

GOVERNMENTAL SERVICES STANDING COMMITTEE

Regular Meeting
City Hall Conference Room
April 13, 2010

ATTENDANCE

The meeting began at 8:00 a.m. with the following in attendance: Council members Campbell Alberg and Palmer and Mayor Slowik.

Staff present: Development Services Director, Steve Powers; Senior Planners Ethan Spoo and Cac Kamak; City Engineer, Eric Johnston; Senior Services Director, Mike McIntyre; and Harbormaster, Mack Funk.

Others Present: Patty Encinas

PUBLIC COMMENT

No comment.

APPROVAL OF MARCH 9, 2010 MEETING NOTES

Approved.

Mr. Alberg had questions for staff regarding the grant that was awarded for the pier project/Flintstone Park improvements:

1. When does the grant money have to be used for the upland improvements?
2. Is the City obligated to pay the grant back for the pier study, if so, when?
3. Is the money in the 2010/2012 budget should the City have to pay the grant back?

Mr. Powers indicated that he didn't think there was a specific timeline for the FTA grant to be used. Mr. Johnston added that generally we have ten years from the time of obligation of the funds to complete the project. Mr. Powers said we do have to pay back the money if we don't build the project. Moving forward with the City's matching funds for the uplands portion will in part satisfy our obligation to begin construction on the project but it remains to be seen whether that will be accepted by the funding authorities. Yes, funding is being put aside to assist in the repayment of grants although it doesn't yet equal the amount we have accepted.

Mr. Alberg asked staff to include this information when presenting the Flintstone Park Improvements consultant contract to the full Council.

PLANNING

Shoreline Master Program Update - DOE Grant Approval

Mr. Powers reported that the update to the Shoreline Master Program is mandated by the State law and the update must be completed by December 1, 2012. The Department of Ecology who oversees the Shoreline Management Act has a grant program to assist communities in meeting the State mandate. Mr. Spoo noted that this grant is different in that it is a non-competitive grant in the amount of \$125,000 and there are no matching funds required. Mr. Powers said that the Council will be asked to authorize submittal of the grant application and to authorize staff to enter into the RFP process to select a consultant for the work associated with updating Shoreline Master Program. Mr. Powers indicated that the Scope of Work between the City and the Department of Ecology is included in the agenda packet provided.

Mr. Powers reported that the City has the obligation to do the shoreline inventory in the City limits which includes the Maylor Point shoreline and the shoreline along Crescent Harbor until the end of the City limits at Reservation Road.

Committee Discussion

Mr. Campbell asked if \$125,000 would be enough. Mr. Powers indicated that there were two options if the funds are not enough. One is to reduce the Scope of Work to stay within the \$125,000 and the other is to seek additional funding.

Mr. AlMBERG asked if it was possible to piggy-back with other Whidbey Island shoreline communities to consolidate for public meetings and share the consultant. Mr. Powers indicated that it might not be a good deal for Oak Harbor because there are many shoreline conditions in the County that we don't experience in the City as well as many issues with County residents on the shoreline that we don't experience here. We would possibly find ourselves bogged down in a more controversial public process that we would otherwise find here. The focus is different in an urban shoreline.

Byrne-Goldie Road Annexation

Mr. Powers reported that the final approval for this annexation will be presented to the Council at their April 20th meeting. Background information is included in the draft agenda bill provided. Mr. Kamak noted that property owners and adjacent property owners have been notified and no comments have been received yet.

Committee Discussion

Committee discussed some of the opposition associated with the annexation. Mr. Powers noted that it is staff's understanding that the intended development site does not include the Evergreen Mobile Home Park although it is included in the annexation area.

Pioneer Way – Citizen Involvement – EnviroIssues Contract

Mr. Powers reported that staff and other sub-consultants had the opportunity to meet with EnviroIssues about the role of EnviroIssues in facilitating the Pioneer Way project moving forward. Community members (Jill Schacht, Jill Johnson, and Patty Cohen) also had the opportunity to meet with EnviroIssues and after discussion about EnviroIssues' role in communications, the community members felt comfortable in advising the Mayor that EnviroIssues are an appropriate firm in helping the City and that this effort has value. Mayor Slowik indicated that had he not received a favorable response from the community members he would not have come forward to the Council with EnviroIssues.

Mr. Powers reported that the Mayor can authorize contracts that are less than \$30,000 and the Mayor has authorized entering into a contract with EnviroIssues to begin the steps outlined in yellow on the handout provided (Attachment 1).

Mr. Johnston stated that there are two elements to the work that EnviroIssues will be doing, one is project specific and the other is the overall longer term picture. From the project perspective the first element that is under contract now is critical to being successful in meeting the needs of the downtown merchants.

Mr. Powers noted that last fall a reoccurring question was how will the construction be phased (all night time, all day time, from one end to the other all at once or in pieces, is it one side then the other side etc.) The answer at the time was that we weren't at the stage where those decisions could be made yet. Now we are to the stage that we can start answering those questions. In order to do that we are suggesting that the best way to do that is use a firm who is very skilled in the public engagement because that information will feed directly into what Perteet does in the plans and specs. EnviroIssues will gather information as to where the businesses are getting their deliveries and what time, their business hours and what time of day their customers come etc.

Mr. Powers answered the question about why bring in a firm that specializes in effectively engage the public in complex and controversial projects. Given the controversy associated with the project it would be very difficult to have the meaningful conversations and input that we need for the project to be successful. Staff is convinced that this is the best way to have a successful project for community and for the downtown businesses. Another reason to have this firm during the construction phase is that during the waterline project we essentially posted two city staff members on Pioneer Way pretty much all day long every day. This project is much larger in scope and impact and we are not afforded the luxury in being able to park staff members down there for this type of project. EnviroIssues will help with the coordination. The Mayor added that there is a strong possibility of establishing an onsite storefront downtown for EnviroIssues which will be up to the Council to approve.

Committee Discussion

Mr. Palmer asked if the initial scope that was presented in the April 6th Council packet included funds for an onsite storefront. Mr. Powers indicated that the scope of work didn't include work that might be performed during construction. Mr. Palmer asked if it was possible to get an estimate of the costs for EnviroIssues services during construction. Mr. Powers said it would be possible to get a range and as the project progresses through the design phase a better estimate could be provided. Mr. Palmer stressed and Mr. Powers acknowledged the importance of keeping an eye on the bottom line.

Mr. AlMBERG asked for a copy of the engineer's estimate.

Mr. Campbell commented that while on vacation he had the opportunity to talk to a business owner regarding a two block stretch that went from two-way to one-way. The business owner indicated that their afternoon lunch hour and dinner hour business dropped due to construction.

Mr. AlMBERG commented that his experience in renovating an entire shopping center was that sales actually went up during the construction process because people were curious about what was going on and there was a plan in place to continuously celebrate the changes that were being made.

Mayor Slowik stressed that EnviroIssues is not the spokes person for the City.

Adult Entertainment Overlay Zone - Update

Mr. Powers reported that a revised interim ordinance will be brought forward for a public hearing at the May 4th City Council meeting. Staff will propose amending the interim overlay zone in response to the comments and concerns that were brought forth at the March 23rd meeting. The revised ordinance expands the buffer between adult uses and residentially zoned property to 750 feet and in doing so that will also address the issue of C-3 properties on the highway not being a desirable location for adult uses in our community.

MARINA

Mr. Powers reported:

Phase 1 Project Update

Phase I is almost complete and will be on time and under budget.

Phase 2 Project Update

Staff and the City Consultants are evaluating bid package and cost estimates. There are a number of variable but staff is working to minimize the number variables that Council will be asked to consider.

Guest Rates and Hoist Rates

Mr. Funk reported that this item will be on the May 18th Council agenda. This agenda item responds to concerns about guest moorage rates raised during consideration of the 2010 rate schedule in mid December 2009. The proposal is to raise the rates a little more than they were raised in January but the rate will still be below the average of neighboring marinas that we compete with for guest moorage customers. Mr. Powers added that there will be different guest rates during the season and during off-season which is also reflective of what neighboring marinas do. Mr. Funk added that the guest moorage rate schedule is charging separately for the use of electricity as well. The hoist rates will also be raise above the January increase in order to more truly reflect costs of operation and maintenance of the hoist equipment an increase of \$10 per hoist is being proposed. Commercial use rates are also being considered and will brought before Council on the May 18th Council agenda.

SENIOR SERVICES

General Update

Mr. McIntyre reported:

Building maintenance continues to be a challenge and \$4,000 was spent on repairs to grease trap and ventilation.

More information regarding the replacing the ventilation system will be presented in the next month or two.

Caregivers Cove has the funds and staffing set up but there are not enough clients. Caregivers Cove will make a decision as to whether to continue this program or not at the end of the month. Hand out provided (Attachment 2).

Development Services Director's Comments

Mr. Powers reported that Fairway Point Division 4 Final Plat will be on the May 4th Council agenda.

NEXT MEETING: May 11, 2010

MEETING ADJOURNED

9:28 a.m.

Design Communications and Outreach Activities

Oak Harbor Pioneer Way

DRAFT: last updated April 6, 2010

	Activity	Tasks	Tentative Execution Timeline
	Design outreach and communications plan for design phase	<ul style="list-style-type: none"> Develop outreach and communications plan to guide outreach activities during design 	Draft plan - April 2010 Final plan - May 2010
Concurrent	Business survey	<ul style="list-style-type: none"> Surveying plan Interview script Surveying of all businesses Compiling report Business survey summary 	April/May 2010
	Project database	<ul style="list-style-type: none"> Develop database plan/what is included Track all comments and communications Provide team with regular communications reports 	April/May 2010
	City Council presentation	<ul style="list-style-type: none"> Present business survey findings to City Council; recommend next steps 	May/June 2010
	Project logo	<ul style="list-style-type: none"> Design project logo and work with City to finalize 	June 2010
	Fact sheet	<ul style="list-style-type: none"> Develop fact sheet for project Develop up to 3 project flyers 	June 2010 (thru Nov)
	Web update	<ul style="list-style-type: none"> Suggest a Web plan; redesign Web page 	June 2010
	Drop-in sessions	<ul style="list-style-type: none"> Develop plan for 2 drop-in sessions Draft postcard notification /handle notification of sessions Identify drop-in session materials Coordinate and staff sessions Write drop-in session summaries 	May/June 2010 (dependent on design plans)
	Construction community relations plan	<ul style="list-style-type: none"> DRAFT construction community relations plan ideas 	June 2010
	Assist with economic sustainability efforts	<ul style="list-style-type: none"> Develop project branding/marketing plan as part of construction outreach plan 	June 2010
	Design workshop	<ul style="list-style-type: none"> Develop plan, including in coordination with design team - facilitation techniques and content Draft notification text/handle notification of event Develop materials for workshop Coordinate, staff and facilitate workshop Write summary of workshop 	July 2010 (dependent on design plans)
	Organizational briefing (1 st phase)	<ul style="list-style-type: none"> Gather input on options for construction signage and possible marketing techniques during construction 	August 2010

	Activity	Tasks	Tentative Execution Timeline
	"Businesses are open" signage/advertising	<ul style="list-style-type: none"> • Plan and drafts of signage developed 	August 2010
	Organizational briefing (2 nd phase)	<ul style="list-style-type: none"> • Develop PPTs to gather input on options for construction signage and possible marketing techniques during construction 	August 2010
	"Businesses are open" signage/advertising	<ul style="list-style-type: none"> • Develop 4 options for signage • Develop 1 flash-ad and up to 3 print advertisements for use in economic development activities 	August 2010
	Construction community relations plan	<ul style="list-style-type: none"> • FINAL construction community relations plan ideas 	September 2010
	City Council presentation	<ul style="list-style-type: none"> • Develop PPT – expected community outreach during construction 	October 2010
	Newsletter	<ul style="list-style-type: none"> • Draft text for community-wide project newsletter Topic: Final designs; what you can expect during construction 	September/October 2010

NORTH WHIDBEY CAREGIVERS' COVE UPDATE (April 2010)

* North Whidbey Caregivers' Cove (NWCC), a Washington State non-profit 501(c)3 corporation, began caregiver resource center operations in Oak Harbor in January 2010, replacing the City's prior non-profit service provider, Senior Services of Island County.

* NWCC has trained staff ready to assist caregiver families and their loved ones on a 5 day per week, 8 hour a day basis.

* Despite a major push since January to publicize the availability of these services (see listing below), the level of current client participation is low.

* Skagit County opened a new adult day care operation in Anacortes in mid-Jan 2010. That program (their County's second site) already has 13 clients participating averaging 9 clients per day (NWCC currently has 6 clients averaging 2 clients per day). Additionally, it is reported that a second South Whidbey adult day care program will be opening in May.

* Caregiver Resource Centers focus primarily on the health and well-being of "caregivers." Care centers routinely deal with family guilt and reluctance regarding taking a loved one to a place outside of the home to be cared for by others, despite the physical and mental hardships endured by family caregivers. Currently the economy is putting many out-of-work family members in the role of at-home caregiver (many receive some compensation from the State for performing this role).

* So what is making North Whidbey different? Reasons which may be adding to the current lack of local (North Whidbey) NWCC clients include:

- 120 caregivers per year are being trained/state certified (as part of our caregiver resource center operations – have been doing this for 2 years) to work in local homes. This is likely to be satisfying a large portion of local demand for caregiver services (a good thing for those who can afford such care).
- North Whidbey's large active duty military population, with its limited number of older accompanying family members, may be skewing the "apparent" need for services based upon local population numbers as compared to non-military area locations.
- A lack of referrals from the Senior Services of Island County Information and Assistance program (no referrals in the last 2 years) has most definitely limited client intake numbers. After making Northwest Regional Council staff aware of this problem, they contacted SSIC and within a week two clients were referred to NWCC. This referral support is considered by NWCC to be "too little too late."

* During an April 1, 2010 meeting, the NWCC Board expressed that their current client load is insufficient to warrant continued operations indefinitely. The Board decided that unless the number of paying clients improves significantly by April 29th, that NWCC will officially notify the City and Northwest Regional Council (Area Agency on Aging) of its intent to terminate operations 30 days thereafter (end of May 2010). The Board will be reexamining program status on April 15th and 29th to determine if closure is still warranted.

List of attempts to publicize the NWCC program since January 2010

Oak Harbor and Coupeville physicians, clinics visits/brochures
Optometrists and eye clinics visits/brochures
Physical therapy offices visits/brochures
Audiologists offices visits/brochures
Hearing aid clinics visits/brochures
Dentists and denturist offices visits/brochures
Chiropractors offices visits/brochures
Whidbey General Hospital social workers and discharge planners
Senior Information and Assistance visits/brochures
DSHS/Home and Community Service visits/brochures
Adult Family Homes and Assisted Living facilities visits/brochures
Dementia-specific facility visit/brochures
Division of Developmental Disabilities visit/brochures
Business Expo participation
Washington Adult Day Services Association
Alzheimer's Society of Washington
Member, Oak Harbor Chamber of Commerce
Beginning outreach to financial institutions
Whidbey Daily website
MarketPlace newspaper
Listing in the Skagit/Island Senior Resource Guide
Local Channel 10
The Bridge publication
Oak Harbor Senior Center brochures
Island Transit visit
Senior Services of Island County
Charitable foundations for grants
Several caregiver lists
Website
Whidbey News-Times Communities (Konnnect)
Facebook
2 Community Education classes in April