



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 August 23, 2023 at 2:00 to discuss the following agenda items. This meeting will be held in the Council Chambers, 865 SE Barrington Drive .

DATED this 18th day of August, 2023 .

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. Council may elect disposition of any item noted for possible action at a workshop meeting. Public comment is not normally allowed at workshop meetings, although Council may allow, or request participation.

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

WORKSHOP MEETING
AUGUST 23, 2023 CITY COUNCIL AGENDA AT 2:00 PM

- 2:00 P.M. MAYOR**
a. RECEIPT OF OUTSTANDING TREATMENT PLANT AWARD FOR 2022
- 2:15 P.M. PARKS AND RECREATION**
a. MARINA RATE AND FEES UPDATE
- 3:00 P.M. HUMAN RESOURCES**
a. COMPENSATION & CLASSIFICATION STUDY UPDATE FOR NON-REPRESENTED EMPLOYEES
- 3:45 P.M. POLICE DEPARTMENT**
a. POLICE DEPARTMENT OPIOID PRESENTATION
- 4:15 P.M. ADMINISTRATION**
a. CITY ADMINISTRATOR'S MONTHLY REPORT
- 4:30 P.M. CITY COUNCIL**

City of Oak Harbor
City Council
Workshop Agenda Bill

Date: August 23, 2023

Subject: a. Receipt of Outstanding
Treatment Plant Award for
2022

FROM: Jack Robinson, Clean Water Facility Supervisor and Steve Schuller, Public Works Director

SUMMARY STATEMENT

This was received from the Department of Ecology:

"The Washington State Department of Ecology would like to congratulate the City of Oak Harbor on receiving a 2022 Wastewater Treatment Plant **Outstanding Performance Award** for the staff's continued high performance in the operation of your treatment plant (also known as the Clean Water Facility).

Oak Harbor has a great record as one of the top municipal wastewater treatment plants in Washington based on effluent limits and overall environmental compliance. Ecology would like to commend the team for their perseverance, dedication, and award-winning efforts. It takes pronounced focus and teamwork to operate and maintain a treatment plant in top-running order.

Please present the enclosed plaque to the staff at the City of Oak Harbor. Thank you for the excellent service you and your Public Works staff provide to your community and to the waters of Washington State."

ATTACHMENTS

1. [Washington State Department of Ecology Plaque Transmittal Letter](#)



STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

Northwest Region Office

PO Box 330316, Shoreline, WA 98133-9716 • 206-594-0000

August 4, 2023

The Honorable Robert Severns
City of Oak Harbor
865 SE Barrington Drive
Oak Harbor, WA 98273

Re: Outstanding Wastewater Treatment Plant Award for the Oak Harbor Sewage Treatment Plant under National Pollutant Discharge Elimination System (NPDES) Permit #WA0020567
Plaque Transmittal Letter

The Honorable Robert Severns:

The Department of Ecology's Northwest Region Office (NWRO) would like to congratulate the City of Oak Harbor on receiving a 2022 Wastewater Treatment Plant Outstanding Performance Award for the staff's continued high performance in the operation of your treatment facility.

The Oak Harbor Sewage Treatment Plant has a great record as one of the top municipal wastewater treatment plants in Washington based on effluent limits, submittals, and overall plant compliance. Ecology would like to commend the team for the Oak Harbor Sewage Treatment Plant for their perseverance, dedication, and award-winning efforts. It takes pronounced effort and teamwork to operate and maintain a wastewater treatment plant in top-running order.

Please present the enclosed plaque to the operating staff of the Oak Harbor Sewage Treatment Plant.

Thank you for the excellent service your treatment plant operators provide to your community and the waters of Washington.

Sincerely,

Rachel McCrea

Water Quality Section Manager
Northwest Region Office

Encl. 2022 Outstanding Wastewater Treatment Plant Award plaque

ecc: Jack Robinson, Plant Supervisor, w/o enclosure
Steve BeBee, Operations Manager, w/o enclosure
Greg Lipnickey, QEP, Ecology NWRO Water Quality Compliance Specialist
Israel Solomon, Ecology NWRO Water Quality Permit Manager

City of Oak Harbor
City Council
Workshop Agenda Bill

Date: August 23, 2023
Subject: a. Marina Rate and Fees Update

FROM: Chris Sublet, Harbormaster Marina

SUMMARY STATEMENT

This discussion is a continuation from the June 28, 2023, City Council Workshop. At that meeting, Paul Sorenson from BST & Associates presented the findings of his Oak Harbor Marina Rate Study. Staff then presented and introduced 4 Oak Harbor Marina rate options.

The Marina Advisory Committee (MAC) spent several months reviewing and discussing the marina rates in conjunction with the Marina Rate Study (attachment 1) completed by BST & Associates.

The rate study includes a survey of several Puget Sound marinas and compared the current Oak Harbor Marina rates to the average, median and 90 percentile prices of similar services in the surveyed marinas. The rate study has revealed that the Oak Harbor Marina rates are:

- 32% - 42% less than the median prices
- 41% - 53% less than the average prices
- 75% - 102% less than the 90th percentile

The biggest discrepancies are in the 50' – 59' open moorage categories where the current rates were at 50% - 102% less than the average, median, and 90th percentile prices.

Based on the location, age of the marina and the fact that the marina is a City owned marina, BST & Associates recommends that the marina bring the rates up to the 2023 “median” price point (attachment 2). They also recommended a 5-year rate schedule. Staff recommends that the rates be brought up to the current 2023 median price point with a 3-year rate schedule. The 3-year rate schedule is based on the dredge bond being paid off in 3 years plus the current dredge and reconfiguration efforts that are underway (cost estimate is to be determined).

It should be noted that BST & Associates briefed the Marina Advisory Committee (MAC) at the April and May meetings on his findings. The MAC also discussed the rate study and a rate increase at the June MAC meeting. A motion was made to recommend that the rates be increased as per the Rate Study, and it was seconded. The motion failed with a tied vote, 2 for (Mr. Hulett & Mr. Skubi) and 2 against (Mr. Jones & Mr. Bradley) vote. Mr. Adams was absent and did not vote.

The MAC also discussed this at a special meeting on June 14, 2023. The MAC once again reviewed the BST & Associates proposal as well as new proposals from Mr. Bradley (attachment 3), Mr. Skubi (attachment 4) and Mr. Jones (attachment 5). Mr. Skubi made a recommendation to adopt Mr. Bradley’s rate proposal and the Other Services Charges & Fees as per the BST recommendations and it was seconded and passed unanimously.

The table below provides information on each of the rate increase proposals. A rate option comparison spreadsheet has also been created (attachment 6).

Proposal By	Proposal	Pros & Cons
BST & Associates <i>Staff Recommendation</i>	<ul style="list-style-type: none"> • Move all rates to the 2023 “Median” price point for the Puget Sound at the end of 3 years. • The percentage increases are based on the length of the boat. • The largest increases are in the 40’ and up size categories. 	<ul style="list-style-type: none"> • Maximizes the yearly moorage revenue. • Keeps the marina under the average Puget Sound moorage prices. • Brings all size categories up to the 2023 median Puget Sound moorage prices.
Mr. Ryan Bradley <i>Marina Advisory Committee Recommendation</i>	<ul style="list-style-type: none"> • Spreads the increases out more evenly amongst all size categories. • Increases the small boats percentage increase and reduces the large boat percentage increases. 	<ul style="list-style-type: none"> • Does not fully maximize the yearly moorage revenue. • Increases the rates of the smaller boats which have higher vacancy rates. • Does not bring all size categories up to the median Puget Sound moorage prices. • May not be as fair and equitable since the smaller boats will be absorbing some of the large boat percentage increases.
Mr. Byron Skubi	<ul style="list-style-type: none"> • Increase all boat sizes by 7.5% 	<ul style="list-style-type: none"> • Does not optimize moorage revenue. • Keeps the marina prices far below the median Puget Sound moorage prices.
Mr. JJ Jones	<ul style="list-style-type: none"> • Increase all boat sizes by 5% in 2023 & 2024 and then 7% in 2025. 	<ul style="list-style-type: none"> • Does not optimize moorage revenue. • Keeps the marina prices far below the median Puget Sound moorage prices.

It should be noted that the current 2x summer rate schedule for extended guest moorage will be discontinued as part of all the proposed rate plans.

This item has been placed on this workshop agenda to give staff and Council an opportunity to discuss the topic and determine which of the 4 options they would prefer to have added to the September 19, 2023, City Council meeting agenda for consideration.

ATTACHMENTS

1. [Attachment 1 OH Marina Rate Study 5_8_2023 final](#)
2. [Attachment 2 BST Proposed Rate Increase Spreadsheet](#)
3. [Attachment 3 Mr. Bradley Proposed Rate Increase Spreadsheet](#)
4. [Attachment 4 Byron Skubi Marina Rate Increase Email](#)
5. [Attachment 5 Mr. Jones Proposed Rate Increase Spreadsheet](#)
6. [Attachment 6 Proposed Marina Rates Comparison](#)
7. [Attachment 7 Oak Harbor Marina 2023 Rate Increase CC Workshop](#)

Oak Harbor Marina Rate Study

Findings

MAY 8, 2023

BST Associates
Market Research & Strategic Planning

Scope of Services

The scope of services for the Oak Harbor Marina Rate Study includes the following elements:

- Review rates for Oak Harbor including:
 - All rates currently charged at the OH marina for all services and,
 - Rates charged at other comparable marinas that are not charged at Oak Harbor.
 - Compare competitive rates with Oak Harbor,
 - Assess rate increase impacts on occupancy,
 - Prepare a rate schedule for 2023 through 2027 (5-year plan),
- Present analysis to MAC, and two presentations to City Council.

Methodology

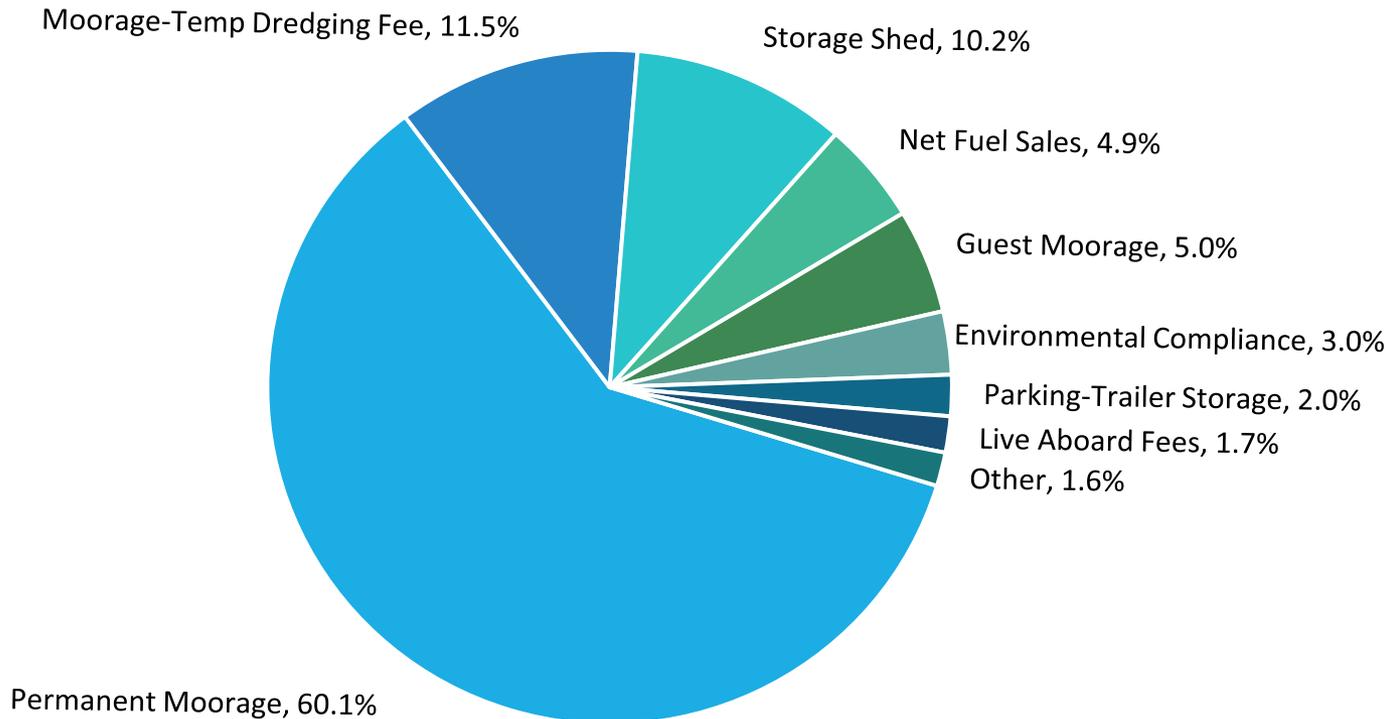
Oak Harbor Marina is not sustainable with existing rates.

The goal of this effort is to review and adjust rates based on comparable marinas.

Process:

- Compare existing rates with comparable marinas
 - Average
 - Median
 - 90th percentile
- Develop a 5-year rate schedule (2023-2027)

OH Marina Cost Recovery Share of Revenue by Type



Oak Harbor marina revenue streams need to increase for all revenue categories (key categories are included above – average 2018-2022). The rate analysis takes this into account.

Oak Harbor Marina Dredge Fee

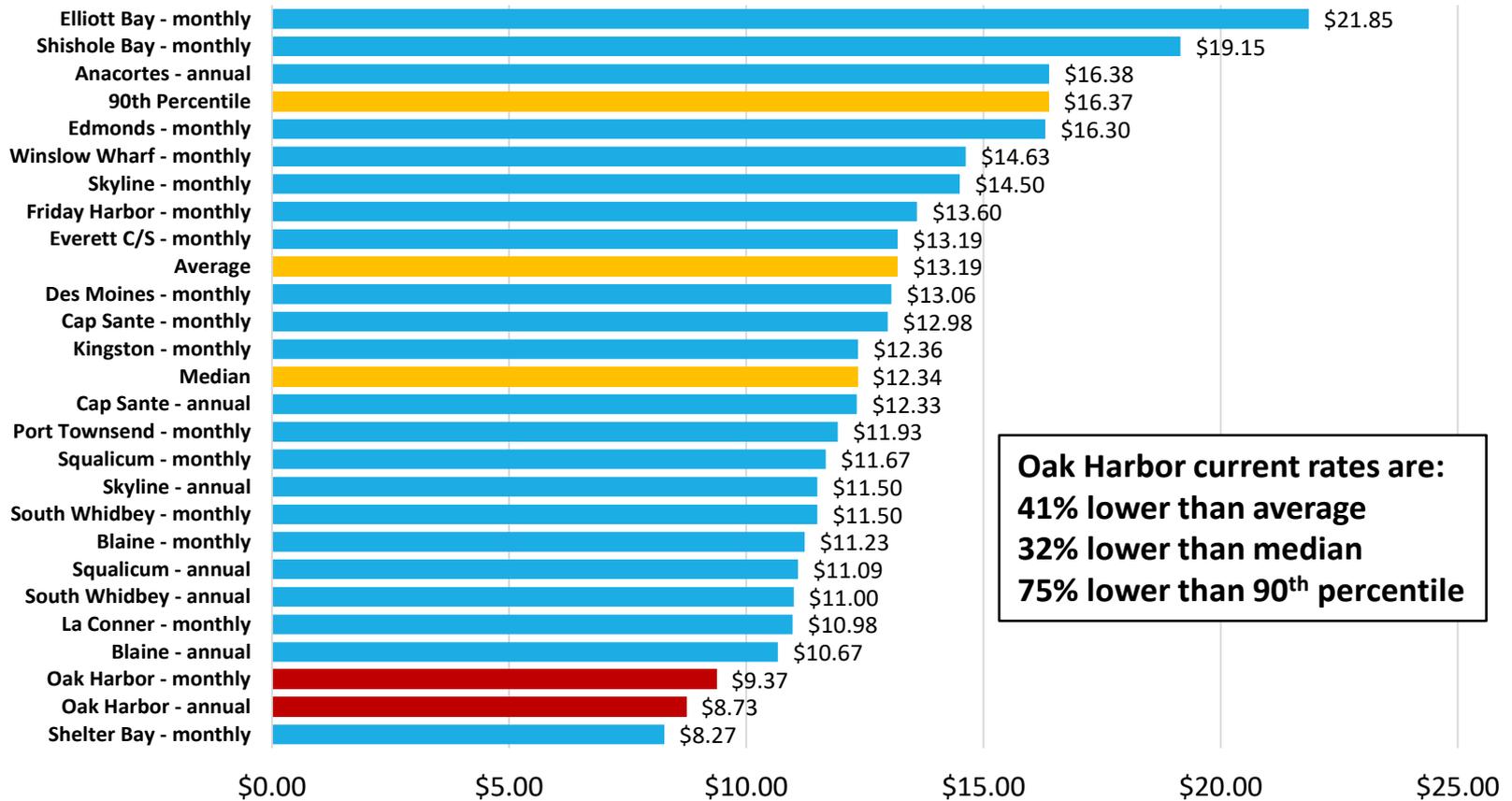
The dredge fee started in October 2010 and is \$1.03 per foot per boat, based on the size of the slip or boat (whichever was greater). The City refinanced the dredge bond in 2021, and these are the projected dredge fees moving forward.

Increasing interest rates will likely impact the schedule.

	Rate Per Foot	32 Foot (plus tax)	Additional Funds Generated	Reserves Used
Original	\$1.03	\$37.19	\$0.00	\$157,000
Feb. 1, 2022	\$1.31	\$47.39	\$39,250	\$117,750
January 1, 2023*	\$1.60	\$57.59	\$78,500	\$78,500
January 1, 2024*	\$1.88	\$67.79	\$117,750	\$39,500
January 1, 2025*	\$2.16	\$78.00	\$157,000	\$0.00
Total Reserves Used				\$392,750

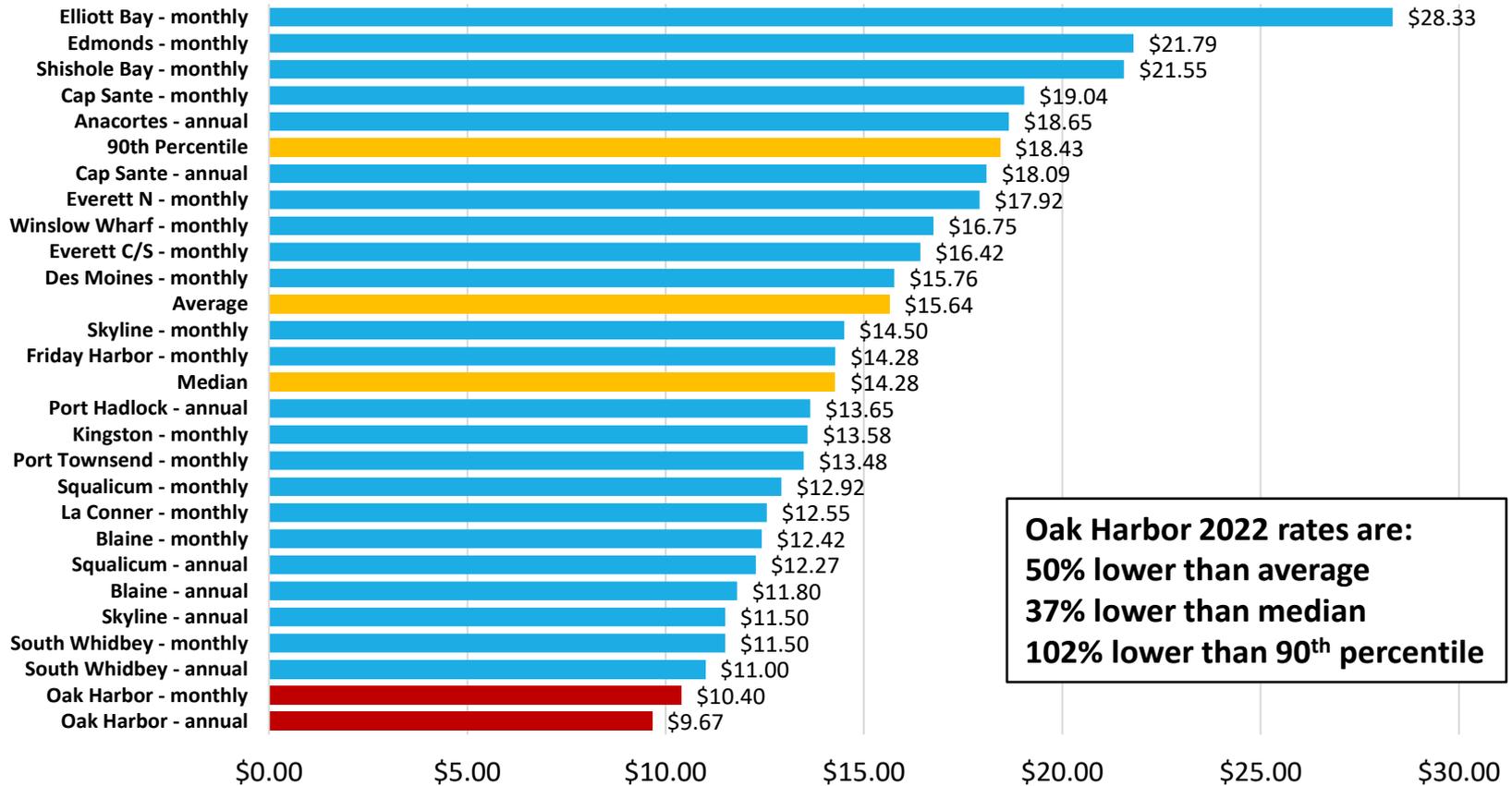
Rate Comparison

35' to 38' Open Slips



Rate Comparison

50' to 59' Open Slips



Oak Harbor 2022 rates are:
50% lower than average
37% lower than median
102% lower than 90th percentile

Open Slips Rate Comparison

Rate Basis	26' or less	27' to 30'	31' to 34'	35' to 38'	40' to 48'	50' to 59'	60' and above
Average	\$11.07	\$11.60	\$12.74	\$13.19	\$14.13	\$15.64	\$17.41
Median	\$10.48	\$11.21	\$11.83	\$12.34	\$13.37	\$14.28	\$14.90
90th percentile	\$14.18	\$14.50	\$16.28	\$16.37	\$17.86	\$21.05	\$24.22
<i>OH - rate differential</i>							
Average	29%	26%	43%	41%	50%	50%	62%
Median	22%	21%	33%	32%	42%	37%	38%
90th percentile	66%	57%	83%	75%	90%	102%	125%
Oak Harbor - monthly	\$8.56	\$9.23	\$8.92	\$9.37	\$9.40	\$10.40	\$10.76
Oak Harbor - annual		\$8.46	\$8.56	\$8.73	\$8.77	\$9.67	\$10.00

Oak Harbor moorage rates for open slips are significantly below comparative marinas, based on the required increase to reach comparable rates:

- Average rate comparison ranges from -29% to -62%.
- Median rate comparison ranges from -22% to -42%.
- 90th Percentile rate comparison ranges from -57% to -102%.

Open Slips Rate Schedule

Proposed (all in rates, include rate, dredge fee and tax)

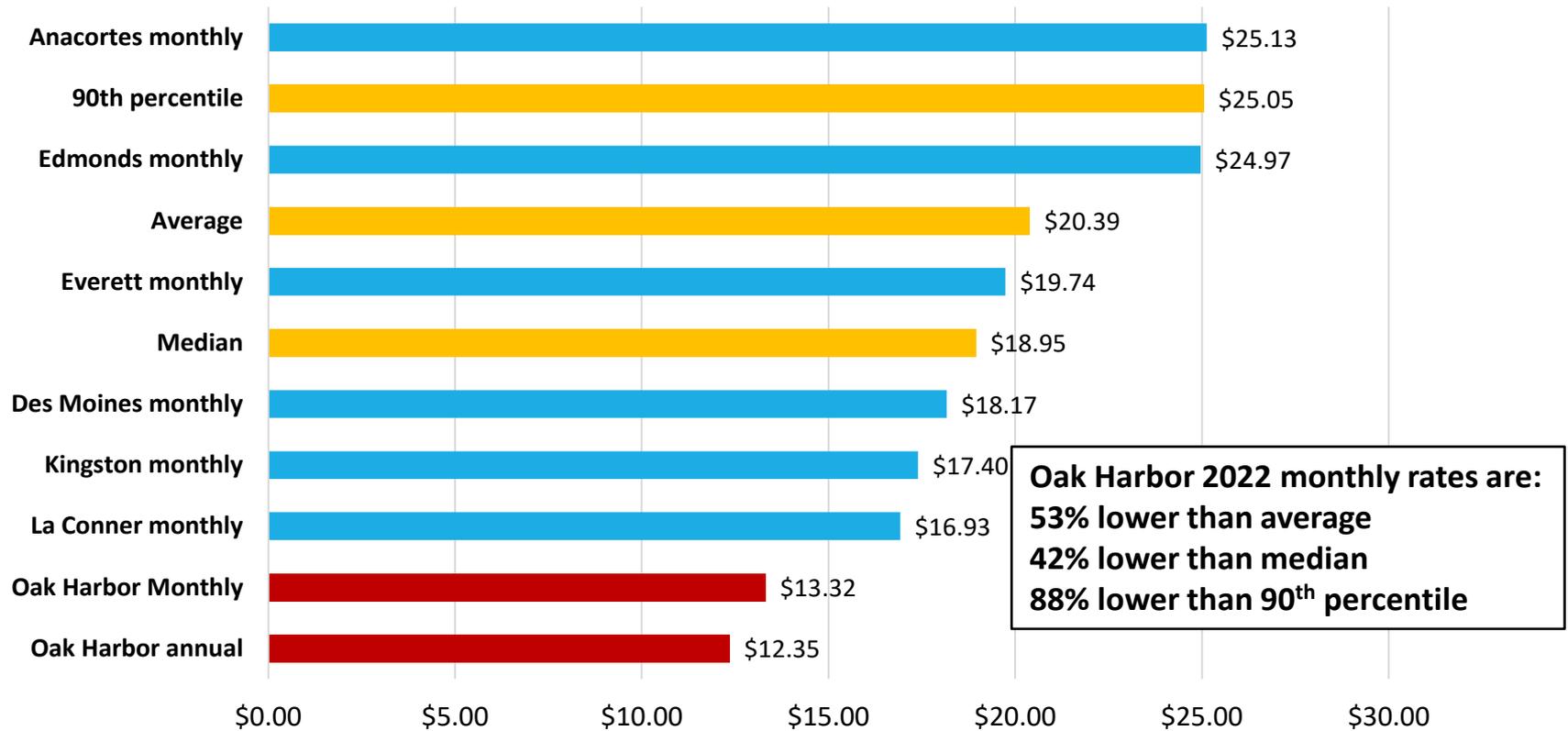
Open Slips	2022	2023	2024	2025	2026	2027
26' or less	\$8.56	\$9.20	\$9.89	\$10.63	\$11.16	\$11.72
27' to 30'	\$9.23	\$9.89	\$10.59	\$11.35	\$11.92	\$12.51
31' to 34'	\$8.92	\$9.89	\$10.97	\$12.16	\$12.77	\$13.41
35' to 38'	\$9.37	\$10.36	\$11.46	\$12.67	\$13.30	\$13.97
40' to 48'	\$9.40	\$10.72	\$12.24	\$13.96	\$14.66	\$15.39
50' to 59'	\$10.40	\$11.69	\$13.15	\$14.78	\$15.52	\$16.30
60' and above	\$10.76	\$12.14	\$13.70	\$15.46	\$16.23	\$17.04
Annual increase						
26' or less		7.5%	7.5%	7.5%	5.0%	5.0%
27' to 30'		7.1%	7.1%	7.1%	5.0%	5.0%
31' to 34'		10.9%	10.9%	10.9%	5.0%	5.0%
35' to 38'		10.6%	10.6%	10.6%	5.0%	5.0%
40' to 48'		14.1%	14.1%	14.1%	5.0%	5.0%
50' to 59'		12.5%	12.5%	12.5%	5.0%	5.0%
60' and above		12.8%	12.8%	12.8%	5.0%	5.0%

Based on Oak Harbor monthly rates.

Rates increased over three years to reach median 2023 comparable rate by 2025; and a 5% increase 2026-2027.

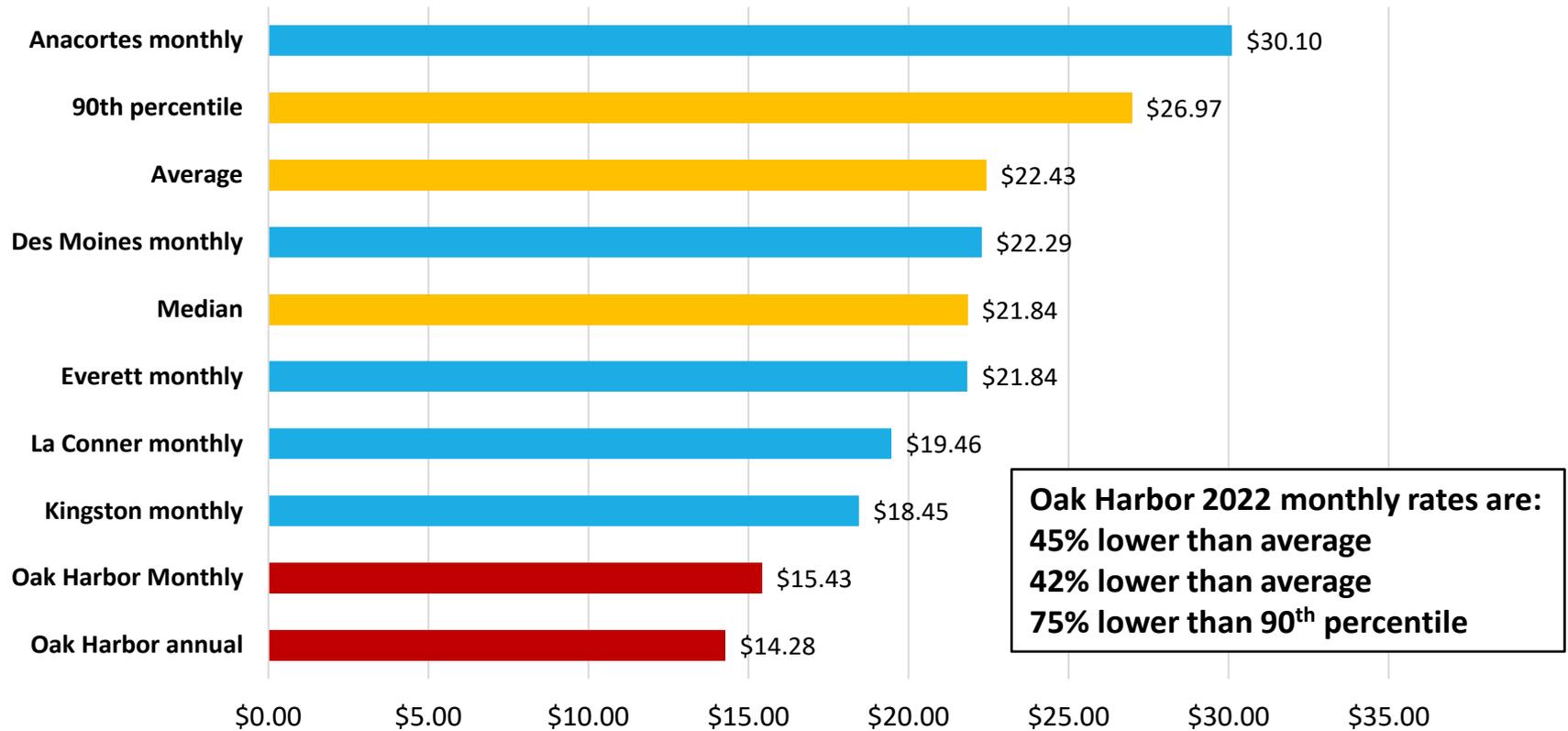
Rate Comparison

35' to 38' Covered Slips



Rate Comparison

50' to 59' Covered Slips



Covered Slips Rate Comparison

Rate Basis	26' or less	27' to 30'	31' to 34'	35' to 38'	40' to 48'	50' to 59'
Average	\$13.79	\$15.31	\$19.17	\$20.39	\$21.89	\$22.43
Median	\$12.13	\$15.04	\$17.55	\$18.95	\$19.96	\$21.84
90th percentile	\$17.17	\$18.09	\$22.85	\$25.05	\$27.79	\$26.97
<i>OH - rate differential</i>						
Average	25%	32%	58%	53%	NM	45%
Median	10%	30%	45%	42%	NM	42%
90th percentile	55%	56%	88%	88%	NM	75%
Oak Harbor - monthly	\$11.05	\$11.57	\$12.13	\$13.32	a	\$15.43
Oak Harbor - annual		\$10.76	\$11.26	\$12.35	a	\$14.28
Oak Harbor - lowest	\$11.05	\$10.76	\$11.26	\$12.35	a	\$14.28

Oak Harbor moorage rates for covered slips are significantly below comparative marinas based on the required increase to reach comparable rates:

- Average rate comparison ranges from -25% to -58%.
- Median rate comparison ranges from -10% to -45%.
- 90th Percentile rate comparison ranges from -55% to -88%.

Covered Slips Rate Schedule

Proposed (all in rates, include rate, dredge fee and tax)

Covered Slips	2022	2023	2024	2025	2026	2027
26' or less	\$11.05	\$12.13	\$12.73	\$13.37	\$14.04	\$14.74
27' to 30'	\$11.57	\$12.73	\$14.00	\$15.39	\$16.16	\$16.97
31' to 34'	\$12.13	\$13.94	\$16.01	\$18.40	\$19.32	\$20.29
35' to 38'	\$13.32	\$15.20	\$17.34	\$19.78	\$20.77	\$21.81
50' to 59'	\$15.43	\$17.56	\$20.00	\$22.77	\$23.91	\$25.10
Annual increase						
26' or less		10%	5%	5%	5%	5%
27' to 30'		10%	10%	10%	5%	5%
31' to 34'		15%	15%	15%	5%	5%
35' to 38'		14%	14%	14%	5%	5%
50' to 59'		14%	14%	14%	5%	5%

Based on Oak Harbor monthly rates.

Rates increased over three years to reach 2023 median comparable rate (2023-2025).

5% increase 2026-2027.

Annual Rates

Oak Harbor currently offers a discount of 8% for annual pre-payment.

Some other marinas also allow a pre-pay discount:

- South Whidbey: 4% discount
- Cap Sante, Blaine, and Squalicum: 5% discount

Most marinas do not offer a discount.

Elliott Bay Marina had a 10% discount for annual customers, but that has been eliminated.

Recommend Oak Harbor reduce discount to 5%.

Small Boat Moorage/Storage

Small Boat Contract (Covered and Uncovered) 26' or less from September 1 to May 31 includes trailer parking during these months.

Generated \$16,000 to \$26,000 per year over the last five years.

Rate is set at \$55/month, which is approximately:

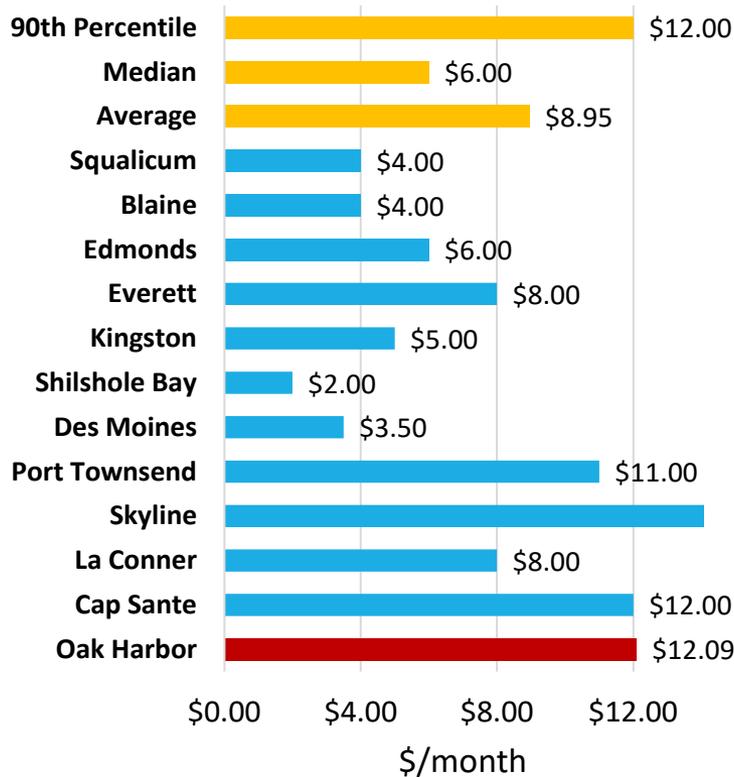
- \$2.20 for the boat, or
- \$1.83 for the trailer

Small boats are the most impacted by rate increases.

Recommendation:

- 3% per year rate increase

Electric Fee per Month



Oak Harbor – 2022 rate is \$12.09/month

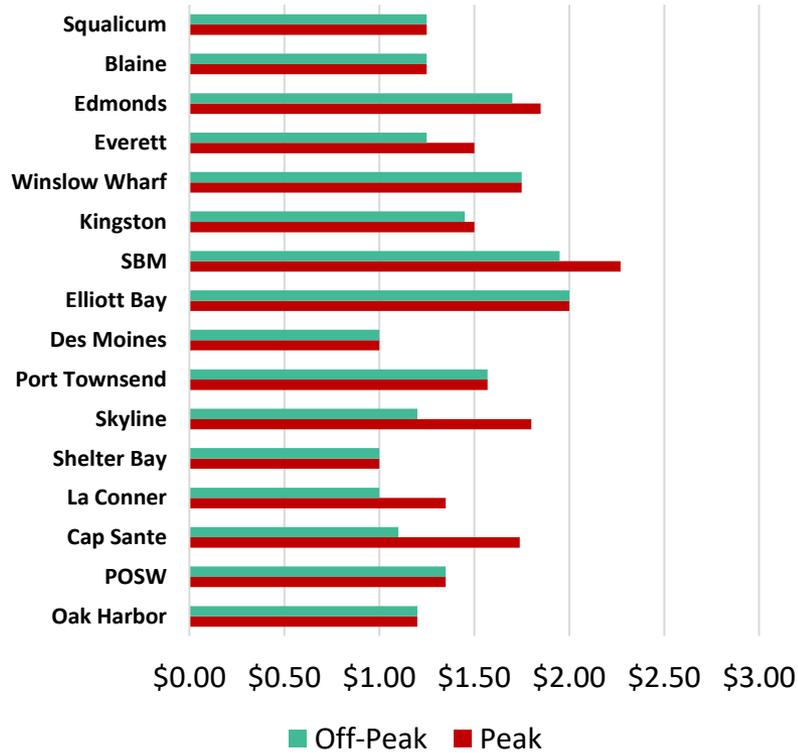
Discussion:

- Oak Harbor is higher than other marinas
- Fee should be linked to cost of service and replacement costs (which are substantial)
- Recommendation:
 - Increase at 5%/yr.

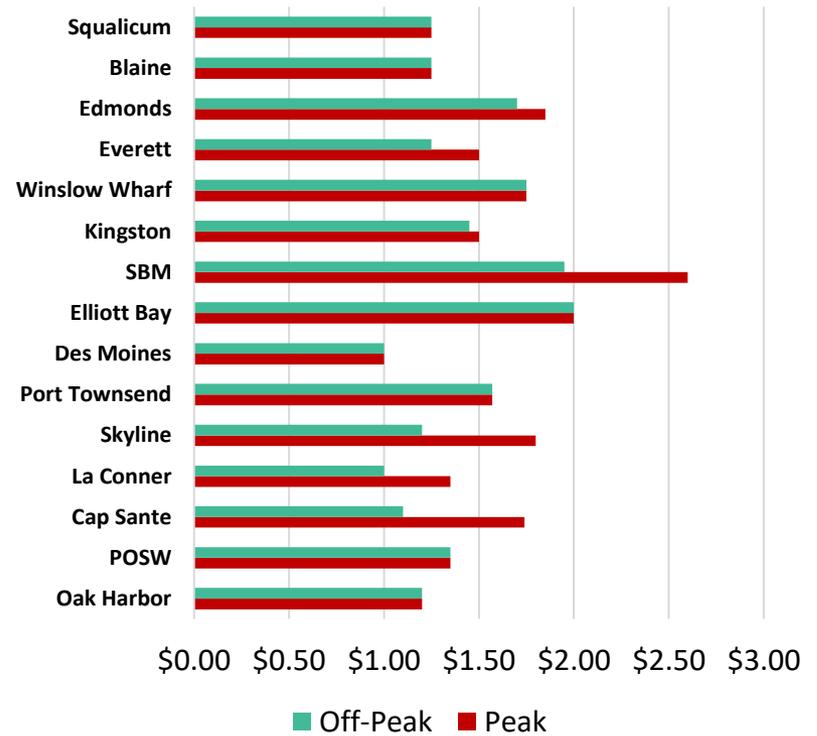
Electric	2022	2023	2024	2025	2026	2027
fee/month	\$12.09	\$12.69	\$13.33	\$14.00	\$14.70	\$15.43
Increase		5.0%	5.0%	5.0%	5.0%	5.0%

Transient Moorage

30-FOOT BOAT



50-FOOT BOAT



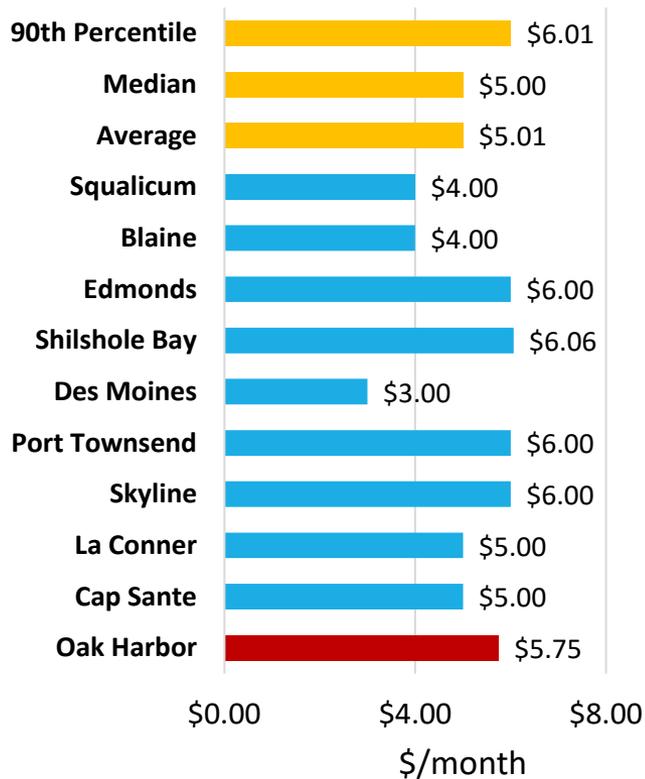
Transient Moorage

Transient moorage is generally charged on the basis of:

- Peak vs off-peak season
- Length of boat
- Some marinas differentiate by:
 - Weekday vs weekend,
 - Special holidays,
 - Special rates per hour (usually 2-6 hour periods), etc.
- Oak Harbor currently charges a flat rate of \$1.20 per foot per night
- Recommendation:
 - \$1.25/ft off-peak and \$1.50/ft peak seasons, slightly below median comps.
 - Grow at 3% per year in out years.

Transient Moorage	30-foot		50-foot	
	Peak	Off-Peak	Peak	Off-Peak
Oak Harbor	\$1.20	\$1.20	\$1.20	\$1.20
Average	\$1.58	\$1.42	\$1.61	\$1.42
Median	\$1.54	\$1.30	\$1.54	\$1.30
90th Percentile	\$1.96	\$1.89	\$1.96	\$1.89

Electric Fee per night



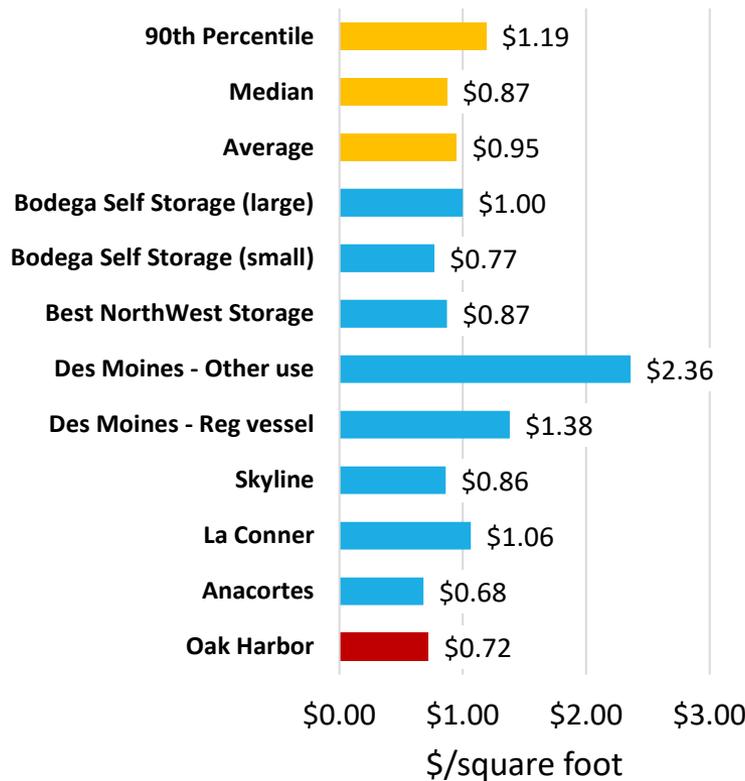
Oak Harbor – 2022 rate is \$5.75/night

Discussion:

- Oak Harbor near high end of monthly electric fee
- Fee should be linked to cost of service and replacement costs (which are substantial)
- Recommendation:
 - Increase at 5%/yr.

Electric	2022	2023	2024	2025	2026	2027
fee/night	\$5.75	\$6.04	\$6.34	\$6.66	\$6.99	\$7.34
Increase		5.0%	5.0%	5.0%	5.0%	5.0%

Storage Sheds



Oak Harbor – 2022 rate is \$180.47

- \$0.72 per Sqft

Discussion:

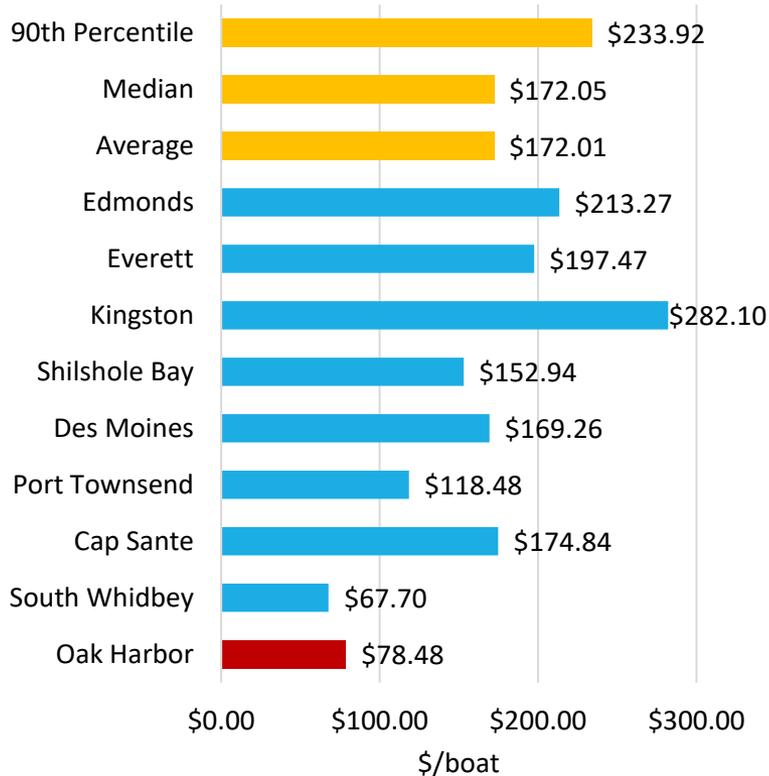
- Oak Harbor less than private storage operations in Oak Harbor and most other marinas
- Des Moines distinguishes between use by boats and other uses

Recommendation:

- Use median for 2023 (\$0.87/Sqft, 5%/yr after

Sheds	2022	2023	2024	2025	2026	2027
\$/sqft	\$0.72	\$0.87	\$0.92	\$0.96	\$1.01	\$1.06
\$/mo	\$180.47	\$218.06	\$228.96	\$240.41	\$252.43	\$265.05
Increase		20.8%	5.0%	5.0%	5.0%	5.0%

Liveaboard Fee



Oak Harbor – 2022 rate is \$78.48 per boat

Discussion:

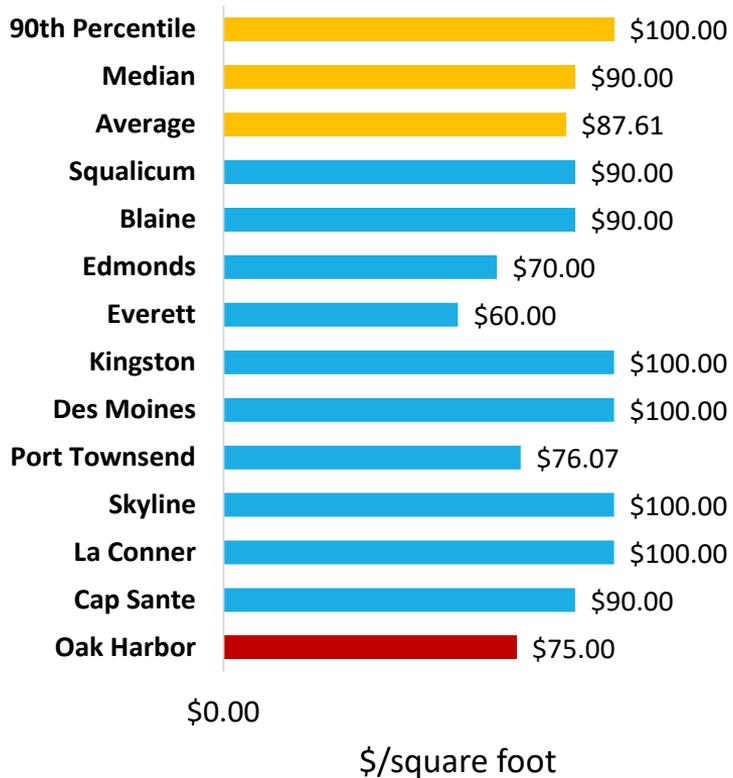
- Oak Harbor is at low end of comps.
 - 119% increase required to reach median comp.
- Cap Sante charges 15% above moorage rate, minimum 32 feet (average of smallest and largest is shown)
- Several marinas do not allow liveaboards (La Conner, Blaine, Squalicum et al.)

Recommendation:

- 30% increase in 2023, 15% 2024, 10%/yr after; median not reached by 2025

Liveaboard	2022	2023	2024	2025	2026	2027
\$/mo	\$78.48	\$102.02	\$117.33	\$129.06	\$141.97	\$156.16
Increase		30.0%	15.0%	10.0%	10.0%	10.0%

Hourly Rate (Marina Staff)



Oak Harbor – 2022 rate is \$75.00/hr.

Discussion:

- Oak Harbor less than most other marinas
- Some marinas charge a minimum of two hours time
- Recommendation:
- Use median for 2023, 5%/yr. after

Hourly Rate	2022	2023	2024	2025	2026	2027
\$/hour	\$75.00	\$90.00	\$94.50	\$99.23	\$104.19	\$109.40
Increase		20.0%	5.0%	5.0%	5.0%	5.0%

Fuel

DISCOUNT FOR VOLUME

- Oak Harbor offers:
 - \$0.05 per gallon savings for volume over 100 gallons,
 - \$0.20 per gallon off for guest moorage (limit to first night)
- Other marinas offer a discount of \$0.03/gal to \$0.10/gal.
- Edmonds offers \$.010 per gallon for tenants using a port fuel card after receiving training; no other discounts available.
- Oak Harbor is in the middle of the pack
- Recommendation:
 - Keep discount at current level,
 - Adjust over time as needed.

MARGIN ON FUEL

- Oak Harbor should increase the margin on fuel:
- Definition: $(\text{Gross sales} - \text{Cost of goods sold}) \div \text{COGS} = \text{margin}$
 - Oak Harbor averaged 18% during past five years
 - Other marinas average 26% to 32%
 - Recommendation:
 - Oak Harbor raise margin to 26% in 2023
 - Keep at 26% in out years and review how sales are impacted, adjust accordingly

Other Fees

Environmental fees

- Oak Harbor at \$8.21 per month, growing at 3% per year from 2019 to 2022
- Other marinas range from \$3/mo. to \$13/mo.
- Recommendation:
 - Increase rate at 3% per year for next 5 years

Gate cards & fobs

- Oak Harbor at \$11.90 for gate key, \$17.87 for fobs
- Other marinas range from \$10 to \$20.
- Recommendation:
 - Increase rate at 3% per year for next 5 years

Towing

- Oak Harbor at \$168.84 (2 staff)
- Other marinas range from \$100 to \$260 per month.
- Some marinas only tow in the basin.
- Recommendation:
 - Increase rate at 3% per year for next 5 years

Other Fees

Kayak Storage

- Oak Harbor no fee
- Other marinas range from \$10 to \$48 per month.
- Recommendation:
 - Establish rate at \$10; Increase rate at 3% per year for next 5 years

Dinghy Storage

- Oak Harbor no fee
- Other marinas range from \$9 to \$10 per month.
- Recommendation:
 - Establish rate at \$10; Increase rate at 3% per year for next 5 years

Late fee charge

- Oak Harbor at 7%
- Other marinas range from \$10 to \$20.
- Recommendation:
 - Increase rate at 3% per year for next 5 years

Marina Comps

COVERED

- | County | Marina |
|---------------|---------------|
| ◦ Skagit | Anacortes |
| ◦ King | Des Moines |
| ◦ Snohomish | Edmonds |
| ◦ Snohomish | Everett C/S |
| ◦ Kitsap | Kingston |
| ◦ Skagit | La Conner |

OPEN

- | County | Marina |
|---------------|-----------------------|
| Skagit | Anacortes |
| Whatcom | Blaine Harbor |
| Skagit | Cap Sante |
| King | Des Moines |
| Snohomish | Edmonds |
| King | Elliott Bay |
| Snohomish | Everett C/S |
| Snohomish | Everett N |
| San Juan | Friday Harbor |
| Kitsap | Kingston |
| Skagit | La Conner |
| Jefferson | Port Hadlock |
| Jefferson | Port Townsend BH |
| Skagit | Shelter Bay (non-res) |
| King | Shilshole Bay |
| Whatcom | Squalicum Harbor |
| Kitsap | Winslow Wharf |

Questions?

Paul Sorensen
BST Associates
PO Box 2224
Anacortes, WA 98221
bstassoc@seanet.com
(425) 486-7722

**BST Proposed Uncovered Monthly Moorage Rates
2023 - 2025**

2023											
	Moorage	SLT	EV Comp	Dredge	SLT	Total	2022	\$ Increase		Target %	Target Rate
24	\$150.11	\$19.27	\$8.46	\$38.40	\$4.93	\$221.18	\$205.75	\$15.43		7.5%	\$221.18
28	\$189.10	\$24.28	\$8.46	\$44.80	\$5.75	\$272.39	\$254.33	\$18.06		7.1%	\$272.39
32	\$230.45	\$29.59	\$8.46	\$51.20	\$6.57	\$326.27	\$294.20	\$32.07		10.9%	\$326.27
36	\$265.57	\$34.10	\$8.46	\$57.60	\$7.40	\$373.13	\$337.37	\$35.76		10.6%	\$373.13
40	\$313.09	\$40.23	\$8.46	\$64.00	\$8.22	\$434.00	\$380.37	\$53.63		14.1%	\$434.00
50	\$431.23	\$55.37	\$8.46	\$80.00	\$10.27	\$585.33	\$520.29	\$65.04		12.5%	\$585.33
60	\$542.26	\$69.63	\$8.46	\$96.00	\$12.33	\$728.67	\$645.98	\$82.69		12.8%	\$728.67
2024											
	Moorage	SLT	EV Comp	Dredge	SLT	Total	2023	\$ Increase		Target %	Target Rate
24	\$157.86	\$20.27	\$8.71	\$45.12	\$5.79	\$237.76	\$221.18	\$16.58		7.5%	\$237.76
28	\$198.17	\$25.45	\$8.71	\$52.64	\$6.76	\$291.72	\$272.39	\$19.34		7.1%	\$291.72
32	\$252.78	\$32.46	\$8.71	\$60.16	\$7.72	\$361.83	\$326.27	\$35.56		10.9%	\$361.83
36	\$290.32	\$37.28	\$8.71	\$67.68	\$8.69	\$412.68	\$373.13	\$39.55		10.6%	\$412.68
40	\$355.92	\$45.70	\$8.71	\$75.20	\$9.66	\$495.19	\$434.00	\$61.19		14.1%	\$495.19
50	\$481.84	\$61.87	\$8.71	\$94.00	\$12.07	\$658.49	\$585.33	\$73.16		12.5%	\$658.49
60	\$607.89	\$78.05	\$8.71	\$112.80	\$14.48	\$821.94	\$728.67	\$93.27		12.8%	\$821.94
2025											
	Moorage	SLT	EV Comp	Dredge	SLT	Total	2024	\$ Increase		Target %	Target Rate
24	\$166.72	\$21.41	\$8.97	\$51.84	\$6.66	\$255.59	\$237.76	\$17.84		7.5%	\$255.59
28	\$208.46	\$26.77	\$8.97	\$60.48	\$7.77	\$312.44	\$291.72	\$20.71		7.1%	\$312.44
32	\$278.54	\$35.76	\$8.97	\$69.12	\$8.88	\$401.27	\$361.83	\$39.44		10.9%	\$401.27
36	\$318.77	\$40.93	\$8.97	\$77.76	\$9.98	\$456.42	\$412.68	\$43.74		10.6%	\$456.42
40	\$406.37	\$52.18	\$8.97	\$86.40	\$11.09	\$565.01	\$495.19	\$69.82		14.1%	\$565.01
50	\$540.55	\$69.41	\$8.97	\$108.00	\$13.87	\$740.80	\$658.49	\$82.30		12.5%	\$740.80
60	\$684.10	\$87.84	\$8.97	\$129.60	\$16.64	\$927.15	\$821.94	\$105.21		12.8%	\$927.15

2023													
	Moorage	SLT	EV Comp	Dredge	SLT	Total	2023 Monthly Rate	Monthly \$ Savings	Yearly \$ Savings	Yearly \$ Amount	Target %	Target Rate	
24	\$140.32	\$18.02	\$8.46	\$38.40	\$4.93	\$210.12	\$221.18	\$11.06	\$132.68	\$2,521.48	5.0%	\$210.12	
28	\$177.03	\$22.73	\$8.46	\$44.80	\$5.75	\$258.77	\$272.39	\$13.62	\$163.40	\$3,105.28	5.0%	\$258.77	
32	\$216.10	\$27.75	\$8.46	\$51.20	\$6.57	\$310.09	\$326.27	\$16.18	\$194.21	\$3,721.03	5.0%	\$310.09	
36	\$249.97	\$32.10	\$8.46	\$57.60	\$7.40	\$355.52	\$373.37	\$17.85	\$214.18	\$4,266.26	5.0%	\$355.52	
40	\$294.23	\$37.78	\$8.46	\$64.00	\$8.22	\$412.68	\$434.00	\$21.32	\$255.80	\$4,952.20	5.0%	\$412.68	
50	\$408.12	\$52.40	\$8.46	\$80.00	\$10.27	\$559.26	\$585.54	\$26.28	\$315.38	\$6,711.10	5.0%	\$559.26	
60	\$510.02	\$65.49	\$8.46	\$96.00	\$12.33	\$692.30	\$728.67	\$36.37	\$436.47	\$8,307.57	5.0%	\$692.30	
2024													
	Moorage	SLT	EV Comp	Dredge	SLT	Total	2024 Monthly Rate	Monthly \$ Savings	Yearly \$ Savings	Yearly \$ Amount	Target %	Target Rate	
24	\$142.69	\$18.32	\$8.71	\$45.12	\$5.79	\$220.63	\$237.76	\$17.13	\$205.53	\$2,647.59	-5.0%	\$220.63	
28	\$180.43	\$23.17	\$8.71	\$52.64	\$6.76	\$271.71	\$291.73	\$20.02	\$240.27	\$3,260.49	-5.0%	\$271.71	
32	\$220.66	\$28.33	\$8.71	\$60.16	\$7.72	\$325.59	\$361.83	\$36.24	\$434.86	\$3,907.10	-5.0%	\$325.59	
36	\$255.42	\$32.80	\$8.71	\$67.68	\$8.69	\$373.30	\$412.68	\$39.38	\$472.62	\$4,479.54	-5.0%	\$373.30	
40	\$301.09	\$38.66	\$8.71	\$75.20	\$9.66	\$433.32	\$495.19	\$61.87	\$742.47	\$5,199.81	-5.0%	\$433.32	
50	\$418.68	\$53.76	\$8.71	\$94.00	\$12.07	\$587.22	\$658.73	\$71.51	\$858.12	\$7,046.64	-5.0%	\$587.22	
60	\$523.68	\$67.24	\$8.71	\$112.80	\$14.48	\$726.91	\$821.91	\$95.00	\$1,139.99	\$8,722.93	-5.0%	\$726.91	
2025													
	Moorage	SLT	EV Comp	Dredge	SLT	Total	2025 Monthly Rate	Monthly \$ Savings	Yearly \$ Savings	Yearly \$ Amount	Target %	Target Rate	
24	\$145.51	\$18.68	\$8.97	\$51.84	\$6.66	\$231.66	\$255.59	\$23.93	\$287.12	\$2,779.96	-5.0%	\$231.66	
28	\$184.40	\$23.68	\$8.97	\$60.48	\$7.77	\$285.29	\$312.44	\$27.15	\$325.76	\$3,423.52	-5.0%	\$285.29	
32	\$225.90	\$29.01	\$8.97	\$69.12	\$8.88	\$341.87	\$401.27	\$59.40	\$712.85	\$4,102.39	-5.0%	\$341.87	
36	\$261.65	\$33.60	\$8.97	\$77.76	\$9.98	\$391.96	\$456.42	\$64.46	\$773.49	\$4,703.55	-5.0%	\$391.96	
40	\$308.86	\$39.66	\$8.97	\$86.40	\$11.09	\$454.98	\$565.01	\$110.03	\$1,320.35	\$5,459.77	-5.0%	\$454.98	
50	\$430.45	\$55.27	\$8.97	\$108.00	\$13.87	\$616.56	\$741.09	\$124.53	\$1,494.39	\$7,398.69	-5.0%	\$616.56	
60	\$538.86	\$69.19	\$8.97	\$129.60	\$16.64	\$763.26	\$927.12	\$163.86	\$1,966.34	\$9,159.10	-5.0%	\$763.26	

**BST Proposed Covered Monthly Moorage Rates
2023 - 2025**

2023												
	Moorage	SLT	EV Comp	Dredge	SLT	Total	2022	\$ Increase	Target %	Target Rate		
24	\$212.83	\$27.33	\$8.46	\$38.40	\$4.93	\$291.95	\$265.41	\$26.54	10%	\$291.95		
28	\$263.88	\$33.88	\$8.46	\$44.80	\$5.75	\$356.77	\$324.34	\$32.43	10%	\$356.77		
32	\$337.08	\$43.28	\$8.46	\$51.20	\$6.57	\$446.60	\$388.35	\$58.25	15%	\$446.60		
36	\$422.28	\$54.22	\$8.46	\$57.60	\$7.40	\$549.96	\$479.79	\$70.17	14%	\$546.96		
50	\$691.88	\$88.84	\$8.46	\$80.00	\$10.27	\$879.45	\$771.45	\$108.00	14%	\$879.45		
2024												
	Moorage	SLT	EV Comp	Dredge	SLT	Total	2023	\$ Increase	Target %	Target Rate		
24	\$218.81	\$28.10	\$8.71	\$45.12	\$5.79	\$306.54	\$291.95	\$14.59	5%	\$306.54		
28	\$288.32	\$37.02	\$8.71	\$52.64	\$5.75	\$392.45	\$356.77	\$35.67	10%	\$392.45		
32	\$387.26	\$49.72	\$8.71	\$60.16	\$7.72	\$513.58	\$446.60	\$66.98	15%	\$513.58		
36	\$480.21	\$61.66	\$8.71	\$67.68	\$8.69	\$626.96	\$549.96	\$77.00	14%	\$626.96		
50	\$786.77	\$101.02	\$8.71	\$94.00	\$12.07	\$1,002.57	\$879.45	\$123.12	14%	\$1,002.57		
2025												
	Moorage	SLT	EV Comp	Dredge	SLT	Total	2024	\$ Increase	Target %	Target Rate		
24	\$225.38	\$28.94	\$8.97	\$51.84	\$6.66	\$321.78	\$306.54	\$15.25	5%	\$321.78		
28	\$315.92	\$40.56	\$8.97	\$60.48	\$5.75	\$431.69	\$392.45	\$39.24	10%	\$431.69		
32	\$446.34	\$57.31	\$8.97	\$69.12	\$8.88	\$590.62	\$513.58	\$77.04	15%	\$590.62		
36	\$547.69	\$70.32	\$8.97	\$77.76	\$9.98	\$714.73	\$626.96	\$87.78	14%	\$714.73		
50	\$896.91	\$115.16	\$8.97	\$108.00	\$13.87	\$1,142.91	\$1,002.57	\$140.34	14%	\$1,142.91		

2023																
	Moorage	SLT	EV Comp	Dredge	SLT	Total	2023 monthly rate	Monthly \$ Savings	Yearly \$ Savings	Yearly \$ Amount	Target %	Target Rate				
24	\$199.89	\$25.67	\$8.46	\$38.40	\$4.93	\$277.35	\$291.95	\$14.60	\$175.24	\$3,328.16	-5.0%	\$277.35				
28	\$248.07	\$31.85	\$8.46	\$44.80	\$5.75	\$338.94	\$356.78	\$17.84	\$214.13	\$4,067.23	-5.0%	\$338.94				
32	\$317.29	\$40.74	\$8.46	\$51.20	\$6.57	\$424.27	\$446.60	\$22.33	\$267.98	\$5,091.22	-5.0%	\$424.27				
36	\$397.92	\$51.09	\$8.46	\$57.60	\$7.40	\$522.47	\$549.97	\$27.50	\$329.95	\$6,269.69	-5.0%	\$522.47				
50	\$652.91	\$83.83	\$8.46	\$80.00	\$10.27	\$835.48	\$879.45	\$43.97	\$527.65	\$10,025.75	-5.0%	\$835.48				
2024																
	Moorage	SLT	EV Comp	Dredge	SLT	Total	2024 monthly rate	Monthly \$ Savings	Yearly \$ Savings	Yearly \$ Amount	Target %	Target Rate				
24	\$205.23	\$26.35	\$8.71	\$45.12	\$5.79	\$291.21	\$306.54	\$15.33	\$184.01	\$3,494.47	-5.0%	\$291.21				
28	\$270.04	\$34.67	\$8.71	\$52.64	\$6.76	\$372.83	\$392.45	\$19.62	\$235.49	\$4,473.91	-5.0%	\$372.83				
32	\$364.51	\$46.80	\$8.71	\$60.16	\$7.72	\$487.90	\$513.58	\$25.68	\$308.11	\$5,854.85	-5.0%	\$487.90				
36	\$452.45	\$58.09	\$8.71	\$67.68	\$8.69	\$595.62	\$626.97	\$31.35	\$376.16	\$7,147.48	-5.0%	\$595.62				
50	\$733.48	\$94.18	\$8.71	\$94.00	\$12.07	\$942.44	\$1,002.57	\$60.13	\$721.54	\$11,309.30	-5.0%	\$942.44				
2025																
	Moorage	SLT	EV Comp	Dredge	SLT	Total	2025 monthly rate	Monthly \$ Savings	Yearly \$ Savings	Yearly \$ Amount	Target %	Target Rate				
24	\$211.18	\$27.12	\$8.97	\$51.84	\$6.66	\$305.76	\$322.03	\$16.27	\$195.21	\$3,669.15	-5.0%	\$305.77				
28	\$278.50	\$35.76	\$8.97	\$60.48	\$7.77	\$391.47	\$431.78	\$40.31	\$483.72	\$4,697.64	-5.0%	\$391.47				
32	\$376.94	\$48.40	\$8.97	\$69.12	\$8.88	\$512.30	\$590.62	\$78.32	\$939.84	\$6,147.60	-5.0%	\$512.30				
36	\$468.52	\$60.16	\$8.97	\$77.76	\$9.98	\$625.40	\$714.46	\$89.06	\$1,068.76	\$7,504.76	-5.0%	\$625.40				
50	\$761.01	\$97.71	\$8.97	\$108.00	\$13.87	\$989.56	\$1,142.92	\$153.36	\$1,840.30	\$11,874.74	-5.0%	\$989.56				

BST Proposed Winter Moorage Rates (F38 - 49 only)
Must be paid in full at time of enrollment otherwise standard monthly rate will be charged.
2023 - 2025

2023																
	Moorage	SLT	EV Comp	Dredge	SLT	Total	2022	Monthly \$ Savings	Yearly \$ Savings	Yearly \$ Amount	Target %	Target Rate				
40	\$294.22	\$37.78	\$8.46	\$64.00	\$8.22	\$412.68	\$335.65	\$21.32	\$149.26	\$2,888.74	5.0%	\$412.68				
50	\$408.12	\$52.40	\$8.46	\$80.00	\$10.27	\$559.26	\$457.69	\$26.28	\$183.99	\$3,914.79	5.0%	\$559.26				
60	\$510.03	\$65.49	\$8.46	\$96.00	\$12.33	\$692.30	\$567.54	\$36.44	\$255.05	\$4,846.13	5.0%	\$692.30				
2024																
	Moorage	SLT	EV Comp	Dredge	SLT	Total	2023	Monthly \$ Savings	Yearly \$ Savings	Yearly \$ Amount	Target %	Target Rate				
40	\$301.11	\$38.66	\$8.71	\$75.20	\$9.66	\$433.33	\$412.68	\$61.86	\$433.00	\$3,033.33	5.0%	\$433.31				
50	\$418.69	\$53.76	\$8.71	\$94.00	\$12.07	\$587.23	\$559.26	\$71.50	\$500.49	\$4,110.62	5.0%	\$587.22				
60	\$523.70	\$67.24	\$8.71	\$112.80	\$14.48	\$726.94	\$692.30	\$94.97	\$664.82	\$5,088.55	5.0%	\$726.92				
2025																
	Moorage	SLT	EV Comp	Dredge	SLT	Total	2024	Monthly \$ Savings	Yearly \$ Savings	Yearly \$ Amount	Target %	Target Rate				
40	\$308.87	\$39.66	\$8.97	\$86.40	\$11.09	\$455.00	\$433.33	\$110.01	\$770.09	\$3,184.98	5.0%	\$455.00				
50	\$430.48	\$55.27	\$8.97	\$108.00	\$13.87	\$616.59	\$587.23	\$124.50	\$871.51	\$4,316.12	5.0%	\$616.59				
60	\$538.88	\$69.19	\$8.97	\$129.60	\$16.64	\$763.28	\$726.94	\$163.84	\$1,146.86	\$5,342.98	5.0%	\$763.28				

BST Proposed Small Boat Monthly Moorage Rates
Includes fenceline storage
2023 - 2025

2023													
	Moorage	SLT	EV Comp	Dredge	SLT	Total		2022		\$ Increase		Target %	Target Rate
24	\$7.72	\$0.99	\$8.46	\$38.40	\$4.93	\$60.50		\$55.00		\$5.50		10%	\$60.50
25	\$5.57	\$0.72	\$8.46	\$40.00	\$5.75	\$60.50		\$55.00		\$5.50		10%	\$60.50
26	\$4.52	\$0.58	\$8.46	\$41.60	\$5.34	\$60.50		\$55.00		\$5.50		10%	\$60.50
2024													
	Moorage	SLT	EV Comp	Dredge	SLT	Total		2023		\$ Increase		Target %	Target Rate
24	\$6.14	\$0.79	\$8.71	\$45.12	\$5.79	\$66.55		\$60.50		\$6.05		10%	\$66.55
25	\$4.26	\$0.55	\$8.71	\$47.00	\$6.03	\$66.55		\$60.50		\$6.05		10%	\$66.55
26	\$2.38	\$0.31	\$8.71	\$48.88	\$6.28	\$66.55		\$60.50		\$6.05		10%	\$66.55
2025													
	Moorage	SLT	EV Comp	Dredge	SLT	Total		2024		\$ Increase		Target %	Target Rate
24	\$5.09	\$0.65	\$8.97	\$51.84	\$6.66	\$73.21		\$66.55		\$6.66		10%	\$73.21
25	\$2.93	\$0.38	\$8.97	\$54.00	\$6.93	\$73.21		\$66.55		\$6.66		10%	\$73.21
26	\$0.77	\$0.10	\$8.97	\$56.16	\$7.21	\$73.21		\$66.55		\$6.66		10%	\$73.21

**BST Staff Proposed Misc Rates
2023 - 2025**

Item	% Increase	Current	2023	2024	2025
Guest Moorage Off Season	4%	\$1.20	\$1.25	\$1.30	\$1.30
Guest Moorage Peak Season	20%	\$1.20	\$1.50	\$1.55	\$1.60
Guest Electricity	4%	\$5.75	\$6.00	\$6.25	\$6.50
Electricity KWH (Disc. min charge of \$12.09 & charge by KWPH)	Average + 5%	\$0.131	\$0.1550	\$0.1628	\$0.1709
Unmetered Boats to 30'	5%	\$11.74	\$12.33	\$12.94	\$13.59
Unmetered Boats to 31' to 36'	5%	\$18.07	\$18.97	\$19.92	\$20.92
Unmetered Boats greater than 36'	5%	\$26.51	\$27.84	\$29.23	\$30.69
Boats not on contract	5%	\$61.99	\$65.09	\$68.34	\$71.76
Storage Sheds (monthly)	16% then 5%	\$151.72	\$176.00	\$184.79	\$194.03
Storage Shed (daily)	16% then 5%	\$10.11	\$11.73	\$12.31	\$12.93
Storage Shed Key Deposit (per key)		\$25.00	\$25.00	\$25.00	\$25.00
Parking Storage (monthly)	3%	\$58.80	\$60.56	\$62.38	\$64.25
Parking Storage (daily)	3%	\$10.11	\$10.41	\$10.73	\$11.05
Diesel	8%	\$0.65	\$0.70	\$0.76	\$0.82
Gas	8%	\$0.65	\$0.70	\$0.76	\$0.82
Launch Ramp Recreational Per Day	0%	\$10.00	\$10.00	\$10.00	\$10.00
Launch Ramp Recreational Yearly Pass	0%	\$100.00	\$100.00	\$100.00	\$100.00
Launch Ramp Commercial Per Day	0%	\$15.00	\$15.00	\$15.00	\$15.00
Launch Ramp Recreational Yearly Pass	0%	\$150.00	\$150.00	\$150.00	\$150.00
Gate Cards (not including tax)	3%	\$11.90	\$12.26	\$12.62	\$13.00
Gate Fobs (not including tax)	3%	\$17.80	\$18.33	\$18.88	\$19.45
Towing (not including tax)	3%	\$168.84	\$196.24	\$202.12	\$208.19
Moving boat (staff assistance)	3%	\$168.84	\$196.24	\$202.12	\$208.19
Labor (not including tax)	3%	\$95.26	\$98.12	\$101.06	\$104.09
Liveaboard	30%, 15% then 10%	\$69.55	\$90.42	\$103.98	\$114.37
Late Fee (monthly added to account balance)	3%	7%	10%	13%	16%
Late Fee (Noticing, collections, chaining, and auctioning)	Min 1 hour labor rate as per Master Fee Schedule				
Wait List (switch from a deposit to a fee)	100%	\$25.00	\$50.00	\$50.00	\$50.00

Attachment 3 Mr. Bradley Proped Rate Increase Spreadsheet **Mr. Ryan Bradley Marina Rate Proposal**
Reduces large boat increase and increases small boat rate increase

2023																		
Slip Size	Total	Occupied	Vacant	Moorage Total	Proposed % Increase	\$ Increase	Monthly Rev	Monthly Additional	Yearly Rev	Yearly Additional	Moorage Total	Proposed % Increase	\$ Increase	Monthly Rev	Monthly Additional	Yearly Rev	Yearly Additional	
24	108	108	0	221.18	7.5%	15.43	23887.44	1666.44	286,649.28	19997.28	224.26	9.0%	18.51	24220.08	1999.08	290640.96	23988.96	
28	106	76	30	272.39	7.1%	18.06	20701.64	1372.56	248,419.68	16470.72	277.22	9.0%	22.89	21068.72	1739.64	252824.64	20875.68	
32	64	63	1	326.27	10.9%	32.07	20555.01	2020.41	246,660.12	24244.92	326.27	10.9%	32.07	20555.01	2020.41	246660.12	24244.92	
36	20	20	0	373.13	10.6%	35.76	7462.60	715.20	89,551.20	8582.40	373.13	10.6%	35.76	7462.6	715.20	89551.2	8582.4	
40	73	60	13	434.00	14.1%	53.63	26040.00	3217.80	312,480.00	38613.60	430.28	11.5%	49.91	25816.8	2994.60	309801.6	35935.2	
50	7	7	0	585.33	12.5%	65.04	4097.31	455.28	49,167.72	5463.36	577.52	11.0%	57.23	4042.64	400.61	48511.68	4807.32	
60	24	23	1	728.67	12.8%	82.69	16759.41	1901.87	201,112.92	22822.44	687.82	11.0%	71.05	15819.86	1634.15	189838.32	19609.8	
								11349.56		136194.72					11503.69		138044.28	
2024																		
Slip Size	Total	Occupied	Vacant	Moorage Total	Proposed % Increase	\$ Increase	Monthly Rev	Monthly Additional	Yearly Rev	Yearly Additional	Moorage Total	Proposed % Increase	\$ Increase	Monthly Rev	Monthly Additional	Yearly Rev	Yearly Additional	
24	108	108	0	237.77	7.5%	16.59	25679.00	1791.56	308,147.98	21498.70	246.69	10.0%	22.43	26642.088	2422.01	319705.056	29064.096	
28	106	76	30	291.73	7.1%	19.34	22171.46	1469.82	266,057.48	17637.80	304.94	10.0%	27.72	23175.592	2106.87	278107.104	25282.464	
32	64	63	1	361.83	10.9%	35.56	22795.51	2240.50	273,546.07	26885.95	361.83	10.9%	35.56	22795.50609	2240.50	273546.0731	26885.95308	
36	20	20	0	412.68	10.6%	39.55	8253.64	791.04	99,043.63	9492.43	412.68	10.6%	39.55	8253.6356	791.04	99043.6272	9492.4272	
40	73	60	13	495.19	14.1%	61.19	29711.64	3671.64	356,539.68	44059.68	479.76	11.5%	49.48	28785.732	2968.93	345428.784	35627.184	
50	7	7	0	658.50	12.5%	73.17	4609.47	512.16	55,313.69	6145.97	641.05	11.0%	63.53	4487.3304	444.69	53847.9648	5336.2848	
60	24	23	1	821.94	12.8%	93.27	18904.61	2145.20	226,855.37	25742.45	763.48	11.0%	75.66	17560.0446	1740.18	210720.5352	20882.2152	
								12621.91		151462.97					12714.22		152570.6243	
2025																		
Slip Size	Total	Occupied	Vacant	Moorage Total	Proposed % Increase	\$ Increase	Monthly Rev	Monthly Additional	Yearly Rev	Yearly Additional	Moorage Total	Proposed % Increase	\$ Increase	Monthly Rev	Monthly Additional	Yearly Rev	Yearly Additional	
24	108	108	0	255.60	7.5%	17.83	27604.92	1925.92	331,259.07	23111.10	271.35	10.0%	24.67	29306.2968	2664.21	351675.5616	31970.5056	
28	106	76	30	312.44	7.1%	20.71	23745.63	1574.17	284,947.56	18890.08	335.44	10.0%	30.49	25493.1512	2317.56	305917.8144	27810.7104	
32	64	63	1	401.27	10.9%	39.44	25280.22	2484.71	303,362.60	29816.52	401.27	10.9%	39.44	25280.21625	2484.71	303362.595	29816.52197	
36	20	20	0	456.43	10.6%	43.74	9128.52	874.89	109,542.25	10498.62	456.43	10.6%	43.74	9128.520974	874.89	109542.2517	10498.62448	
40	73	60	13	565.02	14.1%	69.82	33900.98	4189.34	406,811.77	50272.09	534.93	11.5%	55.17	32096.09118	3310.36	385153.0942	39724.31016	
50	7	7	0	740.81	12.5%	82.31	5185.66	576.18	62,227.90	6914.21	711.56	11.0%	70.52	4980.936744	493.61	59771.24093	5923.276128	
60	24	23	1	927.15	12.8%	105.21	21324.41	2419.79	255,892.86	29037.49	847.46	11.0%	83.98	19491.64951	1931.60	233899.7941	23179.25887	
								14045.01		168540.12					14076.93		168923.2076	
2026																		

Attachment 3 Mr. Bradley Proposed Rate Increase Spreadsheet **Ryan Bradley Proposed Uncovered Monthly Moorage Rates**
2023 - 2025

Distributed percent of increase more evenly amongst all boats.

2023												
	Moorage	SLT	EV Comp	Dredge	SLT	Total		2022	\$ Increase		Target %	Target Rate
24	\$152.84	\$19.62	\$8.46	\$38.40	\$4.93	\$224.26		\$205.75	\$18.51		9.0%	\$224.26
28	\$193.38	\$24.83	\$8.46	\$44.80	\$5.75	\$277.22		\$254.33	\$22.89		9.0%	\$277.22
32	\$230.45	\$29.59	\$8.46	\$51.20	\$6.57	\$326.27		\$294.20	\$32.07		10.9%	\$326.27
36	\$265.57	\$34.10	\$8.46	\$57.60	\$7.40	\$373.13		\$337.37	\$35.76		10.6%	\$373.13
40	\$309.80	\$39.81	\$8.46	\$64.00	\$8.22	\$430.28		\$380.37	\$49.91		11.5%	\$430.28
50	\$424.31	\$54.48	\$8.46	\$80.00	\$10.27	\$577.52		\$520.29	\$57.23		11.0%	\$577.52
60	\$506.06	\$64.98	\$8.46	\$96.00	\$12.33	\$687.82		\$645.98	\$41.84		11.0%	\$687.82
2024												
	Moorage	SLT	EV Comp	Dredge	SLT	Total		2023	\$ Increase		Target %	Target Rate
24	\$166.05	\$21.32	\$8.71	\$45.12	\$5.79	\$246.99		\$224.26	\$22.74		10.0%	\$246.99
28	\$209.88	\$26.95	\$8.71	\$52.64	\$6.76	\$304.94		\$277.22	\$27.72		10.0%	\$304.94
32	\$252.78	\$32.46	\$8.71	\$60.16	\$7.72	\$361.83		\$326.27	\$35.56		10.9%	\$361.83
36	\$290.32	\$37.28	\$8.71	\$67.68	\$8.69	\$412.68		\$373.13	\$39.55		10.6%	\$412.68
40	\$342.25	\$43.94	\$8.71	\$75.20	\$9.66	\$479.76		\$430.28	\$49.48		11.5%	\$479.76
50	\$466.39	\$59.88	\$8.71	\$94.00	\$12.07	\$641.05		\$577.52	\$63.53		11.0%	\$641.05
60	\$556.09	\$71.40	\$8.71	\$112.80	\$14.48	\$763.49		\$687.82	\$75.66		11.0%	\$763.48
2025												
	Moorage	SLT	EV Comp	Dredge	SLT	Total		2024	\$ Increase		Target %	Target Rate
24	\$180.68	\$23.20	\$8.97	\$51.84	\$6.66	\$271.35		\$246.99	\$24.35		10.0%	\$271.35
28	\$228.84	\$29.38	\$8.97	\$60.48	\$7.77	\$335.44		\$304.94	\$30.50		10.0%	\$335.44
32	\$278.54	\$35.76	\$8.97	\$69.12	\$8.88	\$401.27		\$361.83	\$39.44		10.9%	\$401.27
36	\$318.78	\$40.93	\$8.97	\$77.76	\$9.98	\$456.43		\$412.68	\$43.75		10.6%	\$456.43
40	\$379.71	\$48.75	\$8.97	\$86.40	\$11.09	\$534.93		\$479.76	\$55.17		11.5%	\$534.93
50	\$514.62	\$66.08	\$8.97	\$108.00	\$13.87	\$711.53		\$641.05	\$70.48		11.0%	\$711.53
60	\$613.48	\$78.77	\$8.97	\$129.60	\$16.64	\$847.46		\$763.49	\$83.98		11.0%	\$847.46

Ryan Bradley Proposed Uncovered Annual Moorage Rates (5% less than monthly rates)
 Attachment 3 Mr. Bradley Propsed Rate Increase Spreadsheet
 Paid monthly, instead of all at once
 2023 - 2025

2023													
	Moorage	SLT	EV Comp	Dredge	SLT	Total	2023 Monthly Rate	Monthly \$ Savings	Yearly \$ Savings	Yearly \$ Amount	Target % of Monthly Rate	Target Rate	
24	\$140.32	\$18.02	\$8.46	\$38.40	\$4.93	\$210.12	\$224.26	\$14.13	\$169.58	\$2,521.48	95.0%	\$210.12	
28	\$177.03	\$22.73	\$8.46	\$44.80	\$5.75	\$258.77	\$277.22	\$18.45	\$221.36	\$3,105.28	95.0%	\$258.77	
32	\$216.10	\$27.75	\$8.46	\$51.20	\$6.57	\$310.09	\$326.27	\$16.19	\$194.22	\$3,721.03	95.0%	\$310.09	
36	\$249.97	\$32.10	\$8.46	\$57.60	\$7.40	\$355.52	\$373.13	\$17.60	\$211.24	\$4,266.26	95.0%	\$355.52	
40	\$294.23	\$37.78	\$8.46	\$64.00	\$8.22	\$412.68	\$430.28	\$17.60	\$211.21	\$4,952.20	95.0%	\$412.68	
50	\$408.12	\$52.40	\$8.46	\$80.00	\$10.27	\$559.26	\$577.52	\$18.26	\$219.18	\$6,711.10	95.0%	\$559.26	
60	\$510.02	\$65.49	\$8.46	\$96.00	\$12.33	\$692.30	\$687.82	\$36.37	\$436.47	\$8,307.57	95.0%	\$692.30	
2024													
	Moorage	SLT	EV Comp	Dredge	SLT	Total	2024 Monthly Rate	Monthly \$ Savings	Yearly \$ Savings	Yearly \$ Amount	Target % of Monthly Rate	Target Rate	
24	\$155.10	\$19.91	\$8.71	\$45.12	\$5.79	\$234.64	\$246.99	\$12.36	\$148.27	\$2,815.66	5.0%	\$234.64	
28	\$196.37	\$25.21	\$8.71	\$52.64	\$6.76	\$289.69	\$304.94	\$15.24	\$182.94	\$3,476.31	95.0%	\$289.69	
32	\$236.75	\$30.40	\$8.71	\$60.16	\$7.72	\$343.74	\$361.83	\$18.09	\$217.03	\$4,124.92	95.0%	\$343.74	
36	\$272.04	\$34.93	\$8.71	\$67.68	\$8.69	\$392.05	\$412.68	\$20.63	\$247.55	\$4,704.60	95.0%	\$392.05	
40	\$320.99	\$41.22	\$8.71	\$75.20	\$9.66	\$455.77	\$479.76	\$23.99	\$287.88	\$5,469.25	95.0%	\$455.77	
50	\$437.98	\$56.24	\$8.71	\$94.00	\$12.07	\$609.00	\$641.05	\$32.06	\$384.69	\$7,307.95	95.0%	\$609.00	
60	\$522.26	\$67.06	\$8.71	\$112.80	\$14.48	\$725.31	\$763.49	\$38.17	\$458.09	\$8,703.74	95.0%	\$725.31	
2025													
	Moorage	SLT	EV Comp	Dredge	SLT	Total	2025 Monthly Rate	Monthly \$ Savings	Yearly \$ Savings	Yearly \$ Amount	Target % of Monthly Rate	Target Rate	
24	\$168.66	\$21.66	\$8.97	\$51.84	\$6.66	\$257.78	\$271.35	\$13.56	\$162.76	\$3,093.39	95.0%	\$257.78	
28	\$213.98	\$27.48	\$8.97	\$60.48	\$7.77	\$318.67	\$335.44	\$16.77	\$201.22	\$3,824.05	95.0%	\$318.67	
32	\$259.87	\$33.37	\$8.97	\$69.12	\$8.88	\$380.20	\$401.27	\$21.07	\$252.78	\$4,562.43	95.0%	\$381.20	
36	\$298.55	\$38.33	\$8.97	\$77.76	\$9.98	\$433.60	\$456.43	\$22.83	\$273.93	\$5,203.18	95.0%	\$433.60	
40	\$356.01	\$45.71	\$8.97	\$86.40	\$11.09	\$508.19	\$534.93	\$26.74	\$320.92	\$6,098.23	95.0%	\$508.18	
50	\$483.09	\$62.03	\$8.97	\$108.00	\$13.87	\$675.96	\$711.53	\$35.58	\$426.94	\$8,111.47	95.0%	\$675.96	
60	\$575.93	\$73.95	\$8.97	\$129.60	\$16.64	\$805.09	\$847.46	\$42.37	\$508.46	\$9,661.08	95.0%	\$805.09	

Attachment 3 Mr. Bradley Proposed Rate Increase Spreadsheet **Ryan Bradley Proposed Covered Monthly Moorage Rates**
2023 - 2025

Distributed percent of increase more evenly amongst all boats.

2023													
	Moorage	SLT	EV Comp	Dredge	SLT	Total		2022		\$ Increase		Target %	Target Rate
24	\$210.48	\$27.03	\$8.46	\$38.40	\$4.93	\$289.30		\$265.41		\$23.89		9%	\$289.30
28	\$261.01	\$33.51	\$8.46	\$44.80	\$5.75	\$353.53		\$324.34		\$29.19		9%	\$353.53
32	\$322.98	\$41.47	\$8.46	\$51.20	\$6.57	\$430.68		\$388.35		\$42.33		10.9%	\$430.68
36	\$405.17	\$52.02	\$8.46	\$57.60	\$7.40	\$530.65		\$479.79		\$50.86		10.6%	\$530.65
50	\$671.37	\$86.20	\$8.46	\$80.00	\$10.27	\$856.31		\$771.45		\$84.86		11%	\$856.31
2024													
	Moorage	SLT	EV Comp	Dredge	SLT	Total		2023		\$ Increase		Target %	Target Rate
24	\$229.18	\$29.43	\$8.71	\$45.12	\$5.79	\$318.23		\$289.30		\$28.94		10%	\$318.23
28	\$285.17	\$36.62	\$8.71	\$52.64	\$5.75	\$388.89		\$353.53		\$35.36		10%	\$388.89
32	\$355.40	\$45.63	\$8.71	\$60.16	\$7.72	\$477.63		\$430.68		\$46.95		10.9%	\$477.63
36	\$444.72	\$57.10	\$8.71	\$67.68	\$8.69	\$586.91		\$530.65		\$56.26		10.6%	\$586.90
50	\$740.62	\$95.10	\$8.71	\$94.00	\$12.07	\$950.50		\$856.31		\$94.19		11%	\$950.50
2025													
	Moorage	SLT	EV Comp	Dredge	SLT	Total		2024		\$ Increase		Target %	Target Rate
24	\$250.44	\$32.16	\$8.97	\$51.84	\$6.66	\$350.06		\$318.23		\$31.83		10%	\$350.06
28	\$312.46	\$40.12	\$8.97	\$60.48	\$5.75	\$427.78		\$388.89		\$38.89		10%	\$427.78
32	\$392.35	\$50.38	\$8.97	\$69.12	\$8.88	\$529.69		\$477.63		\$52.06		10.9%	\$529.69
36	\$489.55	\$62.86	\$8.97	\$77.76	\$9.98	\$649.12		\$586.91		\$62.22		10.6%	\$649.12
50	\$819.05	\$105.17	\$8.97	\$108.00	\$13.87	\$1,055.05		\$950.50		\$104.56		11%	\$1,055.05

Ryan Bradley Proposed Covered Annual Moorage Rates (5% less than monthly rates)
 Attachment 3 Mr. Bradley Proped Rate Increase Spreadsheet
 Paid monthly, instead of all at once.
 2023 - 2025

2023													
	Moorage	SLT	EV Comp	Dredge	SLT	Total	2023 Monthly Rate	Monthly \$ Savings	Yearly \$ Savings	Yearly \$ Amount	Target % of Monthly Rate	Target Rate	
24	\$197.66	\$25.38	\$8.46	\$38.40	\$4.93	\$274.83	\$289.30	\$14.47	\$173.59	\$3,297.96	95.0%	\$274.83	
28	\$245.35	\$31.50	\$8.46	\$44.80	\$5.75	\$335.86	\$353.53	\$17.67	\$212.05	\$4,030.36	95.0%	\$335.86	
32	\$303.90	\$39.02	\$8.46	\$51.20	\$6.57	\$409.15	\$430.68	\$21.53	\$258.36	\$4,909.86	95.0%	\$409.15	
36	\$381.66	\$49.01	\$8.46	\$57.60	\$7.40	\$504.12	\$530.65	\$26.53	\$318.34	\$6,049.45	95.0%	\$504.12	
50	\$633.43	\$81.33	\$8.46	\$80.00	\$10.27	\$813.49	\$856.31	\$42.81	\$513.74	\$9,761.93	95.0%	\$813.49	
2024													
	Moorage	SLT	EV Comp	Dredge	SLT	Total	2024 Monthly Rate	Monthly \$ Savings	Yearly \$ Savings	Yearly \$ Amount	Target % of Monthly Rate	Target Rate	
24	\$215.08	\$27.62	\$8.71	\$45.12	\$5.79	\$302.32	\$318.23	\$15.91	\$190.97	\$3,627.84	95.0%	\$302.32	
28	\$267.05	\$34.29	\$8.71	\$52.64	\$6.76	\$369.45	\$388.89	\$19.44	\$233.30	\$4,433.38	95.0%	\$369.45	
32	\$334.24	\$42.92	\$8.71	\$60.16	\$7.72	\$453.75	\$477.63	\$23.88	\$286.57	\$5,445.01	95.0%	\$453.75	
36	\$418.72	\$53.76	\$8.71	\$67.68	\$8.69	\$557.56	\$586.91	\$29.34	\$352.11	\$6,690.77	95.0%	\$557.56	
50	\$698.50	\$89.69	\$8.71	\$94.00	\$12.07	\$902.97	\$950.50	\$47.53	\$570.38	\$10,835.60	95.0%	\$902.97	
2025													
	Moorage	SLT	EV Comp	Dredge	SLT	Total	2024 Monthly Rate	Monthly \$ Savings	Yearly \$ Savings	Yearly \$ Amount	Target % of Monthly Rate	Target Rate	
24	\$234.93	\$30.17	\$8.97	\$51.84	\$6.66	\$332.56	\$350.06	\$17.50	\$210.03	\$3,990.74	95.0%	\$332.56	
28	\$291.72	\$37.46	\$8.97	\$60.48	\$7.77	\$406.39	\$427.78	\$21.39	\$256.66	\$4,876.71	95.0%	\$406.39	
32	\$368.88	\$47.36	\$8.97	\$69.12	\$8.88	\$503.21	\$529.69	\$26.48	\$317.82	\$6,038.51	95.0%	\$503.21	
36	\$460.79	\$59.17	\$8.97	\$77.76	\$9.98	\$616.67	\$649.12	\$32.45	\$389.45	\$7,400.04	95.0%	\$616.67	
50	\$772.30	\$99.16	\$8.97	\$108.00	\$13.87	\$1,002.30	\$1,055.05	\$52.75	\$633.05	\$12,027.61	95.0%	\$1,002.30	

Ryan Bradley Proposed Winter Moorage Rates (September 15 - April 30 in G09 -G14 F38 - 49 only)
 Attachment 3 Mr. Bradley Proposed Rate Increase Spreadsheet
 Paid monthly, instead of all at once
 2023 - 2025

2023																
	Moorage	SLT	EV Comp	Dredge	SLT	Total	2022	Monthly \$ Savings	Yearly \$ Savings	Yearly \$ Amount	Target %	Target Rate				
40	\$294.23	\$37.78	\$8.46	\$64.00	\$8.22	\$412.68	\$430.28	\$17.60	\$211.21	\$4,952.20	95.0%	\$412.68				
50	\$408.12	\$52.40	\$8.46	\$80.00	\$10.27	\$559.26	\$577.52	\$18.26	\$219.18	\$6,711.10	95.0%	\$559.26				
60	\$510.02	\$65.49	\$8.46	\$96.00	\$12.33	\$692.30	\$687.82	\$36.37	\$436.47	\$8,307.57	95.0%	\$692.30				
2024																
	Moorage	SLT	EV Comp	Dredge	SLT	Total	2023	Monthly \$ Savings	Yearly \$ Savings	Yearly \$ Amount	Target %	Target Rate				
40	\$320.99	\$41.22	\$8.71	\$75.20	\$9.66	\$455.77	\$479.76	\$23.99	\$287.88	\$5,469.25	95.0%	\$455.77				
50	\$437.98	\$56.24	\$8.71	\$94.00	\$12.07	\$609.00	\$641.05	\$32.06	\$384.69	\$7,307.95	95.0%	\$609.00				
60	\$522.26	\$67.06	\$8.71	\$112.80	\$14.48	\$725.31	\$763.49	\$38.17	\$458.09	\$8,703.74	95.0%	\$725.31				
2025																
	Moorage	SLT	EV Comp	Dredge	SLT	Total	2024	Monthly \$ Savings	Yearly \$ Savings	Yearly \$ Amount	Target %	Target Rate				
40	\$356.01	\$45.71	\$8.97	\$86.40	\$11.09	\$508.19	\$534.93	\$26.74	\$320.92	\$6,098.23	95.0%	\$508.18				
50	\$483.09	\$62.03	\$8.97	\$108.00	\$13.87	\$675.96	\$711.53	\$35.58	\$426.94	\$8,111.47	95.0%	\$675.96				
60	\$575.93	\$73.95	\$8.97	\$129.60	\$16.64	\$805.09	\$847.46	\$42.37	\$508.46	\$9,661.08	95.0%	\$805.09				

Includes fenceline storage

2023 - 2025

2023													
	Moorage	SLT	EV Comp	Dredge	SLT	Total		2022		\$ Increase		Target %	Target Rate
24	\$7.72	\$0.99	\$8.46	\$38.40	\$4.93	\$60.50		\$55.00		\$5.50		10%	\$60.50
25	\$5.57	\$0.72	\$8.46	\$40.00	\$5.75	\$60.50		\$55.00		\$5.50		10%	\$60.50
26	\$4.52	\$0.58	\$8.46	\$41.60	\$5.34	\$60.50		\$55.00		\$5.50		10%	\$60.50
2024													
	Moorage	SLT	EV Comp	Dredge	SLT	Total		2023		\$ Increase		Target %	Target Rate
24	\$6.14	\$0.79	\$8.71	\$45.12	\$5.79	\$66.55		\$60.50		\$6.05		10%	\$66.55
25	\$4.26	\$0.55	\$8.71	\$47.00	\$6.03	\$66.55		\$60.50		\$6.05		10%	\$66.55
26	\$2.38	\$0.31	\$8.71	\$48.88	\$6.28	\$66.55		\$60.50		\$6.05		10%	\$66.55
2025													
	Moorage	SLT	EV Comp	Dredge	SLT	Total		2024		\$ Increase		Target %	Target Rate
24	\$5.09	\$0.65	\$8.97	\$51.84	\$6.66	\$73.21		\$66.55		\$6.66		10%	\$73.21
25	\$2.93	\$0.38	\$8.97	\$54.00	\$6.93	\$73.21		\$66.55		\$6.66		10%	\$73.21
26	\$0.77	\$0.10	\$8.97	\$56.16	\$7.21	\$73.21		\$66.55		\$6.66		10%	\$73.21

**Ryan Bradley Proposed Misc Rates
2023 - 2025**

Item	% Increase	Current	2023	2024	2025
Guest Moorage Off Season	4%	\$1.20	\$1.25	\$1.30	\$1.35
Guest Moorage Peak Season	20%	\$1.20	\$2.00	\$2.25	\$2.50
Guest Electricity	4%	\$5.75	\$6.00	\$6.25	\$6.50
Electricity KWH (Disc. min charge of \$12.09 & charge by KWPH)	Average + 5%	\$0.131	\$0.1550	\$0.1628	\$0.1709
Unmetered Boats to 30'	5%	\$11.74	\$12.33	\$12.94	\$13.59
Unmetered Boats to 31' to 36'	5%	\$18.07	\$18.97	\$19.92	\$20.92
Unmetered Boats greater than 36'	5%	\$26.51	\$27.84	\$29.23	\$30.69
Boats not on contract	5%	\$61.99	\$65.09	\$68.34	\$71.76
Storage Sheds (monthly)	16% then 5%	\$151.72	\$176.00	\$184.79	\$194.03
Storage Shed (daily)	16% then 5%	\$10.11	\$11.73	\$12.31	\$12.93
Storage Shed Key Deposit (per key)		\$25.00	\$25.00	\$25.00	\$25.00
Parking Storage (monthly)	3%	\$58.80	\$60.56	\$62.38	\$64.25
Parking Storage (daily)	3%	\$10.11	\$10.41	\$10.73	\$11.05
Diesel	8%	\$0.65	\$0.70	\$0.76	\$0.82
Gas	8%	\$0.65	\$0.70	\$0.76	\$0.82
Launch Ramp Recreational Per Day	0%	\$10.00	\$10.00	\$10.00	\$10.00
Launch Ramp Recreational Yearly Pass	0%	\$100.00	\$100.00	\$100.00	\$100.00
Launch Ramp Commercial Per Day	0%	\$15.00	\$15.00	\$15.00	\$15.00
Launch Ramp Recreational Yearly Pass	0%	\$150.00	\$150.00	\$150.00	\$150.00
Gate Cards (not including tax)	3%	\$11.90	\$12.26	\$12.62	\$13.00
Gate Fobs (not including tax)	3%	\$17.80	\$18.33	\$18.88	\$19.45
Towing (not including tax)	3%	\$168.84	\$196.24	\$202.12	\$208.19
Moving boat (staff assistance)	3%	\$168.84	\$196.24	\$202.12	\$208.19
Labor (not including tax)	3%	\$95.26	\$98.12	\$101.06	\$104.09
Liveaboard	30%, 15% then 10%	\$69.55	\$90.42	\$103.98	\$114.37
Late Fee (monthly added to account balance)	3%	7%	10%	13%	16%
Late Fee (Noticing, collections, chaining, and auctioning)	Min 1 hour labor rate as per Master Fee Schedule				
Wait List (switch from a deposit to a fee)	100%	\$25.00	\$50.00	\$50.00	\$50.00

From: [Byron Skubi](#)
To: [Christopher Sublet](#)
Cc: kthulett@whidbey.net; [Ryan Bradley](#); [J.J.Jones](#)
Subject: Marina Rate Increase
Date: Monday, June 5, 2023 9:41:33 PM

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Chris,

In trying to come up with something more palatable for the rate increase, I went back and looked at Paul Sorenson's presentation. In Paul's rate comparison among the various marina's, I think that he uses flawed logic when he includes not just the North Sound marinas, but the Seattle and Everett area marinas as well. I don't think it is reasonable to compare what we might be able to charge for moorage versus what Shilshole, Elliot Bay Marina, or Everett can charge. I therefore redid Pauls calculations based on the nine marinas most proximate and similar to ours, namely Skyline ,Cap Sante, Port Townsend, Squalicum, South Whidbey, La Connor, Blaine, and Shelter Bay. Granted we are still lacking in many of the amenities that most of these marinas offer, but it is a much closer comparison than including the Seattle and Everett marinas.

When only the nine mentioned marinas are included, using Paul's figures my calculations show the following:

35' to 38' slips — \$11.50 monthly is the median, \$11.31 is the average
Oak Harbor Marina is 23% below the median

50'-59' slips — \$12.75 monthly is the median, \$13.21 is the average
Oak Harbor Marina is 23% below the median in this category as well

I think it is therefore reasonable to propose a 7.5% increase each year across the board for three years. This would bring us up to near median levels (among North Sound marinas) realizing that the others will raise rates over that period as well.

I look forward to a lively discussion next week.

Byron

Attachment 5 Mr. Jones Proposed Rate Increase Spreadsheet

Mr. JJ Jones Marina Rate Proposal
Uses a flat rate approach for all slips

2023											2023							
Slip Size	Total	Occupied	Vacant	Moorage Total	Proposed % Increase	\$ Increase	Monthly Rev	Monthly Additional	Yearly Rev	Yearly Additional	Moorage Total	% Increase	\$ Increase	Monthly Rev	Monthly Additional	Yearly Rev	Yearly Additional	
24	108	108	0	221.18	7.5%	15.43	23887.44	1666.44	286,649.28	19997.28	216.04	5.0%	10.29	23332.32	1111.32	279,987.84	13335.84	
28	106	76	30	272.39	7.1%	18.06	20701.64	1372.56	248,419.68	16470.72	267.05	5.0%	12.72	20295.80	966.72	243,549.60	11600.64	
32	64	63	1	326.27	10.9%	32.07	20555.01	2020.41	246,660.12	24244.92	308.91	5.0%	14.71	19461.33	926.73	233,535.96	11120.76	
36	20	20	0	373.13	10.6%	35.76	7462.60	715.20	89,551.20	8582.40	354.24	5.0%	16.87	7084.80	337.40	85,017.60	4048.80	
40	73	60	13	434.00	14.1%	53.63	26040.00	3217.80	312,480.00	38613.60	399.39	5.0%	19.02	23963.40	1141.20	287,560.80	13694.40	
50	7	7	0	585.33	12.5%	65.04	4097.31	455.28	49,167.72	5463.36	546.30	5.0%	27.32	3824.10	191.21	45,889.20	2294.46	
60	24	23	1	728.67	12.8%	82.69	16759.41	1901.87	201,112.92	22822.44	678.28	5.0%	32.30	15600.44	742.90	187,205.28	8914.80	
								11349.56		136194.72					5417.48		65009.70	
2024											2024							
Slip Size	Total	Occupied	Vacant	Moorage Total	Proposed % Increase	\$ Increase	Monthly Rev	Monthly Additional	Yearly Rev	Yearly Additional	Moorage Total	% Increase	\$ Increase	Monthly Rev	Monthly Additional	Yearly Rev	Yearly Additional	
24	108	108	0	237.77	7.5%	16.59	25679.00	1791.56	308,147.98	21498.70	226.84	5.0%	10.80	24498.72	1166.62	293,984.64	13999.39	
28	106	76	30	291.73	7.1%	19.34	22171.46	1469.82	266,057.48	17637.80	280.40	5.0%	13.35	21310.59	1014.79	255,727.08	12177.48	
32	64	63	1	361.83	10.9%	35.56	22795.51	2240.50	273,546.07	26885.95	324.36	5.0%	15.45	20434.40	973.07	245,212.76	11676.80	
36	20	20	0	412.68	10.6%	39.55	8253.64	791.04	99,043.63	9492.43	371.95	5.0%	17.71	7439.04	354.24	89,268.48	4250.88	
40	73	60	13	495.19	14.1%	61.19	29711.64	3671.64	356,539.68	44059.68	419.36	5.0%	19.97	25161.57	1198.17	301,938.84	14378.04	
50	7	7	0	658.50	12.5%	73.17	4609.47	512.16	55,313.69	6145.97	573.62	5.0%	27.32	4015.31	191.21	48,183.66	2294.46	
60	24	23	1	821.94	12.8%	93.27	18904.61	2145.20	226,855.37	25742.45	712.19	5.0%	33.91	16380.46	780.02	196,565.54	9360.26	
								12621.91		151462.97					5678.11		68137.31	
2025											2025							
Slip Size	Total	Occupied	Vacant	Moorage Total	Proposed % Increase	\$ Increase	Monthly Rev	Monthly Additional	Yearly Rev	Yearly Additional	Moorage Total	% Increase	\$ Increase	Monthly Rev	Monthly Additional	Yearly Rev	Yearly Additional	
24	108	108	0	255.60	7.5%	17.83	27604.92	1925.92	331,259.07	23111.10	242.72	7.0%	15.88	26213.63	1714.91	314,563.56	20578.92	
28	106	76	30	312.44	7.1%	20.71	23745.63	1574.17	284,947.56	18890.08	300.03	7.0%	19.63	22802.33	1491.74	273,627.98	17900.90	
32	64	63	1	401.27	10.9%	39.44	25280.22	2484.71	303,362.60	29816.52	347.06	7.0%	22.70	21864.80	1430.41	262,377.65	17164.89	
36	20	20	0	456.43	10.6%	43.74	9128.52	874.89	109,542.25	10498.62	397.99	7.0%	26.04	7959.77	520.73	95,517.27	6248.79	
40	73	60	13	565.02	14.1%	69.82	33900.98	4189.34	406,811.77	50272.09	448.71	7.0%	29.36	26922.88	1761.31	323,074.56	21135.72	
50	7	7	0	740.81	12.5%	82.31	5185.66	576.18	62,227.90	6914.21	613.77	7.0%	40.15	4296.38	281.07	51,556.52	3372.86	
60	24	23	1	927.15	12.8%	105.21	21324.41	2419.79	255,892.86	29037.49	762.05	7.0%	49.85	17527.09	1146.63	210,325.13	13759.59	
								14045.01		168540.12					8346.81		100161.67	

2023 Monthly					
	2022	BST	Bradley	Skubi	Jones
Small Boat Contract - (October - March)	\$55.00	\$75.00	\$75.00	\$75.00	\$75.00
24' Open	\$205.75	\$221.18	\$224.27	\$221.18	\$216.04
24' Covered	\$265.41	\$291.95	\$295.93	\$285.32	\$278.68
28' Open	\$254.33	\$272.39	\$277.22	\$273.40	\$267.05
28' Covered	\$324.34	\$356.77	\$361.64	\$348.67	\$340.56
32' Open	\$294.20	\$326.27	\$326.27	\$316.27	\$308.91
32' Covered	\$388.35	\$446.60	\$446.60	\$417.48	\$407.77
36' Open	\$337.37	\$373.13	\$373.13	\$362.67	\$354.24
36' Covered	\$479.79	\$546.96	\$539.76	\$515.77	\$503.78
40' Open	\$380.37	\$434.00	\$424.11	\$408.90	\$399.39
50' Open	\$520.29	\$585.33	\$577.52	\$559.31	\$546.30
50' Covered	\$771.45	\$879.45	\$867.88	\$829.31	\$810.02
60' Open	\$645.98	\$728.67	\$710.58	\$694.43	\$678.28
Annual Revenue					
2024 Monthly					
	2022	BST	Bradley	Skubi	Jones
Small Boat Contract - (October - March)	\$55.00	\$87.50	\$87.50	\$87.50	\$87.50
24' Open	\$205.75	\$237.77	\$244.45	\$237.77	\$226.84
24' Covered	\$265.41	\$306.55	\$315.17	\$306.71	\$292.61
28' Open	\$254.33	\$291.73	\$304.94	\$293.91	\$280.40
28' Covered	\$324.34	\$392.45	\$403.23	\$374.82	\$357.58
32' Open	\$294.20	\$361.83	\$361.83	\$339.98	\$324.36
32' Covered	\$388.35	\$513.59	\$502.43	\$448.79	\$428.16
36' Open	\$337.37	\$412.68	\$412.68	\$389.87	\$371.95
36' Covered	\$479.79	\$623.54	\$607.23	\$554.46	\$528.97
40' Open	\$380.37	\$495.20	\$472.89	\$439.57	\$419.36
50' Open	\$520.29	\$658.49	\$641.05	\$601.26	\$573.62
50' Covered	\$771.45	\$1,002.58	\$976.37	\$891.51	\$850.52
60' Open	\$645.98	\$821.93	\$781.64	\$746.51	\$712.19
2025 Monthly					
	2022	BST	Bradley	Skubi	Jones
Small Boat Contract - (October - March)	\$55.00	\$100.00	\$100.00	\$100.00	\$100.00
24' Open	\$205.75	\$255.60	\$266.45	\$255.60	\$242.72
24' Covered	\$265.41	\$321.88	\$335.65	\$329.72	\$313.10
28' Open	\$254.33	\$312.44	\$335.44	\$315.95	\$300.03
28' Covered	\$324.34	\$431.70	\$449.60	\$402.93	\$382.62
32' Open	\$294.20	\$401.27	\$401.27	\$365.48	\$347.06
32' Covered	\$388.35	\$590.63	\$577.79	\$482.45	\$458.13
36' Open	\$337.37	\$456.43	\$456.43	\$419.11	\$397.99
36' Covered	\$479.79	\$710.83	\$683.14	\$596.04	\$566.00
40' Open	\$380.37	\$565.02	\$527.27	\$472.53	\$448.71
50' Open	\$520.29	\$740.80	\$711.56	\$646.35	\$613.77
50' Covered	\$771.45	\$1,142.94	\$1,098.41	\$958.37	\$910.06
60' Open	\$645.98	\$927.14	\$859.80	\$802.50	\$762.05

2023 Yearly - 5% less than the monthly rates					
	2022	BST	Bradley	Skubi	Jones
24' Open	\$205.75	\$210.12	\$213.05	\$210.12	\$205.24
24' Covered	\$265.41	\$277.35	\$281.14	\$271.05	\$264.75
28' Open	\$254.33	\$258.77	\$263.36	\$259.73	\$253.69
28' Covered	\$324.34	\$356.77	\$343.56	\$331.23	\$323.53
32' Open	\$294.20	\$309.95	\$309.95	\$300.45	\$293.46
32' Covered	\$388.35	\$446.60	\$424.27	\$396.60	\$387.38
36' Open	\$337.37	\$354.47	\$354.47	\$344.54	\$336.53
36' Covered	\$479.79	\$519.61	\$512.78	\$489.99	\$478.59
40' Open	\$380.37	\$412.30	\$402.91	\$388.45	\$379.42
50' Open	\$520.29	\$556.06	\$548.65	\$531.35	\$518.99
50' Covered	\$771.45	\$835.48	\$850.52	\$787.84	\$769.52
60' Open	\$645.98	\$692.23	\$675.05	\$659.71	\$644.37
Annual Revenue					
2024 Yearly - 5% less than the monthly rates					
	2022	BST	Bradley	Skubi	Jones
24' Open	\$205.75	\$225.88	\$232.23	\$225.88	\$215.50
24' Covered	\$265.41	\$291.22	\$299.41	\$291.38	\$277.98
28' Open	\$254.33	\$277.14	\$289.69	\$279.21	\$266.38
28' Covered	\$324.34	\$392.45	\$383.07	\$356.07	\$339.71
32' Open	\$294.20	\$343.74	\$343.74	\$322.99	\$308.14
32' Covered	\$388.35	\$513.59	\$477.31	\$426.35	\$406.75
36' Open	\$337.37	\$392.05	\$392.05	\$370.38	\$353.35
36' Covered	\$479.79	\$592.36	\$576.87	\$526.73	\$502.52
40' Open	\$380.37	\$470.44	\$449.24	\$417.59	\$398.39
50' Open	\$520.29	\$625.57	\$609.00	\$571.20	\$544.94
50' Covered	\$771.45	\$952.45	\$956.84	\$846.93	\$808.00
60' Open	\$645.98	\$780.84	\$742.55	\$709.19	\$676.58
2025 Yearly - 5% less than the monthly rates					
	2022	BST	Bradley	Skubi	Jones
24' Open	\$205.75	\$242.82	\$253.13	\$242.82	\$230.58
24' Covered	\$265.41	\$305.78	\$318.87	\$313.23	\$297.44
28' Open	\$254.33	\$296.82	\$318.66	\$300.16	\$285.03
28' Covered	\$324.34	\$431.70	\$427.12	\$382.78	\$363.49
32' Open	\$294.20	\$381.21	\$381.21	\$347.21	\$329.71
32' Covered	\$388.35	\$590.63	\$548.90	\$458.32	\$435.22
36' Open	\$337.37	\$433.61	\$433.61	\$398.16	\$378.09
36' Covered	\$479.79	\$675.29	\$648.98	\$566.24	\$537.70
40' Open	\$380.37	\$536.77	\$500.90	\$448.91	\$426.28
50' Open	\$520.29	\$703.76	\$675.99	\$614.04	\$583.08
50' Covered	\$771.45	\$1,085.79	\$1,076.44	\$910.45	\$864.56
60' Open	\$645.98	\$880.79	\$816.81	\$762.37	\$723.94

Attachment 6 Proposed Marina Rates Comparison

Other Charges and Fee's																															
Before Taxes																															
	Per slip reservation deposit credited to guest moorage fee. Non Refundable	Guest Moorage Price Per Foot - Boating Season (April - September)	Guest Moorage Price Per Foot - Off Season (October - March)	Seasonal Guest Moorage Rate - OHMC 6.36.023.2 - Between 6/1 and 9/1 of each year, the extended guest moorage rate will be per the master fee schedule	Electricity - Guest	Live aboard	Electricity - Marina Live Aboard Unmetered	Electricity - Marina Tenant Metered - Minium charge of \$12.09 will be discontinued	Electricity - Marina Tenant Unmetered	Storage Sheds	Launch Ramp Recreational	Launch Ramp Commercial	Environmental Compliance (for recycling, oil absorbants, & etc.)	Gate Cards	Gate Fobs	Waitlist Fee Per Year	Late Fee Charge	Late Fee Processing and Mailing Service Charge	Late Fee Chaining and Inventory Service Charge	Parking Lot Storage 10' X 40'	Temporary Moorage Price Per Foot - Boating Season (April - September)	Temporary Moorage Price Per Foot - Off Season (October - March)	Hourly Labor Rate	Towing - Minium rate is labor rate x 2	Boat Move Assistance Hourly Rate	Gasoline - Per gallon markup	Diesel - Per gallon markup	Dinghy Storage	Kayak Storage	Storage Shed Key	
	Equal to cost of first night of guest moorage.	\$1.20	\$1.20		\$5.75	\$69.55	<36' = \$49.36 >36' = \$65.77	.135 per KWH	<30' = 12.09 31' - 36' = \$18.61 >36' = \$27.31	\$123.48	Daily - \$10.00 Yearly \$100.00	Daily - \$15.00 Yearly \$150.00	\$8.21	\$10.93	\$16.39	\$25.00	7%	\$50.65		Hourly Rate - Minium 1 hour	\$52.11	\$1.20	\$1.20	\$95.26	\$190.52	\$190.52	\$0.65	\$0.65	New	New	New
Current	Equal to cost of first night of guest moorage.	\$1.50	\$1.25	Discontinue	\$6.05	\$102.02	<36' = \$51.83 >36' = \$69.06	\$0.1650	<30' = 12.69 31' - 36' = \$19.54 >36' = \$28.68	\$149.16	Daily - \$10.00 Yearly \$100.00	Daily - \$15.00 Yearly \$150.00	\$8.46	\$11.26	\$16.88	\$50.00	10%	\$114.31	\$114.31	\$54.72	\$1.50	\$1.25	\$114.31	\$228.62	\$114.31	\$0.77	\$0.77	\$10.00	\$10.00	\$12.70	
2023	Equal to cost of first night of guest moorage.	\$1.55	\$1.30	Discontinue	\$6.35	\$117.33	<36' = \$57.14 >36' = \$72.51	\$0.1733	<30' = \$13.32 31' - 36' = \$20.52 >36' = \$28.68	\$156.62	Daily - \$10.00 Yearly \$100.00	Daily - \$15.00 Yearly \$150.00	\$8.71	\$11.60	\$17.39	\$50.00	13%	\$120.03	\$120.03	\$57.45	\$1.55	\$1.30	\$120.03	\$240.06	\$120.03	\$0.95	\$0.95	\$10.30	\$10.30	\$13.08	
2024	Equal to cost of first night of guest moorage.	\$1.60	\$1.35	Discontinue	\$6.65	\$129.06	<36' = \$60.00 >36' = \$76.14	\$0.1819	<30' = \$13.99 31' - 36' = \$21.55 >36' = \$30.11	\$164.45	Daily - \$10.00 Yearly \$100.00	Daily - \$15.00 Yearly \$150.00	\$8.97	\$11.94	\$17.91	\$50.00	16%	\$126.03	\$126.03	\$60.32	\$1.60	\$1.35	\$126.03	\$252.06	\$126.03	\$1.20	\$1.20	\$10.61	\$10.61	\$13.47	
2025	Equal to cost of first night of guest moorage.																														



OAK HARBOR MARINA RATE AND FEES UPDATE

City Council Workshop

08/23/2023

MARINA RATE INCREASE

CITY COUNCIL

- **June 28, 2023:**
 - Paul Sorenson from BST & Associates presented the Marina Rate Study findings.
 - The City Council was introduced to the 4 marina rates options.

- **August 23, 2023:**
 - The 4 marina rate options will be represented.
 - This item has been placed on this workshop agenda to give staff and Council an opportunity to discuss the topic and determine which of the 4 options they would prefer to have added to the September 19, 2023 City Council meeting agenda for consideration.

MARINA RATE INCREASE HISTORY

- **March 19, 2019:**
 - The City Council approved Resolution 19-09 approving rate increases for the Marina that were to be implemented on April 1, 2019, 2020, 2021, and 2022.
 - **Increases:**
 - April 1, 2019 – 3% Rate increase
 - April 7, 2020 – Council suspended scheduled rate increase due to COVID
 - April 1, 2021 – 3% Rate increase
 - April 1, 2022 – 3% Rate increase

RATE STUDY

- **BST & Associates Completed a Rate Study**
 - **Compares our rates to other marinas.**
 - **This is a “Best Practice” as well as provides guidance for future rate increases.**

- **The rate study has revealed that the Oak Harbor Marina rates are:**
 - **41% - 53% less than the average prices**
 - **32% - 42% less than the median prices**
 - **75% - 102% less than the 90th percentile**

- ****The biggest discrepancies are in the 50' – 59' open moorage categories where the current rates were at 50% - 102% less than the average, median, and 90th percentile prices.**

MARINA ADVISORY COMMITTEE

- **April & May 2023 Marina Advisory Committee Meetings:**
 - The Marina Advisory Committee was briefed and reviewed the BST & Associates Rate Study presentation.
- **June 5th Marina Advisory Committee Meeting:**
 - A motion was made to recommend that the rates be increased as per the BST & Associates Rate Study, and it was seconded.
 - The motion failed with a tied vote, 2 for (Mr. Hulett & Mr. Skubi) and 2 against (Mr. Jones & Mr. Bradley) vote. Mr. Adams was absent and did not vote.
- **June 14th Special Marina Advisory Committee Meeting:**
 - The MAC discussed the BST & Associates proposal as well as proposals from Mr. Bradley, Mr. Skubi and Mr. Jones.
 - The MAC made a formal recommendation to adopt Mr. Bradley's rate proposal.

RATE INCREASE OPTIONS

Proposal By	Proposal	Pros & Cons
BST & Associates	<ul style="list-style-type: none"> • Move all rates to the “Median” price point for the Puget Sound. • The largest increases will be in the 40’ and up size categories. • Staff Recommends 	<ul style="list-style-type: none"> • Maximizes the yearly moorage revenue. • Keeps the marina under the average Puget Sound moorage prices. • Brings all size categories up to the 2023 median Puget Sound moorage prices.
Mr. Ryan Bradley	<ul style="list-style-type: none"> • Spreads the increases out more evenly amongst all size categories. • Increase the small boats percentage increase and reduces the large boat percentage increases. • Marina Advisory Committee Recommends 	<ul style="list-style-type: none"> • Does not fully maximize the yearly moorage revenue. • Increases the rates of the smaller boats which have higher vacancy rates. • Does not bring all size categories up to the median Puget Sound moorage prices. • May not be as fair and equitable since the smaller boats will be absorbing some of the large boat percentage increases.
Mr. Byron Skubi	<ul style="list-style-type: none"> • Increase all boat sizes by 7.5% 	<ul style="list-style-type: none"> • Does not optimize moorage revenue. • Keeps the marina prices far below the median Puget Sound moorage prices.
Mr. JJ Jones	<ul style="list-style-type: none"> • Increase all boat sizes by 5% in 2023 & 2024 and then 7% in 2025. 	<ul style="list-style-type: none"> • Does not optimize moorage revenue. • Keeps the marina prices far below the median Puget Sound moorage prices.

STAFF RECOMMENDATION

- Staff recommends moving forward with BST & Associates rate increase recommendations on a 3-year rate increase schedule.
 1. Increase reserves, which will reduce the amount of the bond that will be required.
 - a. Ultimately reduces the dredge fee that each tenant will have to pay.
 - i. With interest rates rising much of the dredge fee may go to interest not paying off the bond.
 2. Allows time for accurate estimates for the dredge and reconfigure project.
 3. Brings the marina pricing more inline with current Puget Sound “median” pricing trends while still offering an exceptional value.
 - a. The proposed rates are based on the “median” prices of the surveyed marinas, which is lower than the “average” or “90th Percentile” prices.

- City Council feedback?

City of Oak Harbor
City Council
Workshop Agenda Bill

Date: August 23, 2023

Subject: a. Compensation & Classification
Study Update for Non-
Represented Employees

FROM: Emma House, Human Resources Director

SUMMARY STATEMENT

On February 21, 2023 the City of Oak Harbor entered into a Professional Services Agreement with Cabot Dow Associates (CDA), Inc. for a Comprehensive Classification and Compensation Study for Non-Represented Employees.

The City last completed this type of study in 2017. This study included a review of each position's classification and job description to ensure Oak Harbor's positions were compared accurately when CDA conducted the survey of other comparable agencies.

This study included comparisons of City-provided health benefit costs, paid leave, retirement and additional compensation items provided for the City to weigh its overall compensation package with a select market of agencies that perform similar functions to determine competitive position among similar employers. This analysis will provide information as to whether or not the City's salaries and benefits need to be adjusted so as to continue to attract and retain high-performing employees.

A group of 11 agencies that included cities in Washington State based on objective criteria for selecting comparable agencies, such as population, total city budget, similarities in services provided, and number of full-time equivalent employees.

While proximity is often a factor in determining similar agencies for comparison, CDA believes that consideration should be given to objective measures of size (i.e. population, budget, FTEs) and similar employers (services provided). Casting the net more broadly yields more data that guides employer salaries in aiming for fair outcomes and fiscal responsibility. CDA factored in regional price parity (RPP) information from the federal Bureau of Economic Analysis to adjust for cost-of-living differences between cities where necessary.

ATTACHMENTS

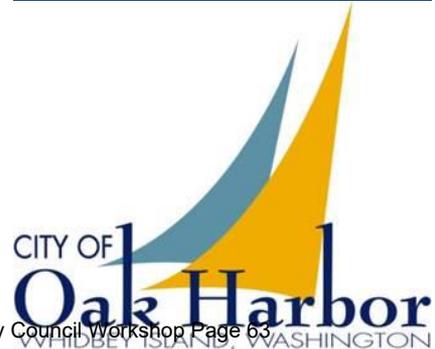
1. [HR Presentation](#)
2. [Professional Services Agreement for Consultant Services](#)
3. [Cabot Dow Associates Proposal](#)
4. [RFP 2023-Classification.Compensation Study Final](#)

HUMAN RESOURCES

City Council Workshop

08/23/2023

Classification and Compensation Study for Non-Represented Employee Classifications



ACTION

This is to present the 2023 classification and compensation study for non-represented employee classifications for City Council consideration.

BACKGROUND

- Request for Proposals in January 2023
- Contract bid was awarded in February 2023
- Study was finalized by August 2023

BACKGROUND

- **OHMC 2.34.080 Compensation.**
- **It is the policy of the city of Oak Harbor to pay adequate levels of compensation to city employees. Compensation levels should reflect the market for such personnel in the region.**
- **OHMC 2.34.085 Health insurance benefits.**
- **It is the policy of the city of Oak Harbor to provide health insurance benefits to its employees at a level which is comparable to benefits provided by other local municipal government entities in the state of Washington.**

BACKGROUND

- Employee Policy Manual (4.09 Salary Administration)
- The classification plan is designed to pay salaries that are internally equitable. To pay salaries that reflect the market for each classification at comparable municipal governments in Washington State, within budget limitations and with full consideration of the public's interest.

STUDY GOALS

- 1. Internal equity for our employees for long-term retention.**
- 2. Align our position descriptions, salary, and benefits with the market and comparables to stay updated.**
- 3. Easy to understand placements by all City personnel.**
- 4. Fiscally responsible for City Council with equitable salary adjustments.**
- 5. Externally competitive for recruitment with market and comparables to stay updated.**

**Please welcome
Cabot Dow Associates, Inc.**



STUDY RESULTS SAMPLE

Average Difference, 10-yr Salary, Non-Represented: 4.2%
 Average Difference, 10-yr Total Comp, Non-Represented: -0.1%

Oak Harbor Positions	Low			High			10-Yr			10-Yr Total Comp-Net Hrlly			Rank			
	Oak Harbor	Median	% Diff	Oak Harbor	Median	% Diff	Oak Harbor	Median	% Diff	Oak Harbor	Median	% Diff	Low	High	10-yr	10-yr Total
<i>CITYWIDE POSITIONS</i>																
Administrative Assistant I	\$ 54,624	\$ 54,275	0.6%	\$ 72,648	\$ 68,480	6.1%	\$ 72,648	\$ 68,480	6.1%	\$ 55.43	\$ 54.72	1.3%	6	3	2	6

<i>CITYWIDE POSITIONS</i>																				
Administrative Assistant I			2023 Formal Salary Range			2023 Formal Salary Range (Adjusted)			Supp. Retirmt	Monthly Med/D/V	Total Annual	Working	Vacation	Holiday	Net	Net Hourly	Rank			
Comparable	RPP Adj.	Title	Low	High	10-yr	Low	High	10-yr	& Premiums	ER Contrib.	Cash	Hours	Hours	Hours	Hours	Pay	Low	High	10-yr	10-yr Total
Oak Harbor	100%	Administrative Assistant I	54,624	72,648	72,648	54,624	72,648	72,648	-	2,334	100,660	2,080	160	104	1,816	55.43	6	3	2	6
Anacortes	100%	Administrative Assistant (rep)	60,069	71,725	71,725	60,069	71,725	71,725	-	2,509	101,828	2,080	168	112	1,800	56.57	2	5	5	4
Bainbridge Island	97%	Administrative Specialist II (rep)	59,004	73,992	73,992	57,318	71,878	71,878	2,400	2,442	105,696	2,080	156	104	1,820	58.07	4	4	4	2
Bonney Lake	88%	Administrative Specialist II-III (rep)	50,472	69,066	69,066	44,415	60,778	60,778	1,800	2,672	102,930	2,080	176	104	1,800	57.18	11	11	11	3
Camas	95%	Admin Support Assistant (CPEA)	57,132	67,896	67,896	54,275	64,501	64,501	-	2,530	98,256	2,080	156	112	1,812	54.23	7	9	9	9
Enumclaw	88%	Administrative Specialist II/III (rep)	61,224	76,740	76,740	53,877	67,531	67,531	-	2,647	108,504	2,080	168	104	1,808	60.01	8	8	8	1
Moses Lake	103%	Administrative Assistant	55,037	72,176	70,428	56,688	74,341	72,541	-	2,412	99,372	2,080	160	104	1,816	54.72	5	2	3	7
Mount Vernon	100%	Administrative Assistant	52,039	68,480	68,480	52,039	68,480	68,480	-	2,240	95,360	2,080	160	96	1,824	52.28	10	7	7	10
Port Angeles	100%	Administrative Assistant	59,238	70,842	69,444	59,238	70,842	69,444	-	2,413	98,400	2,080	168	104	1,808	54.42	3	6	6	8
Tumwater	97%	Administrative Assistant	63,240	77,040	77,040	61,343	74,729	74,729	-	2,133	102,636	2,080	152	96	1,832	56.02	1	1	1	5
Walla Walla	101%	Administrative Assistant	52,511	61,426	61,426	53,036	62,040	62,040	600	1,843	84,142	2,080	160	120	1,800	46.75	9	10	10	11
Island County	100%	Administrative Assistant I-II (rep-2022)	42,390	55,286	50,565	42,390	55,286	50,565	-	2,579	81,509	2,080	188	96	1,796	45.38	12	12	12	12
MEDIAN			\$57,132	\$70,842	\$69,444	\$54,275	\$68,480	\$68,480			\$99,372		160	104	1808	\$54.72				
OAK HARBOR % ABOVE/(BELOW) MEDIAN			-4.4%	2.5%	4.6%	0.6%	6.1%	6.1%			1.3%		0.0%	0.0%		1.3%				

NEXT STEPS

- 1.** Final report from CDA
- 2.** Adjust the salary schedule
- 3.** Budget amendment
- 4.** Implement adjusted salary schedule
- 5.** Finalize position descriptions

**PROFESSIONAL SERVICES AGREEMENT BETWEEN
CITY OF OAK HARBOR, WASHINGTON
AND CABOT DOW ASSOCIATES, INC.
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 Cabot Dow Associates, a Washington Inc (“Consultant”)

NOW, THEREFORE, in consideration of the terms, conditions, covenants and performances contained herein, the parties hereto agree as follows:

ARTICLE I. PURPOSE

This Agreement aims to conduct a comprehensive study of classification and compensation. 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 February 21, 2023 and shall terminate at midnight on September 1, 2023. 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.

ARPA Compliance.

The City was awarded American Rescue Plan Act (ARPA) funding on March 11, 2021.

The Consultant understands that one of the sources of funding will be paid using ARPA funds. Accordingly, the Consultant agrees to comply with the terms and conditions set forth in **Exhibit B**, attached and incorporated herein, including any reporting obligations established by the U.S. Department of Treasury and/or the City as they relate to this contract.

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 thirty-two thousands dollars (\$ 32,000.00) 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:

**City of Oak Harbor
Emma House, Human Resources Director
865 SE Barrington Drive
Oak Harbor, WA 98277**

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

Cabot Dow Associates, Inc.
PO Box 1806
Bellevue, WA 98009

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.

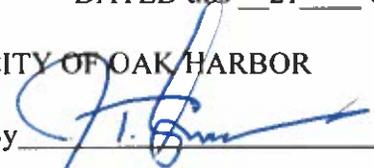
V.6 **NONWAIVER.** A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay or failure of either party to insist upon strict 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 21 day of February, 2023.

CITY OF OAK HARBOR

CABOT DOW ASSOCIATES, INC.

By 

By _____

Robert T. Severns, Mayor

Attest:



Julie Nester, City Clerk

Approved as to form:



Hillary Evans, City Attorney

Exhibit A
Scope of Services
(Attached)

Exhibit B
ARPA Funding Stipulations

U.S. DEPARTMENT OF THE TREASURY
CORONAVIRUS LOCAL FISCAL RECOVERY
FUND AWARD TERMS AND CONDITIONS

FEDERAL COMPLIANCE - The use of federal funds requires additional compliance and control mechanisms to be in place. The following represents the majority of compliance elements that may apply to any federal funds provided under this contract. For clarification regarding any of these elements or details specific to the federal funds in this contract, contact the U.S Department of the Treasury Coronavirus Local Fiscal Recovery Fund Award.

Sources of Funds description:

1. Use of Funds.
 - a. Consultant understands and agrees that the funds disbursed under this award may only be used in compliance with section 603(c) of the Social Security Act (the Act), Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
 - b. Consultant will determine prior to engaging in any project using this assistance that it has the institutional, managerial, and financial capability to ensure proper planning, management, and completion of such project.
2. Period of Performance. The period of performance for this award begins on the date hereof and ends on December 31, 2021. As set forth in Treasury's implementing regulations, Recipient may use award funds to cover eligible costs incurred during the period that begins on the date hereof and ends on December 31, 2024; and
3. Reporting. Recipient agrees to comply with any reporting obligations established by Treasury as they relate to this award including, but not limited to, providing all receipts and invoices for all goods and services and labor rate details for all labor
4. Maintenance of and Access to Records.
 - a. Consultant shall maintain records and financial documents sufficient to evidence compliance with section 603(c) of the Act, Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
 - b. The City shall have the right of access to records (electronic and otherwise) of the Consultant in order to conduct audits or other investigations for ARPA compliance purposes.
 - c. Records shall be maintained by the Consultant for a period of five (5) years after all funds have been expended or returned to the City, whichever is later.

5. Administrative Costs. Contractor may use funds provided under this award to cover both direct and indirect costs.

6. Compliance with Applicable Law and Regulations.

a. Consultant agrees to comply with the requirements of section 603 of the Act, regulations adopted by Treasury pursuant to section 603(f) of the Act, and guidance issued by Treasury regarding the foregoing. Consultant also agrees to comply with all other applicable federal statutes, regulations, and executive orders, and Consultant shall provide for such compliance by other parties in any agreements it enters into with other parties relating to this award.

b. Federal regulations applicable to this award include, without limitation, the following:

i. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as Treasury may determine are inapplicable to this Award and subject to such exceptions as may be otherwise provided by Treasury. Subpart F – Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, shall apply to this award.

ii. Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 25 is hereby incorporated by reference.

iii. Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170 is hereby incorporated by reference.

iv. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement), 2 C.F.R. Part 180, including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 C.F.R. Part 180, subpart B) that the award is subject to 2 C.F.R. Part 180 and Treasury's implementing regulation at 31 C.F.R. Part 19.

v. Governmentwide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20.

vi. New Restrictions on Lobbying, 31 C.F.R. Part 21.

vii. Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655) and implementing regulations.

viii. Generally applicable federal environmental laws and regulations.

c. Statutes and regulations prohibiting discrimination applicable to this award include,

without limitation, the following:

- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;
 - ii. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;
 - iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;
 - iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and
 - v. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.
7. **Remedial Actions.** In the event of Consultant's noncompliance with section 603 of the Act, other applicable laws, Treasury's implementing regulations, guidance, or any reporting or other program requirements, Treasury may impose additional conditions on the receipt of a subsequent tranche of future award funds, if any, or take other available remedies as set forth in 2 C.F.R. § 200.339. In the case of a violation of section 603(c) of the Act regarding the use of funds, previous payments shall be subject to recoupment as provided in section 603(e) of the Act.
8. **Hatch Act.** Consultant agrees to comply, as applicable, with requirements of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328), which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by this federal assistance.
9. **False Statements.** Consultant understands that making false statements or claims in connection with this award is a violation of federal law and may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in federal awards or contracts, and/or any other remedy available by law.
10. **Publications.** Any publications produced with funds from this award must display the following language: "This project [is being] [was] supported, in whole or in part, by federal

award number [enter project FAIN] awarded to [name of Consultant] by the U.S. Department of the Treasury.”

11. Disclaimer.

- a. The United States expressly disclaims any and all responsibility or liability to Recipient or third persons for the actions of the City or third persons resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this award or any other losses resulting in any way from the performance of this award or any contract, or subcontract under this award.
- b. The acceptance of this award by the City does not in any way establish an agency relationship between the United States and the City.

12. Protections for Whistleblowers.

- a. In accordance with 41 U.S.C. § 4712, Consultant may not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant.
- b. The list of persons and entities referenced in the paragraph above includes the following:
 - i. A member of Congress or a representative of a committee of Congress;
 - ii. An Inspector General;
 - iii. The Government Accountability Office;
 - iv. A Treasury employee responsible for contract or grant oversight or management;
 - v. An authorized official of the Department of Justice or other law enforcement agency;
 - vi. A court or grand jury; or
 - vii. A management official or other employee of Recipient, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct.
- c. Consultant shall inform its employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.

13. Increasing Seat Belt Use in the United States.

Pursuant to Executive Order 13043, 62 FR 19217 (Apr. 18, 1997), the City encourages the Consultant contractors to adopt and enforce on-the- job seat belt policies and programs for their employees when operating company-owned, rented or personally owned vehicles.

Reducing Text Messaging While Driving. Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 6, 2009), the City encourages its employees, subrecipients, consultants and contractors to adopt and enforce policies that ban text messaging while driving, and the City

should establish workplace safety policies to decrease accidents caused by distracted drivers.

**Cabot Dow Associates, Inc.
P.O. Box 1806
Bellevue, WA 98009**

(206) 818-9184
cabotdow@cabotdow.com
www.cabotdow.com

February 3, 2023

**Re: Proposal for Classification & Compensation Study of Non-Represented Positions
Principal Consultant – Cabot Dow, President**

City of Oak Harbor
ATTN: Julie Nester, City Clerk
865 SE Barrington Drive
Oak Harbor, WA 98277

Dear Ms. Nester,

Attached is my response as President of Cabot Dow Associates (CDA) to the City of Oak Harbor's Request for Proposals for a Classification and Compensation Study issued January 7, 2023.

Over the last ten years, CDA has completed classification and compensation studies and analysis for many Washington cities and is ready and available to undertake this project for the City of Oak Harbor. CDA proposes to apply its experience that spans over 35 years to collect, analyze, and evaluate compensation data for the City's use to identify its competitive position among comparable agencies.

I have received, read, and understand the RFP, and look forward to the opportunity to assist the City of Oak Harbor with this project. Please do not hesitate to contact me with any questions you may have about this proposal.

Sincerely,

s/s Cabot Dow

Cabot Dow, President
Cabot Dow Associates, Inc.
State of Washington UBI #602 916 039

Cc: Alexandra Sheeks, Lindsay Smith, and Mary Ransier

**PROPOSAL FOR CLASSIFICATION & COMPENSATION STUDY
CITY OF OAK HARBOR, WASHINGTON
SUBMITTED BY CABOT DOW ASSOCIATES, INC.**

Contents

1. Company Background.....	2
2. Project Staff and Organization	3
3. Experience and Qualifications.....	3
4. Project Description	4
5. Scope of Work, Timeline, and Fee.....	7
6. References	9
Attachment A: Cabot Dow Resume	10
Attachment B: Alexandra Sheeks Resume	11
Attachment C: Lindsay Smith Resume	12
Attachment D: Mary Ransier Resume.....	13

1. Company Background

Cabot Dow Associates (CDA) is long on experience in compensation and employee relations. CDA's clients are primarily public sector based, including 70% cities, 10% counties, 10% libraries and 10% transportation agencies. CDA also provides services to non-profit and private sector clients including job classification, health, pension, and total compensation analysis. CDA's strong foundation in compensation analysis is built upon years of successful labor negotiations and human resource management where solid data on comparable salaries and benefits is key to earning trust among both employers and employees.

Cabot Dow is President of Cabot Dow Associates, Inc. He offers more than 35 years of experience as an HR Consultant working with public sector clients in the full spectrum of human resources and collective bargaining matters, including compensation, negotiations, mediation, and arbitration hearings. Prior to entering the human resources and labor relations consulting field, he was the Assistant City Manager and Human Resources Director for the City of Bellevue, Washington.

CDA is based in Bellevue, Washington, and currently employs one full-time employee and three part-time contract employees, all have broad experience working in human resources management. The company maintains flexible hours to ensure timely response to its clients. CDA is available by phone, e-mail, and in person. CDA is committed to providing economical, efficient, custom and responsive work.

2. Project Staff and Organization

Cabot Dow will be the Project Manager and primary Consultant on the project. Alexandra Sheeks, Lindsay Smith, and Mary Ransier will consult on an as-needed basis. Cabot Dow, President of CDA, will be the Principal Consultant. Resumes for each individual are provided in Attachments A, B, C, and D, respectively.

3. Experience and Qualifications

Summary of Experience and Qualifications

- CDA has provided professional services to local governments for over 35 years.
- Qualifications include Graduate Education in Public Administration, University of Washington MPA from Evans School of Public Policy; training from PERC, FMCS, Cornell University, Harvard University, Queens College at Oxford University
- Specialization in human resources management and labor-management relations
- Advanced studies in HR Compensation and Conflict Resolution.
- Compensation, classification, job design, selection of comps, market analysis
- Extensive experience in wage compensation issues, employee benefit and retirement programs, and application of Fair Labor Standards Act (FLSA) to local government
- Working knowledge of applicable state and federal employee leave, EEO and labor laws

Salary and Compensation Study Projects Within Last Five Years

City of Anacortes – Classification, Compensation Study for- non-represented positions
City of Federal Way – Classification, Compensation, and Workload Analysis, involving both represented and non-represented classifications
Municipal Research & Services Center (MRSC) – Salary Study
Northshore Fire District – Salary Study for non-represented positions
C-TRAN – Salary Study
Alderwood Water & Wastewater District – Wage and Benefits Study
Lake Cushman Maintenance Company – Wage and Benefits Study
Kitsap Regional Library – Total compensation study of all positions
Jefferson County – Total compensation study of all positions
Jefferson County Library – Compensation study of all positions
Jefferson Transit – Salary study of all non-represented positions
City of Bellingham – Exempt and non-exempt non-represented classifications
City of Des Moines – Public Works Maintenance and non-represented classifications
City of Everett – Firefighter classifications
City of Kenmore – Compensation study of all non-represented positions
City of Issaquah – Non-exempt classifications and police officer classifications
City of Maple Valley – Compensation study of all non-represented positions
City of Richland – Maintenance, dispatcher, electrical worker, police, fire classifications
City of Snoqualmie – Exempt and non-exempt non-represented classifications
Snohomish Fire District 1 – Firefighter classifications; exempt and non-exempts as well
City of Tukwila – Non-exempt classifications, city-wide, police officer and firefighter
South Snohomish Regional Fire Authority (RFA)

Cities/Counties

Special Districts

Bellevue	Mountlake Terrace	Clark 11 Fire & Rescue
Bothell	Mukilteo	Eastside Fire & Rescue
Clyde Hill	Olympia	Island Transit
Des Moines	Port Angeles	Link Transit
Everett	Richland	Skagit Transit
Kirkland	Snohomish County	Snohomish Co Fire Dist 1
Kitsap County	Thurston County	So. King Fire & Rescue
Lake Forest Park	Tukwila	Spokane 1
Medina	Tumwater	Spokane Airport
Mill Creek	University Place	Thurston 3 Fire & Rescue
Monroe		

Past Projects

An overview of Cabot Dow’s HR consulting practice and spectrum of clients is posted at www.cabotdow.com.

Current projects: CDA is currently serving these clients with services/projects:

- City of Mill Creek – Negotiations and non-represented classification and comp study
- City of Redmond – Negotiations and non-represented classification and comp study
- City of Shoreline – Negotiations non-represented employee classification review
- City of Snoqualmie – Police Association (Uniformed personnel) and Teamsters Negotiations (Non-Uniformed Personnel)
- Town of Steilacoom Public Works and Electrical negotiations; law enforcement officers
- South Snohomish County Regional Fire Authority (integration of fire departments, classification and compensation systems)
- Woodinville Water District – Total Compensation Study
- YouthCare – OPEIU 8 negotiations

4. Project Description

The City of Oak Harbor requests a classification and compensation analysis for 51 job classifications that includes examining and evaluating the City’s current total compensation for non-represented classifications and making recommendations for improvements or changes. The study includes a survey of comparable agencies to determine where the City stands in the market in terms of total compensation, including salaries, benefits, and paid leave.

CDA provides a hands-on approach and methodology that ensures accuracy and a “good fit” for analyzing data relevant to the project. We offer a custom-designed product that is not based in proprietary programs; our project process has no “black boxes.” We use common software, such as Excel, to document survey findings. Our processes are simple, transparent, and replicable by staff. We see ourselves as a partner and an extension of the City’s human resources and administrative staff.

CDA proposes to perform the following work in order to accomplish the project objectives:

a. Classification Review

The fundamental goal of classification analysis is to ensure that employees' job descriptions accurately reflect the duties they are performing, and that they are being fairly compared with the market. Since the City did substantial classification work five years ago, the Consultant's work will include a review of all included job classifications and any updates to job descriptions as necessary to ensure that they reflect current job duties.

b. Compensation Analysis

CDA will conduct a market survey of comparable agencies with which the City competes for labor to determine how the City's current salaries compare with the market. CDA will recommend a selection of 10-12 agencies based on criteria such as population, assessed valuation, similar services, proximity to Oak Harbor, and City precedent, among other factors, in determining a comparable market.

CDA is the standard among compensation consultants in that we use "raw" data as much as possible for market comparisons. We don't rely solely on pre-established survey data, but instead use source documents, such as salary schedules, bargaining agreements, and analysis of job descriptions from comparable agencies to make the most accurate market matches possible. We do not typically send out surveys for comparable agencies to complete; instead, we request agency salary schedules, job descriptions, and benefit information and perform the analysis ourselves. We believe that this method provides more timely responses from comparable agencies and yields more accurate data for position matching. It allows us, as consultants, to gain a deep knowledge of both the City's and the comparable agencies' compensation structure in order to make the best job classification matches as possible.

We will compile this data into a clear and readable format that will show a comparison of each position's salary with the matching market data at the minimum, 50%, and maximum of the salary range. This data presentation will include the positions used in each comparable organization to match with the City's position.

We will also create comparisons of employer-provided health benefit costs, paid leave, and additional compensation items provided for the City to consider in its overall compensation package in order to competitively recruit and retain quality employees. This will include a "dollarized" total compensation analysis for each position, including individual employee salaries and benefits (i.e., healthcare, retirement, paid leave, etc.) This allows the City to see an hourly, fully-burdened cost for each classification, compared to the fully-burdened cost of similar positions in comparable agencies.

c. Recommendations

Based on the market study, CDA will propose recommendations for improvement to the City's classification and compensation system, including salaries and the total compensation package. We consider the market salary survey data to be of utmost importance in evaluating job values

and determining correct salary levels for City job classifications, while balancing these considerations with classification and internal equity. We also rely on the classification analysis to “slot in” positions that were not benchmarked in the market study.

We will also provide recommendations for the City to consider regarding compensation philosophy and policies, based on a review of the comparable agencies, and on our current experience and knowledge in the compensation field. We will provide recommendations and “best practices” for the City to consider when setting and defining compensation policy.

Any compensation discussion should be conducted within the context of fiscal resources available. To that end, our recommendations will also include fiscal impact analysis of the proposed changes to the salary schedule. We will present these recommendations as policy options for the City to consider and ultimately decide upon, taking into consideration the City’s compensation policy preferences.

d. Final Product

CDA will provide a final product that includes:

- Review of the City’s existing job classifications, including revised job descriptions, and internal position alignment as necessary.
- Comparison of benchmark agencies with benchmark job position salaries at the minimum, midpoint, and maximum of the salary range.
- Recommendations for a compensation philosophy, policy, and best practices.
- Recommendations for a revised compensation plan based on the City’s objectives and market findings, including instructions for future salary benchmarking by City staff, pay compression prevention, and total compensation strategies.
- Fiscal impact analysis of the proposed compensation plan changes.
- A final report detailing the study, methodologies, and recommendations.

e. Project Facilitation

CDA will provide project leadership throughout the study from start to end, with partnership from the City’s staff. This includes proposing timelines, milestones, and status updates. CDA will provide regular brief check-in phone calls throughout the project and preliminary reports for various components of the project prior to the completion date. We strongly believe that frequent communication is key to keeping the project on schedule, on budget, and to ensure that there are no “surprises” along the way.

CDA will meet with City staff at the beginning of the project to set goals, expectations, finalize the scope of work, and set target dates for project milestones. CDA is also available to meet with City management staff and elected officials, as appropriate, to explain the study process, results, and impact to the organization. These meetings include internal meetings and formal Council meetings.

5. Scope of Work, Timeline, and Fee

CDA is available to begin the study upon award. The following timeline provides a list of the City's desired scope of work along with an estimated completion timeframe. Estimated timeframes depend on our understanding of what effort is involved in completing each task and assumptions about the amount of time City staff will need for review and decision-making.

Scope of Work Item	Description	Estimated Completion
1. Project Management Plan and Coordination		
1.1. Project Management	Staff work throughout project	Throughout project
1.2 Project management plan	Determine final scope of work, establish schedules, milestones, deliverables, etc.	February
1.3 Communication program	Communications with City staff throughout project	Throughout project

2. Classification & Compensation Analysis		
2.1 Review and revise existing job descriptions	Review current job descriptions; revise/update as necessary	End of February
2.2 Comparable agency selection	Review current methodology for selecting comparable agencies; make recommendations for selection criteria and select comparable agencies; present to City staff for review.	Early March
2.3 Compensation survey	Collect market data and compile into tables; present to City staff for review.	March
2.4 Benefits survey	Collect market data regarding healthcare, paid leave, and other benefits and compile into total compensation tables	March
2.5 Recommend compensation philosophy	Draft statement based on City feedback and consultant recommendations.	April
2.6 Recommend total compensation package	Recommendations including salaries, healthcare, paid leave, and other benefits	April
2.7 Determine appropriate salary structure	Recommend revised salary schedule based on results of classification study and salary survey.	March/April
2.8 Fiscal impact analysis	Determine estimated cost of implementing revised salary schedule and compensation changes.	March

Scope of Work Item	Description	Estimated Completion
3. Meetings		
3.1 Project team meetings	Meet with HR staff at critical project milestones; briefing phone calls and emails throughout project	Throughout project
3.2 Kick-Off Meeting	Meet with critical City staff to finalize project scope, timeline, etc.	Early March
3.3. Council meetings	Present study finding and recommendations to Council	As needed

4. Deliverables		
4.1 Draft report	Summarize findings, present tabulated results of total compensation survey	April 21, 2023
4.2 Final report	Revise draft	May 5, 2023
4.4 Council meeting materials	Create Council meeting exhibits, presentations, PowerPoints, etc.	May
4.5 Response to Council questions	Follow-up questions from Council meeting(s)	May
Estimated Completion		June 2023

For this work, CDA proposes a fixed price of \$28,000, billed in four equal installments of \$7,000. In the alternative, CDA proposes a rate of \$180 per hour with an agreement not-to-exceed amount of \$32,000, billed monthly. This sum includes reimbursable expenses, such as mileage. This amount does not include labor negotiations or other human resources consulting matters outside of the requested scope of work. Final price will be subject to final agreement upon the City's scope of work.

If CDA receives this contract, it is understood that CDA accepts the Oak Harbor Standard Professional Services Agreement as written.

6. References

Adrienne Johnson – Newton
Human Resources Director
City of Des Moines
Project: Non-Represented Employee Class and Comp Study
Contact: 206.870.6722; ajohnson@desmoineswa.gov

Cathryn Laird, HR Director
City of Redmond
Project: Non-Represented Employee Salary Study; Labor Negotiations Support
Contact: 425.765.8502; claird@redmondwa.gov

Julie Hunsaker, Human Resources Director
City of Maple Valley
Project: Salary Study, 2017, 2022
Contact: 206.483.8800 ext. 626; julie.hunsaker@maplevalleywa.gov

Monica Houston, Director of Human Resources
Kitsap Regional Library
Project: Compensation Study
Contact: 360.475.9160; mhouston@krl.org

Julianne Briggs, Human Resources
City of Federal Way
Project: Classification and Compensation Study
Contact: 253.835.2532; julianne.briggs@cityoffederalway.com

Attachment A: Cabot Dow Resume

*Consulting Practice Established (circa 1980)
Sole Proprietor*

Education:

Bachelor's Degree in Industrial Relations from Bethel University, St. Paul, Minnesota
Master's Degree in Public Administration (MPA) from Evans Graduate School of Public Affairs,
University of Washington, Seattle, Washington
Master's Thesis – Effective implementation of collective bargaining in local government in the
State of Washington

Experience:

5 Years Founding Director – Washington Local Government Institute (LGPI)
5 Years Human Resources Director
5 Years Labor Relations Manager
8 Years Compensation Administrator
20 Years of experience working with public agencies throughout the State of Washington on a
variety of compensation and labor negotiations projects
35 Years of experience with Washington State PERC
35 Years of experience with Washington State PECBA (41.56 RCW)
35 Years of experience representing public employers in the State of Washington in labor
negotiations, mediation, and interest arbitration of police and fire contract disputes
Technical conflict resolution training under tutors from: Harvard, Cornell, FMCS, PERC, NPELRA.

Public Service:

Author of Model Labor Contract Language, LGPI Publication
Author of articles on labor negotiations, labor costing, mediation, interest arbitration
Periodic state and national speaker on labor relations topics, policy, and trends

Website:

Reference: Cabot Dow website
www.cabotdow.com

Attachment B: Alexandra Sheeks Resume

Education:

Master's Degree in Public Policy and Administration (MPPA) from Sacramento State University, California

Bachelor's Degree in Political Science and Economics, Sonoma State University, California

Experience:

2016 - Present: Consultant for Cabot Dow Associates

- Classification and Compensation Studies for City of Federal Way; Kitsap Regional Library, Jefferson County Library, Jefferson County; Island Transit; City of SeaTac; City of Kenmore; Link Transit; Skagit Transit; City of Maple Valley
- Compensation support for labor negotiations for various public agencies

2010 – 2015: Assistant to the City Manager, City of Woodinville, Washington

- Responsible for management of City Human Resources, including performing compensation studies; labor negotiations; personnel policy management; job analysis; public relations; research and analysis

2004 – 2010: Management Analyst, City of Rancho Cordova, California

- Staff support; research and analysis; public relations

Attachment C: Lindsay Smith Resume

Education:

Juris Doctor, Seattle University School of Law

Bachelor's Degree, University of Washington

Experience:

2018-2021 – Human Resources Analyst, City of Redmond

- Served as HR analyst on a variety of labor relations matters
- Participated in collective bargaining agreement negotiations with the City's seven bargaining units
- Provided employees, HR team, and managers guidance and communication around policy and procedures in accordance with the applicable CBA and personnel policies
- Researched, evaluated, and identified available resources and strategies to meet the needs of negotiation teams
- Reviewed, analyzed, drafted CBA and personnel policy changes

2014-2018 – Legal Service Professional, Local Business Law Firm

- Reviewed, analyzed, drafted policy documents
- Interpreted and analyzed state and federal statutes and regulations and their impacts on business clients and their employees
- Researched, analyzed, and provided guidance on employment issues facing business clients

Attachment D: Mary Ransier Resume

Education

MS – Management and Leadership

December 2021

Western Governors University | Salt Lake City, UT

BS – Human Resource Management

December 2020

Western Governors University | Salt Lake City, UT

Experience

Human Resources Director, Mason County

August 2022 to Present

- HR Administration and Leadership
- HR Process Improvement
- HR Practice auditing
- HR Labor Relations
- HR Organizational Needs Assessments
- HR Workforce Development
- HR Strategic Planning

Organizational Development Manager, *Pierce County, Tacoma, WA*

November 2018-August 2022

Coordinated the Pierce County Executive's DEI and HR Initiatives

Led County-wide HR strategy to assess HR needs and recommend programs and practices.

Designed and managed the County's performance management, mentorship, leadership development, employee life cycle, and employee engagement programs.

Consultant and thought leader with County leaders and Executive management to identify organizational development and HR needs based on business and organizational change.

Deputy Director, *MACECOM, Shelton, WA*

October 2015-November 2018

Coordinated and oversaw all HR functions, policy development and legal compliance.

Lead negotiator with the bargaining unit and lead class/comp analysis and CBA drafting.

Developed organization personnel policies.

Responsible for all labor relations and employment practice issues, such as employee accommodation, classification, Leaves Admin (FMLA), employee discipline, employee performance, grievances, records management, recruitment.

Responsible for mediating with all first responder agencies in Mason County.

Training Program Supervisor, *Washington State Patrol Academy, Shelton, WA*

September 2012-September 2015

Evaluate productivity and efficiency of performance management and HR functions and work to establish policies and procedures to promote uniformity of operation.

Oversaw recruitment, classification, and compensation of new employees.

Provided agency leadership of diverse teams and engagement of all stakeholders.



Request for Proposal (RFP) Non-Represented Classification and Compensation Study

Soliciting Agency: City of Oak Harbor

Proposals Due by: 2:00 p.m. on February 3, 2023

Submit to: City of Oak Harbor
ATTN: Julie Nester, City Clerk
865 SE Barrington Drive
Oak Harbor, WA 98277

For More Information: Sandra Place, Central Services Supervisor
splace@oakharbor.org

Emma House, Human Resources Director
ehouse@oakharbor.org

Overview

The City of Oak Harbor is requesting proposals to conduct a comprehensive Classification and Compensation Study for all non-represented employees. This study is referred to as the “Project.” The City of Oak Harbor has approximately **51** non-represented positions, including the City Administrator and department heads; this study will include approximately **56** employees. This study includes salary and fringe benefit levels, a review and, if necessary, an update of job descriptions, and a review of and recommendations on its classification and compensation system.

BACKGROUND AND DISCUSSION

The City’s last review was conducted five (5) years ago. The job descriptions for current non-represented employees have been updated by City staff, but job descriptions may not reflect current job duties. This project is a comprehensive study of classification and compensation.

The City of Oak Harbor strives to competitively recruit and retain employees, motivate employees to excel in job performance, and structure work to provide the best service to the community.

The City’s functional objectives for this Project include:

1. Provide internal consistency within each department and between other departments, eliminate any salary compression between management and staff, and provide a fair, competitive wage in the labor market to attract and retain a professional, productive, and diverse workforce. For purposes of this study, the labor market shall consist of both the private and public sector labor markets.
2. Provide any recommendations for compensation administration, including rules and policies, to maintain long-term competitiveness, ensure equity, and position the organization for future development.
3. Recommend base salary ranges and classification placement within those ranges, total salaries, and benefits, including the compensation package of insurance and other benefits (including paid leave).
4. Provide a job evaluation methodology that logically compares jobs to assess their relative worth for classification review for this project and the City’s use after the project is complete.

Single Award: The City intends to award a single individual, vendor, or consulting firm.

About Oak Harbor, Washington

The City of Oak Harbor (population 23,809+) was incorporated on May 14, 1915, and is situated on the 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 major 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, related financial plans, and 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.

PROPOSAL REQUIREMENTS

Project Approach: Provide a clear concise statement of the general approach to be undertaken on the project.

Scope of Work: The project consists of furnishing all labor, materials, equipment, tools, supervision and travel necessary to complete the following tasks:

- A. Conduct a job audit of all positions, including a general task analysis by department, which shall include interviews with department directors/managers, division managers and other key personnel and employees to determine the organizational structure and essential functions of each position.
- B. Review existing job descriptions and recommend updates, as needed.
- C. Evaluate jobs by developing, then reviewing, a job-ranking structure; verify ranking by analyzing pertinent market data concerning the ranking; compare the initial ranking with that of the market's hierarchy and adjust as determined; prepare a matrix with an organizational review on the basis of required tasks and future forecasts; develop a matrix of jobs crossing lines and departments; compare the matrix with the City structure.
- D. Determine recommended comparative city employers.
- E. Determine recommended compensation policy.
- F. Recommend an appropriate salary structure including the salary range for all classifications, a minimum and a maximum percent spread for the schedule, and the percent difference between each salary step.

- G. Develop and present recommendations and impact studies including the cost, if any, of implementing the proposed compensation policies with current employees, and the future impact of recommended changes.
- H. Schedule and attend meetings with City administration and committees, including but not limited to:
 - a. Mayor
 - b. City Administrator
 - c. Human Resources Director
 - d. Department Directors
 - e. City Council

City's Responsibilities: The City staff will provide the consultant with all relevant information it has pertaining to the City and its operations including existing job descriptions, organizational charts, and collective bargaining agreements, and relevant sections of the municipal code. The City may provide additional documents and information, as appropriate.

Proposal Format:

1. Cover letter summarizing the proposal.
2. Scope of work (a description of the work program including a description of deliverables and activities).
3. Description of the Project Team. The names, title and qualifications (resumes) of the proposed project manager and support staff who will be conducting the work on this assignment, including their experience and projects in which they had “hands on” responsibility, and length of time with the firm. The project manager will be expected to be fully involved and conversant in the details of the project on a day-to-day basis.
4. Describe the organizational structure of staff members and sub-consultants (if any).
5. Outline of the proposed work plan and timeline.
6. Schedule of billing rates and a specific “not to exceed” capped fee including associated fees (i.e. printing costs, attendance at meetings, travel). A requested payment schedule should accompany the work schedule.
7. A list of five (5) references for similar projects, three of which are cities, including names of contract persons and telephone numbers, for your firm and for any subcontractors.

The submittal shall not exceed twenty (20) pages, 8½ x 11 inches, single-sided, with a 12-point font minimum. All pages count towards the page total except the cover, introductory letter, and organizational chart (if included).

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

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

Length of Contract: The initial length of the contract will be through December 31, 2023. At the sole discretion of the City, this contract may be extended for up to three additional years for subsequent updates.

EVALUATION PROCESS AND SELECTION OF PROPOSALS

Selection Procedure: After the deadline for acceptance of proposals, the City will evaluate the Technical 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 Technical 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.

An evaluation team will evaluate the RFP responses received from each vendor. Prior to the selection of the award to the apparent successful vendor, the City of Oak Harbor reserves the right to require any vendor to participate in a presentation to the evaluation team (and others) of the items contained in the RFP response and any other items deemed appropriate by the City of Oak Harbor.

If an award is made as a result of this RFP, it shall be awarded to the vendor whose proposal is most advantageous to the City of Oak Harbor with price and other factors including, but not limited to, Responses to the RFP questions; demonstrated technical ability and expertise; financial stability; reference calls and/or recommendations; memberships, licenses, ISO Certifications or any other applicable membership or certifications; presentations to the City of Oak Harbor evaluation team and others (if applicable); product samples which the City may, at its discretion, request as part of the RFP process; any additional criteria deemed appropriate by the City which would lend itself to establishing the Service Provider's viability to perform the work as outlined in this RFP.

Points will be awarded up to the maximum allocated to each category depending on the understanding of the members of the evaluation team on how well, in their judgment, each item has been addressed.

Requirements questions, presentations, and compensation categories will be scored and awarded points. Points will be rounded to the nearest whole value, but in no event will rounding cause the points to exceed the maximum allowed.

When determining whether a vendor is responsible or when evaluating a vendor's proposal, the following factors will be considered, any one of which will suffice to determine if a vendor is either not a responsible vendor or if the vendor's proposal is not the most advantageous to the City:

- ✓ The vendor's ability, capacity, and skill to perform the contract or provide the required service.
- ✓ The character, integrity, reputation, judgment, experience, and efficiency of the vendor.
- ✓ Whether the vendor can perform the contract within the time specified.
- ✓ The quality of performance of previous public and private contracts or services, including, but not limited to, the vendor's failure to perform satisfactorily or complete any written contract.
- ✓ The previous and existing compliance by the vendor with laws relating to the contract or services.
- ✓ Evidence of collusion with any other vendor, in which case colluding vendors will be restricted from submitting further bids on the subject project or future tenders.

- ✓ The vendor is not qualified for the work or the RFP’s full extent.
- ✓ The vendor has been convicted of a crime arising from a previous public contract, excepting convictions that have been pardoned, expunged, or annulled.
- ✓ The vendor has been convicted of a crime of moral turpitude or any felony, excepting convictions that have been pardoned, expunged, or annulled, whether in this state, in any other state, by the United States, or in a foreign country, province or municipality. Vendors shall affirmatively disclose to the City all such convictions, especially of management personnel or the vendor as an entity, prior to notice of award or execution of a contract, whichever comes first. Failure to make such affirmative disclosure shall be grounds, in the City’s sole option and discretion, for termination for default after the award or execution of the contract.
- ✓ More likely than not, the vendor will be unable, financially or otherwise, to perform the work.
- ✓ Such information may be secured having a bearing on the decision to award the contract.
- ✓ Any other reason deemed proper by the City of Oak Harbor.

Selection Criteria: Selection shall be based on the following:

CRITERIA	POINT VALUE
Thoroughness and understanding of the tasks to be completed.	Up to 20 Points
Background and experience in organizational analysis and evaluation.	Up to 20 Points
Staff expertise and overall experience of personnel assigned to the work.	Up to 20 Points
Time required to accomplish the requested services.	Up to 20 Points
Responsiveness to requirements of the project.	Up to 20 Points
Recent public-sector experience, preferably in a municipal setting, conducting similar studies.	Up to 20 Points
Cost	Up to 20 Points
TOTAL	Up to 140 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: Five (5) copies of the proposal, one unbound copy of the proposal, and one copy of the project budget in a sealed envelope shall be delivered no later than 2:00 p.m. on February 3, 2023 to:

City of Oak Harbor
Attention: Julie Nester, City Clerk
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 further consideration from the City. Postmarks will not be accepted.

Faxed and emailed submittals are not accepted.

All proposals must be clearly marked on the outside of the envelope:

“City of Oak Harbor Classification and Compensation Study”

Proposal Contact Person: All questions regarding this solicitation should be directed to Sandra Place, Central Services Supervisor, via e-mail at splace@oakharbor.org. Questions will be compiled and placed on the City of Oak Harbor’s website at www.oakharbor.gov.

Instructions to Bidders:

Submittals must be received before the specified deadline to be accepted (no exceptions). The City of Oak Harbor reserves the right to request follow-up information or clarification from vendors in consideration. The consultant 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 consultant who will best serve the interests of the City.

Any documents supplementing or deviating from the expressed requirements of the Request for Proposal may result in the rejection of the proposal as non-responsive.

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 and subject to the Washington State Public Records Act, Ch. 42.56 RCW.

Protests:

Any prospective Proposer may file a protest challenging the requirements identified in the RFP, provided such protest is received no later than ten (10) calendar days before the date established for responding to this solicitation.

A financially interested proposer may file a protest based on the evaluation of Submittals provided such protest is received no later than five (5) calendar days after the protesting party knows or should have known of the facts and circumstances upon which the protest is based.

A protest submittal shall be delivered to the City of Oak Harbor at 865 SE Barrington Drive, Oak Harbor, WA 98277, with the words "Vendor Protest" prominently and displayed on any outer cover containing the protest notice as well as the notice itself.

In no event shall a protest be considered if all Submittals are rejected or after execution of this contract.

The following minimum information must be included in the written protest notice:

- 1) the name, address, and phone number (including area code) of the protesting vendor; and
- 2) the protesting vendor's contact person's name and telephone number (including area code); and 3) a statement(s) describing the nature of the protest; and
- 4) the City Request for Proposal title.

Schedule:

The approximate RFP schedule is summarized below:

- Issuance of RFP: January 7, 2023
- Vendor submittals due: February 3, 2023
- Evaluation Period and Interviews: Up to February 15, 2023
- Contract Award to City Council for Approval: February 21, 2023
- Notice to Proceed: February 22, 2023
- Draft Report Due: April 21, 2023
- Final Report Due: May 5, 2023
- Presentation to City Council: May 16, 2023
- Development and Implementation Period: June 2023

Dates may be subject to change.

Attachments:

- A. City of Oak Harbor Professional Services Contract
- B. Scope of Services
- C. Authorized Positions and Salary Ranges FY2023-2024
- D. City Organizational Charts
- E. 2023 Salary Schedule

*Current approved Job Descriptions-available upon request.

*Current approved Collective Bargaining Agreements-available upon request.

Contract Obligations:

The successful Respondent 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.

ARPA Compliance.

The City was awarded American Rescue Plan Act (ARPA) funding on March, 2021.

The Consultant understands that one of the sources of funding may be ARPA funds. Accordingly, the Consultant agrees to comply with the terms and conditions set forth in **Exhibit B**, attached and incorporated herein, including any reporting obligations established by the U.S. Department of Treasury and/or the City as they relate to this contract.

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.

III.15 **SUSPENSION AND DEBARMENT.** The Consultant certifies that it is not suspended, debarred, proposed for debarment, declared ineligible or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds

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 _____, 20____.

CITY OF OAK HARBOR

[INSERT TRUE AND ACCURATE NAME OF COMPANY]

By _____
_____, Mayor

By _____
[PRINT OR TYPE NAME AND TITLE]

Approved as to form:

City Attorney

Exhibit B
ARPA Funding Stipulations

U.S. DEPARTMENT OF THE TREASURY
CORONAVIRUS LOCAL FISCAL RECOVERY FUND AWARD
TERMS AND CONDITIONS

FEDERAL COMPLIANCE - The use of federal funds requires additional compliance and control mechanisms to be in place. The following represents the majority of compliance elements that may apply to any federal funds provided under this contract. For clarification regarding any of these elements or details specific to the federal funds in this contract, contact the U.S Department of the Treasury Coronavirus Local Fiscal Recovery Fund Award.

Sources of Funds description:

1. Use of Funds.
 - a. Consultant understands and agrees that the funds disbursed under this award may only be used in compliance with section 603(c) of the Social Security Act (the Act), Treasury’s regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
 - b. Consultant will determine prior to engaging in any project using this assistance that it has the institutional, managerial, and financial capability to ensure proper planning, management, and completion of such project.
2. Period of Performance. The period of performance for this award begins on the date hereof and ends when the agreement Term expires in Section III.3 of the agreement. As set forth in Treasury’s implementing regulations, Recipient may use award funds to cover eligible costs incurred during the period that begins on the date hereof and ends on December 31, 2024; and
3. Reporting. Recipient agrees to comply with any reporting obligations established by Treasury as they relate to this award including, but not limited to, providing all receipts and invoices for all goods and services and labor rate details for all labor.
4. Maintenance of and Access to Records.
 - a. Consultant shall maintain records and financial documents sufficient to evidence compliance with section 603(c) of the Act, Treasury’s regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
 - b. The City shall have the right of access to records (electronic and otherwise) of the Consultant in order to conduct audits or other investigations for ARPA compliance purposes.
 - c. Records shall be maintained by the Consultant for a period of five (5) years after all funds have been expended or returned to the City, whichever is later.
5. Administrative Costs. Contractor may use funds provided under this award to cover both direct and indirect costs.

6. Compliance with Applicable Law and Regulations.

- a. Consultant agrees to comply with the requirements of section 603 of the Act, regulations adopted by Treasury pursuant to section 603(f) of the Act, and guidance issued by Treasury regarding the foregoing. Consultant also agrees to comply with all other applicable federal statutes, regulations, and executive orders, and Consultant shall provide for such compliance by other parties in any agreements it enters into with other parties relating to this award.
- b. Federal regulations applicable to this award include, without limitation, the following:
 - i. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as Treasury may determine are inapplicable to this Award and subject to such exceptions as may be otherwise provided by Treasury. Subpart F – Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, shall apply to this award.
 - ii. Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 25 is hereby incorporated by reference.
 - iii. Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170 is hereby incorporated by reference.
 - iv. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement), 2 C.F.R. Part 180, including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 C.F.R. Part 180, subpart B) that the award is subject to 2 C.F.R. Part 180 and Treasury’s implementing regulation at 31 C.F.R. Part 19.
 - v. Governmentwide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20.
 - vi. New Restrictions on Lobbying, 31 C.F.R. Part 21.
 - vii. Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655) and implementing regulations.
 - viii. Generally applicable federal environmental laws and regulations.
- c. Statutes and regulations prohibiting discrimination applicable to this award include, without limitation, the following:
 - i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury’s implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;
 - ii. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.),

which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;

- iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;
- iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury’s implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and
- v. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.

7. Remedial Actions. In the event of Consultant’s noncompliance with section 603 of the Act, other applicable laws, Treasury’s implementing regulations, guidance, or any reporting or other program requirements, Treasury may impose additional conditions on the receipt of a subsequent tranche of future award funds, if any, or take other available remedies as set forth in 2 C.F.R. § 200.339. In the case of a violation of section 603(c) of the Act regarding the use of funds, previous payments shall be subject to recoupment as provided in section 603(e) of the Act.

8. Hatch Act. Consultant agrees to comply, as applicable, with requirements of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328), which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by this federal assistance.

9. False Statements. Consultant understands that making false statements or claims in connection with this award is a violation of federal law and may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in federal awards or contracts, and/or any other remedy available by law.

10. Publications. Any publications produced with funds from this award must display the following language: “This project [is being] [was] supported, in whole or in part, by federal award number [enter project FAIN] awarded to [name of Consultant] by the U.S. Department of the Treasury.”

11. Disclaimer.

- a. The United States expressly disclaims any and all responsibility or liability to Recipient or third persons for the actions of the City or third persons resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this award or any other losses resulting in any way from the performance of this award or any contract, or subcontract under this award.
- b. The acceptance of this award by the City does not in any way establish an agency relationship between the United States and the City.

12. Protections for Whistleblowers.

- a. In accordance with 41 U.S.C. § 4712, Consultant may not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant.
- b. The list of persons and entities referenced in the paragraph above includes the following:
 - i. A member of Congress or a representative of a committee of Congress;
 - ii. An Inspector General;
 - iii. The Government Accountability Office;
 - iv. A Treasury employee responsible for contract or grant oversight or management;
 - v. An authorized official of the Department of Justice or other law enforcement agency;
 - vi. A court or grand jury; or
 - vii. A management official or other employee of Recipient, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct.
- c. Consultant shall inform its employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.

13. Increasing Seat Belt Use in the United States.

Pursuant to Executive Order 13043, 62 FR 19217 (Apr. 18, 1997), the City encourages the Consultant contractors to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented or personally owned vehicles.

Reducing Text Messaging While Driving. Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 6, 2009), the City encourages its employees, subrecipients, consultants and contractors to adopt and enforce policies that ban text messaging while driving, and the City should establish workplace safety policies to decrease accidents caused by distracted drivers.

ATTACHMENT “B”

CLASSIFICATION AND COMPENSATION STUDY

SCOPE OF SERVICES

NOTE: This is only final once the Consultant is selected and final negotiations are completed.

PROJECT UNDERSTANDING

During this Agreement, the “Consultant” shall perform a classification and compensation study and provide detailed recommendations regarding comparable employers, City salaries and benefits, and compensation rules and policies.

TASK 1: PROJECT MANAGEMENT/CONSULTANT COORDINATION

1. The Consultant shall coordinate with the City’s project manager throughout the project.
2. The Consultant shall develop and maintain an updated project monthly schedule provided to the City.
3. The Consultant may submit monthly invoices with a written summary of project progress.

TASK 2: CLASSIFICATION AND COMPENSATION ANALYSIS

1. Identify and evaluate appropriate options for the City of Oak Harbor:
 - A. Conduct a job audit of identified positions, including a general task analysis by department, which shall include interviews with department directors/managers, division managers, and other key personnel and employees to determine each position's organizational structure and essential functions.
 - B. Review existing job descriptions and recommend updates as needed.
 - C. Evaluate jobs by developing, then reviewing, a job-ranking structure; verify ranking by analyzing pertinent market data concerning the ranking; compare the initial ranking with that of the market’s hierarchy and adjust as determined; prepare a matrix with an organizational review based on required tasks and future forecasts; develop a matrix of jobs crossing lines and departments; compare the matrix with the City structure.
 - D. Determine recommended comparable cities.
 - E. Determine recommended compensation policy..
 - F. Determine an appropriate salary structure including the salary range for all classifications, a minimum and a maximum percent spread for the schedule, and the percent difference between each salary step.
 - G. Develop and present recommendations and impact studies including the cost, if any, of implementing the proposed compensation policies with current employees, and the future impact of recommended changes.
 - H. Schedule and attend meetings with City administration and committees, including but not limited to:
 - a. Mayor

- b. City Administrator
- c. Human Resources Director
- d. Department Directors
- e. City Council

TASK 2: MEETINGS

1. The Consultant shall lead a kick-off meeting with City staff.
2. The Consultant shall meet with City staff to discuss and identify information relevant to the analysis.
3. The Consultant shall meet with City staff as needed to coordinate progress and review draft findings with City staff.
4. The Consultant shall attend a meeting to review the final report with City staff.

TASK 2 DELIVERABLES

1. The Consultant shall determine recommended comparable cities.
2. The Consultant shall determine a recommended compensation philosophy.
3. The Consultant shall prepare a draft report for review and comment within approximately 60 days of contract execution.
4. The Consultant shall prepare a final report for presentation to the Mayor, City Council, City staff, and the community.

TASK 3: PUBLIC MEETINGS

1. The Consultant shall make a presentation and be prepared to answer questions from the Mayor and City Council at a Council meeting where the proposed recommendations are discussed.
2. The Consultant may then be asked to provide additional recommendations based on additional questions or assumptions discussed in those presentations.

TASK 3 DELIVERABLES

1. The Consultant shall be responsible for preparing the materials and exhibits for the presentation to the Mayor and City Council.
2. The Consultant shall also prepare written responses to additional questions posed by the Mayor and City Council as practicable and prepare additional information as requested.

ATTACHMENT “C”

Wage and Salary Schedule / Compensation Plan

Department	Classification	Monthly Salary Range		Positions (FTE) - Adopted Budget					
		Minimum	Maximum	2020	2021	2022	2023	2024	
Council	City Council Member	\$ 752	\$ 752	7.00	7.00	7.00	7.00	7.00	
Mayor / Exec. Admin	Mayor	\$ 5,016	\$ 5,016	1.00	1.00	1.00	1.00	1.00	
Mayor / Exec. Admin	Mayor's Executive Assistant*	\$ 5,535	\$ 7,361	1.00	1.00	1.00	1.00	1.00	
Mayor / Exec. Admin	City Administrator	\$ 12,060	\$ 16,037	1.00	1.00	1.00	1.00	1.00	
Mayor / Exec. Admin	City Clerk	\$ 5,535	\$ 7,361	0.63	0.75	0.75	0.80	0.80	
Mayor / Exec. Admin	Public Information Officer	\$ 5,814	\$ 7,730	1.00	0.00	0.00	0.00	0.00	
Mayor / Exec. Admin	Communications/IT Manager	\$ 7,065	\$ 9,396	0.00	1.00	1.00	1.00	1.00	
Mayor / Exec. Admin	Executive Assistant	\$ 5,535	\$ 7,361	1.00	1.00	1.00	1.00	1.00	
Mayor / Exec. Admin	Economic Development Coordinator	\$ 5,814	\$ 7,730	0.00	0.00	1.00	1.00	1.00	
Human Resources	Human Resources Director	\$ 9,943	\$ 13,223	1.00	1.00	1.00	1.00	1.00	
Human Resources	HR Generalist/Civil Service Secretary	\$ 5,814	\$ 7,730	1.00	1.00	1.00	0.00	0.00	
Human Resources	HR Analyst - Labor Relations	\$ 6,105	\$ 8,117	0.00	0.00	0.00	1.00	1.00	
Human Resources	HR Specialist - Payroll	\$ 4,783	\$ 6,360	0.00	0.00	1.00	1.00	1.00	
Human Resources	HR Assistant	\$ 4,552	\$ 6,054	0.00	0.00	0.00	0.00	0.40	
Finance	Finance Director	\$ 10,441	\$ 13,884	1.00	1.00	1.00	1.00	1.00	
Finance	Accountant	\$ 5,814	\$ 7,730	3.00	3.00	3.00	3.00	3.00	
Finance	Accounting Assistant-Cashier	\$ 3,906	\$ 5,195	3.00	3.00	3.00	3.00	3.00	
Finance	Accounting Technician	\$ 4,552	\$ 6,054	1.00	1.00	1.00	1.00	1.00	
Finance	Office Manager - Utilities	\$ 5,271	\$ 7,010	1.00	1.00	1.00	1.00	1.00	
Finance	Payroll/Accounts Payable	\$ 4,783	\$ 6,360	1.00	1.00	0.00	0.00	0.00	
Finance	Finance & Performance Analyst	\$ 5,814	\$ 7,730	0.00	1.00	1.00	1.00	1.00	
Finance	Finance Manager	\$ 7,065	\$ 9,396	0.00	1.00	0.00	0.00	0.00	
Finance	Senior Accountant	\$ 6,409	\$ 8,523	0.00	0.00	0.00	0.00	0.00	
Finance	Grants Administrator	\$ 5,814	\$ 7,730	0.00	0.00	1.00	1.00	1.00	
Legal	City Attorney	\$ 10,962	\$ 14,578	1.00	0.00	0.00	0.00	0.00	
Legal	Assistant City Attorney	\$ 8,162	\$ 10,853	1.00	1.00	1.00	0.00	0.00	
Legal	Assistant City Attorney-Civil	\$ 8,162	\$ 10,853	0.80	0.00	0.00	0.00	0.00	
Legal	Public Records Officer	\$ 5,535	\$ 7,361	0.00	0.80	0.80	0.80	0.80	
Legal	Paralegal	\$ 4,783	\$ 6,360	1.00	1.00	0.00	0.00	0.00	
Legal	Sr. Paralegal	\$ 5,535	\$ 7,361	0.00	0.00	1.00	1.00	1.00	
Legal	SR. Administrative Assistant	\$ 5,022	\$ 6,679	1.00	1.00	0.00	0.00	0.00	
Legal	SR. Legal Assistant	\$ 5,535	\$ 7,361	0.00	0.00	1.00	1.00	1.00	
Dev. Services	Development Services Director	\$ 9,943	\$ 13,223	1.00	1.00	1.00	1.00	1.00	
Dev. Services	Administrative Assistant	\$ 4,552	\$ 6,054	1.00	0.00	0.00	0.00	0.00	
Dev. Services	Senior Administrative Assistant	\$ 5,022	\$ 6,679	0.00	1.00	1.00	1.00	1.00	
Dev. Services	Associate Planner	\$ 6,105	\$ 8,117	1.00	1.00	0.00	0.00	0.00	
Dev. Services	Building Official	\$ 7,421	\$ 9,869	1.00	1.00	1.00	1.00	1.00	
Dev. Services	Code Compliance Officer	\$ 5,022	\$ 6,679	0.41	0.41	0.41	0.41	0.41	
Dev. Services	Permit Coordinator	\$ 4,552	\$ 6,054	1.00	1.00	1.00	1.00	1.00	
Dev. Services	Plans Examiner	\$ 6,105	\$ 8,117	1.00	0.00	0.00	0.00	0.00	
Dev. Services	Building Inspector/Plans Examiner	\$ 6,105	\$ 8,117	0.00	1.00	1.00	1.00	1.00	
Dev. Services	Senior Planner	\$ 6,728	\$ 8,948	2.00	2.00	2.00	2.00	2.00	
Dev. Services	Principal Planner	\$ 7,421	\$ 9,869	0.00	0.00	1.00	1.00	1.00	
Police Dept.	Police Chief	\$ 10,441	\$ 13,884	1.00	1.00	1.00	1.00	1.00	
Police Dept.	Administrative Assistant II	\$ 4,783	\$ 6,360	1.00	0.00	0.00	0.00	0.00	
Police Dept.	Senior Administrative Assistant	\$ 5,022	\$ 6,679	0.00	1.00	1.00	1.00	1.00	
Police Dept.	Animal Control Officer (ACO)	\$ 4,890	\$ 6,114	1.00	0.00	0.00	0.00	0.00	
Police Dept.	Police Support Officer/Animal Control Officer	\$ 4,890	\$ 6,114	0.00	1.00	1.00	1.00	1.00	
Police Dept.	Corrections Officer	\$ 4,890	\$ 6,114	6.00	3.00	0.00	0.00	0.00	
Police Dept.	Corrections Sergeant	\$ 6,724	\$ 7,094	1.00	0.00	0.00	0.00	0.00	
Police Dept.	Evidence Information Specialist	\$ 4,254	\$ 5,318	0.00	1.00	1.00	1.00	1.00	
Police Dept.	Police Captain	\$ 9,468	\$ 12,591	2.00	2.00	2.00	2.00	2.00	
Police Dept.	Police Officer	\$ 6,406	\$ 8,006	18.00	19.00	19.00	19.00	19.00	
Police Dept.	Police Sergeant	\$ 8,551	\$ 9,303	5.00	6.00	6.00	6.00	6.00	
Police Dept.	Police Support Officer	\$ 4,794	\$ 5,993	0.00	2.00	0.00	0.00	0.00	
Police Dept.	Records Information Specialist	\$ 4,171	\$ 5,214	3.00	3.00	3.00	2.00	2.00	
Police Dept.	Records/Evidence Supervisor	\$ 5,735	\$ 6,812	1.00	0.00	0.00	1.00	1.00	
Police Dept.	Police Support Officer/Corrections Officer	\$ 4,890	\$ 6,114	0.00	0.00	5.00	3.00	3.00	
Fire Dept.	Fire Chief	\$ 9,943	\$ 13,223	0.90	0.90	0.90	0.90	0.90	
Fire Dept.	Administrative Assistant	\$ 4,552	\$ 6,054	1.00	0.00	0.00	0.00	0.00	
Fire Dept.	Senior Administrative Assistant	\$ 5,022	\$ 6,679	0.00	1.00	1.00	1.00	1.00	
Fire Dept.	Deputy Chief	\$ 9,468	\$ 12,591	1.00	1.00	1.00	1.00	1.00	
Fire Dept.	Fire Captain	\$ 8,512	\$ 9,301	4.00	4.00	4.00	4.00	4.00	
Fire Dept.	Fire Lieutenant	\$ 8,259	\$ 9,151	1.00	2.00	2.00	2.00	2.00	
Fire Dept.	Firefighter/EMT	\$ 6,372	\$ 7,961	4.00	4.00	4.00	4.00	4.00	
Fire Dept.	Paid On Call Firefighter**	\$ 3,467	\$ 3,900	11.86	11.50	11.50	11.50	11.50	
EMS	Emergency Services Director	\$ 9,943	\$ 13,223	0.10	0.10	0.10	0.10	0.10	
Parks	Parks Operations Manager	\$ 7,065	\$ 9,396	1.00	1.00	0.00	0.00	0.00	
Parks	Parks and Recreation Director	\$ 9,943	\$ 13,223	0.00	0.00	1.00	1.00	1.00	
Parks	Parks Maintenance Coordinator	\$ 5,814	\$ 7,730	0.00	0.00	0.00	1.00	1.00	
Parks	Lead Parks Specialist	\$ 5,271	\$ 7,010	1.00	1.00	1.00	0.00	0.00	
Parks	Parks Specialist I	\$ 4,038	\$ 5,264	4.00	2.40	1.40	0.40	0.40	
Parks	Parks Specialist II	\$ 4,726	\$ 6,165	0.00	2.00	3.00	2.00	2.00	

Department	Classification	Monthly Salary Range		Positions (FTE) - Adopted Budget				
		Minimum	Maximum	2020	2021	2022	2023	2024
Parks	Parks Specialist III	\$ 4,867	\$ 6,346	0.00	0.00	0.00	1.00	1.00
Parks	Arborist	\$ 4,867	\$ 6,346	0.00	0.00	0.00	1.00	1.00
Parks	Seasonal Laborer	\$ 3,519	\$ 4,679	0.80	0.40	0.40	1.20	1.20
Streets	Lead Streets Specialist	\$ 5,814	\$ 7,730	1.00	1.00	1.00	1.00	1.00
Streets	Seasonal Laborer	\$ 3,519	\$ 4,679	0.40	0.80	0.40	0.80	0.80
Streets	Streets Specialist I	\$ 4,038	\$ 5,264	1.00	2.00	2.00	2.00	2.00
Streets	Streets Specialist I - Temporary	\$ 4,038	\$ 5,264	0.00	0.00	1.00	0.00	0.00
Streets	Streets Specialist II	\$ 4,867	\$ 6,346	2.00	1.00	1.00	1.00	1.00
Senior Ctr.	Senior Services Administrator	\$ 6,409	\$ 8,523	1.00	1.00	1.00	1.00	1.00
Senior Ctr.	Program Assistant	\$ 3,519	\$ 4,679	0.88	1.00	1.00	1.00	1.00
Senior Ctr.	Program Coordinator	\$ 4,783	\$ 6,360	1.00	1.00	1.00	1.00	1.00
Senior Ctr.	Bus Operator	\$ 3,519	\$ 4,679	0.00	0.00	0.00	0.00	0.00
Senior Ctr.	Fitness Instructor	\$ 3,519	\$ 4,679	0.00	0.00	0.00	1.00	1.00
Water	Water Supervisor	\$ 6,409	\$ 8,523	0.00	1.00	1.00	1.00	1.00
Water	Lead Water Specialist	\$ 5,814	\$ 7,730	1.00	1.00	0.00	0.00	0.00
Water	Seasonal Laborer	\$ 3,519	\$ 4,679	0.40	0.40	0.40	0.40	0.40
Water	Water Quality Specialist	\$ 5,062	\$ 6,601	0.00	1.00	1.00	1.00	1.00
Water	Water Specialist I	\$ 4,038	\$ 5,264	3.00	1.00	1.00	1.00	1.00
Water	Water Specialist II	\$ 4,867	\$ 6,346	2.00	2.00	2.00	2.00	2.00
Water	Water Specialist III	\$ 5,112	\$ 6,669	0.00	0.00	1.00	1.00	1.00
Wastewater	SWR/SD/SW Operations Manager	\$ 7,421	\$ 9,869	0.33	0.33	0.33	0.33	0.33
Wastewater	Interpretive Center Attendant	\$ 2,856	\$ 3,797	0.00	0.00	0.00	0.00	0.00
Wastewater	Lab Technician	\$ 5,211	\$ 6,798	1.00	1.00	0.00	0.00	0.00
Wastewater	Lab Chemist	\$ 5,477	\$ 7,145	0.00	0.00	1.00	1.00	1.00
Wastewater	Lead SD/WWC Specialist	\$ 5,814	\$ 7,730	0.50	0.50	0.50	0.50	0.50
Wastewater	Lead WWTP Operator	\$ 5,814	\$ 7,730	1.00	1.00	0.00	0.00	0.00
Wastewater	WWC/SD Specialist I	\$ 4,038	\$ 5,264	1.00	1.00	0.00	0.00	0.00
Wastewater	Treatment Plant OIT	\$ 4,115	\$ 5,369	0.00	1.00	1.00	1.00	1.00
Wastewater	WWTP Operator I	\$ 4,496	\$ 5,867	2.00	1.00	2.00	2.00	2.00
Wastewater	WWTP Operator II	\$ 5,062	\$ 6,601	3.00	3.00	2.00	2.00	2.00
Wastewater	WWTP Supervisor	\$ 6,409	\$ 8,523	1.00	1.00	1.00	1.00	1.00
Wastewater	WWTP Operator III	\$ 5,641	\$ 7,359	0.00	0.00	1.00	1.00	1.00
Solid Waste	SWR/SD/SW Operations Manager	\$ 7,421	\$ 9,869	0.33	0.33	0.33	0.33	0.33
Solid Waste	Lead Solid Waste Collector	\$ 5,814	\$ 7,730	1.00	1.00	1.00	1.00	1.00
Solid Waste	Seasonal Laborer	\$ 3,519	\$ 4,679	0.00	0.20	0.20	0.20	0.20
Solid Waste	Solid Waste Collector I	\$ 4,038	\$ 5,264	1.00	0.00	0.00	0.00	0.00
Solid Waste	Solid Waste Collector II	\$ 4,726	\$ 6,165	5.00	6.00	6.00	6.00	6.00
Storm Drain	SWR/SD/SW Operations Manager	\$ 7,421	\$ 9,869	0.34	0.34	0.34	0.34	0.34
Storm Drain	Code Compliance Officer	\$ 5,022	\$ 6,679	0.00	0.00	0.00	0.00	0.00
Storm Drain	Lead Storm Drain Specialist	\$ 5,814	\$ 7,730	0.50	0.50	0.50	0.50	0.50
Storm Drain	SD/WW Compliance Inspector/Educator	\$ 5,162	\$ 6,735	1.00	1.00	1.00	1.00	1.00
Storm Drain	SD/WWC Specialist I	\$ 4,038	\$ 5,264	1.00	1.00	0.00	0.00	0.00
Storm Drain	SD/WWC Specialist II	\$ 4,867	\$ 6,346	3.00	3.00	5.00	5.00	5.00
Storm Drain	Seasonal Laborer	\$ 3,519	\$ 4,679	0.40	0.20	0.20	0.20	0.20
Marina	Harbormaster	\$ 7,065	\$ 9,396	1.00	1.00	1.00	1.00	1.00
Marina	Marina Maintenance Attendant I	\$ 4,157	\$ 5,114	0.00	0.00	0.00	0.00	0.00
Marina	Marina Maintenance Attendant II	\$ 4,409	\$ 5,428	2.00	1.00	1.00	1.00	0.00
Marina	Marina Maintenance Attendant III	\$ 4,542	\$ 5,590	1.00	2.00	2.00	2.00	3.00
Marina	Marina Operations Specialist III	\$ 4,542	\$ 5,590	1.00	1.00	1.00	1.00	1.00
Marina	Seasonal Laborer	\$ 3,519	\$ 4,679	0.80	0.80	0.80	1.20	1.20
Shop/Repair	Lead Equipment Mechanic	\$ 5,814	\$ 7,730	1.00	1.00	1.00	1.00	1.00
Shop/Repair	Diesel Mechanic	\$ 5,162	\$ 6,735	1.00	1.00	1.00	1.00	1.00
Shop/Repair	Seasonal Laborer	\$ 3,519	\$ 4,679	0.00	0.40	0.40	0.40	0.40
Public Works	Public Works Director	\$ 10,962	\$ 14,578	1.00	1.00	1.00	1.00	1.00
Public Works	Administrative Assistant	\$ 4,552	\$ 6,054	1.00	0.00	0.00	0.00	0.00
Public Works	Archaeologist/Project Manager	\$ 7,065	\$ 9,396	1.00	1.00	1.00	1.00	1.00
Public Works	Assistant City Engineer	\$ 8,162	\$ 10,853	0.00	0.00	0.00	0.00	0.00
Public Works	Assistant PW Director/City Engineer	\$ 9,943	\$ 13,223	0.00	0.00	0.00	0.00	0.00
Public Works	Central Services Supervisor	\$ 6,409	\$ 8,523	1.00	1.00	1.00	1.00	1.00
Public Works	Centralized Purchasing/Contract Coordinator	\$ 5,814	\$ 7,730	0.00	0.00	0.00	0.00	0.00
Public Works	City Engineer	\$ 9,468	\$ 12,591	1.00	1.00	1.00	1.00	1.00
Public Works	Civil Engineer	\$ 7,421	\$ 9,869	0.00	0.00	0.00	0.00	0.00
Public Works	Construction Inspector	\$ 5,477	\$ 7,145	1.00	1.00	1.00	1.00	1.00
Public Works	Engineering Technician	\$ 5,112	\$ 6,669	1.00	1.00	2.00	2.00	2.00
Public Works	Facilities/Utility Worker	\$ 4,726	\$ 6,165	1.00	1.00	1.00	1.00	1.00
Public Works	Project Engineer	\$ 7,421	\$ 9,869	0.00	2.00	3.00	3.00	3.00
Public Works	Project Manager	\$ 7,421	\$ 9,869	2.00	1.00	0.00	0.00	0.00
Public Works	Seasonal Painter	\$ 5,022	\$ 6,679	0.00	0.40	0.40	0.40	0.40
Public Works	Sr. Administrative Assistant	\$ 5,022	\$ 6,679	1.00	1.00	1.00	1.00	1.00
Public Works	Sr. Engineering Technician	\$ 5,477	\$ 7,145	0.00	1.00	1.00	1.00	1.00
Public Works	Stormwater Engineer	\$ 7,421	\$ 9,869	1.00	0.00	0.00	0.00	0.00
Public Works	STR/WTR/FAC Operations Manager	\$ 7,421	\$ 9,869	1.00	0.00	0.00	0.00	0.00
Total				165.38	167.46	170.06	168.71	169.11

*Authorized per ordinance 1654 but not funded

** POC Firefighter count is equivalent to 23,850 hours

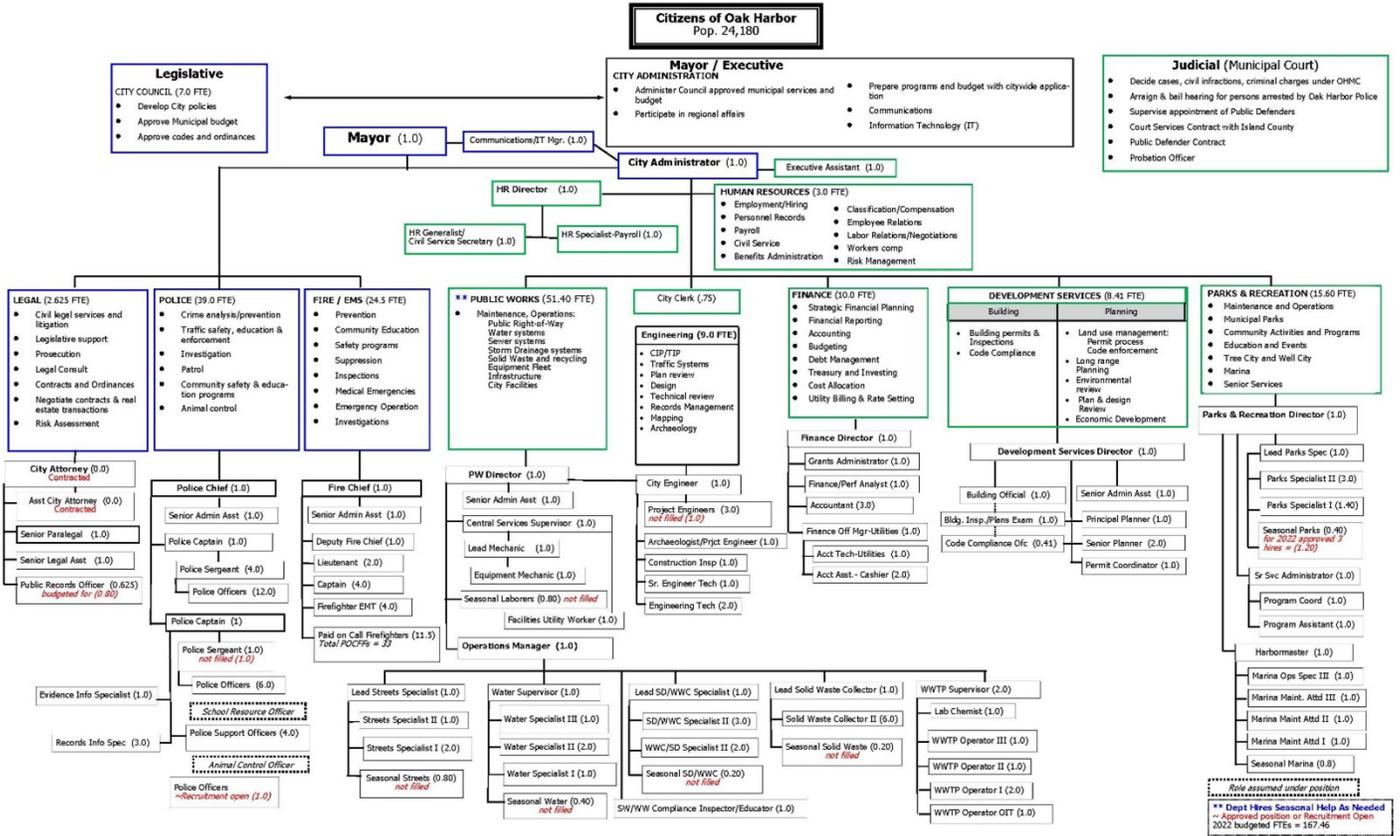
ATTACHMENT "D"

2023 Salary Schedule													
Annual	Monthly	Hourly	2023 COLA 2%										
Positions			% Change	3.0%	5.0%	5.0%	3.0%	3.0%	2.5%	2.5%	2.5%	2.5%	
Range	Exempt or Non-Exempt	Title	Department	1	2	3	4	5	6	7	8	9	10
C	Non-Exempt	Permit Tech	Development Svc	\$ 42,228.00	\$ 43,500.00	\$ 45,672.00	\$ 47,952.00	\$ 49,392.00	\$ 50,868.00	\$ 52,140.00	\$ 53,448.00	\$ 54,780.00	\$ 56,148.00
	Non-Exempt	Program Assistant	Senior Center	\$ 3,519.00	\$ 3,625.00	\$ 3,806.00	\$ 3,996.00	\$ 4,116.00	\$ 4,239.00	\$ 4,345.00	\$ 4,454.00	\$ 4,565.00	\$ 4,679.00
	Non-Exempt	Seasonal Laborer	Any department	\$ 20.302	\$ 20.913	\$ 21.958	\$ 23.054	\$ 23.746	\$ 24.456	\$ 25.067	\$ 25.696	\$ 26.337	\$ 26.994
D	Non-Exempt	Accounting Assistant-Cashier	Finance	\$ 46,872.00	\$ 48,276.00	\$ 50,688.00	\$ 53,220.00	\$ 54,816.00	\$ 56,460.00	\$ 57,876.00	\$ 59,328.00	\$ 60,816.00	\$ 62,340.00
				\$ 3,906.00	\$ 4,023.00	\$ 4,224.00	\$ 4,435.00	\$ 4,568.00	\$ 4,705.00	\$ 4,823.00	\$ 4,944.00	\$ 5,068.00	\$ 5,195.00
				\$ 22.535	\$ 23.210	\$ 24.369	\$ 25.587	\$ 26.354	\$ 27.144	\$ 27.825	\$ 28.523	\$ 29.238	\$ 29.971
E	Non-Exempt			\$ 52,044.00	\$ 53,604.00	\$ 56,280.00	\$ 59,100.00	\$ 60,876.00	\$ 62,700.00	\$ 64,272.00	\$ 65,880.00	\$ 67,524.00	\$ 69,216.00
				\$ 4,337.00	\$ 4,467.00	\$ 4,690.00	\$ 4,925.00	\$ 5,073.00	\$ 5,225.00	\$ 5,356.00	\$ 5,490.00	\$ 5,627.00	\$ 5,768.00
				\$ 25.021	\$ 25.771	\$ 27.058	\$ 28.413	\$ 29.267	\$ 30.144	\$ 30.900	\$ 31.673	\$ 32.463	\$ 33.277
F	Non-Exempt	Permit Coordinator	Development Svc	\$ 54,624.00	\$ 56,268.00	\$ 59,076.00	\$ 62,028.00	\$ 63,888.00	\$ 65,808.00	\$ 67,452.00	\$ 69,144.00	\$ 70,872.00	\$ 72,648.00
	Non-Exempt	Administrative Assistant I	Any department	\$ 4,552.00	\$ 4,689.00	\$ 4,923.00	\$ 5,169.00	\$ 5,324.00	\$ 5,484.00	\$ 5,621.00	\$ 5,762.00	\$ 5,906.00	\$ 6,054.00
	Non-Exempt	Accounting Tech -Utilities	Finance	\$ 26.262	\$ 27.052	\$ 28.402	\$ 29.821	\$ 30.715	\$ 31.638	\$ 32.429	\$ 33.242	\$ 34.073	\$ 34.927
G	Non-Exempt	Paralegal	Legal	\$ 57,396.00	\$ 59,112.00	\$ 62,064.00	\$ 65,172.00	\$ 67,128.00	\$ 69,144.00	\$ 70,872.00	\$ 72,648.00	\$ 74,460.00	\$ 76,320.00
	Non-Exempt	Program Coordinator - Senior Center	Senior Center	\$ 4,783.00	\$ 4,926.00	\$ 5,172.00	\$ 5,431.00	\$ 5,594.00	\$ 5,762.00	\$ 5,906.00	\$ 6,054.00	\$ 6,205.00	\$ 6,360.00
	Non-Exempt	Accounts Payable Tech	Finance	\$ 27.594	\$ 28.419	\$ 29.838	\$ 31.333	\$ 32.273	\$ 33.242	\$ 34.073	\$ 34.927	\$ 35.798	\$ 36.692
	Non-Exempt	HR Specialist-Payroll	Human Resources										
	Non-Exempt	Administrative Assistant II (Secretary)	Any department										
H	Non-Exempt	Code Compliance Officer	Public Works	\$ 60,264.00	\$ 62,076.00	\$ 65,184.00	\$ 68,448.00	\$ 70,500.00	\$ 72,612.00	\$ 74,424.00	\$ 76,284.00	\$ 78,192.00	\$ 80,148.00
	Non-Exempt	SR Administrative Assistant	Any department	\$ 5,022.00	\$ 5,173.00	\$ 5,432.00	\$ 5,704.00	\$ 5,875.00	\$ 6,051.00	\$ 6,202.00	\$ 6,357.00	\$ 6,516.00	\$ 6,679.00
	Non-Exempt	Admin Assist to the Mayor	Mayor	\$ 28.973	\$ 29.844	\$ 31.338	\$ 32.908	\$ 33.894	\$ 34.910	\$ 35.781	\$ 36.675	\$ 37.592	\$ 38.533
I	Non-Exempt	Lead Park Specialist	Public Works	\$ 63,252.00	\$ 65,148.00	\$ 68,400.00	\$ 71,820.00	\$ 73,980.00	\$ 76,200.00	\$ 78,108.00	\$ 80,064.00	\$ 82,068.00	\$ 84,120.00
	Exempt	Finance Office Manager - Utilities	Finance	\$ 5,271.00	\$ 5,429.00	\$ 5,700.00	\$ 5,985.00	\$ 6,165.00	\$ 6,350.00	\$ 6,509.00	\$ 6,672.00	\$ 6,839.00	\$ 7,010.00
	Non-Exempt			\$ 30.410	\$ 31.321	\$ 32.885	\$ 34.529	\$ 35.567	\$ 36.635	\$ 37.552	\$ 38.492	\$ 39.456	\$ 40.442
J	Non-Exempt	Public Records Officer (PRO)	Legal	\$ 66,420.00	\$ 68,412.00	\$ 71,832.00	\$ 75,420.00	\$ 77,688.00	\$ 80,016.00	\$ 82,020.00	\$ 84,072.00	\$ 86,172.00	\$ 88,332.00
	Exempt	Executive Assist to City Admin or Mayor	Administration or Mayor	\$ 5,535.00	\$ 5,701.00	\$ 5,986.00	\$ 6,285.00	\$ 6,474.00	\$ 6,668.00	\$ 6,835.00	\$ 7,006.00	\$ 7,181.00	\$ 7,361.00
	Exempt	HR Analyst/Civil Service Sec.	Human Resources	\$ 31.933	\$ 32.890	\$ 34.535	\$ 36.260	\$ 37.350	\$ 38.469	\$ 39.433	\$ 40.419	\$ 41.429	\$ 42.467
	Exempt	City Clerk	Admin										
	Non-Exempt	Senior Legal Assistant	Legal										

2023 Salary Schedule													
Positions			% Change	3.0%	5.0%	5.0%	3.0%	3.0%	2.5%	2.5%	2.5%	2.5%	
Range	Exempt or Non-Exempt	Title	Department	1	2	3	4	5	6	7	8	9	10
K	Exempt	Accountant	Finance	\$ 69,768.00	\$ 71,856.00	\$ 75,444.00	\$ 79,212.00	\$ 81,588.00	\$ 84,036.00	\$ 86,136.00	\$ 88,284.00	\$ 90,492.00	\$ 92,760.00
	Exempt	HR Generalist/Civil Service Sec.	Human Resources	\$ 5,814.00	\$ 5,988.00	\$ 6,287.00	\$ 6,601.00	\$ 6,799.00	\$ 7,003.00	\$ 7,178.00	\$ 7,357.00	\$ 7,541.00	\$ 7,730.00
	Exempt	Finance & Performance Analyst	Finance	\$ 33.542	\$ 34.546	\$ 36.271	\$ 38.083	\$ 39.225	\$ 40.402	\$ 41.412	\$ 42.444	\$ 43.506	\$ 44.596
	Exempt	Public Information Officer (PIO)	Administration or Mayor										
	Exempt	Grants Administrator	Finance										
	Non-Exempt	Lead Storm Drain/WW Collections	Public Works										
	Non-Exempt	Lead Street Specialist	Public Works										
	Non-Exempt	Lead Water Specialist	Public Works										
	Non-Exempt	Lead Mechanic	Public Works										
	Non-Exempt	Lead Solid Waste Collector	Public Works										
L	Non-Exempt	Building Inspector/Plans Examiner	Development Svc	\$ 73,260.00	\$ 75,456.00	\$ 79,224.00	\$ 83,184.00	\$ 85,680.00	\$ 88,248.00	\$ 90,456.00	\$ 92,712.00	\$ 95,028.00	\$ 97,404.00
Exempt	Associate Planner	Development Svc	\$ 6,105.00	\$ 6,288.00	\$ 6,602.00	\$ 6,932.00	\$ 7,140.00	\$ 7,354.00	\$ 7,538.00	\$ 7,726.00	\$ 7,919.00	\$ 8,117.00	
	HR Analyst - Labor Relations	Human Resources	\$ 35.221	\$ 36.277	\$ 38.088	\$ 39.992	\$ 41.192	\$ 42.427	\$ 43.488	\$ 44.573	\$ 45.687	\$ 46.829	
M	Exempt	Senior Services Administrator	Senior Center	\$ 76,908.00	\$ 79,212.00	\$ 83,172.00	\$ 87,336.00	\$ 89,952.00	\$ 92,652.00	\$ 94,968.00	\$ 97,344.00	\$ 99,780.00	\$ 102,276.00
	Exempt	WWTP Supervisor	Clean Water Facility	\$ 6,409.00	\$ 6,601.00	\$ 6,931.00	\$ 7,278.00	\$ 7,496.00	\$ 7,721.00	\$ 7,914.00	\$ 8,112.00	\$ 8,315.00	\$ 8,523.00
	Exempt	Water Supervisor	Public Works	\$ 36.975	\$ 38.083	\$ 39.987	\$ 41.988	\$ 43.246	\$ 44.544	\$ 45.658	\$ 46.800	\$ 47.971	\$ 49.171
	Exempt	Senior Accountant (01/2023)											
	Exempt	Central Services Supervisor	Public Works										
N	Exempt	Senior Planner	Development Svc	\$ 80,736.00	\$ 83,160.00	\$ 87,324.00	\$ 91,692.00	\$ 94,440.00	\$ 97,272.00	\$ 99,708.00	\$ 102,204.00	\$ 104,760.00	\$ 107,376.00
	Exempt	Economic Development CD (12/2022)	Development Svc	\$ 6,728.00	\$ 6,930.00	\$ 7,277.00	\$ 7,641.00	\$ 7,870.00	\$ 8,106.00	\$ 8,309.00	\$ 8,517.00	\$ 8,730.00	\$ 8,948.00
	Exempt			\$ 38.815	\$ 39.981	\$ 41.983	\$ 44.083	\$ 45.404	\$ 46.765	\$ 47.937	\$ 49.137	\$ 50.365	\$ 51.623
O	Exempt	Harbormaster	Development Svc	\$ 84,780.00	\$ 87,324.00	\$ 91,692.00	\$ 96,276.00	\$ 99,168.00	\$ 102,144.00	\$ 104,700.00	\$ 107,316.00	\$ 110,004.00	\$ 112,752.00
	Exempt	Operations Manager - Parks	Public Works	\$ 7,065.00	\$ 7,277.00	\$ 7,641.00	\$ 8,023.00	\$ 8,264.00	\$ 8,512.00	\$ 8,725.00	\$ 8,943.00	\$ 9,167.00	\$ 9,396.00
	Exempt	Communications/IT Manager	Admin	\$ 40.760	\$ 41.983	\$ 44.083	\$ 46.287	\$ 47.677	\$ 49.108	\$ 50.337	\$ 51.594	\$ 52.887	\$ 54.208
	Exempt	Capital Project Manager (eff 12/22)	Public Works										
P	Exempt	Archaeologist/Project Manager	Public Works										
	Exempt	Project Engineer (PE or CIP)	Public Works	\$ 89,052.00	\$ 91,728.00	\$ 96,312.00	\$ 101,124.00	\$ 104,160.00	\$ 107,280.00	\$ 109,968.00	\$ 112,716.00	\$ 115,536.00	\$ 118,428.00
	Exempt	Storm Water Engineer	Public Works	\$ 7,421.00	\$ 7,644.00	\$ 8,026.00	\$ 8,427.00	\$ 8,680.00	\$ 8,940.00	\$ 9,164.00	\$ 9,393.00	\$ 9,628.00	\$ 9,869.00
	Exempt	Building Official	Development Svc	\$ 42.813	\$ 44.100	\$ 46.304	\$ 48.617	\$ 50.077	\$ 51.577	\$ 52.869	\$ 54.190	\$ 55.546	\$ 56.937
	Exempt	Principal Planner	Development Svc										
Q	Exempt	Operations Manager	Public Works										
	Exempt	Assistant City Attorney	Legal	\$ 97,944.00	\$ 100,884.00	\$ 105,924.00	\$ 111,216.00	\$ 114,552.00	\$ 117,984.00	\$ 120,936.00	\$ 123,960.00	\$ 127,056.00	\$ 130,236.00
	Exempt			\$ 8,162.00	\$ 8,407.00	\$ 8,827.00	\$ 9,268.00	\$ 9,546.00	\$ 9,832.00	\$ 10,078.00	\$ 10,330.00	\$ 10,588.00	\$ 10,853.00

Positions				% Change	3.0%	5.0%	5.0%	3.0%	3.0%	2.5%	2.5%	2.5%	2.5%
Range	Exempt or Non-Exempt	Title	Department	1	2	3	4	5	6	7	8	9	10
R	Exempt	City Engineer	Public Works	\$ 113,616.00	\$ 117,024.00	\$ 122,880.00	\$ 129,024.00	\$ 132,900.00	\$ 136,884.00	\$ 140,304.00	\$ 143,808.00	\$ 147,408.00	\$ 151,092.00
	Exempt	Deputy Fire Chief	Fire	\$ 9,468.00	\$ 9,752.00	\$ 10,240.00	\$ 10,752.00	\$ 11,075.00	\$ 11,407.00	\$ 11,692.00	\$ 11,984.00	\$ 12,284.00	\$ 12,591.00
	Exempt	Police Captain	Police	\$ 54,623	\$ 56,262	\$ 59,077	\$ 62,031	\$ 63,894	\$ 65,810	\$ 67,454	\$ 69,138	\$ 70,869	\$ 72,640
S	Exempt	Development Svs Director	Development Svc	\$ 119,316.00	\$ 122,892.00	\$ 129,036.00	\$ 135,492.00	\$ 139,560.00	\$ 143,748.00	\$ 147,336.00	\$ 151,020.00	\$ 154,800.00	\$ 158,676.00
	Exempt	Fire Chief	Fire	\$ 9,943.00	\$ 10,241.00	\$ 10,753.00	\$ 11,291.00	\$ 11,630.00	\$ 11,979.00	\$ 12,278.00	\$ 12,585.00	\$ 12,900.00	\$ 13,223.00
	Exempt	Parks & Recreation Director	Parks & Recreation	\$ 57,363	\$ 59,083	\$ 62,037	\$ 65,140	\$ 67,096	\$ 69,110	\$ 70,835	\$ 72,606	\$ 74,423	\$ 76,287
	Exempt	HR Director	Human Resources										
T	Exempt	Finance Director	Finance	\$ 125,292.00	\$ 129,048.00	\$ 135,504.00	\$ 142,284.00	\$ 146,556.00	\$ 150,948.00	\$ 154,716.00	\$ 158,580.00	\$ 162,540.00	\$ 166,608.00
	Exempt	Police Chief	Police	\$ 10,441.00	\$ 10,754.00	\$ 11,292.00	\$ 11,857.00	\$ 12,213.00	\$ 12,579.00	\$ 12,893.00	\$ 13,215.00	\$ 13,545.00	\$ 13,884.00
U	Exempt	City Attorney	Legal	\$ 60,237	\$ 62,042	\$ 65,146	\$ 68,406	\$ 70,460	\$ 72,571	\$ 74,383	\$ 76,240	\$ 78,144	\$ 80,100
	Exempt	City Attorney	Legal	\$ 131,544.00	\$ 135,492.00	\$ 142,272.00	\$ 149,388.00	\$ 153,864.00	\$ 158,484.00	\$ 162,444.00	\$ 166,500.00	\$ 170,664.00	\$ 174,936.00
	Exempt	Public Works Director	Public Works	\$ 10,962.00	\$ 11,291.00	\$ 11,856.00	\$ 12,449.00	\$ 12,822.00	\$ 13,207.00	\$ 13,537.00	\$ 13,875.00	\$ 14,222.00	\$ 14,578.00
V	Exempt	City Administrator	Admin	\$ 63,242	\$ 65,140	\$ 68,400	\$ 71,821	\$ 73,973	\$ 76,194	\$ 78,098	\$ 80,048	\$ 82,050	\$ 84,104
	Exempt	City Administrator	Admin	\$ 144,720.00	\$ 149,064.00	\$ 156,516.00	\$ 164,340.00	\$ 169,272.00	\$ 174,348.00	\$ 178,704.00	\$ 183,168.00	\$ 187,752.00	\$ 192,444.00
	Exempt	City Administrator	Admin	\$ 12,060.00	\$ 12,422.00	\$ 13,043.00	\$ 13,695.00	\$ 14,106.00	\$ 14,529.00	\$ 14,892.00	\$ 15,264.00	\$ 15,646.00	\$ 16,037.00
			\$ 69,577	\$ 71,665	\$ 75,248	\$ 79,010	\$ 81,381	\$ 83,821	\$ 85,915	\$ 88,062	\$ 90,265	\$ 92,521	

ATTACHMENT "E"



December 16, 2022 (rev)

City of Oak Harbor
City Council
Workshop Agenda Bill

Date: August 23, 2023

Subject: **a. Police Department Opioid
Presentation**

FROM: Police Department

SUMMARY STATEMENT

A presentation describing the process for the allocation of funds as it relates to the opioid settlement.

ATTACHMENTS

1. [Opioid Funds](#)

OPIOID STRATEGY

OVERVIEW OF OPIOID SETTLEMENT FUNDS



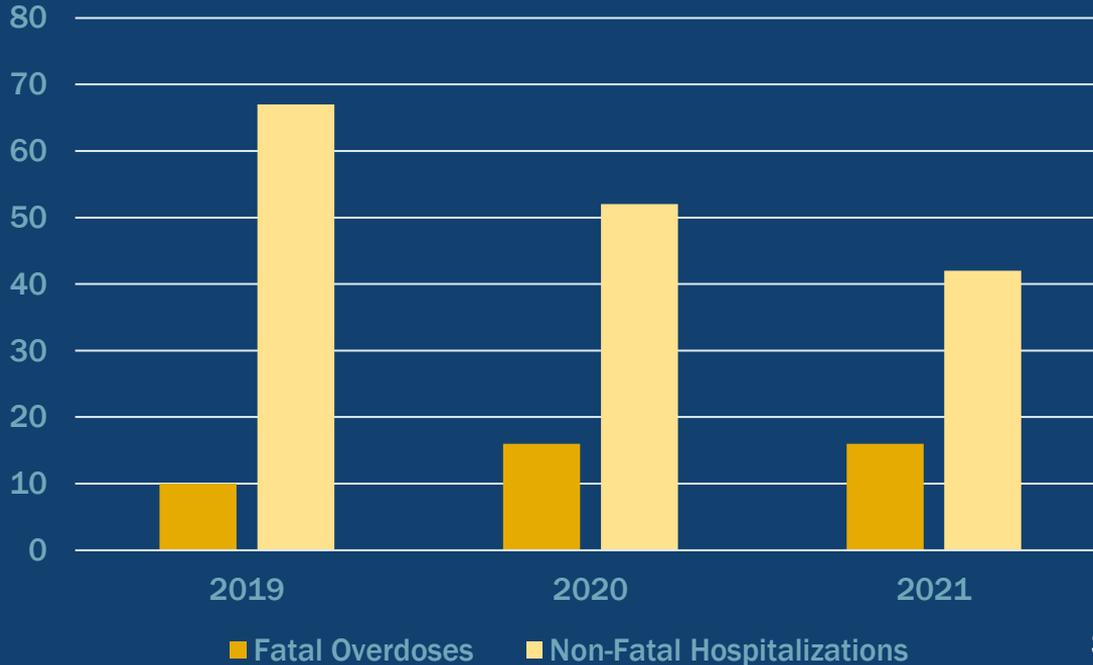
CITY OF
Oak Harbor
WHIDBEY ISLAND, WASHINGTON

City Council Workshop

8/23/2023

DRUG OVERDOSE TRENDS

Island County



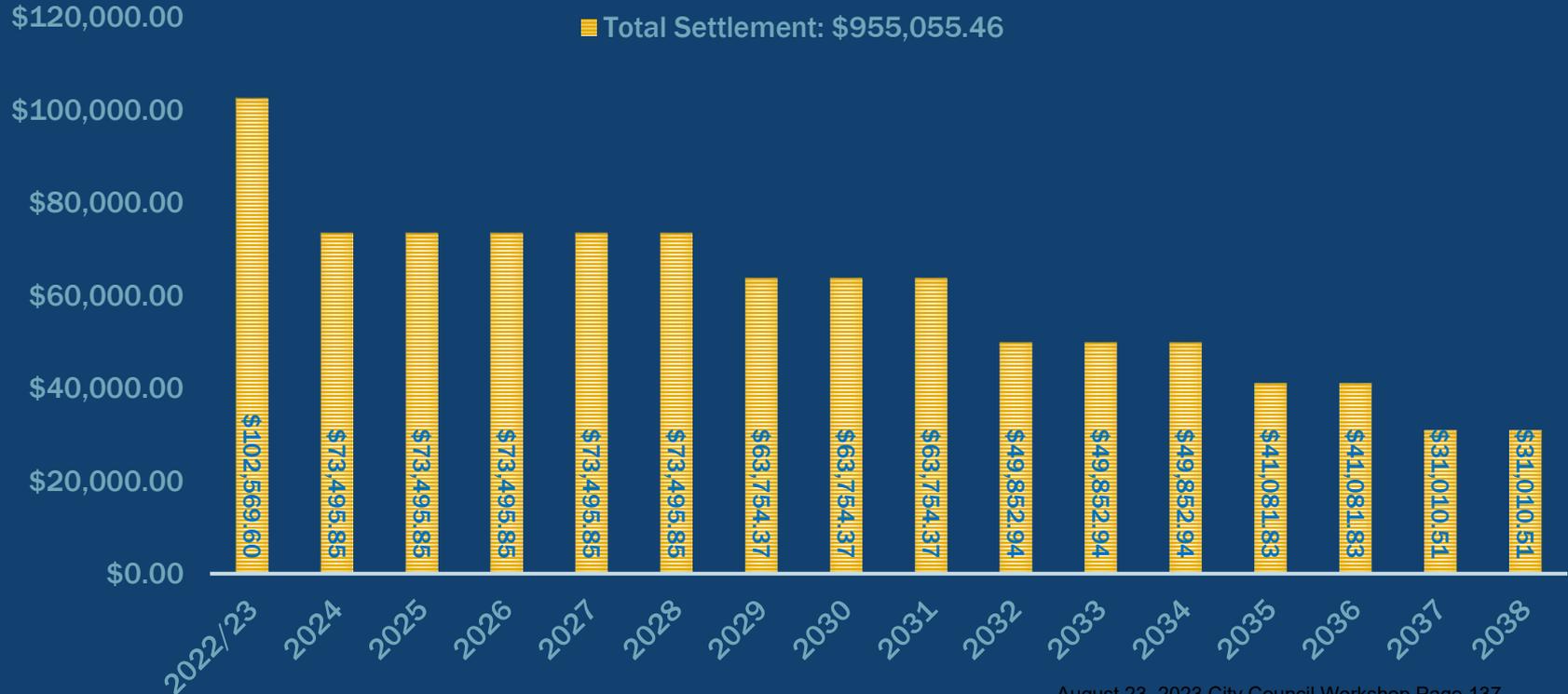
- From 2019 to 2021, Island County saw a 60% increase in fatal overdoses.
- Non-Fatal Overdoses are under reported statewide.
- 2022 data was not available

Source: WA Dept. of Health (2023)

SETTLEMENT AGREEMENT BACKGROUND

- *2022, WA Attorney General's Office resolved lawsuit with companies found to have played a key role in fueling the opioid epidemic.*
- *April 2022, the City Council authorized signing the One Washington MOU regarding opioid settlement.*
- *September 2022, the City Council authorized signing the Allocation Agreement for Opioid Funds*
- *January 2023, the City of Oak Harbor signed the MOU forming the North Sound Region Opioid Abatement Council*

SETTLEMENT FUND ALLOCATION



SETTLEMENT AGREEMENT

- *Creates Nine (9) Allocation Regions*
 - *Oak Harbor is a member of the North Sound Region (Island, San Juan, Skagit, Snohomish, and Whatcom Counties)*

- *Requires “All Opioid Funds, regardless of allocation, shall be utilized pursuant to the Approved Purposes.... set forth in Exhibit A” of the One WA MOU.*

AUTHORIZED USE

- TREATMENT
- PREVENTION
- OTHER STRATEGIES

OVERSIGHT AND AUDITING

North Sound Region Opioid Abatement Council (OAC)

- City of Oak Harbor has one seat on the OAC.
- 10% of annual settlement funds are withheld each year for potential admin expenses for OAC.
- OAC is responsible for the Auditing & Reporting of settlement funds.
- One WA MOU provides a grievance process through the OAC for any misuse of funds.



FUNDS REVIEW & APPROVAL PROCESS



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

FUND ALLOCATION

Notice: The Oak Harbor Police Department intends to present a plan to allocate opioid settlement funds that is consistent with all agreements and approved purposes.

THANK YOU!

City of Oak Harbor
City Council
Workshop Agenda Bill

Date: August 23, 2023
Subject: a. City Administrator's Monthly Report

FROM: Blaine Oborn, City Administrator

SUMMARY 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. This mission is achieved by our employees in all aspects of their work. The monthly report highlights our projects, processes, and accomplishments for the prior month. It includes a narrative as well as metric reporting which provides consistent information to City Council and reflects the unique work of each department. From development permitting to citizens served, these metrics show a full-service city in action.

ATTACHMENTS

1. [Monthly Report Memo](#)
2. [Department Metrics](#)

MEMORANDUM

TO: City Councilmembers
FROM: Blaine Oborn, City Administrator
DATE: August 18, 2023
REGARDING: Monthly Report & Department Metrics



MAYOR/EXECUTIVE DEPARTMENT

City Administrator (CA) Leadership:

- Conducted weekly city leadership, department director, and economic development coordinator meetings.
- Continued to work with Human Resources on the non-rep comp and class study.
- City Administrator and Executive Assistant attend the August 8 Association of Washington Cities Trust - Leading with Authenticity webinar.
- Attended the August 14 Park Board meeting with topics including Disc Golf and Walking/Running Trails Proposal, Windmill Plans Review, Pickleball, and Parks and Recreation Director Report.
- Attended the Washington City/County Management Association summer conference in Spokane August 15-18; conference updates to be provided in next month's report.

CA Legislative Outreach:

- Traveled to Everett to meet with members of the Federal Transportation and Infrastructure Committee to discuss local jurisdictions' experiences accessing and implementing federal infrastructure resources made available under the Bipartisan Infrastructure Law, the Inflation Reduction Act, and other bills under the Committee's jurisdiction. Members of Congress in attendance includes Chairman Sam Graves (MO) and Representatives Rick Larsen (WA), Julia Brownly (CA), and Mark Desaulnier (CA).

CA Community Support:

- Attended the July 26 Council of Government (COG) meeting which included a discussion on Broadband in Island County and a Sno-Isles Libraries Snapshot.
- Attended the July 126 Island Regional Transportation Planning Organization (IRTPO) meeting with updates on WSDOT Noxious Weed Removal and Island Transit Fleet Transition Plan.
- Attended National Night Out on August 1 and The Center's Annual Membership Picnic on August 5.
- Met with Island County Administrator on the North Whidbey Sewer Expansion design as the City is receiving a Rural County Economic Development (RCED) grant funding.
- Presented to Island County Commissioners on the Freund Marsh Preservation Project, which was awarded \$582,490 from the Conservation Futures Fund.
- Attended a welcome reception for incoming Langley City Administrator Mark Rentfrow, who previously served as director of the State's Public Works Board and oversaw grants for infrastructure projects (including broadband) and has a strong background in economic development.

Economic Development (ED):

- ED Coordinator working on City Strategic Plan in cooperation development of Island County Comprehensive Economic Development Strategy Plan.
- ED Coordinator along with the CA presented at the Augst 9 Sunrise Rotary meeting.

Communications:

- Issued two press releases, responded to four media inquiries, and published city newsletter in August utility bills.
- Windjammer Park Feedback Report was completed and presented to Council July 26.
- The electronic message sign at Beeskma Park has been experiencing a variety of technical issues over the past month. Staff is continuing to work with the vendor to address the issues.

Information Technology:

- See current project and support tickets in attached metrics.

Records Management

- Congratulations to Kim Perrine on receiving her Certified Public Records Officer (CPRO) designation through the Washington Association of Public Records Offers (WAPRO).
- Staff are working on bylaw updates and proposed code amendments related to the city's advisory boards, commissions, and committees.
- Reorganizing office space to create a centralized records room and establishing appropriate processes for long-term storage. The secure room will be a place to store all hard copy records. Thank you to Facilities Maintenance Tom Wade for his work to complete this project.
- Public Records Report from GovQA shows 15 requests with ten completed with records released, two in process, two no records exist, and one waiting for clarification.
- Working on Records Information Management (RIM) Committee kick off meeting and training materials. Worked with directors to identify staff to participate on the committee.
- Developing a video with an automated slide show to add to NeoGov to provide training to staff on Public Records.
- Drafting standard operating procedures and policies for records management. Four drafted and under review.

Board & Commission Current/Upcoming Vacancies:

- Arts Commission (alternate)
- Citizens Advisory Board (1 position)
- Law Enforcement Officers' and Fire Fighters' 1 Board (1 position)
- Marina Advisory Commission (1 position)
- Park Board (alternate)
- Planning Commission (1 position)
- Salary Commission (2 positions & alternate)

Special Event Permitting:

- Approved five permits; 13 applications are under review for 2023 events.

DEVELOPMENT SERVICES

- Consultant will make a presentation on the Multi-Family Tax Exemption (MFTE) Program at the August 22 Planning Commission and August 23 City Council Workshop.

FINANCE

- Presented the business license fee update to the City Council which provided information and options for evaluation; staff will be bringing the consensus choice for review and approval with the Master Fee Schedule in September.
- Finance is leading City efforts with the Enterprise Resource Planning vendor selection committee and hopes to have narrowed down vendors to a leading candidate soon.

FIRE

- The hearing examiner approved the conditional use permit for a new fire station (Station 82) to be constructed at 1250 SW Swantown Avenue. The property purchase closed on August 15, and ground testing is also ready underway.
- The department participated in the Sno-Isles Library Summer Reading Program on August 16, sharing information about fire safety. Attendees also had the opportunity to tour the fire truck and practice using a firehouse.
- Island County Department of Emergency Management and local first responders will put on a Preparedness Fair at North Whidbey Middle School on September 30, 2023 from 10am to 2pm. Visit <https://www.islandcountywa.gov/754/September-Preparedness-Fair> for more information.

HUMAN RESOURCES

- Open recruitments include Accounting Assistant - Cashier, Administrative Assistant – Public Works, Fitness Instructor, Parks Supervisor, Police Officer, Storm Drain/Wastewater Collections Specialist, Streets Specialist and Water Treatment Plant Operator. Visit www.governmentjobs.com/careers/oakharbor for details.
- The annual employee picnic and wellness activity will be held on August 24; city facilities will be closed to the public from 10:45 am to 1:15 pm to allow all employees to attend the event.
- Classification and Compensation Study for Non-Represented Employees by Cabot Dow Associates (CDA) compensation and benefit data comparison is now completed and CDA is finalizing position descriptions and the final report for analysis of total compensation (salary and benefits).

PARKS AND RECREATION

- Marina sips are once again sold out for the Oak Harbor Music Festival/Labor Day weekend.
- Hydro for Heroes will take place September 9 & 10. F-dock patios are open to the public and a great place to watch the races. The launch ramp will be closed September 8 -10 to accommodate the event.
- The City has been awarded \$1 million in RCED grant funding from Island County for marina dredging project.
- The Center and Oak Harbor Senior Center Foundation hosted the 2nd annual member picnic, with over 100 members and guests and a band performance by Happy Feet.
- The Centers new program *Reader's Theatre* had their first performance, and it was a packed house.
- Mark your calendars for September 20th from 10am-2pm for our Resource Fair.
- Staff are preparing RFPs for a City Arts Plan as well as design for the pickle ball courts at Fort Nugent Park.

- Received proposals and evaluating costs for the installation of trails and disc golf courses at Harbor Heights
- Preparing for improvements to the ball fields. Will not be doing the regular baseball/softball programs this fall, Instead we are doing a series of free Sandlot Days which is still baseball/softball but free so people can't be upset when fields are unavailable because of the improvements work.

POLICE

- The Explorers had their first meeting this week, but the department is still looking to add to the post! Applications are accepted all year long and staff would love to interview teens who are interested in law enforcement, corrections, dispatching, fire/EMS, criminal law, the court system, or other related fields. Call 360-279-4600, email Sgt Gravel at jgravel@oakharbor.org, or stop by the police department during regular business hours if you have questions or would like an application. The program includes monthly meetings, the ability to go on ride-alongs with officers, attend training, go to competitions, and graduate from the state-wide Academy.

PUBLIC WORKS

- Water Consumer Confidence Report (CCR): The City's annual report regarding our drinking water system and services is available on the City website at <https://www.oakharbor.gov/561/Water-Quality-Report>. The City supplies water to its customers in and around the City of Oak Harbor. The CCR report is required by the Washington State Department of Health and is intended to educate water utility customers. The CCR identifies the source of your drinking water, any contaminants that have been identified in the water, the potential health effect of those contaminants and where you can get additional information. Water analysis is technical, but we hope you will find this report interesting and informative. The next time you enjoy a refreshing glass of water, you can be confident of its safety and superior quality. We all share the responsibility to preserve and protect one of our most valuable resources – water. If you experience water quality problems, leaks, outages, low pressure, or have questions about your utility bill call our Utility Office at 360-279-4530 (Mon-Fri) 8:00 am - 4:30 pm. If you have a water quality or supply problem after those hours, call Island County Emergency Services (ICOM 911) Dispatch at 360-679-9567 and our after-hours water specialist will assist you.
- Staff is restriping traffic lane markings on several streets throughout the City. It is a small crew, and they are doing an amazing job. Please slow down and give them space.
- Highway SR20 Paving and Sidewalk Ramp Improvements: The Washington State Department of Transportation (WSDOT) is managing work on SR20 this summer both directly to the north and south of the City. Contractor crews are completing pavement preservation overlays along a 12-mile stretch of SR 20 that has outlived its anticipated lifespan. Through the years, cracks, ruts and potholes have developed, making the roadway uneven, allowing water to pool and reducing tire traction. New pavement will improve driving conditions and extend the life of the highway. Sidewalk ramps at some intersections have also been updated to meet Americans with Disabilities Act guidelines and improve crossings for all users. The project is expected to be complete by October 2023. For more information see <https://wsdot.wa.gov/about/news/2023/sr-20-roadway-and-sidewalk-improvements-oak-harbor>



City Administrator's Report August 23, 2023

Mayor/Executive Department

Reporting Period July 1- July 31, 2023

Communication Tools

Social Media Channels

The City currently has 11 social media channels and one YouTube Channel. This is a list of current followers:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Dec
Facebook											
City	5,428	5,466	5,538	5,564	5,666	5,706	5,820				
Police Dept.	9,642	9,985	10,113	10,146	10,316	10,360	10,524				
Fire Dept.	2,930	2,952	2,985	2,995	3,009	3,034	3,076				
Marina	1,674	1,682	1,690	1,692	1,707	1,713	1,721				
The Center	1,147	1,165	1,193	1,202	1,235	1,241	1,258				
Instagram											
City	1,334	1,383	1,396	1,425	1,426	1,431	1,441				
Marina	186	187	194	197	202	205	212				
Twitter											
City	186	192	200	199	204	211	219				
Police Dept.	109	115	117	117	117	114	116				
Fire Dept.	912	916	912	911	909	907	909				
YouTube											
City	326	328	341	343	347	348	348				
LinkedIn											
City	580	590	613	616	626	632	640				

Newsletter in Utility Bills

Added an August edition of the City newsletter to City Utility bills.

Info Desk at City Hall

Updated with new information on a regular basis.

Cable Channel 10

Updated information on channel with recent Boards/Commission meeting videos, upcoming events, etc.

Electronic Sign (E-Sign)

The Electronic sign appeared broken, and the vendor came out to check the system and found a blown fuse. We thought the system was fixed but are finding some other system limitations.

City Website (Google Analytics)

Ranking	Page	Page Views											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Dec	
1	Oakharbor.gov							956					
2	Firework Regulations							356					
3	Utility Payments							229					
4	Marina							224					
5	EPayment Confirmation							151					
6	Windjammer Park							149					
7	Pay Utility Bill Online							126					
8	Electronic Payments							115					
9	EPayment Login							106					
10	Form Center							104					
11	Fuel Dock							98					
12	Residential Garbage							91					
13	Splash Park							83					

Information Technology

Projects

Some of the projects the City IT Team is working on are:

- Participating in the ERP process, including reviewing proposals and attending product demonstrations
- Eden Portal for employee paychecks
- Planning for rollout of .gov email instead of .org
- Security camera repairs
- Tokay rollout
- Sending out monthly Cybersecurity training for staff
- EOC improvements

Tickets

Facility	Total Tickets	Resolved	Pending
City Hall	80	67	13
Fire	5	5	0
Marina	4	4	0
Police	32	32	0
Public Works	29	29	0
Total	150	137	13

City Administrator's Report

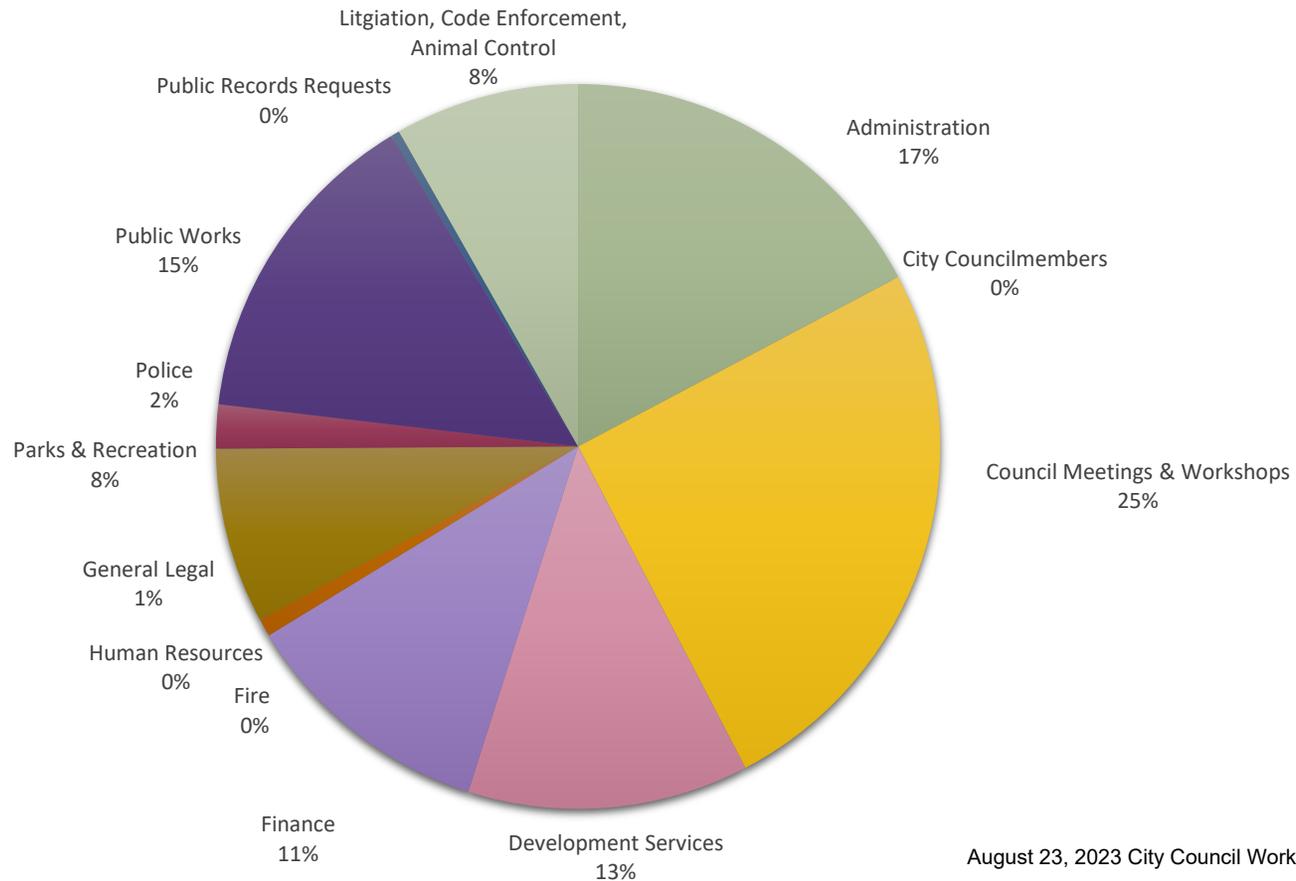
August 23, 2023

City Attorney Services

Reporting Period July 1-31, 2023

City Attorney General Advice, Public Records Requests & Litigation

Department/service Breakdown
legal fees & Expenses \$8,570.85
Hours 25.5





City Administrator's Report

August 23, 2023

Development Services Department: Active Projects

Reporting Period June 1, 2023 - July 31, 2023

Project Information						Review Status	Submittals in Review		
Status	Type	Project Name	Project Location	Project Description	Permits/Project number	Waiting Response from:	Comments	Document(s)	Date(s) Received
Active	Binding Site Plan	Crosby Villa Binding Site Plan	1030 Crosby Ave	4 apartment buildings/62 units	2212-0099	Applicant	Waiting for resubmittals		
Active	Binding Site Plan	Glint Binding Site Plan	31485 SR 20	Binding Site Plan for Glint Car Wash and Sonic Drive-In	2301-0003	Applicant	Waiting for applicant to record document.		
Active	Final plat	2910 SW Scenic Heights	2910 SW Scenic Heights	Final plat for 11 lots with single-family homes.	2207-0052	Applicant	Waiting for applicant to record document.		
Active	Non-Residential	Angel de la Creatividad	Flintstone Park	37' tall sculpture	Shoreline Variance 2306-0032, CUP 2306-0039, Site Plan 2305-0028, Shoreline Variance 2306-0032	Staff	Reviewing revised submittals. Date scheduled for Hearing Examiner.	Associated documents	
Active	Commercial	OHFD Fire Station #2	1250 SW Swantown Ave	Fire Station	2305-0027	Hearing Examiner	Hearing Examiner decision by 7-30-2023.		
Active	Preliminary Plat	Ridgeway Heights	R13210-364-1400, intersection of SW 24th and Ridgeway Dr	4.83 acres, 28 single family detached homes	2303-0014	Staff preparing Staff Report	Hearing scheduled for 8-29-2023.		
Active	Preliminary Plat	Shaan Ridge	2000 NE 10th Ave	Development of a 29 lot residential subdivision	2302-0006	Staff preparing Staff Report	Hearing scheduled for 8-23-2023		
Active	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	Waiting for applicant to provide contractor information before civil permits can be approved		

Development Services Department: Active Projects

Reporting Period June 1, 2023 - July 31, 2023

Project Information						Review Status		Submittals in Review	
Status	Type	Project Name	Project Location	Project Description	Permits/Project number	Waiting Response from:	Comments	Document(s)	Date(s) Received
Active	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	Applicant	Needs to pay for permits		
Active	Residential	Crosby & Heller Multi Family	R13334-350-1180	Construct 12 multi family Townhomes	2302-0007	Staff	Staff is reviewing revised comments with intent to approve.		
Active	Residential	Village of Garry Oaks Prelim Plat	30345 SR 20, 1205 SW 24th Ave, 1155 SW 4th Ave, 30433 SR 20 and R13210-295-1480	135 Single Family Lots	Prelim plat PPL-16-01 Civil Plan CIV-16-10 Transportation Concurrency TRC-16-21 SEPA Checklist SEP-16-10 Land Clearing LND-19-05 Pre-application PRE-15-08	Applicant	New engineer on project, staff is coordinating future steps with that person.		
Active	Short Plat	Marin Short Plat	1292 SW Swantown Avenue	2 lot subdivision in the Marin Woods PRD	2303-0012	Applicant	Awaiting final plat submittal.		
Active	Site Plan Review	Gentle Dental	751 SE Barrington Dr	Remodel of existing dental clinic	SIT-19-06	Applicant	Pay for civil permits, arrange meeting with Jack		
Completed pre app	Pre App	Waterford Condos	S6565-00-00B25-3	22 Condos in 2 separate buildings	2303-0017		Pre app complete-applicant coordinating with staff for full site plan application.		
Completed pre app	Residential	Island County Affordable Housing	820 N Oak Harbor Street	Development of 82 units of affordable housing together with associated common areas and site amenities.	2208-0058	Applicant	Pre app complete, staff expecting site plan soon.		
Land use approved	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		Site work underway		

Development Services Department: Active Projects

Reporting Period June 1, 2023 - July 31, 2023

Project Information						Review Status		Submittals in Review	
Status	Type	Project Name	Project Location	Project Description	Permits/Project number	Waiting Response from:	Comments	Document(s)	Date(s) Received
Land use approved	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		Site work underway		
Land use approved	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		Site work underway		
Land use approved	Residential	Marin Woods Preliminary Plat PRD (under new owners)	1292 SW Swantown Avenue	46 Single Family Lots	Preliminary Plat PPL-15-01 Preliminary PRD PLN-15-09 Landscape PLN-15-01 SEPA checklist SEP-15-09 Land Clearing LND-15-02 Transportations Concurrency TRC-15-11 Civil CIV-19-09		Final Plat approved. Houses under construction.		
Land use approved	Residential	Mulberry Place	1215 SW Swantown Ave	Mulberry Place PRD-Proposed 62 affordable townhome units on 5.57 acre parce. 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	New applicant (Island County)	Waiting on applicant		
Permits Issued	Commercial	545 Ault Field Rd	545 Ault Field Rd	Construct 2 storage and light industrial buildings	2205-0030		Permits issued, under construction		
Permits Issued	Commercial	Tea House	640 E Whidbey Ave	Tea House	2302-0061-PLM 2301-0050-COO 2301-0051- TENI		Permits issued		
Active	Commercial	Childcare Center	1162 SW Fort Nugent	Childcare Center	CUP 2306-0041 Renewal	Staff preparing Staff Report	Hearing scheduled for 8-23-2023		
Active	Commercial	Assisted Living Facility	165 SW 6th Ave	Assisted Living Facility	CUP 2306-0040	Staff preparing Staff Report	Hearing scheduled for 8-23-2023		

Development Services Department: Active Projects

Reporting Period June 1, 2023 - July 31, 2023

Project Information						Review Status		Submittals in Review	
Status	Type	Project Name	Project Location	Project Description	Permits/Project number	Waiting Response from:	Comments	Document(s)	Date(s) Received
Completed pre app	Residential	Bayview Townhomes	SR 20 & SW 19th Ct	64 unit multifamily	2306-0038	Applicant	Pre app complete, staff expecting site plan soon.		
Completed pre app	Residential	Clifton White Town Center	1415 NE Goldie St	5 mixed use buildings, 46 multi-family buildings 15 commercial spaces, total of 199 residential units	2306-0034	Applicant	Pre app complete, staff expecting site plan soon.		
Completed pre app	Commercial	Goldie Rd Industrial	R13326-150-1970	6 industrial use buildings	2306-0030	Applicant	Pre app complete, staff expecting site plan soon.		

LAMA Monthly Permits Report

Issued Date: July 2023

Issued	Type	Number	Fees
Single Family Residential			
07/03/2023	Mechanical	2206-0475-MEC	\$ 34.50
07/05/2023	Alteration	2305-0339-REN	\$ 1,588.44
07/06/2023	Meter Installation	2306-0400-MET	\$ 423.38
07/06/2023	Meter Installation	2306-0399-MET	\$ 423.38
07/06/2023	Meter Installation	2306-0398-MET	\$ 423.38
07/06/2023	Meter Installation	2306-0397-MET	\$ 423.38
07/06/2023	Meter Installation	2306-0396-MET	\$ 423.38
07/06/2023	Meter Installation	2306-0395-MET	\$ 423.38
07/06/2023	Meter Installation	2306-0394-MET	\$ 423.38
07/06/2023	Meter Installation	2306-0393-MET	\$ 423.38
07/06/2023	Meter Installation	2306-0392-MET	\$ 423.38
07/06/2023	Alteration	2306-0387-REN	\$ 559.66
07/07/2023	Sewer Service	2307-0438-SEW	\$ 98.50
07/10/2023	Mechanical	2307-0441-MEC	\$ 38.50
07/11/2023	Mechanical	2306-0406-MEC	\$ 53.50
07/17/2023	Deck	2304-0227-DEC	\$ 351.76
07/18/2023	Right-of-Way / Excavation	2305-0291-ROW	\$ 58.00
07/19/2023	Mechanical	2307-0454-MEC	\$ 34.50
07/24/2023	Mechanical	2307-0471-MEC	\$ 34.50
07/24/2023	Right-of-Way / Excavation	2305-0285-ROW	\$ 58.00
07/25/2023	Roof	2307-0470-ROOF	\$ 215.75
07/25/2023	Mechanical	2307-0475-MEC	\$ 38.50
07/25/2023	Mechanical	2307-0476-MEC	\$ 38.50
07/27/2023	Plumbing	2307-0468-PLM	\$ 32.00
07/27/2023	Grading	2307-0446-GRD	\$ 54.50
07/27/2023	Mechanical	2307-0480-MEC	\$ 45.50
07/31/2023	Mechanical	2307-0489-MEC	\$ 48.50
Totals			\$7,193.53

Duplex

07/12/2023	Mechanical	2307-0442-MEC	\$ 38.50
07/12/2023	Mechanical	2307-0443-MEC	\$ 34.50

LAMA Monthly Permits Report

Issued Date: July 2023

Totals	\$73.00
---------------	----------------

Multi-Family

07/07/2023	Retaining Wall	2306-0402-WALL	\$ 502.35
07/07/2023	Roof	2307-0424-ROOF	\$ 1,192.35
07/12/2023	Stormwater	2304-0221-STM	\$ 0.00
07/18/2023	Right-of-Way / Excavation	2305-0323-ROW	\$ 146.60
07/24/2023	Fire Sprinkler System	2307-0466-FSPR	\$ 450.00
07/27/2023	Water Service	2307-0447-WAT	\$ 92.00
Totals			\$2,383.30

Office/Bank/Professional

07/06/2023	Sign	2306-0379-SIGN	\$ 136.25
07/11/2023	Mechanical	2306-0405-MEC	\$ 134.75
07/13/2023	Alteration	2305-0341-REN	\$ 228.48
07/21/2023	Occupancy	2305-0289-COO	\$ 32.00
07/21/2023	Occupancy	2306-0409-COO	\$ 32.00
Totals			\$563.48

Retail

07/03/2023	Fire Alarm	2306-0422-FIRA	\$ 250.00
07/11/2023	Roof	2212-0481-ROOF	\$ 1,664.69
Totals			\$1,914.69

Restaurant

07/12/2023	Tenant Improvement	2306-0412-TENI	\$ 324.06
Totals			\$324.06

Industrial

07/07/2023	Right-of-Way / Excavation	2306-0420-ROW	\$ 58.00
Totals			\$58.00

Parks & Recreational

LAMA Monthly Permits Report

Issued Date: July 2023

07/14/2023	Meter Installation	2303-0174-MET	\$ 3,504.38
07/14/2023	Meter Installation	2303-0175-MET	\$ 3,504.38
Totals			\$7,008.76

Grand Total Permits: \$19,518.82

OAK HARBOR FIRE DEPARTMENT INCIDENT RESPONSE



MAJOR INCIDENT TYPE	JULY		2022	
	COUNT	% OF TOTAL	COUNT	% OF TOTAL
Fires	7	6%	13	9%
Overpressure rupture (No Fire)	1	1%	0	0%
Rescue & Emergency Medical Service	51	44%	68	49%
Hazardous Condition (No Fire)	1	1%	4	3%
Service Call	24	21%	25	18%
Good Intent Call	10	9%	11	8%
False Alarm & False Call	19	17%	19	14%
Severe Weather & Natural Disaster	0	0%	0	0%
Special Incident Type	2	2%	0	0%
TOTAL CALLS FOR JULY	115	100%	140	100%

YEAR TO DATE (JANUARY - JULY)	2023		2022	
	COUNT	% OF TOTAL	COUNT	% OF TOTAL
Fires	40	3.93%	31	3.84%
Overpressure rupture (No Fire)	2	0.20%	5	0.62%
Rescue & Emergency Medical Service	471	46.27%	380	47.09%
Hazardous Condition (No Fire)	17	1.67%	22	2.73%
Service Call	275	27.01%	166	20.57%
Good Intent Call	64	6.29%	74	9.17%
False Alarm & False Call	139	13.65%	116	14.37%
Severe Weather & Natural Disaster	0	0.00%	5	0.62%
Special Incident Type	10	0.98%	8	0.99%
TOTAL CALLS: YEAR TO DATE	1018	100%	807	100%

26.15% % of inc/dec over previous year



City Administrator's Report August 23, 2023

Finance - Utility Department

Reporting Period July 1- July 31, 2023

of Accounts per Utility

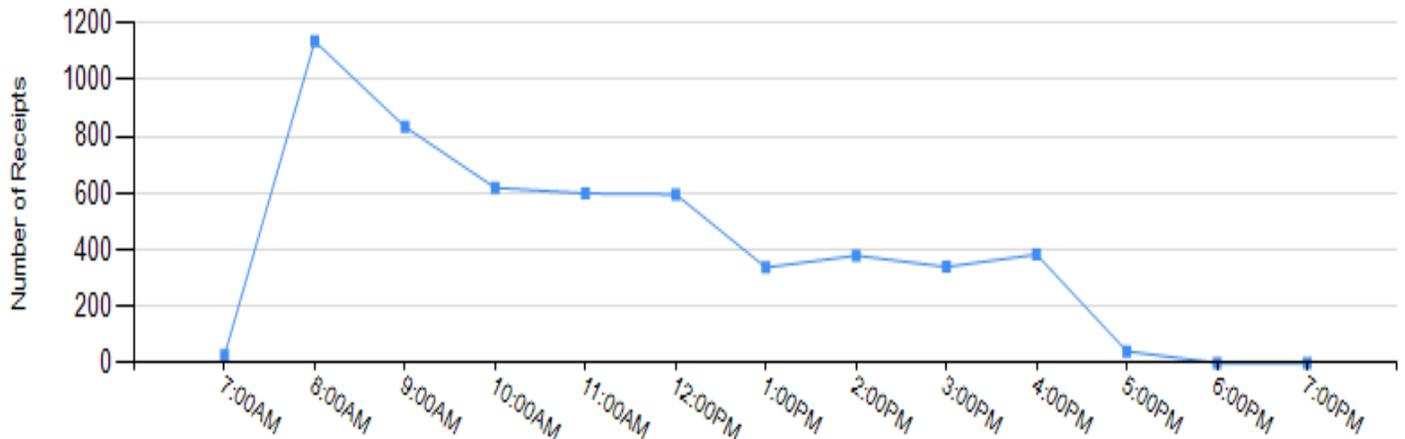
Water	6554
Garbage	6255
Sewer	6310
Storm Drain	6329

of delinquent accounts

872

Total receipt volume report

Hourly Receipt Volume



7:00AM to 8:00AM	29
8:00AM to 9:00AM	1136
9:00AM to 10:00AM	834
10:00AM to 11:00AM	619
11:00AM to 12:00PM	599
12:00PM to 1:00PM	596
1:00PM to 2:00PM	338
2:00PM to 3:00PM	380
3:00PM to 4:00PM	340
4:00PM to 5:00PM	384
5:00PM to 6:00PM	42
6:00PM to 7:00PM	1
7:00PM to 8:00PM	0
Total Receipt Volume	5298



City Administrator's Report August 23, 2023

Human Resources Department

Reporting Period July 1 - July 31, 2023

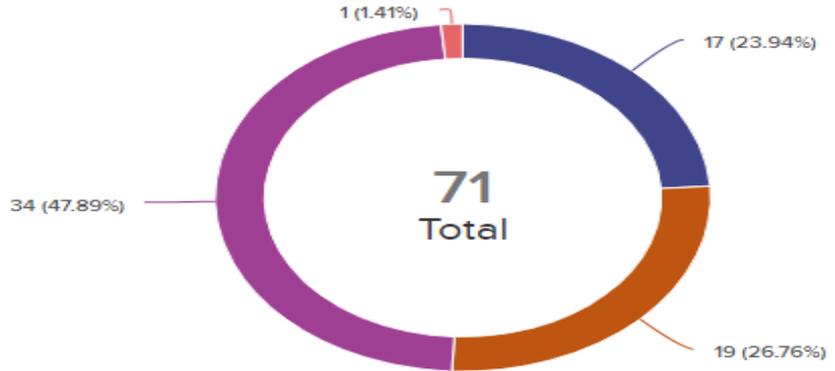
Performance Management

Active Evaluation

- Approval
- Rating
- Before Ratings
- Draft

59

Evaluations Past
Due Date



Recruitment

Class Spec Title	Average Views	Average Applicants	Avg. Conversion Rate
Fitness Instructor	861	0	0.0%
Storm Drain/Wastewater Colle...	899	5	0.5%
Police Officer	945	6	0.6%
Streets Specialist I or II	1046	8	0.7%
Wastewater Treatment Plant ...	1102	22	2.0%
Water Specialist I or II	56	12	21.4%
Police Sergeant	26	7	26.9%

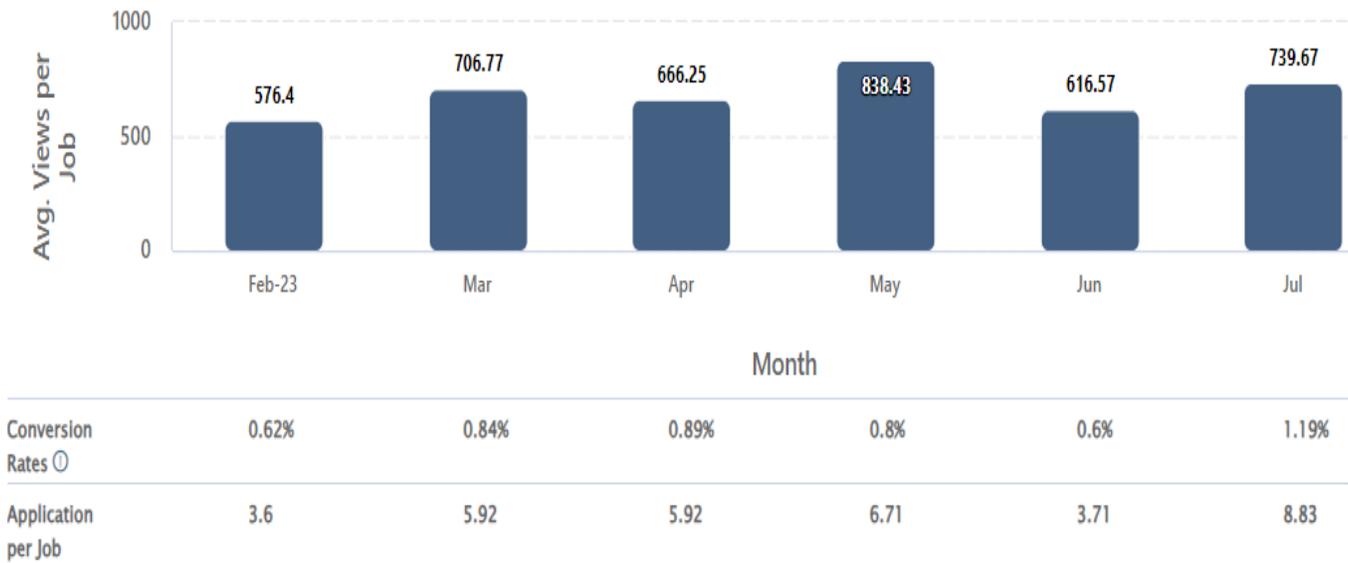
How is the "Average (Job) Conversion Rate" calculated?

The 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 6 months)

February 01, 2023 - July 31, 2023

Total Jobs: 50



Time to Hire Metrics and Benchmarking Data

Recruitments with Open & Closed dates (continuous)

Your organization is taking **57 days longer** than your peers on an average to hire a candidate.



PEER ORGANIZATIONS [View More](#)

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

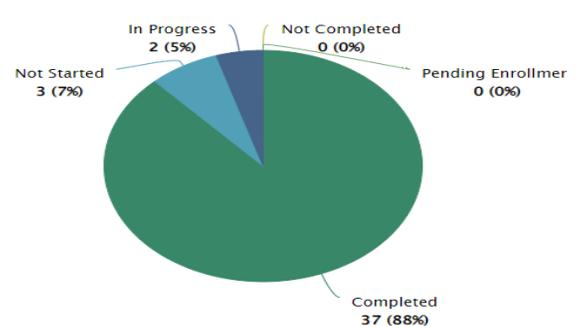
Staffing Changes - Hires, Promotions, Transfers, & Separations

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

- Hitzeman, Mark, transfer from SD/WWC Specialist II to Water Specialist I, effective July 1st
- Moon, Andrew, separation from employment, Paid-on-Call Firefighter, effective July 14th
- Hummel, Nathaniel, end of seasonal assignment, Seasonal-Solid Waste, effective July 28th

Training - Learning Management System, Course Activity

Category	Count
TOTAL Enrollments	42
Courses not started	3
Courses in-progress	2
Courses not completed	0
Courses completed	37



Wellness Committee & WellCity Standards

The Wellness Committee monthly meeting was held on July 13, 2023.

The Wellness Committee Annual Employee Summer Picnic is scheduled for August 24, 2023.

Workers' Compensation (Safety)

The next Central Safety Committee quarterly meeting is scheduled for August 31, 2023.

Reported to Human Resources for July 2023:

Accidents or Injuries	5
Incidents or Near Misses	1
Exposures	0

Staffing Summary

Employee workforce summary based on employment status.

Totals as of June:	<u>179</u>
Temporary/Seasonal	7
Paid on Call Firefighters	24
Elected Officials	8
Part-Time	4
Full-Time	136

2023 Staff Anniversary Service Award Recognitions

Employee Last Name	First Name	Years	Position	Anniversary Date
POLLOCK	JON	8	ENGINEERING TECHNICIAN	07/01/2023
SCHNEIDER	BRIAN	12	WWTP OPERATOR III	07/05/2023
BRAVO	CINDY	1	ACCOUNTANT	07/05/2023
LEDGERWOOD	MARIANNE	22	SENIOR PARALEGAL	07/09/2023
HOUSE	EMMA	7	HUMAN RESOURCES DIRECTOR	07/11/2023
WADE	TOM	8	FACILITIES/UTILITY WKR	07/13/2023
BRANNAN JR	CHARLES	28	SOLID WASTE COLLECTOR II	07/17/2023
CROUCHER	DUSTIN	5	WATER SPECIALIST II	07/30/2023
KRETCHMAN	KEITH	8	POLICE OFFICER	07/31/2023



City Administrator's Report

August 23, 2023

Parks and Recreation Department

Reporting Period July 1-31, 2023

Membership

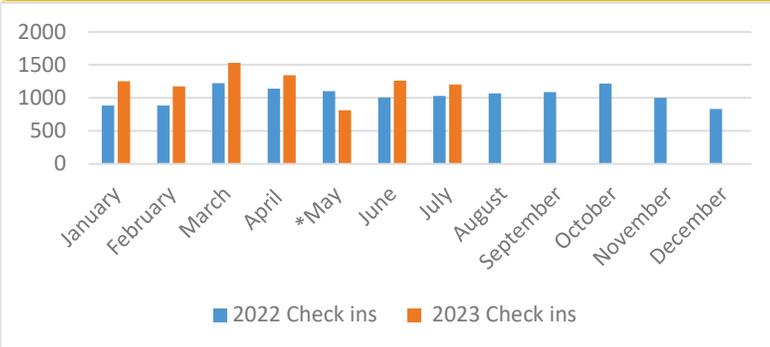
July	968
Prior Month	942

Passport Services



	<u>Passports Accepted</u>		<u>Passport Photo</u>	
	Count	Revenue	Count	Revenue
YTD	660	\$ 23,100	802	\$ 9,624
Budgeted		\$ 32,000		\$ 9,200

Check-Ins (Member Visits To The Center For Classes and Programs)

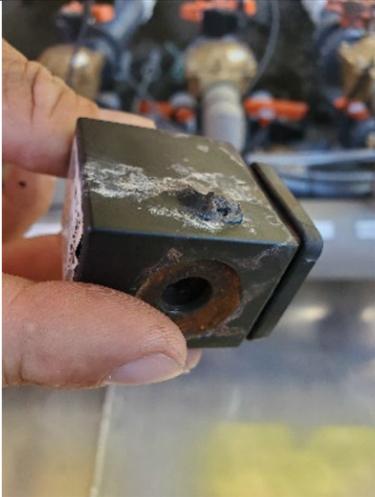


This count does not include community members coming for passports, Meals on Wheels, in-person lunches or other services not requiring membership.

Rentals June

The Center is available to rent when not being used for senior programming. In July there were two rentals for the following use: Business hosting caregiver registrations and youth programming through Big Brother Big Sisters

Parks - Operations



Parts have been order and still waiting on a switch for Shipwreck Shore Splash Park.



Moved stone and prepared for the Garden Club's new bed in Smith Park.



Installed Windjammer P.R.V. Done and in operation.



Moved the Blarney Stone back to Windjammer Park. It was moved to SW Pioneer Way during the park reconstruction project.



Cleaned up graffiti.



Painted Smith Park fence; required 35 gallons of gal of paint.



Remove Ridge Haven playground. The play equipment was broke off from the ground and unsafe.



Fixed three main line irrigation leaks at Ft. Nugent Park .



OAK HARBOR POLICE DEPARTMENT JULY 2023

CLASSIFICATION	CALLS
CALLS FOR SERVICE	1,079
MISDEMEANOR ARRESTS	38
FELONY ARRESTS	12
INFRACTION TRAFFIC	29
CRIMINAL TRAFFIC	9
ASSIST PUBLIC	68
BURGLARY	14
CIVIL	26
COURT ORDER VIOLATION	6
DEATH INVESTIGATION	0
DISORDERLY/TRESPASS/MENTAL HEALTH	88
DOMESTIC VIOLENCE	34
RAPE	0
SUICIDE THREAT	16

**City Administrator's Report
August 23, 2023**



PUBLIC WORKS DEPARTMENT

Reporting Period July 1 - July 31, 2023

STREETS	UNITS	QUANTITY	COMMENTS
Tree/Brush Trimming/Weeding ROW/Debris Pickup	Hours	43.00	
Sign Fabrication/Repair/Installation/Cleaning	Hours	12.00	
Special Events/Main Street	Hours	49.00	
Pedestrian and Signal/School Flashers/In Road Inspections	Hours	39.00	
Patching/Pothole Repair/Shoulders/TBD & Arterials	Hours	12.00	
Painting Markings-walk behind painter	Hours	74.50	
WATER	UNITS	QUANTITY	COMMENTS
Gallons Consumed	Gallons	50,116,333	
Gallons Produced (Wells)	Gallons	92,475	
Average Gallons Consumed/Day	Gallons	1,616,656	
Water Service Requests	Each	391	
After Hour Call Outs	Each	18	
Meter Register Change Outs	Each	88	
Samples (Coliform)	Each	20	
Samples (Chlorine, PH, Temp)	Each	69	
Average Chlorine Residual	mg/L	0.88	
Utility Locates	Each	113	
Water Main Leaks	Each	1	
CLEAN WATER FACILITY	UNITS	QUANTITY	COMMENTS
DMR Flow	Million Gallons	42.59	
NPDES Permit Compliant	Yes/No	yes	
Nutrient Permit DMR OK	Yes/No	yes	
Bio-Solids	Dry Tons	41.62	
WASTEWATER COLLECTIONS/STORM DRAIN	UNITS	QUANTITY	COMMENTS
Catch Basin Inspections	Each	74	
Street Sweeping	Hours	8.2hr 97.2 miles	Old sweeper hours/New sweeper will be miles
Grease Traps Inspections	Hours	12	
Storm Water Inspections	Hours	19	
Source Control Inspections	Hours	21	
SOLID WASTE	UNITS	QUANTITY	COMMENTS
Solid Waste Collection-Residential	Tons	351.22	
Solid Waste Collection-Commercial	Tons	393.80	
Yard Waste Collection	Tons	76.27	
Recycling Collection	Tons	98.42	
Residential Requests for Large Item Pickup or Special Requests	Yards	16.00	
EQUIPMENT RENTAL	UNITS	QUANTITY	COMMENTS
Unleaded Fuel	Gallons	2320	
Diesel Fuel	Gallons	3182	
Average Cost of Unleaded	Per Gallon	\$3.85	
Average Cost of Diesel	Per Gallon	\$3.82	
Number of Vehicles in Fleet	Each	106	
Number of Equipment in Fleet	Each	164	
EQUIPMENT RENTAL REPLACEMENTS	UNITS	QUANTITY	COMMENTS
Number of Replacements Completed	Each	2	
TECH FUND	UNITS	QUANTITY	COMMENTS
Number of Replacements Completed	Each	0	
SHOP FACILITY	UNITS	QUANTITY	COMMENTS
Labor Pool at City Hall	Hours	15.50	Data not entered until July
Labor Pool at Police Department	Hours	4.50	Data not entered until July
Labor Pool at Senior Center	Hours	1.00	Data not entered until July
Labor Pool at Library	Hours	0.00	Data not entered until July
Labor Pool at PW Divisions	Hours	1.50	Data not entered until July
ENGINEERING	UNITS	QUANTITY	COMMENTS
Over the Counter ROW Permits	Each	12	
Right Of Way Inspections	Each	8	
Semrau City Engineer Management	Hours		
Semrau Garry Oaks	Hours		
Semrau Monthly Total	Dollars		