



**NOTICE OF WORKSHOP MEETING Council
Chambers, 865 SE Barrington Drive**

NOTICE IS HEREBY GIVEN that the Oak Harbor City Council will hold a Special Workshop Meeting on October 25, 2023 at 2:00 PM to discuss the following agenda items.

This meeting will be held in the Council Chambers, 865 SE Barrington Drive .

DATED this 20th of October, 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 at a workshop meeting if noticed for potential action. 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
OCTOBER 25, 2023 CITY COUNCIL AGENDA AT 2:00 PM**

- 2:00 P.M. MAYOR**
- 2:05 P.M. PARKS & RECREATION**
a. PARK PLAN IMPLEMENTATION
- 2:35 P.M. DEVELOPMENT SERVICES**
a. **ACTION ITEM:** AMENDMENT NO. 2 TO PROFESSIONAL SERVICES AGREEMENT: HEMSTAD CONSULTING FOR THE MULTI-FAMILY TAX EXEMPTION PROGRAM
- 2:55 P.M. ADMINISTRATION**
a. BOARDS, COMMISSIONS, AND COMMITTEES PROPOSED BYLAWS UPDATES
b. CITY ADMINISTRATOR'S REPORT
- 4:00 P.M. CITY COUNCIL**

City of Oak Harbor
City Council
Workshop Agenda Bill

Date: October 25, 2023

Subject: a. Park Plan Implementation

FROM: Brian Smith, Parks and Recreation Director

SUMMARY STATEMENT

The Harbor Heights parkland area was purchased by the City on January 24, 2020. This 75-acre undeveloped parcel of land on the north limits of the City was being planned as a regional park to provide multiple sports and activities to benefit the community. The first phase of the project was the construction of two soccer fields and a 50-space parking lot prior to the construction of a new school at Fort Nugent by the Oak Harbor Public School District. The City is currently working closely with Oak Harbor Public Schools to understand the impact and timeline of the school construction.

Subsequent phases of the project included developing the land into a regional park and sports complex to attract sports tourism. Shortly after the acquisition, the City hired David Evans & Associates (DEA, design consultant) to prepare a park master plan for the full site and process community feedback. Concepts were provided to the community and feedback received during a virtual open house from the 8th through the 15th of March 2021. The City received responses in favor of Concept Two with soccer fields and street access from Gun Club Road with Trails being a close 2nd for desired use of the property (Attachment A). The Park Board also provided a recommendation to City staff for Master Plan Concept Two (Attachment B). They also provided recommendations to City staff regarding parking, restroom facilities, future concessions, trails, and a dog park.

The estimated cost for the development of the full master plan, which includes an access roadway, is approximately \$60.7 million. The original 2016 budget for Phase I was approximately \$1.65 million but the cost did not include the access roadway.

Staff were unaware of any construction cost concerns as an estimate was developed based on standard practice design to get to the \$1.65 million budget level. However, when the consultant did not provide the design estimate at 60% design level (Attachment C), staff developed a Phase I cost estimate based off the original master plan site cost estimate (Attachment D). What came out in the estimate was that the Phase I cost estimate came out around \$4.7 to \$5.1 million. This was approximately \$2.8 to \$3.5 million over the original budget that was offset by seeking additional grant funding.

The consultant provided the cost estimate at 90% design level (Attachment E) that came in at \$9,969,037 adding an additional 15% for contingency and putting the estimated cost for Phase 1 of the Proposed Harbor Heights Sports Complex at \$11.5 million. Last year staff notified Council of the drastic cost increase, canceled the pending grant requests, and put the project on hold.

As for the original Phase I budget, what was discovered was that the \$1.65 million budget was based on a flat site, it assumed that utilities were stubbed to the site, drainage was addressed in a pond on site, and the access road to the site was existing. Additionally, long-term operation and maintenance of the new fields assumed that the Fort Nugent school property would no longer be maintained by the City and that any shared use fields would be maintained by the school district. It should also be noted that the road access to the site had not been designed, and only a rough cost estimate was generated.

Staff proposes that alternatives be discussed including a short-range plan with Phase I and include alternative park usage, such as hiking/walking paths, bike trails, moto cross track, dog park, and other temporary usages until a long-range plan on the future development of a Regional Sports Complex can be best achieved as well as other alternatives that could be included in the strategy plan.

The intent of this workshop discussion is to provide a brief history of the park's Phase I development, constraints of the Harbor Heights site, opportunities for alternative uses, and strategic planning direction for additional sports fields including alternative locations.

ATTACHMENTS

1. [Park Plan Implementation Presentation](#)
2. [Attachment E Cost Estimate 90%](#)
3. [Attachment D Cost Estimate 60%](#)
4. [Attachment C 60 % Design](#)
5. [Attachment B Concept 2](#)
6. [Attachment A Survey](#)

PARK PLAN IMPLEMENTATION



CITY OF
Oak Harbor
WHIDBEY ISLAND, WASHINGTON

City Council Workshop

October 25, 2023

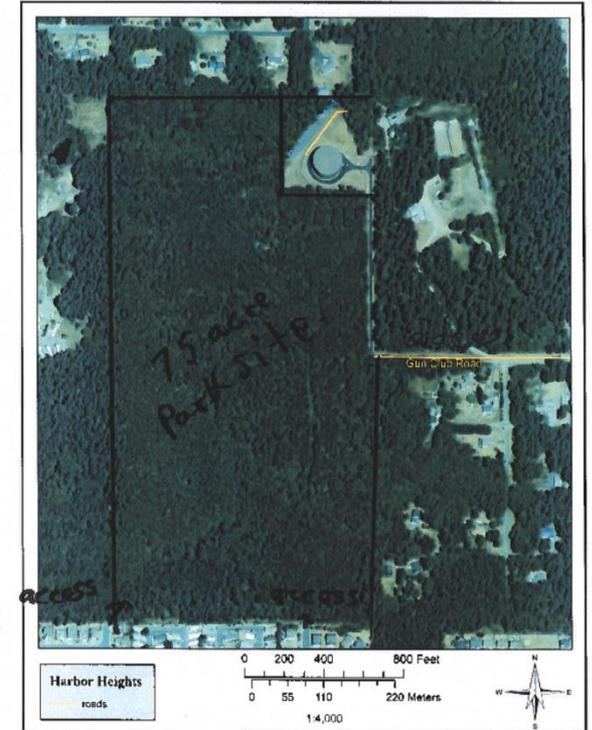
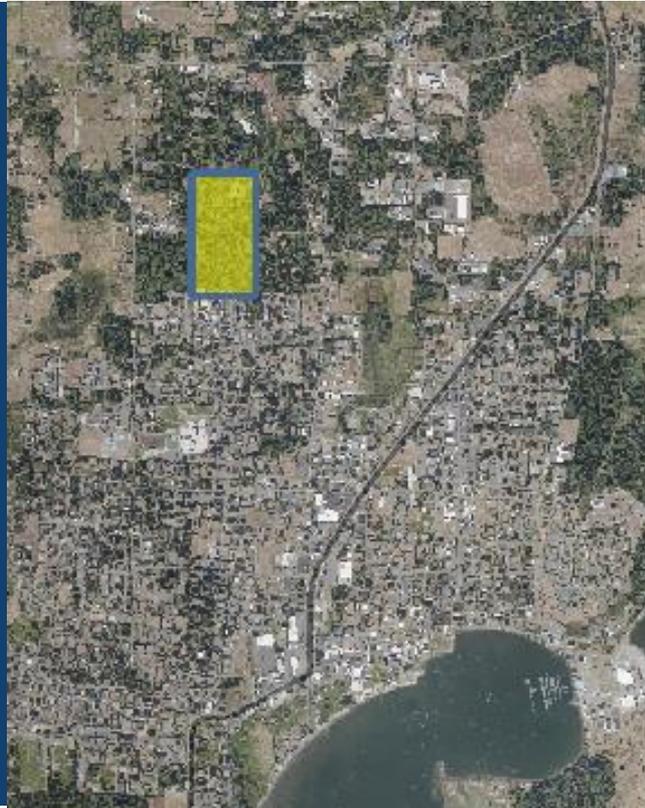
HARBOR HEIGHTS BACKGROUND

Acquired by the City on
January 24, 2020.

75-Acres

Forested, sloping parcel

Generally located at
846 Gun Club Rd.



HARBOR HEIGHTS BACKGROUND



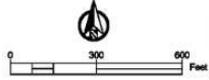
- Planned for soccer fields in anticipation of the School District developing the fields adjacent to Fort Nugent Park.
- Phase I included 2 soccer fields and a 50-space parking lot budgeted at \$1.6 million not including the access road, grading, and utilities.

HARBOR HEIGHTS SPORTS PARK COMPLEX

FINAL MASTER PLAN - CITY OF OAK HARBOR, WA | JUNE 2021

HARBOR HEIGHTS BACKGROUND

CONCEPT TWO
PHASE ONE
GUN CLUB RD.
ACCESS



SITE PHOTOS



1 CELL TOWERS



2 WATER TANK



3 ACCESS DRIVE



4 LOGGING ROAD PANORAMA



5 LOGGING ROAD



6 EXISTING TREES

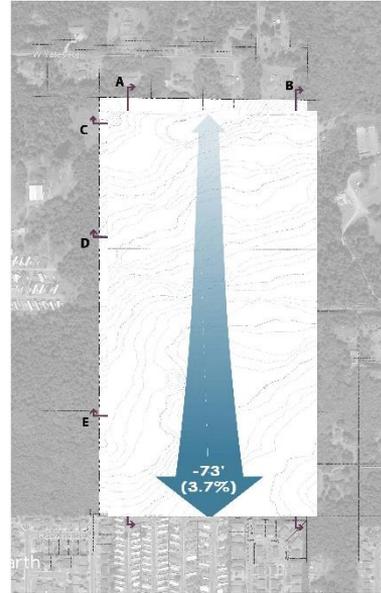


7 ACCESS POINT

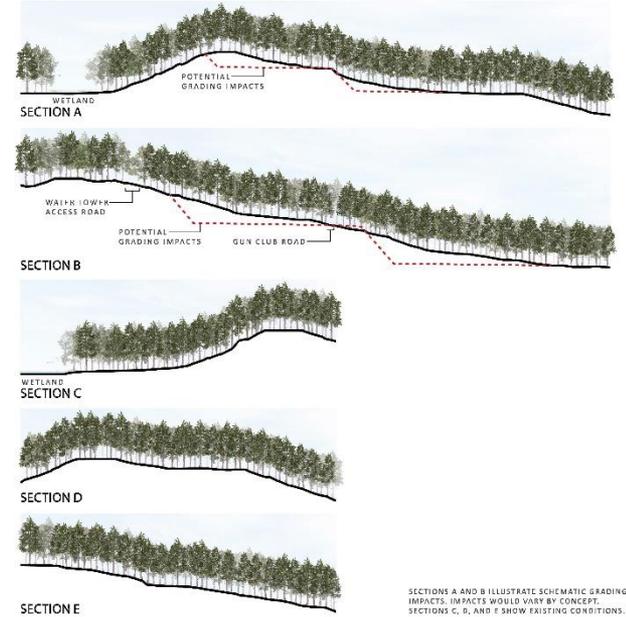
- Engineering cost estimates at 90% design came in at \$11.5 million for Phase I. Total build out of the regional sports park is estimated at \$60.7 million.
- Last year staff updated Council on the costs, canceled the pending grant requests, and put the project on hold.

SITE CONSTRAINTS

- Can not have athletic field lighting (NAS WI).
- 73' of elevation drop North to South @ 3.7% grade requiring 20'–37' cuts to reach 2% grade.
- Access Road – County.



Existing Conditions Sections
HARBOR HEIGHTS SPORTS COMPLEX
City of Oak Harbor, WA | October 2020

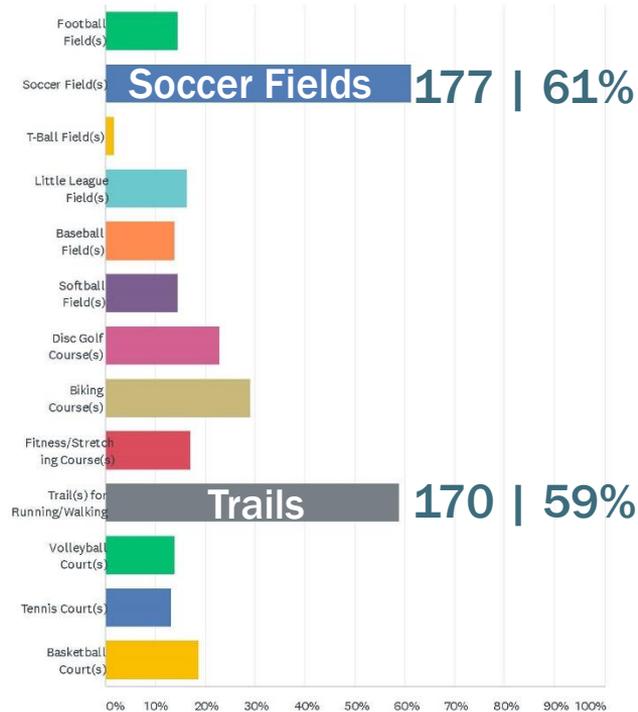


SECTIONS A AND B ILLUSTRATE SCHEMATIC GRADING IMPACTS. IMPACTS WOULD VARY BY CONCEPT. SECTIONS C, D, AND E SHOW EXISTING CONDITIONS.

HARBOR HEIGHTS OPTIONS

Q5 What are the TOP THREE sports/activities that are most important to you and your family? (Select only the TOP THREE)

Answered: 289 Skipped: 4



HARBOR HEIGHTS OPTIONS

ANSWER CHOICES	RESPONSES	
Trails/Paths	54.98%	160
Bathrooms	86.94%	253
Storage for Sports Clubs	16.84%	49
Parking	49.83%	145
Benches/Tables	23.71%	69
Public Art	7.22%	21
Lighting for Night Games	58.08%	169
Lighting for the Parking Lot	30.93%	90
Security	14.09%	41
Signage	1.72%	5
Gardens/Flowers	9.62%	28
Trash Cans	24.40%	71
Recycle Containers	11.34%	33
Accessibility for Handicapped/Disabled	9.97%	29
Grass Fields	18.90%	55
Bottled Water Refill Stations/Drinking Fountains	28.18%	82
Playgrounds	45.36%	132
Other (please specify)	10.65%	31
Total Respondents: 291		

HARBOR HEIGHTS OPTIONS



Disc Golf Course | Cost \$43,320

- Designed by Professional Disc Golf World Champion Eric McCabe
- Regional Tournaments, PDGA Amateur and Professional Championship Venue

HARBOR HEIGHTS OPTIONS



Mountain Bike Trail | Cost \$48,000 / Mile

- Cost can be reduced through volunteer and in-house site prep
- Regional Mountain Bike Association Ride Center

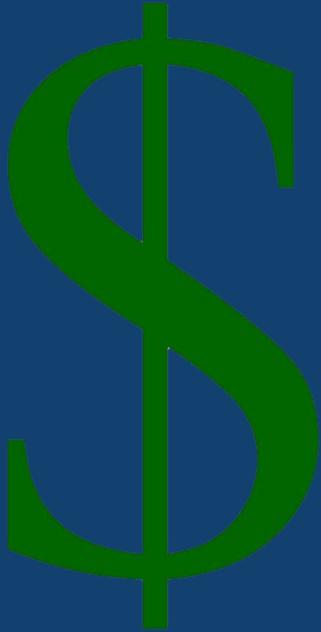
HARBOR HEIGHTS OPTIONS



Educational Walking Trail | Cost \$3,200

- Cost can be reduced through volunteer and in-house site prep
- Regional Mountain Bike Association Ride Center
- Built into the natural terrain

HARBOR HEIGHTS OPTIONS



Additional Site Cost Consideration:

- Restrooms
- Utilities
- Access Road
- Parking
- Maintenance

SPORTS COMPLEX OPTIONS

- Current fields belong to the School District
- Used by private clubs
- What is the City's roll
- What is the City's goal

- Maintenance Costs



SPORTS COMPLEX OPTIONS

- 1.** Continue planning and seeking funding for development at the Harbor Height Site.
- 2.** Acquire land that solves the current site constraint issues and reduces cost to develop.
- 3.** Take no action. Support the School District and sports clubs as able.

SPORTS COMPLEX OPTIONS

- 1. Continue planning and seeking funding for development at the Harbor Height Site.**
- 2. Acquire land that solves the current site constraint issues and reduces cost to develop.**
- 3. Take no action. Support the School District and sports clubs as able.**

SPORTS COMPLEX OPTIONS



REGIONAL SPORTS COMPLEX



PARKS BOARD RECOMMENDATION





DAVID EVANS
AND ASSOCIATES INC.

ESTIMATE OF PROBABLE COST 90% CONSTRUCTION DOCUMENTS

PROJECT NAME: OAK HARBOR PARK

LOCATION: OAK HARBOR, WASHINGTON

CLIENT: CITY OF OAK HARBOR



DEA PROJECT NUMBER: COAK0000-0005

PROJECT: Harbor Heights Park Phase 1 Improvements

LOCATION: Oak Harbor, Washington

CONSULTANT: David Evans and Associates, Inc.

ESTIMATOR: Steven Harrison, PE

SUBJECT: Phase 1 Improvements

DATE: 7/7/2022

	DESCRIPTION	EST. QTY.	UNIT	UNIT PRICE	COST ESTIMATE	SUBTOTAL ESTIMATE
Site Preparation						\$4,324,168
	Mobilization (10%)	1	L.S.	\$572,053.15	\$572,053	
	Clearing and Grubbing	10	AC	\$7,500.00	\$75,000	
	Excavation (Cut=54990 cys/Fill=54990 cys)	109980	C.Y.	\$31.50	\$3,464,370	
	Subgrade Stabilization	5500	C.Y.	\$28.00	\$154,000	
	Erosion Control (1%)	1	L.S.	\$58,745.32	\$58,745	
Site Improvements						\$2,181,162
	Standard Asphalt Pavement (4-inch HMAC)	1210	TN	\$156.00	\$188,760	
	3/4-inch minus base course (6-inch thick)	1820	TN	\$98.00	\$178,360	
	1/2-inch minus leveling course (2-inch thick)	567	TN	\$112.00	\$63,504	
	Concrete Sidewalk/Pavement (6-inch thick)	21900	S.F.	\$28.00	\$613,200	
	3/4-inch minus base course (4-inch thick)	378	TN	\$98.00	\$37,044	
	Truncated Domes on New Surfaces	575	S.F.	\$63.00	\$36,225	
	Standard Concrete Curb and Gutter	3150	L.F.	\$65.50	\$206,325	
	Pavement Marking Installation	1	L.S.	\$2,000.00	\$2,000	
	Signage	1	L.S.	\$1,500.00	\$1,500	
	12-Inch Concrete Seatwall (with Skate Deterrents)	600	L.F.	\$165.00	\$99,000	
	8-foot Fence	1309	L.F.	\$50.50	\$66,105	
	Fence Concrete Curb (8-inch wide)	1309	L.F.	\$75.00	\$98,175	
	12-inch Drain Pipe	374	L.F.	\$121.00	\$45,254	
	8-inch Drain Pipe	325	L.F.	\$110.00	\$35,750	
	6-inch French Drain	1722	L.F.	\$50.00	\$86,100	
	Standard Catch Basin	8	EA.	\$4,250.00	\$34,000	
	Field Inlet	2	EA.	\$4,250.00	\$8,500	
	Cleanout	1	EA.	\$610.00	\$610	
	Rip Rap WSDOT Class A	10	C.Y.	\$95.00	\$950	
	Pond Bottom Soil Mix (12-inch thick)	340	C.Y.	\$80.00	\$27,200	
	Soccer Field Topsoil Mix (7.5-inch thick)	4245	C.Y.	\$80.00	\$339,600	
	Flag Pole (40 foot tall)	1	EA.	\$13,000.00	\$13,000	
Landscape Site Preparation and Soils						\$165,346
	Soil 4" Depth (Seed Type 1- Lawn (Non Field)	326	C.Y.	\$80.00	\$26,080	
	Soil (Compost) 2" Depth (Seed Type 2-Slopes)	503	C.Y.	\$90.00	\$45,270	
	Soil 2" (Compost) Depth (Seed Type 3-out of Infil. Pond)	103	C.Y.	\$90.00	\$9,270	
	Soil 11" Depth-Shrub Beds-Parking Area	205	C.Y.	\$80.00	\$16,400	
	Soil 6" Depth-Shrub Beds-Outside Parking Area	203	C.Y.	\$80.00	\$16,240	
	Mulch 2" Depth	105	C.Y.	\$90.00	\$9,450	
	Fine Grade (All Planted Areas)	327,968	S.F.	\$0.13	\$42,636	
Site Furnishings						\$100,900
	Benches	6	EA.	\$4,000.00	\$24,000	
	Trash Receptacles	2	EA.	\$2,250.00	\$4,500	
	Dog Waste Receptacle	1	EA.	\$1,000.00	\$1,000	
	Soccer Goals (Full Size)	4	EA.	\$7,250.00	\$29,000	
	Soccer Goals (Mini Or Mod)	16	EA.	\$2,400.00	\$38,400	
	Bike Rack (10 Bicycles)	1	EA.	\$4,000.00	\$4,000	
Landscape Planting						\$315,724
	Seed-Type 1-Lawn (350 lbs./Acre)	26,463	S.F.	\$0.25	\$6,616	
	Seed-Type 1- Fields (350 lbs./Acre)	183,375	S.F.	\$0.25	\$45,844	
	Seed-Type 2-Slopes (120 lbs./Acre)	81,410	S.F.	\$0.25	\$20,353	
	Seed-Type 3-Bioretention (300 lbs./Acre)	16,651	S.F.	\$0.25	\$4,163	
	Trees-Deciduous-3" Cal.	87	EA.	\$900.00	\$78,300	
	Trees-Deciduous-6' Multistem	9	EA.	\$300.00	\$2,700	

PROJECT: Harbor Heights Park Phase 1 Improvements

LOCATION: Oak Harbor, Washington

CONSULTANT: David Evans and Associates, Inc.

ESTIMATOR: Steven Harrison, PE

SUBJECT: **Phase 1 Improvements**

DATE: 7/7/2022

	DESCRIPTION	EST. QTY.	UNIT	UNIT PRICE	COST ESTIMATE	SUBTOTAL ESTIMATE
	Coniferous Trees-6' Height	29	EA.	\$300.00	\$8,700	
	Shrubs-5 Gal.	282	EA.	\$50.00	\$14,100	
	Shrubs-2 Gal.	357	EA.	\$30.00	\$10,710	
	Groundcover- 1 Gal.	3,137	EA.	\$15.00	\$47,055	
	Emergents	9,648	EA.	\$8.00	\$77,184	
	Irrigation					\$1,084,042
	Irrigation - Seeded Area	124,524	S.F.	\$3.00	\$373,572	
	Irrigation -Field	183,375	S.F.	\$3.00	\$550,125	
	Irrigation- Shrub Beds	20,069	S.F.	\$5.00	\$100,345	
	Irrigation POC and Water Meter	1	EA.	\$30,000.00	\$30,000	
	Irrigation Pump (If Needed)-(5 Hp Assumed)	1	EA.	\$30,000.00	\$30,000	
	GENERAL CONDITIONS/INSURANCE					
	General Conditions (Insurance, Bonding, etc.)	12%			\$980,561	
	Contingency	10%			\$817,134	
	Total Estimated Probable Construction Costs					\$9,969,037

Attachment A – Cost Estimate at 60%



Client: **City of Oak Harbor**
 Project: **Harbor Heights Sports Complex PHASE I**
 Project #: **NA**
 By/Checked: **Monken**
 Date: **9-Mar-22**

Engineer's Estimate of Probable Cost

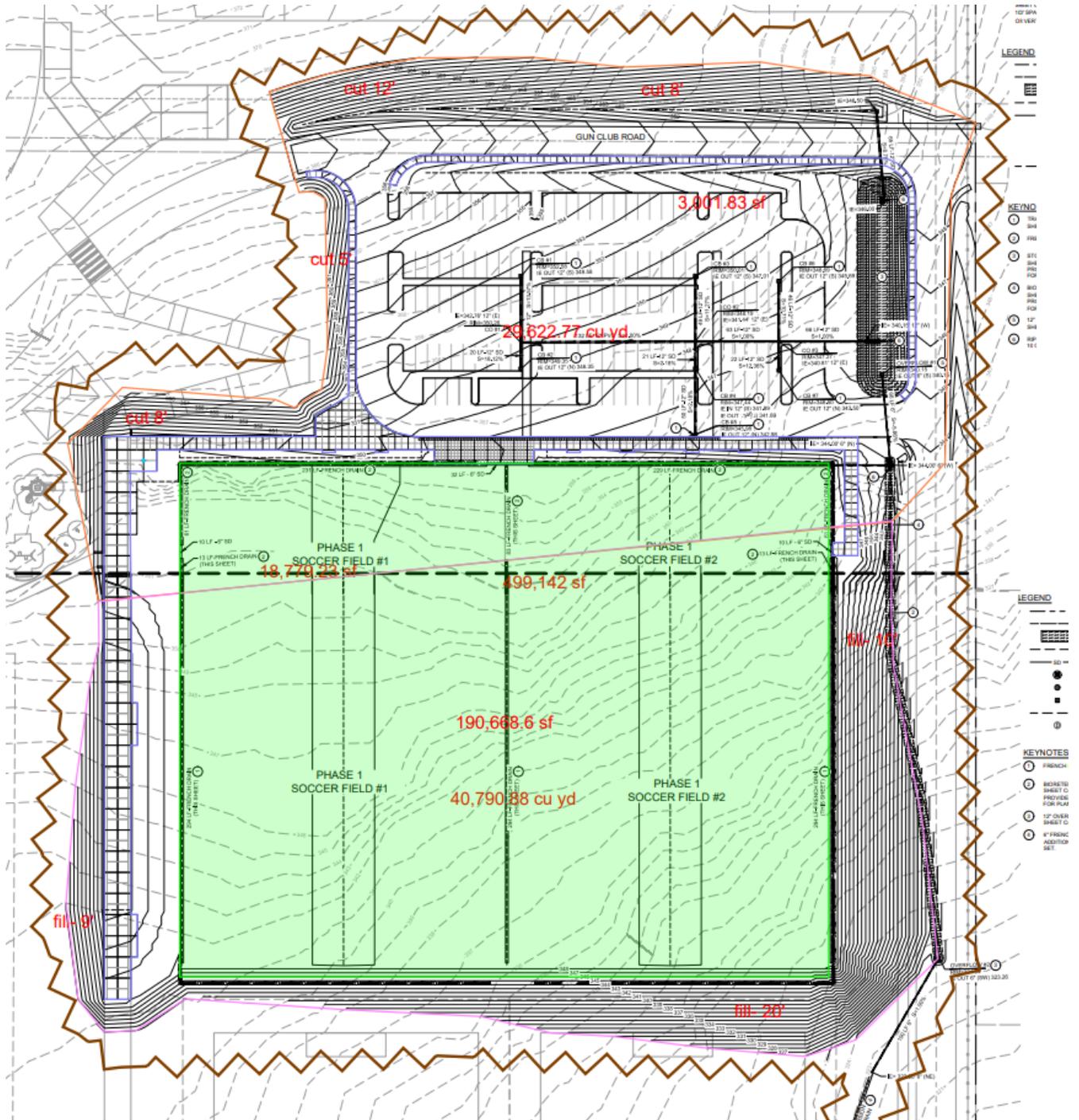
Estimated Design Complete: 60%

Site Acreage 11.46 Approximate

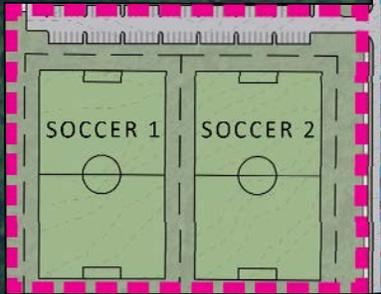
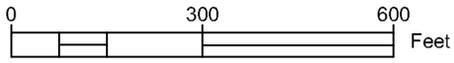
ITEM #.	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTEND	%
Site Setup						
1	Mobilization (3%)	1	LS	\$ 109,985.34	\$ 109,985.34	2.9%
2	Temporary Construction Fence	3,220	LF	\$ 7.00	\$ 22,540.00	0.6%
3	Erosion Prevention and Sedimentation Control	499,100	SF	\$ 0.13	\$ 64,883.00	1.7%
Demolition						
4	Clearing and Grubbing	499,100	SF	\$ 0.45	\$ 224,595.00	5.9%
5	Removal Existing Gravel Access Road	8,000	SF	\$ 0.50	\$ 4,000.00	0.1%
6	Unknow /Burried Debris	1	LS	\$ 2,000.00	\$ 2,000.00	0.1%
Grading						
7	Stripping	499,100	SF	\$ 0.23	\$ 114,793.00	3.0%
8	Earthwork Cut	29,600	CY	\$ 10.00	\$ 296,000.00	7.8%
9	Earthwork Fill	40,800	CY	\$ 13.00	\$ 530,400.00	14.0%
10	Import	4,080	CY	\$ 16.00	\$ 65,280.00	1.7%
11	Overexcavation	2,000	CY	\$ 6.00	\$ 12,000.00	0.3%
12	Level/Grade/Proof Roll	20,000	SF	\$ 0.40	\$ 8,000.00	0.2%
13	SWPPP Preparation and Implementation	1	LS	\$ 2,000.00	\$ 2,000.00	0.1%
On-site Utilities						
14	Water Utilities	499,100	SF	\$ 0.10	\$ 49,910.00	1.3%
15	Sanitary Sewer	499,100	SF	\$ 0.02	\$ 9,982.00	0.3%
16	Storm drainage	499,100	SF	\$ 0.35	\$ 174,685.00	4.6%
Electrical						
17	Electrical power service and conduit runs	1	LS	\$ 250,000.00	\$ 250,000.00	6.6%
Parking Area						
18	HMA Paving/Agg. Base, Curbs	148	EA	\$ 3,500.00	\$ 518,000.00	13.7%
19	Drainage/WQ System	148	EA	\$ 450.00	\$ 66,600.00	1.8%
20	Signage and Striping	148	EA	\$ 42.00	\$ 6,216.00	0.2%
21	Illumination	148	EA	\$ 340.00	\$ 50,320.00	1.3%
Site Construction						
22	Vehicle Entry Access Gate	1	EA	\$ 2,800.00	\$ 2,800.00	0.1%
23	6' Chainlink Fence	1,750	LF	\$ 75.00	\$ 131,250.00	3.5%
24	6' Ht. Monument Sign at Entrance	1	EA	\$ 1,600.00	\$ 1,600.00	0.0%
25	4" Thick Concrete Walks	21,780	SF	\$ 12.00	\$ 261,360.00	6.9%
26	Accent Pavers	1,205	SF	\$ 16.00	\$ 19,280.00	0.5%
27	8" Curb Around Pavers	-	LF	\$ 12.00	\$ -	0.0%
28	4" Thick Concrete Walkway 8 foot wide	-	SF	\$ 6.50	\$ -	0.0%
29	Stair/Ramps/Railing	-	LS	\$ 30,000.00	\$ -	0.0%

Site Amenities						
30	Drinking Fountain	1	EA	\$ 3,800.00	\$ 3,800.00	0.1%
31	Benches	2	EA	\$ 3,000.00	\$ 6,000.00	0.2%
32	Trash Receptacle	2	EA	\$ 1,500.00	\$ 3,000.00	0.1%
33	Recycle Receptacle	1	EA	\$ 1,700.00	\$ 1,700.00	0.0%
34	Picnic Table	-	EA	\$ 2,800.00	\$ -	0.0%
35	Bike Rack	2	EA	\$ 350.00	\$ 700.00	0.0%
36	Portland Loo (will use portables)	-	EA	\$ 45,000.00	\$ -	0.0%
37	Misc. Signage	1	LS	\$ 1,000.00	\$ 1,000.00	0.0%
Soccer Fields						
38	Goals - wheeled	4	EA	\$ 3,000.00	\$ 12,000.00	0.3%
Irrigation						
39	Turf Irrigation	190,670	SF	\$ 1.75	\$ 333,672.50	8.8%
40	Tree and Shrub Irrigation	144,185	SF	\$ 0.16	\$ 23,069.60	0.6%
41	Irrigation POC Equipment incl Backflow	1	LS	\$ 30,000.00	\$ 30,000.00	0.8%
42	Irrigation Controller	1	EA	\$ 9,000.00	\$ 9,000.00	0.2%
Planting						
43	Soil Prep/Fine Grading	190,670	SF	\$ 0.15	\$ 28,600.50	0.8%
44	Soccer Field - Natural Turf	190,670	SF	\$ 1.25	\$ 238,337.50	6.3%
45	Native and Ornamental Plantings	28,837	SF	\$ 0.82	\$ 23,646.34	0.6%
46	Water Quality Plantings	190,670	SF	\$ 0.08	\$ 15,253.60	0.4%
47	Mulching	190,670	SF	\$ 0.10	\$ 19,067.00	0.5%
48	Top Soil in place (in soil prep and contingency)	-	SF	\$ 0.56	\$ -	0.0%
Maintenance Period (1 year)						
49	Plants and Irrigation System	144,185	SF	\$ 0.20	\$ 28,837.00	
Construction sub Total					\$ 3,776,163.38	
Contingency					15%	\$ 566,424.51
Construction sub Total with contingency					\$ 4,342,587.89	
WSST					8.9%	\$ 386,490.32
Construction sub Total w WSST						\$ 4,729,078.21
Bond and Insurance 8%					8.0%	\$ 378,326.26
TOTAL CONSTRUCTION COST						\$ 5,107,404.47
Off-site Improvements						
	Gun Club Roadway or 16th Avenue (Heller)	1	LS	\$ 3,100,000.00	\$ 3,100,000.00	
TOTAL PROJECT WITH ACCESS ROAD						\$ 8,207,404.47

Attachment B – 60% Design Layout



CONCEPT TWO PHASE ONE GUN CLUB RD. ACCESS

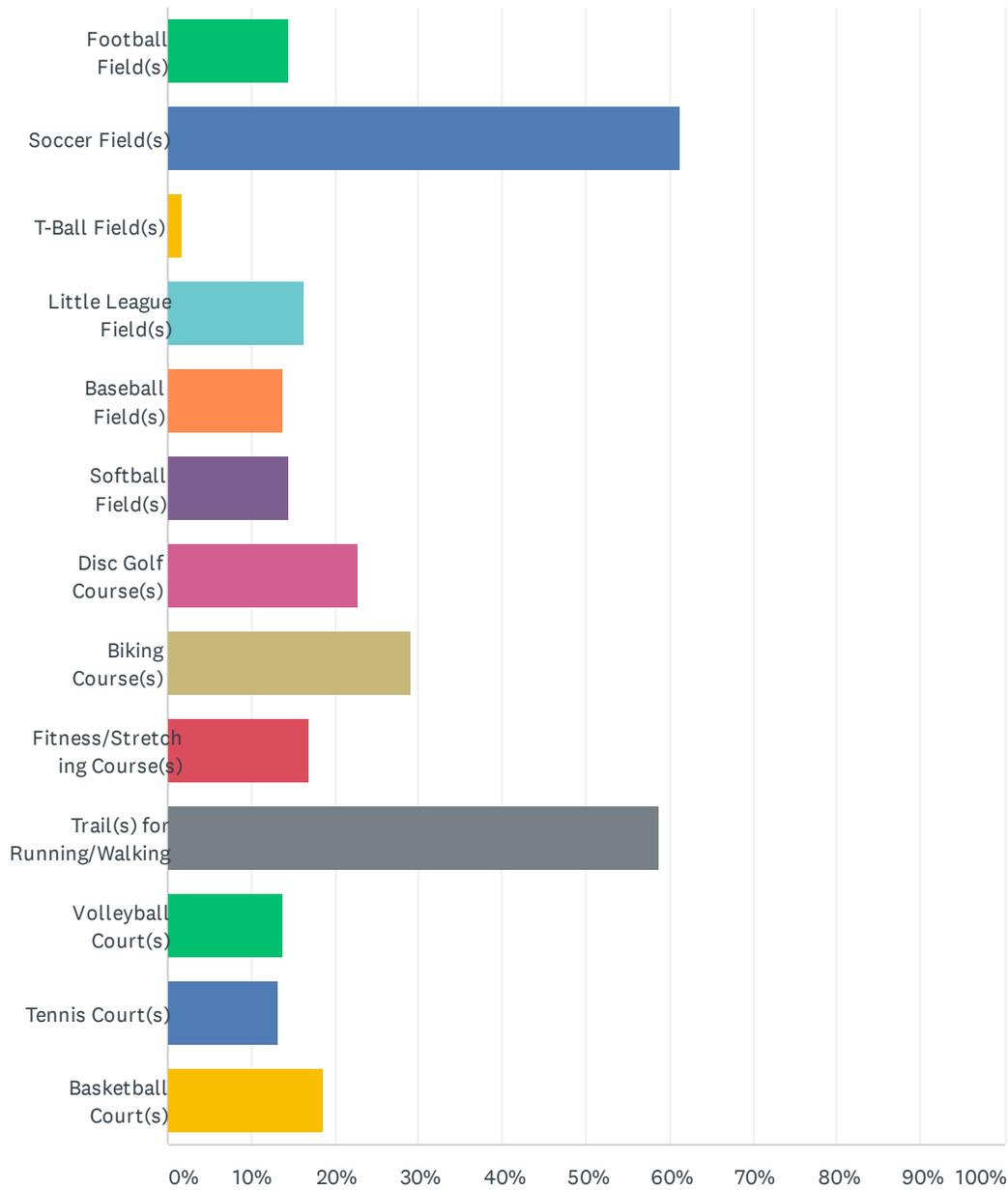


GUN CLUB RD.



Q5 What are the TOP THREE sports/activities that are most important to you and your family? (Select only the TOP THREE)

Answered: 289 Skipped: 4



ANSWER CHOICES	RESPONSES	
Football Field(s)	14.53%	42
Soccer Field(s)	61.25%	177
T-Ball Field(s)	1.73%	5
Little League Field(s)	16.26%	47
Baseball Field(s)	13.84%	40
Softball Field(s)	14.53%	42
Disc Golf Course(s)	22.84%	66
Biking Course(s)	29.07%	84
Fitness/Stretching Course(s)	16.96%	49
Trail(s) for Running/Walking	58.82%	170
Volleyball Court(s)	13.84%	40
Tennis Court(s)	13.15%	38
Basketball Court(s)	18.69%	54
Total Respondents: 289		

ANSWER CHOICES	RESPONSES	
Trails/Paths	54.98%	160
Bathrooms	86.94%	253
Storage for Sports Clubs	16.84%	49
Parking	49.83%	145
Benches/Tables	23.71%	69
Public Art	7.22%	21
Lighting for Night Games	58.08%	169
Lighting for the Parking Lot	30.93%	90
Security	14.09%	41
Signage	1.72%	5
Gardens/Flowers	9.62%	28
Trash Cans	24.40%	71
Recycle Containers	11.34%	33
Accessibility for Handicapped/Disabled	9.97%	29
Grass Fields	18.90%	55
Bottled Water Refill Stations/Drinking Fountains	28.18%	82
Playgrounds	45.36%	132
Other (please specify)	10.65%	31
Total Respondents: 291		

City of Oak Harbor
City Council
Workshop Agenda Bill

Date: October 25, 2023
Subject: **a. Action Item: Amendment No. 2
to Professional Services
Agreement: Hemstad
Consulting for the Multi-family
Tax Exemption Program**

FROM: David Kuhl, AICP, Director Development Services

SUMMARY STATEMENT

The Development Services Department would like to amend the Professional Services Agreement with Hemstad Consulting, the firm currently developing the Multi-family Tax Exemption program in Oak Harbor. The original contract was signed on April 4, 2023. The contract was extended on July 11, 2023. The development of the program will take more time than was first anticipated and this extension will extend the contract from October 31, 2023, to October 31, 2024.

FISCAL IMPACT

The current contract is \$24,500 and this amount will not change.

RECOMMENDED ACTION

I move to approve the Professional Services Agreement amendment with Hemstad Consulting for the development of the multi-family tax exemption program.

ATTACHMENTS

1. [PSA Amendment No. 2 with Hemstad Consulting](#)
2. [Contract and Scope of Services](#)
3. [Presentation](#)

Consultant Agreement Amendment Number <u>02</u>	Organization and Address	
Original Agreement Title: City of Oak Harbor, Washington, and Hemstad Consulting for Consultant Services	City of Oak Harbor 865 SE Barrington Drive Oak Harbor, WA 98277 Phone: 360-279-4511	
Project Number: N/A	Execution Date 7/11/2023	Completion Date October 31, 2024
Project Title Hemstad Consulting	New Maximum Amount Payable No Change (\$24,500 previous)	
Description of Work Consultant Services to develop the City's Multi-family Tax Exemption program.		

The City of Oak Harbor desires to supplement the agreement with Hemstad Consulting executed on April 4, 2023, and identified as Professional Services Agreement (PSA) Between City of Oak Harbor and Hemstad Consulting for Consultant Services.

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.

The changes to the agreement are described as follows:

The original PSA was due to expire on August 31, 2023, and this was amended to extend the contract to October 31, 2023. An additional amendment is proposed that will extend the contract to October 31, 2024.

SCOPE shall be amended as follows:

No Change

PAYMENT shall be amended as follows:

No change

Payment shall be made in accordance with the terms and conditions described in the original contract.

If you concur with this amendment and agree to the changes as stated above, please sign in the appropriate spaces, and return to this office for final action.

By: Anthony Hemstad, Principal
Hemstad Consulting
Consultant Signature

By: _____

Approving Authority Signature

Date

Attest:

City Clerk

Approved as to form:

City Attorney

ARH

**PROFESSIONAL SERVICES AGREEMENT BETWEEN
CITY OF OAK HARBOR
AND HEMSTAD CONSULTING**

Project Name: City of Oak Harbor Multifamily Tax Exemption Program

Agreement Number: _____

Agreement Amount: \$24,500

Expiration Date: August 31, 2023

THIS AGREEMENT ("Agreement") is made and entered into by and between the City of Oak Harbor, a Washington State municipal corporation ("City"), and Hemstad Consulting, a Washington corporation ("Consultant").

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

ARTICLE I. PURPOSE

The purpose of this Agreement is to provide the City with consultant services to develop the City's Multifamily Tax Exemption program 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

- (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. 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.

- (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.

- (3) Term. The term of this Agreement shall commence on April 10, 2023 and shall terminate at midnight, August 31, 2023. The parties may extend the term of this Agreement by written mutual agreement.
- (4) Non-assignable. The services to be provided by the Consultant shall not be assigned or subcontracted without the express written consent of the City.
- (5) Employment. 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.
- (6) Indemnification/Hold Harmless. Consultant shall defend, indemnify and hold the City, its officers, officials, and employees harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or

omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

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, and employees, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. 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. The provisions of this section shall survive the expiration or termination of this Agreement.

- a. Insurance Term. The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.
- b. No Limitation. The 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. The Consultant shall obtain insurance of the types and coverage described below:
 - i. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
 - ii. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. 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 at least as broad as ISO CG 20 26.
 - iii. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
 - iv. Professional Liability insurance appropriate to the Consultant's profession.

- d. Minimum Amounts of Insurance. The Consultant shall maintain the following insurance limits:
 - i. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
 - ii. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
 - iii. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.
- e. Other Insurance Provision. 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.
- 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. The 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.
- h. Notice of Cancellation. The Consultant shall provide the City with written notice of any policy cancellation within two business days of their receipt of such notice.
- 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 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.

- (7) 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.
- (8) Unfair Employment Practices. During the performance of this Agreement, the Consultant agrees to comply with RCW 49.60.180, prohibiting unfair employment practices.
- (9) 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 the State of Washington. Venue for any litigation commenced relating to this Agreement shall be in Island County Superior Court.
- (10) 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 his/her 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.
- (11) 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.
- (12) 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.
- (13) Subcontractors/Subconsultants.
- a. The Consultant shall be responsible for all work performed by subcontractors/subconsultants pursuant to the terms of this Agreement.
 - b. The Consultant must verify that any subcontractors/subconsultants they directly hire meet the responsibility criteria for the project. Verification that a subcontractor/subconsultant has proper license and bonding, if required by statute, must be included in the verification process. The Consultant will use the following subcontractors/subconsultants or as set forth in Exhibit:
None

 - c. The Consultant may not substitute or add subcontractors/subconsultants without the written approval of the City.
 - d. All subcontractors/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

(1) Payments.

- a. The Consultant shall be paid by the City on a time and materials basis 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 \$24,500 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. At a minimum, invoices shall include:
 - (i) a summary of previous invoices;
 - (ii) current invoice amount;
 - (iii) total current monthly billing;
 - (iv) amount authorized under this agreement; and
 - (v) total authorized amount still remaining under the agreement.

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.
- (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.
- (3) Maintenance/Inspection of Records. 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.

ARTICLE V. GENERAL

(1) Notices.

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

**DAVID KUHL, DEVELOPMENT SERVICES DIRECTOR
CITY OF OAK HARBOR
865 SE BARRINGTON DRIVE
OAK HARBOR, WA 98277**

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

**ANTHONY HEMSTAD, PRINCIPAL
HEMSTAD CONSULTING
130 SHERMAN STREET NW
OLYMPIA, WA 98502**

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.

(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).

(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.

(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.

(5) Severability.

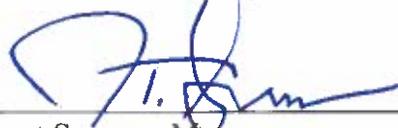
- a. If a court of competent jurisdiction holds any part, term or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations

shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

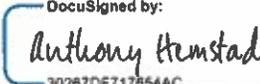
- b. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.
- (6) 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.
- (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.
- (8) Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.
- (9) Venue. The venue for any action to enforce or interpret this Agreement shall lie in the Island County Superior Court.
- (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.
- (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 4th day of April, 2023.

CITY OF OAK HARBOR

By 
Robert Severns, Mayor

HEMSTAD CONSULTING

DocuSigned by:

By 30287DE717854AC
Anthony Hemstad, Principal

Approved as to form:



Hillary Evans, City Attorney

**Exhibit A
SCOPE OF SERVICES**

**City of Oak Harbor Multifamily Tax Exemption Program
March 31, 2023**

PHASE 1: EDUCATE/COORDINATE

- Step 1.1: Establish program goals/objectives w/City staff.
- Step 1.2: Provide briefing to P.C. & C.C. focused on program fundamentals, community positives & negatives, options.

PHASE 2: RESEARCH

- Step 2.1: Review existing information.
- Step 2.2: Identify and contact key stakeholders, solicit input.
- Step 2.3: Review other community programs & lessons learned.
- Step 2.4: Prepare feasibility memo.*

PHASE 3: FISCAL ANALYSIS

- Step 3.1: Perform fiscal analysis calculations, revenue/costs impacts.
- Step 3.2: Establish Oak Harbor framework/next steps.
- Step 3.3: Stakeholder review/input.**
- Step 3.4: Prepare SEPA checklist.
- Step 3.5: C.C. workshop & P.C. review.
- Step 3.6: Revise as necessary.
- Step 3.7: Notify Commerce of intent to adopt.
- Step 3.8: Coordinate with Oak Harbor legal team to draft ordinance.***

PHASE 4: PUBLIC HEARING/ADOPTION

- Step 4.1: Prepare public meeting packet.
- Step 4.2: P.C. public hearing/recommendation to C.C.
- Step 4.3: C.C. public hearing/adoption.****

- * Coordinates with HAPI Grant Deliverable 12.
- ** Coordinates with HAPI Grant Deliverable 13.
- *** Coordinates with HAPI Grant Deliverable 14.
- **** Coordinates with HAPI Grant Deliverable 15.



DEVELOPMENT SERVICES

City Council

October 25, 2023

1



HEMSTAD PROFESSIONAL SERVICES AGREEMENT

- Hemstad Consulting has been performing under a Professional Services Agreement (PSA) for the city since our PSA was established on April 4, 2023
- Our contract with scope of services: Develop the Multi-family Tax Exemption Program
- This is a contract extension from October 31, 2023 to October 31, 2024

2



HEMSTAD PSA

- City Council agrees to terms to extend the current PSA
- No additional funds are needed
- This extension provides more time for public outreach while developing the MFTE program

3



RECOMMENDED MOTION

- *I move to approve the Professional Services Agreement amendment with Hemstad Consulting extending the timeframe for the development of the multi-family tax exemption program.*

4

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

Date: October 25, 2023

Subject: a. Boards, Commissions, and
Committees Proposed Bylaws
Updates

FROM: Sabrina Combs, Communications/IT Manager, Macalle Finkle, Executive Assistant to the City Administrator, and Kim Perrine, Senior Legal Assistant

SUMMARY STATEMENT

Background

The City of Oak Harbor has both internal and external boards, commissions, and committees. These are referred to as advisory boards. The internal advisory boards are Civil Service Commission, Community Police Advisory Board (CAB), Firemen's Relief and Compensation Fund Trustee's Board, Investment Committee, LEOFF Disability Board, Salary Commission, Wellness Committee, and Safety Committee. The external advisory boards are Arts Commission, Historic Preservation Commission, Lodging Tax Advisory Committee (LTAC), Marina Advisory Committee (MAC), Park Board, and Planning Commission.

Over the last year, the Administration Department has been working to provide more transparency and consistency for the advisory boards starting with providing videos of advisory board meetings for the public, consistent templates for agendas and meeting minutes, and increasing notifications of meetings with agenda details. The next step in this process is to update outdated bylaws and ordinances for the external advisory boards by drafting a Uniform Policies ordinance, and individual ordinances and bylaws for each one.

Uniform Policies Ordinance

Some of the changes highlighted for discussion by the City Council are:

- Changes to advisory membership and residency requirements to provide more diversity.
- Staggering term expiration dates so odd numbered positions expire in odd years and even numbered positions expire in even years. (For example, Position 1 expires in 2027 and Position 2 expires in 2026)
- Attendance policies.
- Steps for addressing annual bylaws updates regarding meeting calendars, training, officer elections, and replacing members that resign from a board.

To update the ordinance relating to advisory boards, staff, in working with the City's legal counsel, is recommending we repeal Oak Harbor Municipal Code (OHMC) Chapter 2.65 – Organization of Boards, Commissions and Committees. This ordinance will be replaced with a new OHMC Chapter 2.65 titled, "Uniform Policies for Boards, Commissions, and Committees." The new chapter includes

revisions to establish a process for City boards, commissions, and committees, and review processes to ensure that the organization is efficient and nonbureaucratic. Additionally, it will assure public access to all meetings of such boards, commissions, and committees.

The recommended changes to Chapter 2.65 include the following items:

- Application process
- Residency requirements
- Membership - Appointments/Vacancies
- Attendance policies
- Non-voting and Non-quorum members (Student and Ex-Officio)
- Staff support roles
- Quorum
- Terms of office
- Required training
- Bylaws and Rules of Procedure
- Annual Work Plan

Ordinances for External Advisory Boards

Each advisory board has a specific ordinance. For consistency the first few sections will be like the other advisory boards, followed by specific items that align with the specific advisory board and its members.

Here is a list of the specific changes for each board:

Arts Commission – OHMC Chapter 2.29

- Membership requirements.
- Meeting schedules.
- Monetary donations and gifts of works of art.
- City funding of the arts language.

Parks and Recreation Advisory Commission – OHMC Chapter 2.30

- Name change of the advisory board from Park board to Parks and Recreation Advisory Commission.
- Updating of powers and duties to reflect the expanded role to include recreation programming.
- Meeting schedules.
- Adding a non-voting student member.
- Park definition.

Marina Advisory Commission (MAC) – OHMC Chapter 2.39

- Name change of the advisory board from Marina Advisory Committee to Marina Advisory Commission.
- Changes to membership requirements:

- Three (3) members shall be customers of the Oak Harbor Marina (boat owner/lessee or storage lessee). Guest moorage only shall not be included.
- Two (2) members shall not be customers of the Marina.
- Add an Ex-Officio member.
- Option for a student member.

Lodging Tax Advisory Committee (LTAC) – OHMC Chapter 2.66

- No changes to membership.
- No Ex-Officio or student members.
- Two additional sections include committee proposals and grant application information.

Planning Commission – OHMC Chapter 18.04

- Options to add an alternate, Ex-Officio, or student member
- Added specifics relating to procedures, hearings, and rules of conduct. These items are specific to this commission.

Historic Preservation Commission – OHMC Chapter 18.50.040

- Currently, this group is not meeting. However, new members have recently been appointed and the plan is to restart this commission soon.
- Drafted recommendations based on other advisory boards.
- Confirmed other municipal references for this type of commission.

Naming Convention of Boards, Commissions, and Committees

Staff researched changing all the names of the boards, commissions, and committees to commissions. However, RCW 67.28.1817 specifically references the Lodging Tax Advisory Committee, meaning LTAC must remain a committee.

Bylaws for External Advisory Boards

Some of the bylaws have not been updated in over 20 years. Others do not have bylaws specific to their advisory body and role in the City. Staff addressed this by revising or drafting bylaws for each advisory board to meet the proposed, OHMC Chapter 2.65 titled, “Uniform Policies for Boards, Commissions, and Committees.” The new and revised bylaws provide a more consistent and standardized format.

The bylaws include Membership - appointment, attendance, and vacancies; Officers, elections, and duties; Meetings – set annual calendar, date/time/location of meeting, special meetings, work sessions/site visits; and agendas; Quorum; Serial meeting information; Conflicts of interest; Voting; Minutes; and Video recordings; Annual report to Council; Budget, expenditures, and funding; Co-sponsorship of programs; Open Meetings and Public Records requirements/training; and Bylaws and amendments to bylaws.

Next Steps

The goal is to present the drafted changes and receive recommendations from Council for edits or approval of suggested edits. Staff will revise the documents, present them to the advisory boards, and return them to Council for approval of the ordinances and bylaws. Once approved, staff will submit to Code Publishing for revisions.

ATTACHMENTS

1. [Boards & Commissions and Committees Uniform Policies Draft Ordinance](#)
2. [Arts Commission Draft Ordinance](#)
3. [Arts Commission Draft Bylaws](#)
4. [Historic Preservation Draft Ordinance](#)
5. [Historic Preservation Draft Bylaws](#)
6. [LTAC Draft Ordinance](#)
7. [LTAC Draft Bylaws](#)
8. [Marina Advisory Committee Draft Ordinance](#)
9. [Marina Advisory Committee Draft Bylaws](#)
10. [Parks and Recreation Draft Ordinance](#)
11. [Parks and Recreation Draft Bylaws](#)
12. [Planning Commission Draft Ordinance](#)
13. [Planning Commission Draft Bylaws](#)

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF OAK HARBOR, WASHINGTON, REPEALING OAK HARBOR MUNICIPAL CODE CHAPTER 2.65 TITLED “ORGANIZATION OF BOARDS, COMMISSIONS AND COMMITTEES” AND CREATING A NEW CHAPTER 2.65 TITLED “UNIFORM POLICIES FOR BOARDS, COMMISSIONS, AND COMMITTEES”

WHEREAS, The City of Oak Harbor values the contributions of its residents in advising the administration on matters of interest and has tasked its Mayor with appointing members to serve on boards, commissions and committees; and

WHEREAS, the City recognizes the importance of providing consistency and transparency in the processes and conduct of these boards, commissions and committees; and

WHEREAS, the City desires to provide uniform policies for all of its boards, commissions, and committees;

NOW, THEREFORE,

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

Section One. Oak Harbor Municipal Code Chapter 2.65 titled “Organization of Boards, Commissions and Committees” is hereby repealed.

Section Two. There is hereby created a new Chapter 2.65 to the Oak Harbor Municipal Code titled “Uniform Policies for Boards, Commissions, and Committees” which shall read as follows:

**CHAPTER 2.65
UNIFORM POLICIES FOR BOARDS, COMMISSIONS, AND COMMITTEES**

Sections:

- | | |
|----------|-------------------------------|
| 2.65.005 | Purpose |
| 2.65.010 | Application |
| 2.65.020 | Residency requirements |
| 2.65.030 | Membership - Appointment |
| 2.65.040 | Membership - Vacancies |
| 2.65.050 | Attendance policies |
| 2.65.060 | Ex-officio member |
| 2.65.070 | Student member |
| 2.65.080 | Staff support |
| 2.65.090 | Quorum |
| 2.65.100 | Term of office |
| 2.65.110 | Required training |
| 2.65.120 | Bylaws and Rules of Procedure |
| 2.65.130 | Annual work plan |

2.65.005 Purpose. The purpose of this chapter is to establish uniform policies for city boards, commissions, and committees, and to establish a process for review to ensure that the organization is efficient and nonbureaucratic. It is further to assure public access to all meetings of such boards, commissions, and committees.

It shall also be a statement of the council that all committees are creatures of the legislative body and shall not be deemed independent or autonomous to the legislative body.

- (1) All committees of the city of Oak Harbor shall be created by ordinance of the city council and shall contain a statement of purpose and need. Except as may be otherwise provided by ordinance, the boards, commissions, and committees approved by council are advisory in nature and all members appointed shall serve without compensation.
- (2) The city’s current boards, commissions and committees are:

Board, Commission, or Committee Name	Oak Harbor Municipal Code Chapter
Arts Commission	Chapter 2.29 OHMC
Civil Service Commission	Chapter 2.32 OHMC
Community Police Advisory Board (CAB)	Chapter 2.50 OHMC
Firemen’s Relief and Compensation Fund Trustees Board	Chapter 2.28 OHMC
Historic Preservation Commission	Section 18.50.040 OHMC
Investment Committee	Unsure? Chapter 3.02 OHMC and Resolution 14-21
LEOFF Disability Board	Chapter 2.33 OHMC
Lodging Tax Advisory Committee (LTAC)	Chapter 2.66 OHMC
Marina Advisory Committee	Chapter 2.39 OHMC
Park Board	Chapter 2.30 OHMC
Planning Commission	Chapter 18.04 OHMC
Salary Commission	Chapter 2.02 OHMC

2.65.010 Application. This chapter shall apply to all boards, commissions, and committees created and/or regulated by the city.

- (1) Every odd-numbered year, unless prohibited by state statute, the city council shall discuss and reauthorize committees of the city, as it deems appropriate. Termination of or changes in the purpose and need as contained in the original authorizing ordinance require an amending ordinance.
- (2) The city council may determine that a committee no longer is needed to provide advice to the council, or to provide for an operational need of the organization and in such case, the city council may choose to not reauthorize the committee. An ordinance repealing the original authorizing ordinance shall be placed on the council agenda for formal action.

2.65.020 Residency requirements. The following residency requirements shall commence January 1, 2024:

Ordinance No. ____ repealing Ch. 2.65 OHMC titled
 “Organization of Boards, Commissions and Committees” and
 creating a new Ch. 2.65 OHMC titled “Uniform Policies for
 Boards, Commissions, and Committees”
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- (1) Except as may be otherwise provided in the Oak Harbor Municipal Code (OHMC) regarding a specific board, commission, or committee, the majority of all board, commission, and committee members shall reside within the city limits of Oak Harbor or city urban growth area (UGA).
- (2) Proof of residency. If required by ordinance, board, commission, and committee members shall provide proof of residency by providing a copy of their utility bill and proof of business ownership by providing a copy of their business license.
- (3) Current board, commission, and committee members who do not fulfill the residency requirements shall be allowed to finish their current term but will not be eligible for reappointment.
- (4) If a board, commission, or committee member moves out of the area, that member is no longer eligible to serve and shall notify the mayor or their designee, in writing.
- (5) Exceptions to residency requirements. Exceptions to residency requirements may be permitted by ordinance.

2.65.030 Membership - Appointment. The mayor and council shall seek to appoint persons who possess qualities of impartiality and broad judgment, and an ability to reconcile conflicting viewpoints. The mayor shall strive to maintain a diverse representation of community within a board, commission, or committee. All members appointed by the mayor are subject to council confirmation; provided, that council members have an opportunity to review the application of the mayor's appointee prior to the meeting at which the council is to confirm the appointment.

2.65.040 Membership - Vacancies. Vacancies on a board, commission, or committee shall be filled in the same manner as original appointments and shall be made for the remainder of the term of the member being replaced. Application notice to fill vacancies shall be posted to the community. All members shall conform to the attendance requirements set forth in OHMC 2.65.050 and may be replaced or terminated in accordance with that section.

2.65.050 Attendance policies.

- (1) All board, commission, and committee members shall attend at least seventy-five percent (75%) of all regularly scheduled meetings in any calendar year. Failure to attend seventy-five percent (75%) of regularly scheduled meetings may result in removal by the mayor. For example, if the board meets once a month for twelve (12) months, members must attend nine (9) or more meetings to be in compliance with the attendance requirements.
- (2) Meeting chair. If the board, commission, or committee chairperson is unable to attend the meeting in person, the next senior position who is in person shall chair the meeting.
- (3) It is the desire of the city that members attend meetings in person. If members have to attend the meeting virtually, they must be able to hear and be heard in order for their attendance to count and to be able to vote.

2.65.060 Ex-officio member. Each board, commission, or committee may have at least one (1), but no more than three (3), councilmembers appointed as ex-officio member(s). The ex-officio member is to act as the primary two-way communication channel and establish and nurture a working relationship between council and board, commission, or committee for their mutual benefit. The council liaison is non-voting and does not count towards a quorum.

2.65.070 Student member. [Does the city want to add student members to boards, commissions, or committees? College students removed because they are adults who can apply to be a regular member. Could student who is in high school but attending Running Start be a student member? A student member is non-voting and does not count towards a quorum because they only attend meetings during school year.]

- (1) Student representative authorized. Any board, commission, or committee that derives its authority from the ordinances codified in the Oak Harbor Municipal Code may appoint a high school student to participate as a nonvoting member of the board, commission, or committee. This person shall be known as a student representative.
- (2) Qualifications. Student representatives must be residents of and attend school in the city of Oak Harbor.
- (3) Appointment process. Vacancies should be publicized on the city’s website and through outreach to local high schools when city resources allow for such publication and outreach. Each board, commission, or committee interested in appointing a student representative is authorized to prepare a short application form that is relevant to the charge of the board, commission, or committee. If more than one application is submitted, all applications shall be forwarded to the board, commission, or committee for consideration. After the applications have been considered, nominations shall be voted on by the board, commission, or committee in an open public meeting.
- (4) Term. Each student representative shall serve a one (1) year term that commences on September 1st of each year. Student representative attendance at the board, commission, or committee meetings during the summer shall be optional and any absences during the summer shall be excused by the board, commission, or committee. A student representative may apply for reappointment to the same position for successive terms; provided, that the board, commission, or committee shall evaluate all applicants for the student representative position and any reappointment shall be voted on in an open public meeting. A student representative may be removed for cause prior to the end of the term on a super majority vote of the full board, commission, or committee.

2.65.080 Staff support. The mayor, or their designee, shall appoint a staff liaison and staff support for each board, commission, and committee to ensure that meeting notifications and recordkeeping occurs consistent with applicable State laws; to provide professional guidance, issue analysis and recommendations; to assist the board, commission, and committee with research, report preparation, and correspondence in keeping with the board’s, commission’s, and committee’s council-approved work plan; and to perform other board, commission, and committee liaison duties as may be assigned by the mayor or designee. A staff member shall be assigned to take minutes.

2.65.090 Quorum. A quorum for the transaction of official business shall consist of a majority of the appointed members of the board, commission, or committee. If a quorum is not present within fifteen (15) minutes of the meeting time, the Chairperson needs to call the meeting to order, indicate there is no quorum, and close the meeting. Ex-officio members are non-voting and do not count towards a quorum.

2.65.100 Term of Office.

- (1) The term of office for board, commission, and committee positions shall be four (4) years.
- (2) Expiration of terms. Even numbered positions expire December 31, 2026 and odd numbered positions expire December 31, 2027. All subsequent appointments for all positions except for vacancies shall be for a four (4) year period. [We will need to reset the position term dates effective January 1, 2024.]
- (3) Terms shall be limited to three (3) full terms on any one board, commission, or committee. Partial terms will not be counted toward the number of terms considered. Community members or residents who have reached the term limit on any one board, commission, or committee remain eligible to apply and serve on a different board, commission, or committee. Upon a motion properly made and seconded, the city council may waive a term limit restriction upon a vote of a majority of the city council.

2.65.110 Required training. Every board, commission, or committee member shall complete any and all trainings assigned per the mayor or designee.

2.65.120 Bylaws and rules of procedure. The city council shall establish bylaws and rules of procedure for boards, commissions, and committees. Boards, commissions, and committees shall review their bylaws and rules of procedure annually and submit any recommended changes to the mayor and city council.

2.65.130 Annual work plan. Each board, commission, and committee shall present an annual work plan to the city council for approval in a format and within parameters determined by the city council.

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

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

PASSED by the City Council this _____ day of _____, 2023.

THE CITY OF OAK HARBOR

By _____
Robert Severns, Mayor

Dated: _____

Attest:

Julie Nester, City Clerk

Approved as to Form:

Hillary J. Evans, City Attorney

Published: _____

****DRAFT****

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Ordinance No. ____ repealing Ch. 2.65 OHMC titled
“Organization of Boards, Commissions and Committees” and
creating a new Ch. 2.65 OHMC titled “Uniform Policies for
Boards, Commissions, and Committees”
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ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF OAK HARBOR, WASHINGTON, REPEALING OAK HARBOR MUNICIPAL CODE CHAPTER 2.29 TITLED “OAK HARBOR ARTS COMMISSION” AND CREATING A NEW CHAPTER 2.29 TITLED “OAK HARBOR ARTS COMMISSION”

WHEREAS, the City of Oak Harbor created the Arts Commission on October 18, 2005 via Oak Harbor Municipal Code Section 2.29.010 entitled “Creation of Arts Commission” as an advisory body to the Mayor and the City Council to foster arts and cultural programs, foster the development of a local arts community, encourage an environment for the success of working artists and further the vision of Oak Harbor as a vibrant and progressive community; and

WHEREAS, Ordinance No. 1769 (July 5, 2016) amended Oak Harbor Municipal Code Section 2.29.010 to increase the membership of the Arts Commission from seven to nine members; and was subsequently amended a second time by Ordinance 1812 (August 15, 2017) to return to seven members; and

WHEREAS, it is prudent to review the bylaws, duties, processes, and procedures of all boards, commissions and committees and provide updates to assist in their service to the City to reflect both their intent and current practices;

NOW, THEREFORE, be it resolved that the CITY COUNCIL OF THE CITY OF OAK HARBOR do ordain as follows:

Section One. Oak Harbor Municipal Code Chapter 2.29 titled “Oak Harbor Arts Commission” is hereby repealed.

Section Two. There is hereby created a new Chapter 2.29 titled “Oak Harbor Arts Commission” to read as follows:

**CHAPTER 2.29
OAK HARBOR ARTS COMMISSION**

Sections:

- 2.29.010 Creation
- 2.29.020 Powers and duties
- 2.29.030 Membership - Appointments, attendance, vacancies, and officers
- 2.29.040 Meetings
- 2.29.050 Conflict of interest
- 2.29.060 Monetary donations and gifts of works of art to the city
- 2.29.070 City funding of the arts

2.29.010 Creation. An arts commission of the city of Oak Harbor, to be known as the Oak Harbor arts commission, is hereby established to serve as an advisory body to the mayor and Oak Harbor city council.

2.29.020 Powers and duties. The purpose of the Oak Harbor arts commission shall be to foster the creative arts in Oak Harbor. “Creative arts” shall include all forms of visual and performing arts.

The arts commission shall make recommendations to the mayor and city council on activities, projects, and programs which the city should sponsor or undertake to promote the following goals:

- (1) Foster arts and cultural programs for the enrichment of the city and its citizens. [Use “residents” instead of “citizens”?]
- (2) Foster the development of a local arts community, encouraging an environment for the success of working individual artists.
- (3) Coordinate and strengthen new and existing art organizations and develop cooperation with regional entities.
- (4) Develop a program for public art, including identifying sources of funding.
- (5) Further the vision of Oak Harbor as a vibrant and progressive community.
- (6) Review this chapter and make recommendations for changes.

2.29.030 Membership – Appointments, attendance, vacancies, and officers. The arts commission shall follow the membership requirements in Chapter 2.65 OHMC. The following items are specific to the arts commission:

- (1) Appointments. In appointing members and filling vacancies, the mayor and council should endeavor to obtain a diverse cross-section of Oak Harbor’s residents as members and appoint members from groups having an interest in the arts and cultural activities, practicing artists, and other persons employed in artistic endeavors.
 - (a) Arts commission members shall be appointed, and terms of office shall be as provided in Chapter 2.65 OHMC.
 - (b) Generally, the arts commission consists of seven (7) members appointed by the mayor and confirmed by the city council.
 - (i) **(NOTE: The arts commission would like one member to be a non-resident.)**
 - (c) There shall be one (1) alternate commissioner who may fill in for an absent commissioner.
 - (d) There shall be one (1) ex-officio councilmember appointed to the arts commission. This will be a non-voting position and their attendance does not count towards a quorum.

2.29.040 Meetings.

- (1) Meeting schedule. In January of each year, the Oak Harbor arts commission shall establish their meeting schedule and set the time and location for each meeting. Any changes must be added to a

meeting agenda and approved by a majority of arts commission members. Special meetings of the commission may be called at any time by the chairperson or by a quorum of the members of the commission upon personal notice being given to all members of the commission. If personal notice cannot be given, written notice must be received by such members at least twenty-four (24) hours prior to said meeting.

- (2) Meeting agenda – Notice. The arts commission agenda and meeting notice shall be sent to arts commission members and posted as required twenty-four (24) hours prior to said meeting.
- (3) Quorum. A quorum for the transaction of official business shall consist of a majority of the appointed members of the board, commission, or committee. If a quorum is not present within fifteen (15) minutes of the meeting time, the chairperson needs to call the meeting to order, indicate that there is no quorum, and close the meeting. Ex-officio members are non-voting and do not count towards a quorum.

2.29.050 Conflict of interest. Arts commission members shall recuse themselves from discussing and voting on contracts in which that member or a member of that person’s immediate family has a direct or remote financial interest. The definitions of contracts, financial interests, remote interests, and direct interests are set forth in RCW 42.23.020 and .030 and commissioners are encouraged to contact the city attorney in advance of the deliberation or vote on a contract in which the commissioner may have a financial interest for a recommendation regarding how to proceed.

2.29.060 Monetary donations and gifts of works of art to the city. The city shall establish a separate fund to receive monetary donations for public art. Gifts of art to the city shall be reviewed by the Oak Harbor arts commission and shall be forwarded to the city council prior to acceptance or rejection by the city.

2.29.070 City funding of the arts.

- (1) The city council in the biannual budget may set aside special funds to be placed in the arts fund.
- (2) Monies allocated to the arts fund from the utility tax shall either be placed in the general fund with a direct allocation to the art acquisition and maintenance fund or placed directly in the Creative Arts Fund pursuant to OHMC 3.71.130.

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

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

PASSED by the City Council this _____ day of _____, 2023.

THE CITY OF OAK HARBOR

By _____
Robert Severns, Mayor

Dated: _____

Attest:

Julie Nester, City Clerk

Approved as to Form:

Hillary J. Evans, City Attorney

Published: _____

City of Oak Harbor Arts Commission Bylaws and Rules of Procedure

City of Oak Harbor Ordinance No. 1438 (Section 2.29.010 OHMC) approved October 18, 2005, and codified as Chapter 2.29 OHMC, created the city of Oak Harbor arts commission.

1. Name. The official name shall be “Oak Harbor arts commission” and may be referred to as the “arts commission”. The arts commission shall report directly to the mayor or his/her designee.
2. Purpose. The arts commission is charged with the following functions:
 - a. Foster arts and cultural programs and venues for the enrichment of the city and its residents.
 - b. Foster the development of a local arts community, encouraging an environment for the success of working individual artists.
 - c. Coordinate and strengthen new and existing art organizations and develop cooperation with regional entities.
 - d. Develop a program for public art including identifying sources of funding.
 - e. Further the vision of Oak Harbor as a vibrant and progressive community.
3. Membership, attendance, and vacancies.
 - a. Appointment.
 - i. Arts commission members shall be appointed, and terms of office shall be as provided in Chapter 2.65 OHMC.
 - ii. Generally, the arts commission consists of seven (7) members appointed by the mayor and confirmed by the city council.
 - iii. In addition, there shall be one (1) alternate member, a one (1) student member, and one (1) ex-officio councilmember appointed to this commission.
 - iv. The mayor, or designee, shall appoint a primary staff liaison, staff support, and a recording secretary to this commission.
 - b. Attendance.
 - i. Attendance at all meetings is expected of all arts commission members. Any member anticipating an absence from a meeting shall notify the chairperson, staff liaison and commission secretary at least two (2) business days prior to the meeting.

- ii. The arts commission shall comply with attendance policies per Chapter 2.65 OHMC.
 - iii. It is the desire of the city that members attend meetings in person. If members have to attend the meeting virtually, they must be able to hear and be heard in order for their attendance to count and to be able to vote.
 - c. Vacancies. The arts commission shall comply with membership vacancy requirements per Chapter 2.65 OHMC.
- 4. Officers, elections, and duties. At the first regular meeting in January of each year, the arts commission members shall elect from the entire arts commission a chairperson and a vice-chairperson who shall hold office for one (1) year. It is the desire the of city to rotate these positions/duties. Duties of each officer are described as follows:
 - a. Chairperson. The chairperson shall:
 - i. run the meeting;
 - ii. be a spokesperson for the arts commission;
 - iii. ask for volunteers or may appoint people to lead sub-committees; and
 - iv. perform other duties as assigned by the arts commission.
 - b. Vice-chairperson. The vice-chairperson shall:
 - i. run the meeting in the absence of the chairperson;
 - ii. perform the duties of the chairperson in their absence; and
 - iii. perform other duties as assigned by the arts commission.
- 5. Meetings. In January of each year, the Oak Harbor arts commission shall establish their meeting schedule and set the time and location for each meeting. Any changes must be added to the meeting agenda and approved by a majority of arts commission members.
 - a. Date, time, and location. The arts commission shall meet regularly on the second Thursday of each month at 5:00 p.m. at Oak Harbor City Hall, 865 SE Barrington Drive, Oak Harbor, Washington 98277, unless otherwise directed by the chairperson. The time, date, and location of a regular meeting may be changed by motion approved at a prior meeting.
 - b. Special meetings. Special meetings of the arts commission may be called at any time by the chairperson or by a quorum of the members of the arts commission upon personal notice being given to all members of the arts commission.
 - c. Work session and site visits. Advisory boards may meet informally in a work session or site visit (open to the public) to do concentrated planning, receive progress reports on current programs or projects, or receive other similar information from city staff, provided that all discussions and conclusions thereon shall be informal. An advisory board shall make no disposition of any item at a work session meeting or site visit. Public comment is not taken at a work session meeting or site visit unless participation is requested by the advisory board.

- d. Open to the public. All meetings shall be open to the public and all persons shall be permitted to attend any meeting. Meetings shall be conducted in accordance with Chapter 42.30 RCW and Robert’s Rules of Order (Newly Revised).
- e. Regular meeting agenda. The agenda meets the requirements of Chapter 42.30 RCW – Open Public Meetings Act (OPMA). The arts commission shall provide reasonable notice of meetings to any individual specifically requesting such in writing. No other notice to the media is required. An agenda for each public meeting shall be prepared by the staff support person and shall be forwarded to each arts commission member with a reminder of the next regular meeting. The agenda shall be posted on the city website and bulletin boards at city hall.
- i. Additional agenda items may be proposed by any member of the arts commission when submitted at least two (2) weeks prior to the regular monthly meeting to the chairperson, staff liaison, and commission secretary.
- ii. A typical agenda may consist of:
- Call to Order/Roll Call
 - Approval of Agenda
 - Approval of Minutes
 - Public Comment
 - Discussion/Action/Presentation/Report Items
 - Member Comments
 - Determination of Future Agenda Items
 - Adjournment
- f. Quorum. A quorum for the transaction of official business shall consist a majority of the appointed members of the arts commission. If a quorum is not present within fifteen (15) minutes of the meeting time, the Chairperson needs to call the meeting to order, indicate there is no quorum, and close the meeting. Ex-officio members and student representatives are non-voting and do not count towards the quorum.
- g. Serial meetings. A serial meeting occurs when a majority of the arts commission members have a series of small gatherings or communications that results in a majority of the commission collectively taking action even if a majority is never part of any one communication. Such a meeting violates the OPMA because it amounts to taking “action” – as defined in RCW 42.30.020(3) – outside an open meeting. Serial meetings can occur with or without technology, but the range of communication options available nowadays to members of the commission increases the risk. This is why members should not “reply all” on emails.
- h. Conflict of interest. Arts commission members shall recuse themselves from discussing and voting on contracts in which that member or a member of that person’s immediate family has a direct or remote financial interest. The definitions of contracts, financial interests, remote interests, and direct interests are set forth in RCW 42.23.020 and .030 and commissioners are encouraged to contact the city attorney in advance of the deliberation or vote on a contract in which the commissioner may have a financial interest for a recommendation regarding how to proceed.

- i. Voting. Decisions requiring a vote of the arts commission shall be made by an affirmative vote of a majority of the members present. Commissioners who have a conflict of interest with a motion should state their conflict and abstain from voting on that motion.
 - j. Meeting minutes. A staff member shall be appointed to take meeting minutes. Meeting minutes shall consist primarily of a record of action taken and shall be framed generally in accordance with Robert's Rules of Order (Newly Revised). Minutes of each meeting shall be subject to approval by the arts commission.
 - k. Video recording. The city's practice is to record meetings. A staff person shall be assigned the responsibility of recording the meeting and providing the video to the appropriate staff to be published on the city communication channels. If meeting is booked in the council chambers, it is the responsibility of the staff liaison to book the videographer to manage the recording and post it to appropriate communication channels.
6. Annual report to council. The arts commission shall provide an annual written report to the mayor annually that describes the activities of the arts commission during the current calendar year.
7. Budget, expenditures, and funding.
- a. The arts commission shall not incur any indebtedness on behalf of the city without express approval of the mayor and city council.
 - b. Funding shall consist of monies as provided by the city, donations, grants, fundraisers, special events and fees, including funding from the utility tax pursuant to OHMC 3.71.130.
 - c. Coordinate with the Finance Director for procedures regarding monetary gifts or donations.
8. Co-sponsorship of programs. All requests from community organizations for arts commission assistance or sponsorship shall be in written form to the staff liaison.
9. Communication subject to the Open Public Meetings Act (OPMA)/Public Records Act (PRA). All communications by arts commission members on behalf of the city of Oak Harbor arts commission are subject to the OPMA and PRA. This includes, but is not limited to, text messages, emails, paper documents, social media posts, and voicemails. Members shall not use social media channels for conducting city business.
10. Annual training required. The arts commission should add required training to their January agenda to complete required training as a group. Otherwise, within ninety (90) days of initial appointment and every four (4) years thereafter, arts commission members shall be required to complete required training assigned by the mayor, or designee, including, but not limited to, the following training and provide their Certificate of Training to the arts commission secretary:
- a. Public Records Act (PRA) training (RCW 42.56). Online training: WA State Attorney General's Office PRA training video.
 - b. Open Public Meetings Act (OPMA) training (RCW 42.30). Online training: WA State Attorney General's Office OPMA training video.

11. Bylaws and amendment of bylaws.

- a. The foregoing bylaws are intended to govern the conduct of the affairs of the Oak Harbor arts commission and to prescribe the conduct of its officers.
- b. These bylaws may be amended by a resolution passed by an affirmative vote of a majority of the members of the arts commission.
- c. Amendments to these bylaws are subject to review and approval by the city attorney.
- d. All bylaw amendments shall be submitted for consideration at a regular arts commission meeting but shall not be voted upon until the following month's meeting.
- d. Amendments to the bylaws shall not take effect until the meeting following their approval.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF OAK HARBOR, WASHINGTON, REPEALING OAK HARBOR MUNICIPAL CODE SECTION 18.50.040 “CITY OF OAK HARBOR HISTORIC PRESERVATION COMMISSION” AND CREATING A NEW SECTION 18.50.040 “HISTORIC PRESERVATION COMMISSION”

WHEREAS, The City created the Historic Preservation CommissionReference will be inserted to the date and purpose of creation as was done in the Arts Commission draft example

NOW, THEREFORE,

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

Section One. Oak Harbor Municipal Code Section 18.50.040 is hereby repealed.

Section Two. There is hereby created a new Section 18.50.040 which shall read as follows:

18.50.040 Historic Preservation Commission.

- (1) **Creation.** There is hereby created a historic preservation commission to serve as an advisory body to the mayor and Oak Harbor city council.
- (2) **Powers and duties.** The historic preservation commission shall:
 - (a) identify and actively encourage the conservation of the city historic resources by initiating and maintaining a register of historic places and reviewing proposed changes to register properties; to raise community awareness of the city’s history and historic resources; and to serve as the city’s primary source in matters of history, historic planning, and preservation;
 - (b) conduct and maintain a comprehensive inventory of historic resources within the boundaries of the city and known as the city of Oak Harbor historic inventory and publicize and periodically update inventory results. Properties listed on the inventory shall be recorded on the official zoning map with an “HI” (for historic inventory designation). This designation shall not change or modify the underlying zone classification;
 - (c) initiate and maintain the city of Oak Harbor register of historic places. This official register shall be compiled of buildings, structures, sites, objects, and districts identified by the commission as having historic significance worthy of recognition and protection by the city and encouragement of efforts by owners to maintain, rehabilitate, and preserve properties;
 - (d) review nominations to the city of Oak Harbor register of historic places according to criteria in OHMC 18.50.050(1) and adopt standards in its rules to be used to guide this review;

- (e) review proposals to construct, change, alter, modify, remodel, move, demolish, or significantly affect properties or districts on the register as provided in OHMC 18.50.050(1); and adopt standards in its rules to be used to guide this review and the issuance of a certificate of appropriateness or waiver;
- (f) provide for the review either by the commission or staff of all applications for approvals, permits, environmental assessments or impact statements, and other similar documents pertaining to identified historic resources or adjacent properties;
- (g) conduct all commission meetings in compliance with Ch. 42.30 RCW, Open Public Meetings Act, to provide for adequate public participation, and adopt standards in its rules to guide this action;
- (h) participate in, promote, and conduct public information, educational and interpretive programs pertaining to historic and prehistoric resources;
- (i) establish liaison support, communication and cooperation with federal, state, and other local government entities which will further historic preservation objectives, including public education, within Whidbey Island;
- (j) review and comment to the city council on land use, housing and redevelopment, municipal improvement and other types of planning and programs undertaken by any agency of the city, other neighboring communities, Island County, or the state or federal governments, as they relate to historic resources of the city;
- (k) advise the city council and the mayor generally on matters of city history and historic preservation;
- (l) provide information to the public on methods of maintaining and rehabilitating historic properties. This may take the form of pamphlets, newsletters, workshops, or similar activities;
- (m) officially recognize excellence in the rehabilitation of historic buildings, structures, sites and districts, and new construction in historic areas; and encourage appropriate measures for such recognition;
- (n) be informed about and provide information to the public and city departments on incentives for preservation of historic resources, including legislation, regulations and codes which encourage the use and adaptive reuse of historic properties;
- (o) review nominations to the State and National Registers of Historic Places;
- (p) investigate and report to the city council on the use of various federal, state, local or private funding sources available to promote historic resource preservation in the city;
- (q) serve as the local review board for special valuation and:

- (i) make determinations concerning the eligibility of historic properties for special valuation;
 - (ii) verify that the improvements are consistent with the Washington State Advisory Council’s Standards for Rehabilitation and Maintenance;
 - (iii) enter into agreements with property owners for the duration of the special valuation period as required under WAC 254-20-070(2);
 - (iv) approve or deny applications for special valuation;
 - (v) monitor the property for continued compliance with the agreement and statutory eligibility requirements during the 10-year special valuation period; and
 - (vi) adopt bylaws and/or administrative rules and comply with all other local review board responsibilities identified in Ch. 84.26 RCW; and
- (r) adopt rules of procedure to address items in subsections (2)d, e, g, and q of this section inclusive.
- (3) Membership – Appointments, attendance, vacancies, and officers. The historic preservation commission shall follow the membership requirements in Chapter 2.65 OHMC. The following items are specific to the historic preservation commission:
- (a) Appointments. In appointing members and filling vacancies, the mayor and council should endeavor to obtain a diverse cross-section of Oak Harbor’s residents as members and appoint members from groups having an interest in the city of Oak Harbor and historic preservation.
 - (i) Historic preservation commission members shall be appointed, and terms of office shall be as provided in Chapter 2.65 OHMC.
 - (ii) Generally, the historic preservation commission consists of five (5) members appointed by the mayor and confirmed by the city council.
 - (A) All members must have a demonstrated interest and competence in historic preservation and the ability to provide impartial decisions.
 - (B) The commission shall include at least two professionals who have experience in identifying, evaluation, and protecting historic resources and are selected from among the disciplines of architecture, history, architectural history, planning, prehistoric and historic archaeology, folklore, cultural anthropology, curation, conservation, and landscape architecture, or related disciplines. The historic preservation commission action that would otherwise be valid shall not be rendered invalid by the temporary vacancy of one or all of the professional positions, unless the historic preservation commission action is related to meeting certified local government (CLG) responsibilities cited in the certification

agreement between the mayor and the State Historic Preservation Officer on behalf of the state. Furthermore, exception to the residency requirement of historic preservation commission members may be granted by the mayor and city council in order to obtain representatives from these disciplines.

- (iii) There may be one (1) alternate commissioner who may fill in for an absent commissioner.
 - (iv) There may be one (1) ex-officio councilmember appointed to the historic preservation commission. This will be a non-voting position and their attendance does not count towards a quorum.
 - (v) There may be one (1) student representative from the local high school. This will be a non-voting position and their attendance does not count towards a quorum.
- (b) Vacancies. In making appointments, the mayor may consider names submitted from any source, but the mayor shall notify city of Oak Harbor and Island County history-related organizations of vacancies so that names of interested and qualified individuals may be submitted by such organizations for consideration along with names from any other source.
- (4) Meetings.
- (a) Meeting schedule. In January of each year, the Oak Harbor historic preservation commission shall establish their meeting schedule and set the time and location for each meeting. Any changes must be added to a meeting agenda and approved by a majority of historic preservation commission members. Special meetings of the historic preservation commission may be called at any time by the chairperson or by a quorum of the members of the historic preservation commission upon personal notice being given to all members of the historic preservation commission. If personal notice cannot be given, written notice must be received by such members at least twenty-four (24) hours prior to said meeting.
 - (b) Meeting agenda – Notice. The historic preservation commission agenda and meeting notice shall be sent to historic preservation commission members and posted as required twenty-four (24) hours prior to said meeting.
 - (c) Quorum. A quorum for the transaction of official business shall consist of a majority of the appointed members of the board, commission, or committee. If a quorum is not present within fifteen (15) minutes of the meeting time, the Chairperson needs to call the meeting to order, indicate there is no quorum, and close the meeting. Ex-officio members are non-voting and do not count towards a quorum.
- (5) Conflict of interest. Historic preservation commission members shall recuse themselves from discussing and voting on contracts in which that member or a member of that person’s immediate family has a direct or remote financial interest. The definitions of contracts, financial interests, remote interests, and direct interests are set forth in RCW 42.23.020 and .030 and commissioners are encouraged to contact the city attorney in

advance of the deliberation or vote on a contract in which the commissioner may have a financial interest for a recommendation regarding how to proceed.

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

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

PASSED by the City Council this _____ day of _____, 2023.

THE CITY OF OAK HARBOR

By _____
Robert Severns, Mayor

Dated: _____

Attest:

Julie Nester, City Clerk

Approved as to Form:

Hillary J. Evans, City Attorney

Published: _____

City of Oak Harbor Historic Preservation Commission Bylaws and Rules of Procedure

City of Oak Harbor Ordinance No. 1822 approved April 3, 2018, and codified as Section 18.50.040 OHMC, created the city of Oak Harbor historic preservation commission.

1. Name. The official name shall be “Oak Harbor historic preservation commission” and may be referred to as the “Historic preservation commission”. The historic preservation commission shall report directly to the mayor or his/her designee.

2. Purpose. The historic preservation commission is charged with the following functions:
 - a. Identify and actively encourage the conservation of the city historic resources by initiating and maintaining a register of historic places and reviewing proposed changes to register properties; to raise community awareness of the city’s history and historic resources; and to serve as the city’s primary source in matters of history, historic planning, and preservation;

 - b. Conduct and maintain a comprehensive inventory of historic resources within the boundaries of the city and known as the city of Oak Harbor historic inventory and publicize and periodically update inventory results. Properties listed on the inventory shall be recorded on the official zoning map with an “HI” (for historic inventory designation). This designation shall not change or modify the underlying zone classification;

 - c. Initiate and maintain the city of Oak Harbor register of historic places. This official register shall be compiled of buildings, structures, sites, objects, and districts identified by the commission as having historic significance worthy of recognition and protection by the city and encouragement of efforts by owners to maintain, rehabilitate, and preserve properties;

 - d. Review nominations to the city of Oak Harbor register of historic places according to criteria in OHMC 18.50.050(1) and adopt standards in its rules to be used to guide this review;

 - e. Review proposals to construct, change, alter, modify, remodel, move, demolish, or significantly affect properties or districts on the register as provided in OHMC 18.50.050(1); and adopt standards in its rules to be used to guide this review and the issuance of a certificate of appropriateness or waiver;

 - f. Provide for the review either by the commission or staff of all applications for approvals, permits, environmental assessments or impact statements, and other similar documents pertaining to identified historic resources or adjacent properties;

 - g. Conduct all commission meetings in compliance with Ch. 42.30 RCW, Open Public Meetings Act, to provide for adequate public participation, and adopt standards in its rules to guide this action;

- h. Participate in, promote, and conduct public information, educational and interpretive programs pertaining to historic and prehistoric resources;
- i. Establish liaison support, communication and cooperation with federal, state, and other local government entities which will further historic preservation objectives, including public education, within Whidbey Island;
- j. Review and comment to the city council on land use, housing and redevelopment, municipal improvement and other types of planning and programs undertaken by any agency of the city, other neighboring communities, Island County, or the state or federal governments, as they relate to historic resources of the city;
- k. Advise the city council and the mayor generally on matters of city history and historic preservation;
- l. Provide information to the public on methods of maintaining and rehabilitating historic properties. This may take the form of pamphlets, newsletters, workshops, or similar activities;
- m. Officially recognize excellence in the rehabilitation of historic buildings, structures, sites and districts, and new construction in historic areas; and encourage appropriate measures for such recognition;
- n. Be informed about and provide information to the public and city departments on incentives for preservation of historic resources, including legislation, regulations and codes which encourage the use and adaptive reuse of historic properties;
- o. Review nominations to the State and National Registers of Historic Places;
- p. Investigate and report to the city council on the use of various federal, state, local or private funding sources available to promote historic resource preservation in the city;
- q. Serve as the local review board for special valuation and:
 - i. make determinations concerning the eligibility of historic properties for special valuation;
 - ii. verify that the improvements are consistent with the Washington State Advisory Council's Standards for Rehabilitation and Maintenance;
 - iii. enter into agreements with property owners for the duration of the special valuation period as required under WAC 254-20-070(2);
 - iv. approve or deny applications for special valuation;
 - v. monitor the property for continued compliance with the agreement and statutory eligibility requirements during the 10-year special valuation period; and
 - vi. adopt bylaws and/or administrative rules and comply with all other local review board responsibilities identified in Ch. 84.26 RCW; and

- r. Adopt rules of procedure to address items in subsections (2)d, e, g, and q of this section inclusive.
3. Membership – Appointment, attendance, and vacancies.
- a. Appointment.
 - i. Historic preservation commission members shall be appointed, and terms of office shall be as provided in Chapter 2.65 OHMC.
 - ii. Generally, the historic preservation commission consists of five (5) members appointed by the mayor and confirmed by the city council.
 - iii. **In addition, there may be one (1) alternate member and one (1) ex-officio councilmember appointed to this commission. [Add one (1) student member?]**
 - iv. The mayor, or designee, shall appoint a primary staff liaison, staff support, and a recording secretary to this commission.
 - b. Attendance.
 - i. Attendance at all meetings is expected of all historic preservation commission members. Any member anticipating an absence from a meeting shall notify the chairperson, staff liaison and commission secretary at least two (2) business days prior to the meeting.
 - ii. The historic preservation commission shall comply with attendance policies per Chapter 2.65 OHMC.
 - iii. It is the desire of the city that members attend meetings in person. If members have to attend the meeting virtually, they must be able to hear and be heard in order for their attendance to count and to be able to vote.
 - c. Vacancies. The historic preservation commission shall comply with membership vacancy requirements per Chapter 2.65 OHMC.
4. Officers, elections, and duties. At the first regular meeting in January of each year, the historic preservation commission members shall elect from the entire historic preservation commission a chairperson and a vice-chairperson who shall hold office for one (1) year. It is the desire the of city to rotate these positions/duties. Duties of each officer are described as follows:
- a. Chairperson. The chairperson shall:
 - i. run the meeting;
 - ii. be a spokesperson for the historic preservation commission;
 - iii. ask for volunteers or may appoint people to lead sub-committees; and
 - iv. perform other duties as assigned by the historic preservation commission.

- b. Vice-chairperson. The vice-chairperson shall:
- i. run the meeting in the absence of the chairperson;
 - ii. perform the duties of the chairperson in their absence; and
 - iii. perform other duties as assigned by the historic preservation commission.
5. Meetings. In January of each year, the Oak Harbor historic preservation commission shall establish their meeting schedule and set the time and location for each meeting. Any changes must be added to the meeting agenda and approved by a majority of historic preservation commission members.
- a. Date, time, and location. The historic preservation commission shall meet on the fourth Thursday of January, March, May, July, September, and November each year at 4:00 p.m., at Oak Harbor City Hall, 865 SE Barrington Drive, Oak Harbor, Washington 98277, unless otherwise directed by the chairperson. The time, date, and location of a regular meeting may be changed by motion approved at a prior meeting.
 - b. Special meetings. Special meetings of the historic preservation commission may be called at any time by the chairperson or by a quorum of the members of the historic preservation commission upon personal notice being given to all members of the historic preservation commission.
 - c. Work session and site visits. Advisory boards may meet informally in a work session or site visit (open to the public) to do concentrated planning, receive progress reports on current programs or projects, or receive other similar information from city staff, provided that all discussions and conclusions thereon shall be informal. An advisory board shall make no disposition of any item at a work session meeting or site visit. Public comment is not taken at a work session meeting or site visit unless participation is requested by the advisory board.
 - d. Open to the public. All meetings shall be open to the public and all persons shall be permitted to attend any meeting. Meetings shall be conducted in accordance with Chapter 42.30 RCW and Robert’s Rules of Order (Newly Revised).
 - e. Regular meeting agenda. The agenda meets the requirements of Chapter 42.30 RCW – Open Public Meetings Act (OPMA). The historic preservation commission shall provide reasonable notice of meetings to any individual specifically requesting such in writing. No other notice to the media is required. An agenda for each public meeting shall be prepared by the staff support person and shall be forwarded to each historic preservation commission member with a reminder of the next regular meeting. The agenda shall be posted on the city website and bulletin boards at city hall.
 - i. Additional agenda items may be proposed by any member of the historic preservation commission when submitted at least two (2) weeks prior to the regular monthly meeting to the chairperson, staff liaison, and commission secretary.
 - ii. A typical agenda may consist of:
 - Call to Order/Roll Call
 - Approval of Agenda

- Approval of Minutes
 - Public Comment
 - Discussion/Action/Presentation/Report Items
 - Member Comments
 - Determination of Future Agenda Items
 - Adjournment
- f. Quorum. A quorum for the transaction of official business shall consist of a majority of the appointed members of the board, commission, or committee. If a quorum is not present within fifteen (15) minutes of the meeting time, the Chairperson needs to call the meeting to order, indicate there is no quorum, and close the meeting. Ex-officio members are non-voting and do not count towards a quorum.
- g. Serial meetings. A serial meeting occurs when a majority of the historic preservation commission members have a series of small gatherings or communications that results in a majority of the commission collectively taking action even if a majority is never part of any one communication. Such a meeting violates the OPMA because it amounts to taking “action” – as defined in RCW 42.30.020(3) – outside an open meeting. Serial meetings can occur with or without technology, but the range of communication options available nowadays to members of the commission increases the risk. This is why members should not “reply all” on emails.
- h. Conflict of interest. Historic preservation commission members shall recuse themselves from discussing and voting on contracts in which that member or a member of that person’s immediate family has a direct or remote financial interest. The definitions of contracts, financial interests, remote interests, and direct interests are set forth in RCW 42.23.020 and .030 and commissioners are encouraged to contact the city attorney in advance of the deliberation or vote on a contract in which the commissioner may have a financial interest for a recommendation regarding how to proceed.
- i. Voting. Decisions requiring a vote of the historic preservation commission shall be made by an affirmative vote of a majority of the members present. Commissioners who have a conflict of interest with a motion should abstain from voting on that motion.
- j. Meeting minutes. A staff member shall be appointed to take meeting minutes. Meeting minutes shall consist primarily of a record of action taken and shall be framed generally in accordance with Robert’s Rules of Order (Newly Revised). Minutes of each meeting shall be subject to approval by the historic preservation commission.
- k. Video recording. The city’s practice is to record meetings. A staff person shall be assigned the responsibility of recording the meeting and providing the video to the appropriate staff to be published on the city communication channels. If meeting is booked in the council chambers, it is the responsibility of the staff liaison to book the videographer to manage the recording and post it to appropriate communication channels.
6. Annual report to council. The historic preservation commission shall provide an annual written report to the mayor each year that describes the activities of the historic preservation commission during the current calendar year.

7. Budget, expenditures, and funding.
 - a. The historic preservation commission shall not incur any indebtedness on behalf of the city without express approval of the mayor and city council.
 - b. Funding shall consist of monies as provided by the city, donations, grants, fundraisers, special events and fees.
 - c. Coordinate with the Finance Department for procedures regarding monetary gifts or donations.
8. Co-sponsorship of programs. All requests from community organizations for historic preservation commission assistance or sponsorship shall be in written form to the staff liaison.
9. Communication subject to the Open Public Meetings Act (OPMA)/Public Records Act (PRA). All communications by historic preservation commission members on behalf of the city of Oak Harbor historic preservation commission are subject to the OPMA and PRA. This includes, but is not limited to, text messages, emails, paper documents, social media posts, and voicemails. Members shall not use social media channels for conducting city business.
10. Annual training required. The historic preservation commission should add required training to their January agenda to complete required training as a group. Otherwise, within ninety (90) days of initial appointment and every four (4) years thereafter, historic preservation commission members shall be required to complete required training assigned by the mayor, or designee, including, but not limited to, the following training and provide their Certificate of Training to the historic preservation commission secretary:
 - a. Public Records Act (PRA) training (RCW 42.56). Online training: WA State Attorney General's Office PRA training video.
 - b. Open Public Meetings Act (OPMA) training (RCW 42.30). Online training: WA State Attorney General's Office OPMA training video.
11. Bylaws and amendment of bylaws.
 - a. The foregoing bylaws are intended to govern the conduct of the affairs of the Oak Harbor historic preservation commission and to prescribe the conduct of its officers.
 - b. These bylaws may be amended by a resolution passed by an affirmative vote of a majority of the members of the historic preservation commission.
 - c. Amendments to these bylaws are subject to review and approval by the city attorney.
 - d. All bylaw amendments shall be submitted for consideration at a regular historic preservation commission meeting but shall not be voted upon until the following month's meeting.
 - d. Amendments to the bylaws shall not take effect until the meeting following their approval.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF OAK HARBOR, WASHINGTON, REPEALING OAK HARBOR MUNICIPAL CODE CHAPTER 2.66 “LODGING TAX ADVISORY COMMITTEE” AND CREATING A NEW CHAPTER 2.66 “LODGING TAX ADVISORY COMMITTEE”

WHEREAS, The City created the Lodging Tax Advisory CommitteeReference will be inserted to the date and purpose of creation as was done in the Arts Commission draft example

NOW, THEREFORE,

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

Section One. Oak Harbor Municipal Code Chapter 2.66 is hereby repealed.

Section Two. There is hereby created a new Chapter 2.66 which shall read as follows:

**CHAPTER 2.66
LODGING TAX ADVISORY COMMITTEE**

Sections:

- 2.66.010 Creation
- 2.66.020 Powers and duties
- 2.66.030 Membership – Appointments, attendance, vacancies, and officers
- 2.66.040 Meetings
- 2.66.050 Conflict of interest (**Delete per Finance Director**)
- 2.66.060 Committee proposals
- 2.66.070 Grant applications

2.66.010 Creation. There is hereby created a lodging tax advisory committee (“LTAC”) to serve as an advisory body to the mayor and Oak Harbor city council.

2.66.020 Powers and duties. LTAC shall:

- (1) review and comment on proposals received from city council on:
 - (a) the imposition of a new tax under Chapter 67.28 RCW;
 - (b) an increase in the rate of a tax imposed under Chapter 67.28 RCW;
 - (c) repeal of an exemption from a tax imposed under Chapter 67.28 RCW; or
 - (d) a change in the use of revenue received under Chapter 67.28 RCW.

2.66.030 Membership – Appointments, attendance, vacancies, and officers. LTAC shall follow the membership requirements in Chapter 2.65 OHMC. The following items are specific to LTAC:

(1) Appointments.

- (a) LTAC members shall be appointed, and terms of office shall be as provided in Chapter 2.65 OHMC.
- (b) Generally, LTAC consists of seven (7) members appointed by the mayor and confirmed by the city council.
 - (i) One (1) member shall be an elected official of the city who shall serve as chair;
 - (ii) Three (3) members shall be representatives of businesses required to collect the tax imposed pursuant to Chapter 67.28 RCW; and
 - (iii) Three (3) members shall be persons involved in activities authorized to be funded by revenue received from the tax imposed pursuant to Chapter 67.28 RCW.
- (c) The Finance Director or designee shall serve as an ex-officio member. This will be a non-voting position and their attendance does not count towards a quorum.

2.66.040 Meetings.

- (1) Meeting schedule. During the summer of each year, the LTAC chair shall establish their meeting schedule and set the time and location for each meeting. Special meetings of LTAC may be called at any time by the chairperson or by a quorum of the members of LTAC upon personal notice being given to all members of LTAC. If personal notice cannot be given, written notice must be received by such members at least twenty-four (24) hours prior to said meeting.
- (2) Meeting agenda – Notice. The LTAC agenda and meeting notice shall be sent to LTAC members and posted as required twenty-four (24) hours prior to said meeting.
- (3) Quorum. A quorum for the transaction of official business shall consist of a majority of the appointed members of the board, commission, or committee. If a quorum is not present within fifteen (15) minutes of the meeting time, the chairperson needs to call the meeting to order, indicate there is no quorum, and close the meeting. Ex-officio members are non-voting and do not count towards a quorum.

2.66.050 Conflict of interest. [Finance Director Goldman wants this section deleted.]

2.66.060 Committee proposals. The city council shall submit proposals as referenced in OHMC 2.66.020 to the lodging tax advisory committee at least forty-five (45) days before taking action on any such proposal. The lodging tax advisory committee shall submit comments on the proposal in a timely manner through generally applicable public comment procedures. Comments by the lodging tax advisory committee should include an analysis of the extent to which the proposal will accommodate activities for tourists or increase tourism, and the extent to which the proposal will affect the long-range stability of the special fund created for the lodging tax revenues.

2.66.070 Grant applications. The lodging tax advisory committee shall also review applications for award of city grant funds utilizing the lodging tax. The lodging tax advisory committee shall make recommendations under this section and those recommendations shall be nonbinding. The final decision regarding applications to receive funds from the lodging tax shall be made by the city council.

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

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

PASSED by the City Council this _____ day of _____, 2023.

THE CITY OF OAK HARBOR

By _____
Robert Severns, Mayor

Dated: _____

Attest:

Julie Nester, City Clerk

Approved as to Form:

Hillary J. Evans, City Attorney

Published: _____

****DRAFT****

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Ordinance No. ____ repealing Ch. 2.66 OHMC “Lodging Tax
Advisory Committee” and creating a new Ch. 2.66 OHMC
“Lodging Tax Advisory Committee”
Page 4 of 4

**City of Oak Harbor
Lodging Tax Advisory Committee (LTAC)
Bylaws and Rules of Procedure**

City of Oak Harbor Resolution No. 97-15 approved September 16, 1997 and Ordinance No. 1535 approved September 16, 2008, and codified as Chapter 2.66 OHMC, created the city of Oak Harbor lodging tax advisory committee.

1. Name. The official name shall be “Oak Harbor lodging tax advisory committee” and may be referred to as the “lodging tax advisory committee” or “LTAC”. LTAC shall report directly to the mayor or his/her designee.
2. Purpose. LTAC is charged with the following functions:
 - a. review and comment on proposals received from city council on:
 - i. the imposition of a new tax under Chapter 67.28 RCW;
 - ii. an increase in the rate of a tax imposed under Chapter 67.28 RCW;
 - iii. repeal of an exemption from a tax imposed under Chapter 67.28 RCW; or
 - iv. a change in the use of revenue received under Chapter 67.28 RCW.
3. Membership – Appointment, attendance, and vacancies.
 - a. Appointment.
 - i. LTAC members shall be appointed, and terms of office shall be as provided in Chapter 2.65 OHMC.
 - ii. LTAC consists of seven (7) members appointed by the mayor and confirmed by the city council.
 - A. One (1) member shall be an elected official of the city who shall serve as chair;
 - B. Three (3) members shall be representatives of businesses required to collect the tax imposed pursuant to Chapter 67.28 RCW; and
 - C. Three (3) members shall be persons involved in activities authorized to be funded by revenue received from the tax imposed pursuant to Chapter 67.28 RCW.
 - iii. The Finance Director or designee shall serve as an ex-officio member. This will be a non-voting position and their attendance does not count towards a quorum.
 - iv. The mayor, or designee, shall appoint a primary staff liaison, staff support, and a recording secretary to this commission.

- b. Attendance.
 - i. Attendance at all meetings is expected of all LTAC members. Any member anticipating an absence from a meeting shall notify the chairperson, staff liaison and commission secretary at least two (2) business days prior to the meeting.
 - ii. LTAC shall comply with attendance policies per Chapter 2.65 OHMC.
 - iii. It is the desire of the city that members attend meetings in person. If members have to attend the meeting virtually, they must be able to hear and be heard in order for their attendance to count and to be able to vote.
 - c. Vacancies. LTAC shall comply with membership vacancy requirements per Chapter 2.65 OHMC.
4. Officers, elections, and duties.
- a. Chairperson. The chairperson shall:
 - i. run the meeting;
 - ii. be a spokesperson for LTAC;
 - iii. ask for volunteers or may appoint people to lead sub-committees; and
 - iv. perform other duties as assigned by LTAC.
5. Meetings. During the summer of each year, the LTAC chair shall establish their meeting schedule and set the time and location for each meeting.
- a. Date, time, and location. LTAC shall meet at Oak Harbor City Hall, 865 SE Barrington Drive, Oak Harbor, Washington 98277, unless otherwise directed by the chairperson.
 - b. Special meetings. Special meetings of LTAC may be called at any time by the chairperson or by a quorum of the members of LTAC upon personal notice being given to all members of LTAC.
 - c. Work session and site visits. Advisory boards may meet informally in a work session or site visit (open to the public) to do concentrated planning, receive progress reports on current programs or projects, or receive other similar information from city staff, provided that all discussions and conclusions thereon shall be informal. An advisory board shall make no disposition of any item at a work session meeting or site visit. Public comment is not taken at a work session meeting or site visit unless participation is requested by the advisory board.
 - d. Open to the public. All meetings shall be open to the public and all persons shall be permitted to attend any meeting. Meetings shall be conducted in accordance with Chapter 42.30 RCW and Robert's Rules of Order (Newly Revised).
 - e. Meeting agenda. The agenda meets the requirements of Chapter 42.30 RCW – Open Public Meetings Act (OPMA). LTAC shall provide reasonable notice of meetings to any individual specifically requesting such in writing. No other notice to the media is required. An agenda for each public meeting shall be prepared by the staff support person

and shall be forwarded to each LTAC member with a reminder of the next meeting. The agenda shall be posted on the city website and bulletin boards at city hall.

- i. A typical agenda may consist of:
 - Call to Order/Roll Call
 - Approval of Agenda
 - Approval of Minutes
 - Public Comment
 - Discussion/Action/Presentation/Report Items
 - Member Comments
 - Determination of Future Agenda Items
 - Adjournment

- f. Quorum. A quorum for the transaction of official business shall consist of a majority of the appointed members of the board, commission, or committee. If a quorum is not present within fifteen (15) minutes of the meeting time, the chairperson needs to call the meeting to order, indicate there is no quorum, and close the meeting. Ex-officio members are non-voting and do not count towards the quorum.

- g. Serial meetings. A serial meeting occurs when a majority of LTAC members have a series of small gatherings or communications that results in a majority of the commission collectively taking action even if a majority is never part of any one communication. Such a meeting violates the OPMA because it amounts to taking “action” – as defined in RCW 42.30.020(3) – outside an open meeting. Serial meetings can occur with or without technology, but the range of communication options available nowadays to members of the commission increases the risk. This is why members should not “reply all” on emails.

- h. Conflict of interest. **[Finance Director wants to delete this section.]**

- i. Voting. Decisions requiring a vote of LTAC shall be made by an affirmative vote of a majority of the members present.

- j. Meeting minutes. A staff member shall be appointed to take meeting minutes. Meeting minutes shall consist primarily of a record of action taken and shall be framed generally in accordance with Robert’s Rules of Order (Newly Revised). Minutes of each meeting shall be subject to approval by LTAC.

- k. Video recording. The city’s practice is to record meetings. A staff person shall be assigned the responsibility of recording the meeting and providing the video to the appropriate staff to be published on the city communication channels. If meeting is booked in the council chambers, it is the responsibility of the staff liaison to book the videographer to manage the recording and post it to appropriate communication channels.

6. Annual report to council. LTAC shall provide an annual written report to the mayor on or before May 30th of each year that describes the activities of LTAC of the prior calendar year.

7. Co-sponsorship of programs. All requests from community organizations for LTAC assistance or sponsorship shall be in the form of completing a written grant application that is submitted during the annual grant application window.

8. Communication subject to the Open Public Meetings Act (OPMA)/Public Records Act (PRA). All communications by LTAC members on behalf of LTAC are subject to the OPMA and PRA. This includes, but is not limited to, text messages, emails, paper documents, social media posts, and voicemails. Members shall not use social media channels for conducting city business.
9. Annual training required. LTAC should add required training to their January agenda to complete required training as a group. Otherwise, within ninety (90) days of initial appointment and every four (4) years thereafter, LTAC members shall be required to complete required training assigned by the mayor, or designee, including, but not limited to, the following training and provide their Certificate of Training to the LTAC secretary:
 - a. Public Records Act (PRA) training (RCW 42.56). Online training: WA State Attorney General's Office PRA training video.
 - b. Open Public Meetings Act (OPMA) training (RCW 42.30). Online training: WA State Attorney General's Office OPMA training video.
10. Bylaws and amendment of bylaws.
 - a. The foregoing bylaws are intended to govern the conduct of the affairs of LTAC and to prescribe the conduct of its officers.
 - b. These bylaws may be amended by a resolution passed by an affirmative vote of a majority of the members of City Council.
 - c. Amendments to these bylaws are subject to review and approval by the city attorney.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF OAK HARBOR, WASHINGTON, REPEALING OAK HARBOR MUNICIPAL CODE CHAPTER 2.39 “MARINA ADVISORY COMMITTEE” AND CREATING A NEW CHAPTER 2.39 “MARINA ADVISORY COMMISSION”

WHEREAS, The City created the Marina Advisory CommitteeReference will be inserted to the date and purpose of creation as was done in the Arts Commission draft example

NOW, THEREFORE,

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

Section One. Oak Harbor Municipal Code Chapter 2.39 “Marina Advisory Committee” is hereby repealed.

Section Two. There is hereby created a new Chapter 2.39 “Marina Advisory Commission” which shall read as follows:

**CHAPTER 2.39
MARINA ADVISORY COMMISSION**

Sections:

- 2.39.010 Creation
- 2.39.020 Powers and duties
- 2.39.030 Membership – Appointments, attendance, vacancies, and officers
- 2.39.040 Meetings
- 2.39.050 Conflict of interest

2.39.010 Creation. There is hereby created a marina advisory commission to serve as an advisory body to the mayor and Oak Harbor city council.

2.39.020 Powers and duties. The marina advisory commission shall advise the mayor and city council concerning matters affecting the marina and make recommendations for the marina master plan and marina improvement plan as requested by the mayor.

2.39.030 Membership – Appointments, attendance, vacancies, and officers. The marina advisory commission shall follow the membership requirements in Chapter 2.65 OHMC. The following items are specific to the marina advisory commission:

- (1) Appointments. In appointing members and filling vacancies, the mayor and council should endeavor to obtain a diverse cross-section of Oak Harbor’s residents as members and appoint members from groups having an interest in the marina.
 - (a) Marina advisory commission members shall be appointed, and terms of office shall be as provided in Chapter 2.65 OHMC.
 - (b) Generally, the marina advisory commission consists of five (5) members appointed by the mayor and confirmed by the city council.

- (c) There shall be one (1) ex-officio councilmember appointed to the marina advisory commission. This will be a non-voting position and their attendance does not count towards a quorum.

2.39.040 Meetings.

- (1) Meeting schedule. In January of each year, the marina advisory commission shall establish their meeting schedule and set the time and location for each meeting. Any changes must be added to a meeting agenda and approved by a majority of marina advisory commission members. Special meetings of the commission may be called at any time by the chairperson or by a quorum of the members of the commission upon personal notice being given to all members of the commission. If personal notice cannot be given, written notice must be received by such members at least twenty-four (24) hours prior to said meeting.
- (2) Meeting agenda – Notice. The marina advisory commission agenda and meeting notice shall be sent to marina advisory commission members and posted as required twenty-four (24) hours prior to said meeting.
- (3) Quorum. A quorum for the transaction of official business shall consist of a majority of the appointed members of the board, commission, or committee. If a quorum is not present within fifteen (15) minutes of the meeting time, the chairperson needs to call the meeting to order, indicate there is no quorum, and close the meeting. Ex-officio members and student representatives are non-voting and do not count towards a quorum.

2.39.050 Conflict of interest. Marina Advisory Commission members shall recuse themselves from discussing and voting on contracts in which that member or a member of that person’s immediate family has a direct or remote financial interest. The definitions of contracts, financial interests, remote interests, and direct interests are set forth in RCW 42.23.020 and .030 and commissioners are encouraged to contact the city attorney in advance of the deliberation or vote on a contract in which the commissioner may have a financial interest for a recommendation regarding how to proceed.

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

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

PASSED by the City Council this _____ day of _____, 2023.

THE CITY OF OAK HARBOR

By _____
Robert Severns, Mayor

Dated: _____

Attest:

Julie Nester, City Clerk

Approved as to Form:

Hillary J. Evans, City Attorney

Published: _____

****DRAFT****

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Ordinance No. ____ repealing Ch. 2.39 OHMC 'Marina Advisory Committee'
and creating a new Ch. 2.39 OHMC 'Marina Advisory Commission'
Page 4 of 4

City of Oak Harbor Marina Advisory Commission Bylaws and Rules of Procedure

City of Oak Harbor Ordinance No. 1541 approved December 16, 2008, and codified as Chapter 2.39 OHMC, created the marina advisory committee.

1. Name. The official name shall be “marina advisory commission”. The Marina Advisory Commission shall report directly to the mayor or his/her designee.
2. Purpose. The marina advisory commission is charged with the following functions:
 - a. Advise the mayor and city council concerning matters affecting the marina.
 - b. Make recommendations for the marina master plan and marina improvement plan as requested by the mayor.
3. Membership – Appointment, attendance, and vacancies.
 - a. Appointment.
 - i. Marina advisory commission members shall be appointed, and terms of office shall be as provided in Chapter 2.65 OHMC.
 - ii. Generally, the marina advisory commission consists of five (5) members appointed by the mayor and confirmed by the city council.
 - A. Three (3) marina advisory board members shall be customers of the marina facility. For purposes of this provision, a “customer” shall mean a boat owner/lessee or storage lessee of the marina facility. Use of guest moorage only shall not constitute being a customer of the moorage facility.
 - B. Two (2) marina advisory board members shall not be customers of the marina facility.
 - iii. There shall be one (1) ex-officio councilmember appointed to the marina advisory commission.
 - iv. The mayor, or designee, shall appoint a primary staff liaison, staff support, and a recording secretary to this commission.
 - b. Attendance.
 - i. Attendance at all meetings is expected of all marina advisory commission members. Any member anticipating an absence from a meeting shall notify the chairperson, staff liaison and commission secretary at least two (2) business days prior to the meeting.

- ii. The marina advisory commission shall comply with attendance policies per Chapter 2.65 OHMC.
 - iii. It is the desire of the city that members attend meetings in person. If members have to attend the meeting virtually, they must be able to hear and be heard in order for their attendance to count and to be able to vote.
 - c. Vacancies. The marina advisory commission shall comply with membership vacancy requirements per Chapter 2.65 OHMC.
- 4. Officers, elections, and duties. At the first regular meeting in January of each year, the marina advisory commission members shall elect from the entire marina advisory commission a chairperson and a vice-chairperson who shall hold office for one (1) year. It is the desire of the city to rotate these positions/duties. Duties of each officer are described as follows:
 - a. Chairperson. The chairperson shall:
 - i. run the meeting;
 - ii. be a spokesperson for the marina advisory commission;
 - iii. ask for volunteers or may appoint people to lead sub-committees; and
 - iv. perform other duties as assigned by the commission.
 - b. Vice-chairperson. The vice-chairperson shall:
 - i. run the meeting in the absence of the chairperson;
 - ii. perform the duties of the chairperson in their absence; and
 - iii. perform other duties as assigned by the marina advisory commission.
- 5. Meetings. In January of each year, the Oak Harbor marina advisory commission shall establish their meeting schedule and set the time and location for each meeting. Any changes must be added to the meeting agenda and approved by a majority of marina advisory commission members.
 - a. Date, time, and location. The marina advisory commission shall meet regularly on the second Monday of each month at 3:00 p.m., at Oak Harbor City Hall, 865 SE Barrington Drive, Oak Harbor, Washington 98277, unless otherwise directed by the chairperson. The time, date, and location of a regular meeting may be changed by motion approved at a prior meeting.
 - b. Special meetings. Special meetings of the marina advisory commission may be called at any time by the chairperson or by a quorum of the members of the marina advisory commission upon personal notice being given to all members of the marina advisory commission.
 - c. Work session and site visits. Advisory boards may meet informally in a work session or site visit (open to the public) to do concentrated planning, receive progress reports on current programs or projects, or receive other similar information from city staff, provided that all discussions and conclusions thereon shall be informal. An advisory board shall make no disposition of any item at a work session meeting or site visit. Public comment is not taken at a work session meeting or site visit unless participation is requested by the advisory board.

- d. Open to the public. All meetings shall be open to the public and all persons shall be permitted to attend any meeting. Meetings shall be conducted in accordance with Chapter 42.30 RCW and Robert’s Rules of Order (Newly Revised).
- e. Regular meeting agenda. The agenda meets the requirements of Chapter 42.30 RCW – Open Public Meetings Act (OPMA). The marina advisory commission shall provide reasonable notice of meetings to any individual specifically requesting such in writing. No other notice to the media is required. An agenda for each public meeting shall be prepared by the staff support person and shall be forwarded to each marina advisory commission member with a reminder of the next regular meeting. The agenda shall be posted on the city website and bulletin boards at city hall.
- i. Additional agenda items may be proposed by any member of the marina advisory commission when submitted at least two (2) weeks prior to the regular monthly meeting to the chairperson, staff liaison, and commission secretary.
- ii. A typical agenda may consist of:
- Call to Order/Roll Call
 - Approval of Agenda
 - Approval of Minutes
 - Public Comment
 - Discussion/Action/Presentation/Report Items
 - Member Comments
 - Determination of Future Agenda Items
 - Adjournment
- f. Quorum. A quorum for the transaction of official business shall consist of a majority of the appointed members of the board, commission, or committee. If a quorum is not present within fifteen (15) minutes of the meeting time, the Chairperson needs to call the meeting to order, indicate there is no quorum, and close the meeting. Ex-officio members and student representatives are non-voting and do not count towards the quorum.
- g. Serial meetings. A serial meeting occurs when a majority of the marina advisory commission members have a series of small gatherings or communications that results in a majority of the commission collectively taking action even if a majority is never part of any one communication. Such a meeting violates the OPMA because it amounts to taking “action” – as defined in RCW 42.30.020(3) – outside an open meeting. Serial meetings can occur with or without technology, but the range of communication options available nowadays to members of the commission increases the risk. This is why members should not “reply all” on emails.
- h. Conflict of interest. Marina Advisory Commission members shall recuse themselves from discussing and voting on contracts in which that member or a member of that person’s immediate family has a direct or remote financial interest. The definitions of contracts, financial interests, remote interests, and direct interests are set forth in RCW 42.23.020 and .030 and commissioners are encouraged to contact the city attorney in advance of the deliberation or vote on a contract in which the commissioner may have a financial interest for a recommendation regarding how to proceed.

- i. Voting. Decisions requiring a vote of the marina advisory commission shall be made by an affirmative vote of a majority of the members present. Commissioners who have a conflict of interest with a motion should abstain from voting on that motion. [Do members need to state a reason for abstaining?]
 - j. Meeting minutes. A staff member shall be appointed to take meeting minutes. Meeting minutes shall consist primarily of a record of action taken and shall be framed generally in accordance with Robert's Rules of Order (Newly Revised). Minutes of each meeting shall be subject to approval by the marina advisory commission.
 - k. Video recording. The city's practice is to record meetings. A staff person shall be assigned the responsibility of recording the meeting and providing the video to the appropriate staff to be published on the city communication channels. If meeting is booked in the council chambers, it is the responsibility of the staff liaison to book the videographer to manage the recording and post it to appropriate communication channels.
6. Annual report to council. The marina advisory commission shall provide an annual written report to the mayor each year that describes the activities of the marina advisory commission during the current calendar year.
7. Budget, expenditures, and funding.
- a. The marina advisory commission shall not incur any indebtedness on behalf of the city without express approval of the mayor and city council.
 - b. Funding shall consist of monies as provided by the city, donations, grants, fundraisers, special events and fees.
 - c. Coordinate with the Finance Department for procedures regarding monetary gifts or donations.
8. Co-sponsorship of programs. All requests from community organizations for marina advisory commission assistance or sponsorship shall be in written form to the staff liaison.
9. Communication subject to the Open Public Meetings Act (OPMA)/Public Records Act (PRA). All communications by marina advisory commission members on behalf of the city of Oak Harbor are subject to the OPMA and PRA. This includes, but is not limited to, text messages, emails, paper documents, social media posts, and voicemails. Members shall not use social media channels for conducting city business.
10. Annual training required. The marina advisory commission should add required training to their January agenda to complete required training as a group. Otherwise, within ninety (90) days of initial appointment and every four (4) years thereafter, marina advisory commission members shall be required to complete required training assigned by the mayor, or designee, including, but not limited to, the following training and provide their Certificate of Training to the marina advisory commission secretary:
- a. Public Records Act (PRA) training (RCW 42.56). Online training: WA State Attorney General's Office PRA training video.

- b. Open Public Meetings Act (OPMA) training (RCW 42.30). Online training: WA State Attorney General's Office OPMA training video.

11. Bylaws and amendment of bylaws.

- a. The foregoing bylaws are intended to govern the conduct of the affairs of the marina advisory commission and to prescribe the conduct of its officers.
- b. These bylaws may be amended by a resolution passed by an affirmative vote of a majority of the members of the marina advisory commission.
- c. Amendments to these bylaws are subject to review and approval by the city attorney.
- d. All bylaw amendments shall be submitted for consideration at a regular marina advisory commission meeting but shall not be voted upon until the following month's meeting.
- d. Amendments to the bylaws shall not take effect until the meeting following their approval.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF OAK HARBOR, WASHINGTON, REPEALING OAK HARBOR MUNICIPAL CODE CHAPTER 2.30 “PARK BOARD” AND CREATING A NEW CHAPTER 2.30 “PARKS AND RECREATION ADVISORY COMMISSION”

WHEREAS, The City created the Park BoardReference will be inserted to the date and purpose of creation as was done in the Arts Commission draft example

NOW, THEREFORE,

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

Section One. Oak Harbor Municipal Code Chapter 2.30 “Park Board” is hereby repealed.

Section Two. There is hereby created a new Chapter 2.30 “Parks and Recreation Advisory Commission” which shall read as follows:

**CHAPTER 2.30
PARKS AND RECREATION ADVISORY COMMISSION**

Sections:

- 2.30.010 Creation
- 2.30.020 Powers and duties
- 2.30.030 Membership – Appointments, attendance, vacancies, and officers
- 2.30.040 Meetings
- 2.30.050 Conflict of interest
- 2.30.060 Park defined

2.30.010 Creation. There is hereby created a parks and recreation advisory commission to serve as an advisory body to the mayor and Oak Harbor city council.

2.30.020 Powers and duties. The parks and recreation advisory commission shall:

- (1) advise the city council regarding the planning, promotion, and acquisition, construction, development, maintenance, and operation of parks, playgrounds, squares, parkways and boulevards, play facilities and recreational facilities;
- (2) advise the city council regarding the planning, promotion, and operation of the city’s recreation programs, senior services, community special events, and other life enrichment programming;
- (3) advise the city council regarding the planning, implementation, and promotion of the city’s Tree City USA designation. The commission shall also investigate, study, and report to the city council on such matters concerning the city’s urban tree canopy, planting, maintenance, and removal of street trees and landscaping; the protection and conservation of naturalized open spaces; and the beautification of the city’s public spaces;

- (4) investigate, study, and advise the city council on grants, donations, and other forms of funding to assist in the operation of the city’s recreational facilities and programs, and to otherwise advise the city council on budgetary needs related to the operations of the parks and recreation department.
- (5) review a complete inventory list of all property and equipment of which shall be updated annually. Additionally, the board shall prepare a park and recreation program. The commission shall report to the city council annually regarding an updated parks and recreation program; and
- (6) adopt rules and procedures for designated parks and create a sub-committee for approving memorials.

2.30.030 Membership – Appointments, attendance, vacancies, and officers. The parks and recreation advisory commission shall follow the membership requirements in Chapter 2.65 OHMC. The following items are specific to the parks and recreation advisory commission:

- (1) Appointments. In appointing members and filling vacancies, the mayor and council should endeavor to obtain a diverse cross-section of Oak Harbor’s residents as members and appoint members from groups having an interest in parks and recreation.
 - (a) Parks and recreation advisory commission members shall be appointed, and terms of office shall be as provided in Chapter 2.65 OHMC.
 - (b) Generally, the parks and recreation advisory commission consists of five (5) members appointed by the mayor and confirmed by the city council.
 - (c) There shall be one (1) alternate commissioner who may fill in for an absent commissioner.
 - (d) There shall be one (1) ex-officio councilmember appointed to the parks and recreation advisory commission. This will be a non-voting position and their attendance does not count towards a quorum.
 - (e) There shall be one (1) student representative from the local high school. This will be a non-voting position and their attendance does not count towards a quorum.

2.30.040 Meetings.

- (1) Meeting schedule. In January of each year, the Oak Harbor parks and recreation advisory commission shall establish their meeting schedule and set the time and location for each meeting. Any changes must be added to a meeting agenda and approved by a majority of parks and recreation advisory commission members. Special meetings of the commission may be called at any time by the chairperson or by a quorum of the members of the commission upon personal notice being given to all members of the commission. If personal notice cannot be given, written notice must be received by such members at least twenty-four (24) hours prior to said meeting.

- (2) Meeting agenda – Notice. The parks and recreation advisory commission agenda and meeting notice shall be sent to parks and recreation advisory commission members and posted as required twenty-four (24) hours prior to said meeting.
- (3) Quorum. A quorum for the transaction of official business shall consist of a majority of the appointed members of the board, commission, or committee. If a quorum is not present within fifteen (15) minutes of the meeting time, the chairperson needs to call the meeting to order, indicate there is no quorum, and close the meeting. Ex-officio members and student representatives are non-voting and do not count towards a quorum.

2.30.050 Conflict of interest. Parks and recreation advisory commission members shall recuse themselves from discussing and voting on contracts in which that member or a member of that person’s immediate family has a direct or remote financial interest. The definitions of contracts, financial interests, remote interests, and direct interests are set forth in RCW 42.23.020 and .030 and commissioners are encouraged to contact the city attorney in advance of the deliberation or vote on a contract in which the commissioner may have a financial interest for a recommendation regarding how to proceed.

2.30.060 Park defined. For purposes of this chapter, “park” means an area of land, with or without water, developed and used for public recreational purposes, including landscaped tracts, picnic grounds, playgrounds, athletic fields, recreation centers, camps, foot, bicycle and bridle paths, motor vehicle drives, wildlife sanctuaries, museums, zoological and botanical gardens, and facilities for bathing, hunting, and fishing. “Park” shall also include any and all undeveloped land owned or controlled by the city which is presently designated for park purposes, as well as other recreational facilities for the use and benefit of the public, excluding marinas.

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

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

PASSED by the City Council this _____ day of _____, 2023.

THE CITY OF OAK HARBOR

By _____
Robert Severns, Mayor

Dated: _____

Attest:

Julie Nester, City Clerk

Approved as to Form:

Hillary J. Evans, City Attorney

Published: _____

****DRAFT****

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Ordinance No. ____ repealing Ch. 2.30 OHMC “Park Board”
and creating a new Ch. 2.30 OHMC “Parks and Recreation
Advisory Commission”
Page 5 of 5

City of Oak Harbor Parks and Recreation Advisory Commission Bylaws and Rules of Procedure

City of Oak Harbor Ordinance No. 237 approved March 7, 1967, and codified as Chapter 2.30 OHMC, created the city of Oak Harbor park board.

1. Name. The official name shall be “Oak Harbor Parks and Recreation Advisory Commission” and may be referred to as the “parks and recreation advisory commission”. The parks and recreation advisory commission shall report directly to the mayor or his/her designee.
2. Purpose. The parks and recreation advisory commission is charged with the following functions:
 - a. advise the city council regarding the planning, promotion, and acquisition, construction, development, maintenance, and operation of parks, playgrounds, squares, parkways and boulevards, play facilities and recreational facilities;
 - b. advise the city council regarding the planning, promotion, and operation of the city’s recreation programs, senior services, community special events, and other life enrichment programming;
 - c. advise the city council regarding the planning, implementation, and promotion of the city’s Tree City USA designation. The commission shall also investigate, study, and report to the city council on such matters concerning the city’s urban tree canopy, planting, maintenance, and removal of street trees and landscaping; the protection and conservation of naturalized open spaces; and the beautification of the city’s public spaces;
 - d. investigate, study, and advise the city council on grants, donations, and other forms of funding to assist in the operation of the city’s recreational facilities and programs, and to otherwise advise the city council on budgetary needs related to the operations of the parks and recreation department;
 - e. review a complete inventory list of all property and equipment of which shall be updated annually. Additionally, the board shall prepare a park and recreation program. The commission shall report to the city council annually regarding an updated parks and recreation program; and
 - f. adopt rules and procedures for designated parks and create a sub-committee for approving memorials.
3. Membership, attendance, and vacancies.
 - a. Appointment.
 - i. Parks and recreation advisory commission members shall be appointed, and terms of office shall be as provided in Chapter 2.65 OHMC.
 - ii. The parks and recreation advisory commission consists of five (5) members appointed by the mayor and confirmed by the city council.

- iii. There shall be one (1) alternate member, one (1) ex-officio councilmember, and one student representative appointed to this commission.
 - iv. The mayor, or designee, shall appoint a primary staff liaison, staff support, and a recording secretary to this commission.
- b. Attendance.
- i. Attendance at all meetings is expected of all parks and recreation advisory commission members. Any member anticipating an absence from a meeting shall notify the chairperson, staff liaison and commission secretary at least two (2) business days prior to the meeting.
 - ii. The parks and recreation advisory commission shall comply with attendance policies per Chapter 2.65 OHMC.
 - iii. It is the desire of the city that members attend meetings in person. If members have to attend the meeting virtually, they must be able to hear and be heard in order for their attendance to count and to be able to vote.
- c. Vacancies. The parks and recreation advisory commission shall comply with membership vacancy requirements per Chapter 2.65 OHMC.
4. Officers, elections, and duties. At the first regular meeting in January of each year, the parks and recreation advisory commission members shall elect from the entire parks and recreation advisory commission a chairperson and a vice-chairperson who shall hold office for one (1) year. It is the desire of the city to rotate these positions/duties. Duties of each officer are described as follows:
- a. Chairperson. The chairperson shall:
 - i. run the meeting;
 - ii. be a spokesperson for the parks and recreation advisory commission;
 - iii. ask for volunteers or may appoint people to lead sub-committees; and
 - iv. perform other duties as assigned by the parks and recreation advisory commission.
 - b. Vice-chairperson. The vice-chairperson shall:
 - i. run the meeting in the absence of the chairperson;
 - ii. perform the duties of the chairperson in their absence; and
 - iii. perform other duties as assigned by the parks and recreation advisory commission.
5. Meetings. In January of each year, the Oak Harbor parks and recreation advisory commission shall establish their meeting schedule and set the time and location for each meeting. Any changes must be added to the meeting agenda and approved by a majority of parks and recreation advisory commission members.
- a. Date, time, and location. The parks and recreation advisory commission shall meet regularly on the second Monday of each month at 10:00 a.m. at Oak Harbor City Hall,

865 SE Barrington Drive, Oak Harbor, Washington 98277, unless otherwise directed by the chairperson. The time, date, and location of a regular meeting may be changed by motion approved at a prior meeting.

- b. Special meetings. Special meetings of the parks and recreation advisory commission may be called at any time by the chairperson or by a quorum of the members of the parks and recreation advisory commission upon personal notice being given to all members of the parks and recreation advisory commission.
- c. Work session and site visits. Advisory boards may meet informally in a work session or site visit (open to the public) to do concentrated planning, receive progress reports on current programs or projects, or receive other similar information from city staff, provided that all discussions and conclusions thereon shall be informal. An advisory board shall make no disposition of any item at a work session meeting or site visit. Public comment is not taken at a work session meeting or site visit unless participation is requested by the advisory board.
- d. Open to the public. All meetings shall be open to the public and all persons shall be permitted to attend any meeting. Meetings shall be conducted in accordance with Chapter 42.30 RCW and Robert's Rules of Order (Newly Revised).
- e. Regular meeting agenda. The agenda meets the requirements of Chapter 42.30 RCW – Open Public Meetings Act (OPMA). The parks and recreation advisory commission shall provide reasonable notice of meetings to any individual specifically requesting such in writing. No other notice to the media is required. An agenda for each public meeting shall be prepared by the staff support person and shall be forwarded to each parks and recreation advisory commission member with a reminder of the next regular meeting. The agenda shall be posted on the city website and on the bulletin boards at city hall.
 - i. Additional agenda items may be proposed by any member of the parks and recreation advisory commission when submitted at least two (2) weeks prior to the regular monthly meeting to the chairperson, staff liaison, and commission secretary.
 - ii. A typical agenda may consist of:
 - Call to Order/Roll Call
 - Approval of Agenda
 - Approval of Minutes
 - Public Comment
 - Discussion/Action/Presentation/Report Items
 - Member Comments
 - Determination of Future Agenda Items
 - Adjournment
- f. Quorum. A quorum for the transaction of official business shall consist of a majority of the appointed members of the board, commission, or committee. If a quorum is not present within fifteen (15) minutes of the meeting time, the chairperson needs to call the meeting to order, indicate there is no quorum, and close the meeting. Ex-officio members and student representatives are non-voting and do not count towards the quorum.

- g. Serial meetings. A serial meeting occurs when a majority of the parks and recreation advisory commission members have a series of small gatherings or communications that results in a majority of the commission collectively taking action even if a majority is never part of any one communication. Such a meeting violates the OPMA because it amounts to taking “action” – as defined in RCW 42.30.020(3) – outside an open meeting. Serial meetings can occur with or without technology, but the range of communication options available nowadays to members of the commission increases the risk. This is why members should not “reply all” on emails.
 - h. Conflict of interest. Parks and Recreation Advisory Commission shall recuse themselves from discussing and voting on contracts in which that member or a member of that person’s immediate family has a direct or remote financial interest. The definitions of contracts, financial interests, remote interests, and direct interests are set forth in RCW 42.23.020 and .030 and commissioners are encouraged to contact the city attorney in advance of the deliberation or vote on a contract in which the commission may have a financial interest for a recommendation regarding how to proceed.
 - i. Voting. Decisions requiring a vote of the parks and recreation advisory commission shall be made by an affirmative vote of a majority of the members present. Commissioners who have a conflict of interest with a motion should abstain from voting on that motion. **[Do members need to state a reason for abstaining?]**
 - j. Meeting minutes. A staff member shall be appointed to take meeting minutes. Meeting minutes shall consist primarily of a record of action taken and shall be framed generally in accordance with Robert’s Rules of Order (Newly Revised). Minutes of each meeting shall be subject to approval by the parks and recreation advisory commission.
 - k. Video recording. The city’s practice is to record meetings. A staff person shall be assigned the responsibility of recording the meeting and providing the video to the appropriate staff to be published on the city communication channels. If meeting is booked in the council chambers, it is the responsibility of the staff liaison to book the videographer to manage the recording and post it to appropriate communication channels.
6. Annual report to council. The parks and recreation advisory commission shall provide an annual written report to the mayor each year that describes the activities of the parks and recreation advisory commission during the current calendar year.
7. Budget, expenditures, and funding.
- a. The parks and recreation advisory commission shall not incur any indebtedness on behalf of the city without express approval of the mayor and city council.
 - b. Funding shall consist of monies as provided by the city, donations, grants, fundraisers, special events and fees.
 - c. Coordinate with the Finance Department for procedures regarding monetary gifts or donations.

8. Co-sponsorship of programs. All requests from community organizations for parks and recreation advisory commission assistance or sponsorship shall be in written form to the staff liaison.
9. Communication subject to the Open Public Meetings Act (OPMA)/Public Records Act (PRA). All communications by parks and recreation advisory commission members on behalf of the city of Oak Harbor parks and recreation advisory commission are subject to the OPMA and PRA. This includes, but is not limited to, text messages, emails, paper documents, social media posts, and voicemails. Members shall not use social media channels for conducting city business.
10. Annual training required. The parks and recreation advisory commission should add required training to their January agenda to complete required training as a group. Otherwise, within ninety (90) days of initial appointment and every four (4) years thereafter, parks and recreation advisory commission members shall be required to complete required training assigned by the mayor, or designee, including, but not limited to, the following training and provide their Certificate of Training to the parks and recreation advisory commission secretary:
 - a. Public Records Act (PRA) training (RCW 42.56). Online training: WA State Attorney General's Office PRA training video.
 - b. Open Public Meetings Act (OPMA) training (RCW 42.30). Online training: WA State Attorney General's Office OPMA training video.
11. Bylaws and amendment of bylaws.
 - a. The foregoing bylaws are intended to govern the conduct of the affairs of the Oak Harbor parks and recreation advisory commission and to prescribe the conduct of its officers.
 - b. These bylaws may be amended by a resolution passed by an affirmative vote of a majority of the members of the parks and recreation advisory commission.
 - c. Amendments to these bylaws are subject to review and approval by the city attorney.
 - d. All bylaw amendments shall be submitted for consideration at a regular parks and recreation advisory commission meeting but shall not be voted upon until the following month's meeting.
 - d. Amendments to the bylaws shall not take effect until the meeting following their approval.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF OAK HARBOR, WASHINGTON, REPEALING OAK HARBOR MUNICIPAL CODE CHAPTER 18.04 “PLANNING COMMISSION” AND CREATING A NEW CHAPTER 18.04 “PLANNING COMMISSION”

WHEREAS, _ The City created the Planning CommissionReference will be inserted to the date and purpose of creation as was done in the Arts Commission draft example

NOW, THEREFORE,

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

Section One. Oak Harbor Municipal Code Chapter 18.04 is hereby repealed.

Section Two. There is hereby created a new Chapter 18.04 which shall read as follows:

**CHAPTER 18.04
PLANNING COMMISSION**

Sections:

- 18.04.010 Creation
- 18.04.020 Powers and duties
- 18.04.030 Membership – Appointments, attendance, vacancies, and officers
- 18.04.040 Meetings
- 18.04.050 Conflict of interest
- 18.04.060 Referrals and recommendations
- 18.04.070 Judicial review of amendments to comprehensive plans

18.04.010 Creation. There is hereby created a planning commission (“planning commission”) to serve as an advisory body to the mayor and Oak Harbor city council and shall operate hereafter pursuant to authority granted under Chapter 35A.63 RCW.

18.04.020 Powers and duties. The planning commission shall perform each and all of the duties specified by Chapter 35A.63 RCW, together with any other duties specified by the city council or state law. The exercise of such authority under law is subject to all of the limitations expressed in such legislative enactment or enactments. The planning commission is charged with the following functions:

- (1) To keep current a comprehensive plan for the city of Oak Harbor which has been adopted by the city council as an official guide to the public and private uses of land.
- (2) To prepare city legislation that will implement the purposes of the comprehensive plan.
- (3) To review the capital improvement programs each year for consistency with the general plan.
- (4) To recommend to the city council plans for regulation of the future growth, development, and beautification of the municipality in respect to its public and private buildings and works, streets, parks, grounds, vacant lots, and plans consistent with future growth and development of the city

in order to secure to the city and its inhabitants' sanitation, proper service of all public utilities and transportation facilities.

- (5) To recommend to the city council plans for promotion, development, and regulation of industrial and economic needs of the community in respect to private and public enterprises engaged in industrial pursuits.
- (6) To encourage industrial settlement within the municipality.
- (7) To study needs of existing local industries with a view to strengthening and developing local industries and stabilizing employment conditions.
- (8) To do and perform all other acts necessary or proper to carry out the provisions of the 1935 Planning Enabling Act as amended.
- (9) To study and propose in general such measures as may be advisable for the promotion of the public interest, health, morals, safety, comfort, convenience, and welfare of the city and of the area within the comprehensive land use map for the city of Oak Harbor.

18.04.030 Membership – Appointments, attendance, vacancies, and officers. The planning commission shall follow the membership requirements in Chapter 2.65 OHMC. The following items are specific to the planning commission:

- (1) Appointments. In appointing members and filling vacancies, the mayor and council should endeavor to obtain a diverse cross-section of Oak Harbor's residents as members and appoint members from groups having an interest in the public and private uses of land.
 - (a) Planning commission members shall be appointed, and terms of office shall be as provided in Chapter 2.65 OHMC.
 - (b) Generally, the planning commission consists of seven (7) members appointed by the mayor and confirmed by the city council.
 - (c) There may be one (1) alternate commissioner who may fill in for an absent commissioner.
 - (d) There may be one (1) ex-officio councilmember appointed to the Planning Commission. This will be a non-voting position and their attendance does not count towards a quorum.
 - (e) There may be one (1) student representative from the local high school. This will be a non-voting position and their attendance does not count towards a quorum.

18.04.040 Meetings.

- (1) Meeting schedule. In January of each year, the Oak Harbor planning commission shall establish their meeting schedule and set the time and location for each meeting. Any changes must be added to a meeting agenda and approved by a majority of planning commission members. Special meetings of the planning commission may be called at any time by the chairperson or by a quorum of the members of the planning commission upon personal notice being given to all

members of the planning commission. If personal notice cannot be given, written notice must be received by such members at least twenty-four (24) hours prior to said meeting.

- (2) Meeting agenda – Notice. The planning commission agenda and meeting notice shall be sent to planning commission members and posted as required twenty-four (24) hours prior to said meeting.
- (3) Quorum. A quorum for the transaction of official business shall consist of a majority of the appointed members of the board, commission, or committee. If a quorum is not present within fifteen (15) minutes of the meeting time, the chairperson needs to call the meeting to order, indicate there is no quorum, and close the meeting. Ex-officio members and student representatives are non-voting and do not count towards a quorum.

18.04.050 Conflict of interest. Planning commission members shall recuse themselves from discussing and voting on contracts in which that member or a member of that person’s immediate family has a direct or remote financial interest. The definitions of contracts, financial interests, remote interests, and direct interests are set forth in RCW 42.23.020 and .030 and commissioners are encouraged to contact the city attorney in advance of the deliberation or vote on a contract in which the commissioner may have a financial interest for a recommendation regarding how to proceed.

18.04.060 Referrals and recommendations. The city council may refer to the planning commission for its recommendation and report, any ordinance, resolution, or other proposal relating to any of the matters and subjects referred to in Chapter 35A.63 RCW, and the planning commission shall promptly report to the council thereon, making such recommendations and giving such counsel as it may deem proper.

18.04.070 Judicial review of amendments to comprehensive plans. Amendments to the comprehensive plan are final unless a declaratory judgment or writ of review, mandamus, or prohibition is filed in a court of competent jurisdiction within twenty-one (21) days of the date of city council action approving or disapproving the proposed amendments. Nothing in this section shall be construed as permitting an appeal or review unless not otherwise authorized under state law or either the Constitution of the state of Washington or the United States.

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

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

PASSED by the City Council this _____ day of _____, 2023.

THE CITY OF OAK HARBOR

By _____
Robert Severns, Mayor

Dated: _____

Attest:

Julie Nester, City Clerk

Approved as to Form:

Hillary J. Evans, City Attorney

Published: _____

****DRAFT****

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Ordinance No. ____ repealing Ch. 18.04 OHMC “Planning Commission”
and creating a new Ch. 18.04 OHMC “Planning Commission”
Page 5 of 5

City of Oak Harbor Planning Commission Bylaws and Rules of Procedure

City of Oak Harbor Ordinance No. 78 approved January 6, 1953, and codified as Chapter 18.04 OHMC, created the city of Oak Harbor planning commission.

1. Name. The official name shall be “Oak Harbor planning commission” and may be referred to as the “planning commission”. The planning commission shall report directly to the mayor or his/her designee.

2. Purpose. The planning commission shall perform each and all of the duties specified by Chapter 35A.63 RCW, together with any other duties specified by the city council or state law. The exercise of such authority under law is subject to all of the limitations expressed in such legislative enactment or enactments. The planning commission is charged with the following functions:
 - a. To keep current a comprehensive plan for the city of Oak Harbor which has been adopted by the city council as an official guide to the public and private uses of land.
 - b. To prepare city legislation that will implement the purposes of the comprehensive plan.
 - c. To review the capital improvement programs each year for consistency with the general plan.
 - d. To recommend to the city council plans for regulation of the future growth, development, and beautification of the municipality in respect to its public and private buildings and works, streets, parks, grounds, vacant lots, and plans consistent with future growth and development of the city in order to secure to the city and its inhabitants’ sanitation, proper service of all public utilities and transportation facilities.
 - e. To recommend to the city council plans for promotion, development, and regulation of industrial and economic needs of the community in respect to private and public enterprises engaged in industrial pursuits.
 - f. To encourage industrial settlement within the municipality.
 - g. To study needs of existing local industries with a view to the strengthening and developing local industries and stabilizing employment conditions.
 - h. To do and perform all other acts necessary or proper to carry out the provisions of the 1935 Planning Enabling Act as amended.
 - i. To study and propose in general such measures as may be advisable for the promotion of the public interest, health, morals, safety, comfort, convenience, and welfare of the city and of the area within the comprehensive land use map for the city of Oak Harbor.

3. Membership – Appointment, attendance, and vacancies.

a. Appointment.

- i. Planning commission members shall be appointed, and terms of office shall be as provided in Chapter 2.65 OHMC.
- ii. Generally, the planning commission consists of seven (7) members appointed by the mayor and confirmed by the city council.
- iii. The Development Services Director or designee shall serve as an ex-officio member. This will be a non-voting position and their attendance does not count towards a quorum.
- iv. **In addition, there may be one (1) alternate member appointed to this commission. [Add one (1) student member?]**
- v. The mayor, or designee, shall appoint a primary staff liaison, staff support, and a recording secretary to this commission.

b. Attendance.

- i. Attendance at all meetings is expected of all planning commission members. Any member anticipating an absence from a meeting shall notify the chairperson, staff liaison and commission secretary at least two (2) business days prior to the meeting.
- ii. The planning commission shall comply with attendance policies per Chapter 2.65 OHMC.
- iii. It is the desire of the city that members attend meetings in person. If members have to attend the meeting virtually, they must be able to hear and be heard in order for their attendance to count and to be able to vote.

c. Vacancies. The planning commission shall comply with membership vacancy requirements per Chapter 2.65 OHMC.

4. Officers, elections, and duties. At the first regular meeting in January of each year, the planning commission members shall elect from the entire planning commission a chairperson and a vice-chairperson who shall hold office for one (1) year. It is the desire the of city to rotate these positions/duties. Duties of each officer are described as follows:

a. Chairperson. The chairperson shall:

- i. run the meeting;
- ii. be a spokesperson for the planning commission;
- iii. ask for volunteers or may appoint people to lead sub-committees; and
- iv. perform other duties as assigned by the planning commission.

- b. Vice-chairperson. The vice-chairperson shall:
 - i. run the meeting in the absence of the chairperson;
 - ii. perform the duties of the chairperson in their absence; and
 - iii. perform other duties as assigned by the planning commission.

In rare instances where both the chairperson and vice-chairperson are absent simultaneously, the attending planning commission members will nominate and vote for a fellow commissioner to proceed as interim chairperson for that meeting only.

- 5. Meetings. In January of each year, the Oak Harbor planning commission shall establish their meeting schedule and set the time and location for each meeting. Any changes must be added to the meeting agenda and approved by a majority of planning commission members.
 - a. Date, time, and location. The planning commission shall meet regularly on the fourth Tuesday of each month at 6:00 p.m., at Oak Harbor City Hall, 865 SE Barrington Drive, Oak Harbor, Washington 98277, unless otherwise directed by the chairperson. The time, date, and location of a regular meeting may be changed by motion approved at a prior meeting.
 - b. Special meetings. Special meetings of the planning commission may be called at any time by the chairperson or by a quorum of the members of the planning commission upon personal notice being given to all members of the planning commission.
 - c. Work session and site visits. Advisory boards may meet informally in a work session or site visit (open to the public) to do concentrated planning, receive progress reports on current programs or projects, or receive other similar information from city staff, provided that all discussions and conclusions thereon shall be informal. An advisory board shall make no disposition of any item at a work session meeting or site visit. Public comment is not taken at a work session meeting or site visit unless participation is requested by the advisory board.
 - d. Open to the public. All meetings shall be open to the public and all persons shall be permitted to attend any meeting. Meetings shall be conducted in accordance with Chapter 42.30 RCW and Robert’s Rules of Order (Newly Revised).
 - e. Regular meeting agenda. The agenda meets the requirements of Chapter 42.30 RCW – Open Public Meetings Act (OPMA). The planning commission shall provide reasonable notice of meetings to any individual specifically requesting such in writing. No other notice to the media is required. An agenda for each public meeting shall be prepared by the staff support person and shall be forwarded to each planning commission member with a reminder of the next regular meeting. The agenda shall be posted on the city website and bulletin boards at city hall.
 - i. Additional agenda items may be proposed by any member of the planning commission when submitted at least two (2) weeks prior to the regular monthly meeting to the chairperson, staff liaison, and commission secretary.

- ii. A typical agenda may consist of:
 - Call to Order/Roll Call
 - Approval of Agenda
 - Approval of Minutes
 - Public Comment
 - Discussion/Action/Presentation/Report Items
 - Member Comments
 - Determination of Future Agenda Items
 - Adjournment

- f. Quorum. A quorum for the transaction of official business shall consist of a majority of the appointed members of the board, commission, or committee. If a quorum is not present within fifteen (15) minutes of the meeting time, the Chairperson needs to call the meeting to order, indicate there is no quorum, and close the meeting. Ex-officio members and student representatives are non-voting and do not count towards the quorum.

- g. Serial meetings. A serial meeting occurs when a majority of the planning commission members have a series of small gatherings or communications that results in a majority of the commission collectively taking action even if a majority is never part of any one communication. Such a meeting violates the OPMA because it amounts to taking “action” – as defined in RCW 42.30.020(3) – outside an open meeting. Serial meetings can occur with or without technology, but the range of communication options available nowadays to members of the commission increases the risk. This is why members should not “reply all” on emails.

- h. Conflict of interest. Planning commission members shall recuse themselves from discussing and voting on contracts in which that member or a member of that person’s immediate family has a direct or remote financial interest. The definitions of contracts, financial interests, remote interests, and direct interests are set forth in RCW 42.23.020 and .030 and commissioners are encouraged to contact the city attorney in advance of the deliberation or vote on a contract in which the commissioner may have a financial interest for a recommendation regarding how to proceed.

- i. Voting. Decisions requiring a vote of the planning commission shall be made by an affirmative vote of a majority of the members present. Commissioners who have a conflict of interest with a motion should abstain from voting on that motion. **[Do members need to state a reason for abstaining?]**

- j. Meeting minutes. A staff member shall be appointed to take meeting minutes. Meeting minutes shall consist primarily of a record of action taken and shall be framed generally in accordance with Robert’s Rules of Order (Newly Revised). Minutes of each meeting shall be subject to approval by the planning commission.

- k. Video recording. The city’s practice is to record meetings. A staff person shall be assigned the responsibility of recording the meeting and providing the video to the appropriate staff to be published on the city communication channels. If meeting is booked in the council chambers, it is the responsibility of the staff liaison to book the videographer to manage the recording and post it to appropriate communication channels.

- l. Notice. Notice of meetings where action is to be taken on applications for zoning changes shall be sent to the applicant and others according to the requirements of the zoning ordinance.
- m. Action postponed. Action shall be postponed at the first hearing on any zoning issue where the principal person or persons involved are not present or there is no one present to represent them except that a written explanation for absence coupled with a request that action not be delayed may be honored if the planning commission has sufficient information to proceed.
- n. Procedures at all meetings. Procedures at all meetings shall be as follows:
 - i. The chairman of the planning commission and city staff members and representatives of the public agencies shall make their presentation.
 - ii. The proponents of the request to the planning commission shall present the case.
 - iii. Opponents to the request of an application to the planning commission shall present their case.
 - iv. Planning commission discussion and action: The planning commission has an obligation to be as clear and simple in its procedure as possible.
- o. Rules of Conduct for Public Hearings.
 - i. Authority of Chairman. The chairman has the authority to take whatever action to ensure an equitable, orderly, and expeditious hearing. He will decide any question of the acceptability of evidence, except when a planning commission member objects to a decision. In such case, the majority vote of the commission will govern, with minority views recorded. Generally speaking, the planning commission will accept any evidence which is reasonable and relevant to the proposal.

However:

 - The record shall show whether testimony presented is hearsay or based on personal knowledge.
 - If an event to date is the subject of presentation, the parties shall state the date, time, and persons present as precisely as possible.
 - A witness stating his/her opinion regarding professional or technical matters shall state his/her qualifications.
 - Documentary evidence received will be marked as exhibits and made a part of the hearing record.
 - Recognition from the chairman shall be obtained prior to speaking. Abusive or profane language shall not be tolerated and may result in terminating the hearing.
 - ii. Conducting the hearing.
 - Open the hearing. Call the hearing to order. Introduce the persons in attendance and state the purpose of the hearing.
 - Explain the procedure. (Copies of Rules of Conduct for Public Hearings, City of Oak Harbor Planning Commission, available for participants.)
 - Read proposal.
 - Staff presents proposal.

- Public comments, questions, and testimony from the audience.
 - From proponents
 - From opponents
 - Chairman asks the planning commission if they have any questions to ask either party.
 - Declare the hearing closed.
 - Chairman requests action by the planning commission.
6. Attending city council meetings. A planning commission member who attends a meeting of the city council as a representative of the commission should follow the following guidelines:
- a. The official representative need not speak on every issue referred to the city council but should participate in council discussion only if it appears necessary.
 - b. The representative should answer questions about commission policies if these are addressed to him by the council.
 - c. The representative should support the commission's majority report and should not present his/her own point of view nor that of the minority without specifying it as such.

In the interest of avoiding bias or the appearance of bias, an individual planning commission member should use discretion in discussing with the applicant for specific land use, or others interested in the application, any request that is to be heard by the commission and on which he/she will note. In any discussion with the applicant or other interested party of a land use request to be heard by the commission, an individual member should avoid committing himself/herself to any specific course of action regarding the outcome of the hearing. However, answering questions relating to time, place, and commission procedures and policies would always be permissible.

7. Annual report to council. The planning commission shall provide an annual written report to the mayor each year that describes the activities of the planning commission during the current calendar year.
8. Budget, expenditures, and funding.
- a. The planning commission shall not incur any indebtedness on behalf of the city without express approval of the mayor and city council.
 - b. Funding shall consist of monies as provided by the city, donations, grants, fundraisers, special events and fees.
 - c. Coordinate with the Finance Department for procedures regarding monetary gifts or donations.
9. Co-sponsorship of programs. All requests from community organizations for planning commission assistance or sponsorship shall be in written form to the staff liaison.
10. Communication subject to the Open Public Meetings Act (OPMA)/Public Records Act (PRA). All communications by planning commission members on behalf of the city of Oak Harbor planning commission are subject to the OPMA and PRA. This includes, but is not limited to, text

messages, emails, paper documents, social media posts, and voicemails. Members shall not use social media channels for conducting city business.

11. Annual training required. The planning commission should add required training to their January agenda to complete required training as a group. Otherwise, within ninety (90) days of initial appointment and every four (4) years thereafter, planning commission members shall be required to complete required training assigned by the mayor, or designee, including, but not limited to, the following training and provide their Certificate of Training to the planning commission secretary:
 - a. Public Records Act (PRA) training (RCW 42.56). Online training: WA State Attorney General's Office PRA training video.
 - b. Open Public Meetings Act (OPMA) training (RCW 42.30). Online training: WA State Attorney General's Office OPMA training video.

12. Bylaws and amendment of bylaws.
 - a. The foregoing bylaws are intended to govern the conduct of the affairs of the Oak Harbor planning commission and to prescribe the conduct of its officers.
 - b. These bylaws may be amended by a resolution passed by an affirmative vote of a majority of the members of the planning commission.
 - c. Amendments to these bylaws are subject to review and approval by the city attorney.
 - d. All bylaw amendments shall be submitted for consideration at a regular planning commission meeting but shall not be voted upon until the following month's meeting.
 - d. Amendments to the bylaws shall not take effect until the meeting following their approval.

City of Oak Harbor
City Council
Workshop Agenda Bill

Date: October 25, 2023
Subject: b. City Administrator's Report

FROM: City Administrator Blaine Oborn Administration

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.

ATTACHMENTS

1. [City Administrator Memo](#)
2. [Department Metrics](#)

MEMORANDUM

TO: City Councilmembers
FROM: Blaine Oborn, City Administrator
DATE: October 25, 2023
REGARDING: Monthly Report & Department Metrics



MAYOR/EXECUTIVE DEPARTMENT

City Administrator (CA) Leadership:

- Conducted weekly city leadership, department director, and economic development coordinator meetings.
- Reviewed appeals submitted as part of the non-represented positions classification and compensation implementation with the Mayor and Human Resources Director. Will coordinate changes with Finance Director.
- Attended several union negotiation and labor management meetings.
- Attended the September 26, Planning Commission, October 9 Park Board and October 11 Marina Advisory Committee meetings.
- Conducted a department retreat on September 25 to discuss department updates to projects/priorities, team building, the Central Development Area (CDA), and planning for future happenings such as the All-Hands staff meeting and 2024 City Council retreat.
- Met with naval representatives September 28 to discuss the US Navy Seaplane Base Wastewater Treatment Plant and City Sewer Lagoon – Decommissioning agreement.
- Presented on the North Whidbey Sewer Expansion RCED Grant request at the October 11 Island County Commission Workshop. The County will likely include provision to maintain affordable housing in the area with incentives from County to do so.
- On October 11 participated in Washington Cities Insurance Authority (WCIA) Legislative Committee as part of cities encouraging Legislators to oppose any efforts to expand tort law liability and/or the remedies available under tort law in an effort to prevent further escalation in insurance costs that can take away funding from vital City services. See attached Legislative Talking points for WCIA Members.
- The City’s Risk Management Representative from WCIA on October 16 conducted a City Right of Way Audit and annual insurance review. Improvements by Public Works are forthcoming.
- Attended the International City/County Management Association (ICMA) annual conference in Austin, TX September 30-October 4 with 5,500 attendees, 225 Education Offerings, 488 Speakers, and 2010 Exhibiting Companies, attending the following events:
 - Strategic Conflict Management (Micro-Certification Course). For strategic conflict what comes to mind? Misinformation, emotional, and risk. Conflict is a perception that I cannot get what I want. Get comfortable with conflict. The traditional view is that conflict is bad, eliminate the source. The behavior view is conflict is inevitable and bad, recognize and resolve it. The interactionist view is conflict is appropriate or inappropriate depending on the particular situation, conflict should sometimes be encouraged, and conflict needs to be constructive. Reflective Listening “You seem (emotion) . . . about/because (message). . .”

- cooperative, 2) Compromiser (Mini-win/mini-lose) is intermediate in both assertiveness and cooperativeness, 3) Accommodating (Yield-lose/win) is unassertive and cooperative, 4) Controlling (Win/lose) is assertive and uncooperative, and 5) Avoider (Leave-lose/win) is unassertive and uncooperative. Flight, fight, or unite (both have to give in).
- Hardwiring Teamwork: Building Engaged, Productive, Inclusive Teams (Micro-Certification Course). Turn disagreement into quality decisions and team cohesion. Tackle important, meaningful, creative questions central to your team's work. If collaboration is so powerful, why is it so tough? 1) Some dominate while other say little or nothing, 2) Energy spent proving others wrong instead of what to agree on, 3) Attention drifts and misunderstanding prevails, 4) People leave meetings with different impressions of what's been decided, and 5) Collaboration is more than a value: It's a set of skills. Four measures of strong teams: 1) Productivity: Each meeting produces meaningful outcomes, 2) Efficiency: This happens quickly, 3) Trust: Your team is closer based on the way you meet, and 4) Engagement: Everyone participates so everyone owns the decision. PRES (Point, Reason, Example, Summary) System: A) Take 2 minutes of silence to craft your PRES statement; 45 seconds to deliver it. B) Take Notes on Clarifying Questions and Emerging Agreements, C) Ask/Answer Clarifying Questions, D) Harvest group agreements and poll: 1. Write a concise agreement statement, 2. Share proposed agreements, 3. Poll, 4. Identify sticking points, and E) Final Process Check.
 - Romney Institute. Chief Quality of Life Officer.
 - Imagine Cass - Small, Rural and Exceptional. Went through change. Community planning. If you invest in yourself, others will invest in you! Change the past. Budgeted more effective. Took risk. Pursued vision. Made a plan for a numbers game. Pushed forward through pandemic. Used fellowship. Do good work and tell them you are doing good work. People found out council needed to change. Used Main Street plan and master planned community. 25 million in grants in five years. Tripled general fund revenue since 2015. City lead effort in Main Street. Façade grants. Just keep applying for grants. If not growing, you are dying. Make community a better place. Broad vision by Council and staff does the details.
 - Opening General Session Featuring Emmitt Smith. Game On: A Championship Vision. Innovation conference. ICMA vision of global international leadership. Mayor of Austin said, "Keep Austin weird." ICMA President said "we as managers need to focus on nonpartisan solutions. Local government are the heart of community. Coach up. Bring and defend democracy. If not us then who. Integrity and results. Keep learning, be courageous, and step out of your comfort zone. We are all in the same storm on different boats." Keynote speaker Emmett Smith. Success doesn't happen overnight. Started at age 7 watching football. Process and goal. Started as quarterback then changed to running back. Attitude. Learn in adversity and change. Developed skill to see field. Got hit heard at 10, but continued. Avoid contact at all costs. Applied to City leaders. Cities have to adjust like football. Give new life with vision. Started high school varsity as a freshman. We need to lead and go in same direction. Started with fumbling football. Understood need to improve. Learned protect the football. Eliminate the mistake and deploy best practices. Who can I call? Success requires hard work and dedication. Went to first Superbowl and learned to watch best practices. Learned to develop patience in not starting. Keep asking and be prepared to deliver. Help everyone rise. Need complete team. Always room for improvement. Be in game for miracles. Find wisdom in other places. Always expanding.

Citizens are the football and most important, we pave the way so others can go further. Library of life.

- Launch, Lead, and Learn: What 10 Years of Growing an Innovation Program Taught Me About Public Sector Problem Solving. Help departments identify problems and implement solutions while developing problem solving capacity citywide. Learn, Improve, and Lead. Start, understand, explore, and create solutions. Deciders are managers with decision making authority. Doers go to problem solvers and front-line staff. Quit hiring so many consultants and let staff do clever things. Customers are the recipients of products and services in the organization or the community. Focus – we can't solve everything all at once. Deciders are responsible for defining what success looks like. Convert the solution to a problem statement. Results equals Culture, Systems, People, and Resources. Small ideas can have a big impact. To get different results: think different, see different, act different. meet different, listen different, and do different.
- General Session Featuring Lindsey Pollak - The Remix: How to Lead and Succeed in the Multigenerational Workplace. "For the first time in history, we have five generations in the workforce. We must view generational diversity not as a problem to overcome, but as an opportunity to embrace." "I see no hope for the future of our people if they are dependent on the frivolous youth of today." By Hesoid, 8th Century B.C. Generational diversity is not a problem to solve, it is a leadership opportunity to optimize. Traditionalists (1928-1945) 7.6%. Baby boomers (1945-1964) 21.8%. Generation X (1964-1980) 19.9%. Millennials (1981-1996) 22%. Generation Z (1997-2012) 20.3%. Generation Alpha (2013-TBD) 8.4%. Cusps are Gen Jones and Xennials. Age is just one factor of identity. We are more alike than we are different. The share of 16-year-old getting driver's license has nearly halved since the 1980s due to social media. The arrival of the smartphone has radically changed every aspect of teenagers' lives. Common sense is not so common. Combine the best of each generation's practices to create a more successful and inclusive workplace for all. Remix recruiting such as hiring older lifeguards. Offer generationally inclusive benefits such as student loan repayment assistance. Have more transparent "stay conversations" such as offer career development. Communication, create once, publish everywhere. Employees across all generations who find work "highly meaningful" are 69% less likely to plan on quitting their jobs within the next six months.
- Prevent and Detect Fraud with Enterprise Risk Assessments. Small local governments suffered the second highest median fraud loss and twice as much as states. Corruption is bribery and conflicts of interest. Importance is for good leaders to promote ethical practices. Billing fraud is shell companies and invoices for personal items. Non-Cash fraud is stealing inventory and confidential information.
- Game Changer Session: Don't Let the Merry Go Round of Work Get You Down. Change agents. Take control over time. Rethinking requires getting out of own way. Clarity. Eliminate inefficiency. Work plies in on itself. Useless work is a drain. Be Hero-crats instead of Bureaucrats. Look at work of work. Too many meetings. Miscommunication sucks time. Abbreviation is difficult outside. Root cause. Break down tasks. Recognize where you have control and what matters. See it, say it, and solve it. Inefficiency issues can be downtime, defect, overproduction, waiting, non-used talent, transportation, inventory, not enough or too much, motion, extra processing.

- City Halls, Brewheads, & Historic Redevelopment in McKinney, Texas. What do a new city hall, local brewery, silo murals and roundabouts have in common? They are all part of a rapidly occurring transformation of the east side of Downtown McKinney. How do you respond to the public when they express concerns about the redevelopment and changes coming their way? Guiding principles are: 1) Community space, 2) Transparent building, 3) A great place to work, 4) Landmark buildings, 5) Leverage and celebrate the history, and 6) Adapt gracefully to growth and change. Project overview: 1) Infrastructure, 2) Parks, 3) Neighborhoods and housing, 4) Redevelopment, and 5) Arts, Culture, & Festivals. Trust is earned when actions meet words – Chris Butler. Deal with the bad, the ugly, and the good.
- Game Changer Session: Why Conflict Matters: An Alternative Perspective on Resolving—and Leveraging—Your Thorniest Issues. What is conflict? Interdependence; Perception; and Values, Goal, Positions, and Resources. What could this teach us about conflict? 1) Have to understand interests, not just positions, 2) Out of immense pain, immerses gain, and 3) Communication reigns supreme. Conflict and change are closely related. It is hard to affect change without conflict. Very few or any of our cities are immune from change. We must manage through change. The potential pros of conflicted over conflict are: 1) Reveals hidden concerns/interests, 2) Can lead to greater satisfaction between parties, 3) May bring positive social change, 4) Discourages premature group decisions making, and 5) Solidifies a unifying goal and project. The potential cons of conflicted over conflict are: 1) Transmitted to following generations, 2) Emotional and physical tolls, 3) May enhance relationships with group only to cause an escalation in conflict between groups. A new way to look at conflict is Catalyzing, Collaborative, Educational, Inspirational, and Fulfilling.
- Oregon/Washington Dinner and networking.
- The Manager’s Role in Rethinking Budgeting. The typical budget process is based on line items and historical precedent. While this does have some advantages, it also has a host of issues that have long been recognized. Those disadvantages are becoming more acute as our society evolves. Many intrepid finance officers are exploring new ways of budgeting.
- A new Rethinking Budgeting initiative - led in part by the Government Finance Officers Association (GFOA) - is providing guidance for creating a budget differently. But what does it take for a local government to change the way it budgets and plans? Budgeting has been done the same for decades. The traditional budget is not strategic. Stakeholders often find themselves in “competition” with each other to get resources; therefore, they try to get as much as possible lest they lose the resources. The new vision is to: 1) Establish long-term vision, 2) Build trust and open communication, 3) Use collective decision making, 4) Create clear rules, and 5) Treat everyone fairly.
- General Session Featuring Erica Dhawan - Get Big Things Done: The Power of Connectional Intelligence. Pre topic were: Focus on mental health. Take vacations. Regular wellbeing check in. Keynote speaker. Get big things done: the power of connection AI intelligence. How to create a better normal. It is how we say it. Do things fun. Collaborating is 75% nonverbal. The capability to unlock new and unrealized by fully maximizing the power of networks and relationships. Example is the granny cloud. Sometimes we label issues wrong. Example crisis text line and teen trends. Reimagine how we connect intelligently. Laws: 1 Value visibly 2 Respect time 3 Acknowledge differences. Practice radical recognition. Introverts vs extraverts. Navigate differences. Communicate carefully. Choose clarity over brevity. Short responses can be interpreted differently. 3 collaboration

tool guidelines: A define B urgency C frequency. Example is people wasting time on unclear emails. 4 collaboration confidently. Inform the right people. Organization. Maximize meeting expectations. What tasks should be prioritized in person? Team building. Conflict mediation. Trust totally. Show vulnerability. See Hybridtoolkit.com.

- The Future of Government Is Now: Driving Community Transformation with Human-Centered Technology to Optimize Service Delivery. Everyday, government teams are asked to do more with less. Low staff capacity and limited technology make solving these challenges ever more difficult. Can customize solutions with people and human centered technology.
- Can Kids' Sports Really Drive Economic Development? Communities large and small, rural and suburban, are discovering a powerful tool for economic development: kids' sports. This isn't just your typical recreation little league, but the \$39.7 billion youth sports travel and tourism industry that is spurring new hotels, restaurants, commercial, and residential developments. Three experienced leaders shared case studies on their real-world economic development results: Mayor Tracey Honea of Albertville, Alabama; David Joyner, general manager of the Rocky Mount Event Center; and Wes Hall, account executive to Cedar Point Sports Center in Sandusky, Ohio. Last year alone, these properties generated more than \$60+ million in direct economic impact from their youth sports properties. Huge tourism from sports tourism and nonsporting events such as conferences, crafts that revitalize downtowns. Brought off season tourism and new hotels. All three examples expanding. Some include RV parks, accessible playgrounds, and other amenities. Some kickback from other interests. One has two entrances to do multiple events. Turf is in demand and flexible. Controversy with public funding and risk.
- Creatively Engaging Conversation in Your Community - Emerging Tools & Techniques. Teaching three approaches. Expects on public hearing gone awry, don't need to learn bad behavior. Engagement productivity. Collaborative dialogue has value. Understand the concepts of balancing individual viewpoints with engaging in civil community discourse. Conversation and purposeful connection are time-tested ways to bring people together and break down barriers. Your community is only as strong as your ability to engage across difference – John Sarrouf. Grace is more than a name – Suzette Arnold.
- Strategies to Bridge the Housing Gap and Plan for Site and Develop Workforce Housing. Austin strategic housing blueprint: 1) Disperse affordable housing, 2) Count and track all new and existing housing, 3) Develop along centers/corridors, 4) Preserve affordable housing, and 5) Create permanent supportive housing. San Antonio early success with 1) Variety of funding options, 2) Eliminate barriers to affordable housing development, 3) Develop the workforce, and 4) Empowering and engaging the community.
- Transforming Managers from Boss to Coach. According to Gallup, managers account for at least 74 percent of an employee's experience at work. And great managers are great coaches. Coaches help the person they are coaching to understand, adjust, and guide themselves in pursuit of improved performance. Focus on strengths, engagement, and meaningful conversations. Strengths: What are you passionate about? What energizes you? What do you do best? Engagement: What does excellence look like? What do you enjoy about work? How do you know your opinion matters? What has been your greatest accomplishment this year? Conversations: What is your best day at work? What are your three highest priorities? Where would you like to be in three years professionally?

- Inspirational Closing General Session- You Can and You Will: Finding Resilience on the Path to Success. How did a little boy who was terrified of bugs become a professor and innovator in science and the study of insects? With the encouragement of his parents, a young Sammy Ramsey turned a debilitating fear into a passion and a successful career. Now the endowed professor of entomology, at the University of Colorado Boulder, Dr. Ramsey knows adversity, but he's even better acquainted with perseverance. He empowers us to look at the glass as half full as he discussed resilience from unexplored perspectives that reframes how people process every challenge and setback on the path to success. Told doctorate was a privilege not a right because he did not fit in. Sees things others don't see. Problem or opportunity. Bees third economic important livestock. Colony collapse. Verra destructor. Everyone overlooked a 1950s misquote. Dad's health helped with breakthrough. Get inside the problem.

CA Legislative Outreach:

- City received 6 responses to the Government Relations RFP. The review panel consisting of CA Oborn, Mayor Pro Tem Hizon, Councilmember Hoffmire, Parks and Recreation Director Smith, and Grants Administrator Horn held interviews with the top 3 on October 10. The panel recommendation is scheduled for City Council consideration on November 8.
- With support from State Senator Muzzall and State Representatives Paul and Shavers, staff was able to convince the State Department of Ecology to consider refinancing the City's five existing Clean Water State Revolving Fund (CWSRF) loans at the lower rate offered to new loans given the City's current hardship. Staff is also working on refinancing the City's \$25 million commercial bond with 3.43% interest callable in 2025 at the much lower CWSRF rate.

CA Community Support:

- Attended the September 27 Council of Government (COG) meeting which included discussion Port of South Whidbey Comprehensive Plan Update, the Comprehensive Economic Development Strategy (CEDS) review with Island County EDC), and legislative priorities.
- Attended the September 27 Island Regional Transportation Planning Organization (IRTPO) meeting which included selection of the Safe Streets and Roads for All consultant selection, CAPRON Brief, RTP action items and future endeavors.
- Along with the Mayor, attended the monthly Oak Harbor Chamber luncheon in support of Fire Chief's State of the Station presentation.

Communication/Information Technology

- See metrics attached.

Records Management:

- Public Records Officer and Executive Assistant to the City Administrator attended the Washington Association of Public Records Officers (WAPRO) conference in Lynnwood on October 19.
- A kick-off meeting of the City's Records Information Management (RIM) Committee was held on October 20. It is mandatory that each department have a delegate attend these quarterly meetings.

Economic Development (ED):

- See attached ED activities.

Special Event Permitting:

- Approved two permits; four applications are under review for 2023 events.

Board & Commission Current/Upcoming Vacancies:

- Historic Preservation Commission (1 position)
- Park Board (1 position)
- Salary Commission (2 positions & alternate)

DEVELOPMENT SERVICES

- A joint workshop of the City Council and Planning Commission is scheduled for October 24.
- Building staff processed 30 new home permit applications for Marin Woods subdivision.
- Received approvals for two subdivisions, and Angel de la Creatividad sculpture from the Hearing Examiner.
- Working with Economic Development Coordinator to formulate a vision for the Central Development Area (CDA).
- Drafting code revisions for updates to subdivisions and conditional use permit processes, as well as developing an updated flood control ordinance.
- Working with Island County to develop new countywide planning policies.

FINANCE

- Enterprise Resources Planning (ERP) Software Request for Proposals (RFP): Staff is in the process of evaluating vendor submittals and planning to bring a contract to City Council for approval in December.
- The State Auditor will be beginning the audit process for the 2022 financials later this month.

FIRE

- On Saturday, October 28 from 8 am to 4 pm, the department will be conducting a live fire training burn at 1250 SW Swantown Ave., the future site of new Fire Station 82. Travel will remain open in both directions; however, the westbound lane will be partially closed for emergency apparatus and personnel. Motorists should use caution in the area and seek alternative routes if possible.

HUMAN RESOURCES

- Open recruitments include Fitness Instructor, Police Officer, and Recreation Coordinator. Visit www.governmentjobs.com/careers/oakharbor for details.
- The City Employee All-Hands Meeting has been scheduled for November 2 and the annual Health & Wellness Fair will be on November 6.
- HR Director attended the Association of Washington Cities (AWC) Member Expo in Kennewick, WA on October 18 & 19. This conference is an opportunity for members of AWC's Member Pooling Programs to come together to gather, share, and learn how to maximize member benefits, programs, and services. The event provides networking opportunities and educational sessions featuring trends, prevention, safety, new laws and legal opinions.

PARKS AND RECREATION

Marina

- Congratulations to Alyce Henry on her promotion to Assistant Harbormaster.
- The annual fuel system inspection was performed by the WA Department of Ecology and passed without any findings or violations.
- Marina is being prepped for the cold/freezing weather by evacuating irrigation lines, winterizing equipment, and placement of ice melt buckets.
- Commercial and recreational crabbing is currently open through the end of the year, and the catch has been very good so far. Information on crab seasons and areas can be found online at <https://wdfw.wa.gov/fishing/shellfishing-regulations/crab>.

Parks

- The division is in the process of hiring a Parks Supervisor.
- Staff is getting bids for installation of playground chips in several parks.
- In process of hiring a contractor for the installation of the Smith Park historical sign.
- City Arborist Bob Bailey is in the process of replacing the downtown Christmas tree. The current tree will be removed on November 1 to make room for the new larger potted tree.

Senior Services

- Interviews are being scheduled with the top candidates for the Recreation Coordinator position.
- City of Oak Harbor quarterly activity guide is scheduled to debut with a first print at the end of December for first quarter 2024 programming.
- Recreation Manager Liz Lange attended the monthly meetings of the Park Board and Art Commission, as well as the respective sub-committees, to discuss programming for additional community input and involvement for future recreation programming.
- Senior Services Program Coordinator Carly Larsen attended the National Recreation and Park Association (NRPA) conference virtually. It was a great opportunity for her to keep current on trends in the parks and recreation field, grow her professional skillset, and obtain continuing education credits to renew her Certified Park and Recreation Professional certification (CPRP).
- Gifts of Connection for Seniors holiday gift program is happening again this year. The recipient application period is open from now until November 6, 2023.

POLICE

- National Prescription Drug Take Back Day is on October 28 and Oak Harbor residents can safely dispose of unneeded medications at the Police Department between 10 am and 2pm.

PUBLIC WORKS

- Work on the Central Development Area (CDA), also known as “the Triangle”, is ongoing. As part of the 2025 Comprehensive Plan the City will need to update our Water, Sewer, Transportation, Housing, and other plan components. Based on the direction of the new Mayor and Council, 2024 is shaping up to be a year focused on long-range planning. This is something that elected leaders, community members, stakeholders, and staff have recognized as an essential and critical need for our city.

Legislative Talking points for WCIA Members

Who is WCIA

Over 80% of all public entities use self-insurance risk pools for coverage of their liability risks. Risk pools in Washington State are all public entities themselves who use pooled public funds to provide coverage to their members. Risk pools are non-profits who work with their members to share and prevent risks that occur in communities. Washington Cities Insurance Authority (WCIA) is a risk pool made up of municipal entities across Washington State with over 165 members and exemplifies inter-governmental cooperation to contain costs for taxpayers.

The Current state of liability and the impacts to communities

The civil litigation environment is bad and getting worse for public entities in the State of Washington. Multimillion-dollar verdicts, also known as nuclear verdicts, were not common against public entities and were often awarded against large for profit private corporations. Over the last several years public entities have now been hit with nuclear verdicts. By way of example: The Washington State Supreme court decided that a verdict against the State for \$98.5 million was appropriate for the wrongful death of two children; A Spokane Jury Awarded over \$19 million to a deputy for a Defamation claim against the elected Sheriff; A Thurston County Jury awarded \$5.5 million against a transit agency for a minor vehicle accident involving two cars. All of these verdicts are funded utilizing taxpayer dollars. Additionally, the erosion of defenses and immunities once afforded to public entities have meant claims once dismissed are now costing millions of dollars. A court decision that further eroded the recreational immunity statute resulted in a county paying \$10 million on a claim that a few short years ago would have been dismissed outright.

Risk pools are shouldering millions of dollars of exposure that are being passed down to their members in terms of additional assessments. The additional costs mean that our community is diverting money from (Member should insert what they would divert from) to fund WCIA's assessment. Our pool relies on partnering with traditional insurance to provide further coverage above their self-funded \$4 million per loss. Those traditional insurance carriers are either refusing to write any coverage or doing so at significant costs. The future outlook is that our communities will have less coverage and will need to redirect money to cover losses rather than providing valuable services, programs and much needed maintenance (Member should insert what would happen to their community if they had to fund a multimillion dollar verdict). Even now cities are consulting bankruptcy attorneys on tort claims due to the potential for verdicts over current coverage.



Solutions

Cities need Legislators to oppose any efforts to expand tort law liability and/or the remedies available under tort law. If expansions are approved by the legislature, then the State should consider creating a fund to cover those costs. Cities and their risk pools cannot be expected to shoulder the staggering costs imposed by legislative changes. At a minimum that State should provide a reinsurance fund that risk pools and individual entities could utilize.

Tort reform for all public entities needs to be addressed and the balance restored between protecting harmed individuals with reasonable verdicts and appropriate defenses. Tort reform could include: caps on the amount of damages that can be collected against public entities (which is law in 33 States); reinstating immunities that have been eroded by the courts and amending the law on joint and several liability which incentivizes claims against public entities as deep pockets. WCIA would be happy to work with legislators to address this looming crisis and find solutions for cities to remain solvent and provide the services their communities need and desire.

Economic Development Coordinator Activities (October 12, 2023)

1. Leading the **Central Development Area** coordination. Holding semi-monthly planning meetings.
 - a. The overarching concept is:
 - b. Creating a comprehensive development plan for an older section of town that includes
 - i. The Marina, The Downtown District (OH Mainstreet), and our Midtown District
 - c. The plan is to combine those areas into a Central Development Area and create a unified vision for each of those areas that enables the City to meet the needs of its future, facilitate economic growth and increase the standard of living for our community
2. **CEDS** – actively involved in the development of the document
 - a. Representing the interests of Oak Harbor and North Whidbey
 - b. Coordinating with staff, NASWI, the Chamber of Commerce, and Oak Harbor Mainstreet Association
 - c. Collected and compiled SWOT inputs from city leadership and residents of Oak Harbor
3. **Broadband**
 - a. Attend the monthly broadband meetings as part of the Island County Broadband Action Team
 - b. Washington State Broadband Office will release their list of Project Areas that will also be put out for public comment in November
 - c. Working with grant coordinator to see if there is a grant to help with a gap analysis for Oak Harbor
 - d. Working with Ziplly Fiber and Whidbey Telecom to see where OH can assist with their broadband plans
4. **Professional Development Training** with the International Economic Development Council
 - a. Attended their **Economic Development Marketing and Attraction Course** and learned the fundamentals of developing and implementing a high-impact marketing and attraction plan.
 - b. Attended the **Economic Development Strategic Planning Course**. In this course we worked in small teams to understand the complexity and challenges of strategic planning
 - c. Attended the **Workforce Development Strategies Course**. We learned what programs currently leverage federal, state/ provincial, and local financial resources to support workforce development.
 - d. •Attended IEDC's webinar on "'Live, Work and Play:' Attracting and Retaining Tomorrow's Talent." Great webinar full of information and strategies on how to tackle today's changing workforce.
 - e. Registered for the **Real Estate Development and Reuse course (11/2-3)**
 - f. Registered for the **Business Retention and Expansion course (12/7-8)**
5. **Economic Education Campaign** – presented *How Local Economies Work* to
 - a. Development Services and Admin Staff
 - b. Presented to Sunrise Rotary

- c. Presented to Rotary
 - d. Presented to Business Builder audience at the Chamber
 - e. Working with other groups to schedule time to present
6. **Business Development** – a component of Economic Development
- a. Beginning in August 2023, in conjunction with the **Chamber, Mainstreet, and the City** I began doing monthly business and leadership seminars to help companies build more skills to better run their businesses
 - b. •Held first seminar 10 Aug on how to differentiate your business
7. **Networking** – have made connections with the following organizations
- a. Sharon Sappington, Executive Director, EDC, Island County (already had that connection)
 - b. Brian Tyhuis, NASWI, Community Planning & Liaison Officer
 - c. James Davis - Kitsap Economic Development Alliance
 - d. Sarah Cho - Economic Development and Marketing Manager - Stanwood, WA
 - e. Diane Kamionka, Executive Director, Northwest Innovation Resource Center, Bellingham, WA
 - f. Cara Buckingham - Economic Alliance of Snohomish County
8. **Workforce Development** – Have begun discussions with:
- a. Dave Paul twice to talk about how to tackle the workforce problem
 - b. Grand Canyon University
 - c. Established an MOU with WorkSource to partner with on the workforce challenges
9. **Affordable Housing** – Beginning the building of a coalition
- a. Have met with Habitat for Humanity to begin discussions
10. **Economic Development Strategic Plan**
- a. All of the above initiatives and the dozens of other activities I’m conducting are all part of the development of our Economic Development Strategy.



City Administrator's Report October 25, 2023

Mayor/Executive Department

Reporting Period September 1- September 30, 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	5,867	5,914		
Police Dept.	9,642	9,985	10,113	10,146	10,316	10,360	10,524	10,567	10,630		
Fire Dept.	2,930	2,952	2,985	2,995	3,009	3,034	3,076	3,166	3,221		
Marina	1,674	1,682	1,690	1,692	1,707	1,713	1,721	1,726	1,729		
The Center	1,147	1,165	1,193	1,202	1,235	1,241	1,258	1,272	1,308		
Instagram											
City	1,334	1,383	1,396	1,425	1,426	1,431	1,441	1,450	1,490		
Marina	186	187	194	197	202	205	212	214	217		
Twitter											
City	186	192	200	199	204	211	219	222	227		
Police Dept.	109	115	117	117	117	114	116	114	117		
Fire Dept.	912	916	912	911	909	907	909	907	908		
YouTube											
City	326	328	341	343	347	348	348	348	351		
LinkedIn											
City	580	590	613	616	626	632	640	645	652		

Communication Projects

- West Whidbey Avenue updates
- City News in Utility Bills
- Advisory Board agenda notices and meeting videos
- Labor Day office closure
- Sharing various community events

Press Releases

- 3 press releases/spotlights on the city website
- 3 Council agenda notifications and 2 meeting recaps
- 3 responses to reporter questions

Electronic Sign (E-Sign)

- 9 messages draft/published

City Website (Google Analytics)

Page	Page Views										
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Dec
Activating and Stopping Utility Service							178	207	194		
Agenda Center							569	611	541		
Bid Postings							312	432	306		
Boards and Commissions							100	139	75		
Building Division							176	162	113		
Calendar							506	589	311		
Current Job Openings							183	301	245		
Electronic Payments (ePayments)							1,606	1,636	1,506		
EPayment Center							5,693	5,897	5,882		
Events							172	127	187		
FAQs							319	435	305		
Fire Department							224	179	166		
Firework Regulations							511	7			
Form Center							5,443	5,785	5,113		
Fuel Dock							833	696	491		
GIS Mapping							103	155	135		
Incident Map							213	441	414		
Map of Marina							590	422	232		
Marina							1,668	1,276	895		
Moorage Rates							311	301	242		
My Account							1,750	1,786	1,621		
National Night Out							320	320	8		
News Flash							652	1,371	477		
Oakharbor.gov							9,177	10,122	8,648		
Parks and Recreation							656	614	446		
Passport Services							356	374	303		
Pay Utility Bill Online							1,580	1,770	1,649		
Police Department							499	441	499		
Public Works							190	212	167		
Residential Garbage							264	264	177		
Recycle							161	155	105		
Senior Services							541	503	598		
Search							1,387	1,395	549		
Shipwreck Shores Splash Park							403	267	67		
Special Event Permitting							51	57	27		
Staff Directory							1,350	1,492	1,335		
Your Government							170	216	172		
Windjammer Park							763	702	225		
West Whidbey Avenue							97	41	110		

Information Technology

Projects

Some of the projects the City IT Team worked on include:

- Human Resources roll-out of Eden Web Portal system access
- Enterprise Resource Planning software vendor presentations and scoring
- Continuing to work on two-step authentication for all staff as well as
- Tokay rollout
- Monthly cybersecurity training for staff

Cyemptive Tickets

Facility	Total Tickets	Cancelled	Duplicate	Resolved	Pending
City Hall	461	3	5	437	16
Clean Water Facility	5			2	3
Fire	9			8	1
Marina	4			2	2
Police	12			10	2
Public Works	2			1	1
Total	493	3	5	460	25

Non-Cyemptive Tickets

The following items are handled internally by City staff with Administrator access:

- Four - RingCentral
- Two – Microsoft update information for contact in Outlook

Records Management

- Public Records Officer Alanna Lake applied has met the training requirements and applied for Washington Association of Public Records Officers (WAPRO) certification.
- Creating a job manual for the Public Records Officer position.
- Researching companies to provide text archiving with the Central Services Manager and Communications/IT Manager.
- Drafted seven policies related to Records.
- Finalizing staff Public Records training video.
- First RIM Committee meeting is scheduled for October 20.

Records Retention

- Completed 20 hours of records retention for the Public Works Department.
- Labeled 369 contract files in City Clerk file room.
- Dispositioned
 - 11 larger files in the City Clerk file room.
 - 3 boxes of files for the City Administrator.
 - 2 boxes of files for the Mayor.
 - 9.5 boxes from Development Services.
- Destroyed 1998-2018 outdated newsletters, training materials, and forms that are no longer needed.
- Destroyed 760 electronic files (secondary copies/outdated forms) that are no longer needed.
- Destroyed 10 civil files that were obsolete/no longer needed.

Boards, Commissions, and Committees

- Updating bylaws and ordinances:
 - Drafted Boards, Commissions, and Committees Comparison tables.
 - Drafted Park Board Ordinance – OHMC 2.30
 - Drafted Park Board Bylaws
 - Drafted Marina Advisory Committee Ordinance – OHMC 2.39
 - Drafted Uniform Policies for Boards, Commissions, and Committees Ordinance – OHMC 2.65
- Attended and prepared meeting minutes for the Park Board, Marina Advisory Committee, and Arts Commission meetings.

Public Record Requests

The Public Records Officer had 7 requests in process during September:

- 3 Pending
- 2 Completed
- 2 No Records Exist
- 0 Withdrawn
- 0 Not a Public Records Request



City Administrator's Report

October 25, 2023

Development Services Department: Development Projects

Updated as of: 10/13/2023

Project Information						Review Status	
Project Phase	Type	Project Name	Project Location	Project Description	Permits/Project number	Waiting Response from:	Comments
Pre-App Review	Residential	Bayview Townhomes	SR 20 & SW 19th Ct	64 unit multifamily	2306-0038	Other	Pre app complete, staff expecting site plan soon. Last update 10-3-2023.
Pre-App Review	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	Other	Pre app complete, staff expecting site plan soon. Last update 10-3-2023.
Pre-App Review	Residential	Crager Short Plat	760 SW 29th Place	Creation of 9 lots intended for residential construction of single family homes	2308-0048	Other	Staff/Applicant meeting completed 9-19-2023.
Pre-App Review	Commercial	Goldie Rd Industrial	R13326-150-1970	6 industrial use buildings	2306-0030	Other	Pre app complete, staff expecting site plan soon. Last update 10-3-2023.
Pre-App Review	Commercial	Oak Harbor Coffee	31405 SR 20	Coffee Drive-thru	2309-0057		Staff applicant meeting complete on 10-10-2023. Last updated 10-13-2023.
Pre-App Review	Commercial	Whidbey Island Bake Shop	31775 SR 20 Unit B-2	Bakery/Café with dine in seating	2308-0049	Other	Staff/Applicant meeting completed 9-19-2023. Awaiting CUP application
Pre-App Review	Mixed-Use	Pioneer Landing	601 SE Pioneer Way	1 Commercial building and 2 residential buildings, 16 units total	2309-0055		Staff applicant meeting complete on 10-10-2023. Last updated 10-13-2023.
Land Use Review	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. Last update 10-3-2023
Land Use Review	Residential	Crosby Villa Binding Site Plan	1030 Crosby Ave	4 apartment buildings/62 units	2212-0099	Applicant	Waiting for final resubmittals. Last update 10-3-2023.

Development Services Department: Development Projects

Updated as of: 10/13/2023

Project Information						Review Status	
Project Phase	Type	Project Name	Project Location	Project Description	Permits/Project number	Waiting Response from:	Comments
Land Use Review	Residential	Galleon Townhomes	1060 E. Whidbey Ave	Boundary line adjustment for construction of 3 unit townhome building on each lot.	2307-0045	Staff	Staff reviewing revisions that were submitted 9-21-2023. Last update 10-3-2023.
Land Use Review	Residential	Ridgeway Heights	R13210-364-1400, intersection of SW 24th and Ridgeway Dr	4.83 acres, 28 single family detached homes	2303-0014	Staff	Approved by Hearing Examiner on 9-26-2023. Under Civil plan review. Last update 10-3-2023.
Land Use Review	Residential	Shaan Ridge	2000 NE 10th Ave	Development of a 29 lot residential subdivision	2302-0006	Applicant	Approved by Hearing Examiner on 9-26-2023. Civil Plans submitted 10/9
Land Use Review	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, working with them on minor revisions and resubmittals. Last update 10-3-2023.
Land Use Review	Commercial	Assisted Living Facility	165 SW 6th Ave	Summer Hill Assisted Living Facility transfer of Conditional Use permit.	CUP 2306-0040	Other	Approved by Hearing Examiner on 9-26-2023.
Land Use Review	Commercial	Childcare Center	1162 SW Fort Nugent	Childcare Center transfer of Conditional Use permit.	CUP 2306-0041		Approved by Hearing Examiner on 9/19/2023. Second CUP submitted as of 10-1-2023. (see below)
Land Use Review	Commercial	The Vet's Animal Hospital	61 SE 11th Ave	Small addition and minor remodeling	2309-0059	Applicant	Waiting on fee payment from applicant. Last updated 10-13-2023.
Land Use Review	Public Facility	Angel de la Creatividad	Flintstone Park	37' tall sculpture	Shoreline Variance 2306-0032, CUP 2306-0039, Site Plan 2305-0028, Shoreline Variance 2306-0032		Approved by Hearing Examiner 10/6/23.
Land Use Review	Public Facility	OHFD Fire Station #2	1250 SW Swantown Ave	Fire Station	2305-0027	Applicant	Conditional Use approved, awaiting Site Plan application. Last update 10-3-2023.
Land Use Review	Commercial	Childcare Center	1162 SW Fort Nugent	Childcare Center Expansion by adding new building into existing lot.	CUP 2309-0060	Staff	Waiting on staff to deem technically complete. Last update 10-5-2023.

Development Services Department: Development Projects

Updated as of: 10/13/2023

Project Information						Review Status	
Project Phase	Type	Project Name	Project Location	Project Description	Permits/Project number	Waiting Response from:	Comments
Engineering Review	Residential	Bayview Vista	SE corner of SE Barrington Dr and SE Ely Street	48 residential units with parking	2301-0027-CIV, 2301-0011-NEWC, 2212-0483-GRD	Applicant	Waiting for applicant to provide contractor information before civil permits can be approved. Building dept reviewing resubmittal for 2301-0011-NEWC. Last update 10-03-23.
Engineering Review	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	Applicant	Waiting on applicant, Island County, to find contractor. Last update 10-3-2023.
Engineering Review	Commercial	Gentle Dental	751 SE Barrington Dr	Remodel of existing dental clinic	SIT-19-06	Applicant	Pay for civil permits, arrange meeting with Jack. Last update 10-3-2023.
Building Construction	Residential	2910 SW Scenic Heights	2910 SW Scenic Heights	Final plat for 11 lots with single-family homes.	2207-0052		Plat Recorded 7-31-2023. Project under construction. Last update 10-3-2023.
Building Construction	Residential	Barrington Oaks Cottages	476 SE Barrington Drive	7 single family lots. Proposed new construction of 7-unit residential development which will contain five standalone 2-story cottages and one duplex unit. Access will remain from SE Barrington Drive.	Variance VAR-21-01 Site plan SIT-21-01 Civil CIV-21-02 Landscape PLN-20-02 SEPA checklist SEP-21-01 Transportation concurrency TRC-21-01 Pre-application PRE-20-05		Building work underway. Last update 10-3-2023.
Building Construction	Residential	Cedar Hill	1851 NW Crosby Avenue	28 lot plat including new internal roads, frontage improvements, utility extensions, stormwater facilities and open space	2204-0027		Under Construction, last update 10-3-2023.
Building Construction	Residential	Crosby Trace	1070 N. Oak Harbor Road R13335-390-0580	Proposal includes 10 buildings with a total of 37 units.	Revised Site Plan SIT-16-08 Revised Civil Plan CIV-16-11 Irrigation/Landscape Plan PLN-16-18 Traffic impact analysis Stormwater Site Plan	Other	Site work underway. Building permits awaiting responses from builder. Last update 10-3-2023.

Development Services Department: Development Projects

Updated as of: 10/13/2023

Project Information						Review Status	
Project Phase	Type	Project Name	Project Location	Project Description	Permits/Project number	Waiting Response from:	Comments
Building Construction	Residential	Hillside Preliminary Plat PRD	31141 SR 20, R13203-100-3510 R13203-118-3940 R13203-180-3781 R13203-237-3701 R13203-248-3931	192 Single Family Lots	Preliminary Plat PPL-18-01 Preliminary PRD PLN-18-30 Landscape PLN-18-29 SEPA SEP-18-09 Transportation Concurrency TRC-18-2 Land Clearing LND-18-02	Other	Site work underway. Staff working on request for RVs for worker housing on site. Draft code change underway for allowing temporary R.V.s. Last updated 10-10-2023.

Development Services Department: Development Projects

Updated as of: 10/13/2023

Project Information						Review Status	
Project Phase	Type	Project Name	Project Location	Project Description	Permits/Project number	Waiting Response from:	Comments
Building Construction	Commercial	545 Ault Field Rd	545 Ault Field Rd	Construct 2 storage and light industrial buildings	2205-0030		Permits issued, under construction. Last update 10-3-2023.

LAMA Monthly Permits Report

Issued Date: September 2023

Issued	Type	Number	Fees
Single Family Residential			
09/01/2023	Mechanical	2309-0566-MEC	\$ 53.50
09/05/2023	Plumbing	2308-0555-PLM	\$ 27.00
09/05/2023	Roof	2309-0569-ROOF	\$ 31.50
09/07/2023	Stormwater	2211-0424-STM	\$ 0.00
09/07/2023	Water Service	2212-0449-WAT	\$ 2,263.00
09/07/2023	Grading	2212-0450-GRD	\$ 440.25
09/07/2023	Sewer Service	2212-0448-SEW	\$ 3,395.00
09/11/2023	Mechanical	2309-0584-MEC	\$ 38.50
09/11/2023	New Building	2307-0427-NEWC	\$ 16,963.69
09/11/2023	New Building	2307-0433-NEWC	\$ 15,826.69
09/11/2023	New Building	2307-0450-NEWC	\$ 15,928.01
09/12/2023	Plumbing	2308-0548-PLM	\$ 32.00
09/12/2023	Plumbing	2308-0547-PLM	\$ 32.00
09/13/2023	Mechanical	2309-0593-MEC	\$ 34.50
09/13/2023	Mechanical	2309-0568-MEC	\$ 34.50
09/14/2023	New Building	2307-0432-NEWC	\$ 14,981.69
09/14/2023	New Building	2306-0410-NEWC	\$ 14,952.81
09/14/2023	New Building	2306-0411-NEWC	\$ 15,674.93
09/14/2023	New Building	2307-0456-NEWC	\$ 15,674.93
09/14/2023	Alteration	2309-0508-REN	\$ 277.86
09/15/2023	Mechanical	2309-0602-MEC	\$ 38.50
09/15/2023	Mechanical	2309-0605-MEC	\$ 34.50
09/18/2023	Alteration	2309-0580-REN	\$ 351.76
09/18/2023	Alteration	2308-0549-REN	\$ 213.16
09/19/2023	Mechanical	2309-0609-MEC	\$ 39.50
09/20/2023	Mechanical	2309-0612-MEC	\$ 38.50
09/20/2023	Roof	2309-0613-ROOF	\$ 259.36
09/20/2023	Right-of-Way / Excavation	2307-0434-ROW	\$ 58.00
09/20/2023	Civil Plan Review	2209-0240-CIV	\$ 0.00
09/22/2023	Right-of-Way / Excavation	2307-0474-ROW	\$ 92.00
09/22/2023	Right-of-Way / Excavation	2309-0577-ROW	\$ 58.00
09/22/2023	Right-of-Way / Excavation	2308-0493-ROW	\$ 58.00
09/25/2023	Mechanical	2309-0615-MEC	\$ 38.50
09/26/2023	Mechanical	2309-0622-MEC	\$ 88.50
09/26/2023	Mechanical	2309-0624-MEC	\$ 49.50
09/26/2023	Mechanical	2309-0625-MEC	\$ 34.50
09/28/2023	Mechanical	2309-0635-MEC	\$ 38.50
09/28/2023	Mechanical	2309-0630-MEC	\$ 38.50
Totals			\$118,191.64

LAMA Monthly Permits Report

Issued Date: September 2023

Issued	Type	Number	Fees
Single Family Attached			
09/29/2023	Plumbing	2309-0638-PLM	\$ 27.00
Totals			\$27.00

Multi-Family			
09/18/2023	Right-of-Way / Excavation	2309-0604-ROW	\$ 86.00
09/20/2023	Right-of-Way / Excavation	2309-0571-ROW	\$ 58.00
09/22/2023	Right-of-Way / Excavation	2309-0578-ROW	\$ 58.00
09/22/2023	Right-of-Way / Excavation	2308-0524-ROW	\$ 92.00
Totals			\$294.00

Office/Bank/Professional			
09/05/2023	Range Hood Suppression	2303-0180-HOOD	\$ 110.00
09/08/2023	Sign	2308-0560-SIGN	\$ 276.25
09/11/2023	Fire Alarm	2309-0567-FIRA	\$ 175.00
09/15/2023	Right-of-Way / Excavation	2307-0484-ROW	\$ 58.00
09/18/2023	Civil Plan Review	2303-0179-CIV	\$ 0.00
09/19/2023	Tenant Improvement	2309-0594-TENI	\$ 324.06
09/19/2023	Occupancy	2309-0597-COO	\$ 32.00
09/19/2023	Sign	2308-0545-SIGN	\$ 104.03
09/20/2023	Plumbing	2309-0598-PLM	\$ 117.25
09/20/2023	Right-of-Way / Excavation	2307-0440-ROW	\$ 58.00
09/22/2023	Right-of-Way / Excavation	2309-0575-ROW	\$ 58.00
09/26/2023	Occupancy	2309-0607-COO	\$ 32.00
Totals			\$1,344.59

Retail			
09/01/2023	Temporary Use	2308-0558-TEMP	\$ 28.00
09/05/2023	Occupancy	2211-0399-COO	\$ 32.00
09/14/2023	Occupancy	2309-0576-COO	\$ 32.00
09/14/2023	Occupancy	2308-0504-COO	\$ 32.00
09/19/2023	Occupancy	2308-0537-COO	\$ 32.00
09/20/2023	Alteration	2308-0536-REN	\$ 220.08
09/26/2023	Sign	2308-0554-SIGN	\$ 54.55
09/26/2023	Sign	2308-0532-SIGN	\$ 66.80
Totals			\$497.43

Restaurant			
09/26/2023	Sign	2308-0507-SIGN	\$ 63.75
Totals			\$63.75

LAMA Monthly Permits Report

Issued Date: September 2023

Issued	Type	Number	Fees
Amusement/Recreation			
09/14/2023	Occupancy	2308-0539-COO	\$ 32.00
09/18/2023	Temporary Use	2307-0479-TEMP	\$ 28.00
Totals			\$60.00

Industrial			
09/08/2023	Right-of-Way / Excavation	2306-0420-ROW	\$ 58.00
09/21/2023	Sewer Service	2207-0180-SEW	\$ 1,772.00
09/22/2023	Sewer Service	2309-0603-SEW	\$ 92.00
Totals			\$1,922.00

Grand Total Permits:

\$122,400.41

OAK HARBOR FIRE DEPARTMENT INCIDENT RESPONSE



MAJOR INCIDENT TYPE	SEPTEMBER		2023		2022	
	COUNT	% OF TOTAL	COUNT	% OF TOTAL	COUNT	% OF TOTAL
Fires	4	3%	8	6%	8	6%
Overpressure rupture (No Fire)	1	1%	0	0%	0	0%
Rescue & Emergency Medical Service	68	51%	73	54%	73	54%
Hazardous Condition (No Fire)	4	3%	1	1%	1	1%
Service Call	23	17%	30	22%	30	22%
Good Intent Call	8	6%	2	1%	2	1%
False Alarm & False Call	25	19%	20	15%	20	15%
Severe Weather & Natural Disaster	0	0%	0	0%	0	0%
Special Incident Type	0	0%	0	0%	0	0%
TOTAL CALLS FOR SEPTEMBER	133	100%	134	100%	134	100%

YEAR TO DATE (JANUARY - SEPTEMBER)	2023		2022	
	COUNT	% OF TOTAL	COUNT	% OF TOTAL
Fires	47	3.65%	45	4.24%
Overpressure rupture (No Fire)	4	0.31%	5	0.47%
Rescue & Emergency Medical Service	601	46.73%	507	47.79%
Hazardous Condition (No Fire)	24	1.87%	28	2.64%
Service Call	322	25.04%	220	20.74%
Good Intent Call	88	6.84%	87	8.20%
False Alarm & False Call	189	14.70%	155	14.61%
Severe Weather & Natural Disaster	0	0.00%	5	0.47%
Special Incident Type	11	0.86%	9	0.85%
TOTAL CALLS: YEAR TO DATE	1286	100%	1061	100%

21.21% (% of inc/dec over previous year)



City Administrator's Report 10/25/2023

Finance - Utility Department

Reporting Period September 1st- September 30th, 2023

of Accounts per Utility

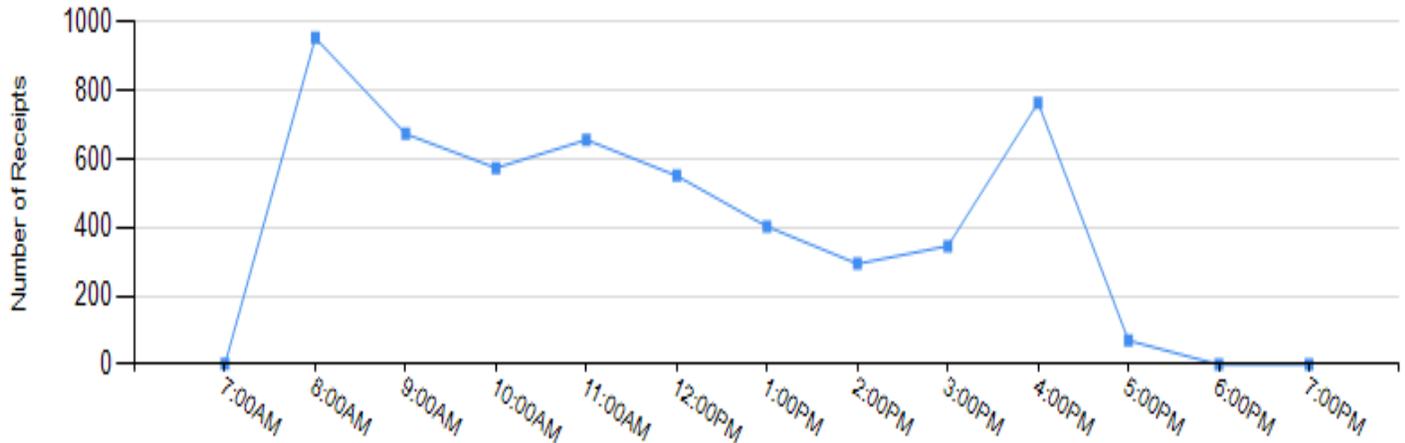
Water	6576
Garbage	6265
Sewer	6333
Storm Drain	6355

of delinquent accounts

864

Total receipt volume report

Hourly Receipt Volume



7:00AM to 8:00AM	2
8:00AM to 9:00AM	953
9:00AM to 10:00AM	673
10:00AM to 11:00AM	574
11:00AM to 12:00PM	656
12:00PM to 1:00PM	551
1:00PM to 2:00PM	403
2:00PM to 3:00PM	294
3:00PM to 4:00PM	346
4:00PM to 5:00PM	764
5:00PM to 6:00PM	70
6:00PM to 7:00PM	0
7:00PM to 8:00PM	0
Total Receipt Volume	5286



City Administrator's Report October 25, 2023

Human Resources Department

Reporting Period September 1 - September 30, 2023

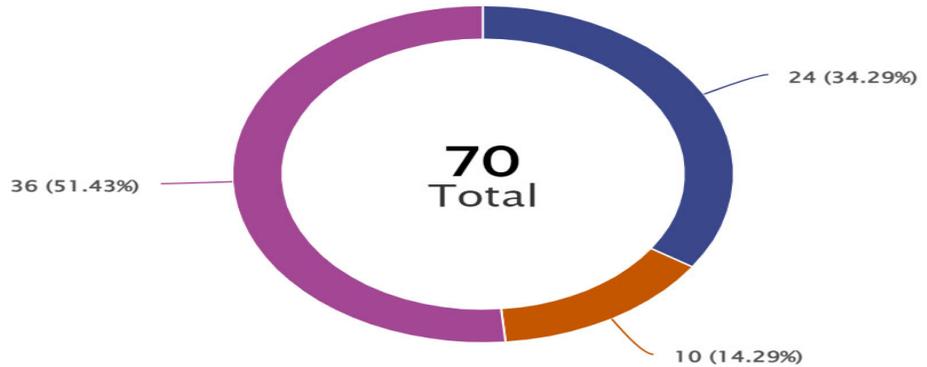
Performance Management

Active Evaluation

- Approval
- Rating
- Before Ratings
- Draft

54

Evaluations Past Due Date



Recruitment (monthly view for the month of September 2023)

Class Spec Title	Average Views	Average Applicants	Avg. Conversion Rate
Fitness Instructor	871	1	0.1%
Police Officer	1042	8	0.7%
Recreation Coordinator	2164	33	1.5%
Assistant Harbormaster	25	1	4.0%
Wastewater Treatment Plant Operat...	69	43	62.3%
Accounting Assistant - Cashier	35	50	142.8%

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

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

Job Posting Views & Conversion (last 3 months)

July 01, 2023 – September 30, 2023

Total Jobs: 22



Month	Conversion Rates	Application per Job
July-23	1.19%	8.83
August	1.45%	17.11
September	0.92%	7.71

Time period	Average # of Views	Number of Jobs	Average Applications per Job	Conversion Rate
July-23	739.67	6	8.83	1.19%
August	1182.89	9	17.11	1.45%
September	838.14	7	7.71	0.92%

Time to Hire Metrics and Benchmarking Data

Recruitments Open Until Filled (continuous)

Your organization is taking **14 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.

Recruitments with Open & Closed dates (non-continuous)

Your organization is taking **83 days less** than your peers on an average to hire a candidate.



PEER ORGANIZATIONS [View More](#)

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

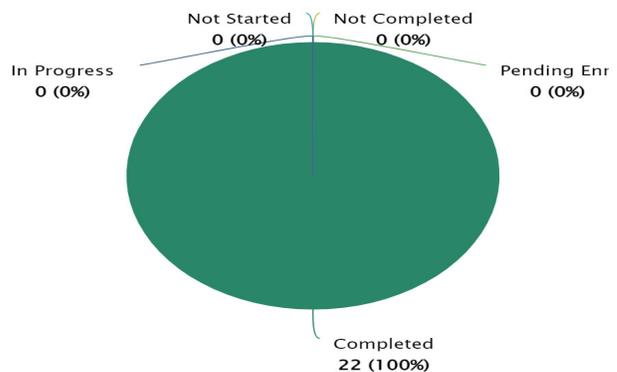
Staffing Changes - Hires, Promotions, Transfers, & Separations

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

Croucher, Dustin, promotion from Parks Specialist II to Water Specialist III, effective September 1st
 Juhl, John, new employee Storm Drain/Wastewater Collections Specialist I, effective September 1st
 Freer, Jeremy, new employee Streets Specialist II, effective September 5, 2023
 Richard, Brenna, end of seasonal assignment, Seasonal-Parks, effective September 15th
 Schofield, Kieren, end of seasonal assignment, Seasonal-Parks, effective September 15th
 Parker, Jesseray, new employee WWTP Operator-in-Training (OIT), effective September 18th
 Cook, London, separation from employment, Paid-on-Call Firefighter, effective September 22nd
 Gleghorn, Toby, separation from employment, WWTP Operator II, effective September 29th
 Smith, Richard "Dick", end of seasonal assignment, Seasonal-Marina, effective September 30th

Training - Learning Management System, Course Activity

TOTAL Enrollments	22
Courses not started	0
Courses in-progress	0
Courses not completed	0
Courses completed	22



Wellness Committee & WellCity Standards

The Wellness Committee monthly meeting was canceled on September 14, 2023.
 HR Director, Emma House, will be representing the City at the AWC Member Expo in October 2023.
 The Wellness Committee Health & Wellness Expo will be held on November 6, 2023.

Workers' Compensation (Safety)

The Central Safety Committee quarterly meeting was held on August 31, 2023.

Reported to Human Resources for September 2023:

Accidents or Injuries	0
Incidents or Near Misses	1
Exposures	0

Staffing Summary

Employee workforce summary based on employment status.

Totals as of August:	<u>171</u>
Temporary/Seasonal	2
Paid on Call Firefighters	23
Elected Officials	8
Part-Time	4
Full-Time	134

2023 Staff Anniversary Service Award Recognitions

Employee Last Name	First Name	Years	Position	Anniversary Date
BOOTH	HENRY	2	PAID ON CALL FIREFIGHTER	09/03/2023
SCHROER	PAUL	29	FIRE CAPTAIN	09/06/2023
KRYSINSKI	MATT	9	POLICE SERGEANT	09/08/2023
LINDENBERG	RAY	9	SENIOR PLANNER	09/08/2023
SY	FRANCIS	5	PAID ON CALL FIREFIGHTER	09/10/2023
MERO	JOSE	2	PAID ON CALL FIREFIGHTER	09/13/2023
SABEY	COLE	2	PAID ON CALL FIREFIGHTER	09/13/2023
VONDOOM	JULES	2	PAID ON CALL FIREFIGHTER	09/13/2023
JAMESON	KEITH	25	LEAD SD/WWC	09/14/2023
KLASZKY	ED	14	FIRE LIEUTENANT	09/14/2023
BRADLEY	DILLON	3	PAID ON CALL FIREFIGHTER	09/14/2023
CEASER	SEBASTIAN	3	PAID ON CALL FIREFIGHTER	09/14/2023
HANCOCK	CHRISTOPHE	3	PAID ON CALL FIREFIGHTER	09/14/2023
IRBY	TAYLOR	3	PAID ON CALL FIREFIGHTER	09/14/2023
HERRERA	CLAIRE	9	POLICE OFFICER	09/16/2023
MOSES	MARQUISE	4	POLICE OFFICER	09/16/2023
MERRILL	RAY	34	FIRE CHIEF	09/18/2023
ANDERSON	CRAIG	32	FIRE CAPTAIN	09/19/2023
GILBERT	MICHAEL	6	SD/WWC SPECIALIST II	09/21/2023
JANSEN	DWAYNE	43	PAID ON CALL FIREFIGHTER	09/22/2023

City Administrator's Report

October 25, 2023

City Attorney Services

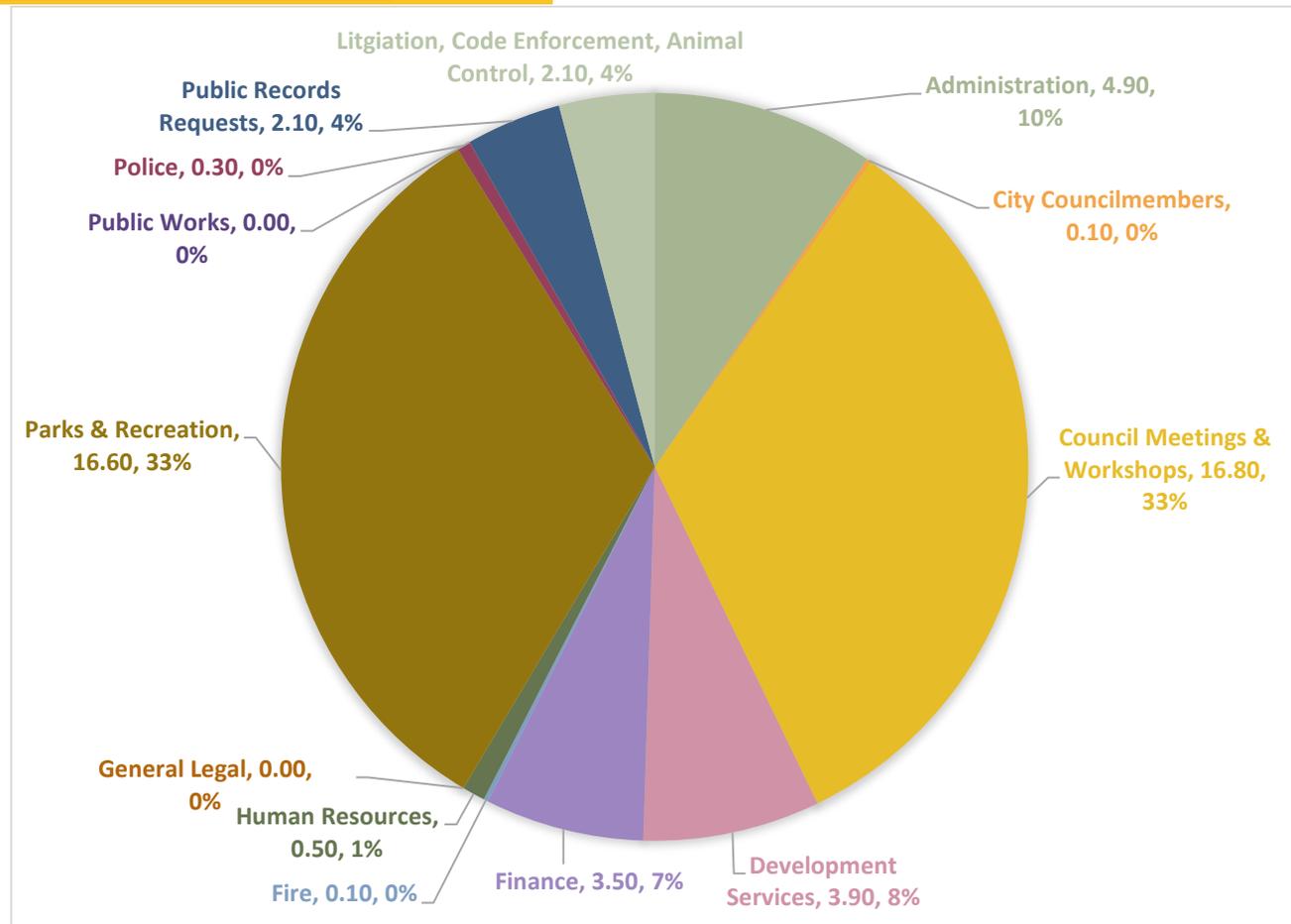
Reporting Period September 1-30, 2023

City Attorney General Advice, Public Records Requests & Litigation

Breakdown by
Department/Service
(hours, percentages)

Total Hours 50.9

Fees & Expenses \$13,793.61





OAK HARBOR POLICE DEPARTMENT SEPTEMBER 2023

CLASSIFICATION	CALLS
CALLS FOR SERVICE	1,021
MISDEMEANOR ARRESTS	50
FELONY ARRESTS	12
INFRACTION TRAFFIC	30
CRIMINAL TRAFFIC	7
ASSIST PUBLIC	98
BURGLARY	6
CIVIL	14
COURT ORDER VIOLATION	8
DEATH INVESTIGATION	0
DISORDERLY/TRESPASS/MENTAL HEALTH	86
DOMESTIC VIOLENCE	37
RAPE	2
SUICIDE THREAT	13



City Administrator's Report October 25, 2023

Recreation Division

Reporting Period September 1-30, 2023

Membership at The Center

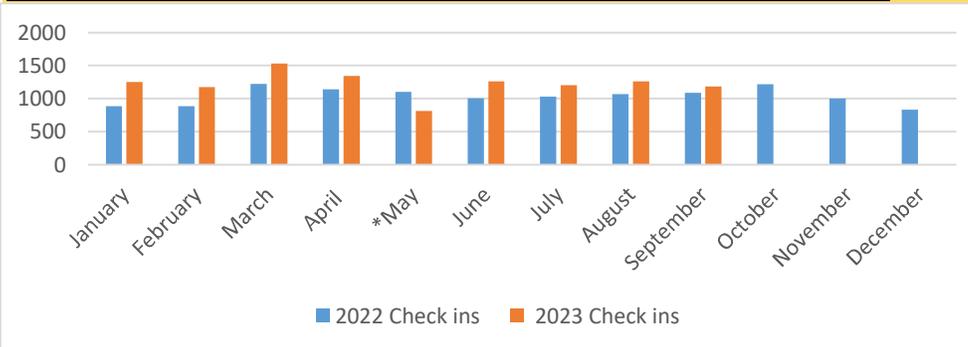
September	981
Prior Month	968

Passport Services



	<u>Passports Accepted</u>		<u>Passport Photo</u>	
	Count	Revenue	Count	Revenue
YTD	832	\$ 29,120	1019	\$ 12,228
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 September

The following Park and Recreation facilities are available for the public to rent.

	August Bookings	August Revenues	September Bookings	September Revenues
Fort Nugent Park	21	\$ 525.00	11	\$ 275.00
Catalina Park	1	\$ 25.00	1	\$ 25.00
Flinstone Park	0	\$ -	1	\$ 25.00
Windjammer Park	42	\$ 2,700.00	20	\$ 900.00
The Center in Oak Harbor	4	\$ 716.00	4	\$ 436.00

City Administrator's Report

October 25, 2023



PUBLIC WORKS DEPARTMENT

Reporting Period September 1 - September 30, 2023

<u>PARKS</u>	<u>UNITS</u>	<u>QUANTITY</u>	<u>COMMENTS</u>
Digital Board Banners	Each	7	
Facility Rentals	Each	37	
<u>STREETS</u>	<u>UNITS</u>	<u>QUANTITY</u>	<u>COMMENTS</u>
Tree/Brush Trimming/Weeding ROW/Debris Pickup	Hours	108.00	
Sign Fabrication/Repair/Installation/Cleaning	Hours	11.00	
Special Events/Main Street	Hours	48.00	
Pedestrian and Signal/School Flashers/In Road Inspections	Hours	49.00	
Patching/Pothole Repair/Shoulders	Hours	4.00	
Sidewalk Grinding and Repair	Hours	0.00	
<u>WATER</u>	<u>UNITS</u>	<u>QUANTITY</u>	<u>COMMENTS</u>
Gallons Processed	Gallons	45,130,917	
Gallons Produced (Wells)	Gallons	1,593,734	
Average Gallons Consumed/Day	Gallons	1,504,364	
Water Service Requests	Each	282	
After Hour Call Outs	Each	12	
Meter Register Change Outs	Each	121	
Samples (Coliform)	Each	25	
Samples (Chlorine, PH, Temp)	Each	69	
Average Chlorine Residual	mg/L	0.81	
Utility Locates	Each	84	
Water Main Leaks	Each	2	
<u>CLEAN WATER FACILITY</u>	<u>UNITS</u>	<u>QUANTITY</u>	<u>COMMENTS</u>
DMR Flow	Million Gallons	50.28	



PUBLIC WORKS DEPARTMENT

Reporting Period September 1 - September 30, 2023

NPDES Permit Compliant	Yes/No	yes	
Nutrient Permit DMR OK	Yes/No	yes	
Bio-Solids	Dry Tons	30.96	
<u>METRIC</u>			
<u>WASTEWATER COLLECTIONS/STORM DRAIN</u>	<u>UNITS</u>	<u>QUANTITY</u>	<u>COMMENTS</u>
Catch Basin Inspections	Each	483	
Street Sweeping	Hours	356	Sweeper Miles
Grease Traps Inspections	Hours	15	
Storm Water Inspections	Hours	51	
Source Control Inspections	Hours	43	
<u>SOLID WASTE</u>	<u>UNITS</u>	<u>QUANTITY</u>	<u>COMMENTS</u>
Solid Waste Collection-Residential	Tons	341.93	
Solid Waste Collection-Commercial	Tons	418.15	
Yard Waste Collection	Tons	62.89	
Recycling Collection	Tons	91	
Residential Requests for Large Item Pickup or Special Requests	Yards	0.00	
<u>EQUIPMENT RENTAL</u>	<u>UNITS</u>	<u>QUANTITY</u>	<u>COMMENTS</u>
Unleaded Fuel	Gallons	2374	
Diesel Fuel	Gallons	3474	
Average Cost of Unleaded	Per Gallon	\$4.13	
Average Cost of Diesel	Per Gallon	\$4.79	
Number of Vehicles in Fleet	Each	106	
Number of Equipment in Fleet	Each	164	
<u>EQUIPMENT RENTAL REPLACEMENTS</u>	<u>UNITS</u>	<u>QUANTITY</u>	<u>COMMENTS</u>
Number of Replacements Completed	Each	1	
<u>TECH FUND</u>	<u>UNITS</u>	<u>QUANTITY</u>	<u>COMMENTS</u>
Number of Replacements Completed	Each	2	
<u>SHOP FACILITY</u>	<u>UNITS</u>	<u>QUANTITY</u>	<u>COMMENTS</u>
Labor Pool at City Hall	Hours	33.50	
Labor Pool at Police Department	Hours	1.00	



PUBLIC WORKS DEPARTMENT

Reporting Period September 1 - September 30, 2023

Labor Pool at Senior Center	Hours	9.00	
Labor Pool at Library	Hours	0.00	
Labor Pool at PW Divisions	Hours	3.00	
<u>ENGINEERING</u>	<u>UNITS</u>	<u>QUANTITY</u>	<u>COMMENTS</u>
Over the Counter ROW Permits	Each	9	
Inspections	Each	4	
Semrau City Engineer Management	Hours		
Semrau Garry Oaks	Hours		
Semrau Monthly Total	Dollars		