



*Whidbey Island's Premiere Waterfront Community*



# **City of Oak Harbor**

## **Biennial Budget For the Years Ending 2019-2020**

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### **Vision Statement**

Oak Harbor...a vibrant Whidbey Island waterfront community where everyone is welcome and encouraged to thrive.

### **Mission Statement**

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

### **Goals**

- Goal 1: Promote a healthy and growing business community.
- Goal 2: Improve the appearance and livability of the community.
- Goal 3: Encourage a safe community.
- Goal 4: Build and enhance community partnerships.
- Goal 5: Deliver superior quality service to our customers.
- Goal 6: Protect and enhance capital investment in the City.
- Goal 7: Promote a healthy work environment and employee excellence.

**Council Members and Management Team**

**Council Members**

Mayor.....	Robert Severns
Mayor Pro-tem.....	Beth Munns
Council Member.....	Rick AlMBERG
Council Member.....	Tara Hizon
Council Member.....	Bill Larsen
Council Member.....	Joel Servatius
Council Member.....	Erica Wasinger
Council Member.....	James Woessner

**Management Team**

City Administrator.....	Blaine Oborn
Finance Director.....	Patricia Soule
Police Chief.....	Kevin Dresker
Fire Chief.....	Ray Merrill
Public Works Director.....	Cathy Rosen
Development Services Director.....	Steve Powers
Harbormaster.....	Chris Sublet
City Attorney.....	Nikki Esparza
City Engineer.....	James Bridges
Human Resource Manager.....	Emma House
Senior Services Administrator.....	Liz Lange

### **Planning Commission**

The Planning Commission serves in an advisory capacity to the Mayor and the City Council. The Planning Commission reviews and makes recommendations on projects that fall under the Type IV and Type V review processes.

The Planning Commission consists of seven members appointed by the Mayor. Each commissioner serves a term of three years. The current members and their term expirations are listed below:

Greg Wasinger (Chairman).....	05/2020
Bruce Freeman (Vice Chairman).....	09/2019
Zachary Philipp.....	07/2021
Debbie Schaub.....	03/2021
Hal Hovey.....	07/2020
Allen McPheeters.....	03/2020
Vacant.....	10/2019

### **Arts Commission**

The Arts Commission was established to promote and support public experiences of the visual and other artistic disciplines for the good of the citizens of Oak Harbor. The majority voting membership must reside or work within the City.

The Arts Commission consists of seven members appointed by the Mayor. The Arts Commission amended their by-laws to include two Oak Harbor High School students as ex-officio members to the Commission in 2014. Each commissioner serves a term of four years. The current members and their term expirations are listed below:

Rodric Gagnon (Chairman).....	11/2019
Nora O'Connell-Balda.....	03/2021
Therese Kingsbury.....	12/2020
K. C. Pohtill.....	07/2020
Cydney Szypula.....	06/2020
Brandon Nelson.....	05/2020
Skip Pohtilla.....	11/2019

**Community Police Advisory Board (CAB)**

The CAB was established to promote a close relationship between the Police Department and the community. The majority voting membership must reside or work within the City.

The CAB consists of nine members appointed by the Mayor, five of which are Oak Harbor residents, two are owners or managers of businesses located within the City and one member is a high-school age resident. Each commissioner serves a term of four years. The current members and their term expirations are listed below:

Gene Barner (Chairman).....	04/2019
Marty Malloy.....	04/2022
Randy DeVries.....	08/2021
Cherly Lawler.....	09/2020
Nora Daniel.....	03/2020
Susan Gerard.....	11/2019
Robert Olson.....	04/2019
Les MacCormick.....	03/2019

## City of Oak Harbor, Washington

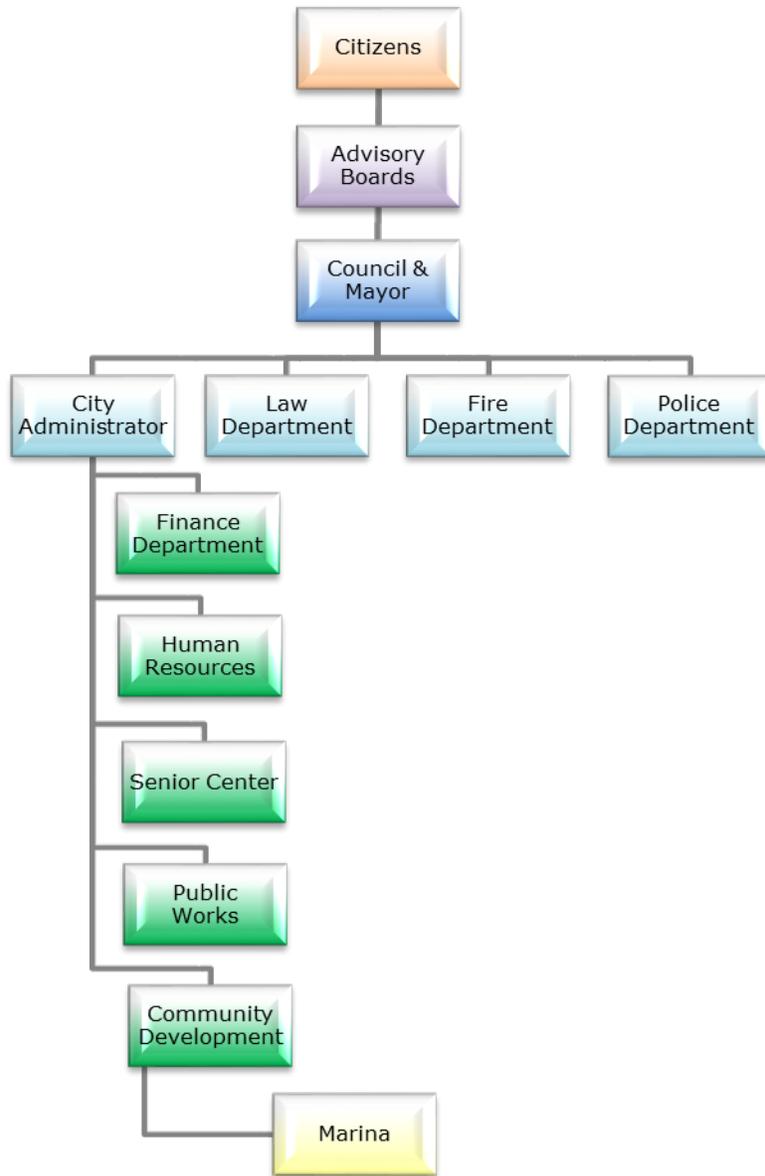


In 1850 the Irish began to settle into the Oak Harbor area with the Dutch following in the 1890's. In 1941 the U.S. Navy began to establish its presence near Oak Harbor. Since then the growth and changes of mission of the Naval Air Station, along with the economic growth of the Northwest Washington, changed the quiet country town of 600 into a beautiful waterfront community of over 20,000 persons.

Oak Harbor's small town flavor continues to be displayed in the numerous annual celebrations. The Irish paint the town green in March, and the Dutch fill the town with tulips the last weekend of April during the annual Holland Happening. Patriotism soars and flags abound on the 4<sup>th</sup> of July celebrating the strong alliance between the community and the Navy. Whidbey Island Race Week, held each year in July, has been rated among the top 20 yachting regattas in the world.

Located just 90 minutes north of Seattle on beautiful Whidbey Island, Oak Harbor is truly a destination to be seen. When visiting Oak Harbor don't miss our old downtown, the original commercial center of Oak Harbor, where historic turn-of-the-century buildings, parks, a full service marina, and beaches are enhanced by panoramic views of the Cascade Range and the Olympic Mountains.

## Organizational Chart



## Department Functions

### **City Administrator**

- Administration of City
- Interdepartmental Relations
- Public Relations

### **Community Development**

- Development Services
- Community Planning
- Permit Services
- Building Services
- City Marina
- Senior Center

### **Finance Department**

- Financial Reporting
- Budgeting and Accounting
- Strategic Financial Planning
- Cash and Investment Management
- Utility Billing and Customer Service
- Payroll
- Accounts Payable
- City Clerk
- Information Technology

### **Fire Department**

- Emergency Preparedness
- EMS
- Suppression and Rescue
- Hazard Prevention
- Education

### **Human Resources**

- Staffing
- Employee Training
- Employee Relations
- Workplace Safety

### **Law Department**

- Civil Litigations
- Legal Advisory
- Negotiations
- Criminal Prosecution

### **Police Department**

- Support Services
- Patrol
- Investigation
- Juvenile Services
- Crime Prevention
- Neighborhood Traffic
- Detention and Corrections
- Animal Control

### **Public Works**

- Engineering
- Capital Improvements
- Transportation
- Streets
- Parks and Recreation
- Equipment Rental
- Equipment Replacement
- Facilities
- Water, Sewer, Solid Waste and Storm Drain Utilities



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# Introduction

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January, 2019



To the Members of the City Council, and Citizens of Oak Harbor,

I submit to you the Biennial Budget for the two-year period beginning January 1, 2019 and ending December 31, 2020. This budget incorporates a funding approach which places specific emphasis on supporting our essential priorities: to create safe and vibrant neighborhoods, to grow prosperity and opportunity for all, and to invest in our young people and advance a culture of excellence in government.

### **Budgeted Emphasis**

Oak Harbor's level of service in critical areas such as public safety, streets, and our utilities, remains strong. Today, our reserves are strong, and our 2019-2020 Biennial Budget reflects slight increases in the areas of fire and police protection, capital maintenance, and economic development. Using community values as a guide, we have crafted the 2019-2020 Biennial Budget to both meet the expectations of our community as well as keeping the City financially sustainable into the future.

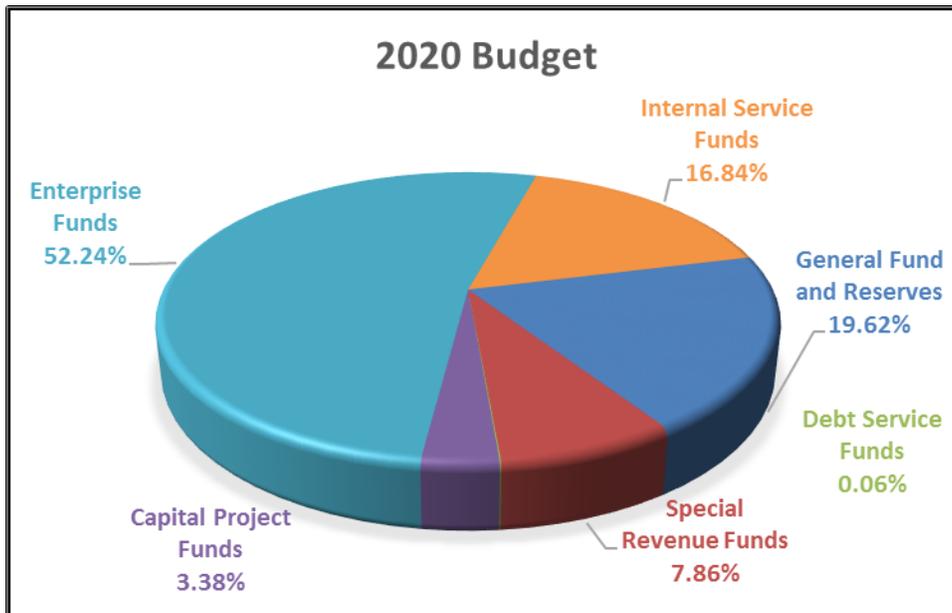
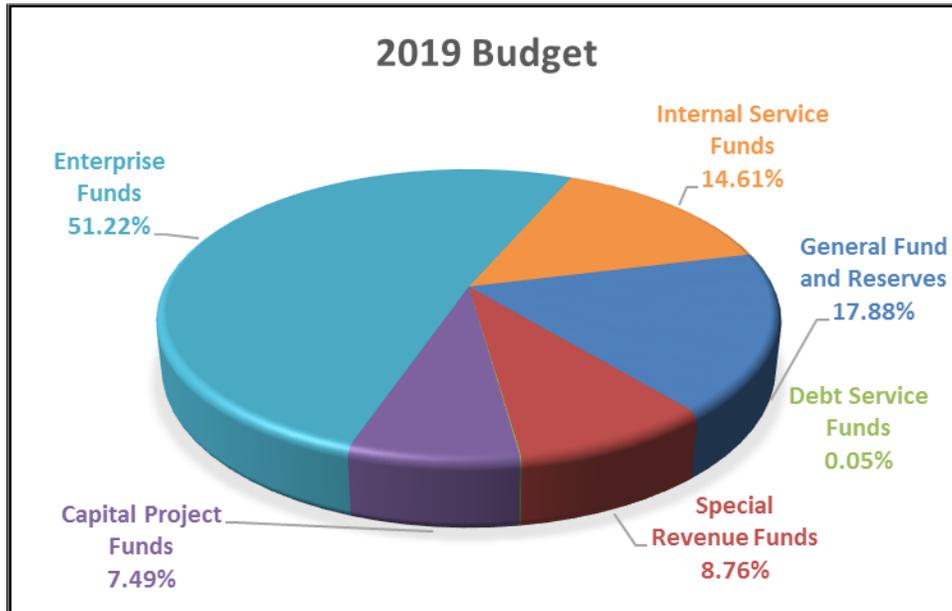
### **Where Does Your Money Go?**

All budgets must be balanced, so the first logical question is where does this money go? The largest item in the overall 2019-2020 Biennial budget by far is for Enterprise Funds, representing 51.22% of the overall budget in 2019, and 52.24% of the overall budget in 2020. The City's Enterprise Funds, those funds which are supported over 50% by user fees, consist of the City's Water, Sewer, Solid Waste, and Storm drain utilities, as well as the City Marina. The decrease in expenditure percentages from 2019 to 2020 in this Fund category reflects the wind-down in expenditures as the construction project nears completion.

The General Fund, which supports Fire, Police, Parks, and the supporting departments such as Legal, Finance, Human Resources, and other functions is the next largest category. Following up are expenditures in Internal Service Funds which include budgets for Vehicles and Equipment, Technology, and Facilities, Capital Project Funds which include payments for

infrastructure using Real Estate Excise Taxes (REET), and Special Revenue Funds which include budgets for Streets, Arterials, and Tourism Support (2%). A very small section of the graph is Debt Service Funds which reflect payments for General Obligation Debt secured by the General Fund.

The following graphs show the percentage breakdown of the 2019-2020 Biennial Budget by these Fund categories:



### **My Goals for You**

As Mayor, I will continue to work with the City Council and staff to set the path of community building and connection. To meet this end, I have set the following goals to guide our work in a positive manner:

- \* **Working Together!**
  - \* Building and maintaining relationships
  - \* Enhancing economic development opportunities
  - \* Building strategic partnerships to meet NASWI growth demands
- \* **Promoting and Preserving Sustainable Infrastructure**
  - \* Completing re-construction of Windjammer Park
- \* **Relating to Our Community**
  - \* Understanding Oak Harbor's wants and needs
- \* **Helping the City Council Work Effectively**
  - \* Strengthening policymaking capabilities

### **Conclusion**

Through the delivery of these goals, combined with our sound financial policies and enhanced economic development strategies, we respectfully give to you, our citizens, a sound return for the faith and trust you have placed in the City organization. Thank you for making this community a great place to live, work, and play!

Sincerely,



Robert "Bob" Severns  
Mayor  
City of Oak Harbor

### **Oak Harbor's Organizational Structure & Budget Responsibility**

The City of Oak Harbor has a Mayor-Council form of government. The Mayor is elected by the citizens for a four-year term and serves as the chief executive officer of the municipality. The Mayor is responsible for carrying out the policies, which are set by the Council, and supervises the other executive and administrative officers in the performance of their official duties. The Council has the authority to set the municipality's policies and the Mayor is responsible for carrying out these policies.

The City Council consists of seven elected members, each for four year, staggered terms. The Council is the legislative body of the City and is responsible for all legislative actions and policy-making for the City. The Council is empowered with the authority to enact ordinances and policies to protect the rights of the citizens of the community. The City Council meets twice per month to review, direct and legislate on matters of land use, finance and general governance. Council members also serve on committees, which include community members, to review specialized areas and make recommendations to the Mayor and Council.

The City Administrator is appointed by the Mayor, subject to confirmation by the City Council. The City Administrator is the chief administrative officer for the City, under the direction and authority of the Mayor, and is responsible for the management and administration of all City functions and personnel. The Office of the City Administrator is responsible for carrying out all City policies through the supervision and coordination of City departments, the preparation of the annual budget, the preparation of City Council agendas, and a variety of programming, organizing and negotiating activities. The City Administrator is responsible for managing the affairs of the City to maximize efficiency, economy and public confidence.

The Finance Department is responsible for coordinating all aspects of the budget process on behalf of the City Administration. To do this, the Finance Department issues budget instructions, conducts budget preparation training sessions, and communicates regularly with department staff. A primary responsibility of the Finance Director is to provide and analyze department budget information; financial data review the accuracy of financial data, and assist with fiscal elements of the planning process. The Finance Department is also responsible for the actual assembly of the budget document. Furthermore, throughout the year, the Finance Department assists department heads in identifying budget problems formulating solutions and alternatives, and implementing corrective action by the City Administration.

Department heads submit budget requests for the coming fiscal year and provide information that supports their requests for more resources. Each operating department prepares narrative explanations to accompany budget requests. They are necessary to explain exceptions and/or analyze estimated revenues and expenditures.

### **Budgeting Procedures**

Biennial budgets are legally permitted by RCW 35.34.010. In consideration of the lengthy and intense process associated with the adoption of a budget, the Washington State Legislature provided, in 1985, for biennial budgets for cities and towns. The process for adopting a biennial appropriated operating budget is the same as that for an annual budget. The schedule for submitting budget estimates, the proposed preliminary budget, budget hearings and budget adoption is also the same.

#### **The Preliminary Budget**

The budget process for the City of Oak Harbor is year-round activity. Formal budget preparation begins in August, with projection of City reserves, revenues, expenditures and financial capacity. Budget worksheets, manpower reports, instructions and other materials are provided to the departments at this time.

During September, staff in each department is responsible for developing an annual operating budget for their department that meets the general policy direction provided by City Administration. During this time, the Finance Department develops and updates revenue estimates for the coming year. During October the City Administrator meets with representatives from the Finance Department and other departments to discuss specific changes to department budgets. In late October or early November a balanced budget is prepared and submitted to the Mayor for review. A budget is in balance when revenues plus available resources are equal to or greater than planned expenditures plus reserves.

The preliminary budget is available for City Council and citizen review. The Council holds formal public hearings and conducts a series of workshops to examine the budget in detail while deliberating on the preliminary budget proposal.

#### **The Final Budget**

A public hearing is held the second Council meeting in December. Final budget adoption must occur before the December 31 deadline. The Council, by a majority plus one of members, approves the final budget following a public hearing and final discussions.

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## **Comprehensive Financial Management Policies**

### **Introduction**

Sound financial stewardship and the prudent use of public funds are two of the primary responsibilities given to the officials and managers of the City of Oak Harbor. Having been entrusted with this responsibility by our citizens, the establishment and maintenance of wise fiscal policy enables City officials to protect public interests and ensure public trust. The overall financial strategy of the City of Oak Harbor is to develop a sound financial resource base for the purpose of ensuring public safety, maintaining the physical infrastructure and surroundings of the City, and promoting the social well-being of the citizens of Oak Harbor.

This Comprehensive Financial Management Policy document incorporates past financial practices in defining the current policies to be used by the City to meet its obligations and operate in a financially prudent manner. These policies have been established to provide general fiscal guidelines and are intended to provide sound direction in the management of the City's financial affairs.

### **Purpose**

The Comprehensive Financial Management Policy assembles a summary of all of the City's financial policies in one document. These policies are a tool to ensure that the City maintains a high level of financial solvency in order to meet the City's immediate and long-term service objectives. The purpose of the individual policies contained herein is to serve as guidelines for both the strategic long-term-financial planning and internal financial management processes of the City.

The City of Oak Harbor is accountable to its citizens for the use of public funds. The City's resources must be wisely used to ensure adequate funding for the services, public facilities, and infrastructure necessary to meet the community's present and future needs. The importance of sound financial management makes it desirable for a City to establish goals and targets for its financial operations, so that policies will be consistent and complete, and performance can be monitored on an ongoing basis. Because a fiscally sound City government is in the best interests of the citizens of the City of Oak Harbor, this Comprehensive Financial Management Policy has been adopted as the guiding management principle to be applied in the management of the City's finances.

The City's policies are categorized in the following sections:

- General Financial Goals
- Operating Budget Policies
- Revenue Policies
- Expenditure Policies
- Reserve Policies
- Performance Measurement Policies
- Investment Policy
- Accounting, Financial Reporting and Auditing Policies

### **General Financial Goals**

- a) To provide a financial base sufficient to sustain municipal services to maintain the social well-being and physical conditions of the City.

- b) To be able to withstand local and regional economic trauma, to adjust to changes in the services delivery requirements, and to respond to other changes as they affect the community.
- c) To maintain an excellent credit rating in the financial community and assure taxpayers that Oak Harbor city government is maintained in sound fiscal condition.

### **Operating Budget Policies**

- a) The base operating budget is the City's comprehensive two-year financial plan which provide for the desired level of city services as defined by the City's priorities. A budget will be developed every two years using a "budgeting by priorities" process.
- b) The goals of the budgeting by priorities process are:
  - Align the budget with citizen priorities
  - Measure progress towards priorities
  - Get the best value for each tax dollar
  - Foster continuous learning in the City
  - Build regional cooperation
- c) "One-time" expenses require specific authority to be carried forward into subsequent budgets.
- d) Revenues and expenditures for the General Fund and all operating funds shall be projected for the ensuing biennium.
- e) Biennial operating budgets should provide for design, construction, maintenance and replacement of the City's capital, plant, and equipment consistent with the Capital Facilities Plan including the related cost for operating such new facilities.
- f) The City will maintain all its assets at a level such that it protects the City's capital investment and minimizes future maintenance and replacement costs.

### **Revenue Policies**

- a) Current revenues will be sufficient to support current expenditures.
- b) A well-diversified and stable revenue system will be maintained to shelter public services from short-run fluctuations in any particular revenue source. Because revenues, especially those of the General Fund, are sensitive to both local and regional economic activities and legislation, revenue estimates should be calculated using an objective, analytical process, and will be neither overly optimistic nor overly conservative. Revenue estimates will be as realistic as possible based on the best available information.
- c) Revenue forecasts will encompass all resources that can be utilized for public services. Should economic downturns develop which could result in revenue shortfalls or fewer available resources, the City will immediately compensate by making adjustments in anticipated expenditures.
- d) Revenues of a one-time, limited or indefinite term will be used for capital projects or one-time operating expenditures to ensure that no ongoing service program is lost when such revenues are reduced or discontinued.

- e) The City will project revenues for the next three years and will update this projection annually. The Finance Department will annually review and make available to the Finance Committee an analysis of each revenue source.
- f) The City will not utilize deficit financing or short-term borrowing as a revenue source to finance current operating needs without full financial analysis and prior approval of the City Council. Interfund loans are permissible to cover temporary gaps in cash flow, but only when supported by a well-documented repayment schedule of short duration.
- g) In order to assist decision makers in prioritizing support for various City program alternatives, and tier system consisting of three levels shall be utilized. Tier 1 programs will consist of programs critical to core business functions of the City. Tier 2 programs shall consist of programs not necessarily belonging to a core business function, but shall consist of those programs assigned a high priority in meeting specific City objectives. Tier 3 programs shall consist of those programs receiving consideration as funds are available and after all business core functions and high priority programs have been considered. As part of Council's mission statement objectives, and specific dollar amount or percentage of the annual operating budget shall be established as a not to exceed threshold for the aggregate cost of Tier programs.

Grant Revenues

- a) All potential grants shall be carefully examined for matching requirements. If local matching funds are not available, some grants may not be accepted. Grants may also be rejected if programs must be entirely funded with local resources after the grant program is completed.
- b) When considering grants for the purposes of capital construction or other projects of an acquisition nature, an analysis will be made of the City's ongoing ability to maintain, repair, or commit the facilities to a specific economic purpose. In all cases, an analysis will be performed regarding the City's ability to comply with any restrictions or long-term commitments included as a stipulation of receiving the grant award.

Enterprise Revenues

- a) To ensure that the enterprise funds remain self-supporting, user fees and rate structures will be incorporated to support the total direct and indirect costs of operations, capital facilities maintenance, debt service, depreciation, and pass-through rate increases from source of supply vendors.
- b) Revenues received for enterprise purposes will be restricted to the respective funds.

User Fee Revenues

- a) The City will establish all user fees and charges at a level related to the cost of providing the service. Every year, the City will regularly revise user fees with a review by the Mayor to adjust for the effects of inflation and increases in operating costs.
- b) As much as is reasonably possible, authorized City services that provide direct benefit to a specific group, organization, or citizen should be supported by fees and

charges to recover the costs of providing such benefit. The goal of this is to provide maximum flexibility in the use of general City taxes to meet the cost of services of broader public benefit. Charges for services that benefit specific users should recover full costs, including all direct costs, capital costs, department overhead, indirect cost allocation, and City-wide overhead. Departments that impose fees or service charges should prepare and periodically update cost-of-service studies for such services.

### **Expenditure Policies**

- a) A high level of priority will given to expenditures that will reduce future operating costs, such as increased utilization of technology, equipment, personnel, and prudent business methods.
- b) The City of Oak Harbor strives to ensure its service programs are of high quality. If expenditure reductions are necessary, complete elimination of a specific service is preferable to lowering the quality of programs provided.
- c) All City personnel share in the responsibility of looking at and understanding the City's long-term financial viability, its general spending trends, its projected incomes, and educating themselves, division heads, and employees on the necessary short and long-term balance between revenues and expenditures. Department heads are responsible for ensuring departmental expenditures under their control are in accordance with City Council's authorized expenditure authorization.
- d) Before the City undertakes any agreements that would create fixed ongoing expenses, the cost implications of such agreements will be fully determined for current and future years through the use of strategic financial planning models.
- e) Organizations that are not part of the City, but which receive funding from the City, shall not have their appropriation carried forward from year to year unless expressly authorized and directed by City Council. Performance measures will be established for each program receiving to ensure support is in conformance with City objectives. Annual review to include a report from the program sponsor and reauthorization of funding is required.
- f) All externally mandated services provided by one fund for another, for an outside source, or for which full or partial funding is available will be fully costed out to allow for reimbursement of expenses. The estimated direct costs of providing the service will be budgeted and actual costs charged to the fund performing the service. Interfund service fees charged to recover these direct costs will be recognized as revenue to the providing fund.
- g) The City will maintain expenditure categories according to state statute and administrative regulation.

### **Personnel**

- a) Emphasis is placed on improving individual and workgroup productivity rather than adding to the work force. The City will hire additional personnel only after the need for a new employee is substantiated and documented.
- b) All compensation negotiations will focus on total compensation including direct salary, health care premiums, pension contributions, and other benefits of a non-

salary nature. Cost analysis of salary increases will include the effect of such increases on the employer-share of related fringe benefits.

Maintenance and Replacement

The budget process will include a multi-year projection of vehicle replacement requirements. The budget will provide sufficient funding for adequate maintenance and orderly replacement of capital plant, equipment, and vehicles. Future maintenance needs for all new capital facilities will be costed out and included as decision criteria.

Short-term Debt Policies

- a) Short-term debt covers a period of one year or less.
- b) The City may use short-term debt to cover temporary cash flow shortages that may be caused by a delay in receipting tax revenues or issuing long-term debt.
- c) The City may issue interfund loans rather than outside debt instruments to meet short-term cash flow needs. Interfund loans will be permitted only if an analysis of the affected fund indicates excess funds are available and the use of these funds will not impact the fund's current operations. All short-term borrowing will be subject to Council approval by ordinance or resolution, and will bear interest based upon prevailing rates.

Long-term Debt Policies

- a) The City will confine long-term borrowing to capital improvements that cannot be financed from current revenues.
- b) Acceptable uses of bond proceeds can be viewed as items that can be capitalized and depreciated. Refunding bond issues designed to restructure currently outstanding debt is also an acceptable use of bond proceeds.
- c) Where possible, the City will use special assessment revenue, or other self-supporting bonds instead of general obligation bonds.
- d) The City will not use long-term debt for current operations.
- e) The City will maintain good communications with bond rating agencies about its financial condition. The City will follow a policy of full disclosure on every financial report and bond prospectus.
- f) General Obligation Bond Policy
  - 1) Every project proposed for financing through general obligation debt should be accompanied by a full analysis of the future operating and maintenance costs associated with the project.
  - 2) Bonds cannot be issued for a longer maturity schedule than a conservative estimate of the useful life of the asset to be financed.
- g) Limited Tax General Obligation Bond Policies
  - 1) As a precondition to the issuance of limited tax general obligation bonds, all alternative methods of financing should have been exhausted.

2) Limited tax general obligation bonds should only be issued under certain conditions:

- A project in progress requires monies not available from alternative sources;
- Matching fund monies are available which may be lost if not applied for in a timely manner; or
- Catastrophic conditions.

### **Reserve Policies**

#### General Fund Stabilization Reserve

The General Fund shall maintain a Stabilization Reserve in the amount of 10% of General Fund revenues, excluding any significant one-time revenue.

#### Operating Fund Balance Policy

One of the most significant policies envisioned for the City's budget is to begin each year with a targeted fund balance. The long-term goal is to obtain a rolling beginning fund balance in each operating fund equal to 16.67% percent of the fund's operating budget, excluding building permit revenue and any significant one-time revenues.

#### Equipment Replacement Reserve Fund

The Equipment Replacement Reserve Fund is to be utilized as a sinking fund to set aside the necessary resources to finance the purchase or replacement of vehicles, equipment, and technology for the operational needs of the City. For each listed piece of equipment, a schedule will be made outlining the project future cost of replacement, a listing of the current contributions made towards replacement, and the estimated service charges for maintenance. Funds or departments that participate will be part of regularly scheduled allocations made by the Finance Director to ensure that adequate funds are reserved for replacement. Should a department require equipment that has not previously been scheduled; the initial acquisition of the equipment will be budgeted for and purchased from the department's own budgetary schedule. The equipment will then be moved and maintained in the equipment replacement fund. Under no circumstances will funds be withdrawn from the reserve for other operating purposes.

#### Rainy Day Reserve Fund

The Rainy Day Reserve's primary purposes are to protect the City's essential service programs during periods of economic downturn that may temporarily reduce actual resources or cut the growth rate of City resources below that necessary to maintain pre-existing service levels. Disbursement of funds will only be made upon approval of Council.

#### LEOFF I Post-retirement Benefit Fund

The LEOFF I Post-retirement Benefit Fund is to provide actuarial-sound fund balances to match the post-retirement liabilities accrued for covered fire and police personnel. An actuarial study is commissioned every five years to assess the status of the pension plan and to set new reserve targets as required. The pension plan is expected to service retirees until approximately the year 2040.

Cumulative Reserve 1st Quarter Percent REET Fund

The City created the Cumulative Reserve 1st Quarter Percent REET Fund to finance the repair, maintenance, and acquisition of park, library, recreational, cultural, and civic improvements; and land. The proceeds from the 1st Quarter Percent REET are authorized by RCW 82.46.010.

Cumulative Reserve 2nd Quarter Percent REET Fund

The City created the Cumulative Reserve 2nd Quarter Percent REET Fund to finance a package of improvements that will be funded from a second 1/4 percent real estate excise tax. This tax was specifically enacted as a part of the state's growth management statutes, which call for the provision of resources for capital facilities that relate directly to growth. The long-term goal of this fund is to accumulate sufficient cash for capital needs deemed appropriate within the scope of the Growth Management Act.

Cumulative Reserve Enterprise Funds

A cumulative reserve shall be established by the Water, Wastewater, Solid Waste, Storm Drain, and Marina Funds to replace utility capital, plant and equipment. This reserve will be adjusted biennially by the current year's depreciation expense less bond reserves, principal paid on outstanding debt, and purchases of replacement capital. The long-term goal of this fund is to accumulate sufficient cash for capital needs deemed appropriate within the scope operations and the Growth Management Act.

Bond reserves shall be created and maintained by the Water, Wastewater, Solid Waste, and Stormwater Utilities and the Marina in accordance with the provisions set forth in the bond covenants.

Paths and Trails Fund

The purpose of this reserve fund is to establish and maintain paths and trails for bicyclists, equestrians and pedestrians. The basis for revenue is a one-half of one percent of Motor Vehicle Fuel Taxes received by the Street Fund. Funds must be expended for the purpose required within ten years of receipt.

***Performance Measurement Policies***

As the demands for new services and improvements to existing programs have strained the City's capacity to provide these in an era of fiscal restraint, new techniques for stretching resources have been developed and tested by municipalities throughout the country.

To this end, it is the policy of the City of Oak Harbor to develop a comprehensive productivity/work measurement program throughout City government to improve the efficiency and effectiveness of service delivery. The primary objectives of this City initiative should be:

- a) Developing accurate and fair measures of quality and effectiveness of service delivery in each City department and agency.
- b) Training City managers and employees to conduct performance measurement studies, to help design and implement an overall performance evaluation program, and to utilize this program on an ongoing basis.

- c) Integrating the work standards and measures produced by the performance evaluation effort into the City's existing budgetary and accounting systems.
- d) Saving City dollars and resources in providing existing and new municipal services.

In implementing each of the phases of this performance measurement program, the City will seek to maximize the reporting and analysis of data that demonstrates progress and area for further refinement. The City believes the development of accurate and realistic productivity measures, and the integration of these measures into its budgetary and accounting systems, will enable future City Councils, City Administrations, and management personnel to make resource allocation decisions which reflect the financial requirements of all activities as well as hard information on the quality and quantity of services being delivered.

### ***Investment Policy***

The Finance Director will biennially submit any recommended amendments to the City's investment policy to the City Council for review.

### ***Special Revenue Policies***

- a) The City will establish and maintain Special Revenue Funds in accordance with Generally Accepted Accounting Principles which will be used to account for the proceeds of specific revenue sources to finance specified activities which are required by statute, ordinance, resolution, or executive order.
- b) The City will comply with GASB Statement 54 which defines the appropriate use of Special Revenue Funds for reporting purposes. The City Council may determine to separate the General Fund into supporting "sub-funds" for budgeting and management purposes. These "sub-funds" will be combined for financial reporting purposes to comply with GASB Statement 54.
- c) Special Revenue Funds having biennial operating budgets will be reviewed by the City during the budget process.

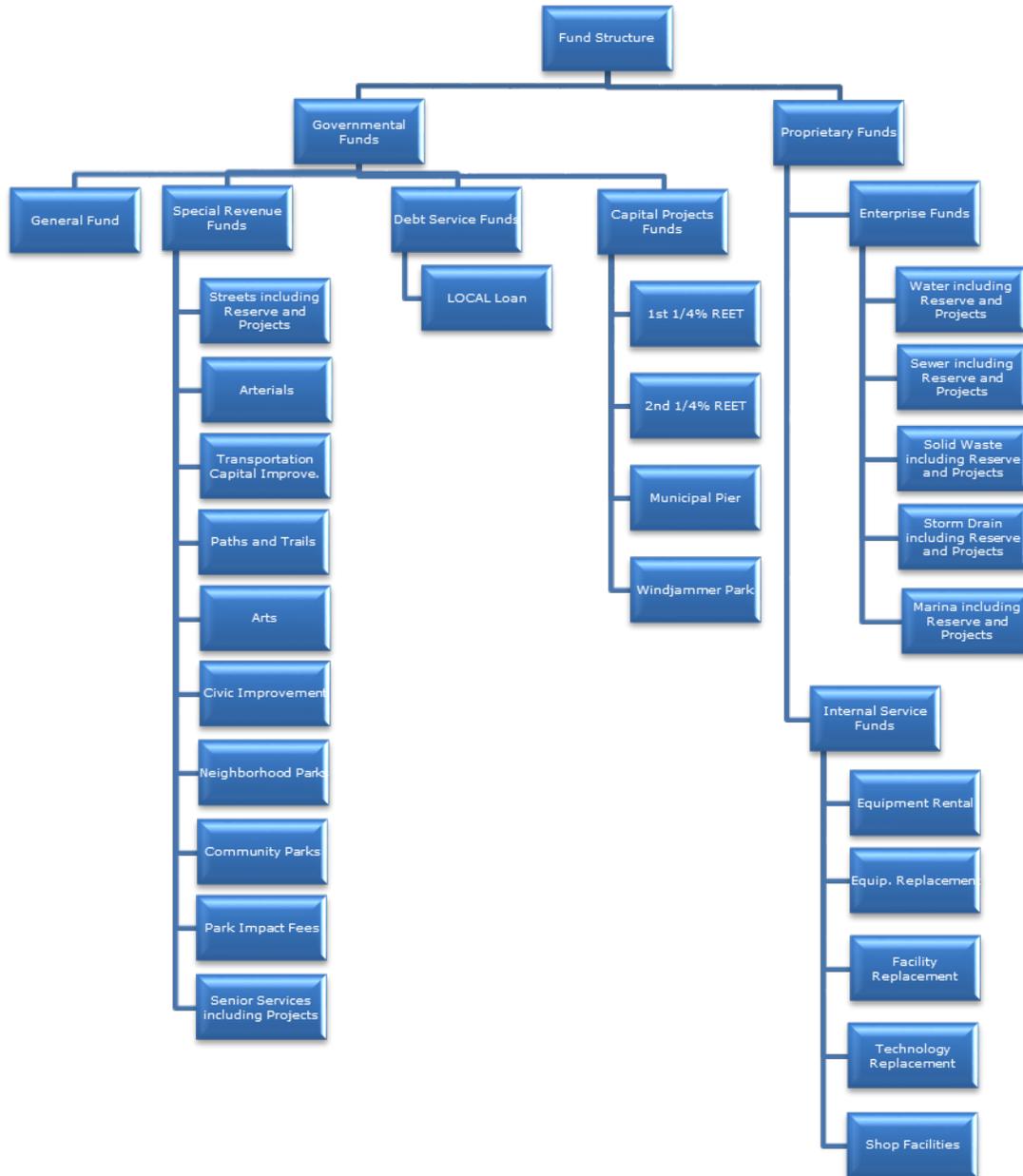
### ***Accounting, Auditing, and Financial Reporting Policies***

- a) The City will establish and maintain a high standard of internal controls and accounting practices. The City budgets and accounts for revenues and expenditures on a modified accrual basis in its day to day operations.
- b) The accounting system will maintain records on a basis consistent with accepted standards for local government accounting and the State of Washington Budgeting, Accounting, and Reporting Systems.
- c) Regular monthly and annual financial reports will present a summary of financial activity by major types of funds.
- d) The annual financial report shall conform to Generally Accepted Accounting Principles and be in the form of a Comprehensive Annual Financial Report as described by the GFOA.
- e) A fixed asset system will be maintained to identify all City assets, their location, condition, and disposition.

- f) The City will ensure that City records are audited annually and which will result in the issuance of a financial opinion. The results of such audit are to be available to the public via the City's website.

### Fund Descriptions

The financial operations of the City are organized into funds and account groups, each of which is a separate fiscal and accounting entity. All revenues received or expenditures made by the City are accounted for through one of the funds or account groups listed below.



## **Governmental Funds**

Most City functions are financed through what are called governmental funds. There are five types of governmental funds:

1. General Fund
2. Special Revenue Fund
3. Debt Service Fund
4. Capital Projects Fund
5. Expendable Trust Fund

### ***General Fund***

The General Fund is the major operating fund of the City government and it accounts for the vast majority of City operations. The General Fund pays for police and fire services, parks and recreation, development services, building inspection, general city administration, legal, and finance among other city functions.

Major revenues are local sales taxes, property taxes, state shared revenue, fines and forfeitures, license and permit fees, charges for services, interest, and other fees.

The General Fund is considered unrestricted, and can be used for any governmental purpose. All other City funds are used to account for revenues that are restricted under either federal, state, or local law, including generally accepted accounting principles.

### ***Special Revenue Funds***

Special Revenue funds are used to account for those types of revenues that are legally restricted to be spent for a specific purpose (except for expendable trusts or major capital projects). These revenues must be accounted for separately from the General Fund for a variety of reasons. Special revenue funds pay for street and arterial improvements funded through motor vehicle fuel tax, path and trail improvements funded through motor vehicle fuel tax, civic improvements paid for with the 2% hotel lodging tax, neighborhood and community park improvements paid for with impact fees, and the Senior Center which is funded through restricted contributions from both the City General Fund and Island County, and through program revenues.

### ***Debt Service Funds***

The following are the types of debt generally issued by the City for general government purposes:

Unlimited Tax General Obligation Bonds represent debt that was approved by voters for a specific purpose. In this case, citizens have agreed to levy property taxes to repay the debt, generally over specified period of time.

Legal Debt Limits Legal Debt Limits established in state statute are as follows: Councilmanic Bonds (non-voted) 1.5% of assessed property valuation; Unlimited Tax General Obligation Bonds (voted), Utility Purposes with a 3/5 public vote, and Open Spaces and Parks Facilities with a 3/5 public vote are all 2.5% assessed property valuation. The 2018 assessed property valuation is \$1,847,696,946. The Councilmanic Legal limit is \$27,715,454. The Unlimited Tax G.O. Bond, Utility and Parks legal limit are all \$46,192,424.

Limited Tax General Obligation Bonds (also called "Councilmanic Bonds") can be issued with approval of the City Council. The debt is repaid from general revenues of the City.

Local Improvement District (LID) Bonds represent debt that is repaid by the property owners who benefited from the capital improvement through annual assessments paid to the City. LIDs are formed by the City Council after a majority of property owners agree to the assessment.

### **Capital Projects Funds**

The Capital Projects funds are used to account for the monies used for the acquisition or construction of major capital facilities (such as buildings or roads).

The City's Capital Projects funds are funded by grants, private sources, and transfers from other City funds or from the receipt of bond proceeds resulting from the City's issuance of bonds for a specific project.

### **Expendable Trust Funds**

These funds are used to account for monies received by the City in a trustee capacity, where both the principal and earnings of the fund may be expended. The City currently does not utilize any Expendable Trust Funds

## **Governmental Funds and The City's Financial Structure**

The City's financial structure is consistent with Washington State's Budget, Accounting, and Reporting System (BARS), as required for all Washington local governments. The financial statement is prepared in accordance with generally accepted accounting principles (GAAP) as applied to governmental units.

Expenditure budgets are prepared at the "line item" or object-of-expense level. (An example is wages, uniforms and clothing, office supplies, professional services, etc.) Summary totals are provided for object groups (such as wages, benefits, supplies, and capital outlay). Further subtotals are provided for organizational units within departments (divisions), which are an approximation of costs by function. Finally, department and fund totals provide a broader viewpoint of the budget. The financial overview page contained within each operating department section provides summary level financial data with comparative years.

Governmental funds use the modified-accrual basis of accounting. Under this basis, revenues are recognized when received in cash and earned. Expenditures are accounted for on the accrual basis with the exception of employee leave benefits and long-term debt, which are recognized when due.

### **Proprietary Funds**

Proprietary operations of the City, enterprise and internal service functions, are accounted for using the accrual basis of accounting in a manner comparable to private industry. Proprietary funds are used to account for the City's activities that are similar to those found in the private sector. These activities are not financed by taxes, but rather by fees charged to the users of the service. The accounting principles used for proprietary funds are the same as those applicable to similar businesses in the private sector.

## Enterprise Funds

These funds accounts for the activities of providing utility services to citizens within the City's certificated area of service. The City recognizes that enterprise activities are most advantageous to the City when supported fully by fees. As more customers are connected to the system, user charges are expected to cover the full cost of providing these services to the system customers.

## Internal Service Funds

Internal Service funds are used to account for the financing of goods or services provided by one department to another, or to other governments, on a cost-reimbursement basis. By reporting such goods and services in this manner, the City is able to:

- Account for the total cost of the activity,
- Accumulate resources for replacing fixed assets, and
- Isolate interfund services so that governmental fund types do not report related revenues and expenditures twice within the same fund type (once by the department furnishing the goods or services, and once by the department receiving the goods or services).

Though not required by law, annual budgets for internal service funds are prepared for internal management purposes. Revenue for such funds is derived from the charges assessed to each user department.

### **Budget Organization – Fund Numbering System**

The funds of the city are organized following the guidance provided in the Budgeting Accounting Reporting System (BARS) maintained by the Washington State Auditor's Office. The fund numbers correspond to the use of the fund's revenues. The numbering system is as follows:

#### **General Fund**

#### **001 Series**

This fund is the general operating fund of the City. It accounts for all financial resources and transactions except those required to be accounted for in another fund. The activities of fire and police service, legal, finance, planning, parks and recreation, administration, and other general activities are included.

The ***Current Expense Fund #001*** receives property taxes, sales taxes, and other revenues to cover the cost of general city operations.

The ***Current Expense Reserve Fund #002*** is the holding fund for stabilization and reserve funds. Currently the stabilization transfer and fire department reserve funding are the major revenue source.

The ***Flexible Spending Account Fund #003*** is used to account for the activities of the employee unreimbursed medical plan.

The ***Seizure Fund #005*** holds funds from drug seizures.

The ***Marathon Fund #006*** is used to account for the activities of the City's marathon.

The **General Fund Capital Projects Fund #007** is used to record capital projects related to the general fund departments.

**Special Revenue Funds****100 Series**

Special Revenue funds account for revenues derived from specific taxes, grants, or other sources, which are designated to finance particular activities of the City. The City's Special Revenue Funds include the following fund accounting entities:

The **Street Fund #101** receives State-shared unrestricted gasoline tax revenues and Capron funds. Capron funds are State-shared revenues comprised of gasoline taxes and motor vehicle license fees. Island and San Juan Counties and municipalities within these counties are the only recipients of Capron funds. Revenues are used for maintenance of the City streets.

The **Street Capital Projects Fund #102** is used to record capital projects related to streets.

The **Arterial Street Fund #104** receives State-shared restricted gasoline tax revenues and State grants for capital improvements to the City's arterial system.

The **Transportation Capital Improvement Fund #105** collects revenue from development activity and grants to be used for expenditures on improvements to public streets and roads.

The **Paths and Trails Fund #106** collects revenues equal to ½ of 1% of the motor vehicle fuel tax. These revenues are for the dedicated use of constructing and maintaining the city's pedestrian and bicycle paths and trails.

The **Cumulative Reserve Street Fund #110** reserves matching funds for grant requirements and as a contingency reserve for unanticipated expenditures. There are no balances or activity in this fund

The **Arts Acquisition and Maintenance Fund #115** collects ¼% of the 6¼% utility tax to foster the creative arts in the City.

The **Civic Improvement Fund #116** receives hotel/motel tax revenues for expenditure on promotion of tourism. The City receives both the basic 2% and the additional 2% lodging taxes.

The **Neighborhood Parks Fund #125** receives revenue from developers for constructing and maintaining new and established neighborhood parks.

The **Community Parks Fund #126** receives revenue from developers for constructing and maintaining new and established larger scale community parks.

The **Parks Impact Fee Fund #127** receives revenue from developers for constructing and maintaining new and established parks. This fund is the result of combining Neighborhood and Community Park funds.

The **Senior Services Fund #129** receives participant fees, grant revenues, and contributions from The City's General Fund and Island County for expenditures associated with providing services and activities for the senior citizens in Oak Harbor and Island County.

The **Senior Center Capital Projects Fund #130** is used to record capital projects related to the Senior Center.

**Debt Service Funds****200 Series**

Debt Service funds account for the accumulation of resources and the payment of general long-term debt principal and interest from governmental resources and special assessment bond principal and interest from special assessment levies when the government is obligated in some manner for the payment.

**Fire and Public Safety Bond Fund #201** accounts for the advance refunding of the callable portion of the City's 1987 General Obligation Bond and advance refunding of the City's 1991 General Obligation Bond (totaling \$2,680,000). These bonds were retired in the year 2010, therefore there are no balances or activity in this fund.

**LOCAL Loan Fund #230** accounts for the debt service on the lighting upgrade project.

**Capital Projects Funds****300 Series**

Capital Projects funds account for financial resources, which are, designated for the acquisition and construction of general government capital improvements (other than those financed by proprietary funds).

The **Cumulative Reserve – Municipal Fund #311** receives the first ¼ of 1% of the Real Estate Excise Taxes. These revenues are to be used for municipal capital improvement projects necessary to implement Growth Management Act-related improvements.

The **Cumulative Reserve – Capital Fund #312** receives the second ¼ of 1% of the Real Estate Excise Taxes. These revenues are to be used for general capital improvement projects identified in the City's Capital Facilities Plan.

The **Municipal Pier Fund #320** was established to record the expenditures for the construction of the Municipal Pier project.

The **Windjammer Park Project Fund #325** receives funding from various grant, lodging tax, and subsidy sources to be used in the redevelopment of Windjammer Park project.

The **Scenic Heights LID Fund #361** accounts for the financial activity related to the Scenic Heights LID project. There are no balances or activity in this fund.

The **Sewer Construction Fund #362** accounts for the financial activity related to upgrades to the City's sewer system. There are no balances or activity in this fund.

The **Bayshore LID Fund #363** accounts for the financial activity related to the Bayshore LID project. There are no balances or activity in this fund.

**Enterprise Funds****400 Series**

Enterprise funds account for operations (a) that are normally financed and operated in a manner similar to private business enterprises - where the intent of the governing body is

that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes. Enterprise funds include:

The **Water Fund #401** accounts for the operations of the City-owned water utility. The water department maintains three storage tanks, approximately 103 miles of water mains, three booster pumps and associated facilities. The distribution system serves the City of Oak Harbor and supplies water to the U.S. Naval Air Station at Whidbey Island.

The **Wastewater Fund #402** accounts for the operations of the City-owned sanitary sewer utility. The City's sewer treatment plant and sewer treatment lagoons provide secondary treatment. The sewer department maintains approximately 70 miles of sanitary sewer mains, 11 remote lift stations and associated appurtenances. The collection and treatment system serves the City of Oak Harbor and a portion of the U.S. Naval Air Station at Whidbey Island.

The **Solid Waste Fund #403** accounts for the operations of the City-owned solid waste utility. The solid waste utility provides full service solid waste, recycling and yard waste. This utility serves the City of Oak Harbor.

The **Storm Drain Fund #404** accounts for the operations of the City-owned Storm Drain utility. The storm drain utility consists of 10 City-owned detention facilities and control structures and maintains approximately 49 miles of storm drain pipe, roadside ditches and bio-swales. This utility serves the City of Oak Harbor.

The **Marina Fund #410** accounts for the operations of the City-owned Marina. This full-service marina has moorage berths, dry storage sheds and dry landing storage. Other services provided are: temporary moorage, electricity, fuel, and launcher.

The **Water Cumulative Reserve Fund #411** is the Water Fund's reserve account and will collect monies to be used for future capital improvements.

The **Wastewater Cumulative Reserve Fund #412** is the Wastewater Fund's reserve account and collects monies to be used for future capital improvements.

The **Storm Drainage Cumulative Reserve Fund #414** is the Storm Drainage Fund's reserve account and collects monies to be used for future capital improvements.

The **Marina Fund Cumulative Reserve #420** is the Marina Fund's reserve account and will collect monies to be used for future capital improvements.

The **WWTP Project Fund #422** accounts for the revenues and expenditures related to the construction of the new Wastewater Treatment Plant.

The **Water Capital Projects Fund #431** is used to record capital projects related to water.

The **Sewer Capital Projects Fund #432** is used to record capital projects related to sewer.

The **Solid Waste Capital Projects Fund #433** is used to record capital projects related to solid waste.

The **Storm Drain Capital Projects Fund #434** is used to record capital projects related to storm drain.

The **Marina Capital Projects Fund #440** is used to record capital projects related to the Marina.

### Internal Service Funds

### 500 Series

Internal Service funds account for operations that provide goods and services to other departments or funds within the City or to other governmental units on a cost-reimbursement basis.

The **Equipment Rental Fund #501** accounts for the motor-pool operations of the City. Maintenance, operation, and depreciation costs are charged to each user department on a monthly basis. Equipment Rental finances replacement of all vehicles and heavy equipment. Cash reserves or "sinking funds" are established to fully fund vehicle and major equipment needs at the time of purchase.

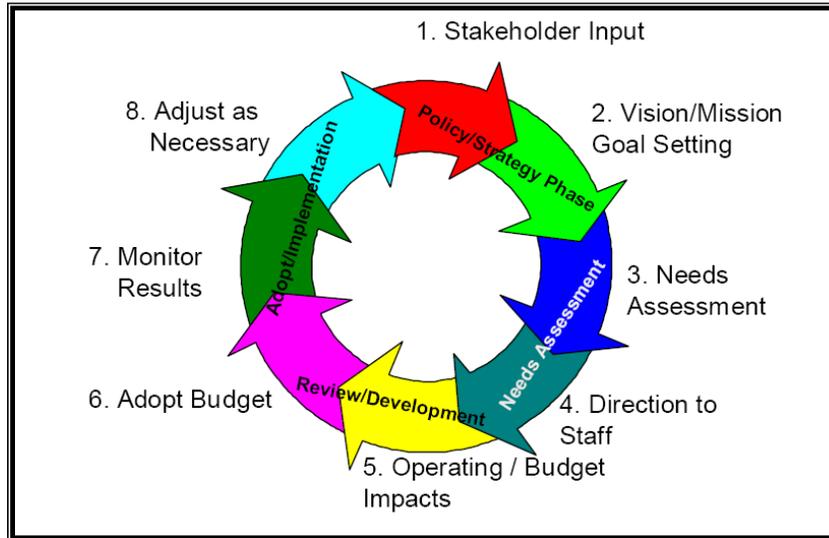
The **Equipment Replacement Fund #502** accumulates funds for future purchases of larger pieces of equipment and all vehicles for the City.

The **Facility Replacement Fund #504** accumulates funds for future repairs to facilities.

The **Technology Replacement Fund #505** accumulates funds for future purchases technology and software for the City.

The **Shop Facility Fund #510** serves two purposes. First, it accounts for the cost of operating the Public Works Facility Campus and supervision of the various Public Works divisions. Each division that is housed at the facility is charged space rent, with the annual proceeds used to pay maintenance and overhead. Secondly it charges out for the Special Labor Pool to the other funds that use these employees.

**Budget Process Calendar**



**Process**

**Date**

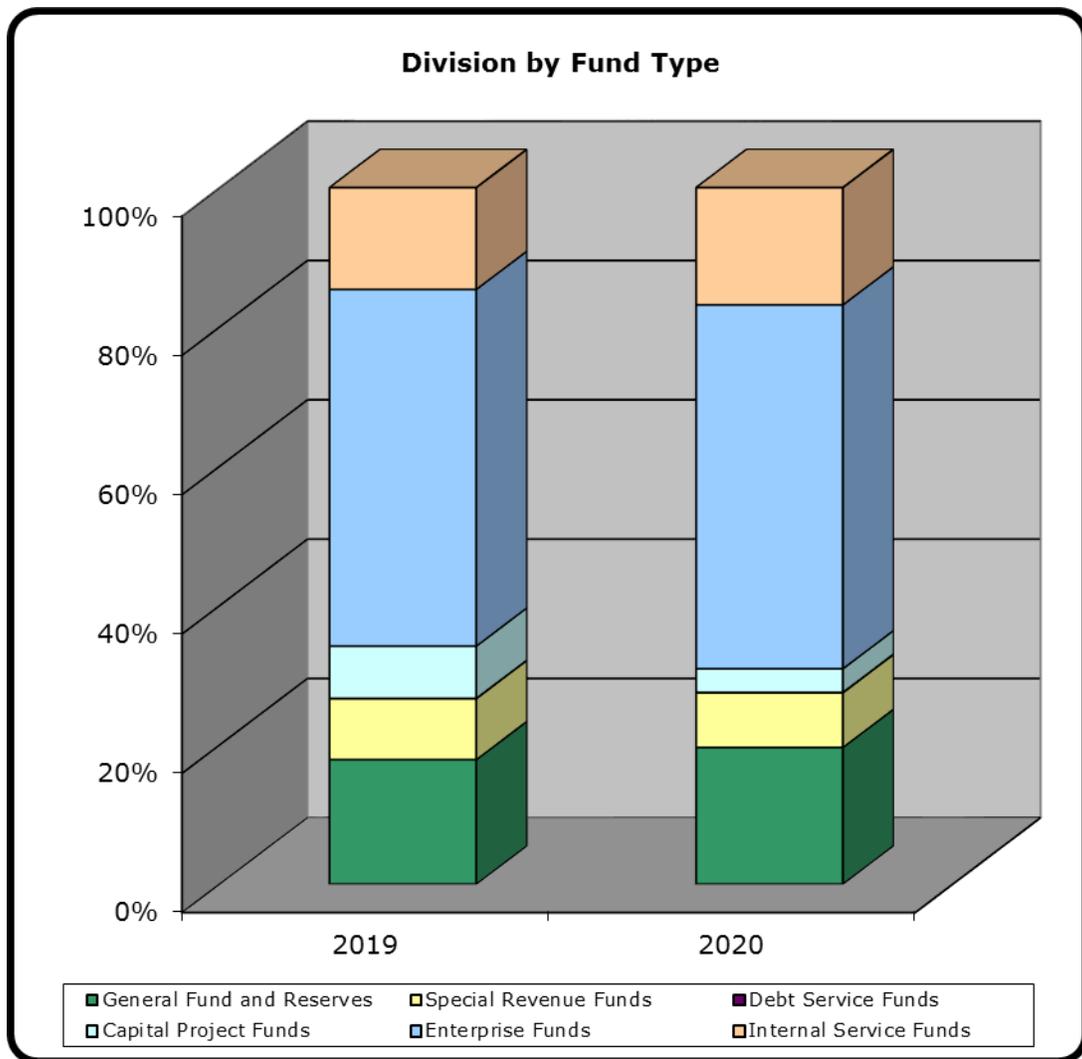
Stakeholder Input Process	March
Council Retreat	Early April
Early Budget Hearing	Early June
Deadline for City Council Suggestions & Proposals	June 30
Mid-Year Financial Review	Mid-July
Proposed Preliminary Budget	Late September
Proposed Biennial Budget and Planning Calendar	2 <sup>nd</sup> Week September
Budget Workshops on Departmental Proposals	October
Budget Estimates – Revenue & Expenditure	1 <sup>st</sup> October Meeting
Budget hearing - Motion to Adopt the Preliminary Budget	1 <sup>st</sup> November Meeting
Council Work Session – Review of Budget	November
Public Hearing – Final Budget (as defined by RCW 35A.33.070)	Final November Meeting
Mid-Biennium Review Commences Process	Sept. 1, through Aug 31
for Mid-Biennium Review - review with City Council	

**Overall Budget Summary****Operating Budget by Fund**

Fund		Actuals 2017	Amended 2018	Adopted 2019	Adopted 2020
001	GENERAL FUND	\$14,457,317	\$15,528,412	\$16,696,411	\$16,047,829
002	GENERAL FUND RESERVES	285,588	3,656,912	3,089,623	3,089,623
003	CURRENT EXP - FSA	24,700	15,000	15,000	15,000
005	CURRENT EXP - SEIZURE	644	5,000	16,308	16,308
006	WHIDBEY ISLAND MARATHON	120,695	151,397	102,863	109,807
007	GENERAL FUND CAPITAL PROJECTS	-	-	1,391,503	337,500
101	STREETS FUND	1,089,960	2,947,365	3,554,059	2,760,079
102	STREETS / ARTERIALS CAPITAL PROJECTS	-	-	2,009,917	746,518
104	ARTERIALS FUND	136,022	1,974,609	1,411,163	1,445,570
105	TRANSPORTATION CAP IMPROVE FUND	35,190	1,306,128	1,462,970	935,971
106	PATHS & TRAILS FUND 1/2 OF 1% MVFT	-	12,956	15,951	18,740
115	ART ACQUISITION & MAINTENANCE FUND	45,269	147,616	200,143	208,773
116	CIVIC IMPROVEMENT (2%)	268,660	928,606	1,011,817	994,037
125	PARK IMPROV NEIGHBORHOOD (PRE 10/1	-	98,747	98,184	22,000
126	PARK IMPROV COMMUNITY (PRE 10/12/1	-	265,155	-	-
127	PARK IMPACT FEES FUND	-	238,953	232,530	304,230
129	SENIOR CENTER FUND	335,320	388,248	439,266	420,919
230	LOCAL LOAN FUND	59,890	59,890	59,890	59,890
311	CUM RESERVE (M) 1ST 1/4% REET	87,500	2,261,131	1,683,179	894,860
312	CUM RESERVE MCI 2ND 1/4% REET	87,500	1,793,264	2,262,620	2,091,657
320	CONSTRUCTION - DOCK PROJECT	-	201,527	184,953	40,688
325	WINDJAMMER PARK PROJECT	979,640	11,241,631	4,798,139	351,097
401	WATER FUND	6,499,739	12,868,939	13,599,145	12,821,985
402	WASTEWATER FUND	2,983,240	19,186,358	20,196,109	16,791,416
403	SOLID WASTE FUND	3,859,354	5,772,540	5,841,716	5,915,734
404	STORM DRAIN FUND	1,409,452	3,834,700	4,139,908	3,624,846
410	MARINA FUND	1,503,082	2,313,053	2,781,345	2,792,902
411	WATER CUMULATIVE RESERVE FUND	689,577	2,741,195	3,067,081	3,242,496
412	WASTEWATER CUMULATIVE RESERVE FUN	1,147	5,675,168	842,581	952,931
413	SOLID WASTE CUMULATIVE RESERVE FUN	-	118,316	118,844	119,199
414	STORM DRAIN CUMULATIVE RESERVE FUN	-	421,696	423,681	424,994
420	MARINA CUMULATIVE RESERVE FUND	-	8,577	8,615	8,666
422	WWTP PROJECT	58,590,624	54,484,256	5,732,636	-
431	WATER CAPITAL PROJECTS	-	-	2,604,200	691,000
432	SEWER CAPITAL PROJECTS	-	-	1,105,000	585,000
434	STORM DRAIN CAPITAL PROJECTS	-	-	475,000	850,000
440	MARINA CAPITAL PROJECTS	-	-	114,000	3,407,000
501	EQUIPMENT RENTAL	889,153	1,234,625	1,083,486	1,028,607
502	EQUIPMENT REPLACEMENT FUND	671,347	11,885,622	11,400,354	10,836,801
504	FACILITY REPLACEMENT	-	-	811,381	832,038
505	TECHNOLOGY REPLACEMENT	-	-	1,335,418	1,354,510
510	SHOP FACILITY FUND	2,675,920	3,043,508	2,781,936	2,780,930
<b>Total</b>		<b>\$97,786,529</b>	<b>\$166,811,100</b>	<b>\$119,198,925</b>	<b>\$99,972,151</b>

**Operating Budget by Fund Type**

Fund Type	Actuals 2017	Amended 2018	Adopted 2019	Adopted 2020
General Fund and Reserves	\$14,888,944	\$19,356,721	\$21,311,708	\$19,616,067
Special Revenue Funds	1,910,421	8,308,383	10,436,000	7,856,837
Debt Service Funds	59,890	59,890	59,890	59,890
Capital Project Funds	1,154,640	15,497,553	8,928,891	3,378,302
Enterprise Funds	75,536,215	107,424,798	61,049,861	52,228,169
Internal Service Funds	4,236,421	16,163,755	17,412,575	16,832,886
<b>Total</b>	<b>\$97,786,529</b>	<b>\$166,811,100</b>	<b>\$119,198,925</b>	<b>\$99,972,151</b>





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# General Fund

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**General Fund Revenues**

**Major Revenue Sources**

***Property Taxes***

Property taxes are levied on the assessed valuation of real and personal property within the city limits. State law limits the amount of property tax the city may levy to no more than \$3.60 per \$1,000 of assessed valuation. In addition, there are limitations on the amount of property tax increases from one year to another.

***Sales Tax***

Sales tax is imposed on the sale of goods and services occurring within the municipal boundaries of the city, or when certain goods ordered from other jurisdictions are delivered to customers residing in Oak Harbor. Currently, the City's total sales tax rate is 8.7% of which the City is allowed to receive, by law, an amount equal to 1% of sales. The sales tax is collected by the State of Washington, remitted to Island County, which in turn remits to Oak Harbor its 1% revenue portion, less a 15% fee retained by the County for administration. The net effect being that the City of Oak Harbor receives sales tax in the amount of 0.85% of sales – equaling approximately 9.77 cents of each sales tax dollar collected at the point of sale.

***Business & Cable Taxes***

The City imposes a tax on business within the city limits based on their gross operating revenues.

***Gambling Taxes***

These taxes are assessed upon gambling operations within the City of Oak Harbor and cover punch- boards, pull tabs, bingos, and raffles.

***Business Licenses***

This revenue is from the issuance of licenses to conduct business in the City of Oak Harbor. The fees charged are a direct reflection of the type of business and number of employees.

***Building & Other Permits***

Building permit fees represent a cost recovery fee established to reimburse the City for the time spent by staff in reviewing construction projects. Also included in the figures below are small amounts collected for animal licenses and other miscellaneous permits.

***State Shared Revenue***

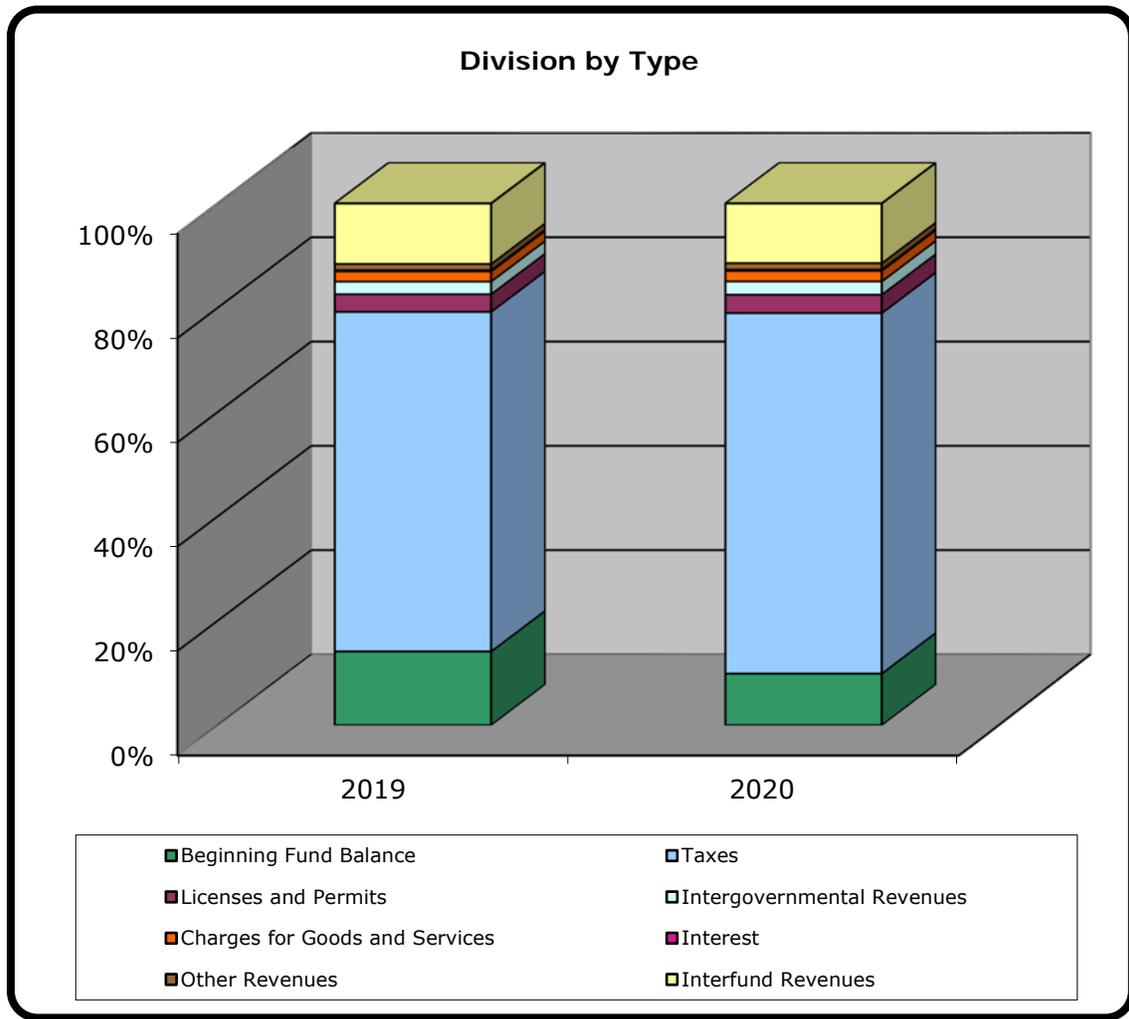
The State of Washington collects certain revenues and then shares these funds with local government, with distribution based on population. These monies include Motor Vehicle Fuel Tax, CAPRON funds, Liquor Excise Taxes, Liquor Profits, and others.

***Municipal Court Collections***

The City of Oak Harbor collects and retains a portion of the fines levied to individuals who appear in the municipal court and also is reimbursed for a portion of some costs and expenses such as probation fees and court appointed attorney fees.

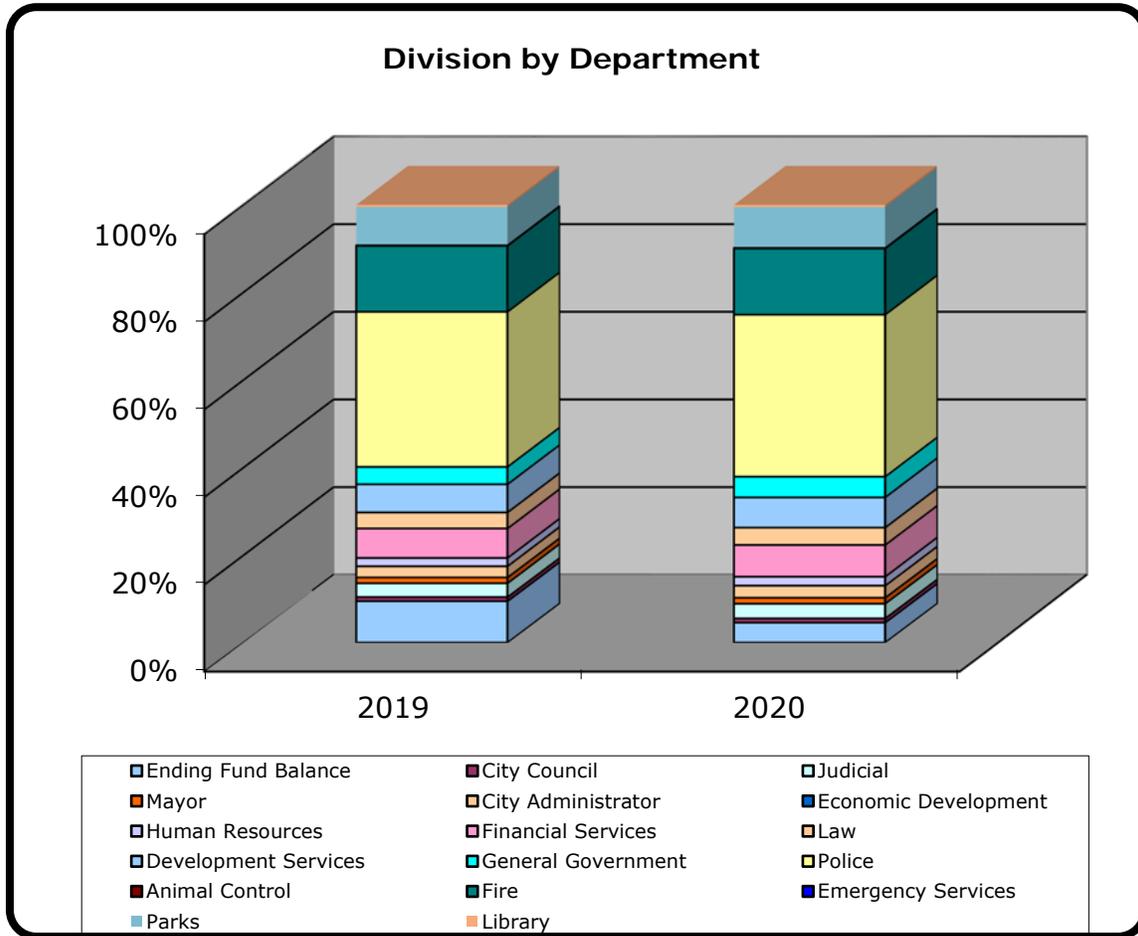
**Revenues by Type**

Source	Actual 2017	Amended 2018	Adopted 2019	Adopted 2020
Beginning Fund Balance	\$ 2,392,571	\$ 1,612,079	\$ 2,353,662	\$ 1,584,699
Taxes	10,864,144	10,359,983	10,873,134	11,089,348
Licenses and Permits	572,725	542,171	565,180	567,800
Intergovernmental Revenues	515,273	368,000	404,765	407,147
Charges for Goods and Services	263,321	240,587	326,170	327,720
Interest	55,102	33,100	34,500	34,500
Other Revenues	1,083,501	201,636	203,000	199,615
Interfund Revenues	1,846,405	2,170,856	1,936,000	1,837,000
<b>Total</b>	<b>\$ 17,593,041</b>	<b>\$ 15,528,412</b>	<b>\$ 16,696,411</b>	<b>\$ 16,047,829</b>



**Current Expense Summary****Expenditures by Department**

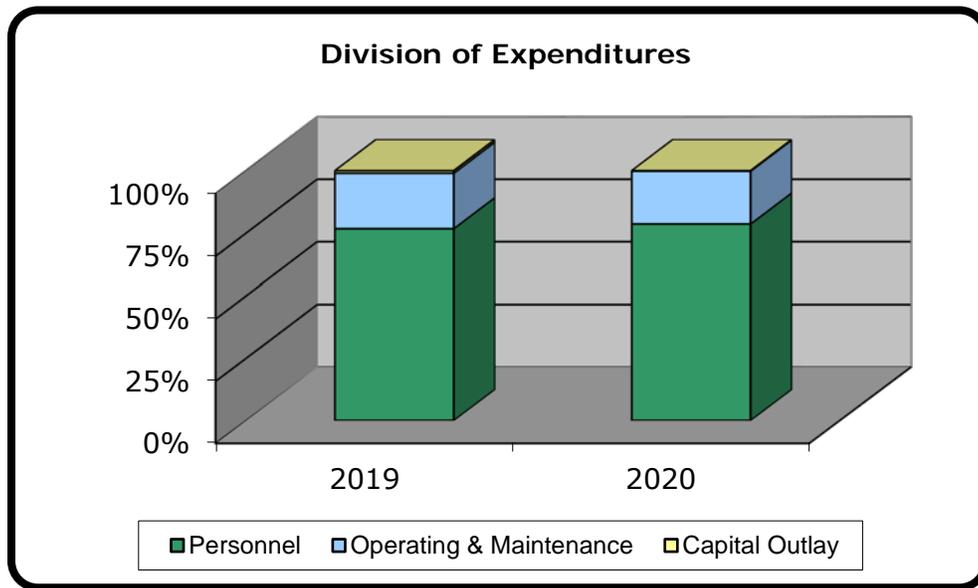
<b>Fund</b>	<b>Actual 2017</b>	<b>Amended 2018</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
Ending Fund Balance	\$ -	\$ 744,679	\$ 1,584,699	\$ 736,300
City Council	131,175	116,791	159,100	158,311
Judicial	354,753	463,980	530,630	539,800
Mayor	171,763	183,343	220,365	221,796
City Administrator	365,020	393,029	427,524	445,907
Economic Development	32	20,000	-	-
Human Resources	317,685	320,737	315,492	331,765
Financial Services	1,015,357	1,057,132	1,120,216	1,162,790
Law	502,317	554,064	609,452	636,235
Development Services	917,207	1,006,772	1,068,745	1,107,084
General Government	1,479,261	1,023,748	661,613	757,926
Police	5,233,436	5,604,437	5,888,685	5,929,557
Animal Control	253,229	255,781	-	-
Fire	2,267,557	2,192,772	2,502,294	2,421,812
Emergency Services	17,067	17,973	18,662	19,439
Parks	1,328,633	1,503,374	1,459,834	1,497,507
Library	102,824	69,800	74,100	76,600
<b>Total</b>	<b>\$ 14,457,317</b>	<b>\$ 15,528,412</b>	<b>\$ 16,641,411</b>	<b>\$ 16,042,829</b>



### Fund Balance Reconciliation

Fund balance represents the amount of financial resources available to be used during a given budget cycle. At the start of a fiscal year, beginning fund balance represents primarily liquid assets such as cash, investments, and certain receivables which will be converted to cash during the next twelve month period, less claims or restrictions against those assets, and which will be available to be spent on appropriated expenditures. And the end of a fiscal year, ending fund balance represents the beginning fund balance plus cash revenues received during the year, less cash expenditures. There are certain times when fund balances will not reconcile from year to year. This occurs when non-cash transactions, prompted by such actions as resolutions, ordinances, or the write-off of certain receivables, add or remove certain classes of assets from the fund balance equation without an actual cash transaction taking place. Accordingly, the actual ending balance for one year may not equal the beginning balance of the subsequent year if it is anticipated that some form of action may be taken that might adjust the future projection of resources available to be appropriated in that year.

<b>Fund Balance Reconciliation</b>	<b>Actual 2017</b>	<b>Amended 2018</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
Beginning Fund Balance	\$ 2,392,571	\$ 1,612,079	\$ 2,353,662	\$ 1,584,699
Revenues	15,183,270	13,847,333	14,175,749	14,441,130
Expenditures				
Personnel	9,585,637	9,957,548	10,599,584	10,961,987
Operating & Maintenance	2,563,489	2,718,241	3,063,059	2,946,740
Capital Outlay	114,411	388,157	140,000	25,000
<b>Total Expenditures</b>	<b>12,263,538</b>	<b>13,063,946</b>	<b>13,802,643</b>	<b>13,933,727</b>
<b>Surplus (Deficit)</b>	<b>2,919,732</b>	<b>783,387</b>	<b>373,106</b>	<b>507,403</b>
Other Sources (Uses)				
Net Interfund Transactions	(1,199,657)	(1,129,476)	(1,114,799)	(1,140,597)
Net Operating Transfers	(976,922)	(521,311)	(27,270)	(215,205)
<b>Sources Over (Under) Uses</b>	<b>(2,176,579)</b>	<b>(1,650,787)</b>	<b>(1,142,069)</b>	<b>(1,355,802)</b>
<b>Change in Fund Balance</b>	<b>743,153</b>	<b>(867,400)</b>	<b>(768,963)</b>	<b>(848,399)</b>
<b>Ending Fund Balance</b>	<b>\$ 3,135,724</b>	<b>\$ 744,679</b>	<b>\$ 1,584,699</b>	<b>\$ 736,300</b>



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**Department Expenditure Budgets****City Council****Mission:**

The City Council consists of seven elected members, each for four year, staggered terms. The Council is the legislative body of the City and is responsible for all legislative actions and policy-making for the City. The Council is empowered with the authority to enact ordinances and policies to protect the rights of the citizens of the community. The City Council meets twice per month to review, direct and legislate on matters of land use, finance and general governance. Council members also serve on committees with staff, community members, and other advisors to review specialized functions and make recommendations to the Mayor.

The Oak Harbor City Council is the legislative branch of city government, and each member is elected to represent all the citizens of Oak Harbor. The responsibilities of the Council are set forth by state law and the City of Oak Harbor Municipal Code. The principal function of the Council is policy-making for the City organization and the population it serves, usually by resolution or ordinance. The Council adopts annual priorities and goals and regularly reassesses community needs. When making policy, the Council relies on ideas from many sources, including staff, citizens' groups, advisory committees, individuals, and various local organizations. It is the Council's responsibility to consider the merits of each item before them, and then approve, modify, or reject it. This process allows Council members to analyze community needs, program alternatives and available resources. The principal forum for local government policy-making is the City Council meeting that takes place on Tuesday evenings approximately two times a month. Standing committee meetings take place on various days of the week. In addition, several special meetings and work sessions are scheduled as needed during the course of the year. The biennial budget process defines departmental objectives and goals for the following year. The key to the budget process is the Council's focus on developing policy, targeting issues and establishing multi-year goals. Goals reflect community vision, and budgets and programs make those goals reality.

**Responsibilities:**

- Set forth the powers vested in legislative bodies.
- Represent citizens through legislation and policy direction.
- Anticipate and target issues that affect the community.
- Set community direction and goals for the future.
- Monitor performance of the administration in achieving goals.
- Provide a policy framework for municipal operations and services.
- Serve on standing committees, which act as work sessions.
- Represent the City in regional and intergovernmental affairs.
- Inspire our citizens to become a part of the City's future.

**2018 Accomplishments:**

- ✓ Approved 2019-2020 Biennial Budget.
- ✓ Approved Capital Improvements Plan 2019-2024.
- ✓ Approved hiring of new City Administrator.

- ✓ Dedicated new Clean Water Facility.

**2019 – 2020 Goals:**

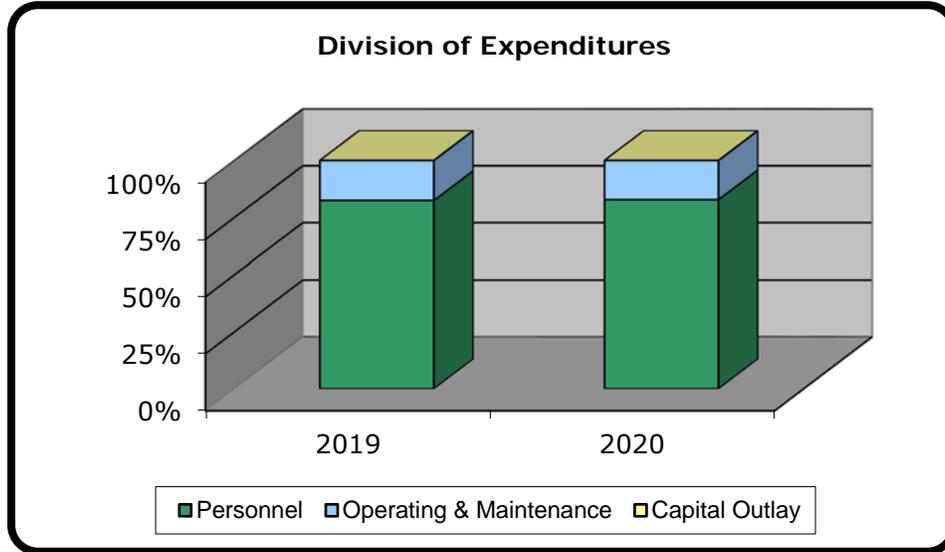
- ❖ **Goal: Improve Stormwater Permit and Regulations.**
  - Objective: Advocate for sufficient State and Federal funding, extended time of implementation, and special considerations, to assist local jurisdictions in implementing the NPDES Phase II additional requirements, such as source control programs and comprehensive stormwater planning.
- ❖ **Goal: Support Parks and Recreation.**
  - Objective: Windjammer Park Phase II Project: 1) Work with City staff, consultants, and community action groups to develop a conceptual plan, 2) Pursue Funding, and 3) Complete construction. Pursue funding for regional park land acquisition and development.
- ❖ **Goal: Promote Economic Development.**
  - Objective: Encourage job creation and economic growth.
- ❖ **Goal: Address and respond to Affordable Housing needs within the community.**
  - Objective: Support community development tools to encourage workforce housing and economic growth. Address regulatory barriers to affordable housing.
- ❖ **Goal: Address Behavioral Health within the community.**
  - Objective: Support the State in pursuing enhancements and reforms to improve the overwhelmed mental health and drug abuse response systems.
- ❖ **Goal: Develop Clean Water Facility partnership with Navy.**
  - Objective: To redirect U.S. Naval Air Station Whidbey Island sewer flow from the aging Lagoon Plant in Crescent Harbor to the City’s new Clean Water Facility so as to protect Crescent Harbor and the surrounding saltwater marsh.

**Personnel Schedule**

Classification	Budgeted Positions				
	2016	2017	2018	2019	2020
City Council Member	7.00	7.00	7.00	7.00	7.00
Total	7.00	7.00	7.00	7.00	7.00

**Summary of Financial Information**

Use of Funds	Actual 2017	Amended 2018	Adopted 2019	Adopted 2020
Expenditures				
Personnel	\$ 100,122	\$ 83,415	\$ 114,473	\$ 117,395
Operating & Maintenance	18,959	23,900	24,400	24,400
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>119,080</b>	<b>107,315</b>	<b>138,873</b>	<b>141,795</b>
Other Uses				
Interfund Transactions	12,095	9,476	20,227	16,516
Operating Transfers Out	-	-	-	-
<b>Total Uses</b>	<b>\$ 131,175</b>	<b>\$ 116,791</b>	<b>\$ 159,100</b>	<b>\$ 158,311</b>



**Discussion of Key Elements**

**Personnel Expenditures:**

Personnel expenditures are for salary and related benefits for City Council members.

**Operating and Maintenance Expenditures:**

The majority of the operating and maintenance budget is for travel and for technology costs related to City Council meetings.

**Judicial****Mission:**

The mission of the Judicial department is to administer the operations of the judicial branch of City government in a neutral and effective manner and to ensure access to justice for all citizens.

**Responsibilities:**

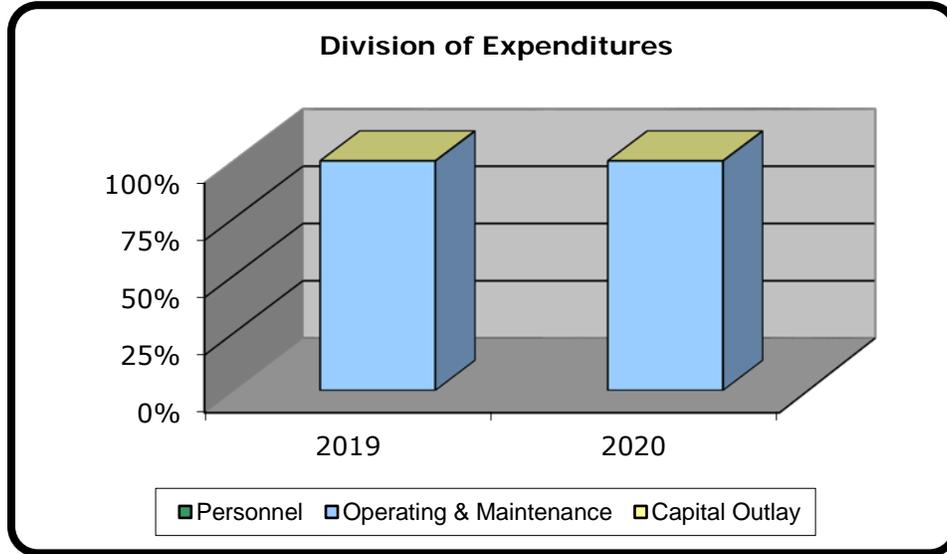
Municipal Court has jurisdiction over criminal, traffic, parking, and civil matters, which arise from violation of municipal ordinances. The City's Municipal Court function is contracted to Island County under an interlocal agreement. The City also provides public defense services consistent with Chapter 10.101 RCW.

**2019 – 2020 Goals:**

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

**Summary of Financial Information**

<b>Use of Funds</b>	<b>Actual 2017</b>	<b>Amended 2018</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
Expenditures				
Personnel	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	354,753	463,980	530,630	539,800
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>354,753</b>	<b>463,980</b>	<b>530,630</b>	<b>539,800</b>
Other Uses				
Interfund Transactions	-	-	-	-
Operating Transfers Out	-	-	-	-
<b>Total Uses</b>	<b>\$ 354,753</b>	<b>\$ 463,980</b>	<b>\$ 530,630</b>	<b>\$ 539,800</b>



**Discussion of Key Elements**

**Operating and Maintenance Expenditures:**

The majority of the operating and maintenance budget is for professional services which represent the City’s portion of operating the courts, including indigent defense fees.

## Mayor

### **Mission:**

The City of Oak Harbor is committed to delivering quality services to its citizens in the most effective manner possible.

### **Responsibilities:**

- Maintain accountability, integrity and communication with the citizens of Oak Harbor.
- Responsive stewardship of the tax dollars collected and spent to deliver City services. And to ensure the City's continued financial health through sound financial management.
- Oversee and command administrative duties of City government.
- Provide leadership to Council concerning the direction and future needs of the City.
- Build quality into the future and purpose into our actions.
- Ensure compliance with all laws, ordinances and policies and respond to emerging issues of policy development and immediate needs.
- Promote healthy relations between business, schools, military and government by identifying and initiating "partnering" opportunities.
- Maintain open communications with Federal, State and local elected officials.

### **2018 Accomplishments:**

- ✓ Clean Water Facility became operational in November 2018.
- ✓ Recruited and hired new City Administrator.
- ✓ Because the Navy base is vital to the local community, the Mayor's office continues to have regular, monthly meetings with the incumbent Commanding Officer of Naval Air Station Whidbey Island, which provides communication beneficial to the City, the Navy, and to the community.
- ✓ In order to improve communication and transparency between the City and citizen, City Council meetings are streamed live and anyone can view a Council meeting, workshop, or a Planning Commission meeting via video-on-demand from our website, [www.oakharbor.org](http://www.oakharbor.org). We also broadcast City Council meetings, workshops, Planning Commission meetings, and community announcements on Comcast Cable Channel 10.
- ✓ Initiated a redesign of city website that will provide an easier user experience when searching for City information and services.
- ✓ Implementation of a new phone system with more capabilities.
- ✓ Contracted for new information technology support to assist the city with updating technology efforts, enhancing system security protocol, and keeping the offices and services running smoothly.
- ✓ Continued to encourage the stabilization fund in order for the City to be fully prepared for any possible future downturns in the economy.
- ✓ Met with Federal legislators and Pentagon officials to discuss issues relative to the City's Clean Water Facility project, and our unique partnership with Naval Air Station Whidbey Island.
- ✓ Presented our Legislative Priorities to State Senator Barbara Bailey, State Representative Norma Smith, and State Representative Dave Paul.

- ✓ Served on Island County Board of Health, Island County Council of Governments, Island County Regional Transportation Planning Organization, Island County Law and Justice Council, NAS Whidbey Island Task force, Island County Economic Development Council, Oak Harbor Chamber of Commerce, Affordable Housing Task Force, and Northwest Clean Air Agency.

**2019 – 2020 Goals:**

❖ **Goal: Working Together!**

- Objective:
  - Building and maintaining relationships.
  - Enhancing economic development opportunities.
  - Building strategic partnerships to meet NASWI growth demands.

❖ **Goal: Relating to our community.**

- Objective: Understanding Oak Harbor’s wants and needs.

❖ **Goal: Promoting and preserving sustainable infrastructure.**

- Objective: Completing re-construction of Windjammer Park.

❖ **Goal: Continued financial strength and sound fiscal policy.**

- Objective: To maintain a deliberate and responsible approach to financial management, to live within budget and maintain adequate financial services in case of unseen expenses, economic downturn or emergency.

❖ **Goal: Meet with Pentagon Officials regarding Naval Air Station Whidbey Island.**

- Objective: To discuss items of mutual interest and mutual partnership such as police, fire protection, water, sewer, solid waste, zoning, noise and encroachment.

❖ **Goal: Helping the City Council work Effectively.**

- Objective: Strengthening policymaking capabilities.

❖ **Goal: Improve technology to better serve our citizens.**

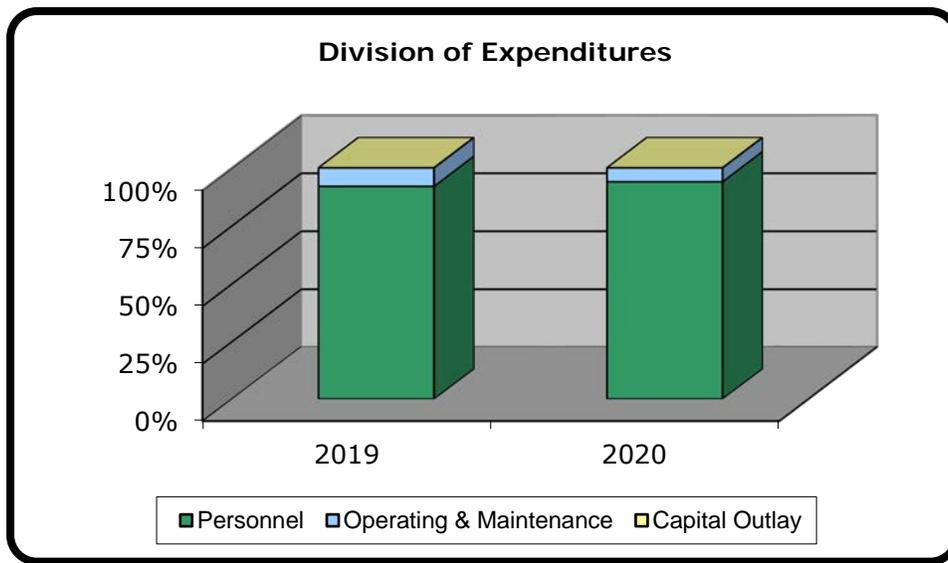
- Objective: Improve technology to better serve our citizens.

**Personnel Schedule**

Classification	Budgeted Positions				
	2016	2017	2018	2019	2020
Mayor	1.00	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00	1.00
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

**Summary of Financial Information**

Use of Funds	Actual 2017	Amended 2018	Adopted 2019	Adopted 2020
Expenditures				
Personnel	\$ 156,478	\$ 159,985	\$ 193,403	\$ 200,373
Operating & Maintenance	9,912	18,584	16,750	12,750
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>166,390</b>	<b>178,569</b>	<b>210,153</b>	<b>213,123</b>
Other Uses				
Interfund Transactions	5,373	4,774	10,212	8,673
Operating Transfers Out	-	-	-	-
<b>Total Uses</b>	<b>\$ 171,763</b>	<b>\$ 183,343</b>	<b>\$ 220,365</b>	<b>\$ 221,796</b>



**Discussion of Key Elements**

**Personnel Expenditures:**

Personnel costs include salary and benefits for the Mayor and the Assistant to the Mayor.

**Operating and Maintenance Expenditures:**

The majority of the operating and maintenance budget is for travel for conferences, technology costs and training for the Mayor and the Assistant to the Mayor.

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**City Administrator**

**Mission:**

The mission of the City Administrator's Office is to provide professional leadership and to maintain effective relationships in the administration and execution of policies and objectives formulated by the Mayor and City Council; to assist the Mayor and City Council in the development of alternative solutions to community problems; to plan and develop strategic programs to meet future needs of the city; to prepare the annual budget; to create an organizational culture that results in the delivery of excellent services to our customers and our community; to ensure operational accountability to the public, Mayor and City Council; and to foster community pride in city government through excellent customer service.

**Responsibilities:**

The City Administrator works with the Mayor, City Council, City Department Heads, and City staff to develop and implement policies guiding the City. This general function may take a number of forms including coordination of daily operations and long-range planning, guidance to staff in the preparation of the annual budget, development and implementation of personnel regulations, operational and administrative policies, and other actions as required by the Mayor and City Council and the Oak Harbor Municipal Code.

- Chief Administrative Officer of the City.
- Coordinating interdepartmental projects and programs.
- Providing clear, timely and accurate information to the public, Mayor and City Council.
- Administering policies established by the Mayor and City Council and by law.
- Advising and counseling the Mayor and City Council in the performance of its governmental duties.
- Developing and implementing administrative procedures.
- Coordinating and directing the day-to-day operational functions of departments and staff operations.
- Selecting, supervising, developing and effectively utilizing staff.
- Management of control of the financial affairs of the City of Oak Harbor.
- Representing the City at local, state, regional and national meetings.
- Acting as a liaison for the City between local, state and federal governmental entities.
- Providing assistance in the development of personnel policies, health and safety standards, wages and disciplinary procedures.
- Ensure that City services are cost effective and efficiently provided.

**2018 Accomplishments:**

- ✓ New City Administrator provided fresh look at City and brought new ideas.
- ✓ Assisted the Arts Commission with expanded focus.
- ✓ Focused on Oak Harbor Main Street Association, Marina, and Broadband.

**2019 – 2020 Goals:**

❖ **Goal: Promote Economic Development.**

- Objective: Pursue Marina Capital Project improvements through grant funding.
- Objective: Pursue expansion to full-service Marina with purchase of Boat Yard through grant funding.
- Objective: Promote City’s Opportunity Zone.
- Objective: Pursue Broadband Expansion. Support County Broadband Feasibility Study underway with Coupeville Port Authority as lead. May lead to government providing backbone fiber available to multiple private carriers. Consideration of Wet Fiber like the City of Anacortes with the City of Oak Harbor as a direct provider.
- Objective: Expand Goldie Road Business/Industrial Area through extension of water and sewer utilities.

❖ **Goal: Support Community Outreach.**

- Objective: Support Oak Harbor Main Street Association through downtown improvements, signage improvements, participation in committees, and design requirement enhancements.
- Objective: Support Chamber of Commerce’s Legislative Affairs Committee by providing input and assistance on the Chamber’s Legislative Priorities regarding: 1) Workforce housing, 2) Trespass and safety, 3) Transportation, and 4) Communication.
- Objective: Liaison with Chamber and civic organizations.
- Objective: Assist the Arts Commission, Marina Advisory Committee, and Planning Commission.
- Objective: Provide monthly City Administrator’s report.

❖ **Goal: Provide consistent and positive leadership to the organization.**

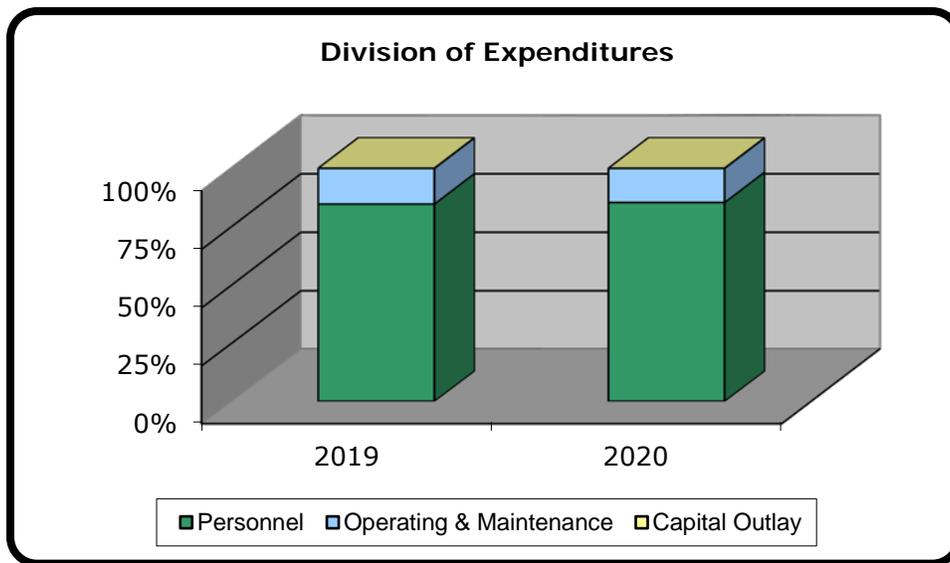
- Objective: Complete LEAN Process for Development Site Plans and implement improvement recommendations.
- Objective: 2019 = Imagine.
- Objective: Leadership = Integrity + Collaboration.
- Objective: Team Performance = High Skill + High Will.
- Objective: Complete team building training.
- Objective: Goal oriented Annual Employee Performance Reviews.

**Personnel Schedule**

Classification	Budgeted Positions				
	2016	2017	2018	2019	2020
City Administrator	1.00	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	0.63	0.63	0.63
Executive Assistant	1.00	1.00	0.00	0.00	0.00
Sr. Administrative Assistant	0.00	0.00	1.00	1.00	1.00
<b>Total</b>	<b>3.00</b>	<b>3.00</b>	<b>2.63</b>	<b>2.63</b>	<b>2.63</b>

**Summary of Financial Information**

Use of Funds	Actual 2017	Amended 2018	Adopted 2019	Adopted 2020
Expenditures				
Personnel	\$ 317,095	\$ 345,255	\$ 348,322	\$ 368,610
Operating & Maintenance	31,760	33,460	62,700	62,930
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>348,856</b>	<b>378,715</b>	<b>411,022</b>	<b>431,540</b>
Other Uses				
Interfund Transactions	16,164	14,314	16,502	14,367
Operating Transfers Out	-	-	-	-
<b>Total Uses</b>	<b>\$ 365,020</b>	<b>\$ 393,029</b>	<b>\$ 427,524</b>	<b>\$ 445,907</b>



**Discussion of Key Elements**

**Personnel Expenditures:**

The Executive Assistant position was changed to a Senior Administrative Assistant position.

**Operating and Maintenance Expenditures:**

The majority of operating expense is for professional services for economic development.

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## Human Resources

### **Mission:**

The mission of the Human Resources department is to support the City's mission of premier public service by providing services which promote a work environment that is characterized by fair treatment of staff, open communications, personal accountability, trust and mutual respect. We will seek and provide solutions to workplace issues that support and optimize the principles of the City.

The Human Resources department is a cohesive, collaborative team dedicated to creating partnerships by supporting all programs and departments. We strive to support, guide and maintain requirements to create a healthy and positive work environment in order to assist staff in accomplishing individual program goals as well as overall organizational goals. Because we care about our employees, we stand for integrity, efficiency, problem solving, equity and character in all of our relationships and interactions. We do this to promote growth, accountability and empowerment in our representation of our City.

### **Responsibilities:**

- Strategic human resource planning
- Organizational development
- Policy development and maintenance
- Recruitment and retention
- Compensation and classification
- Training and development
- Employee relations
- Labor relations
- Performance management
- Personnel records
- Workforce planning and development
- Administering Federal/State employment law
- Promoting communications and positive morale
- Promoting safety and wellness
- Workers Compensation claims management

Day-to-day activities include; support to managers in cases of disciplinary issues, providing counsel and assistance to employees at all levels in the organization, assisting departments in meeting current and anticipated needs by providing the leadership, direction and support to attract, retain and develop quality employees and facilitate conflict resolution.

Human Resources strives to provide the best people through effective recruitment, selection, retention and development of all City employees and to ensure compliance with applicable state, federal and City laws, regulations and policies.

**2018 Accomplishments:**

- ✓ Through contracted professional services with McGrath Human Resources (\$21,000), successfully completed a non-represented classification and compensation study at the end of 2017 which addressed City-wide compression factors, provided recommendations for sustainability, and recalibrated the non-representative salary schedule in alignment with the comparable market range for 2018 with a five (5) year lifespan.
- ✓ Enhanced the internal relationships with the union bargaining units to successfully save over \$100,000 in outside labor relations services and successfully negotiated all union contracts with an internal labor relations management team.
- ✓ Implemented NEOGOV Human Resources Information System (HRIS) for recruitment, onboarding, and performance management. To better enable the City to manage costs and utilize HRIS reporting and data analytics for strategic planning
- ✓ Promoted a repeat award-winning wellness program to earn AWC's WellCity Award for a 2% discount on medical premiums. The wellness program promotes a commitment to employees' well-being by developing healthy and safe workplace cultures.

**2019 – 2020 Goals:****Goal: Support all City Programs and Departments in an efficient and effective manner.**

- Objective: Gain efficiencies within the HR Department and better assist City departments in meeting human resources needs and serve citizens in a professional, cost-effective and timely manner.
- ❖ **Goals: Create procedure manual for internal HR processes.**
  - Objective: Document processes within the department to ensure processes are not lost when staff turnover.
  - Objective: Provide cross-training opportunities within the Human Resources department to increase efficiencies and customer service to the departments/customers we serve.
- ❖ **Goal: Update and re-write current Employee Handbook, Supervisor Handbook, and City-wide Employee Policy and Procedures Manual.**
  - Objective: Provide staff with clear policies, procedures, and guidelines to reflect legislative changes and City policy changes related to personnel law updates.
  - Objective: Legal and clear employee policies and procedures protect both the City and the employees.
- ❖ **Goal: Accessible Human Resources Information System (HRIS).**
  - Objective: Provide accurate historical data on positions and employees. Provide a clear process for all personnel changes.
  - Objective: Provide a real-time tracking system for positions that will better enable the City to manage costs and utilize position budgeting with recruitment and retention.

❖ **Goals: Promote a healthy/safe work environment.**

- Objective: Repeat a quality, AWC award-winning wellness program. Encourage continued commitment to healthy employees and a safe workplace by providing onsite wellness programs to help reduce employee health risks and health care costs.
- Objective: Improve morale, retain and attract quality employees and improve productivity.
- Objective: Human Resources will fully investigate all accidents. The goal will be to provide information that will eventually lead to an improved L&I Experience Rating thus decreasing L&I rates for the City.

**Measurement Results**

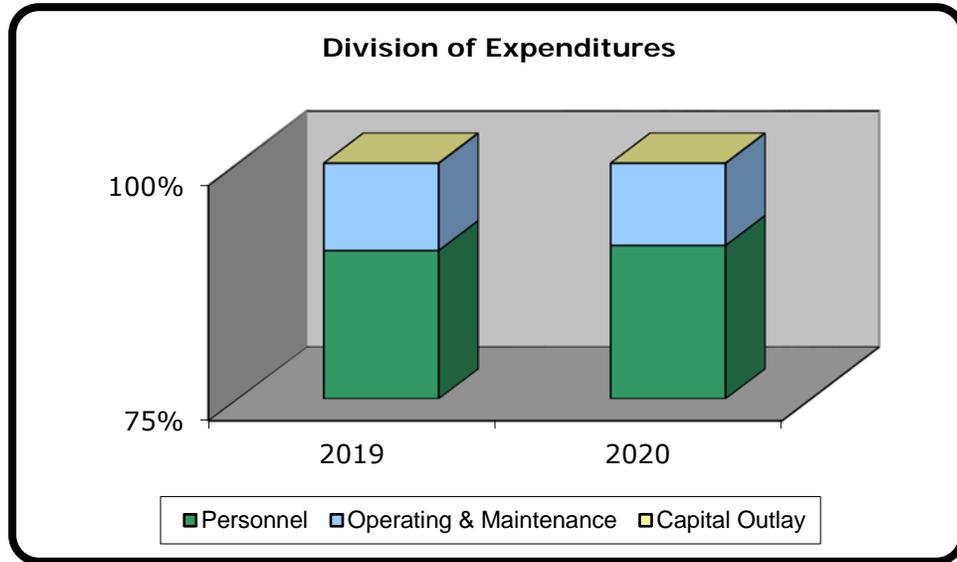
Measures	Actual		Projected	
	2017	2018	2019	2020
<b>Quantitative Measures</b>				
Number of AWC Wellness Points (min 91 to max 200 for 2% & WellCity)	169	163	165	165
Number of Hires	27	37	25	25
Number of L&I claims	14	5	8	8
L&I Experience Rating	0.9653	1.0017	1.0289	0.9
Number of WCIA courses completed	696	800	400	400

**Personnel Schedule**

Classification	Budgeted Positions				
	2016	2017	2018	2019	2020
Human Resources Director	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	0.50	0.50	0.50	0.00	0.00
HR Analyst	0.50	1.00	0.00	0.00	0.00
HR Generalist/Civil SVC Sec	0.00	0.00	1.00	1.00	1.00
<b>Total</b>	<b>2.00</b>	<b>2.50</b>	<b>2.50</b>	<b>2.00</b>	<b>2.00</b>

**Summary of Financial Information**

Use of Funds	Actual 2017	Amended 2018	Adopted 2019	Adopted 2020
Expenditures				
Personnel	\$ 230,787	\$ 278,691	\$ 271,893	\$ 290,397
Operating & Maintenance	68,756	25,189	27,650	27,650
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>299,543</b>	<b>303,880</b>	<b>299,543</b>	<b>318,047</b>
Other Uses				
Interfund Transactions	18,142	16,857	15,949	13,718
Operating Transfers Out	-	-	-	-
<b>Total Uses</b>	<b>\$ 317,685</b>	<b>\$ 320,737</b>	<b>\$ 315,492</b>	<b>\$ 331,765</b>



**Discussion of Key Elements**

**Personnel Expenditures:**

Personnel expenditures in 2017 and 2018 decreased when authorization was denied for recruitment to replace an incumbent employee to fill the vacant HR Administrative Assistant (0.50) position.

**Operating and Maintenance Expenditures:**

The majority of the operating and maintenance budget is for professional services.

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**Finance and Information Services**

**Mission:**

The mission of the Finance and Information Services department is to promote the efficient and effective use of the City's financial and technology resources, to provide excellent customer service to the citizens, Administration, City Council, and all departments, to present accurate and relevant financial information that is the basis for sound decision making, and to maintain the public trust through integrity and sound financial practices.

**Responsibilities:**

- Management and control of the financial affairs of the City of Oak Harbor, which includes current receivables, payable, treasury, investments and debt management.
- Financial reporting for both public information and management decision-making purposes.
- Strategic financial planning and revenue projecting for all City operations.
- Financial risk management and internal control assessment.
- Managing Information Technology consultants, phone system, and fiber.
- Utility rate structure analysis with Public Works.
- Utility and Business Licensing billing.
- Coordinating, preparing, and publishing the City's biennial budget and Annual Financial Report.
- Revenue receipting, payroll and accounts payable and audits of all payments.
- Coordinating and regulatory reporting and billing of City grants.
- Providing the City Council, City Administrator, and all departments with financial support services.
- Coordination of the City audit and establishing financial policies and instituting internal controls.

The bulk of the day-to-day activities of Finance department employees include the processing of accounts payable, accounts receivable, general and project accounting, utility billing and collection, improving district payment and collection, processing cash payments, purchasing, administering City travel, business licenses, and handling petty cash requests. The additional responsibilities include financial reporting, financial risk assessment, grant billing and reporting, and participating on various teams as needed.

Finance strives to provide the highest quality services at the lowest possible cost to the City taxpayers. Employees are committed to the primary goal of protecting and securing City assets for their proper and authorized use.

**2018 Accomplishments:**

- ✓ Converted information technology services from the Oak Harbor School District managing our IT, phones and fiber to separate services for each area.
- ✓ Updated the Travel Policies with a Travel Memo being required for overnight travel for all city employees.
- ✓ Long Term (six year) Capital plan added to budget document for all project and significant equipment and maintenance.

- ✓ Setup Project Accounting for all projects that either cross multiple years or have multiple processes that result in a fixed asset.

**2019 – 2020 Goals:**

❖ **Goal: Add Purchase Order Module to Eden**

- Objective: Update purchase policy and procedures to ensure process success.
- Objective: Allow contracts and other purchases to be encumbered when initiated.
- Objective: Purchase, install and receive training on new Purchase Order system.
- Objective: Begin using Purchase Order system for all contract and other purchases.

❖ **Goal: Continue finalizing the Electronic Timekeeping System**

- Objective: Customize system to work seamlessly with different union contracts.
- Objective: Train staff and supervisors on new system and procedures.
- Objective: Begin use of program on targeted date of February 2018.

❖ **Goal: Update Financial Policies and Procedures**

- Objective: Continue risk assessment of financial policies and procedures.
- Objective: Update all policies and procedure as needed.
- Objective: Train staff on new policies and procedures.
- Objective: Verify new policy and procedures are being followed and adjust if necessary.

**Measurement Results**

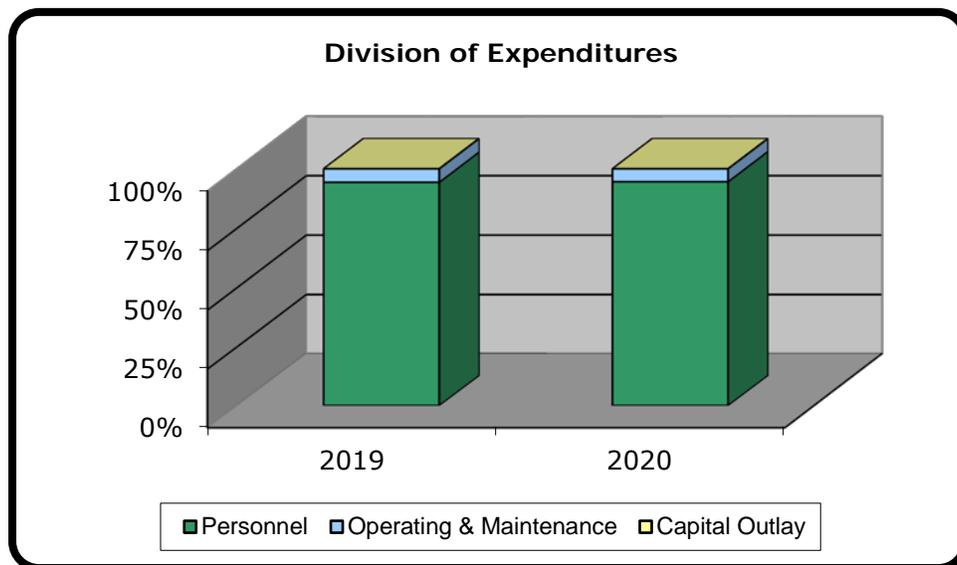
Measures	Actual		Projected	
	2017	2018	2019	2020
<b>Qualitative Measures</b>				
State Auditor findings	0	0	0	0
<b>Quantitative Measures</b>				
Number of accounts payable invoices processed	12,664	13,400	14,200	15,000
Size of expenditure budget managed	\$171 mil	\$167 mil	\$119 mil	\$100 mil
Number of utility accounts:				
Water	6,087	6,159	6,175	6,200
Sewer	5,676	5,751	5,775	5,780
Solid waste	5,941	5,996	6,025	6,040
Storm drain	5,794	5,860	5,875	5,890

**Personnel Schedule**

Classification	Budgeted Positions				
	2016	2017	2018	2019	2020
Finance Director	1.00	1.00	1.00	1.00	1.00
Accountant	3.00	3.00	3.00	3.00	3.00
Accounting Assistant-Cashier	2.00	3.00	3.00	3.00	3.00
Accounting Manager	1.00	0.00	0.00	0.00	0.00
Accounting Technician	1.00	1.00	1.00	1.00	1.00
Finance Manager - Utilities	1.00	1.00	1.00	1.00	1.00
Payroll/Accounts Payable	1.00	1.00	1.00	1.00	1.00
Receptionist	1.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>11.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>

**Summary of Financial Information**

Use of Funds	Actual 2017	Amended 2018	Adopted 2019	Adopted 2020
Expenditures				
Personnel	\$ 910,801	\$ 932,582	\$ 1,021,480	\$ 1,070,003
Operating & Maintenance	53,333	76,804	61,400	61,400
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>964,134</b>	<b>1,009,386</b>	<b>1,082,880</b>	<b>1,131,403</b>
Other Uses				
Interfund Transactions	51,223	47,746	37,336	31,387
Operating Transfers Out	-	-	-	-
<b>Total Uses</b>	<b>\$ 1,015,357</b>	<b>\$ 1,057,132</b>	<b>\$ 1,120,216</b>	<b>\$ 1,162,790</b>



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**Discussion of Key Elements**

**Personnel Expenditures:**

The department is fully staffed.

**Operating and Maintenance Expenditures:**

The majority of the operating and maintenance budget is for professional services for auditing fees and travel.

## Legal

### **Mission:**

The Legal department's mission is to deliver excellent legal services to the City of Oak Harbor by providing sound legal advice to the Mayor, Council and City department managers, to help them achieve their goals; representing or overseeing outside counsel for the City in litigation; and protecting public health, safety, and welfare by effectively prosecuting violations of City ordinances.

### **Responsibilities:**

- Provides legal advice to the Mayor, City Council and other City officials.
- Prepares ordinances, resolutions and related documents and provides information for City Council decisions.
- Drafts and reviews City contracts as requested by Mayor and City Administrator.
- Negotiates contracts and legal disputes to resolve issues in a fair and cost effective manner.
- Oversees outside counsel retained to carry out City's litigation requirements.
- Prosecutes violations of City code.

The areas of law in which these activities are primarily carried out are municipal governance, constitutional land use, employment, contract, criminal and tort law.

### **2018 Accomplishments:**

- ✓ Continued support to all City departments regarding advice on contract drafting and review.
- ✓ Received 474 new criminal cases in 2018 and closed 607 criminal cases in 2018.
- ✓ Engaged in officer and command staff training.
- ✓ Engaged in OHPD Records Department Staff training regarding public records.
- ✓ Sent Sr. Legal Administrative Assistant to the 2018 WCIA Pre-Conference and 2018 WAPRO Conference regarding public records.
- ✓ Continued defense with outside counsel of land use litigation (Harbor Lands).
- ✓ Participation on Wastewater Treatment Plant team (property and contract issues).
- ✓ Ordinance drafting resulting in code changes/updates – Included Title 5 restructure.
- ✓ Participated in labor negotiations.
- ✓ Maintained positive work relationship with Oak Harbor Police Department.
- ✓ Participated in defense of personnel related lawsuit and claims.
- ✓ Sent all attorneys to annual municipal attorney training.
- ✓ Assisted with the purchase of properties for stormwater treatment facilities.

**2019 – 2020 Goals:**

- ❖ **Goal: Up-to-date records retention and decreased use of physical space to store records.**
  - Objective: Research the use of digital record retention software for legal files. If appropriate, obtain software and train staff in its use. Scan records still within retention period to create electronic records.
- ❖ **Goal: Maintain a fully trained legal staff.**
  - Objective: Continue to seek higher level of public records training for Senior Legal Administrative Assistant so as to ensure efficient responses to public record requests in the event the Assistant City Attorney/Public Records Officer is not available.
  - Objective: Obtain victim/witness interview training for office Senior Legal Administrative Assistant.
  - Objective: Ensure that City Attorney, Assistant City Attorney/Prosecutor and Assistant City Attorney/Public Records Officer stay up-to-date on municipal law issues by attending WCIA and MRSC sponsored trainings.
  - Objective: Obtain additional training for attorneys and office staff on land use and real estate related topics.
  - Objective: Increase the safety of office personnel by engaging in trainings geared towards dealing with angry or unstable subjects.
- ❖ **Goal: Assist in maintaining and improving the system in place for responding to public records requests.**
  - Objective: Ensure that the Legal Department is aware of changes in public records case law or changes to best practice recommendations by attending public records training a minimum of one time per year.
  - Objective: Work closely with the Assistant City Attorney/Public Records Officer to continuously improve the City's public record response system.
  - Objective: Ensure that Legal has system in place to seamlessly step in and fill records requests when the Assistant City Attorney/Public Records Officer is unavailable.
- ❖ **Goal: Up-to-date legal forms.**
  - Objective: Review and update legal forms and ensure that the forms comply with WCIA requirements.
- ❖ **Goal: Up-to-date prosecution standards.**
  - Objective: Review and make significant changes to the dated Oak Harbor prosecution standards.
- ❖ **Goal: Up-to-date criminal code.**
  - Objective: Eliminate conflicting language in Title 6 and Title 9A.
- ❖ **Goal: Make a positive impact on the community by decreasing nuisance violations.**
  - Objective: Work with newly established code enforcement officer to create standard operating policies and procedures designed to more fully enforce the City's codes.

- ❖ **Goal: Up-to-date purchasing and procurement policies.**
  - Objective: Work with the Finance Department and Purchasing Agent to update purchasing and procurement policies and code. Eliminate confusing code overlaps.
- ❖ **Goal: Partner with Island County District Court to create calendar efficiencies.**
  - Objective: Work with ICDC staff to develop processes and procedures for new court calendar date for Admin/Deny hearings.

**Measurement Results**

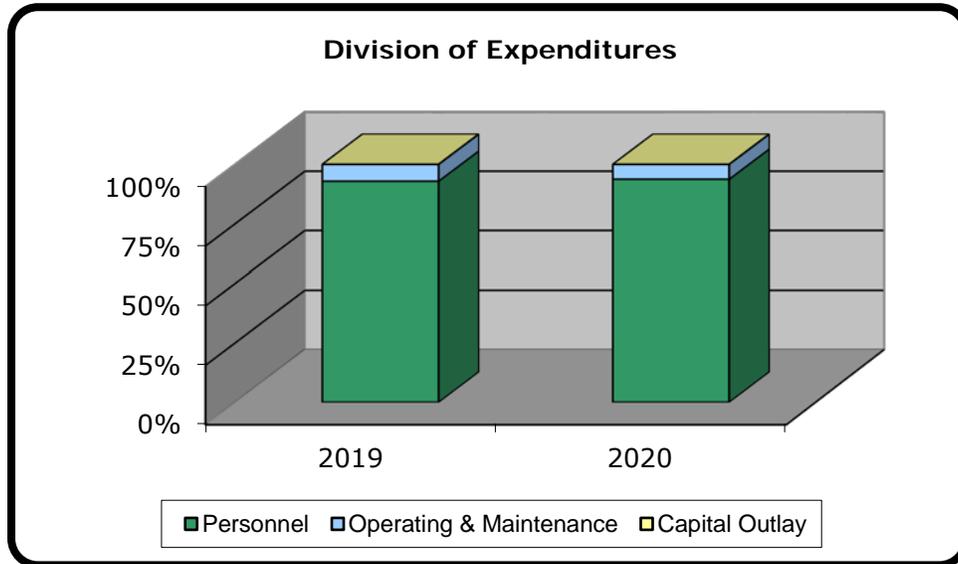
Measures	Actual		Projected	
	2017	2018	2019	2020
<b>Quantitative Measures</b>				
Criminal cases:				
Filed/cited	441	474	475	495
Declined	11	16	16	16
Civil cases:				
Civil	153	133	150	170

**Personnel Schedule**

Classification	Budgeted Positions				
	2016	2017	2018	2019	2020
City Attorney	1.00	1.00	1.00	1.00	1.00
Assistant City Attorney	1.00	1.00	1.00	1.00	1.00
Paralegal	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	0.00	0.00	0.00
SR. Administrative Assistant	0.00	0.00	1.00	1.00	1.00
Assistant City Attorney-Civil	0.00	0.00	0.50	0.50	0.50
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>

**Summary of Financial Information**

Use of Funds	Actual 2017	Amended 2018	Adopted 2019	Adopted 2020
<b>Expenditures</b>				
Personnel	\$ 471,320	\$ 504,568	\$ 550,770	\$ 583,280
Operating & Maintenance	18,326	38,882	42,007	39,007
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>489,646</b>	<b>543,450</b>	<b>592,777</b>	<b>622,287</b>
<b>Other Uses</b>				
Interfund Transactions	12,671	10,614	16,675	13,948
Operating Transfers Out	-	-	-	-
<b>Total Uses</b>	<b>\$ 502,317</b>	<b>\$ 554,064</b>	<b>\$ 609,452</b>	<b>\$ 636,235</b>



**Discussion of Key Elements**

**Personnel Expenditures:**

The Legal Department is fully staffed so there are no significant changes to the 2019/2020 expenditures.

**Operating and Maintenance Expenditures:**

While the majority of the Operating and Maintenance budget is for professional services, the amounts anticipated to be expended in 2019/2020 may be slightly higher due to an increase in the number of claims and lawsuits that currently exist and the amount Weed, Graafstra & Associates, Inc., P.S. charge. We will be using Weed, Graafstra & Associates, Inc., P.S., on an "as-needed" basis.

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**Development Services****Mission:**

The mission of the Development Services Department is to help the community articulate and implement its vision for Oak Harbor. This mission is accomplished through the ongoing refinement and implementation of the community's Comprehensive Plan and its related development regulations and design standards. To ensure that this vision becomes a reality, staff conscientiously applies and administers the City's development regulations to public and private development projects. The department also plans and assists with the implementation of community-enhancing projects, such as parks, streets, and utility infrastructure. Staff courteously works with the community to preserve and safeguard public health, safety, and welfare through the provision of accurate technical information and the professional, efficient and timely evaluation and inspection of construction projects within the City.

**Responsibilities:**

- Protect the public by reducing the potential hazards of unsafe construction and ensure public health, safety, and welfare.
- Promote habitability, comfort, sanitation, energy conservation, structural strength, fire protection, and accessibility within our built environment and in consideration of the applied forces of nature; and provide a level of safety to first responders during emergency operations.
- Provide permit and code information to citizens, the development community, other City departments and outside agencies; issue permits; perform plan reviews; issue certificates of occupancy; maintain records on projects; perform inspections; and enforce City ordinances.
- Promote compliance with the Growth Management Act through the monitoring and implementation of the Comprehensive Plan.
- Guide the growth and appearance of Oak Harbor through thoughtful administration of community design guidelines and development standards.
- Administer and enforce City codes as they pertain to land development, infrastructure construction and physical building construction.
- Assure proper and timely processing of land use applications, plan reviews, utility construction permits, and building permits.
- Safeguard the community's environmental features by ensuring compliance with the City's environmental regulations and policies; the State Environmental Policy Act, Shoreline Management Act, and Low Impact Development requirements; and the Federal Flood Plain Management and National Pollutant Discharge Elimination System act requirements.
- Serve as liaison with other departments and agencies involved in growth management, transportation, and other infrastructure development.
- Manage the City's permit tracking system, various project files, and related databases.
- Administer a public participation process that facilitates community involvement in land use decision-making.
- Continue to provide training and personal skill development opportunities to maintain a competent and professional staff.

**2018 Accomplishments:**

- ✓ OHMC Amendment: Wireless communication facilities – updated code with multiple ordinances to keep up with new technology in wireless communication facilities (especially for small cell facilities intended to support 5G service).
- ✓ OHMC Amendment: Garry oak tree protection - updated code to provide additional protections for Garry oak trees when construction occurs within their vicinity. OHMC Amendment: Transportation concurrency – updated code to implement new and amended development regulations relating to transportation concurrency by establishing a simpler methodology to implement this state law requirement.
- ✓ OHMC Amendment: Accessory dwelling units – updated code to streamline process and remove barriers to the permitting of accessory dwelling units.
- ✓ OHMC Amendment: Final plat approval – amended code to take advantage of new state law permitting administrative approvals of final plats.
- ✓ OHMC Amendment: Historic preservation commission – amended code to establish a historic preservation commission, which enabled the City to become a Certified Local Government under the Washington State Department of Archaeology and Historic Preservation guidelines.
- ✓ Completed annual update of the Capital Improvements Plan (2019-2024) under a new multi-departmental process that tied this document to the biennial budget.

**2019 – 2020 Goals:**

- ❖ **Goal: Maintain the City’s compliance with the Growth Management Act.**
  - Objective: Monitor amendments to the Growth Management Act and respond accordingly.
  - Objective: Continue to update and amend the City’s Comprehensive Plan, and development regulations.
  - Objective: Update the City’s Shoreline Master Program by June 30, 2020.
  - Objective: Work with Island County on any necessary amendments to the County-wide Planning Policies, so that the Comprehensive Plans of both jurisdictions may be fully implemented.
- ❖ **Goal: Continue implementation of the Capital Improvements Plan and other adopted city plans.**
  - Objective: Assist in implementation of community development and capital projects identified in the Comprehensive Plan, the Marina Redevelopment Program, and the Windjammer Park Integration Plan through the Capital Improvements Plan.
  - Objective: Continue to update and refine the City’s Capital Improvement Plan with the intent of creating a document that is an effective project planning and financing tool for the community and the City.
  - Objective: Continue working with the interdepartmental team on updating the Capital Improvement Plan and strengthening its relationship to the biennial budget.
- ❖ **Goals: Provide timely and accurate planning review of permit applications and information to the public.**
  - Objective: Review land use and development permit applications for code compliance within prescribed timeframes.

- ❖ **Goal: Protect the general public health, safety, welfare and accessibility in the built environment through the provision of an effective and efficient plan review and inspection process.**
  - Objective: Work with the community, the City Council and the City Administration to adopt appropriate codes for the protection of the general public and first responders, and modify and administer a plan review and inspection process that meets the needs of the community.
  - Objective: Use a variety of public education approaches to inform the community of minimum construction codes and requirements, and introduce technology as a way to improve efficiency, effectiveness, and consistency in enforcement of those codes
  - Objective: Streamline the building permit process through the implementation of an electronic building permit submittal and review process.
  
- ❖ **Goal: Protect the general public health, safety, welfare, and property values through the provision of an effective and efficient code enforcement process.**
  - Objective: Work with the community, the City Council, and the City Administration to establish a code enforcement process that meets the needs of the community today.
  - Objective: Use a variety of public education approaches to inform the community of property maintenance codes and the City’s approach to enforcing those codes.

**Measurement Results**

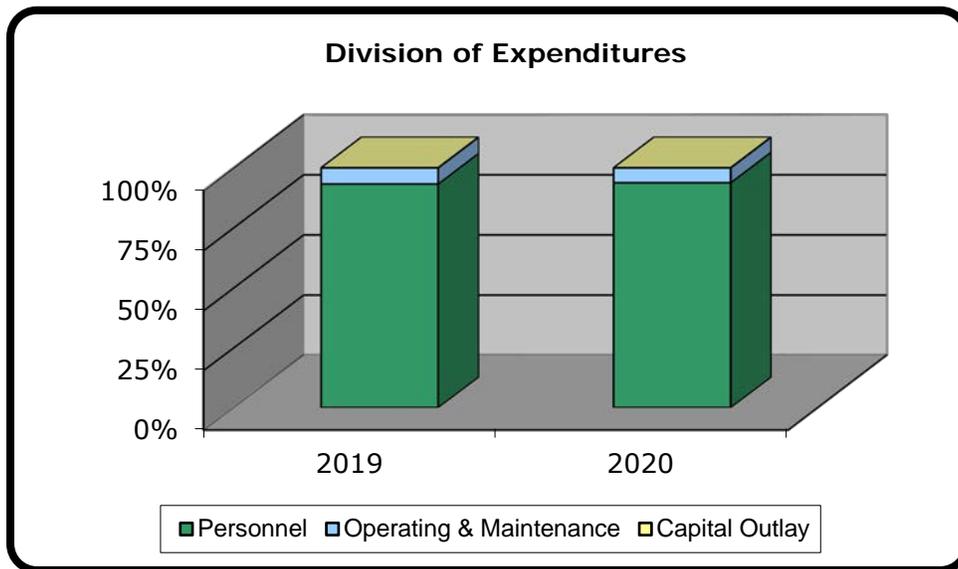
Measures	Actual		Projected	
	2017	2018	2019	2020
<b>Qualitative Measures</b>				
Percent of customer service responses within prescribed timelines	95%	95%	95%	95%
Percent of planning reviews completed within 120-day timeline	95%	95%	95%	100%
Number of preliminary plat reviews started during the year	0	1	3	3
Percent of single-family home permits issued within two weeks	95%	95%	95%	95%
<b>Quantitative Measures</b>				
Number of land use applications reviewed	44	71	68	75

**Personnel Schedule**

Classification	Budgeted Positions				
	2016	2017	2018	2019	2020
Development Services Director	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Associate Planner	1.00	1.00	1.00	1.00	1.00
Building Official	1.00	1.00	1.00	1.00	1.00
Code Compliance Officer	0.00	0.00	0.00	0.41	0.41
Permit Coordinator	1.00	1.00	1.00	1.00	1.00
Plans Examiner	1.00	1.00	1.00	1.00	1.00
Senior Planner	2.00	2.00	2.00	2.00	2.00
<b>Total</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.41</b>	<b>8.41</b>

**Summary of Financial Information**

Use of Funds	Actual 2017	Amended 2018	Adopted 2019	Adopted 2020
Expenditures				
Personnel	\$ 809,688	\$ 851,793	\$ 964,163	\$ 1,012,675
Operating & Maintenance	51,916	98,722	69,231	66,753
Capital Outlay	-	5,968	-	-
<b>Total Expenditures</b>	<b>861,604</b>	<b>956,483</b>	<b>1,033,394</b>	<b>1,079,428</b>
Other Uses				
Interfund Transactions	55,604	50,289	35,351	27,656
Operating Transfers Out	-	-	-	-
<b>Total Uses</b>	<b>\$ 917,207</b>	<b>\$ 1,006,772</b>	<b>\$ 1,068,745</b>	<b>\$ 1,107,084</b>



**Discussion of Key Elements**

**Personnel Expenditures:**

No new personnel expenditures are associated with this budget except for the addition of the 0.41 FTE for the Code Compliance Officer. This part time position was previously located in the Public Works Department. It was transferred to the Development Services Department (and funded through the General Fund) to bring a renewed focus on addressing public nuisance complaints.

**Operating and Maintenance Expenditures:**

The majority of the operating and maintenance budget is for professional services.

**General Government**

**Mission:**

The mission of the General Governmental department is to provide funding for the various components of administrative and overhead costs that are not directly attributable to one of the other specific General Fund departments. Thus, the General Governmental department acts as a catch all for those activities within the General Fund that cannot be categorized to other defined departments.

**Responsibilities:**

- Monitor those congruent activities, such as special event against the intended purpose.
- Review all activities for any significant or unintended expenses.
- Act as an indicator for General Fund supporting costs.

**2018 Accomplishments:**

- ✓ Continued monitoring and developed further changes in general governmental activities to line up with diminishing resources.

**2019 – 2020 Goals:**

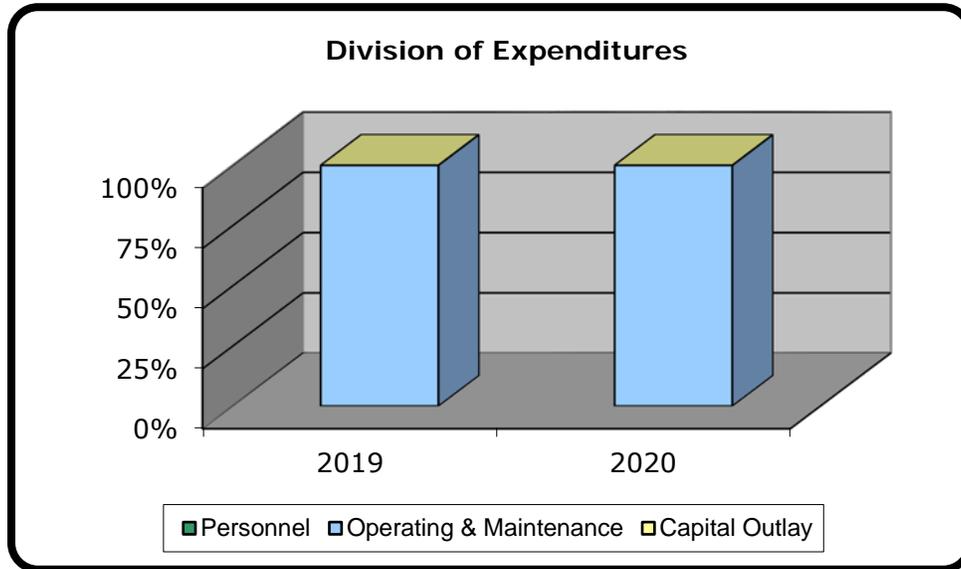
- ❖ **Goal: Better identify those needed services and demonstrate true cost for services as we move through this budget cycle.**
  - Objective: Utilizing the General Government fund to assist in developing policies to better respond to the community needs of those general activities.

**Personnel Schedule**

There are no employees charged to this fund.

**Summary of Financial Information**

<b>Use of Funds</b>	<b>Actual 2017</b>	<b>Amended 2018</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
Expenditures				
Personnel	\$ (15)	\$ -	\$ -	\$ -
Operating & Maintenance	411,509	443,700	523,391	524,750
Capital Outlay	47,641	-	-	-
<b>Total Expenditures</b>	<b>459,136</b>	<b>443,700</b>	<b>523,391</b>	<b>524,750</b>
Other Uses				
Interfund Transactions	46,947	13,765	21,896	23,916
Operating Transfers Out	973,179	566,283	116,326	209,260
<b>Total Uses</b>	<b>\$ 1,479,261</b>	<b>\$ 1,023,748</b>	<b>\$ 661,613</b>	<b>\$ 757,926</b>



**Discussion of Key Elements**

**Operating and Maintenance Expenditures:**

The majority of the operating and maintenance expenditures are for insurance.

**Operating Transfers:**

Operating transfers consist of transfers out to the Senior Center for operations and debt service for repayment of the lighting project debt.

Purpose	Adopted 2019	Adopted 2020
Debt Service	(4,552)	(4,552)
Senior Center Operations	(111,774)	(204,708)
<b>Total</b>	<b>(116,326)</b>	<b>(209,260)</b>

## **Police**

### **Mission:**

The mission of the Police Department is to provide law enforcement services to the citizens of Oak Harbor, to include service assistance to Base Housing within the corporate limits of the City. Our Mission Statement is: "Dedicated to Community Service and Safety". This service involves responding to calls for service, resolution of disputes, apprehension of criminals, criminal investigations, enforcement of traffic laws, development and/or maintenance of community programs that enhance community safety/service, as well as pro-active and reactive police responses. Our department also operates a minimal hold jail. Additionally, we have a staff member assigned to work animal control duties to assist with citizens with domestic animal issues.

### **Responsibilities:**

- Overall management of all police operations to include but not be limited to labor relations, budget, community interaction, crisis management, and other community issues.
- Providing leadership where possible and collaborate with area partners on social issues such as homelessness and mental health services.
- Responding to calls-for-service, traffic enforcement, preventive patrol, criminal investigation of both misdemeanor and felony crimes.
- Manage a full-service police Records Division: enter case and traffic enforcement information into the Records Management System (RMS), transcribe taped interviews, issue Concealed Pistol Licenses, conduct employment related background checks, respond to Public Records requests.
- Operation of our 12-bed, minimal hold jail facility.
- Assist citizens with domestic animal concerns and education.

The Police department is committed to providing the highest level of service to the citizens of our community within the limits of the resources entrusted to us.

### **2018 Accomplishments:**

- ✓ Established a second Captain position and promoted two sergeants.
- ✓ Started work towards the accreditation process.
- ✓ Worked to modify our animal control process to eliminate some costs, which included a modified contract with WAIF.
- ✓ Reduced our Fleet costs.
- ✓ Enhanced our training program, which included regularly scheduled in-house training and increased external training. We also established a "Training Sergeant" position and obtained a training computer program to track and document training for staff.
- ✓ Participation in external teams and task forces related to school safety, missing and endangered children and critical incident investigations.
- ✓ Conducted Citizens Academy.
- ✓ Other functions, tasks and improvements, including continued positive organizational culture development.

- ✓ Working to create and established a "5-year" Strategic Plan. An internal team began this process and it will be completed with their input and finalized by the administration
- ✓ Worked to find alternative solutions for the OHPD housing of inmates
- ✓ We partnered with ICOM to purchase and install fencing around our rear parking lot to improve safety for staff and security for the facility and property

**2019 – 2020 Goals:****❖ Goal: Focus on efficient and effective service.**

- Objective: Utilize a Strategic Plan as a "roadmap" for the department's goals and objectives for the next two to five years.
- Objective: Continue working with and for the community to keep the community a safe and desirable place to live, work and visit.

**❖ Goal: Maintain vehicle fleet.**

- Objective: Continued analysis of department fleet.
- Objective: Modification to existing fleet rotation schedule/status – consistent with current department changes and future needs.
- Objective: Ensure appropriate rotation schedule and budget allocation for vehicles based on the modified status.

**❖ Goal: Maintain police facility.**

- Objective: Make improvements to the Police Department as appropriate and as budgeted, to include carpeting, and other needed improvements or repairs.
- Objective: Efficient and appropriate use of facility spaces, including the use of currently unused space for increased staff as they are assigned to the SSD division.

**❖ Goal: Evaluate department needs and develop a comprehensive training plan.**

- Objective: Acknowledge that people are any organizations most valuable asset. Assess department training needs and develop a multi-year plan to fully optimize staff development.
- Objective: Increase department training by identifying needs and sending staff to appropriate external training.
- Objective: Establish a regular internal department training program and conduct regular and consistent shift training. The major training for shifts will occur twice a year, with two-day training sessions in the spring and again in the fall.
- Objective: Provide Crisis Intervention Training (CIT) for all Officer/Jail staff. Additionally, our department will be working to modify training to be prepared for requirements due to recently passed state laws (WAC 139-11), which will be a major shift and require staff time and department budget.

**❖ Goal: Continue to work with the community.**

- Objective: Increase department activities in areas such as; traffic enforcement, downtown patrols, park patrols and school patrols, in addition to community outreach and education efforts.
- Objective: Develop department "Shift Plans" and continue "SCOPE" projects and work on "5Plus+2".

- ❖ **Goal: Increase collaboration with area law enforcement partners.**
  - Objective: Review and consider multi-agency teams and training.
  - Objective: Increased inter-agency collaboration and partnerships.
  - Objective: Collaborate with area partners regarding a variety of social issues, including: mental health, the homeless population and challenges facing our juveniles.
  
- ❖ **Goal: Increase staff ownership, teamwork, individual participation and job satisfaction.**
  - Objective: Continually strive to improve job satisfaction, teamwork and departmental pride for all staff.
  - Objective: Increase participation by all staff in multiple departmental tasks and responsibilities.
  
- ❖ **Goal: Maintain professionalism and Best Practices.**
  - Objective: Continue and accelerate work on processes and improvements necessary to obtain WASPC Accreditation with a goal of applying for accreditation in January of 2021.
  - Objective: Continue looking at other agencies to maintain a balance on how our department performs, to include the use of tools, policies, procedures and practices. Make modifications if appropriate or necessary.
  
- ❖ **Goal: Personnel.**
  - Objective: Identify and hire to fill vacant positions.
  - Objective: Enhance succession planning within the department.

**Measurement Results**

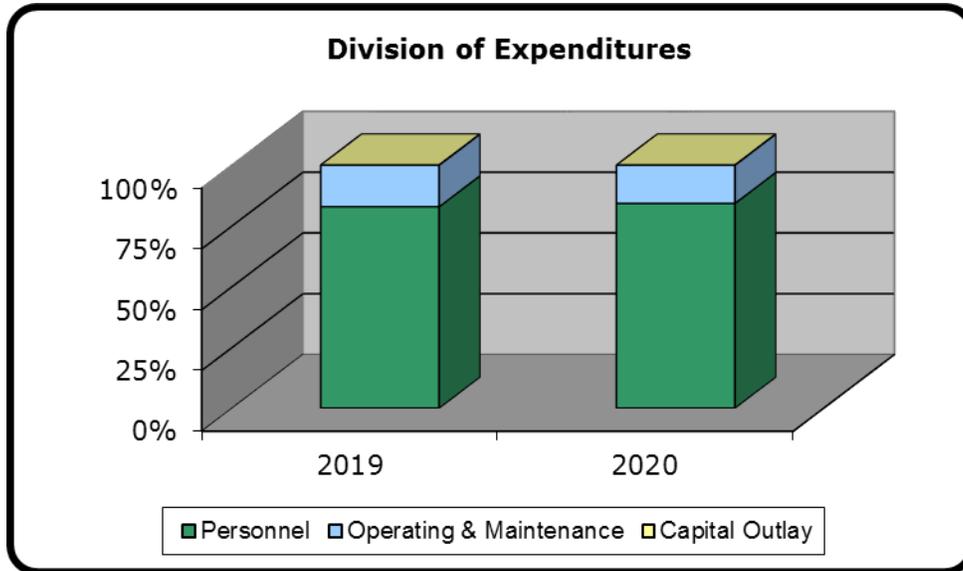
Measures	Actual		Projected	
	2017	2018	2019	2020
<b>Qualitative Measures</b>				
Animal control public education (animals returned to owner/owner educated):				
Cats	NA	NA	22	10
Dogs	NA	NA	125	108
<b>Quantitative Measures</b>				
Calls for service	13,157	12,670	13,200	14,000
Misdemeanor/felony arrests	801	907	950	980
Traffic stops:				
Criminal traffic	195	195	210	220
Notice of infraction	676	701	800	950
Number of animal licenses sold	NA	NA	910	828
Number of animals impounded:				
Cats	NA	NA	33	6
Dogs	NA	NA	94	76

**Personnel Schedule**

Classification	Budgeted Positions				
	2016	2017	2018	2019	2020
Police Chief	1.00	1.00	1.00	1.00	1.00
Administration Assistant	1.00	1.00	1.00	1.00	1.00
Animal Control Officer	0.00	0.00	0.00	1.00	1.00
Civil Service Secretary	0.20	0.00	0.00	0.00	0.00
Corrections Officer	6.00	6.00	6.00	6.00	6.00
Corrections Sergeant	1.00	1.00	1.00	1.00	1.00
Police Captain	1.00	1.00	1.00	2.00	2.00
Police Officer	20.00	19.00	19.00	18.00	18.00
Police Sergeant	5.00	5.00	5.00	5.00	5.00
Receptionist	1.00	1.00	1.00	0.00	0.00
Records Information Specialist	2.00	2.00	2.00	3.00	3.00
Records/Evidence Supervisor	0.00	1.00	1.00	1.00	1.00
Support Services Supervisor	1.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>39.20</b>	<b>38.00</b>	<b>38.00</b>	<b>39.00</b>	<b>39.00</b>

**Summary of Financial Information**

Use of Funds	Actual 2017	Amended 2018	Adopted 2019	Adopted 2020
Expenditures				
Personnel	\$ 4,045,516	\$ 4,349,450	\$ 4,557,294	\$ 4,686,680
Operating & Maintenance	763,900	722,583	940,700	876,350
Capital Outlay	28,884	115,189	-	-
<b>Total Expenditures</b>	<b>4,838,300</b>	<b>5,187,222</b>	<b>5,497,994</b>	<b>5,563,030</b>
Other Uses				
Interfund Transactions	388,752	410,623	384,307	360,143
Operating Transfers Out	6,384	6,592	6,384	6,384
<b>Total Uses</b>	<b>\$ 5,233,436</b>	<b>\$ 5,604,437</b>	<b>\$ 5,888,685</b>	<b>\$ 5,929,557</b>



**Discussion of Key Elements**

**Personnel Expenditures:**

The major modification moving forward in 2019 and 2020 will be the modified structure surrounding our jail. With council approval, two of the corrections positions will be converted to police officer positions. We will retain the other correctional positions in a modified format and the Animal Control Officer will also be modified to allow that position to assist with the jail if needed. We added money for a contract with an outside agency for long-term inmates but reduced other jail costs.

**Operating and Maintenance Expenditures:**

The department has capital money for carpeting and we will be working on getting that installed. We partnered with ICOM to purchase and install fencing around our rear parking lot to improve safety for staff and security for the facility and property.

**Operating Transfers:**

Operating transfers consist of transfers out for debt service for repayment of the lighting project debt.

Purpose	Adopted 2019	Adopted 2020
Debt Service	(6,384)	(6,384)
Total	(6,384)	(6,384)

**Animal Control**

**Mission:**

The mission of the Animal Control department is to enforce State and Municipal laws relating to the care and custody of animals within our jurisdiction, as well as ensuring that an appropriate level of care is provided to animals that are in our care by working with contracted shelter organizations.

**Responsibilities:**

- Enforcement of Title Seven of the Oak Harbor Municipal Code.
- Coordination with contracted shelter operations, which include the impounding and release of animals, and the placement of animals for adoption.
- Partnering with the Navy and WAIF for the utilization and operation of the animal shelter.

**2018 Accomplishments:**

- ✓ Our ACO retired in 2018 and we identified the individual to replace him.
- ✓ We modified our structure for animal control, making a decision to eliminate our contract with a local building and take animals directly to WAIF. We also modified our contract with WAIF, making a significant reduction in our costs to them as a result.

**Measurement Results**

Measures	Actual		Projected	
	2017	2018	2019	2020
<b>Qualitative Measures</b>				
Animal control public education (animals returned to owner/owner educated):				
Cats	20	8	NA	NA
Dogs	123	106	NA	NA
<b>Quantitative Measures</b>				
Number of animal licenses sold	908	826	NA	NA
Number of animals impounded:				
Cats	31	4	NA	NA
Dogs	92	74	NA	NA

**Personnel Schedule**

Classification	Budgeted Positions				
	2016	2017	2018	2019	2020
Animal Control/Code Enforcement Officer	1.00	1.00	1.00	0.00	0.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>

**Summary of Financial Information**

<b>Use of Funds</b>	<b>Actual 2017</b>	<b>Amended 2018</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
Expenditures				
Personnel	\$ 89,605	\$ 93,929	\$ -	\$ -
Operating & Maintenance	142,843	147,004	-	-
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>232,449</b>	<b>240,933</b>	<b>-</b>	<b>-</b>
Other Uses				
Interfund Transactions	20,780	14,848	-	-
Operating Transfers Out	-	-	-	-
<b>Total Uses</b>	<b>\$ 253,229</b>	<b>\$ 255,781</b>	<b>\$ -</b>	<b>\$ -</b>

**Discussion of Key Elements**

Animal Control was combined with the Police in the 2019-2020 budget.

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## Fire

### **Mission:**

The mission of the Fire Department is to provide emergency and non-emergency services within the city limits of Oak Harbor and auto aid areas with North Whidbey Fire and Rescue. Emergency services include responding to all hazards ranging from fire suppression, medical, hazardous materials, marine, fire investigation, and technical rescue incidents.

Non-emergency services include functions that support fire and life safety inspections, fire code enforcement, facility maintenance, apparatus and equipment maintenance, record keeping, and all other administrative and public education activities.

### **Responsibilities:**

- Management of department operations, budgeting, personnel relations, and community interaction.
- The suppression division is primarily responsible for responding to emergency incidents. Other functions include fire and life safety inspections and assisting with public education activities.
- Our prevention division is the code enforcement arm of the department. Primary duties include the management of fire and life safety inspections, new construction and development plan review and inspections.
- The training division is tasked with managing the training of department personnel. These duties include the scheduling of all training to meet federal, state, and local requirements. The coordination of public education requests is also included in the responsibilities of the training division.
- All divisions participate in managing inventories and the care and maintenance of the station and training facilities, apparatus and equipment, and working closely with the public works maintenance personnel to assure the readiness of all apparatus and equipment.

### **2018 Accomplishments:**

- ✓ Three members attended the recruit firefighter academy. Two members completed Fire Fighter 1 certification.
- ✓ Provided fire safety training public education to over 4,000 people.
- ✓ Re-established the CPR public training program.
- ✓ Reviewed and updated the Comprehensive Emergency Management Plan.
- ✓ Replaced apparatus bay heaters.
- ✓ Upgraded records management to a cloud-based database; migrated all records from Zoll Data to Emergency Reporting System.

### **2019 – 2020 Goals:**

- ❖ **Goal: Sponsor four to six entry-level paid-on-call firefighters per year through our certified recruit firefighting academy for their Firefighter 1 certification.**
  - Objective: Increase the total number of paid-on-call firefighters.

- ❖ **Goal: Improve and implement community outreach programs to increase public awareness and reduce loss from disasters likely to occur in the Oak Harbor area.**
  - Objective: Continue prevention activities by providing Fire & Life Safety Inspections to 100% of Oak Harbor businesses.
  - Objective: Continue public education in the Oak Harbor community through station tours, school visits, and public events.
  - Objective: Continue partnerships with Island County Emergency Management, Oak Harbor School Districts, NAS-WI Federal Fire Department, North Whidbey Fire & Rescue, and other public safety agencies
- ❖ **Goal: Continue certification process for personnel, including Emergency Medical Technician (EMT), Firefighter 2, Fire Officer 1 and 2, Fire Investigator, and Driver/Operator.**
  - Objective: Maintain highly qualified and motivated personnel.
- ❖ **Goal: Purchase replacement and new firefighting tools and equipment to support suppression activities.**
  - Objective: Replace old and nearly worn out fire suppression tools and equipment to include portable circular saws, Blitzfire monitors, thermal imaging cameras, and ventilation fans.
- ❖ **Goal: Preserve the health and safety of fire department personnel and all who utilize and/or visit our facility.**
  - Objective: Install a full-bay vehicle exhaust system, either apparatus or facility mounted.
  - Objective: Removal of all diesel exhaust particulates and reduce the potential of personnel being exposed to toxic carcinogens. Currently no funds have been allocated for this installation.
  - Objective: Apply to the FEMA Assistance to Firefighters Grant. If awarded, 10% of the total cost would be required in grant-matching funds.
- ❖ **Goal: Replace failing heat ventilation and cooling (HVAC) systems in the fire department facility.**
  - Objectives: The current systems, consisting of nine (9) heating units and 11 cooling units, is approaching 26 years old. Normal, projected life span is 20-25 years. The two (2) Rezinor units for the apparatus bay have failed and are continuing to fail. In the past year these units have ceased to operate, they have worn through metal mounting brackets and casings, bearings have failed, and electrical systems has shorted out.
  - The remaining 7 units are showing their wear, cooling compressors have failed, heat exchangers have rotted through, ignitors have failed, motor and blower bearings have seized, and air controls are failing. The units are only 70-80% efficient. Currently no funds have been allocated for this replacement.
- ❖ **Goal: Replace all Self-Contained Breathing Apparatus (SCBA) and individual face masks.**
  - Objective: The current SCBA's are due to for replacement in 2020. They have reached their respective life span. Funds have been allocated for this replacement.

- Objective: Join with Island County Chiefs to apply to FEMA for a 2019 Regional Assistance to Firefighters Grant. The grant would fund 90% for all Whidbey Island departments to upgrade to the 2018 NFPA SCBA standard. Should this grant be awarded, the City will need to provide 10% of Oak Harbor Fire Department’s portion in grant-matching funds.

**Measurement Results**

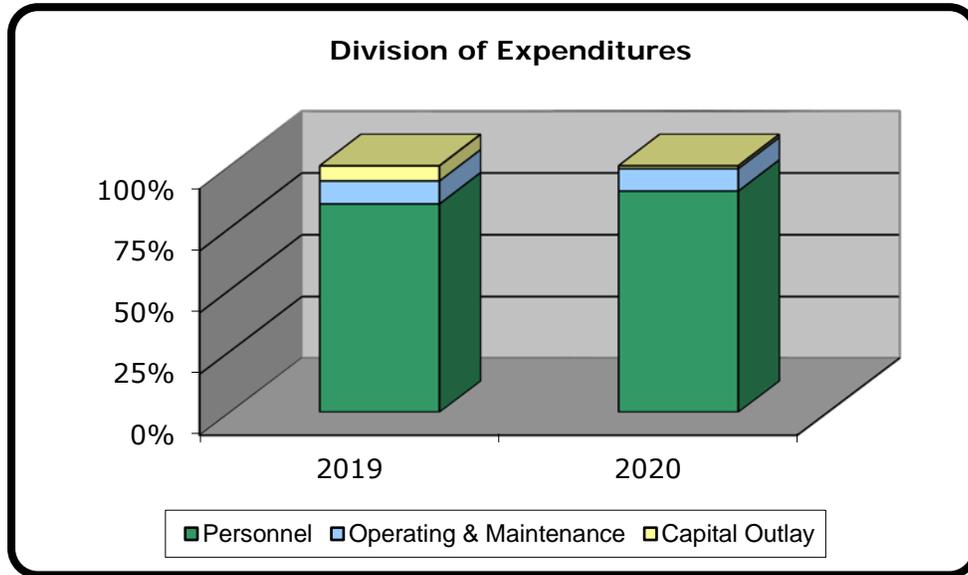
Measures	Actual		Projected	
	2017	2018	2019	2020
<b>Qualitative Measures</b>				
Surveying & Rating Bureau: Rating		4	4	4
<b>Quantitative Measures</b>				
Fire & Life Safety Inspections Complete		98%	98%	98%
Percentage Tested: Hose, Ladders, Pumps, and Self-Contained Breathing Apparatus		100%	100%	100%

**Personnel Schedule**

Classification	Budgeted Positions				
	2016	2017	2018	2019	2020
Fire Chief	0.90	0.90	0.90	0.90	0.90
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Civil Service Secretary	0.40	0.00	0.00	0.00	0.00
Deputy Chief	1.00	1.00	1.00	1.00	1.00
Fire Captain	0.00	4.00	4.00	4.00	4.00
Fire Lieutenant	4.00	1.00	1.00	1.00	1.00
Firefighter/EMT	4.00	4.00	4.00	4.00	4.00
Paid On Call Firefighter	NA	13.90	13.90	11.86	11.86
<b>Total</b>	<b>11.30</b>	<b>25.80</b>	<b>25.80</b>	<b>23.76</b>	<b>23.76</b>

**Summary of Financial Information**

Use of Funds	Actual 2017	Amended 2018	Adopted 2019	Adopted 2020
<b>Expenditures</b>				
Personnel	\$ 1,855,529	\$ 1,751,664	\$ 1,938,990	\$ 1,980,220
Operating & Maintenance	181,453	197,504	212,800	200,050
Capital Outlay	-	17,000	140,000	25,000
<b>Total Expenditures</b>	<b>2,036,982</b>	<b>1,966,168</b>	<b>2,291,790</b>	<b>2,205,270</b>
<b>Other Uses</b>				
Interfund Transactions	220,362	216,057	200,291	206,328
Operating Transfers Out	10,213	10,547	10,213	10,214
<b>Total Uses</b>	<b>\$ 2,267,557</b>	<b>\$ 2,192,772</b>	<b>\$ 2,502,294</b>	<b>\$ 2,421,812</b>



**Discussion of Key Elements**

**Personnel Expenditures:**

All current staffing levels are maintained by this budget. 2019: one (1) additional Lieutenant requested was denied. 2020: two (2) additional firefighter positions were requested and the request was denied.

**Operating and Maintenance Expenditures:**

The majority of the operating and maintenance budget is for office and operating supplies, fire suppression tools, safety equipment, communications, and utilities.

**Capital Outlay:**

Replace two (2) furnaces in 2019 and 2020. Install a new vehicle exhaust system in the apparatus bay.

**Operating Transfers:**

Operating transfers consist of transfers out for debt service for repayment of the lighting project debt.

Purpose	Adopted 2019	Adopted 2020
Debt Service	(10,213)	(10,214)
Total	(10,213)	(10,214)

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**Emergency Services****Mission:**

The mission of Emergency Services is to plan and prepare for hazards that threaten the lives, property, and environment of our citizens. This includes the maintenance of a Comprehensive Emergency Management Plan (CEMP) that provides the direction for city departments to mitigate the hazards and emergency preparedness training for our citizens.

**Responsibilities:**

Preparing for all types of hazards our city can encounter is the prime concern of the Department of Emergency Services. They include all events from civil disorder to earthquakes. A top priority is the training of City employees and to promote and provide public education to prepare our citizens.

**2018 Accomplishments:**

- ✓ Conducted Emergency Response Training for Elected Officials.
- ✓ Conducted three (3) active shooter drills in conjunction with Island County DEM and OHPD.
- ✓ Reviewed and updated the Comprehensive Emergency Management Plan (CEMP).

**2019 – 2020 Goals:**

- ❖ **Goal: Conduct Emergency Operations Center (EOC) operations and procedures training for the City's key personnel.**
  - Objective: Ensure key personnel not only understand their specific roles and responsibilities within the EOC process but also what other positions do and who they must coordinate effectively with in the EOC to be successful.
  - Objective: Allow for practice and evaluation of the effectiveness of the Comprehensive Emergency Management Plan (CEMP) and the readiness of City departments.
- ❖ **Goal: Continue the partnership with the Island County Department of Emergency Management.**
  - Objective: Reduce loss and prepare for large scale incidents and disasters likely to occur in our community.
- ❖ **Goal: Conduct a full-scale training exercise for the EOC.**
  - Objective: Ensure key personnel not only understand their specific roles and responsibilities within the EOC process but also what other positions do and who they must coordinate effectively with in the EOC to be successful.
  - Objective: Allow for practice and evaluation of the effectiveness of the Comprehensive Emergency Management Plan (CEMP) and the readiness of City departments.

**Measurement Results**

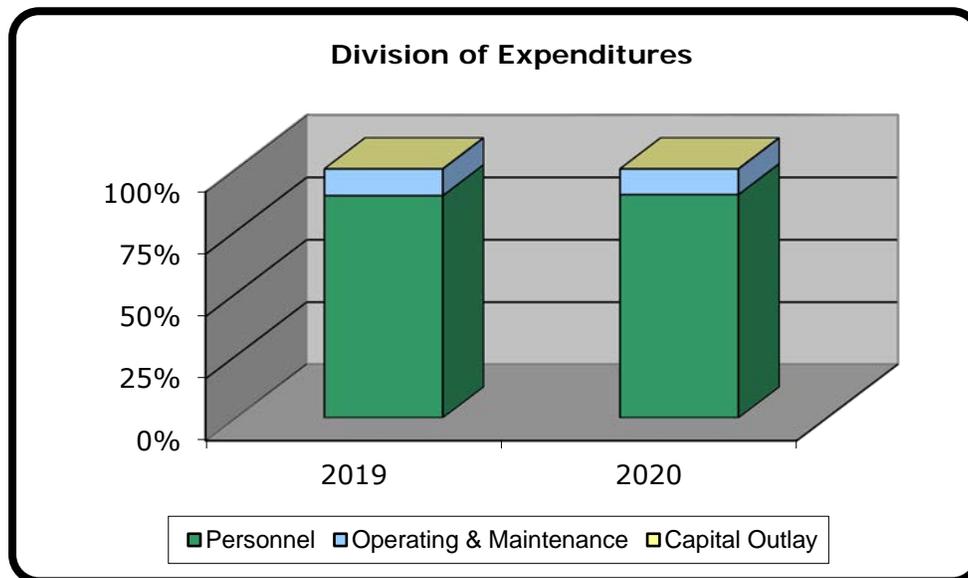
Measures	Actual		Projected	
	2017	2018	2019	2020
<b>Qualitative Measures</b>				
Percentage of CEMP updated	0	100%	100%	10%
<b>Quantitative Measures</b>				
Number of training exercises	1	4	3	2

**Personnel Schedule**

Classification	Budgeted Positions				
	2016	2017	2018	2019	2020
Emergency Services Director	0.10	0.10	0.10	0.10	0.10
Total	0.10	0.10	0.10	0.10	0.10

**Summary of Financial Information**

Use of Funds	Actual 2017	Amended 2018	Adopted 2019	Adopted 2020
Expenditures				
Personnel	\$ 15,146	\$ 15,048	\$ 16,662	\$ 17,439
Operating & Maintenance	1,922	2,925	2,000	2,000
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>17,067</b>	<b>17,973</b>	<b>18,662</b>	<b>19,439</b>
Other Uses				
Interfund Transactions	-	-	-	-
Operating Transfers Out	-	-	-	-
<b>Total Uses</b>	<b>\$ 17,067</b>	<b>\$ 17,973</b>	<b>\$ 18,662</b>	<b>\$ 19,439</b>



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**Discussion of Key Elements**

**Personnel Expenditures:**

No changes or significant items to this category.

**Operating and Maintenance Expenditures:**

The most significant expenditure of the operating and maintenance budget is for communications.

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## Parks

### **Mission:**

The mission of the Parks department is to create and maintain attractive and safe parks, open spaces and trails that conserve and enhance our relationship with nature and provide the citizens with leisure time, relaxing and active recreational opportunities.

### **Responsibilities:**

- To provide for active and passive recreational opportunities through a network of parks and trails totaling 124 developed acres and 72.6 acres of open space.
- To develop and maintain attractive parks, greenbelts and community spaces through the use of City staff and volunteers.
- To collaborate with athletic leagues, to make facility improvements, plan for future growth and coordinate field usage.
- To improve the appearance of the community through partnerships with volunteers in the Adopt-A-Park program, the Gift Catalog program, the Oak Harbor Garden Club and service organizations.
- To promote tourism and community involvement by working with the Chamber of Commerce, service organizations and other agencies to host special events and activities in the parks.
- To collaborate with the Development Services Department to identify and implement capital improvement projects that meet the needs identified in the Parks Comprehensive Plan and growth in the community.
- To maintain public art and memorials throughout the community in cooperation with the Oak Harbor Arts Commission.

### **2018 Accomplishments:**

- ✓ Construction started on Windjammer park, phase 1.
- ✓ Re-landscaped the front entry of the Senior Center.
- ✓ Installed the "Founders Memorial" at Windjammer park.

### **2019 – 2020 Goals:**

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

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

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

- Objective: To replace aging play equipment in two neighborhood parks in 2019 and two more in 2020. Re-open Windjammer park to the public in July of 2019. Repair and re-paint Neil tower in 2019. Expand Sunrise Rotary dog park in 2020. Replace aged restrooms at Flintstone Park with Portland Loo restrooms.

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- Objective: To develop the 6-year Parks, Recreation and Open Space Plan to meet the current and future needs of the City.
  - **Goal: Promote community pride and tourism in Oak Harbor.**
  - Objective: To collaborate and coordinate with the Chamber of Commerce, athletic leagues and service groups to organize and support community events and activities as well as athletic tournaments in our parks.
  - Objective: To collaborate with the Garden Club and other service organizations to develop and implement community beautification projects. Continue to develop the waterfront trail and install additional interpretive signage and kiosks.
  - Objective: To work collectively with civic clubs, school groups and community volunteers to establish future Garry Oak tree planting and to protect the existing Garry Oaks within the City.
  - ❖ **Goal: High quality maintenance and operation of parks, greenbelts and public open spaces in a cost-effective manner.**
  - Objective: To evaluate maintenance methods, schedules and standards to determine if modification is necessary to meet desired levels of service. Consider alternative staffing structures as well as volunteer and contract opportunities. To replace one position that was eliminated through budget cuts..
  - Objective: To increase the number of parks adopted within the community through the City's Adopt-A-Park program.
  - ❖ **Goal: Provide facilities for non-traditional recreational activities, such as pickle ball and bocce ball.**
  - Objective: To broaden the City's offering of non-traditional recreational activities to include a wide range of ages and interests. The City already offers disc golf as an alternative activity. The City is currently implementing pickle ball and bocce ball activities.

**Measurement Results**

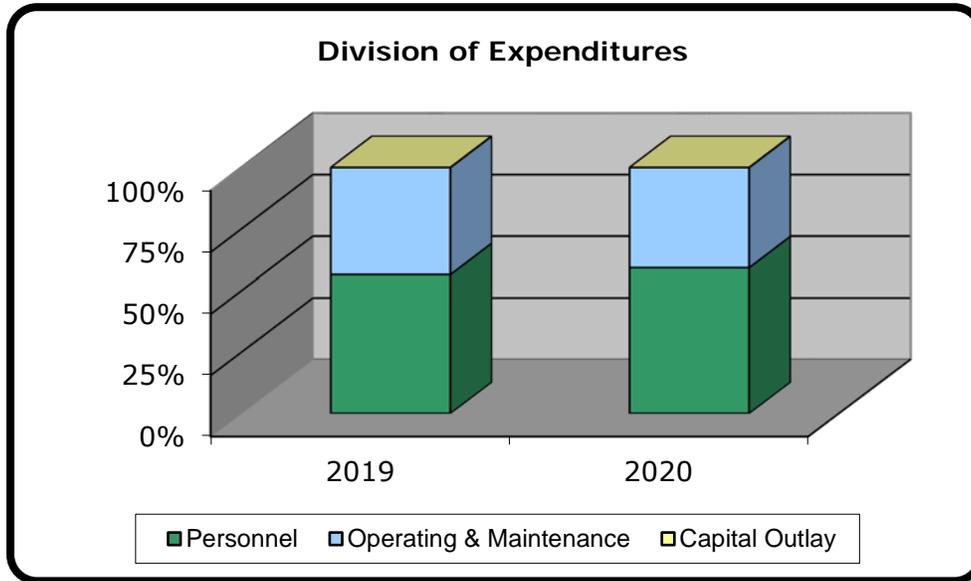
Measures	Actual		Projected	
	2017	2018	2019	2020
<b>Quantitative Measures</b>				
Acres of open space maintained	72.5	72.5	147.5	147.5
Community parks (acres)	87	87	87	87
Neighborhood parks (acres)	37	37	37	37
Linear miles of trails maintained	4.5	4.5	4.5	4.5
Total number of sports camps and tournaments in City parks	5	3	3	5
Sports leagues participation	1,509	1,521	1,500	1,510
Number of volunteer hours worked on Parks projects	1215	716	750	750
Total number of community events held in parks	50	40	50	53
Number of visitors to the RV Park (full hookups)	3,600	0	0	0
Number of parks adopted	20	21	22	23
Public art pieces/memorials	19	20	24	25
Kitchen facility rentals	240	173	200	240

**Personnel Schedule**

Classification	Budgeted Positions				
	2016	2017	2018	2019	2020
Parks Operations Manager	1.00	1.00	1.00	1.00	1.00
Lead Parks Specialist	1.00	1.00	1.00	1.00	1.00
Parks Laborer (Part Time)	0.50	0.50	0.50	0.00	0.00
Parks Specialist I	3.00	0.00	0.00	4.00	4.00
Parks Specialist II	1.00	4.00	4.00	0.00	0.00
Seasonal Laborer	1.50	1.00	1.00	0.82	0.82
<b>Total</b>	<b>8.00</b>	<b>7.50</b>	<b>7.50</b>	<b>6.82</b>	<b>6.82</b>

**Summary of Financial Information**

Use of Funds	Actual 2017	Amended 2018	Adopted 2019	Adopted 2020
Expenditures				
Personnel	\$ 583,547	\$ 591,168	\$ 622,134	\$ 634,915
Operating & Maintenance	367,532	336,604	478,500	435,500
Capital Outlay	28,690	250,000	-	-
<b>Total Expenditures</b>	<b>979,770</b>	<b>1,177,772</b>	<b>1,100,634</b>	<b>1,070,415</b>
Other Uses				
Interfund Transactions	344,517	322,713	354,853	422,745
Operating Transfers Out	4,347	2,889	4,347	4,347
<b>Total Uses</b>	<b>\$ 1,328,633</b>	<b>\$ 1,503,374</b>	<b>\$ 1,459,834</b>	<b>\$ 1,497,507</b>



**Discussion of Key Elements**

**Personnel Expenditures:**

The Parks (part time) position has been eliminated from the budget. We anticipate personnel expenditure changes due to the reclassification of 2-3 Parks Specialists being promoted to Parks Specialist 2 positions. Retirements in 2019 and 2020 will also impact personnel expenditures.

**Operating and Maintenance Expenditures:**

The largest increase in the operating budget for Parks is for Public utility costs. This line item has been increased by \$95,000. The increase is necessary to cover the cost of water for the new splash park and irrigation system at Windjammer park.

**Operating Transfers:**

Operating transfers consist of transfers out for debt service for repayment of the lighting project debt.

Purpose	Adopted 2019	Adopted 2020
Debt Service	(4,347)	(4,347)
Total	(4,347)	(4,347)

**Library**

The Library fund accounts for expenditures related to the City support of the Sno-Isle Regional Library System. This entity, separate and apart from the City, receives support in the form of funding for shared janitorial and security services at the Library located at the Skagit Valley College campus.

**Sources of Revenue:**

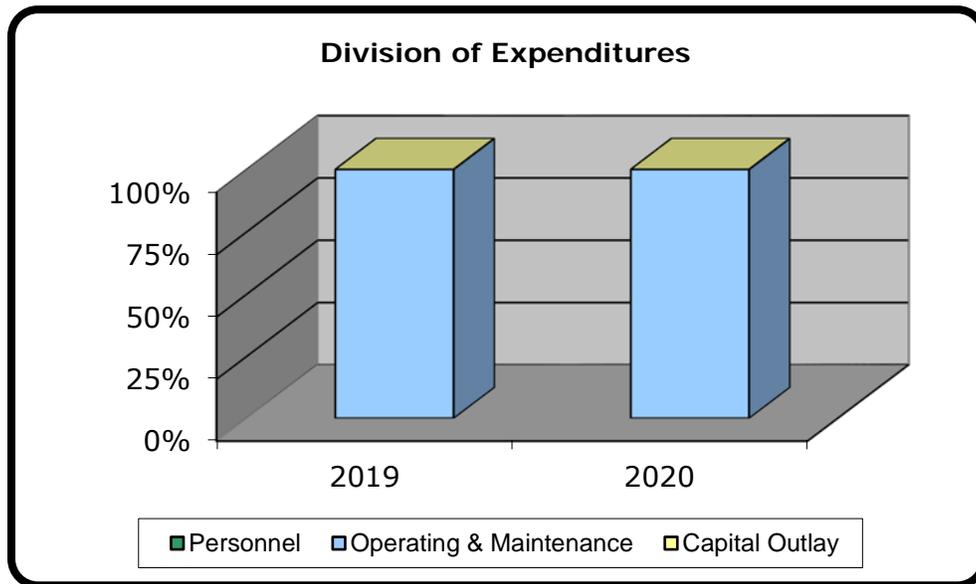
There are no sources of revenue from this operation.

**Personnel Schedule**

There are no employees charged to this department.

**Summary of Financial Information**

Use of Funds	Actual 2017	Amended 2018	Adopted 2019	Adopted 2020
Expenditures				
Personnel	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	86,601	68,400	70,900	73,400
Capital Outlay	9,196	-	-	-
<b>Total Expenditures</b>	<b>95,797</b>	<b>68,400</b>	<b>70,900</b>	<b>73,400</b>
Other Uses				
Interfund Transactions	7,027	1,400	3,200	3,200
Operating Transfers Out	-	-	-	-
<b>Total Uses</b>	<b>\$ 102,824</b>	<b>\$ 69,800</b>	<b>\$ 74,100</b>	<b>\$ 76,600</b>



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**Discussion of Key Elements**

**Operating and Maintenance Expenditures:**

The most significant item of the operating and maintenance budget is professional services and utilities for the City's portion of the operations of the Library.

**Reserves****General Fund Reserves**

General Fund Reserves consists of a number of General Fund sub-funds utilized as depositories for the portion of beginning fund balance that exceeds the City policy of 15% of the annual expenditure budget for the General Fund. Sub-fund #002 is used as a stabilization fund for the purpose of identifying, reserving, and accumulating unexpended General Fund resources for use in mitigating impacts of non-routine unanticipated General Fund revenue shortfalls, budgetary imbalances, and shortages in working capital segregate. In addition, sub-funds #003 through #006 are used as conduit or special purpose type accounts for certain "pass thru" transactions or entrepreneurial operations that are not specific operational activities of another General Fund Department. These activities pertain to the Discovery Section 125 medical reimbursement plan, the DARE program, the City's Drug Seizure Program, and the Whidbey Island Marathon.

**Sources of Revenue:**

Operating transfers are the main source of revenue.

**Personnel Schedule**

There are no employees charged to this fund.

**Summary of Financial Information**

<b>Fund Balance Reconciliation</b>	<b>Actual 2017</b>	<b>Amended 2018</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
Beginning Fund Balance	\$ 3,765,488	\$ 3,656,912	\$ 3,089,623	\$ 3,089,623
Revenues	-	-	-	-
Expenditures				
Personnel	-	-	-	-
Operating & Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
Total Expenditures	-	-	-	-
Surplus (Deficit)	-	-	-	-
Other Sources (Uses)				
Net Interfund Transactions	-	-	-	-
Net Operating Transfers	(121,201)	(711,076)	-	-
Sources Over (Under) Uses	(121,201)	(711,076)	-	-
Change in Fund Balance	(121,201)	(711,076)	-	-
Ending Fund Balance	\$ 3,644,287	\$ 2,945,836	\$ 3,089,623	\$ 3,089,623

**Discussion of Key Elements**

There is no activity in this fund.

The following 3 divisions, while part of the general fund, are related to separate funding accounts that do not require performance standards.

**Flexible Spending Account**

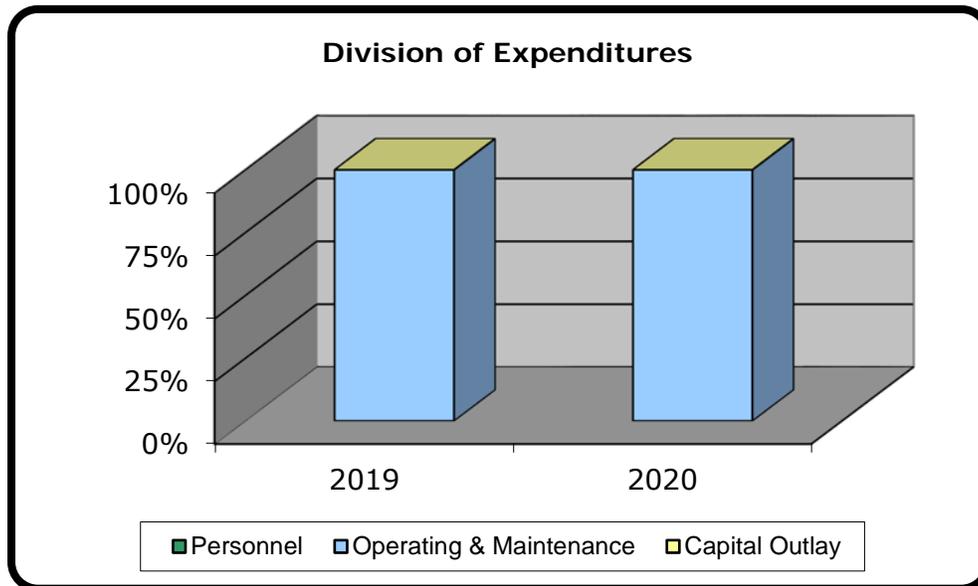
FSA fund accounts for employee contributions into a tax deferred Section 125 fund.

**Sources of Revenue:**

Revenues consist of employee contributions.

**Summary of Financial Information**

<b>Fund Balance Reconciliation</b>	<b>Actual 2017</b>	<b>Amended 2018</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -
Revenues	24,700	15,000	15,000	15,000
Expenditures				
Personnel	-	-	-	-
Operating & Maintenance	24,700	15,000	15,000	15,000
Capital Outlay	-	-	-	-
Total Expenditures	24,700	15,000	15,000	15,000
Surplus (Deficit)	-	-	-	-
Other Sources (Uses)				
Net Interfund Transactions	-	-	-	-
Net Operating Transfers	-	-	-	-
Sources Over (Under) Uses	-	-	-	-
Change in Fund Balance	-	-	-	-
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -



**Seizure**

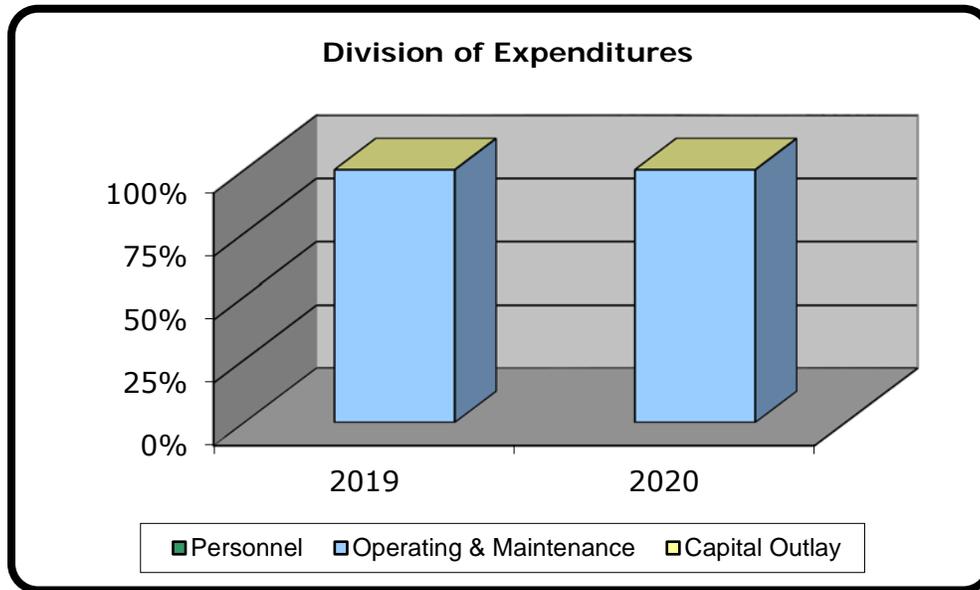
The Seizure fund accounts for expenditures in support of the City’s confidential Drug Seizure program.

**Sources of Revenue:**

Revenues consist of funds confiscated from drug seizure arrests.

**Summary of Financial Information**

<b>Fund Balance Reconciliation</b>	<b>Actual 2017</b>	<b>Amended 2018</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
Beginning Fund Balance	\$ -	\$ -	\$ 11,308	\$ 11,308
Revenues	504	5,000	5,000	5,000
Expenditures				
Personnel	-	-	-	-
Operating & Maintenance	644	5,000	5,000	5,000
Capital Outlay	-	-	-	-
Total Expenditures	644	5,000	5,000	5,000
Surplus (Deficit)	(140)	-	-	-
Other Sources (Uses)				
Net Interfund Transactions	-	-	-	-
Net Operating Transfers	-	-	-	-
Sources Over (Under) Uses	-	-	-	-
Change in Fund Balance	(140)	-	-	-
Ending Fund Balance	\$ (140)	\$ -	\$ 11,308	\$ 11,308



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**Whidbey Island Marathon****Mission:**

The mission of the Whidbey Island Marathon is to promote community vitality and economic development through the promotion and hosting of a quality athletic event which draws not only athletes from around the world, but worldwide attention for tourism. Coupled with the associated Health and Fitness Expo, the event promotes opportunities for community wellness throughout the year as entrants plan and train for their participation

**Responsibilities:**

- To provide a safe, well organized recreation event for participants and spectators.
- To ensure the Whidbey Island Marathon maintains itself as a top quality event for its continued success

**2018 Accomplishments:**

- ✓ Expanded marketing by use of social media and partnering with similar race events around the Pacific Northwest.
- ✓ Worked with over 250 volunteers during the events, with the majority of past water station volunteers returning.
- ✓ Enhanced volunteer presence on course and at finish line with Navy personnel..
- ✓ Reduced overall expenses while keeping participant race experience high.

**2019 – 2020 Goals:**

- ❖ **Goal: Continue to build the Marathon event both in terms of economic sustainability and the quality of the runner's experience.**
  - Objective: To streamline the logistical effort in conducting the Marathon event experience by combining the coordination of event activities under one outside contractor.
  - To increase marketing presence through the use of social media, and the promotion and advertising of the event through local, national, and international media.
- ❖ **Goals: Increase the number of Expo vendors and sponsors.**
  - Objective: To continue to provide a quality event that would draw increased vendor participation and financial support.
- ❖ **Goal: Return the Finish Line to Windjammer Park.**
  - Objective: To revitalize the race by making use of the newly remodeled Windjammer Park for the finish line; using the new Pavilion for the band / announcer, and incorporating the spectator features with the finish line tunnel to increase appeal of the band, beer garden, etc.

**Measurement Results**

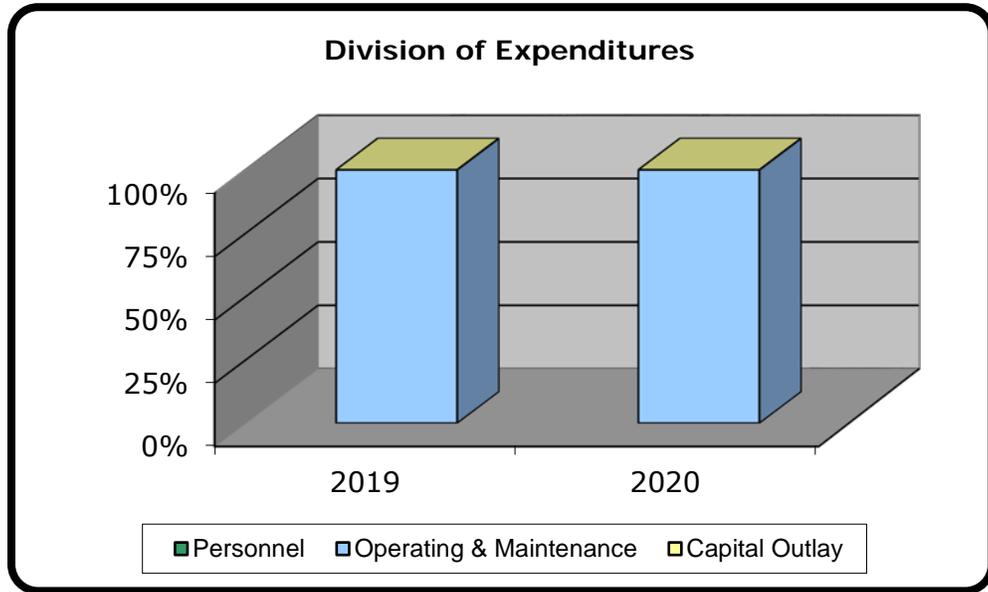
Measures	Actual		Projected	
	2017	2018	2019	2020
<b>Quantitative Measures</b>				
Number of participants:				
Full marathon	2,067	1,757	1,626	17,50
Half marathon	216	233	198	225
10-K	1,097	760	728	775
5-K	356	318	355	375
1-K	290	184	289	300
Number of vendors	102	78	56	75

**Personnel Schedule**

There are no employees charged to this fund.

**Summary of Financial Information**

Fund Balance Reconciliation	Actual 2017	Amended 2018	Adopted 2019	Adopted 2020
Beginning Fund Balance	\$ 3,171	\$ (5,147)	\$ (16,437)	\$ (12,847)
Revenues	89,934	156,544	119,300	122,654
Expenditures				
Personnel	-	-	-	-
Operating & Maintenance	120,695	155,015	115,710	119,181
Capital Outlay	-	-	-	-
Total Expenditures	120,695	155,015	115,710	119,181
Surplus (Deficit)	(30,761)	1,529	3,590	3,473
Other Sources (Uses)				
Net Interfund Transactions	-	-	-	-
Net Operating Transfers	-	-	-	-
Sources Over (Under) Uses	-	-	-	-
Change in Fund Balance	(30,761)	1,529	3,590	3,473
Ending Fund Balance	\$ (27,590)	\$ (3,618)	\$ (12,847)	\$ (9,374)



**Discussion of Key Elements**

**Operating and Maintenance Expenditures:**

The majority of the cost is for a consultant who manages the event.



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# Special Revenue Funds

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## Streets

### **Mission:**

The mission of the Streets division is to maintain streets, rights-of-way and related facilities in a safe manner that complies with local, state and federal standards and regulations.

### **Responsibilities:**

- To maintain approximately 73 miles of paved roadways and associated shoulders including crack sealing, pothole patching and grading of shoulders.
- To provide and maintain traffic control devices including more than 2,900 traffic and street signs, 8 signalized intersections, 35 School Zone flashing lights, 10 pedestrian activated lighted crosswalks, 2 radar activated speed reader boards and channelization (striping and pavement markings).
- To manage and fund the energy costs for 1014 Street lights through Puget Sound Energy and to operate and maintain 271 City-owned street lights.
- To improve and promote safety in the community by trimming trees and vegetation for sight distance and vehicular and pedestrian clearance, and by repairing sidewalks that have been raised or damaged by tree roots.
- To provide assistance with the installation and removal of the lighted holiday decorations on Midway Boulevard and Pioneer Way, maintaining street light pole banners along Pioneer Way, and coordinating with the Police Department regarding road closures and traffic control during special events.
- To be accountable for snow and ice removal, respond to emergency calls and help during inclement weather and natural disasters.
- To support the Engineering division by collecting traffic data for Engineering Studies and installing traffic calming devices.

### **2018 Accomplishments:**

- ✓ Installed Serendipity Lane structure on SE Pioneer Way and helped with several special event closures.
- ✓ Installed two backup battery systems for two signalized intersections at SW Heller & Whidbey and at NW Heller & NW Crosby.
- ✓ City street asphalt preventive maintenance crack sealing by applying 10.8 tons of rubberized sealant.
- ✓ City street pavement surface and pothole repair and replacement using 5.50 ton of cold patch and 41 ton of asphalt mix.
- ✓ Striping centerline and fog lines, crosswalks and stop bars throughout city using 492 gallons of yellow paint and 527 gallons of white paint, and 3.5 ton of glass beads.
- ✓ Repaired and replaced 320 feet of sidewalk sections due to settling and / or tree roots.
- ✓ Ground down 940 linear feet of sidewalk trip hazards caused by settling / or tree roots.
- ✓ Trimmed and removed site restricting and overhanging vegetation to improve site distance and pedestrian passage on City right of way and collaborated with the City Legal Department in updating code enforcement procedures for vegetation control.

- ✓ Maintained City street lights, signal lights, inroads and school flashers for motorist, pedestrian and bicycle safety. Replaced 60 street lights due to warranty failure.
- ✓ Completed a third-party pavement preservation rating on all City streets in preparation for future TBD discussions.

**2019 – 2020 Goals:**

❖ **Goal: To assist City Council in Transportation Benefit District measures.**

- Objective: To Implement the Street Saver Pavement management program to assist City Council in TBD discussion and proposed future funding of a pavement preservation program.

❖ **Goal: Maintain safety of public streets and related infrastructure.**

- Objective: To provide annual striping of public streets; maintain roadway surface in good repair; assist property owners in repair and maintenance of sidewalks; maintain signage and signals to regulatory standards; maintain street lighting for safety; coordinate with the Engineering Division on annual pavement management program; and respond to customer concerns in a timely manner.
- Objective: To control vegetation in order to maintain sight distance and pedestrian clearance as new requirements that municipalities have an obligation to maintain vegetation in the right of way for site distances; remove sidewalk trip hazards.
- Objective: To maintain street signage and lighted devices to enhance pedestrian and vehicle awareness by programming and maintenance of School Zone flashing lights, radar warning signage and lighted crosswalks.
- Objective: To implement the use of salt and salt brine as an alternative to sanding City streets during snow and ice events. Using salt brine will help the Streets Division to be more pro-active to control of ice and snow. Using sand is labor intensive due to application and clean up, and does not plug up storm drains.

❖ **Goal: Maintain Pavement Management Program.**

- Objective: Objective: To reduce operation and maintenance costs and long-term replacement costs through timely rehabilitation and maintenance projects; extend the life of the City's pavement and related infrastructure including identifying and securing a revenue source for the program.

❖ **Goal: Secure stable funding source for Streets Division operations.**

- Objective: To assist the Administration and Finance Departments in identifying and securing stable sources of funding for Streets division functions due to the possible elimination of the special allotted gas tax revenue (Capron Funds) which is 63% of the Street operations budget. Securing funding to assist the Streets Division with costs associated with special event support such as street closures and banners would make more funds available for on-going maintenance activities which are funded by the Streets Division.

**Measurement Results**

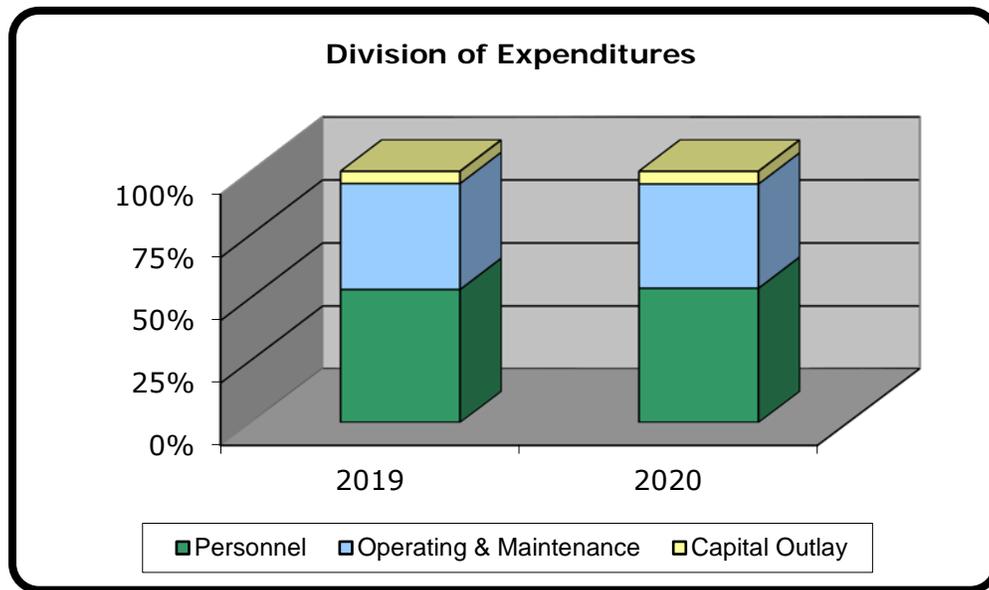
Measures	Actual		Projected	
	2017	2018	2019	2020
<b>Qualitative Measures</b>				
Overall street rating (4-year rating cycles for residential) (2-year rating cycles for arterials)	100%	100%	100%	100%
Repair potholes within 72 hours	100%	100%	100%	100%
<b>Quantitative Measures</b>				
Linear feet of sidewalks repaired and/or installed	0	320	300	300
Grinding trip hazards on existing sidewalks (linear feet)	982	940	700	700

**Personnel Schedule**

Classification	Budgeted Positions				
	2016	2017	2018	2019	2020
Lead Streets Specialist	1.00	1.00	1.00	1.00	1.00
Seasonal Laborer	0.50	0.25	0.25	0.41	0.41
Streets Specialist I	0.00	0.00	0.00	1.00	1.00
Streets Specialist II	3.00	3.00	3.00	2.00	2.00
Total	4.50	4.25	4.25	4.41	4.41

**Summary of Financial Information**

Fund Balance Reconciliation	Actual 2017	Amended 2018	Adopted 2019	Adopted 2020
Beginning Fund Balance	\$ 1,363,197	\$ 1,679,250	\$ 2,344,859	\$ 1,527,365
Revenues	1,434,258	1,037,325	1,188,200	1,211,084
Expenditures				
Personnel	364,544	378,297	395,683	405,781
Operating & Maintenance	304,005	302,104	313,000	312,850
Capital Outlay	34,973	738,911	36,000	38,000
Total Expenditures	703,522	1,419,312	744,683	756,631
Surplus (Deficit)	730,736	(381,987)	443,517	454,453
Other Sources (Uses)				
Net Interfund Transactions	(312,829)	(454,017)	(682,313)	(496,644)
Net Operating Transfers	178,211	177,978	(578,698)	(356,979)
Sources Over (Under) Uses	(134,618)	(276,039)	(1,261,011)	(853,623)
Change in Fund Balance	596,118	(658,026)	(817,494)	(399,170)
Ending Fund Balance	\$ 1,959,315	\$ 1,021,224	\$ 1,527,365	\$ 1,128,195



**Discussion of Key Elements**

**Sources of Revenue:**

The Streets division receives revenues exclusively from a portion of the State Motor Vehicle Fuel Tax and a special Capron Fund, which is also funded from Motor Vehicle Fuel Tax. In 2018 the City Council passed a resolution to form a Transportation Benefit District with revenue to go for street roadway maintenance and preservation.

**Personnel Expenditures:**

The wages, salaries, overtime costs and related employee benefits included in this budget support the current level of staffing. The aging of the City street infrastructure as well as new construction has understandably increased the demand for manpower to maintain City street facilities. Due to limited revenue, the Streets Division will not fill an authorized staff position for 2019-2020. The Streets Division will hire a five-month temporary employee in 2019-2020.

**Operating and Maintenance Expenditures:**

All Supplies, professional services, training, communication and other regular, ongoing costs of operation are included in the expenditure category. Increased costs are reflected in the substantial cost increase of office and operating supplies in the traveled way portion of the budget. Approx. 17% of the street’s operations budget is dedicated for energy costs for street lighting.

**Capital Outlay:**

2019

- Salt Brine production system \$20,000
- Signal Light Battery Backup Systems (2) \$16,000

2020

Street operations Bay Mezzanine \$30,000  
Signal Light Battery Backup System (1) \$8,000

**Operating Transfers:**

Operating transfers consist of transfers out for capital projects and debt service for repayment of the lighting project debt.

<b>Purpose</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
Annual Asphalt Overlays	(500,000)	(300,000)
Debt Service	(31,979)	(31,979)
Shoreline Restoration: Midway to Regatta	(25,000)	(25,000)
SR 20 & Fakema (Boyer Access Road)	(21,719)	-
Total	(578,698)	(356,979)

**Arterials**

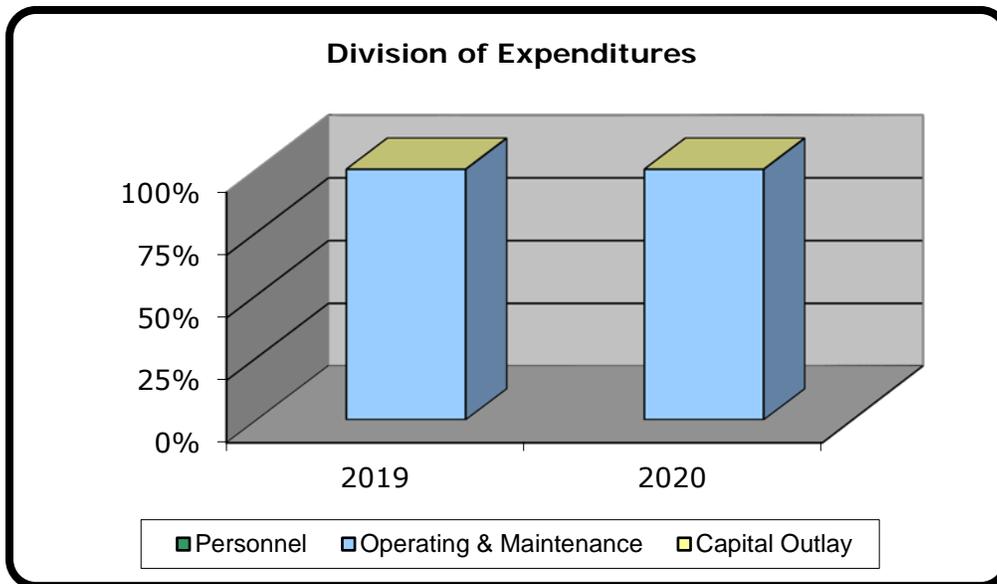
The Arterial Street fund accounts for the operation, maintenance, and minor improvements to the City’s arterial streets. Within the City of Oak Harbor, SR 20 is the only principal arterial street. Minor arterials include Bayshore Drive, Fort Nugent Road, Whidbey Avenue, NE 16<sup>th</sup> Avenue, Heller Street, Midway Boulevard, Goldie Street and SE Regatta Drive.

**Personnel Schedule**

There are no employees charged to this fund.

**Summary of Financial Information**

<b>Fund Balance Reconciliation</b>	<b>Actual 2017</b>	<b>Amended 2018</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
Beginning Fund Balance	\$ 1,266,955	\$ 1,597,409	\$ 1,266,503	\$ 1,298,370
Revenues	166,648	377,200	144,660	147,200
Expenditures				
Personnel	-	-	-	-
Operating & Maintenance	13,200	1,300	6,600	7,000
Capital Outlay	16,601	242,000	-	-
Total Expenditures	29,801	243,300	6,600	7,000
<b>Surplus (Deficit)</b>	<b>136,847</b>	<b>133,900</b>	<b>138,060</b>	<b>140,200</b>
Other Sources (Uses)				
Net Interfund Transactions	(106,221)	(105,833)	(106,193)	(72,906)
Net Operating Transfers	-	-	-	-
<b>Sources Over (Under) Uses</b>	<b>(106,221)</b>	<b>(105,833)</b>	<b>(106,193)</b>	<b>(72,906)</b>
Change in Fund Balance	30,626	28,067	31,867	67,294
Ending Fund Balance	\$ 1,297,581	\$ 1,625,476	\$ 1,298,370	\$ 1,365,664



**Discussion of Key Elements**

**Sources of Revenue:**

All Transportation Impact Fees collected from developers are deposited into this fund. In addition, this fund receives State-shared restricted gasoline tax revenues and State grants for capital improvements to the City's arterial systems.

**Operating and Maintenance Expenditures:**

Insurance costs are the only budgeted expenditures.

**Transportation Capital Improvement**

The Transportation Capital Improvement fund accounts for activities relates to improvements to public streets and roads.

**Personnel Schedule**

There are no employees charged to this fund.

**Summary of Financial Information**

<b>Fund Balance Reconciliation</b>	<b>Actual 2017</b>	<b>Amended 2018</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
Beginning Fund Balance	\$ 1,242,886	\$ 1,264,106	\$ 1,414,770	\$ 886,889
Revenues	62,075	42,022	48,200	49,082
Expenditures				
Personnel	-	-	-	-
Operating & Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
Total Expenditures	-	-	-	-
<b>Surplus (Deficit)</b>	<b>62,075</b>	<b>42,022</b>	<b>48,200</b>	<b>49,082</b>
Other Sources (Uses)				
Net Interfund Transactions	-	-	-	-
Net Operating Transfers	(35,190)	(35,190)	(576,081)	(57,918)
<b>Sources Over (Under) Uses</b>	<b>(35,190)</b>	<b>(35,190)</b>	<b>(576,081)</b>	<b>(57,918)</b>
Change in Fund Balance	26,885	6,832	(527,881)	(8,836)
<b>Ending Fund Balance</b>	<b>\$ 1,269,771</b>	<b>\$ 1,270,938</b>	<b>\$ 886,889</b>	<b>\$ 878,053</b>

**Discussion of Key Elements****Sources of Revenue:**

The Transportation Capital Improvement fund receives revenue from development activity, motor vehicle tax and grants.

**Operating Transfers:**

Operating transfers consist of transfers out for capital projects.

<b>Purpose</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
Hoffman to 16th Trail (13.5% match)	-	(28,483)
NE 7th Ave Improvement	(37,800)	(29,435)
SR 20 & Fakema (Boyer Access Road)	(538,281)	-
<b>Total</b>	<b>(576,081)</b>	<b>(57,918)</b>

**Paths and Trails**

The Paths and Trails fund accounts for revenues and expenditures related to identified projects of a multi-modal nature. The City uses these funds primarily for the funding of certain pathway projects such as the Windjammer and Freund Marsh Trails.

**Personnel Schedule**

There are no employees charged to this fund.

**Summary of Financial Information**

<b>Fund Balance Reconciliation</b>	<b>Actual 2017</b>	<b>Amended 2018</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
Beginning Fund Balance	\$ 7,422	\$ 9,521	\$ 13,210	\$ 15,951
Revenues	2,965	3,435	2,741	2,789
Expenditures				
Personnel	-	-	-	-
Operating & Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
Total Expenditures	-	-	-	-
Surplus (Deficit)	2,965	3,435	2,741	2,789
Other Sources (Uses)				
Net Interfund Transactions	-	-	-	-
Net Operating Transfers	-	-	-	-
Sources Over (Under) Uses	-	-	-	-
Change in Fund Balance	2,965	3,435	2,741	2,789
Ending Fund Balance	\$ 10,387	\$ 12,956	\$ 15,951	\$ 18,740

**Discussion of Key Elements****Sources of Revenue:**

The source of revenue for this fund is 1% of all Motor Vehicle Fuel Tax proceeds received by the City's Streets and Arterials funds. Under State law, the funds must be spent within a ten year period from receipt.

**Arts Acquisition and Maintenance**

The Arts Acquisition and Maintenance fund accounts for revenues and expenditures related to purchase and preservation of art within the City. The Arts Commission researches and suggests potential projects for the Council's authorization.

**Personnel Schedule**

There are no employees charged to this fund.

**Summary of Financial Information**

<b>Fund Balance Reconciliation</b>	<b>Actual 2017</b>	<b>Amended 2018</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
Beginning Fund Balance	\$ 102,021	\$ 101,583	\$ 147,510	\$ 154,813
Revenues	46,163	46,033	52,633	53,960
Expenditures				
Personnel	-	-	-	-
Operating & Maintenance	2,038	-	10,330	10,340
Capital Outlay	41,858	20,000	35,000	20,000
Total Expenditures	43,896	20,000	45,330	30,340
<b>Surplus (Deficit)</b>	<b>2,267</b>	<b>26,033</b>	<b>7,303</b>	<b>23,620</b>
Other Sources (Uses)				
Net Interfund Transactions	-	-	-	-
Net Operating Transfers	(1,373)	-	-	-
<b>Sources Over (Under) Uses</b>	<b>(1,373)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Change in Fund Balance	894	26,033	7,303	23,620
<b>Ending Fund Balance</b>	<b>\$ 102,915</b>	<b>\$ 127,616</b>	<b>\$ 154,813</b>	<b>\$ 178,433</b>

**Discussion of Key Elements****Sources of Revenue:**

The source of funds is a portion of the City's Utility Tax. The amount of the allocations is set by Council through the adoption of the budget and currently is 0.25% of the gross revenue on the supply of water; collection and treatment of sewer; and the collection of solid waste. These proceeds must be utilized for the promotion of art.

**Capital Outlay:**

The Art fund has not identified any specific piece of artwork.

**Civic Improvement**

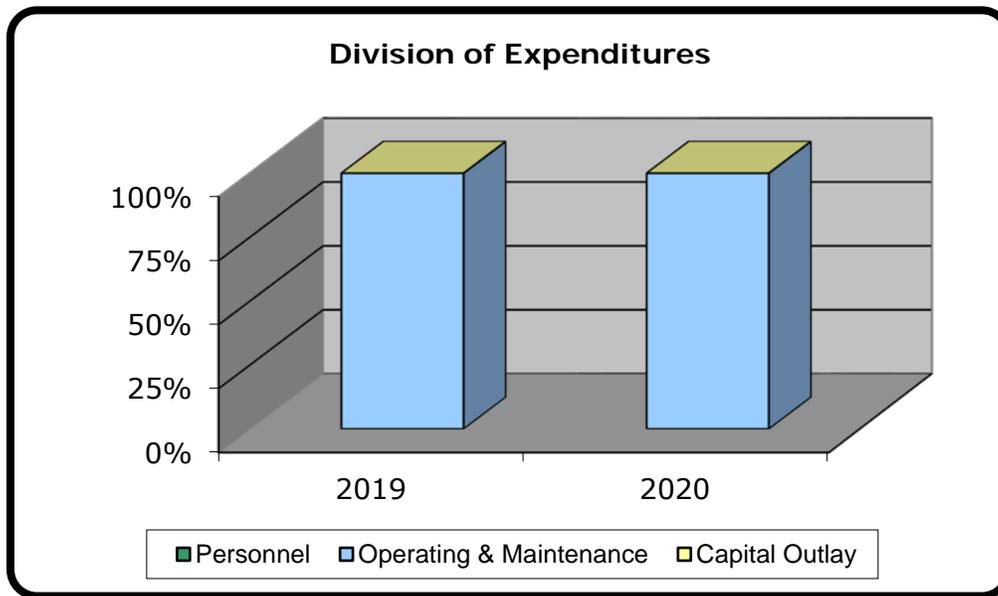
The Civic Improvement fund accounts for revenues and expenditures related to tourism. The City utilizes a Lodging Tax Advisory Committee consisting of representatives from two entities that collect the 2% Hotel Motel Tax funds (hoteliers) and two entities that use the funds in the promotion of tourism. The Committee is chaired by one City Council member, with the City's Finance Director attending in an ex officio advisory capacity.

**Personnel Schedule**

There are no employees charged to this fund.

**Summary of Financial Information**

<b>Fund Balance Reconciliation</b>	<b>Actual 2017</b>	<b>Amended 2018</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
Beginning Fund Balance	\$ 659,396	\$ 670,566	\$ 749,817	\$ 726,817
Revenues	329,251	258,040	262,000	267,220
Expenditures				
Personnel	-	-	-	-
Operating & Maintenance	268,660	250,000	285,000	285,000
Capital Outlay	-	-	-	-
Total Expenditures	268,660	250,000	285,000	285,000
<b>Surplus (Deficit)</b>	<b>60,591</b>	<b>8,040</b>	<b>(23,000)</b>	<b>(17,780)</b>
Other Sources (Uses)				
Net Interfund Transactions	-	-	-	-
Net Operating Transfers	-	-	-	-
<b>Sources Over (Under) Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Change in Fund Balance	60,591	8,040	(23,000)	(17,780)
<b>Ending Fund Balance</b>	<b>\$ 719,987</b>	<b>\$ 678,606</b>	<b>\$ 726,817</b>	<b>\$ 709,037</b>



**Discussion of Key Elements**

**Sources of Revenue:**

The source of funds is the City's 2% Hotel Motel Tax. These proceeds must be utilized for the promotion of tourism.

**Operating and Maintenance Expenditures:**

Operating and maintenance expenditures consist of the promotion of tourism.

**Neighborhood Parks**

The Neighborhood Parks Improvement fund accounts for revenues and expenditures related to acquisition and/or construction of neighborhood parks.

**Personnel Schedule**

There are no employees charged to this fund.

**Summary of Financial Information**

<b>Fund Balance Reconciliation</b>	<b>Actual 2017</b>	<b>Amended 2018</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
Beginning Fund Balance	\$ 98,092	\$ 98,447	\$ 98,184	\$ 22,000
Revenues	37	300	-	-
Expenditures				
Personnel	-	-	-	-
Operating & Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
Total Expenditures	-	-	-	-
<b>Surplus (Deficit)</b>	<b>37</b>	<b>300</b>	<b>-</b>	<b>-</b>
Other Sources (Uses)				
Net Interfund Transactions	-	-	-	-
Net Operating Transfers	-	-	(76,184)	(22,000)
<b>Sources Over (Under) Uses</b>	<b>-</b>	<b>-</b>	<b>(76,184)</b>	<b>(22,000)</b>
Change in Fund Balance	37	300	(76,184)	(22,000)
Ending Fund Balance	\$ 98,129	\$ 98,747	\$ 22,000	\$ -

**Discussion of Key Elements****Sources of Revenue:**

Neighborhood and Community Parks Impact Fees are now combined in the Park Impact Fee Fund.

**Operating Transfers:**

Operating transfer consist of transfer out capital projects.

<b>Purpose</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
Harbor Heights Land Purchase/Improvements	(31,184)	-
Sunrise Rotary Dog Park Expansion	-	(22,000)
WJP Playground Equipment	(45,000)	-
<b>Total</b>	<b>(76,184)</b>	<b>(22,000)</b>

**Community Parks**

The Community Parks Improvement fund accounts for revenues and expenditures related to acquisition and/or construction of community parks.

**Personnel Schedule**

There are no employees charged to this fund.

**Summary of Financial Information**

<b>Fund Balance Reconciliation</b>	<b>Actual 2017</b>	<b>Amended 2018</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
Beginning Fund Balance	\$ 263,382	\$ 264,355	\$ -	\$ -
Revenues	1,185	800	-	-
Expenditures				
Personnel	-	-	-	-
Operating & Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
Total Expenditures	-	-	-	-
Surplus (Deficit)	1,185	800	-	-
Other Sources (Uses)				
Net Interfund Transactions	-	-	-	-
Net Operating Transfers	-	(264,740)	-	-
Sources Over (Under) Uses	-	(264,740)	-	-
Change in Fund Balance	1,185	(263,940)	-	-
Ending Fund Balance	\$ 264,567	\$ 415	\$ -	\$ -

**Discussion of Key Elements****Sources of Revenue**

Neighborhood and Community Parks Impact Fees are now combined in the Park Impact Fee Fund.

**Parks Impact fees**

The Parks Impact Fee fund is a new fund. It represents the consolidation for the Neighborhood Parks and Community Parks funds. It accounts for revenues and expenditures related to acquisition and/or construction of all types of parks.

**Personnel Schedule**

There are no employees charged to this fund.

**Summary of Financial Information**

<b>Fund Balance Reconciliation</b>	<b>Actual 2017</b>	<b>Amended 2018</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
Beginning Fund Balance	\$ 100,657	\$ 167,452	\$ 162,230	\$ 232,530
Revenues	69,153	71,501	70,300	71,700
Expenditures				
Personnel	-	-	-	-
Operating & Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
Total Expenditures	-	-	-	-
Surplus (Deficit)	69,153	71,501	70,300	71,700
Other Sources (Uses)				
Net Interfund Transactions	-	-	-	-
Net Operating Transfers	-	(168,243)	-	(197,417)
Sources Over (Under) Uses	-	(168,243)	-	(197,417)
Change in Fund Balance	69,153	(96,742)	70,300	(125,717)
Ending Fund Balance	\$ 169,810	\$ 70,710	\$ 232,530	\$ 106,813

**Discussion of Key Elements****Sources of Revenue:**

Park Impact Fees collected from developers are deposited here.

**Operating Transfers:**

Operating transfer consist of transfer out for capital projects.

<b>Purpose</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
WJP Phase 2 Design	-	(197,417)
Total	-	(197,417)

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## Senior Services

### **Mission:**

The mission of Senior Services is to empower older adults in Oak Harbor, and surrounding areas, for personal independence, healthy aging, social connection, and life-long learning.

### **Responsibilities:**

- Provide classes and activities for healthy aging that utilize best practices and evidenced based programming as available.
- Collect and assess data regarding Senior Center facility use and program participation. Utilize data for strategic planning of future services. Provide reports to City Council and Administration.
- Practice responsible stewardship of City and Senior Center financial and material resources.
- Promote Senior Services programs and activities through the Senior Center quarterly brochure, City website, social media, Chamber of Commerce, and liaising with community partners.
- Maintain facilities that are attractive, safe, and welcoming to all.
- Maintain a robust volunteer program that provides a broad source of expertise, talent and skills for Senior Center needs.
- Provide a central community resource for programs, activities, recreation, information, education and advocacy for older adults.

### **2018 Accomplishments:**

- ✓ Became a certified Silver and Fit location which allows members with certain insurances to participate in fitness classes for free and the center is reimbursed by the insurance company.
- ✓ Started and grew SAIL (Staying Active and Independent for Life) fall prevention exercise program.
- ✓ Revenue for membership exceeded budgeted amount by 24%.
- ✓ Received donation of 100 new multipurpose chairs from the Oak Harbor Senior Center Foundation and Island Thrift. Donation equal to \$7,000.
- ✓ Landscaped the front of the building, including addition of a patio. Landscaping and patio paid for by in-kind donations of community members, the Oak Harbor Garden Club, Rock and Gem Club, and the Oak Harbor Senior Center Foundation. Donations equal to \$4,900.
- ✓ Implemented credit card machine policy and procedure to allow for acceptance of payment by credit card to increase sales and customer service.

### **2019 – 2020 Goals:**

- ❖ **Goals: Serve as convener and facilitator for partnerships and collaboration that will assist in developing and sustaining a “livable community” for older adults in Oak Harbor.**

- Objective: Participate on appropriate City and County boards and committees as a representative of the older adult population.
- Objective: Collaborate with other City departments to include older adults and/or maintain an awareness of the older adult population in City planning processes.
- Objective: Partner with businesses and community groups to better utilize local resources, avoid duplication of services, and allow for more creative programming and problem solving.
- ❖ **Goals: Positively impact the financial sustainability of the Senior Center.**
  - Objective: Offer reasonably priced classes and activities that are financially self-sustaining.
  - Objective: Develop multiple fundraising opportunities; including grants, special events, appeals.
  - Objective: Enhance the travel program for increased profit.
- ❖ **Goals: Exceed community expectations in the delivery of services.**
  - Objective: Be proactive in assessing and meeting community needs.
  - Objective: Provide opportunities for member and community input regarding services, programs and facilities.
  - Objective: Provide resources for staff to keep abreast of changing industry trends so that cutting edge programming is developed, along with more traditional forms of programs and services.
  - Objective: Maintain a Senior Center environment that is regarded by the community as welcoming, helpful and efficient.
- ❖ **Goals: Maximize community usage of Senior Center buildings and facilities.**
  - Objective: Create opportunities for community groups to utilize facilities during times that are not otherwise scheduled for older adult activities.
  - Objective: Establish fees and produce marketing materials for facility rental.
  - Objective: Rebrand Center to be more welcoming to all ages over 50 and more marketable for events.
- ❖ **Goals: Create opportunities for a “center without walls”.**
  - Objective: Create a community based “lifelong learning” program that allows participants to benefit from the interests and life experiences of other community members.
  - Objective: Objective: Participate in community events outside of the center including events such as Marathon and Beachcomber Bazaar.
  - Objective: Act as a clearing house of information regarding activities and support services available to older adults through businesses and other organizations in the community.

**Measurement Results**

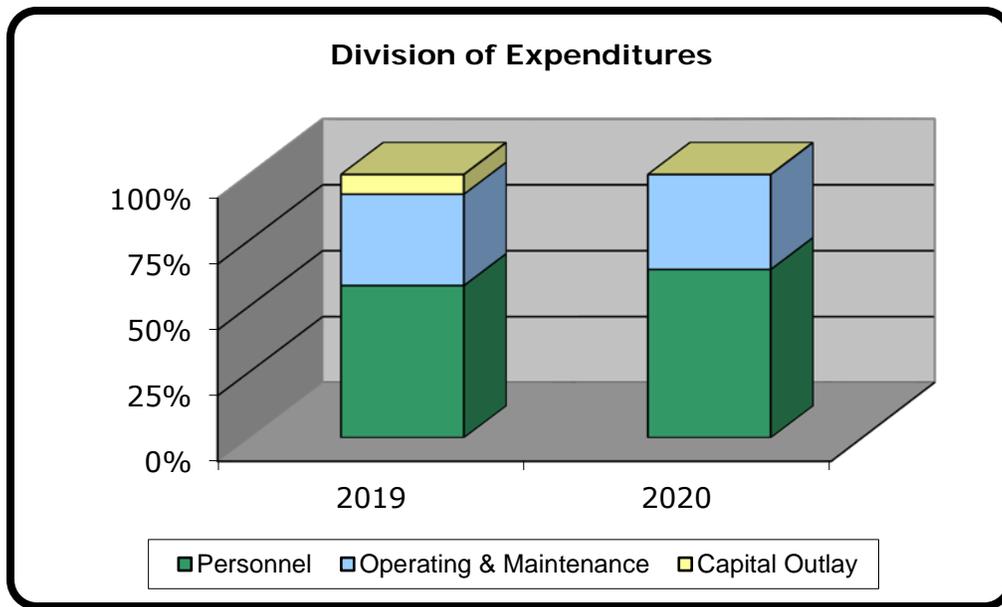
Measures	Actual		Projected	
	2017	2018	2019	2020
<b>Qualitative Measures</b>				
Rebrand Senior Center	N/A	N/A	X	X
Implement evidenced based programs for Senior Center members that emphasize personal independence, healthy aging, social connection, and life-long learning	X	X	X	X
<b>Quantitative Measures</b>				
Passport & photo revenue	\$37,771	\$38,962	\$43,000	\$43,090
Membership revenue	\$25,944	\$34,420	\$30,000	\$30,900
Volunteer hours	4,872	4,558	4,800	4,850
Trip participants	1,200	1,188	1,200	1,250

**Personnel Schedule**

Classification	Budgeted Positions				
	2016	2017	2018	2019	2020
Senior Services Administrator	1.00	1.00	1.00	1.00	1.00
Program Assistant	0.88	0.88	0.88	0.88	0.88
Program Coordinator	0.87	0.87	0.87	1.00	1.00
Total	2.75	2.75	2.75	2.88	2.88

**Summary of Financial Information**

Fund Balance Reconciliation	Actual 2017	Amended 2018	Adopted 2019	Adopted 2020
Beginning Fund Balance	\$ (38,689)	\$ 26,122	\$ 113,092	\$ (483)
Revenues	199,366	198,866	214,400	216,694
Expenditures				
Personnel	175,003	206,595	232,932	248,249
Operating & Maintenance	131,870	126,994	139,500	139,700
Capital Outlay	-	-	30,000	-
Total Expenditures	306,874	333,589	402,432	387,949
Surplus (Deficit)	(107,508)	(134,723)	(188,032)	(171,255)
Other Sources (Uses)				
Net Interfund Transactions	(26,031)	(27,692)	(34,902)	(32,768)
Net Operating Transfers	171,839	160,311	109,359	202,294
Sources Over (Under) Uses	145,807	132,619	74,457	169,526
Change in Fund Balance	38,300	(2,104)	(113,575)	(1,729)
Ending Fund Balance	\$ (389)	\$ 24,018	\$ (483)	\$ (2,212)



**Discussion of Key Elements**

**Personnel Expenditures:**

The Senior Service division increased the Program Coordinator position to fulltime increasing the overall authorized positions to 2.88 FTE.

**Operating and Maintenance Expenditures:**

A significant portion of our operating expense is personnel salaries and benefits. Other consequential operating expenses are those associated with our revenue creating programs such as travel and professional instructor payments.

**Capital Outlay:**

Funds are approved for a new outdoor sign to include an electronic messaging system.

**Operating Transfers:**

Operating transfers consist of transfers in for operations, offset by transfers out for debt service for repayment of the lighting project debt.

Purpose	Adopted 2019	Adopted 2020
Debt Service	(2,415)	(2,414)
Senior Center Operations	111,774	204,708
Total	109,359	202,294



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# Debt Service Funds

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### **Long-term Debt**

In Washington State, City long-term debt can take one of four basic forms. For each form of debt there are dollar limitations on the amounts that can be issued. Discussed below are the basic types of debt, their dollar limitations, and current outstanding balances for the City of Oak Harbor.

#### **Councilmanic Debt**

This refers to long-term general obligation debt that, following a majority vote of the City Council, is authorized. No public vote is necessary for the issuance of councilmanic debt and repayment must come from the existing revenue sources of the City. There is no separate tax levy to support councilmanic bonds. The limitation on councilmanic debt is 1½% of the City's tax assessed valuation.

Currently the City has councilmanic debt for the 2011 Marina bond with repayment coming from the Marina Fund and for the 2016 LOCAL loan with repayment coming from the General, Streets and Senior Center Funds.

#### **Voter Approved Debt**

This is the most common type of general obligation long-term debt for cities. A 60% voter approval is necessary for the issuance of General Obligation Debt and, subject to certain limitations; the debt is restricted to 2½% of the city's tax assessed valuation.

The City currently has no voter-approved bonds outstanding.

#### **Revenue Debt**

This type of long-term debt can only be issued by those funds that can generate user fees for the repayment of the debt. Water and sewer capital projects are often times financed through revenue debt. Naturally the water or sewer service fees are adjusted to generate sufficient cash flow to service the debt.

Currently revenue debt is outstanding in the Wastewater Treatment Fund for the OAKWA16 Bond and several State Revolving Fund Loans. The Water and Storm Drain Funds each have Public Works Trust Fund Loans outstanding.

#### **Assessment Debt**

This type of debt frequently funds capital projects wherein there are specific pieces of property that benefit from the improvements. These properties are assessed an annual tax to pay for these improvements. Common types of assessment debt are street/sidewalk extensions, new water lines and sewer service extensions.

Currently the City has no outstanding assessment debt.

**LOCAL Loan**

The LOCAL Loan fund accounts for the debt service on the energy efficient lighting upgrades throughout the City

**Sources of Revenue:**

Revenues consist of operating transfers from the General, Streets and Senior Center Funds.

The debt service to maturity is as follows:

<b>Fiscal Year</b>	<b>Principal Payments</b>	<b>Interest Payments</b>	<b>Total Debt Service</b>
2015	\$ -	\$ -	\$ -
2016	32,090	27,800	59,890
2017	39,596	20,294	59,890
2018	41,575	18,315	59,890
2019	43,654	16,236	59,890
2020	45,837	14,053	59,890
2021	48,129	11,761	59,890
2022	50,535	9,355	59,890
2023	53,062	6,828	59,890
2024	54,322	5,568	59,890
2025	57,038	2,852	59,890



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# Capital Projects Funds

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**Cumulative Reserve 1st 1/4% REET**

The Cumulative Reserve 1st ¼% REET fund accounts for revenues and expenditures related to the collection and disbursement of the first quarter percent Real Estate Excise Tax.

**Sources of Revenue:**

The 1<sup>st</sup> ¼% Real Estate Excise Tax is received from the State of Washington. The tax is collected on the sale of real property within the City limits of Oak Harbor. Uses of the funds are designated by City Council, and pertain to projects within the City’s Capital Improvement Plan (CIP).

**Personnel Schedule**

There are no employees charged to this fund.

**Summary of Financial Information**

<b>Fund Balance Reconciliation</b>	<b>Actual 2017</b>	<b>Amended 2018</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
Beginning Fund Balance	\$ 1,682,334	\$ 2,008,131	\$ 1,331,179	\$ 539,360
Revenues	555,616	253,000	352,000	355,500
Expenditures				
Personnel	-	-	-	-
Operating & Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
Total Expenditures	-	-	-	-
<b>Surplus (Deficit)</b>	<b>555,616</b>	<b>253,000</b>	<b>352,000</b>	<b>355,500</b>
Other Sources (Uses)				
Net Interfund Transactions	-	-	-	-
Net Operating Transfers	(87,500)	(1,614,429)	(1,143,819)	(70,000)
<b>Sources Over (Under) Uses</b>	<b>(87,500)</b>	<b>(1,614,429)</b>	<b>(1,143,819)</b>	<b>(70,000)</b>
Change in Fund Balance	468,116	(1,361,429)	(791,819)	285,500
<b>Ending Fund Balance</b>	<b>\$ 2,150,450</b>	<b>\$ 646,702</b>	<b>\$ 539,360</b>	<b>\$ 824,860</b>

**Discussion of Key Elements**

**Operating Transfers:**

Operating transfers consist of transfers out for the following projects.

<b>Purpose</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
Annual Asphalt Overlays	(175,000)	(50,000)
Fire HVAC	-	(20,000)
Fire Vehicle Exhaust	(25,000)	-
Harbor Heights Land Purchase/Improvements	(868,819)	-
Interpretive Center	(75,000)	-
<b>Total</b>	<b>(1,143,819)</b>	<b>(70,000)</b>

**Cumulative Reserve 2nd 1/4% REET**

The Cumulative Reserve 2<sup>nd</sup> 1/4% REET fund accounts for revenues and expenditures related to the collection and disbursement of the second quarter percent Real Estate Excise Tax.

**Sources of Revenue:**

The 2<sup>nd</sup> 1/4% Real Estate Excise Tax is received from the State of Washington. The tax is collected on the sale of real property within the City limits of Oak Harbor. Uses of the funds are designated by City Council, and pertain to projects within the City’s Capital Improvement Plan (CIP).

**Personnel Schedule**

There are no employees charged to this fund.

**Summary of Financial Information**

<b>Fund Balance Reconciliation</b>	<b>Actual 2017</b>	<b>Amended 2018</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
Beginning Fund Balance	\$ 1,188,482	\$ 1,541,264	\$ 1,910,620	\$ 1,736,157
Revenues	552,938	252,000	352,000	355,500
Expenditures				
Personnel	-	-	-	-
Operating & Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
Total Expenditures	-	-	-	-
<b>Surplus (Deficit)</b>	<b>552,938</b>	<b>252,000</b>	<b>352,000</b>	<b>355,500</b>
Other Sources (Uses)				
Net Interfund Transactions	-	-	-	-
Net Operating Transfers	(87,500)	(435,607)	(526,463)	(490,500)
<b>Sources Over (Under) Uses</b>	<b>(87,500)</b>	<b>(435,607)</b>	<b>(526,463)</b>	<b>(490,500)</b>
Change in Fund Balance	465,438	(183,607)	(174,463)	(135,000)
<b>Ending Fund Balance</b>	<b>\$ 1,653,920</b>	<b>\$ 1,357,657</b>	<b>\$ 1,736,157</b>	<b>\$ 1,601,157</b>

**Discussion of Key Elements****Operating Transfers:**

Operating transfers consist of transfers out for the following projects.

<b>Purpose</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
Annual Asphalt Overlays	(175,000)	(50,000)
Fire HVAC	(20,000)	-
Fire Vehicle Exhaust	(75,000)	-
Harbor Heights Land Purchase/Improvements	-	(225,000)
Interpretive Center	(100,000)	-
Koetje Playground Equipment	-	(37,500)
Lueck Playground Equipment	(38,500)	-
Neil Tower	(45,000)	-
Shadow Glen Playground Equipment	(38,000)	-
Tyhuis Playground Equipment	-	(38,000)
WJP Phase 2 Design	(34,963)	(140,000)
<b>Total</b>	<b>(526,463)</b>	<b>(490,500)</b>

**Municipal Pier**

The Municipal Pier fund accounts for revenues and expenditures related to any acquisition, construction, permitting, and other related costs incurred for the possible building of a City pier adjacent to Flintstone Park on Bayshore Drive. To date, the fund is operating as a reserve fund to set aside funding for future additions when and if they occur.

**Sources of Revenue:**

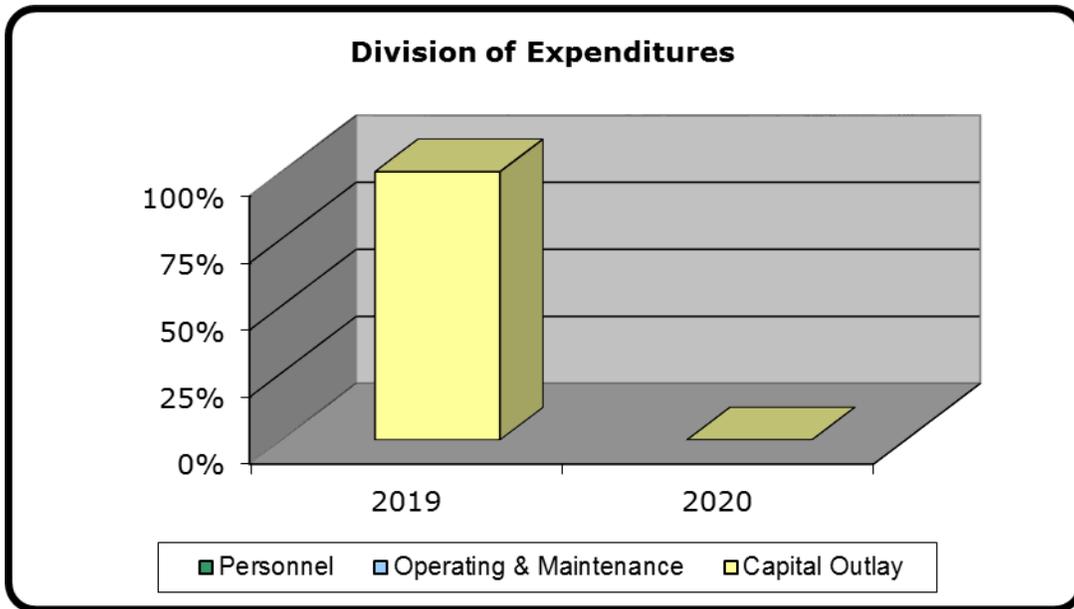
The primary sources of revenue are contributions from the General Fund, and various grant revenues.

**Personnel Schedule**

There are no employees charged to this fund.

**Summary of Financial Information**

<b>Fund Balance Reconciliation</b>	<b>Actual 2017</b>	<b>Amended 2018</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
Beginning Fund Balance	\$ 168,900	\$ 201,027	\$ 184,953	\$ 40,688
Revenues	762	500	-	-
Expenditures				
Personnel	-	-	-	-
Operating & Maintenance	-	-	-	-
Capital Outlay	-	200,000	144,265	-
Total Expenditures	-	200,000	144,265	-
Surplus (Deficit)	762	(199,500)	(144,265)	-
Other Sources (Uses)				
Net Interfund Transactions	-	-	-	-
Net Operating Transfers	-	-	-	-
Sources Over (Under) Uses	-	-	-	-
Change in Fund Balance	762	(199,500)	(144,265)	-
Ending Fund Balance	\$ 169,662	\$ 1,527	\$ 40,688	\$ 40,688



**Discussion of Key Elements**

**Capital Outlays:**

Capital outlay includes the purchase and installation of two restrooms for downtown.

**Windjammer Park Project**

The Windjammer Park Projected fund accounts for revenues and expenditures related to acquisitions and improvements to Windjammer Park (formerly known as City Beach Park).

**Sources of Revenue:**

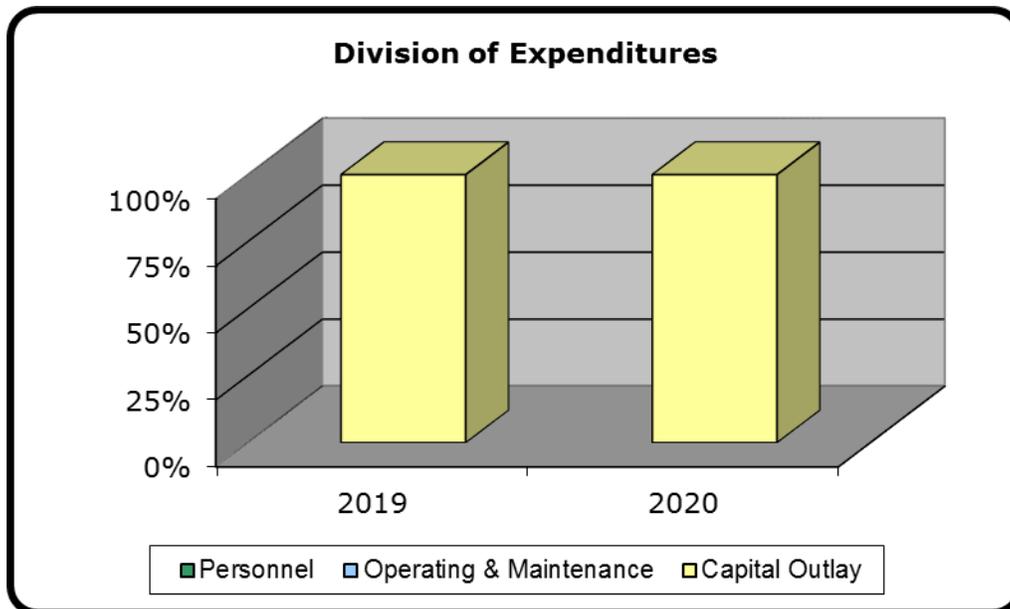
The sources of funds are General Fund contributions, grants, and 2% hotel motel tax.

**Personnel Schedule**

There are no employees charged to this fund.

**Summary of Financial Information**

<b>Fund Balance Reconciliation</b>	<b>Actual 2017</b>	<b>Amended 2018</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
Beginning Fund Balance	\$ 380,902	\$ 773,131	\$ 4,014,356	\$ 13,680
Revenues	6,462	729,000	698,820	-
Expenditures				
Personnel	-	-	-	-
Operating & Maintenance	8,471	11,199	-	-
Capital Outlay	716,920	7,174,677	4,697,806	240,000
Total Expenditures	725,391	7,185,876	4,697,806	240,000
<b>Surplus (Deficit)</b>	<b>(718,929)</b>	<b>(6,456,876)</b>	<b>(3,998,986)</b>	<b>(240,000)</b>
Other Sources (Uses)				
Net Interfund Transactions	(254,249)	(41,400)	(86,653)	(86,630)
Net Operating Transfers	1,365,574	9,739,500	84,963	337,417
<b>Sources Over (Under) Uses</b>	<b>1,111,325</b>	<b>9,698,100</b>	<b>(1,690)</b>	<b>250,787</b>
Change in Fund Balance	392,396	3,241,224	(4,000,676)	10,787
<b>Ending Fund Balance</b>	<b>\$ 773,298</b>	<b>\$ 4,014,355</b>	<b>\$ 13,680</b>	<b>\$ 24,467</b>



**Discussion of Key Elements**

**Capital Outlays:**

Capital outlay includes the Windjammer Park Integration Plan.

**Operating Transfers:**

Operating transfers consist of transfers in for Windjammer Park.

<b>Purpose</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
WJP Phase 2 Design	34,963	337,417
WJP Phase 2 Scoping	50,000	-
Total	84,963	337,417



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# Enterprise Funds

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## Water

### Mission:

The mission of the Water division is to provide safe, uninterrupted, quality water to our customers now and in the future and build confidence with our customers through education and efficient operation and maintenance programs.

### Responsibilities:

- To comply with all regulations regarding the quality and distribution of potable water through daily sampling and testing and timely response to customer concerns.
- To reliably distribute and maintain potable water through a system of four storage tanks, 108 miles of water mains, three booster pump stations and associated facilities.
- To maintain and be accountable for the City's emergency water supply through maintaining seven million gallons of storage and three existing deep wells, and actively seeking additional sources for emergency supplies.
- To promote community safety by providing adequate water pressure for fire flow and coordination with the Fire department to ensure a well-maintained network of more than 893 fire hydrants.
- To support the Finance department operations through accurate and dependable meter reading and meter repairs of the 6, 100 water service connections, as well as addressing customer service-related questions and issues.
- To protect public health and safety through administration and enforcement of the City's Cross Connection Control Program with oversight of over where there are 1,003 backflow prevention devices, and state mandated water quality sampling.
- To promote community awareness of water conservation through public education, identification and notification of unusually high customer consumption and timely repairs of leaks in the City's water mains.
- To coordinate and communicate with the Development Services department regarding review of development plans and inspection of water infrastructure installed by developers.
- To collaborate with the Development Services department to identify and implement capital projects that will improve reliability, safety and accommodate growth.

### 2018 Accomplishments:

- ✓ Completed phase #1 and #2 of the NE O'Leary water line replacement project replacing 4900 linear feet of old steel water main which reduced our annual water loss significantly.
- ✓ Purchased a water leak correlator to trace underground water leaks in water mains and services to reduce water loss.
- ✓ Completed a pump rebuild of Pump #1 at the Ault Field Pump Station.
- ✓ Conducted our tri annual lead and copper testing required by the State Health Department. Results of the sampling and testing were lower than the City's last testing cycle.
- ✓ Conducted investigative testing of our 3 wells for PFAS. Results were negative.

- ✓ Hired two replacement Water Specialists.

**2019 – 2020 Goals:**

- ❖ **Goal: Educate and assist customers concerning existing rate structure and billing policy and procedures.**
  - Objective: To assist the City water customers to understand the current rate structure as it pertains to type of use. To assist customers in making educated water use decisions and assist in leak detection and water use trending to conserve water.
- ❖ **Goal: Maintain optimum flows and ensure system reliability and dependability.**
  - Objective: To service and maintain all 1,280 of the City water main valves every two years; perform meter installations, service and repairs in a timely manner to ensure accurate meter readings; perform daily inspection of all pump stations, tank sites and critical facilities and services as needed; closely monitor and track unaccounted for water; and repair and maintain fire hydrants in a timely manner.
  - Objective: To maintain water system reliability during future related infrastructure upgrades, as indicated in our current Water System Plan.
  - Objective: To secure emergency supply of water by updating emergency response procedures, maintaining existing wells and pursuing additional sources of supply through reactivation of old wells. Design and construction of replacement for well #9.
  - Objective: To use existing resources available to inventory and map all water infrastructure including water mains, water services and meters, fire hydrants and valves. The information will be used for better asset management, locating of utilities and mapping and maintenance activities.
  - Objective: To improve redundancy of our water main grid in critical areas.
  - Objective: To improve fire flow while maintaining minimum pressures in deficient sections of our water system as identified in our 2014 Water System Plan.
- ❖ **Goal: Minimize water main breaks/leaks.**
  - Objective: To perform quality repairs; maintain a proactive program of water main replacement activities for substandard lines, connections and services; be proactive in investigating high water consumption for possible water leaks on customer water services.
- ❖ **Goal: Protect the public from the introduction of potential contamination hazards through the City water system.**
  - Objective: To maintain security and integrity of the system at reservoirs. Immediately investigate and address water quality concerns of customers.
  - Objective: To manage the City Cross Connection Control Program to protect the water system from contamination due to cross connections. Ensure the 952 backflow assemblies are properly inspected, maintained and tested.
- ❖ **Goal: Continue to expand the Water Conservation and Efficiency Program.**

- Objective: To educate the public regarding environmental benefits of water conservation to protect our resources and minimize unaccountable water loss, which is a requirement of the State of Washington.
- ❖ **Goal: Maintain "Green" Operating Permit.**
  - Objective: To comply with all water quality standards and to meet and/or exceed the level of service required by the Department of Health.

**Measurement Results**

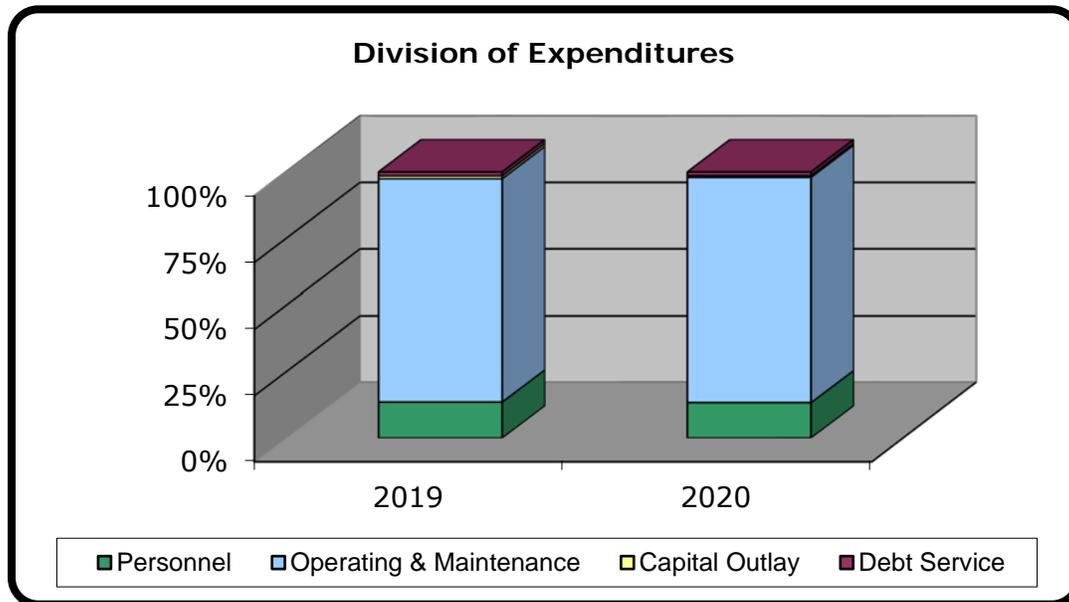
Measures	Actual		Projected	
	2017	2018	2019	2020
<b>Qualitative Measures</b>				
Water quality sampling compliance	100%	100%	100%	100%
<b>Quantitative Measures</b>				
Number of water line breaks/leaks repaired	25	20	15	15
Number of undesirable water quality concern	7	5	5	5
Percentage of water unaccounted for	6.6%	6.1%	7%	7%

**Personnel Schedule**

Classification	Budgeted Positions				
	2016	2017	2018	2019	2020
Lead Water Specialist	1.00	1.00	1.00	1.00	1.00
Seasonal Laborer	0.00	0.50	0.50	0.41	0.41
Water Specialist I	0.00	0.00	0.00	3.00	3.00
Water Specialist II	5.00	4.00	4.00	2.00	2.00
Water System Supervisor	0.00	1.00	1.00	0.00	0.00
Total	6.00	6.50	6.50	6.41	6.41

**Summary of Financial Information**

<b>Fund Balance Reconciliation</b>	<b>Actual 2017</b>	<b>Amended 2018</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
Beginning Fund Balance	\$ 7,278,321	\$ 6,563,914	\$ 7,247,311	\$ 6,362,640
Revenues	6,326,934	6,276,025	6,307,234	6,432,745
Expenditures				
Personnel	461,029	580,200	500,710	517,440
Operating & Maintenance	2,838,696	3,199,443	3,081,734	3,269,566
Capital Outlay	1,736,877	2,225,797	40,000	25,000
Debt Service	53,797	53,540	53,284	53,028
Total Expenditures	5,090,399	6,058,980	3,675,728	3,865,034
Surplus (Deficit)	1,236,535	217,045	2,631,506	2,567,711
Other Sources (Uses)				
Net Interfund Transactions	(1,379,041)	(1,011,743)	(1,181,577)	(1,123,565)
Net Operating Transfers	659,220	4,000	(2,334,600)	(726,071)
Sources Over (Under) Uses	(719,821)	(1,007,743)	(3,516,177)	(1,849,636)
Change in Fund Balance	516,714	(790,698)	(884,671)	718,075
Ending Fund Balance	\$ 7,795,035	\$ 5,773,216	\$ 6,362,640	\$ 7,080,715



**Discussion of Key Elements**

**Personnel Expenditures:**

Water System Supervisor position was added in 2017 but has not been filled.

The Water division budgeted for a 5-month temporary laborer in 2019-2020. This position is necessary to address seasonal maintenance, such as, fire hydrant painting and assist full time staff with water related tasks.

**Operating and Maintenance Expenditures:**

Significant items in operating and maintenance include the purchase of water from the City of Anacortes, State B&O tax and City utility tax, as well as indirect cost allocations to the general Fund.

**Capital Outlay:****2019**

Ground Penetrating Radar Equipment \$15,000  
North Reservoir Security Camera \$25,000

**2020**

North Reservoir Cathodic Protection \$25,000

**Debt Service:**

The Water division has Public Works Trust Fund loans related to the improvement of infrastructure.

**Operating Transfers:**

Operating transfers consist of transfers out for capital projects, offset by a transfer in for an emergency supply study.

<b>Purpose</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
24" Line	(24,000)	(24,000)
Banta Rd. Roundabout Transmission Mains	(550,000)	-
Crescent Harbor/Regatta Water Main Lowering	(240,000)	-
Deception Pass Bridge Transmission Painting	(250,000)	-
East Side Reservoir Demolition (S-3)	-	(110,000)
Emergency Supply Study	43,600	25,600
Interpretive Center	(225,000)	-
Interpretive Center Attendant	-	(11,671)
NE Regatta Drive Pipeline Replacement	-	(27,000)
Shoreline Restoration: Midway to Regatta	(25,000)	(25,000)
Steel/AV Water Main Replacements	(500,000)	(500,000)
Transmission Mains (Rock Bridge Inter Tie)	(208,000)	-
Water System Telemetry Upgrades	(55,000)	(54,000)
Well 9 Replacement (S-1)	(301,200)	-
<b>Total</b>	<b>(2,334,600)</b>	<b>(726,071)</b>

**Water Cumulative Reserve**

The Water Cumulative Reserve fund was established to accumulate excess water revenue for anticipated future capital projects. As water construction projects are authorized, these funds will be transferred into the Water fund (or a specially created utility construction fund) for expenditure.

**Summary of Financial Information**

<b>Fund Balance Reconciliation</b>	<b>Actual 2017</b>	<b>Amended 2018</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
Beginning Fund Balance	\$ 2,980,661	\$ 2,525,195	\$ 2,849,081	\$ 3,020,706
Revenues	147,945	192,000	194,000	197,790
Expenditures				
Personnel	-	-	-	-
Operating & Maintenance	2,057	2,700	2,775	2,831
Capital Outlay	-	-	-	-
Total Expenditures	2,057	2,700	2,775	2,831
Surplus (Deficit)	145,889	189,300	191,225	194,959
Other Sources (Uses)				
Net Interfund Transactions	-	-	-	-
Net Operating Transfers	(663,520)	(4,000)	(19,600)	(1,600)
Sources Over (Under) Uses	(663,520)	(4,000)	(19,600)	(1,600)
Change in Fund Balance	(517,631)	185,300	171,625	193,359
Ending Fund Balance	\$ 2,463,030	\$ 2,710,495	\$ 3,020,706	\$ 3,214,065

**Discussion of Key Elements****Sources of Revenue:**

System development fees are the major revenue source for this fund.

**Operating Transfers:**

Operating transfers consist of transfers out for an emergency supply study, offset by the annual transfer in from the Water fund for future capital projects.

<b>Purpose</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
24" Line	24,000	24,000
Emergency Supply Study	(43,600)	(25,600)
Total	(19,600)	(1,600)

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## Wastewater

### Mission:

The mission of the Wastewater division is to protect public health, property and the environment by providing efficient and reliable wastewater collection and treatment services which utilize sound financial and resource management practices and encourages the support of the public and recognizes that our employees are the key to success.

### Responsibilities:

- Continue to work with the City's engineering staff as well as the City's consultant and contractor to finish building the new wastewater facility that will be able to treat City wastewater flows until at least 2060.
- To provide wastewater collection and treatment in compliance with the City's NPDES discharge permit as issued by the Washington State Department of Ecology.
- To effectively treat an average of 2.02 million gallons of wastewater each day.
- To provide dependable collection and conveyance of wastewater to the City's Wastewater Treatment Plant through a network of more than 70 miles of sewer mains, 11 remote lift stations and appurtenant structures.
- To perform regularly scheduled inspections and be proactive in the maintenance and repairs of the treatment plant and collection system components.
- To administer the City's pretreatment regulations through public education regarding the impacts of fats, oils and grease in the wastewater system and regular inspection of grease traps in restaurants and other food preparation facilities. The Wastewater division currently conducts grease trap inspections of 70 businesses a minimum of 3 times per year.
- To coordinate and communicate with the Development Services department regarding review of development plans and inspection of wastewater facilities installed by developers.
- To collaborate with the Development Services department to identify and implement capital projects that will improve reliability, safety and accommodate growth.

### 2018 Accomplishments:

- ✓ Startup of the new Clean Water Facility.
- ✓ Turn over the Lagoon Wastewater facility to the Navy.
- ✓ Hired new employees for the new facility.

### 2019 – 2020 Goals:

- ❖ **Goal: Continue the process to finish the build of the new wastewater treatment facility.**
  - Objective: Continue to remain in compliance with the City's National Pollution Discharge Elimination System (NPDES) permit number WA-0020567.
  - Objective: To reduce cost by Use Efficient operating strategies.
  - Objective: Obtain the highest level of water quality practical while recognizing the limitations of the rate payers of the City to fund the improvements.

**❖ Goal: Prepare a Capital Facilities Plan Element of the Comprehensive Plan.**

- Objective: Prepare a capital facilities plan element consisting of: (a) An inventory of existing capital facilities owned by public entities, showing the locations and capacities of the capital facilities; (b) a forecast of the future needs for such capital facilities; (c) the proposed locations and capacities of expanded or new capital facilities; (d) at least a six-year plan that will finance such capital facilities within projected funding capacities and clearly identifies sources of public money for such purposes; and (e) a requirement to reassess the land use element if probable funding falls short of meeting existing needs and to ensure that the land use element, capital facilities plan element, and financing plan within the capital facilities plan element are coordinated and consistent. Park and recreation facilities shall be included in the capital facilities plan element.

**❖ Goal: Effectively convey wastewater to the treatment plant.**

- Objective: Lift station maintenance – service and provide preventive maintenance on all sanitary sewer lift stations within the City system; inspect and repair all pumps, motors, valves, wet wells, and appurtenances; maintain and ensure system reliability and dependability; optimize usable life of the facilities; and ensure dependability and reliability through proper preventive maintenance activities.
- Objective: Inspect the condition of sewer lines on a regular basis, utilizing remote video camera system.
- Objective: Clean all sewer lines on a regular schedule, and increase frequency if needed, based on inspections.

**❖ Goal: Compliance with all health and environmental regulations.**

- Objective: Meet all NPDES discharge permit parameters; maintain lab accreditation.
- Objective: Improve operations of the Lagoon WWTP by operational controls and engineered controls. With the use of a fluorescence microscope we will continue to identify indicator bacteria that may forewarn us of an imminent upset to process.
- Objective: Objective: With the implementation of a new NPDES permit in 2018 the Laboratory will have new challenges. To address this challenge the wastewater staff will modify bench sheets and reporting tools to align with the anticipated changes. New responsibilities will be defined such as process analysis and data correlation.
- Objective: Will work with community and local businesses on reducing Fats, Oils, & Grease (FOG) in the City's conveyance system.

**❖ Goal: Ensure discharge compliance through our pretreatment Fats, Oils and Grease (FOG) program.**

- Objective: We will formalize a new pretreatment standard and data collection system which will involve the City Compliance Officer. With training and thoughtful customer consideration we feel this enhanced program will be a positive transition into our new plant and help preserve its longevity and effectiveness.
- Objective: Enforce compliance by making regular site visits and adhering to our program rules and requirements.

**Measurement Results**

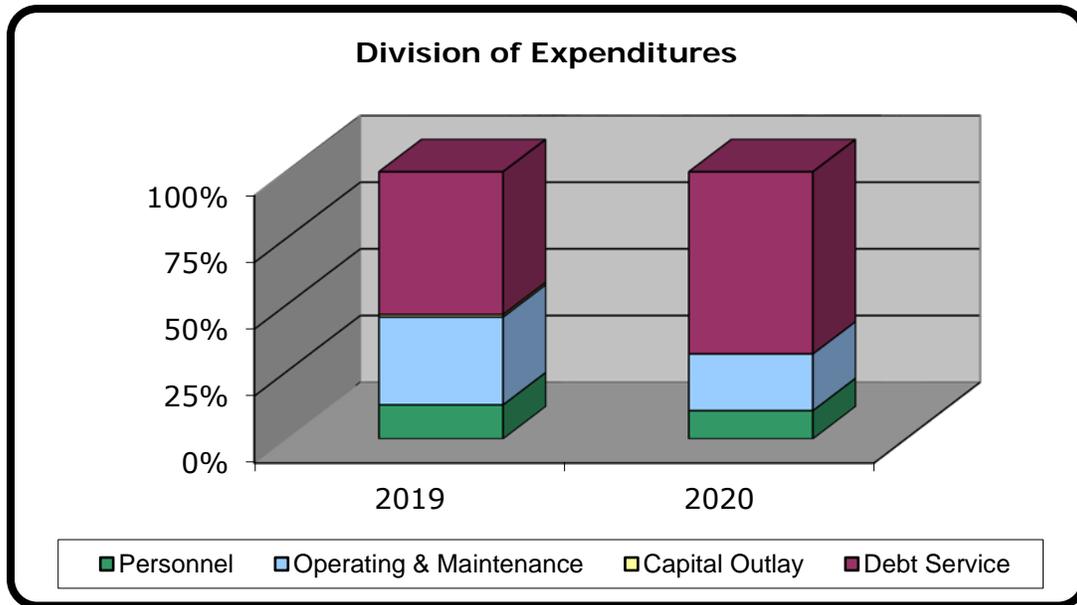
Measures	Actual		Projected	
	2017	2018	2019	2020
<b>Qualitative Measures</b>				
Permit compliance violations	2	4	1	0
<b>Quantitative Measures</b>				
Number of grease traps inspected	172	102	130	130
Millions of gallons of wastewater treated	647	706	750	750

**Personnel Schedule**

Classification	Budgeted Positions				
	2016	2017	2018	2019	2020
SWR/SD/SW Operations Manager	0.33	0.33	0.33	0.33	0.33
Interpretive Center Attendant	0.00	0.00	0.00	0.50	0.50
Lab Technician	1.00	1.00	1.00	1.00	1.00
Lead SD/WWC Specialist	0.50	0.50	0.50	0.50	0.50
Lead WWTP Operator	0.00	0.00	0.00	1.00	1.00
SD/WWC Specialist II	2.00	2.00	2.00	1.00	1.00
Treatment Plant OIT	0.00	0.00	0.00	1.00	1.00
WWTP Operator I	2.00	0.00	0.00	1.00	1.00
WWTP Operator II	0.00	4.00	5.00	3.00	3.00
WWTP Operator III	1.00	1.00	1.00	0.00	0.00
WWTP Supervisor	1.00	1.00	1.00	1.00	1.00
<b>Total</b>	<b>7.83</b>	<b>9.83</b>	<b>10.83</b>	<b>10.33</b>	<b>10.33</b>

**Summary of Financial Information**

Fund Balance Reconciliation	Actual 2017	Amended 2018	Adopted 2019	Adopted 2020
Beginning Fund Balance	\$ 9,715,505	\$ 11,269,792	\$ 9,778,409	\$ 6,085,327
Revenues	8,341,397	7,916,566	10,417,700	10,671,076
Expenditures				
Personnel	708,356	1,012,767	1,021,859	1,081,362
Operating & Maintenance	1,193,308	2,443,604	2,639,306	2,167,239
Capital Outlay	23,368	1,140,000	75,000	-
Debt Service	-	-	4,305,292	6,995,259
Total Expenditures	1,925,031	4,596,371	8,041,457	10,243,860
Surplus (Deficit)	6,416,366	3,320,195	2,376,243	427,216
Other Sources (Uses)				
Net Interfund Transactions	(1,052,618)	(1,926,949)	(1,372,421)	(1,456,193)
Net Operating Transfers	(4,300)	(4,170,602)	(4,696,904)	(574,987)
Sources Over (Under) Uses	(1,056,918)	(6,097,551)	(6,069,325)	(2,031,180)
Change in Fund Balance	5,359,448	(2,777,356)	(3,693,082)	(1,603,964)
Ending Fund Balance	\$ 15,074,953	\$ 8,492,436	\$ 6,085,327	\$ 4,481,363



**Discussion of Key Elements**

**Personnel Expenditures:**

No significant changes to note.

**Operating and Maintenance Expenditures:**

No significant changes to note.

**Capital Outlay:**

Horizontal lift to be purchased in the amount of \$75,000.00 in 2019.

**Debt Service:**

The Wastewater division has a \$25.72 million bond and \$101.06 million in low-interest SRF loans related to the construction of the Clean Water Facility.

**Operating Transfers:**

Operating transfers consist of transfers out for capital projects, offset by a transfer in for an attendant at the Interpretive Center.

Purpose	Adopted 2019	Adopted 2020
Clean Water Facility	(4,266,904)	-
Interpretive Center	(225,000)	-
Interpretive Center Attendant	-	35,013
Sewer Line Replacements	(180,000)	(260,000)
Shoreline Restoration: Midway to Regatta	(25,000)	(25,000)
Slip Line Various Lines in SE part of town	-	(325,000)
<b>Total</b>	<b>(4,696,904)</b>	<b>(574,987)</b>

**Wastewater Cumulative Reserve**

The Wastewater Cumulative Reserve fund was established to accumulate excess wastewater revenue for anticipated future capital projects. As wastewater construction projects are authorized, these funds will be transferred into the Wastewater fund (or a specially created utility construction fund) for expenditure.

**Summary of Financial Information**

<b>Fund Balance Reconciliation</b>	<b>Actual 2017</b>	<b>Amended 2018</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
Beginning Fund Balance	\$ 5,415,889	\$ 5,552,668	\$ 732,581	\$ 840,931
Revenues	101,062	122,500	110,000	112,000
Expenditures				
Personnel	-	-	-	-
Operating & Maintenance	1,147	1,740	1,650	1,680
Capital Outlay	-	-	-	-
Total Expenditures	1,147	1,740	1,650	1,680
Surplus (Deficit)	99,914	120,760	108,350	110,320
Other Sources (Uses)				
Net Interfund Transactions	-	-	-	-
Net Operating Transfers	-	(5,000,000)	-	-
Sources Over (Under) Uses	-	(5,000,000)	-	-
Change in Fund Balance	99,914	(4,879,240)	108,350	110,320
Ending Fund Balance	\$ 5,515,803	\$ 673,428	\$ 840,931	\$ 951,251

**Discussion of Key Elements****Sources of Revenue:**

System development fees are the major revenue source for this fund.

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## Solid Waste

### **Mission:**

The mission of the Solid Waste division is to provide excellent full-service solid waste, recycling and yard waste programs to our customers at a reasonable cost.

### **Responsibilities:**

- To provide dependable and efficient collection of residential and commercial solid waste.
- To coordinate with the Finance department regarding changes in solid waste account status and other customer service related issues.
- To promote community waste reduction through a residential and commercial curbside recycling program and through public education regarding the environmental and cost saving benefits of recycling.
- To provide cost effective alternatives for the disposal of yard waste through subscription roll cart or prepaid yard waste bag programs.
- To support community events and involvement by providing solid waste and recycling services; Adopt-A-Street program, timely clean-up of illegal dumping and regularly scheduled litter collection along arterial streets.
- To coordinate with the Development Services department regarding review of development plans as related to Solid Waste division functions.
- To continually research methods to improve service and reduce solid waste and recycling costs.

### **2018 Accomplishments:**

- ✓ Yard Waste program is continuing to increase.
- ✓ Implementation of a recycle contamination awareness and education.
- ✓ Purchased plastic dumpsters to reduce noise, reduce injury, increase longevity of the dumpsters.

### **2019 – 2020 Goals:**

- ❖ **Goal: Increase public awareness and education.**
  - Objective: Provide sources of educational information using our web site, and informational pamphlets sent out with utility bills and using channel 10.
- ❖ **Goal: Dumpster replacement.**
  - Objective: In 2019, the Solid Waste division will need to continue replacing most of its 13-year-old metal dumpsters. Many of our dumpsters have already had the bottoms replaced once.
- ❖ **Goal: Continue to look for ways to be more efficient.**
  - Objective: Find better and cheaper ways to export our commodities off island. As transportation methods change, we need to continue to evaluate ways to reduce our transportation cost.

**Measurement Results**

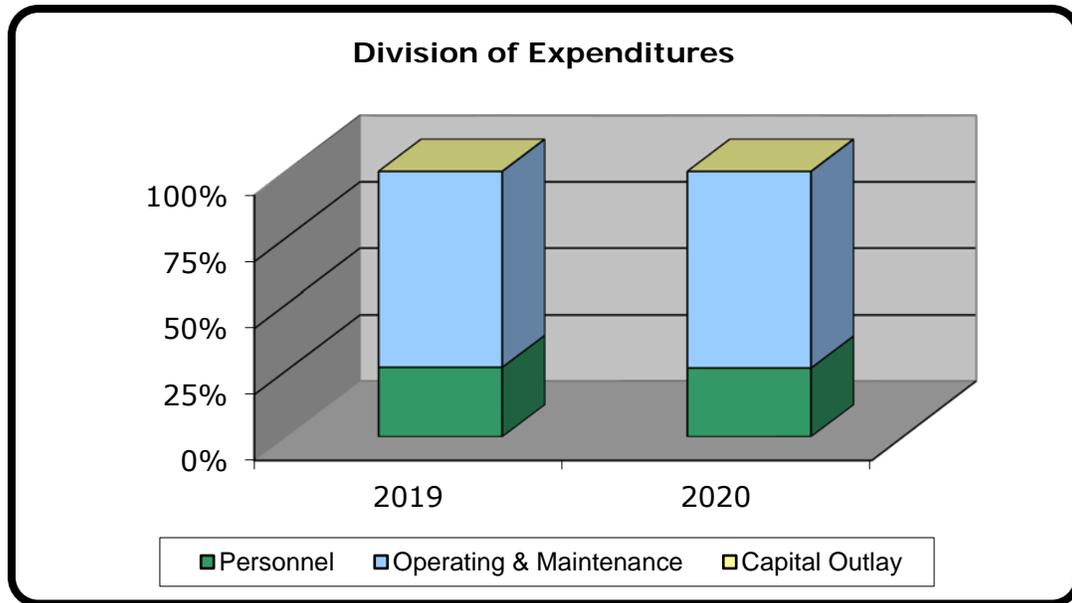
Measures	Actual		Projected	
	2017	2018	2019	2020
<b>Qualitative Measures</b>				
Percent of solid waste stream diverted	36.68%	36.47%	36.50%	36.50%
<b>Quantitative Measures</b>				
Tons of solid waste collected	8,694	8,867	9,000	9,000
Tons of recycling	1,280	1,274	1,300	1,350
Tons of yard waste	934	992	1,000	1,100
Number of commercial accounts with recycle roll carts	145	152	167	182

**Personnel Schedule**

Classification	Budgeted Positions				
	2016	2017	2018	2019	2020
SWR/SD/SW Operations Manager	0.33	0.33	0.33	0.33	0.33
Lead Solid Waste Collector	1.00	1.00	1.00	1.00	1.00
Seasonal Laborer	0.00	1.00	1.00	0.00	0.00
Solid Waste Collector I	0.00	0.00	0.00	1.00	1.00
Solid Waste Collector II	6.00	5.00	5.00	5.00	5.00
<b>Total</b>	<b>7.33</b>	<b>7.33</b>	<b>7.33</b>	<b>7.33</b>	<b>7.33</b>

**Summary of Financial Information**

<b>Fund Balance Reconciliation</b>	<b>Actual 2017</b>	<b>Amended 2018</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
Beginning Fund Balance	\$ 1,536,520	\$ 2,171,790	\$ 2,118,191	\$ 2,065,547
Revenues	3,630,495	3,600,750	3,723,525	3,850,187
Expenditures				
Personnel	652,684	595,515	680,812	695,202
Operating & Maintenance	1,834,361	1,697,063	1,904,373	1,971,219
Capital Outlay	-	-	-	-
Total Expenditures	2,487,045	2,292,578	2,585,185	2,666,421
Surplus (Deficit)	1,143,450	1,308,172	1,138,340	1,183,766
Other Sources (Uses)				
Net Interfund Transactions	(1,368,009)	(1,346,346)	(1,115,984)	(1,126,195)
Net Operating Transfers	(4,300)	-	(75,000)	(11,671)
Sources Over (Under) Uses	(1,372,309)	(1,346,346)	(1,190,984)	(1,137,866)
Change in Fund Balance	(228,859)	(38,174)	(52,644)	45,900
Ending Fund Balance	\$ 1,307,661	\$ 2,133,616	\$ 2,065,547	\$ 2,111,447



**Discussion of Key Elements**

**Personnel Expenditures:**

No significant changes to note.

**Operating and Maintenance Expenditures:**

No significant changes to note.

**Operating Transfers:**

Operating transfers consist of transfers for construction of the interpretive center and an attendant.

Purpose	Adopted 2019	Adopted 2020
Interpretive Center	(75,000)	-
Interpretive Center Attendant	-	(11,671)
Total	-	(11,671)

**Solid Waste Cumulative Reserve**

The Solid Waste Cumulative Reserve fund was established to accumulate excess solid waste revenue for anticipated future capital projects, including a possible future solid waste transfer station and a recycle center. As solid waste construction projects are authorized, these funds will be transferred into the Solid Waste fund (or a specially created utility construction fund) for expenditure.

**Summary of Financial Information**

<b>Fund Balance Reconciliation</b>	<b>Actual 2017</b>	<b>Amended 2018</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
Beginning Fund Balance	\$ 117,560	\$ 117,966	\$ 118,494	\$ 118,844
Revenues	529	350	350	355
Expenditures				
Personnel	-	-	-	-
Operating & Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
Total Expenditures	-	-	-	-
<b>Surplus (Deficit)</b>	<b>529</b>	<b>350</b>	<b>350</b>	<b>355</b>
Other Sources (Uses)				
Net Interfund Transactions	-	-	-	-
Net Operating Transfers	-	-	-	-
<b>Sources Over (Under) Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Change in Fund Balance	529	350	350	355
<b>Ending Fund Balance</b>	<b>\$ 118,089</b>	<b>\$ 118,316</b>	<b>\$ 118,844</b>	<b>\$ 119,199</b>

**Discussion of Key Elements****Sources of Revenue:**

Interest income the major revenue source for this fund.

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## **Storm Drain**

### **Mission:**

The mission of the City's Storm Drain division is to protect and preserve the community public health and the environment through implementation of activities to reduce and eliminate urban runoff pollution from industrial, commercial, new development/construction, and residential areas that may enter the storm drainage system.

### **Responsibilities:**

- To protect the public through efficient collection and conveyance of storm water runoff through a well-maintained network of 10 City-owned detention facilities and control structures and 76+ miles of storm drain pipe, roadside ditches and bio-swales.
- To protect and enhance the quality of storm and surface water runoff through a proactive program of regularly scheduled catch basin cleaning, street sweeping and public education activities.
- To inspect privately owned detention facilities and control structures to ensure proper operation, and coordinate with the Engineering division regarding maintenance needs of these privately-owned facilities.
- To coordinate and communicate with the Development Services department regarding review of development plans and inspection of storm water facilities installed by developers.

### **2018 Accomplishments:**

- ✓ Completion of outfall on Scenic Heights.
- ✓ Maintained compliance with NPDES permit.
- ✓ Cleaned ditches in Freund Marsh.

### **2019 – 2020 Goals:**

- ❖ **Goal: Provide pollution prevention public education and outreach.**
  - Objective: Provide sources of educational information using our web site, informational pamphlets sent out with utility bills, and volunteers and local organizations.
  - Objective: Inspect businesses for illicit discharges into the City's storm drain system.
- ❖ **Goal: Protect and preserve ocean, shoreline/beaches, and ecosystems from pollutants.**
  - Objective: Utilizing the ordinance entitled Illicit Discharge Elimination 12.50 the Storm Drain division can inspect and require organizations to use proper Best Management Practices (BMPs) to reduce the amount of urban runoff pollution from various activities.
  - Objective: Perform street sweeping on a regular schedule and increase frequency as needed to reduce leaves and debris entering the storm water system.
- ❖ **Goal: Develop dedicated and well-trained staff.**

- Objective: Provide training to Operators, focused on NPDES Stormwater Permit, Illicit discharges and Spill identification. Encourage self-directed study using books, trade magazines, internet webcasts and local training opportunities. Share knowledge and experiences with coworkers and colleagues.
- ❖ **Goal: Complete the update of the Stormwater Comprehensive Plan.**
  - Objective: Work with the Engineering division to complete a 6-year plan to improve stormwater management and reduce flooding in the community.
- ❖ **Goal: To continue LID development code changes.**
  - Objective: Provide educational opportunities and materials to developers and builders regarding changes to the City's development code as related to mandatory low impact development features in new development.
- ❖ **Goal: Implement 2019-2024 NPDES Stormwater Permit**
  - Objective: To implement the 2019-204 NPDES Stormwater Permit requirements with special attention to public outreach and source control for existing businesses.

#### Measurement Results

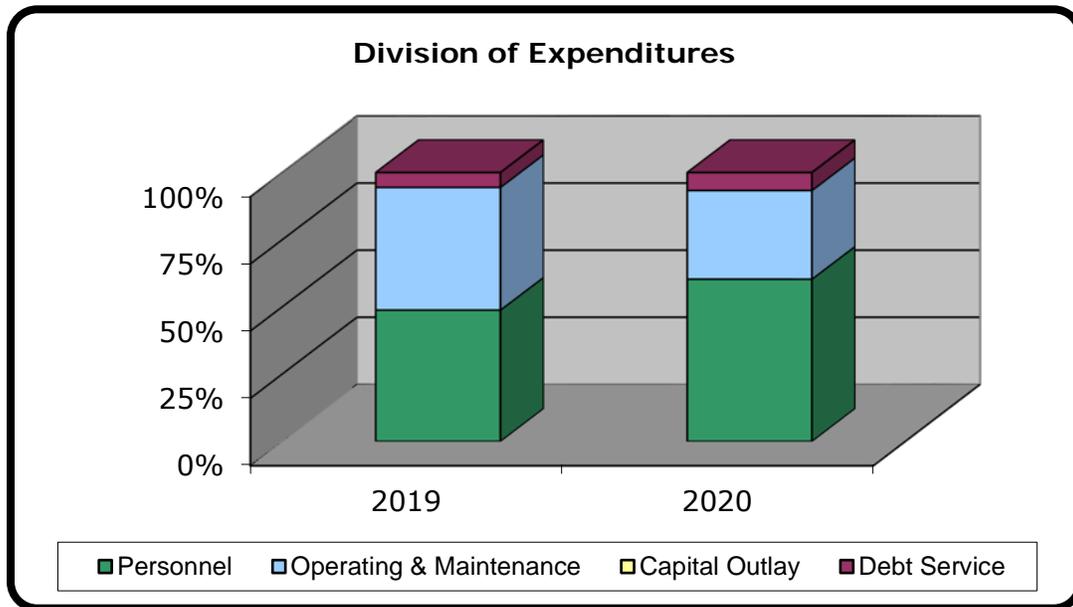
Measures	Actual		Projected	
	2017	2018	2019	2020
<b>Qualitative Measures</b>				
Environmental activities	3,211+	5,571+	5,000+	5,000+
<b>Quantitative Measures</b>				
Street sweeping (hours)	636	572	600	625
Control devices/detention pond inspections	252	255	260	260
Catch basins cleaned	644	268	300	300

#### Personnel Schedule

Classification	Budgeted Positions				
	2016	2017	2018	2019	2020
SWR/SD/SW Operations Manager	0.34	0.34	0.34	0.34	0.34
Code Compliance Officer	0.25	0.25	0.25	0.00	0.00
Lead Storm Drain Specialist	0.50	0.50	0.50	0.50	0.50
SD/WW Compliance Inspector/Educator	0.00	1.00	1.00	1.00	1.00
SD/WWC Specialist I	0.00	0.00	0.00	1.00	1.00
SD/WWC Specialist II	3.00	3.00	3.00	3.00	3.00
Seasonal Laborer	0.50	0.25	0.25	0.41	0.41
<b>Total</b>	<b>4.59</b>	<b>5.34</b>	<b>5.34</b>	<b>6.25</b>	<b>6.25</b>

**Summary of Financial Information**

<b>Fund Balance Reconciliation</b>	<b>Actual 2017</b>	<b>Amended 2018</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
Beginning Fund Balance	\$ 1,890,425	\$ 1,813,709	\$ 2,176,999	\$ 1,622,996
Revenues	1,875,703	2,010,891	1,951,909	1,990,850
Expenditures				
Personnel	385,000	487,303	530,927	542,414
Operating & Maintenance	334,040	274,637	497,825	297,162
Capital Outlay	21,948	178,052	-	-
Debt Service	60,782	60,634	60,489	60,343
Total Expenditures	801,770	1,000,626	1,089,241	899,919
Surplus (Deficit)	1,073,933	1,010,265	862,668	1,090,931
Other Sources (Uses)				
Net Interfund Transactions	(579,706)	(621,185)	(691,671)	(896,167)
Net Operating Transfers	(4,300)	-	(725,000)	(886,671)
Sources Over (Under) Uses	(584,006)	(621,185)	(1,416,671)	(1,782,838)
Change in Fund Balance	489,927	389,080	(554,003)	(691,907)
Ending Fund Balance	\$ 2,380,352	\$ 2,202,789	\$ 1,622,996	\$ 931,089



**Discussion of Key Elements**

**Personnel Expenditures:**

No significant changes to note.

**Operating and Maintenance Expenditures:**

No significant changes to note.

**Capital Outlay:**

None.

**Debt Service:**

The Storm Drain division has Public Works Trust Fund loans related to the improvement of infrastructure.

**Operating Transfers:**

Operating transfers consist of transfers out for capital projects and an attendant at the interpretive center.

<b>Purpose</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
Conveyance, Flow Control & Treatment	(350,000)	(400,000)
East Outfall Repair	(125,000)	(250,000)
Interpretive Center	(225,000)	-
Interpretive Center Attendant	-	(11,671)
Shoreline Restoration: Midway to Regatta	(25,000)	(25,000)
West Outfall Drainage Pump	-	(200,000)
<b>Total</b>	<b>(725,000)</b>	<b>(886,671)</b>

**Storm Drain Cumulative Reserve**

The Storm Drain Cumulative Reserve fund was established to accumulate excess storm drain revenue for anticipated future capital projects. As storm drain construction projects are authorized, these funds will be transferred into the Storm Drain fund (or a specially created utility construction fund) for expenditure.

**Summary of Financial Information**

<b>Fund Balance Reconciliation</b>	<b>Actual 2017</b>	<b>Amended 2018</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
Beginning Fund Balance	\$ 418,494	\$ 420,496	\$ 422,381	\$ 423,681
Revenues	1,885	1,200	1,300	1,313
Expenditures				
Personnel	-	-	-	-
Operating & Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
Total Expenditures	-	-	-	-
<b>Surplus (Deficit)</b>	<b>1,885</b>	<b>1,200</b>	<b>1,300</b>	<b>1,313</b>
Other Sources (Uses)				
Net Interfund Transactions	-	-	-	-
Net Operating Transfers	-	-	-	-
<b>Sources Over (Under) Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Change in Fund Balance	1,885	1,200	1,300	1,313
Ending Fund Balance	\$ 420,379	\$ 421,696	\$ 423,681	\$ 424,994

**Discussion of Key Elements****Sources of Revenue:**

Interest income the major revenue source for this fund.

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## Marina

### Mission:

The mission of the Oak Harbor Marina is to provide the highest quality boating and recreational facilities for permanent tenants, guests, and the general public; and to provide outstanding service to all marina users, while maintaining safe, fiscally sound, and efficient operations.

### Responsibilities:

- Provide quality, in-water moorage for permanent tenants and guest boaters, to include electrical power, water service, sound floats and cleats for mooring, and a clean and safe environment in which to store, maintain and operate their boats.
- Provide efficient and professional services through operation of storage sheds for lease by the public and Marina tenants, in which they may store boats, equipment, etc. and operation of a marine fueling dock, to provide fuel and lubricants to all boaters, both transient and permanent.
- Accomplish effective maintenance and repair of all Marina amenities, so that the grounds and facilities are safe, clean, properly functioning and in good repair, and by so doing, ensure the longest possible service life for these facilities.
- Plan and execute an effective facilities improvement, upgrade and expansion program.
- Provide recycling opportunities and facilities for Marina tenants and guests, with the objective of eliminating any adverse impact on the environment that might result from operation of the Marina.
- Ensure sound accounting and bookkeeping through professional maintenance of customer accounts, including accurate billing, correct and timely processing of payments, and proper reporting of revenues and expenditures to the City Finance department.

### 2018 Accomplishments:

- ✓ Rebuilt and replaced select power pedestals
- ✓ Fabricated and replaced select whalers and rub boards
- ✓ Worked with the Marina Advisory Committee to complete a 3-year rate increase plan which was approved by the City Council

### 2019 – 2020 Goals:

- ❖ **Goal: Continue implementation of the Marina Redevelopment Program.**
  - Objective: Repair/replace select areas of dock concrete.
  - Objective: Rebuild/replace select power pedestals to ensure safety and increased accurate monthly usage measurements.
  - Objective: Replace select whalers and rub boards.
- ❖ **Goals: Continue modernizing Marina facilities and operations.**
  - Objective: Improve customer service and customer satisfaction in targeted areas.

- Objective: Purchase and install an electronic reader board to display marina information such as weather, tides and currents.
  - Objective: Purchase and install security cameras to increase security at the marina.
  - Objective: Purchase and install new computer software that will expand the Marina's capabilities in moorage management and guest moorage reservations.
- ❖ **Goals: Maintain Marina facilities to a high standard to extend their useful life and to provide quality facilities for Marina customers.**
- Objective: Complete major maintenance projects.
  - Objective: Repaint building 2 restrooms and retile select showers to extend life of restroom facilities.
  - Objective: Purchase and install new fuel supply pipes under the hoist pier to increase the life of the fuel system.
  - Objective: Replace select F dock pile hoops to ensure the integrity of the dock.

### Measurement Results

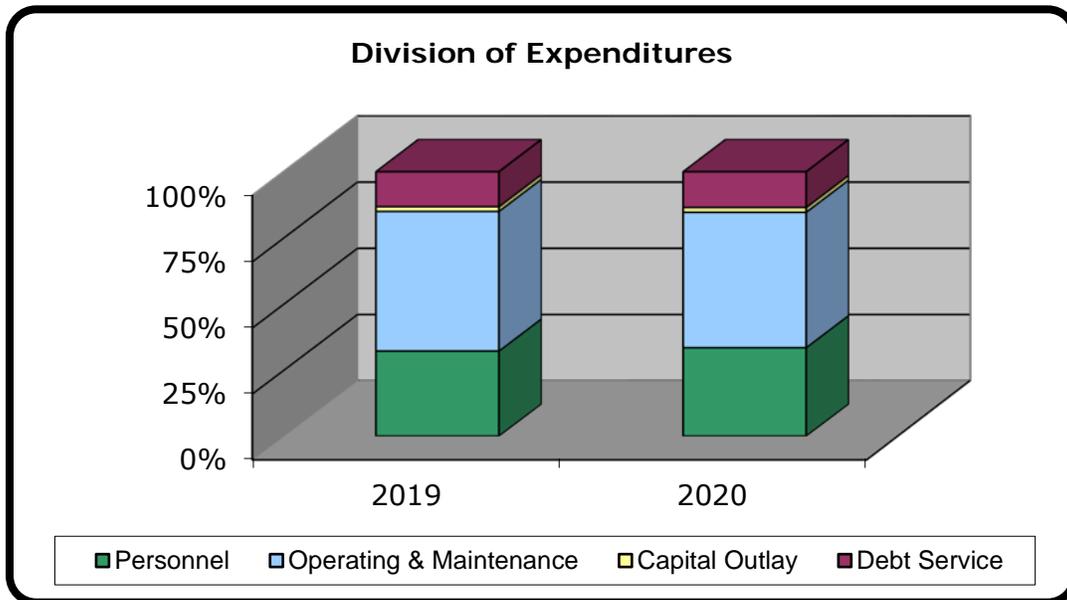
Measures	Actual		Projected	
	2017	2018	2019	2020
<b>Qualitative Measures</b>				
Improve marina sewage/waste water capacity	X			
Adopt Marina Improvement Plan	X			
Improve moorage management through new computer software				X
Purchase and install a electronic reader boards				
<b>Quantitative Measures</b>				
			X	
Gallons of fuel pumped	122,940	83,882	86,336	88,956
Yacht clubs hosted	8	7	5	5

### Personnel Schedule

Classification	Budgeted Positions				
	2016	2017	2018	2019	2020
Harbormaster	1.00	1.00	1.00	1.00	1.00
Marina Maintenance Attendant I	2.00	2.00	2.00	2.00	2.00
Marina Maintenance Attendant III	0.00	0.00	0.00	1.00	1.00
Marina Operations Specialist II	1.00	1.00	1.00	1.00	1.00
Seasonal Laborer	1.50	0.75	0.75	0.82	0.82
<b>Total</b>	<b>5.50</b>	<b>4.75</b>	<b>4.75</b>	<b>5.82</b>	<b>5.82</b>

**Summary of Financial Information**

<b>Fund Balance Reconciliation</b>	<b>Actual 2017</b>	<b>Amended 2018</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
Beginning Fund Balance	\$ 418,163	\$ 793,145	\$ 1,229,863	\$ 1,195,352
Revenues	1,676,807	1,519,908	1,551,482	1,597,550
Expenditures				
Personnel	391,271	398,045	452,708	463,257
Operating & Maintenance	497,316	621,239	739,242	705,210
Capital Outlay	194,635	132,100	25,000	25,000
Debt Service	186,678	183,378	185,078	186,340
Total Expenditures	1,269,899	1,334,762	1,402,028	1,379,807
Surplus (Deficit)	406,908	185,146	149,454	217,743
Other Sources (Uses)				
Net Interfund Transactions	(233,183)	(164,388)	(144,965)	(143,123)
Net Operating Transfers	-	-	(39,000)	(32,000)
Sources Over (Under) Uses	(233,183)	(164,388)	(183,965)	(175,123)
Change in Fund Balance	173,725	20,758	(34,511)	42,620
Ending Fund Balance	\$ 591,888	\$ 813,903	\$ 1,195,352	\$ 1,237,972

**Discussion of Key Elements****Personnel Expenditures:**

Added one budgeted Marina Maintenance I position in 2019. No staffing changes are expected to occur in 2020.

**Operating and Maintenance Expenditures:**

Significant operating and maintenance expenditures anticipated include the purchase of fuel for resale and purchase and installation of maintenance and modernization items such as security cameras and new fuel supply pipes.

**Capital Outlay:**

Capital expenditures include security cameras in 2019 and new marina billing software in 2020.

**Debt Service:**

The Marina has bonding related to the dredging.

**Operating Transfers:**

Operating transfers consist of transfers out for capital.

<b>Purpose</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
F Dock Pile Hoops	(39,000)	(32,000)
Total	(39,000)	(32,000)

**Marina Cumulative Reserve**

The Marina Cumulative Reserve fund was established to accumulate marina funds for anticipated future capital projects. As marina construction projects are authorized, these funds will be transferred into the Marina fund (or a specially created utility construction fund) for expenditure.

**Summary of Financial Information**

<b>Fund Balance Reconciliation</b>	<b>Actual 2017</b>	<b>Amended 2018</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
Beginning Fund Balance	\$ 8,651	\$ 8,527	\$ 8,565	\$ 8,615
Revenues	38	50	50	51
Expenditures				
Personnel	-	-	-	-
Operating & Maintenance	-	-	-	-
Debt Service	-	-	-	-
Capital Outlay	-	-	-	-
Total Expenditures	-	-	-	-
Surplus (Deficit)	38	50	50	51
Other Sources (Uses)				
Net Interfund Transactions	-	-	-	-
Net Operating Transfers	-	-	-	-
Sources Over (Under) Uses	-	-	-	-
Change in Fund Balance	38	50	50	51
Ending Fund Balance	\$ 8,689	\$ 8,577	\$ 8,615	\$ 8,666

**Discussion of Key Elements****Sources of Revenue:**

Interest income the major revenue source for this fund.



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# Internal Service Funds

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## **Equipment Rental**

### **Mission:**

The mission of the Equipment Rental division is to provide safe, efficient and economical fleet services for the City and to be recognized by our customers as improving their efficiency and effectiveness by providing the highest level of fleet services at the lowest possible cost.

### **Responsibilities:**

- To support the mission of all City departments by providing cost effective and dependable vehicles and equipment, by performing timely maintenance, repairs and safety inspections.
- To be accountable for the on-site fuel system and communication needs.
- To cooperate with State and local agencies to establish cooperative purchasing agreements that will reduce costs and improve efficiency and effectiveness.
- To maintain a fleet replacement program that adequately funds vehicle replacement without having to borrow funds.
- To oversee the City auction and sale of City assets in accordance with RCW 39.

### **2018 Accomplishments:**

- ✓ Refurbished the bodies in house on two refuse trucks.
- ✓ Mechanics 80% certified in EVT Certifications.
- ✓ Completed a successful 2018 City-Wide auction, adding on two new agencies.

### **2019 – 2020 Goals:**

- ❖ **Goal: To provide time and training for ASE and EVT certifications**
  - Objective: Provide time and training for both mechanics to obtain and keep their ASE and EVT certifications. This will give the training and knowledge to better serve our customers. To increase efficiency and productivity.
- ❖ **Goal: Continue to provide an effective Fleet Management program.**
  - Objective: Schedule preventive maintenance services on all vehicles/equipment, provide high quality maintenance for all City vehicles and equipment, and service all vehicles and equipment within the scheduled maintenance period. Prepare and maintain an accurate and effective replacement program.
- ❖ **Goals: Update the City's fleet policy.**
  - Objective: The current fleet policy is dated and could use freshening up. This will help staff to develop a comprehensive fleet policy guide which will allow Equipment Rental staff to educate customers on the City's policies and procedures related to fleet operations. This will increase the operator's knowledge of the care, maintenance and operation for vehicles and equipment, as well as fulfill State and Federal safety requirements. Operator safety will increase, and the essential care and operation of vehicles and equipment will extend the life of the fleet. This is a continuing goal and one that we are striving to obtain and constantly enhance.

**Measurement Results**

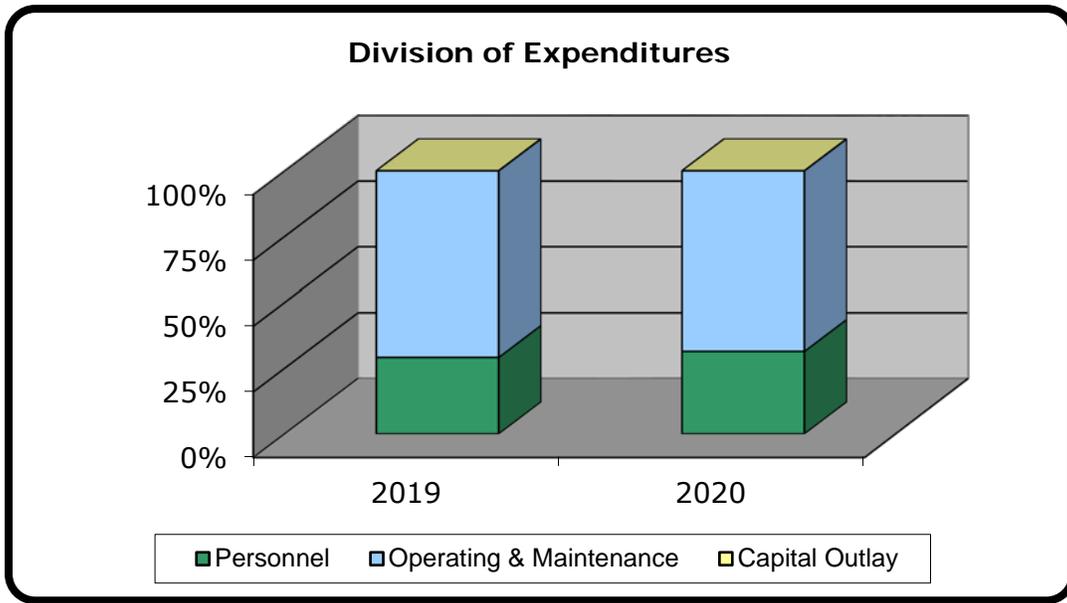
Measures	Actual		Projected	
	2017	2018	2019	2020
<b>Qualitative Measures</b>				
Scheduled preventive maintenance orders completed within 30 days	100%	100%	100%	100%
Scheduled equipment repairs completed within 20 days	95%	95%	100%	100%
Non-billable department costs (overhead percentage)	25%	25%	25%	25%
<b>Quantitative Measures</b>				
Ratio of vehicles to mechanics	60.5	60.5	60.5	60.5
Number of vehicles in fleet	121	121	121	121
Number of equipment in fleet	98	100	100	100
Number of preventive maintenance orders performed yearly	479	478	478	478
Number of work orders performed	1410	1485	1485	1485
Gallons of diesel fuel used	46,771	45,718	46,000	46,000
Gallons of unleaded fuel used	30,494	29,329	30,000	30,000
Total cost of fuel	\$171,487	\$218,610	\$180,000	\$180,000

**Personnel Schedule**

Classification	Budgeted Positions				
	2016	2017	2018	2019	2020
Lead Equipment Mechanic	1.00	1.00	1.00	1.00	1.00
Diesel Mechanic	1.00	1.00	1.00	1.00	1.00
Seasonal Laborer	0.00	0.50	0.50	0.00	0.00
Total	2.00	2.50	2.50	2.00	2.00

**Summary of Financial Information**

Fund Balance Reconciliation	Actual 2017	Amended 2018	Adopted 2019	Adopted 2020
Beginning Fund Balance	\$ 233,768	\$ 293,991	\$ 176,518	\$ 116,187
Revenues	3,764	5,600	5,768	5,940
Expenditures				
Personnel	195,635	208,337	213,326	222,043
Operating & Maintenance	464,770	478,000	518,900	484,400
Capital Outlay	-	-	-	-
Total Expenditures	660,404	686,337	732,226	706,443
Surplus (Deficit)	(656,640)	(680,737)	(726,458)	(700,503)
Other Sources (Uses)				
Net Interfund Transactions	645,347	714,347	666,127	669,148
Net Operating Transfers	-	-	-	-
Sources Over (Under) Uses	645,347	714,347	666,127	669,148
Change in Fund Balance	(11,293)	33,610	(60,331)	(31,355)
Ending Fund Balance	\$ 222,475	\$ 327,601	\$ 116,187	\$ 84,832



**Discussion of Key Elements**

**Personnel Expenditures:**

No significant changes to note.

**Operating and Maintenance Expenditures:**

No significant changes to note.

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## **Equipment Replacement**

### **Mission:**

The mission of the Equipment Replacement fund is to provide safe, efficient and economical fleet replacements and effective and economical technology services for the City and to be recognized by our customers as improving their efficiency and effectiveness. Individual departments contribute towards future purchases over time in order to have adequate cash to fully fund the purchase of the asset with no short-term borrowing.

### **Responsibilities:**

- To cooperate with State and local agencies to establish cooperative purchasing agreements that will reduce costs and improve efficiency and effectiveness.
- To maintain a fleet replacement program that adequately funds vehicle replacement without having to borrow funds.
- To oversee the City auction and sale of City assets in accordance with RCW 39.

### **2018 Accomplishments:**

- ✓ Replaced 2 patrol vehicles.
- ✓ Replaced 4 pick-up trucks.
- ✓ Replaced 1 commercial mower.
- ✓ Replaced 1 commercial tractor.
- ✓ Replaced 1-yard waste truck.

### **2019 – 2020 Goals**

- ❖ **Goal: Continue to implement a fleet procurement program that matches the needs and resources for each division/department.**
  - Objective: Enhance communication among departments, assess with departments the condition of assigned equipment, work with departments to identify their needs and resources, purchase new equipment in a cost effective manner, purchase multi-use vehicles whenever feasible and utilize alternative fuel and electric vehicles when available.
- ❖ **Goals: Continue to enhance the motor pool program.**
  - Objective: By doing so the City will save money and also provide adequate equipment for all division/department needs.
- ❖ **Goals: To complete all projected replacements for 2019 and 2020 on time**
  - Objective: Included in the 2019-2020 budget is a 5-year replacement plan. The objective is to replace all vehicles and equipment in a timely manner, while ensuring that all procurement methods are utilized to get the best price and to ensure the City's needs are met.
- ❖ **Goals: Development of a short-range plan to replace Fire vehicles**
  - Objective: The Fire Department has aging vehicles and the funding for those vehicles has not been a component of the City's budgets for many years. The thought

process has been to bond for these replacements. Staff would like to have a plan in place to do so, bonding takes a great deal of time and effort. A plan in place will allow staff to replace these aging vehicles efficiently and cost effectively.

❖ **Goals: To look at alternative fueling when replacing vehicles and equipment**

- Objective: Effective June 1, 2018, all local government subdivisions of the state, to the extent determined practicable by the rules adopted by the Department of Commerce (DOC), pursuant to RCW 43.325.080, are required to satisfy 100% of their fuel usage for operating publicly owned vessels, vehicles, and construction equipment from electricity or biofuel. The City has been documenting why this is not feasible, but a long-range plan should be considered to address this alternative fuel requirement.

**Measurement Results**

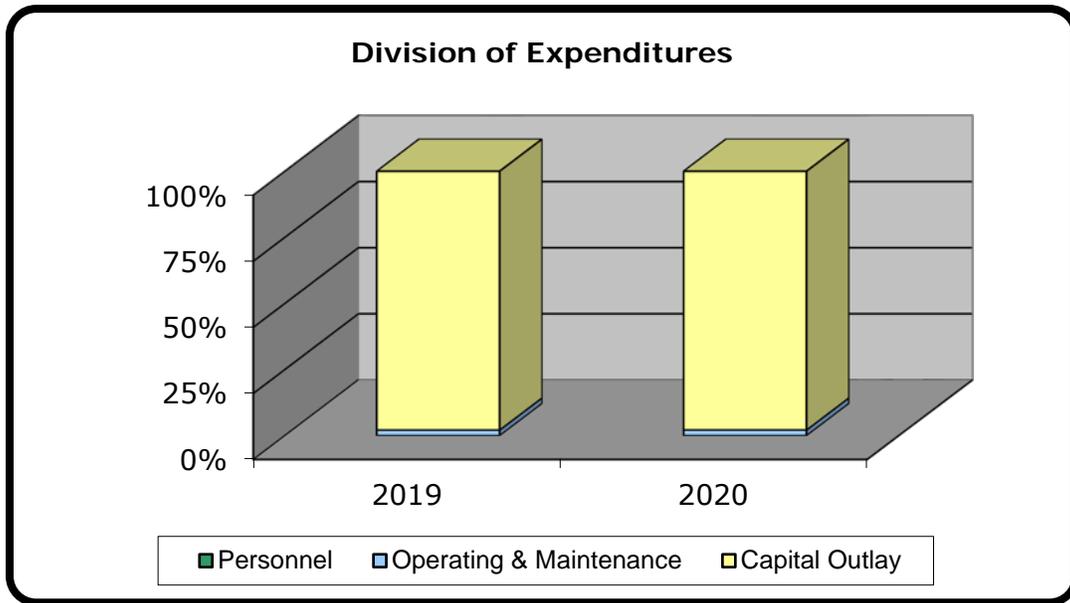
Measures	Actual		Projected	
	2017	2018	2019	2020
<b>Qualitative Measures</b>				
Review needs annually and implement	100%	100%	100%	100%
<b>Quantitative Measures</b>				
Number of motor pool vehicles	20	20	20	20
Number of hybrid vehicles	5	5	5	5
Number of replacements completed	9	8	25	9

**Personnel Schedule**

There are no employees charged to this fund.

**Summary of Financial Information**

Fund Balance Reconciliation	Actual 2017	Amended 2018	Adopted 2019	Adopted 2020
Beginning Fund Balance	\$ 9,032,175	\$ 9,613,160	\$ 9,865,782	\$ 9,284,354
Revenues	(11,581)	-	-	-
Expenditures				
Personnel	-	-	-	-
Operating & Maintenance	440,588	456,000	45,000	45,000
Capital Outlay	201,029	1,205,000	2,071,000	2,055,000
Total Expenditures	641,617	1,661,000	2,116,000	2,100,000
Surplus (Deficit)	(653,198)	(1,661,000)	(2,116,000)	(2,100,000)
Other Sources (Uses)				
Net Interfund Transactions	2,324,709	2,272,462	1,534,572	1,552,447
Net Operating Transfers	462	-	-	-
Sources Over (Under) Uses	2,325,171	2,272,462	1,534,572	1,552,447
Change in Fund Balance	1,671,972	611,462	(581,428)	(547,553)
Ending Fund Balance	\$ 10,704,147	\$ 10,224,622	\$ 9,284,354	\$ 8,736,801



**Discussion of Key Elements**

**Operating and Maintenance Expenditures:**

No significant changes to note.

**Capital Outlay:**

2019

Replacement of 11 vehicles and 14 pieces of equipment-see 502 Vehicle/Asset Replacement FY 2019-2024 for details.

2020

Replacement of 7 vehicles and 2 pieces of equipment-see 502 Vehicle/Asset Replacement FY 2019-2024 for details.

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## **Facility Replacement**

### **Mission:**

The Facilities Replacement fund was formed in 2019, to help better manage city facilities and equipment.

The mission of the Facility Replacement fund is to provide sustainable, safe and efficient city government facilities. This fund plays an active role in evaluating the needs of city facilities and in promoting proactive maintenance and capital renewal programs.

### **Responsibilities:**

- To maintain all City facilities as funding allows.
- To provide Facility asset replacement and improvement costs for all departments through the Capital Forecasting Program.
- To provide budgetary replacement costs and funding sources for each building/department.
- To cooperate with State and local agencies to establish cooperative purchasing agreements that will reduce costs and improve efficiency and effectiveness.
- To be proactive by maintaining a facilities replacement program that adequately funds internal and external building replacements without having to borrow funds and before an emergency arises.
- Operation and maintenance of all city facilities assigned to Public Works, including the Sno-Isle Library and ICOM.
- Renovation and Replacement of all city facilities.
- Scheduling and management of Capital Improvement Program (CIP) projects related to facilities that are funded by the General Fund or Facility Replacement Fund.
- Maintain a database of all city facilities and properties for financial and insurance purposes.
- Establish city policies, standards, and best practices for managing buildings and building support systems, equipment, and furniture.
- Make recommendations to the City Administrator's Office for the use and space allocation of city facilities.
- Coordinate with the U.S. Environmental Protection Agency (EPA), U.S. Green Buildings Council (USGBC) and all city departments to facilitate energy efficiencies and environmental sustainability programs.

### **2018 Accomplishments:**

- ✓ Newly created fund as of the 2019-2020 budget. No accomplishments to note yet.

### **2019 – 2020 Goals:**

- ❖ **Goal: To create a facility replacement program.**
  - Objective 1: Model the facility replacement program after the Equipment Rental replacement program utilizing a life cycle age and replacement cost to determine the contribution costs.

- Objective: To implement the new Maintenance Edge Capital Forecast Asset Replacement program. That will help staff identify short term and long-term needs.
- Objective: To identify and inventory all City facility assets and enter them into the Maintenance Edge asset inventory module.
- ❖ **Goal: To continue to review and maintain the current facility condition assessment.**
  - Objective: The facility condition assessment is only as good as it is maintained. The data that we can utilize is only as good as the data inputted into the system. Therefore, our objective is to keep this assessment current and useful.
- ❖ **Goal: To establish proven methods of facility management for our assets and promote cost-effective programs that provide safe, clean and efficient environments for the Oak Harbor community and city staff.**
  - Objective: This is a new fund, methods of facility management will need to be created and staff will look towards cost-effective programs to make sure the City's facilities are safe, clean and efficient environments for the citizens and for our staff when using these facilities throughout the city.

**Measurement Results**

Measures	Actual		Projected	
	2017	2018	2019	2020
<b>Qualitative Measures</b>				
Review needs annually and implement	N/A	N/A	100%	100%
<b>Quantitative Measures</b>				
Number of buildings maintained	14	14	14	13
Number of parking lots	10	10	10	9

**Personnel Schedule**

There are no employees charged to this fund.

**Summary of Financial Information**

<b>Fund Balance Reconciliation</b>	<b>Actual 2017</b>	<b>Amended 2018</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
Beginning Fund Balance	\$ -	\$ -	\$ 790,724	\$ 811,381
Revenues	-	-	-	-
Expenditures				
Personnel	-	-	-	-
Operating & Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
Total Expenditures	-	-	-	-
Surplus (Deficit)	-	-	-	-
Other Sources (Uses)				
Net Interfund Transactions	-	-	20,657	20,657
Net Operating Transfers	-	-	-	-
Sources Over (Under) Uses	-	-	20,657	20,657
Change in Fund Balance	-	-	20,657	20,657
Ending Fund Balance	\$ -	\$ -	\$ 811,381	\$ 832,038

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## **Technology Replacement**

### **Mission:**

The mission of the technology replacement fund is to provide both strategic IT vision and enterprising solutions for City staff, so they can meet their goals, deliver results, and enhance the City's overall mission.

### **Responsibilities:**

- To support the mission of all City departments by providing cost effective and dependable computers and high-tech assets.
- To be accountable for the maintenance and upkeep of all City software.
- To maintain a technology replacement program that adequately funds hardware and software replacements without having to borrow funds. Individual departments contribute towards future purchases over time to have adequate cash to fully fund the purchase of these asset with no short-term borrowing.
- To provide reliable communication through the upkeep of the internal and external network and phone systems.
- To support communication between the City and our citizens via the website, social media and video production.
- To assist in the technical analysis, design, procurement, implementation, operation and support of computing infrastructure and services.
- To provide the information technology required for the fulfillment of the City's mission in an efficient and effective manner.

### **2018 Accomplishments:**

- ✓ Newly created fund as of the 2019-2020 budget. No accomplishments to note yet.

### **2019 – 2020 Goals:**

- ❖ **Goal: Adequately fund hardware and software replacements without having to borrow funds.**
  - Objective: To adequately fund hardware and software replacements without having to borrow funds.
- ❖ **Goal: Create a strategic plan for future needs.**
  - Objective: To develop a plan for the current and future implementation of Information Technology (IT) in the City. The resulting plan will serve as a roadmap for the strategic and tactical implementation of IT infrastructure and electronic government ("e-government") services over the next two-three years and beyond. It provides a framework for introducing new technology in a phased approach that takes into consideration organizational needs, City budget, as well as current capabilities, technology trends and citizen expectations.
- ❖ **Goal: Upgrade Cisco core switches and City Servers.**
  - Objective: Upgrade outdated city switches that will align with the City's new fiber structure. New City servers have been purchased, but they have not been

implemented yet due to necessary network cleanup and a newly created network schematic to create efficiency and reliable work flow.

- ❖ **Goal: Upgrade hardware devices that do not meet current hardware specifications.**
  - Objective: The City has many outdated hardware devices such as CPU's and laptops. An audit has been done on all connected hardware devices and a list has been formed of critical replacements needs and suggested replacements needs. Replacement of the critical replacements has begun, but the goal is to get all hardware up to current specifications.
- ❖ **Goal: Develop a fiber strategic plan with emphasis on fiber network redundancy.**
  - Objective: The City switched to Frontier fiber in 2018, there is a need to look at our future fiber needs and if there is a revenue stream to be created. This goal is the starting point to develop a plan.
- ❖ **Goal: Launch updated City website.**
  - Objective: In 2018, staff hired a new company to revamp and update our existing City website. The website has not gone live yet, but the intent is to have the new City website launched in 2019, maintained by City staff and utilized by our citizens.
- ❖ **Goals: Continue to enhance our existing technology fund.**
  - Objective: Implement new technology and procedures to assist the departments in meeting their daily needs.
  - Objective: Continue to implement cloud-based technology to share and access files remotely.
  - Objective: Continue to implement the use of tablets to enhance our efficiency in the field and to save costs in the long run.
  - Objective: Educate and communicate with City staff on how to use this new technology as well as what we have in place as tools for them to use.

#### Measurement Results

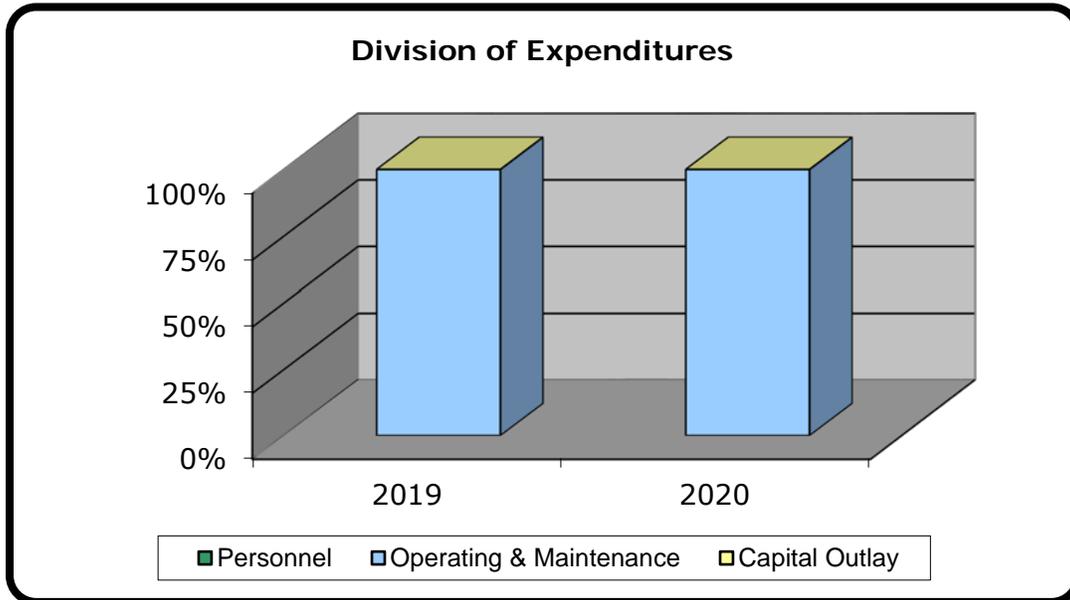
Measures	Actual		Projected	
	2017	2018	2019	2020
<b>Qualitative Measures</b>				
Ongoing completion of a schedule for all technology assets	100%	100%	100%	100%
Review needs annually and implement	50%	50%	100%	100%
<b>Quantitative Measures</b>				
Number of CPU's, Surfaces, Laptops and iPads	197	197	175	175
Number of network switches	16	16	17	17
Number of VOIP phones	143	143	138	138
Number of workstations replaced	19	13	35	20

**Personnel Schedule**

There are no employees charged to this fund.

**Summary of Financial Information**

<b>Fund Balance Reconciliation</b>	<b>Actual 2017</b>	<b>Amended 2018</b>	<b>Adopted 2019</b>	<b>Adopted 2020</b>
Beginning Fund Balance	\$ -	\$ -	\$ 744,115	\$ 855,418
Revenues	-	-	-	-
Expenditures				
Personnel	-	-	-	-
Operating & Maintenance	-	-	480,000	480,000
Capital Outlay	-	-	-	-
Total Expenditures	-	-	480,000	480,000
Surplus (Deficit)	-	-	(480,000)	(480,000)
Other Sources (Uses)				
Net Interfund Transactions	-	-	591,303	499,092
Net Operating Transfers	-	-	-	-
Sources Over (Under) Uses	-	-	591,303	499,092
Change in Fund Balance	-	-	111,303	19,092
Ending Fund Balance	\$ -	\$ -	\$ 855,418	\$ 874,510



**Discussion of Key Elements**

**Operating and Maintenance Expenditures:**

There will be a large increase in operating costs due to many hardware replacements that have been prolonged over the last few years.

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### **Shop Facility**

#### **Mission:**

The mission of the Shop Facility division is to effectively manage and maintain several of the City facilities, as well as provide for the administrative functions necessary to support all of the Public Works divisions.

The Engineering Division budget is included in the Shop Facility Fund. The mission of the Engineering Division is to provide the essential engineering support for the City of Oak Harbor. Many of the functions of the Engineering Division are required by state statute and regulations, such as traffic engineering and water system planning.

#### **Responsibilities:**

- To maintain City facilities at a level which achieves or surpasses the design life and to be proactive in implementing preventive maintenance measures while tracking inventory, work orders and other costs through a facility maintenance program.
- To be accountable for a safe workplace in compliance with State and Federal safety regulations.
- To establish maintenance contracts which provide reliable and cost-effective repairs and maintenance.
- To manage the central purchasing function for the City and reduce the cost of supplies and goods.
- To provide dependable support and service to all City departments by providing accurate fixed asset and purchasing records; future replacement needs for budgetary consideration; as well as other documents such as invoices, handouts, and financial reports.
- To promote compliance with City codes as they relate to City-owned and privately-owned properties.
- To plan, organize, supervise, control, direct and evaluate the engineering functions of the City.
- To develop or supervise development of plans, specifications, cost estimates and bid documents for utility and street projects and other projects and/or supervise individuals engaged in these activities.
- To administer the review and approval of plans for municipal and private development and stamp plans for municipal development produced in-house. Analyze proposals for technical adequacy and compliance with City codes, policy requirements and safety needs and/or provide direction and guidance to individuals or groups involved in the projects.
- To meet with citizens, developers, consultants and contractors to discuss projects or proposals and explain/negotiate needed changes. Review proposals with City staff and make public presentations. Recommend contract awards and other actions to the City Council.
- To conduct or supervise studies to determine future City needs and capital improvement priorities. Review utility systems for operational characteristics, impacts or needed changes.
- To plan, organize and direct major utility studies, including transportation.

- To coordinate and oversee engineering support to other divisions and departments by serving as technical liaison.
- To prioritize public infrastructure needs for the City and assist in securing funding for such improvements.
- To prepare maps and utility inventories and provides asset management support.
- To serve as the statutory traffic safety engineer.
- To act as liaison with other agencies such as State DOT, Island County and other cities.
- To procure, negotiate and administer consultant contracts.

**2018 Accomplishments:**

- ✓ Completed the Facility Condition assessment that was started in 2017.
- ✓ Completed the preventative maintenance schedule work order tasks in the maintenance Edge program.
- ✓ Completed the Capital Facilities Forecast portion of the Maintenance Edge Program
- ✓ Installed pallet shelving for extra storage capacity at Public Works.
- ✓ Replaced (2) furnaces at the Public Works Facility
- ✓ Scenic Heights Stormwater Outfall System – a stormwater project 15 years in the making. 200 acres in the southwest of town flow to this outfall. Archaeology done in house, which saved the City \$40,000.00 if we would have contracted it out. A permit was required by DAHP and the report was submitted to the Burke Archive on February 2, 2019.
- ✓ 21st Court Sewer Expansion – held to an accelerated schedule that allowed customers to connect by the end of 2018.
- ✓ 2018 Water Main Replacement – replaced over a mile of water main on the east side of town.
- ✓ F-Dock Breakwater Repair – completed repairs to the floating wave attenuator that protects our City Marina.
- ✓ Archeologist helped updated the Certified Local Government code.

**2019 – 2020 Goals:**

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

- ❖ **Goals: Continue to lower the cost of goods to the City through existing inter-local agreement and through the establishment of new inter-local agreements with additional agencies.**
  - Objective: Lower cost of goods. Establish and manage inter-local agreements with agencies willing to help us meet this goal.
- ❖ **Goals: Update the purchasing policies and procedures that will improve the purchasing process.**
  - Objective: It is time to update the policies and procedures that will help streamline and improve the purchasing process.
- ❖ **Goals: Implement new policies and procedures that will improve the surplus process for real property and buildings.**
  - Objective: The City does not have an established internal policy on how to surplus and dispose of real property and buildings that is no longer of use. A policy is necessary to streamline this process.
- ❖ **Goals: To develop plans, specifications and estimates that result in realistic project costs, expectations and stay on budget.**
  - Objective: The City develops plans, specifications and estimates for capital projects and the hardest part is estimating realistic project costs and expectations. The goal is to create a line of communication and reporting that will help Engineering staff to do their jobs and maintain the overall project budget.
- ❖ **Goals: Seek alternative or new technology that will promote long term maintenance solutions for the City's infrastructure.**
  - Objective: There are many ways we can plan for long term maintenance solutions using alternative or new technology. Once a project is complete, the next step is maintaining the asset. This will allow for a longer life and projected replacement.
- ❖ **Goals: To complete projects that are safer, more valuable, highly livable and that comply with City codes.**
  - Objective 1: The focus of this goal is to complete projects that enhance our community. Focusing number one on safety. Then to make living in Oak Harbor valuable and highly livable.
  - Objective 2: Update our City codes as necessary.
- ❖ **Goals: To implement a mapping system to support our internal and external customers:**
  - Objective 1: To find a mapping solution that meets the City's needs.
  - Objective 2: To expand on that mapping solution to meet internal and external customers wants and desires.
  - Objective 3: To share this solution via the internet, website, etc. for our internal customers to know where the City's infrastructure is located and to promote efficiency. And, for the City's external customers to be informed with the information that is easy to understand and valuable in their daily lives.

**Measurement Results**

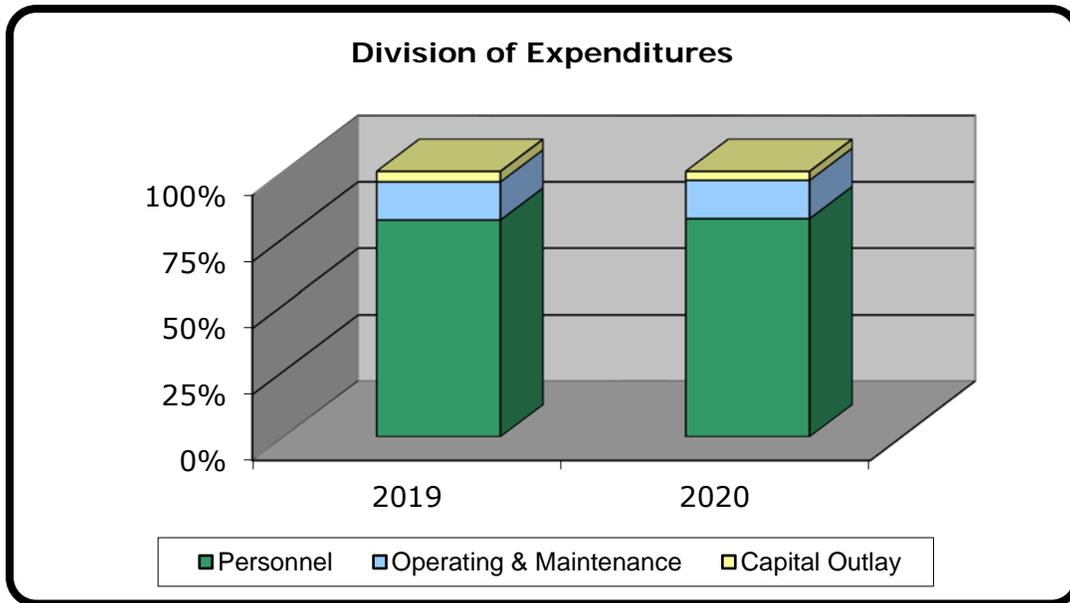
Measures	Actual		Projected	
	2017	2018	2019	2020
<b>Qualitative Measures</b>				
Audit and develop a replacement schedule for City facilities, equipment and property	NA	Audit	50%	100%
Percent of maintenance staff hours devoted to preventative maintenance	15%	19%	25%	40%
Percent of maintenance staff hours devoted to on call maintenance issues	85%	81%	75%	60%
Percent of all permits and projects reviewed by staff archaeologist	100%	100%	100%	100%
<b>Quantitative Measures</b>				
Hours spent at City Hall/I-Com	485	277.5	280	280
Hours spent at Police Department/Animal Shelter	222	205.5	175	175
Hours spent at Senior Center	127.5	129.5	130	130
Hours spent at Library	27	76	75	75
Hours spent with PW divisions	550	455	500	500
Number of Development Services Permits reviewed by staff archaeologist	32	28	30	30
Number of site plan applications reviewed by Engineering	8	12	10	10

**Personnel Schedule**

Classification	Budgeted Positions				
	2016	2017	2018	2019	2020
Public Works Director	1.00	1.00	1.00	1.00	1.00
STR/WTR/FAC Operations Manager	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	2.00	1.00	1.00	1.00	1.00
Archaeologist	0.00	1.00	1.00	1.00	1.00
Associate Planner-Engineering	1.00	0.00	0.00	0.00	0.00
Budget & Purchasing Specialist	1.00	0.00	0.00	0.00	0.00
Centralized Purchasing/Contract Coordinato	0.00	1.00	1.00	1.00	1.00
City Engineer	1.00	1.00	1.00	1.00	1.00
Civil Engineer	1.00	1.00	1.00	0.00	0.00
Construction Inspector	1.00	1.00	1.00	1.00	1.00
Engineering Technician	1.00	1.00	1.00	1.00	1.00
Facilities/Utility Worker	1.00	1.00	1.00	1.00	1.00
Project Engineer	2.00	3.00	3.00	0.00	0.00
Project Manager	0.00	0.00	0.00	2.00	2.00
Seasonal Painter	0.50	0.00	0.00	0.00	0.00
Sr. Administrative Assistant	0.00	1.00	1.00	1.00	1.00
Stormwater Engineer	0.00	1.00	1.00	1.00	1.00
<b>Total</b>	<b>13.50</b>	<b>15.00</b>	<b>15.00</b>	<b>13.00</b>	<b>13.00</b>

**Summary of Financial Information**

Fund Balance Reconciliation	Actual 2017	Amended 2018	Adopted 2019	Adopted 2020
Beginning Fund Balance	\$ (87,781)	\$ 11,488	\$ 67,695	\$ 34,487
Revenues	626,495	859,719	707,500	708,575
Expenditures				
Personnel	1,676,392	1,771,311	1,660,750	1,708,632
Operating & Maintenance	263,523	249,708	292,500	300,500
Capital Outlay	37,292	-	80,000	70,000
Total Expenditures	1,977,207	2,021,019	2,033,250	2,079,132
Surplus (Deficit)	(1,350,712)	(1,161,300)	(1,325,750)	(1,370,557)
Other Sources (Uses)				
Net Interfund Transactions	1,354,396	1,400,641	1,292,542	1,331,874
Net Operating Transfers	(462)	-	-	-
Sources Over (Under) Uses	1,353,934	1,400,641	1,292,542	1,331,874
Change in Fund Balance	3,223	239,341	(33,208)	(38,683)
Ending Fund Balance	\$ (84,558)	\$ 250,829	\$ 34,487	\$ (4,196)



**Discussion of Key Elements**

**Personnel Expenditures:**

No significant changes to note.

**Operating and Maintenance Expenditures:**

No significant changes to note.

**Capital Outlay:**

2019

- Facility Truck \$40,000
- Trimble GPS Unit \$15,000
- Tire Changer \$10,000
- Scan Tool \$15,000

2020

- Facility Shelving \$30,000
- Facility Security Camera \$25,000
- Trimble GPS Unit \$15,000



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# Capital Projects

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City of Oak Harbor  
 6 Year Project/Equipment Plan Timeline 2019-2024 (Excluding 502 Vehicles/Equipment)  
 Biennial Budget (2019-2020)

				Project Timeline					
	Fund or Department	Project/Equipment Name	Total Requested Funds	2019	2020	2021	2022	2023	2024
<b>GOVERNMENTAL FUNDS</b>									
1	Police Department	PD Flooring - Carpet and Tile Replacement	\$ 40,000						
2	Police Department	White House Roofing Replacement	\$ 15,000						
3	Police Department	Landscaping Upgrades	\$ 7,500						
4	Fire Department	Vehicle Exhaust System - Apparatus Bay	\$ 115,000						
5	Fire Department	HVAC Replacement	\$ 100,000						
6	Fire Department	West Side Firestation	\$ 3,300,000						
7	Parks	Windjammer Park Playground Equipment	\$ 60,000						
8	Parks	Neil Tower Renovation	\$ 50,000						
9	Parks	Shadow Glen & Lueck Park Playground Equip.	\$ 81,500						
10	Parks	Harbor Heights Park Land & Improvements	\$ 2,375,000						
11	Parks	Tyhuis & Koetje Park Playground Equipment	\$ 80,500						
12	Parks	Neil Park Pickleball Courts	\$ 80,000						
13	Parks	Sunrise Rotary Dog Park Expansion	\$ 32,000						
14	Parks	Portland Loos	\$ 144,265						
15	Parks	7th Avenue Wetlands Trail Feasibility Study	\$ 110,000						
16	Streets	Salt Brine Production System	\$ 20,000						
17	Streets	Water Front Trail (Veterans Park)	\$ 219,917						
18	Streets	SR20 & Fakkema (Boyer Property Access Rd)	\$ 560,000						
19	Streets	Signal Light Battery Backup Equipment	\$ 24,000						
20	Streets	Asphalt Street Overlays	\$ 2,850,000						
21	Streets	Street Operations Bay Mezzanine	\$ 30,000						
22	Shared Project	Shorline Restoration: Midway to Regatta	\$ 1,400,000						
23	Arterials	Hoffman to 16th Trail (13.5% match)	\$ 78,815						
24	Arterials	NW Heller Street Overlay	\$ 383,740						
25	Arterials	NE 7th Ave Improvement	\$ 4,200,000						
26	Senior Center	Roof Replacement	\$ 110,386						
27	Senior Center	Rebranding Signage	\$ 30,000						
28	WINDJAMMER PARK	Phase 2; & Phase 3 Scoping	\$ 7,345,556						
29	ERR	Tire Changer	\$ 10,000						
30	ERR	Shop Floor Restoration	\$ 35,000						
31	ERR	Scan Tool	\$ 15,000						
32	Shop/Facility	Trimble GPS Unit	\$ 30,000						
33	Shop/Facility	Facility Truck	\$ 40,000						
34	Shop/Facility	Facility Shelving	\$ 30,000						
35	Shop/Facility	Security Camera System	\$ 25,000						
			<b>Governmental &amp; Internal Service Total:</b>	<b>\$ 24,028,179</b>					
<b>PROPRIETARY FUNDS</b>									
36	Water	Banta Rd. Roundabout Transmission Mains	\$ 800,000						
37	Water	NE Regatta/Crescent Harbor Water Mains	\$ 240,000						
38	Water	Deception Pass Bridge Transmission Painting	\$ 500,000						
39	Water	Steel/AC Water Main Replacements	\$ 3,000,000						
40	Water	Ground Penetrating Radar Equipment	\$ 15,000						
41	Water	North Reservoir Security Camera	\$ 25,000						
42	Water	Transmission Mains (Rock Bridge Inter Tie) BS-1	\$ 208,000						
43	Water	Water System Telemetry Upgrades	\$ 109,000						
44	Water	Cross City Transmission Main (T-1A)	\$ 4,070,075						
45	Water	NE Regatta Drive Pipeline Replacement	\$ 127,000						
46	Water	North Reservoir Cathodic Protection	\$ 25,000						
47	Water	Emergency Water Supply Study (S-2 & S-4)	\$ 453,000						
48	Water	East Side Reservoir Demolition (S-3)	\$ 110,000						
49	Water	Glencoe Street Fire Flow Improvements (DS-2)	\$ 940,000						
50	Water	West 384 Zone Development (PZ-4)	\$ 365,000						
51	Water	West 384 Zone Extension Phase (T-3)	\$ 3,015,000						
52	Water	Well 9 Replacement (S-1)	\$ 301,200						
53	Water	NE 9th to Taftson Water Line Connection (W-13)	\$ 70,000						
54	Sewer	Lagoon Bio-Solids Removal	\$ 300,000						
55	Sewer	Sewer Line Replacements	\$ 1,320,000						
56	Sewer	Solids Spreader	\$ 75,000						
57	Sewer	Horizontal Lift	\$ 75,000						
58	Sewer	Slip Line Various Lines in SE part of town	\$ 325,000						
59	Shared Project	The Water Center	\$ 925,000						
60	Sewer	CWF - 2019 Remaining Expenses	\$ 5,732,636						
61	Sewer	Force Main Decomission	\$ 300,000						
62	Sewer	Sewer Lagoon Outfall Repair	\$ 200,000						
63	Storm Drain	East Outfall Repair	\$ 375,000						
64	Storm Drain	West-Side Outfall Drainage Pump	\$ 750,000						
65	Storm Drain	Well 10 to Detention Pond (SW 6TH Flooding)	\$ 325,000						
66	Storm Drain	Freund Marsh Feasibility Study	\$ 200,000						
67	Storm Drain	Upgrade Storm Drain Lines - Whidbey Ave.	\$ 300,000						
68	Storm Drain	Conveyance, Flow Control & Treatment	\$ 750,000						
69	Marina	Fuel Supply Pipe Replacement	\$ 70,000						
70	Marina	F Dock Pile Hoops	\$ 167,000						
71	Marina	Security Camera Installation	\$ 25,000						
72	Marina	Marina Management Software	\$ 25,000						
73	Marina	Stormwater Improvement	\$ 1,200,000						
74	Marina	Shading Reduction	\$ 1,250,000						
75	Marina	Beach Armoring Reduction	\$ 1,000,000						
76	Marina	Marina Dredging Feasibility Study	\$ 200,000						
			<b>Proprietary Funds Total:</b>	<b>\$ 30,262,911</b>					
			<b>City Wide Grand Total:</b>	<b>\$ 54,291,090</b>					

City of Oak Harbor																			
6 Year Project/Equipment Plan 2019-2024																			
Biennial Budget (2019-2020)																			
#	Fund or Department	NEW PROJECT FUND	BARS #	Project/Equipment Name	Total Requested Funds	Spent to Date (7/31/18)	FY 2019 BUDGET REQUEST	FY 2020 BUDGET REQUEST	FY 2021 Capital Imprv. Plan	FY 2022 Capital Imprv. Plan	FY 2023 Capital Imprv. Plan	FY 2024 Capital Imprv. Plan	General Fund	Proprietary	Debt	Grant/ Donation/ Other	Specialty Funds	Total	
<b>GOVERNMENTAL FUNDS</b>													<b>Financing Sources for Capital Cost</b>						
1	Police Department		001.50.521.50.4800	PD Flooring - Carpet and Tile Replacement	\$ 40,000	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000	
2	Police Department		001.50.521.50.4800	White House Roofing Replacement	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000	
3	Police Department		001.50.521.50.4800	Landscaping Upgrades	\$ 7,500	\$ -	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ 7,500	
4	Fire Department		001.55.594.22.6400	Vehicle Exhaust System - Apparatus Bay	\$ 115,000	\$ -	\$ 115,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 115,000
5	Fire Department		001.55.594.22.6400	HVAC Replacement	\$ 100,000	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ 100,000
6	Fire Department	007	001.55.***.**.6200	West Side Firestation	\$ 3,300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,300,000	\$ -	\$ -	\$ 3,300,000	\$ -	\$ -	\$ 3,300,000	
7	Parks	007	007.70.594.76.6400	Windjammer Park Playground Equipment	\$ 60,000	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 45,000	\$ 60,000
8	Parks		001.70.576.80.4800	Neil Tower Renovation	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 45,000	\$ 50,000
9	Parks	007	007.70.594.76.6400	Shadow Glen & Lueck Park Playground Equip.	\$ 81,500	\$ -	\$ 81,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 76,500	\$ 81,500
10	Parks	007	007.70.*.6100/6300	Harbor Heights Park Land & Improvements	\$ 2,375,000	\$ -	\$ 1,250,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ -	\$ -	\$ -	\$ 450,000	\$ 1,925,000	\$ 2,375,000	
11	Parks	007	007.70.594.76.6400	Tyhuis & Koetje Park Playground Equipment	\$ 80,500	\$ -	\$ -	\$ 80,500	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 75,500	\$ 80,500
12	Parks	007	001.70.594.76.6300	Neil Park Pickleball Courts	\$ 80,000	\$ -	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 50,000	\$ 80,000
13	Parks	007	007.70.594.76.6400	Sunrise Rotary Dog Park Expansion	\$ 32,000	\$ -	\$ -	\$ 32,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 22,000	\$ 32,000
14	Parks	320	320.00.594.76.6200	Portland Loos	\$ 144,265	\$ -	\$ 144,265	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 144,265	\$ -	\$ 144,265
15	Parks		001.70.576.80.4100	7th Avenue Wetlands Trail Feasibility Study	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000	\$ 10,000	\$ 110,000	
16	Streets		101.00.594.44.6400	Salt Brine Production System	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000
17	Streets	102	102.00.595.31.6300	Water Front Trail (Veterans Park)	\$ 219,917	\$ 51,156	\$ 219,917	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 219,917	\$ -	\$ 219,917
18	Streets	102	102.00.595.31.6300	SR20 & Fakkema (Boyer Property Access Rd)	\$ 560,000	\$ 1,254	\$ 560,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 560,000	\$ 560,000
19	Streets		101.00.594.44.6400	Signal Light Battery Backup Equipment	\$ 24,000	\$ -	\$ 16,000	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,000	\$ 24,000
20	Streets	102	102.00.595.31.6300	Asphalt Street Overlays	\$ 2,850,000	\$ -	\$ 850,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,850,000	\$ 2,850,000
21	Streets		101.00.594.44.6400	Street Operations Bay Mezzanine	\$ 30,000	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000
22	Shared Project	102	102.00.595.31.6300	Shorline Restoration: Midway to Regatta	\$ 1,400,000	\$ -	\$ 100,000	\$ 100,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ -	\$ 1,050,000	\$ -	\$ -	\$ -	\$ 350,000	\$ 1,400,000
23	Arterials	102	102.10.595.30.6300	Hoffman to 16th Trail (13.5% match)	\$ 78,815	\$ -	\$ -	\$ 28,483	\$ -	\$ -	\$ 9,364	\$ 40,968	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 78,815	\$ 78,815
24	Arterials		104.10.595.30.6300	NW Heller Street Overlay	\$ 383,740	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,200	\$ 344,540	\$ -	\$ -	\$ -	\$ 311,927	\$ 71,813	\$ 383,740	
25	Arterials	102	102.10.595.30.6300	NE 7th Ave Improvement	\$ 4,200,000	\$ -	\$ 280,000	\$ 218,035	\$ -	\$ 224,479	\$ 399,799	\$ 3,077,687	\$ 71,500	\$ -	\$ -	\$ 3,571,152	\$ 557,348	\$ 4,200,000	
26	Senior Center	130	129.10.594.69.6300	Roof Replacement	\$ 110,386	\$ -	\$ -	\$ -	\$ 110,386	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,386	\$ 110,386
27	Senior Center	130	129.10.594.69.6300	Rebranding Signage	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000
-	Fire		502.10.594.18.6400	502 Vehicle/Equipment Replacements	\$ 595,000	\$ -	\$ 50,000	\$ 350,000	\$ 75,000	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 595,000	\$ 595,000
-	Streets		502.10.594.18.6400	502 Vehicle/Equipment Replacements	\$ 949,000	\$ -	\$ 80,000	\$ -	\$ 334,000	\$ 305,000	\$ 20,000	\$ 210,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 949,000	\$ 949,000
-	Parks		502.10.594.18.6400	502 Vehicle/Equipment Replacements	\$ 488,000	\$ -	\$ 135,000	\$ -	\$ 310,000	\$ -	\$ 10,000	\$ 33,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 488,000	\$ 488,000
-	Police		502.10.594.18.6400	502 Vehicle/Equipment Replacements	\$ 805,000	\$ -	\$ 80,000	\$ -	\$ -	\$ 355,000	\$ 330,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 805,000	\$ 805,000
28	WINDJAMMER PARK	325	325.6200/6300	WJP Phase 1; Phase 2; & Phase 3 Scoping	\$ 7,345,556	\$ 1,369,885	\$ 4,798,139	\$ 337,417	\$ 2,160,000	\$ 50,000	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 4,713,176	\$ 2,532,380	\$ 7,345,556	
<i>Governmental Total:</i>					\$ 26,680,179	\$ 1,422,296	\$ 8,992,321	\$ 1,834,435	\$ 4,034,386	\$ 2,004,479	\$ 1,743,363	\$ 8,071,195	\$ 279,000	\$ 1,050,000	\$ 3,300,000	\$ 9,570,437	\$ 12,480,742	\$ 26,680,179	
29	ERR		510.50.594.18.6400	Tire Changer	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000
30	ERR		501.00.548.68.4800	Shop Floor Restoration	\$ 35,000	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ 35,000
31	ERR		510.50.594.18.6400	Scan Tool	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000
32	Shop/Facility		510.50.594.18.6400	Trimble GPS Unit	\$ 30,000	\$ -	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000
33	Shop/Facility		510.50.594.18.6400	Facility Truck	\$ 40,000	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000
34	Shop/Facility		510.50.594.18.6400	Facility Shelving	\$ 30,000	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000
35	Shop/Facility		510.50.594.18.6400	Security Camera System	\$ 25,000	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
-	Motor Pool		502.10.594.18.6400	502 Vehicle/Equipment Replacements	\$ 2,695,000	\$ -	\$ 875,000	\$ 200,000	\$ 670,000	\$ 40,000	\$ 10,000	\$ 900,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,695,000	\$ 2,695,000
<i>Shop/Facility Total:</i>					\$ 2,880,000	\$ -	\$ 990,000	\$ 270,000	\$ 670,000	\$ 40,000	\$ 10,000	\$ 900,000	\$ -	\$ -	\$ -	\$ -	\$ 2,880,000	\$ 2,880,000	
<b>Governmental Funds Total:</b>					\$ 29,560,179	\$ 1,422,296	\$ 9,982,321	\$ 2,104,435	\$ 4,704,386	\$ 2,044,479	\$ 1,753,363	\$ 8,971,195	\$ 279,000	\$ 1,050,000	\$ 3,300,000	\$ 9,570,437	\$ 15,360,742	\$ 29,560,179	
<b>PROPRIETARY FUNDS</b>													<b>Financing Sources for Capital Cost</b>						
36	Water	431	431.00.594.34.6300	Banta Rd. Roundabout Transmission Mains	\$ 800,000	\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550,000	\$ -	\$ 250,000	\$ -	\$ 800,000	
37	Water	431	431.00.594.34.6300	Crescent Harbor/Regatta Water Main Lowering	\$ 240,000	\$ 9,438	\$ 240,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240,000	\$ -	\$ -	\$ -	\$ 240,000	
38	Water	431	431.00.594.34.6300	Deception Pass Bridge Transmission Painting	\$ 500,000	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ 500,000	
39	Water	431	431.00.594.34.6300	Steel/AC Water Main Replacements	\$ 3,000,000	\$ -	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ -	\$ 3,000,000	\$ -	\$ -	\$ -	\$ 3,000,000	
40	Water		401.00.594.34.6400	Ground Penetrating Radar Equipment	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000	
41	Water		401.00.594.34.6400	North Reservoir Security Camera	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000	
42	Water	431	431.00.594.34.6300	Transmission Mains (Rock Bridge Inter Tie) BS-1	\$ 208,000	\$ 153,233	\$ 208,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 208,000	\$ -	\$ -	\$ -	\$ 208,000	
43	Water	431	431.00.594.34.6300	Water System Telemetry Upgrades	\$ 109,000	\$ -	\$ 55,000	\$ 54,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 109,000	\$ -	\$ -	\$ -	\$ 109,000	
44	Water	431	401.00.594.34.6300	Cross City Transmission Main (T-1A)	\$ 4,070,075	\$ -	\$ -	\$ -	\$ 569,075	\$ 1,750,000	\$ 1,751,000	\$ -	\$ -	\$ 4,070,075	\$ -	\$ -	\$ -	\$ 4,070,075	
45	Water	431	431.00.594.34.6300	NE Regatta Drive Pipeline Replacement	\$ 127,000	\$ -	\$ -	\$ 27,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 127,000	\$ -	\$ -	\$ -	\$ 127,000	
46	Water		401.00.594.34.6300	North Reservoir Cathodic Protection	\$ 25,000	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000	

City of Oak Harbor																			
6 Year Project/Equipment Plan 2019-2024																			
Biennial Budget (2019-2020)																			
#	Fund or Department	NEW PROJECT FUND	BARS #	Project/Equipment Name	Total Requested Funds	Spent to Date (7/31/18)	FY 2019 BUDGET REQUEST	FY 2020 BUDGET REQUEST	FY 2021 Capital Imprv. Plan	FY 2022 Capital Imprv. Plan	FY 2023 Capital Imprv. Plan	FY 2024 Capital Imprv. Plan	General Fund	Proprietary	Debt	Grant/ Donation/ Other	Specialty Funds	Total	
47	Water		401.00.534.00.4100	Emergency Water Supply Study (S-2 & S-4)	\$ 453,000	\$ -	\$ 109,000	\$ 64,000	\$ 280,000	\$ -	\$ -	\$ -	\$ -	\$ 453,000	\$ -	\$ -	\$ -	\$ 453,000	
48	Water	431	431.00.594.34.6300	East Side Reservoir Demolition (S-3)	\$ 110,000	\$ -	\$ -	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,000	\$ -	\$ -	\$ -	\$ 110,000	
49	Water	431	401.00.594.34.6300	Glencoe Street Fire Flow Improvements (DS-2)	\$ 940,000	\$ -	\$ -	\$ -	\$ 190,000	\$ 750,000	\$ -	\$ -	\$ -	\$ 940,000	\$ -	\$ -	\$ -	\$ 940,000	
50	Water	431	401.00.594.34.6300	West 384 Zone Development (PZ-4)	\$ 365,000	\$ -	\$ -	\$ -	\$ 73,000	\$ 292,000	\$ -	\$ -	\$ -	\$ 365,000	\$ -	\$ -	\$ -	\$ 365,000	
51	Water	431	401.00.594.34.6300	West 384 Zone Extension Phase (T-3)	\$ 3,015,000	\$ -	\$ -	\$ -	\$ -	\$ 603,000	\$ 2,412,000	\$ -	\$ -	\$ 3,015,000	\$ -	\$ -	\$ -	\$ 3,015,000	
52	Water	431	431.00.594.34.6300	Well 9 Replacement (S-1)	\$ 301,200	\$ -	\$ 301,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 301,200	\$ -	\$ -	\$ -	\$ 301,200	
53	Water	431	401.00.594.34.6300	NE 9th to Taftson Water Line Connection (W-13)	\$ 70,000	\$ -	\$ -	\$ -	\$ 14,000	\$ 56,000	\$ -	\$ -	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ 70,000	
-	Water		502.10.594.18.6400	502 Vehicle/Equipment Replacements	\$ 580,000	\$ -	\$ 205,000	\$ 180,000	\$ 115,000	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 580,000	\$ 580,000	
				<i>Water Total:</i>	\$ 14,953,275	\$ 162,671	\$ 2,958,200	\$ 960,000	\$ 1,841,075	\$ 3,951,000	\$ 4,663,000	\$ 580,000	\$ -	\$ 13,873,275	\$ -	\$ 500,000	\$ 580,000	\$ 14,953,275	
54	Sewer		402.10.535.00.4100	Lagoon Bio-Solids Removal	\$ 300,000	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000	
55	Sewer	432	432.00.594.35.6300	Sewer Line Replacements	\$ 1,320,000	\$ -	\$ 180,000	\$ 260,000	\$ 692,500	\$ 187,500	\$ -	\$ -	\$ -	\$ 1,320,000	\$ -	\$ -	\$ -	\$ 1,320,000	
56	Sewer		402.10.594.35.6400	Solids Spreader	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000	
57	Sewer		402.10.594.35.6400	Horizontal Lift	\$ 75,000	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000	
58	Sewer	432	432.00.594.35.6300	Slip Line Various Lines in SE part of town	\$ 325,000	\$ -	\$ -	\$ 325,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 325,000	\$ -	\$ -	\$ -	\$ 325,000	
-	Sewer		502.10.594.18.6400	502 Vehicle/Equipment Replacements	\$ 586,000	\$ -	\$ 146,000	\$ -	\$ 250,000	\$ 100,000	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ 586,000	\$ 586,000	
59	Shared Project	432	432.00.594.35.6300	The Water Center	\$ 925,000	\$ -	\$ 925,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750,000	\$ -	\$ -	\$ 175,000	\$ 925,000	
60	Sewer	422	422.30.594.35.6200	CFW - 2019 Remaining Expenses	\$ 5,732,636	\$ 118,900,690	\$ 5,732,636	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,266,904	\$ -	\$ 1,465,732	\$ -	\$ 5,732,636	
61	Sewer		402.10.594.35.4100	Force Main Decommission	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000	
62	Sewer		402.20.535.00.4800	Sewer Lagoon Outfall Repair	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000	
				<i>Sewer Total:</i>	\$ 9,838,636	\$ 118,900,690	\$ 7,558,636	\$ 585,000	\$ 1,317,500	\$ 287,500	\$ -	\$ 90,000	\$ -	\$ 7,611,904	\$ -	\$ 1,465,732	\$ 761,000	\$ 9,838,636	
-	Solid Waste		502.10.594.18.6400	502 Vehicle/Equipment Replacements	\$ 3,210,000	\$ -	\$ 500,000	\$ 1,300,000	\$ 700,000	\$ 10,000	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,210,000	\$ 3,210,000
				<i>Solid Waste Total:</i>	\$ 3,210,000	\$ -	\$ 500,000	\$ 1,300,000	\$ 700,000	\$ 10,000	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,210,000	\$ 3,210,000
63	Storm Drain	434	434.00.594.38.6300	East Outfall Repair	\$ 375,000	\$ -	\$ 125,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 375,000	\$ -	\$ -	\$ -	\$ 375,000	
64	Storm Drain	434	434.00.594.38.6400	West-Side Outfall Drainage Pump	\$ 750,000	\$ -	\$ -	\$ 200,000	\$ -	\$ 550,000	\$ -	\$ -	\$ -	\$ 750,000	\$ -	\$ -	\$ -	\$ 750,000	
65	Storm Drain	434	404.00.594.38.6300	Well 10 to Detention Pond (SW 6TH Flooding)	\$ 325,000	\$ -	\$ -	\$ -	\$ 75,000	\$ 250,000	\$ -	\$ -	\$ -	\$ 325,000	\$ -	\$ -	\$ -	\$ 325,000	
66	Storm Drain		404.00.542.90.4100	Freund Marsh Feasibility Study	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000	
67	Storm Drain	434	404.00.594.38.6300	Upgrade Storm Drain Lines - Whidbey Ave.	\$ 300,000	\$ -	\$ -	\$ -	\$ 100,000	\$ 200,000	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000	
68	Storm Drain	434	434.00.594.38.6300	Conveyance, Flow Control & Treatment	\$ 750,000	\$ -	\$ 350,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750,000	\$ -	\$ -	\$ -	\$ 750,000	
-	Storm Drain		502.10.594.18.6400	502 Vehicle/Equipment Replacements	\$ 650,000	\$ -	\$ -	\$ 25,000	\$ 400,000	\$ -	\$ -	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ 650,000	\$ 650,000	
				<i>Storm Drain Total:</i>	\$ 3,350,000	\$ -	\$ 675,000	\$ 875,000	\$ 575,000	\$ 1,000,000	\$ -	\$ 225,000	\$ -	\$ 2,700,000	\$ -	\$ -	\$ 650,000	\$ 3,350,000	
69	Marina		410.00.575.70.4800	Fuel Supply Pipe Replacement	\$ 70,000	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ 70,000	
70	Marina	440	440.00.594.75.6300	F Dock Pile Hoops	\$ 167,000	\$ -	\$ 39,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ -	\$ -	\$ 167,000	\$ -	\$ -	\$ -	\$ 167,000	
71	Marina		410.00.594.75.6400	Security Camera Installation	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000	
72	Marina		410.00.594.75.6400	Marina Management Software	\$ 25,000	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000	
73	Marina	440	440.00.594.75.6300	Stormwater Improvement	\$ 1,200,000	\$ -	\$ -	\$ 1,200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200,000	\$ -	\$ 1,200,000	
74	Marina	440	440.00.594.75.6300	Shading Reduction	\$ 1,250,000	\$ -	\$ -	\$ 1,250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,250,000	\$ -	\$ 1,250,000	
75	Marina	440	440.00.594.75.6300	Beach Armoring Reduction	\$ 1,000,000	\$ -	\$ 75,000	\$ 925,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ -	\$ 1,000,000	
76	Marina	440	410.00.594.75.6300	Marina Dredging Feasibility Study	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000	
-	Marina		502.10.594.18.6400	502 Vehicle/Equipment Replacements	\$ 52,000	\$ -	\$ -	\$ -	\$ 52,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,000	\$ 52,000	
				<i>Marina Total:</i>	\$ 3,989,000	\$ -	\$ 209,000	\$ 3,432,000	\$ 84,000	\$ 32,000	\$ 32,000	\$ 200,000	\$ -	\$ 287,000	\$ -	\$ 3,650,000	\$ 52,000	\$ 3,989,000	
				<b>Proprietary Funds Total:</b>	\$ 35,340,911	\$ 119,063,361	\$ 11,900,836	\$ 7,152,000	\$ 4,517,575	\$ 5,280,500	\$ 5,395,000	\$ 1,095,000	\$ -	\$ 24,472,179	\$ -	\$ 5,615,732	\$ 5,253,000	\$ 35,340,911	
				<i>Governmental Funds Total:</i>	\$ 29,560,179	\$ 1,422,296	\$ 9,982,321	\$ 2,104,435	\$ 4,704,386	\$ 2,044,479	\$ 1,753,363	\$ 8,971,195	\$ 279,000	\$ 1,050,000	\$ 3,300,000	\$ 9,570,437	\$ 15,360,742	\$ 29,560,179	
				<i>Proprietary Funds Total:</i>	\$ 35,340,911	\$ 119,063,361	\$ 11,900,836	\$ 7,152,000	\$ 4,517,575	\$ 5,280,500	\$ 5,395,000	\$ 1,095,000	\$ -	\$ 24,472,179	\$ -	\$ 5,615,732	\$ 5,253,000	\$ 35,340,911	
				<b>City Wide Grand Total:</b>	\$ 64,901,090	\$ 120,485,657	\$ 21,883,157	\$ 9,256,435	\$ 9,221,961	\$ 7,324,979	\$ 7,148,363	\$ 10,066,195	\$ 279,000	\$ 25,522,179	\$ 3,300,000	\$ 15,186,169	\$ 20,613,742	\$ 64,901,090	

City of Oak Harbor																
6 Year Project/Equipment Plan 2019-2024																
Biennial Budget (2019-2020)																
#	Fund or Department	NEW PROJECT FUND	BARS #	Project/Equipment Name	101 Streets	104 Arterials	105 Transp Impact	106 Paths & Trails	125 Park Impact Fees	127 Park Impact Fees	129 Sr Center	311 REET 1	312 REET 2	510 Shop/Fac	502 ERR	Total:
<b>GOVERNMENTAL FUNDS</b>					<b>Detailed Breakdown</b>											
1	Police Department		001.50.521.50.4800	PD Flooring - Carpet and Tile Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	Police Department		001.50.521.50.4800	White House Roofing Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3	Police Department		001.50.521.50.4800	Landscaping Upgrades	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	Fire Department		001.55.594.22.6400	Vehicle Exhaust System - Apparatus Bay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 75,000	\$ -	\$ -	\$ 100,000
5	Fire Department		001.55.594.22.6400	HVAC Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ 20,000	\$ -	\$ -	\$ 80,000
6	Fire Department	007	001.55.***.6200	West Side Firestation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7	Parks	007	007.70.594.76.6400	Windjammer Park Playground Equipment	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000
8	Parks		001.70.576.80.4800	Neil Tower Renovation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ -	\$ 45,000
9	Parks	007	007.70.594.76.6400	Shadow Glen & Lueck Park Playground Equip.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 76,500	\$ -	\$ -	\$ 76,500
10	Parks	007	007.70.*.6100/6300	Harbor Heights Park Land & Improvements	\$ -	\$ -	\$ -	\$ -	\$ 31,181	\$ 240,000	\$ -	\$ 978,819	\$ 675,000	\$ -	\$ -	\$ 1,925,000
11	Parks	007	007.70.594.76.6400	Tyhuis & Koetje Park Playground Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,500	\$ -	\$ -	\$ 75,500
12	Parks	007	001.70.594.76.6300	Neil Park Pickleball Courts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000
13	Parks	007	007.70.594.76.6400	Sunrise Rotary Dog Park Expansion	\$ -	\$ -	\$ -	\$ -	\$ 22,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,000
14	Parks	320	320.00.594.76.6200	Portland Loos	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	Parks		001.70.576.80.4100	7th Avenue Wetlands Trail Feasibility Study	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
16	Streets		101.00.594.44.6400	Salt Brine Production System	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
17	Streets	102	102.00.595.31.6300	Water Front Trail (Veterans Park)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18	Streets	102	102.00.595.31.6300	SR20 & Fakkema (Boyer Property Access Rd)	\$ 21,719	\$ -	\$ 538,281	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 560,000
19	Streets		101.00.594.44.6400	Signal Light Battery Backup Equipment	\$ 24,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,000
20	Streets	102	102.00.595.31.6300	Asphalt Street Overlays	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 425,000	\$ 425,000	\$ -	\$ -	\$ 2,850,000
21	Streets		101.00.594.44.6400	Street Operations Bay Mezzanine	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000
22	Shared Project	102	102.00.595.31.6300	Shorline Restoration: Midway to Regatta	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000
23	Arterials	102	102.10.595.30.6300	Hoffman to 16th Trail (13.5% match)	\$ -	\$ -	\$ 78,815	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 78,815
24	Arterials		104.10.595.30.6300	NW Heller Street Overlay	\$ -	\$ 71,813	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 71,813
25	Arterials	102	102.10.595.30.6300	NE 7th Ave Improvement	\$ -	\$ -	\$ 557,348	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 557,348
26	Senior Center	130	129.10.594.69.6300	Roof Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,386	\$ -	\$ -	\$ -	\$ -	\$ 110,386
27	Senior Center	130	129.10.594.69.6300	Rebranding Signage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
-	Fire		502.10.594.18.6400	502 Vehicle/Equipment Replacements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 595,000	\$ 595,000
-	Streets		502.10.594.18.6400	502 Vehicle/Equipment Replacements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 949,000	\$ 949,000
-	Parks		502.10.594.18.6400	502 Vehicle/Equipment Replacements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 488,000	\$ 488,000
-	Police		502.10.594.18.6400	502 Vehicle/Equipment Replacements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 805,000	\$ 805,000
28	WINDJAMMER PARK	325	325.6200/6300	WJP Phase 1; Phase 2; & Phase 3 Scoping	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 297,417	\$ -	\$ 885,000	\$ 1,349,963	\$ -	\$ -	\$ 2,532,380
<i>Governmental Total:</i>					\$ 2,445,719	\$ 71,813	\$ 1,174,444	\$ 10,000	\$ 98,181	\$ 537,417	\$ 140,386	\$ 2,373,819	\$ 2,791,963	\$ -	\$ 2,837,000	\$ 12,480,742
29	ERR		510.50.594.18.6400	Tire Changer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000
30	ERR		501.00.548.68.4800	Shop Floor Restoration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ 35,000
31	ERR		510.50.594.18.6400	Scan Tool	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000
32	Shop/Facility		510.50.594.18.6400	Trimble GPS Unit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000
33	Shop/Facility		510.50.594.18.6400	Facility Truck	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ 40,000
34	Shop/Facility		510.50.594.18.6400	Facility Shelving	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000
35	Shop/Facility		510.50.594.18.6400	Security Camera System	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000
-	Motor Pool		502.10.594.18.6400	502 Vehicle/Equipment Replacements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,695,000	\$ 2,695,000
<i>Shop/Facility Total:</i>					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 185,000	\$ 2,695,000	\$ 2,880,000
<b>Governmental Funds Total:</b>					\$ 2,445,719	\$ 71,813	\$ 1,174,444	\$ 10,000	\$ 98,181	\$ 537,417	\$ 140,386	\$ 2,373,819	\$ 2,791,963	\$ 185,000	\$ 5,532,000	\$ 15,360,742
<b>PROPRIETARY FUNDS</b>																
<b>Detailed Breakdown</b>																
36	Water	431	431.00.594.34.6300	Banta Rd. Roundabout Transmission Mains	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
37	Water	431	431.00.594.34.6300	Crescent Harbor/Regatta Water Main Lowering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38	Water	431	431.00.594.34.6300	Deception Pass Bridge Transmission Painting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39	Water	431	431.00.594.34.6300	Steel/AC Water Main Replacements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40	Water		401.00.594.34.6400	Ground Penetrating Radar Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41	Water		401.00.594.34.6400	North Reservoir Security Camera	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Water	431	431.00.594.34.6300	Transmission Mains (Rock Bridge Inter Tie) BS-1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	Water	431	431.00.594.34.6300	Water System Telemetry Upgrades	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44	Water	431	401.00.594.34.6300	Cross City Transmission Main (T-1A)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45	Water	431	431.00.594.34.6300	NE Regatta Drive Pipeline Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
46	Water		401.00.594.34.6300	North Reservoir Cathodic Protection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City of Oak Harbor																
6 Year Project/Equipment Plan 2019-2024																
Biennial Budget (2019-2020)																
#	Fund or Department	NEW PROJECT FUND	BARS #	Project/Equipment Name	101 Streets	104 Arterials	105 Transp Impact	106 Paths & Trails	125 Park Impact Fees	127 Park Impact Fees	129 Sr Center	311 REET 1	312 REET 2	510 Shop/Fac	502 ERR	Total:
47	Water		401.00.534.00.4100	Emergency Water Supply Study (S-2 & S-4)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48	Water	431	431.00.594.34.6300	East Side Reservoir Demolition (S-3)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49	Water	431	401.00.594.34.6300	Glencoe Street Fire Flow Improvements (DS-2)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50	Water	431	401.00.594.34.6300	West 384 Zone Development (PZ-4)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51	Water	431	401.00.594.34.6300	West 384 Zone Extension Phase (T-3)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52	Water	431	431.00.594.34.6300	Well 9 Replacement (S-1)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
53	Water	431	401.00.594.34.6300	NE 9th to Taftson Water Line Connection (W-13)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
-	Water		502.10.594.18.6400	502 Vehicle/Equipment Replacements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 580,000
				<i>Water Total:</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 580,000
54	Sewer		402.10.535.00.4100	Lagoon Bio-Solids Removal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55	Sewer	432	432.00.594.35.6300	Sewer Line Replacements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
56	Sewer		402.10.594.35.6400	Solids Spreader	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
57	Sewer		402.10.594.35.6400	Horizontal Lift	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
58	Sewer	432	432.00.594.35.6300	Slip Line Various Lines in SE part of town	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
-	Sewer		502.10.594.18.6400	502 Vehicle/Equipment Replacements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 586,000
59	Shared Project	432	432.00.594.35.6300	The Water Center	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ 100,000	\$ -	\$ -	\$ 175,000
60	Sewer	422	422.30.594.35.6200	CFW - 2019 Remaining Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
61	Sewer		402.10.594.35.4100	Force Main Decomission	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
62	Sewer		402.20.535.00.4800	Sewer Lagoon Outfall Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				<i>Sewer Total:</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ 100,000	\$ -	\$ -	\$ 586,000
-	Solid Waste		502.10.594.18.6400	502 Vehicle/Equipment Replacements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,210,000
				<i>Solid Waste Total:</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,210,000
63	Storm Drain	434	434.00.594.38.6300	East Outfall Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
64	Storm Drain	434	434.00.594.38.6400	West-Side Outfall Drainage Pump	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
65	Storm Drain	434	404.00.594.38.6300	Well 10 to Detention Pond (SW 6TH Flooding)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
66	Storm Drain		404.00.542.90.4100	Freund Marsh Feasibility Study	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
67	Storm Drain	434	404.00.594.38.6300	Upgrade Storm Drain Lines - Whidbey Ave.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
68	Storm Drain	434	434.00.594.38.6300	Conveyance, Flow Control & Treatment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
-	Storm Drain		502.10.594.18.6400	502 Vehicle/Equipment Replacements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 650,000
				<i>Storm Drain Total:</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 650,000
69	Marina		410.00.575.70.4800	Fuel Supply Pipe Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
70	Marina	440	440.00.594.75.6300	F Dock Pile Hoops	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
71	Marina		410.00.594.75.6400	Security Camera Installation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Marina		410.00.594.75.6400	Marina Management Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
73	Marina	440	440.00.594.75.6300	Stormwater Improvement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
74	Marina	440	440.00.594.75.6300	Shading Reduction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
75	Marina	440	440.00.594.75.6300	Beach Armoring Reduction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
76	Marina	440	410.00.594.75.6300	Marina Dredging Feasibility Study	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
-	Marina		502.10.594.18.6400	502 Vehicle/Equipment Replacements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,000
				<i>Marina Total:</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,000
				<b>Proprietary Funds Total:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ 100,000	\$ -	\$ -	\$ 5,078,000
				<i>Governmental Funds Total:</i>	\$ 2,445,719	\$ 71,813	\$ 1,174,444	\$ 10,000	\$ 98,181	\$ 537,417	\$ 140,386	\$ 2,373,819	\$ 2,791,963	\$ 185,000	\$ 5,532,000	\$ 15,360,742
				<i>Proprietary Funds Total:</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ 100,000	\$ -	\$ -	\$ 5,078,000
				<b>City Wide Grand Total:</b>	\$ 2,445,719	\$ 71,813	\$ 1,174,444	\$ 10,000	\$ 98,181	\$ 537,417	\$ 140,386	\$ 2,448,819	\$ 2,891,963	\$ 185,000	\$ 10,610,000	\$ 20,613,742

City of Oak Harbor				Estimated BFB																			
Project/Equipment Plan				Estimated Rev																			
FY 2019																							
Fund or Department	Project/Equipment Name	Spent to Date (7/31/18)	FY 2019 BUDGET REQUEST	FY 19 CIP	General Fund	Proprietary	Debt	Grant/Donation/Other	Specialty Funds	Total	101 Streets	104 Arterials	105 Transp Impact	106 Paths & Trails	125 Park Impact Fees	127 Park Impact Fees	129 Sr Center	311 REET 1	312 REET 2	510 Shop/Fac	502 ERR	Total:	
Financing Sources for Capital Cost											Detailed Breakdown												
Police	PD Flooring - Carpet and Tile Replacement	\$ -	\$ 40,000		\$ 40,000					\$ 40,000													\$ -
Police	Landscaping Upgrades	\$ -	\$ 7,500		\$ 7,500					\$ 7,500													\$ -
Fire	Vehicle Exhaust System - Apparatus Bay	\$ -	\$ 115,000	\$ 115,000	\$ 15,000				\$ 100,000	\$ 115,000								\$ 25,000	\$ 75,000				\$ 100,000
Fire	HVAC Replacement	\$ -	\$ 25,000	\$ 25,000	\$ 5,000				\$ 20,000	\$ 25,000									\$ 20,000				\$ 20,000
Parks	Windjammer Park Playground Equipment	\$ -	\$ 60,000	\$ 60,000				\$ 15,000	\$ 45,000	\$ 60,000					\$ 45,000								\$ 45,000
Parks	Neil Tower Renovation	\$ -	\$ 50,000	\$ 50,000				\$ 5,000	\$ 45,000	\$ 50,000										\$ 45,000			\$ 45,000
Parks	Shadow Glen & Lueck Park Playground Equip.	\$ -	\$ 81,500	\$ 81,500	\$ 5,000				\$ 76,500	\$ 81,500									\$ 76,500				\$ 76,500
Parks	Harbor Heights Park Land & Improvements	\$ -	\$ 1,250,000	\$ 1,250,000				\$ 350,000	\$ 900,000	\$ 1,250,000					\$ 31,181			\$ 868,819					\$ 900,000
Parks	Portland Loos	\$ -	\$ 144,265	\$ 144,265				\$ 144,265		\$ 144,265													\$ -
Streets	Salt Brine Production System	\$ -	\$ 20,000					\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000												\$ 20,000
Streets	Water Front Trail (Veterans Park)	\$ 51,156	\$ 219,917	\$ 219,917			\$ 219,917			\$ 219,917													\$ -
Streets	SR20 & Fakkema (Boyer Property Access Rd)	\$ 1,254	\$ 560,000	\$ 560,000					\$ 560,000	\$ 560,000	\$ 21,719		\$ 538,281										\$ 560,000
Streets	Signal Light Battery Backup Equipment	\$ -	\$ 16,000						\$ 16,000	\$ 16,000	\$ 16,000												\$ 16,000
Streets	Asphalt Street Overlays	\$ -	\$ 850,000	\$ 850,000					\$ 850,000	\$ 850,000	\$ 500,000							\$ 175,000	\$ 175,000				\$ 850,000
Shared Project	Shorline Restoration - Midway to Regatta	\$ -	\$ 100,000	\$ 100,000		\$ 75,000			\$ 25,000	\$ 100,000	\$ 25,000												\$ 25,000
Arterials	NE 7th Ave Improvement	\$ -	\$ 280,000	\$ 280,000				\$ 242,200	\$ 37,800	\$ 280,000			\$ 37,800										\$ 37,800
Senior Center	Rebranding Signage	\$ -	\$ 30,000						\$ 30,000	\$ 30,000							\$ 30,000						\$ 30,000
Fire	502 Vehicle/Equipment Replacements	\$ -	\$ 50,000						\$ 50,000	\$ 50,000												\$ 50,000	\$ 50,000
Streets	502 Vehicle/Equipment Replacements	\$ -	\$ 80,000						\$ 80,000	\$ 80,000												\$ 80,000	\$ 80,000
Parks	502 Vehicle/Equipment Replacements	\$ -	\$ 135,000						\$ 135,000	\$ 135,000												\$ 135,000	\$ 135,000
Police	502 Vehicle/Equipment Replacements	\$ -	\$ 80,000						\$ 80,000	\$ 80,000												\$ 80,000	\$ 80,000
WJP	WJP Phase 1; & Phase 2	\$ 1,369,885	\$ 4,798,139	\$ 4,798,139	\$ 50,000			\$ 4,713,176	\$ 34,963	\$ 4,798,139									\$ 34,963				\$ 34,963
<b>Governmental Total:</b>		<b>\$ 1,422,296</b>	<b>\$ 9,982,321</b>	<b>\$ 8,533,821</b>	<b>\$ 122,500</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ 5,689,558</b>	<b>\$ 3,105,263</b>	<b>\$ 8,992,321</b>	<b>\$ 582,719</b>	<b>\$ -</b>	<b>\$ 576,081</b>	<b>\$ -</b>	<b>\$ 76,181</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ 1,068,819</b>	<b>\$ 426,463</b>	<b>\$ -</b>	<b>\$ 345,000</b>	<b>\$ 3,105,263</b>	
ERR	Tire Changer	\$ -	\$ 10,000						\$ 10,000	\$ 10,000												\$ 10,000	\$ 10,000
ERR	Shop Floor Restoration	\$ -	\$ 35,000						\$ 35,000	\$ 35,000												\$ 35,000	\$ 35,000
ERR	Scan Tool	\$ -	\$ 15,000						\$ 15,000	\$ 15,000												\$ 15,000	\$ 15,000
Shop/Facility	Trimble GPS Unit	\$ -	\$ 15,000						\$ 15,000	\$ 15,000												\$ 15,000	\$ 15,000
Shop/Facility	Facility Truck	\$ -	\$ 40,000						\$ 40,000	\$ 40,000												\$ 40,000	\$ 40,000
Motor Pool	502 Vehicle/Equipment Replacements	\$ -	\$ 875,000						\$ 875,000	\$ 875,000												\$ 875,000	\$ 875,000
<b>Shop/Facility Total:</b>		<b>\$ -</b>	<b>\$ 990,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 990,000</b>	<b>\$ 990,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 115,000</b>	<b>\$ 875,000</b>	<b>\$ 990,000</b>	
<b>Governmental Funds Total:</b>		<b>\$ 1,422,296</b>	<b>\$ 9,982,321</b>	<b>\$ 8,533,821</b>	<b>\$ 122,500</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ 5,689,558</b>	<b>\$ 4,095,263</b>	<b>\$ 9,982,321</b>	<b>\$ 582,719</b>	<b>\$ -</b>	<b>\$ 576,081</b>	<b>\$ -</b>	<b>\$ 76,181</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ 1,068,819</b>	<b>\$ 426,463</b>	<b>\$ 115,000</b>	<b>\$ 1,220,000</b>	<b>\$ 4,095,263</b>	
Financing Sources for Capital Cost											Detailed Breakdown												
Water	Banta Rd. Roundabout Transmission Mains	\$ -	\$ 800,000	\$ 800,000		\$ 550,000	\$ 250,000			\$ 800,000													\$ -
Water	NE Regatta/Crescent Harbor Water Mains	\$ 9,438	\$ 240,000	\$ 240,000		\$ 240,000				\$ 240,000													\$ -
Water	Deception Pass Bridge Transmission Painting	\$ -	\$ 500,000	\$ 500,000		\$ 250,000	\$ 250,000			\$ 500,000													\$ -
Water	Steel/AC Water Main Replacements	\$ -	\$ 500,000	\$ 500,000		\$ 500,000				\$ 500,000													\$ -
Water	Ground Penetrating Radar Equipment	\$ -	\$ 15,000			\$ 15,000				\$ 15,000													\$ -
Water	North Reservoir Security Camera	\$ -	\$ 25,000			\$ 25,000				\$ 25,000													\$ -
Water	Transmission Mains (Rock Bridge Inter Tie) BS-1	\$ 153,233	\$ 208,000	\$ 208,000		\$ 208,000				\$ 208,000													\$ -
Water	Water System Telemetry Upgrades	\$ -	\$ 55,000	\$ 55,000		\$ 55,000				\$ 55,000													\$ -
Water	Emergency Water Supply Study (S-2 & S-4)	\$ -	\$ 109,000	\$ 109,000		\$ 109,000				\$ 109,000													\$ -
Water	Well 9 Replacement (S-1)	\$ -	\$ 301,200	\$ 301,200		\$ 301,200				\$ 301,200													\$ -
Water	502 Vehicle/Equipment Replacements	\$ -	\$ 205,000					\$ 205,000		\$ 205,000												\$ 205,000	\$ 205,000
<b>Water Total:</b>		<b>\$ 162,671</b>	<b>\$ 2,958,200</b>	<b>\$ 2,713,200</b>	<b>\$ -</b>	<b>\$ 2,253,200</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ 205,000</b>	<b>\$ 2,958,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 205,000</b>	<b>\$ 205,000</b>	
Sewer	Lagoon Bio-Solids Removal	\$ -	\$ 300,000	\$ 300,000		\$ 300,000				\$ 300,000													\$ -
Sewer	Sewer Line Replacements	\$ -	\$ 180,000	\$ 180,000		\$ 180,000				\$ 180,000													\$ -
Sewer	Horizontal Lift	\$ -	\$ 75,000			\$ 75,000				\$ 75,000													\$ -
Sewer	502 Vehicle/Equipment Replacements	\$ -	\$ 146,000					\$ 146,000		\$ 146,000												\$ 146,000	\$ 146,000
Shared Project	The Water Center	\$ -	\$ 925,000	\$ 925,000		\$ 750,000	\$ 175,000			\$ 925,000								\$ 75,000	\$ 100,000				\$ 175,000
Sewer	CWF - 2019 Remaining Expenses	\$ -	\$ 5,732,636	\$ 5,732,636		\$ 4,266,904	\$ 1,465,732			\$ 5,732,636													\$ -
Sewer	Force Main Decommission (NEW)	\$ -	\$ -			\$ -				\$ -													\$ -
Sewer	Sewer Lagoon Outfall Repair	\$ -	\$ 200,000	\$ 200,000		\$ 200,000				\$ 200,000													\$ -
<b>Sewer Total:</b>		<b>\$ -</b>	<b>\$ 7,558,636</b>	<b>\$ 7,337,636</b>	<b>\$ -</b>	<b>\$ 5,771,904</b>	<b>\$ -</b>	<b>\$ 1,465,732</b>	<b>\$ 321,000</b>	<b>\$ 7,558,636</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 146,000</b>	<b>\$ 321,000</b>	
Solid Waste	502 Vehicle/Equipment Replacements	\$ -	\$ 500,000					\$ 500,000		\$ 500,000												\$ 500,000	\$ 500,000
<b>Solid Waste Total:</b>		<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	
Storm Drain	East Outfall Repair	\$ -	\$ 125,000	\$ 125,000		\$ 125,000				\$ 125,000													\$ -
Storm Drain	Freund Marsh Feasibility Study	\$ -	\$ 200,000	\$ 200,000		\$ 200,000				\$ 200,000													\$ -
Storm Drain	Conveyance, Flow Control & Treatment	\$ -	\$ 350,000	\$ 350,000		\$ 350,000				\$ 350,000													\$ -
<b>Storm Drain Total:</b>		<b>\$ -</b>	<b>\$ 675,000</b>	<b>\$ 675,000</b>	<b>\$ -</b>	<b>\$ 675,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 675,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
Marina	Fuel Supply Pipe Replacement	\$ -	\$ 70,000	\$ 70,000		\$ 70,000				\$ 70,000													\$ -
Marina	F Dock Pile Hoops	\$ -	\$ 39,000	\$																			

City of Oak Harbor										Estimated BFB	1,411,103	886,889	15,910	22,003	232,530		539,360	1,736,157											
Project/Equipment Plan										Estimated Rev	147,200	49,000	2,700	-	71,700		355,500	355,500											
FY 2020																													
Fund or Department	Project/Equipment Name	Spent to Date (7/31/18)	FY 2020 BUDGET REQUEST	FY 20 CIP	General Fund	Proprietary	Debt	Grant/Donation/Other	Specialty Funds	Total	101 Streets	104 Arterials	105 Transp Impact	106 Paths & Trails	125 Park Impact Fees	127 Park Impact Fees	129 Sr Center	311 REET 1	312 REET 2	510 Shop/Fac	502 ERR	Total:							
										Financing Sources for Capital Cost										Detailed Breakdown									
Fire	HVAC Replacement	\$ -	\$ 25,000	\$ 25,000	\$ 5,000				\$ 20,000	\$ 25,000									\$ 20,000				\$ 20,000						
Parks	Harbor Heights Park Land & Improvements	\$ -	\$ 225,000	\$ 225,000					\$ 225,000	\$ 225,000										\$ 225,000			\$ 225,000						
Parks	Tyhuis & Koetje Park Playground Equipment	\$ -	\$ 80,500	\$ 80,500	\$ 5,000				\$ 75,500	\$ 80,500										\$ 75,500			\$ 75,500						
Parks	Sunrise Rotary Dog Park Expansion	\$ -	\$ 32,000					\$ 10,000	\$ 22,000	\$ 32,000					\$ 22,000								\$ 22,000						
Streets	Signal Light Battery Backup Equipment	\$ -	\$ 8,000						\$ 8,000	\$ 8,000	\$ 8,000												\$ 8,000						
Streets	Asphalt Street Overlays	\$ -	\$ 400,000	\$ 400,000					\$ 400,000	\$ 400,000	\$ 300,000							\$ 50,000	\$ 50,000				\$ 400,000						
Streets	Street Operations Bay Mezzanine	\$ -	\$ 30,000						\$ 30,000	\$ 30,000	\$ 30,000												\$ 30,000						
Shared Project	Shorline Restoration - Midway to Regatta	\$ -	\$ 100,000	\$ 100,000		\$ 75,000			\$ 25,000	\$ 100,000	\$ 25,000												\$ 25,000						
Arterials	Hoffman to 16th Trail (13.5% match)	\$ -	\$ 28,483	\$ 28,483					\$ 28,483	\$ 28,483						\$ 28,483							\$ 28,483						
Arterials	NE 7th Ave Improvement	\$ -	\$ 218,035	\$ 218,035				\$ 188,600	\$ 29,435	\$ 218,035						\$ 29,435							\$ 29,435						
Fire	502 Vehicle/Equipment Replacements	\$ -	\$ 350,000						\$ 350,000	\$ 350,000												\$ 350,000	\$ 350,000						
WJP	WJP Phase 2	\$ 1,369,885	\$ 337,417	\$ 337,417					\$ 337,417	\$ 337,417						\$ 197,417			\$ 140,000				\$ 337,417						
<b>Governmental Total:</b>		\$ 1,369,885	\$ 1,834,435	\$ 1,414,435	\$ 10,000	\$ 75,000	\$ -	\$ 198,600	\$ 1,550,835	\$ 1,834,435	\$ 363,000	\$ -	\$ 57,918	\$ -	\$ 22,000	\$ 197,417	\$ -	\$ 70,000	\$ 490,500	\$ -	\$ 350,000	\$ -	\$ 1,550,835						
Shop/Facility	Trimble GPS Unit	\$ -	\$ 15,000						\$ 15,000	\$ 15,000											\$ 15,000		\$ 15,000						
Shop/Facility	Facility Shelving	\$ -	\$ 30,000						\$ 30,000	\$ 30,000											\$ 30,000		\$ 30,000						
Shop/Facility	Security Camera System	\$ -	\$ 25,000						\$ 25,000	\$ 25,000											\$ 25,000		\$ 25,000						
Motor Pool	502 Vehicle/Equipment Replacements	\$ -	\$ 200,000						\$ 200,000	\$ 200,000												\$ 200,000	\$ 200,000						
<b>Shop/Facility Total:</b>		\$ -	\$ 270,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 270,000	\$ 270,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ 200,000	\$ 270,000						
<b>Governmental Funds Total:</b>		\$ 1,369,885	\$ 2,104,435	\$ 1,414,435	\$ 10,000	\$ 75,000	\$ -	\$ 198,600	\$ 1,820,835	\$ 2,104,435	\$ 363,000	\$ -	\$ 57,918	\$ -	\$ 22,000	\$ 197,417	\$ -	\$ 70,000	\$ 490,500	\$ 70,000	\$ 550,000	\$ -	\$ 1,820,835						
										Financing Sources for Capital Cost										Detailed Breakdown									
Water	Steel/AC Water Main Replacements	\$ -	\$ 500,000	\$ 500,000		\$ 500,000				\$ 500,000													\$ -						
Water	Water System Telemetry Upgrades	\$ -	\$ 54,000	\$ 54,000		\$ 54,000				\$ 54,000													\$ -						
Water	NE Regatta Drive Pipeline Replacement	\$ -	\$ 27,000	\$ 27,000		\$ 27,000				\$ 27,000													\$ -						
Water	North Reservoir Cathodic Protection	\$ -	\$ 25,000			\$ 25,000				\$ 25,000													\$ -						
Water	Emergency Water Supply Study (S-2 & S-4)	\$ -	\$ 64,000	\$ 64,000		\$ 64,000				\$ 64,000													\$ -						
Water	East Side Reservoir Demolition (S-3)	\$ -	\$ 110,000	\$ 110,000		\$ 110,000				\$ 110,000													\$ -						
Water	502 Vehicle/Equipment Replacements	\$ -	\$ 180,000						\$ 180,000	\$ 180,000												\$ 180,000	\$ 180,000						
<b>Water Total:</b>		\$ -	\$ 960,000	\$ 755,000	\$ -	\$ 780,000	\$ -	\$ -	\$ 180,000	\$ 960,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 180,000	\$ 180,000						
Sewer	Sewer Line Replacements	\$ -	\$ 260,000	\$ 260,000		\$ 260,000				\$ 260,000													\$ -						
Sewer	Slip Line Various Lines in SE part of town	\$ -	\$ 325,000	\$ 325,000		\$ 325,000				\$ 325,000													\$ -						
<b>Sewer Total:</b>		\$ -	\$ 585,000	\$ 585,000	\$ -	\$ 585,000	\$ -	\$ -	\$ -	\$ 585,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Solid Waste	502 Vehicle/Equipment Replacements	\$ -	\$ 1,300,000						\$ 1,300,000	\$ 1,300,000												\$ 1,300,000	\$ 1,300,000						
<b>Solid Waste Total:</b>		\$ -	\$ 1,300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,300,000	\$ 1,300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,300,000	\$ 1,300,000						
Storm Drain	East Outfall Repair	\$ -	\$ 250,000	\$ 250,000		\$ 250,000				\$ 250,000													\$ -						
Storm Drain	West-Side Outfall Drainage Pump	\$ -	\$ 200,000	\$ 200,000		\$ 200,000				\$ 200,000													\$ -						
Storm Drain	Conveyance, Flow Control & Treatment	\$ -	\$ 400,000	\$ 400,000		\$ 400,000				\$ 400,000													\$ -						
Storm Drain	502 Vehicle/Equipment Replacements	\$ -	\$ 25,000						\$ 25,000	\$ 25,000												\$ 25,000	\$ 25,000						
<b>Storm Drain Total:</b>		\$ -	\$ 875,000	\$ 850,000	\$ -	\$ 850,000	\$ -	\$ -	\$ 25,000	\$ 875,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000						
Marina	F Dock Pile Hoops	\$ -	\$ 32,000	\$ 32,000		\$ 32,000				\$ 32,000													\$ -						
Marina	Marina Management Software	\$ -	\$ 25,000			\$ 25,000				\$ 25,000													\$ -						
Marina	Stormwater Improvement	\$ -	\$ 1,200,000	\$ 1,200,000				\$ 1,200,000		\$ 1,200,000													\$ -						
Marina	Shading Reduction	\$ -	\$ 1,250,000	\$ 1,250,000				\$ 1,250,000		\$ 1,250,000													\$ -						
Marina	Beach Armoring Reduction	\$ -	\$ 925,000	\$ 925,000				\$ 925,000		\$ 925,000													\$ -						
<b>Marina Total:</b>		\$ -	\$ 3,432,000	\$ 3,407,000	\$ -	\$ 57,000	\$ -	\$ 3,375,000	\$ -	\$ 3,432,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
<b>Proprietary Funds Total:</b>		\$ -	\$ 7,152,000	\$ 5,597,000	\$ -	\$ 2,272,000	\$ -	\$ 3,375,000	\$ 1,505,000	\$ 7,152,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,505,000	\$ 1,505,000						
<b>Governmental Funds Total:</b>		\$ 1,369,885	\$ 2,104,435	\$ 1,414,435	\$ 10,000	\$ 75,000	\$ -	\$ 198,600	\$ 1,820,835	\$ 2,104,435	\$ 363,000	\$ -	\$ 57,918	\$ -	\$ 22,000	\$ 197,417	\$ -	\$ 70,000	\$ 490,500	\$ 70,000	\$ 550,000	\$ -	\$ 1,820,835						
<b>Proprietary Funds Total:</b>		\$ -	\$ 7,152,000	\$ 5,597,000	\$ -	\$ 2,272,000	\$ -	\$ 3,375,000	\$ 1,505,000	\$ 7,152,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,505,000	\$ 1,505,000						
<b>City Wide Grand Total:</b>		\$ 1,369,885	\$ 9,256,435	\$ 7,011,435	\$ 10,000	\$ 2,347,000	\$ -	\$ 3,573,600	\$ 3,325,835	\$ 9,256,435	\$ 363,000	\$ -	\$ 57,918	\$ -	\$ 22,000	\$ 197,417	\$ -	\$ 70,000	\$ 490,500	\$ 70,000	\$ 2,055,000	\$ -	\$ 3,325,835						
										Estimated EFB	1,558,303	877,971	18,610	3	106,813		824,860	1,601,157											

City of Oak Harbor											Estimated BFE	1,558,303	877,971	18,610	3	106,813	-	824,860	1,601,157				
Project/Equipment Plan											Estimated Rev	149,700	49,900	2,840	-	73,130	-	359,035	359,035				
FY 2021																							
Fund or Department	Project/Equipment Name	Spent to Date (7/31/18)	FY 2021 CIP	FY 21 CIP	General Fund	Proprietary	Debt	Grant/Donation/Other	Specialty Funds	Total	101 Streets	104 Arterials	105 Transp Impact	106 Paths & Trails	125 Park Impact Fees	127 Park Impact Fees	129 Sr Center	311 REET 1	312 REET 2	510 Shop/Fac	502 ERR	Total:	
Financing Sources for Capital Cost											Detailed Breakdown												
Police	White House Roofing Replacement	\$ -	\$ 15,000		\$ 15,000					\$ 15,000													\$ -
Fire	HVAC Replacement	\$ -	\$ 25,000	\$ 25,000	\$ 5,000				\$ 20,000	\$ 25,000								\$ 20,000					\$ 20,000
Parks	Harbor Heights Park Land & Improvements	\$ -	\$ 225,000	\$ 225,000					\$ 225,000	\$ 225,000								\$ 50,000	\$ 145,000				\$ 225,000
Parks	Neil Park Pickleball Courts	\$ -	\$ 80,000	\$ 80,000			\$ 30,000		\$ 50,000	\$ 80,000								\$ 50,000					\$ 50,000
Streets	Asphalt Street Overlays	\$ -	\$ 400,000	\$ 400,000					\$ 400,000	\$ 400,000	\$ 300,000							\$ 50,000	\$ 50,000				\$ 400,000
Shared Project	Shorline Restoration - Midway to Regatta	\$ -	\$ 300,000	\$ 300,000		\$ 225,000			\$ 75,000	\$ 300,000	\$ 75,000												\$ 75,000
Senior Center	Roof Replacement	\$ -	\$ 110,386	\$ 110,386					\$ 110,386	\$ 110,386								\$ 110,386					\$ 110,386
Fire	502 Vehicle/Equipment Replacements	\$ -	\$ 75,000						\$ 75,000	\$ 75,000												\$ 75,000	\$ 75,000
Streets	502 Vehicle/Equipment Replacements	\$ -	\$ 334,000						\$ 334,000	\$ 334,000												\$ 334,000	\$ 334,000
Parks	502 Vehicle/Equipment Replacements	\$ -	\$ 310,000						\$ 310,000	\$ 310,000												\$ 310,000	\$ 310,000
WJP	WJP Phase 2	\$ 1,369,885	\$ 2,160,000	\$ 2,160,000					\$ 2,160,000	\$ 2,160,000						\$ 100,000		\$ 885,000	\$ 1,175,000				\$ 2,160,000
<b>Governmental Total:</b>		\$ 1,369,885	\$ 4,034,386	\$ 3,300,386	\$ 20,000	\$ 225,000	\$ -	\$ 30,000	\$ 3,759,386	\$ 4,034,386	\$ 375,000	\$ -	\$ -	\$ -	\$ -	\$ 130,000	\$ 110,386	\$ 1,005,000	\$ 1,420,000	\$ -	\$ -	\$ 719,000	\$ 3,759,386
Motor Pool	502 Vehicle/Equipment Replacements	\$ -	\$ 670,000						\$ 670,000	\$ 670,000												\$ 670,000	\$ 670,000
<b>Shop/Facility Total:</b>		\$ -	\$ 670,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 670,000	\$ 670,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 670,000	\$ 670,000
<b>Governmental Funds Total:</b>		\$ 1,369,885	\$ 4,704,386	\$ 3,300,386	\$ 20,000	\$ 225,000	\$ -	\$ 30,000	\$ 4,429,386	\$ 4,704,386	\$ 375,000	\$ -	\$ -	\$ -	\$ -	\$ 130,000	\$ 110,386	\$ 1,005,000	\$ 1,420,000	\$ -	\$ -	\$ 1,389,000	\$ 4,429,386
Financing Sources for Capital Cost											Detailed Breakdown												
Water	Steel/AC Water Main Replacements	\$ -	\$ 500,000	\$ 500,000		\$ 500,000				\$ 500,000													\$ -
Water	Cross City Transmission Main (T-1A)	\$ -	\$ 569,075	\$ 569,075		\$ 569,075				\$ 569,075													\$ -
Water	NE Regatta Drive Pipeline Replacement	\$ -	\$ 100,000	\$ 100,000		\$ 100,000				\$ 100,000													\$ -
Water	Emergency Water Supply Study (S-2 & S-4)	\$ -	\$ 280,000	\$ 280,000		\$ 280,000				\$ 280,000													\$ -
Water	Glencoe Street Fire Flow Improvements (DS-2)	\$ -	\$ 190,000	\$ 190,000		\$ 190,000				\$ 190,000													\$ -
Water	West 384 Zone Development (PZ-4)	\$ -	\$ 73,000	\$ 73,000		\$ 73,000				\$ 73,000													\$ -
Water	NE 9th to Taftson Water Line Connection (W-13)	\$ -	\$ 14,000	\$ 14,000		\$ 14,000				\$ 14,000													\$ -
Water	502 Vehicle/Equipment Replacements	\$ -	\$ 115,000						\$ 115,000	\$ 115,000												\$ 115,000	\$ 115,000
<b>Water Total:</b>		\$ -	\$ 1,841,075	\$ 1,726,075	\$ -	\$ 1,726,075	\$ -	\$ -	\$ 115,000	\$ 1,841,075	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115,000	\$ 115,000
Sewer	Sewer Line Replacements	\$ -	\$ 692,500	\$ 692,500		\$ 692,500				\$ 692,500													\$ -
Sewer	Solids Spreader	\$ -	\$ 75,000			\$ 75,000				\$ 75,000													\$ -
Sewer	502 Vehicle/Equipment Replacements	\$ -	\$ 250,000						\$ 250,000	\$ 250,000												\$ 250,000	\$ 250,000
Sewer	Force Main Decomission (NEW)	\$ -	\$ 300,000	\$ 300,000		\$ 300,000				\$ 300,000													\$ -
<b>Sewer Total:</b>		\$ -	\$ 1,317,500	\$ 992,500	\$ -	\$ 1,067,500	\$ -	\$ -	\$ 250,000	\$ 1,317,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000
Solid Waste	502 Vehicle/Equipment Replacements	\$ -	\$ 700,000						\$ 700,000	\$ 700,000												\$ 700,000	\$ 700,000
<b>Solid Waste Total:</b>		\$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700,000	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700,000	\$ 700,000
Storm Drain	Well 10 to Detention Pond (SW 6TH Flooding)	\$ -	\$ 75,000	\$ 75,000		\$ 75,000				\$ 75,000													\$ -
Storm Drain	Upgrade Storm Drain Lines - Whidbey Ave.	\$ -	\$ 100,000	\$ 100,000		\$ 100,000				\$ 100,000													\$ -
Storm Drain	502 Vehicle/Equipment Replacements	\$ -	\$ 400,000						\$ 400,000	\$ 400,000												\$ 400,000	\$ 400,000
<b>Storm Drain Total:</b>		\$ -	\$ 575,000	\$ 175,000	\$ -	\$ 175,000	\$ -	\$ -	\$ 400,000	\$ 575,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ 400,000
Marina	F Dock Pile Hoops	\$ -	\$ 32,000	\$ 32,000		\$ 32,000				\$ 32,000													\$ -
Marina	502 Vehicle/Equipment Replacements	\$ -	\$ 52,000						\$ 52,000	\$ 52,000												\$ 52,000	\$ 52,000
<b>Marina Total:</b>		\$ -	\$ 84,000	\$ 32,000	\$ -	\$ 32,000	\$ -	\$ -	\$ 52,000	\$ 84,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,000	\$ 52,000
<b>Proprietary Funds Total:</b>		\$ -	\$ 4,517,575	\$ 2,925,575	\$ -	\$ 3,000,575	\$ -	\$ -	\$ 1,517,000	\$ 4,517,575	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,517,000	\$ 1,517,000
<b>Governmental Funds Total:</b>		\$ 1,369,885	\$ 4,704,386	\$ 3,300,386	\$ 20,000	\$ 225,000	\$ -	\$ 30,000	\$ 4,429,386	\$ 4,704,386	\$ 375,000	\$ -	\$ -	\$ -	\$ -	\$ 130,000	\$ 110,386	\$ 1,005,000	\$ 1,420,000	\$ -	\$ -	\$ 1,389,000	\$ 4,429,386
<b>Proprietary Funds Total:</b>		\$ -	\$ 4,517,575	\$ 2,925,575	\$ -	\$ 3,000,575	\$ -	\$ -	\$ 1,517,000	\$ 4,517,575	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,517,000	\$ 1,517,000
<b>City Wide Grand Total:</b>		\$ 1,369,885	\$ 9,221,961	\$ 6,225,961	\$ 20,000	\$ 3,225,575	\$ -	\$ 30,000	\$ 5,946,386	\$ 9,221,961	\$ 375,000	\$ -	\$ -	\$ -	\$ -	\$ 130,000	\$ 110,386	\$ 1,005,000	\$ 1,420,000	\$ -	\$ -	\$ 2,906,000	\$ 5,946,386
											1,708,003	927,871	21,450	3	49,943		178,895	540,192					

City of Oak Harbor											Estimated BFE	1,708,003	927,871	21,450	3	49,943	-	178,895	540,192				
Project/Equipment Plan											Estimated Rev	152,400	50,890	2,890	-	74,500	-	362,605	362,605				
FY 2022																							
Fund or Department	Project/Equipment Name	Spent to Date (7/31/18)	FY 2022 CIP	FY 22 CIP	General Fund	Proprietary	Debt	Grant/Donation/Other	Specialty Funds	Total	101 Streets	104 Arterials	105 Transp Impact	106 Paths & Trails	125 Park Impact Fees	127 Park Impact Fees	129 Sr Center	311 REET 1	312 REET 2	510 Shop/Fac	502 ERR	Total:	
Financing Sources for Capital Cost											Detailed Breakdown												
Fire	HVAC Replacement	\$ -	\$ 25,000	\$ 25,000	\$ 5,000				\$ 20,000	\$ 25,000								\$ 20,000					\$ 20,000
Parks	Harbor Heights Park Land & Improvements	\$ -	\$ 225,000	\$ 225,000				\$ 60,000	\$ 165,000	\$ 225,000						\$ 70,000			\$ 95,000				\$ 165,000
Streets	Asphalt Street Overlays	\$ -	\$ 400,000	\$ 400,000					\$ 400,000	\$ 400,000	\$ 300,000							\$ 50,000	\$ 50,000				\$ 400,000
Shared Project	Shorline Restoration - Midway to Regatta	\$ -	\$ 300,000	\$ 300,000		\$ 225,000			\$ 75,000	\$ 300,000	\$ 75,000												\$ 75,000
Arterials	NE 7th Ave Improvement	\$ -	\$ 224,479	\$ 224,479				\$ 194,174	\$ 30,305	\$ 224,479						\$ 30,305							\$ 30,305
Fire	502 Vehicle/Equipment Replacements	\$ -	\$ 120,000						\$ 120,000	\$ 120,000												\$ 120,000	\$ 120,000
Streets	502 Vehicle/Equipment Replacements	\$ -	\$ 305,000						\$ 305,000	\$ 305,000												\$ 305,000	\$ 305,000
Police	502 Vehicle/Equipment Replacements	\$ -	\$ 355,000						\$ 355,000	\$ 355,000												\$ 355,000	\$ 355,000
WJP	Phase 3 Scoping	\$ -	\$ 50,000	\$ 50,000	\$ 50,000					\$ 50,000													\$ -
Governmental Total:		\$ -	\$ 2,044,479	\$ 1,224,479	\$ 55,000	\$ 225,000	\$ -	\$ 254,174	\$ 1,470,305	\$ 2,044,479	\$ 375,000	\$ -	\$ 30,305	\$ -	\$ -	\$ 70,000	\$ -	\$ 70,000	\$ 145,000	\$ -	\$ -	\$ 780,000	\$ 1,470,305
Motor Pool	502 Vehicle/Equipment Replacements	\$ -	\$ 40,000						\$ 40,000	\$ 40,000												\$ 40,000	\$ 40,000
Shop/Facility Total:		\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000
Governmental Funds Total:		\$ -	\$ 2,044,479	\$ 1,224,479	\$ 55,000	\$ 225,000	\$ -	\$ 254,174	\$ 1,510,305	\$ 2,044,479	\$ 375,000	\$ -	\$ 30,305	\$ -	\$ -	\$ 70,000	\$ -	\$ 70,000	\$ 145,000	\$ -	\$ -	\$ 820,000	\$ 1,510,305
Financing Sources for Capital Cost											Detailed Breakdown												
Water	Steel/AC Water Main Replacements	\$ -	\$ 500,000	\$ 500,000	\$ 500,000				\$ 500,000	\$ 500,000													\$ -
Water	Cross City Transmission Main (T-1A)	\$ -	\$ 1,750,000	\$ 1,750,000	\$ 1,750,000				\$ 1,750,000	\$ 1,750,000													\$ -
Water	Glencoe Street Fire Flow Improvements (DS-2)	\$ -	\$ 750,000	\$ 750,000	\$ 750,000				\$ 750,000	\$ 750,000													\$ -
Water	West 384 Zone Development (PZ-4)	\$ -	\$ 292,000	\$ 292,000	\$ 292,000				\$ 292,000	\$ 292,000													\$ -
Water	West 384 Zone Extension Phase (T-3)	\$ -	\$ 603,000	\$ 603,000	\$ 603,000				\$ 603,000	\$ 603,000													\$ -
Water	NE 9th to Taftson Water Line Connection (W-13)	\$ -	\$ 56,000	\$ 56,000	\$ 56,000				\$ 56,000	\$ 56,000													\$ -
Water Total:		\$ -	\$ 3,951,000	\$ 3,951,000	\$ -	\$ 3,951,000	\$ -	\$ -	\$ -	\$ 3,951,000	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sewer	Sewer Line Replacements	\$ -	\$ 187,500	\$ 187,500	\$ 187,500				\$ 187,500	\$ 187,500													\$ -
Sewer	502 Vehicle/Equipment Replacements	\$ -	\$ 100,000						\$ 100,000	\$ 100,000												\$ 100,000	\$ 100,000
Sewer Total:		\$ -	\$ 287,500	\$ 187,500	\$ -	\$ 187,500	\$ -	\$ -	\$ 100,000	\$ 287,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000
Solid Waste	502 Vehicle/Equipment Replacements	\$ -	\$ 10,000						\$ 10,000	\$ 10,000												\$ 10,000	\$ 10,000
Solid Waste Total:		\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000
Storm Drain	West-Side Outfall Drainage Pump	\$ -	\$ 550,000	\$ 550,000	\$ 550,000				\$ 550,000	\$ 550,000													\$ -
Storm Drain	Well 10 to Detention Pond (SW 6TH Flooding)	\$ -	\$ 250,000	\$ 250,000	\$ 250,000				\$ 250,000	\$ 250,000													\$ -
Storm Drain	Upgrade Storm Drain Lines - Whidbey Ave.	\$ -	\$ 200,000	\$ 200,000	\$ 200,000				\$ 200,000	\$ 200,000													\$ -
Storm Drain Total:		\$ -	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Marina	F Dock Pile Hoops	\$ -	\$ 32,000	\$ 32,000	\$ 32,000				\$ 32,000	\$ 32,000													\$ -
Marina Total:		\$ -	\$ 32,000	\$ 32,000	\$ -	\$ 32,000	\$ -	\$ -	\$ -	\$ 32,000	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Proprietary Funds Total:		\$ -	\$ 5,280,500	\$ 5,170,500	\$ -	\$ 5,170,500	\$ -	\$ -	\$ 110,000	\$ 5,280,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,000	\$ 110,000
Governmental Funds Total:		\$ -	\$ 2,044,479	\$ 1,224,479	\$ 55,000	\$ 225,000	\$ -	\$ 254,174	\$ 1,510,305	\$ 2,044,479	\$ 375,000	\$ -	\$ 30,305	\$ -	\$ -	\$ 70,000	\$ -	\$ 70,000	\$ 145,000	\$ -	\$ -	\$ 820,000	\$ 1,510,305
Proprietary Funds Total:		\$ -	\$ 5,280,500	\$ 5,170,500	\$ -	\$ 5,170,500	\$ -	\$ -	\$ 110,000	\$ 5,280,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,000	\$ 110,000
City Wide Grand Total:		\$ -	\$ 7,324,979	\$ 6,394,979	\$ 55,000	\$ 5,395,500	\$ -	\$ 254,174	\$ 1,620,305	\$ 7,324,979	\$ 375,000	\$ -	\$ 30,305	\$ -	\$ -	\$ 70,000	\$ -	\$ 70,000	\$ 145,000	\$ -	\$ -	\$ 930,000	\$ 1,620,305
											1,860,403	948,456	24,340	3	54,443		471,500	757,797					

City of Oak Harbor											Estimated BFB	1,860,403	948,456	24,340	3	54,443	-	471,500	757,797				
Project/Equipment Plan											Estimated Rev	155,000	51,830	2,940	-	76,000		366,211	366,211				
FY 2023																							
Fund or Department	Project/Equipment Name	Spent to Date (7/31/18)	FY 2023 CIP	FY 23 CIP	General Fund	Proprietary	Debt	Grant/Donation/Other	Specialty Funds	Total	101 Streets	104 Arterials	105 Transp Impact	106 Paths & Trails	125 Park Impact Fees	127 Park Impact Fees	129 Sr Center	311 REET 1	312 REET 2	510 Shop/Fac	502 ERR	Total:	
<b>Financing Sources for Capital Cost</b>											<b>Detailed Breakdown</b>												
Parks	Harbor Heights Park Land & Improvements	\$ -	\$ 225,000	\$ 225,000				\$ 40,000	\$ 185,000	\$ 225,000						\$ 70,000		\$ 30,000	\$ 85,000			\$ 185,000	
Parks	7th Avenue Wetlands Trail Feasibility Study	\$ -	\$ 10,000	\$ 10,000					\$ 10,000	\$ 10,000				\$ 10,000									\$ 10,000
Streets	Asphalt Street Overlays	\$ -	\$ 400,000	\$ 400,000					\$ 400,000	\$ 400,000	\$ 300,000							\$ 50,000	\$ 50,000				\$ 400,000
Shared Project	Shorline Restoration - Midway to Regatta	\$ -	\$ 300,000	\$ 300,000		\$ 225,000			\$ 75,000	\$ 300,000	\$ 75,000												\$ 75,000
Arterials	Hoffman to 16th Trail (13.5% match)	\$ -	\$ 9,364	\$ 9,364					\$ 9,364	\$ 9,364					\$ 9,364								\$ 9,364
Arterials	NW Heller Street Overlay	\$ -	\$ 39,200	\$ 39,200				\$ 31,200	\$ 8,000	\$ 39,200		\$ 8,000											\$ 8,000
Arterials	NE 7th Ave Improvement	\$ -	\$ 399,799	\$ 399,799				\$ 345,826	\$ 53,973	\$ 399,799					\$ 53,973								\$ 53,973
Streets	502 Vehicle/Equipment Replacements	\$ -	\$ 20,000						\$ 20,000	\$ 20,000												\$ 20,000	\$ 20,000
Parks	502 Vehicle/Equipment Replacements	\$ -	\$ 10,000						\$ 10,000	\$ 10,000												\$ 10,000	\$ 10,000
Police	502 Vehicle/Equipment Replacements	\$ -	\$ 330,000						\$ 330,000	\$ 330,000												\$ 330,000	\$ 330,000
<b>Governmental Total:</b>		\$ -	\$ 1,743,363	\$ 1,383,363	\$ -	\$ 225,000	\$ -	\$ 417,026	\$ 1,101,337	\$ 1,743,363	\$ 375,000	\$ 8,000	\$ 63,337	\$ 10,000	\$ -	\$ 70,000	\$ -	\$ 80,000	\$ 135,000	\$ -	\$ 360,000	\$ 1,101,337	
Motor Pool	502 Vehicle/Equipment Replacements	\$ -	\$ 10,000						\$ 10,000	\$ 10,000												\$ 10,000	\$ 10,000
<b>Shop/Facility Total:</b>		\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000
<b>Governmental Funds Total:</b>		\$ -	\$ 1,753,363	\$ 1,383,363	\$ -	\$ 225,000	\$ -	\$ 417,026	\$ 1,111,337	\$ 1,753,363	\$ 375,000	\$ 8,000	\$ 63,337	\$ 10,000	\$ -	\$ 70,000	\$ -	\$ 80,000	\$ 135,000	\$ -	\$ 370,000	\$ 1,111,337	
<b>Financing Sources for Capital Cost</b>											<b>Detailed Breakdown</b>												
Water	Steel/AC Water Main Replacements	\$ -	\$ 500,000	\$ 500,000		\$ 500,000			\$ 500,000	\$ 500,000													\$ -
Water	Cross City Transmission Main (T-1A)	\$ -	\$ 1,751,000	\$ 1,751,000		\$ 1,751,000			\$ 1,751,000	\$ 1,751,000													\$ -
Water	West 384 Zone Extension Phase (T-3)	\$ -	\$ 2,412,000	\$ 2,412,000		\$ 2,412,000			\$ 2,412,000	\$ 2,412,000													\$ -
<b>Water Total:</b>		\$ -	\$ 4,663,000	\$ 4,663,000	\$ -	\$ 4,663,000	\$ -	\$ -	\$ -	\$ 4,663,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Solid Waste	502 Vehicle/Equipment Replacements	\$ -	\$ 700,000						\$ 700,000	\$ 700,000												\$ 700,000	\$ 700,000
<b>Solid Waste Total:</b>		\$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700,000	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700,000	\$ 700,000
Marina	F Dock Pile Hoops	\$ -	\$ 32,000	\$ 32,000		\$ 32,000			\$ 32,000	\$ 32,000													\$ -
<b>Marina Total:</b>		\$ -	\$ 32,000	\$ 32,000	\$ -	\$ 32,000	\$ -	\$ -	\$ -	\$ 32,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Proprietary Funds Total:</b>		\$ -	\$ 5,395,000	\$ 4,695,000	\$ -	\$ 4,695,000	\$ -	\$ -	\$ 700,000	\$ 5,395,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700,000	\$ 700,000
<b>Governmental Funds Total:</b>		\$ -	\$ 1,753,363	\$ 1,383,363	\$ -	\$ 225,000	\$ -	\$ 417,026	\$ 1,111,337	\$ 1,753,363	\$ 375,000	\$ 8,000	\$ 63,337	\$ 10,000	\$ -	\$ 70,000	\$ -	\$ 80,000	\$ 135,000	\$ -	\$ 370,000	\$ 1,111,337	
<b>Proprietary Funds Total:</b>		\$ -	\$ 5,395,000	\$ 4,695,000	\$ -	\$ 4,695,000	\$ -	\$ -	\$ 700,000	\$ 5,395,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700,000	\$ 700,000
<b>City Wide Grand Total:</b>		\$ -	\$ 7,148,363	\$ 6,078,363	\$ -	\$ 4,920,000	\$ -	\$ 417,026	\$ 1,811,337	\$ 7,148,363	\$ 375,000	\$ 8,000	\$ 63,337	\$ 10,000	\$ -	\$ 70,000	\$ -	\$ 80,000	\$ 135,000	\$ -	\$ 1,070,000	\$ 1,811,337	
											2,007,403	936,949	17,280		3	60,443		757,711	989,008				

City of Oak Harbor											Estimated BFB	2,007,403	936,949	17,280	3	60,443		757,711	989,008													
Project/Equipment Plan											Estimated Rev	157,800	52,780	2,990	-	77,600		369,853	369,853													
FY 2024																																
Fund or Department	Project/Equipment Name	Spent to Date (7/31/18)	FY 2024 CIP	FY 24 CIP	General Fund	Proprietary	Debt	Grant/Donation/Other	Specialty Funds	Total	101 Streets	104 Arterials	105 Transp Impact	106 Paths & Trails	125 Park Impact Fees	127 Park Impact Fees	129 Sr Center	311 REET 1	312 REET 2	510 Shop/Fac	502 ERR	Total:										
											Financing Sources for Capital Cost											Detailed Breakdown										
Fire Department	West Side Firestation	\$ -	\$ 3,300,000	\$ 3,300,000			\$ 3,300,000			\$ 3,300,000													\$ -									
Parks	Harbor Heights Park Land & Improvements	\$ -	\$ 225,000	\$ 225,000					\$ 225,000	\$ 225,000						\$ 70,000		\$ 30,000	\$ 125,000				\$ 225,000									
Parks	7th Avenue Wetlands Trail Feasibility Study	\$ -	\$ 100,000	\$ 100,000				\$ 100,000		\$ 100,000													\$ -									
Streets	Asphalt Street Overlays	\$ -	\$ 400,000	\$ 400,000					\$ 400,000	\$ 400,000	\$ 300,000							\$ 50,000	\$ 50,000				\$ 400,000									
Shared Project	Shorline Restoration - Midway to Regatta	\$ -	\$ 300,000	\$ 300,000		\$ 225,000			\$ 75,000	\$ 300,000	\$ 75,000												\$ 75,000									
Arterials	Hoffman to 16th Trail (13.5% match)	\$ -	\$ 40,968	\$ 40,968					\$ 40,968	\$ 40,968						\$ 40,968							\$ 40,968									
Arterials	NW Heller Street Overlay	\$ -	\$ 344,540	\$ 344,540				\$ 280,727	\$ 63,813	\$ 344,540		\$ 63,813											\$ 63,813									
Arterials	NE 7th Ave Improvement	\$ -	\$ 3,077,687	\$ 3,077,687	\$ 71,500			\$ 2,600,352	\$ 405,835	\$ 3,077,687						\$ 405,835							\$ 405,835									
Streets	502 Vehicle/Equipment Replacements	\$ -	\$ 210,000						\$ 210,000	\$ 210,000													\$ 210,000									
Parks	502 Vehicle/Equipment Replacements	\$ -	\$ 33,000						\$ 33,000	\$ 33,000													\$ 33,000									
Police	502 Vehicle/Equipment Replacements	\$ -	\$ 40,000						\$ 40,000	\$ 40,000													\$ 40,000									
<b>Governmental Total:</b>		\$ -	\$ 8,071,195	\$ 7,788,195	\$ 71,500	\$ 225,000	\$ 3,300,000	\$ 2,981,079	\$ 1,493,616	\$ 8,071,195	\$ 375,000	\$ 63,813	\$ 446,803	\$ -	\$ -	\$ 70,000	\$ -	\$ 80,000	\$ 175,000	\$ -	\$ -	\$ 283,000	\$ 1,493,616									
Motor Pool	502 Vehicle/Equipment Replacements	\$ -	\$ 900,000						\$ 900,000	\$ 900,000													\$ 900,000									
<b>Shop/Facility Total:</b>		\$ -	\$ 900,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 900,000	\$ 900,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 900,000									
<b>Governmental Funds Total:</b>		\$ -	\$ 8,971,195	\$ 7,788,195	\$ 71,500	\$ 225,000	\$ 3,300,000	\$ 2,981,079	\$ 2,393,616	\$ 8,971,195	\$ 375,000	\$ 63,813	\$ 446,803	\$ -	\$ -	\$ 70,000	\$ -	\$ 80,000	\$ 175,000	\$ -	\$ -	\$ 1,183,000	\$ 2,393,616									
											Financing Sources for Capital Cost											Detailed Breakdown										
Water	Steel/AC Water Main Replacements	\$ -	\$ 500,000	\$ 500,000			\$ 500,000			\$ 500,000													\$ -									
Water	502 Vehicle/Equipment Replacements	\$ -	\$ 80,000						\$ 80,000	\$ 80,000													\$ 80,000									
<b>Water Total:</b>		\$ -	\$ 580,000	\$ 500,000	\$ -	\$ 500,000	\$ -	\$ -	\$ 80,000	\$ 580,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000									
Sewer	502 Vehicle/Equipment Replacements	\$ -	\$ 90,000						\$ 90,000	\$ 90,000													\$ 90,000									
<b>Sewer Total:</b>		\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000									
Storm Drain	502 Vehicle/Equipment Replacements	\$ -	\$ 225,000						\$ 225,000	\$ 225,000													\$ 225,000									
<b>Storm Drain Total:</b>		\$ -	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,000	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,000									
Marina	Marina Dredging Feasibility Study	\$ -	\$ 200,000	\$ 200,000				\$ 200,000		\$ 200,000													\$ -									
<b>Marina Total:</b>		\$ -	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -									
<b>Proprietary Funds Total:</b>		\$ -	\$ 1,095,000	\$ 700,000	\$ -	\$ 500,000	\$ -	\$ 200,000	\$ 395,000	\$ 1,095,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 395,000									
<b>Governmental Funds Total:</b>		\$ -	\$ 8,971,195	\$ 7,788,195	\$ 71,500	\$ 225,000	\$ 3,300,000	\$ 2,981,079	\$ 2,393,616	\$ 8,971,195	\$ 375,000	\$ 63,813	\$ 446,803	\$ -	\$ -	\$ 70,000	\$ -	\$ 80,000	\$ 175,000	\$ -	\$ -	\$ 1,183,000	\$ 2,393,616									
<b>Proprietary Funds Total:</b>		\$ -	\$ 1,095,000	\$ 700,000	\$ -	\$ 500,000	\$ -	\$ 200,000	\$ 395,000	\$ 1,095,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 395,000									
<b>City Wide Grand Total:</b>		\$ -	\$ 10,066,195	\$ 8,488,195	\$ 71,500	\$ 725,000	\$ 3,300,000	\$ 3,181,079	\$ 2,788,616	\$ 10,066,195	\$ 375,000	\$ 63,813	\$ 446,803	\$ -	\$ -	\$ 70,000	\$ -	\$ 80,000	\$ 175,000	\$ -	\$ -	\$ 1,578,000	\$ 2,788,616									
												2,101,390	542,926	20,270	3	68,043		1,047,564	1,183,861													

City of Oak Harbor  
 502 Vehicle/Asset Replacements  
 FY 2019-2024

Replacement Year	Fund	Asset #	Year	Description	1	2	3	4	5	6
					2019	2020	2021	2022	2023	2024 +
2019	Motor Pool	0	1996	Advantage Lift	\$ 150,000					
2019	Motor Pool	1	1999	Dodge Stratus	\$ 30,000					
2019	Parks	9	2004	Chevrolet Pick Up	\$ 25,000					
2018 - OK	PUBLIC WORKS	#13	1999	'99 Ford Tractor Loader	\$ 100,000					
2019	Motor Pool	16	1998	CAT Backhoe	\$ 175,000					
2019	Water	17	2007	Ford Pick Up	\$ 30,000					
2018 - OK	SOLID WASTE	#26	2008	'08 GMC Refuse Truck	\$ 150,000					
2019	Parks	30	2007	Ford Pick UP Dump	\$ 50,000					
2019	Parks	34	2004	Kubota Mower	\$ 50,000					
2018 - OK	SOLID WASTE	63	2006	'06 Peterbilt YW Trk	\$ 350,000					
2019	Streets	78	2003	Chevrolet Pick Up	\$ 30,000					
2018 - OK	WASTEWATER	#82	1999	99 Ford F350 - Body	\$ 21,000					
2019	Streets	E-2	1999	Blazer Pavement cutter	\$ 10,000					
2019	Streets	E-38	1999	Emergency Trailer-Barricade	\$ 5,000					
2019	Wastewater Collections	E-43	2005	Sucker Pump and Trailer	\$ 50,000					
2019	Streets	E-48	2005	Radar Trailer	\$ 15,000					
2019	Streets	E-6	1988	Cleasby Sprayer	\$ 20,000					
2019	Parks	E-8	2001	Ground Airator	\$ 10,000					
2019	Fire	F-03	1992	Chevrolet Van	\$ 50,000					
2019	Police	P-04	2007	Chevy Impala COP	\$ 50,000					
2019	Police	P-21	2005	Chevrolet Grand Caravan	\$ 30,000					
2019	Motor Pool			Bear Lift	\$ 20,000					
2019	Wastewater Collections	21		Camera Equipment-ext life	\$ 75,000					
2019	Motor Pool			Covered Storage	\$ 400,000					
2019-2020	Water			Water Meters	\$ 175,000	\$ 175,000				
2020	Motor Pool	22	1990	International 10 Yarder		\$ 200,000				
2020	Storm Drain	42	2003	Chevrolet Pick Up		\$ 25,000				
2020	Solid Waste Recycle	60	1999	Peterbilt Roll Off Truck		\$ 250,000				
2020	Solid Waste Recycle	74	2012	Peterbilt Recycle Truck		\$ 350,000				
2020	Solid Waste Recycle	75	2012	Peterbilt Recycle Truck		\$ 350,000				
2020	Solid Waste Recycle	76	2012	Peterbilt Recycle Truck		\$ 350,000				
2020	Water	E-65	1998	Stanley Hydraulic Powerunit		\$ 5,000				
2020	Fire			SCBAS		\$ 350,000				
2021	Motor Pool	00	1996	Bridgecrane			\$ 75,000			
2021	Water	3	2003	Ford Pick Up			\$ 30,000			
2021	Motor Pool	11	2004	Chevrolet Pick Up			\$ 30,000			
2021	Water	15	2000	International Service Truck			\$ 85,000			
2021	Streets	24	2009	Superior Broom			\$ 100,000			
2021	Motor Pool	25	2004	CAT Backhoe			\$ 175,000			
2021	Motor Pool	27	2000	Freightliner 5 Yarder			\$ 200,000			
2021	Streets	32	1998	Ingersoll Rand Roller			\$ 35,000			
2021	Motor Pool	33	2005	Ford Pick Up			\$ 30,000			
2021	Parks	35	2017	Toro Mower			\$ 125,000			
2021	Motor Pool	38	2003	Chevrolet Pick Up			\$ 35,000			
2021	Streets	40	2004	Ford 1 Ton Flatbed			\$ 50,000			
2021	Parks	41	2004	Chevrolet Pick Up			\$ 25,000			
2021	Solid Waste Residential	45	2014	Peterbilt Residential Truck			\$ 350,000			
2021	Solid Waste Residential	46	2014	Peterbilt Residential Truck			\$ 350,000			
2021	Parks	56	2005	Ford Pick UP			\$ 25,000			
2021	Parks	57	2015	X Mark Mower			\$ 25,000			
2021	Streets	67	2006	Chevrolet Pick Up			\$ 30,000			
2021	Parks	69	2007	John Deere Tractor			\$ 75,000			
2021	Storm Drain	73	2010	Swartz Sweeper			\$ 300,000			
2021	Storm Drain	79	2001	Deweeze Slope Mower			\$ 100,000			
2021	Motor Pool	E-1	1992	Ingersoll Rand Air Compressor			\$ 15,000			
2021	Streets	E-10B	2000	Interstate Trailer			\$ 10,000			
2021	Streets	E-18	1985	Ziem Trailer			\$ 10,000			
2021	Parks	E-20	2005	Tycop Topdresser			\$ 30,000			
2021	Streets	E-24	2005	EZ Liner Painter			\$ 50,000			
2021	Motor Pool	E-25	1994	Vermeer Chipper			\$ 40,000			
2021	Streets	E-26	1998	Monroe Sander			\$ 15,000			
2021	Motor Pool	E-33		Reader Board			\$ 35,000			
2021	Streets	E-35		Scarifer			\$ 6,000			
2021	Motor Pool	E-39		Reader Board			\$ 35,000			
2021	Parks	E-51	2007	Auger			\$ 5,000			
2021	Fire	G-10	1992	Generator			\$ 75,000			
2021	WASTEWATER	L-1		Taftson Lift Station			\$ 50,000			
2021	WASTEWATER	L-2		NE9th Lift Station			\$ 50,000			
2021	WASTEWATER	L-5		Cabot Street Lift Station			\$ 50,000			
2021	WASTEWATER	L-6		East Pioneer Way Lift Station			\$ 50,000			
2021	Marina	M-01	1995	Chevrolet Pick Up			\$ 30,000			

City of Oak Harbor  
 502 Vehicle/Asset Replacements  
 FY 2019-2024

2021	Marina	M-02	1998	Work Boat Engines				\$ 22,000		
2021	WASTEWATER			Course Drainage Pump				\$ 50,000		
2021	STREETS			LED Signs				\$ 28,000		
2022	Streets	6	2004	JD Tractor/Backhoe/Loader				\$ 100,000		
2022	Streets	29	2004	International Bucket Truck				\$ 160,000		
2022	Wastewater RBC	36	2004	Chevrolet Pick Up				\$ 35,000		
2022	Wastewater Collections	43	2005	Ford Ranger				\$ 25,000		
2022	Wastewater RBC	66	2006	Ford Escape Hybrid				\$ 25,000		
2022	Wastewater RBC	68	2012	Xmark Mower				\$ 15,000		
2022	Solid Waste Commercial	E-3	2001	KPAK Apparatus				\$ 10,000		
2022	Motor Pool	E-32	1998	Ideal Trailer				\$ 10,000		
2022	Streets	E-41	1990	Frink Snow Plow				\$ 15,000		
2022	Streets	E-42	2000	Tamer Snow Plow				\$ 15,000		
2022	Streets	E-62	2012	Varitech De Icer				\$ 15,000		
2022	Motor Pool	E-9	1989	Trailking Trailer				\$ 30,000		
2022	Fire	F-04	2004	Chevrolet Tahoe				\$ 60,000		
2022	Fire	F-07	2004	Chevrolet Tahoe				\$ 60,000		
2022	Police	P-06	2007	Chevrolet Pick Up				\$ 30,000		
2022	Police	P-07	2015	Ford SUV Patrol				\$ 65,000		
2022	Police	P-13	2015	Ford SUV Patrol				\$ 65,000		
2022	Police	P-14	2015	Ford SUV Patrol				\$ 65,000		
2022	Police	P-17	2016	Ford SUV Patrol				\$ 65,000		
2022	Police	P-18	2016	Ford SUV Patrol				\$ 65,000		
2023	Streets	50	2008	Wacker Roller					\$ 20,000	
2023	Solid Waste Commercial	59	2016	Autocar Commerical Truck					\$ 350,000	
2023	Solid Waste Commercial	62	2016	Autocar Commerical Truck					\$ 350,000	
2023	Motor Pool	E-15	2003	Rocking Chair Trailer					\$ 10,000	
2023	Parks	E-45	2010	Dumper Dog attachment					\$ 10,000	
2023	Police	G-09	1996	Onan Generator					\$ 75,000	
2023	POLICE	P-02B	2016	'16 Ford SUV					\$ 65,000	
2023	POLICE	P-03B	2016	16 Ford SUV					\$ 65,000	
2023	Police	P-11	2008	Chrysler Pacifica					\$ 30,000	
2023	Police	P-19	2016	Ford SUV Patrol					\$ 65,000	
2023	Police	P-22	2008	Suburu Outback					\$ 30,000	
2024	Motor Pool	2	2006	'06 Ford Hybrid Escape					\$ 30,000	
2024	Storm Drain	20	2006	'06 Ford 450 1 ton					\$ 75,000	
2024	Motor Pool	37	2004	'04 Ford F350 Pick up					\$ 30,000	
2024	Parks	47	2017	Toro Mower					\$ 25,000	
2024	Motor Pool	51	2009	'09 Toyota Prius					\$ 30,000	
2024	Motor Pool	53	2008	'08 Chevrolet Uplander					\$ 30,000	
2024	Motor Pool	55	2000	'00 Caterpillar Loader					\$ 200,000	
2024	Storm Drain	58	2006	'06 New Holland Mower					\$ 150,000	
2024	STREETS	8	2007	'07 Freightliner Hotpatch Truck					\$ 150,000	
2024	Motor Pool	85	1999	'99 CAT Fork Lift					\$ 35,000	
2024	STREETS	E-12	2004	'04 Asphalt Zipper					\$ 60,000	
2024	Motor Pool	E-4	2008	'08 Porta Pottie					\$ 5,000	
2024	Motor Pool	E-5	2008	'08 Porta Pottie					\$ 5,000	
2024	Motor Pool	E-52	2007	'07 Light Unit					\$ 5,000	
2024	PARKS	E-7	2004	'04 L&L Trailer					\$ 8,000	
2024	Motor Pool	G-01	2004	'04 Onan Generator					\$ 100,000	
2024	WATER	G-02	2004	'04 Onan Generator					\$ 40,000	
2024	WATER	G-03	2004	'04 Onan Generator					\$ 40,000	
2024	WASTEWATER	G-11	2004	'04 Onan Generator (trl)					\$ 40,000	
2024	WASTEWATER	L-3		NE7th Lift Station					\$ 50,000	
2024	POLICE	P-12	2014	'14 Dodge Dart Undercover					\$ 30,000	
2024	POLICE	P-16	2002	'02 Nissan Maxima-drug					\$ 10,000	
2024	Motor Pool			Metal Roof					\$ 50,000	
2024	Motor Pool			Flat Roof					\$ 40,000	
2024	Motor Pool			HVAC System PW					\$ 50,000	
2024	Motor Pool			Parking Lots					\$ 100,000	
2024	Motor Pool			Bay Doors					\$ 50,000	
2024	Motor Pool			Ext/Int Walls					\$ 30,000	
2024	Motor Pool			Carpet & Lynolium					\$ 40,000	
2024	Motor Pool			Gate System					\$ 20,000	
2024	Motor Pool			Wash Rack Facility					\$ 50,000	
<b>YEARLY TOTALS:</b>					<b>2,071,000</b>	<b>2,055,000</b>	<b>2,906,000</b>	<b>930,000</b>	<b>1,070,000</b>	<b>1,578,000</b>

## 502 Annual Replacements Summary

DEPARTMENT/FUND:	2019	2020	2021	2022	2023	2024	6 YR TOTAL:
Fire	50,000	350,000	75,000	120,000	-	-	595,000
Parks	135,000	-	310,000	-	10,000	33,000	488,000
Police	80,000	-	-	355,000	330,000	40,000	805,000
	265,000	350,000	385,000	475,000	340,000	73,000	1,888,000
Streets	80,000	-	334,000	305,000	20,000	210,000	949,000
Motor Pool	775,000	200,000	670,000	40,000	10,000	900,000	2,595,000
PUBLIC WORKS	100,000	-	-	-	-	-	100,000
	875,000	200,000	670,000	40,000	10,000	900,000	2,695,000
Water	205,000	180,000	115,000	-	-	80,000	580,000
Wastewater Collections	125,000	-	-	25,000	-	-	150,000
Wastewater RBC	-	-	-	75,000	-	-	75,000
WASTEWATER	21,000	-	250,000	-	-	90,000	361,000
	146,000	-	250,000	100,000	-	90,000	586,000
SOLID WASTE	500,000	-	-	-	-	-	500,000
Solid Waste Recycle	-	1,300,000	-	-	-	-	1,300,000
Solid Waste Residential	-	-	700,000	-	-	-	700,000
Solid Waste Commercial	-	-	-	10,000	700,000	-	710,000
	500,000	1,300,000	700,000	10,000	700,000	-	3,210,000
Storm Drain	-	25,000	400,000	-	-	225,000	650,000
Marina	-	-	52,000	-	-	-	52,000
<i>Governmental Funds Total:</i>	1,220,000	550,000	1,389,000	820,000	370,000	1,183,000	5,532,000
<i>Proprietary Funds Total:</i>	851,000	1,505,000	1,517,000	110,000	700,000	395,000	5,078,000
<b><i>City Wide Grand Total:</i></b>	<b>2,071,000</b>	<b>2,055,000</b>	<b>2,906,000</b>	<b>930,000</b>	<b>1,070,000</b>	<b>1,578,000</b>	<b>10,610,000</b>

**PROJECT DESCRIPTION:** Rubber floor tiles and carpeting, along with associated materials and installation costs.

**PROJECT NEED:** The carpeting in the police department is well past its serviceable life with visible wear and tear. Replacing the flooring will consist of rubber tiles in some rooms/locations and carpet in others. It's anticipated the new flooring will last 15 to 20 years. The items needed will include the tiles and carpeting, sub-surface materials, glue, trim and other associated material which should all be provided by a contractor doing the installation.

**DEVELOPMENT PLAN & STATUS:** Bids will be sought from appropriate installation companies and locations which sell tile/carpet. The listed cost estimate is based on previous quotes. Floor plans and specific needs have already been identified and will be communicated with identified contractors. Once a supplier and contractor are identified, they will coordinate with the police department and public works on a start and anticipated ending date in 2019. The installation process, to include any phases (if any) will be determined by this group, although the preference will be to do the entire department in one phase if appropriate.

**COST & FINANCING DATA:** The project will be fully funded by the General Fund.

# FUND 001.50—POLICE

## PD Flooring—Carpet & Tile Replacement

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2019

Estimated Completion: FY 2019

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$40,000
Construction Services		\$ -
	Subtotal:	\$40,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	<b>\$40,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
General Fund	-	\$40,000						\$40,000
<b>TOTAL REQUESTED FUNDS:</b>	-	\$40,000						\$40,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 001.50—POLICE

## White House Roofing Replacement

**PROJECT DESCRIPTION:** Metal roofing or 3-tab roofing for roof of white house, along with associated materials and installation costs.

**PROJECT NEED:** The roofing on the "white house" (a small sub building at the police department) is well past its serviceable life with visible wear and tear and missing pieces. Replacing the roofing will consist of metal roofing or 3-tab shingles, underlayment, trim and associated materials. It's anticipated the new roofing will last 15 to 20 years. The items needed will likely be provided by a contractor doing the installation.

**DEVELOPMENT PLAN & STATUS:** Bids will be sought from appropriate installation companies and locations which do roofing. The listed cost estimate is based on previous quotes (2015) and the type of roof which will be installed will be based on the amounts current bids come in at. Once a supplier and contractor are identified, they will coordinate with the police department and public works on a start and anticipated ending date in 2021. The installation process will be done in one phase if appropriate.

**COST & FINANCING DATA:** The project will be fully funded by the General Fund.

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021

Estimated Completion: FY 2021



COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$15,000
Construction Services		\$ -
	Subtotal:	\$15,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	<b>\$15,000</b>

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
General Fund	-			\$15,000				\$15,000
<b>TOTAL REQUESTED FUNDS:</b>	-			\$15,000				\$15,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 001.50—POLICE

## Landscaping Upgrades

**ESTIMATED PROJECT & PURCHASE TIMELINE**  
**Pre-Design: FY**  
**Engineering/Design: FY**  
**Purchase/Construction: FY 2019**  
**Estimated Completion: FY 2019**



**PROJECT DESCRIPTION:** Upgrades to landscaping that includes a retaining wall, tree and shrub replacement.

**PROJECT NEED:** The Police department hasn't had any significant upgrades done to the landscaping since it was originally landscaped over 25 years ago. Some of the trees are overgrown and are buckling the sidewalks and asphalt. The English ivy has taken over in other areas. This project will replace overgrown trees, remove ivy, and build a retaining wall behind the police station building by the back entrance to secure the embankment. When the ivy has been removed, it will create an area for benches and a picnic table.

**DEVELOPMENT PLAN & STATUS:** N/A

**COST & FINANCING DATA:** The project will be fully funded by the General Fund.

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$7,500
Machinery & Equipment	\$ -
Construction Services	\$ -
Subtotal:	\$7,500
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$7,500</b>

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
General Fund	-	\$7,500						\$7,500
<b>TOTAL REQUESTED FUNDS:</b>	-	\$7,500						\$7,500

\*Spent to Date is up to 7/31/2018 only.

# FUND 001.55—FIRE

## Vehicle Exhaust System Apparatus Bay

**PROJECT DESCRIPTION:** Install a vehicle exhaust system in the apparatus bay. Currently only passive air ventilation is utilized in venting the apparatus bay.

**PROJECT NEED:** When the fire station was constructed only a passive (door open) system was installed. Since the 1990's research has shown that diesel exhaust contains high level of cancer causing agents. As such all the open stored bunker gear has the agents embedded within in them. Additionally the soot from the exhaust makes its way into the living and working quarters of the station. Thus increasing the potential for absorption of those agents into the body. The exhaust system has been a request of the past few years and has been rejected each time. FEMA grants have been denied. There are multiple types of systems, vehicle mounted systems, track mounted with hoses to the exhaust, full negative pressure / passive air blowers, or air scrubbers. Vehicle mounted is least desirable, air scrubber is not desirable, & track and rail the most desirable.

**DEVELOPMENT PLAN & STATUS:** N/A

**COST & FINANCING DATA:** The project will be funded by a combination of REET 1 and 2 and the General Fund.

**ESTIMATED PROJECT & PURCHASE TIMELINE**  
 Pre-Design: FY  
 Engineering/Design: FY  
 Purchase/Construction: FY 2019  
 Estimated Completion: FY 2019



COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$115,000
Construction Services	\$ -
Subtotal:	\$115,000
Contingency Fees	\$ -
<b>TOTAL:</b>	\$115,000

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							TOTAL
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	
General Fund	-	\$15,000						\$15,000
REET 1	-	\$25,000						\$25,000
REET 2	-	\$75,000						\$75,000
<b>TOTAL REQUESTED FUNDS:</b>	-	\$115,000						\$115,000

\*Spent to Date is up to 7/31/2018 only.

**PROJECT DESCRIPTION:** The HVAC units at the fire station are 26 years old and are showing signs of failure. The two (2) Reznior units for the truck bays have failed. Metal fatigue, bearing failures, electrical arching, heat exchanger failure. Unsafe unit. The remaining 8 units are / have had fan motor failures, AC compressor failures, bearing failures, heat exchanger failures, igniter failures, electrical control failures.

**PROJECT NEED:** The heating units are 26 years old and the failure rates continue. The apparatus bay units are the highest priority, (although they should be replaced in 2018). All units are showing their wear. According to the servicing company our service life should be 20 -25 years, & these units are approaching 26 years. The units are rated at or below 80% efficiency and the component failures are increasing. There are two (2) Reznior units in the attic providing heat and air exchange to the apparatus area. Those units have failed. The remaining eight (8) units are showing their wear with failed compressors, electrical problems, heat exchangers, and so on. The Reznors will be replaced in 2018. We also plan to spread out the replacement of the remaining 8 units over a four year period

**DEVELOPMENT PLAN & STATUS:** N/A

**COST & FINANCING DATA:** The project will be fully funded by the General Fund.

# FUND 001.55—FIRE

## HVAC Unit Replacements

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2019-2022

Estimated Completion: FY 2022

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$100,000
Construction Services	\$ -
Subtotal:	\$100,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$100,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
General Fund	-	\$5,000	\$5,000	\$5,000	\$5,000			\$20,000
REET 1	-	-	\$20,000	\$20,000	\$20,000			\$60,000
REET 2	-	\$20,000						\$20,000
<b>TOTAL REQUESTED FUNDS:</b>	-	\$25,000	\$25,000	\$25,000	\$25,000			\$100,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 001.55—FIRE

## West Side Fire Station

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2024

Purchase/Construction: FY 2024

Estimated Completion: FY 2024

**PROJECT DESCRIPTION:** Construct a 3 bay fire station on the southwest side of the City.

**PROJECT NEED:** As the latest report has shown, the City is in need of a fire station on the southwest side. Preliminary work on a feasibility study and conceptual design was completed in 2016 and 2017. With the continued growth in the south and southwest areas of the City, the level of emergency service will diminish. Response times will continue to rise. This is a multiple phased project, not only is a facility required, an additional piece of fire apparatus may be necessary, and additional staffing is required. This plan was put on hold November 2017 due to the high cost. Cost to build is projected at \$3 million dollars (2017) not including land purchase, or A&E costs. Staffing could be as high as \$750,000.00 per year.

**DEVELOPMENT PLAN & STATUS:** N/A

**COST & FINANCING DATA:** The project will be funded by a GO Bond.

COST ASSUMPTIONS	
Engineering/Design Services	\$300,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$3,000,000
Subtotal:	\$3,300,000
Contingency Fees	\$ -
<b>TOTAL:</b>	\$3,300,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
GO Bond	-						\$3,300,000	\$3,300,000
<b>TOTAL REQUESTED FUNDS:</b>	-						\$3,300,000	\$3,300,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 001.70—PARKS

## Windjammer Park Playground Equipment

**PROJECT DESCRIPTION:** Install new play equipment on the East end of Windjammer park in front of the new Eastside kitchens. The new play equipment will replace some of the equipment that has been removed for construction. equipment will be added to the Baileys playground. This playground is designed to be used by 2-5 year old children.

**PROJECT NEED:** Modular play equipment with multiple play opportunities

**DEVELOPMENT PLAN & STATUS:** N/A

**COST & FINANCING DATA:** The equipment will be funded by donations & Neighborhood Impact Fees (Fund 125).

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2019

Estimated Completion: FY 2019

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$60,000
Construction Services		\$ -
	Subtotal:	\$60,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	<b>\$60,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Donations	-	\$15,000						\$15,000
Fund 125 Impact Fees	-	\$45,000						\$45,000
<b>TOTAL REQUESTED FUNDS:</b>	-	\$60,000						\$60,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 001.70—PARKS

## Neil Tower Renovation

**PROJECT DESCRIPTION:** Building repairs are needed to restore Neil Tower.

**PROJECT NEED:** This project is necessary to preserve this land mark. The tower was originally built around 1910-12. It was then moved and restored in 1989. In 2019 it will be 30 years since it was restored. This project will involve roof repairs, work on the siding, painting, leaking windows and minor repairs to the interior of the building. Volunteers within the community and Island County historical society has shown interest in providing assistance in re-organizing the displays within the building and opening it up again to the community.

**DEVELOPMENT PLAN & STATUS:** N/A

**COST & FINANCING DATA:** The project will be funded by donations & REET 2.

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$ 50,000
Machinery & Equipment	\$ -
Construction Services	\$ -
Subtotal:	\$ 50,000
Contingency Fees	\$ -
<b>TOTAL:</b>	\$ 50,000

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2019

Estimated Completion: FY 2019



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Donations	-	\$5,000						\$5,000
REET 2	-	\$45,000						\$45,000
<b>TOTAL REQUESTED FUNDS:</b>	-	\$50,000						\$50,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 001.70—PARKS

## Shadow Glen & Lueck Park Playground Equip.

**PROJECT DESCRIPTION:** To replace old and deteriorating playground equipment for Lueck Park and Shadow Glenn Park for a combined total of \$81,500.00

**PROJECT NEED:** Installation of playground equipment at Lueck park. This replaces existing playground equipment that is over 25 years old. Replacing the equipment will help raise the level of attention in this park equal to the playgrounds in new developments and helps meet the six year comprehensive Park Plan goals.

Installation of new playground equipment at Shadow Glen park. This replaces existing playground equipment that is over 25 years old. Replacing the equipment will help raise the level of attention in this park equal to the playgrounds in new developments and helps meet the six year comprehensive Park plan goals.

**DEVELOPMENT PLAN & STATUS:** N/A

**COST & FINANCING DATA:** The project will be primarily funded by REET 2 and the General Fund.

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2019

Estimated Completion: FY 2019

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$81,500
Construction Services	\$ -
Subtotal:	\$81,500
Contingency Fees	\$ -
<b>TOTAL:</b>	\$81,500



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
General Fund	-	\$5,000						\$5,000
REET 2	-	\$76,500						\$76,500
<b>TOTAL REQUESTED FUNDS:</b>	-	\$81,500						\$81,500

\*Spent to Date is up to 7/31/2018 only.

**PROJECT DESCRIPTION:** To purchase and develop 75 acres of land to be used for the development of a regional park .

**PROJECT NEED:** This project is necessary to meet the communities needs for sports fields. Approximately 1800 children participate in outdoor sports. Many of the existing sports fields are on school district property which the school district could decide to use for their own needs.

**DEVELOPMENT PLAN & STATUS:** A grant application has been submitted to the Washington state recreation and conservation office. A preliminary master plan has been developed. This will be a multi year project spanning 6-10 years.

**COST & FINANCING DATA:** The project will be funded by a combination of grants, REET, Impact Fees, and donations.

# FUND 001.70—PARKS

## Harbor Heights Park Land & Improvements

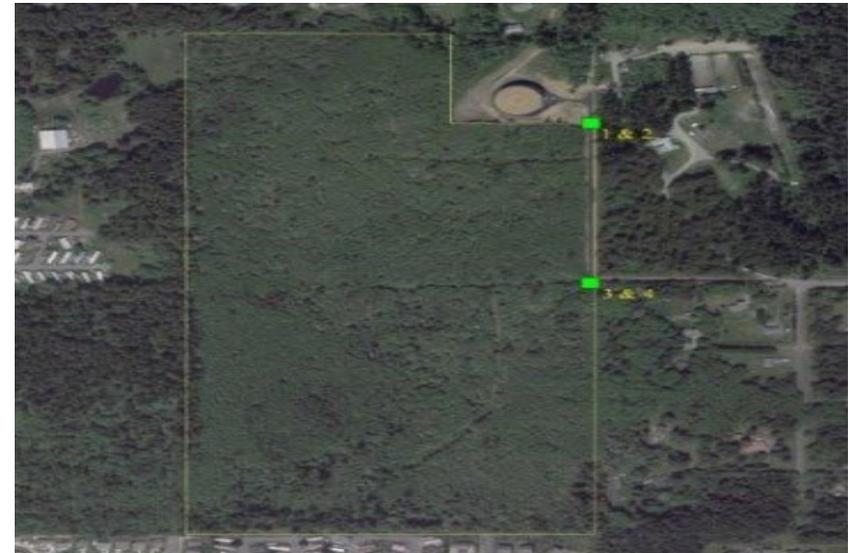
### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design/Land Purchase: **FY 2019**

Engineering/Design: **FY 2021**

Purchase/Construction: **FY 2021-2024**

Estimated Completion: **FY 2024**



COST ASSUMPTIONS	
Engineering/Design Services	\$ 175,000
Land Purchase	\$1,250,000
Machinery & Equipment	\$12,000
Construction Services	\$938,000
Subtotal:	\$ 2,375,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$ 2,375,000</b>

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
YAF Grant	-	\$350,000						\$350,000
REET 1/2	-	\$868,819	\$225,000	\$195,000	\$95,000	\$115,000	\$155,000	\$1,653,819
Park Impact Fees	-	\$31,181		\$30,000	\$70,000	\$70,000	\$70,000	\$271,181
Donations	-				\$60,000	\$40,000		\$100,000
<b>TOTAL REQUESTED FUNDS:</b>	-	<b>\$1,250,000</b>	<b>\$225,000</b>	<b>\$225,000</b>	<b>\$225,000</b>	<b>\$225,000</b>	<b>\$225,000</b>	<b>\$2,375,000</b>

\*Spent to Date is up to 7/31/2018 only.

# FUND 001.70—PARKS

## Tyhuis & Koetje Park Playground Equipment

**PROJECT DESCRIPTION:** To replace old and deteriorating playground equipment for Tyhuis Park and Koetje Park for a combined total of \$80,500.00

**PROJECT NEED:** Installation of playground equipment at Tyhuis Park. This replaces existing playground equipment that is over 25 years old. Replacing the equipment will help raise the level of attention in this park equal to the playgrounds in new developments and helps meet the six year comprehensive Park Plan goals.

Installation of new playground equipment at Koetje park. This replaces existing playground equipment that is over 25 years old. Replacing the equipment will help raise the level of attention in this park equal to the other playgrounds in new developments and helps meet the six year comprehensive Park Plan goals.

**DEVELOPMENT PLAN & STATUS:** N/A

**COST & FINANCING DATA:** The project will be primarily funded by REET 2 and the General Fund.

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2020

Estimated Completion: FY 2020

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$80,500
Construction Services	\$ -
Subtotal:	\$80,500
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$80,500</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
General Fund	-		\$5,000					\$5,000
REET 2	-		\$75,500					\$75,500
<b>TOTAL REQUESTED FUNDS:</b>	-		\$80,500					\$80,500

\*Spent to Date is up to 7/31/2018 only.

# FUND 001.70—PARKS

## Neil Park Pickleball Courts

**PROJECT DESCRIPTION:** Installation of 4 pickle ball courts at Neil park. The project will include the installation of an asphalt pad, nets and posts, painting/striping and perimeter fencing.

**PROJECT NEED:** This project will develop 4 pickle ball courts at Neil park. All the courts will be fenced in. Neil park already has 2 parking lots to address parking needs for the park. Pickle-ball has grown in popularity over the past few years. The senior program has had people waiting to us courts on the evenings that they play. Currently the city does not have any pickle-ball courts of their own. The senior league use courts located on school district property which are of poor quality.

**DEVELOPMENT PLAN & STATUS:** N/A

**COST & FINANCING DATA:** The project will be funded by donations and REET 2.

COST ASSUMPTIONS		
Engineering Services		\$5,000
Other Professional Services		\$ -
Machinery & Equipment		\$4,000
Construction Services		\$71,000
	Subtotal:	\$80,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	\$80,000

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2021

Purchase/Construction: FY 2021

Estimated Completion: FY 2021



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							TOTAL
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	
REET 2	-			\$50,000				\$50,000
Donations	-			\$30,000				\$30,000
<b>TOTAL REQUESTED FUNDS:</b>	-			\$80,000				\$80,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 001.70—PARKS

## Sunrise Rotary Dog Park Expansion

**PROJECT DESCRIPTION:** Expanding the size of the existing leash free dog park further onto the old land fill property. This will require the installation of approximately 600 ft of Chain link fencing. Will also add seating and picnic sites.

**PROJECT NEED:** The existing park is fairly small. This will give dogs more room to run. It will also allow us to have an area for small dogs separate from the large dogs. It will also add some picnic sites outside the fenced in area of the dog park for the use of the public. With the expansion of the Tech firm, there will be workers and traffic in the area that could benefit from a park setting to eat lunch or take a break. It is our intention to partner with Sunrise Rotary on this project.

**DEVELOPMENT PLAN & STATUS:** N/A

**COST & FINANCING DATA:** The project will be funded by Neighborhood Impact Fees (Fund 125).

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$32,000
Construction Services	\$ -
Subtotal:	\$32,000
Contingency Fees	\$ -
<b>TOTAL:</b>	\$32,000

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2020

Estimated Completion: FY 2020



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
125 Impact fees	-		\$22,000					\$22,000
Donations	-		\$10,000					\$10,000
<b>TOTAL REQUESTED FUNDS:</b>	-		\$32,000					\$32,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 001.70—PARKS

## Portland Loos

**PROJECT DESCRIPTION:** The City purchased via City Council 2 Portland Loos to be installed at Flintstone Park. The material cost of \$104,265.04 will be paid in 2018, but the remainder and installation will be done in 2019.

**PROJECT NEED:** The City is replacing the existing restroom facility at Flintstone Park with 2 Portland Loo restrooms. They are built as ordered, so material costs will be paid up front in the amount of \$104,265.04 and the remainder \$104,265.04 when delivered. In addition, the site will have to be prepped. Demolition of the old restrooms, slab poured, asphalt work, camera system relocated, plumbing and electrical work done. Estimated at \$40,000.00. Island Transit will be contributing \$70,000 towards this project.

**DEVELOPMENT PLAN & STATUS:** N/A

**COST & FINANCING DATA:** The project will be funded by contributions in Fund 320.

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2018-2019

Estimated Completion: FY 2019



COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$104,265
Construction Services	\$40,000
Subtotal:	\$144,265
Contingency Fees	\$ -
<b>TOTAL:</b>	\$144,265

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Fund 320	-	\$144,265						\$144,265
<b>TOTAL REQUESTED FUNDS:</b>	-	\$144,265						\$144,265

\*Spent to Date is up to 7/31/2018 only.

# FUND 001.70—PARKS

## 7th Avenue Wetlands Trail Feasibility Study

**PROJECT DESCRIPTION:** Planning and feasibility study costs to construct trails in the 7th avenue wetlands.

**PROJECT NEED:** This project will provide planning and feasibility studies required to construct trails on city owned property in the Northern section of the city. Currently there are few recreational opportunities within this location of the city. A trail network will provide passive recreation and will also provide pedestrian access to local residents, service providers and businesses in the area.

**DEVELOPMENT PLAN & STATUS:** N/A

**COST & FINANCING DATA:** The study will be funded by a TAP Grant and Paths & Trails funds.

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY 2023

Engineering/Design: FY 2024

Purchase/Construction: FY

Estimated Completion: FY 2024

COST ASSUMPTIONS		
Engineering Services		\$ 100,000
Other Professional Services (Feasibility)		\$10,000
Machinery & Equipment		\$ -
Construction Services		\$ -
	Subtotal:	\$110 000
Contingency Fees		\$ -
	<b>TOTAL:</b>	<b>\$110 000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
TAP Grant	-						\$100,000	\$100,000
Paths & Trails	-					\$10,000		\$10,000
<b>TOTAL REQUESTED FUNDS:</b>	-					\$10,000	\$100,000	\$110,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 101—STREETS

## Salt Brine Production System

**PROJECT DESCRIPTION:** SB 600 Salt Brine Production System is a pre-packaged system to produce a ready to use salt brine solution from dry salt. The unit is attached to a water source and electrical connection. The system will store 600 gallons of brine solution and has a pump system to transfer the brine to the snow sanders or brine applicator.

**PROJECT NEED:** The Street division sanding and snow removal equipment is designed to use salt brine to effectively pre-treat and post-apply salt brine to the city streets. It has proven to be effective in melting ice and snow on City Streets. Currently we have to dissolve the dry ice melter salt in a water tank and store the solution in two 250 gallon containers. To produce the 250 gallons takes approx. 3 hours and in a snow event to fill all the salt brine equipment takes 600 gallons. With this unit we can produce 3600 gallons per hour and store 600 gallons in the unit. This is also an automatic system so it does not need to be manned when it is producing brine.

**DEVELOPMENT PLAN & STATUS:** Purchase unit provide water and power on a concrete pad with cover.

**COST & FINANCING DATA:** The system will be fully funded by the Streets Division.

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2019

Estimated Completion: FY 2019



COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$20,000
Construction Services	\$ -
Subtotal:	\$20,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$20,000</b>

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Streets Operations	-	\$20,000						\$20,000
<b>TOTAL REQUESTED FUNDS:</b>	-	\$20,000						\$20,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 101—STREETS

## Waterfront Trail (Veterans Park)

**PROJECT DESCRIPTION:** This project will re-route the waterfront trail a few feet north of the existing trail that failed due to a washout. The change in trail location will involve upgrading the park amenities to improve the lookout, add an information kiosk, and landscaping.

**PROJECT NEED:** The project will require a kiosk to be built similar to the one in Scenic Heights Trailhead and the replacement of some benches and landscaping. The existing flagpole area will be repaved with minor grading.

**DEVELOPMENT PLAN & STATUS:** The project has been some engineering and design already completed. The contract will need to be re-initiated and the design will need to be updated for permit approval. Bid documents will be prepared for construction in 2018-2019.

**COST & FINANCING DATA:** The project will be primarily funded by grants and Streets Operations funds.

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2019

Estimated Completion: FY 2019

COST ASSUMPTIONS	
Engineering Services	\$15,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$204,917
Subtotal:	\$219,917
Contingency Fees	\$ -
<b>TOTAL:</b>	\$219,917



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Grants	\$51,156	\$219,917						\$219,917
<b>TOTAL REQUESTED FUNDS:</b>	\$51,156	\$219,917						\$219,917

\*Spent to Date is up to 7/31/2018 only.

# FUND 101—STREETS

## SR20 & Fakkema Access Road (Boyer Property)

**PROJECT DESCRIPTION:** To design and construct a public access road on the City Owned Boyer Property.

**PROJECT NEED:** An access road is needed to connect proposed businesses that are restricted from access on SR 20.

**DEVELOPMENT PLAN & STATUS:** Design & Construct.

**COST & FINANCING DATA:** The project will be fully funded by Streets Operations and Transportation Impact Fees.

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2019

Estimated Completion: FY 2019

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services		\$560,000
	Subtotal:	\$560,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	\$560,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Street Operations	\$1,254	\$21,719						\$21,719
Transportation Impact Fees	-	\$538,281						\$538,281
<b>TOTAL REQUESTED FUNDS:</b>	\$1,254	\$560,000						\$560,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 101—STREETS

## Signal Light Battery Back-up Equipment

**PROJECT DESCRIPTION:** Emergency Battery back up (UPS) for City Owned signal lights.

**PROJECT NEED:** 3 City Owned signal lights do not have emergency battery back up systems to provide emergency power to the signal light in the event of a power failure.

**DEVELOPMENT PLAN & STATUS:** Purchase Equipment. Install by Street Division with assistance of a service representative.

**COST & FINANCING DATA:** Equipment will be purchased and fully funded by the Streets Operations fund.

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2019-2020

Estimated Completion: FY 2020

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$24,000
Construction Services	\$ -
Subtotal:	\$24,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$24,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							TOTAL
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	
Streets Operations	-	\$16,000	\$8,000					\$24,000
<b>TOTAL REQUESTED FUNDS:</b>	-	\$16,000	\$8,000					\$24,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 101—STREETS

## Annual Asphalt Street Overlays

**PROJECT DESCRIPTION:** Street maintenance overlays.

**PROJECT NEED:** City Streets have deteriorated to the point of needing an asphalt overlay or Chip Seal to restore surface to prolong Street service life.

**DEVELOPMENT PLAN & STATUS:** Design. Bid out or inter agency agreement with Island County Public Works to include on their asphalt overlay projects. Monitor project.

**COST & FINANCING DATA:** Annual project will be funded by a combination of REET 1 & 2 and Street Operation funds.

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2019-2024

Estimated Completion: FY 2019-2024

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$2,850,000
Subtotal:	\$2,850,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$2,850,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Street Operations	-	\$500,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$2,000,000
REET 1	-	\$175,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$425,000
REET 2	-	\$175,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$425,000
<b>TOTAL REQUESTED FUNDS:</b>	-	<b>\$850,000</b>	<b>\$400,000</b>	<b>\$400,000</b>	<b>\$400,000</b>	<b>\$400,000</b>	<b>\$400,000</b>	<b>\$2,850,000</b>

\*Spent to Date is up to 7/31/2018 only.

# FUND 101—STREETS

## Street Operations Bay Mezzanine

**PROJECT DESCRIPTION:** Pre-fabricated Mezzanine to be installed in Street Division Equipment Bay.

**PROJECT NEED:** Street Division has bulk supplies that need to be kept undercover i.e.: crack sealant, paint, glass beads, and bulk ice melter salt. There is only limited dry storage in the existing facility. By adding a mezzanine will allow more dry storage in the equipment bay.

**DEVELOPMENT PLAN & STATUS:** Design by manufacturer; Approved by Building Division; Installed by Street Staff.

**COST & FINANCING DATA:** This project will be fully funded by Street Operations.

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2020

Estimated Completion: FY 2020

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$30,000
Construction Services		\$ -
	Subtotal:	\$30,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	<b>\$30,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Street Operations	-		\$30,000					\$30,000
<b>TOTAL REQUESTED FUNDS:</b>	-		\$30,000					\$30,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 101—STREETS

## Shoreline Restoration: Midway to Regatta

**PROJECT DESCRIPTION:** This project would be a combined effort from Streets, Sewer, Storm Drain and Streets to improve our infrastructure from Midway to Regatta.

**PROJECT NEED:** The need is to make improvements to shoreline to reduce erosion and protect vital City infrastructure.

**DEVELOPMENT PLAN & STATUS:** N/A

**COST & FINANCING DATA:** This project will be fully funded by a combination Street, Water, Wastewater, & Storm Drain Funds.

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: **FY 2019**

Engineering/Design: **FY 2019**

Purchase/Construction: **FY 2021-2024**

Estimated Completion: **FY 2024**

COST ASSUMPTIONS	
Pre-Design/Feasibility Services	\$200,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$1,200,000
Subtotal:	\$1,400,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$1,400,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Street Operations	-	\$25,000	\$25,000	\$75,000	\$75,000	\$75,000	\$75,000	\$350,000
Water Operations	-	\$25,000	\$25,000	\$75,000	\$75,000	\$75,000	\$75,000	\$350,000
Wastewater Operations	-	\$25,000	\$25,000	\$75,000	\$75,000	\$75,000	\$75,000	\$350,000
Storm Drain Operations	-	\$25,000	\$25,000	\$75,000	\$75,000	\$75,000	\$75,000	\$350,000
<b>TOTAL REQUESTED FUNDS:</b>	-	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$1,400,000</b>

\*Spent to Date is up to 7/31/2018 only.

# FUND 104—ARTERIALS

## Hoffman Road to 16th Ave Trail

**PROJECT DESCRIPTION:** The proposal is to build a trail from Hoffman Road intersection at SR 20 to NE16th Ave. The trail will connect the park and ride, aircraft display and the entryway to the city of Oak Harbor. Currently there are no solely dedicated pedestrian or bike facilities in that stretch. The trail will provide a better (welcoming, easy) access for these users to Oak Harbor.

**PROJECT NEED:** This project is a joint venture between the City and the County, the latter being the lead for the project. The project is positioned to use federal grants appropriated by the Island Regional Transportation Planning Organization (IRTPO). To leverage the grants, a 13.5 percent local match is required. The local match will be divided between the City and the County. The City will need to budget its match in the CIP and eventually into the two year budget. The City and the County will enter into an agreement to spell the roles and responsibilities of the jurisdictions for implementation. Since the County is lead on the project, the PE and construction will be managed by their staff. The City will contribute half of the 13.5% match to the County as the project moves forward.

**DEVELOPMENT PLAN & STATUS:** Currently the approved IRTPO 6-yr funding plan indicates that the project is scheduled for PE in 2020. The collaborative design will take a year or two. After the design, right-of-way acquisitions are planned to be completed by 2023. Bidding and construction is scheduled for 2024.

**COST & FINANCING DATA:** City share of the project will be funded using Transportation Impact Fees.

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2020

Purchase/Construction: FY 2023-2024

Estimated Completion: FY 2024



COST ASSUMPTIONS	
Engineering Services	\$28,483
Right of Way Acquisition	\$9,364
Machinery & Equipment	\$ -
Construction Services	\$40,968
Subtotal:	\$78,815
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$78,815</b>

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
105 Impact fees	-		\$28,483			\$9,364	\$40,968	\$78,815
<b>TOTAL REQUESTED FUNDS:</b>	-		\$28,483			\$9,364	\$40,968	\$78,815

\*Spent to Date is up to 7/31/2018 only.

# FUND 104—ARTERIALS

## NW Heller Street Overlay

**PROJECT DESCRIPTION:** This project will apply maintenance overlay to NW Heller St. Using federal funds to an overlay project requires that the pedestrian facilities and intersections along this roadway to be updated to meet the ADA standards and requirements. The ADA improvements are not covered by the grant and will be required from local funds.

**PROJECT NEED:** The ADA designs will need to be done prior to the overlay project and will therefore require engineering and design work. No ROW acquisition is expected for the project.

**DEVELOPMENT PLAN & STATUS:** The project is scheduled for grant funding through the IRTPO in 2023-2024.

**COST & FINANCING DATA:** The project will primarily be funded by grants and a portion of Arterials funds.

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: FY

Engineering/Design: FY 2023

Purchase/Construction: FY 2024

Estimated Completion: FY 2024



COST ASSUMPTIONS	
Engineering Services	\$39,200
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$344,540
Subtotal:	\$383,740
Contingency Fees	\$ -
<b>TOTAL:</b>	\$383,740

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Federal Grant	-					\$31,200	\$280,727	\$311,927
Arterials	-					\$8,000	\$63,813	\$71,813
<b>TOTAL REQUESTED FUNDS:</b>	-					\$39,200	\$344,540	\$383,740

\*Spent to Date is up to 7/31/2018 only.

# FUND 104—ARTERIALS

## NE 7th Avenue Improvements

**PROJECT DESCRIPTION:** Street Improvement project to design, purchase right of way and construct NE 7th Ave from SR 20 to N Oak Harbor St.

**PROJECT NEED:** NE 7th Ave is a sub standard arterial street with no sidewalks which has been identified in the transportation plan as not meeting level of service.

**DEVELOPMENT PLAN & STATUS:** Design; Right of Way acquisition; Construction

**COST & FINANCING DATA:** The project will be funded by grants and impact fees.

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2019-2020

Purchase/Construction: FY 2022-2024

Estimated Completion: FY 2024

COST ASSUMPTIONS	
Engineering Services	\$498,035
Right of Way Acquisition	\$624,278
Machinery & Equipment	\$ -
Construction Services	\$3,077,687
Subtotal:	\$4,200,000
Contingency Fees	\$ -
<b>TOTAL:</b>	\$4,200,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
STBG/IRTPO Grant	-	\$242,200	\$188,600		\$194,174	\$345,826	\$2,600,352	\$3,571,152
105 Impact fees	-	\$37,800	\$29,435		\$30,305	\$53,973	\$405,835	\$557,348
General Fund	-						\$71,500	\$71,500
<b>TOTAL REQUESTED FUNDS:</b>	-	\$280,000	\$218,035		\$224,479	\$399,799	\$3,077,687	\$4,200,000

\*Spent to Date is up to 7/31/2018 only.

**PROJECT DESCRIPTION:** Removal and replacement of roof at the city building located at 51 SE Jerome St (The Oak Harbor Senior Center). Both the flat portions and the asphalt composition roofing need to be replaced.

**PROJECT NEED:** The current roof is the original roof which is now 32 years old and due for replacement. Several areas have been patched every year to extend the life of the roof, however, recent inspection by Public Works personnel show need to replace roofing materials to maintain building integrity. The roof replacement is planned for 2021 as the current process of repairing the roof seems to be working but it needs to be replaced in the next few years. The Senior Center is home to over 700 members and is used 6 days a week for programs, events and classes. It is also available and often used for community meetings and gatherings.

**DEVELOPMENT PLAN & STATUS:** Quotes have been received to allow a reasonable estimate of the cost to replace the roof. The scope of work includes the removal and replacement of composition shingle and the removal and replacement of flat roof areas.

**COST & FINANCING DATA:** The project will be funded by the Senior Center operations.

## FUND 129—SENIOR CENTER

### Roof Replacement

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021

Estimated Completion: FY 2021

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services		\$110,386
	Subtotal:	\$110,386
Contingency Fees		\$ -
	<b>TOTAL:</b>	\$110,386



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							TOTAL
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	
Senior Center Operations	-			\$110,386				\$110,386
<b>TOTAL REQUESTED FUNDS:</b>	-			\$110,386				\$110,386

\*Spent to Date is up to 7/31/2018 only.

**PROJECT DESCRIPTION:** New sign for the Center to allow better visibility to the community of our location and events.

**PROJECT NEED:** Total Sign size: 35 sq feet (7 feet tall 5 feet wide). This 4x5' tall double-sided, internally-lit sign is also fabricated from aluminum, but has many custom features. It includes pan-formed Lexan faces with embossed copy giving it a 3-dimensional look. It uses internal LED lighting. The stone-effect base is value engineered from aluminum covered with digitally printed vinyl to give an upscale look at a lower cost than real masonry. What makes this sign special is the addition of 3' x 5' full-color, electronic message centers (EMC) on both sides of the sign. Included is wireless software to change the text, a built-in graphics package, and on-site and web-based software training.

**DEVELOPMENT PLAN & STATUS:** Local codes checked before the design process begins: Professional design by sign designers that understand readability at different traffic speeds & distances; Detailed proposals with all specifications clearly listed; A dedicated permitting department insures full code compliance and all required inspections; Commercial grade aluminum and other quality materials for construction; Installation by sign technicians that hold State of Michigan Sign Specialists Licenses; All backed up by a warranty to give piece of mind

**COST & FINANCING DATA:** The project will be funded by the Endowment Contribution from the Estate of Diane Kolvis.

## FUND 129—SENIOR CENTER

### Rebranding Signage

#### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2019

Estimated Completion: FY 2019



COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$30,000
Construction Services		\$ -
	Subtotal:	\$30,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	<b>\$30,000</b>

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							TOTAL
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	
SC Endowment Contribution	-	\$30,000						\$30,000
<b>TOTAL REQUESTED FUNDS:</b>	-	\$30,000						\$30,000

\*Spent to Date is up to 7/31/2018 only.

FUND 325—WINDJAMMER PARK

Windjammer Park P1; P2; & Phase 3 Scoping

**PROJECT DESCRIPTION:** Funds proposed to address WJP phases 1-3. 2019 will include the remaining costs for Phase 1 and \$50,000 for Phase 2 scoping. 2020 will be P2 design and 2021 will be for P2 construction. 2022 will be for phase 3 scoping.

**PROJECT NEED:** This project is part of the Clean Water Facility. These funds will be used for phase 1-3 of the project.

**DEVELOPMENT PLAN & STATUS:** N/A

**COST & FINANCING DATA:** The equipment will be funded by REET 1/2, Impact fees, Grants, and the General Fund.

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: FY 2019

Engineering/Design: FY 2020

Purchase/Construction: FY 2019-21 (P1/P2)

Estimated Completion: FY 2022

COST ASSUMPTIONS	
Engineering/Pre-Design Services	\$340,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$7,005,556
Subtotal:	\$7,345,556
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$7,345,556</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
General Fund	-	\$50,000			\$50,000			\$100,000
Park Impact Fees	-		\$197,417	\$100,000				\$297,417
REET 1	-			\$885,000				\$885,000
REET 2	-	\$34,963	\$140,000	\$1,175,000				\$1,349,963
WJP Fund 325 & Grant	\$1,369,885	\$4,713,176						\$4,713,176
<b>TOTAL REQUESTED FUNDS:</b>	<b>\$1,369,885</b>	<b>\$4,798,139</b>	<b>\$337,417</b>	<b>\$2,160,000</b>	<b>\$50,000</b>			<b>\$7,345,556</b>

\*Spent to Date is up to 7/31/2018 only.

# FUND 510—FACILITY

## Tire Changer

**PROJECT DESCRIPTION:** Purchase request for a tire changer for the mechanic shop.

**PROJECT NEED:** Our current tire changer does not meet the current needs of the shop. A larger tire changer is necessary to accommodate the larger tires without having to outsource this work.

**DEVELOPMENT PLAN & STATUS:** N/A

**COST & FINANCING DATA:** This will be purchased from the Shop/Facility fund.

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2019

Estimated Completion: FY 2019

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$10,000
Construction Services	\$ -
Subtotal:	\$10,000
Contingency Fees	\$ -
<b>TOTAL:</b>	\$10,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
510 Facility Operations	-	\$10,000						\$10,000
<b>TOTAL REQUESTED FUNDS:</b>	-	\$10,000						\$10,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 510—FACILITY

## Shop Floor Restoration

**PROJECT DESCRIPTION:** Purchase request to restore the mechanic shop floor for safety and efficiency.

**PROJECT NEED:** Our current floor is 20+ years old, the coating/special paint has been chipped and worn off over time. The floor was designed to heat the shop using overhead radiant heat. The floor acts as a reflector to push the heat throughout the shop. The coating will be white for the mechanics visibility for tools, parts, etc. Spills are easy to identify and clean up as well.

**DEVELOPMENT PLAN & STATUS:** N/A

**COST & FINANCING DATA:** This will be purchased from the Shop/Facility fund.

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$35,000
Machinery & Equipment	\$ -
Construction Services	\$ -
Subtotal:	\$35,000
Contingency Fees	\$ -
<b>TOTAL:</b>	\$35,000

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2019

Estimated Completion: FY 2019



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
501 Int. Contributions	-	\$35,000						\$35,000
<b>TOTAL REQUESTED FUNDS:</b>	-	\$35,000						\$35,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 510—FACILTY

## Scan Tool

**PROJECT DESCRIPTION:** Scan tool used for diagnostic purposes on all heavy trucks in the City's fleet.

**PROJECT NEED:** Our current scan tool is not capable of doing all the heavy trucks in the fleet, it would be more cost effective and efficient to have this tool in house to troubleshoot and repair.

**DEVELOPMENT PLAN & STATUS:** N/A

**COST & FINANCING DATA:** This will be purchased from the Shop/Facility fund.

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$15,000
Construction Services	\$ -
Subtotal:	\$15,000
Contingency Fees	\$ -
<b>TOTAL:</b>	\$15,000

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2019

Estimated Completion: FY 2019



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
510 Facility Operations	-	\$15,000						\$15,000
<b>TOTAL REQUESTED FUNDS:</b>	-	\$15,000						\$15,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 510—FACILITY

## Trimble GPS Units

**PROJECT DESCRIPTION:** Replacement of current Trimble GPS Units.

**PROJECT NEED:** The City has two Trimble GPS Units that are outdated and in need of upgrading. Engineering uses it for mapping and archeology purposes. We have asked if we can trade in the old units and we can't, they are way too out of date. Three quotes have been obtained. By replacing we will be more efficient and cost effective. The new unit will talk to our software and allow for modernization.

**DEVELOPMENT PLAN & STATUS:** N/A

**COST & FINANCING DATA:** This will be purchased from the Shop/Facility fund.

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2019-2020

Estimated Completion: FY 2019-2020

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$30,000
Construction Services	\$ -
Subtotal:	\$30,000
Contingency Fees	\$ -
<b>TOTAL:</b>	\$30,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
510 Facility Operations	-	\$15,000	\$15,000					\$30,000
<b>TOTAL REQUESTED FUNDS:</b>	-	\$15,000	\$15,000					\$30,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 510—FACILITY

## Facility Truck

**PROJECT DESCRIPTION:** The Public Works Facility has a truck that has been replaced and per City Council, it was approved to keep it on the fleet and run it to the ground for the facility.

**PROJECT NEED:** This truck is really worn out and we are requesting to replace it with a new truck with a tommy lift. This is not an increase in the fleet, but there is no replacement funds for this. Therefore, we are budgeting outright for a new one. This truck will need to have lockable tool boxes and a tommy lift.

**DEVELOPMENT PLAN & STATUS:** N/A

**COST & FINANCING DATA:** This will be purchased from the Shop/Facility fund.

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$40,000
Construction Services		\$ -
	Subtotal:	\$40,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	\$40,000

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2019

Estimated Completion: FY 2019



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
510 Facility Operations	-	\$40,000						\$40,000
<b>TOTAL REQUESTED FUNDS:</b>	-	\$40,000						\$40,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 510—FACILITY

## Facility Shelving

**PROJECT DESCRIPTION:** Purchase of shelving for our facility bays.

**PROJECT NEED:** Public Works has become the storage location for many non-Public Works items, such as marathon supplies. To be more efficient and to store more items, additional shelving is needed.

**DEVELOPMENT PLAN & STATUS:** N/A

**COST & FINANCING DATA:** This will be purchased from the Shop/Facility fund.

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2020

Estimated Completion: FY 2020

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$30,000
Construction Services	\$ -
Subtotal:	\$30,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$30,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
510 Facility Operations	-		\$30,000					\$30,000
<b>TOTAL REQUESTED FUNDS:</b>	-		\$30,000					\$30,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 401—WATER

## Banta Roundabout Transmission Mains

**PROJECT DESCRIPTION:** WSDOT is designing and plans to construct a Roundabout at the intersection of SR 20 and Banta Road.

**PROJECT NEED:** The 10 Inch and 24 Inch water transmission mains pass through this intersection and could be a conflict with the WSDOT project. The 10 Inch water transmission main is Asbestos Cement and has exceeded its life span. The transmission mains could not meet the required depth of water main cover due to the planned lowering of this intersection. Water mains will have to be routed around the project of lowered through the project.

**DEVELOPMENT PLAN & STATUS:** Project needs to be designed with WSDOT proposed plans. Construction will be prior to the WSDOT project or during the project. Design to be completed in 2018 (20% of total cost) - \$200,000 with construction at \$800,000. Estimated total project cost: \$1,000,000.

**COST & FINANCING DATA:** The project will be funded by the Water Fund and Navy contributions.

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2019

Estimated Completion: FY 2019

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$189,200
Machinery & Equipment	\$ -
Construction Services	\$1,395,655
Subtotal:	\$1.584.855
Contingency Fees	\$ -
<b>TOTAL:</b>	\$1.584.855



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Water Operations	-	\$1,252,555						\$1,252,555
US Navy	-	\$332,300						\$332,300
<b>TOTAL REQUESTED FUNDS:</b>	-	\$1.584.855						\$1.584.855

\*Spent to Date is up to 7/31/2018 only.

# FUND 401—WATER

## Banta Roundabout Transmission Mains

**PROJECT DESCRIPTION:** WSDOT is designing and plans to construct a Roundabout at the intersection of SR 20 and Banta Road.

**PROJECT NEED:** The 10 Inch and 24 Inch water transmission mains pass through this intersection and could be a conflict with the WSDOT project. The 10 Inch water transmission main is Asbestos Cement and has exceeded its life span. The transmission mains could not meet the required depth of water main cover due to the planned lowering of this intersection. Water mains will have to be routed around the project of lowered through the project.

**DEVELOPMENT PLAN & STATUS:** Project needs to be designed with WSDOT proposed plans. Construction will be prior to the WSDOT project or during the project. Design to be completed in 2018 (20% of total cost) - \$200,000 with construction at \$800,000. Estimated total project cost: \$1,000,000.

**COST & FINANCING DATA:** The project will be funded by the Water Fund and Navy contributions.

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2019

Estimated Completion: FY 2019

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services		\$800,000
	Subtotal:	\$800,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	<b>\$800,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Water Operations	-	\$550,000						\$550,000
US Navy	-	250,000						250,000
<b>TOTAL REQUESTED FUNDS:</b>	-	\$800,000						\$800,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 401—WATER

## NE Regatta/Crescent Harbor Water Mains

**PROJECT DESCRIPTION:** Island County is planning a road lowering project at Crescent Harbor Road and NE Regatta Drive. The City 12 inch water main on NE Regatta Drive needs to be lowered to maintain proper depth of pipe to road surface.

**PROJECT NEED:** As per the inter agency agreement the City is required to lower the water main so the project can move forward. The lowering of the main will be completed by the contractor of the Island County Project.

**DEVELOPMENT PLAN & STATUS:** The water main lowering is planned into the road project designs are completed.

**COST & FINANCING DATA:** The project will be funded by Water Operations.

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2019

Estimated Completion: FY 2019

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$240,000
Subtotal:	\$240,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$240,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Water Operations	\$9,438	\$240,000						\$240,000
<b>TOTAL REQUESTED FUNDS:</b>	<b>\$9,438</b>	<b>\$240,000</b>						<b>\$240,000</b>

\*Spent to Date is up to 7/31/2018 only.

# FUND 401—WATER

## Deception Pass Bridge Transmission Painting

**PROJECT DESCRIPTION:** WSDOT is painting the Deception Pass Bridge and the City /US Navy has to pay for the painting of the Transmission line across the bridge.

**PROJECT NEED:** WSDOT is going to prepare and paint the Deception Pass Bridge the City and the US Navy is required by the agreement with WSDOT to pay to have the water transmission prepped and painted.

**DEVELOPMENT PLAN & STATUS:** This is a WSDOT project and is managed by the same.

**COST & FINANCING DATA:** The project will be funded by the Water Fund and Navy contributions.

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2019

Estimated Completion: FY 2019



COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$500,000
Machinery & Equipment		\$ -
Construction Services		\$ -
	Subtotal:	\$500,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	<b>\$500,000</b>

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Water Operations	-	\$250,000						\$250,000
US Navy	-	\$250,000						\$250,000
<b>TOTAL REQUESTED FUNDS:</b>	-	\$500,000						\$500,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 401—WATER

## Annual Steel/AC Water Main Replacements

**PROJECT DESCRIPTION:** To replace existing water mains that have deteriorated or are undersized.

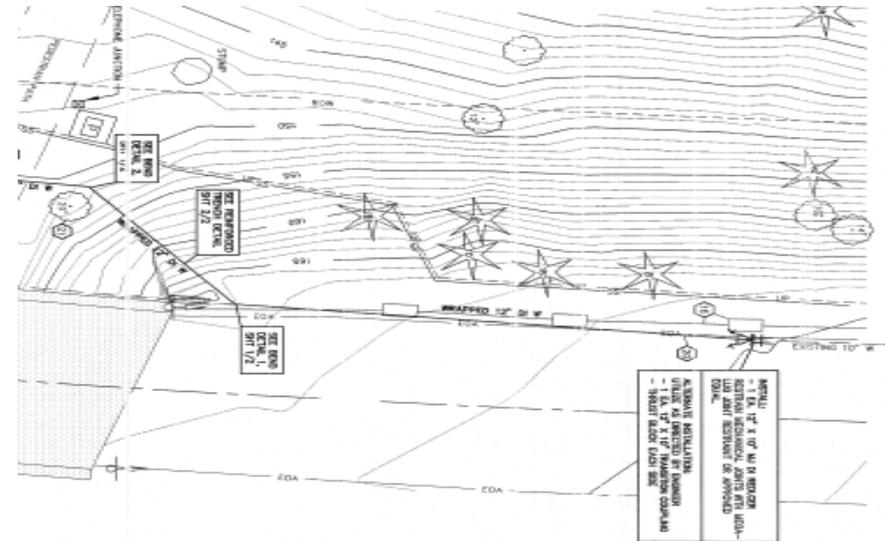
**PROJECT NEED:** This project will systematically replace the existing steel and asbestos-cement (AC) water pipes located throughout the City’s distribution system. The City currently has approximately 100,000 linear feet of old steel and AC pipes, where are typically undersized. Steel and AC pipe deteriorate over time and constitute a major fraction of the City’s distribution system leakage. These pipes also have higher regular maintenance requirements than currently specified ductile iron pipes. In this project, design for replacement of a portion of the City’s AC pipe will occur one year, and will be followed the next year by construction of the design replacement. The design/construction process will then be repeated.

**DEVELOPMENT PLAN & STATUS:** Design & Construct.

**COST & FINANCING DATA:** The project will be funded by Water Operations.

**ESTIMATED PROJECT & PURCHASE TIMELINE**  
**Pre-Design: FY**  
**Engineering/Design: FY 2019-2024**  
**Purchase/Construction: FY 2019-2024**  
**Estimated Completion: FY 2019-2024**

COST ASSUMPTIONS	
Engineering Services	\$600,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$2,400,000
Subtotal:	\$3,000,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$3,000,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Water Operations	-	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$3,000,000
<b>TOTAL REQUESTED FUNDS:</b>	-	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$3,000,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 401—WATER

## Ground Penetrating Radar Equipment

**PROJECT DESCRIPTION:** Ground Penetrating Radar equipment for locating buried utilities for locating purposes.

**PROJECT NEED:** Need for the water division utility locator's to locate underground utilities. This equipment can locate utility conduit and water and sewer mains with out physically digging up the utility. Also used on the Water transmission mains along SR 20 .

**DEVELOPMENT PLAN & STATUS:** N/A

**COST & FINANCING DATA:** The project will be funded by Water Operations.

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$15,000
Construction Services		\$ -
	Subtotal:	\$15,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	\$15,000

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2019

Estimated Completion: FY 2019



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Water Operations	-	\$15,000						\$15,000
<b>TOTAL REQUESTED FUNDS:</b>	-	\$15,000						\$15,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 401—WATER

## North Reservoir Security Camera

**PROJECT DESCRIPTION:** Perimeter Security camera equipment including recording and remote viewing .

**PROJECT NEED:** The City Water Division North Reservoir is located off of gun club Rd in a remote location. Need remotely viewed security camera system to monitor by water division staff. Did not do in 2018, doing in 2019.

**DEVELOPMENT PLAN & STATUS:** Solicit Quotes & Purchase.

**COST & FINANCING DATA:** This equipment will be funded by Water Operations.

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2019

Estimated Completion: FY 2019

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$25,000
Construction Services		\$ -
	Subtotal:	\$25,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	\$25,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Water Operations	-	\$25,000						\$25,000
<b>TOTAL REQUESTED FUNDS:</b>	-	\$25,000						\$25,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 401—WATER

## Rock Bridge Intertie Transmission Mains

**PROJECT DESCRIPTION:** Improvement project based on results of the completed water transmission surge analysis and Corrosion evaluation.

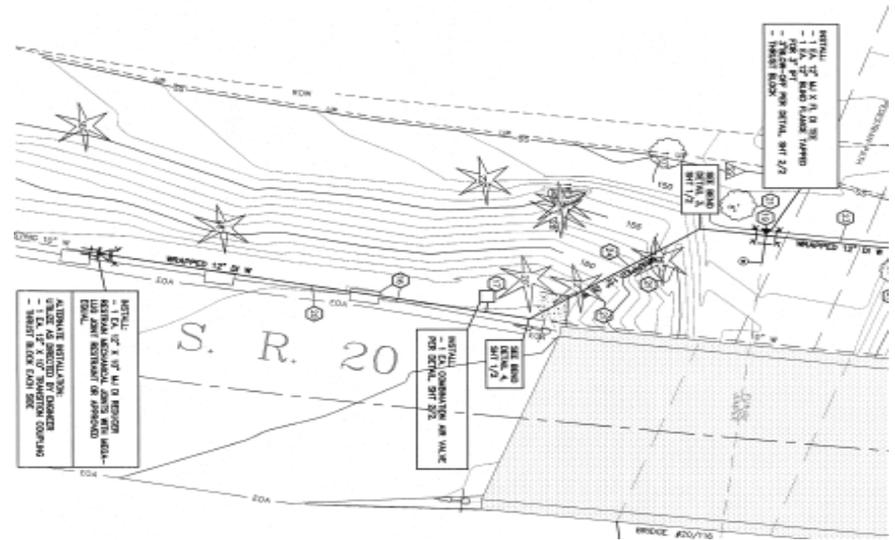
**PROJECT NEED:** Fully investigate the soundness of the 24-inch transmission from Sharpe’s Corner along Highway 20 to the Ault Field Pump Station. This investigation would likely include a technical memorandum, geotechnical evaluation, pothole investigations at several locations along the transmission main, corrosive soil sampling, and a structural examination of the crossing at the Deception Pass Bridge. Based on this investigation and their results, provide recommendations for replacement and/or modifications. In 2018 the city entered into an agreement with Carollo engineers to conduct a surge investigation and corrosion investigation of the cities water transmission mains. Funds set aside for design and construction of improvements identified in the recommendations of the investigations

**DEVELOPMENT PLAN & STATUS:** Design & Construction.

**COST & FINANCING DATA:** The project will be funded by Water Operations.

**ESTIMATED PROJECT & PURCHASE TIMELINE**  
 Pre-Design: FY  
 Engineering/Design: FY  
 Purchase/Construction: FY 2019  
 Estimated Completion: FY 2019

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$208,000
Subtotal:	\$208,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$208,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Water Operations	\$153,233	\$208,000						\$208,000
<b>TOTAL REQUESTED FUNDS:</b>	<b>\$153,233</b>	<b>\$208,000</b>						<b>\$208,000</b>

\*Spent to Date is up to 7/31/2018 only.

# FUND 401—WATER

## Water System Telemetry Upgrades

**PROJECT DESCRIPTION:** Upgrade water system telemetry system. Existing system is using leased land lines and no security communication. We need to add remote access for staff to monitor using lpad's or surface computers.

**PROJECT NEED:** The existing telemetry system is becoming out dated. RTU's are experiencing problems and the reliability of the land line communication is deteriorating Program software needs to be updated as well.

**DEVELOPMENT PLAN & STATUS:** N/A

**COST & FINANCING DATA:** The project will be funded by Water Operations.

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2019-2020

Estimated Completion: FY 2019-2020

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services		\$109,000
	Subtotal:	\$109,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	\$109,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Water Operations	-	\$55,000	\$54,000					\$109,000
<b>TOTAL REQUESTED FUNDS:</b>	-	\$55,000	\$54,000					\$109,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 401—WATER

## Cross City Transmission Main

**PROJECT DESCRIPTION:** Design for the proposed cross city transmission main.

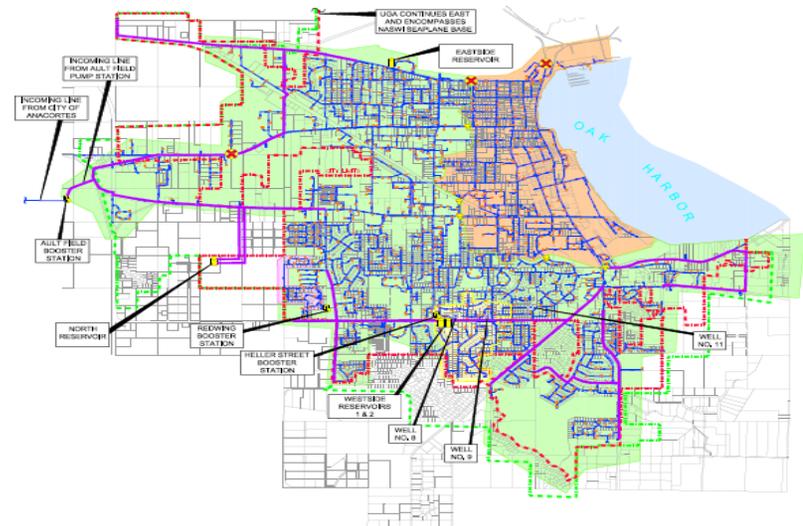
**PROJECT NEED:** Project T-1A is required to create the East 384 pressure zone and will include the installation of approximately 8,200 linear feet of 18-inch ductile iron water pipe, and 100 feet of 8-inch-diameter ductile iron pipe between the North Reservoir and West Crescent Harbor Road. The pipe will connect to the existing transmission main at the intersection of Gun Club Road and N Oak Harbor Road and will head east along Gun Club Road, south along NE Goldie Street, east along NE 16th Avenue, and south along NE Regatta Drive.

**DEVELOPMENT PLAN & STATUS:** Design & Construct.

**COST & FINANCING DATA:** The project will be funded by Water Operations and Reserves.

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: FY  
 Engineering/Design: FY 2021  
 Purchase/Construction: FY 2022-2023  
 Estimated Completion: FY 2023



COST ASSUMPTIONS		
Engineering Services		\$569,075
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services		\$3,501,000
	Subtotal:	\$4,070,075
Contingency Fees		\$ -
	<b>TOTAL:</b>	<b>\$4,070,075</b>

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Water Operations	-			\$341,445	\$1,050,000	\$1,050,600		\$2,442,045
Cumulative Reserves	-			\$227,630	\$700,000	\$700,400		\$1,628,030
<b>TOTAL REQUESTED FUNDS:</b>	-			\$569,075	\$1,750,000	\$1,751,000		\$4,070,075

\*Spent to Date is up to 7/31/2018 only.

# FUND 401—WATER

## NE Regatta Drive Pipeline Replacement

**PROJECT DESCRIPTION:** Replace existing 6 Inch Asbestos Cement Main with 8 Inch Ductile Iron Main (DS-1).

**PROJECT NEED:** This project includes installation of 300 feet of 8-inch DI pipe to replace the existing 6-inch asbestos cement pipe between East Whidbey Avenue and NE 1st Avenue. This project is part of the City’s regular pipe replacement schedule and will improve local pressures and fire flow in the area surrounding the project.

**DEVELOPMENT PLAN & STATUS:** Design and construct.

**COST & FINANCING DATA:** The project will be funded by Water Operations.

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2020

Purchase/Construction: FY 2021

Estimated Completion: FY 2021

COST ASSUMPTIONS	
Engineering Services	\$27,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$100,000
Subtotal:	\$127,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$127,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Water Operations	-		\$27,000	\$100,000				\$127,000
<b>TOTAL REQUESTED FUNDS:</b>	-		\$27,000	\$100,000				\$127,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 401—WATER

## North Reservoir Cathodic Protection

**PROJECT DESCRIPTION:** Install induced current cathodic protection for the North Reservoir.

**PROJECT NEED:** The North reservoir currently has no induced cathodic protection our other water reservoirs have that protection. To protect the internal reservoir walls from corrosion.

**DEVELOPMENT PLAN & STATUS:** Design & construct.

**COST & FINANCING DATA:** The project will be funded by Water Operations.

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY 2020

Engineering/Design: FY

Purchase/Construction: FY 2020

Estimated Completion: FY 2020

COST ASSUMPTIONS	
Engineering Services	\$ -
Pre Design/Feasibility	\$4,000
Machinery & Equipment	\$ -
Construction Services	\$21,000
Subtotal:	\$25,000
Contingency Fees	\$ -
<b>TOTAL:</b>	\$25,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							TOTAL
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	
Water Operations	-		\$25,000					\$25,000
<b>TOTAL REQUESTED FUNDS:</b>	-		\$25,000					\$25,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 401—WATER

## Emergency Water Supply Study

**PROJECT DESCRIPTION:** Emergency water supply study.

**PROJECT NEED:** Investigate the potential for additional groundwater sources to be used as emergency supply (~1,000 gpm). It is anticipated that the investigation will determine the feasibility and potential locations of new emergency supply wells.

**DEVELOPMENT PLAN & STATUS:** Hire consultant to conduct study.

**COST & FINANCING DATA:** The project will be funded by Water Operations and Cumulative Reserves.

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design/Feasibility: **FY 2019**

Engineering/Design: **FY 2020**

Purchase/Construction: **FY 2021**

Estimated Completion: **FY 2021**

COST ASSUMPTIONS	
Engineering Services	\$64,000
Other Professional Services/Feasibility	\$109,000
Machinery & Equipment	\$ -
Construction Services	\$280,000
Subtotal:	\$453,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$453,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Water Operations	-	\$65,400	\$38,400	\$168,000				\$271,800
Cumulative Reserves	-	\$43,600	\$25,600	\$112,000				\$181,200
<b>TOTAL REQUESTED FUNDS:</b>	-	\$109,000	\$64,000	\$280,000				\$453,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 401—WATER

## East Side Reservoir Demolition

**PROJECT DESCRIPTION:** To demolish east side Reservoir and replace with pressure reducing valve.

**PROJECT NEED:** This project includes decommissioning and demolition of the existing Eastside Reservoir. The reservoir was constructed in 1949 and does not have a foundation structure. Retrofitting this reservoir or modifications to meet current seismic requirements are not cost-effective.

**DEVELOPMENT PLAN & STATUS:** Design. Demolition and installation of a PRV Valve.

**COST & FINANCING DATA:** The project will be funded by Water Operations.

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$110,000
Machinery & Equipment	\$ -
Construction Services	\$ -
Subtotal:	\$110,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$110,000</b>

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design/Feasibility: FY 2020

Engineering/Design: FY

Purchase/Construction: FY 2020

Estimated Completion: FY 2020



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							TOTAL
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	
Water Operations	-		\$110,000					\$110,000
<b>TOTAL REQUESTED FUNDS:</b>	-		\$110,000					\$110,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 401—WATER

## Glencoe Street Fire Flow Improvements

**PROJECT DESCRIPTION:** This project will replace 4-inch-diameter asbestos-cement pipe on SE Glencoe Street with new 8-inch-diameter ductile iron pipe. This project includes installation of approximately 2,400 feet of 8-inch ductile iron pipe along SE 4th Avenue between SE Midway Boulevard and SE Glencoe Street, and along SE Glencoe Street between 4th Avenue and 40th NW Street. This project will increase available fire flow in the immediate vicinity to levels above the required 1,000 gpm.

**PROJECT NEED:** Project has been identified in the Water System Plan and the Capital Improvement Plan.

**DEVELOPMENT PLAN & STATUS:** Design in 2021. Construction in 2022.

**COST & FINANCING DATA:** The project will be funded by Water Operations.

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: FY

Engineering/Design: FY 2021

Purchase/Construction: FY 2022

Estimated Completion: FY 2022

COST ASSUMPTIONS	
Engineering Services	\$190,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$750,000
Subtotal:	\$940,000
Contingency Fees	\$ -
<b>TOTAL:</b>	\$940,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Water Operations	-			\$190,000	\$750,000			\$940,000
<b>TOTAL REQUESTED FUNDS:</b>	-			\$190,000	\$750,000			\$940,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 401—WATER

## West 384 Zone Development

**PROJECT DESCRIPTION:** This is one part of two small projects are part of a larger project that will help fully develop the West 384 Zone.

**PROJECT NEED:** The first is the installation of a 6-inch PRV station along SW 6th Avenue between SW Judson Drive and SW Harrier Street. The second is includes approximately 780 feet of new 8-inch-diameter ductile iron water pipe will replace the existing 6-inch asbestos-cement water pipe and connect SW Barrington Drive and SW London Terrace. A new PRV station will also be included at this location. This project also includes installation of an 8-inch check valve between the future west 384 Zone and the existing 307 Zone (Mainland Zone) break to provide additional fire flow to Oak Harbor High School from the 307 Zone. The valve will be installed near the intersection of NW 2nd Avenue and SW Jib Street and will include a vault.

**DEVELOPMENT PLAN & STATUS:** Project identified in the Water System plan and the Capital Improvement Plan.

**COST & FINANCING DATA:** The project will be funded by Water Operations.

### ESTIMATED PROJECT & PURCHASE TIMELINE

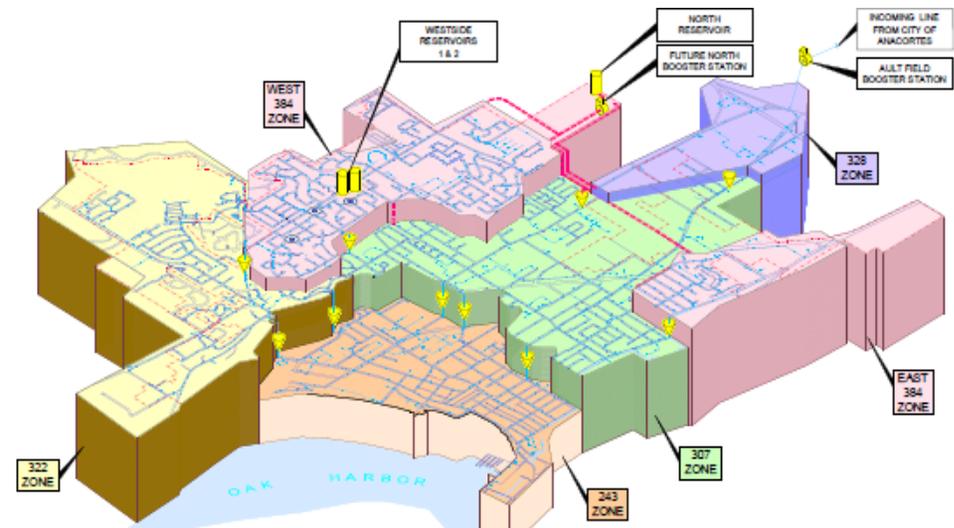
Pre-Design: FY

Engineering/Design: FY 2021

Purchase/Construction: FY 2022

Estimated Completion: FY 2022

COST ASSUMPTIONS	
Engineering Services	\$73,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$292,000
Subtotal:	\$365,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$365,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Water Operations	-			\$73,000	\$292,000			\$365,000
<b>TOTAL REQUESTED FUNDS:</b>	-			\$73,000	\$292,000			\$365,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 401—WATER

## West 384 Zone Extension Phase

**PROJECT DESCRIPTION:** This project includes piping and appurtenances that would help create the West 384 pressure zone.

**PROJECT NEED:** The project includes approximately 5,300 feet of 24-inch ductile iron transmission main from the new North Reservoir across undeveloped land west of the termination of Gun Club Road to North Heller Road. The pipe would then continue south to the intersection of NW Heller Street and NW Crosby Avenue.

**DEVELOPMENT PLAN & STATUS:** Project identified in the Water System Plan and the Capital Improvement Plan.

**COST & FINANCING DATA:** The project will be funded by Water Operations.

### ESTIMATED PROJECT & PURCHASE TIMELINE

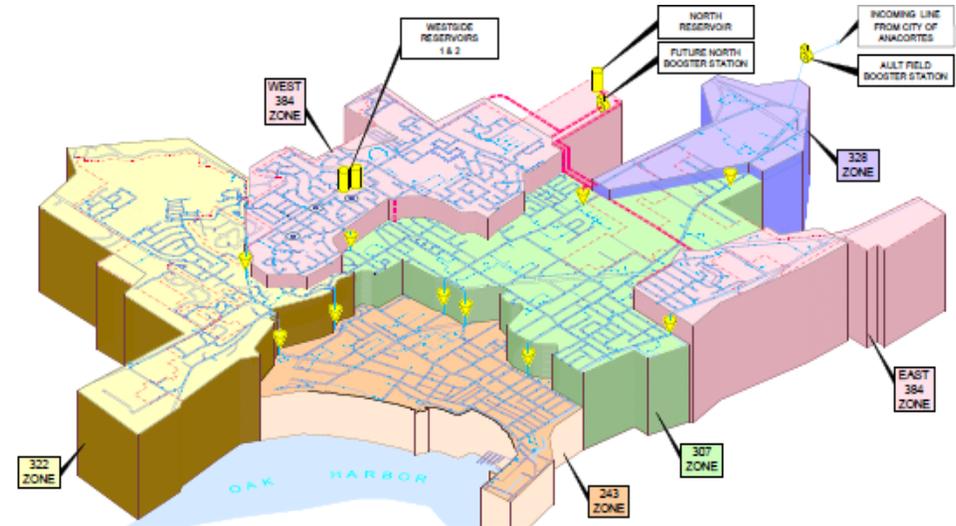
Pre-Design: FY

Engineering/Design: FY 2022

Purchase/Construction: FY 2023

Estimated Completion: FY 2023

COST ASSUMPTIONS	
Engineering Services	\$603,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$2,412,000
Subtotal:	\$3,015,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$3,015,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Water Operations	-				\$361,800	\$1,447,200		\$1,809,000
Cumulative Reserves	-				\$241,200	\$964,800		\$1,206,000
<b>TOTAL REQUESTED FUNDS:</b>	-				\$603,000	\$2,412,000		\$3,015,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 401—WATER

## Well 9 Replacement

**PROJECT DESCRIPTION:** Replace Well 9.

**PROJECT NEED:** Project includes removing the existing pumping equipment from well #9. Abandonment of existing casing. Drill new 10 inch diameter well adjacent to existing well location and casing and screens and reinstall pumping equipment if possible.

**DEVELOPMENT PLAN & STATUS:** N/A

**COST & FINANCING DATA:** The project will be funded by Water Operations.

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2019

Estimated Completion: FY 2019

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services		\$301,200
	Subtotal:	\$301,200
Contingency Fees		\$ -
	<b>TOTAL:</b>	\$301,200



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Water Operations	-	\$301,200						\$301,200
<b>TOTAL REQUESTED FUNDS:</b>	-	\$301,200						\$301,200

\*Spent to Date is up to 7/31/2018 only.

# FUND 401—WATER

## NE 9th to Taftson Water Line Connection

**PROJECT DESCRIPTION:** To connect two dead end mains between NE 9th Ave and NE Taftson. Install approx 350 feet of 8 inch water main. This project will be in conjunction with the Sewer main installation at the same location.

**PROJECT NEED:** Project is identified in the City of Oak Harbor Capital Facilities Plan.

**DEVELOPMENT PLAN & STATUS:** Design & Construct.

**COST & FINANCING DATA:** The project will be funded by Water Operations.

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2021

Purchase/Construction: FY 2022

Estimated Completion: FY 2022

COST ASSUMPTIONS	
Engineering Services	\$14,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$56,000
Subtotal:	\$70,000
Contingency Fees	\$ -
<b>TOTAL:</b>	\$70,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Water Operations	-			\$14,000	\$56,000			\$70,000
<b>TOTAL REQUESTED FUNDS:</b>	-			\$14,000	\$56,000			\$70,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 402—SEWER

## Lagoon Bio-solids Removal

**PROJECT DESCRIPTION:** Remove Bio-solids from lagoons.

**PROJECT NEED:** Before the City can leave the lagoons to the Navy, they must be cleaned out.

**DEVELOPMENT PLAN & STATUS:** N/A

**COST & FINANCING DATA:** The project will be funded by Sewer Operations.

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2019

Estimated Completion: FY 2019

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$300,000
Machinery & Equipment	\$ -
Construction Services	\$ -
Subtotal:	\$300,000
Contingency Fees	\$ -
<b>TOTAL:</b>	\$300,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Sewer Rates/Operations	-	\$300,000						\$300,000
<b>TOTAL REQUESTED FUNDS:</b>	-	\$300,000						\$300,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 402—SEWER

## Annual Sewer Line Replacements

**PROJECT DESCRIPTION:** Replace Portions of Sewer Lines per the CIP on the following lines-NE 9th to Taftson Line installation, Ely Street line replacement and SW 6th Ave & Erie St. line replacement.

**PROJECT NEED:** A portion of sewer line on Ely Street has a hump /belly in it and is causing grease to form on the backside of the flow, City crews spend a lot of extra time Cleaning this line through out the year. Sewer line on SW 6th has a belly in it causing maintenance problems. And installation of a line at NE 9th to Taftson. Other lines as well, not exceeding \$180,000.00-budgeted in 2019 and 2020.

**DEVELOPMENT PLAN & STATUS:** 2019-2020—\$180,000 Other lines. SW 6th & Erie & Ely St,. Lines: 2020 Design; 2021 Construction. NE 9th to Taftson: 2021 Design; 2022 Construction.

**COST & FINANCING DATA:** The project will be funded by Sewer Operations.

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: FY

Engineering/Design: FY 2019-2022

Purchase/Construction: FY 2019-2022

Estimated Completion: FY 2019-2022



COST ASSUMPTIONS	
Engineering Services	\$142,500
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$1,177,500
Subtotal:	\$1,320,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$1,320,000</b>

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Sewer Rates/Operations	-	\$180,000	\$260,000	\$692,500	\$187,500			\$1,320,000
<b>TOTAL REQUESTED FUNDS:</b>	-	\$180,000	\$260,000	\$692,500	\$187,500			\$1,320,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 402—SEWER

## Solids Spreader

**PROJECT DESCRIPTION:** The treatment plant will be producing a class A bio-solid, once it is brought up to the shop we will need a pull behind spreader to distribute the solids onto our fields at public works.

**PROJECT NEED:** Necessary for bio-solid removal.

**DEVELOPMENT PLAN & STATUS:** N/A

**COST & FINANCING DATA:** The equipment will be funded by Sewer Operations.

**ESTIMATED PROJECT & PURCHASE TIMELINE**  
 Pre-Design: FY  
 Engineering/Design: FY  
 Purchase/Construction: FY 2021  
 Estimated Completion: FY 2021



COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$75,000
Construction Services		\$ -
	Subtotal:	\$75,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	<b>\$75,000</b>

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							TOTAL
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	
Sewer Rates/Operations	-			\$75,000				\$75,000
<b>TOTAL REQUESTED FUNDS:</b>	-			\$75,000				\$75,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 402—SEWER

## Horizontal Lift

**PROJECT DESCRIPTION:** The treatment plant will have ceilings that are 30+ high with pipes and valves that will need to be serviced.

**PROJECT NEED:** A piece of equipment like this will be vital for employee safety.

**DEVELOPMENT PLAN & STATUS:** N/A

**COST & FINANCING DATA:** The equipment will be funded by Sewer Operations.

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2019

Estimated Completion: FY 2019



COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$75,000
Construction Services	\$ -
Subtotal:	\$75,000
Contingency Fees	\$ -
<b>TOTAL:</b>	\$75,000

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Sewer Rates/Operations	-	\$75,000						\$75,000
<b>TOTAL REQUESTED FUNDS:</b>	-	\$75,000						\$75,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 402—SEWER

## Annual Slip Line Replacements

**PROJECT DESCRIPTION:** Many of the sewer lines in the SE part of town are made of tile and in the winter time the joints leak creating Inflow and infiltration

**PROJECT NEED:** This is for Maylor and 8th specifically.

**DEVELOPMENT PLAN & STATUS:** N/A

**COST & FINANCING DATA:** The project will be funded by Sewer Operations.

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2020

Estimated Completion: FY 2020

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services		\$325,000
	Subtotal:	\$325,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	<b>\$325,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Sewer Rates/Operations	-		\$325,000					\$325,000
<b>TOTAL REQUESTED FUNDS:</b>	-		\$325,000					\$325,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 402—SEWER

## The Water/Interpretive Center

**PROJECT DESCRIPTION:** The Water Center will be an interpretive learning center at the new Clean Water Facility as outlined in the project documents.

**PROJECT NEED:** This request is for the furnishings and interpretive displays for The Water Center at the Clean Water Facility. It will be a joint project between Wastewater, Water, Storm Drain, Solid Waste and the General Fund. This includes using the Gary Oak (Post Office Oak) for art, furnishings and displays, \$75,000 of which will be for Cultural Resources. This plan was presented to City Council on February 22, 2017 at their workshop.

**DEVELOPMENT PLAN & STATUS:** N/A

**COST & FINANCING DATA:** The project will be funded by a number of funding sources (see below).

COST ASSUMPTIONS	
Engineering Services	\$200,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$725,000
Subtotal:	\$925,000
Contingency Fees	\$ -
<b>TOTAL:</b>	\$925,000

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2019

Purchase/Construction: FY 2019

Estimated Completion: FY 2019



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Water Operations	-	\$225,000						\$225,000
Sewer Operations	-	\$225,000						\$225,000
Storm Drain Operations	-	\$225,000						\$225,000
Solid Waste Operations	-	\$75,000						\$75,000
REET 1 & 2 (43/57 Split)	-	\$175,000						\$175,000
<b>TOTAL REQUESTED FUNDS:</b>	-	\$925,000						\$925,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 402—SEWER

## Clean Water Facility (Remaining Expenses)

**PROJECT DESCRIPTION:** Estimated capital costs to complete the construction of the Clean Water Facility Project.

**PROJECT NEED:** To complete the construction of the Clean Water facility.

**DEVELOPMENT PLAN & STATUS:** N/A

**COST & FINANCING DATA:** The project will be funded by Fund Balance in Fund 422 and transfers from Fund 402.

**ESTIMATED PROJECT & PURCHASE TIMELINE**  
 Pre-Design: FY  
 Engineering/Design: FY  
 Purchase/Construction: FY 2019  
 Estimated Completion: FY 2019

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services		\$5,732,636
	Subtotal:	\$5,732,636
Contingency Fees		\$ -
	<b>TOTAL:</b>	<b>\$5,732,636</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Fund 422	-	\$5,732,636						\$5,732,636
<b>TOTAL REQUESTED FUNDS:</b>	-	\$5,732,636						\$5,732,636

\*Spent to Date is up to 7/31/2018 only.

# FUND 402—SEWER

## Force Main Decommission

**PROJECT DESCRIPTION:** This project would decommission the force main if the Navy is not able to utilize the force main.

**PROJECT NEED:** The Navy is determining if it is feasible to continue to use the force main pipe from the lagoons to Clean Water Facility. If it is determined that they can't use it, then the City would need to decommission this pipe. This is expected to be determined in the year 2021, no later than 2022.

**DEVELOPMENT PLAN & STATUS:** N/A

**COST & FINANCING DATA:** The project will be funded by Sewer Operations.

**ESTIMATED PROJECT & PURCHASE TIMELINE**  
 Pre-Design: FY  
 Engineering/Design: FY  
 Purchase/Construction: FY 2021  
 Estimated Completion: FY 2021



COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services		\$300,000
	Subtotal:	\$300,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	<b>\$300,000</b>

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Sewer Operations	-			\$300,000				\$300,000
<b>TOTAL REQUESTED FUNDS:</b>				\$300,000				\$300,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 402—SEWER

## Sewer Lagoon Outfall Repair

**PROJECT DESCRIPTION:** Repairs to the Lagoon outfall.

**PROJECT NEED:** The Lagoon outfall will need to be repaired, this could be a possible joint project with the Navy.

**DEVELOPMENT PLAN & STATUS:** N/A

**COST & FINANCING DATA:** The project will be funded by Sewer Operations.

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2019

Estimated Completion: FY 2019

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services		\$200,000
	Subtotal:	\$200,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	<b>\$200,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Sewer Operations	-	\$200,000						\$200,000
<b>TOTAL REQUESTED FUNDS:</b>		<b>\$200,000</b>						<b>\$200,000</b>

\*Spent to Date is up to 7/31/2018 only.

# FUND 404—STORM DRAIN

## East Outfall Repair

**PROJECT DESCRIPTION:** The outfall needs to be extended to fix the issues that it is having.

**PROJECT NEED:** Since the repairs were conducted at the outfall near the boat ramp to stop the sand from covering the outfall. the material that used to cover that outfall has now mover to the east outfall creating the same problem that existed by the one at the boat ramp. The outfall to the east needs to be extended about 30 to 40 feet to eliminate the problem.

**DEVELOPMENT PLAN & STATUS:** N/A

**COST & FINANCING DATA:** The project will be funded by Storm Drain Operations.

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design/Feasibility: FY 2019

Engineering/Design: FY 2019

Purchase/Construction: FY 2020

Estimated Completion: FY 2020

COST ASSUMPTIONS	
Engineering Services	\$ -
Pre-Design/Feasibility	\$125,000
Machinery & Equipment	\$ -
Construction Services	\$250,000
Subtotal:	\$375,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$375,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Storm Drain Operations	-	\$125,000	\$250,000					\$375,000
<b>TOTAL REQUESTED FUNDS:</b>	-	\$125,000	\$250,000					\$375,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 404—STORM DRAIN

## West Side Outfall Drainage Pump

**PROJECT DESCRIPTION:** Install a stormwater pump station at the NW corner of Windjammer Park.

**PROJECT NEED:** During heavy rain events and high tides the storm drain system backs up and causes flooding near Burger King/ HWY 20.

**DEVELOPMENT PLAN & STATUS:** N/A

**COST & FINANCING DATA:** The project will be funded by Storm Drain Operations.

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2020

Purchase/Construction: FY 2022

Estimated Completion: FY 2022

COST ASSUMPTIONS	
Engineering Services	\$200,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$550,000
Subtotal:	\$750,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$750,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Storm Drain Operations	-		\$200,000		\$550,000			\$750,000
<b>TOTAL REQUESTED FUNDS:</b>	-		\$200,000		\$550,000			\$750,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 404—STORM DRAIN

## Well 10 to Detention Pond

**PROJECT DESCRIPTION:** Flooding occurs along SW 6th Avenue, east of SW Judson Drive, as catch basins overflow and runoff exceed capacity. Per CIP 2018, did not get done.

**PROJECT NEED:** To alleviate this problem, a stormwater detention pond or vault could be installed and the existing 18-inch pipe can be replaced with smooth-lined 18-inch pipe for approximately 1,450 feet. The necessary detention volume needed to alleviate flooding during a 25-year storm is 0.86 acre feet. This equates to 6,243 sf area (or approximately 111' x 111') with an active depth of 3 feet and a flow control structure with a 6-inch orifice. The City owns a parcel adjacent to the intersection of SW 6th Avenue and SW Harrier Street which spans both the north and south sides of the road. This site can be used to house the flow control facility; however, it is important that the facility be lined or enclosed as there are concerns of water infiltrating along a well on the property north of the road (currently capped) and contaminating the aquifer.

**DEVELOPMENT PLAN & STATUS:** N/A

**COST & FINANCING DATA:** The project will be funded by Storm Drain Operations.

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2021

Purchase/Construction: FY 2022

Estimated Completion: FY 2022



COST ASSUMPTIONS	
Engineering Services	\$75,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$250,000
Subtotal:	\$325,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$325,000</b>

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Storm Drain Operations	-			\$75,000	\$250,000			\$325,000
<b>TOTAL REQUESTED FUNDS:</b>	-			\$75,000	\$250,000			\$325,000

\*Spent to Date is up to 7/31/2018 only.

**FUND 404—STORM DRAIN**

**Freund Marsh Feasibility Study**

**PROJECT DESCRIPTION:** Feasibility Study and drainage report for Freund marsh.

**PROJECT NEED:** This study would determine if/how Freund Marsh could be used as a detention/Pretreatment pond. This study would also determine if the bypass on HWY 20 could be diverted to the marsh.

**DEVELOPMENT PLAN & STATUS:** N/A

**COST & FINANCING DATA:** The project will be funded by Storm Drain Operations.

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design/Feasibility: **FY 2019**

Engineering/Design: **FY**

Purchase/Construction: **FY**

Estimated Completion: **FY 2019**

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$200,000
Machinery & Equipment	\$ -
Construction Services	\$ -
Subtotal:	\$200,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$200,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Storm Drain Operations	-	\$200,000						\$200,000
<b>TOTAL REQUESTED FUNDS:</b>	-	\$200,000						\$200,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 404—STORM DRAIN

## Upgrade Storm Drain Lines - Whidbey Ave

**PROJECT DESCRIPTION:** Replace approximately 670 LF of existing 15" and 18" CMP with 18" pipe, and 640 LF of 18" CMP with 24" pipe.

**PROJECT NEED:** The line surcharges and is under capacity. It is also outdated CMP pipe, which is not efficient. The pipe will be upgraded to fix these specific issues.

**DEVELOPMENT PLAN & STATUS:** N/A

**COST & FINANCING DATA:** The project will be funded by Storm Drain Operations.

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2021

Purchase/Construction: FY 2022

Estimated Completion: FY 2022

COST ASSUMPTIONS	
Engineering Services	\$100,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$200,000
Subtotal:	\$300,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$300,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Storm Drain Operations	-			\$100,000	\$200,000			\$300,000
<b>TOTAL REQUESTED FUNDS:</b>	-			\$100,000	\$200,000			\$300,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 404—STORM DRAIN

## Conveyance, Flow Control, & Treatment Improv.

**PROJECT DESCRIPTION:** Conveyance, flow control and treatment improvements in the vicinity of Goldie Street, Koetje Street and Easy Street.

**PROJECT NEED:** This project would improve the drainage conveyance system and flow control between NE Goldie Street and NE Koetje Street near NE Easy Street and provide some treatment of stormwater before it enters the wetland on Koetje Street. The project may require acquisition of easements and/or property.

Cost and timing:

Property/Easement acquisition and design in 2019 and possible start of construction in 2019 - \$350,000 construction in 2020 - \$400,000.

**DEVELOPMENT PLAN & STATUS:** N/A

**COST & FINANCING DATA:** The project will be funded by Storm Drain Operations.

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$750,000
Subtotal:	\$750,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$750,000</b>

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2019

Purchase/Construction: FY 2019-2020

Estimated Completion: FY 2020



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Storm Drain Operations	-	\$350,000	\$400,000					\$750,000
<b>TOTAL REQUESTED FUNDS:</b>	-	\$350,000	\$400,000					\$750,000

\*Spent to Date is up to 7/31/2018 only.

**PROJECT DESCRIPTION:** Approximately 250' of gas and diesel supply pipes and fittings that run from the top of the hoist pier to the bottom of the gangway need to be replaced.

**PROJECT NEED:** The 2" gas and diesel supply lines that run from the top of the hoist pier to the bottom of the gangway are starting to show signs of deterioration. These pipes were put in the mid 1980's and are galvanized steel with a protective plastic coating. All of the fittings will also be replaced.

**DEVELOPMENT PLAN & STATUS:** Create a bid packet and hire a fuel station repair company to replace the fuel lines and fittings.

**COST & FINANCING DATA:** Project will be completely funded by Marina Rates.

# FUND 410—MARINA

## Fuel Supply Pipe Replacement

### ESTIMATED PROJECT & PURCHASE TIMELINE

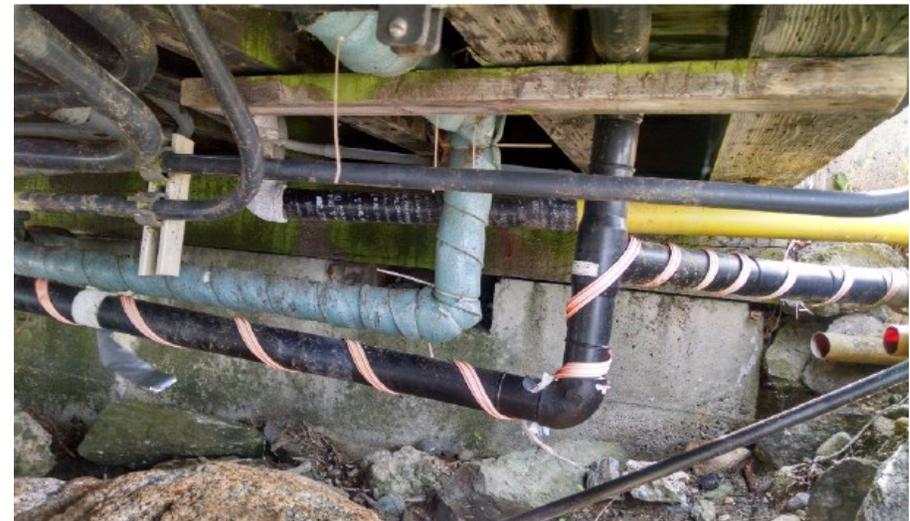
Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2019

Estimated Completion: FY 2019

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$70,000
Subtotal:	\$70,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$70,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							TOTAL
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	
Marina Rates	-	\$70,000						\$70,000
<b>TOTAL REQUESTED FUNDS:</b>	-	\$70,000		-		-		\$70,000

\*Spent to Date is up to 7/31/2018 only.

**PROJECT DESCRIPTION:** Replace 29 F dock pile hoops. The project will be split over 5 budget years. In 2019 the new pile hoops will be designed and 5 of the pile hoops will be replaced. In the years 2020 - 2023 6 pile hoops will be replaced each year.

**PROJECT NEED:** The south side of the F dock breakwater was installed in 1989 and the north side was installed in 1995. The pile hoops hold the floating docks to the steel pile, keeping the floating docks in place. The pile hoops have not been changed and were installed when the docks were put in place. In May of 2016 Moffat & Nicol inspected F dock and drafted a "Facilities Condition Assessment" report. In the report, Moffat & Nicol noted that several pile hoops are showing signs of deterioration and need to be replaced.

**DEVELOPMENT PLAN & STATUS:** Create a bid packet and hire a marine engineering firm to create design plans for the pile hoops and to determine which pile hoops need to be replaced first. Create a bid packet and hire a marine construction company to facilitate the construction of the pile hoops and to perform the actual replacement.

**COST & FINANCING DATA:** Project will be completely funded by Marina Rates.

# FUND 410—MARINA

## F-Dock Pile Hoops

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2019

Purchase/Construction: FY 2019-2023

Estimated Completion: FY 2023



COST ASSUMPTIONS	
Engineering Services	\$10,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$157,000
Subtotal:	\$167,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$167,000</b>

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							TOTAL
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	
Marina Rates	-	\$39,000	\$32,000	\$32,000	\$32,000	\$32,000		\$167,000
<b>TOTAL REQUESTED FUNDS:</b>	-	\$39,000	\$32,000	\$32,000	\$32,000	\$32,000		\$167,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 410—MARINA

## Security Camera Installation

**PROJECT DESCRIPTION:** Install security cameras in key positions at the marina.

**PROJECT NEED:** This project would consist of purchasing and installing security cameras at the marina to monitor the parking lot, Harbormasters office, main gate and dock gates. It will include all of the recording and monitoring equipment. It should be noted that in February 2018 a survey was complete to see if marina tenants would like to see security cameras installed at the marina. Out of the 90 people that responded, 72 (81.82%), of them said that they would like to see security cameras installed at the marina.

**DEVELOPMENT PLAN & STATUS:** Create a bid packet and hire a security specialist company to recommend and install security cameras, recording and monitoring equipment.

**COST & FINANCING DATA:** Project will be completely funded by Marina Rates.

### ESTIMATED PROJECT & PURCHASE TIMELINE

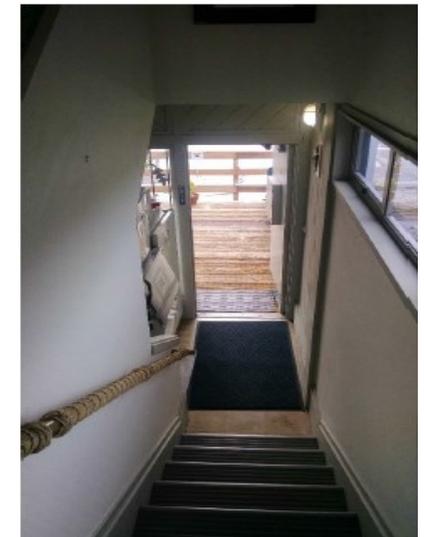
Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2019

Estimated Completion: FY 2019

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$25,000
Construction Services		\$ -
	Subtotal:	\$25,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	<b>\$25,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Marina Rates	-	\$25,000						\$25,000
<b>TOTAL REQUESTED FUNDS:</b>	-	\$25,000						\$25,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 410—MARINA

## Marina Management Software

**PROJECT DESCRIPTION:** Identify and purchase a new marina management software solution.

**PROJECT NEED:** The Marina currently uses a marina management software solution named "The Marina Program." This Marina Program was purchased in the late 1990's and is outdated and not supported very well. Staff is looking for a new marina management system that is modern and will make billing, collecting payments and marina space management easier.

**DEVELOPMENT PLAN & STATUS:** Identify, test and purchase specialized marina management software, that best suites the needs of the Marina and City.

**COST & FINANCING DATA:** Project will be completely funded by Marina Rates.

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$25,000
Construction Services		\$ -
	Subtotal:	\$25,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	\$25,000

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2020

Estimated Completion: FY 2020

## Marina Management Software



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Marina Rates	-		\$25,000					\$25,000
<b>TOTAL REQUESTED FUNDS:</b>	-		\$25,000					\$25,000

\*Spent to Date is up to 7/31/2018 only.

**PROJECT DESCRIPTION:** Remove approximately 700 feet of storm drain flowing directly into the Bay and replace with a natural filtering system, such as bioswales. Increase the angle of the boat launch ramp to reduce pollutants from vehicles that have to be submerged to launch a vessel.

**PROJECT NEED:** Stormwater currently drains from an impervious high-use parking area for the Oak Harbor Marina and Yacht Club into the Bay. A stormwater filtration system such as a bioswale will be installed to remove pollutants before they enter the Oak Harbor Bay. Additionally, this project will increase the angle of the boat ramp at the Marina, which currently has a shallow slope of 6%-8%. Standard slope for boat ramps is 12%-15%. The shallow slope requires vehicles to submerge into the Bay to launch a vessel, making it difficult to use and allowing pollutants from automobiles to seep directly into the water. Addressing both issues will decrease the volume of pollutants, such as metals, oil, bacteria, PAH's, and nutrients, entering the Bay. This project is part of the feasibility study for the Beach Armoring Reduction and Shading Reduction projects and is contingent on the feasibility study proving that the project will have a positive impact on the ecosystem.

**DEVELOPMENT PLAN & STATUS:** Create a bid packet to hire a marine environmental firm to conduct a feasibility study. Create a bid packet and hire a marine engineering firm to create design plans. Create a bid packet and hire a marine construction company to facilitate the construction of the project and to perform the actual work.

**COST & FINANCING DATA:** Project will be completely funded by Grants.

COST ASSUMPTIONS	
Engineering Services	\$185,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$1,015,000
Subtotal:	\$1,200,000
Contingency Fees	\$ -
<b>TOTAL:</b>	\$1,200,000

# FUND 410—MARINA

## Stormwater Improvement

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY 2019

Engineering/Design: FY 2020

Purchase/Construction: FY 2020

Estimated Completion: FY 2020



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Grants	-		\$1,200,000					\$1,200,000
<b>TOTAL REQUESTED FUNDS:</b>	-		\$1,200,000					\$1,200,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 410—MARINA

## Shading Reduction

**PROJECT DESCRIPTION:** The project will consist of removing all of the 28' fingers on the east side of D dock, all of the covered moorage roofs and all of the pile resulting in 500' of sidetie area. It will also consist of removing the roofing over 16 of the 32, 32' E dock slips.

**PROJECT NEED:** Removing all of the roofs, the eastside dock fingers and pile on D dock will create 500' of sideties space for larger boats. The removal of the roofs over 16 of the E dock slips will allow for sailboats and taller boats to be moored in the slips. Removing the light-blocking overwater structures will also increase the area and depth of light penetration, which will restore valuable habitat for marine fish and shellfish, including salmon and forage fish, which are negatively impacted by overwater structures. This project is part of the feasibility study for the Beach Armoring Reduction and Stormwater Improvement projects and is contingent on the feasibility study proving that the project will have a positive impact on the ecosystem.

**DEVELOPMENT PLAN & STATUS:** Create a bid packet to hire a marine environmental firm to conduct a feasibility study. Create a bid packet and hire a marine engineering firm to create design plans. Create a bid packet and hire a marine construction company to facilitate the construction of the project and to perform the actual work.

**COST & FINANCING DATA:** Project will be completely funded by Grants.

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: **FY 2019**

Engineering/Design: **FY 2020**

Purchase/Construction: **FY 2020**

Estimated Completion: **FY 2020**



COST ASSUMPTIONS	
Engineering Services	\$185,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$1,065,000
Subtotal:	\$1,250,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$1,250,000</b>

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Grants	-		\$1,250,000					\$1,250,000
<b>TOTAL REQUESTED FUNDS:</b>	-		\$1,250,000					\$1,250,000

\*Spent to Date is up to 7/31/2018 only.

**PROJECT DESCRIPTION:** Remove approximately 1,575-2,025 linear feet of shoreline armoring and replace with soft shore protection, which may include native plants, gravel, sand, logs, and root masses.

**PROJECT NEED:** The current beach armoring is comprised of rip rap, juniper bushes, sand, and dune grass. This "hard" armoring makes the beach hard to access and use. The hard armoring has been proven to inhibit spawning for salmon and shorebirds. The soft armoring ecosystem benefits include return of up to 2,025 feet of shoreline to a more natural condition through armor removal and regrading to match a natural slope to support more suitable habitat for forage fish spawning, juvenile salmonids in the nearshore, and marine and shorebirds. This project may also make the beach more accessible and easier to use and enjoy. This project is part of the feasibility study for the Shading Reduction and Stormwater Improvement projects and is contingent on the feasibility study proving that the project will have a positive impact on the ecosystem.

**DEVELOPMENT PLAN & STATUS:** Create a bid packet to hire a marine environmental firm to conduct a feasibility study. Create a bid packet and hire a marine engineering firm to create design plans. Create a bid packet and hire a marine construction company to facilitate the construction of the project and to perform the actual work.

**COST & FINANCING DATA:** Project will be completely funded by Grants.

# FUND 410—MARINA

## Beach Armoring Reduction

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY 2019

Engineering/Design: FY 2020

Purchase/Construction: FY 2020

Estimated Completion: FY 2020



COST ASSUMPTIONS	
Engineering Services	\$ -
Pre-Design/Feasibility	\$75,000
Machinery & Equipment	\$ -
Construction Services	\$925,000
Subtotal:	\$1,000,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$1,000,000</b>

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Grants	-	\$75,000	\$925,000					\$1,000,000
<b>TOTAL REQUESTED FUNDS:</b>	-	\$75,000	\$925,000					\$1,000,000

\*Spent to Date is up to 7/31/2018 only.

# FUND 410—MARINA

## Dredging Feasibility Study

**PROJECT DESCRIPTION:** The first step in the dredging process is to complete a predesign study to determine the parts of the marina that need to be dredged and how deep to dredge them.

**PROJECT NEED:** Approximately 1/2 of the marina was dredged in 2010 to a depth of -12. Since 2010 the areas that were dredged have started silting in and some are now at -5. Some of the areas (Covered B and E docks, south ends of the fairways and etc.), that were not dredged in 2010 are now much shallower and during the extreme low tides in the summer are at a depth of -2 or -3. The shallower depths make it difficult to attract and retain large deeper draft boats.

**DEVELOPMENT PLAN & STATUS:** The development plan would be as follows: Issue an RFP and select a marine environmental consultant to conduct a dredging predesign study.

**COST & FINANCING DATA:** The project will be funded by an unsecured grant. Other funding options may be considered.

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY 2024

Engineering/Design: FY

Purchase/Construction: FY

Estimated Completion: FY 2024



COST ASSUMPTIONS	
Engineering/Pre-Design Services	\$200,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$ -
Subtotal:	\$200,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$200,000</b>

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Unsecured Grant	-						\$200,000	\$200,000
<b>TOTAL REQUESTED FUNDS:</b>							\$200,000	\$200,000

\*Spent to Date is up to 7/31/2018 only.

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# Supplemental Information

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### Glossary

**Accrual Basis.** The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash receipts and disbursements.

**Actuarial Basis.** A basis used in computing the amount of contributions to be made periodically to a fund or account so that the total contributions plus the compounded earnings thereon will equal the required payments to be made out of the fund. A pension trust fund for a public employee retirement system is an example of a fund concerned with actuarial basis data.

**Ad Valorem Taxes.** Commonly referred to as property taxes levied on both real and personal property according to the property's valuation and the tax rate.

**Agency Fund.** A governmental accounting classification used to describe those situations where one jurisdiction is acting on behalf of another. In this context, the City of Oak Harbor is providing accounting services for D.A.R.E. and Drug Seizure Funds via an agency fund.

**Amortization.** (1) Gradual reduction, redemption, or liquidation of the balance of an account according to a specified schedule of times and amounts. (2) Provisions for the extinguishment of a debt by means of a debt service fund.

**Appropriation.** A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. Spending should not exceed this level without approval by the legislative body.

**Assessed Valuation.** A value assigned to real estate or other property by a government as a basis for levying taxes.

**Assessment.** (1) The process of making the official valuation of property for purposes of taxation. (2) The valuation placed upon property as a result of this process.

**Assets.** Resources owned or held by a government which have monetary value.

**Balanced Budget.** The budget is in balance when revenues plus available resources are equal to or greater than planned expenditures plus reserves.

**BARS.** The State of Washington Budget, Accounting and Reporting System required for all governmental entities in the State.

**Benefits.** Benefits provided for employees, such as Social Security, retirement, worker's compensation, life insurance, and medical insurance.

**Biennial Budget.** A budget applicable to two fiscal years.

**Bond.** A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate. The difference between a note and a bond is that the latter runs for a longer period of time and requires greater legal formality.

**Bonded Debt.** That portion of indebtedness represented by outstanding bonds.

**Budget.** A forecast of expected resources and the purposeful distribution of those scarce resources. When a budget is appropriated by ordinance or resolution, it provides both the right to spend and limits the amount to be spent.

**Budgetary Control.** The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

**Budget Document.** The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating body.

**Budget Message.** A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body.

**Capital Improvement.** Expenditures related to the acquisition, expansion or rehabilitation of public facilities, equipment, and infrastructure.

**Capital Plan/Program.** A plan for capital expenditures to be incurred each year over a fixed number of years to meet capital needs arising from the government's long-term needs.

**Capital Outlay.** Expenditures which result in the acquisition of or addition to fixed assets.

**Capital Project.** The largely one-time cost for acquisition, construction, improvement, replacement, or renovation of land, structures, and improvements thereon. Capital project budgets are adopted at the time the project is authorized and continue until completion.

**Cash Basis.** A basis of accounting under which transactions are recognized only when cash is received or disbursed.

**Collective Bargaining Agreement.** A legal contract between the employer and a verified representative of a recognized bargaining unit for specific terms and conditions of employment (e.g. hours, working conditions, salary, fringe benefits, and matters affecting health and safety of employees).

**Comprehensive Budget.** An entity-wide budget that includes all resources the government expects and everything it intends to spend or encumber during a fiscal period. The comprehensive budget contains annual/biennial appropriated budgets, the annual/biennial portion of continuing appropriations such as capital improvement projects, debt amortization schedules, and grant projects, flexible budgets and all non-budgeted funds.

**Consumer Price Index (CPI).** A statistical description of price levels provided by the U.S. Department of Labor. The index is used as measure of the increase in cost of living (i.e. economic inflation).

**Contingency.** The appropriation of reserve funds for emergencies, unforeseen expenditures not otherwise budgeted, or for future allocation in the event specific budget allotments have expired and additional funds are needed.

**Contributed Capital.** An equity account recording resources externally restricted for the acquisition or construction of capital assets, contributions from developers and customers, and tax levies restricted to capital purposes.

**Cost Allocation.** Assignment of applicable costs and charges from one fund to another required by treating each fund as an independent entity.

**Coverage.** Percent of revenues which covers expenditures.

**Current Assets.** (1) In governmental funds, those assets which are available or can be made readily available to finance current operations or to pay current liabilities. (2) In proprietary funds, those assets which will be used up or converted into cash within next operating cycle (e.g. one year). Some examples are cash, temporary investments, and taxes receivable.

**Current Expense Fund.** Same as General Fund.

**Current Liabilities.** Liabilities which are payable within next operating cycle (e.g. one year).

**Debt Limit.** The maximum amount of gross or net debt which is legally permitted.

**Debt Service.** The annual payment of principal and interest according to a predetermined payment schedule on the City's bonded indebtedness. Bonds are issued to finance the construction of capital projects such as utility facilities and expansion.

**Deficit.** (1) The excess of the liabilities of a fund over its assets. (2) The excess of expenditures or expenses over revenues during an accounting period; or, in the case of proprietary funds, the excess of expense over income during an accounting period.

**Depreciation.** Expiration in the service life of fixed assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.

**Direct Costs/Expensed.** Those expenses which can be charged directly as a part of the cost of a product, service, department, operating unit or activity, as distinguished from indirect costs (overhead) which must be prorated among several products, services, departments, operating units or activities.

**Employee (or Fringe) Benefits.** Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included are the government's share of costs for Social Security and the various pension and medical plans.

**Encumbrances.** The amount of funds committed to vendors for goods or services received or to be received by the City as specified in a City purchase order.

**Enterprise Fund.** A fund established to account for operations that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed primarily through user charges. Examples include the utility funds.

**Entitlement.** The amount of payment to which a state or local government is entitled as determined by the federal government pursuant to an allocation formula contained in applicable statutes.

**Estimated Revenue.** The amount of projected revenue to be collected during the fiscal year.

**Expenditures.** Decreases in net current assets. Expenditures include debt service, capital outlays, and those current operating costs which require the use of current assets.

**Expenses.** Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

**Fees.** A general term for any charge for services levied by government associated with providing a service, permitting an activity, or imposing a fine or penalty. Major types of fees include business licenses, fines, and user charges.

**Fiduciary Fund Type.** The trust and agency funds used to account for assets held by a government unit in a trustee capacity or as an agent for individuals, private organizations, other government units and/or other funds.

**Fiscal Policy.** A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

**Fixed Assets.** Assets which are intended to be held or used for a long term, such as land, buildings, improvements other than buildings, machinery and equipment.

**Fixed Budget.** Used to describe those budgets which set an absolute maximum or ceiling on the expenditures of a particular fund, department, or other specific category. A fixed budget can be either an annual/biennial appropriated budget or a continuing appropriation. Fixed budgets must be adopted by ordinance or resolution, either for the government's fiscal period or at the outset of a service project, debt issue, grant award, or capital project.

**Franchise.** A special privilege granted by a government permitting a monopoly or the continuing use of public property, such as city streets.

**Full-time Equivalent Position (FTE).** A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year.

**Function.** A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible.

**Fund.** A fiscal and accounting entity with a self-balancing set of accounts (revenues and expenses) which are segregated for the purpose of carrying out a specific purpose or activity.

**Fund Balance.** The excess of the assets of a fund over its liabilities, reserves, and carryover.

**GAAP.** Generally Accepted Accounting Principles. Uniform minimum standards and guidelines used for financial accounting and reporting. They govern the form and content of the financial statements of an entity. They include not only broad guidelines, but also detailed practices and procedures. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board.

**GASB.** Governmental Accounting Standards Board. Established in 1985 it is the authoritative accounting and financial reporting standard-setting body for government entities.

**General Fund.** The fund used to account for all financial resources except those required to be accounted for in another fund.

**General Ledger.** A book, file, or other device which contains the accounts needed to reflect the financial position and the results of operations of an entity.

**General Long-term Debt.** Long-term debt expected to be repaid from governmental funds. This includes general assessment debt for which the government is obligated in some manner.

**General Obligation (G.O.) Bonds.** Bonds for which the full faith and credit of the issuing government has been pledged for repayment.

**Goal.** A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless.

**Grants.** External contributions or gifts of cash or other assets to be used or expended for a specified purpose, activity, or facility.

**Impact Fees.** Fees assessed to developers to help mitigate costs associated with the impact of growth and development.

**Indirect Costs.** A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one service.

**Infrastructure.** The physical assets of a government (e.g. streets, water, sewer, public buildings and parks).

**Interfund Transfers.** The movement of monies between funds of the same governmental entity.

**Intergovernmental Revenue.** Funds received from federal, state and other local government sources in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.

**Internal Control.** The system of controls established by the City to protect the assets from misappropriation and ensure accurate reporting of financial transactions.

**Internal Service Fund.** A fund used to account for the financing of goods or services provided by one department or agency to other departments or agencies on a cost-reimbursement basis. The City's Equipment Rental Fund is an example of an internal service fund.

**LEOFF.** Law Enforcement Officers and Firefighters Retirement System provided in the State of Washington.

**Levy.** (*Verb*) To impose taxes, special assessments, or service charges for the support of governmental activities. (*Noun*) The total amount of taxes, special assessments, or service charges imposed by a government.

**Liabilities.** Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date. The term does not include encumbrances.

**Licenses and Permits.** Revenue category that include building permits, business licenses, and any other miscellaneous license.

**LID.** Local Improvement District or Special Assessments made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties. The City is not directly responsible for the debt but is obligated to the extent that it is required to establish a guaranty fund to guaranty payments.

**Long-term Debt.** Debt with a maturity of more than one year after the date of issuance.

**Mission Statement.** A broad statement of the purpose, in terms of meeting public service needs, that a department is organized to meet.

**Net Income/Revenue.** The excess of operating revenues, nonoperating revenues, and operating transfers-in over operating expenses, nonoperating expenses, and transfers-out.

**Nonoperating Expenses.** Those expenses which are not directly related to the fund's primary service activities.

**Nonoperating Revenues.** Those revenues which are incidental to, or by-products of, the fund's primary service activities.

**Objective.** Something to be accomplished in specific, well-defined, and measurable terms and that is achievable within a specific time frame.

**Obligations.** Amounts which a government may be required legally to meet out of its resources.

**Operating Budget.** Plans of current expenditures and the proposed means of financing them. The annual/biennial operating budget is the primary means by which most of the financing, acquisition, spending, and service delivery activities of a government are controlled.

**Operating Expenses.** Those costs including expenditures for salaries and wages, benefits, supplies, services, and charges which are necessary to support the primary services of the operation.

**Operating Revenues.** Those revenues which are directly related to the fund's primary service activities. They consist primarily of user charges for service.

**Other Financing Sources.** Governmental fund general long-term debt proceeds, operating transfers-in, and material proceeds of fixed asset dispositions. Such amounts are classified separately from revenues.

**Other Financing Uses.** Governmental fund operating transfers-out. Such amounts are classified separately from expenditures.

**Outlays.** Synonymous with expenditures.

**Overhead.** All costs other than direct costs.

**Performance Indicators.** Specific quantitative and qualitative measures of work performed as an objective of specific departments or programs.

**Performance Measure.** Data collected to determine how effective or efficient a program is in achieving its objectives.

**PERS.** Public Employees Retirement System provided for employees other than police and fire personnel in the State of Washington.

**Policy.** A principle or course of action chosen to guide decision making.

**Preliminary Budget.** The recommended and unapproved City budget submitted to the City Council and the public.

**Refunding Bonds.** Bonds issued to retire bonds already outstanding. The refunding bonds may be sold for cash and outstanding bonds redeemed in cash, or the refunding bonds may be exchanged with holders of outstanding bonds.

**Reserve.** (1) An account used to segregate a portion of fund balance to indicate that it is not available for expenditure; and (2) an account used to segregate a portion of fund equity as legally set aside for a specific future use.

**Restricted Assets.** Monies or other resources, the use of which is restricted by legal or contractual requirements. These are sometimes called restricted "funds" but such terminology is not preferred.

**Resolution.** A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

**Resources.** Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

**Revenue.** Sources of income financing the operations of government.

**Revenue Bonds.** Bonds whose principal and interest are payable exclusively from earnings of an enterprise fund. In addition to a pledge of revenues, such bonds sometimes contain a mortgage on the enterprise fund's property.

**Special Assessment.** A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

**Tax Levy.** The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

**Taxes.** Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit such as special assessments. Neither does the term include charges for services rendered only to those who pay, for example, sewer service charges.

**Trust Funds.** Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments, and/or other funds.

**Unreserved Fund Balance.** The portion of fund's balance that is not restricted for a specific purpose and is available for general appropriation.

**User Fees.** The payment of a fee for direct receipt of a public service by the party who benefits from the services.

**Working Capital.** The year-end balance of current assets less current liabilities in the Enterprise and Internal Service Funds. The unencumbered balance at year-end is available for appropriation in the next year's budget.

**ORDINANCE NO. 1857**

**AN ORDINANCE TO ENCUMBER RESOURCES AND TO ESTABLISH EXPENDITURE AUTHORITY THROUGH THE ADOPTION OF THE CITY OF OAK HARBOR 2019-2020 BIENNIAL BUDGET.**

WHEREAS, the City of Oak Harbor has elected to utilize a biennial budget as provided in RCW 35A.34.040; and

WHEREAS, a public hearing was held October 2, 2018 regarding revenue sources for the 2019-2020 biennial period, including consideration of possible increases in property tax revenues as required by RCW 84.55.120; and

WHEREAS, budget estimates from each department of City government were provided to the City Clerk as required by RCW 35A.34.050 setting forth the complete financial program of the City for the ensuing fiscal biennium; and

WHEREAS, a proposed preliminary budget was prepared setting out the complete financial program of the City for the ensuing fiscal biennium as required by RCW 35A.34.070; and

WHEREAS, we are following Chapter 2.34.080 of Oak Harbor Municipal Code by upgrading the salary grid to reflect market conditions; and

WHEREAS, the preliminary budget was prepared in detail on November 20, 2018, making revisions or additions to the reports of the department heads and is made available to the public at least six weeks prior to the City's new fiscal biennium, beginning January 1, 2019; and

WHEREAS, the City Clerk has published notice of a final public hearing on the final 2019-2020 biennial budget in the Whidbey News Times on November 17, 2018 and,

WHEREAS, the Oak Harbor City Council held the final public hearing at the December 4, 2018 City Council meeting to receive discussion and input from the public; and,

WHEREAS, the City of Oak Harbor desires to set forth and establish expenditure authority for the purpose of continuing operations for the biennial period commencing January 1, 2019 through December 31, 2020;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OAK HARBOR do hereby ordain as follows:**

**Section 1:** The 2019-2020 Biennial Budget as presented at the December 4, 2018 public hearing is hereby adopted as the revenue and expenditure authority for years 2019-2020 for the City of Oak Harbor. The City Clerk is instructed to file the same with the minutes of this meeting. Set

forth in summary form are the totals of the estimated revenues and expenditures for each separate fund and the aggregate totals for all such funds combined:

FUND	2019 BUDGET	2020 BUDGET
001 GENERAL FUND	\$ 16,696,411	\$ 16,047,829
002 CURRENT EXPENSE RESERVES	3,089,623	3,089,623
003 CURRENT EXPENSE - AMERIFLEX	15,000	15,000
005 CURRENT EXPENSE - SEIZURE	16,308	16,308
006 WHIDBEY ISLAND MARATHON	102,863	109,807
007 GENERAL FUND PROJECTS	1,391,503	337,500
101 STREETS	3,554,059	2,760,079
102 STREET & ARTERIALS PROJECTS	2,009,917	746,518
104 ARTERIALS	1,411,163	1,445,570
105 TRANSPORTATION CAPITAL IMPROVEMENT	1,462,970	935,971
106 PATHS & TRAILS 1/2 OF 1% MVFT	15,951	18,740
115 ART ACQUISITION & MAINTENANCE	200,143	208,773
116 CIVIC IMPROVEMENTS (25)	1,011,817	994,037
125 PARK IMPROV- NEIGHBORHOOD PARKS	98,184	22,000
127 PARK IMPACT FEES	232,530	304,230
129 SENIOR CENTER	439,266	420,919
230 LOCAL LOAN FUND	59,890	59,890
311 CUMM RESERVE 1ST 1/4% REET	1,683,179	894,860
312 CUMM RESERVE 2ND 1/4% REET	2,262,620	2,091,657
320 PORTLAND LOOS'	184,953	40,688
325 WINDJAMMER PARK PROJECT	4,798,139	351,097
401 WATER	13,599,145	12,821,985
402 SEWER	20,196,109	16,791,416
403 SOLID WASTE	5,841,716	5,915,734
404 STORM DRAIN	4,139,908	3,624,846
410 MARINA	2,781,345	2,792,902
411 CUMMULATIVE RESERVE WATER	3,067,081	3,242,496
412 CUMMULATIVE RESERVE SEWER	842,581	952,931
413 CUMMULATIVE RESERVE SOLID WASTE	118,844	119,199
414 CUMMULATIVE RESERVE STORM DRAIN	423,681	424,994
420 CUMMULATIVE RESERVE MARINA	8,615	8,666
422 CLEAN WATER FACILITY PROJECT	5,732,636	
431 WATER PROJECTS	2,604,200	691,000
432 SEWER PROJECTS	1,105,000	585,000
434 STORM DRAIN PROJECTS	475,000	850,000
440 MARINA PROJECTS	114,000	3,407,000

501 EQUIPMENT RENTAL	1,083,486	1,028,607
502 EQUIPMENT REPLACEMENT	11,400,354	10,836,801
504 FACILITY REPAIR/REPLACEMENT FUND	811,381	832,038
505 TECHNOLOGY REPLACEMENT FUND	1,335,418	1,354,510
510 SHOP FACILITY	2,781,936	2,780,930
	<u>\$ 119,198,925</u>	<u>\$ 99,972,151</u>

**Section 2:** The project funds that have been budgeted will remain budgeted until the project has been completed or it is determined that the project will not occur. In addition, we have attached "Attachment A" for the Real Estate Excise Tax 1 & 2 Funding Report for approval as part of this Ordinance for the 2019-2020 Biennial Budget.

**Section 3:** This ordinance shall be in full force and effect on January 1, 2018, at least five days after passage and upon legal publication.

PASSED and approved by the City Council this 4nd day of December 2018.

CITY OF OAK HARBOR



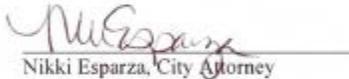
ROBERT SEVERNS, MAYOR

Attest:



Carla Brown., City Clerk

Approved as to Form:



Nikki Esparza, City Attorney

Introduction: 12/04/18

Adopted: 12/04/18

Published: 12/06/18

## ATTACHMENT A: TO ORDINANCE 1857 2019-2020 BIENNIAL BUDGET

**To:** Mayor Severns and City Council**From:** Patricia Soule, Finance Director**Date:** December 4, 2018**Subject:** RCW 82.46.015 Real Estate Excise Tax 1 & 2 Funding Report**Background:**

The purpose of this report is to account for the Real Estate Excise Tax (REET) usage in the City's operating and capital budgets. Per RCW 82.46.015, it requires that this report be adopted with the operating budget as part of our regular public budget process in order to qualify the City to utilize REET 1 and 2 for limited uses. Those limited uses include the use of REET funds for maintenance or REET 2 for REET 1 defined capital projects not included in the REET 2 definition for our 2019-2020 Biennial Budget.

**Requirements:**

This report must satisfy and include four requirements. The requirements and relevant data to meet each requirement for the City of Oak Harbor are included below:

1. Demonstrate that a city has or will have adequate funding from all sources of public funding to pay for all capital projects, as defined in RCW 82.46.010, identified in its capital facilities plan for the succeeding two-year period:

2019-2020 Capital Budget (Current Draft CIP)			
Fund	2019	2020	Two year total
General Government	140,000.00	25,000.00	165,000.00
Parks and Recreation	6,383,904.00	642,917.00	7,026,821.00
Streets	2,009,917.00	746,518.00	2,756,435.00
Water	2,713,200.00	755,000.00	3,468,200.00
Wastewater	7,337,636.00	585,000.00	7,922,636.00
Stormwater	675,000.00	850,000.00	1,525,000.00
Manna	184,000.00	3,407,000.00	3,591,000.00
<b>Total:</b>	<b>19,443,657.00</b>	<b>7,011,435.00</b>	<b>26,455,092.00</b>

ATTACHMENT A: TO ORDINANCE 1857 2019-2020 BIENNIAL BUDGET

2019-2020 CIP Preliminary Revenue Sources			
Dedicated Revenue	2019	2020	Two year total
<b>General Government</b>			
General Fund Revenues	20,000.00	5,000.00	25,000.00
REET 1	25,000.00	20,000.00	45,000.00
REET 2	95,000.00	-	95,000.00
<b>Subtotal:</b>	<b>140,000.00</b>	<b>25,000.00</b>	<b>165,000.00</b>
<b>Parks and Recreation</b>			
Neigh Park Impact Fees (Fund 125)	76,181.00	-	76,181.00
Combined Parks Impact Fees (Fund 127)	-	197,417.00	197,417.00
Windjammer Park (Fund 325)	4,014,356.00	-	4,014,356.00
General Fund (Fund 001)	55,000.00	5,000.00	60,000.00
Dock Project (Fund 320)	144,265.00	-	144,265.00
REET 1	868,819.00	-	868,819.00
REET 2	156,463.00	440,500.00	596,963.00
Donations	20,000.00	-	20,000.00
Grants	1,048,820.00	-	1,048,820.00
<b>Subtotal:</b>	<b>6,383,904.00</b>	<b>642,917.00</b>	<b>7,026,821.00</b>
<b>Streets</b>			
Streets Revenues	546,719.00	325,000.00	871,719.00
Transportation Impact Fees (Fund 105)	576,081.00	57,918.00	633,999.00
REET 1	175,000.00	50,000.00	225,000.00
REET 2	175,000.00	50,000.00	225,000.00
Grants	462,117.00	188,600.00	650,717.00
Water	25,000.00	25,000.00	50,000.00
Sewer	25,000.00	25,000.00	50,000.00
Storm Drain	25,000.00	25,000.00	50,000.00
<b>Subtotal:</b>	<b>2,009,917.00</b>	<b>746,518.00</b>	<b>2,756,435.00</b>
<b>Water</b>			
Water Revenues	2,169,600.00	729,400.00	2,899,000.00
Water Cumulative Reserve	43,600.00	25,600.00	69,200.00
Navy Contributions	500,000.00	-	500,000.00
<b>Subtotal:</b>	<b>2,713,200.00</b>	<b>755,000.00</b>	<b>3,468,200.00</b>
<b>Wastewater</b>			
Sewer (Fund 402)	5,171,904.00	585,000.00	5,756,904.00
Clean Water Facility (Fund 422)	1,465,732.00	-	1,465,732.00
REET 1	75,000.00	-	75,000.00
REET 2	100,000.00	-	100,000.00
Water	225,000.00	-	225,000.00
Storm Drain	225,000.00	-	225,000.00
Solid Waste	75,000.00	-	75,000.00
<b>Subtotal:</b>	<b>7,337,636.00</b>	<b>585,000.00</b>	<b>7,922,636.00</b>
<b>Stormwater</b>			
Stormwater Revenues	675,000.00	850,000.00	1,525,000.00
<b>Subtotal:</b>	<b>675,000.00</b>	<b>850,000.00</b>	<b>1,525,000.00</b>
<b>Marina</b>			
Marina Revenues	109,000.00	32,000.00	141,000.00
Unsecured Grant	75,000.00	3,375,000.00	3,450,000.00
<b>Subtotal:</b>	<b>184,000.00</b>	<b>3,407,000.00</b>	<b>3,591,000.00</b>
<b>Total Revenue Sources:</b>	<b>19,443,657.00</b>	<b>7,011,435.00</b>	<b>26,455,092.00</b>

ATTACHMENT A: TO ORDINANCE 1857 2019-2020 BIENNIAL BUDGET

2. Identify how REET revenues were used by the city or county during the prior two-year period:

REET 1 Uses			
Fund/Project	2017 Actual	2018 Projected	Two year total
<b>Parks and Recreation</b>			
Windjammer Park Phase 1	-	1,526,929.00	1,526,929.00
<b>Total REET 1 Uses:</b>	-	1,526,929.00	1,526,929.00

REET 2 Uses			
Fund/Project	2017 Actual	2018 Projected	Two year total
<b>Parks and Recreation</b>			
Windjammer ParkPhase 1	-	348,107.00	348,107.00
<b>Total REET 2 Uses:</b>	-	348,107.00	348,107.00

3. Identify how REET 1 and REET 2 revenues will be used and how authorized funds for allowed limited circumstances will be used during the succeeding two-year period:

Fund	Project Title	2019		2020	
		REET 1	REET 2	REET 1	REET 2
Parks	Harbor Heights Park Land & Improvements	868,819	-	-	225,000
Parks	WJP Phase 1, 2, 3	-	34,963	-	140,000
Parks	Neil Tower Renovation	-	45,000	-	-
Parks	Neil Pickleball Courts	-	-	-	-
Parks	Shadow Glen & Lueck Park Equip.	-	76,500	-	-
Parks	Tyhuis & Koetje Park Equip.	-	-	-	75,500
Sewer	The Water Center	75,000	100,000	-	-
Streets	Asphalt Street Overlays	175,000	175,000	50,000	50,000
Fire	Vehicle Exhaust System - Apparatus Bay	25,000	75,000	-	-
Fire	HVAC Replacement	-	20,000	20,000	-
	<b>Totals</b>	<b>1,143,819</b>	<b>526,463</b>	<b>70,000</b>	<b>490,500</b>

- For the 2019-2020 Biennial Budget, the only project approved for maintenance is the following:

REET 2 Funded Projects for Maintenance		2019	2020
Parks	Neil Tower Renovation	45,000	-

ATTACHMENT A: TO ORDINANCE 1857 2019-2020 BIENNIAL BUDGET

- For the 2019-2020 Biennial Budget, the following will use REET 2 funds as a REET 1 defined capital project not included in the REET 2 definition:

<u>REET 2 Funded Projects that Qualify as a REET 1 Project</u>		<u>2019</u>	<u>2020</u>
Sewer	The Water Center	100,000	-
Fire	Vehicle Exhaust System - Apparatus Bay	75,000	-
Fire	HVAC Replacement	20,000	-
		<u>195,000</u>	<u>-</u>

4. Identify what percentage of funding for capital projects within the city or county is attributable to REET compared to all other sources of capital project funding:
  - The 2019-2020 Capital Budget is \$26,455,092. Of this amount, \$2,230,782 or 8% will be used as funding from REET revenues either collected in 2017-2018 or in prior years.



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