



NOTICE OF WORKSHOP MEETING
Council Chambers, 865 SE Barrington Drive

NOTICE IS HEREBY GIVEN that the Oak Harbor City Council will hold a Workshop Meeting on July 24, 2024 at 2:00 PM to discuss the following agenda items. This meeting will be held in the Council Chambers, 865 SE Barrington Drive .

DATED this 17th of July, 2024.

Julie Nester, City Clerk

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

**** Please note: Action may or may not be taken****

WORKSHOP MEETING
JULY 24, 2024 CITY COUNCIL AGENDA AT 2:00 PM

MAYOR

CITY COUNCIL

CITY ADMINISTRATOR

- a. ACTION ITEM: \ V 2006: Amending OHMC Chapter 1.04 y the start time of Council meetings
- b. ACTION ITEM: Resolution 24-22: ° Council Rules of Procedure to reflect start time
- c. Monthly Departments Report

HUMAN RESOURCES

- a. ACTION ITEM: Fire Chief Employment Agreement

POLICE DEPARTMENT

- a. Opioid Settlement Update
- b. Community Survey on Public Safety and Law Enforcement

FINANCE

- a. Priority Based Budgeting - Resource X

DEVELOPMENT SERVICES

- a. ACTION ITEM: Economic Development Strategic Plan - Request for Proposals
- b. ACTION ITEM: Sale of Goldie Road Property
- c. Happy Valley Mobil Home Park
- d. 2025 Comprehensive Plan Major Update
- e. Ordinance No. 1999 Revision Options Discussion

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

Bill No. Administration a.
Date: July 24, 2024
Subject: Ordinance No. 2006: Amending
Oak Harbor Municipal Code
Chapter 1.04, Section 1.04.010
Time and place of council
meetings

FROM: Mayor Ronnie D. Wright,

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- Ⓒ Ronnie D, Wright, Mayor
- Ⓒ Sabrina Combs, City Administrator
- Ⓒ David Goldman, Deputy City Administrator
- Ⓒ Hillary Evans, City Attorney, as to form

RECOMMENDED ACTION

Motion to adopt Ordinance No. 2006: Amending Oak Harbor Municipal Code (OHMC) Chapter 1.04, Section 1.04.010 Time and Place of Council Meetings, to reflect a 5:30 p.m. start time.

BACKGROUND / SUMMARY INFORMATION

Currently, regular council meetings begin at 6:00 p.m. and council workshops begin at 2:00 p.m. In many instances both meetings and workshops have exceeded more than three hours in length. In consideration of the time required for not only the Council, but also for City staff and members of the public who attend meetings, Mayor Wright proposed a change to the start times of regular meetings to 5:00 p.m. and workshops to 12:00 p.m. (noon). At their workshop of June 26, 2024, the Council discussed Mayor Wright’s proposed changes and was of the consensus to consider amending the start time for regular meetings to 5:30 p.m. and the start of workshops to 1:00 p.m.

The start time for regular meetings is stated in Chapter 1.04 of the Oak Harbor Municipal Code, which is adopted by ordinance, and in the Council Rules of Procedure, amended by resolution. Staff has prepared an updated ordinance and an updated resolution, which are for separate consideration. Workshop meetings, while encouraged for attendance, are technically optional for the Council and are not formally mentioned in either OHMC Chapter 1.04 or in the Council Rules of Procedure.

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

Council Workshop of June 26, 2024

ATTACHMENTS

Proposed Ordinance No. 2006

Ordinance No. 1804

ORDINANCE NO. 2006

AN ORDINANCE OF THE CITY OF OAK HARBOR AMENDING OAK HARBOR MUNICIPAL CODE CHAPTER 1.04 ENTITLED "COUNCIL MEETINGS"

NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF OAK HARBOR do ordain as follows:

Section One. Oak Harbor Municipal Code Chapter 1.04 entitled "Council Meetings" last amended by Ordinance No. 1664 (2013) is hereby amended to read as follows:

**Chapter 1.04 COUNCIL
MEETINGS**

Sections:

- 1.04.010 Time and place of full council meetings.
- 1.04.020 Public notice for full council agenda - Introduction of action.
- 1.04.030 Ordinances - Introduction.
- 1.04.035 Ordinances - Enactment.
- 1.04.040 Ordinances - When effective.

1.04.010 Time and place of full council meetings.

- (1) The full council of the City of Oak Harbor shall meet on the first Tuesday of each month. There shall be a second regular full council meeting each month, except in the months of June and July, on the second Tuesday following the first monthly council meeting.
- (2) If the date of any of the full council meetings above scheduled falls on an official holiday, as set forth in the statutes of the State of Washington, or on a day on which a general election or a primary for a general election is to be conducted or on National Night Out, the regular full council meeting shall be held at the same time on the following day.
- (3) Regular full council meetings will be held at City Hall in the City of Oak Harbor and shall start at 5:30 p.m. and end at 9:00 p.m. unless extended by the majority vote of the council.

1.04.020 Public notice for full council agenda - Introduction of action.

- (1) It is directed that:
 - (a) The agenda with abbreviated item descriptions shall be completed and available by 5:30 p.m. on the Thursday before a regular full council meeting. Additionally, this

Ordinance No. 2006 amending OHMC Ch.1.04
entitled "Council Meetings"

agenda shall be mailed by electronic mail to newspapers, radio stations and television stations which request notice of public meetings and posted at City Hall.

- (b) The full agenda packet shall generally be available by 5:30 p.m. on the Thursday before a regular full council meeting. The agenda packet shall be posted on the city website.

Nothing in this subsection shall be construed as requiring that only the items identified on the agenda described in this subsection may be heard at the full council meeting or that agenda items cannot be deleted. Thus, for example, but not as limitation, emergency matters, amendments to the budget, and approval of contracts may be added to the agenda after preparation is complete.

- (2) Matters introduced by a councilmember which are seconded by another councilmember and not on the agenda shall be set over to another full council meeting for consideration and action, if any. Every councilmember-initiated agenda item shall be stated by the initiating councilmember for the agenda in the form of a proposed action item such as council discussion, a motion, resolution or ordinance. As an exception to the provision of this subsection, the following matters after motion and second may be considered and acted upon during the same meeting they are introduced:
 - (a) Matters declared an emergency;
 - (b) Directions to staff to prepare documents or reports or both for consideration; or
 - (c) Scheduling of meetings.

1.04.030 Ordinances - Introduction. All proposed ordinances shall be approved by the city attorney and bear his certification that they are in correct form. No ordinance or any section or subsection thereof shall be revised or amended unless the new ordinance sets forth the revised ordinance or the amended section or subsection at full length.

1.04.035 Ordinances - Enactment. Adoption shall be accomplished at the same meeting the ordinance is introduced, unless precluded by law. The enacting clause of all ordinances shall be as follows: "The City Council of the City of Oak Harbor do ordain as follows:". No ordinance shall contain more than one subject and that must be clearly expressed in its title.

1.04.040 Ordinances - When effective. No ordinance shall take effect until five days after the date of its publication unless otherwise provided by statute, except an ordinance designated therein as a public emergency ordinance necessary for the protection of public health, public safety, public property or the public peace may be made effective upon adoption, but such ordinance may not levy taxes, grant, renew, or extend a franchise, or authorize the borrowing of money. The City Clerk will normally publish a summary of all ordinances unless otherwise directed by the city council or mayor or unless otherwise required by law.

Ordinance No. 2006 amending OHMC Ch. 1.04
entitled "Council Meetings"

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

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

PASSED by the City Council this _____ day of July 2024.

THE CITY OF OAK HARBOR

By _____
Mayor, Ronnie D. Wright

Dated: _____

Attest:

Julie Nester, City Clerk

Approved as to Form:

Hillary Evans, City Attorney

ORDINANCE NO. 1804

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NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF OAK HARBOR do ordain as follows:

Section One. Oak Harbor Municipal Code Chapter 1.04 entitled "Council Meetings" last amended by Ordinance No. 1664 (2013) is hereby amended to read as follows:

**Chapter 1.04
COUNCIL MEETINGS**

Sections:

- 1.04.010 Time and place of full council meetings.
- 1.04.020 Public notice for full council agenda – Introduction of action.
- 1.04.030 Ordinances – Introduction.
- 1.04.035 Ordinances – Enactment.
- 1.04.040 Ordinances – When effective.

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- (1) The full council of the city of Oak Harbor shall meet on the first Tuesday of each month. There shall be a second regular full council meeting each month, except in the months of June and July, on the second Tuesday following the first monthly council meeting.
- (2) If the date of any of the full council meetings above scheduled falls on an official holiday, as set forth in the statutes of the state of Washington, or on a day on which a general election or a primary for a general election is to be conducted or on National Night Out, the regular full council meeting shall be held at the same time on the following day.
- (3) Regular full council meetings will be held at City Hall in the city of Oak Harbor and shall start at 6:00 p.m. and end at 9:00 p.m. unless extended by the majority vote of the council.

1.04.020 Public notice for full council agenda – Introduction of action.

- (1) It is directed that:
 - (a) The agenda with abbreviated item descriptions shall be completed and available by noon on the Thursday before a regular full council meeting. Additionally, this

agenda shall be mailed by U.S. mail or electronic mail or faxed to newspapers, radio stations and television stations which request notice of public meetings.

- (b) The full agenda packet shall generally be available by noon on the Thursday before a regular full council meeting. The agenda packet shall be posted on the city website.

Nothing in this subsection shall be construed as requiring that only the items identified on the agenda described in this subsection may be heard at the full council meeting or that agenda items cannot be deleted. Thus, for example, but not as limitation, emergency matters, amendments to the budget, and approval of contracts may be added to the agenda after preparation is complete.

- (2) Matters introduced by a councilmember which are seconded by another councilmember and not on the agenda shall be set over to another full council meeting for consideration and action, if any. Every councilmember-initiated agenda item shall be stated by the initiating councilmember for the agenda in the form of a proposed action item such as council discussion, a motion, resolution or ordinance. As an exception to the provision of this subsection, the following matters after motion and second may be considered and acted upon during the same meeting they are introduced:
 - (a) Matters declared an emergency;
 - (b) Directions to staff to prepare documents or reports or both for consideration; or
 - (c) Scheduling of meetings.

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1.04.035 Ordinances – Enactment. Adoption shall be accomplished at the same meeting the ordinance is introduced, unless precluded by law. The enacting clause of all ordinances shall be as follows: “The City Council of the City of Oak Harbor do ordain as follows:”. No ordinance shall contain more than one subject and that must be clearly expressed in its title.

1.04.040 Ordinances – When effective. No ordinance shall take effect until five days after the date of its publication unless otherwise provided by statute, except an ordinance designated therein as a public emergency ordinance necessary for the protection of public health, public safety, public property or the public peace may be made effective upon adoption, but such ordinance may not levy taxes, grant, renew, or extend a franchise, or authorize the borrowing of money. The city clerk will normally publish a summary of all ordinances unless otherwise directed by the city council or mayor or unless otherwise required by law.

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

PASSED by the City Council this 16th day of MAY, 2017.

THE CITY OF OAK HARBOR

By  _____
Robert Severns, Mayor

Dated: MAY 16, 2017

Attest:



Nicole Tesch, Deputy Clerk

Approved as to Form:



Nikki Esparza, City Attorney

Published: MAY 25, 2017

ORDINANCE 2006 AMENDING OHMC CHAPTER 1.04



CITY OF
Oak Harbor
WHIDBEY ISLAND, WASHINGTON

City Council

July 24, 2024

BACKGROUND

- Mayor Wright proposed earlier starting times for regular Council meetings and workshops at the June 26, 2024 Council Workshop.
- After discussion, the Council was of a consensus to consider a 5:30 p.m. start time for regular Council meetings.
- The day and time of regular Council meetings is included in Chapter 1.04 of the Oak Harbor Municipal Code.
- In order to change the time of regular meetings, an ordinance is needed to amend Chapter 1.04, Section 1.04.010 Time and Place of Council Meetings

RECOMMENDATION

- **Recommended Motion:**
- **I move to adopt Ordinance No. 2006: Amending Oak Harbor Municipal Code Chapter 1.04, Section 1.04.010, Time and Place of Council Meetings, to reflect a 5:30 p.m. start time.**

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

Bill No. Administration b.
Date: July 24, 2024
Subject: Resolution 24-22: Amending
Council Rules of Procedure

FROM: Mayor Ronnie D. Wright,

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- ⊙ Ronnie D, Wright, Mayor
- ⊙ Sabrina Combs, City Administrator
- ⊙ David Goldman, Deputy City Administrator
- ⊙ Hillary Evans, City Attorney, as to form

RECOMMENDED ACTION

Motion to approve Resolution 24-22: Amending Council Rules of Procedure to reflect a 5:30 p.m. start time for regular meetings.

BACKGROUND / SUMMARY INFORMATION

The current Council Rules of Procedure were amended via Resolution 22-20 in December of 2022 to include updates for addressing remote or virtual attendance. The Council at that time also adopted a Staff and Council Code of Conduct. The start time for regular meetings is stated in Chapter 1.04 of the Oak Harbor Municipal Code, which is adopted by ordinance, and in the Council Rules of Procedure, amended by resolution.

The Rules of Procedure include the time for regular Council meetings in Rule No. 2 Meetings, item 1 Regular Meetings. Currently, regular council meetings begin at 6:00 p.m.

At their workshop of June 26, 2024, the Council was of the consensus to consider amending the start time for regular meetings to 5:30 p.m. and the start of workshops to 1:00 p.m. Workshop meetings, while encouraged for attendance, are technically optional for the Council and are not formally mentioned in either OHMC Chapter 1.04 or in the Council Rules of Procedure, so only the proposed change to the start time for regular meetings is required to be amended.

If the Council adopts proposed Ordinance No. 2006, it will be necessary to also approve the amended Council Rules of Procedure, via resolution.

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

Council Workshop of June 26, 2024

ATTACHMENTS

Proposed Resolution 24-22

Council Rules of Procedure



Council Rules of Procedure

Resolution 04-02 March 2, 2004
Amended via Resolution 22-20 December 13, 2022
Amended via Resolution 24-22 July 24, 2024

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Rule No. 1: Purpose - Scope.

The order of procedure and business herein contained shall govern deliberations and meetings of the City Council except as the same may be in conflict with RCW Chapter 35A.12 or other state law and constitutional provisions.

Rule No. 2: Meetings.

- (1) Regular Meetings – Regular meetings will begin at 5:30 p.m. and end not later than 9:00 p.m. unless extended by the majority vote of the Council.
- (2) Special meetings may be called by the Mayor or by a majority of the Council by written notice delivered personally or by mail or email to each Councilmember and the Mayor at least twenty-four hours prior to the time set for the meeting as specified in the notice. Notice of the meeting shall also be posted on the City's web page. The requirements of the "Open Meeting Law", RCW Chapter 42.30, shall apply in all respects to special meetings of the Council. Councilmembers may consent to personal written notice being placed in Councilmember's mailbox at City Hall; provided, further, in such cases a telephonic, email or personal notice shall be given to each Councilmember.
- (3) Council Attendance – Absences by Councilmembers at regular meetings are subject to the provisions of RCW 35A.12.060. If a Councilmember knows in advance that s/he will be absent at a meeting, the Coun-

councilmember should contact the Mayor, City Administrator and/or City Clerk. Following the Call to Order, the presiding officer will inform the Council of the Councilmember's absence and ask for a motion to excuse the Councilmember from the meeting. The motion is approved by a majority of the Councilmembers present. Councilmembers may also choose to excuse a Councilmember after-the-fact in the same manner.

Rule No. 3: Meetings Public - Executive Sessions.

All regular and special meetings of the Council shall be open to the public. The Council may hold executive sessions from which the public may be excluded for those purposes set forth in RCW 42.30.110 (Open Meeting Law), may order the removal of individuals who are interrupting the meeting as provided in RCW 42.30.050, and may exclude witnesses during investigation of a matter by the Council as provided in RCW 42.30.110.

Rule No. 4: Quorum - Absent Councilmembers.

- (1) A majority of Councilmembers of the Council shall constitute a quorum at all meetings of the Council, but a less number may adjourn from time to time and may compel the attendance of absent Councilmembers by direction to the Chief of Police under penalty. Once a meeting has been constituted and called to order, no Councilmember present shall absent himself/herself from the same without leave of

the presiding officer or a majority of the Council. See Privileged Motion in the current edition of Robert's Rules of Order.

- (2) With prior approval by a majority of the Council and on non-quasi judicial matters only, a Councilmember may participate by an agreed upon electronic means. A Councilmember may not attend more than six regularly scheduled Council meetings in a given year via remote attendance without permission approval of the Council. There is no limit to the number of Councilmembers who may participate by remote attendance in a meeting. Remote attendance by any Councilmember shall be considered an appearance towards a quorum. Remote attendance is for the benefit of the City and not for the benefit of an individual member or the membership as a whole. Councilmember(s) must be able to hear everything that is spoken by any member(s) or individual(s) who are participating in the meeting, either in person or by remote attendance, and all members and individual(s) attending the meeting in person or remotely must be able to hear everything spoken by the member(s). Remote attendance by Councilmembers should be announced by the Mayor, or Mayor Pro Tempore in the absence of the Mayor, and will be reflected in the meeting minutes.

Rule No. 5: Presiding Officer - Mayor, Clerk Pro Tempore.

The Mayor shall preside over all meetings of the Council, or, in his/her absence, by the Mayor pro tempore. If the Clerk is absent from a Council meeting, the Mayor or Mayor pro tempore shall appoint a Clerk pro tempore. The appointment of a Councilmember as Mayor pro tempore shall not in any way abridge his/her right to vote upon all questions coming before the Council.

Rule No. 6: Agenda.

- (1) Preparation of Agenda. An agenda for regular meetings shall be prepared by the Mayor and transmitted to the Councilmembers. The agenda shall consist of the business to come before the City Council, but shall not preclude the Council from considering matters in addition to those set forth on said agenda. The heads of the various departments of the City or his/her designee shall report agenda matters and deliver copies of supporting materials to the Mayor in sufficient time for their inclusion on the agenda.

For purposes of discussion, secondary motions and amendments, the placement of an action item on the agenda shall be deemed a motion to adopt the presented agenda item. However, any action on the main agenda item, including adoption as presented, shall require a motion, a second and an affirmative vote of the Council.

For special meetings, a final action may be taken by Council only on items for which notice was provided and which were placed on the agenda.

- (1) Addition of items. Items added to the agenda within 24 hours of the meeting shall be considered only upon approval of a majority of the Council present at the meeting.
- (2) Order of Business. The order of business should follow as nearly as possible the order of the agenda as follows:

Call to Order (Invocation, Pledge of Allegiance, Excuse Absent Councilmembers)

- (1) Approval of Agenda
- (2) Presentations
- (3) Citizen Comment Period (a maximum of three minutes per speaker for 15 minutes). By a majority vote, the Council may extend the Citizen Comment Period
- (4) Consent Agenda
- (5) Mayor and Council Comments
 - (i) Mayor
 - (ii) CouncilmembersSee OHMC 1.04.020(2) and Rule 11(7)

- (6) Public Hearings & Meetings:
 - (i) Hearing/Meeting (a maximum of three minutes per public speaker, provided, that the Council may, in its discretion, allow for additional time where the complexity of issues involved requires more time in order to give the public speaker a reasonable opportunity to be heard on the matter)
 - (ii) Passage of any applicable ordinance or resolution
- (7) Ordinances & Resolutions
- (8) Contracts & Agreements
- (9) Other Items for Consideration
- (10) Reports & Discussion Items
- (11) Executive Session

Adjournment

The order of business set forth in this section is a guideline and shall not be construed in any way as to limit the order in which the Mayor puts the agenda together. Council may elect to proceed with its business as it deems appropriate upon majority vote.

"Public hearing" items listed on the agenda will reference: (1) items that have been scheduled by the City; and (2) that a separate public advertisement has been published announcing the nature of the matter. Public comment, testimony (in the case of quasi-judicial hearings) or other input will be allowed at the time of the hearing.

Rule No. 6A: Consent Agenda.

(1) The Mayor shall place matters on a Consent Agenda which:

(a) have been previously discussed by the Council; or

(b) are based on the information delivered to members of the Council by administration which can be reviewed by a Councilmember without further explanation; or

(c) are routine or technical in nature so that passage without discussion is likely. These include contract approvals provided the agenda bill lists the dollar amount of the contract, assurances that the amount for the contract is within budget limits, proper bidding processes were followed and how the contractor was chosen.

(2) The proper Council motion on the Consent Agenda is as follows: "I move to adopt the Consent Agenda, as presented". A second is required. This motion shall be

non-debatable and will have the effect of moving to adopt all items on the Consent Agenda. Since adoption of any item on the Consent Agenda implies unanimous consent, any member of the Council shall have the right to remove any item from the Consent Agenda. Therefore, prior to the vote on the motion to adopt the Consent Agenda, the Mayor shall inquire if any Councilmember wishes an item to be withdrawn from the Consent Agenda. If any matter is withdrawn, the Mayor shall place the item at an appropriate place on the agenda for the current or a future meeting.

Rule No. 7: Public Hearing Notices and Notice of Preliminary Council Agenda.

See OHMC 1.04.020.

Rule No. 8: Minutes (City Clerk).

The Clerk shall keep minutes of all regular and special meetings where action is taken as part of a correct journal of all proceedings, consistent with OHMC 1.09.030. The Clerk shall assign a number to each ordinance prior to the meeting at which it is to be considered for final passage.

Rule No. 9: Public Discussion.

- (1) No person, not a member of the Council, shall be allowed to address the same while in session without the permission of the presiding officer. A Councilmember who wishes to ask a question of a

member of the public shall seek permission from the presiding officer. The presiding officer shall have the authority to limit the time allowed to address the Council. Disorderly persons, including those who do not abide by the rules established, may be removed from the meeting place at the direction of the presiding officer or (a majority of) Council. See RCW 9A.84.030 - Disorderly Conduct.

- (2) Council shall provide opportunity to be heard on all agenda items, ordinances, resolutions and matters concerning budget related items. When allowed, audience participation shall usually be limited to a maximum of three minutes per speaker. No speaker shall be allowed to cede his or her time to another speaker.
- (3) On each agenda item after a description of the matter has been made, the Mayor shall ask if there are any questions or comments by citizens in the audience. After discussion by the Council commences, citizen comment should not be permitted except by permission of the Council. See Rule 11.
- (4) Unless approved by the Mayor prior to the speaker beginning to address the Council, no member of the public may utilize an electronic or video device for purposes of his or her presentation to the Council. This restriction shall not apply to any device which is an accommodation for the speaker's disability.

Rule No. 10: Presiding Officer's Duties.

It shall be the duty of the presiding officer of the Council meeting to:

- (1) Call the meeting to order;
- (2) Keep the meeting to its order of business;
- (3) State each motion and require a second, when applicable, to that motion before permitting discussion;
- (4) Handle discussion in an orderly way:
 - (a) Give every Councilmember who wishes, indicated by a show of hands, an opportunity to speak,
 - (b) Keep all speakers to the rules and to the questions,
 - (c) Give pro and con speakers an equal opportunity to speak;
- (5) Put motions to a vote and announce the outcome;
- (6) Suggest but not make motions for adjournment;
- (7) Call for short recesses up to 15 minutes;
- (8) Appoint committees when authorized by law or Council action.

Rule No. 11: Debate/Discussion.

- (1) Councilmembers may speak more than once on the same subject; provided, further, that after each Councilmember wishing to speak has had an opportunity to speak on a subject at least once, that only a majority of Councilmembers present may close debate;
- (2) No Councilmember may speak a second time to a question until every Councilmember choosing to speak has spoken. Each round of debate shall proceed in the same fashion -- i.e., no person shall speak again until all others wishing to speak have been given an opportunity to speak. However, an amendment or any other motion being offered, makes the real question before the assembly a different one, and, in regard to the right to debate, is treated as a new question. The maker of a motion, though he/she can vote against it, should not speak against his/her own motion.
- (3) Unless permitted by a majority, no member may be allowed to speak for more than ten minutes on one agenda item, question or motion.
- (4) When an amendment is pending, the debate must be confined to the merits of the amendment unless it is of such a nature that its decision practically decides the main question.
- (5) Closure of debate.
 - (a) The Mayor may close debate after a call for the question has been made by a Councilmember and no one objects to closure or when all Councilmembers have indicated they have

completed their discussion. The Mayor cannot close the debate as long as any Councilmember desires to speak.

- (b) Council may close debate by motion and call for the question by motion after each Councilmember has had an opportunity to speak at least once. (See Rule 11(1)).
- (6) Discussion may occur on scheduled agenda items without there being a motion made on the matter. Each Councilmember shall be allowed to speak once before a motion is made so that fewer subsidiary motions and votes will be needed to dispose of a matter.
- (7) Councilmembers may bring up new business or unfinished business and make inquiries of staff without putting the issue in the form of a motion. When asked by the Mayor or another Councilmember, the Councilmember introducing the matter for discussion may put the issue into the form of a motion.
- (8) Discussion should be addressed to the Mayor.

Rule No. 12: Motions in Writing - When.

The presiding officer and any member of the Council may require a motion to be reduced to writing prior to a vote upon the same. All resolutions and ordinances may be in writing

before being adopted. Amendments to an ordinance may be reduced to writing before being voted up.

Rule No. 13: Motions - Priority.

- (1) The following order shall be the order of priority for main and subsidiary motions:
 - (a) Adjourn - Recess.
 - (b) Question of privilege.
 - (c) Take from the table.
 - (d) Previous question.
 - (e) Postpone to a set time.
 - (f) Refer to a Committee, Commission or Board.
 - (g) Amend.
 - (h) Main question.
- (2) The main motion is lowest in rank.
- (3) To fix time to adjourn is the highest. When any motion on this list is before the Council, a motion above it on the list is in order, those below it are out of order.

- (4) Priority of incidental motions is as set out in the current edition of Robert's Rules of Order.

Rule No. 14: Motions.

- (1) Motions shall be clear and concise and not include arguments for the motion within the motion.
- (2) There shall be no discussion of a motion prior to it being seconded other than to clarify the motion language.
- (3) If a motion does not receive a second, it dies. Motions that do not need a second include: nominations, withdrawal of motion, agenda order, request for a roll call vote, and point of order, privilege.
- (4) After a motion and a second, the Mayor will state the names of the Councilmembers making the motion and second. The Mayor, the Clerk or the motion maker shall restate the motion prior to debate.
- (5) After a motion has been made and seconded, the Council may discuss their options on the issue prior to the vote. No further citizen comments may be heard when there is a motion and a second on the floor.
- (6) A motion to table is not debatable and shall preclude all amendments or debate of the issue under consideration. If the motion to table prevails, the

matter may be "taken from the table" only by adding it to the agenda of a future regular or special meeting at which time discussion will continue; and if an item is tabled, it cannot be reconsidered at the same meeting. A motion to table may not be used to dispose of a quasi-judicial matter.

- (7) A motion to postpone to a certain time is debatable, is amendable, and may be reconsidered at any regular meeting.
- (8) A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting. A motion to amend a motion to amend is permitted but there is no amendment of amendment of an amendment. Only one motion to amend may be on the floor at any one time.
- (9) The City Attorney, or his/her designee, shall provide information to the Mayor or Council concerning questions of interpretations of these policies and procedures and other questions of a parliamentary nature which may arise at a Council meeting. The City Attorney, or his/her designee, or the City Clerk may interrupt proceedings to provide advice concerning conformance with law and procedure.
- (10) All ordinances shall be prepared or reviewed by the City Attorney, or his/her designee, prior to being placed on the agenda. No ordinance shall be prepared for presentation to the Council unless

requested by a majority of the City Council, or the Mayor or the City Attorney.

Rule No. 15: Motions - Debatable and Non-debatable.

The following list shows which motions are debatable and which are not:

To fix time to adjourn.....	Non-debatable
Adjourn - Recess	Non-debatable
Privilege.....	Non-debatable
Take from table.....	Debatable
Postpone to a set time	Debatable
Previous question.....	Non-debatable
Refer to a Committee, Commission, Board or Staff	Debatable
Amend	Debatable
Main question or motion	Debatable

Rule No. 16: Motions - 2/3's Vote Required.

Except as provided by state law, only the following motions shall require two-thirds (2/3) vote:

- (1) Suspend rules.
- (2) Previous question unless all members have been allowed to speak at least once in which case only a majority is needed to sustain the previous question.
- (3) Prevent introduction of business.

- (4) Amend these rules during the same meeting the motion to amend these rules is first made.

Rule No. 17: Voting.

- (1) Each Councilmember present must either vote or abstain on all questions put to the Council. Votes may be by "aye", "nay" or abstention as to matters to which the Councilmember may have a conflict of interest. The vote shall be cast utilizing the electronic voting system. If electronic devices are unavailable, the vote shall be by a show of hands. No secret ballots are allowed.
- (2) The Mayor may vote in case of a tie except for the passage of any ordinance, grant or revocation of franchise or license, and any resolution for the payment of money. These matters shall require the affirmative vote of at least a majority of the whole membership of the Council (four Councilmembers).
- (3) When the Council concurs or agrees with an item that does not require a formal motion, the Mayor will summarize the agreement at the conclusion of the discussion.
- (4) Similarly, on matters concerned with the setting of dates for hearings, public meetings, workshops, special meetings for which the Council usually sets the date by formal motion, no formal motion is required, if after the Mayor or a Councilmember

suggests a date, there is a consensus by all Councilmembers that the date is acceptable. The Mayor shall summarize the consensus and the matter shall be entered in the record as a Council action by consensus.

Rule No. 18: Adopted Rules of Order.

The current edition of Robert's Rules of Order shall govern the deliberations of the Council, except when in conflict with any of the foregoing rules and state law. Other sections of this text may be resorted to when deciding questions not addressed by constitutional or state law, ordinance or these rules but shall not be deemed rules of this Council or binding.

Rule No. 19: Quasi-judicial Matters - Site Visits.

Whenever a quasi-judicial matter pending before the City Council involves a specific site, each member of the Council may visit the site prior to the making of a final decision in order to better understand the evidence to be presented. At the public hearing, Councilmembers shall disclose what information was observed.

Rule No. 19A: Quasi-judicial Procedure - Appearance of Fairness

- (1) Prior to staff presentation of a quasi-judicial matter, Councilmembers shall each determine whether the appearance of fairness doctrine requires that the Councilmember recuse himself or herself from sitting on the quasi-judicial matter.

- (2) If the matter is a land-use decision, the Councilmembers shall identify:
 - If they have any interest in the property or application;
 - If they own property within 300 feet of the subject property;
 - If they stand to gain or lose any financial benefit as a result of the outcome of the hearing;
 - If they have any personal, family or other connection to any party such that their ability to be impartial might be called into question;
 - Whether they can hear and consider the application in a fair and objective manner.

- (3) In non-land use quasi-judicial matters, the Councilmember shall identify:
 - If they stand to gain or lose any financial benefit as a result of the outcome of the hearing;
 - If they have any personal, family or other connection to any party such that their ability to be impartial might be called into question;
 - If there is any reason why they could not be fair and impartial in deciding this matter.

- (4) Upon disclosure of any of the above potential appearance of fairness concerns, the parties and the public shall be given an opportunity to object to any

Councilmember sitting on the quasi-judicial matter based on the appearance of fairness doctrine. Failure to object to a Councilmember sitting on the quasi-judicial matter when offered the opportunity shall constitute a waiver of that objection.

- (5) Councilmembers are encouraged to recuse themselves if they feel there may be an appearance of fairness issue. If an individual Councilmember has determined not to recuse him or herself, the City Council as a whole may, by majority vote, decide that the Councilmember has an appearance of fairness concern which may taint the Council's decision in the pending case and may recuse the Councilmember on those grounds.
- (6) Any Councilmember who recuses him or herself or who is recused shall leave the Council hearing room prior to any testimony or consideration of the quasi-judicial matter.

**Rule No. 19B: Quasi-judicial Procedure - Ex Parte
Contacts**

- (1) *Ex parte* contacts are contacts about the quasi-judicial matter occurring outside of the open public hearing at which it is decided.
- (2) Every Councilmember shall disclose any *ex parte* contacts he or she had and describe them on the record prior to the quasi-judicial hearing.

- (3) Unless the Councilmember feels that the *ex parte* contact(s) have affected his or her ability to be fair, the fact that the Councilmember has had *ex parte* contacts shall not disqualify a Councilmember PROVIDED that the Councilmember discloses those contacts on the record prior to the quasi-judicial hearing.
- (4) In any case in which a Councilmember has disclosed *ex parte* contacts, any party to the quasi-judicial hearing shall be allowed to rebut the substance of the *ex parte* contact(s) either prior to or during the quasi-judicial hearing.

Rule No. 19C: Quasi-judicial Procedure - Testimony

- (1) Testimony may not be taken in closed record land use appeals. The Council's decision must be based on the evidence in the record created by the Planning Commission or Hearing Examiner (as applicable). If the Council determines that additional evidence is needed in such cases, the Council may send the matter back to the Planning Commission or Hearing Examiner (as applicable) to add evidence to the record.
- (2) In other quasi-judicial matters, the Council may take limited additional evidence but is encouraged to rely upon the record already created.
- (3) Prior to giving testimony, all witnesses shall be sworn on oath to testify fully and truthfully:

"I hereby swear or affirm that the testimony I am about to give shall be the truth and the whole truth."

Rule No. 19D: Quasi-judicial Procedure - Advocacy

- (1) Quasi-judicial hearings are intended to be adversarial, that is, to allow competing points of view to be argued by the proponent(s) and any opponent(s). The City Council shall sit as an impartial decision-maker rather than as an advocate for either position.
- (2) The proponent(s) shall speak first and make any arguments in favor of his or her position as "opening argument". Normally, the proponent(s) shall be limited to ten minutes of opening argument.
- (3) The opponent(s) shall speak after the proponent(s). Normally, the opponent(s) shall be limited to ten minutes of responsive argument.
- (4) Because the proponent(s) has the burden of persuasion, the proponent(s) shall be allowed three minutes of rebuttal to the opponent(s)' argument. Rebuttal shall not introduce any new arguments but shall only reply to the arguments of opponent(s).
- (5) The Mayor or the City Council may allow additional time for argument if either determines that the case would be better understood with additional argument.

- (6) After arguments have concluded, the City Council shall ask any questions Councilmembers have of the parties.
- (7) After testimony, argument and Council questioning has concluded, the Council shall deliberate and make its decision in an open public meeting. If an Executive Session is authorized by state law, the council may adjourn to an Executive Session to the extent authorized by state law but shall make its decision in an open public meeting.

Rule No. 20: Requests for Additional Public Hearings.

Where a public hearing was conducted prior to making a recommendation to the City Council, the City Council may consider holding an additional public hearing.

Rule No. 21: Written Materials Submitted Subsequent to Public Hearings.

Written materials may be submitted to the City Council following the close of a public hearing when authorized by Council on record.

Rule No. 22: Reconsideration of Quasi-judicial Actions.

Any request of motion for reconsideration by a proponent or opponent of a quasi-judicial action of the City Council must be made in writing to the City Clerk. A motion to reconsider

such action shall be out of order and shall not be acted upon unless made prior to taking up the start of the City Council agenda at the next regular City Council meeting following the meeting at which the action was taken. During the reconsideration period, no ex parte communication shall be made to any City Councilmember concerning the quasi-judicial action. "Action" shall mean the vote of the City Council expressing a decision even though followed at a later date by passage of an ordinance or resolution.

Rule No. 23: Reconsideration of Actions which are not Quasi-judicial.

A member of the Council may request that the Council reconsider a decision on a matter which is not quasi-judicial in nature. A motion to reconsider must be made during the same meeting as the original action was taken.

Rule No. 24: Ratification.

Only one reconsideration motion shall be allowed. Ratification shall be treated as a main motion and shall be for purposes of correcting procedural or substantive concerns and shall relate back to the date or original action unless the Council otherwise provides.

Rule No. 25: Failure to Follow Rules.

- (1) Failure to follow these rules shall not void any action taken by Council.

- (2) A Councilmember feeling a rule is violated may raise a privileged or incidental motion to seek redress before the Council.

Rule No. 26: Interpretation.

These Rules shall supersede Resolution Nos. 2022-20, 2004-02, 2000-05, 2002- 13, 2004-02, 2012-08, 15-29; and Ordinance Nos. 1804, 1679 and 1621; and Council Motions on September 4, 2012, September 3, 2013, and March 18, 2014 concerning Council procedure.

RESOLUTION 24-22 AMENDING COUNCIL RULES OF PROCEDURE



CITY OF
Oak Harbor
WHIDBEY ISLAND, WASHINGTON

City Council

July 24, 2024

BACKGROUND

- Mayor Wright proposed earlier starting times for regular Council meetings and workshops at the June 26, 2024 Council Workshop.
- After discussion, the Council was of a consensus to consider a 5:30 p.m. start time for regular Council meetings and a 1:00 p.m. start time for Council workshops.
- The day and time of regular Council meetings is included in the Council Rules of Procedure, which is approved by a resolution.
- In order to update the Council Rules of Procedure, a resolution to amend them is needed.

RECOMMENDATION

- **Recommended Motion:**
- **I move to approve Resolution 24-22 : Amending Council Rules of Procedure to reflect a 5:30 p.m. start time for regular meetings.**

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

Bill No. Administration c.

Date: July 24, 2024

Subject: Monthly Departments Report

FROM: Sabrina Combs, City Administrator

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- Ⓒ Ronnie Wright, Mayor
- Ⓒ Sabrina Combs, City Administrator
- Ⓒ David Goldman, Deputy City Administrator
- Ⓒ Hillary Evans, City Attorney, as to form

SUMMARY STATEMENT

City of Oak Harbor Mission Statement:

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

The attached report details metrics from City departments, reflecting the work of our staff in support of our mission.

ATTACHMENTS

1. Monthly Departments Report for June 2024

MAYOR/EXECUTIVE

Teamwork and Partnership

- The Mayor appreciates the combined response of the Fire, Police, Development Services, Executive staff, and our insurance and legal team for their quick and dedicated response to our community members and partners during the Independence Day festivities, We truly see how phenomenal our community is when we have to pull together to address an unexpected incident. Thank you to the Oak Harbor Chamber of Commerce for providing a fantastic 4th of July event.

Welcoming New Businesses

- The Executive Team and Councilmembers are doing a wonderful job of attending recent ribbon cuttings and community events. It's exciting to see the new Children's Museum and new options for dining and family outings.

Legislative

- The City terminated the contract with lobbyist firm Crossroad Strategies, effective June 26, 2024. Crossroad's last report to the City is included.

Board & Commission Vacancies:

- Civil Service Commission (1)
- Historic Preservation Commission (3)
- Law Enforcement Officers & Firefighters Disability Board – Citizen Representative (1)
- Planning Commission (1)
- Police Community Advisory Board – Resident Representatives (2)
- Salary Commission (1)
- The City established student positions on many of its advisory boards to ensure that youth perspectives and voices are heard and considered as part of the local decision-making process. The terms are one year, running from September to August to best align with the school year. Staff will soon be soliciting applications from interested students for the 2024-2025 term; application deadline will be extended from July 31 into August.

Communications

- Hosted the first meet and greet with Council Members, City Administrator, Police Captain, and Chief at the Independence Day celebration downtown Oak Harbor. The

appearance also included city departments on site discussing City initiatives with the community.

- Current projects: Comp plan, Oak Harbor Arts Plan, National Night Out, OHPD Community Survey, Parks & Rec Commission Communications Plan
- Social media: 314 new followers on Facebook in 30 days. 60+ followers on July 4.
 - Largest engagement posts this month
 - Carnival accident with over 100 comments and shares
 - A Message from Mayor Wright with 180 reactions

Information Technology

- IT Support: 105.30 hours covered by the agreement in June.
- Drafting on job description for Cybersecurity Analyst.
- Executive Services Coordinator, City Clerk, and Records Management Analyst continue to provide data and train on the new CivicClerk agenda and meeting management software. Tentative go-live is August 2024.

Special Event Permitting

- Issued three permits for June and six for July to-date; 15 applications under review for future events.

DEVELOPMENT SERVICES

Staffing Update

- With the retirement of Ginger Pennington, former Building Inspector Brian Colbert has been promoted to the position of Building Official. This has been a seamless transition for the department and the City.

Pre-Applications and Land Use Reviews

- The City has a number of pre-applications and land use reviews in progress for multi-family homes and developments. See the listing in our metrics report for details.

FINANCE

Budget

- Work continues on the 2025 2026 Biennial Budget. Deputy City Administrator Goldman and the Finance staff met with Department Heads to review Capital Projects in preparation for the Special City Council Meeting on July 31st from 12:00-4:00 p.m.

Staff Appreciation

- Eagled eyed Accounting Manager Ashley Ramos working closely with Katie Lewis in Procurement was able to catch an invoice sent to us from the Washington Department of Transportation that was meant for the City of Anacortes and was able to avoid inadvertent payment.
- Extremely helpful Finance Manager Chas Webster assisted a customer with understanding and accepting the business license code requirements, getting access to his SAW account, and obtaining the general liability insurance needed for his business.

This customer has experienced challenges with the system in the past and after Chas's extensive outreach and help he asked Chas to mention to the Mayor that "Chas is a blessing to have helped him this far."

Leasehold Tax Audit

- Finance is working with the State Auditor's office on the every four year leasehold tax audit. The City submits leasehold taxes on a quarterly basis for the state. This audit is for the leasehold taxes from January 1, 2020 through March 31, 2024. Note: This is not connected to the Annual Audit of the City's 2023 financials which will commence later this year. The City Council will be contacted separately when that audit commences.

FIRE

- Second interviews were held in-person with two finalists for the Fire Chief position on July 8.

HUMAN RESOURCES

- The City welcomed eight new and promoted three employees in May and work continues to fill open positions. See the attached metrics for all hires, promotions, transfers and separations of employment.
- The Salary Commission met this month.

PARKS AND RECREATION

Marina

- The marina has started to get busy, in June we sold nearly 12,000 gallons of fuel.
- The crabbing season has started out very well with most people catching limits of large crabs.
- The marina staff is busy providing premier customer service and working on painting the fuel tanks and repairing concrete.
- The dredging project keeps moving forward slowly but surely, as we just received approval from DNR to complete the sediment sampling.

Parks

- Continued pressure washing outlying park equipment.
- Gateway Park A6 repairs were completed, and maintenance cleaning is being schedule with Navy personnel.
- Water fountain and drinking fountain repaired at Fort Nugent.
- Installed new mulch at 3 parks and Pioneer Way.
- Independence Day Celebrations
 - o Set up Fireworks exclusion zone.
 - o Barricades installed for car show.
 - o Clean-up fireworks debris.
- Irrigation repairs at Windjammer and Volunteer Parks.
- Weed spraying throughout all parks.

- Landscaping of beds at The Center and mulch delivered for volunteer.
- Tree maintenance along highway 20.
- Underbrush was removed and site lines created around Freund Marsh walking trail.
- Underbrush was removed along with dead trees and invasive weeds throughout Fort Nugent disc golf/trail system.
- Successfully hired the remaining seasonal positions available within parks.
- Flintstone dock installed.
- Evaluation of boring pickleball post holes into the basketball courts at Windjammer. Staff recommends not doing this as it will cause cracking over time of the asphalt and the windy conditions require a windscreen fence.

Recreation

- Parks and Recreation Staff represented the city and department in the Independence Day Parade.
- Pirates and Mermaids Event on July 27th at Windjammer Park 11:00 AM to 2:00 PM.
- Join us for our 50+ Member Picnic on Friday, August 2nd at Windjammer Park.
- Join us to participate in a sample of Extreme Archery (Archery Tag) at Windjammer Park on Saturday August 3rd between 10:00 am and 1:30 PM.
- Try your hand at Disc Golf at Windjammer Park on Saturday, August 24th.

POLICE

Staffing Updates

- Kevin Barton has accepted the position of Police Captain. He will be sworn in on July 1st and introduced to the Council at the July 9th Council meeting.
- Dongri Yuan has accepted the position of Police Officer. He will also be sworn in on July 1st.

PUBLIC WORKS

Facility Staff Highlight:

- In January of this year, the second fire alarm line at City Hall failed. While troubleshooting this failure, it was determined that the panel needed to be replaced due to its age and condition.

Instead of staying status quo and utilizing the older telephony system, a new radio monitoring was implemented, which is faster, reliable, and overall a more cost-effective monitoring solution. Once this upgrade was completed at City Hall, Tom Wade, in facilities, didn't stop there. He asked the vendor what it would cost to upgrade the remaining three city buildings (Police, The Center, and Public Works). The vendor provided a no-cost installation for the parts and labor if the City provided a 12-volt outlet, one-time permit costs, and utilized its monthly monitoring cost, which is similar cost to the current fee the City was already paying for two telephony lines at each site. We are happy to report that as of June 1, 2024, all major city buildings have fire alarm panels that utilize radio connections. A special shout-out to Tom for helping the City move forward, looking to the future, and making things happen!

2025-2026 Capital Project Preparation:

Public Works staff have been performing a major overhaul of the City's multi-year Capital Improvement Plan. This is only the first major step in years long process of building a strong foundation for the City's infrastructure and associated services. In June, staff will partner with Finance to complete a draft, and then meet with Mayor Wright and administration for revisions and input. The entire team is excited to build the final 2025-2026 budget with Council this summer and fall.

Integrated Planning Grants Future Website Outreach:

Analysis for the City's 1081 and 1091 SE Pioneer Way properties, Downtown Waterfront, and Central Development Area are underway. The City received \$300,000 in grant funding. The grants require a \$10,000 match, but the City will receive up to \$20,000 for staff costs. Therefore, the City will end up with about \$10,000 in additional revenue. The work is part of a brownfield economic improvement program. A brownfield site is "developed or abandoned land available for new building(s) where contamination may halt development due to uncertainty about pollution amounts and cost of clean-up." This summer, the community will see new City website outreach, economic analysis, property market research, and land use renderings. Work this year will be done in coordination with the 2025 Comprehensive Plan Update, but not proceed it.

West Whidbey Avenue - Previous Water Leak Costs:

Last year, the City replaced an old water main on West Whidbey Avenue west of the North Oak Harbor Street intersection. This project had taken years to find the right team to bring it to completion. The Water Division had an opportunity to summarize the previous water leaks along this line. Over the last few years, the City had to respond to and repair about 40 water leaks at a cost average of approximately \$126,000 per year in wholesale water loss. As you drive the newly paved road, also remember the money you and your fellow rate payers are saving.

Streets Division

– Annual painting has begun! The City sprays **740 gallons of white paint and 300 gallons of yellow paint every year** to freshen up our city streets. Social media posts will be posted to remind drivers to be aware of work crews in the right-of-way when approaching painting activities at intersections and crosswalks, slow down, and follow the channelized route through the work zone. This will keep our streets and workers safe.

- Safe Streets for All (SS4A) Comprehensive Safety Action Plan – This partner project through the Island Regional Transportation Planning Organization (IRTPO) is underway, led by consulting engineer DKS Associates. Initial data analysis shows **the most reported contributing factor of fatal-and-serious-injury (FSI) crashes was impaired driving (alcohol) followed closely by distracted driving**. This highlights the need to get public buy-in and change driver behavior. Public outreach for the project includes attending events in Coupeville, Bayview, Langley, Camano Island, and at Oak Harbor's National Night Out. An online public-input survey is now live (<https://www.surveymonkey.com/r/IRTPOSafety>).

Capital Projects Going to Construction:

- Watermain Replacement and TBD Pavement Overlay – Local contractor SRV Construction will begin work on Regatta Drive **July 15th**. The construction zone will extend from Whidbey Ave to NE 5th Ave. Expect road closures (open to local traffic only). Following this portion of work the construction zone will then move to SW 4th Ave (SW Fairhaven Drive to SW Dyer Street). Letters to the neighbors pointing them to the city project webpage have been sent out.
- NE 7th Avenue Utility Improvements and Shared Use Path – Local contractor SRV Construction will begin work on NE 7th Ave **end of July**. Expect flagging and road closures with detour routes. Work will extend into the Fall. Letters to the neighbors pointing them to the city project webpage have been sent out.
- Heller and Swantown Pavement Overlay – Through an interagency agreement with Island County, Krieg Construction will be paving Heller St (Barrington Drive to Swantown Ave) and Swantown Ave (Heller St to Fairway Lane) **tentatively scheduled for August**. Detailed information will be provided to the public once schedules are firmed up.

LAMA Monthly Permits Report

Issued Date: June 2024

Issued	Type	Number	Fees
Single Family Residential			
06/06/2024	Right-of-Way / Excavation	2405-0356-ROW	\$ 92.00
06/06/2024	Right-of-Way / Excavation	2405-0361-ROW	\$ 92.00
06/06/2024	Meter Installation	2404-0307-MET	\$ 423.38
06/07/2024	Mechanical	2406-0392-MEC	\$ 38.50
06/07/2024	Mechanical	2406-0385-MEC	\$ 49.50
06/07/2024	Mechanical	2406-0390-MEC	\$ 49.50
06/07/2024	Mechanical	2406-0396-MEC	\$ 49.50
06/07/2024	Mechanical	2406-0397-MEC	\$ 38.50
06/10/2024	Mechanical	2406-0402-MEC	\$ 49.50
06/10/2024	Plumbing	2405-0371-PLM	\$ 32.00
06/10/2024	Mechanical	2406-0399-MEC	\$ 49.50
06/11/2024	Roof	2405-0348-ROOF	\$ 145.75
06/12/2024	Civil Plan Review	2309-0611-CIV	\$ 43,282.69
06/17/2024	Mechanical	2406-0404-MEC	\$ 38.50
06/17/2024	Right-of-Way / Excavation	2404-0288-ROW	\$ 92.00
06/17/2024	Plumbing	2406-0418-PLM	\$ 32.00
06/17/2024	Alteration	2405-0366-REN	\$ 45.28
06/17/2024	Mechanical	2406-0427-MEC	\$ 34.50
06/18/2024	Right-of-Way / Excavation	2406-0395-ROW	\$ 58.00
06/18/2024	Alteration	2405-0344-REN	\$ 147.25
06/20/2024	Mechanical	2406-0420-MEC	\$ 38.50
06/20/2024	Mechanical	2406-0424-MEC	\$ 53.50
06/28/2024	Right-of-Way / Excavation	2405-0318-ROW	\$ 58.00
Totals			\$44,989.85
Multi-Family			
06/14/2024	Alteration	2402-0130-REN	\$ 1,664.69
06/14/2024	Water Service	2406-0421-WAT	\$ 92.00
06/14/2024	Right-of-Way / Excavation	2406-0422-ROW	\$ 92.00
06/20/2024	Mechanical	2406-0409-MEC	\$ 288.75
06/20/2024	Mechanical	2406-0412-MEC	\$ 288.75
06/20/2024	Mechanical	2406-0413-MEC	\$ 358.75
06/20/2024	Mechanical	2406-0414-MEC	\$ 358.75
06/26/2024	Alteration	2406-0393-REN	\$ 259.36
Totals			\$3,403.05

LAMA Monthly Permits Report

Issued Date: June 2024

Issued	Type	Number	Fees
Office/Bank/Professional/Dentist			
06/13/2024	Occupancy	2406-0389-COO	\$ 32.00
06/20/2024	Right-of-Way / Excavation	2405-0316-ROW	\$ 58.00
Totals			\$90.00
Retail/Stores			
06/03/2024	Occupancy	2405-0308-COO	\$ 32.00
06/10/2024	Sewer Service	2406-0394-SEW	\$ 92.00
06/11/2024	Civil Plan Review	2403-0193-CIV	\$ 1,487.02
Totals			\$1,611.02
Church/Assembly			
06/12/2024	Tenant Improvement	2402-0085-TENI	\$ 7,750.80
Totals			\$7,750.80
Industrial			
06/06/2024	Communications Structure	2401-0002-TWR	\$ 709.34
Totals			\$709.34
Parks & Recreational			
06/04/2024	Temporary Use	2403-0166-TEMP	\$ 28.00
Totals			\$28.00
Grand Total Permits:			\$58,582.06



July 24, 2024

Development Services Department: Development Status Update

Updated as of: 7/09/2024

Project Information						Review Status	
Project Phase	Type	Project Name	Project Location	Project Description	Permits/Project number	Waiting Response from:	Comments
Pre-App Review	Public Facility	Hand In Hand Home Connection	380 NE Regatta Dr	Pre-K Elementary School	2312-0077 Pre-Application	Other	Civil plans have been submitted, fees are being calculated. Last update 6-25-2024.
Land Use Review	Residential	Crosby & Heller Multi Family	R13334-350-1180	Construct 12 multi family Townhomes	2302-0007 Site Plan Review	Other	Project on hold until possession by new owner. Last update 6-25-2024
Land Use Review	Residential	Galleon Duplexes	1060 # Whidbey Avenue	Three duplexes	2404-0022	Staff	Staff applicant meeting was 6-04-2024. Project returned for revisions. Last update 6-12-2024.
Land Use Review	Residential	Preston Heights	760 SW 29th Place	36 lot single family subdivision	2406-0033 Preliminary Plat	Staff	Public notice starts 6-29-2024, staff/applicant mtg scheduled for 7-30-2024. Last update 6-25-2024.
Land Use Review	Residential	White Oak Townhomes Rezone	427 SE Ely St	The planned project is a 10 unit 2-story multifamily townhouse development with garages facing south and front yards facing north. The property's existing zoning is R1 on the east side and R2 on the west side. We are requesting a rezone to R3 on the entire lot.	2401-0016 Rezone	Hearing Examiner	Rezone approved by Hearing Examiner, appeal date has passed. Last update 7-2-2024.
Land Use Review	Commercial	Bodega Oak Harbor Plat	R13325-094-1150	Development of Lot 1 of Bodega Oak Harbor Plat for 10 storage buildings. One storage building will be provide interior storage units while the rest of the buildings provide drive up access. Access to this site will be provided from SR-20.	2404-0025	Staff	Lot 1 submitted revised plan for fire hydrant, still need builder name. Lot 3 needs to have stormwater built. Last update 7-09-2024.



Development Services Department: Development Status Update

Updated as of: 7/09/2024

Project Information						Review Status	
Project Phase	Type	Project Name	Project Location	Project Description	Permits/Project number	Waiting Response from:	Comments
Land Use Review	Commercial	Patriot Business Park	Goldie Rd and Technical Dr	10 industrial use buildings	2405-0032 Site Plan Review	Applicant	Fee paid, application returned for revisions; needs pre-app comments addressed. Last update 7-2-2024.
Land Use Review	Public Facility	Angel de la Creatividad	Flintstone Park	Installation of a 38'6" steel sculpture	2404-0027 Conditional Use	Other	Can start construction when appeal period end on 7-11-2024. Last update 7-02-2024.
Land Use Review	Public Facility	Oak Harbor Scool CTE Building	No. 1 Wildcat Way	Installation of a career & technical education building for Oak Harbor High School	2406-0034 Site Plan Review	Applicant	Application received 6-12-2024. Waiting for fee payment. Last update 7-2-2024.
Engineering Review	Residential	Bayview Vista	SE corner of SE Barrington Dr and SE Ely Street	48 residential units with parking	2301-0027-CIV, 2301-0011-NEWC, 2212-0483-GRD	Applicant	Applicant submitted new set of building plans for smaller units, fewer stories, plan review fee paid, Contractor has not been named yet. Last update 4-09-2024
Engineering Review	Residential	Crosby Villa Binding Site Plan	1030 Crosby Ave	4 apartment buildings/62 units	2212-0099	Applicant	Waiting for survey to be corrected. Last update 6-25-2024.
Engineering Review	Residential	Marina View Multi-Family	1670 SE Pioneer Way	2 Multi-family buildings, one 6 unit fronting SE 10th and one 3 unit fronting Pioneer.	2310-0061 Site Plan Review	Applicant	Civil review complete, waiting on contractor information. Last update 5-21-2024.
Construction	Residential	2910 SW Scenic Heights	2910 SW Scenic Heights	Final plat for 11 lots with single-family homes.	2207-0052	Other	Water meters have been installed. Prepping for landscaping. Last update 7-09-2024.

Development Services Department: Development Status Update

Updated as of: 7/09/2024

Project Information						Review Status	
Project Phase	Type	Project Name	Project Location	Project Description	Permits/Project number	Waiting Response from:	Comments
Construction	Residential	Barrington Oaks Cottages	476 SE Barrington Drive	7 single family lots. Proposed new construction of 7-unit residential development which will contain five standalone 2-story cottages and one duplex unit. Access will remain from SE Barrington Drive.	Variance VAR-21-01 Site plan SIT-21-01 Civil CIV-21-02 Landscape PLN-20-02 SEPA checklist SEP-21-01 Transportation concurrency TRC-21-01 Pre-application PRE-20-05	Applicant	Building work underway. Windows have been replaced. Last update 6-18-2024.
Land Use Review	Commercial	Whidbey Island Bake Shop	31775 SR 20	Café/Bakery with 8 dine in seats available.	2401-0009 Conditional Use	Hearing Examiner	Conditional Use approved by Hearing Examiner on 5-17-2024, 21 day appeal period. Last update 5-20-2024.
Construction	Residential	Camas Flats	R13335-330-1180, next to 820 N Oak Harbor St	Development of 82 units of affordable housing by Island County.	2312-0076 Site Plan Review	Applicant	Civil plans approved, pre-construction meeting 7-2-2024. Last update 7-2-2024.
Construction	Residential	Cedar Hill	1851 NW Crosby Avenue	28 lot plat including new internal roads, frontage improvements, utility extensions, stormwater facilities and open space.	2204-0027	Other	Curbs and gutters are in, working towards water tie in. Last update 6-18-2024.
Land Use Review	Public Facility	OHFD Fire Station #2	1250 SW Swantown Ave	Fire Station	2401-0013 Site Plan Review	Other	Civil approval granted. Last update 5-28-2024.
Land Use Review		Filipino Christian Fellowship	656 SE Bayshore Dr	Filipino Christian Fellowship Sunday worship services and other church activities	2311-0071	Hearing Examiner	Conditional Use approved by Hearing Examiner on 5-17-2024, 21 day appeal period. Last update 5-20-2024.
Construction	Residential	Crosby Trace	1070 N. Oak Harbor Road R13335-390-0580	Proposal includes 10 buildings with a total of 37 units.	Revised Site Plan SIT-16-08 Revised Civil Plan CIV-16-11 Irrigation/Landscape Plan PLN-16-18 Traffic impact analysis Stormwater Site Plan	Other	Permits issued, under construction, power being installed. Last update 6-18-2024.

Development Services Department: Development Status Update

Updated as of: 7/09/2024

Project Information						Review Status	
Project Phase	Type	Project Name	Project Location	Project Description	Permits/Project number	Waiting Response from:	Comments
Construction	Residential	Hillside Preliminary Plat PRD	31141 SR 20, R13203-100-3510 R13203-118-3940 R13203-180-3781 R13203-237-3701 R13203-248-3931	192 Single Family Lots	Preliminary Plat PPL-18-01 Preliminary PRD PLN-18-30 Landscape PLN-18-29 SEPA SEP-18-09 Transportation Concurrency TRC-18-2 Land Clearing LND-18-02	Other	Retaining walls and several foundations installed. Last update 6-18-2024.
Construction	Residential	Ridgeway Heights	R13210-364-1400, intersection of SW 24th and Ridgeway Dr	4.83 acres, 28 single family detached homes	2303-0014 Preliminary Plat	Other	Under construction, instructed on steps for final plat. Last update 7-09-2024.
Construction	Residential	Shaan Ridge	2000 NE 10th Ave	Development of a 29 lot residential subdivision	2302-0006 Preliminary Plat	Other	Infrastructure in, waiting for paving. Last update 6-18-2024.
Construction	Residential	Shaan Ridge	2000 NE 10th Ave	Development of a 29 lot residential subdivision	2310-0653-CIV	Other	Construction work underway. Last update 3-12-24.
Construction	Commercial	545 Ault Field Rd (1 of 2)	545 Ault Field Rd	Construct 2 storage and light industrial buildings.	2302-0072	Other	Permits issued - building (shell only) construction complete. Updated 2-29-2024
Construction	Commercial	Cedar and Salt Coffee	31485 SR 20	Drive thru coffee shop with pedestrian plaza	2311-0074 Site Plan Review	Applicant	Authorized to work, locating sewer connection. Last update 6-18-2024.
Construction	Commercial	Gentle Dental	751 SE Barrington Dr	Remodel of existing dental clinic	SIT-19-06	Applicant	Waiting for payment of building permit, Civil permits issued. Last update 3-21-2024.
Construction	Commercial	Glint Carwash/Sonic Drive-In	31485 SR 20	Glint Car wash will include auto wash tunnel with 16 vacuum stations / Sonic Drive-In will include 13 pkg stalls and 12 drive-in stalls and a drive thru lane.	2303-0172-NEW (Sonic) 2212-0459-NEW (Carwash)	Other	Construction underway. Sewer main inspection soon. Last update 5-21-2024.

Development Services Department: Development Status Update

Updated as of: 7/09/2024

Project Information						Review Status	
Project Phase	Type	Project Name	Project Location	Project Description	Permits/Project number	Waiting Response from:	Comments
Construction	Commercial	Naval Air Museum and Interpretive Center (2 of 2)	545 Ault Field Rd	Tenant improvement permit for a Naval Air Museum and Interpretive Center.	2310-0672		Currently under construction. Last update 5-21-2024
Construction	Public Facility	Angel de la Creatividad	Flintstone Park	37' tall sculpture	2308-0564-MIS	Applicant	Original plans indicated an inaccurate height, applicant needs to reapply for revised CUP reflecting accurate height, width and weight. Brian Smith coordinating with Sculptures NW. Last update 4-16-2024.
Other	Residential	Mulberry Place	1215 SW Swantown Ave	Mulberry Place PRD-Proposed 62 affordable townhome units on 5.57 acre parcel. The existing ROW at the south of the parcel will be extended to connect to the ROW on the north side of the property.	2201-0006	Applicant	County has named Shelter Resources as firm to develop project. Project likely to be reconfigured. Last update 4-02-2024. Awaiting update from applicant.
Other	Commercial	IDEX Oak Harbor	Near the intersection of N. Torpedo Rd and NE Regatta R13325-094-1150 & R13325-089-1430	Construction of a new 57,000 SF facility for a local business engaged in manufacturing and assembly.	2311-0070	Applicant	Waiting for response from IDEX to revised interpretation letter sent on 1-8-2024. Engineering working with Charlie Walsh on Civil review for industrial flex buildings. Last update 1-09-2024.
Other	Annexation	Industrial North Area		Staff level discussion for potential annexation area to include some City property.		Staff	Jon's analysis complete, Cac is now reviewing. Last update 2-20-2024.
Other	Annexation	Oak Town Property LLC	R13326-281-0850, R13326-274-1130, R13326-291-1130, off of Oak Harbor Rd next to Mailliards Nursery.	Annexation to City.	2404-0019	Applicant	Petition for Annexation received on 3-29-2024. Went to Council on 5-21-2024. Fee paid, Letter of sufficiency complete. Last update 7-2-2024

Development Services Department: Development Status Update

Updated as of: 7/09/2024

Project Information						Review Status	
Project Phase	Type	Project Name	Project Location	Project Description	Permits/Project number	Waiting Response from:	Comments
Other	Annexation	Smith Annexation	1311 Swantown Rd	Annexation to City for sewer and water.	2310-0069	Applicant	Petition heard before City Council in December. Waiting on Applicant. Last update 2-6-2024.



City Administrator's Report

July 24, 2024

FINANCE DEPARTMENT - GRANTS

Grant Status April 12 - July 11, 2024

City Dept	Agency	Grant	Amount	Status	Notes
		AWARDED			
Police	CJTC	Officer Wellness	\$50,000.00	Awarded	
Admin	Public Defense	SPAR funding	\$30,000.00	Awarded	
Police	Commerce	LE Vehicle Pursuit	\$22,000.00	Awarded	
Police	SRT-DOJ	BWC - Small Rural Tribal	\$30,804.00	Awarded	
TOTAL			\$132,804.00		
		PENDING			
Fire	WA L&I	FIIRE	\$24,946.77	Pending	Equipment
Fire	Commerce	Community Development	\$120,000.00	Pending	Equipment
Fire	FEMA	Assistance to Firefighters	\$107,910.00	Pending	P25 Radios
Parks & Rec	RCO	Land & Water Conservation*	\$700,000.00	Pending	Playground
Parks & Rec	RCO	Youth Athletic Facilities*	\$800,000.00	Pending	Pickleball
Parks & Rec	RCO	Community Outdoor Athletic Field*	\$800,000.00	Pending	Pickleball
Parks & Rec	RCO	Wildlife & Recreation Program*	\$300,000.00	Pending	Ball Fields
Parks & Rec	Rep Larsen	Local Community Project	\$250,000.00	Pending	FY2025
Police	US DOJ	LEMHWA	\$200,000.00	Pending	Wellness
Police	WA Military Dep	Cybersecurity	\$250,000.00	Pending	IT
Police	DOJ	Bulletproof Vest Program	\$9,305.40	Pending	Equipment
Police	DOJ	Cops Hiring Grant	\$625,000.00	Pending	Officers
TOTAL			\$4,187,162.17		
		UPCOMING			
Admin	Island County	Lodging Tax	\$15,000.00		Marathon
Admin	City	Lodging Tax	\$30,000.00		Marathon
Public Works	TIB	Arterial Preservation Program	\$750,000.00		Swantown
TOTAL			\$795,000.00		
		NOT AWARDED			
Public Works	EPA	Brownfields Multipurpose Grant	\$1,000,000.00		1091 Pioneer
Records	WA Archives	Local Grants - Technology Tools	\$30,000.00		Laserfiche
TOTAL			\$1,030,000.00		
<p>*These grants come with long-term obligations including designating the project area for recreational / park use into perpetuity and maintaining an outdoor recreation facility for the extent of its useful life.</p>					



Human Resources Department

July 24, 2024

Reporting Period June 1 - June 30, 2024

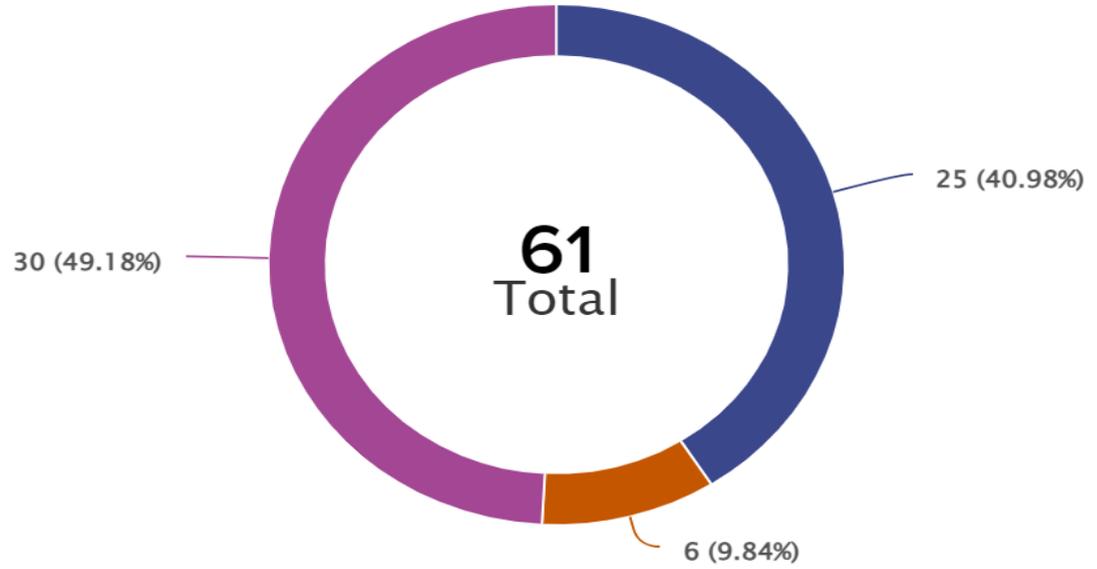
Training, Development, and Performance Management Program Performance Performance Management System (PMS) Evaluation Activity

Active Evaluation

- Approval
- Rating
- Before Ratings
- Draft

40

Evaluations Past
Due Date



Learning Management System (LMS) Course Activity

TOTAL Enrollments **51**

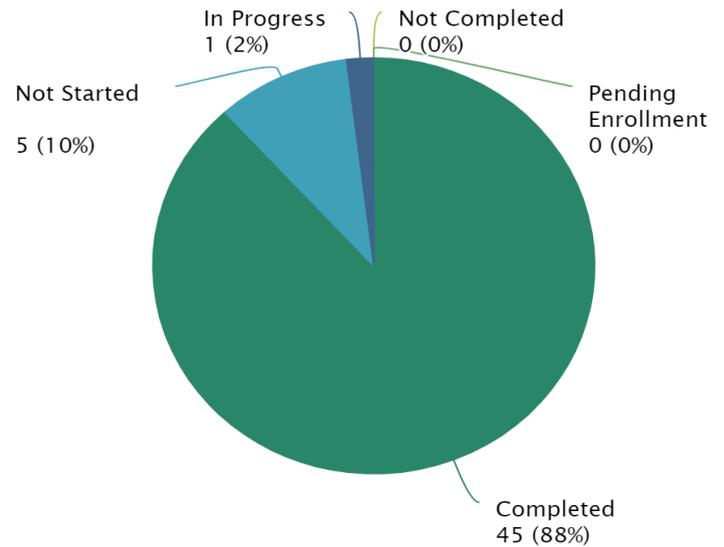
Courses not started 5

Courses in-progress 1

Courses not completed 0

Courses completed 45

- Not Started
- In Progress
- Completed
- Not Completed
- Pending Enrollment



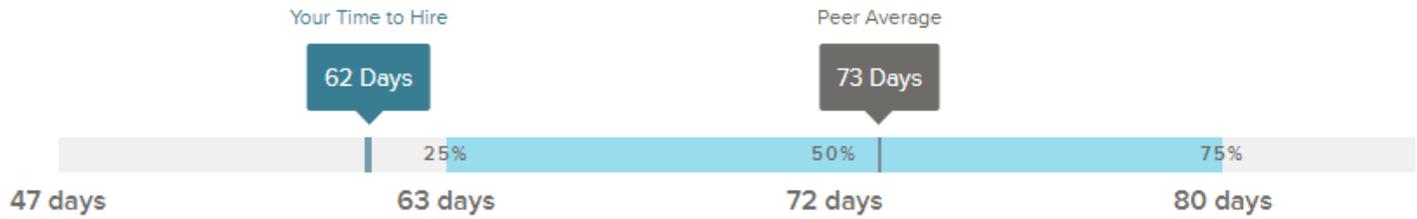
Talent Acquisition Program Performance

Recruitment (time to hire and fill positions compared to other organizations)

Time to Hire Metrics and Benchmarking Data (June 2024)

Recruitments with Open & Closed dates (continuous)

Your organization is taking **11 days less** than your peers on an average to hire a candidate.

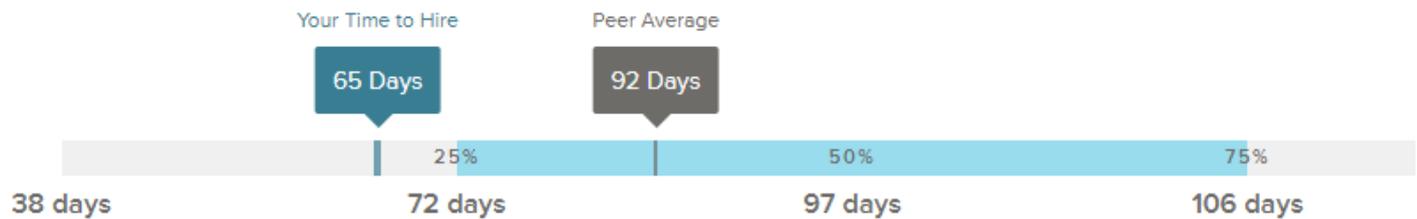


PEER ORGANIZATIONS [View More](#)

We've compared your organization against **15** similar organizations.

Recruitments with Open & Closed dates (non-continuous)

Your organization is taking **27 days less** than your peers on an average to hire a candidate.



PEER ORGANIZATIONS [View More](#)

We've compared your organization against **15** similar organizations.

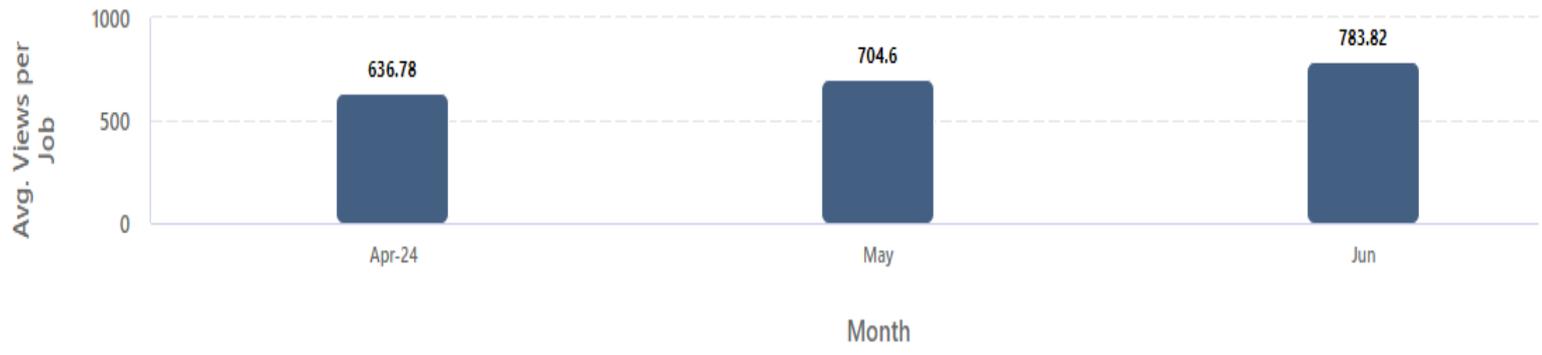
Recruitment (monthly views and applicants through the month of June 2024)

How is the "Average (Job) Conversion Rate" calculated?

The monthly views-to-applicants conversion rate is determined by the number of applicants divided by the number of views the job posting received. When a job seeker views your job posting and then submits an application for the roles, they have "converted" to a candidate.

Job Posting Views & Conversion (last 3 months)

April 01, 2024 - June 30, 2024 Total # of Jobs: 30 Total # of Applications: 238



	Apr-24	May	Jun
Conversion Rates ⓘ	1.45%	0.97%	1.01%
Application per Job	9.22	6.8	7.91

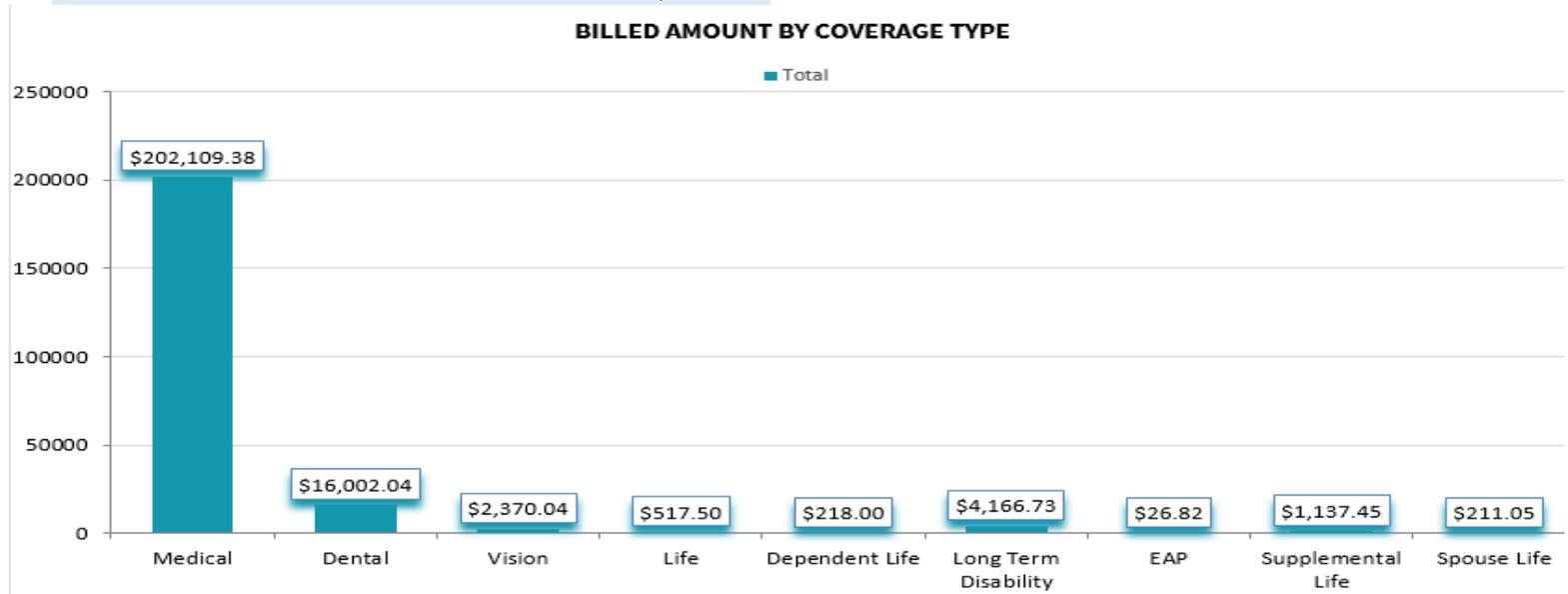
 **Summary Data** Detail

Time period	Average # of Views	Number of Jobs	Number of Applications	Average Applications pe...	Conversion
April-24	636.78	9	83	9.22	1.45%
May	704.6	10	68	6.8	0.97%
June	783.82	11	87	7.91	1.01%

Employee Health, Benefits, and Wellness Program Performance

Employee Health and Benefits

Plan Description	Census Count	Premium
AWC HealthFirst 250 WellCit	84	\$124,438.54
PLAN E w/ Ortho Plan II (Dej	147	\$15,688.24
Vision \$25 Copay	150	\$2,370.04
BL - \$25,000 W/AD&D	138	\$517.50
Dependent Life 4	109	\$218.00
LTD Option 1: 60%; 90-day	409	\$4,166.73
1-3 Sessions EAP	150	\$0.00
HDHP WellCity	41	\$46,067.14
Supplemental EE Life	37	\$1,137.45
Supplemental Spouse Life	22	\$211.05
Medicare Advantage EGWP	5	\$3,712.50
RETIREE PLAN PPO	5	\$313.80
Kaiser 200 WellCity	23	\$27,891.20
Non-Trust 1-3 Sessions EAP	22	\$26.82
Grand Total	1342	\$226,759.01



Cost of Payroll

June 15th	\$578,428.32
June 30th	\$635,811.83
June (monthly)	\$8,037.36
TOTAL JUNE PAYROLL	\$1,222,277.51

Staff Anniversary Service Award Recognitions

First Name	Last Name	Years	Position Title	Anniversary Date
Rachel	Steckel	4	HR Generalist-Payroll	6/1/2024
Cac	Kamak	18	Principal Planner	6/5/2024
Jeremy	Andreano	8	Police Sergeant	6/13/2024
Ken	Riley	17	Maintenance Foreman	6/18/2024
Christian	Rowe	1	Parks Specialist I	6/20/2004

Staffing Changes - Hires, Promotions, Transfers, & Separations

Welcome and congratulate our employees with the City of Oak Harbor:

- Cinco, Kevin, separation from employment, Paid-on-Call Firefighter, effective June 12th
- Jameson, Keith, last day onsite, Operations Foreman-SD/WWC, effective June 14th
- Freer, Jeremy, transfer from Streets Specialist II to SD/WWC Specialist II, effective June 16th
- VonHaden, Brad, transfer from WWTP Operator I to Operations Foreman-SD/WWC, effective June 16th
- Brale, Joshua, separation from employment, SD/WWC Specialist I, effective June 18th
- Barton, Kevin, new employee, Police Captain, effective June 21st
- Morgan, Anthony, new employee, WWTP Operator-in-Training, effective June 24th
- Demmon, Paul, new employee, WWTP Operator-in-Training, effective June 24th
- Morgan, Leslie, separation from employment, Evidence Information Specialist, effective June 26th
- Martin, Daniel, separation from employment, Paid-on-Call Firefighter, effective June 30th

Staffing Summary

Employee workforce summary based on employment status.

Totals as of June:	<u>187</u>
Temporary/Seasonal	9
Paid on Call Firefighters	12
Elected Officials	8
Part-Time	8
Full-Time	150
Total # of Hires:	3
Total # of Changes:	2
Total # of Separations:	4

Wellness Committee & WellCity Standards

- The Wellness Committee mid-year retreat was held on June 12, 2024.
- The All Staff Employee Picnic is scheduled to be in Windjammer Park on August 22, 2024.
- The next Wellness Committee monthly meeting is scheduled for July 10, 2024.
- The current Wellness Reward participation for 2024:

- **Health Central:** Redeem points for the \$35 AWC Wellness Reward by December 31, 2024.

	Eligible	Total Registered	Percent Registered	\$35 Wellness Reward Redeemed	% \$35 Wellness Reward Redeemed
Employees	155	125	81%	50	32%

last update 7/8/2024

Risk Management Program Performance

Workers' Compensation (Safety)

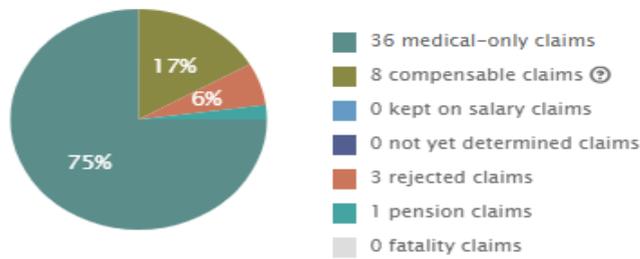
The next Central Safety Committee quarterly meeting is scheduled for August 29, 2024.

Reported to Human Resources for June 2024:

Accidents or Injuries	1
Incidents or Near Misses	1
Exposures	0

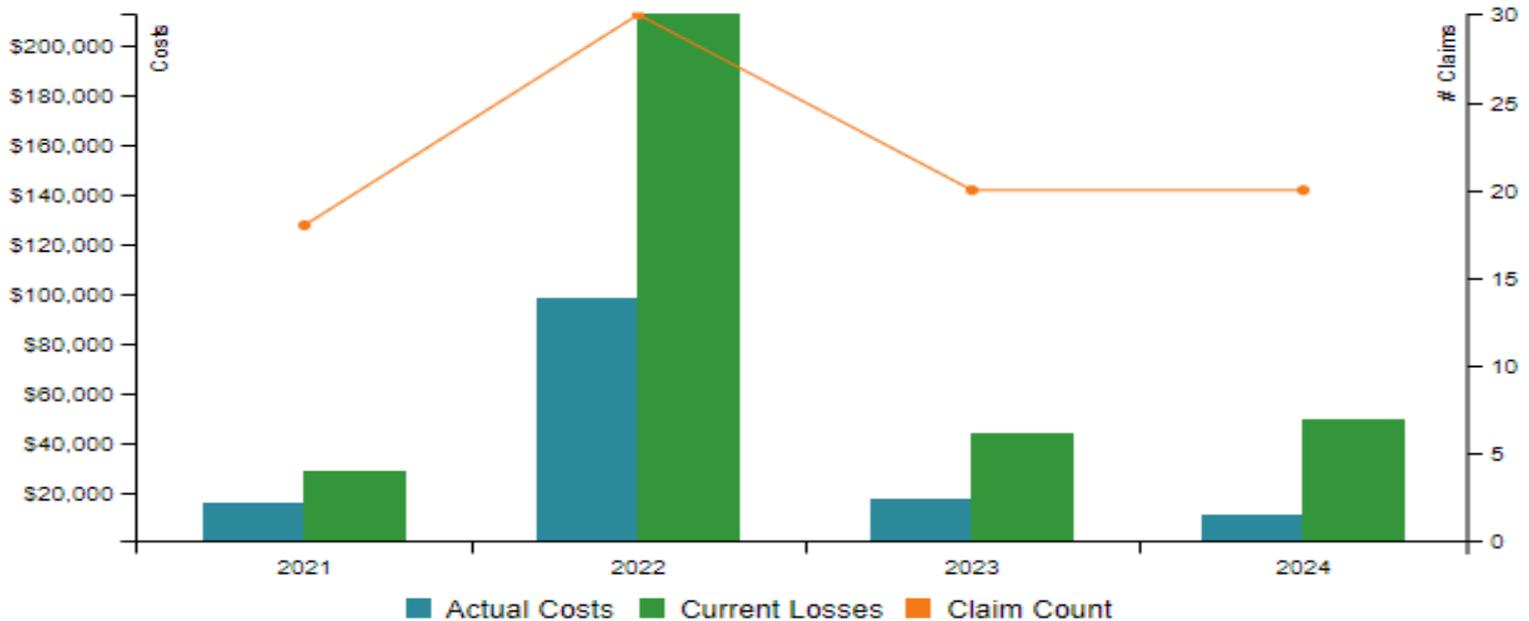
Workers' Compensation Claims

48 claim(s) over the last 5 years [View claims older than 5 years](#)



\$155,548.82

Actual claim costs



	2021	2022	2023	2024
# Claims:	18	30	20	20
Actual Costs:	\$15,347	\$98,559	\$17,469	\$10,589
Current Losses:	\$28,369	\$212,654	\$43,958	\$49,173

OAK HARBOR POLICE DEPARTMENT JUNE 2024

CLASSIFICATION	CALLS
CALLS FOR SERVICE	1,104
MISDEMEANOR ARRESTS	41
FELONY ARRESTS	13
TRAFFIC – INFRACTION	24
TRAFFIC - CRIMINAL	10
TRAFFIC - STOPS	210
ANIMAL CALLS	61
ASSAULT PHYSICAL & DOMESTIC VIOLENCE	77
ASSIST PUBLIC	94
BURGLARY	8
CIVIL	23
COURT ORDER VIOLATION	10
DEATH INVESTIGATION	2
DISORDERLY/TRESPASS/MENTAL HEALTH	102
RAPE	0
SUICIDE THREAT	13

**City Administrator's Report
July 27, 2024**



PUBLIC WORKS DEPARTMENT

Reporting Period June 1 - June 30, 2024

PARKS	UNITS	QUANTITY	COMMENTS	
Digital Board Banners	Each	8		
STREETS	UNITS	QUANTITY	COMMENTS	
Tree/Brush Trimming/Weeding ROW/Debris Pickup	Hours	73.00		
NE 6th Ave & Ronhaar Sidewalk	Hours	80.00		
Vegetation Spraying	Hours	61.00		
Sign Fabrication/Repair/Installation/Cleaning	Hours	21.00		
Painting/Walk Behind	Hours	77.00		
Pedestrian and Signal/School Flashers/In Road Inspections/RRFB	Hours	78.00	replaced inroads on NE Regatta with RRFB's	
Patching/Pothole Repair/Shoulders	Hours	24.00		
Special Events	Hours	3.00		
WATER	UNITS	QUANTITY	COMMENTS	
Gallons Processed (City)	Gallons	44,305,967		
Gallons Processed (Navy)	Gallons	16,802,000		
Gallons Produced (Wells)	Gallons	1,122,568		
Average Gallons Consumed/Day (City)	Gallons	1,476,866		
Water Service Requests	Each	263		
After Hour Call Outs	Each	10		
Samples (Coliform)	Each	25		
Samples (Chlorine, PH, Temp)	Each	74		
Average Chlorine Residual	mg/L	0.77		
Utility Locates	Each	140		
Water Main Leaks	Each	1		
CLEAN WATER FACILITY	UNITS	QUANTITY	COMMENTS	
DMR Flow	Million Gallons			
NPDES Permit Compliant	Yes/No			
Nutrient Permit DMR OK	Yes/No			
Bio-Solids	Dry Tons			
WASTEWATER COLLECTIONS/STORM DRAIN	METRIC	UNITS	QUANTITY	COMMENTS
Catch Basin Inspections	Each		59	
Street Sweeping	Hours		176	
Grease Traps Inspections	Hours		10	Bio Solids
Storm Water Inspections	Hours		54	Lots of Locates and Ziplly Issues so lower inspections
Source Control Inspections	Hours		20	Lots of Locates and Ziplly Issues so lower inspections
SOLID WASTE	UNITS	QUANTITY	COMMENTS	
Solid Waste Collection-Residential	Tons		334.06	
Solid Waste Collection-Commercial	Tons		416.43	
Yard Waste Collection	Tons		158.17	
Recycling Collection	Tons		90.49	
Residential Requests for Large Item Pickup or Special Requests	Yards			
EQUIPMENT RENTAL	UNITS	QUANTITY	COMMENTS	
Unleaded Fuel	Gallons		2348	
Diesel Fuel	Gallons		3006	
Average Cost of Unleaded	Per Gallon		\$3.65	
Average Cost of Diesel	Per Gallon		\$3.98	
Number of Vehicles in Fleet	Each		106	
Number of Equipment in Fleet	Each		165	
EQUIPMENT RENTAL REPLACEMENTS	UNITS	QUANTITY	COMMENTS	
Number of Replacements Completed	Each		0	
TECH FUND	UNITS	QUANTITY	COMMENTS	
Number of Replacements Completed	Each		0	
SHOP FACILITY	UNITS	QUANTITY	COMMENTS	
Labor Pool at City Hall	Hours		24.00	
Labor Pool at Police Department	Hours		2.50	
Labor Pool at Parks and Recreation	Hours		1.00	
Labor Pool at Library	Hours		0.00	
Labor Pool at PW Divisions	Hours		1.50	
ENGINEERING	UNITS	QUANTITY	COMMENTS	
Permits Issued	Each		10	Covers Civil, Grading, ROW, Water, Sewer and Stormdrain permit types.
Inspections Performed	Each		49	Some permits require multiple inspections, some inspections performed for permits issued earlier.
Development Review	Hours		84	Various Projects, Major: Preston Heights, Bodega Lot 1, Galleon Duplexes, Fire Station
Archaeological Site Monitoring	Hours		5	3 monitoring, 1 testing, and 1 inadvertent discovery
Archaeological Site Reports	Hours		1	
Active Capital Projects	Each		11	Major: NE 7th Ave, 2024 Water Main Replacements, Ault Field Pump Station, East Stormwater Outfall

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

Bill No. Human Resources a.
Date: July 24, 2024 Subject:
Fire Chief Employment
Agreement

FROM: Emma House, Human Resources Director

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- ⊙ Ronnie Wright, Mayor
- ⊙ Sabrina Combs, City Administrator
- ⊙ David Goldman, Deputy City Administrator
- ⊙ Hillary Evans, City Attorney, as to form

RECOMMENDED ACTION

Confirm the Mayor's appointment of Travis Anderson to the position of Fire Chief.

I move to authorize the Mayor to sign the Employment Agreement with Travis Anderson as the Fire Chief for the City of Oak Harbor.

BACKGROUND / SUMMARY INFORMATION

Travis Anderson was selected during the interview process for Fire Chief. Mayor Wright appointed Travis Anderson as the Fire Chief.

The Mayor recommends the attached employment agreement for Travis Anderson to assume the position of Fire Chief.

LEGAL AUTHORITY

Oak Harbor Municipal Code, Chapter 2.44 FIRE CHIEF

2.44.010 Appointment.

The fire chief shall be appointed by the mayor and confirmed by the city council.

The fire chief shall serve at the pleasure of the mayor pursuant to an employment contract proposed by the mayor and approved by the city council. (Ord. 1635 § 3, 2012; Ord. 1628 § 6, 2012; Ord. 505 § 1, 1978).

FISCAL IMPACT

This is a current position which was budgeted as part of the biennial budget. The total cost of the contract is \$163,248.00 annually.

The proposed contract specifies conditions of employment and sets working conditions for the Fire Chief including but not limited to:

- Salary: Starting base salary \$163,248.00 annually, with a provision for annual cost of living adjustments.

- Severance Package: Severance pay for at-will termination in the amount of six (6) months' salary. No severance pay for termination by resignation or for cause.
- Vacation: Initial bank of forty (40) hours and accrual rate of 13.33 hours per month.
- Other Benefits: Same as provided for general City employees, including but not limited to, retirement, medical, dental, and vision insurance.

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

ATTACHMENTS

1. Travis Anderson Resume
2. Fire Chief Employment Agreement with Travis Anderson

**EMPLOYMENT AGREEMENT BETWEEN
TRAVIS ANDERSON
AND CITY OF OAK HARBOR**

THIS AGREEMENT is between the City of Oak Harbor, hereinafter referred to as “City”, and Travis Anderson, hereinafter referred to as “Fire Chief.”

RECITALS

WHEREAS, pursuant to OHMC 2.34.055, individuals offered City management and mayoral support positions shall be offered employment agreements, and

WHEREAS, Travis Anderson has the skills, experience and qualifications necessary to perform the duties of Fire Chief as described in Ch. 2.05 OHMC and Exhibit A, and

WHEREAS, pursuant to OHMC 2.34.055, the City Council has confirmed the Mayor’s appointment of Travis Anderson as Fire Chief for the City of Oak Harbor.

AGREEMENT

NOW, THEREFORE, FOR AND IN CONSIDERATION OF the terms and conditions hereinafter set forth, the City and Fire Chief agree as follows:

1. Employment. The City hereby employs the Fire Chief to serve in the position of Fire Chief for the City of Oak Harbor. The duties of said position shall be to perform all duties assigned to the position of Fire Chief as provided in the job description, the Oak Harbor Municipal Code, and Washington State law, together with such other and further duties and special projects as may be assigned to the Fire Chief by the City’s Mayor/City Administrator. Pursuant to OHMC 2.34.055 the Fire Chief shall serve at the pleasure and at the discretion of the City’s Mayor.
2. Duration of Employment. This Employment Agreement shall become effective on August 12, 2024, or about thirty (30) days after July 24, 2024, based on Council approval, and shall continue indefinitely thereafter unless sooner terminated by the parties as provided in paragraphs 3 and 4 below.
3. “At Will” – Termination by the City. The Fire Chief shall at all times during his employment be considered an “At Will” employee, subject to termination by the City’s Mayor at any time with or without cause. Nothing in this Agreement shall be construed other than an “At Will” employment relationship between the City and the Fire Chief and the Fire Chief expressly acknowledges that no contrary representations have been made by the City.
4. Resignation – Termination by the Fire Chief. The Fire Chief reserves the right to resign from employment at any time with or without cause. The Fire Chief agrees to give the City not less than thirty (30) days’ notice prior to the effective date of any such resignation.

5. Compensation: The Fire Chief shall be compensated for services rendered during the term of this Agreement as follows:
- a. Base Salary. The Fire Chief shall receive a monthly salary of \$13,604.00 per month. The rate of pay may be adjusted annually thereafter consistent with the salary range and steps established for this position and equal to the cost-of-living and/or cost-of-market increases given to Department Head level positions or higher.
 - b. Salary and Wage Study. In the event that a salary and wage study is conducted, the Fire Chief position shall be included.
 - c. Benefits. The Fire Chief shall be entitled to sick leave accrual as set forth in the City Personnel Policies, and eleven (11) paid holidays, plus two (2) floating holidays on a day of choice, to total thirteen (13) paid holidays annually. The Fire Chief shall receive an initial bank of forty (40) hours of vacation leave as of the effective date of this Employment Agreement. The Fire Chief shall be entitled to vacation leave accrual as set forth in the City Personnel Policy at a rate of 13.33 hours per month equivalent to eleven (11) years of experience service credit for years of employment.
 - Accrued vacation balance that exceeds one-hundred sixty (160) hours by November 20th of each calendar year, an employee may notify Payroll to deposit forty (40) hours of accrued vacation per calendar year into an employee's choice of deferred compensation plan with the December 15th payroll (IRS Section 457(b)).
 - Management leave in the amount of forty (40) hours will be granted at the beginning of each calendar year for Department Head level positions and higher. Management leave must be used before vacation, sick, floating holiday, or wellness leave. Unused management leave by December 15th of each year will be deposited into an employee's choice of deferred compensation plan or it will be forfeited (IRS Section 457(b)).

The Fire Chief shall also receive all other benefits provided by the City of Oak Harbor to regular employees as they exist now or may be modified in the future as follows:

- Medical insurance, premium paid 100% and 90% premium paid for spouse and dependent children.
- Dental insurance, premium paid 100% and 90% premium paid for spouse and dependent children.
- Vision insurance, premium paid 100% and 100% premium paid for spouse and dependent children.
- Standard Insurance life insurance policy of \$25,000 paid for employee only.
- Enrollment in Washington Department of Retirement Systems (DRS) LEOFF II plan.

The Fire Chief shall also be entitled to elect other voluntary benefit options as they exist now or as they are modified in the future. The following describes the voluntary benefits as they exist on the effective date of this Employment Agreement:

- Self-paid individual and/or family supplemental insurance coverage for short-term disability, cancer care, and critical illness.
- Pre-tax deductions for unreimbursed medical expenses and/or dependent day care.
- Additional self-paid voluntary group life insurance.
- Self-paid enrollment in the choice of two deferred compensation plans.
- Health Saving Account (HSA) with enrollment in the high deductible health plan.

d. Timing of Monthly Payments – Deductions. All monthly payments of salary and benefits shall be made at the same time and on the same date as the City’s regular payroll. All such monthly payments shall be subject to all required state and federal deductions, including income tax, social security, and any other deduction required and authorized by law. The City agrees to pay all employer contributions to FICA, worker’s compensation, and similar programs as required by law.

6. Work Schedule. The Fire Chief is a confidential, exempt employee for purposes of the Federal Fair Labor Standards Act and as such shall not work a fixed forty (40) hour per week schedule. The Fire Chief shall generally work at the Fire Department Station during regular business hours of the City, Monday through Friday, provided, that the Fire Chief shall receive time off for holidays according to the holiday schedule customarily observed by the City. The Fire Chief is also required to attend all meetings of the Oak Harbor City Council and such other council committee, City board, commission and staff meetings as requested by the Mayor/City Administrator or as required by the duties of the position.

7. Severance Package.

a. Severance for At Will Termination. In the event the Fire Chief’s employment with the City is terminated for any reason other than those delineated in subparagraph (b) below, the City will provide the Fire Chief a lump sum severance payment equivalent to six (6) months of salary, less mandatory payroll deductions as the Fire Chief’s salary was prior to termination.

i. Reference. In the event of termination of the Fire Chief’s employment by the City, the Fire Chief shall be entitled to an employment reference from the City, the language of which shall be agreed upon by the parties, provided, that in the event the parties cannot agree on the form of the reference, the City will provide only the dates of the Fire Chief’s employment, the last position held, the last salary received, the fact that the Fire Chief is no longer employed by the City.

ii. Unemployment Benefits. The City will not oppose any unemployment benefit claims made by the Fire Chief.

b. Termination by Resignation or for Cause. The severance package provided for in subparagraph (a) above shall not be available to the Fire Chief if the termination of the Fire Chief’s employment with the City is due to:

i. Resignation. The Fire Chief’s voluntary resignation from employment. For purposes of this paragraph, “voluntary resignation” means a resignation of

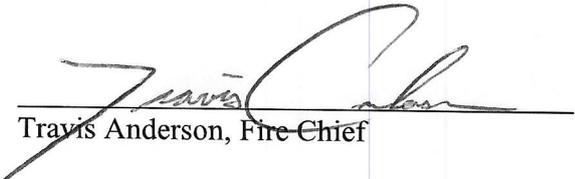
illegality or invalidity shall not affect the validity of the remainder of the Agreement.

- b. Rights and Remedies. The rights and remedies provided by this Agreement are cumulative and the use of any one right or remedy by any party shall not preclude nor waive its rights to use any or all other remedies. Any rights provided to the parties under this Agreement are given in addition to any other rights the parties may have by law, statute, ordinance, or otherwise.
- c. Attorney's Fees. In the event of any dispute with regard to the interpretation or enforcement of this Agreement, the parties shall bear their own costs and fees.
- d. Entire Agreement. This Agreement contains the entire agreement between the parties respecting the matters herein set forth and supersedes all prior agreements between the parties hereto respecting such matters.
- e. Governing Law. This Agreement shall be construed in accordance with the laws of the State of Washington; venue for any dispute shall be in Island County, Washington.
- f. No Waiver. No waiver of any breach by either party of the terms of this Agreement shall be deemed a waiver of any subsequent breach of the Agreement.
- g. Counterparts. This Agreement may be executed simultaneously in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
- h. Amendment. No amendment of this Agreement shall be effective unless the amendment is in writing, signed by each of the parties.

Dated this 24th day of July, 2024.

For the City of Oak Harbor:

Ronnie Wright, Mayor



Travis Anderson, Fire Chief

Oak Harbor Fire Chief
Employment Agreement
Page 5 of 6

Attest:

Julie Nester, City Clerk

Approved as to Form:

Hillary Evans, City Attorney

HUMAN RESOURCES

Employment

FIRE CHIEF RECRUITMENT

1) **Recruitment**

June 2024 recruitment

1,794 clicks to view open position and 19 candidates received

2) **Interim**

February 2024 through July 2024

Thank you to Gordie Olson, Interim Fire Chief

3) **Employment Agreement**

Candidate is available this evening for any questions

FIRE CHIEF RECRUITMENT

1) **Interviews**

1st interviews: June 20th

2) **Interviews & Onsite Visit – July 8th**

2 finalist candidates were invited

2nd interviews

**Meet and greets with Councilmembers, Department Leaders,
Community Members, and Staff**

Thank you to Councilmembers Jim Woessner and Eric Marshall, for your participation!

TRAVIS ANDERSON FIRE CHIEF

- Master's of Public Administration
- Bachelor's in Fire Administration
- Graduate of Executive Fire Officer Program
- Graduate of Emergency Management Advanced Academy
- Deputy Fire Chief for the North Las Vegas Fire Department
- Will begin employment Monday, August 12th



RECOMMENDED ACTION

Motion to authorize the Mayor to sign the Employment Agreement with Travis Anderson as the Fire Chief for the City of Oak Harbor.



Thank you!

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

Bill No. Police Department a.
Date: July 24, 2024
Subject: Opioid Settlement Update

FROM: Tony Slowik, Police Chief

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- ⊙ Ronnie Wright, Mayor
- ⊙ Sabrina Combs, City Administrator David
- ⊙ Goldman, Deputy City Administrator
- ⊙ Hillary Evans, City Attorney, as to form

SUMMARY STATEMENT

Staff will provide an update on the Kroger Opioid Settlement.

ATTACHMENTS

Opioid Trial Balance
Opioid Presentation

City of Oak Harbor
 1/ 1/2024 through 12/31/2024

001 GENERAL FUND

<i>Account Number</i>	<i>Beginning Balance</i>	<i>Debits</i>	<i>Credits</i>	<i>YTD Debits</i>	<i>YTD Credits</i>	<i>Balance</i>
Assets						
001.111.015 CASH-OPIOD SETTLEMENTS	53,855.92	256,334.42	6,076.00	256,334.42	6,076.00	304,114.34
Total Assets	53,855.92	256,334.42	6,076.00	256,334.42	6,076.00	304,114.34
Assets	53,855.92	256,334.42	6,076.00	256,334.42	6,076.00	304,114.34
Total GENERAL FUND	53,855.92	256,334.42	6,076.00	256,334.42	6,076.00	304,114.34

*** Fund Not in Balance

City of Oak Harbor
 1/ 1/2024 through 12/31/2024

Grand Totals

	<i>Beginning Balance</i>	<i>Debits</i>	<i>Credits</i>	<i>YTD Debits</i>	<i>YTD Credits</i>	<i>Balance</i>
Total Assets	53,855.92	256,334.42	6,076.00	256,334.42	6,076.00	304,114.34
Total Liabilities	0.00	0.00	0.00	0.00	0.00	0.00
Total Equities	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues	0.00	0.00	0.00	0.00	0.00	0.00
Total Budgetary	0.00	0.00	0.00	0.00	0.00	0.00
Total All Funds	53,855.92	256,334.42	6,076.00	256,334.42	6,076.00	304,114.34

OPIOID SETTLEMENT FUNDS UPDATE



City Council Workshop
07/24/2024

OVERVIEW

- April 2022, City Council approved participation in One WA Opioid Settlement & Distributors Settlement
- March 2023 - July 2024, City Council has approved participation in seven settlement agreements
- August 2023, City Council approved the strategy to distribute opioid funds (Funds Review & Approval)
- September 2023, City Council approved opioid funds allocation half funding 29th police officer and SCIDEU
- April 2024, City Council approved funds for Naloxone

PENDING SETTLEMENT FUNDS

- Johnson & Johnson Settlement Agreement
 - Total \$138,315.14
 - Received 2024 (one time payment)

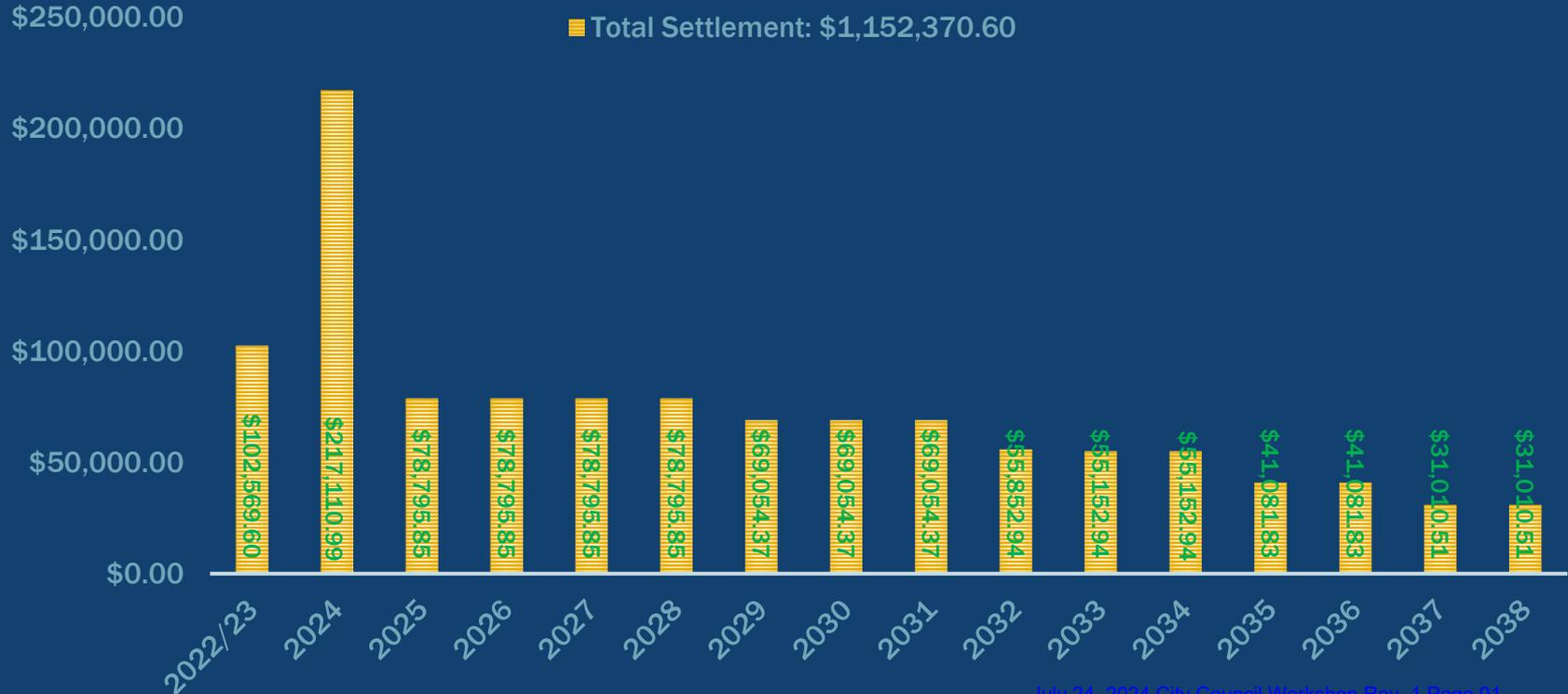
NOTE: During the April City Council meeting, staff advised that the projected J&J amount would be \$1,184,503. There was an error in the calculation used to project this amount.

- Kroger's Settlement Agreement
 - Total \$59,000
 - Received over 11 years @ \$5,300 per year



PROJECTED SETTLEMENT FUNDS

(INCLUDING J&J AND KROGER)



FUNDS REVIEW & APPROVAL PROCESS

**City Dept.
Proposes
Opioid
Expense**

Finance Dept. &
Grant Coordinator
review request for
Approved Purposes
in MOU

**City Council
Meeting
(or Workshop)**

- City Dept.
provides
presentation on
proposed funds
use.
 - City Council
provides feedback
- May be presented at
final council meeting

**City
Council
Meeting**

- City Dept
Provides
Recommendation
- Public Comment
Period
- City Council
Decides to
Approve/Deny
Request

Annual Report by City Staff to City Council on Opioid Fund Settlement

- 1) Summary on fund use from the prior year
- 2) Current fund status

SETTLEMENT FUND ALLOCATION

Three Strategy Approach

1. Continuation & Expansion of Law Enforcement Services related to the Opioid Epidemic.
2. Support Regional Drug Task Force Operations
3. Allocate Funding Accounts:
 1. Administration of the Opioid Settlement Fund
 2. City of Oak Harbor administrative costs.
 3. Fund to support future action as it relates to the opioid crisis.



SUMMARY OF DISTRIBUTION OPIOID SETTLEMENT FUNDS - JULY 2024

Year	Settlement Annual Balance	OAC Admin Allocation (10%)	29 th Officer Allocation	City Admin Settlement Allocation	SCIDEU Allocation	Opioid Future Allocation	End of year Balance (Not Allocated)
2023	\$102,569.60	\$10,256.96 (NOT USED)	\$44,510.96	\$5,000.00	\$7,000	\$19,801.68	\$0.00
2024	\$217,110.99	\$7,349.59	\$66,146.26	--	\$7,000	\$24,695.84 (\$5,362.80 Expense)	\$143,615.14
2025	\$78,795.85	\$7,349.59	\$66,146.26	--	\$7,000	--	\$10,600.00
2026	\$78,795.85	\$7,349.59	\$66,146.26	--	--	--	\$15,900.00
2027	\$78,795.85	\$7,349.59	\$66,146.26	--	--	--	\$21,200.00
2028	\$78,795.85	\$7,349.59	\$66,146.26	--	--	--	\$26,500.00
2029	\$69,054.37	\$6,375.44	\$57,378.87	--	--	--	\$31,800.00
2030	\$69,054.37	\$6,375.44	\$57,378.87	--	--	--	\$37,100.00

FUTURE CONSIDERATIONS

- Secure permanent Funding Drug Detective position

	2024	2025	2026	2027	2028	2029	2030	2031	Total
Salary*	80,712.00	88,128.00	95,112.00	102,408.00	110,064.00	118,092.00	121,634.76	125,283.80	841,434.56
Benefit Percentage (Est.)	40%	40%	40%	40%	40%	40%	40%	40%	40%
Benefits (Estimated)	32,284.80	35,251.20	38,044.80	40,963.20	44,025.60	47,236.80	48,653.90	50,113.52	336,573.83
Total Payroll	112,996.80	123,379.20	133,156.80	143,371.20	154,089.60	165,328.80	170,288.66	175,397.32	1,178,008.39

	2028	2029	2030	2031	Total
Salary*	110,064.00	118,092.00	121,634.76	125,283.80	841,434.56
Benefit Percentage (Est.)	40%	40%	40%	40%	40%
Benefits (Estimated)	44,025.60	47,236.80	48,653.90	50,113.52	336,573.83
Total Payroll	154,089.60	165,328.80	170,288.66	175,397.32	1,178,008.39

QUESTIONS?

**THANK
YOU!**



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

Bill No. Police Department b.
Date: July 24, 2024
Subject: Community Survey on Public
Safety and Law Enforcement

FROM: Tony Slowik, Police Chief

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- ⊙ Ronnie Wright, Mayor
- ⊙ Sabrina Combs, City Administrator
- ⊙ David Goldman, Deputy City Administrator
- ⊙ Hillary Evans, City Attorney, as to form

BACKGROUND / SUMMARY INFORMATION

Community engagement and feedback on Public Safety and Law Enforcement services in Oak Harbor is important for developing the Oak Harbor Police Department's (OHPD) strategic plans, establishing operational staffing and resource allocation, setting performance-based budgeting measures, and increasing engagement with the Police Community Advisory Board.

The survey was developed using information from the National Community Policing Survey Development that includes the Department of Justice Community Oriented Policing Services (COPS) Office, ICF International, and Law Enforcement partners and personnel. The survey was then shared with City of Oak Harbor staff and the Oak Harbor Police Community Advisory Board.

The survey will be available online between August 1 and September 30. Respondents can access the survey via QR code, City website, or through distribution by community partners. Paper surveys will be available in City buildings and from police staff. The OHPD will promote the survey at community events (National Night Out, Music Festival, Farmers Market, etc.).

Survey results will be shared through presentations at City Council, City website, and in the OHPD annual report.

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

None

ATTACHMENTS

Community Survey on Public Safety and Law Enforcement Questions



COMMUNITY SURVEY



ON PUBLIC SAFETY



AND LAW ENFORCEMENT



The Oak Harbor Police Department invites you to take this Community Survey on Public Safety and Law Enforcement. It will take approximately five minutes of your time and is completely confidential. Your participation will help your police department improve its services and processes.

This survey is designed to gather opinions and experiences from members of our community about our police department through the assessment of five key components:

- Community involvement
- Safety
- Procedural justice
- Performance
- Contact and satisfaction

Please indicate your response to each item by selecting the appropriate answer based on your feelings, opinions, and experiences. You may skip any survey items you do not feel comfortable responding to or know how to answer, but we encourage you to respond to as many items as possible. This is not a test, and there are no right or wrong answers. Please answer each question honestly.

The Community Survey on Public Safety and Law Enforcement was developed by the U.S. Department of Justice, Office of Community Oriented Policing Services (COPS Office), with the support of ICF International and law enforcement experts. The City of Oak Harbor has adopted the survey and included questions specific to our community.



Community Involvement

Question	Not at all	A little	Somewhat	A lot	To a great extent
1. To what extent does the Oak Harbor Police Department develop relationships with community members (e.g., residents, organizations, and groups)?	<input type="radio"/>				
2. To what extent does the Oak Harbor Police Department regularly communicate with community members (e.g., websites, emails, or public meetings)?	<input type="radio"/>				
3. To what extent does the Oak Harbor Police Department make it easy for community members to provide input (e.g., comments, suggestions, and concerns)?	<input type="radio"/>				
4. To what extent does the Oak Harbor Police Department work together with community members to solve local problems?	<input type="radio"/>				
5. Community policing involves officers in your law enforcement agency working with the community to address the causes of crime in an effort to reduce the problems themselves through a wide range of activities. Based on this definition, to what extent do you think the Oak Harbor Police Department practices community policing?	<input type="radio"/>				

Safety

6. Please select the three (3) issues you think are the greatest problems within your community.

- Burglaries/thefts
- Burglaries/thefts (residential)
- Child abuse
- Child sexual predators/ internet safety
- Disorderly conduct / public intoxication / noise violations
- Disorderly youth (e.g., cruising or gathering)
- Domestic violence
- Driving under the influence (i.e., alcohol or drugs)
- Drug abuse (e.g., manufacture, sale, or use of illegal/prescription drugs)
- Fraud / identity theft
- Gang activity
- Gun violence
- Hate crimes
- Homeland security problems
- Homeless- or transient-related problems (panhandling)
- Homicide
- Mugging
- Physical assault
- Prostitution
- School safety (e.g., bullying, fighting, or weapons)
- Sexual assault/ rape
- Traffic issues / residential speeding
- Underage drinking
- Vandalism/graffiti

Question	Not at all	A little	Somewhat	A lot	To a great extent
7. To what extent do you feel safe in your community when you are outside alone during the <i>day</i> ?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. To what extent do you feel safe in your community when you are outside alone at <i>night</i> ?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8a Question 7 and/or 8 please explain.	<hr/> <hr/> <hr/> <hr/>				

Question	Decreased a lot	Decreased some	Stayed the same	Increased some	Increased a lot
9. Over the last 12 months, to what extent have your feelings of safety in your community increased, decreased, or stayed the same?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9a Question 9 please explain.	<hr/> <hr/> <hr/> <hr/>				

Question	Decreased a lot	Decreased some	Stayed the same	Increased some	Increased a lot
10. Do you think crime in Oak Harbor has increased, decreased, or stayed the same in the last 12 months?	<input type="radio"/>				

11. In the last 12 months, have you considered moving from the City of Oak Harbor due to crime?

Yes

No

12. Have you limited or changed your activities in the City of Oak Harbor due to crime?

Yes

No

Procedural Justice

Question	Not at all	A little	Somewhat	A lot	To a great extent
13. To what extent do officers of the Oak Harbor Police Department treat people fairly?	<input type="radio"/>				
14. To what extent do officers of the Oak Harbor Police Department show concern for community members?	<input type="radio"/>				
15. To what extent are officers of the Oak Harbor Police Department respectful?	<input type="radio"/>				
16. To what extent is the Oak Harbor Police Department responsive to the concerns of community members?	<input type="radio"/>				
17. To what extent do you trust the Oak Harbor Police Department?	<input type="radio"/>				

Question	Not at all	A little	Somewhat	A lot	To a great extent	N/A
18. If you had contact with an officer from the Oak Harbor Police Department during the past 12 months, to what extent did the officer sufficiently explain their actions and procedures?	<input type="radio"/>					

Performance

Question	Not at all	A little	Somewhat	A lot	To a great extent
19. To what extent is the Oak Harbor Police Department effective at proactively preventing crime?	<input type="radio"/>				
20. To what extent is the Oak Harbor Police Department addressing the problems that really concern you?	<input type="radio"/>				
21. To what extent are you satisfied with the overall performance of the Oak Harbor Police Department?	<input type="radio"/>				

Contact and Satisfaction

Question	0 times	1-2 times	3-4 times	5-6 times	7 or more times
22a. How many times in the past 12 months have you had contact with the Oak Harbor Police Department for <i>traffic issues</i> (e.g., citation, warning, or vehicle crash)?	<input type="radio"/>				
	Go to question 23a				

Question	Very dissatisfied	Dissatisfied	Neither satisfied nor dissatisfied	Satisfied	Very satisfied
22b. To what extent are you satisfied with your interaction(s) with the Oak Harbor Police Department for <i>traffic issues</i> ?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Question	0 times	1-2 times	3-4 times	5-6 times	7 or more times
23a. How many times in the past 12 months have you had contact with the Oak Harbor Police Department for <i>911 emergency calls</i> ?	<input type="radio"/>				
	Go to question 24a				

Question	Very dissatisfied	Dissatisfied	Neither satisfied nor dissatisfied	Satisfied	Very satisfied
23b. To what extent are you satisfied with your interaction(s) with the Oak Harbor Police Department for <i>911 emergency calls</i> ?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Question	0 times	1-2 times	3-4 times	5-6 times	7 or more times
24a. How many times in the past 12 months have you had contact with the Oak Harbor Police Department for <i>non-emergency</i> calls (e.g., to report a crime or suspicious activity)?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Go to question 25a				

Question	Very dissatisfied	Dissatisfied	Neither satisfied nor dissatisfied	Satisfied	Very satisfied
24b. To what extent are you satisfied with your interaction(s) with the Oak Harbor Police Department for <i>non-emergency</i> calls?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Question	0 times	1-2 times	3-4 times	5-6 times	7 or more times
25a. How many times in the past 12 months have you had contact with the Oak Harbor Police Department for <i>other contacts or interactions</i> (e.g., attend a community meeting or talk to an officer on patrol)?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Go to question 26				

Question	Very dissatisfied	Dissatisfied	Neither satisfied nor dissatisfied	Satisfied	Very satisfied
25b. To what extent are you satisfied with your interaction(s) with the Oak Harbor Police Department for <i>other contacts or interactions</i> ?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Demographics

26. How many years have you lived in this community? _____ years Prefer not to answer

27. Where do you live?
- Within the city limits of Oak Harbor
 - Whidbey Island, outside of Oak Harbor
 - Other Location

28. What is your gender?

- Male
- Female
- Prefer not to answer

29. Are you Hispanic or Latino?

- Yes
- No
- Prefer not to answer

30. What is your race?

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White
- Prefer not to answer

31. What is your age group?

- 17 years or younger
- 18–29 years
- 30–39 years
- 40–49 years
- 50–59 years
- 60–69 years
- 70 years or older
- Prefer not to answer

32. Is there any additional information you would like the Oak Harbor Police Department to know that was not captured in this survey?

Thank you for completing the Oak Harbor Community Survey on Public Safety and Law Enforcement. Your feedback is essential to building stronger communities and strengthening police partnerships.



COMMUNITY SURVEY ON PUBLIC SAFETY AND LAW ENFORCEMENT



CITY OF
Oak Harbor
WHIDBEY ISLAND, WASHINGTON

City Council Workshop
07/24/2024

OVERVIEW

Community Engagement and Feedback on Public Safety and Law Enforcement Services in Oak Harbor

- OHPD Strategic Planning
- Operational Staffing and Resource Allocation
- Performance Based Budgeting
- Police Community Advisory Board Engagement

SURVEY DEVELOPMENT

National Community Policing Survey Development

Department of
Justice COPS Office

ICF International

Law Enforcement

City of Oak Harbor Staff

Oak Harbor Police Community Advisory Board



FIVE KEY COMPONENTS

Community Involvement

Safety

Procedural Justice

Performance

Contact and Satisfaction

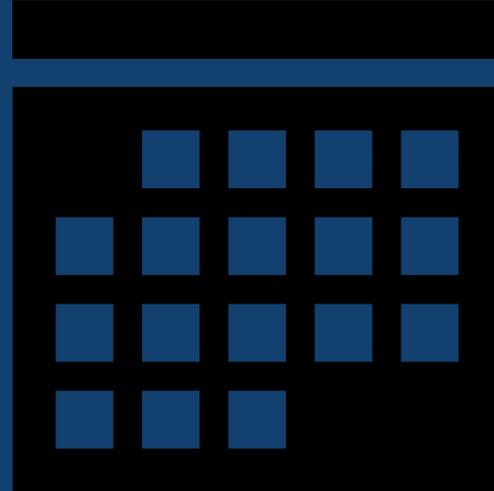
SURVEY PERIOD

- Survey Period:

August 1st – September 30th
(61 Days)

- Special Events

- National Night Out
- Music Festival
- Farmers Market
- Others....



SURVEY ACCESS

- Online Format
 - QR Code
 - City Website
 - Distributed to Community Partners
- Paper Format
 - City Buildings
 - Available from police staff



SURVEY RESULTS



- Presented to City Council
- Posted to the City Website
- OHPD Annual Report

THANK YOU!



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

Bill No. Finance a.
Date: July 24, 2024
Subject: Priority Based Budgeting –
ResourceX

**FROM: David Goldman, Deputy City Administrator and Finance Director with
Chris Fabian Co-Founder of ResourceX (A division of Tyler Technologies)**

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- ⊙ Ronnie Wright, Mayor
- ⊙ Sabrina Combs, City Administrator
- ⊙ David Goldman, Deputy City Administrator
- ⊙ Hillary Evans, City Attorney, as to form

BACKGROUND / SUMMARY INFORMATION

Local governments have been using the same incremental, traditional budgeting approaches for decades. In fact, the practice of line-item budgeting recently passed the 100-year mark. This type of budgeting—in which last year’s budget becomes this year’s budget, but with a line-item percentage increase or decrease depending on the department—is problematic, whether starting from the ground up with zero-based budgeting or using traditional budgeting. Traditional budgeting’s use-it-or-lose-it mentality and across-the-board budget cuts that don’t consider factors other than a percentage make it difficult to connect funding with strategic goals or performance metrics.

Alternatives to incrementalism have been around for some time. Reforms such as Program Budgeting, Planning Programming Budget System (PPBS), Performance Budgeting, and Zero-Based Budgeting (ZBB) have been around for at least 40 years with ideas dating back to the Hoover Commission of the late 1940’s (Mikesell, 1995). Program Budgeting helps explain what a government is trying to accomplish and at what cost. PPBS links the planning function to budget programming. Performance budgeting implements measurements of demands and workloads. ZBB rebuilds budgets from scratch in order to reduce budget waste that had accumulated over the years (Rubin, 1990).

One of these more advanced styles of budgeting is known as Priority-Based Budgeting. As co-founder of ResourceX, Chris Fabian is an expert in the field of priority-based budgeting. Priority Based Budgeting is a budgeting methodology that optimizes spending alignment with strategic priorities, and an application that leverages machine learning and Artificial Intelligence (AI) to predict and identify resource reallocation opportunities. ResourceX was acquired by Tyler Technologies in 2023, helping local governments and school districts reallocate resources to meet desired outcomes of programs and services while saving money. Chris is Senior Director of Product Strategy for Budgeting at Tyler Technologies.

During this presentation, Chris will provide an overview of Priority-Based Budgeting and describe how it changes the way city's do budgeting to our advantage, he might provide a case study or two of some similarly sized cities of where things were improved by this method, and then demonstrate visually what ResourceX can offer and how it can help with the budget process. Since ResourceX has been acquired by the same vendor we will be using for the City's recently acquired Enterprise Resource Planning (ERP) system, this may be something that we can look into during a future budget process.

Sources:

<https://www.resourcex.net/>

Mikesell, J.L. (1995). *Fiscal Administration: Analysis and Application for the Public Sector*, 4th ed., Belmont, CA: Wadsworth.

Rubin, Irene (1990). Budget Theory and Budget Practice: How Good the Fit? *Public Administration Review*, 50(2), 179-189.

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

ATTACHMENTS

Priority Based Budgeting

7/24/2024

Chris Fabian

chris.fabian@tylertech.com

WHY DO WE NEED TO RETHINK BUDGETING?

For more information, visit gfoa.org/rethinking-budgeting

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**“The challenges
facing today’s leaders
require
something different
from our budget
process.”**

PBB Blue Print

To Fund the Future

We have new needs...

- ...to launch new programs to tackle emerging challenges
- ...to enhance current programs that need additional resources

We have no new needs...

- Preserve, maintain current services
- Or, seek to lower tax rates or refund tax-payers

Free-up & Re-allocate Resources

Sourcing

- Can we leverage partners, or source services with public/private providers, in order to free up our resources?
- Focus on the “irreducible core”

Efficiencies

- Can we apply technology to automate or free up human resources?
- Can we augment service delivery with volunteers?

Service Levels

- For programs less aligned with Results, can we reduce service levels, and free up resources? Or, can we eliminate services to free resources?

Generate New Revenue

Fees, Charges

- Do our fees cover the costs of providing the service?
- Can we in-source, or provide any services regionally for a fee?

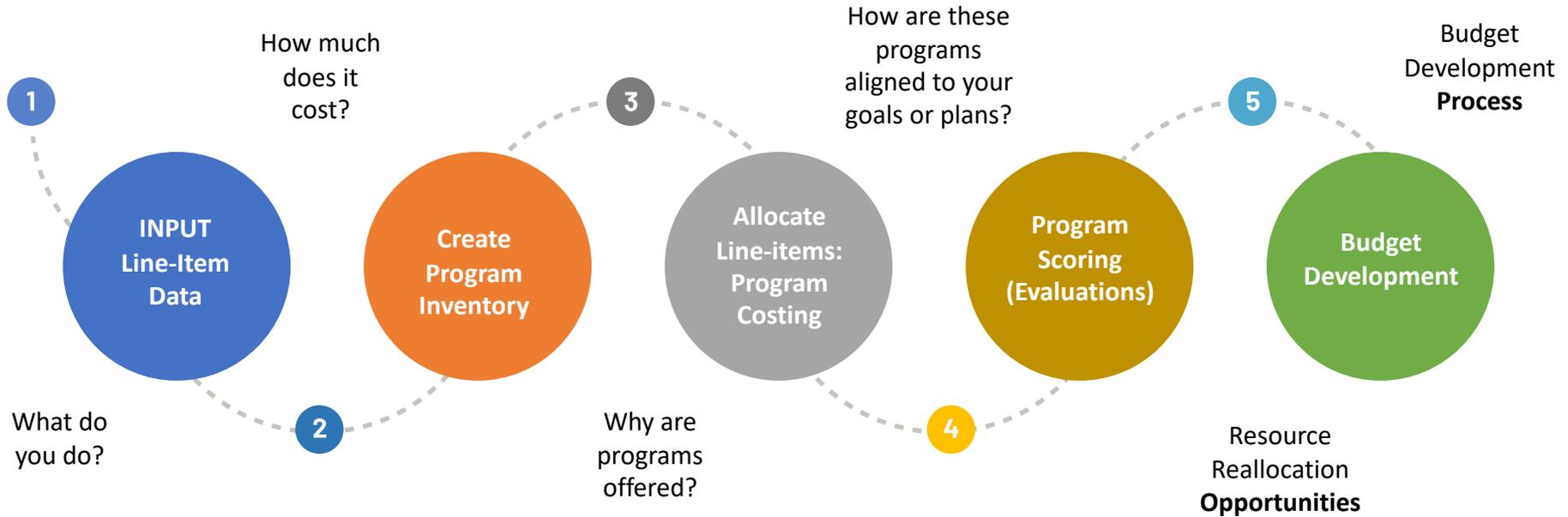
In-sourcing Grant Funding

- Are we reporting the true cost of services to granting agency?
- Can we recoup additional funding, or attain new grant opportunities?

Taxes, Rates

- Last resort
- Do we have no options left besides raising additional revenue from tax and rate payers?

Priority-Based Budgeting Methodology

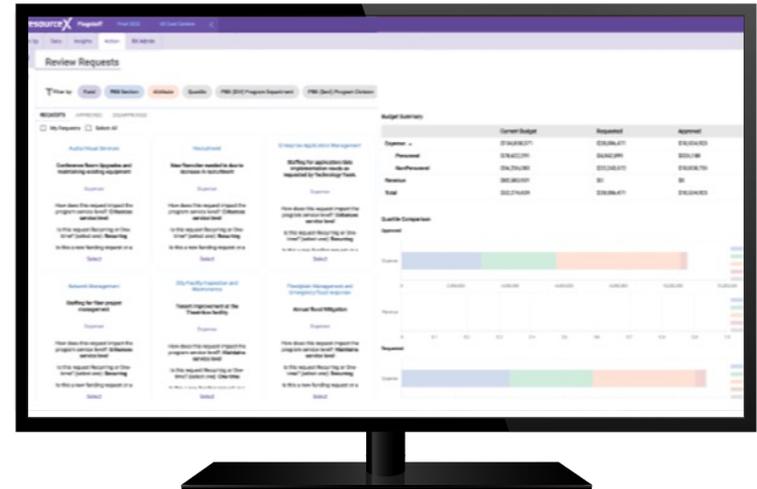


How is PBB Complimented Within Tyler?

Tyler Priority Based Budgeting (PBB)

Tyler's Priority Based Budgeting is SaaS software coupled with managed services that enable an organization to create a **priority-based budget**.

It is offered as **a standalone solution** to enhance any ERP, budget development application, or process



Our Evolved, Cloud-Native, Budgeting Ecosystem Vision



Budgeting Process & Technology Transformation is Scary

Primary concerns

The effort will be too time consuming

Our team doesn't have the skills

Addressing concerns

AI/ML-powered Technology

- Facilitates the rapid creation of program and priority-based budgets, and resource optimization recommendations
- Typical project: 3-5 months

Transformation Management

- Embedded Priority Based Budgeting Director (supplemental offering)
- Directly engages with key decision makers and departmental staff as they evaluate their budget through the PBB lens
- Assists with organizational change management, technology integration, and workforce capacity constraints



PBB in Action

Pittsburgh, PA

Repurposed resources to fund climate & equity initiatives

 **bill peduto** @billpeduto · Jun 17, 2021

Beginning with our commitment to build a more resilient city & through strategic partnerships over the years, Pittsburgh was able to identify \$41M in spending that has been repurposed to meet our sustainability goals. A new model of **Priority Based Budgeting** for cities.

✓ **Resource Exploration** @_ResourceX · Jun 17, 2021

"The budget is not just a collection of numbers but an expression of a community's values + priorities"

Budgeting for climate: How the City of Pittsburgh strategically allocates resources for a sustainable future. Via @TheAtlas4Cities the-...
[Show more](#)



**A CLEAN ENVIRONMENT
AND A CLEAN ECONOMY
GO HAND IN HAND.**

Grant Ervin, Chief Resilience Officer
City of Pittsburgh, Pennsylvania

5 12

“ Pittsburgh was able to identify \$41M in spending that has been repurposed to meet our sustainability goals

– Bill Peduto, Pittsburgh Mayor (2016-2022)

Littleton, CO

Reallocations have impacts equivalent to ARPA funding



Reallocation = 75% of ARPA, on an ongoing basis

Resource reallocations:

\$11.8 million for 2019-2020

\$9 million for 2020-2021

While Littleton was forecast to receive \$12 million in total for ARPA, and \$9 million is indeed less than \$12 million, the \$9 million in resource reallocation is ongoing

Collier County, FL

Up to 22% of budget could potentially be reallocated



Project in-flight

With an annual operating budget of \$673 million, Collier County has identified potential budget savings of 86 to 150 million dollars

“ I am pleased to submit the recommended FY 2025 **balanced budget** for your review and endorsement. Moving forward in the budget process, staff will continue to leverage the priority-based budgeting approach while reviewing identified areas of interest.

– Amy Patterson, County Manager

Since Joining Tyler Technologies

Tier 1 Clients Under Contract in 2024, and Why



City of Seattle

\$250 Million projected budget deficit

Phase 1: 3 departments (land and expand)



**KANSAS CITY
MISSOURI**

Structural budget deficit, unfunded liabilities

Phase 1: General Fund (land and expand)



“Future Proofing” the City

Phase 2: 9 departments (landed, and expanding)

Representative Resource Reallocations

Organization	% of Budget	\$ Reallocated
Littleton, CO	10%	\$9,014,071
Roswell, GA	10%	\$7,988,116
Windsor, CO	9%	\$2,924,895
Rowlett, TX	8%	\$8,330,691
Battle Creek, MI	8%	\$9,101,757
Ferndale, MI	7%	\$3,872,182
Pittsburgh, PA	6%	\$24,922,036
Flagstaff, AZ	6%	\$8,354,000
East Lansing, MI	6%	\$4,365,328
Longmont, CO	4%	\$11,470,677
Tulsa, OK	4%	\$8,115,103
Unified Government, KS	4%	\$14,928,811
Alexandria, VA	4%	\$22,832,567
Meridian, ID	3%	\$2,621,640
Duluth, MN	3%	\$10,802,781
Fort Saskatchewan, AB (CAN)	3%	\$2,692,295
East Moline, IL	3%	\$774,794
Lethbridge, AB (CAN)	2%	\$8,587,498
South Jordan, UT	2%	\$1,696,963
Branson, MO	2%	\$1,437,712
Columbia, SC	2%	\$3,597,821
Strathcona County, AB (CAN)	2%	\$6,735,388

Tyler's Priority Based Budgeting

Delivers a Larger, More Sustainable Impact

- ✓ Consistently frees-up as much as 10% of operating budget
- ✓ Aligns spending with strategic priorities (cause-based outcomes)
- ✓ Helps identify new funding sources
- ✓ Creates transparency – facilitates internal and external dialog
- ✓ Drives operational and technological transformation

The Process & Technology

The Priority Based Budgeting Platform & Framework

The Priority Based Budgeting **platform** predicts and identifies opportunities for budget reallocation

The **strategic framework** focuses the team's decision-making on

- Investing in priorities
- Aligning organizational goals
- Targeting community outcomes

The AI Process

1. Identify programs from budget line items
2. Predict program costs & revenue allocations
3. Predict the impact of programs on organizational priorities
4. Identify cost savings & revenue opportunities
5. Build a priority-based budget
6. Take informed action

1 Predicting the Inventory of Programs

AI is used to predict the programs a local government is offering by analyzing General Ledger (GL) line-item data.

The screenshot displays a financial software interface with three main components:

- General Ledger Table:** A table with columns for Budget Year, Item#, Acct#, AcctCode, AcctType, Duration Type, Total Cost, Number of Officers, Fund, Department, Cost Center, Position ID, Job Code, Position, and User Group. It lists various budget items and their associated costs.
- Program Cost Allocation Summary:** A bar chart titled 'Police' showing a total cost of 401,735,822. The chart lists various program categories with their respective costs:

Program Category	Cost
Police	401,735,822
Calls for Service...	36,837,488
Crimes Against Pe...	30,588,748
Recruit Training	24,384,502
Calls for Service...	20,365,432
Administrative Su...	20,027,715
Fleet Maintenance	17,657,837
Labor Management	14,746,579
Community-Orient...	11,158,387
Personnel	10,701,293
Police Officer	10,248,000
Civilian Respon...	719,581
Police Sergeant	243,408
Police Lieutenant	145,899
Human Services Sp...	136,394
Police Corporal	82,760
Police Captain	45,473
Police Public Inf...	...
- Program Cost Allocation Table:** A table showing the allocation of costs to various personnel and non-personnel accounts.

Account	Percentage	Account	Percentage
00002197 00002197	8.00%	00002273 00002273	26.00%
00002274 00002274	26.00%	00002275 00002275	26.00%
00002276 00002276	26.00%	00001737 00001737	44.00%
00001986 00001986	44.00%	10001443 10001443	89.00%
10001832 10001832	44.00%	00001089 00001089	71.00%
00001333 00001333	71.00%	00001404 00001404	37.00%
00001418 00001418	37.00%	00001423 00001423	37.00%

AI-2 Predicting Program Costs and Revenue Allocation

Machine learning techniques predict the costs of providing these programs and their cost-recovery

The image displays a workflow for predicting program costs and revenue allocation. On the left, a Jupyter Notebook titled "CST Program Costing Nearest Neighbors" shows Python code for loading data and a resulting table of program costs. On the right, the ResourceX dashboard visualizes this data as a bar chart and a table of allocations.

Jupyter Notebook Code:

```
In [17]: predictions_todo, predictions_all = load_key_files(
    position_keys_file, position_context,
    position_keys_reference, position_keys_user_group,
    program_keys_file, program_context,
    program_keys_reference, program_keys_user_group,
    key_dir="/map_files/", cost_type="Personnel")

In [74]: ind = 0
example = predictions_todo['Position'].values[ind]
key = predictions_todo[predictions_todo['Position']==example]['key'].values[ind]
print('Example check: We will estimate the allocations of this Position:')
print(example)
print('To these programs:')
predictions_todo[predictions_todo['Position']==example] & (predictions_todo['key']
```

Jupyter Notebook Output Table:

key	ItemID	ProgID	User Group(accts)	Position	TotalCost	User Group(prgs)	ProgName	Descrip
0	1	11222	668	Family & Community Outreach Coord	83826.23	Family & Community Services	Child support assistance	It is the missio the Departme Fam
346	1	11222	663	Family & Community Outreach Coord	83826.23	Family & Community Services	Emergency/crisis intervention such as meeting ...	It is the missio the Departme Fam
692	1	11222	669	Family & Community Outreach Coord	83826.23	Family & Community Services	Facility Maintenance	Fac maintenance Family and H

5. Allocate Personnel

ResourceX Dashboard: Program Cost Allocation

Total Amount Allocated: \$22,808,359.38 of \$123,820,292 (18.42%) 0 selected

Vertical view: Personnel, NonPersonnel, Revenue

Police 401,735,822

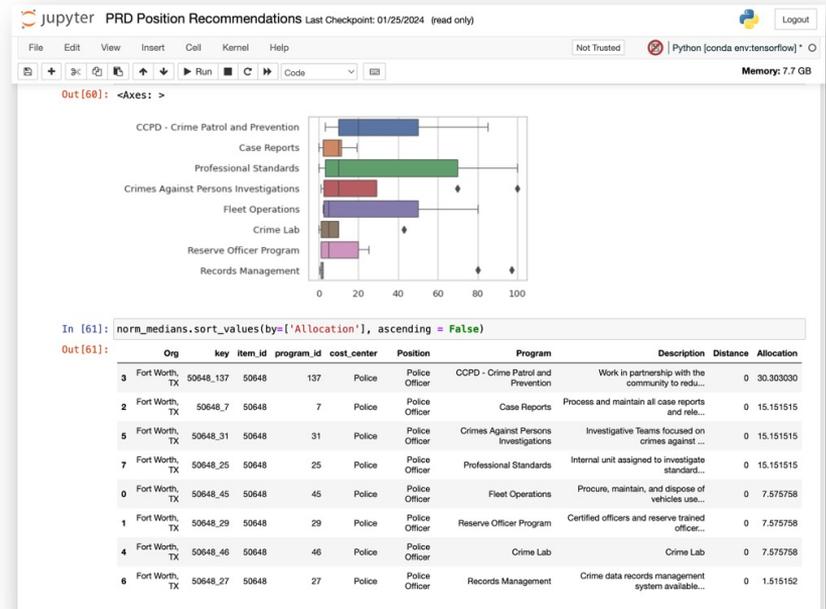
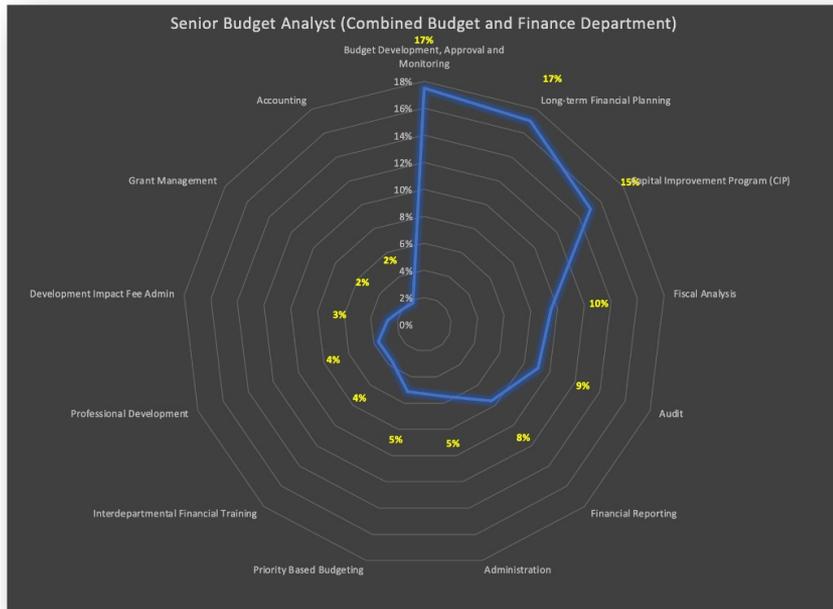
Program	Amount	Percentage
Police	401,735,822	
Personnel	11,158,387	
Police Officer	10,701,293	
Civilian Response...	1,636,153	
Police Sergeant	719,581	
Police Lieutenant	243,048	
Human Services Sp...	145,899	
Police Corporal	136,394	
Police Captain	82,760	
Police Public Int...	45,473	

Revenue Allocation Table:

Account	Percentage	Account	Percentage
00002197 00002197 Account: 10100-0353201-100	8.00%	00002273 00002273 Account: 10100-0353201-100	26.00%
00002274 00002274 Account: 10100-0353201-100	26.00%	00002275 00002275 Account: 10100-0353201-100	26.00%
00002276 00002276 Account: 10100-0353201-100	26.00%	00001737 00001737 Account: 10100-0354210-100	44.00%
00001986 00001986 Account: 10100-0354210-100	44.00%	10001443 10001443 Account: 10100-0354210-100	89.00%
10001832 10001832 Account: 10100-0354210-100	44.00%	00001089 00001089 Account: 10100-0354211-100	71.00%
00001333 00001333 Account: 10100-0354211-100	71.00%	00001404 00001404 Account: 10100-0354211-100	37.00%
00001418 00001418 Account: 10100-0354211-100	37.00%	00001423 00001423 Account: 10100-0354211-100	37.00%

AI-2 Predicting Program Costs and Revenue Allocation

Machine learning techniques predict the costs of providing these programs and their cost-recovery



AI-3 Predicting the Impact of Each Program

AI analyzes the government's strategic plan to predict how the programs will score relative to basic program attributes and the strategic plan priorities

Configure Results

Result Types:

- Community**
 - +** Add Result
 - AFFORDABILITY & HOUSING** (AFFORDABILITY & HOUSING - Improve access to a broad range of quality housing that is safe, accessible, and affordable. Address the increase of the cost of living through diverse job opportunities, living wage adjustments, and reduce the mismatch between available jobs and skills in the workforce.)
Scale: 5-point [Edit](#)
 - MULTIMODAL TRANSPORTATION & PUBLIC TRANSIT** (MULTIMODAL TRANSPORTATION & PUBLIC TRANSIT - Building, maintaining and improving a modern infrastructure for ease of traffic flow and safety, and the availability of transportation alternatives, and access to public transportation)
Scale: 5-point [Edit](#)
 - SAFE COMMUNITY** (SAFE COMMUNITY - Meet the expected level of core and specialized public safety services as the community grows and continue to adapt and implement practices and strategies that address mental, behavioral and illegal drug health issues.)
Scale: 5-point [Edit](#)
 - Weight: 3 [Edit](#)
 - DEFINITIONS** Have Score
(The user will have to assess how well a program aligns with this collection of definitions)
 - Support the City's plan to have the Albuquerque Community Safety Department (ACS) operate 24 hours/7 days a week.
 - Support the Animal Welfare Department to open the spay/neuter clinic to 5 days a week to reduce intakes and overcrowding at City shelters.
 - Initiate a program to hire private security entities to assist in patrolling public transit, public buildings, and neighborhoods.
 - Continue to prioritize full staffing and longevity incentives for
- Governance**
 - +** Add Result
 - HIGH PERFORMING GOVERNANCE** (HIGH PERFORMING GOVERNANCE - Delivering services desired by the community through sound financial management; data-informed, transparent, and collaborative decision making; effective communication and efficient project management; and attract and retain a City workforce through development and growth opportunities.)
Scale: 5-point [Edit](#)
- BPA**
 - +** Add Result
 - Demand** (DEMAND)
Scale: 3-point [Edit](#)
 - POPULATION SERVED** (POPULATION SERVED)
Scale: 3-point [Edit](#)
 - Mandate** (MANDATE)
Scale: 3-point [Edit](#)
 - Weight: 1 [Edit](#)
 - DEFINITIONS**
(The user has to select the one, which best corresponds)
 - No Mandate
 - Self Mandate or Ordinance
 - State or Federal Mandate
 - COST RECOVERY** (COST RECOVERY)
Scale: 3-point [Edit](#)
 - Reliance** (RELIANCE)
Scale: 2-point [Edit](#)

resourceX Albuquerque, NM Budget Development-2024 All User Groups <

Set Up Data Insights Action RX Admin

Insights for: Main Insight Set

Program Level Department ID Level Service Type BPA

Result Quartile QuartileDiffs

Clear All Filters

SERVICES CREATED REFINED

Least Aligned Community Academy Unit Engages with existing personnel to develop and grow their careers through tra... see more **\$783,070.42**

Program Level: Accountability Bureau
Department ID Level: Academy Division
Service Type: Community
Quartile: Least Aligned
Score: N/A

BPA
POPULATION SERVED: Less than 50% of population is benefitting
Mandate: No Mandate
COST RECOVERY: None
Reliance: The City is the sole provider of this service.
Demand: Flat

Community
AFFORDABILITY & HOUSING: None
MULTIMODAL TRANSPORTATION & PUBLIC TRANSIT: Minor
SAFE COMMUNITY: Minor
ENVIRONMENTAL SUSTAINABILITY: None
COMMUNITY VIBRANCY: Some

AI-4 Identifying Cost Savings and Revenue Opportunities

AI identifies patterns among similarly scored and categorized programs, from other municipalities, to suggest program specific resource reallocation and revenue generation recommendations

Community and Human Services Division - Mental Health and Substance Abuse Medical Services-David Lawrence Center and NAMI

- **Program Description:** Contract between Collier County and NAMI and the David Lawrence Center for mental health and substance abuse services, pursuant to Florida Statute, Section 394.76(9)(a) and (b).
- **Program Cost:** \$1,530,700
- **Program Revenue:** \$0

Insight 1: Pursue state and federal grants specifically targeted at mental health and substance abuse programs to offset operational costs.

- **Case Study Example:** Los Angeles County secured millions in federal grants for mental health services under the Mental Health Services Act (MHSA), reducing local funding needs.

Insight 2: Implement a sliding fee scale for services based on clients' ability to pay, ensuring those who can contribute financially do so.

- **Case Study Example:** The Mental Health Center of Denver employs a sliding fee scale for its services, ensuring cost recovery while maintaining accessibility.

Ideally, strive for: \$765,400 - \$1,530,700 in cost offset.

AI-4 Identifying Cost Savings and Revenue Opportunities

AI then cites specific examples of programs that have been successful elsewhere to offer guidance as to how the current client might utilize these techniques in their own programs

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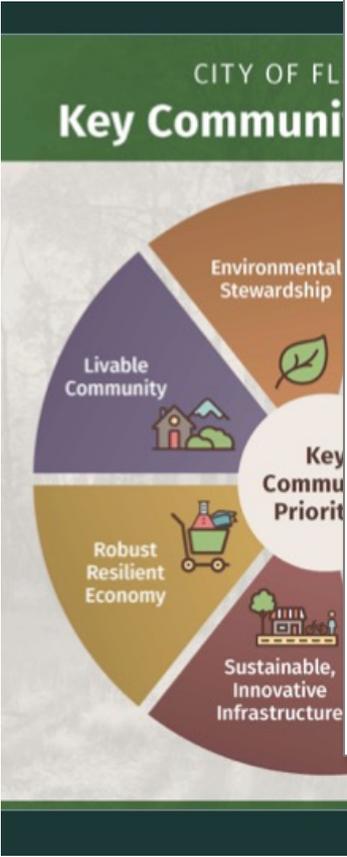
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The Budget Process with Priority Based Budgeting



05-Community Development

Below is a summary of programs and their total requested amount and potential n cost.

Quartile	Program	Total Cost	Requested Amount	P
4	CD Personnel	\$23,591	\$4,000	\$
2	Inspections	\$1,488,475	\$200	\$
1	Planning Discretionary Review	\$231,757	\$512	\$
2	Code Compliance	\$376,883	\$1,252	\$
1	Regional Plan Update and Management	\$112,080	\$202,716	\$
2	Neighborhood & Specific Plans	\$137,007	\$512	\$
1	Zoning and Subdivision Code Management	\$126,370	\$810	\$
2	Affordable Housing Unit Creation	\$177,282	\$110,000	\$
1	Community Development Block Grant Management	\$1,407,201	\$325,000	\$
4	Intra-divisional Engineering Assistance and Support	\$39,288	\$35,000	\$
1	Traffic Systems Management	\$224,176	\$73,900	\$
3	Direct Rental Assistance	\$4,863,450	\$1,636,550	\$
2	Engineering Plan/Permit Review	\$405,868	\$22,000	\$
2	Section 8 Client Management	\$145,443	\$50,750	\$
1	Public Housing: Residential Property Maintenance	\$1,732,136	\$20,500	\$
2	Housing Community Information and Referrals	\$39,806	\$10,000	\$
2	Plan / Permit / Project Review	\$1,058,857	\$1,250	\$
Total		\$12,589,669	\$2,494,950	\$

Below is a detailed outline of the impact every request has on program listed above

Program and Request Description	Requested Total	D	S
CD Personnel			
Certified Public Manager	\$4,000	A	
Inspections			
Inspection supplies and equipment	\$200	A	
Planning Discretionary Review			
Additional Regional Plan Advertising	\$512	A	
Code Compliance			
Additional Regional Plan Advertising	\$1,252	Approved	
Regional Plan Update and Management			
Software to support Scenario Planning and Hybrid Public Engagement	\$0	Approved	
Additional Printing Costs for the Regional Plan Update	\$1,800	Approved	
Writer/editor for the Regional Plan Update	\$20,000	Approved	

Regional Plan Update and Management

Program Description

An update to the Regional Plan is required every 10 ten years which must be sent to the voters for ratification. The Regional Plan is the General Plan for the City of Flagstaff. The General Plan is a comprehensive long-range plan for the development of the City and includes statement of community goals and policies, maps, concept plans, and strategies. It covers a wide variety of topics including housing, business, recreation, open space, natural resources, and public facilities. Once a plan is approved annual reports are prepared on the statistical data that supports the Regional Plan. Prepare, process and coordinate amendments to the Regional Plan.

Program Budget

	Total Cost	Requested Amount	Proposed Total Cost
Personnel	\$98,274	\$0	\$98,274
NonPersonnel	\$13,806	\$1,800	\$15,606
Revenue	\$0	\$0	\$0
Total	\$112,080	\$1,800	\$113,880

Budget Request Description

Additional Printing Costs for the Regional Plan Update

Box Choices

How does this request impact the program service level?
Maintains service level

Is this request Recurring or One-time? (select one):
One-time

Is this a new funding request or a base budget reallocation request?: New Funding Request

Priority Based Budgeting Analysis

Cost Allocations

Quartile Alignment

- (1) - Most
- (2) - More
- (3) - Less
- (4) - Least

BPA Section

MANDATED to PROVIDE PROGRAM - Federal/state mandate

RELiance on CITY to PROVIDE PROGRAM - City is sole provider of service (including contracting out services)

CHANGE in DEMAND for the PROGRAM - Increasing Demand

CAPACITY to SERVE - The program has the capacity to serve more than 50% of the intended population

COST RECOVERY of PROGRAM - 1% - 50% cost recovery

Priority Based Budgeting – Redefining the Finance Function



Tyler's AI-powered **Priority Based Budgeting platform** and framework, enables governments and school districts to easily and quickly uncover budget savings, identify revenue possibilities, better allocate funds, and create sustainable, fiscally responsible budgets

Empowering people who serve the public[®]



tyler
technologies

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

Bill No. Development Services a.
Date: July 24, 2024
Subject: Action Item: Economic
Development Strategy and
Action Plan Request for Proposal

FROM: David Kuhl, Development Services Department Director

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

Ronnie Wright, Mayor
Sabrina Combs, City Administrator
David Goldman, Finance Director
Hillary Evans, City Attorney, as to form

RECOMMENDED ACTION

Motion to approve the Request for Proposal for the Economic Development Strategy and Action Plan.

BACKGROUND / SUMMARY INFORMATION

The City of Oak Harbor Development Services Department seeks to invite qualified consultant firms to submit a proposal to develop an Economic Development Strategy and Action Plan (EDSAP). The last economic development plan was written in 2013.

This initiative is intended to help establish a clear vision for Oak Harbor's economic future, outlining strategic objectives and actionable steps to achieve a robust, resilient, and sustainable local economy.

LEGAL AUTHORITY

FISCAL IMPACT

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

City staff first presented this item at the June 26, 2024 Council workshop.

ATTACHMENTS

1. RFP -Economic Development Strategy and Action Plan 2024
2. Presentation



Request for Proposal (RFP)

ECONOMIC DEVELOPMENT STRATEGY AND ACTION PLAN

Soliciting Agency: City of Oak Harbor

Proposals Due by: 2:00 p.m. on August 23, 2024

Submit to: City of Oak Harbor
ATTN: Sandra Place, Central Services Manager
865 SE Barrington Drive
Oak Harbor, WA 98277

For More Information: Steve McCaslin
Economic Development Coordinator
smccaslin@oakharbor.org.

About Oak Harbor, Washington

The City of Oak Harbor (population 24,780+) was incorporated on May 14, 1915, and is situated on northern portion of Whidbey Island, approximately a two-hour drive north of Seattle, and is accessible by both land and ferry.

Oak Harbor is Whidbey Island's largest incorporated city (located in Island County). Named for the Garry Oak trees that grace its skyline, the city's growth coincided with two significant events: the building of Deception Pass Bridge on July 31, 1935, and the completion of Naval Air Station Whidbey Island on September 21, 1942.

The City of Oak Harbor operates under the Mayor-Council form of government. The Mayor and City Council are elected at-large for four-year overlapping terms. The Mayor serves as the Chief Executive Officer and is responsible for developing budgets and related financial plans, as well as the overall operation of the City.

The City of Oak Harbor hosts several annual events, including but not limited to, the Whidbey Island Marathon, Music Fest, Holland Happenings, and more.

PURPOSE OF REQUEST

The City of Oak Harbor Development Services Department invites qualified consultant firms to submit a proposal to develop an Economic Development Strategy and Action Plan (EDSAP). This initiative is intended to establish a clear vision for Oak Harbor's economic future, outlining strategic objectives and actionable steps to achieve a robust, resilient, and sustainable local economy.

The EDSAP will focus on leveraging Oak Harbor's unique strengths, including its strong relationship with Naval Air Station Whidbey Island (NASWI), the city's exceptional quality of life, and its abundant natural and recreational resources. It will also address critical challenges such as the need for affordable housing, improved infrastructure, and enhanced education and workforce development opportunities.

The EDSAP will integrate current city policies and community feedback to ensure a cohesive and inclusive approach to economic development. Ultimately, the plan aims to elevate the standard of living for ALL residents, creating a vibrant, and prosperous community.

PROPOSAL REQUIREMENTS

Scope of Work:

The successful consultant(s) shall be able to:

- Develop a baseline qualitative and quantitative economic analysis of
 - Local demographics,
 - Labor and workforce,
 - Real estate market,

- Local housing market and availability,
 - Industrial sector,
 - Retail sales and leakage,
 - Infrastructure,
 - Quality of life (cost of living and average wages),
 - And the aging population impact.
- Conduct a review of existing planning documents, including the County’s Comprehensive Economic Development Strategy (CEDS), to incorporate elements as appropriate.
 - Conduct community engagement to include:
 - Key stakeholder interviews,
 - Public surveys and participation plan; and,
 - Develop a strategy to implement EDSAP-recommended programs and actions.

Project Approach: Provide a clear, concise statement of the general approach for the project.

Schedule of Work: The consultant shall provide a schedule for the various tasks identified in the Scope of Work. The schedule should include the time allowed for the City to review it.

Qualifications: Consultant qualifications should include detailed information regarding the Consultant’s experience on similar projects. Finished products developed by the consultant for other municipalities should be included for evaluation.

A statement that the consultant’s project lead and key team members and sub-consultants will not be replaced without the City’s prior approval shall be included. The Consultant’s qualifications should include the following information:

- List a summary of five (5) projects of similar complexity and magnitude completed in the past five years and provide references and an email and phone number for each reference. Provide finished products for three (3) projects of similar complexity and magnitude completed in the past five years.
- Provide resumes of no more than four key members of the proposed project team and four of each sub-consultant who will work on this project if applicable. Each resume should be a maximum of two pages in length.
- The consultant may submit a brochure or narrative discussion, not to exceed five (5) 8.5” x 11” single-sided pages, that provides any further information describing the firm’s qualifications for this project.
- The proposal should be accompanied by a brief introductory letter stating your firm’s interest in the project.

Affirmation as to Form of Agreement: Provide a statement that the City Standard Professional Services Agreement is acceptable to the consultant or state exceptions taken.

Deliverables:

- Demographic Profile Analysis.
- Economic Base Analysis.
- Meeting agendas, notes, and supporting materials for engagement.
- Memorandum documenting outcomes and input received from engagement efforts.
- Public Participation Plan; and,
- Economic Development Strategy and Action Plan.

Selection Procedure: Subsequent to the deadline for acceptance of proposals, the City will evaluate the Proposal and determine rankings based on materials submitted and oral interviews (if deemed necessary by the City) using the selection criteria and weights indicated below. The City will contact the firm with the highest-ranked Proposal and request a scope of work and fee. If an agreement cannot be reached with the top-ranked firm, the City will contact the firm with the next-ranked Technical Proposal and attempt to negotiate with that firm. The process will be repeated until an agreement is reached.

Selection Criteria: Proposals will be evaluated based on both the firm(s) and individual team member’s experience and expertise on similar projects, as well as upon the team/firm’s capacity (personnel and other resources) to complete the project within the proposed schedule. Selection shall be based on the following:

Criteria	Point Value
Professional qualifications of the consultant, previous experience with similar projects, and competence of the consultant team.	Up to 20 Points
Understanding of the project and approach toward scope of services and demonstrated ability to successfully communicate and interact with clients.	Up to 20 Points
Appropriateness of organization, key personnel and their availability.	Up to 20 Points
References from public agency clients.	Up to 20 Points
Capability to meet schedules and demonstrated cost controls from similar projects.	Up to 20 Points
TOTAL	Up to 100 Points

Should the City determine that interviews are desirable, up to 25 additional points may be granted based on those interviews.

Ranking will be on a total point basis of the proposal and the interview, if conducted.

Submittal Deadline: Three (3) hard copy sets of the proposal and the proposal on a USB drive in PDF format are required. Submittals must be mailed or hand-delivered to the attention of Sandra Place, Central Services Manager, at the following address by 2:00 p.m. on August 23, 2024:

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

Any proposal received after the specified date and time will automatically be rejected and will not receive any further consideration by the City. Postmarks will not be accepted.

Proposal Contact Person: All questions regarding this solicitation should be directed to Steve McCaslin, Economic Development Coordinator, smccaslin@oakharbor.org.

Submittals not received on or before the specified deadline will not be accepted (no exceptions). The City of Oak Harbor reserves the right to request follow-up information or clarification from vendors in consideration. The vendor is responsible for ensuring delivery by the date and time included.

The City of Oak Harbor reserves the right to reject any or all submittals, compare the relative merits of the respective responses, and choose a vendor that best serves the interests of the City.

The City of Oak Harbor encourages veteran, disadvantaged, minority, and women-owned consultant firms to respond.

Each response to this RFP shall be made at the sole cost and expense of each proposing vendor and with the express understanding that no claims against the City of Oak Harbor for reimbursement will be accepted. All materials submitted in response to this RFP will become the property of the City upon delivery.

Schedule

The approximate RFP schedule is summarized below:

- Issuance of RFP: July 25, 2024
- Vendor submittals due: August 23, 2024
- Vendor interviews, reference checks, draft scope of work: August/September 2024
- Contract agreement, Vendor approval, Notice to Proceed: September 2024

Dates may be subject to change.

Contract Obligations

The successful Consultant will be required to enter into a Professional Services Agreement (see attachment "A") with the City that will include the following:

- A detailed scope of services
- Insurance requirements
- Indemnity provision

ATTACHMENT "A"

**PROFESSIONAL SERVICES AGREEMENT BETWEEN
CITY OF OAK HARBOR, WASHINGTON
AND
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 _____, a Washington _____ ("Consultant") [**LEGAL STATUS OF ENTITY SHOULD BE INSERTED i.e., LLC; Sole Proprietor; LLP; Inc., P.S.; Partnership, Foreign Corporation licensed to do business in Washington State**] .

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 [**INSERT SHORT GENERAL DESCRIPTION OF WHAT SERVICES ARE REGARDING**] as described in Article II. 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 _____ and shall terminate at midnight on _____. 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 or 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 ____:

- 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 Scope of Services and as provided in this section. In no event shall the compensation paid to Consultant under this Agreement exceed _____ (\$_____) 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:

[INSERT NAME, TITLE AND ADDRESS OF CITY CONTACT]

Notices to the Consultant shall be sent to the following address:

[INSERT NAME, TITLE AND ADDRESS OF CONSULTANT CONTACT]

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 _____ day of _____, 2024.

CITY OF OAK HARBOR

[INSERT TRUE AND ACCURATE NAME OF COMPANY]

By _____
Ronnie Wright, Mayor

By _____
[PRINT OR TYPE NAME AND TITLE]

Approved as to form:

Hillary J. Evans, City Attorney

Exhibit A
Scope of Services

ECONOMIC DEVELOPMENT STRATEGY AND ACTION PLAN REQUEST FOR PROPOSAL

**City
Council
Workshop**

24 July 2024

BACKGROUND

- The City needs an Economic Development Strategy and Action Plan (EDSAP)
- The last plan was done 2013

PURPOSE

- Invite qualified consultant firms to submit a proposal to develop an **Economic Development Strategy and Action Plan (EDSAP)**
- Initiative intended to
 - Establish a **clear vision** for Oak Harbor's **economic future**,
 - Outline **strategic objectives** and **actionable steps** to
 - **Strengthen and maintain** a robust, resilient, and sustainable local economy.

PURPOSE

- The Economic Development Strategy and Action Plan will focus on
 - Leveraging Oak Harbor's **unique strengths**,
 - The city's **exceptional quality of life**,
 - And its abundant **natural and recreational resources**

- Also address **critical challenges** such as, but not limited to
 - **Affordable housing**,
 - **Improved infrastructure**, and
 - Enhanced education and **workforce development** opportunities

SCOPE OF SERVICES

- Develop a baseline **economic analysis** of:
 - Local demographics,
 - Labor and workforce,
 - Real estate market,
 - Local housing market and availability,
 - Industrial sector,
 - Retail sales and leakage,
 - Infrastructure,
 - Quality of life (cost of living and average wages),
 - And aging population impact.

SCOPE OF SERVICES

- Conduct a **review of existing planning documents**, to include the County's Comprehensive Economic Development Strategy (CEDS) to incorporate elements as appropriate;
- Conduct **community engagement** to include:
 - Key stakeholder interviews,
 - Public surveys and participation plan; and,
- Develop a **plan to implement** EDSAP recommended programs and actions.

DELIVERABLES

- Demographic Profile and Economic Base Analysis;
- Meeting agendas, notes, and supporting materials for engagement;
- Memorandum documenting outcomes and input received from engagement efforts;
- Public Participation Plan; and,
- Economic Development Strategy and Action Plan.

PROPOSED FUNDING

- Sale of Goldie Rd property
- Proceeds designated for economic development activities

PROPOSAL SCHEDULE

- RFP release date: **July 25, 2024**
- RFP submission deadline: **5:00 p.m. (PDT) August 23, 2024**
- Tentative candidate selection: **September 13, 2024**

RECOMMENDED MOTION

Motion to approve the Request for Proposal for the Economic Development Strategy and Action Plan.

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

Bill No. Development Services b.
Date: July 24, 2024
Subject: Action Item: Sale of Goldie
Rd Property

FROM: Steve McCaslin, Economic Development Coordinator

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

Ronnie Wright, Mayor
Sabrina Combs, City Administrator
David Goldman, Finance Director
Hillary Evans, City Attorney, as to form

RECOMMENDED ACTION

Motion to accept the highest bid for the sale of the Goldie Road Surplus Property, which is \$312,000, from Pastor Fannie Dean.

BACKGROUND / SUMMARY INFORMATION

The City has surplus property on Goldie Road (Assessor's Parcel Number R13326-009-2990). The property is ±3.39 acres / ~147,667 ft².

The City put out a notice to accept sealed bids for the purchase of the property on May 4, 2024. Sealed bids were accepted by the City between May 4, 2024 and June 11, 2024.

LEGAL AUTHORITY

FISCAL IMPACT

Fiscal impact of the highest bid would be \$312,000 which would be used for economic development activities, including but not limited to the Economic Development Strategy and Action Plan.

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

City staff first presented this item at the January 24, 2024 Council workshop. A public hearing on the surplus of the property was held on April 2, 2024 during the regularly scheduled City Council meeting. The Council adopted Resolution 24-08 to declare the property as surplus, directed staff to conduct a sealed bid process to sell it, and use the proceeds for economic development projects.

ATTACHMENTS

1. Resolution 24-08
2. Bids received
3. Presentation

RESOLUTION 24-08

A RESOLUTION DECLARING ASSESSOR'S PARCEL NUMBER R13326-009-2990, A PARCEL CONSTITUTING 3.39 ACRES AND LOCATED AT NE GOLDIE STREET, SURPLUS TO CITY NEEDS AND DIRECTING THE PROPERTY AND/OR PROCEEDS OF SALE OF THE PROPERTY TO BE USED FOR ECONOMIC DEVELOPMENT PROJECTS

WHEREAS, the City of Oak Harbor ("City") owns a parcel of property located at NE Goldie Street, Oak Harbor, Washington, which constitutes 3.39 acres and bears Assessor's Parcel Number R13326-009-2990 (the "Property"); and

WHEREAS, the Property was purchased in 1938 in conjunction with the purchase of all of the property in former Assessor's Parcel Number R13326-101-4180 for public works' purposes; and

WHEREAS, the City previously declared the Property to be surplus per Resolution 09-01; and

WHEREAS, the City has never completed a sale of the Property; and

WHEREAS, the experience of the public works department and the evaluation of public works' staff shows that there is no need for the Property for public works' purposes; and

WHEREAS, City staff has reviewed the Property and determined that the City has no other need for use of the Property; and

WHEREAS, notice of a public hearing to consider declaring the Property surplus to the City's needs was published on March 16, 2024 in the Whidbey News Times; and

WHEREAS, the City Council held a public hearing on April 02, 2024 at a regularly scheduled city council meeting to hear public comments concerning the proposed surplus of the Property; and

WHEREAS, the City Council determines that the City no longer has need of the Property; and

WHEREAS, the Property and/or proceeds of the sale of the Property would benefit the community as a whole for years to come if **dedicated to economic development projects**; and

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

1. The City Council finds that the 3.39 acres located at: NE Goldie Street, Oak Harbor, Washington, Assessor's Parcel Number R13326-009-2990 (the "Property") and owned by the City is surplus to the City's needs and may be sold, exchanged or otherwise disposed of at fair market value; and

2. **The City Council intends that the Property or the proceeds from the sale of the Property be used by the City for economic development projects.**

PASSED and approved by the City Council this 2nd day of April 2024,
2024.

THE CITY OF OAK HARBOR



Ronnie Wright, Mayor

Attest:



Julie Nester, City Clerk

Approved as to Form:



Hillary Evans, City Attorney

BID SHEET

This offer is subject to the procedures, terms, and conditions of the "Invitation for Sealed Bids," incorporated herein by reference.

Amount of Bid: \$ \$ 312,000.00

Name: FANNIE DEAN

Street: 487 Regency Dr

City: Oak Harbor Wa. 98277

Telephone: 360-914-0781

Signature: Fannie Dean

Signer's Name & Title: FANNIE DEAN Pastor

BID SHEET

This offer is subject to the procedures, terms, and conditions of the "Invitation for Sealed Bids," incorporated herein by reference.

Amount of Bid: \$ 250,000.⁰⁰

Name: Angela Prosser

Street: 1480 Monroe Landing Rd.

City: Oak Harbor,

Telephone: 360-720-0057

Signature: AProsser

Signer's Name & Title: Angela Prosser - Owner of SWAT-Specialty Welding
and Technique, LLC

SALE OF GOLDIE RD PROPERTY

City
Council
Meeting

09 July 2024

BACKGROUND

- City owns a parcel of property located on the west side NE Goldie Rd
 - Assessor's Parcel Number **R13326-009-2990**
 - **±3.39** acres / **~147,667** ft²



BACKGROUND

- First presented at **January 2024** workshop
- Adopted “Resolution 24-08” on **02 April 2024**
 - Declared surplus
 - Conduct a sealed-bid process
 - Proceeds to be used for economic development projects
- Sealed bids accepted between **04 May 2024** to **11 June 2024**

BIDS RECEIVED

- **Two** bids received
- Pastor Fannie Dean, Mission Ministry
 - **\$312,000**
- Angela Prosser, SWAT – Specialty Welding and Technique, LLC
 - **\$250,000**

RECOMMENDATION

- Staff recommends Council approve sale to **highest bidder**
 - Pastor Fannie Dean
 - \$312,000

RECOMMENDATION

Motion to accept the highest bid for the sale of the Goldie Road Surplus Property, which is \$312,000, from Pastor Fannie Dean.

Questions?

**City
Council
Meeting**

09 July 2024

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

Bill No. Development Services c.
Date: July 24, 2024
Subject: Happy Valley Mobile Home
Paark Request from Island
County

**FROM: David Kuhl, Development Services Director
Steve Schuller, Public Works Director**

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- ⊙ Ronnie Wright, Mayor
- ⊙ Sabrina Combs, City Administrator
- ⊙ David Goldman, Deputy City Administrator
- ⊙ Hillary Evans, City Attorney, as to form

BACKGROUND / SUMMARY INFORMATION

In a continued effort to be transparent with the City Council, City staff is presenting an update regarding a meeting between the Mayor and Commissioner Johnson regarding an annexation request.

At the request of Commissioner Jill Johnson, Mayor Ronnie Wright, City Administrator Sabrina Combs, Public Works Director Steve Schuller, and Development Services Director David Kuhl attended a meeting with Island County staff to discuss the Happy Valley Mobile Home Park located at 2890 North Oak Harbor Road in Island County, outside of the Oak Harbor city limits.

Island County Commissioner Johnson was requesting that the City assist with a public health concern facing the tenants of the Happy Valley Mobile Home Park due to failed septic systems that are overflowing sewage on the property. Island County staff has been tracking the septic systems for approximately six years. However, Island County is now concerned about the health risk and is seeking assistance from the City to address the issue by requesting the City consider annexing the property and connecting it to the City's sewer and water system.

The current property owner has owned the property for approximately 11 years and requested an annexation in 2023. However, they did not attend the Council meeting or provide additional documentation leading the Council to deny the request to annex. No additional action or documentation has been received since that time. According to online references there are 45 sites on the property.

Additionally, according to Island County the property no longer has space for putting in new septic systems. The current septic systems connect to one or multiple units on the property and no more space is available to install new ones.

Challenges

- There are limitations to the ability of the City to annex due to proximity to the naval air base and surrounding properties being zoned industrial.
- A sewer/water connection project takes an estimated three to six years and will cost millions of dollars. It is not currently planned as part of the City's capital improvement plans.
- The Happy Valley Mobile Home Park is currently an affordable housing complex and connecting these tenants to the City's utility system would increase their utility costs to nearly 50% or more of the cost of their rent.
- Adding water/sewer connections provides an opportunity for the property owner to terminate leases and build higher density properties with increased rents or sell the property to a developer for the creation of multi-family properties.
- This situation highlights a potential long-term concern for planning relating to the management of septic systems and planning for the future of these systems on the island. It is unclear how many total mobile home parks or other properties exist in or near the City of Oak Harbor.

Immediate Action

- Island County Public Health can take immediate action by requiring the property owner to hire a company to come in and remove the sewage on a regular basis until a long-term solution can be created. If the property owner is not amicable to this, they can require it and put a lien on the property.
- Island County can also require a Holding Tank Sewage System as an alternative to conventional sewage.

Rules and Statutes

During the meeting, Island County staff mentioned two rules:

- [RCW 70.05](#) which allows the Island County Public Health Officer to use their authority to require the City to connect the property to the City's water/sewer.
- [RCW 59.20.030](#) regarding the regulations around mobile home parks.
(11) "Mobile home" means a factory-built dwelling built prior to June 15, 1976, to standards other than the United States department of housing and urban development code, and acceptable under applicable state codes in effect at the time of construction or introduction of the home into the state. Mobile homes have not been built since the introduction of the United States department of housing and urban development manufactured home construction and safety act;

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

None

ATTACHMENTS

June 27, 2024 – Staff Meeting Notes

MEETING MINUTES

VALLEY HIGH MANUFACTURED HOMES

Date: June 27, 2024

Time: 1 pm

Meeting Requested By: Commissioner Jill Johnson

Commissioner Jill Johnson requested the City attend a meeting to discuss the Valley High Mobile Home Park. City requested documentation and agenda for the meeting topics prior to the meeting and did not receive them.

IN ATTENDANCE

Commissioner Jill Johnson, Mayor Ronnie Wright, County Administrator Michael Jones, City Administrator Sabrina Combs, County Planning and Community Development Director Jonathan Lange, City Public Works Director Steve Schuller, City Development Services Director David Kuhl, Public Health Director Dr. Shawn Morris, County Public Works Director Fred Snoderly, and Environmental Health Manager Heather Kortuem

ISSUE AS STATED BY COUNTY

Happy Valley Mobile Home Park septic system is not serving the tenants of the property due to a public health concern because the septic systems have been [failing](#) for approximately six years and have now failed to the point that they are overflowing and creating a public health hazard. The property is in Island County and not the City. There are multiple septic systems connected to one or multiple units on the property. However, there is no more space on the site to put additional septic systems to replace the current failing systems.

Island County is seeking the City's assistance to address the public health crisis that exists on the property. Island County would like to have the City annex the property and connect to sewer.

PROPERTY DETAILS

Valley High Park

2890 N. Oak Harbor Road in Island County (not City limits)

The current owners have owned the property for approximately eleven years and have been aware of the issue for six to eight years.

Island County staff were not clear about the specific property details. According to the website - <https://www.mhville.com/parks/28696>, the property details are:

- 45 sites
- \$590 is the average monthly rent
- Pets are allowed with community approval

RULES/STATUTES

Island County Public Health staff referred to two items giving them the option to force the City to act. RCW 70.05 and RCW 59.20.030 regarding mobile homes.

- [RCW 70.05](#) which allows the Island County Public Health Officer to use their authority to require the City to connect the property to the City's water/sewer.
- [RCW 59.20.030](#) regarding the regulations around mobile home parks.
(11) "Mobile home" means a factory-built dwelling built prior to June 15, 1976, to standards other than the United States department of housing and urban development code, and acceptable under applicable state codes in effect at the time of construction or introduction of the home into the state. Mobile homes have not been built since the introduction of the United States department of housing and urban development manufactured home construction and safety act;

RECORDS OF ANNEXATION REQUESTS FROM THE CITY

According to Island County staff, there appear to be 12 applications for annexation. However, no design documents were received by the property owner to the City. Island County understands incomplete applications make it impossible for the City to complete the annexation process without complete applications.

Furthermore, one of the past applications to annex was made and brought forward to Council on April 4, 2023. However, design documents for Engineering were received, and the property owner did not attend the meeting. Therefore, no action was taken by City Council. No further action was taken by the property owner after Council denied the action and the process ended. It is unclear what actions were taken by the County between the Council Meeting and this discussion.

Note, the property is surrounded by properties zoned industrial.

ISLAND COUNTY REQUEST

Commissioner Jill Johnson is requesting an immediate solution to the issue. Some of the options discussed included:

Short-Term Solution

- Island County Public Health can work with the property owner to have them hire a company that will come and pump out the sewage on a regular basis as part of a violation process. If the property owner refuses Island County Public Health can pursue a lien on the property (or other enforcement procedure determined by the County) to address costs for the County paying to provide this service to address public health and safety of community members.
- Island County can work with the landlord to require a Holding Tank Sewage System (HTSS), consistent with Chapter 246-272A WAC and other applicable State Health regulations, as an alternative to a conventional on-site sewage system in order to protect public health. It provides a

means to collect and temporarily store sewage from a facility or dwelling for subsequent removal and transport to an approved disposal facility.

- Island County can temporarily move the tenants into the Camas Flats Affordable Housing Property when the new units are built. This may allow the material in the current septic systems to settle.

Long-Term Solution

- Connecting the Property to the City's Sewer System
- The City can investigate annexation of the property and connecting sewer.
- This is a long-term solution that will take an estimated three to five years. With one to two years for design and two to three years for construction.
- This process would require City Council approval to annex the property and create a Capital Improvements Plan to fund the connection.
- Island County is willing to assist with costs, but this project was not included in the City's current plan.
- Island County staff believes the property owner is willing to potentially pay the project costs.

Challenges to Current Option

- These types of infrastructure projects with a sewer pump station cost millions of dollars. It is unclear who the long-term beneficiary of these improvements will be over time.
- The City has concerns about the impact on affordability for tenants because connection to the City's water/sewer system will lead to higher monthly utility bills (estimated \$200 - \$250 per month). Which is nearly half of their rental costs.
- The other concern is increased taxes from the City after annexation which might lead to higher costs for the property owner, and this may lead to higher rental rates for tenants. It is unclear if tenants could afford this increase.

Other Concerns

- There is potential for the property owner to work with the City and help fund the project and then remove the affordable housing option by terminating leases on the property to convert the property to more valuable real estate options (higher density or other options) removing this affordable housing option from the marketplace.
- Discussions about changing decades of planning for industrial zoning can impact community partners and future development opportunities.

OTHER LONG TERM PLANNING IMPLICATIONS

Some questions about the project requests and future include but are not limited to:

- How many other mobile home parks are there like this in Island County?
- What is the County's long-term plan for addressing these?
- Is Island County expecting the City to address all of them?
- How is this being funded?
- If this is going to continue, should Island County and the City of Oak Harbor have an agreement or addition to the Comp Plan addressing these issues and better management of septic systems by Island County Public Health.

FUTURE LAND USE DISCUSSION

The City is concerned about the ramifications of code changes based on the [Air Installations Compatible Use Zones \(AICUZ\)](#). For this reason, the City is not developing residential property north of 16th Street. The 2005 study that was recently updated in 2021 led to creation of Industrial zones to address non-conformity issue. There is no way to annex a residential property like this one into the City through expansion or changing the current industrial zone to residential.

Additionally, Oak Harbor Fire Department's assessment of the Fire Department shows that the property is difficult for us to service. Narrow roadways make it difficult to move Fire equipment through the property and make accessing fire hydrants difficult.

The City is concerned that development projects in this area will be challenged by the State Environmental Policy Act (SEPA) and Environmental Impact Studies (EIS) because of the flight plans over the area. If the area does not meet the requirements for EIS due to noise and impacts on children at daycares and schools, it seems unlikely that they would approve of family resident because of the impact to young children.

RECOMMENDED NEXT STEPS

- The County should contact the property owner and enforce the removal of sewage material from septic systems that are overflowing on the property as a temporary solution.
- The City and County can work together during Comprehensive Plan discussions about land use to discuss:
 - Number of existing mobile home parks
 - Communication and update plan the County has for existing/new septic systems in Island County
 - Management and enforcement of septic systems in Island CountyCounty to provide long term management plan for addressing maintenance and repair of septic systems in Island County. The City wants to confirm the County intends to have a more focused strategy for addressing this issue with property owners and avoid more tenants/property owners from having a public health crisis.
- County to provide the City with a list of mobile home parks in Island County and the evaluation of the current systems.

FUTURE AFFORDABLE HOUSING OPTIONS

The City and County are working together to develop more affordable housing options on the Island. The City is tasked by the state with adding 5,500 units of housing within the City limits. The City is working to update the Comprehensive Plan with Island County to address this issue.

Some of these current projects to provide more affordable housing options include:

- Camas Flats with 82 units (after completion of this project the builder will move on to Mulberry Place)
- Mulberry Place with 80 or more units

The City of Oak Harbor is also exploring the creation of a Multi-Family Tax Exemption (MFTE) program to help incentivize the creation of more affordable housing in the City.

HAPPY VALLEY MOBILE HOME PARK REQUEST



CITY OF
Oak Harbor
WHIDBEY ISLAND, WASHINGTON

City Council Workshop

July 24, 2024 City Council Workshop Rev. 1 **7/31/2024**

BACKGROUND

- Commissioner Johnson asked Mayor Wright to attend a meeting about the Happy Valley Mobile Home Park
- During the meeting Island County requested the City assist with addressing a public health issue relating to Happy Valley Mobile Home Park.
- Happy Valley is located outside City limits in Island County.
- The property owner has owned the property for approximately **11** years.
- Island County Public Health has been working with the property owner regarding their septic systems for about six years.

PUBLIC HEALTH CONCERN

- Multiple septic systems are failing and overflowing on the property creating a public health concern.



ISLAND COUNTY REQUEST

- For the City to annex the property and connect it to the City's water/sewer.

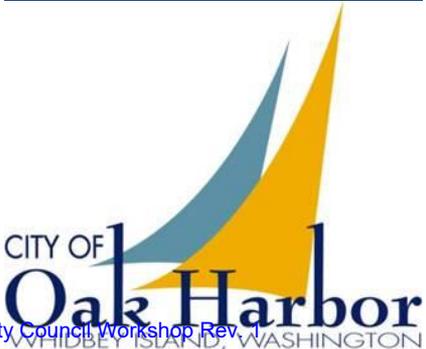


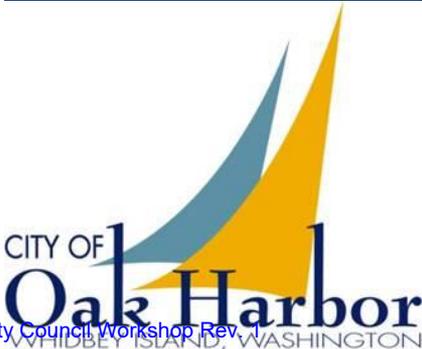
PREVIOUS ANNEXATION REQUESTS

- A previous request to annex was received by the City from the property owner in 2023.
- However, Council voted to deny the request because the City had not received documentation for the request and the property owner did not attend the meeting.

IMMEDIATE ACTIONS

- City staff provided a list of immediate actions the County can take to address the issue.
 - Island County Public Health can take immediate action by requiring the property owner hire a company to come out on a regular basis to remove the sewage.
 - Island County can also require a Holding Tank Sew







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

Bill No. Development Services d.

Date: July 24, 2024

Subject: 2025 Comprehensive Plan Major Update

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

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- ⊙ Ronnie Wright, Mayor
- ⊙ Sabrina Combs, City Administrator
- ⊙ David Goldman, Deputy City Administrator
- ⊙ Hillary Evans, City Attorney, as to form

SUMMARY STATEMENT

Work on updating the City Comprehensive Plan is in full force. The City has launched a project specific webpage for the effort. Please follow the link to the City project site.

<https://www.oakharbor.gov/808/Oak-Harbor-Comprehensive-Plan>

Staff has included the Project Charter documents along with the schedule and community engagement plan in the packet. These will also be available online.

At this month's meeting, Staff will provide a status update on the 2025 Comprehensive Plan Major Update.

ATTACHMENTS

1. Project Charter Document
2. Schedule
3. Community Engagement Plan
4. Presentation

OAK HARBOR
2025 PERIODIC COMPREHENSIVE PLAN
UPDATE
INCLUDING NEW CLIMATE ELEMENT WITH
CLIMATE RESILIENCE SUB-ELEMENT

APRIL 25, 2024



OAK HARBOR 2025 PERIODIC COMPREHENSIVE PLAN UPDATE

Contents

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Charter Purpose

A project charter is a communication and project management document to help ensure project objectives and timelines are met. This project charter has been developed for the 2025 Oak Harbor Periodic Comprehensive Plan Update and outlines the:

- ✓ Background and framework for the project
- ✓ High-level project approach, outcomes, and deliverables
- ✓ Project schedule and key milestones
- ✓ Project team members along with their project roles and responsibilities
- ✓ Key to project success, and
- ✓ Potential risks and strategies to address those risks

Project Background and Framework

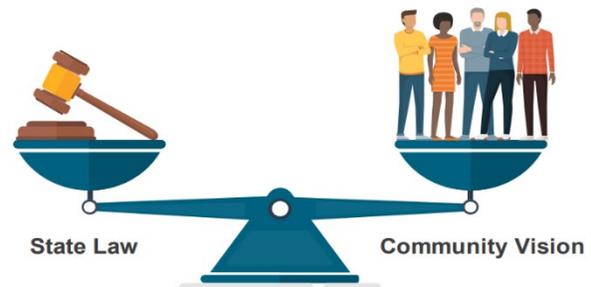
The Washington State Growth Management Act (GMA) requires cities and counties to update Comprehensive Plans and implementing development regulations every 10 years ([RCW 36.70A.130](#)). Comprehensive Plans are 20-year policy documents that guide and assist the city in planning for growth (population and employment), housing, transportation, capital facilities and utilities, and economic development ([RCW 36.70A.070](#)). **Oak Harbor will be updating their comprehensive plan by June 30, 2025, pending coordination with the county and their comprehensive plan timeline.**

Approach, Outcomes, and Deliverables

Defining the project approach, outcomes, and deliverables, ensures that all Oak Harbor City departments and the consultant team are on the same page throughout the project. How the project is viewed, what must be accomplished, the steps and the schedule to get the project completed on time are all important factors that will help define project success.

Project Approach

Every ten years “a county or city shall take legislative action to review, and if needed, revise its comprehensive land use plan and development regulations to ensure the plan and regulations comply with the requirements” of the GMA ([RCW 36.70A.130](#)). Plan Updates are an opportunity to revise, not re-write, the existing Plan to ensure consistency with state laws/case law since the last update, Best Available Science (BAS) for incorporation into critical areas regulations and changes in local conditions.



Balancing requirements

Not only will the project team seek to ensure compliance with applicable state laws, but also to empower the community to include the community vision into the comprehensive plan. The Growth Management Act (GMA) was created as a bottoms-up planning process meaning the policies that will guide the next twenty years cannot exist without a robust public process. To foster a transparent and inviting planning process the following will guide the project approach:

- Using multiple methods including in-person and virtual engagement.
- Acknowledging local conditions as they relate to state requirements and emergent issues.
- Providing education on the limitations in state law and the freedoms in local visioning and goal setting.

Project Outcomes

Desired project outcomes will be further refined during the project check-ins and work sessions between the city and the consultant team throughout the update process while incorporating community feedback generated through the public engagement process. A Community Engagement Plan (CEP) will be created for this project. As the project moves forward, community engagement will shape the final outcomes of the planning process. High level outcomes set at this point will help direct the project team and ensure the project approach, schedule, and individual and group responsibilities are aligned.

The desired project outcomes which will drive this project include meeting state requirements while also ensuring the updated policies reflect local conditions and the vision of the region. They include:

State and Regional Outcomes

1. Meet Growth Management Act (GMA) requirements for the Plan update as outlined in [RCW 36.70A.130](#), [WAC 365-196](#) and the [Department of Commerce Periodic Update Checklist for Fully-Planning Counties](#); and
2. Consistency with the [Countywide Planning Policies](#); and
3. Update development regulations to ensure consistency with updated policies.
4. Successfully work with the county to plan for housing within the unincorporated urban growth area.

Local Outcomes

1. Create a plan based on diverse public engagement from all areas and backgrounds of Oak Harbor.
2. Create a plan that recognizes the distinct characteristics of Oak Harbor that are unique from other communities in the State of Washington. The Comprehensive Plan should reflect the City vision for the future and provide policies and implementing regulations to guide future growth consistent with that vision.
3. Build a thorough record and develop strong reasoning for changes to the existing plan.

Project Deliverables

The following high-level deliverables have been identified in the project scope of work and are required as part of the GMA Periodic Update Grant and 2023-2025 Climate Planning Grant administered through the Department of Commerce.

Deliverables:

- Community Engagement Plan
- Community Engagement Results Report
- Plan Audit Documents, Commerce Checklist, Policy Gap Analysis
- Land Capacity Analysis
- Housing Affordability and Availability Needs Assessment
- Comprehensive Plan
- Climate Element with Resiliency Sub-Element (new)
- Capital Facilities Plan
- SEPA Environmental Review
- Development Regulations update (changes needs to implement new and revised policies)*

*Critical Areas Update not included within the scope given the recent update to the regulations.

Other deliverables will be completed throughout the process including attending public meetings and hearings, providing drafts deliverables for review, and creating meeting agendas, meeting notes, engagement activity reports. Analysis reports including the policy gap analysis, commerce checklist, land capacity analysis, and housing needs assessment will be given to Oak Harbor as drafts for review and comment prior to final documents being completed.

Project Approach for Climate Related Tasks

The 2025 Oak Harbor comprehensive plan periodic update is required by state law to include a climate element and resilience sub-element. These requirements stem from [House Bill 1181](#), which was signed into law in 2023. The climate element and resilience sub-element must mitigate the effects of a changing climate, prepare for climate impact scenarios, foster resiliency to climate and natural hazards, project and enhance environmental, economic, and human health, and advance environmental justice.

In the context of this project there are tasks associated with climate requirements that will be completed concurrently with other comprehensive plan tasks. This will help the project team efficiently use resources and time. These tasks are generally identified as follows:

- The community engagement plan will have a supplemental section to identify climate related engagement needs and strategies for equitable engagement and vulnerable populations.
- Community engagement events may combine general comprehensive plan topics and climate related activities in one event to get more feedback from residents.
- The release of the climate element and sub-element draft will be included in the overall release of the comprehensive plan. This will promote consistency between all the elements of the comprehensive plan, as required by state law.
- The climate element and sub-element will typically be discussed at the same public meetings and hearing as the comprehensive plan unless special climate related meetings are necessary.
- The policies proposed through the climate workplan will be incorporated into the greater policy work done for the comprehensive plan to promote consistency across all elements, as required by state law.

Climate Related Workplan

The project scoping and analysis for the climate element and resiliency sub-element will include additional analysis to meet state requirements. The project team will complete the climate workbook released by Commerce and follow all climate element planning guidance to ensure complete consistency with new state laws. These tasks are identified in the scope of work as tasks 18-20.

The deliverables for the climate element and resilience sub-element related tasks are as follows:

- Project charter for climate related tasks (included in this project charter)
- Community engagement plan for climate related engagement outlined in state law (included in the overall engagement plan).
- Commerce climate workbook that identified community assets, audits existing plans and policies, identifies priority future hazards, pars assets and hazards and describes exposure and consequences, and prioritizes issues.
- Memo summarizing the workbook outcomes.
- Draft climate element and resilience sub-element.

- Final climate element and resilience sub-element.
- Draft and final development regulations to implement the new climate element.

Project Team Workplan Objectives

The consultant team will be executing a large portion of the tasks associated with this project. However, there are several tasks where there are shared responsibilities between the consultant team and Oak Harbor. The project scope of work defines project roles, and the project schedule provides a high-level overview of when those deliverables will be due (see appendix A).

The following are high level principals the project team shares to ensure the project can be completed by June 30, 2025.

- Meet regularly to discuss the status of project tasks and timelines. Meet timelines for established project deliverables.
- Commitment to providing quality work products.
- Where established schedules or commitments cannot be made for tasks, provide early communication to the consultant Project Manager, Clay White and Cac Kamak, Principal Planner for Oak Harbor.

Project Organization and Communication

The contacts for the City and consulting team members, as well as their roles and responsibilities, are listed in the tables below.

The following will be used for coordination between the City and consulting team to ensure coordination between deliverables:

Project Team Meetings (Bi-weekly Check-Ins) – Bi-weekly check-in meetings have been scheduled to mitigate the risk of lack of communication between the consultant team and the County. These meetings will be with the consultant team project manager and County staff. The project manager may involve other consultant team members during the bi-weekly check-ins, when necessary, but it is not anticipated they will be needed at every meeting.

Work Sessions – Work sessions will be scheduled, as needed throughout the project, to discuss important project topics.

Draft Document Sharing – The consultant team and Oak Harbor will have a SharePoint website for file sharing and reviews. Data related to the project may be stored here, as well as any work related to the project tasks. The consultant team will organize the folders by tasks. Deliverables need not be added to the project SharePoint until the task lead has determined the deliverable is fully assembled and meets the expectations outlined in the scope of work.

SharePoint Reviews - Documents that need to be reviewed by the city will be uploaded to the “to city” folder on the document library homepage or the SharePoint site homepage in the document window. The project manager should be notified that new documents have been added for city review to begin coordinating with the city on the review.

Individual Coordination – At times, individual consultant team members or task leads may coordinate with county staff on their own to complete work related to their tasks. It is anticipated that this coordination be limited to small requests or quick questions that will allow the team member to complete a task under the deadline.

Task Tracker – The task tracker will be used to consistently monitor the status of tasks for the project. The task tracker identifies all current tasks being worked and their status. The task tracker will be sent to the county primary contact on a bi-weekly basis or other schedule determined between the project manager and the primary contact.

Roles and Responsibilities

Setting roles and responsibilities is a key component for project success including adherence to the project schedule. The following tables outline the key project personnel, contact information, and high-level roles and responsibilities.

Table 1. Oak Harbor City Staff

Department	Name	Contact Information	High-Level Roles and Responsibilities
Planning and Development Services	Cac Kamak (Project Manager)	ckamak@oakharbor.org	Primary Contact, review all deliverables.
	David Kuhl Development Services Director	dkuhl@oakharbor.org	Development Services Director
	Dennis Lefevre Senior Planner	dlefevre@oakharbor.org	Work with consultants for project scoping and Analysis. Review deliverables.
	Ray Lindenburg Senior Planner	rlindenburg@oakharbor.org	Work with consultants for project scoping and Analysis. Review deliverables.
	Nolan Grunski Assistant Planner	ngrunski@oakharbor.org	Work with consultants for project scoping and Analysis. Review deliverables.
	Wendy Horn	whorn@oakharbor.org	Grant Administrator
Public Works	Steve Schuller Public Works Director	sshuller@oakharbor.org	Coordinate/review on the transportation element and capital facilities plan and other elements as needed.
	Alex Warner City Engineer	awarner@oakharbor.org	Coordinate/review on the transportation element and capital facilities plan and other elements as needed.
Communications	Magi Aguilar	MAguilar@oakharbor.org	Coordinate for engagement and outreach.

	Sabrina Combs	scombs@oakharbor.org	Coordinate for engagement and outreach.
GIS	Jon Pollack	jpollock@oakharbor.org	Coordinate with team for data requests.
Facilities Management	Steve Schuller	sshuller@oakharbor.org	Coordinate with team for capital facilities requests relating to County facilities.

Table 2. Consultant Team

Company	Name	Contact Information	High-Level Roles and Responsibilities
Kimley-Horn	Clay White (Project Manager)	Clay.White@kimley-horn.com	Project Administration/Background Reports/Comprehensive Plan/SEPA
	Erin O’Kelley	Erin.OKelley@kimley-horn.com	
	Heidi Rous	Heidi.Rous@kimley-horn.com	
	Joel Farias	Heidi.Rous@kimley-horn.com	
Facet	Dan Nickel	DNickel@facetnw.com	Comprehensive Plan/Climate Element Analysis and Drafting
	Matt Covert	MCovert@facetnw.com	
	Alexandra Plumb	APlumb@facetnw.com	

Project Tasks and Leads

The following is a general outline of project tasks with associated actions, timeframes, and deliverables. While it is important to keep to the schedule, the project team will remain flexible and maintain communication regarding schedule changes and related mitigation. These project tasks listed below will be used for the project tracker. As each project task begins, it will be added to the project tracker and the status of the task will be reviewed during the bi-weekly check-ins and bi-weekly work sessions. A complete project schedule is provided in Appendix A.

Table 3. Tasks and Leads

Tasks and Actions	Timeframe and Details	Consultant Team Lead(s)	City Team Lead(s)
Task 1: Project Kickoff and Project Charter	April 2024	Kimley-Horn	Cac Kamak
Task 2: Reoccurring Project Team Meetings	Ongoing	Kimley-Horn	Cac Kamak
Task 3: Community Engagement Plan	May 2024	Kimley-Horn and Facet	Cac Kamak
Task 4: Public Meetings and Hearings	Ongoing	Kimley-Horn and Facet	Cac Kamak
Task 5: Commerce Checklist – Policy and State Law Gap Analysis	June 2024	Kimley-Horn	Cac Kamak

Task 6: Plan Audit	June 2024	Kimley-Horn	Cac Kamak
Task 7: Land Capacity Analysis	June 2024	Kimley-Horn and Facet	Cac Kamak
Task 8: Housing Affordability and Availability Needs Analysis	June 2024	Kimley-Horn and Facet	Cac Kamak
Task 9: Draft Comprehensive Plan	Summer 2024	Kimley-Horn and Facet	Cac Kamak
Task 10: Final Comprehensive Plan	Winter 2024 - 2025	Kimley-Horn and Facet	Cac Kamak
Task 11: Capital Facilities Plan	Summer 2024	Kimley-Horn	Cac Kamak
Task 12: SEPA	Winter 2025	Kimley-Horn	Cac Kamak
Task 13: Development Regulations	Winter 2024-2025	Kimley-Horn	Cac Kamak/Ray
Task 14: Project Kickoff and Project Charter – Climate	May 2024	Kimley-Horn and Facet	Cac Kamak/Dennis
Task 15: Reoccurring Project Team Meetings – Climate	Ongoing	Kimley-Horn and Facet	Cac Kamak
Task 16: Community Engagement Plan and Community Engagement – Climate	May 2024	Kimley-Horn and Facet	Cac Kamak/Dennis
Task 17: Public Meetings and Hearings – Climate	Ongoing	Kimley-Horn and Facet	Cac Kamak/Dennis
Task 18: Climate Resiliency Element with Resiliency Sub-Element	Summer 2024	Kimley-Horn and Facet	Cac Kamak/Dennis
Task 19: Draft Climate Element with Resiliency Sub-Element	Summer 2024	Kimley-Horn and Facet	Cac Kamak/Dennis
Task 20: Final Climate Element with Resiliency Sub-Element	Winter 2024	Kimley-Horn and Facet	Cac Kamak/Dennis
Task 21: Development Regulations	Winter 2024-2025	Kimley-Horn and Facet	Cac Kamak/Dennis/Ray

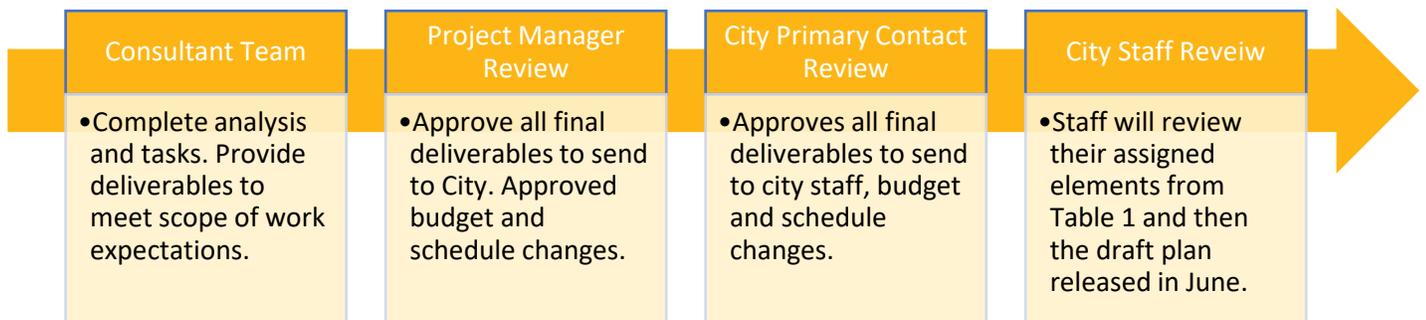
Project Coordination/Decision Making Process

The consultant Team will work on their own tasks and coordinate with city staff for data collection. Complete draft deliverables, (deliverables that meet the scope of work expectations) will be sent to the project manager for review. After the reviews by the project manager, drafts will be forward to the City

primary and the city teams leads as described in Table 3. Then after review, may be forward to other city staff for review. The below flow chart demonstrates the general process.

A project task tracker will be developed and updated bi-weekly by the project leads so that the project manager is continually updated on the status of each deliverable.

All draft deliverables must be reviewed and approved by the project manager, or the designee assigned by the project manager before being finalized. Draft stamps should remain on all documents until reviewed. However, it is anticipated that individual meetings will be set up by the deliverable lead and include those working on the deliverable and the project manager to ensure work is reviewed and approved.



Expectations and Keys to Success

At the project kick-off meeting the consultant team asked city staff “what is project success?” and this is what was shared:

1. Approval from City Council. City Council should be aware of and confident in the preparation and policy changes in the comprehensive plan.
2. Being able to work with the County and have successful workshops and communication when it comes to difficult conversations.
3. Providing a flexible comprehensive plan that is feasible and can be implemented on the ground.
4. Create an implementation plan and a list of actions to quickly start on once the comprehensive plan is adopted.
5. A comprehensive plan with a similar land use map that is compatible with the county’s, and the land use works together.

In addition to the County’s vision for success, there are other factors that will be necessary to ensure project success:

6. Build trust between the consultant group and county staff.
7. Foster meetings that promote open dialogue and sharing of ideas.
8. Come prepared to meetings so that we can accomplish meeting goals.
9. Provide clear, concise, and consistent project messaging.
10. Do not linger on issues previously decided unless new details or issues emerge.
11. Provide documents and analysis that are easy to understand and provide options for decision makers.

Project Risks and Mitigation

1. **County Coordination** – The County will need to be heavily involved in the process to meet the urban growth area population and housing projections.

2. **County Timeline for Periodic Update** – The County has indicated that their target for completion of the periodic update is December 31, 2025. Given the coordination needed to plan for the UGA, this could impact the June 30, 2025, schedule the City of Oak Harbor has laid out. To mitigate this, we are coordinating early and often with Island County. The state legislature did extend the timeline for the project to the end of 2025, so we could extend the project timeline if it is necessary.
3. **Urban Growth Area Population Allocations and Housing Targets**– Finding a solution to satisfy state requirements of population and housing allocations while preserving community character. The Countywide Planning Policies allocated population and housing growth between the city and adjacent unincorporated urban growth area in a lump sum and early project scoping and analysis should focus on finding the best solutions for the community. Early coordination with Island County is already taking place. Having a coordinated approach and communicating early and often should mitigate planning issues which could arise if there was not strong communication.
4. **Impacts of Growth on Community** – The populations and housing targets allocated to the city could have impacts on transportation, capital facilities, utilities, and other important elements that could impact the community. To mitigate this, we have an approach to complete a Land Capacity Analysis upfront. This work will allow us to understand any gap between existing capacity to accommodate growth targets and what is needed. If additional capacity is needed, we will work through scenarios with the city team and community to develop an approach that balances state requirements with community vision.
5. **Project Messaging** – Comprehensive plans focus on the future and are designed to plan for growth over 20 years. Growth means changes to the community which can cause concerns for residents. It will be important to build informed residents in the comprehensive process to mitigate this risk. Engagement messaging should focus on understanding how state requirements impact city actions and the city’s responsibility in regional planning efforts. Within these parameters the city’s main priority is the continued quality of life for residents.
6. **Project Vision** – Collecting diverse community feedback will be important for the success of the project. The community engagement feedback should be adequately representative of Oak Harbor’s long-term resident populations. This will help lead to project success by adequately demonstrating to the council that citizens were given fair notice and opportunity for input to guide the plan policies.
7. **Community Engagement** – Promoting clear and continuous public participation will be important to keep the project on track. Environmental or other special interest groups in the area should receive notice in advance of public engagement opportunities to mitigate risks.

Appendix A – Project Schedule

Appendix B – Project Community Engagement Plan

Oak Harbor Comprehensive Plan Periodic Update **Final June 18, 2024**

Meeting Key
PC = Planning Commission
OH = Open House
CC = City Council

2024

2025

**Official meetings to present project deliverables have been recognized in this schedule. However, general updates to the PC and CC will be provided throughout the project.*

Last Updated: 6/18/2024

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JUL-DEC
Yellow cells have public meetings that month																
Task 1: Project Kick-Off and Project Charter																
<i>Kick-off meeting agenda and notes</i>																
<i>Project charter draft and final</i>																
Task 2: Recurring Project Team Meetings Project Administration																
<i>Bi-weekly meetings, including preparation of meeting agenda and notes</i>																
<i>Smaller group meetings on specific topics</i>																
Task 3: Community Engagement Plan																
<i>Community Engagement Program</i>																
<i>Community Engagement Summary Report</i>																
<i>Online Surveys (two)</i>																
<i>Project Website development and content</i>																
<i>Project Branding and Materials</i>																
Task 4: Public Meetings and Hearings																
<i>Comprehensive Plan Advisory Committee</i>																
<i>Legislative Meetings</i>																
Background Review and Analysis																
Task 5. Commerce Checklist																
<i>Policy Gap Analysis</i>																
Task 6. Plan Audit																
Task 7. Land Capacity Analysis																
Task 8. Housing Affordability and Availability Needs Analysis																
Task 9: Draft Comprehensive Plan																
<i>Draft Comprehensive Plan</i>																
Task 10: Final Comprehensive Plan																
<i>Final Comprehensive Plan</i>																
Task 11: Capital Facilities Plan																
<i>Draft Capital Facilities Plan</i>																
<i>Final Capital Facilities Plan</i>																
Task 12: SEPA																
<i>SEPA Documents</i>																
Task 21: Development Regulations																
<i>Scoping Potential Code Changes</i>																
<i>Draft Development Regulations</i>																
<i>Final Development Regulations</i>																
Climate Element Tasks																
<i>Task 14. Project Kickoff and Project Charter</i>																
<i>Task 15. Recurring Project Team Meetings</i>																
<i>Task 16. Community Engagement Plan and Engagement</i>																

Possible Extension Dependent on County and Project Needs

Possible Extension Dependent on County and Project Needs



City of Oak Harbor Comprehensive Plan
Periodic Update

Community Engagement Plan (CEP)

Community Engagement Plan for the City of Oak Harbor
Comprehensive Plan Periodic Update and Climate Element
and Resiliency Sub-Element.

Executive Summary

Oak Harbor's upcoming community engagement plan for the Comprehensive Plan Periodic Update and new Climate Element and Resiliency sub-element, spanning from Spring 2024 to Spring 2025, promises a multifaceted platform for civic involvement and collaboration. With a focus on transparency and inclusivity, the project invites residents to engage at various levels. This could include staying informed through the project website, actively participating in surveys, advisory committee meetings and community events, or contributing to policy discussions which will shape the city's comprehensive plan, by providing written comments or attending Planning Commission and City Council meetings and hearings. Central to this initiative is the formation of a resident advisory committee tasked with workshopping complex issues inherent in the comprehensive plan, ensuring diverse perspectives are considered in decision-making processes.

Beyond fostering dialogue within the community, the engagement plan underscores the city's commitment to addressing pressing environmental challenges. As required by the Growth Management Act ([RCW 36.70.070\(9\)](#)), Oak Harbor aims to create a new climate element and resiliency sub-element into its comprehensive plan, positioning itself to tackle climate change and enhance community resilience. By reaching out to stakeholders and prioritizing the understanding of potential policy impacts on specific demographic groups, the city demonstrates its dedication to crafting policies that not only respond to environmental imperatives but also foster equitable outcomes for all residents.

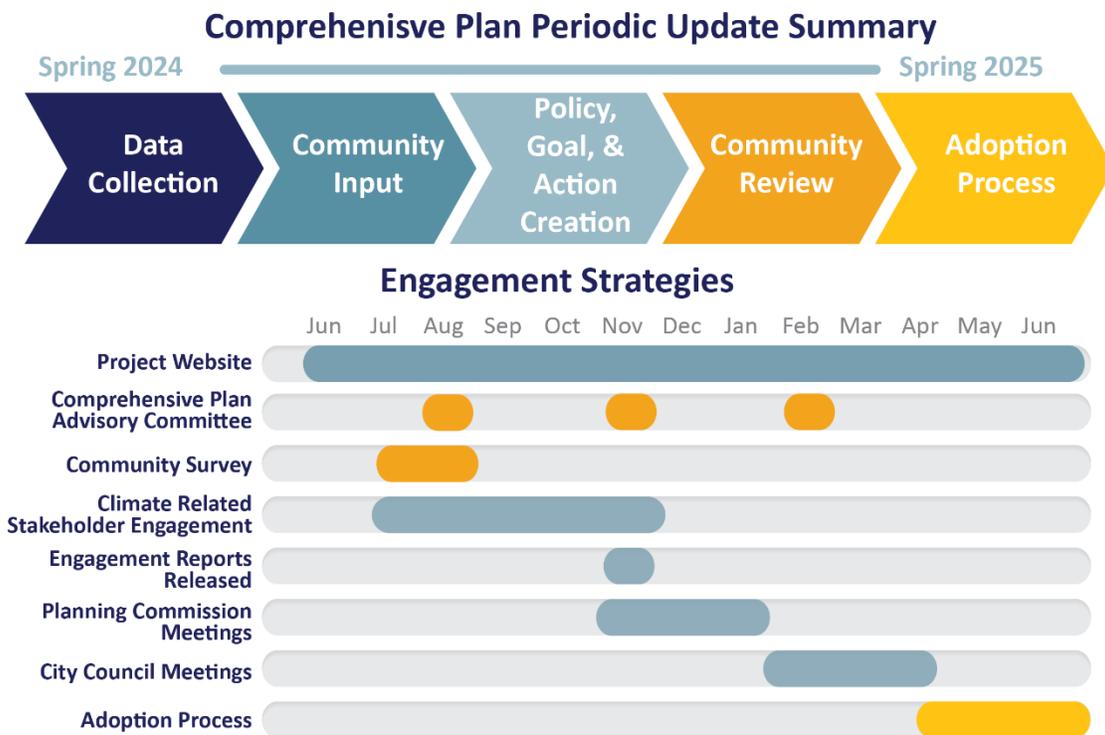


Figure 1. Summary of the Comprehensive Plan periodic update timeline with community engagement opportunities. The State of Washington has extended the deadline to complete the periodic update until the end of December 2025. However, the City's goal is to complete the process by June 2025.

Project Description

The Washington State Growth Management Act (GMA) requires cities and counties to update Comprehensive Plans and implementing development regulations every 10 years (RCW 36.70A.130). Comprehensive Plans are 20-year policy documents that guide and plan for growth (housing, population and employment). Comprehensive Plans include different elements which all work together towards meeting the community vision as the city looks out from 2025 to 2045. While there are many pieces of the update process, this update will include the development of a new Climate Element with Resiliency Sub-Element. The City of Oak Harbor will be updating their comprehensive plan by June 30, 2025.

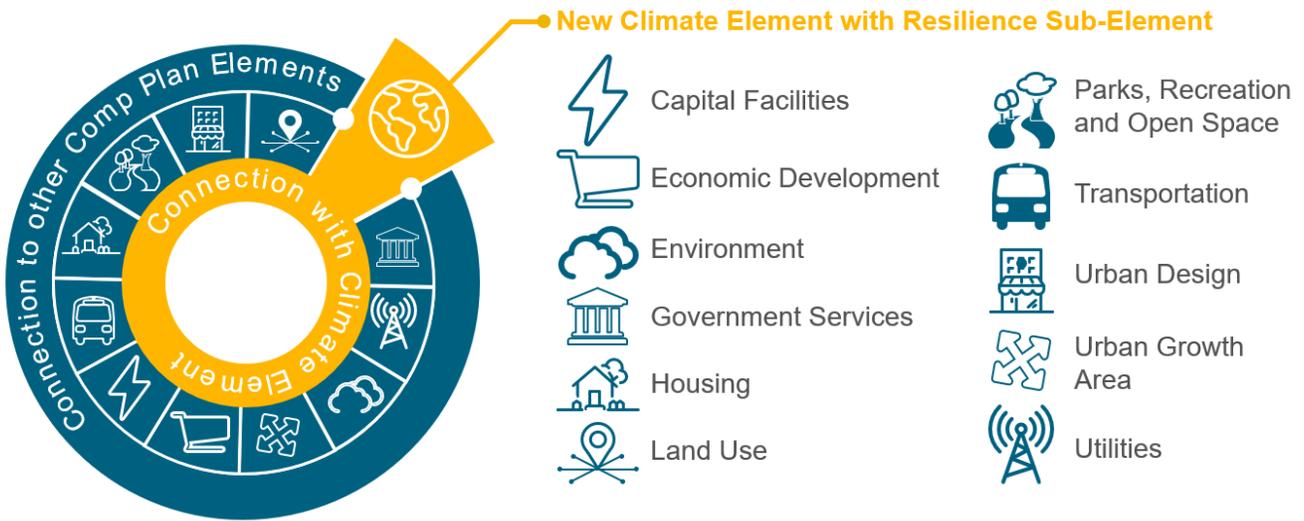


Figure 2. Existing City of Oak Harbor Comprehensive Plan Elements and additional Climate Element with Resiliency Sub-Element in response to new state requirements from HB 1181.

The City has begun the periodic update process for the Comprehensive Plan, which unfolds in several stages, during which the public will have opportunities to participate by reviewing information or collaborating on issues and solutions before the deadline for adoption. The initial step involves evaluating data and examining the current state of Oak Harbor in 2024, encompassing demographics, land use, infrastructure, services, and environmental and community well-being. Throughout the process, the City must engage the community to assess how various aspects of the plan impact the community. This involves identifying community strengths and weaknesses and assessing factors enhancing or impeding quality of life. Based on the combination of requirements under state law, community engagement, and existing conditions, the City Council will consider a plan that envisions the city's future over the next two decades. While the



state mandates planning for population, housing, and employment growth that is expected to occur, understanding residents' aspirations is equally vital. Thus, community engagement remains integral to the plan's success.



The Role of Community Engagement

Community engagement, or public participation, lies at the core of every Comprehensive Plan, driving its direction at every stage of development. It ensures that the voices, perspectives, and aspirations of our diverse community are woven into the fabric of the comprehensive plan. By actively involving residents, tribal partners, businesses, community organizations, and other stakeholders, we aim to create a plan that truly reflects the collective vision and values of our city.

Key Benefits of Community Engagement:

Inclusivity: Foster a sense of belonging and ensure that the Comprehensive Plan serves the needs of all residents equitably.

Local Knowledge: Collect invaluable insights from residents, providing on-the-ground perspectives that enrich the planning process.

Ownership and Buy-In: Empower residents to take ownership of the plan, instilling a sense of pride and commitment to its successful implementation.

Enhanced Quality of Life: Address pressing issues such as affordable housing, transportation accessibility, and environmental sustainability, ultimately improving the quality of life for all.

Transparency and Trust: Provide opportunities for collaboration to build trust between residents and local government, fostering a culture of transparency and accountability in decision-making processes.

Engagement Approach & Promise to Public

Community engagement takes many different forms and can be viewed as a spectrum ranging from informing the community about projects to fully collaborating with the community to develop the plan (see Figure 2). This CEP will employ a variety of engagement strategies to provide the community members the ability to select their preferred level of participation.



The engagement strategies used for this effort will focus on informing, involving, and collaborating with stakeholders. The extent to which each stakeholder participates will depend on the stakeholders themselves.

Specifically, for the Comprehensive Plan Periodic Update and the new Climate Element and Resiliency Sub-Element, the following community engagement goals have been identified for this project. Goals are not listed in order or priority and are given equal importance.

Community Engagement Goals
Update the vision to ensure principles are still representative of the City of Oak Harbor community and balance with state law.
Collect data on the current conditions of the community that are impacting residents' quality of life.
Understand key priorities from different stakeholder groups.
Identify and reach out to vulnerable populations of climate related hazards.
Prioritize actions that benefit overburdened communities most impacted by climate change.
Collect feedback on the City's approach and recommendations for policy revision or creation.
Build informed participants in the Comprehensive Plan Periodic Update process.
Build long-lasting relationships with stakeholders, partners, and agencies.

City staff and consultants involved throughout this process will be mindful of the following engagement promises:

Promise to inform: We will keep the community well informed from start to finish.

Promise to involve: We will consult with specific stakeholders and the broader public and make sure that their needs and concerns are directly reflected in the plan where possible.

Promise to collaborate: We will gather advice and innovative ideas from the community and incorporate them into the plan’s decisions to the maximum extent possible.

Promise to circle back: We will share how feedback was used to demonstrate the importance of community engagement process. We will acknowledge people’s time and participation after each activity (surveys, interviews, community meetings, etc.). The City and consultant team will summarize feedback and input gathered and make these engagement summaries available through the report titled Engagement Results on the project website.

Promise to provide adequate public notice: We will inform the public of opportunities to participate in a timely manner, at least a week in advance of a meeting or activity where feedback is sought. When applicable, we will follow public notice requirements according to the rules of Washington Administrative Code (WAC 365-196-600). The City will consider the following notification channels to keep the community informed:

- ▶ City website
- ▶ Email
- ▶ Public/commercial local radio
- ▶ Local newspaper
- ▶ Posting on community boards
- ▶ Utility notices and other city communication
- ▶ Social Media

Interests and Impacts

Before initiating community engagement activities, it is important to understand where the community and tribal entities are coming from. Approaching community engagement with some situational awareness of the community can reduce fatigue of participants, increase efficiency of engagement, build discussion to more actionable solutions. Staff will coordinate with each Tribe early and often to uphold sovereignty and treaty rights and collaborate on planning efforts to mutual priority actions and strategies.

The City has identified a couple of key interests and impacts on residents and stakeholder groups. The City will build extra effort into the community engagement plan to ensure these issues are well addressed and adequate opportunities for engagement are provided.

Growth

Comprehensive Plans are about understanding how a community is expected to grow and what the jurisdiction will do to accommodate growth over the next twenty years. Growth can impact the daily lives of people who live and work in Oak Harbor in multiple ways including transportation, public facilities, housing, and jobs. The community engagement plan will assess concerns from the community about the future through surveys and advisory committee meetings and then additional engagement

will be scheduled later in the Comprehensive Plan process to present solutions for growth to the community for feedback.

Housing

The City is required by the State to accommodate and plan for housing based on the projected population growth to 2045. Concerns around housing are similar to the concerns about growth expressed above and the same engagement strategies will be implemented. The City is already taking additional measure to engage the community on housing issues and has planned for increased coordination with Island County to understand the full impacts of potential growth in the unincorporated urban growth boundaries surrounding the City.

Natural Disaster Preparedness

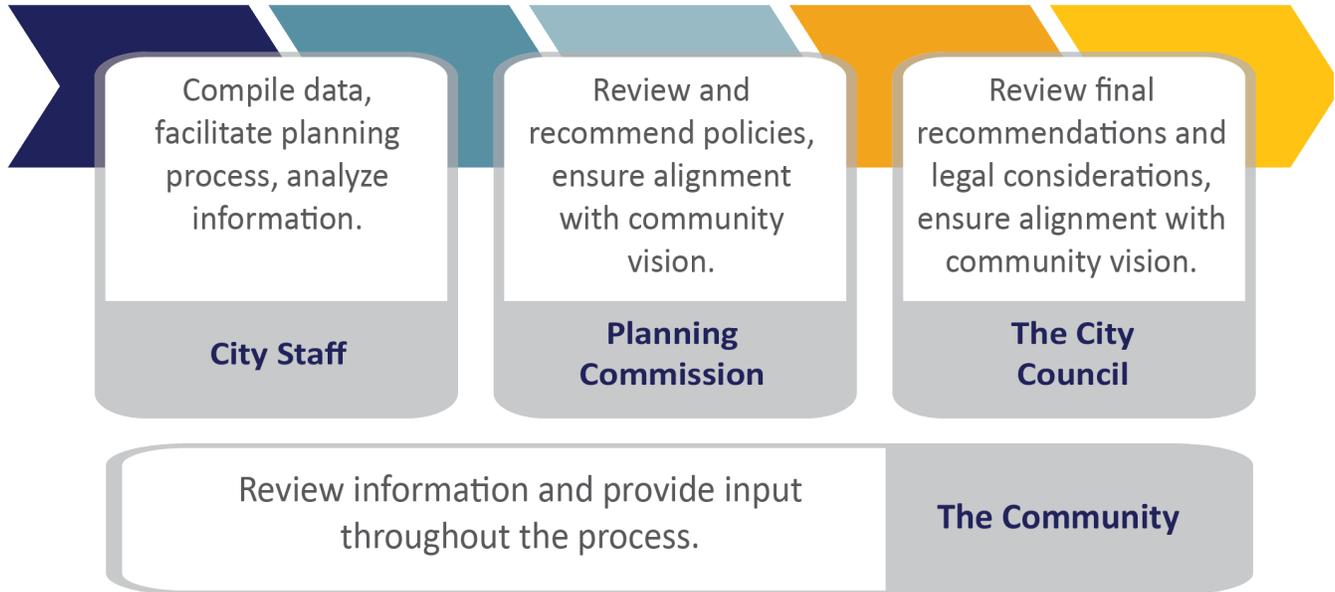
The City will review the current Comprehensive Plan and Multi-Hazard Mitigation Plan to enhance community preparedness and communication during natural disasters. This includes identifying cultural and language considerations, as well as refining response systems tailored to the City's diverse population. Coordination with community-based organizations will be a key component in assessing existing or proposed emergency plans and identifying areas of improvement. Vulnerable or disproportionately impacted communities that lack adequate resources or accessibility to support before, during, and after emergencies should be prioritized. Concerted efforts will be taken to eliminate disparities in infrastructure and transmission of information by engaging with community-based organizations in these impacted neighborhoods. Priority actions should include creation of identified locations for community members to go during a natural disaster and ensuring adequate first responder and government staff training is provided by the City, coordination and a chain of command is established, and the emergency response is equitable for all people.

Roles and Responsibilities

In the collaborative process of updating a Comprehensive Plan, various entities play distinct yet interconnected roles. The public and tribal partners serve as the cornerstones, providing invaluable input, insights, and perspectives through community engagement efforts. Their involvement ensures that the plan accurately reflects the needs, desires, and priorities of the diverse population it serves. Staff members, including planners and other municipal professionals, facilitate the planning process, conducting research, gathering data, and synthesizing information to inform decision-making. They serve as guides, providing expertise and technical support to translate community input into actionable strategies. City staff will lead all government to government coordination with the Tribes. The Planning Commission acts as a deliberative body, tasked with reviewing proposed policies and recommendations, ensuring they align with the community's vision and comply with regulatory requirements. Their role involves vetting proposals, conducting public hearings, and offering recommendations for refinement. Finally, the City Council holds ultimate responsibility for adopting the Comprehensive Plan. As elected officials, they represent the interests of the broader community and must weigh various factors, including public input, technical analysis, and legal considerations, in making informed decisions about the plan's adoption and implementation. Together, these

stakeholders form a collaborative partnership, working towards a shared vision of a vibrant, sustainable future for the City.

Roles and Responsibilities in the Periodic Update Process



Community Stakeholders

A stakeholder is any individual who may have an interest in the future of the City of Oak Harbor. Most stakeholders may fall into more than one group. All stakeholders are equally valuable to this process and the City desires to engage with community members from all areas. The City Staff are especially interested in hearing from stakeholders who have never participated in planning efforts, and those living in areas vulnerable to natural hazards and a changing climate.

City of Oak Harbor Stakeholders List

The list below includes identified stakeholders that may be interested in the future of the City of Oak Harbor but is not intended to be limited to these groups. Additional stakeholders may be identified and included over time.

Island County:

Planning and Community Development
 Marine Resources Committee
 Diversity Equity and Inclusion
 County Administrator
 Prosecuting Attorney
 Conservation Futures Program

City Advisory Boards:

Planning Commission
 Parks and Recreation Advisory Commission

Transportation Groups:

Island Regional Transportation Planning Organization (IRTPO)
 Island Transit

Housing Groups:

Island County Housing Advisory Board
 Housing Authority of Island County
 Ituha Crisis Stabilization Center
 SPiN Cafe, Low Income Housing Institute
 Goosefoot, Shelter Resources

Marina Advisory Commission
Historic Preservation Commission
Arts Commission

Tribal Governments:

Samish Indian Nation
Upper Skagit Indian Tribe
Stillaguamish Tribe of Indians
Swinomish Indian Tribal Community
Suquamish Tribe
Tulalip Tribes of Washington
Snoqualmie Indian Tribe
Sauk-Suiattle Indian Tribe
Lummi Nation

Local Organizations:

Ebey's Landing National Historical Reserve
North Whidbey Parks and Recreation
Island County Historical Society
Sound Defense Alliance

Agriculture / Farm Groups:

Whidbey Island Grown
Agricultural Resource Committee of Island County
Island County Farm Bureau
Growing Veterans

Economic Groups:

Island County Economic Development Council
Oak Harbor Chambers of Commerce
Oak Harbor Main Street Association
Northwest Workforce Development Council

Habitat for Humanity
Whidbey Homeless Coalition

Utility Providers:

Puget Sound Energy
Oak Harbor Fire District (OHFD)
North Whidbey Fire and Rescue
Central Whidbey Fire
Island County Broadband Action Team
Whidbey Island Water Systems Association

Veteran Groups:

Veterans Advisory Board
Whidbey Island Veteran Resource Center

Senior Service Groups:

Island Senior Resources
Northwest Senior Services Board
Oak Harbor Senior Center

Social Service Groups:

Community Health Advisory Board
Whidbey Health
Compass Health
Sunrise Services

Youth Service Groups:

Oak Harbor School District
Boys & Girls Clubs
Big Brothers Big Sisters of Island County
Pediatric Associations of Whidbey Island
Ryan's House for Youth

Engagement Strategy

The community engagement strategy focuses primarily on meeting with many groups in the community through a series of smaller meetings, stakeholder interviews, and using the Oak Harbor Comprehensive Plan Advisory Committee to assess key issues and collect input. One survey will be released to collect feedback from a wide range of residents and groups in the community. The survey will broadly cover key topics in the comprehensive plan and future directions that policies should take. Using the first survey as the first point of notifying residents of the project will help collect early interested residents early in the process. Interested participants can sign up notifications to be updated on the project as new deliverables are complete and ready for review by the community. Demographic data is collected in the survey to ensure that the City is reaching the necessary groups for equitable participation.

One more survey will be released with the release of the draft comprehensive plan to efficiently collect public comment and gauge opinion key points of the new comprehensive plan goals and policies.

Climate-related stakeholder engagement will focus on meeting with various groups to understand current climate resilience and resources and future climate resilience needs that can be addressed through policies in the Comprehensive Plan. See the Climate and Resilience Engagement section of this document for more details.

The Planning Commission meetings will be used to release draft deliverables such as technical reports, data, and draft elements of the comprehensive plan. There will be comment periods associated with the Planning Commission hearings when comprehensive plan elements are released.

Throughout the project, the newsletter will be used to update interested residents about milestones and draft deliverables.

Oak Harbor Comprehensive Plan Advisory Committee (OakPAC)

The Oak Harbor Comprehensive Plan Advisory Committee will serve as a tool for continuous input throughout the plan drafting process. The plan drafting will occur between August 2024 to February 2025. During this time, the Advisory Committee will convene three times and review key policy issues and provide input to assist the project team with direction. The first meeting for the Committee will inform the group on the project timeline and collect general feedback. The second meeting will review data regarding existing conditions, key changes in state law and impacts, and early goals and policies. The final meeting will review the final draft goals and policies and collect input.

Engagement Strategy and Purpose

Ongoing	Project Website	Inform	Assist the public in understanding the Comprehensive Plan process and state requirements and review existing conditions data.
Summer – Fall 2024	Comprehensive Plan Advisory Committee (OakPAC)	Involve /Collaborate	Meetings will be held at the beginning and middle of policy drafting for the comprehensive plan to collect feedback and direction on key issues from the community.
Summer 2024	Community Survey	Involve	Provide responses to influence community vision and policy.
Summer-Fall 2024	Climate Related Stakeholder Engagement	Collaborate	Meetings will be held before policy development to understand what potential policies are needed.
Ongoing	Tribal Engagement	Collaborate	Tribes will be contacted by a government-to-government letter signed by the Mayor, at the beginning of the update process. Depending on relationships with specific tribes, they may be consulted on specific other tasks

			(like Climate Related Stakeholder Engagement) as desired.
Fall 2024	Engagement Reports	Inform	Review what was collected during engagement and assess alignment with community vision.
Fall-Winter 2024	Planning Commission Meetings	Involve	The public can attend Planning Commission meetings and provide comments.
Winter-Spring 2025	City Council Meetings	Inform	The public can attend City Council meetings and review final recommendations.

Anticipated Barriers to Engagement

Transportation Barrier – For groups with barriers to transportation, engagement will be scheduled at a specific location accessible to the groups we are trying to engage with.

Disability Barrier – The City will choose the most accessible in-person locations available to reduce barriers for attending in-person. Online opportunities will also be provided through the survey and most stakeholder meetings will include an online option, if possible.

Computer Literacy Barrier – In-person opportunities to meet with the City will be provided during stakeholder meetings. In-person engagement will be designed without participants accessing a computer to mitigate potential computer literacy barriers.

Digital Access Barrier - In-person opportunities to meet with the City will be provided during stakeholder meetings. In-person engagement will be designed without participants accessing a computer to mitigate potential barriers to digital access.

Language Barrier – For stakeholder groups that require additional language or community services, the City will coordinate public meetings ahead to allow for participation.

Climate and Resilience Engagement

The Engagement Strategy for the Climate Element and the Resiliency Sub-Element is in addition to those outlined for the 2025 Periodic Update of the City’s Comprehensive Plan above.

Engagement Strategies

- Provide interested parties with timely information, an understanding of the process, and multiple opportunities to review and comment on the development of the Climate Element and updates to other goals and policies throughout the Plan to mitigate impacts from a changing climate.
- Actively engage tribes by inviting them to consult early in the process and provide feedback.

- Identify and recruit disadvantaged and at-risk community members to participate in the development of the Climate Element and overall Periodic Update process.
- Provide an array of options to participate in the process to facilitate involvement, including creative engagement opportunities, such as farmer’s markets, community events, or interactive meetings.
- Actively solicit information from residents, property owners, business owners and other stakeholders about their concerns, questions, and priorities for the development of the Climate Element and Resilience sub-element.
- Encourage interested parties to informally review and comment on proposed Climate Element goals and policies and provide those comments to the Planning Commission and City Council, where applicable.
- Provide forums for formal public input at project milestones prior to decision-making by local officials.
- Consult and consider recommendations from public agencies, such as Island County.

Tribal Engagement

The City will engage with the tribes through a government-to-government letter, signed by the Mayor, inviting the tribes to participate in the Periodic Update. This letter will serve a dual purpose to highlight the Climate Element scope and requirements. Staff will coordinate with each Tribe early and often to uphold sovereignty and treaty rights and collaborate on planning efforts to mutual priority actions and strategies, particularly related to climate resiliency. It is important to integrate tribal representatives and community members into the planning process early to give them a voice in shaping and implementing policies.

2025 MAJOR UPDATE COMPREHENSIVE PLAN



CITY OF
Oak Harbor
WHIDBEY ISLAND, WASHINGTON

City Council Workshop

July 24, 2024 City Council Workshop Rev. 1 **7/24/2024**



MAJOR UPDATE

- Project Charter
- Community Engagement Plan
- Project Schedule

NO ACTION REQUIRED QUESTIONS? / COMMENTS

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

Bill No. Development Services e.
Date: July 24, 2024
Subject: Ordinance 1999 – Sale of City
Property

FROM: Ray Lindenburg, AICP, Senior Planner, Development Services

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- Ronnie Wright, Mayor
- Sabrina Combs, City Administrator
- David Goldman, Finance Director
- Hillary Evans, Interim City Attorney, as to form

SUMMARY STATEMENT

City staff presented a draft ordinance to the City Council on May 21 that would remove a requirement to hold a public election when considering selling or otherwise disposing of designated park lands (see Attachment 1 for existing language and Attachment 2 showing proposed changes). Following public comment and Council discussion, staff made a second brief presentation to the Council on July 9, asking for a continuance to a following meeting.

Background – Hal Ramaley Memorial Park and Hilton Hotel Proposal

A Pre-Application submission was made to City staff in September 2023, for a parcel adjacent to Hal Ramaley Memorial Park on SE Pioneer Way. The proposal consisted of a number of single-story residential units and a commercial building, with surface parking and other associated improvements. During that Pre-App review and discussion, staff informed the applicant that the project had a number of issues that needed to be addressed before it would be an ‘approvable’ development. Staff discussed those concerns with the proponent and offered that a more impactful project befitting an envisioned more robust downtown area would be appropriate for that location.

Following those conversations, the applicant returned with a second proposal through the Pre-Application process for a multi-story hotel building with associated parking and improvements. As a part of that plan, the proponent discussed the potential of a boundary line adjustment with the City to re-align the property line between the subject parcel and Hal Ramaley Memorial Park. At the time, staff indicated that may be possible, but would likely require a development agreement to make happen. Further refining of the site plan and a change in the hotel itself to include a convention/meeting space caused the site plan to change slightly and require that the boundary line adjustment become a land swap as well.

During review of a draft development agreement, City legal staff became aware of language in code section 1.30.010 that would require the city to hold an election to sell, exchange or otherwise dispose of property owned by the City that was considered a public park, specifically in OHMC 1.30.010(1):

“Developed city park property shall not be disposed of in any manner without citizen approval in an election, except as provided in subsection (2) of this section.”

and the aforementioned subsection (2) – OHMC 1.30.010(2):

“No citizen approval at an election shall be required when the city council determines by resolution that some portion or all of a developed park property is required to accomplish a necessary public purpose including, but not limited to, water, sewer or roadway improvements. In such circumstances the fair market value of the park property dedicated to such necessary public purposes shall be determined by appraisal and the amount of the fair market value of such park property shall be transferred to the city’s accounts from the acquiring department’s fund to the parks fund, and such proceeds shall be exclusively used to acquire replacement park property. When the language of any instrument by which any park property is acquired limits the use of said property to park purposes and contains a reservation of interest in favor of the grantor or any other person, the city shall obtain the consent of the grantor or such other person, his or her heirs, successors, or assigns. In any case where, owing to death or lapse of time, there is neither donor, heir, successor, or assignee to give consent, this consent may be executed by the city and filed for record with an affidavit setting forth all efforts made to locate people entitled to give such consent together with the facts which establish that no consent by such persons is attainable. All other requirements of this section shall also be applicable.”

Consultation with the City’s legal team and testimony from the public at the May 21st hearing indicated that among Washington jurisdictions, Oak Harbor and Spokane may be the unique regarding this requirement among Washington jurisdictions.

In the preface of the ordinance originally approved with the language in question, a whereas statement included, *“from time to time developed park property, or portions of such park property, are required for necessary public purposes such as water, sewer or roadway improvements... and the requirement for citizen approval in such circumstances has the potential to impede or hinder accomplishment of necessary public purposes.”*

City staff believes “necessary public purposes” includes not only the important utility infrastructure mentioned in the code section above, but the economic development of the community as a whole. In this particular case, the benefits of a hotel in the downtown area would be spread throughout the community with added taxes collected by the business itself, plus the additional potential customers lodging in close proximity to many local businesses.

Additional Considerations Beyond Hal Ramaley Memorial Park

Community and Council focus on the potential reconfiguration or loss of land at Hal Ramaley Park is understandable. However, it is important to note that OHMC 1.30.010 applies to all City properties considered to be developed park property. Because of this, there is potential for future situations where an election would be called for in order to allow a cellular phone or other utility provider to purchase or lease park property to mount communications equipment; potential land swaps with local schools or businesses could be stalled; or other unforeseen circumstances.

As pointed out during the comments at the July 9, 2024 City Council hearing, elections can create a counter-productive situation where less public input is received by the Council – with the public hearing process, all interested parties can comment – but with an election, only City residents will be tasked with making the decision. Elections may also serve to increase the influence of interest groups either as a proponent or opponent in such a decision.

Placing the final determination in the hands of the Council allows direct citizen participation in a public hearing. Staff believes that the process through the two previous meetings on May 21 and July 9 have shown that the public hearing process works exactly as designed – citizens have been able to comment via written and spoken word, and Council members have openly discussed the issues, allowing staff to work through those topics and draft an ordinance that addresses those concerns.

With an election, a development agreement may be negotiated between the City and a developer, providing benefits to both, then handed over to the voters to make a yes or no decision – reducing the transparency of the public hearings, and significantly increasing the uncertainty for both the City and the private property owner.

Existing Protections in the Proposed Ordinance

The remaining sections within OHMC 1.30 allow for the following protections:

- the ability to hold a publicly-noticed hearing, where the presentation of staff analysis and testimony from citizens will allow the Council to make an informed determination of the need for such an exchange and the appropriate return for said exchange.
- A SEPA review is required by the code. This review may include but is not limited to aesthetic considerations, neighborhood access to park lands and environmental conditions.

Additionally, RCW 35.22.280(11) provides additional requirements for the disposal of park property including, when applicable, the consent of the dedicator or donor. City Attorney Evans notes that State Law includes standards by which transactions are handled, and most cities utilize those standards without further restrictions. Accordingly, she provided the revision to OHMC 1.30.010 found in Attachment 6.

Existing park lands are protected also by being deed- or grant-restricted, making their sale or transfer impossible under the law. Some of those parks include Windjammer, Flintstone, Freund Marsh, Smith Park, Catalina, and Ruth Cohen Memorial Park.

Options for Code Amendment Considering Raised Concerns – See Attachment 3

1. Change ordinance to draft presented on May 21 – Council approves draft change to OHMC 1.30.010, removing the standard for an election to transfer park lands.

This option was part of the original presentation on May 21 and is found in Attachment 1, completely removing the election requirement for any park land disposition, including any swap or sale.

2. Change ordinance to require a 1:1 ratio of land in a land swap situation, and leave the requirement to have an election if park lands are to be sold outright, or traded in a less favorable ratio to the City.

Any land swap under this change would be required to include at least 1:1 ratio of land

transferred or greater, in benefit to the City. In other words, if an acre of land was swapped to another party, at least 1 acre of land would be given in return to the City. This ordinance would be framed in a way to ensure that the value of the land is equivalent or more desirous to the City based on park needs, location, environmental concerns and accessibility.

3. Change ordinance to require an election only in case of a land swap, sale or other transfer over a certain acreage or square footage of City land given.

A revised ordinance would allow for transfer of lands less than an agreed-upon amount to be approved by the Council, with those transfers over that amount being subject to an election process.

4. Change ordinance to allow for land swaps or transfers based on value given and received being equal or in favor of the City, and all others still requiring an election.

Change would allow for transfer based on value either through improvements offered by the private property owner or other considerations. Determination of valuation would be analyzed by City staff and reviewed and potentially agreed upon by Council.

All of these options would be subject to a development agreement that would outline expectations for both sides of the transaction. The City, in providing land for a potential project, can ask for certain concessions or amenities that would benefit the larger community.

5. No change to existing OHMC 1.30.010 – Council declines to make changes to code, existing code remains in effect and elections are required to dispose of designated park lands.

Conclusion

City staff believes that “necessary public purposes” includes the economic development of the community. Staff is committed to thoughtful, quality growth that positively benefits the citizens of the City and is confident in the ability of the City Council, with appropriate protections built into the OHMC and state statutes to make decisions that have the potential to affect necessary public purposes including the provision of utilities, safety concerns and economic development of the City as a whole.

ATTACHMENTS

1. Existing language OHMC 1.30.010
2. Proposed code amendment presented May 21
3. Five options for OHMC 1.30.010
4. Presentation

1.30.010 Requirements for sale or other disposition of city real property.

(1) No real property of the city shall be sold, released, leased, demised, traded, exchanged or otherwise disposed of unless the same is authorized by the city council after public hearing. Notice of such public hearing shall be given by publication of the notice in the city's official newspaper at least 10 days prior to the hearing. Developed city park property shall not be disposed of in any manner without citizen approval in an election, except as provided in subsection (2) of this section.

(2) No citizen approval at an election shall be required when the city council determines by resolution that some portion or all of a developed park property is required to accomplish a necessary public purpose including, but not limited to, water, sewer or roadway improvements. In such circumstances the fair market value of the park property dedicated to such necessary public purposes shall be determined by appraisal and the amount of the fair market value of such park property shall be transferred to the city's accounts from the acquiring department's fund to the parks fund, and such proceeds shall be exclusively used to acquire replacement park property. When the language of any instrument by which any park property is acquired limits the use of said property to park purposes and contains a reservation of interest in favor of the grantor or any other person, the city shall obtain the consent of the grantor or such other person, his or her heirs, successors, or assigns. In any case where, owing to death or lapse of time, there is neither donor, heir, successor, or assignee to give consent, this consent may be executed by the city and filed for record with an affidavit setting forth all efforts made to locate people entitled to give such consent together with the facts which establish that no consent by such persons is attainable. All other requirements of this section shall also be applicable.

(3) The preferred timing for such a hearing is before the property is listed for sale, release, lease, demise, trade, exchange or other disposition. It is, however, recognized that this may not be possible especially in the case where there is litigation pending on the property in question.

(4) A SEPA analysis shall be done on such proposed action and available for public review at least 10 days prior to the hearing.

(5) The mayor shall forward to the city council a report on alternatives to the proposed action with the agenda.

(6) Nothing herein shall be construed as preventing the city from holding an executive session in accordance with Chapter 42.17 RCW as now in effect or hereafter amended.

(7) This section shall not apply to rental of property on a month-to-month basis or the rental of space at the marina done in the normal course of business for storage. (Ord. 1728 § 1, 2015; Ord. 1578 § 6, 2010).

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Option 1: Change to draft presented on May 21 removing election requirement

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- (2) The preferred timing for such a hearing is before the property is listed for sale, release, lease, demise, trade, exchange or other disposition. It is, however, recognized that this may not be possible especially in the case where there is litigation pending on the property in question.
- (3) A SEPA analysis shall be done on such proposed action and available for public review at least 10 days prior to the hearing.
- (4) The mayor shall forward to the city council a report on alternatives to the proposed action with the agenda.
- (5) Nothing herein shall be construed as preventing the city from holding an executive session in accordance with Chapter [42.17](#) RCW as now in effect or hereafter amended.
- (6) This section shall not apply to rental of property on a month-to-month basis or the rental of space at the marina done in the normal course of business for storage.

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Option 2: Require 1:1 ratio of land for swap

1.30.010 Requirements for sale or other disposition of city real property.

(1) No real property of the city shall be sold, released, leased, demised, traded, exchanged or otherwise disposed of unless the same is authorized by the city council after public hearing. Notice of such public hearing shall be given by publication of the notice in the city's official newspaper at least 10 days prior to the hearing. Developed city park property shall not be disposed of in any manner without citizen approval in an election, except as provided in subsections (2) and (3) of this section.

(2) No citizen approval at an election shall be required when the city council determines that a proposed land exchange is offered at a one-to-one ratio or greater, in benefit to the city, and that land offered in exchange is appropriate replacement for land granted to the other party. The City Council shall determine that the land exchange is beneficial to the city based on park needs, location, environmental standards and accessibility to park users.

(3) No citizen approval at an election shall be required when the city council determines by resolution that some portion or all of a developed park property is required to accomplish a necessary public purpose including, but not limited to, water, sewer or roadway improvements. In such circumstances the fair market value of the park property dedicated to such necessary public purposes shall be determined by appraisal and the amount of the fair market value of such park property shall be transferred to the city's accounts from the acquiring department's fund to the parks fund, and such proceeds shall be exclusively used to acquire replacement park property. When the language of any instrument by which any park property is acquired limits the use of said property to park purposes and contains a reservation of interest in favor of the grantor or any other person, the city shall obtain the consent of the grantor or such other person, his or her heirs, successors, or assigns. In any case where, owing to death or lapse of time, there is neither donor, heir, successor, or assignee to give consent, this consent may be executed by the city and filed for record with an affidavit setting forth all efforts made to locate people entitled to give such consent together with the facts which establish that no consent by such persons is attainable. All other requirements of this section shall also be applicable.

(3) The preferred timing for such a hearing is before the property is listed for sale, release, lease, demise, trade, exchange or other disposition. It is, however, recognized that this may not be possible especially in the case where there is litigation pending on the property in question.

(4) A SEPA analysis shall be done on such proposed action and available for public review at least 10 days prior to the hearing.

(5) The mayor shall forward to the city council a report on alternatives to the proposed action with the agenda.

(6) Nothing herein shall be construed as preventing the city from holding an executive session in accordance with Chapter [42.17](#) RCW as now in effect or hereafter amended.

(7) This section shall not apply to rental of property on a month-to-month basis or the rental of space at the marina done in the normal course of business for storage.

Option 3: Election only for property transfer over certain size

1.30.010 Requirements for sale or other disposition of city real property.

(1) No real property of the city shall be sold, released, leased, demised, traded, exchanged or otherwise disposed of unless the same is authorized by the city council after public hearing. Notice of such public hearing shall be given by publication of the notice in the city's official newspaper at least 10 days prior to the hearing. Developed city park property shall not be disposed of in any manner without citizen approval in an election, except as provided in subsections (2) and (3) of this section.

(2) No citizen approval at an election shall be required when the proposed land exchange, sale or other disposition consists of less than 10,000 square feet of developed city park property.

(3) No citizen approval at an election shall be required when the city council determines by resolution that some portion or all of a developed park property is required to accomplish a necessary public purpose including, but not limited to, water, sewer or roadway improvements. In such circumstances the fair market value of the park property dedicated to such necessary public purposes shall be determined by appraisal and the amount of the fair market value of such park property shall be transferred to the city's accounts from the acquiring department's fund to the parks fund, and such proceeds shall be exclusively used to acquire replacement park property. When the language of any instrument by which any park property is acquired limits the use of said property to park purposes and contains a reservation of interest in favor of the grantor or any other person, the city shall obtain the consent of the grantor or such other person, his or her heirs, successors, or assigns. In any case where, owing to death or lapse of time, there is neither donor, heir, successor, or assignee to give consent, this consent may be executed by the city and filed for record with an affidavit setting forth all efforts made to locate people entitled to give such consent together with the facts which establish that no consent by such persons is attainable. All other requirements of this section shall also be applicable.

(3) The preferred timing for such a hearing is before the property is listed for sale, release, lease, demise, trade, exchange or other disposition. It is, however, recognized that this may not be possible especially in the case where there is litigation pending on the property in question.

(4) A SEPA analysis shall be done on such proposed action and available for public review at least 10 days prior to the hearing.

(5) The mayor shall forward to the city council a report on alternatives to the proposed action with the agenda.

(6) Nothing herein shall be construed as preventing the city from holding an executive session in accordance with Chapter [42.17](#) RCW as now in effect or hereafter amended.

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Option 4: Allow for transfer based on value

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(2) No citizen approval at an election shall be required when the city council determines that the value of developed city park property is less than the value offered in exchange either by land value or improvements proposed. Such values shall be determined and agreed upon by all parties in a development agreement approved by the city council.

(3) No citizen approval at an election shall be required when the city council determines by resolution that some portion or all of a developed park property is required to accomplish a necessary public purpose including, but not limited to, water, sewer or roadway improvements. In such circumstances the fair market value of the park property dedicated to such necessary public purposes shall be determined by appraisal and the amount of the fair market value of such park property shall be transferred to the city's accounts from the acquiring department's fund to the parks fund, and such proceeds shall be exclusively used to acquire replacement park property. When the language of any instrument by which any park property is acquired limits the use of said property to park purposes and contains a reservation of interest in favor of the grantor or any other person, the city shall obtain the consent of the grantor or such other person, his or her heirs, successors, or assigns. In any case where, owing to death or lapse of time, there is neither donor, heir, successor, or assignee to give consent, this consent may be executed by the city and filed for record with an affidavit setting forth all efforts made to locate people entitled to give such consent together with the facts which establish that no consent by such persons is attainable. All other requirements of this section shall also be applicable.

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(4) A SEPA analysis shall be done on such proposed action and available for public review at least 10 days prior to the hearing.

(5) The mayor shall forward to the city council a report on alternatives to the proposed action with the agenda.

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Option 5: No change

1.30.010 Requirements for sale or other disposition of city real property.

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(2) No citizen approval at an election shall be required when the city council determines by resolution that some portion or all of a developed park property is required to accomplish a necessary public purpose including, but not limited to, water, sewer or roadway improvements. In such circumstances the fair market value of the park property dedicated to such necessary public purposes shall be determined by appraisal and the amount of the fair market value of such park property shall be transferred to the city's accounts from the acquiring department's fund to the parks fund, and such proceeds shall be exclusively used to acquire replacement park property. When the language of any instrument by which any park property is acquired limits the use of said property to park purposes and contains a reservation of interest in favor of the grantor or any other person, the city shall obtain the consent of the grantor or such other person, his or her heirs, successors, or assigns. In any case where, owing to death or lapse of time, there is neither donor, heir, successor, or assignee to give consent, this consent may be executed by the city and filed for record with an affidavit setting forth all efforts made to locate people entitled to give such consent together with the facts which establish that no consent by such persons is attainable. All other requirements of this section shall also be applicable.

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ORDINANCE 1999 SALE OF CITY PROPERTY



CITY OF
Oak Harbor
WHIDBEY ISLAND, WASHINGTON

City Council

July 24, 2024

BACKGROUND

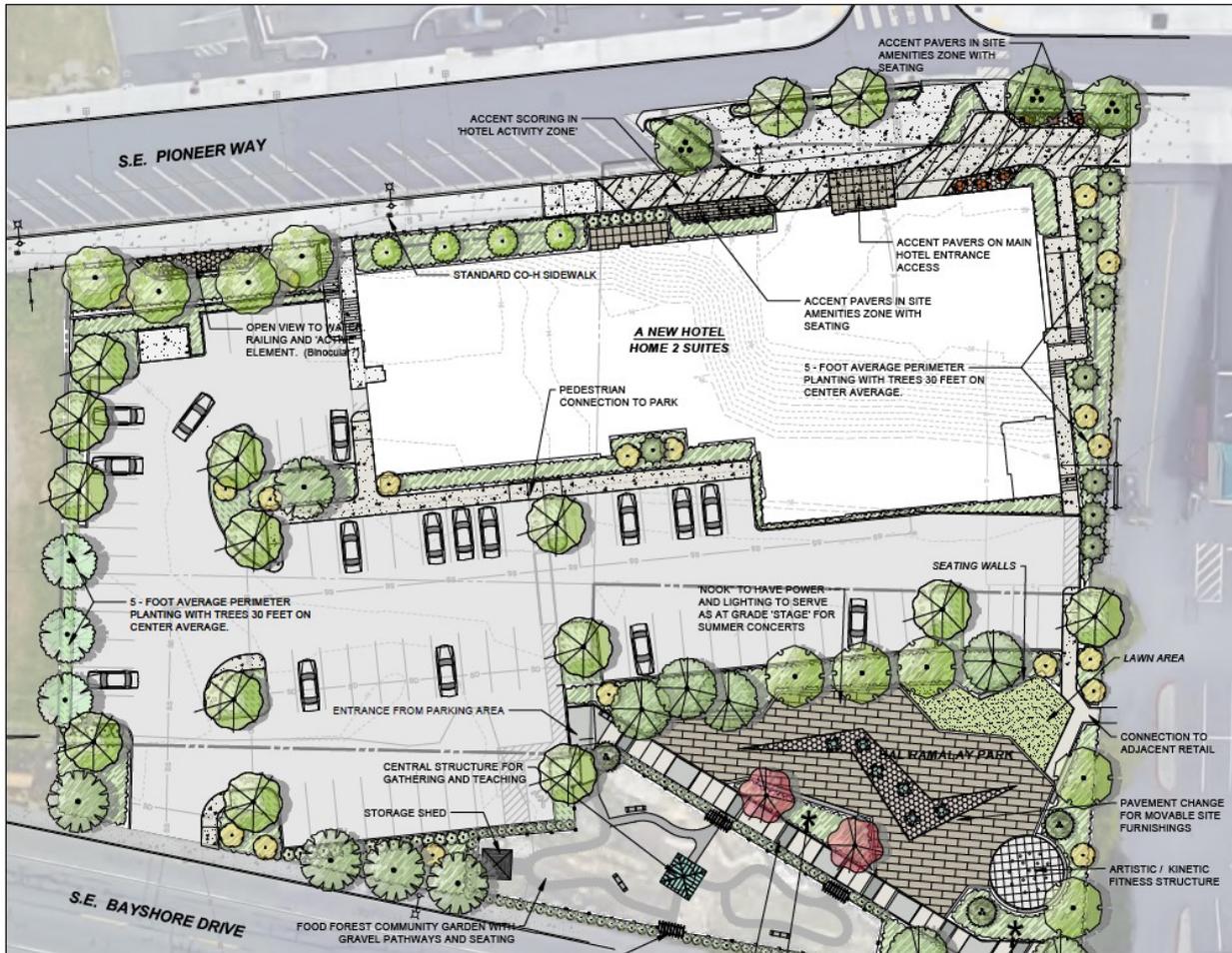
- Item was introduced as a standalone ordinance revision designed to streamline the process of transfer of park property on May 21.

BACKGROUND

- Proposed change spurred by a Pre-application review of a project located adjacent to Hal Ramaley Memorial Park.
 - Original project called for single-story development and parking lot.
 - Subsequent staff discussion with applicant centered around minimum density projects and need for additional housing and potential for larger projects

BACKGROUND

- Proposed change spurred by a Pre-application review of a project located adjacent to Hal Ramaley Memorial Park.
 - Revised project consisted of hotel and associated site improvements and included a boundary line adjustment to accommodate parking and access routes.

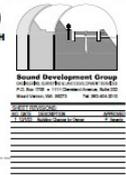
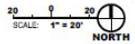


IN A PORTION OF NE 1/4, SW 1/4, SECTION 2, TWP 32 N., RGE 1 E., W.M. OAK HARBOR, WASHINGTON

SITE INFORMATION:
 27 ACROSS: 100' (100' R/W) (100' R/W) (100' R/W) (100' R/W)
 27 ACROSS: 100' (100' R/W) (100' R/W) (100' R/W) (100' R/W)
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LEGEND:

	PROPERTY TO CITY	2,719 SF
	BLA TO CITY	2,013 SF
	TOTAL TO CITY	4,732 SF
	PROPERTY TO HOTEL	4,871 SF
	EASEMENT TO HOTEL	1,509 SF
	RELINQUISHED EASEMENT AREA	1,719 SF



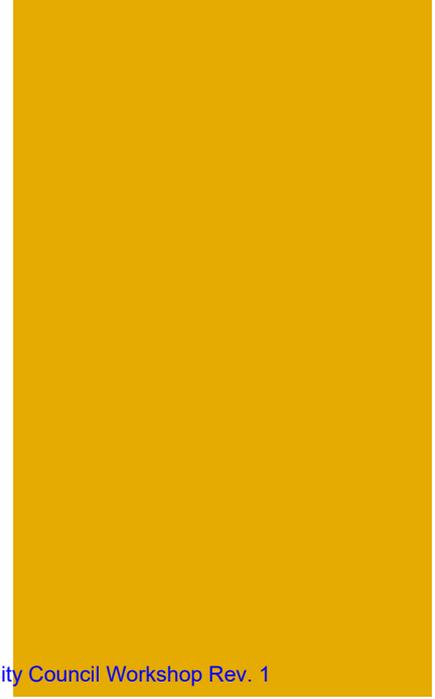
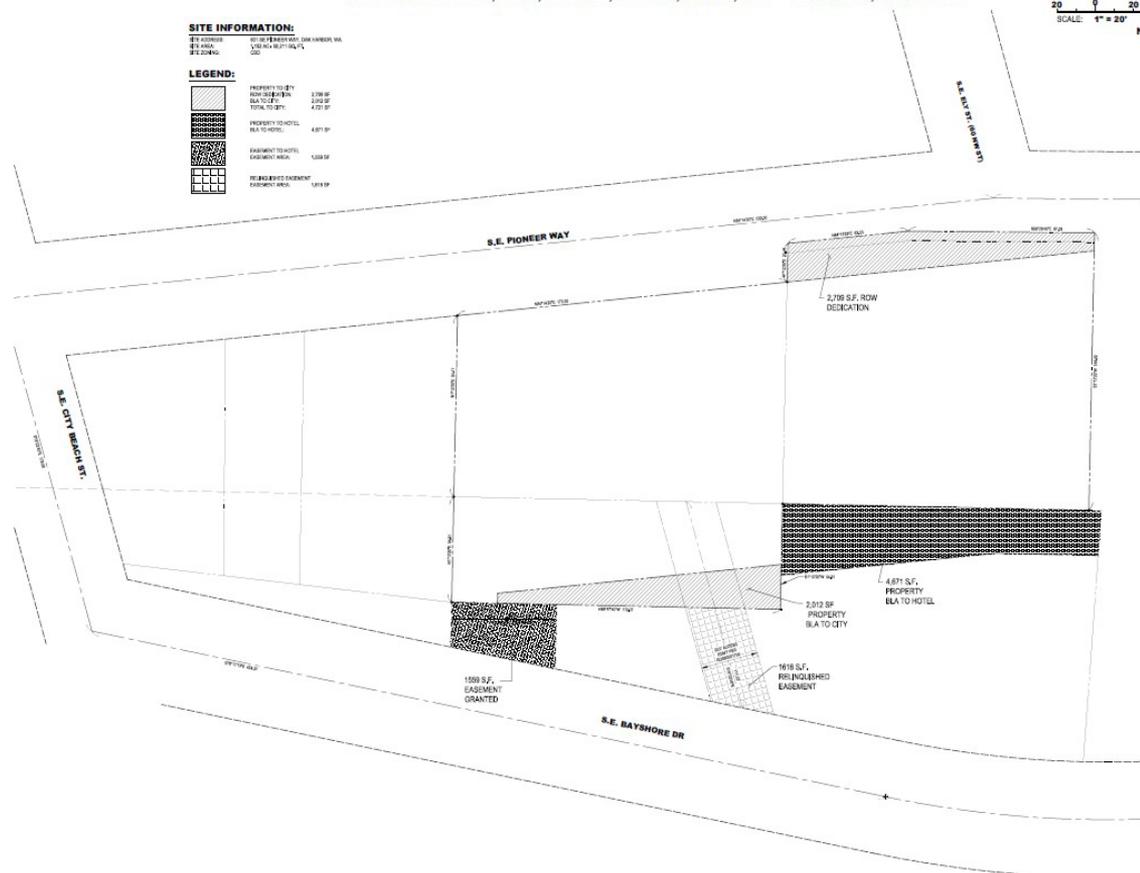
CALL 48 HOURS BEFORE YOU DIG
 1.800.424.5555

PROJECT:
PIONEER LANDING HOTEL - COMMERCIAL DEVELOPMENT
 FOR
EFFICIENCY PROPERTIES, LLC

SHEET DESCRIPTION:
PRELIMINARY PROPOSED PROPERTY SWAP

SCALE: 1" = 20'
 DRAWN BY: P.LAU
 DESIGNED BY: P.SEVERIN
 DATE: 12.07.2023
 JOB NUMBER: 23007
 DWG. NAME: 23007END.DWG
 SHEET NUMBER:

C-3.0



BACKGROUND

- Proposed change spurred by a Pre-application review of a project located adjacent to Hal Ramaley Memorial Park.
 - Staff and proponent discussion evolved to a draft development agreement that was reviewed by City attorney staff who identified the election requirement

BACKGROUND

- **Staff discussion**
 - **Comprehensive planning and downtown development**
 - **Hotel or similar project to bring visitors and potential customers to downtown businesses**
 - **Economic development**
 - **A hotel/conference center project will kickstart revitalization of downtown area similar to projects in Anacortes**

BACKGROUND

- Draft Development Agreement reviewed by Legal Staff
 - Requirement for an election for any transfer of park designated land

BACKGROUND

- **Standalone ordinance revision was introduced to City Council on May 21**
 - **Public Hearing held**
 - **The public was able to comment on the proposal and the topic of the specific project was brought up**
 - **Written comments received**
 - **Staff relayed concerns about election requirement**
 - **Council discussion**

BACKGROUND

- July 9, Staff asked for continuance of item
 - Related ordinance to specific project
 - Public Hearing held
 - The public was able to comment on the proposal and the topic of the specific project was brought up
 - Written comments received

BACKGROUND

- Staff discussion and drafting of options for moving forward
 - Address concerns and Council discussion:
 - Removal of election requirement
 - Donations and deed statements
 - Potential of having a 1 for 1 standard for any park land disposal
 - Environmental standards
 - Park land per capita concerns
 - Relocation/expansion of food forest

BACKGROUND

- Staff discussion and drafting of options for moving forward
 - Additional considerations beyond Hal Ramaley Memorial Park

BACKGROUND

- **Options for OHMC 1.30.010:**
 - **1. Change ordinance to draft presented on May 21 – Council approves draft change to OHMC 1.30.010, removing the standard for an election to transfer park lands.**

BACKGROUND

- **Options for OHMC 1.30.010:**
 - **2. Change ordinance to require a 1:1 ratio of land in a land swap situation, and leave the requirement to have an election if park lands are to be sold outright, or traded in a less favorable ratio to the City.**

BACKGROUND

- **Options for OHMC 1.30.010:**
 - **3. Change ordinance to require an election only in case of a land swap, sale or other transfer over a certain acreage or square footage of City land given.**

BACKGROUND

- **Options for OHMC 1.30.010:**
 - **4. Change ordinance to allow for land swaps or transfers based on value given and received being equal or in favor of the City, and all others still requiring an election.**

BACKGROUND

- **Options for OHMC 1.30.010:**
 - **5. No change to existing OHMC 1.30.010 – Council declines to make changes to code, existing code remains in effect and elections are required to dispose of designated park lands.**

RECOMMENDATION

- Consider options presented and direct staff to prepare final draft of ordinance with any desired changes to be presented at public hearing on August 13.