



WORKSHOP MEETING NOTICE OAK HARBOR CITY COUNCIL

NOTICE IS HEREBY GIVEN that the Oak Harbor City Council will hold a Workshop Meeting on:

Date: Wednesday, August 26, 2015

Time: 2:30 p.m. – 6:00 p.m.

Location: City Hall Council Chambers, 865 SE Barrington Drive, Oak Harbor, WA 98277

Note that no action will be taken.

AGENDA

1. Introduction of New Employees

2. Departmental Briefings

- a. Economic Development Coordinator Position – Staff Update
- b. 2016 Comprehensive Plan Update – New Land Use Map & Neighborhood Districts
- c. WWTP – close overflow camping area

3. Pending Agenda Items

- a. Update regarding the Clean Water Facility Open House held August 12, 2015
- b. Proposed Good Neighbor Plan for Construction of the WWTP (9/01) – PW
- c. Adopting an Architectural Concept for the Clean Water Facility (9/01) – PW
- d. Purchase Authorization – Front Load Refuse Trucks (9/01) – PW
- e. Purchase Authorization – Marina Pump Station (9/01) – PW
- f. Purchase Authorization – Truck Replacement Revisions (9/01) – PW
- g. Request for Qualifications (RFQ) for Feasibility Study for Fire Station (9/01) – FD
- h. Valley High Investments Annexation Request – Fort Nugent Rd (9/01) – DS
- i. Six- Year (2016-2021) Transportation Improvement Program (TIP) (9/01) – PW
- j. 2016 Lodging Tax Referral and Annual LTAC Membership Review (9/01) – Finance

Anna M. Thompson
City Clerk
Posted on August 21, 2015

POSTED: City Hall Bulletin Boards
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Mayor Scott Dudley
Oak Harbor City Council
Directors
REMOVE: After August 26, 2015

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

Please contact the City Clerk at 360-279-4539 within 24 hours advance notice for special accommodations.



Workshop Item

Pending Agenda Items

Item 3.b Good Neighbor Plan for Construction of the Clean Water Facility

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

Attachments

Attachment A: WWTP - Resolution 15-28 Adopting the Good Neighbor Plan for Construction of the Clean Water Facility Draft Agenda Bill

Attachment B: Attachment A - Resolution 15-28 - Adoption of Good Neighbor Plan

Attachment C: Attachment B - CWF Good Neighbor Plan

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

Bill No. _____
Date: September 1, 2015
Subject: Wastewater Treatment Plant –Resolution 15-28
Adopting the Good Neighbor Plan for
Construction of the Clean Water Facility

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

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

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

PURPOSE

The purpose of this agenda bill is to seek City Council’s adoption of the Good Neighbor Plan for the new Clean Water Facility through Resolution 15-28.

FISCAL IMPACT DESCRIPTION

Funds Required: _____ \$0
Appropriation Source: _____ none

SUMMARY STATEMENT

The City of Oak Harbor is actively pursuing the replacement of two aging wastewater treatment plants with a new, state of the art, membrane bioreactor treatment plant. Building this facility involves heavy civil construction that could potentially impact the immediate neighbors and the entire city. In order to minimize these impacts, staff has prepared the attached Good Neighbor Plan.

Construction activities could involve heavy vehicle traffic, road congestion, noise, parking, dust, vibrations and other concerns. Additionally construction activities could impact Windjammer Park and City Events. The Good Neighbor Plan recognizes the impacts on the surrounding community and establishes the commitment to lessen the impacts.

The whole project team from City Employees to the consultants and contractors will work to be a good neighbor by lessening or addressing impacts. While impacts are inevitable, history has shown that people accept the temporary inconvenience with proper notification and response to concerns. The Good Neighbor Plan lists a number of strategies to mitigate construction activities and a communication plan to inform affected residents and respond to specific concerns.

If adopted, the Good Neighbor Plan will be incorporated in any future contract amendments. This Good Neighbor Plan is intended to augment, not supersede any existing city ordinances.

CITY COUNCIL WORKSHOP

July 15, 2015 – An outline of the Good Neighbor Plan introduced to City Council.
August 26, 2015 – A Draft Good Neighborhood Plan was discussed with City Council.

CITY COUNCIL PREVIOUS ACTIONS

This item has not been presented at previous City Council Meetings.

RECOMMENDED ACTION

It is recommended that the City Council adopt Resolution 15-28 Adopting the Good Neighbor Plan for Construction of the Clean Water Facility.

ATTACHMENTS

- A. Resolution 15-28 – Adoption of Good Neighbor Plan
- B. CWF Good Neighbor Plan

DRAFT

CITY OF OAK HARBOR
RESOLUTION NO. 15-28

**A RESOLUTION ADOPTING A GOOD NEIGHBOR PLAN FOR
CONSTRUCTION OF CLEAN WATER FACILITY**

WHEREAS, the City of Oak Harbor is constructing a wastewater treatment plan; and

WHEREAS, the construction has potential to impact the immediate neighbors and other citizens of Oak Harbor; and

WHEREAS, the City of Oak Harbor wishes mitigate to mitigate impacts to the immediate neighbors and other citizens of Oak Harbor; and

WHEREAS, a Good Neighbor Plan has been developed addressing construction impacts on the immediate neighbors and citizens of Oak Harbor:

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Oak Harbor that:

1. Adopt the attached Good Neighbor Plan which defines types of construction activities and mitigation measures
2. This Good Neighbor Plan be incorporated into the GC/CM contract and remain in effect for the duration of the construction.

PASSED by the City Council and approved by its Mayor this _____ day of _____, 2015.

CITY OF OAK HARBOR

SCOTT DUDLEY, MAYOR

Attest:

Approved as to form:

Anna Thompson, City Clerk

Nikki Esparza, City Attorney

L:\GLA\WORK\RES-ORD2015\Staysail RV Park - Resolution.docx



City of Oak Harbor Clean Water Facility Project

GOOD NEIGHBOR PLAN

Summer 2015



PURPOSE

The Good Neighbor Plan outlines the City of Oak Harbor's standing commitment to being a good neighbor while constructing the new wastewater treatment facility in Windjammer Park, the "front porch" of the City of Oak Harbor.

DEFINITION OF A "GOOD NEIGHBOR"

A good neighbor is respectful of the impacts their activities have on the surrounding community and works as best they can to lessen the impact. Here, a new wastewater treatment facility will be situated in a unique setting on the waterfront of the City of Oak Harbor. Constructing this facility means there will be out-of-the-ordinary activities that are visible to neighbors who live and work near Windjammer Park, as well as those who use the park for recreation. The goal of being a good neighbor in this case is working to lessen or address anticipated impacts, and notifying the community well in advance of new activities. The entire project team shares this philosophy: City employees, consultants, contractors and subcontractors who perform the work.

SENSE OF PLACE

Windjammer Park is a special setting and community asset. The different groups who use this facility make it a unique place for the City of Oak Harbor. These community groups and happenings will be considered during construction, for example:

- Recreation (e.g., Staysail RV Park, marina, park visitors, Little League, etc.)
- Community events (e.g., Race Week, 4th OH July, Hydroplane Races, Whidbey Island Marathon, etc.)
- Residents in the park vicinity
- Near businesses (e.g., Daily Grind, Wells Fargo Bank, Peoples Bank, etc.)
- SE Pioneer Way businesses
- Highway 20 and SW Beeksma Drive businesses

WORK AND ENVIRONMENT

Work on the new facility will require a variety of construction techniques, including ground stabilization, temporary soil retention and the placement of many tons of reinforcing steel, concrete, sand and crushed rock. Preliminary construction activities began in June 2015, but are anticipated to begin more heavily in Fall 2015. Start-up of the plant is expected in 2017.

- The early portions of the work preparing the site for construction will involve utilization of a vibratory hammer for the installation of steel sheets, requiring approximately three months to complete. This activity is not anticipated to generate a lot of noise; however medium frequency vibration will be felt through the ground for an approximate radius of 400 feet from the work area. During the same time, soil densification will be occurring, utilizing the placement of aggregate stone columns. This also induces vibration into the soil and will have the same vibratory sensation in the immediate surrounding area.

CLEAN WATER FACILITY GOOD NEIGHBOR PLAN

Updated: 8/19/2015

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- All excavation for the structures will have material retained on site, so there will be very little truck traffic on Oak Harbor streets related to this activity, other than rock materials being delivered to the site.
- Once concrete work begins for the foundations, there will be ongoing concrete and reinforcing steel deliveries for the project site that will continue for more than 15 months. Concrete pumping will generate some noise, but is not anticipated to be much over ambient conditions. Most crane work will be performed using an electrically powered tower crane, which generates very little noise at the ground level.

COMMUNICATION WITH THE COMMUNITY

The Clean Water Facility project team recognizes that construction can be disruptive to the daily activities of the community. While there will be impacts from construction, the project team do their best to lessen disruptions, when possible, and clearly communicate expected impacts and duration of construction activities. The City of Oak Harbor will inform the community of work more than 24 hours in advance, when possible, using one or more of the following methods:

- E-mail alerts
- Website updates
- Construction fliers (including door hangers and bill stuffers)
- Social media
- City Council updates
- Display advertisements in Whidbey News Times
- Construction site signage
- Phone calls
- Regular Construction office open houses (coffee and cookies)
- Stakeholder/Community group briefings

The timing and method of communication will vary based on the anticipated impacts and duration of work being performed. All City notification requirements will be met. When unanticipated or emergency work will be performed, the project team will notify the community as quickly as possible using email alerts, website updates, and when appropriate direct phone calls to impacted groups.

NOTIFICATION COMMITMENTS AND CITY/CONTRACTOR REQUIREMENTS

The Oak Harbor Clean Water Facility Project will perform the notification practices and contractor commitments outlined in the following section, to ensure community awareness of construction activities. These practices are for day-to-day use and daily operations during construction; mitigation specifications will be determined based on specifications outlines in permits received. In the case of emergency, extenuating circumstances may warrant quick decisions, where notifications are made or adapted as appropriate.

Anticipated Issue	Notification Practices	City Commitments/Contractor Requirements
<p>Work hours</p>	<ul style="list-style-type: none"> Community will be notified of typical work hours via weekly email, construction site signage, and on the project website. If night or weekend work is expected, community will be notified via weekly email. If work is anticipated to be disruptive to near neighbors they may be notified via flier. 	<ul style="list-style-type: none"> Typical work hours will be 7:00 a.m. – 7:00 p.m., Monday – Friday. When needed, night or weekend work may occur. All night or weekend work will be performed in accordance with City regulations and permits.

<p>Heavy vehicle traffic</p> <ul style="list-style-type: none"> • Equipment/materials delivery • Haul Routes 	<ul style="list-style-type: none"> • Haul route and site map will be available on the project website. • Community will be notified in advance of any anticipated increases in truck traffic via weekly email. 	<ul style="list-style-type: none"> • As much as possible, vehicles will be kept and staged on-site. • The primary access point for deliveries and entrance/exit of the site will be on SW Beeksma Drive to Highway 20. • There may be occasional use for delivery and hauling to occur using City Beach Street. • Back-up alarms are required on site and must be used at all times. • The team will communicate haul routes and appropriate waiting areas, such as the weigh station on Highway 20, to all delivery drivers that may arrive outside of work hours.
<p>Right-of-way impacts</p> <ul style="list-style-type: none"> • Road closures • Sidewalk closures/detours • Parking lot closures/detours 	<ul style="list-style-type: none"> • Detour maps will be will available on the project website. • Community will be notified in advance of work via weekly email. • If duration of work is expected to last longer than one week near neighbors may be notified via flier or mailer at the start of work. • Site signage to clearly direct park and business access. • Team will work directly with individuals or businesses that may have impacted driveways or sidewalks. 	<ul style="list-style-type: none"> • Construction traffic management plan that meets current City standards and requirements and addresses the needs of all modes of travel. • At least one lot adjacent to the park (Redneck Auto lot or City Beach lot) for park users will remain open during construction or alternate parking will be available. • Driveways will not be closed for more than four hours.

<p>Business access and parking</p>	<ul style="list-style-type: none"> • Community will be notified of access routes and parking lot detours in weekly email. • Site signage to clearly direct park and business access. • Site signage to clearly direct ADA parking and access. 	<ul style="list-style-type: none"> • Provide “businesses open” sign. • At least one lot adjacent to the park (Redneck Auto lot or City Beach lot) for park users will remain open during construction or alternate parking will be available. • Crews will be instructed to park either on-site or in alternate parking locations, crews will not impact parking for park users. • ADA parking and access to the park will be maintained at all times.
<p>Marina/Bay operations</p>	<ul style="list-style-type: none"> • Community will be notified of access routes and detours in weekly email. • If necessary, signage will be posted at the marina. 	<ul style="list-style-type: none"> • All work will be performed in accordance with City requirements and all necessary permits.
<p>Park operations – Staysail RV park</p>	<ul style="list-style-type: none"> • Post signs with alternate RV location (include map). • Post alternate RV location on City of Oak Harbor Parks Department website. • Community will be notified of access routes and detours in weekly email. 	<ul style="list-style-type: none"> • Staysail RV park will remain open through Labor Day (September 7, 2015). • New impacts to the RV park will be communicated to City departments in advance.
<p>Community events</p>	<ul style="list-style-type: none"> • Community will be notified in advance of work via weekly email. • Event organizers will be coordinated through the City. • Site signage to clearly direct park and event access. • Site signage to clearly direct ADA parking and access. 	<ul style="list-style-type: none"> • Work will pause during large community events (e.g., Hydroplane Races, 4th OH July Celebration). • Site will be contained to extent possible. • ADA parking and access to the park will be maintained at all times.

<p>Park operations – Day use</p>	<ul style="list-style-type: none"> • Informational construction signage on fencing. • Community will be notified in advance of work via weekly email. 	<ul style="list-style-type: none"> • Pedestrian paths and bike detours will be clearly marked. • Safety around site will be enforced and signage will be posted (e.g., “hard hats required”). • ADA parking and access to the park will be maintained at all times.
<p>Noise and vibration</p>	<ul style="list-style-type: none"> • Community will be notified in advance of work via weekly email. • If duration of work is expected to last longer than one week near neighbors may be notified via flier or mailer at the start of work. • If work will occur at night or outside of typical work hours near neighbors may be notified via flier or mailer. 	<ul style="list-style-type: none"> • All noise impacts will fall within City regulations or will be permitted. • Vibratory work will not be performed for more than six months within the duration of construction.
<p>Utilities (e.g., potholing, relocates, potential outages, undergrounding)</p>	<ul style="list-style-type: none"> • Where there are no expected outages or detours but work is visible community will be notified in advance via weekly email. • For work that includes outages, sidewalk or road closures, or detours community will be notified one week in advance of work via flier or mailer. 	<ul style="list-style-type: none"> • When outages are required, the contractor and/or the utility will work directly with effected property owners to determine best timing or avoid peak need time periods.
<p>Dust and mud control</p>	<ul style="list-style-type: none"> • Respond to community concerns when expressed. 	<ul style="list-style-type: none"> • Daily/weekly control measures such as street cleaning and watering down of site. • Truck and wheel washing as well as roll off ramps will be used to keep dust and mud contained on site. • Contractor will conduct activities and operate within accordance of the City storm management requirements.

<p>General community concerns</p>	<ul style="list-style-type: none"> • Project contact information printed on all distributed materials and site signage. • Information posted on project website. • Business cards and magnets distributed to near-neighbors (businesses and residential) and available at project office to hand out. 	<ul style="list-style-type: none"> • Initial response time for general questions/comments is 24 hours. • Initial response time for construction issue 1 hour. • Resolution time depends on question/comment/issue.
<p>Other impacts not anticipated or identified</p>	<ul style="list-style-type: none"> • Community will be notified in advance of work via weekly email, when possible. 	<ul style="list-style-type: none"> • All work will be performed within and meet all City regulations and project permits.
<p>Emergency on site or related to project</p>	<ul style="list-style-type: none"> • Alert affected community members as quickly as possible using email alerts, website updates, and when needed direct phone calls. 	<ul style="list-style-type: none"> • Contractor will follow emergency procedures and protocol. • Issue will be rectified by every means available, with appropriate safety and as required, police/fire personnel. • All work will be performed within and meet all City regulations and project permits.



Workshop Item

Pending Agenda Items

Item 3.c Adopting Architectural Concept for the Clean Water Facility

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

Attachments

Attachment A: WWTP - Resolution 15-27 - Adopting an Architectural Concept for the Clean Water Facility Draft Agenda Bill

Attachment B: Attachment A - Resolution 15-27 Adopting an Architectural Concept for the Clean Water Facility

Attachment C: Attachment B - Renderings of Concepts A and B

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

Bill No. _____
Date: September 1, 2015
Subject: Wastewater Treatment Plant –Resolution 15-27
- Adopting an Architectural Concept for the
Clean Water Facility

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

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

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

PURPOSE

The purpose of this agenda bill is to seek City Council’s adoption of an architectural theme for the new Clean Water Facility through Resolution 15-27.

FISCAL IMPACT DESCRIPTION

Funds Required: _____ \$0
Appropriation Source: _____ Wastewater Fund

SUMMARY STATEMENT

The City of Oak Harbor is actively pursuing the replacement of two aging wastewater treatment plants with a new, state of the art, membrane bioreactor treatment plant. After a site selection process, the City Council selected the Windjammer Vicinity on August 14, 2012 by Resolution 12-17. Selecting the Windjammer Park location requires attention to appearance and aesthetics. With that understanding, the project team initiated a public process to involve the community in the treatment plant exterior appearance.

A charrette group representing interested parties from the city was formed to provide input on the design as it progressed. The charrette groups met twice during the design process to establish guidelines, provide suggestions and review the progress to date. Based upon the charrette group guidance, the design team prepared two concepts that met the intent of the process. These two concepts, called Concept A and B, are shown in the attached drawings. These concepts are considered to be at 60% completion.

On August 12, 2015, these two concepts were presented to a wider city audience for comment. An open house was widely advertised by media and direct mailings. Also an on-line open house was also made available from August 13, 2015 through August 21, 2015. The open house and the on-line survey gathered approximately xxx comments. The actual comments and a summary are attached. Based on the comments received and the online survey, approximately XX% of the respondent’s preferred Concept B and YY% of the respondents preferred Concept A.

The following bullets summarize the highlights of the comments received during the open house process.

- XXXX
- XXXX
- XXXX

Based on the comments received, Concept X appears the preferred choice to use as the basis for final design. With selection of this concept, the project team can complete design and permitting activities necessary to construct the facility. It should be noted with the design is at 60%. Some changes or refinements of the design will probably occur. The project team anticipates a presentation of the final design to the public and City Council prior to releasing the design for construction.

The attached Resolution 15-27 selects Concept X and authorizes the project team to proceed with final design and permitting based on the architectural design concepts presented in that concept.

CITY COUNCIL WORKSHOP

This item was discussed at the August 26, 2015 City Council Workshop.

CITY COUNCIL PREVIOUS ACTIONS

This item has not been presented at previous City Council Meetings.

RECOMMENDED ACTION

It is recommended that the City Council adopt Resolution 15-27 Adopting an Architectural Concept for the Clean Water Facility.

ATTACHMENTS

- A. Resolution 15-27 Adopting an Architectural Concept for the Clean Water Facility
- B. Renderings of Concepts A and B
- C. Report regarding Open House and on-line survey comments

CITY OF OAK HARBOR
RESOLUTION NO. 15-27

**A RESOLUTION ADOPTING AN ARCHITECTURAL CONCEPT FOR
CONSTRUCTION OF THE CLEAN WATER FACILITY**

WHEREAS, the City of Oak Harbor is constructing a wastewater treatment plan called the Clean Water Facility; and

WHEREAS, as result of a public selection process the City of Oak Harbor will locate the Clean Water Facility in Windjammer Park; and

WHEREAS, the Windjammer Park location requires attention to the appearance and aesthetics of the Clean Water Facility; and

WHEREAS, the City of Oak Harbor engaged in a public review process which included design charrettes, open houses, and on-line communications addressing the appearance and aesthetics of the Clean Water Facility;

WHEREAS, in light of the unique functional requirements of the Clean Water Facility, the project team developed two architectural concepts know as Concepts A and B, shown in Exhibits 1 and 2;

WHEREAS, the concepts were vetted with the public through an open house and on-line survey to determine public preference, which are summarized in Attachment 3:

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Oak Harbor that:

1. Select Concept X as the preferred architectural concept for the facility.
2. Instruct the project team to advance Concept X from its current 60% completion status to final design.
3. Use Concept X as the basis for any regulatory permits associated with the project.
4. Bring the final design forward for public review at a later date.

PASSED by the City Council and approved by its Mayor this _____ day of _____, 2015.

CITY OF OAK HARBOR

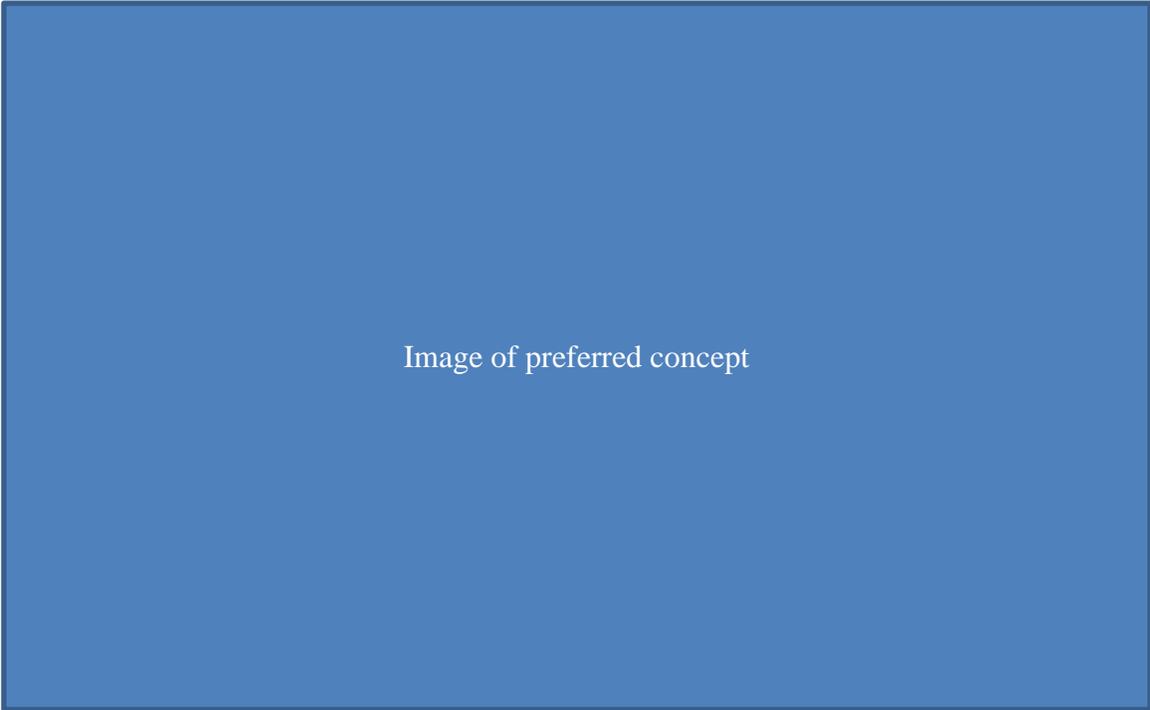
SCOTT DUDLEY, MAYOR

Attest:

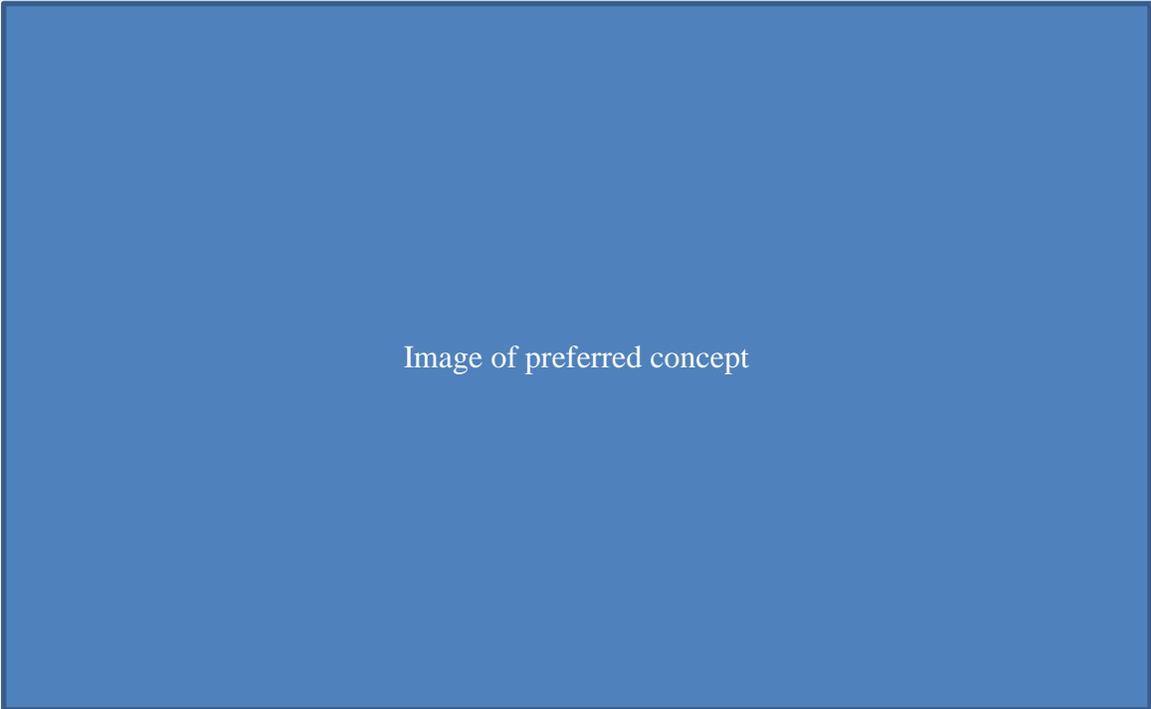
Approved as to form:

Anna Thompson, City Clerk

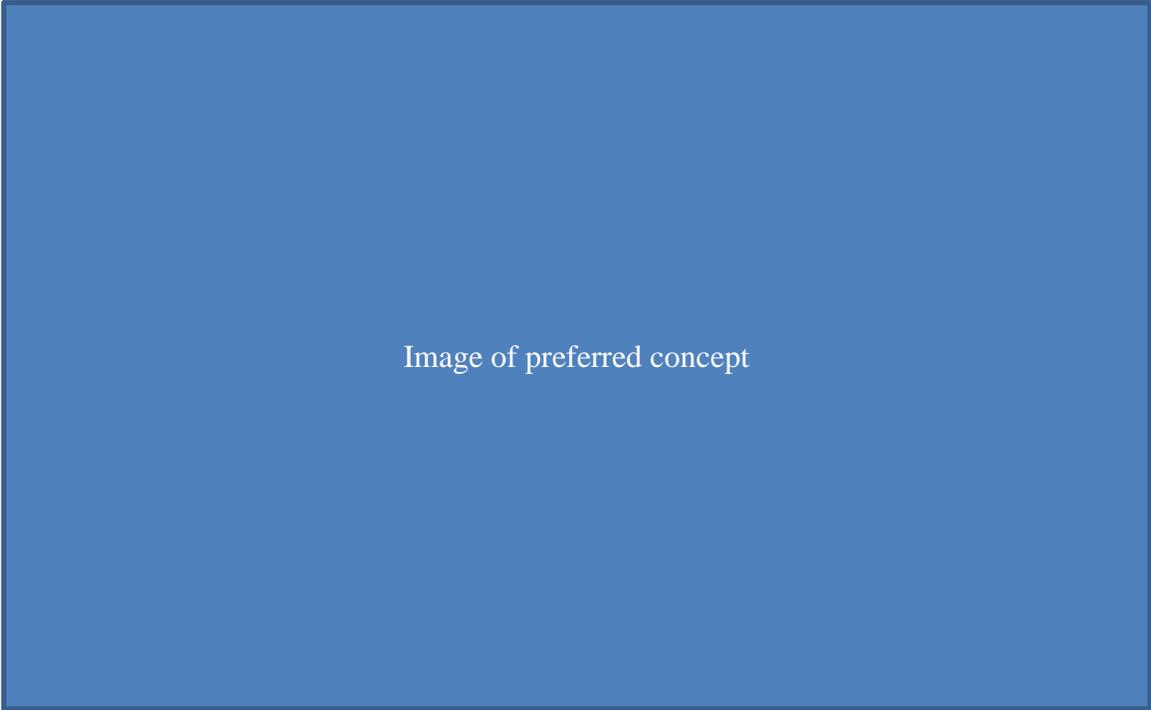
Nikki Esparza, City Attorney



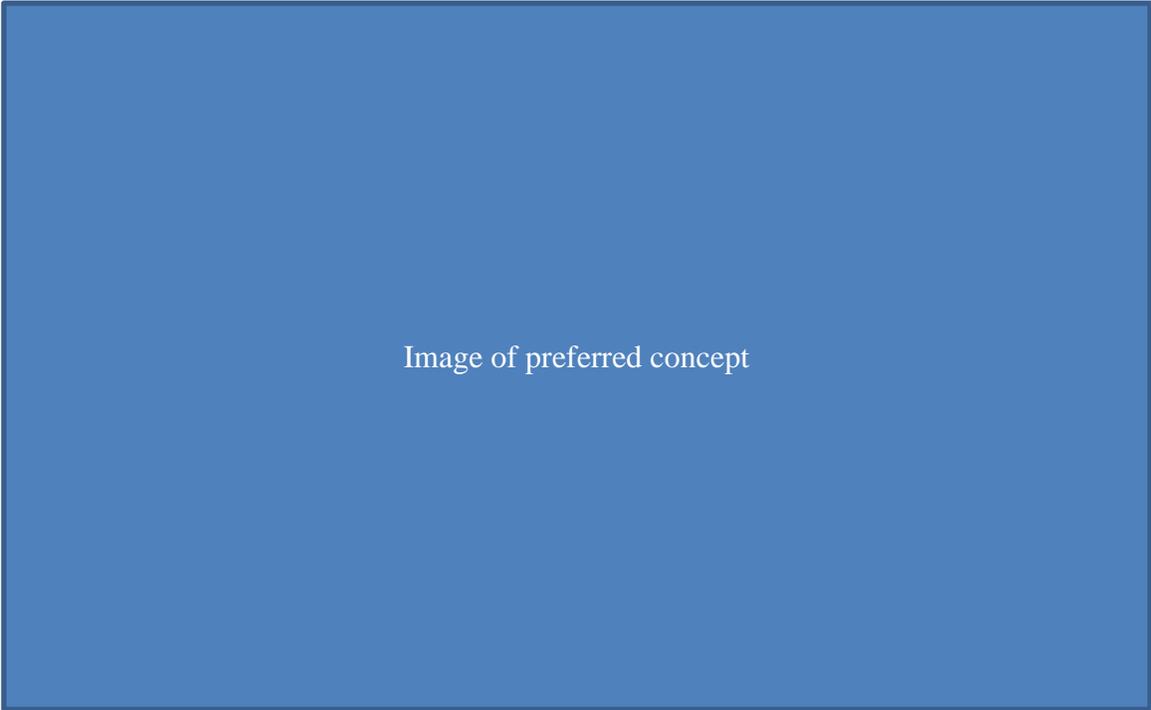
Concept X – View from Southwest (Windmill)



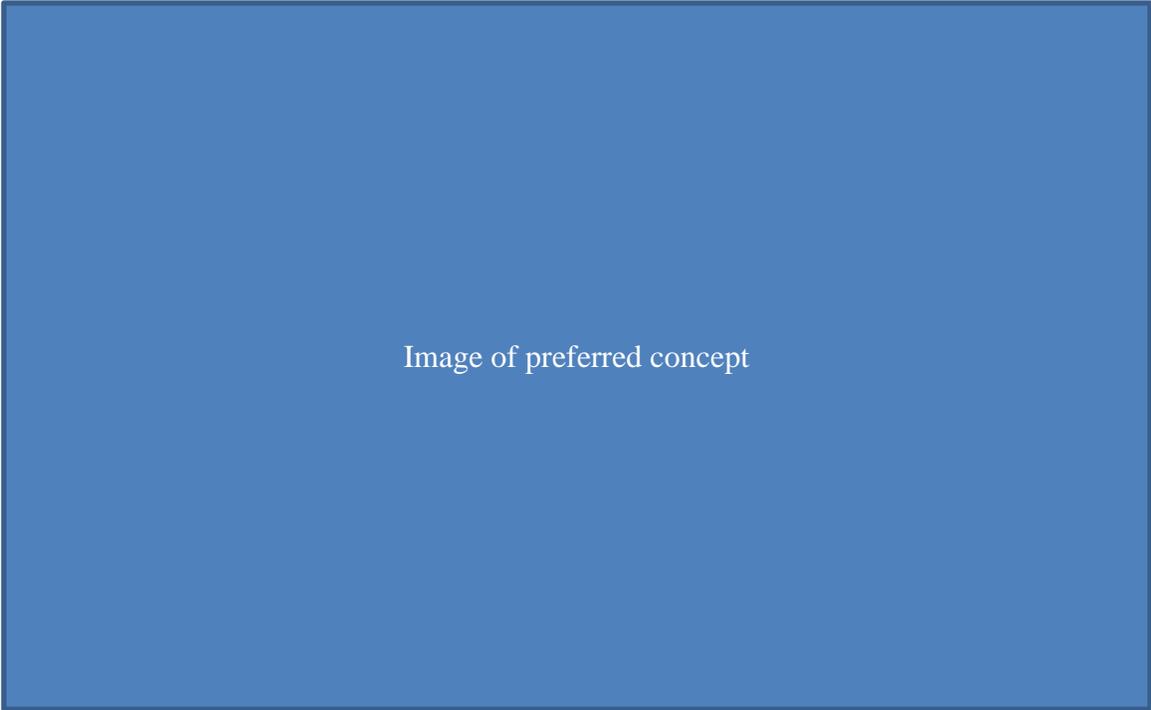
Concept X – View from South (looking at Community Room)



Concept X – View from Northwest (People’s Bank)



Concept X – View from Northeast (Intersection of City Beach and Bayshore Drive)



Concept X – View from Southeast (City Beach Street near Baseball Fields)

Design Concept A: Administrative Building (View from SW)



Design Concept B: Administrative Building (View from SW)



Design Concept A: Administrative Building (View from S)



Design Concept B: Administrative Building (View from S)



Design Concept A: Electrical Building (View from NW)



Design Concept B: Electrical Building (View from NW)



Design Concept B: Headworks Building (View from NE)



Design Concept A: Headworks Building (View from NE)



Design Concept A: Solids Building (View from SE)



Design Concept B: Solids Building (View from SE)



Comparing Design Concepts A & B





Workshop Item

Pending Agenda Items

**Item 3.d Purchase Authorization - Front Load
Refuse Trucks**

Cathy Rosen, Director of Public Works

Attachments

Attachment A: Agenda Bill and attachments

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

Bill No. c.
Date: September 1, 2015
Subject: Purchase Authorization-Front Load
Refuse Trucks

FROM: Cathy Rosen, Public Works Director

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

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

RECOMMENDED ACTION

A motion to authorize the use of the “piggyback” statute per RCW 39.34 to purchase:

- One dual drive Autocar/Witke front load refuse truck with curotto can; and
- One left hand drive Autocar/Witke front load refuse truck

from the City of Tacoma’s bid in the amount of \$619,156.52.

BACKGROUND / SUMMARY INFORMATION

The City currently utilizes two front load refuse trucks for commercial pick up. They are used Monday through Friday, five days a week. They were purchased in 2008 and have a seven year life cycle. These trucks have been evaluated for replacement and the repair and maintenance reports analyzed.

A sound maintenance program is an important part of the management of public equipment and there comes time when maintenance costs, downtime, and inefficiency become excessive and detract from the organization’s ability to function effectively.

A city fleet is nothing more or less than a tool for the provision of services to the general public by government employees. When the tool wears out, becomes obsolete or requires repetitive upkeep, the agency’s ability to provide necessary services to its customer suffers. An essential component of effective fleet management is the commitment to replace vehicles before service delivery is impaired or diminished.

During the replacement process an Equipment Replacement Review form is completed. It allows staff to determine the vehicle or equipment can be extended without incurring additional repair and maintenance costs, if it can be utilized by another division/department, how often it is being utilized, etc. These questions allow staff to make an informed decision on when replacements should happen. Many vehicles and equipment in the City’s fleet have been extended even though their replacement funds have been met.

The 2015 budget includes funds to replace on front load refuse truck with currotto can and the 2016 budget includes funds to replace one front load refuse truck. The currotto can attachment will allow the front load truck to pick up residential roll carts in the event a side arm truck is out of service.

Staff researched many options and decided to pursue the “piggyback” method to get exactly what was needed. The “piggyback” method is a purchasing tool that allows for intergovernmental purchases and bidding per RCW 39.34.030, another section of the Interlocal Cooperation Act, authorizes cooperative action, including joint purchase by different governmental entities.

In 2014, the City of Tacoma awarded a bid to Western Peterbilt, Inc. for six refuse trucks, which includes the language that allows for joint purchasing. The City of Oak Harbor has had an interlocal in place with the City of Tacoma since 1998 which allows the City to purchase of their awarded bid specifications.

Staff has reviewed the City of Tacoma bid specifications and they meet or exceed our needs.

In addition, trade-in options were requested for the two trucks we are replacing. The trade-in amounts have been provided below:

VENDOR	#62-2001 Peterbilt Witke with currotto can	#71-2008 Peterbilt Labrie/Witke	Grand Total
Western Peterbilt	\$ 6,800.00	\$ 32,500.00	\$ 39,300.00

that the City of Oak Harbor utilize the “piggyback” statute per RCW 39.34 to purchase two (2) Autocar/Witke refuse trucks from the City of Tacoma’s bid. This bid allows for two makes on the cab and chassis and they are Peterbilt or Autocar. It also allows for multiple body types and options, such as the currotto can.

The cost comparison for two trucks has been included for your review below:

Autocar	Peterbilt
Dual Drive w/Currotto Can = \$343,074.06	Dual Drive w/Currotto Can = \$319,811.38
Left Hand Drive = \$315,382.46	Left Hand Drive = \$287,311.58
Subtotal = \$658,456.52	Subtotal = \$607,122.96
Less Trade-ins = \$39,300.00	Less Trade-ins = \$39,300.00
GRAND TOTAL = \$619,156.52	GRAND TOTAL = \$567,822.96

The price difference between these two makes is significant at \$51,333.56. However, staff has determined that due to the amount of repairs, downtime and lack of service the City has experienced with the Peterbilt over the last five years, the change to the Autocar is worth the extra consideration. In addition, the added safety features of the Autocar which include sit-down right hand drive, two step cab entry/exit, greater visibility from the cab, transmission assist and shorter turning radius along with superior customer service in the industry support the increased cost.

If approved, staff will be bringing forward an agenda bill at the next City Council meeting to hold a public hearing in order to surplus the trade-in vehicles.

Funding: The funding for the two replacement trucks has been set aside in the Equipment Rental Replacement Fund.

Justification: Proposed in the 2015-2016 biennial budget is the replacement of two 2008 front load refuse trucks and one 2001 currotto can attachment.

LEGAL AUTHORITY

FISCAL IMPACT

Funds Required: \$619,156.52

Appropriation Source: 502.10.594.018.6400

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

This item was reviewed at the City Council workshop on August 26, 2015.

ATTACHMENTS

1. [Criteria Scoring Sheet #61](#)
2. [Criteria Scoring Sheet #71](#)
3. [Agreements to ride-on the City of Tacoma Bid-Refuse Truck-ES14-0170F](#)

CRITERIA SCORING FOR REPLACING CITY VEHICLES AND EQUIPMENT

Vehicle # 61 Department: for Division: gw

Model Year: _____ Make: Pedibus
 Model: 2008 late winter

Meter Reading : _____
 Age: _____ Age on : 7/20/15 8/20/15 8/1
 Class # _____
 Class Description _____
 Life Expectancy in Months 84

Age-Points: 7
Mus 72089
Hours 4548
458601

Age: Meets requirements

Usage:	Estimated miles of hours on 5/1/2012:	Meter Type:	Usage Type:
<u>Usage Guidelines *</u>			
A	Police patrol vehicles	120,000	Miles
B	Heavy duty trucks	55,000	Miles
C	Light duty	2,000	Hours
D	Heavy Equipment	5,000	Hours
E	Misc. smaller equipment	325	Hours
F	All other vehicles	75,000	Miles
G	Trailer/non-metered	0	No Meter

Usage- Points: 7 ✓

Usage: Meets Requirements

Condition:

Type of Service: 5 if very heavy or demanding service, 1 if light admin Points: 5
 Reliability: Ratio of repair occurrences: last 12 months vs. second 12 months Points: 2
 Condition: Engine, transmission, differential, sheet metal & rust, electrical, structural integrity, & other major components, plus anticipated major repairs projected to occur in next FY. Points: 3

Condition: Meets requirements (=> 8.0 points)

Condition: Total Points

10 ✓

Repair Costs:

Original Purchase Cost: \$ 230,810.00
 LTD Repair Cost: \$ 118,420.45
 Repair History: Meets Requirements: (>= 2.5)

Repair History- Total Points

2

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

TOTAL POINTS NEEDED: 23 TOTAL POINTS SCORED: 26 Replacement Approved

Replacement Denied

Meets at Least 3 of 4 Requirements:

Fleet Services Manager [Signature] Date 8/20/15

CRITERIA SCORING FOR REPLACING CITY VEHICLES AND EQUIPMENT

Vehicle # 71 Department: PO Division: SW

Model Year: 2008 Make: Pelican
 Model: 2008 Lebi/wifke
 Meter Reading: 758/20/1584

Age: Age on: 8/20/15 84
 Class #: &
 Class Description: &
 Life Expectancy in Months: 84
 Age-Points: 7 ✓

Age: Meets requirements

Usage:	Estimated miles of hours on 5/1/2012:	Meter Type:	Usage Type:
Usage Guidelines *			
A	Police patrol vehicles	120,000	Miles
B	Heavy duty trucks	55,000	Miles
C	Light duty	2,000	Hours
D	Heavy Equipment	5,000	Hours
E	Misc. smaller equipment	325	Hours
F	All other vehicles	75,000	Miles
G	Trailer/non-metered	0	No Meter

~~HS~~ 6933
82,188
887

Usage-Points: 8 ✓

Usage: Meets Requirements

Condition:
 Type of Service: 5 if very heavy or demanding service, 1 if light admin Points: 5
 Reliability: Ratio of repair occurrences: last 12 months vs. second 12 months Points: 2
 Condition: Engine, transmission, differential, sheet metal & rust, electrical, structural integrity, & other major components, plus anticipated major repairs projected to occur in next FY. Points: 3

Condition: Meets requirements (=> 8.0 points)

Condition: Total Points 10 ✓

Repair Costs:
 Original Purchase Cost: \$ 233,170.00
 LTD Repair Cost: \$ 135,810.27

Repair History- Total Points 2

Repair History: Meets Requirements: (>= 2.5)

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

TOTAL POINTS NEEDED: 23 TOTAL POINTS SCORED: 27 Replacement Approved ✓ 27

Replacement Denied

Meets at Least 3 of 4 Requirements:

Fleet Services Manager [Signature] Date 8/20/15



WESTERN PETERBILT, INC.

3801 Airport Way South
Seattle, Washington, 98108
(206) 624-7383



July 8, 2015

Sandra Place
City of Oak Harbor
Budget & Purchasing Specialist
865 SE Barrington Drive
Oak Harbor, WA 98277

Steve Bebee
City of Oak Harbor
Operations Manager
865 SE Barrington Drive
Oak Harbor, WA 98277

REF: AGREEMENT FOR RIDE-ON TO THE CITY OF TACOMA
BID-REFUSE TRUCK –ES14-0170F.

Western Peterbilt, Inc. would like to formally extend all bid prices, terms, and conditions to the City of Oak Harbor for the purchase of (2) two Residential Front Loader Refuse Trucks through a bid extension with the City of Tacoma, reference ES14-0170F. All conditions that applied to this bid will apply to this extension.

Following, please find the breakdown of the base prices and options:

-2016 Autocar ACX64 LH Drive Commercial Front loader
Chassis per the City of Oak Harbor specifications.
Current list price \$215,950.00.00 minus 21% discount of \$45,349.50
for a total of \$170,600.50. \$ 170,600.50

-2015 Labrie-Wittke WIT 40 Starlight Commercial Front Loader body
per the City of Oak Harbor specifications. Current list of
\$127,393.55 minus 7% discount of \$8917.55 for a total
of \$118,476.00. \$ 118,476.00

Sub Total per unit \$ 289,076.50

X 2

Price for two (2) units extended \$ 578,153.00

3801 Airport Way South
Seattle, WA, 98108
(206) 624-7383
FAX: (206) 340-0416
1-800-255-7383

2028 Rudkin Rd.
Yakima, WA, 98909
(509) 453-3700
FAX: (509) 457-0702
1-800-734-7383

3443 20th Street, E.
Fife, WA, 98424
(253) 922-7383
FAX: (253) 927-7931
1-800-439-7383

15330 Smokey Point Blvd
Marysville, WA, 98271
(360) 659-7383
FAX: (360) 659-1705
1-888-755-7383

6214 E Broadway
Spokane, WA, 99212
(509) 535-4241
FAX: (509) 536-3949
1-800-572-6219

1435 E. Hillsboro St.
Pasco, WA, 99301
(509) 545-3700
FAX: (509) 545-1454
1-888-330-7383

2200 Spar Ave.
Anchorage, AK, 99501
(907) 276-2020
FAX: (907) 276-2164

Washington State Sales Tax(9.1%)

\$ 52,611.92

Total

\$ 630,764.92
=====

Again, all other terms, prices, delivery quotations and all conditions will remain the same as this Tacoma bid. Please see the attached bid documentation.

Thank you for the opportunity to earn your business!

Stu Fox

Stu Fox
Director of Refuse Sales
Western Peterbilt, Inc.



WESTERN PETERBILT, INC.

3801 Airport Way South
Seattle, Washington, 98108
(206) 624-7383



July 8, 2015

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

Steve Bebee
City of Oak Harbor
Operations Manager
865 SE Barrington Drive
Oak Harbor, WA 98277

REF: AGREEMENT FOR RIDE-ON TO THE CITY OF TACOMA
BID-REFUSE TRUCK –ES14-0170F.

Western Peterbilt, Inc. would like to formally extend all bid prices, terms, and conditions to the City of Oak Harbor for the purchase of (2) two Residential Front Loader Refuse Trucks through a bid extension with the City of Tacoma, reference ES14-0170F. All conditions that applied to this bid will apply to this extension.

Following, please find the breakdown of the base prices and options:

-2016 Autocar ACX64 Dual Drive Right Hand Stand-Up Residential Front Loader Chassis per the City of Oak Harbor specifications. Current list price \$219,865.00.00 minus 21% discount of \$46,171.65 for a total of \$173,693.35. \$ 173,693.35

-2015 Labrie-Wittke WIT 40 Starlight Residential Front Loader body per the City of Oak Harbor specifications. Current list of \$135,991.40 minus 7% discount of \$9,519.40 for a total of \$126,572.00. \$ 126,472.00

Sub Total per unit \$ 300,165.35

Price for two (2) units extended X 2
\$ 600,330.70

3801 Airport Way South
Seattle, WA, 98108
(206) 624-7383
FAX: (206) 340-0416
1-800-255-7383

2028 Rudkin Rd.
Yakima, WA, 98909
(509) 453-3700
FAX: (509) 457-0702
1-800-734-7383

3443 20th Street, E.
Fife, WA, 98424
(253) 922-7383
FAX: (253) 927-7931
1-800-439-7383

15330 Smokey Point Blvd
Marysville, WA, 98271
(360) 659-7383
FAX: (360) 659-1705
1-888-755-7383

6214 E Broadway
Spokane, WA, 99212
(509) 535-4241
FAX: (509) 536-3949
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1435 E. Hillsboro St.
Pasco, WA, 99301
(509) 545-3700
FAX: (509) 545-1454
1-888-330-7383

2200 Spar Ave.
Anchorage, AK, 99501
(907) 276-2020
FAX: (907) 276-2164

-2015 Curotto Can SLMNEGL per the City of Oak Harbor Specifications. Current list price of \$30,737.63 minus 7% Discount of \$2,151.63 for a total of \$28,586.00 (one unit)	\$ <u>28,586.00</u>
Sub Total	\$ 628,916.70
Washington State Sales Tax(9.1%)	\$ <u>57,231.42</u>
Total	\$ 686,148.12 =====

Again, all other terms, prices, delivery quotations and all conditions will remain the same as this Tacoma bid. Please see the attached bid documentation.

Thank you for the opportunity to earn your business!

Stu Fox

Stu Fox
 Director of Refuse Sales
 Western Peterbilt, Inc.



Workshop Item

Pending Agenda Items

Item 3.e Purchase Authorization - Marina Pump Station

Cathy Rosen, Director of Public Works

Attachments

Attachment A: Agenda Bill and attachments

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

Bill No. b.
Date: September 1, 2015
Subject: Purchase Authorization-Marina
Pump Station

FROM: Cathy Rosen, Public Works Director

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

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

RECOMMENDED ACTION

A motion authorizing staff to purchase one (1) pump station for the Marina in the amount of \$14,127.00 from Triple “D” Pump Company, Inc.

BACKGROUND / SUMMARY INFORMATION

Included in the 2015-2016 biennial budgets are funds to replace the pump station located at the Marina. This pump helps transport the sewage generated at the Marina to the City’s sewage system. This is the original pump station and is approximately 40 years old.

Over the years, many of the components have been replaced by staff. The items replaced include the pumps, floats, piping, and wiring. In addition, structural component have been replaced and other components are in dire need of replacement. For example, the steel tank is nearly rotted through.

Staff has researched multiple replacements and quotes have been obtained, which have been included for your review below:

Vendor	Price
Triple “D” Pump Company, Inc.	\$14,127.00
Whitney Equipment Company, Inc.	\$20,982.00
Correct Equipment, Inc.	\$22,810.00

Formal bids are not required for this purchase.

Staff is recommending the replacement of the pump station due to the deteriorating condition and recommends accepting the lowest most responsible quote, which has been submitted in by Triple “D”

Pump Company, Inc.

LEGAL AUTHORITY

FISCAL IMPACT

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

This item was reviewed at the City Council workshop on August 26, 2015.

ATTACHMENTS

1. [Triple "D" Pump Company, Inc. Quote](#)
2. [Pump Station Picture](#)

TRIPLE "D"

Pump Company, Inc.
254-772-7623



Water & Sewage Pumps
Complete Systems
Sales & Service

301 Cotton, Waco 76712
Fax 254-772-2924

June 9, 2015

QUOTATION

Steve Bebee

Email: sbebee@oakharbor.org
Ph: 360-279-4764

DUPLEX LIFT STATION – EXPLOSION PROOF

Rated Capacity: 45 GPM

Rated Head: 42 Ft.

Electrical Service: 3PH, 460 Volt

Item #	Qty	Description
1	2	GRP19/3 FM, 3PH, 460 Volt, UL Listed Explosion Proof, W/ Stand, HOMA
3	1	Duplex Control Panel, Complete W/ Red Flashing High Level Alarm Light, Intrinsically Safe Float Circuit, UL 698A Listed, NEMA 4X Enclosure
4	1	Float Control Bracket, SST T304
2	4	GSE30N/O Float Controls, 30 Ft.
5	1	C1R42 W/ 18" X 29" Access Cover W/ Vent
6	1	36" Dia. X 5' Deep FRP Fiberglass Basin W/ Anti-Flotation Ring, Open Top W/ 3" Flg., (2) Lifting Lugs
7	2	1 1/4" Dia. X 60" PVC, Sch 80 Pipe
8	4	1 1/4" 90 Degree Elbows, PVC Sch 80
9	2	1 1/4" X 3" Nipple, PVC Sch 80
10	2	1 1/4" Check Valve, Brass
11	2	1 1/4" Union, PVC Sch 80
12	6	1 1/4" X 5.5" Long PVC Pipe
13	2	1 1/4" Gate Valve, Brass
14	2	2" X 1 1/4" Bushing, PVC
15	1	2" Tee
16	1	2" (By Contractor) Item of Freight and Delivery

LOT NET F.O.B. JOBSITE \$12,996.00

Delivery 4 – 6 Weeks

Respectfully,

David C. Miller

Jobs/2015 quotations/oak_harbor





Workshop Item

Pending Agenda Items

Item 3.f Purchase Authorization - Truck Replacement Revisions

Cathy Rosen, Director of Public Works

Attachments

Attachment A: Agenda Bill and attachments

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

Bill No. a. _____
Date: September 1, 2015
Subject: Purchase Authorization- Truck
Replacement Revisions

FROM: Cathy Rosen, Public Works Director

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

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

RECOMMENDED ACTION

A motion authorizing staff to purchase two Ford F250 ¾ ton trucks and two Ford F350 1 ton trucks from Legacy Ford off of State Contract number 03813 in the amount of \$103,873.74; and,

A motion authorizing staff to purchase one Ford F450 cab and chassis from Columbia Ford Nissan through State Contract number \$34,383.00.

BACKGROUND / SUMMARY INFORMATION

On May 5, 2015, City Council authorized staff to replace seven (7) pick-up trucks from the State contract. The order was placed the following day. On July 16, 2015, staff was notified by the vendors that the 2015 models that we ordered are no longer being made and that we needed to re-order 2016 model trucks through State Contract number 03813. Unfortunately, the 2016 models are more expensive for the Ford F250's and the Ford F450, however the price for F350's is lower.

In addition, the pricing for the two (2) Chevrolet Colorado 2WD trucks has not opened up; therefore, they cannot be ordered at this time. Once pricing is available, staff will be able to place the order if the pricing did not increase. If the price has increased, then we will be coming back to City Council for another revision of the price total.

A chart of the price increase/decrease has been included below for your review:

<u>Number</u>	<u>New Truck</u>	<u>Previous Amount</u>	<u>Current Amount</u>	<u>Difference</u>
77	2015 Ford F350 1 ton 2WD	\$ 25,564.44	\$ 26,809.00	\$ 1,244.56
18	2015 Ford F250 3/4 ton 2WD	\$ 25,526.43	\$ 25,127.87	\$ (398.56)
7	2015 Ford F250 3/4 ton 2WD	\$ 25,526.43	\$ 25,127.87	\$ (398.56)
14	2015 Ford F350 1 ton 2WD	\$ 25,564.44	\$ 26,809.00	\$ 1,244.56
19	2015 Ford F450 2WD Cab & Chassis	\$ 32,781.00	\$ 34,383.00	\$ 1,602.00
87	2015 Chevy Colorado 2WD	\$ 23,256.00	unknown	unknown
10	2015 Chevy Colorado 2WD	\$ 23,256.00	unknown	unknown

Therefore, staff is requesting authorization for the same truck replacements with revised pricing as noted above. Funds are available in the Equipment Replacement fund to cover the increased costs.

LEGAL AUTHORITY

FISCAL IMPACT

Funds Required: \$140,256.73

Appropriation Source: 502.10.594.018.6400

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

This item was reviewed at the City Council workshop on August 26, 2015.

ATTACHMENTS



Workshop Item

Pending Agenda Items

Item 3.h Valley High Investments Annexation Request - Fort Nugent Road

Steve Powers, Director of Development Services

Attachments

Attachment A: Draft Agenda Bill

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

Bill No. _____
Date: August 26, 2015
Subject: Valley High Investments – Intent to Annex

FROM: Steve Powers, AICP
Development Services Director

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

_____ Scott Dudley, Mayor
_____ Larry Cort, City Administrator
_____ Doug Merriman, Finance Director
_____ Nikki Esparza, City Attorney

PURPOSE

This agenda bill presents the notice of intent to commence annexation proceedings involving four parcels totaling 16.73 acres adjacent to Fort Nugent Road on the southwest side of the City (see Map 1).

AUTHORITY

Specific authority for annexation is established in RCW 35A.14.010 which states “Any portion of a county not incorporated as part of a city or town but lying contiguous to a code city may become a part of the charter code city or noncharter code city by annexation”. Procedural requirements for the “Direct Petition” method, of annexation are established in RCW 35A.14.120-150. The Direct Petition method is commonly used for municipal annexations.

BACKGROUND

Prior to the circulation of a petition for annexation, the initiating party or parties, who must be the owners of not less than ten percent in assessed value of the property for which annexation is sought, shall notify the legislative body in writing of their intention to commence annexation proceedings (RCW 35A.14.120). On July 9, 2015, Mr. Colin Smith, representing Valley High Investments, Inc., submitted a notice of intent to commence annexation proceedings (Attachment 1). As shown in Table 1, the assessed value of the applicant’s parcel exceeds the required ten percent of the total assessed value necessary to commence annexation proceedings.

Table 1.

Owner	Parcel #	Acreage	Assessed Value (\$)	% of Total
Valley High Investments	R13209-495-1950	3.91	253,000	21%
Virginia Aos	R13209-495-2230	3.91	355,282	30%
Winnifred Kotschwar	R13209-495-2500	3.91	257,000	22%
Alan Lynn	R13209-446-2310	5.00	324,000	27%
4 Parcels	N/A	16.73	\$1,189,282	100%

RCW 35A.14.120 further requires the City Council to convene a meeting with the initiating party within 60 days after the filing of the notice of intent. This item is on the September 1, 2015 City Council meeting agenda which satisfies this requirement. The City Council must decide at that meeting: 1) whether it will accept, reject, or geographically modify the proposed annexation; 2) whether it will require adoption of zoning simultaneously with annexation; and, 3) whether it will require annexed properties to share City indebtedness.

The decision of the Council whether to move forward with the proposed annexation is entirely within its discretion. By accepting a proposed intent to annex at this stage, the Council is not committing itself to ultimately annexing the territory proposed. This acceptance authorizes the proponent to circulate a petition for signatories representing not less than sixty percent of the assessed value of the proposed annexation area.

If the Council rejects the proposed annexation at this stage, the initiating parties have no right of appeal.

DISCUSSION

1) Whether to accept the annexation as proposed; reject the annexation; or geographically modify the proposed annexation.

Goals and Policies

The City has adopted goals and policies in the Oak Harbor Comprehensive Plan (Nov. 2014) for considering annexation requests. Goals 4 & 5 of the Urban Growth Area Element and their respective policies, address such issues as maintaining adopted levels of service, ensuring public services can be provided to the annexed area, funding of these services, potential future obligations by property owners, and confirming the annexation is a logical extension of the City's municipal limits (please see Attachment 2 for these goals and policies). A review for consistency with all of the applicable Comprehensive Plan goals and policies will occur in preparation for the necessary public hearing, should the City Council authorize the annexation to proceed.

Geographic Options

The four parcels proposed for annexation are located within the City's urban growth area (UGA) and are contiguous to the existing municipal limits located along the southern right-of-way line of Fort Nugent Road. At this phase of the annexation process, the City Council may accept the annexation as proposed or enlarge the geographic area. As shown on Map 2, the remaining portion of the UGA in this area, not included in the proposed annexation, encompasses four additional parcels, two of which are entirely within the UGA and two which are bisected by the UGA boundary. The City Council may enlarge the scope to include the two complete parcels, but may not include the parcels that extend outside of our UGA. The City would be in conflict with the Growth Management Act by annexing lands located outside of our UGA.

Annexation protocol allows the City Council this one opportunity to enlarge the geographic scope. If Council chooses to enlarge the scope and insufficient signatures are obtained to achieve

the required 60% assessed value, the area may be reduced later in the process. However, if parcels are not included at this point, they may not be added later (RCW 35A.14.140). The remaining geographic option is to reject the annexation.

City Services

In order to provide the Council with a comprehensive analysis of the potential issues associated with the annexation, staff contacted City departments which provided comments and thoughts on the potential impacts.

Public Works responded with comments relating to sewer and water service, stormwater and streets. Sewer service may require a lift station from the subject properties to the existing line in Fort Nugent Road. The developer may be eligible for latecomer reimbursement agreements. Water service can be provided from the existing line in Fort Nugent Road. There is a possibility that a pressure boosting station may be necessary to achieve adequate fire flow. Stormwater may be addressed in the Golf Course Drainage Basin Study and Low Impact Development may be an effective method of dealing with stormwater. Street connections shall be aligned with existing street on the north side of Fort Nugent Road. If intersection alignment is not possible, sufficient distance should be provided to prevent the creation of turning movement conflicts.

The Oak Harbor Police Department indicated service and routine patrols exist in Fairway Point which is directly to the north of Fort Nugent Road.

The Oak Harbor Fire Department expressed concern over the continued residential development in the southwest quadrant of the city and the difficulty to maintain acceptable response times without a new station in this service area.

The City's Finance Department indicated that storm drainage and utility fees and other license requirements are effective once properties are annexed into the city.

Building services noted that one of the parcels proposed for annexation has livestock.

2) Whether to require the simultaneous adoption of proposed zoning.

The City of Oak Harbor's Comprehensive Plan identifies proposed land use designations within the UGA. These designations provide guidance for the types of land uses and residential densities that may be anticipated in areas of the UGA located outside the city limits. This guidance assists in the cost effective and efficient sizing of infrastructure which may be extended into new city developments subsequent to annexation.

The proposed annexation area is identified as Low Density Residential (see Map 2). This designation is intended for low-density, urban, single-family residential uses while providing sufficient density to allow the City to effectively provide needed urban services. Densities range between a minimum of three (3) dwelling units per gross acre to a maximum of six (6) dwelling

units per gross acre. The proposed zoning district is R-1 (Single-Family Residential) which has the identical density range of three to six dwelling units per acre.

Land to the north is also zoned R-1 and has been developed into a 140 single-family Planned Residential Development known as Fairway Point. Overall density in this development is 3.8 dwelling units per acre. The aforementioned parcels located to the south, located within the UGA but not proposed for annexation are designated Low Density Residential. Land to the east and west, located in Island County, are zoned Rural (see Map 3). Single-family residential is a permitted use at 1 dwelling unit per five acres.

3) Whether to require the assumption of all or any portion of existing city indebtedness by property owners within the area to be annexed.

City indebtedness refers to existing or future bonds, the cost of which is shared by City taxpayers. It is logical for the City to require that properties in the proposed annexation to share in City indebtedness.

STAFF RECOMMENDATION

Based on the foregoing information, the proposed annexation appears to be a logical extension of Oak Harbor's corporate limits. City services and infrastructure is available to the area due to the residential development located north of Fort Nugent Road. Staff's recommendation is categorized by the three decisions the Council must take action on at the September 1, 2015 meeting.

1) Geographic scope of annexation: Staff recommends that the proposed annexation area (16.73 acres) be authorized as the geographic area to be identified in the petition. Upon review of the remaining four parcels within this portion of the urban growth area, two are bisected by the urban growth boundary and the remaining two have existing residences. The City Council has the option to increase the scope of this annexation to include the two parcels, as shown on Map 2, that are entirely within the UGA.

2) Simultaneous adoption of proposed zoning: The existing land use designation is low density residential. Single-family residential zoning (R-1) is located directly adjacent to the north. Staff recommends that the zoning for this proposed annexation area be consistent with the comprehensive plan and adjacent zoning and be single-family residential (R-1).

3) City indebtedness: It is logical that, upon annexation, existing and future residents of this area are assessed their proportionate share of city indebtedness.

NEXT STEPS:

Staff recommends the following steps for this annexation:

- September 1, 2015 - Council decision on three issues;
- If authorized by Council, staff will provide applicant with Petition for circulation to affected property owners;

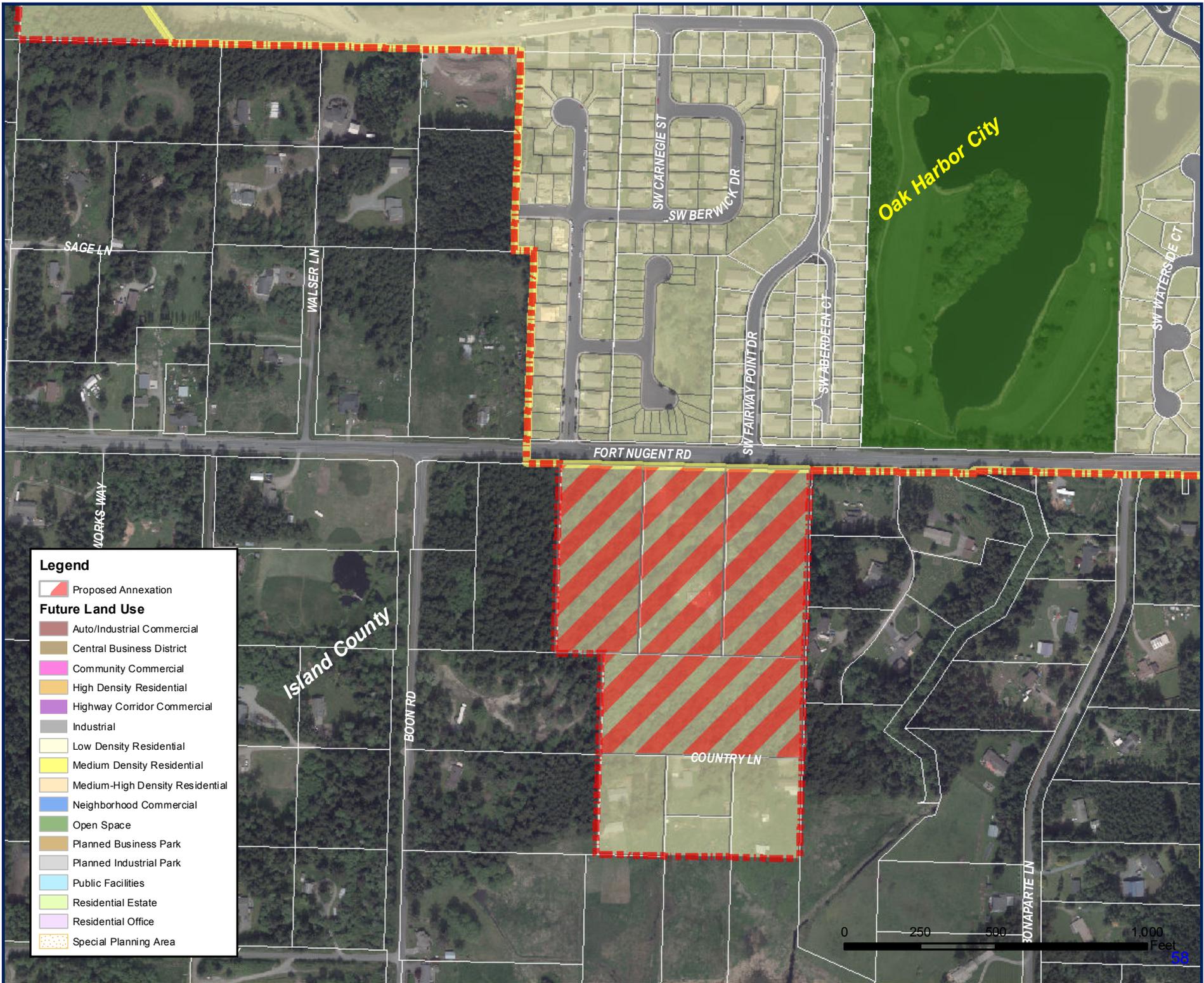
- Staff review of submitted Petition for compliance with RCW 35A.14.120;
- Annexation Petition will be transmitted to the Island County Assessor for Determination of Sufficiency;
- After receipt of the Determination of Sufficiency, a public hearing will be scheduled and advertised with the City Council;
- Special census is required of the approved annexation area;
- Prepare Office of Financial Management package and transmit.

ATTACHMENTS:

1. Notice of intent to commence annexation & legal descriptions
2. Comprehensive Plan annexation policies

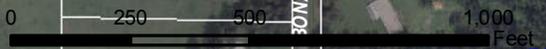


Map 2 - Land Use



Legend

- Proposed Annexation
- Future Land Use**
- Auto/Industrial Commercial
- Central Business District
- Community Commercial
- High Density Residential
- Highway Corridor Commercial
- Industrial
- Low Density Residential
- Medium Density Residential
- Medium-High Density Residential
- Neighborhood Commercial
- Open Space
- Planned Business Park
- Planned Industrial Park
- Public Facilities
- Residential Estate
- Residential Office
- Special Planning Area



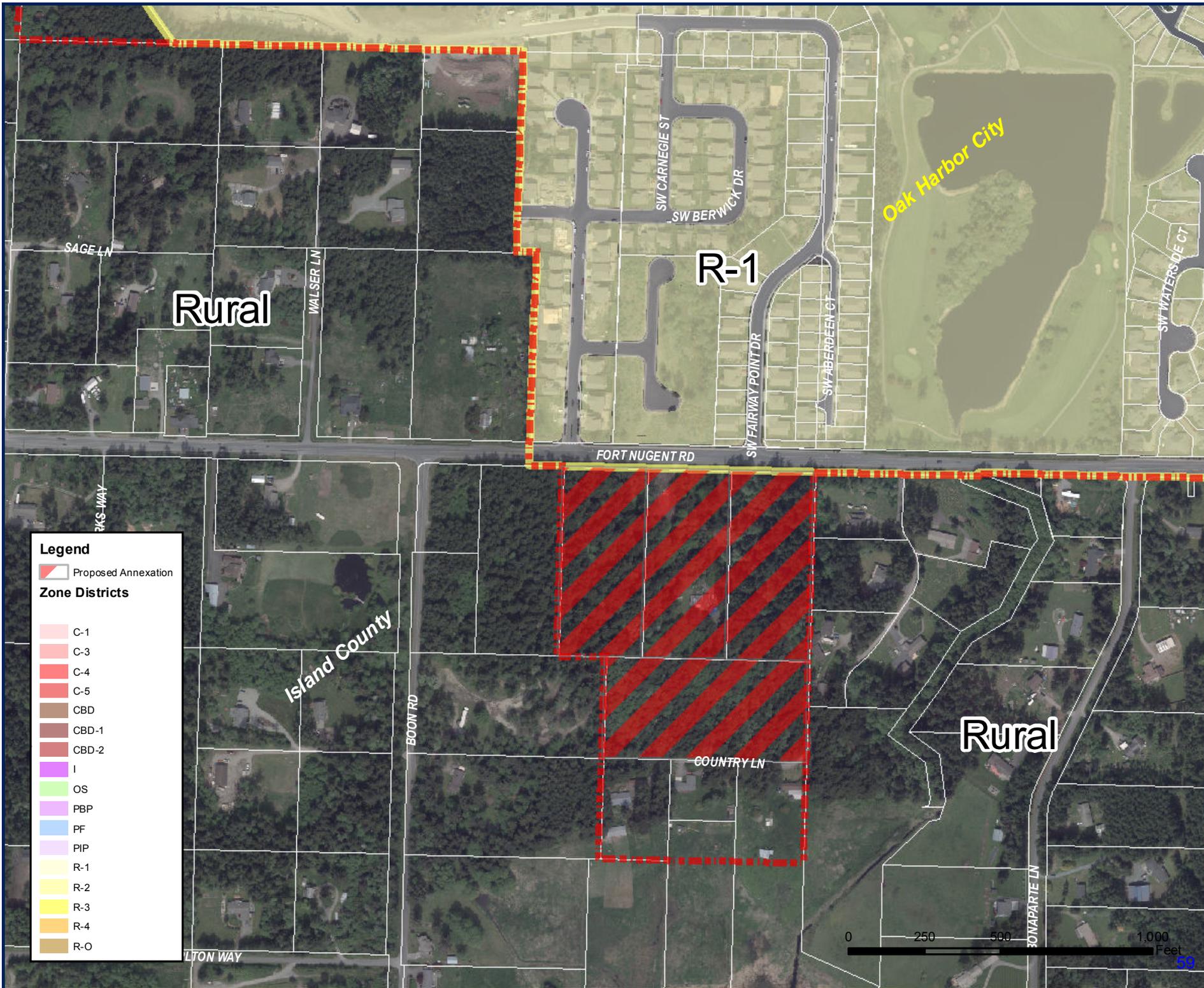
Island County

Oak Harbor City





Map 3 - Zoning



Legend

Proposed Annexation

Zone Districts

- C-1
- C-3
- C-4
- C-5
- CBD
- CBD-1
- CBD-2
- I
- OS
- PBP
- PF
- PIP
- R-1
- R-2
- R-3
- R-4
- R-O

0 250 500 1,000 Feet

Valley High Investments, Inc.

Attachment 1

41 NE Midway Blvd, #101
Oak Harbor, WA 98277
(360) 751-9866
(360) 675-5341 fax

RECEIVED

JUL 09 2015

CITY OF OAK HARBOR
Development Services Department

Notice of Intention to Commence Annexation Proceedings

The Honorable Mayor and City Council
City of Oak Harbor
865 SE Barrington Drive
Oak Harbor WA 98277

July 9, 2015

Dear Mayor and City Council:

The undersigned, who represents the owners of not less than ten percent (10%) of the acreage for which annexation is sought, hereby advise the City Council of the City of Oak Harbor that it is the desire of the undersigned owners of the following area to commence annexation proceedings:

The four parcels; R13209-495-1950 (Parcel A), R13209-495-2230 (Parcel B), R13209-495-2500 (Parcel C) and R13209-446-2310 (Parcel D) for which annexation is sought herein referred to as "the property" is legally described on Exhibit "A" attached hereto and is geographically depicted on a Island County Assessor's parcel map on Exhibit "B" further attached hereto.

It is requested that the City Council of the City of Oak Harbor set a date, not later than sixty (60) days after the filing of this request, for a meeting with the undersigned to determine:

1. Whether the City Council will accept, reject, or geographically modify the proposed annexation;
2. Whether the City Council will require the simultaneous adoption of the zoning for the proposed area in substantial compliance with the proposed Comprehensive Plan as adopted by City of Oak Harbor; and
3. Whether the City Council will require the assumption of all or any portion of indebtedness by the area to be annexed.

Colin Smith
Valley High Investments, Inc. Representative



Date: 7/9/2015

Parcel Number of Owner: R13209-495-1950

Cc: Steve Powers, AICP – Planning Services Director

JUL 09 2015

CITY OF OAK HARBOR
Development Services Department

**Exhibit A-
Legal descriptions of Parcels Proposed to be Annexed**

Parcel A. R13209-495-1950:

Abbreviated: 30 - W275' OF E825' OF N/2 NE NW EX N40' FOR RD

Full: The West 275 feet of the East 825 feet of the North half of the Northeast Quarter of the Northwest Quarter of Section 9, Township 32 North, Range 1 East of the Willamette Meridian;

EXCEPT the North 40 feet of said premises as deeded to Island County for the right of way under Auditor's File Nos. 396312, 396313 and 396994.

ALSO EXCEPT that portion, if any, lying within Fort Nugent Road along the North line thereof.

Situate in the County of Island, State of Washington.

Parcel B. R13209-495-2230:

Abbreviated: 29 - W275' OF E550' OF N/2 NE NW EX N40' FOR RD

Full: The west 275 feet of the East 550 feet of the North half of the Northeast quarter of the Northwest quarter of Section 9, Township 32 North, Range E.W.M.

EXCEPT the North 40 feet conveyed to Island County, by Deed dated April 21, 1982, recorded under Auditor's File No. 396318, records of Island County, Washington.

Situate in the County of Island, State of Washington.

SUBJECT TO: Easements, Restrictions, Reservations and Provisions of record, if any.

Parcel C. R13209-495-2500:

Abbreviated: 28 - E275' OF N/2 NE NW EX CORD

Attachment 1

Full: Situate in the County of Island, State of Washington:

The East 275 feet of the North half of the Northeast Quarter of the Northwest Quarter of Section 9, Township 32 North, Range 1 E.W.M.;

Except that portion lying within Fort Nugent Road.

Parcel D. R13209-446-2310:

Abbreviated: 48 - N/2 SE NE NW TGW EAS AF#418785

Full: THE NORTH HALF OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 9, TOWNSHIP 32 NORTH, RANGE 1, EAST OF THE WILLAMETTE MERIDIAN.

TOGETHER WITH A 30 FOOT EASEMENT FOR INGREE, EGRESS AND THE INSTALLATION OF UTILITIES OVER, UNDER AND ACROSS AS DESCRIBED IN THAT INSTRUMENT RECORDED DECEMBER 14 1983, UNDER AUDITOR'S NO. 418785.

TOGETHER WITH A 60 FOOT EASEMENT FOR INGRESS, EGRESS AND THE CONSTRUCTION, OPERATION, AND MAINTENANCE OF OVERHEAD AND UNDERGROUND UTILITIES OVER AND ACROSS AS DESCRIBED IN THAT INSTRUMENT RECORDED DECEMBER 14, 1983, UNDER AUDITOR'S FILE NO. 418786.

Attachment 1

JUL 09 2015

CITY OF OAK HARBOR
Development Services Department



Fort Nugent Rd.

Fairway
Point

PRD

4

A

B

C

D

County Ln

Attachment 2

Comprehensive Plan – Urban Growth Area Element Policies

Goal 4 - Annexations to the City will occur in compliance with the Washington State Growth Management Act and the following policies:

- 4.a Land to be annexed should include only areas seen as logical extensions of the City, located adjacent to existing urban development.
- 4.b The City should avoid annexations that would result in unincorporated enclaves within the UGA.
- 4.b Annexations to the City should be based on evidence that public facilities and service capacities already exist or are planned for and can be efficiently, economically, and practically provided by either public or private sources.
- 4.c Annexations should not diminish the present LOS or create an excessive financial burden to existing and prospective property owners in the City.
- 4.d Ensure property owners within an annexing area are aware of foreseeable obligations or requirements that may be imposed upon them by the City at the time of annexation.
- 4.e Require existing buildings, within annexed areas, to meet the City's fire and safety requirements.
- 4.f Assure that the City's fire rating is not reduced because of annexation.
- 4.g Maintain the existing level of police service when annexing new areas.
- 4.h Annexation proposals should describe the method and level of funding for capital facilities needed to serve the annexed area.
- 4.i Proponents of annexation in developed or partially developed areas should pay their fair share of the costs of urban services and public improvements required to meet the City's LOS standards.
- 4.j The City may require the preparation of a fiscal impact study which addresses long and short-term economic impacts to the City.
- 4.k Annex, when possible, areas of sufficient size that square off City boundaries and enhance circulation.
- 4.l Proposed annexations shall not result in the long-term reduction of the City's established LOS standards.

Goal 5 - New neighborhoods annexed into the City should contribute in a positive manner to sustain and enhance the quality of life for all Whidbey Island citizens while promoting a strong sense of place for Oak Harbor.

- 5.a Annexation agreements should include a preliminary plan for a transportation network that emphasizes connections to existing neighborhoods, streets and pedestrian facilities.
- 5.b Where topography allows, new annexation areas should develop in the traditional lot and block grid pattern that typified early Oak Harbor development and enhances the provision of public facilities and services.
- 5.c The City should consider the desirability of acquiring potential new public facilities, such as trails, parks or open space lands, during the annexation review process with the cooperation of the petitioners.
- 5.d In annexation requests where the surrounding land uses could be significantly affected by the potential land uses in the annexing area, the City should require a greenbelt designation of an appropriate width to ameliorate the negative impacts.
- 5.e The City should adopt standards that support the Comprehensive Plan annexation policies.



Workshop Item

Pending Agenda Items

Item 3.i Six-Year (2016-2021) Transportation Improvement Program (TIP)

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

Attachments

Attachment A: Draft Six Year (2016-2021) Transportation Improvement Program Agenda Bill

Attachment B: Attachment A - Resolution 15-26

Attachment C: Attachment B - Six Year TIP

Attachment D: Attachment C - TIP code key from WSDOT

Attachment E: Attachment D - Map of improvement locations

Attachment F: Attachment E - Minutes from Planning Commission meeting

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

Bill No. _____
Date: September 1, 2015
Subject: Six-Year (2016-2021) Transportation
Improvement Program

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

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

_____ Scott Dudley, Mayor
_____ Larry Cort, City Administrator
_____ Doug Merriman, Finance Director
_____ Nikki Esparza, City Attorney

PURPOSE

This agenda bill presents the proposed 2016-2021 Six-Year Transportation Improvement Program (TIP) for Council consideration.

FISCAL IMPACT DESCRIPTION

Funds Required: None
Appropriation Source: _____

SUMMARY STATEMENT

The City is required under Revised Code of Washington 35.77.010 to submit an approved Six-Year Transportation Improvement Program (TIP) every year. The primary purpose of the TIP is to facilitate use of Federal transportation funds awarded to the City. Projects that qualify for Federal funding must appear in the Six-Year TIP at the local and State levels before the funds can be committed to the project. The Six-Year TIP also improves project coordination between the City and other public transportation agencies in the region.

The projects listed on the TIP are coordinated with those listed in the Transportation Element of the Comprehensive Plan. Coordinating projects among the Transportation Comprehensive Plan, the Six-Year TIP, and the Capital Facilities Plan facilitates our collaboration with other agencies, utility companies, and our communication with the public on planned transportation projects. It also helps the City remain focused on a manageable list of transportation projects. Placing a transportation project on the TIP does not obligate or authorize the City to proceed with the project.

The Six-Year TIP form includes a number of codes and symbols used in the statewide management of the regional TIP documents. A copy of the TIP code key is attached. A symbol in the status column of "S" means funding is secured while a symbol of "P" indicates the project is not currently funded. The form of the Six-Year TIP includes a priority number associated with each project. Please note that the priority numbering in the TIP is not intended to supersede or be superimposed into the citywide effort of overall capital project prioritization.

The following projects are included in the 2016 - 2021 TIP. The projects are numbered for convenience only and do not indicate priority or current status of the project.

1. SW Heller Street Improvements – Swantown to Whidbey
2. Whidbey Avenue Reconstruction – Heller to Regatta
3. Midway / NE 7th – Intersection Signalization
4. Bayshore Drive Extension – Beeksma to City Beach
5. SR-20 Improvements – Roundabouts
6. NW Heller Street Overlay – Whidbey to Crosby

Five previously listed projects have been dropped from the TIP. The Transportation Element Update was removed from the project list as the Federal Highway Administration determined that local transportation planning is not eligible for federal Surface Transportation Program funding. The Whidbey Avenue Pedestrian Crossing and Waterfront Trail Repair projects are removed from the TIP because federal funds have been obligated for both projects. The Eagle Vista Extension was dropped because there is no longer a public interest in this street segment. The SE 4th Avenue Reconstruction project is not eligible for federal transportation funds.

The Bayshore Drive Extension has been added to the TIP this year. It is classified as Collector Street and is eligible for federal funding. It is possible that the development of the Oak Harbor Clean Water Facility may become a catalyst for completion of Bayshore Drive between City Beach Street and Beeksma Drive. Adding the project to the Six-Year TIP provides the possibility of receiving Federal grant funding for the project should it go forward. Including Bayshore Drive on the TIP does not indicate approval to proceed with the project nor does it dedicate funds for such a project at this time. The community will have opportunity to provide feedback on the viability of the extension of Bayshore Drive through the Transportation Element update that is currently under way.

As was previously noted, the City is required by State law to submit an approved Six-Year TIP. This submittal process is accomplished in conjunction with the Regional Transportation Planning Organization (RTPO). Once approved by the Council, the City's TIP is submitted to the RTPO. In turn, the RTPO submits a regional TIP to the State each year. The State then prepares a statewide TIP in January of each year. The incorporation of the City's projects into this statewide TIP is what enables Oak Harbor to spend Federal funds on local transportation projects.

CITY COUNCIL WORKSHOP

The TIP was presented at the August 26, 2015 Council Workshop. It was also presented to the Planning Commission on July 28, 2015. The Planning Commission held a public hearing and moved to forward a recommendation for approval to City Council.

RECOMMENDED ACTION

1. Conduct a public hearing.
2. Adopt Resolution No. 15-26 approving the 2016-2021 Six-Year Transportation Improvement Program (TIP).

ATTACHMENTS

- A. Resolution 15-26
- B. Six-Year Transportation Improvement Program (TIP)
- C. TIP code key from WSDOT
- D. Map of improvement locations
- E. Minutes from Planning Commission meeting

DRAFT

RESOLUTION NO. 15-26

RESOLUTION adopting the 2016-2021 Six-Year Transportation Improvement Program.

WHEREAS, the City of Oak Harbor has reviewed the work accomplished under the prior Six-Year Transportation Improvement Program (2015-2020); and

WHEREAS, after an extensive public involvement process the City of Oak Harbor adopted a Comprehensive Plan Transportation Element on January 15, 2008 which established the six-year and long term transportation needs for the community; and

WHEREAS, the Planning Commission reviewed the proposed 2016-2021 Transportation Improvement Program (TIP) on July 28, 2015 and recommended approval; and

WHEREAS, with respect to the provisions of RCW 35.77.010(2) the City Council finds that the City has identified non-motorized transportation projects in the form of trail projects and street projects which include trail and bikeway components; and

WHEREAS, with respect to the provisions of RCW 35.77.010(3) the City Council finds that the City is not served by rail transportation and therefore need not plan to preserve railroad right-of-way; and

WHEREAS, proper notice has been given; and

WHEREAS, a public hearing was held at the regular Council meeting on September 2, 2015, at the hour of 6:00 p.m. and at said hearing, the Six-Year Transportation Improvement Program 2016-2021 was presented.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Oak Harbor, Washington that the Six-Year Transportation Improvement Program 2016-2021, a copy of which is attached hereto, is hereby adopted as the Six-Year Transportation Improvement Program 2016-2021 for the City of Oak Harbor for the ensuing year, and previous plans are amended accordingly.

PASSED by the City Council of the City of Oak Harbor and approved by its Mayor this 1st day of September, 2015.

THE CITY OF OAK HARBOR

MAYOR

Attest:

City Clerk

Approved as to Form:

City Attorney

Six Year Transportation Improvement Program From 2016 to 2021

Agency: Oak Harbor

County: Island

MPO/RTPO: Skagit Island
RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
16	1	SW Heller Street Improvements SW Heller Street SW Swantown Ave to W Whidbey Ave R/W Acq., pave, curb, gutter, sidewalk, utilities, transit	WA-05970	06/23/15	07/07/15		15-	04	C G O P S T W	0.780	CE	Yes

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2018		0		0	1,358,000	1,358,000
P	RW	2019		0		0	582,000	582,000
P	CN	2020		0		0	7,760,000	7,760,000
Totals				0		0	9,700,000	9,700,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	0	0	700,000	658,000
RW	0	0	0	0	582,000
CN	0	0	0	0	7,760,000
Totals	0	0	0	700,000	9,000,000

Six Year Transportation Improvement Program From 2016 to 2021

Agency: Oak Harbor

County: Island

MPO/RTPO: Skagit Island
RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
16	2	Whidbey Avenue Reconstruction Whidbey Avenue Heller St to Regatta Dr Sidewalk, curb & gutter, drainage, transit facilities, non-motorized	WA-05971	06/23/15	07/07/15		15-	03	C G P T W	1.800	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2018		0		0	1,428,000	1,428,000
P	RW	2019		0		0	204,000	204,000
P	CN	2020		0		0	8,568,000	8,568,000
Totals				0		0	10,200,000	10,200,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	1,000,000	428,000	0	0
RW	0	0	204,000	0	0
CN	0	0	0	8,568,000	0
Totals	0	1,000,000	632,000	8,568,000	0

Six Year Transportation Improvement Program From 2016 to 2021

Agency: Oak Harbor

County: Island

MPO/RTPO: Skagit Island
RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
16	3	Midway Blvd / NE 7th Ave Intersection Signalization NE Midway Blvd to Traffic Signal	WA-05972	06/23/15	07/07/15		15-	03	C G O P S T W		CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2017		0		0	170,153	170,153
P	RW	2018		0		0	113,435	113,435
P	CN	2019		0		0	850,762	850,762
Totals				0		0	1,134,350	1,134,350

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	170,153	0	0	0
RW	0	0	113,435	0	0
CN	0	0	0	850,762	0
Totals	0	170,153	113,435	850,762	0

Six Year Transportation Improvement Program From 2016 to 2021

Agency: Oak Harbor

County: Island

MPO/RTPO: Skagit Island
RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
17	4	Bayshore Drive Extension SE Bayshore Drive SW Beeksma Drive to SE City Beach Street Street Extension	WA-08159	07/28/15	08/05/15			01	C G P T W	0.270		Yes

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2017		0		0	490,000	490,000
P	RW	2018		0		0	1,000,000	1,000,000
P	CN	2019	STP	1,000,000		0	1,010,000	2,010,000
Totals				1,000,000		0	2,500,000	3,500,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	290,000	200,000	0	0
RW	0	0	1,000,000	0	0
CN	0	0	0	2,010,000	0
Totals	0	290,000	1,200,000	2,010,000	0

Six Year Transportation Improvement Program From 2016 to 2021

Agency: Oak Harbor

County: Island

MPO/RTPO: Skagit Island
RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	R/W Required
14	5	SR-20 Improvement SR-20 SE Barrington Dr to SW Swantown Ave R/W Acq., intersection improvements & channelization, widening, sidewalk, curb & gutter, retaining walls, & landscaping.	WA-05976	06/05/15	07/07/15		15-	03	C G O P S T W	0.690	CE	Yes

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2020		0	WSDOT	3,572,000	268,000	3,840,000
P	RW	2021		0	WSDOT	5,952,000	448,000	6,400,000
P	CN	2021		0	WSDOT	20,236,800	1,523,200	21,760,000
Totals				0		29,760,800	2,239,200	32,000,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	0	0	0	3,840,000
RW	0	0	0	0	6,400,000
CN	0	0	0	0	21,760,000
Totals	0	0	0	0	32,000,000

Six Year Transportation Improvement Program From 2016 to 2021

Agency: Oak Harbor

County: Island

MPO/RTPO: Skagit Island
RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
16	6	NW Heller Street Overlay NW Heller St. W. Whidbey Ave. to NW Crosby Ave. Overlay surface for maintenance; replace curb ramps; striping.	WA-07425	06/23/15	07/07/15		15-	06	C G P S T W	0.600	CE	No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
S	PE	2016	STP(R)	31,192		0	4,868	36,060
S	CN	2017	STP(R)	280,727		0	43,813	324,540
Totals				311,919		0	48,681	360,600

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	0	36,060	0	0
CN	0	0	0	324,540	0
Totals	0	0	36,060	324,540	0

	Federal Funds	State Funds	Local Funds	Total Funds
Grand Totals for Oak Harbor	1,311,919	29,760,800	25,822,231	56,894,950

APPENDIX A

IMPROVEMENT TYPE CODES

- 01 – New Construction Roadway
- 03 – Reconstruction, Added Capacity
- 04 – Reconstruction, No Added Capacity
- 05 – 4R Maintenance Resurfacing
- 06 – 4R Maintenance – Restoration & Rehabilitation
- 07 – 4R Maintenance – Relocation
- 08 – Bridge, New Construction
- 10 – Bridge Replacement, Added Capacity
- 11 – Bridge Replacement, No Added Capacity
- 13 – Bridge Rehabilitation, Added Capacity
- 14 – Bridge Rehabilitation, No Added Capacity
- 15 – Preliminary Engineering
- 16 – Right of Way
- 17 – Construction Engineering
- 18 – Planning
- 19 – Research
- 20 – Environmental Only
- 21 – Safety
- 22 – Rail/Highway Crossing
- 23 – Transit
- 24 – Traffic Management/Engineering – HOV

APPENDIX A (continued)

IMPROVEMENT TYPE CODES

- 25 – Vehicle Weight Enforcement Program
- 26 – Ferry Boats
- 27 – Administration
- 28 – Facilities for Pedestrians and Bicycles
- 29 – Acquisition of Scenic Easements and Scenic or Historic Sites
- 30 – Scenic or Historic Highway Programs
- 31 – Landscaping and Other Scenic Beautification
- 32 – Historic Preservation
- 33 – Rehab & Operation of Historic Transp. Buildings, Structures, Facilities
- 34 – Preservation of Abandoned Railway Corridors
- 35 – Control and Removal of Outdoor Advertising
- 36 – Archaeological Planning & Research
- 37 – Mitigation of Water Pollution due to Highway Runoff
- 38 – Safety and Education for Pedestrians/Bicyclists
- 39 – Establishment of Transportation Museums
- 40 – Special Bridge
- 41 – Youth Conservation Service
- 42 – Training
- 43 – Utilities
- 44 – Other
- 45 – Debt Service
- 47 – Systematic Preventive Maintenance

APPENDIX B

FEDERAL FUNCTIONAL CLASSIFICATIONS

No Functional Classification

< 5,000 Population

Interstate Rural
Principal Arterial Rural
Minor Arterial Rural
Major Collector Rural
Minor Collector Rural
Local Access Rural

> 5,000 Population

Interstate Urban
Freeways & Expressways Urban
Other Principal Arterials Urban
Minor Arterial Urban
Collector Urban
Local Access Urban

APPENDIX C

FEDERAL FUND CODES

5307	FTA Urbanized Area Formula Program
5309(Bus)	FTA Bus and Bus Facilities
5309(FG)	FTA Fixed Guideway Modernization
5309(NS)	FTA New Starts
5310	FTA Elderly Persons and Persons with Disabilities
5311	FTA Rural Area Formula Grants
5316	FTA Job Access & Reverse Commute Program (JARC)
5317	FTA New Freedom Program
FTA Discretionary	Discretionary Programs such as Alternatives Analysis (5339) and TIGGER Program
BIA	Bureau of Indian Affairs
BR	Bridge Replacement/Rehabilitation Program
CBI	Coordinated Border Infrastructure
CDBG	Community Development Block Grant (Dept. of Commerce)
CMAQ	Congestion Mitigation and Air Quality
DEMO	Demonstration Projects (High Priority, Sect. 112, 115, 117, 125 and 129)
Discretionary – FBD	Ferry Boat Discretionary
Discretionary – IMD	Interstate Maintenance Discretionary
Discretionary – ITS	intelligent Transportation Systems
Discretionary – PLH	Public Lands Highways (Federal Lands)
Discretionary – SB	Scenic Byways
Discretionary – STP	Surface Transportation Priorities

APPENDIX C (continued)

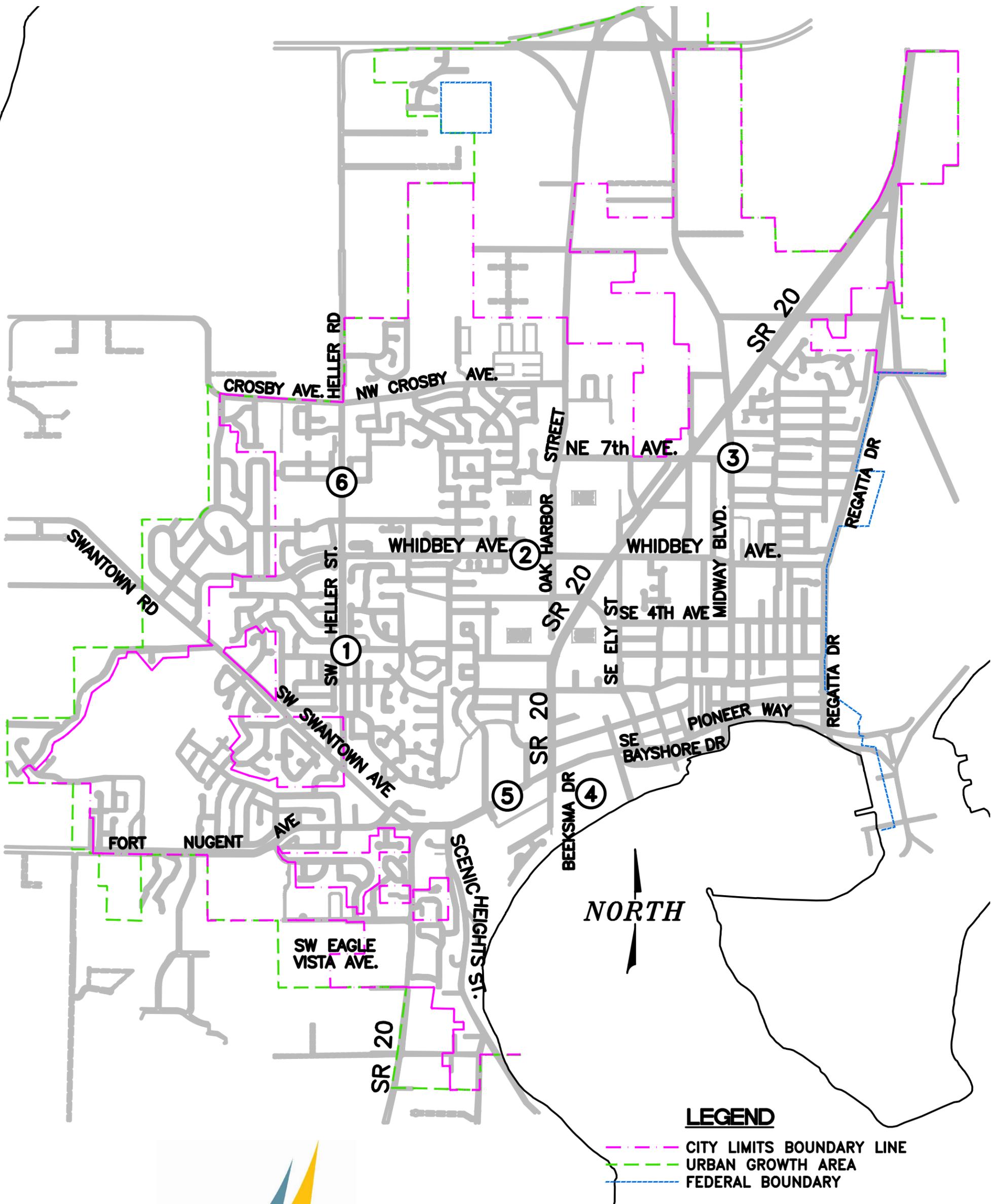
FEDERAL FUND CODES

Discretionary – TCSP	Transportation, Community & System Preservation Program
DOD	Department of Defense
FMSIB	Freight Mobility Strategic Investment Board
IM	Interstate Maintenance
IRR	Indian Reservation Roads
NHS	National Highway System
SRTS	Safe Routes to Schools
STP	Surface Transportation Program (WSDOT Use Only)
STP(E)	Surface Trans. Program - Enhancements
STP(L)	Surface Trans. Program – Legislative Earmarks
STP(S)	Surface Trans. Program – Safety (Includes Highway Safety Improvement Program, Hazard Elimination, Railway/Highway Crossing Program and 2010-15 County Road Safety Program)
STP(R)	Surface Trans. Program – Rural Regionally Selected
STP(U)	Surface Trans. Program – Urban Regionally Selected

APPENDIX C (continued)

STATE FUND CODES

CRAB	County Road Administration Board
FMSIB	Freight Mobility Strategic Investment Board
PWTF	Public Works Trust Fund
SRTS	Safe Routes to Schools
TIB	Transportation Improvement Board
TPP	Transportation Partnerships Program
WSDOT	WSDOT funds
OTHER	Any other state funds not listed a



SIX YEAR TRANSPORTATION IMPROVEMENT PLAN 2016 - 2021

LEGEND

- CITY LIMITS BOUNDARY LINE
- URBAN GROWTH AREA
- FEDERAL BOUNDARY

ATTACHMENT 3

**PLANNING COMMISSION
REGULAR MEETING
CITY HALL – COUNCIL CHAMBERS
July 28, 2015**

ROLL CALL: Present: Greg Wasinger, Bruce Freeman, Sandi Peterson, Cecil Pierce and Jes Walker-Wyse

Absent: Ana Schlecht and Mike Piccone

Staff Present: Development Services Director, Steve Powers; Senior Planners, Cac Kamak and Dennis Lefevre; Associate Planner Ray Lindenburg. Arnie Peterschmidt, Project Engineer

Chairman Wasinger called the meeting to order at 7:30 p.m.

MINUTES: MS. WALKER-WYSE MOVED, MR. FREEMAN, MOTION CARRIED TO APPROVE THE JUNE 23, 2015 MINUTES AS PRESENTED.

Mr. Wasinger announced that agenda item No. 6 – Telecommunication Infrastructure will precede item No. 5 – Comprehensive Land Use Amendments.

PUBLIC COMMENT

None.

SIX-YEAR TRANSPORTATION IMPROVEMENT PROGRAM (TIP) – Public Hearing

Mr. Peterschmidt displayed a PowerPoint presentation (Attachment 1) and summarized the purpose, background and projects listed in the TIP. Mr. Peterschmidt concluded by recommending that the Planning Commission hold a public hearing and recommend that the City Council to approve the 2016-2021 TIP.

Planning Commission Discussion

Planning Commission questioned staff about how state and federal government determine which projects to fund, whether a project could receive both state and federal funding, what the definition of non-motorized is, how sidewalks are upgraded to current ADA standards and how the city strategizes on when to begin selected projects. Mr. Peterschmidt and Mr. Powers addressed the questions and noted that the primary reason for the TIP is to make the projects listed in the TIP eligible for grant funds.

Mr. Wasinger opened the public hearing for public comment at 7:47 p.m.

Mr. Hal Hovey spoke in opposition of including the Bayshore Drive extension project in the TIP.

Mr. Gary Gordon questioned the need for the Bayshore Drive extension project.

Planning Commissioners asked staff to address the comments made by Mr. Hovey and Mr. Gordon.

Mr. Peterschmidt explained that one of the columns in the TIP is titled “Priority Number” but there is no obligation to do the projects in that order. Mr. Peterschmidt also stated that the Bayshore Drive extension is on the list largely because of the Wastewater Treatment Plant so that we can apply for outside funding and take some of the burden off of Oak Harbor taxpayers should the extension be necessary. The alignment of the extension has not been determined

and it is only a conceptual plan. Mr. Powers added that that the right-of-way widths can take into account whether we are trying to control speed, minimize impacts to parks or whether it is more of a driveway than a street. Mr. Powers also explained that the TIP is only one component of the overall transportation planning. The other components are the Transportation Plan and the Capital Improvement Plan. Again, Mr. Powers stressed that the primary reason for the TIP is to make the projects listed in the TIP eligible for grant funds. Including a project on the TIP doesn't mean that the City Council has approved the project for construction.

There was some discussion about Mr. Hovey's comment that the Bayshore Drive extension will divert traffic from the Pioneer Way businesses. There was also a question about why the NE 7th Avenue improvements were dropped from the TIP. Mr. Powers indicated that NE 7th Avenue was dropped because the project received funding but the city was unable to match funds and had to return the funds. The city thought that we should wait one cycle before ask for funds again.

Planning Commissioners asked if there was a process for amending the TIP once it is approved. Mr. Peterschmidt stated that the TIP could be amended.

There was additional discussion about what the repercussions would be if the Bayshore Drive project was removed from the TIP, what the process is for public comment once the City goes forward with a project, as well as the need to do what is best for all of Oak Harbor and not just one segment of the community.

MOTION: MS. PETERSON MOVED TO RECOMMEND THAT THE CITY COUNCIL ADOPT THE 2016-2021 SIX-YEAR TRANSPORTATION IMPROVEMENT PLAN WITHOUT THE BAYSHORE DRIVE EXTENSION PROJECT.

Motion died for lack of a second.

ACTION: MS. WALKER-WYSE MOVED, MR. PIERCE SECONDED A MOTION TO RECOMMEND THAT THE CITY COUNCIL ADOPT THE 2016-2021 SIX-YEAR TRANSPORTATION IMPROVEMENT PROGRAM AS PRESENTED. MOTION CARRIED BY A VOTE OF 4 IN FAVOR AND 1 OPPOSED.

MEDICAL MARIJUANA CODE – Public Hearing

Mr. Lefevre recalled the previous discussion with the Planning Commission and reported that the same presentation was given to the City Council and the Council expressed no concern about extending the moratorium. Mr. Lefevre stated that the moratorium will allow time to see how the state deals with the recently passed Cannabis Patient Protection Act (2SSB 5052) and there will be the opportunity to solicit more public involvement. Mr. Lefevre concluded by recommending that Planning Commission forward a recommendation to the City Council to extend the moratorium for on year.

Planning Commission Discussion

The Planning Commissioners discussed the importance of getting as much public comment as possible and the methods for soliciting more public comment.

There was some discussion and concern about having a "rolling moratorium". Mr. Powers stated that he was comfortable with extending the moratorium because legislation keeps changing and there is a general lack of clarity at the state level.

Transportation Improvement Program 2016-2021



Planning Commission
6/23/2015

Purpose

- Meet the public hearing requirement
- Seek Planning Commission’s recommendation of the 2016-2021 Transportation Improvement Program (TIP) to City Council



Planning Commission 6/23/2015 2

Background

- Required by State Law
- Updated every year
- 6 year plan
- TIP is used to facilitate use of Federal transportation funds on City projects



Planning Commission 6/23/2015 3

Background

- Plan is forwarded to the Regional Transportation Planning Organization (RTPO)
- RTPO in turn submits a regional TIP to the State
- State prepares statewide TIP in January of each year



Planning Commission 6/23/2015 4

Projects

1. SW Heller Street Improvements – Swantown to Whidbey
2. Whidbey Avenue Reconstruction – Heller to Regatta
3. Midway / NE 7th – Intersection Signalization



Planning Commission 6/23/2015 5

Projects

4. Bayshore Drive Extension – Beekma to City Beach
5. SR-20 Improvements – Roundabouts
6. NW Heller Street Overlay – Whidbey to Crosby



Planning Commission 6/23/2015 6

Funding

- No funds required to develop TIP



Planning Commission 6/23/2015 7

Requested Action

- Conduct a public hearing on the 2016-2021 TIP
- Recommend that City Council adopt the 2016-2021 six-year Transportation Improvement Program



Planning Commission 6/23/2015 8



Workshop Item

Pending Agenda Items

Item 3.j Referral of Changes in Use of Lodging Taxes to the LTAC; Annual LTAC Membership Review per OHMC Chapter 2.66

Dr. Merriman, Deputy City Administrator/Finance Director

Attachments

Attachment A: Draft Agenda Bill - City Council Referral to LTAC

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

Bill No. _____

Date: September 1, 2015

Subject: Referral of Change in the Use of Lodging Taxes to Lodging Tax Advisory Committee.

FROM: Doug Merriman,
Deputy City Administrator/Finance Director

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- _____ Scott Dudley, Mayor
- _____ Larry Cort, City Administrator
- _____ Nikki Esparza, City Attorney, as to form

PURPOSE

This agenda bill refers to the Lodging Tax Advisory Committee, any changes in the use Lodging Taxes (2% Funds) that may be considered by the City. Under RCW 67.28.1817, Council refers any changes to the Lodging Tax Advisory Committee for considering at least 45 prior to taking action on any such changes.

BACKGROUND INFORMATON

Based on this requirement, an action is required to refer to the committee a request to consider topics regarding 2% that include but are not limited to the following subjects:

- 1) To discuss possible changes in funding options, currently designated through a multi-agency interlocal agreement, for the City’s participation in the island wide marketing promotion program.
- 2) To review policy considerations and the funding options for marketing of events within the city limits.
- 3) To discuss and review application procedures for Lodging Tax Grant Program.
- 4) Any other business required of the Committee.

RECOMMENDED ACTION

1) A motion to refer potential changes in the use of 2% funds to the Lodging Tax Advisory Committee for review and comment.

ATTACHMENTS:

MAYOR'S COMMENTS



Workshop Item

Oak Harbor Police Department - Calls for Service

Calls for Service July 2015 and July 2014

Edgar J. Green, Chief of Police

Attachments

Attachment A: Calls for Service July 2014-July 2015

OAK HARBOR POLICE
 Law Total Incident Report, by Nature of Incident
 July 2015

Nature of Incident -----	Total Incidents -----
911 Hang Up	88
Alarm Commercial	25
Alarm Residence	13
Animal	154
Assault Physical	12
Assist Agency	19
Assist Public	83
Burglary Attempt	2
Burglary Commercial	1
Burglary Residential	9
Civil	43
Court Detail	2
Court Order Violation	11
Custodial Interference	5
Death Invest Unattended	2
Disorderly Conduct	10
Physical Domestic	39
Verbal Domestic	39
Commercial Fire Alarm	1
Fire Commercial	1
Fire Residential	2
Fire Service Call	1
Fireworks Complaint	63
Fraud Other	15
Harassment	11
Information Report	9
Juvenile Complaint	6
Juvenile Neglect/Abuse	15
Juvenile Runaway	9
Littering	3
Malicious Mischief	25
Marine Incident-Non Emergency	1
Medical Assist	1
Medical Emergency	15
Medical Emergency	1
Mental Non Criminal	3
Miscellaneous CAD Call Record	1
Missing Person	7
Non Injury Accident	37
Unknown Injury Accident	12
Noise Complaint	31
Nuisance Other	1
Nuisance Phone Calls	1
Patrol Check	1
Telephone Message	1
Lost or Found Property	31
Prowler	5
Rape	1

Water Rescue	1
Sex Indecent Exposure	2
Sex Lewd Conduct	1
Sex Offense Other	4
Soliciting	6
Threatened Suicide	10
Suspicious Person/Circumstance	69
Theft	20
Theft Shoplift	12
Threats	7
TMVWOP	1
General Traffic	34
Traffic Disable	9
TRAFFIC CRIMINAL DWLSR	4
Traffic Hazard	9
TRAFFIC POSSIBLE DUI	17
Trespass Other	15
Unsecure Premise	2
Utility Problem	24
Vacation Check	1
VEHICLE ABANDON	7
Vehicle Impound	5
Prowl Motor Vehicle	18
Vehicle Theft	8
Verbal Dispute	10
Vice Liquor HBD	3
Vice Liquor MIP	1
Vice VUCSA	24
Wanted Person	15
Weapon Offense	13
Welfare Check	50

Total Incidents for This Report: 1270

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

Nature of Incident	Total Incidents
-----	-----
911 Hang Up	114
Alarm Commercial	40
Alarm Residence	13
Animal	139
Assault Physical	14
Assist Agency	17
Assist Public	105
Bomb Found Ordinance	1
Burglary Attempt	1
Burglary Commercial	1
Burglary Residential	6
Civil	14
Court Detail	1
Court Order Violation	12
Custodial Interference	10
Death Invest Unattended	2
Disorderly Conduct	30
Physical Domestic	24
Verbal Domestic	25
Commercial Fire Alarm	3
Fire Commercial	3
Fire Residential	1
Fire Service Call	1
Fireworks Complaint	35
Fraud Bad Check	1
Fraud Other	23
Harassment	27
Information Report	8
Juvenile Complaint	3
Juvenile Neglect/Abuse	11
Juvenile Runaway	5
Littering	8
Malicious Mischief	20
Medical Emergency	6
Medical Emergency	3
Mental Non Criminal	3
Missing Person	7
Non Injury Accident	28
Unknown Injury Accident	10
Noise Complaint	30
Patrol Check	1
Lost or Found Property	24
Rape	1
Reminder (office use)	4
Sex Indecent Exposure	2
Sex Lewd Conduct	1
Sex Offense Other	3
Soliciting	3

Threatened Suicide	14
Suspicious Person/Circumstance	73
Theft	35
Theft Shoplift	13
Threats	10
General Traffic	36
Traffic Disable	6
TRAFFIC CRIMINAL DWLSR	12
Traffic Hazard	11
TRAFFIC POSSIBLE DUI	16
Trespass Other	30
Unsecure Premise	6
Utility Problem	18
VEHICLE ABANDON	9
Vehicle Impound	7
Prowl Motor Vehicle	10
Vehicle Theft	6
Verbal Dispute	10
Vice Liquor HBD	6
Vice VUCSA	11
Wanted Person	25
Weapon Offense	11
Welfare Check	34

Total Incidents for This Report:	1253
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