 35A.12.060: ...*A council position shall become vacant if the councilmember fails to attend three consecutive regular meetings of the council without being excused by the council.*

SUMMARY STATEMENT

Councilmember Paggao has submitted an excused absence request for the April 17, 2012 City Council meeting.

STANDING COMMITTEE REPORT

N/A

RECOMMENDED ACTION

Approve Councilmember Paggao's excused absence for the April 17, 2012 City Council meeting.

ATTACHMENTS

None

MAYOR'S COMMENTS

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
5800 S. UNIVERSITY AVENUE
CHICAGO, ILLINOIS 60637



RECEIVED
DATE

THIS IS TO CERTIFY THAT THE ABOVE NAMED PERSON HAS RECEIVED FROM THE UNIVERSITY OF CHICAGO THE DEGREE OF DOCTOR OF PHILOSOPHY IN CHEMISTRY

ON THE DATE OF DEGREE GRANTING

BY THE FACULTY OF THE DIVISION OF THE PHYSICAL SCIENCES

IN ACCORDANCE WITH THE BYLAWS OF THE UNIVERSITY OF CHICAGO

AT CHICAGO, ILLINOIS

THE UNIVERSITY OF CHICAGO

CHICAGO, ILLINOIS

City of Oak Harbor City Council Agenda Bill

Agenda Bill No. N/A 3B
Date: March 20, 2012
Subject: Noise Permit – Chamber of
Commerce – Holland Happening

FROM: Steve Powers, Interim City Administrator *RSP*

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

Scott Dudley, Mayor



Doug Merriman, Finance Director

Bill Hawkins, City Attorney, as to form

PURPOSE

The purpose of this agenda bill is to forward to City Council for review and approval a Noise Permit request received from the Greater Oak Harbor Chamber of Commerce for amplified sound associated with the upcoming Holland Happening event.

AUTHORIZATION:

Oak Harbor Municipal Code (OHMC) 5.50.040(3)(g) provisions relating to Special Events requires compliance with noise ordinance regulations and laws. OHMC 6.56.030(2)(a) requires Council approval for a noise permit for sound amplification. As this event will include amplified sound, Council approval is required.

The City Council may grant a Noise Permit to deviate from the provisions of OHMC 6.56.030 if it is determined the activity and associated noise: 1) is not undertaken in disregard of the rights of others, or 2) is temporary, or 3) the activity creating the noise constitutes a program of a temporary nature for the benefit of the entire municipality or for the benefit of a charitable purpose.

SUMMARY STATEMENT:

The Greater Oak Harbor Chamber of Commerce has submitted a Noise Permit request for amplified sound associated with planned entertainment at the Holland Happening event scheduled for April 27-29, 2012. The request states an entertainment stage will feature amplified back up music for dancers, musicians and live cultural bands.

The Application was reviewed by Fire, Police, and Public Works Departments.

STANDING COMMITTEE REVIEW:

Not required.

RECOMMENDED ACTION:

Grant a noise permit for amplified sound to the Greater Oak Harbor Chamber of Commerce.

ATTACHMENTS:

Noise Permit.

MAYOR'S COMMENTS:

CITY OF OAK HARBOR

NOISE PERMIT

Name of Applicant: Greater Oak Harbor Chamber of
Commerce

Location of Event: Pioneer Way – in front of Whidbey
Coffee – general vicinity

Dates of Event: April 27-29, 2012

Hours of Operation: April 28 10:00 am – 7:00 pm
April 29 10:00 am – 5:00 pm

Permitted Noise: Amplified backup music for dancers,
musicians and live cultural bands

Approval Conditions: None

Date of City Council
Approval:

Issued this day of March, 2012.

Karen Crouch, Special Events Coordinator

This Noise Permit is limited to the date and time specified.

Please post this notice on site

CITY OF OAK HARBOR

AGREEMENT

Between the City of Oak Harbor
& the State of Washington

for the purpose of

the purchase of certain
land situated in the County of

Whatcom

of the State of

Washington

and for the purpose of

the purchase of certain

land situated in the County of

Whatcom

of the State of

Washington

and

for the purpose of

the purchase of certain

land situated in the County of

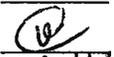
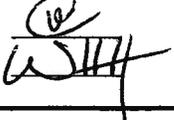
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**City of Oak Harbor
City Council Agenda Bill**

Agenda Bill No. CJA 3C
Date: March 20, 2012
Subject: Noise Permit – Oak Harbor
Christian School – Fun Run

FROM: Steve Powers, Interim City Administrator *PS*

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:



Scott Dudley, Mayor
Doug Merriman, Finance Director
Bill Hawkins, City Attorney, as to form

PURPOSE

The purpose of this agenda bill is to forward to City Council for review and approval a Noise Permit request received from the Oak Harbor Christian School for amplified sound associated with the annual Eagle Fun Run event.

AUTHORIZATION:

Oak Harbor Municipal Code (OHMC) 5.50.040(3)(g) provisions relating to Special Events requires compliance with noise ordinance regulations and laws. OHMC 6.56.030(2)(a) requires Council approval for a noise permit for sound amplification. As this event will include amplified sound, Council approval is required.

The City Council may grant a Noise Permit to deviate from the provisions of OHMC 6.56.030 if it is determined the activity and associated noise: 1) is not undertaken in disregard of the rights of others, or 2) is temporary, or 3) the activity creating the noise constitutes a program of a temporary nature for the benefit of the entire municipality or for the benefit of a charitable purpose.

SUMMARY STATEMENT:

The Oak Harbor Christian School has submitted a Noise Permit request for amplified sound associated with the annual Eagle Fun Run event scheduled for April 28, 2012. The amplified sound will consist of a sound system with speakers and a microphone for announcements during the event, which will take place between the hours of 8:00 a.m. and 9:30 a.m.

The Application was reviewed by Fire, Police, and Public Works Departments. A condition of approval for the permit will be to face the speakers away from the campground area.

STANDING COMMITTEE REVIEW:

Not required.

Noise Permit – Oak Harbor Christian School
March 20, 2012
Agenda Bill - 1

RECOMMENDED ACTION:

Grant a noise permit for amplified sound to the Oak Harbor Christian School.

ATTACHMENTS:

Noise Permit.

MAYOR'S COMMENTS:

CITY OF OAK HARBOR
NOISE PERMIT

Name of Applicant: Oak Harbor Christian School
Location of Event: South end of Windjammer Park
Date of Event: April 28, 2012
Hours of Operation: 8:00 a.m. to 9:30 a.m.
Permitted Noise: Sound system with speakers and
microphone for announcement
Approval Conditions: Face speakers away from the
campground area.
Date of City Council
Approval:
Issued this day of March, 2012.

Karen Crouch, Special Events Coordinator

This Noise Permit is limited to the date and time specified.

Please post this notice on site

LIST OF TABLES

CONTENTS

Table 1. General Information	1
Table 2. Description of the Study	2
Table 3. Demographic Characteristics	3
Table 4. Clinical Characteristics	4
Table 5. Laboratory Findings	5
Table 6. Treatment and Outcomes	6
Table 7. Adverse Effects	7
Table 8. Summary of Results	8
Table 9. Conclusions	9

Table 10. Summary of Results

Table 11. Conclusions

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

Agenda Bill No. CHA 30

Date: March 20, 2012

Subject: Noise Permit – National Day of Prayer

FROM: Steve Powers, Interim City Administrator *SP*

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

Scott Dudley, Mayor

[Signature]

Doug Merriman, Finance Director

Bill Hawkins, City Attorney, as to form

PURPOSE

The purpose of this agenda bill is to forward to City Council for review and approval a Noise Permit request received from the Island County National Day of Prayer Committee for amplified sound associated with a time of prayer and worship event.

AUTHORIZATION:

Oak Harbor Municipal Code (OHMC) 5.50.040(3)(g) provisions relating to Special Events requires compliance with noise ordinance regulations and laws. OHMC 6.56.030(2)(a) requires Council approval for a noise permit for sound amplification. As this event will include amplified sound, Council approval is required.

The City Council may grant a Noise Permit to deviate from the provisions of OHMC 6.56.030 if it is determined the activity and associated noise: 1) is not undertaken in disregard of the rights of others, or 2) is temporary, or 3) the activity creating the noise constitutes a program of a temporary nature for the benefit of the entire municipality or for the benefit of a charitable purpose.

SUMMARY STATEMENT:

The Island County National Day of Prayer Committee has submitted a Noise Permit request for amplified sound associated with a time of prayer and worship event scheduled for Thursday, May 3rd, 2012 between the hours of 5:00 pm and 6:00pm. The amplified sound will consist of a PA system with speakers and a microphone for speakers and a musician.

The Application was reviewed by Fire, Police, and Public Works Departments. A condition of approval for the permit will be to face the speakers away from the campground area.

STANDING COMMITTEE REVIEW:

Not required.

RECOMMENDED ACTION:

Grant a noise permit for amplified sound to the Island County National Day of Prayer Committee.

ATTACHMENTS:

Noise Permit.

MAYOR'S COMMENTS:

CITY OF OAK HARBOR

NOISE PERMIT

Name of Applicant: Island County National Day of Prayer Committee

Location of Event: Windjammer Park – Gazebo and surrounding area

Date of Event: May 3, 2012

Hours of Operation: 5:00 p.m. to 6:00 p.m.

Permitted Noise: PA system for speakers and a musician

Approval Conditions: Face speakers away from the campground area.

Date of City Council Approval:

Issued this day of March, 2012.

Karen Crouch, Special Events Coordinator

This Noise Permit is limited to the date and time specified.

Please post this notice on site

THE HISTORY OF THE

EMPIRE OF GREAT BRITAIN

In the year 1701, the Emperor Charles VI issued a decree, by which he declared that the crown of Great Britain should be united to the crown of Spain, in case of the death of the Emperor, without issue male. This decree was the cause of the War of the Spanish Succession, which lasted from 1701 to 1713. The result of this war was the Treaty of Utrecht, by which the Emperor's daughter, Maria II, was declared Queen of Great Britain, and the Spanish Netherlands were given to France.

The reign of Queen Anne, who reigned from 1702 to 1714, was a period of great prosperity and peace. She was the last of the Stuart dynasty, and her death was followed by the accession of George I, the first of the Hanoverian dynasty. George I's reign was short, and he was succeeded by his son, George II, in 1727. George II's reign was also short, and he was succeeded by his son, George III, in 1760. George III's reign was a period of great trouble and distress, and it was during his reign that the American Revolution broke out.

City of Oak Harbor City Council Agenda Bill

Agenda Bill No. N/A 3E

Date: March 20, 2012

Subject: Noise Permit – Kelly Beedle –
Oak Harbor Tavern

FROM: Steve Powers, Interim City Administrator *REP*

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

Scott Dudley, Mayor

[Signature]

[Signature]

Doug Merriman, Finance Director

Bill Hawkins, City Attorney, as to form

PURPOSE

The purpose of this agenda bill is to forward to City Council for review and approval a Noise Permit request received from Kelly Beedle of the Oak Harbor Tavern for amplified sound associated with live bands playing during the evening on Pioneer Way, next to the Oak Harbor Tavern during the upcoming Holland Happening event.

AUTHORIZATION:

Oak Harbor Municipal Code (OHMC) 5.50.040(3)(g) provisions relating to Special Events requires compliance with noise ordinance regulations and laws. OHMC 6.56.030(2)(a) requires Council approval for a noise permit for sound amplification. As this event will include amplified sound, Council approval is required.

The City Council may grant a Noise Permit to deviate from the provisions of OHMC 6.56.030 if it is determined the activity and associated noise: 1) is not undertaken in disregard of the rights of others, or 2) is temporary, or 3) the activity creating the noise constitutes a program of a temporary nature for the benefit of the entire municipality or for the benefit of a charitable purpose.

SUMMARY STATEMENT:

Ms. Kelly Beedle has submitted a Noise Permit request for amplified sound for live bands to play during evening hours in conjunction with the Holland Happening event scheduled for April 27-29, 2012. The hours of operation will be from 11:00 a.m. to 11:00 p.m. on Saturday, April 28 and from 11:00 a.m. to 5:00 p.m. on Sunday, April 29. Ms. Beedle is coordinating the planned entertainment with the Oak Harbor Chamber of Commerce. A beer garden will also be set up in the vicinity on private property. All proceeds from Ms. Beedle's event will be donated to the Chamber of Commerce for the purchase of fireworks.

The Application was reviewed by Fire, Police, and Public Works Departments.

STANDING COMMITTEE REVIEW:

Not required.

Noise Permit – Kelly Beedle
March 20, 2012
Agenda Bill - 1

RECOMMENDED ACTION:

Grant a noise permit for amplified sound to Kelly Beedle.

ATTACHMENTS:

Noise Permit.

MAYOR'S COMMENTS:

CITY OF OAK HARBOR

NOISE PERMIT

Name of Applicant: Kelly Beedle

Location of Event: Oak Harbor Tavern – 940 SE
Pioneer Way

Dates of Event: April 28-29, 2012

Hours of Operation: April 28 11:00 am – 11:00 pm
April 29 11:00 am – 5:00 pm

Permitted Noise: Sound system for live bands

Approval Conditions: None

Date of City Council
Approval:

Issued this day of March, 2012.

Karen Crouch, Special Events Coordinator

This Noise Permit is limited to the date and time specified.

Please post this notice on site

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

Bill No. N/A 3F
Date: March 20, 2012
Subject: Agreement with Whidbey
General Hospital for 2011
Emergency Medical Response
Services

FROM: Steve Powers *SP*
Interim City Administrator

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

 Scott Dudley, Mayor
SD Doug Merriman, Finance Director
DM Bill Hawkins, City Attorney, as to form

PURPOSE

This agenda bill presents an interlocal agreement between Whidbey General Hospital (WGH) and the City of Oak Harbor that allows for WGH to reimburse the City for costs associated with the Fire Department's emergency medical response services (EMS).

AUTHORITY

RCW 39.34.080 states that any one or more public agencies may contract with any one or more other public agencies to perform any governmental service, activity, or undertaking which each public agency entering into the contract is authorized by law to perform: PROVIDED, that such contract shall be authorized by the governing body of each party to the contract. Such contract shall set forth fully the purposes, powers, rights, objectives, and responsibilities of the contracting parties.

FISCAL IMPACT DESCRIPTION

Funds Required: \$ 0.00

Appropriation Source: n/a

SUMMARY STATEMENT

In 1999, fire departments on Whidbey Island began receiving funds from WGH to defer some of their costs associated with pre-hospital emergency medical responses.

On December 7, 2010, City Council authorized the Mayor to sign an interlocal agreement for EMS for calendar years 2009 and 2010. The agreement provided that WGH would pay to the City an amount based on the City's proportionate number of emergency medical responses each year times \$.03 per \$1,000 of the assessed valuation for the Whidbey Island EMS levy. The City's proportionate number was based on the City's proportion of the total pre-hospital medical responses made by participating fire departments/districts. For example, if the City completed 400 responses and there were a total of 1,000 responses made by participating fire departments/districts, the proportionate number would be 0.40 or 40%. The City, through the Island County Fire Chiefs Association, invoices WGH each year. WGH in turn makes 2011 EMS Agreement
City Council Meeting of March 20, 2012

City of Oak Harbor City Council Agenda Bill

payments to each department on June 1st and December 1st, with each payment being one-half of the totals invoiced.

The City and WGH then immediately began negotiations for reimbursement for the year 2011. The parties recently reached a consensus, with the terms reflected in the attached interlocal agreement. The proposed interlocal agreement shall apply for the time of January 1, 2011 through December 31, 2011. Both WGH and City leadership of course recognize that the term of the agreement has passed. However, both parties agree that an agreement is necessary in order for WGH to pay for the services provided. With the approval of this agreement, the City will receive \$43,205 for services provided in 2011. These funds will be deposited in the General Fund.

If the proposed agreement is approved, discussions between WGH and the City would then begin for a new agreement covering 2012 and thereafter.

STANDING COMMITTEE REPORT

The timing of the consensus between WGH and the City, coupled with the cancellation of the March Public Safety, Finance and Governmental Services Standing Committee meetings, did not permit this item to be reviewed by a committee.

RECOMMENDED ACTION

Authorize the Mayor to sign the interlocal agreement with Whidbey General Hospital for emergency medical response services.

ATTACHMENTS

Propose Interlocal Agreement

Return to:
City of Oak Harbor
865 SE Barrington Drive
Oak Harbor, WA 98277

GRANTOR: Whidbey General Hospital

GRANTEE: City of Oak Harbor

LEGAL DESCRIPTION: Interlocal Agreement City of Oak Harbor
No property exchanging hands

PARCEL NO: n/a

AGREEMENT FOR EMS SERVICES

WHEREAS, the City of Oak Harbor, a municipal corporation, hereinafter referred to as "City", and Whidbey General Hospital, hereinafter referred to as "WGH", concur on entering into an agreement pertaining to WGH reimbursing the City in part for assisting with pre-hospital medical responses; and

WHEREAS, the parties previously along with other Fire Departments on Whidbey Island have made arrangements concerning these matters, similar to those set out in Section One below; and

WHEREAS, the City and WGH entered into an Agreement for EMS Services ("Agreement") for a five-year term beginning January 1, 2004 which provided an agreed payment to the City for emergency medical responses provided by the Fire Department of the City; and

WHEREAS, the previous Agreement between the City and WGH expired on January 1, 2009 but the City has continued to provide emergency medical response services pursuant to that Agreement under the mutual belief that it was still in effect; and

WHEREAS, the value of the services provided by the Fire Department of the City meets or exceeds the agreed payment level in the previous Agreement and therefore payment for those services also meets the *quantum meruit* basis for compensation in contract; and

WHEREAS, the parties agree that the following written agreement shall apply for the period from January 1, 2011 through December 31, 2011; and

Agreement for EMS Services - 1

WHEREAS, the parties agree to negotiate a new Agreement for emergency medical response services to take effect January 1, 2012 which will update the compensation, liability and scope of work provisions of the existing Agreement;

Now, therefore,

The parties hereto are agreed as follows:

1. Payment and Calculation.
 - a. WGH will pay to the City an amount based on the City's proportionate number of emergency medical responses each year times \$.03 per \$1,000 of the assessed evaluation for the Whidbey Island EMS levy.
 - b. The City's proportionate number is based on the City's proportion of the total pre-hospital medical responses made by participating fire departments/districts. For example, if the City completed 400 responses and there was a total of 1,000 responses made by participating fire departments/districts, the proportionate number would be 0.40 or 40%.
 - c. The City, through the Island County Fire Chiefs Association, will invoice WGH each year. WGH will make payments to each department on June 1st and December 1st, each payment being one-half of the total invoiced.
2. Term. The term of the agreement shall be one (1) year from January 1, 2011 through December 31, 2011; provided, that either party may terminate at an earlier date by giving written notice to the other party one hundred twenty (120) days in advance of the termination date.
3. Financial Responsibility. Each party shall bear financial responsibility for its own respective activities except to extent set out above.
4. Relationship to Existing Agreements. Unless expressly provided otherwise in this Agreement, this Agreement is not intended to modify or supersede existing agreements and shall be construed in a manner which is consistent therewith.
5. Amendments. This Agreement may be amended from time to time by written amendment. All amendments must be agreed to by the City and WGH.
6. Administration.
 - a. The provisions of this Agreement shall be managed by a designated employee of WGH and Oak Harbor Fire Chief. They shall meet as necessary to ensure that the

provisions of this Agreement are fulfilled, and shall maintain records of all actions as required to accomplish the work of the Agreement.

- b. Otherwise, there shall be no independent government body to manage the provisions of this Agreement.

7. Property. There is no joint property to be held under this agreement.

8. Indemnification.

- a. The Hospital shall indemnify and hold harmless the City and its officers, agents and employees, or any of them from any and all claims, actions, suits, liability, loss, costs, expenses and damages of any nature whatsoever, by reason of or arising out of any negligent act or omission of WGH, its officers, agents and employees, or any of them, in the performance of activities carried out under this Agreement. In the event that any such suit based upon such a claim, action, loss or damage is brought against the City, WGH shall defend the same at its sole cost and expense. If final judgment be rendered against the City and its officers, agents and employees, or any of them, or jointly against the City and WGH and their respective officers, agents and employees, or any of them, WGH shall satisfy same.
- b. In executing this Agreement, WGH does not assume liability or responsibility for, or in any way release the City from liability or responsibility which arises in whole or in part from the existence or effect of City's own negligence, act or omission. If any cause, claim, suit or action is commenced in which the City's negligent act or omission is at issue, the City shall defend the same at its sole expense and if judgment is entered or damages are awarded against the City, WGH, or both, the City shall satisfy the same, including all chargeable costs and attorney's fees.
- c. The City shall indemnify and hold harmless WGH and its officers, agents and employees, or any of them from any and all claims, actions, suits, liability, loss, costs, expenses and damages of any nature whatsoever, by reason of or arising out of any negligent act or omission of the City, its officers, agents and employees, or any of them, in the performance of the activities it undertakes pursuant to this Agreement. In the event that any such suit based upon such a claim, action, loss or damage is brought against WGH, the City shall defend the same at its sole cost and expense. If final judgment be rendered against WGH and its officers, agents and employees, or any of them, or jointly against the City and WGH and their respective officers, agents and employees, or any of them, the City shall satisfy the same.

- d. In executing this Agreement, the City does not assume liability or responsibility for, or in any way release the Hospital from liability or responsibility which arises in whole or in part from the existence or effect of WGH's negligence, act or omission. If any cause, claim, suit or action proceeding is commenced which the source of liability is the Hospital's negligence, act or omission of care, WGH shall defend the same at its sole expense and if judgment is entered or damages are awarded against the City, WGH, or both, WGH shall satisfy the same, including all chargeable costs and attorney's fees.
9. Severability. In the event that any provision of this Agreement is declared invalid or illegal, such declaration shall in no way affect or invalidate any other provisions thereof, and such other provisions shall remain in full force and effect.
10. Effective Date. This Agreement shall be adopted and take effect when signed by authorized representatives of both parties.

DATED this _____ day of _____, 2012.

Administrator
Whidbey General Hospital

Mayor
City of Oak Harbor

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

Bill No. N/A 30
Date: March 20, 2012
Subject: Community Police Advisory
Board Re-Appointment

FROM: Scott Dudley, Mayor *SD*

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

SP Steve Powers, Interim City Administrator
DM Doug Merriman, Finance Director
BH Bill Hawkins, City Attorney, as to form

PURPOSE

The purpose of this agenda bill is for the Council to confirm Mayor Dudley’s re-appointment of Jo Balda to the Community Police Advisory Board.

AUTHORITY

Oak Harbor Municipal Code, Chapter 2.50 Community Police Advisory Board:

2.50.030 Appointment.

- (1) All board members shall be appointed by the Mayor, subject to confirmation by the City Council.

FISCAL IMPACT DESCRIPTION

None

SUMMARY STATEMENT

Jo Balda was first appointed to the Community Police Advisory Board in July 2010 to complete an unexpired term created by a resignation. If confirmed, Ms. Balda’s four-year term would expire March 2016.

Ms. Balda is an active and valued member of the Board. Mayor Dudley recommends that Jo Balda be confirmed to serve a four-year term on the Community Police Advisory Board.

STANDING COMMITTEE REPORT

None.

RECOMMENDED ACTION

Confirm Ms. Balda’s re-appointment to the Community Police Advisory Board.

ATTACHMENTS

None.



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

Bill No. C/A 34
Date: March 20, 2012
Subject: Gun Club Road Water Main
Construction

**FROM: Cathy Rosen, Public Works Director
Eric Johnston, City Engineer**

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

SD Scott Dudley, Mayor
SP Steve Powers, Interim City Administrator
DM Doug Merriman, Finance Director
WH William Hawkins, City Attorney, as to form

PURPOSE

This agenda bill seeks authorization to advertise the Gun Club Road Water Main Construction Project for competitive bidding.

AUTHORITY

The City has authority under RCW 35A.11.020 to enter into contracts for municipal operations such as the construction of capital improvements. OHMC 2.330.010 requires that all bids requiring more than one trade or craft in excess of \$30,000 be subject to a competitive bid process.

FISCAL IMPACT DESCRIPTION

Funds Required: \$1,000

Appropriation Source: Water Utility Capital Fund

SUMMARY STATEMENT

The Gun Club Road Water Main Construction Project involves the installation of new water mains to serve the future North Reservoir. The scope of the water main project includes installation of approximately 5,500 feet of 18-inch and 24-inch ductile iron water main pipe, a pressure reducing valve station, connections to the existing system, valves, pipe fittings and street repairs. The project will extend water mains east of Oak Harbor Street along Gun Club Road and then north into the reservoir site. Water mains installed along Gun Club Road will be within Island County ROW by permit and franchise. North of Gun Club Road, the mains will be installed in a utility and access easement held by the City. A draft version of the plan set is attached. Note that several changes (specifically names of elected officials) are required and will be made prior to formal advertising, once Council approval is granted.

All work is to be performed in accordance with the contract plans, contract provisions, and standard specifications. The Engineer's construction estimate is \$2.6M. Funding is included in the approved 2011-2012 budget, Water Utility Capital Fund and System Development Fees.

Island County has issued the permit for the installation along Gun Club Road right-of-way and all City permits and SEPA procedures have been completed. An archaeology investigation has been completed and the results suggest there is a low probability of encountering cultural resources. An inadvertent discovery plan is being prepared in the unlikely event that cultural resources are encountered during construction.

The North Reservoir project will add four million gallons of standby storage to the City's water system. The site for the new reservoir was selected based on the overall short and long term benefits to the City. The North Reservoir site is a City owned property, located between N Oak Harbor and NW Heller Streets, and north of the Gun Club Road right-of-way. In addition to the reservoir site property, the City has a 30 foot easement for access and utility installation across private property between the Gun Club Road right-of-way and the reservoir site. The City acquired the property through a court settlement in the 1990's. As part of the settlement, the City currently owns 10 acres but is required to give back 5 acres. A boundary line adjustment application process has been started to execute the required property action. The boundary line adjustment process is not required in order to begin construction of the water mains along Gun Club Road.

STANDING COMMITTEE REPORT

The North Reservoir Project has been most recently discussed at the Public Works Standing Committee meeting on March 1, 2012.

RECOMMENDED ACTION

A motion authorizing staff to proceed with advertisement of the Gun Club Road Water Main Construction Project for competitive bidding.

ATTACHMENTS

- Plan set
- Contract form

CITY OF OAK HARBOR

ISLAND COUNTY

WASHINGTON

GUN CLUB ROAD WATER MAINS

CITY OFFICIALS

Jim Slowik
Mayor

Rick Almberg

Council Member

Beth Munns

Council Member

Scott Dudley

Council Member

James M. Campbell

Council Member

Jim Palmer

Council Member

Bob Severns

Council Member

Paul Schmidt
City Administrator

Cathy Rosen
Public Works Director

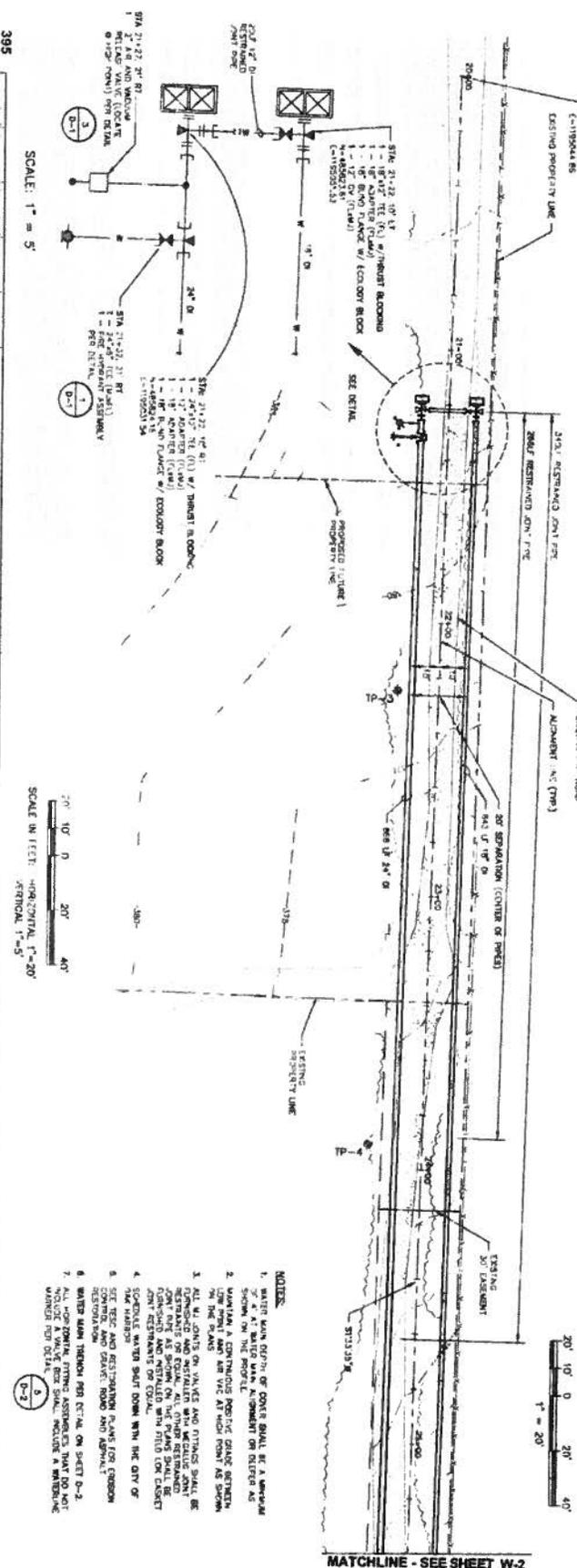
Connie Wheeler
City Clerk

Eric Johnston
City Engineer

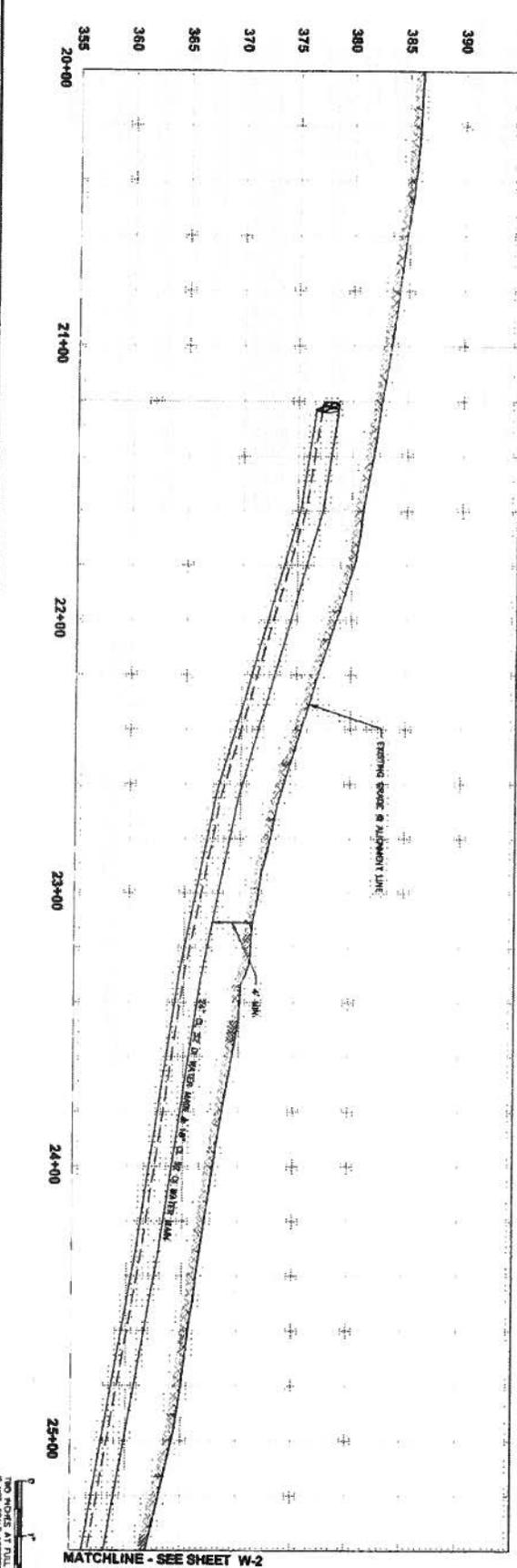


Gray & Osborne, Inc.
CONSULTING ENGINEERS
1711 NORTH AVENUE NORTH SUITE 200
EAST TACOMA, WASHINGTON 98404

SECTION 27, TOWNSHIP 33 NORTH, RANGE 1 EAST

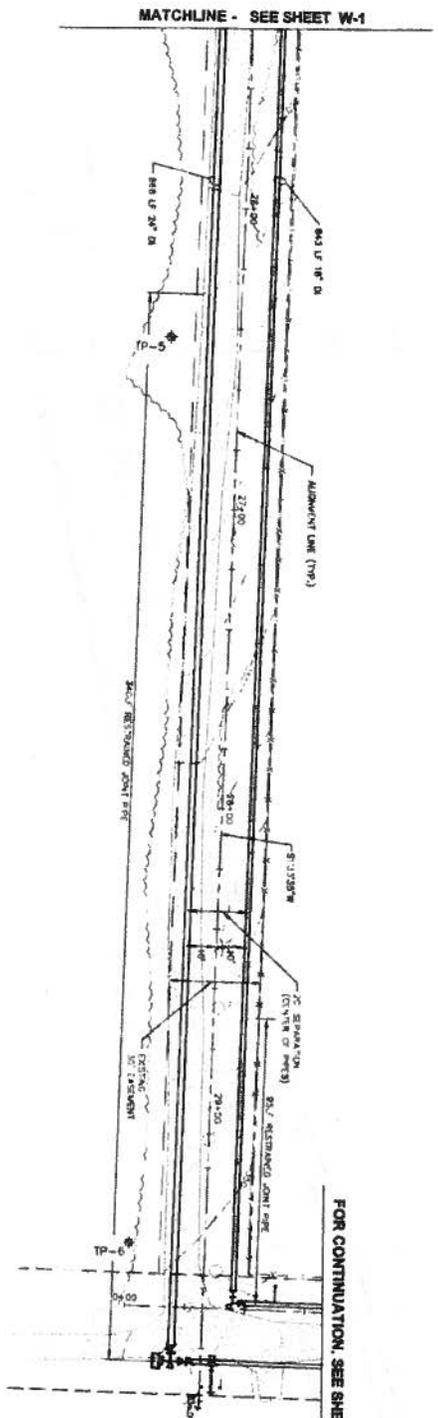


- NOTES:**
1. WATER MAIN, 60" or 66" SHALL BE A MINIMUM 2' A. AT WATER MAIN ALIGNMENT OR DEEPER AS SHOWN ON THE PROFILE.
 2. MAINTAIN A CONTINUOUS POSITIVE GRADE BETWEEN THE WATER MAIN AND THE HYDRANT AS SHOWN ON THE PLANS.
 3. ALL WELLS, JOINTS ON VALVES AND OTHERS SHALL BE OPENED AND INSULATED WITH METAL JOINT COVER AS SHOWN ON THE PLANS. JOINTS SHALL BE OPENED AND INSULATED WITH METAL JOINT COVER RESTRICTOR OR WITH FIBER CEMENT JOINT COVER RESTRICTOR.
 4. SCHEDULE WATER SHUT DOWN WITH THE CITY OF TACOMA.
 5. SET TEST AND RESTRICTION PLANS FOR EMISSION RESTRICTION (SCHEDULE ROAD AND ADJACENT).
 6. WATER MAIN TRENCH PER DETAIL ON SHEET D-2.
 7. ALL WALKER VALVES SHALL INCLUDE A WATERBUNG AND A VALVE TEST SHALL INCLUDE A WATERBUNG AND A VALVE TEST SHALL INCLUDE A WATERBUNG AND A VALVE TEST SHALL INCLUDE A WATERBUNG.



<p>CITY OF OAK HARBOR ISLAND COUNTY WASHINGTON</p> <p>GUN CLUB ROAD WATER MAINS</p> <p>PLAN AND PROFILE</p>			<p>SIGNATURE COPY ON FILE</p>	<p>DATE: NOV, 2010</p> <p>SCALE: AS NOTED</p> <p>DRAWN: P.G.M.</p> <p>CHECKED: A.J.M.</p> <p>APPROVED: S.J.C.</p>	<p>Gray & Osborne, Inc. CONSULTING ENGINEERS 701 SIXTH AVENUE NORTH SUITE 200 SEATTLE, WASHINGTON 98109 • (206) 298-0800</p>
<p>SHEET: W-1 OF: 26</p>		<p>No. REVISION DATE APPD</p>		<p>NO NOTES AT FULL SCALE IF NOT SCALE ASSUMPTION</p>	

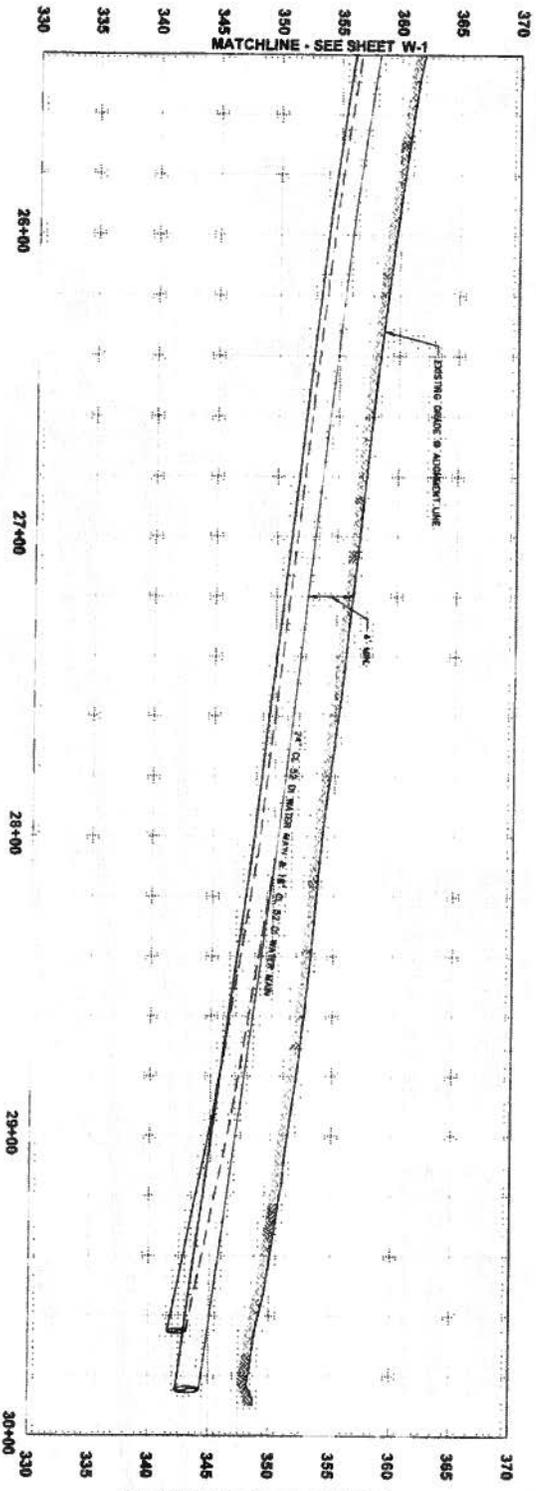
SECTION 27, TOWNSHIP 33 NORTH, RANGE 1 EAST



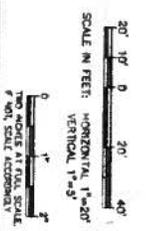
FOR CONTINUATION, SEE SHEET W-3



- NOTES:
1. WATER MAIN DEPTH OF COVER SHALL BE A MINIMUM OF 4' AT RIVER MAIN ALIGNMENT OR DEEPER AS MAINTAIN A CONSISTENT EXISTING GRADE SURFACE ON THE POINTS OF VALVES AND FITTINGS SHALL BE 5' MINIMUM. ALL FITTINGS SHALL BE RESTRAINTS OR EQUAL. ALL OTHER RESTRAINTS FURNISHED AND INSTALLED WITH FIELD JOINT RESTRAINTS OR EQUAL.
 2. SCHEDULE WATER SHUT DOWN WITH THE CITY OF OAK HARBOR.
 3. SEE TIE-INS AND RESTRICTIONS PLANS FOR BROWNS RESTRICTION.
 4. CONDUITS AND GRAVEL ROAD AND SIGNAL RESTRICTION.
 5. WATER MAIN RICHMOND POT DETAIL ON SHEET D-3.
 6. ALL VERTICAL FITTING ASSUMES THAT THE WORKMAN SHALL PROVIDE A SUFFICIENT WORKING HEAD DETAIL.

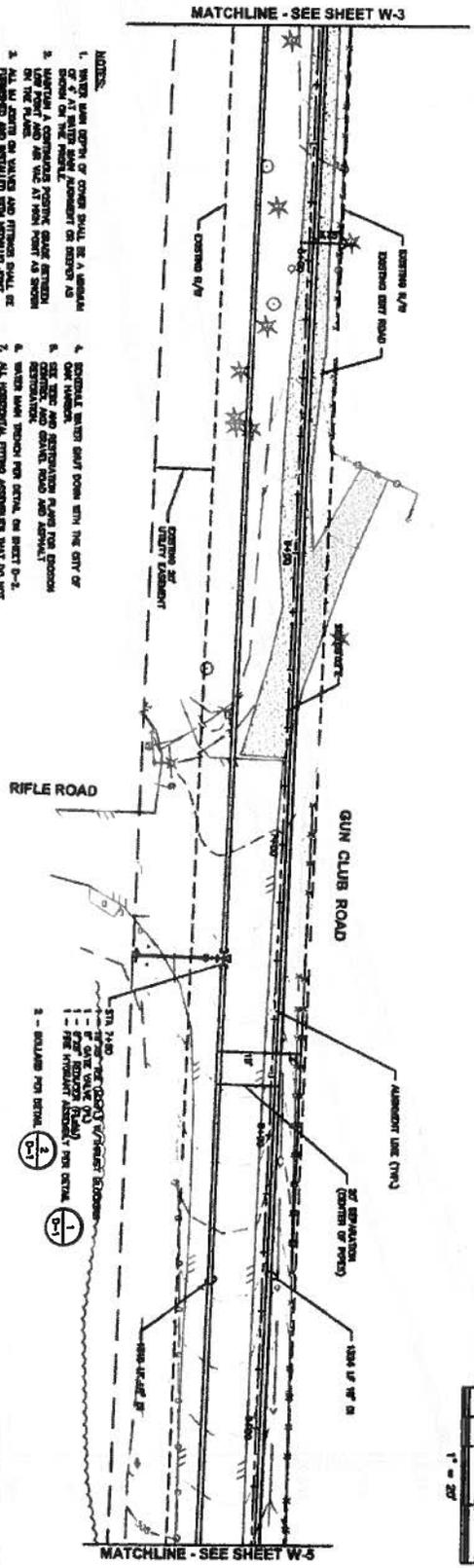


FOR CONTINUATION, SEE SHEET W-3



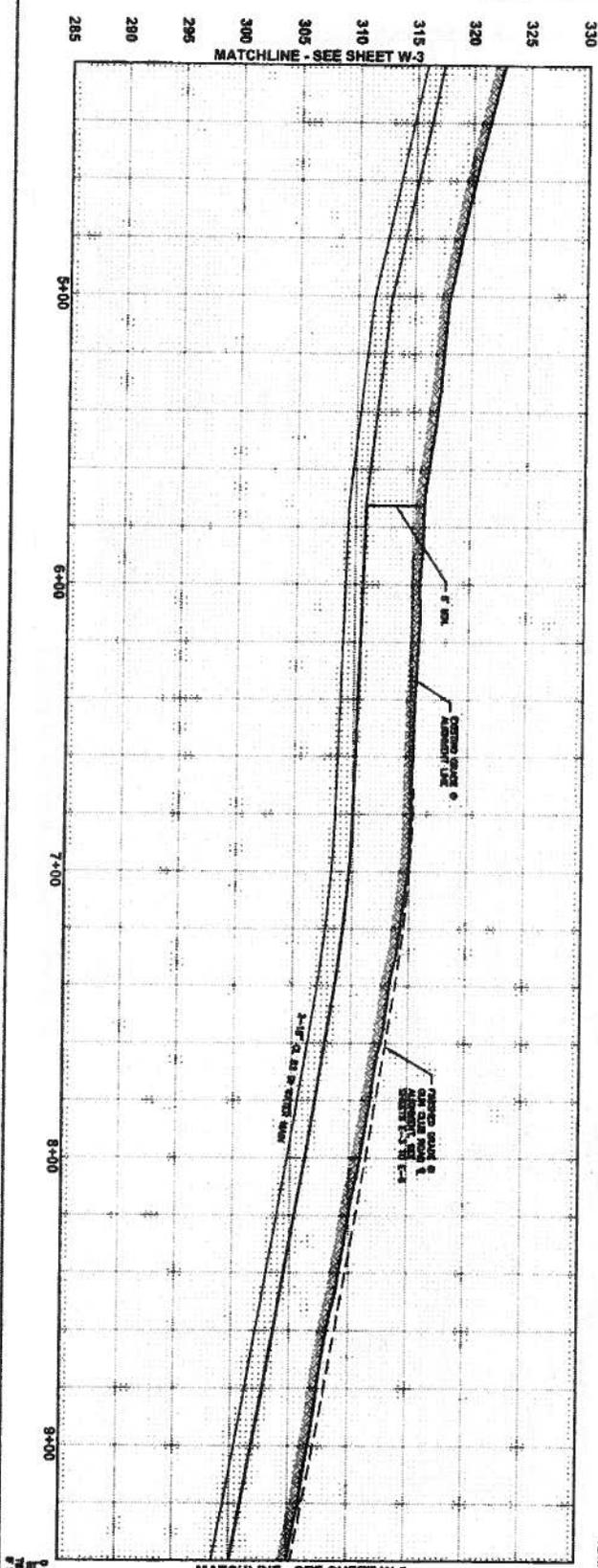
JOB NO. 0848 DATE: NOV. 2010 SHEET: W-2 OF: 28	CITY OF OAK HARBOR ISLAND COUNTY WASHINGTON GUN CLUB ROAD WATER MAINS PLAN AND PROFILE		SIGNATURE COPY ON FILE	DATE: NOV. 2010	CONSULTING ENGINEERS 191 CENTER AVENUE NORTH SUITE 200 BATTLE, WASHINGTON 98597 • (206) 354-0800
				SCALE: AS NOTED	

SECTION 27, TOWNSHIP 33 NORTH, RANGE 1 EAST



- NOTES:
1. EVERY MAIN BURN IN OTHER SHALL BE A VERTICAL BURN IN WITH A MINIMUM BURNT LENGTH OF 10 FEET.
 2. ALL VALVES SHALL BE OPERATED BY THE CITY OF OAK HARBOR.
 3. ALL VALVES SHALL BE OPERATED BY THE CITY OF OAK HARBOR.
 4. ALL VALVES SHALL BE OPERATED BY THE CITY OF OAK HARBOR.
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 9. ALL VALVES SHALL BE OPERATED BY THE CITY OF OAK HARBOR.
 10. ALL VALVES SHALL BE OPERATED BY THE CITY OF OAK HARBOR.

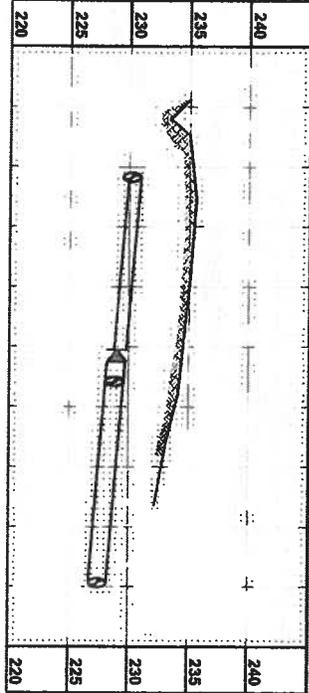
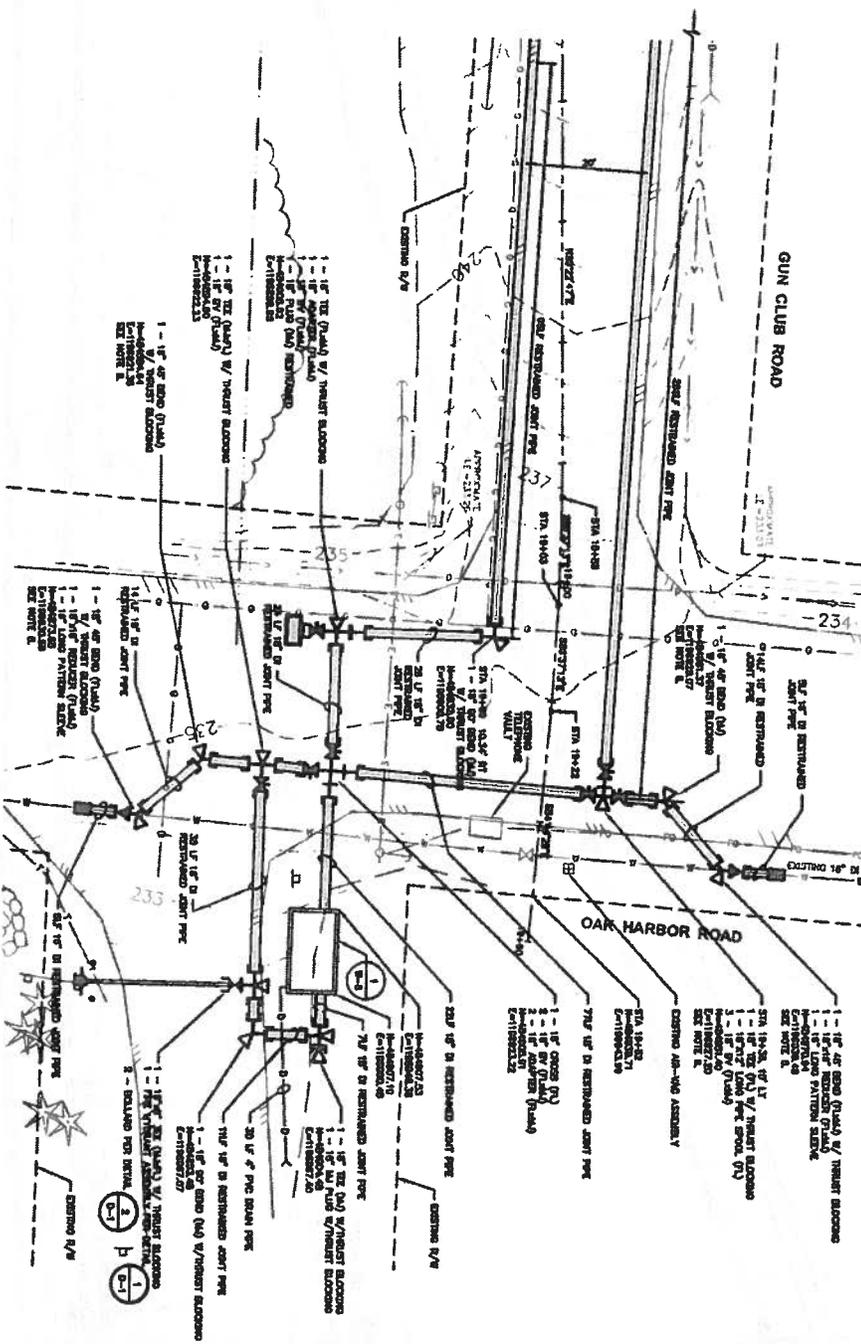
SCALE IN FEET
 HORIZONTAL 1" = 20'
 VERTICAL 1" = 4'



NO BURN IN AT FULL SCALE.
 ALL BURN IN SHALL BE APPROXIMATELY 10 FEET LONG.

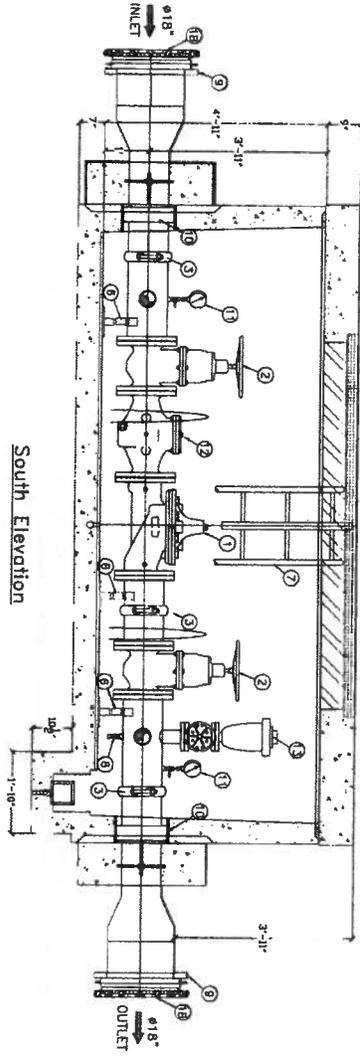
CITY OF OAK HARBOR ISLAND COUNTY GUN CLUB ROAD WATER MAINS PLAN AND PROFILE		SIGNATURE COPY ON FILE	DATE: NOV 2010	CONSULTING ENGINEERS 700 BROAD AVENUE NORTH SUITE 200 BENTLEY, WASHINGTON STATE 99004-2000
			SHEET: W-4 OF: 28	

SECTION 27, TOWNSHIP 33 NORTH, RANGE 1 EAST



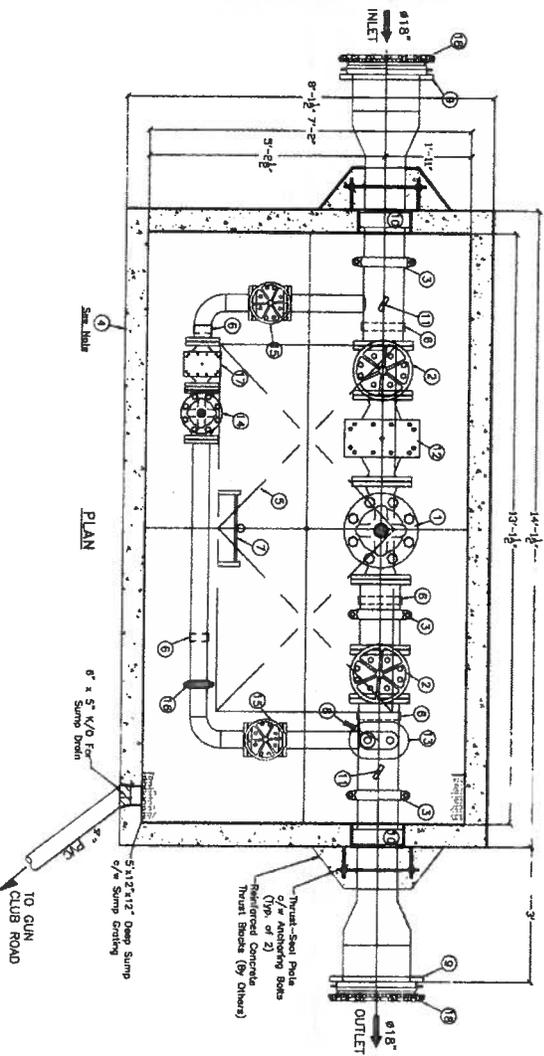
- NOTES:**
1. VERIFY LOCAL DEPTH OF COVER SHALL BE A MINIMUM OF 48\"/>
 - 2. MAINTAIN A CONTINUOUS POSITIVE GRADE BETWEEN ALL VALVES AND HYDRANTS AT ALL TIMES AS SHOWN ON THIS PLAN.
 - 3. ALL HYDRANTS ON VALVES AND STREETS SHALL BE PROVIDED AND INSTALLED WITH APPROVED HYDRANT PROTECTORS AND SHALL BE FIELD TESTED TO PROVE PROPER OPERATION.
 - 4. ALL HYDRANTS SHALL BE FIELD TESTED WITH THE CITY OF OAK HARBOR.
 - 5. SEE SPEC. AND INSTALLATION PLAN FOR CONNECTIONS AND GENERAL NOTES AND DETAILS.
 - 6. ALL HYDRANTS, FITTINGS AND VALVES SHALL BE FIELD TESTED TO PROVE PROPER OPERATION.
 - 7. ALL HYDRANTS, FITTINGS AND VALVES SHALL BE FIELD TESTED TO PROVE PROPER OPERATION.
 - 8. PORTABLE TO REMOVE EXISTING EXTERIOR OF WATER MAIN AND VALVES AND HYDRANTS, OR PORTABLE TO REMOVE EXISTING WATER MAIN ON OAK HARBOR STREET IN TOWNSHIP.

		CITY OF OAK HARBOR ISLAND COUNTY WASHINGTON		SIGNATURE COPY ON FILE	DATE: NOV 2000 SCALE: AS NOTED DRAWN: P.G.M. CHECKED: A.J.M. APPROVED: S.A.C.	<p>Gray & Osborne, Inc. CONSULTING ENGINEERS 700 CENTER AVENUE NORTH SUITE 200 BENTLEY, WASHINGTON 98004 • (206) 891-0300</p>
		GUN CLUB ROAD WATER MAINS PRV STATION DETAIL				

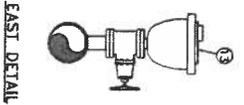


- NOTE:
1. PRV STATION SHALL BE PACKAGE SYSTEM PROVIDED BY CONTRACTOR AT EQUAL.
 2. VAULT SHALL BE FINISHED (4'-0" LANDING WITH INSIDE DIMENSIONS OF 13'-0" x 10'-0").
 3. CONTRACTOR SHALL POUR CONCRETE THROUGHT BLOOMING AT SPEC PERMITTIONS.
 4. INSTALL 30"x7" OF 4" PVC DRAIN LINE FROM VAULT SUMP TO DITCH ON GUN CLUB ROAD.

VAULT "A"
SCALE 3/4"=1'-0"

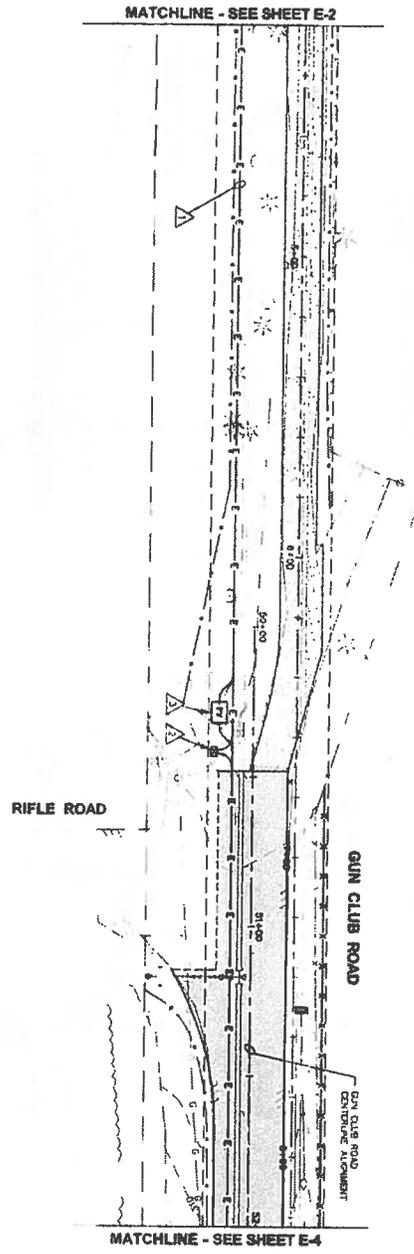


ITEM	QTY	DESCRIPTION
1	1	10" DIA. VAL. 900-01 800PSI Pressure Indicating Standing Valve c/w X101 Position Indicator, or 800T, Bronze Trim, #150 Flg.
2	2	10" Manhole 44300 HNS RW Chis Valve
3	3	c/w Stem Op. & Handwheel - #150 Flg
4	1	10" W/STAINLESS 807 Coupling
5	1	402130 Pressure Concrete Chimney-Station Only
6	1	c/w White Indicator & Black Station Student
7	1	48" x 36" Aluminum Double Door Hatch 1420-44
8	1	Adjustable Pipe Supports
9	1	Aluminum Ladder with Safety Feet
10	1	3/4" Hex Bolt c/w Washers and Nuts
11	2	10" Flange Gaskets (150# Flg)
12	2	10" Pipe Seal Assembly PS-412
13	1	4" Pressure Gauge (0-120) #1. (0-80) OUT
14	1	10" X 4.50" Ch. - 161 Strainer
15	1	3" APOD 147C1 Combination Air Valve
16	1	c/w Manhole Gate Valve
17	1	4" CA-30L 8000-01828T Pressure Reducing Valve c/w X101 Position Indicator, or 800T, Bronze Trim - #150 Flg
18	1	4" Manhole A2300-0941 HNS RW Gate Valve c/w Handwheel - #150 Flg
19	1	4" W/STAINLESS 807 Coupling
20	2	4" X 4.50" Ch. - 161 Strainer - 150# Flanged
21	2	4" EXHA 2100 Series Resilient Flange Adapter



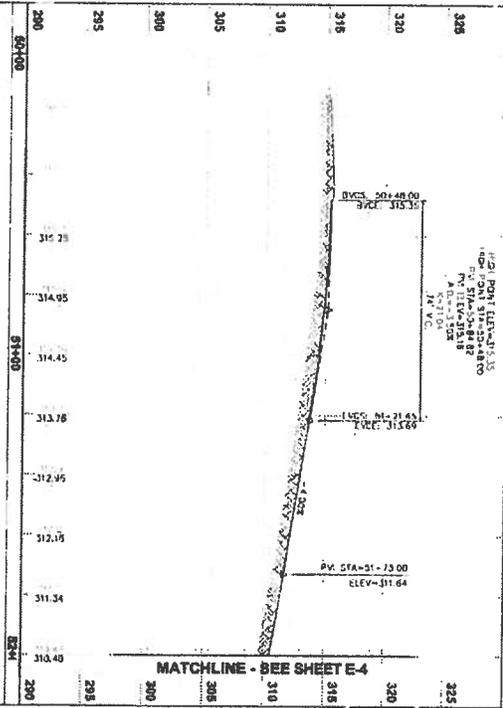
<p>CITY OF OAK HARBOR ISLAND COUNTY WASHINGTON</p> <p>GUN CLUB ROAD WATER MAINS</p> <p>PRV STATION DETAIL</p>			<p>SIGNATURE COPY ON FILE</p>	<p>DATE: NOV. 2010</p>	<p>Gray & Osborne, Inc. CONSULTING ENGINEERS 700 DEXTER AVENUE NORTH SUITE 300 SEATTLE, WASHINGTON 98109 • (206) 264-0880</p>
				<p>SCALE: AS NOTED</p>	
<p>SHEET: W-8</p> <p>OF: 28</p> <p>JOB NO.: 08426</p> <p>DATE: 11-9-10</p>	<p>NO.</p>	<p>REVISION</p>	<p>DATE</p>	<p>APPROVED</p>	

SECTION 27, TOWNSHIP 33 NORTH, RANGE 1 EAST



GUN CLUB ROAD CENTERLINE ALIGNMENT TABLE

ANGLE POINT	PL STATION	NORTHING	EASTING	DISTANCE FROM	BEARING	ROADS	TANGENT	LENGTH	DELTA
AP1	60+00.00	44884.8002	110871.4202	272.0011	S 89° 07' 37.72"				
PC1	62+72.38	44882.8944	110867.2419						
PT1	64+40.29	44882.7128	110864.2303				220.0076	441.1088	67° 12' 42"
PT2	67+13.25	44882.7102	110863.2397						
PC2	69+44.17	44884.8484	110869.2427	264.1123	N 87° 49' 07.8"				
PT3	61+42.27	44882.8488	110871.4207						
PT4	62+51.03	44882.8408	110869.2411						
AP2	62+00.00	44880.1418	110869.2414	88.0001	S 87° 37' 07.8"				

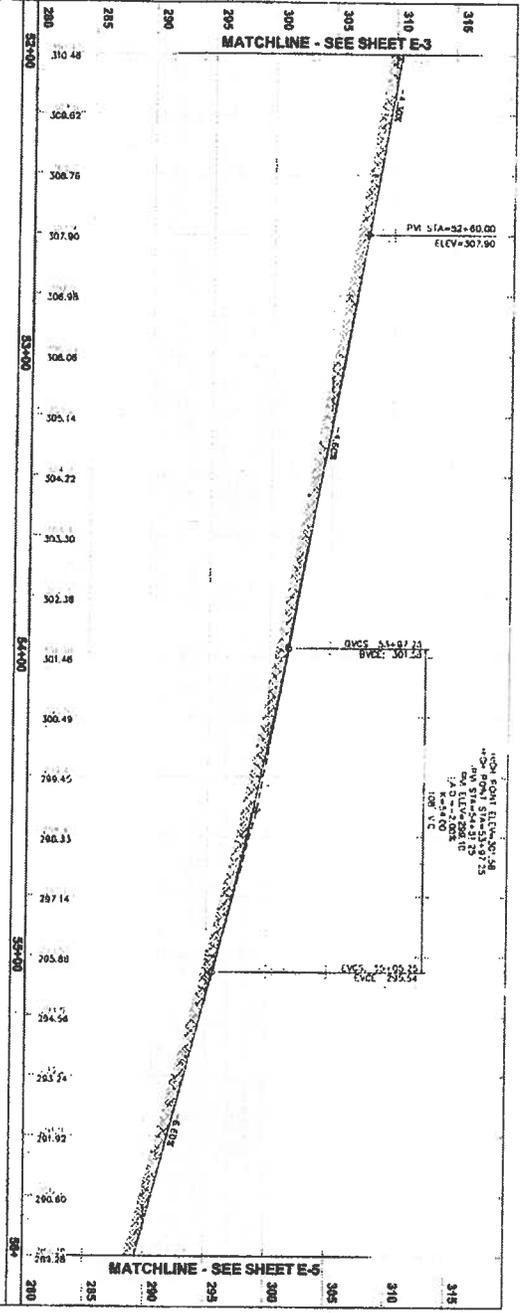
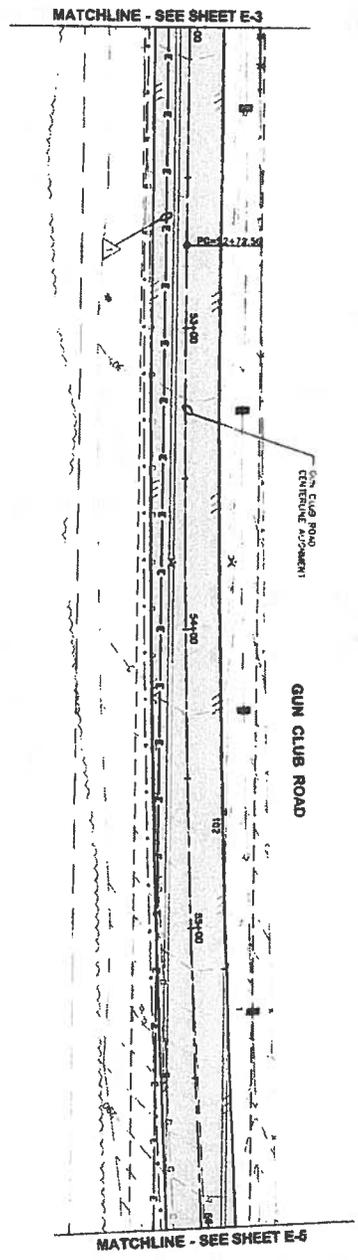


- △ JOINT UTILITY TRENCH AND ELECTRICAL NOTES:**
1. JOINT UTILITY TRENCH, CONTRACTOR SHALL FURNISH ALL MATERIALS AND LABOR FOR THE TRENCH, INCLUDING SHIELDING, TRENCHING, AND CONDUIT. CONTRACTOR SHALL FURNISH ALL MATERIALS AND LABOR FOR THE TRENCH, INCLUDING SHIELDING, TRENCHING, AND CONDUIT. CONTRACTOR SHALL FURNISH ALL MATERIALS AND LABOR FOR THE TRENCH, INCLUDING SHIELDING, TRENCHING, AND CONDUIT.
 2. CONTRACTOR SHALL FURNISH AND INSTALL ALL JOINT UTILITY TRENCH AND ELECTRICAL MATERIALS AND LABOR FOR THE TRENCH, INCLUDING SHIELDING, TRENCHING, AND CONDUIT. CONTRACTOR SHALL FURNISH ALL MATERIALS AND LABOR FOR THE TRENCH, INCLUDING SHIELDING, TRENCHING, AND CONDUIT.
 3. CONTRACTOR SHALL VERIFY SIZE AND LOCATION OF JOINT UTILITY TRENCH AND ELECTRICAL MATERIALS AND LABOR FOR THE TRENCH, INCLUDING SHIELDING, TRENCHING, AND CONDUIT. CONTRACTOR SHALL FURNISH ALL MATERIALS AND LABOR FOR THE TRENCH, INCLUDING SHIELDING, TRENCHING, AND CONDUIT.



<p>CITY OF OAK HARBOR ISLAND COUNTY WASHINGTON</p> <p>GUN CLUB ROAD WATER MAINS</p> <p>JOINT UTILITY TRENCH PLAN ROADWAY PLAN AND PROFILE</p>			<p>SIGNATURE COPY ON FILE</p>	<p>DATE: NOV. 2010</p> <p>SCALE: AS NOTED</p> <p>DRAWN: E.W.</p> <p>CHECKED: A.J.M.</p> <p>APPROVED: S.L.C.</p>	<p>Gray & Osborne, Inc. CONSULTING ENGINEERS 701 OCEAN AVENUE NORTH SUITE 200 SEATTLE, WASHINGTON 98109 • (206) 764-0880</p>
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SECTION 27, TOWNSHIP 33 NORTH, RANGE 1 EAST



100' POINT ELEV=307.90
 40' POINT STA=52+60.00
 40' ELEV=307.90
 I.A.D.=2.00%
 100' V.C.

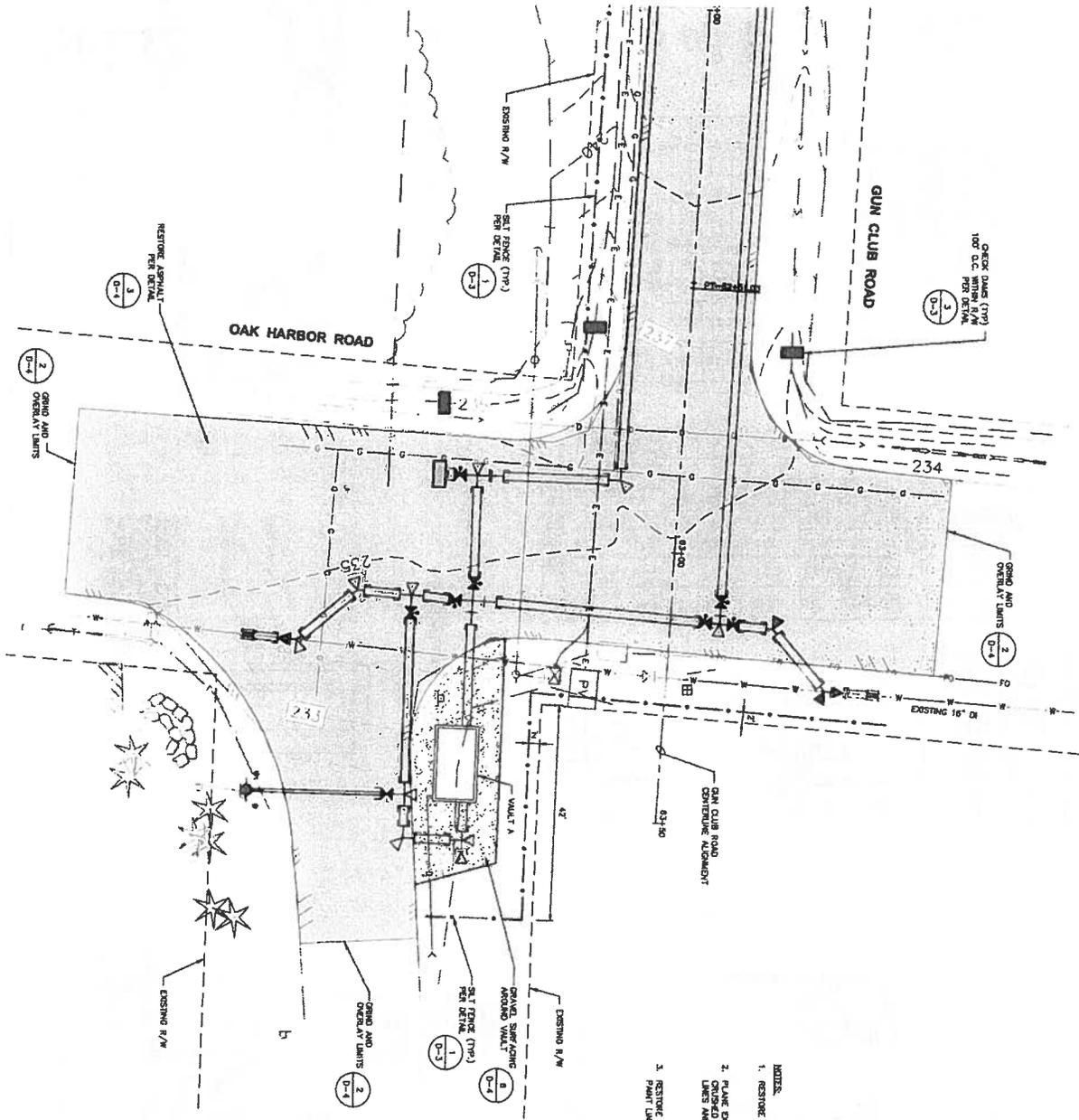


- JOINT UTILITY TRENCH AND ELECTRICAL NOTES:**
1. JOINT UTILITY TRENCH. CONTRACTOR SHALL GRENCH AND/OR INSTALL CONDUIT, SERVICE, SIGNAL, PIPING, TUBES, AND CONDUIT TRENCH MATERIALS TO BE INSTALLED BY PER. CONTRACTOR SHALL CORROBORATE ALL WORK WITH PER.
 2. HANDING, TRENCH DEPTH, AND ALL OTHER DETAILS AND SPECIFICATIONS.
 3. CONTRACTOR SHALL VERIFY SIZE AND LOCATION OF CONDUIT. ALL NEW 3/4" PER.

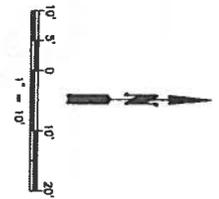


SHEET: E-4 OF: 26 JOB NO.: 09425 DWS, ELEC. ROAD	CITY OF OAK HARBOR ISLAND COUNTY WASHINGTON GUN CLUB ROAD WATER MAINS JOINT UTILITY TRENCH PLAN ROADWAY PLAN AND PROFILE		SIGNATURE COPY ON FILE	DATE: NOV. 2010 SCALE: AS NOTED DRAWN: B.W. CHECKED: A.J.M. APPROVED: S.J.C.	 CONSULTING ENGINEERS 101 CENTER AVENUE NORTH SUITE 200 SEATTLE, WASHINGTON 98109 - (206) 344-0880
	No. REVISION DATE APPRO				

SECTION 27, TOWNSHIP 33 NORTH, RANGE 1 EAST

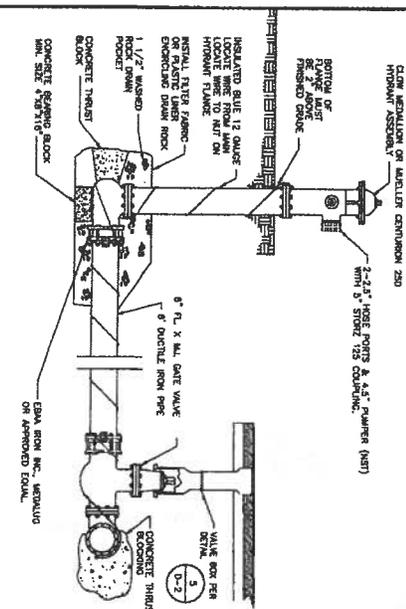


- NOTES:**
- RESTORE ALL UNIMPROVED DISTURBED AREAS WITH HATCHES PER DETAIL.
 - PLACE EXISTING SIGNATURE PLACEMENT ON GUN CLUB ROAD. VERIFY WITH 2" CHECKED SURFACING AND 2" HALL. PAVEMENT SHALL NOT BE PLACED UNTIL WATER LINES AND UTILITIES HAVE BEEN INSTALLED. SEE DETAILS.
 - RESTORE PAINT LINES ON GUN CLUB ROAD AND OAK HARBOR ROAD. INSTALL PAINT LINES TO MATCH EXISTING.

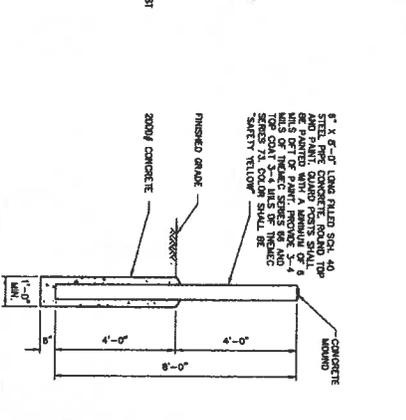


8" = 1' (VERTICAL)
 2" = 1' (HORIZONTAL)
 1" = 1' (SCALE)
 IF NOT SHOWN OTHERWISE

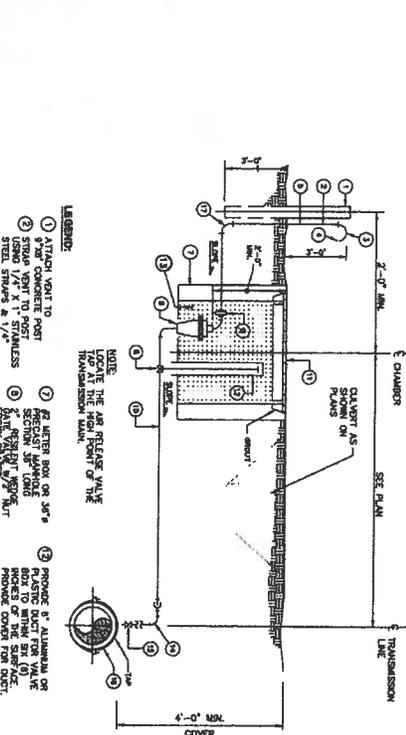
<p>CITY OF OAK HARBOR ISLAND COUNTY WASHINGTON</p> <p>GUN CLUB ROAD WATER MAINS</p> <p>RESTORATION AND EROSION CONTROL PLANS</p>		<p>SIGNATURE COPY ON FILE</p>	<p>DATE: NOV. 2010</p> <p>SCALE: AS NOTED</p> <p>DRAWN: P.G.M.</p> <p>CHECKED: A.J.M.</p> <p>APPROVED: S.A.C.</p>	<p>Gray & Osborne, Inc. CONSULTING ENGINEERS 701 WESTER AVENUE NORTH SUITE 200 SEATTLE, WASHINGTON 98109 - (206) 284-0800</p>
<p>SHEET: REA-4</p> <p>OF: 26</p> <p>JOB NO.: 09-020</p> <p>DATE: RESTORATION & E.C.</p>				



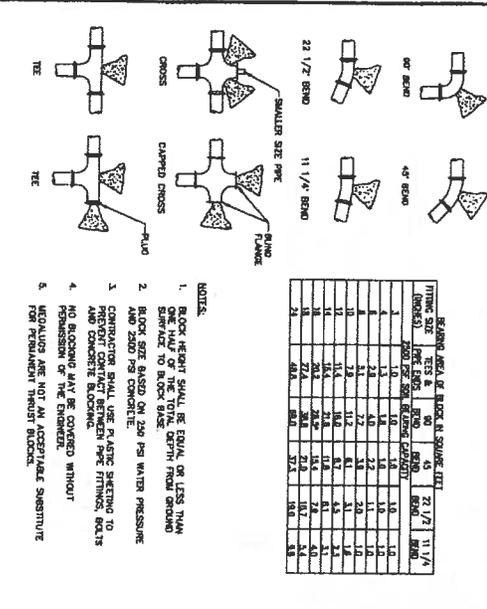
FIRE HYDRANT ASSEMBLY
NOT TO SCALE



BOLLARD DETAIL
NOT TO SCALE



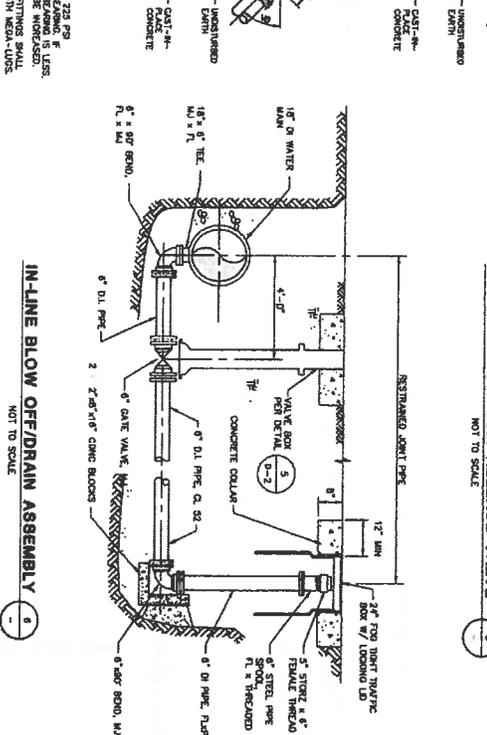
IN-LINE BLOW OFF/DRAIN ASSEMBLY
NOT TO SCALE



THRUST BLOCK DETAIL
NOT TO SCALE

PIPE DIA.	MIN. CONC. THICKNESS	MIN. CONC. WIDTH	MIN. CONC. HEIGHT	MIN. CONC. AREA	MIN. CONC. VOLUME
4"	4"	12"	12"	150 sq. ft.	1.5 cu. yd.
6"	6"	18"	18"	324 sq. ft.	3.24 cu. yd.
8"	8"	24"	24"	576 sq. ft.	5.76 cu. yd.
10"	10"	30"	30"	900 sq. ft.	9.00 cu. yd.
12"	12"	36"	36"	1296 sq. ft.	12.96 cu. yd.
14"	14"	42"	42"	1764 sq. ft.	17.64 cu. yd.
16"	16"	48"	48"	2304 sq. ft.	23.04 cu. yd.
18"	18"	54"	54"	2916 sq. ft.	29.16 cu. yd.
20"	20"	60"	60"	3600 sq. ft.	36.00 cu. yd.
22"	22"	66"	66"	4356 sq. ft.	43.56 cu. yd.
24"	24"	72"	72"	5184 sq. ft.	51.84 cu. yd.
26"	26"	78"	78"	6084 sq. ft.	60.84 cu. yd.
28"	28"	84"	84"	7056 sq. ft.	70.56 cu. yd.
30"	30"	90"	90"	8100 sq. ft.	81.00 cu. yd.

VERTICAL ANCHOR BLOCK
NOT TO SCALE



2\"/>NOT TO SCALE

DATE: NOV. 2010
SCALE: AS NOTED
DRAWN: P.G.M.
CHECKED: A.J.M.
APPROVED: S.A.C.

Gray & Osborne, Inc.
CONSULTING ENGINEERS
701 CENTER AVENUE, NORTH SUITE 200
SEATTLE, WASHINGTON 98108 • (206) 284-0880

CITY OF OAK HARBOR
ISLAND COUNTY WASHINGTON
GUN CLUB ROAD WATER MAINS
CONSTRUCTION DETAILS

SHEET: D-1
OF: 26
JOB NO.: 08425
DATE: 11/10/10

Signature Copy on File

REVISION: _____ DATE: _____ APPD: _____

T.E.S.C. NOTES

GENERAL NOTES FOR UNBUILT DAMBANK SLAB.

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE CITY OF OAK HARBOR AND STATE (OSBO) STANDARD SPECIFICATIONS, CURRENT EDITION.
2. IT SHALL BE THE OBLIGATION AND RESPONSIBILITY OF THE CONTRACTOR TO MAINTAIN THE CONSTRUCTION SITE AT ALL TIMES TO PROTECT THE ADJACENT AREAS AND TO PROTECT THE NATURAL FEATURES OR LANDSCAPE FROM DAMAGE.
3. THE TEMPORARY EROSION/SEDIMENTATION CONTROL FACILITIES SHALL BE MAINTAINED AND OPERATED THROUGHOUT THE CONSTRUCTION AND SHALL BE REMOVED AND RESTORED TO ORIGINAL CONDITION AND STABILIZED SOIL WITHIN 30 DAYS OF FINAL SITE COMPLETION.
4. ALL PERSONS ENGAGED IN CONSTRUCTION ACTIVITIES SHALL PROTECT THE EXISTING EROSION AND SEDIMENTATION CONTROL FACILITIES FROM DAMAGE AND SHALL MAINTAIN THE FACILITIES AT ALL TIMES TO PROTECT THE ADJACENT AREAS AND TO PROTECT THE NATURAL FEATURES OR LANDSCAPE FROM DAMAGE.
5. NON COMPLIANCE WITH THE EROSION CONTROL REQUIREMENTS, WATER POLLUTION AND WATER QUALITY REQUIREMENTS FROM THE SITE.
6. EROSION CONTROL FACILITIES SHALL BE MAINTAINED AND OPERATED THROUGHOUT THE CONSTRUCTION AND SHALL BE REMOVED AND RESTORED TO ORIGINAL CONDITION AND STABILIZED SOIL WITHIN 30 DAYS OF FINAL SITE COMPLETION.
7. ALL STREETS SHALL BE KEPT CLEAR OF DIRT AND OTHER DEBRIS AND SHALL BE REPAIRED TO ORIGINAL CONDITION IMMEDIATELY UPON COMPLETION OF THE WORK.
8. STOCKPILES ARE TO BE LOCATED IN SAFE AREAS AND ADEQUATELY PROTECTED WITHIN 24 HOURS OF REMOVAL TO PREVENT SOIL LOSS.
9. STORM SEWER INLETS RECEIVING STORM WATER RUNOFF DURING THE CONSTRUCTION PERIOD SHALL BE PROTECTED WITHIN 24 HOURS OF REMOVAL TO PREVENT SOIL LOSS.
10. FROM MAY 1 TO SEPTEMBER 30, NO SOIL SHALL REMAIN EXPOSED FOR PERIODS OF MORE THAN 14 DAYS. EXPOSED SOIL SHALL BE COVERED BY MULCH, SOIL PROTECTANT OR OTHER MEASURES TO PREVENT SOIL LOSS.
11. WATER RETENTION FOR THE REMOVAL OF TOPSOIL AND EROSION CONTROL SHALL BE PROVIDED FOR SURFACE WATER FROM THE SITE AND FOR DRAINAGE TO THE SURFACE WATER SYSTEM WHERE APPROPRIATE. MULCH SHALL BE APPLIED TO ALL EXPOSED SOIL TO PREVENT SOIL LOSS.
12. CONSTRUCTION IS RESPONSIBLE FOR PREVENTING SURFACE WATER FROM RUNNING INTO EXISTING AND/OR PLANNED SURFACE WATER FROM THE CONSTRUCTION AND WORK AREA AS NOTED.
13. FILTER FABRIC FENCE AND ALL OTHER TIE MEASURES SHALL BE MAINTAINED AND OPERATED THROUGHOUT THE CONSTRUCTION AND SHALL BE REMOVED AND RESTORED TO ORIGINAL CONDITION IMMEDIATELY UPON COMPLETION OF THE WORK.
14. SEEDING OPERATIONS SHALL BE COMPLETED WITHIN 30 DAYS OF COMPLETION OF THE CONSTRUCTION AND SHALL BE MAINTAINED AND OPERATED THROUGHOUT THE CONSTRUCTION AND SHALL BE REMOVED AND RESTORED TO ORIGINAL CONDITION IMMEDIATELY UPON COMPLETION OF THE WORK.
15. SEEDING OPERATIONS SHALL BE COMPLETED WITHIN 30 DAYS OF COMPLETION OF THE CONSTRUCTION AND SHALL BE MAINTAINED AND OPERATED THROUGHOUT THE CONSTRUCTION AND SHALL BE REMOVED AND RESTORED TO ORIGINAL CONDITION IMMEDIATELY UPON COMPLETION OF THE WORK.
16. CONSTRUCTION ACCEPTANCE WILL BE SUBJECT TO A WELL ESTABLISHED CONSTRUCTION PLANS AND ISLAND COUNTY DAMAGE STANDARDS.
17. UNDESIRABLE PLANTING SHALL BE REMOVED FROM THE CONSTRUCTION SITE AND REPLACED WITH DESIRED PLANTING.
18. ALL AREAS TO BE SEEDING SHALL BE CULTIVATED TO THE SATISFACTION OF THE INSPECTOR. THIS MAY BE ACCOMPLISHED BY DEEP DISK CULTIVATION, DISK CULTIVATION, OR OTHER MEASURES AS APPROVED BY THE INSPECTOR.
19. ADDITIONAL REQUIREMENTS FOR UTILITIES, THE INSTALLATION OF UNDERGROUND UTILITIES SHALL BE SUBJECT TO THE FOLLOWING:
 - a) NO MORE THAN THE NUMBER (200) FEET OF TRENCH MAY REMAIN OPEN AT ONE TIME.
 - b) TRENCHES SHALL BE COVERED WITHIN 24 HOURS OF COMPLETION UNLESS OTHERWISE NOTED BY THE INSPECTOR.

CONSTRUCTION REQUIREMENTS

1. ATTEND TO THE CONSTRUCTION METHOD.
2. PLACE OF THE CLEARANCE WORK.
3. INSTALL PERIMETER PROTECTION (SILT FENCE, BRUSH BARRIER, ETC.).
4. CONSTRUCT SURFACE WATER CONTROL FACILITIES (INTERCEPTOR DRES, STRAW BALE BARRIERS, ETC.) SIMULTANEOUSLY WITH CLEARING AND GRADING FOR EACH MAJOR CONSTRUCTION.
5. MAINTAIN EROSION CONTROL MEASURES IN ACCORDANCE WITH CITY AND COUNTY REQUIREMENTS.
6. REMOVE SURFACE WATER CONTROLS ON EROSION CONTROL MEASURES OR WHEN CONSTRUCTION IS ALWAYS IN ACCORDANCE WITH CITY AND COUNTY REQUIREMENTS.
7. COVER ALL AREAS THAT WILL BE EXPOSED FOR MORE THAN TWO DAYS AND COVERED WITHIN 24 HOURS OF EXPOSURE. MULCH, SOIL PROTECTANT OR OTHER MEASURES SHALL BE APPLIED TO ALL EXPOSED SOIL TO PREVENT SOIL LOSS.
8. STABILIZE ALL AREAS WITHIN SEVEN DAYS OF REACHING FINAL GRADE.
9. SEED OR SOIL ANY AREAS TO REMAIN UNBROKEN FOR MORE THAN 30 DAYS UPON COMPLETION OF THE PROJECT. STABILIZE ALL DISTURBED AREAS AND REMOVE BIRDS WHEN APPROPRIATE.

RE-SEEDING/RE-ESTABLISHING/REPAIRING (OCTOBER 1 THROUGH APRIL 30)

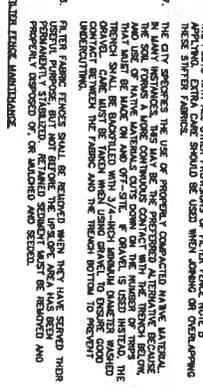
1. CONSTRUCTION SHALL BE MOVED TO MAINTAIN THE AREA OF THE EXISTING EROSION CONTROL FACILITIES.
2. EXPOSED AREAS WITH THE POTENTIAL TO CONTAMINATE SEWERS DURING CONSTRUCTION SHALL BE STABILIZED USING ONE OF THE FOLLOWING BIRDS: MULCH, STRAW BALE, 4" THICKNESS PLASTER, SOIL PROTECTANT, SOIL EROSION CONTROL BARRIERS.
3. WET WEATHER TEST PLACES SHALL BE EXPANDED TO INCLUDE:
 - a) UNDESIRABLE PLANT TO BE REMOVED WATER TO THE SURFACE WATER SYSTEM.
 - b) EXPOSED SOIL TO BE COVERED WITH MULCH, SOIL PROTECTANT OR OTHER MEASURES TO PREVENT SOIL LOSS.
 - c) EXPOSED SOIL TO BE COVERED WITH MULCH, SOIL PROTECTANT OR OTHER MEASURES TO PREVENT SOIL LOSS.
4. WHEN MULCH IS HEAVY (LAYERED AS NECESSARY TO PRODUCE SEEDMENT NUMBER FROM EXPOSED SOIL) ALL EXPOSED SOIL SHALL BE COVERED WITH MULCH, SOIL PROTECTANT OR OTHER MEASURES TO PREVENT SOIL LOSS.
5. SOIL SHALL NOT BE DISTURBED EXCEPT FOR CONSTRUCTION ACTIVITIES.
6. ALL EXPOSED SOIL SHALL BE COVERED WITH MULCH, SOIL PROTECTANT OR OTHER MEASURES TO PREVENT SOIL LOSS.
7. ALL EXPOSED SOIL SHALL BE COVERED WITH MULCH, SOIL PROTECTANT OR OTHER MEASURES TO PREVENT SOIL LOSS.
8. ALL EXPOSED SOIL SHALL BE COVERED WITH MULCH, SOIL PROTECTANT OR OTHER MEASURES TO PREVENT SOIL LOSS.

CLEAR PLASTIC COVERINGS

1. CLEAR PLASTIC COVERINGS SHALL HAVE A MINIMUM THICKNESS OF 6 MILS AND MEET THE REQUIREMENTS OF PROPO/PLASTIC SECTION 9-1.4.5.
2. COVERINGS SHALL BE INSTALLED AND MAINTAINED CONTINUOUSLY IN PLACE BY SPACING COVERINGS ON TRENCHES AND MAINTAINING TRENCHES TO ROOT BARS AND COVERINGS ON TRENCHES AND MAINTAINING TRENCHES TO ROOT BARS.
3. COVERINGS SHALL BE REMOVED AS SOON AS IT IS POSSIBLE TO PREVENT DAMAGE TO THE UNDERLYING SOIL.
4. WHEN THE COVERING IS USED ON UNBROKEN SOILS, IT SHALL BE LEFT IN PLACE UNTIL THE NEXT SEEDING PERIOD.
5. SEEDING SHALL BE DONE IN THE TOP OF THE SLOPE TO PREVENT EROSION.
6. SEEDING SHALL BE DONE IN THE TOP OF THE SLOPE TO PREVENT EROSION.
7. COVERINGS SHALL BE REMOVED AS SOON AS IT IS POSSIBLE TO PREVENT DAMAGE TO THE UNDERLYING SOIL.
8. COVERINGS SHALL BE REMOVED AS SOON AS IT IS POSSIBLE TO PREVENT DAMAGE TO THE UNDERLYING SOIL.

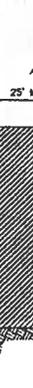
EXTERIOR FENCE

1. THE EXTERIOR FENCE SHALL BE CONSTRUCTED IN A CONTINUOUS ROW, NOT TO BE BROKEN BY GATES OR OTHER OPENINGS.
2. THE EXTERIOR FENCE SHALL BE CONSTRUCTED WITHIN 24 HOURS OF THE START OF CONSTRUCTION.
3. POSTS SHALL BE SPACED A MINIMUM OF 8 FEET APART AND GROUND SECONDARY TO THE GROUND A MINIMUM OF 30 INCHES (WHERE PHYSICALLY POSSIBLE).
4. A TRENCH SHALL BE EXCAVATED APPROXIMATELY 6 INCHES WIDE AND 8 INCHES DEEP AT THE BASE OF EACH POST AND UNDERLAP FROM THE BARRIERS.
5. THE EXTERIOR FENCE SHALL BE CONSTRUCTED WITHIN 24 HOURS OF THE START OF CONSTRUCTION.
6. THE EXTERIOR FENCE SHALL BE CONSTRUCTED WITHIN 24 HOURS OF THE START OF CONSTRUCTION.
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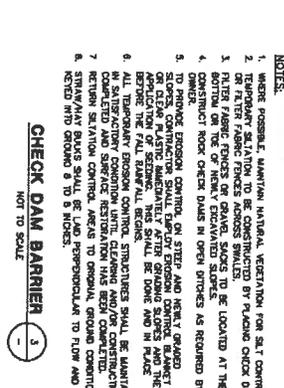
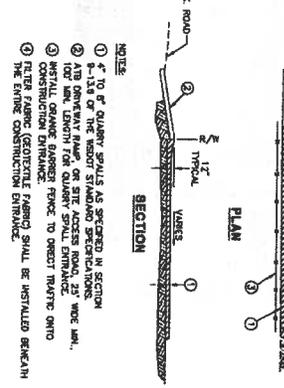
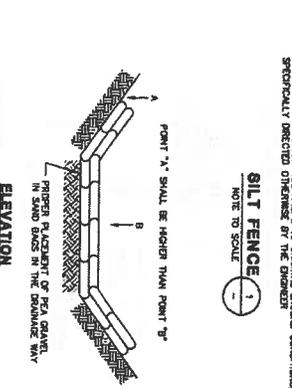
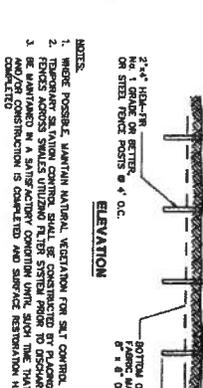
SILT FENCE

1. THE SILT FENCE SHALL BE CONSTRUCTED WITHIN 24 HOURS OF THE START OF CONSTRUCTION.
2. THE SILT FENCE SHALL BE CONSTRUCTED WITHIN 24 HOURS OF THE START OF CONSTRUCTION.
3. THE SILT FENCE SHALL BE CONSTRUCTED WITHIN 24 HOURS OF THE START OF CONSTRUCTION.
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9. THE SILT FENCE SHALL BE CONSTRUCTED WITHIN 24 HOURS OF THE START OF CONSTRUCTION.
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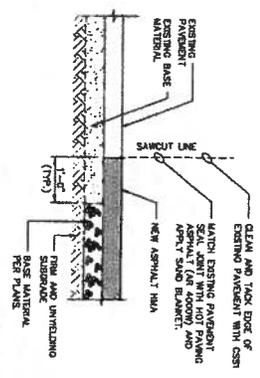
CHECK DAM BARRIER

1. WHERE POSSIBLE, MAINTAIN NATURAL VEGETATION FOR SILT CONTROL.
2. TEMPORARY SLANTON CONTROL SHALL BE CONSTRUCTED BY PLACING FILTER FABRIC OVER THE EXISTING EROSION CONTROL FACILITIES.
3. BE MAINTAINED IN A SATISFACTORY CONDITION UNTIL SUCH TIME THAT CLEARING AND GRADING OPERATIONS IS COMPLETED AND SURFACE RESTORATION HAS BEEN COMPLETED.
4. RETURN SLANTON CONTROL AREAS TO ORIGINAL GROUND CONDITIONS, UNLESS OTHERWISE NOTED BY THE ENGINEER.

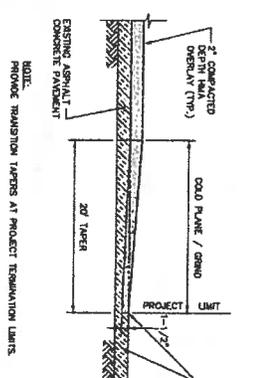


NOT TO SCALE

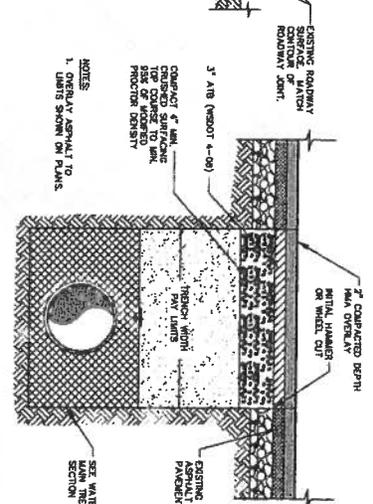
<p>CITY OF OAK HARBOR ISLAND COUNTY</p> <p>GUN CLUB ROAD WATER MAINS</p> <p>T.E.S.C. NOTES AND EROSION CONTROL DETAILS</p>		DATE: NOV. 2010	SCALE: AS NOTED	DRAWN: P.G.M.	CHECKED: A.J.M.	APPROVED: S.L.C.
		<p>SIGNATURE COPY ON FILE</p>				
<p>SHEET: D-3</p> <p>OF: 26</p> <p>DATE: NOV. 2010</p> <p>DATE: NOV. 2010</p>	<p>Gray & Osborne, Inc. CONSULTING ENGINEERS 701 DECEA AVENUE NORTH SUITE 200 SEATTLE, WASHINGTON 98109 • (206) 258-2860</p>					



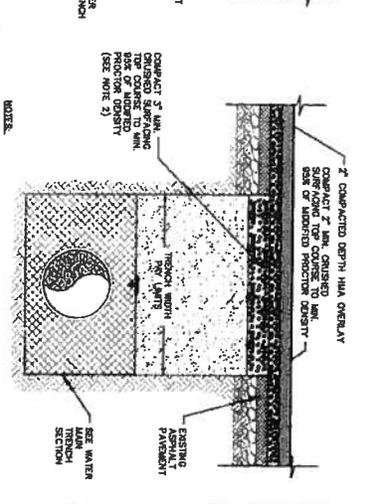
BUTT JOINT DETAIL
NOT TO SCALE



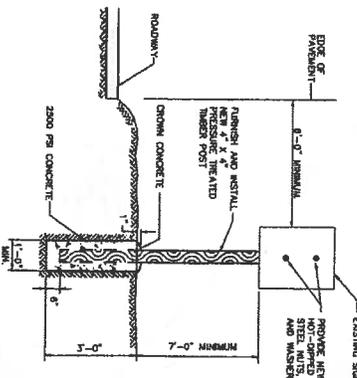
OVERLAY TRANSITION TAPER DETAIL
NOT TO SCALE



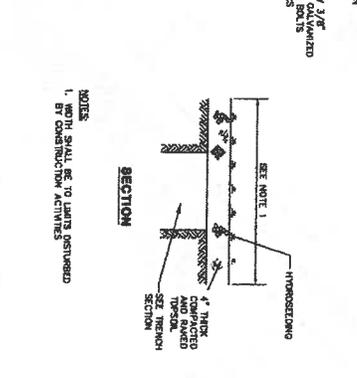
**ASPHALT OVERLAY
OAK HARBOR ROAD**
NOT TO SCALE



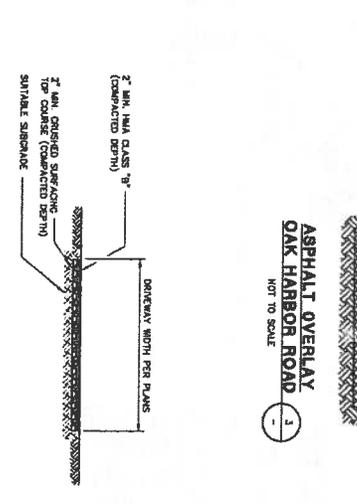
**ASPHALT OVERLAY
GUN CLUB ROAD**
NOT TO SCALE



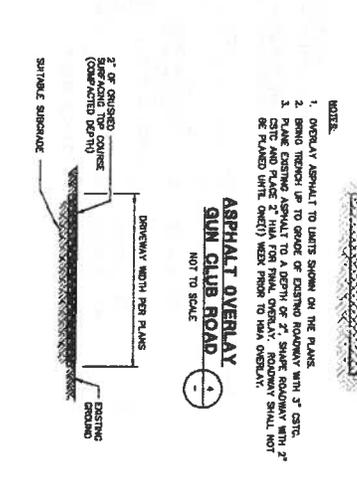
SIGN RELOCATION DETAIL
NOT TO SCALE



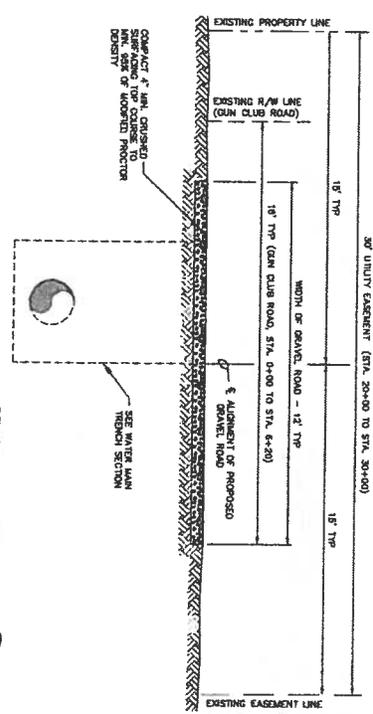
HYDROSEEDING
NOT TO SCALE



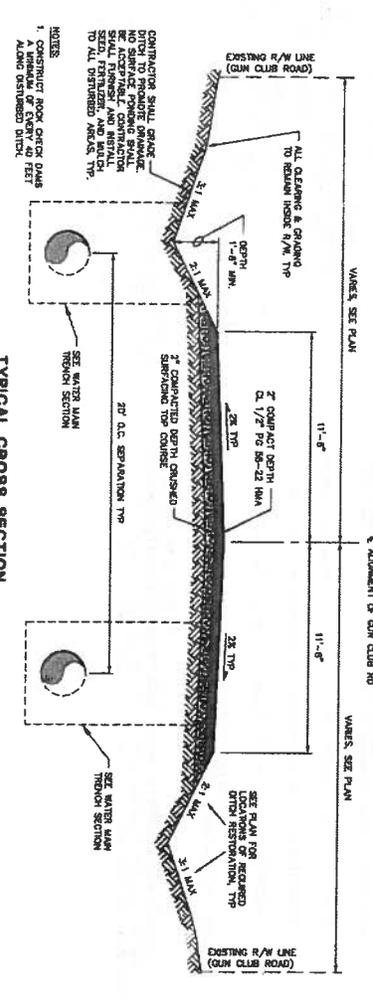
ASPHALT DRIVEWAY REPAIR
NOT TO SCALE



CRUSHED ROCK DRIVEWAY REPAIR
NOT TO SCALE

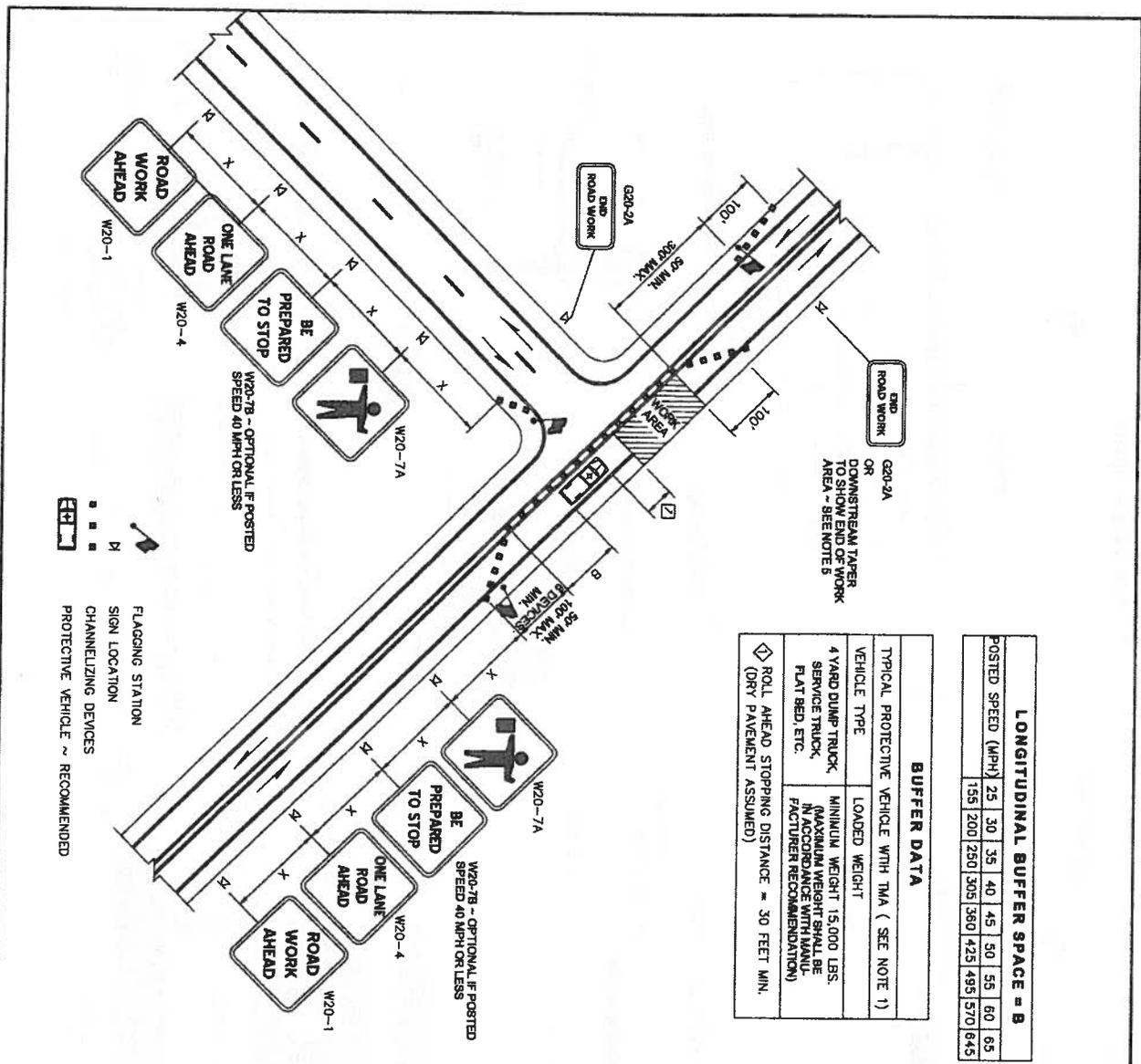


GRAVEL ACCESS ROAD
NOT TO SCALE



**TYPICAL CROSS SECTION
GUN CLUB ROAD (BTA, 50-48 TO STA. 62+81)**
NOT TO SCALE

<p>CITY OF OAK HARBOR ISLAND COUNTY WASHINGTON</p> <p>GUN CLUB ROAD WATER MAINS</p> <p>TYPICAL CROSS SECTIONS AND ROADWAY AND RESTORATION DETAILS</p>	<p>DAVID L. MILLER REGISTERED PROFESSIONAL ENGINEER</p>	<p>SIGNATURE COPY ON FILE</p>	DATE: NOV. 2010	<p>Gray & Osborne, Inc. CONSULTING ENGINEERS 701 101 SEATTLE, WASHINGTON 98109 • (206) 284-8880</p>
			<p>NO. _____</p> <p>REVISION _____</p> <p>DATE _____</p> <p>APPD _____</p>	



LONGITUDINAL BUFFER SPACE = B

POSTED SPEED (MPH)	25	30	35	40	45	50	55	60	65
	155	200	250	305	360	425	495	570	645

BUFFER DATA

TYPICAL PROTECTIVE VEHICLE WITH TMA (SEE NOTE 1)	LOADED WEIGHT
VEHICLE TYPE	MINIMUM WEIGHT 15,000 LBS. (MAXIMUM WEIGHT SHALL BE IN ACCORDANCE WITH MANUFACTURER RECOMMENDATION)
4 YARD DUMP TRUCK SERVICE TRUCK, FLAT BED, ETC.	

◇ ROLL AHEAD STOPPING DISTANCE = 30 FEET MIN. (DRY PAVEMENT ASSUMED)

1. A Protective Vehicle is recommended regardless if a Truck Mounted Attenuator (TMA) is available; a work vehicle may be used. Within no TMA is used, the Protective Vehicle shall be strategically located to shield workers, with no specific Roll-Ahead distance.
2. Night work requires additional roadway lighting at flagging stations. See WSDOT Standard Specifications for additional details.
3. Extend Channelizing Device taper across shoulder - recommended.
4. Sign sequence is the same for both directions of travel on the roadway.
5. Channelizing Device spacing for the downstream taper option shall be 20' O.C.
6. For signs size refer to Manual on Uniform Traffic Control Devices (MUTCD) and WSDOT Sign Fabrication Manual M55-05.
7. Contractor shall install signs notifying public of Work dates and lane closure at least one week prior to any lane closure.

SIGN SPACING = X (1)

RURAL HIGHWAYS	60 / 65 MPH	800' ±
RURAL ROADS	45 / 55 MPH	500' ±
RURAL ROADS & URBAN ARTERIALS	35 / 40 MPH	350' ±
RURAL ROADS, URBAN ARTERIALS, RESIDENTIAL & BUSINESS DISTRICTS	25 / 30 MPH	200' ± (2)
URBAN STREETS	25 MPH OR LESS	100' ± (2)

(1) ALL SIGN SPACING MAY BE ADJUSTED TO ACCOMMODATE INTERCHANGE RAMP, AT-GRADE INTERSECTIONS, AND DRIVEWAYS.
 (2) THIS SIGN SPACING MAY BE REDUCED IN URBAN AREAS TO FIT ROADWAY CONDITIONS.

- FLAGGING STATION
- SIGN LOCATION
- CHANNELIZING DEVICES
- PROTECTIVE VEHICLE ~ RECOMMENDED



<p>CITY OF OAK HARBOR ISLAND COUNTY WASHINGTON</p> <p>GUN CLUB ROAD WATER MAINS</p> <p>TRAFFIC CONTROL PLAN LANE CLOSURE WITH FLAGGER CONTROL</p>			<p>SIGNATURE COPY ON FILE</p>	<p>DATE: NOV. 2010</p> <p>SCALE: AS NOTED</p> <p>DRAWN: P.J.M.</p> <p>CHECKED: A.J.M.</p> <p>APPROVED: S.I.C.</p>	<p>240 OCEAN AVENUE NORTH SUITE 200 SEATTLE, WASHINGTON 98108 • (206) 261-6880</p>
<p>SHEET: TC-1</p> <p>OF: 26</p> <p>DES. NO.: 08195</p> <p>DATE: 10-1</p>					

LONGITUDINAL BUFFER SPACE = B

POSTED SPEED (MPH)	25	30	35	40	45	50	55	60	65	70	
	155	200	250	305	SEE STD. PLAN K-4Q20						

BUFFER DATA

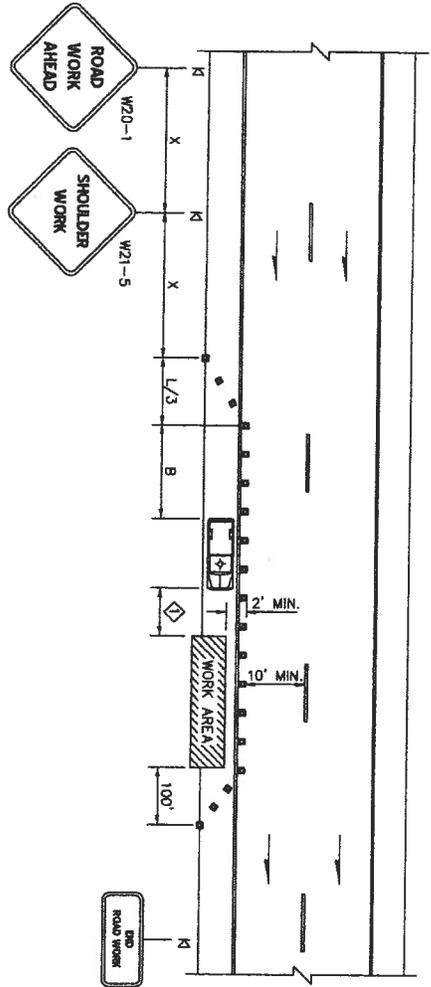
VEHICLE TYPE	LOADED WEIGHT
4 YARD DUMP TRUCK, SERVICE TRUCK, FLAT BED, ETC.	MINIMUM WEIGHT 15,000 LBS. MAXIMUM WEIGHT SHALL BE FACTURER RECOMMENDATION
◇ ROLL AHEAD STOPPING DISTANCE = 30 FEET MIN. (DRY PAVEMENT ASSUMED)	

MINIMUM TAPER LENGTH = L (FEET)

SHOULDER WIDTH (FEET)	25	30	35	40	45	50	55	60	65	70
6	63	90	123	160						
8	84	120	164	214	SEE STD. PLAN K-4Q20					
10	105	150	204	267						
LESS THAN 6 3 DEVICES MINIMUM, SPACED 10' O.C.										

CHANNELIZING DEVICE SPACING

POSTED SPEED (MPH)	IN TAPER (FEET)	IN TANGENT (FEET)
35 / 40	30	60
25 / 30	20	40



□ SIGN LOCATION
 ■ CHANNELIZING DEVICES
 ◊ PROTECTIVE VEHICLE ~ RECOMMENDED

1. A Protective Vehicle is recommended regardless if a Truck Mounted Attenuator (TMA) is available; a work vehicle may be used. When no TMA is used, the Protective Vehicle shall be strategically located to shield workers, with no specific Roll-Ahead distance.
2. Channelizing Device spacing for the downstream taper option shall be 20' O.C.
3. For signs size refer to Manual on Uniform Traffic Control Devices (MUTCD) and WSDOT Sign Fabrication Manual M65-05.

SIGN SPACING = X (1)

RURAL ROADS & URBAN ARTERIALS	35 / 40 MPH	350' ±
RURAL ROADS URBAN ARTERIALS	25 / 30 MPH	200' ± (2)
RESIDENTIAL & BUSINESS DISTRICTS	25 MPH OR LESS/100'	(2)
URBAN STREETS		
ALL SIGNS ARE BLACK ON ORANGE UNLESS DESIGNATED OTHERWISE		

(1) ALL SIGN SPACING MAY BE ADJUSTED TO ACCOMMODATE INTERCHANGE RAMP, AT-GRADE INTERSECTIONS, AND DRIVEWAYS.
 (2) THIS SIGN SPACING MAY BE REDUCED IN URBAN AREAS TO FIT ROADWAY CONDITIONS.

G20-2A
 OR
 DOWNSTREAM TAPER TO
 SHOW END OF WORK AREA
 - SEE NOTE 2



<p>CITY OF OAK HARBOR ISLAND COUNTY WASHINGTON</p> <p>GUN CLUB ROAD WATER MAINS</p> <p>TRAFFIC CONTROL PLAN SHOULDER CLOSURE</p>		<p>SIGNATURE COPY ON FILE</p>	DATE: NOV. 2010	<p>Gray & Osborne, Inc. CONSULTING ENGINEERS 701 OXLEY AVENUE NORTH SUITE 200 SEATTLE, WASHINGTON 98108 • (206) 284-0550</p>
			SCALE: AS NOTED	
<p>SHEET: TC-2</p> <p>OF: 28</p> <p>DESIGN: J.M. BOYD</p> <p>DRAWN: J.C.-1</p>	<p>NO. _____</p> <p>REVISION _____</p> <p>DATE _____</p> <p>APPD _____</p>	<p>DATE: NOV. 2010</p> <p>SCALE: AS NOTED</p> <p>DRAWN: P.C.M.</p> <p>CHECKED: A.J.M.</p> <p>APPROVED: S.J.C.</p>		

AGREEMENT

THIS AGREEMENT is entered into by and between the CITY OF OAK HARBOR (hereinafter called the Owner) and _____ hereinafter called the Contractor).

The Owner and the Contractor agree as follows:

ARTICLE 1. WORK.

This Contract provides for the installation of approximately 6,000 linear feet of 24-inch, 18-inch, 16-inch, and 12-inch ductile iron water mains in and along Gun Club Road, in the extension of Gun Club Road to the west, and north in an existing easement, including fire hydrant assemblies, valves, connections to existing water lines, a pressure reducing valve station and associated appurtenances. The work also includes erosion/sediment control, traffic control, pipeline testing, restoration, and other work all in accordance with the attached Contract Plans, these Special Provisions and the Standard Specifications.

ARTICLE 2. CONTRACT TIME.

The Contractor shall be substantially complete with the Work within ninety (90) working days (the Substantial Completion Date) of a date specified in the Notice to Proceed.

ARTICLE 3. ROAD CLOSURE

No Road Closures will be allowed without prior approval from the Engineer.

ARTICLE 4. CONTRACT PRICE.

The Owner shall pay the Contractor the amount(s) set forth in the Proposal (in United States dollars) for completion of the Work in accordance with the Contract Documents.

ARTICLE 5. CONTRACT DOCUMENTS.

The Contract Documents, which comprise the entire agreement between the Owner and the Contractor concerning the Work, consists of the following:

1. This Agreement and contract form;
2. The Call for Bids;
3. The Contractor's Proposal including the bid, bid schedule(s), information required of Bidder, and all required certificates and affidavits;
4. The Performance Bond and the Labor and Material Payment Bond;

5. Change Orders and written Change Directives issued after the effective date of this Agreement;
6. Addenda numbers _____, inclusive;
7. The Special Provisions;
8. Appendices _____, inclusive;
9. The Plans (or drawings):
10. Amendments to the WSDOT Standard Specification for Road, Bridge and Municipal Construction 2010 edition;
11. WSDOT Standard Specifications for Road, Bridge and Municipal Construction, 2010 edition;
12. City of Oak Harbor Standard Details;
13. WSDOT Standard Plans;

In the event of any conflict or inconsistency between any of the foregoing documents, the conflict or inconsistency shall be resolved upon the basis of the numerical order. The document or documents assigned the small number or numbers being controlling over any document having a larger number in the numerical order set forth above. Provided, however, although the supplemental conditions incorporates standard specifications by reference, in case of conflict or inconsistency, these standard specifications have a numerical order as shown above.

There are no Contract Documents other than those listed in this Article 5. The Contract Documents may be amended only in writing by Addendum, Change Order or Change Directive as provided in the Contract Documents.

ARTICLE 6. MISCELLANEOUS.

No assignment of any of the Contractor's rights under or interests in the Contract Documents, including but not limited to rights to payment, will be allowed without the prior written consent of the Owner. Unless specifically stated in a written consent to an assignment, no assignment will release or discharge the Contractor-assignor from any duty or responsibility under the Contract Documents.

The Contract Documents are binding upon the Owner and the Contractor, and their respective partners, successors, assigns and legal representatives.

ARTICLE 7. INDEMNIFICATION

The Contractor shall defend indemnify and hold the City, its officers, officials, employees and volunteers harmless from any claims, injuries, damages, losses or suits including attorney fees,

arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115 then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this agreement.

IN WITNESS WHEREOF, Owner and Contractor have caused this Agreement to be executed the day and year first above written.

CITY OF OAK HARBOR

CONTRACTOR

By _____

By _____

Date _____

Title _____

Attest _____

Address for giving notices

License No. _____

Agent for service of process: _____

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

Bill No. N/A 3i
Date: March 20, 2012
Subject: 2013 - 2014 Budget Calendar

FROM: Doug Merriman 
Finance Director

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

 Scott Dudley, Mayor
 Steve Powers, Interim City Administrator
 Bill Hawkins, City Attorney, as to form

PURPOSE

To establish a tentative budget calendar for the preparation of the City's 2013-2014 Biennial Budget.

AUTHORITY

RCW Chapter 35A.34 Biennial Budgets, also known as the municipal biennial budget act, and RCW 35.34.010 et seq. establish the sequence of specific public hearings, filing processes, and calendar benchmarks for code cities opting to budget under this chapter.

SUMMARY STATEMENT

The attached documents provide a targeted calendar of dates for the City of Oak Harbor to utilize for scheduling the preparation of its 2013-2014 biennial budget.

FISCAL IMPACT DESCRIPTION

Funds Required: \$ Not Applicable
Appropriation Source: Not Applicable

STANDING COMMITTEE REPORT

This topic has not been presented to Standing Committees.

RECOMMENDED ACTION

1. Hold discussion on targeted scheduling.
2. No action required.
- 3.

ATTACHMENTS

1. Targeted dates for 2013-2014 Budget Preparation Cycle.
2. RCW References for Biennial Budgets.



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Targeted Dates for 2013-2014 Budget Preparation Cycle

	<u>Process</u>	<u>Date</u>	<u>2012 Target Dates</u>
	Annual Budget and Planning Calendar	Mid-March	3/20
	Council Retreat - Review Council Vision, Mission Statement, Goals and Potential Projects to be considered during next biennium.	April-May	3/3
	First Council Budget Workshop Explaining Budget Environment	April-May	5/1
	Budget Instructions Completed and Distributed to City Staff. Supplemental Information Prepared and Distributed to Departments.	June	6/1
	Departments Submit Requests for New Programs	June	6/15
	Finance Prepares Documents and Coordinates Revenue Estimates	June	6/30
	Preparation of Preliminary Base Budget by Finance	June	6/30
	Second Council Workshop Discussing Expenditure Trends, programs, and Updating Budget Environment.	July	7/3
	Preparation of Preliminary Revenues and Resources by Finance. Clerk notification to department heads 14 day requirement for notice of expenditures. (RCW 35A.34.050)	July	7/31
	Administration Review of New Programs Requests, Revenue Estimates, and Base Budgets.	July	7/31
	Develop Target Budgets for Departments. Receive Budgets from Departments.	August	8/15
	Third Council Budget Workshop – Revenue Expectations	August	8/7
	Preliminary Budget Balanced and Budget Document Draft Prepared and Delivered to City Administrator (RCW 35A.34.070)	September	9/30

Targeted Dates for 2013-2014 Budget Preparation Cycle

	<u>Process</u>	<u>Date</u>	<u>2012 Target Dates</u>
	Public Hearings on Budget Plan (appropriate public notice is provided.)	Oct-Nov	Various
	Budget Hearings and Considerations of Departmental Budget Submissions Department Budget Presentations Work Session – Review of Budget Work Session – Review of Budget	October	Various
	Public Hearing – Proposed Preliminary Budget. City Administrator files Preliminary Budget with Clerk prior to 60 days before start of fiscal year (RCW 35A.34.080)	October	10/16
	Mayor’s Preliminary Budget and Message at least 60 bbefore start of fiscal year (RCW 35A.34.090)	October	10/16
	City Clerk Publishes Notice of Preliminary Budget once a week for two weeks. (RCW 35A.34.100)	November	10/31
	Set Property Tax Levies (RCW 84.52.020 and RCW 84.52.070)	15-Nov	11/15
	Motion to Adopt the Preliminary Budget	November	11/6
	Public Hearing – Final Budget; Required Before First Monday in December (as defined by RCW 35A.33.070) ; Adoption of Budget; Also see RCW 35A.34.110.	November	11/20

Revised Code of Washington References to Biennial Budgets

RCW 35A.34.040

Biennial budget authorized -- Limitations.

All code cities are authorized to establish by ordinance a two-year fiscal biennium budget. The ordinance shall be enacted at least six months prior to commencement of the fiscal biennium and this chapter applies to all code cities which utilize a fiscal biennium budget. Code cities which establish a fiscal biennium budget are authorized to repeal such ordinance and provide for reversion to a fiscal year budget. The ordinance may only be repealed effective as of the conclusion of a fiscal biennium. However, the city shall comply with chapter 35A.33 RCW in developing and adopting the budget for the first fiscal year following repeal of the ordinance.

[1985 c 175 § 36.]

RCW 35A.34.050

Budget estimates -- Submittal.

On or before the second Monday of the fourth month prior to the beginning of the city's next fiscal biennium, or at such other time as the city may provide by ordinance or charter, the clerk shall notify in writing the head of each department of a city to file with the clerk within fourteen days of the receipt of such notification, detailed estimates of the probable revenue from sources other than ad valorem taxation and of all expenditures required by the department for the ensuing fiscal biennium. The notice shall be accompanied by the proper forms provided by the clerk, prepared in accordance with the requirements and classification established by the state auditor. The clerk shall prepare the estimates for interest and debt redemption requirements and all other estimates, the preparation of which falls properly within the duties of the clerk's office. The chief administrative officers of the city shall submit to the clerk detailed estimates of all expenditures proposed to be financed from the proceeds of bonds or warrants not yet authorized, together with a statement of the proposed method of financing them. In the absence or disability of the official or person regularly in charge of a department, the duties required by this section shall devolve upon the person next in charge of such department.

[1995 c 301 § 55; 1985 c 175 § 37.]

RCW 35A.34.070

Proposed preliminary budget.

On or before the first business day in the third month prior to the beginning of the biennium of a city or at such other time as the city may provide by ordinance or charter, the clerk or other person designated by the charter, by ordinances, or by the chief administrative officer of the city shall submit to the chief administrative officer a proposed preliminary budget which shall set forth the complete financial program of the city for the ensuing fiscal biennium, showing the

expenditure program requested by each department and the sources of revenue by which each such program is proposed to be financed.

The revenue section shall set forth in comparative and tabular form for each fund the actual receipts for the last completed fiscal biennium, the estimated receipts for the current fiscal biennium, and the estimated receipts for the ensuing fiscal biennium, which shall include the amount to be raised from ad valorem taxes and unencumbered fund balances estimated to be available at the close of the current fiscal biennium. However, if the city was not utilizing a fiscal biennium budget for the previous three years, it shall set forth its fiscal years' revenues to reflect actual and estimated receipts as if it had previously utilized a biennial budgetary process.

The expenditure section shall set forth in comparative and tabular form for each fund and every department operating within each fund the actual expenditures for the last completed fiscal biennium, the appropriations for the current fiscal biennium, and the estimated expenditures for the ensuing fiscal biennium. However, if the city was not utilizing a fiscal biennium budget for the previous three years, it shall set forth its fiscal years' expenditures to reflect actual and estimated levels as if it had previously utilized a biennial budgetary process. The expenditure section shall further set forth separately the salary or salary range for each office, position, or job classification together with the title or position designation thereof. However, salaries may be set out in total amounts under each department if a detailed schedule of such salaries and positions be attached and made a part of the budget document.

[1985 c 175 § 39.]

RCW 35A.34.080 **Preliminary budget.**

The chief administrative officer shall prepare the preliminary budget in detail, making any revisions or additions to the reports of the department heads deemed advisable by such chief administrative officer. At least sixty days before the beginning of the city's next fiscal biennium the chief administrative officer shall file it with the clerk as the recommendation of the chief administrative officer for the final budget. The clerk shall provide a sufficient number of copies of such preliminary budget and budget message to meet the reasonable demands of taxpayers therefor and have them available for distribution not later than six weeks before the beginning of the city's next fiscal biennium.

[1985 c 175 § 40.]

RCW 35A.34.090 **Budget message -- Hearings.**

(1) In every city, a budget message prepared by or under the direction of the city's chief administrative officer shall be submitted as a part of the preliminary budget to the city's legislative body at least sixty days before the beginning of the city's next fiscal biennium and

shall contain the following:

- (a) An explanation of the budget document;
 - (b) An outline of the recommended financial policies and programs of the city for the ensuing fiscal biennium;
 - (c) A statement of the relation of the recommended appropriation to such policies and programs;
 - (d) A statement of the reason for salient changes from the previous biennium in appropriation and revenue items; and
 - (e) An explanation for any recommended major changes in financial policy.
- (2) Prior to the final hearing on the budget, the legislative body or a committee thereof shall schedule hearings on the budget or parts thereof, and may require the presence of department heads to give information regarding estimates and programs.

[1985 c 175 § 41.]

RCW 35A.34.100

Budget -- Notice of hearing.

Immediately following the filing of the preliminary budget with the clerk, the clerk shall publish a notice once a week for two consecutive weeks stating that the preliminary budget for the ensuing fiscal biennium has been filed with the clerk, that a copy thereof will be made available to any taxpayer who will call at the clerk's office therefor, that the legislative body of the city will meet on or before the first Monday of the month next preceding the beginning of the ensuing fiscal biennium for the purpose of fixing the final budget, designating the date, time, and place of the legislative budget meeting, and that any taxpayer may appear thereat and be heard for or against any part of the budget. The publication of the notice shall be made in the official newspaper of the city if there is one, otherwise in a newspaper of general circulation in the city. If there is no newspaper of general circulation in the city, then notice may be made by posting in three public places fixed by ordinance as the official places for posting the city's official notices.

[1985 c 175 § 42.]

RCW 35A.34.110

Budget -- Hearing.

The legislative body shall meet on the day fixed by RCW 35A.34.100 for the purpose of fixing the final budget of the city at the time and place designated in the notice thereof. Any taxpayer may appear and be heard for or against any part of the budget. The hearing may be continued from day to day but not later than the twenty-fifth day prior to commencement of the city's fiscal biennium.

[1985 c 175 § 43.]

RCW 35A.34.120
Budget -- Adoption.

Following conclusion of the hearing, and prior to the beginning of the fiscal biennium, the legislative body shall make such adjustments and changes as it deems necessary or proper and, after determining the allowance in each item, department, classification, and fund, shall by ordinance adopt the budget in its final form and content. Appropriations shall be limited to the total estimated revenues contained therein including the amount to be raised by ad valorem taxes and the unencumbered fund balances estimated to be available at the close of the current fiscal biennium. Such ordinances may adopt the final budget by reference. However, the ordinance adopting the budget shall set forth in summary form the totals of estimated revenues and appropriations for each separate fund and the aggregate totals for all such funds combined.

A complete copy of the final budget as adopted shall be transmitted to the state auditor and to the association of Washington cities.

[1995 c 301 § 57; 1985 c 175 § 44.]

City of Oak Harbor City Council Agenda Bill

Bill No. CJA 3J
Date: MARCH 20, 2012
Subject: Approval of Accounts Payable
Vouchers

FROM: Doug Merriman, Finance Director 

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

 Scott Dudley, Mayor
 Steve Powers, Interim City Administrator
 Bill Hawkins, City Attorney, as to form

SUMMARY

Oak Harbor Municipal Code Chapter 3.72 establishes procedures for claims (vouchers) payment. The documentation that regularly supports the signature cover sheets is included in this agenda packet. Claim cover sheets will continue to be on hand prior to the City Council meeting for City Council signatures.

AUTHORITY

Oak Harbor Municipal Code Chapter 3.72.

RECOMMENDED ACTION

Approve accounts payable vouchers.



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Voucher List
City of Oak Harbor

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
149299	3/8/2012	0006647 AUBURN MECHANICAL INC	Ref000194035		UB Refund Cst #00158504	50.46	
					Total :	50.46	
149300	3/8/2012	0006680 MANCHESTER, BRYCE	Ref000194033		UB Refund Cst #00156127	74.09	
					Total :	74.09	
149301	3/8/2012	0006678 MEINHARDT, MARK	Ref000194032		UB Refund Cst #00127372	32.06	
					Total :	32.06	
149302	3/8/2012	0006679 POPE, MATTHEW T	Ref000194031		UB Refund Cst #00124195	93.74	
					Total :	93.74	
149303	3/8/2012	0006682 SOLIDUM, ALVIN	Ref000194036		UB Refund Cst #00159065	225.64	
					Total :	225.64	
149304	3/8/2012	0001365 TARA PROPERTIES	Ref000194030		UB Refund Cst #00122756	62.19	
					Total :	62.19	
149305	3/8/2012	0006681 WEBB, ANNIE	Ref000194034		UB Refund Cst #00156834	4.24	
					Total :	4.24	
7 Vouchers for bank code : bank						Bank total :	542.42
7 Vouchers in this report						Total vouchers :	542.42

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
149297	3/1/2012	0000066 AWC EMPLOYEES BENEFITS TRUST	030112		PREMIUMS	40.21
					Total :	40.21
149298	3/8/2012	0000860 STANDARD INSURANCE COMPANY	02292012		LONG TERM DISABILITY	4,406.71
					Total :	4,406.71
149306	3/12/2012	0000729 POSTMASTER	022912		POSTAGE	270.00
					Total :	270.00
149307	3/14/2012	0006157 AHB, INC	85280		PROF SVC/OAK HARBOR SMP	3,079.88
					Total :	3,079.88
149308	3/14/2012	0000028 ALL ISLAND LOCK & KEY	19876		LATCH	92.18
					Total :	92.18
149309	3/14/2012	0000029 ALL PHASE ELECTRIC SUPPLY	0952-599012 0952-602253 0952-602330		BATTERIES FUSE LD-CNTR CVR W/DOOR	75.13 118.48 11.21
					Total :	204.82
149310	3/14/2012	0000041 AMERICAN FUNDS SERVICE COMPAN\	030612		VOLUNTEER INCENTIVE	1,067.00
					Total :	1,067.00
149311	3/14/2012	0000036 AMERICAN PUBLIC WORKS	2012321		REGISTRATION/JOHNSTON	400.00
					Total :	400.00
149312	3/14/2012	0000036 AMERICAN PUBLIC WORKS	720118 720125		REGISTRATION/JOHNSTON REGISTRATION/JOHNSTON	175.00 175.00
					Total :	350.00
149313	3/14/2012	0000037 AMERICAN WATER WORKS	030612		REGISTRATION/PETERSCHMIDT	60.00
					Total :	60.00
149314	3/14/2012	0000712 AMERIGAS	5537-271286A		TANK RENTAL	32.61
					Total :	32.61
149315	3/14/2012	0000042 ANACORTES, CITY OF	900-9080-00		FEB 2012/WATER PURCHASED	72,716.58

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Voucher List
City of Oak Harbor

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
149315	3/14/2012	0000042 ANACORTES, CITY OF	(Continued) 901-9080-01 901-9080-02		FEB 2012WATER PURCHASED FEB 2012WATER PURCHASED	330.70 7,410.56
					Total :	80,457.84
149316	3/14/2012	0002044 ANACORTES.NET/HOWIT WORKS	29954 39380		WEB HOSTING WEBSITE REDIRECT	75.00 25.00
					Total :	100.00
149317	3/14/2012	0005001 ARAMARK	516793000		FEB 2012/LAUNDRY SERVICES	2,002.06
					Total :	2,002.06
149318	3/14/2012	0000053 ARROW/PEST CONTROL, INC	139110		PEST CONTROL	108.70
					Total :	108.70
149319	3/14/2012	0004019 ASSOCIATED PETROLEUM PRODUCTS	0278805-IN 0278239-IN		FUEL FUEL	15,914.29 4,643.62
					Total :	20,557.91
149320	3/14/2012	0001237 ASSOCIATION OF CERTIFIED FRAUD	630478		MEMBERSHIP RENEWAL/MERRIM	175.00
					Total :	175.00
149321	3/14/2012	0000159 AT&T MOBILITY	996009348X03012012		CURRENT CELL CHARGES	104.18
					Total :	104.18
149322	3/14/2012	0004890 AUTO ADDITIONS, INC	IN0005109		LAMP	111.44
					Total :	111.44
149323	3/14/2012	0006691 BARKER, CHRISTOPHER	4377		MOORAGE REFUND	238.32
					Total :	238.32
149324	3/14/2012	0002943 BRAUNSTEIN, ANGELA	030712		WELLNESS INCENTIVE	20.00
					Total :	20.00
149325	3/14/2012	0001074 BRAUNSTEIN, BRIAN	030712		WELLNESS INCENTIVE	20.00
					Total :	20.00
149326	3/14/2012	0006690 BURNETT, JUSTIN	5448		MOORAGE REFUND	30.43

Bank code :	bank			Invoice	PO #	Description/Account	Amount
Voucher	Date	Vendor					
149326	3/14/2012	0006690	0006690	BURNETT, JUSTIN			30.43
				(Continued)			
149327	3/14/2012	0006215		CAROLLO		PROF SVC/PRELIMINARY ENGINEE	3,880.05
				0120702		Total :	3,880.05
149328	3/14/2012	0005777		CARROLL, ANDREW		VOLUNTEER INCENTIVE	171.00
				030612		Total :	171.00
149329	3/14/2012	0005208		CARTER, SERLOYD		WELLNESS INCENTIVE	20.00
				030712		Total :	20.00
149330	3/14/2012	0000150		CASCADE NATURAL GAS		NATURAL GAS/720 SE PIONEER W/	10.00
				10279189947		Total :	10.00
149331	3/14/2012	0000160		CENTRAL WELDING SUPPLY		CENTRASHIELD	12.17
				RN2121050		Total :	12.17
149332	3/14/2012	0000186		COASTWIDE LABORATORIES		CLEANER	-244.42
				CW2394599		MOP HANDLE	19.47
				W2394599-1		FLAT MOP RESTROOM KIT	604.35
				W2401538		CLEANER	44.57
				W2402370		CLEANER	192.64
						Total :	616.61
149333	3/14/2012	0005773		COMCAST		XFINITY	8.32
				8498300270032028		Total :	8.32
149334	3/14/2012	0000220		CUMMINS NORTHWEST, INC		CLEANING INSPECTION	198.14
				001-3370		Total :	198.14
149335	3/14/2012	0000256		DAY WIRELESS SYSTEMS		RADIO MAINTENANCE	361.61
				443078		Total :	361.61
149336	3/14/2012	0004084		DFAS CLEVELAND		FEB 2012/ANIMAL SHELTER	259.90
				20120229T056		Total :	259.90
149337	3/14/2012	0000247		DIAMOND RENTALS		PORTABLES	49.95
				500608-2		PORTABLES	49.95
				500612-2		Total :	259.90

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
149337	3/14/2012	0000247 DIAMOND RENTALS	(Continued) 500613-2 500618-2 500619-2 500627-2		PORTABLES PORTABLES PORTABLES PORTABLES	99.90 49.95 49.95 49.95
					Total :	349.65
149338	3/14/2012	0006363 DOUDNA WINDOW CLEANING	030212		WINDOW CLEANING	775.00
					Total :	775.00
149339	3/14/2012	0000175 DUNN-TERRY, ROXANN	EXP REIMB		EXP REIMB	1,639.73
					Total :	1,639.73
149340	3/14/2012	0000257 DUTCH MAID CLEANERS	1074		UNIFORM CLEANING	36.96
					Total :	36.96
149341	3/14/2012	0000967 ECOLOGY, WASHINGTON STATE DEPT 2012-WAR045554			STORMWATER PERMIT	2,867.81
					Total :	2,867.81
149342	3/14/2012	0004309 EDWARD, RUTH	1		TRAVEL REFUND	30.00
					Total :	30.00
149343	3/14/2012	0003154 ESRI	92455284		ARCVIEW SINGLE USE PRIMARY N	434.80
					Total :	434.80
149344	3/14/2012	0005086 EZINE INDUSTRIES, INC	799832		FEB 2012/COMMUNITY ALERT	9.75
					Total :	9.75
149345	3/14/2012	0000305 FARIS, DEAN	030612		VOLUNTEER INCENTIVE	50.40
					Total :	50.40
149346	3/14/2012	0002900 FASTENAL	WAOAK10964 WAOAK10971 WAOAK11029		IC WB HIVIS YLW GLOVES AL TYPE 420BR-10	6.19 350.09 96.58
					Total :	452.86
149347	3/14/2012	0000308 FEDERAL EXPRESS	7-801-84224		SHIPPING	218.42

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Voucher List
City of Oak Harbor

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
149347	3/14/2012	0000308	0000308 FEDERAL EXPRESS			
			(Continued)			
149348	3/14/2012	0000322	FOSTER PEPPER PLLC		PROF SVC/DILLARD'S LID	765.00
			998135			
					Total :	765.00
149349	3/14/2012	0000355	FRONTIER		CURRENT PHONE CHARGES	1,141.78
			240-2350		CURRENT PHONE CHARGES	58.75
			279-1060		CURRENT PHONE CHARGES	207.52
			675-1568		CURRENT PHONE CHARGES	58.58
			675-1669		CURRENT PHONE CHARGES	39.99
			675-5190		CURRENT PHONE CHARGES	58.58
			675-6858		CURRENT PHONE CHARGES	59.32
			679-0500		CURRENT PHONE CHARGES	58.75
			679-1640		CURRENT PHONE CHARGES	58.58
			679-1651		CURRENT PHONE CHARGES	58.58
			679-1789		CURRENT PHONE CHARGES	58.58
			679-2530		CURRENT PHONE CHARGES	324.29
			679-2628		CURRENT PHONE CHARGES	58.58
			679-3013		CURRENT PHONE CHARGES	44.92
			679-3321		CURRENT PHONE CHARGES	60.07
			679-3902		CURRENT PHONE CHARGES	55.63
			679-4150		CURRENT PHONE CHARGES	112.16
			679-4541		CURRENT PHONE CHARGES	44.92
			679-6391		CURRENT PHONE CHARGES	81.19
			679-8477			
					Total :	2,640.77
149350	3/14/2012	0000326	FRONTIER BUILDING SUPPLY		STAKES	37.83
			59918			
					Total :	37.83
149351	3/14/2012	0000325	FRONTIER FORD		STUD/NUT/GASKET/SPARK PLUG	428.78
			086603		HOSE ASSY	140.21
			086653		TUBE/CONNECTOR/STUD	208.41
			086669			
					Total :	777.40
149352	3/14/2012	0006683	GERBER, GEORGIA		SCULPTURE	15,000.00
			022812			
					Total :	15,000.00
149353	3/14/2012	0000340	GIFFORD, KATHY		WELLNESS INCENTIVE	20.00
			030712			
					Total :	20.00

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Voucher List
City of Oak Harbor

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
149353	3/14/2012	0000340 GIFFORD, KATHY	(Continued)			Total : 20.00
149354	3/14/2012	0002072 GILES, JOYCE	1		TRAVEL REFUND	Total : 10.00
149355	3/14/2012	0002788 GLOCK, INC	669940		RECOIL SPRINGS	Total : 21.75
149356	3/14/2012	0000349 GRAINGER	9764018553 9765120762		TAGS SELECTOR SWITCH	Total : 194.63
149357	3/14/2012	0000999 GRCC/MW	118095		REGISTRATION/SMITH	Total : 784.00
149358	3/14/2012	0000345 GREATER OAK HBR CHAMBER OF COM	112911 120811 9186		PIONEER WAY CONSTRUCTION PF 2011 TOURISM PROMOTION GRAN MAR 2012/TOURIST PROMOTION	Total : 15,352.43
149359	3/14/2012	0004974 GREEN LIGHT SOLUTIONS	8159		MAINTENANCE SERVICES	Total : 314.94
149360	3/14/2012	0006686 GROWTH MANAGEMENT HEARING	022712		DOCUMENT RECORDS	Total : 1,039.95
149361	3/14/2012	0002747 GUARDIAN SECURITY	1362151 1362173		ALARM MONITORING ALARM MONITORING	Total : 195.00
149362	3/14/2012	0006284 GUNDIE'S	323513		WHEELS	Total : 117.56
149363	3/14/2012	0006684 HARDESTY, MICHAEL	031312		REIMBURSEMENT	Total : 20.16
149364	3/14/2012	0006664 HAULWAY STORAGE	135376		CONTAINER RENTAL	Total : 841.64

Vchlist
03/14/2012 3:41:32PM

Voucher List
City of Oak Harbor

Page: 7

Bank code :	bank	Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
149364		3/14/2012	0006664	0006664 HAULAWAY STORAGE	(Continued)			Total : 841.64
149365		3/14/2012	0000323	HD FOWLER COMPANY			METERS FLANGES	5,710.92 249.79
								Total : 5,960.71
149366		3/14/2012	0000694	HD SUPPLY WATERWORKS			WEATHER CAP	40.24
								Total : 40.24
149367		3/14/2012	0005679	HEISERMAN, JEFF			VOLUNTEER INCENTIVE	96.30
								Total : 96.30
149368		3/14/2012	0001251	HEWLETT-PACKARD COMPANY			COMPUTER	813.29
								Total : 813.29
149369		3/14/2012	0003095	HOME DEPOT CREDIT SERVICES			PADLOCK/CABLE	78.06
								Total : 78.06
149370		3/14/2012	0006520	HOPKINS, CAMERON			WELLNESS INCENTIVE	20.00
								Total : 20.00
149371		3/14/2012	0001246	HORNSBY, JOHN			VOLUNTEER INCENTIVE	81.00
								Total : 81.00
149372		3/14/2012	0000627	HSBC BUSINESS SOLUTIONS			SUPPLIES SUPPLIES	14.01 740.88
								Total : 754.89
149373		3/14/2012	0000392	HUBBARD, SCOTT			WELLNESS INCENTIVE	20.00
								Total : 20.00
149374		3/14/2012	0000394	HUMAN RESOURCE SERVICES			MAR 2012/UNEMPLOYMENT SERVI	110.00
								Total : 110.00
149375		3/14/2012	0005872	IMPAIRED DRIVING IMPACT PANEL			DUI/UNDERAGE DRINKING PREVEI	200.00
								Total : 200.00
149376		3/14/2012	0000417	INDUSTRIAL BOLT & SUPPLY			CONNECTORS/ELBOW/NUTS	319.24

Page: 7

Vchlslst
03/14/2012 3:41:32PM

Voucher List
City of Oak Harbor

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
149376	3/14/2012	0000417	0000417 INDUSTRIAL BOLT & SUPPLY		(Continued)	Total : 319.24
149377	3/14/2012	0001469	INTERNATIONAL CODE COUNCIL		2012 MEMBERSHIP	Total : 15.00
149378	3/14/2012	0004410	ISLAND COUNTY PUBLIC HEALTH		HEPATITIS IMMUNIZATIONS	Total : 60.00
149379	3/14/2012	0000410	ISLAND COUNTY SOLID WASTE		FEB 2012/TIPPING FEES	Total : 62,992.19
149380	3/14/2012	0000411	ISLAND COUNTY TREASURER		CRIME VICTIM COMPENSATION	Total : 257.96
149381	3/14/2012	0000415	ISLAND DISPOSAL		FEB 2012/RECYCLING	Total : 3,953.70
149382	3/14/2012	0000433	ISLAND DRUG		FEB 2012/COLLECTION CHARGES	Total : 8,197.07
149383	3/14/2012	0006148	JANSEN, DWAYNE		INMATE MEDS	Total : 12,150.77
149384	3/14/2012	0006311	JANSEN, JONATHAN		INMATE MEDS	Total : 30.50
149385	3/14/2012	0004010	JOHNSON, PAT		VOLUNTEER INCENTIVE	Total : 10.50
149386	3/14/2012	0001475	KOCH, MARGARET		WELLNESS INCENTIVE	Total : 41.00
149387	3/14/2012	0000291	KRIEG CONCRETE PRODUCTS, INC		TRAVEL REFUND	Total : 103.50
149388	3/14/2012	0002227	LABORATORY CORPORATION OF		TRAVEL REFUND	Total : 20.00
					WELLNESS INCENTIVE	Total : 20.00
					TRAVEL REFUND	Total : 30.00
					TRAVEL REFUND	Total : 30.00
					PRECAST	Total : 30.00
					PRE-EMPLOYMENT/GONZALES	Total : 54.62
						Total : 54.62
						Total : 48.50

Vchlist
03/14/2012 3:41:32PM

Voucher List
City of Oak Harbor

Bank code :	bank	Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
149388	3/14/2012	0002227	0002227	LABORATORY CORPORATION OF	(Continued)			Total : 48.50
149389	3/14/2012	0000494	LAKE SIDE INDUSTRIES	5029320MB			ASHPALT	105.66
				5100892MB			ASHPALT/TACK	405.86
							Total :	511.52
149390	3/14/2012	0000889	LANGUAGE EXCHANGE	03			MUNICIPAL COURT INTERPRETER	1,588.00
							Total :	1,588.00
149391	3/14/2012	0006149	LEBARON, JOSEPH	030612			VOLUNTEER INCENTIVE	20.70
							Total :	20.70
149392	3/14/2012	0001662	LEDGERWOOD, MARIANNE	030712			WELLNESS INCENTIVE	20.00
							Total :	20.00
149393	3/14/2012	0000505	LEFEBBER TURF FARM, LLC	35665			TURF PALLET	-40.00
				36273			TURF	166.08
							Total :	126.08
149394	3/14/2012	0004502	LEXISNEXIS RISK DATA MANAGE	1404645-20120229			FEB 2012/MINIMUM COMMITMENT	54.35
							Total :	54.35
149395	3/14/2012	0000950	LICENSING, WASHINGTON STATE DEP	022412			CONCEALED WEAPON PERMITS	378.00
				030712			CONCEALED WEAPON PERMITS	396.00
							Total :	774.00
149396	3/14/2012	0000950	LICENSING, WASHINGTON STATE DEP	0041828			CERTIFICATION RENEWAL/JOHNS	76.00
							Total :	76.00
149397	3/14/2012	0000221	LN CURTIS & SONS	2092702-00			FILTERS	239.19
				2092976-00			HELMET	162.14
							Total :	401.33
149398	3/14/2012	0000515	LOGGERS & CONTRACTORS, INC	00055633			HOSE	214.41
				00055634			HOSE/BANDS	987.88
							Total :	1,202.29
149399	3/14/2012	0000522	LUEHR, TOM	1			TRIP REIMBURSEMENT	96.00

vchlist
03/14/2012 3:41:32PM

Voucher List
City of Oak Harbor

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
149399	3/14/2012	0000522	0000522 LUEHR, TOM		(Continued)	Total : 96.00
149400	3/14/2012	0000530	MAILLIARD'S LANDING NURSERY		YARD WASTE	59.50
					YARD WASTE	84.70
					YARD WASTE	10.00
					YARD WASTE	63.35
					YARD WASTE	88.90
					YARD WASTE	100.45
					YARD WASTE	15.00
					YARD WASTE	10.00
					YARD WASTE	10.00
					YARD WASTE	15.00
					PLANTS	130.40
					YARD WASTE	15.00
					YARD WASTE	10.00
					YARD WASTE	10.00
					Total :	622.30
149401	3/14/2012	0000660	MARKET PLACE FOOD & DRUG		GROCERIES	299.86
					GROCERIES	6.79
					Total :	306.65
149402	3/14/2012	0006072	MASTER'S TOUCH, LLC		SEPT 2011/MAILING SERVICES FOR	851.01
					DEC 2011/MAILING SERVICES FOR	256.75
					Total :	1,107.76
149403	3/14/2012	0000546	MATTHEWS, PHILLIP		WELLNESS INCENTIVE	20.00
					EXP REIMB	61.00
					Total :	81.00
149404	3/14/2012	0004818	MICHAEL BOBBINK LAND USE SRVCS		FEB 2012/HEARING EXAMINER SEF	1,500.00
					Total :	1,500.00
149405	3/14/2012	0000538	MID AMERICAN RESEARCH CHEMICAL		GREASE	157.62
					Total :	157.62
149406	3/14/2012	0001041	MUNICIPAL ATTORNEYS, WASHINGTON		REGISTRATION	250.00

Vchilist
03/14/2012 3:41:32PM

Voucher List
City of Oak Harbor

Page: 11

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
149406	3/14/2012	0001041	0001041 MUNICIPAL ATTORNEYS, WASHINC (Continued)			Total : 250.00
149407	3/14/2012	0001892	MUTUAL MATERIALS CO		SEALER	Total : 24.22
			884046			Total : 24.22
149408	3/14/2012	0000608	NC MACHINERY COMPANY		BOLT/NUT/CUTTING EDGE/ENDS	Total : 522.21
			MVCS0211920			Total : 522.21
149409	3/14/2012	0005954	NEILL HOYSON, JESSICA		WELLNESS INCENTIVE	Total : 20.00
			030712			Total : 20.00
149410	3/14/2012	0000612	NELSON PETROLEUM		FUEL	Total : 1,327.85
			0470487-IN			212.84
			0471023-IN		BLUE FLUID	Total : 1,540.69
149411	3/14/2012	0000618	NEXTEL COMMUNICATIONS		CURRENT COMM CHARGES	Total : 4,825.83
			343702312-123			Total : 4,825.83
149412	3/14/2012	0002633	NEXXPOST LLC		EQUIPMENT CONTRACT	Total : 1,200.05
			182150			Total : 1,200.05
149413	3/14/2012	0000621	NIIRO, CEDRIC		WELLNESS INCENTIVE	Total : 20.00
			030712			Total : 20.00
149414	3/14/2012	0000633	NORTH SOUND BUSINESS SYSTEMS		PRINTER PARTS	Total : 215.23
			8811			Total : 215.23
149415	3/14/2012	0006030	NORTHEAST WISCONSIN TECHNICAL		REGISTRATION/HOAGLAND	Total : 175.00
			SFT0000058046			Total : 175.00
149416	3/14/2012	0006486	NORTHWEST LININGS & GEOTEXTILE		DURASKRIM	Total : 2,496.60
			0042300-IN			Total : 2,496.60
149417	3/14/2012	0000651	NORTHWEST REGIONAL COUNCIL		2012 MEMBERSHIP FEE	Total : 1,500.00
			3522			Total : 1,500.00
149418	3/14/2012	0000672	OAK HARBOR ACE		FASTENERS	Total : 7.34
			198839			7.34
			199079		COUPLE/CAP/NIPPLE/WASHER	Total : 22.57

Page: 11

Vchlist
03/14/2012 3:41:32PM

Voucher List
City of Oak Harbor

Bank code : bank

Voucher 149418 Date 3/14/2012 Vendor 0000672 OAK HARBOR ACE Invoice (Continued) PO # Description/Account Amount

149419	3/14/2012	0000668	OAK HARBOR AUTO CENTER	001-122950	HUB	140.20
				001-122957	FILTERS	83.34
				001-123113	TAIL LIGHT	42.39
				001-123137	BEAM	6.15
				001-123140	BEAM	12.31
				001-123200	GASKETS	10.10
				001-123414	SWITCH	33.03
				001-123466	FILTERS	82.24
				001-123782	TAIL LIGHT ASSEMBLY	51.09
				001-123822	IDLER PULLEY	31.09
				001-123828	BELT TENSIONER	32.55
				001-123992	BELT TENSIONER/IDLER PULLEY	54.87
				001-124104	TOP COG GOLD LABEL	15.40
				001-124107	TOP COG GOLD LABEL	15.73
				001-124112	FILTERS	41.66
				001-124117	FILTERS	49.13
					Total :	383.07

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
149419	3/14/2012	0000668 OAK HARBOR AUTO CENTER	(Continued)			701.28
149420	3/14/2012	0006687 OAK HARBOR CHURCH OF CHRIST	030512		PERMIT OVERPAYMENT	2.50
					Total :	2.50
149421	3/14/2012	0003007 OFFICE DEPOT			BOARD	26.49
					BOARD	52.98
					FOLDERS	5.34
					STAMP	23.90
					PAPER	39.44
					BINDING COVER	19.44
					CORK BOARD	98.76
					FINGERTIP	4.59
					Total :	270.94
149422	3/14/2012	0000665 OFFICEMAX, INC			PIN	23.90
					Total :	23.90
149423	3/14/2012	0001377 ORCA INFORMATION			PRE-EMPLOYMENT/GONZALES	75.00
					PRE-EMPLOYMENT/MERRILL	75.00
					Total :	150.00
149424	3/14/2012	0000089 OWEN EQUIPMENT COMPANY			JOYSTICK	412.47
					Total :	412.47
149425	3/14/2012	0000698 P & L GENERAL CONTRACTORS			JOB TRAILER RENTAL	217.40
					Total :	217.40
149426	3/14/2012	0000709 PERS			FEB 2012/UNFUNDED LIABILITY	26.98
					Total :	26.98
149427	3/14/2012	0000724 PONY MAILING & BUSINESS CENTER			SHIPPING	2.09
					Total :	2.09
149428	3/14/2012	0004622 POWERS, LISA			WELLNESS INCENTIVE	20.00
					Total :	20.00
149429	3/14/2012	0006685 PROFESSIONAL LAW ENFORCEMENT			REGISTRATION/SEIM	125.00
					Total :	125.00

vchlist
03/14/2012 3:41:32PM

Voucher List
City of Oak Harbor

Page: 14

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
149429	3/14/2012	0006685	PROFESSIONAL LAW ENFORCEMI (Continued)			Total : 125.00
149430	3/14/2012	0002125	PRO-MOTION EVENTS, INC		2012 WHIDBEY ISLAND MARATHON	Total : 4,000.00
149431	3/14/2012	0000743	PUGET SOUND ENERGY		ELECTRICITY/WELL #7	11.85
					ELECTRICITY/SW ERIE ST SW BAR	153.27
					ELECTRICITY/CITY BEACH PARK	134.08
					ELECTRICITY/1019 W SWANTOWN	92.16
					ELECTRICITY/PARKS	55.59
					ELECTRICITY/WELL #6	11.85
					Total :	458.80
149432	3/14/2012	0006689	ROPP'S WOOD & ENGRAVING		PLAQUE	32.74
					Total :	32.74
149433	3/14/2012	0005967	SEATTLE AUTOMOTIVE DIST		PUMP	114.99
					MODULE	35.13
					Total :	150.12
149434	3/14/2012	0000807	SEIM, CARL		EXP REIMB	83.93
					Total :	83.93
149435	3/14/2012	0000852	SENIOR CENTER PETTY CASH		PETTY CASH	147.71
					Total :	147.71
149436	3/14/2012	0000809	SENIOR SERVICES OF ISLAND		FEB 2012/SENIOR SERVICES	1,500.00
					Total :	1,500.00
149437	3/14/2012	0002358	SERVICEMASTER OF THE ISLAND		MAR 2012/JANITORIAL SERVICE	775.00
					Total :	775.00
149438	3/14/2012	0000817	SHELLEY, TIM		WELLNESS INCENTIVE	20.00
					Total :	20.00
149439	3/14/2012	0004184	SIPES, TAMRA		MAR 2012/RACE DIRECTOR SERV	2,800.00
					Total :	2,800.00

Vchlist
03/14/2012 3:41:32PM

Voucher List
City of Oak Harbor

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
149440	3/14/2012	0006542 SIPES, TAMRA	022812		EXP REIMB	640.06
					Total :	640.06
149441	3/14/2012	0000831 SIX ROBBLEES, INC	14-246155 14-246758 14-246761 14-246818		CUTTING EDGE STEEL WHEEL ASSY/JACK SPRING BRAKE PASS WGT	244.56 72.09 102.96 23.59
					Total :	443.20
149442	3/14/2012	0000814 SKAGIT FARMERS SUPPLY	304896 315072		PROPANE YARD HYDRANT	22.24 65.21
					Total :	87.45
149443	3/14/2012	0006688 SKAMANIA LODGE	042712		HOTEL ACCOMMODATIONS/HAWKI	383.12
					Total :	383.12
149444	3/14/2012	0000846 SOUND PUBLISHING	436464 584519		JAN 2012/PUBLICATIONS-ACCT#80 RC 02-28-12	1,064.57 70.44
					Total :	1,135.01
149445	3/14/2012	0005488 SPOO, ETHAN	030712		WELLNESS INCENTIVE	20.00
					Total :	20.00
149446	3/14/2012	0000851 SPRINT	414568819-051		JANFEB LATPTOPS	516.54
					Total :	516.54
149447	3/14/2012	0000851 SPRINT	140239187 144603707		LONG DISTANCE LONG DISTANCE	8.97 14.25
					Total :	23.22
149448	3/14/2012	0000860 STANDARD INSURANCE COMPANY	022112		LIFE/POCPF	212.50
					Total :	212.50
149449	3/14/2012	0003883 STAPLES BUSINESS ADVANTAGE	3169069769 3169069770 3169725368 3169725369 3169725371		TOILET BRUSH/CLEANER/WIPES/E WIPES WASTE RECEIPTACLE WIPERS FILE POCKETS/FOLDERS/CDS/CAS	68.70 6.54 39.11 56.68 217.52

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
149449	3/14/2012	0003883 STAPLES BUSINESS ADVANTAGE	(Continued) 3169725372 3169725373 3170157970		SPINDLE PRINTER LIQUID PAPER	23.23 380.40 11.17
					Total :	803.35
149450	3/14/2012	0005786 STOWES SHOES & CLOTHING	0008092		BOOTS/GROVDAHL	150.00
					Total :	150.00
149451	3/14/2012	0006330 STRIDER CONSTRUCTION CO, INC	11-FINAL		PROF SVC/SE PIONEER WAY RECC	49,846.22
					Total :	49,846.22
149452	3/14/2012	0003749 STUMP, PATRICK L	1		TRIP REIMBURSEMENT	120.00
					Total :	120.00
149453	3/14/2012	0000874 SURETY PEST CONTROL	313246 313247 313248 313249 313250		PEST EXTERMINATION PEST EXTERMINATION PEST EXTERMINATION PEST EXTERMINATION PEST EXTERMINATION	38.05 30.44 43.48 30.44 43.48
					Total :	185.89
149454	3/14/2012	0006540 SWCA ENVIRONMENTAL CONSULTANT	9825		PROF SVC/PIONEER WAY ARCHAE	11,335.00
					Total :	11,335.00
149455	3/14/2012	0005826 THOMPSON, NIKKI	030512		FEB 2012/PROF SVC	4,000.00
					Total :	4,000.00
149456	3/14/2012	0001053 TREASURER, WASHINGTON STATE	030912		COURT/BC FEES	14,135.68
					Total :	14,135.68
149457	3/14/2012	0000923 UNITED PARCEL SERVICE	0000A0182W082 0000A0182W092		SHIPPING SHIPPING	7.72 17.44
					Total :	25.16
149458	3/14/2012	0000922 UNUM LIFE INSURANCE COMPANY	022012		MAR 2012/LONG TERM CARE	141.00
					Total :	141.00

Vehlist
03/14/2012 3:41:32PM

Voucher List
City of Oak Harbor

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
149459	3/14/2012	0004903 US BANK	4485591000222970		CREDIT CARD PURCHASES	157.52
					Total :	157.52
149460	3/14/2012	0004903 US BANK	4485590100104922		CREDIT CARD PURCHASES	50.00
					Total :	50.00
149461	3/14/2012	0000934 UTILITIES UNDERGROUND LOCATION	2020161		FEB 2012LOCATES	62.35
					Total :	62.35
149462	3/14/2012	0005223 VELASQUEZ, PETE	030712		WELLNESS INCENTIVE	20.00
					Total :	20.00
149463	3/14/2012	0003196 VILLAFLO, RAMON	030612		VOLUNTEER INCENTIVE	35.10
					Total :	35.10
149464	3/14/2012	0003917 WALTON, DAVID			TRAVEL ADVANCE	194.50
					Total :	194.50
149465	3/14/2012	0001639 WASHINGTON CITIES INSURANCE	OH-104		FLAGGER RE-CERTIFICATIONS	81.69
					Total :	81.69
149466	3/14/2012	0001044 WASHINGTON CRIMINAL JUSTICE	2013-0492		REGISTRATION/CARTER/PORTER	150.00
					Total :	150.00
149467	3/14/2012	0001979 WASHINGTON MUNICIPAL	9229		2012 MEMBERSHIP RENEWAL/MEF	40.00
					Total :	40.00
149468	3/14/2012	0001052 WASHINGTON STATE PATROL	112006282		BACKGROUND CHECKS	20.00
			112006558		BACKGROUND CHECKS	904.75
					Total :	924.75
149469	3/14/2012	0001055 WATERWORX DIVE SERVICE	022912		UNDERWATER SERVICES	403.55
			030112		BREAKWATER ANODE REPLACE	4,695.84
					Total :	5,099.39
149470	3/14/2012	0006267 WESTERN REFUSE & RECYCLING	126932		GRIPPER PAD	164.88
			126986		JOYSTICK	316.57

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
149470	3/14/2012	0006267	0006267 WESTERN REFUSE & RECYCLING (Continued)			Total : 481.45
149471	3/14/2012	0003067	WHIDBEY ANIMALS' IMPROVEMENT		FEB 2012/ANIMAL SHELTER	Total : 7,083.33
149472	3/14/2012	0001000	WHIDBEY AUTO PARTS, INC.		AMP CHARGE	Total : 30.19
149473	3/14/2012	0002272	WHIDBEY GOLF & COUNTRY CLUB		2011 OPERATING/MAINTENANCE C	Total : 8,387.16
149474	3/14/2012	0006151	WHIDBEY MARKETPLACE & NEWS,LLC 5225		MARATHON ADS	Total : 500.00
149475	3/14/2012	0001017	WHIDBEY PRINTERS		WINDOW ENVELOPES	Total : 248.92
149476	3/14/2012	0001037	WORK OUTFITTERS		BUSINESS CARDS/SERVATIUS	Total : 66.85
149477	3/14/2012	0001061	XEROX CORPORATION		RESOLE/CROSS	Total : 315.77
						Total : 70.33
						Total : 70.33
						Total : 204.37
						Total : 754.76
						Total : 242.51
						Total : 197.70
						Total : 1,103.79
						Total : 323.54
						Total : 1,421.79
						Total : 742.65
						Total : 4,991.11
						Bank total : 395,323.20
						Total vouchers : 395,323.20

174 Vouchers for bank code : bank
174 Vouchers in this report

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03/14/2012 3:41:32PM

Voucher List
City of Oak Harbor

Page: 19

Bank code : bank

Voucher Date Vendor Invoice PO # Description/Account Amount

1. *Chlorophyta* (green algae)
 2. *Charophyta* (charophytes)
 3. *Embryophyta* (land plants)

City of Oak Harbor City Council Agenda Bill

Bill No. 4
Date: March 20, 2012
Subject: Revisions to Standing
Committee Meeting Locations
and Times

FROM: Steve Powers *SP*
Interim City Administrator

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

SD Scott Dudley, Mayor
DM Doug Merriman, Finance Director
BH Bill Hawkins, City Attorney, as to form

PURPOSE

This agenda bill presents an ordinance and a resolution that if adopted will standardize the standing committee locations and times consistent with recent City Council discussion on the topic.

AUTHORITY

The City Council has authority under RCW 35A.11.020 to regulate its internal affairs and OHMC 1.04.015 provides certain operating procedures for the City Council standing committees.

FISCAL IMPACT DESCRIPTION

Funds Required: N/A

Appropriation Source: N/A

SUMMARY STATEMENT

At the February 21, 2012 meeting, City Council discussed the idea of conducting all standing committee meetings at City Hall and having all standing committee meetings begin at 3:30 p.m. The goal behind the proposed changes is to encourage public attendance, observance and participation in the standing committee meetings, and therefore enhance citizen participation opportunities in local government. Attached to this agenda bill is an ordinance that would amend Oak Harbor Municipal Code Section 1.04.015 (Attachment 1) and a resolution that would amend the Council's administrative rules (Attachment 2) to implement the above mentioned changes to the meetings.

STANDING COMMITTEE REPORT

N/A

RECOMMENDED ACTION

- Adopt draft ordinance amendment OHMC 1.04.015.
- Approve Resolution No. 12-08.

City of Oak Harbor City Council Agenda Bill



ATTACHMENTS

Attachment 1 Draft ordinance

Attachment 2 Resolution No. 12-08

Ordinance No. _____

AN ORDINANCE AMENDING OAK HARBOR MUNICIPAL CODE SECTION 1.04.015, ESTABLISHING A CONSISTENT MEETING LOCATION AND TIME OF DAY FOR THE CITY COUNCIL STANDING COMMITTEE MEETINGS.

WHEREAS, the City of Oak Harbor City Council utilizes standing committee meetings as a means to facilitate the legislative functions of the City, and

WHEREAS, the City Council wishes to encourage public attendance, observance and participation in the standing committee meetings, and

WHEREAS, the existing format for the standing committee meetings sees meetings conducted at three separate locations and at varying times throughout the day, and

WHEREAS, the City Council believes conducting the meetings at a consistent location and time of day will enhance citizen participation opportunities in their local government; and

WHEREAS, the existing meeting locations and times are codified in the Oak Harbor Municipal Code, and

WHEREAS, the City Council conducted a public hearing on March 20, 2012 to consider changes to Oak Harbor Municipal Code Section 1.04.015 related to standing committee meeting locations and meeting times.

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

Section One. Section 1.04.015 of the Oak Harbor Municipal Code, last amended by Ordinance No. 1578, Section 3, in 2010, is hereby amended to read as follows:

1.04.015 Standing committees.

- (1) To facilitate the legislative functions of the city council, there shall be four standing committees of the Oak Harbor city council:
 - (a) Finance;
 - (b) Governmental services;
 - (c) Public safety; and
 - (d) Public works.
- (2) Each standing committee shall meet in a regular open public meeting of the city council pursuant to the Open Public Meetings Act. The standing committees shall meet on the following dates and times and at the following locations:
 - (a) Finance. On the second Wednesday of the month at City Hall at 3:30 p.m.;
 - (b) Governmental Services. On the second Tuesday of the month at City Hall at ~~8:00 a.m.~~ 3:30 p.m.;
 - (c) Public Safety. On the third Thursday of the month at ~~the fire department at 7:00 a.m.~~ City Hall at 3:30 p.m.; and

- (d) Public Works. On the first Thursday of the month at ~~the public works department at 7:00 a.m.~~ City Hall at 3:30 p.m.
- (3) Upon recommendation of the mayor, the city council shall assign a chair and two members of the city council to have primary responsibility for each committee annually.
- (4) Any city councilmember may attend any standing committee meeting and there shall be no quorum requirement for standing committee meetings.
- (5) Councilmembers assigned to standing committees are requested but not required to attend standing committee meetings. All councilmember absences from standing committee meetings are excused.
- (6) The purpose of the standing committees is to receive information for educational purposes or for preparation of matters to come before the city council. No final action shall be taken at a standing committee meeting.
- (7) Meetings of standing committees should be conducted with a prepared agenda which should be posted on the city's website at least two business days prior to the meeting.
- (8) The committee chair may cancel a standing committee meeting at any time. In the event that a regular meeting of a standing committee is cancelled, cancellation shall be posted on the door of the location set by this section prior to the regular time of the meeting.

Section Two. Severability and Savings Clause

- (1) 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.
- (2) Deletion or amendment of provisions from the Oak Harbor Municipal Code shall not terminate any obligation to the City already vested or incurred thereunder.

Section Five. Effective Date. This Ordinance shall be in full force and effect (5) five days after its publication as required by law.

PASSED by the City Council this ___ day of _____ 2012.

CITY OF OAK HARBOR

Approved () _____
 Vetoed () _____
Scott Dudley, Mayor

Date

ATTEST:

Approved as to Form:

City Clerk

City Attorney

Published:_____

RESOLUTION NO. 12-08

A RESOLUTION AMENDING RULE 27 OF THE CITY COUNCIL ADMINISTRATION AND PERSONNEL COUNCIL RULES.

BE IT RESOLVED by the City Council of the City of Oak Harbor that Rule 27 of the City Council administration and personnel rules be amended as follows:

Rule No. 27: Standing Committees. Pursuant to Ordinance No. 1578, as amended by Ordinance No. _____, Standing Committees were established to facilitate the legislative functions of the City Council.

- (1) The four committees and their regular meeting dated and locations are:
 - (a) Finance – the second Wednesday of the month at City Hall at 3:30 p.m.;
 - (b) Governmental Services – the second Tuesday of the month at City Hall at ~~8 a.m.~~3:30 p.m.;
 - (c) Public Safety – the third Thursday of the month at ~~the Fire Department at 7:00 a.m.~~City Hall at 3:30 p.m.;
 - (d) Public Works – the first Thursday of the month at ~~the Public Works Department at 7 a.m.~~City Hall at 3:30 p.m.
- (2) The standing committee meetings are regular open public meetings of the city council. Any city councilmember may attend any standing committee meeting.
- (3) The purpose of the standing committees is to receive information for educational purposes or for preparation of matters to come before the city council. No final action shall be taken at a standing committee meeting.
- (4) Upon recommendation of the mayor, the city council shall assign a chair and two members of the city council to have primary responsibility for each committee annually. There is no quorum requirement for standing committee meetings and while councilmembers assigned to standing committees are encouraged to attend their assigned standing committee meetings, all council member absences are excused.
- (5) Meetings of standing committees should be conducted with a prepared agenda which should be posted on the City's website at least two (2) business days prior to the meeting.
- (6) The committee chair may cancel a standing committee meeting at any time. In the event that regular meeting of a standing committee is cancelled, cancellation shall be posted on the door of the location set by this section prior to the regular time of the meeting.

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

Bill No. 5
Date: March 20, 2012
Subject: 2012 Comprehensive Plan
Amendments Docket

FROM: Steve Powers *[Signature]*
Interim City Administrator

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

 Scott Dudley, Mayor
 Doug Merriman, Finance Director
 Bill Hawkins, City Attorney, as to form

PURPOSE

This agenda bill presents the docket for the 2012 Comprehensive Plan amendments. The docket review process is intended to consider ideas generated by the community, staff, Planning Commission and City Council for consideration as amendments in 2012. The City Council is required by OHMC 18.15.040(8) to conduct a public hearing and finalize the docket before the end of March.

AUTHORITY

The City is required by the Growth Management Act (GMA) to adopt a comprehensive plan and to review and revise it pursuant to RCW 36.70A.130. Oak Harbor Municipal Code Chapter 18.15 prescribes the process for considering Comprehensive Plan amendments. The code requires the Planning Commission to hold a public hearing, review the preliminary docket and make a recommendation to the City Council. The City Council is also required to hold a public hearing prior to adopting the docket.

FISCAL IMPACT DESCRIPTION

Staff does not anticipate any major fiscal impacts as the result of processing the amendments (other than the staff time currently allocated to the project).

BACKGROUND

The process for the 2012 Comprehensive Plan Amendments was initiated in October 2011 with a call for applications. The call for applications provides the community an opportunity to amendments. The deadline for the applications was December 1st. No applications from the public (sponsored amendments) were received. On November 22, 2011 the Planning Commission added four items (discretionary amendments) to the preliminary docket for further consideration. A fifth discretionary item was added by the Director of Development Services. A summary of these amendments are provided below. A broader description of the amendments can be found in the attached Planning Commission report. The Planning Commission conducted a public hearing on the preliminary docket on January 24, 2012. Notice of the hearing was provided to the public as prescribed by the Oak Harbor Municipal Code.

Discretionary amendments that were on the *preliminary* Docket

1. **Revisit the Commercial Lands Inventory done in 2006 and proactively look for opportunities to increase the inventory of commercially designated lands, including those available for large scale commercial enterprises. (Planning Commission)**
2. **Review the non-enterprise funded projects listed in the City's Capital Improvement Plan which currently includes projects such as but not limited to Windjammer Park Redevelopment, Municipal Pier, Special Events Center, etc. and determine their current relevance and need. (Planning Commission)**
3. **Review if the current Comprehensive Plan goals and policies adequately identify and protect view corridors within the City. (Planning Commission)**
4. **Review if the current Comprehensive Plan goals and policies adequately protect the City from the proliferation of signs. (Planning Commission)**
5. **Shoreline Master Program Amendment and Land use change for properties (R13201-160-0920, R13201-072-1040 and R13201-067-1150) located on SE Catalina Drive south of Pioneer Way (map attached). This item would consider various land use designations, potentially even an overlay zone, with the intended goal to permit a variety of uses to promote upland improvements adjacent to the Marina including options for industrial uses such as Nichols Brothers Boat Builders. The current land use designation is Public Facilities. (Development Services Director)**

The preliminary docket also included the three mandated amendments. These are amendments that the City is required to process.

1. **Capital Improvements Plan (CIP)**
2. **Shoreline Master Program (SMP) Update**
3. **Comprehensive Plan Update 2015**

The preliminary docket compiled after the December 1st deadline was advertised in the local newspaper in accordance with OHMC 18.15.040 (6).

On January 24, 2012, the Planning Commission held a public hearing on the amendments. The minutes from that meeting have been included as an attachment. The Planning Commission, after an extensive discussion, recommended that the City Council consider all the mandatory amendments and two out the five discretionary items. The two recommended discretionary amendments are the identification and review of view corridors and the Shoreline Master Program Amendment/ Land Use change for properties adjacent to the marina.

DISCUSSION

Mandated Amendments

As mentioned above, the Planning Commission has recommended including all three proposed mandated items for the 2012 Comprehensive Plan Amendment Docket. Mandated amendments are changes that are either required by the State, GMA or by OHMC.

Capital Improvements Plan (CIP)

The Capital Improvements Plan is updated annually as part of the Comprehensive Plan amendment cycle. The updates to the Plan reflect the most recent and accurate information available.

Shoreline Master Program (SMP) Update

This update is required by RCW 90.58.080. The city received a grant to update this plan and the process is currently underway. The Department of Ecology reviews the SMP after City Council approval and provides the final approval of this Plan.

Comprehensive Plan Update 2015

This is the ongoing work that will lead to an update of the Comprehensive Plan in 2015 as required by RCW 36.70A.130. This is listed on the docket to track progress and identify opportunities for public involvement as well as allow for coordination with other agencies on data related to population demographics, land use and development capacities.

Discretionary Amendments

Discretionary amendments are changes that the community desires to see in the comprehensive plan that are not mandated by the State or other agencies. The Planning Commission reviewed five discretionary items (see attached Planning Commission report and minutes) and recommended two items for the 2012 Docket.

1. Review if the current Comprehensive Plan goals and policies adequately identify and protect view corridors within the City.

The Planning Commission added this item to the preliminary docket at its November 22, 2011 meeting. Although the current Comprehensive Plan identifies a few view corridors, and contains goals and policies to protect view corridors, the Planning Commission felt that they are not sufficient to protect certain views. An example used during the Planning Commission discussion was the condominiums built on the southeast corner of SR 20 and Scenic Heights and view that was lost along that stretch of SR 20. The Planning Commission also acknowledged that the current zoning regulations for height (35 ft in most districts) is an implementation of the existing view corridor goals, but their desire is to have regulations similar to the Accident Potential Zone (APZ) with an overlay on the map with regulations on land development to protect views (see attached Planning Commission minutes for more information).

If approved, the scope of this amendment would be to identify additional view corridors for possible protection and add all view corridors as an overlay to the Future Land Use Map. This amendment by itself will not provide the protection of view corridors. Development regulations would have to be written (similar to OHMC 19.50 Aviation Environs Overlay Zone) to implement the goals and policies. Crafting the development regulation would have to be included in the Department's work program after the amendment is approved.

2. Shoreline Master Program (SMP) Amendment and Land use change for properties (R13201-160-0920, R13201-072-1040 and R13201-067-1150) located on SE Catalina Drive south of Pioneer Way (map attached to Planning Commission report).

The Director of Development Services added this amendment to the Preliminary Docket

and the Planning Commission recommends it stay on the 2012 docket. This item would consider various land use designations, potentially even an overlay zone, with the intended goal to permit a variety of uses to promote upland improvements adjacent to the Marina including options for industrial uses such as Nichols Brothers Boat Builders. The current land use designation is Public Facilities.

Consideration of changes, such as this, along the shoreline requires an *amendment* to the Shoreline Master Program. This is not to be confused with the Shoreline Master Program *update* that is part of the mandated amendments. This SMP *amendment* would move on a faster timeline with the Department of Ecology review than the SMP *update*.

OHMC 18.15.070 establishes the criteria to review the Comprehensive Plan Amendment Docket. All the items on the preliminary docket were reviewed against the established criteria and were included as an attachment to the Planning Commission report. The table below addresses the criteria for the amendments recommended by the Planning Commission.

Criteria provided in OHMC 18.15.070 (2)	Mandated Updates			Discretionary Updates	
	Comprehensive Plan 2015 (continued)	Capital Improvements Plan	Shoreline Master Program Update	View Corridors	SMP and Land Use Changes – Marina Uplands
(a) The proposed amendments are consistent with Growth Management Act and the Countywide Planning Policies.	✓Yes Mandated (RCW 36.70A.130)	✓Yes Mandated (RCW 36.70A.130)	✓Yes Mandated RCW 90.58.080	✓Yes	✓Yes
(b) The proposal does not appear to contradict other elements, goals and policies within the Comprehensive Plan.	No contradictions	No contradictions	No contradictions	No contradictions	Currently not permitted in the SMP
(c) The proposal will implement or further existing goals and policies in the Comprehensive Plan.	✓Yes Updates will keep the Comprehensive Plan in compliance with GMA	✓Yes Updates will keep the Comprehensive Plan in compliance with GMA	✓Yes Updates will keep the Comprehensive Plan in compliance with GMA	✓Yes There are goals and policies currently in the Comprehensive Plan and the proposal would further the protection by identifying	✓Yes

Criteria provided in OHMC 18.15.070 (2)	Mandated Updates			Discretionary Updates	
	Comprehensive Plan 2015 (continued)	Capital Improvements Plan	Shoreline Master Program Update	View Corridors	SMP and Land Use Changes – Marina Uplands
				additional view corridors with overlays.	
(d) The proposal would correct an inconsistency within or make a clarification to a provision of the Comprehensive Plan.	NA	NA	NA	The proposal is to identify additional view corridors and further the protection.	NA
(e) The proposed amendments have been clearly defined to determine a fairly accurate scope of work.	✓Yes	✓Yes	✓Yes	✓Yes	✓Yes
(f) The proposed amendments respond to an expressed desire by the community.	NA	NA	NA	Planning Commission	Planning Director – indirect input at City Council
(g) The public interest would be best served by considering the proposal in the current year.	✓Yes Required to be adopted this year	✓Yes Updated annually	✓Yes Progress will be made every year to 2015	The Planning Commission felt that it is timely to consider this amendment so that the views that exist today are not lost forever.	✓Yes – Economic interest

The City Council has the authority to amend the docket if necessary. However, adding items that have not been considered by the Planning Commission is not recommended at this time, primarily because the preliminary docket has been advertised and one public hearing at the Planning Commission has already been held.

RECOMMENDATIONS

1. Conduct the public hearing.
2. Take action on the resolution approving the 2012 Comprehensive Plan Amendment Docket.

Attachments:

Attachment 1 - Resolution adopting the 2012 Comprehensive Plan Amendment Docket

Attachment 2 – Planning Commission report

Attachment 3 – Planning Commission minutes.

RESOLUTION NO. _____

A RESOLUTION ADOPTING THE DOCKET FOR THE 2012 COMPREHENSIVE PLAN AMENDMENTS

WHEREAS, the City of Oak Harbor first adopted a Comprehensive Plan consistent with the requirements of the Washington State Growth Management Act (Chapter 36.70A RCW) in 1995 by Ordinance 1027, and adopted amendments to the plan in 1997 by Ordinance 1100, in 1998 by Ordinance 1161, in 2000 by Ordinance 1215, in 2001 by Ordinance 1287, in 2003 by Ordinance 1340, in 2004 by Ordinance 1396, in 2005 by Ordinance 1439, in 2007 by Ordinance 1488, in 2008 by Ordinance 1542, in 2009 by Ordinance 1564 and in 2010 by Ordinance 1594; and in 2011 by Ordinance 1619;

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

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

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

WHEREAS, the Planning Commission conducted a public hearing on the preliminary docket on January 24, 2012 and recommended approval of a preliminary docket by the City Council; and

WHEREAS, the City Council conducted a public hearing on the docket on March 20, 2012;

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Oak Harbor that the following shall be established as the 2012 Comprehensive Plan Docket:

2012 Comprehensive Plan Amendment Docket

Proposed Amendment	Type of Amendment	Priority as per OHMC 18.15.050
Capital Improvements Plan update	Mandated 36.70A.070(3) and RCW 36.70A.130	Priority A
Comprehensive Plan Update 2015 (continuing work)	Mandated RCW 36.70A.130	Priority A
Shoreline Master Program (SMP) Update	Mandated RCW 90.58.080	Priority A

Review if the current Comprehensive Plan goals and policies adequately identify and protect view corridors within the City	Discretionary	Priority C
Shoreline Master Program(SMP) Amendment and Land use change for properties (R13201-160-0920, R13201-072-1040 and R13201-067-1150) located on SE Catalina Drive south of Pioneer Way	Discretionary	Priority C

PASSED and approved by the City Council this _____, 2012.

THE CITY OF OAK HARBOR

 Scott Dudley
 Mayor

Attest:

 City Clerk

Approved as to form:

 Bill Hawkins
 City Attorney

**City of Oak Harbor
Planning Commission Report**

Date: January 24, 2012

Subject: 2012 Comprehensive Plan
Amendments – Preliminary
Docket

FROM: Cac Kamak, AICP
Senior Planner

PURPOSE

This report presents the preliminary docket for the 2012 Comprehensive Plan amendments. The preliminary docket is intended to review ideas generated by the community, Planning Commission, City Council and the Director of Development Services on the amendments to pursue in 2012. The City Council is required by OHMC 18.15.040(8) to finalize the docket before the end of March.

AUTHORITY

The City is required by the Growth Management Act (GMA) to adopt a comprehensive plan and to review and revise it pursuant to RCW 36.70A.130. Oak Harbor Municipal Code Chapter 18.15 prescribes the process for considering Comprehensive Plan amendments. The code requires the Planning Commission to hold a public hearing, review the preliminary docket and make a recommendation to the City Council.

BACKGROUND

The process for the 2012 Comprehensive Plan Amendments was initiated in October 2011 with a call for applications. The call for applications provides the community an opportunity to have direct input into the amendments that should be considered for 2012. The deadline for the applications was December 1st in accordance with OHMC 18.15.040 (2). No applications were received. Suggestions for amendments were also discussed at the November 22, 2011 Planning Commission meeting. The Planning Commission had a few suggestions that are discussed further below.

The preliminary docket compiled after the December 1 deadline was advertised in the local newspaper in accordance with OHMC 18.15.040 (6).

DISCUSSION

Items placed on the docket will fall into one of three categories. These categories are Sponsored, Mandated and Discretionary and are defined in OHMC 18.15.050.

Sponsored Amendments

Sponsored amendments are requests for changes initiated by the public through an application process. The most common amendments are land use changes. This year the city did not receive any applications. However, there is a request for a land use change this year. Since it is initiated by the Director of Development Services it is listed under the Discretionary amendments.

Mandated Amendments

Mandated amendments are changes that are either required by the State, GMA or by OHMC. The mandated amendments identified for 2012 are listed below.

Capital Improvements Plan (CIP)

The Capital Improvements Plan is updated annually as part of the Comprehensive Plan amendment cycle. The updates to the Plan reflect the most recent and accurate information available. This normally includes updates to reflect consistency with adopted plans, updates to revenues and expenditures provided by the Finance Department, and any changes to schedules or project costs.

Shoreline Master Program (SMP) Update

This update is required by RCW 90.58.080. The city received a grant to update this plan and the process is currently underway. The City Council is expected to review and approve the update concurrent with the other 2012 amendments. The Department of Ecology reviews the SMP after City Council approval and provides the final approval of this Plan.

Comprehensive Plan Update 2015

This is the ongoing work that will lead to an update of the Comprehensive Plan in 2015 as required by RCW 36.70A.130. This is listed on the docket to track progress and identify opportunities for public involvement as well as coordination with other agencies on data related to population demographics, land use and capacities. No action is expected on this item for 2012.

Discretionary Amendments

Discretionary amendments are changes that the community desires to see in the comprehensive plan that are not mandated by the State or other agencies. This year the Planning Commission has suggested a few ideas to consider. These have been discussed further below. The Director of Development Services has also added an amendment for consideration under this section.

1. **Revisit the Commercial Lands Inventory done in 2006 and proactively look for opportunities to increase the inventory of commercially designated lands, including those available for large scale commercial enterprises. (Planning Commission)**
 - "Large scale" would have to be defined with a minimum size expectation. The last request for a large scale development was in 2006 for 33 acres.
 - Undeveloped commercial lands are still available along SR 20 in Oak Harbor
 - Approximately 13.75 acres in 3 lots under one ownership was rezoned for Community Commercial in 2008 along Goldie Road west of NE 16th Avenue
 - The commercial lands inventory will need to be updated to determine the need and quantity for additional commercial lands
 - Related Comprehensive Plan Goals and Policies
 - Land Use - Goal 14- To strengthen and enlarge the commercial economic base of the community by promoting the

development of facilities that provide a competitive and stimulating business environment.

- **14.a** Locate different types of commercial uses in a manner that is consistent with existing traffic patterns and public facilities, and is compatible with nearby and adjacent land uses.
- **14.b** Promote the development of clustered commercial facilities that will accommodate high traffic-generating uses. Large single sites are preferred over *ad hoc* strip commercialization.
- **14.g** Promote commercial infill development.
- **14.i** Create a Midway Boulevard Revitalization Overlay District to actively promote new and infill commercial and mixed use development and enhance the sense of place for this traditional commercial corridor. Flexible development standards, such as raising the height limit, allowing development to extend to the street, parking requirement reductions or others, and financial incentives, such as tax breaks, business improvement districts, public/private partnerships or others, should be used to support revitalization. The City should take an active role in creating strong unifying amenities within the public realm that complement the Overlay District objectives.
- **14.j** Before designating new commercial areas of sufficient size to accommodate larger shopping centers and retailers, determine the level of public support through broad-based public consultation.

2. **Review the non-enterprise funded projects listed in the City's Capital Improvement Plan which currently includes projects such as but not limited to Windjammer Park Redevelopment, Municipal Pier, Special Events Center, etc. and determine their current relevance and need. (Planning Commission)**
 - Implementation of projects in this list has been based on funding opportunities and less on the assigned priorities
 - Changes can be discussed as part of the annual mandated update to the Capital Improvements Plan
 - Some of the projects placed on the list are from other approved plans.
 - Related Comprehensive Plan Goals and Policies
 - Capital Facilities - Goal 2 - Implement capital facilities projects in accordance with the funding policy priorities of Oak Harbor.
 - **2.a** Program and prioritize City capital improvements for consistency with the Comprehensive Plan. The City's capital improvement funding priorities should be:
 - 1. Urgent projects which cannot reasonably be postponed including, but not limited to, those reconstruction, upgrading or new construction projects which are needed to protect public health, safety and welfare.
 - 2. Reconstruction, major maintenance or expansion of the City's existing infrastructure in order to provide for service to the existing community.

- 3. New projects where the need or demand for service already exists.
- 4. Expansion projects in partially developed or developing areas where demand is anticipated as a result of, or in preparation for, future growth.

3. Review if the current Comprehensive Plan goals and policies adequately identify and protect view corridors within the City. (Planning Commission)

- View Corridors are identified in Map 3 of the Parks, Recreation and Open Space Element in the Comprehensive Plan.
- There is existing language in the Comprehensive Plan for protection of viewsheds and corridors.
- Related Comprehensive Plan Goals and Policies
 - Urban Design Element - Goal 5 - Protect viewsheds and view corridors: Discussion - The City of Oak Harbor defines viewsheds as a panoramic view from a single location. Significant viewsheds include views of Mt. Baker, Mt. Rainier, Cascade mountain range, Olympic mountain range, Oak Harbor Bay, Maylor Point (especially wooded and tidal flat areas) and Saratoga Passage. The view corridors and viewsheds within the City should be identified and accurately mapped at a useable scale so they can appropriately guide development.
 - Policy: 5.a Consideration of building impacts on viewsheds and view corridors shall be exercised in all developments, and mitigation measures shall be applied to protect existing views.
Discussion: The City may incorporate policies and guidelines to protect these resources, such as developing: a unified bulk program for building envelopes; performance based zoning; and, density bonuses as development incentives.
- Current zoning regulations for height limitations in the Central Business District are a result of a view study done in 1999. There is specific language in the code for additional review of buildings in the CBD that would like to exceed height limitations specifically to protect views (OHMC 19.20.320.8(d)).
- The existing code language was used in the recent past to evaluate the Flemmings Project proposed in the Central Business District. Though this project was not implemented, the review shaped the design to protect views from SE Jensen Street.

4. Review if the current Comprehensive Plan goals and policies adequately protect the City from the proliferation of signs. (Planning Commission)

- Current codes on signs are based on existing goals and policies in the comprehensive plan
- The sign code determines the number and type of signs that are permitted based on frontage, size of buildings, number of businesses etc.
- The existing code also addresses temporary signs
- Related Comprehensive Plan Goals and Policies
 - Land Use – Community Identity - Goal 1 - To respect the "small town" heritage of Oak Harbor while enhancing the unique character of its neighborhoods and districts with development that is fitting with the City's future as a regional center.

- 1.d Business-related signs, both temporary and permanent, should serve the needs of the business owner and public to identify business locations but should not proliferate in a manner whereby the sum of all signs detracts from a positive aesthetic experience of the City's commercial areas.
 - 1.e Signage standards should promote design sensitivity to the context in which signs are placed and scaled to both the mass of the building and the location of the sign on the lot.
 - Urban Design – Goal 5 - Protect viewsheds and view corridors
 - 5.c Free standing business signs should be consistent with the speed limit of roadways, and the character of land use districts.
- Sign regulations are enforced on a complaint basis
5. **Shoreline Master Program Amendment and Land use change for properties (R13201-160-0920, R13201-072-1040 and R13201-067-1150) located on SE Catalina Drive south of Pioneer Way (map attached). This item would consider various land use designations, potentially even an overlay zone, with the intended goal to permit a variety of uses to promote upland improvements adjacent to the Marina including options for industrial uses such as Nichols Brothers Boat Builders. The current land use designation is Public Facilities. (Planning Director)**
- Based on recent interest in the community to provide opportunities for water related industries to locate in Oak Harbor along the shoreline
 - Continuing to implement the Marina Redevelopment Plan that recommends upland improvements with uses that support water recreation and the marina.
 - This Shoreline Master Program *Amendment* is different than the Shoreline Master Program *Update*. The *amendment* will follow a different timeline and will be ahead of the *update*.

OHMC 18.15.070 establishes the criteria to review the Comprehensive Plan Amendment Docket. The attached table provides the applicability of the criteria to the proposed preliminary docket.

RECOMMENDATIONS

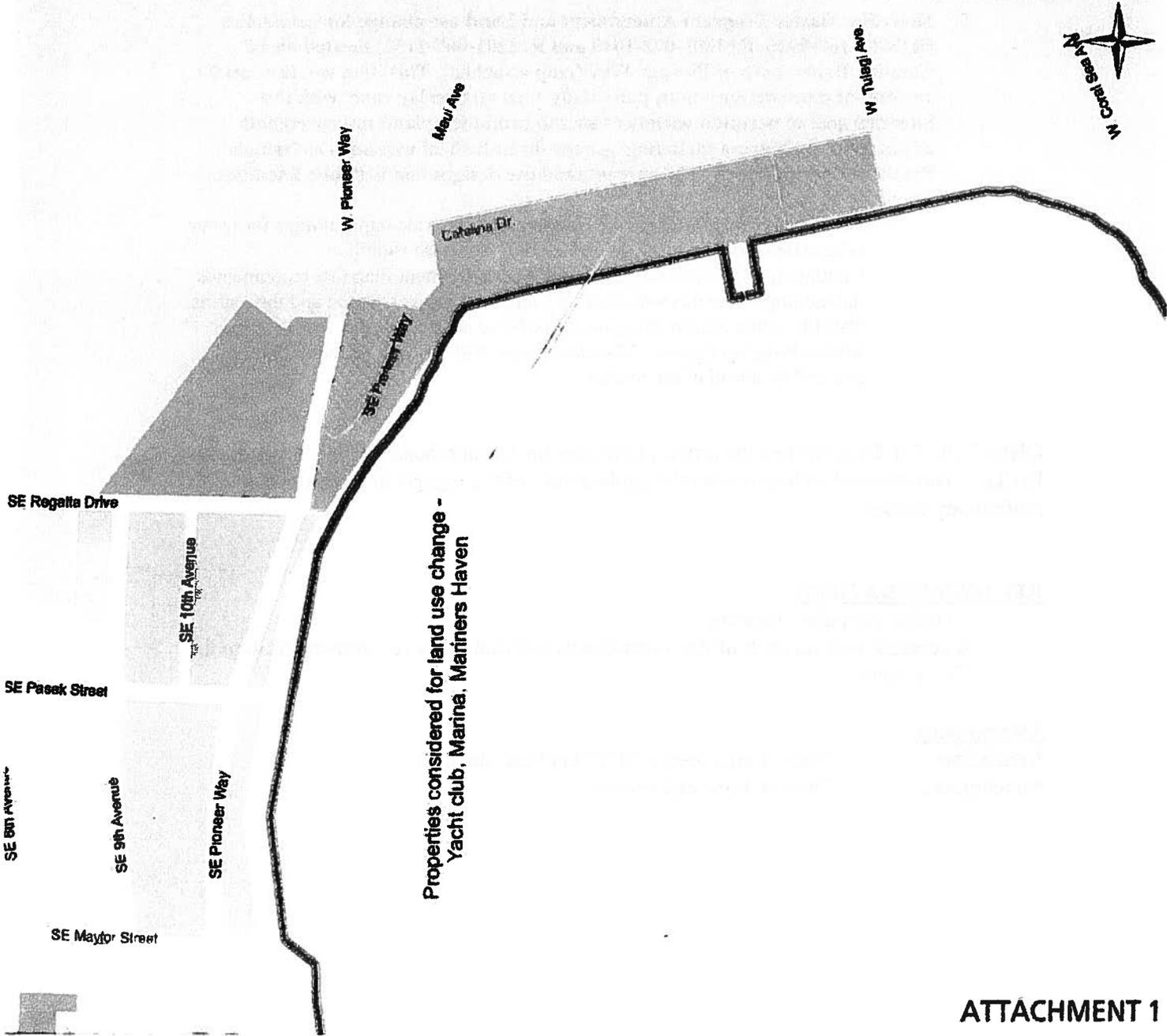
1. Conduct the public hearing.
2. A separate vote on each of the amendments to formulate a recommendation to the City Council

Attachments:

- Attachment 1 - Map of area proposed for land use changes
Attachment 2 - Docket items and criteria

Proposed Comprehensive Plan Amendments - 2012

	Properties Under Consideration		City Boundary		Navy
	Future Land Use		UGA Boundary		
	Low Density Residential		Highway Corridor Commercial		
	Medium Density Residential		Planned Industrial Park		
	Medium-High Density Residential		Planned Business Park		
	High Density Residential		Industrial		
	Residential Office		Public Facilities		
	Neighborhood Commercial		Residential Estate		
	Central Business District		Special Planning Area		
	Community Commercial		Open Space		
	Auto/Industrial Commercial		Outside UGA		



Properties considered for land use change -
Yacht club, Marina, Mariners Haven

2012 Preliminary Docket Items and Review Criteria

Criteria provided in OHMC 18.15.070 (2)	Mandated Updates				Discretionary Updates			
	Comprehensive Plan 2015 (continued)	Capital Improvements Plan	Shoreline Master Program Update	Commercial Lands	Non-Enterprise Project List - CIP	Signs	View Corridors	SMP and Land Use Changes - Marina Uplands
(a) The proposed amendments are consistent with Growth Management Act and the Countywide Planning Policies.	✓Yes Mandated (RCW 36.70A.130)	✓Yes Mandated (RCW 36.70A.130)	✓Yes Mandated RCW 90.58.080	✓Yes	✓Yes	✓Yes	✓Yes	✓Yes
(b) The proposal does not appear to contradict other elements, goals and policies within the Comprehensive Plan.	No contradictions	No contradictions	No contradictions	No contradictions	No contradictions	No contradictions	No contradictions	Currently not permitted in the SMP
(c) The proposal will implement or further existing goals and policies in the Comprehensive Plan.	✓Yes Updates will keep the Comprehensive Plan in compliance with GMA	✓Yes Updates will keep the Comprehensive Plan in compliance with GMA	✓Yes Updates will keep the Comprehensive Plan in compliance with GMA	✓Yes - based on scope of the study	✓Yes	✓Yes The current codes adequately address the goals and policies unless further refinement is required	✓Yes The current codes adequately address the goals and policies unless further refinement is required	✓Yes
(d) The proposal would correct an inconsistency within or make a clarification to a provision of the Comprehensive Plan.	NA	NA	NA	NA	The proposal will clarify community priorities	The proposal is to review for further refinement if necessary	The proposal is to review for further refinement if necessary	NA

Criteria provided in OHMC 18.15.070 (2)	Mandated Updates			Discretionary Updates				
	Comprehensive Plan 2015 (continued)	Capital Improvements Plan	Shoreline Master Program Update	Commercial Lands	Non-Enterprise Project List - CIP	Signs	View Corridors	SMP and Land Use Changes - Marina Uplands
(e) The proposed amendments have been clearly defined to determine a fairly accurate scope of work.	✓Yes	✓Yes	✓Yes	✓More clarification will be needed on minimum land area	✓Yes	The current codes adequately address the goals and policies	The current codes adequately address the goals and policies	✓Yes
(f) The proposed amendments respond to an expressed desire by the community.	NA	NA	NA	Planning Commission	Planning Commission	Planning Commission	Planning Commission	Planning Director - indirect input at City Council
(g) The public interest would be best served by considering the proposal in the current year.	✓Yes Required to be adopted this year	✓Yes Updated annually	✓Yes Progress will be made every year to 2015	Unknown	Unaffected	Unaffected since current codes are in place to protect the public interest	Unaffected since current codes are in place to protect the public interest	✓Yes - Economic interest

**PLANNING COMMISSION
REGULAR MEETING
CITY HALL – COUNCIL CHAMBERS
January 24, 2012**

ROLL CALL: **Present:** Bruce Neil, Keith Fakkema, Jeff Wallin, Gerry Oliver and Jill Johnson-Pfeiffer.
Absent: Greg Wasinger and Kristi Jensen.
Staff Present: Senior Planner, Cac Kamak and Associate Planner, Melissa Sartorius.

Chairman Neil called the meeting to order at 7:35 p.m.

MINUTES: MR. FAKKEMA MOVED, MR. OLIVER SECONDED, MOTION CARRIED TO APPROVE THE NOVEMBER 22, 2011 MINUTES AS PRESENTED.

PUBLIC COMMENT:

Richard Everett (651 SE Bayshore Drive) asked how to go about raising the issue of light pollution and get the City motivated toward improving the light pollution that exists in the City. Mr. Everett is a member of the local astronomy club (Island County Astronomical Society). He said the lights from Bayshore Drive and Pioneer Way make it difficult to see the sky at night. He offered to share information from the National Dark Sky's Association about how to deal with planning future projects so that they integrate newer style lighting that are in the proper bandwidth and shine downward.

Mr. Kamak said that the City currently has code language that addresses lighting. The code currently states that all parking lot lights should be downward facing and should have enough shields so that the light pollution doesn't go to neighboring properties. Mr. Kamak indicated that anything that goes through the permitting process has to follow the lighting guidelines but there may be projects that were completed before the current code was in place.

Mr. Kamak said the most effective way for Mr. Everett to get the City to respond to his light pollution concerns was to go through the application process that the City has for considering new code amendments.

2012 COMPREHENSIVE PLAN AMENDMENT DOCKET – Public Hearing

Mr. Neil reported that the Planning Commission will conduct a public hearing on the preliminary docket for the 2012 Comprehensive Plan amendment process. Planning Commissioners evaluated several discretionary items at their November 22, 2011 meeting and will make their final recommendation to the City Council as to which discretionary items should be placed on the 2012 Comprehensive Plan Amendment Docket.

Mr. Neil opened the public hearing.

Mr. Kamak reviewed the annual Comprehensive Plan amendment process which entails forming a preliminary docket with all of the ideas that have come forward. The preliminary docket goes through Planning Commission review which is what the Commission is doing tonight. Then the docket goes forward to City Council for review. When Council adopts the docket it becomes the Comprehensive Plan amendment work program for the staff to take on that year. Docket items are analyzed and researched and presented to Planning Commission for discussions April through August. At the end of August the information is compiled and sent to the State for a 60-day review period. At the end of the review period the State provides

Planning Commission
January 24, 2012
Page 1 of 9

feedback and then the items go back the Planning Commission for final recommendations to the City Council.

Mr. Kamak described the types of amendments that can be placed on the docket as follows:

Sponsored Amendments

Sponsored amendments are requests for changes initiated by the public through an application process. The most common amendments are land use changes. This year the city did not receive any applications. However, there is a request for a land use change this year. Since it is initiated by the Director of Development Services it is listed under the Discretionary amendments.

Mandated Amendments

Mandated amendments are changes that are either required by the State, GMA or by OHMC. The mandated amendments identified for 2012 as follows:

Capital Improvements Plan (CIP)

The Capital Improvements Plan is updated annually as part of the Comprehensive Plan amendment cycle. The updates to the Plan reflect the most recent and accurate information available. This normally includes updates to reflect consistency with adopted plans, updates to revenues and expenditures provided by the Finance Department, and any changes to schedules or project costs.

Shoreline Master Program (SMP) Update

This update is required by RCW 90.58.080. The city received a grant to update this plan and the process is currently underway. The City Council is expected to review and approve the update concurrent with the other 2012 amendments. The Department of Ecology reviews the SMP after City Council approval and provides the final approval of this Plan.

Comprehensive Plan Update 2015

This is the ongoing work that will lead to an update of the Comprehensive Plan in 2015 as required by RCW 36.70A.130. This is listed on the docket to track progress and identify opportunities for public involvement as well as coordination with other agencies on data related to population demographics, land use and capacities. No action is expected on this item for 2012.

Discretionary Amendments

Discretionary amendments are changes that the community desires to see in the comprehensive plan that are not mandated by the State or other agencies. This year the Planning Commission has suggested a few ideas to consider. The Director of Development Services has also added an amendment for consideration under this section.

The five proposed discretionary amendments and information for consideration for each proposed docket item are listed below (Planning Commission discussion follows each preliminary docket item):

- 1. Revisit the Commercial Lands Inventory done in 2006 and proactively look for opportunities to increase the inventory of commercially designated lands, including those available for large scale commercial enterprises. (Planning Commission)**

Information for Consideration:

- “Large scale” would have to be defined with a minimum size expectation. The last request for a large scale development was in 2006 for 33 acres.
- Undeveloped commercial lands are still available along SR 20 in Oak Harbor.
- Approximately 13.75 acres in 3 lots under one ownership was rezoned for Community Commercial in 2008 along Goldie Road west of NE 16th Avenue.
- The commercial lands inventory will need to be updated to determine the need and quantity for additional commercial lands.
- Related Comprehensive Plan Goals and Policies are listed in the staff report.

Planning Commission Discussion

Ms. Johnson-Pfeiffer asked if we would be looking at properties outside of the UGA. Mr. Kamak said that the scope of this project would have to be determined, meaning that if “large scale” means 10 acres we can look at 10 acre parcels in the City if “large scale” means 30 acres we know that there are no 30 acre parcels in the City and we would have to look for the best place outside of the City.

Ms. Johnson-Pfeiffer asked when the next UGA process would be. Mr. Kamak said that we would be doing another capacity analysis in 2015 because the new population projections will be in and the County will be doing this as well. It is the County’s decision as to whether the UGA boundary is expanded or not.

Ms. Johnson-Pfeiffer reasoned that if “large scale” means 10 acre parcels we have some 10 acre parcels in our existing boundary. If we are talking about larger parcels then we have to have the UGA conversation which comes around in 2015 so it seems premature to have this item on the docket right now.

Mr. Fakkema agreed with Ms. Johnson-Pfeiffer reasoning.

2. Review the non-enterprise funded projects listed in the City’s Capital Improvement Plan which currently includes projects such as but not limited to Windjammer Park Redevelopment, Municipal Pier, Special Events Center, etc. and determine their current relevance and need. (*Planning Commission*)

Information for Consideration:

- Implementation of projects in this list has been based on funding opportunities and less on the assigned priorities.
- Changes can be discussed as part of the annual mandated update to the Capital Improvements Plan.
- Some of the projects placed on the list are from other approved plans.
- Related Comprehensive Plan Goals and Policies are listed in the staff report.

Planning Commission Discussion

Mr. Oliver asked; if we feel it necessary to build up the waterfront to help with tourism is there something the Planning Commission could do to spur that? Mr. Kamak said that those thoughts could be brought up during this discussion and even if those ideas don’t make it on the list it will trigger a process to consider those types of projects.

Ms. Johnson-Pfeiffer asked if the prioritization was done by Council or the Planning Commission and whose responsibility it was to prioritize the projects. Mr. Kamak said the prioritization was initially done by the Council with the funding in mind but staff could ask the Council if they would like the Planning Commission to make a recommendation for prioritizing the projects.

Ms. Johnson-Pfeiffer commented that the Council is accountable to the citizens, not the Planning Commission, so priority setting is a Council function versus a Planning Commission function. Mr. Kamak said the Planning Commission is an advisory body so the Commission could make recommendations to the Council. Planning Commission public hearings gather comments from public which reveal the public interest and provides and additional criteria for review to the City Council other than just dollars and cents.

3. Review if the current Comprehensive Plan goals and policies adequately identify and protect view corridors within the City. (*Planning Commission*)

Information for Consideration:

- View Corridors are identified in Map 3 of the Parks, Recreation and Open Space Element in the Comprehensive Plan.
- There is existing language in the Comprehensive Plan for protection of viewsheds and corridors.
- Related Comprehensive Plan Goals and Policies
 - Urban Design Element - Goal 5 - Protect viewsheds and view corridors:
Discussion - The City of Oak Harbor defines viewsheds as a panoramic view from a single location. Significant viewsheds include views of Mt. Baker, Mt. Rainier, Cascade mountain range, Olympic mountain range, Oak Harbor Bay, Maylor Point (especially wooded and tidal flat areas) and Saratoga Passage. The view corridors and viewsheds within the City should be identified and accurately mapped at a useable scale so they can appropriately guide development.
 - Policy: 5.a Consideration of building impacts on viewsheds and view corridors shall be exercised in all developments, and mitigation measures shall be applied to protect existing views.
Discussion: The City may incorporate policies and guidelines to protect these resources, such as developing: a unified bulk program for building envelopes; performance based zoning; and, density bonuses as development incentives.
- Current zoning regulations for height limitations in the Central Business District are a result of a view study done in 1999. There is specific language in the code for additional review of buildings in the CBD that would like to exceed height limitations specifically to protect views (OHMC 19.20.320.8(d)).
- The existing code language was used in the recent past to evaluate the Flemming Project proposed in the Central Business District. Though this project was not implemented, the review shaped the design to protect views from SE Jensen Street.

Planning Commission Discussion

Ms. Johnson-Pfeiffer pointed out the condominium development at the intersection of Scenic Heights Street and SR-20 which blocked a significant view corridor to the harbor. She asked if there was code language that dealt with that development. Mr. Kamak said that the zoning code has height limitations and there was a study done in 1999 for the downtown where they

tied balloons on buildings to a certain height and they went to various places within the view corridors to see if they could see the balloons. This study resulted in the 35 foot height limitation in the downtown. There are some clauses for allowing a building height of a maximum of 55 feet if certain conditions are met. Mr. Kamak added that he wasn't sure if this study included Scenic Heights but most of the zoning districts have been based on the study and even the industrial districts have a height limitation of 35 feet.

Ms. Johnson-Pfeiffer indicated that view corridors are important because once they are built up you can't get them back. As more focus is put on building up the waterfront we need to understand the potential consequences further inland to the town. She wanted to make sure that we don't wake up 20 years from now and lament that we used to be able to see the water from our town and now only a few can. The condominiums on Scenic Heights and SR-20 have diminished a prominent view corridor. Now when you enter Oak Harbor from the south the first impression of the community after coming off of a very rural drive down the Island is a highly intense development feel the minute you enter our community and that can't be changed now.

Mr. Kamak said that this is a classic example of balancing property development rights and protecting the public interest. On one hand we look for infill development and higher density and everybody wants Oak Harbor to be more dense and not to sprawl so we are looking at more density and when we go with more density, especially if we expect our population to increase, we are looking at how much more we can squeeze into a limited space and usually it is to build higher and that is why the height limitation is capped to try and do exactly what Ms. Johnson-Pfeiffer is trying to do. At this point do we want to say that we what to go lower, if so, what does that mean for the community? There is also zoning which comes into play. The zoning for the parcel that the condominiums were built is R-4 which carries a higher density. The discussion turned to how zoning has been done historically nationwide and how it has evolved. The movement has been from completely separating uses to now mixing uses to reduce sprawl. Therein comes the challenge between people living and working in the same zoning district.

Mr. Wallin and Mr. Oliver suggested that there needs to be a community discussion and a review of the zoning for the City which becomes a larger discussion than just view corridors.

Ms. Johnson-Pfeiffer said, in the context of view corridors, if the corridors were mapped out and clearly defined and adopted wouldn't the fallout be laying the view corridor over the top of the zoning map, and if there was any zoning that would hinder a view corridor then that would trigger a conversation about rezoning. Ms. Johnson-Pfeiffer went on to say that knowing what the County is saying about density and this pressure to have density it is not just about how much building you can put on the land but also where does your eye go for relief. Where are the views that our eyes naturally go to that offer some relief from this urbanization? If we map those view corridors and adopt them and say that these are the things that we as a community prioritize in terms of visual relief and say don't build here because this is a community priority to preserve this community view. Mr. Kamak said that we could do that but that does come with laying it on top of properties in a city that is already zoned for a particular density. Ms. Johnson-Pfeiffer went on to say that she believed there were property owners who are in APZ zones now who owned property for years who had to deal with that reality. This is a hard conversation but I

sure get it and I respect property rights but at the same time I'm also a community member who feels I should be able to see something and it should not always necessarily be someone's right to over develop an area or live in a community that is being told by a county that we have to overdevelop an area. If we don't clearly identify the corridors and document the community value for preserving the views we have nothing to defend our position from the pressure to urbanize. Mr. Kamak reiterated that the 35 foot height limit is based on that limitation and view corridors have been mapped along public properties and right-of-ways. For example, as you approach Oak Harbor from the north by the Best Western you can see the Olympic Mountains, that is noted as a view corridor. We can do that from public venues like parks and public right-of-ways. Ms. Johnson-Pfeiffer said that she understood the protection of private property rights but if we are a community the pushes forward a value of tourism, quality of life and all of these intangible things that we have written in the Comprehensive Plan and then we are going to develop at urban densities that cut off those connectivity points, which one are we going to be? Are we going to work toward water connectivity and be this waterfront community? If that is a core value then I think we have to have preservation of those values. Or if we are going to say we've got to be dense we don't want any sprawl, we have to pack them in then the consequence is going to be a loss of water connectivity. Going back to the development on Scenic Heights and SR-20 it might be 35 feet but when that other building goes up you are going to have a hard time telling me that any consideration was given to a view corridor at that corner and we have lost that connectivity to the water under the existing view corridor language that we have now. Mr. Kamak said that we have goals and policies that give importance for protection but how it transfers to implementing code is the question. So we have goals to protect view sheds and what we have currently in implementing that are the zoning regulations. So what the Planning Commission should consider in moving this forward on the docket is if the current code language is not sufficient to protect the view corridors then the code is what we should look at. If the code language is not sufficient then we should look at having more regulations or a higher regulation in order to protect view corridors before they are lost and then we have to identify the view corridors first as well as other view corridors than what is currently in our Comprehensive Plan and the properties that would be impacted.

4. Review if the current Comprehensive Plan goals and policies adequately protect the City from the proliferation of signs. (*Planning Commission*)

Information for Consideration:

- Current codes on signs are based on existing goals and policies in the comprehensive plan.
- The sign code determines the number and type of signs that are permitted based on frontage, size of buildings, number of businesses etc.
- The existing code also addresses temporary signs.
- Sign regulations are enforced on a complaint basis.
- Related Comprehensive Plan Goals and Policies are listed in the staff report.

Planning Commission Discussion

There was discussion as to how this item was raised for inclusion on the preliminary docket and whether this issue could be studied in conjunction with the temporary sign code revision that is currently underway.

5. **Shoreline Master Program Amendment and Land use change for properties (R13201-160-0920, R13201-072-1040 and R13201-067-1150) located on SE Catalina Drive south of Pioneer Way (map attached). This item would consider various land use designations, potentially even an overlay zone, with the intended goal to permit a variety of uses to promote upland improvements adjacent to the Marina including options for industrial uses such as Nichols Brothers Boat Builders. The current land use designation is Public Facilities. (*Planning Director*)**

Information for Consideration

- o Based on recent interest in the community to provide opportunities for water related industries to locate in Oak Harbor along the shoreline.
- o Continuing to implement the Marina Redevelopment Plan that recommends upland improvements with uses that support water recreation and the marina.
- o This Shoreline Master Program *Amendment* is different that the Shoreline Master Program *Update*. The *amendment* will follow a different timeline and will be ahead of the *update*.

Mr. Neil asked for public comment.

Billie Cook (651 SE Bayshore Drive) commented on proposed docket item to review the non-enterprise funded projects listed in the City's Capital Improvement Plan. Ms. Cook asked the Commission consider Windjammer Park and the Bayshore Drive alignment that is currently in the Comprehensive Plan as well as fixing the intersection at Bayshore Drive and City Beach Street. The intersection has become much worse since the traffic has increased due to Pioneer Way becoming a one-way street. She hoped that the Bayshore Drive alignment would be placed as a high priority on the list. Ms. Cook also raised the need for upgrades to the existing restroom and the picnic shelter in Flintstone Park. She said that the park is very nice and highly used but the facilities are falling apart.

Mr. Neil encouraged Ms. Cook to continue attending meetings and providing comments as this process moves forward.

Mr. Neil closed the public hearing.

MOTION: MR. WALLIN MOVED, MR. FAKKEMA SECONDED A MOTION TO RECOMMEND THAT THE CITY COUNCIL PLACE ALL THREE MANDATED AMENDMENTS ON THE 2012 COMPREHENSIVE PLAN DOCKET. MOTION CARRIED.

MOTION: MR. OLIVER MOVED, MR. WALLIN SECONDED A MOTION TO RECOMMEND THAT THE CITY COUNCIL REMOVE THE REVIEW OF COMMERCIAL LANDS INVENTORY FROM THE 2012 COMPREHENSIVE PLAN DOCKET. MOTION CARRIED.

MOTION: MS. JOHNSON-PFEIFFER MOVED TO REFER REVIEW OF THE NON-ENTERPRISE FUNDED PROJECTS LISTED IN THE CITY'S CAPITAL IMPROVEMENT PLAN BACK TO THE COUNCIL FOR FURTHER CLARIFICATION ON PLANNING COMMISSION ACTION.

Planning Commission Discussion

Ms. Johnson-Pfeiffer asked if the item could be referred back to the Council to ask if they wanted the Planning Commission to prioritize the list or not. Mr. Kamak said that it would be appropriate to recommend the review of the non-enterprise funded projects list for the docket and whether prioritization happens at the Planning Commission or the Council either way the list can be looked at.

MS. JOHNSON-PFEIFFER WITHDREW THE MOTION.

Mr. Neil asked Mr. Kamak if the Planning Commission recommends that the non-enterprise project list be reviewed will staff also ask for direction as to whether the Council would like the Planning Commission to review the list. Mr. Kamak said that staff would pose the question to Council and the Council would also have the minutes of the Planning Commission's discussion.

MOTION: MS. JOHNSON-PFEIFFER MOVED, MR. FAKKEMA SECONDED A MOTION TO RECOMMEND THAT THE CITY COUNCIL REMOVE THE REVIEW OF THE NON-ENTERPRISE FUNDED PROJECTS LISTED IN THE CITY'S CAPITAL IMPROVEMENT PLAN FROM THE DOCKET.

Planning Commission Discussion

Mr. Fakkema said that the reason for his second lies more in how much more work can staff absorb. It appears that looking at the list isn't going to change anything other than a possible revamping of the priorities which he believed Planning Commission has no responsibility or authority for. Mr. Fakkema wondered how much work should be put into what he believed would be a wasted effort.

Ms. Johnson-Pfeiffer agreed with Mr. Fakkema's sentiments and believed that it was not the appropriate year for this conversion.

Mr. Oliver said that Mr. Kamak said that he thought it would be appropriate to put this on the docket.

Mr. Kamak said that from a staffing analysis perspective he thought that this was one of the discretionary items that staff could accomplish with the update of the Capital Improvement Plan.

VOTE ON THE MOTION: MS. JOHNSON-PFEIFFER, MR. FAKKEMA AND MR. OLIVER VOTED IN FAVOR OF THE MOTION. MR. WALLIN OPPOSED. THE MOTION CARRIED.

MOTION: MR. OLIVER MOVED, MS. JOHNSON-PFEIFFER SECONDED, A MOTION TO RECOMMEND THAT THE CITY COUNCIL PLACE THE REVIEW OF WHETHER THE CURRENT COMPREHENSIVE PLAN GOALS AND POLICIES ADEQUATELY IDENTIFY AND PROTECT VIEW CORRIDORS WITHIN THE CITY ON THE 2012 COMPREHENSIVE PLAN DOCKET.

Planning Commission Discussion

Mr. Fakkema commented that there are zoning restrictions, height restrictions and setback restrictions in place. All of which impact persons property and if we further restrict development rights we could open ourselves to a lawsuit. Mr. Fakkema said he sympathized with Ms. Johnson-Pfeiffer's sentiment but our real recourse is to buy the property as a City. We need to

have a mechanism to acquire property to protect views. What we have in place is all the protection that we can do at present so he would not be in favor of keeping this item on the docket.

Ms. Johnson-Pfeiffer stated that she just wanted to know clearly what the view corridors are and she didn't feel that we knew clearly enough what the view corridors are.

VOTE ON THE MOTION: MS. JOHNSON-PFEIFFER, MR. WALLIN AND MR. OLIVER VOTED IN FAVOR OF THE MOTION. MR. FAKKEMA OPPOSED THE MOTION CARRIED.

MOTION: MR. OLIVER MOVED, MR. FAKKEMA SECONDED, A MOTION TO RECOMMEND THAT THE CITY COUNCIL REMOVE FROM THE 2012 COMPREHENSIVE PLAN DOCKET THE REVIEW OF THE CURRENT COMPREHENSIVE PLAN GOALS AND POLICIES FOR ADEQUACY IN PROTECTING THE CITY FROM THE PROLIFERATION OF SIGNS. MOTION CARRIED.

MOTION: MS. JOHNSON-PFEIFFER MOVED, MR. WALLIN SECONDED, A MOTION TO RECOMMEND THAT THE CITY COUNCIL PLACE THE SHORELINE MASTER PROGRAM AMENDMENT AND LAND USE CHANGE FOR PROPERTIES LOCATED ON SE CATALINA DRIVE SOUTH OF PIONEER WAY ON THE 2012 COMPREHENSIVE PLAN DOCKET.

Planning Commission Discussion

Mr. Oliver asked if the intent was to make the marina area more recreational as well as providing more opportunities for economic growth. Mr. Kamak said that the idea is to make it convenient for someone who thinks that there is a market there to invest there. As it stands now they would have to go through a zoning change.

Mr. Oliver asked if a mobile commercial entity (e.g. kayak rental) could set up there as the code is written now. Mr. Kamak said that the code may not directly permit that but there is room for interpretation because Public Facility zoning allows recreational uses so as long as the entity is recreation related it might be allowed as a temporary use. If a building permit for construction is needed then it would be looked at differently.

Mr. Oliver asked if Nichols Brothers could do what they want to do as the code is written today. Mr. Kamak said no.

Mr. Fakkema asked, if from the Nichols Brothers standpoint, is it a temporary concept or are they thinking about a permanent concept. Mr. Kamak said that he didn't have accurate or full information but from what he has heard they have a current contract that is for about seven or eight years. In that seven or eight year will they get additional contracts, we don't know.

VOTE ON THE MOTION: MOTION CARRIED UNANIMOUSLY.

ADJOURN: 9:15 p.m.

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

Bill No. 6
Date: March 20, 2012
Subject: Island County Joint Tourism
Contribution

FROM: Steve Powers *SP*
Interim City Administrator

**INITIALED AS APPROVED FOR
SUBMITTAL TO THE COUNCIL BY:**

SD Scott Dudley, Mayor
DM Doug Merriman, Finance Director
BH Bill Hawkins, City Attorney as to form

PURPOSE

This agenda bill arises from a motion by Councilmember Campbell, and a second by then-Councilmember Dudley to have a discussion at the second meeting in January regarding the City's contribution to the Island County Joint Tourism effort (\$20,000 versus 1%). The January 17, 2012 meeting was cancelled because of inclement weather and the agenda bill was added to Council's February 7, 2012 meeting. Due to the length of February 7th's meeting, a motion carried unanimously to move this agenda bill to Council's mid-March 2012 meeting.

AUTHORITY

OHMC 1.04.020(3)

Public Notice for full Council Agenda - Introduction of Action

- (3) Matters introduced by a councilmember which are seconded by another councilmember and not on the agenda shall be set over to another full council meeting for consideration and action, if any. Every councilmember-initiated agenda item shall be stated by the initiating councilmember for the agenda in the form of a proposed action item such as council discussion, a motion, resolution or ordinance. As an exception to the provision of this subsection, the following matters after motion and second may be considered and acted upon during the same meeting they are introduced:
- (a) Matters declared an emergency;
 - (b) Directions to staff to prepare documents or reports or both for consideration; or
 - (c) Scheduling of meetings.

FISCAL IMPACT DESCRIPTION

Funds Required: The City of Oak Harbor presently contributes \$20,000 annually to the Island County Joint Tourism effort. Any increase in that contribution would increase the funding required to meet the obligation.

Appropriation Source: Additional 2% hotel/motel tax

SUMMARY STATEMENT

At the November 15, 2011 City Council meeting, the City Council approved various amendments to the Island County Joint Tourism Agreement to which the City is a party. At the conclusion of that discussion and action, Councilmember Campbell moved "to have a full discussion about the \$20,000 versus 1% at the second meeting in January." The motion was seconded by then-Councilmember Dudley. As described in the Purpose Section on page one, this item has been moved forward through two Council meetings with a motion on February 7, 2012 to have the agenda bill included in the March 20, 2012 Council meeting.

The City Council last took action about the contribution amount on June 16, 2009 when the City Council decided to set the maximum contribution rate at \$20,000. A copy of the agenda bill and minutes from that meeting is attached for reference. Also attached for reference is a summary of the income and expenditure projections for 2% funds.

STANDING COMMITTEE REPORT

N/A

RECOMMENDED ACTION

None

ATTACHMENTS

Attachment 1 - June 16, 2009 agenda bill with attachments

Attachment 2 - 2% Fund Projections for 2012

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

Bill No. _____
Date: June 16, 2009
Subject: Island County Tourism Agreement

FROM: Paul Schmidt
City Administrator



INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

 Jim Slowik, Mayor
 Doug Merriman, Finance Director
 Margery Hite, City Attorney, as to form

PURPOSE

The purpose of this agenda bill is to propose reducing the City of Oak Harbor contribution to the Island County Joint Tourism Agreement effort.

AUTHORITY

Pursuant to RCW Chapter 39.34 the City Council of Oak Harbor is authorized to allow the Mayor to enter into cooperative agreements with other public agencies to jointly provide public services. Conversely, these agreements also allow the City Council to contemplate amendments, modifications or outright termination.

The Island County Joint Tourism Agreement effort is funded with 2% hotel/motel tax proceeds. RCW 67.28 and Oak Harbor Municipal Code Section 2.66.040(4), require the City Council to submit to the City's Lodging Tax Advisory Committee, for its review and comment, any proposals to; "change [in] the use of the revenue received from such a tax".

On May 6, 2009, the Oak Harbor Lodging Tax Advisory Committee made recommendation to decrease the City of Oak Harbor's current contribution of 1% (approximately \$40,000) of the total hotel/motel tax to the Island County Joint Tourism Agreement effort down to a set annual amount of \$20,000.

SUMMARY STATEMENT

The original Island County Joint Tourism agreement was executed by the City of Oak Harbor on September 5, 2000, between Island County, the City of Langley and the Town of Coupeville. This agreement came on the heels of the above noted entities approving imposition of the additional 2% hotel/motel tax authorized by the State Legislature in 1998. This newly authorized amount allowed the County, Cities and Town to impose a total of 4% hotel/motel tax if they wished. The intent of the Joint Tourism Interlocal was to impose the additional 2% and pool the funds for the dedicated purpose of a county wide tourism promotion effort. The annual hotel/motel tax generated by the 2% contribution from the City of Oak Harbor ranged from \$73,391 in 2001 to \$72,013 in 2004 (see Exhibit A). The amendment to the Interlocal Agreement in 2005 decreased the City's contribution to the County/Cities/Town Tourism Fund from the lodging tax from 2% to 1% resulted in a City contribution of \$40,894 in 2005 (see Exhibit A).

It is noted that the savings from the decreased contribution to Island County Joint Tourism have since been dedicated to the purpose of promoting Windjammer Park.

Recent discussions within the City of Oak Harbor on how to best utilize the limited funds for tourism promotion have once again prompted a proposal to limit the contributions to the Island County-wide tourism effort in favor of providing more funds for direct local promotions. For example, it has been suggested that possibly a new banner program could be initiated for tourism promotion in the City or to further enhance events in Oak Harbor, such as the Whidbey Marathon. Furthermore, it has been suggested that maybe Oak Harbor's contribution to the Island County Joint Tourism effort need not be any more than that of the other city on Whidbey Island which is Langley. The question is if there is any measurable increase in tourism to the City of Oak Harbor commensurate with the greater contribution the City is making to the Island County Joint Tourism effort?

For these reasons, staff recommends that the City Council consider reducing the City's contribution to the County/Cities/Town Tourism Fund so that the City's share of the hotel/motel tax may be more productively used. However, this will require an amendment to the Interlocal Agreements. In order to initiate an amendment to the original Island County Tourism Promotion Agreement, at least a six month notice, prior to the end of the calendar year, must be given to the Joint Board and to each of the Legislative authorities of the Joint Board (see Exhibit B).

In addition, the original agreement requires a minimum of a one year notice before terminating participation in the Island County Joint Tourism Promotion Agreement. It might behoove the City Council to also give notice of intent to terminate participation in the event approval of the amendment to decrease the City's contribution from 1% to \$20,000 is denied by the Joint Board. In that case, the City would save six months of contributions if termination notice was given concurrently with the notice of amendment. In the event the amendment is granted by the Joint Board, the City would have the option of then withdrawing the termination notice well before the effective date.

STANDING COMMITTEE REPORT

This item came in front of the entire City Council on March 24, 2009, to have the City Council submit the issue to the Lodging Tax Advisory Committee for their recommendation. In addition, this item was introduced to the Government Service Standing Committee on March 9, 2009 and further discussed on June 8, 2009.

RECOMMENDED ACTION

Authorize the Mayor to give notice to the Joint Board and the Legislative authorities of Island County, the City of Langley and the Town of Coupeville to amend the Interlocal Tourism Promotion Agreement to decrease the City of Oak Harbor's annual contribution to a set amount of \$20,000, and to concurrently submit a notice of intent to terminate the City's participation in the Interlocal Tourism Agreement in the event the City's requested amendment is not granted.

ATTACHMENTS

Exhibit A
Exhibit B
Proposed Notice

MAYOR'S COMMENTS

Island County Tourism Agreement
Page 2 of 2

Island County Joint Tourism Board		www.dor.wa.gov		Statistical Reports - Tax Collections/Distributions					
Treasurer's Report		Local Sales and Use Tax Distr - View 2007							
As of 11/01/07									
Tax Revenues as reported by State									
As of 10/31/07									
	2000	2001	2002	2003	2004	2005	2006	2007	
Island Count	\$54,837.10	\$77,351.72	\$80,408.00	\$79,776.75	\$81,460.00	\$91,419.11	\$98,336.91	\$82,993.69	\$646,583.28
Coupeville	\$10,690.44	\$12,295.29	\$11,639.00	\$10,419.17	\$12,601.00	\$15,195.08	\$14,485.32	\$12,712.36	\$100,037.66
Langley**	\$17,890.18	\$21,156.32	\$20,756.00	\$20,853.85	\$23,297.00	\$23,650.95	\$23,943.00	\$19,590.81	\$171,138.11
Oak Harbor*	\$65,669.53	\$73,391.19	\$76,804.00	\$69,496.77	\$72,013.00	\$40,894.30	\$41,980.00	\$35,404.68	\$475,653.47
Total Income	\$149,067.25	\$184,194.52	\$189,607.00	\$180,546.54	\$189,371.00	\$171,159.44	\$178,745.23	\$150,701.54	\$1,393,412.52
Tax Revenues as reported by County									
As of 10/31/07									
	2000	2001	2002	2003	2004	2005	2006	2007	Interest
Island Count	\$54,837.10	\$77,351.72	\$80,407.63	\$79,776.75	\$81,460.06	\$91,419.11	\$98,176.19	\$70,806.21	\$49,105.99
Coupeville	\$10,561.98	\$12,857.94	\$13,119.07	\$13,478.06	\$14,230.29	\$15,195.08	\$15,764.39	\$3,569.28	\$0.00
Langley**	\$17,292.18	\$21,200.36	\$20,756.03	\$21,059.90	\$23,371.47	\$23,784.46	\$24,173.41	\$4,647.37	\$157,575.34
Oak Harbor	\$65,649.53	\$73,391.19	\$76,803.88	\$69,496.77	\$72,013.38	\$40,894.29	\$41,980.71	\$29,517.74	\$474,208.79
Grant from 2% Hotel/Motel Tax (Part 1)									\$5,000.00
Total Income	\$148,340.79	\$184,801.21	\$191,086.61	\$183,811.48	\$191,075.20	\$171,292.94	\$180,094.70	\$108,540.60	\$54,857.45
Payments									\$1,418,900.98
Total 2002 Vouchers									Inv Amount
Total 2003 Vouchers									(\$214,077.79)
Total 2004 Vouchers									(\$295,119.50)
Total 2005 Vouchers									(\$184,550.56)
Total 2006 Vouchers									(\$122,150.63)
YTD 2007 Vouchers (see Budget report for details)									(\$146,350.84)
Income less Expenses (Balance in Acct. 146 000 57391 14440)									(\$143,140.35)
**Langley and O.H. (as of 1/05) are represented by 1% contribution only.									

Comparison of Income YTD Oct. 2006 vs 2007					
	2006	2007	Change		
Island County	\$ 67,869.96	\$ 82,993.69	22.3%		
Coupeville	\$ 10,539.80	\$ 12,712.36	20.6%		
Langley**	\$ 27,687.89	\$ 19,590.81	-29.2%		
Oak Harbor**	\$ 27,687.89	\$ 35,404.68	27.9%		
Totals	\$ 133,785.54	\$ 150,701.54	12.6%		



**AMENDMENT NO. 1
ISLAND COUNTY, OAK HARBOR, LANGLEY AND COUPEVILLE
TOURISM PROMOTION AGREEMENT**

THIS AGREEMENT AMENDMENT NO. 1 is made and entered into this 6th day of APRIL, 2005, by and between Island County, a political subdivision of the State of Washington, hereinafter called the "County," the City of Oak Harbor, a municipal corporation of the State of Washington, hereinafter called "Oak Harbor," the City of Langley, a municipal corporation of the State of Washington, hereinafter called "Langley," and the Town of Coupeville, a municipal corporation of the State of Washington, hereinafter called "Coupeville," to amend the original Island County, Oak Harbor, Langley and Coupeville Tourism Promotion Agreement entered into on September 5, 2000.

The following sections shall substitute for the sections of like number/letter of the original agreement.

II. GENERAL PROVISIONS

- B. **Pooled fund.** Except for Langley and Oak Harbor, after adoption of the new two-percent (2%) lodging tax the revenues collected for all the parties, plus accrued interest from such tax revenues, shall be pooled in a fund held by the Island County Treasurer to be known as the "County-Cities/Town Tourism Fund." Because Langley has already committed a one-percent (1%) additional lodging tax for new public tourist restroom facilities, Langley will only contribute one-percent of the new lodging tax to the pooled fund. Beginning January 1, 2005, Oak Harbor will only contribute one-percent of the new lodging tax to the pooled fund.
- D. **Basic two-percent lodging tax not covered.** This agreement does not cover the use of the basic two-percent (2%) lodging tax authorized by RCW 67.28.180 or the one-percent (1%) of the new lodging tax retained by Langley and Oak Harbor. The parties will continue to use those funds outside of the terms of this Agreement and any committee, board or other entity whose primary purpose is to promote economic development shall not be involved in any manner with the new fund referenced herein.



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Page: 3 of 3
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ISLAND COUNTY AUDITOR

AND

V. MISCELLANEOUS PROVISIONS

E. Amendment. The provisions of this agreement may be amended by written agreement of all the parties. A party that wishes to negotiate an amendment to the Agreement shall give notice of the proposed amendment at least six (6) months prior to the end of a calendar year to the Joint Board and the legislative authority of each party.

The following section is added to V. MISCELLANEOUS PROVISIONS:

F. Annual Review. The Joint Board shall make an annual review and report on the countywide tourism program funded by this Agreement and the Joint Board shall submit the annual review report to the legislative authority of each party to this Agreement by May 1st of each year.

All other terms of the original Agreement not amended above remain in full force and effect. This Amendment is effective January 1, 2005.

ISLAND COUNTY

Attest:

By: *[Signature]* Date: 4-25-05
Chairman
Board of County Commissioners

[Signature]
Clerk of the Board

CITY OF OAK HARBOR

Attest:

By: *[Signature]* Date: 4-6-05
Mayor

[Signature]
City Clerk

CITY OF LANGLEY

Attest:

By: *[Signature]* Date: 4-15-05
Mayor

[Signature]
City Clerk

TOWN OF COUPEVILLE

Attest:

By: *[Signature]* Date: 4/1/05
Mayor

[Signature]
Town Clerk

MOTION: COUNCILMEMBER MUNNS MOVED TO APPROVE THE PROPOSAL TO OFFER A PILOT ENVIRONMENTAL EDUCATION PROGRAM FOR YOUTH IN CITY PARKS AND AUTHORIZE THE MAYOR TO SIGN RESOLUTION 09-15. THE MOTION WAS SECONDED BY COUNCILMEMBER PALMER AND CARRIED UNANIMOUSLY.

Island County Joint Tourism Agreement

City Administrator Paul Schmidt presented this agenda bill and noted that a resolution was not meant to be included as stated on the agenda. The Island County Joint Tourism Agreement program is funded with 2% hotel/motel tax proceeds. RCW 67.28 and Oak Harbor Municipal Code Section 2.66.040(4), require the City Council to submit to the City's Lodging Tax Advisory Committee, for its review and comment, any proposals to "change [in] the use of the revenue received from such a tax." On May 6, 2009, the Oak Harbor Lodging Tax Advisory Committee made recommendation to decrease the City of Oak Harbor's current contribution of 1% (approximately \$40,000) of the total hotel/motel tax to the Island County Joint Tourism Agreement effort down to a set annual amount of \$20,000.

The original Island County Joint Tourism agreement was executed by the City of Oak Harbor on September 5, 2000, between Island County, the City of Langley and the Town of Coupeville. Island County, Oak Harbor, Langley, and Coupeville also approved the imposition of the additional 2% hotel/motel tax authorized by the State Legislature in 1998. That amount allowed the County, two Cities and Town to impose a total of 4% hotel/motel tax. The intent of the Joint Tourism Interlocal Agreement was to impose the additional 2% and pool the funds for county-wide tourism promotion. The annual hotel/motel tax generated by the 2% contribution from the City of Oak Harbor ranged from \$73,391 in 2001 to \$72,013 in 2004. The amendment in 2005 to decrease the contribution from the lodging tax from 2% to 1% resulted in a contribution of \$40,894 in 2005. The savings from the decreased contribution to Island County Joint Tourism have since been dedicated to Oak Harbor's promotion of Windjammer Park. Recent Oak Harbor discussions on how to better utilize limited funds for tourism promotion has again prompted a proposal to limit the contribution to the county-wide tourism effort in favor of providing more funds directly toward local promotions such as a new banner program or to further enhance events in Oak Harbor like the Whidbey Island Marathon. It has also been suggested that Oak Harbor's contribution need not be more than that of the other city on Whidbey Island, the City of Langley. Is there a measurable increase in Oak Harbor's tourism proportional to Oak Harbor's larger contribution to the Island County Joint Tourism program? To initiate an amendment to the original Island County Tourism Promotion Agreement, at least a six-month notice, prior to the end of the calendar year, needs to be given to the Joint Board and to each legislative authority of the Joint Board. In addition, the original agreement requires a minimum one-year notice in which to terminate Oak Harbor's participation in the Island County Joint Tourism Promotion Agreement. Council could concurrently give notice of full termination in the event approval of the amendment to decrease the City's contribution from 1% to \$20,000 is denied by the Joint Board. The City would save six months of contributions if

termination notice was given concurrently with the notice of amendment. In the event the amendment is granted by the Joint Board, the City would have the option of then withdrawing the termination notice well before the effective date.

Council Discussion

The new agreement with the Greater Oak Harbor Chamber of Commerce was noted. Jill Johnson, Executive Director of the Greater Oak Harbor Chamber of Commerce and member of the Island County Tourism Committee supported the reduction but felt there is value in county-wide marketing. Council discussion followed about the choice of \$20,000 as a flat contribution, the City's Lodging Tax Advisory Committee's support of this participation amount, and if Oak Harbor is receiving the same tourism benefit as the City of Langley. It was noted that that any reduction of this flat contribution would not have to be re-reviewed by the City's Lodging Tax Advisory Committee. Specific events, such as the Tour de Whidbey, Whidbey Island Marathon, and the City's banner program were also discussed. The bulk of Oak Harbor's lodging is made up of business room rentals instead of tourism room rentals. The Chamber has been filling rooms through its sports program; other Oak Harbor events also fill rooms. The updated tourism website is a great tool for storylines, video, and overall presentation of Whidbey Island. Discussion continued about the Island County Joint Tourism Treasurer's Report and whether some of the numbers represented a partial year in 2007, if other agencies were contributing 1% or 2%, and if Oak Harbor's proposed reduction and annual participation amount would trigger the same approach from the other agencies and jeopardize the joint program.

MOTION: COUNCILMEMBER GERBER MOVED TO AUTHORIZE THE MAYOR TO GIVE NOTICE TO THE JOINT BOARD AND THE LEGISLATIVE AUTHORITIES OF ISLAND COUNTY, THE CITY OF LANGLEY, AND THE TOWN OF COUPEVILLE TO AMEND THE INTERLOCAL TOURISM PROMOTION AGREEMENT TO DECREASE THE CITY OF OAK HARBOR'S ANNUAL CONTRIBUTION TO A SET AMOUNT OF \$20,000, AND TO CONCURRENTLY SUBMIT A NOTICE OF INTENT TO TERMINATE THE CITY'S PARTICIPATION IN THE INTERLOCAL TOURISM AGREEMENT IN THE EVENT THE CITY'S REQUESTED AMENDMENT IS NOT GRANTED. THE MOTION WAS SECONDED BY COUNCILMEMBER SEVERNS AND CARRIED UNANIMOUSLY.

City Administrator's Comments

Mr. Schmidt talked about upcoming standing committee meetings and the special meeting of the Government Services Standing Committee on June 19th. Mr. Schmidt also talked about the Annual AWC Conference in Spokane, June 23 – 26, 2009, and who will be attending. The Office of Financial Management shows Oak Harbor's population at 23,360 now. Mr. Schmidt also brought attention to the artist's rendering on display in Council Chambers that shows the reservoir mural as recommended by Oak Harbor's Arts Commission. Public Works Director Cathy Rosen noted that the City has been awarded \$37,500 in grant funding for the school zone flashing lights to be

**City of Oak Harbor
Sources and Uses of 2% Funds
Projections for 2012**

2012 Income Projection:

Basic 2% Lodging Tax Revenue	\$84,500
Additional 2% Lodging Tax Revenue	84,500
Total Revenues	<u>\$169,000</u>

2012 Expenditure Projection:

Island Wide Marketing Effort - County level	\$20,000
Chamber of Commerce Tourism Support Agreement	80,000
Lodging Tax Grant Program	16,000
Whidbey Marathon	12,000
Windjammer Park	24,000
Banner Program	17,000
Total Expenditures	<u>\$169,000</u>

City of Oak Harbor City Council Agenda Bill

Bill No. 7
Date: March 20, 2012
Subject: Adopt-A-Street Program

FROM: Cathy Rosen
Public Works Director

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

SD Scott Dudley, Mayor
SP Steve Powers, Interim City Administrator
DM Doug Merriman, Finance Director
JBH Bill Hawkins, City Attorney, as to form

PURPOSE

The proposed Adopt-A-Street Program will help beautify the community and reduce pollution along City streets and waterways, as well as minimize the human health risk associated with litter. It will involve Oak Harbor citizens in maintaining a clean community that can foster a sense of ownership and pride.

AUTHORITY

An Adopt-A-Street Program will reinforce the City of Oak Harbor Municipal Codes by “reducing potential health risks associated with litter” (Chapter 15.16.010), “mitigate or prevent adverse environmental impacts” (RCW 43.21C.010 and 43.21C.020) and reduce pollution, as cited in the Oak Harbor Municipal Storm Water Code (Chapter 12.50) and the Federal Clean Water Act (33 USC 1251 et seq.).

FISCAL IMPACT DESCRIPTION

Funds Required: \$50 per sign (approximately)

Appropriation Source: Solid Waste Utility Rates

SUMMARY STATEMENT

The Adopt-A-Street Program is for any individual volunteer or group willing to make a two year commitment to keeping a specific segment of a City street cleaned up at least quarterly. Safety is the highest priority. The minimum allowable age will be 15 years old and anyone under 18 will require adult supervision. The volunteer(s) will receive safety training, bright vests, hard hats, gloves and traffic caution signs to be posted while they work. The City Solid Waste Division will provide litter bags and will pick up the garbage and recyclables and dispose of them properly. Any hazardous items or anything too heavy or bulky for the group will be picked up by the City crew. The City will post a temporary sign on the day the volunteers clean up the segment of street, giving them credit for their efforts.

STANDING COMMITTEE REPORT

The Adopt-A-Street Program was reviewed by the Public Works Standing Committee on December 1, 2011.

City of Oak Harbor City Council Agenda Bill

RECOMMENDED ACTION

Adopt Resolution #12-02

ATTACHMENTS

- Resolution #12-02
- Adopt-A-Street Agreement
- Volunteer Group Informed Consent/Release
- Safety Sheet
- Volunteer Group Roster
- Incident Report

RESOLUTION NO. 12-02

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OAK HARBOR,
WASHINGTON, ESTABLISHING POLICIES AND PROCEDURES RELATING TO AN
ADOPT-A-STREET PROGRAM.**

WHEREAS, the City of Oak Harbor aims to have litter free streets to enhance the appearance of our community; and

WHEREAS, litter can pollute our streets and waterways; and

WHEREAS, litter is a potential human health hazard; and

WHEREAS, the community has many willing volunteers who can help; and

WHEREAS, participation from local citizens will encourage a sense of pride and ownership; and

WHEREAS, the City makes safety a priority providing training and equipment to do the job safely;

NOW THEREFORE, it is hereby resolved by the City Council of Oak Harbor, Washington, that an Adopt-A-Street Program will be established.

PASSED and approved by the City Council this _____ day of _____, 2012.

CITY OF OAK HARBOR

Scott Dudley, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

Section 101

1. The first part of the document is a title page which contains the title, author, and date of publication.

2. The second part of the document is the abstract, which provides a brief summary of the main findings of the study.

3. The third part of the document is the introduction, which sets the context for the study and states the research objectives.

4. The fourth part of the document is the literature review, which discusses the work of other researchers in the field.

5. The fifth part of the document is the methodology, which describes the methods used to collect and analyze the data.

6. The sixth part of the document is the results, which present the findings of the study in a clear and concise manner.

7. The seventh part of the document is the discussion, which interprets the results and discusses their implications.

8. The eighth part of the document is the conclusion, which summarizes the main findings and provides recommendations for future research.

9. The ninth part of the document is the references, which list the sources used in the study.

10. The tenth part of the document is the appendix, which contains supplementary material.

11. The eleventh part of the document is the index, which provides a list of the topics covered in the document.

12. The twelfth part of the document is the glossary, which defines the key terms used in the study.

13. The thirteenth part of the document is the bibliography, which lists the sources used in the study.

14. The fourteenth part of the document is the list of figures, which provides a list of the figures included in the document.

15. The fifteenth part of the document is the list of tables, which provides a list of the tables included in the document.



ADOPT-A-STREET Volunteer Agreement and Code of Conduct

The City of Oak Harbor Public Works Department, Solid Waste Division, herein after called the "Division" and _____, called the "Volunteer Group", are entering into this Agreement to permit the Volunteer Group to contribute toward the effort to control litter and enhance the appearance of City streets and neighborhoods. The Division does hereby authorize the Volunteer Group to participate in the Adopt-A-Street Program by picking up litter along the assigned segment of street. By signature below, the Volunteer Group Leader acknowledges awareness that the safety of the volunteers is of primary importance and agrees to the following terms.

The Volunteer Group does hereby agree to:

1. Pick up litter at least 4 times per year, for at least 2 consecutive years. Additional clean-ups should be done as necessary to maintain a neat appearance. The recommended interval is every 1-4 months. A spring clean-up is recommended.
2. Reserve clean up equipment from the Public Work Department at least 2 weeks in advance. Pick up equipment from the Public Works Shop and return equipment in good condition during business hours within 2 days of the clean up date.
3. Assign a Volunteer Group Leader or contact person to make sure each participant signs the Roster form before each clean-up, keep a copy of this agreement and roster form at the clean-up site. Make sure there are not more than 15 volunteers on each clean-up crew.
4. Be safety conscious. Designate a Volunteer Group Leader to watch the safety video and review the safety tips with the group before the clean-up begins. It is recommended that the Volunteer Group bring a first aid kit and cell phone to the clean-up site and that at least one member of the crew has a valid first aid card.
5. Provide the Solid Waste Division with a roster of all participants and their signed registration forms within 7 calendar days of each clean-up event.
6. Shall not allow participation by anyone less than 15 years of age. Provide supervision by one or more adults for every 8 minors. Supervisors shall be at least 18 years of age.
7. Report any injuries that occurred during the clean-up and turn in a completed Incident Report to the Division immediately.
8. Tie full litter bags closed and leave together by the street, well out of the traffic lanes. The Volunteer Group should call the Division for pick-up with the specific location after each clean-up (360-279-4766).

9. Leave syringes, hypodermic needles, hazardous/toxic materials or exceptionally large, heavy items, but report them to the Division as soon as possible for proper disposal by calling 360-279-4766.
10. Make an effort to recycle all recyclable materials including aluminum, tin, plastic bottles and jugs. Glass should be kept whole and separate. These bags should be marked RECYCLE.
11. The Division has the authority to suspend this agreement temporarily if maintenance or construction is required within the designated area. Once these areas have been completed, the Agreement will be restored and the Volunteer Group notified.
12. Will not accept tips, meals, gifts or any other form of payment for their efforts.
13. Treat each member of the clean-up crew, the public and City employees with respect and dignity and adhere to all federal, state and local laws.
14. The Agreement is not assignable or transferrable, either in whole or in part.
15. The terms of the Agreement commence on: _____ (date) and shall be renewed every 2 years unless terminated by either party.
16. The Volunteer Group has agreed to adopt (designated street segment below):

Name of Volunteer Group: _____

Contact Person: _____

Phone - Cell: _____ Home: _____ Work: _____

Email: _____

Average number in group: _____

Fill Out Below for Persons Under Age 18

Number of persons under age 18: _____

If persons are under 18, is supervision available: Yes _____ No _____

How much supervision will be accompanying the group: _____
(We suggest 1 adult per 8 minors.)

Signature _____ Date _____

If, in the sole judgment of the Solid Waste Division, the Volunteer Group is not meeting the terms and conditions of this agreement the Division may immediately terminate the adoption agreement.

The Solid Waste Division does hereby agree to:

1. Provide a safety training video and a list of safety tips to the Volunteer Group Leader prior to the first clean-up.
2. Furnish the Volunteer Group with safety equipment, caution signs, and trash bags for the clean-up activities.
3. Remove the filled trash bags once the clean-up is done.
4. Assist the Volunteer Group in cleaning up litter and/or debris when large, heavy, or hazardous items are found.
5. Furnish a temporary Adopt-A-Street sign with the Volunteer Group name or acronym displayed at the assigned area during clean-up activities.
6. Recognize the Volunteer Group on the City's web site and in local papers.

The Volunteer Group has agreed to adopt (designated street segment below):

Name of Solid Waste Division Contact: _____

Phone - Work: _____ Cell: _____

Email: _____

Signature _____ Date _____

City of Oak Harbor
ADOPT-A-STREET
Volunteer Informed Consent/Release

Please read the terms and conditions for participation and review the Adopt-A-Street safety training video, and sign below indicating agreement and acknowledgement of the following:

1. Volunteers under this program are under the control and supervision of the group and not the City of Oak Harbor. The organization will evaluate all Volunteers to determine that they are suitably responsible individuals who will abide by the Adopt-A-Street Safety guidelines and use due care and caution while participating in clean-up activities.
2. Volunteers will be instructed in the Adopt-A-Street safety rules prior to participation in the program.
3. The Volunteer Group Leader will conduct a safety briefing for all volunteers prior to each clean-up event.
4. Volunteers agree to perform only those duties assigned to them by the Division, and agree that they are capable of performing the duties as assigned to them by the Division, with or without accommodation.

Accommodation requested: Yes _____ No _____

5. Volunteers are not to participate in the program under the influence of any drugs or alcohol, or in any physical or mental condition that may impair their ability to safely complete the assigned tasks.
6. Volunteers recognize that this program will expose them to traffic along streets, as well as other potential hazards. It is the Volunteer Group's responsibility to provide the Division with a copy of the Adopt-A-Street Volunteer Informed Consent/Release and Roster forms with names and signatures of individual Volunteers within 7 days following each clean-up event.
7. Volunteers agree to hold harmless the City of Oak Harbor, its past and present council members, elected officials, managers, employees, agents, affiliates, assigns and successors, and any person acting on its behalf, from any and all claims that may be brought by or on behalf of the Volunteer, their descendants, ancestors, dependents, heirs, executors, administrators, assigns, and successors, or each of them, that arise from the performance of the Volunteers participation in this program, except for those claims for injuries or damages by third parties or caused by the sole negligence, gross negligence, recklessness or intentional acts of the City of Oak Harbor.

I certify that I am authorized to sign this agreement in my individual capacity as a Volunteer.

Volunteer's Name (please print)

Division Contact (please print)

Volunteer's Signature (date)

Division Contact's Signature (date)

Parent Printed Name (if under of 18)

Parent's Signature (if under 18) (date)

*To reserve equipment, ask for full litter bags to be picked-up or for more information,
please contact the City of Oak Harbor Solid Waste Division at 360-279-4766.*

Thank you for your service to the community!



Safety First

While volunteer help is greatly appreciated, safety is our number one concern. All groups are required to watch a safety video (<http://www.wsdot.wa.gov/Operations/adoptahwy/video.htm>) and read through the following safety tips before picking up litter. In addition, all groups are loaned safety equipment for use while picking up litter. The City provides bright vests, hard hats, gloves and traffic signs.

Tips for volunteer groups include:

- Park in a nearby lot and walk to the adopted section. If a car is needed with the group, use as few as possible and pull vehicles as far off the side of the road as possible.
- Have a first aid kit on hand and a person who has a first aid certification card.
- Do not pick up heavy or hazardous materials - call the City Solid Waste Division at 360-279-4766 for a crew to dispose of the objects.

Safety Tips

Wear appropriate clothing during cleanup

It is important to make yourself visible to the traveling public and protect yourself from weather conditions or possible injury. Be sure everyone in the group wears the following items:

- Safety hat and vest
- Gloves
- Long pants and a long sleeve shirt
- Thick-soled boots or shoes

Preparing for litter cleanup

Before litter pick up begins, always set up a temporary "Volunteer Litter Crew Ahead" sign. Conduct a refresher safety review for crew members. You will need to have an adult supervisor for every eight minor crew members - those between 15 and 18 years of age. We recommend you take a first-aid kit, the Volunteer Group Informed Consent/Release, Group Roster and Incident Report forms. At least one person should have a valid first-aid card. In case of emergency, first dial 911.

While picking up litter

Be safe and use caution at all times:

- Watch your footing, stay off rocky, steep or unstable slopes.
- Avoid poison ivy, poison oak, blackberries and other thorny or stinging plants.
- Watch for stinging insects.
- Walk single file across bridges.
- Carry a box for broken glass and other sharp objects.
- Avoid over exertion, rest when needed.
- Drink plenty of water and use sun screen.
- **RECYCLE!** *Recycle all acceptable materials found during your litter control effort.*

Don't forget the paperwork

Injuries must be reported to the City immediately and an Incident Report form must be completed. In the event of any emergency or accident call 911, then report to the City by calling Human Resources at 360-279-4509, Risk Management at 360-279-4544 and the Solid Waste Division at 360-279-4766.

For your safety

- Don't use headsets or any personal listening device which interfere with hearing and warnings.
- Don't engage in horseplay or pranks endangering the safety of yourself, fellow crew members or the traveling public.
- Don't cross the roadway on foot. Get in a vehicle and get out on the same side as the pick up will take place. No U-turns at intersections and interchanges. Don't pick up litter on the roadway itself.
- Don't pick up litter on bridges, tunnels or overpasses.
- Don't compact trash bags - injuries from sharp or broken objects may result, or the bag may burst.
- Don't pick up syringes or hypodermic needles.
- Don't carry knives, machetes, axes, etc.
- Never pick up extremely heavy or unyielding objects, dead animals, or suspected toxic or hazardous materials. Mark the location of these items and notify the City for pick up.

If your group has any further questions regarding safety tips or litter control, please contact the Solid Waste Division at 360-279-4766.

**City of Oak Harbor
INCIDENT REPORT
Volunteer Group**

In the event of an emergency or accident first call 911, then call City of Oak Harbor Human Resources at 360-279-4509, Risk Management at 360-279-4544 and the Solid Waste Division at 360-279-4766.

The person who was present or discovered the incident shall complete this report. Information is to be recorded immediately and the form forwarded to the City's Risk Management Office. Please take pictures of the scene, note license plate numbers, driver's license information, and get the contact information of any witnesses.

Volunteer Group: _____ Today's Date: _____

Injured Volunteer's Name: _____ Phone: _____

Address: _____ Email: _____

Emergency Contact: _____ Phone: _____

Date and time incident occurred: _____

Location where incident occurred: _____

Describe all acts and resulting conditions in detail, including unsafe condition, equipment or hazard (please be specific).

What actions or assistance (if any) did Volunteer Group take and what could have been done to avoid this incident?

Name of witness (1): _____ Phone: _____

Name of witness (2): _____ Phone: _____

Name of person filing report: _____ Phone: _____

Volunteer's Signature: _____ Date: _____

Date the City received report: _____

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY

TO THE FACULTY OF THE UNIVERSITY OF CHICAGO
I have the honor to acknowledge the receipt of your letter of the 15th inst. and in reply to inform you that the same has been forwarded to the appropriate authorities for their consideration.

The University of Chicago is a private institution of higher learning and as such is not subject to the provisions of the Civil Rights Act of 1964. The University's policies are based on the principle of equal opportunity for all persons without regard to race, color, religion, sex, or national origin.

Very truly yours,
[Signature]

Director of Admissions

Office of Admissions

5408 South University Avenue

Chicago, Illinois 60637

Phone: (312) 937-3000

Telex: 253400

Fax: (312) 937-3000

Internet: www.uchicago.edu

Web: www.uchicago.edu

With kind regards to all, I am,
Sincerely,
[Signature]

Director of Admissions

Office of Admissions

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Fax: (312) 937-3000

Internet: www.uchicago.edu

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

Bill No. 8
Date: March 20, 2012
Subject: Departmental Impacts of Changes

FROM: Doug Merriman, Finance Director 

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

 Scott Dudley, Mayor
 Steve Powers, Interim City Administrator
 Bill Hawkins, City Attorney, as to form

PURPOSE

During the March 6, 2012 City Council meeting, a request was made to add an agenda item to the March 20, 2012 City Council meeting for the purpose of discussing the departmental budget impacts resulting from the recent job position terminations, including funding sources

AUTHORITY

Under RCW 35A.11.020, The legislative body of each code city shall have power to organize and regulate its internal affairs within the provisions of this title and its charter, if any; and to define the functions, powers, and duties of its officers and employees

SUMMARY STATEMENT

The attached documents present the requested information .

FISCAL IMPACT DESCRIPTION

Funds Required: \$ Not Applicable
Appropriation Source: Not Applicable

STANDING COMMITTEE REPORT

This agenda bill has not been discussed at the standing committee level.

RECOMMENDED ACTION

1. The requested information is presented herein. No recommended action.

ATTACHMENTS

- 1) Departmental budget summaries showing budgetary impacts of changes.
- 2) Detailed financial information on staffing changes.

Page No. _____
Date _____
Page No. _____



Page No. _____

City of Oak Harbor

Departmental Budget Impacts of Position Changes.

As of 3/20/2012

City Administrator Department

Total Costs of Change:

Recruitment	\$16,498.92
Severance plus taxes	106,192.23
Vacation Payout	15,469.35
Interim Costs	2,781.73
Total Costs	\$140,942.24

Total Funding Sources

		<u>BARS Code</u>	<u>Funding</u>
Recruitment - in budget	\$4,611.50	Various	Existing Budget
Recruitment - not in budget	11,887.42	Various	Transfer in from General Reserves
Salaries and Wages-Interim	2,421.00	001.20.513.010.1100	Existing Budget
Employee Benefits-Interim	360.73	001.20.513.010.2100	Existing Budget
Salaries and Wages-Severance	92,421.44	001.20.513.010.1100	Transfer in from General Reserves
Employee Benefits-Severance	13,770.79	001.20.513.010.2100	Transfer in from General Reserves
Salaries and Wages-Leave Balances	13,463.32	001.20.513.010.1100	Transfer in from Leave Reserve
Employee Benefits-Payout	2,006.03	001.20.513.010.2100	Transfer in from Leave Reserve
	\$140,942.24		

Total from existing budget:	\$7,393.23
Total funded via transfer-in from reserves:	133,549.01
	\$140,942.24

Police Department

Total Costs of Change:

Recruitment	\$15,759.92
Severance plus taxes	0.00
Vacation/Sick Leave Payout	110,938.03
Interim Costs	0.00
Total Costs	\$126,697.95

Total Funding Sources

		<u>BARS Code</u>	<u>Funding</u>
Recruitment - in budget	\$3,942.50	Various	Existing Budget
Recruitment - not in budget	11,817.42	Various	Transfer in from General Reserves
Salaries and Wages-Interim	0.00	Not Applicable	
Employee Benefits-Interim	0.00	Not Applicable	
Salaries and Wages-Severance	0.00	Not Applicable	
Employee Benefits-Severance	0.00	Not Applicable	
Salaries and Wages-Leave Balances	101,545.11	001.50.521.010.1100	Transfer in from Leave Reserve
Employee Benefits-Payout	9,392.92	001.50.521.010.2100	Transfer in from General Reserves
	\$126,697.95		

Total from existing budget:	\$3,942.50
Total funded via transfer-in from reserves:	122,755.45
	\$126,697.95

Fire Department

Total Costs of Change:

Recruitment	\$13,747.92
Severance plus taxes	29,443.97
Vacation/Sick Leave Payout plus taxes	74,920.73
Health Care Benefits plus taxes	4,648.92
Interim Costs	0.00
Total Costs	\$122,761.54

Total Funding Sources

		<u>BARS Code</u>	<u>Funding</u>
Recruitment - in budget	\$2,460.50	Various	Existing Budget
Recruitment - not in budget	11,287.42	Various	Transfer in from General Reserves
Salaries and Wages-Interim	0.00	Not Applicable	
Employee Benefits-Interim	0.00	Not Applicable	
Health Care Benefits	4,118.10	001.55.522.010.1100	Existing Budget
Employee Benefits-Taxes	530.82	001.55.522.010.1100	Transfer in from General Reserves
Salaries and Wages-Severance	26,082.00	001.55.522.010.1100	Transfer in from General Reserves
Employee Benefits-Severance	3,361.97	001.55.522.010.1100	Transfer in from General Reserves
Salaries and Wages-Leave Balances	66,366.13	001.55.522.010.1100	Transfer in from Leave Reserve
Employee Benefits-Payout	8,554.59	001.55.522.010.1100	Transfer in from General Reserves
	\$122,761.54		
Total from existing budget:	\$6,578.60		
Total funded via transfer-in from reserves:	116,182.94		
	\$122,761.54		

Legal Department

Total Costs of Change:

Recruitment	\$0.00
Severance plus taxes	63,590.26
Vacation/Sick Leave Payout plus taxes	8,957.67
Health Care Benefits plus taxes	0.00
Interim Costs	19,077.08
Total Costs	\$91,625.00

Total Funding Sources

		<u>BARS Code</u>	<u>Funding</u>
Recruitment - in budget	\$0.00	Not Applicable	
Recruitment - not in budget	0.00	Not Applicable	
Salaries and Wages-Interim	16,603.20	001.35.515.020.1100	Transfer in from General Reserves
Employee Benefits-Interim	2,473.88	001.35.515.020.2100	Transfer in from General Reserves
Health Care Benefits	0.00	Not Applicable	
Employee Benefits-Taxes	0.00	Not Applicable	
Salaries and Wages-Severance	55,344.00	001.35.515.020.1100	Transfer in from General Reserves
Employee Benefits-Severance	8,246.26	001.35.515.020.2100	Transfer in from General Reserves
Salaries and Wages-Leave Balances	7,796.06	001.35.515.020.1100	Transfer in from Leave Reserve
Employee Benefits-Payout	1,161.61	001.35.515.020.2100	Transfer in from General Reserves
	\$91,625.00		
Total from existing budget:	\$0.00		
Total funded via transfer-in from reserves:	91,625.00		
	\$91,625.00		

Total of all Departments

Total from existing budget:	\$17,914.33
Total funded via transfer-in from reserves:	464,112.40
	\$482,026.73

**City of Oak Harbor
 Summary - Costs of Employment Changes
 2/7/2012**

1) All known costs of severance, including but not limited to, all benefits, costs of transition, and costs related to interim appointments and training, if any;

Estimated Severance costs (including related benefits):	\$414,161.16
Estimated Costs of transition (hiring, recruitment, training):	\$46,006.76
Estimated Costs of interim appointments	\$21,858.81
	<u>\$482,026.73</u>

2) Costs for release of liability from said terminated employees if anticipated

No costs of release of liability are anticipated at this time.

3) Anticipated sources of funds for the above costs if more than one source exists

<u>Funding Source</u>	
Acc Vacation/Sick Leave Reserve	\$189,170.61
Covered under existing budget	\$17,914.33
General Fund Reserves	<u>\$274,941.78</u>
	<u>\$482,026.73</u>

4) An Illustration of how these expenses will effect our existing budget.

1) Reserves Impact - Reduction in Projected Reserve from 30.33% to 28.11%

Pre-change Reserve Status

General Fund Reserves (12/31/2011)	<u>\$3,762,751.00</u>
2012 Adopted budget net of Beginning Fund Balance	<u>\$12,407,826.00</u>
1/1/2012 Reserve Balance Percentage	30.33%

Post-change Reserve Status

General Fund Reserves (12/31/2011) less:	<u>\$3,487,809.22</u>
2012 adopted budget net of Beginning Fund Balance	<u>\$12,407,826.00</u>
1/1/2012 Reserve Balance Percentage	28.11%

2) Residual Impacts

Will require a replenishment of the Acc Vacation/Sick Leave Reserve

Estimated Severance Costs

City Administrator

	<u>Months</u>	<u>Monthly Salary</u>	<u>Total</u>
Severance	8	\$11,552.68	\$92,421.44
	<u>Hours</u>	<u>Hourly Pay Rate</u>	
Vacation	202	\$66.65	\$13,463.32
<u>Employer Shares</u>		<u>SS and PERS II</u>	
Taxes and Retirement		(7.65% + 7.25%)	<u>\$15,776.83</u>
Total Payout			\$121,661.59

Fire Chief

	<u>Months</u>	<u>Monthly Salary</u>	<u>Total</u>
Severance	3	\$8,694.00	\$26,082.00
Medical ¹	<u>Months</u>	<u>Monthly Prem</u>	
	6	\$686.35	\$4,118.10
Vacation	<u>Hours</u>	<u>Hourly pay rate</u>	
	354.48	\$50.16	\$17,779.90
Sick Leave ²	<u>Hours</u>	<u>Hourly pay rate</u>	
	968.625	\$50.16	\$48,586.23
<u>Employer Shares</u>		<u>SS and LEOFF II</u>	
Taxes and Retirement		(7.65% + 5.24%)	<u>\$12,447.39</u>
Total Payout			\$109,013.62

City Attorney

	<u>Months</u>	<u>Monthly Salary</u>	<u>Total</u>
Severance ³	6	\$9,224.00	\$55,344.00
Vacation	<u>Hours</u>	<u>Hourly Pay rate</u>	
	146.5	\$53.22	\$7,796.06
<u>Employer Shares</u>		<u>SS and PERS I</u>	
Taxes and Retirement		(7.65% + 7.25%)	<u>\$9,407.87</u>
Total Payout			\$72,547.92



Police Chief

	<u>Hours</u>	<u>Hourly Pay rate</u>	<u>Total</u>
Vacation	392.5	\$51.02	\$20,025.35
Sick Leave ⁴	<u>Hours</u>	<u>Hourly Pay rate</u>	
	1597.8	\$51.02	\$81,519.76
<u>Employer Shares</u>		<u>SSN and LEOFF I</u>	
Taxes and Retirement		(7.65% + .16%)	<u>\$9,392.92</u>
Total Payout			\$110,938.03

Total Separation Payments	\$414,161.16
----------------------------------	---------------------

¹ - Fire Chief contract has a provision for 6 months of medical until re-employed and covered under the new employers' medical plan.

² - Fire Chief was hired before Oct 20, 1998 and at this time has 24 years of service. Eligible for a buyout of 45% of total accumulated Sick leave.

³ - City Attorney severance is to be paid monthly rather than in a lump sum per contract

⁴ - Police Chief was hired before Oct 20, 1998 and at this time has over 30 years of service. Eligible for a buyout of 60% of total accumulated sick leave.

Funding

Comp Absences Reserve	\$189,170.61
Existing Budget	\$4,118.10
General Fund Reserves	<u>\$220,872.45</u>
	<u><u>\$414,161.16</u></u>

Transitional/Interim Costs

City Administrator - Transition

	<u>Months</u>		
Compensation	3	\$807.00	\$2,421.00
SS and Retirement	3	120.24	\$360.73
			<u>\$2,781.73</u>

City Attorney - Transition

	<u>Months</u>		
Compensation	3	\$5,534.40	\$16,603.20
SS and Retirement	3	824.63	\$2,473.88
			<u>\$19,077.08</u>

Fire Chief - Transition

No requirement at this time.

Police Chief - Transition

No requirement at this time.

Funding

Existing Budget	\$2,781.73
General Fund Reserves	<u>\$19,077.08</u>
	<u>\$21,858.81</u>

Recruiting Budget Estimate

HR Only - Estimate does not include hiring department time.

City Administrator

Depending on length of advertising, re-posting and number of candidates, all numbers will fluctuate. Below numbers are the average.

Pre-Hire		Process	Hours or # of Items	Cost	Total
Staff Time:					
	HR Analyst		40	\$26.00	\$1,040.00
	HR Manager		10	\$36.00	\$360.00
Advertising					
	Print	Sat/Wed Ad	1	\$120.00	\$120.00
	Trade	Online/Newsletter	1	\$1,100.00	\$1,100.00
	Printing - b/w	per page (in-house)	640	\$0.01	\$6.40
	Postage	mailing packets	4	\$0.45	\$1.80
	Vendor	background check	1	\$98.00	\$98.00
Interview travel costs:					
	Travel - Airfare to SeaTac	per candidate round-trip (average)	1	\$375.00	\$375.00
	Travel - Lodging (local)	overnight stay	2	\$90.00	\$180.00
				Total	\$3,281.20

Post-Hire			Hours or # of Items	Cost	Total
Staff Time:					
	HR Analyst		8	\$26.00	\$208.00
	HR Manager		4	\$36.00	\$144.00
	Payroll/Benefits		1	\$25.00	\$25.00
	Accountant-Auditor		0.5	\$31.00	\$15.50
	Printing - color	per page (in-house)	24	\$0.03	\$0.72
	Printing - b/w	per page (in-house)	10	\$0.01	\$0.10
	Postage	mailing letters	12	\$0.45	\$5.40
	Membership/Dues	Washington City/County Mgmt Association (WCMA)	1	\$161.00	\$161.00
	Training/Conference	WCMA	1	\$150.00	\$150.00
	Travel - Lodging	overnight stay	2	\$154.00	\$308.00
	Travel - Per diem (meals)	at 3 meals per day	3	\$61.00	\$183.00
	Training/Conference	City Legislative Action Conf	1	\$135.00	\$135.00
	Travel - Lodging	overnight stay	2	\$106.00	\$212.00
	Travel - Per diem (meals)	at 3 meals per day	3	\$61.00	\$183.00

City Administrator

Training/Conference	Labor Relations Institute	1	\$185.00	\$185.00
Travel - Lodging	overnight stay	2	\$100.00	\$200.00
Travel - Per diem (meals)	at 3 meals per day	3	\$61.00	\$183.00
Training/Conference	AWC Conference	1	\$300.00	\$300.00
Travel - Lodging	overnight stay	3	\$125.00	\$375.00
Travel - Per diem (meals)	at 3 meals per day	4	\$61.00	\$244.00
			Total	\$3,217.72

Totals Combined \$6,498.92

Other Possible Costs		Hours or # of Items	Cost	Total
Relocation	amount up to	1	\$10,000.00	<u>\$10,000.00</u>
			Total Costs	<u>\$16,498.92</u>

Note: Contracting costs

Contracting outside recruiting agency

Approximate cost for service up to Pre-hire Interview stage.

1 \$20,000.00 **\$20,000.00**

Funding

Existing Budget	\$4,611.50
General Fund Reserves	<u>\$11,887.42</u>
	<u><u>\$16,498.92</u></u>

Recruiting Budget Estimate

Fire Chief

HR Only - Estimate does not include hiring department time.

Depending on length of advertising, re-posting and number of candidates, all numbers will fluctuate. Below numbers are the average.

Pre-Hire	Process	Hours or # of Items	Cost	Total
Staff Time:				
	HR Analyst	40	\$26.00	\$1,040.00
	HR Manager	10	\$36.00	\$360.00
Advertising				
	Print Sat/Wed Ad	1	\$120.00	\$120.00
	Trade Online/Newsletter	1	\$500.00	\$500.00
	Printing - b/w per page (in-house)	640	\$0.01	\$6.40
	Postage mailing packets	4	\$0.45	\$1.80
	Vendor background check	1	\$98.00	\$98.00
Interview travel costs:				
	per candidate			
	Travel - Airfare to SeaTac round-trip (average)	1	\$375.00	\$375.00
	Travel - Lodging (local) overnight stay	2	\$90.00	\$180.00
			Total	<u>\$2,681.20</u>

Post-Hire		Hours or # of Items	Cost	Total
Staff Time:				
	HR Analyst	8	\$26.00	\$208.00
	HR Manager	4	\$36.00	\$144.00
	Payroll/Benefits	1	\$25.00	\$25.00
	Accountant-Auditor	0.5	\$31.00	\$15.50
	Printing - color per page (in-house)	24	\$0.03	\$0.72
	Printing - b/w per page (in-house)	10	\$0.01	\$0.10
	Postage mailing letters	12	\$0.45	\$5.40
	Membership/Dues Washington Fire Chiefs Association	1	\$100.00	\$100.00
	Training Labor Relations Institute	1	\$185.00	\$185.00
	Travel - Lodging overnight stay	2	\$100.00	\$200.00
	Travel - Per diem (meals) at 3 meals per day	3	\$61.00	\$183.00
			Total	<u>\$1,066.72</u>
			Totals Combined	<u>\$3,747.92</u>

Fire Chief

Other Possible Costs	amount up to	Hours or # of Items	Cost	Total
Relocation	amount up to	1	\$10,000.00	<u>\$10,000.00</u>
			Including relocation	<u>\$13,747.92</u>
<i>Contracting outside recruiting agency</i>	<i>Approximate cost for service up to Pre-hire Interview stage.</i>	1	\$20,000.00	\$20,000.00
<u>Funding</u>				
Existing Budget			\$2,460.50	
General Fund Reserves			<u>\$11,287.42</u>	
			<u>\$13,747.92</u>	

Recruiting Budget Estimate

Police Chief

HR Only - Estimate does not include hiring department time.

Depending on length of advertising, re-posting and number of candidates, all numbers will fluctuate. Below numbers are the average.

Pre-Hire	Process	Hours or # of Items	Cost	Total
Staff Time:				
HR Analyst		40	\$26.00	\$1,040.00
HR Manager		10	\$36.00	\$360.00
Advertising				
Print	Sat/Wed Ad	1	\$120.00	\$120.00
Trade	Online/Newsletter	1	\$1,030.00	\$1,030.00
Printing - b/w	per page (in-house)	640	\$0.01	\$6.40
Postage	mailing packets	4	\$0.45	\$1.80
Vendor	background check	1	\$98.00	\$98.00
Interview travel costs:				
	per candidate			
Travel - Airfare to SeaTac	round-trip (average)	1	\$375.00	\$375.00
Travel - Lodging (local)	overnight stay	2	\$90.00	\$180.00
			Total	<u>\$3,211.20</u>

Post-Hire		Hours or # of Items	Cost	Total
Staff Time:				
HR Analyst		8	\$26.00	\$208.00
HR Manager		4	\$36.00	\$144.00
Payroll/Benefits		1	\$25.00	\$25.00
Accountant-Auditor		0.5	\$31.00	\$15.50
Printing - color	per page (in-house)	24	\$0.03	\$0.72
Printing - b/w	per page (in-house)	10	\$0.01	\$0.10
Postage	mailing letters	12	\$0.45	\$5.40
Membership/Dues				
	International Assoc of Chiefs of Police (IACP)	1	\$120.00	\$120.00
	Washington Assoc of Sheriffs & Police Chiefs (WASPC)	1	\$305.00	\$305.00
Training/Conference				
	WASPC Conference (spring/fall)	2	\$300.00	\$600.00
Travel - Lodging	overnight stay	6	\$77.00	\$462.00
Travel - Per diem (meals)	at 3 meals per day	8	\$61.00	\$488.00
Bonding		1	\$175.00	\$175.00

Police Chief

Total \$2,548.72

Totals Combined \$5,759.92

Other Possible Costs		Hours or # of Items	Cost	Total
Relocation	amount up to	1	\$10,000.00	<u>\$10,000.00</u>
			Including relocation	<u><u>\$15,759.92</u></u>

Note: Contracting costs

<i>Contracting outside recruiting agency</i>	<i>Approximate cost for service up to Pre-hire Interview stage.</i>	1	\$20,000.00	<u>\$20,000.00</u>
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Funding

Existing Budget	\$3,942.50
General Fund Reserves	<u>\$11,817.42</u>
	<u><u>\$15,759.92</u></u>

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

Bill No. 9
Date: March 20, 2012
Subject: Fire Chief Confirmation

FROM: Mayor Dudley

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

SP Steve Powers, Interim City Administrator
DM Doug Merriman, Finance Director
Bill Bill Hawkins, Acting City Attorney, as to form

PURPOSE

This agenda bill presents the Mayor's selection of Mr. Ray Merrill for appointment as the next Oak Harbor Fire Department Chief. This item was previously presented at the March 6, 2012 City Council meeting. At that time the Council, citing concerns with the process used to put forth this nomination, tabled the item until such time as the Mayor presented certain financial information. That information was presented in a previous agenda item.

AUTHORITY

RCW 35A.11.020

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

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

OHMC Fire Chief 2.44.010 Appointment.

The position of fire chief is an appointive office. The fire chief shall be appointed by the mayor, subject to the approval of the appointment by the council, and he serves at the pleasure of the mayor.

FISCAL IMPACT DESCRIPTION

Funds Required: N/A

The appointment itself does not have a fiscal impact. Approval of the employment contract (scheduled as a separate agenda item) does have a fiscal impact. Funds for the contract are available in the 2012 budget.

Appropriation Source: N/A

City of Oak Harbor City Council Agenda Bill

SUMMARY STATEMENT

In January 2012 the City began a search for the Fire Chief. Eight applications were received for this position. Of the eight applicants, four were chosen to participate in an interview panel. The panel consisted of one representative from City Council, one representative from the Fire Department and an external Fire Chief from another jurisdiction. The panel recommended two applicants for the next step in the hiring process, which were interviews with the Mayor. After interviewing both candidates, and conferring with the panel members, the Mayor selected Ray Merrill to serve as the City of Oak Harbor's next Fire Chief.

The Mayor's recommendation for Fire Chief was presented to the City Council at their March 6, 2012 meeting. The staff presentation that evening included a PowerPoint presentation that outlined the employment recruitment process, the panel interview process and the timeline associated with this recruitment process. The presentation is attached to the minutes from that meeting. For the City Council's convenience the information from the slides presented on March 6th (recruitment process, panel interview process and timeline) are included as Attachments A, B, and C to this agenda bill.

Mr. Merrill has informed the Mayor's office that he still wishes to be considered a candidate for Fire Chief. He has 36 years of fire service experience and was previously employed by the City of Oak Harbor Fire Department from 1989 until 2011. Mr. Merrill held the position of Battalion Chief for the last 16 years of his employment with the City.

STANDING COMMITTEE REPORT

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

RECOMMENDED ACTION

Confirm the appointment of Ray Merrill as Oak Harbor Fire Department Chief.

ATTACHMENTS

Attachment A	Recruiting process
Attachment B	Panel interview process
Attachment C	Fire Chief recruitment timeline

Recruiting Process

- Job Posting
 - Internal and external advertising
- Application Processing
 - Logging of applications
 - Checking for incomplete applications
- Application Review – Human Resources
 - Check applications to ensure they meet minimum qualifications and specific needs of the City
- Application Review – Hiring Manager *(This step not applicable Fire Chief process)*
 - Hiring manager chooses applicants for interview
- Interview Set-up
 - Determine dates applicants and panelists are available
- Interviews
 - First Interviews – Interview panel
 - Panel will put forward at minimum 2 candidates
 - Second interviews – hiring manager *(Mayor)*
 - Candidates are equal at this point
 - Hiring manager has discretion to choose any of the candidates put forward by the panel
- Selection
 - Candidate is selected
 - Background check is completed
 - Reference Check is completed
 - Compensation offer is compiled
- Notification
 - Selected candidate is notified
 - Job offer or contract is negotiated
 - Timeline for hire date is settled
- Employment Contract Preparation *(For Department Heads or employees on contracts)*
- Submit Agenda Bills *(Required only for Department Heads)*
- Council Confirmation *(Required only for Department Heads)*
- Council approval of employment contract *(Required only for Department Heads or employees on contracts)*
- Start
 - This is usually at least two weeks after notification or confirmation if required for the position.

Panel Interview Process

- 2 part process
 - Set interview questions
 - Consensus process
- Interview questions answers provide insight into the 4 qualities/Skills for the ideal candidate
 - Vision
 - Leadership
 - Management of a combination department
 - Municipal Budgeting
- Consensus process uses information from the interview to refine scoring in the 4 key areas
 - Each panelist scores each applicant from 1 – 5 in the 4 key areas
 - The facilitator then works with the panelists to come to a consensus score for each applicant in the 4 key areas
 - Panelists must be able to verbalize and defend why they believe an applicant should receive a certain score
 - Applicants are ranked by score after consensus is reached

Timeline for recruiting Fire Chief

Workback calendar based on a confirmation date of March 6th.

March 6 th	Confirmation
March 1 st	Agenda bills due for packet
February 27 th – 29 th	Employment contract preparation Agenda bill preparation
February 24 th	Notify candidate of selection Negotiate job offer
February 16 th – 23 rd	Background and reference checks Compile employment contract offer
February 16 th	Selection
February 14 th	Candidates interview with Mayor
February 13 th	Fire Chief panel interviews
February 8 th	Schedule Interviews with selected candidates
February 6 th and 7 th	Process and HR review of applications
February 3 rd	Position closes
January 20 th	Position advertised as open
January 13 th	Official notification to employees and council re: changes at Fire Department

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

Bill No. 10
Date: March 20, 2012
Subject: Fire Chief Employment Contract

FROM: Steve Powers *SP*
Interim City Administrator
Jessica Neill Hoyson
HR Manager

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

[Signature] Scott Dudley, Mayor
[Signature] Doug Merriman, Finance Director
[Signature] Bill Hawkins, Acting City Attorney, as to form

PURPOSE

This agenda bill presents the employment contract with Mr. Ray Merrill as the City's Fire Chief.

AUTHORITY

RCW 35A.11.020

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

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

FISCAL IMPACT DESCRIPTION

Funds Required: \$Additional funds are not required as this position was budgeted as part of the 2012 budget. The total annual cost for this contract in compensation and benefits is \$135,731.28.

Appropriation Source: Fund 001/General Fund

SUMMARY STATEMENT

The Mayor, with the advisement of Human Resources recommends the attached employment contract for Mr. Ray Merrill. Mr. Merrill's employment will begin April 1, 2012 and would continue indefinitely unless Mr. Merrill's employment is terminated by either party.

3/6/12 Agenda Bill - Fire Chief Employment Contract

City of Oak Harbor City Council Agenda Bill

The proposed contract specifies conditions of employment and sets working conditions for the Oak Harbor Fire Department Chief including but not limited to:

- **Salary:** Starting base salary \$101,292 annually, with a provision for annual cost of living adjustments.
- **City Provided Vehicle:** Due to the nature of the work done by the Fire Chief the City will provide a vehicle for his use.
- **Vacation:** Mr. Merrill will begin with a bank of 80 hour of vacation. Mr. Merrill will also be given service credit for previous years worked and will accrue vacation at a rate equal to his accrual rate at the time of his separation from employment with the City in the amount of 199.2 hours per year.
- **Sick:** Mr. Merrill will begin with a bank of 40 hours of sick leave and accrue an additional 8 hours a month.
- **Clothing Allowance:** Annual clothing allowance in an amount equal to the Oak Harbor Firefighters allowance.
- **Severance Package:** Severance pay for at-will termination in the amount of 6 months' salary. No severance pay for termination by resignation or for cause.
- **Other Benefits:** Same as provided for general City employees, including but not limited to, retirement and medical and dental insurance.

STANDING COMMITTEE REPORT

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

RECOMMENDED ACTION

Approve the Fire Chief Employment Contract with Ray Merrill and authorize the Mayor to sign.

ATTACHMENTS

Employment contract for Mr. Ray Merrill

EMPLOYMENT CONTRACT
Chief of Oak Harbor Fire Department

THIS AGREEMENT effective April 1, 2012, by and between the City of Oak Harbor, hereinafter referred to as "City", and Ray A. Merrill, hereinafter referred to as "Fire Chief".

WHEREAS, the Fire Chief has been selected by the Mayor through a competitive process to undertake the duties of the position of Fire Chief, and

WHEREAS, the majority of department heads employed by the City serve pursuant to employment contracts, 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 Fire Chief and, in doing so, to provide inducement to the Fire Chief to remain in this position, and

WHEREAS, the City Council has confirmed the Mayor's appointment of Ray A. Merrill as Fire Chief for the City of Oak Harbor, and

WHEREAS, the Fire Chief agrees to service in that capacity with terms and conditions specified as set forth below,

NOW, THEREFORE,

FOR AND IN CONSIDERATION OF the terms and conditions hereinafter set forth, the parties agree as follows:

1. Employment. The City hereby employs the Fire Chief to serve in the regular position of Fire Chief for the City of Oak Harbor. The duties of said position shall be to perform all duties assigned to the position of Fire Chief as provided in the job description and the Oak Harbor Municipal Code, together with such other and further duties and special projects as may be assigned to the Fire Chief by the City's Mayor and/or City Administrator. The Fire Chief shall serve at the pleasure of the City's Mayor.
2. Duration of Employment. This Employment Agreement shall become effective on April 1, 2012, 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 Fire Chief shall at all times during his 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 Fire Chief and the Fire Chief expressly acknowledges that no contrary representations have been made by the City.
4. Resignation – Termination by the Fire Chief. The Fire Chief reserves the right to resign from employment at any time with or without cause. The Fire Chief agrees to give the City two (2) weeks' notice prior to the effective date of any such resignation.

5. **Compensation:** The Fire Chief shall be compensated for services rendered during the term of this Agreement as follows:
- a. **Base Salary.** The Fire Chief shall receive a monthly salary of \$8,441.00, at Range 59, step G. The rate of pay will be adjusted annually equal to the cost-of-living and/or cost-of-market increase given to the other Department Heads thereafter.
 - b. In the event that a salary and wage study is conducted, the Fire Chief position shall be included.
 - c. **Benefits.** The Fire Chief shall be entitled to an initial bank of forty (40) hours of sick leave as of the effective date of the Employment agreement and to accumulate eight (8) hours of sick leave per month thereafter. The Fire Chief is entitled to twelve paid holidays including one floating holiday of his choice. In addition, the Fire Chief shall receive a bank of eighty (80) hours of vacation as of the effective date of this employment agreement and thereafter shall be entitled to accrue vacation at the level reached during his previous employment with the City.

The Fire Chief shall also receive all other benefits provided by the City of Oak Harbor to regular employees as follows:

- Regence Blue Shield medical plan premium, paid for employee and 75% premium paid for spouse and dependent children*
- Washington Dental Service plan premium, paid for employee and 75% premium paid for spouse and children*
- Standard Insurance life insurance policy of \$25,000 paid for employee only
- Enrollment in the Washington State Law Enforcement Officers and Fire Fighters Plan II which require varying contribution levels of your gross earnings, and the City's contribution.

The Fire Chief shall also be entitled to elect other voluntary benefit options as follows:

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

The Fire Chief shall also be entitled to the following Fire Chief specific benefits:

- The City agrees to provide a clothing allowance annually to the Fire Chief in the amount equivalent to the Oak Harbor Fire Department employees' allowance.

- The duties of the Fire Chief require unrestricted use of a vehicle at all times. The City shall provide a vehicle for the Fire Chief.

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

6. The Fire Chiefs Work Schedule. The Fire Chief 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 Fire Chief Director shall generally work at Oak Harbor Fire Department during regular business hours of the City, Monday through Friday, provided, that the Fire Chief shall receive time off for holidays according to the holiday schedule customarily observed by the City. The Fire Chief is also required to attend all meetings of the Oak Harbor City Council and such other Council Committee, City Board, Commission and 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 Fire Chief’s employment with the City is terminated for any reason other than those delineated in subparagraph (b) below, the City will provide the Fire Chief severance payment for a period of six months (6) months after the effective date of termination. The monthly amount shall be paid in accord with the same schedule as the regular City payroll, and shall be subject to the same mandatory deductions as the Fire Chief’s salary was prior to termination.

i. Reference. The Fire Chief 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 Fire Chief’s employment, the last position held, the last salary received, the fact that the Fire Chief is no longer employed by the City.

ii. Unemployment Benefits. The City will not oppose any unemployment benefit claims made by the Fire Chief.

b. Termination by Resignation or for Cause. The severance package provided for in subparagraph (a) above shall not be available to the Fire Chief if the termination of the Fire Chief’s employment with the City is due to:

i. Resignation. The Fire Chief’s voluntary resignation from employment. For purposes of this paragraph, “voluntary resignation” means a resignation of employment resulting from the free choice of the Fire Chief and not the result of a suggestion to resign in lieu of termination made by formal action of the Mayor or City Council or by the

creation of work conditions that are so difficult or unpleasant that a reasonable person in the Fire Chief position would feel compelled to resign;

- ii. Misconduct. Criminal misbehavior, abuse of public office, or other gross misconduct, including, but not limited to, fraud, deceit, embezzlement, theft of funds or property, assault, or sexual, racial, or other harassment; or
- iii. Job Performance. Insubordination, incompetence, inadequacy, or inefficiency of the Fire Chief in the performance of his official duties. Termination for reasons of job performance shall be supported or based upon progressive annual or semi-annual performance evaluations conducted by the Mayor.

c. Construction. The severance package provided in subparagraph (a) above shall not be construed as an extension of the Fire Chief's employment beyond the termination date. The Fire Chief shall not, during the period between the termination date and the end of the severance payments, accrue any additional sick leave, vacation, leave, or other benefit accorded active City employees.

- 9. The City agrees to pay the reasonable professional dues and subscriptions necessary for continuation, enrollment and full participation of continued education in the planning profession. In addition, the City may pay for membership in such other associations or organizations, and may reimburse the Fire Chief for attendance at annual conferences or the same and for such other professional development activities as the Mayor or City Administrator may approve and as may be annually budgeted by the City Council.
- 10. The City agrees to cover the Fire Chief 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.
- 11. The City of Oak Harbor agrees to hold harmless and indemnify the Fire Chief 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 his employment as the Fire Chief 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 Fire Chief and acts or failure to act which would constitute an intentional tort or intentional wrongdoing knowingly committed by the Fire Chief 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 Fire Chief with the City of Oak Harbor in order that the Fire Chief shall be held harmless, indemnified and defended in the future for all acts taken as the Fire Chief subject to the limitations contained herein.
- 12. 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.

13. Entire Agreement. This Agreement constitutes the entire agreement and understanding between the parties as to the terms and conditions of the Fire Chief'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 _____, 2012.

For the City of Oak Harbor:

D. Scott Dudley, Mayor

Ray A. Merrill
Chief of the Oak Harbor Fire Department

Attest:

Connie Wheeler, City Clerk

City Attorney:

William H. Hawkins

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

Bill No. 11
Date: March 20, 2012
Subject: Contract Modification - Navy
Wastewater Treatment

FROM: Doug Merriman 
Finance Director

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

 Scott Dudley, Mayor
 Steve Powers, Interim City Administrator
 Bill Hawkins, City Attorney, as to form

PURPOSE

Effective January 1, 2011 through December 31, 2012 to modify the Waste Water treatment rate for the Naval Air Station Whidbey Island (NASWI), per Contract N44255-85-C-6905 01-Oct-1987, from \$3.04 per thousand gallons to \$1.69 per thousand gallons. Contract modification includes a refund to NASWI in the amount of \$149,842.10 to credit NASWI for the lower rate for the time period of January 2011 through August 2011.

AUTHORITY

Under RCW 35A.11.020, The legislative body of each code city shall have power to organize and regulate its internal affairs within the provisions of this title and its charter, if any; and to define the functions, powers, and duties of its officers and employees;

SUMMARY STATEMENT

The City of Oak Harbor provides wastewater treatment services for NASWI under contract N44255-85-C-6905, dated 01-Oct-1987. In conjunction with the City's biennial budget cycle, the City recalculates the estimated cost of service provided to NASWI, with the newly calculated rate applied to the billing for NASWI during the same two-year period. The proposed rate is presented to the staff of NASWI, with any changes negotiated and approved by both parties.

The rate reduction from \$3.04 to \$1.69 is a factor of the completion of several capital projects at the sewer lagoons during the 2008-2010 time period. NASWI shared in the cost of these projects as the \$3.04 rate included a prorated share of the capital improvement costs based on percentage of flows into the treatment system. With the completion of these improvements, the new rate of \$1.69 reflects the typical operational costs of the treatment system allocated to NASWI.

FISCAL IMPACT DESCRIPTION

Funds Required: \$ Not Applicable
Appropriation Source: Not Applicable

Reduction in fee and the related refund payment are incorporated into the current budget.

STANDING COMMITTEE REPORT

This topic has not been presented to Standing Committees. This item is time sensitive.

RECOMMENDED ACTION

1. Approve modification to Contract N44255-85-C-6905 contract provision II.2 setting the treatment rate at \$1.69 per thousand gallons effective January 1, 2011 through December 31, 2012 and authorize the Mayor to sign.

ATTACHMENTS

1. Proposed contract modification form GSA Form 30.
2. Sheet showing calculation of refund.
3. Calculation of projected rate documentation.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE OF PAGES	
				J	1	3
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)		
	01-Jan-2011					
6. ISSUED BY	CODE	7. ADMINISTERED BY (If other than item 6)		CODE		
NAVFAC NORTHWEST 1101 TAUTOG CIRCLE, SUITE 203 SILVERDALE WA 98315-1101	N44255	See Item 6				
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) CITY OF OAK HARBOR 865 SE BARRINGTON DR OAK HARBOR WA 98277-4092				9A. AMENDMENT OF SOLICITATION NO.		
				9B. DATED (SEE ITEM 11)		
				X	10A. MOD. OF CONTRACT/ORDER NO. N44255-85-C-6905	
				X	10B. DATED (SEE ITEM 13) 01-Oct-1987	
CODE 1SR03	FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS						
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.						
12. ACCOUNTING AND APPROPRIATION DATA (If required)						
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.						
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).						
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Clause 52.241-8, "Change in Rates or Terms and Conditions of Service for Unregul					
D. OTHER (Specify type of modification and authority)						
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.						
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: kellyp12357 Reason Code: PLAN In accordance with contract general provisions, II.2, Rates and Charges, the parties mutually agree to a new wastewater treatment rate of \$1.69 per thousand gallons (K/gal). Per contract provision II.2, Rates and Charges, new rate is retroactive to 01 January 2011. Negotiated rate is effective through 31 December 2012.						
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.						
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
				TEL: _____ EMAIL: _____		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA		16C. DATE SIGNED		
_____ (Signature of person authorized to sign)		BY _____ (Signature of Contracting Officer)				

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been added by full text:

SUMMARY OF CHANGES

Based on negotiations conducted September 22, 2011, the parties mutually agree to a new rate to be charged by the City of Oak Harbor to the U.S. Navy for operation and maintenance of the wastewater treatment plant located at Seaplane Base, Naval Air Station (NAS) Whidbey Island, Washington. Negotiations were conducted in accordance with the basic contract general provision II.2, Rates and Charges, which requires a new rate be established after the first twenty years of the contract.

The new rate is changed from \$3.04 per thousand gallons (Kgal) to \$1.69 per thousand Kgal. The new rate is effective retroactively to January 1, 2011 and shall extend through December 31, 2012 unless otherwise mutually agreed to by the parties through contract modification.

An overpayment of \$149,842.10 made by the Navy to the City of Oak Harbor will be refunded by check made payable to:

Disbursing Officer, DFAS-Cleveland, Attn: NAVFAC NW

The check shall be sent to:

Commanding Officer
Naval Facilities Engineering Command, Northwest
1101 Tautog Circle, Suite 203
Silverdale, WA 98315-1101

Future rates will be established using both historical cost of services and City of Oak Harbor budget cycle data. The City will provide any revised rates and revenues for Navy review no less than 90 days prior to the effective date of any such adjustments.

All adjustments are subject to the provisions of FAR Clause 52.241-8, "Change in Rates or Terms and Conditions of Service for Unregulated Services. (Feb 1995)".

All other terms and conditions of the contract remain unchanged.

SECTION A - SOLICITATION/CONTRACT FORM

The 'issued by' organization has changed from
NAVFAC EFA NORTHWEST POULSBO
19917 7TH AVE NE
POULSBO WA 98370-7570
to
NAVFAC NORTHWEST
1101 TAUTOG CIRCLE, SUITE 203
SILVERDALE WA 98315-1101

The DPAS code has changed from DO-S1 to DO-C3.
The 'administered by' organization has changed from
NAVFAC EFA NORTHWEST POULSBO
19917 7TH AVE NE
POULSBO WA 98370-7570
to
NAVFAC NORTHWEST
1101 TAUTOG CIRCLE, SUITE 203
SILVERDALE WA 98315-1101

(End of Summary of Changes)

Page 12 of 12

THE STATE OF TEXAS,
COUNTY OF [COUNTY NAME],
I, [NAME], a Notary Public in and for the State of Texas, do hereby certify that [NAME] is the duly authorized representative of [ORGANIZATION NAME] and is qualified to execute the foregoing instrument.

Notary Public in and for the State of Texas

CONTRACT#
City of Oak Harbor
N4A255-71-C-3706

010-000-0121-000090-00

85-C-8905

STATION SEWGS
TOTAL

TOTAL CREDIT DUE: \$149,842.10

2 Yr Negotiated Rate: \$
Adjusted Rate: \$
Delta: \$

3.04 \$ 36,236.80
1.69 \$ 20,192.10
1.35 \$ 16,044.32

11920 \$ 37,537.92
11920 \$ 20,917.51
11920 \$ 16,620.41

12348 \$ 41,608.48
12348 \$ 23,185.78
12348 \$ 18,422.70

13687 \$ 49,029.12
13687 \$ 27,320.83
13687 \$ 21,708.29

16128 \$ 33,534.24
16128 \$ 18,686.51
16128 \$ 14,847.73

OCT
COST

KGAL

NOV
COST

KGAL

DEC
COST

KGAL

JAN
COST

KGAL

FEB
COST

PART OF BILLING CYCLE

NOTE:

Meeting between City of Oak Harbor (COH) and NAS Whidbey Island PW/Utilities to review/negotiate rates from 1 January 2011 to current. It was noted the negotiated rate of \$3.04 for 2011

	MAR	APR	MAY	JUN	JUL	AUG	SEP
KGAL	COST						
11031	43949.28	42359.36	39757.12	35780.80	34336.80	36449.6	23228.64
	\$ 43,949.28	\$ 42,359.36	\$ 39,757.12	\$ 35,780.80	\$ 34,336.80	\$ 36,449.60	\$ 23,228.64
	\$ 24,490.16	\$ 23,604.20	\$ 22,154.13	\$ 19,938.38	\$ 19,133.73	\$ 20,311.06	\$ 12,943.85
	\$ 19,459.12	\$ 18,755.16	\$ 17,602.99	\$ 15,842.42	\$ 15,203.07	\$ 16,138.54	\$ 10,284.79
	14457	13934	13078	11770.0	11295	11990	7641

City of Oak Harbor
Allocations of Sewer Lagoon Costs
City and Navy Allocations

DIRECT COSTS PLUS ALLOCATED OVERHEAD

	BUDGETED	BUDGETED	PROJECTED
	2011	2012	2013
	\$768,008.02	\$790,990.77	\$834,747.56
(A) Annual City Percentage Allocation	526,974.12	542,743.89	572,767.93
(B) Annual Navy Percentage Allocation	241,033.90	248,246.88	261,979.64
	\$768,008.02	\$790,990.77	\$834,747.56
(C) Annual Navy Flow in Kgals	147,829.44	147,829.44	147,829.44
(B/C) Annual Navy Allocation per Kgals	\$1.63	\$1.68	\$1.77

68.6157%
31.3843%

Accumulative costs during 3-year window
Accumulative Average Navy Flows

\$751,260.41
443,488.32

Projected Rate

\$1.6940

**Seaplane Base Sewage Treatment
Average Flows (Kgals)
For Years Ending 2008 through 2010**

		2008			2009			2010			3-year Totals
TOTALS		479,460.00	455,780.00	477,850.00	#####	#####	#####	#####	#####		
AVG.	monthly	39,955.00	37,981.67	39,820.83	117,757.50						
MIN.	monthly	27,800.00	32,020.00	29,610.00	89,430.00						
MAX.	monthly	49,130.00	59,700.00	54,360.00	163,190.00						
Seaplane Lagoon Capacity = 2.5 mgd											

		2008			2009			2010			3-year Totals
TOTALS		149,780.00	144,200.00	149,508.33	443,488.33					31.3843%	
AVG.	monthly	12,481.67	12,016.67	12,459.03	36,957.36						
MIN.	monthly	10,100.00	10,110.00	10,611.67	30,821.67						
MAX.	monthly	15,530.00	16,130.00	17,161.67	48,821.67						
Navy Capacity = 0.885 mgd											

		2008			2009			2010			3-year Totals
TOTALS		329,680.00	311,580.00	328,341.67	969,601.67					68.6157%	
AVG.	monthly	27,473.33	25,965.00	27,361.81	80,800.14						
MIN.	monthly	16,900.00	19,450.00	17,620.00	53,970.00						
MAX.	monthly	35,870.00	43,570.00	40,673.33	120,113.33						
City Capacity = 1.615 mgd											

	Actuals						Based On Estimates		
	2008 Lagoon	2008 Navy	2008 City	2009 Lagoon	2009 Navy	2009 City	2010 Lagoon	2010 Navy	2010 City
January	39,840	13,040	26,800	59,700	16,130	43,570	44,950	17,162	27,788
February	43,770	13,160	30,610	36,900	11,030	25,870	32,190	10,612	21,578
March	44,060	15,530	28,530	42,830	11,950	30,880	33,770	12,345	21,425
April	49,130	13,260	35,870	42,300	12,090	30,210	34,200	12,992	21,208
May	44,370	12,630	31,740	36,900	11,330	25,570	44,520	12,348	32,172
June	40,640	12,150	28,490	35,760	10,110	25,650	42,350	11,770	30,580
July	38,720	11,370	27,350	33,770	10,560	23,210	30,420	11,295	19,125
August	29,150	12,250	16,900	32,760	10,970	21,790	29,610	11,990	17,620
September	27,800	10,100	17,700	32,020	11,060	20,960	43,270	11,040	32,230
October	31,590	10,170	21,420	33,830	12,490	21,340	41,670	11,920	29,750
November	42,450	11,890	30,560	35,850	12,770	23,080	46,540	12,348	34,192
December	47,940	14,230	33,710	33,160	13,710	19,450	54,360	13,687	40,673
Totals	479,460.0	149,780.0	329,680.0	455,780.0	144,200.0	311,580.0	477,850.0	149,508.3	328,341.7
AVG	39,955.0	12,481.7	27,473.3	37,981.7	12,016.7	25,965.0	39,820.8	12,459.0	27,361.8
MIN	27,800.0	10,100.0	16,900.0	32,020.0	10,110.0	19,450.0	29,610.0	10,611.7	17,620.0
MAX	49,130.0	15,530.0	35,870.0	59,700.0	16,130.0	43,570.0	54,360.0	17,161.7	40,673.3

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

Bill No. 12
Date: March 20, 2012
Subject: Pending Items for Future
City Council Meetings

FROM: Scott Dudley, Mayor ~~XX~~

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

PSP Steve Powers, Interim City Administrator
DM Doug Merriman, Finance Director
WH Bill Hawkins, City Attorney, as to form

SUMMARY STATEMENT

The attached list of pending items is meant to be an organizational tool and not a definitive list of what will come before the Council for a given meeting's date. As a tentative list, it is subject to frequent, if not daily changes.



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Pending Items As of: March 15, 2012
This list is subject to change.

If a row is highlighted in blue, it has been reviewed by the Law Department and in packet.

Council Absences: Jim Campbell from the 4/3/12 meeting
 Danny Paggao from the 4/17/12 meeting

Targeted Meeting Date	Agenda Bills ARE DUE	Public Hearing Notice Date (if needed)	Consent Agenda	Subject	Department
4/3/12	3/14/12		✓	Noise Permit – Kiwanis of Oak Harbor – Beachcomber's Bazaar	Admin
4/3/12	3/14/12		✓	Appointment – Lodging Tax Advisory Committee	Admin/ Finance
4/3/12	3/14/12		✓	Introduction - Ordinance, Credit Card Fees	Finance
4/3/12	3/14/12		✓	Accounts Payable Vouchers	Finance
4/3/12	3/14/12	3/17/12		Public Hearing – Zoning Agreement Amendment, Oak Tree Village	Dev Srv
4/3/12	Revised and back to Legal 3/9/12			Interlocal Agreement – With Oak Harbor School District, Memorial Stadium Maintenance	P.Works
4/3/12	3/14/12			Contract - Lead Negotiator Services	HR/Admin
4/3/12	3/14/12			Contract – Automated Pay Station for Staysail RV Park	P.Works
4/3/12	3/14/12			Vision and Mission Statement	Admin
4/3/12	3/14/12			Introduction - Sewer Code Revision	P.Works
4/3/12	3/14/12			Introduction – Personnel Code Update and Handbook	Admin
4/3/12	--			Future City Council Pending Items	Admin

4/17/12	--			Proclamation - Earth Day	Admin
4/17/12	--			Proclamation - Arbor Day	Admin
4/17/12	3/14/12	3/17/12 (Was published for the 4/3/12 meeting. Will need to republish on 4/7/12)		Public Hearing - Ordinance, Credit Card Fees	Finance
4/17/12	3/28/12			Contracts – Bill Hawkins, City Attorney; Steve Powers, Development Services Director	HR
4/17/12	3/28/12			Final Consideration – Personnel Code Update and Handbook	HR
4/17/12	3/28/12			Marina Fuel Pricing Policy	Dev Srv

5/15/12	4/25/12			Contract Award – Gun Club Road Water Main	P. Works
6/5/12	5/16/12		✓	Noise Permit – Whidbey Cruzers	Admin
				Legal Department Restructure	Legal
				Asset Transfer to Water Utility – Reservoir	P.Works
				Easement Agreement – Navy Fuel Line	P.Works
				Interlocal Agreement – Island County Housing Authority, Oak Harbor, Coupeville, and Langley for Affordable Housing. Recording surcharge funds to fund housing programs.	Admin
				Resolution – Marina, Facility Use Fee	Dev Srv

				Council Rule Change – Public Forum	Legal
				Channel 10 Rules	Admin and Legal
				Recommendations from HDR – System Development Fees (future workshop)	P.Works
				Impact Fees – under review for deferral at closing	Dev Srv / P.Works
				Mutual Aid Agreement with Navy	FD
				Public Hearing – Binding Site Plan Code Amendment	Dev Srv
				Authorization to Solicit Bids – Rescue Unit	Fire
				Utilities Office, City Council Chambers, Law Department Remodels	Finance, Dev Srv
				Introduction – Arts Commission Ordinance	Admin
				Final Consideration – Arts Commission Ordinance	Admin

STANDING COMMITTEES and other meetings and activities

Date	Subject	Dept.
4/2/12	MARINA COMMITTEE, 7:00 p.m., at City Hall	Committee Members
4/5/12	PUBLIC WORKS COMMITTEE, 3:30 p.m., at City Hall	Committee Members
4/9/12	ARTS COMMISSION, 6:00 p.m., at City Hall	Commission Members
4/10/12	GOVERNMENTAL SERVICES COMMITTEE, 3:30 p.m., at City Hall	Committee Members
4/11/12	FINANCE COMMITTEE, 3:30 p.m., at City Hall	Committee Members
4/19/12	PUBLIC SAFETY COMMITTEE, 3:30 p.m., at City Hall	Committee Members
5/4/12	(Tentative) Workshop on Emergency Preparedness, 10:00 a.m. - 2:00 p.m.	??