



CITY COUNCIL AGENDA  
Council Chambers, 865 SE Barrington Drive

February 20, 2024

6:00 PM

**CALL TO ORDER**

Invocation - Led by Pastor Michael Hurley, Life Church

Pledge of Allegiance - Led by Mayor Wright

Excuse Absent Councilmembers

**1. APPROVAL OF AGENDA**

**2. PRESENTATIONS**

- a. Proclamations
- b. Honors & Recognitions
- c. Community Presentations

**3. CITIZEN COMMENT PERIOD**

Citizens may comment on subjects of interest not listed on the agenda or items listed on the Consent Agenda. To ensure comments are recorded properly, state your name clearly into the microphone. Please limit comments to three (3) minutes to ensure all citizens have sufficient time to speak.

**4. MAYOR, COUNCIL & STAFF COMMENTS**

- a. Mayor
- b. Councilmembers

**5. CONSENT AGENDA**

Items on the Consent Agenda are considered to be routine by the Council and will be enacted with one motion unless separate discussion is requested. Approval of the Consent Agenda authorizes the Mayor to implement each item in accordance with staff recommendations.

**Consent Items**

- a. Approval of Minutes: City Council Meeting of February 5, 2024 and City Council Retreat of February 12, 2024
- b. Approval of Payroll and Accounts Payable Vouchers
- c. Purchase Authorization-Playground Wood Chips 2024
- d. 2024 Street Overlay Project- Interagency Agreement with Island County

**6. PUBLIC HEARINGS & MEETINGS**

To speak during a scheduled public hearing or meeting, please sign-in on the sheet provided in the Council Chambers. To ensure comments are recorded properly, state your name clearly into the microphone. Please limit comments to three (3) minutes to ensure all citizens have sufficient time to speak.

- a. Ordinance No. 1994: 2023 Comprehensive Plan Amendments
- b. Ordinance No. 1974: Area wide rezone with Zoning Map adoption of all PBP and PIP to I and accompanying text amendment to OHMC removing references to PBP and PIP

**7. ORDINANCES & RESOLUTIONS**

- a. None

**8. CONTRACTS & AGREEMENTS**

- a. None

**9. OTHER ITEMS FOR CONSIDERATION**

- a. Fire Department Assistance to Firefighter Grant Request
- b. Marina Dredging Project - Adoption of Marina Dredging Feasibility Plan
- c. WCIA Risk Reduction Grant
- d. Police Department Small Rural Tribal Body Worn Camera Grant Application Approval
- e. Purchase of "Song of the Salish Sea" Mural

**10. REPORTS & DISCUSSION ITEMS**

- a. None

**11. EXECUTIVE SESSION**

- a. None

**ADJOURN**

City of Oak Harbor  
City Council Agenda Bill

Bill No. 4.a. ...  
Date: February 20, 2024  
Subject: Approval of Minutes: City Council Meeting of February 5, 2024 and City Council Retreat of February 12, 2024

**FROM: Julie Nester, City Clerk**

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

- Ronnie Wright, Mayor
- Blaine Oborn, City Administrator
- David Goldman, Finance Director
- Hillary J. Evans, City Attorney, as to form

**RECOMMENDED ACTION**

Approval of the minutes of the City Council regular meeting of February 5, 2024 and the Mayor and City Council Retreat special meeting of February 12, 2024.

**BACKGROUND / SUMMARY INFORMATION**

**LEGAL AUTHORITY**

**FISCAL IMPACT**

**PREVIOUS COUNCIL / BOARD / CITIZEN INPUT**

**ATTACHMENTS**

1. Minutes of February 5, 2024
2. Minutes of February 12, 2024

Oak Harbor City Council  
Regular Meeting Minutes  
February 5, 2024

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**This was both a physical meeting location and a virtual meeting. Meeting was viewable live via YouTube at [www.youtube.com/cityofoakharbor](http://www.youtube.com/cityofoakharbor), on Facebook, and on Cable Channel 10/HD 1090 following the meeting**

**CALL TO ORDER**

Mayor Wright called the meeting to order at 6:00 p.m.

**Invocation** – Reverend Ben Norris, Church of the Nazarene

**Pledge of Allegiance** – Led by Mayor Wright

**ROLL CALL**

City Council Present:

Mayor Ronnie Wright  
Mayor Pro Tem Tara Hizon  
Councilmember Jim Woessner  
Councilmember Bryan Stucky  
Councilmember Shane Hoffmire  
Councilmember Eric Marshall  
Councilmember Christopher Wiegenstein  
Councilmember Barbara Armes

Staff Present/Videoconference

City Administrator Blaine Oborn  
Deputy City Admin. & Finance Director David Goldman  
Development Services Director David Kuhl  
Public Works Director Steve Schuller  
Parks and Recreation Director Brian Smith  
Police Chief Tony Slowik  
Police Officer Claire Herrera  
Police Senior Administrative Assistant Meg Massey  
Interim Fire Chief Mike Buxton  
Senior Planner Ray Lindenburg  
Project Manager Brett Arvidson  
Grants Administrator Wendy Horn  
Public Records Officer Alanna Lake  
Executive Services Administrator Sabrina Combs  
Executive Assistant Macalle Finkle  
City Clerk Julie Nester

As well as a number of officers and staff from the Oak Harbor Police Department

Also in attendance: City Attorney  
Hillary Evans of Kenyon Disend, PLLC

**EXCUSE ABSENT COUNCILMEMBERS**

Mayor Wright welcomed all in attendance. He noted all members of Council were present.

**1. APPROVAL OF AGENDA**

Mayor Wright requested any changes to the agenda. Hearing none, the agenda was approved as presented.

## **2. PRESENTATIONS**

a. Proclamations – None.

b. Honors & Recognitions

i. Oak Harbor Police Department Life Saving Award -

Police Chief Slowik presented a Life Saving Award to Officer Claire Herrera. Chief Slowik explained the circumstances that led to Officer Herrera's exceptional and courageous response and life-saving performance of an infant in the line of duty. Chief Slowik presented Officer Herrera with a plaque and a commendation pin. Officer Herrera thanked Chief Slowik and noted when she entered law enforcement it was because she wanted to help others and was thankful for the opportunity to do so here.

c. Community Presentations

i. Oak Harbor Main Street Association – Annual Report

Oak Harbor Mainstreet Association Executive Director Margaret Livermore presented the Association's annual report. Highlights included the history of the Mainstreet formation and the Oak Harbor Association. The local Mainstreet board of directors, volunteers, recently completed projects, new projects currently underway, special events, fundraising, sponsors, donors and grants, and the Association's four-point approach to benefit local businesses via outreach, design, promotion, and economic vitality.

Councilmember Stucky provided his respective questions and comments.

## **3. CITIZEN COMMENT PERIOD**

Mayor Wright noted citizens may comment on Consent Agenda items or subjects of interest not listed on the agenda at this time and that citizens would have the opportunity to comment on the remaining Agenda items during the meeting as appropriate.

Citizens can also visit the City's website prior to meetings for methods to submit public comment, or contact the City Clerk, Julie Nester by phone or email. When submitting comments, please include your name and address. Public comments sent anonymously will be shared with the Mayor and Council but will not be displayed.

The City received two new public comments since the last regular meeting, one from Holly Miguel of Spark Movement Academy in support of a community recreation and performing arts center, and the other from Melinda Buchanan, owner of Pamela's Legacy, proposing the new Fire Station be named for former Fire Chief Ray Merrill. The comments were displayed on screen.

Mayor Wright opened the floor for public comment on items not on the agenda or items on the consent agenda.

1. Nolan Saltonstall of Oak Harbor, and a member of the Mr. Oak Harbor Royalty Court, noted the Court's recent Council presentation to advocate for a Community Recreation Center, and that the City had applied for a grant to aid in creating a feasibility study. Nolan reported he had sent 1,000 emails and received 2 responses and planned a door-to-door campaign to spread the word. He thanked the Councilmembers and Mayor Wright for their support.

2. Jeff Humphrey of Oak Harbor address the Council on the topic of food trailers. He noted he was a local business owner of twelve years. Mr. Humphrey stated his daughter and her spouse wished to start a food truck business but met with roadblocks as these were not allowed on a daily basis in the City but were allowed in the County. He asked how they could begin the process of approval for food trucks in the community.
3. Shane Hoffmire, stating he wished to speak as a resident and not as a Councilmember, spoke in praise of former Fire Chief Ray Merrill.

Hearing no one else with a desire to address the Council, the public comment period was closed.

#### **4. CONSENT AGENDA**

##### Consent Items

- a. Approval of Minutes: Council Meeting of January 16, 2024 and Council Workshop of January 24, 2024
- b. Approval of Payroll and Accounts Payable Vouchers
- c. Fakkema Access Road Project – Final Contract Voucher Certificate
- d. Resolution 24-05: Ratifying Island County's 20-Year Population Projection

Mayor Wright called for any changes to the consent agenda. Hearing none, the consent agenda was approved as presented.

#### **5. MAYOR, COUNCIL & STAFF COMMENTS**

##### a. Mayor's Comments

Mayor Wright provided the following comments:

- **Island County Open Houses:** Island County is hosting three more open houses in February for their Comprehensive Plan update. See their website at [www.islandcounty2045.com](http://www.islandcounty2045.com) to learn more about the open house dates and view the Comp Plan engagement website!
- **Boards & Commissions:** The City has a number of volunteer positions to fill for the Parks and Recreation, Marina Advisory, Historic Preservation, Civil Service, and Salary Commissions. See the City's website to apply.
- **Now Hiring:** The City has openings for employment in several areas. See the City's website for a complete listing and how to apply.
- **Mayor's First 100 Days in Office Report:** Continuing meetings with City Departments, greeting legislators, and looking forward to an upcoming tour with Island County Commissioner Jill Johnson, and the Association of Washington Cities Action Days in Olympia. Mayor Wright noted he especially enjoyed the State of the Schools event on January 24th that featured administrative updates and presentations and performances by the students. Members of City Council, City Administrator Oborn, and Executive Services Administrator Combs also attended.
- **Oak Harbor High School Students Excell –**
  - The OHS Girl's Wildcat Wrestling Team captured the conference championship.
  - The Boy's Swim Team placed fourth in the Northwest Conference.
  - The OHS Drama Club competed in the Thespian Excellence Awards Competition. This year 15 students competed in 24 events; and four students qualified to enter the International Thespian Festival in

June in Bloomington, Indiana. Superior and Excellent entries will be honored at the state festival at Central Washington University in March.

- Additionally, this week, Mayor Wright nominated Oak Harbor High School student applicant Ashley Roundy for the 2024 Association of Washington Cities Quality Communities Scholarship Program.

• Upcoming City Council Retreat: The Council will hold a special meeting for a Council Retreat on February 12th from 8:15 to 4:30 P.M. at the Whidbey Island Campus of Skagit Valley College. City leadership staff and Mayor Wright will also be in attendance. The meeting will be filmed for later publication. Public comment will not be taken.

#### b. Councilmembers

Councilmember Woessner provided his respective questions and comments. He requested that staff look into the food truck issue raised by public comment and bring a presentation to the Mayor and Council with the current rules and regulations. He noted food trucks can serve as incubator businesses and that he would like to potentially see dedicated spaces in the downtown core. This item will be placed on a future agenda for discussion.

## 6. PUBLIC HEARINGS & MEETINGS

### a. Ordinance No. 1991 – Conditional Use Permit Ownership Code Amendment – Oak Harbor Municipal Code Chapter 19.67.040 General Conditions

Senior Planner Lindenburg presented the item. Currently, the Oak Harbor Municipal Code (OHMC) requires that when a property that includes a previously reviewed and approved CUP is sold, then that new owner must apply for and receive a new conditional use permit. That requirement adds additional time and complexity to the transfer of property and does not appear to add any additional benefit to the city or the property owner.

A review of a list of peer cities within the state of Washington shows that none of those jurisdictions have a similar requirement, and further conversation with planners at the subject cities confirmed that there are two categories of conditional use continuance through a transfer in ownership:

- (1) the ordinance explicitly allows the conditional use to “run with the land”, or;
- (2) the code does not specifically address such transfers, therefore staff interpretation and practice is for the transfer of the approved CUP to continue without review.

Staff presented the revised text with changes to accomplish two goals:

- (1) streamline the ability of businesses and property owners to make ownership changes, while
- (2) continuing to maintain standards and conditions for existing properties and uses.

The change to specifically allow for a conditional use permit to transfer from owner to owner allows for a property with an existing CUP to be sold without significant time and monetary expense for the two parties, as long as the new owner intends to utilize the property in the same fashion as the original conditional use permit stipulates. This brings the OHMC into line with the peer cities compared, and in staff opinion, the explicit statement of this process is preferable to having ownership transfer not be addressed, rather implied or interpreted.

A second proposed change essentially ties the conditional use process to that of a non-conforming use – having a sunset date for an inactive conditional use. In other words, if a conditional use permit was approved for a drive-up window at a location but is dormant or the business closes for more than a one-year period, then a new conditional use permit would be required to operate a business with a drive-up at that location.

Senior Planner Lindenburg reviewed the proposed changes, which would strike items number 1, and add a new section, number four, for conditional uses if the conditional use permit is for a non-conforming use. He noted the Planning Commission had examined the changes and recommended adoption.

Mayor Wright opened the Public Hearing. He confirmed no public comments had been received and requested any additional public comments from those gathered. Hearing no comments, the public hearing was closed.

There were no questions or comments from the Council.

**Motion:** Councilmember Woessner moved to adopt Ordinance No. 1991, amending the Oak Harbor Municipal Code relating to Conditional Use Permits as part of Municipal Code 19.67. Mayor Pro Tem Hizon seconded the motion, which carried unanimously.

- b. Ordinance No. 1992: Oak Harbor Municipal Code Subdivision Requirements – Oak Harbor Municipal Code 21.30.020, 21.40.020, and 21.40.060

Development Services Director David Kuhl presented the item. He explained there are three areas of Title 21 in the Oak Harbor Municipal Code (OHMC) proposed for amendment. One area relates to allowing a deposit for engineering services to be created. The second area will allow an extension of time to process a final subdivision. The third area will allow the submittal of a digital record that can be used for final processing of a subdivision.

**Engineering Deposit (Section 21.30.020)** This code change would require payment of a deposit for engineering plan review services as part of the submittal of a final subdivision. The time of submittal will be determined by the City Engineer. The deposit amount will be established in the fee schedule and will be applied to the total plan review fee that is owed. This deposit will cover actual expenses that the Department of Public Works has for reviewing engineered plans and will allow the city to use a third-party reviewer to conduct plan reviews.

**Permit Expiration (21.40.020) (g)** The second proposed code change involves an extension of a final subdivision. Currently, the OHMC allows five years from the approval of the preliminary subdivision to the completion of the final subdivision. The code also allows a one-year extension. This code change would allow a two-year extension rather than one year.

**Digital Filing (21.40.060) and (21.30.020) (3) (e)** The third proposed code change would allow a subdivider to file the final subdivision with the county auditor in a digital format. Currently, the code requires applicants to submit a mylar copy. Mylars are not a format that we need anymore, and applicants, citizens and staff would all benefit from using current technology. There are two code provisions listed above that will accomplish this.

Mayor Wright opened the public hearing and confirmed no public comments had been received. He requested any additional public comments from those gathered. Hearing no comments, Mayor Wright closed the public hearing and called upon the Council for their questions and comments.

Councilmembers Stucky, Wiegenstein, and Mayor Pro Tem Hizon provided their respective questions and comments.

**Motion:** Mayor Pro Tem Hizon moved to adopt Ordinance No. 1992, amending the Oak Harbor Municipal Code relating to Subdivisions, seconded by Councilmember Wiegenstein. The vote on the motion carried unanimously.

## 7. ORDINANCES & RESOLUTIONS

### a. Resolution 24-04: Washington State Archives Technology Grant Application

Grants Administrator Horn was joined by Public Records Officer Alanna Lake in reviewing the application. The City received a grant in 2022 from the Washington State Archives titled "Organizing the Records Room." The grant provided funding for additional staff time, training, and equipment in order to begin updating our records management process. In 2023, the City applied for the Washington State Archives grant for technology to further the City's records management efforts. Archives received many requests and while the City's application was strong (according to reviewers), there were other Cities which were determined to have a greater need last year. The City was encouraged by WA Archives staff to apply again this year.

Public Records Officer Lake reported on the City's Records Information Management (RIM) Committee which she heads. Each department has assigned two members who attend and are provided records retention training in weekly meetings. First to be addressed by new software is a backlog of older records. These will be scanned and placed in databases to decrease the amount of physical records on site and create office space. The Technology Tools grant is meant to assist local governments in moving public records to electronic formats and storing them in secure, searchable databases. Staff is requesting Council approval to apply for this \$30,000 grant to purchase Laserfiche cloud-based software and storage. Laserfiche is used by a number of other Washington cities and counties and has been vetted by the Records Management and Information Technology staff. It is also compatible with the City's other web-based platforms.

\$30,000 is not budgeted in the 2024 fiscal year. The staff will request Council approval of a budget amendment if awarded the grant.

Councilmember Hoffmire provided his respective questions and comments.

**Motion:** Councilmember Wiegenstein moved to approve Resolution 24-04, authorizing the Mayor to approve an application for a technology tools grant to the Washington State Archives to purchase software to digitize and store public records. Councilmember Hoffmire seconded the motion, which carried unanimously.

## 8. CONTRACTS & AGREEMENTS

### a. Professional Services Agreement: Oak Harbor Main Street Association for Business and Occupation (B&O) Tax Credits

Grants Administrator Horn provided background history and summary for the item.

The City chose to participate in the Washington Main Street Tax Credit Program in order to provide funding for the Oak Harbor Main Street Association (OHMSA) on December 15, 2015 per Resolution 15-44. Following the resolution, upon appointment of a permanent Board of Directors and Executive Director, the City executed a professional services agreement.

Since 2015, the City has participated in the tax credit program and provided annual funding to OHMSA through a professional services agreement. In 2019, the City increased its contribution to a maximum of \$95,000. In 2021, the State of Washington increased the allowable amounts for contribution and tax credits from \$133,333.33 and \$100,000 respectively to \$213,333.33 and \$160,000 maximum tax credit. The Statewide cap on the tax credit also increased from \$2.5 million to \$5 million.

This year's agreement has no changes from prior agreements save dates and names. Similar to prior years, staff is recommending that the City pledge a maximum contribution of \$95,000 to OHMSA. The City will receive a maximum tax credit of \$71,250, resulting in a reduction in excise tax liability for the following year. The Agreement has been reviewed by the City's legal counsel.

Mayor Wright confirmed no comments had been received from the public.

Councilmember Wiegenstein provided his respective questions and comments.

**Motion:** Councilmember Marshall moved to approve that the City enter into a professional services agreement (PSA) with the Oak Harbor Mainstreet Association as part of the Washington State Main Street Tax Credit Incentive Program. Councilmember Wiegenstein seconded the motion, which passed unanimously.

b. Labor Agreement: Oak Harbor Police Association Commissioned Unit

Human Resources Director House presented the item. She reviewed the summary and collective bargaining agreement for both the Commissioned Unit and the Non-Commissioned Unit.

On May 3, 2023, the City of Oak Harbor Mayor's Administration and the Oak Harbor Police Association Commissioned Unit began the collective bargaining process.

On January 9, 2024, the City of Oak Harbor Mayor's Administration and the Oak Harbor Police Association Commissioned Unit tentatively agreed to a three (3) year collective bargaining agreement.

On January 24, 2024, the Oak Harbor Police Association voted and accepted the tentative agreement. This agreement covers the years of 2024 through 2026 forward to December 31, 2026. This agreement is considered tentative until approved by City Council.

The market and cost of living adjustments for the years of the agreement are as follows:

2024 = 3% cost of living adjustment + 2% market adjustment

2025 = 2% cost of living adjustment + 2% market adjustment

2026 = 2% cost of living adjustment + 1% market adjustment

Those significant contract items negotiated for the Commissioned Unit are as follows:

Agreed to update Officer in Charge (OIC) from \$40.00 to \$50.00 (Section 11.2)

Agreed to update Field Training Officer (FTO) from 2% base pay to \$20.00 per shift (Section 11.4.1)

Agreed to update Special Weapons and Tactics (SWAT) updated from 3% base pay to \$300.00 per month (Section 11.4.2)

Agreed to update School Resource Office (SRO) from 3% base pay to \$300.00 per month (Section 11.4.3)

Agreed to update On-Call Status Detectives from 3% base pay to \$300.00 per month (Section 11.4.4)

Agreed to update Specialty pay compounding to combine up to two (2) to a maximum of \$450.00 per month (Section 11.4.5)

Agreed to add Longevity of five (5) years at two percent (2%) (Appendix B)

Mayor Wright confirmed no comments had been received from the public.

Councilmembers Stucky and Marshall provided their respective questions and comments.

**Motion:** Mayor Pro Tem Hizon moved to authorize the Mayor to sign the labor agreement by and between the City of Oak Harbor and the Oak Harbor Police Association Commissioned Unit. Councilmember Wiegenstein seconded the motion, The vote on the motion carried unanimously.

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c. Labor Agreement: Oak Harbor Police Association Non-Commissioned Unit

Human Resources Director House reviewed the three-year Collective Bargaining Agreement for years 2024 through December 31, 2026. The agreement is considered tentative until approved by City Council.

The market and cost of living adjustments for the years of the agreement are as follows:

2024 = 3% cost of living adjustment + 2% market adjustment

2025 = 2% cost of living adjustment + 2% market adjustment

2026 = 2% cost of living adjustment + 1% market adjustment

Director House also provided a listing of significant contract items negotiated as follows:

Agreed to update Field Training Officer (FTO) 3% base pay to \$20.00 per shift (Section 11.3.1)

Agreed to update Primary Evidence Custodian (PEC) 3% base pay to \$300.00 per month (Section 11.3.2)

Agreed to remove Point of Contact (POC) specialty pay to fill a Records Supervisor position (Section 11.3.3)

Agreed to remove Police Support Officer lead specialty pay to fill a Police Support Sergeant position (Section 11.3.4)

Agreed to add Longevity of five (5) years at two percent (2%) (Appendix B)

Director House also reviewed contract items changed or amended for clarification with little or no impact.

Mayor Wright confirmed no comments had been received from the public.

There were no additional questions and comments from the Council.

**Motion:** Mayor Pro Tem Hizon moved to authorize the Mayor to sign the labor agreement by and between the City of Oak Harbor and the Oak Harbor Police Association Non-Commissioned Unit. Councilmember Hoffmire seconded the motion, which passed unanimously.

## 9. OTHER ITEMS FOR CONSIDERATION

None

## 10. REPORTS & DISCUSSION ITEMS

None

**BREAK** - Mayor Wright announced at 7:21 p.m. that a five-minute break would be taken before the Council entered into Executive Session at 7:26 p.m.

## 11. EXECUTIVE SESSION

- a. Executive Session per RCW 42.30.110 (1) (i) To discuss with legal counsel litigation or potential litigation.

At 7:26 p.m. Mayor Wright announced the Council would now go into an executive session per RCW 42.30.110 (1) (i) to discuss with legal counsel, litigation of potential litigation. The anticipated duration was twenty minutes. Mayor Wright noted action might or might not be taken upon return to the open session. Executive sessions are not open to the public.

The Council entered into executive session at 7:26 p.m.

At 7:46 p.m. the Council announced they would continue the executive session for an additional ten minutes until 7:56 p.m.

At 7:56 p.m. the Council announced they would continue the executive session for an additional five minutes until 8:01 p.m.

At 8:01 p.m. the Council came out of executive session and resumed the open session of the meeting. Mayor Wright noted no action would be taken regarding the matter discussed.

### **Adjourn**

**Motion:** There being no further business, Mayor Wright called for a motion to adjourn. Councilmember Wiegenstein moved to adjourn, seconded by Mayor Pro Tem Hizon. The motion was approved by a unanimous vote, therefore the meeting adjourned at 8:01 p.m.

Certified by Julie Nester, City Clerk

Oak Harbor City Council  
Special Meeting Minutes – Mayor and Council Retreat  
February 12, 2024

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**This meeting took place at the Whidbey Campus of Skagit Valley College, Room A306, 1900 SE Pioneer Way, Oak Harbor, WA 98277.  
The meeting was recorded but not broadcast.**

**CALL TO ORDER**

Refreshments were available for participants beginning at 8:15 a.m.  
Mayor Wright called the special meeting to order at 8:30 a.m.

**ROLL CALL**

**City Council Present:**

Mayor Ronnie Wright  
Mayor Pro Tem Tara Hizon  
Councilmember Jim Woessner  
Councilmember Brian Stucky  
Councilmember Shane Hoffmire  
Councilmember Eric Marshall  
Councilmember Christopher Wiegenstein  
Councilmember Barbara Armes

**Staff Present:**

City Administrator Blaine Oborn  
Deputy City Admin. & Finance Director David Goldman  
Development Services Director David Kuhl  
Public Works Director Steve Schuller  
Parks and Recreation Director Brian Smith  
City Engineer Alex Warner  
Police Chief Tony Slowik  
Human Resources Director Emma House  
Grants Administrator Wendy Horn  
Executive Services Administrator Sabrina Combs  
Executive Assistant Macalle Finkle  
City Clerk Julie Nester

Also in attendance: City Attorney  
Hillary Evans of Kenyon Disend, PLLC

**CONTINENTAL REFRESHMENTS**

**WELCOME – MAYOR’S OPENING REMARKS**

Mayor Wright noted this was a special meeting for the purpose of holding the annual Mayor and Council Retreat. He thanked Council and staff for their attendance and taking this time to work together.

City Administrator Oborn introduced retreat facilitator: Finance Consultant Mike Bailey. Mr. Bailey has over 40 years of experience in local government finance and technology leadership. In addition to working with boards and councils, Mike served as a consultant and training instructor for the Municipal Resource Service Center (MRSC) and as finance director for several cities, including service as Interim Finance Director for the City of Oak Harbor prior to the hiring of Director Goldman.

Mr. Bailey thanked Mayor Wright and the City for inviting him to facilitate the retreat.

## **MUNICIPAL BUDGETING: AN ORIENTATION FOR ELECTED OFFICIALS AND OTHER LEADERS**

Mr. Baley reviewed terminology, funds, requirements for municipal budgets, key elements of budget best practices/budget policies, getting the most of the budget process, additional resources and policy guidance for upcoming budgeting. He noted that “we do what we fund”. The importance of financial policies, and the how, and with what and who to be considered in operations. Mr. Bailey also made note of the need to elaborate on the public’s role in the budget process, and to make certain the public is part of the conversation as the City is charged with collecting and spending the public’s money.

### **BREAK**

## **MUNICIPAL BUDGETING ORIENTATION, CONTINUED**

Mr. Bailey continued the orientation.

## **WORKING LUNCH – REPORT ON GRANTS**

Grants Administrator Horn provided the Mayor and Council with an update on grants received and applied for in the past year, as well as grants the City is working to apply for in the year ahead.

## **SOCIAL MEDIA, PUBLIC RECORDS, AND CODE OF CONDUCT**

City Attorney Evans reviewed the general roles of the Mayor and Council, and the running of meetings using Robert’s Rules of Order. Attorney Evans also reviewed the definition and management of public records.

## **CITY COUNCIL DO’S AND DON’T’S**

Rob Roscoe Deputy Director of Washington Cities Insurance Authority (WCIA) provided an overview of the insurance authority and the roles of the Council in avoiding liability.

## **SOCIAL MEDIA, PUBLIC RECORDS, AND CODE OF CONDUCT**

City Attorney Evans continued her review of the rules governing public records and social media best practices. She also led a discussion of a Mayor and Council Code of Ethics and Conduct.

### **BREAK**

## **THE CONCEPT OF BROAD POLICY GOALS**

Mr. Bailey reviewed the concept of broad policy goals, or specifically, the What, When, and How Much the goal entails.

## **THE ASSIGNMENT & GET TO WORK**

The Mayor, Council, and senior staff provided their listing of broad goals they would like to see the City pursue, with 15 broad goals identified:

Central Development Area / Central Business District  
A Civic Indoor/Outdoor Recreation Complex, including a pool  
Trail System / Alternative Transportation Plan  
Marina / Breakwater – Marina Redevelopment

Special Meeting – Mayor & Council Retreat Minutes February 12, 2024

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Expanding the Joint Planning Area – Expanding City Boundaries  
Housing  
Infrastructure (City Hall, Police Department, Facilities, Roads, Utilities)  
Quality of Life / Safety  
Traffic Safety in Neighborhoods  
Economic Growth  
Cost Recovery  
Representative Government  
Sustainability  
Increase Organizational Efficiency  
Affordability

#### **DEBRIEF AND FINALIZE POLICY GOALS**

The Mayor, Council and senior staff were then asked to determine their top four areas of priorities and goals from this list. Those items were:

Central Development Area / Central Business District  
Recreation Center / Pool / Civic  
Marina  
Infrastructure / Facilities  
Quality of Life / Safety  
Housing  
Affordability  
Representative Government

#### **CONCLUSION AND NEXT STEPS**

Staff will review the guidance provided and bring a more detailed summary of the items discussed to a future Council workshop for further discussion.

#### **ADJOURN**

Mayor Wright thanked the Council, staff and all participants for their attendance and adjourned the special meeting at 4:30 p.m.

Certified by Julie Nester, City Clerk

City of Oak Harbor  
City Council Agenda Bill

Bill No. 4.b.  
Date: February 20, 2024  
Subject: Approval of Payroll and  
Accounts Payable Vouchers

**FROM: Finance - Accounts Payable, and Human Resources - Payroll**

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

- Ronnie Wright Mayor
- Blaine Oborn, City Administrator
- David Goldman, Finance Director
- Hillary J. Evans, City Attorney, as to form

**RECOMMENDED ACTION**

Payroll

February 15, 2024

Semi

Direct Deposit: #67213-67371 \$403,367.81

Checks #1036274-103279 \$103,825.74

EFT #: 1699-1703 \$150,924.00

\$658,117.55

Accounts Payable

February 7, 2024

Checks No. 195542-195594 totaling \$300,079.28 (Voucher List 2a)

Voucher #109 totaling \$7,045.94 (Voucher List dor-dec)

Voucher #110 totaling \$1,376.00 (Voucher List 02 cpl)

Voucher #111 totaling \$24,192.85 (Voucher List - leasehold 4)

February 6, 2024

Voucher #108 totaling \$68,345.57 (Voucher List dor-dec)

February 2, 2024

Checks No. 195513-195541 totaling \$378,054.87 (Voucher List 13f)

**BACKGROUND / SUMMARY INFORMATION**

**LEGAL AUTHORITY**

**FISCAL IMPACT**

**PREVIOUS COUNCIL / BOARD / CITIZEN INPUT**

**ATTACHMENTS**

1. [Voucher List leasehold 4](#)
2. [Voucher List dor-dec](#)
3. [Voucher List dor-dec amended](#)
4. [Voucher List 13 f](#)
5. [Voucher List 2a](#)
6. [Voucher Last 02 cpl](#)

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
111	2/2/2024	0000960 REVENUE, WASHINGTON STATE DEPT OF	4Q 2023		4Q 2023 LEASEHOLD	24,192.85
<b>Total :</b>						<b>24,192.85</b>
1 Vouchers for bank code : bank						<b>Bank total : 24,192.85</b>
1 Vouchers in this report						<b>Total vouchers : 24,192.85</b>

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Voucher List  
City of Oak Harbor

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
108	1/26/2024	0000960 REVENUE, WASHINGTON STATE DEPT OF	12/31/2023		EXCISE TAX	68,345.57	
						<b>Total :</b>	<b>68,345.57</b>
1 Vouchers for bank code : bank						<b>Bank total :</b>	<b>68,345.57</b>
1 Vouchers in this report						<b>Total vouchers :</b>	<b>68,345.57</b>

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Voucher List  
City of Oak Harbor

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
109	1/29/2024	0000960 REVENUE, WASHINGTON STATE DEPT OF	12/31/2023-A		AMENDED EXCISE TAX	7,045.94

Total : 7,045.94

1 Vouchers for bank code : bank

Bank total : 7,045.94

1 Vouchers in this report

Total vouchers : 7,045.94

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Voucher List  
City of Oak Harbor

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
195513	2/2/2024	0005001 ARAMARK	6560303196		UNIFORM RENTAL	29.35
			6560303199		UNIFORM RENTAL	37.31
			6560303201		UNIFORM RENTAL	47.63
			6560303204		UNIFORM RENTAL	16.35
			6560303209		UNIFORM RENTAL	36.93
			6560303211		UNIFORM RENTAL	20.75
			6560303214		UNIFORM RENTAL	16.36
			6560303308		UNIFORM RENTAL	100.92
			6560306747		UNIFORM RENTAL	29.35
			6560306752		UNIFORM RENTAL	37.31
			6560306757		UNIFORM RENTAL	48.51
			6560306759		UNIFORM RENTAL	16.35
			6560306766		UNIFORM RENTAL	36.93
			6560306771		UNIFORM RENTAL	20.75
			6560306774		UNIFORM RENTAL	16.36
			6560306940		UNIFORM RENTAL	99.74
			6560310298		UNIFORM RENTAL	29.35
			6560310300		UNIFORM RENTAL	37.31
			6560310301		UNIFORM RENTAL	47.63
			6560310302		UNIFORM RENTAL	16.35
6560310303		UNIFORM RENTAL	40.46			
6560310304		UNIFORM RENTAL	20.75			
6560310305		UNIFORM RENTAL	16.94			
6560310327		UNIFORM RENTAL	101.51			
<b>Total :</b>						<b>921.20</b>
195514	2/2/2024	0004019 ASSOCIATED PETROLEUM PRODUCTS	22-574206AAAA		DIESEL & GAS	37,543.63
			22-574206C		DIESEL & GAS	-37,743.44
			22-580550AAAA		DIESEL & GAS	47,982.59
			22-580550C		DIESEL & GAS	-48,180.91
			22-581150AAAA		DIESEL & GAS	30,315.97
			22-581150C		DIESEL & GAS	-30,505.86
			22-604780AAAA		GAS	46,016.26
			22-604780C		DIESEL & GAS	-46,214.32
			22-606970AAAAA		DIESEL & GAS	36,788.81
			22-606970C		DIESEL & GAS	-36,987.06

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
195514	2/2/2024	0004019 ASSOCIATED PETROLEUM PRODUCTS	(Continued) 22-618391AAAA 22-618391C 22-623319AAAA		DIESEL & GAS DIESEL & GAS DIESEL & GAS	29,765.38 -29,964.06 35,423.21 <b>Total : 34,240.20</b>
195515	2/2/2024	0000150 CASCADE NATURAL GAS	08793000004 27891142880 80434000008 82193000005		NATURAL GAS - 860 SE BARRINGTON I NATURAL GAS - CWF NATURAL GAS - PUBLIC WORKS NATURAL GAS - 845 SE IRELAND ST	721.81 7,709.10 3,578.04 166.13 <b>Total : 12,175.08</b>
195516	2/2/2024	0000247 DIAMOND SITE SERVICES	1-617711-26		PORTABLES RENTAL - CONSTRUCTION	140.00 <b>Total : 140.00</b>
195517	2/2/2024	0000329 GALLS	026582652		1/2 NYLA TWIST LACQUERED STRIPING	123.17 <b>Total : 123.17</b>
195518	2/2/2024	0010981 GARLAND/DBS, INC.	42785245271		OAK HARBOR SR. CTR. ROOF REPLAC	41,547.76 <b>Total : 41,547.76</b>
195519	2/2/2024	0000345 GREATER OAK HBR CHAMBER OF COM	30512		CITY 2% MARKETING GRANT 2023 - SF	1,500.00 <b>Total : 1,500.00</b>
195520	2/2/2024	0000401 ISLAND COUNTY AUDITOR	B0038518		2023 VOTER REGISTER BILLING	34,219.55 <b>Total : 34,219.55</b>
195521	2/2/2024	0000410 ISLAND COUNTY SOLID WASTE	10511		SOLID WASTE/CONSTRUCTION DEMO	5,996.13 <b>Total : 5,996.13</b>
195522	2/2/2024	0000411 ISLAND COUNTY TREASURER	010324 4		4TH QTR FY23 MUNICIPAL CT EXPENS 2023 Q4 JOINT EXPENSES	68,961.24 5,555.00 <b>Total : 74,516.24</b>
195523	2/2/2024	0005445 ISLAND DEFENSE, PLLC	117		PUBLIC DEFENSE CONTRACT DEC 202	7,700.00 <b>Total : 7,700.00</b>
195524	2/2/2024	0000415 ISLAND DISPOSAL	7909022S144		DUMPSTER CHARGES - DECEMBER (F	21,015.69

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
195524	2/2/2024	0000415 0000415 ISLAND DISPOSAL	(Continued)			Total : 21,015.69
195525	2/2/2024	0010634 KENYON DISEND, PLLC	1094177 1094178 1094179 1094180		345.00000 - GENERAL CITY ATTY ADVIC 345.00100 - PUBLIC RECORDS REQUE: 345.1000 - LITIGATION 345.10100 - CODE ENFORCEMENT - GU	11,502.73 380.50 135.00 727.44 Total : 12,745.67
195526	2/2/2024	0011300 LEWIS-MCDONALD, HEIDI	121123		WA FOOD WORKER CARD	10.00 Total : 10.00
195527	2/2/2024	0008347 MCGEE, MARIA	01022024		DECEMBER YOGA CLASS	708.05 Total : 708.05
195528	2/2/2024	0005266 MOFFATT & NICHOL ENGINEERS	00785340		MARINA DREDGING 222237 - THRU DE	19,830.00 Total : 19,830.00
195529	2/2/2024	0003201 OAK HARBOR YOUTH SAILING	123123		TEAM SWEATSHIRTS/REGISTRATION/S	1,200.00 Total : 1,200.00
195530	2/2/2024	0000743 PUGET SOUND ENERGY	300000007421		ELECTRICITY/STREET LIGHTS	3,989.91 Total : 3,989.91
195531	2/2/2024	0009627 RINGCENTRAL, INC	CD_000722375		ORDERED ADDITIONAL LINES	19.72 Total : 19.72
195532	2/2/2024	0008395 SHELLEY, JR, TIM	20240109		ONSITE SERVICES - DECEMBER	688.96 Total : 688.96
195533	2/2/2024	0000822 SHRED-IT USA, INC	8005815661		SHREDDING SVCS - POLICE DEPT 100	146.58 Total : 146.58
195534	2/2/2024	0000876 SKAGIT VALLEY COLLEGE	MSC-0000023076 MSC-0000023077 MSC-0000024405		UTIL/MAINT/CUST - Q1 FY23~ UTIL/MAINT/CUST - Q2 FY23 UTIL/MAINT/CUST - Q3 FY23	22,064.36 19,341.17 20,698.35 Total : 62,103.88
195535	2/2/2024	0000843 SOLID WASTE SYSTEMS, INC	0165003-IN		BRACKET	425.75

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
195535	2/2/2024	0000843 0000843 SOLID WASTE SYSTEMS, INC	(Continued)			Total : 425.75
195536	2/2/2024	0000846 SOUND PUBLISHING, INC	WNT989289		CITY NOTICES - CUP HEARING	114.00
						Total : 114.00
195537	2/2/2024	0011298 TREBUCKET LEGAL CONSULTING	TLC-015 TLC-016 TLC-017 TLC-018 TLC-019 TLC-020 TLC-021		PROFESSIONAL HEARING EXAMINER: PROFESSIONAL HEARING EXAMINER · PROFESSIONAL HEARING EXAMINER ·	4,950.00 2,000.00 3,850.00 3,000.00 3,000.00 3,850.00 3,850.00
						Total : 24,500.00
195538	2/2/2024	0000357 VERIZON	9953741110		CURRENT WIRELESS CHARGES	8,072.79
						Total : 8,072.79
195539	2/2/2024	0003067 WAIF	1417 1421		NOVEMBER 2023 CITY CONTRACT - W, DECEMBER 2023 CITY CONTRACT - W,	4,166.67 4,166.67
						Total : 8,333.34
195540	2/2/2024	0000978 WALLACE, RICHARD	123123		LEOFF ONE MEDICARE CO-PAY	494.70
						Total : 494.70
195541	2/2/2024	0001005 WHIDBEYHEALTH MEDICAL CENTER	WAS30835		INMATE SERVICES - AMBULANCE	576.50
						Total : 576.50
29 Vouchers for bank code : bank						Bank total : 378,054.87
29 Vouchers in this report						Total vouchers : 378,054.87

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Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
195542	2/9/2024	0000005 A-1 TOWING	78173		TOWING SERVICES - P7	75.00
<b>Total :</b>						<b>75.00</b>
195543	2/9/2024	0000424 ALL BATTERY SALES AND SERVICE	50014282 50014283		MTP-65HD MTX-65	149.40 226.81
<b>Total :</b>						<b>376.21</b>
195544	2/9/2024	0010560 ALL PRO BUILDING MAINTENANCE	54520		JANITORIAL SERVICES	5,529.00
<b>Total :</b>						<b>5,529.00</b>
195545	2/9/2024	0005903 ALLDATA, LLC	INVC03695628		REPAIR & ACCESS YEARLY SUBSCRIP	1,635.00
<b>Total :</b>						<b>1,635.00</b>
195546	2/9/2024	0009090 AMAZON CAPITAL SERVICES, INC	13KV-DCXW-9X34 19VV-RFPD-9HKV 19VV-RFPD-9KW1 1C3C-TG3P-DGGY 1CCX-HF1F-9QGY 1CP3-7H69-P1V3 1KQX-JTLY-CFMD 1MK6-HTRP-MCVC 1XVH-44YC-9DQF		HI VIS REFLECTIVE JACKET 2XL CHARCUTERIE BOXES W/ CLEAR LIDS WIRELESS OVER EAR BLUETOOTH HE FABRIC BANDAGES (1" - 100 EA) 50' ROLL RUBBER LATEX SURGICAL TI ERGONOMIC OFFICE CHAIR DISPOSABLE COLD COMPRESS (125 II KEEN HIKING BOOTS MEN 10 - C SUBL MIGHTY MAX BATTERY 6V	339.00 177.34 108.98 33.62 48.24 130.79 563.80 147.10 21.57
<b>Total :</b>						<b>1,570.44</b>
195547	2/9/2024	0005001 ARAMARK	6560318147 6560318148 6560318149 6560318150 6560318151 6560318152 6560318153 6560318174 6560321088 6560321090 6560321096 6560321100		UNIFORM RENTAL UNIFORM RENTAL	29.35 37.31 47.63 16.35 40.77 16.36 20.75 99.74 29.35 34.68 47.63 16.35

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
195547	2/9/2024	0005001 ARAMARK	(Continued) 6560321106 6560321109 6560321112 6560321318		UNIFORM RENTAL UNIFORM RENTAL UNIFORM RENTAL UNIFORM RENTAL	40.77 16.36 20.75 99.74 <b>Total : 613.89</b>
195548	2/9/2024	0007839 ASHLEY'S DESIGN & LETTERMAN	102887		EMBROIDERED ITEM	17.44 <b>Total : 17.44</b>
195549	2/9/2024	0000055 ASSOCIATION OF WASHINGTON	121344 122094		2024 AWC CITY MEMBERSHIP 2024 AWC WORKER'S COMP RETRO M	20,006.00 19,050.87 <b>Total : 39,056.87</b>
195550	2/9/2024	0000668 AUTO VALUE	77-00160004 77-00160079 77-00160089 77-00160224 77-00160428 77-00160451 77-00160917		SERPENTINE (K080994HD) BREATHER ELEMENT (42469) ENGINE OIL FILTER RETURN - CR FOR ENGINE & FUEL FILTERS 12 & 18" GREASE GUN FLEX HOSE OIL PRESSURE SWITCH SOCKET DIESEL EXHAUST FLUID	53.49 19.62 -9.76 155.53 12.24 12.96 21.73 <b>Total : 265.81</b>
195551	2/9/2024	0004733 BARRON HEATING & AIR COND, INC	190553561		RTU GAS VALVE REPLACEMENT	1,157.01 <b>Total : 1,157.01</b>
195552	2/9/2024	0002943 BRAUNSTEIN, ANGELA	020524		TRAVEL ADVANCE: HEALTHY WORKSIT	115.00 <b>Total : 115.00</b>
195553	2/9/2024	0010703 COLD WATER DIVING	187		WATERLOO MARINA	479.60 <b>Total : 479.60</b>
195554	2/9/2024	0000220 CUMMINS SALES AND SERVICE	07-78367		SHOP SOFTWARE	839.30 <b>Total : 839.30</b>
195555	2/9/2024	0010638 CYEMPTIVE TECHNOLOGIES, INC	ATG-48671 ATG-48702 ATG-48794		MONTHLY BILLING FOR JANUARY MONTHLY BILLING FOR JANUARY - IT F MONTHLY BILLING FOR JANUARY - NIP	16,066.60 400.00 457.80

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
195555	2/9/2024	0010638 0010638 CYEMPTIVE TECHNOLOGIES, INC	(Continued)			Total : 16,924.40
195556	2/9/2024	0011122 DELAY, LAWRENCE CURT	01022024		INV FOR OCT 2023 THRU JAN 2024	1,860.00
						Total : 1,860.00
195557	2/9/2024	0000247 DIAMOND SITE SERVICES	1-635581-2		PORTABLE CONSTRUCTION RENTAL -	180.00
						Total : 180.00
195558	2/9/2024	0000967 ECOLOGY, WASHINGTON STATE DEPT OF	013024		VONHADEN WWT OP CERT APP	60.00
						Total : 60.00
195559	2/9/2024	0006984 ECOLUBE RECOVERY, LLC	3504011624		SPENT ANTIFREEZE/USED OIL FILTER:	145.00
						Total : 145.00
195560	2/9/2024	0000273 EDGE ANALYTICAL, INC	23-37511		HALO ACETIC ACIDS - ANALYSIS	346.00
						Total : 346.00
195561	2/9/2024	0008880 FIZZ EVENTS, LLC	202401 202403		WHIDBEY ISLAND MARATHON - 2024 R WHIDBEY ISLAND MARATHON - 2024 R	1,000.00 4,050.00
						Total : 5,050.00
195562	2/9/2024	0000345 GREATER OAK HBR CHAMBER OF COM	30509 30511 30513		VISITOR CTR OPS GRANT 2024 CITY 2% MARKETING GRANT VISITOR CENTER OPERATIONS GRAN	9,208.33 6,055.00 9,208.33
						Total : 24,471.66
195563	2/9/2024	0008578 HOSKENS, TERI	01302024		SITE MANAGING SERVICES - 01/27 RIV	90.00
						Total : 90.00
195564	2/9/2024	0007078 HUMPHREY SIGN CO.	24036		ALUMINUM SIGN - LAGOON & NO DOG	505.76
						Total : 505.76
195565	2/9/2024	0000415 ISLAND DISPOSAL	7945193S144		DUMPSTER CHARGES - JANUARY (RO	25,743.40
						Total : 25,743.40
195566	2/9/2024	0008346 JENSEN, CYNDY	01302024		CLASS INSTRUCTOR - JAN CLOGGING	63.75
						Total : 63.75

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
195567	2/9/2024	0009092 KELLEY CONNECT CO.	5343186		COPIER LEASE 020-0105359-001	876.18
					<b>Total :</b>	<b>876.18</b>
195568	2/9/2024	0010701 LEDGERWOOD, DANNIE	011224		WALMART REIMBURSEMENT: LIGHT BI	26.06
					<b>Total :</b>	<b>26.06</b>
195569	2/9/2024	0000979 LES SCHWAB	41400704745		RETREAD TIRE/DISMOUNT	1,086.20
					<b>Total :</b>	<b>1,086.20</b>
195570	2/9/2024	0006072 MASTER'S TOUCH, LLC	89406		MAILING SERVICES FOR DOOR HANGI	351.09
			89552		INSERT & MAIL - MAILING SVCS FOR L	392.84
			89553		INSERT & MAIL - MAILING SVCS FOR R	1,943.39
			P89406		FULL FARE FIRST CLASS REG/FLATS/F	259.56
			P89552		PRESORTED FIRST CLASS POSTAGE	513.11
			P89553		PRESORTED FIRST CLASS POSTAGE	3,138.39
					<b>Total :</b>	<b>6,598.38</b>
195571	2/9/2024	0003610 MEYER SIGN COMPANY, INC	9764		SERVICED READER BOARD SIGN: 1 M/	253.43
					<b>Total :</b>	<b>253.43</b>
195572	2/9/2024	0000608 NC MACHINERY COMPANY	S3695101		EQUIPMENT SALE - CATERPILLAR/SKII	122,393.92
					<b>Total :</b>	<b>122,393.92</b>
195573	2/9/2024	0000600 NORTHWEST CLEAN AIR AGENCY	14664		LOCAL ASSESSMENT - PER CAPITA FE	12,380.00
					<b>Total :</b>	<b>12,380.00</b>
195574	2/9/2024	0000672 OAK HARBOR ACE	359336		CLEANR DRNMX GEL 32 OZ	16.55
			359504		CLAMP HOSES	9.78
			359543		BATTERIES ALKALINE C 8PK	21.79
			359550		CLEANR DRNMX GEL 32 OZ	16.55
			359551		HEAT CABLE F/PIPE 18 & 24FT	92.63
			359608		NUTS & BOLTS	6.80
			359610		CORD EXT 25FT BLK	17.43
			359612		TAP CUBE GRND POLZ BR15A	10.89
			359629		ELBOW INSERT POLY 1"/SUPPLY HOSE	15.22
			359636		ALUMINUM TUBE/NUTS & BOLTS	30.07
			359655		RESIN ENVIROTEX 32 OZ	39.23

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
195574	2/9/2024	0000672 0000672 OAK HARBOR ACE			(Continued)	Total : 276.94
195575	2/9/2024	0009199 OAK HARBOR GARRY OAK SOCIETY	010124		GARRY-OAK RELATED BROCHURES	2,436.00
					Total :	2,436.00
195576	2/9/2024	0001218 PBY MEMORIAL FOUNDATION	22		PBY MEMORIAL FOUNDATION DBA PB'	2,380.00
					Total :	2,380.00
195577	2/9/2024	0006455 SCHNEIDER, BRIAN	010624		WHISTLE WORKWEAR - TOE BOOT	197.81
					Total :	197.81
195578	2/9/2024	0005967 SEATTLE AUTOMOTIVE DIST	S6-8694269		SENSOR ASM-ENG OIL PRESS	62.51
					Total :	62.51
195579	2/9/2024	0008395 SHELLEY, JR, TIM	20240109		ONSITE SERVICES - JANUARY	1,334.86
					Total :	1,334.86
195580	2/9/2024	0000846 SOUND PUBLISHING, INC	WNT989288 WNT989746		CITY NOTICES - PLANCOM HEARINGS	73.50
					CITY NOTICES - CAMAS FLATS	150.00
					Total :	223.50
195581	2/9/2024	0003883 STAPLES BUSINESS ADVANTAGE	3556972725 3556972727 3556972730		WASTECAN 7 GAL	74.61
					AAG PROF APMT BLK 9X11	22.24
					JACKET LTR 2IN EXP MANILA 50 PK	30.75
					Total :	127.60
195582	2/9/2024	0000856 STATE AUDITOR'S OFFICE	L158988		COUNCIL OF GVTS ASSESSMENT AUD	21.35
					Total :	21.35
195583	2/9/2024	0000874 SURETY PEST CONTROL	245181510 245181512		PEST EXTERMINATION - MONTHLY PC	47.95
					PEST EXTERMINATION - MONTHLY PC	52.31
					Total :	100.26
195584	2/9/2024	0009169 THOMAS, GERI	01302024		01/10 & 01/30/2024 - SITE MANAGING S	100.00
					Total :	100.00
195585	2/9/2024	0008089 TYLER BUSINESS FORMS	91039		BLANK BACKER SHEETS (NEC5108/ 51	164.95

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
195585	2/9/2024	0008089 0008089 TYLER BUSINESS FORMS	(Continued)			Total : 164.95
195586	2/9/2024	0000922 UNUM LIFE INSURANCE COMPANY	0220603-0256 0220603-0256		LONG TERM CARE - JANUARY LONG TERM CARE - FEB	493.98 493.98 Total : 987.96
195587	2/9/2024	0007173 VONHADEN, BRADLEY	011224		EXPENSE VOUCHER: PSI TEST WWTP	104.00 Total : 104.00
195588	2/9/2024	0009168 WALLIN, DEBBIE	WINTER2024		CLASS INSTRUCTOR - WINTER HISTOF	500.00 Total : 500.00
195589	2/9/2024	0010743 WES SPUR TREE EQUIPMENT, INC	IN-2706618		FINANCE CHARGE - OVERDUE BAL	24.80 Total : 24.80
195590	2/9/2024	0001039 WESTERN TRUCK CENTER	026P52607 026P52673 026P52675 026P52698 026P52735		SENSOR-PRESSURE REGULATOR - WINDOW ELEC CAB TURBOCHARGER KIT SEALO RING SEALO RING	168.62 612.34 7,679.30 13.38 22.36 Total : 8,496.00
195591	2/9/2024	0001000 WHIDBEY AUTO PARTS, INC.	1557-537514		Z HOSE END FITTING	89.36 Total : 89.36
195592	2/9/2024	0011278 WIGGINS NURSERY COMPANY	FC 424		FINANCE CHARGES - OVER DUE BAL (	116.42 Total : 116.42
195593	2/9/2024	0010723 ZACHOR, STOCK & KREPPS INC	24-OAK-0001		LEGAL SERVICES - PROSECTON	11,356.80 Total : 11,356.80
195594	2/9/2024	0000355 ZIPLY FIBER	360-279-9874 360-679-1651		CURRENT PHONE CHARGES CURRENT PHONE CHARGES	119.58 73.87 Total : 193.45
53 Vouchers for bank code : bank						Bank total : 300,079.28
53 Vouchers in this report						Total vouchers : 300,079.28

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02/09/2024 4:25:19PM

Voucher List  
City of Oak Harbor

Bank code : bank

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<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>PO #</u>	<u>Description/Account</u>	<u>Amount</u>
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Voucher List  
City of Oak Harbor

Bank code : bank

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
110	2/6/2024	0000950 LICENSING, WASHINGTON STATE DEPT OF	2/6/24		CONCEALED PISTOL LICENSE	1,376.00

Total : 1,376.00

1 Vouchers for bank code : bank

Bank total : 1,376.00

1 Vouchers in this report

Total vouchers : 1,376.00

City of Oak Harbor  
City Council Agenda Bill

Bill No. 4.c.  
Date: February 20, 2024  
Subject: Purchase Authorization-  
Playground Wood Chips 2024

**FROM:** **Brian Smith, Parks & Recreation Director, and Sandra Place, Central Services Manager**

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

- Ronnie Wright, Mayor
- Blaine Oborn, City Administrator
- David Goldman, Finance Director Hillary
- J. Evans, City Attorney, as to form

**RECOMMENDED ACTION**

A motion to award the bid to Denbow Environmental Solutions for \$92,555.17.

**BACKGROUND / SUMMARY INFORMATION**

As part of the City’s playground safety checks, Parks Operations staff measures the amount of fall safety surfaces around playground equipment. Certified engineered wood fiber playground chips are one of the approved fill materials critical to providing safe parks by creating a cushion for falls.

Currently, five city parks have lower than the required 12 inches of wood chips. Staff solicited bids for the supply, delivery, and blow-in installation of certified wood chips to bring these parks back up to compliance of required safety standards.

Staff opened bids for the five city parks listed below:

1. Fort Nugent Park
2. Windjammer Park
3. Ruth Cohen Park
4. Woodbury Park
5. Redwing Park

Staff began soliciting formal bids for this project on December 27, 2023, utilizing the Whidbey News-Times, Seattle Daily Journal of Commerce, and the city’s website.

Staff received four (4) bids by the January 10, 2024, deadline. The bid amounts are provided below:

<b>Vendor</b>	<b>Bid Amount</b>
Denbow	\$92,555.17
Northwest Playground Equipment	\$98,132.70
Northhill Resources	\$118,169.63
Great Western Recreation	\$124,246.38

Staff has reviewed the bids and determined that Denbow Environmental Solutions is the lowest, most responsible bidder.

## **LEGAL AUTHORITY**

### **FISCAL IMPACT**

#### *Funding:*

This project is not currently budgeted. The funding for this project will come from REET 2 revenues, which can be used for planning, construction, reconstructing, repair, rehabilitation, or improvement of parks. If approved, this will be included in a future budget amendment that will be brought to the City Council for approval.

**PREVIOUS COUNCIL / BOARD / CITIZEN INPUT**

**ATTACHMENTS**

1. [Denbow Environmental Solutions Bid](#)
2. [List of Parks](#)
3. [PowerPoint Presentation](#)

BID PROPOSAL

SUPPLY, DELIVERY, AND INSTALLATION OF PLAYGROUND WOOD CHIPS

TO: Oak Harbor City Council  
Oak Harbor, Washington

Ladies and Gentlemen:

The undersigned hereby certifies that he has read the "Call for Bids", "Instructions to Bidders", and the "Specifications" pertaining to this bid proposal and that he thoroughly understands and agrees to furnish the equipment and/or services in the time and at the prices set forth below:

BID PRICE SHEET

Fort Nugent Park	\$ <u>36,252.30</u> + 7% fuel
Windjammer Park	\$ <u>20,880.30</u> + 7% fuel
Ruth Cohen Park	\$ <u>8,454.60</u> + 7% fuel
Woodbury Park	\$ <u>7,493.85</u> + 7% fuel
Redwing Park	\$ <u>6,276.90</u> + 7% fuel
Sales Tax (9%)	\$ _____
<b>Grand Total</b>	\$ <u>84,913.00</u> including fuel <b>\$92,555.17 with tax</b>

Per cubic yard installed regardless of annual quantity for additional parks. \$ 64.05 + 7% fuel per cubic yard.

The bid shall be quoted F.O.B. Oak Harbor, Washington.

Descriptive literature and factory guarantee, or warranty of item bid shall be attached to the bid and become a part of any contract entered.

Warranty Ipema Certification attached

Deviations to Specifications noted separately. Yes \_\_\_ No

**" SUPPLY, DELIVERY, AND INSTALLATION OF PLAYGROUND WOOD CHIPS"**

Bid Due Date: 2:00 p.m. Wednesday, January 10, 2024

Bidder Denbow Transport Ltd.  
By Blair Jordan  
Please Print  
Signature   
Address 408~~34~~ Yale Rd W.  
Chilliwack, BC Canada V2R 4S2.  
Phone 604-490-1013  
E-mail address blair@denbow.com

BID BOND FORM

Herewith find deposit in the form of certified check, cashier's check, cash or bid bond in the amount of \$ 4245.00 which amount is not less than five percent (5%) of the total bid.

[Signature]  
Signature

KNOW ALL MEN BY THESE PRESENTS:

That we, Denbow Transport as Principal, and Michell McEachern as Surety, are held and firmly bound unto the City of Oak Harbor, as Oblige in the penal sum of dollars, for the payment of which the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, by these presents.

The condition of this obligation is such that if the Oblige shall make any award to the Principal for

\_\_\_\_\_ according to the terms of the proposal or bid made by the Principal therefore, and the Principal shall duly make and enter into a contract with the Oblige in accordance with the terms of said proposal or bid and award and shall give bond for the faithful performance thereof, with Surety or Sureties approved by the obligee; or if the Principal shall, in case of failure so to do, pay and forfeit to the Oblige the penal sum amount of the deposit specified in the call for bids, then this obligation shall be null and void; otherwise it shall be and remain in full force and effect and the Surety shall forthwith pay and forfeit to the Oblige, as penalty and liquidated damages, the amount of this bond.

SIGNED, SEALED AND DATED 5<sup>th</sup> DAY OF January, 2024.

[Signature]  
Principal

[Signature]  
Surety

Received return of deposit in the sum of \$ \_\_\_\_\_

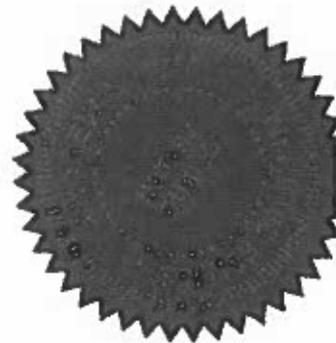
[Signature]

ANDREW K. KIM  
LAWYER

9269 Main Street, P.O. Box 890  
Chillicothe, SC V2P 6K2

Tel: (604) 792-1378 Fax: (604) 792-8711

Notarized  
as to identification



No Advice Sought or Given

**Quote #** 28406  
**Quotation date** Aug 24, 2023  
**Expiry date** Oct 23, 2023  
**Contact** Blair Jordan

**Billing Address**

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

**Delivery Address**

Fort Nugent Park  
 2075 SW Fort Nugent Ave  
 Oak Harbor, WA  
**Contact**  
 Tally Hucke

**Description**

**Description:** Supply & install 566yd3 of Ipama Certified PlayChips into play ground onsite  
 - Requested depth of 12" after compaction over measured area of 11,752ft<sup>2</sup>

**Scope of Work:**

- Blower truck installation and clean up with a professional crew member
- 310 feet maximum hose distance
- Delivery of material to works yard (1400 NE 16th Ave)

**Client Responsibilities:**

- Provide good site pictures to the Denbow representative beforehand
- Obtain necessary permits and traffic control/sidewalk closures if needed
- Provide 1 staff member to assist the Denbow Driver/Installer as we can not send 2 people to the USA
- Reload Blower Truck from works yard (1400 NE 16th Ave)
- Arrange for the removal of vehicles or debris from the blower truck parking area(s)

**Terms & Conditions:**

- Quoted price is based on information provided by phone or email by customer
- Additional fees may be added if the site dynamics change or any delays occur onsite that are outside of Denbow's control.
- \* A Temporary 7% Fuel Surcharge (will be added to final invoice)

**Order Confirmation:**

Let Denbow know approved, then a DocuSign email will be sent for signing.

<b>Sub Total</b>	<b>\$ 36,252.30</b>
<b>Fuel Surcharge</b>	<b>\$ 2,537.66</b>
<b>#101340529 GST</b>	<b>\$ 0.00</b>
<b>Total \$ (USD)</b>	<b>\$ 38,789.96</b>

<p><b>Authorization:</b>          I am authorized to contract Denbow to install these products/services at this location. The above prices, terms &amp; conditions are agreed to and accepted:</p>
<b>Name:</b>
<b>Title:</b>
<b>Date:</b>
<b>Signature:</b>

**Quote #** 28409  
**Quotation date** Aug 24, 2023  
**Expiry date** Oct 23, 2023  
**Contact** Blair Jordan

**Billing Address**

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

**Delivery Address**

Windjammer Park  
 1600 SW Beeksma Dr  
 Oak Harbor, WA  
**Contact**  
 Tally Hucke

**Description**

**Description:** Supply & install 326yd3 of Ipema Certified PlayChips into play ground onsite  
 - Requested depth of 12" after compaction over measured area of 6,788ft2

**Scope of Work:**

- Blower truck installation and clean up with a professional crew member
- 100 feet maximum hose distance
- Delivery of Material to Oak Harbor Works Yard (1400 NE 16th Ave)

**Client Responsibilities:**

- Provide good site pictures to the Denbow representative beforehand
- Obtain necessary permits and traffic control/sidewalk closures if needed
- Provide 1 staff member to assist the Denbow Driver/Installer as we can not send 2 people to the USA
- Reload Blower Truck out of Works Yard (1400 NE 16th Ave)
- Arrange for the removal of vehicles or debris from the blower truck parking area(s)

**Terms & Conditions:**

- Quoted price is based on information provided by phone or email by customer
- Additional fees may be added if the site dynamics change or any delays occur onsite that are outside of Denbow's control.
- \* A Temporary 7% Fuel Surcharge (will be added to final invoice)

**Order Confirmation:**

Let Denbow know approved, then a DocuSign email will be sent for signing.

<b>Sub Total</b>	<b>\$ 20,880.30</b>
<b>Fuel Surcharge</b>	<b>\$ 1,461.62</b>
<b>#101340529 GST</b>	<b>\$ 0.00</b>
<b>Total \$ (USD)</b>	<b>\$ 22,341.92</b>

**Authorization:**

I am authorized to contract Denbow to install these products/services at this location. The above prices, terms & conditions are agreed to and accepted:

**Name:**

**Title:**

**Date:**

**Signature:**

1-888-933-6269 | fax 604-823-4013 | www.denbow.com  
 40874 Yale Road West, Chilliwack, BC V2R 4J2

Check us out on Facebook, Twitter and YouTube!

**Quote #** 28410  
**Quotation date** Aug 24, 2023  
**Expiry date** Oct 23, 2023  
**Contact** Blair Jordan

**Billing Address**

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

**Delivery Address**

Ruth Cohen Park  
 1678 SW 8th Ave  
  
 Oak Harbor, WA  
**Contact**  
 Tally Hucke

**Description**

**Description:** Supply & install 132yd3 of Ipema Certified PlayChips into play ground onsite  
 - Requested depth of 12" after compaction over measured area of 2,750ft2

**Scope of Work:**

- Blower truck installation and clean up with a professional crew member
- 100 feet maximum hose distance
- Delivery of Material to Oak Harbor Works Yard (1400 NE 16th Ave)

**Client Responsibilities:**

- Provide good site pictures to the Denbow representative beforehand
- Obtain necessary permits and traffic control/sidewalk closures if needed
- Provide 1 staff member to assist the Denbow Driver/Installer as we can not send 2 people to the USA
- Reload Blower Truck out of Works Yard (1400 NE 16th Ave)
- Arrange for the removal of vehicles or debris from the blower truck parking area(s)

**Terms & Conditions:**

- Quoted price is based on information provided by phone or email by customer
- Additional fees may be added if the site dynamics change or any delays occur onsite that are outside of Denbow's control.
- \* A Temporary 7% Fuel Surcharge (will be added to final invoice)

**Order Confirmation:**

Let Denbow know approved, then a DocuSign email will be sent for signing.

<b>Sub Total</b>	<b>\$ 8,454.60</b>
<b>Fuel Surcharge</b>	<b>\$ 591.82</b>
<b>#101340529 GST</b>	<b>\$ 0.00</b>
<b>Total \$ (USD)</b>	<b>\$ 9,046.42</b>

<p><b>Authorization:</b></p> <p>I am authorized to contract Denbow to install these products/services at this location. The above prices, terms &amp; conditions are agreed to and accepted:</p>
<p><b>Name:</b></p>
<p><b>Title:</b></p>
<p><b>Date:</b></p>
<p><b>Signature:</b></p>

1-888-833-8288 | fax 604-623-4013 | www.denbow.com  
 40874 Yale Road West Chilliwack, BC V2R 4J2  
 Check us out on Facebook, Twitter and YouTube!

# Quotation

**Quote #** 28408  
**Quotation date** Aug 24, 2023  
**Expiry date** Oct 23, 2023  
**Contact** Blair Jordan

**Billing Address**

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

**Delivery Address**

Woodbury Park  
 corner of NE 10th Avenue and NE Big Berry Loop  
  
 Oak Harbor, WA  
**Contact**  
 Taily Huckle

**Description**

**Description:** Supply & install 117yd3 of Ipema Certified PlayChips into play ground onsite  
 - Requested depth of 12" after compaction over measured area of 2,436ft2

**Scope of Work:**

- Blower truck installation and clean up with a professional crew member
- 100 feet maximum hose distance
- Delivery of Material to Oak Harbor Works Yard (1400 NE 16th Ave)

**Client Responsibilities:**

- Provide good site pictures to the Denbow representative beforehand
- Obtain necessary permits and traffic control/sidewalk closures if needed
- Provide 1 staff member to assist the Denbow Driver/installer as we can not send 2 people to the USA
- Reload Blower Truck out of Works Yard (1400 NE 16th Ave)
- Arrange for the removal of vehicles or debris from the blower truck parking area(s)

**Terms & Conditions:**

- Quoted price is based on information provided by phone or email by customer
- Additional fees may be added if the site dynamics change or any delays occur onsite that are outside of Denbow's control.
- \* A Temporary 7% Fuel Surcharge (will be added to final invoice)

**Order Confirmation:**

Let Denbow know approved, then a DocuSign email will be sent for signing.

<b>Sub Total</b>	<b>\$ 7,493.85</b>
<b>Fuel Surcharge</b>	<b>\$ 524.57</b>
<b>#101340528 GST</b>	<b>\$ 0.00</b>
<b>Total \$ (USD)</b>	<b>\$ 8,018.42</b>

<p><b>Authorization:</b></p> <p>I am authorized to contract Denbow to install these products/services at this location. The above prices, terms &amp; conditions are agreed to and accepted:</p> <p><b>Name:</b></p> <p><b>Title:</b></p> <p><b>Date:</b></p> <p><b>Signature:</b></p>
--

1-888-833-6289 | fax 604-823-4013 | www.denbow.com  
 40874 Yale Road West, Chilliwack, BC V2R 4J2

Check us out on Facebook, Twitter and YouTube!

**Quote #**

**28412**

**Quotation date**

Aug 24, 2023

**Expiry date**

Oct 23, 2023

**Contact**

Blair Jordan

**Billing Address**

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

**Delivery Address**

Redwing park  
 1137 Kathleen Dr  
  
 Oak Harbor, WA  
  
**Contact**  
 Tally Hucke

**Description**

**Description:** Supply & install 98yd3 of Ipema Certified PlayChips into play ground onsite  
 - Requested depth of 12" after compaction over measured area of 2,046ft<sup>2</sup>

**Scope of Work:**

- Blower truck installation and clean up with a professional crew member
- 100 feet maximum hose distance
- Delivery of Material to Oak Harbor Works Yard (1400 NE 16th Ave)

**Client Responsibilities:**

- Provide good site pictures to the Denbow representative beforehand
- Obtain necessary permits and traffic control/sidewalk closures if needed
- Provide 1 staff member to assist the Denbow Driver/Installer as we can not send 2 people to the USA
- Reload Blower Truck out of Works Yard (1400 NE 16th Ave)
- Arrange for the removal of vehicles or debris from the blower truck parking area(s)

**Terms & Conditions:**

- Quoted price is based on information provided by phone or email by customer
- Additional fees may be added if the site dynamics change or any delays occur onsite that are outside of Denbow's control.
- \* A Temporary 7% Fuel Surcharge (will be added to final invoice)

**Order Confirmation:**

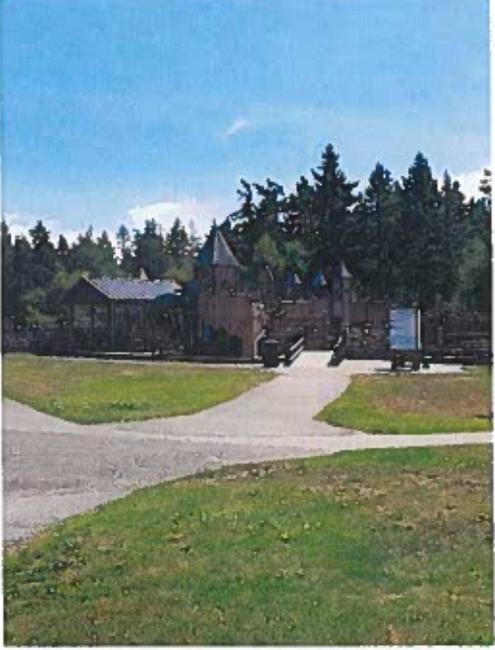
Let Denbow know approved, then a DocuSign email will be sent for signing.

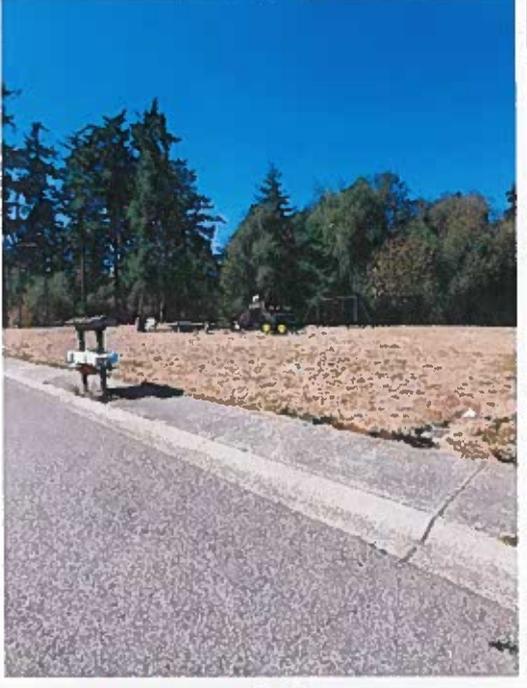
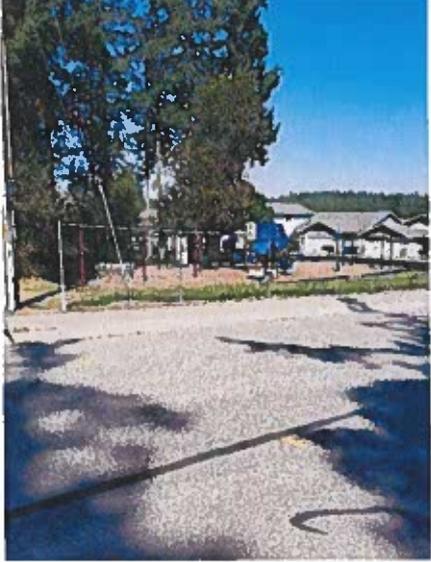
<b>Sub Total</b>	<b>\$ 6,276.90</b>
<b>Fuel Surcharge</b>	<b>\$ 439.38</b>
<b>#101340529 GST</b>	<b>\$ 0.00</b>
<b>Total \$ (USD)</b>	<b>\$ 6,716.28</b>

<b>Authorization:</b> I am authorized to contract Denbow to install these products/services at this location. The above prices, terms & conditions are agreed to and accepted:
<b>Name:</b>
<b>Title:</b>
<b>Date:</b>
<b>Signature:</b>

**PROJECT PARK SITES**

The work includes supplying, delivering, and installing playground wood chips at all park sites specified below.

LOCATION	ADDRESS	CUBIC YARDS	SITE PICTURE
Fort Nugent Park	2075 SW Fort Nugent Avenue	566	
Windjammer Park	1600 SW Beeksma Drive	326	

<p>Ruth Cohen Park</p>	<p>1678 SW 8<sup>th</sup> Avenue</p>	<p>132</p>	
<p>Woodbury Park</p>	<p>Corner of NE 10<sup>th</sup> Ave and NE Big Berry Loop</p>	<p>117</p>	

Redwing Park	1137 Kathleen Drive	98	
--------------	---------------------	----	--

**ESTIMATED TOTAL CUBIC YARDS = 1250 CUBIC YARDS**

**AREA OF FILL:**

- Fort Nugent Park      104'x113'x1'
- Windjammer Park      94'x72'x1'
- Ruth Cohen Park      50'x55'x1'
- Woodbury Park      58'x42'x1'
- Redwing Park      62'x33'x1'

**PURCHASE  
AUTHORIZATION  
PLAYGROUND WOOD CHIPS**



City Council

2/20/2024

# PLAYGROUND SAFETY



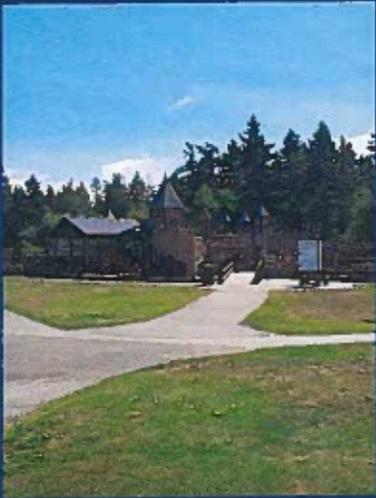
- Inspections are done once a year
- Items inspected
  - Surface material
  - Equipment
  - Signs
  - Fences

# ENGINEERED WOOD CHIPS

- Processed wood, ground to a fibrous consistency and randomly sized not typically over 2" in length
- Certified playground wood chips are critical to
  - Provide safe parks
  - Creates a cushion for falls



# FIVE PARKS



Fort Nugent Park



Windjammer Park



Ruth Cohen Park



Woodbury Park



Redwing Park



# PROCUREMENT PROCESS

- **Not Budgeted; Pricing is \$\$92,555.17**
- **Formal Bid Conducted**
  - Staff began soliciting formal bids for this project on December 27, 2023
  - Whidbey News-Times, Seattle Daily Journal of Commerce, and the city's website
- **Staff received four (4) bids by the January 10, 2024 deadline**
  - Denbow Environmental Solutions was the lowest bid

## FUNDING

- REET 2, or the “second quarter percent” – an additional 0.25% REET which may be imposed by any city, town, or county fully planning under the Growth Management Act, to be used primarily for capital projects and **limited maintenance**.



## MOTION

**A motion to award the bid to Denbow  
Environmental Solutions for  
\$92,555.17**

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

Bill No. 4.d.  
Date: February 20, 2024  
Subject: 2024 Street Overlay Project-  
Interagency Agreement with  
Island County

**FROM: Alex Warner, City Engineer**

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

- X **Ronnie Wright, Mayor**
- X **Blaine Oborn, City Administrator**
- X **David Goldman, Finance Director**
- X **Hillary J. Evans, City Attorney, as to form**

**RECOMMENDED ACTION**

*I move to authorize the Mayor to sign the Interagency Agreement with Island County to provide services for the 2024 Street Overlay Project for the City of Oak Harbor, in the not-to-exceed amount of \$285,000.*

**BACKGROUND / SUMMARY INFORMATION**

In September, staff was contacted by Island County that they would be advertising their paving project for county streets in the vicinity of the southwest part of the city. Staff determined that including city paving with a county paving project would make the cost of the city paving more cost effective. The city streets to be included are:

- SW Heller St (eastern half of the street in city limits) – from SW Barrington Dr to SW Swantown Ave
- SW Swantown Ave – from Liberty Ln to Fairway Ln

The attached reimbursable Interagency Agreement provides for contract bidding and construction management services for the 2024 Street Overlay project. The County will be the lead agency and will administer and manage the project.

Approximately one lane mile of city street is to be paved and the estimated cost of the city portion of the project is \$285,000.00 which also includes the County fees for project management and an indirect cost rate. The work is anticipated to occur this summer.

**LEGAL AUTHORITY**

RCW 39.34.010 – Declaration of purpose allows for agencies to enter into agreements that permit local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities.

The purpose of this Agreement is to allow each party to provide mutual assistance on projects and perform work and services for the other party (herein the "Project[s]"), pursuant to and subject to the terms of this Agreement. Such Project work and/or services shall be limited and infrequent in nature and may include, but is not necessarily limited to: engineering services and mapping; chip-sealing, paving of streets and contracting for these same services, and striping Neither party is obligated to pay, provide, or expend any funds, and/or provide and/or perform any other services or other duties, unless otherwise specified herein.

The attached Interlocal Agreement has been created to aid both parties and promote cooperation that is mutually beneficial. In addition, the Interlocal Agreement contains provisions to terminate the agreement and provides coverage in order to protect both the City of Oak Harbor and Island County.

#### **FISCAL IMPACT**

Funding Source:

Annual Street Improvements (Streets Fund 102 – Project Code str##02):

BARS# 102.00.595.31.6300. Budget \$500,000

#### **PREVIOUS COUNCIL / BOARD / CITIZEN INPUT**

#### **ATTACHMENTS**

1. [Presentation](#)
2. [Interagency Agreement](#)

# 2024 STREET OVERLAY PROJECT – INTERAGENCY AGREEMENT WITH ISLAND COUNTY

Public Works Department – Engineering Division



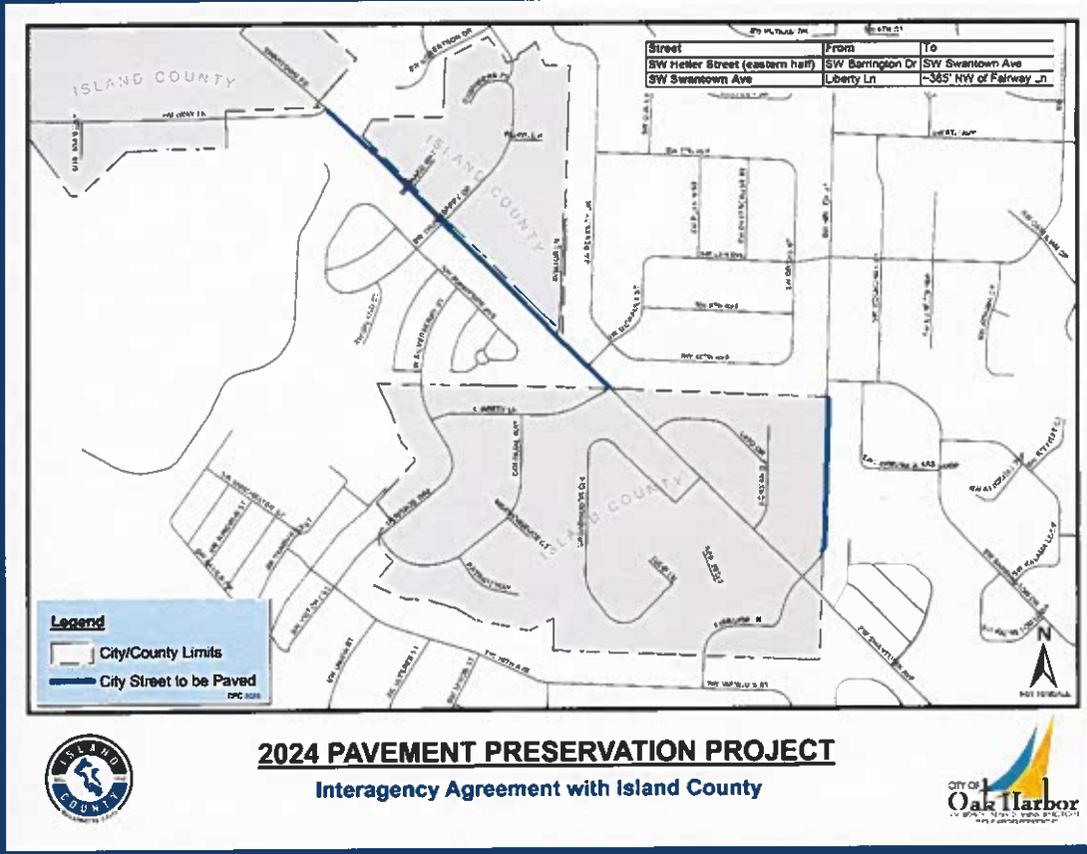
City Council Meeting

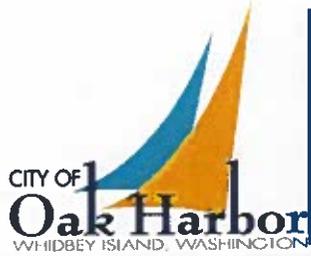
February 20, 2024



# 2024 HOT-MIX ASPHALT OVERLAY

- Interagency Agreement with Island County – Estimated Cost \$285K
- Managed by Island County
- 2-inch Grind & 2-inch Hot-Mix Asphalt (HMA) Overlay of approximately 1.0 lane mile of street
- Work occurs in Summer
- Notification to residents:
  - Mail
  - Social media
  - City website

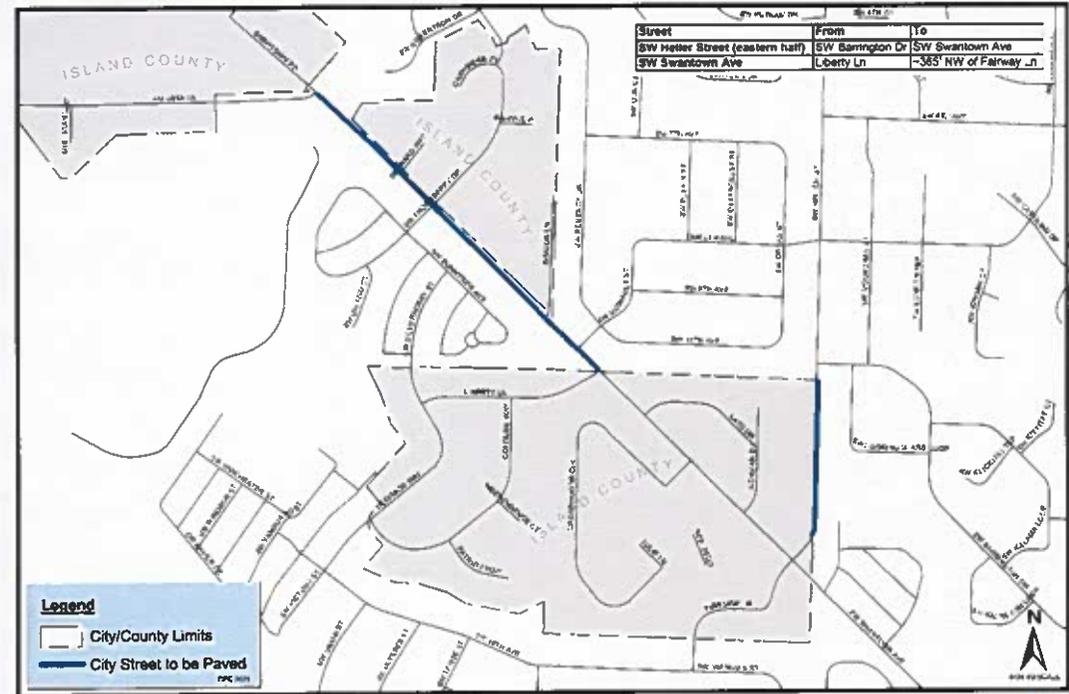




# 2024 HOT-MIX ASPHALT OVERLAY

## Recent Interagency Agreements with Island County for Paving Projects

- February 2020 – Interagency Agreement with Island County for 2020 Annual Paving Project
- February 2021 – Interagency Agreement with Island County for 2021 Annual Paving Project



**2024 PAVEMENT PRESERVATION PROJECT**  
Interagency Agreement with Island County





## RECOMMENDED ACTION

- *I move to authorize the Mayor to sign the Interagency Agreement with Island County to provide services for the 2024 Street Overlay Project for the City of Oak Harbor in an amount not-to-exceed \$285,000.*

**INTERAGENCY AGREEMENT**  
**Reimbursable**  
**Island County Public Works Department**

This Interagency Agreement, dated \_\_\_ day of \_\_\_\_\_, 2024, is between **ISLAND COUNTY**, hereinafter referred to as “**COUNTY**”, and **City of Oak Harbor**, hereinafter referred to as “**AGENCY**”.

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

**WHEREAS**, the **COUNTY** wishes to promote mutual cooperation among the various departments; and

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

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

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

1. The **AGENCY** shall:
  - a. request **COUNTY** assistance in writing through its designated official citing description of work/service requested.
  - b. reimburse the **COUNTY** for the cost of aiding, including indirect costs, with payment due within thirty (30) days of receipt of bill.
  - c. defend, hold harmless and indemnify the **COUNTY**, its agents and employees from any and all claims, suits or actions, including the cost of defense, arising from the willful or negligent acts or omissions of the **AGENCY'S** officers and employees while operating under this Agreement.
  
2. The **COUNTY** shall:
  - a. be the administrator of this Agreement through the County Engineer or his/her designee.
  - b. after receipt of a request for **COUNTY** assistance, advise the **AGENCY** if resources are available or not and the approximate time they would be provided or available for use.
  - c. submit an itemized invoice to the **AGENCY** upon completion of requested assistance.
  - d. retain control and direction of all **COUNTY** personnel and **COUNTY** equipment provided to the **AGENCY** for completion of requested assistance.

- e. defend, hold harmless and indemnify the **AGENCY**, its agents and employees from any and all claims, suits or actions, including the cost of defense, arising from the willful or negligent acts or omissions of the **COUNTY'S** officers and employees while operating under this Agreement.
3. The **AGENCY** certifies that sufficient budgeted funds are available to cover the cost of the requested work or services, and that payment to the **COUNTY** Road Fund will be made within thirty (30) days of receipt of bill. The **COUNTY** will finance and budget its responsibilities under this Agreement.
4. No real or personal property will be jointly acquired for use in fulfilling this Agreement. Any such property used in this Agreement is the property of the **COUNTY**.
5. Any amendments, modifications, or changes to this Agreement must be in writing and approved by the parties, hereto.
6. This Agreement shall take effect upon its execution by the **AGENCY** and the **COUNTY**. It shall continue in force and effect through completion of the requested services as outlined in Attachment A and reimbursement to Island County Public Works as outlined in Exhibit A.
7. Either party may terminate this Agreement early by providing a thirty (30) day written notice of the intent to terminate to the other party. The **AGENCY** shall pay the **COUNTY** for all requested work or services provided through the date of termination.

8. **Disputes.**

The parties shall attempt to resolve any controversies or disputes arising out of or relating to this Agreement through a good faith attempt at mediation. Each party will pay its own attorneys' fees and costs.

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

9. **Filing.**

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

10. Prior to its entry into force, this agreement shall be filed with the Island County Auditor.
11. Insurance. Each party shall maintain its own insurance and / or self-insurance for its obligations from damage to property and / or injuries to persons arising out of its activities associated with this Agreement as it deems reasonably appropriate and prudent. The maintenance of, or lack thereof of insurance and / or self – insurance shall not limit the liability of the indemnifying part to the indemnified party(s). Each Party shall provide the other with a certificate of insurance or letter of self – insurance upon request.
12. Nothing contained in this Agreement shall be construed as creating any type of manner of partnership, joint venture, or other joint enterprise between the parties.

**(REMAINDER OF PAGE INTENTIONALLY BLANK)**

**AGENCY:  
CITY OF OAK HARBOR**

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

\_\_\_\_\_  
Ronnie Wright, Mayor      Date

\_\_\_\_\_  
Jill Johnson, Chair      Date

Attest:

\_\_\_\_\_  
City Clerk

Approved as to Form:

Attest:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Jennifer Roll  
Clerk of the Board

**ATTACHMENT A**

The undersigned hereby requests that the following described work be performed by the awarded **CONTRACT COMPANY** in concurrent with the 2024 Whidbey Island Hot Mix Asphalt (HMA) Overlays. It is understood that this work will be done at the convenience of the Island County Public Works Department (Roads Division) and that the undersigned **AGENCY** will reimburse all costs, including indirect costs.

Invoicing for work performed will be based on actual labor/equipment/materials costs including indirect costs. Indirect costs shall not be applied to construction contract payments but will be applied to professional/general services.

**DESCRIPTION OF WORK/SERVICE REQUESTED: Hot Mix Asphalt overlays (HMA)** will be accomplished by planning in various City limit locations and Overlay by Contractor Forces:

- SW Heller St. (eastern half) From SW Barrington Dr to SW Swantown Ave
- SW Swantown Ave. City limit portions From Liberty Ln to Fairway Ln

The **AGENCY** will provide:

- public outreach
- towing vehicles as necessary
- locate and provide utility, or monument risers.

**Desired Completion Date:** November 1, 2024.

**Total Cost Not to Exceed:** \$ 285,000.

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

Agency: City of Oak Harbor

\_\_\_\_\_  
Alex Warner, P.E.  
City Engineer

Date: \_\_\_\_\_

Request Reviewed and Approved:

\_\_\_\_\_  
Ed Sewester, P.E.  
County Engineer

Date: \_\_\_\_\_

(Interagency Agreement Reimbursable)

**EXHIBIT A**

**2024 City of Oak Harbor Pavement Preservation**

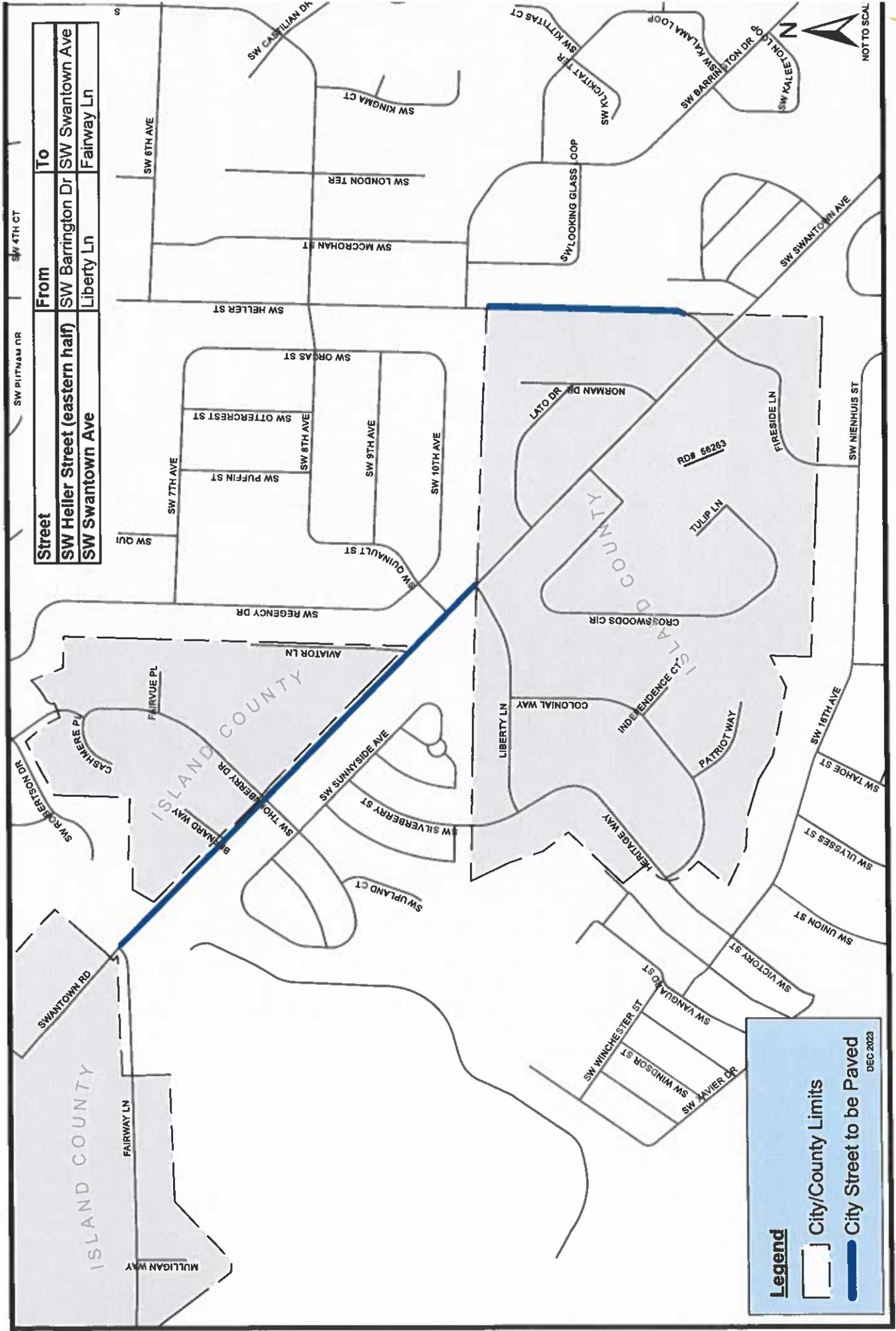
**CRP 24-01 J.L. 01117-1604, City of Oak Harbor.**

**HMA CL 1/2" PG58H-22** will be accomplished by planning various locations and placing .167' compacted depth of Hot Mix Asphalt PG 58H-22 1/2". Work will be contracted with 2024 Whidbey Island Hot Mix (HMA) Overlays.

**Locations:** SW Heller Street (eastern half) From SW Barrington Dr to SW Swantown Ave, SW Swantown Avenue City limit portions From Liberty Ln to Fairway Ln.

**ENGINEER'S ESTIMATE**

Item No.	Description	UOM	Est. Qty
1	MOBILIZATION	L.S.	1
2	PLANING BITUMINOUS PAVEMENT	S.Y.	1,350
3	HMA CL. 1/2 IN. PG64-22 SW SWANTOWN AVE	TON	1,007
4	HMA CL. 3/8 IN. PG64-22 SW HELLER ST	TON	125
5	ASPHALT COST PRICE ADJUSTMENT	CALC	1
6	TRAFFIC CONTROL SUPERVISOR	L.S.	1
7	FLAGGERS	HR	110
8	CONSTRUCTION SIGNS CLASS A	S.F.	128
9	PROJECT TEMPORARY TRAFFIC CONTROL	L.S.	1
10	MINOR CHANGE	CALC	5,000
11	SPCC PLAN	L.S.	1
12	MATERIALS TESTING	EST.	6,500
13	PROJECT MANAGEMENT / PLANNING/ EMPLOYEES	HRS	80
14	INDIRECT COST RATE %	HRS	988



Street	From	To
SW Heller Street (eastern half)	SW Barrington Dr	SW Swantown Ave
SW Swantown Ave	Liberty Ln	Fairway Ln

# 2024 PAVEMENT PRESERVATION PROJECT

## Interagency Agreement Island County and City of Oak Harbor



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

Bill No. 6.a.  
 Date: February 20, 2024  
 Subject: Ordinance No. 1994: 2023  
 Comprehensive Plan  
 Amendments

**FROM: Cac Kamak, AICP, Principal Planner, Development Services**

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

- X Ronnie Wright, Mayor
- X Blaine Oborn, City Administrator
- X David Goldman, Finance Director
- X Hillary J. Evans, City Attorney, as to form

**RECOMMENDED ACTION**

Open public hearing and continue to April 16, 2024 Meeting[1]

[1] The City Council is requested to delay action on this item since this item has been sent to the Department of Commerce for its 60-day notification process in accordance with RCW 36.70A.106

**BACKGROUND / SUMMARY INFORMATION**

This agenda bill presents the 2024 – 2029 Capital Improvements Plan, which is moving forward as the only amendment to the Comprehensive Plan this year. All other items will remain on the docket and will continue into 2024 and will likely be considered in June 2025 as part of the State mandated Major Update.

**Background**

The City Council approved the docket for the 2023 Comprehensive Plan Amendment on March 7, 2023. The approved 2023 docket is provided below.

**2023 Comprehensive Plan Amendments Docket**

<b>Proposed Amendment</b>	<b>Type of Amendment</b>	<b>Priority as per OHMC 18.15.050</b>
Housing Action Plan (Housing Element)	Discretionary update	Priority C
Land Use Changes PIP, PBP to I	Discretionary update	Priority C
JPA/UGA	Discretionary update	Priority C
Capital Improvements Plan	Mandated	Priority A
Active Transportation Plan (Transportation Element)	Discretionary	Priority C

Alternate Street Connection Plan	Discretionary	Priority C
Downtown /Marina Plan	Discretionary	Priority C

**Status**

- Housing Action Plan – currently under implementation
- Land Use Changes PIP, PBP to I – comprehensive plan amendment is complete. The zoning change is being considered in February for action
- JPA/UGA – will be rolled into the 2025 updates
- Capital Improvements Plan – for action this year
- Active Transportation Plan – The draft Plan has been released for review. There will be a revised version released in March. The Plan will likely be adopted in April/May. It will be considered as a sub-element of the Transportation Plan.
- Alternate Street Connection Plan – in progress
- Downtown/Marina Plan aka Central Development Area – in progress

As noted above, some of these items will be incorporated into the 2025 Major Update to Comprehensive Plan. The actions to consider for this year is:

1. Capital Improvements Plan 2024-2029

Review Criteria

In preparation for adoption, staff has reviewed the CIP against the criteria as provided in OHMC Section 18.15.080 for the Comprehensive Plan. The criteria and their review are provided below.

(1) The amendment will not adversely affect the public health, safety and welfare in any significant way.

*The proposed updates to the CIP will not adversely affect the public health, safety and welfare. The CIP includes infrastructure and utilities projects in the CIP that extend or improve upon the essential utilities needed in the city to maintain and improve the public health, safety, and welfare.*

(2) The proposed amendment is consistent with the overall goals and intent of the comprehensive plan.

*Projects in the CIP further the ongoing development of adopted plans for water, sewer, stormwater, and other adopted plans, or further economic development opportunities.*

(3) The amendment is compliant with the Growth Management Act and the Countywide Planning Policies.

*The Capital Improvements Plan includes projects from other adopted plans that have been coordinated with the County and the State.*

(4) The amendment addresses the needs or changing circumstances of the community as a whole or resolves inconsistencies in the city’s comprehensive plan.

*The CIP includes projects that prioritized by the budget and directly reflect the*

*implementation intent of the community.*

(5) Environmental impact from the amendments have been addressed through the SEPA review and /or measures have been included that reduce possible impacts.

*Projects that are in the CIP will have a separate SEPA review process and impacts will be addressed on a project-by-project basis. These impacts are addressed during project planning and review.*

(6) The amendment is consistent with the land uses and growth projections which were the basis of the comprehensive plan or to subsequent updates to growth allocations.

*There are currently no major changes to land or growth projections and therefore the projects within the CIP are consistent with the existing adopted plans.*

(7) The amendment is generally compatible with neighboring land uses and surrounding neighborhoods.

*NA*

(8) The proposed amendment accommodates new policy direction from the City Council.

*The amendments to the CIP include decisions made by the City Council during the course of the year.*

(9) Other specific criteria that may have been identified as the beginning of the process.

*No special criteria were identified as the beginning of the process to consider this year's amendments.*

#### **Process**

The amendments to the comprehensive plan follow Review Process V in accordance with OHMC 18.20.270. This includes a public hearing before the Planning Commission and the City Council. The Planning Commission conducted a hearing at its January 23<sup>rd</sup>, 2024 meeting and unanimously recommended approval. The City Council is expected to review it in February and adopt it in April.

The process also included a SEPA review and 60-day notification to Department of Commerce.

#### **LEGAL AUTHORITY**

Legal authority for the CIP is provided by RCW 36.70A.070 (3)

#### **FISCAL IMPACT**

The CIP is a planning tool and in conjunction with the budget implements projects for the City.

#### **PREVIOUS COUNCIL / BOARD / CITIZEN INPUT**

The Planning Commission held a public hearing on this at its January 23, 2024 meeting and unanimously recommended approval.

## **ATTACHMENTS**

1. Ordinance No. 1994
2. 2024 - 2029 Capital Improvements Plan
3. Presentation

ORDINANCE NO. 1994

AN ORDINANCE OF THE CITY OF OAK HARBOR, WASHINGTON, AMENDING OAK HARBOR MUNICIPAL CODE SECTION (“OHMC”) 18.10.015 RELATING TO THE CAPITAL IMPROVEMENTS PLAN; AMENDING THE CAPITAL IMPROVEMENTS PLAN; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, RCW 36.70A, also known as the Washington State Growth Management Act (“the GMA”), requires that cities subject to the GMA adopt comprehensive plans and implement development regulations consistent with the GMA; and

WHEREAS, the City of Oak Harbor (“City”) first adopted a Comprehensive Plan consistent with the requirements of the GMA in 1995 by Ordinance No. 1027; and adopted amendments to the plan, most recently in 2023 for 2022 by Ordinance 1966; and

WHEREAS, the City has adopted a Capital Improvements Plan (CIP) with its annual amendments to satisfy the requirements of RCW 36.70A.070 (3): and

WHEREAS, the City periodically reviews and, if needed, revises its Capital Improvements Plan, to ensure such consistency with the goals and requirements of the GMA; and

WHEREAS, a SEPA Checklist on the CIP was distributed November 9, 2023 and Determination of Non-Significance was issued for the CIP on November 17, 2023, and no appeals were received; and

WHEREAS, on February 6, 2024, the City submitted the 2024-2029 Capital Improvements Plan to the Washington State Department of Commerce (“Commerce”) in accordance with RCW 36.70A.106; and

WHEREAS, after due and proper notice, public hearings were conducted by the Planning Commission on January 23, 2024 and City Council on February 20, 2023, covering all proposed changes in the update of the Comprehensive Plan;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OAK HARBOR do ordain as follows:

**Section One. Oak Harbor Municipal Code 18.10.015, Amended.** Oak Harbor Municipal Code 18.10.015, Capital improvements plan, is amended to read as follows:

18.10.015 Capital improvements plan.

The Capital Improvements Plan 2024-2029, a copy of which is on file with the city clerk, and is available for inspection, is hereby adopted on April 16, 2024 as Oak Harbor's Capital Improvements Plan, amending and revising the Capital Improvements Plan adopted under Ordinance No. 1966.

**Section Two. Amending the Oak Harbor Capital Improvements Plan.** The Oak Harbor Capital Improvements Plan is hereby amended as set forth in Exhibit C, which is incorporated by this reference as though fully set forth.

**Section Three. Severability.** If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder or the Ordinance or the application of the provision to other persons or circumstances is not affected.

**Section Four. Corrections.** The City Clerk and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

**Section Five. Effective Date.** This Ordinance shall be in full force and effect five (5) days after publication.

PASSED by the City Council this 16<sup>th</sup> day of April 2024.

THE CITY OF OAK HARBOR

Veto ( )  
Approve ( )

By \_\_\_\_\_  
Ronnie Wright, Mayor

Dated: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Julie Nester, City Clerk

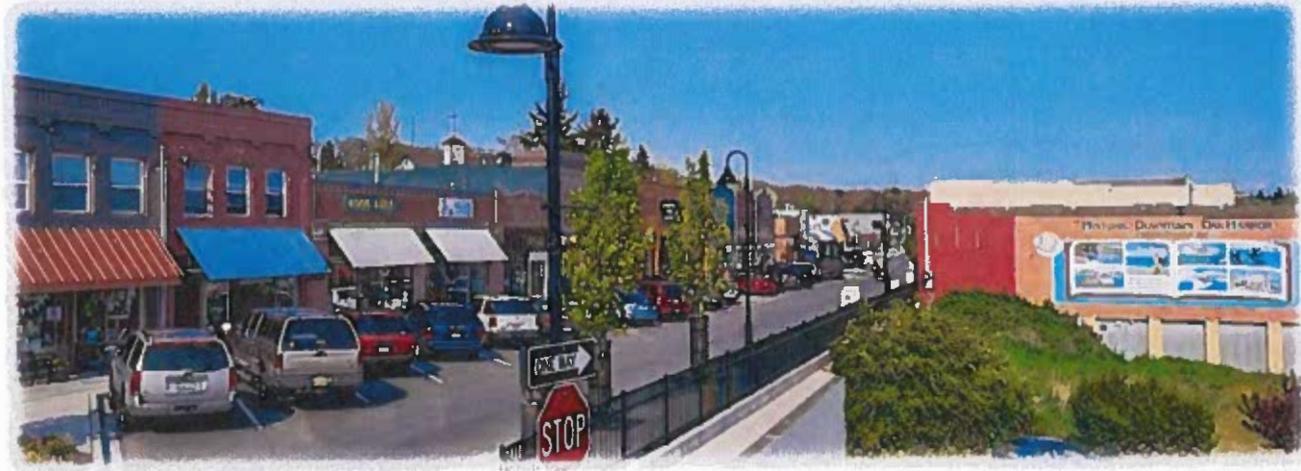
Approved as to Form:

\_\_\_\_\_  
Hillary Evans, City Attorney

Published: \_\_\_\_\_



# CAPITAL IMPROVEMENTS PLAN 2024 – 2029



**Prepared by Development Services  
January 2024**

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## Section One • Introduction

### The Capital Improvement Plan

The Capital Improvement Plan (CIP) is a document covering a six-year period that identifies capital projects being proposed by the City during the planning term.<sup>1</sup> The CIP provides a planning schedule and provides options for financing the plan. The CIP provides a link between the various City department projects and the annual budget.

For the purposes of the CIP, a **capital facility** shall mean *any facility owned or maintained by the City costing \$50,000 or more, requiring the expenditure of public funds over and above annual maintenance and operational expenses, and having a life expectancy of 20 years or more.*

In addition to planning for the acquisition of new capital facilities, the CIP assists the City in identifying what capital maintenance projects are to be funded. For the purposes of the CIP, **capital maintenance** shall mean *any maintenance or upkeep expense to an existing capital facility requiring the expense of public funds in excess of \$50,000 and extending the useful life of the facility for 10 years or more.*

The City of Oak Harbor has identified the period 2023 -2028 as the planning term for this CIP. The first year (2023 ) will be the first term of the adopted 2023/2024 biennium City budget. The remaining four years are intended to create a framework for planning and resource allocation and will be implemented with subsequent budget cycles.

### Requirement to Plan

The State Growth Management Act (GMA) of 1990 requires that communities adopt CIPs as part of their comprehensive plans. The intent of

this CIP is to comply with the Growth Management Act (RCW 36.70A.070 (3) and WAC 365-196-415). Since the City's CIP includes transportation projects for the next six years, it also serves as the City's Six-Year Transportation Improvement Program (TIP) intended to meet the requirements of RCW 35.77.010. It is also intended to meet the concurrency requirements of RCW 36.70A.020 (12) and (13).

### Benefits of Capital Improvement Planning

The Capital Improvements Plan serves a number of important functions. The Government Finance Officers' Association identifies four major purposes<sup>2</sup>. They are to:

1. **Create a formal mechanism for decision making.** A basic function of the CIP is to provide a framework for decision makers. Decisions about what to buy, when to buy it and how to pay for it can all be answered by a comprehensive CIP.
2. **Provide a link to long range plans.** The CIP guides the implementation of the community's comprehensive plan, sub area plans and strategies.
3. **Serve as an important management tool.** A major organizational purpose is served by the CIP providing a mechanism to help prioritize capital projects and match projects with existing funding options.
4. **Function as a reporting document.** A CIP communicates to citizens, businesses, and other interested parties the government's capital priorities and plans for implementing capital projects.

The CIP adoption process helps:

<sup>1</sup> **Planning term** - The planning horizon for the CIP is six years with the first year of the planning term being the capital budget for that year.

<sup>2</sup> Major elements of the introduction material for this plan have been taken from *Capital Improvement Programming, A Guide for Smaller Governments*, Patricia Tigue, Government Finance Officers' Association, 1995.

- *Focus attention on community goals, needs, and financial capability.* It encourages decision makers and the public to connect future plans and the actions needed to achieve them.
- *Build public consensus for projects and improves community awareness.* The process elevates public awareness of the needs and financial resources of the community.
- *Improve inter-lintra governmental cooperation.* A CIP enhances coordination between departments and agencies thereby reducing conflicts and overlapping projects.
- *Assis in ensuring financial stability.* Capital projects are prioritized and scheduled to fit within expected funding levels, thereby limiting the need for dramatic tax increases or unanticipated bond issues in any one year.

---

### **Determining What is Included in the CIP**

The process to determine need for new capital facilities is rather straightforward. Most facility needs are easy to determine as they are based on the principle of maintaining or meeting technically derived service standards. Levels of Service (LOS) standards are established by a technical based measure, e.g. water flow levels to serve a certain population or park space needed per one thousand citizens. Capital needs are also derived from special plans and strategies developed for a special purpose. For example, the Parks, Recreation, and Open Space Plan and the Windjammer Plan have identified capital needs that are necessary to meet specific goals identified and discussed by the public and adopted by the City Council in that specific planning process. The needs identified by the processes mentioned above are divided into two basic categories for further review, comparison and consideration. These categories, based on revenue source, are:

- *Enterprise Fund Capital Facility Needs.* Enterprise funds are identified as those functions (departments) that derive their revenues from user fees or charges. Capital needs for these functions are identified in

this document but are not prioritized, as their funding requirements are mostly met by user fees.

- *Non-Enterprise Fund Capital Facility Needs.* Non-enterprise funded activities are, for the most part, dependent on General Fund revenues, special assessments, grants and other inter-governmental transfers. Streets, parks, public safety, general administration and special projects all must compete for these revenues.

---

### **Capital Facilities Not Provided by the City**

The GMA also requires jurisdictions to plan or coordinate with the responsible authorities for schools and solid waste collection and disposal. This plan, in addition to these requirements, will report the capital needs of the Oak Harbor public schools, Sno-Isle Library District, North Whidbey Parks District, and Island Transit.

---

### **Summary**

This document is designed to answer several questions for the community, professional managers, and elected decision makers. They are, quite simply:

- What do we have?
- What do we need?
- When do we need it?
- How do we pay for it?

## Section Two • The Planning Context

Capital facilities planning draws from numerous adopted plans. These plans and strategies are developed with extensive community involvement and set the framework for the decisions necessary to guide the City's economic, social, and cultural evolution. The result of this community effort in Oak Harbor is contained in three basic areas of work:

- The Comprehensive Plan
- Related Plans
- The Comprehensive Financial Management Policy

These documents provide the framework for the CIP detailed in this document. These three critical guides are discussed below.

### The Comprehensive Plan

A Comprehensive Plan is a community's vision for its future. The plan captures what citizens want in their community, how the community should evolve physically, where streets and roads should go, how much park and open space should be provided, and where growth should occur. The Comprehensive Plan is a tool that helps in strategizing and coordinating various services that the City provides. The Comprehensive Plan attempts to provide ideas of what the community wants and needs and gives the decision-makers an opportunity to make informed decisions. The Capital Improvements Plan is an implementation of the comprehensive plan and its vision.

The Washington State Growth Management Act (GMA) of 1990 requires that the City of Oak Harbor prepare and maintain a comprehensive plan capital facility element. This element is required "in order to assure that public facilities will be reasonably available to accommodate planned growth over the next twenty years." This requirement is referred to as concurrency and specifically means:

- Public facilities that are needed to serve new development and population within a jurisdiction or service area must be in place at the time of development.
- Such facilities must be sized to adequately serve the area without decreasing the services levels established by the jurisdiction.

The GMA identified the following goals to be obtained by local comprehensive planning efforts:

- Focus urban growth in urban areas
- Reduce sprawl
- Provide efficient transportation
- Encourage affordable housing
- Encourage sustainable economic development
- Protect property rights
- Process permits in a timely manner
- Maintain and enhance natural resource based industries
- Retain open space and habitat areas and develop recreation opportunities
- Protect the environment
- Encourage citizen participation and regional coordination
- Preserve important historic resources
- Manage shorelines wisely

The GMA also requires that the comprehensive plan be of at least a twenty year planning horizon and be based on population projections supplied by the state Office of Financial Management (OFM). Comprehensive plans must contain, at a minimum, these elements:

- A capital facilities element, with a six-year plan for financing identified capital needs.
- A land use element.
- A housing element.
- A utilities element.

- A transportation element.
- An economic development element.
- A parks and recreation element.

WAC 365.195.315 requires that the capital facilities plan address the following:

- An inventory of existing capital facilities owned by public entities, showing the locations and capacities of the capital facilities;
- At least a six year plan that will finance such capital facilities, within project funding capacities and clearly identifies sources of public money for such purposes;
- If a jurisdiction is unable to provide or finance capital facilities in a manner that meets concurrency and level-of-service requirements, it must either: (a) adopt and enforce ordinances which prohibit approval of proposed development if such development would cause levels-of-service to decline below locally established standards, or (b) lower established standards for levels-of-service.

In addition, GMA requires that comprehensive plans be put into action through zoning and development regulations.

The City conducted a major update to its comprehensive plan in 2016 in response to a state mandate. The update included revision of the land use element, and updates to other elements such as urban growth areas, housing, utilities etc. The 2016 update did not change any of the policies in the Capital Facilities Element. The comprehensive plan identifies the following goals and policies for the development and location of capital facilities in Oak Harbor and serves as a general guide for the creation of this document.

### Goal 1

**Provide adequate capital facilities and services necessary to serve Oak Harbor's existing and future population without causing decreased service levels below adopted LOS<sup>3</sup> standards.**

### Policy

- a. Predict facility needs for the next 20 years based on projections of anticipated population and business growth.
- b. Prepare phased plans to identify needed public facilities to support existing and future growth projected in policy a.
- c. Coordinate with other jurisdictions to establish priorities of county-wide facility improvements, identify services needed to achieve adopted service levels, and protect public health, safety, and the environment.
- d. Review growth projections and capital facilities plans annually congruent with the City budget process to ensure that the City's ability to provide and maintain adequate public facilities and services is consistent with growth.
- e. Phase the development of capital facilities to ensure sufficient lead-time financing, planning, and construction to provide the facilities when needed.
- f. Coordinate land use and public works planning activities with an ongoing program of long-range financial planning to conserve fiscal resources.
- g. Support and encourage joint development and use of cultural and community facilities among governmental and/or community organizations.

---

<sup>3</sup> For a complete discussion of Level of Service (LOS), see Section Four.

- h. Approve development only when the LOS for a capital facility is assured to meet the standards set forth in the Comprehensive Plan. Limited short term reduction in LOS is acceptable when a capital improvement or strategy to accommodate the impacts is made concurrent with development.
- i. Cooperate with private developers to address Capital Improvements financing programs when necessary.

## Goal 2

**Implement capital facilities projects in accordance with the funding policy priorities of Oak Harbor.**

### Policy

- a. Program and prioritize City capital improvements for consistency with the Comprehensive Plan. The City's capital improvement funding priorities should be:
  - Urgent projects which cannot reasonably be postponed including, but not limited to, those reconstructions, upgrading or new construction projects which are needed to protect public health, safety and welfare.
  - Reconstruction, major maintenance or expansion of the City's existing infrastructure in order to provide for service to the existing community.
  - New projects where the need or demand for service already exists.
  - Expansion projects in partially developed or developing areas where demand is anticipated as a result of, or in preparation for, future growth.
- b. Evaluate capital projects that are included in the Six-Year Capital Facilities Plan for consistency with the Comprehensive Plan.
- c. Coordinate with the Navy, Island County, and other applicable

agencies during planning stage for timely siting and development of facilities of regional significance to ensure the consistency of each jurisdiction's plans.

- d. Locate only compatible public facilities in designated resource lands or critical areas.
- e. Promote high quality design and site planning in the construction of capital facilities.
- f. Encourage citizen involvement in the planning and locating of capital facilities.
- g. Ensure that all City departments review changes to the Capital Facilities Plan and participate in an annual review.

## Goal 3

**Finance Oak Harbor's needed capital facilities in the most economic, efficient, and equitable manner possible.**

### Policy

- a. Ensure that the burden of financing capital improvements is equitably borne by the primary beneficiaries of the facility.
- b. Use general revenue only to fund projects that provide a general benefit to the entire community.
- c. Determine which services or facilities are delivered most cost-effectively by the City and which services should be contracted to private entities.
- d. Where appropriate, use special assessment, revenue and other self-supporting bonds instead of tax-supported general obligation bonds.
- e. Consider adopting impact fees when appropriate to mitigate the short-term fiscal impacts of increased development.

#### Goal 4

**Provide a full range of cost-effective urban governmental services to residents within the Oak Harbor City boundaries and the Urban Growth Area as annexed.**

#### Policy

- a. Monitor annually school, fire, police, waste disposal, utilities and other capital facilities to ensure existing and future needs are met.
- b. Require development proposals to be reviewed for available capacity to accommodate development and needed system improvements by the various providers of services, such as school districts, utilities, police and fire departments.
- c. Encourage joint-use of corridors for major utilities, trails, and transportation rights-of-way. (See Utilities Element).

- The City of Oak Harbor Comprehensive Stormwater Drainage Plan 2007
- The City of Oak Harbor Park, Recreation and Open Space Plan, 2019
- The Windjammer Project Plan, 2005
- Shoreline Master Program, 2021
- The City of Oak Harbor Comprehensive Transportation Plan, 2016
- The Six Year Traffic Improvement Plan, 2016-2021
- The Marina Redevelopment Program, 2006
- The Windjammer Park Integration Plan, 2016
- North Oak Harbor Enterprise Area Street Plan
- State Route 20, Swantown Road to Cabot Drive

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#### Related Plans

Each chapter of the Comprehensive Plan contains goals and policy statements. These goals and policy statements serve as the guiding principles of all City actions. Actions taken by the City should always have a comprehensive plan implementation rationale. Water Department plans would be based on the implementation of comprehensive plan goals and policies, for example, as would the other department and division actions.

Often though, these administrative sub-units of the City develop additional plans that complement the comprehensive plan by providing much more detail and specificity. The following subarea plans and strategies were also used to guide the selection of new capital facilities in this plan;

- The City of Oak Harbor Comprehensive Water System Plan, 2014
- The City of Oak Harbor Comprehensive Sewer System Plan, 2008

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#### The Comprehensive Financial Management Policy

The Comprehensive Financial Management Policy was adopted by the Oak Harbor City Council in December 2004. The purpose of the policy was to recognize that the “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 policy provided helpful direction in preparing this CIP. The key elements from that policy are:

#### General Revenue Policies

- a. A well-diversified and stable revenue system will be maintained to shelter public services from short-run fluctuations in any particular revenue source. Revenue estimates will be as realistic as possible based on the best available information.
- b. Revenue forecasts will encompass all resources that can be utilized for public services.

- c. 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.
  - d. The City will project revenues for the next three years and will update this projection annually.
  - e. 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.
- 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.
- 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.

### General Expenditure Policies

- a. A high level of priority will be given to expenditures that will reduce future operating costs, such as increased utilization of technology, equipment, personnel, and prudent business methods.
- b. 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.

### 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.

### 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.

### 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.

### 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.
  - 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.

developments need to take place, where they are needed and how they will be paid for by the community. None of these actions can be undertaken separately without significant negative impact. The Capital Improvement Plan that follows represent the City of Oak Harbor's first for planning and coordinating the needed public capital investment.

### General Obligation Bond Policy

- a. 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.
- b. Bonds cannot be issued for a longer maturity schedule than a conservative estimate of the useful life of the asset to be financed.

### Limited Tax General Obligation Bond Policies

- a. As a precondition to the issuance of limited tax general obligation bonds, all alternative methods of financing should have been exhausted.
- b. Limited tax general obligation bonds should only be issued under the following 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.

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### Summary

The Comprehensive Plan and related sub-area and sub-unit plans detail the general and specific direction for community development in Oak Harbor. The CIP identifies what physical

## Section Three • Existing Capital Facilities

The City of Oak Harbor owns and operates a wide array of capital facilities and performs a variety of services. Capital facilities are required to provide adequate service to the citizens of the community.

In addition to the City, a number of other governmental agencies build and manage capital facilities as well. The school district for example, owns and operates a large capital plan as does the library district and transit system. While the City does not manage any of these capital facilities, the City does have responsibility under the Growth Management Act (GMA) to ensure that the planning for these facilities takes place and that provision for the facilities necessary for the orderly growth of the community is considered by the responsible agency.

City services are divided into two general categories based on the origin of their operation and maintenance revenue, as explained in Section Two. In order to maintain consistency, City assets are grouped below into these two categories:

- Non-Enterprise Funded Activities
- Enterprise Funded Activities

The following is a summary of each of these two categories, as well as Non-City Provided Capital Facilities. Detailed information on existing capital facilities will be found in Appendix A.

### Non-Enterprise Funded Activities: Capital Facilities

#### Streets and Roads

A detailed description of Oak Harbor's existing street and road system is discussed within the GMA Transportation Element of the City of Oak Harbor Comprehensive Plan. As of year-end 2015 there were 69.06 miles of public streets in Oak Harbor. Within the City of Oak Harbor, SR 20 and Swantown Road from SW Heller Road to SR 20 are the only principal arterials. Minor arterials include:

- Bayshore Drive; City Beach Street to Midway Blvd
- Ft. Nugent Road; Swantown Avenue to City Limits
- Whidbey Ave.; Heller Rd to SE Regatta Drive
- Heller Street; Swantown Road to north City limits
- Midway Boulevard; SE Pioneer Way to SR 20
- Goldie Street; SR 20 to north City limits
- SE Regatta Drive; SE Pioneer Way to north City limits.

Collector arterials include:

- Crosby Road
- Oak Harbor Street
- 7<sup>th</sup> Avenue
- Loerland Drive
- 8<sup>th</sup> Street
- Barrington Drive
- Erie Street
- Scenic Heights Street
- Pioneer Way
- 6<sup>th</sup> Avenue

Most other streets in Oak Harbor are classed as local access roads. For a graphic representation of the street system, see Appendix C Map 2.

#### Parks and Recreation

The City of Oak Harbor is a major provider of recreational services in the Urban Growth Area (UGA). The City's 30 plus parks provide both passive and active recreational opportunities on over 150 acres, including walking trails, open space, picnic areas, ball fields, neighborhood parks and playgrounds, a marina, senior center and access to over one mile of public shorelines. In addition, North Whidbey Parks and Recreation District operates an indoor swimming center and Oak Harbor Public Schools manages 95 acres of playgrounds and sports fields within the UGA.

The Comprehensive Plan also designates areas in and around the City as open space. These areas range between publicly owned land, private land, and Navy property. Some of these areas include an 18-hole golf course west of Swantown Road, 207 acres of park land managed by NAS Whidbey Island, and various private facilities owned by churches, private schools, health clubs, and other developments. Beyond the immediate planning area, Washington State Parks, the Department of Natural Resources, Department of Wildlife, and Island County manage over 5,000 acres of public forest areas and shorelines on North Whidbey Island, including camping facilities, boat launches, picnic areas, and hiking trails

### Fire Protection and Suppression

The Oak Harbor Fire Department provides fire suppression, fire and life safety inspections, fire and explosion investigation services, emergency medical services, and public education programs for the City of Oak Harbor. There are 12 career Staff, 30 Paid on Call Firefighters, and responded to 1,520 calls during 2021 – average response time of 5:15 minutes city wide. Fire: 4.14%, Medical 49.21%, Service calls 18%, Hazard 3.29%, Good Intent 8.22% false alarm 14.21%.

The department operates from one station located in the City's southeast quadrant on Whidbey Avenue. The 21,000-sq. ft. facility houses apparatus, administrative offices, training facilities, meeting rooms, an emergency operations center, and personnel quarters. The department enjoys a Class 4 rating from the Washington Survey and Rating Bureau. Ratings range from one to ten, with one representing the best score. These ratings evaluate available water supply, fire department staffing and equipment, fire alarm system, fire protection program, building department enforcement of building laws and structural conditions of buildings.

### Law Enforcement

Law enforcement services within the City of Oak Harbor are provided by the Oak Harbor Police Department. The Police Department and U.S.

Navy Security have long operated under an informal memorandum of understanding which determines the range of service available to the NASWI Seaplane Base and other assets belonging to NASWI which are located within or near the city limits. The Oak Harbor Police Department routinely assists with domestic violence incidents on base housing. The department's Animal Control Officer also provides animal control services to the base housing areas as part of a contractual agreement with the Navy.

The Oak Harbor Police Department is located at 860 S.E. Barrington Drive, across from City Hall, and consists of approximately 12,000 gross sq. ft., of which 1,250 sq. ft. is a jail "holding" facility.

The Police Department maintains a staffing level of 28 commissioned police officers, which provides approximately 1.16 commissioned law enforcement officers for every 1,000 persons living in the City in 2022. This is currently adequate for Oak Harbor but is below the state and national levels. An annual "call load" for the Police Department is around 13,000 calls for service. These are two measuring points for cities but must be considered together with other factors relative to specific communities and Law Enforcement organizations.

The department has seen a lot of changes and improvements, including commitments which are increasing our already strong community support and ability to provide for public safety. Oak Harbor has been recognized over the past several years as one of the safest communities in the state and has also been recognized by the U.S. Navy as one of the safest communities for their personnel.

The Oak Harbor Police Department became state Accredited through the Washington Association of Sheriffs and Police Chiefs (WASPC) in 2020 and will need to "re-accredit" in 2024.

## Senior Services

Oak Harbor Senior Services serves a fast growing population of citizens of Oak Harbor and North Whidbey Island who are age 50 and over. Senior Services is dedicated to improving quality of life, fostering community partnerships, responding to diverse needs and interests, enhancing dignity, supporting independence and encouraging local older adults to be involved in the community. There are three employees (two full time/one .875 FTE) and over 40 active volunteers involved in managing: over 40 activity/support groups; meals on wheels/meal services (over 20,000 meals/yr); a travel program (local, national, international trips); passport processing (900-1000 applications/yr); an information & assistance office; health insurance counseling as well as dozens of informational/special activity events throughout the year.

Senior Services operates out of three facilities: Senior Center building (6300 sq. ft.) at 51 SE Jerome Street; an adjacent garage building (900 sq. ft.) used as a lapidary workshop; and a modular building (2000 sq. ft.) at 917 N. Whidbey Avenue which was donated from a local non-profit agency (Island Thrift) used for various senior support programs.

## General Governmental Services

General governmental services in the City of Oak Harbor are provided by the Mayor and City Council, City Administrator, Finance Department, City Attorney, Development Service Department and Public Works Department. These functions provide policy, legislative, regulatory and administrative services to the residents of Oak Harbor. Together, these departments have 132 regular fulltime employees.

For a graphic representation of the general physical assets of the City, see Appendix C Map 4.

## Enterprise Funded Activities: Services/Capital Facilities

### Water

The City of Oak Harbor Comprehensive Water System Plan contains a detailed description of the City's water system. The Oak Harbor water system currently serves about 23,360 people. As of 2019, the City operates 106.71 miles of water main pipe. The City's water system obtains water supply from the City of Anacortes, supplemented by three Oak Harbor owned wells. The City currently purchases approximately 99% of its water from Anacortes. An agreement with the City of Anacortes extending through the year 2025 provides a basis for the City of Oak Harbor to provide water. Water is transported from Anacortes through two City-owned transmission pipelines to the City of Oak Harbor. The 24 inch transmission main is approximately 13 miles long and the 10 inch Transmission main is approximately 6 miles long.

Three City-owned wells have the capacity to produce 160 gallons per minute (GPM), 56 GPM and 160 GPM respectively. The City also operates one major pump station at Ault Field, two booster pump stations at Heller Street and Redwing housing development. Four reservoirs store water for the system. The North Reservoir holds up to 4 million gallons (MG), the Heller reservoirs hold 2 MG and .5 MG and the East Reservoir is 0.5 MG. The East Reservoir is planned for demolition due to the age of the structure and lack of a foundation.

About 74% of the City's current water demand is residential with the remaining 26% of demand being commercial/industrial. Average daily water demand in Oak Harbor's water system is about 1.44 million gallons per day (MGD). In addition to the City's demand, the Naval Air Station Whidbey Island (NASWI) average daily demand averages about 0.78 MGD. The water inter-ties with the NASWI were completed in 1999. Both the U.S. Navy and Oak Harbor view these connections as mutually beneficial. There is a

planned capital project including a regional booster pump station and transmission main between the North Reservoir and the NE neighborhood. These facilities are intended to improve the level of service to the higher areas of the City and serve the southern and eastern NASWI facilities. The schedule and scope of the projects are pending financial commitment from the U.S. Navy.

### Sewers

The City of Oak Harbor's Comprehensive Sewerage Plan contains a detailed description of the City's sewer system. The City of Oak Harbor sewer collection system is municipally owned, operated and maintained. The existing system consists of more than 67 miles of gravity sewers ranging in size from 8 to 21 inches in diameter. The system also has 11 lift stations and approximately 2.5 miles of force mains and a total of 70.26 miles of sewer lines.

The City has replaced two aging facilities with the construction of a new Clean Water Facility. The RBC Facility was demolished to make room for the new facility. The Lagoon Facility, which treated 100% of the City's wastewater, will no longer be needed by the City..

The new facility uses a Membrane Bioreactor (MBR) Treatment Process which produces very clean water and requires the smallest footprint compared to other wastewater treatment processes. The technology reduces the amount of pollutants discharged into the Oak Harbor Bay, providing cleaner water for all of Oak Harbor's humans, animals, and plants. The new facility is located in Windjammer Park and is currently in operation.

### Stormwater Detention and Treatment

A detailed analysis of storm drainage requirements in Oak Harbor are discussed in the Comprehensive Stormwater Drainage Plan adopted in 2007. This plan describes the existing conditions of the stormwater detention and treatment systems within the City and the requirements for improvements over the next 20 years. The City currently has approximately 50.91 miles of storm sewers in the City. It

maintains 2706 catch basins and manholes and inspects 186 private stormwater detention facilities.

### Solid Waste

Municipal waste is generated in Oak Harbor at a rate of approximately 10,085 tons per year. The City of Oak Harbor uses the County's transfer station site in Coupeville for disposal of its municipal solid waste. Within the City limits, 68% of Oak Harbor's present population is serviced by the City's solid waste collection and disposal system. The remainder of the City's population is resident naval personnel and their families on the Seaplane Base, who utilize solid waste disposal services provided by the U.S. Navy in a service agreement with Island Disposal. For the non-Navy portion of the population, all operating revenues are obtained through collection and container fees.

Areas outside of the Oak Harbor City limits are currently served by Island Disposal through a franchise agreement with Island County. Island Disposal has an agreement with the City to continue serving existing homes within any area being annexed for an additional seven years to twelve years. New homes within the annexed area would be served by the City.

### Corrections and Detention

Oak Harbor has a contract with the SCORE jail facility in King County and inmates are sent to SCORE for housing when "held" by a judge. Inmates have access to many services in SCORE, some of which were not available in the past at the Oak Harbor Jail. Additionally, our local courts can conduct hearings through the use of "video court".

### Marina

The Marina was constructed in 1974 and was intended to provide the best and most affordable boat moorage in the northern Puget Sound. It was also intended to promote and encourage recreational boating in the Puget Sound and the San Juan Islands.

The marina was expanded in 1987 and again in 1998-99 to incorporate a unique breakwater design which provides superb protection to the marina while at the same time affording outstanding accommodations for visiting yacht clubs and individual boaters transiting the Sound. The breakwater dock provides 52, 40-foot slips with patios and picnic tables plus water and power. The facility is within walking distance of most retail services including motels and restaurants in the City of Oak Harbor.

Today's Oak Harbor Marina accommodates permanent moorage tenants in 247 open and 135 covered slips, ranging in size from 24 to 50 feet. Up to 20 additional vessels (depending on size) can be accommodated in guest moorage. The Marina also operates 96 dry storage garage-type sheds which are 25 feet in depth and can accommodate smaller boats on trailers.

## Non-City Provided Capital Facilities

### Oak Harbor School District

Oak Harbor Public Schools is the largest school district on Whidbey Island, serving nearly 6000 students. The School District has one high school, one middle school, one intermediate school, five elementary schools, a virtual academy, a homeschool partnership, an early learning center, a transitional post-high school program, and alternative learning options to meet the diverse needs of our student scholars.

### Libraries

The Oak Harbor Library is a branch of Sno-Isle Libraries, a two-county library system serving Island and Snohomish counties. The City of Oak Harbor annexed to the Sno-Isle library district through voter approval in 1981, allowing residents to pay for library services directly through their property taxes. The library facility, including all major furnishing and shelving, remains the responsibility of the City, in agreement with the library district. The Oak Harbor Library is currently located in the east end of Hayes Hall on the Whidbey Island Campus of Skagit Valley College (SVC). Completed in 1993, Hayes Hall is jointly

owned and maintained by SVC and the City of Oak Harbor. The City is responsible for all elements related to the public library. The City's share of the building is estimated at approximately 12,000 sq. ft., or 43%. The boundaries of the Oak Harbor Library service area correspond with those of the Oak Harbor School District and include the City of Oak Harbor and the unincorporated North Whidbey area.

The library meets the informational and recreational needs of community members and supports early literacy and kindergarten readiness. It builds civic engagement to address community issues and strengthens the economy by supporting entrepreneurs and small business owners.

The library offers many services and resources to families, children and caregivers, teens, adults and seniors including reference and information, programming, access to digital and physical collections and interlibrary loan. Library services include, but are not limited to:

- Story times and events for babies, toddlers, preschoolers and caregivers to promote reading and promote early literacy
- Programs and outreach for school aged children to promote reading and academic success
- Homework and academic assistance from elementary grades through college
- Free access to premium databases via the library website
- Books, eBooks, digital materials, DVD's, CD's, magazines and other materials for checkout
- Online Catalog access to 1.5 million titles including digital downloads
- Internet access (including filtered access for children)
- Free eBook, audiobook, movie and music downloads
- Free classes and one-on-one computer help for adults

- Wi-Fi access throughout library and lobby areas
- Professional, friendly, well-trained staff
- Express check out and holds pick up
- Reference and information services during all open hours
- Online reference and chat services
- Outreach services to the homebound individuals, retirement facilities and local daycares
- Open seven days per week

2019 usage statistics gathered by the Sno-Isle Libraries for the Oak Harbor Library indicate that 40% of borrowers are residents of the City of Oak Harbor and the remaining 60% live outside the city limits. It is advisable to use population projection estimates for both the city of Oak Harbor and unincorporated North Whidbey when planning a library facility for Oak Harbor. A potential source of funding for expanded library facilities is legislation signed into law in 1995 and codified in RCW 27.15 which allows the formation of library capital facility areas in the state of Washington. A library capital facility area is an independent taxing unit formed within the boundaries of an existing rural county library district. Funds approved by voters can be used to finance a new library or remodel an existing library or building.

### North Whidbey Parks and Recreation District

The North Whidbey Pool, Park, and Recreation District was formed by approval of the voters of the District in November 1977 for the purpose of financing the construction of recreational facilities on North Whidbey. The District is a separate municipal corporation, and is not in any way affiliated with the City of Oak Harbor or Island County Government. The District boundaries conform to those of Oak Harbor School District No. 201.

In November 1980 District voters approved a \$1,700,000 bond issue for the purpose of constructing a community center that included a swimming pool. The John Vanderzicht Memorial

Pool opened in January 1983. The District receives revenue from programs fees and from a levy on property taxes if approved by the voters of the District.

The District also owns and operates Clover Valley Park which is located off of Ault Field Road at the intersection of Oak Harbor St. Clover Valley has an off-leash dog park and two ball fields available for use.

The main pool is a 6-lane and measures 25 meter by 44 feet. The wading pool measures 44 feet by 22 feet. Both pools combined have a capacity of 200,330 gallons of water.

There is also a hot tub, sauna, and male and female locker rooms with showers and lockers for our patrons. There is also a shower on the pool deck for rinsing off before going into the pool and after leaving the pool.

### Island Transit

Island Transit provides fixed route service, commuter express bus service, on-demand service, and paratransit service within  $\frac{3}{4}$  of a mile of fixed route lines. All Island Transit buses are accessible to persons with Americans with Disabilities Act (ADA) requirements and Island Transit's fixed route, on-demand, and paratransit services are fare free. Operating bases include the main operating base on Whidbey Island, 19758 SR 20 in Coupeville, and a satellite base on Camano Island, 174 Can Ku Road.

The agency provides service on Whidbey Island, Monday – Friday, 3:45 AM to 7:50 PM, and on Saturday/Sunday, from 6:45 AM – 7:00 PM. Services are provided on Camano Island Monday – Friday, 5:45 AM – 7:30 PM, and Saturday 7:30 AM – 6:30 PM. Island Transit does not currently provide service on the following holidays: New Year's Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; and Christmas Day.

Island Transit operates 14 fixed routes, paratransit, and on-demand across Whidbey and Camano Islands. Ten (10) of these routes operate within the City of Oak Harbor. Additionally, service within Oak Harbor includes a primary connecting route service between Oak Harbor, Coupeville, Greenbank, Freeland, Bayview, and Clinton Ferry, a County Connector route serving between Island and Skagit Counties, with connections from Oak Harbor to March's Point (located in Skagit County), and an on-demand service for Naval Air Station Whidbey Island.

There are a total of eight park and rides in Island County, two (2) owned by Island Transit and located on Whidbey Island. These include the Noble Creek Park & Ride with 47 stalls, located in Langley, and the Prairie Station Park & Ride with 48 stalls, located in Coupeville. In addition, the agency owns and maintains 80 bus shelters and numerous bus stops across both islands, including Harbor Station located on Bayshore Drive in downtown Oak Harbor. Harbor Station contains three passenger shelters and kiosks as well as an Operator lounge and small administrative office.

Island Transit is funded in part by a 0.9% sales tax as well as state and federal operating and capital grants. Ridership for the entire Island County system topped 336,000 in 2021 during the pandemic with a projected increase for a total of 381,000 for 2022. Approximately a quarter of that ridership occurs in the City of Oak Harbor.

## Section Four • Future Capital Facility Needs

### How Are Future Needs Determined?

Capital facility needs for the community are identified in several ways. The process of adopting plans for various utilities involve public outreach and citizen involvement. These plans provide guidance on various facilities such as open space, economic development options, land use compatibility, etc. These plans include the Comprehensive Plan, Windjammer Plan, and the Parks, Recreation, and Open Space Plan. In addition, specialized or technical planning addresses infrastructure development, through the Comprehensive Sewer Plan, the Comprehensive Storm Water Plan and the Six Year Transportation Plan, to mention just three. Specialized planning relies more on traditional technical specifications or industry standards and less on general community input. Generally speaking, the non-enterprise funded<sup>4</sup> projects are based more on traditional planning products<sup>5</sup> while enterprise funded projects are derived from specialized planning exercises. The provision of both types of capital facilities is, of course, guided by the Comprehensive Plan and appropriate sub-area plans. A list of the projects identified in these plans are provided in Appendix D. Projects identified in this list are updated as Plans are updated.

<sup>4</sup>For a clear definition of non enterprise and enterprise funds, see Section Three.

### Determining Basic Public Service Levels

The term Level of Service (LOS) Standards refers to the minimum capacity for public facilities or service that is planned to be provided per unit of demand or other appropriate measure of need. LOS can range from a precise measurement such as the time needed for a fire engine to reach the typical call-out to as imprecise a measure as public perception of how much open space should be provided. Establishing the LOS for an area of service then directs the decision makers and managers to make the necessary plans to ensure that LOS is met.

LOS needs to be consistent with the growth projections of the Land Use Element of the Comprehensive Plan. Under the concurrency requirements of GMA, if LOS requirements are set too high, they may result in the community not achieving its growth objectives. On the other hand, if LOS levels are set too low, they may adversely impact the quality of life in the community. Even if concurrency is not required, the LOS tool is valuable in planning and budgeting. LOS also provide excellent measures of system performance.

Table 4.1, below, presents the LOS for a broad array of public facilities and services in Oak Harbor. The LOS were initially proposed by City staff based on technical and industry sources. These proposed standards were then reviewed and approved by the Citizens Comprehensive Plan Task Force.

<sup>5</sup> Street projects are the most obvious exception.

**Table 4.1 Level of Service Standards**

Facility	Adopted LOS
<b>Streets and Roads</b>	
Major and Minor	LOS D
Arterials	
Highway—SR20	LOS E
Transit	Comprehensive Plan
<b>Domestic Water</b>	
Domestic Supply	73 gpcd
Commercial/Industrial	37 gpcd
<b>Fire Flow</b>	Per UFC
<b>Sewer</b>	60 gpcd
<b>Stormwater Detention</b>	25 year storm
<b>Schools</b>	
Grades K through 6	5 acres+1 acre/per 100 students
Grades 7+	10 acres+1 acre/per 100 students
Grades K through 6	80 square feet/student
Grades 7 through 8	110 square feet/student
Grades 9 through 12	120 square feet/student
Handicapped	140 square feet/student
<b>Fire Protection</b>	
Fire Response	5 minutes
Medical Response	4 minutes
<b>Law Enforcement</b>	
Emergency	2 minute response
Non-emergency	7 minutes
<b>Parks and Recreation</b>	
Spatial LOS	
Neighborhood Parks	90% within ½ mile
Community Parks	90% within ½ mile
Trails	75% within ½ mile
Ratio based LOS	
Neighborhood Parks	1 acre per 1,000 population
Community Parks	4 acres per 1,000 population
Multiuse Field	1 field per 10,000 population
Basketball Courts	1 court per 5,000 population
Tennis Courts	1 court per 2,000 population
Baseball Diamond	1 field per 7,000 population
Football Field	1 field per 7,500 population
Volleyball Courts	1 court per 5,000 population
Softball Fields	1 field per 5,000 population
Little League Fields	1 field per 4,000 population
Soccer Fields	1 field per 7,500 population
<b>Libraries</b>	
Building	0.7 square feet per capita
<b>Solid Waste</b>	2.5 pounds per capita per day
<b>Other Government Services</b>	450 square feet per 1,000 population
<b>Corrections and Detention</b>	0.5 beds per 1,000 population

The LOS levels are based on population projections to assure that the proper ratios can be met.

**Table 4.2. City of Oak Harbor Population Projections**

Source: U.S. Census and projections using information from Washington State Office of Financial Management

Year	Population
1990	17,176
2000	19,795
2005	21,720
2010	22,075
2019	22,970
2020	24,622
2025	24,541
2030	25,161
2036	25,925

**Section Five • Capital Improvements Plan 2024-2029**

The six-year Capital Improvements Plan for Oak Harbor is provided in the tables below. The budget for the first two years of the plan is consistent with the City’s biennium budget. The following four years are for planning purposes and will likely be amended every year based on resources and project costs. For project descriptions and other details see Appendix C.

**Table 5.1 Streets (Non-Enterprise Funded)**

Projects	Total Project Costs	2024	2025	2026	2027	2028	2029
Fakkema Access Road (Centennial Oak Grove)	235,287	235,287	-	-	-	-	-
Shoreline Restoration	1,999,075	300,000	1,399,075	300,000	-	-	-
Annual Street Improvements	4,778,282	1,728,282	550,000	600,000	600,000	650,000	650,000
Street Traffic Calming	615,000	115,000	100,000	100,000	100,000	100,000	100,000
North Whidbey Access Roads (UF)	6,370,000	-	250,000	6,120,000	-	-	-
NE 7th Avenue Improvements (pUF)	2,793,484	2,793,484	-	-	-	-	-
NW Heller Street Overlay	383,740	-	-	383,740	-	-	-
Active Transportation Plan	79,971	79,971	-	-	-	-	-
Serendipity Lane (joint 106, 116, 126)	100,000	100,000	-	-	-	-	-
Pioneer Way-SR20 to City beach street	3,000,000	-	-	600,000	2,400,000	-	-
West Whidbey Ave-Heller to Jib	5,000,000	-	-	-	1,000,000	4,000,000	-
SR20-SW Eagle Vista Ave to SW 24th Ave	5,000,000	-	1,000,000	4,000,000	-	-	-
Midway Blvd Reconstruction	950,000	-	-	-	-	950,000	-
Transportation Benefit District (TBD) Overlays	6,299,249	1,799,249	900,000	900,000	900,000	900,000	900,000
<b>Capital Project Expenditures</b>	<b>37,604,088</b>	<b>7,151,273</b>	<b>4,199,075</b>	<b>13,003,740</b>	<b>5,000,000</b>	<b>6,600,000</b>	<b>1,650,000</b>
<b>Revenue Sources</b>	<b>Total</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>
<b>Contributions from Beginning Fund Balance:</b>							
Streets (Fund 101)	668,019	523,944	144,075	-	-	-	-
Arterials (Fund 104)	233,868	162,055	-	71,813	-	-	-
Transportation Impact Fees (Fund 105)	250,975	250,975	-	-	-	-	-
Paths & Trails (Fund 106)	10,796	10,796	-	-	-	-	-
REET 1	285,000	-	285,000	-	-	-	-
REET 2	79,002	14,002	65,000	-	-	-	-
Water	275,000	-	275,000	-	-	-	-
Sewer	275,000	-	275,000	-	-	-	-
Storm Drain	275,000	-	275,000	-	-	-	-
Council Priority Projects	100,000	100,000	-	-	-	-	-
Streets (Fund 101)	2,235,000	145,000	445,000	445,000	400,000	400,000	400,000
Transportation Impact Fees (Fund 105)	282,988	282,988	-	-	-	-	-
General Fund	71,500	71,500	-	-	-	-	-
Arterials (Fund 104)	5,128,250	-	200,000	1,100,000	1,700,000	2,128,250	-
Transportation Benefit District (Fund 107)	6,299,249	1,799,249	900,000	900,000	900,000	900,000	900,000
REET 1	45,000	15,000	15,000	15,000	-	-	-
REET 2	2,269,615	659,615	295,000	315,000	300,000	350,000	350,000
Grants (secured)	4,024,826	2,891,149	-	311,927	-	821,750	-
Grants (unsecured)	14,120,000	-	800,000	9,620,000	1,700,000	2,000,000	-
Water	225,000	75,000	75,000	75,000	-	-	-
Sewer	225,000	75,000	75,000	75,000	-	-	-
Storm Drain	225,000	75,000	75,000	75,000	-	-	-
<b>Total Available Revenue</b>	<b>37,604,088</b>	<b>7,151,273</b>	<b>4,199,075</b>	<b>13,003,740</b>	<b>5,000,000</b>	<b>6,600,000</b>	<b>1,650,000</b>

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**Table 5.2 Parks and Recreation (Non-Enterprise Funded)**

Projects	Total Project Costs	2024	2025	2026	2027	2028	2029
Pickleball Courts	250,000	250,000	-	-	-	-	-
Smith Park Improvements	60,948	10,948	50,000	-	-	-	-
Park Plan Implementation	5,087,930	125,000	4,962,930	-	-	-	-
Urban Forestry Management Plan	1,680,140	400,140	320,000	320,000	320,000	320,000	-
Athletic Fields Renovation	300,000	300,000	-	-	-	-	-
Parks Recreation Open Space Plan Update	80,000	80,000	-	-	-	-	-
7th Avenue Wetlands Trail Feasibility Study	110,000	-	10,000	100,000	-	-	-
Ridgehaven Park Playground Equipment Renovation	68,250	-	-	-	68,250	-	-
Sumner Park Playground Equipment Renovation	68,250	-	-	-	68,250	-	-
Volunteer Park Skate Park Renovation	68,250	-	-	-	68,250	-	-
Windjammer Park Improvements	1,283,424	1,033,424	-	-	250,000	-	-
<b>Total Capital Expenditures</b>	<b>9,057,192</b>	<b>2,199,512</b>	<b>5,342,930</b>	<b>420,000</b>	<b>774,750</b>	<b>320,000</b>	<b>-</b>
<b>Revenue Sources</b>	<b>Total</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>
Contributions from Beginning Fund Balance:	-	-	-	-	-	-	-
General Fund	11,984	-	11,984	-	-	-	-
Park Impact Fees	289,302	289,302	-	-	-	-	-
REET 1	50,000	-	50,000	-	-	-	-
REET 2	300,449	80,304	220,145	-	-	-	-
Council Priority Project	10,948	10,948	-	-	-	-	-
T mobile grant	4,768	4,768	-	-	-	-	-
Parks Impact Fees (Fund 127)	100,000	100,000	-	-	-	-	-
Paths and Trails	10,000	-	10,000	-	-	-	-
REET 1	1,508,479	606,104	675,000	-	227,375	-	-
REET 2	695,321	207,946	260,000	-	227,375	-	-
Unsecured	6,075,941	900,140	4,115,801	420,000	320,000	320,000	-
<b>Total Available Revenue</b>	<b>9,057,192</b>	<b>2,199,512</b>	<b>5,342,930</b>	<b>420,000</b>	<b>774,750</b>	<b>320,000</b>	<b>-</b>

**Table 5.3 Wastewater System (Enterprise Funded)**

Projects	Total Project Costs	2024	2025	2026	2027	2028	20
Slip Line Replacements in SE Oak Harbor	317,055	317,055	-	-	-	-	-
Federal Inflow & Infiltration Grant	1,950,000	300,000	1,650,000	-	-	-	-
Sewer Lagoon-Decommissioning	550,000	550,000	-	-	-	-	-
Clean Water Facility Screens	300,000	300,000	-	-	-	-	-
Reuse Effluent Water System	300,000	-	300,000	-	-	-	-
Clean Water Facility Major O&M	300,000	150,000	150,000	-	-	-	-
Clean Water Facility Washer/Compactor	300,000	300,000	-	-	-	-	-
North Whidbey Sewer Expansion	250,000	-	-	-	125,000	125,000	-
Sewer Line Replacements	370,670	-	370,670	-	-	-	-
<b>Capital Project Expenditures</b>	<b>4,637,725</b>	<b>1,917,055</b>	<b>2,470,670</b>	<b>-</b>	<b>125,000</b>	<b>125,000</b>	<b>-</b>
<b>Revenue Sources</b>	<b>Total</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>20</b>
Contribution from Beginning Fund Balance	-	-	-	-	-	-	-
Sewer (Fund 402)	260,670	-	260,670	-	-	-	-
CWF (Fund 422)	300,000	300,000	-	-	-	-	-
Rates	110,000	-	110,000	-	-	-	-
Council Priority Projects	1,167,055	867,055	300,000	-	-	-	-
Grants-unsecured	250,000	-	-	-	125,000	125,000	-
Federal Government Assistance-unsecured	1,950,000	300,000	1,650,000	-	-	-	-
Clean Water Facility (Fund 422)	500,000	350,000	150,000	-	-	-	-
System Development Fees (Fund 411)	100,000	100,000	-	-	-	-	-
<b>Total Available Revenue</b>	<b>4,637,725</b>	<b>1,917,055</b>	<b>2,470,670</b>	<b>-</b>	<b>125,000</b>	<b>125,000</b>	<b>-</b>

**Table 5.4 Water System (Enterprise Funded)**

Projects	Total Project Costs	2024	2025	2026	2027	2028	2029
Well 9 Replacement	290,664	290,664	-	-	-	-	-
Ault Field Pump Station VFD Replacement	88,993	88,993	-	-	-	-	-
SR20/Campbell Lake Rd Roundabout/ Fish passage watermain replacement	2,271,325	100,000	-	2,171,325	-	-	-
Water System Plans and Studies	746,841	746,841	-	-	-	-	-
Water System Telemetry Upgrades	352,786	352,786	-	-	-	-	-
Annual Steel/AC Water Main Replacements	4,578,986	2,578,986	500,000	500,000	500,000	500,000	-
Glencoe Street Fire Flow Improvements	470,000	470,000	-	-	-	-	-
NE Regatta Drive Pipeline Replacement	250,000	250,000	-	-	-	-	-
West 384 Zone Development	365,000	73,000	292,000	-	-	-	-
West 384 Zone Extension Phase	3,015,000	-	3,015,000	-	-	-	-
East Side Reservoir Demolition	110,000	-	110,000	-	-	-	-
Erin Park Main Road Extension/Tie-In	755,000	-	755,000	-	-	-	-
Industrial Avenue Tie-In	60,000	-	60,000	-	-	-	-
Wet Fiber Extension (Rock Bridge to Booster Pump Station)	600,000	-	-	600,000	-	-	-
Wet Fiber 24" Transmission Leak Detector (Anacortes)	410,000	-	-	-	410,000	-	-
<b>Capital Project Expenditures</b>	<b>14,364,595</b>	<b>4,951,270</b>	<b>4,732,000</b>	<b>3,271,325</b>	<b>910,000</b>	<b>500,000</b>	<b>-</b>
<b>Revenue Sources</b>	<b>Total</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>
Contributions from Beginning Fund Balance							
Water (Fund 401)	4,879,968	3,440,643	418,000	1,021,325	-	-	-
Water Reserve (Fund 411)	540,641	78,641	462,000	-	-	-	-
Rates	3,948,000	211,800	2,031,200	500,000	705,000	500,000	-
Cumulative Reserve (Fund 411)	1,962,000	141,200	1,820,800	-	-	-	-
Council Priority Projects	1,078,986	1,078,986	-	-	-	-	-
Grants (unsecured)	600,000	-	-	600,000	-	-	-
Capital Contributions	1,355,000	-	-	1,150,000	205,000	-	-
<b>Total Available Revenue</b>	<b>14,364,595</b>	<b>4,951,270</b>	<b>4,732,000</b>	<b>3,271,325</b>	<b>910,000</b>	<b>500,000</b>	<b>-</b>

**Table 5.5 Stormwater System (Enterprise Funded)**

Projects	Total Project	2024	2025	2026	2027	2028	2029
	Costs						
Harbor East Outlet Repair	342,990	25,000	317,990	-	-	-	-
Upgrade Storm Drain Lines - Whidbey Ave.	33,583	33,583	-	-	-	-	-
Conveyance from Goldie St to Koetje St & Easy St	150,000	150,000	-	-	-	-	-
West Side Outfall Pump Study	100,000	-	100,000	-	-	-	-
<b>Capital Project Expenditures</b>	<b>626,573</b>	<b>208,583</b>	<b>417,990</b>	-	-	-	-
<b>Revenue Sources</b>	<b>Total</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>
Contributions from Beginning Fund Balance							
Stormwater (Fund 404)	626,573	208,583	417,990	-	-	-	-
<b>Total Available Revenue</b>	<b>626,573</b>	<b>208,583</b>	<b>417,990</b>	-	-	-	-

**Table 5.6 General Government**

Projects	Total Project	2024	2025	2026	2027	2028	2029
	Costs						
PD Remodel	700,000	-	-	-	-	700,000	-
CERB Broadband Study	50,000	-	50,000	-	-	-	-
Central Development Area Study & Implementation Plan	450,000	150,000	150,000	150,000	-	-	-
EPA Pioneer Way Revitalization/Reuse Study	1,000,000	1,000,000	-	-	-	-	-
State Mandated 2025 Comp Plan Update	175,000	175,000	-	-	-	-	-
State Mandated Climate sub elements	150,000	75,000	75,000	-	-	-	-
City Hall Upstairs Remodel	100,000	100,000	-	-	-	-	-
City Hall Downstairs Remodel	270,000	270,000	-	-	-	-	-
West Side Fire Station	8,039,711	6,039,711	2,000,000	-	-	-	-
<b>Capital Project Expenditures</b>	<b>10,934,711</b>	<b>7,809,711</b>	<b>2,275,000</b>	<b>150,000</b>	-	<b>700,000</b>	-
<b>Revenue Sources</b>	<b>Total</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>
General Fund (001)	105,000	100,000	5,000	-	-	-	-
REET 1	370,000	370,000	-	-	-	-	-
Grant secured	475,000	400,000	75,000	-	-	-	-
Grant Unsecured	1,945,000	900,000	195,000	150,000	-	700,000	-
Bond Levy Proceeds - Voter Approved	8,039,711	6,039,711	2,000,000	-	-	-	-
<b>Total Available Revenue</b>	<b>10,934,711</b>	<b>7,809,711</b>	<b>2,275,000</b>	<b>150,000</b>	-	<b>700,000</b>	-

Table 5.6a Senior Center

Projects	Total Project Costs	2024	2025	2026	2027	2028	2029
Parking Lot-The Center	420,500	-	420,500	-	-	-	-
<b>Capital Project Expenditures</b>	<b>420,500</b>	<b>-</b>	<b>420,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Revenue Sources	Total	2024	2025	2026	2027	2028	2029
Contributions from Beginning Fund Balance:							
Senior Center (Fund 129)	-	-	-	-	-	-	-
REET 2	-	-	-	-	-	-	-
Grant-Council Priority Projects	-	-	-	-	-	-	-
Unsecured	420,500	-	420,500	-	-	-	-
<b>Total Available Revenue</b>	<b>420,500</b>	<b>-</b>	<b>420,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Revenues less Total Capital Expenditure</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Table 5.7 Marina (Enterprise Funded)

Projects	Total Project Costs	2024	2025	2026	2027	2028	2029
Marina Additional Improvements	250,000	250,000	-	-	-	-	-
Marina Boat Yard Acquisition	673,688	673,688	-	-	-	-	-
F Dock Storm Damage Repair #3	442,420	-	442,420	-	-	-	-
Marina Dredging Pre-Design Study & Dredging	10,300,000	300,000	10,000,000	-	-	-	-
<b>Capital Project Expenditures</b>	<b>11,666,108</b>	<b>1,223,688</b>	<b>10,442,420</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Revenue Sources	Total	2024	2025	2026	2027	2028	2029
Contributions from Beginning Fund Balance							
Marina (Fund 410)	435,233	424,813	10,420	-	-	-	-
Rates	6,000	-	6,000	-	-	-	-
Insurance Proceeds	426,000	-	426,000	-	-	-	-
Council Priority Project	150,000	150,000	-	-	-	-	-
Bond	10,000,000	-	10,000,000	-	-	-	-
Grants (secured)	648,875	648,875	-	-	-	-	-
<b>Total Available Revenue</b>	<b>11,666,108</b>	<b>1,223,688</b>	<b>10,442,420</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Section Six • Capital Facility Funding Options and Projections

Capital facilities in the State of Washington and the City of Oak Harbor are funded in a variety of ways. Capital facilities in the enterprise fund category (waste water, water, storm drainage, and the Marina) are generally funded by system user fees, one time impact fees, revenue serviced bonds and grants in aid from the county, state, and federal governments. Non-enterprise fund facilities must rely on revenue from taxes or bonding retired with general tax revenue and grants in aid.

The Growth Management Act (GMA) requires the City to identify the sources of funding for each type of capital facility. This section provides a general overview of funding sources that have been or are being used, an historical look at revenues from these sources and projections for these revenues to the year 2029. In addition, some typical funding sources that are not currently being used are outlined in Appendix F, with a complete listing of grant and loan programs.

### Non-Enterprise Activities: Capital Facility Funding Sources

#### Tax Revenue

##### Property Tax

RCW 84.52 authorizes this tax on the assessed valuation of real and personal property. Presently the maximum rate is \$3.375 per \$1,000 assessed valuation, subject to two limitations: RCW 84.55 limits growth of regular property tax to 6% of the highest amount levied in the last 3-years, before adjustments for new construction and annexations; and, the State Constitution limits the total regular property taxes to 1% of assessed valuation or \$10.00 per \$1,000 of value.

##### Timber Harvest Excise Tax

RCW 84.33 imposes a 4% tax on the total value of the gross harvest value of timber. 7% of this amount is distributed to local taxing districts in lieu of

property tax on timber. The City is not currently receiving funds from this source but has in the past.

##### Retail Sales and Use Tax

The state levies an 8.0% tax on all retail sales except for off-premises food and drugs in Oak Harbor. Of this amount, 1.0% goes to the City and 0.5% goes to the County. Of the 1.0% the City receives, 0.15% goes to the County and 0.1%± is taken by the State for administration. This leaves the City with a net of .840%. Of the 0.5% the County receives, 0.2% is distributed to the City for criminal justice purposes and the remaining 0.3% is given to the County for the Island County Public Transportation Benefit Area Authority for public transit.

##### Business Taxes

The City collects fees for a number of licenses and permits including business licenses, and fees for permits, plan review inspections, and utility taxes

##### Capron Funds

Capron funds are a reimbursement of motor vehicle license fees and are based on the City's percentage of the assessed valuation in Island County. 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.

##### Gambling Tax

The City levies a use tax of up to 5% on bingo, raffles, card rooms and amusement games.

##### Liquor Tax/Profits

RCW 82.08 authorizes a distribution of the taxes to the City from liquor sales (28% for spirituous liquors and 32% for wine) on a per capita basis. It also distributes 40% of the net profit from liquor sales.

##### Lodging Excise Taxes

RCW 67.28 authorizes a base 2% tax and an additional 2% tax, for a total of 4%, on all charges for lodging furnished for a continuous period of less than one month. This tax is taken as a credit against the 6.5% State sales tax and is intended for the promotion of tourism or for the development and

operation of specific stadium, convention, performance or visual arts facilities.

### Motor Vehicle Fuel Tax

The State of Washington provides a State-collected gasoline tax that is shared with cities. The base tax in Washington State is 17 cents per gallon. Of this amount, the City receives 6.92%. The City also receives an additional 4.61% which is restricted for the construction, improvement, chip sealing, seal-coating, and repair of arterial highways and City streets as defined in RCW 46.04.030 and 46.04.120.

### Real Estate Excise Taxes

The state authorizes a tax of 1.28% on the sale of all real estate. RCW 82.46 authorizes cities, planning under the GMA, to assess an additional tax on real estate sales of ¼%. These funds must be spent for capital facility projects listed in their Capital Facilities Plan. A second ¼% may also be levied to help defray the costs of implementing the GMA. See Table 6.1 below for past performance and future projections

**Table 6.1 General Revenues from All Sources**

Description	2024P	2025P	2026P	2027P	2028P	2029P
PROPERTY TAXES	4,856,600	4,905,166	4,954,218	5,003,760	5,053,797	5,104,33
SALES & USE TAXES	5,629,100	5,685,391	5,742,245	5,799,667	5,857,664	5,916,24
UTILITY TAXES	3,247,250	3,279,723	3,312,520	3,345,645	3,379,101	3,412,89
GAMBLING TAXES	8,870	8,959	9,048	9,139	9,230	9,32
LIQUOR EXCISE TAXES	178,300	180,083	181,884	183,703	185,540	187,39
LODGING TAXES	310,000	313,100	316,231	319,393	322,587	325,81
MOTOR VEHICLE FUEL TAXES	411,850	407,732	403,654	399,618	395,621	391,66
EXCISE TAX - REET 1	500,000	505,000	510,050	515,151	520,302	525,50
EXCISE TAX - REET 2	500,000	505,000	510,050	515,151	520,302	525,50
<b>TOTAL TAX REVENUES:</b>	<b>15,641,970</b>	<b>15,641,970</b>	<b>15,939,900</b>	<b>16,091,226</b>	<b>16,244,145</b>	<b>16,398,67</b>

### Impact Fees

#### Transportation Impact Fees

ESHB 2929 authorizes impact fees to pay for roads required to serve new development. Ordinance 1051 of the City of Oak Harbor allows for the collection of traffic mitigation fees at the time of the issuance of a Certificate of Occupancy. Impact fees are based on a flat rate for dwelling units, and per square foot for non-residential uses, based on PM peak hour trips created by the development. Adjustments have been made to the fee calculations to account for road costs that are paid by other sources of revenue. Additional credit is also given to developers who contribute land, improvements, or other assets.

#### Park Impact Fees

ESHB 2929 authorizes impact fees to pay for park and recreation facilities required due to new development. These fees are usually collected at the issuance of building permits or certificates of occupancy. Park and Recreation fees are usually based on a flat rate for dwelling units by type and per square foot for non-residential uses.

Adjustments must be made to fee calculations to account for park and recreation costs that are paid by other sources of revenue. Additional credit can also be given to developers who contribute land, improvements or other assets. These impact fees are in addition to any mitigation or voluntary payments authorized by the State Environmental

Policy Act (SEPA) or local improvement districts for example.

Impact fees must be used for capital facilities needed for growth. They cannot be used to meet current deficiencies or cannot be used for operating expenses.

**Table 6.2 Impact Fee Revenue Sources**

Description	2024P	2025P	2026P	2027P	2028P	2029P
TRANSPORTATION IMPACT FEE	75,000	75,750	76,508	77,273	78,045	78,820
PARK IMPACT FEES	75,000	75,750	76,508	77,273	78,045	78,820
<b>TOTAL IMPACT FEES:</b>	<b>150,000</b>	<b>150,000</b>	<b>153,015</b>	<b>154,545</b>	<b>156,091</b>	<b>157,650</b>

**Table 6.3 System Development Charges Revenue**

Description	2024P	2025P	2026P	2027P	2028P	2029P
SYSTEM DEVELOPMENT - WATER	245,015	247,465	249,940	252,439	254,964	257,510
SYSTEM DEVELOPMENT - SEWER	130,947	132,256	133,579	134,915	136,264	137,620
SYSTEM DEVELOPMENT-TRUNK LINE	5,000	5,000	5,000	5,000	5,000	5,000
<b>TOTAL SYS DEV. CHARGES:</b>	<b>380,962</b>	<b>384,722</b>	<b>388,519</b>	<b>392,354</b>	<b>396,228</b>	<b>400,140</b>

**Enterprise Activities: Capital Facility/Maintenance Funding Sources**

**System Development Fees**

System development charge is an impact fee imposed on utilities such as water, sewer, natural gas, or drainage that is a proportionate share to the utility system capital costs which the City can demonstrate is attributable to the property being charged.

**User Fees/Rates**

**Water User Fees**

These are state authorized rates charged to each residential and commercial customer, based on the volume of water used. Revenue may be used for capital facilities, operations and maintenance.

**Wastewater User Fees**

The state authorizes sewer charges to wastewater generators. In Oak Harbor, these fees are usually based on the amount of potable water consumed based on the assumption that there is a correlation between water consumption and wastewater generation.

**Storm Drainage Utility Fees**

These are state authorized fees usually based on a flat rate per month per residential equivalency or on the average impervious surface area. Revenue may be used for capital facilities, operations and maintenance.

**Solid Waste User Fees or Tipping Fees**

These fees may be charged either at the point of pickup by the container or by using a flat rate. They may also be charged at the point of delivery at the disposal facility. User or tipping fees may be used for capital facilities, as well as maintenance and operating expenses.

**Bonds**

Bonds that are identified below are available for the use of both non-enterprise and enterprise funded capital facilities.

**General Obligation Bonds (GO)**

They are backed by the full faith and credit of the City. Bondholders have legal claim on general income of the City if default occurs. There are two types:

### Councilmanic Bonds (Limited Tax General Obligation Bonds)

- May be issued by a vote of City Council
- Backed by general fund revenues because voters have not been asked to pay increased property taxes
- May be used for any City purpose and does not have to be capital

### Unlimited General Obligation Bonds

- Backed by the full faith and credit of the local government
- Raises property tax to pay for projects and must be approved by a 60% majority of the voters, turnout must be 40% of those voting in the last general election
- Only used for capital purposes and there are limits to amount of debt that can be issued

### Debt Limits

There are three pots of 2 ½% of assessed valuation each: (1) general government purposes, (2) municipally owned water, sewer, and electric utilities, and (3) open space and parks. Pots two and three are voted and must be 60% yes, 40% voter turnout. Pot 1 is a mixture of voted and non-voted.

### Revenue Bonds

These bonds are used to finance projects for an enterprise fund or a facility that generates income sufficient to pay debt service. Examples include water and wastewater projects or convention center. Payment of debt service comes from user fees generated by enterprise fund or the capital facility that is being built. Interest rates are higher than in GO bonds since these bonds are not backed by the full faith and credit of the City. They are not subject to statutory debt limits. However, the bond market provides an effective limit to the amount of bonds that can be issued.

### Levy Lid Lift

A simple majority of voters can approve a “levy lid lift” allowing the City to levy an amount of property tax approved by its voters up to the applicable statutory rate (\$3.375 per \$1000 assessed valuation) limitations. The City can lift its levy for the following year or for up to six consecutive years. This technique is particularly helpful in funding maintenance or property acquisition projects.

**Table 6.4 Schedule of Limitation of Indebtedness: As of 12/31/2023**

		Remaining Debt Capacity
<b>Total Taxable Property Value</b>	<b>\$3,372,666,861</b>	
2.5% General purpose limit is allocated between:	84,316,672	
Up to 1.5% debt without a vote	50,590,003	
Less: Outstanding Debt	9,101,900	
Less: Excess of Debt with a Vote	0	
Add: Available Assets		
<b>Equals remaining debt capacity without a vote</b>		<b>\$41,488,103</b>
Up to 1.0% debt with a vote	33,726,669	
Less: Outstanding Debt		
Add: Available Assets		
<b>Equals remaining debt capacity with a vote</b>		<b>\$33,726,669</b>
2.5% Utility purpose limit, voted	84,316,672	
Less: Outstanding Debt		
Less: Contracts Payable		
Add: Available Assets		
<b>Equals remaining debt capacity- Utility purpose, voted</b>		<b>\$84,316,672</b>
2.5% Open Space, park & capital facilities, voted	84,316,672	
Less: Outstanding Debt		
Less: Contracts Payable		
Add: Available Assets		
<b>Equals remaining debt capacity - Open space, park &amp; capital facilities voted</b>		<b>\$84,316,672</b>

## Appendix A • Inventory of Existing Facilities

### Traffic

Level of service standards (LOS) analysis serves as an indicator of the quality of operation at an intersection. The LOS grading ranges from A to F where A is assigned when there are no delays and low volumes. E, on the other hand, represents the “at capacity” condition—more vehicles could not be added to the intersection without a breakdown in traffic flow. F is an unacceptable level of service and indicates long delays and/or strained traffic flows.

Manual p.m. peak-hour traffic volume surveys were conducted by the City of Oak Harbor at 31 intersections in 2015. Average daily traffic counts were also conducted at 53 locations. The table below summarizes the existing LOS calculated for each of the intersections and roadway section surveyed.

**Table A.1. 2015 Level of Service Standards for Traffic**

Peak Hour Signalized Intersections	2015 LOS
SR 20/Ault Field Road	B
SR 20/Goldie Rd/Midway Boulevard	C
SR 20/NE 7th Avenue	B
SR 20/Whidbey Avenue	C
SR 20/SW 3rd Avenue	B
SR 20/SW 8th Avenue	B
SR 20/NE 16th Avenue	A
SR 20/SE Barrington Drive	B
SR 20/W Pioneer Way/Beekma	C
SR 20/SW Erie Street	B
SR 20/Swantown Road	C
SR 20/Scenic Heights St	C
SW Barrington Drive/SW Erie St	B
Whidbey Ave/Heller Road	B
Whidbey Ave/Oak Harbor St	C
Whidbey Ave/Midway Boulevard	D
SE 8th Ave/Midway Boulevard	B
NE 7 <sup>th</sup> Ave/Midway Boulevard	C
W Pioneer Way/City Beach Dr	B
W Pioneer Way/Midway Boulevard	C
Ft Nugent Rd/Swantown Road	C
Heller St/Swantown Rd	D
Heller St/NW Crosby Rd	B
SE Regatta Dr/SE Pioneer Way	C
Se Regatta Dr/E Whidbey Ave	C
NE Regatta Dr/W Crescent Harbor Rd	C

Peak Hour Signalized Intersections	2015 LOS
Loerland/Swantown Rd	A
W. Whidbey Ave/Fairhaven Dr.	D
Goldie Rd/NE 16 <sup>th</sup> Ave	B
N Oak Harbor Rd/NW Crosby St.	C

## Wastewater Inventory and Conditions Survey 2014

**Table A.2. Distribution System**

Age (yrs.)→ Size (in.) ↓	0–20	21–30	31–40	41–50	51–60	61–70
4	570	2544	1400	0	0	0
6	482	500	0	607	521	0
8	126801.47	29704	50679	26273	47194	19603
10	6110	820	820	1962	2866	511
12	3109	2106	0	0	0	4190
15	7355	0	0	2963	802	0
16	8047	0	0	0	0	0
18	4493	0	0	0	0	0
20	0	0	0	0	0	0
21	3730	0	0	0	0	807
24	85	0	0	0	0	0

Note: Numbers above are linear feet.

**Table A.3. Pump List**

Pump Station	Location	Size	Age
No. 1	Taftson	2 – 7.5 hp	1982
No. 2	N.E. 9th	2 – 3 hp	1984
No. 3	N.E. 7th	2 – 15 hp	1993
No. 4	Crosby Road	2 – 10 hp	1994
No. 5	Cabot Street	2 – 5 hp	1986
No. 6	E. Pioneer Way	2 – 15 hp	2001
No. 7	Golf Course	2 – 30 hp	1997
No. 8	Capital Street	2 – 7.5 hp	1994

Appendix A • Inventory of Existing Facilities

Pump Station	Location	Size	Age
No. 9	East Park	2 – 3 hp	2001
No. 10	Harbor Terrace	2 – 3 hp	2003
No. 11	Scenic heights	2 – 25 hp	2008

Note: Assumed life of sewer lines, manholes, appurtenances, etc. is 70 years.

**Water System Inventory And Conditions Survey 2014**

**Table A.4. Distribution System**

Age (yrs.)→ Size (in.) ↓	0-20	21-30	31-40	41-50	51-60
4	877	10	2029	2721	9008
6	1327	15901	25887	29661	9653
8	153117	54993	24497	10045	6445
10	14252	9065	7571	5226	349180
12	22241	23783	10270	1390	0
16	10656	1128	130	324	0
24	1067	0	0	61852	0

Note: Numbers above are linear feet.

**Table A.5. Source and Pump Station List**

Name	Location	Year built	Description	Initial Cost
East side Reservoir	Regatta Dr.	1959	0.5mg reservoir	\$ 400,000
Westside Reservoir	Heller St.	1963	0.5mg reservoir	\$ 400,000
Westside Reservoir 2mg	Heller St.	1976	2.0mg reservoir	\$1,500,000
Ault Field Pump station	Ault Field	1974	pumping station	\$ 253,710
Westside pump station	Heller St.	1989	booster station	\$ 113,451
Redwing pump station	Redwing subdivision	2004	booster station	\$ 550,000
Well # 11	Lueck Park	1977	emergency well	\$ 39,004
Well # 9	Heller St.	1961	emergency well	\$ 17,204
Well # 8	Heller St.	1961	Emergency well	\$17,204

Note: The assumed life of water system lines and appurtenances is 50 years.

**Street Inventory And Conditions Survey 2014**

**Table A.6. Street Conditions**

Classification	100-90	89-80	79-70	69-60	59-50	<49
<b>Major Arterial</b>	0.38 SR 20 is State owned/maintained					
<b>Minor Arterials</b>	2.15	5.05	1.95	0.92	0.31	0.60
<b>Collectors</b>	2.62	2.23	2.71	2.32	0.37	0.44
<b>Residential/Local</b>	12.22	14.75	7.49	6.12	1.31	6.72

**Storm Water Drainage Inventory And Conditions Survey 2014**

**Table A.7. Distribution System**

Age (yrs.)→ Size (in.) ↓	0-20	21-30	31-70
4	24	325	0
6	2619	1413	158
8	9585	20171	5946
10	3007	12408	866
12	77926	25839	8577
15	2382	3298	842
18	0	798	2343
21	24	798	0
24	343	492	1394
36	555	65672	0
42	0	2705	0
60	80	0	0

Note: Numbers above are linear feet.

Note: The assumed design life for storm drain lines, manholes, etc. is 70-years.

**City Capital Assets Inventory and Conditions Survey 2014**

**Table A.8. Capital Assets Inventory**

Managing Department	Description	Address	Cost	Size Sq. Ft.
<b>ADMINISTRATION</b>				
	BIG BROTHER HOUSE	913 E. WHIDBEY AVE	\$104,265	900
	CADA RENTAL HOUSE	845 SE IRELAND ST.	\$55,776	800
	SWIMMING POOL	85 SE JEROME ST.	\$412,500	0
	YACHT CLUB	1301 SE CATALINA	\$250,000	1,000

Appendix A • Inventory of Existing Facilities

Managing Department	Description	Address	Cost	Size Sq. Ft.
	CITY HALL	865 SE BARRINGTON DR.	\$1,294,614	14,000
	LIBRARY	100 E. REGATTA DR.	\$1,351,003	12,100
	RENTAL HOUSE	945 E. WHIDBEY AVE.	\$75,285	900
	RENTAL HOUSE	935 E. WHIDBEY AVE.	\$84,437	900
	RENTAL HOURS A & B	1045 IRELAND DR.	\$124,326	400
<b>FIRE</b>				
	FIRE DEPARTMENT	855 E. WHIDBEY AVE.	\$2,682,521	21,000
	FIRE DEPT. TRAINING TOWER	855 E. WHIDBEY AVE.	\$265,302	2,100
<b>MARINA</b>				
	MARINA - FUEL TANK	1401 SE CATALINA DR.	\$382,362	
	MARINA - HARBOR-MASTER BUILDING	1401 SE CATALINA DR.	\$126,293	
	MARINA - MACHINERY & EQUIPMENT	1401 SE CATALINA DR.	\$1,411,513	
	MARINA - WET STORAGE	1401 SE CATALINA DR.	\$972,546	
	MARINAN DOCKS & BREAKWATER	1401 SE CATALINA DR.	\$3,374,342	
<b>PARKS</b>				
	BEEKSMA GATEWAY PARK	1501 BEEKSMA DR.	N/A	.5 ACRES
	BEEKSMA GATEWAY	1501 BEEKSMA DR. (.25 ACRES)	\$170,410	
	FIRESIDE PARK	N/A	N/A	1.2 ACRES
	FLINTSTONE/ MINI HARBOR PARK	BAYSHORE DR.	N/A	1.5 ACRES
	FLINTSTONE PARK FLOATING DOCKS & EQUIP. (1.5 ACRES)	BAYSHORE DR.	\$517,339	
	FLINTSTONE PARK RESTROOMS	BAYSHORE DR.	\$95,509	
	FREUND MARSH	ERIE STREET/BEEKSMA DRIVE	N/A	35 ACRES
	FT. NUGENT PARK	2075 SE FT. NUGENT AVE.	NA	40 ACRES
	FT. NUGENT PARK BALLFIELDS	2075 SE FT. NUGENT AVE.	\$129,135	
	FT. NUGENT PARK RESTROOMS	2075 SE FT. NUGENT AVE.	\$211,264	
	FT. NUGENT PARK COMMUNITY BUILT PLAYGROUND	2075 SE FT. NUGENT AVE.	\$180,405	
	FT. NUGENT PARK PARKING LOT	2075 SE FT. NUGENT AVE.	\$307,300	
	LUECK PARK	1270 SW BARRINGTON DR.	N/A	1.5 ACRES
	LUECK PARK EQUIPMENT	1270 SW BARRINGTON DR.	\$94,461	
	KIMBALL MEMORIAL PARK	580 SW HELLER ST.	N/A	.8 ACRES
	KOETJE PARK	500 NE ELLIS	NA	3.5 ACRES
	HAL RAMALY DISPLAY PARK	526 SE BAYSHORE DR. (.5 ACRES)	\$83,624	.5 ACRES
	HOLLAND GARDENS & GIRL SCOUT HUT	759 SE 4TH AVE.	\$67,551	
	MARINA PARK	1401 SE CATALINA DR.	N/A	2.9 ACRES
	MEADOW RIDGE PARK	N/A	N/A	.5 ACRES
	NEIL PARK EQUIPMENT (3.5 ACRES)	500 NE ELLIS ST.	\$127,345	
	NEIL WATER TOWER	NE BARRON DR.	\$106,121	
	REDWING PARK			1 ACRE
	RIDGE HAVEN PARK	1000 SW KITTITAS CT.		.8 ACRES
	HAWTHORNE PARK			.35 ACRES
	HOLLAND GARDEN / NEIL PARK			3.5 ACRES
	RIDGEWOOD PARK	1587 NE NARROWS		5.8 ACRES
	RUTH COHEN MEMORIAL PARK EQUIPMENT	1678 SW 8TH AVE	\$59,692	5 ACRES
	SHADOW GLEN PARK	386 NW DORY DR.	NA	.8 ACRES
	SHADOW GLEN PARK EQUIPMENT	386 NW DORY DR.	\$53,060	
	SKATEBOARD PARK - NORTH WHIDBEY	175 SE JEROME ST.	\$71,452	
	SMITH PARK EQUIPMENT		\$161,304	9 ACRES
	SPRING TREE PARK			1.5 ACRES

Appendix A • Inventory of Existing Facilities

Managing Department	Description	Address	Cost	Size Sq. Ft.
	SR-20 POCKET PARKS			.25 ACRES
	SUMNER PARK TENNIS COURTS & EQUIPMENT		\$55,320	4 ACRES
	TYHUIS PARK			.8 ACRES
	VFW PARK			.8 ACRES
	VOLUNTEER PARK EQUIP - BALLFIELDS	175 SE JEROME ST.	\$99,289	6 ACRES
	WINDJAMMER PARK	BAYSHORE DRIVE	N/A	28.5 ACRES
	WINDJAMMER PARK - BALLFIELDS	BAYSHORE DRIVE	\$79,591	
	WINDJAMMER PARK BATHHOUSE & SHOWER	BAYSHORE DRIVE	\$106,121	
	WINDJAMMER PARK COMFORT STATION	BAYSHORE DRIVE	\$125,035	
	WINDJAMMER PARK WINDMILL	BAYSHORE DRIVE	\$82,421	
	WINDJAMMER PARK KITCHEN A & B	BAYSHORE DRIVE	\$79,591	
	WINDJAMMER PARK KITCHEN C	BAYSHORE DRIVE	\$79,591	
	WINDJAMMER PARK RESTROOMS	BAYSHORE DRIVE	\$106,121	
<b>PUBLIC WORKS</b>				
	NEW CITY SHOP	1400 NW 16TH AVE.	\$4,841,685	
	WHIDBEY ISLAND BANK	321 SE PIONEER WAY	\$2,600,000	
<b>POLICE</b>				
	POLICE DEPARTMENT / ICOM	860 BARRINGTON DR.	\$1,872,728	
	ANIMAL SHELTER	3057 GOLDIE RD.	\$267,000	
<b>SENIOR CENTER</b>				
	SENIOR CENTER	51 SE JEROME ST.	\$758,956	
	SKYLINE GREENBRIAR MANUFACTURED HOME	917 E. WHIDBEY AVE.	\$147,053	
<b>STREETS</b>				
	INTERSECTION LIGHTING	ALL OTHERS	\$3,395,864	
	LIGHT POLES	VARIOUS LOCATIONS	\$1,771,000	
	PARKING LOT	IRELAND	\$63,672	
	PARKING LOT	DOCK STREET & PIONEER WAY	\$63,672	
<b>WASTEWATER</b>				
	TREATMENT PLANT	1501 CITY BEACH ST	\$2,251,671	
	TREATMENT PLANT EQUIPMENT	1501 CITY BEACH ST	\$908,801	
	NE 7TH LIFTSTATION	638 NE 7TH AVE	\$94,448	
	PIONEER WAY LIFT STATION		\$997,756	
	CROSBY ROAD LIFT STATION	1765 NW CROSBY RD	\$65,795	
	DIVERSION PUMP STATION	1501 CITY BEACH ST	\$265,302	
	EAST PARK LIFT STATION	2330 SW ROSARIO DR	\$64,733	
	GOLF COURSE LIFT STATION	980 SW UPLAND CT	\$161,828	
	LAGOON NASWI		\$2,251,671	
<b>WATER</b>				
	REDWING PUMP STATION	REDWING	\$583,664	
	STORAGE TANK #2	HELLER (.5MILLION GAL.)	\$424,483	
	STORAGE TANK #4		\$424,483	
	STORAGE TANK BY OVE (2 MILLION GAL.)		\$1,591,812	
	AULT FIELD PUMP STATION & EQUIPMENT	AULT FIELD	\$269,239	
	WESTSIDE BOOSTER PUMP STATION	WESTSIDE	\$120,395	
	DIVERSION PUMP STATION	1501 CITY BEACH ST.	\$265,302	

Note: Replacement cost was calculated with an annual 3% inflation factor for the number of years from date built or acquired added to the cost of acquisition.

## Appendix B • Financial Resources for Capital Facility Planning and Implementation<sup>6</sup>

### 1) General Planning

#### 1.0. State grants: WA Department of Commerce

1.0.0: Community Development Block Grants (CDBG) Planning-only grants provide support to eligible small communities and rural counties carrying out planning activities leading to the implementation of priority projects that principally benefit low- and moderate-income persons including:

- Small area and neighborhood plans,
- Strategies and action programs to implement plans including development of codes, ordinances, and regulations, and
- Infrastructure planning.

### 2) Business Development

#### 2.0. State grants: WA Office of Community Development (OCD)

OCD focuses on programs that develop communities, urban areas, and economic activities directly related to urban development. Funding programs include:

2.0.0: Regional Micro-enterprise Development Grant Funds: a component of the Community Development Block Grant (CDBG) Program. Funds may be used to provide assistance to public and private organizations, agencies, and other entities (including nonprofits) to enable such entities to facilitate economic development. Projects must benefit low and moderate income persons.

2.0.1: CDBG Float Loan: Community Development Block Grant Float Loans: available to businesses from the Department of Commerce (DOC) through cities and counties that are eligible to receive Small Cities CDBG program assistance. Principal and interest on the loans will be due at maturity or on demand for a normal term of 24-30 months. Interest rates are negotiated based on the contribution the project will make to job creation or retention. A City or county is eligible to apply for a grant

under this program in order to extend a short-term loan to a private business entity under the following conditions:

- demonstrates that public financing of the project is necessary and appropriate to create or retain jobs,
- provides an unconditional, irrevocable Letter of Credit in the full amount of the principal and interest of the due as collateral for the loan,
- agrees to create jobs and make the majority of them available to qualified lower-income candidates (job retention may also be considered as a qualifying factor),
- agrees to enter into an agreement with DOC and the local job service center to obtain referrals of qualified lower income job candidates for new non-managerial jobs to be created.

2.0.2: Rural Washington Loan Fund (RWLF): provides gap financing for businesses that will create new jobs or retain existing jobs, particularly for lower-income persons. Only businesses in non-entitlement areas of the state are eligible for these loans. Gap is that portion of a project that cannot be financed through other sources, but which is the last portion needed before the investment can occur. The "gap" and competitive factors determine the loan amount, which cannot exceed 33% of total project costs up to \$700,000. Funds can be lent for acquisition, engineering, improvement, rehabilitation, construction, operation, or maintenance of any property, real or personal that is used or is suitable for use by an economic enterprise. Priority is given to timber-dependent and distressed areas. RWLF priority projects include:

- Manufacturing and other industrial production,
- Agricultural development or food processing,
- Aquaculture development or seafood processing
- Development or improved utilization of natural resources,
- Tourism facilities,
- Transportation or freight facilities,
- Other activities that represent new technology or a type of economic enterprise needed to diversify the economic base of an area,

<sup>6</sup> Not an exclusive list. Funding programs change over time, and staff will respond as necessary.

- Retail or service enterprises that will expand the community's economic base rather than primarily redistribute the existing customer base.

## 2.1. Federal grants: Economic Development Administration (EDA)

**2.1.0:** Economic Adjustment Program: supports strategic planning, project implementation, and revolving loan funds. Strategy grants help organize and carry out a planning process resulting in a Comprehensive Economic Development Strategy (CEDS) tailored to a community's specific economic problems and opportunities. Implementation grants support activities identified in an approved CEDS which may include, but are not limited to, the creation or expansion of strategically targeted business development and financing programs such as, construction of infrastructure improvements, organizational development, and market or industry research and analysis. Revolving Loan Fund (RLF) grants may also be used to implement a CEDS.

## 2.2. Federal grants: Small Business Administration (SBA) and Housing and Urban Development (HUD)

**2.2.1:** Small Business Administration (SBA) Loan 7(a): the most common SBA loan or guaranty loan. The lender lends its own funds and the SBA guarantees up to 90% of the loan against default, which the lender may sell on the secondary market. The 7(a) program may be used to obtain long-term financing for business needs including working capital, machinery, equipment, furniture, fixtures, leasehold improvements, building acquisition or construction, and in some cases, debt consolidation. Maximum size limits for SBA eligibility are under \$3,500,000 in retail or service business sales, less than 100 wholesale employees, and less than 500 manufacturing employees.

**2.2.2:** Small Business Administration Loan 504: may lend loans for economic growth on a ratio of \$35,000 for each job created. Loan funds can be used for fixed asset acquisition including land, building, and equipment for more than \$200,000 in project size on a below market fixed rate. The SBA loan is subordinated to the first private loan or lien.

**2.2.3:** HUD Section 108 Guaranteed Loans: available to businesses from DOC through cities and counties that are eligible to receive CDBG Small Cities program assistance. A City or county eligible to apply may obtain a 108 Loan Guarantee for a private business that meets the following criteria:

- Need for assistance is appropriate given the type of project,

- Project will create jobs, and if qualified lower-income candidates are available, the majority of jobs will be made available to them (job retention may be considered),
- Proposed repayment is 20 years or less,
- Other reasonable financing alternatives have been exhausted,
- Request is not less than \$700,000 nor more than \$7,000,000,
- The sponsoring jurisdiction has less than \$7,000,000 in outstanding Section 108 Loan Guarantees.

## 2.3. State grants: Department of Commerce Economic Development Division Business Assistance Center

**2.3.1:** Business Finance: helps businesses obtain capital for start-up and expansion projects that create or retain jobs, stimulate private investment, increase local tax base, and strengthen community economic vitality.

**2.3.2:** Community Development Finance: combines private financial resources with federal and state lending assistance and local leadership to focus on business expansion through community development activities.

**2.3.3:** Business Loan Portfolio: provides capital necessary to fund loans to small businesses statewide. Federal dollars are combined with local revolving loan fund programs and private funds from banks and other sources. Local community leadership is relied upon to access the priority of proposed projects. Projects may be funded through 1 or more of the program's 8 federally funded loan programs.

**2.3.4:** Minority and Women Business Development (MWBD): assists minority and women-owned businesses to access resources and technical assistance to start or expand a business. MWBD provides entrepreneurial training, contract opportunities, bonding information, export assistance, and access to capital for start-ups or expanding businesses.

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## 3) Infrastructure Planning and Implementation

### 3.0. Local multi-purposes levies

**3.1.0:** Real Estate Excise Tax (REET): RCW 82.46 authorizes local governments to enact up to 0.25% of the annual sales for real estate for capital facilities. The Growth Management Act authorizes another 0.25% for capital facilities. Revenues must be used solely for

financing new capital facilities, or maintenance and operations at existing facilities, as specified in the capital facilities plan. An additional option is available under RCW 82.46.070 for the acquisition and maintenance of conservation areas if approved by a majority of the voters of the county.

The first and second REET may be used for the planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, bridges, domestic water systems, and storm and sanitary sewer systems, or the planning, construction, repair, rehabilitation, or improvement of parks and recreational facilities.

In addition, the second REET may be used for:

- The acquisition of parks and recreational facilities, or
- The planning, acquisition, construction, repair, replacement, rehabilitation, or improvement of law enforcement facilities, protection of facilities, trails, libraries, administrative and judicial facilities, and river and/or floodway/flood control projects and housing projects subject to certain limitations.

### 3.1. Local single purpose levies

**3.1.0: Hotel/Motel Tax:** a sales tax levy collected on certain hotel and motel business categories for the purpose of promoting tourism. Revenues may be used for planning, promotional programs, or capital facilities that directly enhance tourism and benefit the hotel and motel industry.

**3.1.1: Transportation Improvement Board:** the Washington State Transportation Improvement Board (TIB) disburses revenues generated from motor vehicle taxes to cities, urban counties, and transportation benefit districts for the purpose of alleviating and preventing traffic congestion caused by economic development or growth. Projects must be multi-agency, multi-modal, congestion related, related to economic development activities, and partially funded locally.

**3.1.2: Local Option Vehicle License Fee:** the Transportation Improvement Act (ESSB 6358 – RCW 82.80) authorizes countywide (no county levy) local option fees up to \$15.00 maximum per vehicle registered in the county. Revenues are distributed back to the county and cities within the county levying the tax on a prorated per capita basis (1.0 for population in incorporated areas). Revenues must be spent for "general transportation purposes" including the construction, maintenance, and operation of county streets, country roads and state highways, policing of local roads, public transportation, high capacity transportation, transportation planning and

design and other transportation related activities. The local option fee does not require voter approval.

**3.1.3: Street Utility Charge:** RCW 35.95.040 authorizes cities to charge for City street utilities to maintain, operate, and preserve City streets. Facilities that may be included in a street utility include street lighting, traffic control devices, sidewalks, curbs, gutters, parking facilities, and drainage facilities. Businesses and households may be charged a fee up to 50% of the actual cost of construction, maintenance, and operations, while the City provides the remainder. The fee charged to businesses is based on the number of employees and may not exceed \$2.00 per full-time employee per month. Owners or occupants of residential properties are charged a fee per household that may not exceed \$2.00 per month.

**3.1.4: Local Option Fuel Tax (LOFT):** RCW 82.80 authorizes a countywide voter approved tax equivalent to 10% of the statewide Motor Vehicle Fuel Tax and a special fuel tax of \$0.023 cents per gallon. LOFT revenue is to be distributed to the City on a weighed per capita basis. Revenues must be spent for highway (City streets, county roads, and state highways) construction, maintenance, or operation; the policing of local roads; or highway related activities.

**3.1.5: Transportation Benefit District:** RCW 35.21.225 authorizes cities to create transportation districts with independent taxing authority for the purposes of acquiring, constructing, improving, providing, and funding any City street, county road, or state highway improvement within the district. The special district's tax base in used to finance capital facilities.

The district may generate revenues through property tax excess levies, general obligation bonds (including Councilmanic bonds), local improvement districts, and development fees. Voter approval is required for bonds and excess property tax levies. Council approval is required for Councilmanic bonds, special assessments, and development fees.

Transportation improvements funded with district revenues must be consistent with state, regional and local transportation plans; necessitated by existing or reasonable foreseeable congestion levels attributable to economic growth; and partially funded by local government or private developer contributions, or a combination of such contributions.

**3.1.6: Storm Drain Utility Fee:** a City or county authorized fee to support storm drainage capital improvements. The fee is usually a flat rate per residential equivalency based on an average amount of impervious surface. Commercial property is commonly assessed a rate based on a fixed number of residential equivalencies.

**3.1.7: Storm Drainage Payment in Lieu of Assessment:** cities may authorize storm drainage charges in lieu of assessments that can be used for construction, maintenance, and/or repair of storm drainage facilities, acquisition of property or related debt service.

### 3.2. Local non-levy financing mechanisms

**3.2.0: GMA Growth Impact Fees:** the Washington State Growth Management Act (GMA - Chapter 36.70A of the Revised Code of Washington and RCW 82.02.050-090) authorizes cities and counties to collect growth impact fees from developers to offset the impact caused by new developments within each jurisdiction's boundaries. The growth impact fees may be collected from developers in an amount less than 100% of the cost of sustaining the jurisdiction's schools, transportation, and park facility existing level-of-service (ELOS) as a result of the developer's project impact. The growth impact fees are usually collected at the issuance of building permits or certificates of occupancy.

Impact fees authorized by ESHB 2929 do not include any other form of developer contributions or exaction. Other forms of exaction that are excluded consist of mitigation or voluntary payments authorized by the Washington State Environmental Policy Act (SEPA - RCW 43.21C), local improvement districts or other special assessment districts, linkage fees, or land donations or fees in lieu of land.

In accordance with the Washington State GMA, a City must have an adopted comprehensive plan in place that satisfies GMA requirements before the jurisdiction can implement a growth impact fee.

**3.2.1: Storm water User Fees:** under state law, cities may collect rate charges from each generator of storm water runoff. Impact or user fees are based on the amount of storm water generated per developed property that is not held on-site, on the assumption there is a correlation between off-site discharge and storm water improvements elsewhere in the City. Storm water utility user fees may be charged on a flat fee per account and are usually collected at the time of development, and thereafter on an assessed charge per volume of storm water generated per account. Fee revenues may be used for capital facilities as well as operating and maintenance fees.

**3.2.2: Local Improvement District:** property owners may petition (or vote in response to a request from a local government) to adopt an annual tax assessment for the purpose of improving the public right-of-way abutting their property.

A majority approval (the percentage to be decided by the local government) can establish an amortized payment

schedule to finance sidewalk, landscaping, parking, streetscape, or other improvements to the public or private abutting properties.

**3.2.3: Special Assessment District:** service entities completely or partially outside of the jurisdiction. Special assessments are levied against those who directly benefit from the new service or facility. Special assessment districts include local improvement districts (LIDs), road improvement districts (RIDs), utility improvement districts (UIDs), and the collection of development fees. Funds must be used solely to finance the purpose for which the special assessment district was created.

**3.2.4: Special Purpose District:** RCW 67.38.130 authorizes a specified service often encompassing more than one jurisdiction. Included are districts for fire facilities, hospitals, libraries, metropolitan parks, airports, ferries, parks and recreation facilities, cultural arts/stadiums and convention centers, sewers, water flood controls, irrigation, and cemeteries.

Voter approval is required for airport, parks and recreation, and cultural arts/stadium and convention districts. Special assessment districts have the authority to impose levies or charges up to a funding limit of \$0.25 per \$1,000 assessed valuation. Special assessment district funds must be used solely to finance the purpose for which the special purpose district was created.

**3.2.5: Parks & Recreation Service Area:** RCW 36.68.400 authorizes voters to approve formation of park and recreation service areas as junior taxing districts for the purpose of financing the acquisition, construction, improvement, maintenance, or operation of any park, senior citizen activity center, zoo, aquarium, or recreational facility. PRSAs may assess up to \$0.15 per \$1,000 assessed valuation subject to voter approval. A PRSA can generate revenue from either the regular or excess property tax levies and through general obligation bonds, subject to voter approval. Revenue must be used for capital facilities maintenance and operation.

**3.2.6: Parking & Business Improvement Areas:** the Transportation Improvement Act (ESHB 6358) also authorizes a tax to be collected on commercial businesses based on gross proceeds or property acreage or the number of parking stalls or the customers similar to an admissions and operations tax. Like the PIA, the revenues must be spent for "general transportation or business improvement purposes" including those outlined under the PIA but also allowing for the management, operation, and accomplishment of business promotional efforts including marketing studies, tenant recruitment, advertising and promotions of special events, and other promotion related activities.

A majority approval of the participating property owners (the percentage to be decided by the local government) can establish an amortized payment schedule to finance off-street parking or other business improvements of benefit to the participating properties. The assessments may be amortized over generous time periods at low interest charges, based on each property's proportionate share of the improvement cost - usually assessed on a per linear foot, acre, parking stall or other formula.

**3.2.7:** State Environmental Protection Act: Washington State Environmental Policy Act (SEPA - RCW 43.21C) allows local governments to impose mitigated on-site improvements or fee assessments with which to finance off-site improvements that are caused by a property's development. SEPA mitigation may cover a variety of physical improvements that are affected by the property's proposed land use including sidewalks, trails, roads and parking areas, utilities, and other supporting infrastructure systems. SEPA mitigation must be proportionately related to the property's impact on infrastructure requirements.

**3.2.8:** Lease Agreements: allow the procurement of a capital facility through lease payments to the owner of a facility. Several lease package methods can be used. Under the lease-purchase method, the capital facility is built by the private sector and leased back to the local government. At the end of the lease, the facility may be turned over to the municipality without any future payment. At that point, the lease payments will have paid the construction cost plus interest.

### 3.3. State grants and loans

**3.3.0:** Community Economic Revitalization Board (CERB): low interest loans (rate fluctuates with state bond rate) and occasional grants to finance infrastructure projects for a specific private sector development. CERB funding is available only for projects that will result in specific private developments or expansions in manufacturing and businesses that support the trading of goods and services outside of the state's borders. CERB projects must create or retain jobs. The Department of Trade and Economic Development distributes CERF funds primarily to applicants who indicate prior commitment to project. CERB revenue is restricted in the type of project and may not be used for maintenance and operations.

CERB supports the following business sectors: manufacturing, production, food processing, assembly, warehousing, industrial distribution, advanced technology and research and development, recycling facilities or businesses that substantially support the trading of goods and services outside of Washington State borders.

In rural counties, CERB can support tourism development projects that meet the program's primary goal of supporting business growth and job creation.

**3.3.1:** Historic Preservation Grants: available on an annual basis from the Office of Archaeology and Historic Preservation (OAHP) to local historic preservation programs. Historic preservation grants may be used for:

- historic preservation planning;
- cultural resource survey and inventory;
- nomination of properties to the National Register of Historic Places; and
- public education and awareness efforts.

To be eligible for grants, communities must be a Certified Local Government (CLG) as approved by OAHP. In addition, when funds are available, OAHP awards grants for the acquisition or rehabilitation of National Register listed for eligible properties. Grant awards are predicated on the availability of funds and require a match.

**3.3.2:** Historic Preservation Tax Certification Program: a federal investment tax credit available for buildings in Washington that are listed on the National Register of Historic Places. National Register properties must be income producing, which includes commercial, retail, office, residential, rental or industrial uses, to be eligible.

**3.3.3:** Certified Local Government (CLG): can be awarded to a local government that establishes a historic preservation program meeting federal and state standards. CLG status requires a local government to encourage, develop, and maintain its local preservation efforts with development plans. CLGs may also apply for special grants from the State Historic Preservation Office (SHPO), obtain technical assistance and training from the SHPO, participate in the National Register nomination process, and assist with statewide preservation programs and planning. CLGs may also qualify for a Special Tax Valuation available for both commercial and residential properties that have rehabilitation costs equaling 25% or more of the buildings assessed value. The rehabilitation costs may be subtracted from the assessed value of the property for a period of 10 years.

**3.3.4:** Public Works Trust Fund (PWTF): low interest loans for financing capital facility construction, public works emergency planning, and capital improvement planning. To apply for the loans, the City must have a capital facilities plan in place and must be levying the original 0.25% real estate excise tax (REET). The Washington State Department of Community Development distributes Public Works Trust Funds. Public works trust fund loans for construction projects

require matching funds generated only from local revenues or state shared entitlement revenues. Public works emergency planning loans are at a 5% interest rate, and capital improvement planning loans are no interest loans with a 25% match. Public works trust fund revenue may be used to finance new capital facilities, or maintenance and operations at existing facilities. PWTF funds may be used for domestic water, storm sewer, solid waste recycling, and sanitary sewer, road, and bridge projects.

**3.3.5:** Washington State Interagency Committee for Outdoor Recreation: federal monies available for the construction of outdoor park and trail facilities from the National Park Service's Land and Water Conservation Fund (LWCF). The Washington State Interagency Committee (IAC) for Outdoor Recreation administers NPS grants.

NPS grants usually do not exceed \$150,000 per project and must be matched on an equal basis by the local jurisdiction. The IAC assigns each project application a priority on a competitive statewide basis according to each jurisdiction's need, population benefit, natural resource enhancements, and a number of other factors.

**3.3.6:** Aquatic Lands Enhancement Act: the 1985 Aquatic Lands Enhancement Act (ALEA) initiated on a trial basis, and since renewed and expanded, uses revenues obtained by the Washington Department of Natural Resources from the lease of state owned tidal lands. The ALEA program is administered by the IAC for the development of shoreline related trail improvements and may be applied for the full cost of the proposal.

**3.3.7:** Motor Vehicle Excise Tax (MVET): Paths and Trails Reserve Washington State (RCW 82.44) collects an annual excise tax that is paid by motor vehicle owners and administered by the Washington State Department of Licensing. Cities receive 17% of the base allocation. Cities are required to spend these funds for police and fire protection and the preservation of public health. The revenues may also be spent on capital facilities including roadway improvements.

RCW 47.30.050 requires that local governments collect and dedicate not less than 0.005 of the total amount of MVET funds received during the fiscal year for the purpose of developing paths and trails (the Paths and Trails Reserve). The Paths and Trails Reserve was established under State of Washington RCW 47.30 to provide for the establishment and maintenance of paths and trails within the right-of-way of public roads.

**3.3.8:** Safe, Accountable, Flexible, Efficient Transportation Equity Act (TEA-21–SAFETEA-W): The grants, which may total up to 86.5% of a project's cost, are decided on a

competitive basis on a regional level for the purpose of expanding the inter-modal use of and transportation enhancement of roadways for other than vehicular activities, including bicycle, pedestrian, and transit. Transportation enhancement activities may include improvements to any of the following surface transportation facilities:

- Facilities for pedestrians and bicycles,
- Safety and educational activities for pedestrians and bicycles,
- Acquisition of scenic easements and scenic or historic sites,
- Scenic or historic highway programs including the provision of tourist and welcome center facilities,
- Landscaping and other scenic beautification,
- Historic preservation,
- Rehabilitation and operation of historic transportation buildings, structures or facilities including historic railroad facilities and canals,
- Preservation of abandoned railway corridors including the conversion and use thereof for pedestrian or bicycle trails,
- Control and removal of outdoor advertising,
- Archaeological planning and research,
- Environmental mitigation to address water pollution due to highway runoff,
- Reduce vehicle-caused wildlife mortality while maintaining habitat connectivity, and
- Establishment of transportation museums.

**3.3.9:** Surface Transportation Program (STP): provides flexible funding that may be used by states and localities for projects on any Federal-aid highway, including the NHS, bridge projects on any public road, transit capital projects, and public bus terminals and facilities. An average of \$700k is available annually for the Island County sub-regional transportation planning organization (RTPO)

**3.3.10:** Transportation Improvement Board (TIB): invests state gas tax funds in local community through grant programs serving cities, urban counties, and transportation benefit districts in Washington State. The TIB identifies and funds the highest-ranking transportation projects based on criteria established by the Board. TIB programs include:

- **Urban Arterial Program:** best suited for roadway projects that improve safety and mobility
- **Urban Corridor Program:** best suited for roadway projects with multiple funding partners that expand capacity.
- **Sidewalk Program:** suited for sidewalk projects that improve safety and connectivity.
- **Road Transfer Program:** provides state funding to offset extraordinary costs associated with the transfer of state highways to cities.
- **Pedestrian Safety & Mobility Program:** funds pedestrian improvements for safety, pedestrian generators, convenience, public acceptance, and project cost.
- **New Streets for Small Cities**

**3.3.11 Centennial Clean Water Fund (CCWF):** grants and loans administered by the Department of Ecology under the Centennial Clean Water Program (Referendum 39), a water quality program that provides grants for up to 75% of the cost of water quality/fish enhancement studies. CCWF monies can be applied to public and park developments that propose to restore, construct or otherwise enhance fish producing streams, ponds or other water bodies. CCWF funds are limited to the planning, design and construction of water pollution control facilities, storm water management, ground water protection, and related projects.

**3.3.12: Water Pollution Control State Revolving Fund:** low interest loans and loan guarantees for water pollution control projects. The Washington State Department of Ecology distributes WPCSRF loans. The applicant must show water quality need, have a facility plan for treatment works, and show a dedicated source of funding for repayment.

**3.3.13: Building for the Arts:** provides state grants through DOC to performing arts, art museums, and cultural organizations to defray up to 20% of the cost of new facilities or major renovation projects to match monies raised locally from non-state sources. The program intent is to fund temporary construction jobs as well as permanent arts-related jobs and employment opportunities in businesses that support new arts facilities.

**3.3.14: Local Capital Projects:** provides state appropriates for capital construction projects that benefit local governments and nonprofit organizations. Each appropriate, sponsored by the Governor or the Legislature, is tailored to the needs of the recipient organization.

**3.3.15: Job Creation & Infrastructure (JCIP):** provides targeted capital facilities funding for local governments and community nonprofits to stabilize and stimulate the state's long-term economic through infrastructure development. Previous JCIP projects have funded a wide range of capital facilities including small business incubators, ball fields, wastewater treatment plants, parks, and museums.

**3.3.16: Department of Health Water Systems Support (DOHWSS):** grants for upgrading existing water systems, ensuring effective management, and achieving maximum conservation of safe drinking water. The Washington State Department of Health (DOH) distributes DOHWSS grants through intergovernmental review and with a 60% local match requirement.

### 3.4. Direct Federal grants and loans

**3.4.0: Federal Aid Urban System (FAUS):** revenues available for the construction and reconstruction improvements to arterial and collector roads that are planned for by an MPO and the Federal Highway Administration. FAUS funds may also be used for non-highway related public mass transit projects. The Washington State Department of Transportation distributes FAUS funds with a 16.87% local match requirement.

**3.4.1: Federal Aid Safety Programs (FASP):** revenues available for improvements at specific locations that constitute a danger to vehicles or pedestrians as shown by frequency of accidents. The Washington State Department of Transportation distributes FASP funds from a statewide priority formula with a 10% local match requirement.

**3.4.2: Community Development Block Grants:** the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program dispense discretionary funds to local governments for the development of local public facilities or services assisting low income or disadvantaged neighborhoods.

CDBG grants are available through DOC for non-entitlement cities and towns of less than 50,000 population and counties with less than 200,000 population. Projects must principally benefit low- and moderate-income persons (less than 80% of county median income) under 8 different programs dealing with:

- General Purpose Grants,
- Planning-Only Grants,
- Housing Enhancement Grants,
- Float-Funded Activity Grants,
- Community Investment Fund,

- Public Service Grant,
- Imminent Threat Grant
- Section 108 Loan Guarantees

CDBG funds are primarily intended for facility construction and may not be used to finance operation and maintenance costs. The program is authorized and funded by annual federal appropriations that have fluctuated widely in recent years due to other federal budgetary needs and philosophies. Eligible activities include:

- New housing construction and rehabilitation projects,
- Economic development revolving loan funds, infrastructure, and incubators,
- Community facilities including community centers, health care facilities, and ECEAP/Headstart facilities,
- Public facilities including water, wastewater, storm sewer, and streets,
- Comprehensive projects requiring a combination of activities such as housing rehabilitation and infrastructure improvements,
- Public services providing counseling, job training, or other benefits,
- Barrier removal for handicap accessibility.

## **Appendix C • Project Descriptions and other Details**

Spreadsheet will begin on the next page.



**PROJECT DESCRIPTION:** Project to connect two separate OHPD buildings, add office space and provide for a safer and more efficient workspace/building and environment.

**PROJECT NEED:** -OHPD currently has two building spaces which are not connected. To enter the conference / training room section of the building, staff must exit the main building through the front or rear door and then enter the other section through a front or rear door of that section. OHPD no longer maintains an inmate housing facility (jail) and the current "night lobby" is no longer needed as it was when we had a jail. The new plan would be to add a new covered interior area to the front of the building, connecting the two sections of OHPD. This would connect the area around the night lobby entrance and the front door of the conference/training room area. The new addition would join these two areas, thus providing a fluid connection and in essence, making one OHPD building/office space area. It would also provide space for a new room or two, to be used as an office or as otherwise allocated. This would extend the life of the building and provide enclosed space between these two sections, providing for more safe passage in an environmentally controlled area - as well as provide additional workspace. This would add approximately 1000 square feet of usable indoor office and hallway space, and connect the buildings.

**DEVELOPMENT PLAN & STATUS:** Plan for a future expenditure for this project, allocate money for the design process (architect) and project based on design and building costs, put the project out for bid and award, begin and complete the project and utilize the space.

**COST & FINANCING DATA:**

<b>COST ASSUMPTIONS</b>	<b>001.50.521.50.4800?</b>	
Pre-Design/Feasibility		\$40,000
Engineering/Design Services		\$0
Land		\$0
Machinery & Equipment		\$0
Construction Services		\$660,000
Subtotal:		\$700,000
Contingency Fees		\$0
<b>TOTAL:</b>		<b>\$700,000</b>

# FUND 001.50 CAPITAL

## Police Dept Remodel

**ESTIMATED PROJECT & PURCHASE TIMELINE**

**Pre-Design: FY**  
**Engineering/Design: FY 2028**  
**Purchase/Construction: FY 2028**  
**Estimated Completion: FY 2028**



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							6 YR TOTAL
	SPENT TO DATE	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
Grant-Unsecured	-					\$700,000		\$700,000
<b>TOTAL REQUESTED FUNDS:</b>	-					\$700,000		\$700,000

**PROJECT DESCRIPTION:** The City of Oak Harbor will conduct a digital equity study to assess the broadband needs of north Whidbey Island. The study will encompass the southern city limits north to Deception Pass bridge. The main goal of the study is to determine if there are underserved or unserved areas that might benefit from the city's installation of wet fiber.

**PROJECT NEED:** The City will hire a consultant to conduct a digital equity and inclusion study for North Whidbey Island, from the southern city limits to Deception Pass Bridge. The study will focus on underserved or unserved homes throughout this area. It will measure broadband speeds to compare with Washington State's broadband speed goals. It will identify low-income households and/or neighborhoods that could benefit from subsidies. The study will have five goals: 1. Map broadband availability directly to homes throughout north Whidbey Island including within the City of Oak Harbor. 2. Identify low-income households and/or neighborhoods and determine broadband usage and needs in those areas. 3. Identify potential sources for subsidized broadband service. 4. Identify line cap and line extension opportunities for broadband throughout north Whidbey Island. 5. Create a Digital Equity & Inclusion Plan that can be implemented over the next 3-5 years.

**DEVELOPMENT PLAN & STATUS:** Funding is available through the state's Community Economic Revitalization Board (CERB). CERB can grant \$50,000 with a \$12,500 match from the City. The plan is to apply for the grant in FY2023 and conduct the study over the course of 9-12 months.

**COST & FINANCING DATA:** .

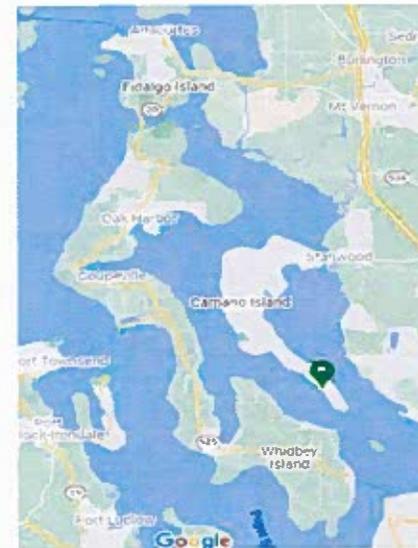
<b>COST ASSUMPTIONS</b>	<b>001.38.558.60.4100</b>	<b>dev2301</b>
Pre-Design/Feasibility	<b>dev2301.pre.001</b>	\$50,000
Engineering/Design Services		\$0
Machinery & Equipment		\$0
Construction Services		\$0
Subtotal:		\$50,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$50,000</b>

**FUND 001.38 DEV. SERVICES**

**CERB Broadband Study**

**ESTIMATED PROJECT & PURCHASE TIMELINE**

**Pre-Design: FY**  
**Engineering/Design: FY 2023**  
**Purchase/Construction: FY 2023**  
**Estimated Completion: FY 2023**



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
CERB Grant-unsecured	-			\$45,000					\$45,000
General Fund		\$5,000							\$5,000
BFB				\$5,000					\$5,000
<b>TOTAL REQUESTED FUNDS:</b>	-			\$50,000					\$50,000

**FUND 001.38 DEV. SERVICES**

**Central Development Area Study & Implementation Plan**

**PROJECT DESCRIPTION:** Creation of a comprehensive development subarea plan for older sections of the City that includes the Marina, the Downtown, and the Midtown District to create the Central Development Area Study & Implementation Plan.

**PROJECT NEED:** This is an opportunity to combine these areas into a Central Development Area and create a Vision for 2045 that will enable the City to meet the needs of its future, facilitate economic growth, and increase the standard of living for the residents of our community. The goals would be to foster a robust, active community and marina, develop the infrastructure for the future, be able support both available and affordable housing, enhance livability, and ensure fiscal sustainability.

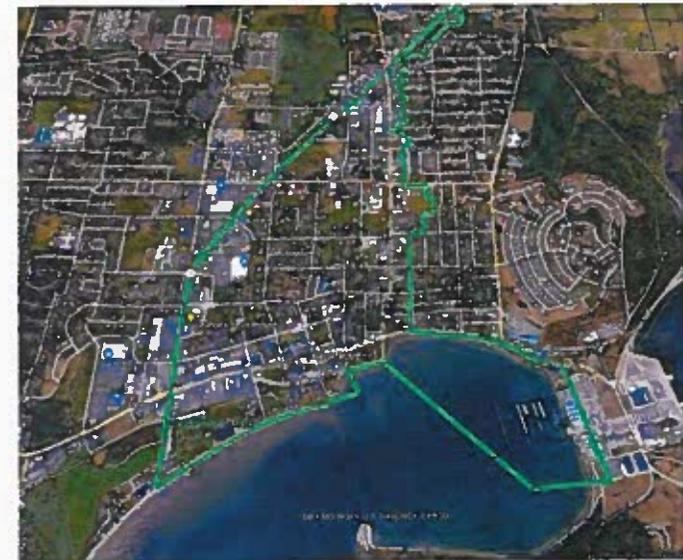
**DEVELOPMENT PLAN & STATUS:** The plan would include, but not be limited to:- Stakeholder Task Force . Development of a schedule and funding opportunities. Establish community outreach and engagement. Subarea Plan and Zoning Code. Completing a market study. Development of design standards. Conduct programmatic Environmental Impact Statements (EIS) as required.

**COST & FINANCING DATA:**

<b>COST ASSUMPTIONS</b>	<b>001.38.558.60.4100</b>	<b>dev2302</b>
Pre-Design/Feasibility	<b>dev2302.pre.001</b>	\$450,000
Engineering/Design Services		\$0
Machinery & Equipment		\$0
Construction Services		\$0
Subtotal:		\$450,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$450,000</b>

**ESTIMATED PROJECT & PURCHASE TIMELINE**

**Pre-Design: FY**  
**Engineering/Design: FY 2023-2026**  
**Purchase/Construction:**  
**Estimated Completion: FY 2026**



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
EDA grant unsecured	-		\$100,000	\$150,000	\$150,000				\$400,000
General Fund		\$15,000	\$35,000						\$50,000
<b>TOTAL REQUESTED FUNDS:</b>	<b>-</b>	<b>\$15,000</b>	<b>\$135,000</b>	<b>\$150,000</b>	<b>\$150,000</b>				<b>\$450,000</b>

**PROJECT DESCRIPTION:** The City of Oak Harbor will conduct a site clean up of 1081 and 1091 Pioneer Way in conjunction with a revitalization / reuse study focused on the downtown corridor.

**PROJECT NEED:** The property is considered a Brownfield project. The property will need to be assessed for hazardous materials and then cleaned up, depending on what pollutants are found. In conjunction with the clean up, a reuse / revitalization study will be conducted with the involvement of the surrounding community and business owners.

**DEVELOPMENT PLAN & STATUS:** Funding is available through the Environmental Protection Agency (EPA) Multipurpose Grant. The plan is to apply for the grant in FY2023 and conduct the clean up and revitalization study over the course of 24-36 months.

**COST & FINANCING DATA:**

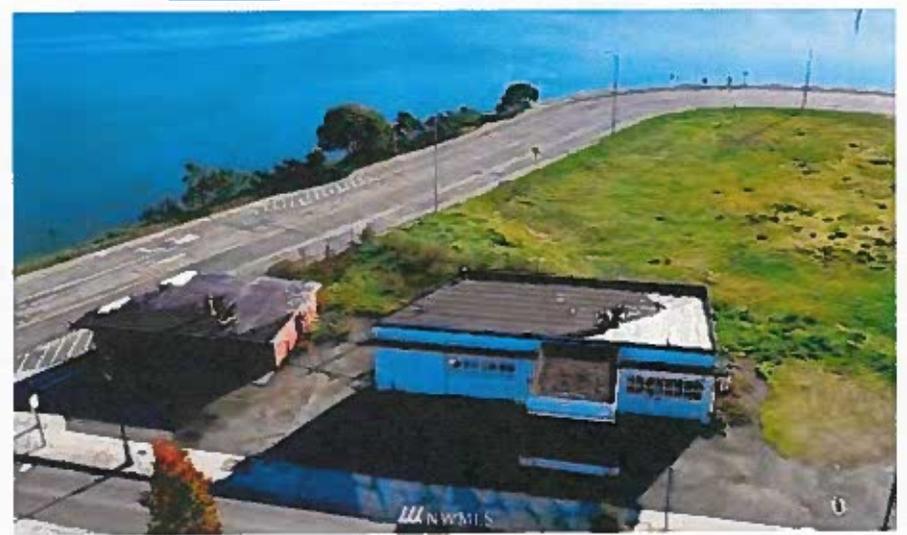
<b>COST ASSUMPTIONS</b>	<b>007.38.594.58.6300</b>	<b>dev2303</b>
Pre-Design/Feasibility	<b>dev2303.pre.001</b>	\$225,000
Engineering/Design Services	<b>dev2303.des.010</b>	\$325,000
Land		\$0
Machinery & Equipment		\$0
Construction Services	<b>dev2303.con.070</b>	\$300,000
Subtotal:		\$850,000
Contingency Fees		\$150,000
<b>TOTAL:</b>		<b>\$1,000,000</b>

# FUND 007.38 CAPITAL

## EPA Pioneer Way Revitalization/Reuse Study

**ESTIMATED PROJECT & PURCHASE TIMELINE**

**Pre-Design: FY**  
**Engineering/Design: FY 2023**  
**Purchase/Construction: FY 2023-2024**  
**Estimated Completion: FY 2024**



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							6 YR TOTAL
	SPENT TO DATE	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
EPA grant unsecured	-	\$800,000						\$800,000
Ecology IPG grant (DOE) secured		\$200,000						\$200,000
<b>TOTAL REQUESTED FUNDS:</b>	<b>-</b>	<b>\$1,000,000</b>						<b>\$1,000,000</b>

**FUND 001.38 DEV. SERVICES**

**State Mandated 2025 Comp Plan Update**

**PROJECT DESCRIPTION:** This is a project will update the Comprehensive Plan with state requirements.

**PROJECT NEED:** This is an opportunity to renew all of the elements in the Comprehensive Plan. Elements may include: transportation, utilities, Urban Growth Area, etc.

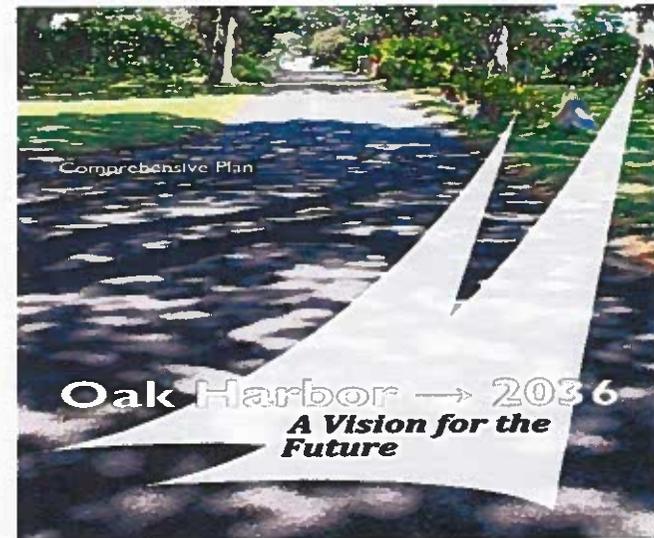
**ESTIMATED PROJECT & PURCHASE TIMELINE**

**Pre-Design: FY**  
**Engineering/Design: FY 2023-2024**  
**Purchase/Construction:**  
**Estimated Completion: FY 2024**

**DEVELOPMENT PLAN & STATUS:**

**COST & FINANCING DATA:**

<b>COST ASSUMPTIONS</b>	<b>001.38.558.60.4100</b>	<b>dev2304</b>
Pre-Design/Feasibility	<b>dev2304.pre.001</b>	\$125,000
Engineering/Design Services	<b>dev2304.des.010</b>	\$50,000
Machinery & Equipment		\$0
Construction Services		\$0
Subtotal:		\$175,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$175,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							6 YR TOTAL
	SPENT TO DATE	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
Commerce Grant-secured	-	\$125,000						\$125,000
General Fund		\$50,000						\$50,000
<b>TOTAL REQUESTED FUNDS:</b>	<b>-</b>	<b>\$175,000</b>						<b>\$175,000</b>

**FUND 001.38 DEV. SERVICES**

**State Mandated Climate Sub Elements**

**PROJECT DESCRIPTION:** Legislation passed and signed into law in 2023 (HB 1181) adds a climate goal to the Growth Management Act (GMA) and requires local comprehensive plans to have a climate element with resilience and greenhouse gas emissions mitigation sub-elements. The resilience sub-element must include goals and polices to improve climate preparedness, response and recovery efforts. This is mandatory for all counties and cities fully planning under the GMA and encouraged for others. Climate elements must maximize economic, environmental, and social co-benefits and prioritize environmental justice in order to avoid worsening environmental health disparities.

**PROJECT NEED:** This furthers goals and policies in the Environmental Element of the Comprehensive Plan. Since this is an issue that needs to be tackled at all levels to make a difference, it is being mandated by the State for inclusion into the City's Comprehensive Plan.

**DEVELOPMENT PLAN & STATUS:**

**COST & FINANCING DATA:**

<b>COST ASSUMPTIONS</b>	<b>001.38.558.60.4800</b>	<b>dev2401</b>
Pre-Design/Feasibility	dev2401.pre.001	\$100,000
Engineering/Design Services	dev2401.des.053	\$50,000
Machinery & Equipment		\$0
Construction Services		\$0
Subtotal:		\$150,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$150,000</b>

**ESTIMATED PROJECT & PURCHASE TIMELINE**

**Pre-Design: FY**  
**Engineering/Design: FY 2024-2025**  
**Purchase/Construction:**  
**Estimated Completion: FY 2025**



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							6 YR TOTAL
	SPENT TO DATE	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
Grant-secured	-	\$75,000	\$75,000					\$150,000
<b>TOTAL REQUESTED FUNDS:</b>	-	\$75,000	\$75,000					\$150,000

**PROJECT DESCRIPTION:** This capital project includes changes to the Council Chambers, moving the copy/mail room, creating two more offices in the old copier room, and the previous reception area as you enter City Hall.

**PROJECT NEED:** Staff has identified a need for two more offices. This proposal is to create them in the existing copier room. This would move the copier, mailer and boxes to the waiting area outside admin. Electrical work may be needed. Staff has identified a need to move the council chamber equipment and video system into the room next to HR. A door/window will need to be constructed to be able to view during meetings. Once this has been completed the dias will be reconstructed and moved. Electrical work may be needed. Staff has identified a need to remove the old reception counter and make this area more friendly to the public to gain information. Flooring will need to be redone in this area. Electrical work may be needed.

**DEVELOPMENT PLAN & STATUS:**

**COST & FINANCING DATA:**

COST ASSUMPTIONS	001.45.518.30.4800	ch2302
Pre-Design/Feasibility		\$0
Engineering/Design Services	ch2302.des.130	\$10,000
Land		\$0
Machinery & Equipment	ch2032.mac.049	\$40,000
Construction Services	ch2302.con.070	\$50,000
Subtotal:		\$100,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$100,000</b>



**FUND 001.45 GENERAL GOV**

**City Hall Upstairs Remodel**

**ESTIMATED PROJECT & PURCHASE TIMELINE**

**Pre-Design: FY**  
**Engineering/Design: FY 2023-2024**  
**Purchase/Construction: FY 2023-2024**  
**Estimated Completion: FY 2024**

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-Memo	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
REET 1	-	\$50,000	\$50,000						\$50,000
BFB			\$50,000						\$50,000
<b>TOTAL REQUESTED FUNDS:</b>	-		\$100,000						\$100,000

**PROJECT DESCRIPTION:** This capital project is to remodel the downstairs portion of City Hall. Planning has created a scope of work and estimated numbers have been obtained from a contractor. Included are the upgrades to the IT/Server room.

**PROJECT NEED:** This is necessary to create more office spaces and will include security upgrades for downstairs staff. Included in this project are the upgrades to the IT and server rooms. These are necessary to ensure the stability and sustainability of the city's network system.

**DEVELOPMENT PLAN & STATUS:** Planning has developed a floor plan. Contractor has provided an estimate. IT/Server room upgrades have been included. HVAC and electrical components have been included.

**FUND 001.45 GENERAL GOV**

**City Hall Downstairs Remodel**

**ESTIMATED PROJECT & PURCHASE TIMELINE**

**Pre-Design: FY**  
**Engineering/Design: FY 2024**  
**Purchase/Construction: FY 2024**  
**Estimated Completion: FY 2024**

**COST & FINANCING DATA:**

<b>COST ASSUMPTIONS</b>	<b>001.45.518.30.4800</b>	<b>ch2303</b>
Pre-Design/Feasibility		\$0
Engineering/Design Services	<b>ch2303.des.130</b>	\$100,000
Land		\$0
Machinery & Equipment	<b>ch2303.mac.049</b>	\$20,000
Construction Services	<b>ch2303.con.070</b>	\$150,000
Subtotal:		\$270,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$270,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							6 YR TOTAL
	SPENT TO DATE	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
REET 1	-	\$270,000						\$270,000
<b>TOTAL REQUESTED FUNDS:</b>	<b>-</b>	<b>\$270,000</b>						<b>\$270,000</b>

**FUND 007.56—FIRE CAPITAL**

**West Side Fire Station**

**PROJECT DESCRIPTION:** Construct a 3 bay fire station on the southwest side of the City to include a new Quint ladder truck.

**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. Staffing could be as high as \$750,000.00 per year.

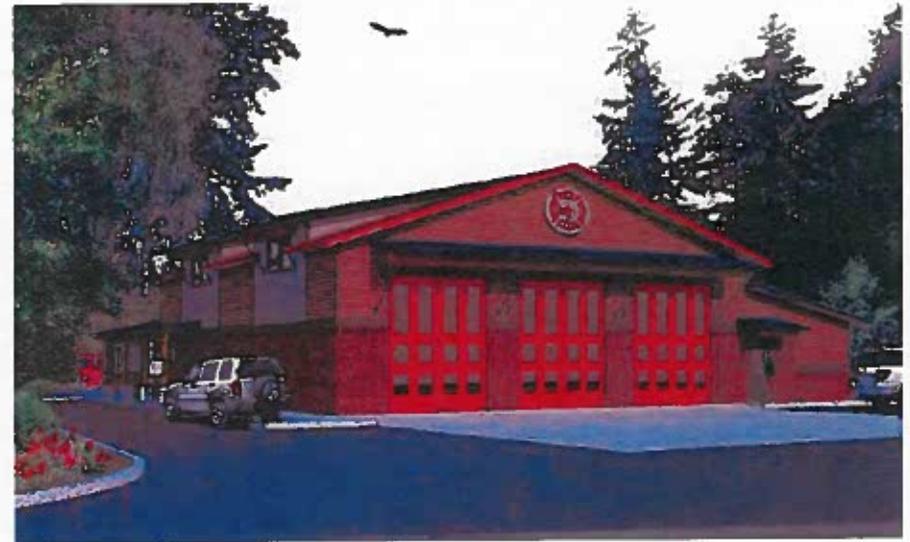
**DEVELOPMENT PLAN & STATUS:** If voter's approve a levy lid lift for operations and an excess levy for the construction, the city will proceed.

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

Land-6100, Bldg-6200, Ladder truck-6400

**ESTIMATED PROJECT & PURCHASE TIMELINE**

**Pre-Design: FY**  
**Engineering/Design: FY 2023**  
**Purchase/Construction: FY 2023-2025**  
**Estimated Completion: FY 2025**



COST ASSUMPTIONS	007.56.594.22.6xxx	fir2301
Pre-Design/Feasibility <b>6200</b>	<b>fir2301.pre.054</b>	\$200,000
Engineering/Design Services <b>6200</b>	<b>fir2301.des.053</b>	\$300,000
Land <b>6100</b>	<b>fir2301.lnd.060</b>	\$ 500,000
Machinery & Equipment <b>6400</b>	<b>fir2301.mac.lad</b>	\$1,400,000
Construction Services-bldg <b>6200</b>	<b>fir2301.con.xxx</b>	\$6,800,000
Subtotal:		\$9,200,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$9,200,000</b>

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								6 YR TOTAL
	SPENT TO DATE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
GO Bond	\$1,160,289	\$839,711	\$5,200,000	\$2,000,000					\$8,039,711
<b>TOTAL REQUESTED FUNDS:</b>	<b>\$1,160,289</b>	<b>\$839,711</b>	<b>\$5,200,000</b>	<b>\$2,000,000</b>					<b>\$8,039,711</b>

**FUND 007.70—PARKS CAPITAL**

**Pickleball Courts**

**PROJECT DESCRIPTION:** Renovation of existing pickle ball courts at Rotary Park. The project will include renovation of asphalt pad, nets and post, painting and striping and reorientation of two more courts.

**PROJECT NEED:** This project will increase the number of pickle ball courts from 4 to 6. Pickle-ball has grown in popularity over the past few years.

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

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

**ESTIMATED PROJECT & PURCHASE TIMELINE**

**Pre-Design: FY**

**Engineering/Design: FY 2021-2023**

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

**Estimated Completion: FY 2024**

<b>COST ASSUMPTIONS</b>	<b>007.70.594.76.6300</b>	<b>gen2101</b>
Engineering Services	<b>gen2101.des.053</b>	\$5,000
Other Professional Services		\$ -
Machinery & Equipment	<b>gen2101.mac.049</b>	\$4,000
Construction Services	<b>gen2101.con.xxx</b>	\$241,000
Subtotal:		\$250,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$250,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS									
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
REET 2	-	\$50,000								
Unsecured				\$200,000						\$200,000
Project BFB			\$50,000							\$50,000
<b>TOTAL REQUESTED FUNDS:</b>	<b>-</b>		<b>\$50,000</b>	<b>\$200,000</b>						<b>\$250,000</b>

**PROJECT DESCRIPTION:** Renovate park planters and information signage, install new historic park sign, complete maintenance to existing fences and gazebo, installation of historical aesthetic elements and safety lighting and electrical access at the gazebo, install ADA pathway, and remove 30 year old playground equipment scattered though out park.

**PROJECT NEED:** Smith Park has received State Historical designation. Stone pillars that have been saved for the sign will be etched and installed with the park's inception date. The pedestrian path needs to be upgraded to be accessible and safety lighting is needed in the park and gazebo, as well as electrical access for special events. Lighting and all future improvements will maintain a historic aesthetic and feel the reflects the City's founding centered at the park.

**DEVELOPMENT PLAN & STATUS:** 023 \$10,948 Grant –ARPA (2021) Fence and Gazebo painting, historic park sign, information sign, renovate planters and install garden club centennial planting area and plaque.2024-Remove Playground Equipment, Replace furnishings/benches. 2025-\$25,000 REET 1 (311), \$25,000 REET 2 (312) ADA Pathways, Lighting, Electrical .

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

COST ASSUMPTIONS	001.70.576.80.4800	gen2301
Engineering Services	gen2301.des.053	\$ 1,000
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services	gen2301.con.070	\$59,948
Subtotal:		\$60,948
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$ 60,948</b>

# FUND 001.70 PARKS

## Smith Park Improvements

### ESTIMATED PROJECT & PURCHASE TIMELINE

**Pre-Design: FY**  
**Engineering/Design: FY 2025**  
**Purchase/Construction: FY 2025**  
**Estimated Completion: FY 2025**



REVENUE SOURCE	SPENT TO DATE	FISCAL YEAR FUNDING REQUESTS							TOTAL
		FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
REET 1 (311)				\$25,000					\$25,000
REET 2 (312)				\$25,000					\$25,000
Council Priority Proj	-	\$10,948							\$10,948
<b>TOTAL REQUESTED FUNDS:</b>	-	<b>\$10,948</b>		<b>\$50,000</b>					<b>\$60,948</b>

**PROJECT DESCRIPTION:** To construct two soccer fields and 50 parking stalls as part of the first phase in developing the 75 acres of land to be used for a regional park .

**PROJECT NEED:** The regional park 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:** Grant applications for future funding are forthcoming. A preliminary master plan has been developed for the regional park. Phase 1 of the regional park includes two soccer fields and 50 parking stalls. The estimated cost for the development of the master plan, that includes an access roadway is approximately \$60.7 million.

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

<b>COST ASSUMPTIONS</b>	<b>007.70.594.76.6300</b>	<b>gen1901</b>
Engineering/Design Services	<b>gen1901.des.053</b>	\$ 175,000
Land Purchase		
Machinery & Equipment		
Construction Services	<b>gen1901.con.171</b>	\$5,108,000
Subtotal:		\$5,283,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$5,283,000</b>

**FUND 007.70—PARKS CAPITAL**

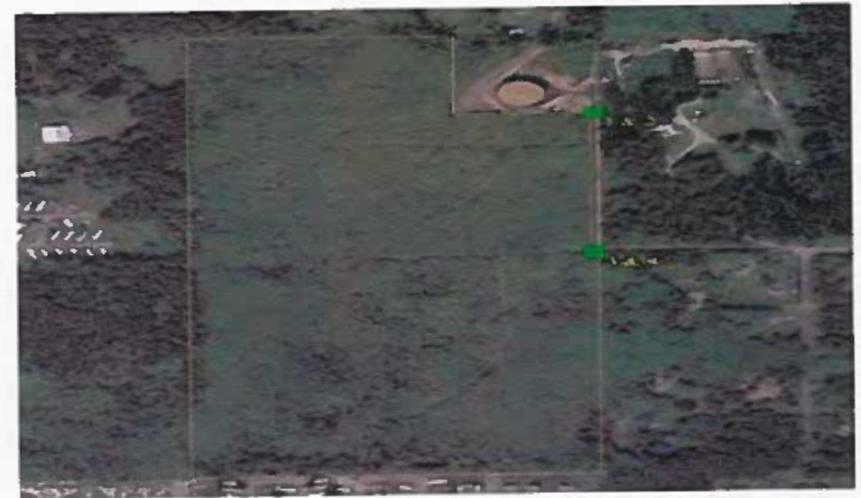
**Park Plan Implementation**

**ESTIMATED PROJECT & PURCHASE TIMELINE**

**Engineering/Design: FY 2021-2022**

**Purchase/Construction: FY 2023-2025**

**Estimated Completion: FY 2025**



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
REET 1/2	\$123,752	\$300,449		\$885,000					\$885,000
Park Impact Fees	\$44,875	\$94,696							\$3,795,801
Grants-Unsecured	-			\$3,795,801					
General Fund	\$26,443	\$11,984							\$407,129
Project BFB	-		\$125,000	\$282,129					
<b>TOTAL REQUESTED FUNDS:</b>	<b>\$195,070</b>		<b>\$125,000</b>	<b>\$4,962,930</b>					<b>\$5,087,930</b>

**ON HOLD 2022**

**PROJECT DESCRIPTION:** The City has been awarded \$1,680,140 to develop and implement an Urban and Community Forestry Program. The Forestry Program will include a Forestry Management Plan, Green Careers promotion through a Full-Time Arborist Apprentice and Seasonal Internships, and a series of Forestry Projects to improve access to green spaces, increase and beautify the urban canopy, and other forestry resiliency projects that will be informed by the Forestry Management Plan over the 5 year life of the grant 2024-2029.

**PROJECT NEED:** The City does not have an urban and community forestry management program. This project seeks to develop and implement an urban and community forestry program over the life of the project, building capacity within the Parks and Recreation Department during the process to ensure that the program is sustained beyond the project period. Oak Harbor is the only community on Whidbey Island that meets the requirements for the Justice40 initiative. This project aligns with and will directly support Washington State’s Forest Action Plan Goal 2. Oak Harbor is a designated Tree City USA and the project will gather all data regarding the current state of Oak Harbor’s urban forests. It will provide a comprehensive vision for short and long-term resiliency of the City’s forests which does not currently exist. The UCFMP will be the basis for policy and program decisions for the new Parks & Recreation Department, especially as urban forests continue to face threats from development, climate change, storms, disease and pests. It will support proper planting, immediate aftercare and sustained maintenance of trees. It also will educate community members and leadership about the importance of a healthy tree canopy in urban areas.

**DEVELOPMENT PLAN & STATUS:** The Grant has been awarded and we are currently working with the US Forest Service to finalized the agreement.

**COST & FINANCING DATA:**

COST ASSUMPTIONS		001.70.576.80.xxxx	gen2402
Engineering/Design Services	576.80.4100	gen2402.des.053	\$75,000
Staff/Train & Operating Costs	576.80.1100/2100/3xxx/4x00	gen2402.xxx.xxx	\$611,840
Machinery & Equipment	594.76.6400	gen2402.mac.xxx	\$300,000
Construction Services	594.76.6300	gen2402.con.xxx	\$693,300
	Subtotal:		\$1,680,140
Contingency Fees			\$ -
	<b>TOTAL:</b>		<b>\$1,680,140</b>

# FUND 001.70—PARKS

## Urban Forestry Management Plan

**ESTIMATED PROJECT & PURCHASE TIMELINE**

**Engineering/Design: FY 2024**

**Purchase/Construction: FY 2024**

**Estimated Completion: FY 2024-2029**



**FISCAL YEAR FUNDING REQUESTS**

REVENUE SOURCE	SPENT TO DATE	BFB-memo	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
Unsecured	-		\$400,140	\$320,000	\$320,000	\$320,000	\$320,000		\$1,680,140
<b>TOTAL REQUESTED FUNDS:</b>			<b>\$400,140</b>	<b>\$320,000</b>	<b>\$320,000</b>	<b>\$320,000</b>	<b>\$320,000</b>		<b>\$1,680,140</b>

**PROJECT DESCRIPTION:** Purchase of equipment and supplies to rehabilitate the City’s baseball, football, and soccer fields.

**PROJECT NEED:** The purpose of these improvements is to give the citizens a sense of pride in our community and positive places to play baseball, football, and soccer in Oak Harbor. City athletic fields need serious attention with specialized aeration equipment, specialized dirt, and supplies to ensure that children and adults have safe playing fields.

**DEVELOPMENT PLAN & STATUS:**

**COST & FINANCING DATA:**

<b>COST ASSUMPTIONS</b>	<b>007.70.594.76.6300</b>	<b>gen2401</b>
Engineering/Design Services		\$0
Land Purchase		
Machinery & Equipment	<b>gen2401.mac.049</b>	\$150,000
Construction Services	<b>gen2401.con.070</b>	\$150,000
Subtotal:		\$300,000
Contingency Fees		\$-
<b>TOTAL:</b>		<b>\$300,000</b>

**FUND 007.70—PARKS CAPITAL**

**Athletic Fields Renovation**

**ESTIMATED PROJECT & PURCHASE TIMELINE**  
 Engineering/Design: FY 2024  
 Purchase/Construction: FY 2024  
 Estimated Completion: FY 2024



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
Unsecured	-		\$300,000						\$300,000
<b>TOTAL REQUESTED FUNDS:</b>			\$300,000						\$300,000

# FUND 001.70 PARKS

## Parks Recreation Open Space Plan Update

**PROJECT DESCRIPTION:** Development of a Parks and Recreation Master Plan to guide facility improvements and planning, program development, and assess community needs for the new Parks and Recreation Department.

**PROJECT NEED:** With the creation of the new Parks and Recreation Department, the City's 2019 Parks, Recreation and Open Space (PROS) plan needs to be updated to reflect the restructure, new recreation programs, and new priorities of the Department and Council.

**DEVELOPMENT PLAN & STATUS:** RFP set to go out in 2024 and a planner will be selected.

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

### ESTIMATED PROJECT & PURCHASE TIMELINE

**Pre-Design: FY**  
**Engineering/Design: FY 2024**  
**Purchase/Construction: FY 2024**  
**Estimated Completion: FY 2024**



<b>COST ASSUMPTIONS</b>	<b>001.70.576.80.4100</b>	<b>gen2403</b>
Engineering Services		\$ -
Other Professional Services	<b>gen2403.pre.xxx</b>	\$ 80,000
Machinery & Equipment		\$ -
Construction Services		\$ -
Subtotal:		\$80,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$ 80,000</b>

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							TOTAL
	SPENT TO DATE	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
REET 1 (311)		\$80,000						\$80,000
<b>TOTAL REQUESTED FUNDS:</b>		<b>\$80,000</b>						<b>\$80,000</b>

# 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 (Transportation Alternative Program) Grant and Paths & Trails funds.

**ESTIMATED PROJECT & PURCHASE TIMELINE**

**Pre-Design: FY 2024**  
**Engineering/Design: FY 2024-2026**  
**Purchase/Construction: FY 2024-2026**  
**Estimated Completion: FY 2026**

<b>COST ASSUMPTIONS</b>	<b>001.70.576.80.4100</b>	
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							6 YR TOTAL
	SPENT TO DATE	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
Grant-TAP-unsecured	-			\$100,000				\$100,000
Paths & Trails	-		\$10,000					\$10,000
<b>TOTAL REQUESTED FUNDS:</b>	<b>-</b>		<b>\$10,000</b>	<b>\$100,000</b>				<b>\$110,000</b>

# FUND 001.70 PARKS

## Ridgehaven Park Playground Equipment Renovation

**PROJECT DESCRIPTION:** To replace old and deteriorating playground equipment for Ridgehaven Park.

**PROJECT NEED:** Installation of playground equipment at Ridgehaven Park. This replaces existing playground equipment that is over 30 years old. Replacing the equipment will help raise the level attention in this park equal to the playgrounds in new developments and helps meet the six year comprehensive Park Plan goals.

**DEVELOPMENT PLAN & STATUS:** Project to be completed in 2027

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

**ESTIMATED PROJECT & PURCHASE TIMELINE**  
 Pre-Design: **FY**  
 Engineering/Design: **FY 2027**  
 Purchase/Construction: **FY 2027**  
 Estimated Completion: **FY 2027**

<b>COST ASSUMPTIONS</b>	<b>001.70.594.76.6400</b>	
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$ 65,000
Construction Services		\$ -
Subtotal:		\$ 65,000
Contingency Fees		\$ 3,250
<b>TOTAL:</b>		<b>\$ 68,250</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							TOTAL
	SPENT TO DATE	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
REET 1 (311)					\$34,125			\$34,125
REET 2 (312)					\$34,125			\$34,125
<b>TOTAL REQUESTED FUNDS:</b>					<b>\$68,250</b>			<b>\$68,250</b>

# FUND 001.70 PARKS

## Sumner Park Playground Equipment Renovation

**PROJECT DESCRIPTION:** To replace old and deteriorating playground equipment for Sumner Park.

**PROJECT NEED:** Installation of playground equipment at Sumner Park. This replaces existing playground equipment that is over 30 years old. Replace the equipment will raise the level of attention in this park equal to the playgrounds in the new developments and helps meet the six year comprehensive Park Plan goals.

**DEVELOPMENT PLAN & STATUS:** Project to be completed in 2027

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

### ESTIMATED PROJECT & PURCHASE TIMELINE

**Pre-Design: FY**  
**Engineering/Design: FY 2027**  
**Purchase/Construction: FY 2027**  
**Estimated Completion: FY 2027**



<b>COST ASSUMPTIONS</b>	<b>001.70.594.76.6400</b>	
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$ 65,000
Construction Services		\$ -
Subtotal:		\$ 65,000
Contingency Fees		\$ 3,250
<b>TOTAL:</b>		<b>\$ 68,250</b>

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							TOTAL
	SPENT TO DATE	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
REET 1 (311)					\$34,125			\$34,125
REET 2 (312)					\$34,125			\$34,125
<b>TOTAL REQUESTED FUNDS:</b>					\$68,250			\$68,250

**PROJECT DESCRIPTION:** Refurbish Skate Park Surface and remove excess graffiti.

**PROJECT NEED:** Volunteer Skate Park must be resurfaced to remove graffiti and safety issues. Will meet six year comprehensive Park Plan goals.

**DEVELOPMENT PLAN & STATUS:** Project to be completed in 2027

**COST & FINANCING DATA:** The proposed funding comes from REET

# FUND 001.70 PARKS

## Volunteer Park Skate Park Renovation

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2027

Purchase/Construction: FY 2027

Estimated Completion: FY 2027

<b>COST ASSUMPTIONS</b>	<b>001.70.594.76.6400</b>	
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$ 65,000
Construction Services		\$ -
Subtotal:		\$ 65,000
Contingency Fees		\$ 3,250
<b>TOTAL:</b>		<b>\$ 68,250</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							TOTAL
	SPENT TO DATE	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
REET 1 (311)					\$34,125			\$34,125
REET 2 (312)					\$34,125			\$34,125
<b>TOTAL REQUESTED FUNDS:</b>					\$68,250			\$68,250

**FUND 102—STREETS CAPITAL**

**Fakkema Access Road (Centennial Oak Grove)**

**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.

The design contract for \$78,500 was started and is expected to be complete before the end of 2022. Construction is planned for 2023.

**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 2020**  
**Purchase/Construction: FY 2023**  
**Estimated Completion: FY 2023**

<b>COST ASSUMPTIONS</b>	<b>102.00.595.31.6300</b>	<b>str1901</b>
Engineering Services		\$ -
Other Professional Services (Design)	<b>str1901.con.053</b>	\$78,500
Machinery & Equipment		\$ -
Construction Services	<b>str1901.con.171</b>	\$232,754
Subtotal:		\$311,254
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$311,254</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-MEMO	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Street Operations	\$1,254	\$21,719							
Trans Impact Fees (105)	\$74,713	\$213,568							
<b>COMPLETING 23</b> Project BFB			\$235,287						\$235,287
<b>TOTAL REQUESTED FUNDS:</b>	\$75,967	More avail	\$235,287						\$235,287

**FUND 102—STREETS CAPITAL**

**Shoreline Restoration**

**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 Streets & REET 1/2, Water, Wastewater, & Storm Drain Funds.

**ESTIMATED PROJECT & PURCHASE TIMELINE**  
**Pre-Design: FY 2019-2024**  
**Engineering/Design: FY 2019-2024**  
**Purchase/Construction: FY 2022-2026**  
**Estimated Completion: FY 2026**



<b>COST ASSUMPTIONS (2019-2024)</b>	<b>102.00.595.31.6300</b>	<b>str1902</b>
Pre-Design/Feasibility Services	<b>str1902.pre.001</b>	\$200,000
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services	<b>Str1902.con.171</b>	\$1,800,000
Subtotal:		\$2,000,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$2,000,000</b>

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS									
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
Street Operations/REET	\$925	\$199,075	\$75,000	\$75,000	\$75,000	\$75,000				\$300,000
Water Operations	-	\$200,000	\$75,000	\$75,000	\$75,000	\$75,000				\$300,000
Wastewater Operations	-	\$200,000	\$75,000	\$75,000	\$75,000	\$75,000				\$300,000
Storm Drain Operations	-	\$200,000	\$75,000	\$75,000	\$75,000	\$75,000				\$300,000
Project BFB			\$799,075							\$799,075
<b>TOTAL REQUESTED FUNDS:</b>	<b>\$925</b>		<b>\$1,099,075</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$300,000</b>				<b>\$1,999,075</b>

**PROJECT DESCRIPTION:** Street maintenance overlays and other street improvements

**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.

## FUND 102—STREETS CAPITAL

### Annual Street Improvements

#### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: **FY**

Engineering/Design: **FY**

Purchase/Construction: **FY 2023-2029**

Estimated Completion: **FY 2023-2029**

COST ASSUMPTIONS (2019-2026)	102.00.595.31.6300	str##02
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services	str##02.con.xxx	\$4,778,282
Subtotal:		\$4,778,282
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$4,778,282</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
Street Operations	\$502,225	\$50,000	\$50,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$2,100,000
REET 1									
REET 2	14,002	\$29,615	\$500,000	\$150,000	\$200,000	\$200,000	\$250,000	\$250,000	\$2,000,000
Arterials	162,055								
TIB grant		\$420,385							
Project BFB		\$678,282							\$678,282
<b>TOTAL REQUESTED FUNDS:</b>	More avail BFB	<b>\$1,178,282</b>	<b>\$550,000</b>	<b>\$550,000</b>	<b>\$600,000</b>	<b>\$600,000</b>	<b>\$650,000</b>	<b>\$650,000</b>	<b>\$4,778,282</b>

**PROJECT DESCRIPTION:** These funds will be used to address speed and traffic complaints utilizing speed bumps, humps, signage, counters, radar devices, etc.

**PROJECT NEED:** Speed and associated traffic complaints are common, not only in Oak Harbor, but in most communities. Extensive research on traffic calming has developed a number of good choices that engineers can use to help reduce traffic impacts in residential neighborhoods. This is a continued effort and is necessary for both budget years.

**DEVELOPMENT PLAN & STATUS:**

# FUND 101—STREETS

## Street Traffic Calming

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: FY

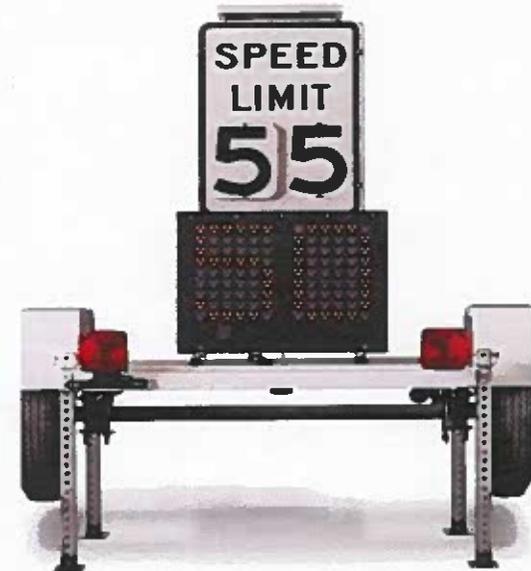
Engineering/Design: FY 2023-2029

Purchase/Construction: FY 2023-2029

Estimated Completion: FY 2029

**COST & FINANCING DATA:**

<b>COST ASSUMPTIONS</b>	<b>101.00.542.64.4100</b>	<b>str2302</b>
Pre-Design/Feasibility		\$0
Engineering/Design Services	<b>str2302.des.053</b>	\$615,000
Land		\$0
Machinery & Equipment		\$0
Construction Services		\$0
Subtotal:		\$615,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$615,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
Reet 2	-	\$15,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$615,000
<b>TOTAL REQUESTED FUNDS:</b>	<b>-</b>	<b>\$15,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$615,000</b>

**PROJECT DESCRIPTION:** Construct a new roadway from N Heller Rd to N Oak Harbor St in-line with the existing NW 16th Ave.

**PROJECT NEED:** This new road was identified as a future arterial road in the City of Oak Harbor's 2016 Comprehensive Transportation Plan. This will create a new east-west roadway connection. The development of the Harbor Heights Sports complex creates a need for this roadway

**DEVELOPMENT PLAN & STATUS:**

**Option 1:** Phase 1: Gun Club Road to Harbor Heights Sports Complex – Design improvements 2022 / Construct improvements 2023. Phase 2: NW 16th Ave from N Heller Rd to Harbor Heights Sports complex - Design 2022 / Construct 2025. Phase 3: NW 16th Ave within Harbor Heights Sports complex — Design 2026 / Construct 2027. **Option 2:** Phase 1: NW 16th Ave from N Heller Rd to Harbor Heights Sports complex - Design 2022 / Construct 2023. Phase 2: NW 16th Ave within Harbor Heights Sports complex—Design 2022 / Construct 2025. Phase 3: NW 16th Ave from Harbor Heights Sports complex to N Oak Harbor Rd—Design 2026 / Construct 2027.

**COST & FINANCING DATA:** The project will be funded by grants and impact fees.

<b>COST ASSUMPTIONS</b>	<b>102.00.595.31.6300</b>	<b>str2201</b>
Engineering Services	<b>str2201.des.053</b>	\$650,000
Right of Way Acquisition		\$-
Machinery & Equipment		\$ -
Construction Services		\$5,720,000
Subtotal:		\$6,370,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$6,370,000</b>

# 102—STREETS CAPITAL

## North Whidbey Access Roads

**ESTIMATED PROJECT & PURCHASE TIMELINE**

**Pre-Design: FY**

**Engineering/Design: FY 2022**

**Purchase/Construction: FY 2022-2026**

**Estimated Completion: FY 2026**



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REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2024	FY 2025	FY 2026	FY 2027	FY2028	FY 2029	6 YR TOTAL
REET 1 (311)		\$220,000							
REET 2 (312)				\$30,000					\$30,000
Grants (unsecured)					\$6,120,000				\$6,120,000
Project BFB				\$220,000					\$220,000
<b>TOTAL REQUESTED FUNDS:</b>	-			\$250,000	\$6,120,000				\$6,370,000

**ON HOLD 2022**

**FUND 103—ARTERIALS CAPITAL**

**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, impact fees and General Fund.

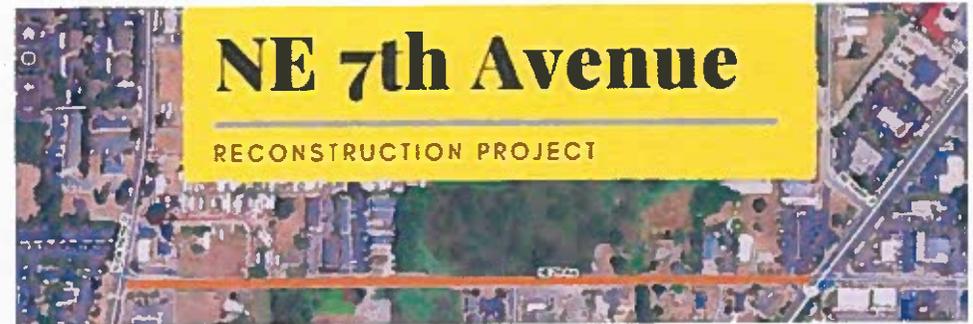
**ESTIMATED PROJECT & PURCHASE TIMELINE**

**Pre-Design: FY**

**Engineering/Design: FY 2021**

**Purchase/Construction: FY 2022-2024**

**Estimated Completion: FY 2024**



<b>COST ASSUMPTIONS</b>	<b>103.00.595.30.6300</b>	<b>str1904</b>
Engineering Services	<b>str1904.des.053</b>	\$498,035
Right of Way Acquisition		\$ -
Machinery & Equipment		\$ -
Construction Services	<b>str1904.con.xxx</b>	\$2,741,889
Subtotal:		\$3,239,924
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$3,239,924</b>

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS									
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
IRTPO Grant-secured	\$385,293	\$239,681		\$1,324,723						\$1,324,723
TIB Grant-secured				\$837,185						\$837,185
105 Impact fees	\$60,133	\$37,407	250,000	\$32,988						\$282,988
101 Streets	\$1,014									\$71,500
General Fund				\$71,500						\$71,500
Project BFB			\$277,088							\$277,088
<b>TOTAL REQUESTED FUNDS:</b>	<b>\$446,440</b>	<b>More available</b>	<b>\$527,088</b>	<b>\$2,266,396</b>						<b>\$2,793,484</b>

**FUND 103—ARTERIALS  
CAPITAL**

**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.

**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 2026**

**Purchase/Construction: FY 2026**

**Estimated Completion: FY 2026**



<b>COST ASSUMPTIONS</b>	<b>103.00.595.30.6300</b>	<b>art2201</b>
Engineering Services	<b>art2201.des.053</b>	\$39,200
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services	<b>art2201.con.171</b>	\$344,540
Subtotal:		\$383,740
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$383,740</b>

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB –memo	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
IRTPO Grant	-				\$311,927				\$311,927
Arterials	-	\$71,813							
BFB					\$71,813				\$71,813
<b>TOTAL REQUESTED FUNDS:</b>	<b>-</b>				<b>\$383,740</b>				<b>\$383,740</b>

**PROJECT DESCRIPTION:** Develop an Active Transportation Plan

**PROJECT NEED:** Active Transportation is an active means of travel such as walking, biking, roller blading, or skateboarding to get from one place to another. Almost everyone uses active transportation at some point in a trip, whether walking to a bus stop, bicycling to work or rolling home from a ferry terminal. An active transportation network has an underlying functionality that supports recreation. Having a plan to support these activities has many benefits, and recreation is one component. Recreation is increasingly becoming an avenue to promote wellness, health, transportation, and boost the micro economy. Cities across the country are looking for opportunities to improve access to recreation. One of the easiest ways to do this is to look at the existing street network and see if there is a potential to provide active transportation opportunities for its citizens every day and in front of their house.

**DEVELOPMENT PLAN & STATUS:** The City would like to development a plan that will include an assessment of the existing conditions of infrastructure, signage, parking and what-ever else is in the rights-of-way. Recommendations will be developed after taking public participation and input from various local interest groups, users, commuters, residents, transit, businesses, offices, county, state, NAS Whidbey, etc. The plan will identify safety enhancements and striping and signage recommendations. The Plan will also include recommendations of developing programs, policy changes, development regulations, and other steps to keep the street network open to safe recreation.

**COST & FINANCING DATA:** The project will be funded by grants, arterials, and paths & trails.

COST ASSUMPTIONS	103.00.595.30.6300	art2101
Professional/Engineering Services	art2101.des.053	\$150,000
Right of Way Acquisition		\$ -
Machinery & Equipment		\$ -
Construction Services		\$ -
Subtotal:		\$150,000
Contingency Fees		\$ -
<b>TOTAL:</b>		\$150,000

**FUND 103—ARTERIALS  
CAPITAL**

**Active Transportation Plan**

**ESTIMATED PROJECT & PURCHASE TIMELINE**

**Pre-Design: FY**  
**Engineering/Design: FY 2022-2023**  
**Purchase/Construction: FY 2022-2023**  
**Estimated Completion: FY 2023**



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS									
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
STBG/IRTPO Grant	\$60,575		\$69,175							\$69,175
Arterials	\$7,250									
Paths & Trails	\$2,204	\$10,796								
Project BFB			\$10,796							\$10,796
<b>TOTAL REQUESTED FUNDS:</b>	<b>\$70,029</b>		<b>\$79,971</b>							<b>\$79,971</b>

**PROJECT DESCRIPTION:** work with Main Street Group to plan, design, install and maintain new “trail” on city-owned property known as Serendipity Lane.

**PROJECT NEED:** 1. Linear trail/lane project to connect Pioneer to Bayshore. The project will include: raised planters along both sides of the trail, plants, water for the landscaping, power to connect to individual light poles. There is power and water in the area (see attached drawing). 2. Project will include a 20’ wide strip that will have the asphalt removed and replaced with scored, tinted concrete. 3. Seating areas will be integrated into the raised planters. 4. Maintenance to be provided by the city parks department

**DEVELOPMENT PLAN & STATUS:** Survey has been completed and corners are marked.

**COST & FINANCING DATA:** The project will be funded by grants or impact fees.

<b>COST ASSUMPTIONS</b>	<b>103.00.595.30.6300</b>	<b>art2202</b>
Engineering Services		\$ -
Right of Way Acquisition		\$ -
Machinery & Equipment		\$ -
Construction Services	<b>art2202.con.171</b>	\$100,000
Subtotal:		\$100,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$100,000</b>

**FUND 103—ARTERIALS CAPITAL**

**Serendipity Lane (joint 106, 116, 126)**

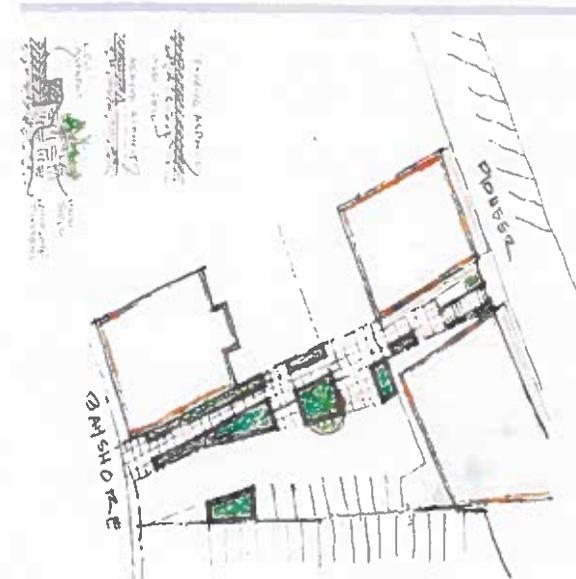
**ESTIMATED PROJECT & PURCHASE TIMELINE**

**Pre-Design: FY**

**Engineering/Design: FY 2022**

**Purchase/Construction: FY 2022-2023**

**Estimated Completion: FY 2023**



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
Grant-CPP (2022)		\$100,000							\$100,000
<b>TOTAL REQUESTED FUNDS:</b>		<b>\$100,000</b>							<b>\$100,000</b>

**FUND 103—ARTERIALS CAPITAL**

**Pioneer Way-SR20 to City Beach Street**

**PROJECT DESCRIPTION:** Water main replacement and other utility upgrades. Mult-modal improvements including re-channelizing the road and full repaving of the street.

**PROJECT NEED:** Known AC water main in need of replacement and road has already reached the end of its life. This is also na identified active transportation route.

**DEVELOPMENT PLAN & STATUS:**

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

**ESTIMATED PROJECT & PURCHASE TIMELINE**

**Pre-Design: FY**  
**Engineering/Design: FY 2026**  
**Purchase/Construction: FY 2026-2027**  
**Estimated Completion: FY 2027**

<b>COST ASSUMPTIONS</b>	<b>103.00.595.30.6300</b>	
Engineering Services		\$600,000
Right of Way Acquisition		\$ -
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							6 YR TOTAL
	SPENT TO DATE	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
Arterials				\$300,000	\$1,200,000			\$1,500,000
Grant-unsecured				\$300,000	\$1,200,000			\$1,500,000
<b>TOTAL REQUESTED FUNDS:</b>				<b>\$600,000</b>	<b>\$2,400,000</b>			<b>\$3,000,000</b>

**FUND 103—ARTERIALS CAPITAL**

**West Whidbey Ave-Heller to Jib**

**PROJECT DESCRIPTION:** Installation of sidewalk, bicycle facility, and repaving the roadway.

**PROJECT NEED:** This project is necessary because there are gaps in the sidewalks and there are no bicycle facilities on a known route to school. Additionally, the roadway is reaching its life and has been identified as a candidate for replacement.

**DEVELOPMENT PLAN & STATUS:**

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

**ESTIMATED PROJECT & PURCHASE TIMELINE**

**Pre-Design: FY**

**Engineering/Design: FY 2029**

**Purchase/Construction: FY 2029**

**Estimated Completion: FY 2029**

<b>COST ASSUMPTIONS</b>	<b>103.00.595.30.6300</b>	
Engineering Services		\$1,000,000
Right of Way Acquisition		\$ -
Machinery & Equipment		\$ -
Construction Services		\$4,000,000
Subtotal:		\$5,000,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$5,000,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
Arterials					\$500,000	\$2,000,000		\$2,500,000
Grant-unsecured					\$500,000	\$2,000,000		\$2,500,000
<b>TOTAL REQUESTED FUNDS:</b>					<b>\$1,000,000</b>	<b>\$4,000,000</b>		<b>\$5,000,000</b>

**FUND 103—ARTERIALS CAPITAL**

**SR20-SW Eagle Vista Ave to SW 24th Ave**

**PROJECT DESCRIPTION:** Pedestrian and safety improvements, including providing crossings on SR20, improved access to transit and traffic calming treatments. Work may include construction of roundabouts at the intersections and speed limits reductions to promote a safe transition from rural highway to an urban setting.

**PROJECT NEED:** Necessary to promote a safe transition from rural highway to an urban setting.

**DEVELOPMENT PLAN & STATUS:**

**COST & FINANCING DATA:** The RAISE Grant from Island county.

**ESTIMATED PROJECT & PURCHASE TIMELINE**

**Pre-Design: FY**

**Engineering/Design: FY 2025**

**Purchase/Construction: FY 2026**

**Estimated Completion: FY 2026**



<b>COST ASSUMPTIONS</b>	<b>103.00.595.30.6300</b>	
Engineering Services		\$1,000,000
Right of Way Acquisition		\$ -
Machinery & Equipment		\$ -
Construction Services		\$4,000,000
Subtotal:		\$5,000,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$5,000,000</b>

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							6 YR TOTAL
	SPENT TO DATE	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
Arterials			\$200,000	\$800,000				\$1,000,000
Grant-unsecured			\$800,000	\$3,200,000				\$4,000,000
<b>TOTAL REQUESTED FUNDS:</b>			<b>\$1,000,000</b>	<b>\$4,000,000</b>				<b>\$5,000,000</b>

**FUND 103—ARTERIALS CAPITAL**

**Midway Blvd Reconstruction**

**PROJECT DESCRIPTION:** Pavement Preservation/ADA upgrades on Midway Boulevard

**PROJECT NEED:** Project will grind 2-inches existing asphalt pavement and place 3-inches of new pavement. All sidewalk ADA ramps will be upgraded to the latest standards. Re-stripe to a 3-lane section with bicycle lanes/markings/signage. Upgrade traffic signal controls to camera controls.

**DEVELOPMENT PLAN & STATUS:**

**COST & FINANCING DATA:** The project will be funded by grants and impact fees.

**ESTIMATED PROJECT & PURCHASE TIMELINE**

**Pre-Design: FY**

**Engineering/Design: FY 2028**

**Purchase/Construction: FY 2028**

**Estimated Completion: FY 2028**

<b>COST ASSUMPTIONS</b>	<b>103.00.595.30.6300</b>	
Engineering Services		\$100,000
Right of Way Acquisition		\$ -
Machinery & Equipment		\$ -
Construction Services		\$850,000
Subtotal:		\$950,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$950,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							6 YR TOTAL
	SPENT TO DATE	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
STBG/IRTPO Grant						\$821,750		\$821,750
Arterials						\$128,250		\$128,250
<b>TOTAL REQUESTED FUNDS:</b>						<b>\$950,000</b>		<b>\$950,000</b>

# FUND 108—TBD CAPITAL

## Transportation Benefit District (TBD) Overlays

**PROJECT DESCRIPTION:** Street maintenance overlays

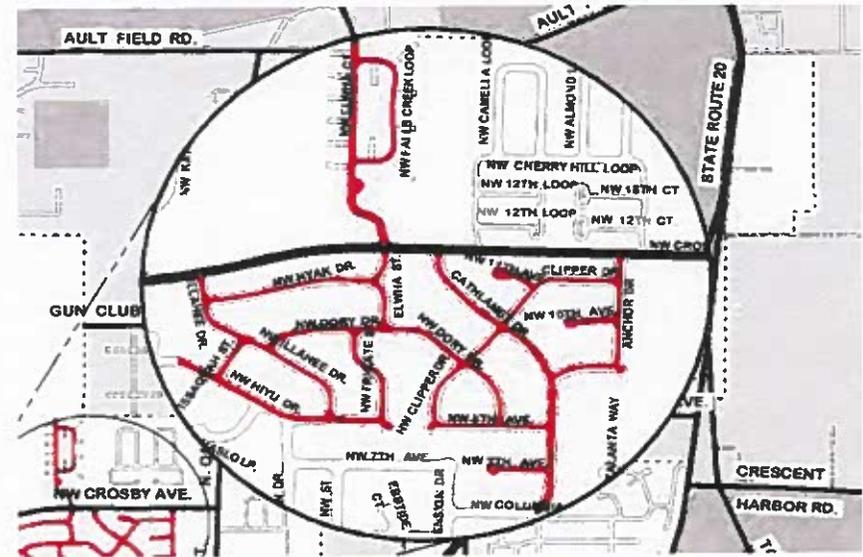
**PROJECT NEED:** City streets have deteriorated to the point of needing an asphalt overlay or chip seal to restore the surface to prolong street service life .

**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:** The project will be funded by TBD funds.

**ESTIMATED PROJECT & PURCHASE TIMELINE**  
**Pre-Design: FY**  
**Engineering/Design: FY 2024-2029**  
**Purchase/Construction: FY 2024-2029**  
**Estimated Completion: FY 2024-2029**

<b>COST ASSUMPTIONS</b>	<b>108.00.595.31.6300</b>	<b>tbd##01</b>
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services	<b>tbd##01.con.024</b>	\$5,400,000
Subtotal:		\$5,400,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$5,400,000</b>



**PROJECT DESCRIPTION:** Updating the parking lot located at city property 51 SE Jerome Street.

**PROJECT NEED:** The current parking lot is not in line with current ADA guidelines. This has resulted in incidents, falls and injuries. A needs assessment is requested to identify and correct key areas to update for safety. An expansion of the existing lot is also needed as the parking lot is utilized by community members visiting The Center, the modular building, the Rock and Gem Club, the pool and the elementary school.

**DEVELOPMENT PLAN & STATUS:** Design, engineering, and construction.

**COST & FINANCING DATA:** The funding has not been secured at this time.

<b>COST ASSUMPTIONS</b>	<b>129.10.594.69.6300</b>	<b>snr2401</b>
Engineering Services		\$36,000-
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services		\$384,500
Subtotal:		\$420,500
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$420,500</b>

## FUND 129—SENIOR SERVICES

### Parking Lot-The Center

**ESTIMATED PROJECT & PURCHASE TIMELINE**

**Pre-Design: FY**  
**Engineering/Design: FY**  
**Purchase/Construction: FY 2024-2025**  
**Estimated Completion: FY 2025**



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							6 YR TOTAL
	SPENT TO DATE	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
Unsecured	-		\$420,500					\$420,500
<b>TOTAL REQUESTED FUNDS:</b>	-		\$420,500					\$420,500

**FUND 325—WINDJAMMER PARK**

**Windjammer Park Improvements**

**PROJECT DESCRIPTION:** Funds proposed to address WJP phases 2-3. 2022 will include Phase 2 scoping. 2022 will be design and 2023 will be for construction.

**PROJECT NEED:** This project is part of the Clean Water Facility. These funds will be used for phase 2-3 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 2021**

**Engineering/Design: FY 2022**

**Purchase/Construction: FY 2023-2024 (P2)**

**Estimated Completion: FY 2027**



<b>COST ASSUMPTIONS</b>	<b>325.10.594.76.6300</b>	<b>eng1701</b>
Engineering/Pre-Design Services	<b>eng1701.psd.010</b>	\$450,000
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services	<b>eng1701.con.xxx</b>	\$1,227,218
Subtotal:		\$1,677,218
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$1,677,218</b>

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS									
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
General Fund										
Grant-T-Mobile		\$4,768								\$100,000
Park Impact Fees (127)		\$194,606		\$100,000						\$651,104
REET 1				\$526,104			\$125,000			\$332,946
REET 2				\$207,946			\$125,000			\$199,374
21/22/23 expenditures	\$393,794									
Project BFB			\$199,374							\$199,374
<b>TOTAL REQUESTED FUNDS:</b>	<b>\$393,794</b>		<b>\$199,374</b>	<b>\$834,050</b>			<b>\$250,000</b>			<b>\$1,283,424</b>

**FUND 431—WATER CAPITAL**

**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:** The project is in progress and is expected to be completed in 2022.

**COST & FINANCING DATA:** The project will be funded by Water Operations.

**ESTIMATED PROJECT & PURCHASE TIMELINE**

**Pre-Design: FY**  
**Engineering/Design: FY**  
**Purchase/Construction: FY 2020-2024**  
**Estimated Completion: FY 2024**

<b>COST ASSUMPTIONS</b>	<b>431.00.594.34.6300</b>	<b>wtr1905</b>
Engineering Services	<b>wtr1905.des.053</b>	\$ 60,240
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services	<b>wtr1905.con.171</b>	\$240,960
Subtotal:		\$301,200
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$301,200</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS									
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
Water (401)	\$10,536	\$290,664								
Project BFB			\$664	\$290,000						\$290,664
<b>TOTAL REQUESTED FUNDS:</b>	<b>\$10,536</b>		<b>\$664</b>	<b>\$290,000</b>						<b>\$290,664</b>

# FUND 401—WATER

## Ault Field Pump Station VFD Replacement

**PROJECT DESCRIPTION:** Replace variable frequency drives (VFD) for pumps 1 and 2 at Ault Field Pump Station.

**PROJECT NEED:** The VFD's for pumps #1 and #2 are obsolete and inoperable. The manufacturer of the VFD's no longer exists and they are no longer supported. Currently our Ault Field Pump Station is running at 50% capacity. The City relies on these pumps at the AFPS to boost water to maintain water storage capacities.

**DEVELOPMENT PLAN & STATUS:** Design and construct.

**COST & FINANCING DATA:** The purchase will be funded by Water Operations.

**ESTIMATED PROJECT & PURCHASE TIMELINE**  
**Pre-Design: FY**  
**Engineering/Design: FY**  
**Purchase/Construction: FY 2021-2023**  
**Estimated Completion: FY 2023**

<b>COST ASSUMPTIONS</b>	<b>401.00.594.34.6400</b>	<b>22afp</b>
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment	<b>22afp.mac</b>	\$60,000
Construction Services	<b>22afp.con</b>	\$40,000
Subtotal:		\$100,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$100,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS									
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
Water Operations	\$11,007	\$88,993								
Project BFB			\$88,993							\$88,993
<b>TOTAL REQUESTED FUNDS:</b>	<b>\$11,007</b>		<b>\$88,993</b>							<b>\$88,993</b>

## FUND 431—WATER CAPITAL

SR20/Campbell Lake Rd Roundabout/Fish passage watermain replacement

**PROJECT DESCRIPTION:** Relocate the City's 24" water transmission main out of the WSDOT roundabout project at SR 20 and Campbell Lake Road with fish culvert installed.

**PROJECT NEED:** The City was made aware of the possible installation of a traffic roundabout at the intersection of SR 20 and Campbell Lake Rd. Although preliminary, WSDOT may require the City to re-locate its 24 inch water transmission main outside of the project. Fish culvert is critical to this project and must be done.

**DEVELOPMENT PLAN & STATUS:** Project needs to be designed with WSDOT proposed plans. Construction will be prior to the WSDOT project or during the project.

**COST & FINANCING DATA:** The project will be funded by Water Operations.

### ESTIMATED PROJECT & PURCHASE TIMELINE

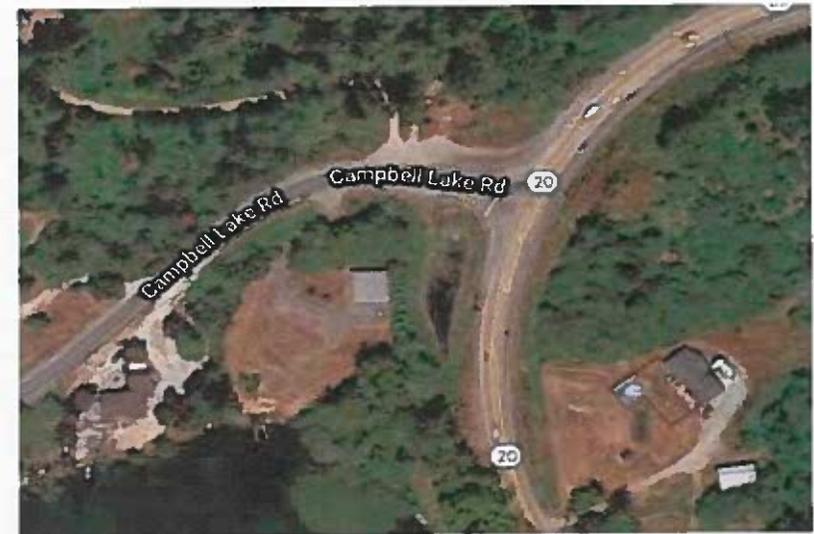
**Pre-Design: FY**

**Engineering/Design: FY 2022-206**

**Purchase/Construction: FY 2022-2026**

**Estimated Completion: FY 2026**

<b>COST ASSUMPTIONS</b>	<b>431.00.594.34.6300</b>	<b>wtr2101</b>
Engineering Services	<b>wtr2101.des.053</b>	\$ 460,000
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services	<b>wtr2101.con.171</b>	\$1,840,000
Subtotal:		\$2,300,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$2,300,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS									
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
Water (401) (2021)	\$28,675	\$1,121,325								
Navy Contribution (50%)						\$1,150,000				\$1,150,000
Project BFB			\$100,000			\$1,021,325				\$1,121,325
<b>TOTAL REQUESTED FUNDS:</b>	<b>\$28,675</b>		<b>\$100,000</b>			<b>\$2,171,325</b>				<b>\$2,271,325</b>

**PROJECT DESCRIPTION:** Project consists of 3 separate plans and studies: 1. Emergency Water Supply Study; 2. Water System Plan Update; 3. Risk Assessment & Emergency Response Plan Update

**PROJECT NEED:** **1. Emergency Water Supply Study:** 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. **2. Water System Plan Update:** This plan is required by Washington State Department of Health. WAC 246-290-100 requires Group A water systems to submit a Water System Plan or Plan update to the Washington Department of Health every 6 years. The services of a consultant need to be obtained to perform the required update. **3. Risk Assessment and Emergency Response Plan Update:** Required by the EPA. On October 23, 2018, America's Water Infrastructure Act (AWIA) was signed into law. AWIA Section 2013 requires community drinking water systems serving more than 3,300 people to develop or update risk assessments and emergency response plans (ERPS). The law specifies the components that the risk assessments and ERP's must address, and establishes deadlines by which water systems must certify to EPA completion of the risk assessment and ERP.

**DEVELOPMENT PLAN & STATUS:** Hire consultant to conduct study and update plans.

**COST & FINANCING DATA:** Funded by Water Operations and Cumulative Reserves.

<b>COST ASSUMPTIONS</b>	<b>401.00.534.00.4100</b>	<b>wtr2201</b>
Engineering Services		\$ -
Other Professional Services	<b>wtr2201.psd.053</b>	\$763,000
Machinery & Equipment		\$ -
Construction Services		\$ -
Subtotal:		\$763,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$763,000</b>

# FUND 401—WATER

## Water System Plans and Studies

### ESTIMATED PROJECT & PURCHASE TIMELINE

**Pre-Design: FY**

**Engineering/Design: FY**

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

**Estimated Completion: FY 2024**



### FISCAL YEAR FUNDING REQUESTS

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS									
	SPENT TO	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
Water Ops (Proj #1) (401)	-	\$78,200		\$168,000						\$168,000
Cumulative Res (Proj #1) (411)	\$16,159	\$78,641		\$112,000						\$112,000
Water Ops (Proj #2)	-	\$200,000								
Water Ops (Proj #3)	-	\$110,000								
Project BFB			\$466,841							\$466,841
<b>TOTAL REQUESTED FUNDS:</b>	<b>\$16,159</b>		<b>\$466,841</b>	<b>\$280,000</b>						<b>\$746,841</b>

**FUND 431—WATER CAPITAL**

**Water System Telemetry Upgrades**

**PROJECT DESCRIPTION:** Upgrade water system telemetry. Existing telemetry is out dated and hardware is obsolete and no longer supported by inter-grater or marketplace.

**PROJECT NEED:** Existing telemetry hardware is obsolete and no longer supported. The system uses outdated MOSCAD RTU technology that is no longer supported by the inter-grater and marketplace. The only way to acquire replacement hardware for current system is through third party private sellers (eBay). Our current inter-grater has managed to keep the system running using used parts on hand.

Program software also needs to be updated to allow remote access to SCADA system by water division after hours duty staff.

**DEVELOPMENT PLAN & STATUS:** Consultation and Construct

**COST & FINANCING DATA:** The project will be funded by Water Operations.

<b>COST ASSUMPTIONS</b>	<b>431.00.594.34.6300</b>	<b>wtr##02</b>
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services	<b>wtr##02.con.171</b>	\$400,000
Subtotal:		\$400,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$400,000</b>

**ESTIMATED PROJECT & PURCHASE TIMELINE**

**Pre-Design: FY**

**Engineering/Design: FY**

**Purchase/Construction: FY 2022-2024**

**Estimated Completion: FY 2024**



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS									
	SPENT TO	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
Water Operations (401)	\$47,214	\$352,786								
Project BFB			\$52,786	\$300,000						\$352,786
<b>TOTAL REQUESTED</b>	<b>\$47,214</b>		<b>\$52,786</b>	<b>\$300,000</b>						<b>\$352,786</b>

## FUND 431—WATER CAPITAL

### 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.

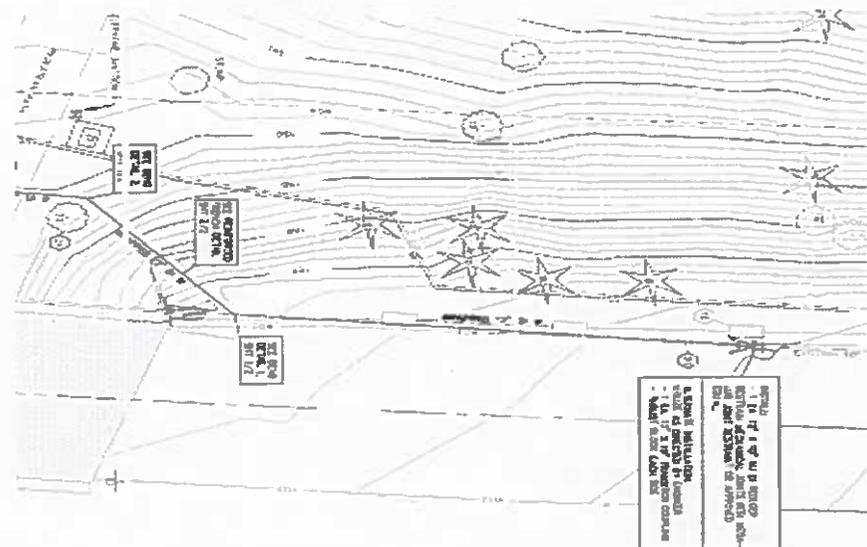
**DEVELOPMENT PLAN & STATUS:** Design & Construct.

**COST & FINANCING DATA:** The project will be funded by Water Operations.

**ESTIMATED PROJECT & PURCHASE TIMELINE**

**Pre-Design: FY**  
**Engineering/Design: FY 2022-2028**  
**Purchase/Construction: FY 2022-2028**  
**Estimated Completion: FY 2022-2028**

<b>COST ASSUMPTIONS</b>	<b>431.00.594.34.6300</b>	<b>wtr#01</b>
Engineering Services	wtr#01.des.053	\$600,000
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services	wtr#01.con.171	\$4,650,000
Subtotal:		\$5,250,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$5,250,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS									
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
Water Operations	-	1,750,000			\$29,000	\$500,000	\$500,000	\$500,000		\$1,529,000
Water Cum Res (411)					\$471,000					\$471,000
Council Priority Project	\$671,014	\$828,986								
Project BFB			\$328,986	2,250,000						\$2,578,986
<b>TOTAL REQUESTED FUNDS:</b>	<b>\$671,014</b>		<b>\$328,986</b>	<b>\$2,250,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>		<b>\$4,578,986</b>

**FUND 431—WATER CAPITAL**

**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 and Construction in 2022-2023.

**COST & FINANCING DATA:** The project will be funded by Water Operations.

**ESTIMATED PROJECT & PURCHASE TIMELINE**

**Pre-Design: FY**  
**Engineering/Design: FY 2021-2024**  
**Purchase/Construction: FY 2021-2024**  
**Estimated Completion: FY 2024**

<b>COST ASSUMPTIONS</b>	<b>431.00.594.34.6300</b>	<b>wtr2102</b>
Engineering Services	<b>wtr2102.des.053</b>	\$95,000
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services	<b>wtr2102.con.171</b>	\$375,000
Subtotal:		\$470,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$470,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS									
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
Water Operations	-	\$470,000								
Project BFB			\$50,000	\$420,000						\$470,000
<b>TOTAL REQUESTED FUNDS:</b>	-		\$50,000	\$420,000						\$470,000

**FUND 431—WATER CAPITAL**

**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 2023.

**COST & FINANCING DATA:** The project will be funded by Water Operations.

**ESTIMATED PROJECT & PURCHASE TIMELINE**

**Pre-Design: FY**  
**Engineering/Design: FY 2023**  
**Purchase/Construction: FY 2023-2024**  
**Estimated Completion: FY 2024**

<b>COST ASSUMPTIONS</b>	<b>431.00.594.34.6300</b>	<b>wtr2301</b>
Engineering Services	<b>wtr2301.des.053</b>	\$27,000
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services	<b>wtr2301.con.171</b>	\$223,000
Subtotal:		\$250,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$250,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS									
	SPENT TO	BF8-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
Water Operations	-									
Grant-CPP			\$50,000	\$200,000						\$250,000
<b>TOTAL REQUESTED FUNDS:</b>	<b>-</b>		<b>\$50,000</b>	<b>\$200,000</b>						<b>\$250,000</b>

# FUND 431—WATER CAPITAL

## 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.

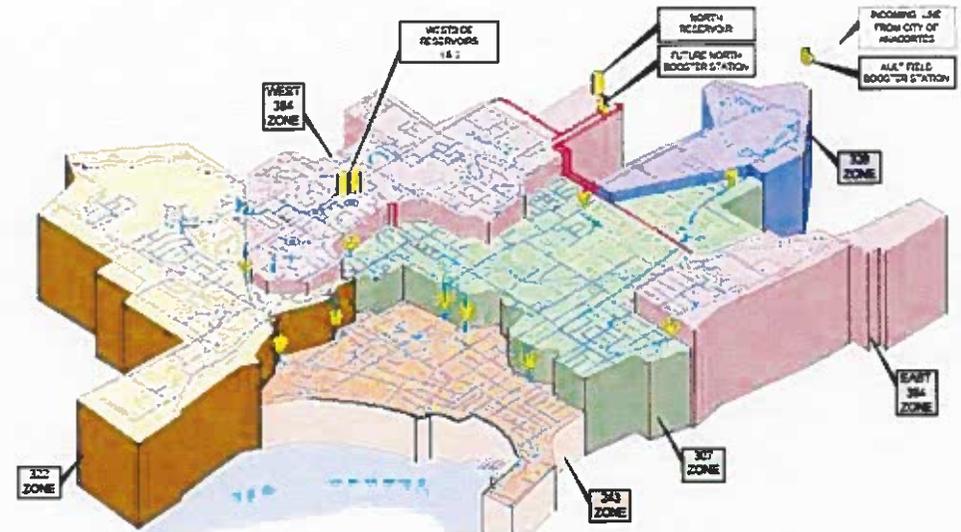
**PROJECT NEED:** The first is the installation of a 6-inch PRV station along SW 6th Avenue between SW Judson Drive and SW Harrier Street. The second includes approximately 780 feet of new 8-inch-diameter ductile iron water pipe will replace the existing 6-inch asbestos-cement water pipe and connect 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 2023**  
**Purchase/Construction: FY 2024-2025**  
**Estimated Completion: FY 2025**



<b>COST ASSUMPTIONS</b>	<b>431.00.594.34.6300</b>	<b>wtr2401</b>
Engineering Services	<b>wtr2401.des.053</b>	\$73,000
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services	<b>wtr2401.con.171</b>	\$292,000
Subtotal:		\$365,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$365,000</b>

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
Water Operations (401)	-	\$43,800	\$175,200					\$219,000
Water Cum Res (411)		\$29,200	\$116,800					\$146,000
<b>TOTAL REQUESTED FUNDS:</b>	<b>-</b>	<b>\$73,000</b>	<b>\$292,000</b>					<b>\$365,000</b>

# FUND 431—WATER CAPITAL

## West 384 Zone Extension Phase

**PROJECT DESCRIPTION:** This project includes piping and appurtenances that would help create the West 384 pressure zone.

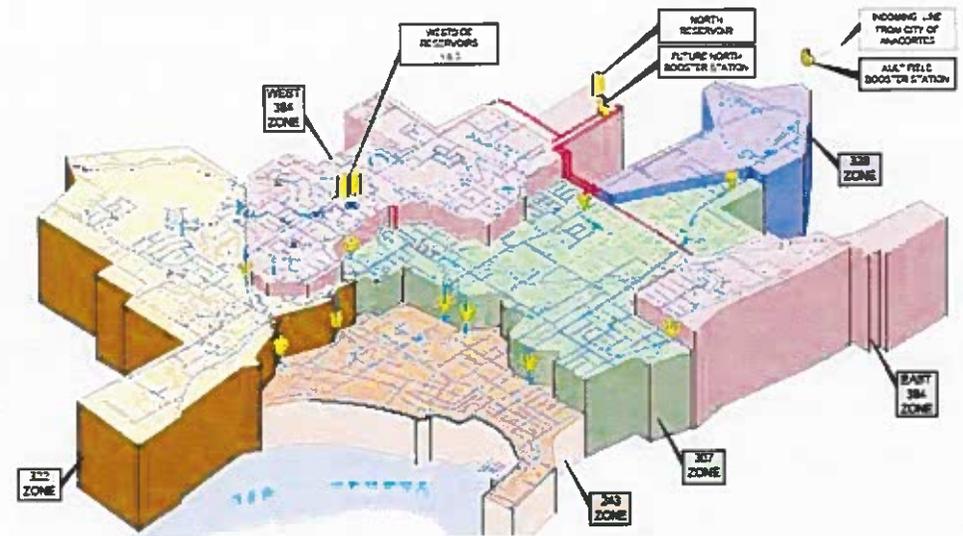
**PROJECT NEED:** The project includes approximately 5,300 feet of 24-inch ductile iron transmission main from the new North Reservoir across undeveloped land west of the termination of Gun Club Road to North Heller Road. The pipe would then continue south to the intersection of NW Heller Street and 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 2024-2025**  
 Purchase/Construction: **FY 2024-2025**  
 Estimated Completion: **FY 2025**

<b>COST ASSUMPTIONS</b>	<b>431.00.594.34.6300</b>	
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 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
Water Operations (401)	-		\$1,809,000					\$1,809,000
Cumulative Reserves (411)	-		\$1,206,000					\$1,206,000
<b>TOTAL REQUESTED FUNDS:</b>	-		<b>\$3,015,000</b>					<b>\$3,015,000</b>

## FUND 431—WATER CAPITAL

### 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.

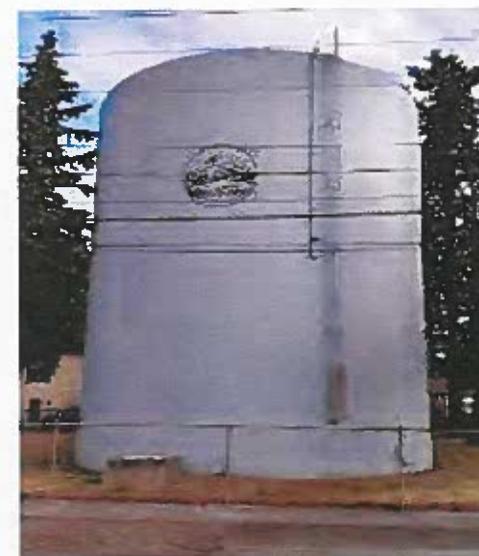
#### ESTIMATED PROJECT & PURCHASE TIMELINE

**Pre-Design/Feasibility: FY 2023**

**Engineering/Design: FY**

**Purchase/Construction: FY 2023-2025**

**Estimated Completion: FY 2025**



<b>COST ASSUMPTIONS</b>	<b>431.00.594.34.6300</b>	<b>wtr2001</b>
Engineering Services	<b>wtr2001.des.053</b>	\$22,000
Other Professional Services	<b>wtr2001.con.053</b>	\$88,000
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	BFB-memo	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
Water (401)	-	\$110,000							
Project BFB				\$110,000					\$110,000
<b>TOTAL REQUESTED</b>	-			\$110,000					<b>\$110,000</b>

**FUND 431—WATER CAPITAL**

**Erin Park Main Road Extension/Tie In**

**PROJECT DESCRIPTION:** This project includes the installation of approximately 1,100 feet of 12-inch water pipe along West Erin Park Road between North Painters Way and North Oak Harbor Road and includes a tie-in connection between the 12-inch ductile iron pipe in the North Goldie Road right-of-way to the existing C900 parallel line at West Erin Park Road. It also includes approximately 350 feet of new 12-inch pipe from the of West Oak Street to the new main along West Erin Park Road. This project will provide adequate fire flow to meet the 3,500 gpm requirement for businesses in this region of the City.

**PROJECT NEED:** This project was added to the 2021-2022 budget to align with the City Council's budget goal to expand Goldie Road/Industrial area through extension of utilities.

**DEVELOPMENT PLAN & STATUS:** Design and construct

**COST & FINANCING DATA:** The project will be funded by Water Operations.

**ESTIMATED PROJECT & PURCHASE TIMELINE**  
 Pre-Design: **FY 2023**  
 Engineering/Design: **FY 2023-2025**  
 Purchase/Construction: **FY 2023-2025**  
 Estimated Completion: **FY 2025**

<b>COST ASSUMPTIONS</b>	<b>431.00.594.34.6300</b>	<b>wtr2103</b>
Engineering Services	<b>wtr2103.des.053</b>	\$190,000
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services	<b>wtr2103.con.171</b>	\$565,000
Subtotal:		\$755,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$755,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE:	BFB-memo	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
Water Operations	-	\$302,000							
Cumulative Reserves		\$453,000							
Project BFB				\$755,000					\$775,000
<b>TOTAL REQUESTED FUNDS:</b>	-			\$755,000					\$755,000

**FUND 431—WATER CAPITAL**

**Industrial Avenue Tie-In**

**PROJECT DESCRIPTION:** This project includes a tie-in connection between the 12-inch water pipe in the Goldie Road right-of-way to the existing 8-inch PVC parallel line at Industrial Avenue. This project will help provide adequate fire flows to meet the 3,500 gpm requirement for businesses in this region of the City.

**PROJECT NEED:** This project was added to the 2021-2022 budget to align with the City Council's budget goal to expand Goldie Road/Industrial area through extension of utilities.

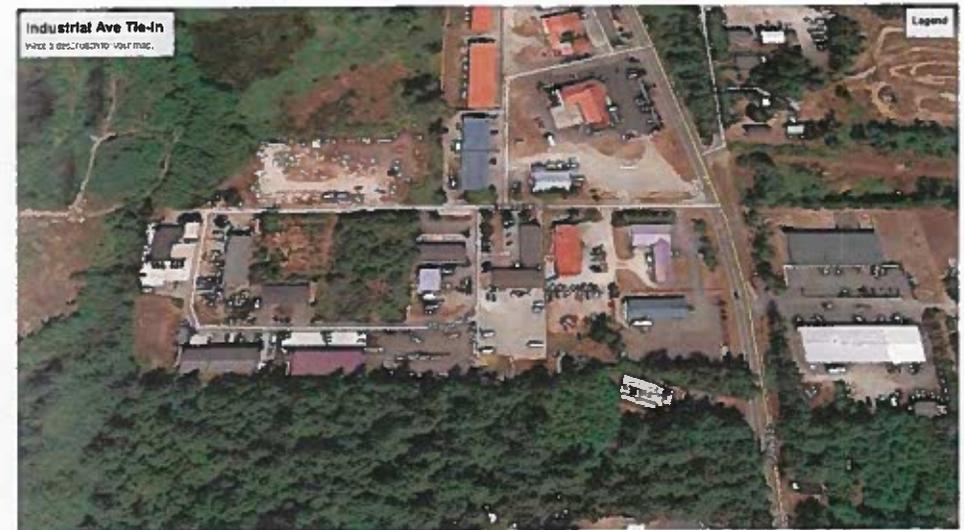
**DEVELOPMENT PLAN & STATUS:** Design and construct

**COST & FINANCING DATA:** The project will be funded by Water Operations.

**ESTIMATED PROJECT & PURCHASE TIMELINE**

**Pre-Design: FY**  
**Engineering/Design: FY 2023-2025**  
**Purchase/Construction: FY 2023-2025**  
**Estimated Completion: FY 2025**

<b>COST ASSUMPTIONS</b>	<b>431.00.594.34.6300</b>	<b>wtr2105</b>
Engineering Services	wtr2105.des.053	\$15,000
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services	wtr2105.con.171	\$45,000
Subtotal:		\$60,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$60,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
Water Operations	-	\$24,000							
Cumulative Reserves		\$36,000							
Project BFB				\$60,000					\$60,000
<b>TOTAL REQUESTED FUNDS:</b>	-			\$60,000					\$60,000

# FUND 431—WATER

## Wet Fiber Extension (Rock Bridge to Booster pump Station)

**PROJECT DESCRIPTION:** Extension of Anacortes Wet Fiber from Deception Pass to Oak Harbor.

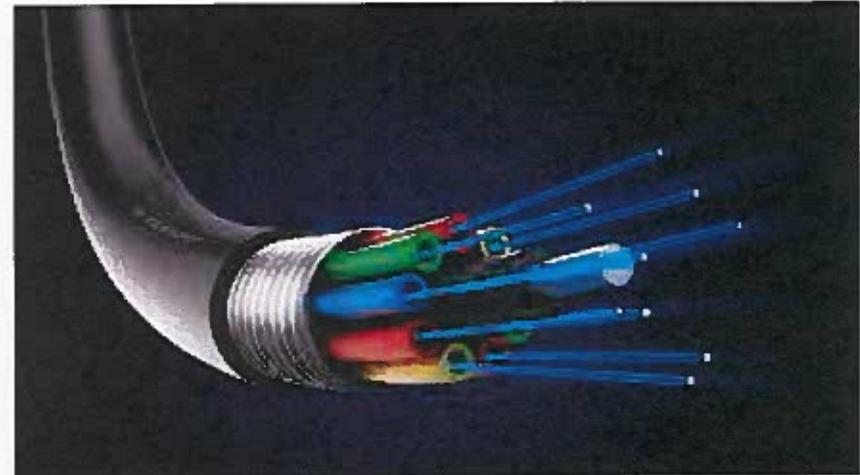
**PROJECT NEED:** The City of Anacortes is installing wet fiber in the City of Oak Harbor’s waterlines on Fidalgo Island with the Oak Harbor having access to strands for broadband and leak detection. This request is to extend the wet fiber on Whidbey Island from Deception Pass to Oak Harbor for broadband and leak detection. This includes contracting with the City of Anacortes for construction services to install the wet fiber on Whidbey Island.

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

**COST & FINANCING DATA:** This purchase will be funded by Unsecured funding.

**ESTIMATED PROJECT & PURCHASE TIMELINE**  
**Pre-Design: FY**  
**Engineering/Design: FY**  
**Purchase/Construction: FY 2025-2026**  
**Estimated Completion: FY 2026**

<b>COST ASSUMPTIONS</b>	<b>431.00.594.34.6400</b>	
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$600,000
Construction Services		\$ -
Subtotal:		\$600,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$600,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							6 YR TOTAL
	SPENT TO DATE	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
Grant (unsecured)	-			\$600,000				\$600,000
<b>TOTAL REQUESTED FUNDS:</b>	-			\$600,000				\$600,000

# FUND 401—WATER

## Wet Fiber 24" Transmission Leak Detector

**PROJECT DESCRIPTION:** Purchase and installation of leak detection software/hardware for Craley Group pipe within a pipe fiber optic cable.

**PROJECT NEED:** The City of Anacortes is installing wet fiber optic cable in the City of Oak Harbor's 24" transmission main. Anacortes is allowing the City of Oak Harbor to use 2 fiber strands for leak detection. This request is to purchase and install the needed software/hardware for the leak detection product

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

### ESTIMATED PROJECT & PURCHASE TIMELINE

**Pre-Design:** FY  
**Engineering/Design:** FY  
**Purchase/Construction:** FY 2025-2027  
**Estimated Completion:** FY 2027

**COST & FINANCING DATA:** This purchase will be funded by Water Operations.

<b>COST ASSUMPTIONS</b>	<b>401.00.594.34.6400</b>	
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$410,000
Construction Services		\$ -
Subtotal:		\$410,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$410,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							6 YR TOTAL
	SPENT TO DATE	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
Water Operations	-				\$205,000			\$205,000
City of Anacortes Cont					\$205,000			\$205,000
<b>TOTAL REQUESTED FUNDS:</b>	-				<b>\$410,000</b>			<b>\$410,000</b>

**FUND 432—SEWER CAPITAL**

**Slip Line Replacements in SE Oak Harbor**

**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 2021-2023

**Estimated Completion:** FY 2023

<b>COST ASSUMPTIONS</b>	<b>432.00.594.35.6300</b>	<b>swr2001</b>
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services	<b>swr2001.con.171</b>	\$325,000
Subtotal:		\$325,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$325,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS									
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
Sewer (402)										
CPP (2022)	\$7,945		\$317,055							\$317,055
<b>TOTAL REQUESTED FUNDS:</b>	<b>\$7,945</b>		<b>\$317,055</b>							<b>\$317,055</b>

**PROJECT DESCRIPTION:** The intent of this project with the grant funding awarded is to create an annual program to assist citizens to upgrade their lines to help the city control the water that enters the sanitary sewer collection pipes.

**PROJECT NEED:** Inflow and infiltration (I&I) is when uncontaminated water enters the sanitary sewer collection pipes. This typically occurs from ground water entering leaks in sewer pipes and structures, surface water draining into manhole and clean-out lids, and drains lines being directly connected into the sewer system. The results of I&I are the unnecessary treatment of uncontaminated water entering the Waste Water Treatment Plant (WWTP), the associated cost impact to the WWTP, and increase risk of exceeding the capacity of the WWTP. When capacity is exceeded, the release of untreated effluent can occur. The city has performed I&I testing (smoke, video, and visual) and identified the primary locations. Testing revealed that a majority of the I&I is located in older parts of the city which includes a large collection of low-income housing. This includes 3.4 miles of leaking mainlines, several leaking lateral lines (private side sewers), rain gutter and private drain connections, and localized flood areas at manhole locations. These funds will assist citizens with this solution.

**DEVELOPMENT PLAN & STATUS:** SW 6th & Erie & Ely St.: Lines: 2023 Design; 2023 Construction. NE 9th to Taftson: 2023 Design; 2024-2025 Construction.

**COST & FINANCING DATA:** The project will be funded by Sewer Operations.

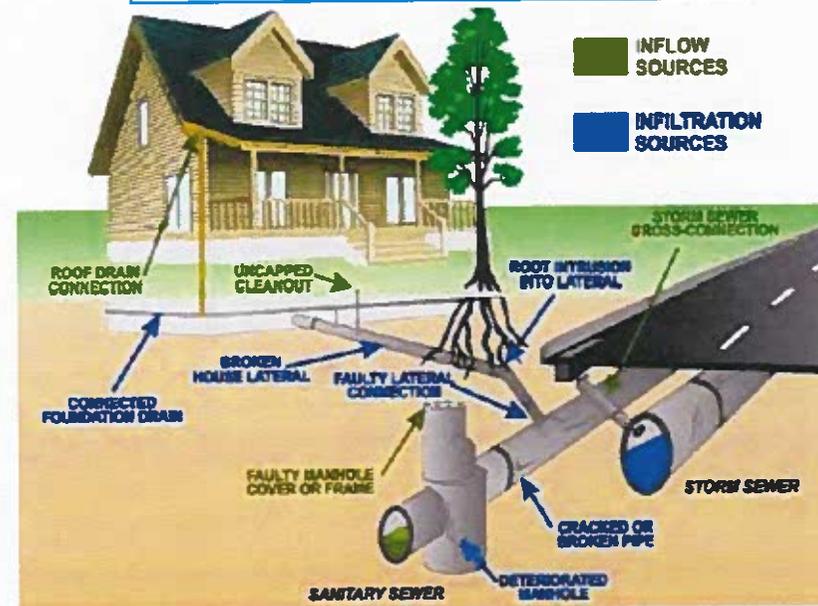
<b>COST ASSUMPTIONS</b>	<b>432.00.594.35.6300</b>	<b>swr2302</b>
Engineering Services	<b>swr2301.des.130</b>	\$200,000
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services	<b>swr2301.con.070</b>	\$1,750,000
Subtotal:		\$1,950,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$1,950,000</b>

## FUND 432—SEWER CAPITAL

### Federal Inflow & Infiltration Grant

#### ESTIMATED PROJECT & PURCHASE TIMELINE

**Pre-Design: FY**  
**Engineering/Design: FY 2022-2024**  
**Purchase/Construction: FY 2022-2025**  
**Estimated Completion: FY 2025**



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
Fed Govt Assistance-unsecured			\$300,000	\$1,650,000					\$1,950,000
<b>TOTAL REQUESTED FUNDS:</b>	-		\$300,000	\$1,650,000					\$1,950,000

# FUND 402—SEWER

## Sewer Lagoon-Decommissioning

**PROJECT DESCRIPTION:** Repairs to the Lagoon outfall, cleaning and manhole plugging.

**PROJECT NEED:** The Lagoon outfall will need to be repaired. This project is a joint project with the Navy with the City paying a majority share.

**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 2022-2023  
 Estimated Completion: FY 2023



<b>COST ASSUMPTIONS</b>	<b>402.20.535.00.4800</b>	<b>swr2303</b>
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services	<b>swr2303.con.070</b>	\$550,000
Subtotal:		\$550,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$550,000</b>

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS									
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
Sewer Operations	-									
Grant-CPP			\$550,000							\$550,000
<b>TOTAL REQUESTED FUNDS:</b>	<b>-</b>		<b>\$550,000</b>							<b>\$550,000</b>

**PROJECT DESCRIPTION:** Current coarse screens will need to be reconfigured to add a second finer screen to the system.

**PROJECT NEED:** Coarse screen upgrade-The current coarse screen configuration does not give a viable option in the event of a screen failure or needing to take it out of service for repair. The current “back up” screen is manually raked, from 15 feet below grade onto the floor and then shoveled into a dumpster. This will require 24/7 attendance by a human operator. Adding the second screen will not only add the redundancy but installing a screen with finer pass through will take some load off downstream equipment ultimately increasing its service life and the MBR process.

**DEVELOPMENT PLAN & STATUS:**

**COST & FINANCING DATA:**

<b>COST ASSUMPTIONS</b>	<b>422.60.594.35.6400</b>	<b>cwf2301</b>
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment	<b>cwf2301.mac.049</b>	\$300,000
Construction Services		\$0,000
Subtotal:		\$300,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$300,000</b>

# FUND 422—WWTP CAPITAL

## Clean Water Facility-Screens

**ESTIMATED PROJECT & PURCHASE TIMELINE**

**Pre-Design: FY**  
**Engineering/Design: FY**  
**Purchase/Construction: FY 2023-2024**  
**Estimated Completion: FY 2024**



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS									
	SPENT TO	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
Clean Water Facility (422)		\$300,000								
BFB			\$100,000	\$200,000						\$300,000
<b>TOTAL REQUESTED FUNDS:</b>			\$100,000	\$200,000						\$300,000

# FUND 402—SEWER

## Reuse Effluent Water System

**PROJECT DESCRIPTION:** This project will allow the City to irrigate Windjammer Park with effluent water instead of using utility water.

**PROJECT NEED:** This project will is necessary to reduce water costs for the Parks Division.

**DEVELOPMENT PLAN & STATUS:** Currently waiting on Department of Ecology permits to begin this project.

**COST & FINANCING DATA:** The project will be funded by Sewer Operations.

**ESTIMATED PROJECT & PURCHASE TIMELINE**  
 Pre-Design: **FY**  
 Engineering/Design: **FY**  
 Purchase/Construction: **FY 2022-2025**  
 Estimated Completion: **FY 2025**

<b>COST ASSUMPTIONS</b>	<b>402.60.594.35.6400</b>	<b>swr2306</b>
Engineering Services		\$-
Pre-Design/ Feasibility		\$-
Machinery & Equipment	<b>swr2306.mac.049</b>	\$40,000
Construction Services	<b>swr2306.con.070</b>	\$ 260,000
Subtotal:		\$300,000
Contingency Fees		\$-
<b>TOTAL:</b>		<b>\$300,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
Sewer Operations	-								
CPP (2022)				\$300,000					\$300,000
<b>TOTAL REQUESTED FUNDS:</b>	-			\$300,000					\$300,000

**PROJECT DESCRIPTION:** During the 2023-2024 budget process, it was decided that funds will be needed to fix major components that are failing or not working properly at the Clean Water Facility. Those items are not fully identified at this time, but the process has begun to identify them.

**PROJECT NEED:** Necessary to ensure the Clean Water Facility is operational at all times.

**DEVELOPMENT PLAN & STATUS:**

**COST & FINANCING DATA:**

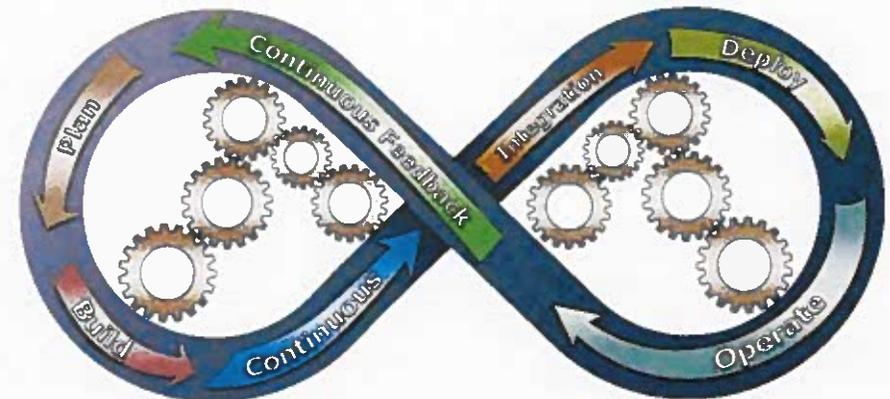
<b>COST ASSUMPTIONS</b>	<b>422.60.594.35.6300</b>	<b>cwf2401</b>
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment	<b>cwf2401.mac.049</b>	\$300,000
Construction Services		\$0,000
Subtotal:		\$300,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$300,000</b>

## FUND 422—WWTP CAPITAL

### Clean Water Facility-Major O&M

**ESTIMATED PROJECT & PURCHASE TIMELINE**

**Pre-Design: FY**  
**Engineering/Design: FY**  
**Purchase/Construction: FY 2024-2025**  
**Estimated Completion: FY 2025**



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
Clean Water Facility (422)	-		\$150,000	\$150,000					\$300,000
<b>TOTAL REQUESTED</b>	-		<b>\$150,000</b>	<b>\$150,000</b>					<b>\$300,000</b>

**PROJECT DESCRIPTION:** Current fine screen washer/compactor is a critical component of the plant operation. When this goes down, there is a potential for failure. Staff is requesting a second washer/compactor for redundancy and for maintenance purposes.

**PROJECT NEED:** Fine screen Washer compactor-The current fine screen washer/compactor starts and stops between 200-400 times per day. This is a critical piece of equipment with no redundancy and no option to bypass. All screenings from the fine screen process pass through this. During times of equipment repair or service the screenings back up and over flow onto the floor and make their way to the MBR Process. This can potentially damage the MBR filters. There is no way to add a second compactor to the system so having a second unit onsite would minimize downtime.

**DEVELOPMENT PLAN & STATUS:**

**COST & FINANCING DATA:**

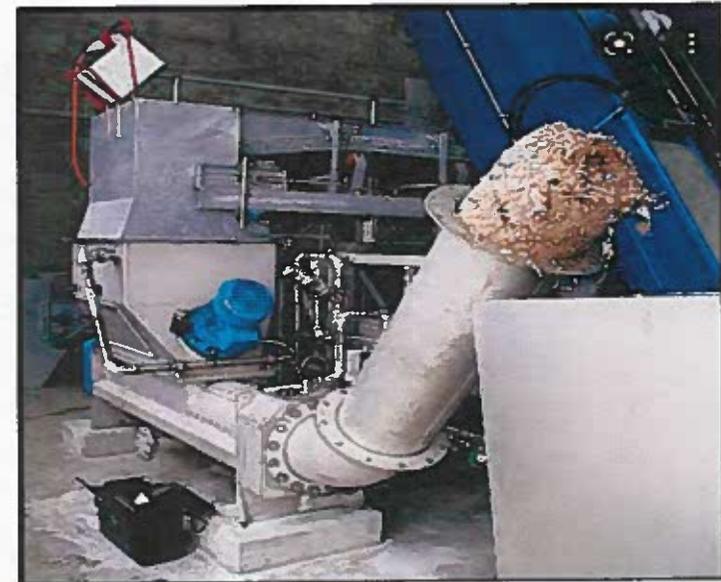
<b>COST ASSUMPTIONS</b>	<b>422.60.594.35.6400</b>	<b>cwf2402</b>
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment	<b>cwf2402.mac.049</b>	\$ 300,000-
Construction Services		\$-
Subtotal:		\$300,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$300,000</b>

**FUND 422—WWTP CAPITAL**

**Clean Water Facility-Washer/Compactor**

**ESTIMATED PROJECT & PURCHASE TIMELINE**

**Pre-Design: FY**  
**Engineering/Design: FY**  
**Purchase/Construction: FY 2024**  
**Estimated Completion: FY 2024**



**FISCAL YEAR FUNDING REQUESTS**

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO	BFB-memo	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
Clean Water Facility (422)	-		\$200,000						\$200,000
System Development Fees (411)			\$100,000						\$100,000
<b>TOTAL REQUESTED FUNDS:</b>	-		<b>\$300,000</b>						<b>\$300,000</b>

**FUND 432—SEWER CAPITAL**

**North Whidbey Sewer Expansion**

**PROJECT DESCRIPTION:** This project is to begin the design process for the installation of a lift station and all related infrastructure to serve the North Enterprise Zone.

**PROJECT NEED:** Needed to provide infrastructure to the North Enterprise Zone.

**DEVELOPMENT PLAN & STATUS:** Because of the size and scope of the project, the city will need to retain a consultant to determine the service area, size the lift station, and sewer main locations. The scope of this work may change and result in a reduction in project cost.

**COST & FINANCING DATA:** The project will be funded by Grants and System Development Fees (Fund 412).

**ESTIMATED PROJECT & PURCHASE TIMELINE**

**Pre-Design: FY 2027**

**Engineering/Design: FY 2028**

**Purchase/Construction: FY 2027-2028**

**Estimated Completion: FY 2028**



<b>COST ASSUMPTIONS</b>	<b>432.00.594.35.6300</b>	<b>swr2201</b>
Engineering Services		\$350,000
Pre-Design/Feasibility		\$100,000
Machinery & Equipment		\$ -
Construction Services		\$4,200,000
Subtotal:		\$4,650,000
Contingency Fees		\$840,000
<b>TOTAL:</b>		<b>\$5,490,000</b>

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							6 YR TOTAL
	SPENT TO DATE	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
Unsecured	-				\$125,000	\$125,000		\$250,000
<b>TOTAL REQUESTED FUNDS:</b>	<b>-</b>				<b>\$125,000</b>	<b>\$125,000</b>		<b>\$250,000</b>

## FUND 432—SEWER CAPITAL

### 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, SW 6th Ave & Erie St. line replacement and in various other locations in the city.

**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.

**DEVELOPMENT PLAN & STATUS:** SW 6th & Erie & Ely St.: Lines: 2023 Design; 2023 Construction. NE 9th to Taftson: 2023 Design; 2024-2025 Construction.

**COST & FINANCING DATA:** The project will be funded by Sewer Operations.

#### ESTIMATED PROJECT & PURCHASE TIMELINE

**Pre-Design: FY**

**Engineering/Design: FY 2022-2025**

**Purchase/Construction: FY 2022-2025**

**Estimated Completion: FY 2025**

<b>COST ASSUMPTIONS</b>	<b>432.00.594.35.6300</b>	<b>swr##01</b>
Engineering Services	<b>swr##01.des.053</b>	\$88,000
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services	<b>swr##01.con.171</b>	\$792,000
Subtotal:		\$880,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$880,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FT 2029	6 YR TOTAL
Sewer Operations	\$179,330	\$260,670		\$110,000					\$110,000
CPP (2022)	\$330,000								
Project BFB				\$260,670					\$260,670
<b>TOTAL REQUESTED FUNDS:</b>	<b>\$509,330</b>			<b>\$370,670</b>					<b>\$370,670</b>

**FUND 434—STORM DRAIN  
CAPITAL**

**Harbor East Outlet 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 moved 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 2021**

**Engineering/Design: FY 2022**

**Purchase/Construction: FY 2022-2025**

**Estimated Completion: FY 2025**

<b>COST ASSUMPTIONS</b>	<b>434.00.594.31.6300</b>	<b>stm1901</b>
Engineering Services		\$ -
Pre-Design/Feasibility	<b>stm1901.pre.001</b>	\$125,000
Machinery & Equipment		\$ -
Construction Services	<b>stm1901.con.171</b>	\$250,000
Subtotal:		\$375,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$375,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS									
	SPENT TO	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
Storm Drain	\$32,010	\$342,990								
Project BFB			\$25,000		\$317,990					\$342,990
<b>TOTAL REQUESTED FUNDS:</b>	<b>\$32,010</b>		<b>\$25,000</b>		<b>\$317,990</b>					<b>\$342,990</b>

**FUND 434—STORM DRAIN  
CAPITAL**

**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 2023**

**Purchase/Construction: FY 2024**

**Estimated Completion: FY 2024**

<b>COST ASSUMPTIONS</b>	<b>434.00.594.31.6300</b>	<b>stm2101</b>
Engineering Services	<b>stm2101.des.053</b>	\$100,000
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services	<b>stm2101.con.171</b>	\$300,000
Subtotal:		\$400,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$400,000</b>



<b>REVENUE SOURCE</b>	<b>FISCAL YEAR FUNDING REQUESTS</b>								
	<b>SPENT TO DATE</b>	<b>BFB-memo</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>FY 2026</b>	<b>FY 2027</b>	<b>FY 2028</b>	<b>FY 2029</b>	<b>6 YR TOTAL</b>
Storm Drain Operations	\$366,417	\$33,583							\$33,583
BFB			\$33,583						
<b>TOTAL REQUESTED FUNDS:</b>	<b>\$366,417</b>		<b>\$33,583</b>						<b>\$33,583</b>

**FUND 434—STORM DRAIN  
CAPITAL**

**Conveyance from Goldie ST to Koetje St & Easy St**

**PROJECT DESCRIPTION:** A 24 inch pipe with no treatment improvements will be installed from Goldie Street to the Koetje and Easy Streets.

**PROJECT NEED:** This project would improve the drainage conveyance system between NE Goldie Street and NE Koetje Street and NE Easy 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 2024.

**ESTIMATED PROJECT & PURCHASE TIMELINE**

**Pre-Design: FY**

**Engineering/Design: FY 2019-2024**

**Purchase/Construction: FY 2019-2024**

**Estimated Completion: FY 2024**

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

**COST & FINANCING DATA:** The project will be funded by Storm Drain Operations.

<b>COST ASSUMPTIONS</b>	<b>434.00.594.31.6300</b>	<b>stm1902</b>
Engineering Services	<b>Stm1902.des.053</b>	\$ -
Pre-Design/Feasibility	<b>stm1902.pre.001</b>	\$ -
Acquisition-Right of Way	<b>stm1902.acq.030</b>	\$ -
Machinery & Equipment		\$ -
Construction Services	<b>stm1902.con.171</b>	\$921,300
Subtotal:		\$921,300
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$921,300</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
Storm Drain Operations	\$317,623	\$503,677							
Project BFB			\$150,000						\$150,000
<b>TOTAL REQUESTED FUNDS:</b>	<b>\$317,623</b>	<b>More avail</b>	<b>\$150,000</b>						<b>\$150,000</b>

**FUND 434—STORM DRAIN  
CAPITAL**

**West Side Outfall Pump Feasibility Study**

**PROJECT DESCRIPTION:** Feasibility Study and drainage report for Freund Marsh. Depending on results of study, the city may need to install a stormwater pump station at the NW corner of Windjammer Park.

**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. 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/Feasibility: FY 2025**

**Engineering/Design: FY**

**Purchase/Construction: FY 2025**

**Estimated Completion: FY 2025**

<b>COST ASSUMPTIONS</b>	<b>434.00.594.31.6300</b>	<b>stm2001</b>
Engineering Services		\$ -
Other Professional Services	<b>stm2001.des.053</b>	\$100,000
Machinery & Equipment		\$ -
Construction Services		\$ -
Subtotal:		\$100,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$100,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
Storm Drain Operations	-	\$100,000							
Project BFB				\$100,000					\$100,000
<b>TOTAL REQUESTED FUNDS:</b>	-			\$100,000					\$100,000

**PROJECT DESCRIPTION:** This project will consist of removing and replacing the whalers on the north and south side of the main walkway. It will also consist of upgrading or replacing 2-3 electrical junction boxes along the main walkway as well.

**PROJECT NEED:** 1.The whalers and rub boards along the main walkway are original from the 1974 marina build. These whalers and rub boards hold the individual floats together and support the water, electrical and fire main utilities. They also have cleats for boats to securely tie to. Over the course of the past 48 years, these whalers and rub boards have become rotten and are no longer structurally sound enough to support the utilities and cleats. In some instances they have rotted through and broken. 2. Along the whalers and rub boards are electrical junction boxes that stick up over the dock. These electrical junction boxes have been hit by docking boats and have been damaged on a couple of occasions. As part of the whaler and rub board project, these electrical junction boxes can be relocated on the dock which may reduce the likelihood of them being hit by boats. 3. It should be noted that the cost estimate for this project is derived from a RFP received from American Construction in August 2021 for \$172,000. Additional funds were added to this project for the electrical work and inflation.

**DEVELOPMENT PLAN & STATUS:** The development plan would be as follows: 1. Create a bid packet and hire a marine engineering firm to create design plans.2. Obtain City Council approval to award the engineering contract 3. Create a bid packet and hire a marine construction company to facilitate the construction of the beach soft shore armoring and to perform the actual work.4. Obtain City Council approval to award the construction contract.

**COST & FINANCING DATA:** Project will be completely funded by Marina Rates and Dept of Commerce Grant.

COST ASSUMPTIONS	440.00.594.75.6300	mar2301
Engineering Services	mar2301.des.053	\$30,000
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services	mar2301.con.171	\$200,000
Subtotal:		\$230,000
Contingency Fees		\$ 20,000
<b>TOTAL:</b>		<b>\$250,000</b>

## FUND 440—MARINA CAPITAL

### Marina Additional Improvements

#### ESTIMATED PROJECT & PURCHASE TIMELINE

**Pre-Design: FY**  
**Engineering/Design: FY 2023**  
**Purchase/Construction: FY 2024**  
**Estimated Completion: FY 2024**



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
Marina	-	\$250,000							
BFB			\$250,000						\$250,000
<b>TOTAL REQUESTED FUNDS:</b>	-		\$250,000						\$250,000

**PROJECT DESCRIPTION/NEED:** As part of the due diligence to purchase the boat yard at the south end of the marina parking lot, the existing buildings will be inspected to ensure that they are in good shape and do not need any major repairs.; A business plan will be written to help identify the best operating business model; And a phase I and II environmental survey will be completed. This survey will identify any pollution or toxins that may be in the boat storage area of the property. Once completed, we will purchase the boat yard at the south end of the marina parking lot.

**DEVELOPMENT PLAN & STATUS:** The development plan would be as follows: 1. Obtain a Marina Advisory Committee recommendation. 2. Obtain City Council approval. 3. Hire a company to complete the building inspection, write a business plan, complete the phase I and II environmental survey. 4. Negotiate sale price with Klaus family for small piece of property in storage area. Negotiate sale price with Mr. Dahl for the sale of the business. This project is contingent on the City executing a contract with Island County for the \$675,000 grant, all due diligence results being favorable for the City and successful negotiation of sales prices with the Klaus family and Mr. Dahl.

**COST & FINANCING DATA:** Project will be completely funded by Marina Rates and Grants

<b>COST ASSUMPTIONS</b>	<b>440.00.594.75.6200?</b>	<b>mar2101</b>
Engineering Services	<b>mar2101.des.053</b>	\$ 75,000
Other Professional Services		\$ -
Acquisition	<b>mar2101.acq.056</b>	\$675,000
Construction Services		\$ -
Subtotal:		\$750,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$750,000</b>

## FUND 440—MARINA CAPITAL

### Marina Boat Yard Acquisition

#### ESTIMATED PROJECT & PURCHASE TIMELINE

**Pre-Design: FY**  
**Engineering/Design: FY**  
**Purchase/Construction: FY 2021-2023**  
**Estimated Completion: FY 2023**



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS									
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
Marina Rates	\$50,188	_\$24,813								\$648,875
ICRED Grant (secured)	\$26,124		\$648,875							\$24,813
Project BFB			\$ 24,813							
<b>TOTAL REQUESTED FUNDS:</b>	<b>\$76,312</b>		<b>\$673,688</b>							<b>\$673,688</b>

**PROJECT DESCRIPTION:** On November 15, 2021 a windstorm swept through the area and damaged some F dock patios and wall panels on the north and south side of the dock. American Construction was on site repairing other storm damage, but was unable to work on repairing this new damage.

**PROJECT NEED:** On 11/15/2021 a major wind storm came through the area and damaged some F dock patios and wall panels on the north and south side of the dock. These walls are part of the breakwater and protect the marina from tidal surge and debris entering the marina. This damage consists of broken rods, fasteners and brackets. The only way to complete the repairs is to have a barge with a crane lift the wall section off of the remaining brackets. It should be noted that this is an insurance claim with a \$25,000.00 deductible.

**DEVELOPMENT PLAN & STATUS:** The development plan would be as follows: 1. Create a bid packet and hire a marine engineering firm to create design plans and obtain permits. 2. Obtain City Council approval to award the engineering contract 3. Create a bid packet and hire a marine construction company to repair the broken patios and wall panels. 4. Obtain City Council approval to award the construction contract.

**COST & FINANCING DATA:** Project will be completely funded by Marina Rates and Insurance Proceeds

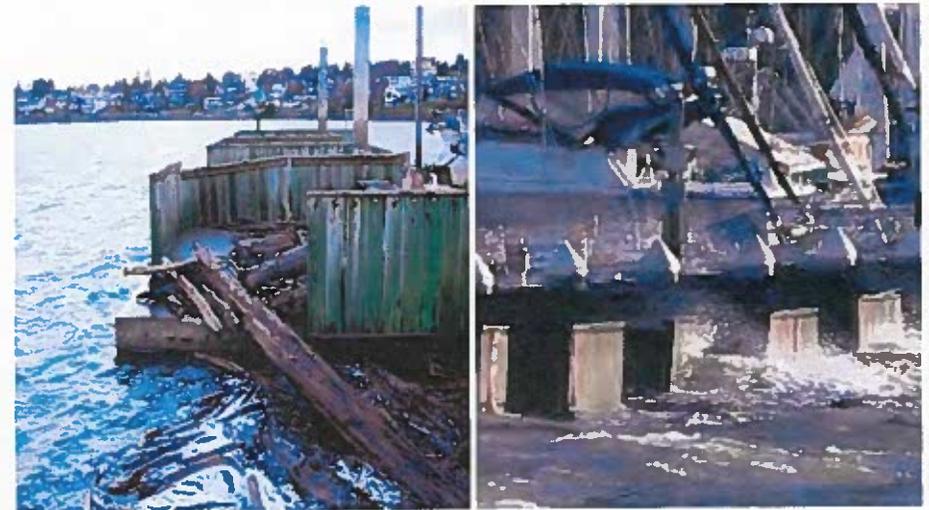
<b>COST ASSUMPTIONS</b>	<b>440.00.594.75.6300</b>	<b>mar2302</b>
Engineering Services	<b>mar2302.des.053</b>	\$30,000
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services	<b>mar2302.con.171</b>	\$427,000
Subtotal:		\$457,000
Contingency Fees		\$ -
<b>TOTAL:</b>		<b>\$457,000</b>

## FUND 440—MARINA CAPITAL

### F Dock Storm Damage Repair-Phase 3

#### ESTIMATED PROJECT & PURCHASE TIMELINE

**Pre-Design: FY**  
**Engineering/Design: FY 2023**  
**Purchase/Construction: FY 2023**  
**Estimated Completion: FY 2023**



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	Memo-BFB	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
Marina	\$6,699	\$10,420		\$6,000					\$6,000
Insurance Proceeds		\$426,000							\$426,000
BFB				\$436,420					\$436,420
<b>TOTAL REQUESTED FUNDS:</b>	<b>\$6,699</b>			<b>\$442,420</b>					<b>\$442,420</b>

**FUND 440—MARINA CAPITAL**

**Marina Dredging Pre-Design Study & Dredging**

**PROJECT DESCRIPTION:** The first step in the dredging process is to complete a pre-design 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 pre-design study.

**COST & FINANCING DATA:** The project will be funded by an unsecured grants, bonds and Marina Reserves.

**ESTIMATED PROJECT & PURCHASE TIMELINE**  
 Pre-Design: **FY 2022**  
 Engineering/Design: **FY 2022-2025**  
 Purchase/Construction: **FY 2022-2025**  
 Estimated Completion: **FY 2025**



<b>COST ASSUMPTIONS</b>	<b>440.00.594.75.6300</b>	<b>mar2202</b>
Engineering/Pre-Design Services	<b>mar2202.des.053</b>	\$400,000
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services	<b>mar2202.con.xxx</b>	\$ 9,800,000
Subtotal:		\$10,200,000
Contingency Fees		\$ 100,000
<b>TOTAL:</b>		<b>\$10,300,000</b>

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS									
	SPENT TO	BFB-Memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 YR TOTAL
Rates	-	\$150,000								
Grants-CPP		\$150,000								
Bonds					\$10,000,000					\$10,000,000
BFB			\$300,000							\$300,000
<b>TOTAL REQUESTED FUNDS:</b>	-		\$300,000		\$10,000,000					\$10,300,000

## Appendix D • Capital Improvement Projects 2015-2036 (Years 2021-2035)

### Table D.1 Streets (Non-Enterprise Funded)

Projects	Total Project Costs
Midway Blvd Road Diet & Reconstruction	\$10,100,000
SR 20 Corridor Improvements	\$27,000,000
Whidbey Avenue Reconstruction	10,200,000
Whidbey Road Diet between N. Oak Harbor St./SR 20	375,000
Whidbey Avenue Crossing Improvement	200,000
Whidbey Avenue Pedestrian Refuge Island at Fairhaven Dr. and Jib St.	140,000
Fort Nugent Avenue Sidewalks	788,000
SR 20 Sidewalks	500,000
Fairhaven Drive Sidewalks	78,000
Freund Marsh Trail Improvements	156,000
SW Fort Nugent Ave Bike Lane	154,000
Midway Blvd./Goldie Road Bike Lane	180,000
Barrington Drive Bike Lane	154,000
Citywide Wayfinding Program	200,000
<b>Total</b>	<b>\$50,225,000</b>

### Table D.2 Parks and Recreation (Non-Enterprise Funded)

Projects	Total Project Costs
Waterfront Trail System improvements	\$1,250,000
NW Regional Park Development	\$20,000,000
Reuse of School District Facilities	\$500,000
7 <sup>th</sup> Avenue Wetland Trail	\$2,000,000
Trail Extension at Freund Marsh	200,000
Windjammer Park Integration Plan Phase 3	3,786,000
Windjammer Park Integration Plan Phase 4	2,573,000
Windjammer Park Integration Plan Phase 5	3,497,000
Neighborhood Park Improvements	450,000
Trail Development/Link Opportunities - Park Plan	300,000
<b>Total</b>	<b>\$34,556,000</b>

### Table D.3 Wastewater System (Enterprise Funded)

Projects	Total Project Costs
Goldie Road Sewer Expansion Phase 2	\$2,350,000
<b>Total</b>	<b>\$2,350,000</b>

**Table D.4 Water System (Enterprise Funded)**

Projects	Total Project Costs
Cross City Transmission Main (T-1B)	\$1,809,000
Westside Water Main Extension (T-5)	7,609,000
East 384 Zone Development (PZ-3)	90,000
North Booster Pump Station (BS-3)	2,398,000
North-end Trunk Main: Phases I and 2 (T-2)	1,767,000
Heller Reservoir Extension (DS-8)	696,000
SW 10th Court Pipe Replacement (DS-3) - design	45,000
SW 11th Court Pipe Replacement (DS-4) - design	45,000
Steel/AC line replacement (DS-9) - design	174,000
Campbell Lake Main Replacement (T-6) - design	457,000
SW 10th Court Pipe Replacement (DS-3) -construction	180,000
SW 11th Court Pipe Replacement (DS-4) - construction	180,000
Steel/AC line replacement (DS-9) - construction	1,015,000
Campbell Lake Main Replacement (T-6) - construction	1,882,000
Erin Park Main Road Extension (DS-5)	691,000
Erin Park Road Tie-In (DS-6)	60,000
Industrial Avenue Tie-In (DS-7)	60,000
322 Zone Development (PZ-5)	580,000
<b>Total</b>	<b>\$19,738,000</b>

**Table D.5 Stormwater System (Enterprise Funded)**

Projects	Total Project Costs
Freund Marsh Stormwater Improvements	\$238,000
<b>Total</b>	<b>\$238,000</b>

**Table D.6 General Government**

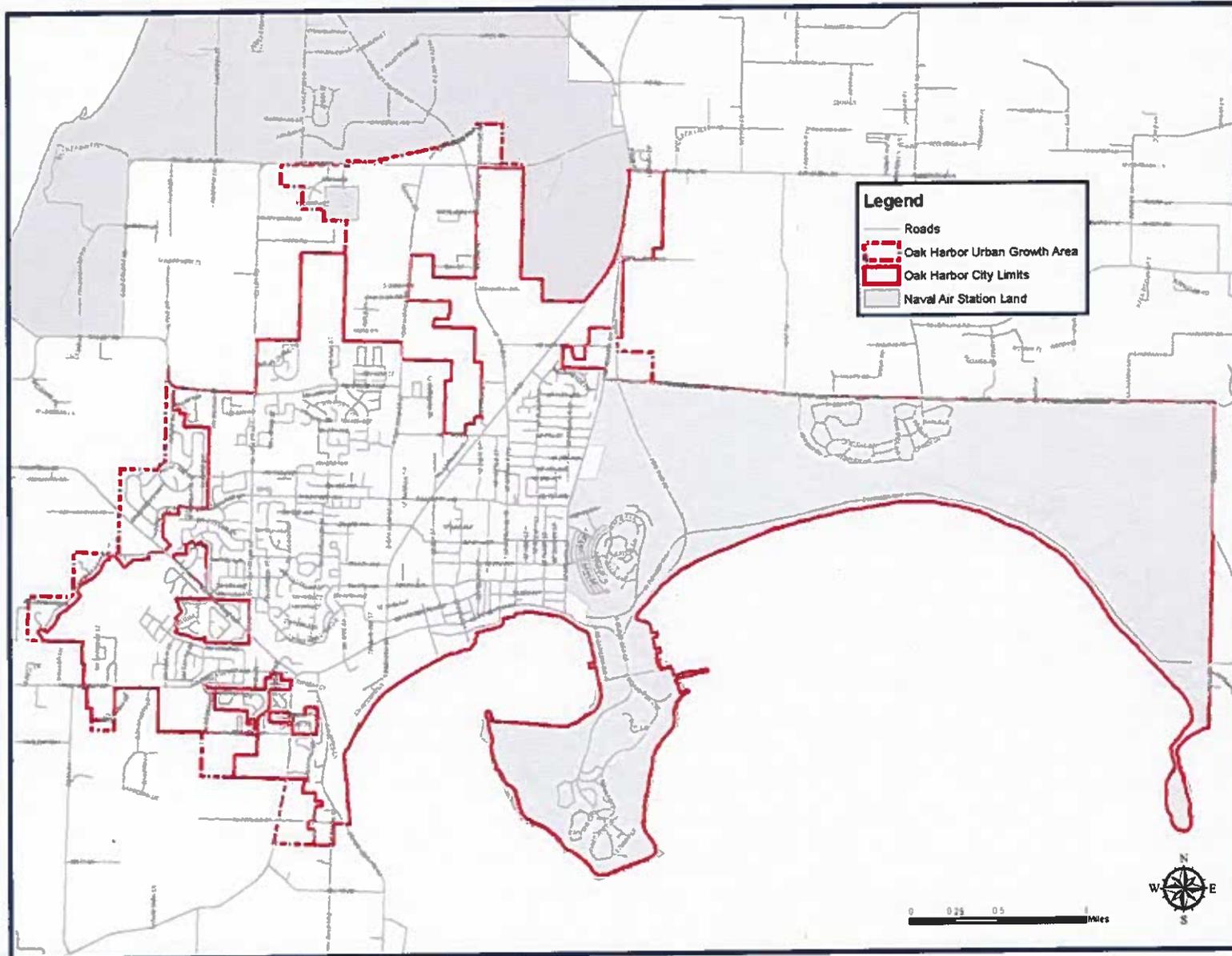
Projects	Total Project Costs
New Senior Center	\$5,200,000
Special Events Center	\$10,030,000
<b>Total</b>	<b>\$15,230,000</b>

**Table D.7 Marina (Enterprise Funded)**

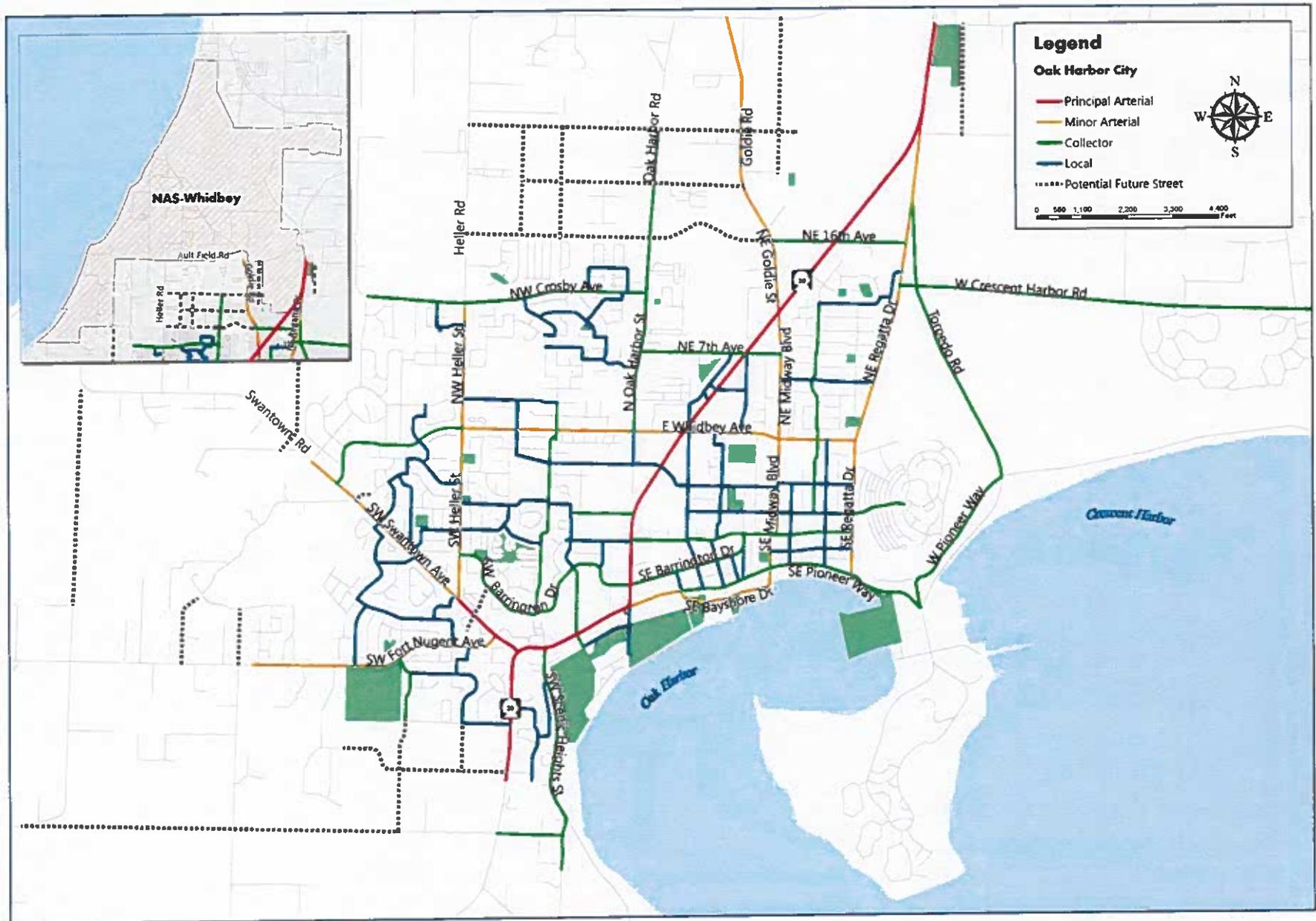
Projects	Total Project Costs
Marina Redevelopment	\$16,285,745
<b>Total</b>	<b>\$16,285,745</b>

## Appendix E • Maps

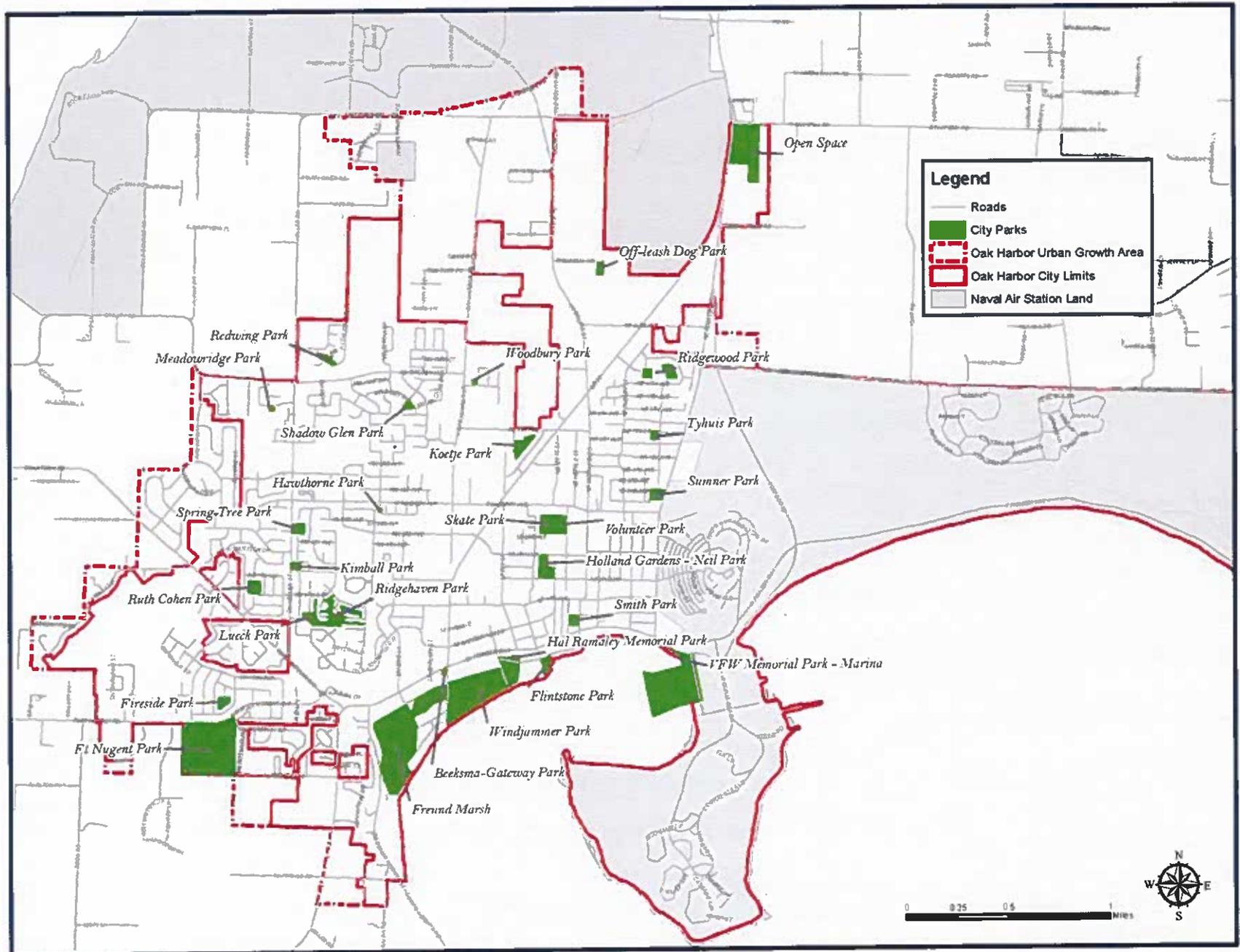
Map I. City of Oak Harbor Boundaries



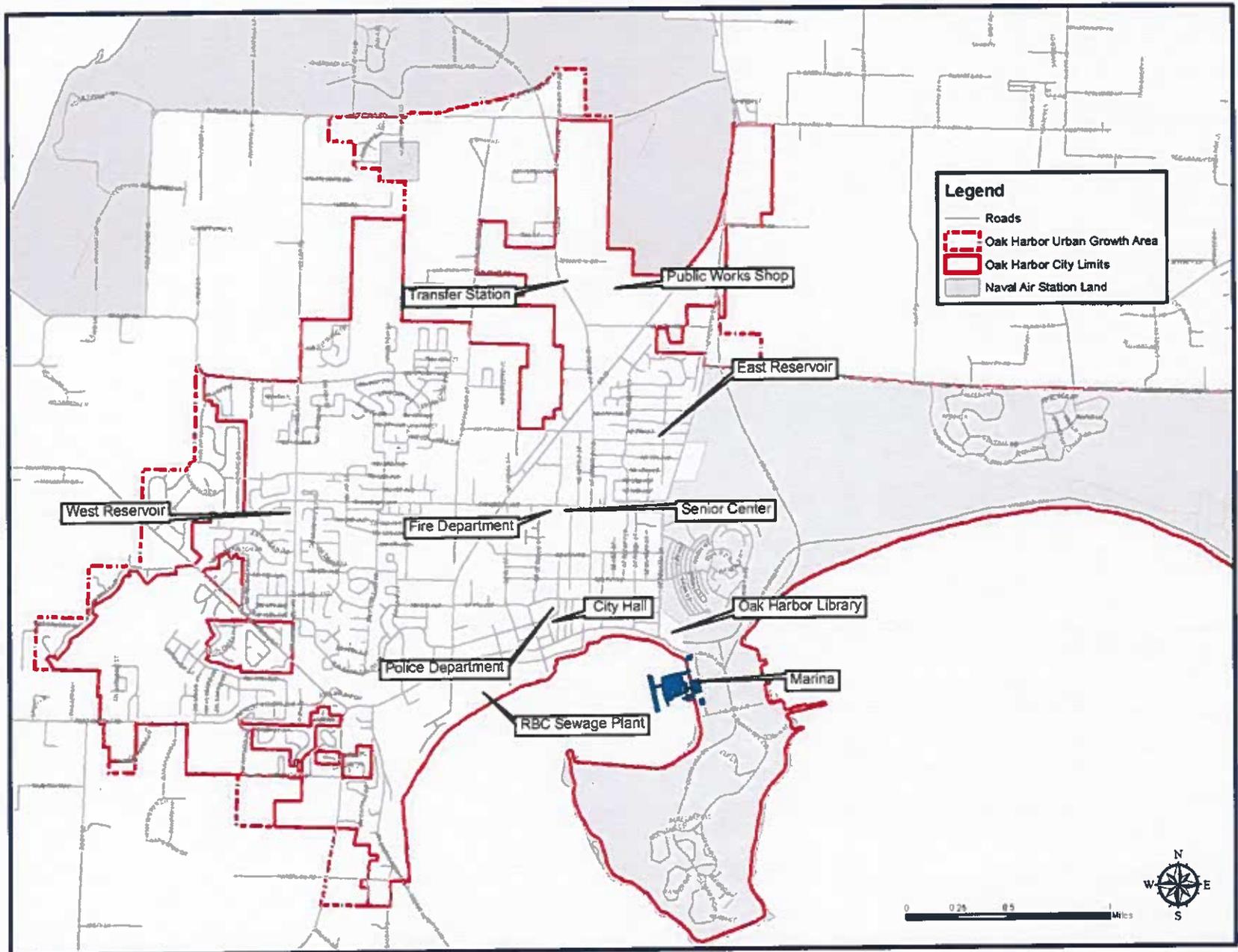
Map 2. City of Oak Harbor Street Classification



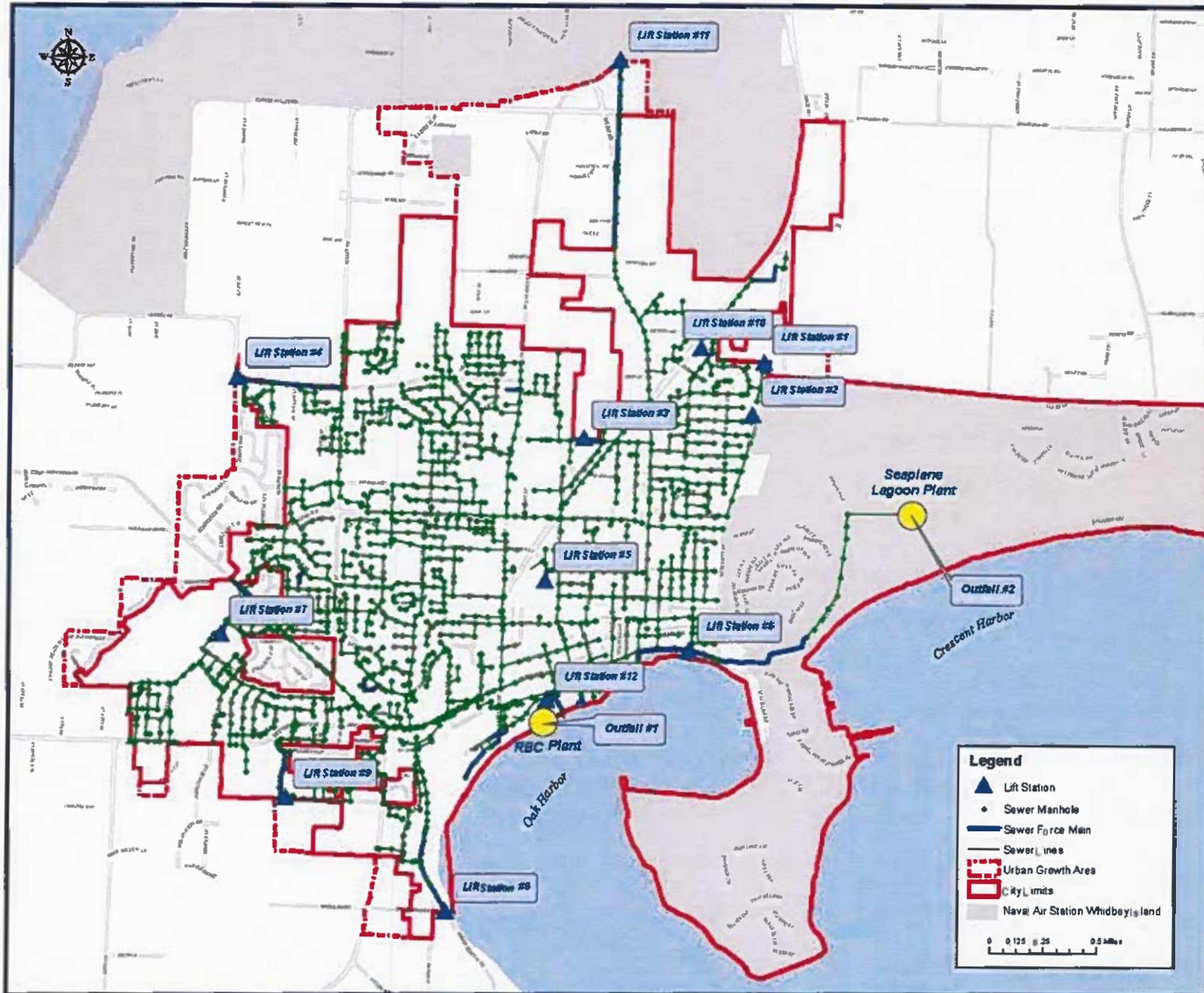
Map 3. City of Oak Harbor Parks Inventory



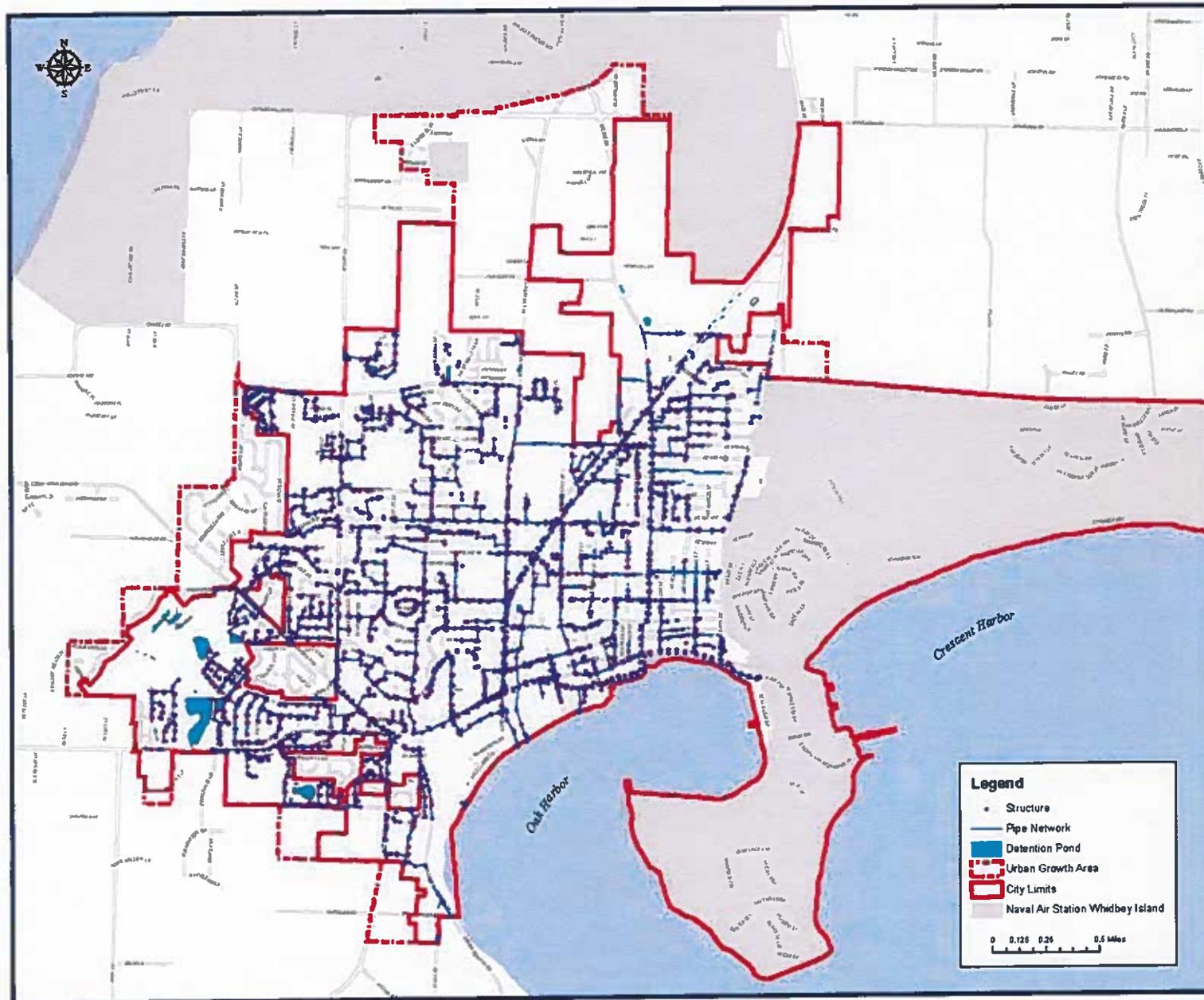
Map 4. City of Oak Harbor Public Facilities Inventory



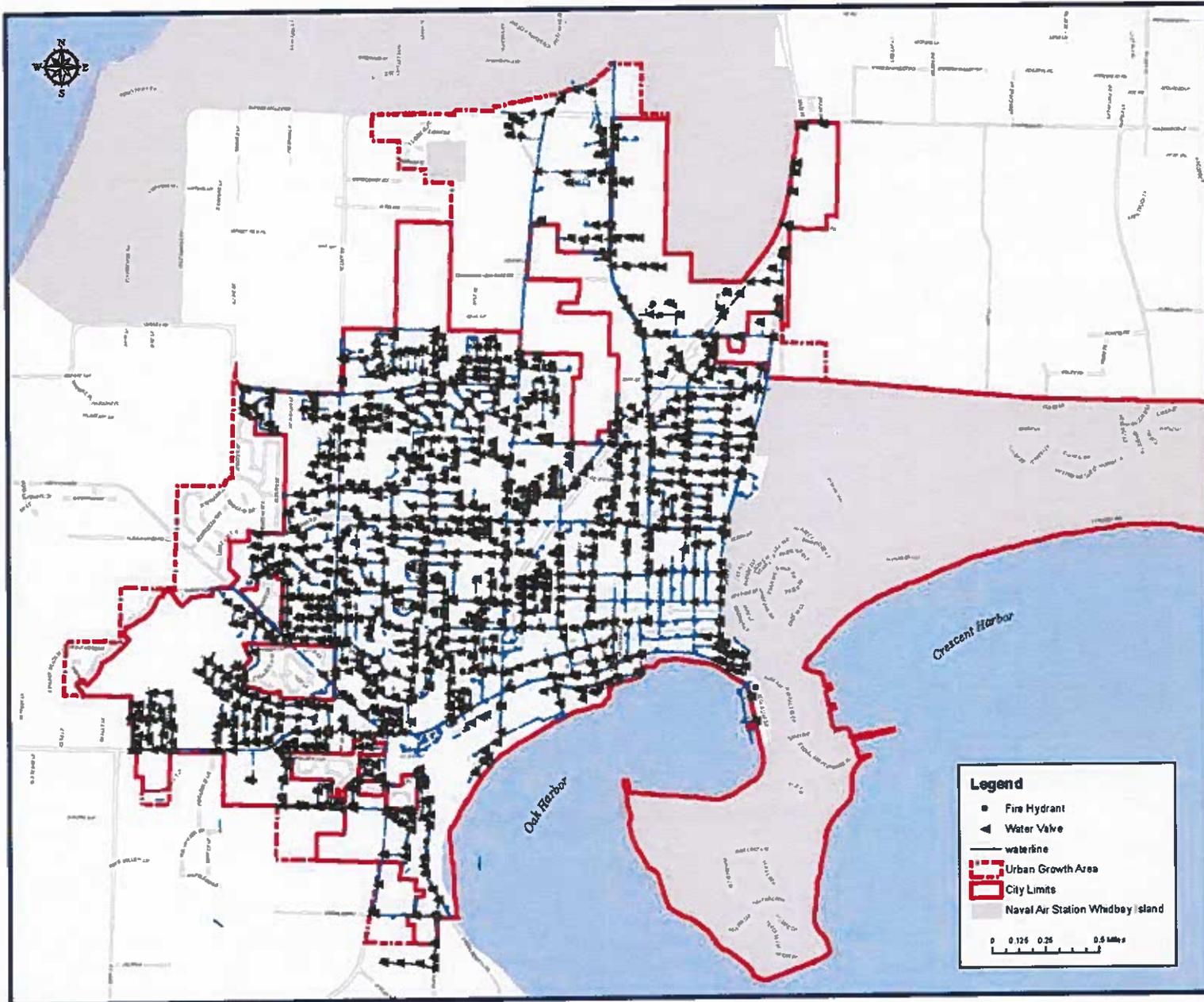
Map 5. Existing Wastewater Collection System, City of Oak Harbor Comprehensive Sewer Plan



Map 6. Existing Stormwater System



Map 7. Existing Water System



# 2023 COMPREHENSIVE PLAN AMENDMENTS



City Council

02/20/2024



## 2023 AMENDMENTS

- Housing Action Plan Implementation – in progress
- Land Use Changes PIP/PBP – for action in Feb 2024
- JPA/UGA – in progress - 2025
- CIP – annual update on track
- ATP – April/May 2024
- Alternate Street Connection Plan – 2024/25
- Downtown/Marina Redevelopment → CDA - 2025



# 2023 AMENDMENTS

- 2024-2029 CIP
  - Meets the criteria established in OHMC 18.15.080
    - No adverse affect to public health, safety and welfare
    - Consistent with overall goals and intent
    - Compliant with GMA
    - Addresses the changing needs of the community
    - Consistent with land uses and growth allocation



# 2023 AMENDMENTS

- **Changes**
  - **Streets**
    - Harbor Heights to North Whidbey Access Roads (renamed)
    - Removed Hoffman Trail project
    - Added Pioneer Way – SR 20 to City Beach Street
    - Added West Whidbey – NW Jib to SW Heller
    - Added SR 20 – SW Eagle Vista to SW 24<sup>th</sup>
  - **Parks**
    - Pickle Ball courts – increased budget
    - Harbor Heights to Park Plan Implementation (renamed)
    - Added Urban Forestry Plan
    - Added PROS Plan update
    - Portland Loos and Skate Park projects completed



# 2023 AMENDMENTS

- **Changes**
  - **Wastewater**
    - Added North Whidbey Sewer Expansion - Design
  - **Water**
    - Marin Woods – completed
  - **Stormwater**
    - No projects added
  - **General Government**
    - Marina Downtown – Central Development Area (CDA) – renamed
    - West Side Fire Station added
  - **Senior Center**
    - Roof Replacement – completed
  - **Marina**
    - No new additions

# PROCESS

- Planning Commission - Public Hearing in January 2024
- City Council – Open public hearing in February 2024 and action in April 2024



## RECOMMENDED ACTION

- Open public hearing and continue to the April 16<sup>th</sup> meeting

Questions/Comments?



Table 4.1 General Government

Projects	Total Project Costs	2024	2025	2026	2027	2028	2029
PD Remodel	700,000	-	-	-	-	700,000	-
CERB Broadband Study	50,000	-	50,000	-	-	-	-
Central Development Area Study & Implementation Plan	450,000	150,000	150,000	150,000	-	-	-
EPA Pioneer Way Revitalization/Reuse Study	1,000,000	1,000,000	-	-	-	-	-
State Mandated 2025 Comp Plan Update	175,000	175,000	-	-	-	-	-
State Mandated Climate sub elements	150,000	75,000	75,000	-	-	-	-
City Hall Upstairs Remodel	100,000	100,000	-	-	-	-	-
City Hall Downstairs Remodel	270,000	270,000	-	-	-	-	-
West Side Fire Station	8,039,711	8,039,711	2,000,000	-	-	-	-
<b>Capital Project Expenditures</b>	<b>10,834,711</b>	<b>7,809,711</b>	<b>2,275,000</b>	<b>150,000</b>	<b>-</b>	<b>700,000</b>	<b>-</b>
Revenue Sources	Total	2024	2025	2026	2027	2028	2029
General Fund (001)	105,000	100,000	5,000	-	-	-	-
REET 1	370,000	370,000	-	-	-	-	-
Grant secured	475,000	400,000	75,000	-	-	-	-
Grant Unsecured	1,945,000	900,000	195,000	150,000	-	700,000	-
Bond Levy Proceeds - Voter Approved	8,039,711	8,039,711	2,000,000	-	-	-	-
<b>Total Available Revenue</b>	<b>10,834,711</b>	<b>7,809,711</b>	<b>2,275,000</b>	<b>150,000</b>	<b>-</b>	<b>700,000</b>	<b>-</b>
<b>Total Revenues less Total Capital Expenditures</b>							



Table 4.2 Parks and Recreation (Non-Enterprise Funded)

Projects	Total Project Costs	2024	2025	2026	2027	2028	2029
Pickleball Courts	250,000	250,000	-	-	-	-	-
Smith Park Improvements	60,948	10,948	50,000	-	-	-	-
Park Plan Implementation	5,087,930	125,000	4,862,930	-	-	-	-
Urban Forestry Management Plan	1,680,140	400,140	320,000	320,000	320,000	320,000	-
Athletic Fields Renovation	300,000	300,000	-	-	-	-	-
Parks Recreation Open Space Plan Update	80,000	80,000	-	-	-	-	-
7th Avenue Wetlands Trail Feasibility Study	110,000	-	10,000	100,000	-	-	-
Ridgeway Park Playground Equipment Renovation	68,250	-	-	-	68,250	-	-
Sumner Park Playground Equipment Renovation	68,250	-	-	-	68,250	-	-
Volunteer Park Skate Park Renovation	68,250	-	-	-	68,250	-	-
Windjammer Park Improvements	1,283,424	1,033,424	-	-	250,000	-	-
<b>Total Capital Expenditures</b>	<b>9,057,192</b>	<b>2,199,512</b>	<b>5,342,930</b>	<b>420,000</b>	<b>774,750</b>	<b>320,000</b>	<b>-</b>
Revenue Sources	Total	2024	2025	2026	2027	2028	2029
<b>Contributions from Beginning Fund Balance:</b>							
General Fund	11,984	-	11,984	-	-	-	-
Park Impact Fees	289,302	289,302	-	-	-	-	-
REET 1	50,000	-	50,000	-	-	-	-
REET 2	300,449	80,364	220,145	-	-	-	-
Council Priority Project	10,948	10,948	-	-	-	-	-
T mobile grant	4,768	4,768	-	-	-	-	-
Parks Impact Fees (Fund 127)	100,000	100,000	-	-	-	-	-
Paths and Trails	10,000	-	10,000	-	-	-	-
REET 1	1,508,479	806,104	675,000	-	227,375	-	-
REET 2	695,321	207,948	260,000	-	227,375	-	-
Unsecured	6,075,941	900,140	4,115,801	420,000	320,000	320,000	-
<b>Total Available Revenue</b>	<b>9,057,192</b>	<b>2,199,512</b>	<b>5,342,930</b>	<b>420,000</b>	<b>774,750</b>	<b>320,000</b>	<b>-</b>



Table 4.3. Streets (Non-Enterprise Funded)

Projects	Total Project Costs	2024	2025	2026	2027	2028	2029
Laikona Access Road (Centennial Oak Grove)	235,237	235,237	-	-	-	-	-
Seawall Restoration	1,399,075	300,000	1,399,075	300,000	-	-	-
Annual Street Improvements	4,778,282	1,728,282	550,000	600,000	600,000	650,000	600,000
Street Traffic Calming	615,000	145,000	100,000	100,000	100,000	100,000	100,000
North Whidbey Access Roads (UF)	6,379,000	-	250,000	6,129,000	-	-	-
NE 7th Avenue Improvements (pUP)	2,793,484	2,793,484	-	-	-	-	-
NW Helier Street Overlay	383,740	-	-	383,740	-	-	-
Active Transportation Plan	79,971	79,971	-	-	-	-	-
Scenicity Lane (Joint 106, 116, 126)	100,000	100,000	-	-	-	-	-
Pioneer Way-SR20 to City beach street	3,000,000	-	-	600,000	2,400,000	-	-
West Whidbey Ave-Helior to Jib	5,000,000	-	-	-	1,000,000	4,000,000	-
SR20-SW Eagle Vista Ave to SW 24th Ave	5,000,000	-	1,000,000	4,000,000	-	-	-
Midway Blvd Reconstruction	650,000	-	-	-	-	650,000	-
Transportation Benefit District (TBD) Overlays	6,299,249	1,799,249	900,000	900,000	900,000	900,000	900,000
<b>Capital Project Expenditures</b>	<b>37,604,089</b>	<b>7,151,273</b>	<b>4,199,075</b>	<b>13,003,740</b>	<b>5,000,000</b>	<b>6,600,000</b>	<b>1,650,000</b>
Revenue Sources	Total	2024	2025	2026	2027	2028	2029
<b>Contributions from Beginning Fund Balance:</b>							
Streets (Fund 101)	688,019	523,944	144,075	-	-	-	-
Artesian (Fund 104)	239,868	182,056	-	71,813	-	-	-
Transportation Impact Fees (Fund 105)	250,975	250,975	-	-	-	-	-
Parks & Trails (Fund 106)	10,796	10,796	-	-	-	-	-
REET 1	285,000	-	285,000	-	-	-	-
REET 2	78,002	14,002	64,000	-	-	-	-
Water	275,000	-	275,000	-	-	-	-
Sewer	275,000	-	275,000	-	-	-	-
Storm Drain	275,000	-	275,000	-	-	-	-
Council Priority Projects	100,000	100,000	-	-	-	-	-
Streets (Fund 101)	2,236,000	145,000	445,000	445,000	400,000	400,000	400,000
Transportation Impact Fees (Fund 105)	282,988	282,988	-	-	-	-	-
General Fund	71,500	71,500	-	-	-	-	-
Artesian (Fund 104)	5,128,260	-	200,000	1,100,000	1,700,000	2,128,260	-
Transportation Benefit District (Fund 107)	6,299,249	1,799,249	900,000	900,000	900,000	900,000	900,000
REET 1	45,000	15,000	15,000	15,000	-	-	-
REET 2	2,690,000	1,080,000	295,000	315,000	300,000	350,000	350,000
Grants (secured)	3,608,641	2,470,764	-	311,827	-	826,750	-
Grants (unsecured)	14,120,000	-	800,000	9,820,000	1,700,000	2,000,000	-
Water	225,000	75,000	75,000	75,000	-	-	-
Sewer	225,000	75,000	75,000	75,000	-	-	-
Storm Drain	225,000	75,000	75,000	75,000	-	-	-
<b>Total Available Revenue</b>	<b>37,604,089</b>	<b>7,151,273</b>	<b>4,199,075</b>	<b>13,003,740</b>	<b>5,000,000</b>	<b>6,600,000</b>	<b>1,650,000</b>
<b>Total Revenues less Total Capital Expenditures</b>							



Table 4.4 Senior Center

Projects	Total Project Costs	2024	2025	2026	2027	2028	2029
Parking Lot-The Center	420,500	-	420,500	-	-	-	-
Capital Project Expenditures	420,500	-	420,500	-	-	-	-
Revenue Sources	Total	2024	2025	2026	2027	2028	2029
Contributions from Beginning Fund Balance:							
Senior Center (Fund 129)	-	-	-	-	-	-	-
REET 2	-	-	-	-	-	-	-
Grant-Council Priority Projects	-	-	-	-	-	-	-
Unsecured	420,500	-	420,500	-	-	-	-
Total Available Revenue	420,500	-	420,500	-	-	-	-



Table 4.5 Water System (Enterprise Funded)

Projects	Total Project Costs	2024	2025	2026	2027	2028	2029
Well 9 Replacement	290,664	290,664	-	-	-	-	-
Ault Field Pump Station VFD Replacement	88,993	88,993	-	-	-	-	-
SR20/Gambell Lake Rd Roundabout Fish passage/retreatment replacement	2,271,325	100,000	-	2,171,325	-	-	-
Water System Plans and Studies	746,841	746,841	-	-	-	-	-
Water System Telemetry Upgrades	352,786	352,786	-	-	-	-	-
Annual Steel/AC Water Main Replacements	4,578,986	2,578,986	500,000	500,000	500,000	500,000	-
Glenora Street Fire Flow Improvements	470,000	470,000	-	-	-	-	-
NE Regatta Drive Pipeline Replacement	250,000	250,000	-	-	-	-	-
West 384 Zone Development	365,000	73,000	292,000	-	-	-	-
West 384 Zone Extension Phase	3,015,000	-	3,015,000	-	-	-	-
East Side Reservoir Demolition	110,000	-	110,000	-	-	-	-
Elin Park Main Road Extension/Tie-In	755,000	-	755,000	-	-	-	-
Industrial Avenue Tie-In	60,000	-	60,000	-	-	-	-
Well Fiber Extension (Rock Bridge to Booster Pump Station)	600,000	-	-	600,000	-	-	-
Well Fiber 24" Transmission Leak Detector (Anacortes)	410,000	-	-	-	410,000	-	-
<b>Capital Project Expenditures</b>	<b>14,364,595</b>	<b>4,951,270</b>	<b>4,732,000</b>	<b>3,271,325</b>	<b>810,000</b>	<b>500,000</b>	
<b>Revenue Sources</b>	<b>Total</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>
Contributions from Beginning Fund Balance							
Water (Fund 401)	4,906,968	3,440,643	445,000	1,021,325	-	-	-
Water Reserve (Fund 411)	540,641	78,541	462,000	-	-	-	-
Rates	3,919,000	211,800	2,002,200	500,000	705,000	500,000	-
Cumulative Reserve (Fund 411)	1,984,000	141,200	1,822,800	-	-	-	-
Council Priority Projects	1,078,986	1,078,986	-	-	-	-	-
Grants (unsecured)	600,000	-	-	600,000	-	-	-
Capital Contributions	1,355,000	-	-	1,150,000	205,000	-	-
<b>Total Available Revenue</b>	<b>14,364,595</b>	<b>4,951,270</b>	<b>4,732,000</b>	<b>3,271,325</b>	<b>810,000</b>	<b>500,000</b>	



Table 4.6 Wastewater System (Enterprise Funded)

Projects	Total Project Costs	2024	2025	2026	2027	2028	2029
Slip Line Replacements in SE Oak Harbor	317,055	317,055	-	-	-	-	-
Federal Inflow & Infiltration Grant	1,950,000	300,000	1,650,000	-	-	-	-
Sewer Lagoon-Decommissioning	550,000	550,000	-	-	-	-	-
Clean Water Facility Screens	300,000	300,000	-	-	-	-	-
Reuse Effluent Water System	300,000	-	300,000	-	-	-	-
Clean Water Facility Major O&M	300,000	150,000	150,000	-	-	-	-
Clean Water Facility Washer/Compressor	300,000	300,000	-	-	-	-	-
North Whidbey Sewer Expansion	250,000	-	-	-	125,000	125,000	-
Sewer Line Replacements	370,670	-	370,670	-	-	-	-
<b>Capital Project Expenditures</b>	<b>4,637,725</b>	<b>1,917,055</b>	<b>2,470,670</b>	<b>-</b>	<b>125,000</b>	<b>125,000</b>	<b>-</b>
Revenue Sources	Total	2024	2025	2026	2027	2028	2029
Contribution from Beginning Fund Balance	-	-	-	-	-	-	-
Sewer (Fund 402)	260,670	-	260,670	-	-	-	-
CWP (Fund 422)	300,000	300,000	-	-	-	-	-
Rates	110,000	-	110,000	-	-	-	-
Council Priority Projects	1,167,055	867,055	300,000	-	-	-	-
Grants-unsecured	250,000	-	-	-	125,000	125,000	-
Federal Government Assistance-unsecured	1,950,000	300,000	1,650,000	-	-	-	-
Clean Water Facility (Fund 422)	500,000	350,000	150,000	-	-	-	-
System Development Fees (Fund 411)	100,000	100,000	-	-	-	-	-
<b>Total Available Revenue</b>	<b>4,637,725</b>	<b>1,917,055</b>	<b>2,470,670</b>	<b>-</b>	<b>125,000</b>	<b>125,000</b>	<b>-</b>



Table 4.7 Stormwater System (Enterprise Funded)

Projects	Total Project Costs	2024	2025	2026	2027	2028	2029
Harbor East Outlet Repair	342,990	25,000	317,990	-	-	-	-
Upgrade Storm Drain Lines - Whidbey Ave	33,583	33,583	-	-	-	-	-
Conveyance from Goldie St to Koetje St & Easy St	150,000	150,000	-	-	-	-	-
West Side Outfall Pump Study	100,000	-	100,000	-	-	-	-
<b>Capital Project Expenditures</b>	<b>626,573</b>	<b>208,583</b>	<b>417,990</b>	-	-	-	-
Revenue Sources	Total	2024	2025	2026	2027	2028	2029
Contributions from Beginning Fund Balance							
Stormwater (Fund 404)	626,573	208,583	417,990	-	-	-	-
<b>Total Available Revenue</b>	<b>626,573</b>	<b>208,583</b>	<b>417,990</b>	-	-	-	-
<b>Total Revenues less Total Capital Expenditures</b>							



Table 4.8 Marina (Enterprise Funded)

Projects	Total Project Costs	2024	2025	2026	2027	2028	2029
Marina Additional Improvements	250,000	250,000	-	-	-	-	-
Marina Boat Yard Acquisition	673,888	673,888	-	-	-	-	-
F Dock Storm Damage Repair #3	450,301	18,301	432,000	-	-	-	-
Marina Dredging Pre-Design Study & Dredging	10,300,000	300,000	10,000,000	-	-	-	-
<b>Capital Project Expenditures</b>	<b>11,673,989</b>	<b>1,241,989</b>	<b>10,432,000</b>	-	-	-	-
Revenue Sources	Total	2024	2025	2026	2027	2028	2029
Contributions from Beginning Fund Balance							
Marina (Fund 410)	398,888	398,888	-	-	-	-	-
Rates	24,301	18,301	6,000	-	-	-	-
Insurance Proceeds	426,000	-	426,000	-	-	-	-
Council Priority Project	150,000	150,000	-	-	-	-	-
Bond	10,000,000	-	10,000,000	-	-	-	-
Grants (secured)	675,000	675,000	-	-	-	-	-
<b>Total Available Revenue</b>	<b>11,673,989</b>	<b>1,241,989</b>	<b>10,432,000</b>	-	-	-	-

City of Oak Harbor  
City Council Agenda Bill

Bill No. 6.b.

Date: February 20, 2024

Subject: Ordinance No. 1974: Area wide  
rezone with Zoning Map  
adoption of all PBP and PIP to I  
and accompanying text  
amendment to OHMC removing  
references to PBP and PIP

**FROM: Cac Kamak, AICP, Principal Planner, Development Services**

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

- Ronnie Wright, Mayor
- Blaine Oborn, City Administrator
- David Goldman, Finance Director
- Hillary J. Evans, City Attorney, as to form

**RECOMMENDED ACTION**

Approve area wide rezoning and adopt Zoning Map and accompanying text amendments to the Oak Harbor Municipal Code (OHMC) to remove references to PBP and PIP.

**BACKGROUND / SUMMARY INFORMATION**

This is a follow up action to implement the changes made in the 2022 Comprehensive Plan Amendment to collapse the Planned Industrial Park (PIP) and Planned Business Park (PBP) into Industrial (I). The action is to approve the area-wide rezoning and adopt the revised zoning map along with the text amendment to remove all references to these zoning districts in the zoning ordinance.

The Planning Commission and the City Council deliberated on this item in 2022 and amended the Land Use Element to support collapsing these zoning districts into one industrial zone. Historically, these zoning districts were likely created in the early 90s when office parks and business parks were a popular development across the country. However, Oak Harbor did not experience a market for such developments. Also, since that time, the City has adopted development regulations and design guidelines that can address such developments if they do make a comeback.

It is also worthy to note that only one property was zoned PBP in the City. That property was reclassified in 2021 to Public Facility to accommodate park land and what is now known as the Harbor Heights property. That action eliminated the PBP zoned land. That left the City with just the PIP and I designated lands for the Industrial Land Use category. Recognizing that the PIP regulations were structured similar to the PBP for its development, which was process intensive, the City took the opportunity in 2022 to simplify it and integrate them all into the Industrial zoning classification.

Collapsing these districts into the Industrial zone will therefore require an action to rezone all properties that are designated as PIP and PBP to I. As mentioned above, since there are no more properties designated as PBP, this action is mainly rezoning all the PIP designated land into I, Industrial zone. All lands designated currently as I, Industrial will remain as is without any changes.

This area-wide rezone will need to be accompanied by text amendments to remove references to these districts in the OHMC. The text amendments will remove almost all references to PBP and the PIP zoning districts. It also amends the zoning use table to combine these uses into the Industrial district.

#### **Process**

The area wide rezone and the text amendments follow Review Process V in accordance with OHMC 18.20.270. This includes a public hearing before the Planning Commission and the City Council. The Planning Commission is expected to conduct a hearing at its January 23<sup>rd</sup>, 2024 meeting and make a recommendation to the City Council. The City Council is expected to review it in February.

The process also included a SEPA review and 60-day notification to Department of Commerce. A neighbor notification letter was mailed to the property owners in October 2023. No comments were received.

#### **LEGAL AUTHORITY**

Legal authority for zoning and land use regulation is provided by RCW 35A.63.100.

**FISCAL IMPACT**

There are no fiscal impacts anticipated with this action.

**PREVIOUS COUNCIL / BOARD / CITIZEN INPUT**

The Planning Commission held a public hearing on this at its January 23, 2024 meeting and unanimously recommended approval.

**ATTACHMENTS**

1. [Ordinance No. 1974](#)
2. [Official Zoning Map](#)
3. [Presentation](#)

**ORDINANCE NO. 1974**

**AN ORDINANCE OF THE CITY OF OAK HARBOR, WASHINGTON, ADOPTING THE OFFICIAL ZONING MAP; AMENDING OHMC 5.05.050; AMENDING OHMC 5.29.070; AMENDING OHMC 19.12.010; AMENDING CHAPTER 19.20 OHMC, ZONING DISTRICTS; REPEALING ARTICLE XII. PBP – PLANNED BUSINESS PARK, AND ARTICLE XIII. PIP – PLANNED INDUSTRIAL PARK; AMENDING OHMC 19.20.1050; AMENDING OHMC 19.29.070; AMENDING OHMC 19.29.080; AMENDING OHMC 19.36.050; AMENDING OHMC 19.46.035; AMENDING OHMC 19.46.140; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS, the City of Oak Harbor (“City”) wishes to simplify its zoning classification and consolidate the Industrial Uses in a single zoning category; and**

**WHEREAS, the City would like to promote economic development and opportunity by simplifying development review processes; and**

**WHEREAS, the City in 2022 adopted amendments to the Comprehensive Plan to collapse the various industrial zones into one Industrial zoning district; and**

**WHEREAS, the proposed amendments involve an area-wide rezoning of all parcels designated as Planned Business Park (PBP) and Planned Industrial Park (PIP) to be designated as Industrial (I); and**

**WHEREAS, the City seeks to concurrently adopt the official zoning map reflecting the area-wide rezoning from PBP and PIP to I; and**

**WHEREAS, the area-wide rezoning will be accompanied by amendments to the Oak Harbor Municipal Code (“OHMC”) to remove references to the zoning designations that are being eliminated; and**

**WHEREAS, a SEPA Checklist on the proposed amendments was distributed and Determination of Non-Significance was issued on November 17, 2023, and no appeals were received; and**

**WHEREAS, on December 4, 2023, the City submitted the proposed amendments to the Washington State Department of Commerce (“Commerce”) in accordance with RCW 36.70A.106; and**

**WHEREAS, duly noticed public hearings were conducted by the Planning Commission on January 23, 2023 and City Council on February 20, 2023;**

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OAK HARBOR do ordain as follows:**

**Section One. Official Zoning Map Oak Harbor, WA.** The attached zoning map for Oak Harbor is hereby adopted as the “Official Zoning Map – Oak Harbor, WA” that denotes an area-wide rezone of all parcels zoned as PBP and PIP to I.

**Section Two. OHMC 5.05.050, Amended.** Oak Harbor Municipal Code 5.05.050 entitled “Application for Type 1 entertainment license – Process – Conditions of approval” is amended to read as follows:

**5.05.050 Application for Type 1 entertainment license – Process – Conditions of approval.**

(1) Application Contents. An application for a Type 1 entertainment license must include the following:

(a) Identification of the business, as for issuance of a business license under Chapter 5.01 OHMC;

(b) A description of the primary business purpose and/or activities of the business, zoning district and the business location upon which the entertainment activities will be conducted; and

(c) Hours of operation.

(2) Location Restrictions. Applications can be submitted for the following zoning districts:

(a) Central business district (CBD);

(b) Central business district 1 (CBD-1);

(c) Central business district 2 (CBD-2);

(d) Community commercial district (C-3) and highway corridor commercial district (C-5) only if the occupancy limit for said building or use is less than 400 as determined by the building official and the fire chief;

(e) Highway service commercial (C-4); or

(f) Any building and use in the ~~planned business park (PBP), planned industrial park (PIP)~~; industrial (I), or maritime zones.

(3) Application Process and Conditions of Approval. The applicant must file a complete application with the finance department and pay applicable fees. Incomplete applications will not be accepted. Application fees are nonrefundable. The director will transmit the application to the city administrator for further review.

(a) The city administrator or designee will review the application and may require investigation by the police chief, fire chief, or building official.

(b) After the application review has been finalized, the city administrator may impose conditions of approval to reduce noise, traffic or other similar public health and safety impacts.

(c) Allowable conditions may include, but are not limited to, restrictions upon the hours of operation, structural improvements to the premises to reduce noise impacts on neighboring uses, limitations on the numbers of patrons at any one time, requirements for sufficient lighting, landscaping or other screening, and requirements for traffic control. Periodic review of the efficacy of the imposed conditions may also be a condition of the entertainment license.

(d) The city administrator or designee shall approve, approve subject to conditions, or deny the Type 1 entertainment license application.

**Section Three.** OHMC 5.29.070, Amended. Oak Harbor Municipal Code 5.05.070 entitled “Locations” is amended to read as follows:

**5.29.070 Locations.**

(1) Private Property. Food vehicles may operate on private property in any zone in which restaurants are permitted (RO with conditional use permit, C-1, CBD, C-5, PBP, PIP and I), with the written consent from the property owner and subject to the city’s site plan review requirements. Evidence of such written consent and approval must be provided to the city prior to the on-site location of the food vehicle.

(2) Public Property. Food vehicles may be located OS – Open space, recreation and agriculture and PF – Public facilities.

(3) Special Event Permit Locations. Special event permits issued under Chapter 5.55 OHMC take precedence over mobile food vendor license locations.

(4) Excise Tax on Public Property. Mobile food vehicles operating on public property are subject to leasehold excise taxes pursuant to Chapter 82.29A RCW and Chapter 3.60 OHMC. License holders operating on public property will be billed for excise taxes and finance department will remit the tax to the Washington State Department of Revenue.

**Section Four.** OHMC 19.12.010, Amended. Oak Harbor Municipal Code 19.12.010 entitled “Establishment and designation of use districts” is amended to read as follows:

**19.12.010 Establishment and designation of use districts.**

In order to classify, regulate, restrict and segregate the uses of land and building, to regulate and restrict the height and size of buildings, to regulate the area of yards and other open spaces about buildings, and to regulate the density of population, classes of use districts are established. The following table identifies the zoning districts which implement the land use designations from the comprehensive plan:

Comprehensive Plan Land Use Designation		Zoning District	
PRE	Planned Residential Estate	PRE	Planned Residential Estate
LD	Low Density Residential	R-1	Single-Family Residential
		R-2	Limited Multifamily Residential
		R-3	Multifamily Residential
HR/LC	High Density Residential/Low Intensity Commercial	R-4	Multifamily Residential
		RO	Residential Office
		C-1	Neighborhood Commercial
HIC	High Intensity Commercial	C-3	Community Commercial
		C-4	Highway Service Commercial
		C-5	Highway Corridor Commercial
CBD	Central Business District	CBD	Central Business Districts
MAR	Maritime	MAR	Maritime District
IBP	Industrial/Business Park	<del>PBP</del>	<del>Planned Business Park</del>
		<del>PIP</del>	<del>Planned Industrial Park</del>
		I	Industrial
PF	Public Facilities	PF	Public Facilities
ORA	Open Space, Recreation and Agriculture	OS	Open Space

**Section Five.** OHMC 19.20 Article XII and Article XIII, repealed. Chapter 19.20 OHMC, Article XII entitled “Planned Business Park” and Article XIII entitled “Planned Industrial Park” are hereby repealed in its entirety.

**Section Six.** OHMC 19.20.1050, Amended. Oak Harbor Municipal Code 19.20.1050 entitled “Permitted uses” is amended to read as follows:

**19.20.1050 Permitted uses.**

The following matrix lists uses within all zone districts. Cells marked with the letter “P” shall be considered a permitted use; “C” a conditional use; “W” a water-dependent use; and those with “X” indicate a use permitted when at least 250 feet from a residentially zoned property and conditional when within that distance.

	P R E	R- 1	R- 2	R- 3	R- 4	RO	C B D	C- 1	C- 3	C- 4	C- 5	P B P	P I P	I	PF	M	OS
Accessory dwelling unit	P	P	P									-	-				
Amusement or entertainment, major							C		P		P	-	-	P			
Amusement or entertainment, minor							P	P	P		P	-	-	P			
Animal hospital/veterinary clinic									P		P	-	-	P			
Assisted living facility or group home		C	C	C	C	C						-	-				
Automobile repair									P			-	P	P			
Automobile sales and service									P	P		-	P	P			
Automobile service station including self service								P	P	P	P	-	-	P			
Bar, tavern or cocktail lounge							P		P		P	-	-	P		P	
Bed and breakfast inn							P	P	P		P	-	-	P			
Bed and breakfast rooms		C	C				P	P	P		P	-	-	P			
Boat and RV sales and repair										P		-	P	P			W
Brew pub							P		P		P	-	-	P		P	
Campground												-	-		C		C
Car wash									P	P		-	-	P			
Cement and asphalt plants												-	P	P			
Cemetery, mausoleum, mortuary or crematorium		C	C	C	C	C			C	C		-	-	C			

	P R E	R- 1	R- 2	R- 3	R- 4	RO	C B D	C- 1	C- 3	C- 4	C- 5	P B P	P I P	I	PF	M	OS
Churches, rectories, convents or similar		C	C	C	C	C		C	C		C	-	-	C	P		
College or parochial school and supporting dormitory		C	C	C	C	C		C	C	C	C	-	-	C			
Community services		C	C	C	C	C						-	-		P		
Conference center						C	C		P		P	-	-	P	P	C	
Dog kennel												-	P	P			
Enclosed public utility or communications facility		C	C	C	C	C	C	C	C	C	C	-	C	C			
Equipment rental										P		-	C	P			
Excavations, other than simple foundation		C	C	C	C	C		C	C		C	-	C	C			
Extended stay motel									P			-	-				
Forest, wetland, or other natural land	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Fuel yard									C			-	C	C			
Golf course		C	C	C	C	C						-	-				C
Government facilities		C	C	C	C	C	C	C	C	C	C	C	C	C	P	P	
Gymnasium or stadium in connection with a school				C	C	C			C			-	-	C			
Health club or training facility					C	C	P	P	P		P	-	P	P			
Hospital		C	C	C	C	C						-	-				
Hotel and motel							P		P		P	P	-				C
Landfills, reclamation to improve steep, low or otherwise unusable land		C	C	C	C	C		C	C		C	-	-	C	C		
Light industrial												P	P	P			W
Marijuana-related uses subject to Chapter 19.22 OHMC										P		-	-	P			

	P R E	R- 1	R- 2	R- 3	R- 4	RO	C B D	C- 1	C- 3	C- 4	C- 5	P B P	P I P	I	PF	M	OS
Marina, float plane or boat launch facility												-	-			P	
Medical or dental clinic						P	P	P	P		P	-	-	P			
Mixed-use, horizontal						P			P		P	-	-				
Mixed-use, vertical							P	P	P		P	-	-				
Mobile and modular home sales									C	P		-	P	P			
Museums							P	P	P		P	-	-	P	P		
Off-site hazardous waste treatment/storage facilities												-	-	C			
Outdoor use/storage						C	C	C	C	P	C	P	P	P	P	P	
Parking lots or garages not a part of a permitted use		C	C	C	C	C	C	C	C	C	C	C	C	C	C		
Private nursery school, day care or kindergarten,								P	P		P	P	P				
Private nursery school, foster home, kindergarten, or child day care, not qualifying as a home occupation		C	C	C	C	C	C		C		C	-	-	C			
Private park or clubhouse		C	C	C	C	C						-	P	P	C	P	C
Professional offices						P	P	P	P		P	P	P				
Public and private schools												-	-		P		
Public parks		P										-	-		P	P	P
Public school		C	C	C	C	C						-	-				
Public transportation shelter stations		C	C	C	C	C	C	C	C	C	C	C	C	C	C		
Public utilities												-	-	P	C		C
Caretaker's quarters							C	C	C	C	C	P	P	C	P		

	P R E	R- 1	R- 2	R- 3	R- 4	RO	C B D	C- 1	C- 3	C- 4	C- 5	P B P	P I P	I	PF	M	OS
Radio and television broadcasting towers		C	C	C	C	C				C		-	-				C
Residential, planned residential development subject to Chapter <a href="#">19.31</a> OHMC	P	P	P	P	P	P						-	-				
Residential, duplexes		C	P	P	P	P						-	-				
Residential, manufactured home subdivision under OHMC <a href="#">19.08.565</a>		P	P	P	P	P						-	-				
Residential, multifamily			P	P	P	P						-	-				
Residential, single-family	P	P	P									-	-				
Restaurant, including sidewalk cafes						C	P	P	P	P	P	P	P			W	
Restaurants, with drive-through									X	X	X	-	-	X			
Retail farm and garden supplies and nursery, major									P	P	P	-	-	P			
Retail farm and garden supplies and nursery, minor							P	P	P		P	-	-				
Retail sales, major									P		P	-	-	P		W	
Retail sales, minor							P	P	P		P	P	P	P		P	
Retail service, major									X	X	X	-	-	X			
Retail service, minor							P	P	P	P	P	P	P	P			
Retail workshop							P	P	P	P	P	-	-				
Self-storage facilities										P		-	P	P		W	
Skilled nursing facility		C	C	C	C	C						-	-				
Transmission lines and other primary facilities												-	-			C	C
Vocational and tech schools												-	P	P			

	PRE	R-1	R-2	R-3	R-4	RO	CBD	C-1	C-3	C-4	C-5	PBP	PIP	I	PF	M	OS
Warehousing and distribution centers												P	P	P			
Wholesale warehouse or storage establishments									C			-	-	C			
Wrecking yard												-	-	C			
Uses as defined by the planning director to be similar to other permitted uses allowed in the district	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Uses as defined by the planning director to be similar to other conditional uses in the district	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C

**Section Seven. OHMC 19.29.070, Amended.** Oak Harbor Municipal Code 19.29.070 entitled “Development standards for monopole I” is amended to read as follows:

**19.29.070 Development standards for monopole I.**

(1) Monopole I facilities are only permitted in the industrial (I) zone.

(2) Monopole I facilities are permitted in community commercial (C-3), highway service commercial (C-4), highway corridor commercial (C-5), ~~planned business park (PBP)~~, ~~planned industrial park (PIP)~~, and public facilities (PF) zones with a conditional use permit.

(3) Monopole I facilities are not permitted in residential (PRE, R-1, R-2, R-3 and R-4), residential office (RO), neighborhood commercial (C-1) or central business district (CBD) zones, except when expressly provided for in this chapter.

(4) Antennas equal to or less than 15 feet in height or up to four inches in diameter may be a component of a monopole I facility. Antennas which extend above the wireless communications support structure shall not be calculated as part of the height of the monopole I wireless communications support structure. For example, the maximum height for a monopole I shall be 60 feet and the maximum height of antennas which may be installed on the support structure could be 15 feet, making the maximum permitted height of the support structure and antennas 75 feet (60 feet plus 15 feet).

(5) Collocation on an existing support structure shall be permitted. Macro facilities are the largest wireless communications facilities allowed on monopole I.

(6) The shelter or cabinet used to house radio electronics equipment and the associated cabling connecting the equipment shelter or cabinet to the monopole I facilities shall be concealed, camouflaged or placed underground. Monopole I facilities shall be subject to review by the planning commission using the procedures and review criteria specified in Chapter 19.48 OHMC and this chapter.

(7) Monopole I facilities shall be landscaped in conformance with Chapter 19.46 OHMC.

(8) Monopole I facilities adjacent to a single-family zone shall be set back a distance equal to the height of the wireless communications support structure from the nearest single-family lot line.

**Section Eight. OHMC 19.29.080, Amended.** Oak Harbor Municipal Code 19.29.080 entitled “Development standards for monopole II” is amended to read as follows:

**19.29.080 Development standards for monopole II.**

(1) Monopole II facilities are only permitted in the industrial (I) zone; provided the wireless communications support structure shall be designed to accommodate two or more wireless communications facilities.

(2) Monopole II facilities are permitted in highway service commercial (C-4), ~~planned business park (PBP), planned industrial park (PIP),~~ and public facilities (PF) zones with a conditional use permit.

(3) Monopole II facilities are not permitted in residential (PRE, R-1, R-2, R-3 and R-4), residential office (RO), neighborhood commercial (C-1) or central business district (CBD) zones, except when expressly provided for in this chapter.

(4) Monopole II facilities which exceed 60 feet in height or are located within 300 feet of a residential zone shall require a conditional use permit.

(5) Collocation of wireless communications facilities on an existing support structure shall be permitted.

(6) Macro facilities are the largest permitted wireless communications facilities allowed on a monopole II facility. Antennas which extend above the monopole II wireless communications support structure shall not be calculated as part of the height of the wireless communications support structure. For example, the maximum height for a monopole II facility shall be 150 feet and the maximum height of antennas which may be installed on the support structure could be 15 feet, making the maximum permitted height of the support structure and antennas 165 feet (150 feet plus 15 feet).

(7) The shelter or cabinet used to house radio electronics equipment and the associated cabling connecting the equipment shelter or cabinet to the monopole I facilities shall be concealed, camouflaged or placed underground. Monopole I facilities shall be subject to review by the planning commission using the procedures and review criteria specified in Chapter [19.48](#) OHMC and this chapter.

(8) Monopole II facilities shall be landscaped in conformance with Chapter [19.46](#) OHMC.

(9) Monopole II facilities adjacent to a single-family zone shall be set back a distance equal to the height of the wireless communications support structure from the nearest single-family lot line.

(10) Monopole II facilities shall be separated from each other by a distance equal to or greater than 1,320 feet.

**Section Nine.** OHMC 19.36.050, Amended. Oak Harbor Municipal Code 19.36.050 entitled “Industrial signs – I zones” is amended to read as follows:

**19.36.050 Industrial, ~~planned industrial park and planned business park district signs – I, PIP, and PBP zones.~~**

Permissible signs and their limitation in the industrial district (Zone I) shall be identical to those in the commercial districts CBD, CBD-1, CBD-2, C-3, C-4 and C-5 (OHMC [19.36.030](#)). Electronic message center signs are permitted in the I, ~~PIP, and PBP~~ zones and shall meet the requirements of OHMC [19.36.030](#) for business district signs except that brightness shall be limited to 1,000 nits during the night and 8,000 nits during the day.

**Section Ten.** OHMC 19.46.035, Amended. Oak Harbor Municipal Code 19.46.035 entitled “North Whidbey Enterprise Area landscape requirements” is amended to read as follows:

**19.46.035 North Whidbey Enterprise Area landscape requirements.**

(1) The standards contained in this section apply to the North Whidbey Enterprise Area as identified in Exhibit C of the Urban Growth Area Interlocal Agreement between Island County and the city of Oak Harbor, a copy of which is on file with the city clerk and available for public inspection.

(2) Significant Tree Retention. Significant tree retention in the I, ~~PIP, C-4~~ and nonresidential development, short subdivision and subdivision in the PRE zones shall meet the following standards:

(a) Applicants should retain 15 percent of the significant trees found on the property except for those trees found in the building footprints, access roads, parking areas and utility line trenches. Applicants should give attention to the following:

(i) Preservation of significant trees along the perimeter of the property; and

(ii) Preservation of significant trees near or adjacent to critical areas; and

(iii) Preservation of significant trees which create a distinctive skyline feature; and

(iv) Preservation of Garry Oak trees; and

(v) Trees that may constitute a safety hazard should be removed; and

(vi) Special attention shall be given to preservation of significant trees on properties identified in the 2001 Oak Harbor Comprehensive Plan, Environmental Element, Woodland Map.

(b) An inventory of significant trees shall be submitted with all applications for subdivision, short subdivision or site plan review.

(3) Landscaping, screening and buffering in the I and ~~PIP~~ zones shall meet the following standards:

(a) Open storage, trash or recycling areas shall be screened by fencing and/or landscaping;

(b) Landscaping including street trees spaced no further than 20 feet on center shall be required in all front yards and the abutting public road; and

(c) Buffers between industrial zones and adjacent residential properties shall be planted along the common boundary. The planting should include coniferous shrubs, trees and native vegetation. Fencing may be incorporated to help ensure an effective visual buffer.

(4) Landscape for I, ~~PIP~~ and C-4 lands abutting Goldie Road and Oak Harbor Road shall meet the following standards:

(a) A 20-foot landscape setback shall be established; and

(b) The area between the property line and drainage swale shall be planted with low profile foliage; and

(c) The landscape area shall be planted with a mixture of native evergreen trees containing a variety of species, colors and textures for a year-round green, attractive appearance; and

(d) If the landscape buffer setback does not have existing significant vegetation, the buffer will be planted with native evergreen trees. If deciduous trees are desired they may be planted at a rate of two evergreen to one deciduous tree; and

(e) Maximum spacing of the trees shall be 10 feet on center or equivalent grouping as determined by site and existing conditions; and

(f) Roadway and intersection requirements shall prevail if a conflict arises with the landscape standards listed herein.

**Section Eleven.** OHMC 19.46.140, Amended. Oak Harbor Municipal Code 19.46.140 entitled “Native vegetation standards” is amended to read as follows:

**19.46.140 Native vegetation standards.**

**(3) Native Vegetation Retention and Tree Density Standards.**

(a) Minimum Standards. Table 19.46.140-1 provides minimum vegetation retention standards by zone. The native vegetation must be comprised of a minimum tree density of one tree per 600 square feet plus native understory vegetation.

Zone	Native Vegetation Requirement (% of site area)
PRE, R1	15%
R2	10%
R3, R4, OS	10%
RO	10%
C1, C3, C4, C5, CBD	5%
I, PBP, PIP	5%
PF	5%

**Section Twelve.** Conflict. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**Section Thirteen.** Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder or the Ordinance or the application of the provision to other persons or circumstances is not affected.

**Section Fourteen. Corrections.** The City Clerk and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

**Section Fifteen. Effective Date.** This Ordinance shall be in full force and effect five (5) days after publication.

PASSED by the City Council this 20<sup>th</sup> day of February 2024.

Veto ( )  
Approve ( )

THE CITY OF OAK HARBOR

By \_\_\_\_\_  
Ronnie Wright, Mayor

Dated: \_\_\_\_\_

Attest:

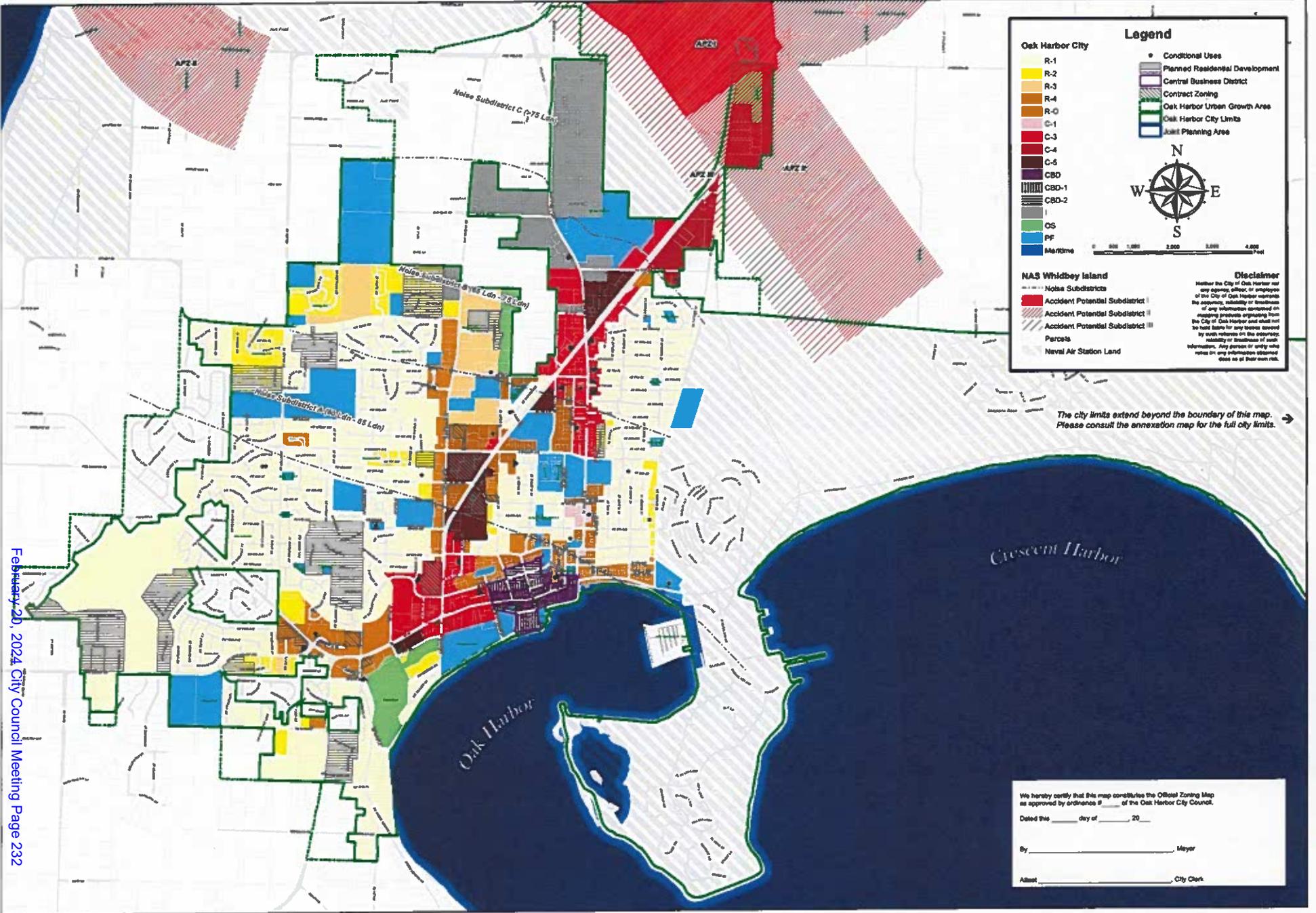
\_\_\_\_\_  
Julie Nester, City Clerk

Approved as to Form:

\_\_\_\_\_  
Hillary Evans, City Attorney

Published: \_\_\_\_\_

# 2024 Official Zoning Map



# AREA WIDE REZONING FROM PIP AND PBP TO I AND ASSOCIATED TEXT AMENDMENTS

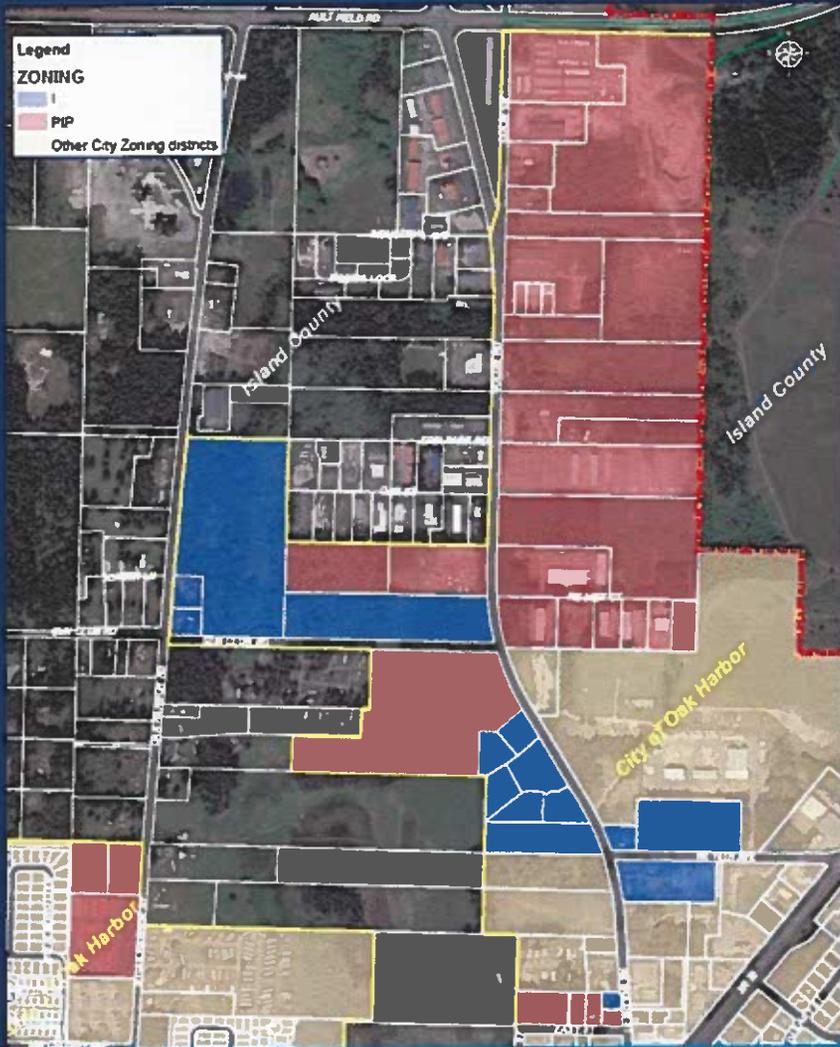


City Council

02/20/2024

# AREA WIDE REZONING

- Land Use Change - 2022 Comprehensive Plan Amendment to collapse the Planned Business Park (PBP) and Planned Industrial Park (PIP) into the Industrial (I) Designation
  - Outdated concept
  - Process intensive
  - Design guidelines to address impacts
- Area wide rezone – implementing the Land Use change
  - No lands designated PBP after Harbor Heights
  - Mainly rezoning PIP zoned lands to Industrial
- Review process V
  - Public Hearing before the Planning Commission - Jan
  - Public Hearing before the City Council – Feb/Mar



**Industrial Zones (DRAFT)**

# TEXT AMENDMENTS

- Area wide rezoning needs accompanying text amendments
- Zoning regulation and other references to these district will be invalidated
- The Use table will be consolidated
  - Except for a few uses the district are similar
  - If allowed in PIP or PBP – Ok in I
  - Planning Commission made recommendation in 2022 on the uses
    - Hotel – X, Private Park or Clubhouse – P, Vocational and Tech School – P, Warehousing and distribution centers - P
  - Changes are reflected in Attachment 2 of the packet

# PROCESS

- Area wide rezone action
  - Adopting the official zoning map with the changes
- Adopting Text Amendment to delete references to the deleted districts
  
- Planning Commission conducted public hearing on January 23, 2024 and recommended approval

## RECOMMENDED ACTION

- Move to adopt the revised Zoning Map reclassifying all PIP and PBP zoned properties to I, Industrial zoning, and adopt the text amendments to remove all references to PIP and PBP and combine the uses into the Industrial zone in OHMC 19.20.1050 Permitted Use table.

Questions/Comments?

City of Oak Harbor  
City Council Agenda Bill

Bill No. 9.a.

Date: February 20, 2024

Subject: Fire Department Assistance to  
Firefighter Grant Request

**FROM: Wendy Horn, Grants Administrator on behalf of the Fire Department**

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

- X Ronnie Wright, Mayor
- X Blaine Oborn, City Administrator
- X David Goldman, Finance Director
- X Hillary J. Evans, City Attorney, as to form

**RECOMMENDED ACTION**

Motion to authorize the Mayor to approve the FEMA Assistance to Firefighters grant request for P-25 compliant portable radio replacements.

**BACKGROUND / SUMMARY INFORMATION**

The Federal Emergency Management Agency (FEMA) offers two grants to fire departments on an annual basis. The Assistance to Firefighters grant (AFG) provides funding for equipment. The Staffing for Adequate Fire & Emergency Response (SAFER) grant supports hiring and retaining firefighters.

Each year, FEMA creates a priority list of equipment that the AFG will support. This year, priority equipment includes P-25 compliant portable radios. The federal government has mandated that all emergency responders replace all radios and radio equipment with P-25 compliant equipment by 2030.

P-25 compliant radios feature dual-band capability (VHF and UHF), improves communication between firefighters and other first responders, are GPS capable, and enhances the safety of first responders.

The majority of the Fire Department's radios are past their useful life, are not P-25 compliant and need to be replaced. The request to FEMA will replace 24 portable radios and provide one P-25 compliant portable radio for each vehicle seat.

**LEGAL AUTHORITY**

**FISCAL IMPACT**

The \$119,900 total project cost (\$107,910 grant request) is not budgeted. If the grant is awarded, a budget amendment will be presented to the City Council for approval.

**PREVIOUS COUNCIL / BOARD / CITIZEN INPUT**

None

**ATTACHMENTS**

1. [FEMA AFG PowerPoint](#)



# FEMA ASSISTANCE TO FIREFIGHTERS GRANT APPLICATION



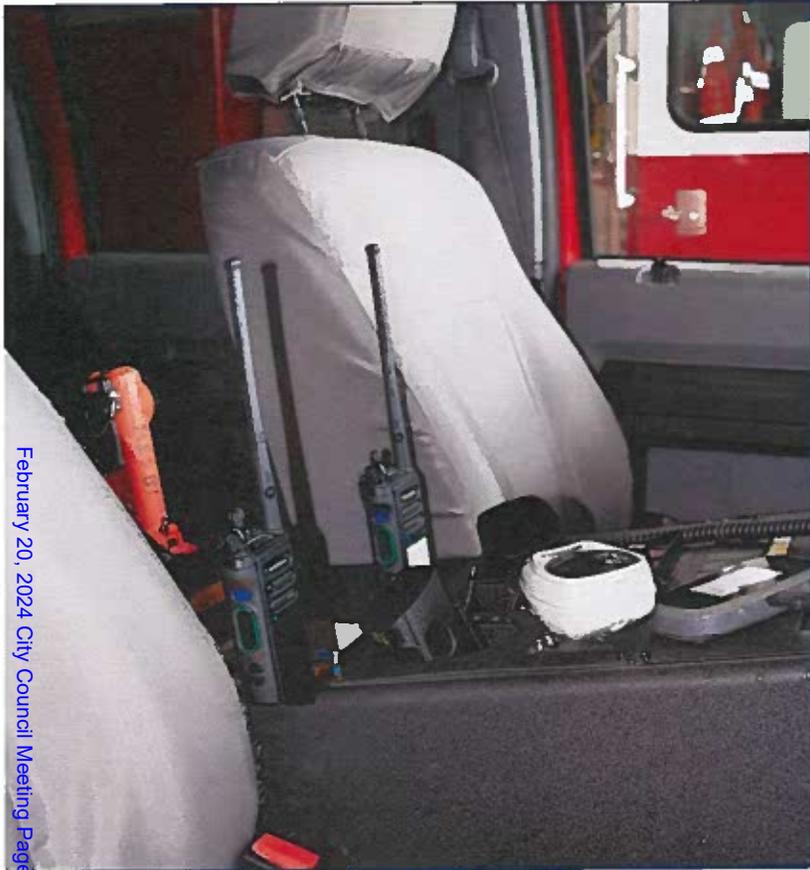
City Council Meeting  
02/20/2024

# FEMA ASSISTANCE TO FIREFIGHTERS GRANT



# ASSISTANCE TO FIREFIGHTERS GRANT REQUEST

- 24 Portable Radios  
(one radio for each vehicle seat)
  - Charging Units
  - Batteries
  - Accessory Kits
  - Programming Services



# SAFETY & OPERATIONAL BENEFITS

- Additional repeater tones
- More frequencies & channels
- Life-saving panic button
- GPS enabled
- Improved communication for all responders
- Replaces outdated equipment
- Lowers maintenance costs
- 10-year lifespan / Warranty
- P-25 compliant portable radio to every responding firefighter (1 per vehicle seat)



# OHFD GRANT REQUEST

- Grant request = \$107,910
- **10% MATCH = \$11,990**
- Total project = \$119,900
- Not currently budgeted
- **March 8, 2024** deadline to apply

# RECOMMENDED MOTION

*Move to authorize the Mayor to approve  
the application to FEMA's  
Assistance to Firefighters Grant program.*

City of Oak Harbor  
City Council Agenda Bill

Bill No. 9.b.  
Date: February 20, 2024  
Subject: Marina Dredging Project -  
Adoption of Marina Dredging  
Feasibility Plan

**FROM: Chris Sublet, Harbormaster, Alex Warner, City Engineer , and Brett Arvidson, Project Manager (presenting)**

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

- X Ronnie Wright, Mayor
- X Blaine Oborn, City Administrator
- X David Goldman, Finance Director
- X Hillary J. Evans, City Attorney, as to form

**RECOMMENDED ACTION**

It is recommended that the City Council adopt the City of Oak Harbor Marina Dredging Feasibility Plan with Alternative 1 as the preferred option.

**BACKGROUND / SUMMARY INFORMATION**

The City of Oak Harbor Marina needs dredging of sediment approximately every 10 years. The marina was partially dredged in 2010/2011 and has experienced significant sedimentation to the point that the marina water depth has become a concern. Dredging the marina will require an extensive engineering and permitting process estimated to take several years to complete. The City retained Moffat & Nichol, Inc to prepare a feasibility study to evaluate the dredging needs and establish a path forward through the permitting, design, and construction stages of this project.

Using the data from the 2010/2011 dredging and a new hydrographic survey, Moffat & Nichol was able to establish a sedimentation rate/model for the marina. Unfortunately, due to the incomplete dredging in 2010/2011, several areas of the marina are in dire need of dredging rendering the boats unusable during the low tides we experience in the summer months. With the establishment of the current conditions and rate of sedimentation, Moffat & Nichol developed 4 alternatives for the dredging project.

The alternatives ranged from dredging the marina to the maximum extent possible to an alternative that would cover the needs in the near future but require another extensive dredging in 10 years (detailed description of the alternatives is contained in the attached Feasibility Plan). Cost estimates for the alternatives ranged from \$1.47 million to \$8.74 million. These order of magnitude cost estimates included design, construction, permitting, mitigation, and contingency.

A major component of the dredging costs estimates is the compensatory mitigation required by regulatory agencies. We intend on accomplishing this mitigation with the removal of roofs on

various docks; removing the sunken barges on the south boundary of the marina; removing the boat hoist; and the removal of miscellaneous creosote piles. These activities provide benefit to the marina and avoid contributing funds outside the city limits for mitigation.

This project requires many local, state and federal permits. These permits will require 18-24 months to acquire and have many requirements beyond the mitigation costs that could impact the project. Once the permits are acquired, the city can perform maintenance dredging for a 10-year period. Obtaining a permit for the maximum extent possible option would allow for the widest range of options without having to restart the permitting process since scaling back a project does not impact the issued permit.

The City recently had an Oak Harbor Marina Business Plan written by BST & Associates that reviewed the current slip configuration and evaluated the long-term configuration to meet current market demand. The findings within the Business Plan recommended that the marina be reconfigured to accommodate larger boats that better meet the needs of the current boater market demand. A separate study is underway to study the impacts of changing the slip size configuration to optimize marina revenue. In reviewing the potential slip size configuration, converting B and D docks to side tie moorage is an obvious and cost-effective way to accommodate larger boats, serve a wider boat population and optimize marina revenue. Converting B&D Docks would also provide mitigation credits. Converting B and D Docks is included in evaluating the alternatives.

The dredging concepts were presented to the Marina Advisory Committee and the City held an open house for the public. To summarize the comments:

- The Marina Advisory Committee generally supports dredging to the maximum extent possible to support the long-term sustainability of the marina.
- The public comment generally supported the marina itself and dredging to the maximum extent possible.
- Many questions arose regarding dredging the channel to the marina, which is outside the scope of this project.
- The public also provided many anecdotes of boats grounding during low tide events in the summer.
- Many questions were received about the marina finances and the impact of this project on marina rates.
- A summary of public comments is contained in Attachment B.

Staff is recommending the adoption of the City of Oak Harbor Dredging Feasibility Plan with Alternative 1 -Dredging to the Maximum Extent Possible as the preferred option. This option provides following:

- Alternative 1 allows the city to dredge areas neglected during the 2010 dredging.
- Alternative 1 reduces the cost of dredging in the 10-year dredging cycle and would allow for minor dredging at the end of the permit period.
- Alternative 1 maximizes the operational functionality of the marina.
- Alternative 1 provides the maximum coverage in the permit process and allows the use of the permit period for additional dredging.

- Alternative 1 is easily scaled back in the event of regulatory or financial restrictions.

Preliminary methods of funding this work was explored in the Feasibility Plan. The funding sources will include capital reserves, grants, debt financing, and marina revenues. The eventual costs and funding sources will be resolved as the project progresses.

This project will require several years to complete, and the work is broken into four phases:

- Phase 1-Feasibility Plan
- Phase 2-Preliminary Engineering and Permitting
- Phase 3-Final Engineering
- Phase 4- Construction Period Services

With adoption of this City of Oak Harbor Dredging Feasibility Plan the work enters Phase 2 of the project. The project is targeting the 2026/2027 dredging in-water window to perform the dredging. A contract amendment with Moffat & Nichol for Phase 2 activities will be presented at a later date.

Attachment A contains the full Feasibility Study.

## **LEGAL AUTHORITY**

### **FISCAL IMPACT**

Funds Required: None for this action. Future: Option 1 estimated at \$12 million

Appropriation Source: Future Bond Proceeds/Marina Fund

### **PREVIOUS COUNCIL / BOARD / CITIZEN INPUT PREVIOUS CITY COUNCIL WORKSHOP**

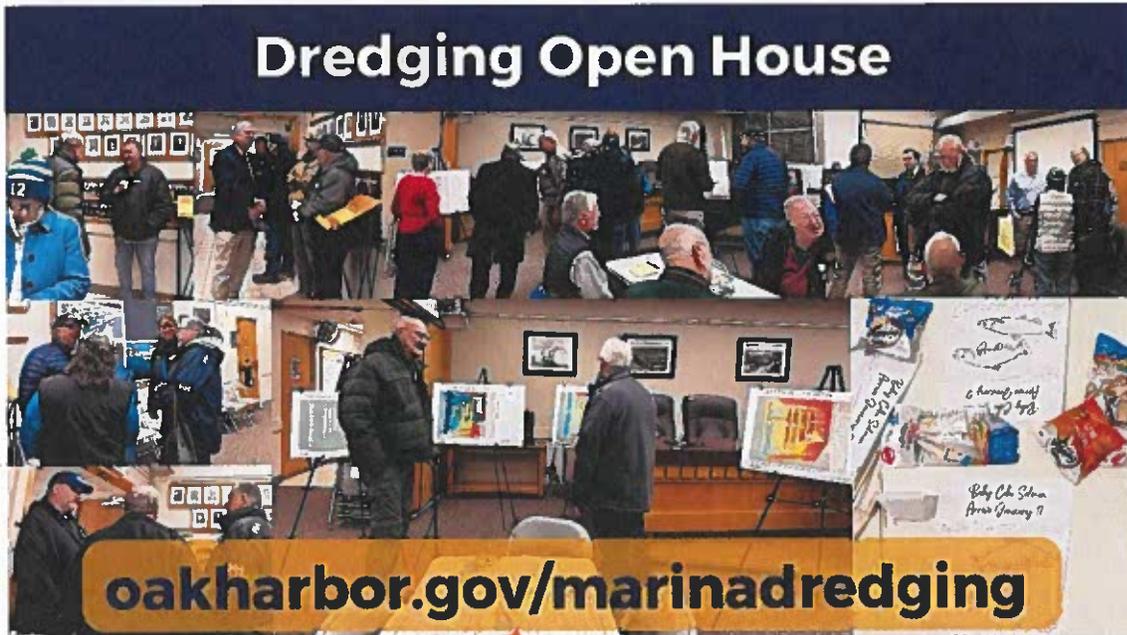
- On September 27, 2023, City Council received a presentation describing the potential dredging options for the marina.

### **CITY COUNCIL PREVIOUS ACTIONS**

- On December 6, 2022, the City Council authorized the Mayor to sign a Professional Service Agreement with Moffat & Nichol, Inc. for the City of Oak Harbor Dredging Project in the amount \$189,271.00.
- On March 21, 2023, the City Council authorized the Mayor to sign Amendment No. 1 to the Professional Service Agreement with Moffat & Nichol, Inc. for the City of Oak Harbor Dredging Project in the amount of \$188,230.00. increasing the total contract amount to \$377, 501.00.

## **ATTACHMENTS**

- 1. Summary of Public Comment**
- 2. Marina Dredging Feasibility Study**
- 3. Moffatt & Nichol Professional Services Agreement for Dredging Consultant Services**
- 4. Moffatt & Nichol Professional Services Agreement for Dredging Consultant Services ,  
Amendment No. 1**
- 5. City Council Feasibility Adaptation Presentation**



**ATTACHMENT B**

**CITY OF OAK HARBOR MARINA DREDGING FEASIBILITY STUDY  
SUMMARY OF COMMENTS RECEIVED AT PUBLIC OPEN HOUSE  
January 18, 2024**

An open house regarding the City of Oak Harbor Dredging Feasibility Study was held at City Hall on January 18, 2024. City Hall staff, Marina staff, City engineering staff, and project consultants conducted the open house. The format used was displays with city representatives talking to the public and answering questions. Both written and verbal comments were received.

The open house had 44 attendees and the demographics collected on the form includes the following:

**Race**

- 3 were American Indian/Alaska Native
- 35 Caucasian
- 4 Did Not Provide Information
- 2 Preferred not to disclose race

**Language Spoken at Home**

- 38 English Only
- 2 English and Spanish
- 1 Spanish Poco
- 2 Not Provided
- 1 Prefer Not to Disclose

**Gender**

- 8 Females

- 35 Males
- 1 Not Provided

**For the form section – Questions about the project (optional), we received the following:**

*Staff did not modify any of the information they wrote down.*

- Timeline for completion
- How is the fee for dredging paid to Marina used/invested?
- City should spend some general fund to help fix the Marina
- When is it happening?
- Here to listen!:) )
- General Info
- Timing and timeline for project
- Have there been a special fund for dredging
- Want knowledge, thanks
- How much cost to boaters?
- When?
- How keep Marina open and expand how it serves our community?
- What is the outer limit of the area to be dredged?
- Here to listen!:) )
- None
- Admission fees for dock usage, viewing areas, and concession during Hydro Races

**Conversation impressions:**

With that many attendees, a wide range of comments were received. While its not possible to record or recollect each conversation, the following themes or questions were the predominant conversations.

- The public generally supported the marina and wanted its continued operation.
- Many expressed concerns about not dredging the entrance channel to marina which is outside the scope of the project.
- Many anecdotes regarding the grounding of boats during low-tide events were received.
- Many people wanted to know more about how the marina is funded; the impacts to the boating community; and the impacts to moorage rates.



moffatt & nichol

# OAK HARBOR MARINA

Dredging Feasibility Plan

Draft Final Report

January 2024

Produced For:



The City of Oak Harbor

M&N Job Number: 222237-01



**moffatt & nichol**

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## Disclaimer

Moffatt & Nichol devoted effort consistent with (i) the level of diligence ordinarily exercised by competent professionals practicing in the area under the same or similar circumstances, and (ii) the time and budget available for its work, to ensure that the data contained in this report is accurate as of the date of its preparation. This study is based on estimates, assumptions and other information developed by Moffatt & Nichol from its independent research effort, general knowledge of the industry, and information provided by and consultations with the client and the client's representatives. No responsibility is assumed for inaccuracies in reporting by the Client, the Client's agents and representatives, or any third-party data source used in preparing or presenting this study. Moffatt & Nichol assumes no duty to update the information contained herein unless it is separately retained to do so pursuant to a written agreement signed by Moffatt & Nichol and the Client.

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This study is qualified in its entirety by, and should be considered in light of, these limitations, conditions and considerations.



## Glossary

CATEX	Categorical Exclusion
CD	Consistency Determination
CY	Cubic Yard
CZMA	Coastal Zone Management Act
DEMOB	Demobilization
DMMO	Dredge Material Management Office
DNR	Department of Natural Resources
EA	Each
Ecology	Washington State Department of Ecology
ESA	Endangered Species Act
HPA	Hydraulic Project Approval
in	Inches
LS	Lump Sum
M&N	Moffatt & Nichol
MLLW	Mean Lower Low Water
MMPA	Marine Mammal Protection Act
MOB	Mobilization
NEPA	National Environmental Policy Act
NHPA	National Historic Preservation Act
NMFS	National Marine Fisheries Service
NOAA	National Oceanic and Atmospheric Administration
NWP	Nationwide Permit
QTO	Quantity Take Off
SEPA	State Environmental Policy Act
SF	Square Feet
SSDP	Shoreline Substantial Development Permit
USACE	U.S. Army Corps of Engineers
USFWS	U.S. Fish and Wildlife Service
WDFW	Washington Department of Fish and Wildlife
WQC	Water Quality Certification
yr	Year



# 1. Executive Summary

The City of Oak Harbor (City) retained the service of Moffatt & Nichol (M&N) to develop a dredging feasibility plan to address the extensive sediment accumulation within the City of Oak Harbor Marina (Marina). This dredging feasibility plan includes a review of historic bathymetric data, an analysis of historic sedimentation rates and forecasting of future infill rates, and the development of dredging alternatives with associated early planning level cost estimates.

The data review included the evaluation of all available bathymetric data sources from the establishment of the marina in the early 1970's to the survey conducted for this project in January of 2023. The available data was then analysed to develop infill rate models. The Background Infill model was developed by comparing the 2023 survey with the next most recent from 2011. Additionally, a Post-Dredge Infill model was developed to account for the tendency for dredged areas to accrete at a faster rate than surrounding areas. These predicted infill rates from the two models were then used in combination with the required operational depths for the vessels in the Marina, and the historic dredge records to establish target dredge depths throughout the Marina. The target dredge depths were then used to develop four dredging alternatives.

After analysing four dredge plan alternatives, M&N recommends Alternative 1 which breaks the dredging area into three regions with different dredge target depths to optimize the amount of dredging required to maintain the serviceability of the Marina over the next ten years. Alternative 1 is shown in Figure 1-1. Infill modelling to predict sedimentation in 2033 suggests that Alternative 1 will maintain the highest level of navigability throughout the Marina over the next 10 years compared to the other three alternatives analysed in this plan. Alternative 1 includes 125.4k cubic yards (CY) of dredging at a total cost of \$11.8M. The total cost includes \$1.9M in compensatory mitigation actions. In addition to the recommended dredging alternative, M&N also recommends the removal of the finger floats on B and D Docks to allow for more efficient dredging, offsetting mitigation credits for dredge activities, and added side tie moorage for large vessels.



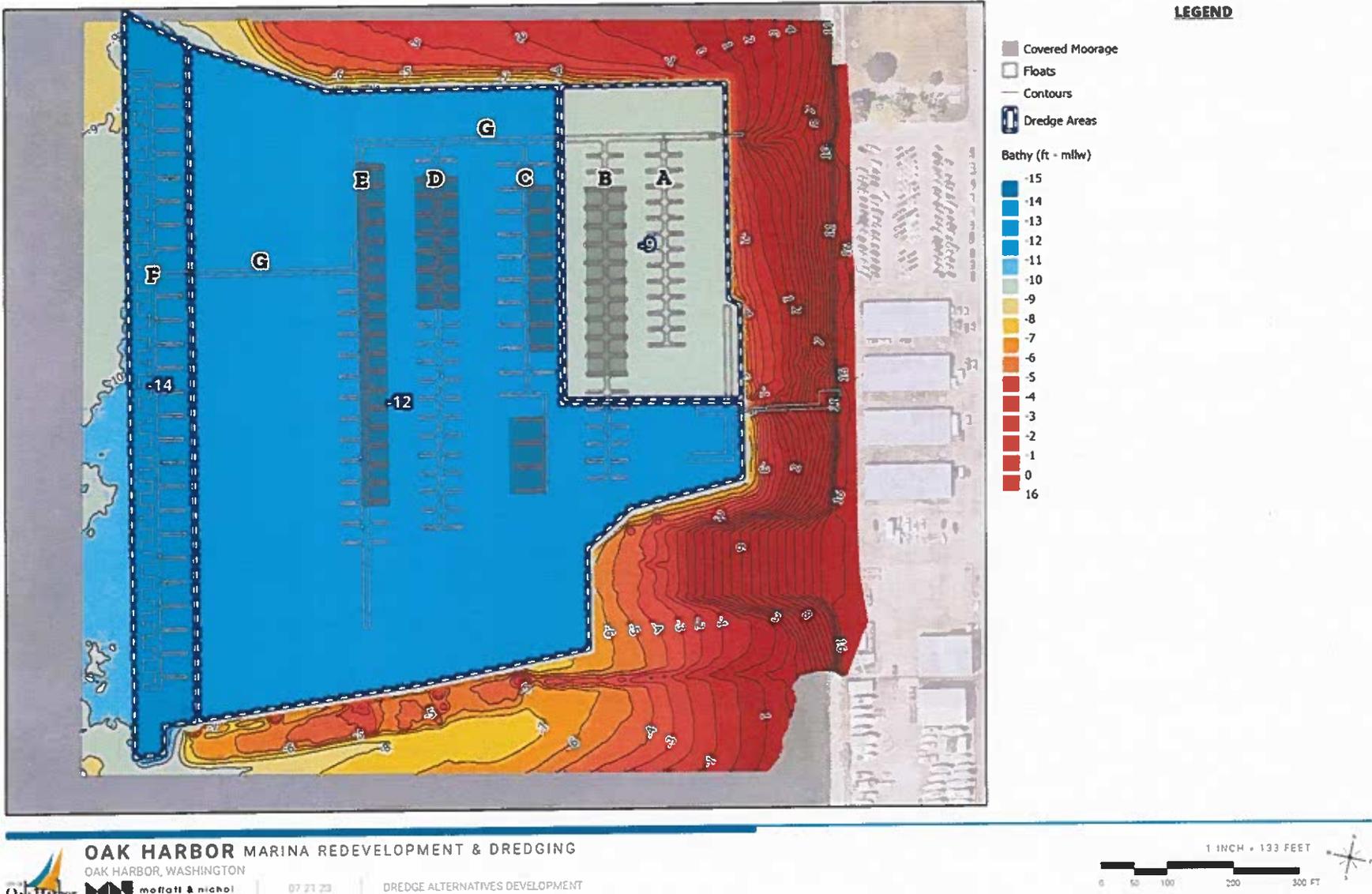


Figure 1-1. Preferred Alternative



## 2. Introduction

### 2.1. Scope of Work

The City retained the service of M&N to develop a dredging feasibility plan to address the extensive sediment accumulation within the Marina. This dredging feasibility plan includes a review of historic bathymetric data, an analysis of historic sedimentation rates and forecasting of future infill rates, the development of dredging alternatives and planning level costs, selection of a recommended alternative and estimation of onsite mitigation/restoration activities to offset potential mitigation requirements.

### 2.2. Site Description

The City of Oak Harbor is on Whidbey Island in Island County, WA. Figure 2-1 shows the Marina located at the northeastern end of Oak Harbor.



Figure 2-1. Vicinity Map

The marina provides approximately 409 boat slips and consists of six main docks labelled A through F from east to west (see Figure 2-2). The dock structures get progressively longer going from east to west, with A-Dock approximately 315-feet long, and the F Dock breakwater approximately 940-feet long.

The Marina was found to be in "Fair" condition per the facility condition assessment completed in July 2023 (M&N 2023). Based on an above-water inspection, the assessment found that the Marina was nearing the



end of its service life. The elements of the marina that require the most urgent attention include corroded guide piles and damaged wailers on the dock floats, as well as broken or loose rods and walers on the marina breakwater. Sedimentation is reducing the depth throughout the marina which will impact the useability of the marina going forward. The sedimentation rates within the marina are discussed in Section 4.



Figure 2-2. City of Oak Harbor Marina

### 2.2.1. Biological Site Considerations

The Project is located in marine waters within the Oak Harbor Marina. The Marina is a mixed use, water-dependent facility with both in-water and upland features. The facility includes 409 boat slips, including both covered and open permanent and temporary moorage. F-dock functions as a floating breakwater that protects the Marina from wind and waves. The upland portion of the Marina includes a Harbormaster Office, dry storage sheds, showers, restrooms, a laundry room, and a park. Resident and visitor boaters use the Marina to access the City and its surrounding island community.

The following section expands on key biological considerations applicable to permitting only. In addition to the site-specific considerations discussed below, it is anticipated that several Endangered Species Act (ESA)-listed species could occur in the project vicinity and potential impacts would need to be addressed during Section 7 consultations with National Marine Fisheries Service (NMFS) and U.S. Fish and Wildlife Service (USFWS). Species protected under the Marine Mammal Protection Act (MMPA) may also occur in the area and potential impacts would need to be addressed during the permitting process.

Surf smelt and sand lance are species of forage fish which are important food sources for a variety of fish, birds, and marine mammals within Puget Sound (Penttila 2007). Surf smelt (*Hypomesus pretiosus*) spawning habitat has been mapped along the shoreline approximately 0.25 miles south of the project site (Washington Department of Fish and Wildlife [WDFW] 2021, Figure 2-3) and 0.35 miles northwest of the project site (WDFW 2021, Figure 2-3). Sand lance spawning habitat has been mapped approximately 0.40 miles northwest of the project site (WDFW 2021, Figure 2-3). Additional conservation measures (i.e., work windows or requirements for forage fish surveys prior to construction) could be required given the project site's proximity to mapped surf smelt and sand lance spawning habitat.



Native eelgrass is a highly productive marine plant found throughout the Puget Sound (Washington Department of Natural Resources [DNR] 2019). It provides foraging habitat for invertebrates, birds, and fish as well as nursery habitat for many fish species including juvenile salmon and pacific herring. Eelgrass also provides a variety of ecological benefits including sediment stabilization, protection against coastal erosion, and improved water quality (Merkel and Associates 2017). Native eelgrass (*Zostera marina*) has been mapped approximately 0.6 miles northwest of the project site (DNR 2023, Figure 2-4). Eelgrass surveys may be required to assess the presence/absence of eelgrass beds within the proposed dredge site. Compensatory mitigation will likely be required if eelgrass is observed within the dredge prism.

**Forage Fish Spawning Map - Washington State**



This map displays sand lance, smelt, herring spawning areas, herring pre-spawner holding areas, and the forage fish spawning survey beaches in Washington State.

**Figure 2-3. WDFW Mapped Forage Fish Spawning Habitat**



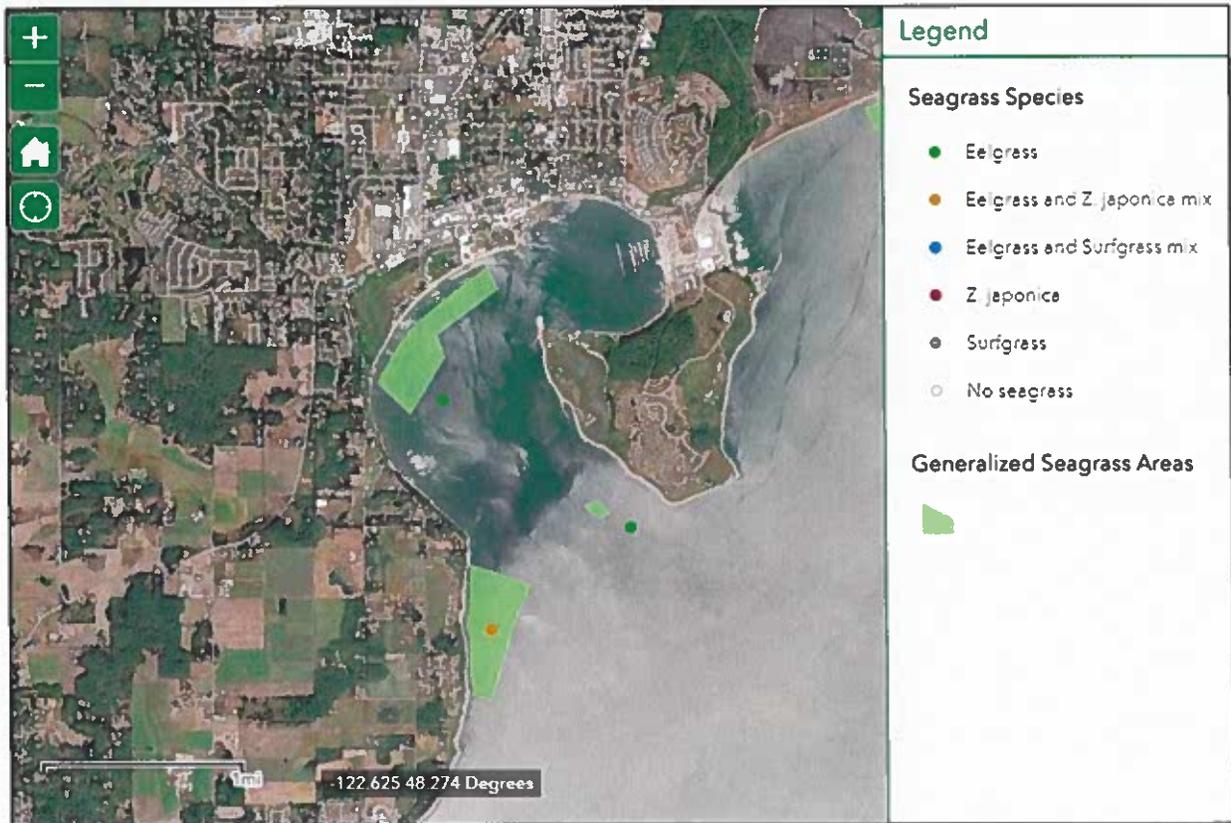


Figure 2-4. DNR Mapped Eelgrass



### 3. Data Review

The Marina was constructed in the place of a decommissioned seaplane base in the early 1970s. No dredging was performed during the original marina construction. Maintenance dredging last occurred between 2010 and 2011 with an earlier dredging event taking place in 1996, which only included dredging around the marina breakwater (F Dock). Additional bathymetric surveys were conducted in 2005, 2009, and 2023. The 2011 post dredge survey is shown in Figure 3-1 with depths around the docks ranging from -15 to -6 ft-Mean Lower Low Water (MLLW). The 2010-2011 dredging focused on the northern fairway, around A dock, and the space between C and D docks. The past survey and dredge events reviewed for this report are detailed in Table 3-1.

Figure 3-2 shows the 2023 condition survey with noticeable infilling throughout the marina in comparison to the 2011 Post Dredge Survey. The 2011 and 2023 surveys are compared in more detail in Section 4.

*Table 3-1. Summary of Past Dredge and Survey Events*

<b>Event</b>	<b>Description</b>	<b>Available Data</b>
<b>1973 – 1974 Marina Construction</b>	<ul style="list-style-type: none"> <li>• Oak Harbor Marina constructed</li> </ul>	PDF of drawings with limited information
<b>1987 Marina Expansion</b>	<ul style="list-style-type: none"> <li>• Dredging only along the breakwater</li> </ul>	PDF of drawings with bathymetric contours
<b>1996 - 1997 Dredging</b>	<ul style="list-style-type: none"> <li>• Dredging only along the breakwater</li> <li>• Limited survey around breakwater</li> </ul>	Survey contour data on file in DXF format for post construction bathymetry
<b>2005 Phase 1 Redevelopment</b>	<ul style="list-style-type: none"> <li>• Survey of the entire marina</li> </ul>	CAD drawing of survey contours
<b>2009 NOAA Survey</b>	<ul style="list-style-type: none"> <li>• NOAA hydrographic survey</li> </ul>	XYZ survey data
<b>2010 - 2011 Dredging</b>	<ul style="list-style-type: none"> <li>• Pre-dredge survey has no date or surveyor information</li> <li>• Post-dredge survey completed by eTrac February 2011</li> </ul>	XYZ survey data for both pre and post-dredge surveys
<b>2023 Survey</b>	<ul style="list-style-type: none"> <li>• Survey of entire marina conducted by AKS Engineering &amp; Forestry in January of 2023</li> </ul>	XYZ survey data



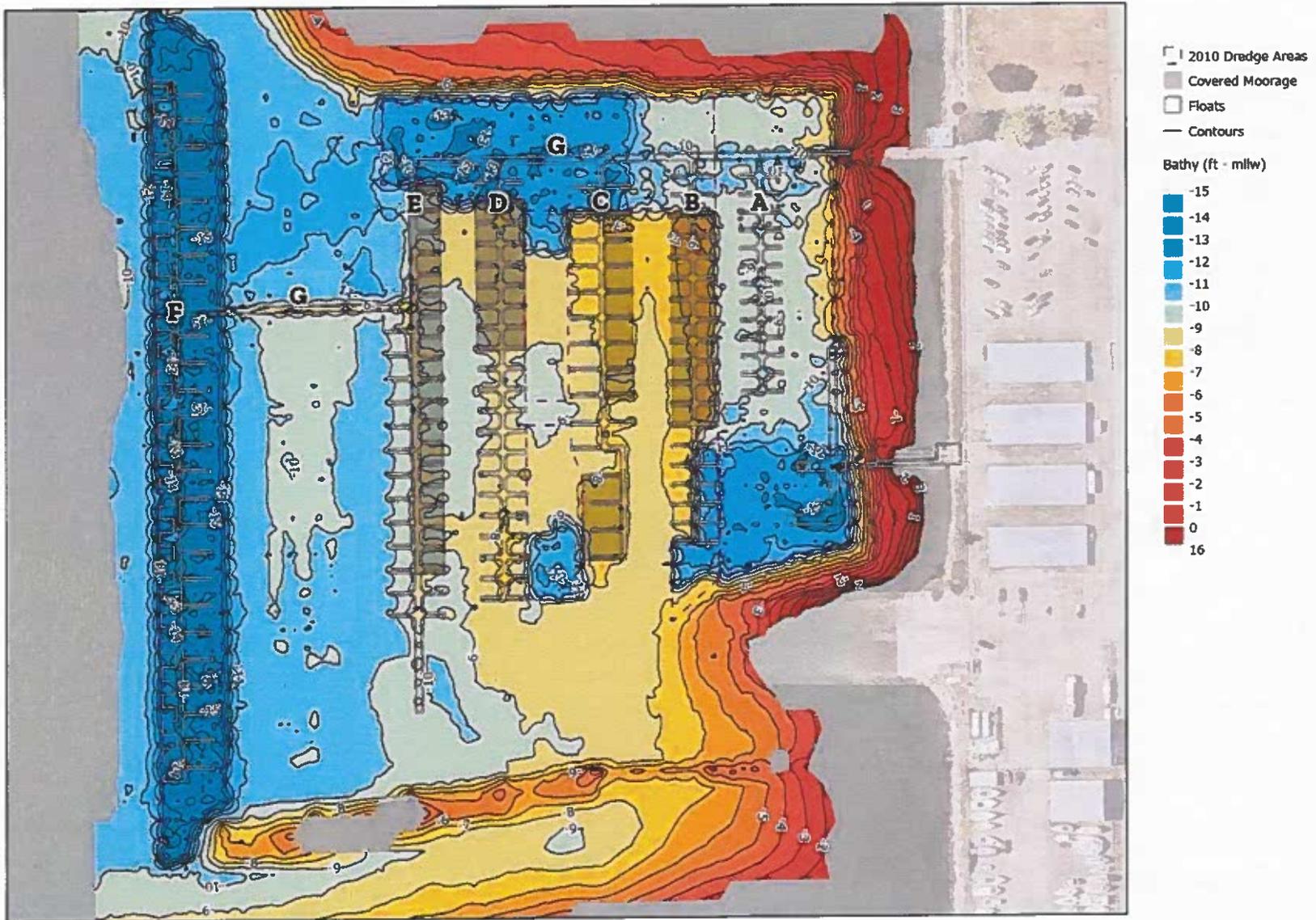


Figure 3-1. 2011 Post Dredge Survey



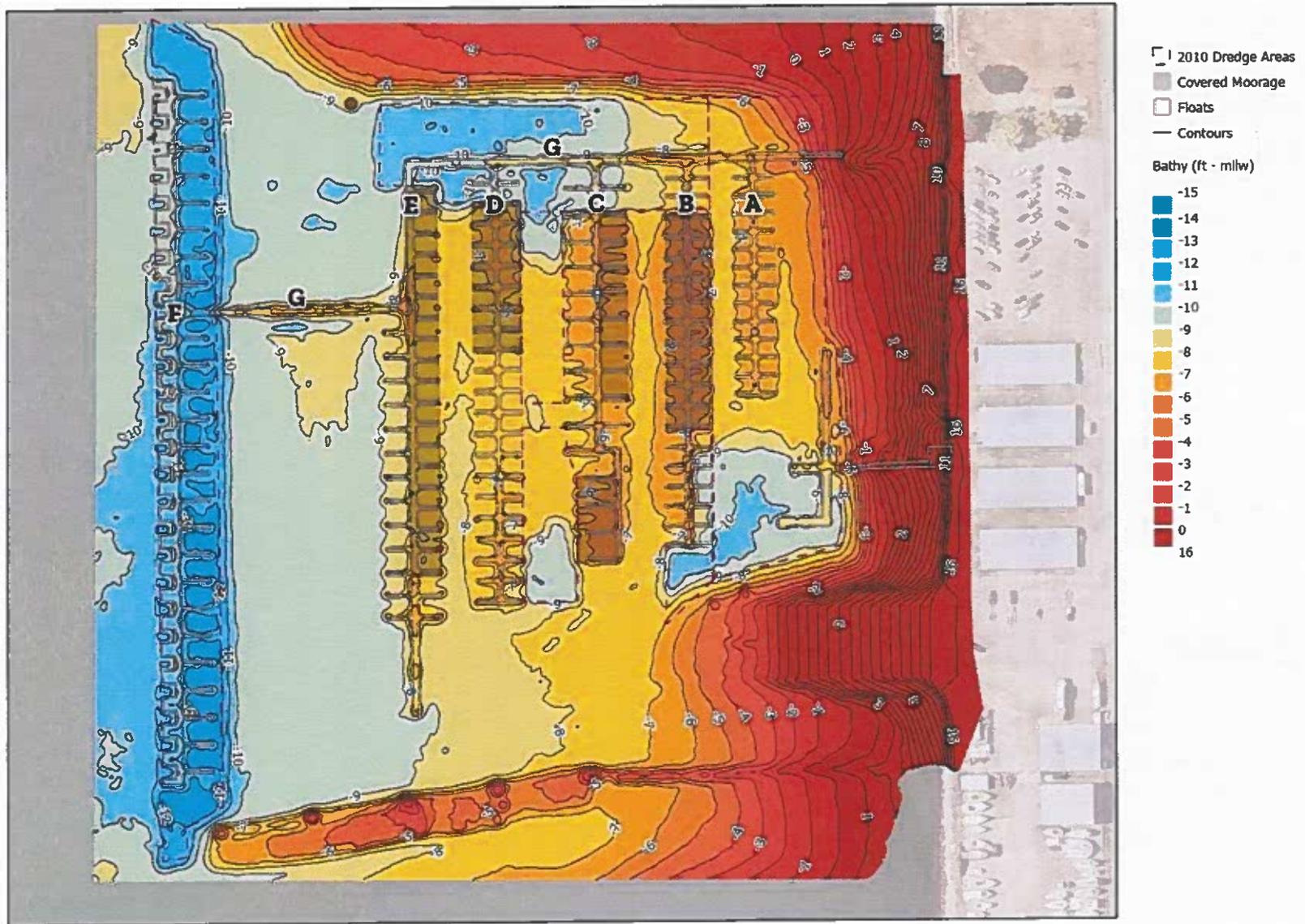


Figure 3-2. 2023 Condition Survey



## 4. Sedimentation Analysis

The sedimentation between 2011 and 2023 is shown in Figure 4-1. The observed difference between the surveys in feet is also the infill rate in inches per year (in/yr) since the gap between surveys is 12 years.

The sedimentation rate is higher in areas that were dredged in 2011. Areas that are dredged tend to have slightly higher near-term sedimentation rates due to reduction in flow velocity associated with the deeper water. The sedimentation map also shows a slight gradient from north to south, suggesting the dominant flow in Oak Harbor is clockwise around the harbor.

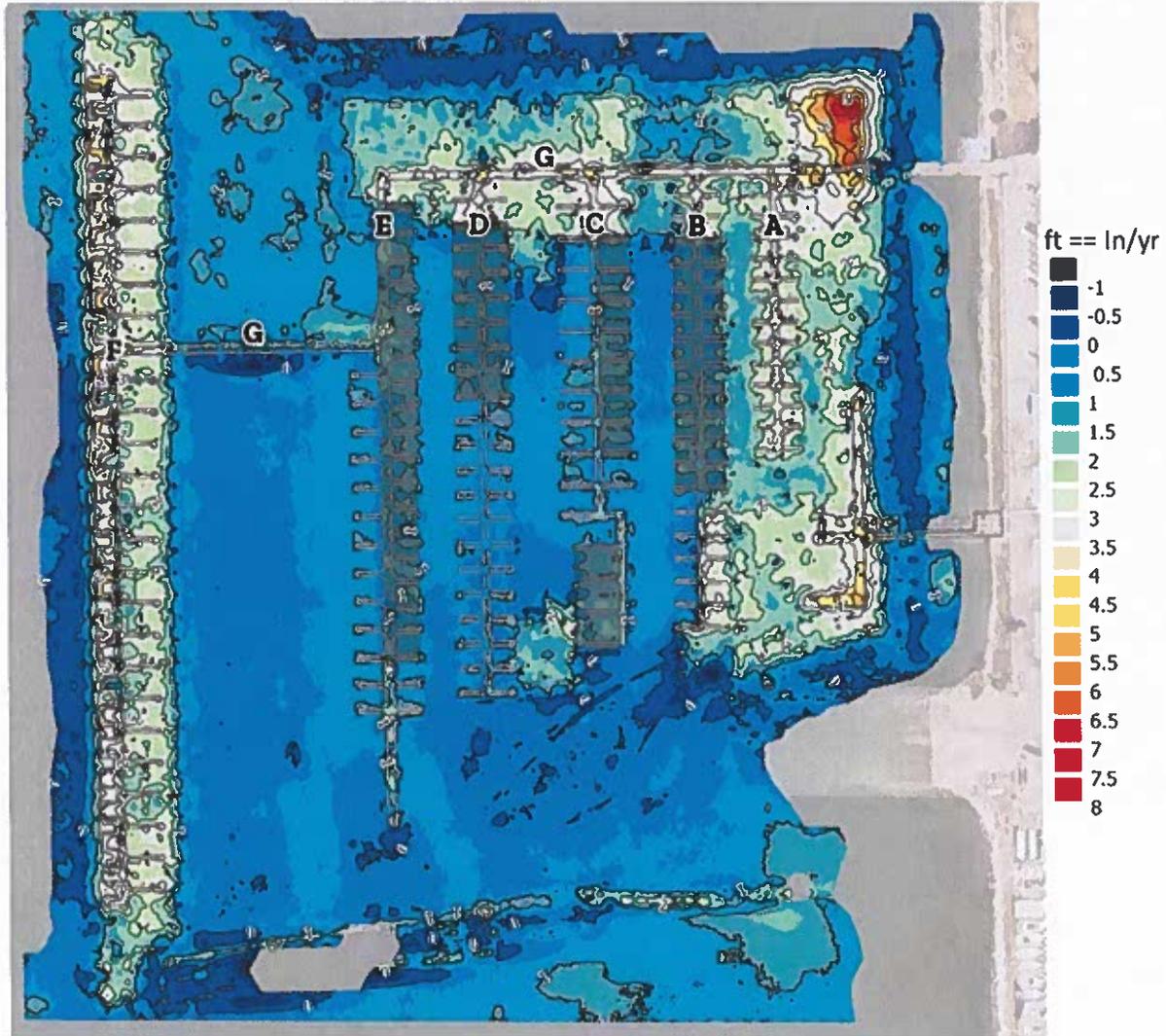


Figure 4-1. Sedimentation Between 2011 to 2023.

The highest infill rates occurred in the northeast corner (8ft or 8in/yr) followed by the areas under the fuel dock, the F Dock breakwater, and the marginal walkway which infilled 3 to 5ft (or 3 to 5 in/yr). The observed sedimentation rates were used to develop the infill models discussed in Section 5.



## 5. Infill Modelling

Infill modelling allows the evaluation of dredge alternatives based on the expected background and post-dredge siltation. A background siltation rate is continuously driving more siltation over time. However, it is common for dredge areas to see accelerated infill rates higher than the background rate. To properly analyse the dredge alternatives, two siltation models were developed to capture both the background infill rate and the accelerated post-dredge infill rates using the 2011 and 2023 survey data discussed in Section 4. The Background Infill model, shown in Figure 5-1A was made by sampling points from the bathymetric change shown in Figure 4-1. Infill rates for areas dredged in 2011 were reduced to reflect the fact that these areas will not fill in as quickly as when they were first dredged. Care was taken when sampling points to avoid data that would result in unreasonably high infill rates when modelled for 10-20 years. The Post-Dredge Infill model, shown in Figure 5-1B, shows the predicted infill rates for any area within the marina following dredging. It was developed by evaluating data from dredge areas in Figure 4-1 and extrapolating that data to the rest of the marina using engineering judgement. In the case of both models, GIS-based interpolation and smoothing techniques were applied to create smoother, more natural representations of infill.

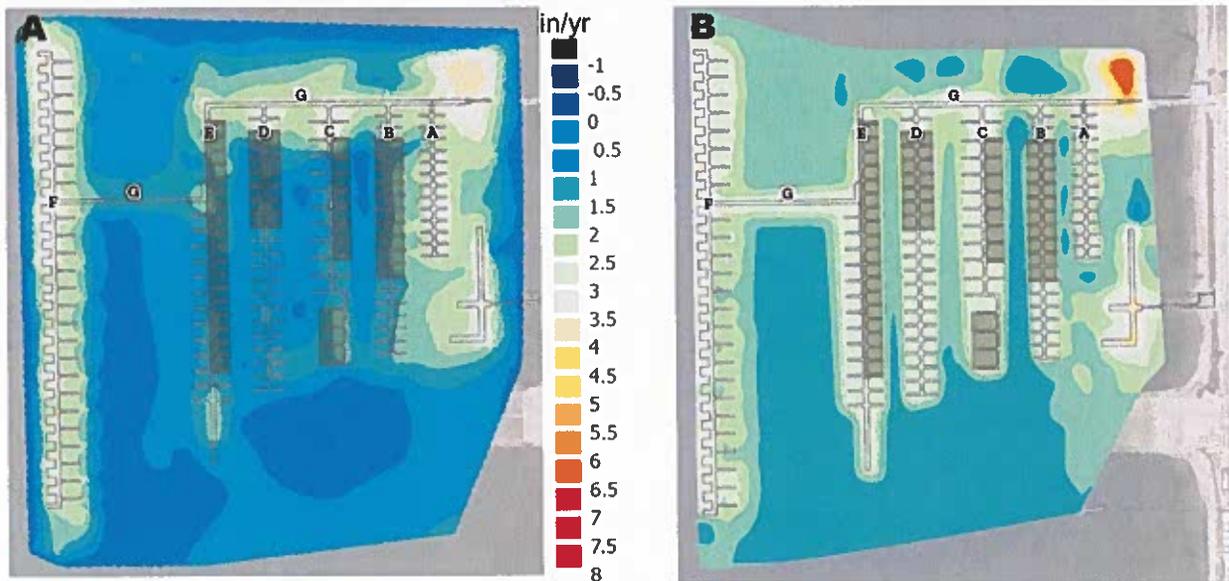


Figure 5-1. (A) Background Infill Model (B) Post-Dredge Infill Model

Figure 5-2 shows the results of using the Background Model to project the condition of the Marina in 2033 if no dredging action is taken. In Section 7, the two infill models are used to “age” the alternatives to show their condition in 2033. For this analysis, the post-dredge model is used in areas where dredging is proposed while the Background Rate model is used in all other areas of the Marina.

It is important to note that both the Background and Post-Dredge Infill models are developed from limited data and are intended to analyse broad patterns in the future Marina siltation. It is not recommended to evaluate the results of the infill modelling on a small spatial scale (e.g., slip by slip). The Post-Dredge Infill Model will perform best when aging surfaces from about 5 to 20 years. Actual infill rates will vary due to harbor flow patterns, storms, vessel use, vessel types (sail vs power boat), and other factors.



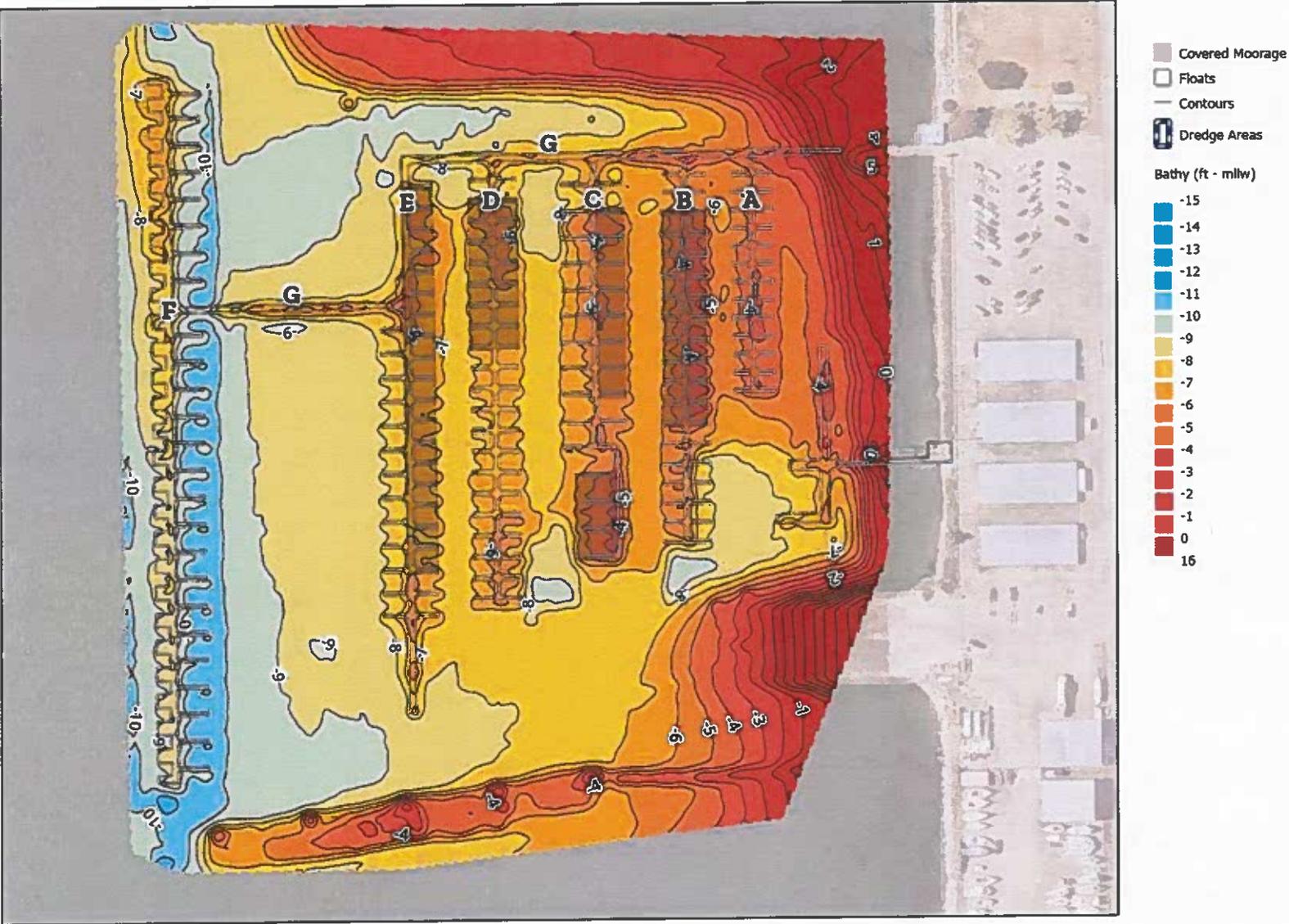


Figure 5-2. Projected Bathymetry 2033



## 6. Target Dredge Depths

Determining target dredge depths involved a systematic approach based on required operational depths within the Marina. These operational depths were derived from considerations of extreme low tide and maximum anticipated vessel drafts, resulting in depths ranging from -7 ft MLLW at A Dock to -10 ft MLLW at F Dock.

The operational depths for each dock are shown in Figure 6-1. Operation Depths Figure 6-1. The target depths were derived from the operational depths using the infill models (as outlined in Section 5). Additionally, the target depths were limited to not be greater than the permitted dredge depths established in past projects. An iterative consultation process was then completed with the City's Marina staff to further refine these target depths. The alternatives discussed in Section 7 provide these target dredge depths across regions of uniform depth depending on the Alternative.

For Alternatives 1 and 2 the Marina is separated in to three regions with depths of -9, -12, and -14 ft-MLLW.

- The -9 ft-MLLW region covers the area below A and B Docks.
- The -12 ft-MLLW region covers the majority of the Marina including E, D, and C Docks.
- The -14 ft-MLLW region covers the area below F Dock.

For Alternatives 3 and 4 the -12 ft-MLLW region in Alternatives 1 and 2 is subdivided into additional three smaller regions with depths of -10, -11, and -12 ft-MLLW.





## 7. Dredging Alternatives

This section describes the four identified alternatives carried forward for further evaluation. Figures of the alternative immediately after dredging and the estimated bathymetry in 2033, estimated dredge volumes, and early planning level cost estimate for each alternative are included. Each alternative considers at least three dredge areas with depths of -9 ft MLLW, -12 ft MLLW, and -14 ft MLLW. The two major components in the early planning level cost estimate are the dredging costs and cost incurred due to on-site compensatory mitigation actions.

Section 8 includes comparison of these alternatives against one-another.

### 7.1. Alternative 1

Alternative 1 utilizes three target dredge depth regions.

- The area under and around A and B Docks and the foot of the boat ramp would be dredged to -9 ft-MLLW.
- The majority of the Marina, including C, D, and E Docks and the fairway between E and F Docks, would be dredged to -12 ft-MLLW.
- The area under F Dock would be dredged to -14 ft-MLLW.

The layout of Alternative 1 is shown in Figure 7-1A and the early planning level cost estimate for Alternative 1 is shown in Figure 7-2A.

- The overall dredge volume, including one foot of allowable overdepth is 125.4k CY.
- The total cost associated with Alternative 1 is \$11.8M with a dredging cost of \$5.0M and an additional \$1.9M for compensatory mitigation actions.

Figure 7-1B shows Alternative 1 in 2033. All dock areas show considerable siltation with the most siltation occurring around docks A and B. A and B Docks are expected to infill to between -6 and -10 ft-MLLW. C, D and E Docks are expected to have depths between -9 and -10 ft-MLLW under the docks and as deep as -11 ft-MLLW in the fairways. F Dock is expected to have depths between -10 and -12 ft-MLLW. When these levels of modelled siltation are compared to the operational depths discussed in Section 6 it is shown that the Marina will remain approximately 100% navigable by 2033.



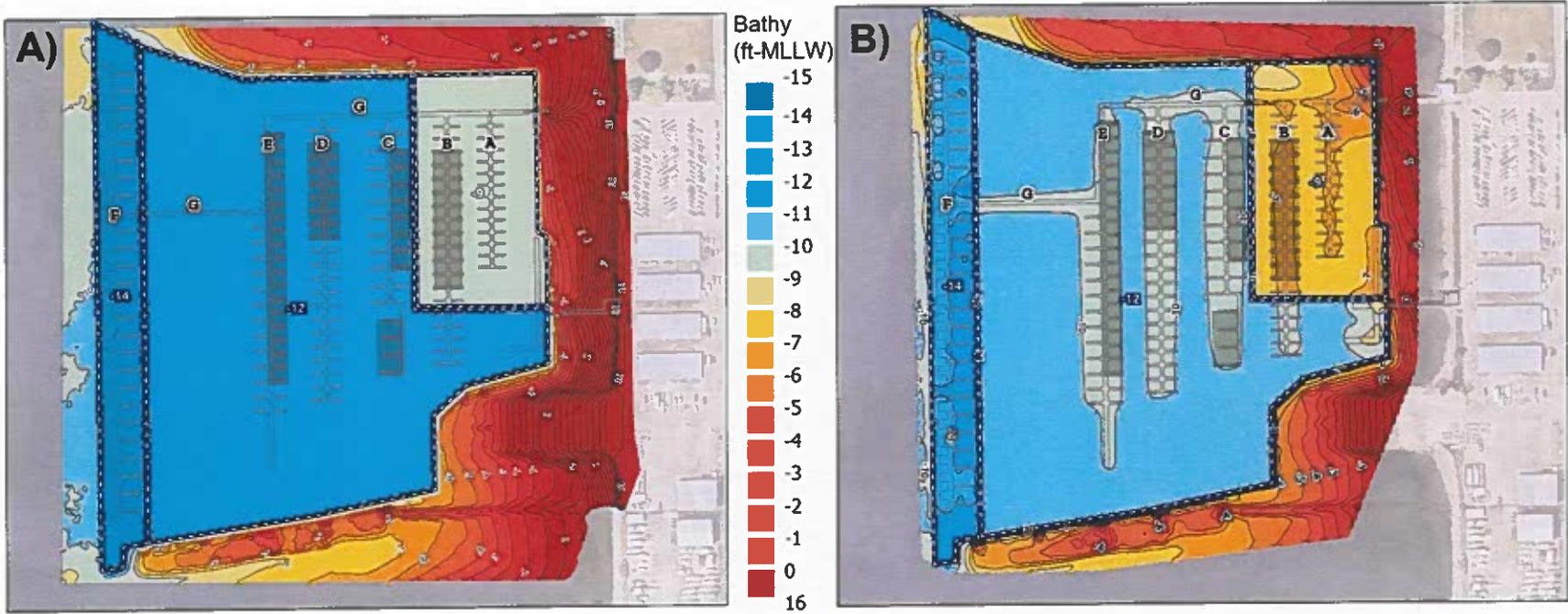


Figure 7-1. Alternative 1 Dredge Plan (A) and Dredge Plan Aged 10 Years (B)



**ALTERNATIVE 1 - Docks B & D Slip Removal**  
1/19/2024

DESCRIPTION	UNIT	QTO	UNIT COST	COST
<b>DREDGING - (Approx Mitigation Debits 774)</b>	CY	125,400		\$ 5,015,663
<b>-9 AREA</b>				
Fairway and Open Area(s) Dredging & Disposal	CY	11,635	\$ 35.60	\$ 414,209
Under Float/Slip Area(s) Dredging & Disposal	CY	4,865	\$ 49.80	\$ 242,273
<b>-12 AREA</b>				
Fairway and Open Area(s) Dredging & Disposal	CY	71,639	\$ 35.60	\$ 2,550,350
Under Float/Slip Area(s) Dredging & Disposal	CY	21,361	\$ 49.80	\$ 1,063,776
<b>-14 AREA</b>				
Fairway and Open Area(s) Dredging & Disposal	CY	6,462	\$ 35.60	\$ 230,057
Under Float/Slip Area(s) Dredging & Disposal	CY	9,438	\$ 49.80	\$ 469,998
Water Quality Monitoring	LS	1	\$ 20,000	\$ 20,000
Survey	LS	1	\$ 25,000	\$ 25,000
<b>COMPENSATORY MITIGATION ACTIONS (Approx Mitigation Credits 602)</b>				\$ 1,900,123
<b>B DOCK ROOF REMOVAL (Approx Mitigation Credits 106)</b>				
Roof Structures (remove & dispose)	SF	16,556	\$ 13.50	\$ 223,508
<b>C DOCK ROOF REMOVAL (Approx Mitigation Credits 105)</b>				
Roof Structures (remove & dispose)	SF	15,832	\$ 13.50	\$ 213,728
<b>D DOCK ROOF REMOVAL (Approx Mitigation Credits 72)</b>				
Roof Structures (remove & dispose)	SF	13,167	\$ 13.50	\$ 177,755
<b>E DOCK ROOF REMOVAL (Approx Mitigation Credits 107)</b>				
Roof Structures (remove & dispose)	SF	21,491	\$ 13.50	\$ 290,132
<b>SLING LAUNCH REMOVAL (Approx Mitigation Credits 43)</b>				
Sling Launch Superstructure and Pile (demo & dispose)	LS	1	\$ 95,000	\$ 95,000
<b>A DOCK REMOVAL (Approx Mitigation Credits 93)</b>				
Floating Dock (incl utilities & piles, remove & dispose)	LS	-	\$ 155,000	\$ -
<b>REQUIRED SUNKEN BARGE REMOVAL (Approx Mitigation Credits 169)</b>				
5 Sunken Timber Barges (remove & dispose)	LS	1	\$ 900,000.00	\$ 900,000
<b>Float Reconfiguration (Apporx Mitigation Credits 123 )</b>				\$ 408,527
<b>B DOCK SLIP REMOVAL (Approx Mitigation Credits 57 )</b>				
Slip Floats (remove & dispose)	SF	2,866	\$ 23.00	\$ 65,918
Existing Piles (remove & dispose)	EA	6	\$ 2,500.00	\$ 15,000
New Piles (supply & install)	EA	5	\$ 15,000.00	\$ 75,000
<b>D DOCK SLIP REMOVAL (Approx Mitigation Credits 66 )</b>				
Slip Floats (remove & dispose)	SF	3,483	\$ 23.00	\$ 80,109
Existing Piles (remove & dispose)	EA	9	\$ 2,500.00	\$ 22,500
New Piles (supply & install)	EA	10	\$ 15,000.00	\$ 150,000
<b>MOB/DEMOB</b>		9%		\$ 659,188
<b>SUBTOTAL 1 - CURRENT CONSTRUCTION ONLY COSTS</b>				<b>\$ 7,983,501</b>
Design, Permitting, Admin			8.0%	\$ 638,680
Tax			9.0%	\$ 718,515
Additional Mitigation Credits @ \$1,500/credit			49	\$ 73,500
Contingency			25.0%	\$ 2,353,549
<b>CURRENT PROJECT TOTAL COSTS</b>				<b>\$ 11,767,745</b>

Figure 7-2. Early Planning Level Cost Estimate for Alternative 1



## 7.2. Alternative 2

Alternative 2 is similar to Alternative 1 but reduces the footprint of the -12 ft-MLLW dredge region to only focus on Docks E, D, and C. This alternative excludes much of the area between F and E Dock because it is not heavily used, and this area has historically had a low infill rate. The layout of Alternative 2 is shown in Figure 7-3A and the early planning level cost estimate for Alternative 2 is shown in Figure 7-4.

- The overall dredge volume, including one foot of allowable overdepth is 99.6k CY.
- The total cost associated with Alternative 2 is \$10.3M with a dredging cost of \$4.1M and an additional \$1.9M for compensatory mitigation actions.

Figure 7-3B shows Alternative 2 in 2033. Siltation patterns are similar to Alternative 1, however, the fairway between E and F docks is expected to reach between -9 and -10 ft-MLLW without dredging. When these levels of modelled siltation are compared to the operational depths discussed in Section 6 it is shown that the Marina will remain approximately 90% navigable by 2033.



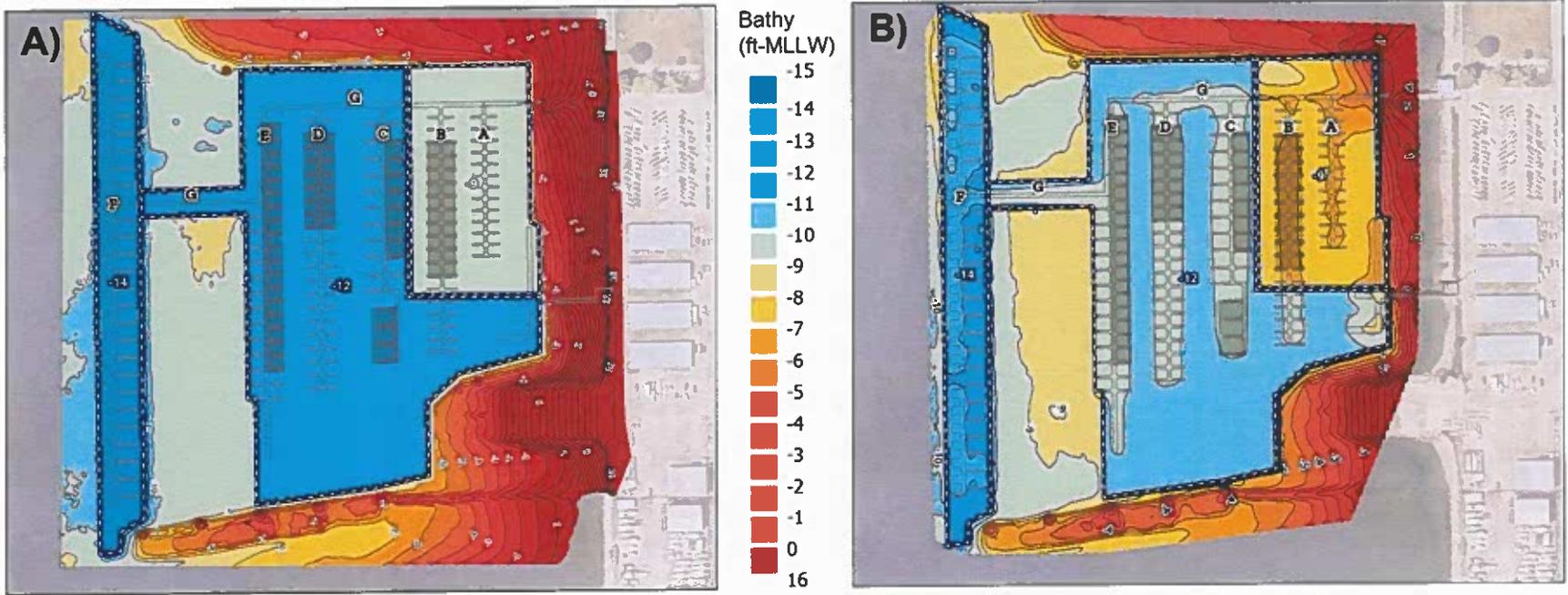


Figure 7-3. Alternative 2 Dredge Plan (A) and Dredge Plan Aged 10 years (B)



**ALTERNATIVE 2 - Docks B & D Slip Removal**  
1/19/2024

DESCRIPTION	UNIT	QTO	UNIT COST	COST
<b>DREDGING - (Approx Mitigation Debits 577)</b>				
-9 AREA				
Fairway and Open Area(s) Dredging & Disposal	CY	11,635	\$ 35.60	\$ 414,209
Under Float/Slip Area(s) Dredging & Disposal	CY	4,865	\$ 49.80	\$ 242,273
-12 AREA				
Fairway and Open Area(s) Dredging & Disposal	CY	43,865	\$ 35.60	\$ 1,561,608
Under Float/Slip Area(s) Dredging & Disposal	CY	23,435	\$ 49.80	\$ 1,167,043
-14 AREA				
Fairway and Open Area(s) Dredging & Disposal	CY	6,316	\$ 35.60	\$ 224,856
Under Float/Slip Area(s) Dredging & Disposal	CY	9,484	\$ 49.80	\$ 472,295
Water Quality Monitoring	LS	1	\$ 20,000	\$ 20,000
Survey	LS	1	\$ 25,000	\$ 25,000
<b>COMPENSATORY MITIGATION ACTIONS (Approx Mitigation Credits 602)</b>				\$ 1,900,123
<b>B DOCK ROOF REMOVAL (Approx Mitigation Credits 106 )</b>				
Roof Structures (remove & dispose)	SF	16,556	\$ 13.50	\$ 223,508
<b>C DOCK ROOF REMOVAL (Approx Mitigation Credits 105)</b>				
Roof Structures (remove & dispose)	SF	15,832	\$ 13.50	\$ 213,728
<b>D DOCK ROOF REMOVAL (Approx Mitigation Credits 72)</b>				
Roof Structures (remove & dispose)	SF	13,167	\$ 13.50	\$ 177,755
<b>E DOCK ROOF REMOVAL (Approx Mitigation Credits 107)</b>				
Roof Structures (remove & dispose)	SF	21,491	\$ 13.50	\$ 290,132
<b>SLING LAUNCH REMOVAL (Approx Mitigation Credits 43)</b>				
Sling Launch Superstructure and Pile (demo & dispose)	LS	1	\$ 95,000	\$ 95,000
<b>A DOCK REMOVAL (Approx Mitigation Credits 93)</b>				
Floating Dock (Incl utilities & piles, remove & dispose)	LS	-	\$ 155,000	\$ -
<b>REQUIRED SUNKEN BARGE REMOVAL (Approx Mitigation Credits 169)</b>				
5 Sunken Timber Barges (remove & dispose)	LS	1	\$ 900,000	\$ 900,000
<b>Float Reconfiguration (Approx Mitigation Credits 123 )</b>				\$ 408,527
<b>B DOCK SLIP REMOVAL (Approx Mitigation Credits 57 )</b>				
Slip Floats (remove & dispose)	SF	2,866	\$ 23.00	\$ 65,918
Existing Piles (remove & dispose)	EA	6	\$ 2,500.00	\$ 15,000
New Piles (supply & install)	EA	5	\$ 15,000.00	\$ 75,000
<b>D DOCK SLIP REMOVAL (Approx Mitigation Credits 66 )</b>				
Slip Floats (remove & dispose)	SF	3,483	\$ 23.00	\$ 80,109
Existing Piles (remove & dispose)	EA	9	\$ 2,500.00	\$ 22,500
New Piles (supply & install)	EA	10	\$ 15,000.00	\$ 150,000
<b>MOB/DEMOB</b>		9%		\$ 579,234

<b>SUBTOTAL 1 - CURRENT CONSTRUCTION ONLY COSTS</b>		\$ 7,015,167
Design, Permitting, Admin	8.0%	\$ 561,213
Tax	9.0%	\$ 631,365
Additional Mitigation Credits @ \$1,500/credit	0	\$ -
Contingency	25.0%	\$ 2,051,936
<b>CURRENT PROJECT TOTAL COSTS</b>		\$ 10,259,682

Figure 7-4. Early Planning Level Cost Estimate for Alternative 2 Dredge Plan (A) and Dredge Plan Aged 10 years (B)



### 7.3. Alternative 3

Alternative 3 uses roughly the same layout as Alternative 2 but with the -12 ft-MLLW region from Alternative 2 broken into sub areas with target dredge depths of -10, -11 and -12 ft-MLLW. The layout of Alternative 3 is shown in Figure 7-3A and the early planning level cost estimate for Alternative 3 is shown in Figure 7-6.

- The overall dredge volume, including one foot of allowable overdepth is 87.8k CY.
- The total cost associated with Alternative 3 is \$9.5M with a dredging cost of \$3.7M and an additional \$1.9M for compensatory mitigation actions.

Figure 7-5B shows Alternative 3 in 2033. This alternative shows siltation in the fairway between E and F Docks, similar to Alternative 2. However, the area under E and D Docks is expected to reach between -9 and -10 ft-MLLW due to the reduced dredge depths proposed in these areas under Alternative 3. When these levels of modelled siltation are compared to the operational depths discussed in Section 6 it is shown that the Marina will remain approximately 70% navigable by 2033.



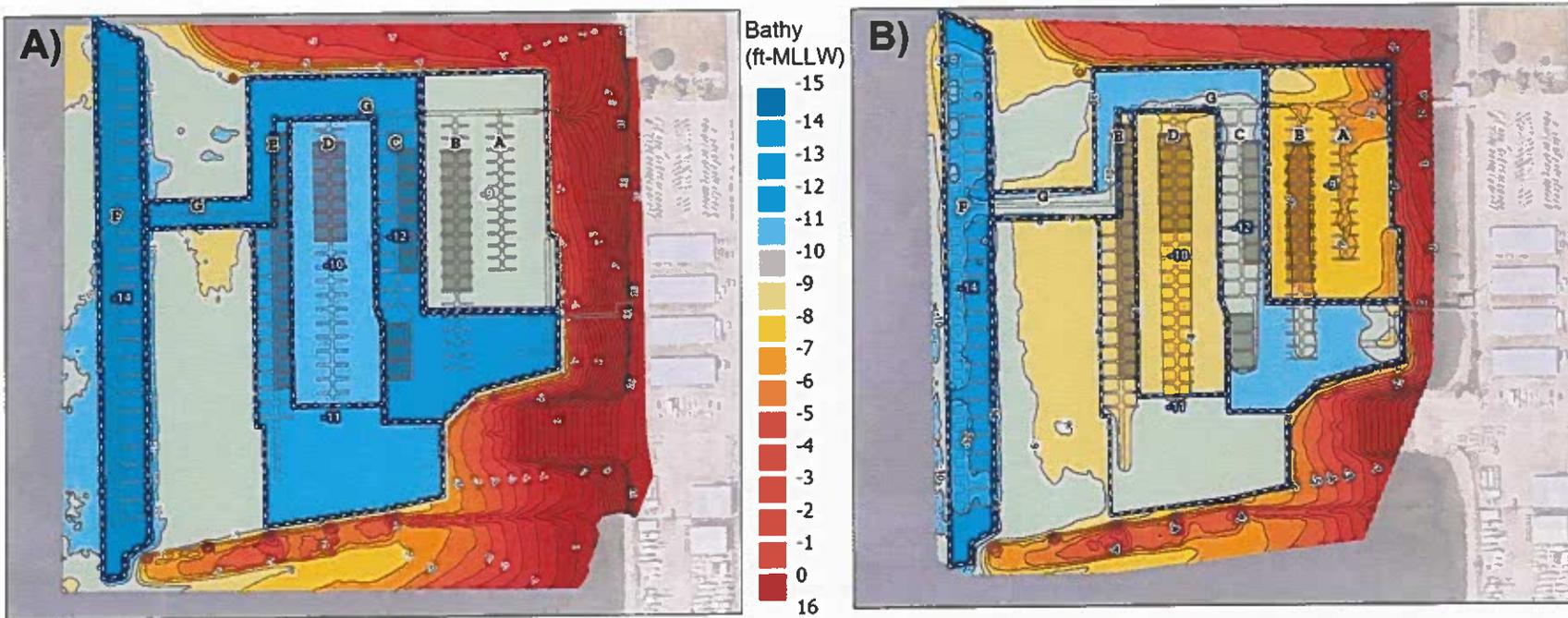


Figure 7-5. Alternative 3 Dredge Plan (A) and Dredge Plan Aged 10 years (B)



**ALTERNATIVE 3 - Docks B & D Slip Removal**  
1/19/2024

DESCRIPTION	UNIT	QTO	UNIT COST	COST
<b>DREDGING - (Approx Mitigation Debits 574)</b>	CY	87,800		\$ 3,651,755
-9 AREA				
Fairway and Open Area(s) Dredging & Disposal	CY	11,635	\$ 35.60	\$ 414,209
Under Float/Slip Area(s) Dredging & Disposal	CY	4,865	\$ 49.80	\$ 242,273
-10 AREA				
Fairway and Open Area(s) Dredging & Disposal	CY	7,837	\$ 35.60	\$ 278,995
Under Float/Slip Area(s) Dredging & Disposal	CY	3,563	\$ 49.80	\$ 177,441
-11 AREA				
Fairway and Open Area(s) Dredging & Disposal	CY	10,057	\$ 35.60	\$ 358,045
Under Float/Slip Area(s) Dredging & Disposal	CY	6,543	\$ 49.80	\$ 325,820
-12 AREA				
Fairway and Open Area(s) Dredging & Disposal	CY	18,076	\$ 35.60	\$ 643,500
Under Float/Slip Area(s) Dredging & Disposal	CY	9,424	\$ 49.80	\$ 469,322
-14 AREA				
Fairway and Open Area(s) Dredging & Disposal	CY	6,316	\$ 35.60	\$ 224,856
Under Float/Slip Area(s) Dredging & Disposal	CY	9,484	\$ 49.80	\$ 472,295
Water Quality Monitoring	LS	1	\$ 20,000	\$ 20,000
Survey	LS	1	\$ 25,000	\$ 25,000
<b>COMPENSATORY MITIGATION ACTIONS (Approx Mitigation Credits 602)</b>				\$ 1,900,123
<b>B DOCK ROOF REMOVAL (Approx Mitigation Credits 106 )</b>				
Roof Structures (remove & dispose)	SF	16,556	\$ 13.50	\$ 223,508
<b>C DOCK ROOF REMOVAL (Approx Mitigation Credits 105)</b>				
Roof Structures (remove & dispose)	SF	15,832	\$ 13.50	\$ 213,728
<b>D DOCK ROOF REMOVAL (Approx Mitigation Credits 72)</b>				
Roof Structures (remove & dispose)	SF	13,167	\$ 13.50	\$ 177,755
<b>E DOCK ROOF REMOVAL (Approx Mitigation Credits 107)</b>				
Roof Structures (remove & dispose)	SF	21,491	\$ 13.50	\$ 290,132
<b>SLING LAUNCH REMOVAL (Approx Mitigation Credits 43)</b>				
Sling Launch Superstructure and Pile (demo & dispose)	LS	1	\$ 95,000	\$ 95,000
<b>A DOCK REMOVAL (Approx Mitigation Credits 101)</b>				
Floating Dock (incl utilities & piles, remove & dispose)	LS	-	\$ 155,000	\$ -
<b>REQUIRED SUNKEN BARGE REMOVAL (Approx Mitigation Credits 169)</b>				
5 Sunken Timber Barges (remove & dispose)	LS	1	\$ 900,000	\$ 900,000
<b>Float Reconfiguration (Approx Mitigation Credits 123 )</b>				\$ 408,527
<b>B DOCK SLIP REMOVAL (Approx Mitigation Credits 57 )</b>				
Slip Floats (remove & dispose)	SF	2,866	\$ 23.00	\$ 65,918
Existing Piles (remove & dispose)	EA	6	\$ 2,500.00	\$ 15,000
New Piles (supply & install)	EA	5	\$ 15,000.00	\$ 75,000
<b>D DOCK SLIP REMOVAL (Approx Mitigation Credits 66 )</b>				
Slip Floats (remove & dispose)	SF	3,483	\$ 23.00	\$ 80,109
Existing Piles (remove & dispose)	EA	9	\$ 2,500.00	\$ 22,500
New Piles (supply & install)	EA	10	\$ 15,000.00	\$ 150,000
<b>MOB/DEMOB</b>		9%		\$ 536,436
<b>SUBTOTAL 1 - CURRENT CONSTRUCTION ONLY COSTS</b>				\$ 6,496,841
	Design, Permitting, Admin		8.0%	\$ 519,747
	Tax		9.0%	\$ 584,716
	Additional Mitigation Credits @ \$1,500/credit		0	\$ -
	Contingency		25.0%	\$ 1,900,326
<b>CURRENT PROJECT TOTAL COSTS</b>				\$ 9,501,631

Figure 7-6. Early Planning Level Cost Estimate of Alternative 3



## 7.4. Alternative 4

Alternative 4 is the same as Alternative 3 except that it excludes dredging under A Dock. The slips at A Dock support a relatively small number of vessels that could be accommodated elsewhere in the Marina. Additionally, the area under and around A Dock has shown some of the highest sedimentation rates of anywhere in the Marina. The small number of slips and high levels of maintenance required in this area may justify the removal of A Dock in future Marina redevelopment plans. The removal of A dock could potentially be used as mitigation for other future Marina redevelopment plans. The layout of Alternative 4 is shown in Figure 7-7A and the early planning level cost estimate for Alternative 4 is shown in Figure 7-8.

- The overall dredge volume, including one foot of allowable overdepth is 83.5k CY.
- The total cost associated with Alternative 4 is \$9.3M with a dredging cost of \$3.5M and an additional \$1.9M for compensatory mitigation actions.

Figure 7-7B shows Alternative 4 in 2033. The siltation for this alternative is the same as that for Alternative 3 with higher siltation under A Dock where no dredging is planned. When these levels of modelled siltation are compared to the operational depths discussed in Section 6 it is shown that the Marina will remain approximately 65% navigable by 2033.



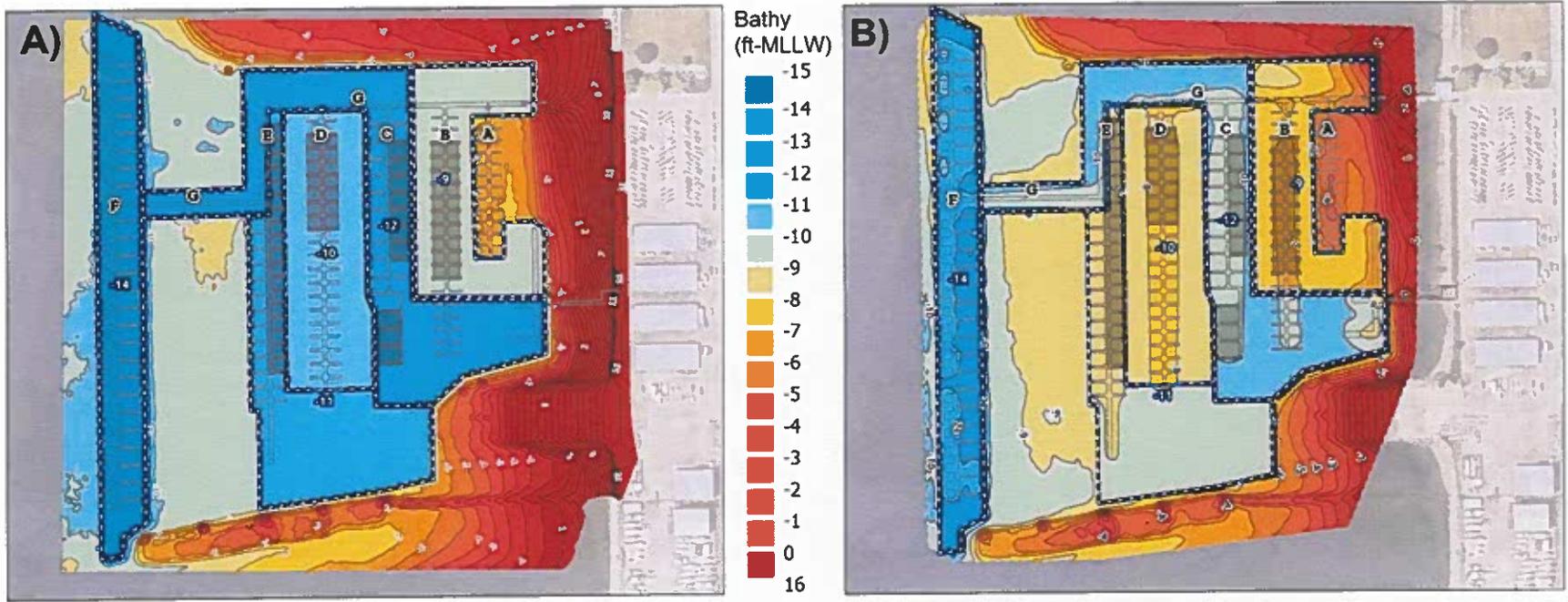


Figure 7-7. Alternative 4 Dredge Plan (A) and Dredge Plan Aged 10 years (B)



**ALTERNATIVE 4 - Docks B & D Slip Removal**  
1/19/2024

DESCRIPTION	UNIT	QTO	UNIT COST	COST
<b>DREDGING - (Approx Mitigation Debits 541)</b>	CY	83,500		\$ 3,497,167
-9 AREA				
Fairway and Open Area(s) Dredging & Disposal	CY	7,441	\$ 35.60	\$ 264,909
Under Float/Slip Area(s) Dredging & Disposal	CY	4,759	\$ 49.80	\$ 236,985
-10 AREA				
Fairway and Open Area(s) Dredging & Disposal	CY	7,837	\$ 35.60	\$ 278,995
Under Float/Slip Area(s) Dredging & Disposal	CY	3,563	\$ 49.80	\$ 177,441
-11 AREA				
Fairway and Open Area(s) Dredging & Disposal	CY	10,057	\$ 35.60	\$ 358,045
Under Float/Slip Area(s) Dredging & Disposal	CY	6,543	\$ 49.80	\$ 325,820
-12 AREA				
Fairway and Open Area(s) Dredging & Disposal	CY	18,076	\$ 35.60	\$ 643,500
Under Float/Slip Area(s) Dredging & Disposal	CY	9,424	\$ 49.80	\$ 469,322
-14 AREA				
Fairway and Open Area(s) Dredging & Disposal	CY	6,316	\$ 35.60	\$ 224,856
Under Float/Slip Area(s) Dredging & Disposal	CY	9,484	\$ 49.80	\$ 472,295
Water Quality Monitoring	LS	1	\$ 20,000	\$ 20,000
Survey	LS	1	\$ 25,000	\$ 25,000
<b>COMPENSATORY MITIGATION ACTIONS (Approx Mitigation Credits 602)</b>				\$ 1,900,123
<b>B DOCK ROOF REMOVAL (Approx Mitigation Credits 106)</b>				
Roof Structures (remove & dispose)	SF	16,556	\$ 13.50	\$ 223,508
<b>C DOCK ROOF REMOVAL (Approx Mitigation Credits 105)</b>				
Roof Structures (remove & dispose)	SF	15,832	\$ 13.50	\$ 213,728
<b>D DOCK ROOF REMOVAL (Approx Mitigation Credits 72)</b>				
Roof Structures (remove & dispose)	SF	13,167	\$ 13.50	\$ 177,755
<b>E DOCK ROOF REMOVAL (Approx Mitigation Credits 107)</b>				
Roof Structures (remove & dispose)	SF	21,491	\$ 13.50	\$ 290,132
<b>SLING LAUNCH REMOVAL (Approx Mitigation Credits 43)</b>				
Sling Launch Superstructure and Pile (demo & dispose)	LS	1	\$ 95,000	\$ 95,000
<b>A DOCK REMOVAL (Approx Mitigation Credits 101)</b>				
Floating Dock (incl utilities & piles, remove & dispose)	LS	-	\$ 155,000	\$ -
<b>REQUIRED SUNKEN BARGE REMOVAL (Approx Mitigation Credits 169)</b>				
5 Sunken Timber Barges (remove & dispose)	LS	1	\$ 900,000	\$ 900,000
<b>Float Reconfiguration (Approx Mitigation Credits 123)</b>				\$ 408,527
<b>B DOCK SLIP REMOVAL (Approx Mitigation Credits 57)</b>				
Slip Floats (remove & dispose)	SF	2,866	\$ 23.00	\$ 65,918
Existing Piles (remove & dispose)	EA	6	\$ 2,500.00	\$ 15,000
New Piles (supply & install)	EA	5	\$ 15,000.00	\$ 75,000
<b>D DOCK SLIP REMOVAL (Approx Mitigation Credits 66)</b>				
Slip Floats (remove & dispose)	SF	3,483	\$ 23.00	\$ 80,109
Existing Piles (remove & dispose)	EA	9	\$ 2,500.00	\$ 22,500
New Piles (supply & install)	EA	10	\$ 15,000.00	\$ 150,000
<b>MOB/DEMOB</b>		9%		\$ 522,524
<b>SUBTOTAL 1 - CURRENT CONSTRUCTION ONLY COSTS</b>				\$ 6,328,341
Design, Permitting, Admin			8.0%	\$ 506,267
Tax			9.0%	\$ 569,551
Additional Mitigation Credits @ \$1,500/credit			0	\$ -
Contingency			25.0%	\$ 1,851,040
<b>CURRENT PROJECT TOTAL COSTS</b>				\$ 9,255,198

Figure 7-8. Early Planning Level Cost Estimate of Alternative 4



## 8. Dredging Alternative Comparison

Table 8-1 provides a summary of dredging volumes and dredge prism footprints for each of the alternatives. The volume and area of each are also broken down by for the different target dredging depths.

Note that the -10 ft, -11 ft, and -12 ft MLLW regions in Alternatives 3 and 4 are combined into the -12 ft MLLW region shown in Table 8-1. The alternatives have progressively smaller dredge volumes from Alternative 1 (largest volume) to Alternative 4 (smallest volume). Note that these volumes do not account for any sedimentation that has occurred since the 2023 Survey.

Table 8-1. Summary of Alternative Dredge Volumes and Footprints

	-14 REGION		-12 REGION		-9 REGION		Total	
	CY	SF	CY	SF	CY	SF	CY	SF
ALT 1	15.9k	116,870	93.0k	577,310	16.5k	131,470	125.4k	825,700
ALT 2	15.8k	115,610	67.2k	380,770	16.5k	131,480	99.5k	627,900
ALT 3	15.8k	115,600	55.5k	378,510	16.5k	131,470	87.7k	625,600
ALT 4	15.8k	115,610	55.5k	378,510	12.2k	99,420	83.5k	593,600

The costs for each alternative are summarized in Table 8-2. Alternative 1 has the highest cost and includes the most dredging. Alternatives 3 has the lowest total cost. Alternative 4 has a similar cost to Alternative 3, but it does not include dredging around A Dock. Cost estimates provided assume material will be found suitable for in-water disposal based on previous dredge material sampling and characterization efforts within the Marina coinciding with the 1996 dredge event. It should be noted that upland disposal may be required if the existing material is determined to be unsuitable for in-water placement and upland disposal is significantly more costly than in-water placement. Based on recent projects, in-water dredging, and disposal cost are estimated to bet between \$35/CY to \$50/CY, whereas the cost of upland dredging and disposal is estimated to between \$260/CY to \$290/CY. The increased cost of upland disposal is generally attributable to trucking/hauling fees and tipping fees at upland landfill sites. In general, the cost for upland disposal increases with distance from the source to the disposal facility.

Table 8-2. Summary of Early Planning Level Cost Estimate for Dredge Alternatives (values shown are millions of dollars)

	Demolition	Dredging	Float Reconfiguration	MOB & DEMOB	Sub-Total	Add'l Mitigation	Tax, Admin, Permitting	Contingency	Grand Total	Escalation to 2025
Alt 1	\$1.90 M	\$5.02 M	\$0.41 M	\$0.68 M	\$7.84 M	\$0.74 M	\$1.36 M	\$2.35 M	\$11.77 M	\$12.36 M
Alt 2	\$1.90 M	\$4.13 M	\$0.41 M	\$0.58 M	\$7.02 M	-	\$1.19 M	\$2.05 M	\$10.26 M	\$10.77 M
Alt 3	\$1.90 M	\$3.65 M	\$0.41 M	\$0.54 M	\$6.50 M	-	\$1.10 M	\$1.90 M	\$9.50 M	\$9.98 M
Alt 4	\$1.90 M	\$3.50 M	\$0.41 M	\$0.52 M	\$6.33 M	-	\$1.08 M	\$1.85 M	\$9.26 M	\$9.72 M

Table 8-3 presents some additional metrics for comparing the dredge alternatives. The Unit Project Cost is the total cost of the alternative divided by the dredge volume. The alternatives can also be compared by how much of the Marina remains navigable in 2033 based on the infill modelling described in Sections 6 and 7. The percentage of the Marina that is navigable is determined by comparing the total number of slips to the number of slips that are still accessible and have sufficient operation depth. By 2033 Alternative 1 is expected to remain 100% navigable while Alternative 2 is expected to be 90% navigable due to siltation in the fairway between E and F Dock. Alternative 3 has a significantly lower navigability of 70% due to siltation around E and D Dock and the southern marina entrance that reduces the ability of vessels with larger drafts from accessing the southern side of the Marina. Alternative 4 is similar to Alternative 3 except that the slips at A Dock will no longer be navigable by 2033 because this alternative does not include dredging in this area. Alternative 1 is shown to be the most economical on a cost per cubic yard basis and provides the highest level of navigability in the future.

Table 8-3. Alternative Comparison Summary

Alternative	Unit Project Cost \$/CY	% Navigable by 2033
ALT 1	94	100%
ALT 2	103	90%
ALT 3	108	70%
ALT 4	111	65%



## 9. Environmental and Regulatory Considerations

### 9.1.1. Environmental Review Processes, Permits, and Approvals

All the proposed alternatives include dredging, potential in-water dredge material placement, and are anticipated to require mitigation. Regulatory requirements for the four alternatives are anticipated to be similar. A summary of potentially applicable permits and approvals is included below.

- **National Environmental Policy Act (NEPA)** – NEPA compliance is required if a project has a federal nexus (i.e., is awarded federal funds and/or requires a federal permit). NEPA will be completed as part of the U.S. Army Corps of Engineers (USACE) permitting process and does not usually require additional detail beyond USACE permit application materials. If federal funding is received for the project (not presently anticipated), the federal lead agency could require additional NEPA review in the form of a Categorical Exclusion (CATEX) or Environmental Assessment.
- **Washington State Environmental Policy Act (SEPA)** – Maintenance dredging of 50 CY or less is exempt from SEPA (SEPA Exemption, WAC 197-11-800(3)(a)). The proposed dredging is anticipated to exceed 50 cy and therefore an exemption is not anticipated. A Determination of Nonsignificance or Mitigated Determination of Nonsignificance for the proposed maintenance dredging and any associated restoration activities is likely. A SEPA Checklist will likely need to be completed so that the SEPA lead agency (assumed to be the City of Oak Harbor) can review the project details.
- **U.S. Army Corps of Engineers (USACE) Section 10 Permit/404 Permit** – Under Section 10 of the Rivers and Harbors Act of 1899, permits are required for work in, over, or under navigable waters. Under Section 404 of the Clean Water Act, permits are required for the discharge of dredged or fill material into waters of the United States (also includes any excavation or fill activities in the water). As part of the USACE permitting process, the project must comply with Section 106 of the National Historic Preservation Act (NHPA), which will require tribal coordination, Section 7 of the Endangered Species Act (ESA), the Magnuson-Stevens Fishery Conservation and Management Act, MMPA, and NEPA. Both the National Oceanic and Atmospheric Administration's (NOAA) NMFS and the USFWS must review the project for Section 7 compliance before a USACE permit can be issued. Consultations with NMFS and USFWS will likely require the completion of a Biological Assessment.
- **Washington Department of Fish and Wildlife (WDFW) Hydraulic Project Approval (HPA)** – Projects occurring in or near state waters are required to obtain an HPA from WDFW. WDFW reviews project actions with respect to potential impacts on state-protected fish and wildlife species and their habitat, including salmon, forage fish, eelgrass, and kelp.
- **Washington State Department of Ecology (Ecology) Section 401 Water Quality Certification (WQC)** – A 401 WQC is required for projects that may impact water quality.
- **Ecology Coastal Consistency Determination (CD) with the Coastal Zone Management Act (CZMA)** – The CZMA ensures projects are compliant with the State's coastal management program.
- **Department of Natural Resources (DNR) Aquatic Use Authorization** – If repairs are proposed on DNR tidelands or dredged material is proposed to be placed at an authorized DNR in-water placement site an aquatic use authorization is required. The Marina is located on DNR-owned tidelands that are leased to the City (Lease No. 20-A10082) and therefore an aquatic use authorization is anticipated for the dredging work. The dredge material may be placed at an authorized DNR in-water placement site if sediment characterization is completed in accordance with Dredge Material Management Office (DMMO) requirements and the material is deemed suitable for open-water placement. A DNR aquatic placement site use authorization will be required by DNR if material is to be placed at one of their authorized placement sites.
- **City of Oak Harbor Shoreline Substantial Development Permit (SSDP)** – All development proposals relating to the shoreline area are required to be evaluated in terms of the City's Shoreline Master Program. The proposed dredging may qualify for an SSDP Exemption for



normal maintenance and repair. The proposed restoration activities may also qualify for a SSDP Exemption for projects that improve fish or wildlife habitat or fish passage. If the proposed activities do not qualify for an SSDP exemption, an SSDP will be required. A Critical Areas Report could be required, but this will need to be verified with the City, along with the need for any other supporting documentation.

- **Local permits as necessary** – Local permits such as demolition permits could be required.

All applicable permits and approvals take time to complete and can impact final design and materials, schedule, mandated conservation measures (i.e., in-water work windows), need for complex avoidance and minimization measures, and mitigation. Agency review and permitting can take anywhere from 12 to 24 months to complete depending on the selected final alternative. Strong relationships with local stakeholders and tribes are critical and early coordination would support an efficient and effective permitting process.

### 9.1.2. Mitigation Requirements

Regulatory agencies may require mitigation to offset the potential impacts of the proposed project. Given NMFS 2018 changes in reviewing baseline conditions in the Puget Sound, it is anticipated that NMFS will require conservation offsets for maintenance dredging activities such as the proposed project. Preliminary completion of NMFS' Puget Sound Nearshore Habitat Conservation Calculator (Conservation Calculator) was completed for the four alternatives to quantify changes in habitat value in a common currency that represents habitat impacts as conservation debits, and habitat improvements as conservation credits. Early concept level details were entered into the Conservation Calculator to estimate order of magnitude federal mitigation cost for each alternative. Preliminary design details and several assumptions were used to complete the Conservation Calculator. Calculation of both debits and credits that would be attributed to the project are subject to change and will need to be refined and verified during further design and coordination with NMFS. For instance, it has been assumed that eelgrass does not occur within 25 feet of the dredge prism. If eelgrass is identified, conservation debits will increase substantially.

The anticipated conservation debits for the four Alternatives are presented in Table 9-1.

*Table 9-1. Anticipated Conservation Debts for the Dredge Alternatives*

<b>Alternative</b>	<b>Dredge Area (SF)</b>	<b>Anticipated Debts</b>
Alternative 1	825,700	-774
Alternative 2	627,900	-577
Alternative 3	625,600	-574
Alternative 4	593,600	-541

Conservation offsets could include onsite restoration, off-site restoration, or the purchase of conservation credits. NMFS would require credit purchase from an NMFS-approved credit provider. NMFS-approved credit prices fluctuate, but each conservation credit currently cost approximately \$1,500. To meet potential offset requirements, several onsite restoration options were evaluated including:

- Removal of slips from B and D dock,
- Removal of A dock,
- Covered moorage removal from several docks,
- Removal of five sunken barges, and
- Removal of a creosote-treated boat launcher.

Early concept level details were entered into the Conservation Calculator to estimate an order of magnitude of credit for each restoration activity. The anticipated conservation credits that could be obtained for the



identified restoration activities are summarized in Table 9-2. Several assumptions were used to complete the conservation calculator that will need to be refined and verified during further design and coordination with NMFS.

*Table 9-2. Anticipated Conservation Credits for Mitigation Alternatives*

<b>Mitigation Option</b>	<b>Anticipated Conservation Credits</b>
B Dock Slip Removal	57
D Dock Slip Removal	66
A Dock Float Removal	93
Covered Moorage Removal	
- B Dock	106
- C Dock North	64
- C Dock South	41
- D Dock	72
- E Dock	107
5 sunken barges	169
Boat Launcher	43
<b>Total</b>	<b>818</b>

NMFS currently requests conservation offsets for the entire proposed action (i.e. the entire permitted dredge area). This creates the potential risk of over mitigating for the action should some of the permitted dredging not be completed due to funding or other unforeseen constraints. Early coordination with NMFS (Rudh 2023), suggests that it may be feasible to define sub-sections of the entire dredge prism and assign these smaller areas to individual restoration actions. This may alleviate the risk of over mitigating for the project, however this approach will need to be refined during further coordination with NMFS.

WDFW and the City may require additional mitigation for any potential environmental impacts. Restoration activities completed to meet NMFS conservation offset requirements may also be used to meet mitigation requirements for other Agencies such as WDFW or the City.



## 10. Recommendations

Alternative 1 is recommended as the preferred dredging alternative because it will allow for the full use of the Marina docks over the next 10 years. The dredging required for Alternative 1 can be mitigated through the removal of covered moorage from the entire Marina, sunken barges, creosote-treated boat launches, and finger floats from B and D docks. In addition to providing mitigation, the removal of slips from B and D docks will increase the amount of side tie moorage available for large vessels. Even with the mitigation items listed, the purchase of additional mitigation credits will be required. The next step to implement the recommended dredge alternative is to complete the preliminary design which will be used to develop the necessary permit documents.



## 11. References

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Penttila, D. 2007. Marine Forage Fishes in Puget Sound. Puget Sound Nearshore Partnership Report No. 2007-03. Published by Seattle District, U.W. Army Corps of Engineers, Seattle, Washington.

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Washington State Department of Natural Resources (DNR). 2019. Puget Sound Seagrass Monitoring Report.

Washington State Department of Natural Resources (DNR). 2023. Puget Sound Seagrass Monitoring mapping application. Accessed on December 8, 2023 and available at: <https://wadnr.maps.arcgis.com/apps/webappviewer/index.html?id=83b8389234454abc8725827b49272a31>



## Appendix A. Final Dredge Feasibility Presentation



# OAK HARBOR DREDGING Final Presentation



# INTRODUCTION

## **PROJECT GOAL:**

Develop a feasibility plan for near-term dredging of the City of Oak Harbor Marina.

- Restore navigability where sedimentation has reduced drafts.
- Maintain existing City assets.
- Dredging is an ongoing activity. This work will maintain drafts until next maintenance dredge event in 10 – 13 years.
- This project is part of the first step towards future reconfiguration work.

## **PROJECT SCOPE:**

This project and presentation is focused on the feasibility of dredging activities within the existing marina. The project does not include the full study of marina redesign, redevelopment, or relocation which is being done under separate tasks.

# PROJECT WORKFLOW

## **CURRENT GOAL:**

Finalize a feasibility study, develop alternatives to help with decision making, and define the preferred alternative. The current goal is not to produce a perfect fully refined alternative design.

## **CURRENT STATUS:**

Alternative finalization phase. The current alternative(s) may still be refined based on final stakeholder input.

## **NEXT STEPS:**

Finalize preferred alternative, complete and finalize feasibility report, permitting and sampling, preliminary design, detailed design.

# BACKGROUND



moffatt & nichol

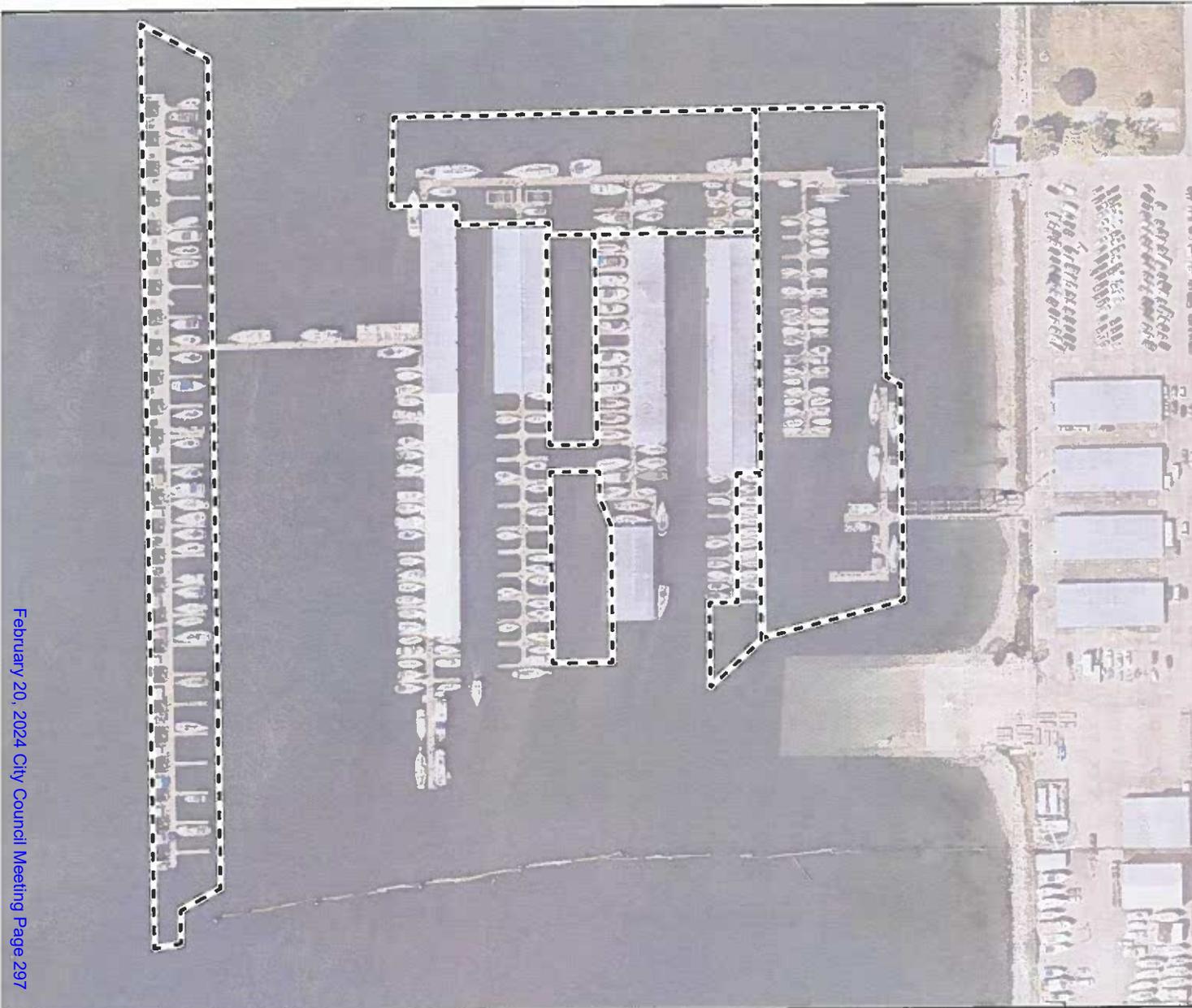


# 2010 DREDGE AREAS

## LEGEND

 2010 Dredge Areas

- Sedimentation outside the 2010 dredge areas necessitates larger dredge footprints for the proposed near term dredge alternatives.



# BATHYMETRY

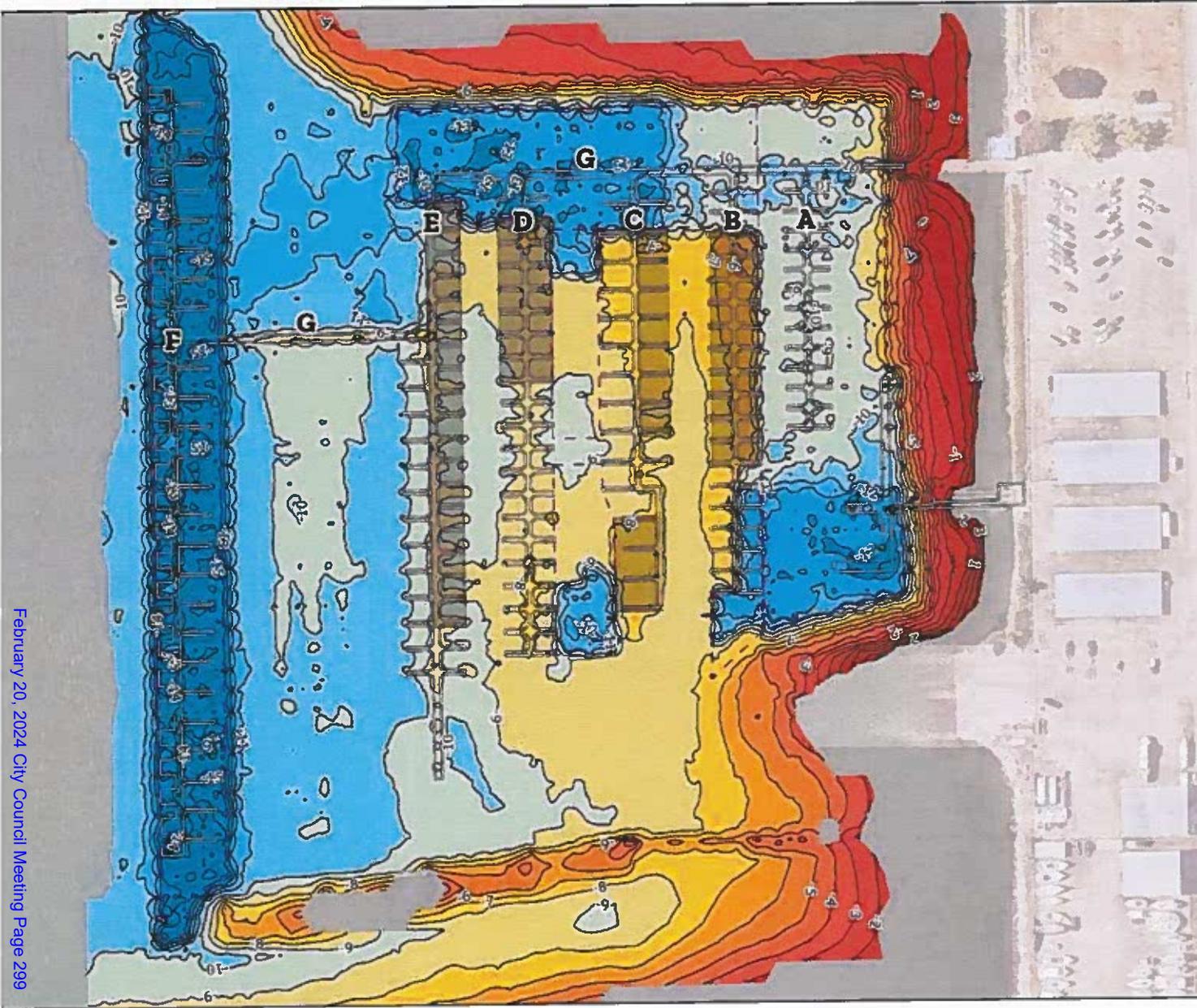


# 2011 POST DREDGE SURVEY

## LEGEND

-  2010 Dredge Areas
-  Covered Moorage
-  Floats
-  Contours

### Bathy (ft - mllw)



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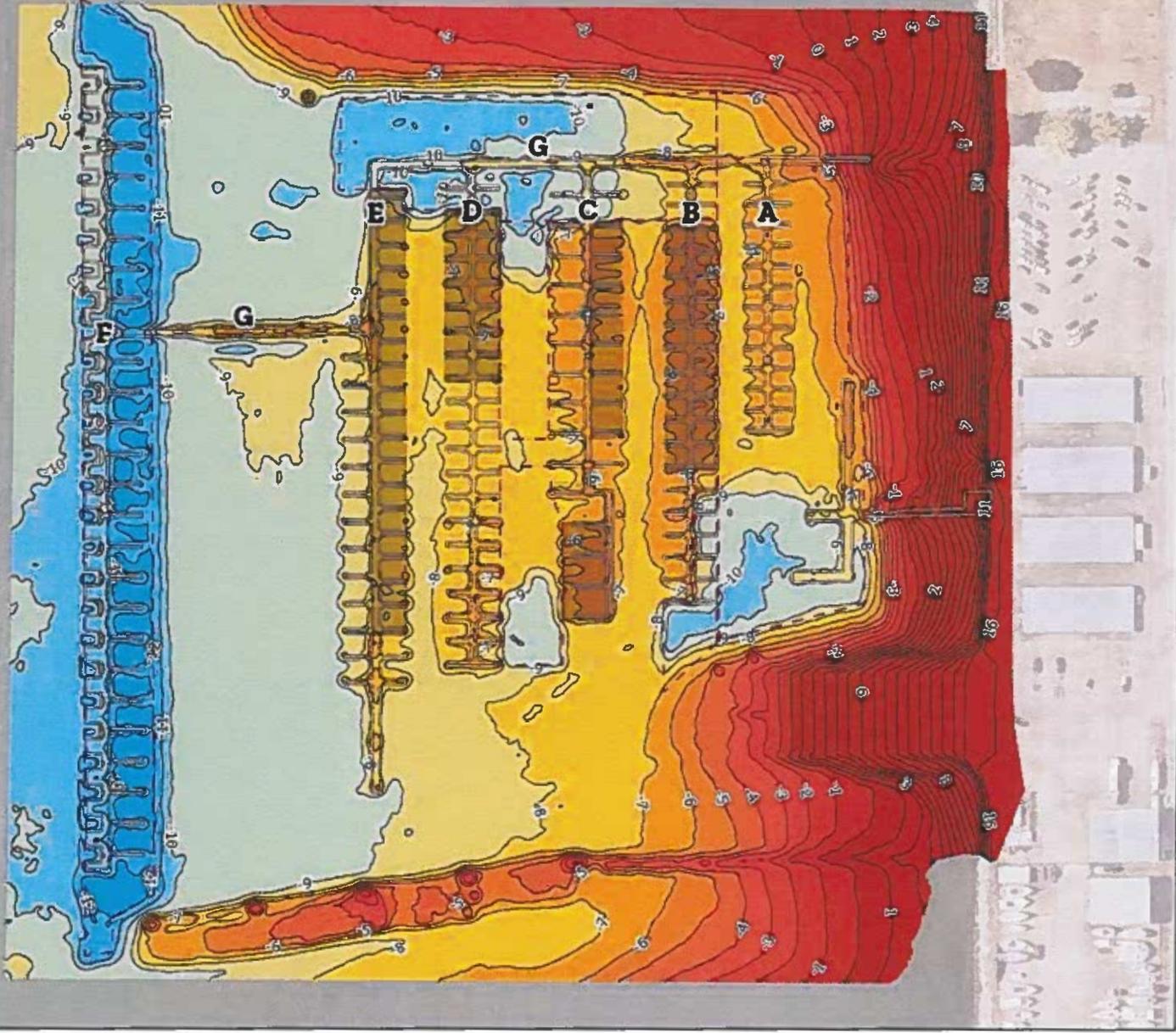
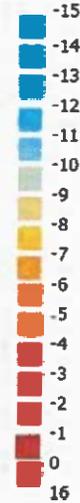


# 2023 CONDITION SURVEY

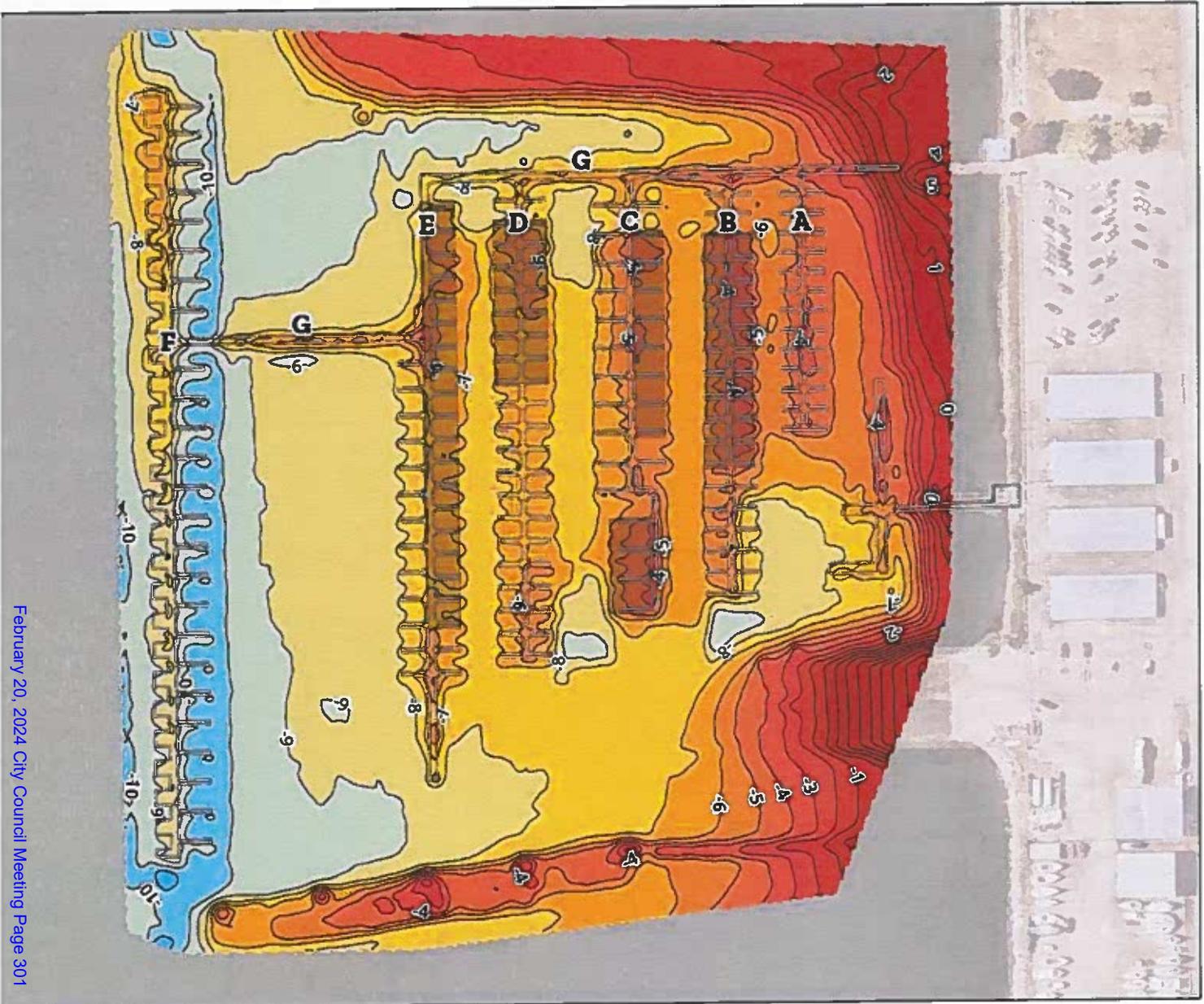
## LEGEND

-  2010 Dredge Areas
-  Covered Moorage
-  Floats
-  Contours

Bathy (ft - mllw)



# 2033 PROJECTED BATHYMETRY



**LEGEND**

- Covered Moorage
- Floats
- Contours
- Dredge Areas

Bathy (ft - mllw)



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# SEDIMENTATION RATES

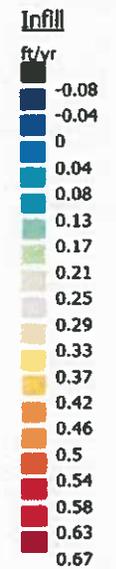


# SEDIMENTATION RATE: 2011 – 2023 CHANGE



**LEGEND**

- Covered Moorage
- Floats
- Contours



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# SEDIMENTATION MODEL – BACKGROUND RATE



**LEGEND**

- Covered Moorage
- Floats
- Contours

**Infill**  
ft/yr

0.08
0.04
0
0.04
0.08
0.13
0.17
0.21
0.25
0.29
0.33
0.37
0.42
0.46
0.5
0.54
0.58
0.63
0.67

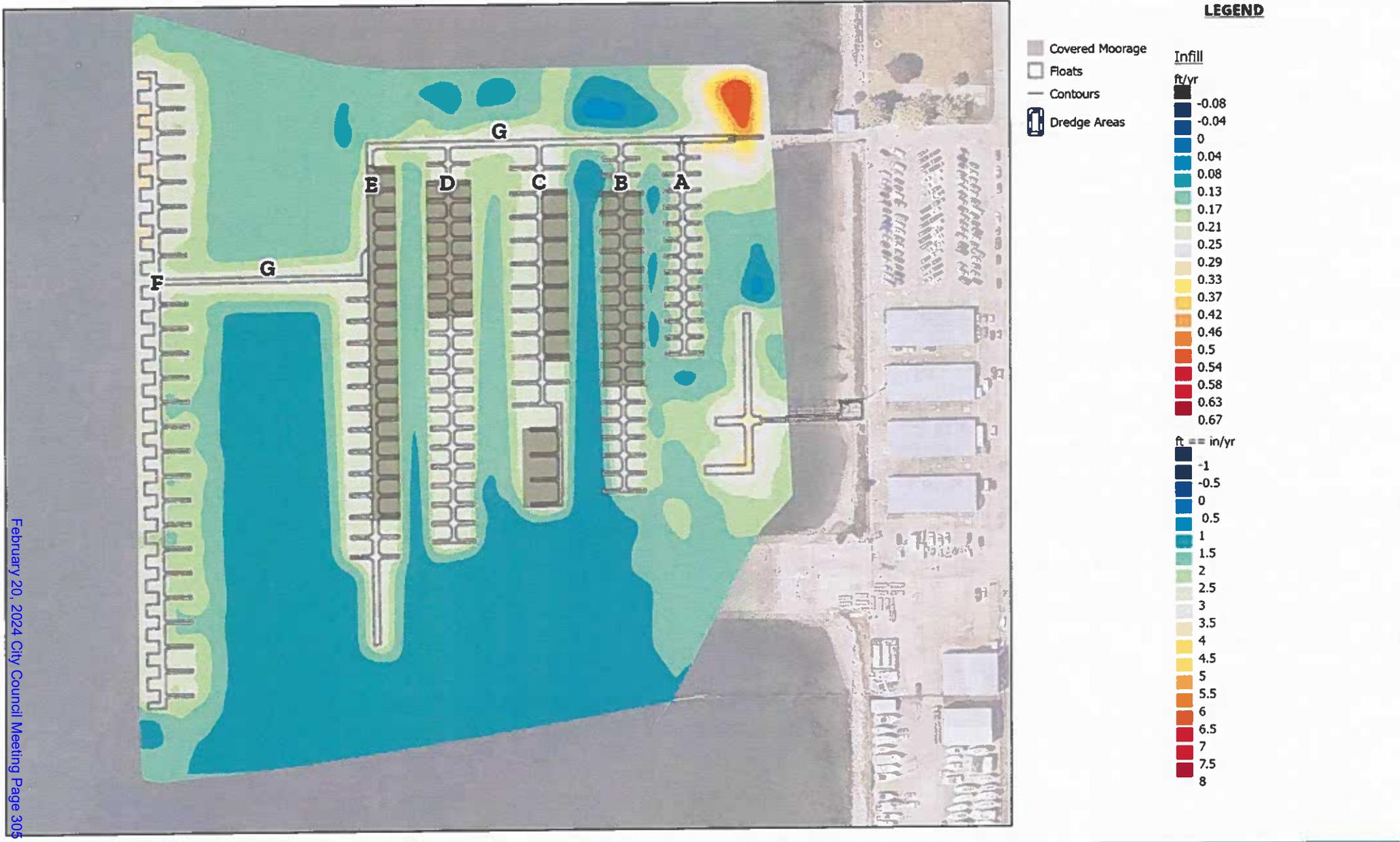
**ft == in/yr**

-1
-0.5
0
0.5
1
1.5
2
2.5
3
3.5
4
4.5
5
5.5
6
6.5
7
7.5
8

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# SEDIMENTATION MODEL – POST-DREDGING RATE



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# PROJECTED BATHYMETRY & OPERATIONAL DEPTHS

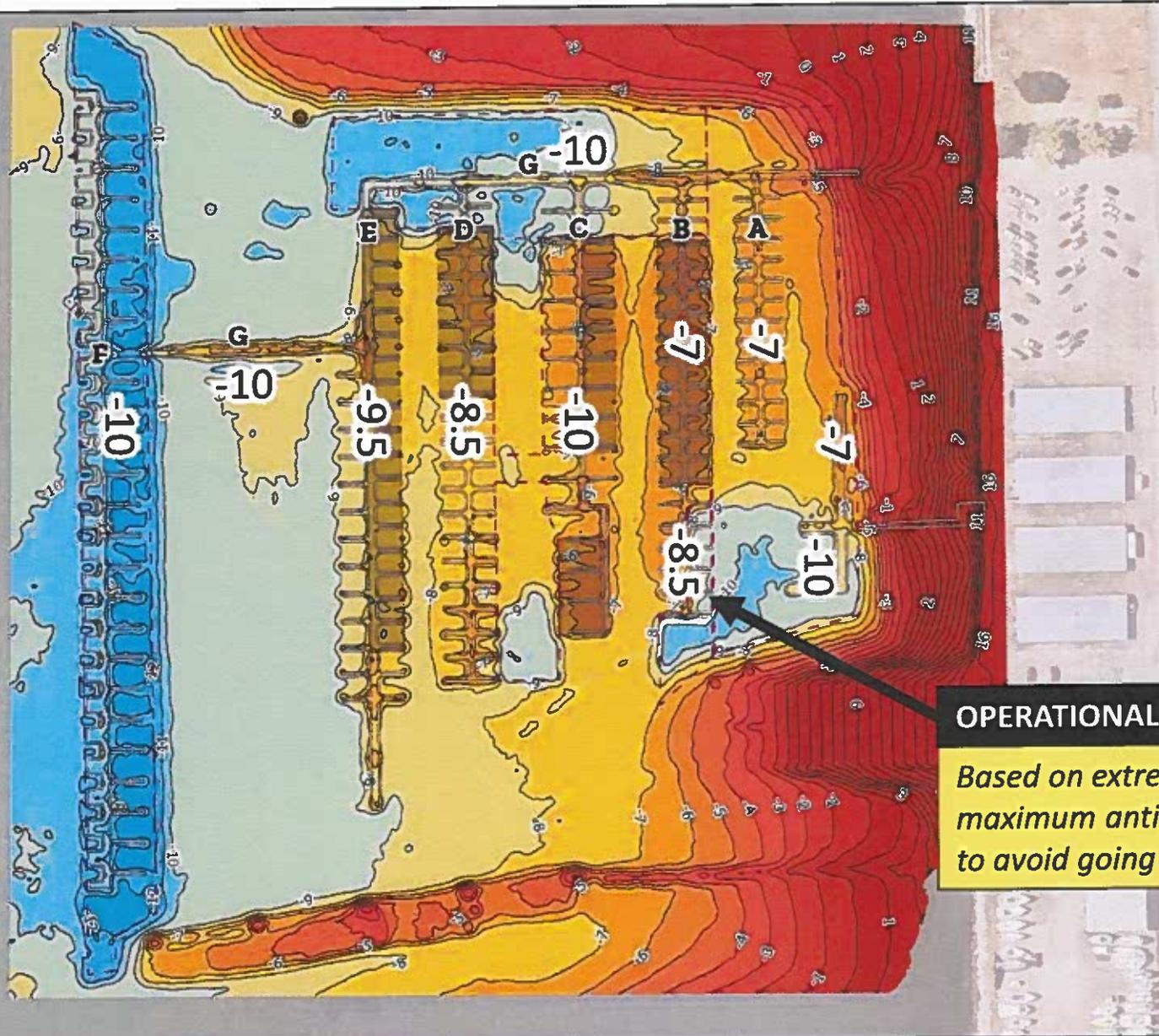


# 2023 BATHY AND OPERATIONAL DEPTH

## LEGEND

-  2010 Dredge Areas
-  Covered Moorage
-  Floats
-  Contours

Bathy (ft - mllw)



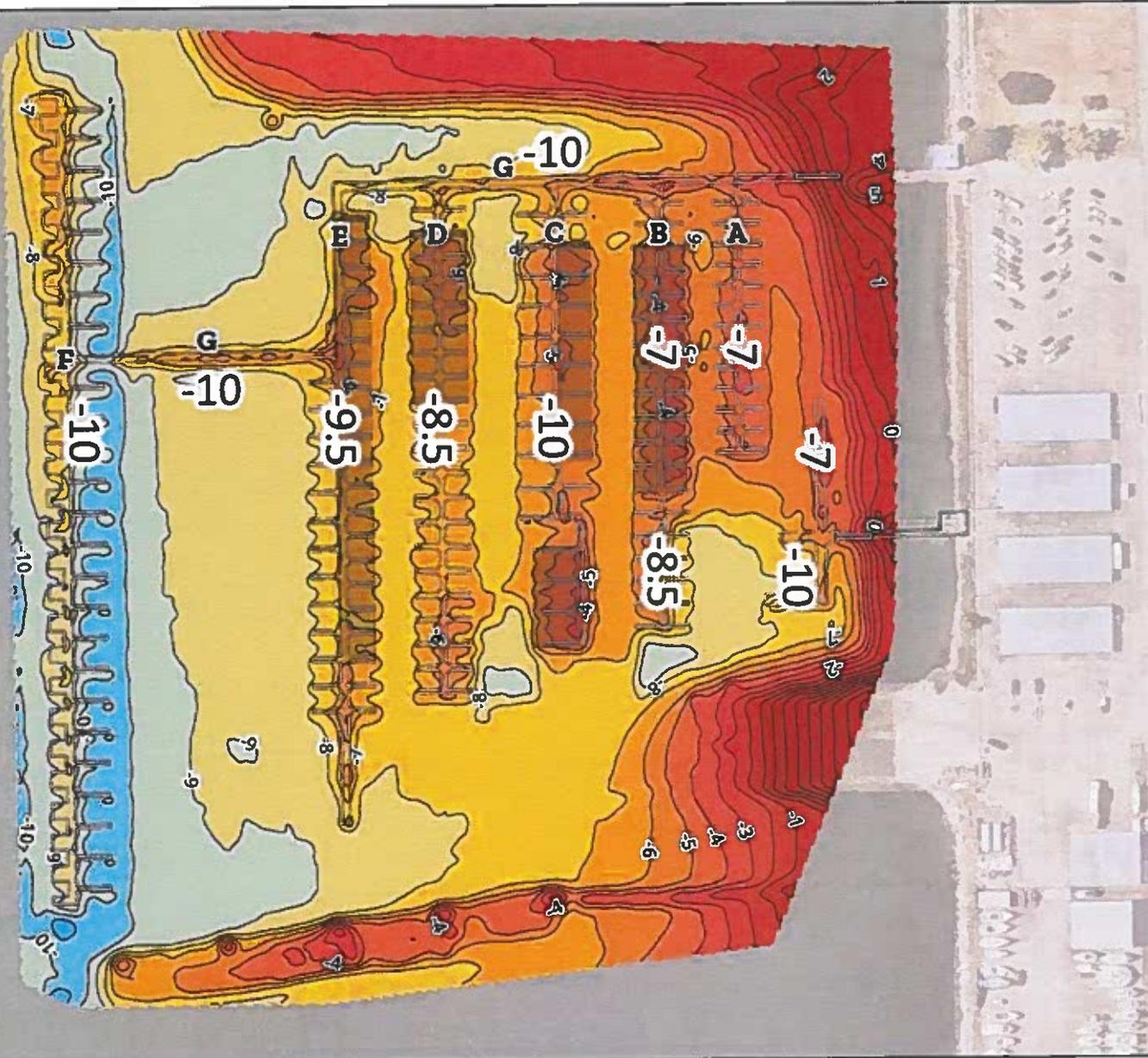
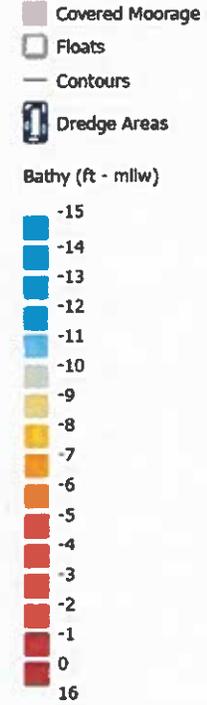
### OPERATIONAL DEPTH

*Based on extreme low tide with maximum anticipated keel depth to avoid going aground*



# 2033 PROJECTED BATHY

## LEGEND



# COST ESTIMATING, COMPENSATORY MITIGATION, AND PERMITTING



# COST ESTIMATING ASSUMPTIONS

## Costs include:

- Mobilization and Demobilization
  - Design, permitting, and administration assistance
  - Sales Tax
  - Dredging and disposal (including overdepth)
  - Surveying
  - Compensatory mitigation actions (removal and disposal)
    - Roof structures
    - Piles
    - Sunken timber barge
    - Sling launch
    - Slip removal
  - Additional mitigation credits
- \* Costs are preliminary order of magnitude 2023 costs intended for alternative comparison.

# COST ESTIMATING ASSUMPTIONS

## Additional Assumptions:

- Order of magnitude planning level comparative costs
- Siltation since last survey is not included in dredge volumes or cost estimate
- Open water dredge material disposal at nearest PSDA approved disposal site
- Creosote treated timber pile and demolition debris disposal at local landfill
- Assume 5 sunken timber barges can be removed for mitigation

# COMPENSATORY MITIGATION

## Overview:

- Regulatory Agencies will require actions to offset the negative environmental impacts of marine structures and construction (including dredging)
  - Mitigation may be required by various Agencies, however NMFS mitigation likely to be most stringent.
- Mitigation can include:
  - On site restoration (e.g., removing in-water and overwater structures, riparian planting)
  - Off site restoration
  - Purchase of mitigation credits (to meet NMFS mitigation requirements only)
- Mitigation actions effect costs by:
  - Adding additional work to complete mitigation work
  - Additional design and planning costs
  - Potential for delays

## Approach:

- Develop mitigation actions to meet all Agency mitigation requirements
- Use onsite mitigation actions to the maximum extent possible
- Consider onsite mitigation that also provides benefit to marina operations
- Only purchase mitigation credits as necessary

# NMFS MITIGATION REQUIREMENTS

- NMFS is concerned with the loss of nearshore habitat in Puget Sound and implications on risk of extinction (e.g. Southern Resident Killer Whales)
- Given NMFS 2018 changes in reviewing baseline conditions in Puget Sound, NMFS is anticipated to require mitigation for the Project
  - “when considering the effects of replacement, maintenance, repair or alteration of an existing structure, we should not assume that future impacts caused by the presence of the structure are not effects of the action on the basis that the structure is already in existence.”
- Puget Sound Nearshore Conservation Calculator used to quantify habitat impacts from a proposed project
  - Calculator determines changes in habitat value in a common currency that represents habitat impacts as debits, and habitat improvements as credits.
  - Debits can be offset through restoration actions that result in credits and/or the purchase of credits.
  - Goal is to allow for applicants to pursue their projects without further degrading shoreline habitat.

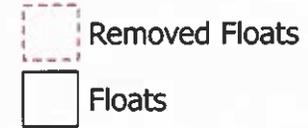


# NMFS CALCULATOR DEBIT

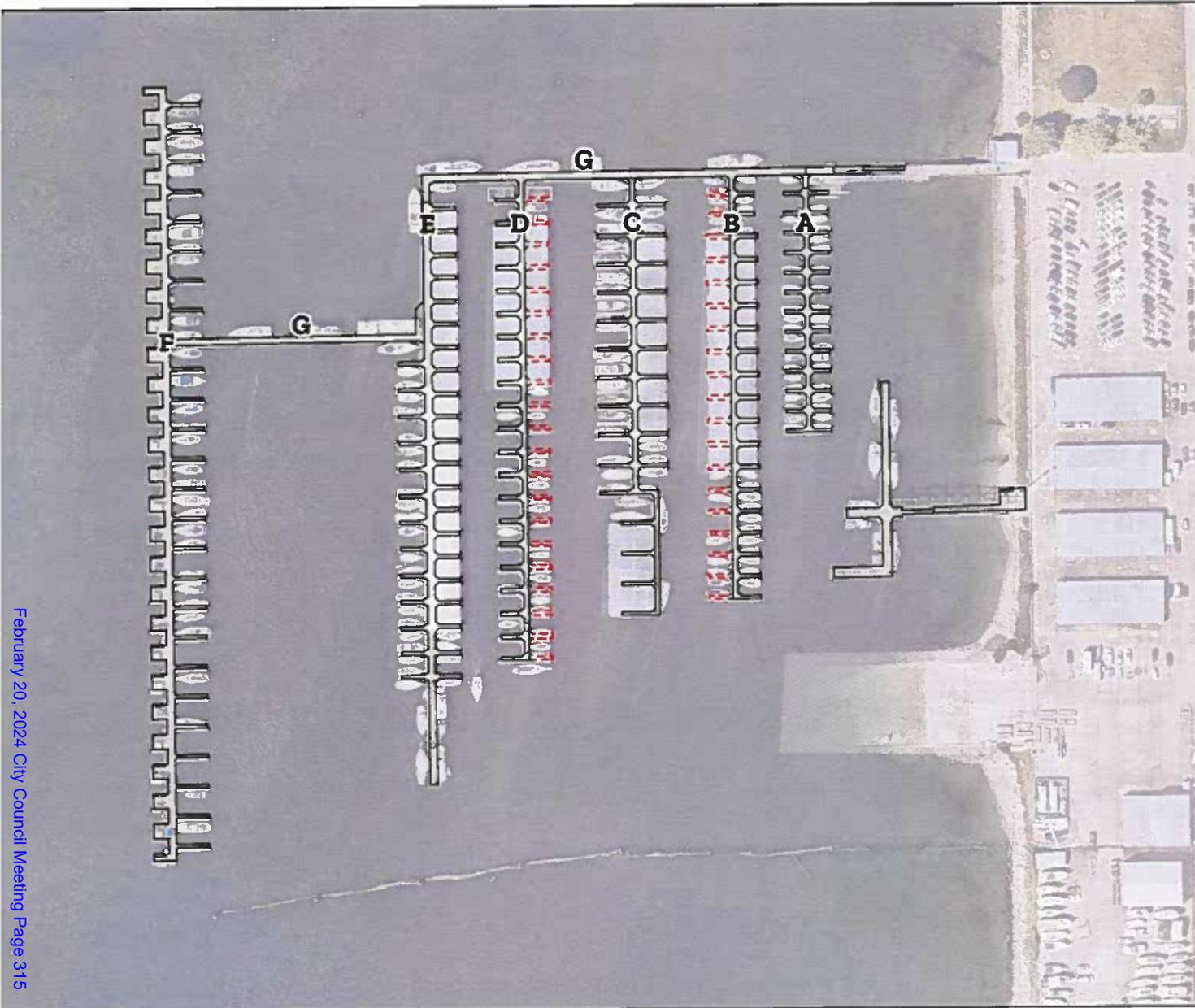
- Conservation Debits Range From Approx. 541 to 774
- Develop Conversation Credits Based On Mitigation Actions Within Marina That May Benefit Marina Operations
- Conservation Credit Purchase Cost: ~\$1,500
- Calculator Input Assumptions
  - No submerged aquatic vegetation (SAV) present at project site
    - 30% more debit if eelgrass is identified and coverage = 1-25% of area
  - Roof removal entered as a pier removal due to function as overwater shade
  - Roof area overlapping with floats not included
  - No walls on covered moorage
  - Sunken barges are not creosote-treated
  - Sunken barge removal not funded as cleanup or restoration program
  - Several assumptions regarding creosote-treated pile diameter and length

# D and B Dock Slip Removal

## LEGEND



- Remove fingers from west side of B and east side of D
- Recommend dredging east side of B deeper to allow deeper draft vessels
- Additional sediment sample analysis and mitigation to increase dredge depth



# A Dock Removal

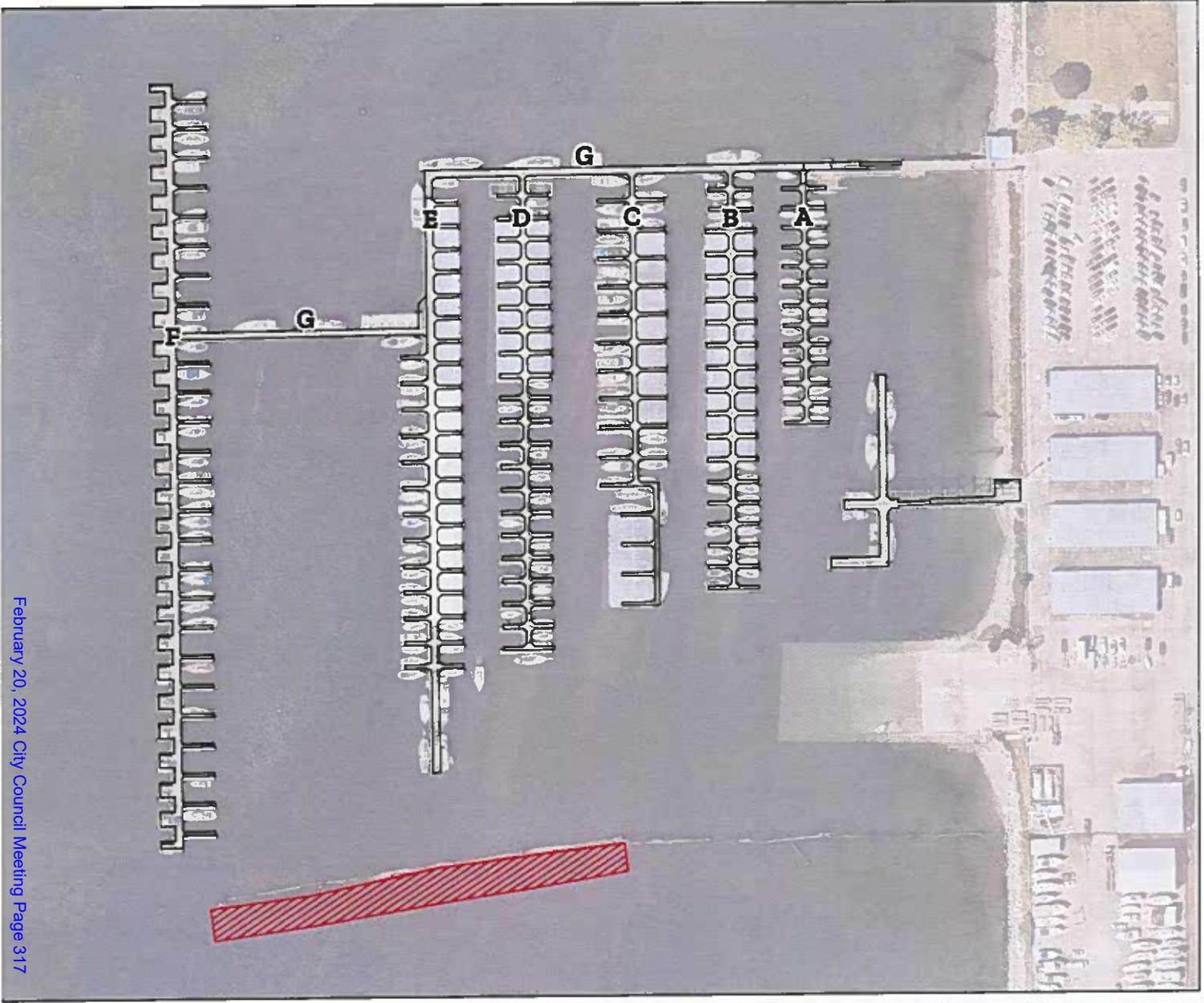
## LEGEND

- Removed Floats
- Floats



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# D0 Barge Removal



## LEGEND

-  Floats
-  Derelict Barge Removal

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**Slide 25**

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**JD0**

**Update barge removal area**

Dickey, John, 2023-12-19T23:03:38.108

# PERMITTING

Agency	Review/Permit	Application Requirements	Supporting Studies
<b>Federal</b>			
U.S. Army Corps of Engineers (USACE)	Section 10 Rivers and Harbors Act/ Section 404 Clean Water Act (CWA)	Joint Aquatic Resources Permit Application (JARPA)	Preliminary engineering, permit drawings, dredged material characterization, High Tide Line survey
	Section 404 (b) (1) CWA	Alternatives Analysis	Descriptions, figures showing concept of each alternative
National Marine Fisheries Service (NMFS)	Section 7 ESA/MSA Consultation	Biological Evaluation(BE)/Essential Fish Habitat Assessment (EFHA)	Macroalgae/eelgrass survey, mitigation plan
U.S. Fish and Wildlife	ESA Consultation	BE	Mitigation plan
Department of Archeology and Historic Preservation (DAHPA/Tribal Historic Preservation Office	Section 106 National Preservation Act	Cultural Resources Review	Cultural Resources Study
Dredged Material Management Office (DMMO)	Suitability Determination	Sediment Sampling	Sampling and Analysis Plan/Sediment Characterization Report
<b>Washington State</b>			
Department of Fish and Wildlife	Hydraulic Project Approval (HPA)	JARPA	Macroalgae/eelgrass survey, mitigation plan
Department of Natural Resources	Project Authorization and Right of Entry (ROE)	JARPA/Site Use Authorization	Plans, specifications, bathymetric survey, sediment quality assessment
Department of Ecology	CWA Section 401 Water Quality Certification (WQC)	WQC Monitoring Plan and Dredging Work Plan	Sediment quality assessment
	Coastal Zone Management (CZM) Consistency Determination	CZM Consistency Form	None
<b>Local</b>			
City/County	SEPA Review, Shoreline Substantial Development Permit, Critical Areas	SEPA Checklist, SSDP application	BE/EFHA, Critical Areas Report, macroalgae/eelgrass survey, mitigation plan
Tribal Consultation	Native American Tribal Consultation	Tribes have commenting authority on USACE permit	Additional studies and/or mitigation may be requested by Tribes

# Permitting Process

- Pre-application consultation with agencies
  - Early and ongoing consultation
  - Pre-application meeting
- DMMO Suitability Determination
  - DMMO Sampling and Analysis Plan review/approval
  - Sediment Characterization Report -Sediment Sampling and Analysis Results
- Permit applications
  - ~30% design
  - Completed in parallel with sediment characterization, ongoing design, ongoing agency coordination
  - Identify impacts/mitigation
  - 10-year maintenance dredge permit, permit may cover area/work not included in initial dredging event.

## Estimated time to permit

- 12 to 18 months+
  - Long lead time: NMFS staffing/backlog still resulting in delays
  - Other challenges
    - Agency staffing
    - Responsiveness of agencies/stakeholders (e.g. local, tribal etc.)

# DREDGE ALTERNATIVES



moffatt & nichol

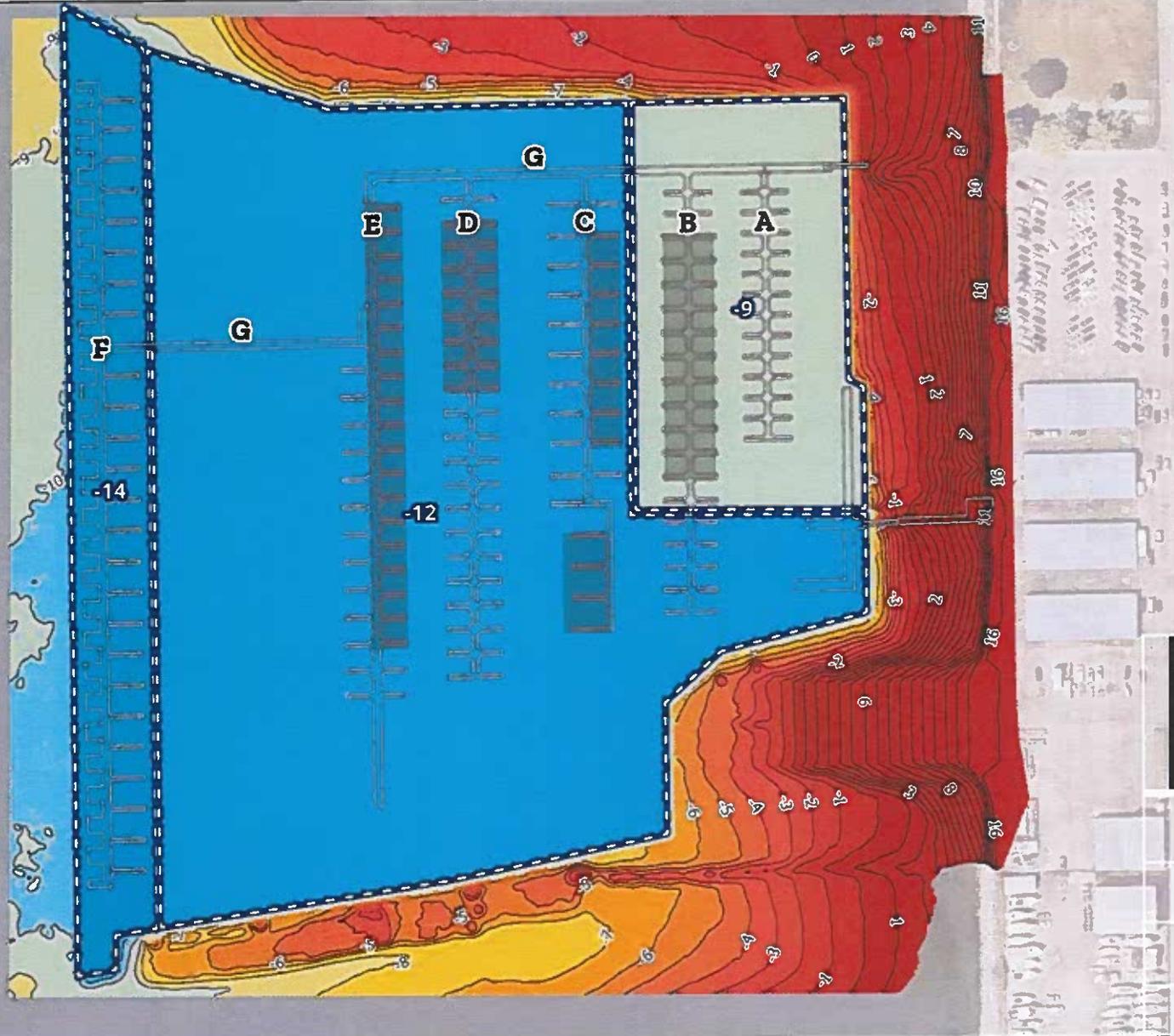
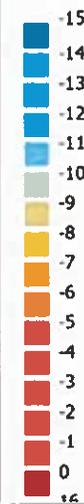


# ALTERNATIVE 1 "DREDGE IT ALL"

## LEGEND

-  Covered Moorage
-  Floats
-  Contours
-  Dredge Areas

### Bathy (ft - mlw)



Region	Dredge Volume (CY)
-14 Region	15.9k
-12 Region	93.0k
-9 Region	16.5k
<b>Total</b>	<b>125.4k</b>

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**Slide 29**

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**JDO**

**Relabel blue areas area a dredge area toe**

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# ALTERNATIVE 1

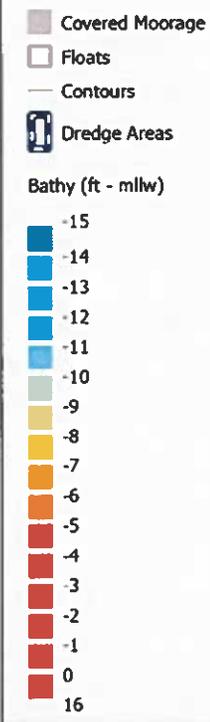
## ALTERNATIVE 1 - Docks B & D Slip Removal

1/4/2024

DESCRIPTION	UNIT	QTY	UNIT COST	COST
DREDGING - (Approx Mitigation Debits 774)		125,400		\$ 5,015,663
-9 AREA				
Fairway and Open Area(s) Dredging & Disposal	CY	11,635	\$ 35.60	\$ 414,209
Under Float/Slip Area(s) Dredging & Disposal	CY	4,865	\$ 49.80	\$ 242,273
-12 AREA				
Fairway and Open Area(s) Dredging & Disposal	CY	71,639	\$ 35.60	\$ 2,550,350
Under Float/Slip Area(s) Dredging & Disposal	CY	21,361	\$ 49.80	\$ 1,063,776
-14 AREA				
Fairway and Open Area(s) Dredging & Disposal	CY	6,462	\$ 35.60	\$ 230,057
Under Float/Slip Area(s) Dredging & Disposal	CY	9,438	\$ 49.80	\$ 469,998
Water Quality Monitoring	LS	1	\$ 20,000	\$ 20,000
Survey	LS	1	\$ 25,000	\$ 25,000
COMPENSATORY MITIGATION ACTIONS (Approx Mitigation Credits 602)				\$ 1,900,123
B DOCK ROOF REMOVAL (Approx Mitigation Credits 106)				
Roof Structures (remove & dispose)	SF	16,556	\$ 13.50	\$ 223,508
C DOCK ROOF REMOVAL (Approx Mitigation Credits 105)				
Roof Structures (remove & dispose)	SF	15,832	\$ 13.50	\$ 213,728
D DOCK ROOF REMOVAL (Approx Mitigation Credits 72)				
Roof Structures (remove & dispose)	SF	13,167	\$ 13.50	\$ 177,755
E DOCK ROOF REMOVAL (Approx Mitigation Credits 107)				
Roof Structures (remove & dispose)	SF	21,491	\$ 13.50	\$ 290,132
SLING LAUNCH REMOVAL (Approx Mitigation Credits 43)				
Sling Launch Superstructure and Pile (demo & dispose)	LS	1	\$ 95,000	\$ 95,000
A DOCK REMOVAL (Approx Mitigation Credits 93)				
Floating Dock (incl utilities & piles, remove & dispose)	LS	-	\$ 155,000	\$ -
REQUIRED SUNKEN BARGE REMOVAL (Approx Mitigation Credits 169)				
5 Sunken Timber Barges (remove & dispose)	LS	1	\$ 900,000.00	\$ 900,000
Float Reconfiguration (Approx Mitigation Credits 123)				\$ 408,527
B DOCK SLIP REMOVAL (Approx Mitigation Credits 57)				
Slip Floats (remove & dispose)	SF	2,866	\$ 23.00	\$ 65,918
Existing Piles (remove & dispose)	EA	6	\$ 2,500.00	\$ 15,000
New Piles (supply & install)	EA	5	\$ 15,000.00	\$ 75,000
D DOCK SLIP REMOVAL (Approx Mitigation Credits 66)				
Slip Floats (remove & dispose)	SF	3,483	\$ 23.00	\$ 80,109
Existing Piles (remove & dispose)	EA	9	\$ 2,500.00	\$ 22,500
New Piles (supply & install)	EA	10	\$ 15,000.00	\$ 150,000
MOB/DEMOB		9%		\$ 659,188
<b>SUBTOTAL 1 - CURRENT CONSTRUCTION ONLY COSTS</b>				<b>\$ 7,983,501</b>
Design, Permitting, Admin				8.0% \$ 638,680
Tax				9.0% \$ 718,515
Additional Mitigation Credits @ \$1,500/credit				49 \$ 73,500
Contingency				25.0% \$ 2,353,549
<b>CURRENT PROJECT TOTAL COSTS</b>				<b>\$ 11,767,745</b>

# ALTERNATIVE 2 "SKIP E-F FAIRWAY"

## LEGEND



Region	Dredge Volume (CY)	Savings from Alternative 1 (CY)
-14 Region	15.8k	-
-12 Region	67.3k	25.7k
-9 Region	16.5k	-
<b>Total</b>	<b>99.6k</b>	<b>25.7k</b>

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**OAK HARBOR MARINA REDEVELOPMENT & DREDGING**

OAK HARBOR, WASHINGTON



07.21.23

DREDGE ALTERNATIVES DEVELOPMENT



# ALTERNATIVE 2

## ALTERNATIVE 2 - Docks B & D Slip Removal 1/4/2024

DESCRIPTION	UNIT	QTO	UNIT COST	COST
<b>DREDGING - (Approx Mitigation Debits 577)</b>		99,600		\$ 4,127,284
<b>-9 AREA</b>				
Fairway and Open Area(s) Dredging & Disposal	CY	11,635	\$ 35.60	\$ 414,209
Under Float/Slip Area(s) Dredging & Disposal	CY	4,865	\$ 49.80	\$ 242,273
<b>-12 AREA</b>				
Fairway and Open Area(s) Dredging & Disposal	CY	43,865	\$ 35.60	\$ 1,561,608
Under Float/Slip Area(s) Dredging & Disposal	CY	23,435	\$ 49.80	\$ 1,167,043
<b>-14 AREA</b>				
Fairway and Open Area(s) Dredging & Disposal	CY	6,316	\$ 35.60	\$ 224,856
Under Float/Slip Area(s) Dredging & Disposal	CY	9,484	\$ 49.80	\$ 472,295
Water Quality Monitoring	LS	1	\$ 20,000	\$ 20,000
Survey	LS	1	\$ 25,000	\$ 25,000
<b>COMPENSATORY MITIGATION ACTIONS (Approx Mitigation Credits 602)</b>				\$ 1,900,123
<b>B DOCK ROOF REMOVAL (Approx Mitigation Credits 106)</b>				
Roof Structures (remove & dispose)	SF	16,556	\$ 13.50	\$ 223,508
<b>C DOCK ROOF REMOVAL (Approx Mitigation Credits 105)</b>				
Roof Structures (remove & dispose)	SF	15,832	\$ 13.50	\$ 213,728
<b>D DOCK ROOF REMOVAL (Approx Mitigation Credits 72)</b>				
Roof Structures (remove & dispose)	SF	13,167	\$ 13.50	\$ 177,755
<b>E DOCK ROOF REMOVAL (Approx Mitigation Credits 107)</b>				
Roof Structures (remove & dispose)	SF	21,491	\$ 13.50	\$ 290,132
<b>SLING LAUNCH REMOVAL (Approx Mitigation Credits 43)</b>				
Sling Launch Superstructure and Pile (demo & dispose)	LS	1	\$ 95,000	\$ 95,000
<b>A DOCK REMOVAL (Approx Mitigation Credits 93)</b>				
Floating Dock (incl utilities & piles, remove & dispose)	LS	-	\$ 155,000	\$ -
<b>REQUIRED SUNKEN BARGE REMOVAL (Approx Mitigation Credits 169)</b>				
5 Sunken Timber Barges (remove & dispose)	LS	1	\$ 900,000	\$ 900,000
<b>Float Reconfiguration (Approx Mitigation Credits 123)</b>				\$ 408,527
<b>B DOCK SLIP REMOVAL (Approx Mitigation Credits 57)</b>				
Slip Floats (remove & dispose)	SF	2,866	\$ 23.00	\$ 65,918
Existing Piles (remove & dispose)	EA	6	\$ 2,500.00	\$ 15,000
New Piles (supply & install)	EA	5	\$ 15,000.00	\$ 75,000
<b>D DOCK SLIP REMOVAL (Approx Mitigation Credits 66)</b>				
Slip Floats (remove & dispose)	SF	3,483	\$ 23.00	\$ 80,109
Existing Piles (remove & dispose)	EA	9	\$ 2,500.00	\$ 22,500
New Piles (supply & install)	EA	10	\$ 15,000.00	\$ 150,000
<b>MOB/DEMOB</b>		9%		\$ 579,234

<b>SUBTOTAL 1 - CURRENT CONSTRUCTION ONLY COSTS</b>		\$ 7,015,167
Design, Permitting, Admin	8.0%	\$ 561,213
Tax	9.0%	\$ 631,365
Additional Mitigation Credits @ \$1,500/credit	0	\$ -
Contingency	25.0%	\$ 2,051,936
<b>CURRENT PROJECT TOTAL COSTS</b>		\$ 10,259,682

# ALT 3 "OPTIMIZED DREDGE DEPTHS"



## LEGEND

- Covered Moorage
  - Floats
  - Contours
  - Dredge Areas
- Bathy (ft - mllw)
- 15
  - 14
  - 13
  - 12
  - 11
  - 10
  - 9
  - 8
  - 7
  - 6
  - 5
  - 4
  - 3
  - 2
  - 1
  - 0
  - 16

Region	Dredge Volume (CY)	Savings from Alt 1 (CY)
-14 Region	15.8k	—
-12 (10-12) Region	55.5k	37.5k
-9 Region	16.5k	—
<b>Total</b>	<b>87.8k</b>	<b>37.5k</b>

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# ALTERNATIVE 3

## ALTERNATIVE 3 - Docks B & D Slip Removal

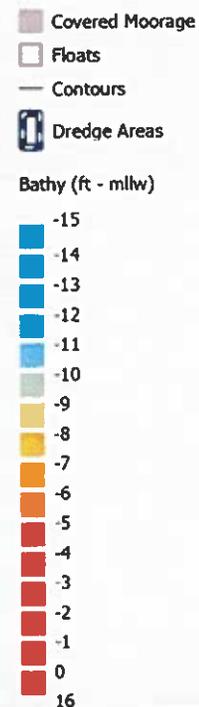
1/4/2024

DESCRIPTION	UNIT	QTO	UNIT COST	COST
<b>DREDGING - (Approx Mitigation Debits 574)</b>		87,800		\$ 3,651,755
<b>-9 AREA</b>				
Fairway and Open Area(s) Dredging & Disposal	CY	11,635	\$ 35.60	\$ 414,209
Under Float/Slip Area(s) Dredging & Disposal	CY	4,865	\$ 49.80	\$ 242,273
<b>-10 AREA</b>				
Fairway and Open Area(s) Dredging & Disposal	CY	7,837	\$ 35.60	\$ 278,995
Under Float/Slip Area(s) Dredging & Disposal	CY	3,563	\$ 49.80	\$ 177,441
<b>-11 AREA</b>				
Fairway and Open Area(s) Dredging & Disposal	CY	10,057	\$ 35.60	\$ 358,045
Under Float/Slip Area(s) Dredging & Disposal	CY	6,543	\$ 49.80	\$ 325,820
<b>-12 AREA</b>				
Fairway and Open Area(s) Dredging & Disposal	CY	18,076	\$ 35.60	\$ 643,500
Under Float/Slip Area(s) Dredging & Disposal	CY	9,424	\$ 49.80	\$ 469,322
<b>-14 AREA</b>				
Fairway and Open Area(s) Dredging & Disposal	CY	6,316	\$ 35.60	\$ 224,856
Under Float/Slip Area(s) Dredging & Disposal	CY	9,484	\$ 49.80	\$ 472,295
Water Quality Monitoring	LS	1	\$ 20,000	\$ 20,000
Survey	LS	1	\$ 25,000	\$ 25,000
<b>COMPENSATORY MITIGATION ACTIONS (Approx Mitigation Credits 602)</b>				\$ 1,900,123
<b>B DOCK ROOF REMOVAL (Approx Mitigation Credits 106)</b>				
Roof Structures (remove & dispose)	SF	16,556	\$ 13.50	\$ 223,508
<b>C DOCK ROOF REMOVAL (Approx Mitigation Credits 105)</b>				
Roof Structures (remove & dispose)	SF	15,832	\$ 13.50	\$ 213,728
<b>D DOCK ROOF REMOVAL (Approx Mitigation Credits 72)</b>				
Roof Structures (remove & dispose)	SF	13,167	\$ 13.50	\$ 177,755
<b>E DOCK ROOF REMOVAL (Approx Mitigation Credits 107)</b>				
Roof Structures (remove & dispose)	SF	21,491	\$ 13.50	\$ 290,132
<b>SLING LAUNCH REMOVAL (Approx Mitigation Credits 43)</b>				
Sling Launch Superstructure and Pile (demo & dispose)	LS	1	\$ 95,000	\$ 95,000
<b>A DOCK REMOVAL (Approx Mitigation Credits 101)</b>				
Floating Dock (incl utilities & piles, remove & dispose)	LS		\$ 155,000	\$ -
<b>REQUIRED SUNKEN BARGE REMOVAL (Approx Mitigation Credits 169)</b>				
5 Sunken Timber Barges (remove & dispose)	LS	1	\$ 900,000	\$ 900,000
<b>Float Reconfiguration (Approx Mitigation Credits 123)</b>				\$ 408,527
<b>B DOCK SLIP REMOVAL (Approx Mitigation Credits 57)</b>				
Slip Floats (remove & dispose)	SF	2,866	\$ 23.00	\$ 65,918
Existing Piles (remove & dispose)	EA	6	\$ 2,500.00	\$ 15,000
New Piles (supply & install)	EA	5	\$ 15,000.00	\$ 75,000
<b>D DOCK SLIP REMOVAL (Approx Mitigation Credits 66)</b>				
Slip Floats (remove & dispose)	SF	3,483	\$ 23.00	\$ 80,109
Existing Piles (remove & dispose)	EA	9	\$ 2,500.00	\$ 22,500
New Piles (supply & install)	EA	10	\$ 15,000.00	\$ 150,000
<b>MOB/DEMOB</b>		9%		\$ 536,436

<b>SUBTOTAL 1 - CURRENT CONSTRUCTION ONLY COSTS</b>		\$ 6,496,841
Design, Permitting, Admin	8.0%	\$ 519,747
Tax	9.0%	\$ 584,716
Additional Mitigation Credits @ \$1,500/credit	0	\$ -
Contingency	25.0%	\$ 1,900,326
<b>CURRENT PROJECT TOTAL COSTS</b>		\$ 9,501,631

# ALT 4 "OMIT A DOCK"

## LEGEND



Region	Dredge Volume (CY)	Savings from Alt 1 (CY)
-14 Region	15.8k	-
-12 (10-12) Region	55.5k	37.5
-9 Region	12.2k	4.3k
<b>Total</b>	<b>83.5k</b>	<b>41.8k</b>

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# ALTERNATIVE 4

## ALTERNATIVE 4 - Docks B & D Slip Removal

1/4/2024

DESCRIPTION	UNIT	QTY	UNIT COST	COST
<b>DREDGING - (Approx Mitigation Debits 541)</b>		83,500		\$ 3,497,167
<b>-9 AREA</b>				
Fairway and Open Area(s) Dredging & Disposal	CY	7,441	\$ 35.60	\$ 264,909
Under Float/Slip Area(s) Dredging & Disposal	CY	4,759	\$ 49.80	\$ 236,985
<b>-10 AREA</b>				
Fairway and Open Area(s) Dredging & Disposal	CY	7,837	\$ 35.60	\$ 278,995
Under Float/Slip Area(s) Dredging & Disposal	CY	3,563	\$ 49.80	\$ 177,441
<b>-11 AREA</b>				
Fairway and Open Area(s) Dredging & Disposal	CY	10,057	\$ 35.60	\$ 358,045
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<b>-12 AREA</b>				
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<b>-14 AREA</b>				
Fairway and Open Area(s) Dredging & Disposal	CY	6,316	\$ 35.60	\$ 224,856
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<b>COMPENSATORY MITIGATION ACTIONS (Approx Mitigation Credits 602)</b>				\$ 1,900,123
<b>B DOCK ROOF REMOVAL (Approx Mitigation Credits 106)</b>				
Roof Structures (remove & dispose)	SF	16,556	\$ 13.50	\$ 223,508
<b>C DOCK ROOF REMOVAL (Approx Mitigation Credits 105)</b>				
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Roof Structures (remove & dispose)	SF	13,167	\$ 13.50	\$ 177,755
<b>E DOCK ROOF REMOVAL (Approx Mitigation Credits 107)</b>				
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<b>SLING LAUNCH REMOVAL (Approx Mitigation Credits 43)</b>				
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<b>A DOCK REMOVAL (Approx Mitigation Credits 101)</b>				
Floating Dock (incl utilities & piles, remove & dispose)	LS	1	\$ 155,000	\$ -
<b>REQUIRED SUNKEN BARGE REMOVAL (Approx Mitigation Credits 169)</b>				
5 Sunken Timber Barges (remove & dispose)	LS	1	\$ 900,000	\$ 900,000
<b>Float Reconfiguration (Approx Mitigation Credits 123)</b>				\$ 408,527
<b>B DOCK SLIP REMOVAL (Approx Mitigation Credits 57)</b>				
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New Piles (supply & install)	EA	5	\$ 15,000.00	\$ 75,000
<b>D DOCK SLIP REMOVAL (Approx Mitigation Credits 66)</b>				
Slip Floats (remove & dispose)	SF	3,483	\$ 23.00	\$ 80,109
Existing Piles (remove & dispose)	EA	9	\$ 2,500.00	\$ 22,500
New Piles (supply & install)	EA	10	\$ 15,000.00	\$ 150,000
<b>MOB/DEMOB</b>		9%		\$ 522,524

**SUBTOTAL 1 - CURRENT CONSTRUCTION ONLY COSTS \$ 6,328,341**

Design, Permitting, Admin 8.0% \$ 506,267

Tax 9.0% \$ 569,551

Additional Mitigation Credits @ \$1,500/credit 0 \$ -

Contingency 25.0% \$ 1,851,040

**CURRENT PROJECT TOTAL COSTS \$ 9,255,198**

# DREDGE ALTERNATIVES AGED 10 YRS

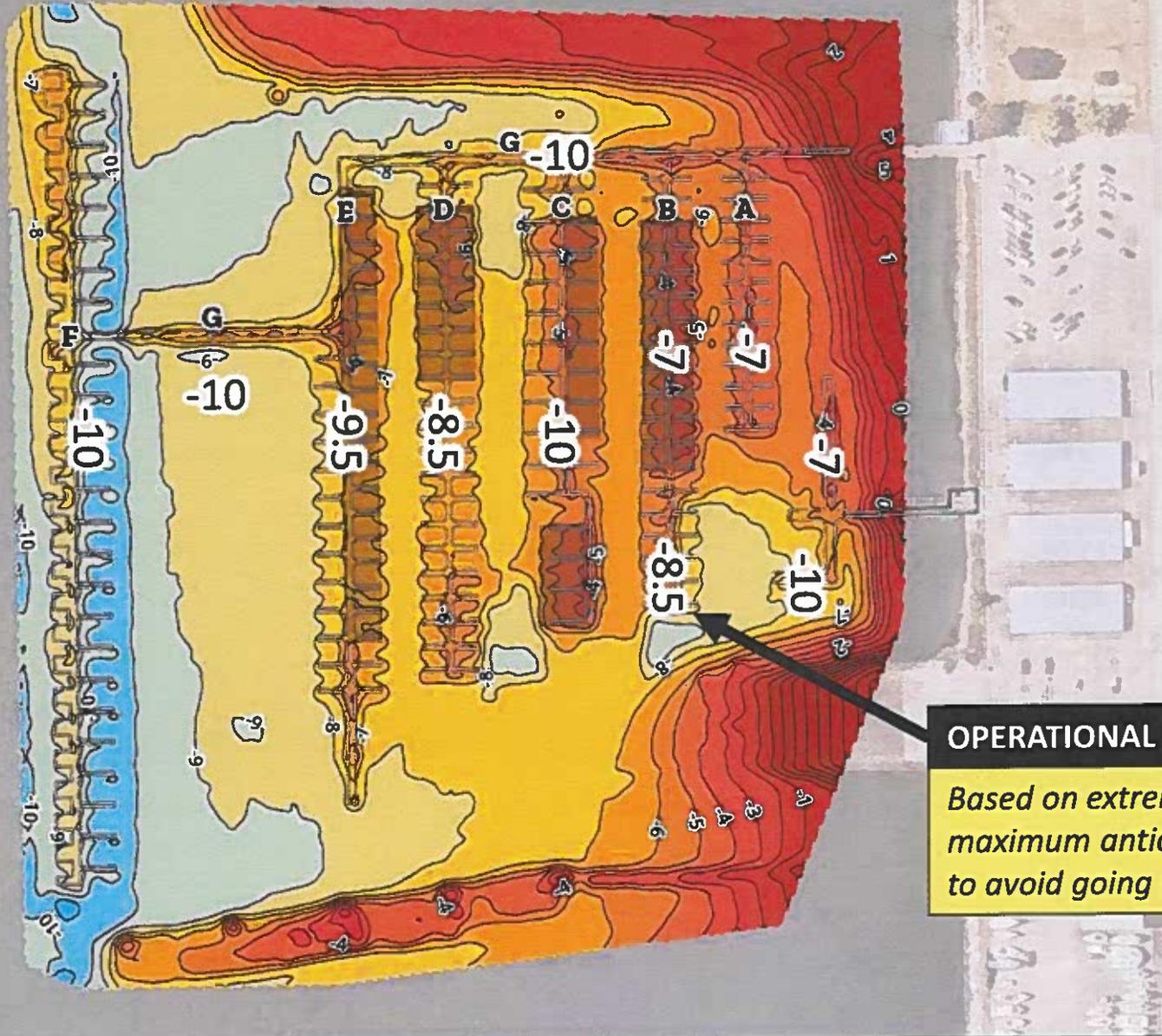
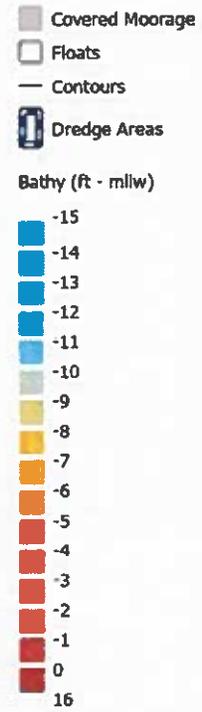


moffatt & nichol



# 2033 PROJECTED BATHY

## LEGEND



**OPERATIONAL DEPTH**  
*Based on extreme low tide with maximum anticipated keel depth to avoid going aground*

# ALTERNATIVE 1

## LEGEND

-  Covered Moorage
-  Floats
-  Contours
-  Dredge Areas

Bathy (ft - mllw)



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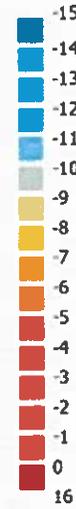


# ALTERNATIVE 2

## LEGEND

-  Covered Moorage
-  Floats
-  Contours
-  Dredge Areas

### Bathy (ft - mllw)



# ALTERNATIVE 3

## LEGEND

-  Covered Moorage
-  Floats
-  Contours
-  Dredge Areas

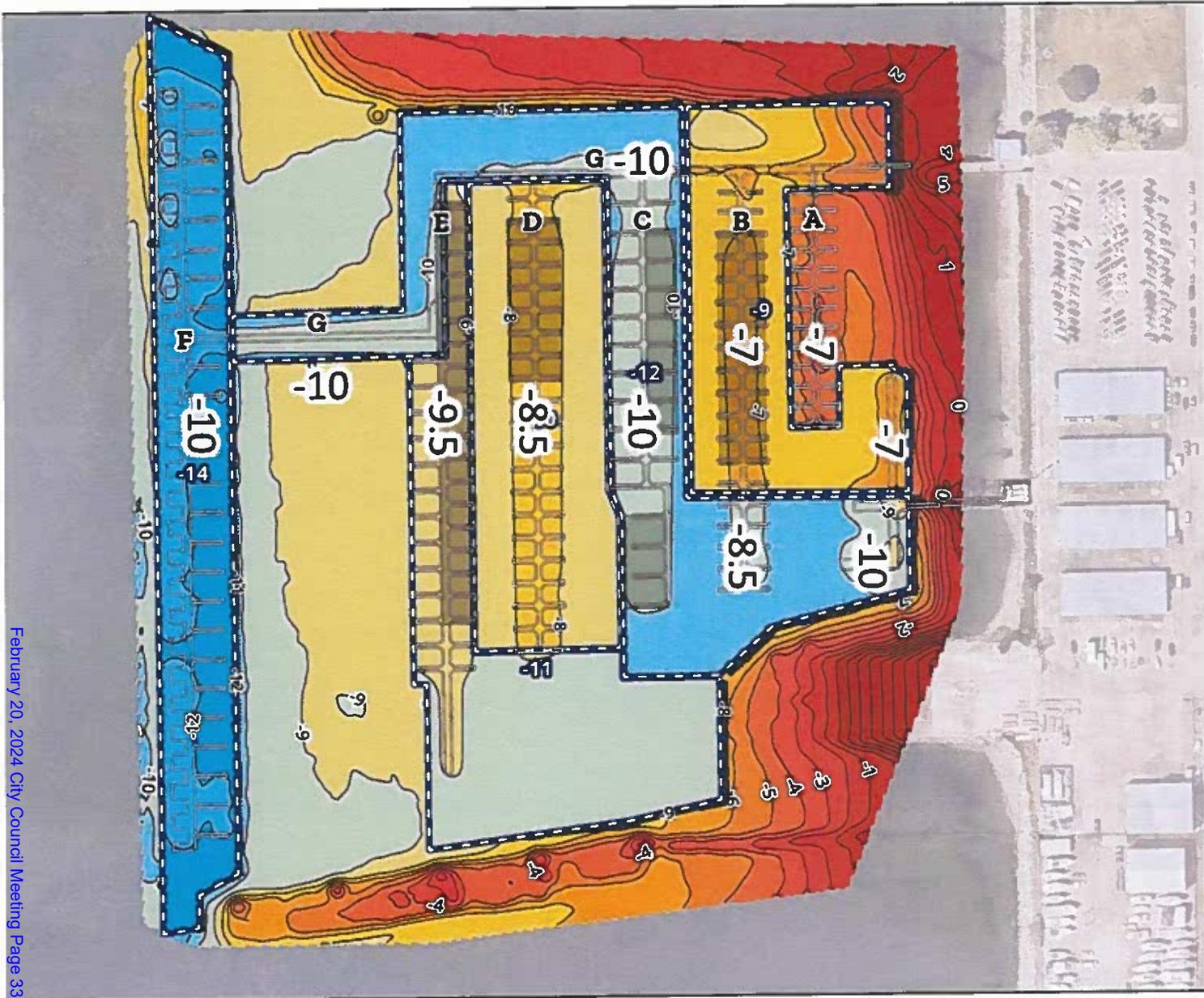
Bathy (ft - mllw)



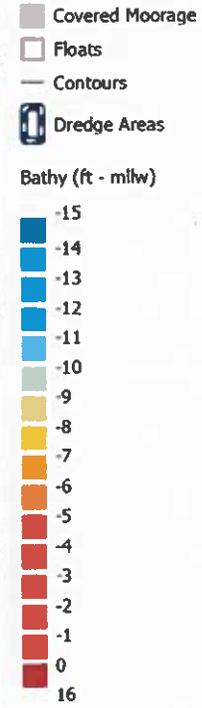
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# ALTERNATIVE 4



## LEGEND



# DREDGE ALTERNATIVES – LONG TERM IMPACTS

## ALT 1:

- Provides the most robust long-term outcome.
- Infill modeling suggest that the marina is expected to remain fully navigable at 10 years.

## ALT 2:

- A similar outcome is expected as in ALT 1.
- Portions of the fairway between F and E Dock will no longer be navigable in approx. 10 years.
- The siltation at the north marina entrance is expected to result in depths between -8 and -9 ft-MLLW. This would prevent vessels with drafts greater than those depths from utilizing portions of F and G Docks.

## ALT 3:

- Same concerns as ALT 2.
- Large portions of E and D dock would require dredging in approx.10 years to remain navigable.

## ALT 4:

- Same as ALT 3
- A Dock will no longer be navigable after approx. 10 years with no dredging.

# SUMMARY



moffatt & nichol



# DREDGE ALTERNATIVES - SUMMARY

	<u>DREDGE FOOTPRINT</u>	<u>DREDGE VOLUME</u>	<u>TOTAL COST</u>	<u>% Operable</u>
	SF	CY	\$ (2023)	(2023)
ALT 1	825,700	125.4k	\$ 11.77 M	100%
ALT 2	627,900	99.5k	\$ 10.26 M	90%
ALT 3	625,600	87.7k	\$ 9.50 M	70%
ALT 4	593,600	83.5k	\$ 9.26 M	65%

## DIFFERENCES FROM ALT 1

	<u>DREDGE FOOTPRINT</u>	<u>DREDGE VOLUME</u>	<u>TOTAL COST</u>	<u>% Operable</u>
	SF	CY	\$ (2023)	(2023)
ALT 2	-197,800	-25.9k	\$ -1.51 M	-10%
ALT 3	-200,100	-37.7k	\$ -2.27 M	-30%
ALT 4	-232,100	-41.9k	\$ -2.51 M	-35%

### NOTES:

- Volumes include 1 foot of payable overdepth.
- Dredge volumes do not include contingency, as is typically done for permitting applications.
- Quantities are relative to the Jan 2023 survey, and do not account for additional siltation between then and the time of dredging.
- % operable is estimated by taking the ratio of the number of slips that are expected to be operable compared to the total slip count.

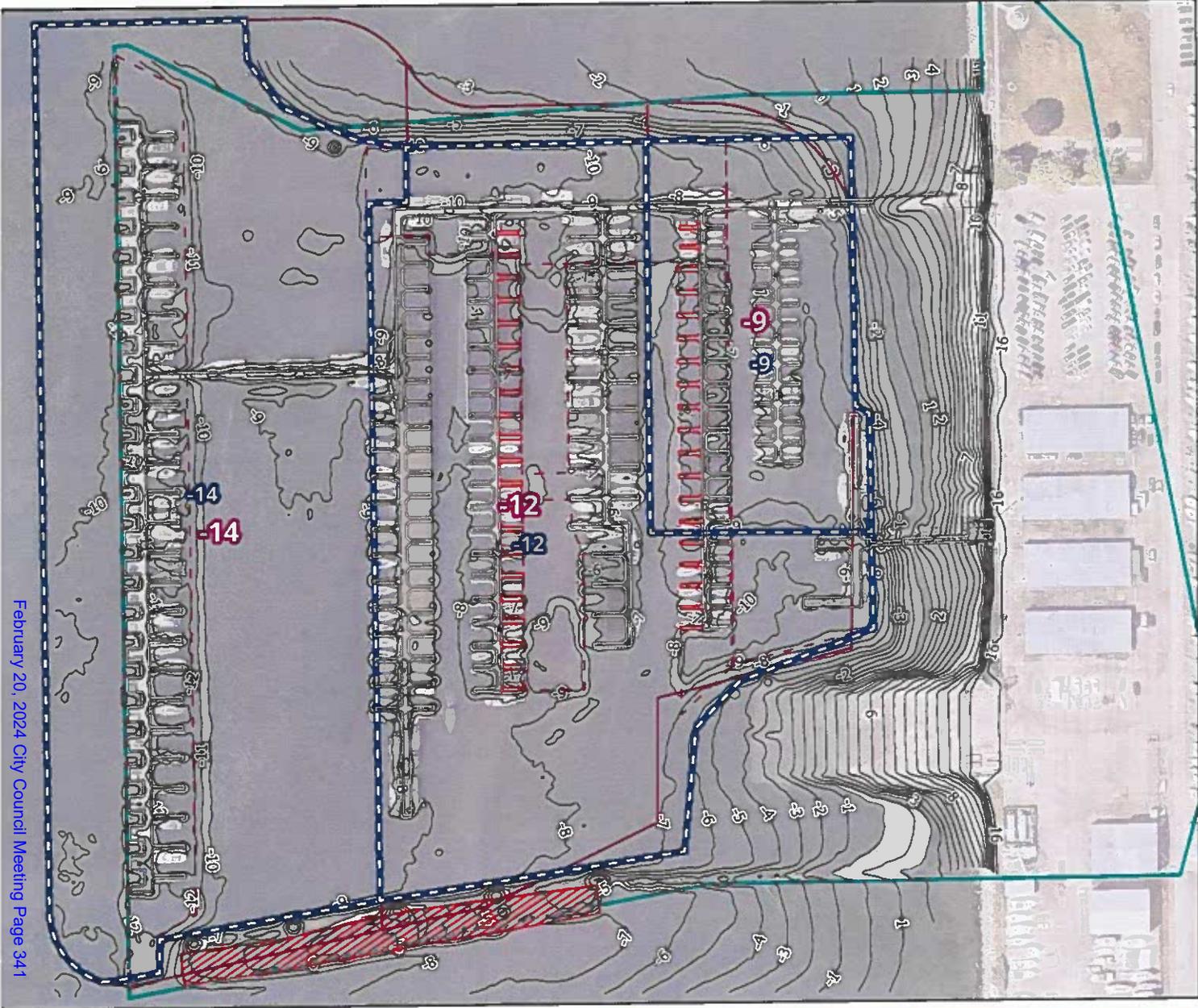
# DREDGE ALTERNATIVES - SUMMARY

## PAYING FOR DREDGING

Payment vehicles include:

- Grants
- Cash reserves
- Revenue Bonds
- Rate changes
- Other?

# PERMITTING FIGURE



- LEGEND**
- 2007 Permitted Dredge Area Toe
  - 2010 Dredge Areas
  - Covered Moorage
  - Floats
  - Floats - 8 and D Slips Removed
  - Parcel
  - Contours
  - Proposed Dredge Permit Area Toe
  - Derlict Barge Removal Area

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**PROFESSIONAL SERVICES AGREEMENT BETWEEN  
CITY OF OAK HARBOR, WASHINGTON  
AND MOFFAT AND NICHOL FOR CONSULTANT SERVICES**

**THIS AGREEMENT** ("Agreement") is made and entered into by and between the City of Oak Harbor, Washington, a Washington State municipal corporation ("City"), and Moffat and Nichol, a California Corporation ("Consultant")

**NOW, THEREFORE**, in consideration of the terms, conditions, covenants and performances contained herein, the parties hereto agree as follows:

**ARTICLE I. PURPOSE**

The purpose of this Agreement is to provide the City with consultant services regarding providing consultant services for dredging the City Of Oak Harbor Marina as described in Article II. The requirements set forth by the City's funding agencies are contained in Exhibit B and incorporated into the Agreement. The general terms and conditions of the relationship between the City and the Consultant are specified in this Agreement.

**ARTICLE II. SCOPE OF SERVICES**

The Scope of Services is attached hereto as Exhibit "A" and incorporated herein by this reference ("Scope of Services"). All services and materials necessary to accomplish the tasks outlined in the Scope of Services shall be provided by the Consultant unless noted otherwise in the Scope of Services or this Agreement. All such services shall be provided in accordance with the standards of the Consultant's profession.

**ARTICLE III. OBLIGATIONS OF THE CONSULTANT**

**III.1 MINOR CHANGES IN SCOPE.** The Consultant shall accept minor changes, amendments, or revision in the detail of the Scope of Services as may be required by the City when such changes will not have any impact on the service costs or proposed delivery schedule. Extra work, if any, involving substantial changes and/or changes in cost or schedules will be addressed as follows:

**Extra Work.** The City may desire to have the Consultant perform work or render services in connection with each project in addition to or other than work provided for by the expressed intent of the Scope of Services in the scope of services. Such work will be considered as extra work and will be specified in a written supplement to the scope of services, to be signed by both parties, which will set forth the nature and the scope thereof. All proposals for extra work or services shall be prepared by the

Consultant at no cost to the City. Work under a supplemental agreement shall not proceed until executed in writing by the parties.

**III.2 WORK PRODUCT AND DOCUMENTS.** The work product and all documents produced under this Agreement shall be furnished by the Consultant to the City, and upon completion of the work shall become the property of the City, except that the Consultant may retain one copy of the work product and documents for its records. The Consultant will be responsible for the accuracy of the work, even though the work has been accepted by the City.

In the event that the Consultant shall default on this Agreement or in the event that this Agreement shall be terminated prior to its completion as herein provided, all work product of the Consultant, along with a summary of work as of the date of default or termination, shall become the property of the City. Upon request, the Consultant shall tender the work product and summary to the City. Tender of said work product shall be a prerequisite to final payment under this Agreement. The summary of work done shall be prepared at no additional cost to the City.

Consultant will not be held liable for reuse of documents produced under this Agreement or modifications thereof for any purpose other than those authorized under this Agreement without the written authorization of Consultant.

**III.3 TERM.** The term of this Agreement shall commence on December 8, 2022 and shall terminate at midnight on December 31, 2025. The parties may extend the term of this Agreement by written mutual agreement.

**III.4 NONASSIGNABLE.** The services to be provided by the Consultant shall not be assigned or subcontracted without the express written consent of the City.

**III.5 EMPLOYMENT.**

- a. The term "employee" or "employees" as used herein shall mean any officers, agents, or employees of the of the Consultant.
- b. Any and all employees of the Consultant, while engaged in the performance of any work or services required by the Consultant under this Agreement, shall be considered employees of the Consultant only and not of the City, and any and all claims that may or might arise under the Workman's Compensation Act on behalf of any said employees while so engaged, and any and all claims made by any third party as a consequence of any negligent act or omission on the part of the Consultant or its employees while so engaged in any of the work or services provided herein shall be the sole obligation of the Consultant.
- c. Consultant represents, unless otherwise indicated below, that all employees of Consultant that will provide any of the work under this Agreement have not ever

been retired from a Washington State retirement system, including but not limited to Teacher (TRS), School District (SERS), Public Employee (PERS), Public Safety (PSERS), law enforcement and fire fighters (LEOFF), Washington State Patrol (WSPRS), Judicial Retirement System (JRS), or otherwise. *(Please indicate No or Yes below)*

No employees supplying work have ever been retired from a Washington State retirement system.

Yes employees supplying work have been retired from a Washington State retirement system.

In the event the Consultant indicates “no”, but an employee in fact was a retiree of a Washington State retirement system, and because of the misrepresentation the City is required to defend a claim by the Washington State retirement system, or to make contributions for or on account of the employee, or reimbursement to the Washington State retirement system for benefits paid, Consultant hereby agrees to save, indemnify, defend and hold City harmless from and against all expenses and costs, including reasonable attorney’s fees incurred in defending the claim of the Washington State retirement system and from all contributions paid or required to be paid, and for all reimbursement required to the Washington State retirement system. In the event Consultant affirms that an employee providing work has ever retired from a Washington State retirement system, said employee shall be identified by Consultant, and such retirees shall provide City with all information required by City to report the employment with Consultant to the Department of Retirement Services of the State of Washington.

### III.6 INDEMNITY.

- a. **Indemnification/Hold Harmless.** Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of the act, errors or omissions of the Consultant in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.
- b. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence.
- c. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant’s waiver of immunity under Industrial

Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

- d. **Public Records Requests.** In addition to Paragraph IV.3b., when the City provides the Consultant with notice of a public records request per Paragraph IV.3b., Consultant agrees to save, hold harmless, indemnify and defend the City its officers, agents, employees and elected officials from and against all claims, lawsuits, fees, penalties and costs resulting from the consultants violation of the Public Records Act RCW 42.56, or consultant's failure to produce public records as required under the Public Records Act.
- e. The provisions of this section III.6 shall survive the expiration or termination of this Agreement.

### **III.7 INSURANCE.**

- a. **Insurance Term.** The Consultant shall procure and maintain insurance, as required in this Section, without interruption from commencement of the Consultant's work through the term of the Agreement and for thirty (30) days after the Physical Completion date, unless otherwise indicated herein
- b. **No Limitation.** Consultant's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.
- c. **Minimum Scope of Insurance - Consultant shall obtain insurance of the types described below:**
  - (1) **Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01.**
  - (2) **Commercial General Liability insurance shall be written at least as broad on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured Agreement. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an Additional Insured endorsement CG 20 10 10 01 and**

Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.

- (3) Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- (4) Professional Liability insurance appropriate to the Consultant's profession.

**d. Consultant shall maintain the following minimum insurance limits:**

- (1) Comprehensive General Liability. Insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.
- (2) Automobile Liability. \$1,000,000 combined single limit per accident for bodily injury and property damage.
- (3) Workers' Compensation. Workers' compensation limits as required by the Workers' Compensation Act of Washington.
- (4) Professional Liability/Consultant's Errors and Omissions Liability. \$1,000,000 per claim and \$1,000,000 as an annual aggregate.

**e. Notice of Cancellation.** In the event that the Consultant receives notice (written, electronic or otherwise) that any of the above required insurance coverage is being cancelled and/or terminated, the Consultant shall immediately (within forty-eight (48) hours) provide written notification of such cancellation/termination to the City.

**f. Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

**g. Verification of Coverage.** In signing this Agreement, the Consultant is acknowledging and representing that required insurance is active and current. Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements including, but not necessarily limited to, the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work. Further, throughout the term of this Agreement, the Consultant shall provide the City with proof of insurance upon request by the City.

**h. Insurance shall be Primary - Other Insurance Provision.** The Consultant's insurance coverage shall be primary insurance with respect to the City. The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary

insurance with respect to the City. Any Insurance, self-insurance, or self-insured pool coverage maintained by the City shall be in excess of the Consultant's insurance and shall not contribute with it.

- i. **Failure to Maintain Insurance.** Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of Agreement, upon which the City may, after giving five (5) business days' notice to the Consultant to correct the breach, immediately terminate the Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.
- j. **City Full Availability of Consultant Limits.** If the Consultant maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this Agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Consultant.
- k. **Subconsultant's Insurance.** The Consultant shall cause each and every Subconsultant to provide insurance coverage that complies with all applicable requirements of the Consultant-provided insurance as set forth herein, except the Consultant shall have sole responsibility for determining the limits of coverage required to be obtained by Subconsultants. The Consultant shall ensure that the City is an additional insured on each and every Subconsultant's Commercial General liability insurance policy using an endorsement as least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.

**III.8 DISCRIMINATION PROHIBITED AND COMPLIANCE WITH EQUAL OPPORTUNITY LEGISLATION.** The Consultant agrees to comply with equal opportunity employment and not to discriminate against client, employee, or applicant for employment or for services because of race, creed, color, religion, national origin, marital status, sex, sexual orientation, age or handicap except for a bona fide occupational qualification with regard, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or any recruitment advertising; layoff or terminations; rates of pay or other forms of compensation; selection for training, rendition of services. The Consultant further agrees to maintain (as appropriate) notices, posted in conspicuous places, setting forth the provisions of this nondiscrimination clause. The Consultant understands and agrees that if it violates this nondiscrimination provision, this Agreement may be terminated by the City, and further that the Consultant will be barred from performing any services for the City now or in the future, unless a showing is made

satisfactory to the City that discriminatory practices have been terminated and that recurrence of such action is unlikely.

**III.9 UNFAIR EMPLOYMENT PRACTICES.** During the performance of this Agreement, the Consultant agrees to comply with RCW 49.60.180, prohibiting unfair employment practices.

**III.10 LEGAL RELATIONS.** The Consultant shall comply with all federal, state and local laws and ordinances applicable to work to be done under this Agreement. The Consultant represents that the firm and all employees assigned to work on any City project are in full compliance with the statutes of the State of Washington governing activities to be performed and that all personnel to be assigned to the work required under this Agreement are fully qualified-and properly licensed to perform the work to which they will be assigned. This Agreement shall be interpreted and construed in accordance with the laws of Washington. Venue for any litigation commenced relating to this Agreement shall be in Island County Superior Court.

**III.11 INDEPENDENT CONTRACTOR.**

- a. The Consultant and the City understand and expressly agree that the Consultant is an independent contractor in the performance of each and every part of this Agreement. The Consultant expressly represents, warrants and agrees that its status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195 or as hereafter amended. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Consultant shall make no claim of City employment nor shall claim any related employment benefits, social security, and/or retirement benefits.
- b. The Consultant shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the City is assessed a tax or assessment as a result of this Agreement, the Consultant shall pay the same before it becomes due.
- c. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.
- d. Prior to commencement of work, the Consultant shall obtain a business license from the City.

**III.12 CONFLICTS OF INTEREST.** The Consultant agrees to and shall notify the City of any potential conflicts of interest in Consultant's client base and shall obtain written permission from the City prior to providing services to third parties where a conflict or potential conflict of interest is apparent. If the City determines in its sole discretion that a conflict is irreconcilable, the City reserves the right to terminate this Agreement.

**III.13 CITY CONFIDENCES.** The Consultant agrees to and will keep in strict confidence, and will not disclose, communicate or advertise to third parties without specific prior written consent from the City in each instance, the confidences of the City or any information regarding the City or services provided to the City.

**III.14 SUBCONSULTANTS.**

- a. The Consultant shall be responsible for all work performed by subconsultants pursuant to the terms of this Agreement.
- b. The Consultant must verify that any subconsultants they directly hire meet the responsibility criteria for the project. Verification that a subconsultant has proper license and bonding, if required by statute, must be included in the verification process. The Consultant will use the following subconsultants or as set forth in Exhibit A:

AKS Engineering and Forestry (AKS)  
Grette Associates (Grette)

- c. The Consultant may not substitute or add subconsultants without the written approval of the City.
- d. All subconsultants shall have the same insurance coverages and limits as set forth in this Agreement and the Consultant shall provide verification of said insurance coverage.

**ARTICLE IV. OBLIGATIONS OF THE CITY**

**IV.1 PAYMENTS.**

- a. The Consultant shall be paid by the City for services rendered under this Agreement as described in the Exhibit A-Scope of Service and as provided in this section. In no event shall the compensation paid to Consultant under this Agreement exceed \$189,271 without the written agreement of the Consultant and the City. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work. In the event the City elects to expand the scope of services from that set forth in Exhibit A, the City shall pay Consultant a mutually agreed amount.

- b. The Consultant shall submit a monthly invoice to the City for services performed in the previous calendar month in a format acceptable to the City. The Consultant shall maintain time and expense records and provide them to the City upon request.
- c. The City will pay timely submitted and approved invoices received before the 20th of each month within thirty (30) days of receipt.

**IV.2 CITY APPROVAL.** Notwithstanding the Consultant's status as an independent contractor, results of the work performed pursuant to this Agreement must meet the approval of the City, which shall not be unreasonably withheld if work has been completed in compliance with the Scope of Services and City requirements.

**IV.3 MAINTENANCE/INSPECTION OF RECORDS.**

- a. The Consultant shall maintain all books, records, documents and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Consultant shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts and records where necessary to conduct or document an audit. The Consultant shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Consultant shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.
- b. **Public Records.** The parties agree that this Agreement and records related to the performance of the Agreement are with limited exception, public records subject to disclosure under the Public Records Act RCW 42.56. Further, in the event of a Public Records Request to the City, the City may provide the Consultant with a copy of the Records Request and the Consultant shall provide copies of any City records in Consultant's possession, necessary to fulfill that Public Records Request. If the Public Records Request is large the Consultant will provide the City with an estimate of reasonable time needed to fulfill the records request.

**ARTICLE V. GENERAL**

**V.1 NOTICES.** Notices to the City shall be sent to the following address:

PROFESSIONAL SERVICES AGREEMENT  
City of Oak Harbor Marina Dredging Project  
page 9 of 11

**Brett Arvidson, Project Manager  
City of Oak Harbor  
865 SE Barrington Drive  
Oak Harbor, Washington 98277**

Notices to the Consultant shall be sent to the following address:

**Bill Gerken, P.E.  
Moffatt & Nichol  
600 University Street, Suite 610  
Seattle, WA 98101]**

Receipt of any notice shall be deemed effective three (3) days after deposit of written notice in the U.S. mail with proper postage and address.

- V.2 TERMINATION.** The right is reserved by the City to terminate this Agreement in whole or in part at any time upon ten (10) calendar days' written notice to the Consultant.

If this Agreement is terminated in its entirety by the City for its convenience, the City shall pay the Consultant for satisfactory services performed through the date of termination in accordance with payment provisions of Section IV.1.

- V.3 DISPUTES.** The parties agree that, following reasonable attempts at negotiation and compromise, any unresolved dispute arising under this Agreement may be resolved by a mutually agreed-upon alternative dispute resolution of arbitration or mediation.

- V.4 EXTENT OF AGREEMENT/MODIFICATION.** This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties.

- V.5 SEVERABILITY.**

- a. If a court of competent jurisdiction holds any part, term or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.
- b. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

- V.6 **NONWAIVER.** A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay or failure of either party to insist upon strict performance of any agreement, covenant or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition or right.
- V.7 **FAIR MEANING.** The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.
- V.8 **GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.
- V.9 **VENUE.** The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Island County, Washington.
- V.10 **COUNTERPARTS.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.
- V.11 **AUTHORITY TO BIND PARTIES AND ENTER INTO AGREEMENT.** The undersigned represent that they have full authority to enter into this Agreement and to bind the parties for and on behalf of the legal entities set forth below.

DATED this 6<sup>th</sup> day of December, 2022.

CITY OF OAK HARBOR

MOFFAT AND NICHOL

By   
Robert Sevens, Mayor

By R. Shane Phillips   
Digitally signed by R. Shane Phillips  
DN: C=US,  
E=rshillips@moffatnichol.com,  
O=Moffat & Nichol, OU=SEA-Seattle  
Unit, CN=R. Shane Phillips  
Date: 2023.01.06 14:35:25-08'00'

Attest:

  
Julie Nester, City Clerk

Approved as to form:

  
Hillary Evans, City Attorney

L:\GLA\FORMS\CONTRACTS\PSA for Consultant Services (4-12-21 template) docx

**Exhibit A**  
**Scope and Fee**



600 University Street, Suite 610  
Seattle, Washington 98101

(206) 622-0222  
www.moffattnichol.com

December 12, 2022

Attn: Brett Arvidson, PE  
Project Manager  
City of Oak Harbor  
865 SE Barrington Drive  
Oak Harbor, WA 98277

**RE: Scope and Fee for City of Oak Harbor Marina Dredging - Phase 1 Dredging Feasibility Plan**

Dear Mr. Arvidson:

Moffatt & Nichol (M&N) appreciates this opportunity to provide professional services to the City of Oak Harbor (City) for the Oak Harbor Marina Dredging - Phase 1 Dredging Feasibility Plan. The following Scope of Work (SOW) and attached Fee Estimate outlines the work with associated deliverables, and cost based on our understanding of the tasks required for this project.

William (Bill) Gerken will serve as Project Manager and primary team contact. The M&N Team includes the following subconsultants who will work with M&N to support completion of this SOW:

- AKS Engineering & Forestry (AKS) to provide surveying services
- Grette Associates (Grette) to provide as-needed mitigation planning and habitat survey

## SCOPE OF WORK

The existing sediment accumulation in the City of Oak Harbor Marina is extensive and safe functional draft has been reduced in portions of the marina. The City wishes to conduct a "capital" dredging event that will restore safe navigational draft throughout the marina for a sufficient time period before the next maintenance dredge event. The extent of the dredging will be determined in the Phase 1 Dredging Feasibility Plan, scope and fee described below.

The City will take a four-phased project approach to develop maintenance dredging for the Oak Harbor Marina:

- Phase 1 - Dredging Feasibility Plan
- Phase 2 - Preliminary Engineering & Permitting
- Phase 3 - Final Engineering
- Phase 4 - Construction Period Services

This scope and fee are for the foundational Phase 1 Dredging Feasibility Plan. Later phases may be added to the work by contract amendment

## Task 0: Project Management

### 0.1: Project Management

M&N will be responsible for the overall project management of the team. M&N will provide contracting, oversight, accounting, invoicing, and clerical support and conduct meetings to manage the project. Management of subconsultants will include facilitation and direct coordination between subconsultants. M&N corporate management procedures and protocol will be utilized. Project management will emphasize communication and meeting the City's needs and requirements. Project management also includes the M&N required QA/QC plan.

M&N will be responsible for the quality of the completed work. All work will be performed consistent with M&N's rigorous corporate Quality Assurance and Quality Control (QA/QC) program. The QA/QC program will establish and maintain the documentation and senior reviews necessary to eliminate "errors of omission" and to assure that the project is meeting not only M&N's quality standards, but industry, the City's, and applicable state and federal approved standards. QA/QC tasks will be performed by qualified senior staff of the M&N team.

### 0.2: Team Meetings

A kick-off meeting will be conducted with key project staff from the City and the M&N Team. The objectives of the meeting will include, but are not limited to: the City's vision and what constitutes a successful project for the City; known and potential project constraints and opportunities; project scope and schedule in detail; establish lines and means of communication to minimize potential ambiguities in project objectives and deliverables; change (scope, schedule, or cost) management, identify and incorporate required project special procedures into the scope.

Bi-weekly, or as needed, meetings will be conducted with the M&N team and key City staff. The frequency of meetings will be based on project activity and issues, 15 meetings are assumed for this scope and fee. Meetings will follow a set rolling agenda which will include project progress/work completed, work to be completed, tracking of potential scope issues/modifications, updated schedule and issues potentially affecting schedule, follow up on requests from prior meetings, and any team questions or concerns.

#### *0.2 Deliverables*

- Project schedule with updates.
- Kick-off meeting agenda, materials, and post meeting memo.
- Agendas and minutes for project meetings.

## Task 1: Dredging Feasibility Plan

### 1.1: Review Historical Documentation

Understanding prior dredging design and construction work, survey data, structures information, data analysis, sedimentation studies, permitting, and other work related to dredging and construction at the Marina is an important first step in developing the Dredging Feasibility Plan. This understanding helps efficiency and validity with work elements such as the sedimentation analysis, sediment sampling and



analysis planning, environmental issues and permitting strategy, preliminary design, and constructability. We have a current understanding of the site and some background information, having worked for the City of Oak Harbor in the past. Our team will supplement this background by reviewing available City documents, data, and publicly available information that will be compiled into a data and data gaps summary memorandum. This information will also be included in the Dredging Feasibility Plan.

### 1.1 Deliverables

- Data review summary memorandum in electronic format (pdf)

### 1.2: Site Survey

AKS will complete a high-resolution, full-bottom coverage hydrographic and topographic survey of the site.

The hydrographic survey will employ a wideband multibeam echosounder (MBES) and will be completed at a high tide to maximize coverage into the shoreline and beneath the slips. During survey operations, soundings will be collected to as shallow and as near the shoreline as can be safely completed. The survey will include electronically rotating the sonar beams to provide additional coverage beneath the docks/slips and into the shallow waters to the extents feasible. The horizontal positioning system will provide inertially derived positions throughout any areas of signal loss (e.g., near covered boat slips) for continuous and accurate vessel positioning. Survey control will be confirmed via RTK-GNSS receivers and locally set survey control points. Survey coverage will be verified in real-time through heads up video displays. Following MBES data collection, if data gaps remain in the hydrographic survey area, manual measurement techniques (e.g., leadlines) may be employed. This may be necessary beneath dock slips if water depths are insufficient for full bottom MBES coverage even at high tide levels. The need for leadlines will be assessed in field.

A high resolution LiDAR scan of the shoreline and top of bank within the survey area will be completed. Terrestrial laser scans will be completed along the length of the shoreline during as low of a tide level as possible. The objective will be to collect data that overlaps with the MBES data so that a seamless DEM of the project site is derived. Survey control will be established prior to scanning. Scans will be conducted such that resultant point clouds overlap, ensuring full coverage of the shoreline. Scans will extent above the top of bank to the extent feasible, at least 5-10 feet past the top of bank. In addition, in areas of significant vegetation at the top of bank, additional RTK-GNSS rod measurements may be acquired to ground truth the “bare earth” elevations in those areas (Lidar is typically not capable of penetrating dense vegetation).

Survey scope and fee assume all work can be completed in a single 2-day on-site effort.

### 1.2 Deliverables

- Survey results as a gridded ASCII XYZ text file of the combined bathymetric and topographic DEM
- 1.0-foot resolution hill shaded GeoTiff of the combined bathymetric/topographic DEM
- AutoCAD C3D.dwg and .pdf chart of the final products, including sun-illuminated DEM GeoTiff and 1 ft contours.



### 1.3: Sedimentation Analysis

M&N will utilize the new project survey data, past survey data (design, pre- and post-construction surveys from prior dredge projects), prior sedimentation analysis, and other non dredge event related data to evaluate the highly variable marina sedimentation rates by area/location within the marina. This work will be executed as a desktop study and will not require a numeric modeling effort. Work will define variable sedimentation rates and potential processes impacting sedimentation to be used in development of scenarios and alternatives for marina dredging.

#### 1.3 Deliverables

- Sedimentation analysis summary memorandum with graphics in electronic format (pdf)
- Graphics and text to be used in the Dredging Feasibility Study

### 1.4 Disposal Site Evaluation

Dredge material characterization for multiple past dredge projects has indicated the dredge material as clean and suitable for disposal at an approved Dredged Material Management Program (DMMP) Puget Sound open water disposal site. It is currently assumed this would remain the preferred dredge material disposal method. The resource agencies will require consideration of alternative disposal locations and/or potential for beneficial re-use. M&N will verify the availability (open and active) of DMMP open-water disposal sites within reasonable proximity of the site (Port Gardner and potentially Rosario Strait). M&N will work with the City to preliminarily assess potentially feasible alternate disposal locations. M&N will provide preliminary justification for the preferred approach.

This task will be linked to the Dredge Alternatives Development/Selection task and finalized as part of the Dredging Scope and Quantities task. Information will be incorporated in the Regulatory Assessment and Permit Strategy task.

Sediment sampling and analysis will not be conducted until Phase 2. Preliminary Engineering & Permitting. Negotiations with the Dredge Material Management Office (DMMO) to down rank the site from Moderate to Low Moderate based on site history will take place at that time. A down ranking would reduce the sampling effort and costs.

#### 1.4 Deliverables

- Graphics and text to be used in the Dredging Feasibility Study

### 1.5: Dredge Alternatives Development/Selection

M&N will develop scenarios and alternatives for dredging the Oak Harbor Marina. Alternatives will consider existing conditions and needs, ongoing variable siltation rates and anticipated future needs, desired and or acceptable frequency of maintenance dredging for a 10-year maintenance dredge permit and beyond, potential future marina re-development, associated dredge material volumes, potential regulatory/permitting issues, preliminary construction costs, potential environmental mitigation requirements/costs, cost/benefit, constructability, uncertainties, and potential risks. It is currently anticipated up to five alternatives will be developed for consideration in determination of the preferred alternative. M&N will recommend a preferred alternative and work with the City staff to ensure understanding and concurrence. M&N will prepare a clear and concise memorandum outlining the development process and alternatives developed. This memorandum can be further expanded to meet



Section 404(b)(1) requirements, necessary to support the federal permitting process. The City's participation in the alternative's development process will be important to efficiency and success and will benefit from regular meetings with applicable City staff.

### 1.5 Deliverables

- Alternatives development and preferred alternative memorandum with graphics in electronic format (pdf)
- Graphics and text to be used in the Dredging Feasibility Study.

### 1.6: Dredging Scope and Quantities

Following the preferred alternative selection, M&N will further develop the dredging and disposal design for the initial dredging effort to a level sufficient to begin planning by the City, support initial regulatory agency discussions, and provide the basis for future permitting and design efforts. This work will include refined planning level figures/drawings, refined volume and area breakdowns, costs, and constructability commentary.

### 1.6 Deliverables

- Planning level drawings/figures, volumes, areas and costs, constructability narrative, information to support design and permitting efforts
- Graphics and information to be used in the Dredging Feasibility Study

### 1.7: Regulatory Assessment and Permit Strategy

M&N will assess the known environmental conditions of the site and identify the field studies required to support the project. M&N will develop a concise preliminary permit strategy as part of the Dredging Feasibility Study, which will allow the team to understand potential permitting cost and project schedule implications. M&N is familiar with recent/on going changes in how National Marine Fisheries Service (NMFS) reviews baseline conditions and maintenance activities in the Puget Sound. These changes have increased the need for mitigation, including maintenance dredging. M&N will use the NMFS Puget Sound Nearshore Conservation Calculator to estimate and minimize any required project mitigation. Grette Associates, as needed, can support in identification of preliminary mitigation opportunities, if necessary.

### 1.7 Deliverables

- Graphics and text to be used in the Dredging Feasibility Study

### 1.8: Dredging Feasibility Plan (Draft and Final)

M&N will compile work completed in the above tasks into a cohesive Dredging Feasibility Plan report. The plan will clearly summarize the data, analysis, and process to arrive at the selected alternative, define the selected alternative, including all elements such as cost, regulatory/permitting issues, and constructability. The Dredging Feasibility Plan and associated work completed in Phase 1 will provide the clear basis for the next steps to design, permit, and construct the project. M&N will prepare a



Draft Dredging Feasibility Plan and submit it to the City. M&N will finalize the Dredging Feasibility Plan based on comments received from the City team review and any presentations.

### 1.8 Deliverables

- Draft and Final Dredging Feasibility Plan

### 1.9: Presentations

M&N has included time to attend two in-person City meetings to present the development and results of the Dredging Feasibility Study. M&N will prepare a clear and concise presentation of study development and results and respond to comments and questions. The presentation may include current marina conditions, summarize analyzing and developing the preferred/optimized dredge prism, regulatory/permitting and mitigation issues, costs and cost/benefit analysis, constructability, and schedule. M&N is also available to present to other stakeholder groups either in-person or virtually, should the City find this necessary or advantageous.

### 1.9 Deliverables

- PowerPoint Presentation(s)

## SCHEDULE AND FEE

We are ready to begin work as soon as we receive notice to proceed (NTP). A detailed project schedule will be developed at project start-up and updated throughout the project.

M&N proposes to complete the scope of work on a time-and-materials basis not to exceed one hundred and eighty-nine thousand, two hundred and seventy one dollars (\$189,271.00). A detailed level of effort fee estimate is attached (Attachment A).

We thank you for the opportunity to provide a fee proposal for this project, and we look forward to working with you on this important project. If you have any questions regarding this proposal, feel free to contact me by phone, (206) 501-2311, cell (206)491-6350 or by email, [bgerken@moffattnichol.com](mailto:bgerken@moffattnichol.com).

Sincerely,

MOFFATT & NICHOL



Bill Gerken, PE, Project Manager  
[bgerken@moffattnichol.com](mailto:bgerken@moffattnichol.com)  
(206) 501-2311 (direct)  
(206) 491-6350 (cell)





**Appendix A - Moffatt & Nichol Fee Proposal Detail**  
**City of Oak Harbor Marina Dredging - Phase 1 Dredging Feasibility Plan**

12/Dec/2022

Project Number: 222237  
 Project Manager: William Gerkan  
 Project Director: Shane Phillips

Subcontractor Markup: 10%  
 Other Direct Costs Markup: 10%

STAFF HOUR BUDGET		LABOR CLASSIFICATIONS & CONTRACT PATTERNS															
Phase	Task	Eng. Sc. I P. 1, P. 4	Eng. Sc. II P. 2	Senior Eng. Tech. P. 6	Eng. Sc. III P. 5	Eng. Sc. II P. 4	Eng. Sc. I P. 3	Staff Eng. P. 1, P. 2	Sr. Tech. 4 P. 2	Design P. 4	CADD II P. 3	CADD I P. 1, P. 2	Project Controls P. 4	Word Processor P. 4, P. 1	General Office P. 1, P. 2	STAFF - 40 HR PLATOALS	LABOR COST SUBTOTAL
I	0															60	\$2,930.00
	0.1		20	60												40	\$11,910.00
	0.2		180	50	180		100										
I	1															180	\$3,490.00
	1.1		20	20	60		60									80	\$17,265.00
	1.2		10		20		20			40	80					80	\$17,800.00
	1.3		60		260		260									300	\$7,660.00
	1.4		20	80			80					180				180	\$36,700.00
	1.5	20	180		480		480				400					180	\$35,800.00
	1.6	20	180	40	420		440									700	\$14,280.00
	1.7		20	240			260									120	\$24,930.00
	1.8	40	140		320		360									380	\$8,760.00
	1.9		180		60		20										
<b>TOTAL STAFF HOURS</b>		<b>80</b>	<b>990</b>	<b>400</b>	<b>1760</b>		<b>3800</b>			<b>40</b>	<b>640</b>		<b>60</b>	<b>120</b>		<b>8160</b>	<b>\$164,015.00</b>
<b>MSW LABOR COST</b>		<b>\$2,520.00</b>	<b>\$26,205.00</b>	<b>\$12,250.00</b>	<b>\$40,080.00</b>		<b>\$68,250.00</b>			<b>\$800.00</b>	<b>\$1,640.00</b>		<b>\$540.00</b>	<b>\$1,820.00</b>			

SUBCONSULTANT COSTS			
	Cost	Markup	Cost Subtotal
1	\$20,596.00	\$2,059.60	\$22,655.60
2	\$2,000.00	\$200.00	\$2,200.00
3			
4			
5			
6			
7			
8			
9			
10			
<b>Subconsultants Totals:</b>		<b>\$22,596.00</b>	<b>\$24,855.60</b>

OTHER DIRECT COSTS		
	Cost	Markup
Airfare		N/A
Lodging		N/A
Meals	\$60.00	N/A
Message/Naval Car (assume 3 RT)	\$340.00	N/A
Outside Reproduction		
Postage/Delivery		
Telephone/Fax		N/A
T&D/Driving Equipment		N/A
Other Misc Costs		
Other		
<b>Other Direct Costs Totals:</b>		<b>\$400.00</b>

V. PROJECT SUMMARY	
Total MMN Labor Cost	\$164,015
Total Subconsultant Cost	\$22,596
Total Other Direct Costs	\$400
Markup on Subconsultants	\$2,200
Markup on ODCs	
<b>Total Project Estimate</b>	<b>\$189,211</b>

**Exhibit B**  
**ARPA Funding Stipulations**

**U.S. DEPARTMENT OF THE TREASURY**  
**CORONAVIRUS LOCAL FISCAL RECOVERY**  
**FUND AWARD TERMS AND CONDITIONS**

**FEDERAL COMPLIANCE.** The use of federal funds requires additional compliance and control mechanisms to be in place. The following represents the majority of compliance elements that may apply to any federal funds provided under this contract. For clarification regarding any of these elements or details specific to the federal funds in this contract, contact the U.S. Department of the Treasury Coronavirus Local Fiscal Recovery Fund Award.

Sources of funds description:

1. **Use of Funds.**
  - a. The Consultant shall acknowledge that the funds disbursed under this award may only be used in compliance with section 603(c) of the Social Security Act (“ Act”), the U.S. Department of the Treasury’s (“Treasury”) regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
  - b. The Consultant shall determine, prior to engaging in any project using this assistance, that it has the institutional, managerial, and financial capability to ensure proper planning, management, and completion of such project.
2. **Period of Performance.** The period of performance for this award begins on the date hereof and ends December 31, 2025 . As set forth in Treasury’s implementing regulations, the recipient may use award funds to cover eligible costs incurred during the period that begins on the date hereof, and ends December 31, 2025 .
3. **Reporting.** The recipient shall comply with any reporting obligations established by Treasury as they relate to this award, including, but not limited to, providing all receipts and invoices for all goods and services and labor rate details for all labor.
4. **Maintenance of, and Access to, Records.**
  - a. Consultant shall maintain records and financial documents sufficient to evidence compliance with section 603(c) of the Act, Treasury’s regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
  - b. The City shall have the right of access to records (electronic and otherwise) of the Consultant in order to conduct audits or other investigations for ARPA compliance purposes.
  - c. Records shall be maintained by the Consultant for a period of five (5) years after all funds have been expended or returned to the City, whichever is later.

5. **Administrative Costs.** The Contractor may use funds provided under this award to cover both direct and indirect costs.

6. **Compliance with Applicable Laws and Regulations.**

- a. The Consultant shall comply with the requirements of section 603 of the Act, regulations adopted by Treasury pursuant to section 603(f) of the Act, and guidance issued by Treasury regarding the foregoing. The Consultant shall comply with all other applicable federal statutes, regulations, and executive orders, and the Consultant shall provide for such compliance by other parties in any agreements it enters into with other parties relating to this award.
- b. Federal regulations applicable to this award include, without limitation, the following:
  - i. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as Treasury may determine are inapplicable to this Award and subject to such exceptions as may be otherwise provided by Treasury. Subpart F – Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, shall apply to this award;
  - ii. Universal Identifier and System for Award Management (“SAM”), 2 C.F.R. Part 25, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 25, is hereby incorporated by reference;
  - iii. Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170, is hereby incorporated by reference;
  - iv. Office of Management and Budget Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement), 2 C.F.R. Part 180, including the requirement to include a term or condition in all lower tier-covered transactions (contracts and subcontracts described in 2 C.F.R. Part 180, subpart B) that the award is subject to 2 C.F.R. Part 180 and Treasury’s implementing regulation at 31 C.F.R. Part 19;
  - v. Governmentwide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20;
  - vi. New Restrictions on Lobbying, 31 C.F.R. Part 21;
  - vii. Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655) and its implementing regulations; and
  - viii. Generally applicable federal environmental laws and regulations.

- c. **Statutes and regulations prohibiting discrimination applicable to this award include, without limitation, the following:**
- i. **Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination based on race, color, or national origin under programs or activities receiving federal financial assistance;**
  - ii. **The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), which prohibits discrimination in housing based on race, color, religion, national origin, sex, familial status, or disability;**
  - iii. **Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination based on disability under any program or activity receiving federal financial assistance;**
  - iv. **The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination based on age in programs or activities receiving federal financial assistance; and**
  - v. **Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. § 12101 et seq.), which prohibits discrimination based on disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.**

7. **Remedial Actions.** In the event of the Consultant's noncompliance with section 603 of the Act, other applicable laws, Treasury's implementing regulations, guidance, or any reporting or other program requirements, Treasury may impose additional conditions on the receipt of a subsequent tranche of future award funds, if any, or take other available remedies as set forth in 2 C.F.R. § 200.339. In the case of a violation of section 603(c) of the Act regarding the use of funds, previous payments shall be subject to recoupment as provided in section 603(e) of the Act.

8. **Hatch Act.** The Consultant shall comply, as applicable, with the requirements of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328), which limit certain political activities of state or local government employees whose principal employment is in connection with an activity financed in whole or in part by this federal assistance.

9. **False Statements.** The Consultant shall acknowledge that making false statements or claims in connection with this award is a violation of federal law and may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in federal awards or contracts, and/or any other remedy available by law.

10. **Debarment.** The Consultant certifies that it and any subcontractors are not suspended, debarred, proposed for debarment, declared ineligible, or otherwise excluded from contracting with the federal government or from receiving contracts paid for with federal funds.
  
11. **Publications.** Any publication produced with funds from this award shall display the following language: "This project [is being] [was] supported, in whole or in part, by federal award number [enter project FAIN] awarded to [name of Consultant] by the U.S. Department of the Treasury."
  
12. **Disclaimer.**
  - a. The United States expressly disclaims any and all responsibility or liability to the recipient or third persons for the actions of the City or third persons resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this award or any other losses resulting in any way from the performance of this award or any contract or subcontract under this award.
  
  - b. The City's acceptance of this award does not in any way establish an agency relationship between the United States and the City.
  
13. **Protections for Whistleblowers.**
  - a. In accordance with 41 U.S.C. § 4712, the Consultant may not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing, to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for, or negotiation of, a contract) or grant.
  
  - b. The list of persons and entities referenced in section 12(a) includes the following:
    - i. A member of Congress or a representative of a committee of Congress;
    - ii. An inspector general;
    - iii. The Government Accountability Office;
    - iv. A Treasury employee responsible for contract or grant oversight or management;
    - v. An authorized official of the Department of Justice or other law enforcement agency;
    - vi. A court or grand jury; or
    - vii. A management official or other employee of the recipient, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct.
  
  - c. The Consultant shall inform its employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.

14. **Increasing Seat Belt Use in the United States.** Pursuant to Executive Order 13043, 62 FR 19217 (Apr. 18, 1997), the City encourages the Consultant contractors to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, company-rented, or personally-owned vehicles.
  
15. **Reducing Text Messaging While Driving.** Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 6, 2009), the City encourages its employees, subrecipients, consultants, and contractors to adopt and enforce policies that ban text messaging while driving, and the City should establish workplace safety policies to decrease accidents caused by distracted drivers.

<b>Consultant Agreement Amendment No. 1</b>	<b>Organization and Address</b>	
<b>Original Agreement Title:</b> <u>Professional Services Agreement Between City of Oak Harbor, Washington and Moffat and Nichol for Consulting Services</u>	City of Oak Harbor 865 SE Barrington Drive Oak Harbor, WA 98239 Phone: 360-279-4500	
<b>Project Numbers:</b> ENG-22-05	<b>Original Execution Date</b> December 7, 2022	<b>Completion Date:</b> December 31, 2025 (no change)
<b>Project Title:</b> City of Oak Harbor Marina Dredging Project	<b>New Maximum Amount Payable:</b> <b>\$377,501.00</b>	
<b>Description of Work:</b> Provide professional and permitting services to the Oak Harbor Marina.		

The City of Oak Harbor desires to supplement the agreement entered into with Moffat and Nichol, Inc. and executed on December 7, 2022 and identified as Professional Services Agreement with Moffit and Nichol for The City of Oak Harbor Marina Dredging Project.

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.

The changes to the agreement are described as follows:

**SCOPE OF WORK** is hereby amended to add the following:

See Attachment 1

**PROJECT COMPLETION DATE AMENDED TO:** No Change

**PAYMENT** shall be amended as follows:

The total contract amount shall increase by \$188,230.00 to \$377,501.00.

If you concur with this amendment and agree to the changes as stated above, please sign in the appropriate spaces and return to this office for final action.

By: Moffat and Nichol, Inc.

By: Robert Severns, Mayor



Moffat Nichol Contract Amendment No. 1  
Oak Harbor Marina Dredging Project  
March 21, 2023

Consultant Signature

Approving Authority Signature

03/21/2023

---

Date

# CITY OF OAK HARBOR MARINA DREDGING PROJECT



CITY OF  
**Oak Harbor**  
WHIDBEY ISLAND, WASHINGTON

City Council Meeting

2/20/2024

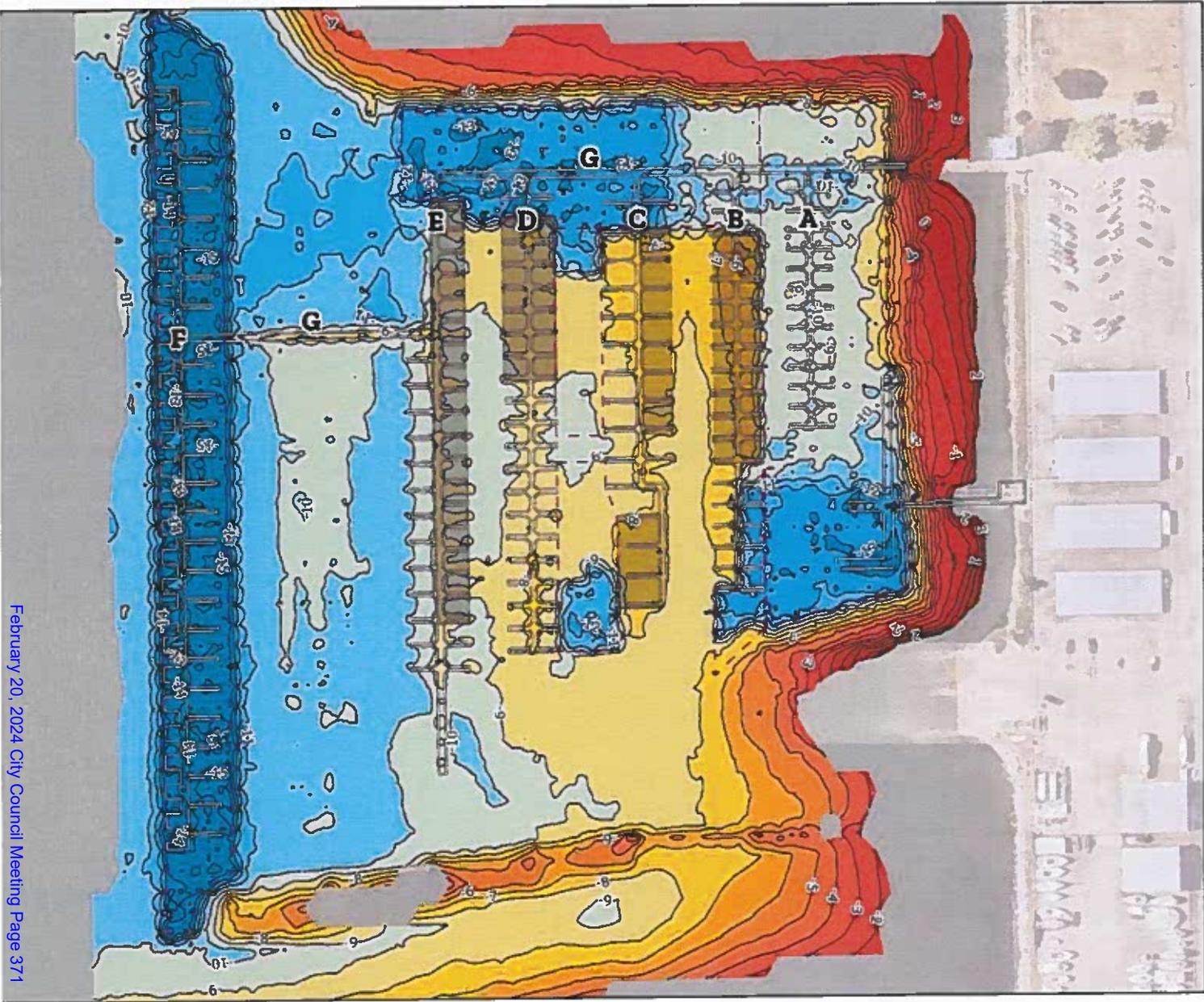
# BACKGROUND

- The City of Oak Harbor Marina requires dredging sediment on a periodic basis
- The Marina was last dredged in 2010/2011
- Need to restore navigability where sedimentation has reduced depths.
- Maintain existing City assets.
- Dredging is an ongoing activity. This work will maintain depths until next maintenance dredge event in 10 – 13 years.
- This project is part of the first step towards future reconfiguration work.
- This project and presentation is focused on the feasibility of dredging activities within the existing marina.
- The dredging portion of the project does not include the full study of marina redesign, redevelopment, or relocation which is being done under separate tasks though some reconfiguration was included.

# SEDIMENTATION RATE



# 2011 POST DREDGE SURVEY



**LEGEND**

- 2010 Dredge Areas
- Covered Moorage
- Floats
- Contours

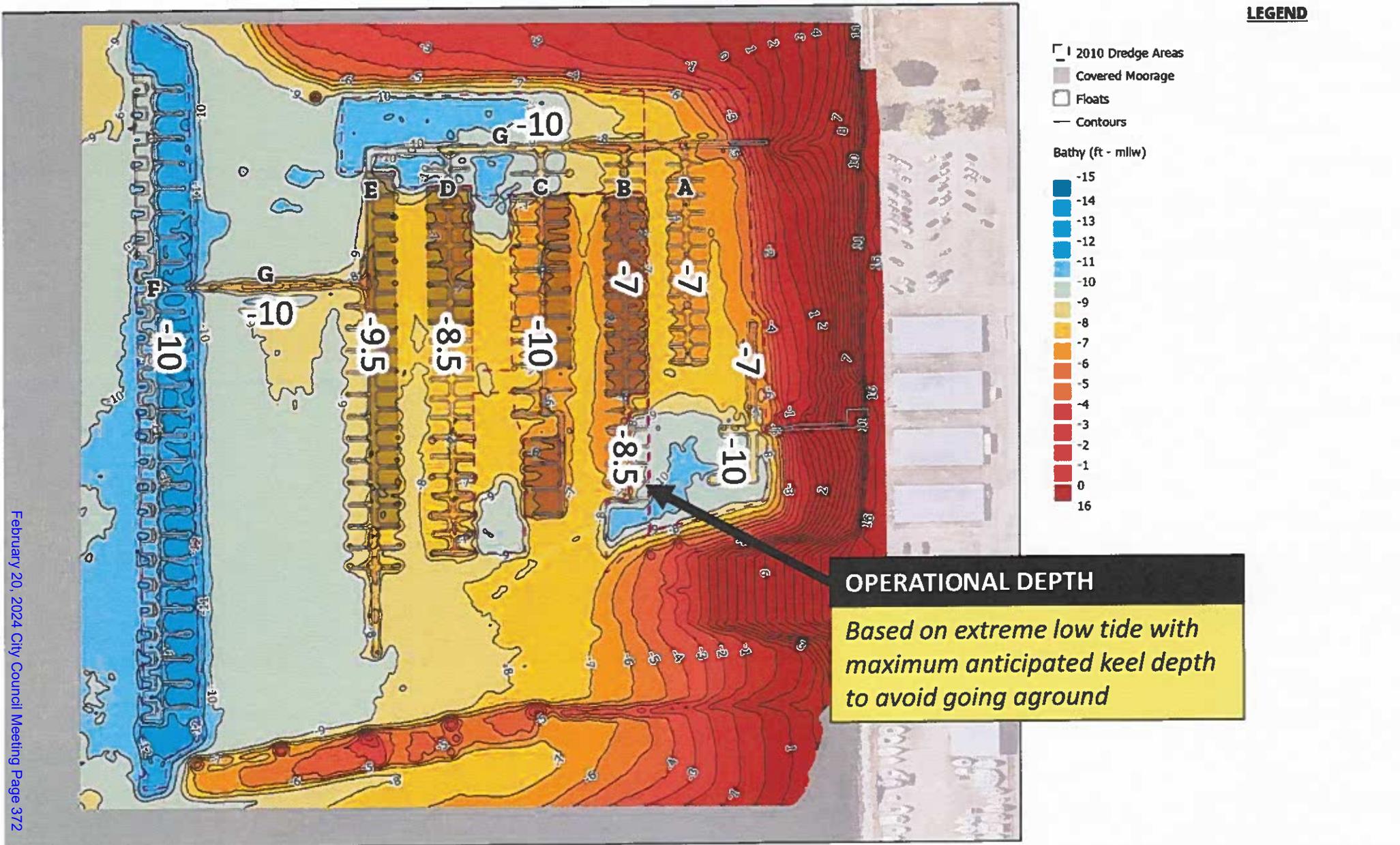
**Bathy (ft - mllw)**



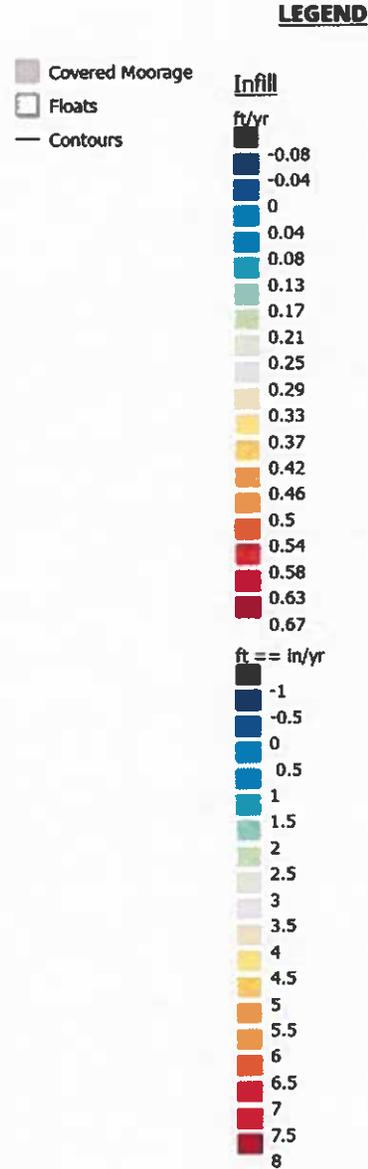
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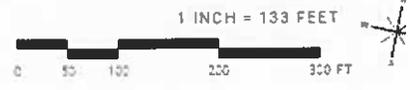
# 2023 BATHY AND OPERATIONAL DEPTH



# SEDIMENTATION MODEL – BACKGROUND RATE



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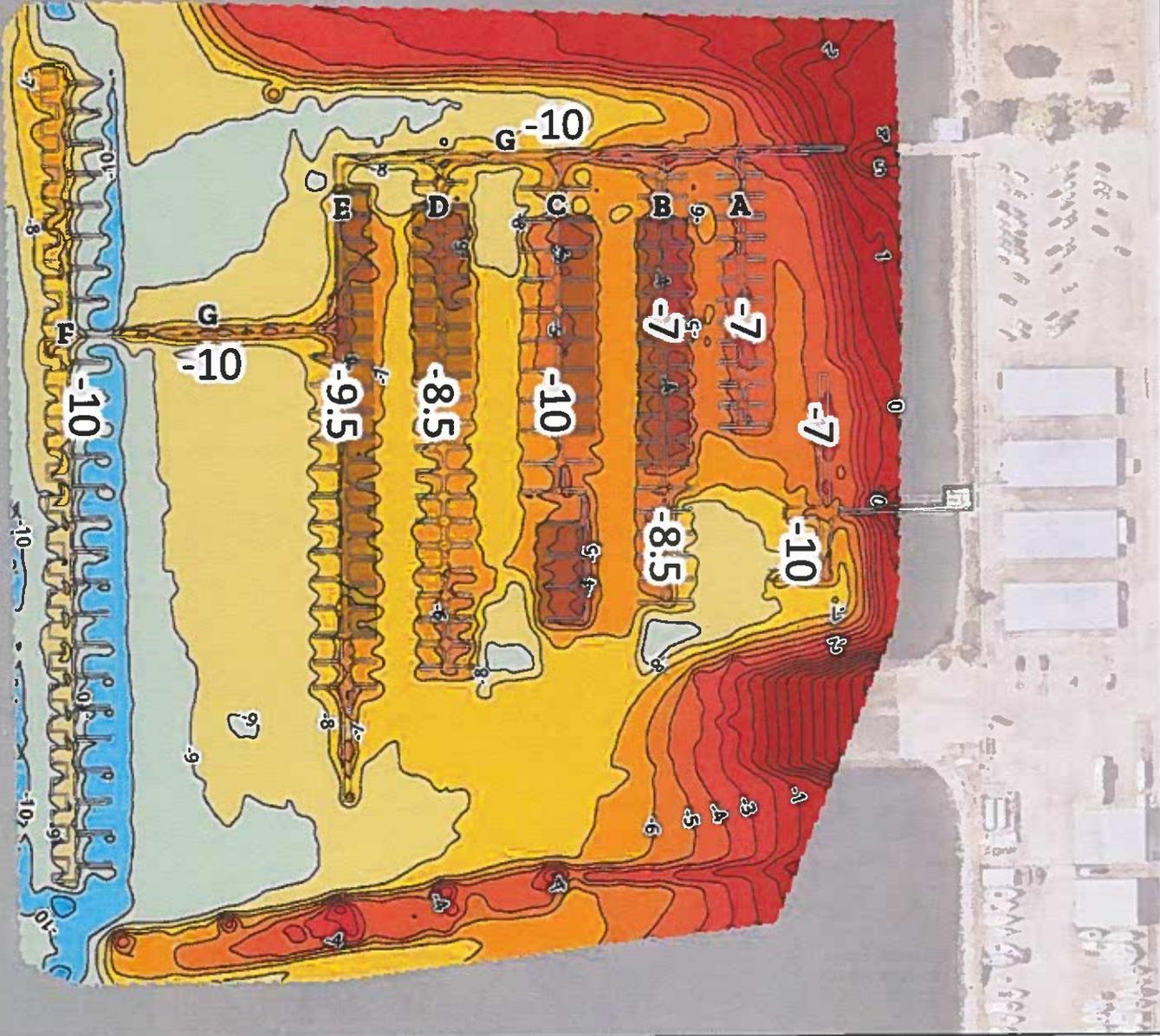


# 2033 PROJECTED BATHY

## LEGEND

-  Covered Moorage
-  Floats
-  Contours
-  Dredge Areas

Bathy (ft - mllw)



# DREDGE ALTERNATIVES

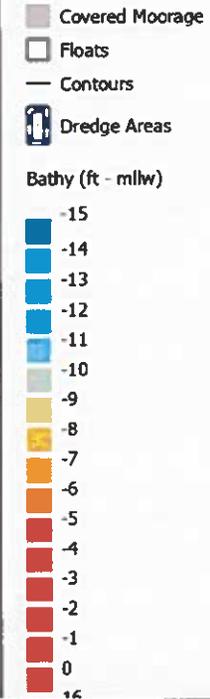
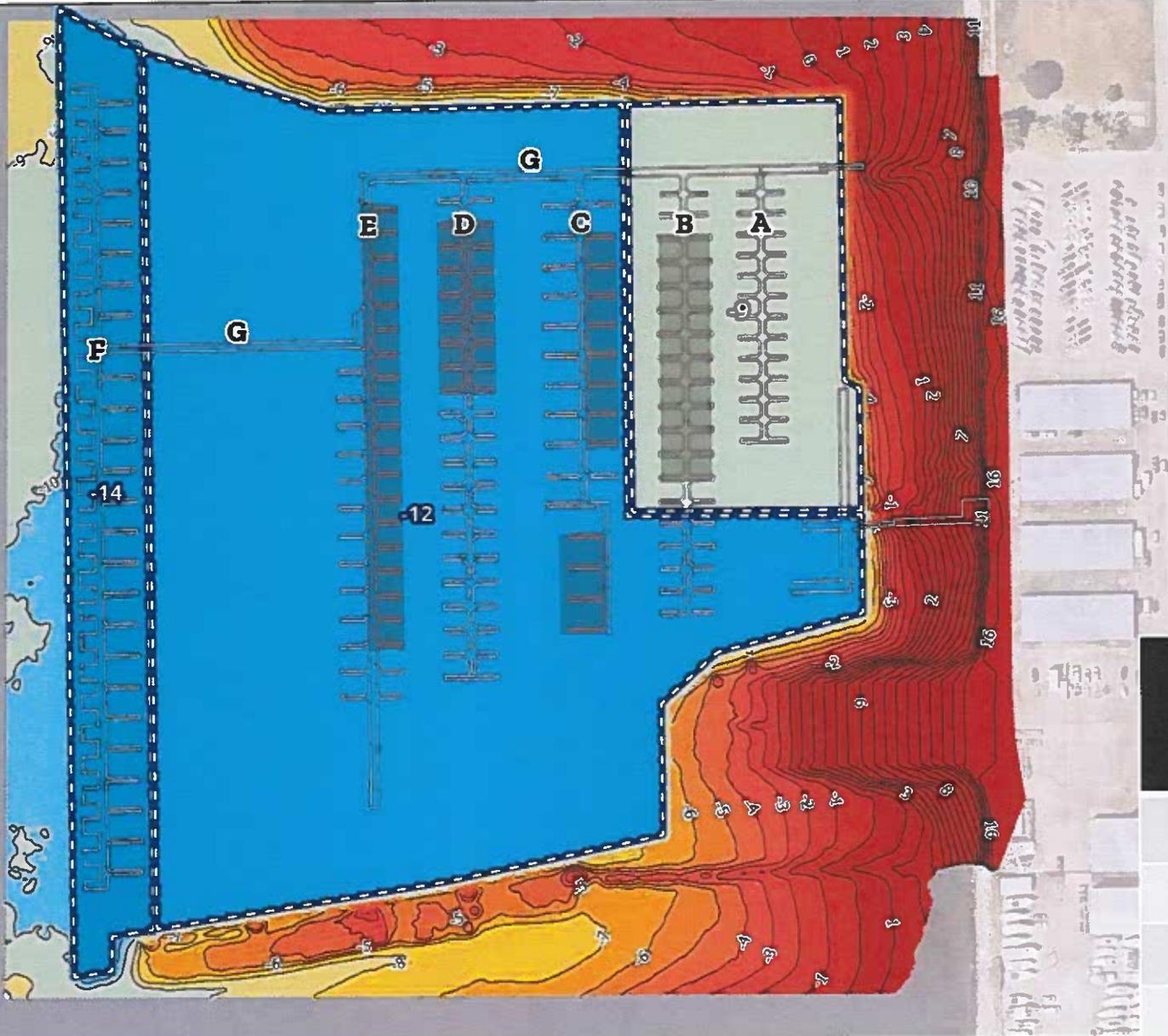


moffatt & nichol



# ALTERNATIVE 1 "DREDGE IT ALL"

## LEGEND



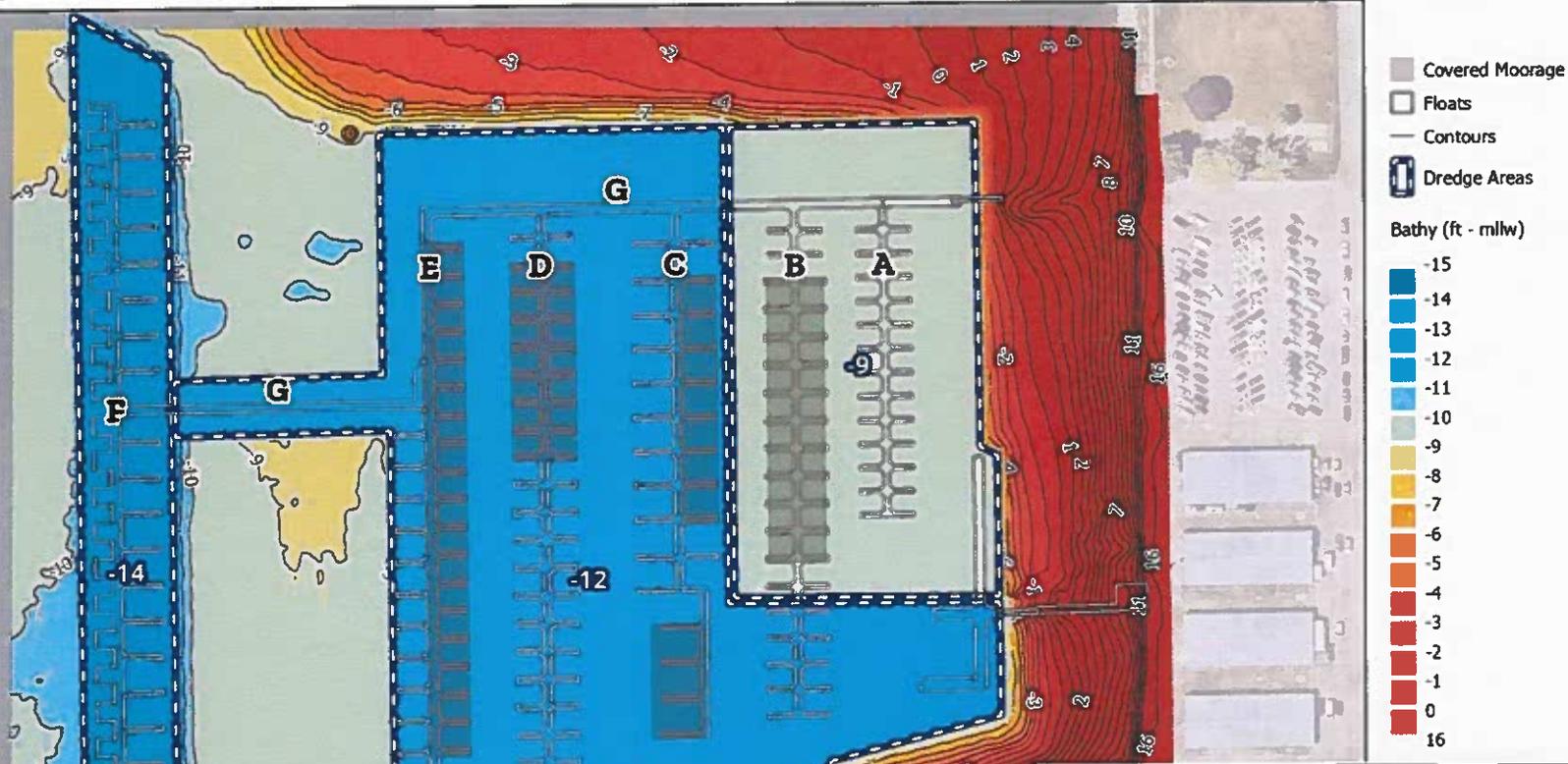
Region	Dredge Volume (CY)
-14 Region	15.9k
-12 Region	93.0k
-9 Region	16.5k
<b>Total</b>	<b>125.4k</b>

February 20, 2024 City Council Meeting Page 376



# ALTERNATIVE 2 "SKIP E-F FAIRWAY"

## LEGEND



Region	Dredge Volume (CY)	Savings from Alternative 1 (CY)
-14 Region	15.8k	-
-12 Region	67.3k	25.8k
-9 Region	16.5k	-
<b>Total</b>	<b>99.6k</b>	<b>25.8k</b>

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### OAK HARBOR MARINA REDEVELOPMENT & DREDGING

OAK HARBOR, WASHINGTON



07.21.23

DREDGE ALTERNATIVES DEVELOPMENT

1 INCH = 133 FEET



# ALTERNATIVE 2-2033

## LEGEND

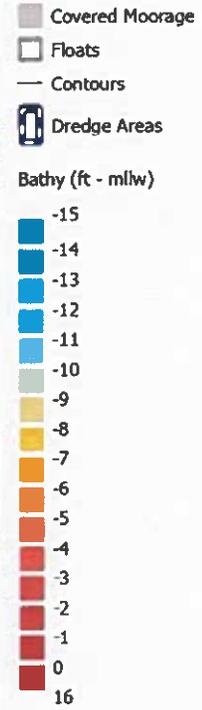
- Covered Moorage
- Floats
- Contours
- Dredge Areas

Bathy (ft - mllw)

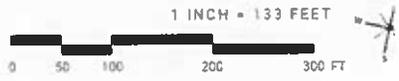


# ALTERNATIVE 3-2033

## LEGEND



February 20, 2024 City Council Meeting Page 379



# ALT 4 "OMIT A DOCK"



## LEGEND

- Covered Moorage
- Floats
- Contours
- Dredge Areas

### Bathy (ft - mllw)



Region	Dredge Volume (CY)	Savings from Alt 1 (CY)
-14 Region	15.8k	-
-12 (10-12) Region	55.5k	37.5
-9 Region	12.2k	4.2k
<b>Total</b>	<b>83.5k</b>	<b>41.7k</b>

February 20, 2024 City Council Meeting Page 380



# DREDGE ALTERNATIVES COMPARISON

## ALT 1:

- Provides the most robust long-term outcome.
- Infill modeling suggest that the marina is expected to remain fully navigable at 10 years.
- Estimated total project cost of \$11.74 million

## ALT 2:

- A similar outcome is expected as in ALT 1.
- Portions of the fairway between F and E Dock will no longer be navigable in approx. 10 years.
- The siltation at the north marina entrance is expected to result in depths between -8 and -9 ft-MLLW. This would prevent vessels with drafts greater than those depths from utilizing portions of F and G Docks.
- Estimated total project cost of \$9.74 million.

## ALT 3:

- Same concerns as ALT 2.
- Large portions of E and D dock would require dredging in approx.10 years to remain navigable.
- Estimated total project cost of \$8.97 million

## ALT 4:

- Same as ALT 3
- A Dock will no longer be navigable after approx. 10 years with no dredging.
- Estimated total project cost of \$8.74 million

# B AND D DOCK RECONFIGURATION

- A separate study is underway to study the impacts of changing the slip size configuration to improve the marina finances.
- In reviewing the potential slip size configuration, converting B and D docks to side tie moorage is an obvious and cost-effective way to accommodate larger boats, serve a wider boat population and improve marina finances a rate study is underway to study the impacts of changing the slip size configuration to improve the marina finances.
- Converting B&D Docks would also provide mitigation credits.
- Converting B&D Docks was included in the alternatives

# D and B Slip Reconfiguration



## LEGEND

-  Removed Floats
-  Floats

- Remove fingers from west side of B and east side of D
- Recommend dredging east side of B deeper to allow deeper draft vessels
- Additional sediment sample analysis and mitigation to increase dredge depth

# Permitting

- Project subject to numerous permits:
  - Federal permits requiring fish and wildlife consultation
  - State permits from DNR, state fish and wildlife and subject to Marina lease requirements
  - Local permits such as SEPA, Shoreline, building, fire and others
- Permitting this will take a minimum of 2 years
- The permitting requirements are highly dynamic with the regulatory agencies.
- The permit issued will be a maintenance permit which allows the city to perform additional dredging in a 10-year time period.
- Try to keep mitigation within the city and only purchase mitigation credits as necessary
- A higher level of mitigation is required for a new project versus a maintenance project

# COMPENSATORY MITIGATION

## Overview:

- Actions required to offset the negative environmental impacts of marine construction
  - Habitat destruction, turbidity, etc.
- Mitigation is applied in a number of ways:
  - Removing and disposing of existing debris or pollutants (e.g., creosote pile removal and barges)
  - Removal of shade-Roof Removal
  - Resorting habitat
  - Purchase of mitigation credits
- Mitigation actions effect costs by:
  - Adding additional work to complete mitigation work
  - Additional design and planning costs
  - Potential for delays

## Approach:

- Use onsite mitigation actions to the maximum extent possible
- Only purchase mitigation credits as necessary

# DREDGE ALTERNATIVES-FINANCIAL IMPACTS

- Funding for the dredging project will come from a variety of sources.
- Payment vehicles include:
  - Grants
  - Cash reserves
  - Revenue Bonds
  - Marina Revenues
- Current bonds will retire freeing up some revenue for new debt service.
- Detailed evaluation of the funding sources and the rate impacts will occur as the project progresses.

# PUBLIC COMMENT

- The project information was presented to the Marina Advisory Committee and the City held a public open house.
- The Marina Advisory Committee supported moving forward with Alternative 1.
- The open house had 47 citizens attend.
- To summarize the major public comments and/or themes:
  - The public supported the marina and felt it benefited the city.
  - Many questions arose regarding the dredging the channel outside the marina boundary
  - Many anecdotes regarding boats grounding during low tide events were received.
  - The public seemed to support moving forward with the most expansive alternative for the dredging.



# ALTERNATIVE 1-PREFERRED OPTION

- Staff recommends proceeding with Alternative 1 as the preferred option
- Alternative 1 allows the city to dredge areas neglected during the 2010 dredging.
- Alternative 1 reduces the cost of dredging in the 10-year dredging cycle and would allow for a minor dredging at the end the permit period.
- Alternative 1 maximizes the operational functionality of the marina.
- Alternative 1 provides the maximum coverage in the permit process and allows the use of the permit period for additional dredging.
- Alternative 1 is easily scaled back in the event of regulatory or financial restrictions.

City of Oak Harbor Marina Dredging  
Project

# NEXT STEPS

- With adoption of the City of Oak Harbor Marina Dredging Feasibility Plan, the project will begin the preliminary design and permitting phase.
- A contract amendment with Moffat & Nichol will be presented at a future Council meeting.
- The permit applications will be prepared and submitted.
- The project is targeting the 2026/2027 in-water window to perform the dredging.

# RECOMMENDATION

*I move that City Council adopt the City of Oak Harbor Dredging Feasibility Study with Alternative 1 as the preferred option.*

Questions?



CITY OF  
**Oak Harbor**  
WHIDBEY ISLAND, WASHINGTON

City Council Meeting

2/20/2024

City of Oak Harbor  
City Council Agenda Bill

Bill No. 9.c.  
Date: February 20, 2024  
Subject: WCIA Risk Reduction Grant

**FROM: Brian Smith, Parks and Recreation Director**

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

- Ronnie Wright, Mayor**
- Blaine Oborn, City Administrator**
- David Goldman, Finance Director**
- Hillary J. Evans, City Attorney, as to form**

**RECOMMENDED ACTION**

Motion to approve the Mayor sign the application to WCIA Risk Reduction grant program for the purchase and installation of security cameras at Ft. Nugent Park.

**BACKGROUND / SUMMARY INFORMATION**

The Washington Cities Insurance Authority (WCIA) offers a Risk Reduction Mitigation grant program. WCIA's annual goals are "to protect and maintain the authority's financial stability, sustain and enhance member commitment and involvement, maintain the status as a leading risk pool in the state and the nation, foster sound risk management practices, and contain or manage adverse loss exposure in concert with members."

The Risk Reduction Mitigation grant program is intended to supplement and support WCIA goals and the member's risk management programs and reduce covered liability exposures for current WCIA members.

The City has applied for and received this grant in the past. In 2022, the Streets division received this grant to fix sidewalks as a means to mitigate tripping and falling hazards. In 2018, the City received this grant to purchase and install collapsible event bollards for special events to improve the safety at large public outdoor events.

The Parks and Recreation Department in conjunction with the Police Department would like to apply for this grant to purchase and install three security cameras at Ft. Nugent Park, specifically in the Concessions/Restroom area. The purpose of the security cameras is to identify vandals and deter future vandalism, graffiti and property damage and destruction.

The park is heavily used by the public. Unfortunately, it is also a regular target for vandalism and property destruction. There have been times when the City had to close the restrooms all together in order to prevent further damage.

This request is for phase one of the project. Phase two will install cameras at one of the shelters and also on the other side of the playground. Phase three will provide a live streaming application to all the cameras. Phase two and three will be budgeted through the 2025-2026 biennial budgeting process.

## **LEGAL AUTHORITY**

### **FISCAL IMPACT**

\$23,591.96 is not budgeted in the 2024 budget. The City will request Council approval of a budget amendment if awarded the grant.

### **PREVIOUS COUNCIL / BOARD / CITIZEN INPUT**

N/A

### **ATTACHMENTS**

1. [WCIA Application](#)
2. [WCIA Grant PowerPoint](#)
3. [Ft. Nugent Park Security Camera Project](#)



## 2024 WCIA Grant Application Questions

**Instructions:** Use this to gather the information and then fill out the corresponding grant form in Origami. Please do not return this document to WCIA; all grant requests must be submitted by the Origami user(s).

### **Risk Reduction Mitigation Grant Application**

*All fields required unless noted optional.*

(The contact information is the person WCIA will communicate with regarding this grant application.)

Contact Name: Blaine Oborn

Contact Title: City Administrator

Contact Phone: 360-279-4501

Contact Email: [boborn@oakharbor.org](mailto:boborn@oakharbor.org)

Estimated Start Date: May 1, 2024

Estimated Completion Date: September 30, 2024

Project Name and/or Description: Oak Harbor Parks Vandalism Mitigation

Amount Requested: \$23,591.96

1. Please specify the risk you wish to mitigate with the risk reduction dollars under this grant. Priority will be given to those projects that mitigate high risk/claim incidents in the member's risk profile.

Safe and secure parks are important to the City of Oak Harbor and its residents. Ft. Nugent Park is one of the busiest parks in Oak Harbor. It is located in the southwest section of the City and is surrounded by a school and residential housing. The park includes six soccer fields, two football fields, one baseball field, a large community-built playground, basketball court, disc golf course, trails, open space, concessions, restrooms and two picnic shelters that the public can rent for parties or other activities.

Unfortunately, the park also sees a lot of vandalism, graffiti and malicious mischief. The concessions and restrooms are regularly vandalized and sprayed with graffiti. Over the last 18 months, Oak Harbor Police Department responded to 50 calls from Ft. Nugent Park. Of those over half involved juvenile complaints, malicious mischief, property damaged/stolen or suspicious behavior. Each day, the Parks Department does rounds to all the City parks and reports on vandalism and other damage. There is some level of vandalism at Ft. Nugent Park almost daily. One example at Ft. Nugent happened not long ago. Vandals broke the \$800 latch that locks the doors. Parks had to close the bathroom for three days because of the broken locks and graffiti inside the bathrooms. They removed the graffiti and added pad locks in order to reopen the bathrooms until the locksmith installed the current locks. It cost the City approximately \$10,000 annually to replace or repair damaged property at its parks. Parks staff spend about 4 hours per week, or 200 hours a year, repairing, cleaning or replacing vandalized property. This staff time equates to another \$5,600 annually addressing vandalism and graffiti.

There are multiple risks associated with the lack of security cameras in Ft. Nugent Park. The first and foremost being the risk of liability to the City if anything were to happen in the park and the City had no recourse to review footage and resolve the issue, criminal or otherwise. Another risk to the City is increasing insurance premiums for filing claims for property damage at parks. One example of this type of risk was the intentional shed fire in a City park in April 2023. The shed was a complete loss and the local Little League lost all their equipment being stored in the shed. Thankfully no one was hurt. Ft. Nugent

Park also has valuable assets that the City wants to ensure are protected, at a minimum, by security cameras.

2. How will the grant funds be used to mitigate the risk you identified above? Please describe the project.

The City of Oak Harbor is requesting \$23,591.96 in grant funding for phase 1 of the Ft. Nugent Park Security project. The funds will be used to purchase and install 3 security cameras in the vicinity of the concessions stand and restrooms (see attached map and quote) in order to mitigate the risks noted in question one. Almost every other park in the city has security cameras and the City has found that they deter vandalism, graffiti and other malicious mischief. Oak Harbor Police Department are able to review footage and identify suspects at the City's other parks. Phase 2 and 3 of the project are located on the attached map and will be budgeted in the upcoming 2025-2026 biennial budget process. Phase 2 will add cameras to the upper field. This is expected to cost \$29,671.98. Phase 3 will add a live stream feature and will cost \$8000 with a monthly service charge going forward. Implementing Phase 1 of the overall project will save the City money and time in 2024, will decrease the City's risk and most importantly, improve the safety of the park users.

3. What impact do you anticipate this mitigation will have on reducing loss exposure to your agency/city/town? (Please specify if it will address any issues or possible exposures related to your annual audit or loss/run reports.)

This project is a mitigation grant request. The main purpose is to improve the safety and security at Ft. Nugent Park; mitigate future vandalism and property destruction or damage; and decrease the City's liability to potential litigation. Knowing cameras are recording will provide a higher measure of safety for the residents who use the park and deter would-be vandals. It will also decrease the City's exposure to potential liability cases and high-risk claims. It will also save the City staff time and money in repairing and replacing vandalized property.

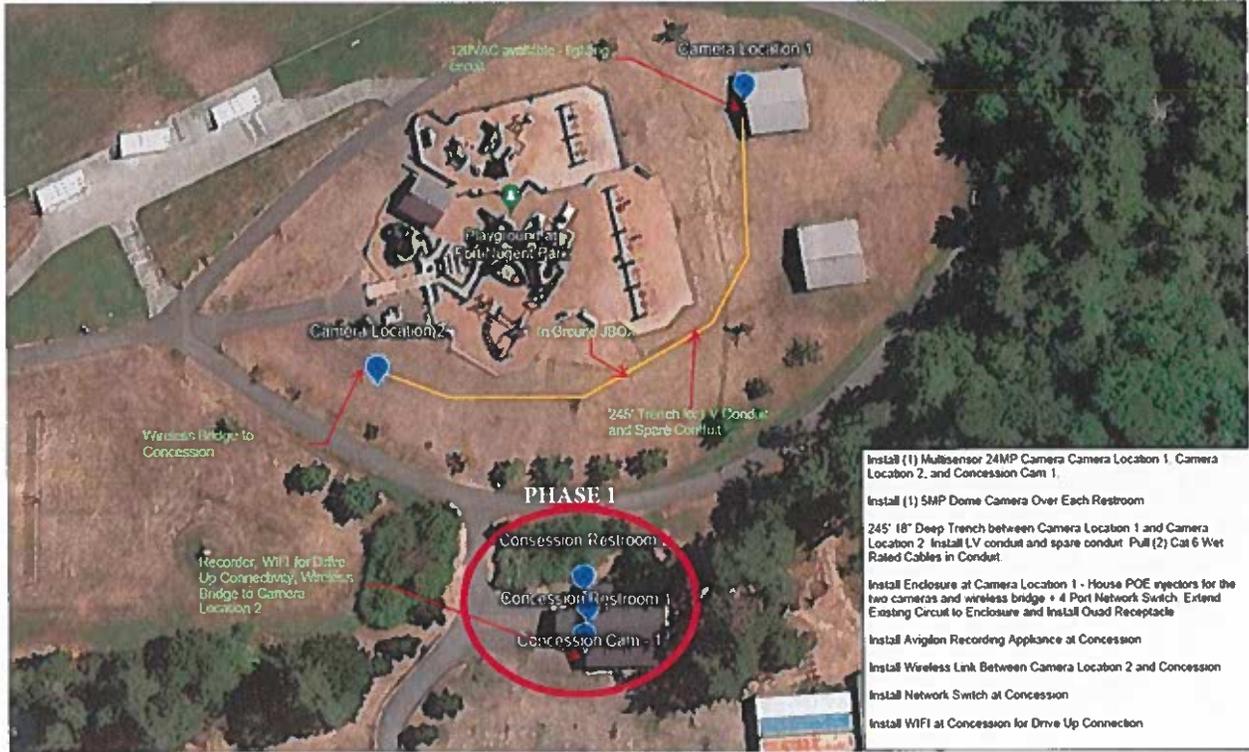
4. Describe any matching funds or in-kind labor/services contributions.

The City of Oak Harbor will match the grant with staff labor and any unforeseen additional expenses relating to the installation of the security cameras. The City will also budget for the remaining phases in the 2025-2026 biennial budget cycle.

Provide any supporting documentation to the person submitting the request in Origami. For example, estimates, photographs, etc.

Vandalism at parks:





- Install (1) Multisensor 24MP Camera Camera Location 1, Camera Location 2, and Concession Cam 1.
- Install (1) 5MP Dome Camera Over Each Restroom
- 245' 18" Deep Trench between Camera Location 1 and Camera Location 2. Install LV conduit and spare conduit. Pull (2) Cat 6 Wet Rated Cables in Conduit.
- Install Enclosure at Camera Location 1 - House POE injectors for the two cameras and wireless bridge + 4 Port Network Switch. Extend Existing Circuit to Enclosure and Install Quad Receptacle
- Install Avigilon Recording Appliance at Concession
- Install Wireless Link Between Camera Location 2 and Concession
- Install Network Switch at Concession
- Install WIFI at Concession for Drive Up Connection



# GATEWAY CONTROLS INC.

2205 Queen Street • Bellingham, WA 98229  
Phone: (360) 738-4841 • Fax: 738-4281  
[www.gateway-controls.com](http://www.gateway-controls.com)

January 31, 2024

Sandra Place  
Central Services Manager  
Public Works Department  
1400 NE 16<sup>th</sup> Avenue  
Oak Harbor, WA

Project: Fort Nugent Park Camera Installation – Concession Only

1	24MP Multi Sensor Cameras, Avigilon 8MP EA	
2	5MP Dome Cameras, H6SL 3.4—10.5mm	
1	ENVR2-PLUS-8P8-NA 8 Port, 8TB Recording	
3	Enterprise Camera License, ACC V7	
1	8 Port POE+ Network Switch, Concession	
1	Conduit and Wire in Concession Building	
1	Unistrut 2" Pipe Mount for Concession	
1	Ubiquiti WIFI, For Drive Up Connection	
1	Lift Rental, 24 Hours	
	Prevailing Wage Labor Rates Included	
	<b>TOTAL</b>	<b>\$21,644.00</b>

**Required but Not Included Above:**

**\$23,591.96 with tax**

- Washington State Sales Use Tax

Thanks for the opportunity to provide this pricing and please let me know if you have any questions.

Regards,  
Gateway Controls Inc.  
By: Jonathan Huffman

# WCIA RISK REDUCTION GRANT APPLICATION



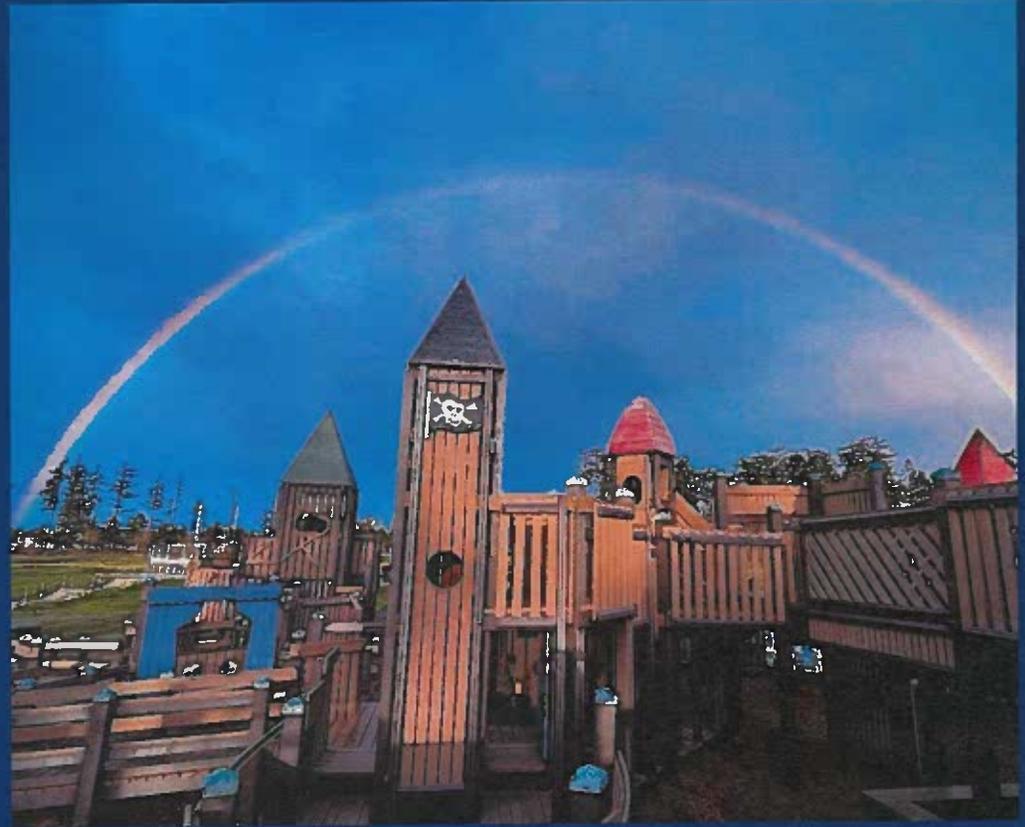
City Council Workshop  
February 20, 2024

# WASHINGTON CITIES INSURANCE AUTHORITY

- Foster sound risk management practices
- Contain/manage adverse loss exposure
- Grant program intended to support goals and;
- Reduce liability exposure
- 2022 Streets applied
  - Sidewalk safety project
  - Fixed sidewalks to decrease trips and falls
- 2018 City applied
  - Purchased & installed
  - Collapsible bollards
  - Safety for events

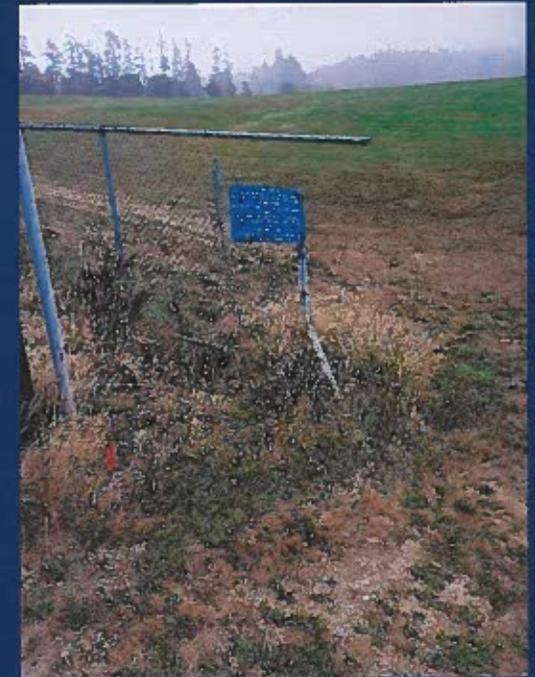
# FT. NUGENT PARK SECURITY PROJECT

- 6 soccer fields
- 2 football fields
- 1 baseball field
- Playground
- Basketball court
- Disc golf course
- Concessions
- Picnic shelters
- Restrooms



# FT. NUGENT PARK SECURITY PROJECT

- Vandalism
- Graffiti
- Property damage
- Property destruction
- Almost every day
- Time & money



# FT. NUGENT PARK SECURITY PROJECT



- 3-Phase Project
- Phase 1
  - Concessions
  - Restrooms
- Phase 2
  - Shelter & Playground
- Phase 3
  - Live streaming

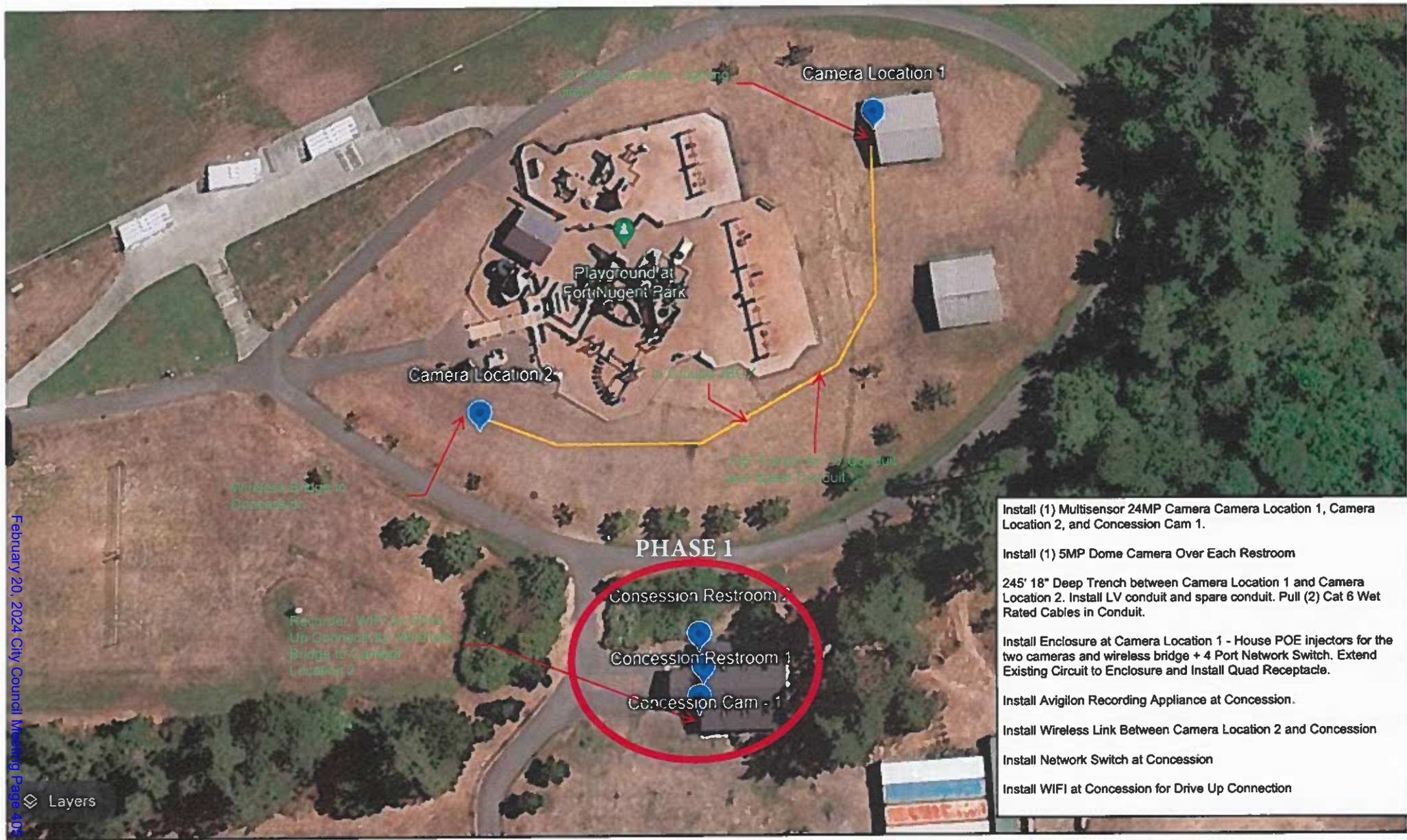
# FT. NUGENT PARK SECURITY PROJECT

- Risk Reduction Grant
- Closes March 7, 2024
- Requesting \$23,591.96
- Phase 2-3 will be budgeted during 2025-2026 biennial budgeting process



## RECOMMENDED ACTION

- I move to approve the Mayor authorizing the application for the WCIA Risk Reduction Grant Program.



- Install (1) Multisensor 24MP Camera Camera Location 1, Camera Location 2, and Concession Cam 1.
- Install (1) 5MP Dome Camera Over Each Restroom
- 245' 18" Deep Trench between Camera Location 1 and Camera Location 2. Install LV conduit and spare conduit. Pull (2) Cat 6 Wet Rated Cables in Conduit.
- Install Enclosure at Camera Location 1 - House POE injectors for the two cameras and wireless bridge + 4 Port Network Switch. Extend Existing Circuit to Enclosure and Install Quad Receptacle.
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City of Oak Harbor  
City Council Agenda Bill

Bill No. 9.d.

Date: February 20, 2024

Subject: Police Department Small Rural  
Tribal Body Worn Camera  
Grant Application Approval

**FROM:** Tony Slowik, Chief of Police

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

- X Ronnie Wright, Mayor
- X Blaine Oborn, City Administrator
- X David Goldman, Finance Director
- X Hillary J. Evans, City Attorney, as to form

**RECOMMENDED ACTION**

Motion to authorize the Mayor to approve the application to the US Department of Justice Small Rural Tribal Body Worn Camera grant program.

**BACKGROUND / SUMMARY INFORMATION**

The Police Department applied to the Washington Association of Sheriffs and Police Chiefs (WASPC) for a grant to replace its body worn cameras. WASPC awarded OHPD partial funding.

The Department of Justice (DOJ) Small Rural Tribal Body Worn Camera offers grants to publicly-funded law enforcement agencies with 50 or fewer full-time sworn officers; or rural law enforcement agencies; or Federally recognized tribal law enforcement agencies.

The Police Department is requesting approval to apply for funds from DOJ for the remainder of the replacement cameras and a camera redaction software contract. The grant requires a 1:1 match, which can be monetary or in-kind. The Police Department often works with the DOJ and provides camera footage when requested and will this staff time as an in-kind match.

**LEGAL AUTHORITY**

**FISCAL IMPACT**

\$30,804.00 is not budgeted in 2024. A budget amendment will be brought before the City Council for approval is the grant is awarded.

**PREVIOUS COUNCIL / BOARD / CITIZEN INPUT**

None

**ATTACHMENTS**

1. [OHPD SRT BWC Grant PowerPoint](#)

**DEPARTMENT OF JUSTICE  
SMALL RURAL TRIBAL  
BODY WORN CAMERA  
MICRO-GRANT  
APPLICATION**



**City Council Meeting  
02/20/2024**

# SRT BWC PURPOSE

- Bureau of Justice Assistance
- Funding and technical support
- Micro-Grant program
  - Under 50 commissioned officers; or
  - Rural community; or
  - Federally recognized Tribal
- Implement or enhance body worn camera (BWC) programs



# BWC PROGRAM



- Cameras & mounting
- Docking & charging
- Wiring & Antennas
- Licensing fees
- Support Software
  - redaction/transcribing

# DELIVERABLES/REQUIREMENTS

- Participate in webinars
- Monthly reporting
- BWC policy development
- Purchase BWCs & other equipment or services



## OHPD REQUEST

- \$30,804.00 request
- Not currently budgeted
- Match – in-kind services
- Purchase BWCs (\$15,804)
- Contract w/redaction software company (\$15,000)
- BWC proven effective
- Officer safety
- Redaction software will save staff time
- March 4, 2024 deadline to apply

## RECOMMENDED MOTION

*Move to authorize the Mayor to approve the application to US Department of Justice for the small rural tribal body worn camera grant program.*

City of Oak Harbor  
City Council Agenda Bill

Bill No. 9.e.  
Date: February 20, 2024  
Subject: Purchase of "Song of the Salish  
Sea" Mural

**FROM: Brian Smith, Parks and Recreation Director**

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

- Ronnie Wright, Mayor**
- Blaine Oborn, City Administrator**
- David Goldman, Finance Director Hillary**
- J. Evans, City Attorney, as to form**

**RECOMMENDED ACTION**

Authorize use of the Creative Arts Fund for the purchase of the mural "Song of the Salish Sea" for \$10,000.

**BACKGROUND / SUMMARY INFORMATION**

The Arts Commission is recommending purchase of a 20'X4' mural for display at either the Interpretive Center or City Hall. The Mural "Song of the Salish Sea" by local artists Nick and Kendall Mann is for sale for \$10,000. The art piece must be sold now with the move of the current gallery to a smaller space.

Artist Statement: "SONG OF THE SALISH SEA" (2016) Approx. 20'x4', acrylics on wood panel

This mural is an expression of the interwoven connections between the natural world in the Puget Sound/Salish Sea. It is a celebration of beauty, wonder, and joy in regard to the land and waters of our area. Plants such as Salal, Oregon Grape, Cedar Trees, Devil's Club, Foxglove, Nettle, etc weave their way through a landscape flanked by two blacktail deer. A bald eagle anchors the centerpiece of the mural, symbolizing the heart of the landscape, a bridge between sky and water. An orca leaps from the dazzling water. The overall essence of the piece creates a harmony or "symphonic-like" vision that highlights the interconnected crown jewels of nature in the Salish Sea. A timeless portal into what's truly local.

About the Artists:

Nick and Kendall Mann (both born 1988) are visual artists residing in Port Townsend, WA. As husband and wife, the Manns have collaborated on murals and paintings all around the Pacific Northwest as far north as Haida Gwaii, BC. Both having grown up on Bainbridge Island, their work pays homage to the spirited natural beauty and sense of wonder found on the Olympic Peninsula and surrounding areas. Initially bonding as both artists and spiritual seekers, the duo sees art making as a revelatory creative process and a method of prayer, catharsis, and healing.

Prior to their marriage, Nick traveled the country painting large scale murals across North America in places such as Santa Fe, Atlanta, Seattle, Portland, Oakland, San Francisco, New York, Navajo Nation, Wisconsin, Cleveland, Mexico etc. He has exhibited his gallery work in both solo and group shows around the world.

Kendall received her BFA in printmaking at Massachusetts College of Art and Design in Boston, MA and got her Masters in Art Therapy and Couples & Family Therapy from Antioch University in Seattle. She has led groups of children in community based art projects and worked professionally as an Art Therapist for children. She has created commissioned fine art for clients around the world. Nick runs a sign-business specializing in traditional hand painted, hand carved, and gold leaf signage. Maritime lettering is his specialty/niche. Kendall and Nick are now fully immersed into the journey of parenthood with a three and one year old in tow!

## **LEGAL AUTHORITY**

## **FISCAL IMPACT**

Funding for the \$10,000 purchase expense will come from Fund 115 Creative Arts Fund. If approved, staff will include this amount in the mid-year 2024 budget amendment for Council approval.

**PREVIOUS COUNCIL / BOARD / CITIZEN INPUT**

**ATTACHMENTS**

1. [Song of the Salish Sea](#)

# SONG OF THE SALISH SEA ART PROCUREMENT



City Council Meeting

February 20, 2024

## ARTISTS NICK AND KENDALL MANN

Nick and Kendall Mann are visual artists residing in Port Townsend, WA. The Manns have collaborated on murals and paintings all around the Pacific Northwest.

Their work pays homage to the spirited natural beauty and sense of wonder found in the surrounding areas.

Nick has exhibited his gallery work in both solo and group shows around the world.

## SONG OF THE SALISH SEA

- 20'x4', acrylics on wood panel
- This mural is an expression of the interwoven connections between the natural world in the Puget Sound/Salish Sea.

# SONG OF THE SALISH SEA







# SONG OF THE SALISH SEA



## RECOMMENDED MOTION

- I move to approve authorized use of the Creative Arts Fund for the purchase of the mural art piece “Song of the Salish Sea” by Nick and Kendall Mann for up to \$10,000.