



NOTICE OF WORKSHOP MEETING
Council Chambers, 865 SE Barrington Drive

NOTICE IS HEREBY GIVEN that the Oak Harbor City Council will hold a Workshop Meeting on May 20 at 5:00 PM to discuss the following agenda items. Due to COVID-19, there will be NO physical meeting location per WA Proclamation 20-28. This meeting may be viewed live via YouTube or Channel 10.

To listen to the live meeting, please call 623-404-9000, Meeting ID: 149 322 1980.

DATED this 15th day of May 2020.

Julie Lindsey, City Clerk

The City Council may meet informally in workshop sessions (open to the public) to do concentrated strategic planning, to review forthcoming programs of the City, receive progress reports on current programs or projects, or receive other similar information from the City Administrator, provided that all discussions and conclusions thereon shall be informal. Public comment is not normally allowed at workshop meetings, although Council may allow, or request participation.

CITY COUNCIL WORKSHOP MEETING AGENDA
MAY 20, 2020 AT 5:00 PM

- 5:00 P.M. MAYOR**
- 5:00 P.M. DEVELOPMENT SERVICES**
- a. CENTRAL BUSINESS DISTRICT ZONING CODE AMENDMENT STATUS
 - b. ISLAND COUNTY INTERLOCAL AGREEMENT: HOFFMAN TRAIL
- 5:30 P.M. PUBLIC WORKS**
- a. STAFF RE-ORGANIZATION PLAN
- 6:10 P.M. ADMINISTRATION**
- a. COVID-19 ECONOMIC RECOVERY RESPONSE EFFORT
 - b. CITY ADMINISTRATOR'S REPORT
- 6:45 P.M. CITY COUNCIL**

Times for each department are approximate. A time slot scheduled for a specific department may be revised (earlier or later) as the workshop progresses.

City of Oak Harbor
City Council
Workshop Agenda Bill

Date: May 20, 2020

Subject: Central Business District
Zoning Code Amendment
Status

FROM: Cac Kamak, AICP, Interim Director Development Services

SUMMARY STATEMENT

On August 28, 2019, the City Council adopted Ordinance No. 1883, imposing a six-month moratorium on the receipt and processing of project permit applications for certain development within the Central Business District (CBD). That moratorium was set to expire on February 28, 2020 and was extended for a 6-month period by the Council in March of 2020 by the adoption of Ordinance No. 1898. As a part of that extension, a work plan was submitted and reviewed by the Council.

Since the March Council meeting and adoption of the extension, the COVID-19 virus and the associated social distancing requirements have closed City Hall to the public and limited the opportunities for interaction with citizens. The original work plan showed a survey and public open house to be conducted in March and April. Staff completed the survey and posted it online on March 20 and responses have been received continually since that date. The public open house was not held due to the shut-down and has not been rescheduled for a specific date at this time.

It is still Staff's intent to involve the public in the process – while the survey gives valuable information, the public open house was envisioned to provide more information to interested parties, solicit comments, and be a further opportunity to engage citizens and stakeholders.

Staff is investigating options for a future social-distancing-appropriate open house or virtual online meeting and anticipates that this could delay the process of the CBD code revisions slightly. While there was some additional time built into the work plan, staff feels it would be best to consider the possibility of extending the moratorium for an additional six months, with the expectation that the ordinance would be done well within that timeframe.

At this time, staff is working on the specifics of a revised work plan and timeline for completion of the ordinance. With the uncertainty of the length of COVID-19 related restrictions, staff felt it important to update the Council on the status of this project.

ATTACHMENTS

City of Oak Harbor
City Council
Workshop Agenda Bill

Date: May 20, 2020
Subject: Island County Interlocal
Agreement: Hoffman Trail

FROM: Cac Kamak, AICP, Interim Director Development Services

SUMMARY STATEMENT

The City and Island County partnered together in submitting a grant application to the Island Regional Transportation Planning Organization (IRTPO) to build a trail at the northern city limits along SR 20 from Hoffman Road to Midway Blvd. The trail will span the City and County and is therefore a joint project. The project was successful in receiving grant money for preliminary engineering and design. The grant funding does require a 13.5% local match. This match will be split equally between the City and County.

The grant money awarded for this project was \$1,010,000. Therefore, the project was scheduled in the City's Capital Improvement Plan with dollars to meet the local match of approximately \$68,175. This amount was split between years 2020 and 2023.

Island County and the City would like to initiate the project for preliminary design and engineering since work on this project will provide some valuable information that can also help the City to better coordinate our trail efforts with the Navy's environmental cleanup efforts from the adjacent property. Entering into this agreement will indicate the City's commitment to get the project started.

This initial agreement's scope covers only project design for costs up to \$50,000. The City currently has \$28,483 budgeted in the current year. A budget amendment will be needed for the balance to be shifted from 2023/2024 to 2020 or 2021. This will be coordinated with the Finance Department and will come to the City Council for action.

ATTACHMENTS

1. [Draft Interlocal Agreement](#)
2. [Capital Improvement Plan 2020-2025 Streets](#)

INTERAGENCY AGREEMENT
Reimbursable
Island County Public Works Department

“DRAFT”

This Interagency Agreement, dated _____ day of _____ 2020, is between **ISLAND COUNTY**, hereinafter referred to as “**COUNTY**”, and the **City of Oak Harbor**, hereinafter referred to as “**AGENCY**”. This Agreement is specific to a multiuse trail project connecting Hoffman Road, located in unincorporated Island County, to Goldie Street/Midway Blvd, located in the City of Oak Harbor, hereinafter referred to as “**PROJECT**”.

WHEREAS, COUNTY and **AGENCY** would like to engage in a joint venture to build **PROJECT** that spans both jurisdiction; and

WHEREAS, COUNTY and **AGENCY** jointly applied for a Surface Transportation Block Grant from Island Regional Transportation Planning Organization and were awarded \$1,010,000; and

WHEREAS, the grant requires a 13.5% match, which **COUNTY** and **AGENCY** will split equally and have budgeted in their respective Transportation and Capital Improvement Plans; and

WHEREAS, RCW Chapter 39.34 permits governmental agencies to enter into agreements with one another for joint or cooperative action; and

WHEREAS, COUNTY and **AGENCY** wish to enter into an agreement to initiate **PROJECT** and develop a method to share responsibilities and costs; and

WHEREAS, AGENCY is requesting from **COUNTY**, as a reimbursable request, assistance as described in Attachment A;

NOW, THEREFORE, for and in consideration of the mutual and valuable benefits to be derived by the parties pursuant to this Agreement:

WITNESSETH: It is hereby agreed by and between **COUNTY** and **AGENCY** as follows:

1. **AGENCY** agrees to:
 - a. Allow **COUNTY** to administer **PROJECT** for design.
 - b. To be involved and participate in all decisions related to **PROJECT**.
 - c. Reimburse **COUNTY** for **AGENCY**'s share of the costs associated with expenditure of grant dollars, with payment due within (30) days of receipt of bill.
 - d. Defend, hold harmless and indemnify **COUNTY**, its agents and employees from any and all claims, suits or actions, including the cost of defense, except those arising from the willful or negligent acts and omissions of **AGENCY**'s officers and employees while operating under this Agreement.

2. **COUNTY** agrees to:
 - a. Be the administrator of **PROJECT** and this Agreement through the Public Works Director or his/her designee.
 - b. Seek consensus and involvement by **AGENCY** on all decisions related to the design of **PROJECT**.
 - c. Submit an itemized invoice to **AGENCY** for reimbursement of **AGENCY's** share of the contributions for expenditures related to **PROJECT**.
 - d. Defend, hold harmless and indemnify **AGENCY**, its agents and employees from any and all claims, suits or actions, including the cost of defense, except those arising from the willful or negligent acts and omissions of **COUNTY's** officers and employees while operating under this Agreement.
3. **AGENCY** certifies that sufficient budgeted funds are available to cover the cost of the requested work or services, and that payment to **COUNTY** will be made within (30) days of receipt of bill. **COUNTY** will finance and budget its responsibilities under this Agreement.
4. No real or personal property will be jointly acquired for use in fulfilling this Agreement. Any such property used in this Agreement is the property of **COUNTY**.
5. It is agreed that any amendments, modifications, or changes to this Agreement must be in writing and approved by the parties, hereto.
6. This Agreement shall take effect upon full execution by **AGENCY** and **COUNTY**. It shall continue in force and effect through completion of the requested services as outlined in Attachment A, and reimbursement to Island County Public Works as outlined in Exhibit A.
7. Either party may terminate this Agreement early by providing a thirty (30) day written notice of the intent to terminate to the other party. **AGENCY** shall pay **COUNTY** for all requested work or services provided through the date of termination.
8. **Disputes.**
The parties shall attempt to resolve any controversies or disputes arising out of or relating to this Agreement through a good faith attempt at mediation. Each party will pay its own attorneys' fees and costs.

In the event that either party deems it necessary to institute legal action or proceeding to enforce any right or obligation under this Agreement, this action shall be initiated in the Superior Court of the State of Washington situated in a county adjacent to Island County. The parties hereto agree that all questions shall be resolved by application of Washington Law and that the parties have the right of appeal from such decisions of the Superior Court in accordance with the laws of the State of Washington. **AGENCY** hereby consents to the personal jurisdiction of the Superior Court of the State of Washington, situated in a county adjacent to Island County.

9. **Filing.**

Pursuant to RCW 39.34.040 regarding methods of filing agreements pursuant to the Interlocal Cooperation Act, a copy of this Agreement shall be filed with the Island County Auditor or, alternatively, listed by subject on Island County’s website or other electronically retrievable public source.

10. Upon its entry into force, this Agreement shall be filed with the Island County Auditor or published on both parties web sites.

AGENCY:

**BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON**

City of Oak Harbor
Name of Agency

Janet Saint Clair, Chair Date

Robert Severns, Mayor (Printed)

Helen Price Johnson, Member

Signature Date

Jill Johnson, Member

ATTEST: _____
DEBBIE THOMPSON
Clerk of the Board

ATTACHMENT A

The undersigned hereby requests that the following described work be performed by the Island County Public Works Department (Paths and Trails Division) for the City of Oak Harbor. It is understood that this work will be done at the convenience of the Public Works Department (Paths and Trails Division) and that the undersigned City of Oak Harbor will reimburse 50 percent of the total local monies spent on the **PROJECT**.

Invoicing for work performed will be based on actual labor/equipment/materials costs. Payment shall be due upon receipt of invoice.

DESCRIPTION OF WORK/SERVICE REQUESTED: The City of Oak Harbor proposes that Island County Public Works (Paths and Trails Division) perform Preliminary Engineering and Design for preparation of bid ready documents for development of the Goldie Street to Hoffman Road Trail Connector under PWP 20-01, JL No. 00095-0403.

Desired Completion Date: December 31, 2021

Total Local Cost Not to Exceed: \$100,000.00 (See Exhibit A)

- City of Oak Harbor Total Local Cost Not to Exceed: \$50,000.00
- Island County Total Local Cost Not to Exceed: \$50,000.00

The undersigned certifies that sufficient budgeted funds are available to cover the cost of the requested work or services, and that payment to the Island County Public Works Paths and Trails Road Fund will be made promptly unless otherwise modified in this Agreement.

Agency: City of Oak Harbor

Signed: _____

Title: _____

Date: _____

Request Reviewed and Approved:

Date: _____

WILLIAM E. OAKES, P.E.
Director / County Engineer
Island County Public Works

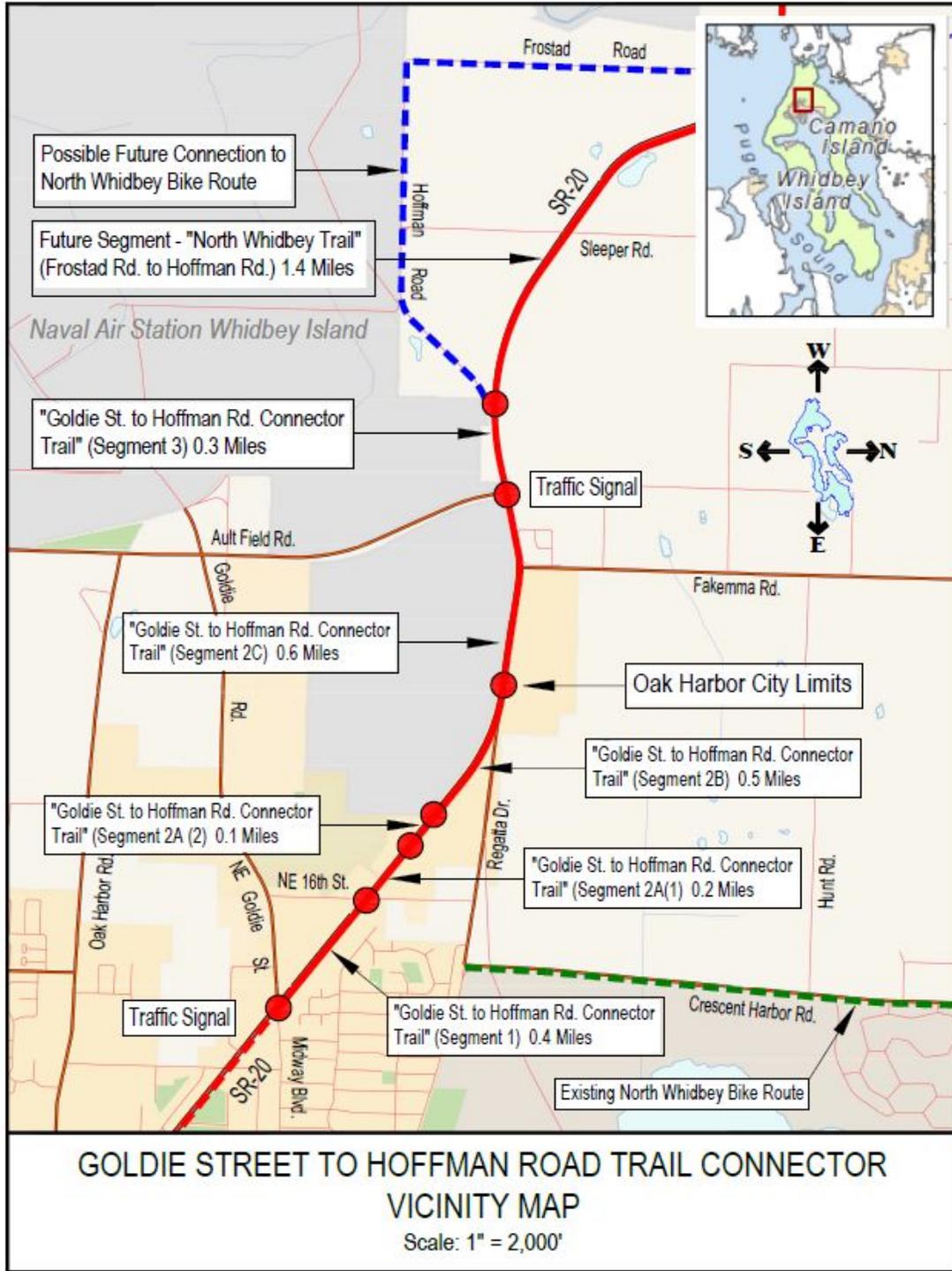
EXHIBIT A

Preliminary Engineering for Project Development will be performed by Island County Public Works (Paths and Trails Division). Project Vicinity limits begin at Goldie Street in the City of Oak Harbor City limits and end at Hoffman Road in Island County (See **Exhibit B** for Project Vicinity Map).

GOLDIE STREET TO HOFFMAN ROAD TRAIL CONNECTOR - PWP 20-01, JL 00095-0403	
Island County Public Works (Paths & Trails Division) and City of Oak Harbor Preliminary Engineering (PE) Local Cost for this Interagency Agreement – Reimbursable	
	Amount
<u>Island County Public Works PE 50% Local Cost Not to Exceed:</u>	<i>\$50,000.00</i>
<u>City of Oak Harbor PE 50% Local Cost Not to Exceed:</u>	<i>\$50,000.00</i>
<u>Project Development</u>	
<ul style="list-style-type: none"> • Topographic and Utility Survey, Route Planning, and Design • Geotechnical Exploration and Report • Wetland Delineation • Cultural Resource Assessment (if needed) • Project Coordination and Meetings • Plans, Specifications, and Engineer’s Estimate • Bid Document Preparation, Advertisement, and Award • WSDOT Permits and PSE Review of Trail Lease • Entry Permits and Grading Permits 	
<i>Subtotal PE:</i>	<i>\$100,000.00</i>
<i>Total PE Costs:</i>	<i>\$100,000.00</i>

EXHIBIT B

Project Vicinity Map



Capital Improvement Plan 2020-2025

Table 4.3 Streets (Non-Enterprise Funded)

Projects	Project Cost Estimate	2020	2020	2021	2022	2023	2024	2025
		Approved Budget	Project Budget (2020+2019 Balance)*					
Annual Street Improvements	3,250,000	400,000	1,241,538	400,000	400,000	400,000	400,000	400,000
Waterfront Trail (Veteran's Park)	219,917		217,963					
NE 7th Avenue	4,200,000	218,035	498,035		224,479	399,799	3,077,687	
Hoffman to NE 16th Ave Trail	78,815	28,483	28,483			9,364	40,968	
NW Heller Street Overlay	383,740					39,200	344,540	
Shoreline Restoration: Midway to Regatta	1,400,000	100,000	199,547	300,000	300,000	300,000	300,000	
SR-20 and Fakkema Road Property Access Road	560,000		550,141					
Capital Project Expenditures	10,092,472	746,518	2,735,707	700,000	924,479	1,148,363	4,163,195	400,000
Revenue Sources		2020	2020	2021	2022	2023	2024	2025
Contributions from Beginning Fund Balance:			1,989,189					
Streets (Fund 101)		325,000	325,000	375,000	375,000	375,000	375,000	350,000
Transportation Impact Fees (Fund 105)		57,918	57,918		30,305	63,337	446,803	
General Fund			0				71,500	
Arterials (Fund 104)			0			8,000	63,813	
REET 1		50,000	50,000	50,000	50,000	50,000	50,000	50,000
REET 2		50,000	50,000	50,000	50,000	50,000	50,000	50,000
Grants		188,600	188,600		194,174	377,026	2,881,079	
Water		25,000	25,000	75,000	75,000	75,000	75,000	
Sewer		25,000	25,000	75,000	75,000	75,000	75,000	
Storm Drain		25,000	25,000	75,000	75,000	75,000	75,000	
Revenue Total		746,518	2,735,707	700,000	924,479	1,148,363	4,163,195	400,000

* Project Budget is the 2020 approved budget + the balance from 2019 as of Sept 30, 2019 for projects that are still under implementation.

City of Oak Harbor
City Council
Workshop Agenda Bill

Date: May 20, 2020

Subject: Staff Re-organization Plan

FROM: Cathy Rosen, Public Works Director Public Works

SUMMARY STATEMENT

Staff will present information regarding proposed restructuring of some positions within the Public Works Department.

ATTACHMENTS

City of Oak Harbor
City Council
Workshop Agenda Bill

Date: May 20, 2020
Subject: COVID-19 Economic Recovery
Response Effort

FROM: Blaine Oborn, City Administrator

SUMMARY STATEMENT

City Administration is actively coordinating with Island County, Oak Harbor Chamber, and Oak Harbor Main Street Association (OHMSA) on COVID-19 economic recovery response efforts. The City participates in a weekly Monday meeting with the Island County Economic Recovery Taskforce and a weekly Thursday meeting with Oak Harbor Chamber and OHMSA.

City Administrator Blaine Oborn is also working directly Island County Commissioner Jill Johnson on a Small Business Relief Fund for North Whidbey Island (98277 zip code). Island County is likely to receive \$4,665,100 in CARES Funding. Commissioner Johnson has procured \$333,000 in County funds to start this relief effort.

In addition, the City is likely to receive \$689,100 in CARES Funding. The City Administrator is seeking input from the City Council to proceed with a partnership with Island County, City of Oak Harbor, Oak Harbor Chamber, and OHMSA to quickly create and fund the North Whidbey Island Small Business Relief Fund. Attached is a detailed presentation of the proposed City of Oak Harbor Cares Funding program.

ATTACHMENTS

1. [CARES Presentation](#)

CITY OF OAK HARBOR

CARES FUNDING



A review of CARES funding use

CARES FUNDING

CANNOT BE USED FOR CITY REVENUE SHORTFALLS
\$689,100

Can be used for:

- City COVID-19 related expenses
 - Medical expenses
 - Public Health expenses
 - Public Safety expenses
 - Facility compliance
- Economic support (grants to small businesses to reimburse costs for interruption)

\$689,100 CITY TOTAL

50% CITY EXPENSES
50% ECONOMIC SUPPORT

ECONOMIC SUPPORT

SMALL BUSINESS RELIEF

\$344,550 from the City of Oak Harbor

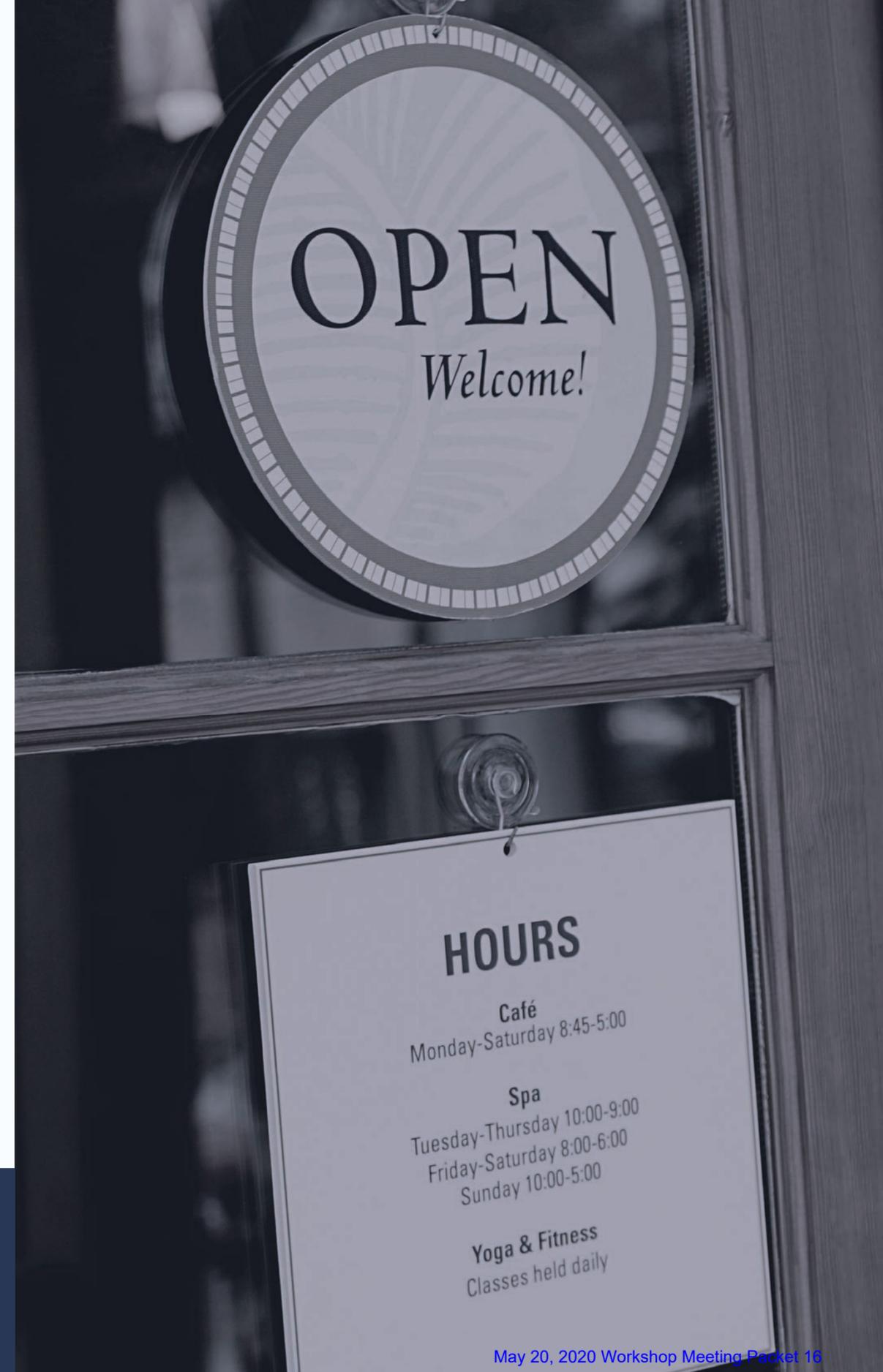
\$333,000 from Island County to start for 98277 zip code

\$677,550 Total

NORTH WHIDBEY ISLAND

SMALL BUSINESS RELIEF FUND

Providing financial assistance in response to an economic crisis



SMALL BUSINESSES ARE STRUGGLING

Island County, City of Oak Harbor, Oak Harbor Chamber of Commerce and Oak Harbor Main Street Association are looking for ways to assist businesses impacted by COVID-19

To assist small businesses with some money to help get them back to work or adjust to new compliance requirements because of COVID-19



OAK HARBOR CHAMBER OF COMMERCE

SUPPORT BUSINESSES

Setup a virtual event to connect business leaders, experts, and banks with local businesses to help them:

- Review their business
- Talk about strategies to overcome obstacles
- Create a plan for the future

TIMELINE



WEEK ONE

Put applications online and promote through social media, newspaper ads, postcards to businesses

WEEK TWO

Provide opportunity for business owners to meet with bankers, business leaders, and mentors.

WEEK TWO

Host a virtual meeting to talk about grant

WEEK THREE

Applications due

SELECTION

Review applications and select recipients.



APPLICATION PROCESS

ONLINE APPLICATION (PRINTABLE)

Application will be available online

EXPERT ADVICE

Businesses are struggling and offering experts to assist in the decision process might help

FAIR EVALUATION

Applicants must be from all over North Whidbey (98277 zip code) and the reviewers must practice equity in selection process

\$333,000

Fund available from Island County for businesses with a location address in 98277 zip code

CRITERIA TO TARGET APPROPRIATE LOCAL BUSINESSES



SMALL BUSINESSES

- Brick and mortar business
- Fewer than 50 employees

LOCATION IN NORTH WHIDBEY ISLAND

Must be located in North Whidbey (98277 zip code) with a business license from Island County and/or Oak Harbor as of March 1, 2020

PRIORITY

For businesses that closed because of the "Stay Home" and "Stay Healthy" order from Governor Inslee

ELIGIBILITY

WHAT A BUSINESS MUST HAVE TO APPLY

- Business location in 98277 zip code
- Anticipating a maximum funding limit of \$15,000 per applicant
- Business must have been in business for one full calendar year (March 2019)
- Must be current on all State licensing and other regulatory requirements
- Must have experienced a loss of income or increased unplanned expenditures due to COVID-19
- Priority for businesses that have suffered financial losses, and do not have sufficient revenue to cover loss
- Franchises and any business owned or partially owned by an individual or immediate family member, manager, or Director of the Chamber Executive Committee, Executive Director of the Main Street Association, or a Oak Harbor City Councilmember or employee are not eligible for this grant
- Applications will be accepted from June 1, 2020 through close of business June 15, 2020

BUSINESS BACKGROUND

LEARN MORE ABOUT THE BUSINESSES

Describe your business - addressing each of the following:

- Address location of business
- Address location of owner/applicant
- Contact phone number and email
- A brief description of the purpose and history of the business
- Your mission and goals
- Form of business (S corp., partnership, etc.)
- Did you apply for federal grant funding? If not, or if denied, please explain
- Do you have an established business plan? If yes, what is the quality of the business plan?
- Briefly describe why your business is requesting this grant and what you will do with the money



The image shows a close-up of a smartphone screen displaying a digital application form. The form is titled 'APPLICATION FORM' and has a section for 'PERSONAL INFORMATION'. The fields visible are: Last Name, First Name, Address, City, Phone, and Email address. The form is presented in a clean, modern, light blue and white color scheme.

COVID-19 IMPACTS

HOW IT EFFECTED YOUR BUSINESS

Detailed explanation of impacts and backup documentation to support impacts:

- Number of employees on March 1, 2020 and number of employees on standby, furloughed, or laid off as of April 30, 2020?
- Provide sale/revenue as of March 1, 2019 v. sale/revenue as of March 1, 2020 and demonstrated ability to sustain normal business operations during this period
- Provide documentation of business losses starting March 1, 2019 directly related to COVID-19
- What was your ability to operate after March 23, 2020? If able to operate, under what restrictions, if any?



FUTURE BUSINESS PLAN

HOW WILL YOUR BUSINESS ADAPT

Tell us about the programs your business is currently using:

- Is your business a member of the Oak Harbor Chamber of Commerce, Main Street Association, Economic Development Council for Island County, Tourism Board, etc.?
 - Are you planning to join any of the above organizations?
- Is your business registered with SBDC (Small Business Development Council), CIE (Center for Inclusive Entrepreneurship), SCORE, or another approved business advisor?
- Did you meet with the bank or business mentor to review your business plan?



PROPOSAL

WHAT WILL YOU DO WITH THE MONEY

- What is your strategy to address ongoing concerns?
- Are there any new policies or requirements from the state or federal government that will increase your expenses?
- What are the new costs because of COVID-19?
- A list of planned expenses and cost of expenses to purchase and receive by December 31, 2020, included but not limited to:
 - Staffing
 - Purchases (materials, software, system/software upgrades, personal protective equipment, cleaning supplies, signage, etc.)
 - Advertising costs
 - Overhead (operating costs, mortgage/rent payment, etc.)

*Recipients will be required to submit invoices for all expenses



GRANT REIMBURSEMENT PROCESS



After selection, receive and sign contract to receive funding.



Submit documentation of expenses (request for payment)



Receive reimbursement check



Present report and financial documents to a team. Respond to questions.

Big Spark Solutions | 2020

City of Oak Harbor
City Council
Workshop Agenda Bill

Date: May 20, 2020
Subject: City Administrator's Report

FROM: Blaine Oborn, City Administrator

SUMMARY STATEMENT

City of Oak Harbor Mission Statement:

The City of Oak Harbor is committed to creating a vibrant and sustainable community by delivering quality services, enhancing the quality of life, and fostering economic opportunities.

The following is the City Administrator's Report to City Council presented at the May 20, 2020 workshop:

ADMINISTRATION

- Arts Commission:
 - The April and May Arts Commission Meetings, along with most Board and Committee Meetings, were cancelled due to COVID-19 and the Attorney General's requirement for public meetings to only proceed if agenda items are "necessary and routine".
 - Authorization to proceed with Acorn Sculpture Request for Quotes and purchase of "Tao" Art Sculpture are pending City Council approval.
- Legislative Outreach:
 - The Mayor sent letters to Governor Inslee requesting that he allow the opening of vehicle sales and drive-in movie theaters, as these businesses are of great importance to our local community and have proven they can safely comply with the social distancing requirements.
 - Representative Larsen's Community Liaison staff continues to research and support the discussions with the Navy regarding connecting Seaplane Base to the Clean Water Facility.
 - Representative Larsen's Community Liaison staff continues to support additional COVID -19 relief to cities.
- Main Street:
 - The Main Street sign is in the process of being installed in Beeksma Park.
 - The Main Street Board President has been working with Administration and Parks Manager Hank Nydam on the beautification of downtown this season. With all of the changes due to COVID-19, the Parks Department is assisting with installing plants in flowers and banners instead of the more expensive and time-consuming flower baskets which are normally hung.
- Economic Development:

- Broadband Backbone Feasibility Study with the Coupeville Port Authority Grant is underway.
- Staff continues to work on the North Whidbey broadband access survey.
- Continue working with Anacortes on Wet Fiber: the installation of fiber from Pass Lake to just south of the Deception Pass Bridge has been delayed due to COVID-19. The City has provided a Professional Services Agreement to Anacortes for the fiber installation from Pass Lake to Sharps Corner and is awaiting a response from Anacortes. Also, staff is continuing to evaluate leak detection opportunities as part of wet fiber, and installation of wet fiber to the Ault Field Road reservoir.
- Whidbey Island Marathon 2020:
 - Several staff members completed a “virtual race” on the original marathon weekend to continue to support the event.
 - The marathon rescheduled date is still set for September 13, but staff and the Race Director are paying close attention to the State’s Phasing requirements and the timing or cancellation of other local events.
- Community Events Impacted by COVID-19
 - The Mayor, Administration, Special Events Permitting, and Chief Merrill are in close communication regarding Oak Harbor’s summer events and how they will be impacted by Governor Inslee’s Phasing requirements due to COVID-19. Staff has had two meetings with Island County Health Director Keith Higman.
 - Staff has been in close contact with the Chamber of Commerce regarding the Old Fashioned Fourth of July Celebration. Due to the fact that the Governor’s Phasing will likely only be in Phase 2 by July 4 and gatherings of more than 50 people will still be prohibited, the Chamber Board of Directors has cancelled the event and the fireworks display.

COMMUNICATIONS

- COVID-19 updates
 - Updated COVID-19 info page and banner on City website with additional resources and links
 - Coordinating with Island County Public Health and other agencies on updates
 - Supporting Island County Public Health PIO group
 - Created social media campaign
 - Promoted change in Council meetings to the public
 - Continue promoting COVID-19 messages on multiple platforms
- Coordinating with Chamber of Commerce and Oak Harbor Main Street Association to support local businesses during COVID-19 crisis
 - Conducting weekly meetings with Executive Director and Board President
 - Working on “Holland is Happening” Campaign
- Continue tracking data for social media
- Continue eNews communications for the Mayor (staff and public) and City Administrator (staff)
 - “Mayor’s Snapshot” moved to eNews publication (five issues published)
 - City Administrator’s communication called “Leadership Matters” (three issues published)

- Census 2020 outreach
 - Working with Island County Complete Count Committee
 - Working on promoting census on City's social media
- Ongoing campaigns or communication plans
 - Create events for City programs (Council meetings, commissions, events, etc.)
 - Participate in promoting Whidbey Island Marathon
 - COVID-19 information
 - Promote "Spread the Truth" campaign from Washington communication team
 - Develop and coordinate Public Service Announcements (PSA) messages for the community
 - Coordinate article in Association of Washington Cities (AWC) magazine regarding COVID-19 response
 - Continue networking and connecting with contacts (School District, Navy, Chamber, etc.)
 - Work on promoting date change for Whidbey Island Marathon
 - Find and share good news stories with the community
 - Promotional content related to Navy and partnerships
 - Review contracts for communication related programs, consultants, or services

DEVELOPMENT SERVICES

- Staff is continuing to accept, process, and review development and other permit applications. Applications are being accepted via email and other online services. Phone calls and other enquiries are also being accepted as normal.
- The Department is making the necessary adjustments to adapt to the Stay Home, Stay Healthy order and continues to provide service seamlessly.
- The May Planning Commission Meeting was cancelled due to the continuation of the Governor's order.
- Council action on the consultant contract for the Housing Action Plan and Shoreline Master Program has initiated that work and staff is preparing to meet with the consultants to discuss the process.
- Coordination continues with Island County and with other jurisdictions on regional projects.
- Staff is also proactively auditing the existing permit review process for efficiency and to adapt to the Governor's order.

FINANCE DEPARTMENT

- Set new GO LIVE date for ExecuTime for September 1, 2020, based on expectation that the City will be doing business normally.
- Monitoring spending until we can start seeing impacts of COVID-19 in May and June.
- Closing 2019 and working on the 2019 Annual Financial Report due May 31, 2020.
- Ensuring critical functions such as; Payroll, Revenue Receipts, and Vendor payments are processed during this crisis.

FIRE DEPARTMENT

- The FD has been actively involved with Island County DEM as the drop-off location for all incoming supplies from WA State DEM, and the main distribution point for DEM, including all fire departments, hospital, care facilities, and medical facilities. The department has communications almost daily with Island County DEM, Whidbey Health, and the hospital's EMS department.
- The Fire Chief has been active with monitoring of City personnel that may have been exposed to COVID-19, to include daily or twice weekly calls to employees to confirm their medical status, and follow up on results of testing if completed. He has also been in contact with Island DEM to provide any support services they may need or requesting assistance from DEM.
- The Fire Chief has been meeting with Administration and Island County Health Director Keith Higman to discuss the impact of the Governor's orders on Island County and the impact on summer community events.

HUMAN RESOURCES

- HR Virtual Meetups scheduled for leadership and employees the week of May 18th
- Current recruitment status:
 - City Clerk – new employee, Julie Lindsey, began employment on May 11th. Carla Brown's last day is May 22nd
 - Seasonal Marina – rehire of seasonal employee, Richard Smith, restarted employment on May 15th
 - Seasonal PW – six positions, proceeding with hire dates for Phase 2, end of May beginning June for summer employment
 - Accounting Assistant-Cashier, Utilities – new employee start date scheduled for Phase 2, June 1st
 - Program Assistant, The Center – new employee postponed start date until reopening in Phase 3 or 4
 - Police Officer – Lateral or ELPO – accepting applications
 - Temporary Administrative Assistant-Engineering – opened recruitment on April 27th to cover employee leave of absence
 - Temporary Painter – opened recruitment during May for seasonal/summer painting as we've done in the past
 - Parks Specialist I – opening recruitment week of May 19th to replace employee who resigned due to military relocation
 - Senior Administrative Assistant for PW – effective June 30th, retirement of Debbie Mueller (24 yrs. service), will be opening internal only recruitment
- Current vacancies with no open or pending recruitments:
 - Correction from April report: Interim assignment for Lead Water, Chris Price
 - Water Specialist I – probationary employee resigned, vacancy, not open for recruitment
 - Development Services Director – vacancy, interim assignment to Cac Kamak
 - City Attorney – vacancy, interim assignment to Anna Thompson

MARINA

- The Marina opened to the public and guests on May 15, 2020.

- The Marina will open on Sundays starting Memorial Day Weekend.

POLICE DEPARTMENT

- The organization that does National Night Out has rescheduled the event from Tuesday, August 4 to Tuesday, October 6, 2020. The first City Council Meeting in August is already moved to Wednesday in code, so that meeting date will not change; staff will put approval to move the October 6 City Council Meeting to Wednesday on an upcoming agenda. The event is planned to take place in Windjammer Park this year.
- The Department held a social-distancing celebration for the promotion of the Sergeant Krysinski.
- The Department held a social-distancing celebration for the swearing in of Officers Marquise Moses and Janeth Huetson, after their successful completion and graduation from the Washington State Criminal Justice Training Commission Class # 800.

PUBLIC WORKS

- Clean Water Facility
 - Navy connecting to CWF proposal:
 - Mayor, City staff, Shawn Koorn (HDR consultant), Michael Borrero (Carollo consultant), and Larry Munns (former NASWI CO consultant) have continued to meet with the Department of Navy personnel since receiving the Navy's counterproposal on February 25, 2020
 - The Department of the Navy considers these "discussions" and not yet at the negotiation stage
 - The next pre-negotiation meetings are scheduled for May 28 and June 11, 2020
 - The Navy will be billed for the remaining balances on the HDR and Carollo consultant contracts for continuing work on the rate study analysis
- Public Works had gone to minimal staffing through May 4th. Public Works Director is phasing in staff returning to normal schedules.
- Staff continues to work on proposed Public Works reorganization; this will be presented at this Council workshop.

SENIOR SERVICES

- The Center is working with the class providers to host virtual and/or recorded classes.
- Meals on Wheels Delivery Service and Meal Pick-Up continues on Mondays, Wednesday, and Fridays.
- Due to COVID-19, the building may still be closed to the public but staff and volunteers are continually finding safe and effective ways to serve the needs of those in the community.
- Per the Governor's Phasing re-opening plan, The Center will not be eligible to re-open until Phase 4. Staff is continuing to work on opening elements of Senior Services as the Phasing allows, such as making appointments for passport processing, etc.

ATTACHMENTS