

City of Oak Harbor



CITY OF
Oak Harbor
WHIDBEY ISLAND, WASHINGTON

**BIENNIAL BUDGET
2021-2022**

Council Members and Management Team

Council Members

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

Management Team

City Administrator.....	Blaine Oborn
Finance Director.....	David Goldman
Police Chief.....	Kevin Dresker
Fire Chief.....	Ray Merrill
Public Works Director.....	Cathy Rosen
Development Services Director.....	David Kuhl
Harbormaster.....	Chris Sublet
City Attorney.....	Grant Weed
City Engineer.....	James Bridges
Human Resource Manager.....	Emma House
Senior Services Administrator.....	Liz Lange

Planning Commission

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

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

Greg Wasinger (Chair)
Bruce Freeman (Vice Chair)
Zachary Philipp
Tony Bates
Kristy Southard
Eric Marshall
Amy Malmkar

Arts Commission

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

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

Therese Kingsbury(Chair)
Nora O'Connell-Balda
Rodric Gagnon
Lowell Sipes
J.R. Russell
Cynthia Mason
Karla Freund
Vacant (Alternate)

City of Oak Harbor, Washington

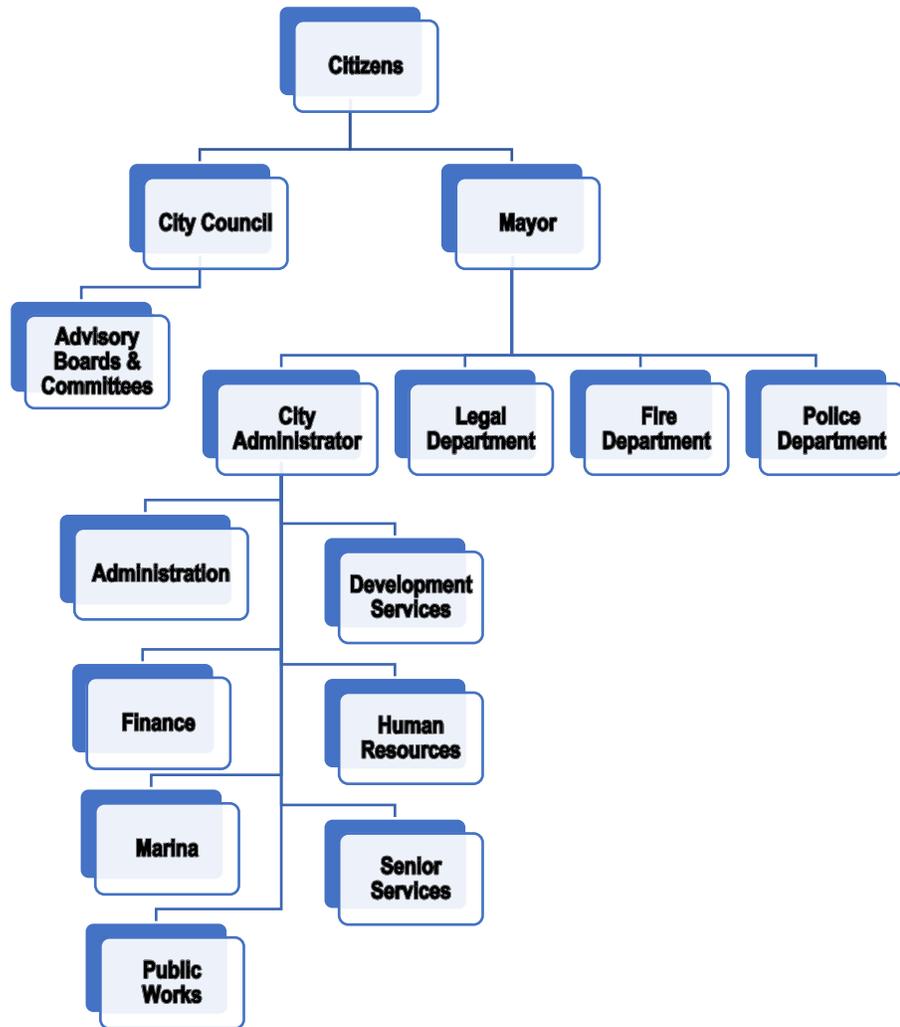


In 1850 the Irish began to settle into the Oak Harbor area with the Dutch following in the 1890's. In 1941 the U.S. Navy began to establish its presence near Oak Harbor. Since then the growth and changes of mission of the Naval Air Station, along with the economic growth of the Northwest Washington,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

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

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

Organizational Chart



Department Functions

City Administrator

- Administration of City
- Interdepartmental Relations
- Public Relations
- City Clerk
- Information Technology

Community Development

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

Finance Department

- Financial Reporting
- Budgeting and Accounting
- Strategic Financial Planning
- Cash and Investment Management
- Utility Billing and Customer Service
- Payroll
- Accounts Payable
- Performance Measurement
- Process Improvement

Fire Department

- Emergency Preparedness
- EMS
- Suppression and Rescue

Human Resources

- Staffing
- Employee Training
- Employee Relations
- Workplace Safety

Law Department

- Civil Litigations
- Legal Advisory
- Negotiations
- Criminal Prosecution

Police Department

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

Public Works

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

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Mayor’s Budget Message



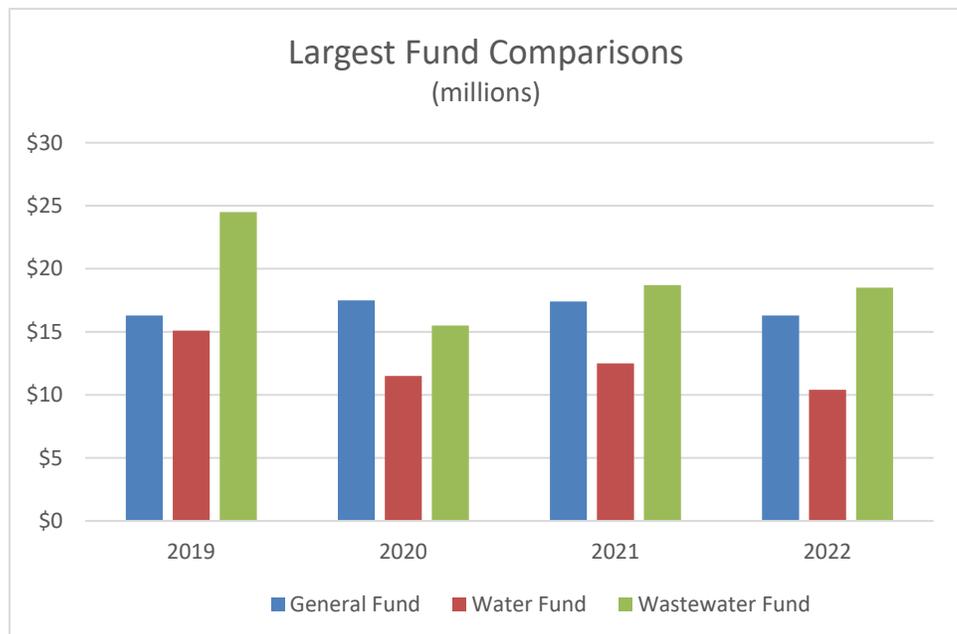
To the Members of the City Council, and Citizens of Oak Harbor,

I submit to you the Biennial Budget and capital spending plan for the 2021 and 2022 biennium. As discussed earlier this year, creating the budget is a team sport and I greatly appreciate the contributions from our City Council, City Administrator, Department Heads and the many staff who contributed. This budget pursues the priorities identified by the City Council at their budget retreat earlier this year. However, the COVID-19 pandemic disrupts many of the aspirations we would have had in a normal economic environment.

The Highlights Section immediately following my message uses the Council’s identified budget priority areas.

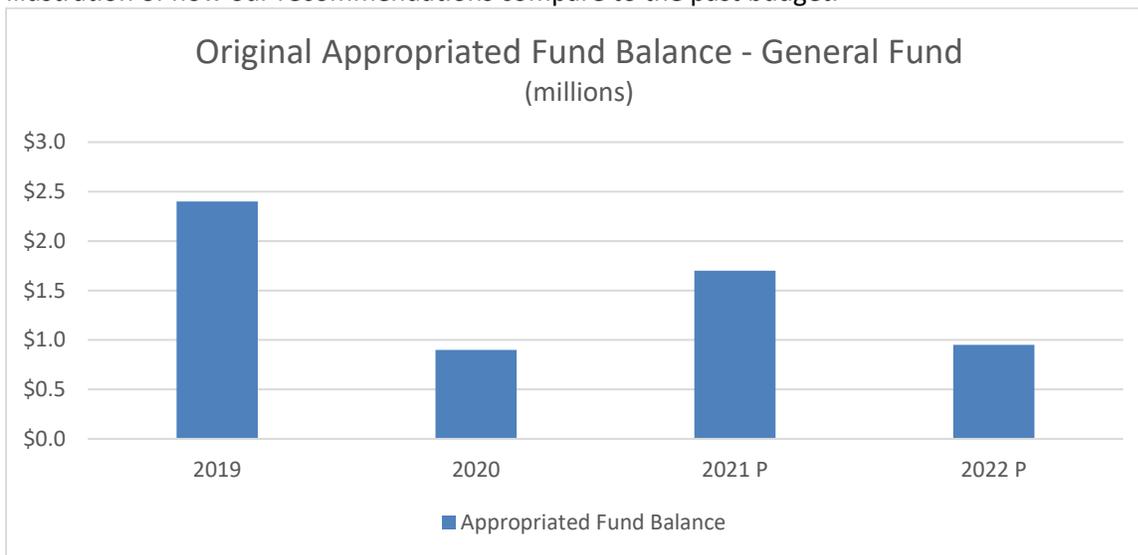
With these focus areas, along with maintaining services to our community our budget proposal totals \$215.3 million for the next biennium compared to \$227.8 million in the prior biennium. That’s a decrease of \$12.5 million or 5.5% decrease. As the City is in the service business, personnel costs are a substantial part of any city budget. They make up just over 70% of the budget, which is typical of full-service cities in Washington State. Per City Council direction, a raise for City employees has not been included in the budget. Due to the on-going COVID-19 emergency, it was requested that we observe

how the budget looks after the books are closed on 2020 and the results of the first half of 2021 so we can better understand our financial circumstances in light of the COVID 19 pandemic before we decide on this issue. Information regarding the costs of various levels of adjustment to employee’s compensation were presented to the City Council.



More details about how this recommended budget compares to prior years are outlined further in this document.

Several funds are budgeted to use fund balance as a source of funding. This is consistent with past practice and leaves the City in sound financial condition. All funds will be at their policy level fund balance with the exception of three funds. Two of these have been discussed in the context of setting the rates for City utilities (the Wastewater Fund and the Solid Waste Fund). The other is the Senior Services Fund. With the decrease in activity due to the pandemic, fund balance is programmed to be used in the short term. One consideration in creating these spending plans is how much to leave in fund balance and how much to deploy to sustain services, especially in an economic downturn. Below is an illustration of how our recommendations compare to the past budget.



Lastly, let me express my appreciation to all those who make the city and this effort a success. As previously mentioned, the Council’s thoughtful and steady hand on the City’s finances has helped us weather this pandemic better than most. I would also repeat Council’s observation that we are blessed to have the Navy as part of the Oak Harbor family. Our City staff work tirelessly in support of our community. I’d specifically like to thank Tallie Boyer and Jessica Delacruz. These valuable employees stepped up when we found ourselves between finance directors with the budget process looming. They’ve worked hard on this and many other important matters for the City. We are very grateful.

I look forward to continued feedback from both our community and their elected City Council. As we’ve previously observed, the decisions that councilmembers make can be very challenging at times. How to best invest those resources entrusted to us by our community is a prime example. We will do everything we can to continue to provide the Council the best information and tools to make these difficult decisions.

Sincerely,

Robert “Bob” Severns
Mayor
City of Oak Harbor

2021-22 Budget – Highlights

Council Priorities	This budget attempts to address as many of the Council’s budget goals as possible given the circumstances of the pandemic.
Economic Development	The budget includes money for a study on the best approach to take with an economic development program in 2022 and resources to implement a plan are offered as an option for Council to consider. At this point we believe we should understand how best to invest public resources to achieve the most positive economic impact. Included in the budget are capital projects that will address the Goldie Road Business/Industrial Area
Regional Parks	The budget includes planning in 2021 for the Harbor Heights Regional Park and construction of first phase in 2022.
Effective Transportation	The Transportation Benefit District (TBD) is incorporated into this budget. The TBD project plan is the blueprint for roadway improvements anticipated and funded in this budget.
City Facilities	Improvements to city facilities are included in this budget however, most improvements have been postponed due to the revenue situation. Staff intends to develop a long-term plan for upkeep of city facilities in the next biennium.
Windjammer Park	Funds are included for initial planning on phase II. Once phase II planning is underway, staff will be in a better position to apply for grants and other sources of funding.
Workforce Housing & Development Permitting	There is a housing action plan underway that will inform the best next steps to identify and address goals in the action plan.
COVID 19 Impacts	While the COVID 19 pandemic has resulted in a global recession, our local economy has fared pretty well. The local building market continues to see activity, though we anticipate a decline in the next biennium. This results in a slight decrease in related revenues in the General Fund. The Center and Civic Activities Funds will be the most heavily impacted by the pandemic here in the City. We are including using fund balance below the policy target levels in the Senior Center Fund as a result.

Personnel Changes

The budget eliminates the internal positions of City Attorney (has been contracted out); Administrative Assistant, Street/Water/Facility Operations Manager, and a Project Manager in Public Works; and the Program Assistant (2021 only) in the Senior Center. It reclassifies the position of City Engineer to Assistant Public Works Director/City Engineer and creates the positions of Sr. Engineering Technician and Assistant City Engineer and creates the position of Engineering Technician in 2022. It also adds seasonal labor in the streets, solid waste, vehicle repair, and shop operations and reduces seasonable labor in stormwater. These changes reduce the overall FTE count from 165.23 in 2020 to 162.46 in 2021 and 164.34 in 2022.

**Revenue Highlights
General Fund**

Property Tax

Overall General Fund Revenues are projected to decrease by just under 1% in the next biennium. Most of this decrease results from the anticipated decline in building permit and development activity.

A 1% increase in the general property tax is included in the budget. State law allows for an increase of up to 1% provided that when the Implicit Price Deflator is below 1% requires that the Council find a “substantial need” to increase the property tax up to 1%, which it did.

Sales Tax

We anticipate sales tax to continue to remain strong in the next biennium. Our sales tax has shifted a bit during the pandemic from the smaller businesses who were more negatively impacted to the larger home goods and remote retailers where significant increases have occurred. In the end, we are anticipating an overall increase for the next biennium.

Utility Taxes

We anticipate mixed results from utility tax revenues. While most utility tax revenue bases will see some increase (water, sewer, garbage, electricity), we expect a few declines as well (telephone and natural gas).

Other General Fund
Revenues

As described above, we anticipate a decline in building and development activity in the next biennium. Other revenues are smaller in nature and won't impact the overall revenue picture significantly. See the revenue section of this budget introduction for more insights.

Special Revenue Funds

Streets Fund
Arterial Street Fund

The Streets and Arterial Street funds receive significant funding from the state-shared gas tax and Capron Funds. The basis for this distribution from the state is the amount of gas tax collected statewide. The pandemic, coupled with long term trends, has reduced the consumption of gasoline statewide resulting in lower expected revenues in these funds. As a result, the level of roadway improvements funded by these funds will be shifted to both Real Estate Excise Taxes and the new TBD.

Civic Improvement
Fund

The city supports the Civic Improvement Fund with its transient lodging, hotel/motel taxes. As discussed by the Council, these revenues are expected to remain below normal trend lines in the next biennium.

Senior Services

Senior Services derives significant revenues from activity fees. Many of these activities have been significantly curtailed by the pandemic. As a result, we've seen a decline in the related revenue as well. The budget eliminates one staff position in 2021 and reinstates in 2022, utilizes fund balance and will not meet the policy level fund balance target in this budget. We believe this is prudent as the available fund balance is to provide for disruptions just like the one we are experiencing.

Debt Service

This budget fully funds all debt payment commitments and maintains reserves identified in debt commitment documents.

**Real Estate Excise Tax
Funds**

Both REET 1 and REET 2 funds are being utilized to maintain current plans for capital improvements (such as the roadway improvements and park improvements described above). The budget recommends utilizing some of the accumulated fund balances in both funds.

Capital Project Funds

The budget completes the work on the Portland Loos and on the Windjammer Park Phase II projects utilizing previously identified funds.

Utility Funds	The Utility Fund budgets are based on the recent rate setting work just completed by the Council.
Marina Fund	The Marina Fund is expected to continue normal operations as the pandemic has not negatively affected it to any great extent. Capital projects in the Marina include installation of the Security Camera system and upgrades to the WiFi system in 2021. In 2022 the budget provides for installation of a credit card system and a card lock system for restrooms and laundry. A majority of the capital projects are grant funded.
Internal Service Funds	All internal Service Funds maintain normal operations in the budget.
Fire Improvements Proposals	<p>The budget does not include funds to begin a replacement account for fire pumpers or the fire ladder truck. While this makes sense from a policy standpoint, the difficult economic challenges created by the pandemic make this a difficult time to commence such a practice.</p> <p>Related to the comment above (about the need to proactively provide for the replacement of the large fire equipment) as well as the need to upgrade our fire service for the 21st century, staff will be providing Council with a series of options and recommendations during the biennial. These options will necessitate asking for support from our city’s voters, so we anticipate this to be a very public and deliberative process.</p>

Oak Harbor's Organizational Structure & Budget Responsibility

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

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

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

The Finance Department is responsible for coordinating all aspects of the budget process on behalf of the City Administration. To do this, the Finance Department issues budget instructions, conducts budget preparation training sessions, and communicates regularly with department staff. A primary responsibility of the Finance Director is to provide and analyze department budget information; financial data review the accuracy of financial data and assist with fiscal elements of the planning process. The Finance Department is also responsible for the actual assembly of the budget document. Furthermore, throughout the year, the Finance Department assists department heads in identifying budget problems formulating solutions and alternatives and implementing corrective action by the City Administration. Department heads submit budget requests for the coming fiscal year and provide information that supports their requests for more resources. Each operating department prepares narrative explanations to accompany budget requests. They are necessary to explain exceptions and/or analyze estimated revenues and expenditures.

Policy Direction for the 2021-22 Biennium Budget

Early in 2020, the City Council held a retreat in anticipation of the upcoming budget process. During the retreat the Council provided policy input to the Mayor and Administration to assist in preparing the budget. The goals were revisited at the February 26, 2020 City Council Workshop, and the updated version (below) was included as part of the March 17, 2020 City Council Meeting Packet.

City Council 2021-2022 Budget Goals**1. Economic Development**

- Objective: Create a staff position with specific objectives to promote and develop economic diversity and targeted growth
- Objective: Encourage job creation and economic growth by supporting such organizations as the Chamber of Commerce and the Oak Harbor Main Street Association
- Objective: Expand Goldie Road Business/Industrial Area through extension of utilities

2. Regional Park

- Objective: Develop the Regional Park plan and start construction
- Objective: Procure long-term funding for future development and maintenance

3. Effective Transportation Benefit District Plan Implementation

- Objective: Launch TBD projects using new sales tax revenues
- Objective: Communicate project status and recognize community support for TBD sales tax referendum
- Objective: Plan for pathways and bike trails in future years

4. City Facilities

- Objective: Develop a plan to enhance and maintain existing City infrastructure
- Objective: Continue Marina revitalization and future shoreline development projects

5. IT and Fiber Improvements

- Objective: Pursue wet fiber installation
- Objective: Consider providing Citywide broadband access or backbone fiber to private utility carriers utilizing wet fiber

6. Windjammer Park

- Objective: Obtain funding to complete Windjammer Park Phase II
- Objective: Implement Windjammer Park Phase II construction

7. Workforce Housing and Development Permitting

- Objective: Facilitate the development of workforce housing through streamlined permitting and planning processes
- Objective: Work with Island County to utilize State funded affordable housing initiatives

Comprehensive Financial Management Policies

Introduction

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

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

Purpose

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

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

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

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

General Financial Goals

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

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

Operating Budget Policies

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

Revenue Policies

- a) Current revenues will be sufficient to support current expenditures.
- b) A well-diversified and stable revenue system will be maintained to shelter public services from short-run fluctuations in any particular revenue source. Because revenues, especially those of the General Fund, are sensitive to both local and regional economic activities and legislation, revenue estimates should be calculated using an objective, analytical process, and will be neither overly optimistic nor overly conservative. Revenue estimates will be as realistic as possible based on the best available information.
- c) Revenue forecasts will encompass all resources that can be utilized for public services. Should economic downturns develop which could result in revenue shortfalls or fewer available resources, the City will immediately compensate by making adjustments in anticipated expenditures.
- d) Revenues of a one-time, limited or indefinite term will be used for capital projects or one-time operating expenditures to ensure that no ongoing service program is lost when such revenues are reduced or discontinued.
- e) The City will project revenues for the next three years and will update this projection annually. The Finance Department will annually review and make available to the Finance Committee an analysis of each revenue source.
- f) The City will not utilize deficit financing or short-term borrowing as a revenue source to finance current operating needs without full financial analysis and prior approval of the City Council. Interfund loans are permissible to cover temporary gaps in cash flow, but only when supported by a well-documented repayment schedule of short duration.

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- g) In order to assist decision makers in prioritizing support for various City program alternatives, and tier system consisting of three levels shall be utilized. Tier 1 programs will consist of programs critical to core business functions of the City. Tier 2 programs shall consist of programs not necessarily belonging to a core business function, but shall consist of those programs assigned a high priority in meeting specific City objectives. Tier 3 programs shall consist of those programs receiving consideration as funds are available and after all business core functions and high priority programs have been considered. As part of Council's mission statement objectives, and specific dollar amount or percentage of the annual operating budget shall be established as a not to exceed threshold for the aggregate cost of Tier programs.

Grant Revenues

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

Enterprise Revenues

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

User Fee Revenues

- a) The City will establish all user fees and charges at a level related to the cost of providing the service. Every year, the City will regularly revise user fees with a review by the Mayor to adjust for the effects of inflation and increases in operating costs.
- b) As much as is reasonably possible, authorized City services that provide direct benefit to a specific group, organization, or citizen should be supported by fees and charges to recover the costs of providing such benefit. The goal of this is to provide maximum flexibility in the use of general City taxes to meet the cost of services of broader public benefit. Charges for services that benefit specific users should recover full costs, including all direct costs, capital costs, department overhead, indirect cost allocation, and City-wide overhead. Departments that impose fees or service charges should prepare and periodically update cost-of-service studies for such services.

Expenditure Policies

- a) A high level of priority will given to expenditures that will reduce future operating costs, such as increased utilization of technology, equipment, personnel, and prudent business methods.
- b) The City of Oak Harbor strives to ensure its service programs are of high quality. If expenditure reductions are necessary, complete elimination of a specific service is preferable to lowering the quality of programs provided.
- c) All City personnel share in the responsibility of looking at and understanding the City's long-term financial viability, its general spending trends, its projected incomes, and educating themselves,

Introduction

division heads, and employees on the necessary short and long-term balance between revenues and expenditures. Department heads are responsible for ensuring departmental expenditures under their control are in accordance with City Council's authorized expenditure authorization.

- d) Before the City undertakes any agreements that would create fixed ongoing expenses, the cost implications of such agreements will be fully determined for current and future years through the use of strategic financial planning models.
- e) Organizations that are not part of the City, but which receive funding from the City, shall not have their appropriation carried forward from year to year unless expressly authorized and directed by City Council. Performance measures will be established for each program receiving to ensure support is in conformance with City objectives. Annual review to include a report from the program sponsor and reauthorization of funding is required.
- f) All externally mandated services provided by one fund for another, for an outside source, or for which full or partial funding is available will be fully costed out to allow for reimbursement of expenses. The estimated direct costs of providing the service will be budgeted and actual costs charged to the fund performing the service. Interfund service fees charged to recover these direct costs will be recognized as revenue to the providing fund.
- g) The City will maintain expenditure categories according to state statute and administrative regulation.

Personnel

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

Maintenance and Replacement

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

Short-term Debt Policies

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

Long-term Debt Policies

- a) The City will confine long-term borrowing to capital improvements that cannot be financed from current revenues.

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

Reserve Policies

General Fund Stabilization Reserve

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

Operating Fund Balance Policy

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

Equipment Replacement Reserve Fund

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

Introduction

Rainy Day Reserve Fund

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

LEOFF I Post-retirement Benefit Fund

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

Cumulative Reserve 1st Quarter Percent REET Fund

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

Cumulative Reserve 2nd Quarter Percent REET Fund

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

Cumulative Reserve Enterprise Funds

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

Paths and Trails Fund

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

Performance Measurement Policies

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

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

- a) Developing accurate and fair measures of quality and effectiveness of service delivery in each City department and agency.
- b) Training City managers and employees to conduct performance measurement studies, to help design and implement an overall performance evaluation program, and to utilize this program on an ongoing basis.
- c) Integrating the work standards and measures produced by the performance evaluation effort into the City's existing budgetary and accounting systems.
- d) Saving City dollars and resources in providing existing and new municipal services.

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

Investment Policy

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

Special Revenue Policies

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

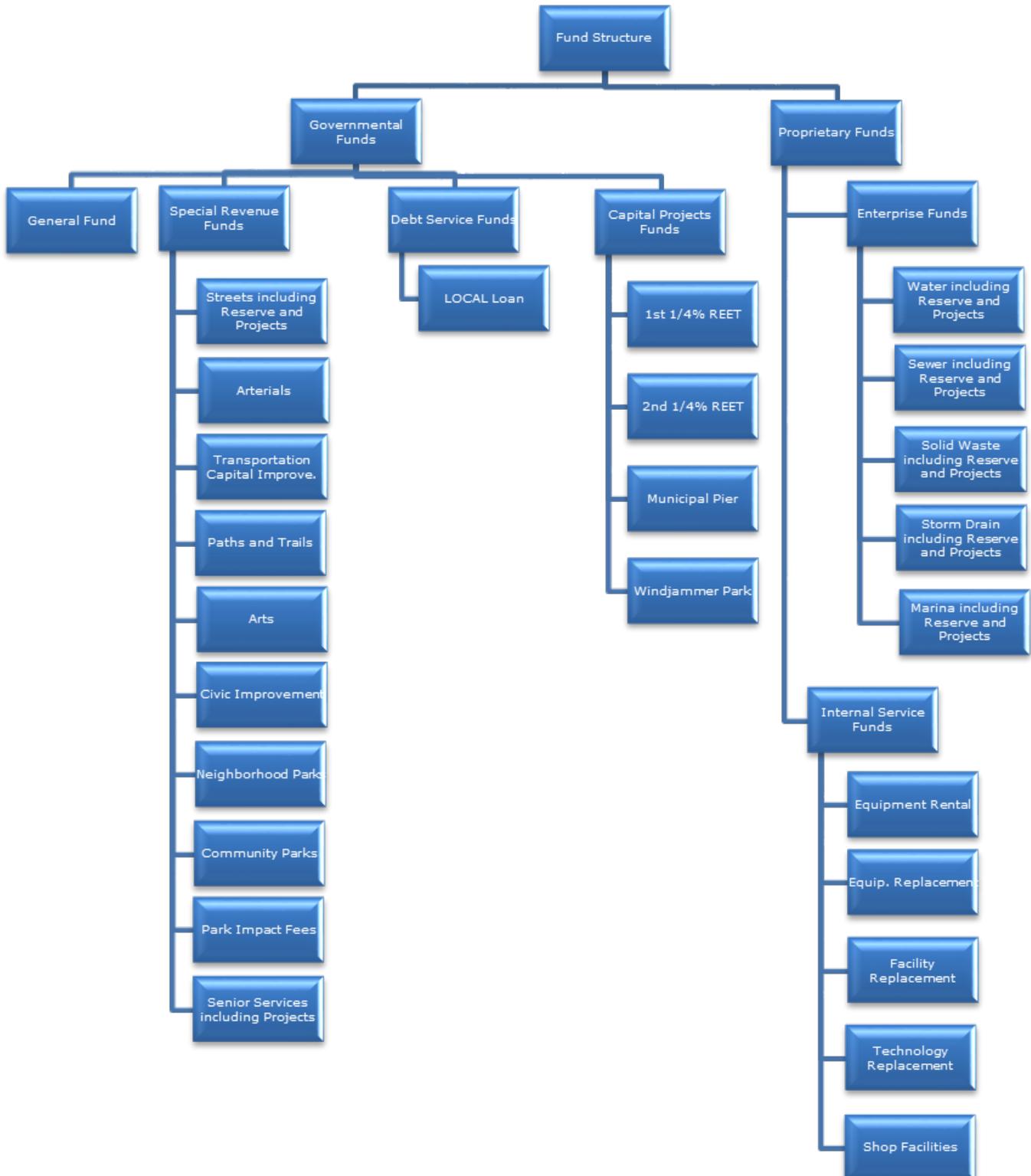
Accounting, Auditing, and Financial Reporting Policies

- a) The City will establish and maintain a high standard of internal controls and accounting practices. The City budgets and accounts for revenues and expenditures on a modified accrual basis in its day to day operations.
- b) The accounting system will maintain records on a basis consistent with accepted standards for local government accounting and the State of Washington Budgeting, Accounting, and Reporting Systems.

- c) Regular monthly and annual financial reports will present a summary of financial activity by major types of funds.
- d) The annual financial report shall conform to Generally Accepted Accounting Principles and be in the form of a Comprehensive Annual Financial Report as described by the GFOA.
- e) A fixed asset system will be maintained to identify all City assets, their location, condition, and disposition.
- f) The City will ensure that City records are audited annually and which will result in the issuance of a financial opinion. The results of such audit are to be available to the public via the City's website.

Fund Descriptions

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



Governmental Funds

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

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

General Fund

The General Fund is the major operating fund of the City government and it accounts for the vast majority of City operations. The General Fund pays for police and fire services, parks and recreation, development services, building inspection, general city administration, legal, and finance among other city functions. Major revenues are local sales taxes, property taxes, state shared revenue, fines and forfeitures, license and permit fees, charges for services, interest, and other fees.

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

Special Revenue Funds

Special Revenue funds are used to account for those types of revenues that are legally restricted to be spent for a specific purpose (except for expendable trusts or major capital projects). These revenues must be accounted for separately from the General Fund for a variety of reasons. Special revenue funds pay for street and arterial improvements funded through motor vehicle fuel tax, path and trail improvements funded through motor vehicle fuel tax, civic improvements paid for with the 2% hotel lodging tax, neighborhood and community park improvements paid for with impact fees, and the Senior Center which is funded through restricted contributions from both the City General Fund and Island County, and through program revenues. The Transportation Benefit District (TBD) Funds were created in 2020 whose purpose is to account for the 0.2% sales tax approved by the voters in November 2019 for street related capital projects.

Debt Service Funds

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

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

Legal Debt Limits Legal Debt Limits established in state statute are as follows: Councilmanic Bonds (non-voted) 1.5% of assessed property valuation; Unlimited Tax General Obligation Bonds (voted), Utility Purposes with a 3/5 public vote, and Open Spaces and Parks Facilities with a 3/5 public vote are all 2.5% assessed property valuation. The 2020 assessed property valuation is \$2,235,341,366. The Councilmanic Legal limit is \$32,530,120. The Unlimited Tax G.O. Bond, Utility and Parks legal limit are all \$55,883,534.

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

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

Capital Projects Funds

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

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

Expendable Trust Funds

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

Governmental Funds and The City's Financial Structure

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

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

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

Proprietary Funds

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

Enterprise Funds

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

Internal Service Funds

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

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

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

Budget Organization – Fund Numbering System

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

General Fund

001 Series

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

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

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

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

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

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

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

Special Revenue Funds

100 Series

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

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

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

The **Arterial Street Capital Projects Fund #103** is used to record capital projects related to arterials.

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

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

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

The **Transportation Benefit District #1 Fund #107** receives two-tenths of one percent or 0.2% of sales and use taxes that have been imposed within city boundaries. Revenues are used for TBD transportation improvements of the City streets.

The **Transportation Benefit District #1 Capital Projects Fund #108** is used to record capital projects related to TBD transportation improvements.

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

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

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

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

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

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

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

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

Debt Service Funds

200 Series

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

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

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

Capital Projects Funds

300 Series

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

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

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

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

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

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

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

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

Enterprise Funds

400 Series

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

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

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

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

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

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

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

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

The **Solid Waste Cumulative Reserve Fund #413** is the Solid Waste Fund's reserve account and collects monies to be used for future capital improvements.

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

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

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

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

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

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

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

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

Internal Service Funds**500 Series**

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

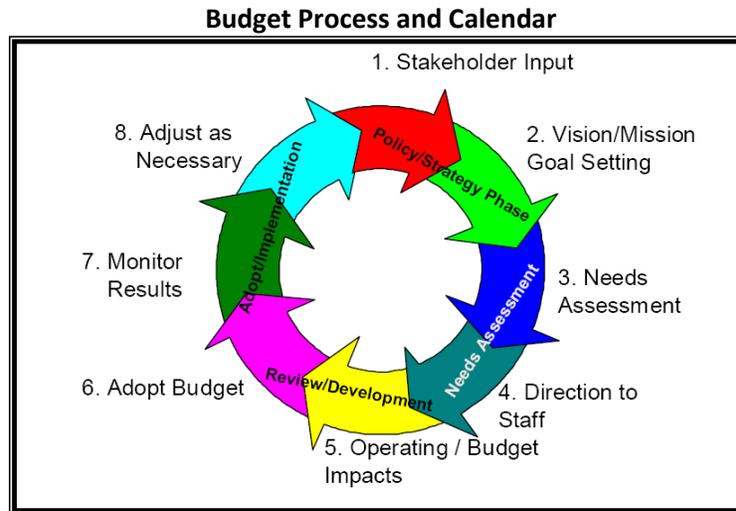
The **Equipment Rental Fund #501** accounts for the motor-pool operations of the City. Maintenance, operation, and depreciation costs are charged to each user department on a monthly basis. Equipment Rental finances replacement of all vehicles and heavy equipment. Cash reserves or “sinking funds” are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

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

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

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

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



Budgeting for Cities in Washington State

Much of the requirements for how to construct a city budget in Washington State is set out in state law. RCW 33A.34 establishes the procedures for city biennial budgets. The biennial budget is treated as one 24-month appropriation over two years. The city is at liberty to add elements to the requirements. The City of Oak Harbor has enhanced the required budget steps with pre-budget activities and additional transparency to the process and result.

Budgeting Procedures

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

The Preliminary Budget

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

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

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

The Final Budget

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

<u>Process</u>	<u>Date</u>
Council Retreat - Budget Priorities/Goals and Draft Budget Calendar	2/1/2020
City Council Revenue Projections Presentation	9/15/2020
City Council Workshop: Presentation by Shawn Koorn of Final Utility	9/23/2020
City Council Meeting: Public Hearing to Adopt Utility Rates	10/20/2020
City Council Workshop: Presentation of Mayor's Preliminary Budget	10/28/2020
City Clerk Publishes Notice of Preliminary Budget once a week for two weeks [RCW 35A.34.100]	11/4/2020
Capital Project Presentations (two hours; all Departments) @ 2:00 PM	11/4/2020
City Council Meeting: Public Hearing to Set Property Tax Levies [RCW 84.52.020 and RCW 84.52.070] & Public Hearing on Preliminary Budget	11/17/2020
<i>Operating Budget Presentations (all Departments)</i>	11/18/2020
City Council Meeting: Public Hearing to Adopt the Final Budget via Ordinance (Required Before First Monday in December [as defined by RCW 35A.33.070]; Adoption of Budget; Also see RCW 35A.34.110)	12/1/2020
City Council Meeting: Continue budget deliberation if necessary from 12/1 to Adopt the Final Budget Ordinance	12/15/2020

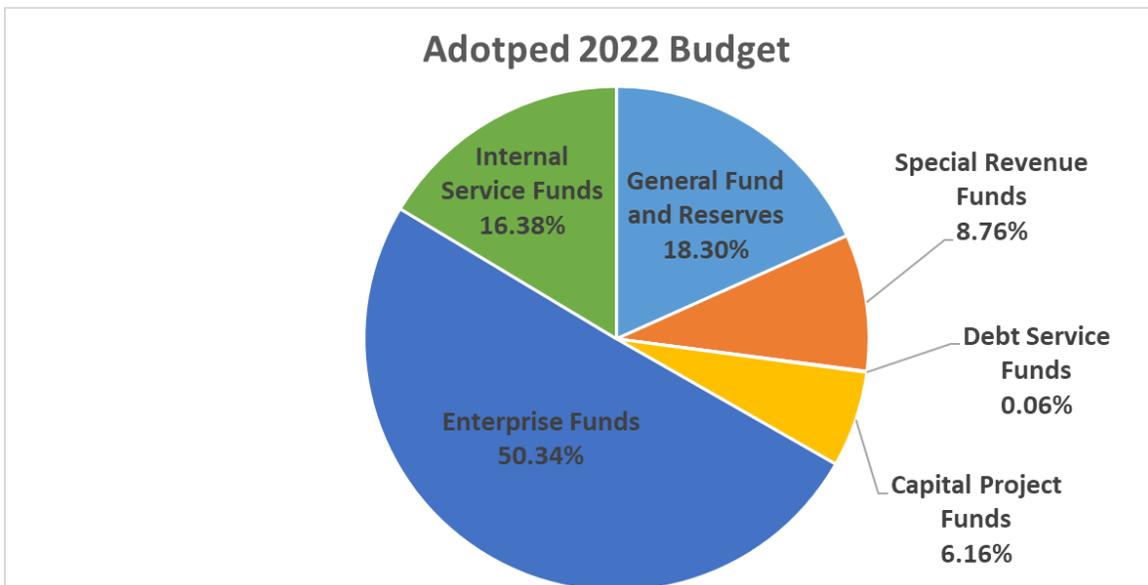
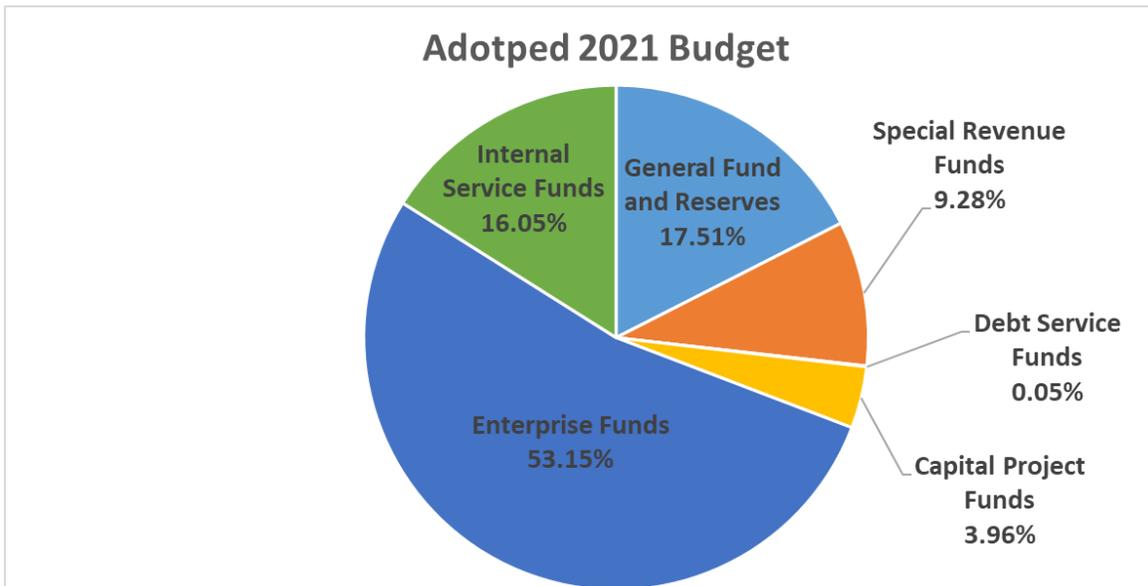
**Overall Budget Summary
Operating Budget by Fund**

Fund	Actuals 2019	Amendment 2020	Adotped 2021	Adotped 2022
001 GENERAL FUND	16,287,832	17,448,115	17,378,451	16,531,620
002 CURRENT EXPENSE RESERVES	2,973,001	1,557,969	1,530,804	1,530,804
003 CURRENT EXPENSE - AMERIFLEX	61,638	15,000	30,000	30,000
005 CURRENT EXPENSE - SEIZURE	745	15,566	15,059	13,059
006 WHIDBEY ISLAND MARATHON	104,508	84,909	87,990	100,990
007 GENERAL FUND PROJECTS	167,928	1,521,995	666,169	592,383
101 STREETS	3,087,718	2,858,433	2,022,295	1,673,804
102 STREETS CAPITAL PROJECTS	211,631	1,847,244	1,699,481	993,320
103 ARTERIALS CAPITAL PROJECTS	-	321,010	713,210	673,394
104 ARTERIALS	1,854,257	1,386,229	1,236,575	850,635
105 TRANSPORTATION CAPITAL IMPROVEMENT	1,847,019	957,559	1,021,059	1,085,059
106 PATHS & TRAILS 1/2 OF 1% MVFT	12,956	18,134	19,472	8,297
107 TBD	-	630,000	1,037,728	961,728
108 TBD CAPITAL PROJECTS	-	328,620	900,000	900,000
115 ART ACQUISITION & MAINTENANCE	158,507	201,772	247,701	297,109
116 CIVIC IMPROVEMENTS (25)	971,119	981,351	908,139	868,139
125 PARK IMPROV- NEIGHBORHOOD PARKS	175,346	22,701	950	-
127 PARK IMPACT FEES	76,277	269,975	203,130	231,080
129 SENIOR CENTER	473,747	444,327	440,377	460,144
230 LOCAL LOAN FUND	59,890	59,890	59,890	59,890
311 CUMM RESERVE 1ST 1/4% REET	1,790,521	1,072,365	1,591,600	1,890,600
312 CUMM RESERVE 2ND 1/4% REET	1,934,070	2,210,373	2,235,050	2,277,664
320 PORTLAND LOOS'	192,974	75,000	75,000	-
325 WINDJAMMER PARK PROJECT	9,408,245	656,054	550,278	2,160,000
401 WATER	15,134,233	11,509,557	12,468,327	10,343,284
402 SEWER	24,519,895	15,461,193	18,676,876	18,542,915
403 SOLID WASTE	6,143,344	5,319,144	5,468,535	6,136,183
404 STORM DRAIN	4,771,335	3,502,919	2,705,307	2,357,142
410 MARINA	2,479,444	2,634,319	3,063,448	3,084,853
411 CUMMULATIVE RESERVE WATER	2,777,077	3,138,670	3,326,081	3,429,875
412 CUMMULATIVE RESERVE SEWER	674,626	934,724	1,027,577	484,677
413 CUMMULATIVE RESERVE SOLID WASTE	118,316	119,343	120,895	121,495
414 CUMMULATIVE RESERVE STORM DRAIN	421,696	425,501	431,046	433,246
420 CUMMULATIVE RESERVE MARINA	8,577	8,627	8,720	8,770
422 CLEAN WATER FACILITY PROJECT	3,902,608	1,413,732	1,769,875	121,079
431 WATER PROJECTS	221,577	2,431,576	5,866,099	1,870,002
432 SEWER PROJECTS	-	1,690,000	1,659,052	1,686,552
434 STORM DRAIN PROJECTS	-	1,062,385	1,711,726	875,004
440 MARINA PROJECTS	-	4,138,000	1,518,000	2,230,000
501 EQUIPMENT RENTAL	1,388,641	1,153,451	1,338,223	1,217,945
502 EQUIPMENT REPLACEMENT	12,747,692	11,846,561	11,495,153	10,297,640
504 FACILITY REPAIR/REPLACEMENT FUND	-	1,093,225	1,336,302	1,579,379
505 TECHNOLOGY REPLACEMENT FUND	554,485	1,049,702	1,178,406	1,103,016
510 SHOP FACILITY	3,067,385	3,143,228	2,712,006	2,636,340
Total	120,780,859	107,060,448	112,552,062	102,749,116

*Budget balances Include Unencumbered Fund Balance

Budget by Fund Type

Fund Category	Actuals 2019	Amendment 2020	Adotped 2021	Adotped 2022
General	19,595,653	20,643,554	19,708,473	18,798,856
Special Revenue	8,868,576	10,267,355	10,450,117	9,002,709
Debt	59,890	59,890	59,890	59,890
Capital	13,325,810	4,013,792	4,451,928	6,328,264
Enterprise	61,172,728	53,789,690	59,821,564	51,725,077
Internal Service	17,758,202	18,286,167	18,060,090	16,834,320
Total	120,780,859	107,060,448	112,552,062	102,749,116



Major Revenue Sources General Fund Revenues

Property Taxes – 29% of General Fund revenues

Property taxes are levied on the assessed valuation of real and personal property within the city limits. In Washington State, the property tax is what is known as “revenue based”. That is to say that the tax amounts which can be levied in future years is a factor of the prior year total levy assessments. RCW 84.55.010 establishes a “limit factor” of 1% of the highest levy of the three most recent years. An exception for cities larger than 10,000 population further limits the levy to the Implicit Price Deflator (IPD) if it is less than 1% unless a majority of the council, plus one more member, finds a “substantial need” to raise the levy to the full 1% increase (RCW 84.55.0101). The IPD for 2021 was less than 1% (in fact it was .60152%) and Council found that there was a substantial need to raise the property tax levy by the permitted 1% over the tax levy set for 2020.

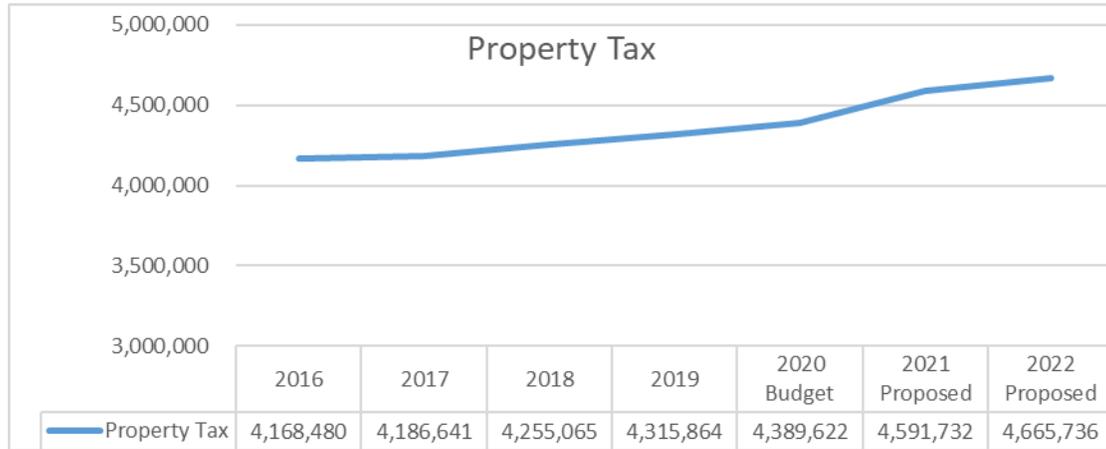
While the limit is determined on a “revenue based” approach, state law also limits the property tax levy for cities to no more than \$3.60 per \$1,000 of assessed valuation. From that amount, \$.50 is deducted if the city is part of a library district (such as in Oak Harbor). Therefore, the maximum property tax rate that the city can assess is \$3.10 per \$1,000 of assessed valuation. In addition, there are limitations on the amount of property tax increases from one year to another. The most recent property tax rate in Oak Harbor (for the 2020 tax year) was \$1.992, well below the \$3.10 limit.

In addition, property values added to the tax base either through new construction or annexations are added to the property tax levy in subsequent years. For purposes of the 2021-22 forecasts, we’ve projected relatively modest increases in new construction based on conversations with the city’s Community Development staff. No increases for annexations were included in these estimates.

The overall property tax rate for residents of the City of Oak Harbor in 2020 was \$10.85 per \$1,000 of assessed valuation. Below is a chart of the various property tax jurisdictions and their rates of taxation.

Jurisdiction	Levy Rate	% of Levy
Washington State *	1.8482	17%
WA state (exempt)	0.9932	9%
Island County	0.5335	5%
City of Oak Harbor	1.9920	18%
Park & Recreation No Whidbey	0.1888	2%
Whidbey Island School Bond	1.7060	16%
Whidbey Island School Enrichment	2.2850	21%
Cemetery	0.0056	0%
Library District	0.4411	4%
Emergency Medical Services	0.4648	4%
Hospital District - Bond	0.2688	2%
Hospital District - General	0.0800	1%
Conservation Futures	0.0456	0%
TOTAL	10.8526	100%
<i>* For schools</i>		

Below is the historic trendline for property taxes as well as the forecasted amounts for 2021 and 2022.



Sales Tax – 28% of total General Fund revenue

Sales tax is imposed on the sale of goods and services occurring within the municipal boundaries of the city, or when certain goods ordered from other jurisdictions are delivered to customers residing in Oak Harbor. The City’s total sales tax rate is 8.9% of which the City is allowed to receive, by law, an amount equal to 1% of sales for its General Fund. Technically it is made up of two parts – a .5% core of which the City gets all of this; and a .5% “optional” of which the county gets .15% of this element. The sales tax is collected by the State of Washington, remitted to Oak Harbor its 1.2% revenue portion (which includes the .2% TBD portion). The net effect being that the City of Oak Harbor receives sales tax in the amount of 0.85% of sales – equaling approximately 8.23 cents of tax on each dollar in sales collected at the point of sale.

The City’s economy was impacted by the economic shutdown resulting from the COVID 19 pandemic. As the governor implemented a “stay home” order in the spring of 2020, business were forced to close their doors and consumers were unable to shop, eat at restaurants or attend movies. The impact on sales tax to the City was delayed by the two-month lag in collection and reporting by the state. Otherwise the real impact felt in our community was immediate. Within several months however, the restrictions began to lift and our economy began to recover to some extent. We’ve seen a significant increase in remote sales activity as well a modest increase in many larger businesses. However, we continue to see some segments of our business community struggle with the effects of the pandemic.

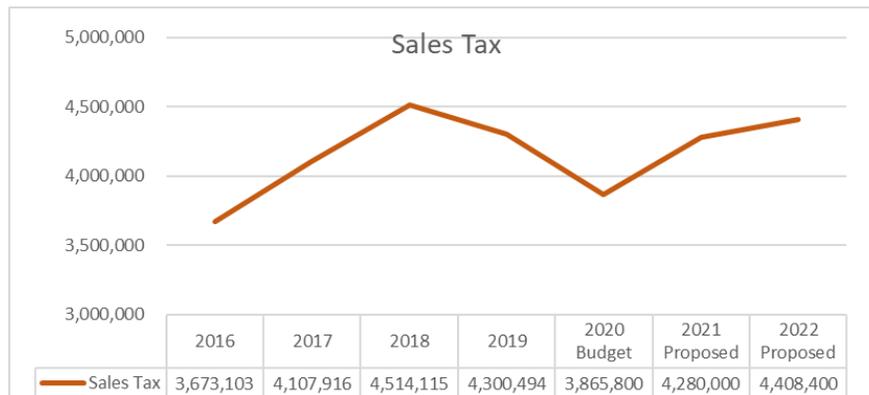
As a result of a recent Supreme Court decision (Wayfair v. South Dakota, 2018) the state (and therefore the city) can enforce collection of sales taxes made into the city from outside the state (prior to this decision the collection of “remote” sales taxes was unenforceable due to a prior Supreme Court case – Quill Corp. v. North Dakota). This is significant as the Washington State legislature since modified its sales tax laws (which essential “trickle down” to Oak Harbor) to begin enforcing this collection. As a result, the city has seen a measurable increase in its collection of sales taxes on remote sales. This has helped offset the impacts of the COVID 19 related economic downturn.

Below is a table of the sales tax rates assess by jurisdictions within the city of Oak Harbor.

Jurisdiction	Rate
Washington State	6.50%
Island County	1.20%
City of Oak Harbor*	1.00%
Oak Harbor TBD	0.20%
Total Tax Rate	8.90%

* .15% of second half is rebated to Island County

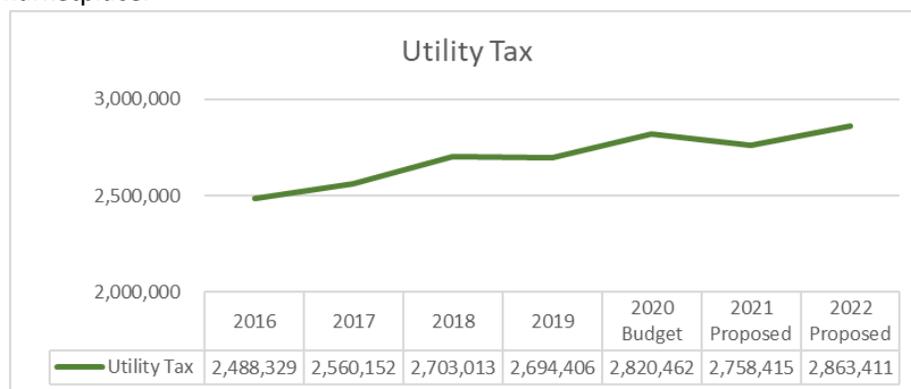
Below is the historic trendline for sales taxes as well as the forecasted amounts for 2021 and 2022.



Note that in 2017 and 2018 the increases were due to sales tax on a city project, the Clean Water Facility.

Utility Taxes and Cable Franchise Fees – 19% of total General Fund revenue

The City imposes a 6% tax on utilities operating within the city limits based on their gross operating revenues. The city operates the water, wastewater, surface water and solid waste utilities. Others subject to the tax are electric, telephone, cellular telephone, natural gas and cable TV franchises (for cable, the tax rate is 5%). The tax base for telephone has been shrinking due to the conversion of many households to an internet-based telecommunication. Internet based activities are exempt from taxation as a result of a federal preemption. The tax base for natural gas has been subject to reductions due to price decreases in the marketplace.



The City utilities described above account for 53% of the total utility taxes. The estimates for the 2021 and 2022 budget years reflect recommended changes to the City’s utility rates and the corresponding increases to utility tax revenues.

Gambling Taxes

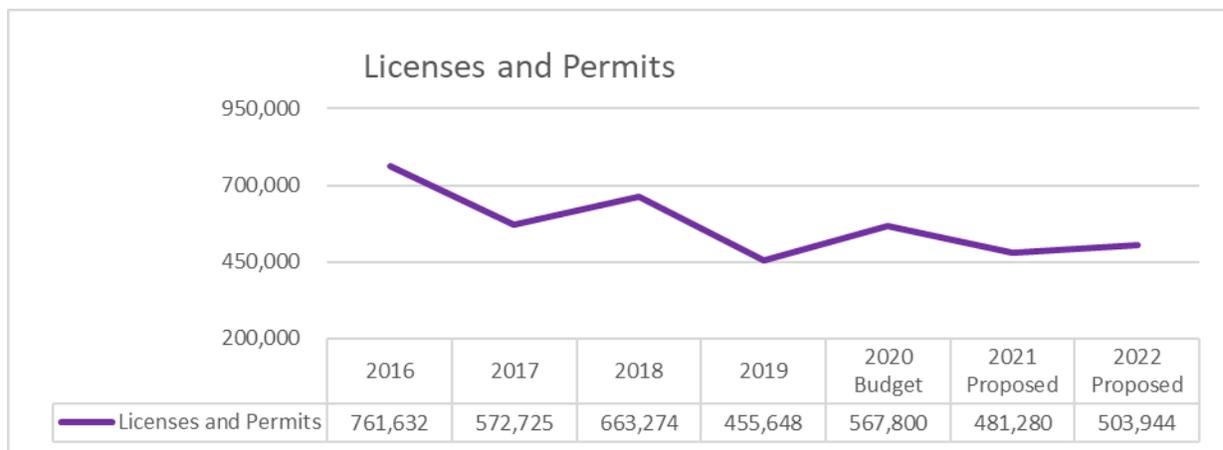
These taxes are assessed upon gambling operations within the City of Oak Harbor and cover punchboards, pull tabs, bingos, and raffles. Total revenues from these sources are less than .01% of total General Fund revenues.

Business Licenses

This revenue is from the issuance of licenses to conduct business in the City of Oak Harbor. The fees charged are a direct reflection of the type of business and number of employees. The license rate is dependent on the class of business consistent with City Code Chapter 5 and ranges from \$25 to \$100. Business licenses represent about ½ of 1% of total General Fund revenues.

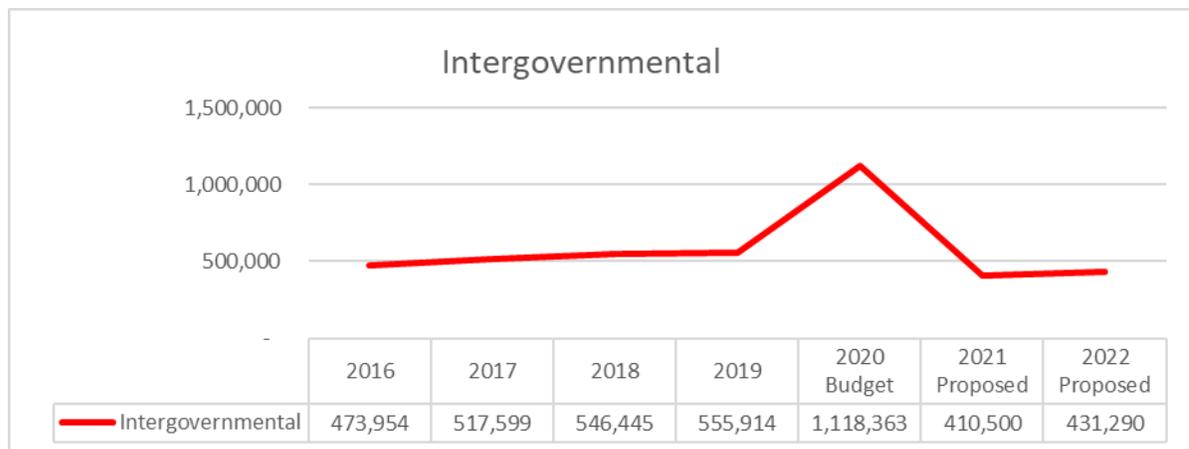
Building & Other Permits – 5% of total General Fund revenue

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



State Shared Revenue

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

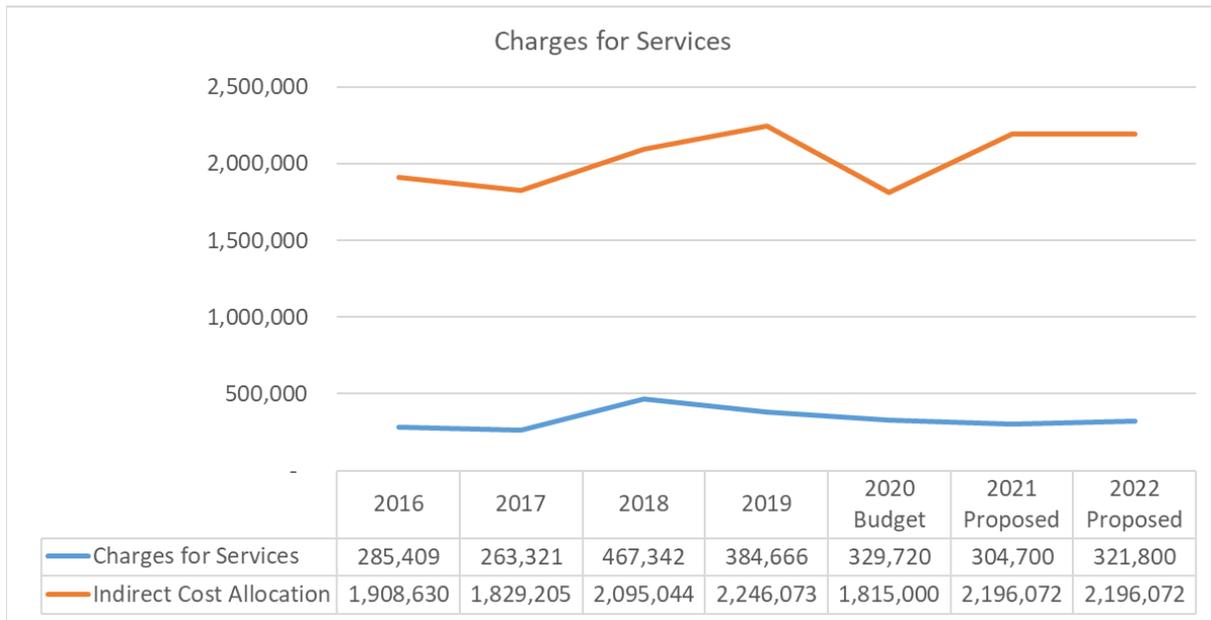


The increases reflected in 2020 reflect CARES grants received in relationship to the COVID 19 pandemic.

Charges for Service – 29% of total General Fund revenue

Indirect cost allocations are those internal city charges by the General Fund to other funds of the city for services provided. Examples of this service includes finance, payroll, human resources, legal, facilities and similar support costs. The estimates for budget purposes reflect actual experience in 2019, the last year when actual cost allocations are known. The 2021-2022 budget may well understate the actual cost allocation to be expected.

Charges for service are for such expenses reflected in charges to outside (non-city) parties. Examples include the school resource officers and other security services, and fees associated with land use actions (plan check fees, etc.)



Municipal Court Collections

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

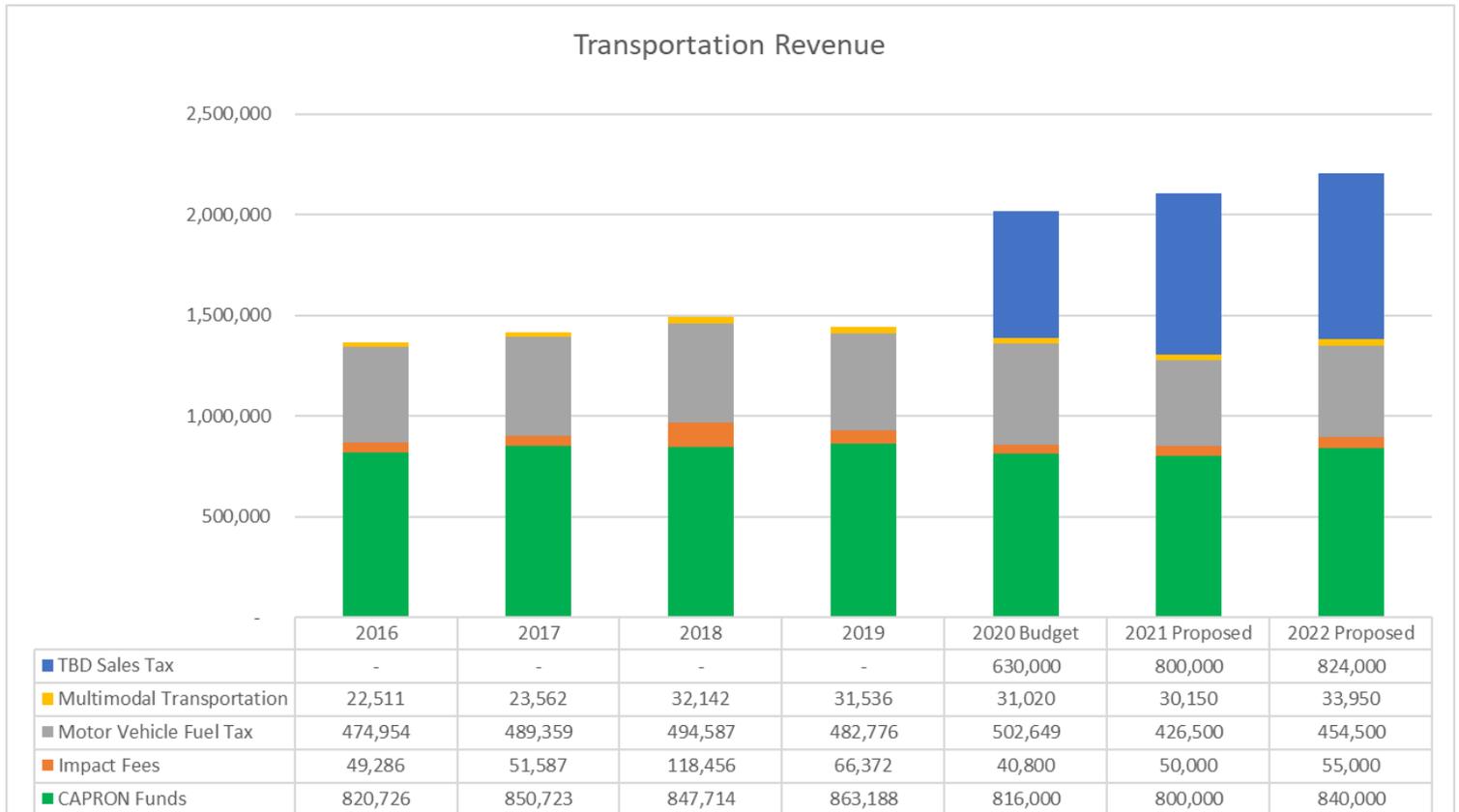
Miscellaneous Revenues

The accounting system mandated by the Washington State Auditor’s Office includes investment earnings and rental revenues in this category. These are the largest two sources of “miscellaneous revenue” in the City of Oak Harbor (\$44,000 and \$30,000, respectively).

Special Revenue Fund Revenues - Major Revenue Sources

Transportation Funds

Transportation Funds derive revenue from a variety of sources including Washington State Shared Motor-vehicle, “CAPRON Funds”, Impact Fees and the Transportation Benefit District. The chart below illustrates the trends and history of the Transportation Funds revenues:



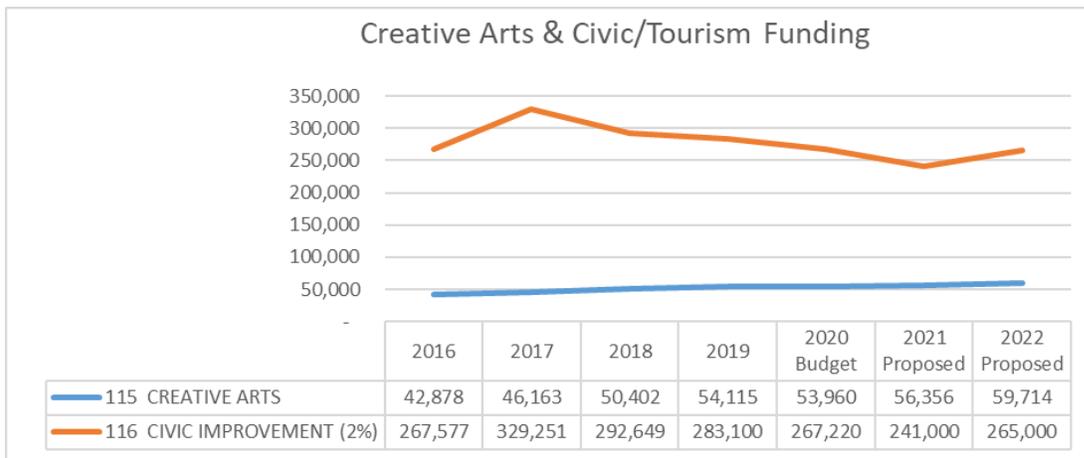
The Transportation Benefit District (TBD) was approved by the voters in 2019. TBD projects are just getting started.

Civic and Creative Arts Funds

Civic Funds in the City of Oak are the Hotel-Motel Funds / Transient Lodging Tax Funds in accordance with RCW 67.28.1816. The city uses a Lodging Tax Advisory Committee to advise the council on the use of these resources.

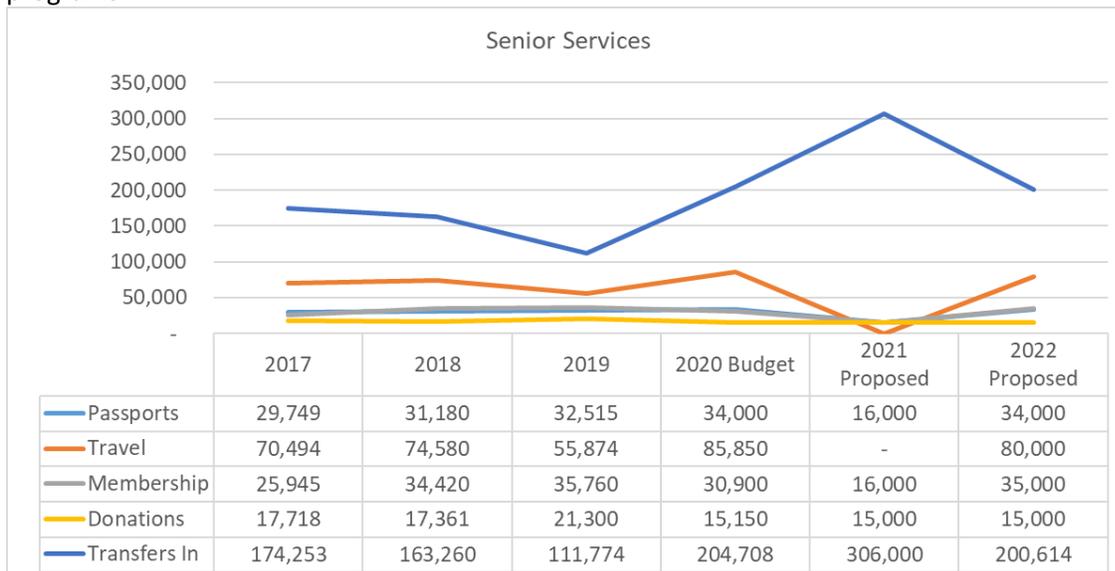
Creative Arts Funds are derived from a .25% utility tax on water, sewer & solid waste operations at the city.

Below is an illustration of the trends and expectations for each of these funds overall:



Senior Services Fund

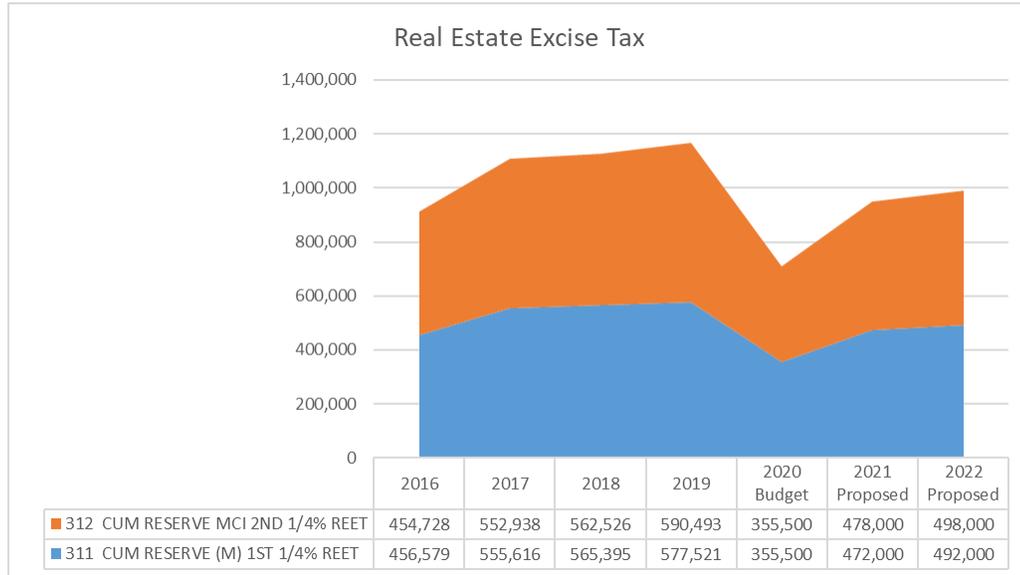
The Senior Services Fund derives the majority of its revenues from activity fees. During the COVID 19 pandemic, many of these activities were curtailed or affected at least for a period of time. As a result, the actual revenues for 2020 will likely be different than those budgeted for the year. Additionally, we are presuming a return to normal for 2021 and 22 as we predict revenues for the upcoming budget. The chart below illustrates the major revenues that contribute funds for operation of the Senior Services programs.



Capital Project Fund Revenues - Major Revenue Sources

Real Estate Excise Tax (REET) Funds

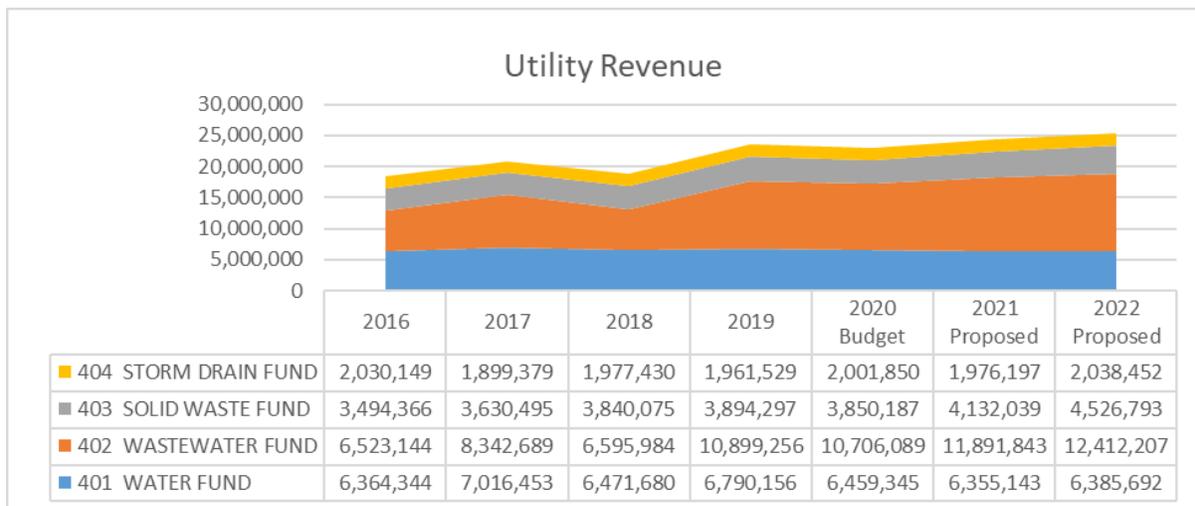
REET funds are used for specific types of capital improvements (with some exceptions). The first ¼% is known as REET 1 and is governed by RCW 82.46.010. The second ¼% is available to those cities planning under the Growth Management Act and is known as REET 2 (RCW 82.46.035). The chart below illustrates the trends and projections for REET funds.



Enterprise Fund Revenues - Major Revenue Sources

Utility Funds

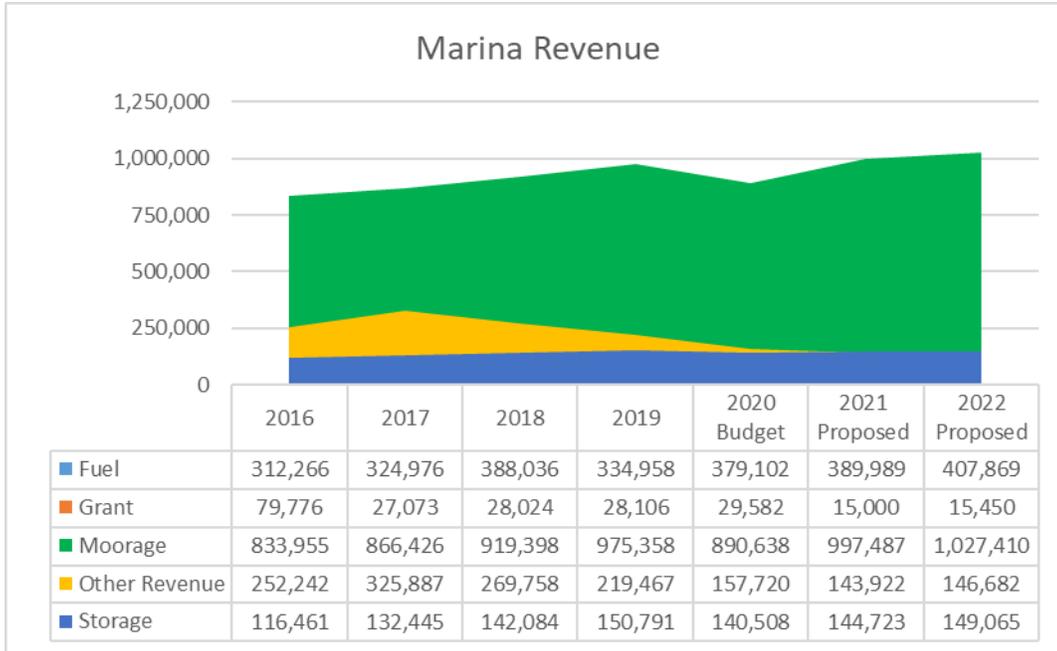
The City operates five utilities. These are a Water, Wastewater, Solids Waste and Storm Drain utility. Each utility fund charges rates intended to recover the full costs of operating the utility, including providing for the facilities and equipment necessary for the utility to be successful. The chart below illustrates the trends and projections for utility fund revenue in the City.



The projected revenues are derived from a rate study performed by the City by outside rate analysts, experts in this complicated field.

Marina Fund

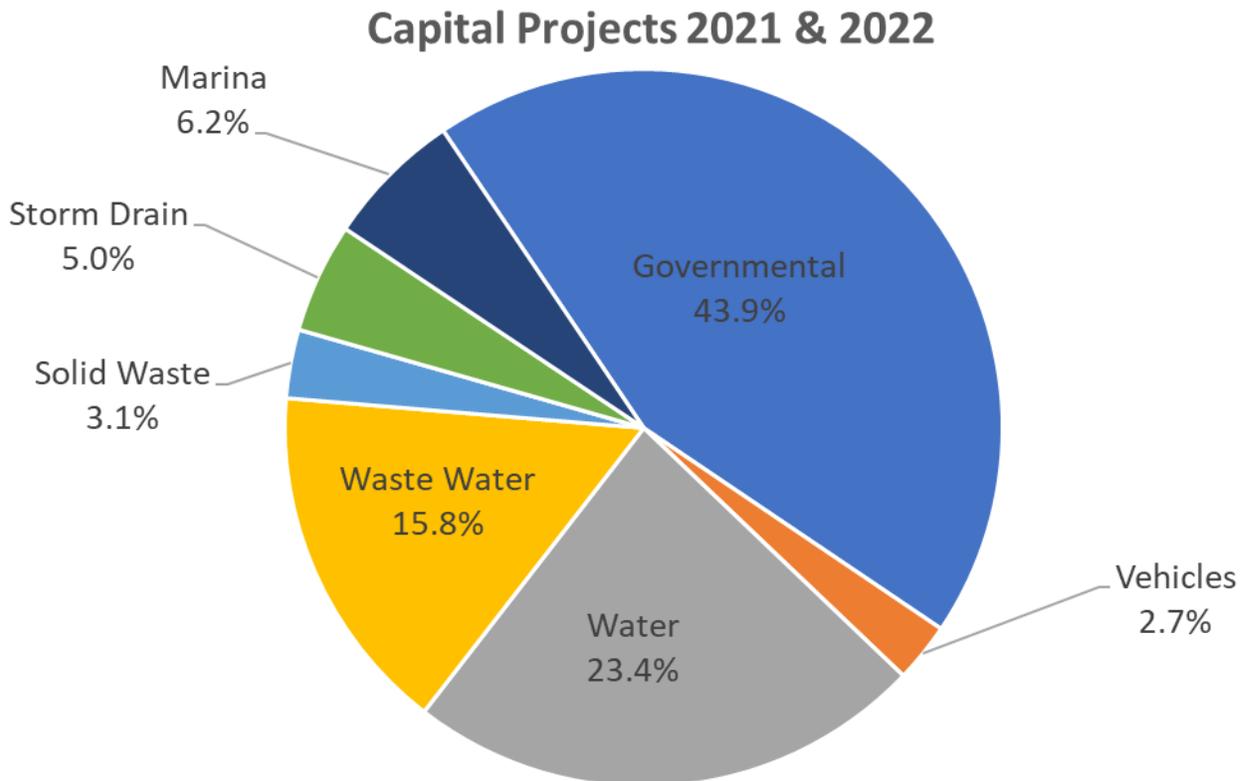
An additional enterprise fund (where the rates and charges are anticipated to recover the full costs of operations) is the City’s Marina. The graph below illustrates the past trends and forecasts for the City Marina.



Capital Improvement Plan Summary

Capital Improvement Plans in Washington State

In Washington State, the legislature connected planning for capital improvements to the Comprehensive Plan. The Growth Management Act (GMA) requires that the Comprehensive Plan include a Capital Facilities Plan element. The Capital Facilities Plan identifies the existing infrastructure within the City to provide services as described in the Comprehensive Plan to the community. The required elements include utility services to meet health regulations and transportation systems. Cities can include additional capital facilities in their plans as needed to meet community expectations. Examples include public safety, general government, parks, recreation and other facilities. The plan is to describe the needed facilities to accomplish level of service goals and the difference between the needed facilities and the current inventory. That forms the basis for analysis of the needed capital facilities within the community to conform to the Comprehensive Plan. To that end, staff has developed a comprehensive Capital Improvement Plan.



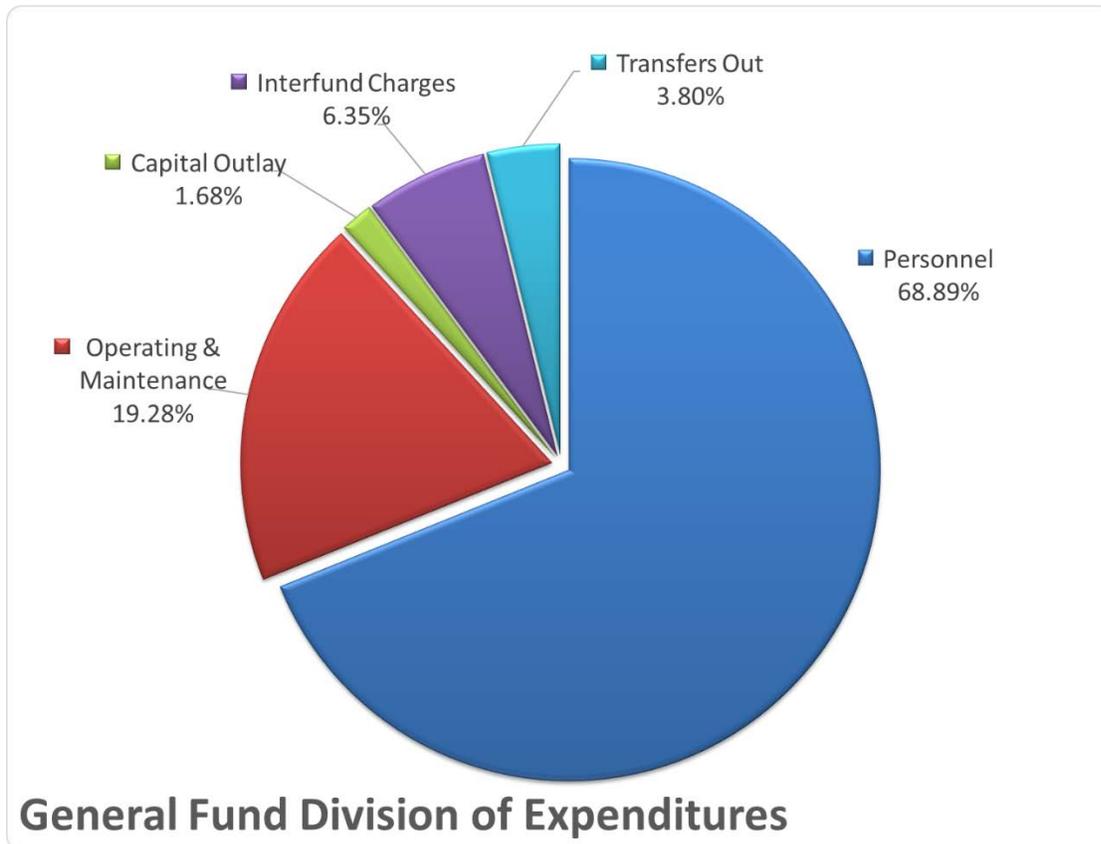
Total Capital Improvement Plan for 2021 and 2022 equals \$31.7 million.

Total Capital Improvement Plan for the planned six years totals \$67.1 million.

Detailed descriptions of the capital improvements are included in the Long-term Capital Plan which is included in a later section of the budget.

General Fund

General Fund Financial Table	Actual 2019	Amended 2020	Adopted 2021	Adopted 2022
Beginning Fund Balance	\$ 1,612,079	\$ 2,273,769	\$ 2,075,252	\$ 913,842
Revenues				
Revenues	15,966,683	15,154,346	15,225,199	15,597,778
Transfers In	246,014	20,000	78,000	20,000
Total Revenues	16,212,697	15,174,346	15,303,199	15,617,778
Expenditures				
Personnel	10,623,858	11,298,157	11,341,907	11,564,942
Operating & Maintenance	2,833,694	3,692,456	3,174,053	3,121,414
Capital Outlay	303,803	-	276,500	-
Debt	-	-	-	-
Interfund Charges	1,261,994	1,205,526	1,046,038	1,079,706
Transfers Out	519,804	235,205	626,111	251,111
Total Expenditures	15,543,153	16,431,344	16,464,609	16,017,173
Change in Fund Balance	669,544	(1,256,998)	(1,161,410)	(399,395)
Ending Fund Balance	\$ 2,281,623	\$ 1,016,771	\$ 913,842	\$ 514,447



General Fund Expenditures by Department

Departments	Actual 2019	Actual 2020	Adopted 2021	Adopted 2022
Mayor	197,403	221,796	94,222	98,929
City Council	144,655	167,611	144,333	160,766
City Administrator	394,373	448,907	575,192	593,110
Human Resources	314,776	331,765	333,913	332,960
Judicial	343,760	539,800	377,500	377,500
Law	621,735	636,235	689,747	702,530
Library	68,983	76,600	71,200	71,200
Development Services	1,084,637	1,171,714	1,254,657	1,156,003
Finance	1,190,975	1,162,790	1,106,060	1,134,575
Police	5,936,092	6,089,257	6,327,432	6,392,262
Fire & Emergency Services	2,748,825	2,582,421	2,767,230	2,760,684
Parks	1,483,114	1,528,306	1,504,631	1,433,521
General Government	1,013,825	1,474,142	1,218,492	803,133
Total	15,543,153	16,431,344	16,464,609	16,017,173

City Council

Mission:

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

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

Responsibilities:

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

2019-20 Accomplishments:

- ✓ Approved 2020-2021 Mid-Biennial Budget.
- ✓ Approved Capital Improvements Plan 2020-2025.
- ✓ Held grand opening for Windjammer Park Phase 1 Improvements.

-
-
- ✓ Assumed local control of the Oak Harbor Transportation Benefit District and established through referendum a sales and use tax to fund transportation improvement projects.

2021–22 Goals:

Goal: Economic Development.

- Objective: Create a staff position with specific objectives to promote and develop economic diversity and targeted growth.
- Encourage job creation and economic growth by supporting such organizations as the Chamber of Commerce and the Oak Harbor Main Street Association.
- Expand Goldie Road Business/Industrial Area through extension of utilities.

Goal: Regional Park.

- Objective: Develop the Regional Park plan and start construction.
- Objective: Procure long-term funding for future development and maintenance.

Goal: Effective Transportation Benefit District Plan Implementation.

- Objective: Launch TBD projects using new sales tax revenues.
- Objective: Communicate project status and recognize community support for TBD sales tax referendum.
- Objective: Plan for pathways and bike trails in future years.

Goal: City Facilities.

- Objective: Develop a plan to enhance and maintain existing City infrastructure.
- Objective: Continue Marina revitalization and future shoreline development projects.

Goal: IT and Fiber Improvements.

- Objective: Pursue wet fiber installation.
- Objective: Consider providing Citywide broadband access or backbone fiber to private utility carriers utilizing wet fiber.

Goal: Windjammer Park.

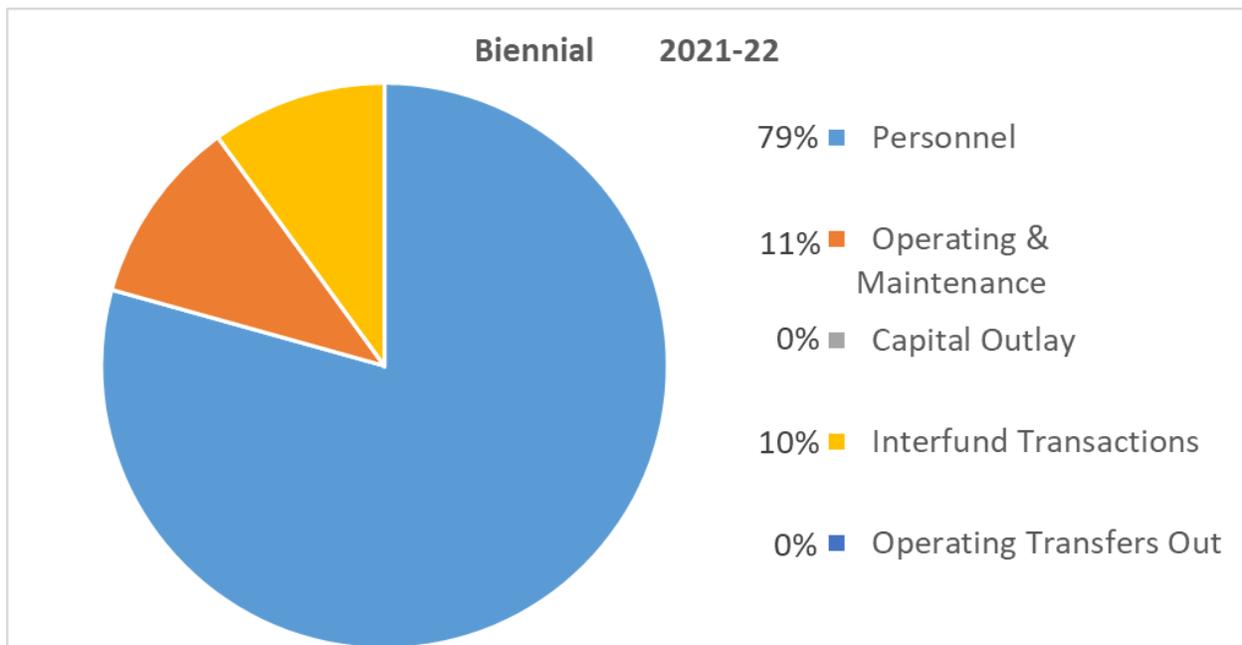
- Objective: Obtain funding to complete Windjammer Park Phase II.
- Objective: Implement Windjammer Park Phase II construction.

Goal: Workforce Housing and Development Permitting.

- Objective: Facilitate the development of workforce housing through streamlined permitting and planning processes.
- Objective: Work with Island County to utilize State funded affordable housing initiatives.

Summary of Financial Information

Use of Funds	Actual 2019	Actual 2020	Adopted 2021	Adopted 2022	Biennial 2021-22
Expenditures					
Personnel	115,044	126,695	121,022	121,022	242,044
Operating & Maintenance	9,085	24,400	8,600	23,900	32,500
Capital Outlay	-	-		-	-
Total Expenditures	124,128	151,095	129,622	144,922	274,544
Other Uses					
Interfund Transactions	20,527	16,516	14,711	15,844	30,555
Operating Transfers Out					-
Total Other Uses	20,527	16,516	14,711	15,844	30,555
Grand Total	144,655	167,611	144,333	160,766	305,099



Discussion of Key Elements

Personnel Expenditures:

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

Operating and Maintenance Expenditures:

The majority of travel was eliminated from the 2021 budget.

Judicial

Mission:

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

Responsibilities:

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

2021-22 Goals:

Goal: Continue providing fair and equitable prosecution and public defense services.

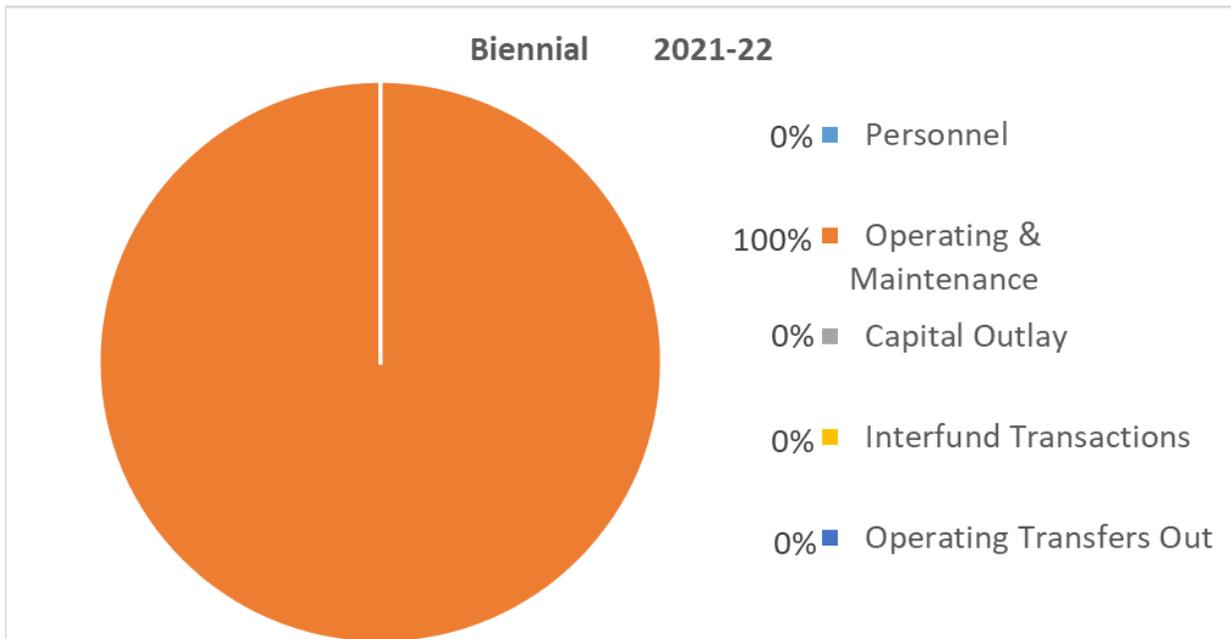
- Objective: A strong and vibrant community relies on a sound and fair judicial system.
- Objective: Evaluate and adjust as appropriate the public defense services program to insure an effective legal defense.

Goals: Continue to provide and collaborate with other agencies on Work Crew Programs.

- Objective: The Work Crew Program represents an alternative to incarceration, which may benefit the efficiency of the judicial system for Oak Harbor, the Island County Jail, Department of Corrections and other agencies and partners.

Summary of Financial Information

Use of Funds	Actual 2019	Actual 2020	Adopted 2021	Adopted 2022	Biennial 2021-22
Expenditures					
Personnel					-
Operating & Maintenance	343,760	539,800	377,500	377,500	755,000
Capital Outlay					-
Total Expenditures	343,760	539,800	377,500	377,500	755,000
Other Uses					
Interfund Transactions					-
Operating Transfers Out					-
Total Other Uses	-	-	-	-	-
Grand Total	343,760	539,800	377,500	377,500	755,000



Discussion of Key Elements

Operating and Maintenance Expenditures:

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

Mayor**Mission:**

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

Responsibilities:

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

2019-20 Accomplishments:

- ✓ Assumed a pro-active response to the COVID-19 public health emergency. Implemented controlled access and use of city facilities; adjusted daily operations and services to meet the changing needs of employees, customers, and businesses; and adopted regulations to protect the health and safety of the community.
- ✓ Because the Navy base is vital to the local community, the Mayor's office continues to have regular, monthly meetings with the incumbent Commanding Officer of Naval Air Station Whidbey Island, which provides communication beneficial to the City, the Navy, and to the community.
- ✓ Continued to encourage the stabilization fund in order for the City to be fully prepared for any possible future downturns in the economy.
- ✓ Met with Federal legislators and Pentagon officials to discuss issues relative to the City's Clean Water Facility project, and our unique partnership with Naval Air Station Whidbey Island.
- ✓ Presented legislative priorities to District 10 State representatives and federal representatives.
- ✓ Served on Island County Board of Health, Island County Council of Governments, Island County Regional Transportation Planning Organization, Island County Law and Justice Council, NAS Whidbey Island Task force, Island County Economic Development Council, Oak Harbor Chamber of Commerce, Affordable Housing Task Force, and Northwest Clean Air Agency.

2021-22 Goals:**Goal: Working Together!**

- Objective:

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

Goal: Relating to our community.

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

Goal: Continued financial strength and sound fiscal policy.

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

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

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

Goal: Helping the City Council work Effectively.

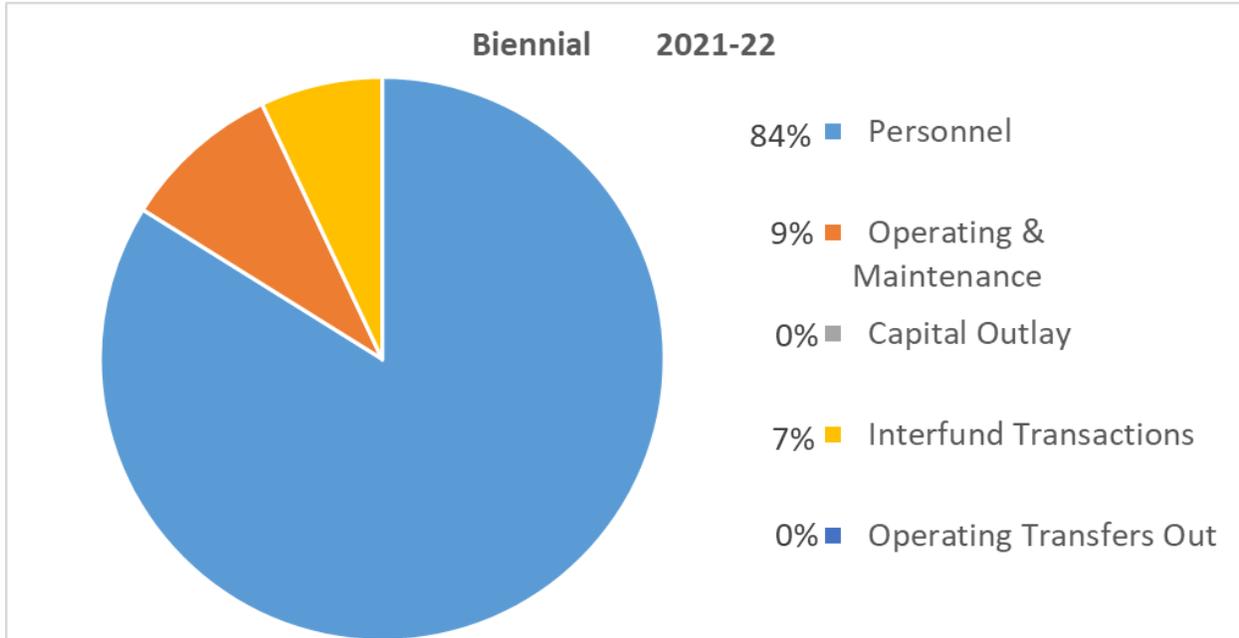
- Objective: Strengthening policymaking capabilities.

Goal: Improve technology to better serve our citizens.

- Objective: Improve technology to better serve our citizens.

Summary of Financial Information

Use of Funds	Actual 2019	Actual 2020	Adopted 2021	Adopted 2022	Biennial 2021-22
Expenditures					
Personnel	180,421	200,373	81,010	81,010	162,020
Operating & Maintenance	6,864	12,750	6,800	10,800	17,600
Capital Outlay	-	-	-	-	-
Total Expenditures	187,286	213,123	87,810	91,810	179,620
Other Uses					
Interfund Transactions	10,117	8,673	6,412	7,119	13,531
Operating Transfers Out					-
Total Other Uses	10,117	8,673	6,412	7,119	13,531
Grand Total	197,403	221,796	94,222	98,929	193,151



Discussion of Key Elements

Personnel Expenditures:

The Executive Assistant position remains unbudgeted.

Operating and Maintenance Expenditures:

The majority of the operating and maintenance budget is for travel for conferences.

City Administration

Mission:

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

Responsibilities:

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

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

2019-20 Accomplishments:

- ✓ Led November 20 All-Hands Meeting for all employees including update on City's Mission and Goals, and Leadership Goals.
- ✓ Produced four *Mayor's Snapshot* e-news reports to improve community communication.
- ✓ Provided monthly City Administrator's reports to City Council (February – December)

Financial Summary

- ✓ Secured \$400,000 Marina Grant in State Budget
- ✓ Secured \$350,000 Youth Athletic Field Grant in State Budget
- ✓ Supported the successful Transportation Benefit District Sales Tax Ballot Measure
- ✓ Collaborated with the Economic Development Council for Island County team on presentation on Opportunity Zones on July 11
- ✓ Assisted Police Department and Public Works Department in illegal dumping cleanup of nine sites. This was a city, county and affected property owners' initiative that resulted in the removal of about 26 tons of garbage from 7 sites.
- ✓ Supported petitioning Island County to expand the Joint Planning Area (JPA)
- ✓ Supported the sale of property on Sleeper Road with net proceeds of \$640,188.94 for future parks projects
- ✓ Completed mid-block crossing at the Oak Harbor Intermediate School to improve safety in a cooperative effort with the Oak Harbor School District
- ✓ Held June 29 Windjammer Grand Opening
- ✓ Supported Splash Park Naming Campaign
- ✓ Supported February Kaizen Lean Study
- ✓ Supported April Whidbey Island Marathon
- ✓ Legislative outreach with State and US Government representatives. Attended Associations of Washington Cities (AWC) Lobby Day on March 25. Lobbied for SR20 Roundabout at Legislative Priorities
- ✓ City Administrator Served on the Main Street Design and Economic Revitalization Committees. Worked with Executive Director Matt Williams on OHMSA's "Spring Cleanup Day" on Saturday, May 18.
- ✓ City Administrator served on the Chamber's Legislative Affairs Committee and is providing support for workforce housing; trespass and safety; and transportation and broadband. Also attended Chamber Board Meetings as Liaison.
- ✓ Participated in Council of Governments (GOG)

2021–22 Goals:**Goal: Promote Economic Development.**

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

Goal: Support Community Outreach.

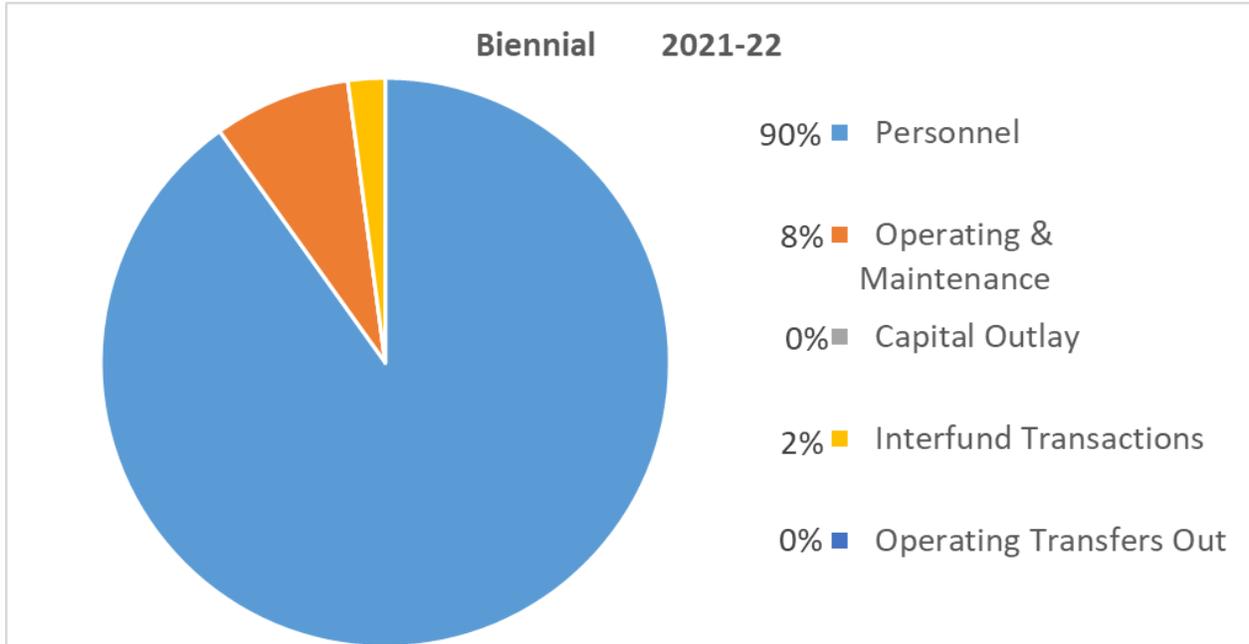
- Objective: Support Oak Harbor Main Street Association through downtown improvements, signage improvements, participation in committees, and design requirement enhancements.
- Objective: Support Chamber of Commerce’s Legislative Affairs Committee by providing input and assistance on the Chamber’s Legislative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

Goal: Provide consistent and positive leadership to the organization.

- Improve project management. Objective: 2021 RESULTS (Responsibility, Excellence, Service, Unity Leadership, Teamwork, and Success).

Summary of Financial Information

Use of Funds	Actual 2019	Actual 2020	Adopted 2021	Adopted 2022	Biennial 2021-22
Expenditures					
Personnel	349,091	371,610	519,519	533,163	1,052,682
Operating & Maintenance	28,356	62,930	44,000	47,000	91,000
Capital Outlay	-	-		-	-
Total Expenditures	377,447	434,540	563,519	580,163	1,143,682
Other Uses					
Interfund Transactions	16,926	14,367	11,673	12,947	24,620
Operating Transfers Out					-
Total Other Uses	16,926	14,367	11,673	12,947	24,620
Grand Total	394,373	448,907	575,192	593,110	1,168,302



Discussion of Key Elements

Personnel Expenditures:

Reclassified the Public Information Officer position to Communications/ITManager..

Operating and Maintenance Expenditures:

The majority of operating expense is for professional services.

Human Resources

Mission:

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

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

Responsibilities:

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

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

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

2019-20 Accomplishments:

- ✓ Implemented the HRA VEBA plan option for defined groups.
- ✓ Promoted a repeat award-winning wellness program to earn AWC's WellCity Award for a 2% discount on medical premiums. The wellness program promotes a commitment to employees' well-being by developing healthy and safe workplace cultures.
- ✓ Implemented a Telework policy, procedure, and checklist for a modified workforce during the COVID-19 pandemic.
- ✓ Increased features and functionality of the Human Resources Information System (HRIS-NEOGOV) to better enable the City to manage costs and utilize HRIS reporting and data analytics for strategic planning and process improvements.

2021-22 Goals:

Goal: Support all City Programs and Departments in an efficient and effective manner.

- Objective: Gain efficiencies within the HR Department and better assist City departments in meeting human resources needs and serve citizens in a professional, cost-effective and timely manner.

Goals: Create procedure manual for internal HR processes.

- Objective: Document processes within the department to ensure processes are not lost when staff turnover.
- Objective: Provide cross-training opportunities within the Human Resources department to increase efficiencies and customer service to the departments/customers we serve.

Goal: Update and re-write current Employee Handbook, Supervisor Handbook, and City-wide Employee Policy and Procedures Manual.

- Objective: Provide staff with clear policies, procedures, and guidelines to reflect legislative changes and City policy changes related to personnel law updates.
- Objective: Legal and clear employee policies and procedures protect both the City and the employees.

Goal: Accessible Human Resources Information System (HRIS).

- Objective: Provide accurate historical data on positions and employees. Provide a clear process for all personnel changes.
- Objective: Provide a real-time tracking system for positions that will better enable the City to manage costs and utilize position budgeting with recruitment and retention.

Goals: Promote a healthy/safe work environment.

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

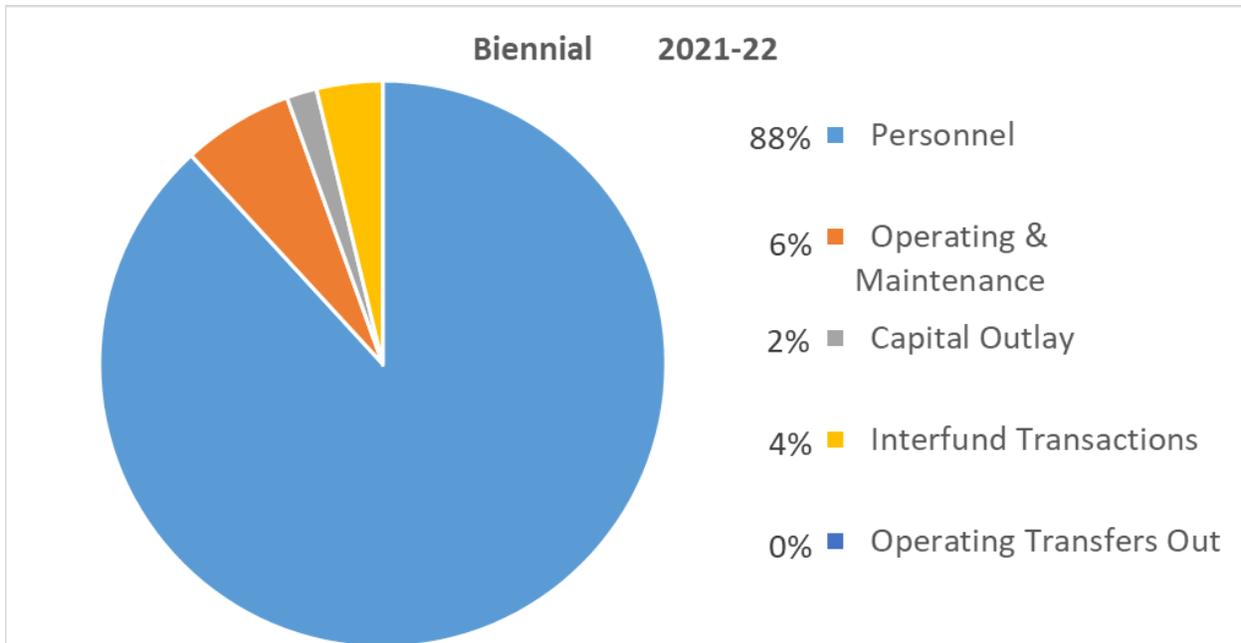
Measurement Results

Measures	Actual		Projected	
	2019	2020	2021	2022
Quantitative Measures				
Number of AWC Wellness Points (min 91 to max 200 for 2% & WellCity)	170	174	New point system	N/A
WellCity Participation Percentage*	53%	64%	52%	52%
Number of Hires	22	33	35	30
Number of L&I claims	9	7	8	8
L&I Experience Rating	0.7717	0.6669	0.8	0.8
Number of training courses completed	271	1702	1250	1250

*WellCity Standard requires 50% eligible employee participation for the City to earn the WellCity award designation and receive the 2% discount savings on health insurance premiums (~\$49,000/year)

Summary of Financial Information

Use of Funds	Actual 2019	Actual 2020	Adopted 2021	Adopted 2022
Expenditures				
Personnel	271,790	290,397	289,682	298,351
Operating & Maintenance	26,821	27,650	20,550	21,650
Capital Outlay	-	-	11,500	-
Total Expenditures	298,611	318,047	321,732	320,001
Other Uses				
Interfund Transactions	16,165	13,718	12,181	12,959
Operating Transfers Out				
Total Other Uses	16,165	13,718	12,181	12,959
Grand Total	314,776	331,765	333,913	332,960



Discussion of Key Elements

Personnel Expenditures:

The current level of staff is maintained.

Operating and Maintenance Expenditures:

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

Capital Expenditures:

The 2021 expenditure is to purchase a HRIS management system.

Finance

Mission:

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

Responsibilities:

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

2019-20 Accomplishments:

- ✓ Hired a highly qualified Finance Director.
- ✓ Successfully managed over \$1,000,000 of Federal CARES funds which helped 63 small local businesses.
- ✓ Able to meet all deadlines during a world-wide pandemic.
- ✓ Completion of a balanced budget for the 2021-2022 biennial.

2021-22 Goals:

Goal: Explore obtaining a City-wide ERP System to include an upgrade to our accounting system

- Objective: Build specification documents involving city-wide departmental needs that also includes improvements to the public-facing interface experience.
- Objective: Review different proposals.
- Objective: Create an implementation plan and implement new system.

Goal: Provide public finance education to City Council

- Objective: Develop a plan to discuss different aspects of public finance.
- Objective: Provide 30 minute to 1-hour seminars to Councilmembers.

Goal: Create a Program-Performance budget for the 2022-23 biennial

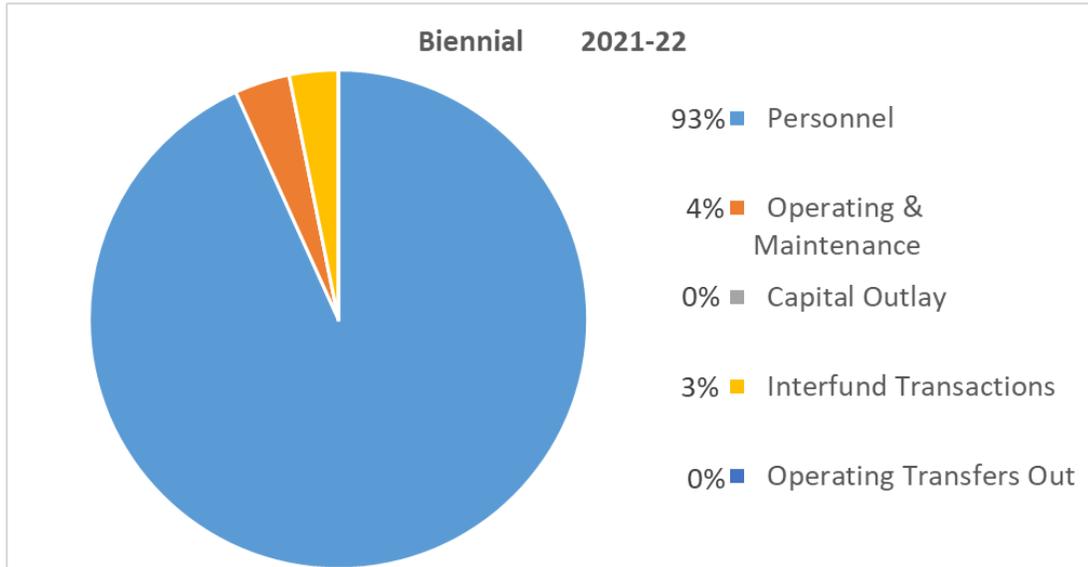
- Objective: Work with departments to develop departmental programs.
- Objective: Align dedicated program revenues with program expenses.
- Objective: Tie program performance in with the “Vision, Mission, and Goals of Oak Harbor.”

Measurement Results

Measures	Actual		Projected	
	2019	2020	2021	2022
Qualitative Measures				
State Auditor findings	0	0	0	0
Quantitative Measures				
Number of accounts payable invoices processed	9771	9455	9750	9800
Size of expenditure budget managed	\$121 mil	\$107 mil	\$113 mil	\$103 mil
Number of utility accounts:				
Water	6,087	6,159	6,175	6,200
Sewer	5,676	5,751	5,775	5,780
Solid waste	5,941	5,996	6,025	6,040
Storm drain	5,794	5,860	5,875	5,890

Summary of Financial Information

Use of Funds	Actual 2019	Actual 2020	Adopted 2021	Adopted 2022
Expenditures				
Personnel	1,041,615	1,070,003	1,031,065	1,058,092
Operating & Maintenance	112,944	61,400	40,200	40,200
Capital Outlay	-	-	-	-
Total Expenditures	1,154,559	1,131,403	1,071,265	1,098,292
Other Uses				
Interfund Transactions	36,417	31,387	34,795	36,283
Operating Transfers Out				
Total Other Uses	36,417	31,387	34,795	36,283
Grand Total	1,190,975	1,162,790	1,106,060	1,134,575



Discussion of Key Elements

Personnel Expenditures:

The department is staffed at the same level as previous years.

Operating and Maintenance Expenditures:

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

Legal

Mission:

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

Responsibilities:

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

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

2019-20 Accomplishments:

- ✓ Continued support to all City departments regarding advice on contract drafting and review.
- ✓ Maintained positive work relationship with OHPD; engaged in officer and command staff training; and engaged in OHPD Records Department Staff training regarding public records.
- ✓ Sr. Legal Administrative Assistant attended the 2019 and 2020 WAPRO Conference regarding public records; Assistant City Attorneys and Sr. Legal Administrative Assistant attended additional public records training.
- ✓ Continued defense with outside counsel of land use litigation (Harbor Lands).
- ✓ Participation on Wastewater Treatment Plant team (property and contract issues).
- ✓ Ordinance drafting resulting in code changes/updates.
- ✓ Participated in defense of personnel related lawsuit and claims.
- ✓ Sent all attorneys to annual municipal attorney training.

2021-22 Goals:

Goal: Up-to-date records retention and decreased use of physical space to store records.

- Objective: Research the use of digital record retention software for legal files. If appropriate, obtain software and train staff in its use. Scan records still within retention period to create electronic records.

Goal: Maintain a fully trained legal staff.

- Objective: Ensure that City Attorney, Assistant City Attorney/Prosecutor and Assistant City Attorney/Public Records Officer stay up-to-date on municipal law issues by attending WCIA and MRSC sponsored trainings.

Goal: Assist in maintaining and improving the system in place for responding to public records requests.

- Objective: Work with Oak Harbor Police Department in implementing the City's new GovQA Public Records Request processing software. Train staff in its use.
- Objective: Ensure that the Legal Department is aware of changes in public records case law or changes to best practice recommendations by attending public records training a minimum of one time per year.
- Objective: Work closely with the Assistant City Attorney/Public Records Officer to continuously improve the City's public record response system.
- Objective Ensure that Legal has system in place to seamlessly step in and fill records requests when the Assistant City Attorney/Public Records Officer is unavailable.

Goal: Criminal Caseload.

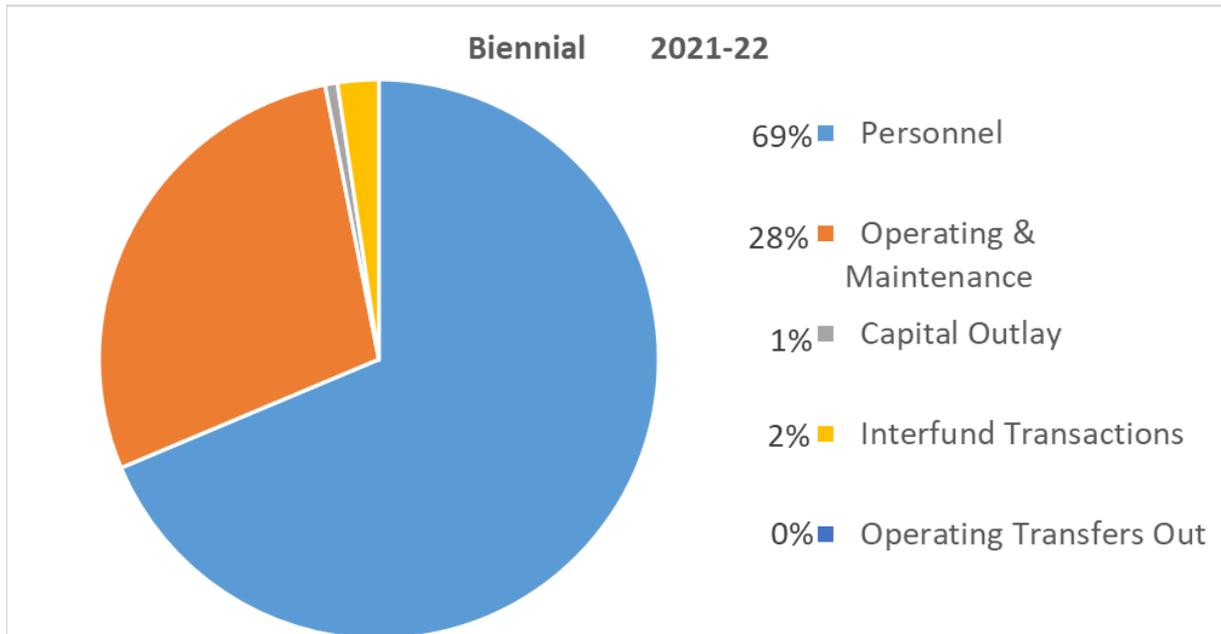
- Objective: Work with Oak Harbor Police Department regarding body cams and records retention.
- Objective: Collaborate with Oak Harbor Police Department on their Access program. Get Legal Department staff access to that program or shared electronic files.
- Objective: Contact Thomson-Reuters (Prolaw provider) regarding ability to upload shared electronic files and attaching to a specific case, thereby eliminating paper files.
- Objective Provide City Attorney and Assistant City Attorneys with access to Prolaw database for purposes of looking up cases and inputting notes.

Measurement Results

Measures	Actual		Projected	
	2019	2020	2021	2022
Quantitative Measures				
Criminal cases:				
Filed/cited	402	416	460	475
Declined	18	33	40	40
Civil cases:				
Civil	127	121	125	130

Summary of Financial Information

Use of Funds	Actual 2019	Actual 2020	Adopted 2021	Adopted 2022
Expenditures				
Personnel	574,159	583,280	472,901	483,096
Operating & Maintenance	30,616	39,007	193,326	199,924
Capital Outlay	-	-	10,000	-
Total Expenditures	604,776	622,287	676,227	683,020
Other Uses				
Interfund Transactions	16,959	13,948	13,520	19,510
Operating Transfers Out				
Total Other Uses	16,959	13,948	13,520	19,510
Grand Total	621,735	636,235	689,747	702,530



Discussion of Key Elements

Personnel Expenditures: The Legal Department is fully staffed so there are no significant changes to the 2021/2022 expenditures.

Operating and Maintenance Expenditures: While the majority of the Operating and Maintenance budget is for professional services, the amounts anticipated to be expended in 2021/2022 may be slightly higher due to an increase in the number of claims and lawsuits that currently exist and the amount Weed, Graafstra & Associates, Inc., P.S. charges. Approximately \$175,000 was programmed in professional services for outside legal services annually for 2021-2022 (estimated costs) based on the salary and benefits for the former City Attorney.

Prolaw: This is the Legal Department’s criminal/civil database. We are currently working on writing two necessary criminal reports. Once this is completed, we will have to upgrade this program which will cost approximately \$6,000. The last upgrade was in 2016. This upgrade will allow the Legal support staff to upgrade their computers to Windows 10. There is an annual maintenance fee due each year thereafter (approx. \$2,200).

GovQA: GovQA, a Public Records Request management software, was purchased in 2020. Anna, Kim and Erin, together with the OHPD Records Division are currently training on GovQA. GovQA is scheduled to go live sometime in December. There is an annual maintenance fee due each year thereafter which will be split with OHPD (approx. \$6,000 each).

Capital Expenditures:

The Legal Department will purchase Prolaw software upgrade in 2022.

Development Services

Mission:

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

Responsibilities:

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

2019-20 Accomplishments:**2019**Plans and Policies recommended approved:

- ✓ Adopted the 2019 Parks, Recreation, and Open Space Plan
- ✓ Adopted revisions to the Design Guidelines and Regulations document, reflecting changes proposed by the Oak Harbor Main Street Association.
- ✓ Adopted the 2019 Comprehensive Plan Amendments (Ordinance No. 1894), which included updates to the 2020-2025 Capital Improvements Plan, the Parks, Recreation, and Open Space Element, and the Economic Development Element.

Oak Harbor Municipal Code (OHMC) Amendments recommended adopted:

- ✓ Ordinance No. 1874, amending Title 20 “Environment” of the Oak Harbor Municipal Code updating Chapters 20.12 (General Critical Areas Regulations) and 20.24 (Wetlands) to protect the City’s critical areas in conformance with requirements of Washington State’s Growth Management Act.
- ✓ Ordinance No. 1882, amending OHMC Chapter 11.07 “Small Cell Deployment – Franchise and Small Cell Permit” for conformity with a September 2018 “Report and Order” from the Federal Communications Commission.

Land use applications recommended approved:

- ✓ Approved the Preliminary Plat and Landscape Plans for the Village of Garry Oaks project which consisted of a proposal to develop 36.7 acres for single family homes to include 135 lots, a public park, four detention basins, wetland restoration, trail connections, as well as plans for downstream stormwater improvements and intersection improvements at SW 24th Ave and SW Eagle Vista Drive.
- ✓ Approved the Preliminary Plat and Planned Residential Development for the Hillside (Scenic Heights) project which included the proposal of an 11-lot subdivision on two existing single-family lots.
- ✓ Approved the Preliminary Plat, Planned Residential Development, and associated permits for the Howard’s Pointe project which consisted of a proposal for a 19-lot single family subdivision on 3.93 acres located on SW Ft. Nugent Avenue which included open space and amenities for the residents in exchange for smaller minimum lot sizes.

2020Plans and Policies recommended approved:

- ✓ Adopted the 2020 Comprehensive Plan Amendments (Ordinance No. 1919), which included the Capital Improvements Plan (CIP) and Harbor Heights land use change.
- ✓ Adopted the 2020 Stormwater Comprehensive Plan

Oak Harbor Municipal Code (OHMC) Amendments recommended adopted:

- ✓ Ordinance No. 1910: Zoning Code Revisions: Building Height Definition and Accessory Building Standards.
- ✓ Ordinance No. 1909: Zoning Code Revisions: Definitions
- ✓ Ordinance No. 1914: Zoning Code Revisions: Central Business District standards and repealing Development Moratorium

Land use applications recommended approved by Hearing Examiner:

- ✓ Approved the Preliminary Plat, Planned Residential Development, and associated permits for the Hillside (Erie St.) project which consisted of a proposal for 192 single family lots on 20.11 acres spread over five separate tax parcels.
- ✓ Approved the Preliminary Plat, Planned Residential Development, and associated permits for the McKinney Place project which consisted of 20 attached townhome units spread over six buildings on 2.01 acres.

2021–22 Goals:**Goal: Maintain the City’s compliance with the Growth Management Act.**

- Objective: Monitor amendments to the Growth Management Act and respond accordingly.
- Objective: Continue to update and amend the City’s Comprehensive Plan, and development regulations.
- Objective: Update the City’s Shoreline Master Program by June 30, 2021.
- Objective: Work with Island County on any necessary amendments to the County-wide Planning Policies, so that the Comprehensive Plans of both jurisdictions may be fully implemented.

Goal: Continue implementation of the Capital Improvements Plan and other adopted city plans.

- Objective: Assist in implementation of community development and capital projects identified in the Comprehensive Plan, the Marina Redevelopment Program, and the Windjammer Park Integration Plan through the Capital Improvements Plan.
- Objective: Continue to update and refine the City’s Capital Improvement Plan with the intent of creating a document that is an effective project planning and financing tool for the community and the City.
- Objective: Continue working with the interdepartmental team on updating the Capital Improvement Plan and strengthening its relationship to the biennial budget.
- Objective: Anticipate future land use coverage and impervious surfaces to determine stormwater runoff and incorporate in the Capital Improvement Plan.

Goals: Provide timely and accurate planning review of permit applications and information to the public.

- Objective: Review land use and development permit applications for code compliance within prescribed timeframes.
- Objective: Develop solutions to enhance permit turn-around times by: exploring permit system technologies, cooperating between departments and improving in the overall communication with the development community.

Goal: Protect the general public health, safety, welfare and accessibility in the built environment through the provision of an effective and efficient plan review and inspection process.

- Objective: Work with the community, the City Council and the City Administration to adopt appropriate codes for the protection of the general public and first responders, and modify and administer a plan review and inspection process that meets the needs of the community.

- Objective: Use a variety of public education approaches to inform the community of minimum construction codes and requirements, and introduce technology as a way to improve efficiency, effectiveness, and consistency in enforcement of those codes
- Objective: Streamline the building permit process through the implementation of an electronic building permit submittal and review process.

Goal: Protect the general public health, safety, welfare, and property values through the provision of an effective and efficient code enforcement process.

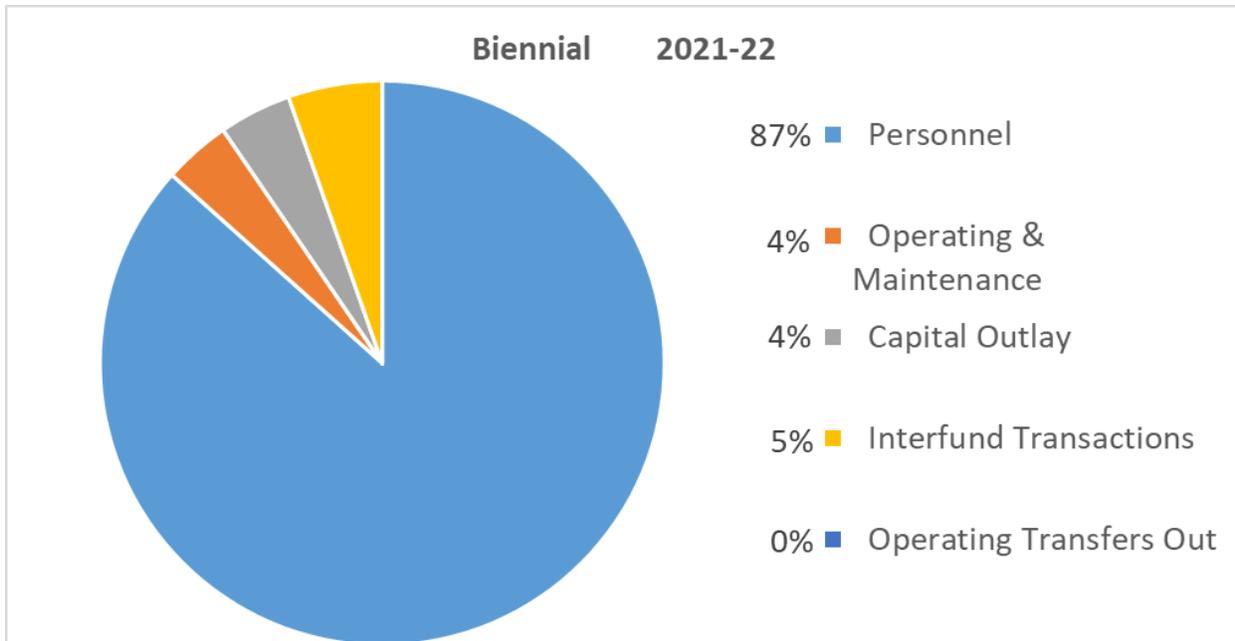
- Objective: Work with the community, the City Council, and the City Administration to establish a code enforcement process that meets the needs of the community today.
- Objective: Use a variety of public education approaches to inform the community of property maintenance codes and the City’s approach to enforcing those codes.

Measurement Results

Measures	Actual		Projected	
	2019	2020	2021	2022
Qualitative Measures				
Percent of customer service responses within prescribed timelines	95%	75%	50%	50%
Percent of planning reviews completed within 120-day timeline	95%	75%	50%	50%
Number of preliminary plat reviews started during the year	3	1	1	1
Percent of single-family home permits issued within two weeks	95%	95%	95%	95%
Quantitative Measures				
Number of land use applications reviewed	68	37	17	17

Summary of Financial Information

Use of Funds	Actual 2019	Actual 2020	Adopted 2021	Adopted 2022
Expenditures				
Personnel	946,208	1,045,175	1,029,715	1,058,285
Operating & Maintenance	45,403	66,753	60,950	31,750
Capital Outlay	-	-	100,000	-
Total Expenditures	991,611	1,111,928	1,190,665	1,090,035
Other Uses				
Interfund Transactions	93,026	59,786	63,992	65,968
Operating Transfers Out				
Total Other Uses	93,026	59,786	63,992	65,968
Grand Total	1,084,637	1,171,714	1,254,657	1,156,003



Discussion of Key Elements

Personnel Expenditures:

The level of staff is maintained.

Operating and Maintenance Expenditures:

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

Capital Expenditures:

The 2021 capital expenditure is for a new permitting software solution.

General Government**Mission:**

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

Responsibilities:

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

2019-20 Accomplishments:

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

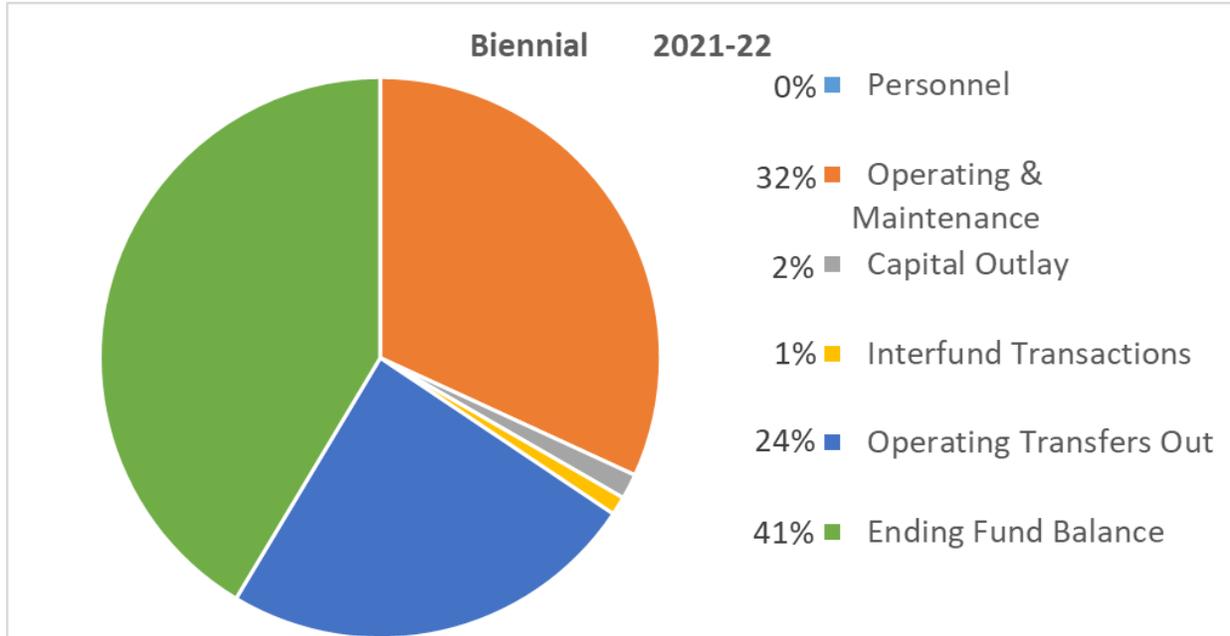
2021-22 Goals:

Goal: Better identify those needed services and demonstrate true cost for services as we move through this budget cycle.

- Objective: Utilizing the General Government fund to assist in developing policies to better respond to the community needs of those general activities.

Summary of Financial Information

Use of Funds	Actual 2019	Actual 2020	Adopted 2021	Adopted 2022
Expenditures				
Personnel	(7)	-	-	-
Operating & Maintenance	498,457	1,235,966	545,151	554,114
Capital Outlay	-	-	50,000	-
Total Expenditures	498,451	1,235,966	595,151	554,114
Other Uses				
Interfund Transactions	16,514	23,916	18,174	18,852
Operating Transfers Out	498,860	214,260	605,167	230,167
Ending Fund Balance	744,679	1,016,771	913,842	514,447
Total Other Uses	1,260,053	1,254,947	1,537,183	763,466
Grand Total	1,758,504	2,490,913	2,132,334	1,317,580



Discussion of Key Elements

Operating and Maintenance Expenditures:

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

Capital Expenditures:

The 2021 capital expenditure is funding to support the Homeless Coalition.

Operating Transfers:

Operating transfers consist of transfers out to the Senior Center for operations, debt service for repayment of the lighting project debt and to the Wastewater fund to help mitigate the increase in sewer rates.

Purpose	Adopted 2021	Adopted 2022
Debt Service	4,553	4,553
Senior Center Operations	200,614	200,614
Reduce Sewer Rates	400,000	-
New Financial System	-	25,000
Total	605,167	230,167

Police

Mission:

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

Responsibilities:

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

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

2019-20 Accomplishments:

- ✓ Completed work towards accreditation and successfully achieved status as an Accredited Police Agency, through the Washington Association of Sheriffs and Police Chiefs (WASPC).
- ✓ Converted all Corrections positions to Police Support Officer positions, expanding their role and capable duties within the department.
- ✓ Purchased more Electronic Bikes and established a routine presence downtown and in the parks on the bikes.
- ✓ Continued work to find alternative solutions for the OHPD housing of inmates
- ✓ Managed the work environment to adapt to the COVID pandemic
- ✓ Selected as Large Business of the Year by Oak Harbor Chamber of Commerce

2021-22 Goals:**Goal: Focus on efficient and effective service.**

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

Goal: Maintain vehicle fleet.

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

Goal: Maintain police facility.

- Objective: Make improvements to the Police Department as appropriate and as budgeted, to include carpeting, and other needed improvements or repairs.
- Objective: Efficient and appropriate use of facility spaces, including the recent revisions to create an office for the SSD division, Evidence/Information specialist and PSO office.

Goal: Evaluate department needs and maintain a comprehensive training plan.

- Objective: Acknowledge that people are any organizations most valuable asset. Assess department training needs and develop a multi-year plan to fully optimize staff development.
- Objective: Increase department training by identifying needs and sending staff to appropriate external training.
- Objective: Maintain a regular internal department training program and conduct regular and consistent shift training. The major training for shifts will occur twice a year, with two-day training sessions in the spring and again in the fall.
- Objective: Adapt to changing legal requirements for Law Enforcement in Washington State. Develop or modify polices and processes to remain compliant. Educate and train officers.

Goal: Continue to work with the community.

- Objective: Increase department activities in areas such as; traffic enforcement, downtown patrols, park patrols and school patrols, in addition to community outreach and education efforts.
- Objective: Continue to look for opportunities to collaborate and connect with the community.

Goal: Increase collaboration with area law enforcement partners.

- Objective: Review and consider multi-agency teams and training.
- Objective: Increased inter-agency collaboration and partnerships.
- Objective: Collaborate with area partners regarding a variety of social issues, including: mental health, the homeless population and challenges facing our juveniles.

Goal: Increase staff ownership, teamwork, individual participation and job satisfaction.

- Objective: Continually strive to improve job satisfaction, teamwork and departmental pride for all staff.
- Objective: Increase participation by all staff in multiple departmental tasks and responsibilities.

Goal: Maintain professionalism and Best Practices.

- Objective: Our last objective was to become accredited by 2021. We accomplished this in 2020! Our goal is now to maintain processes and procedures in order to move towards re-accreditation through the WASPC Accreditation program in 4-years (2025).
- Objective: Continue looking at other agencies to maintain a balance on how our department performs, to include the use of tools, policies, procedures and practices. Make modifications if appropriate or necessary.

Goal: Personnel.

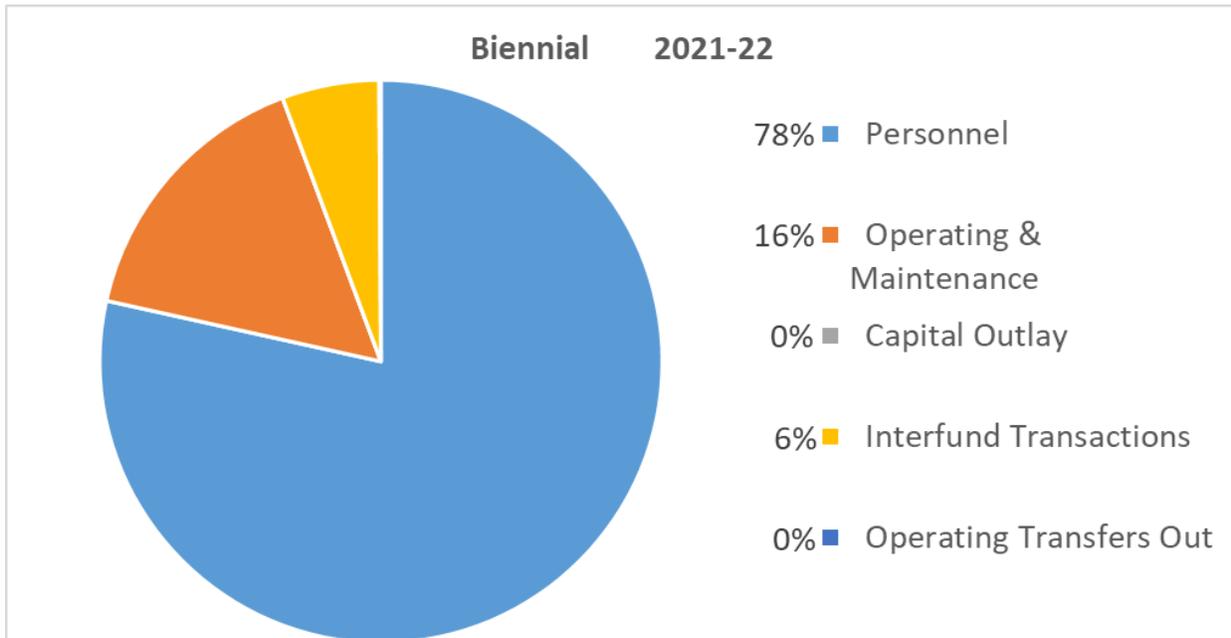
- Objective: Identify and hire to fill vacant positions.
- Objective: Enhance succession planning within the department.
- Objective: Identify ways to attract quality personnel to the department.
- Objective: Stay competitive regarding salary, benefits and in other areas.

Measurement Results

Measures	Actual		Projected	
	2019	2020	2021	2022
Qualitative Measures				
Animal control public education (animals returned to owner/owner educated):				
Cats	8	10	11	7
Dogs	59	36	38	21
Quantitative Measures				
Calls for service	12,532	12,091	12,500	12,700
Misdemeanor/felony arrests	749	541	650	700
Traffic stops:				
Criminal traffic	76	88	190	200
Notice of infraction	515	349	450	525
Number of animal licenses sold	296	325	350	370
Number of animals impounded:				
Cats	2	4	4	4
Dogs	38	36	40	40

Summary of Financial Information

Use of Funds	Actual 2019	Actual 2020	Adopted 2021	Adopted 2022
Expenditures				
Personnel	4,502,025	4,846,380	4,954,954	5,025,954
Operating & Maintenance	1,038,775	876,350	1,016,675	997,675
Capital Outlay	-	-	-	-
Total Expenditures	5,540,800	5,722,730	5,971,629	6,023,629
Other Uses				
Interfund Transactions	388,908	360,143	349,419	362,249
Operating Transfers Out	6,384	6,384	6,384	6,384
Total Other Uses	395,292	366,527	355,803	368,633
Grand Total	5,936,092	6,089,257	6,327,432	6,392,262



Discussion of Key Elements

Personnel Expenditures:

OHPD has a lot of newer officers and will see a large turnover of personnel in 2021. The department will have to modify some processes as it works on hiring and training replacements. New staff will begin working in a different environment due to recent Washington State legal changes and integrating the new and old for these staff member, to create a “new normal” will be a challenge. It’s exciting for the department to see new staff entering into this profession.

Operating and Maintenance Expenditures:

The department is still experiencing some uncertainty with forecasting operational budgeting needs, as we're still attempting to work out a contract for the housing of inmates and not maintain a jail facility. This unknown has an affect on budget outlook. We are looking at using capital money to roof the "white house" and to possibly purchase optical sights for department pistols.

Operating Transfers:

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

Fire

Mission:

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

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

Responsibilities:

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

2019-20 Accomplishments:

- ✓ Nine members attended the recruit firefighter academy. Nine members completed Fire Fighter 1 certification.
- ✓ Provided fire safety training public education to over 1,000 people (during 2019 only).
Replaced four (4) heaters/air conditioning systems throughout the building.
- ✓ Installed a vehicle exhaust collection system

2021-22 Goals:

Goal: Sponsor four to six entry-level paid-on-call firefighters per year through our certified recruit firefighting academy for their Firefighter 1 certification.

- Objective: Increase the total number of paid-on-call firefighters.

Goal: Improve and implement community outreach programs to increase public awareness and reduce loss from disasters likely to occur in the Oak Harbor area.

- Objective: Continue prevention activities by providing Fire & Life Safety Inspections to 100% of Oak Harbor businesses.

- Objective: Continue public education in the Oak Harbor community through station tours, school visits, and public events.
- Objective: Continue partnerships with Island County Emergency Management, Oak Harbor School Districts, NAS-WI Federal Fire Department, North Whidbey Fire & Rescue, and other public safety agencies

Goal: Continue certification process for personnel, including Emergency Medical Technician (EMT), Firefighter 2, Fire Officer 1 and 2, Fire Investigator, and Driver/Operator.

- Objective: Maintain highly qualified and motivated personnel.

Goal: Purchase replacement and new firefighting tools and equipment to support suppression activities.

- Objective: Replace old and nearly worn-out fire suppression tools and equipment to include portable circular saws, Blitzfire monitors, thermal imaging cameras, and ventilation fans.

Goal: Replace failing heat ventilation and cooling (HVAC) systems in the fire department facility.

- Objectives: The current systems, consisting of nine (9) heating units and 11 cooling units, is approaching 26 years old. Normal, projected life span is 20-25 years. In the past year these units have ceased to operate, they have worn through metal mounting brackets and casings, bearings have failed, and electrical systems has shorted out.
- Seven 7 units are showing their wear, cooling compressors have failed, heat exchangers have rotted through, ignitors have failed, motor and blower bearings have seized, and air controls are failing. The units are only 70-80% efficient. Currently no funds have been allocated for this replacement.

Goal: Replace all Self-Contained Breathing Apparatus (SCBA) and individual face masks.

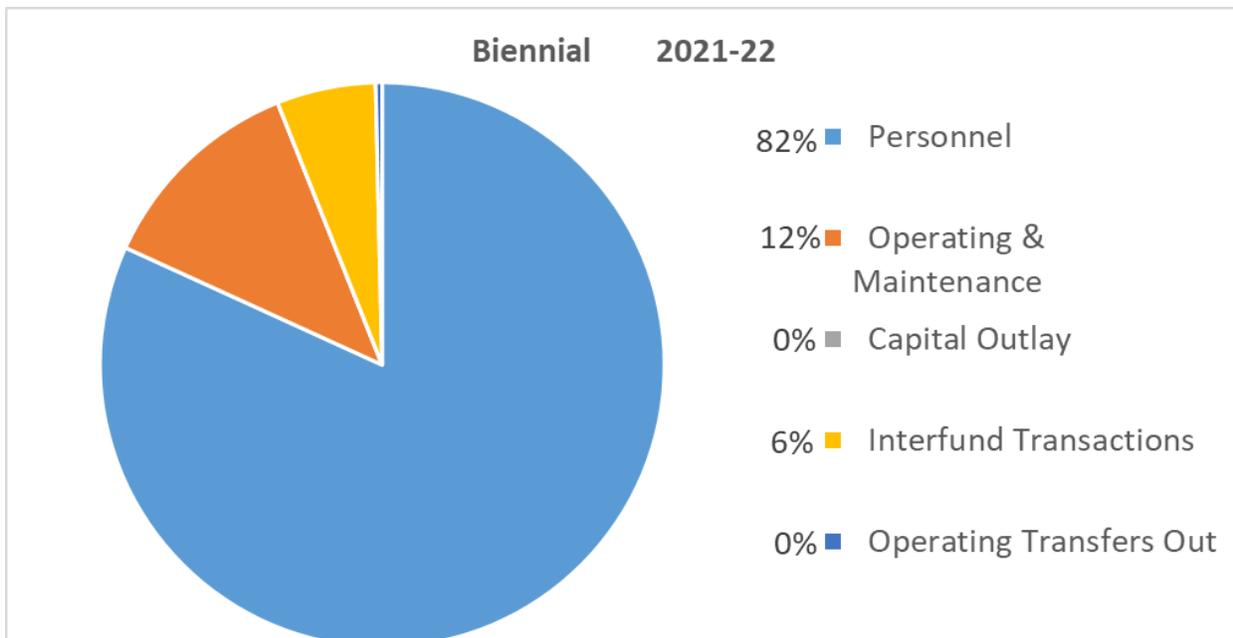
- Objective: The current SCBA's are due to for replacement in 2020. They have reached their respective life span. Funds have been allocated for this replacement.
- Objective: Join with Island County Chiefs to apply to FEMA for a 2019 Regional Assistance to Firefighters Grant. The grant would fund 90% for all Whidbey Island departments to upgrade to the 2018 NFPA SCBA standard. Should this grant be awarded, the City will need to provide 10% of Oak Harbor Fire Department's portion in grant-matching funds.

Measurement Results

Measures	Actual		Projected	
	2019	2020	2021	2022
Qualitative Measures				
Surveying & Rating Bureau: Rating		4	4	4
Quantitative Measures				
Fire & Life Safety Inspections Complete		98%	98%	98%
Percentage Tested: Hose, Ladders, Pumps, and Self-Contained Breathing Apparatus		100%	100%	100%

Summary of Financial Information

Use of Funds	Actual 2019	Actual 2020	Adopted 2021	Adopted 2022
Expenditures				
Personnel	2,006,485	2,111,770	2,219,318	2,267,038
Operating & Maintenance	188,863	234,550	362,116	303,716
Capital Outlay	303,803	-	-	-
Total Expenditures	2,499,151	2,346,320	2,581,434	2,570,754
Other Uses				
Interfund Transactions	221,670	206,328	153,818	157,458
Operating Transfers Out	10,213	10,214	10,213	10,213
Total Other Uses	231,884	216,542	164,031	167,671
Grand Total	2,731,035	2,562,862	2,745,465	2,738,425



Discussion of Key Elements

Personnel Expenditures:

All current staffing levels are maintained by this budget. The FTE count for paid-on-call firefighters decreased slightly due to the equivalent hours calculation.

Operating and Maintenance Expenditures:

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

Other Uses:

Operating transfers consist of transfers out for debt service for repayment of the lighting project debt and interfund transfers related to vehicles and technology.

Emergency Services

Mission:

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

Responsibilities:

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

2019-20 Accomplishments:

- ✓ Due to COVID 19 all training activities were canceled.

2021-22 Goals:

Goal: Conduct Emergency Operations Center (EOC) operations and procedures training for the City's key personnel.

- Objective: Ensure key personnel not only understand their specific roles and responsibilities within the EOC process but also what other positions do and who they must coordinate effectively with in the EOC to be successful.
- Objective: Allow for practice and evaluation of the effectiveness of the Comprehensive Emergency Management Plan (CEMP) and the readiness of City departments.

Goal: Continue the partnership with the Island County Department of Emergency Management.

- Objective: Reduce loss and prepare for large scale incidents and disasters likely to occur in our community.

Goal: Conduct a full-scale training exercise for the EOC.

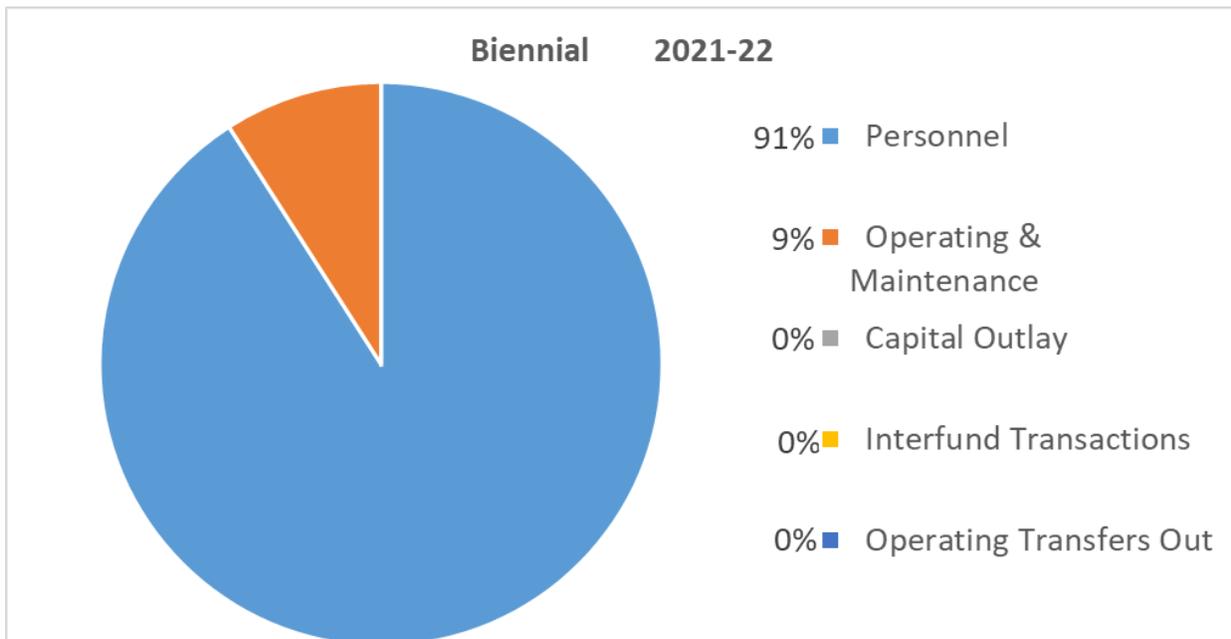
- Objective: Ensure key personnel not only understand their specific roles and responsibilities within the EOC process but also what other positions do and who they must coordinate effectively with in the EOC to be successful.
- Objective: Allow for practice and evaluation of the effectiveness of the Comprehensive Emergency Management Plan (CEMP) and the readiness of City departments.

Measurement Results

Measures	Actual		Projected	
	2019	2020	2021	2022
Qualitative Measures				
Percentage of CEMP updated	0	100%	100%	10%
Quantitative Measures				
Number of training exercises	0	0	1	2

Summary of Financial Information

Use of Funds	Actual 2019	Actual 2020	Adopted 2021	Adopted 2022
Expenditures				
Personnel	16,617	17,559	19,765	20,259
Operating & Maintenance	1,174	2,000	2,000	2,000
Capital Outlay				
Total Expenditures	17,790	19,559	21,765	22,259
Other Uses				
Interfund Transactions				
Operating Transfers Out				
Total Other Uses	-	-	-	-
Grand Total	17,790	19,559	21,765	22,259



Discussion of Key Elements

Personnel Expenditures:

No changes or significant items to this category.

Operating and Maintenance Expenditures:

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

Parks

Mission:

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

Responsibilities:

- To provide for active and passive recreational opportunities through a network of parks and trails totaling 124 developed acres, 75 acres of undeveloped property and 72.6 acres of open space.
- To develop and maintain attractive parks, greenbelts, and community spaces using City staff and volunteers.
- To collaborate with athletic leagues, to make facility improvements, plan for future growth and coordinate field usage.
- To improve the appearance of the community through partnerships with volunteers in the Adopt-A-Park program, the Gift Catalog program, the Oak Harbor Garden Club, the Garry Oak Society, and service organizations.
- To promote tourism and community involvement by working with the Chamber of Commerce, service organizations and other agencies to host special events and activities in the parks.
- To collaborate with the Development Services Department to identify and implement capital improvement projects that meet the needs identified in the Parks Comprehensive Plan and growth in the community.
- To maintain public art and memorials throughout the community in cooperation with the Oak Harbor Arts Commission.

2019-20 Accomplishments:

- ✓ Construction completed on Windjammer Park, phase 1
- ✓ Replaced Shadow Glenn, Lueck, Tyhuis Park playground equipment
- ✓ Neil Tower renovation completed
- ✓ Harbor Heights Land acquisition completed

2021-22 Goals:**Goal: Promote recreational activities for all residents.**

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

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

- Objective: To develop a master plan for the Harbor Heights property and develop the first phase of Harbor Heights Regional Park in 2022. Phase 1 consists of 2 soccer fields and a parking lot on 5.4 acres of the property. Complete the expansion of Sunrise Rotary Dog Park in 2021.

Goal: Promote community pride and tourism in Oak Harbor.

- Objective: To collaborate and coordinate with the Chamber of Commerce, athletic leagues, and service groups to organize and support community events and activities as well as athletic tournaments in our parks.
- Objective: To collaborate with the Garden Club and other service organizations to develop and implement community beautification projects. Continue to develop the waterfront trail and install additional interpretive signage and kiosks.
- Objective: To work collectively with civic clubs, school groups and community volunteers to establish future Garry Oak tree planting and to protect the existing Garry Oaks within the City.

Goal: High quality maintenance and operation of parks, greenbelts, and public open spaces in a cost-effective manner.

- Objective: To evaluate maintenance methods, schedules, and standards to determine if modification is necessary to meet desired levels of service. Consider alternative staffing structures as well as volunteer and contract opportunities. To replace one position that was eliminated through budget cuts.
- Objective: To increase the number of parks adopted within the community through the City's Adopt-A-Park program.

Goal: Provide facilities for non-traditional recreational activities, such as a Pump track and off-road bicycle trails.

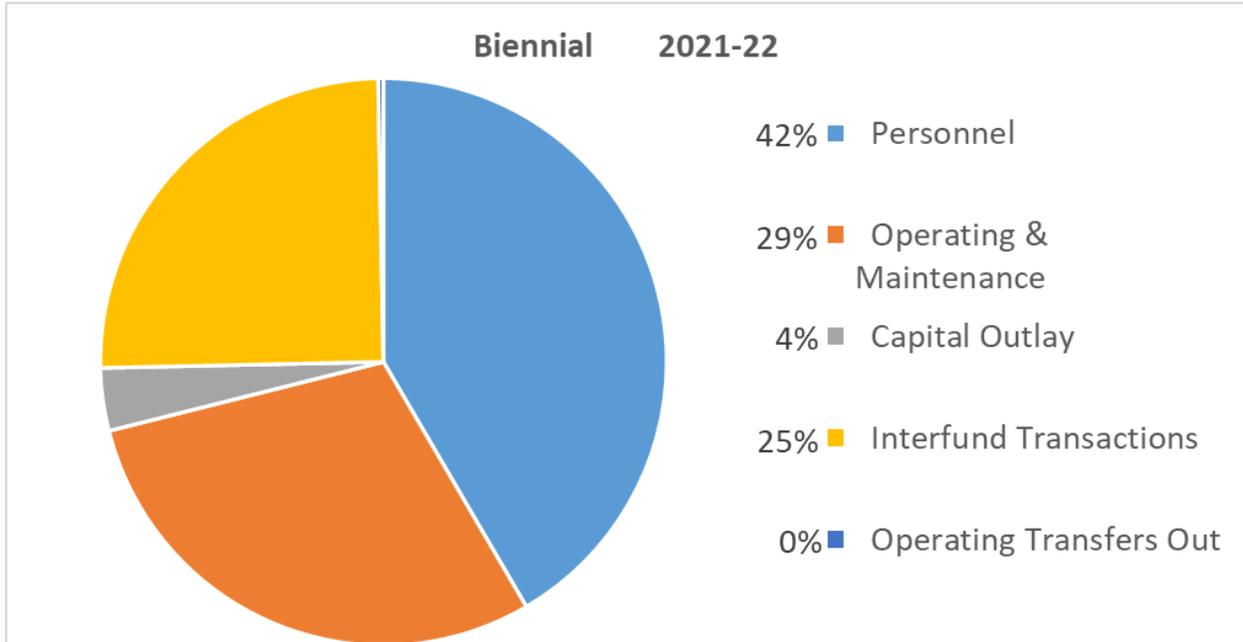
- Objective: To broaden the City's offering of non-traditional recreational activities to include a wide range of ages and interests.

Measurement Results

Measures	Actual		Projected	
	2019	2020	2021	2022
Quantitative Measures				
Acres of open space maintained	72.5	72.5	147.5	147.5
Community parks (acres)	87	87	87	87
Neighborhood parks (acres)	37	37	37	37
Linear miles of trails maintained	4.5	4.5	4.5	4.5
Total number of sports camps and tournaments in City parks	0	0	3	3
Sports leagues participation	1,132	0	1000	1400
Total number of community events held in parks	10	0	25	30
Number of visitors to the RV Park (full hookups)	3,600	0	0	0
Number of parks adopted	40	42	42	42
Public art pieces/memorials	19	21	22	25
Kitchen facility rentals	0	49	100	100

Summary of Financial Information

Use of Funds	Actual 2019	Actual 2020	Adopted 2021	Adopted 2022
Expenditures				
Personnel	620,410	634,915	602,956	618,672
Operating & Maintenance	434,420	435,500	425,985	440,985
Capital Outlay	-	-	105,000	-
Total Expenditures	1,054,830	1,070,415	1,133,941	1,059,657
Other Uses				
Interfund Transactions	423,938	453,544	366,343	369,517
Operating Transfers Out	4,347	4,347	4,347	4,347
Total Other Uses	428,285	457,891	370,690	373,864
Grand Total	1,483,114	1,528,306	1,504,631	1,433,521



Discussion of Key Elements

Personnel Expenditures:

No major personnel expenditures to note.

Operating and Maintenance Expenditures:

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

Library

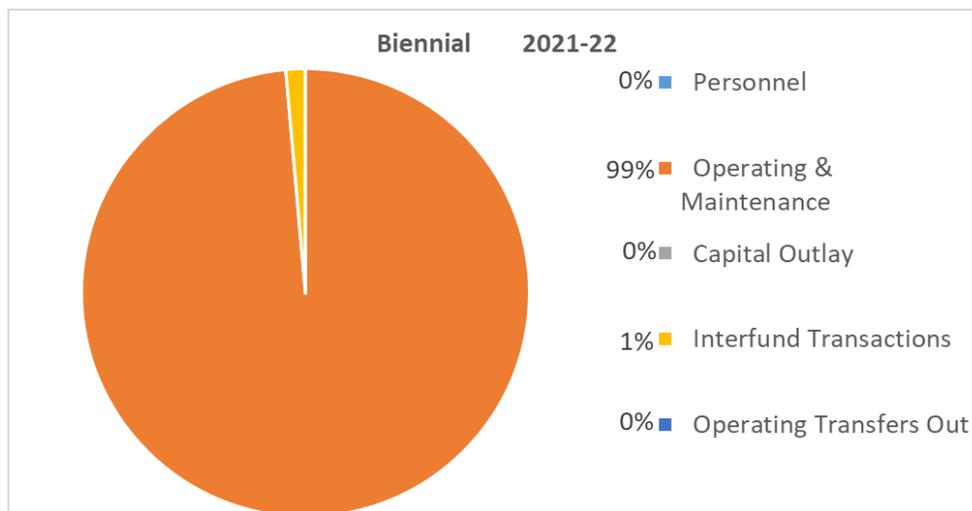
The Library fund accounts for expenditures related to the City support of the Sno-Isle Regional Library System. This entity, separate and apart from the City, receives support in the form of funding for shared janitorial and security services at the Library located at the Skagit Valley College campus.

Sources of Revenue:

There is currently no source of revenue from this operation.

Summary of Financial Information

Use of Funds	Actual 2019	Actual 2020	Adopted 2021	Adopted 2022
Expenditures				
Personnel				
Operating & Maintenance	68,156	73,400	70,200	70,200
Capital Outlay				
Total Expenditures	68,156	73,400	70,200	70,200
Other Uses				
Interfund Transactions	827	3,200	1,000	1,000
Operating Transfers Out				
Total Other Uses	827	3,200	1,000	1,000
Grand Total	68,983	76,600	71,200	71,200



Discussion of Key Elements

Operating and Maintenance Expenditures:

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

Whidbey Island Marathon

Mission:

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

Responsibilities:

- To provide a safe, well organized recreation event for participants and spectators.
- To ensure the Whidbey Island Marathon maintains itself as a top-quality event for its continued success
- Continue to draw participation from around the NW and USA in an effort to promote tourism in Oak Harbor

2019-20 Accomplishments:

- ✓ Return the event back to the newly remodeled Windjammer Park
- ✓ Produce a fun event while keeping all participants, spectators and employees safe during a pandemic
- ✓ Reduced Overall Expenses while providing the best experience possible for all athletes in an effort to save money in a down year for participation due to travel restrictions
- ✓ Create and implement new course for all participants while still showcasing the beauty of Whidbey Island in a safe manner for participants and island residents

2021-22 Goals:**Goal: Increase Participation to pre-pandemic numbers**

- Objective: Increase participation with additional marketing efforts to out of region population through running publications, social media presence and an increased marketing push to Canadian runners

Goals: To create a bigger community festival at the finish line for non-runners to participate in

- Objective: Provide additional things to do for non-participants in an effort to bring the general population to the event and showcase the marathon
- Marathon will work to host the following at the finish line of the race to increase popularity of the event
 - Stage & Live Music, Farmers Market, Food Trucks, etc.

Goals: Continue to work with the general public in support of the event through volunteerism

- Objective: Work with the US Navy, residents and local schools to promote volunteerism at the race as a way to support the event and participants throughout which will continue to add to the great reputation of support at the race

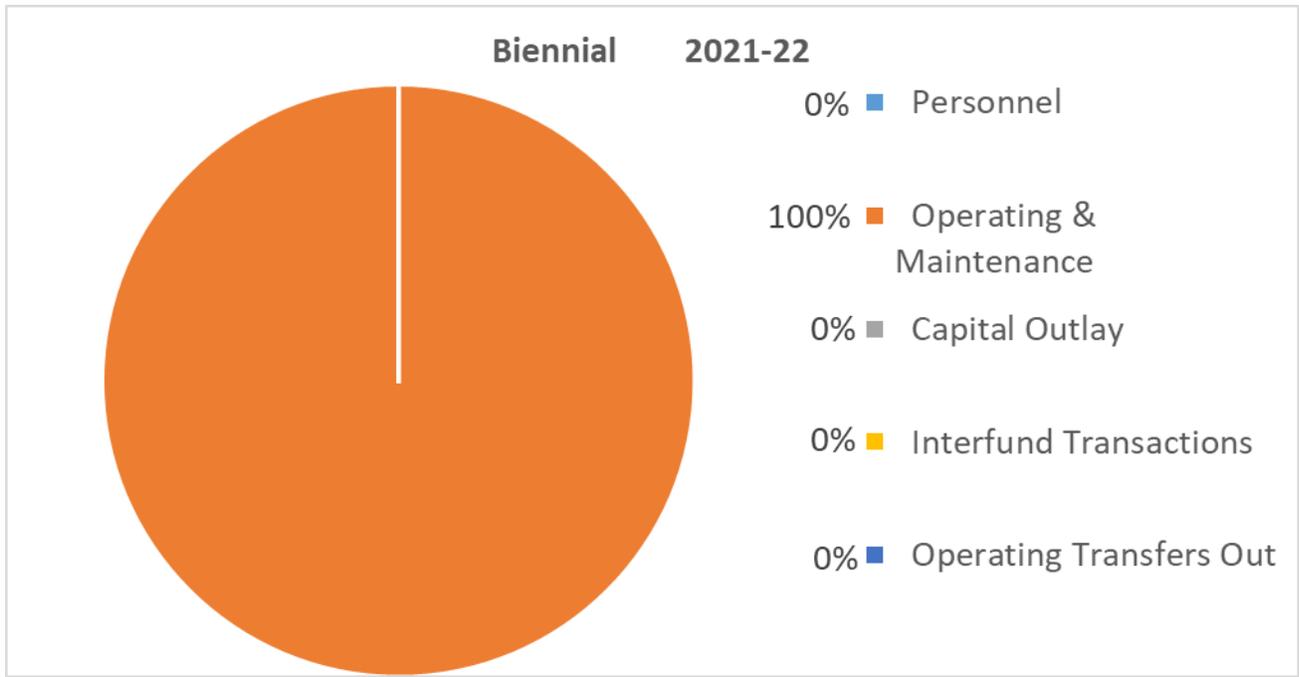
Measurement Results

Measures	Actual		Projected	
	2019	2020	2021	2022
Quantitative Measures				
Number of Participants:	1626	656*	1179	1600
Full Marathon	198		190	225
Half Marathon	728		511	650
10-K	355		242	325
5-K	289		179	325
1-K	56		57	75
Number of Vendors	12	10	4	6

*2020 – Whidbey Island Marathon was cancelled and produced virtually due to COVID

Summary of Financial Information

Use of Funds	Actual 2019	Actual 2020	Adopted 2021	Adopted 2022
Expenditures				
Personnel	-	-	-	-
Operating & Maintenance	108,126	119,181	101,000	113,000
Capital Outlay	-	-	-	-
Total Expenditures	108,126	119,181	101,000	113,000
Other Uses				
Interfund Transactions	-	-	-	-
Operating Transfers Out	-	-	-	-
Total Other Uses	-	-	-	-
Grand Total	108,126	119,181	101,000	113,000



Discussion of Key Elements

Operating and Maintenance Expenditures:

Costs for the marathon are primarily comprised of the costs for the contractor to operate the marathon, awards, and miscellaneous supplies.

Streets

Mission:

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

Responsibilities:

- To maintain approximately 73 miles of paved roadways and associated shoulders including crack sealing, pothole patching and grading of shoulders.
- To provide and maintain traffic control devices including more than 3,075 traffic and street signs, 8 signalized intersections, 35 School Zone flashing lights, 12 pedestrian activated lighted crosswalks, 4 radar activated speed reader boards and channelization (striping and pavement markings).
- To manage and fund the energy costs for 1016 Street lights through Puget Sound Energy and to operate and maintain 271 City-owned streetlights.
- To improve and promote safety in the community by trimming trees and vegetation for sight distance and vehicular and pedestrian clearance, and by repairing sidewalks that have been raised or damaged by tree roots.
- To provide assistance with the installation and removal of the lighted holiday decorations on Midway Boulevard and Pioneer Way, maintaining street light pole banners along Pioneer Way, and coordinating with the Police Department regarding road closures and traffic control during special events.
- To be accountable for snow and ice removal, respond to emergency calls and help during inclement weather and natural disasters.
- To support the Engineering division by collecting traffic data for Engineering Studies and installing traffic calming devices.

2019-20 Accomplishments:

- ✓ Installed a mid-block raised crosswalk with contractor, installed Rectangular Rapid Flash Beacon (RRFB) at SW 6th Ave for the Oak Harbor Intermediate school and at SE Bayshore Drive.
- ✓ Installed 2nd speed hump at SW Dyer Street and NW Fairhaven Drive.
- ✓ Installed 2 Portable Speed Check Solar Radar Signs on NE O'Leary Street for traffic control.
- ✓ Installed two battery backup systems for two signalized intersections East Whidbey & SE Midway Blvd and at SE 8th Ave & SE Midway Blvd.
- ✓ Repaired and replaced 355 feet of sidewalk sections due to settling and tree roots.
- ✓ Ground down 268 linear feet of sidewalk trip hazards caused by settling and tree roots.
- ✓ Replace 2 streetlights on Pioneer Way.
- ✓ Overlaid SW Loerland Drive from Heller Street to city limits.
- ✓ Paved Ft. Nugent Avenue from SW Swantown Ave to SW Ridgeway Drive and SE Bayshore Drive from City Beach Street to SE Pioneer Way.
- ✓ TBD(Transportation Benefit District) Chip sealed following streets; NW Elwha Ct, NW Falls Creek Loop, NW Hyak Dr, NW Ilahee Dr, NW Dory Dr, NW Frigate St, NW Hiyu Dr, NW Issaquah St, NW 11th Ave, NW 10th Ave, NW Cathlamet Dr, NW Anchor Dr, NW Clipper Dr, NW 7th Ave, NW 8th Ave.
- ✓ TBD-overlaid the following streets; NW Outrigger Loop and NW Lanyard Loop.

- ✓ Trimmed and removed site restricting and overhanging vegetation to improve site distance and pedestrian passage on City right of way.
- ✓ Maintained City streets lights, signal lights, inroads and school flashers for motorist, pedestrian and bicycle safety.

2021-22 Goals:**Goal: To assist City Council in Transportation Benefit District measures.**

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

Goal: Maintain safety of public streets and related infrastructure.

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

Goal: Maintain Pavement Management Program.

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

Goal: Secure stable funding source for Streets Division operations.

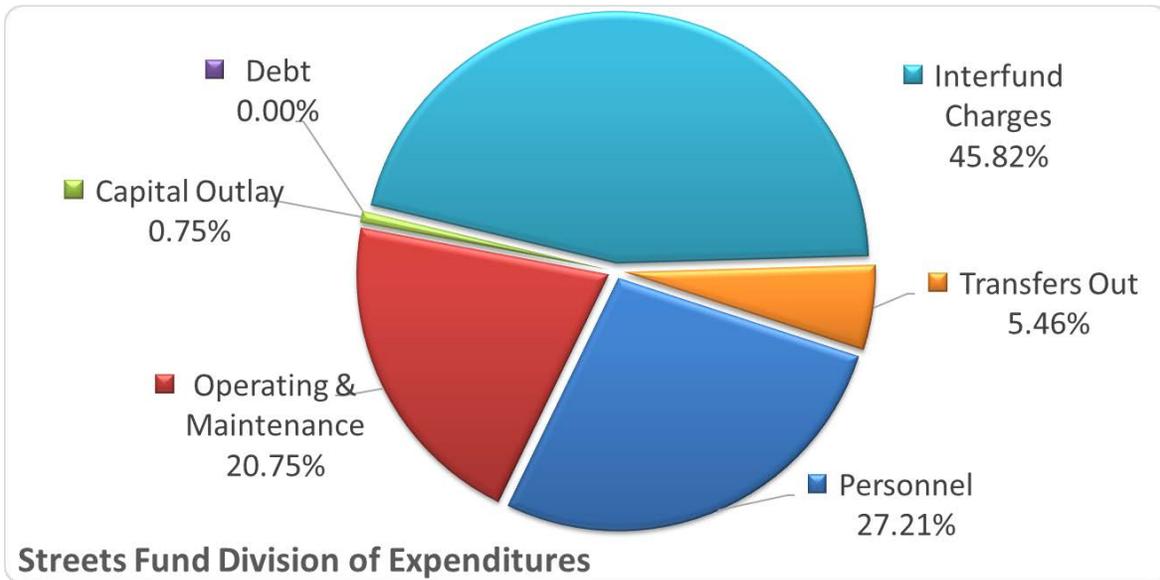
- Objective: To assist the Administration and Finance Departments in identifying and securing stable sources of funding for Streets division functions due to the possible elimination of the special allotted gas tax revenue (Capron Funds) which is 63% of the Street operations budget. Securing funding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

Measurement Results

Measures	Actual		Projected	
	2019	2020	2021	2022
Qualitative Measures				
Overall street rating (4-year rating cycles for residential) (2-year rating cycles for arterials)	100%	100%	100%	100%
Repair potholes within 72 hours	100%	100%	100%	100%
Quantitative Measures				
Linear feet of sidewalks repaired and/or installed	358	110	200	200
Grinding trip hazards on existing sidewalks (linear feet)	158	75	200	200

Summary of Financial Information

Streets Financial Table	Actual 2019	Amended 2020	Adopted 2021	Adopted 2022
Beginning Fund Balance	\$ 1,679,250	\$ 1,625,719	\$ 844,295	\$ 424,204
Revenues				
Revenues	1,332,545	1,232,714	1,178,000	1,249,600
Transfers In	-	-	-	-
Total Revenues	1,332,545	1,232,714	1,178,000	1,249,600
Expenditures				
Personnel	362,337	450,281	428,562	437,844
Operating & Maintenance	309,420	312,850	330,250	330,250
Capital Outlay	40,471	38,000	24,000	-
Debt	-	-	-	-
Interfund Charges	775,568	531,752	728,300	730,542
Transfers Out	578,698	356,979	86,979	86,979
Total Expenditures	2,066,494	1,689,862	1,598,091	1,585,615
Change in Fund Balance	(733,949)	(457,148)	(420,091)	(336,015)
Ending Fund Balance	\$ 945,301	\$ 1,168,571	\$ 424,204	\$ 88,189



Discussion of Key Elements

Sources of Revenue:

The Streets division receives revenues exclusively from a portion of the State Motor Vehicle Fuel Tax and a special Capron Fund, which is also funded from Motor Vehicle Fuel Tax.

Personnel Expenditures:

The wages, salaries, overtime costs and related employee benefits included in this budget support the current level of staffing with the addition of a seasonal laborer. The aging of the City street infrastructure as well as new construction has understandably increased the demand for manpower to maintain City street facilities.

Operating and Maintenance Expenditures:

All Supplies, professional services, training, communication and other regular, ongoing costs of operation are included in the expenditure category. Increased costs are due to operating supplies, equipment and insurance expenses. Approx. half of the street’s operations budget is dedicated for energy costs for street lighting.

Capital Outlay:

2021

- Salt Brine tank pump \$15,000
- RRFB Pedestrian Solar Lights – Heller Road \$9,000

Operating Transfers:

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

2021

Shoreline Restoration: Midway to Regatta \$25,000
Annual Street Improvements \$30,000

2022

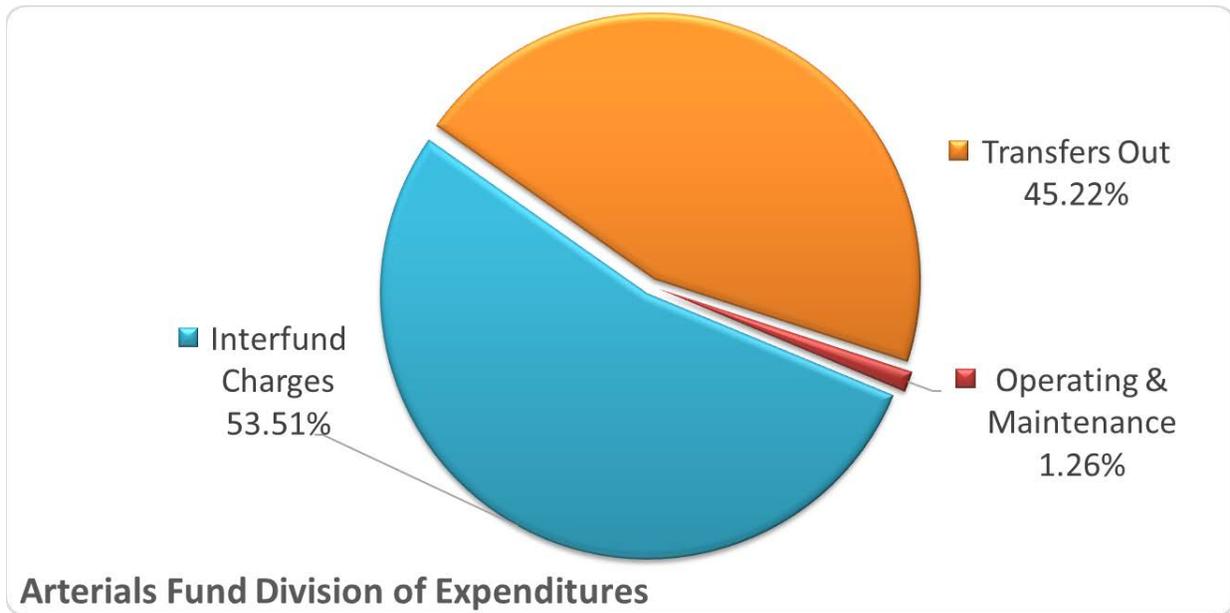
Shoreline Restoration: Midway to Regatta \$25,000
Annual Street Improvements \$30,000

Arterials

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

Summary of Financial Information

Arterials Financial Table	Actual 2019	Amended 2020	Adopted 2021	Adopted 2022
Beginning Fund Balance	\$ 1,597,409	\$ 1,239,029	\$ 1,090,075	\$ 699,835
Revenues				
Revenues	154,760	147,200	146,500	150,800
Total Revenues	154,760	147,200	146,500	150,800
Expenditures				
Personnel	-	-	-	-
Operating & Maintenance	4,502	7,000	5,212	5,368
Capital Outlay	-	-	-	-
Debt	-	-	-	-
Interfund Charges	224,278	139,619	224,278	224,278
Transfers Out	-	-	307,250	71,813
Total Expenditures	228,781	146,619	536,740	301,459
Change in Fund Balance	(74,020)	581	(390,240)	(150,659)
Ending Fund Balance	\$ 1,523,389	\$ 1,239,610	\$ 699,835	\$ 549,176



Discussion of Key Elements

Sources of Revenue:

The fund receives State-shared restricted motor vehicle fuel tax revenues and State grants for capital improvements to the City's arterial systems.

Operating and Maintenance Expenditures:

Insurance costs are the only budgeted expenditures.

Operating Transfers:

Operating transfers consist of transfers out for capital projects.

2021

Active Transportation Plan \$7,250
Annual Street Improvements \$300,000

2022

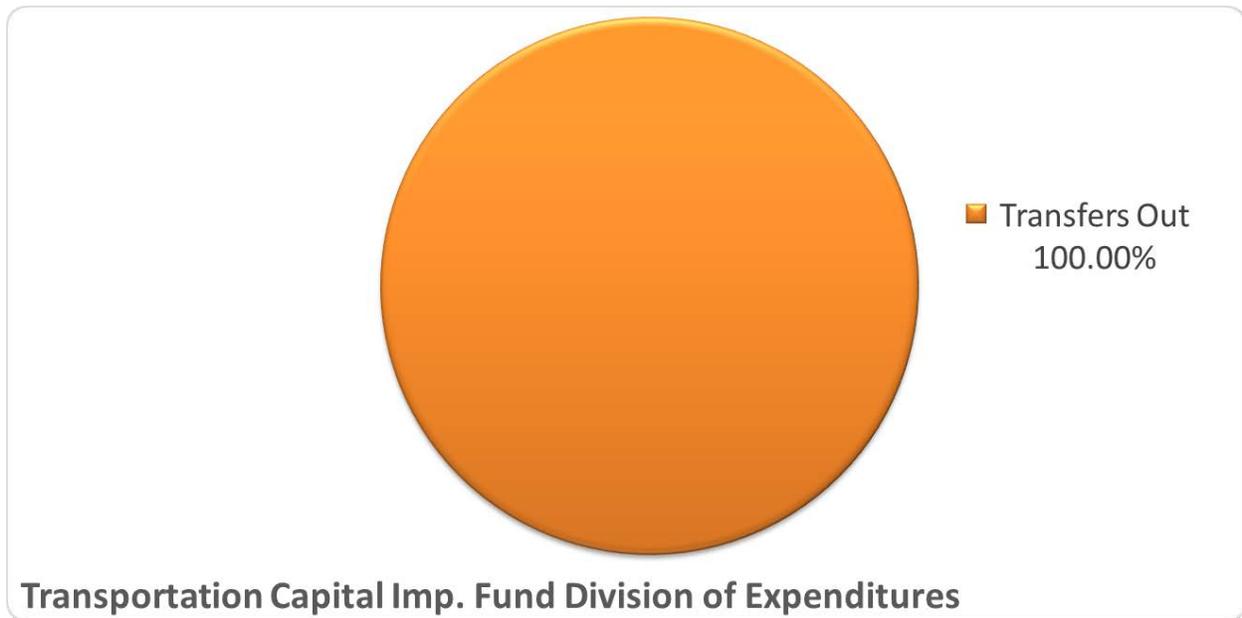
NW Heller Street Overlay \$71,813

Transportation Capital Improvement

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

Summary of Financial Information

Transportation Capital Imp. Financial Table	Actual 2019	Amended 2020	Adopted 2021	Adopted 2022
Beginning Fund Balance	\$ 1,264,106	\$ 908,477	\$ 962,059	\$ 1,021,059
Revenues				
Revenues	80,894	49,082	59,000	64,000
Total Revenues	80,894	49,082	59,000	64,000
Expenditures				
Personnel	-	-	-	-
Operating & Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
Debt	-	-	-	-
Interfund Charges	-	-	-	-
Transfers Out	576,081	94,610	-	30,305
Total Expenditures	576,081	94,610	-	30,305
Change in Fund Balance	(495,187)	(45,528)	59,000	33,695
Ending Fund Balance	\$ 1,270,938	\$ 862,949	\$ 1,021,059	\$ 1,054,754



Discussion of Key Elements

Sources of Revenue:

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

Operating Transfers:

Operating transfers consist of transfers out for capital projects.

2022

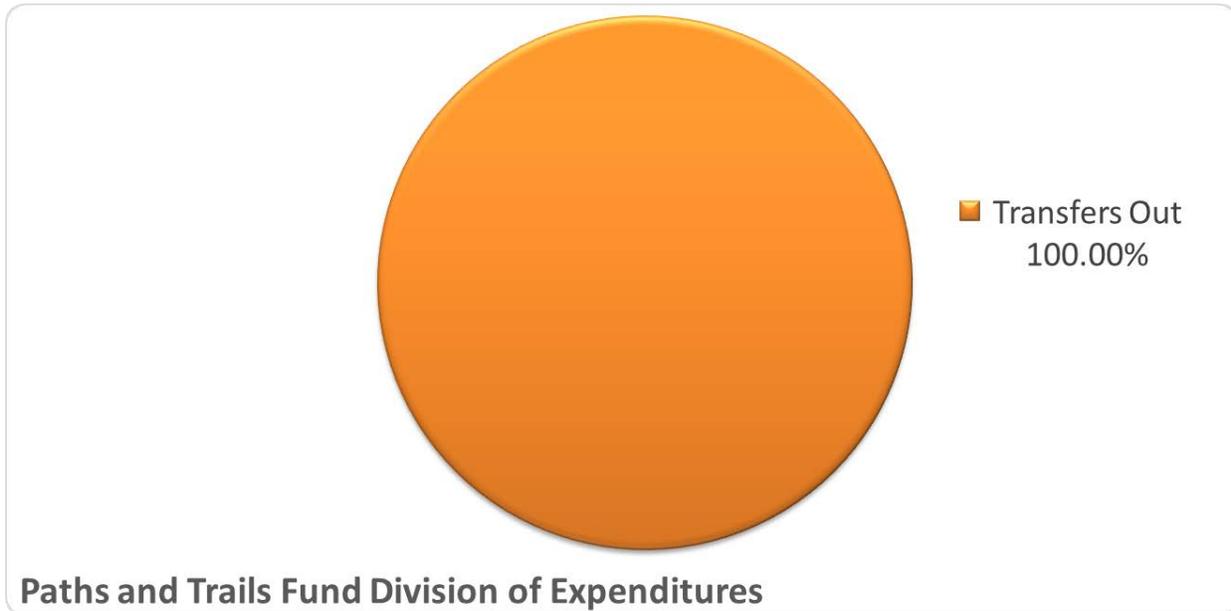
NE 7 Avenue Improvements \$30,305

Paths and Trails

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

Summary of Financial Information

Paths and Trails Financial Table	Actual 2019	Amended 2020	Adopted 2021	Adopted 2022
Beginning Fund Balance	\$ 9,521	\$ 15,345	\$ 17,647	\$ 6,472
Revenues				
Revenues	2,727	2,789	1,825	1,825
Total Revenues	2,727	2,789	1,825	1,825
Expenditures				
Personnel	-	-	-	-
Operating & Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
Debt	-	-	-	-
Interfund Charges	-	-	-	-
Transfers Out	-	-	13,000	-
Total Expenditures	-	-	13,000	-
Change in Fund Balance	2,727	2,789	(11,175)	1,825
Ending Fund Balance	\$ 12,956	\$ 18,134	\$ 6,472	\$ 8,297



Paths and Trails Fund Division of Expenditures

Discussion of Key Elements

Sources of Revenue:

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

Operating Transfers:

Operating transfers consist of transfers out for capital projects.

2021

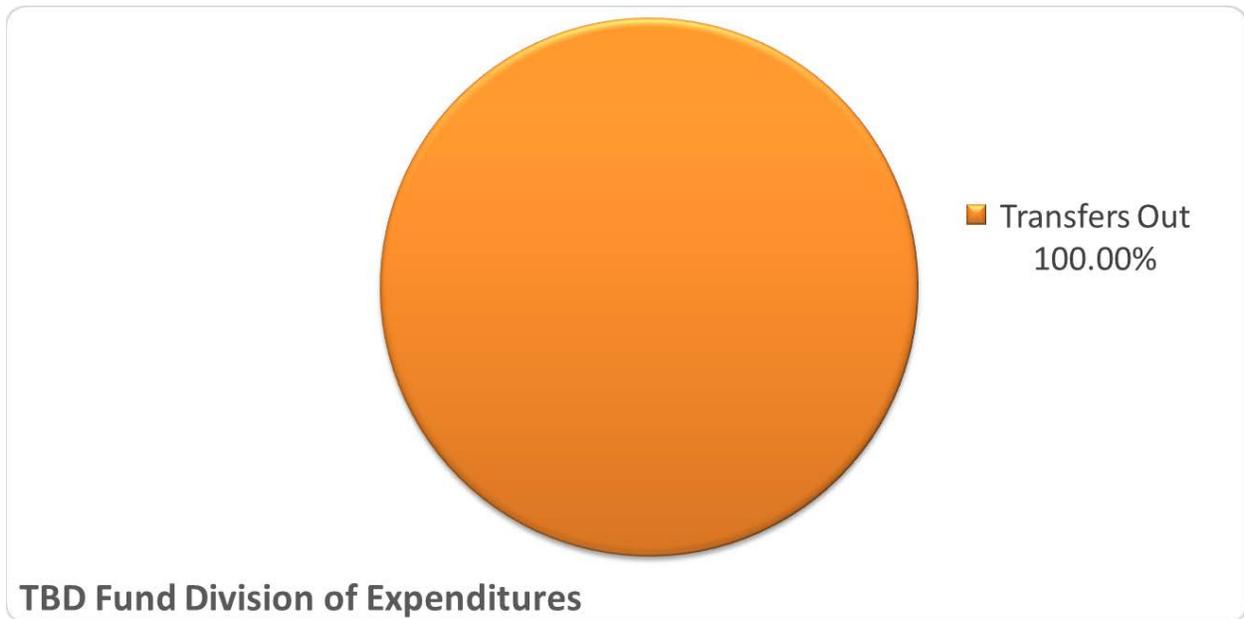
Active Transportation Plan \$13,000

Transportation Benefit District

The Transportation Benefit District fund was created in 2020 to account for the revenues generated from the voter approved 0.2% transportation sales tax that was approved on the November 2019 general election ballot.

Summary of Financial Information

TBD Financial Table	Actual 2019	Amended 2020	Adopted 2021	Adopted 2022
Beginning Fund Balance	\$ -	\$ -	\$ 237,728	\$ 137,728
Revenues				
Revenues	-	630,000	800,000	824,000
Total Revenues	-	630,000	800,000	824,000
Expenditures				
Personnel	-	-	-	-
Operating & Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
Debt	-	-	-	-
Interfund Charges	-	-	-	-
Transfers Out	-	328,620	900,000	900,000
Total Expenditures	-	328,620	900,000	900,000
Change in Fund Balance	-	301,380	(100,000)	(76,000)
Ending Fund Balance	\$ -	\$ 301,380	\$ 137,728	\$ 61,728



Discussion of Key Elements

Sources of Revenue:

The source of revenue for this fund is the 0.2% transportation sales tax.

Operating Transfers:

Operating transfers consist of transfers out for capital projects.

2021

TBD Overlays \$900,000

2022

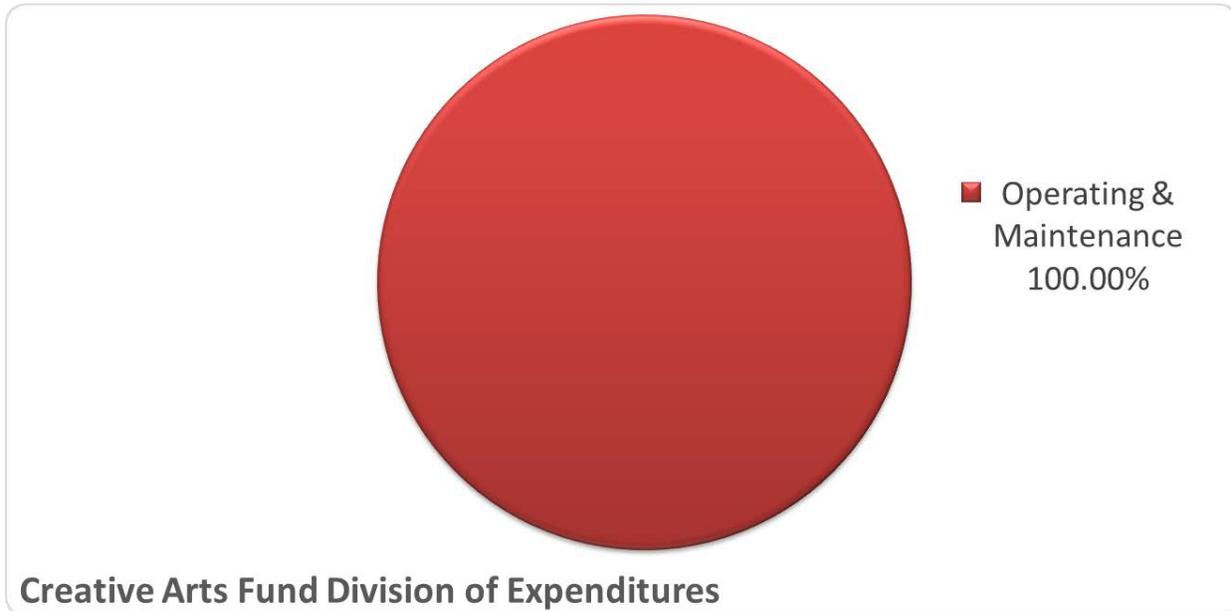
TBD Overlays \$900,000

Creative Arts

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

Summary of Financial Information

Creative Arts Financial Table	Actual 2019	Amended 2020	Adopted 2021	Adopted 2022
Beginning Fund Balance	\$ 101,583	\$ 147,812	\$ 191,345	\$ 237,395
Revenues				
Revenues	54,115	53,960	56,356	59,714
Total Revenues	54,115	53,960	56,356	59,714
Expenditures				
Personnel	-	-	-	-
Operating & Maintenance	17,416	10,340	10,306	10,615
Capital Outlay	12,854	20,000	-	-
Debt	-	-	-	-
Interfund Charges	621	-	-	-
Transfers Out	-	-	-	-
Total Expenditures	30,891	30,340	10,306	10,615
Change in Fund Balance	23,224	23,620	46,050	49,099
Ending Fund Balance	\$ 127,616	\$ 171,432	\$ 237,395	\$ 286,494



Creative Arts Fund Division of Expenditures

Discussion of Key Elements

Sources of Revenue:

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

Operating and Maintenance Expenditures:

Insurance costs are the only budgeted expenditures.

Capital Outlay:

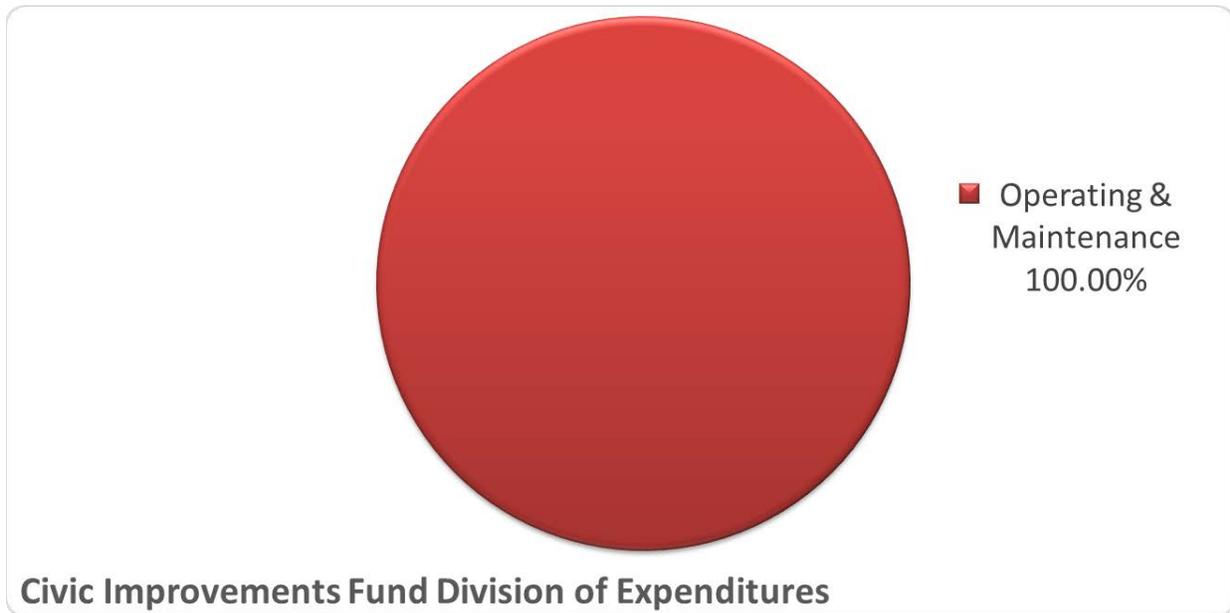
The Art fund has not identified any specific piece of artwork.

Civic Improvement

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

Summary of Financial Information

Civic Improvements Financial Table	Actual 2019	Amended 2020	Adopted 2021	Adopted 2022
Beginning Fund Balance	\$ 670,566	\$ 714,131	\$ 667,139	\$ 603,139
Revenues				
Revenues	283,100	267,220	241,000	265,000
Total Revenues	283,100	267,220	241,000	265,000
Expenditures				
Personnel	-	-	-	-
Operating & Maintenance	292,513	285,000	305,000	177,000
Capital Outlay	-	-	-	-
Debt	-	-	-	-
Interfund Charges	-	-	-	-
Transfers Out	-	-	-	-
Total Expenditures	292,513	285,000	305,000	177,000
Change in Fund Balance	(9,413)	(17,780)	(64,000)	88,000
Ending Fund Balance	\$ 678,606	\$ 696,351	\$ 603,139	\$ 691,139



Discussion of Key Elements

Sources of Revenue:

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

Operating and Maintenance Expenditures:

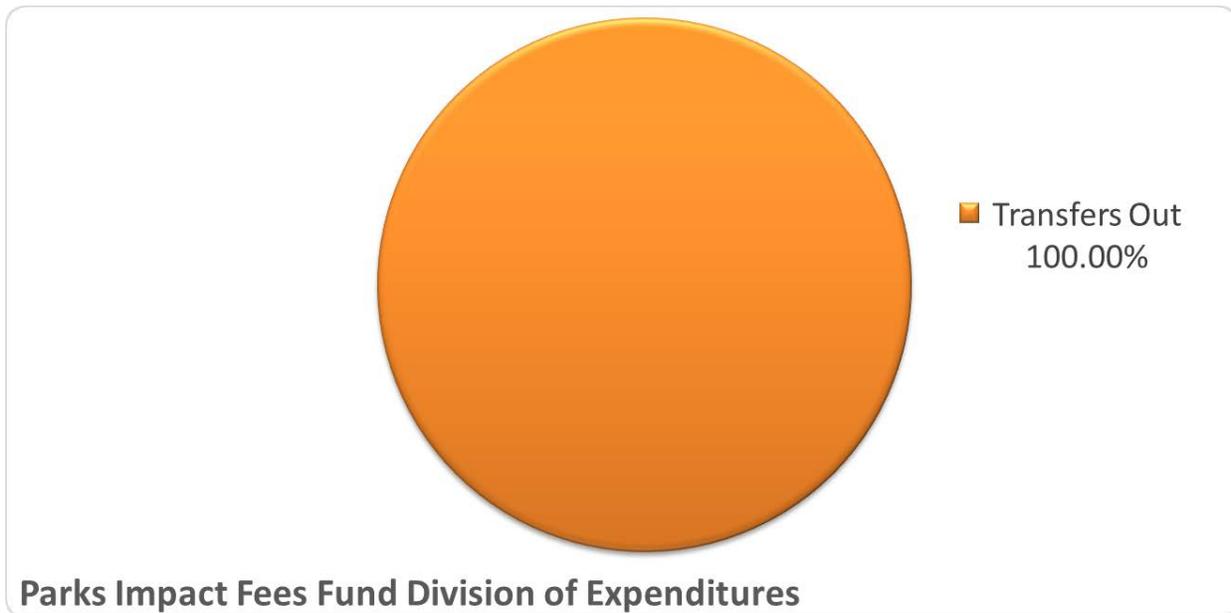
Operating and maintenance expenditures consist of the promotion of tourism.

Parks Impact fees

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

Summary of Financial Information

Parks Impact Fees Financial Table	Actual 2019	Amended 2020	Adopted 2021	Adopted 2022
Beginning Fund Balance	\$ 167,452	\$ 198,275	\$ 133,130	\$ 156,080
Revenues				
Revenues	33,278	71,700	70,000	75,000
Total Revenues	33,278	71,700	70,000	75,000
Expenditures				
Personnel	-	-	-	-
Operating & Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
Debt	-	-	-	-
Interfund Charges	-	-	-	-
Transfers Out	5,567	197,417	47,050	170,000
Total Expenditures	5,567	197,417	47,050	170,000
Change in Fund Balance	27,711	(125,717)	22,950	(95,000)
Ending Fund Balance	\$ 70,710	\$ 72,558	\$ 156,080	\$ 61,080



Discussion of Key Elements

Sources of Revenue:

Park Impact Fees which are collected during the development review process.

Operating Transfers:

Operating transfers consist of transfers out for capital projects.

2021

Sunrise Rotary Dog Park Expansion \$17,000

Harbor Heights Park Land & Improvements Phase 1 \$30,000

2022

Wind Jammer Phase 2 & Phase 3 Scoping \$100,000

Harbor Heights Park Land & Improvements Phase 1 \$70,000

Senior Services**Mission:**

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

Responsibilities:

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

2019-20 Accomplishments:

- ✓ Installed a new electronic messaging board on Whidbey Avenue to increase visibility and promote activities and programs at The Center.
- ✓ Completed rebranding to “The Center in Oak Harbor: Activities and Resources for 50+” to be more inclusive of and responsive to the community we serve.
- ✓ Revenue for membership in 2019 exceeded budgeted amount by 19%. Membership grew to over 1,000 members.
- ✓ Received donation of 30 arm/armless lounge chairs, 4 club chairs, 1 settee for the entry way, lounge area and book nook from the Oak Harbor Senior Center Foundation and Island Thrift. Donation equal to \$18,303.
- ✓ Continued to offer essential services through the onset and duration of the pandemic including shopping for high-risk older adults, vaccine appointment assistance, virtual exercise classes and other programming, and passport services.
- ✓ Secured funds through the CARES grant to update and reconfigure the front desk area to accommodate for appropriate social distancing of workstations for volunteers.
- ✓ Secured funds through the CARES grant and implemented a new software program, CivicRec, to add greater efficiency to our registration process including allowing for no contact member, class, and event registrations.

2021-22 Goals:

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

- Objective: Participate on appropriate City and County boards and committees as a representative of the older adult population.
- Objective: Collaborate with other City departments to include older adults and/or maintain an awareness of the older adult population in City planning processes.
- Objective: Partner with businesses and community groups to better utilize local resources, avoid duplication of services, and allow for more creative programming and problem solving.

Goals: Positively impact the financial sustainability of The Center.

- Objective: Offer reasonably priced classes and activities that are financially self-sustaining.
- Objective: Develop multiple fundraising opportunities; including grants, special events, appeals.
- Objective: Enhance the travel program for increased profit.

Goals: Exceed community expectations in the delivery of services.

- Objective: Be proactive in assessing and meeting community needs.
- Objective: Provide opportunities for member and community input regarding services, programs and facilities.
- Objective: Provide resources for staff to keep abreast of changing industry trends so that cutting edge programming is developed, along with more traditional forms of programs and services.
- Objective: Maintain an environment that is regarded by the community as welcoming, helpful and efficient.

Goals: Maximize community usage of The Center buildings and facilities.

- Objective: Create opportunities for community groups to utilize facilities during times that are not otherwise scheduled for older adult activities.
- Objective: Establish fees and produce marketing materials for facility rental.

Goals: Create opportunities for a “center without walls”.

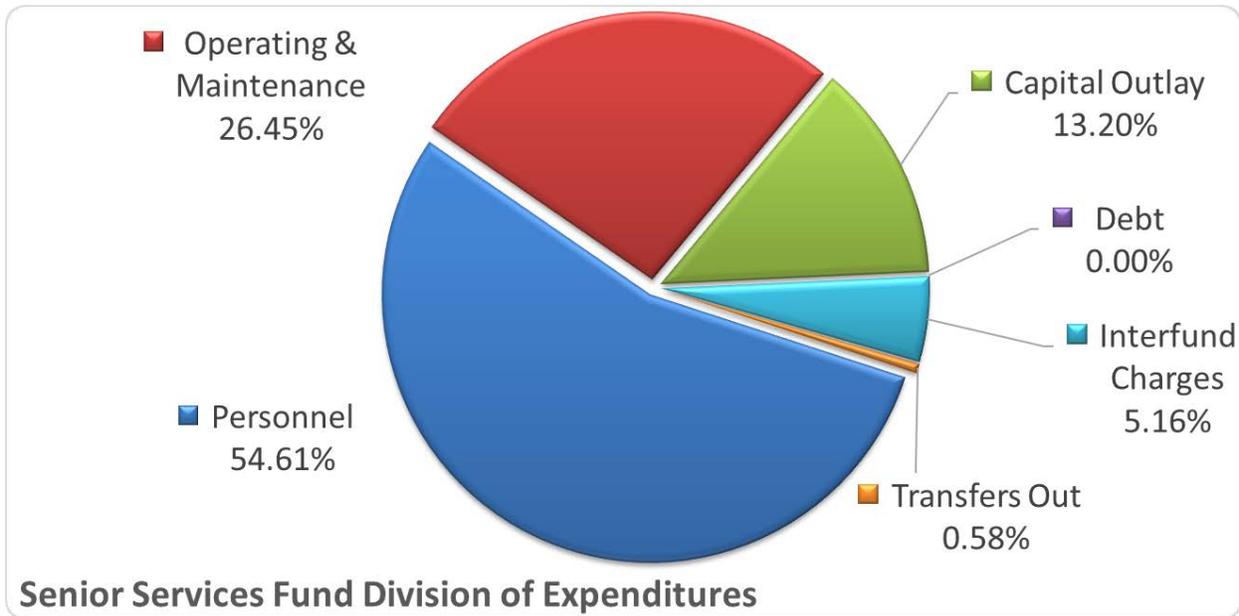
- Objective: Create a community based “lifelong learning” program that allows participants to benefit from the interests and life experiences of other community members.
- Objective: Participate in the community outside of the center including events such as the Marathon and Beachcomber Bazaar.
- Objective: Act as a clearing house of information regarding activities and support services available to older adults through businesses and other organizations in the community.

Measurement Results

Measures	Actual		Projected	
	2019	2020	2021	2022
Qualitative Measures				
Rebrand Senior Center	Completed	Completed	NA	NA
Implement evidenced based programs for Senior Center members that emphasize personal independence, healthy aging, social connection, and life-long learning	Implemented new reimbursement programs to allow more people to participate.	Offered virtual evidence-based programs to keep people engaged during shutdown.		
Rebuild programs and membership	NA	NA	Train new instructors to restart in person programs.	Restart travel program.
Quantitative Measures				
Passport & photo revenue	40,853.88	16,268.52	22,000.00	43,000.00
Membership revenue	35,760.00	20,880.00	16,000.00	35,000.00
Volunteer hours	5,243.20	923.54	2,000.00	3,500.00
Trip participants	1,083	104	0	300

Summary of Financial Information

Senior Services Financial Table	Actual 2019	Amended 2020	Adopted 2021	Adopted 2022
Beginning Fund Balance	\$ 26,122	\$ 22,925	\$ 64,457	\$ 37,880
Revenues				
Revenues	224,953	216,694	69,920	221,650
Transfers In	111,774	204,708	306,000	200,614
Total Revenues	336,727	421,402	375,920	422,264
Expenditures				
Personnel	229,965	248,249	202,083	254,475
Operating & Maintenance	163,540	139,700	68,000	153,105
Capital Outlay	33,106	-	110,386	-
Debt	-	-	-	-
Interfund Charges	20,703	32,768	19,614	23,534
Transfers Out	2,414	2,414	2,414	2,414
Total Expenditures	449,729	423,131	402,497	433,528
Change in Fund Balance	(113,002)	(1,729)	(26,577)	(11,264)
Ending Fund Balance	\$ (86,880)	\$ 21,196	\$ 37,880	\$ 26,616



Discussion of Key Elements

Personnel Expenditures:

Program Assistant position not funded in 2021, returns to budget in 2022. Funds from ARPA then received to fill Program Assistant position earlier than anticipated in October 2021.

Operating and Maintenance Expenditures:

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

Capital Outlay:

Funds are approved for roof repair in 2021.

Operating Transfers:

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

Long-term Debt

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

Councilmanic Debt

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

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

Voter Approved Debt

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

The City currently has no voter-approved bonds outstanding.

Revenue Debt

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

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

Assessment Debt

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

Currently the City has no outstanding assessment debt.

LOCAL Loan

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

Sources of Revenue:

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

The debt service to maturity is as follows:

Fiscal Year	Principal Payments	Interest Payments	Total Debt Service
2021	48,129	11,761	59,890
2022	50,535	9,355	59,890
2023	53,062	6,828	59,890
2024	54,322	5,568	59,890
2025	57,038	2,852	59,890

Cumulative Reserve 1st 1/4% REET

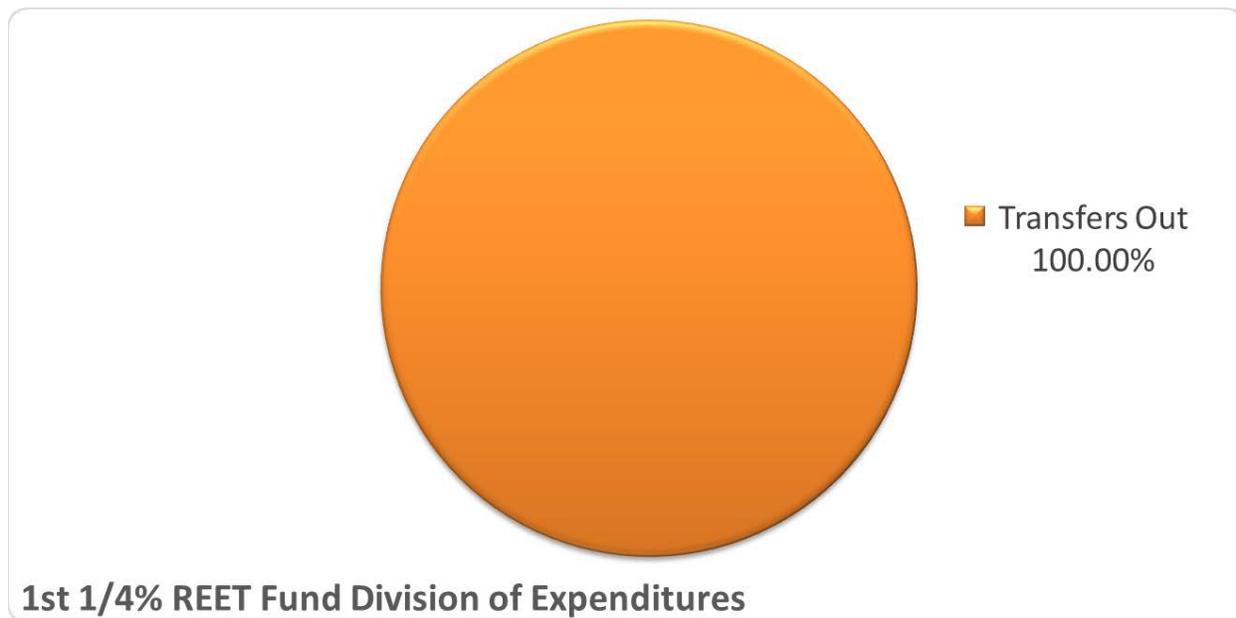
The Cumulative Reserve 1st ¼% REET fund accounts for revenues and expenditures related to the collection and disbursement of the first quarter percent Real Estate Excise Tax.

Sources of Revenue:

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

Summary of Financial Information

1st 1/4% REET Financial Table	Actual 2019	Amended 2020	Adopted 2021	Adopted 2022
Beginning Fund Balance	\$ 2,008,131	\$ 716,865	\$ 1,119,600	\$ 1,398,600
Revenues				
Revenues	577,521	355,500	472,000	492,000
Total Revenues	577,521	355,500	472,000	492,000
Expenditures				
Personnel	-	-	-	-
Operating & Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
Debt	-	-	-	-
Interfund Charges	-	-	-	-
Transfers Out	1,143,819	70,000	193,000	1,015,000
Total Expenditures	1,143,819	70,000	193,000	1,015,000
Change in Fund Balance	(566,298)	285,500	279,000	(523,000)
Ending Fund Balance	\$ 646,702	\$ 1,002,365	\$ 1,398,600	\$ 875,600



Discussion of Key Elements

Operating Transfers:

Operating transfers consist of transfers out for the following projects.

2021

HVAC Replacement \$20,000
Fire Station Improvements (Asphalt Reseal & Carpeting) \$13,000
Harbor Heights Park Land & Improvements Phase 1 \$50,000
Shoreline Restoration: Midway to Regatta \$25,000
Annual Street Improvements \$85,000

2022

HVAC Replacement \$20,000
Wind Jammer Park Phase 2 & Phase 3 Scoping \$885,000
Shoreline Restoration: Midway to Regatta \$25,000
Annual Street Improvements \$85,000

Cumulative Reserve 2nd 1/4% REET

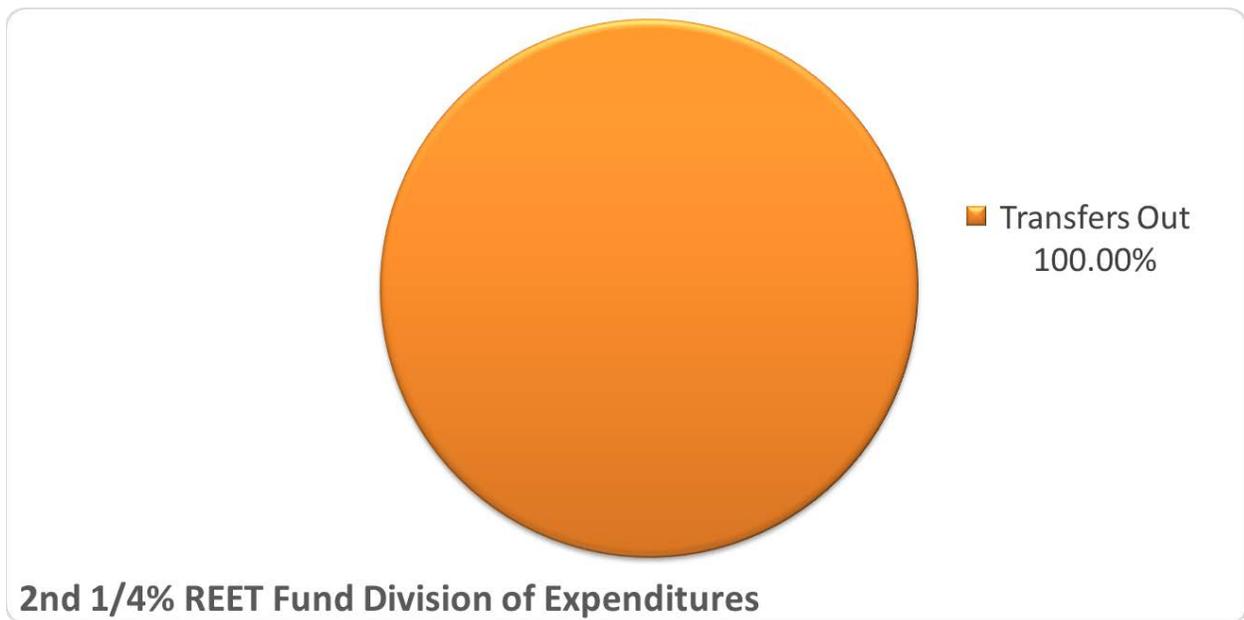
The Cumulative Reserve 2nd ¼% REET fund accounts for revenues and expenditures related to the collection and disbursement of the second quarter percent Real Estate Excise Tax.

Sources of Revenue:

The 2nd ¼% Real Estate Excise Tax is received from the State of Washington. The tax is collected on the sale of real property within the City limits of Oak Harbor. Uses of the funds are designated by City Council, and pertain to projects within the City’s Capital Improvement Plan (CIP).

Summary of Financial Information

2nd 1/4% REET Financial Table	Actual 2019	Amended 2020	Adopted 2021	Adopted 2022
Beginning Fund Balance	\$ 1,541,264	\$ 1,854,873	\$ 1,757,050	\$ 1,779,664
Revenues				
Revenues	590,493	355,500	478,000	498,000
Total Revenues	590,493	355,500	478,000	498,000
Expenditures				
Personnel	-	-	-	-
Operating & Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
Debt	-	-	-	-
Interfund Charges	-	-	-	-
Transfers Out	576,413	590,500	455,386	1,380,000
Total Expenditures	576,413	590,500	455,386	1,380,000
Change in Fund Balance	14,080	(235,000)	22,614	(882,000)
Ending Fund Balance	\$ 1,357,657	\$ 1,619,873	\$ 1,779,664	\$ 897,664



Discussion of Key Elements

Operating Transfers:

Operating transfers consist of transfers out for the following projects.

2021

Whidbey Homeless Coalition \$45,000
Harbor Heights Park Land & Improvements Phase 1 \$145,000
Neil Park Pickleball Courts \$50,000
Shoreline Restoration: Midway to Regatta \$25,000
Annual Street Improvements \$85,000
Roof Replacement \$105,386

2022

Harbor Heights Park Land & Improvements Phase 1 \$95,000
Wind Jammer Park Phase 2 & Phase 3 Scoping \$1,175,000
Shoreline Restoration: Midway to Regatta \$25,000
Annual Street Improvements \$85,000

Portland Loos

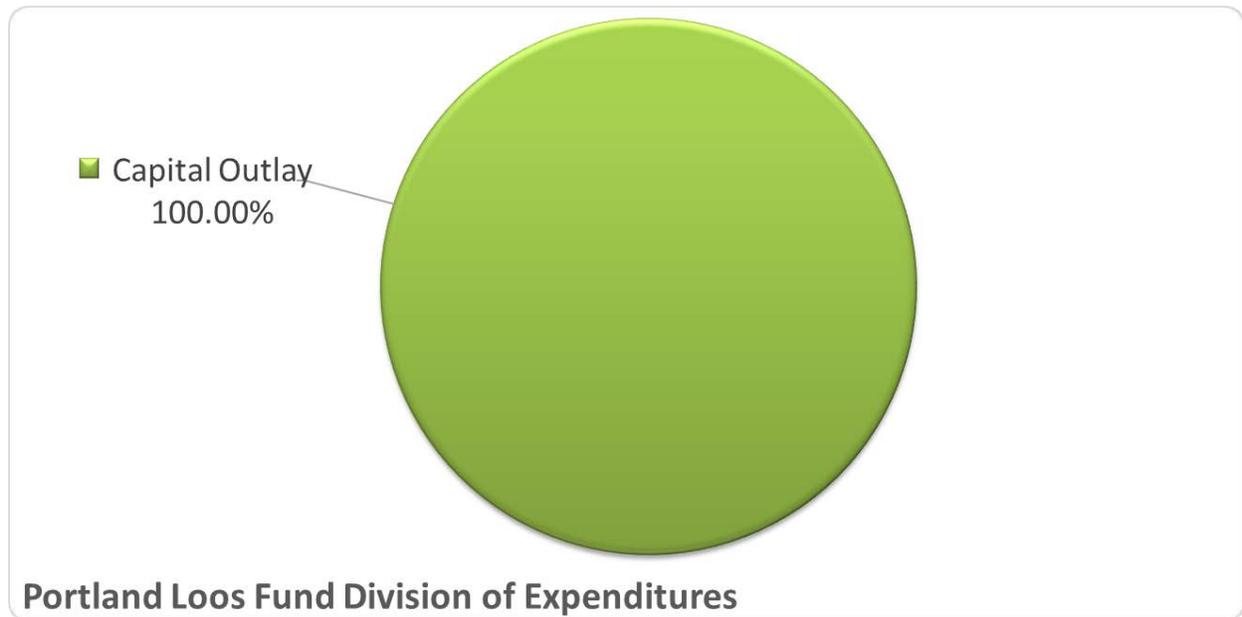
The Portland Loos fund accounts for revenues and expenditures related to acquisitions and improvements for biological relief facilitation structures at City Parks.

Sources of Revenue:

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

Summary of Financial Information

Portland loos Financial Table	Actual 2019	Amended 2020	Adopted 2021	Adopted 2022
Beginning Fund Balance	\$ 201,027	\$ 75,000	\$ 75,000	\$ -
Revenues				
Revenues				
Transfers In	53,051	-	-	-
Total Revenues	53,051	-	-	-
Expenditures				
Personnel	-	-	-	-
Operating & Maintenance	-	-	-	-
Capital Outlay	191,447	-	75,000	-
Debt	-	-	-	-
Interfund Charges	-	-	-	-
Transfers Out				
Total Expenditures	191,447	-	75,000	-
Change in Fund Balance	(138,396)	-	(75,000)	-
Ending Fund Balance	\$ 1,527	\$ 75,000	\$ -	\$ -



Discussion of Key Elements

Capital Outlays:

Capital outlay includes the purchase and installation of biological relief facilitation structures.

Windjammer Park Project

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

Sources of Revenue:

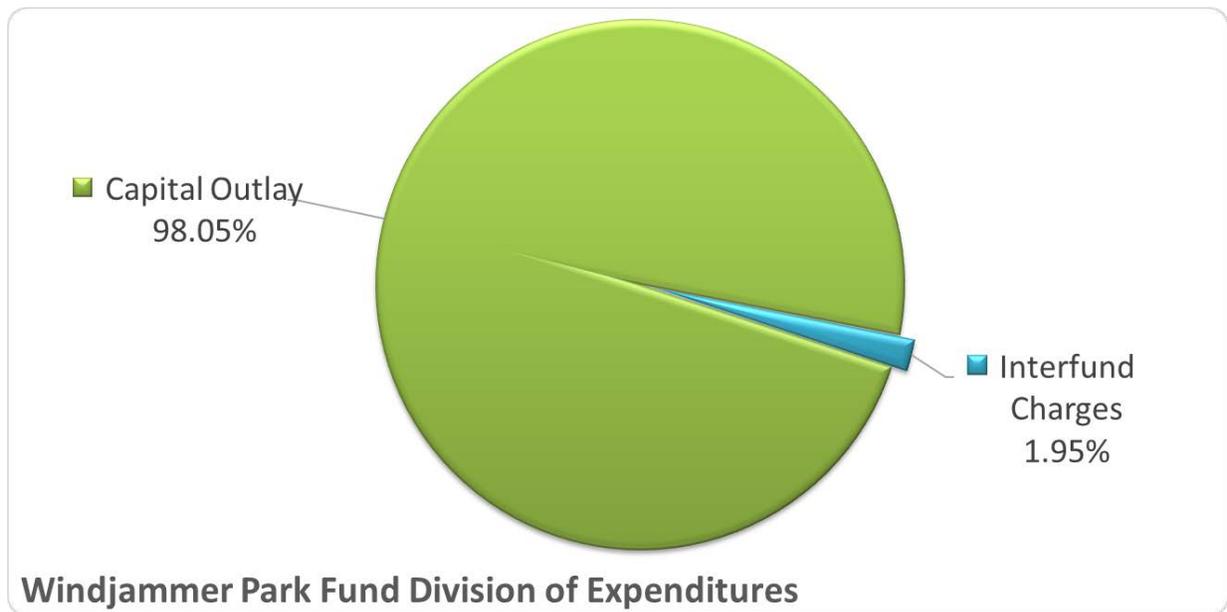
The sources of funds are General Fund contributions, grants, and 2% hotel motel tax.

Personnel Schedule

There are no employees charged to this fund.

Summary of Financial Information

Windjammer Park Financial Table	Actual 2019	Amended 2020	Adopted 2021	Adopted 2022
Beginning Fund Balance	\$ 773,131	\$ 318,637	\$ 550,278	\$ -
Revenues				
Revenues	464,226	-	-	-
Transfers In	186,342	337,417	-	2,160,000
Total Revenues	650,568	337,417	-	2,160,000
Expenditures				
Personnel	-	-	-	-
Operating & Maintenance	27,546	-	-	-
Capital Outlay	5,329,517	240,000	523,896	2,133,618
Debt	-	-	-	-
Interfund Charges	36,827	61,315	26,382	26,382
Transfers Out				
Total Expenditures	5,393,890	301,315	550,278	2,160,000
Change in Fund Balance	(4,743,322)	36,102	(550,278)	-
Ending Fund Balance	\$ 4,014,355	\$ 354,739	\$ -	\$ -



Discussion of Key Elements

Capital Outlays:

2021

Wind Jammer Park Phase 2 & Phase 3 Scoping \$523,896

2022

Wind Jammer Park Phase 2 & Phase 3 Scoping \$2,133,618

Water

Mission:

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

Responsibilities:

- To comply with all state and federal regulations regarding the quality and distribution of potable water through daily sampling and testing and timely response to customer concerns.
- To reliably distribute and maintain potable water through a system of four storage tanks, 108 miles of water mains, three booster pump stations and associated facilities.
- To maintain and be accountable for the City's emergency water supply through maintaining seven million gallons of storage and three existing deep wells, and actively seeking additional sources for emergency supplies.
- To promote community safety by providing adequate water pressure for fire flow and coordination with the Fire department to ensure a well-maintained network of more than 906 fire hydrants.
- To support the Finance department operations through accurate and dependable meter reading and maintenance of the 6,100 water service connections and water meters, as well as addressing customer service-related and technical questions and concerns.
- To protect public health and safety through administration and enforcement of the City's Cross Connection Control Program with oversight of over 1,700 backflow prevention assemblies, and state and federal mandated water quality sampling.
- To promote community awareness of water conservation through public education, identification and notification of unusually high customer consumption and timely repairs of leaks in the City's water mains.
- To coordinate and communicate with the Development Services department regarding review of development plans and inspection of water infrastructure installed by developers.
- To collaborate with the Development Services department to identify and implement capital projects that will improve reliability, safety and accommodate growth.

2019-20 Accomplishments:

- ✓ NE Regatta Dr/Crescent Harbor Water Main Lowering
- ✓ Started SCADA Upgrade Master plan
- ✓ Replaced 1,071 radio water meter registers
- ✓ Updated Cross Connection Control Plan
- ✓ Re-built Pressure Reducing Valves
- ✓ Cleaned and Inspected Reservoir Interiors
- ✓ Maintained below required 10% Water Loss
- ✓ 100% Water Quality Sampling Compliance

2021-22 Goals:**Goal: Educate and assist customers concerning existing rate structure and billing policy and procedures.**

- Objective: To assist the city water customers to understand the current rate structure as it pertains to type of use. To assist customers in making educated water use decisions and assist in leak detection and water use trending to conserve water.

Goal: Maintain optimum flows and ensure system reliability and dependability.

- Objective: To service and maintain all 1,280 of the city water main valves every two years; perform meter installations, service, and repairs in a timely manner to ensure accurate meter readings; perform daily inspection of all pump stations, tank sites and critical facilities and services as needed; closely monitor and track unaccounted for water; and repair and maintain fire hydrants in a timely manner.
- Objective: To maintain water system reliability during future related infrastructure upgrades, as indicated in our current Water System Plan.
- Objective: To secure emergency supply of water by updating emergency response procedures, maintaining existing wells and pursuing additional sources of supply through reactivation of old wells. Design and construction of replacement for well #9.
- Objective: To use existing resources available to inventory and map all water infrastructure including water mains, water services and meters, fire hydrants and valves. The information will be used for better asset management, locating of utilities and mapping and maintenance activities.
- Objective: To improve redundancy of our water main grid in critical areas.
- Objective: To improve fire flow while maintaining minimum pressures in deficient sections of our water system as identified in our 2014 Water System Plan.

Goal: Minimize water main breaks/leaks.

- Objective: To perform quality repairs; maintain a proactive program of water main replacement activities for substandard lines, connections, and services; be proactive in investigating high water consumption for possible water leaks on customer water services.

Goal: Protect the public from the introduction of potential contamination hazards through the city water system.

- Objective: To maintain security and integrity of the system at reservoirs. Immediately investigate and address water quality concerns of customers.
- Objective: To manage the City Cross Connection Control Program to protect the water system from contamination due to cross connections. Ensure the 1,700 backflow assemblies are properly inspected, maintained, and tested.

Goal: Continue to expand the Water Conservation and Efficiency Program.

- Objective: To educate the public regarding environmental benefits of water conservation to protect our resources and minimize unaccountable water loss, which is a requirement of the State of Washington.

Goal: Maintain "Green" Operating Permit.

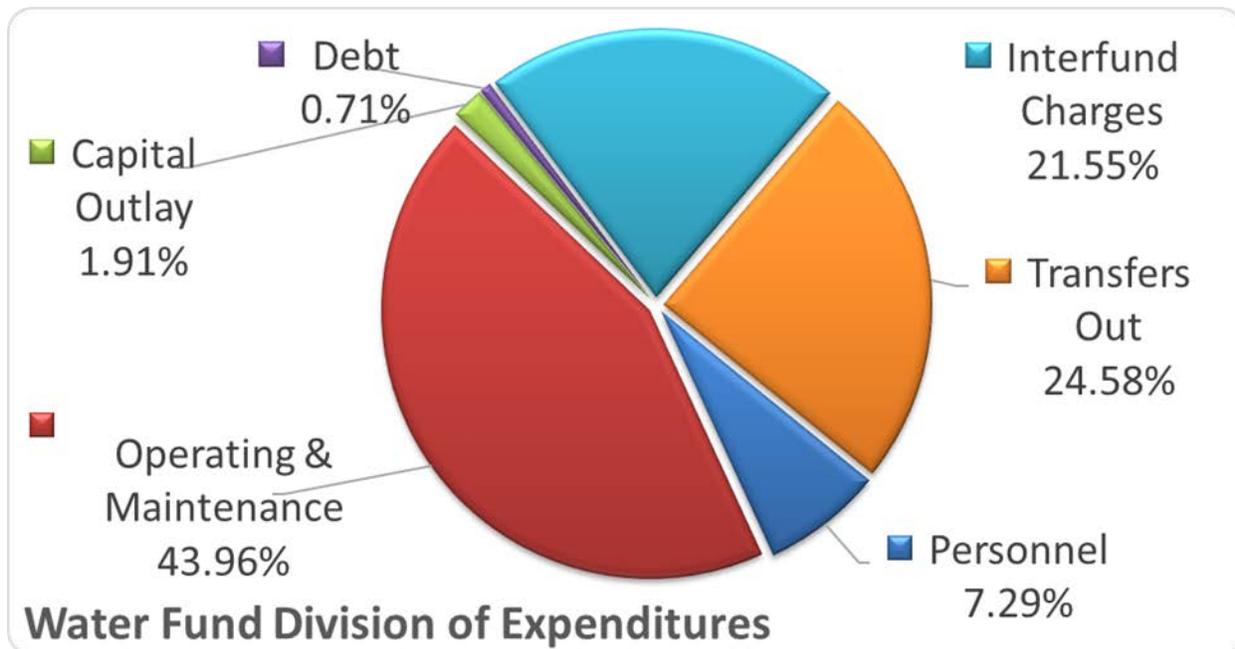
- Objective: To comply with all water quality standards and to meet and/or exceed the level of service required by the Department of Health and other local and federal regulatory agencies.

Measurement Results

Measures	Actual		Projected	
	2019	2020	2021	2022
Qualitative Measures				
Water quality sampling compliance	100%	100%	100%	100%
Quantitative Measures				
Number of water line breaks/leaks repaired	10	15	15	15
Number of undesirable water quality concern	15	5	5	5
Percentage of water unaccounted for	2.9%	6.0%	7%	7%

Summary of Financial Information

Water Financial Table	Actual 2019	Amended 2020	Adopted 2021	Adopted 2022
Beginning Fund Balance	\$ 6,563,914	\$ 5,050,212	\$ 6,113,184	\$ 3,957,592
Revenues				
Revenues	6,503,892	6,433,745	6,355,143	6,385,692
Transfers In	286,264	25,600	-	-
Total Revenues	6,790,156	6,459,345	6,355,143	6,385,692
Expenditures				
Personnel	488,301	624,940	531,008	554,212
Operating & Maintenance	4,074,532	3,269,566	3,447,992	3,094,769
Capital Outlay	-	25,000	285,000	-
Debt	53,133	53,028	52,771	52,514
Interfund Charges	1,649,091	1,069,425	1,601,964	1,604,835
Transfers Out	3,095,960	751,671	2,592,000	1,066,000
Total Expenditures	9,361,017	5,793,630	8,510,735	6,372,330
Change in Fund Balance	(2,570,861)	665,715	(2,155,592)	13,362
Ending Fund Balance	\$ 3,993,053	\$ 5,715,927	\$ 3,957,592	\$ 3,970,954



Discussion of Key Elements

Personnel Expenditures:

Water System Supervisor position was added in 2017 and was schedule to be filled in 2021.

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

Operating and Maintenance Expenditures:

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

Capital Outlay:

See capital sheets for anticipated projects.

Debt Service:

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

Operating Transfers:

Operating transfers consist of transfers out for capital projects.

Water Cumulative Reserve

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

Summary of Financial Information

Water Cumulative Reserves Financial Table	Actual 2019	Amended 2020	Adopted 2021	Adopted 2022
Beginning Fund Balance	\$ 2,525,195	\$ 2,916,880	\$ 3,103,901	\$ 3,201,081
Revenues				
Revenues	157,789	197,790	198,180	204,794
Transfers In	24,000	24,000	24,000	24,000
Total Revenues	181,789	221,790	222,180	228,794
Expenditures				
Operating & Maintenance	1,895	2,831	2,000	2,000
Transfers Out	64,688	25,600	123,000	366,000
Total Expenditures	66,582	28,431	125,000	368,000
Change in Fund Balance	115,207	193,359	97,180	(139,206)
Ending Fund Balance	\$ 2,640,402	\$ 3,110,239	\$ 3,201,081	\$ 3,061,875

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

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

Operating Transfers:

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

Wastewater

Mission:

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

Responsibilities:

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

2019-20 Accomplishments:

- ✓ Hired one Operator II and One OIT
- ✓ Installed carbon cartridges to the existing odor control
- ✓ Fine screen repair: Worked with manufacturer to repair the three damaged screens
- ✓ Completed membrane expansion

2021-22 Goals:**Goal: Remain in compliance with the NPDES permit.**

- Objective: Continue to remain in compliance with the City's National Pollution Discharge Elimination System (NPDES) permit number WA-0020567.

Goal: To reduce costs by using efficient operating strategies.

- Objective: Obtain the highest level of water quality practical while recognizing the limitations of the rate payers of the City to fund the improvements.

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

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

Goal: Effectively convey wastewater to the treatment plant.

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

Goal: Compliance with all health and environmental regulations.

- Objective: Meet all NPDES discharge permit parameters; maintain lab accreditation.
- Objective: Continue improving operations of the Clean Water Facility by operational controls and engineered controls. With the use of a fluorescence microscope, we will continue to identify indicator bacteria they may forewarn us of an imminent upset to process.
- Objective: Will work with community and local businesses on reducing Fats, Oils, & Grease (FOG) in the City's conveyance system.

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

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

Goal: Minimize odor complaints

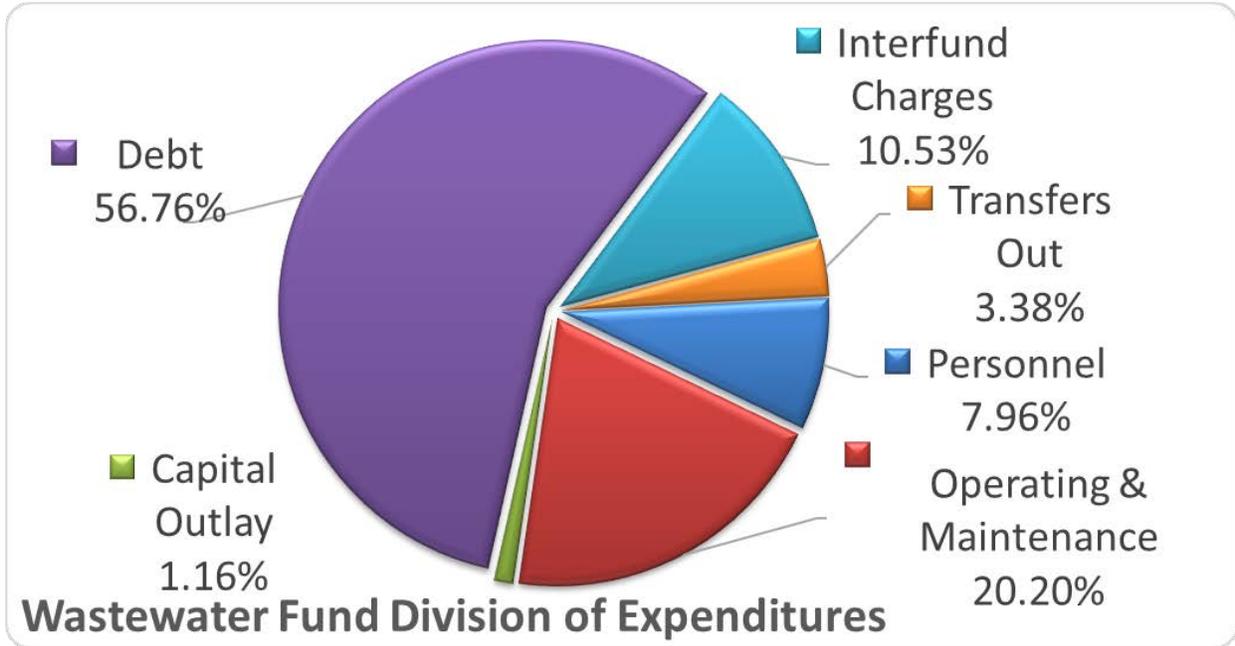
- Objective: Continue working to mitigate nuisance odors coming from the facility using whatever method necessary.

Measurement Results

Measures	Actual		Projected	
	2019	2020	2021	2022
Qualitative Measures				
Permit compliance violations	2	4	2	0
Quantitative Measures				
Number of grease traps inspected	172	102	130	150
Millions of gallons of wastewater treated	647	706	750	750

Summary of Financial Information

Wastewater Financial Table	Actual 2019	Amended 2020	Adopted 2021	Adopted 2022
Beginning Fund Balance	\$ 11,269,792	\$ 4,755,104	\$ 6,785,033	\$ 6,130,708
Revenues				
Revenues	10,899,256	10,671,076	11,491,843	12,412,207
Transfers In	-	35,013	400,000	-
Total Revenues	10,899,256	10,706,089	11,891,843	12,412,207
Expenditures				
Personnel	922,035	1,081,362	982,016	1,002,993
Operating & Maintenance	2,738,062	2,167,239	2,810,978	2,224,456
Capital Outlay	-	-	290,000	-
Debt	6,515,275	7,073,158	7,073,158	7,073,158
Interfund Charges	972,685	1,452,956	1,315,016	1,310,555
Transfers Out	4,879,403	610,000	75,000	767,500
Total Expenditures	16,027,459	12,384,715	12,546,168	12,378,662
Change in Fund Balance	(5,128,203)	(1,678,626)	(654,325)	33,545
Ending Fund Balance	\$ 6,141,589	\$ 3,076,478	\$ 6,130,708	\$ 6,164,253



Discussion of Key Elements

Personnel Expenditures:

No significant changes to note.

Operating and Maintenance Expenditures:

No significant changes to note.

Capital Outlay:

No capital outlay to report.

Debt Service:

The Wastewater division has a \$25.72 million bond and a remaining balance of \$95.75 million in low-interest SRF loans related to the construction of the Clean Water Facility.

Operating Transfers:

Operating transfers consist of transfers out for capital projects.

Wastewater Cumulative Reserve

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

Summary of Financial Information

Wastewater Cumul. Reserves Financial Table	Actual 2019	Amended 2020	Adopted 2021	Adopted 2022
Beginning Fund Balance	\$ 732,581	\$ 822,724	\$ 918,477	\$ 375,577
Revenues				
Revenues	88,458	112,000	109,100	109,100
Transfers In	-	-	-	-
Total Revenues	88,458	112,000	109,100	109,100
Expenditures				
Operating & Maintenance	1,198	1,680	2,000	2,200
Transfers Out	-	-	650,000	-
Total Expenditures	1,198	1,680	652,000	2,200
Change in Fund Balance	87,260	110,320	(542,900)	106,900
Ending Fund Balance	\$ 819,841	\$ 933,044	\$ 375,577	\$ 482,477

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

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

Solid Waste

Mission:

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

Responsibilities:

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

2019-20 Accomplishments:

- ✓ Yard Waste program is continuing to divert green waste from landfills to a sustainable resource benefiting our community
- ✓ Working with county and state to implement the 2020 Washington state Contamination reduction outreach plan (CROP).
- ✓ Increased safety through training and reduced accidents.
- ✓ Maintained our above average level of service through the pandemic.

2021-22 Goals:**Goal: Increase public awareness and education.**

- Objective: Provide sources of educational information using our web site, and informational pamphlets sent out with utility bills and using channel 10.

Goal: Dumpster replacement.

- Objective: In the upcoming two years, the Solid Waste division will continue to replace most of its 13-year-old metal dumpsters. Many of our dumpsters have already had the bottoms replaced once.

Goal: Continue to look for ways to be more efficient.

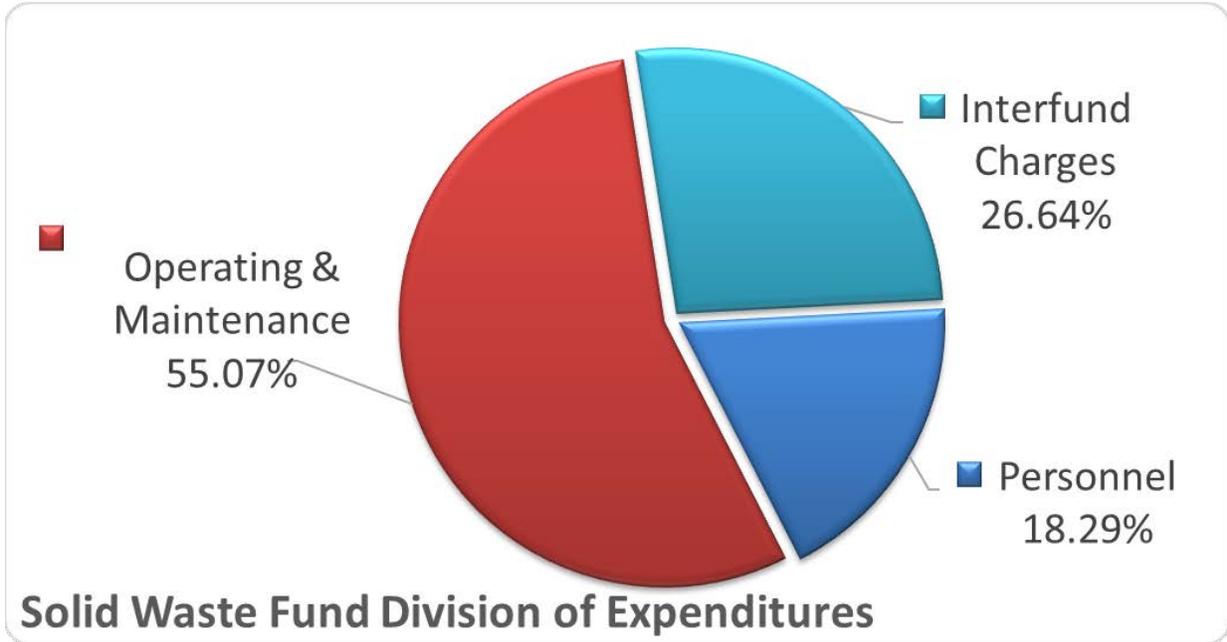
- Objective: Find better and cheaper ways to export our commodities off island. As transportation methods change, we need to continue to evaluate ways to reduce our transportation cost.

Measurement Results

Measures	Actual		Projected	
	2019	2020	2021	2022
Qualitative Measures				
Percent of solid waste stream diverted	36.68%	36.47%	36.50%	36.50%
Quantitative Measures				
Tons of solid waste collected	8,694	9,270	9,300	9,400
Tons of recycling	1,280	1,327	1,293	1,350
Tons of yard waste	934	1,316	1,235	1,300
Number of commercial accounts with recycle roll carts	145	152	167	182

Summary of Financial Information

Solid Waste Financial Table	Actual 2019	Amended 2020	Adopted 2021	Adopted 2022
Beginning Fund Balance	\$ 2,171,790	\$ 1,468,957	\$ 1,336,496	\$ 1,609,390
Revenues				
Revenues	3,894,297	3,850,187	4,132,039	4,526,793
Transfers In	-	-	-	-
Total Revenues	3,894,297	3,850,187	4,132,039	4,526,793
Expenditures				
Personnel	706,723	695,202	704,092	712,540
Operating & Maintenance	2,001,661	1,971,219	2,129,316	2,136,425
Capital Outlay	-	-	-	-
Debt	-	-	-	-
Interfund Charges	1,211,139	1,126,195	1,025,737	1,037,275
Transfers Out	90,205	11,671	-	-
Total Expenditures	4,009,728	3,804,287	3,859,145	3,886,240
Change in Fund Balance	(115,430)	45,900	272,894	640,553
Ending Fund Balance	\$ 2,056,360	\$ 1,514,857	\$ 1,609,390	\$ 2,249,943



Discussion of Key Elements

Personnel Expenditures:

No significant changes to note.

Operating and Maintenance Expenditures:

No significant changes to note.

Operating Transfers:

No significant changes to note.

Solid Waste Cumulative Reserve

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

Summary of Financial Information

Solid Waste Cumul. Reserves Financial Table	Actual 2019	Amended 2020	Adopted 2021	Adopted 2022
Beginning Fund Balance	\$ 117,966	\$ 118,988	\$ 120,295	\$ 120,895
Revenues				
Revenues	1,307	355	600	600
Transfers In	-	-	-	-
Total Revenues	1,307	355	600	600
Expenditures				
Operating & Maintenance	-	-	-	-
Transfers Out	-	-	-	-
Total Expenditures	-	-	-	-
Change in Fund Balance	1,307	355	600	600
Ending Fund Balance	\$ 119,273	\$ 119,343	\$ 120,895	\$ 121,495

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

Interest income the major revenue source for this fund.

Storm Drain

Mission:

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

Responsibilities:

- To protect the public through efficient collection and conveyance of storm water runoff through a well-maintained network of 27 City-owned detention facilities and control structures and 76+ miles of storm drainpipe, roadside ditches, and bio-swales.
- To protect and enhance the quality of storm and surface water runoff through a proactive program of regularly scheduled catch basin cleaning, street sweeping and public education activities.
- To inspect privately owned detention facilities and control structures to ensure proper operation, and coordinate with the Engineering division regarding maintenance needs of these privately-owned facilities.
- To coordinate and communicate with the Development Services department regarding review of development plans and inspection of storm water facilities installed by developers.
- To inspect commercial properties and look for potential illicit discharges that could enter the City's MS4.
- To provide educational opportunities to the public and our employees on the use of proper BMP's to help reduce or eliminate illicit discharges.
- To meet the requirements of the States NPDES permit.

2019-20 Accomplishments:

Due to COVID-19, no major accomplishments to report

2021-22 Goals:

Goal: Provide pollution prevention public education and outreach.

- Objective: Provide sources of educational information using our web site, informational pamphlets, and volunteers and local organizations.
- Objective: Inspect businesses for illicit discharges into the City's storm drain system.

Goal: Protect and preserve ocean, shoreline/beaches, and ecosystems from pollutants.

- Objective: Utilizing the ordinance entitled Illicit Discharge Elimination 12.50 the Storm Drain division can inspect and require organizations to use proper Best Management Practices (BMPs) to reduce the amount of urban runoff pollution from various activities.
- Objective: Perform Street sweeping on a regular schedule and increase frequency as needed to reduce leaves and debris entering the storm water system. Inspect and clean city owned stormwater catch basins.

Goal: Develop dedicated and well-trained staff.

- Objective: Provide training to Operators, focused on NPDES Stormwater Permit, Illicit discharges, and Spill identification. Encourage self-directed study using books, trade magazines, internet webcasts and local training opportunities. Share knowledge and experiences with coworkers and colleagues.

Goal: Assist Development Services Department in meeting the Stormwater planning requirements of the 2019-2024 NPDES Stormwater Permit.

- Objective: As part of an interdisciplinary team, support Development Services by developing the required watershed inventory, receiving water assessment, prioritized and ranked list of receiving waters, and assisting in the development of a stormwater management action plan.

Goal: To continue LID development code changes.

- Objective: Provide educational opportunities and materials to developers and builders regarding changes to the City’s development code as related to mandatory low impact development features in new development. Assist Development Services in identifying and addressing administrative or regulatory barriers to implementation of LID principles and BMPs.

Goal: Implement 2019-2024 NPDES Stormwater Permit

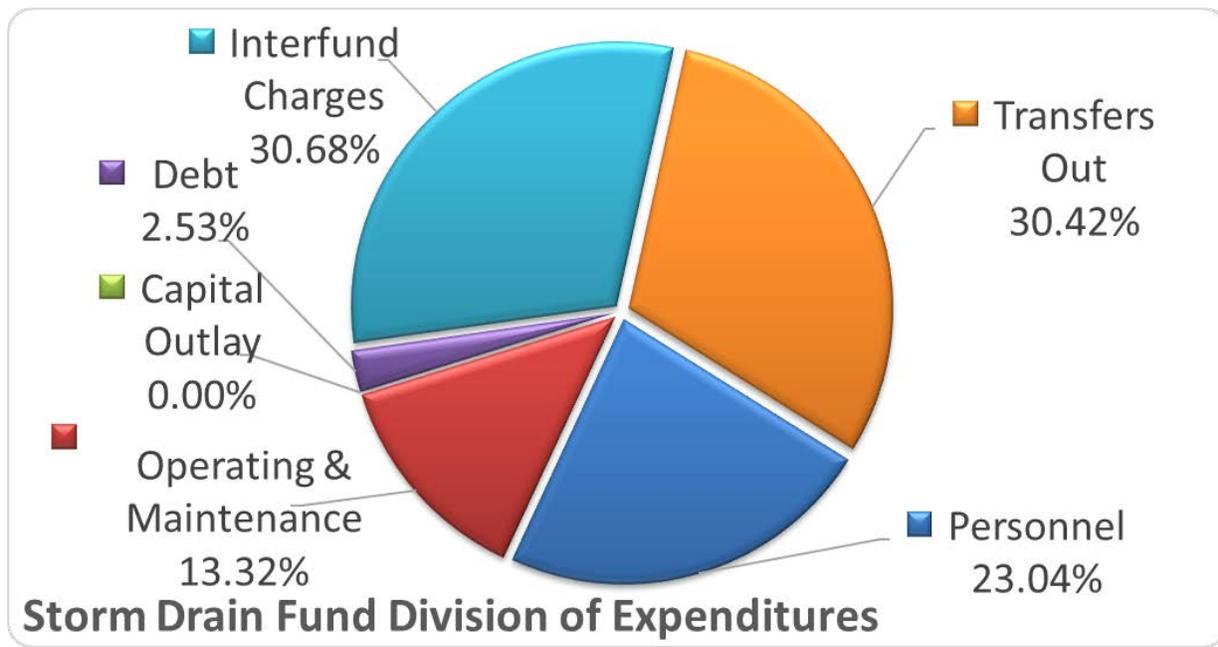
- Objective: To implement the 2019-2024 NPDES Stormwater Permit requirements with special attention to public outreach and source control for existing businesses.

Measurement Results

Measures	Actual		Projected	
	2019	2020	2021	2022
Qualitative Measures				
Environmental activities	1,000+	1,000+	2,500+	5,000+
Quantitative Measures				
Street sweeping (hours)	920	785	1000	1000
Control devices/detention pond inspections	370	462	475	475
Catch basins cleaned	365	415	415	415

Summary of Financial Information

Storm Drain Financial Table	Actual 2019	Amended 2020	Adopted 2021	Adopted 2022
Beginning Fund Balance	\$ 1,813,709	\$ 1,501,069	\$ 729,110	\$ 318,690
Revenues				
Revenues	1,961,529	2,001,850	1,976,197	2,038,452
Transfers In	-	-	-	-
Total Revenues	1,961,529	2,001,850	1,976,197	2,038,452
Expenditures				
Personnel	478,945	558,414	542,771	551,738
Operating & Maintenance	498,911	297,162	314,162	318,670
Capital Outlay	-	-	-	-
Debt	60,403	60,343	60,196	60,050
Interfund Charges	790,082	847,916	724,188	733,373
Transfers Out	740,204	886,671	745,300	700,000
Total Expenditures	2,568,546	2,650,506	2,386,617	2,363,831
Change in Fund Balance	(607,017)	(648,656)	(410,420)	(325,379)
Ending Fund Balance	\$ 1,206,692	\$ 852,413	\$ 318,690	\$ (6,689)



Discussion of Key Elements

Personnel Expenditures:

No significant changes to note.

Operating and Maintenance Expenditures:

No significant changes to note.

Capital Outlay:

None.

Debt Service:

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

Operating Transfers:

Operating transfers consist of transfers out for capital projects.

Storm Drain Cumulative Reserve

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

Summary of Financial Information

Storm Drain Waste Cumul. Res Financial Table	Actual 2019	Amended 2020	Adopted 2021	Adopted 2022
Beginning Fund Balance	\$ 420,496	\$ 424,188	\$ 428,846	\$ 431,046
Revenues				
Revenues	4,658	1,313	2,200	2,200
Transfers In	-	-	-	-
Total Revenues	4,658	1,313	2,200	2,200
Expenditures				
Operating & Maintenance	-	-	-	-
Transfers Out	-	-	-	-
Total Expenditures	-	-	-	-
Change in Fund Balance	4,658	1,313	2,200	2,200
Ending Fund Balance	\$ 425,154	\$ 425,501	\$ 431,046	\$ 433,246

Discussion of Key Elements

Sources of Revenue:

Interest income the major revenue source for this fund.

Marina**Mission:**

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

Responsibilities:

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

2019-20 Accomplishments:

- ✓ Repaired and replaced select areas of dock concrete.
- ✓ Fabricated and replaced select whalers and rub boards.
- ✓ Purchased and installed an electronic reader board.

2021-22 Goals:**Goal: Continue implementation of the Marina Redevelopment Program.**

- Objective: Repair/replace select areas of dock concrete to ensure there are not any trip hazards.
- Objective: Rebuild/replace select power pedestals to ensure safety and increased accurate monthly usage measurements.
- Objective: Replace select whalers and rub boards to ensure the integrity of the docks.

Goals: Continue modernizing Marina facilities and operations.

- Objective: Purchase and install credit card readers for the showers and laundry facility to ensure ease of use for our tenants and guests.
- Objective: Purchase and install a new Wi-Fi system to improve and enhance the Wi-Fi signal at the marina.

- Objective: Purchase and install security cameras to increase security at the marina.

Goals: Maintain Marina facilities to a high standard to extend their useful life and to provide quality facilities for Marina customers.

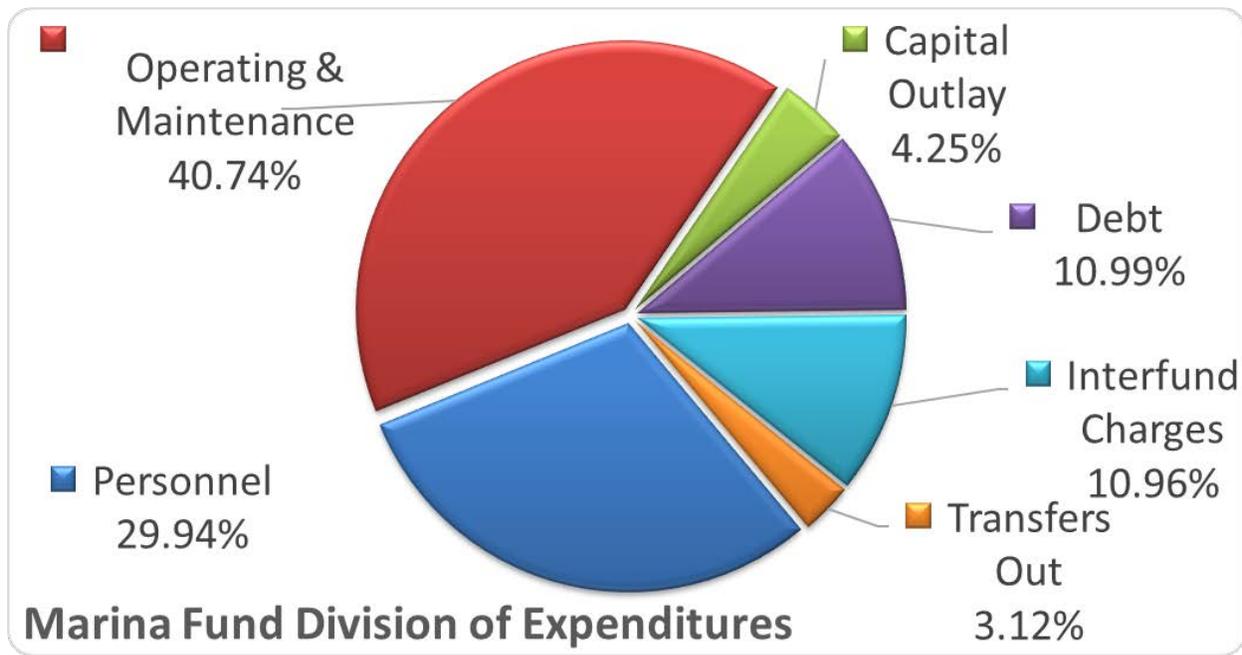
- Objective: Complete major maintenance projects.
- Objective: Replace the existing log boom in front of the Harbormasters office and in the south side of the marina to ensure environmental compliance.
- Objective: Replace select F dock pile hoops to ensure the integrity of the dock.
- Objective: Start the marina dredge pre-design/feasibility study to lay the groundwork for actual dredging in 2024.

Measurement Results

Measures	Actual		Projected	
	2019	2020	2021	2022
Qualitative Measures				
Improve marina sewage/waste water capacity	X			
Purchase and install a electronic reader boards	X			
Marina dredge project pre-design/feasibility study to determine dredge depths and process.				X
Improve WiFi through purchase and installation of a new system			X	
Quantitative Measures				
Gallons of fuel pumped	119,303	152,027	156,587	161,285
Yacht clubs hosted	5	5	5	5

Summary of Financial Information

Marina Financial Table	Actual 2019	Amended 2020	Adopted 2021	Adopted 2022
Beginning Fund Balance	\$ 793,145	\$ 1,036,769	\$ 1,372,327	\$ 1,338,377
Revenues				
Revenues	1,708,680	1,597,550	1,691,121	1,746,476
Transfers In	-	-	-	-
Total Revenues	1,708,680	1,597,550	1,691,121	1,746,476
Expenditures				
Personnel	458,229	494,257	499,238	508,595
Operating & Maintenance	797,359	705,210	674,490	696,806
Capital Outlay	-	25,000	100,000	43,000
Debt	185,365	186,340	187,440	182,440
Interfund Charges	185,588	142,946	183,903	185,118
Transfers Out	39,000	37,000	80,000	25,000
Total Expenditures	1,665,541	1,590,753	1,725,071	1,640,959
Change in Fund Balance	43,139	6,797	(33,950)	105,517
Ending Fund Balance	\$ 836,284	\$ 1,043,566	\$ 1,338,377	\$ 1,443,894



Discussion of Key Elements

Personnel Expenditures:

No staffing changes are expected to occur in 2021 - 2022.

Operating and Maintenance Expenditures:

Significant operating and maintenance expenditures anticipated include the purchase and installation of maintenance and modernization items such as security cameras, a new Wifi system and card readers for the showers and laundry room.

Capital Outlay:

Capital expenditures include new Wi-Fi equipment and security cameras in 2021 and credit card readers in the showers and laundry room in 2022.

Debt Service:

The Marina has bonding related to the dredging.

Operating Transfers:

Operating transfers consist of transfers out for capital.

Purpose	Adopted 2021	Adopted 2022
Marina Boat Yard Acquisition	\$ 75,000	\$ -
F Dock Storm Damage Repair	\$ 5,000	\$ -
Sewage Equipment Upgrade & Improvement	\$ -	\$ 25,000
Total	\$ 80,000	\$ 25,000

Marina Cumulative Reserve

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

Summary of Financial Information

Marina Cumul. Reserves Financial Table	Actual 2019	Amended 2020	Adopted 2021	Adopted 2022
Beginning Fund Balance	\$ 8,527	\$ 8,576	\$ 8,670	\$ 8,720
Revenues				
Revenues	94	51	50	50
Transfers In	-	-	-	-
Total Revenues	94	51	50	50
Expenditures				
Operating & Maintenance	-	-	-	-
Transfers Out	-	-	-	-
Total Expenditures	-	-	-	-
Change in Fund Balance	94	51	50	50
Ending Fund Balance	\$ 8,621	\$ 8,627	\$ 8,720	\$ 8,770

Discussion of Key Elements

Sources of Revenue:

Interest income the major revenue source for this fund.

Equipment Rental

Mission:

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

Responsibilities:

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

2019-20 Accomplishments:

- ✓ Replaced large vehicle lift

2021-22 Goals:**Goal: To provide time and training for ASE and EVT certifications**

- Objective: Provide time and training for both mechanics to obtain and keep their ASE and EVT certifications. This will give the training and knowledge to better serve our customers. To increase efficiency and productivity.

Goal: Continue to provide an effective Fleet Management program.

- Objective: Schedule preventive maintenance services on all vehicles/equipment, provide high quality maintenance for all City vehicles and equipment, and service all vehicles and equipment within the scheduled maintenance period. Prepare and maintain an accurate and effective replacement program.

Goals: Update the City's fleet policy.

- Objective: The current fleet policy is dated and could use freshening up. This will help staff to develop a comprehensive fleet policy guide which will allow Equipment Rental staff to educate customers on the City's policies and procedures related to fleet operations. This will increase the operator's knowledge of the care, maintenance and operation for vehicles and equipment, as well as fulfill State and Federal safety requirements. Operator safety will increase, and the essential care and operation of vehicles and equipment will extend the life of the fleet. This is a continuing goal and one that we are striving to obtain and constantly enhance.

Measurement Results

Measures	Actual		Projected	
	2019	2020	2021	2022
Qualitative Measures				
Scheduled preventive maintenance orders completed within 30 days	100%	100%	100%	100%
Scheduled equipment repairs completed within 20 days	100%	100%	100%	100%
Non-billable department costs (overhead percentage)	25%	25%	25%	25%
Quantitative Measures				
Ratio of vehicles to mechanics	60.5	60.5	61.5	61.5
Number of vehicles in fleet	121	121	123	123
Number of equipment in fleet	100	100	100	100
Number of preventive maintenance orders performed yearly	497	479	500	500
Number of work orders performed	1470	1464	1470	1470
Gallons of diesel fuel used	45,488	44,907	45,000	45,000
Gallons of unleaded fuel used	28,353	28,237	28,300	28,300
Total cost of fuel	\$197,394	\$149,047	\$200,000	\$200,000

Summary of Financial Information

Equipment Repair Financial Table	Actual 2019	Amended 2020	Adopted 2021	Adopted 2022
Beginning Fund Balance	\$ 293,991	\$ 241,031	\$ 291,273	\$ 201,020
Revenues				
Revenues	1,068,478	912,420	986,950	1,016,925
Transfers In	-	-	60,000	-
Total Revenues	1,068,478	912,420	1,046,950	1,016,925
Expenditures				
Personnel	216,292	224,243	233,303	239,735
Operating & Maintenance	606,353	484,400	660,300	600,500
Capital Outlay	-	-	-	-
Debt	-	-	-	-
Interfund Charges	238,395	237,332	243,600	244,378
Transfers Out	-	-	-	-
Total Expenditures	1,061,040	945,975	1,137,203	1,084,613
Change in Fund Balance	7,438	(33,555)	(90,253)	(67,688)
Ending Fund Balance	\$ 301,429	\$ 207,476	\$ 201,020	\$ 133,332

Discussion of Key Elements

Personnel Expenditures:

Budgeted for seasonal laborer.

Operating and Maintenance Expenditures:

No significant changes to note.

Equipment Replacement

Mission:

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

Responsibilities:

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

2019-20 Accomplishments:

- ✓ Ten (10) vehicles replacements completed
- ✓ Replaced SCBA equipment

2021-2022 Goals

Goal: Continue to implement a fleet procurement program that matches the needs and resources for each division/department.

- Objective: Enhance communication among departments, assess with departments the condition of assigned equipment, work with departments to identify their needs and resources, purchase new equipment in a cost-effective manner, purchase multi-use vehicles whenever feasible and utilize alternative fuel and electric vehicles when available.

Goals: Continue to enhance the motor pool program.

- Objective: By doing so the city will save money and provide adequate equipment for all division/department needs.

Goals: To complete all projected replacements for 2021 and 2022 on time.

- Objective: Included in the 2021-2022 budget is a 5-year replacement plan. The objective is to replace all vehicles and equipment in a timely manner, while ensuring that all procurement methods are utilized to get the best price and to ensure the City's needs are met.

Goals: Development of a short-range plan to replace Fire vehicles.

- Objective: The Fire Department has aging vehicles and the funding for those vehicles has not been a component of the City's budgets for many years. The thought process has been to bond for these replacements. Staff would like to have a plan in place to do so, bonding takes a great deal of time and effort. A plan in place will allow staff to replace these aging vehicles efficiently and cost effectively.

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

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

Measurement Results

Measures	Actual		Projected	
	2019	2020	2021	2022
Qualitative Measures				
Review needs annually and implement	100%	100%	100%	100%
Quantitative Measures				
Number of motor pool vehicles	20	20	20	20
Number of hybrid vehicles	5	5	7	7
Number of replacements completed	10	10	10	10

Summary of Financial Information

Equipment Replacement Financial Table	Actual 2019	Amended 2020	Adopted 2021	Adopted 2022
Beginning Fund Balance	\$ 9,613,160	\$ 10,273,457	\$ 10,387,666	\$ 9,190,153
Revenues				
Revenues	1,538,320	1,573,104	1,107,487	1,107,487
Transfers In	7,606	-	-	-
Total Revenues	1,545,926	1,573,104	1,107,487	1,107,487
Expenditures				
Personnel	-	-	-	-
Operating & Maintenance	788,747	45,000	60,000	60,000
Capital Outlay	-	2,055,000	2,245,000	1,365,000
Debt	-	-	-	-
Interfund Charges	1,734,323	-	-	-
Transfers Out	-	-	-	-
Total Expenditures	2,523,070	2,100,000	2,305,000	1,425,000
Change in Fund Balance	(977,144)	(526,896)	(1,197,513)	(317,513)
Ending Fund Balance	\$ 8,636,016	\$ 9,746,561	\$ 9,190,153	\$ 8,872,640

Discussion of Key Elements

Operating and Maintenance Expenditures:

No significant changes to note.

Capital Outlay:

See 502 Vehicle/Asset Replacement FY 2021-2026 for details.

Facility Replacement

Mission:

The Facilities Replacement fund was formed in the 1990's to help better manage city facilities and equipment.

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

Responsibilities:

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

2019-20 Accomplishments:

- ✓ Funds have been set aside for the Clean Water Facility per requirements.

2021-22 Goals:

Goal: To create a facility replacement program.

- Objective: Model the facility replacement program after the Equipment Rental replacement program utilizing a life cycle age and replacement cost to determine the contribution costs.

- Objective: Continue to implement the new Maintenance Edge Capital Forecast Asset Replacement program. That will help staff identify short term and long-term needs.
- Objective: To identify and inventory all City facility assets and enter them into the Maintenance Edge asset inventory module.

Goal: To continue to review and maintain the current facility condition assessment.

- Objective: The facility condition assessment is only as good as it is maintained. The data that we can utilize is only as good as the data inputted into the system. Therefore, our objective is to keep this assessment current and useful.

Goal: To establish proven methods of facility management for our assets and promote cost-effective programs that provide safe, clean, and efficient environments for the Oak Harbor community and city staff.

- Objective: This is a new fund, methods of facility management will need to be created and staff will look towards cost-effective programs to make sure the City’s facilities are safe, clean, and efficient environments for the citizens and for our staff when using these facilities throughout the city.

Measurement Results

Measures	Actual		Projected	
	2019	2020	2021	2022
Qualitative Measures				
Review needs annually and implement	N/A	N/A	100%	100%
Quantitative Measures				
Number of buildings maintained	14	14	15	15
Number of parking lots	10	10	10	10

Summary of Financial Information

Facility Replacement Financial Table	Actual 2019	Amended 2020	Adopted 2021	Adopted 2022
Beginning Fund Balance	\$ -	\$ 1,093,225	\$ 1,093,225	\$ 1,336,302
Revenues				
Revenues	20,657	-	243,077	243,077
Transfers In	1,072,568	-	-	-
Total Revenues	1,093,225	-	243,077	243,077
Expenditures				
Personnel	-	-	-	-
Operating & Maintenance	-	-	-	-
Capital Outlay	-	-	-	-
Debt	-	-	-	-
Interfund Charges	-	-	-	-
Transfers Out	-	-	-	-
Total Expenditures	-	-	-	-
Change in Fund Balance	1,093,225	-	243,077	243,077
Ending Fund Balance	\$ 1,093,225	\$ 1,093,225	\$ 1,336,302	\$ 1,579,379

Technology Replacement

Mission:

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

Responsibilities:

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

2019-20 Accomplishments:

- ✓ Creation of an IT team
- ✓ City WIFI system upgraded
- ✓ Advanced remote capabilities due to COVID-19
- ✓ Purchased VPN Servers utilizing CARES funding
- ✓ Fiber map documentation completed

2021-22 Goals:

Goal: Adequately fund hardware and software replacements without having to borrow funds.

- Objective: To adequately fund hardware and software replacements without having to borrow funds.

Goal: Create a strategic plan for future needs.

- Objective: To develop a plan for the current and future implementation of Information Technology (IT) in the city. The resulting plan will serve as a roadmap for the strategic and tactical implementation of IT infrastructure and electronic government ("e-government") services over the next two-three years and beyond. It provides a framework for introducing new technology in

a phased approach that takes into consideration organizational needs, City budget, as well as current capabilities, technology trends and citizen expectations.

Goal: Upgrade Cisco core switches and City Servers.

- Objective: Upgrade outdated city switches that will align with the City’s new fiber structure. New City servers have been purchased, but they have not been implemented yet due to necessary network cleanup and a newly created network schematic to create efficiency and reliable workflow.

Goal: Upgrade hardware devices that do not meet current hardware specifications.

- Objective: The City has many outdated hardware devices such as CPU’s and laptops. An audit has been done on all connected hardware devices and a list has been formed of critical replacements needs and suggested replacements needs. Replacement of the critical replacements has begun, but the goal is to get all hardware up to current specifications.

Goal: Develop a fiber strategic plan with emphasis on fiber network redundancy.

- Objective: The City switched to Frontier fiber in 2018, there is a need to look at our future fiber needs and if there is a revenue stream to be created. This goal is the starting point to develop a plan. This contract will be up for renewal in 2021.

Goals: Continue to enhance our existing technology fund.

- Objective: Implement new technology and procedures to assist the departments in meeting their daily needs.
- Objective: Continue to implement cloud-based technology to share and access files remotely.
- Objective: Continue to implement the use of tablets to enhance our efficiency in the field and to save costs in the long run.
- Objective: Educate and communicate with City staff on how to use this new technology as well as what we have in place as tools for them to use.

Measurement Results

Measures	Actual		Projected	
	2019	2020	2021	2022
Qualitative Measures				
Ongoing completion of a schedule for all technology assets	100%	100%	100%	100%
Review needs annually and implement	100%	100%	100%	100%
Quantitative Measures				
Number of CPU’s, Surfaces, Laptops, and iPads	204	204	215	215
Number of network switches	30	30	30	30
Number of VOIP phones	177	177	177	177
Number of workstations replaced	12	22	20	20

Summary of Financial Information

Technology Replacement Financial Table	Actual 2019	Amended 2020	Adopted 2021	Adopted 2022
Beginning Fund Balance	\$ -	\$ 550,610	\$ 626,637	\$ 518,406
Revenues				
Revenues	592,602	499,092	551,769	584,610
Transfers In	629,192	-	-	-
Total Revenues	1,221,794	499,092	551,769	584,610
Expenditures				
Personnel	-	-	-	-
Operating & Maintenance	554,485	480,000	660,000	660,000
Capital Outlay	-	-	-	-
Debt	-	-	-	-
Interfund Charges	-	-	-	-
Transfers Out	-	-	-	-
Total Expenditures	554,485	480,000	660,000	660,000
Change in Fund Balance	667,309	19,092	(108,231)	(75,390)
Ending Fund Balance	\$ 667,309	\$ 569,702	\$ 518,406	\$ 443,016

Discussion of Key Elements**Operating and Maintenance Expenditures:**

Expenses are as planned.

Shop Facility

Mission:

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

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

Responsibilities:

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

- To serve as the statutory traffic safety engineer.
- To act as liaison with other agencies such as State DOT, Island County, and other cities.
- To procure, negotiate and administer consultant contracts.

2019-20 Accomplishments:

- ✓ Public Works Annex was installed
- ✓ COVID-19 protocols were put into place throughout the city
 - Senior Center counter
 - Utilities barriers
 - Admin area cubicles
 - Development Services cubicles
 - Development Services counter
- ✓ TBD contracts completed by Engineering and work began

2021-22 Goals:

Goals: Provide effective management and implementation of the directives established by the Mayor, City Administrator and City Council.

- Objective: Maintain accountability and open communication with other City Departments and all employees in Public Works.

Goals: Implement and oversee a preventive maintenance program for City owned facilities.

- Objective: Identify deficiencies and maintain a schedule for repair and replacement.

Goals: Continue to provide a safe, clean, and comfortable place for City of Oak Harbor employees to work and citizens to participate.

- Objective: Respond to service requests in a timely and efficient manner utilizing the Facility Dude Program. Establish and manage required maintenance service contracts for HVAC, janitorial, fire alarms and others as needed.

Goals: Continue to lower the cost of goods to the city through existing inter-local agreement and through the establishment of new inter-local agreements with additional agencies.

- Objective: Lower cost of goods. Establish and manage inter-local agreements with agencies willing to help us meet this goal.

Goals: Implement new policies and procedures that will improve the surplus process for real property and buildings.

- Objective: The City does not have an established internal policy on how to surplus and dispose of real property and buildings that is no longer of use. A policy is necessary to streamline this process.

Goals: To develop plans, specifications and estimates that result in realistic project costs, expectations and stay on budget.

- Objective: The City develops plans, specifications and estimates for capital projects and the hardest part is estimating realistic project costs and expectations. The goal is to create a line of communication and reporting that will help Engineering staff to do their jobs and maintain the overall project budget.

Goals: Seek alternative or new technology that will promote long term maintenance solutions for the City's infrastructure.

- Objective: There are many ways we can plan for long term maintenance solutions using alternative or new technology. Once a project is complete, the next step is maintaining the asset. This will allow for a longer life and projected replacement.

Goals: To complete projects that are safer, more valuable, highly livable and that comply with City codes.

- Objective 1: The focus of this goal is to complete projects that enhance our community. Focusing number one on safety. Then to make living in Oak Harbor valuable and highly livable.
- Objective 2: Update our city codes as necessary.

Goals: To implement a mapping system to support our internal and external customers:

- Objective 1: To find a mapping solution that meets the City's needs.
- Objective 2: To expand on that mapping solution to meet internal and external customers wants and desires.
- Objective 3: To share this solution via the internet, website, etc. for our internal customers to know where the City's infrastructure is located and to promote efficiency. And, for the City's external customers to be informed with the information that is easy to understand and valuable in their daily lives.

Measurement Results

Measures	Actual		Projected	
	2019	2020	2021	2022
Qualitative Measures				
Audit and develop a replacement schedule for City facilities, equipment, and property	50%	50%	50%	100%
Percent of maintenance staff hours devoted to preventative maintenance	25%	25%	25%	25%
Percent of maintenance staff hours devoted to on call maintenance issues	75%	75%	75%	75%
Percent of all permits and projects reviewed by staff archaeologist	100%	100%	100%	100%
Quantitative Measures				
Hours spent at City Hall/I-Com	246	313	300	300
Hours spent at Police Department/Animal Shelter	247	105	200	200
Hours spent at Senior Center	76	83	100	100
Hours spent at Library	17	56	15	15
Hours spent with PW divisions	27	964	900	900
Number of Development Services Permits reviewed by staff archaeologist	32	28	35	35
Number of site plan applications reviewed by Engineering	7	5	6	6

Summary of Financial Information

Shop Facility Financial Table	Actual 2019	Amended 2020	Adopted 2021	Adopted 2022
Beginning Fund Balance	\$ 11,488	\$ 52,235	\$ 44,933	\$ (30,733)
Revenues				
Revenues	2,716,992	3,090,993	2,667,073	2,667,073
Transfers In	32,563	-	-	-
Total Revenues	2,749,555	3,090,993	2,667,073	2,667,073
Expenditures				
Personnel	1,670,380	1,708,632	1,654,804	1,791,882
Operating & Maintenance	434,172	645,050	372,600	387,450
Capital Outlay	-	70,000	155,000	-
Debt	-	-	-	-
Interfund Charges	704,399	705,994	500,335	502,721
Transfers Out	7,606	-	60,000	-
Total Expenditures	2,816,556	3,129,676	2,742,739	2,682,053
Change in Fund Balance	(67,001)	(38,683)	(75,666)	(14,980)
Ending Fund Balance	\$ (55,513)	\$ 13,552	\$ (30,733)	\$ (45,713)

Discussion of Key Elements**Personnel Expenditures:**

Budget includes the following staff changes:

New position: Assistant Public Works Director/City Engineer
 New position: Assistant City Engineer
 New position: Engineering Technician for 2021 and another for 2022
 Promotion: Senior Engineering Technician
 Position removed: Engineering Administrative Assistant

Operating and Maintenance Expenditures:

No significant changes to note.

Capital Outlay:

- Mini Excavator
- Security Camera System
- Pressure Washer
- GIS/Locator Truck

Glossary

Accrual Basis. The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash receipts and disbursements.

Actuarial Basis. A basis used in computing the amount of contributions to be made periodically to a fund or account so that the total contributions plus the compounded earnings thereon will equal the required payments to be made out of the fund. A pension trust fund for a public employee retirement system is an example of a fund concerned with actuarial basis data.

Ad Valorem Taxes. Commonly referred to as property taxes levied on both real and personal property according to the property's valuation and the tax rate.

Agency Fund. A governmental accounting classification used to describe those situations where one jurisdiction is acting on behalf of another. In this context, the City of Oak Harbor is providing accounting services for D.A.R.E. and Drug Seizure Funds via an agency fund.

Amortization. (1) Gradual reduction, redemption, or liquidation of the balance of an account according to a specified schedule of times and amounts. (2) Provisions for the extinguishment of a debt by means of a debt service fund.

Appropriation. A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. Spending should not exceed this level without approval by the legislative body.

Assessed Valuation. A value assigned to real estate or other property by a government as a basis for levying taxes.

Assessment. (1) The process of making the official valuation of property for purposes of taxation. (2) The valuation placed upon property as a result of this process.

Assets. Resources owned or held by a government which have monetary value.

Balanced Budget. The budget is in balance when revenues plus available resources are equal to or greater than planned expenditures plus reserves.

BARS. The State of Washington Budget, Accounting and Reporting System required for all governmental entities in the State.

Benefits. Benefits provided for employees, such as Social Security, retirement, worker's compensation, life insurance, and medical insurance.

Biennial Budget. A budget applicable to two fiscal years.

Bond. A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate. The difference between a note and a bond is that the latter runs for a longer period of time and requires greater legal formality.

Bonded Debt. That portion of indebtedness represented by outstanding bonds.

Budget. A forecast of expected resources and the purposeful distribution of those scarce resources. When a budget is appropriated by ordinance or resolution, it provides both the right to spend and limits the amount to be spent.

Budgetary Control. The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

Budget Document. The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating body.

Budget Message. A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body.

Capital Improvement. Expenditures related to the acquisition, expansion or rehabilitation of public facilities, equipment, and infrastructure.

Capital Plan/Program. A plan for capital expenditures to be incurred each year over a fixed number of years to meet capital needs arising from the government's long-term needs.

Capital Outlay. Expenditures which result in the acquisition of or addition to fixed assets.

Capital Project. The largely one-time cost for acquisition, construction, improvement, replacement, or renovation of land, structures, and improvements thereon. Capital project budgets are adopted at the time the project is authorized and continue until completion.

Cash Basis. A basis of accounting under which transactions are recognized only when cash is received or disbursed.

Collective Bargaining Agreement. A legal contract between the employer and a verified representative of a recognized bargaining unit for specific terms and conditions of employment (e.g. hours, working conditions, salary, fringe benefits, and matters affecting health and safety of employees).

Comprehensive Budget. An entity-wide budget that includes all resources the government expects and everything it intends to spend or encumber during a fiscal period. The comprehensive budget contains annual/biennial appropriated budgets, the annual/biennial portion of continuing appropriations such as capital improvement projects, debt amortization schedules, and grant projects, flexible budgets and all non-budgeted funds.

Consumer Price Index (CPI). A statistical description of price levels provided by the U.S. Department of Labor. The index is used as measure of the increase in cost of living (i.e. economic inflation).

Contingency. The appropriation of reserve funds for emergencies, unforeseen expenditures not otherwise budgeted, or for future allocation in the event specific budget allotments have expired and additional funds are needed.

Contributed Capital. An equity account recording resources externally restricted for the acquisition or construction of capital assets, contributions from developers and customers, and tax levies restricted to capital purposes.

Cost Allocation. Assignment of applicable costs and charges from one fund to another required by treating each fund as an independent entity.

Coverage. Percent of revenues which covers expenditures.

Current Assets. (1) In governmental funds, those assets which are available or can be made readily available to finance current operations or to pay current liabilities. (2) In proprietary funds, those assets which will be used up or converted into cash within next operating cycle (e.g. one year). Some examples are cash, temporary investments, and taxes receivable.

Current Expense Fund. Same as General Fund.

Current Liabilities. Liabilities which are payable within next operating cycle (e.g. one year).

Debt Limit. The maximum amount of gross or net debt which is legally permitted.

Debt Service. The annual payment of principal and interest according to a predetermined payment schedule on the City's bonded indebtedness. Bonds are issued to finance the construction of capital projects such as utility facilities and expansion.

Deficit. (1) The excess of the liabilities of a fund over its assets. (2) The excess of expenditures or expenses over revenues during an accounting period; or, in the case of proprietary funds, the excess of expense over income during an accounting period.

Depreciation. Expiration in the service life of fixed assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.

Direct Costs/Expensed. Those expenses which can be charged directly as a part of the cost of a product, service, department, operating unit or activity, as distinguished from indirect costs (overhead) which must be prorated among several products, services, departments, operating units or activities.

Employee (or Fringe) Benefits. Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included are the government's share of costs for Social Security and the various pension and medical plans.

Encumbrances. The amount of funds committed to vendors for goods or services received or to be received by the City as specified in a City purchase order.

Enterprise Fund. A fund established to account for operations that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed primarily through user charges. Examples include the utility funds.

Entitlement. The amount of payment to which a state or local government is entitled as determined by the federal government pursuant to an allocation formula contained in applicable statutes.

Estimated Revenue. The amount of projected revenue to be collected during the fiscal year.

Expenditures. Decreases in net current assets. Expenditures include debt service, capital outlays, and those current operating costs which require the use of current assets.

Expenses. Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

Fees. A general term for any charge for services levied by government associated with providing a service, permitting an activity, or imposing a fine or penalty. Major types of fees include business licenses, fines, and user charges.

Fiduciary Fund Type. The trust and agency funds used to account for assets held by a government unit in a trustee capacity or as an agent for individuals, private organizations, other government units and/or other funds.

Fiscal Policy. A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

Fixed Assets. Assets which are intended to be held or used for a long term, such as land, buildings, improvements other than buildings, machinery and equipment.

Fixed Budget. Used to describe those budgets which set an absolute maximum or ceiling on the expenditures of a particular fund, department, or other specific category. A fixed budget can be either an annual/biennial appropriated budget or a continuing appropriation. Fixed budgets must be adopted by ordinance or resolution, either for the government's fiscal period or at the outset of a service project, debt issue, grant award, or capital project.

Franchise. A special privilege granted by a government permitting a monopoly or the continuing use of public property, such as city streets.

Full-time Equivalent Position (FTE). A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year.

Function. A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible.

Fund. A fiscal and accounting entity with a self-balancing set of accounts (revenues and expenses) which are segregated for the purpose of carrying out a specific purpose or activity.

Fund Balance. The excess of the assets of a fund over its liabilities, reserves, and carryover.

GAAP. Generally Accepted Accounting Principles. Uniform minimum standards and guidelines used for financial accounting and reporting. They govern the form and content of the financial statements of an entity. They include not only broad guidelines, but also detailed practices and procedures. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board.

GASB. Governmental Accounting Standards Board. Established in 1985 it is the authoritative accounting and financial reporting standard-setting body for government entities.

General Fund. The fund used to account for all financial resources except those required to be accounted for in another fund.

General Ledger. A book, file, or other device which contains the accounts needed to reflect the financial position and the results of operations of an entity.

General Long-term Debt. Long-term debt expected to be repaid from governmental funds. This includes general assessment debt for which the government is obligated in some manner.

General Obligation (G.O.) Bonds. Bonds for which the full faith and credit of the issuing government has been pledged for repayment.

Goal. A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless.

Grants. External contributions or gifts of cash or other assets to be used or expended for a specified purpose, activity, or facility.

Impact Fees. Fees assessed to developers to help mitigate costs associated with the impact of growth and development.

Indirect Costs. A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one service.

Infrastructure. The physical assets of a government (e.g. streets, water, sewer, public buildings and parks).

Interfund Transfers. The movement of monies between funds of the same governmental entity.

Intergovernmental Revenue. Funds received from federal, state and other local government sources in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.

Internal Control. The system of controls established by the City to protect the assets from misappropriation and ensure accurate reporting of financial transactions.

Internal Service Fund. A fund used to account for the financing of goods or services provided by one department or agency to other departments or agencies on a cost-reimbursement basis. The City's Equipment Rental Fund is an example of an internal service fund.

LEOFF. Law Enforcement Officers and Firefighters Retirement System provided in the State of Washington.

Levy. *(Verb)* To impose taxes, special assessments, or service charges for the support of governmental activities. *(Noun)* The total amount of taxes, special assessments, or service charges imposed by a government.

Liabilities. Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date. The term does not include encumbrances.

Licenses and Permits. Revenue category that include building permits, business licenses, and any other miscellaneous license.

LID. Local Improvement District or Special Assessments made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties. The City

is not directly responsible for the debt but is obligated to the extent that it is required to establish a guaranty fund to guaranty payments.

Long-term Debt. Debt with a maturity of more than one year after the date of issuance.

Mission Statement. A broad statement of the purpose, in terms of meeting public service needs, that a department is organized to meet.

Net Income/Revenue. The excess of operating revenues, nonoperating revenues, and operating transfers-in over operating expenses, nonoperating expenses, and transfers-out.

Nonoperating Expenses. Those expenses which are not directly related to the fund's primary service activities.

Nonoperating Revenues. Those revenues which are incidental to, or by-products of, the fund's primary service activities.

Objective. Something to be accomplished in specific, well-defined, and measurable terms and that is achievable within a specific time frame.

Obligations. Amounts which a government may be required legally to meet out of its resources.

Operating Budget. Plans of current expenditures and the proposed means of financing them. The annual/biennial operating budget is the primary means by which most of the financing, acquisition, spending, and service delivery activities of a government are controlled.

Operating Expenses. Those costs including expenditures for salaries and wages, benefits, supplies, services, and charges which are necessary to support the primary services of the operation.

Operating Revenues. Those revenues which are directly related to the fund's primary service activities. They consist primarily of user charges for service.

Other Financing Sources. Governmental fund general long-term debt proceeds, operating transfers-in, and material proceeds of fixed asset dispositions. Such amounts are classified separately from revenues.

Other Financing Uses. Governmental fund operating transfers-out. Such amounts are classified separately from expenditures.

Outlays. Synonymous with expenditures.

Overhead. All costs other than direct costs.

Performance Indicators. Specific quantitative and qualitative measures of work performed as an objective of specific departments or programs.

Performance Measure. Data collected to determine how effective or efficient a program is in achieving its objectives.

PERS. Public Employees Retirement System provided for employees other than police and fire personnel in the State of Washington.

Policy. A principle or course of action chosen to guide decision making.

Preliminary Budget. The recommended and unapproved City budget submitted to the City Council and the public.

Refunding Bonds. Bonds issued to retire bonds already outstanding. The refunding bonds may be sold for cash and outstanding bonds redeemed in cash, or the refunding bonds may be exchanged with holders of outstanding bonds.

Reserve. (1) An account used to segregate a portion of fund balance to indicate that it is not available for expenditure; and (2) an account used to segregate a portion of fund equity as legally set aside for a specific future use.

Restricted Assets. Monies or other resources, the use of which is restricted by legal or contractual requirements. These are sometimes called restricted “funds” but such terminology is not preferred.

Resolution. A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

Resources. Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

Revenue. Sources of income financing the operations of government.

Revenue Bonds. Bonds whose principal and interest are payable exclusively from earnings of an enterprise fund. In addition to a pledge of revenues, such bonds sometimes contain a mortgage on the enterprise fund's property.

Special Assessment. A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

Tax Levy. The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

Taxes. Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit such as special assessments. Neither does the term include charges for services rendered only to those who pay, for example, sewer service charges.

Trust Funds. Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments, and/or other funds.

Unreserved Fund Balance. The portion of fund's balance that is not restricted for a specific purpose and is available for general appropriation.

User Fees. The payment of a fee for direct receipt of a public service by the party who benefits from the services.

Working Capital. The year-end balance of current assets less current liabilities in the Enterprise and Internal Service Funds. The unencumbered balance at year-end is available for appropriation in the next year's budget.

Budget Ordinance

ORDINANCE NO. 1917

AN ORDINANCE OF THE CITY OF OAK HARBOR TO ENCUMBER RESOURCES AND TO ESTABLISH EXPENDITURE AUTHORITY THROUGH THE ADOPTION OF THE CITY OF OAK HARBOR 2021-2022 BIENNIAL BUDGET AND ESTABLISHING AN EFFECTIVE DATE AND SEVERABILITY.

WHEREAS, the City of Oak Harbor has elected to utilize a biennial budget as provided in RCW 35A.34.040; and,

WHEREAS, a public hearing was held September 15, 2020 regarding revenue sources for the 2021- 2022 biennial period, including consideration of possible increases in property tax revenues as required by RCW 84.55.120; and,

WHEREAS, budget estimates from each department of City government were provided to the City Clerk as required by RCW 35A.34.050 setting forth the complete financial program of the City for the ensuing fiscal biennium; and,

WHEREAS, a proposed preliminary budget was prepared setting out the complete financial program of the City for the ensuing fiscal biennium as required by RCW 35A.34.070; and,

WHEREAS, pursuant to section 2.34.080 of Oak Harbor Municipal Code the intent of the City Council is to adopt the salary and wage schedule of the City; and,

WHEREAS, the preliminary budget was prepared in detail on November 17, 2020, making revisions or additions to the reports of the department heads and has been made available to the public at least six weeks prior to the City's new fiscal biennium, beginning January 1, 2021; and,

WHEREAS, the City Clerk published notice of a final public hearing on the final 2021-2022 biennial budget in the Whidbey News Times on November 14, 2020; and,

WHEREAS, the Oak Harbor City Council held the final public hearing at the December 1, 2020 City Council meeting to receive discussion and input from the public; and,

WHEREAS, the City of Oak Harbor desires to set forth and establish expenditure authority for the purpose of continuing operations for the biennial period commencing January 1, 2021 through December 31, 2022;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OAK HARBOR DO HEREBY ORDAIN AS FOLLOWS:

Section 1: The 2021-2022 Biennial Budget as presented at the December 1, 2020 public hearing is hereby adopted as the revenue and expenditure authority for years 2021-2022 for the City of Oak Harbor. The City Clerk is instructed to file the same with the minutes of this meeting. Set forth in summary form are the totals of the estimated revenues and expenditures for each separate fund and the aggregate totals for all such funds combined:

FUND	2021 BUDGET	2022 BUDGET	TOTAL BIENNIAL BUDGET
001 GENERAL FUND	\$ 17,378,451	\$ 16,531,620	\$ 33,910,071
002 CURRENT EXPENSE RESERVES	1,530,804	1,530,804	3,061,608
003 CURRENT EXPENSE - FSA	30,000	30,000	60,000
005 CURRENT EXPENSE - SEIZURE	15,059	13,059	28,118
006 WHIDBEY ISLAND MARATHON	87,990	100,990	188,980
007 GENERAL FUND PROJECTS	666,169	592,383	1,258,552
101 STREETS	2,022,295	1,673,804	3,696,099
102 STREETS CAPITAL PROJECTS	1,699,481	993,320	2,692,801
103 ARTERIALS CAPITAL PROJECTS	713,210	673,394	1,386,604
104 ARTERIALS	1,236,575	850,635	2,087,210
105 TRANSPORTATION CAPITAL IMPROVEMENT	1,021,059	1,085,059	2,106,118
106 PATHS & TRAILS 1/2 OF 1% MVFT	19,472	8,297	27,769
107 TBD	1,037,728	961,728	1,999,456
108 TBD CAPITAL PROJECTS	900,000	900,000	1,800,000
115 ART ACQUISITION & MAINTENANCE	247,701	297,109	544,810
116 CIVIC IMPROVEMENTS (2%)	908,139	868,139	1,776,278
125 PARK IMPROV- NEIGHBORHOOD PARKS	950	-	950
127 PARK IMPACT FEES	203,130	231,080	434,210
129 SENIOR CENTER	440,377	460,144	900,521
230 LOCAL LOAN FUND	59,890	59,890	119,780
311 CUMM RESERVE 1ST 1/4% REET	1,591,600	1,890,600	3,482,200
312 CUMM RESERVE 2ND 1/4% REET	2,235,050	2,277,664	4,512,714
320 PORTLAND LOOS'	75,000	-	75,000
325 WINDJAMMER PARK PROJECT	550,278	2,160,000	2,710,278
401 WATER	12,468,327	10,343,284	22,811,611
402 SEWER	18,676,876	18,542,915	37,219,791
403 SOLID WASTE	5,468,535	6,136,183	11,604,718
404 STORM DRAIN	2,705,307	2,357,142	5,062,449
410 MARINA	3,063,448	3,084,853	6,148,301
411 CUMMULATIVE RESERVE WATER	3,326,081	3,429,875	6,755,956
412 CUMMULATIVE RESERVE SEWER	1,027,577	484,677	1,512,254
413 CUMMULATIVE RESERVE SOLID WASTE	120,895	121,495	242,390
414 CUMMULATIVE RESERVE STORM DRAIN	431,046	433,246	864,292
420 CUMMULATIVE RESERVE MARINA	8,720	8,770	17,490
422 CLEAN WATER FACILITY PROJECT	1,769,875	121,079	1,890,954
431 WATER PROJECTS	5,866,099	1,870,002	7,736,101
432 SEWER PROJECTS	1,659,052	1,686,552	3,345,604
434 STORM DRAIN PROJECTS	1,711,726	875,004	2,586,730
440 MARINA PROJECTS	1,518,000	2,230,000	3,748,000
501 EQUIPMENT RENTAL	1,338,223	1,217,945	2,556,168
502 EQUIPMENT REPLACEMENT	11,495,153	10,297,640	21,792,793
504 FACILITY REPAIR/REPLACEMENT FUND	1,336,302	1,579,379	2,915,681
505 TECHNOLOGY REPLACEMENT FUND	1,178,406	1,103,016	2,281,422
510 SHOP FACILITY	2,712,006	2,636,340	5,348,346
Total	\$112,552,062	\$102,749,116	\$215,301,178

Ordinance No. 1917 Adopting the 2021-2022 Biennial Budget

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Section 2: The project funds that have been budgeted will remain budgeted until the project has been completed or it is determined that the project will not occur.

Section 3: Attached and incorporated by this reference is "Attachment A" for the Real Estate Excise Tax 1 & 2 Funding Report which by adoption of this Ordinance is hereby approved and incorporated as part the 2021-2022 Biennial Budget.

Section 4: Salary and Wage schedule. Subject to the provisions of Resolution 20-25 adopted October 6, 2020, subject to available funds being available, the attached salary and wage schedule is hereby adopted and incorporated herein within "Attachment B".

Section 5: This ordinance shall be in full force and effect on January 1, 2021.

Section 6: Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance or its application to any person or circumstance be declared unconstitutional or otherwise invalid or unlawful for any reason, such a decision shall not affect the validity, lawfulness or constitutionality of the remaining portions of this ordinance or its application to any other persons or circumstances.

Wage and Salary Schedule / Compensation Plan

		Wage and Salary Schedule / Compensation Plan		Budgeted and Authorized Positions (FTE)				
Department	Classification	Monthly Salary Range		2018	2019	2020	2021	2022
		Minimum	Maximum					
Council	City Council Member	\$ 723	\$ 723	7.00	7.00	7.00	7.00	7.00
Mayor	Mayor	\$ 4,822	\$ 4,822	1.00	1.00	1.00	1.00	1.00
Mayor	Executive Assistant*	\$ 4,732	\$ 6,291	1.00	1.00	1.00	0.00	0.00
Administration	City Administrator	\$ 11,365	\$ 15,111	1.00	1.00	1.00	1.00	1.00
Administration	City Clerk	\$ 5,216	\$ 6,937	0.63	0.63	0.63	0.75	0.75
Administration	Public Information Officer	\$ 5,478	\$ 7,283	0.00	0.00	1.00	1.00	1.00
Administration	Sr. Administrative Assistant	\$ 4,732	\$ 6,291	1.00	1.00	1.00	1.00	1.00
Human Resources	Human Resources Director	\$ 9,370	\$ 12,460	1.00	1.00	1.00	1.00	1.00
Human Resources	HR Generalist/Civil SVC Sec	\$ 5,478	\$ 7,283	1.00	1.00	1.00	1.00	1.00
Finance	Finance Director	\$ 9,838	\$ 13,082	1.00	1.00	1.00	1.00	1.00
Finance	Accountant	\$ 5,478	\$ 7,283	3.00	3.00	3.00	3.00	3.00
Finance	Accounting Assistant-Cashier	\$ 3,680	\$ 4,898	3.00	3.00	3.00	3.00	3.00
Finance	Accounting Technician	\$ 4,289	\$ 5,707	1.00	1.00	1.00	1.00	1.00
Finance	Office Manager - Utilities	\$ 4,968	\$ 6,606	1.00	1.00	1.00	1.00	1.00
Finance	Payroll/Accounts Payable	\$ 4,507	\$ 5,992	1.00	1.00	1.00	1.00	1.00
Legal	City Attorney	\$ 10,329	\$ 13,736	1.00	1.00	1.00	0.00	0.00
Legal	Assistant City Attorney	\$ 7,691	\$ 10,228	1.00	1.00	1.00	1.00	1.00
Legal	Assistant City Attorney-Civil	\$ 7,691	\$ 10,228	0.50	0.50	0.80	0.80	0.80
Legal	Paralegal	\$ 4,507	\$ 5,992	1.00	1.00	1.00	1.00	1.00
Legal	SR. Administrative Assistant	\$ 4,732	\$ 6,291	1.00	1.00	1.00	1.00	1.00
Dev. Services	Development Services Director	\$ 9,370	\$ 12,460	1.00	1.00	1.00	1.00	1.00
Dev. Services	Administrative Assistant	\$ 4,289	\$ 5,707	1.00	1.00	1.00	1.00	1.00
Dev. Services	Associate Planner	\$ 5,753	\$ 7,647	1.00	1.00	1.00	1.00	1.00
Dev. Services	Building Official	\$ 6,992	\$ 9,301	1.00	1.00	1.00	1.00	1.00
Dev. Services	Code Compliance Officer	\$ 4,732	\$ 6,291	0.00	0.41	0.41	0.41	0.41
Dev. Services	Permit Coordinator	\$ 4,289	\$ 5,707	1.00	1.00	1.00	1.00	1.00
Dev. Services	Plans Examiner	\$ 5,753	\$ 7,647	1.00	1.00	1.00	1.00	1.00
Dev. Services	Senior Planner	\$ 6,340	\$ 8,432	2.00	2.00	2.00	2.00	2.00
Police Dept.	Police Chief	\$ 9,838	\$ 13,082	1.00	1.00	1.00	1.00	1.00
Police Dept.	Administration Assistant II	\$ 4,507	\$ 5,992	1.00	1.00	1.00	1.00	1.00
Police Dept.	Animal Control Officer (ACO)	\$ 4,608	\$ 5,761	1.00	1.00	1.00	0.00	0.00
Police Dept.	Police Support Officer/Animal Control Officer	\$ 4,608	\$ 5,761	0.00	0.00	0.00	1.00	1.00
Police Dept.	Corrections Officer	\$ 4,608	\$ 5,761	6.00	6.00	6.00	3.00	3.00
Police Dept.	Corrections Sergeant	\$ 6,337	\$ 6,682	1.00	1.00	1.00	0.00	0.00
Police Dept.	Evidence Information Specialist	\$ 4,009	\$ 5,011	0.00	0.00	0.00	1.00	1.00
Police Dept.	Police Captain	\$ 8,922	\$ 11,865	1.00	2.00	2.00	2.00	2.00
Police Dept.	Police Officer	\$ 5,862	\$ 7,327	19.00	18.00	18.00	19.00	19.00
Police Dept.	Police Sergeant	\$ 8,059	\$ 8,586	5.00	5.00	5.00	6.00	6.00
Police Dept.	Police Support Officer	\$ 4,608	\$ 5,761	0.00	0.00	0.00	2.00	2.00
Police Dept.	Records Information Specialist	\$ 4,009	\$ 5,011	2.00	3.00	3.00	3.00	3.00
Police Dept.	Records/Evidence Supervisor	\$ 5,513	\$ 6,560	1.00	1.00	1.00	0.00	0.00
Fire Dept.	Fire Chief	\$ 9,370	\$ 12,460	0.90	0.90	0.90	0.90	0.90
Fire Dept.	Administrative Assistant	\$ 4,507	\$ 5,992	1.00	1.00	1.00	0.00	0.00
Fire Dept.	Senior Administrative Assistant	\$ 4,732	\$ 6,291	0.00	0.00	0.00	1.00	1.00
Fire Dept.	Deputy Chief	\$ 8,922	\$ 11,865	1.00	1.00	1.00	1.00	1.00
Fire Dept.	Fire Captain	\$ 6,710	\$ 8,389	4.00	4.00	4.00	4.00	4.00
Fire Dept.	Fire Lieutenant	\$ 6,228	\$ 7,785	1.00	1.00	1.00	1.00	1.00
Fire Dept.	Firefighter/EMT	\$ 5,745	\$ 7,181	4.00	4.00	4.00	4.00	4.00
Fire Dept.	Paid On Call Firefighter**	\$ 2,373	\$ 2,773	13.90	11.86	11.86	11.50	11.50
EMS	Emergency Services Director	\$ 9,370	\$ 12,460	0.10	0.10	0.10	0.10	0.10
Parks	Parks Operations Manager	\$ 6,657	\$ 8,856	1.00	1.00	1.00	1.00	1.00
Parks	Lead Parks Specialist	\$ 4,968	\$ 6,606	1.00	1.00	1.00	1.00	1.00
Parks	Parks Laborer	\$ 2,462	\$ 3,275	0.50	0.00	0.00	0.00	0.00
Parks	Parks Specialist I	\$ 3,805	\$ 4,676	0.00	4.00	4.00	2.00	1.40
Parks	Parks Specialist II	\$ 4,453	\$ 5,476	4.00	0.00	0.00	2.00	3.00
Parks	Seasonal Laborer	\$ 2,462	\$ 3,275	1.00	0.80	0.80	0.80	0.40
Streets	Streets Foreman	\$ 5,753	\$ 7,647	0.00	0.00	0.00	0.00	0.00
Streets	Lead Streets Specialist	\$ 5,478	\$ 7,283	1.00	1.00	1.00	1.00	1.00
Streets	Seasonal Laborer	\$ 2,462	\$ 3,275	0.25	0.40	0.40	0.80	0.80
Streets	Streets Specialist I	\$ 3,805	\$ 4,676	0.00	1.00	1.00	1.00	1.00
Streets	Streets Specialist II	\$ 4,586	\$ 5,637	3.00	2.00	2.00	1.00	1.00
Streets	Streets Specialist III	\$ 4,586	\$ 5,637	0.00	0.00	0.00	1.00	1.00
Senior Ctr.	Senior Services Administrator	\$ 6,039	\$ 8,031	1.00	1.00	1.00	1.00	1.00
Senior Ctr.	Program Assistant	\$ 2,989	\$ 3,973	0.88	0.88	0.88	0.00	0.88
Senior Ctr.	Program Coordinator	\$ 4,507	\$ 5,992	0.87	1.00	1.00	1.00	1.00
Water	Water Supervisor	\$ 6,039	\$ 8,031	1.00	0.00	0.00	1.00	1.00
Water	Lead Water Specialist	\$ 5,478	\$ 7,283	1.00	1.00	1.00	1.00	1.00
Water	Seasonal Laborer	\$ 2,462	\$ 3,275	0.50	0.40	0.40	0.40	0.40
Water	Water Quality Specialist	\$ 4,770	\$ 5,863	0.00	0.00	0.00	1.00	1.00
Water	Water Specialist I	\$ 3,805	\$ 4,676	0.00	3.00	3.00	2.00	2.00
Water	Water Specialist II	\$ 4,586	\$ 5,637	4.00	2.00	2.00	1.00	1.00

Wage and Salary Schedule / Compensation Plan

Department	Classification	Monthly Salary Range		Budgeted and Authorized Positions (FTE)				
		Minimum	Maximum	2018	2019	2020	2021	2022
Wastewater	SWR/SD/SW Operations Manager	\$ 6,992	\$ 9,301	0.33	0.33	0.33	0.33	0.33
Wastewater	Interpretive Center Attendant	\$ 2,989	\$ 3,973	0.50	0.00	0.00	0.00	0.00
Wastewater	Lab Technician	\$ 4,910	\$ 6,038	1.00	1.00	1.00	1.00	1.00
Wastewater	Lead SD/WWC Specialist	\$ 5,478	\$ 7,283	0.50	0.50	0.50	0.50	0.50
Wastewater	Lead WWTP Operator	\$ 5,478	\$ 7,283	1.00	1.00	1.00	1.00	1.00
Wastewater	WWC/SD Specialist I	\$ 3,805	\$ 4,676	1.00	1.00	1.00	1.00	1.00
Wastewater	Treatment Plant OIT	\$ 3,878	\$ 4,769	1.00	0.00	0.00	0.00	0.00
Wastewater	WWTP Operator I	\$ 4,237	\$ 5,211	1.00	2.00	2.00	2.00	2.00
Wastewater	WWTP Operator II	\$ 4,770	\$ 5,863	3.00	3.00	3.00	3.00	3.00
Wastewater	WWTP Supervisor	\$ 6,039	\$ 8,031	1.00	1.00	1.00	1.00	1.00
Solid Waste	SWR/SD/SW Operations Manager	\$ 6,992	\$ 9,301	0.33	0.33	0.33	0.33	0.33
Solid Waste	Lead Solid Waste Collector	\$ 5,478	\$ 7,283	1.00	1.00	1.00	1.00	1.00
Solid Waste	Seasonal Laborer	\$ 2,462	\$ 3,275	1.00	0.00	0.00	0.20	0.20
Solid Waste	Solid Waste Collector I	\$ 3,805	\$ 4,676	0.00	1.00	1.00	1.00	1.00
Solid Waste	Solid Waste Collector II	\$ 4,453	\$ 5,476	5.00	5.00	5.00	5.00	5.00
Storm Drain	SWR/SD/SW Operations Manager	\$ 6,992	\$ 9,301	0.34	0.34	0.34	0.34	0.34
Storm Drain	Code Compliance Officer	\$ 4,732	\$ 6,291	0.25	0.00	0.00	0.00	0.00
Storm Drain	Lead Storm Drain Specialist	\$ 5,478	\$ 7,283	0.50	0.50	0.50	0.50	0.50
Storm Drain	SD/WW Compliance Inspector/Educator	\$ 4,864	\$ 5,982	1.00	1.00	1.00	1.00	1.00
Storm Drain	SD/WWC Specialist I	\$ 3,805	\$ 4,676	0.00	1.00	1.00	1.00	1.00
Storm Drain	SD/WWC Specialist II	\$ 4,586	\$ 5,637	3.00	3.00	3.00	3.00	3.00
Storm Drain	Seasonal Laborer	\$ 2,462	\$ 3,275	0.25	0.40	0.40	0.20	0.20
Marina	Harbormaster	\$ 6,657	\$ 8,856	1.00	1.00	1.00	1.00	1.00
Marina	Marina Maintenance Attendant II	\$ 4,155	\$ 5,115	2.00	2.00	2.00	1.00	1.00
Marina	Marina Maintenance Attendant III	\$ 4,280	\$ 5,268	0.00	1.00	1.00	2.00	2.00
Marina	Marina Operations Specialist III	\$ 4,280	\$ 5,268	1.00	1.00	1.00	1.00	1.00
Marina	Seasonal Laborer	\$ 2,462	\$ 3,275	0.75	0.80	0.80	0.80	0.80
Shop/Repair	Lead Equipment Mechanic	\$ 5,478	\$ 7,283	1.00	1.00	1.00	1.00	1.00
Shop/Repair	Diesel Mechanic	\$ 4,864	\$ 5,982	1.00	1.00	1.00	1.00	1.00
Shop/Repair	Seasonal Laborer	\$ 2,989	\$ 3,973	0.50	0.00	0.00	0.40	0.40
Public Works	Public Works Director	\$ 10,329	\$ 13,736	1.00	1.00	1.00	1.00	1.00
Public Works	Administrative Assistant	\$ 4,196	\$ 5,161	1.00	1.00	1.00	0.00	0.00
Public Works	Archaeologist/Project Coordinator	\$ 6,340	\$ 8,432	1.00	1.00	1.00	1.00	1.00
Public Works	Assistant City Engineer	\$ 7,691	\$ 10,228	0.00	0.00	0.00	1.00	1.00
Public Works	Assistant PW Director/City Engineer	\$ 9,370	\$ 12,460	0.00	0.00	0.00	1.00	1.00
Public Works	Central Services Supervisor	\$ 6,039	\$ 8,031	0.00	0.00	1.00	1.00	1.00
Public Works	Centralized Purchasing/Contract Coordinator	\$ 5,478	\$ 7,283	1.00	1.00	0.00	0.00	0.00
Public Works	City Engineer	\$ 8,922	\$ 11,865	1.00	1.00	1.00	0.00	0.00
Public Works	Civil Engineer	\$ 6,992	\$ 9,301	1.00	0.00	0.00	0.00	0.00
Public Works	Construction Inspector	\$ 5,161	\$ 6,346	1.00	1.00	1.00	1.00	1.00
Public Works	Engineering Technician	\$ 4,817	\$ 5,924	1.00	1.00	1.00	1.00	2.00
Public Works	Facilities/Utility Worker	\$ 4,453	\$ 5,476	1.00	1.00	1.00	1.00	1.00
Public Works	Project Engineer	\$ 6,992	\$ 9,301	3.00	0.00	0.00	0.00	0.00
Public Works	Project Manager	\$ 6,992	\$ 9,301	0.00	2.00	2.00	1.00	1.00
Public Works	Seasonal Painter	\$ 5,753	\$ 7,647	0.00	0.00	0.00	0.40	0.40
Public Works	Sr. Administrative Assistant	\$ 4,732	\$ 6,291	1.00	1.00	1.00	1.00	1.00
Public Works	Sr. Engineering Technician	\$ 5,161	\$ 6,346	0.00	0.00	0.00	1.00	1.00
Public Works	Stormwater Engineer	\$ 6,992	\$ 9,301	1.00	1.00	1.00	1.00	1.00
Public Works	STR/WTR/FAC Operations Manager	\$ 6,992	\$ 9,301	1.00	1.00	1.00	0.00	0.00
Total				166.28	164.08	165.38	162.46	164.34

*Authorized per ordinance 1654 but not funded in 2021-2022
 **2021-2022 POC Firefighter count is equivalent to 23,850 hours

City of Oak Harbor
6 Year Project/Equipment Plan 2021-2026
Biennial Budget (2021-2022)

2021-2026 SUMMARY

CAPITAL COST PER YEAR:

P A E G	Priority #	Fund or Department	NEW PROJECT FUND	BARS #	Project/Equipment Name	Total Requested Funds	Spent to Date (8/31/20)	PROJECT STATUS	FY 2021 Capital Imprv. Plan	FY 2022 Capital Imprv. Plan	FY 2023 Capital Imprv. Plan	FY 2024 Capital Imprv. Plan	FY 2025 Capital Imprv. Plan	FY 2026 Capital Imprv. Plan
GOVERNMENTAL FUNDS														
1	1 of 6	Police Department		001/005.50.521.70.3515	HRET Vests	\$ 30,000	\$ -	NEW	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
2	2 of 6	Police Department		001.50.521.70.3515	Portable Radios	\$ 35,000	\$ -	NEW	\$ 10,000	\$ 15,000	\$ 10,000	\$ -	\$ -	\$ -
3	3 of 6	Police Department		001.50.521.50.4800	Landscaping Upgrades (Continuation from 2020)	\$ 2,500	\$ -	In Progress	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -
4	4 of 6	Police Department		001.50.521.70.3500	Pistol Optics	\$ 15,000	\$ -	NEW	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -
5	5 of 6	Police Department		001.50.521.70.3515	Firearms, Tasers, & Gear Replacements	\$ 60,000	\$ -	NEW	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ -
6	6 of 6	Police Department		001.50.521.50.4800	White House Roofing Replacement	\$ 15,000	\$ -		\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -
7	1 of 2	Dev Services		001.38.558.60.4800	Development Services Remodel	\$ 35,000	\$ -	NEW	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -
8	2 of 2	Dev Services		001.38.594.60.6400	Dev. Services Permitting System	\$ 100,000	\$ -	NEW	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -
9	1 of 1	Human Resources		001.28.594.10.6400	HRIS Management System	\$ 11,500	\$ -	NEW	\$ 11,500	\$ -	\$ -	\$ -	\$ -	\$ -
10	1 of 1	Finance/Gen Gov	007	007.30.594.10.6400	New Financial System	\$ 305,000	\$ -	NEW	\$ -	\$ 25,000	\$ 280,000	\$ -	\$ -	\$ -
NEW	1 of 1	Legal		001.35.594.15.6400	Prolaw Software Upgrade	\$ 10,000	\$ -	NEW	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -
11	1 of 1	Mayor/Gen Gov		001.45.594.11.6400	Whidbey Homeless Coalition	\$ 50,000	\$ -	NEW	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -
12	1 of 5	Fire Department		001.55.522.50.4800	HVAC Replacement	\$ 50,000	\$ -		\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -
13	2 of 5	Fire Department		001.55.522.50.4800	Fire Station Improvements (Asphalt Reseal & Carpeting)	\$ 56,000	\$ -	NEW	\$ 16,000	\$ -	\$ 40,000	\$ -	\$ -	\$ -
14	3 of 5	Fire Department		001.55.594.22.6400	Battery Powered Hydraulic Extrication Tools	\$ 80,000	\$ -	NEW	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -
15	4 of 5	Fire Department		001.55.594.22.6400	Station Chairs Replacement	\$ 18,700	\$ -	NEW	\$ -	\$ -	\$ 8,200	\$ 10,500	\$ -	\$ -
16	5 of 5	Fire Department	007	007.55.594.22.6200	West Side Firestation	\$ 3,300,000	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,300,000
17	1 of 6	Parks	007	007.70.*.6100/6300	Harbor Heights Park Land & Improvements Phase 1	\$ 1,900,286	\$ 1,185,426	In Progress	\$ 460,286	\$ 540,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000
18	1 of 6	Parks		001.70.594.76.6400	Parks Security Cameras	\$ 75,000	\$ -	NEW	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -
19	1 of 6	Parks		001.70.594.76.6300	Lagoon Bridge Replacement	\$ 30,000	\$ -	NEW	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -
20	2 of 6	Parks	320	320.00.594.76.6200	Portland Loos	\$ 75,000	\$ 219,676	In Progress	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -
21	3 of 6	Parks	007	007.70.594.76.6400	Tyhuis & Koetje Park Playground Equipment	\$ 80,500	\$ -	In Progress	\$ 80,500	\$ -	\$ -	\$ -	\$ -	\$ -
22	4 of 6	Parks	007	007.70.594.76.6400	Sunrise Rotary Dog Park Expansion	\$ 18,000	\$ -	In Progress	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ -
23	5 of 6	Parks	007	007.70.594.76.6300	Neil Park Pickleball Courts	\$ 80,000	\$ -		\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -
24	6 of 6	Parks		001.70.576.80.4100	7th Avenue Wetlands Trail Feasibility Study	\$ 110,000	\$ -		\$ -	\$ -	\$ 10,000	\$ 100,000	\$ -	\$ -
25	1 of 7	Streets	102	102.00.595.31.6300	SR20 & Fakkema (Boyer Property Access Rd)	\$ 481,500	\$ 29,431	In Progress	\$ -	\$ 481,500	\$ -	\$ -	\$ -	\$ -
26	2 of 7	Shared Project	102	102.00.595.31.6300	Shorline Restoration: Midway to Regatta	\$ 2,000,000	\$ 453		\$ 500,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
27	3 of 7	Streets	102	102.00.595.31.6300	Annual Street Improvements	\$ 2,906,161	\$ 256,696	In Progress	\$ 706,161	\$ 200,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
28	4 of 7	Streets		502.10.594.18.6400	Lee Boy 5300 Paver	\$ 120,000	\$ -	NEW	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -
29	5 of 7	Streets		101.00.594.44.6400	Foreman's Pickup Truck	\$ 35,000	\$ -	NEW	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -
30	6 of 7	Streets		101.00.594.44.6400	Salt Brine Tank Pump	\$ 15,000	\$ -	NEW	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -
31	7 of 7	Streets		101.00.594.44.6400	RRFB Pedestrian Solar Lights - Heller Road	\$ 9,000	\$ -	NEW	\$ 9,000	\$ -	\$ -	\$ -	\$ -	\$ -
32	1 of 5	Arterials	103	103.00.595.30.6300	NE 7th Ave Improvement	\$ 4,200,000	\$ 1,014		\$ 498,035	\$ 224,479	\$ 399,799	\$ 3,077,687	\$ -	\$ -
33	2 of 5	Arterials	103	103.00.595.30.6300	NW Heller Street Overlay	\$ 383,740	\$ -		\$ -	\$ 383,740	\$ -	\$ -	\$ -	\$ -
34	3 of 5	Arterials	103	103.00.595.30.6300	Hoffman to 16th Trail	\$ 115,507	\$ -		\$ -	\$ -	\$ 74,539	\$ 40,968	\$ -	\$ -
35	4 of 5	Arterials	103	103.00.595.30.6300	Active Transportation Plan	\$ 150,000	\$ -	NEW	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -
36	5 of 5	Arterials	103	103.00.595.30.6300	Midway Blvd Reconstruction	\$ 950,000	\$ -	NEW	\$ -	\$ -	\$ -	\$ -	\$ 950,000	\$ -
37	1 of 1	TBD	108	108.00.595.31.6300	TBD Overlays	\$ 5,400,000	\$ 5,873	In Progress	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000
38	1 of 1	Senior Services	129	129.10.594.69.6300	Roof Replacement	\$ 110,386	\$ -		\$ 110,386	\$ -	\$ -	\$ -	\$ -	\$ -
		Fire		502.10.594.18.6400	502 Vehicle/Equipment Replacements	\$ 745,000	\$ -		\$ 440,000	\$ 140,000	\$ -	\$ -	\$ 15,000	\$ 150,000
		Building		502.10.594.18.6400	502 Vehicle/Equipment Replacements	\$ 40,000	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000
		Streets		502.10.594.18.6400	502 Vehicle/Equipment Replacements	\$ 1,151,000	\$ -		\$ 200,000	\$ 30,000	\$ 415,000	\$ 325,000	\$ 141,000	\$ 40,000
		Parks		502.10.594.18.6400	502 Vehicle/Equipment Replacements	\$ 610,000	\$ -		\$ 30,000	\$ -	\$ 435,000	\$ 55,000	\$ 10,000	\$ 80,000
		Police		502.10.594.18.6400	502 Vehicle/Equipment Replacements	\$ 745,000	\$ -		\$ -	\$ 170,000	\$ 470,000	\$ 20,000	\$ 45,000	\$ 40,000
39	1 of 1	WINDJAMMER PARK	325	325.10.594.76.6300	WJP Phase 2; & Phase 3 Scoping	\$ 2,733,896	\$ -		\$ 523,896	\$ 2,160,000	\$ 50,000	\$ -	\$ -	\$ -
<i>Governmental Total:</i>						\$ 29,443,676	\$ 2,446,492	\$ -	\$ 5,251,264	\$ 5,594,719	\$ 4,322,538	\$ 5,574,155	\$ 3,106,000	\$ 5,595,000

City of Oak Harbor
6 Year Project/Equipment Plan 2021-2026
Biennial Budget (2021-2022)

2021-2026 SUMMARY

CAPITAL COST PER YEAR:

P A E G	Priority #	Fund or Department	NEW PROJECT FUND	BARS #	Project/Equipment Name	Total Requested Funds	Spent to Date (8/31/20)	PROJECT STATUS	FY 2021 Capital Imprv. Plan	FY 2022 Capital Imprv. Plan	FY 2023 Capital Imprv. Plan	FY 2024 Capital Imprv. Plan	FY 2025 Capital Imprv. Plan	FY 2026 Capital Imprv. Plan
40	1 of 1	ERR		501.00.548.68.4800	Shop Floor Restoration	\$ 60,000	\$ -	In Progress	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -
41	1 of 4	Shop/Facility		510.50.594.18.6400	Mini Excavator	\$ 70,000	\$ -	NEW	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -
42	2 of 4	Shop/Facility		510.50.594.18.6400	Security Camera System	\$ 25,000	\$ -	In Progress	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
43	3 of 4	Shop/Facility		510.50.594.18.6400	Pressure Washer	\$ 20,000	\$ -	NEW	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -
44	4 of 4	Shop/Facility		510.50.594.18.6400	GIS/Locator Truck	\$ 40,000	\$ -	NEW	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -
		Motor Pool		502.10.594.18.6400	502 Vehicle/Equipment Replacements	\$ 1,580,000	\$ -		\$ 190,000	\$ 40,000	\$ 705,000	\$ 550,000	\$ 95,000	\$ -
					<i>Shop/Facility Total:</i>	\$ 1,795,000	\$ 86,460	\$ -	\$ 405,000	\$ 40,000	\$ 705,000	\$ 550,000	\$ 95,000	\$ -
					Governmental Funds Total:	\$ 31,238,676	\$ 2,532,952	\$ -	\$ 5,656,264	\$ 5,634,719	\$ 5,027,538	\$ 6,124,155	\$ 3,201,000	\$ 5,595,000
											\$ -	\$ -	\$ -	\$ -
											\$ -	\$ -	\$ -	\$ -
											\$ -	\$ -	\$ -	\$ -
PROPRIETARY FUNDS														
45	IN PROGRESS	Water	431	431.00.594.34.6300	Crescent Harbor/Regatta Water Main Lowering	\$ 230,330	\$ 21,269	In Progress	\$ 230,330	\$ -	\$ -	\$ -	\$ -	\$ -
46	IN PROGRESS	Water	431	431.00.594.34.6300	Deception Pass Bridge Transmission Painting	\$ 432,468	\$ 11,733	In Progress	\$ 432,468	\$ -	\$ -	\$ -	\$ -	\$ -
	CANCELLED	Water	431	431.00.594.34.6300	Cross City Transmission Main (T-1A)	\$ -	\$ -	CANCELLED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47	1 of 23	Water	431	431.00.594.34.6300	SR20/Campbell Lake Rd Roundabout	\$ 2,300,000	\$ -	NEW	\$ 2,300,000	\$ -	\$ -	\$ -	\$ -	\$ -
48	2 of 23	Water		401.00.534.00.4100	Water System Plans and Studies	\$ 763,000	\$ -	NEW	\$ 419,000	\$ 64,000	\$ 280,000	\$ -	\$ -	\$ -
49	3 of 23	Water	431	431.00.594.34.6300	Water System Telemetry Upgrades	\$ 400,000	\$ -		\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -
50	4 of 23	Water	431	431.00.594.34.6300	Steel/AC Water Main Replacements	\$ 4,000,000	\$ -		\$ 1,000,000	\$ 1,000,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
51	5 of 23	Water	431	431.00.594.34.6300	Well 9 Replacement (S-1)	\$ 291,299	\$ 9,901	In Progress	\$ 291,299	\$ -	\$ -	\$ -	\$ -	\$ -
52	6 of 23	Water		401.00.594.34.6400	Ault Field Pump Station VFD Replacement	\$ 100,000	\$ -	NEW	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
53	7 of 23	Water	431	431.00.594.34.6300	Glencoe Street Fire Flow Improvements (DS-2)	\$ 470,000	\$ -		\$ 470,000	\$ -	\$ -	\$ -	\$ -	\$ -
54	8 of 23	Water	431	431.00.594.34.6300	NE Regatta Drive Pipeline Replacement	\$ 250,000	\$ -		\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -
55	9 of 23	Water		401.00.594.34.6400	North Reservoir Cathodic Protection	\$ 30,000	\$ -		\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -
56	10 of 23	Water	431	431.00.594.34.6300	West 384 Zone Development (PZ-4)	\$ 365,000	\$ -		\$ -	\$ -	\$ 73,000	\$ 292,000	\$ -	\$ -
57	11 of 23	Water	431	431.00.594.34.6300	West 384 Zone Extension Phase (T-3)	\$ 3,015,000	\$ -		\$ -	\$ -	\$ -	\$ 603,000	\$ 2,412,000	\$ -
58	12 of 23	Water		401.00.594.34.6400	North Reservoir Security Camera	\$ 25,000	\$ -		\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
59	13 of 23	Water		401.00.594.34.6400	GPS Package for Ground Penetrating Radar System	\$ 30,000	\$ -	NEW	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -
60	14 of 23	Water		401.00.594.34.6400	Well 9 (Kimball Park) Security Camera	\$ 25,000	\$ -	NEW	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
61	15 of 23	Water		401.00.594.34.6400	Well 8 (Springtree Park) Security Camera	\$ 25,000	\$ -	NEW	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
62	16 of 23	Water		401.00.594.34.6400	Well 11 (Lueck Park) Security Camera	\$ 25,000	\$ -	NEW	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
63	17 of 23	Water		401.00.594.34.6400	Redwing Booster Station Security Camera	\$ 25,000	\$ -	NEW	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
64	18 of 23	Water		401.00.594.34.6400	Wet Fiber 24" Transmission Leak Detector	\$ 410,000	\$ -	NEW	\$ -	\$ -	\$ -	\$ 410,000	\$ -	\$ -
65	19 of 23	Water	431	431.00.594.34.6300	NE 9th to Taftson Water Line Connection (W-13)	\$ 70,000	\$ -		\$ -	\$ -	\$ -	\$ 14,000	\$ 56,000	\$ -
66	20 of 23	Water	431	431.00.594.34.6300	East Side Reservoir Demolition (S-3)	\$ 110,000	\$ -		\$ -	\$ -	\$ 110,000	\$ -	\$ -	\$ -
67	21 of 23	Water	431	431.00.594.34.6300	Erin Park Main Road Extension	\$ 695,000	\$ -	NEW	\$ 175,000	\$ 520,000	\$ -	\$ -	\$ -	\$ -
68	22 of 23	Water	431	431.00.594.34.6300	Erin Park Road Tie-In	\$ 60,000	\$ -	NEW	\$ 15,000	\$ 45,000	\$ -	\$ -	\$ -	\$ -
69	23 of 23	Water	431	431.00.594.34.6300	Industrial Avenue Tie-In	\$ 60,000	\$ -	NEW	\$ 15,000	\$ 45,000	\$ -	\$ -	\$ -	\$ -
		Water		502.10.594.18.6400	502 Vehicle/Equipment Replacements	\$ 1,465,000	\$ -		\$ 210,000	\$ 175,000	\$ 280,000	\$ 255,000	\$ 195,000	\$ 350,000
					<i>Water Total:</i>	\$ 15,672,097	\$ 1,771,331	\$ -	\$ 6,243,097	\$ 2,099,000	\$ 1,243,000	\$ 2,074,000	\$ 3,163,000	\$ 850,000
70	1 of 10	Sewer		402.10.535.00.4100	Lagoon Bio-Solids Removal	\$ 450,000	\$ -		\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ -
71	1 of 10	Sewer	422	422.30.594.35.6200	CWF - Remaining Expenses	\$ 877,717	\$ 144,127,796	In Progress	\$ 877,717	\$ -	\$ -	\$ -	\$ -	\$ -
72	1 of 10	Sewer	422	422.30.594.35.6400	WWTP Membrane Expansion	\$ 650,000	\$ -	NEW	\$ 650,000	\$ -	\$ -	\$ -	\$ -	\$ -
73	2 of 10	Sewer		402.60.594.35.6400	Reuse Effluent Water System - Park Irrigation	\$ 200,000	\$ -	NEW	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -
74	3 of 10	Sewer	432	432.00.594.35.6300	Slip Line Various Lines in SE part of town	\$ 325,000	\$ -		\$ 325,000	\$ -	\$ -	\$ -	\$ -	\$ -
75	4 of 10	Sewer	432	432.00.594.35.6300	Sewer Line Replacements	\$ 1,320,000	\$ -		\$ 440,000	\$ 692,500	\$ 187,500	\$ -	\$ -	\$ -
76	5 of 10	Sewer	432	432.00.594.35.6300	North Enterprise Valley Sewer System	\$ 5,490,000	\$ -	NEW	\$ -	\$ 100,000	\$ 350,000	\$ 5,040,000	\$ -	\$ -
77	6 of 10	Sewer		402.10.594.35.6400	Crosby Road Liftstation Guardrail	\$ 15,000	\$ -	NEW	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -
78	7 of 10	Sewer		402.10.594.35.6400	Manhole Rehabilitation Equipment	\$ 30,000	\$ -	NEW	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -
79	8 of 10	Sewer		402.10.594.35.6400	Solids Spreader	\$ 45,000	\$ -		\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -
80	9 of 10	Sewer	432	432.00.594.35.6300	Taftson Sewer Main	\$ 150,000	\$ -	NEW	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -
81	10 of 10	Sewer		402.60.535.00.4800	Sewer Lagoon Outfall Repair	\$ 200,000	\$ -		\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -
82	ON HOLD	Shared Project	432	432.00.594.35.6300	Interpretive Center	\$ -	\$ 30,948	ON HOLD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City of Oak Harbor
6 Year Project/Equipment Plan 2021-2026
Biennial Budget (2021-2022)

2021-2026 SUMMARY

CAPITAL COST PER YEAR:

P A E G	Priority #	Fund or Department	NEW PROJECT FUND	BARS #	Project/Equipment Name	Total Requested Funds	Spent to Date (8/31/20)	PROJECT STATUS	FY 2021 Capital Imprv. Plan	FY 2022 Capital Imprv. Plan	FY 2023 Capital Imprv. Plan	FY 2024 Capital Imprv. Plan	FY 2025 Capital Imprv. Plan	FY 2026 Capital Imprv. Plan
83	ON HOLD	Sewer		402.10.594.35.4100	Force Main Decomission	\$ 300,000	\$ -	ON HOLD	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -
		Sewer		502.10.594.18.6400	502 Vehicle/Equipment Replacements	\$ 575,000	\$ -		\$ 80,000	\$ -	\$ -	\$ 105,000	\$ 350,000	\$ 40,000
<i>Sewer Total:</i>						\$ 10,627,717	\$ 144,226,472	\$ -	\$ 3,312,717	\$ 792,500	\$ 837,500	\$ 5,145,000	\$ 500,000	\$ 40,000
		Solid Waste		502.10.594.18.6400	502 Vehicle/Equipment Replacements	\$ 2,075,000	\$ -		\$ 950,000	\$ 350,000	\$ 750,000	\$ 25,000	\$ -	\$ -
<i>Solid Waste Total:</i>						\$ 2,075,000	\$ -	\$ -	\$ 950,000	\$ 350,000	\$ 750,000	\$ 25,000	\$ -	\$ -
84	1 of 5	Storm Drain	434	434.00.594.38.6300	East Outfall Repair	\$ 361,722	\$ 13,278	In Progress	\$ 111,722	\$ 250,000	\$ -	\$ -	\$ -	\$ -
85	2 of 5	Storm Drain	434	434.00.542.90.4100	Freund Marsh Feasibility Study/West Outfall Drain Pump	\$ 950,000	\$ -		\$ 400,000	\$ 550,000	\$ -	\$ -	\$ -	\$ -
86	3 of 5	Storm Drain	434	434.00.594.38.6300	Conveyance, Flow Control & Treatment	\$ 650,000	\$ 271,296		\$ 650,000	\$ -	\$ -	\$ -	\$ -	\$ -
87	4 of 5	Storm Drain	434	404.00.594.38.6300	Upgrade Storm Drain Lines - Whidbey Ave.	\$ 300,000	\$ -		\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -
88	5 of 5	Storm Drain	434	404.00.594.38.6300	Well 10 to Detention Pond (SW 6TH Flooding)	\$ 325,000	\$ -		\$ -	\$ 75,000	\$ 250,000	\$ -	\$ -	\$ -
		Storm Drain		502.10.594.18.6400	502 Vehicle/Equipment Replacements	\$ 735,000	\$ -		\$ -	\$ 460,000	\$ 150,000	\$ 75,000	\$ -	\$ 50,000
<i>Storm Drain Total:</i>						\$ 3,321,722	\$ 284,574	\$ -	\$ 1,461,722	\$ 1,335,000	\$ 400,000	\$ 75,000	\$ -	\$ 50,000
	CANCELLED	Marina	440	440.00.594.75.6300	Shading Reduction	\$ -	\$ -	CANCELLED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
89	1 of 11	Marina	440	440.00.594.75.6300	F Dock Storm Damage Repair	\$ 300,000	\$ -	In Progress	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -
90	2 of 11	Marina	440	440.00.594.75.6300	Marina Improvements	\$ 463,000	\$ -		\$ 463,000	\$ -	\$ -	\$ -	\$ -	
91	3 of 11	Marina	440	440.00.594.75.6300	Marina Dredging Feasibility Study	\$ 200,000	\$ -		\$ -	\$ -	\$ 200,000	\$ -	\$ -	
92	4 of 11	Marina		410.00.594.75.6400	Upgrade WiFi System	\$ 25,000	\$ -	NEW	\$ 25,000	\$ -	\$ -	\$ -	\$ -	
93	5 of 11	Marina		410.00.594.75.6400	Security Camera Installation	\$ 50,000	\$ -	NEW	\$ 50,000	\$ -	\$ -	\$ -	\$ -	
94	6 of 11	Marina		410.00.594.75.6400	Restrooms & Laundry Card Lock System	\$ 18,000	\$ -	NEW	\$ -	\$ 18,000	\$ -	\$ -	\$ -	
95	7 of 11	Marina		410.00.594.75.6400	Marina Management Software	\$ 25,000	\$ -		\$ 25,000	\$ -	\$ -	\$ -	\$ -	
96	8 of 11	Marina		410.00.594.75.6400	Credit Card System for Showers, Laundry, & Ice Machines	\$ 25,000	\$ -	NEW	\$ -	\$ 25,000	\$ -	\$ -	\$ -	
97	9 of 11	Marina	440	440.00.594.75.6300	Sewage Equipment Upgrade & Improvement	\$ 100,000	\$ -	NEW	\$ -	\$ 100,000	\$ -	\$ -	\$ -	
98	10 of 11	Marina	440	440.00.594.75.6300	Beach Armoring Reduction	\$ 925,000	\$ -		\$ -	\$ 925,000	\$ -	\$ -	\$ -	
99	11 of 11	Marina	440	440.00.594.75.6300	Stormwater Improvement	\$ 1,200,000	\$ -		\$ -	\$ 1,200,000	\$ -	\$ -	\$ -	
100		Marina	440	440.00.594.75.6200	Marina Boat Yard Acquisition	\$ 750,000	\$ -	NEW	\$ 750,000	\$ -	\$ -	\$ -	\$ -	
		Marina		502.10.594.18.6400	502 Vehicle/Equipment Replacements	\$ 65,000	\$ -		\$ 25,000	\$ -	\$ 40,000	\$ -	\$ -	
<i>Marina Total:</i>						\$ 4,146,000	\$ 95,616	\$ -	\$ 1,638,000	\$ 2,268,000	\$ 40,000	\$ 200,000	\$ -	\$ -
Proprietary Funds Total:						\$ 35,842,536	\$ 146,377,993	\$ -	\$ 13,605,536	\$ 6,844,500	\$ 3,270,500	\$ 7,519,000	\$ 3,663,000	\$ 940,000
<i>Governmental Funds Total:</i>						\$ 31,238,676	\$ 2,532,952	\$ -	\$ 5,656,264	\$ 5,634,719	\$ 5,027,538	\$ 6,124,155	\$ 3,201,000	\$ 5,595,000
<i>Proprietary Funds Total:</i>						\$ 35,842,536	\$ 146,377,993	\$ -	\$ 13,605,536	\$ 6,844,500	\$ 3,270,500	\$ 7,519,000	\$ 3,663,000	\$ 940,000
City Wide Grand Total:						\$ 67,081,212	\$ 148,910,945	\$ -	\$ 19,261,800	\$ 12,479,219	\$ 8,298,038	\$ 13,643,155	\$ 6,864,000	\$ 6,535,000

REVENUES:

SPECIAL REVENUE FUND DETAILS:

General Fund	Proprietary	Project BFB	Grant/ Donation/ Other	Specialty Funds	Total	101	Streets	104 Arterials	105 Transp Impact	106 Paths & Trails	107 TBD	125 Park Impact Fees	127 Park Impact Fees	129 Sr Services	311 REET 1	312 REET 2	510 Shop/Fac	502 ERR	Total:	P A G E	
Financing Sources for Capital Cost						Detailed Breakdown															
\$ 28,000	\$ -	\$ -	\$ 2,000	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1
\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2
\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3
\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	4
\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5
\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	6
\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	7
\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	8
\$ 11,500	\$ -	\$ -	\$ -	\$ -	\$ 11,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	9
\$ 156,434	\$ 114,477	\$ -	\$ -	\$ 34,089	\$ 305,000	\$ 9,186	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,299	\$ -	\$ -	\$ 21,604	\$ -	\$ -	\$ 34,089	10
\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
\$ 5,000	\$ -	\$ -	\$ -	\$ 45,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ 45,000	11
\$ 10,000	\$ -	\$ -	\$ -	\$ 40,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000	12
\$ 8,000	\$ -	\$ -	\$ -	\$ 48,000	\$ 56,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,000	\$ 35,000	\$ -	\$ -	\$ -	\$ 48,000	13
\$ -	\$ -	\$ -	\$ 80,000	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	14
\$ 18,700	\$ -	\$ -	\$ -	\$ -	\$ 18,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	15
\$ -	\$ -	\$ -	\$ 3,300,000	\$ -	\$ 3,300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	16
\$ -	\$ -	\$ 201,442	\$ 448,844	\$ 1,250,000	\$ 1,900,286	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 290,000	\$ -	\$ 310,000	\$ 650,000	\$ -	\$ -	\$ -	\$ 1,250,000	17
\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	18
\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	19
\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	20
\$ -	\$ -	\$ 80,500	\$ -	\$ -	\$ 80,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	21
\$ -	\$ -	\$ -	\$ -	\$ 18,000	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 950	\$ 17,050	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,000	22
\$ -	\$ -	\$ -	\$ 30,000	\$ 50,000	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000	23
\$ -	\$ -	\$ -	\$ 100,000	\$ 10,000	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	24
\$ -	\$ -	\$ 481,500	\$ -	\$ -	\$ 481,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	25
\$ -	\$ 1,350,000	\$ 200,000	\$ -	\$ 450,000	\$ 2,000,000	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 450,000	26
\$ -	\$ -	\$ 206,161	\$ -	\$ 2,700,000	\$ 2,906,161	\$ 1,660,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 370,000	\$ 370,000	\$ -	\$ -	\$ -	\$ 2,700,000	27
\$ -	\$ -	\$ -	\$ -	\$ 120,000	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,000	\$ -	\$ 120,000	28
\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	29
\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	30
\$ -	\$ -	\$ -	\$ -	\$ 9,000	\$ 9,000	\$ 9,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,000	31
\$ 71,500	\$ -	\$ 67,235	\$ 3,571,152	\$ 490,113	\$ 4,200,000	\$ -	\$ -	\$ 490,113	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 490,113	32
\$ -	\$ -	\$ -	\$ 311,927	\$ 71,813	\$ 383,740	\$ -	\$ 71,813	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 71,813	33
\$ -	\$ -	\$ 65,175	\$ -	\$ 50,332	\$ 115,507	\$ -	\$ -	\$ 50,332	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,332	34
\$ -	\$ -	\$ -	\$ 129,750	\$ 20,250	\$ 150,000	\$ -	\$ 7,250	\$ -	\$ 13,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,250	35
\$ -	\$ -	\$ -	\$ 821,750	\$ 128,250	\$ 950,000	\$ -	\$ 128,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 128,250	36
\$ -	\$ -	\$ -	\$ -	\$ 5,400,000	\$ 5,400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,400,000	37
\$ -	\$ -	\$ -	\$ -	\$ 110,386	\$ 110,386	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 105,386	\$ -	\$ -	\$ -	\$ 110,386	38
\$ -	\$ -	\$ -	\$ -	\$ 745,000	\$ 745,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 745,000	\$ 745,000	-
\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000	-
\$ -	\$ -	\$ -	\$ -	\$ 1,151,000	\$ 1,151,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,151,000	\$ 1,151,000	-
\$ -	\$ -	\$ -	\$ -	\$ 610,000	\$ 610,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 610,000	\$ 610,000	-
\$ -	\$ -	\$ -	\$ -	\$ 745,000	\$ 745,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 745,000	\$ 745,000	-
\$ 50,000	\$ -	\$ 523,896	\$ -	\$ 2,160,000	\$ 2,733,896	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 885,000	\$ 1,175,000	\$ -	\$ -	\$ -	\$ -	\$ 2,160,000	39
\$ 661,634	\$ 1,464,477	\$ 1,900,909	\$ 8,870,423	\$ 16,546,233	\$ 29,443,676	\$ 2,078,186	\$ 507,313	\$ 540,445	\$ 23,000	\$ 5,400,000	\$ 950	\$ 407,050	\$ 8,299	\$ 1,668,000	\$ 2,480,386	\$ 21,604	\$ 3,411,000	\$ 16,546,233	\$ -	-	

REVENUES:

SPECIAL REVENUE FUND DETAILS:

General Fund	Proprietary	Project BFB	Grant/ Donation/ Other	Specialty Funds	Total	101	Streets	104 Arterials	105 Transp Impact	106 Paths & Trails	107 TBD	125 Park Impact Fees	127 Park Impact Fees	129 Sr Services	311 REET 1	312 REET 2	510 Shop/Fac	502 ERR	Total:	PAGE
\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	83
\$ -	\$ -	\$ -	\$ -	\$ 575,000	\$ 575,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 575,000	\$ 575,000	-
\$ -	\$ 3,920,000	\$ 1,642,717	\$ 4,490,000	\$ 575,000	\$ 10,627,717	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 575,000	\$ 575,000	-
\$ -	\$ -	\$ -	\$ -	\$ 2,075,000	\$ 2,075,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,075,000	\$ 2,075,000	-
\$ -	\$ -	\$ -	\$ -	\$ 2,075,000	\$ 2,075,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,075,000	\$ 2,075,000	-
\$ -	\$ -	\$ 361,722	\$ -	\$ -	\$ 361,722	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	84
\$ -	\$ 750,000	\$ 200,000	\$ -	\$ -	\$ 950,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	85
\$ -	\$ 170,300	\$ 479,700	\$ -	\$ -	\$ 650,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	86
\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	87
\$ -	\$ 325,000	\$ -	\$ -	\$ -	\$ 325,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	88
\$ -	\$ -	\$ -	\$ -	\$ 735,000	\$ 735,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 735,000	\$ 735,000	-
\$ -	\$ 1,545,300	\$ 1,041,422	\$ -	\$ 735,000	\$ 3,321,722	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 735,000	\$ 735,000	-
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
\$ -	\$ 5,000	\$ -	\$ 295,000	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	89
\$ -	\$ -	\$ 71,000	\$ 392,000	\$ -	\$ 463,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	90
\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	91
\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	92
\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	93
\$ -	\$ 18,000	\$ -	\$ -	\$ -	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	94
\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	95
\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	96
\$ -	\$ 25,000	\$ -	\$ 75,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	97
\$ -	\$ -	\$ -	\$ 925,000	\$ -	\$ 925,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	98
\$ -	\$ -	\$ -	\$ 1,200,000	\$ -	\$ 1,200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	99
\$ -	\$ 75,000	\$ -	\$ 675,000	\$ -	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100
\$ -	\$ -	\$ -	\$ -	\$ 65,000	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000	\$ 65,000	-
\$ -	\$ 248,000	\$ 71,000	\$ 3,762,000	\$ 65,000	\$ 4,146,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000	\$ 65,000	-
\$ -	\$ 16,296,100	\$ 5,024,436	\$ 9,607,000	\$ 4,915,000	\$ 35,842,536	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,915,000	\$ 4,915,000	-
\$ 661,634	\$ 1,464,477	\$ 1,900,909	\$ 8,870,423	\$ 18,341,233	\$ 31,238,676	\$ 2,078,186	\$ 507,313	\$ 540,445	\$ 23,000	\$ 5,400,000	\$ 950	\$ 407,050	\$ 8,299	\$ 1,668,000	\$ 2,480,386	\$ 236,604	\$ 4,991,000	\$ 18,341,233		
\$ -	\$ 16,296,100	\$ 5,024,436	\$ 9,607,000	\$ 4,915,000	\$ 35,842,536	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,915,000	\$ 4,915,000	
\$ 661,634	\$ 17,760,577	\$ 6,925,345	\$ 18,477,423	\$ 23,256,233	\$ 67,081,212	\$ 2,078,186	\$ 507,313	\$ 540,445	\$ 23,000	\$ 5,400,000	\$ 950	\$ 407,050	\$ 8,299	\$ 1,668,000	\$ 2,480,386	\$ 236,604	\$ 9,906,000	\$ 23,256,233		

P A G E	Project Priority Order	Fund or Department	NEW PROJECT FUND	BARS #	Project/Equipment Name	Spent to Date (8/31/20)	PROJECT STATUS	FY 2021 Capital Imprv. Plan	General Fund	Proprietary	Project BFB	Grant/ Donation/ Other	Specialty Funds	Total	101	Streets	104	Arterials	106	Paths & Trails	107	TBD	125	Park Impact Fees	127	Park Impact Fees	129	Sr Services	311	REET 1	312	REET 2	510	Shop/Fac	502	ERR	Total:
															Financing Sources for Capital Cost														Special Revenue Fund: Detailed Breakdown								
GOVERNMENTAL FUNDS																																					
1	1 of 6	Police Department		001.005.50.521.70.3515	HRET Vests		NEW	\$ 10,000	\$ 8,000		\$ 2,000		\$ 10,000																								\$ -
2	2 of 6	Police Department		001.50.521.70.3515	Portable Radios		NEW	\$ 10,000	\$ 10,000				\$ 10,000																								\$ -
3	3 of 6	Police Department		001.50.521.50.4800	Landscaping Upgrades		In Progress	\$ 2,500	\$ 2,500				\$ 2,500																								\$ -
4	4 of 6	Police Department		001.50.521.70.3500	Pistol Optics		NEW	\$ 15,000	\$ 15,000				\$ 15,000																								\$ -
8	2 of 2	Dev Services		001.38.594.60.6400	Dev. Services Permitting System	\$ -	NEW	\$ -					\$ -																							\$ -	
9	1 of 1	Human Resources		001.28.594.10.6400	HRIS Management System (HR Benefits)		NEW	\$ 11,500	\$ 11,500				\$ 11,500																								\$ -
10	1 of 1	Finance	007	007.30.594.10.6400	New Financial System		NEW						\$ -																							\$ -	
NEW	1 of 1	Legal		001.35.594.15.6400	Prolaw Software Upgrade		NEW	\$ 10,000	\$ 10,000				\$ 10,000																								\$ -
11	1 of 1	Mayor		001.45.594.11.6400	Whidbey Homeless Coalition		NEW	\$ 50,000	\$ 5,000			\$ 45,000	\$ 50,000																								\$ 45,000
12	1 of 5	Fire Department		001.55.522.50.4800	HVAC Replacement		NEW	\$ 25,000	\$ 5,000			\$ 20,000	\$ 25,000																							\$ 20,000	
13	2 of 5	Fire Department		001.55.522.50.4800	Fire Station Improvements (Asphalt Reseal & Carpeting)		NEW	\$ 16,000	\$ 3,000			\$ 13,000	\$ 16,000																							\$ 13,000	
14	3 of 5	Fire Department		001.55.594.22.6400	Battery Powered Hydraulic Extrication Tools		NEW	\$ 80,000				\$ 80,000	\$ 80,000																							\$ -	
17	1 of 6	Parks	007	007.70.*6100/6300	Harbor Heights Park Land & Improvements Phase 1	\$ 1,185,426	In Progress	\$ 460,286		\$ 201,442	\$ 33,844	\$ 225,000	\$ 460,286											\$ 30,000			\$ 50,000		\$ 145,000							\$ 225,000	
18	1 of 6	Parks		001.70.594.76.6400	Parks Security Cameras		NEW	\$ 75,000				\$ 75,000	\$ 75,000																							\$ -	
19	1 of 6	Parks		001.70.594.76.6300	Lagoon Bridge Replacement		NEW	\$ 30,000	\$ 30,000				\$ 30,000																							\$ -	
20	2 of 6	Parks	320	320.00.594.76.6200	Portland Loos	\$ 219,676	In Progress	\$ 75,000		\$ 75,000			\$ 75,000																							\$ -	
21	3 of 6	Parks	007	007.70.594.76.6400	Tyhuis & Koetje Park Playground Equipment		In Progress	\$ 80,500		\$ 80,500			\$ 80,500																							\$ -	
22	4 of 6	Parks	007	007.70.594.76.6400	Sunrise Rotary Dog Park Expansion		In Progress	\$ 18,000				\$ 18,000	\$ 18,000										\$ 950	\$ 17,050												\$ 18,000	
23	5 of 6	Parks	007	007.70.594.76.6300	Neil Park Pickleball Courts		NEW	\$ 80,000			\$ 30,000	\$ 50,000	\$ 80,000																							\$ 50,000	
26	2 of 7	Shared Project	102	102.00.595.31.6300	Shorline Restoration: Midway to Regatta	\$ 453	In Progress	\$ 500,000	\$ 225,000	\$ 200,000		\$ 75,000	\$ 500,000	\$ 25,000																						\$ 75,000	
27	3 of 7	Streets	102	102.00.595.31.6300	Annual Street Improvements	\$ 256,696	In Progress	\$ 706,161		\$ 206,161		\$ 500,000	\$ 706,161	\$ 30,000	\$ 300,000																					\$ 500,000	
28	4 of 7	Streets		502.10.594.18.6400	Lee Boy 5300 Paver		NEW	\$ 120,000				\$ 120,000	\$ 120,000																							\$ 120,000	
29	5 of 7	Streets		101.00.594.44.6400	Foreman's Pickup Truck		NEW	\$ -				\$ -	\$ -																							\$ -	
30	6 of 7	Streets		101.00.594.44.6400	Salt Brine Tank Pump		NEW	\$ 15,000				\$ 15,000	\$ 15,000	\$ 15,000																						\$ 15,000	
31	7 of 7	Streets		101.00.594.44.6400	RRFB Solar Lights - Heller Road		NEW	\$ 9,000				\$ 9,000	\$ 9,000	\$ 9,000																						\$ 9,000	
32	1 of 5	Arterials	103	103.00.595.30.6300	NE 7th Ave Improvement	\$ 1,014	In Progress	\$ 498,035		\$ 67,235	\$ 430,800		\$ 498,035																							\$ -	
35	4 of 5	Arterials	103	103.00.595.30.6300	Active Transportation Plan		NEW	\$ 150,000			\$ 129,750	\$ 20,250	\$ 150,000			\$ 7,250	\$ 13,000																				\$ 20,250
37	1 of 1	TBD	108	108.00.595.31.6300	TBD Overlays	\$ 5,873	In Progress	\$ 900,000				\$ 900,000	\$ 900,000									\$ 900,000														\$ 900,000	
38	1 of 1	Senior Services	129	129.10.594.69.6300	Roof Replacement		NEW	\$ 110,386				\$ 110,386	\$ 110,386																							\$ 110,386	
		Fire		502.10.594.18.6400	502 Vehicle/Equipment Replacements			\$ 440,000				\$ 440,000	\$ 440,000																							\$ 440,000	
		Streets		502.10.594.18.6400	502 Vehicle/Equipment Replacements			\$ 200,000				\$ 200,000	\$ 200,000																							\$ 200,000	
		Parks		502.10.594.18.6400	502 Vehicle/Equipment Replacements			\$ 30,000				\$ 30,000	\$ 30,000																							\$ 30,000	
39	1 of 1	WINDJAMMER PARK	325	325.10.594.76.6300	WJP Phase 2; & Phase 3 Scoping	\$ -		\$ 523,896			\$ 523,896	\$ 523,896	\$ 523,896																							\$ -	
Governmental Total:						\$ 1,669,138	\$ -	\$ 5,251,264	\$ 100,000	\$ 225,000	\$ 1,354,234	\$ 781,394	\$ 2,790,636	\$ 5,251,264	\$ 79,000	\$ 307,250	\$ 13,000	\$ 900,000	\$ 950	\$ 47,050	\$ 5,000	\$ 193,000	\$ 455,386	\$ -	\$ 790,000	\$ 2,790,636											
40	1 of 1	ERR		501.00.548.68.4800	Shop Floor Restoration		In Progress	\$ 60,000				\$ 60,000	\$ 60,000																							\$ 60,000	
41	1 of 4	Shop/Facility		510.50.594.18.6400	Mini Excavator		NEW	\$ 70,000				\$ 70,000	\$ 70,000																							\$ 70,000	
42	2 of 4	Shop/Facility		510.50.594.18.6400	Security Camera System		In Progress	\$ 25,000				\$ 25,000	\$ 25,000																							\$ 25,000	
43	3 of 4	Shop/Facility		510.50.594.18.6400	Pressure Washer		NEW	\$ 20,000				\$ 20,000	\$ 20,000																							\$ 20,000	
44	4 of 4	Shop/Facility		510.50.594.18.6400	GIS/Locator Truck		NEW	\$ 40,000				\$ 40,000	\$ 40,000																							\$ 40,000	
		Motor Pool		502.10.594.18.6400	502 Vehicle/Equipment Replacements			\$ 190,000				\$ 190,000	\$ 190,000																							\$ 190,000	
Shop/Facility Total:						\$ -	\$ -	\$ 405,000	\$ -	\$ -	\$ -	\$ -	\$ 405,000	\$ 405,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 215,000		
Governmental Funds Total:						\$ 1,669,138	\$ -	\$ 5,656,264	\$ 100,000	\$ 225,000	\$ 1,354,234	\$ 781,394	\$ 3,195,636	\$ 5,656,264	\$ 79,000	\$ 307,250	\$ 13,000	\$ 900,000	\$ 950	\$ 47,050	\$ 5,000	\$ 193,000	\$ 455,386	\$ 215,000	\$ 980,000	\$ 3,195,636											
PROPRIETARY FUNDS																																					
															Financing Sources for Capital Cost																						
															Detailed Breakdown																						
45	IN PROGRESS	Water	431	431.00.594.34.6300	Crescent Harbor/Regatta Water Main Lowering	\$ 21,269	In Progress	\$ 230,330																													

PAGE	Project Priority Order	Fund or Department	NEW PROJECT FUND	BARS #	Project/Equipment Name	Spent to Date (8/31/20)	PROJECT STATUS	FY 2022 Capital Imprv. Plan	General Fund	Proprietary	Project BFB	Grant/ Donation/ Other	Specialty Funds	Total	101 Streets	104 Arterials	105 Transp Impact	107 TBD	127 Park Impact Fees	311 REET 1	312 REET 2	502	ERR	Total:								
GOVERNMENTAL FUNDS															Financing Sources for Capital Cost										Detailed Breakdown							
2	2 of 6	Police Department	007	001.50.521.70.3515	Portable Radios		NEW	\$ 15,000	\$ 15,000					\$ 15,000											\$ -							
10	1 of 1	Finance	007	007.30.594.10.6400	New Financial System		NEW	\$ 25,000	\$ 25,000					\$ 25,000											\$ -							
12	1 of 5	Fire Department	007	001.55.522.50.4800	HVAC Replacement			\$ 25,000	\$ 5,000				\$ 20,000	\$ 25,000						\$ 20,000					\$ 20,000							
17	1 of 6	Parks	007	007.70.*.6100/6300	Harbor Heights Park Land & Improvements Phase 1	\$ 1,185,426	In Progress	\$ 540,000			\$ 375,000		\$ 165,000	\$ 540,000					\$ 70,000		\$ 95,000				\$ 165,000							
25	1 of 7	Streets	102	102.00.595.31.6300	SR20 & Fakkema (Boyer Property Access Rd)	\$ 29,431	In Progress	\$ 481,500		\$ 481,500				\$ 481,500											\$ -							
26	2 of 7	Shared Project	102	102.00.595.31.6300	Shorline Restoration: Midway to Regatta	\$ 453		\$ 300,000		\$ 225,000			\$ 75,000	\$ 300,000	\$ 25,000					\$ 25,000	\$ 25,000				\$ 75,000							
27	3 of 7	Streets	102	102.00.595.31.6300	Annual Street Improvements	\$ 256,696	In Progress	\$ 200,000					\$ 200,000	\$ 200,000	\$ 30,000					\$ 85,000	\$ 85,000				\$ 200,000							
32	1 of 5	Arterials	103	103.00.595.30.6300	NE 7th Ave Improvement	\$ 1,014		\$ 224,479			\$ 194,174		\$ 30,305	\$ 224,479			\$ 30,305								\$ 30,305							
33	2 of 5	Arterials	103	103.00.595.30.6300	NW Heller Street Overlay			\$ 383,740			\$ 311,927		\$ 71,813	\$ 383,740		\$ 71,813									\$ 71,813							
37	1 of 1	TBD	108	108.00.595.31.6300	TBD Overlays	\$ 5,873	In Progress	\$ 900,000					\$ 900,000	\$ 900,000				\$ 900,000							\$ 900,000							
		Fire		502.10.594.18.6400	502 Vehicle/Equipment Replacements			\$ 140,000					\$ 140,000	\$ 140,000											\$ 140,000							
		Streets		502.10.594.18.6400	502 Vehicle/Equipment Replacements			\$ 30,000					\$ 30,000	\$ 30,000											\$ 30,000							
		Police		502.10.594.18.6400	502 Vehicle/Equipment Replacements			\$ 170,000					\$ 170,000	\$ 170,000											\$ 170,000							
39	1 of 1	WINDJAMMER PARK	325	325.10.594.76.6300	WJP Phase 2; & Phase 3 Scoping	\$ -		\$ 2,160,000					\$ 2,160,000	\$ 2,160,000					\$ 100,000	\$ 885,000	\$ 1,175,000				\$ 2,160,000							
					Governmental Total:	\$ 1,478,893		\$ 5,594,719	\$ 45,000	\$ 225,000	\$ 481,500	\$ 881,101	\$ 3,962,118	\$ 5,594,719	\$ 55,000	\$ 71,813	\$ 30,305	\$ 900,000	\$ 170,000	\$ 1,015,000	\$ 1,380,000	\$ 340,000			\$ 3,962,118							
		Motor Pool		502.10.594.18.6400	502 Vehicle/Equipment Replacements	\$ -		\$ 40,000					\$ 40,000	\$ 40,000											\$ 40,000							
					Shop/Facility Total:	\$ -		\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000							
					Governmental Funds Total:	\$ 1,478,893		\$ 5,634,719	\$ 45,000	\$ 225,000	\$ 481,500	\$ 881,101	\$ 4,002,118	\$ 5,634,719	\$ 55,000	\$ 71,813	\$ 30,305	\$ 900,000	\$ 170,000	\$ 1,015,000	\$ 1,380,000	\$ 380,000			\$ 4,002,118							
PROPRIETARY FUNDS															Financing Sources for Capital Cost										Detailed Breakdown							
48	2 of 23	Water	431	401.00.534.00.4100	Water System Plans and Studies		NEW	\$ 64,000		\$ 64,000				\$ 64,000											\$ -							
50	4 of 23	Water	431	431.00.594.34.6300	Steel/AC Water Main Replacements			\$ 1,000,000		\$ 500,000	\$ 500,000			\$ 1,000,000											\$ -							
54	8 of 23	Water	431	431.00.594.34.6300	NE Regatta Drive Pipeline Replacement			\$ 250,000		\$ 223,000	\$ 27,000			\$ 250,000											\$ -							
67	21 of 23		431	431.00.594.34.6300	Erin Park Main Road Extension		NEW	\$ 520,000		\$ 520,000				\$ 520,000											\$ -							
68	22 of 23		431	431.00.594.34.6300	Erin Park Road Tie-In		NEW	\$ 45,000		\$ 45,000				\$ 45,000											\$ -							
69	23 of 23		431	431.00.594.34.6300	Industrial Avenue Tie-In		NEW	\$ 45,000		\$ 45,000				\$ 45,000											\$ -							
		Water		502.10.594.18.6400	502 Vehicle/Equipment Replacements			\$ 175,000					\$ 175,000	\$ 175,000											\$ 175,000							
					Water Total:	\$ -		\$ 2,099,000	\$ -	\$ 1,397,000	\$ 527,000	\$ -	\$ 175,000	\$ 2,099,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175,000						
75	4 of 10	Sewer	432	432.00.594.35.6300	Sewer Line Replacements		NEW	\$ 692,500		\$ 692,500				\$ 692,500											\$ -							
76	5 of 10	Sewer	432	432.00.594.35.6300	North Enterprise Valley Sewer System			\$ 100,000			\$ 100,000			\$ 100,000											\$ -							
					Sewer Total:	\$ -		\$ 792,500	\$ -	\$ 692,500	\$ -	\$ 100,000	\$ -	\$ 792,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
		Solid Waste		502.10.594.18.6400	502 Vehicle/Equipment Replacements			\$ 350,000					\$ 350,000	\$ 350,000											\$ 350,000							
					Solid Waste Total:	\$ -		\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000						
84	1 of 5	Storm Drain	434	434.00.594.38.6300	East Outfall Repair	\$ 13,278		\$ 250,000		\$ 250,000				\$ 250,000											\$ -							
85	2 of 5	Storm Drain	434	434.00.542.90.4100	Freund Marsh Feasibility Study/West Outfall Drain Pump			\$ 550,000		\$ 550,000				\$ 550,000											\$ -							
88	5 of 5	Storm Drain	434	404.00.594.38.6300	Well 10 to Detention Pond (SW 6TH Flooding)			\$ 75,000		\$ 75,000				\$ 75,000											\$ -							
		Storm Drain		502.10.594.18.6400	502 Vehicle/Equipment Replacements			\$ 460,000					\$ 460,000	\$ 460,000											\$ 460,000							
					Storm Drain Total:	\$ 13,278		\$ 1,335,000	\$ -	\$ 625,000	\$ 250,000	\$ -	\$ 460,000	\$ 1,335,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 460,000						
94	6 of 11	Marina	440	410.00.594.75.6400	Restrooms & Laundry Card Lock System		NEW	\$ 18,000		\$ 18,000				\$ 18,000											\$ -							
96	8 of 11	Marina	440	410.00.594.75.6400	Credit Card System for Showers, Laundry, & Ice Machines		NEW	\$ 25,000		\$ 25,000				\$ 25,000											\$ -							
97	9 of 11	Marina	440	440.00.594.75.6300	Sewage Equipment Upgrade & Improvement		NEW	\$ 100,000		\$ 25,000	\$ 75,000			\$ 100,000											\$ -							
98	10 of 11	Marina	440	440.00.594.75.6300	Beach Armoring Reduction			\$ 925,000					\$ 925,000	\$ 925,000											\$ -							
99	11 of 11	Marina	440	440.00.594.75.6300	Stormwater Improvement			\$ 1,200,000					\$ 1,200,000	\$ 1,200,000											\$ -							
					Marina Total:	\$ -		\$ 2,268,000	\$ -	\$ 68,000	\$ -	\$ 2,200,000	\$ -	\$ 2,268,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
					Proprietary Funds Total:	\$ 13,278		\$ 6,844,500	\$ -	\$ 2,782,500	\$ 777,000	\$ 2,300,000	\$ 985,000	\$ 6,844,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 985,000						
					Governmental Funds Total:	\$ 1,478,893		\$ 5,634,719	\$ 45,000	\$ 225,000	\$ 481,500	\$ 881,101	\$ 4,002,118	\$ 5,634,719	\$ 55,000	\$ 71,813	\$ 30,305	\$ 900,000	\$ 170,000	\$ 1,015,000	\$ 1,380,000	\$ 380,000			\$ 4,002,118							
					Proprietary Funds Total:	\$ 13,278		\$ 6,844,500	\$ -	\$ 2,782,500	\$ 777,000	\$ 2,300,000	\$ 985,000	\$ 6,844,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 985,000						
					City Wide Grand Total:	\$ 1,492,171		\$ 12,479,219	\$ 45,000	\$ 3,007,500	\$ 1,258,500	\$ 3,181,101	\$ 4,987,118	\$ 12,479,219	\$ 55,000	\$ 71,813	\$ 30,305	\$ 900,000	\$ 170,000	\$ 1,015,000	\$ 1,380,000	\$ 1,365,000			\$ 4,987,118							

P A R T	Project Priority Order	Fund or Department	NEW PROJECT FUND	BARS #	Project/Equipment Name	Spent to Date (8/31/20)	PROJECT STATUS	FY 2023 Capital Imprv. Plan	General Fund	Proprietary	Project BFB	Grant/ Donation/ Other	Specialty Funds	Total	101 Streets	104 Arterials	105 Transp Impact	106 Paths & Trails	107 TBD	127 Park Impact Fees	129 Sr Services	311 REET 1	312 REET 2	510 Shop/Fac	502 ERR	Total:								
GOVERNMENTAL FUNDS															Financing Sources for Capital Cost										Detailed Breakdown									
2	2 of 6	Police Department		001.50.521.70.3515	Portable Radios		NEW	\$ 10,000	\$ 10,000				\$ 10,000													\$ -								
5	5 of 6	Police Department		001.50.521.70.3515	Firearms, Tasers, & Gear Replacements		NEW	\$ 20,000	\$ 20,000				\$ 20,000													\$ -								
6	6 of 6	Police Department		001.50.521.50.4800	White House Roofing Replacement		NEW	\$ 15,000	\$ 15,000				\$ 15,000													\$ -								
7	1 of 2	Dev Services		001.38.558.60.4800	Development Services Remodel		NEW	\$ 35,000	\$ 35,000				\$ 35,000													\$ -								
8	2 of 2	Dev Services		001.38.594.60.6400	Dev. Services Permitting System		NEW	\$ 100,000	\$ 100,000				\$ 100,000													\$ -								
10	1 of 1	Finance	007	007.30.594.10.6400	New Financial System		NEW	\$ 280,000	\$ 131,434	\$ 114,477			\$ 34,089	\$ 280,000	\$ 9,186						\$ 3,299			\$ 21,604	\$ 34,089									
13	2 of 5	Fire Department		001.55.522.50.4800	Fire Station Improvements (Asphalt Reseal & Carpeting)		NEW	\$ 40,000	\$ 5,000	\$ -	\$ -	\$ -	\$ 35,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ 35,000								
15	4 of 5	Fire Department		001.55.594.22.6400	Station Chairs Replacement		NEW	\$ 8,200	\$ 8,200				\$ 8,200													\$ -								
17	1 of 6	Parks	007	007.70.*.6100/6300	Harbor Heights Park Land & Improvements Phase 1	\$ 1,185,426	In Progress	\$ 225,000			\$ 40,000	\$ 185,000	\$ 225,000							\$ 70,000	\$ 30,000	\$ 85,000			\$ 185,000									
24	6 of 6	Parks		001.70.576.80.4100	7th Avenue Wetlands Trail Feasibility Study		NEW	\$ 10,000	\$ 10,000				\$ 10,000				\$ 10,000								\$ 10,000									
26	2 of 7	Shared Project	102	102.00.595.31.6300	Shorline Restoration: Midway to Regatta	\$ 453	In Progress	\$ 300,000	\$ 225,000				\$ 75,000	\$ 300,000	\$ 75,000										\$ 75,000									
27	3 of 7	Streets	102	102.00.595.31.6300	Annual Street Improvements	\$ 256,696	In Progress	\$ 500,000					\$ 500,000	\$ 500,000	\$ 400,000						\$ 50,000	\$ 50,000			\$ 500,000									
28	4 of 7	Streets		502.10.594.18.6400	Lee Boy 5300 Paver		NEW	\$ -					\$ -	\$ -											\$ -									
29	5 of 7	Streets		101.00.594.44.6400	Foreman's Pickup Truck		NEW	\$ 35,000					\$ 35,000	\$ 35,000	\$ 35,000										\$ 35,000									
32	1 of 5	Arterials	103	103.00.595.30.6300	NE 7th Ave Improvement	\$ 1,014	NEW	\$ 399,799			\$ 345,826	\$ 53,973	\$ 399,799				\$ 53,973								\$ 53,973									
34	3 of 5	Arterials	103	103.00.595.30.6300	Hoffman to 16th Trail		NEW	\$ 74,539		\$ 65,175		\$ 9,364	\$ 74,539				\$ 9,364								\$ 9,364									
35	4 of 5	Arterials	103	103.00.595.30.6300	Active Transportation Plan		NEW	\$ -					\$ -												\$ -									
37	1 of 1	TBD	108	108.00.595.31.6300	TBD Overlays	\$ 5,873	In Progress	\$ 900,000					\$ 900,000	\$ 900,000					\$ 900,000						\$ 900,000									
		Streets		502.10.594.18.6400	502 Vehicle/Equipment Replacements			\$ 415,000					\$ 415,000	\$ 415,000											\$ 415,000									
		Parks		502.10.594.18.6400	502 Vehicle/Equipment Replacements			\$ 435,000					\$ 435,000	\$ 435,000											\$ 435,000									
		Police		502.10.594.18.6400	502 Vehicle/Equipment Replacements			\$ 470,000					\$ 470,000	\$ 470,000											\$ 470,000									
39	1 of 1	WINDJAMMER PARK	325	325.10.594.76.6300	WJP Phase 2; & Phase 3 Scoping	\$ -		\$ 50,000	\$ 50,000				\$ 50,000												\$ -									
						\$ 1,449,462		\$ 4,322,538	\$ 374,634	\$ 339,477	\$ 65,175	\$ 385,826	\$ 3,157,426	\$ 4,322,538	\$ 519,186	\$ -	\$ 63,337	\$ 10,000	\$ 900,000	\$ 70,000	\$ 3,299	\$ 80,000	\$ 170,000	\$ 21,604	\$ 1,320,000	\$ 3,157,426								
		Motor Pool		502.10.594.18.6400	502 Vehicle/Equipment Replacements			\$ 705,000					\$ 705,000	\$ 705,000											\$ 705,000									
						\$ -		\$ 705,000	\$ -	\$ -	\$ -	\$ -	\$ 705,000	\$ 705,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 705,000								
						\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								
						\$ 1,449,462		\$ 5,027,538	\$ 374,634	\$ 339,477	\$ 65,175	\$ 385,826	\$ 3,862,426	\$ 5,027,538	\$ 519,186	\$ -	\$ 63,337	\$ 10,000	\$ 900,000	\$ 70,000	\$ 3,299	\$ 80,000	\$ 170,000	\$ 21,604	\$ 2,025,000	\$ 3,862,426								
PROPRIETARY FUNDS															Financing Sources for Capital Cost										Detailed Breakdown									
48	2 of 23	Water		401.00.534.00.4100	Water System Plans and Studies		NEW	\$ 280,000	\$ 280,000				\$ 280,000													\$ -								
50	4 of 23	Water	431	431.00.594.34.6300	Steel/AC Water Main Replacements		NEW	\$ 500,000	\$ 500,000				\$ 500,000	\$ 500,000												\$ -								
56	10 of 23	Water	431	431.00.594.34.6300	West 384 Zone Development (PZ-4)		NEW	\$ 73,000	\$ 73,000				\$ 73,000	\$ 73,000												\$ -								
66	20 of 23	Water	431	431.00.594.34.6300	East Side Reservoir Demolition (S-3)		NEW	\$ 110,000	\$ -	\$ 110,000			\$ 110,000	\$ 110,000												\$ -								
		Water		502.10.594.18.6400	502 Vehicle/Equipment Replacements			\$ 280,000					\$ 280,000	\$ 280,000											\$ 280,000									
						\$ -		\$ 1,243,000	\$ -	\$ 853,000	\$ 110,000	\$ -	\$ 280,000	\$ 1,243,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 280,000								
75	4 of 10	Sewer	432	432.00.594.35.6300	Sewer Line Replacements		NEW	\$ 187,500	\$ 187,500				\$ 187,500	\$ 187,500												\$ -								
76	5 of 10	Sewer	432	432.00.594.35.6300	North Enterprise Valley Sewer System		NEW	\$ 350,000			\$ 350,000		\$ 350,000	\$ 350,000												\$ -								
83	ON HOLD	Sewer		402.10.594.35.4100	Force Main Decomission		ON HOLD	\$ 300,000	\$ 300,000				\$ 300,000	\$ 300,000												\$ -								
						\$ -		\$ 837,500	\$ -	\$ 487,500	\$ -	\$ 350,000	\$ -	\$ 837,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								
		Solid Waste		502.10.594.18.6400	502 Vehicle/Equipment Replacements			\$ 750,000					\$ 750,000	\$ 750,000											\$ 750,000									
						\$ -		\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ 750,000	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750,000								
88	5 of 5	Storm Drain	434	404.00.594.38.6300	Well 10 to Detention Pond (SW 6TH Flooding)		NEW	\$ 250,000	\$ 250,000				\$ 250,000	\$ 250,000												\$ -								
		Storm Drain		502.10.594.18.6400	502 Vehicle/Equipment Replacements			\$ 150,000					\$ 150,000	\$ 150,000												\$ 150,000								
						\$ -		\$ 400,000	\$ -	\$ 250,000	\$ -	\$ -	\$ 150,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000								
		Marina		502.10.594.18.6400	502 Vehicle/Equipment Replacements			\$ 40,000					\$ 40,000	\$ 40,000												\$ 40,000								
						\$ -		\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000								
						\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								
						\$ -		\$ 3,270,500	\$ -	\$ 1,590,500	\$ 110,000	\$ 350,000	\$ 1,220,000	\$ 3,270,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,220,000								
						\$ 1,449,462		\$ 5,027,538	\$ 374,634	\$ 339,477	\$ 65,175	\$ 385,826	\$ 3,862,426	\$ 5,027,538	\$ 519,186	\$ -	\$ 63,337	\$ 10,000	\$ 900,000	\$ 70,000	\$ 3,299	\$ 80,000	\$ 170,000	\$ 21,604	\$ 2,025,000	\$ 3,862,426								
						\$ -		\$ 3,270,500	\$ -	\$ 1,590,500	\$ 110,000	\$ 350,000	\$ 1,220,000	\$ 3,270,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,220,000								
						\$ 1,449,462		\$ 8,298,038	\$ 374,634	\$ 1,929,977	\$ 175,175	\$ 735,826	\$ 5,082,426	\$ 8,298,038	\$ 519,186	\$ -	\$ 63,337	\$ 10,000	\$ 900,000	\$ 70,000	\$ 3,299	\$ 80,000	\$ 170,000	\$ 21,604	\$ 3,245,000	\$ 5,082,426								

PAGE	Project Priority Order	Fund or Department	NEW PROJECT FUND	BARS #	Project/Equipment Name	Spent to Date (8/31/20)	PROJECT STATUS	FY 2024 Capital Imprv. Plan	General Fund	Proprietary	Project BFB	Grant/ Donation/ Other	Specialty Funds	Total	101 Streets	105 Transp Impact	107 TBD	127 Park Impact Fees	311 REET 1	312 REET 2	502 ERR	Total:								
GOVERNMENTAL FUNDS															Financing Sources for Capital Cost								Detailed Breakdown							
5	5 of 6	Police Department		001.50.521.70.3515	Firearms, Tasers, & Gear Replacements		NEW	\$ 20,000	\$ 20,000					\$ 20,000																
15	4 of 5	Fire Department		001.55.594.22.6400	Station Chairs Replacement		NEW	\$ 10,500	\$ 10,500					\$ 10,500									\$ -							
17	1 of 6	Parks	007	007.70.*.6100/6300	Harbor Heights Park Land & Improvements Phase 1	\$ 1,185,426	In Progress	\$ 225,000				\$ 225,000	\$ 225,000					\$ 70,000	\$ 30,000	\$ 125,000		\$ 225,000								
24	6 of 6	Parks		001.70.576.80.4100	7th Avenue Wetlands Trail Feasibility Study			\$ 100,000			\$ 100,000		\$ 100,000									\$ -								
26	2 of 7	Shared Project	102	102.00.595.31.6300	Shorline Restoration: Midway to Regatta	\$ 453		\$ 300,000		\$ 225,000		\$ 75,000	\$ 300,000	\$ 75,000								\$ 75,000								
27	3 of 7	Streets	102	102.00.595.31.6300	Annual Street Improvements	\$ 256,696	In Progress	\$ 500,000				\$ 500,000	\$ 500,000	\$ 400,000					\$ 50,000	\$ 50,000		\$ 500,000								
32	1 of 5	Arterials	103	103.00.595.30.6300	NE 7th Ave Improvement	\$ 1,014		\$ 3,077,687	\$ 71,500		\$ 2,600,352	\$ 405,835	\$ 3,077,687		\$ 405,835							\$ 405,835								
34	3 of 5	Arterials	103	103.00.595.30.6300	Hoffman to 16th Trail			\$ 40,968				\$ 40,968	\$ 40,968		\$ 40,968							\$ 40,968								
37	1 of 1	TBD	108	108.00.595.31.6300	TBD Overlays	\$ 5,873	In Progress	\$ 900,000				\$ 900,000	\$ 900,000			\$ 900,000						\$ 900,000								
		Streets		502.10.594.18.6400	502 Vehicle/Equipment Replacements			\$ 325,000				\$ 325,000	\$ 325,000									\$ 325,000								
		Parks		502.10.594.18.6400	502 Vehicle/Equipment Replacements			\$ 55,000				\$ 55,000	\$ 55,000									\$ 55,000								
		Police		502.10.594.18.6400	502 Vehicle/Equipment Replacements			\$ 20,000				\$ 20,000	\$ 20,000									\$ 20,000								
				Governmental Total:		\$ 1,449,462		\$ 5,574,155	\$ 102,000	\$ 225,000	\$ -	\$ 2,700,352	\$ 2,546,803	\$ 5,574,155	\$ 475,000	\$ 446,803	\$ 900,000	\$ 70,000	\$ 80,000	\$ 175,000	\$ 400,000	\$ 2,546,803								
		Motor Pool		502.10.594.18.6400	502 Vehicle/Equipment Replacements	\$ -		\$ 550,000				\$ 550,000	\$ 550,000									\$ 550,000								
				Shop/Facility Total:		\$ -		\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ 550,000	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550,000	\$ 550,000							
				Governmental Funds Total:		\$ 1,449,462		\$ 6,124,155	\$ 102,000	\$ 225,000	\$ -	\$ 2,700,352	\$ 3,096,803	\$ 6,124,155	\$ 475,000	\$ 446,803	\$ 900,000	\$ 70,000	\$ 80,000	\$ 175,000	\$ 950,000	\$ 3,096,803								
PROPRIETARY FUNDS															Financing Sources for Capital Cost								Detailed Breakdown							
50	4 of 23	Water	431	431.00.594.34.6300	Steel/AC Water Main Replacements		NEW	\$ 500,000	\$ 500,000					\$ 500,000								\$ -								
56	10 of 23	Water	431	431.00.594.34.6300	West 384 Zone Development (PZ-4)			\$ 292,000	\$ 292,000					\$ 292,000								\$ -								
57	11 of 23	Water	431	431.00.594.34.6300	West 384 Zone Extension Phase (T-3)			\$ 603,000	\$ 603,000					\$ 603,000								\$ -								
64	18 of 23	Water		401.00.594.34.6400	Wet Fiber 24" Transmission Leak Detector			\$ 410,000	\$ 205,000	\$ 205,000			\$ 410,000									\$ -								
65	19 of 23	Water	431	431.00.594.34.6300	NE 9th to Taftson Water Line Connection (W-13)			\$ 14,000	\$ 14,000				\$ 14,000									\$ -								
		Water		502.10.594.18.6400	502 Vehicle/Equipment Replacements			\$ 255,000				\$ 255,000	\$ 255,000									\$ 255,000								
				Water Total:		\$ -		\$ 2,074,000	\$ -	\$ 1,614,000	\$ -	\$ 205,000	\$ 255,000	\$ 2,074,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 255,000	\$ 255,000							
76	5 of 10	Sewer	432	432.00.594.35.6300	North Enterprise Valley Sewer System		NEW	\$ 5,040,000	\$ 1,000,000	\$ 4,040,000			\$ 5,040,000									\$ -								
		Sewer		502.10.594.18.6400	502 Vehicle/Equipment Replacements			\$ 105,000				\$ 105,000	\$ 105,000									\$ 105,000								
				Sewer Total:		\$ -		\$ 5,145,000	\$ -	\$ 1,000,000	\$ -	\$ 4,040,000	\$ 105,000	\$ 5,145,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 105,000	\$ 105,000							
		Solid Waste		502.10.594.18.6400	502 Vehicle/Equipment Replacements			\$ 25,000				\$ 25,000	\$ 25,000									\$ 25,000								
				Solid Waste Total:		\$ -		\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000							
		Storm Drain		502.10.594.18.6400	502 Vehicle/Equipment Replacements			\$ 75,000				\$ 75,000	\$ 75,000									\$ 75,000								
				Storm Drain Total:		\$ -		\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ 75,000							
91	3 of 11	Marina	440	440.00.594.75.6300	Marina Dredging Feasibility Study			\$ 200,000		\$ 200,000			\$ 200,000									\$ -								
				Marina Total:		\$ -		\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							
				Proprietary Funds Total:		\$ -		\$ 7,519,000	\$ -	\$ 2,614,000	\$ -	\$ 4,445,000	\$ 460,000	\$ 7,519,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 460,000	\$ 460,000							
				Governmental Funds Total:		\$ 1,449,462		\$ 6,124,155	\$ 102,000	\$ 225,000	\$ -	\$ 2,700,352	\$ 3,096,803	\$ 6,124,155	\$ 475,000	\$ 446,803	\$ 900,000	\$ 70,000	\$ 80,000	\$ 175,000	\$ 950,000	\$ 3,096,803								
				Proprietary Funds Total:		\$ -		\$ 7,519,000	\$ -	\$ 2,614,000	\$ -	\$ 4,445,000	\$ 460,000	\$ 7,519,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 460,000	\$ 460,000							
				City Wide Grand Total:		\$ 1,449,462		\$ 13,643,155	\$ 102,000	\$ 2,839,000	\$ -	\$ 7,145,352	\$ 3,556,803	\$ 13,643,155	\$ 475,000	\$ 446,803	\$ 900,000	\$ 70,000	\$ 80,000	\$ 175,000	\$ 1,410,000	\$ 3,556,803								

PAGE	Project Priority Order	Fund or Department	NEW PROJECT FUND	BARS #	Project/Equipment Name	Spent to Date (8/31/20)	PROJECT STATUS	FY 2025 Capital Imprv. Plan	General Fund	Proprietary	Project BFB	Grant/ Donation/ Other	Specialty Funds	Total	101 Streets	104 Arterials	107 TBD	127 Park Impact Fees	311 REET 1	312 REET 2	502 ERR	Total:								
GOVERNMENTAL FUNDS															Financing Sources for Capital Cost								Detailed Breakdown							
5	5 of 6	Police Department	001.50.521.70.3515	007.70.*.6100/6300	Firearms, Tasers, & Gear Replacements		NEW	\$ 20,000	\$ 20,000					\$ 20,000																
17	1 of 6	Parks	007	007.70.*.6100/6300	Harbor Heights Park Land & Improvements Phase 1	\$ 1,185,426	In Progress	\$ 225,000					\$ 225,000	\$ 225,000				\$ 25,000	\$ 100,000	\$ 100,000		\$ 225,000								
26	2 of 7	Shared Project	102	102.00.595.31.6300	Shorline Restoration: Midway to Regatta	\$ 453		\$ 300,000		\$ 225,000			\$ 75,000	\$ 300,000	\$ 75,000							\$ 75,000								
27	3 of 7	Streets	102	102.00.595.31.6300	Annual Street Improvements	\$ 256,696	In Progress	\$ 500,000					\$ 500,000	\$ 500,000	\$ 400,000				\$ 50,000	\$ 50,000		\$ 500,000								
36	5 of 5	Arterials	103	103.00.595.30.6300	Midway Blvd Reconstruction		NEW	\$ 950,000			\$ 821,750		\$ 128,250	\$ 950,000			\$ 128,250					\$ 128,250								
37	1 of 1	TBD	108	108.00.595.31.6300	TBD Overlays	\$ 5,873	In Progress	\$ 900,000					\$ 900,000	\$ 900,000			\$ 900,000					\$ 900,000								
		Fire		502.10.594.18.6400	502 Vehicle/Equipment Replacements			\$ 15,000					\$ 15,000	\$ 15,000								\$ 15,000								
		Streets		502.10.594.18.6400	502 Vehicle/Equipment Replacements			\$ 141,000					\$ 141,000	\$ 141,000								\$ 141,000								
		Parks		502.10.594.18.6400	502 Vehicle/Equipment Replacements			\$ 10,000					\$ 10,000	\$ 10,000								\$ 10,000								
		Police		502.10.594.18.6400	502 Vehicle/Equipment Replacements			\$ 45,000					\$ 45,000	\$ 45,000								\$ 45,000								
					Governmental Total:	\$ 1,448,448		\$ 3,106,000	\$ 20,000	\$ 225,000	\$ -	\$ 821,750	\$ 2,039,250	\$ 3,106,000	\$ 475,000	\$ 128,250	\$ 900,000	\$ 25,000	\$ 150,000	\$ 150,000	\$ 211,000	\$ 2,039,250								
		Motor Pool		502.10.594.18.6400	502 Vehicle/Equipment Replacements			\$ 95,000					\$ 95,000	\$ 95,000								\$ 95,000								
					Shop/Facility Total:	\$ -		\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ 95,000	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 95,000	\$ 95,000							
					Governmental Funds Total:	\$ 1,448,448		\$ 3,201,000	\$ 20,000	\$ 225,000	\$ -	\$ 821,750	\$ 2,134,250	\$ 3,201,000	\$ 475,000	\$ 128,250	\$ 900,000	\$ 25,000	\$ 150,000	\$ 150,000	\$ 306,000	\$ 2,134,250								
PROPRIETARY FUNDS															Financing Sources for Capital Cost								Detailed Breakdown							
50	4 of 23	Water	431	431.00.594.34.6300	Steel/AC Water Main Replacements			\$ 500,000		\$ 500,000			\$ 500,000	\$ 500,000								\$ -								
57	11 of 23	Water	431	431.00.594.34.6300	West 384 Zone Extension Phase (T-3)			\$ 2,412,000		\$ 2,412,000			\$ 2,412,000	\$ 2,412,000								\$ -								
65	19 of 23	Water	431	431.00.594.34.6300	NE 9th to Taftson Water Line Connection (W-13)			\$ 56,000		\$ 56,000			\$ 56,000	\$ 56,000								\$ -								
		Water		502.10.594.18.6400	502 Vehicle/Equipment Replacements			\$ 195,000					\$ 195,000	\$ 195,000								\$ 195,000								
					Water Total:	\$ -		\$ 3,163,000	\$ -	\$ 2,968,000	\$ -	\$ -	\$ 195,000	\$ 3,163,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 195,000	\$ 195,000							
80	9 of 10	Sewer	432	432.00.594.35.6300	Taftson Sewer Main		NEW	\$ 150,000		\$ 150,000			\$ 150,000	\$ 150,000								\$ -								
		Sewer		502.10.594.18.6400	502 Vehicle/Equipment Replacements			\$ 350,000					\$ 350,000	\$ 350,000								\$ 350,000								
					Sewer Total:	\$ -		\$ 500,000	\$ -	\$ 150,000	\$ -	\$ -	\$ 350,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 350,000							
					Proprietary Funds Total:	\$ -		\$ 3,663,000	\$ -	\$ 3,118,000	\$ -	\$ -	\$ 545,000	\$ 3,663,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 545,000	\$ 545,000							
					Governmental Funds Total:	\$ 1,448,448		\$ 3,201,000	\$ 20,000	\$ 225,000	\$ -	\$ 821,750	\$ 2,134,250	\$ 3,201,000	\$ 475,000	\$ 128,250	\$ 900,000	\$ 25,000	\$ 150,000	\$ 150,000	\$ 306,000	\$ 2,134,250								
					Proprietary Funds Total:	\$ -		\$ 3,663,000	\$ -	\$ 3,118,000	\$ -	\$ -	\$ 545,000	\$ 3,663,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 545,000	\$ 545,000							
					City Wide Grand Total:	\$ 1,448,448		\$ 6,864,000	\$ 20,000	\$ 3,343,000	\$ -	\$ 821,750	\$ 2,679,250	\$ 6,864,000	\$ 475,000	\$ 128,250	\$ 900,000	\$ 25,000	\$ 150,000	\$ 150,000	\$ 851,000	\$ 2,679,250								

P A G	Project Priority Order	Fund or Department	NEW PROJECT FUND	BARS #	Project/Equipment Name	Spent to Date (8/31/20)	PROJECT STATUS	FY 2026 Capital Imprv. Plan	General Fund	Proprietary	Project BFB	Grant/ Donation/ Other	Specialty Funds	Total	101 Streets	107 TBD	127 Park Impact Fees	311 REET 1	312 REET 2	502 ERR	Total:
GOVERNMENTAL FUNDS																					
1	1 of 6	Police Department		001/005.50.521.70.3515	HRET Vests		NEW	\$ 20,000	\$ 20,000				\$ 20,000								\$ -
16	5 of 5	Fire Department	007	007.55.594.22.6200	West Side Firestation			\$ 3,300,000			\$ 3,300,000		\$ 3,300,000								\$ -
17	1 of 6	Parks	007	007.70.*.6100/6300	Harbor Heights Park Land & Improvements Phase 1	\$ 1,185,426	In Progress	\$ 225,000					\$ 225,000			\$ 25,000	\$ 100,000	\$ 100,000			\$ 225,000
26	2 of 7	Shared Project	102	102.00.595.31.6300	Shorline Restoration: Midway to Regatta	\$ 453		\$ 300,000	\$ 225,000				\$ 75,000	\$ 300,000	\$ 75,000						\$ 75,000
27	3 of 7	Streets	102	102.00.595.31.6300	Annual Street Improvements	\$ 256,696	In Progress	\$ 500,000					\$ 500,000	\$ 500,000	\$ 400,000			\$ 50,000	\$ 50,000		\$ 500,000
37	1 of 1	TBD	108	108.00.595.31.6300	TBD Overlays	\$ 5,873	In Progress	\$ 900,000					\$ 900,000	\$ 900,000	\$ 900,000						\$ 900,000
		Fire		502.10.594.18.6400	502 Vehicle/Equipment Replacements			\$ 150,000					\$ 150,000	\$ 150,000						\$ 150,000	\$ 150,000
		Building		502.10.594.18.6400	502 Vehicle/Equipment Replacements			\$ 40,000					\$ 40,000	\$ 40,000						\$ 40,000	\$ 40,000
		Streets		502.10.594.18.6400	502 Vehicle/Equipment Replacements			\$ 40,000					\$ 40,000	\$ 40,000						\$ 40,000	\$ 40,000
		Parks		502.10.594.18.6400	502 Vehicle/Equipment Replacements			\$ 80,000					\$ 80,000	\$ 80,000						\$ 80,000	\$ 80,000
		Police		502.10.594.18.6400	502 Vehicle/Equipment Replacements			\$ 40,000					\$ 40,000	\$ 40,000						\$ 40,000	\$ 40,000
		Governmental Total:				\$ 1,448,448	\$ -	\$ 5,595,000	\$ 20,000	\$ 225,000	\$ -	\$ 3,300,000	\$ 2,050,000	\$ 5,595,000	\$ 475,000	\$ 900,000	\$ 25,000	\$ 150,000	\$ 150,000	\$ 350,000	\$ 2,050,000
		Governmental Funds Total:				\$ 1,448,448	\$ -	\$ 5,595,000	\$ 20,000	\$ 225,000	\$ -	\$ 3,300,000	\$ 2,050,000	\$ 5,595,000	\$ 475,000	\$ 900,000	\$ 25,000	\$ 150,000	\$ 150,000	\$ 350,000	\$ 2,050,000
PROPRIETARY FUNDS																					
50	4 of 23	Water	431	431.00.594.34.6300	Steel/AC Water Main Replacements			\$ 500,000	\$ 500,000				\$ 500,000								\$ -
		Water		502.10.594.18.6400	502 Vehicle/Equipment Replacements			\$ 350,000					\$ 350,000	\$ 350,000						\$ 350,000	\$ 350,000
		Water Total:				\$ -	\$ -	\$ 850,000	\$ -	\$ 500,000	\$ -	\$ -	\$ 350,000	\$ 850,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 350,000
		Sewer		502.10.594.18.6400	502 Vehicle/Equipment Replacements			\$ 40,000					\$ 40,000	\$ 40,000						\$ 40,000	\$ 40,000
		Sewer Total:				\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000
		Storm Drain		502.10.594.18.6400	502 Vehicle/Equipment Replacements			\$ 50,000					\$ 50,000	\$ 50,000						\$ 50,000	\$ 50,000
		Storm Drain Total:				\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000
		Proprietary Funds Total:				\$ -	\$ -	\$ 940,000	\$ -	\$ 500,000	\$ -	\$ -	\$ 440,000	\$ 940,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 440,000	\$ 440,000
		Governmental Funds Total:				\$ 1,448,448	\$ -	\$ 5,595,000	\$ 20,000	\$ 225,000	\$ -	\$ 3,300,000	\$ 2,050,000	\$ 5,595,000	\$ 475,000	\$ 900,000	\$ 25,000	\$ 150,000	\$ 150,000	\$ 350,000	\$ 2,050,000
		Proprietary Funds Total:				\$ -	\$ -	\$ 940,000	\$ -	\$ 500,000	\$ -	\$ -	\$ 440,000	\$ 940,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 440,000	\$ 440,000
		City Wide Grand Total:				\$ 1,448,448	\$ -	\$ 6,535,000	\$ 20,000	\$ 725,000	\$ -	\$ 3,300,000	\$ 2,490,000	\$ 6,535,000	\$ 475,000	\$ 900,000	\$ 25,000	\$ 150,000	\$ 150,000	\$ 790,000	\$ 2,490,000

City of Oak Harbor
502 Vehicle/Equipment Replacements Summary
FY 2021-2026

DEPARTMENT/FUND:	2021	2022	2023	2024	2025	2026	6 YR TOTAL:
BUILDING						40,000.00	40,000.00
FIRE	440,000.00	140,000.00			15,000.00	150,000.00	745,000.00
PARKS	30,000.00		435,000.00	55,000.00	10,000.00	80,000.00	610,000.00
POLICE		170,000.00	470,000.00	20,000.00	10,000.00	40,000.00	710,000.00
POLICE - ACO					35,000.00		35,000.00
STREETS	200,000.00	30,000.00	415,000.00	325,000.00	141,000.00	40,000.00	1,151,000.00
PUBLIC WORKS	190,000.00	40,000.00	705,000.00	550,000.00	95,000.00		1,580,000.00
TOTAL GOVERNMENTAL:	860,000.00	380,000.00	2,025,000.00	950,000.00	306,000.00	350,000.00	4,871,000.00
WATER	210,000.00	175,000.00	280,000.00	255,000.00	195,000.00	350,000.00	1,465,000.00
WASTEWATER	80,000.00			105,000.00	350,000.00	40,000.00	575,000.00
SOLID WASTE	950,000.00	350,000.00	750,000.00	25,000.00			2,075,000.00
STORM		460,000.00	150,000.00	75,000.00		50,000.00	735,000.00
MARINA	25,000.00		40,000.00				65,000.00
TOTAL PROPRIETARY:	1,265,000.00	985,000.00	1,220,000.00	460,000.00	545,000.00	440,000.00	4,915,000.00
GRAND TOTAL:	2,125,000.00	1,365,000.00	3,245,000.00	1,410,000.00	851,000.00	790,000.00	9,786,000.00

City of Oak Harbor
502 Vehicle/Equipment Replacements Detail
FY 2021-2026

Replacement Year	Fund	Asset #	Description	2021	2022	2023	2024	2025	2026+
2019	PARKS	#34	04 Kubota Mower						
2019	SOLID WASTE	#26	08 GMC Refuse Truck	\$ 250,000					
2020	FIRE		SCBA's, Comp, Mobile Air System	\$ 365,000					
2020	PUBLIC WORKS	#22	90 Int'l 10 Yd Dump Truck	\$ 150,000					
2021	FIRE	#G-10	92 Onan Generator	\$ 75,000					
2021	MARINA	#M-02	1998 Boat Engines (2) + Installation	\$ 25,000					
2021	PARKS	#57	15 X Mark Mower	\$ 30,000					
2021	PUBLIC WORKS	#E-25	94 Vermeer Chipper	\$ 40,000					
2021	SOLID WASTE	#45	14 Peterbilt Refuse Trk	\$ 350,000					
2021	SOLID WASTE	#46	14 Peterbilt Refuse Trk	\$ 350,000					
2021	STREETS	#67	06 Silverado Pick Up	\$ 40,000					
2021	STREETS	#78	03 Chevy Silverado Pick up	\$ 40,000					
2021	STREETS	#E-10B	00 Interstate Trailer (Paint)	\$ 10,000					
2021	STREETS	#E-18	85 Ziem Tilt/Roller Flatbed Trailer	\$ 50,000					
2021	STREETS	#E-48	05 Radar Trailer	\$ 10,000					
2021	STREETS		LED Signs (Peds)	\$ 50,000					
2021	WASTEWATER	#E-43(1)	05 Sucker Pump and Trailer	\$ 80,000					
2021	WATER	#17	07 Ford Ranger	\$ 35,000					
2021	WATER		Water Meters	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000	\$ 175,000
2022	FIRE	#F-04	04 Chevrolet Tahoe		\$ 70,000				
2022	FIRE	#F-07	04 Chevrolet Tahoe		\$ 70,000				
2022	POLICE	#P-06	07 Chevrolet Pickup		\$ 40,000				
2022	POLICE	#P-13	15 Ford SUV		\$ 65,000				
2022	POLICE	#P-14	15 Ford SUV		\$ 65,000				
2022	PUBLIC WORKS	#68	12 Exmark Mower		\$ -				
2022	PUBLIC WORKS	#E-9	89 Trailking TKT40 Trailer		\$ 30,000				
2022	PUBLIC WORKS	#E-32	98 Ideal Trailer (Big Black)		\$ 10,000				
2022	SOLID WASTE	#76	12 Peterbilt Recycle Truck		\$ 350,000				
2022	STORM	#42	03 Chevrolet Pickup		\$ 35,000				
2022	STORM	#73	10 Swartz Sweeper		\$ 350,000				
2022	STORM	#79	Deweze Slope Mower		\$ 75,000				
2022	STREETS	#E-41	90 Frink Snow Plow (#22)		\$ 15,000				
2022	STREETS	#E-42	00 Tammer Snow Tamer (#27)		\$ 15,000				
2023	MARINA	#M-01	1995 Chevy S-10 Pickup (4x4)			\$ 40,000			
2023	PARKS	#9	04 Chevrolet Silverado Pick Up			\$ 35,000			
2023	PARKS	#30	07 Ford F450 Dump			\$ 65,000			
2023	PARKS	#35	14 Toro Mower			\$ 125,000			
2023	PARKS	#41	04 Chevrolet Colorado Pick-up			\$ 35,000			
2023	PARKS	#56	05 Ford Ranger Pick Up			\$ 35,000			
2023	PARKS	#69	07 John Deere Tractor w/new auger			\$ 100,000			
2023	PARKS	#E-20	05 Tycrop Topdresser			\$ 30,000			
2023	PARKS	#E-45B	Dumper Dog #9			\$ 10,000			
2023	POLICE	#G-09	96 Onan Generator			\$ 75,000			
2023	POLICE	#P-02	16 Ford SUV (2016 Ford K8A)			\$ 65,000			
2023	POLICE	#P-03	16 Ford SUV (2016 Ford K8A)			\$ 65,000			
2023	POLICE	#P-11	08 Chrysler Pacifica			\$ 35,000			
2023	POLICE	#P-17	16 Ford SUV			\$ 65,000			
2023	POLICE	#P-18	16 Ford SUV			\$ 65,000			
2023	POLICE	#P-19	16 Ford SUV			\$ 65,000			
2023	POLICE	#P-22	08 Subaru Outback			\$ 35,000			
2023	PUBLIC WORKS	#11	04 Chevy Colorado PU			\$ 35,000			
2023	PUBLIC WORKS	#13	99 Ford Tractor Loader			\$ 150,000			
2023	PUBLIC WORKS	#25	04 CAT Backhoe			\$ 150,000			
2023	PUBLIC WORKS	#27	00 Freightliner 5 Yd Swaploader Dump Truck			\$ 200,000			
2023	PUBLIC WORKS	#33	05 Ford Ranger 4x4			\$ 35,000			
2023	PUBLIC WORKS	#38	03 Chevy Silverado Service Truck			\$ 40,000			
2023	PUBLIC WORKS	#E-1	92 Air Compressor Ingersoll-Rand			\$ 15,000			
2023	PUBLIC WORKS	#E-15	03 Rocking Chair Trailer			\$ 10,000			
2023	PUBLIC WORKS	#E-33	11 Reader Board			\$ 35,000			
2023	PUBLIC WORKS	#E-39	11 Reader Board			\$ 35,000			
2023	SOLID WASTE	#59	16 Autocar Front Loader			\$ 375,000			
2023	SOLID WASTE	#62	16 Autocar Front Loader w/Curroto			\$ 375,000			
2023	STORM	#58	06 New Holland Mower			\$ 150,000			
2023	STREETS	#6	04 John Deere Tractor			\$ 100,000			
2023	STREETS	#24	09 Superior Broom			\$ 100,000			
2023	STREETS	#32	98 Ingersoll-Rand Roller (Big)			\$ 35,000			
2023	STREETS	#40	04 F450 Pick up plus flatbed			\$ 50,000			
2023	STREETS	#50	08 Wacker Roller (Small)			\$ 20,000			
2023	STREETS	#E-2	99 Echo Pavement Cutter w/Trailer			\$ 20,000			
2023	STREETS	#E-24	05 EZLiner Painter (Skid)			\$ 75,000			
2023	STREETS	#E-26	98 Monroe Sander			\$ 15,000			
2023	WATER	#15	99 International Svc Truck			\$ 100,000			
2023	WATER		Stanley Hydraulic PowerUnit			\$ 5,000			
2024	PARKS	#47	18 Toro Mower				\$ 35,000		
2024	PARKS	#31	03 Polaris ATV				\$ 20,000		

City of Oak Harbor
502 Vehicle/Equipment Replacements Detail
FY 2021-2026

Replacement Year	Fund	Asset #	Description	2021	2022	2023	2024	2025	2026+	
2024	POLICE	#P-12	14 Dodge Dart Undercover				\$ 20,000			
2024	POLICE	#P-16	02 Nissan Maxima-drug				\$ -			
2024	PUBLIC WORKS	#2	06 Ford Hybrid Escape				\$ 45,000			
2024	PUBLIC WORKS	#37	04 Ford F350 Pick up				\$ 35,000			
2024	PUBLIC WORKS	#51	09 Toyota Prius				\$ 35,000			
2024	PUBLIC WORKS	#53	08 Chevrolet Uplander				\$ 35,000			
2024	PUBLIC WORKS	#55	00 Caterpillar Loader				\$ 200,000			
2024	PUBLIC WORKS	#85	99 CAT Fork Lift				\$ 35,000			
2024	PUBLIC WORKS	#E-4	08 Porta Pottie				\$ 5,000			
2024	PUBLIC WORKS	#E-5	08 Porta Pottie				\$ 5,000			
2024	PUBLIC WORKS	#E-52	07 Light Unit				\$ 5,000			
2024	PUBLIC WORKS	#G-01	04 Onan Generator				\$ 150,000			
2024	SOLID WASTE	#E-3	01 K-PAK Refuse Container (#27)				\$ 25,000			
2024	STORM	#20	06 Ford 450 1 ton				\$ 75,000			
2024	STREETS	#8	07 Freightliner Hotpatch Truck				\$ 150,000			
2024	STREETS	#29	04 Int'l Bucket Truck				\$ 160,000			
2024	STREETS	#E-62	Varitech De Icer				\$ 15,000			
2024	WASTEWATER	#43	05 Ford Ranger 4x2				\$ 35,000			
2024	WASTEWATER	#36	04 Chevrolet Silverado 25				\$ 35,000			
2024	WASTEWATER	#66	06 Ford Escape Hybrid				\$ 35,000			
2024	WATER	#G-02	04 Onan Generator				\$ 40,000			
2024	WATER	#G-03	04 Onan Generator				\$ 40,000			
2025	POLICE - ACO	#65	10 Ford F250 Pick Up (animal)					\$ 35,000		
2025	FIRE	#F-25	05 Fast River Trailer					\$ 15,000		
2025	PARKS	#E-7	04 L&L Trailer					\$ 10,000		
2025	POLICE	#E-47	05 Radar Trailer					\$ 10,000		
2025	PUBLIC WORKS	#00	96 CMH Bridgecrane 20,000 Lb					\$ 75,000		
2025	PUBLIC WORKS		AAMCO Lift					\$ 20,000		
2025	STREETS	#E-10	03 Linelazer (Walk Behind)					\$ 10,000		
2025	STREETS	#E-12	04 Asphalt Zipper					\$ 60,000		
2025	STREETS	#E-31	09 Tar Pot (Crack Sealer)					\$ 50,000		
2025	STREETS	#E-35	SC10-E Scarifier					\$ 6,000		
2025	STREETS	#E-40	95 Meyers Snow Plow (#40)					\$ 15,000		
2025	WASTEWATER	#E-17	95 Godwin Pump					\$ 50,000		
2025	WASTEWATER	L-1	Taftson Lift Station					\$ 50,000		
2025	WASTEWATER	L-2	NE 9th Lift Station					\$ 50,000		
2025	WASTEWATER	L-3	NE 7th Lift Station					\$ 50,000		
2025	WASTEWATER	L-5	Cabot Street Lift Station					\$ 50,000		
2025	WASTEWATER	L-6	East Pioneer Way Lift Station					\$ 50,000		
2025	WASTEWATER		Golf Course Drainage Pump					\$ 50,000		
2025	WATER		Penetrating Locator					\$ 20,000		
2026	BUILDING	#10	16 Chevy Colorado						\$ 40,000	
2026	FIRE	#F-06	11 Ford Rescue Rig						\$ 150,000	
2026	PARKS	#7	16 Ford F-250						\$ 35,000	
2026	PARKS	#14	16 Ford F350						\$ 35,000	
2026	PARKS	#E-37	06 Utility Trailer						\$ 10,000	
2026	POLICE	#P-05	07 Chevrolet Impala (Silver)						\$ 30,000	
2026	POLICE	#P-21	05 Chevrolet Grand Caravan						\$ 10,000	
2026	STORM	#18	16 Ford F-250						\$ 50,000	
2026	STREETS	#77	16 Ford F350 (Sign Truck)						\$ 40,000	
2026	WASTEWATER	#G-11	04 Onan Generator (trl)						\$ 40,000	
2026	WATER	#19	16 Ford F450						\$ 35,000	
2026	WATER	#44	16 Colorado Pickup						\$ 35,000	
2026	WATER	#E-49B	Skid Plates						\$ 5,000	
2026	WATER		Wachs Tool - Valve Turner						\$ 100,000	
6 YEAR TOTAL:				9,786,000	\$ 2,125,000	\$ 1,365,000	\$ 3,245,000	1,410,000	851,000	790,000

FUND 001.50—POLICE

HRET Vests

PROJECT DESCRIPTION: Our HRET team (5 officers) have ballistic vests which they wear during operations and which are a high rated protection for high risk incidents. They expire every five years and need to be replaced.

PROJECT NEED: Five (5) Ballistic vests with covers. These vests offer a higher level threat protection, including "protection" against many rifle rounds, for our High Risk Entry Team (HRET) members. Each of these vests has a "five-year expiration" as determined by the manufacturer and OHPD has a requirement to maintain current, non-expired vests. The officers use these vests while conducting training each month and for any HRET related "call-outs" or deployments. They will replace the "old" vests which are expiring next year (2021) and we anticipate replacing the vests again in 2026 with a slight cost inflator.

DEVELOPMENT PLAN & STATUS: N/A

COST & FINANCING DATA: The purchase will be funded by the General Fund.

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021 & FY 2026

Estimated Completion: FY 2021 & FY 2026

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



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
General Fund	-	\$8,000					\$20,000	\$30,000
Drug Seizure		\$2,000						
TOTAL REQUESTED FUNDS:	-	\$10,000					\$20,000	\$30,000

*Spent to Date is up to 8/31/2020 only.

FUND 001.50—POLICE

Portable Radios

ESTIMATED PROJECT & PURCHASE TIMELINE
 Pre-Design: FY
 Engineering/Design: FY
 Purchase/Construction: FY 2021-2023
 Estimated Completion: FY 2021-2023



PROJECT DESCRIPTION: OHPD has been replacing "older" radios and still needs to replace 12 of them. The old radios are Motorola 1500's and they are limited in channels and interoperability. The newer radios would have more channels and possible "multi-band" (UHF/VHF) and would be either Motorola 8000 radios.

PROJECT NEED: New technology allows police officers to have more communication options and provide for opportunities to communicate with other emergency service personnel who may be on other frequencies or "bands". The new radios would also allow for peer-to-peer digital encryption for "private" communications.

DEVELOPMENT PLAN & STATUS: OHPD has been replacing radios out of our budget and through some grant funding that was available. We still need to replace 12 radios. I would like to request funding for these radios over the next two years (2021 and 2022). If funds were not available in 2021 due to the financial impact from the pandemic, we would hold off on using capital funds to purchase radios in 2021, and look towards purchasing half of the request (6) in 2022 - then reapply for funding during the next two-year budget cycle (2023 and 2024).

COST & FINANCING DATA: The purchase will be funded by the General Fund.

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$35,000
Construction Services		\$ -
	Subtotal:	\$35,000
Contingency Fees		\$ -
	TOTAL:	\$35,000

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
General Fund		\$10,000	\$15,000	\$10,000				\$35,000
TOTAL REQUESTED FUNDS:		\$10,000	\$15,000	\$10,000				\$35,000

*Spent to Date is up to 8/31/2020 only.

FUND 001.50—POLICE

Landscaping Upgrades

ESTIMATED PROJECT & PURCHASE TIMELINE
Pre-Design: FY
Engineering/Design: FY
Purchase/Construction: FY 2020
Estimated Completion: FY 2021



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

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

DEVELOPMENT PLAN & STATUS: The project is expected to start in late 2020 where part of the project (\$5,000) will be completed. The remaining \$2,500 will be completed in 2021.

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

COST ASSUMPTIONS (2020-2021)	
Engineering Services	\$ -
Other Professional Services	\$7,500
Machinery & Equipment	\$ -
Construction Services	\$ -
Subtotal:	\$7,500
Contingency Fees	\$ -
TOTAL:	\$7,500

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
General Fund		\$2,500						\$2,500
TOTAL REQUESTED FUNDS:		\$2,500						\$2,500

*Spent to Date is up to 8/31/2020 only.

PROJECT DESCRIPTION: "Red dot" pistol optic devices for officers pistols and new holster which are compatible with the new set up. A few pistols will need to be "machined" to fit the new sites.

PROJECT NEED: New technology allows police officers to have optics on their pistols instead of just relying on "hard sites". Optics increase accuracy for all officers and especially those with any eyesight issues, such as that which occurs as people age. Increased accuracy will increase officer and citizen safety and increase safety if a suspect forces the use of lethal force. Holsters are necessary due to the modification. Our patrol rifles already have similar optics, but the pistol is the primary weapon for an officer and always on their person. Officers shooting with optics on their patrol rifles shoot much more accurately than using rifle "hard sites". Accuracy is VITAL during a lethal encounter.

DEVELOPMENT PLAN & STATUS: OHPD converted to 9mm pistols over a year ago. When we did so, we purchased half of our pistols with a "cut out" on the frame, in anticipation of moving to optic sites at some point. We recently sent our two firearms instructors through a "Pistol Optics Instructor" course. We have evaluated pistol optics and have narrowed choices down to two manufacturers. If approved, we'd narrow that to the one we believe would be best and move through an appropriate evaluation and purchase process. We would have to put each officer through a department training program prior to allowing them to carry firearms with the sites.

COST & FINANCING DATA: The purchase will be funded by the General Fund.

FUND 001.50—POLICE

Pistol Optics

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021

Estimated Completion: FY 2021

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



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
General Fund		\$15,000						\$15,000
TOTAL REQUESTED FUNDS:		\$15,000						\$15,000

*Spent to Date is up to 8/31/2020 only.

PROJECT DESCRIPTION: Firearms (rifles/pistols), sights (optical), Tasers, other assorted equipment related to these items (such as new holsters, software (Tasers), etc.)

PROJECT NEED: Firearms (including rifles and pistols) have a usable "life", which can be determined by a number of factors but often is associated with number of rounds fired. Barrels and other parts wear and replacements of parts or the entire weapon is eventually needed. Additionally, new technology can improve items (such as optics for pistols) and their use. Every officer has a Taser issued to them and many of these Tasers will "expire" (per manufacturer) in 2022 and 2023. New Taser technology is constantly developed, including new training opportunities, such as "Virtual" Tasers, which provide a virtual training environment and enhance deescalation opportunities. Additional gear to allow for the deployment of lethal and non-lethal weapons can further assisted our mission and enhance safety for officers and citizens.

DEVELOPMENT PLAN & STATUS: N/A

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

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

FUND 001.50—POLICE

Firearms, Tasers, & Gear Replacements

ESTIMATED PROJECT & PURCHASE TIMELINE
 Pre-Design: FY
 Engineering/Design: FY
 Purchase/Construction: FY 2023-2025
 Estimated Completion: FY 2023-2025



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
General Fund	-			\$20,000	\$20,000	\$20,000		\$60,000
TOTAL REQUESTED FUNDS:	-			\$20,000	\$20,000	\$20,000		\$60,000

*Spent to Date is up to 8/31/2020 only.

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

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

DEVELOPMENT PLAN & STATUS: Bids will be sought from appropriate installation companies and locations which do roofing. The listed cost estimate is based on previous quotes (2015) and the type of roof which will be installed will be based on the amounts current bids come in at. Once a supplier and contractor are identified, they will coordinate with the police department and public works on a start and anticipated ending date. The installation process will be done in one phase if appropriate. The project was originally requested to begin in 2019, but got pushed out during the last budget to 2021 due to funding limitations. During the 2021-2022 biennial budget, the project was moved to 2023 to free up overburdened financial resources.

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

FUND 001.50—POLICE

White House Roofing Replacement

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2023

Estimated Completion: FY 2023

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



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
General Fund	-			\$15,000				\$15,000
TOTAL REQUESTED FUNDS:	-			\$15,000				\$15,000

*Spent to Date is up to 8/31/2020 only.

FUND 001.38 DEV. SERVICES

Development Services Remodel

PROJECT DESCRIPTION: Remodel existing Development Services counter and office area.

PROJECT NEED: Remodel Development Services counter and office area to reflect safety concerns. In addition, the plan includes remodel of the conference room and office area and to develop a potential file room. With this remodel, a future conference room is anticipated that could include up to 10 people.

DEVELOPMENT PLAN & STATUS: N/A

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

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2023

Purchase/Construction: FY 2023

Estimated Completion: FY 2023

COST ASSUMPTIONS	
Engineering Services	\$5,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$30,000
Subtotal:	\$35,000
Contingency Fees	\$ -
TOTAL:	\$35,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
General Fund				\$35,000				\$35,000
TOTAL REQUESTED FUNDS:				\$35,000				\$35,000

*Spent to Date is up to 8/31/2020 only.

FUND 001.38 DEV. SERVICES

Development Services Permitting System

PROJECT DESCRIPTION: New Permit System

PROJECT NEED: Develop a new electronic permit system to handle building, land use, environmental, engineering and any other related reviews related to private development. The process will include lean techniques that will build in effective methods of review that will also add speed to the process.

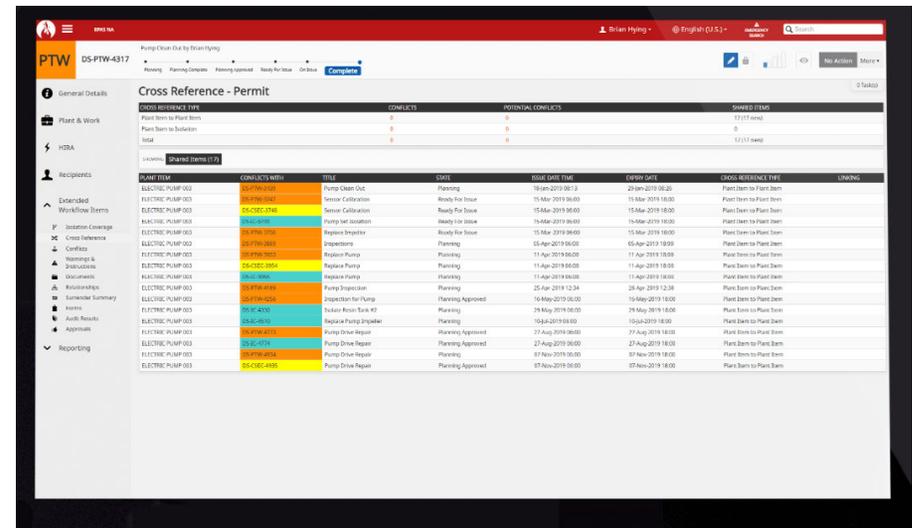
DEVELOPMENT PLAN & STATUS: N/A

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

ESTIMATED PROJECT & PURCHASE TIMELINE

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

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



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
General Fund				\$100,000				\$100,000
TOTAL REQUESTED FUNDS:				\$100,000				\$100,000

*Spent to Date is up to 8/31/2020 only.

PROJECT DESCRIPTION: NEOGOV: Human Resource information management system.

PROJECT NEED: NEOGOV SAAS Subscription Fees + Non Recurring Service Fees + WA Tax; For 2020, total cost was \$26,703 allocated between all departments. For 2021, total cost for the new module is estimated to be approximately \$11,500.

From 2016, HR had submitted this same request for the amount of \$39,100 which was approved and entered into the HR budget; there was a total of \$37,962 allocated to 001.28.518.10.4100, I believe in 2017 or 2018, those funds were then transferred out of HR to Finance for when ExecuTime was the chosen timekeeping system.

DEVELOPMENT PLAN & STATUS: HR began to implement NEOGOV in 2017, with Insight/OHC which is the Applicant Tracking System (ATS) also referred to as the Online Hiring Center for recruitment, selection, interviewing, and offers of employment. Each year since 2017, HR has used the HR budget to implement additional NEOGOV features to include Perform, Learn, and eForms (\$5,000-\$8,000 for each addition). For 2020, it was the first year the total cost of NEOGOV annual subscription fees were allocated between the departments (\$26,703 total cost). For 2021, the total cost for NEOGOV to add Core HR which will include benefit administration and has the ability to include scheduling, timekeeping, and leave management will be approximately \$36,000.

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

FUND 001.28 HR

HRIS Management System

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021

Estimated Completion: FY 2021



COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$11,500
Construction Services	\$ -
Subtotal:	\$11,500
Contingency Fees	\$ -
TOTAL:	\$11,500

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
General Fund		\$11,500						\$11,500
TOTAL REQUESTED FUNDS:		\$11,500						\$11,500

*Spent to Date is up to 8/31/2020 only.

PROJECT DESCRIPTION: Plan to purchase a new financial software.

PROJECT NEED: The City’s current financial software system EDEN is outdated and will eventually be unsupported. This was the predominant choice of Washington local governments in the 90’s. Eden was purchased and assumed into Tyler Technologies (Tyler) in 2003. Tyler made some initial improvements to Eden early on but has stopped evolving the product long ago. As such, the software functionality has not kept pace with modern finance office processes. The City’s systems are primarily paper-based and “bureaucratic”. Bureaucracy serves a purpose and a certain amount helps provide necessary controls on financial activity. However, many processes are overly burdensome due to the age of the financial software systems in place.

DEVELOPMENT PLAN & STATUS: N/A

COST & FINANCING DATA: The purchase will be funded from General Fund.

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$305,000
Construction Services	\$ -
Subtotal:	\$305,000
Contingency Fees	\$ -
TOTAL:	\$305,000

FUND 007.30 FINANCE CAPITAL

New Financial System

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2022-2023

Estimated Completion: FY 2022-2023



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							6 YR TOTAL
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	
General Fund	-		\$25,000	\$131,434				\$156,434
Proprietary Allocation				\$114,477				\$114,477
Streets				\$9,186				\$9,186
Senior Center				\$3,299				\$3,299
Facility				\$21,604				\$21,604
TOTAL REQUESTED FUNDS:			\$25,000	\$280,000				\$305,000

*Spent to Date is up to 8/31/2020 only.

001.35—LEGAL

Prolaw Software Upgrade

PROJECT DESCRIPTION: Upgrade to Prolaw (Legal Department criminal/civil database) software program.

PROJECT NEED: The Legal Department is currently having Prolaw write two reports for us. Once these reports have been completed, IT will be able to upgrade Marianne and Kim's computers to run on Windows 10 instead of Windows 7 and we can upgrade Prolaw to the latest version. Project cost for upgrade and annual maintenance fee is estimated at \$10,000 for 2021.

DEVELOPMENT PLAN & STATUS: n/a

COST & FINANCING DATA: This project will be funded from the General Fund.

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021

Estimated Completion: FY 2021

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$10,000
Construction Services	\$ -
Subtotal:	\$10,000
Contingency Fees	\$ -
TOTAL:	\$10,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
General Fund		\$10,000						\$10,000
TOTAL REQUESTED FUNDS:		\$10,000						\$10,000

*Spent to Date is up to 8/31/2020 only.

FUND 001.45 GENERAL GOV

Whidbey Homeless Coalition Contribution

PROJECT DESCRIPTION: Contribution to the Whidbey Homeless Coalition in a joint effort with the County to address homelessness on Whidbey.

PROJECT NEED: The \$50,000 capital contribution would likely be for the Building Purchase and Upgrade. A property purchase is already being led by a Commerce grant with Island County and the City as a supporter.

DEVELOPMENT PLAN & STATUS: N/A

COST & FINANCING DATA: The contribution will be funded from General Fund and REET 2.

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021

Estimated Completion: FY 2021

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



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							6 YR TOTAL
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	
General Fund		\$5,000						\$5,000
REET 2		\$45,000						\$45,000
TOTAL REQUESTED FUNDS:		\$50,000						\$50,000

*Spent to Date is up to 8/31/2020 only.

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

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

DEVELOPMENT PLAN & STATUS: The 2019 replacement unit has been completed. The 2020 unit is in progress and will be replaced & completed in fall 2020.

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

FUND 001.55—FIRE

HVAC Unit Replacements

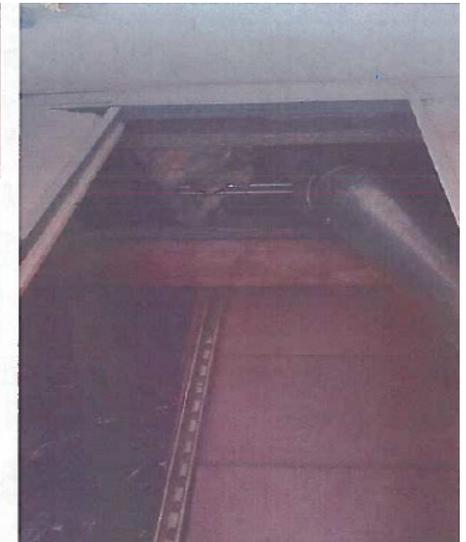
ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2019-2022

Estimated Completion: FY 2022



COST ASSUMPTIONS (2019-2024)	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment (\$25,000/Year)	\$100,000
Construction Services	\$ -
Subtotal:	\$100,000
Contingency Fees	\$ -
TOTAL:	\$100,000

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
General Fund	-	\$5,000	\$5,000					\$10,000
REET 1	-	\$20,000	\$20,000					\$40,000
2019 Purchase:	\$16,288							
TOTAL REQUESTED FUNDS:	\$16,288	\$25,000	\$25,000					\$50,000

*Spent to Date is up to 8/31/2020 only.

PROJECT DESCRIPTION: There are two projects under Fire Station Improvements:

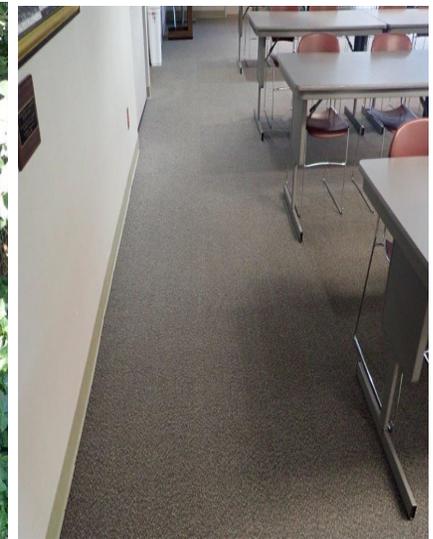
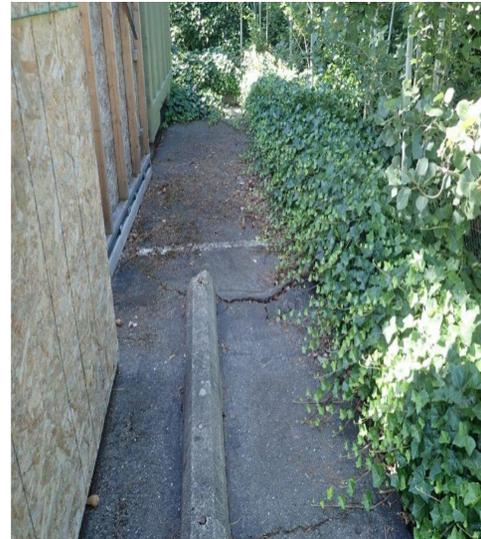
1. Reseal the Fire Department asphalt parking lot.
2. Replace Carpeting

PROJECT NEED: 1. Asphalt Reseal: The parking lot is showing signs of wear and tear. There are tree roots pushing up the asphalt and there are areas that the top coat of asphalt is wearing and creating gaps in the surface coating. The asphalt was to have been resurfaced 5 years ago but was pulled from the budget. **2. Carpet Replacement:** After 28 years of use, areas of the carpeting are failing. Specifically the classroom and stairs. Carpeting was replaced on the east side of the office area approximately 10 years ago. The carpet in the classroom is stained and worn. The carpet on the stairs is worn out and the threads of backing are showing. The carpet on the stairs have the potential of creating a tripping/fall hazard when it becomes more worn.

DEVELOPMENT PLAN & STATUS: 1. Asphalt Reseal: Hire an asphalt resurfacing company to prep the asphalt, cut the failing sections of asphalt, and remove the tree roots that are growing through the asphalt. Patch the areas that the asphalt has been removed and reseal the entire lot, including all the parking stalls, and handicapped parking areas. Additionally provide a sealer between the asphalt and the concrete pads. **2. Carpet Replacement:** The FD is considering two potential options in the classroom: 1) Remove and replace the carpet with all weather carpeting OR 2) Remove the carpet and replace with vinyl squares—depending on the durability of the squares. This was completed in the kitchen several years ago with high success. The FD would need to complete a full analysis of cost versus longevity.

COST & FINANCING DATA: The project will be fully funded by the General Fund and REET

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$56,000
Machinery & Equipment	\$ -
Construction Services	\$ -
Subtotal:	\$56,000
Contingency Fees	\$ -
TOTAL:	\$56,000



FUND 001.55—FIRE

Fire Station Improvements

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: **FY**

Engineering/Design: **FY**

Purchase/Construction: **FY 2021 & FY 2023**

Estimated Completion: **FY 2021 & FY 2023**

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
General Fund		\$3,000		\$5,000				\$8,000
REET 1		\$13,000						\$13,000
REET 2				\$35,000				\$35,000
TOTAL REQUESTED FUNDS:		\$16,000		\$40,000				\$56,000

*Spent to Date is up to 8/31/2020 only.

PROJECT DESCRIPTION: A complete tool set of battery power extrication tools. Brand name Hurst EDraulic or compatible battery powered cutters, rams, spreaders for vehicle extrication and/or confined space rescue operations.

PROJECT NEED: Currently the department utilizes a gasoline powered hydraulic pump with hoses to operate spreaders, cutters, and rams. With our current tool we can only operate two tools at the same time. This is due to the limitations of the pump—as it has two high pressure discharge ports for the hoses. Our current system is of an older design and does not have the required tip pressure or power to cut through the newly revised auto industry safety standards for vehicle design. The new technology of vehicle construction with high tensile steel and multiple layers of steel in the “A” and “B” posts requires a higher pressure cutting and pushing force.

Due to the design of our unit, with the use of hoses, we are limited on the distance we can be away from the power head. In the event a vehicle is over an embankment or a long distance from where we can setup the power head our unit is non-operational.

The new battery powered units are fully self contained and the battery provides for 45 minutes of tool usage. Should the battery go dead, change out the battery and continue extrication.

DEVELOPMENT PLAN & STATUS: N/A

COST & FINANCING DATA: The project will be fully funded by a Grant (if awarded)

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$80,000
Construction Services		\$ -
	Subtotal:	\$80,000
Contingency Fees		\$ -
	TOTAL:	\$80,000

FUND 001.55—FIRE

Battery Powered Hydraulic Extrication Tools

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021

Estimated Completion: FY 2021



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Grant		\$80,000						\$80,000
TOTAL REQUESTED FUNDS:		\$80,000						\$80,000

*Spent to Date is up to 8/31/2020 only.

FUND 001.55—FIRE

Station Chairs Replacement

PROJECT DESCRIPTION: Replace old and worn out station chairs.

PROJECT NEED: Classroom, lobby, office, conference room, and dining room chairs are 28 years old. The chairs are beginning to fail, fabric is worn and faded, there are holes in the arm rests, and the office chairs are not ergonomically correct. There are no replacement parts available for the classroom chairs. The dining room chairs have broken backs and legs. We propose to split the purchases between 2023 and 2024.

DEVELOPMENT PLAN & STATUS: N/A

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

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2023-2024

Estimated Completion: FY 2023-2024

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$18,700
Construction Services	\$ -
Subtotal:	\$18,700
Contingency Fees	\$ -
TOTAL:	\$18,700



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
General Fund				\$8,200	\$10,500			\$18,700
TOTAL REQUESTED FUNDS:				\$8,200	\$10,500			\$18,700

*Spent to Date is up to 8/31/2020 only.

FUND 007.55—FIRE CAPITAL

West Side Fire Station

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

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

DEVELOPMENT PLAN & STATUS: N/A

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

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

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2026

Purchase/Construction: FY 2026

Estimated Completion: FY 2026



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
GO Bond	-						\$3,300,000	\$3,300,000
TOTAL REQUESTED FUNDS:	-						\$3,300,000	\$3,300,000

*Spent to Date is up to 8/31/2020 only.

FUND 007—PARKS CAPITAL

Harbor Heights Park Land & Improvements P1

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

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

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

- In 2020, the land purchase was finalized. The total spent as of 8/31/2020 is \$1,185,425.59 to include the land purchase and related legal fees.

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

ESTIMATED PROJECT & PURCHASE TIMELINE

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

Engineering/Design: **FY 2021**

Purchase/Construction: **FY 2021-2026**

Estimated Completion: **FY 2026**



COST ASSUMPTIONS (2019-2024)	
Engineering/Design Services	\$ 175,000
Land Purchase	\$1,250,000
Machinery & Equipment	\$12,000
Construction Services	\$1,648,712
Subtotal:	\$3,085,712
Contingency Fees	\$ -
TOTAL:	\$3,085,712

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
YAF Grant	\$1,156	\$33,844	\$315,000					\$348,844
REET 1/2	\$868,819	\$195,000	\$95,000	\$115,000	\$155,000	\$200,000	\$200,000	\$960,000
Park Impact Fees	\$31,184	\$30,000	\$70,000	\$70,000	\$70,000	\$25,000	\$25,000	\$290,000
Donations	-		\$60,000	\$40,000				\$100,000
General Fund	\$284,267							
Project BFB	-	\$201,442						\$201,442
TOTAL REQUESTED FUNDS:	\$1,185,426	\$460,286	\$540,000	\$225,000	\$225,000	\$225,000	\$225,000	\$1,900,286

*Spent to Date is up to 8/31/2020 only.

FUND 001.70—PARKS

Parks Security Cameras

PROJECT DESCRIPTION: Installation of security cameras to integrate with current system from 2020 for Windjammer Park, Flintstone Park, Hal Ramaly, Little League fields, Volunteer Park, Skateboard Park.

PROJECT NEED: There are currently security cameras at Flintstone, Hal Ramaly, and Volunteer Parks. This would either change those out to a comparable system with those being installed in 2020 or utilize them if possible. This project would also include adding security cameras and wiring at Windjammer Park, Little League Fields and at the Skateboard Park.

DEVELOPMENT PLAN & STATUS: N/A

COST & FINANCING DATA: The study will be funded by the General Fund.

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021

Estimated Completion: FY 2021

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services (Feasibility)		\$ -
Machinery & Equipment		\$75,000
Construction Services		\$ -
	Subtotal:	\$75,000
Contingency Fees		\$ -
	TOTAL:	\$75,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Sleeper Road Sale Proceeds	-	\$75,000						\$75,000
TOTAL REQUESTED FUNDS:	-	\$75,000						\$75,000

*Spent to Date is up to 8/31/2020 only.

FUND 001.70—PARKS

Lagoon Bridge Replacement

PROJECT DESCRIPTION: Replacement of the existing lagoon bridge at Windjammer Park.

PROJECT NEED: The bridge was donated to the City to replace the existing bridge. Crane services to remove existing bridge and install new bridge. May require concrete cutting to alter the height of the existing concrete piers

DEVELOPMENT PLAN & STATUS: N/A

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

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021

Estimated Completion: FY 2021

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services (Feasibility)		\$ -
Machinery & Equipment		\$70,000
Construction Services		\$ -
	Subtotal:	\$70,000
Contingency Fees		\$ -
	TOTAL:	\$70,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
General Fund	-	\$30,000						\$30,000
In Kind Donation		\$40,000						\$40,000
TOTAL REQUESTED FUNDS:	-	\$70,000						\$70,000

*Spent to Date is up to 8/31/2020 only.

FUND 320—PARKS

Portland Loos

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

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

DEVELOPMENT PLAN & STATUS: N/A

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

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2018-2021

Estimated Completion: FY 2021



COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$179,676
Construction Services	\$115,000
Subtotal:	\$294,676
Contingency Fees	\$ -
TOTAL:	\$294,676

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Project BFB	\$219,676	\$75,000						\$75,000
TOTAL REQUESTED FUNDS:	\$219,676	\$75,000						\$75,000

*Spent to Date is up to 8/31/2020 only.

FUND 007—PARKS CAPITAL

Tyhuis & Koetje Park Playground Equipment

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

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

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

DEVELOPMENT PLAN & STATUS: The project is in progress in 2020. It is expected to be completed in early 2021.

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

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021

Estimated Completion: FY 2021

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



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Project BFB	-	\$80,500						\$80,500
	-							
TOTAL REQUESTED FUNDS:	-	\$80,500						\$80,500

*Spent to Date is up to 8/31/2020 only.

FUND 007—PARKS CAPITAL

Sunrise Rotary Dog Park Expansion

PROJECT DESCRIPTION: Expanding the size of the existing leash free dog park further onto the old land fill property. This will require the installation of approximately 800 ft of Chain link fencing. Will also add seating and picnic sites and other amenities. Hog wire will also be added to sections of the existing barb wire fence to the east and north perimeter of the property.

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

DEVELOPMENT PLAN & STATUS: As of 8/31/2020, this project is in progress. We are expected to spend \$22,000 by the end of the year and an additional \$18,000 in 2021. We may also receive in kind (non-cash) donations to complete the project.

COST & FINANCING DATA: The project will be funded by Neighborhood Impact Fees (Fund 125) and Park Impact Fees (Fund 127).

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2020-2021

Estimated Completion: FY 2021



COST ASSUMPTIONS (2020-2021)	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$40,000
Construction Services	\$ -
Subtotal:	\$40,000
Contingency Fees	\$ -
TOTAL:	\$40,000

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
125 Impact Fees		\$950						\$950
127 Impact Fees	-	\$17,050						\$17,050
TOTAL REQUESTED FUNDS:		\$18,000						\$18,000

*Spent to Date is up to 8/31/2020 only.

FUND 007—PARKS CAPITAL

Neil Park Pickleball Courts

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

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

DEVELOPMENT PLAN & STATUS: N/A

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

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2021

Purchase/Construction: FY 2021

Estimated Completion: FY 2021

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



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
REET 2	-	\$50,000						\$50,000
Donations	-	\$30,000						\$30,000
TOTAL REQUESTED FUNDS:	-	\$80,000						\$80,000

*Spent to Date is up to 8/31/2020 only.

FUND 001.70—PARKS

7th Avenue Wetlands Trail Feasibility Study

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

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

DEVELOPMENT PLAN & STATUS: N/A

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

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY 2023

Engineering/Design: FY 2024

Purchase/Construction: FY

Estimated Completion: FY 2024

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



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
TAP Grant	-				\$100,000			\$100,000
Paths & Trails	-			\$10,000				\$10,000
TOTAL REQUESTED FUNDS:	-			\$10,000	\$100,000			\$110,000

*Spent to Date is up to 8/31/2020 only.

FUND 102—STREETS CAPITAL

SR20 & Fakkema Access Road (Boyer Property)

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

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

DEVELOPMENT PLAN & STATUS: Design & Construct.

The design contract for \$78,500 was started and is expected to be complete before the end of 2020. As of 8/31/20, only \$28,177 has been expended. Construction is planned for 2022.

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

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2020

Purchase/Construction: FY 2022

Estimated Completion: FY 2022

COST ASSUMPTIONS (2019-2022)	
Engineering Services	\$ -
Other Professional Services (Design)	\$78,500
Machinery & Equipment	\$ -
Construction Services	\$481,500
Subtotal:	\$560,000
Contingency Fees	\$ -
TOTAL:	\$560,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Street Operations	\$1,254							
Transportation Impact Fees	\$28,177							
Project BFB			\$481,500					\$481,500
TOTAL REQUESTED FUNDS:	\$29,431		\$481,500					\$481,500

*Spent to Date is up to 8/31/2020 only.

FUND 102—STREETS CAPITAL

Shoreline Restoration: Midway to Regatta

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

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

DEVELOPMENT PLAN & STATUS: N/A

COST & FINANCING DATA: This project will be fully funded by a combination Streets & REET 1/2, Water, Wastewater, & Storm Drain Funds.

ESTIMATED PROJECT & PURCHASE TIMELINE
 Pre-Design: **FY 2019**
 Engineering/Design: **FY 2019**
 Purchase/Construction: **FY 2021-2026**
 Estimated Completion: **FY 2026**

COST ASSUMPTIONS (2019-2024)	
Pre-Design/Feasibility Services	\$200,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$1,800,000
Subtotal:	\$2,000,000
Contingency Fees	\$ -
TOTAL:	\$2,000,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Street Operations/REET	\$453	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$300,000
Water Operations	-	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$300,000
Wastewater Operations	-	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$300,000
Storm Drain Operations	-	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$300,000
Project BFB		\$200,000						\$200,000
TOTAL REQUESTED FUNDS:	\$453	\$500,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$2,000,000

*Spent to Date is up to 8/31/2020 only.

PROJECT DESCRIPTION: Street maintenance overlays and other street improvements

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

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

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

FUND 102—STREETS CAPITAL

Annual Street Improvements

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2019-2026

Estimated Completion: FY 2019-2026

COST ASSUMPTIONS (2019-2026)	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$3,971,011
Subtotal:	\$3,971,011
Contingency Fees	\$ -
TOTAL:	\$3,971,011

2020 CURRENT PROJECT LISTING	SPENT @ 8/31/20
OHI Mid Block Crossing (Completed)	\$61,929.96
Pasek Sewer Vault Sidewalk Repairs (In Progress)	\$11,241.55
Waterfront Pedestrian Improvements (In Progress)	\$183,524.05
Fort Nugent; Bayshore; & Dock Overlay (In Progress)	
TOTAL:	\$256,696



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Street Operations	\$256,696	\$30,000	\$30,000	\$400,000	\$400,000	\$400,000	\$400,000	\$1,660,000
REET 1		\$85,000	\$85,000	\$50,000	\$50,000	\$50,000	\$50,000	\$370,000
REET 2		\$85,000	\$85,000	\$50,000	\$50,000	\$50,000	\$50,000	\$370,000
Project BFB		\$206,161						\$206,161
Arterials		\$300,000						
TOTAL REQUESTED FUNDS:	\$256,696	\$706,161	\$200,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,906,161

*Spent to Date is up to 8/31/2020 only.

FUND 101—STREETS

Lee Boy 5300 Paver (Used)

PROJECT DESCRIPTION: 5300 Asphalt Paver-12,700 lbs that transports at 4"5" with a 7 ton hopper (Used Paver).

PROJECT NEED: With the TBD next several years and with other street maintenance the street crew could use a small paver for bigger patches that will be needed after several rehabilitating grinds that will be needed to do for street improvements. Will also allow the crew to do pathways/walkways and pave some anyways that need to be improved. Right now all patching is done by hand. This paver is also small enough that it will fit on tilt trailers that we already have in the fleet and will keep a small imprint in the work zone.

DEVELOPMENT PLAN & STATUS: The paver will provide an efficient and better end product than what the crew can do now and will enable them to accomplish more asphalt work at the end of the day.

COST & FINANCING DATA: This purchase will be replacing the Gilcrest Paver and funded out of the 502 Replacement fund. Funding allocations from utility departments are to be determined. Rent to own options are also being explored.

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021

Estimated Completion: FY 2021



COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$120,000
Construction Services		\$ -
	Subtotal:	\$120,000
Contingency Fees		\$ -
	TOTAL:	\$120,000

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Streets Operations	-							
502 Replacements		\$120,000						\$120,000
TOTAL REQUESTED FUNDS:	-	\$120,000						\$120,000

*Spent to Date is up to 8/31/2020 only.

PROJECT DESCRIPTION: Smaller pickup truck for Supervisor

PROJECT NEED: Street Division right now has 4 vehicles that are used by the crew; a 1 ton flat bed which gets used the most for hauling material and also for striping, a half ton pickup truck used for pulling trailers for work and moving cones, barricades, paint trailer and the crack sealing trailer, a 1 ton sign truck that is also used for hauling trailers with heavier equipment and the Leads half ton truck which gets utilized for and by the crew when a vehicle is down and they need another truck.

With the addition of a supervisor and a full crew the division will need on more vehicle and it will enable the supervisor to come and go to different job tasks.

DEVELOPMENT PLAN & STATUS: An additional vehicle will enhance the crew to get to and from several tasks going on at the same time and also the supervisor to ensure a vehicle to go from the field to meetings as they take place during the day.

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

FUND 101—STREETS

Foreman's Pickup Truck

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2023

Estimated Completion: FY 2023

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$35,000
Construction Services	\$ -
Subtotal:	\$35,000
Contingency Fees	\$ -
TOTAL:	\$35,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							6 YR TOTAL
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	
Streets Operations				\$35,000				\$35,000
TOTAL REQUESTED FUNDS:				\$35,000				\$35,000

*Spent to Date is up to 8/31/2020 only.

PROJECT DESCRIPTION: Streets purchased a storage tank from the City of Bellingham and we need to purchase a fuel style pump to fill tanks on sanders and to keep track of brine dispensed from the tank-possibility of County utilizing this system also.

PROJECT NEED: The street division sanding and snow removal equioment is designed to use salt brine to effectively pre-treat and post-apply salt brine to the streets. It has proven to be effective in melting ice and snow on the city streets. With our new brine production system we can produce 3600 gallons of brine per hour and then once we plumb the machine tour 1 0,000 gallon tank with a pump to dispence and keep track of the material used in our sanders and possibly the Counties sanders if they decide to go this route with their program.

DEVELOPMENT PLAN & STATUS: Purchase pump and the plumbing needed to connect to brine production system.

COST & FINANCING DATA: This purchase will be fully funded by Street Operations

FUND 101—STREETS

Salt Brine Tank Pump

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021

Estimated Completion: FY 2021

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



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							6 YR TOTAL
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	
Streets Operations	-	\$15,000						\$15,000
TOTAL REQUESTED FUNDS:	-	\$15,000						\$15,000

*Spent to Date is up to 8/31/2020 only.

FUND 101—STREETS

RRBF Pedestrian Solar Lights—Heller Road

PROJECT DESCRIPTION: 30-Watt Solar RRFB for the replacement of inroad lights and signs at NW Heller St And NW 2nd Ave

PROJECT NEED: With the overlay on NW Heller St the division will remove the older and failing inroad lights and signs and put in updated RRFB to be installed with bumpouts for pedestrian safety crossing.

DEVELOPMENT PLAN & STATUS: Capital project planned for 2021 with the available TIP funds to match

COST & FINANCING DATA: This purchase will be fully funded by Street Operations

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021

Estimated Completion: FY 2021



COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$9,000
Construction Services	\$ -
Subtotal:	\$9,000
Contingency Fees	\$ -
TOTAL:	\$9,000

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Streets Operations	-	\$9,000						\$9,000
TOTAL REQUESTED FUNDS:	-	\$9,000						\$9,000

*Spent to Date is up to 8/31/2020 only.

FUND 103—ARTERIALS CAPITAL

NE 7th Avenue Improvements

PROJECT DESCRIPTION: Street Improvement project to design, purchase right of way and construct NE 7th Ave from SR 20 to N Oak Harbor St.

PROJECT NEED: NE 7th Ave is a sub standard arterial street with no sidewalks which has been identified in the transportation plan as not meeting level of service.

DEVELOPMENT PLAN & STATUS: Design; Right of Way acquisition; Construction

COST & FINANCING DATA: The project will be funded by grants and impact fees.

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2021

Purchase/Construction: FY 2022-2024

Estimated Completion: FY 2024

COST ASSUMPTIONS	
Engineering Services	\$498,035
Right of Way Acquisition	\$624,278
Machinery & Equipment	\$ -
Construction Services	\$3,077,687
Subtotal:	\$4,200,000
Contingency Fees	\$ -
TOTAL:	\$4,200,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
STBG/IRTPPO Grant	-	\$430,800	\$194,174	\$345,826	\$2,600,352			\$3,571,152
105 Impact fees	\$1,014		\$30,305	\$53,973	\$405,835			\$490,113
General Fund	-				\$71,500			\$71,500
Project BFB		\$67,235						\$67,235
TOTAL REQUESTED FUNDS:	\$1,014	\$498,035	\$224,479	\$399,799	\$3,077,687			\$4,200,000

*Spent to Date is up to 8/31/2020 only.

FUND 103—ARTERIALS CAPITAL

NW Heller Street Overlay

PROJECT DESCRIPTION: This project will apply maintenance overlay to NW Heller St. Using federal funds to an overlay project requires that the pedestrian facilities and intersections along this roadway to be updated to meet the ADA standards and requirements. The ADA improvements are not covered by the grant and will be required from local funds.

PROJECT NEED: The ADA designs will need to be done prior to the overlay project and will therefore require engineering and design work. No ROW acquisition is expected for the project.

DEVELOPMENT PLAN & STATUS: The project is scheduled for grant funding through the IRTPO in 2021-2022.

COST & FINANCING DATA: The project will primarily be funded by grants and a portion of Arterials funds.

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2022

Purchase/Construction: FY 2022

Estimated Completion: FY 2022



COST ASSUMPTIONS	
Engineering Services	\$39,200
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$344,540
Subtotal:	\$383,740
Contingency Fees	\$ -
TOTAL:	\$383,740

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							6 YR TOTAL
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	
Federal Grant	-		\$311,927					\$311,927
Arterials	-		\$71,813					\$71,813
TOTAL REQUESTED FUNDS:	-		\$383,740					\$383,740

*Spent to Date is up to 8/31/2020 only.

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

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

DEVELOPMENT PLAN & STATUS: Currently the approved IRTPO 6-yr funding plan indicates that the project is scheduled for PE in 2021. The collaborative design will take a year or two. After the design, right-of-way acquisitions are planned to be completed by 2023. Bidding and construction is scheduled for 2024.

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

FUND 103—ARTERIALS CAPITAL

Hoffman Road to 16th Ave Trail

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2023

Purchase/Construction: FY 2023-2024

Estimated Completion: FY 2024



COST ASSUMPTIONS		
Engineering Services		\$65,175
Right of Way Acquisition		\$9,364
Machinery & Equipment		\$ -
Construction Services		\$40,968
	Subtotal:	\$115,507
Contingency Fees		\$ -
	TOTAL:	\$115,507

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
105 Impact fees	-			\$9,364	\$40,968			\$50,332
Project BFB				\$65,175				\$65,175
TOTAL REQUESTED FUNDS:	-			\$74,539	\$40,968			\$115,507

*Spent to Date is up to 8/31/2020 only.

PROJECT DESCRIPTION: Develop an Active Transportation Plan

PROJECT NEED: Active Transportation is an active means of travel such as walking, biking, roller blading, or skateboarding to get from one place to another. Almost everyone uses active transportation at some point in a trip, whether walking to a bus stop, bicycling to work or rolling home from a ferry terminal. An active transportation network has an underlying functionality that supports recreation. Having a plan to support these activities has many benefits, and recreation is one component. Recreation is increasingly becoming an avenue to promote wellness, health, transportation, and boost the micro economy. Cities across the country are looking for opportunities to improve access to recreation. One of the easiest ways to do this is to look at the existing street network and see if there is a potential to provide active transportation opportunities for its citizens every day and in front of their house.

DEVELOPMENT PLAN & STATUS: The City would like to development a plan that will include an assessment of the existing conditions of infrastructure, signage, parking and whatever else is in the rights-of-way. Recommendations will be develop after taking public participation and input from various local interest groups, users, commuters, residents, transit, businesses, offices, county, state, NAS Whidbey, etc. The plan will identify safety enhancements and striping and signage recommendations. The Plan will also include recommendations of developing programs, policy changes, development regulations, and other steps to keep the street network open to safe recreation.

COST & FINANCING DATA: The project will be funded by grants, arterials, and paths & trails.

FUND 103—ARTERIALS CAPITAL

Active Transportation Plan

ESTIMATED PROJECT & PURCHASE TIMELINE
 Pre-Design: FY
 Engineering/Design: FY 2021
 Purchase/Construction: FY 2021
 Estimated Completion: FY 2021



COST ASSUMPTIONS	
Professional/Engineering Services	\$150,000
Right of Way Acquisition	\$ -
Machinery & Equipment	\$ -
Construction Services	\$ -
Subtotal:	\$150,000
Contingency Fees	\$ -
TOTAL:	\$150,000

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
STBG/IRTPO Grant		\$129,750						\$129,750
Arterials		\$7,250						\$7,250
Paths & Trails		\$13,000						\$13,000
TOTAL REQUESTED FUNDS:		\$150,000						\$150,000

*Spent to Date is up to 8/31/2020 only.

FUND 103—ARTERIALS CAPITAL

Midway Boulevard Reconstruction

PROJECT DESCRIPTION: Pavement Preservation/ADA upgrades on Midway Boulevard

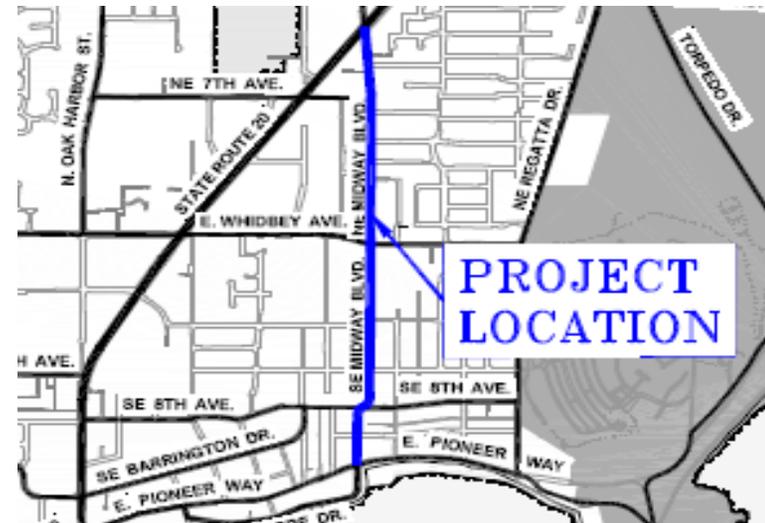
PROJECT NEED: Project will grind 2-inches existing asphalt pavement and place 3-inches of new pavement. All sidewalk ADA ramps will be upgraded to the latest standards. Re-stripe to a 3-lane section with bicycle lanes/markings/signage. Upgrade traffic signal controls to camera controls.

DEVELOPMENT PLAN & STATUS:

COST & FINANCING DATA: The project will be funded by grants and impact fees.

ESTIMATED PROJECT & PURCHASE TIMELINE
 Pre-Design: FY
 Engineering/Design: FY 2025
 Purchase/Construction: FY 2025
 Estimated Completion: FY 2025

COST ASSUMPTIONS	
Engineering Services	\$100,000
Right of Way Acquisition	\$ -
Machinery & Equipment	\$ -
Construction Services	\$850,000
Subtotal:	\$950,000
Contingency Fees	\$ -
TOTAL:	\$950,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
STBG/IRTPO Grant						\$821,750		\$821,750
Arterials						\$128,250		\$128,250
TOTAL REQUESTED FUNDS:						\$950,000		\$950,000

*Spent to Date is up to 8/31/2020 only.

PROJECT DESCRIPTION: Street maintenance overlays

PROJECT NEED: City streets have deteriorated to the point of needing an asphalt overlay or chip seal to restore the surface to prolong street service life

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

COST & FINANCING DATA: The project will be funded by TBD funds.

FUND 108—TBD CAPITAL

Transportation Benefit District #1 Overlays

ESTIMATED PROJECT & PURCHASE TIMELINE

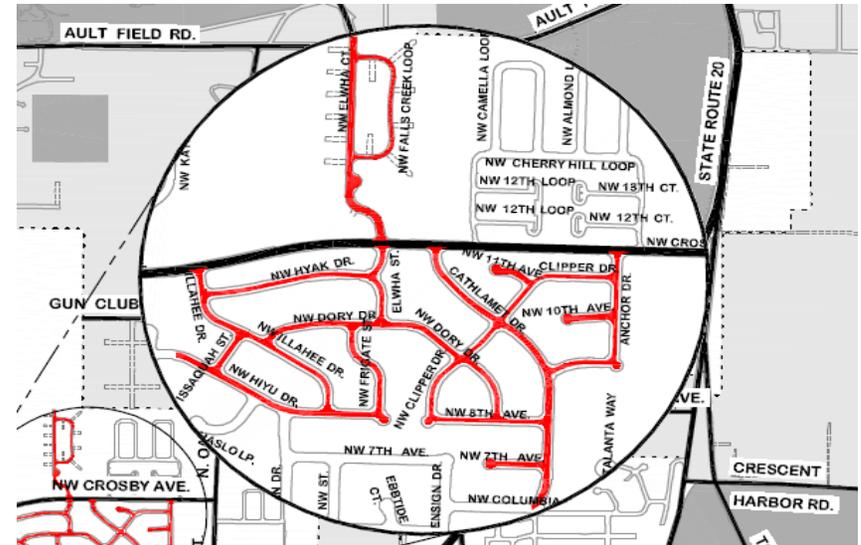
Pre-Design: FY

Engineering/Design: FY 2021-2026

Purchase/Construction: FY 2021-2026

Estimated Completion: FY 2021-2026

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services		\$5,400,000
	Subtotal:	\$5,400,000
Contingency Fees		\$ -
	TOTAL:	\$5,400,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
TBD Funds (Fund 107)	\$5,873	\$900,000	\$900,000	\$900,000	\$900,000	\$900,000	\$900,000	\$5,400,000
TOTAL REQUESTED FUNDS:	\$5,873	\$900,000	\$900,000	\$900,000	\$900,000	\$900,000	\$900,000	\$5,400,000

*Spent to Date is up to 8/31/2020 only.

PROJECT DESCRIPTION: Removal and replacement of roof at the city building located at 51 SE Jerome St (The Oak Harbor Senior Center). Both the flat portions and the asphalt composition roofing need to be replaced.

PROJECT NEED: The current roof is the original roof which is now 32 years old and due for replacement. Several areas have been patched every year to extend the life of the roof, however, recent inspection by Public Works personnel show need to replace roofing materials to maintain building integrity. The roof replacement is planned for 2021 as the current process of repairing the roof seems to be working but it needs to be replaced in the next few years. The Senior Center is home to over 700 members and is used 6 days a week for programs, events and classes. It is also available and often used for community meetings and gatherings.

DEVELOPMENT PLAN & STATUS: Quotes have been received to allow a reasonable estimate of the cost to replace the roof. The scope of work includes the removal and replacement of composition shingle and the removal and replacement of flat roof areas.

COST & FINANCING DATA: The project will be funded by the Senior Center operations and REET 2

FUND 129—SENIOR SERVICES

Roof Replacement

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021

Estimated Completion: FY 2021

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services		\$110,386
	Subtotal:	\$110,386
Contingency Fees		\$ -
	TOTAL:	\$110,386



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Senior Services Operations	-	\$5,000						\$5,000
REET 2		\$105,386						\$105,386
TOTAL REQUESTED FUNDS:	-	\$110,386						\$110,386

*Spent to Date is up to 8/31/2020 only.

FUND 325—WINDJAMMER PARK

Windjammer Park Phase2; & Phase 3 Scoping

PROJECT DESCRIPTION: Funds proposed to address WJP phases 2-3. 2021 will include Phase 2 scoping. 2021 will be P2 design and 2022 will be for P2 construction. 2023 will be for phase 3 scoping.

PROJECT NEED: This project is part of the Clean Water Facility. These funds will be used for phase 1-3 of the project.

DEVELOPMENT PLAN & STATUS: N/A

COST & FINANCING DATA: The equipment will be funded by REET 1/2, Impact fees, Grants, and the General Fund.

ESTIMATED PROJECT & PURCHASE TIMELINE
 Pre-Design: **FY 2021**
 Engineering/Design: **FY 2021**
 Purchase/Construction: **FY 2022 (P2)**
 Estimated Completion: **FY 2023**

COST ASSUMPTIONS	
Engineering/Pre-Design Services	\$300,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$2,433,896
Subtotal:	\$2,733,896
Contingency Fees	\$ -
TOTAL:	\$2,733,896



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
General Fund				\$50,000				\$50,000
Park Impact Fees			\$100,000					\$100,000
REET 1			\$885,000					\$885,000
REET 2			\$1,175,000					\$1,175,000
Project BFB		\$523,896						\$523,896
TOTAL REQUESTED FUNDS:		\$523,896	\$2,160,000	\$50,000				\$2,733,896

*Spent to Date is up to 8/31/2020 only.

FUND 510—FACILITY

Shop Floor Restoration

PROJECT DESCRIPTION: Purchase request to restore the mechanic shop floor for safety and efficiency.

PROJECT NEED: Our current floor is 20+ years old, the coating/special paint has been chipped and worn off over time. The floor was designed to heat the shop using overhead radiant heat. The floor acts as a reflector to push the heat throughout the shop. The coating will be white for the mechanics visibility for tools, parts, etc. Spills are easy to identify and clean up as well.

DEVELOPMENT PLAN & STATUS: As of 08/31/2020, the project is in progress and is expected to be complete in early 2021.

COST & FINANCING DATA: This will be purchased from the Shop/Facility fund.

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

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021

Estimated Completion: FY 2021



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Shop/Facility	-	\$60,000						\$60,000
TOTAL REQUESTED FUNDS:	-	\$60,000						\$60,000

*Spent to Date is up to 8/31/2020 only.

FUND 510—FACILITY

Mini Excavator

PROJECT DESCRIPTION: This is for a purchase of a mini excavator to be used by all Public Works Divisions.

PROJECT NEED: Staff currently rents an excavator when needed. We spend about \$5K a year on rentals. Having one in house would be useful and save long term. This would be a motor pool piece of equipment used by all divisions.

DEVELOPMENT PLAN & STATUS: N/A

COST & FINANCING DATA: This will be purchased from the Shop/Facility fund.

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021

Estimated Completion: FY 2021

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$70,000
Construction Services		\$ -
	Subtotal:	\$70,000
Contingency Fees		\$ -
	TOTAL:	\$70,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
510 Facility Operations		\$70,000						\$70,000
TOTAL REQUESTED FUNDS:		\$70,000						\$70,000

*Spent to Date is up to 8/31/2020 only.

FUND 510—FACILITY

Security Camera System

PROJECT DESCRIPTION: Purchase of a security camera system.

PROJECT NEED: Public Works is pretty open and we have some security needs. We often have people jumping our back fence and we have a need to secure the fuel island. We are looking at a basic security system that will run through WIFI and alert as needed to be able to call the Police.

DEVELOPMENT PLAN & STATUS: As of 08/31/2020, the project is in progress. The purchase and installation and is expected to be complete in early 2021.

COST & FINANCING DATA: This will be purchased from the Shop/Facility fund.

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021

Estimated Completion: FY 2021

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$25,000
Construction Services		\$ -
	Subtotal:	\$25,000
Contingency Fees		\$ -
	TOTAL:	\$25,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
510 Facility Operations	-	\$25,000						\$25,000
TOTAL REQUESTED FUNDS:	-	\$25,000						\$25,000

*Spent to Date is up to 8/31/2020 only.

FUND 510—FACILITY

Pressure Washer

PROJECT DESCRIPTION: This project would purchase a larger pressure washer for the shop facility.

PROJECT NEED: The current pressure washer used by all divisions is under powered and in need of a replacement after 24 years. Funds have not been set aside for this piece of equipment.

DEVELOPMENT PLAN & STATUS: N/A

COST & FINANCING DATA: This will be purchased from the Shop/Facility fund.

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

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021

Estimated Completion: FY 2021



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							6 YR TOTAL
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	
510 Facility Operations		\$20,000						\$20,000
TOTAL REQUESTED FUNDS:		\$20,000						\$20,000

*Spent to Date is up to 8/31/2020 only.

FUND 510—FACILITY

GIS/Locator Truck (If position is approved)

PROJECT DESCRIPTION: If the GIS/Locator position is approved a new truck will need to be purchased.

PROJECT NEED: This position will be in the field doing GIS tasks and locating daily. They will need a truck for transportation and for hauling gear. Proposing a small truck with canopy like the Archeologist uses.

DEVELOPMENT PLAN & STATUS: N/A

COST & FINANCING DATA: This will be purchased from the Shop/Facility fund.

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021

Estimated Completion: FY 2021

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



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
510 Facility Operations		\$40,000						\$40,000
TOTAL REQUESTED FUNDS:		\$40,000						\$40,000

*Spent to Date is up to 8/31/2020 only.

FUND 431—WATER CAPITAL

NE Regatta/Crescent Harbor Water Mains

PROJECT DESCRIPTION: Island County is planning a road lowering project at Crescent Harbor Road and NE Regatta Drive. The City 12 inch water main on NE Regatta Drive needs to be lowered to maintain proper depth of pipe to road surface.

PROJECT NEED: As per the inter agency agreement the City is required to lower the water main so the project can move forward. The lowering of the main will be completed by the contractor of the Island County Project.

DEVELOPMENT PLAN & STATUS: The water main lowering is planned into the road project designs are completed. The project has been completed in 2020 but is possibly pending a final bill for payment from Island County for the City share if applicable.

COST & FINANCING DATA: The project will be funded by Water Operations.

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2020

Estimated Completion: FY 2020

COST ASSUMPTIONS (2021-2026)	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$240,000
Subtotal:	\$240,000
Contingency Fees	\$ -
TOTAL:	\$240,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Project BFB	\$21,269	\$230,330						\$230,330
TOTAL REQUESTED FUNDS:	\$21,269	\$230,330						\$230,330

*Spent to Date is up to 08/31/2020 only.

FUND 431—WATER CAPITAL

Deception Pass Bridge Transmission Painting

PROJECT DESCRIPTION: WSDOT is painting the Deception Pass Bridge and the City /US Navy has to pay for the painting of the Transmission line across the bridge.

PROJECT NEED: WSDOT is going to prepare and paint the Deception Pass Bridge the City and the US Navy is required by the agreement with WSDOT to pay to have the water transmission prepped and painted.

DEVELOPMENT PLAN & STATUS: This is a WSDOT project and is managed by the same. The project started in late 2019 and is expected to carry into and be completed in 2021.

COST & FINANCING DATA: The project will be funded by the Water Fund (\$250,000) and Navy contributions (\$182,468).

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2019

Estimated Completion: FY 2021



COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$500,000
Machinery & Equipment	\$ -
Construction Services	\$ -
Subtotal:	\$500,000
Contingency Fees	\$ -
TOTAL:	\$500,000

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Project BFB	\$11,733	\$432,468						\$432,468
TOTAL REQUESTED FUNDS:	\$11,733	\$432,468						\$432,468

*Spent to Date is up to 08/31/2020 only.

FUND 431—WATER CAPITAL

SR20/Campbell Lake Rd Roundabout

PROJECT DESCRIPTION: Relocate the City's 24" water transmission main out of the WSDOT roundabout project at SR 20 and Campbell Lake Rd.

PROJECT NEED: The City was made aware of the possible installation of a traffic roundabout at the intersection of SR 20 and Campbell Lake Rd. Although preliminary, WSDOT may require the City to re-locate its 24 inch water transmission main outside of the project.

DEVELOPMENT PLAN & STATUS: Project needs to be designed with WSDOT proposed plans. Construction will be prior to the WSDOT project or during the project.

COST & FINANCING DATA: The project will be funded by Water Operations.

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2021

Purchase/Construction: FY 2021

Estimated Completion: FY 2021

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services		\$2,300,000
	Subtotal:	\$2,300,000
Contingency Fees		\$ -
	TOTAL:	\$2,300,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Water Reserves	-	\$1,150,000						\$1,150,000
Navy Contribution (50%)		\$1,150,000						\$1,150,000
TOTAL REQUESTED FUNDS:	-	\$2,300,000						\$2,300,000

*Spent to Date is up to 08/31/2020 only.

PROJECT DESCRIPTION: Project consists of 3 separate plans and studies: 1. Emergency Water Supply Study; 2. Water System Plan Update; 3. Risk Assessment & Emergency Response Plan Update

PROJECT NEED: 1. Emergency Water Supply Study: Investigate the potential for additional groundwater sources to be used as emergency supply (~1,000 gpm). It is anticipated that the investigation will determine the feasibility and potential locations of new emergency supply wells. **2. Water System Plan Update:** This plan is required by Washington State Department of Health. WAC 246-290-100 requires Group A water systems to submit a Water System Plan or Plan update to the Washington Department of Health every 6 years. The services of a consultant need to be obtained to perform the required update. **3. Risk Assessment and Emergency Response Plan Update:** Required by the EPA. On October 23, 2018, America's Water Infrastructure Act (AWIA) was signed into law. AWIA Section 2013 requires community drinking water systems serving more than 3,300 people to develop or update risk assessments and emergency response plans (ERPS). The law specifies the components that the risk assessments and ERP's must address, and establishes deadlines by which water systems must certify to EPA completion of the risk assessment and ERP.

DEVELOPMENT PLAN & STATUS: Hire consultant to conduct study and update plans

COST & FINANCING DATA: Funded by Water Operations and Cumulative Reserves.

FUND 401—WATER

Water System Plans and Studies

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021-2023

Estimated Completion: FY 2021-2023

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$763,000
Machinery & Equipment	\$ -
Construction Services	\$ -
Subtotal:	\$763,000
Contingency Fees	\$ -
TOTAL:	\$763,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Water Ops (Proj #1)	-	\$39,800	\$38,400	\$168,000				\$271,800
Cumulative Res (Proj #1)	-	\$69,200	\$25,600	\$112,000				\$181,200
Water Ops (Proj #2)	-	\$200,000						\$200,000
Water Ops (Proj #3)	-	\$110,000						\$110,000
TOTAL REQUESTED FUNDS:	-	\$419,000	\$64,000	\$280,000				\$763,000

*Spent to Date is up to 08/31/2020 only.

FUND 431—WATER CAPITAL

Water System Telemetry Upgrades

PROJECT DESCRIPTION: Upgrade water system telemetry. Existing telemetry is out dated and hardware is obsolete and no longer supported by inter-grater or marketplace.

PROJECT NEED: Existing telemetry hardware is obsolete and no longer supported. The system uses outdated MOSCAD RTU technology that is no longer supported by the inter-grater and marketplace. The only way to acquire replacement hardware for current system is through third party private sellers (eBay). Our current inter-grater has managed to keep the system running using used parts on hand.

Program software also needs to be updated to allow remote access to SCADA system by water division after hours duty staff.

ESTIMATED PROJECT & PURCHASE TIMELINE
Pre-Design: FY
Engineering/Design: FY
Purchase/Construction: FY 2021
Estimated Completion: FY 2021

DEVELOPMENT PLAN & STATUS: Consultation and Construct

COST & FINANCING DATA: The project will be funded by Water Operations.

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services		\$400,000
	Subtotal:	\$400,000
Contingency Fees		\$ -
	TOTAL:	\$400,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Project BFB		\$109,000						\$109,000
Water Operations		\$291,000						\$291,000
TOTAL REQUESTED FUNDS:		\$400,000						\$400,000

*Spent to Date is up to 08/31/2020 only.

PROJECT DESCRIPTION: To replace existing water mains that have deteriorated or are undersized.

PROJECT NEED: This project will systematically replace the existing steel and asbestos-cement (AC) water pipes located throughout the City’s distribution system. The City currently has approximately 100,000 linear feet of old steel and AC pipes, where are typically undersized. Steel and AC pipe deteriorate over time and constitute a major fraction of the City’s distribution system leakage. These pipes also have higher regular maintenance requirements than currently specified ductile iron pipes. In this project, design for replacement of a portion of the City’s AC pipe will occur one year, and will be followed the next year by construction of the design replacement. The design/construction process will then be repeated.

DEVELOPMENT PLAN & STATUS: Design & Construct.

COST & FINANCING DATA: The project will be funded by Water Operations.

FUND 431—WATER CAPITAL

Annual Steel/AC Water Main Replacements

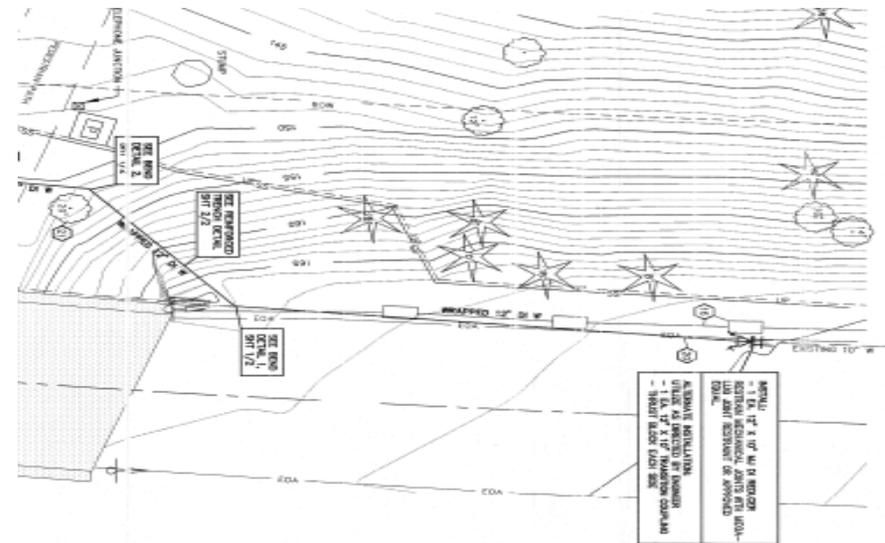
ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2021-2026

Purchase/Construction: FY 2021-2026

Estimated Completion: FY 2021-2026



COST ASSUMPTIONS		
Engineering Services		\$600,000
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services		\$3,400,000
	Subtotal:	\$4,000,000
Contingency Fees		\$ -
	TOTAL:	\$4,000,000

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Water Operations	-	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$3,000,000
Project BFB		\$500,000	\$500,000					\$1,000,000
TOTAL REQUESTED FUNDS:	-	\$1,000,000	\$1,000,000	\$500,000	\$500,000	\$500,000	\$500,000	\$4,000,000

*Spent to Date is up to 08/31/2020 only.

FUND 431—WATER CAPITAL

Well 9 Replacement

PROJECT DESCRIPTION: Replace Well 9.

PROJECT NEED: Project includes removing the existing pumping equipment from well #9. Abandonment of existing casing. Drill new 10 inch diameter well adjacent to existing well location and casing and screens and reinstall pumping equipment if possible.

DEVELOPMENT PLAN & STATUS: The project is in progress and is expected to be completed in 2021.

COST & FINANCING DATA: The project will be funded by Water Operations.

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2020

Estimated Completion: FY 2021

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$301,200
Subtotal:	\$301,200
Contingency Fees	\$ -
TOTAL:	\$301,200



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							6 YR TOTAL
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	
Project BFB	\$9,901	\$291,299						\$291,299
TOTAL REQUESTED FUNDS:	\$9,901	\$291,299						\$291,299

*Spent to Date is up to 08/31/2020 only.

FUND 401—WATER

Ault Field Pump Station VFD Replacement

PROJECT DESCRIPTION: Replace variable frequency drives (VFD) for pumps 1 and 2 at Ault Field Pump Station.

PROJECT NEED: The VFD's for pumps #1 and #2 are obsolete and inoperable. The manufacturer of the VFD's no longer exists and they are no longer supported. Currently our Ault Field Pump Station is running at 50% capacity. The City relies on these pumps at the AFPS to boost water to maintain water storage capacities.

DEVELOPMENT PLAN & STATUS: Design and construct.

COST & FINANCING DATA: The purchase will be funded by Water Operations.

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021

Estimated Completion: FY 2021

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$60,000
Construction Services		\$40,000
	Subtotal:	\$100,000
Contingency Fees		\$ -
	TOTAL:	\$100,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Water Operations	-	\$100,000						\$100,000
TOTAL REQUESTED FUNDS:	-	\$100,000						\$100,000

*Spent to Date is up to 08/31/2020 only.

PROJECT DESCRIPTION: This project will replace 4-inch-diameter asbestos-cement pipe on SE Glencoe Street with new 8-inch-diameter ductile iron pipe. This project includes installation of approximately 2,400 feet of 8-inch ductile iron pipe along SE 4th Avenue between SE Midway Boulevard and SE Glencoe Street, and along SE Glencoe Street between 4th Avenue and 40th NW Street. This project will increase available fire flow in the immediate vicinity to levels above the required 1,000 gpm.

PROJECT NEED: Project has been identified in the Water System Plan and the Capital Improvement Plan.

DEVELOPMENT PLAN & STATUS: Design and Construction in 2021.

COST & FINANCING DATA: The project will be funded by Water Operations.

COST ASSUMPTIONS	
Engineering Services	\$95,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$375,000
Subtotal:	\$470,000
Contingency Fees	\$ -
TOTAL:	\$470,000

FUND 431—WATER CAPITAL

Glencoe Street Fire Flow Improvements

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2021

Purchase/Construction: FY 2021

Estimated Completion: FY 2021



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Water Operations	-	\$470,000						\$470,000
TOTAL REQUESTED FUNDS:	-	\$470,000						\$470,000

*Spent to Date is up to 08/31/2020 only.

FUND 431—WATER CAPITAL

NE Regatta Drive Pipeline Replacement

PROJECT DESCRIPTION: Replace existing 6 Inch Asbestos Cement Main with 8 Inch Ductile Iron Main (DS-1).

PROJECT NEED: This project includes installation of 300 feet of 8-inch DI pipe to replace the existing 6-inch asbestos cement pipe between East Whidbey Avenue and NE 1st Avenue. This project is part of the City’s regular pipe replacement schedule and will improve local pressures and fire flow in the area surrounding the project.

DEVELOPMENT PLAN & STATUS: Design and construct.

COST & FINANCING DATA: The project will be funded by Water Operations.

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2022

Purchase/Construction: FY 2022

Estimated Completion: FY 2022

COST ASSUMPTIONS	
Engineering Services	\$27,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$223,000
Subtotal:	\$250,000
Contingency Fees	\$ -
TOTAL:	\$250,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							6 YR TOTAL
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	
Water Operations	-		\$223,000					\$223,000
Project BFB			\$27,000					\$27,000
TOTAL REQUESTED FUNDS:	-		\$250,000					\$250,000

*Spent to Date is up to 08/31/2020 only.

FUND 401—WATER

North Reservoir Cathodic Protection

PROJECT DESCRIPTION: Install induced current cathodic protection for the North Reservoir.

PROJECT NEED: The North reservoir currently has no induced cathodic protection our other water reservoirs have that protection. To protect the internal reservoir walls from corrosion.

DEVELOPMENT PLAN & STATUS: Design & construct.

COST & FINANCING DATA: The project will be funded by Water Operations.

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY 2021

Engineering/Design: FY

Purchase/Construction: FY 2021

Estimated Completion: FY 2021

COST ASSUMPTIONS	
Engineering Services	\$ -
Pre Design/Feasibility	\$4,000
Machinery & Equipment	\$ -
Construction Services	\$26,000
Subtotal:	\$30,000
Contingency Fees	\$ -
TOTAL:	\$30,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Water Operations	-	\$30,000						\$30,000
TOTAL REQUESTED FUNDS:	-	\$30,000						\$30,000

*Spent to Date is up to 08/31/2020 only.

FUND 431—WATER CAPITAL

West 384 Zone Development

PROJECT DESCRIPTION: This is one part of two small projects are part of a larger project that will help fully develop the West 384 Zone.

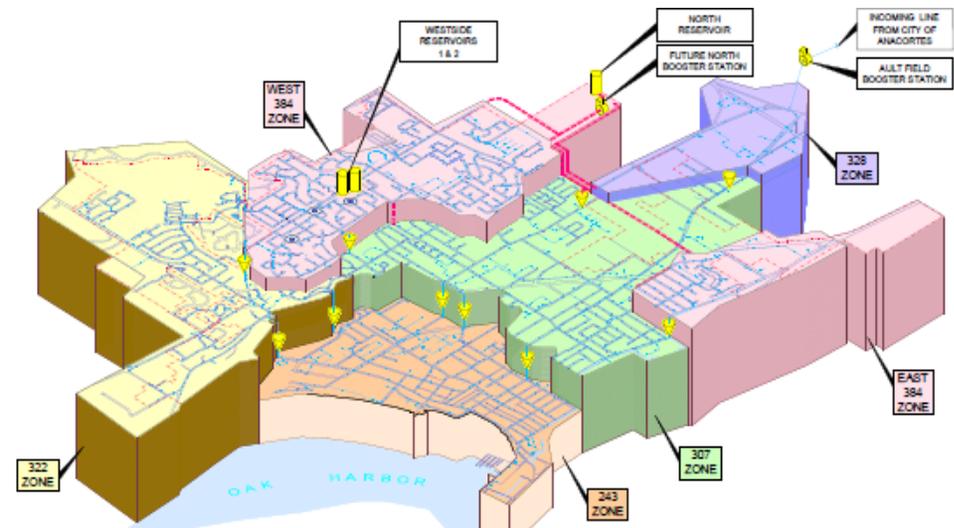
PROJECT NEED: The first is the installation of a 6-inch PRV station along SW 6th Avenue between SW Judson Drive and SW Harrier Street. The second is includes approximately 780 feet of new 8-inch-diameter ductile iron water pipe will replace the existing 6-inch asbestos-cement water pipe and connect SW Barrington Drive and SW London Terrace. A new PRV station will also be included at this location. This project also includes installation of an 8-inch check valve between the future west 384 Zone and the existing 307 Zone (Mainland Zone) break to provide additional fire flow to Oak Harbor High School from the 307 Zone. The valve will be installed near the intersection of NW 2nd Avenue and SW Jib Street and will include a vault.

DEVELOPMENT PLAN & STATUS: Project identified in the Water System plan and the Capital Improvement Plan.

COST & FINANCING DATA: The project will be funded by Water Operations.

ESTIMATED PROJECT & PURCHASE TIMELINE

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



COST ASSUMPTIONS	
Engineering Services	\$73,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$292,000
Subtotal:	\$365,000
Contingency Fees	\$ -
TOTAL:	\$365,000

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Water Operations	-			\$73,000	\$292,000			\$365,000
TOTAL REQUESTED FUNDS:	-			\$73,000	\$292,000			\$365,000

*Spent to Date is up to 08/31/2020 only.

FUND 431—WATER CAPITAL

West 384 Zone Extension Phase

PROJECT DESCRIPTION: This project includes piping and appurtenances that would help create the West 384 pressure zone.

PROJECT NEED: The project includes approximately 5,300 feet of 24-inch ductile iron transmission main from the new North Reservoir across undeveloped land west of the termination of Gun Club Road to North Heller Road. The pipe would then continue south to the intersection of NW Heller Street and NW Crosby Avenue.

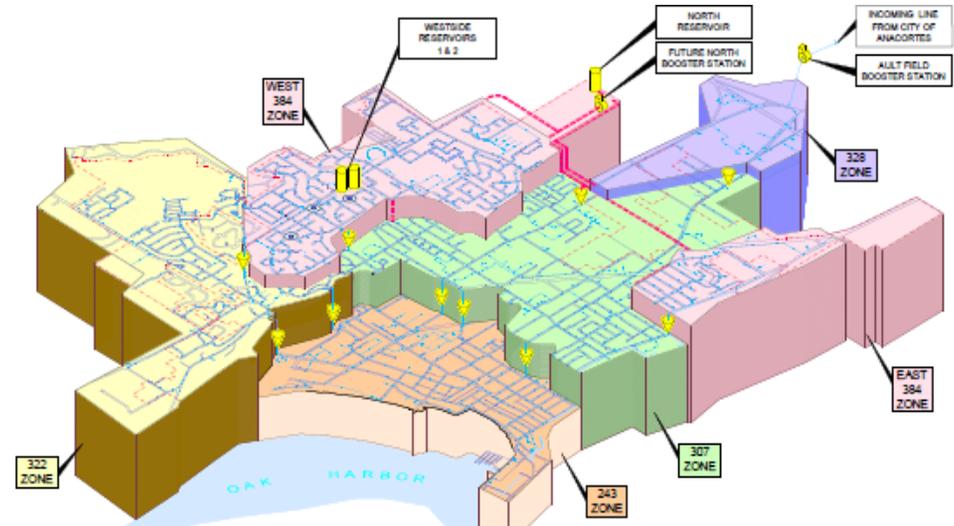
DEVELOPMENT PLAN & STATUS: Project identified in the Water System Plan and the Capital Improvement Plan.

COST & FINANCING DATA: The project will be funded by Water Operations.

ESTIMATED PROJECT & PURCHASE TIMELINE

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

COST ASSUMPTIONS	
Engineering Services	\$603,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$2,412,000
Subtotal:	\$3,015,000
Contingency Fees	\$ -
TOTAL:	\$3,015,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Water Operations	-				\$361,800	\$1,447,200		\$1,809,000
Cumulative Reserves	-				\$241,200	\$964,800		\$1,206,000
TOTAL REQUESTED FUNDS:	-				\$603,000	\$2,412,000		\$3,015,000

*Spent to Date is up to 08/31/2020 only.

FUND 401—WATER

North Reservoir Security Camera

PROJECT DESCRIPTION: Perimeter Security camera equipment including recording and remote viewing .

PROJECT NEED: The City Water Division North Reservoir is located off of gun club Rd in a remote location. Need remotely viewed security camera system to monitor by water division staff. Did not do since 2018, doing in 2021.

DEVELOPMENT PLAN & STATUS: Solicit Quotes & Purchase.

COST & FINANCING DATA: This equipment will be funded by Water Operations.

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021

Estimated Completion: FY 2021

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$25,000
Construction Services	\$ -
Subtotal:	\$25,000
Contingency Fees	\$ -
TOTAL:	\$25,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Water Operations	-	\$25,000						\$25,000
TOTAL REQUESTED FUNDS:	-	\$25,000						\$25,000

*Spent to Date is up to 08/31/2020 only.

FUND 401—WATER

GPS Package for Ground Penetrating Radar

PROJECT DESCRIPTION: GPS package for recently acquired ground penetrating radar system (GPR).

PROJECT NEED: The water division budgeted and purchased a GPR unit in 2019 to assist with locating underground utilities. The GPS package will allow for accurate record keeping and mapping of underground utilities.

DEVELOPMENT PLAN & STATUS: N/A

COST & FINANCING DATA: The purchase will be funded by Water Operations.

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

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021

Estimated Completion: FY 2021



Optional External GPS

- Higher accuracy geo-referencing of targets for post processing in CAD and GIS software
- Enables SplitView and higher accuracy MapView images

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Water Operations	-	\$30,000						\$30,000
TOTAL REQUESTED FUNDS:	-	\$30,000						\$30,000

*Spent to Date is up to 08/31/2020 only.

FUND 401—WATER

Well 9 (Kimball Park) Security Camera

PROJECT DESCRIPTION: Perimeter security camera equipment including recording and remote viewing.

PROJECT NEED: The City's emergency water source Well #9 is located in a city park with minimal lighting. The well facility has been vandalized numerous times. To increase security and surveillance to the well site, the water division is requesting the installation of a camera security system to run in parallel with existing telemetry intrusion alarm features.

DEVELOPMENT PLAN & STATUS: N/A

COST & FINANCING DATA: The purchase will be funded by Water Operations.

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021

Estimated Completion: FY 2021

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$25,000
Construction Services		\$ -
	Subtotal:	\$25,000
Contingency Fees		\$ -
	TOTAL:	\$25,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Water Operations	-	\$25,000						\$25,000
TOTAL REQUESTED FUNDS:	-	\$25,000						\$25,000

*Spent to Date is up to 08/31/2020 only.

FUND 401—WATER

Well 8 (Springtree Park) Security Camera

PROJECT DESCRIPTION: Perimeter security camera equipment including recording and remote viewing.

PROJECT NEED: The City's emergency water source Well #8 is located in a city park with minimal lighting. The well facility has been vandalized numerous times. To increase security and surveillance to the well site, the water division is requesting the installation of a camera security system to run in parallel with existing telemetry intrusion alarm features.

DEVELOPMENT PLAN & STATUS: N/A

COST & FINANCING DATA: The purchase will be funded by Water Operations.

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021

Estimated Completion: FY 2021

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$25,000
Construction Services		\$ -
	Subtotal:	\$25,000
Contingency Fees		\$ -
	TOTAL:	\$25,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Water Operations	-	\$25,000						\$25,000
TOTAL REQUESTED FUNDS:	-	\$25,000						\$25,000

*Spent to Date is up to 08/31/2020 only.

FUND 401—WATER

Well 11 (Lueck Park) Security Camera

PROJECT DESCRIPTION: Perimeter security camera equipment including recording and remote viewing.

PROJECT NEED: The City's emergency water source Well #11 is located in a city park with minimal lighting. The well facility has been vandalized numerous times. To increase security and surveillance to the well site, the water division is requesting the installation of a camera security system to run in parallel with existing telemetry intrusion alarm features.

DEVELOPMENT PLAN & STATUS: N/A

COST & FINANCING DATA: The purchase will be funded by Water Operations.

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021

Estimated Completion: FY 2021

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$25,000
Construction Services		\$ -
	Subtotal:	\$25,000
Contingency Fees		\$ -
	TOTAL:	\$25,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Water Operations	-	\$25,000						\$25,000
TOTAL REQUESTED FUNDS:	-	\$25,000						\$25,000

*Spent to Date is up to 08/31/2020 only.

FUND 401—WATER

Redwing Booster Station Security Camera

PROJECT DESCRIPTION: Perimeter security camera equipment including recording and remote viewing.

PROJECT NEED: The City's Redwing Booster Station is located in a city park with minimal lighting. The well facility has been vandalized numerous times. To increase security and surveillance to the well site, the water division is requesting the installation of a camera security system to run in parallel with existing telemetry intrusion alarm features.

DEVELOPMENT PLAN & STATUS: N/A

COST & FINANCING DATA: The purchase will be funded by Water Operations.

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021

Estimated Completion: FY 2021

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$25,000
Construction Services		\$ -
	Subtotal:	\$25,000
Contingency Fees		\$ -
	TOTAL:	\$25,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Water Operations	-	\$25,000						\$25,000
TOTAL REQUESTED FUNDS:	-	\$25,000						\$25,000

*Spent to Date is up to 08/31/2020 only.

FUND 401—WATER

Wet Fiber 24" Transmission Leak Detector

PROJECT DESCRIPTION: Purchase and installation of leak detection software/hardware for Craley Group pipe within a pipe fiber optic cable.

PROJECT NEED: The City of Anacortes is installing wet fiber optic cable in the City of Oak Harbor's 24" transmission main. Anacortes is allowing the City of Oak Harbor to use 2 fiber strands for leak detection. This request is to purchase and install the needed software/hardware for the leak detection product

DEVELOPMENT PLAN & STATUS: N/A

COST & FINANCING DATA: This purchase will be funded by Water Operations.

ESTIMATED PROJECT & PURCHASE TIMELINE

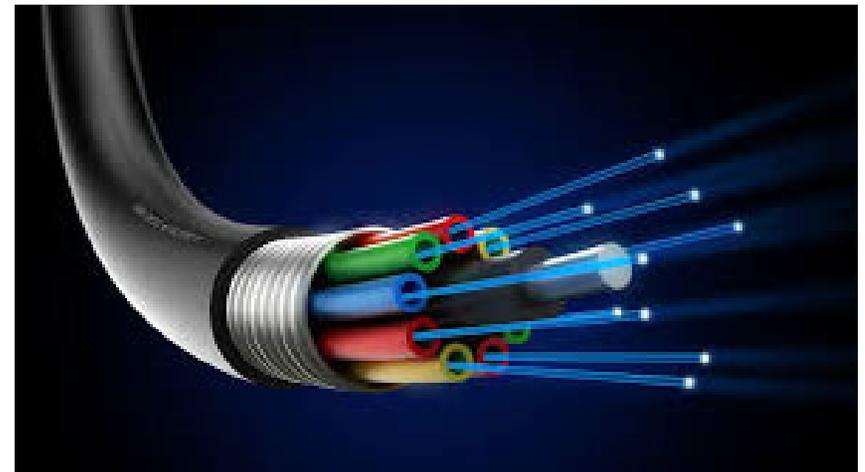
Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2024

Estimated Completion: FY 2024

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$410,000
Construction Services		\$ -
	Subtotal:	\$410,000
Contingency Fees		\$ -
	TOTAL:	\$410,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Water Operations	-				\$205,000			\$205,000
City of Anacortes Cont					\$205,000			\$205,000
TOTAL REQUESTED FUNDS:	-				\$410,000			\$410,000

*Spent to Date is up to 08/31/2020 only.

FUND 431—WATER CAPITAL

NE 9th to Taftson Water Line Connection

PROJECT DESCRIPTION: To connect two dead end mains between NE 9th Ave and NE Taftson. Install approx 350 feet of 8 inch water main. This project will be in conjunction with the Sewer main installation at the same location.

PROJECT NEED: Project is identified in the City of Oak Harbor Capital Facilities Plan.

DEVELOPMENT PLAN & STATUS: Design & Construct.

COST & FINANCING DATA: The project will be funded by Water Operations.

ESTIMATED PROJECT & PURCHASE TIMELINE
 Pre-Design: FY
 Engineering/Design: FY 2024
 Purchase/Construction: FY 2025
 Estimated Completion: FY 2025

COST ASSUMPTIONS	
Engineering Services	\$14,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$56,000
Subtotal:	\$70,000
Contingency Fees	\$ -
TOTAL:	\$70,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Water Operations	-				\$14,000	\$56,000		\$70,000
TOTAL REQUESTED FUNDS:	-				\$14,000	\$56,000		\$70,000

*Spent to Date is up to 08/31/2020 only.

FUND 431—WATER CAPITAL

East Side Reservoir Demolition

PROJECT DESCRIPTION: To demolish east side Reservoir and replace with pressure reducing valve.

PROJECT NEED: This project includes decommissioning and demolition of the existing Eastside Reservoir. The reservoir was constructed in 1949 and does not have a foundation structure. Retrofitting this reservoir or modifications to meet current seismic requirements are not cost-effective.

DEVELOPMENT PLAN & STATUS: Design. Demolition and installation of a PRV Valve.

COST & FINANCING DATA: The project will be funded by Water Operations.

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design/Feasibility: FY 2020

Engineering/Design: FY

Purchase/Construction: FY 2020

Estimated Completion: FY 2020



COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$110,000
Machinery & Equipment	\$ -
Construction Services	\$ -
Subtotal:	\$110,000
Contingency Fees	\$ -
TOTAL:	\$110,000

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Project BFB	-			\$110,000				\$110,000
TOTAL REQUESTED FUNDS:	-			\$110,000				\$110,000

*Spent to Date is up to 08/31/2020 only.

FUND 431—WATER CAPITAL

Erin Park Main Road Extension

PROJECT DESCRIPTION: This project includes the installation of approximately 1,100 feet of 12-inch water pipe along West Erin Park Road between North Painters Way and North Oak Harbor Road. It also includes approximately 350 feet of new 12-inch pipe from the of West Oak Street to the new main along West Erin Park Road. This project will provide adequate fire flow to meet the 3,500 gpm requirement for businesses in this region of the City.

PROJECT NEED: This project was added to the 2021-2022 budget to align with the City Council's budget goal to expand Goldie Road/Industrial area through extension of utilities.

DEVELOPMENT PLAN & STATUS: Design and construct

COST & FINANCING DATA: The project will be funded by Water Operations.

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY 2021

Engineering/Design: FY 2021

Purchase/Construction: FY 2022

Estimated Completion: FY 2022

COST ASSUMPTIONS		
Engineering Services		\$175,000
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services		\$520,000
	Subtotal:	\$695,000
Contingency Fees		\$ -
	TOTAL:	\$695,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Water Operations	-	\$70,000	\$208,000					\$278,000
Cumulative Reserves		\$105,000	\$312,000					\$417,000
TOTAL REQUESTED FUNDS:	-	\$175,000	\$520,000					\$695,000

*Spent to Date is up to 08/31/2020 only.

FUND 431—WATER CAPITAL

Erin Park Road Tie-In

PROJECT DESCRIPTION: This project includes a tie-in connection between the 12-inch ductile iron pipe in the North Goldie Road right-of-way to the existing C900 parallel line at West Erin Park Road. This project will help provide adequate fire flow to meet the 3,500 gpm requirement for businesses in this region.

PROJECT NEED: This project was added to the 2021-2022 budget to align with the City Council's budget goal to expand Goldie Road/Industrial area through extension of utilities.

DEVELOPMENT PLAN & STATUS: Design and construct

COST & FINANCING DATA: The project will be funded by Water Operations.

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2021

Purchase/Construction: FY 2022

Estimated Completion: FY 2022

COST ASSUMPTIONS	
Engineering Services	\$15,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$45,000
Subtotal:	\$60,000
Contingency Fees	\$ -
TOTAL:	\$60,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Water Operations	-	\$6,000	\$18,000					\$24,000
Cumulative Reserves		\$9,000	\$27,000					\$36,000
TOTAL REQUESTED FUNDS:	-	\$15,000	\$45,000					\$60,000

*Spent to Date is up to 08/31/2020 only.

FUND 431—WATER CAPITAL

Industrial Avenue Tie-In

PROJECT DESCRIPTION: This project includes a tie-in connection between the 12-inch water pipe in the Goldie Road right-of-way to the existing 8-inch PVC parallel line at Industrial Avenue. This project will help provide adequate fire flows to meet the 3,500 gpm requirement for businesses in this region of the City.

PROJECT NEED: This project was added to the 2021-2022 budget to align with the City Council's budget goal to expand Goldie Road/Industrial area through extension of utilities.

DEVELOPMENT PLAN & STATUS: Design and construct

COST & FINANCING DATA: The project will be funded by Water Operations.

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2021

Purchase/Construction: FY 2022

Estimated Completion: FY 2022

COST ASSUMPTIONS		
Engineering Services		\$15,000
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services		\$45,000
	Subtotal:	\$60,000
Contingency Fees		\$ -
	TOTAL:	\$60,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Water Operations	-	\$6,000	\$18,000					\$24,000
Cumulative Reserves		\$9,000	\$27,000					\$36,000
TOTAL REQUESTED FUNDS:	-	\$15,000	\$45,000					\$60,000

*Spent to Date is up to 08/31/2020 only.

FUND 402—SEWER

Lagoon Bio-solids Removal

PROJECT DESCRIPTION: Remove Bio-solids from lagoons.

PROJECT NEED: Before the City can leave the lagoons to the Navy, they must be cleaned out.

DEVELOPMENT PLAN & STATUS: N/A

COST & FINANCING DATA: The project will be funded by Sewer Operations.

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021

Estimated Completion: FY 2021

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$450,000
Machinery & Equipment	\$ -
Construction Services	\$ -
Subtotal:	\$450,000
Contingency Fees	\$ -
TOTAL:	\$450,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Sewer Operations	-	\$450,000						\$450,000
TOTAL REQUESTED FUNDS:	-	\$450,000						\$450,000

*Spent to Date is up to 08/31/2020 only.

FUND 422—SEWER CWF

Clean Water Facility (Remaining Expenses)

PROJECT DESCRIPTION: Estimated capital costs to complete the construction of the Clean Water Facility Project.

PROJECT NEED: To complete the construction of the Clean Water facility. The amount shown on the capital sheet in the budget (\$877K) is residual values of the various contracts related to the CWF. As we have not completed the project close-out, there may be some additional expenditures for this project.

DEVELOPMENT PLAN & STATUS: N/A

COST & FINANCING DATA: The project will be funded by Fund Balance in Fund 422.

ESTIMATED PROJECT & PURCHASE TIMELINE
Pre-Design: FY
Engineering/Design: FY
Purchase/Construction: FY 2021
Estimated Completion: FY 2021



COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services		\$877,717
	Subtotal:	\$877,717
Contingency Fees		\$ -
	TOTAL:	\$877,717

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Project BFB		\$877,717						\$877,717
TOTAL REQUESTED FUNDS:		\$877,717						\$877,717

*Spent to Date is up to 08/31/2020 only.

FUND 422—SEWER CWF

WWTP Membrane Expansion

PROJECT DESCRIPTION: Membranes are needed to expand the WWTP to add an additional 1000 GMP capacity

PROJECT NEED: In February 2020 the WWTP overflowed due to heavy rains. this project will expand the capacity of the plant to handle the increased flow.

DEVELOPMENT PLAN & STATUS: N/A

COST & FINANCING DATA: Purchase will be funded by System Development Fees (Fund 412).

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021

Estimated Completion: FY 2021

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$550,000
Construction Services		\$100,000
	Subtotal:	\$650,000
Contingency Fees		\$ -
	TOTAL:	\$650,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
System Dev Fees (412)		\$650,000						\$650,000
TOTAL REQUESTED FUNDS:		\$650,000						\$650,000

*Spent to Date is up to 08/31/2020 only.

FUND 402—SEWER

Reuse Effluent Water System - Park Irrigation

PROJECT DESCRIPTION: This project will allow us to water Windjammer park with effluent water instead of utility water

PROJECT NEED: This project will require engineering and various parts and pumping equipment to allow us to use clean water facility effluent to water Windjammer Park.

DEVELOPMENT PLAN & STATUS: N/A

COST & FINANCING DATA: The project will be funded by Sewer Operations.

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021

Estimated Completion: FY 2021

COST ASSUMPTIONS	
Engineering Services	\$100,000
Other Professional Services	\$ -
Machinery & Equipment	\$100,000
Construction Services	\$ -
Subtotal:	\$200,000
Contingency Fees	\$ -
TOTAL:	\$200,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Sewer Operations		\$200,000						\$200,000
TOTAL REQUESTED FUNDS:		\$200,000						\$200,000

*Spent to Date is up to 08/31/2020 only.

FUND 432—SEWER CAPITAL

Annual Slip Line Replacements

PROJECT DESCRIPTION: Many of the sewer lines in the SE part of town are made of tile and in the winter time the joints leak creating Inflow and infiltration

PROJECT NEED: This is for Maylor and 8th specifically.

DEVELOPMENT PLAN & STATUS: N/A

COST & FINANCING DATA: The project will be funded by Sewer Operations.

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021

Estimated Completion: FY 2021

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services		\$325,000
	Subtotal:	\$325,000
Contingency Fees		\$ -
	TOTAL:	\$325,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Project BFB	-	\$325,000						\$325,000
TOTAL REQUESTED FUNDS:	-	\$325,000						\$325,000

*Spent to Date is up to 08/31/2020 only.

FUND 432—SEWER CAPITAL

Annual Sewer Line Replacements

PROJECT DESCRIPTION: Replace Portions of Sewer Lines per the CIP on the following lines-NE 9th to Taftson Line installation, Ely Street line replacement and SW 6th Ave & Erie St. line replacement.

PROJECT NEED: A portion of sewer line on Ely Street has a hump /belly in it and is causing grease to form on the backside of the flow, City crews spend a lot of extra time Cleaning this line through out the year. Sewer line on SW 6th has a belly in it causing maintenance problems. And installation of a line at NE 9th to Taftson. Other lines as well, not exceeding \$180,000.00-budgeted in 2021 and 2022.

DEVELOPMENT PLAN & STATUS: 2021—\$180,000 Other lines. SW 6th & Erie & Ely St,. Lines: 2021 Design; 2022 Construction. NE 9th to Taftson: 2022 Design; 2023 Construction.

COST & FINANCING DATA: The project will be funded by Sewer Operations.

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2021-2023

Purchase/Construction: FY 2021-2023

Estimated Completion: FY 2021-2023

COST ASSUMPTIONS	
Engineering Services	\$142,500
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$1,177,500
Subtotal:	\$1,320,000
Contingency Fees	\$ -
TOTAL:	\$1,320,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							6 YR TOTAL
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	
Sewer Operations	-		\$692,500	\$187,500				\$880,000
Project BFB		\$440,000						\$440,000
TOTAL REQUESTED FUNDS:	-	\$440,000	\$692,500	\$187,500				\$1,320,000

*Spent to Date is up to 08/31/2020 only.

FUND 432—SEWER CAPITAL

North Enterprise Valley Sewer System

PROJECT DESCRIPTION: This project is to begin the design process for the installation of a lift station and all related infrastructure to serve the North Enterprise Zone

PROJECT NEED: Needed to provide infrastructure to the North Enterprise Zone

DEVELOPMENT PLAN & STATUS: Because of the size and scope of the Project, the city will need to retain a consultant to determine the service area, size the lift station, and sewer main locations.

COST & FINANCING DATA: The project will be funded by Grants and System Development Fees (Fund 412).

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY 2022

Engineering/Design: FY 2023

Purchase/Construction: FY 2024

Estimated Completion: FY 2024

COST ASSUMPTIONS		
Engineering Services		\$350,000
Pre-Design/Feasibility		\$100,000
Machinery & Equipment		\$ -
Construction Services		\$4,200,000
	Subtotal:	\$4,650,000
Contingency Fees		\$840,000
	TOTAL:	\$5,490,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
System Development Fees					\$1,000,000			\$1,000,000
Grants			\$100,000	\$350,000	\$4,040,000			\$4,490,000
TOTAL REQUESTED FUNDS:			\$100,000	\$350,000	\$5,040,000			\$5,490,000

*Spent to Date is up to 08/31/2020 only.

FUND 402—SEWER

Crosby Road Liftstation Guardrail

PROJECT DESCRIPTION: Install approximately 125' of Guardrail on Crosby Rd.

PROJECT NEED: In the past 5 years this lift station has suffered substantial damage because of cars hitting it. The plan is to install 125' of guardrail to help protect it. This lift station is in the County and I asked them to participate and they denied my request.

DEVELOPMENT PLAN & STATUS: N/A

COST & FINANCING DATA: The project will be funded by Sewer Operations.

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021

Estimated Completion: FY 2021

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



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Sewer Operations		\$15,000						\$15,000
TOTAL REQUESTED FUNDS:		\$15,000						\$15,000

*Spent to Date is up to 08/31/2020 only.

FUND 402—SEWER

Manhole Rehabilitation Equipment

ESTIMATED PROJECT & PURCHASE TIMELINE
 Pre-Design: FY
 Engineering/Design: FY
 Purchase/Construction: FY 2021
 Estimated Completion: FY 2021



PROJECT DESCRIPTION: This equipment is a large asphalt cutter that cuts and removes manhole covers in the street and prepares the surface for a new cover.

PROJECT NEED: This equipment will make Manhole cover repairs more efficient and have a much cleaner result. In the next several years with the TBD passage the City will be rehabilitating a lot of roads and this equipment will help us keep up with the demand of replacing manhole covers.

DEVELOPMENT PLAN & STATUS: N/A

COST & FINANCING DATA: The project will be funded by Sewer Operations.

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

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Sewer Operations		\$30,000						\$30,000
TOTAL REQUESTED FUNDS:		\$30,000						\$30,000

*Spent to Date is up to 08/31/2020 only.

FUND 402—SEWER

Solids Spreader

PROJECT DESCRIPTION: The treatment plant will be producing a class A bio-solid, once it is brought up to the shop we will need a pull behind spreader to distribute the solids onto our fields at public works.

PROJECT NEED: Necessary for bio-solid removal.

DEVELOPMENT PLAN & STATUS: N/A

COST & FINANCING DATA: The equipment will be funded by Sewer Operations.

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021

Estimated Completion: FY 2021

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$75,000
Construction Services		\$ -
	Subtotal:	\$75,000
Contingency Fees		\$ -
	TOTAL:	\$75,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Sewer Operations	-	\$45,000						\$45,000
TOTAL REQUESTED FUNDS:	-	\$45,000						\$45,000

*Spent to Date is up to 08/31/2020 only.

FUND 432—SEWER CAPITAL

Taftson Sewer Main

PROJECT DESCRIPTION: Install 350 of 8" sewer main

PROJECT NEED: The City has a lift station on NE 9th that requires major upgrades to keep it working. This lift station was installed in the 80's and was intended to be temporary until the property next door was developed. That development would allow Taftson Street and NE 9th to connect. This would eliminate the need for the lift station on NE 9th. This requires 350 feet of sewer main to be installed.

DEVELOPMENT PLAN & STATUS: The property owner would reimburse the City once he develops the property.

COST & FINANCING DATA: The project will initially be funded by Sewer Operations then reimbursed by property owner once property is developed.

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2025

Purchase/Construction: FY 2025

Estimated Completion: FY 2025

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services		\$ -
	Subtotal:	\$ -
Contingency Fees		\$ -
	TOTAL:	\$ -



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Owner Reimbursement						\$150,000		\$150,000
TOTAL REQUESTED FUNDS:						\$150,000		\$150,000

*Spent to Date is up to 08/31/2020 only.

FUND 402—SEWER

Sewer Lagoon Outfall Repair

PROJECT DESCRIPTION: Repairs to the Lagoon outfall.

PROJECT NEED: The Lagoon outfall will need to be repaired. This project is a joint project with the Navy with the City paying a majority share.

DEVELOPMENT PLAN & STATUS: N/A

COST & FINANCING DATA: The project will be funded by Sewer Operations.

ESTIMATED PROJECT & PURCHASE TIMELINE
 Pre-Design: FY
 Engineering/Design: FY
 Purchase/Construction: FY 2021
 Estimated Completion: FY 2021

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services		\$200,000
	Subtotal:	\$200,000
Contingency Fees		\$ -
	TOTAL:	\$200,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Sewer Operations	-	\$200,000						\$200,000
TOTAL REQUESTED FUNDS:		\$200,000						\$200,000

*Spent to Date is up to 08/31/2020 only.

PROJECT DESCRIPTION: The Water Center will be an interpretive learning center at the new Clean Water Facility as outlined in the project documents.

PROJECT NEED: This request is for the furnishings and interpretive displays for The Water Center at the Clean Water Facility. It will be a joint project between Wastewater, Water, Storm Drain, Solid Waste and the General Fund. This includes using the Gary Oak (Post Office Oak) for art, furnishings and displays, \$75,000 of which will be for Cultural Resources. This plan was presented to City Council on February 22, 2017 at their workshop.

DEVELOPMENT PLAN & STATUS: N/A

COST & FINANCING DATA: The project will be funded by a number of funding sources (see below).

COST ASSUMPTIONS	
Engineering Services	\$200,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$725,000
Subtotal:	\$925,000
Contingency Fees	\$ -
TOTAL:	\$925,000

FUND 432—SEWER CAPITAL

The Water/Interpretive Center

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2019

Purchase/Construction: FY ??

Estimated Completion: FY ??



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	6 YR TOTAL
Water Operations	-	\$225,000						\$225,000
Sewer Operations	\$30,948	\$225,000						\$225,000
Storm Drain Operations	-	\$225,000						\$225,000
Solid Waste Operations	-	\$75,000						\$75,000
REET 1 & 2 (43/57 Split)	-	\$175,000						\$175,000
TOTAL REQUESTED FUNDS:	\$30,948	\$925,000						\$925,000

ON HOLD

*Spent to Date is up to 08/31/2020 only.

FUND 402—SEWER

Force Main Decommission

PROJECT DESCRIPTION: This project would decommission the force main if the Navy is not able to utilize the force main.

PROJECT NEED: The Navy is determining if it is feasible to continue to use the force main pipe from the lagoons to Clean Water Facility. If it is determined that they can't use it, then the City would need to decommission this pipe. This is expected to be determined in the year 2021, no later than 2022. Project is put on hold.

DEVELOPMENT PLAN & STATUS: N/A

COST & FINANCING DATA: The project will be funded by Sewer Operations.

ESTIMATED PROJECT & PURCHASE TIMELINE
Pre-Design: FY
Engineering/Design: FY
Purchase/Construction: FY 2023
Estimated Completion: FY 2023



COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services		\$300,000
	Subtotal:	\$300,000
Contingency Fees		\$ -
	TOTAL:	\$300,000

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	6 YR TOTAL
Sewer Operations	-					\$300,000		\$300,000
	ON HOLD							
TOTAL REQUESTED FUNDS:						\$300,000		\$300,000

*Spent to Date is up to 08/31/2020 only.

**FUND 434—STORM DRAIN
CAPITAL**

East Outfall Repair

PROJECT DESCRIPTION: The outfall needs to be extended to fix the issues that it is having.

PROJECT NEED: Since the repairs were conducted at the outfall near the boat ramp to stop the sand from covering the outfall. the material that used to cover that outfall has now mover to the east outfall creating the same problem that existed by the one at the boat ramp. The outfall to the east needs to be extended about 30 to 40 feet to eliminate the problem.

DEVELOPMENT PLAN & STATUS: N/A

COST & FINANCING DATA: The project will be funded by Storm Drain Operations.

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design/Feasibility: **FY 2021**

Engineering/Design: **FY 2021**

Purchase/Construction: **FY 2022**

Estimated Completion: **FY 2022**

COST ASSUMPTIONS	
Engineering Services	\$ -
Pre-Design/Feasibility	\$125,000
Machinery & Equipment	\$ -
Construction Services	\$250,000
Subtotal:	\$375,000
Contingency Fees	\$ -
TOTAL:	\$375,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Project BFB	\$13,278	\$111,722	\$250,000					\$361,722
TOTAL REQUESTED FUNDS:	\$13,278	\$111,722	\$250,000					\$361,722

*Spent to Date is up to 08/31/2020 only.

**FUND 434—STORM DRAIN
CAPITAL**

Freund Marsh Feasibility Study/West Side Outfall Pump

PROJECT DESCRIPTION: Feasibility Study and drainage report for Freund marsh. Depending on results of study, the city may need to stall a stormwater pump station at the NW corner of Windjammer Park.

PROJECT NEED: This study would determine if/how Freund Marsh could be used as a detention/Pretreatment pond. This study would also determine if the bypass on HWY 20 could be diverted to the marsh. During heavy rain events and high tides the storm drain system backs up and causes flooding near Burger King/ HWY 20.

DEVELOPMENT PLAN & STATUS: N/A

COST & FINANCING DATA: The project will be funded by Storm Drain Operations.

ESTIMATED PROJECT & PURCHASE TIMELINE
 Pre-Design/Feasibility: FY 2021
 Engineering/Design: FY
 Purchase/Construction: FY 2022
 Estimated Completion: FY 2022

COST ASSUMPTIONS	
Engineering Services	\$200,000
Other Professional Services	\$200,000
Machinery & Equipment	\$ -
Construction Services	\$550,000
Subtotal:	\$950,000
Contingency Fees	\$ -
TOTAL:	\$950,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Storm Drain Operations	-	\$200,000	\$550,000					\$750,000
Project BFB		\$200,000						\$200,000
TOTAL REQUESTED FUNDS:	-	\$400,000	\$550,000					\$950,000

*Spent to Date is up to 08/31/2020 only.

FUND 434—STORM DRAIN CAPITAL

Conveyance, Flow Control, & Treatment Improv.

PROJECT DESCRIPTION: Conveyance, flow control and treatment improvements in the vicinity of Goldie Street, Koetje Street and Easy Street.

PROJECT NEED: This project would improve the drainage conveyance system and flow control between NE Goldie Street and NE Koetje Street near NE Easy Street and provide some treatment of stormwater before it enters the wetland on Koetje Street. The project may require acquisition of easements and/or property.

Cost and timing:

Property/Easement acquisition and design in 2019 and possible start of construction in 2019 - \$350,000 construction in 2020 - \$400,000.

DEVELOPMENT PLAN & STATUS: N/A

COST & FINANCING DATA: The project will be funded by Storm Drain Operations.

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services		\$920,300
	Subtotal:	\$920,300
Contingency Fees		\$ -
	TOTAL:	\$920,300

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2019

Purchase/Construction: FY 2019-2021

Estimated Completion: FY 2021



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Storm Drain Operations	\$271,296	\$170,300						\$170,300
Project BFB		\$479,700						\$479,700
TOTAL REQUESTED FUNDS:	\$271,296	\$650,000						\$650,000

*Spent to Date is up to 08/31/2020 only.

**FUND 434—STORM DRAIN
CAPITAL**

Upgrade Storm Drain Lines - Whidbey Ave

PROJECT DESCRIPTION: Replace approximately 670 LF of existing 15" and 18" CMP with 18" pipe, and 640 LF of 18" CMP with 24" pipe.

PROJECT NEED: The line surcharges and is under capacity. It is also outdated CMP pipe, which is not efficient. The pipe will be upgraded to fix these specific issues.

DEVELOPMENT PLAN & STATUS: N/A

COST & FINANCING DATA: The project will be funded by Storm Drain Operations.

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2021

Purchase/Construction: FY 2021

Estimated Completion: FY 2021

COST ASSUMPTIONS	
Engineering Services	\$100,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$200,000
Subtotal:	\$300,000
Contingency Fees	\$ -
TOTAL:	\$300,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Storm Drain Operations	-	\$300,000						\$300,000
TOTAL REQUESTED FUNDS:	-	\$300,000						\$300,000

*Spent to Date is up to 08/31/2020 only.

**FUND 434—STORM DRAIN
CAPITAL**

Well 10 to Detention Pond

PROJECT DESCRIPTION: Flooding occurs along SW 6th Avenue, east of SW Judson Drive, as catch basins overflow and runoff exceed capacity. Per CIP 2018, did not get done.

PROJECT NEED: To alleviate this problem, a stormwater detention pond or vault could be installed and the existing 18-inch pipe can be replaced with smooth-lined 18-inch pipe for approximately 1,450 feet. The necessary detention volume needed to alleviate flooding during a 25-year storm is 0.86 acre feet. This equates to 6,243 sf area (or approximately 111' x 111') with an active depth of 3 feet and a flow control structure with a 6-inch orifice. The City owns a parcel adjacent to the intersection of SW 6th Avenue and SW Harrier Street which spans both the north and south sides of the road. This site can be used to house the flow control facility; however, it is important that the facility be lined or enclosed as there are concerns of water infiltrating along a well on the property north of the road (currently capped) and contaminating the aquifer.

DEVELOPMENT PLAN & STATUS: N/A

COST & FINANCING DATA: The project will be funded by Storm Drain Operations.

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2022

Purchase/Construction: FY 2023

Estimated Completion: FY 2023



COST ASSUMPTIONS	
Engineering Services	\$75,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$250,000
Subtotal:	\$325,000
Contingency Fees	\$ -
TOTAL:	\$325,000

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Storm Drain Operations	-		\$75,000	\$250,000				\$325,000
TOTAL REQUESTED FUNDS:	-		\$75,000	\$250,000				\$325,000

*Spent to Date is up to 08/31/2020 only.

PROJECT DESCRIPTION: This project will be to repair storm damage to 9 F dock walls caused by a wind storm on 02/01/2020.

PROJECT NEED: On 02/01/2020 a major wind storm came through the area and damaged 9 F dock walls. These walls are part of the breakwater and protect the marina from tidal surge and debris entering the marina. This damage consists of broken rods, fasteners and brackets. The only way to complete the repairs is to have a barge with a crane lift the wall section off of the remaining brackets.

DEVELOPMENT PLAN & STATUS: The development plan would be as follows: 1. Create a bid packet and hire a marine engineering firm to manage the project and create design plans. 2. Create a bid packet and hire a marine construction company to complete the actual repair

It should be noted that Moffat & Nichols has been hired and has started the planning phase of this project.

COST & FINANCING DATA: Project will be completely funded by Marina Rates and Insurance Proceeds

FUND 440—MARINA CAPITAL

F-Dock 2020 Storm Damage Repairs

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2021

Purchase/Construction: FY 2021

Estimated Completion: FY 2021

COST ASSUMPTIONS	
Engineering Services	\$100,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$200,000
Subtotal:	\$300,000
Contingency Fees	\$ -
TOTAL:	\$300,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Marina Rates	-	\$5,000						\$5,000
Insurance Proceeds		\$295,000						\$295,000
TOTAL REQUESTED FUNDS:	-	\$300,000						\$300,000

*Spent to Date is up to 08/31/2020 only.

PROJECT DESCRIPTION: This project will have 4 elements to it: 1. Replace the F dock pile hoops; 2. Replace Whalers & rub boards along the main walkway; 3. Repair select concrete floats; 4. Have a business plan written for the marina.

PROJECT NEED: 1. Pile Hoops: In May of 2016 Moffat & Nicol inspected F dock and drafted a "Facilities Condition Assessment" report. In the report, Moffat & Nicol noted that several pile hoops are showing signs of deterioration and need to be replaced. 2. Whalers: The whalers and rub boards along the main walkway are made of wood and have not been replaced since the marina was built in 1974 and are now showing signs of deterioration. 3. Concrete: The concrete floats were installed in 1974 and are in some places spalling, cracking and in general bad shape. This causes the floats to loose strength and creates a trip hazard. The floats with the most spalling and cracking will be identified and resurfaced. 4. Plan: To be in compliance with Item 14, under the Marina Planning section of the Filled Tidelands Agreement with DNR.

DEVELOPMENT PLAN & STATUS: Create a bid packet and hire a marine engineering firm to create design plans for the pile hoops and to determine which pile hoops need to be replaced first. Create a bid packet and hire a marine construction company to facilitate the construction of the pile hoops and to perform the actual replacement.

COST & FINANCING DATA: Project will be completely funded by Marina Rates and Dept of Commerce Grant.

FUND 440—MARINA CAPITAL

Marina Improvements

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2021

Purchase/Construction: FY 2021

Estimated Completion: FY 2021



COST ASSUMPTIONS	
Engineering Services	\$100,000
Other Professional Services	\$25,000
Machinery & Equipment	\$ -
Construction Services	\$338,000
Subtotal:	\$463,000
Contingency Fees	\$ -
TOTAL:	\$463,000

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Project BFB	-	\$71,000						\$71,000
Grant		\$392,000						\$392,000
TOTAL REQUESTED FUNDS:	-	\$463,000						\$463,000

*Spent to Date is up to 08/31/2020 only.

FUND 440—MARINA CAPITAL

Dredging Feasibility Study

PROJECT DESCRIPTION: The first step in the dredging process is to complete a pre-design study to determine the parts of the marina that need to be dredged and how deep to dredge them.

PROJECT NEED: Approximately 1/2 of the marina was dredged in 2010 to a depth of -12. Since 2010 the areas that were dredged have started silting in and some are now at -5. Some of the areas (Covered B and E docks, south ends of the fair-ways and etc.), that were not dredged in 2010 are now much shallower and during the extreme low tides in the summer are at a depth of -2 or -3. The shallower depths make it difficult to attract and retain large deeper draft boats.

DEVELOPMENT PLAN & STATUS: The development plan would be as follows: Issue an RFP and select a marine environmental consultant to conduct a dredging pre-design study.

COST & FINANCING DATA: The project will be funded by an unsecured grant. Other funding options may be considered.

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



COST ASSUMPTIONS	
Engineering/Pre-Design Services	\$200,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$ -
Subtotal:	\$200,000
Contingency Fees	\$ -
TOTAL:	\$200,000

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Unsecured Grant	-				\$200,000			\$200,000
TOTAL REQUESTED FUNDS:					\$200,000			\$200,000

*Spent to Date is up to 08/31/2020 only.

FUND 410—MARINA

Upgrade WiFi System

PROJECT DESCRIPTION: This project adds onto the existing wifi system by adding switches, repeaters and antennas to dead zones or where the signal is weak.

PROJECT NEED: The marina currently has a wifi system that broadcasts a signal to many parts of the marina however, there are some dead zones and areas where the signal is weak. Adding additional wifi equipment will help to provide a wifi signal to the dead zones and may also increase the strength of the signal in other parts of the marina.

DEVELOPMENT PLAN & STATUS: The development plan would be as follows: 1. Create a bid packet and a hire company to create design plans and install the equipment.

COST & FINANCING DATA: Project will be completely funded by Marina Rates.

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021

Estimated Completion: FY 2021

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$25,000
Construction Services		\$ -
	Subtotal:	\$25,000
Contingency Fees		\$ -
	TOTAL:	\$25,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Marina Rates	-	\$25,000						\$25,000
TOTAL REQUESTED FUNDS:	-	\$25,000						\$25,000

*Spent to Date is up to 08/31/2020 only.

FUND 410—MARINA

Security Camera Installation (2 units)

PROJECT DESCRIPTION: Install security cameras in key positions at the marina.

PROJECT NEED: This project would consist of purchasing and installing security cameras at the marina to monitor the parking lot, Harbormasters office, main gate and dock gates. It will include all of the recording and monitoring equipment. It should be noted that in February 2018 a survey was complete to see if marina tenants would like to see security cameras installed at the marina. Out of the 90 people that responded, 72 (81.82%), of them said that they would like to see security cameras installed at the marina.

DEVELOPMENT PLAN & STATUS: Create a bid packet and hire a security specialist company to recommend and install security cameras, recording and monitoring equipment.

COST & FINANCING DATA: Project will be completely funded by Marina Rates.

ESTIMATED PROJECT & PURCHASE TIMELINE

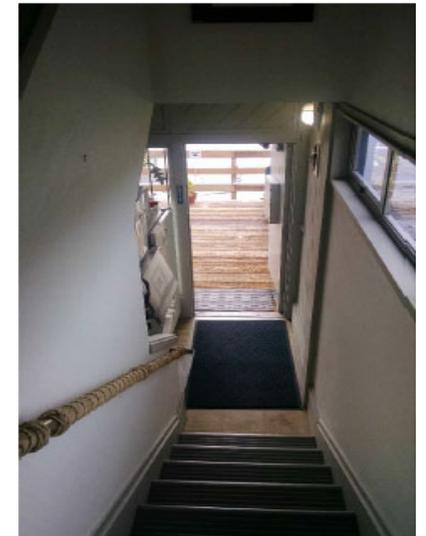
Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021

Estimated Completion: FY 2021

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



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Marina Rates	-	\$50,000						\$50,000
TOTAL REQUESTED FUNDS:	-	\$50,000						\$50,000

*Spent to Date is up to 08/31/2020 only.

PROJECT DESCRIPTION: This project is an addition to the existing card lock system and adds card locks, receivers and antennas to the restrooms and laundry room.

PROJECT NEED: The marina restrooms and laundry room are secured with push button door locks while the dock access gates are secured with card locks. Adding the card locks to the restrooms and laundry room would alleviate our tenants and guests from having to remember codes to access the restrooms and laundry room. This card system may also provide a safer environment as only tenants and guests with cards will have access to the restrooms and laundry room.

DEVELOPMENT PLAN & STATUS: The development plan would be as follows:

1. Create a bid packet and hire company(s) to create design plans and install the equipment.

COST & FINANCING DATA: Project will be completely funded by Marina Rates.

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$18,000
Construction Services	\$ -
Subtotal:	\$18,000
Contingency Fees	\$ -
TOTAL:	\$18,000

FUND 410—MARINA

Restrooms & Laundry Card Lock System

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021

Estimated Completion: FY 2021



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Marina Rates	-		\$18,000					\$18,000
TOTAL REQUESTED FUNDS:	-		\$18,000					\$18,000

*Spent to Date is up to 08/31/2020 only.

FUND 410—MARINA

Marina Management Software

PROJECT DESCRIPTION: This is a carryover from the last biennial budget. Identify and purchase a new marina management software solution.

PROJECT NEED: The Marina currently uses a marina management software solution named "The Marina Program." This Marina Program was purchased in the late 1990's and is outdated and not supported very well. Staff is looking for a new marina management system that is modern and will make billing, collecting payments and marina space management easier.

DEVELOPMENT PLAN & STATUS: Identify, test and purchase specialized marina management software, that best suites the needs of the Marina and City.

COST & FINANCING DATA: Project will be completely funded by Marina Rates.

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$25,000
Construction Services		\$ -
	Subtotal:	\$25,000
Contingency Fees		\$ -
	TOTAL:	\$25,000

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021

Estimated Completion: FY 2021

Marina Management Software



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Marina Rates	-	\$25,000						\$25,000
TOTAL REQUESTED FUNDS:	-	\$25,000						\$25,000

*Spent to Date is up to 08/31/2020 only.

PROJECT DESCRIPTION: This project adds credit card payment machines to the 8 showers, 6 washers and dryers and 2 ice machines.

PROJECT NEED: The marina showers and laundry room are currently coin operated. The ice machines have a payment box next to them This creates an inconvenience for our tenants and guests. It also takes a lot of staff time to ensure that the coin operated machines are functional and collect and roll the coins and money from the ice. By adding these credit card payment machines, we will make using the showers, ice machines and washers and dryers more convenient reduce staff time. It may also reduce vandalism as there will not be any money in them.

DEVELOPMENT PLAN & STATUS: The development plan would be as follows:

1. Create a bid packet and hire company(s) to create design plans and install the equipment.

COST & FINANCING DATA: Project will be completely funded by Marina Rates.

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$25,000
Construction Services		\$ -
	Subtotal:	\$25,000
Contingency Fees		\$ -
	TOTAL:	\$25,000

FUND 410—MARINA

Credit Card System for Showers, Laundry, & Ice Machines

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2022

Estimated Completion: FY 2022



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Marina Rates	-		\$25,000					\$25,000
TOTAL REQUESTED FUNDS:	-		\$25,000					\$25,000

*Spent to Date is up to 08/31/2020 only.

PROJECT DESCRIPTION: This project will replace the pumpout machine at the fuel dock, purchase an additional pumpout caddy, add a pumpout machine to the main walkway and pipes and pumpout ports in select locations.

PROJECT NEED: In 2018 the Puget Sound was designated as a no discharge zone. This means that more and more boaters are pumping out at our marina. We currently only have one pumpout location at our fuel dock and tenants and guests have to move their boats to use it or use the portable caddy. The pumpout at the fuel dock is nearly 20 years old and is starting to show signs of deterioration. If they choose to use the caddy once it is full the caddy has to be moved up steep inclines and declines to pump it out. Adding the new pumpout machine, caddy and pumpout ports in select areas on the main walkway will allow tenants and guests to use the pumpout caddy and pump it out without having to go to the fuel dock. This will reduce having to take it up a or down a steep incline.

DEVELOPMENT PLAN & STATUS: The development plan would be as follows: 1. Obtain a Marina Advisory Committee recommendation and Obtain City Council approval. 2. Create a bid packet and hire a marine engineering firm to create design plans. 3. Create a bid packet and hire a marine construction company to facilitate the construction of the beach soft shore armoring and to perform the actual work. It should be noted that this project is contingent on receiving Clean Water grant.

COST & FINANCING DATA: Project will be completely funded by Marina Rates and Clean Water Grant.

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

FUND 440—MARINA CAPITAL

Sewage Equipment Upgrade & Improvement

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2022

Estimated Completion: FY 2022



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							6 YR TOTAL
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	
Marina Rates	-		\$25,000					\$25,000
Grant			\$75,000					\$75,000
TOTAL REQUESTED FUNDS:	-		\$100,000					\$100,000

*Spent to Date is up to 08/31/2020 only.

FUND 440—MARINA CAPITAL

Beach Armoring Reduction

PROJECT DESCRIPTION: Remove approximately 1,575-2,025 linear feet of shoreline armoring and replace with soft shore protection, which may include native plants, gravel, sand, logs, and root masses.

PROJECT NEED: The current beach armoring is comprised of rip rap, juniper bushes, sand, and dune grass. This "hard" armoring makes the beach hard to access and use. The hard armoring has been proven to inhibit spawning for salmon and shorebirds. The soft armoring ecosystem benefits include return of up to 2,025 feet of shoreline to a more natural condition through armor removal and regrading to match a natural slope to support more suitable habitat for forage fish spawning, juvenile salmonids in the nearshore, and marine and shorebirds. This project may also make the beach more accessible and easier to use and enjoy. This project is part of the feasibility study for the Shading Reduction and Stormwater Improvement projects and is contingent on the feasibility study proving that the project will have a positive impact on the ecosystem.

DEVELOPMENT PLAN & STATUS: Create a bid packet to hire a marine environmental firm to conduct a feasibility study. Create a bid packet and hire a marine engineering firm to create design plans. Create a bid packet and hire a marine construction company to facilitate the construction of the project and to perform the actual work.

COST & FINANCING DATA: Project will be completely funded by Grants.

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY 2022

Engineering/Design: FY 2022

Purchase/Construction: FY 2022

Estimated Completion: FY 2022



COST ASSUMPTIONS	
Engineering Services	\$ -
Pre-Design/Feasibility	
Machinery & Equipment	\$ -
Construction Services	\$925,000
Subtotal:	\$1,000,000
Contingency Fees	\$ -
TOTAL:	\$1,000,000

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Grants	-		\$925,000					\$925,000
TOTAL REQUESTED FUNDS:	-		\$925,000					\$925,000

*Spent to Date is up to 08/31/2020 only.

PROJECT DESCRIPTION: Remove approximately 700 feet of storm drain flowing directly into the Bay and replace with a natural filtering system, such as bioswales. Increase the angle of the boat launch ramp to reduce pollutants from vehicles that have to be submerged to launch a vessel.

PROJECT NEED: Stormwater currently drains from an impervious high-use parking area for the Oak Harbor Marina and Yacht Club into the Bay. A stormwater filtration system such as a bioswale will be installed to remove pollutants before they enter the Oak Harbor Bay. Additionally, this project will increase the angle of the boat ramp at the Marina, which currently has a shallow slope of 6%-8%. Standard slope for boat ramps is 12%-15%. The shallow slope requires vehicles to submerge into the Bay to launch a vessel, making it difficult to use and allowing pollutants from automobiles to seep directly into the water. Addressing both issues will decrease the volume of pollutants, such as metals, oil, bacteria, PAH's, and nutrients, entering the Bay. This project is part of the feasibility study for the Beach Armoring Reduction and Shading Reduction projects and is contingent on the feasibility study proving that the project will have a positive impact on the ecosystem.

DEVELOPMENT PLAN & STATUS: Create a bid packet to hire a marine environmental firm to conduct a feasibility study. Create a bid packet and hire a marine engineering firm to create design plans. Create a bid packet and hire a marine construction company to facilitate the construction of the project and to perform the actual work.

COST & FINANCING DATA: Project will be completely funded by Grants.

COST ASSUMPTIONS	
Engineering Services	\$185,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$1,015,000
Subtotal:	\$1,200,000
Contingency Fees	\$ -
TOTAL:	\$1,200,000

FUND 440—MARINA CAPITAL

Stormwater Improvement

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY 2022

Engineering/Design: FY 2022

Purchase/Construction: FY 2022

Estimated Completion: FY 2022



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	6 YR TOTAL
Grants	-		\$1,200,000					\$1,200,000
TOTAL REQUESTED FUNDS:	-		\$1,200,000					\$1,200,000

*Spent to Date is up to 08/31/2020 only.

PROJECT DESCRIPTION/NEED: As part of the due diligence to purchase the boat yard at the south end of the marina parking lot, the existing buildings will be inspected to ensure that they are in good shape and do not need any major repairs.; A business plan will be written to help identify the best operating business model; And a phase I and II environmental survey will be completed. This survey will identify any pollution or toxins that may be in the boat storage area of the property. Once completed, we will purchase the boat yard at the south end of the marina parking lot.

DEVELOPMENT PLAN & STATUS: The development plan would be as follows: 1. Obtain a Marina Advisory Committee recommendation. 2. Obtain City Council approval. 3. Hire a company to complete the building inspection, write a business plan, complete the phase I and II environmental survey. 4. Negotiate sale price with Klaus family for small piece of property in storage area. Negotiate sale price with Mr. Dahl for the sale of the business. This project is contingent on the City executing a contract with Island County for the \$675,000 grant, all due diligence results being favorable for the City and successful negotiation of sales prices with the Klaus family and Mr. Dahl.

COST & FINANCING DATA: Project will be completely funded by Marina Rates and Grants

FUND 440—MARINA CAPITAL

Marina Boat Yard Acquisition

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021

Estimated Completion: FY 2021



COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$75,000
Machinery & Equipment		\$675,000
Construction Services		\$ -
	Subtotal:	\$750,000
Contingency Fees		\$ -
	TOTAL:	\$750,000

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							6 YR TOTAL
	SPENT TO DATE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	
Marina Rates	-	\$75,000						\$75,000
ICRED Grant		\$675,000						\$675,000
TOTAL REQUESTED FUNDS:	-	\$750,000						\$750,000

*Spent to Date is up to 08/31/2020 only.