

# 2023-2024

## FINAL BIENNIAL BUDGET



### CITY OF OAK HARBOR

865 SE Barrington Drive  
Oak Harbor, Washington 98277  
[www.oakharbor.gov](http://www.oakharbor.gov)

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Mayor's Budget Message



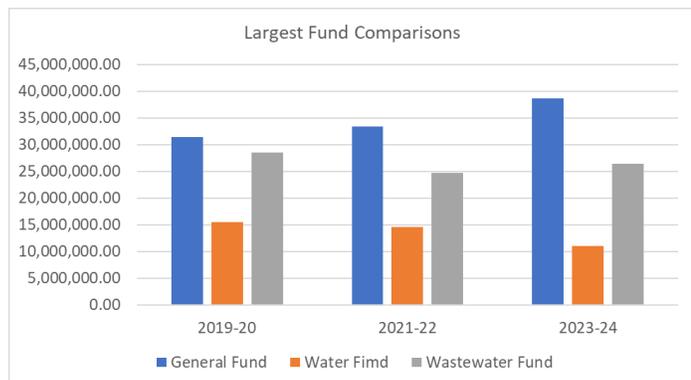
To the City Councilmembers and Oak Harbor Residents,

I am pleased to present my budget proposal for the City of Oak Harbor's 2023-2024 biennium budget and capital spending plan. Creating the budget requires teamwork and I greatly appreciate the contributions from our City Administrator, Finance Director, and many staff. This budget should encompass the priorities expressed by the City Council and City Staff.

I recognize this will be the first City budget for the majority of the City Councilmembers. This document adheres to the City's financial management policies and contains resources and revenues to fund all City funds, departments, and programs. Immediately following this message and throughout this document, reasons for changes in revenues and appropriation have been highlighted. No major changes to Oak Harbor's financial policies are proposed. However, this budget introduces the innovative base budget process to streamline the analysis.

As this is the first biennium since the subsidence of the COVID pandemic, we are hopeful that with the appropriations contained therein, we will be able to provide our residents, business community, and visitors with the continued uninterrupted stellar service that they have come to expect.

The Highlights Section immediately following my message demonstrates how the Council's identified priorities are included in the budget. With these focus areas, along with maintaining services to our community our budget proposal totals \$250.9 million for the next biennium compared to \$242.1 million in the prior biennium. The increase is primarily due to the inclusion of project priorities. Additional details about how this recommended budget compares to prior years is detailed in the financial detail sections of this budget.



As the City is in the service business, personnel costs are a substantial part of any city budget. These costs comprise about 65% of the General Fund budget, which is typical of full-service cities in Washington State. To demonstrate our commitment to City staff, I have included 2% and 3% Cost-of-Living Adjustments (COLA) (2023 and 2024, respectively) for non-represented City employees in the budget, introduced stress

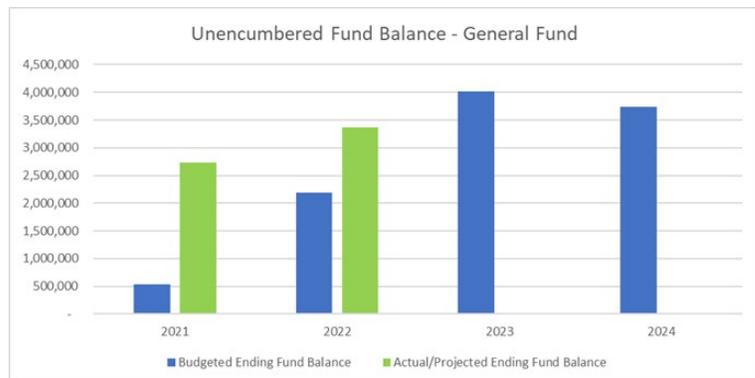
management programs and tools, will reevaluate some pandemic related protocols, and conduct a comprehensive examination of employee classifications and compensation. This is part of putting employees first so they can and will work to put the community we serve first.

I am happy to support the recent decision by City Council to lower wastewater utility rates and keep the other utility rates steady over the biennium and beyond, especially in light of rate increases projected for this biennial just a few years ago. I would like to thank the innovative leadership of the City Administrator, Finance Director, Public Works Director and their staff for this achievement. The rate stabilization is the result of the continued drive for efficiencies in our operations and the use of American Rescue Plan Act (ARPA) funds and other grant funds to offset the costs of water and sewer pipe rejuvenation and replacement. This will come as a relief to our residents and businesses that have experienced a very challenging economic period over the last three years. We are hopeful that the conversation regarding adjusting System Development Charges, which have not been meaningfully changed for many years, will lead to a long-term solution to reduce the need for future rate increases.

While we are proud to have one of the most advanced and cleanest sewage processing plants in the world and are furthering the State’s goal to clean up the Puget Sound, City residents and businesses have had to bear the extraordinary burden of the more than doubling of wastewater rates over the last decade. We are afraid that our experience may cause other entities to hesitate to undertake needed efforts to further this essential State goal. We are hopeful that our collaborative efforts with our State and Federal legislators will bear fruit during this biennium to further reduce this burden.

This budget contains almost \$12 million of grant funds which are vital to fund projects and initiatives. By City Council’s foresight in funding a position that’s focus is solely on obtaining and managing grants, we have been able to significantly ramp up our grant outreach and applications. Projects funded by grants include, but are not limited to, the following: NE 7<sup>th</sup> Avenue, NW Heller Street overlay, SR20/Campbell Lake Road watermain, sewer inflow & infiltration repair, reuse effluent water system, aging water main replacement, Marina boat yard acquisition, The Center roof replacement and generator, City Hall generator, Pioneer Way revitalization/reuse study, and Little League field renovations.

As compared to budgeted expectations, we were able to grow unencumbered fund balance in the City’s General Fund over the last biennium. We ended 2021 with \$2.7 million as compared to the expected amount of \$500,000 for a shift of \$2.2 million. This was due in part to better than projected sales tax revenues and various expenditures coming in under budget attributed to the ongoing effects of the pandemic. We are projecting this trend to continue through 2022 with the addition of \$600,000 and through the end of the 2023-24 biennial period with the addition of another \$400,000.



One fund that we are keeping a close eye on is the Streets Fund which is primarily funded by State motor vehicle fuel tax-based revenues that have stagnated or dropped since their peak in 2007. As a result, we are recommending reducing the level of roadway improvements funded by these funds and diligently leveraging grants, Real Estate Excise Taxes (REET), and continue to look for other solutions to try to keep up with project and operational needs.

Lastly, let me express my appreciation to all those who make the city and this effort a success. The Council's thoughtful and deliberative decisions has helped us weather the pandemic better than most. I believe that we are surely blessed to have the Navy as part of the Oak Harbor family. Our city staff work tirelessly in support of our community; we are very grateful.

No plan, no matter how much time, effort and care went into creating it, is perfect. I look forward to your feedback. 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 provide the Council with the best information and tools to make these difficult decisions.

Sincerely,



Robert "Bob" Severns  
Mayor  
City of Oak Harbor

**2023-24 Budget – Highlights**

<b>Council Priorities</b>	This budget recognizes City Council Priorities and Goals as outlined below.
Economic Development & Downtown Revitalization	To address City Council’s number one goal, this budget includes a study for Pioneer Way revitalization and reuse, Downtown-Marina study, and funding for a term-limited Economic Development Coordinator. Grant funding is expected to cover over 95% of costs.
Utility Infrastructure	This budget includes over \$10 million of much needed replacements and updates to the City’s utility infrastructure, half of which is grant funded.
Parks and Recreation	In effort to provide our residents and visitors with more recreational opportunities, over \$1 million is included for Windjammer Park and \$475,000 is included for parks improvements/expansion including pickleball courts, Little League field renovations, and the Harbor Heights Sports Complex – Phase 1. We will continue to explore partnerships with County and regional parks and recreation agencies.
Utility Rates	The City Council adopted utility rates for 2023 through 2025 via Ordinance 1961 on September 20, 2022. Rates for Wastewater service were reduced by 3% in 2023 and kept at that level through 2025, while rates for Water and Storm Drain service were unchanged. System Development Charges (similar to impact fees) will continue to be explored to help mitigate the impact of potential future rate increases on existing customers.
City Employees	To emphasize our focus on the wellbeing of City employees, included in the budget are: <ul style="list-style-type: none"><li>• 2% and 3% cost-of-living increases (COLA)s, for 2023 and 2024, respectively, for non-represented employees.</li><li>• Stress management programs and tools for non-represented employees.</li><li>• Reevaluation of some pandemic related protocols that were implemented.</li><li>• Funding for an outside consultant to conduct a thorough classification and compensation study.</li></ul>
Fire Bond and Levy	The voters will weigh in during the 2022 General Election to provide the City with the direction regarding the Fire Response Time Improvement Initiatives which include the construction of an additional fire station to serve the underserved west and southwest areas of the City and the equipment, operational funding, and staff necessary to operate it.

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<b>Personnel Changes</b>	<p>This budget includes position changes netting out to a slight reduction in the overall full-time employee (FTE) figure. For 2023, the net decrease is -1.35 (from 170.06 to 168.71) and for 2024 the net increase is 0.40 (from 168.71 to 169.11). Changes include recognizing the shift from an in-house prosecuting attorney to a contracted service (-1.0 FTE) and the increased reliance on contracted out jail services (-2.0 FTE). Seasonal laborers were increased in Parks (two equate to 0.8 FTE) and Marina (one equates to 0.4 FTE), and four part-time fitness instructors were provided as an option (four equate to 1.0 FTE) for Senior Services to use in place of contract services. In 2024, the addition of a part-time HR Assistant (0.4 FTE) is included.</p>
<b>Revenue Highlights General Fund</b>	<p>Excluding significant sources of one-time or temporary revenues, General Fund Revenues are projected to increase by 3.2% in 2023 and 2.5% in 2024, well under the inflation rate of 6.457% as measured by the State of Washington Department of Revenue.</p>
Property Tax	<p>We are recommending the Council approve the legal limit 1% increase in the general property tax to help mitigate the effects of inflation. Revenues from the Fire and Bond levies have not been included in the budget pending the results of the November General Election.</p>
Sales Tax	<p>Due to economic uncertainty, we are budgeting sales taxes to increase by only 2% per year over the biennial period. Sales tax collections have been better than expected for 2021 and 2022; however, this is likely due to 1) the economic recovery that occurred during the waning of the pandemic and 2) higher than expected price increases.</p>
Utility Taxes	<p>Utility taxes are based off collections from 1) City owned utilities and 2) non-City utilities such as electric, gas, Island Disposal, and telephone. Collections track closely with utility rates, economic activity, and the on-going transition from land-line telephones to cell phones; therefore, we expect utility tax collections overall to increase by 2.7% in 2023 and 1.0% in 2024.</p>
Other General Fund Revenues	<p>Excluding significant sources of one-time or temporary revenues (grants and transfers-in), most revenues are expected to either grow modestly or stay flat when compared to the 2021-22 biennium. The one-major exception has been interest earnings. Following Federal Reserve decisions, interest rates have dramatically increased which the City's Finance Director has been able to leverage to lock-in for increased revenues which are expected to continue into the biennium.</p>

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**Special Revenue Funds**

Transportation -  
Streets, Arterials, Paths  
& Trails, and TBD

The Streets and Arterials funds receive significant funding from the state-shared Motor Vehicle Fuel Tax (MVFT) and Capron Funds. Generally, these funds can be used for any transportation related project. Due to this duplication, the Streets and the Arterials Funds will be combined starting this biennium; however, the Streets and Arterials capital project funds will continue to exist to track their respective projects.

The basis for the distribution of revenues from the state is the amount of gas tax collected statewide. Unfortunately, these funding sources have stagnated (CAPRON) or dropped 20-25% (MVFT) since their peak in 2007 while the costs of roadway repair, construction, and maintenance have continued to increase. As a result, we are recommending reducing the level of roadway improvements funded by these funds by diligently leveraging grants, Real Estate Excise Taxes (REET) to try to keep up with project and operational needs. Recent legislation permits local governments to increase Transportation Benefit District (TBD) sales tax rates up to 0.3%. The City's current TBD rate is 0.2% and the funding is limited to pay for "costs associated with transportation improvement projects identified in the City of Oak Harbor's Six-year Capital Improvements Plan and Streetsaver Pavement Management System" (as updated from time to time). Unlike MVFT and CAPRON, sales taxes tend to grow over time.

Per State Law (RCW 47.30.050), Paths & Trails receives 0.42% of MVFT collections to be used only for pedestrian, equestrian, or bicycle trails.

Creative Arts

The Creative Arts fund is optionally funded by a one-quarter percent tax on the City's water, wastewater, and solid waste utilities.

Civic Improvement –  
(2% Lodging Tax)

The city supports the Civic Improvement Fund with its transient lodging, hotel/motel taxes which have recovered from the pandemic induced recession.

Senior Services

Senior Services derives significant revenues from activity fees. As a vital congregate service, this operation was impacted significantly by the pandemic. However, with the heaviest impacts of the pandemic behind us, activities are returning and are expected to be back to pre-pandemic levels in this biennium. Capital projects for the Senior Center include Phase 2 of the roof repair and the purchase of a generator both of which are grant funded.

**Debt Service Funds**

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

**Real Estate Excise Tax  
(REET) Funds**

Both REET 1 and REET 2 funds are being utilized to maintain funding for capital improvements (such as Windjammer Park Improvements, Shoreline Restoration, City Hall Remodel, Fire Station carpeting, Annual Street Improvements, and traffic calming) and capital project operating and maintenance activities per RCW 82.46.015 and 82.46.037.

**Capital Project Funds  
(Portland Loos and  
Windjammer Park)**

The budget completes the work on the Portland Loos and continues the Windjammer Park Phase II projects utilizing previously identified funds and additional Park Impact Fees and REET.

**Utility Funds**

The Utility Fund budgets are based on the recent rate setting work approved by City Council. Potential adjustments to System Development Charges (charges to new development to recover an equitable share of system costs attributable to their impact to the system) are in the process of being evaluated which would help mitigate the need for future rate increases to fund project expenses.

**Marina Fund**

The Marina Fund was able to weather the pandemic almost unscathed and is expected to continue normal operations as the pandemic continues to wane. Modest moorage fee and dredging fee increases are programmed in the budget to help cover the costs of operations and current and future dredging related debt service. Capital projects for the Marina include Boatyard Acquisition, F Dock Storm Damage Repair, Dredging Pre-design, and the Additional Improvements project. The majority of capital project funding is from grants.

**Internal Service Funds**

All internal Service Funds maintain normal operations in the proposed budget.

**Council Priorities / Goals**

In March 2022, 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. Over the ensuing months, City Council discussed its priorities and approved the following goals on October 4, 2022.

**City Council Goals in Order of Priority**

1. Downtown & Marina – Downtown Revitalization
2. Utility Infrastructure – Repair
3. Parks & Recreation – Windjammer Park
4. Utility Rates – Stabilize
5. Downtown & Marina – Expansion
6. City Infrastructure – Planning
7. Parks & Recreation – Partnership
8. City Employees – Morale
9. Downtown & Marina – Dredging
10. Community Development – Joint Planning Area
11. City Infrastructure – West Whidbey Ave
12. Parks & Recreation – Accessible Playground
13. Other – Public Involvement
14. Community Development – Economic Development Staff
15. City Facilities – Fire Levy
16. City Infrastructure – NE 7th Ave
17. Community Development – Affordable Housing
18. Community Development – Development Code
19. Parks & Recreation – Enhance Programs
20. Parks & Recreation – Harbor Heights
21. Downtown & Marina – Restrooms
22. City Employees – Non-Represented Parity
23. Community Development – Infill
24. Downtown & Marina – Water Taxi
25. Downtown & Marina – Buy Property
26. Other – City Manager
27. City Infrastructure – Freund Marsh
28. Community Development – Taskforce
29. City Facilities – City Buildings
30. Parks & Recreation – Topsoil
31. Downtown & Marina – Navy Gate
32. Utility Infrastructure – Aquarium

**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 City Administrator is responsible for carrying out all City policies through the supervision and coordination of City departments, evaluating budget requests for recommendation to the Mayor, 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. To do this, the Finance Director issues budget instructions, develops, and provides budgetary data and analysis, conducts budget process training sessions, communicates regularly with City staff, and assembles the biennial budget. Furthermore, throughout the year, the Finance Department assists department heads with formulating innovative fiscal solutions and alternatives to help them achieve their goals.

## **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 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.
- 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 provides 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 (facilities), 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.
- 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 be 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, 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.
- 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.

#### 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**

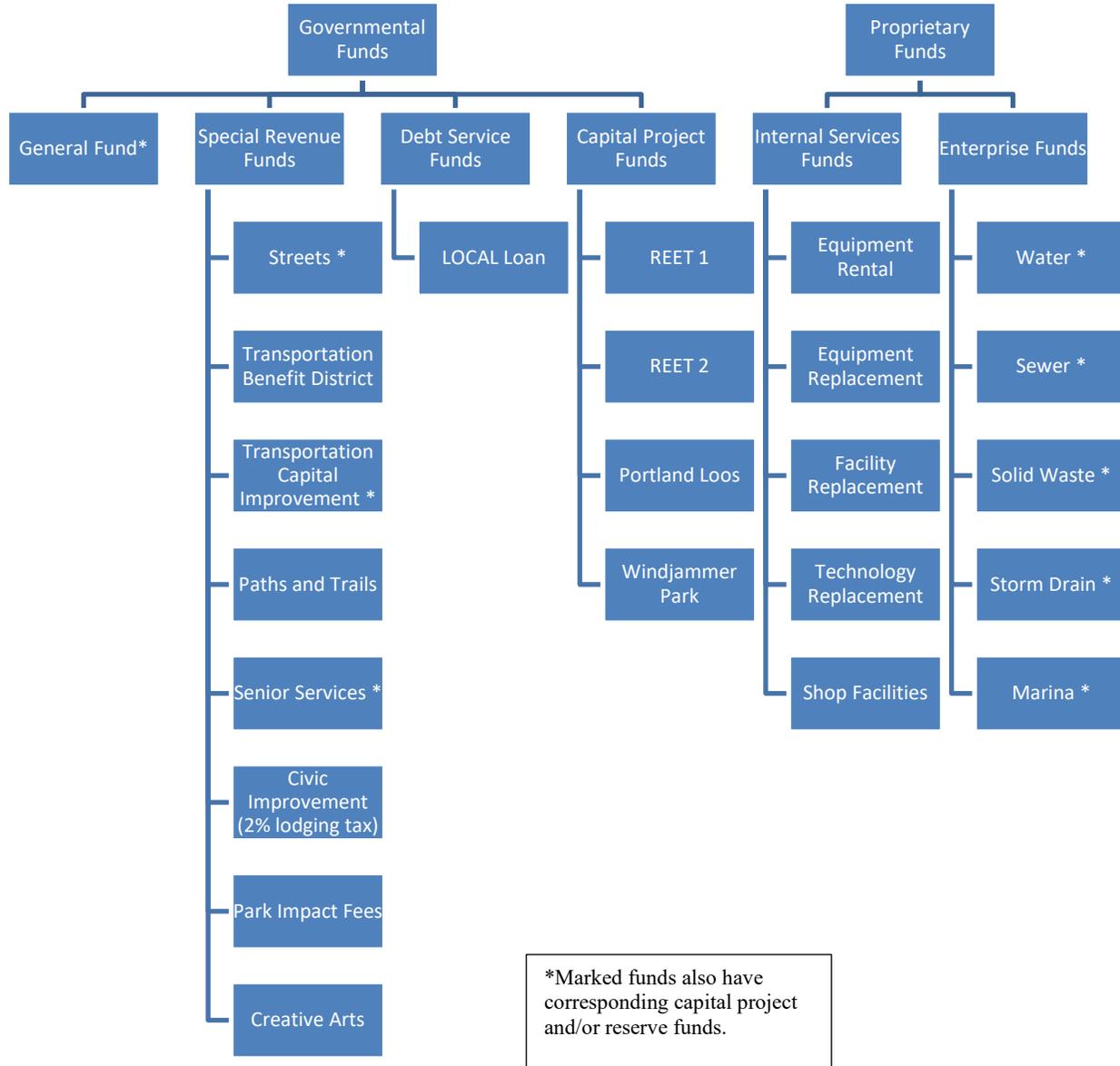
- a) The City will establish and maintain Special Revenue Funds in accordance with Generally Accepted Accounting Principles which will be used to account for the proceeds of specific revenue sources to finance specified activities which are required by statute, ordinance, resolution, or executive order.
- 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, 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.

### The City's Financial Structure

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.



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**

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.

Many City functions are financed through 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 CAPRON funds and the motor vehicle fuel tax, path and trail improvements funded through motor vehicle fuel tax, Transportation Benefit District (TBD) improvements funded through a voter approved 0.2% sales 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 the City General Fund and through program revenues.

### **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 2022 (for 2023 taxes) preliminary assessed property valuation is \$3,041,424,557. Based on this figure, the Councilmanic Legal limit is \$45,621,368, less outstanding Councilmanic general obligation debt of \$1,070,600, which results in a Councilmanic legal limit of \$44,550,768. The Unlimited Tax G.O. Bond, Utility and Parks legal limit are each \$76,035,614.

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 Expendable Trust Funds

***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 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 **Arterials Capital Projects Fund #103** is used to record capital projects related to arterials.

The **Arterials Fund #104** will be retired in this biennial with the funding combined in the Street Fund. There is no legal or Code requirement for this fund, it is funded by the same revenue sources as the Streets fund, no rational basis was found for the revenue split between the Streets and Arterials funds, and research failed to find a significant presence of separate Arterials fund in many other cities. However, separate Streets and Arterials capital projects funds will continue to be maintained.

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 0.42% 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 **Creative Arts 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 **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.

**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 **Portland Loos Fund #320** was established to record the expenditures for the construction of the Municipal Pier project and is now being used for the Portland Loos 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.

#### **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 drainpipe, 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 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.

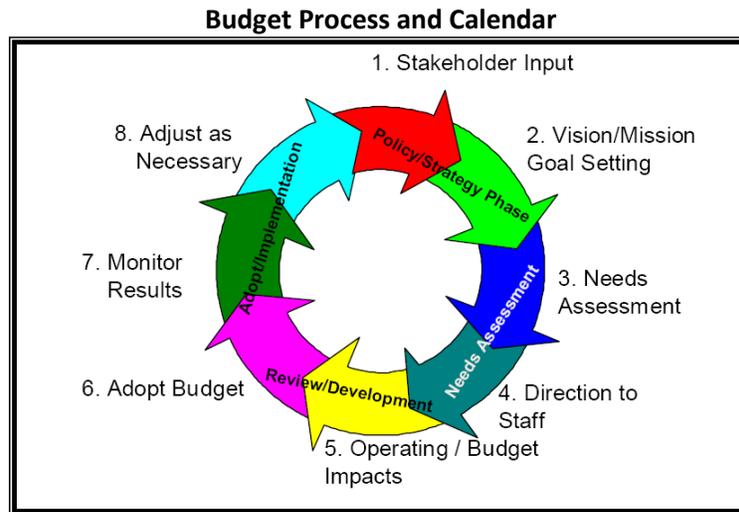
The **Equipment Rental Fund #501** accounts for the motor-pool operations of the City. Maintenance, operation, and depreciation costs are charged to each user department on a monthly basis. Equipment Rental finances replacement of all vehicles and heavy equipment. Cash reserves or "sinking funds" are 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 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 mid-summer before the start of the next biennial period, with projection of City reserves, revenues, expenditures, and financial capacity. Budget worksheets, capital project, personnel reports, instructions, and other materials are provided to the departments at this time.

The concept of a 'base budget' is being introduced during this 2023-24 biennial budget process. Operating accounts that were determined to be more directly under the control and discretion of departments were

provided to department directors with an aggregate not-to-exceed amount based on past trends and modest inflation. Amounts requested above this 'base' amount were put on a 'Decision Package Form' for evaluation by the Mayor / Executive Administration which include meetings with the various department directors and division managers. Personnel request and capital project forms were also used with parallel processes.

Once decisions are made, staff enters the budgetary data into the City's accounting system and updates revenue and expense projections for the current year and revenue projections for the biennial period. The Budget Document is finalized and then presented to the City Council and the public in accordance with Washington State law and the Oak Harbor Municipal Code as outlined in the calendar below.

**The Final Budget**

A public hearing is held to adopt the budget per Washington State law which reads “the city will meet on or before the first Monday of the month next preceding the beginning of the ensuing fiscal biennium for the purpose of fixing the final budget”

<u>Process</u>	<u>Date</u>
<b>Council Retreat</b> - Priorities/Goals and Draft Budget Calendar	3/31/2022
<b>City Council Meeting:</b> FCS Group, Inc. Adoption of 2023-2025 Utility Rates	9/20/2022
<b>City Council Workshop:</b> Revenue Projections Public Hearing [RCW 84.55.120]	9/28/2022
<b>City Council Workshop:</b> Presentation of Mayor's Preliminary Budget. Department presentations (Administration, Legal, Human Resources, Finance, Development Services, Parks & Recreation, and Public Works). Presentation of the 2023-2028 Capital Improvements Plan (by Development Services).	10/26/2022
<b>City Council Meeting:</b> Additional Department presentations (continue from last meeting, Police, and Fire)	11/1/2022
City Clerk Publishes Notice of Preliminary Budget once a week for two weeks and designating the date, time, and place of the final budget adoption hearing [RCW 35A.34.100]	11/2/2022
<b>City Council Meeting:</b> Public Hearing to Set Property Tax Levies [RCW 84.52.020 and RCW 84.52.070] & Public Hearing on Preliminary Budget	11/15/2022
<b>City Council Meeting:</b> Public Hearing to Adopt the Final Budget via Ordinance (Required on or Before First Monday in December [as defined by RCW 35A.33.070]; Adoption of Budget; Also see RCW 35A.34.110)	11/30/2022

**Overall Budget Summary  
With all Resources**

<b>Fund</b>	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>2023-24 Biennial Budget</b>
001 General Fund	22,406,029	24,086,579	46,492,608
002 General Fund Reserves	1,689,237	1,689,237	3,378,474
003 Current Exp. - FSA	40,000	40,000	80,000
005 Current Exp. - Seizure	15,524	15,524	31,047
006 Whidbey Island Marathon	49,706	39,806	89,512
007 General Fund Projects	2,846,720	5,771,720	8,618,440
101 Streets	2,698,753	2,338,636	5,037,389
102 Streets Projects	2,839,324	1,289,777	4,129,101
103 Arterials Projects	1,251,426	1,825,527	3,076,953
104 Arterials	673,366	0	673,366
105 Transportation Cap. Improve	1,103,725	1,078,920	2,182,644
106 Paths & Trails	11,824	14,034	25,859
107 TBD	2,386,914	2,441,448	4,828,363
108 TBD Projects	911,304	911,304	1,822,608
115 Creative Arts	337,930	378,408	716,339
116 Civic Imp. (2% lodging)	1,132,867	947,367	2,080,235
125 Parks Impact Fee (closed)	0	0	0
127 Parks Impact Fee	142,908	218,758	361,667
129 Senior Services	773,567	542,011	1,315,579
130 Senior Services Projects	0	36,000	36,000
230 LOCAL Loan	59,896	59,896	119,792
311 REET 1	1,926,262	1,908,762	3,835,025
312 REET 2	1,997,263	1,419,763	3,417,026
320 Portland Loos	20,000	0	20,000
325 Windjammer Park	478,242	696,400	1,174,643
401 Water	11,429,460	12,070,629	23,500,089
402 Sewer	21,360,834	20,775,344	42,136,178
403 Solid Waste	6,842,014	7,140,126	13,982,139
404 Storm Drain	2,488,805	2,945,763	5,434,568
410 Marina	3,560,465	3,252,371	6,812,836
411 Water Reserves	3,309,915	3,577,930	6,887,845
412 Sewer Reserves	588,234	725,181	1,313,415
413 Solid Waste Reserves	122,383	123,583	245,967
414 Storm Drain Reserves	435,880	439,880	875,760
420 Marina Reserves	8,823	8,898	17,722
422 WWTP	1,254,278	1,054,278	2,308,556
431 Water Projects	6,299,099	630,800	6,929,899
432 Sewer Projects	2,443,632	176,511	2,620,144
434 Storm Drain Projects	2,092,165	1,449,175	3,541,339
440 Marina Projects	1,785,818	385,818	2,171,636
501 Equipment Rental	1,396,050	1,413,742	2,809,792
502 Equipment Replacement	12,121,201	10,046,244	22,167,445
504 Facility Replacement	2,233,456	2,442,533	4,675,989
505 Technology Replacement	1,119,853	1,079,257	2,199,110
510 Shop Facility	3,554,650	3,183,145	6,737,796
<b>Grand Total</b>	<b>130,239,805</b>	<b>120,671,086</b>	<b>250,910,891</b>

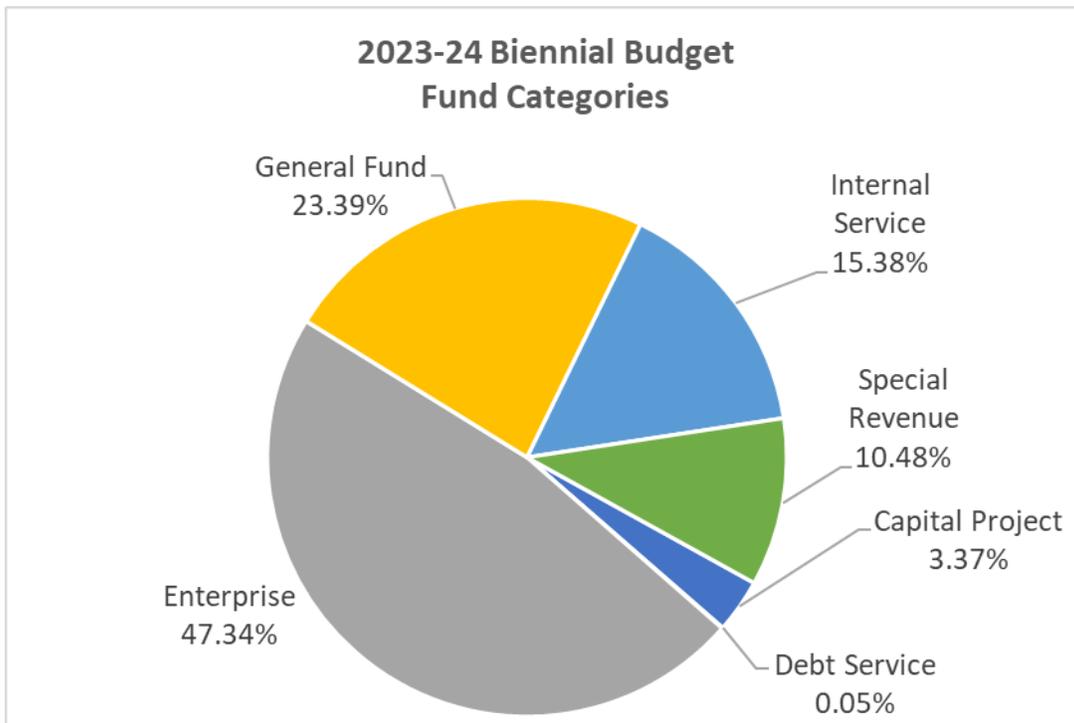
### Overall Expenditure Trend

Fund	2021 Actual Results	2022 Amended Budget*	2023 Budget*	2024 Budget*
001 General Fund	16,431,838	21,612,723	18,392,673	20,352,876
002 General Fund Reserves	0	0	0	0
003 Current Exp. - FSA	38,599	30,000	40,000	40,000
005 Current Exp. - Seizure	198	5,000	5,000	5,000
006 Whidbey Island Marathon	108,264	113,000	125,600	127,600
007 General Fund Projects	136,878	1,120,000	2,575,000	5,625,000
101 Streets	1,450,994	1,886,846	2,139,567	2,183,921
102 Streets Projects	305,067	899,231	2,349,547	800,000
103 Arterials Projects	132,798	708,219	1,206,457	1,802,058
104 Arterials	457,454	301,459	673,366	0
105 Transportation Cap. Improve	0	30,305	104,305	405,835
106 Paths & Trails	13,000	0	0	0
107 TBD	331,807	900,000	1,198,466	1,198,402
108 TBD Projects	189,679	900,000	900,000	900,000
115 Creative Arts	22,242	10,615	21,138	19,165
116 Civic Imp. (2% lodging)	272,766	300,000	500,000	20,000
125 Parks Impact Fee (closed)	950	0	0	0
127 Parks Impact Fee	47,050	225,000	0	100,000
129 Senior Services	329,769	598,716	726,096	506,684
130 Senior Services Projects	0	0	0	36,000
230 LOCAL Loan	59,890	59,890	59,896	59,896
311 REET 1	173,000	1,235,000	585,000	1,111,104
312 REET 2	410,386	1,380,000	1,145,000	730,000
320 Portland Loos	0	0	20,000	0
325 Windjammer Park	38,544	2,210,000	407,946	626,104
401 Water	8,196,037	6,665,130	6,025,549	5,240,426
402 Sewer	12,089,996	12,498,662	13,776,503	12,799,332
403 Solid Waste	4,028,696	3,886,240	4,563,700	4,692,161
404 Storm Drain	2,397,474	2,433,831	1,646,737	1,714,787
410 Marina	1,671,177	2,006,338	2,269,108	1,998,286
411 Water Reserves	126,208	368,000	2,000	243,200
412 Sewer Reserves	651,514	2,200	2,000	2,000
422 WWTP	3,128,047	121,079	300,000	450,000
431 Water Projects	0	3,860,000	5,668,299	73,000
432 Sewer Projects	700,000	2,197,500	2,267,121	0
434 Storm Drain Projects	0	875,000	642,990	150,000
440 Marina Projects	0	2,720,000	1,400,000	0
501 Equipment Rental	1,121,752	1,084,613	1,174,291	1,192,859
502 Equipment Replacement	921,251	1,467,800	3,390,000	1,145,000
504 Facility Replacement	0	0	445,000	0
505 Technology Replacement	573,117	755,170	801,835	806,835
510 Shop Facility	2,354,036	2,791,072	3,532,386	3,042,391
<b>Grand Total</b>	<b>58,910,480</b>	<b>78,258,638</b>	<b>81,082,576</b>	<b>70,199,922</b>

\* Does not include unencumbered fund balance resource for easier comparison to previous years.

### Budget by Fund Type

Fund	2023 Budget	2024 Budget	2023-24 Biennial Budget
Capital Project	4,421,768	4,024,926	8,446,693
Debt Service	59,896	59,896	119,792
Enterprise	64,021,805	54,756,286	118,778,092
General Fund	27,047,215	31,642,866	58,690,081
Internal Service	20,425,210	18,164,921	38,590,131
Special Revenue	14,263,910	12,022,192	26,286,102
<b>Grand Total</b>	<b>130,239,805</b>	<b>120,671,086</b>	<b>250,910,891</b>



### Decision Package Summary – 2023

Items by Funding Source	Sum of Amount	Sum of Net fiscal impact
<b>2023</b>	<b>894,257.00</b>	<b>506,304.00</b>
<b>All Funds - Allocated per IDCA</b>	<b>123,000.00</b>	<b>123,000.00</b>
Class and Compensation Study	100,000.00	100,000.00
SAO Audit Exp.	23,000.00	23,000.00
<b>Creative Arts Fund</b>	<b>20,300.00</b>	<b>20,300.00</b>
Art/Proj. Mgmt	7,000.00	7,000.00
Discretionary	1,500.00	1,500.00
Donation OHSD	5,000.00	5,000.00
Driftwood Days	1,500.00	1,500.00
Music Fest Tables	300.00	300.00
Sculpture Maint.	5,000.00	5,000.00
<b>General Fund</b>	<b>351,700.00</b>	<b>127,435.00</b>
City Hall Card Readers for External Doors	13,500.00	13,500.00
Fire Records Management System Upgrade	12,000.00	12,000.00
Parks Exp. Trends	13,000.00	13,000.00
Parks Planter Maint.	23,600.00	23,600.00
Police Jail Costs (offset by workforce reduction)	267,100.00	42,835.00
Streets 12 bollards	15,500.00	15,500.00
Streets Oak Tree Maint.	7,000.00	7,000.00
<b>General Fund/Grant</b>	<b>200,000.00</b>	<b>55,000.00</b>
Dev. Svs. CERB Broadband Study	50,000.00	5,000.00
Dev. Svs. Comp Plan Update	75,000.00	25,000.00
Dev. Svs. Downtown Marina Study	75,000.00	25,000.00
<b>REET</b>	<b>15,000.00</b>	<b>15,000.00</b>
Streets Traffic Calming	15,000.00	15,000.00
<b>Senior Services - Increased Revenues</b>	<b>18,688.00</b>	<b>0.00</b>
Add. Fitness Classes	14,400.00	0.00
Modular Building Costs	4,288.00	0.00
<b>Storm Drain Fund</b>	<b>4,800.00</b>	<b>4,800.00</b>
Compliance costs with NPDES operating permit	4,800.00	4,800.00
<b>Streets</b>	<b>2,500.00</b>	<b>2,500.00</b>
Streets Inflationary Cost Increases	2,500.00	2,500.00
<b>Wastewater Fund</b>	<b>115,000.00</b>	<b>115,000.00</b>
CWF Chemicals	55,000.00	55,000.00
CWF Interpretive Center conv. meeting space	10,000.00	10,000.00
Inflationary Cost Increases	50,000.00	50,000.00
<b>Water Fund</b>	<b>43,269.00</b>	<b>43,269.00</b>
Emergency repairs	20,000.00	20,000.00
Inflationary Cost Increases	23,269.00	23,269.00

### Decision Package Summary – 2024

Items by Funding Source	Sum of Amount	Sum of Net fiscal impact
<b>2024</b>	<b>612,480.00</b>	<b>256,535.00</b>
<b>All Funds - Allocated per IDCA</b>	<b>8,000.00</b>	<b>8,000.00</b>
SAO Audit Exp.	8,000.00	8,000.00
<b>Creative Arts Fund</b>	<b>18,300.00</b>	<b>18,300.00</b>
Art Appraisal	3,000.00	3,000.00
Art/Proj. Mgmt	7,000.00	7,000.00
Discretionary	1,500.00	1,500.00
Driftwood Days	1,500.00	1,500.00
Music Fest Tables	300.00	300.00
Sculpture Maint.	5,000.00	5,000.00
<b>General Fund</b>	<b>319,700.00</b>	<b>95,435.00</b>
Fire Records Management System Upgrade	11,000.00	11,000.00
Parks Exp. Trends	13,000.00	13,000.00
Parks Planter Maint.	21,600.00	21,600.00
Police Jail Costs (offset by workforce reduction)	267,100.00	42,835.00
Streets Oak Tree Maint.	7,000.00	7,000.00
<b>General Fund/Grant</b>	<b>150,000.00</b>	<b>50,000.00</b>
Dev. Svs. Comp Plan Update	75,000.00	25,000.00
Dev. Svs. Downtown Marina Study	75,000.00	25,000.00
<b>REET</b>	<b>15,000.00</b>	<b>15,000.00</b>
Streets Traffic Calming	15,000.00	15,000.00
<b>Senior Services - Increased Revenues</b>	<b>31,680.00</b>	<b>0.00</b>
Add. Fitness Classes	14,400.00	0.00
Modular Building Costs	17,280.00	0.00
<b>Storm Drain Fund</b>	<b>4,800.00</b>	<b>4,800.00</b>
Compliance costs with NPDES operating permit	4,800.00	4,800.00
<b>Wastewater Fund</b>	<b>65,000.00</b>	<b>65,000.00</b>
CWF Chemicals	55,000.00	55,000.00
CWF Interpretive Center conv. meeting space	10,000.00	10,000.00

### New / Eliminated Position Summary

Positions by Funding Source	Sum of Amount	Net Fiscal Impact
<b>2023</b>	<b>-320,915.00</b>	<b>24,150.00</b>
<b>General Fund</b>	<b>-345,765.00</b>	<b>9,300.00</b>
Law		
Assistant City Attorney - (-1.0 FTE) (offset by contract prosecutor)	-151,200.00	-20,400.00
Parks		
2 Seasonal Laborers - 0.8 FTE	29,700.00	29,700.00
Police		
Police Support / Corrections - (-2.0 FTE) (offset by Jail costs)	-224,265.00	0.00
<b>Marina Fund</b>	<b>14,850.00</b>	<b>14,850.00</b>
Marina		
1 Seasonal Laborer - 0.4 FTE	14,850.00	14,850.00
<b>Senior Service shift from operating</b>	<b>10,000.00</b>	<b>0.00</b>
Senior Services		
4 Part-time fitness instructors - 1.0 FTE	10,000.00	0.00
<b>2024</b>	<b>-293,778.50</b>	<b>55,286.50</b>
<b>General Fund</b>	<b>-319,074.00</b>	<b>39,991.00</b>
HR		
1 Part-time HR Assistant - 0.4 FTE	30,336.00	30,336.00
Law		
Assistant City Attorney - (-1.0 FTE) (Cont. from 2023) (offset by contract prosecutor)	-155,736.00	-20,936.00
Parks		
2 Seasonal Laborers - 0.8 FTE (Cont. from 2023)	30,591.00	30,591.00
Police		
Police Support / Corrections - (-2.0 FTE) (Cont. from 2023) (offset by Jail cost)	-224,265.00	0.00
<b>Marina Fund</b>	<b>15,295.50</b>	<b>15,295.50</b>
Marina		
1 Seasonal Laborer - 0.4 FTE (Cont. from 2023)	15,295.50	15,295.50
<b>Senior Service shift from operating</b>	<b>10,000.00</b>	<b>0.00</b>
Senior Services		
4 Part-time fitness instructors - 1.0 FTE (Cont. from 2023)	10,000.00	0.00
<b>Grand Total</b>	<b>-614,693.50</b>	<b>79,436.50</b>

**All Funds - Revenue Trends by Category**

Revenue Category	2021 Actual Results	2022 Projections / Budget	2023 Budget	2024 Budget
<b>Recurring Revenues</b>	<b>43,090,512</b>	<b>44,594,675</b>	<b>45,292,852</b>	<b>46,098,089</b>
Business Licenses	49,444	51,500	53,000	54,100
Development Permits & Fees	471,314	367,500	410,000	405,000
Fuel Sales	430,627	576,751	443,546	456,951
Investment Interest*	(90,447)	200,616	574,300	694,120
Liquor / Marijuana / Criminal Just.	442,700	413,790	453,300	431,900
Lodging Tax	316,126	290,000	310,000	310,000
MVFT / CAPRON	1,507,807	1,433,050	1,415,280	1,409,365
Property Tax	4,515,615	4,665,736	4,759,100	4,856,600
REET	1,276,651	900,000	1,000,000	1,000,000
Sales Tax	5,342,423	5,342,423	5,395,900	5,629,100
TBD Tax	1,148,892	1,100,000	1,200,000	1,250,000
Utility Revenues	24,578,023	26,122,434	26,063,226	26,353,703
Utility Tax & Franchise Fees	3,101,338	3,130,875	3,215,200	3,247,250
<b>Non-recurring Revenues</b>	<b>517,642</b>	<b>3,361,551</b>	<b>10,501,383</b>	<b>9,343,792</b>
Bond Proceeds	-	-	2,063,636	5,803,669
CARES / ARPA	153,342	893,000	3,195,200	743,280
Grants	335,845	2,071,051	5,017,547	2,796,843
Insurance Recoveries	28,455	397,500	225,000	-
<b>Mix</b>	<b>3,105,131</b>	<b>2,216,815</b>	<b>2,233,657</b>	<b>2,296,069</b>
Miscellaneous	3,105,131	2,216,815	2,233,657	2,296,069
<b>Interfund Revenues</b>	<b>15,115,041</b>	<b>13,211,009</b>	<b>14,283,901</b>	<b>13,775,907</b>
Interfund Allocations	8,111,110	8,139,656	9,554,334	9,700,872
Transfers In	7,003,931	5,071,353	4,729,567	4,075,035
<b>Total</b>	<b>61,828,325</b>	<b>63,384,050</b>	<b>72,311,793</b>	<b>71,513,857</b>

\* 2021 actual interest earnings was positive, amount shown is negative due to GASB/GAAP required mark to market year-end reporting requirements.

All Funds Revenues - Items of Note

- Recurring revenues – These revenues constitute the primary source of funding for continued City operations. They are projected to increase by 1.6% in 2023 and 1.8% in 2024.
- Non-recurring revenues – These revenues constitute the primary source of funding for capital projects and City initiatives. They tend to vary widely from year to year depending on the extent of programmed capital projects. Bond proceeds are for the Fire Response Time Improvement Initiative.
- Mix – These contain a number of smaller revenues with various characteristics and classifications. The larger than trend amount shown for 2021 consisted of a one-time contribution.
- Interfund Revenues – These revenues consist of charges for services from the reserve for replacement and Public Works internal services funds and the indirect cost allocation.

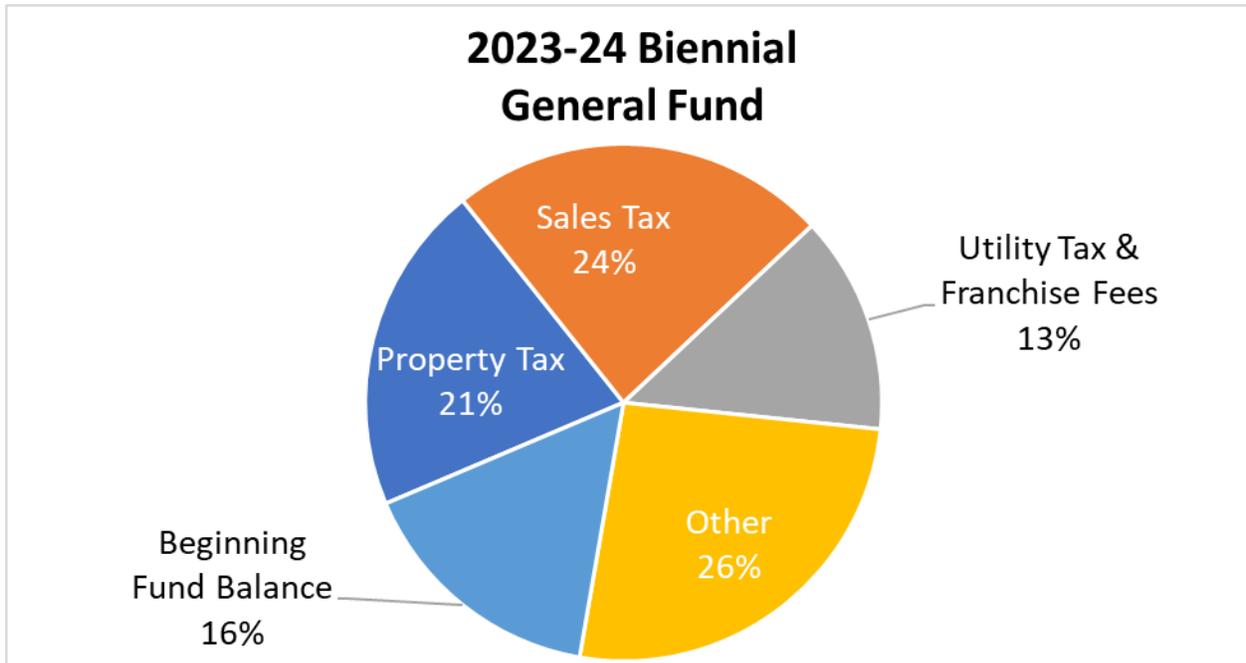
**All Funds - Expenditure Trends by Category**

Expenditure Category	2021 Actual Results	2022 Projections / Budget	2023 Budget	2024 Budget
Capital Outlay	926,534	5,452,086	21,910,360	11,607,162
Debt	7,403,549	7,608,922	7,608,446	7,608,094
Depreciation/ARO	5,711,393	-	-	-
Interfund Charges	8,124,550	8,316,932	9,428,726	9,563,617
Operating & Maintenance	14,348,684	14,784,909	18,467,076	17,609,166
Personnel	15,391,840	17,848,861	18,938,401	19,736,848
Transfers	7,003,931	7,011,353	4,729,567	4,075,035
<b>Total</b>	<b>58,910,480</b>	<b>61,023,063</b>	<b>81,082,576</b>	<b>70,199,922</b>

All Funds Expenditures - Items of Note

- Capital Outlay – These consist of projects as outlined in the Long-term Capital Plan detailed below.
- Debt – Debt service payments are fully funded in the biennial.
- Depreciation/ARO – Non-cash expense that is reported on the City’s annual financial report and is determined annually as part of the year-end closing process. Per SAO guidance, amounts are not budgeted.
- Interfund Charges – These revenues consist of charges for services from the reserve for replacement and Public Works internal services funds and the indirect cost allocation. The interfund Facility contributions increased to a level to better fund future replacements needs for Public Works and the Clean Water Facility. The interfund Engineering contributions were lower in the previous biennial due to position vacancies. The Streets allocation has been adjusted to account for street activities for other funds. Other interfund charges have increased due to cost inflation in the respective funds.
- Operating & Maintenance – includes operating and maintenance costs and the non-capital components of projects. Major reasons for increases from the previous biennial include:
  - Operating supplies and minor equipment – Costs of chemicals and supplies for City operated utilities and equipment replacement fund.
  - Professional Services and Public Utility Services – Grant funded planning work, compensation & classification study, Jail services, utility studies, Island County solid waste, prosecution services, operating component of capital projects.
  - Insurance – WCIA cost increases: Costs are anticipated to increase by about 15% or \$163,000 in 2023 and by 7% or \$74,000 in 2024.
  - Repair & Maintenance – Operating component of capital projects.
  - Miscellaneous – LTAC grantee disbursements.
- Personnel – Expenses are projected to come in about \$350,000 or 2% below budget for 2022. Personnel accounts are budgeted at the full position cost, which includes adjustments incorporated in existing bargaining agreements for 2023 and a continuation of existing STEP increases for 2024, pending results of future bargaining. For non-represented employees, a continuation of STEPS and a 2% and 3% COLA, for 2023 and 2024, respectively, is included. Position additions and deletions, a detailed above, are also included. Benefit cost increases have also been factored in.
- Transfers – Amounts are primarily project based. Reductions compared to previous years are primarily due to the availability of ARPA and other grant funds to fund projects.

Major Revenue Sources and Resources  
General Fund



The trend information in this section of the document contains best estimates for 2022 projected revenues.

**Beginning Fund Balance – 16% of General Fund**

This consists of estimates of unencumbered fund available at the beginning of each year of the biennial. Unencumbered fund balance (resources) is required to be included in the budget per RCW 35.34.070 and 35.34.120.

**Property Taxes – 21% of General Fund**

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 2023 is greater than 1% (in fact it is 6.457%). Due to the fact that we are unable capture the amount in excess of 1%, this budget recommends that City Council increase the rates by the maximum of 1%, as has been done in the past.

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, up to \$.50 is deducted if the city is part of a library district (such as in Oak Harbor); for 2022 Sno-Isle Regional Library rate was 0.3915. Therefore, the maximum property tax rate that the city can assess is \$3.2085 per \$1,000

of assessed valuation. The most recent property tax rate in Oak Harbor (for the 2022 tax year) was \$1.8230, well below this limit.

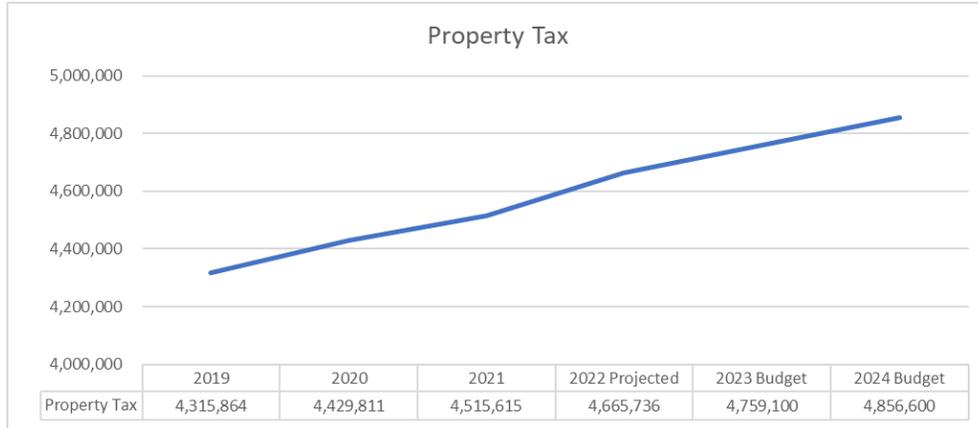
In addition, property values added to the tax base either through new construction or annexations are added to the property tax levy in subsequent years. For purposes of the 2023-24 forecasts, we've projected relatively modest increases in new construction based on conversations with the City's Community Development Director. No increases for annexations are included in these estimates.

On July 12, 2022, the City Council adopted Resolutions 22-17 and 22-18 providing for placing two ballot propositions on the November 2022 General Election. Resolution 22-17 will ask the voters to lift the levy to \$2.4886 per \$1,000 of assessed valuation for the purpose of fire protection response time improvements. This amount is under the maximum property tax rate. Resolution 22-18 will ask the voters to approve an excess levy to fund the debt service for a bond that will fund the development a second fire station and the purchase a quint ladder truck for the purpose of fire protection response time improvements. The maximum property tax rate, as mentioned above, is not applicable to excess levies. Revenues to be generated from either of these propositions have not been included in this budget, pending the results of the election. However, the Fire capital improvements (new Fire station and Quint ladder trucks) are included in the budget and the Capital Improvements Plan.

The overall property tax rate for residents of the City of Oak Harbor in 2022 was \$10.71 per \$1,000 of assessed valuation. Below is a chart of the various property tax jurisdictions and their rates of taxation.

Tax Area	100	APPRAISER-OH Schl Dist, in OH
State - State School		State School 1.8963008750 *State School Part 2 0.9881684015 <u>Total State 2.8844692765</u>
County - Island County General Fund		*County Developmental Disa County Current Expense 0.4840290487 *County Mental Health *County Veteran's Relief <u>Total County 0.4840290487</u>
City - City of Oak Harbor		City of Oak Harbor 1.8230397125 <u>Total City 1.8230397125</u>
Park - Park & Recreation North Whidbey		P & R N Whidbey GEN 0.1748441548 *School 201 BOND 1.5380922911 *School 201 Enrichment 2.1818966917 <u>Total School 3.8948331376</u>
Cemetery - Cemetery #1 North Whidbey		Cemetery #1 0.0051712591 <u>Total Cemetery 0.0051712591</u>
Library - Library Sno-Isle Regional		Library Sno-Isle GEN 0.3915008064 <u>Total Library 0.3915008064</u>
Emergency Medical Services - Whidbey Health EMS Island County		Hospital GEN (EMS) 0.4237258338 <u>Total Emergency Medical 0.4237258338</u>
Hospital District - Whidbey Health		*Hospital BOND 0.2588959744 Hospital GEN 0.5000000000 <u>Total Hospital District 0.7588959744</u>
Conservation - Conservation District Whidbey		*Whidbey Conservation Dist Conservation Futures 0.0415340492 <u>Total Conservation 0.0415340492</u>
<u>Total Levy</u>		<u>10.7071990982</u>
Total Levy with exemptions		5.7401457395

Below is the historic trendline for property taxes as well as the projected forecasted amounts for 2022 through 2024.



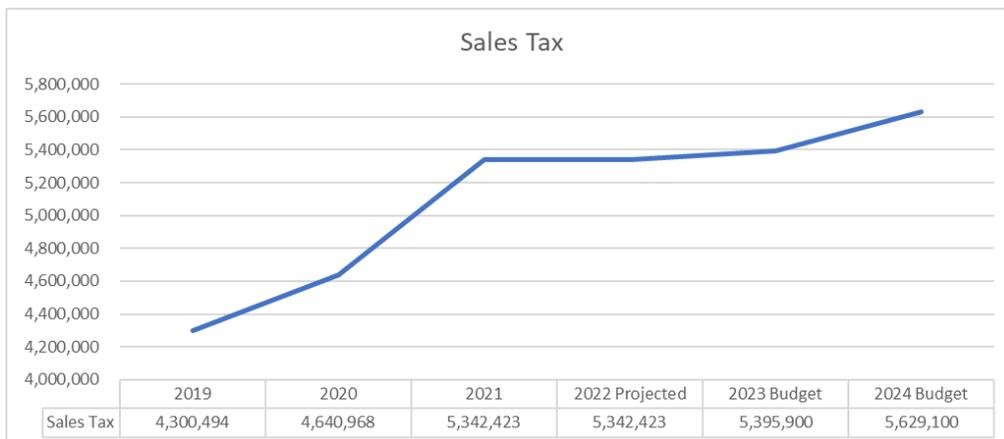
**Sales Tax – 24% of General Fund**

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 9.0% of which the City is allowed to receive, by law, an amount equal to 1.06% of sales. 0.87% of sales is deposited into the General Fund while 0.20% of sales is deposited into the Transportation Benefit District (TBD) fund.

Below is a table of the sales tax rates by jurisdictions within the city of Oak Harbor effective July 1, 2022.

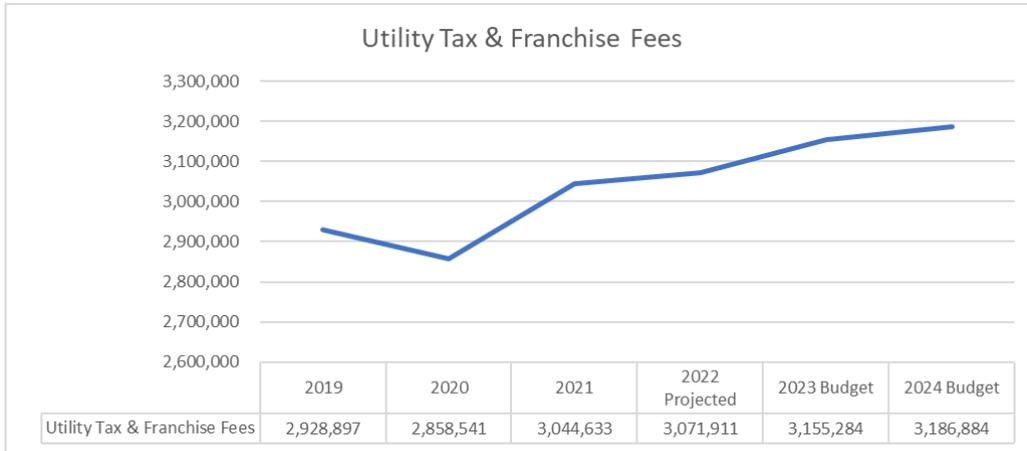
<u>Jurisdiction</u>	<u>Rate</u>
State of Washington	6.51%
Island County	0.53%
Island Transit	0.89%
Oak Harbor - General Fund	0.87%
Oak Harbor - TBD	0.20%
Total	9.00%

Below is the historic trendline for sales taxes as well as the forecasted amounts for 2022 and 2024. The sharp increase in collections from 2019 to 2021 can be attributed to a quicker than expected economic recovery from the pandemic induced recession and higher prices for goods and services due to inflation.



**Utility Taxes and Cable Franchise Fees – 13% of General Fund**

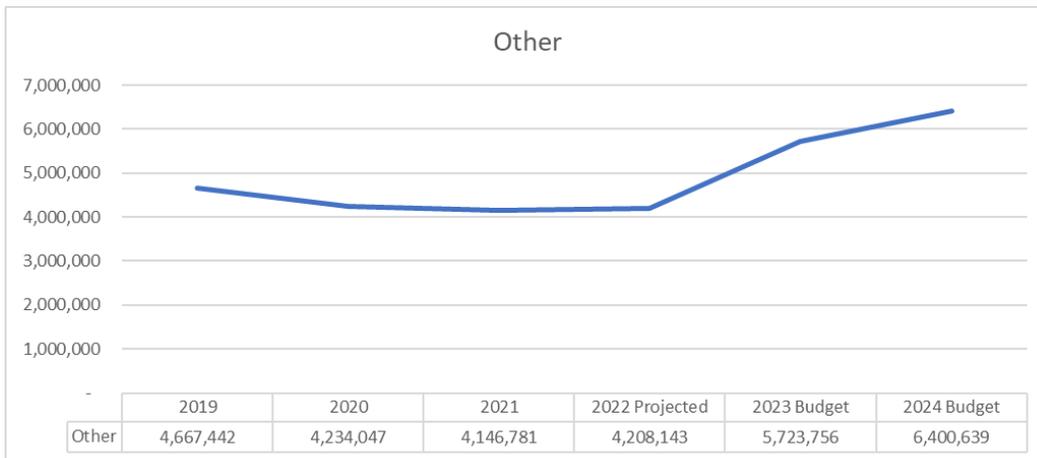
The City imposes a 6% tax on utilities operating within the city limits based on their gross operating revenues. The city operates the water, wastewater, surface water and solid waste utilities. Others subject to the tax are electric, telephone, cellular telephone, natural gas, and cable TV franchises (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 because 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 about half of the total utility taxes and Franchise Fees. The estimates for the 2023 and 2024 budget years reflect recommended changes to the City’s utility rates.

**Other – 26% of General Fund**

The Other category consists of various accounts of which the following are the major components:



Grants:

Various Federal, State, and local grants that are received that largest component of which consists of American Rescue Plan Act funding.

Building & Other Development Permits:

Building permit fees represent a partial cost recovery fee established to reimburse the City for the time spent by staff in reviewing construction projects. At their current levels, they recover about 25%-30% of costs. Also included in category are small amounts collected for animal licenses and other miscellaneous permits.

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 set at a flat rate of \$40 per business plus regular licenses for select types of businesses. Business licenses represent about 0.29% of total General Fund 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.

Interfund Allocations:

Revenues associated with the City's Indirect Cost Allocation Plan which is based on the departments that provided support services for the direct service departments and the type and level of support that was provided. For 2021, the indirect cost rate averaged 3.59%.

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 is reimbursed for a portion of some costs and expenses such as probation fees and court appointed attorney fees.

Transfers In:

Revenues associated with transfers from various funds for capital projects and operational purposes.

Infractions and penalties:

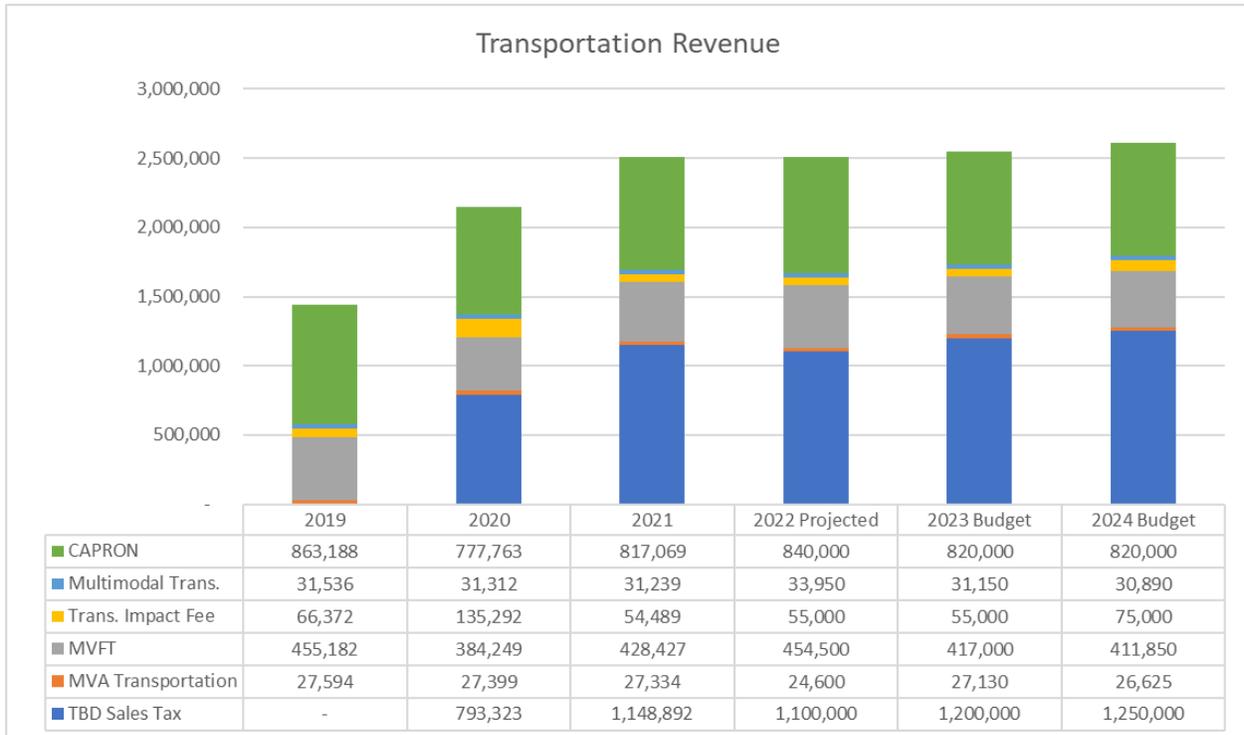
Revenues associated with traffic, parking, and other infractions/penalties.

### Special Revenue Funds

The following charts show selected revenues that are specifically dedicated to the respective areas of the city as outlined below.

#### Transportation Revenues

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) funded by a 0.2% sales tax was approved by the voters in 2019 and are limited to cost associated with transportation improvement projects identified in Oak Harbor’s six-year Capital Improvements Plan and Streetsaver Pavement Management System. The Motor Vehicle Fuel Excise Tax (MVFT) is derived from Washington’s excise tax on each gallon of motor fuel with less than 10% of the total amount collected proportionally distributed back to each city. Two other smaller revenues were implemented for Cities in 2015 (MVA Transportation and Multimodal Transportation) and are distributed proportionally. CAPRON funds are only available to Island and San Juan Counties and are derived from a portion of vehicle license fees and motor vehicle fuel taxes paid by the county’s residents and distributed based on proportional assessed valuation of the jurisdiction.

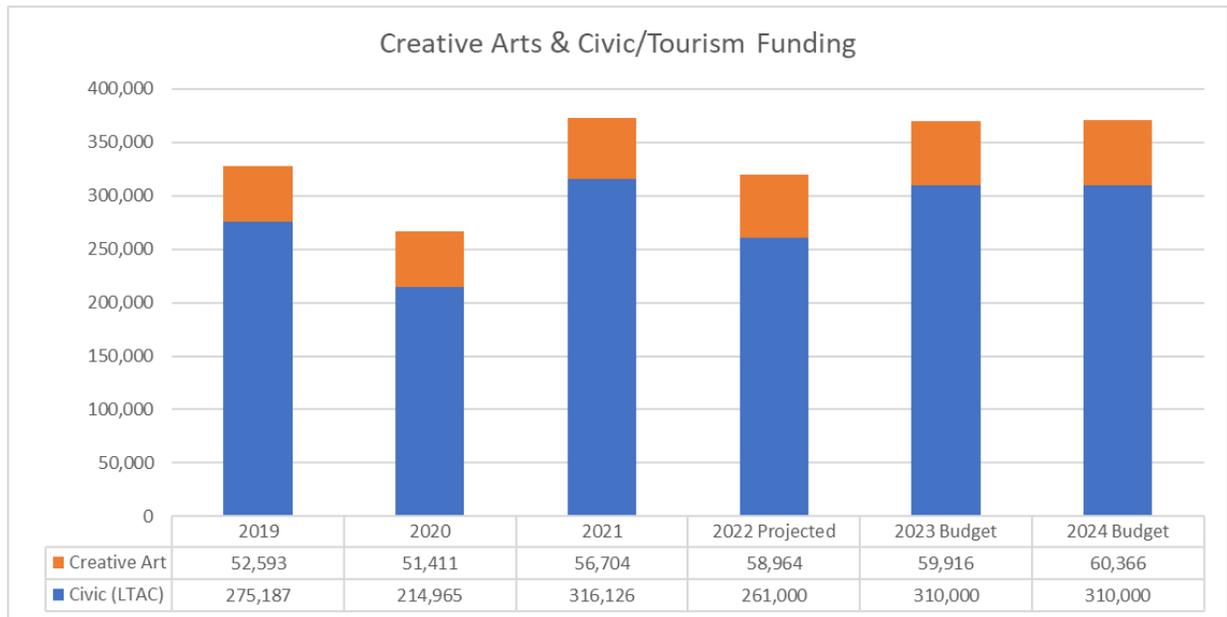
MVFT and CAPRON revenues peaked in 2007 and while CAPRON funds have generally stayed steady since their peak in 2007, MVFT revenues are about 20%-25% off their peak.

**Civic and Creative Arts Revenues**

Civic revenues for the City of Oak consist of the Hotel-Motel Funds / Transient Lodging Tax Funds in accordance with RCW 67.28.1816. These revenues consist of a 2% credit against the State sales tax and a 2% local tax for a total of 4%. Per State law, the City has established a Lodging Tax Advisory Committee (LTAC) to review funding applications and recommend awards to the City Council.

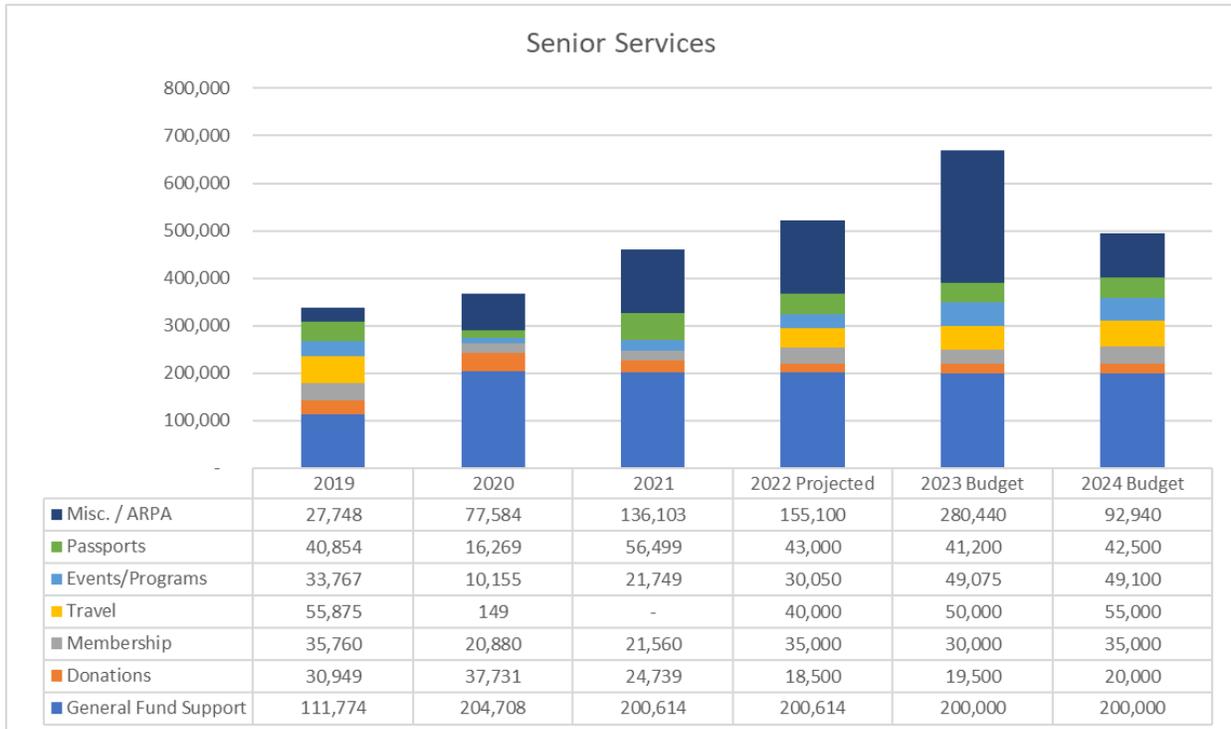
Creative Arts revenues are derived from a 0.25% utility tax on water, sewer & solid waste operations at the city.

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



### Senior Services Revenues

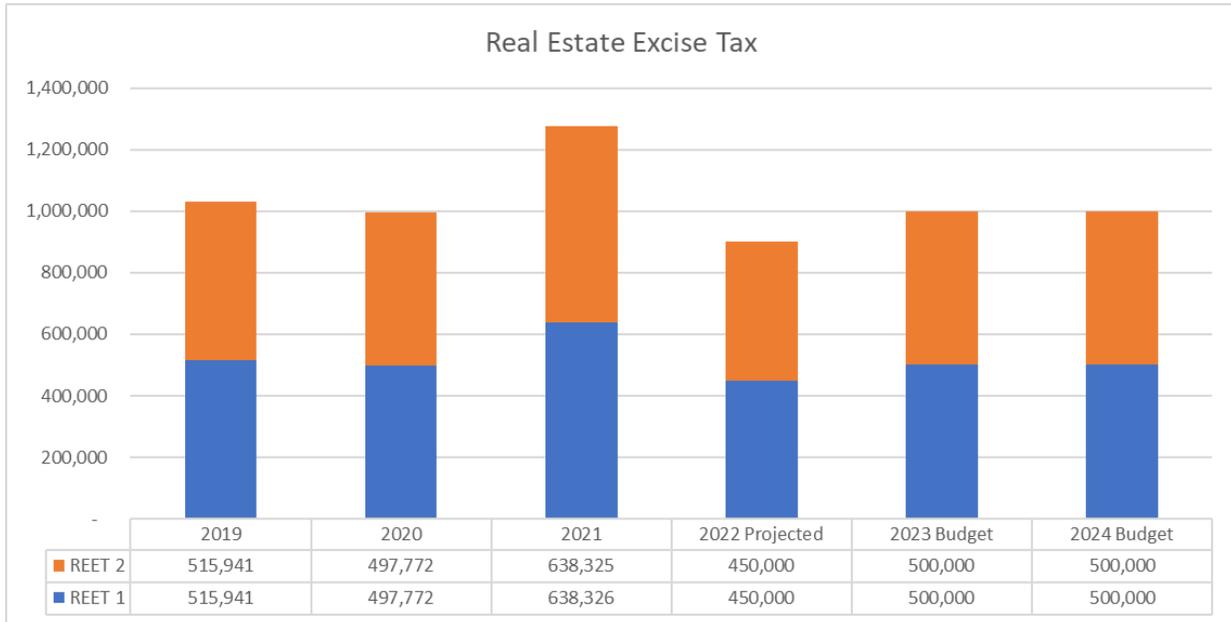
The Senior Services revenues derives the majority of its revenues from activity fees. During the COVID 19 pandemic, many of these activities were curtailed or affected at least for a period of time. As a result, the actual revenues for 2020 and 2021 were anomalous to past trends. Now that things have reopened and are getting back to normal, we expect revenue generation to continue their pre-COVID trends. In addition, ARPA funding was allocated to Senior Services to partially fund the replacement of the Senior Center roof and the position of Program Assistant that was laid off during COVID 19. The support from the General Fund is programmed to stay steady at \$200,000 per year. The chart below illustrates the major revenues that contribute funds for operation of the Senior Services programs.



### Capital Project Funds

#### Real Estate Excise Tax (REET) Revenues

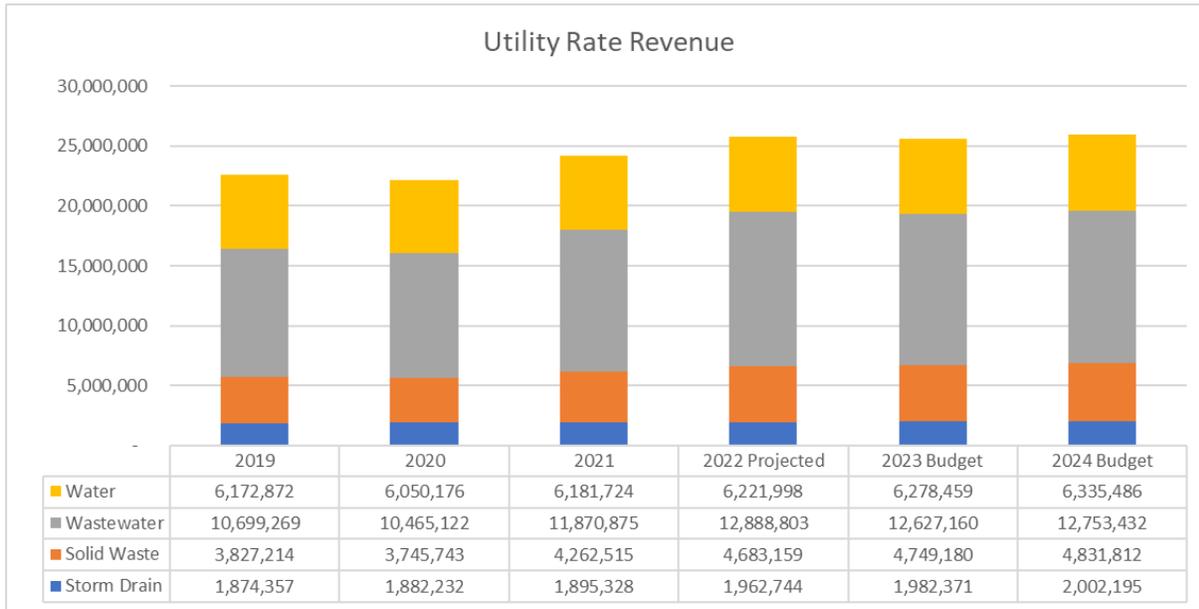
REET revenues are used for specific types of capital improvements (with some exceptions). The first ¼% is known as REET 1 and is governed by RCW 82.46.010. The second ¼% is available to those cities planning under the Growth Management Act and is known as REET 2 (RCW 82.46.035). The chart below illustrates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



### Enterprise Funds

#### Utility Revenues

The City operates four 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.

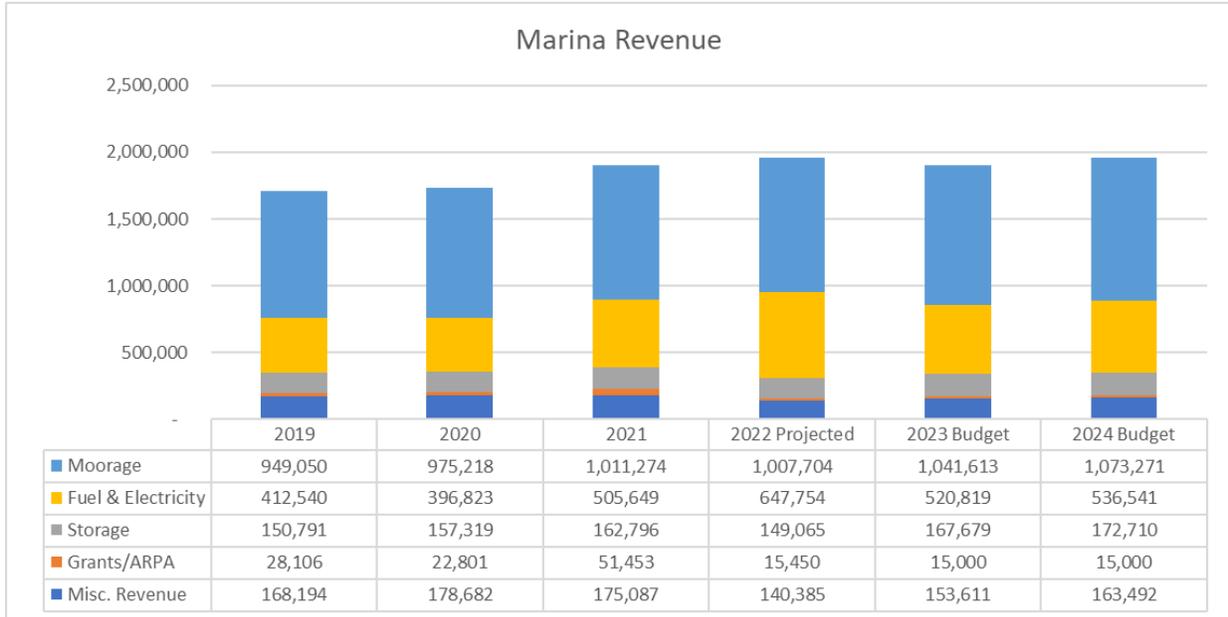


The City Council adopted utility rates for 2023 through 2025 via Ordinance 1961 on September 20, 2022. Rates for Wastewater service were reduced by 3% in 2023 and kept at that level through 2025, while rates for Water and Storm Drain service were unchanged. For Solid Waste service, expenditures were analyzed to better understand the cost of this utility’s component parts (Yard Waste, Dumpsters, Roll Carts, and Recycling) and fees were adjusted accordingly. The overall effect for a customer with Yard Waste service was a 6.4% or \$2.03 increase in 2023 and less than 1% increases in each of 2024 and 2025. For a customer without Yard Waste, rates were reduced by 2% in 2023 and kept at that level through 2025.

Note: Potential adjustments to System Development Charges (charges to new development to recover an equitable share of system costs) are in the process of being evaluated which would help mitigate the need for future rate increases to fund project expenses and could help mitigate debt service costs.

**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. Modest increases to moorage rates and dredging fees are included in the biennial.



**Beginning (Unencumbered) Fund Balance Overview**

RCW requires the inclusion of an estimate “unencumbered fund balance” for each fund for a city’s biennial budget (RCW 35.34.070 and 35.34.120). The estimate of unencumbered fund balance is called budgeted or beginning fund balance in the accounting system and budget documents. Current assets and liabilities, as well as additional anticipated revenues and expenditures are netted against available cash to calculate beginning fund balance.

Additionally, in operating funds, monies are excluded for operating reserve; 16.67% in governmental funds and 20 to 25% in enterprise funds. Some funds also have specific items earmarked as reserves and, therefore, are subtracted from the calculation and considered encumbered (unbudgeted) fund balance.

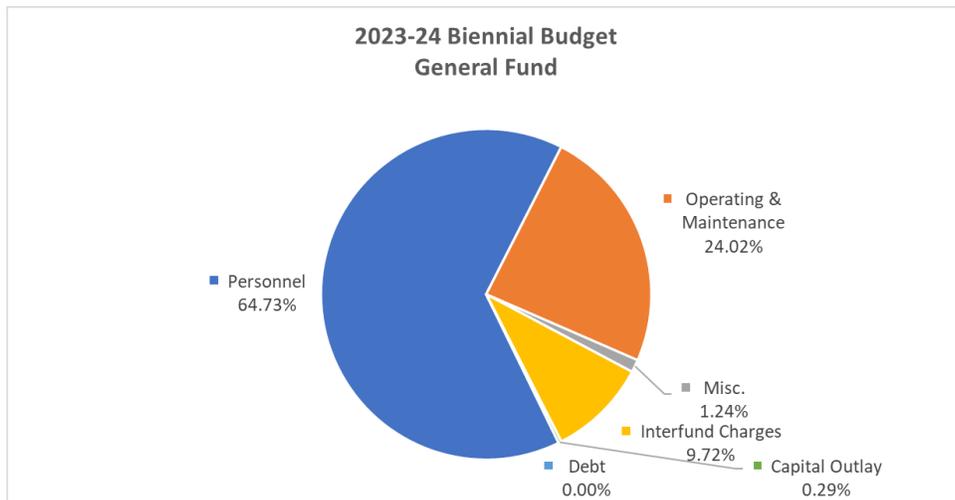
Cash
+ Current Assets
- Current Liabilities
+ Anticipated Revenues
- Anticipated Expenditures
Available Fund Balance
- Operating Reserves
- Other Items
Budgeted Fund Balance

Estimates of beginning and encumbered fund balance are included in the chart below.

2023 Beginning Fund Balance Estimates	Budgeted Fund Balance	Encumbered Fund Balance	Total
001 General Fund	3,371,989	6,237,429	9,609,418
002 General Fund Reserves	1,689,237	-	1,689,237
003 Current Exp. - FSA	-	-	-
005 Current Exp. - Seizure	10,524	-	10,524
006 Whidbey Island Marathon	(64,694)	-	(64,694)
007 General Fund Projects	346,720	500,000	846,720
101 Streets	265,187	314,537	579,724
102 Streets Projects	2,039,324		2,039,324
103 Arterials Projects	247,494	100,000	347,494
104 Arterials	673,366		673,366
105 Transportation Cap. Improve	1,046,225		1,046,225
106 Paths & Trails	9,494		9,494
107 TBD	1,184,914		1,184,914
108 TBD Projects	11,304		11,304
115 Creative Arts	277,264		277,264
116 Civic Imp. (2% lodging)	820,367		820,367
125 Parks Impact Fee (closed)	-		-
127 Parks Impact Fee	67,408		67,408
129 Senior Services	103,352	176,002	279,354
130 Senior Services Projects	-		-
230 LOCAL Loan	-		-
311 REET 1	1,361,262		1,361,262
312 REET 2	1,432,263		1,432,263
320 Portland Loos	-	75,000	75,000
325 Windjammer Park	478,242		478,242
401 Water	4,985,970	1,985,032	6,971,002
402 Sewer	7,959,123	3,469,666	11,428,789
403 Solid Waste	2,067,834	777,248	2,845,082
404 Storm Drain	454,934	708,023	1,162,957
410 Marina	1,661,743	525,344	2,187,087
411 Water Reserves	3,052,326		3,052,326
412 Sewer Reserves	454,583		454,583
413 Solid Waste Reserves	121,633		121,633
414 Storm Drain Reserves	433,680		433,680
420 Marina Reserves	8,773		8,773
422 WWTP	1,254,278		1,254,278
431 Water Projects	3,899,099	1,750,000	5,649,099
432 Sewer Projects	493,632	1,205,000	1,698,632
434 Storm Drain Projects	2,092,165		2,092,165
440 Marina Projects	610,818		610,818
501 Equipment Rental	230,764	180,805	411,569
502 Equipment Replacement	10,818,658		10,818,658
504 Facility Replacement	1,579,379		1,579,379
505 Technology Replacement	358,614	86,245	444,859
510 Shop Facility	18,761	124,764	143,525
<b>Grand Total</b>	<b>57,928,011</b>	<b>18,215,095</b>	<b>76,143,106</b>

### Major Operating Fund Budget Summaries General Fund (001)

General Fund Financial Table	Actual 2021	Projected / Budget 2022	Budget 2023	Budget 2024
Beginning Unencumbered Fund Balance	2,113,146	2,730,761	3,371,989	4,013,356
Revenues:				
Revenues	17,036,453	17,268,213	17,999,040	19,503,223
Transfers In	13,000	20,000	1,035,000	570,000
<b>Total Revenues</b>	<b>17,049,453</b>	<b>17,288,213</b>	<b>19,034,040</b>	<b>20,073,223</b>
Expenditures:				
Personnel	11,123,607	11,533,829	12,259,056	12,822,472
Operating & Maintenance	3,259,748	3,547,739	4,249,347	5,056,145
Misc.	747,922	251,111	247,499	232,499
Interfund Charges	1,167,599	1,142,706	1,523,771	2,241,760
Debt	-	-	-	-
Capital Outlay	132,962	171,600	113,000	-
<b>Total Expenditures</b>	<b>16,431,838</b>	<b>16,646,985</b>	<b>18,392,673</b>	<b>20,352,876</b>
Change in Fund Balance	617,615	641,228	641,367	(279,653)
<b>Ending Unencumbered Fund Balance</b>	<b>2,730,761</b>	<b>3,371,989</b>	<b>4,013,356</b>	<b>3,733,703</b>

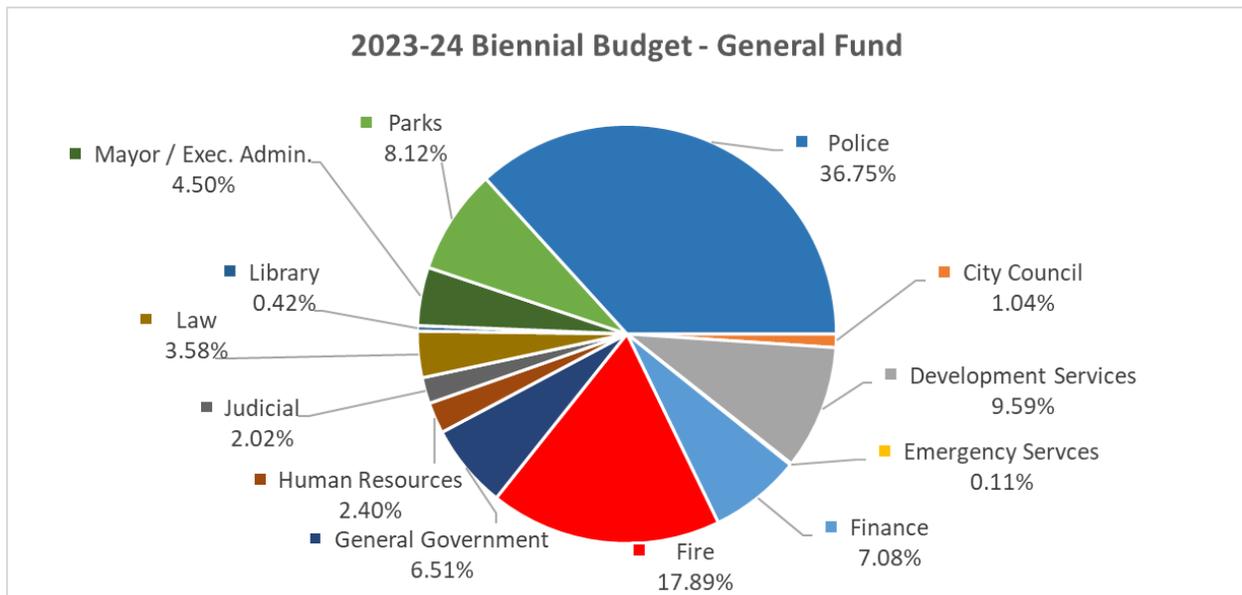


#### Items of Note

- Revenues – Inclusion of grant revenues and project related revenues.
- Personnel Services – Bargaining agreements, the 2% and 3% COLA for 2023 and 2024, respectively.
- Operating and Maintenance – Grant funded items such as EPA Pioneer Way revitalization/reuse study, CERB broadband study, Downtown Marina study, and comp. planning consultant; REET funded items such as the City Hall remodel, ARPA funded items such as OHPD HVAC Replacement and expansion, and other items such as the classification and compensation study, Whidbey Island Homeless Coalition donation and increased costs for WCIA insurance, Jail services and the SAO annual audit.
- Interfund Charges – Internal Service Fund and Engineering allocation adjustments.
- Capital Outlay – ARPA funded City Hall generator and estimated development permitting system carryforward costs.

**General Fund**

General Fund - Expenditures by Department	Actual 2021	Amended Budget 2022	Projected / Budget 2022	Budget 2023	Budget 2024
City Administrator	553,176	593,110	593,110	0	0
City Council	144,120	160,766	164,676	198,730	205,530
Development Services	1,161,251	1,234,603	1,188,599	1,472,187	2,242,549
Emergency Services	18,693	22,259	22,259	21,364	22,391
Finance	1,284,435	1,339,334	1,296,483	1,346,106	1,396,447
Fire	2,488,072	3,107,798	2,936,220	3,166,972	3,764,056
General Government	1,247,985	5,345,633	803,133	1,234,118	1,289,010
Human Resources	321,887	387,960	382,852	433,243	496,802
Judicial	378,580	377,500	377,500	390,700	390,700
Law	699,890	702,530	634,434	683,452	701,827
Library	74,729	71,200	71,200	81,200	81,200
Mayor / Exec. Admin.	92,857	98,929	98,929	848,207	896,687
Parks	1,651,207	1,691,685	1,605,121	1,492,215	1,652,713
Police	6,314,956	6,479,415	6,472,469	7,024,179	7,212,964
	<b>16,431,838</b>	<b>21,612,723</b>	<b>16,646,985</b>	<b>18,392,673</b>	<b>20,352,876</b>



Items of Note

- Encumbered (Unbudgeted) fund balance-\$6,237,429
  - General obligation bond contingency-\$257,000
  - Capital facility reserve-\$500,000
  - Excess stabilization cash-\$984,850
  - Sleeper Road proceeds-\$160,138

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- Operating reserves-\$2,850,060
  - ARPA Reserve - \$1,485,381
  - City Administrator
    - Department combined with Mayor to form Mayor / Executive.
  - City Council
    - Trend adjustments for salaries & wages, benefits, and the inclusion of communication expense.
  - Development Services
    - Inclusion of CERB broadband study (88% potential grant funded), Downtown marina study (66% potential grant funded), comprehensive plan consultant (66% potential grant funded), and EPA Pioneer Way revitalization / reuse study (100% potential grant funded).
  - Finance
    - Transfer of Payroll function to Human Resources and trend adjustments due to inflation and State Auditor Office annual audit costs.
  - Fire / Emergency Services
    - Trend adjustments for inflation, Paid-on-call pay adjustment, and bargain agreements.
    - Engineering interfund allocation for the fire station.
  - General Governmental
    - Inclusion of City Hall generator and City Hall remodel projects and adjustments for the Engineering interfund allocation, insurance costs, class & compensation study.
  - Human Resources
    - Transfer of the Payroll function from Finance. Addition of a part-time HR Assistant in 2024.
  - Judicial
    - Trend adjustments.
  - Law
    - The reduction of the Assistant City Attorney - Prosecutor position was partially offset by the increase in consulting costs for prosecution services.
  - Library
    - Passthrough from Snow Island Library District to pay Skagit Valley College for janitorial services.
  - Mayor / Executive
    - Department combined with City Administration to form Mayor / Executive.
    - Addition of ARPA funded temporary Economic Development Coordinator.
  - Parks
    - Trend adjustments, adjustments for Engineering interfund and Parks Director allocations, and addition of 2 part-time seasonal workers.
  - Police
    - Reduction in two non-sworn corrections positions to offset increased use of contracted inmate housing services.
    - Adjustments with equipment, vehicle, and technology interfund contributions.
    - Trend adjustments for bargaining agreements.
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**City Council (001)****Mission:**

The Oak Harbor City Council is the legislative branch of city government, responsible for all legislative actions and policymaking for the City. The Council is empowered with the authority to enact laws and policies to protect the rights of the citizens of the community. The City Council meets to review, direct, and legislate on matters of land use, finance, and general governance. Councilmembers also serve on service boards and committees along with staff, community members, and other advisors to review specialized functions and make recommendations to the Mayor.

Although Councilmembers are elected by position, each of them represents all citizens of Oak Harbor. The responsibilities of the City Council are set forth by state law and the 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 Councilmembers to analyze community needs, program alternatives and available resources.

The principal forum for local government policymaking are City Council meetings which take place twice a month. In addition, several special meetings and work sessions are scheduled throughout 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.

**2021-2022 Accomplishments:**

- ✓ Approved 2023-2024 Biennial Budget.
- ✓ Adopted amendments to the Oak Harbor Comprehensive Plan 2036 and 2022-2027 Capital Improvements Plan.

- ✓ Established through referendum funding levies to construct, staff, and equip a second fire station in the city.
- ✓ Amended City Council rules and procedures and adopted Council-staff communication guidelines.
- ✓ Funded a limited-term staff position with specific objectives to promote and develop economic diversity and targeted growth.
- ✓ Created a Parks and Recreation Department with director to encompass marina, parks operations, and senior services divisions.
- ✓ Allocated \$6.6 million in American Reuse Plan Act (ARPA) federal funding.

**2023-24 Goals:**

See preceding Council Priorities /Goals section.

**Summary of Financial Information**

General Fund - City Council Financial Table	Actual 2021	Projected / Budget 2022	Budget 2023	Budget 2024
Expenditures:				
Personnel	129,819	137,732	146,300	153,100
Operating & Maintenance	1,015	11,100	26,200	26,200
Misc.	-	-	-	-
Interfund Charges	13,286	15,844	26,230	26,230
Debt	-	-	-	-
Capital Outlay	-	-	-	-
<b>Grand Total</b>	<b>144,120</b>	<b>164,676</b>	<b>198,730</b>	<b>205,530</b>

**Discussion of Key Elements**

**Personnel Expenditures:**

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

**Operating and Maintenance Expenditures:**

There are no major program changes.

**Judicial (001)**

**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.

**2023-24 Goals:**

**1 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.

**2 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**

General Fund - Judicial Financial Table	Actual 2021	Projected / Budget 2022	Budget 2023	Budget 2024
Expenditures:				
Personnel	-	-	-	-
Operating & Maintenance	378,580	377,500	390,700	390,700
Misc.	-	-	-	-
Interfund Charges	-	-	-	-
Debt	-	-	-	-
Capital Outlay	512	-	-	-
<b>Grand Total</b>	<b>379,091</b>	<b>377,500</b>	<b>390,700</b>	<b>390,700</b>

**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.

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**Mayor / Executive Administration (001)****Mission:**

The City of Oak Harbor is committed to delivering quality services to its citizens in the most effective manner possible. The mission of the Executive Administration is to provide professional leadership and maintain effective relationships in the management 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 issues; 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 Mayor is responsible for carrying out the policies set by the Council and supervises the other executive and administrative officers in the performance of their official duties. The Executive Administration, which consist of the City Administrator, City Clerk, Communications/Information Technology (IT) Manager, Economic Development Coordinator, and Executive Assistant, works with the Mayor, City Council, Department Directors, and 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, economic development, and other actions as required by the Mayor and City Council and the Oak Harbor Municipal Code.

- 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 and act as a liaison for the City with local, state, and federal elected officials.
- Coordinate interdepartmental projects and programs.
- Provide clear, timely and accurate information to the public, Mayor, and City Council.
- Administer policies established by the Mayor and City Council and by law.
- Develop and implement administrative procedures.
- Coordinate and direct the day-to-day operational functions of departments and staff operations.
- Select, supervise, develop and effectively utilize staff.

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- Manage the control of the financial affairs of the City of Oak Harbor.
  - Aid in the development of personnel policies, health and safety standards, wages and disciplinary procedures.
  - Prepare agendas and record minutes of meetings, maintain municipal documents and store official records, as well as manage the city's various boards, commissions, and committees.
  - Provide for citywide information technology services and oversee vendor support.
  - Issue public correspondence.

**2021-22 Accomplishments:**

- ✓ Continued to a managed response to the COVID-19 public health emergency until all proclamations and orders were lifted by the Governor on October 31, 2022.
- ✓ Because the Navy base is vital to the local community, the Mayor's office continued 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.
- ✓ Met with Federal legislators and Pentagon officials to discuss issues relative to our unique partnership with Naval Air Station Whidbey Island.
- ✓ Presented annual legislative priorities to District 10 State representatives and federal representatives.
- ✓ Served on Island County Board of Health (BOH), Island County Council of Governments (COG), Island County Regional Transportation Planning Organization (IRTPO), Island County Law and Justice Council, Economic Development Council for Island County (EDCIC), and Island County Communication Network.
- ✓ Attended regular meetings of the Oak Harbor Chamber of Commerce, Navy League, and NAS Whidbey Island Task force, and met monthly with Island Transit.
- ✓ Led November 3 All-Hands meeting focusing on employee engagement to achieve One Team 2023 and make the City a brighter place.
- ✓ Supported the successful ballot measures for enhanced fire protection.
- ✓ Supported local tourism by facilitating over fifty special event permits.
- ✓ Launched a new website [oakharbor.gov](http://oakharbor.gov), online permitting software, and updated legal management solution, to make information sharing and service delivery more efficient.
- ✓ Completed three-year server migration and data cleanup project to improve access and create redundancy.
- ✓ Increased transparency of public meetings by launching Facebook live streaming and post meeting videos of boards and commissions
- ✓ Outsourced general legal counsel and prosecuting services.
- ✓ Created a Parks and Recreation Department to improve the livability of Oak Harbor.
- ✓ Created Economic Development Coordinator position for increased economic vitality.
- ✓ Increased the number of City grants received through teamwork and a dedicated Grants Administrator.
- ✓ Supported various department accomplishments.

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**2023–24 Goals:****1 Goal: Working Together!**

- Objectives:
  - Building and maintaining relationships for effective leadership.
  - Enhancing economic development and grant opportunities.
  - Building strategic partnerships to meet NASWI growth demands.

**2 Goal: Relating to our community.**

- Objective: Understanding Oak Harbor’s wants and needs.
- Objective: Enhance fire protection with additional fire station, new equipment, and increased staffing.

**3 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.
- Objective: Pursue wastewater rate reduction through debt relief

**4 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.

**5 Goal: Helping the City Council work Effectively.**

- Objective: Strengthening policymaking capabilities.

**6 Goal: Improve technology to better serve our citizens.**

- Objective: Improve technology to better serve our citizens.

**7 Goal: Promote Economic Development.**

- Objectives:
  - Downtown and Marina revitalization
  - Local Airport revitalization
  - Complete County Comprehensive Economic Develop Strategy (CEDS)
  - Enhance entry signage
  - Support broadband
  - Complete marina boatyard purchase and expansion
  - Expand industry to the north of Oak Harbor
  - Develop and implement Oak Harbor Economic Development Strategic Plan
  - Create and implement Business Attraction Plan
  - Reduce retail leakage

**8 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, Park Board, and Planning Commission.
- Objective: Provide monthly City Administrator’s report.

**9 Goal: Provide consistent and positive leadership to the organization.**

- Objective: Improve project management.
- Objective: Employee engagement “One Team 2023”

**Summary of Financial Information**

General Fund - Mayor / Exec. Admin. Financial Table	Actual 2021	Projected / Budget 2022	Budget 2023	Budget 2024
Expenditures:				
Personnel	612,591	614,173	758,700	805,480
Operating & Maintenance	14,878	57,800	61,100	62,800
Misc.	-	-	-	-
Interfund Charges	18,563	20,066	28,407	28,407
Debt	-	-	-	-
Capital Outlay	-	-	-	-
<b>Grand Total</b>	<b>646,033</b>	<b>692,039</b>	<b>848,207</b>	<b>896,687</b>

**Discussion of Key Elements**

- Combined the Mayor and Administration Departments into one department starting in 2023.
- Addition of Economic Development Coordinator position in 2023.

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## Human Resources (001)

### **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.

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**2021-22 Accomplishments:**

- ✓ 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.
- ✓ 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.

**2023-24 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.

**1 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.

**2 Goal: Update 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.

**3 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.

**4 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: To meet the requirements and standards to receive the AWC WorkSafe Employer designation.

**Measurement Results**

Measures	Actual		Projected	
	2021	2022	2023	2024
<b>Quantitative Measures</b>				
WellCity Participation Percentage*	56%	56%	55%	55%
Number of Hires	42	52	35	30
Number of L&I claims	8	13	8	8
L&I Experience Rating	0.6669	0.792	0.7	0.7
Number of training courses completed	1004	1036	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**

General Fund - HR Financial Table	Actual 2021	Projected / Budget 2022	Budget 2023	Budget 2024
Expenditures:				
Personnel	286,687	348,243	393,963	456,722
Operating & Maintenance	16,278	21,650	25,500	26,300
Misc.	-	-	-	-
Interfund Charges	10,181	12,959	13,780	13,780
Debt	-	-	-	-
Capital Outlay	8,741	-	-	-
<b>Grand Total</b>	<b>321,887</b>	<b>382,852</b>	<b>433,243</b>	<b>496,802</b>

**Discussion of Key Elements**

**Personnel Expenditures:**

Increased due to the absorption of the City’s Payroll function and the inclusion of a part-time HR Assistant in 2024.

**Operating and Maintenance Expenditures:**

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

**Capital Expenditures:**

No capital expenditures budgeted.

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**Finance (001)****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 account receivables and payables, budget monitoring, accounting and financial reporting, 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 billing and Business Licensing program monitoring.
- 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.

**2021-22 Accomplishments:**

- ✓ Collaborated with staff, City Council and the public with the development of a balanced 2023-24 biennial budget that is projected to continue to grow General Fund balance.
- ✓ Through the efforts of our new Grants Administrator who leads the interdepartmental grants team, was awarded over \$4.2 million of Federal, State, and local grants.
- ✓ Assisted the City's utility customers during the transition from the State's late fee and disconnection moratorium by providing information and extended repayment schedules.
- ✓ Transitioned the City's Business License function to the State's Business License Service on-line portal.
- ✓ Refunded UTGO Marina dredging debt to generate a net present value savings of almost \$200,000.
- ✓ Formed interdisciplinary team that educated staff, the public, and City Council with providing options and outreach that lead to voter approval of Fire bond and levy for the construction and operation of the City's second fire station that will dramatically reduce emergency response times.

- ✓ Engaged a top-notch utility rates and system development charges (SDCs) study consultant, educated the City Council and public, provided options which lead to their decision to lower utility rates and set SDCs on a trajectory to better cover the impacts of new development on the city's utility infrastructure.
- ✓ Formed and leads team that advises the City Council American Rescue Plan Act (ARPA) Subcommittee and manages the allocation and spending of the \$6.6 million of ARPA funds that were allotted to Oak Harbor.
- ✓ Initiated detailed municipal financial education primers for the City Council.
- ✓ Actively managed the City's funds through conservative strategic investments that grew year-over-year interest earnings by an order of magnitude.
- ✓ Managed multiple personnel transitions, provided training, and rewrote numerous SOP documents which ultimately lead to building a top-notch team and clean 2020 and 2021 financial audit results.

### **2023-24 Goals:**

- 1 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.
- 2 Goal: Continue to provide municipal finance education to City Council**
  - Objective: Update Primer parts 1A, 1B, and 2.
  - Objective: Develop Part 3: Investments.
  - Objective: Develop Part 4: Debt.
  - Objective: Development Part 5: Project Funding and Budgeting.
- 3 Goal: Provide the City Council with options regarding the City's Business License Structure**
  - Objective: Pull first year of business license data from the State system.
  - Objective: Code program to develop options for City Council consideration.
- 4 Goal: Actively manage the City's funds through conservative strategic investments to continue to grow year-over-year interest earnings**
  - Objective: Meet with the City's Investment Committee quarterly.
  - Objective: Ensure sufficient funds are available for operational continuity.
  - Objective: Follow the City's Investment Policy with investing or reinvesting maturities.
- 5 Goal: Continue pursuing grant opportunities**
  - Objective: Continue to hold monthly grant status meetings with all departments.
  - Objective: Research and evaluate grant opportunities for pursuit feasibility.
  - Objective: Engage with Departments on grant application development.
- 6 Goal: Continue pursuing Clean Water Facility debt relief**
  - Objective: Continue to work with State agencies regarding debt restructuring.

- Objective: Collaborate with City Administration of debt principal reduction.
- Objective: Keep City Council updated with progress and decision milestones.

**7 Goal: Create a Program-Performance budget for the 2025-26 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	
	2021	2022	2023	2024
<b>Qualitative Measures</b>				
State Auditor findings	0	0	0	0
<b>Quantitative Measures</b>				
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**

General Fund - Finance Financial Table	Actual 2021	Projected / Budget 2022	Budget 2023	Budget 2024
Expenditures:				
Personnel	1,133,215	1,195,000	1,225,858	1,290,699
Operating & Maintenance	117,295	65,200	73,000	58,500
Misc.	-	-	-	-
Interfund Charges	33,924	36,283	47,248	47,248
Debt	-	-	-	-
Capital Outlay	-	-	-	-
<b>Grand Total</b>	<b>1,284,435</b>	<b>1,296,483</b>	<b>1,346,106</b>	<b>1,396,447</b>

**Discussion of Key Elements**

**Personnel Expenditures:**

The department is staffed at the same level as previous years. Increased due to inflation.

**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.

**Capital Expenditures:**

No capital expenditures budgeted.

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**Legal (001)**

**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.

**2021-22 Accomplishments:**

- ✓ Public Records Officer attended 2022 WAPRO Conference and continued working toward certification.
- ✓ Successfully negotiated long-term contracts with Kenyon Disend, PLLC and Zachor, Stock, & Krepps, Inc, P.S.

**2023-24 Goals:**

**1 Goal: Reorganization of Department**

- Objective: Evaluate reorganization of legal support staff as a result of contracting our City Attorney and Prosecution services.

**2 Goal: Records Management**

- Objective: Evaluate the use of digital record retention software for permanent records retention and public access.
- Objective: Assist in developing policy and procedure for email retention and work with IT to archive and dispose of email stored since 2003.
- Objective: Complete work in compliance with the Organizing the File Room Grant.

**3 Goal: Boards, Commissions and Committees**

- Objective: Establish centralized oversight of advisory board meetings, minutes, and membership to ensure compliance with State requirements.
- Objective: Review and update as necessary advisory board by-laws.

**4 Goal: Criminal Caseload.**

- Objective: Transition to new case managements system utilized by Prosecuting Attorney, and work toward eliminating paper files.

**Measurement Results**

Measures	Actual		Projected	
	2021	2022	2023	2024
<b>Quantitative Measures</b>				
Criminal cases:				
Filed/cited	402	486	TBD	TBD
Declined	18	30	TBD	TBD
City Attorney General Counsel (in hours)	1108.15	786.9	TBD	TBD
Public Records Requests (including general and police)	645	790	TBD	TBD

**Summary of Financial Information**

General Fund - Law Financial Table	Actual 2021	Projected / Budget 2022	Budget 2023	Budget 2024
Expenditures:				
Personnel	445,329	292,000	311,169	320,544
Operating & Maintenance	240,505	322,924	345,050	354,050
Misc.	-	-	-	-
Interfund Charges	13,545	19,510	27,233	27,233
Debt	-	-	-	-
Capital Outlay	512	-	-	-
<b>Grand Total</b>	<b>699,890</b>	<b>634,434</b>	<b>683,452</b>	<b>701,827</b>

**Discussion of Key Elements**

**Personnel Expenditures:** During the last biennial, City Attorney and Prosecuting Attorney positions were contracted out. Legal support positions were continued, with the addition of a Public Records Officer position supported by grant funding. This biennial continues that structure.

**Operating and Maintenance Expenditures:** The majority of this category is to fund contracted legal, litigation, and prosecution services. Department outputs vary from year to year as general counsel is performed at-will as directed by the Mayor and City Council and are often the result of current issues affecting the City at that point in time. Likewise, criminal prosecution and public records requests are responsive to external constituent needs.

**Capital Expenditures:**

No capital outlay expenditures are budgeted in the biennial period.

**Development Services (001)****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.

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**2022-23 Accomplishments:**

1. Oak Harbor Municipal Code (OHMC) Amendments recommended adopted:
  - ✓ Ordinance No. 1874, amending OHMC Sections 18.20.260, 18.20.270, 19.75.20, and 18.40.100 regarding site specific rezones.
  - ✓ Ordinance No. 1953, amending OHMC Section 19.20 regarding residential density standards in the R-1, R-2 and R-3 zone districts.
  - ✓ Ordinance No. 1950, amending OHMC Sections 8.05.50, 8.05.020, 19.42.050, and 19.20.730.
  - ✓ Ordinance No. 1959, amending OHMC Chapters 19.25, 19.31, and 20.12.
  - ✓ Ordinance No. 1958, amending Oak Harbor Municipal Code Chapter 19.28 'Limitation of Uses', to add Sections 19.29.055 and 19.28.065.
  - ✓ Ordinance No. 1962, amending OHMC Section 8.05.020 regarding existing buildings.
  
2. Land use applications recommended approved:
  - ✓ Approved the site-specific rezone for Crosby Villa, via Ordinance No. 1955, approving the rezoning of 3.92 acres of land, consisting of one parcel (R13334-385-2230) from Limited Multiple-Family Residential (R-2) to Multiple-Family Residential (R-3)"
  
3. Plans and Policies recommended approved:
  - ✓ Adopted the 2021 Comprehensive Plan Amendments (Ordinance No. 1946), which included the Capital Improvements Plan (CIP) and Housing Action Plan addition to list of Implementing Documents.
  - ✓ Adopted the 2022 Comprehensive Plan Amendments (Ordinance No. 1966), which included the Capital Improvements Plan (CIP) and updates to the Land Use Element, Joint Planning Area, and Active Transportation Plan.
  
4. Land use applications approved by Hearing Examiner:
  - ✓ Approved the Preliminary Plat and Planned Residential Development for the Mulberry Place project including 58 residences in 3-, 4-, and 5-unit buildings on individual lots.
  - ✓ Approved the Preliminary Plat for the Cedar Hill project consisting of 28 single family residential lots and one new public roadway and one extension to an existing public road to access the lots.
  - ✓ Approved the site plan and Conditional Use Permit for the Glint Car Wash project including the development of an existing bare paved parking lot into separate car wash and fast-food restaurant buildings.

**2023–24 Goals:****1 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 Comprehensive Plan by June 30, 2025.
- 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.

**2 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.

**3 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: refining the LAMA permit system, cooperating between departments and improving in the overall communication with the development community.

**4 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 continue to develop LAMA as a way to improve efficiency, effectiveness, and consistency in enforcement of those codes
- Objective: Streamline the building permit process through the implementation of LAMA electronic building permit submittal and review.

**5 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	
	2021	2022	2023	2024
<b>Qualitative Measures</b>				
Percent of customer service responses within prescribed timelines	95%	95%	95%	95%
Percent of planning reviews completed within 120-day timeline	95%	95%	95%	95%
Number of preliminary plat reviews started during the year	3	1	2	3
Percent of single-family home permits issued within two weeks	95%	95%	95%	95%
<b>Quantitative Measures</b>				
Number of land use applications reviewed	68	78	90	110

**Summary of Financial Information**

General Fund - Dev. Svs. Financial Table	Actual 2021	Projected / Budget 2022	Budget 2023	Budget 2024
Revenues:				
Building Permits	200,044	157,500	175,000	150,000
Planning & Subdivision	38,360	40,000	45,000	45,000
Plan Check	110,486	40,000	60,000	60,000
Grants	88,085	25,000	159,500	900,000
Total Revenues	436,975	262,500	439,500	1,155,000
Expenditures:				
Personnel	914,812	1,027,881	1,057,301	1,088,490
Operating & Maintenance	91,220	31,750	239,800	991,900
Misc.	-	-	-	-
Interfund Charges	125,982	128,968	162,086	162,159
Debt	-	-	-	-
Capital Outlay	29,237	-	13,000	-
Total Expenditures	1,161,251	1,188,599	1,472,187	2,242,549
Expenses not covered by dedicated revenues	724,276	926,099	1,032,687	1,087,549

**Discussion of Key Elements**

**Personnel Expenditures:**

The level of staff is maintained.

**Operating and Maintenance Expenditures:**

In addition to ongoing operational costs, grant funds are programed related to the EPA Pioneer Way Revitalization/Reuse Study, Comprehensive Plan Study, EDA Marina Downtown Expansion Study, CERB Broadband Study, and Housing Action Plan Implementation.

**Capital Expenditures:**

The 2023 capital expenditure is related to the LAMA development permitting software.

**General Government (001)**

**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.

**2021-22 Accomplishments:**

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

**2023-24 Goals:**

- 1 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**

General Fund - Gen. Gov't Financial Table	Actual 2021	Projected / Budget 2022	Budget 2023	Budget 2024
Expenditures:				
Personnel	(2)	-	-	-
Operating & Maintenance	505,127	554,114	874,997	1,011,695
Misc.	726,979	230,167	226,552	211,553
Interfund Charges	15,881	18,852	32,569	65,762
Debt	-	-	-	-
Capital Outlay	-	-	100,000	-
<b>Grand Total</b>	<b>1,247,985</b>	<b>803,133</b>	<b>1,234,118</b>	<b>1,289,010</b>

**Discussion of Key Elements**

**Operating and Maintenance Expenditures:**

The primary expenditures in this category include annual insurance premiums and projects/initiatives including: classification & compensation study, City Hall remodel, and donation to the Whidbey Island Homeless Coalition.

**Capital Expenditures:**

The 2023 capital expenditure is for a City Hall generator.

**Operating Transfers:**

Operating transfers consist of transfers out to the Senior Center to support operations, debt service for repayment of the lighting project debt, and to the Streets fund for oak tree maintenance and bollards.

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**Police (001)****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. 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.
- Transportation and care of inmates enroute to outside holding facilities.
- 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.**

**2021-22 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.
- ✓ Managed the work environment to adapt to the COVID pandemic and transition out of that environment.
- ✓ Selected as Large Business of the Year in 2021 by Oak Harbor Chamber of Commerce

**2023-24 Goals:****1 Goal: Focus on efficient and effective service.**

- Objective: Modify and utilize our Strategic Plan as a "roadmap" for the department's goals and objectives for the next five years.

- Objective: Continue working with and for the community to keep the community a safe and desirable place to live, work and visit.

## **2 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.
- Moving to alternative (Electric) fuel sources by purchasing an electric truck as our first vehicle to analyze use (non-patrol).

## **3 Goal: Maintain police facility.**

- Objective: Make improvements to the Police Department as appropriate and as budgeted.
- Objective: Efficient and appropriate use of facility spaces.
- Objective: Review future needs and possibly connect two portions of our building, by adding structure to the front of the building.
- Objective: Complete our breakroom remodel, as well as some other minor repairs, upgrades and improvements (such as HVAC systems).

## **4 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 department is trying a different schedule for patrol, which should provide for more and “regular” training for officers, with the goal of providing training on a monthly basis.
- 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.

## **5 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.

## **6 Goal: Increase collaboration with area law enforcement partners.**

- Objective: Review and consider multi-agency teams and training (including SMART, SWAT, training and other areas).
- 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.

**7 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.

**8 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 (2024).
- 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.

**9 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	
	2021	2022	2023	2024
<b>Qualitative Measures</b>				
Animal control public education (animals returned to owner/owner educated):				
Cats	10	5	10	10
Dogs	41	55	60	65
<b>Quantitative Measures</b>				
Calls for service	12,639	12,883	13,000	13,200
Misdemeanor/felony arrests	740	747	750	750
Traffic stops:	4,839	2,941	3,800	4,000
Criminal traffic	122	121	130	135
Notice of infraction	515	331	450	450
Number of animal licenses sold	296	484	510	520
Number of animals impounded:				
Cats	6	10	10	11
Dogs	31	34	37	38

**Summary of Financial Information**

General Fund - Police Financial Table	Actual 2021	Projected / Budget 2022	Budget 2023	Budget 2024
Expenditures:				
Personnel	4,893,933	4,861,836	5,099,127	5,334,168
Operating & Maintenance	1,013,080	1,242,000	1,399,900	1,349,200
Misc.	6,384	6,384	6,385	6,385
Interfund Charges	401,559	362,249	518,767	523,211
Debt	-	-	-	-
Capital Outlay	-	-	-	-
<b>Grand Total</b>	<b>6,314,956</b>	<b>6,472,469</b>	<b>7,024,179</b>	<b>7,212,964</b>

**Discussion of Key Elements**

**Personnel Expenditures:**

OHPD experiences a large turnover of officers in 2021 and over half of the officers at OHPD have been with OHPD 7 years or less. Staff have had to adapt to legislative changes with new laws and requirements each year. Law Enforcement’s effectiveness has been subject to changes based on staffing issues and a different environment due to recent Washington State legal changes. It has been challenging to integrate the “new and old” for staff members, to create a “new normal” and to be prepared for further changes.

It’s exciting for the department to see new staff entering into this profession and OHPD has been fortunate to recruit quality men and women to be officers here.

**Operating and Maintenance Expenditures:**

The department has a contract for housing inmates with SCORE and also collaborates with ICSO for “overnight” holds. This has been working successfully for us, although we had to initiate a more “solid” bed reservation system (number of guaranteed beds) in 2023. Maintaining this collaborative relationship with SCORE and ICSO will require constant attention. We are looking at facility needs over the next 5 or so years, including possibly adding a partial structure to the front of our building, to connect two separate sections.

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**Fire (001)****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.

**2021-22 Accomplishments:**

- ✓ Seven (7) members attended the recruit firefighter academy. Six (6) members completed Fire Fighter 1 certification and six (6) members completed an Emergency Medical Technician (EMT) academy.
- ✓ Provided fire safety training public education to over 1,000 people.
- ✓ Replaced three (3) heaters/air conditioning systems throughout the building, completing all HVAC replacements currently needed.
- ✓ Replaced worn equipment including 20 sets of bunker gear, circular saws, Blitzfire monitors, thermal imaging cameras, and ventilation.
- ✓ Replaced Self-Contained Breathing Apparatus (SCBA) and individual facemasks.
- ✓ Increased full-time staffing level by one, in part, by utilizing ARPA funding; added a full-time lieutenant position.
- ✓ Utilized ARPA funding to purchase eDraulic extrication equipment.
- ✓ Passed fire service levy and bond measures to improve emergency response times and capabilities. This funding will facilitate the construction and operation of a second fire station in Oak Harbor's southwest area, the replacement of aging fire apparatus, increase

minimum staffing from three to six firefighters per day, and provide necessary protective firefighting gear and tools.

**2023-24 Goals:****1 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; trained personnel available to help mitigate large incidents and prepare Oak Harbor for.

**2 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

**3 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.

**4 Goal: Purchase replacement and new firefighting personal protective equipment and tools to support suppression activities.**

- Objective: provide well-maintained, certified high performance technical protective garments to firefighters; providing levels of protection and safety to meet national performance standards.

**5 Goal: Oversee the construction of a second fire station in the City's southwest area, design staffing plan, place orders for engine and quint apparatus, and prepare to operate from two fire stations.**

- Objective: Improved emergency response times and capabilities.
- Objective: Replace two (2) 24-year-old engines.
- Objective: Increase staffing levels to provide a minimum of six firefighters on duty.

**6 Goal: Begin process of upgrading all radio equipment to be P25 compliant to meet federal interoperability requirements by 2030.**

- Objective: Replace handheld radio equipment with P25 compliant radios to meet Federal interoperability requirements by 2030.
- Objective: Join with Island County Chiefs to apply to FEMA for a 2023 Regional Assistance to Firefighters Grant. The grant would fund 90% for all Whidbey Island departments to upgrade to the P25 compliant equipment. 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	
	2021	2022	2023	2024
<b>Qualitative Measures</b>				
Surveying & Rating Bureau: Rating	4	4	4	4
<b>Quantitative Measures</b>				
Fire & Life Safety Inspections Complete	62%	98%	98%	98%
Percentage Tested: Hose, Ladders, Pumps, and Self-Contained Breathing Apparatus	100%	100%	100%	100%

**Summary of Financial Information**

General Fund - Fire Financial Table	Actual 2021	Projected / Budget 2022	Budget 2023	Budget 2024
Expenditures:				
Personnel	2,070,010	2,418,033	2,598,318	2,684,486
Operating & Maintenance	228,363	350,516	282,900	251,700
Misc.	10,213	10,213	10,213	10,212
Interfund Charges	179,487	157,458	275,541	817,658
Debt	-	-	-	-
Capital Outlay	-	-	-	-
<b>Grand Total</b>	<b>2,488,072</b>	<b>2,936,220</b>	<b>3,166,972</b>	<b>3,764,056</b>

**Discussion of Key Elements**

**Personnel Expenditures:**

All current staffing levels are maintained by this budget. Personnel related to the voter approved fire levy lid lift will be included in a future budget amendment.

**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. Operating and maintenance expenses related to the voter approved fire levy lid lift will be included in a future budget amendment.

**Miscellaneous:**

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

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**Emergency Services (001)****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.

**2021-22 Accomplishments:**

- Continued partnership with Island County Department of Emergency Management.
- Assisted with Community Emergency Response Teams (CERT) trainings.
- Updated City Website's emergency preparedness and Emergency Management Information.
- Provided printed emergency preparedness information to all employees with the cooperation of the City's Safety and Wellness Committees.

**2023-24 Goals:****1 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.

**2 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.

**3 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	
	2021	2022	2023	2024
<b>Qualitative Measures</b>				
Percentage of CEMP updated	100%	100%	100%	10%
<b>Quantitative Measures</b>				
Number of training exercises	0	0	1	2

**Summary of Financial Information**

General Fund - Emergency Svs Financial Table	Actual 2021	Projected / Budget 2022	Budget 2023	Budget 2024
Expenditures:				
Personnel	18,026	20,259	19,364	20,291
Operating & Maintenance	667	2,000	2,000	2,100
Misc.	-	-	-	-
Interfund Charges	-	-	-	-
Debt	-	-	-	-
Capital Outlay	-	-	-	-
<b>Grand Total</b>	<b>18,693</b>	<b>22,259</b>	<b>21,364</b>	<b>22,391</b>

**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.

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**Parks (001)****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. The Parks division is now part of the new Parks and Recreation Department along with The Center and Marina operations.

**Responsibilities:**

- To provide active and passive recreational opportunities through a network of parks and trails totaling 124 developed acres, 75 acres of undeveloped property and 73 acres of open space.
- To develop and maintain attractive parks, playgrounds, sport courts, trails, community spaces, and public lands.
- To provide safe public recreation facilities and ensure enforcement of designated park rules and regulations.
- 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 volunteer programs and service groups.
- Arborist Street Trees.
- 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.

**2021-22 Accomplishments:**

- ✓ Installation of Portland Loos at Flintstone Park.
- ✓ Replaced locks and installed heaters at the kitchens at Windjammer Park.
- ✓ Put in a City Arborist and Urban Forestry program.
- ✓ Complete the expansion of Sunrise Rotary Dog Park.

**2023-24 Goals:****1 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.

- Objective: Implement improvements to the City's Parks & Recreation Page, list out more information on park existing and new park amenities. Develop a business communications plan.
- Objective: Design and install uniform park identifier signs.
- Objective: Create and market a Parks & Recreation Mascot.

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

- Objective: Develop a Parks and Recreation Master Plan.
- Install shoreline protection for Windjammer Park.
- Implement Marina Park Improvements including a sandy beach.
- Installation of the new lagoon dock, dredging of the lagoon, and implement lagoon programming.
- **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 the parks.
- Objective: To collaborate with service organizations to develop and implement community beautification projects. Develop the waterfront trail and install additional interpretive signage and wayfinding kiosks. Beautify the City's entry corridors.
- Objective: Develop improvements and assist with revitalization of the downtown area.

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

- Objective: To evaluate deferred maintenance and perpetual maintenance needs to meet community expected levels of service. Propose staffing restructure and additional personnel and replace positions that were cut previously during harder economic times.
- Objective: Increase productivity through staff training and certifications and bringing maintenance equipment up to modern standards.

## **4 Goal: To broaden the City's offering of recreational activities to include a wide range of ages and interests.**

- Objective: Provide facilities for non-traditional recreational activities, such as a Pump track and off-road bicycle trails.
- Objective: Develop a trails master plan.
- Implement programming at the Lagoon and Marina.
- Expand and improve sport court offerings and a variety of types of sports fields.

**Measurement Results**

Measures	Actual		Projected	
	2021	2022	2023	2024
<b>Quantitative Measures</b>				
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	920	1000	1400
Total number of community events held in parks	10	8	25	30
Public art pieces/memorials	19	21	25	30
Kitchen facility rentals	0	100	120	140

**Summary of Financial Information**

General Fund - Parks Financial Table	Actual 2021	Projected / Budget 2022	Budget 2023	Budget 2024
<b>Revenues:</b>				
Vending Concessions	105	-		
Activity Fees	3,751	9,600	10,000	10,000
Facility Rental	10,150	8,000	10,000	10,000
Contributions/Donations	-	1,000	-	-
Other Misc. Fees	-	2,100	5,000	5,000
<b>Total Revenues</b>	<b>14,006</b>	<b>20,700</b>	<b>25,000</b>	<b>25,000</b>
<b>Expenditures:</b>				
Personnel	619,188	618,672	648,956	668,492
Operating & Maintenance	578,011	440,985	448,000	450,800
Misc.	4,347	4,347	4,349	4,349
Interfund Charges	355,190	369,517	390,910	529,072
Debt	-	-	-	-
Capital Outlay	94,472	171,600	-	-
<b>Total Expenditures</b>	<b>1,651,207</b>	<b>1,605,121</b>	<b>1,492,215</b>	<b>1,652,713</b>
<b>Expenses not covered by dedicated revenues</b>	<b>1,637,202</b>	<b>1,584,421</b>	<b>1,467,215</b>	<b>1,627,713</b>

**Discussion of Key Elements**

**Personnel Expenditures:**

Additional Parks Specialist and Parks & Recreation Admin (rentals coordinator).

**Library (001)**

The Library fund accounts for expenditures related to the Oak Harbor branch 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. The City serves as a passthrough entity to account for the funds received from Sno-Isle to pay Skagit Valley College for janitorial services provided.

**Summary of Financial Information**

General Fund - Library Financial Table	Actual 2021	Projected / Budget 2022	Budget 2023	Budget 2024
Revenues:				
Funds from Sno-Isle	105,115	70,200	-	-
<b>Total Revenues</b>	<b>105,115</b>	<b>70,200</b>	<b>-</b>	<b>-</b>
Expenditures:				
Personnel	-	-	-	-
Operating & Maintenance	74,729	71,200	81,200	81,200
Misc.	-	-	-	-
Interfund Charges	-	-	-	-
Debt	-	-	-	-
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>74,729</b>	<b>71,200</b>	<b>81,200</b>	<b>81,200</b>
<b>Expenses not covered by dedicated revenues</b>	<b>(30,385)</b>	<b>1,000</b>	<b>81,200</b>	<b>81,200</b>

**Discussion of Key Elements**

**Operating and Maintenance Expenditures:**

The most significant item of the operating and maintenance budget is professional services for janitorial services provided by Skagit Valley College and utilities expenses. The City is exploring various options regarding the funding of this operation. Budget figures for revenues from Sno-Isle were inadvertently left out of the budget as adopted, but revenues are still expected to be received until further notice.

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**Whidbey Island Marathon (006)****Mission:**

Run for a day, play for a weekend. The mission of the Whidbey Island Marathon is to promote health and fitness through a first-class running event, open to all ages and abilities while showcasing all that Whidbey Island and the City of Oak Harbor has to offer including tourism and economic development through 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 to promote tourism in Oak Harbor not only on event weekend but throughout the year.

**2022 Accomplishments:**

- ✓ Return the event back to the newly remodeled Windjammer Park
- ✓ Produce a fun event while keeping all participants, spectators, and employees safe while maintaining all safety protocols in place due to the pandemic.
- ✓ Reduced Overall Expenses while providing the best experience possible for all athletes to save money in a down year for participation due to travel restrictions, safety concerns, etc.
- ✓ Create and implement course changes which create an "easier" run for participants while still showcasing the beauty of Whidbey Island in a safe manner for participants and island residents.

**2023 Goals:****1 Goal: Increase Participation to near pre-pandemic numbers**

- Objective: Increase participation to over 1,200 participants (2022 numbers). Increase marketing efforts through additional html promotions, social media advertising, local media publications, running publications and regional publications. Continue to promote the event as a family event and travel friendly destination for out of area participants.

**2 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, Food Trucks, possible beer garden, etc.

**3 Goals: Continue to partner with the community in support of the event through volunteerism, sponsorships, and partnerships.**

- Objective: Work with local schools, businesses, community and US Navy to promote volunteerism on course for groups/families/businesses and individuals at the start and

finish line to support the race and continue to provide participants with a 1<sup>st</sup> class race feeling while still maintaining the community feel of the race and island.

**Measurement Results**

Measures	Actual		Projected	
	2021	2022	2023	2024
<b>Quantitative Measures</b>				
Number of Participants:	1178	1238	1415	1520
Full Marathon	190	162	200	210
Half Marathon	510	481	550	575
10-K	242	280	315	340
5-K	179	259	290	320
1-K	57	56	60	75
Number of Vendors	8	10	10	10

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

**Summary of Financial Information**

Marathon Fund Financial Table	Actual 2021	Projected / Budget 2022	Budget 2023	Budget 2024
Beginning Unencumbered Fund Balance	(62,895)	(65,694)	(64,694)	(75,894)
Revenues:				
Revenues	105,466	114,000	114,400	115,700
Transfers In				
<b>Total Revenues</b>	<b>105,466</b>	<b>114,000</b>	<b>114,400</b>	<b>115,700</b>
Expenditures:				
Personnel				
Operating & Maintenance	108,264	113,000	125,600	127,600
Misc.				
Interfund Charges				
Debt				
Capital Outlay				
<b>Total Expenditures</b>	<b>108,264</b>	<b>113,000</b>	<b>125,600</b>	<b>127,600</b>
Change in Fund Balance	(2,799)	1,000	(11,200)	(11,900)
<b>Grand Total</b>	<b>(65,694)</b>	<b>(64,694)</b>	<b>(75,894)</b>	<b>(87,794)</b>

**Discussion of Key Elements**

**Operating and Maintenance Expenditures:**

Costs for the marathon are primarily comprised of a mix of supplies needed to produce the marathon both on course and at the festival area including road closure equipment, canopies, stage and other various equipment. Additionally, costs included are participant costs including awards, medals, shirts and other variable costs based on participation numbers. And lastly the costs for the contractor to operate the marathon.

**Streets Fund (101)****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 74 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 3,099 traffic and street signs, eight signalized intersections, 35 School Zone flashing lights, 12 pedestrian-activated lighted crosswalks, four 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 repairing sidewalks that have been raised or damaged by tree roots.
- To assist with installing and removing 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.

**2021 Accomplishments:**

- Installed Rectangular Rapid Flash Beacon (RRFB) at SW Ft Nugent and SW Downfield Way
- Installed crosswalk and all signage on SE Beekma Dr to connect Windjammer Park trail to Freund Marsh Trails.
- City street preventive maintenance crack sealing by applying 15.2 tons of rubber sealant. Application is weather dependent and most of the work was for streets that were scheduled for the TBD chip seals and overlays.
- City street pavement surface, pothole, and replacement by using 3.325 tons of cold patch and 39.6 tons of asphalt mix.
- The City experienced significant difficulty in receiving paint for restriping this year; fortunately, we had enough paint from the year before to do crosswalks, stop bars, and gore lines at intersections throughout the city using 268 gallons of white paint, and 3.5 tons of glass beads.
- Transportation Benefit District (TBD) overlaid several streets in the SW Quadrant with the help of Krieg's Construction; SW 13<sup>th</sup> Ave, SW Ingleside Ct, SW 14<sup>th</sup> Ct, SW Castilian Dr, SW Inglewood Ln, SW McCrohan St.
- Arterials overlaid this year were W Whidbey from SR20 to Oak Harbor St. and SW Oak Harbor St from Whidbey to SW 3<sup>rd</sup> Ave.
- Repaired and replaced 210 feet of sidewalk sections due to settling and tree roots.

- Ground 490 feet of sidewalk trip hazards because of tree roots.
- Trimmed and removed site restricting and overhanging vegetation to improve sight distance and pedestrian passage on the City right of way.
- Maintained City streets lights, signal lights, inroads, and school flashers for the motorist, pedestrian, and bicycle safety.

**2022 Accomplishments:**

- Installed Rectangular Rapid Flash Beacon (RRFB) at E Whidbey and NE Izett after Arterial overlay.
- Replaced 593 feet of hazardous sidewalks in high-traffic areas along SR20, near the middle school, restaurants, and other local businesses. Also, trimmed low-hanging branches or trees encroaching on the sidewalk for additional safety risks to pedestrians, bicyclists, and scooter users.
- Painted all crossings and markings with walk-behind painter and all striping with the EZ Liner Stripper-year before could not get paint.
- TBD (Transportation Benefit District) overlaid the following streets working with Krieg's Construction this year; SE Neil St, SE Pasek St, SE 2<sup>nd</sup> Ave, SE Jensen St, SE Ireland, SE Fidalgo St, SE Dock St, SE Hathaway St, NE 4<sup>th</sup> Ave, NE Izett St, NE Kettle St, Ne 3<sup>rd</sup> Ave.
- TBD-(Transportation Benefit District) Chip sealed the following streets working with the County this year, SE Ely St, SE 6<sup>th</sup> Ave, SE O'Leary St, SE Quaker St, SE Glencoe St, SE Dock St, SE Jerome St .
- Arterials paved this year: W Whidbey Ave from SR20 to NE Kettle St.
- Plowed and de-iced for several storms this year in January, February, and December with limited sanding.
- Trimmed and removed site restricting and overhanging vegetation to improve sight distance and pedestrian passage on the City right of way.
- Maintained City streetlights, signal lights, inroads, and school flashers for the motorist, pedestrian, and bicycle safety.

**2023-24 Goals:**

**1 Goal: To assist City Council in Transportation Benefit District measures.**

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

**2 Goal: Maintain the 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 promptly.
- Objective: To control vegetation to maintain sight distance and pedestrian clearance as new requirements that municipalities must 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 maintaining School Zone flashing lights, radar warning signage, and lighted crosswalks.

- Objective: To implement 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 proactive in controlling ice and snow. Using sand is labor intensive due to application and clean up. In addition, salt brine does not plug up storm drains.

**3 Goal: Maintain Pavement Management Program.**

- 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.

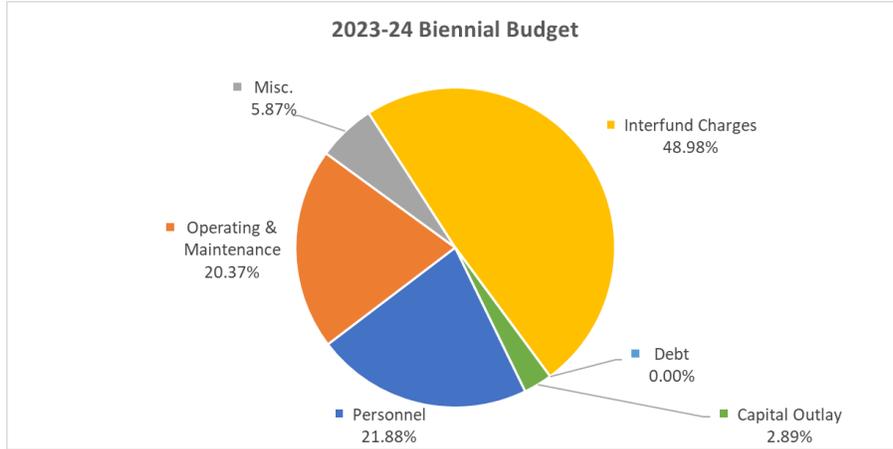
**4 Goal: Secure a stable funding source for Streets Division operations.**

- Objective: To assist the Administration and Finance Departments in identifying and securing stable funding sources 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 ongoing maintenance activities funded by the Streets Division.

**Measurement Results**

Measures	Actual		Projected	
	2021	2022	2023	2024
<b>Qualitative Measures</b>				
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%
<b>Quantitative Measures</b>				
Linear feet of sidewalks repaired and installed	210	593	200	200
Grinding trip hazards on existing sidewalks (linear feet)	480	75	100	100

Streets Fund Financial Table	Actual 2021	Projected / Budget 2022	Budget 2023	Budget 2024
Beginning Unencumbered Fund Balance	961,745	752,189	265,187	559,186
Revenues:				
Revenues	1,241,438	1,409,600	1,523,200	1,507,450
Transfers In	-	-	910,366	272,000
Total Revenues	1,241,438	1,409,600	2,433,566	1,779,450
Expenditures:				
Personnel	352,885	437,844	466,107	479,954
Operating & Maintenance	309,009	330,250	458,449	422,223
Misc.	86,979	266,210	126,982	126,982
Interfund Charges	685,384	862,298	963,029	1,154,762
Debt	-	-	-	-
Capital Outlay	16,737	-	125,000	-
Total Expenditures	1,450,994	1,896,602	2,139,567	2,183,921
Change in Fund Balance	(209,556)	(487,002)	293,999	(404,471)
Ending Unencumbered Fund Balance	752,189	265,187	559,186	154,715



Items of Note

- For simplification purposes and since both Streets and Arterials Funds receive the same funding which is limited to transportation purposes, the Arterials operating fund will be combined with the Streets fund. However, we will continue to utilize separate Streets and arterials capital projects funds.
- Inclusion of the purchase of a sweeper machine and foreman’s pickup truck and allocation of projected related street costs to other transportation funds.

**Arterials (103)**

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 16<sup>th</sup> Avenue, Heller Street, Midway Boulevard, Goldie Street and SE Regatta Drive. This fund will be closed in 2023 with the remaining fund balance being transferred to the Streets Fund. Arterials capital improvements will continue to be accounted for in the Arterials Capital Projects fund.

**Summary of Financial Information**

Arterials Fund Financial Table	Actual 2021	Projected / Budget 2022	Budget 2023	Budget 2024
Beginning Unencumbered Fund Balance	1,146,965	824,025	673,366	-
Revenues:				
Revenues	134,514	150,800	-	-
Transfers In	-	-	-	-
<b>Total Revenues</b>	<b>134,514</b>	<b>150,800</b>	<b>-</b>	<b>-</b>
Expenditures:				
Personnel	-	-	-	-
Operating & Maintenance	-	5,368	-	-
Misc.	307,250	71,813	673,366	-
Interfund Charges	150,204	224,278	-	-
Debt	-	-	-	-
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>457,454</b>	<b>301,459</b>	<b>673,366</b>	<b>-</b>
<b>Change in Fund Balance</b>	<b>(322,940)</b>	<b>(150,659)</b>	<b>(673,366)</b>	<b>-</b>
<b>Ending Unemcumbered Fund Balance</b>	<b>824,025</b>	<b>673,366</b>	<b>-</b>	<b>-</b>

Items of Note

- The fund receives State-shared restricted motor vehicle fuel tax revenues and State grants for capital improvements. Starting in 2023, those funds will be received in the Streets Fund and/or the relevant capital project fund.
- A Transfer to the Streets Fund is the only budgeted expenditure.

**Transportation Capital Improvement**

The Transportation Capital Improvement fund accounts for transportation impact fee revenues.

**Summary of Financial Information**

Transportation Cap. Imp.	Actual 2021	Projected / Budget 2022	Budget 2023	Budget 2024
Beginning Unencumbered Fund Balance	957,372	1,012,530	1,046,225	999,420
Revenues:				
Revenues	55,158	64,000	57,500	79,500
Transfers In	-	-	-	-
Total Revenues	55,158	64,000	57,500	79,500
Expenditures:				
Personnel	-	-	-	-
Operating & Maintenance	-	-	-	-
Misc.	-	30,305	104,305	405,835
Interfund Charges	-	-	-	-
Debt	-	-	-	-
Capital Outlay	-	-	-	-
Total Expenditures	-	30,305	104,305	405,835
Change in Fund Balance	55,158	33,695	(46,805)	(326,335)
<b>Ending Unemcumbered Fund Balance</b>	<b>1,012,530</b>	<b>1,046,225</b>	<b>999,420</b>	<b>673,085</b>

Items of Note

- Operating transfers consist of transfers out for capital projects.

**Paths and Trails (106)**

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 or certain pathway projects such as the Windjammer and Freund Marsh Trails.

**Summary of Financial Information**

<b>Paths &amp; Trails Financial Table</b>	<b>Actual 2021</b>	<b>Projected / Budget 2022</b>	<b>Budget 2023</b>	<b>Budget 2024</b>
Beginning Unencumbered Fund Balance	18,230	7,669	9,494	11,824
Revenues:				
Revenues	2,439	1,825	2,330	2,210
Transfers In	-	-	-	-
<b>Total Revenues</b>	<b>2,439</b>	<b>1,825</b>	<b>2,330</b>	<b>2,210</b>
Expenditures:				
Personnel	-	-	-	-
Operating & Maintenance	-	-	-	-
Misc.	13,000	-	-	-
Interfund Charges	-	-	-	-
Debt	-	-	-	-
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>13,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
Change in Fund Balance	(10,561)	1,825	2,330	2,210
<b>Ending Unemcumbered Fund Balance</b>	<b>7,669</b>	<b>9,494</b>	<b>11,824</b>	<b>14,034</b>

Items of Note

- The source of revenue for this fund is 0.42% of City Motor Vehicle Fuel Tax proceeds. Under State law, the funds must be spent within a ten-year period from receipt.
- Operating transfers consist of transfers out for capital projects.

**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.

**Summary of Financial Information**

TBD Fund Financial Table	Actual 2021	Projected / Budget 2022	Budget 2023	Budget 2024
Beginning Unencumbered Fund Balance	465,609	1,283,314	1,184,914	1,188,448
Revenues:				
Revenues	1,149,513	1,100,000	1,202,000	1,253,000
Transfers In	-	-	-	-
<b>Total Revenues</b>	<b>1,149,513</b>	<b>1,100,000</b>	<b>1,202,000</b>	<b>1,253,000</b>
Expenditures:				
Personnel				
Operating & Maintenance				
Misc.	189,679	900,000	900,000	900,000
Interfund Charges	142,128	298,400	298,466	298,402
Debt				
Capital Outlay				
<b>Total Expenditures</b>	<b>331,807</b>	<b>1,198,400</b>	<b>1,198,466</b>	<b>1,198,402</b>
<b>Change in Fund Balance</b>	<b>817,705</b>	<b>(98,400)</b>	<b>3,534</b>	<b>54,598</b>
<b>Ending Unencumbered Fund Balance</b>	<b>1,283,314</b>	<b>1,184,914</b>	<b>1,188,448</b>	<b>1,243,046</b>

Items of Note

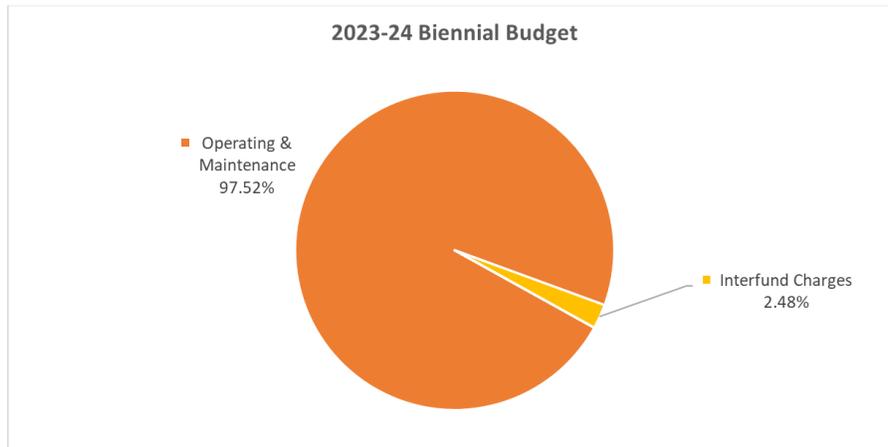
- Operating transfers consist of transfers out for capital projects.
- Interfund Charges consist of cost allocations for services provided from other funds such as for Engineering and Streets labor.

**Creative Arts Fund (115)**

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 Fund Financial Table	Actual 2021	Projected / Budget 2022	Budget 2023	Budget 2024
Beginning Unencumbered Fund Balance	188,153	228,165	277,264	316,792
Revenues:				
Revenues	62,254	59,714	60,666	61,616
Transfers In				
<b>Total Revenues</b>	<b>62,254</b>	<b>59,714</b>	<b>60,666</b>	<b>61,616</b>
Expenditures:				
Personnel				
Operating & Maintenance	9,830	10,615	20,638	18,665
Misc.	-	-	-	-
Interfund Charges	-	-	500	500
Debt				
Capital Outlay	12,412	-	-	-
<b>Total Expenditures</b>	<b>22,242</b>	<b>10,615</b>	<b>21,138</b>	<b>19,165</b>
Change in Fund Balance	40,012	49,099	39,528	42,451
<b>Ending Unemcumbered Fund Balance</b>	<b>228,165</b>	<b>277,264</b>	<b>316,792</b>	<b>359,243</b>



**Items of Note**

- 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.
- Modest amounts for miscellaneous expense have been included in the budget:
  - Art maintenance and appraisals.
  - Two tables at Music Fest.

- Driftwood days.
  - Oak Harbor School District support.
  - Art/Project management consultant.
- New Projects are not budgeted until City Council action.

**Civic Improvement Fund (Lodging Tax) (116)**

The Civic Improvement fund accounts for revenues and expenditures related to tourism. The City utilizes a Lodging Tax Advisory Committee consisting of representatives from entities that collect the 2% Hotel Motel Tax funds (hoteliers) and 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**

<b>Lodging Tax 2% (LTAC) Fund Financial Table</b>	<b>Actual 2021</b>	<b>Projected / Budget 2022</b>	<b>Budget 2023</b>	<b>Budget 2024</b>
Beginning Unencumbered Fund Balance	732,493	776,367	820,367	632,867
Revenues:				
Revenues	316,640	294,000	312,500	314,500
Transfers In				
<b>Total Revenues</b>	<b>316,640</b>	<b>294,000</b>	<b>312,500</b>	<b>314,500</b>
Expenditures:				
Personnel				
Operating & Maintenance	272,766	250,000	500,000	20,000
Misc.				
Interfund Charges				
Debt				
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>272,766</b>	<b>250,000</b>	<b>500,000</b>	<b>20,000</b>
<b>Change in Fund Balance</b>	<b>43,874</b>	<b>44,000</b>	<b>(187,500)</b>	<b>294,500</b>
<b>Ending Unencumbered Fund Balance</b>	<b>776,367</b>	<b>820,367</b>	<b>632,867</b>	<b>927,367</b>

Items of Note

- The source of funds is the City’s 2% Hotel Motel Tax. These proceeds must be utilized for the promotion of tourism.
- Funding for the 2023 LTAC grant round has been included in the budget. The budget will be amended to match the amount the City Council authorizes for 2024 LTAC grants.

**Parks Impact fees (127)**

The Parks Impact Fee fund accounts for revenues and expenditures related to acquisition and/or construction of all types of parks.

**Summary of Financial Information**

<b>Parks Impact Fees Financial Table</b>	<b>Actual 2021</b>	<b>Projected / Budget 2022</b>	<b>Budget 2023</b>	<b>Budget 2024</b>
Beginning Unencumbered Fund Balance	141,432	162,408	67,408	142,908
Revenues:				
Revenues	68,027	75,000	75,500	75,850
Transfers In	-	-	-	-
<b>Total Revenues</b>	<b>68,027</b>	<b>75,000</b>	<b>75,500</b>	<b>75,850</b>
Expenditures:				
Personnel	-	-	-	-
Operating & Maintenance	-	-	-	-
Misc.	47,050	170,000	-	100,000
Interfund Charges	-	-	-	-
Debt	-	-	-	-
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>47,050</b>	<b>170,000</b>	<b>-</b>	<b>100,000</b>
<b>Change in Fund Balance</b>	<b>20,977</b>	<b>(95,000)</b>	<b>75,500</b>	<b>(24,150)</b>
<b>Ending Unencumbered Fund Balance</b>	<b>162,408</b>	<b>67,408</b>	<b>142,908</b>	<b>118,758</b>

Items of Note

- The source of funds are Park Impact Fees which are collected during the development review process.
- Operating transfers consist of transfers out for capital projects.

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**Senior Services Fund (129)**

**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.

**2021-22 Accomplishments:**

- ✓ Started in-person programs in June of 2021 and continued to rebuild and return in-person programming to pre-covid levels.
- ✓ Secure funds and complete composite roof replacement.
- ✓ Successfully supported rebuilding the Oak Harbor Senior Center Foundation Board to increase funding received by The Center and for senior programs from the foundation. This included updating the foundation bylaws, recruiting invested community members to serve on the board, facilitating a memorandum of understating between the foundation and the City, starting an annual giving campaign, and applying for and receiving grants.
- ✓ In 2022 started an in-person meal program in partnership with the Foundation and served 2,488 meals.
- ✓ Created a scholarship program to provide low-income and isolated older adults with membership and program financial assistance funded through the Foundation.

**2023-24 Goals:**

- 1 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.

**2 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.

**3 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.

**4 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.

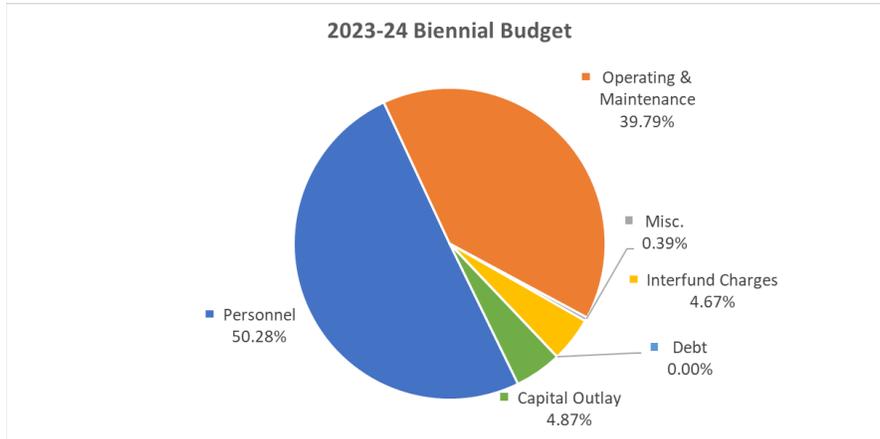
**5 Goals: Create opportunities for a "center without walls".**

- 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	
	2021	2022	2023	2024
<b>Qualitative Measures</b>				
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.	Increase evening programs	Increase evening programs
Rebuild programs and membership	Started in person programs June 2021	Contracted and trained two new instructors. Restarted travel program.	Train additional instructors to add additional programs.	Purchase non-cdl bus for travel program
<b>Quantitative Measures</b>				
Passport & photo revenue	56,498.90	53,226.18	41,200.00	42,500.00
Membership revenue	21,560.00	29,843.00	30,000.00	35,000.00
Volunteer hours	1,399	1,044	2,000	3,500
Trip participants	0	238	300	400

Senior Services Fund Financial Table	Actual 2021	Projected / Budget 2022	Budget 2023	Budget 2024
Beginning Unencumbered Fund Balance	81,649	149,449	103,352	47,471
Revenues:				
Revenues	155,263	321,650	470,215	294,540
Transfers In	306,000	200,614	200,000	200,000
<b>Total Revenues</b>	<b>461,263</b>	<b>522,264</b>	<b>670,215</b>	<b>494,540</b>
Expenditures:				
Personnel	226,101	277,000	304,678	315,208
Operating & Maintenance	82,226	153,105	332,400	158,140
Misc.	2,414	2,414	2,415	2,415
Interfund Charges	19,028	23,534	26,603	30,921
Debt	-	-	-	-
Capital Outlay	-	-	60,000	-
<b>Total Expenditures</b>	<b>329,769</b>	<b>456,053</b>	<b>726,096</b>	<b>506,684</b>
<b>Change in Fund Balance</b>	<b>131,494</b>	<b>66,211</b>	<b>(55,881)</b>	<b>(12,144)</b>
Trfr to Encumbered Fund Bal	(63,694)	(112,308)	-	-
<b>Ending Unencumbered Fund Balance</b>	<b>149,449</b>	<b>103,352</b>	<b>47,471</b>	<b>35,327</b>



Items of Note

- Inclusion of full year for ARPA funded Program Assistant position and generator and roof repair projects.
- Includes the addition of part-time fitness instructors that will offset contracting costs.

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### 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 2021 Marina refunding UTGO 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:

<b>Fiscal Year</b>	<b>Principal Payments</b>	<b>Interest Payments</b>	<b>Total Debt Service</b>
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.

The 1<sup>st</sup> 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 restricted by RCW 82.46.010 and .015, are designated by City Council, and pertain to projects within the City’s Capital Improvement Plan (CIP).

**Summary of Financial Information**

REET 1 Financial Table	Actual 2021	Projected / Budget 2022	Budget 2023	Budget 2024
Beginning Unencumbered Fund Balance	1,241,108	1,884,262	1,361,262	1,341,262
Revenues:				
Revenues	741,154	492,000	565,000	567,500
Transfers In	75,000	-	-	-
<b>Total Revenues</b>	<b>816,154</b>	<b>492,000</b>	<b>565,000</b>	<b>567,500</b>
Expenditures:				
Personnel	-	-	-	-
Operating & Maintenance	-	-	-	-
Misc.	173,000	1,015,000	585,000	1,111,104
Interfund Charges	-	-	-	-
Debt	-	-	-	-
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>173,000</b>	<b>1,015,000</b>	<b>585,000</b>	<b>1,111,104</b>
<b>Change in Fund Balance</b>	<b>643,154</b>	<b>(523,000)</b>	<b>(20,000)</b>	<b>(543,604)</b>
<b>Ending Unemcumbered Fund Balance</b>	<b>1,884,262</b>	<b>1,361,262</b>	<b>1,341,262</b>	<b>797,658</b>

Items of Note

- Use of funds includes transfers to capital projects funds and transfers to operating funds to fund maintenance, operations, and service support for existing capital projects.

**Cumulative Reserve 2nd 1/4% REET**

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

The 2<sup>nd</sup> 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 restricted by RCW 82.46.035 and .037, are designated by City Council, and pertain to projects within the City’s Capital Improvement Plan (CIP).

**Summary of Financial Information**

REET 2 Financial Table	Actual 2021	Projected / Budget 2022	Budget 2023	Budget 2024
Beginning Unencumbered Fund Balance	1,883,194	2,314,263	1,432,263	852,263
Revenues:				
Revenues	741,455	498,000	565,000	567,500
Transfers In	100,000	-	-	-
<b>Total Revenues</b>	<b>841,455</b>	<b>498,000</b>	<b>565,000</b>	<b>567,500</b>
Expenditures:				
Personnel	-	-	-	-
Operating & Maintenance	-	-	-	-
Misc.	410,386	1,380,000	1,145,000	730,000
Interfund Charges	-	-	-	-
Debt	-	-	-	-
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>410,386</b>	<b>1,380,000</b>	<b>1,145,000</b>	<b>730,000</b>
<b>Change in Fund Balance</b>	<b>431,069</b>	<b>(882,000)</b>	<b>(580,000)</b>	<b>(162,500)</b>
<b>Ending Unemcumbered Fund Balance</b>	<b>2,314,263</b>	<b>1,432,263</b>	<b>852,263</b>	<b>689,763</b>

Items of Note

- Use of funds includes transfers to capital projects funds and transfers to operating funds to fund maintenance, operations, and service support for existing capital projects.

**Portland Loos**

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

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

**Summary of Financial Information**

Portland Loos Financial Table	Actual 2021	Projected / Budget 2022	Budget 2023	Budget 2024
Beginning Unencumbered Fund Balance	75,000	75,000	75,000	75,000
Revenues:				
Revenues	-	113,000	20,000	-
Transfers In	-	-	-	-
<b>Total Revenues</b>	<b>-</b>	<b>113,000</b>	<b>20,000</b>	<b>-</b>
Expenditures:				
Personnel	-	-	-	-
Operating & Maintenance	-	-	-	-
Misc.	-	-	-	-
Interfund Charges	-	-	-	-
Debt	-	-	-	-
Capital Outlay	-	113,000	20,000	-
<b>Total Expenditures</b>	<b>-</b>	<b>113,000</b>	<b>20,000</b>	<b>-</b>
Change in Fund Balance	-	-	-	-
<b>Ending Unencumbered Fund Balance</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>

Items of Note

- 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.

The sources of funds are transfers from other funds, grants, and donations.

**Summary of Financial Information**

<b>Windjammer Park Financial Table</b>	<b>Actual 2021</b>	<b>Projected / Budget 2022</b>	<b>Budget 2023</b>	<b>Budget 2024</b>
Beginning Unencumbered Fund Balance	543,118	554,624	478,242	70,296
Revenues:				
Revenues	50,050	-	-	-
Transfers In	-	-	-	626,104
<b>Total Revenues</b>	<b>50,050</b>	<b>-</b>	<b>-</b>	<b>626,104</b>
Expenditures:				
Personnel	-	-	-	-
Operating & Maintenance	-	-	-	-
Misc.	-	-	-	-
Interfund Charges	38,544	26,382	-	-
Debt	-	-	-	-
Capital Outlay	-	50,000	407,946	626,104
<b>Total Expenditures</b>	<b>38,544</b>	<b>76,382</b>	<b>407,946</b>	<b>626,104</b>
Change in Fund Balance	11,506	(76,382)	(407,946)	-
<b>Ending Unencumbered Fund Balance</b>	<b>554,624</b>	<b>478,242</b>	<b>70,296</b>	<b>70,296</b>

**Discussion of Key Elements**

- The Windjammer Parks Improvements project is wholly contained in this fund.

**Water Utility Fund (401)****Mission:**

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

**Responsibilities:**

- Comply with all state and federal regulations regarding the quality and distribution of potable water through sampling schedules and programs administration.
- Reliably maintain and distribute quality potable water through four storage tanks, 108 miles of water mains, three booster pump stations, and associated facilities.
- Maintain the City's emergency water supply of seven million gallons of storage and three existing deep wells and actively seek additional sources for emergency supplies.
- Promote community safety by providing adequate water pressure for fire flow and coordinating with the Fire Department to ensure a well-maintained network of more than 911 fire hydrants.
- Support the Finance Department operations through accurate and dependable meter readings, maintenance of the 6,213 water service connections and water meters, and addressing consumer service-related and technical questions and concerns.
- Protect public health and safety by administering and enforcing the City's Cross Connection Control Program, managing over 1,700 backflow prevention assemblies, and state and federal-mandated water quality sampling.
- Promote community water conservation awareness through public education, public outreach, leak identification, and consumer assistance; make timely repairs to main water leaks.
- Coordinate with Development Services Department regarding reviewing development plans and inspecting water infrastructure installed by developers.
- Collaborate with Development Services Department to identify and implement capital projects to improve water system infrastructure reliability and safety and accommodate growth.

**2021-22 Accomplishments:**

- Started Wet Fiber Project
- Completed SCADA Upgrade Master Plan
- Completed EPA regulatory Risk Assessment
- Installed security cameras at water infrastructure sites
- Completed EPA regulatory Emergency Response Plan
- Worked with the Navy to install a water main to include Easy St and Evergreen Mobile Home Park due to PFAS well contamination
- Water Main Replacement Schedules for 2023
- Maintained below required 10% Water Loss
- 100% Water Quality Sampling Compliance

**2023-24 Goals:****1 Goal: Comply with new EPA Lead and Copper Rule Revision**

- Objective: Perform Citywide water service line material inventory. Identify lead and galvanized water service lines and implement replacement programs.

**2 Goal: Complete and submit the Department of Health Water System Plan Extension**

- Objective: Work with a consultant to complete and submit the required Water System Plan to the Department of Health, extending the current plan to 2024.

**3 Goal: Complete Phase 1 and 2 of the Wet Fiber project**

- Objective: Run fiber optic conduit and cable through the City of Oak Harbor water transmission main from "Sharpe's Corner" to North Whidbey Island.

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

- Objective: Service and maintain all 1,280 of the city water main valves every two years; perform meter installations, service, and repairs on time 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 promptly.
- Objective: Maintain water system reliability during future related infrastructure upgrades, as indicated in our current Water System Plan.
- Objective: Secure emergency water supply by updating emergency response procedures, maintaining existing wells, and pursuing additional sources of supply through the reactivation of old wells. Design and construction of a replacement for well #9.
- Objective: Use available resources 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 utilities, and mapping and maintenance activities.
- Objective: Improve the redundancy of our water main grid in critical areas.
- Objective: Improve fire flow while maintaining minimum pressures in deficient sections of our water system as identified in our 2014 Water System Plan.

**5 Goal: Minimize water main breaks/leaks.**

- Objective: Perform quality repairs; maintain a proactive program of water main replacement activities for substandard lines, connections, and services; investigate high water consumption for possible water leaks on consumer water services.

**6 Goal: Protect the public from the introduction of potential contamination of the city water system.**

- Objective: Maintain security and integrity of the system at reservoirs and well sites. Immediately investigate and address the water quality concerns of consumers.

- Objective: 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 correctly inspected, maintained, and tested.

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

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

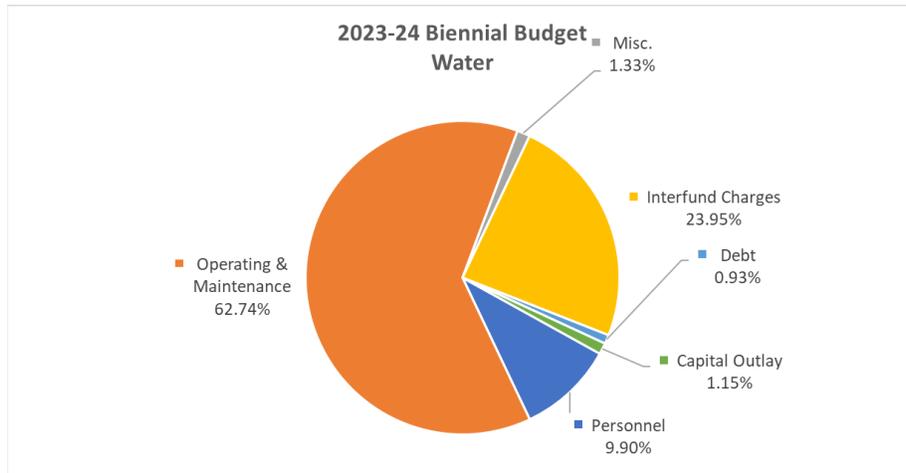
**8 Goal: Maintain a “Green” Operating Permit.**

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

**Measurement Results**

Measures	Actual		Projected	
	2021	2022	2023	2024
<b>Qualitative Measures</b>				
Water quality sampling compliance	100%	100%	100%	100%
<b>Quantitative Measures</b>				
Number of water line breaks/leaks repaired	14	16	15	15
Number of undesirable water quality concerns	3	5	5	5
Percentage of water unaccounted for	7.3%	4.17% (Thru Nov)	7%	7%

Water Fund Financial Table	Actual 2021	Projected / Budget 2022	Budget 2023	Budget 2024
Beginning Unencumbered Fund Balance	6,809,841	5,563,549	4,985,970	4,835,412
Revenues:				
Revenues	6,382,381	6,317,385	6,443,490	6,525,517
Transfers In	225,000	-	-	141,200
Total Revenues	6,607,381	6,317,385	6,443,490	6,666,717
Expenditures:				
Personnel	507,261	508,346	547,860	567,388
Operating & Maintenance	2,880,437	3,094,769	3,591,490	3,476,915
Misc.	2,592,000	1,066,000	75,000	75,000
Interfund Charges	1,252,855	1,604,835	1,628,941	1,069,122
Debt	52,620	52,514	52,257	52,001
Capital Outlay	-	-	130,000	-
Total Expenditures	7,285,172	6,326,464	6,025,549	5,240,426
Change in Fund Balance	(677,791)	(9,079)	417,941	1,426,291
Trfr to Encumbered Fund Bal	(568,500)	(568,500)	(568,500)	(568,500)
<b>Ending Unemcumbered Fund Balance</b>	<b>5,563,549</b>	<b>4,985,970</b>	<b>4,835,412</b>	<b>5,693,203</b>



Items of Note

- No rate increases adopted by the City Council.
- Includes water system plan and studies project and a reduction in transfers out for capital projects due to the availability of ARPA funding and other grants for capital projects.

### **Wastewater Utility Fund (402)**

#### **Mission:**

The mission of the Wastewater Division is to protect public health, property, and the environment. In addition, the city will provide efficient and reliable wastewater collection and treatment services that utilize sound financial and resource management practices, encourage the public's support, and recognize that our employees are the key to success.

#### **Responsibilities:**

- To provide wastewater collection and treatment in compliance with the City's NPDES discharge permit issued by the Washington State Department of Ecology.
- To effectively treat an average of 2.02 million gallons of wastewater daily.
- To provide dependable collection and conveyance of wastewater to the City's Clean Water Facility 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 maintaining and repairing 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 the 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 and safety and accommodate growth.

#### **2021-22 Accomplishments:**

- ✓ Hired one Operator II and One OIT, Promoted OIT to Operator I
- ✓ Fine screen repair: Worked with the manufacturer to repair the three damaged screens
- ✓ Worked with City administration to acquire redundant screening operations to improve the process
- ✓ Completed membrane expansion
- ✓ Worked with the contractor to improve dryer operations
- ✓ The city remained in compliance with the NPDES permit for 2022, 1<sup>st</sup> time since the new plant start-up

**2023-24 Goals:****1 Goal: Remain in compliance with the NPDES permit.**

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

**2 Goal: To reduce costs by using efficient operating strategies.**

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

**3 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 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 of ensuring 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.

**4 Goal: Effectively convey wastewater to the Clean Water Facility.**

- 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 regularly, utilizing a remote video camera system.
- Objective: Clean all sewer lines regularly, and increase the frequency, if needed, based on inspections.

**5 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 through operational controls and engineered controls. With the use of a fluorescence microscope, we will continue to identify indicator bacteria that may forewarn us of an imminent upset to process.
- Objective: Will work with the community and local businesses on reducing Fats, Oils, & Grease (FOG) in the City's conveyance system.

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

- a. Objective: We will formalize a new pretreatment standard and data collection system involving the City Compliance Officer; with training and thoughtful customer consideration, this enhanced program will positively transition into our new plant and help preserve its longevity and effectiveness.
- b. Objective: Enforce compliance by making regular site visits and adhering to our program rules and requirements.

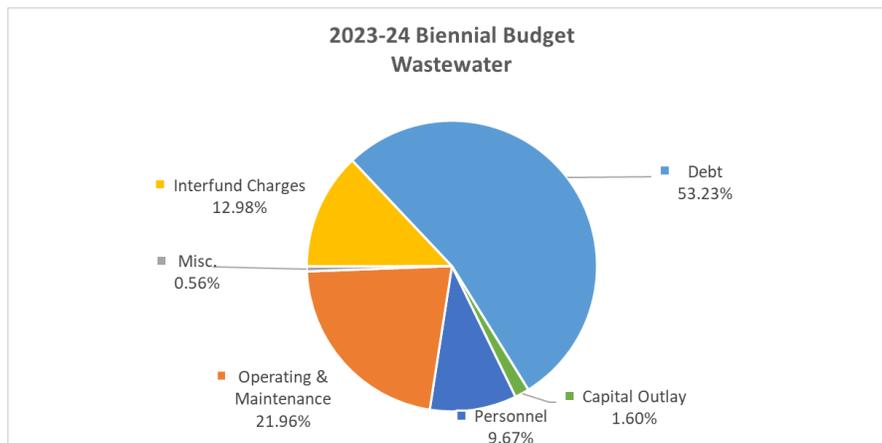
**7 Goal: Minimize odor complaints**

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

**Measurement Results**

Measures	Actual		Projected	
	2021	2022	2023	2024
<b>Qualitative Measures</b>				
Permit compliance violations	2	0	0	0
<b>Quantitative Measures</b>				
Number of grease traps inspected	172	161	130	150
Millions of gallons of wastewater treated	647	610	750	750

Wastewater Fund Financial Table	Actual 2021	Projected / Budget 2022	Budget 2023	Budget 2024
Beginning Unencumbered Fund Balance	7,133,573	7,905,081	7,959,123	7,584,331
Revenues:				
Revenues	12,031,478	12,932,705	13,401,711	13,191,013
Transfers In	400,000	-	-	-
Total Revenues	12,431,478	12,932,705	13,401,711	13,191,013
Expenditures:				
Personnel	985,657	1,202,994	1,263,819	1,306,178
Operating & Maintenance	2,218,455	2,224,456	3,410,892	2,425,313
Misc.	75,000	767,500	75,000	75,000
Interfund Charges	1,330,752	1,310,555	1,828,632	1,619,682
Debt	7,050,105	7,073,158	7,073,160	7,073,159
Capital Outlay	-	-	125,000	300,000
Total Expenditures	11,659,970	12,578,663	13,776,503	12,799,332
Change in Fund Balance	771,508	354,042	(374,792)	391,681
Trfr to Encumbered Fund Bal	-	(300,000)	-	-
Ending Unencumbered Fund Balance	7,905,081	7,959,123	7,584,331	7,976,012



**Items of Note**

- 3% rate reduction adopted by the City Council.
- Includes solids spreader, shoring equipment, reuse effluent water system, DOE Nutrient study, Lagoon bio-solids removal, and sewer lagoon decommissioning projects and equipment, interfund facility replacement contributions, and a reduction in transfers out for capital projects due to the availability of ARPA funding and other grants for capital projects.

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**Solid Waste Utility Fund (403)**

**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 a 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 public education regarding the environmental and cost-saving benefits.
- 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, an 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 the 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.

**2021-22 Accomplishments:**

- ✓ Yard Waste program is continuing to divert green waste from landfills to a sustainable resource benefiting our community
- ✓ Increased safety through training and reduced accidents.
- ✓ Maintained our above-average level of service through the pandemic.

**2023-24 Goals:**

**1 Goal: Increase public awareness and education.**

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

**2 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.

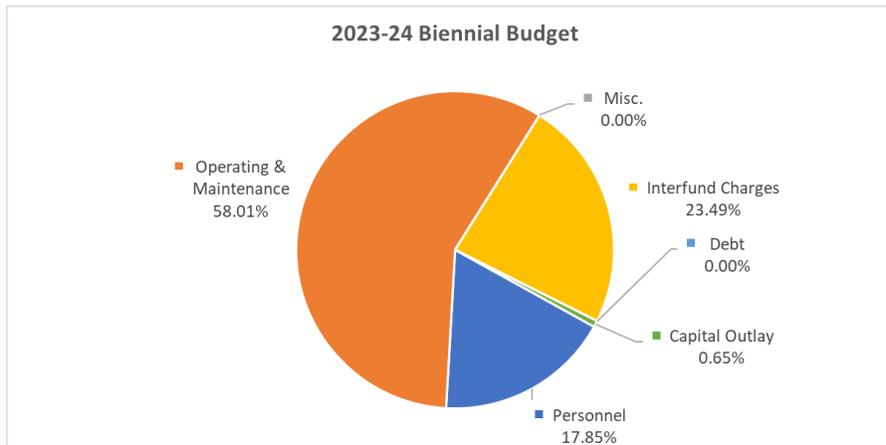
**3 Goal: Continue to look for ways to be more efficient.**

- Objective: Find better and cheaper ways to export our commodities off the island. As transportation methods change, we must continue evaluating ways to reduce transportation costs.

**Measurement Results**

Measures	Actual		Projected	
	2021	2022	2023	2024
<b>Qualitative Measures</b>				
Percent of solid waste stream diverted	36.68%	36.47%	36.50%	36.50%
<b>Quantitative Measures</b>				
Tons of solid waste collected	9332	9240	9,300	9,300
Tons of recycling	1262	1209	1,250	1,250
Tons of yard waste	1037	1118	1,250	1,250

Solid Waste Fund Financial Table	Actual 2021	Projected / Budget 2022	Budget 2023	Budget 2024
Beginning Unencumbered Fund Balance	1,147,244	1,308,850	2,067,834	2,278,314
Revenues:				
Revenues	4,267,211	4,689,227	4,774,180	4,861,812
Transfers In	75,000	-	-	-
<b>Total Revenues</b>	<b>4,342,211</b>	<b>4,689,227</b>	<b>4,774,180</b>	<b>4,861,812</b>
Expenditures:				
Personnel	751,066	756,543	808,295	844,018
Operating & Maintenance	2,412,508	2,136,425	2,637,904	2,731,187
Misc.	-	-	-	-
Interfund Charges	1,017,031	1,037,275	1,077,502	1,096,956
Debt	-	-	-	-
Capital Outlay	-	-	40,000	20,000
<b>Total Expenditures</b>	<b>4,180,605</b>	<b>3,930,243</b>	<b>4,563,700</b>	<b>4,692,161</b>
<b>Change in Fund Balance</b>	<b>161,606</b>	<b>758,984</b>	<b>210,480</b>	<b>169,651</b>
<b>Ending Unencumbered Fund Balance</b>	<b>1,308,850</b>	<b>2,067,834</b>	<b>2,278,314</b>	<b>2,447,964</b>



Items of Note

- New rates adopted by the City Council which increased rates with some services and decreased rates with others.
- Includes roll cart replacements and costs associated with a 7.4% Island County rate increase for 2023.

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### Storm Drain Utility Fund (404)

#### **Mission:**

The mission of the City's Storm Drain division is to protect and preserve the community's public health and the environment through the 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 stormwater runoff through a well-maintained network of 27 City-owned detention facilities and control structures and 76+ miles of storm drainpipes, 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 the maintenance needs of these privately-owned facilities.
- To coordinate and communicate with the Development Services Department regarding the review of development plans and inspection of stormwater 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 using proper BMP's to help reduce or eliminate illicit discharges.
- To meet the requirements of the States NPDES permit.

#### **2021-22 Accomplishments:**

Due to COVID-19, no significant accomplishments to report

#### **2023-24 Goals:**

##### **1 Goal: Provide pollution prevention public education and outreach.**

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

##### **2 Goal: Protect and preserve the 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 regularly and increase frequency as needed to reduce leaves and debris entering the stormwater system. Inspect and clean city-owned stormwater catch basins.

**3 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.

**4 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, prioritizing and ranking the list of receiving waters, and assisting in developing a stormwater management action plan.

**5 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 related to mandatory low-impact development features in new development. Assist Development Services in identifying and addressing administrative or regulatory barriers to implementing LID principles and BMPs.

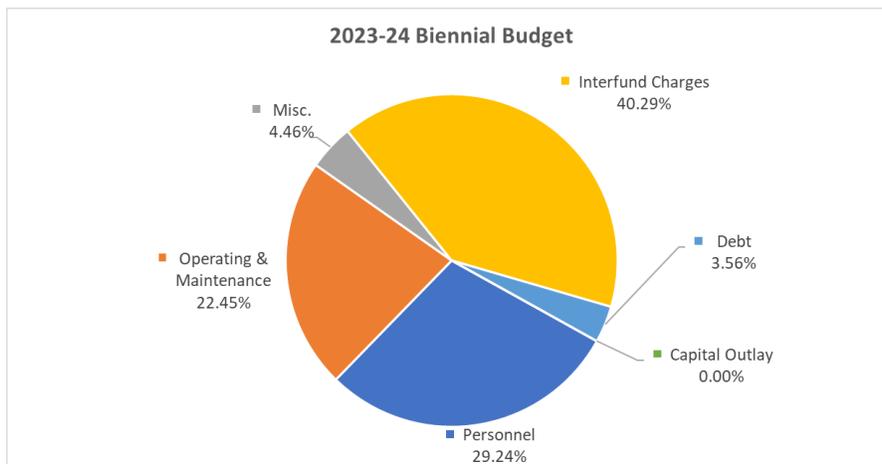
**6 Goal: Implement 2019-2024 NPDES Stormwater Permit**

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

**Measurement Results**

Measures	Actual		Projected	
	2021	2022	2023	2024
<b>Qualitative Measures</b>				
Environmental activities	1,000+	1,000+	2,500+	5,000+
<b>Quantitative Measures</b>				
Street sweeping (hours)	920	631	700	700
Control devices/detention pond inspections	370	462	475	475
Catch basins cleaned	365	326	350	350

Storm Drain Fund Financial Table	Actual 2021	Projected / Budget 2022	Budget 2023	Budget 2024
Beginning Unencumbered Fund Balance	891,711	956,581	454,934	617,811
Revenues:				
Revenues	2,140,998	1,986,703	2,033,871	2,103,695
Transfers In	225,000	-	-	-
<b>Total Revenues</b>	<b>2,365,998</b>	<b>1,986,703</b>	<b>2,033,871</b>	<b>2,103,695</b>
Expenditures:				
Personnel	569,187	455,000	478,159	504,653
Operating & Maintenance	309,153	318,670	351,294	403,334
Misc.	745,300	700,000	75,000	75,000
Interfund Charges	617,378	733,373	682,380	672,043
Debt	60,110	60,050	59,904	59,757
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>2,301,128</b>	<b>2,267,093</b>	<b>1,646,737</b>	<b>1,714,787</b>
Change in Fund Balance	64,870	(280,390)	387,134	388,908
Trfr to Encumbered Fund Bal	-	(221,257)	(224,257)	(224,257)
<b>Ending Unemcumbered Fund Balance</b>	<b>956,581</b>	<b>454,934</b>	<b>617,811</b>	<b>782,462</b>



Items of Note

- No rate increases adopted by the City Council.
- Includes a reduction in transfers out for capital projects due to the availability of ARPA funding and other grants for capital projects.

**Marina Fund (410)****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.

**2021-22 Accomplishments:**

- ✓ Repaired and replaced select areas of dock concrete.
- ✓ Fabricated and replaced select whalers and rub boards.
- ✓ Replaced all F dock pile guides.

**2023-24 Goals:****1 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.

**2 Goals: Continue modernizing Marina facilities and operations.**

- Objective: Purchase new marina management software to increase efficiency through the use of technology.
- Objective: Purchase and install a reader board for the fuel dock to ensure ease of use for guests and tenants.

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

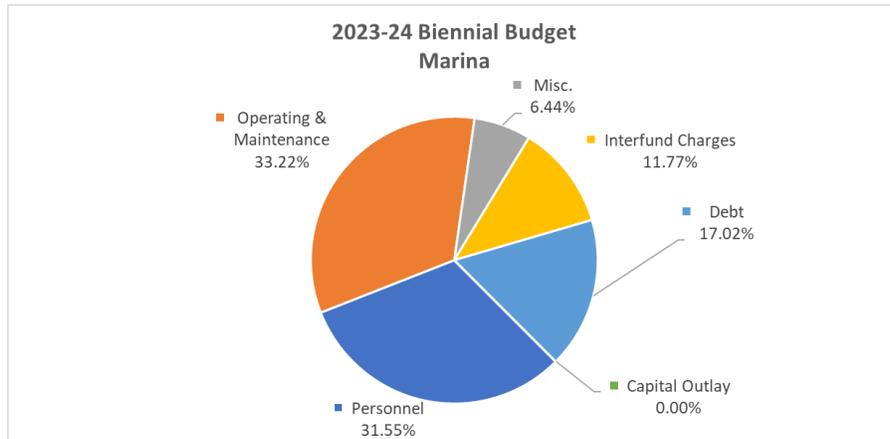
**3 Goals: Maintain Marina facilities to a high standard to extend their useful life and to provide quality facilities for Marina customers.**

- Objective: Replace the whalers on the main walkway and reroute electrical and water utilities to ensure the integrity of the dock and services.
- Objective: Replace the existing log boom on the north side of the pier to ensure environmental compliance.
- Objective: Repair 2021 storm damage on north side of F dock to ensure integrity of the dock.
- Objective: Start the marina dredge pre-design/feasibility study to lay the groundwork for actual dredging in 2025.

**Measurement Results**

Measures	Actual		Projected	
	2023	2024	2025	2026
<b>Qualitative Measures</b>				
Purchase new marina management software to increase efficiency through the use of technology	X			
Purchase and install a reader board for the fuel dock to ensure ease of use for guests and tenants.	X			
Marina dredge project pre-design/feasibility study to determine dredge depths and process.		X		
Dredge the marina to ensure safe passage throughout the marina for all tenants and guests.			X	X
<b>Quantitative Measures</b>				
Gallons of fuel pumped	135,123	139,177	143,352	147,653
Yacht clubs hosted	5	6	7	8

Marina Fund Financial Table	Actual 2021	Projected / Budget 2022	Budget 2023	Budget 2024
Beginning Unencumbered Fund Balance	1,543,745	1,804,685	1,661,743	1,291,357
Revenues:				
Revenues	1,906,260	1,960,358	1,898,722	1,961,014
Transfers In				
<b>Total Revenues</b>	<b>1,906,260</b>	<b>1,960,358</b>	<b>1,898,722</b>	<b>1,961,014</b>
Expenditures:				
Personnel	528,983	596,000	664,397	681,906
Operating & Maintenance	621,625	883,362	697,445	720,002
Misc.	80,000	25,000	275,000	-
Interfund Charges	233,889	185,118	269,036	233,097
Debt	180,823	363,310	363,229	363,281
Capital Outlay	-	43,000	-	-
<b>Total Expenditures</b>	<b>1,645,319</b>	<b>2,095,790</b>	<b>2,269,108</b>	<b>1,998,286</b>
<b>Change in Fund Balance</b>	<b>260,940</b>	<b>(135,432)</b>	<b>(370,386)</b>	<b>(37,272)</b>
Trfr to Encumbered Fund Bal	-	(7,510)	-	-
<b>Ending Unencumbered Fund Balance</b>	<b>1,804,685</b>	<b>1,661,743</b>	<b>1,291,357</b>	<b>1,254,085</b>



Items of Note

- Includes moorage and dredging fee rate adjustments for 2023 and 2024 to fund inflationary costs and to help fund the future marina dredging project.
- Includes the addition of a part-time seasonal laborer.
- Includes transfers to the capital project fund for the F Dock storm damage repair and Marina additional improvements projects.

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**Vehicle Repair Internal Service Fund (501)**

**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 borrowing funds.
- To oversee the City auction and sale of City assets per RCW 39.

**2021-22 Accomplishments:**

- ✓ Updated diesel and unleaded fuel contract
- ✓ Implemented new diagnostic tools to decrease outsourcing vehicles and equipment

**2023-24 Goals:**

**1 Goal: To provide time and training for continued talent management.**

- Objective: Provide time and training for both mechanics to attend factory training on new and existing equipment. This will give us the training and knowledge to serve our customers better. To increase efficiency and productivity.

**2 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.

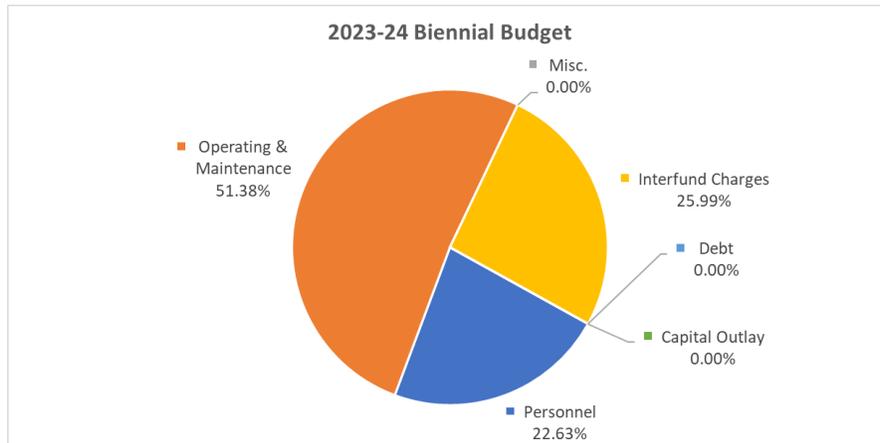
**3 Goal: Update the City's fleet policy.**

- Objective: The current fleet policy is dated and could use freshening up. This will help staff develop a comprehensive fleet policy guide, allowing 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 of vehicles and equipment and fulfill State and Federal safety requirements. In addition, operator safety will increase, and vehicles and equipment's essential care and operation will extend the fleet's life. This is a continuing goal that we strive to obtain and constantly enhance.

**Measurement Results**

Measures	Actual		Projected	
	2021	2022	2023	2024
<b>Qualitative Measures</b>				
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%
<b>Quantitative Measures</b>				
The ratio of vehicles to mechanics (includes 5-month employee in all years except 2022)	65.6	82	66.4	66.4
Number of vehicles in the fleet	164	164	166	166
Number of equipment in the fleet	106	106	100	100
Number of preventive maintenance orders performed yearly	506	500	500	500
Number of work orders performed	1549	1494	1400	1400
Gallons of diesel fuel used	42,350	40,950	45,000	45,000
Gallons of unleaded fuel used	27,741	26,778	28,000	28,000

Vehicle Repair Fund Financial Table	Actual 2021	Projected / Budget 2022	Budget 2023	Budget 2024
Beginning Unencumbered Fund Balance	360,495	298,452	230,764	221,760
Revenues:				
Revenues	1,042,623	1,016,925	1,165,286	1,191,982
Transfers In	60,000	-	-	-
Total Revenues	1,102,623	1,016,925	1,165,286	1,191,982
Expenditures:				
Personnel	242,113	239,735	261,296	274,377
Operating & Maintenance	608,406	600,500	607,685	608,549
Misc.	-	-	-	-
Interfund Charges	314,148	244,378	305,310	309,933
Debt	-	-	-	-
Capital Outlay	-	-	-	-
Total Expenditures	1,164,666	1,084,613	1,174,291	1,192,859
Change in Fund Balance	(62,043)	(67,688)	(9,005)	(877)
Ending Unencumbered Fund Balance	298,452	230,764	221,760	220,883



Items of Note

- Except for one-time revenues, all internal service fund revenues are derived from charges to other City funds and departments.
- The 2021 transfer in is from the Shop Facility fund for the repair of the shop floor.

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**Equipment Replacement Internal Service Fund (502)**

**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 to have adequate cash to fund the asset's purchase with no short-term borrowing fully.

**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 borrowing funds.
- To oversee the City auction and sale of City assets per RCW 39.

**2021-22 Accomplishments:**

- ✓ Replaced 75,000 Advantage vehicle lift
- ✓ Replaced 12,000 Bear vehicle lift
- ✓ Purchased a mini excavator for the Motor Pool program
- ✓ Replaced chipper with an efficient and safer model
- ✓ Ordered several replacements projected to arrive in 2023 and 2024, such as patrol hybrids, commercial garbage trucks, and a street sweeper

**2023-24 Goals**

**1 Goal: Continue to implement a fleet procurement program that matches the needs and resources of 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, cost-effectively purchase new equipment, purchase multi-use vehicles whenever feasible, and utilize alternative fuel and electric vehicles when available.

**2 Goal: 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.

**3 Goal: To complete all projected replacements for 2023 and 2024 on time.**

- Objective: Included in the 2023-2024 budget is a 5-year replacement plan. The aim is to replace all vehicles and equipment on time while ensuring that all procurement methods are utilized to get the best price and meet the City's needs. The distribution chains have been disrupted; innovative replacement methods will be necessary. In addition, looking ahead at least 12-24 months is vital.

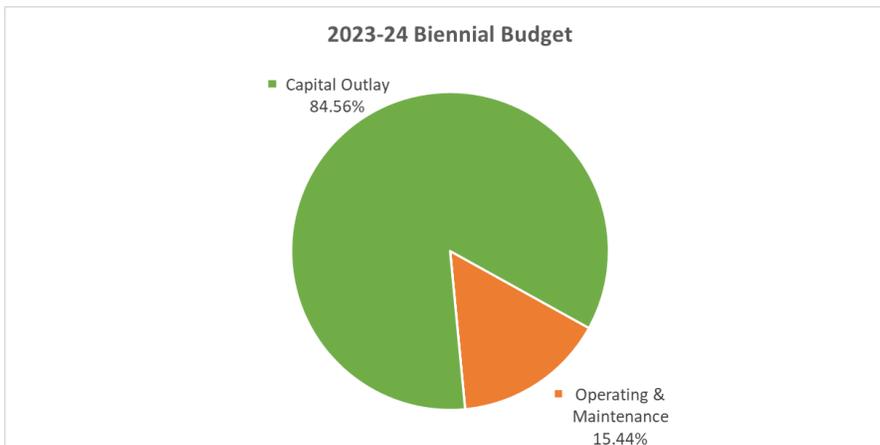
**4 Goal: To look at alternative fueling when replacing vehicles and equipment.**

- 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	
	2021	2022	2023	2024
<b>Qualitative Measures</b>				
Review needs annually and implement	100%	100%	100%	100%
<b>Quantitative Measures</b>				
Number of motor pool vehicles	20	22	22	22
Number of hybrid vehicles	5	6	12	12
Number of replacements completed	5	3	15	15

Equip. Replace. Fund Financial Table	Actual 2021	Projected / Budget 2022	Budget 2023	Budget 2024
Beginning Unencumbered Fund Balance	10,390,068	11,136,171	10,818,658	8,731,201
Revenues:				
Revenues	1,019,888	1,107,487	1,302,543	1,315,043
Transfers In	-	-	-	-
Total Revenues	1,019,888	1,107,487	1,302,543	1,315,043
Expenditures:				
Personnel	-	-	-	-
Operating & Maintenance	273,786	60,000	350,000	350,000
Misc.	-	-	-	-
Interfund Charges	-	-	-	-
Debt	-	-	-	-
Capital Outlay	-	1,365,000	3,040,000	795,000
Total Expenditures	273,786	1,425,000	3,390,000	1,145,000
Change in Fund Balance	746,103	(317,513)	(2,087,457)	170,043
Ending Unencumbered Fund Balance	11,136,171	10,818,658	8,731,201	8,901,244



Items of Note

- Except for one-time revenues, all internal service fund revenues are derived from charges to other City funds and departments.
- Expenditures are related to vehicle and equipment replacements per detailed schedules. The City's CIP contains additional details for most of these items.

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**Facility Replacement Internal Service Fund (504)**

**Mission:**

The Facilities Replacement fund was formed in the 1990s 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 actively evaluates city facilities' needs and promotes 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 borrowing 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 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.

**2021-22 Accomplishments:**

- ✓ Funds have continued to be set aside for the Clean Water Facility per requirements.
- ✓ Demolition of Ireland house garage.
- ✓ The Center shingle roof was replaced.
- ✓ The Police Department's small house roof was replaced.
- ✓ Well #8 and Well #9 roofs were replaced.

**2023-24 Goals:**

**1 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 implementing 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.

**2 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 we can utilize is only as good as the data inputted into the system. Therefore, our objective is to keep this assessment current and valuable.

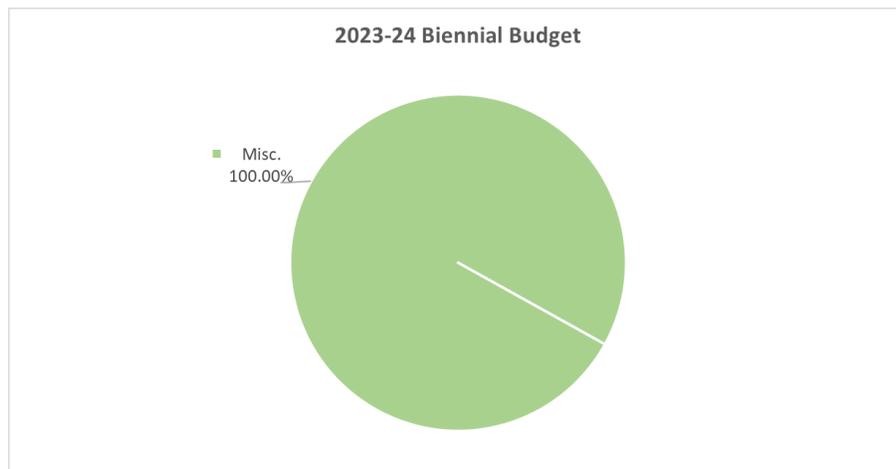
**3 Goal: To establish proven methods of facility management for our assets and promote cost-effective programs that provide safe, clean, and efficient environments for the Oak Harbor community and city staff.**

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

**Measurement Results**

Measures	Actual		Projected	
	2021	2022	2023	2024
<b>Qualitative Measures</b>				
Review needs annually and implement	N/A	N/A	100%	100%
<b>Quantitative Measures</b>				
Number of buildings maintained	14	14	15	15
Number of parking lots	10	10	10	10

Facility Replace. Fund Financial Table	Actual 2021	Projected / Budget 2022	Budget 2023	Budget 2024
Beginning Unencumbered Fund Balance	1,093,225	1,336,302	1,579,379	1,788,456
Revenues:				
Revenues	243,077	243,077	654,077	654,077
Transfers In	-	-	-	-
<b>Total Revenues</b>	<b>243,077</b>	<b>243,077</b>	<b>654,077</b>	<b>654,077</b>
Expenditures:				
Personnel	-	-	-	-
Operating & Maintenance	-	-	-	-
Misc.	-	-	445,000	-
Interfund Charges	-	-	-	-
Debt	-	-	-	-
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>445,000</b>	<b>-</b>
<b>Change in Fund Balance</b>	<b>243,077</b>	<b>243,077</b>	<b>209,077</b>	<b>654,077</b>
<b>Ending Unemcumbered Fund Balance</b>	<b>1,336,302</b>	<b>1,579,379</b>	<b>1,788,456</b>	<b>2,442,533</b>



Items of Note

- Except for one-time revenues, all internal service fund revenues are derived from charges to other City funds and departments.
- Currently limited to Public Works and Clean Water Facilities.
- Includes transfer out to the Shop Facility Fund for the shop facility flooring and covered storage projects.

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**Technology Replacement Internal Service Fund (505)**

**Mission:**

The technology replacement fund's mission is to provide 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 borrowing funds. Individual departments contribute towards future purchases over time to have adequate cash to fully fund the purchase of these assets 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 efficiently and effectively.

**2021-22 Accomplishments:**

- ✓ Onboarded/Offboarded approximately 60 accounts.
- ✓ Responded to 891 support tickets in 2021 and 1,170 tickets for 2022.
- ✓ Completed 925 hours of support in 2021 and 865 hours in 2022.
- ✓ Completed server migration
- ✓ Completed fiber installation with WAVE
- ✓ Combined all domain registration from three companies into one.
- ✓ Assisted in the installation and configuration of security cameras.
- ✓ Launched the new Marina Software Program
- ✓ Upgraded ProLaw for the Legal Department.
- ✓ New City Website [www.oakharbor.gov](http://www.oakharbor.gov) went live in 2022.
- ✓ Continued to advance remote capabilities due to COVID-19

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**2023-24 Goals:**

**1 Goal: Adequately fund hardware and software replacements without borrowing funds.**

- Objective: To fund hardware and software replacements adequately without borrowing funds.

**2 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. In addition, it provides a framework for introducing new technology in a phased approach that considers organizational needs, City budget, current capabilities, technology trends, and citizen expectations.

**3 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 have not been implemented due to necessary network cleanup and a newly created network schematic to create an efficient and reliable workflow.

**4 Goal: Implement Multi-Factor Authentication (MFA)**

- Objective: Multi-Factor Authentication (MFA) is an online authentication method wherein the user must confirm their identity using two or more authentication methods or providing verification factors to gain access to an online account or application. MFA protects the user from an unknown person trying to access their data.

**5 Goal: Launch new IT policy.**

- Objective: This policy aims to provide IT infrastructure enabling our users to identify opportunities, improve performance, understand the business environment, develop and preserve information, and offer infrastructure to ensure coherent access for users to complete concise and timely information.
- Objective: To implement robust Cybersecurity training, public records requests, building security, implementing an intranet, and updating SOPs.

**6 Goal: Move email accounts from .org to .gov**

- Objective: When government organizations use the .gov domain name to serve the public on the internet, they make it easy to know that their services are official. That’s because every request for a.gov domain name is carefully examined by the DotGov program to ensure it is from a genuine U.S.-based government or public sector organization.

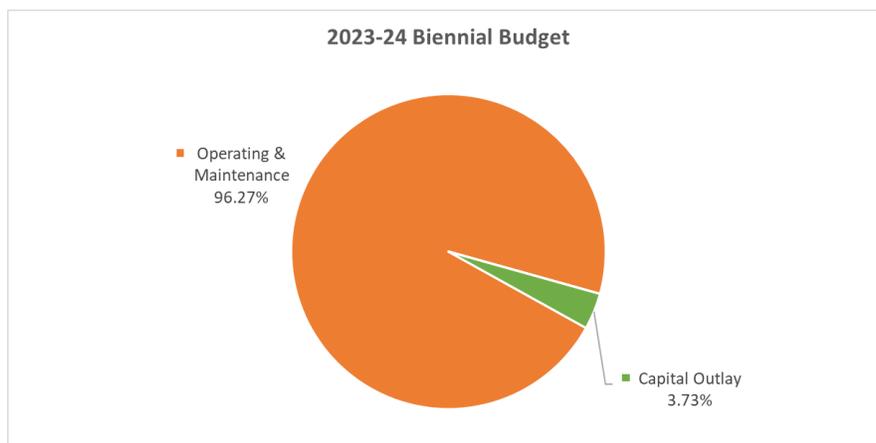
**7 Goal: Upgrade server room and City Council recording areas at City Hall.**

- Objective: To upgrade the existing server room to be more secure and efficient for the IT team.
- Objective: To move current recording areas from the council chambers to the adjoining room to create more space and secure video equipment.

**Measurement Results**

Measures	Actual		Projected	
	2021	2022	2023	2024
<b>Qualitative Measures</b>				
Ongoing completion of a schedule for all technology assets	100%	100%	100%	100%
Review needs annually and implement	100%	100%	100%	100%
<b>Quantitative Measures</b>				
Number of CPUs, Surfaces, Laptops, and iPads	188	188	185	185
Number of licenses	162	162	165	165
Number of VOIP phones	160	160	165	165
Number of workstations replaced	29	15	20	20

Tech. Replace. Fund Financial Table	Actual 2021	Projected / Budget 2022	Budget 2023	Budget 2024
Beginning Unencumbered Fund Balance	494,475	500,249	358,614	318,018
Revenues:				
Revenues	558,454	604,610	761,239	761,239
Transfers In	-	-	-	-
Total Revenues	558,454	604,610	761,239	761,239
Expenditures:				
Personnel	-	-	-	-
Operating & Maintenance	552,680	660,000	771,835	776,835
Misc.	-	-	-	-
Interfund Charges	-	-	-	-
Debt	-	-	-	-
Capital Outlay	-	-	30,000	30,000
Total Expenditures	552,680	660,000	801,835	806,835
Change in Fund Balance	5,774	(55,390)	(40,596)	(45,596)
Trfr to Encumbered Fund Bal	-	(86,245)	-	-
Ending Unencumbered Fund Balance	500,249	358,614	318,018	272,422



Items of Note

- Except for one-time revenues, all internal service fund revenues are derived from charges to other City funds and departments.

- Expenditures are related to software and hardware equipment replacements per detailed schedules.

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**Shop Facility Internal Service Fund (510)**

**Mission:**

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

**Responsibilities:**

- To maintain City facilities at a level that 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 that 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; and other documents such as invoices, handouts, and financial reports.

**2021-22 Accomplishments:**

- ✓ ARPA-funded projects completed, such as technology for employees, HVAC replacements at the Fire Department, City Hall window seals replaced, Finance Department office space cubicles installed, and downtown directional signs installed.
- ✓ Purchasing Policy & Procedures manual was updated and adopted.
- ✓ The security camera project was completed.

**2023-24 Goals:**

**1 Goal: 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.

**2 Goal: Implement and oversee a preventive maintenance program for City owned facilities.**

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

**3 Goal: 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 promptly and efficiently utilizing the Facility Dude Program. Establish and manage required maintenance service contracts for

HVAC, janitorial, fire alarms, and others as needed—complete duct cleaning and UV installation project to utilize ARPA funding for the well-being of city employees.

**4 Goal: Continue to lower the cost of goods to the city through existing inter-local agreements and the establishment of new inter-local agreements with other agencies.**

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

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

- Objective: The City needs an established internal policy to surplus and dispose of real property and buildings that are no longer in use. A policy is necessary to streamline this process.

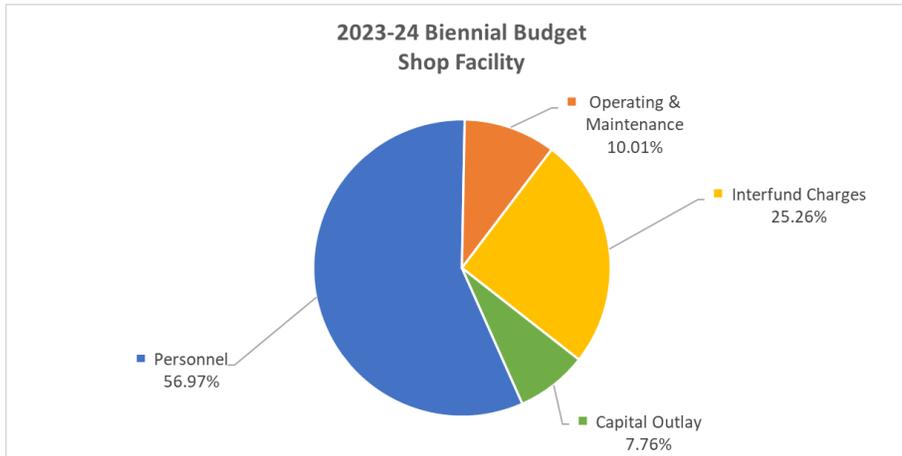
**6 Goal: Seek alternative or new technology that will promote long-term maintenance solutions for the City’s infrastructure.**

- 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.

**Measurement Results**

Measures	Actual		Projected	
	2021	2022	2023	2024
<b>Qualitative Measures</b>				
Audit and develop a replacement schedule for City facilities, equipment, and property	50%	50%	100%	100%
Percent of maintenance staff hours devoted to preventative maintenance	25%	25%	50%	50%
Percent of maintenance staff hours devoted to on-call maintenance issues	75%	75%	50%	50%
<b>Quantitative Measures</b>				
Labor Pool Hours	408	440	400	400

Shop Facility Fund Financial Table	Actual 2021	Projected / Budget 2022	Budget 2023	Budget 2024
Beginning Unencumbered Fund Balance	54,393	184,460	18,761	22,264
Revenues:				
Revenues	2,848,448	2,687,073	3,090,889	3,160,881
Transfers In	-	-	445,000	-
Total Revenues	2,848,448	2,687,073	3,535,889	3,160,881
Expenditures:				
Personnel	1,340,479	1,811,570	1,844,734	1,900,694
Operating & Maintenance	424,872	387,450	353,096	305,258
Misc.	60,000	-	-	-
Interfund Charges	893,029	502,721	824,557	836,439
Debt	-	-	-	-
Capital Outlay	-	26,267	510,000	-
Total Expenditures	2,718,380	2,728,008	3,532,386	3,042,391
Change in Fund Balance	130,067	(40,935)	3,503	118,490
Trfr to Encumbered Fund Bal	-	(124,764)	-	-
Ending Unencumbered Fund Balance	184,460	18,761	22,264	140,754



Items of Note

- Except for one-time revenues, all internal service fund revenues are derived from charges to other City funds and departments.
- This fund contains the City’s Public Works Administration, Engineering, and facilities units.
- Includes transfer in from the Facility Replacement Fund for the shop facility flooring and covered storage projects.

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**Engineering Division**

**Mission:**

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

**Responsibilities:**

- To promote compliance with City codes relating 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 the development of plans, specifications, cost estimates, and bid documents for utility and street projects and other projects or supervise individuals engaged in these activities.
- To administer the review and approval of municipal and private development plans and stamp plans for municipal development produced in-house. Analyze proposals for technical adequacy and compliance with City codes, policy requirements, and safety needs 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 significant 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 liaison with other agencies such as State DOT, Island County, and other cities.
- To procure, negotiate and administer consultant contracts.

**2021-22 Accomplishments:**

- ✓ Engineering completed TBD contracts.
- ✓ Implemented a GIS mapping system to support our internal and external customers.
- ✓ Implemented bike lanes as overlays were completed.
- ✓ American with Disabilities Act (ADA) Transition Title VI Compliance Manual Plan was created and adopted.

- ✓ Several grants were obtained for capital projects including TIB and STP grants.

**2023-24 Goals:**

- 1 Goal: 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.
  
- 2 Goal: Develop plans, specifications, and estimates that result in realistic project costs and expectations and stay on budget.**
  - Objective: The City develops plans, specifications, and estimates for capital projects, and the most challenging 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.
  
- 3 Goal: To complete projects that are safer, more valuable, highly livable, and that comply with City codes.**
  - Objective 1: This goal focuses on completing projects that enhance our community and focusing number one on safety. Then to make a living in Oak Harbor valuable and highly livable.
  - Objective 2: Update our city codes as necessary.

**Measurement Results**

Measures	Actual		Projected	
	2021	2022	2023	2024
<b>Qualitative Measures</b>				
Percent of all permits and projects reviewed by a staff archaeologist	100%	100%	100%	100%
<b>Quantitative Measures</b>				
Number of Development Services Permits reviewed by a staff archaeologist	32	28	35	35
Number of site plan applications reviewed by Engineering	3	6	5	4

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## 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.

**ORDINANCE NO. 1965****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 2023-2024 BIENNIAL BUDGET AND WAGE AND SALARY SCHEDULE AND PLAN OF CLASSIFICATION; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

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 28, 2022 regarding revenue sources for the 2023-2024 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, the preliminary budget was prepared in detail, filed with the City Clerk, and made available to the public on October 26, 2022, as required by RCW 35A.34.080; and

WHEREAS, pursuant to section 2.34.080 of Oak Harbor Municipal Code the intent of the City Council is to adopt the Wage and Salary Schedule and Plan of Classification of the City; and

WHEREAS, the City Clerk published notice of a final public hearing on the final 2023-2024 biennial budget in the Whidbey News Times on November 16, 2022; and

WHEREAS, the Oak Harbor City Council held the final public hearing at the November 30, 2022 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, 2023 through December 31, 2024;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OAK HARBOR DO HEREBY ORDAIN AS FOLLOWS:

**Section One.** The 2023-2024 Biennial Budget as presented at the November 30, 2022 public hearing is hereby adopted as the revenue and expenditure authority for years 2023-

2024 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	2023-24 Biennial Budget
001 General Fund	\$46,492,608
002 General Fund Reserves	3,378,474
003 Current Exp. - FSA	80,000
005 Current Exp. - Seizure	31,047
006 Whidbey Island Marathon	89,512
007 General Fund Projects	8,618,440
101 Streets	5,037,389
102 Streets Projects	4,129,101
103 Arterials Projects	3,076,953
104 Arterials	673,366
105 Transportation Cap. Improve	2,182,644
106 Paths & Trails	25,859
107 TBD	4,828,363
108 TBD Projects	1,822,608
115 Creative Arts	716,339
116 Civic Imp. (2% lodging)	2,080,235
125 Parks Impact Fee (closed)	0
127 Parks Impact Fee	361,667
129 Senior Services	1,315,579
130 Senior Services Projects	36,000
230 LOCAL Loan	119,792
311 REET 1	3,835,025
312 REET 2	3,417,026
320 Portland Loos	20,000
325 Windjammer Park	1,174,643
401 Water	23,500,089
402 Sewer	42,136,178
403 Solid Waste	13,982,139
404 Storm Drain	5,434,568
410 Marina	6,812,836
411 Water Reserves	6,887,845
412 Sewer Reserves	1,313,415
413 Solid Waste Reserves	245,967
414 Storm Drain Reserves	875,760
420 Marina Reserves	17,722
422 WWTP	2,308,556
431 Water Projects	6,929,899
432 Sewer Projects	2,620,144
434 Storm Drain Projects	3,541,339
440 Marina Projects	2,171,636
501 Equipment Rental	2,809,792
502 Equipment Replacement	22,167,445
504 Facility Replacement	4,675,989
505 Technology Replacement	2,199,110
510 Shop Facility	6,737,796
<b>Grand Total</b>	<b>\$250,910,891</b>

**Section Two. Project Funds.** 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. This authority permits unused project funds and project expenditure authority to be carried-forward between fiscal years contained within the 2023-2024 biennial budget and future budgets adopted by the Oak Harbor City Council without the need for budget amendments.

**Section Three. Wage and Salary Schedule and Classification Plan.** the attached Wage and Salary Schedule and Plan of Classification is hereby adopted and incorporated herein within "Attachment A".

**Section Four. 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.

**Section Five. Effective Date.** This Ordinance shall take effect on January 1, 2023.

Adopted by the City Council this 30th day of November, 2022

THE CITY OF OAK HARBOR

Veto  
Approve

( )  
(✓)

Robert Severns, Mayor

ATTEST:

Julie Nester, City Clerk

APPROVED AS TO FORM:

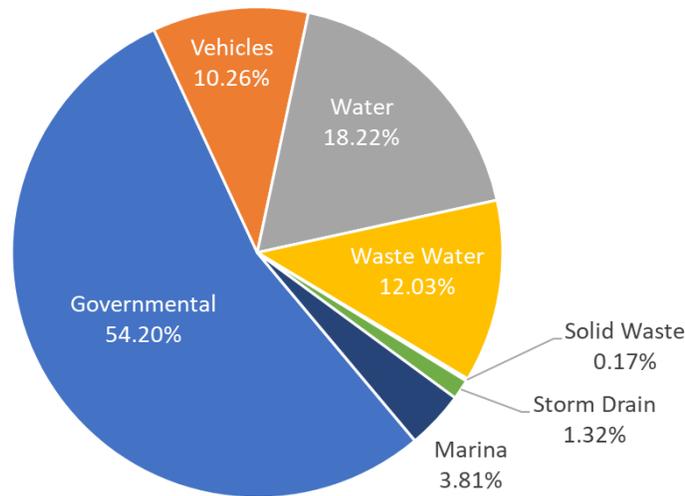
Hillary J. Evans, City Attorney

**Long-term Capital Plan**

**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 Improvements Plan (CIP). The Long-term Capital plan below includes items included in the City’s 2023-2028 Capital Improvement Plan and other items that do not meet the threshold of inclusion in the CIP.

**Capital Projects 2023 & 2024**



Total Long-term Capital Plan for 2023 and 2024 equals \$36.1 million. Total Long-term Capital Plan for the planned six-year period totals \$79.7 million.

Detailed descriptions of the proposed capital improvements are included in the additional information available from the City and is part of the Budget.

Note: Not included in the budget are estimated potential carryforward amounts from prior year City Council appropriations for on-going projects. Calculated amounts will be carryforward to the 2023-24 biennial as part of the annual year-end procedures.





# 2023-2028 SUMMARY

P A G E	Priority #	Fund or Department	NEW PROJECT FUND	BARS #	Project code	Project/Equipment Name	Total Requested Funds	Spent to Date (8/9/22)	PROJECT STATUS	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
										Capital Imprv. Plan					
<b>GOVERNMENTAL FUNDS</b>															
1	1 of 5	Police Department		001.50.521.70.3515	pd2301	Portable Radios	\$ 10,000	\$ 16,033		\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -
2	2 of 5	Police Department		001.50.521.50.4800	pd2302	White House Roofing Replacement	\$ 25,000	\$ -		\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
3	3 of 5	Police Department		001.50.521.70.3515	pd2303	Firearms, Tasers, & Gear Replacements	\$ 150,000	\$ -		\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
4	4 of 5	Police Department		001/005.50.521.70.3515	arpa21/pd2304	HRET Vests (different from bvp)	\$ 34,054	\$ 3,946		\$ 8,000	\$ -	\$ 6,054	\$ 20,000	\$ -	\$ -
5	5 of 5	Police Department		001.50.521.50.4800		PD Building Remodel	\$ 700,000	\$ -	NEW 23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700,000
		Police Department		001.50.xxx.xx.xxx		Police Misc-ARPA	\$ 75,000	\$ -		\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -
6	1 of 5	Dev Services		001.38.594.60.6400		Dev. Services Permitting System	\$ 13,000	\$ 69,955		\$ 13,000	\$ -	\$ -	\$ -	\$ -	\$ -
7	2 of 5	Dev Services		001.38.558.60.4100	dev 2301	CERB Broadband Study	\$ 50,000	\$ -	NEW 23	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -
8	3 of 5	Dev Services		001.38.558.60.4100	dev2302	EDA Marina Downtown Expansion Study	\$ 150,000	\$ -	NEW 23	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ -
9	4 of 5	Dev Services		001.38.559.30.4800	dev2303	EPA Pioneer Way Revitalization/Reuse Study	\$ 800,000	\$ -	NEW 23	\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ -
10	5 of 5	Dev Services		001.38.558.60.4100	dev2304	State Mandated 2025 Comp Plan Update	\$ 150,000	\$ -	NEW23	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ -
11	1 of 1	Finance/Gen Gov	007	007.30.594.10.6400	arpa21/fin2201	New Financial System	\$ 525,000	\$ -		\$ 525,000	\$ -	\$ -	\$ -	\$ -	\$ -
12	1 of 4	Mayor/Gen Gov		001.45.565.65.4900	ch2201	Whidbey Homeless Coalition Contribution	\$ 50,000	\$ -		\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -
13	2 of 4	City Hall		001.45.594.11.6400	arpa21/ch2301	Generator	\$ 100,000	\$ -		\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
14	3 of 4	City Hall		001.45.518.20.4800	ch2302	City Hall Upstairs Remodel	\$ 100,000	\$ -	NEW 23	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -
15	4 of 4	City Hall		001.45.518.20.4800	ch2303	City Hall Downstairs Remodel	\$ 270,000	\$ -	NEW 23	\$ -	\$ 270,000	\$ -	\$ -	\$ -	\$ -
16	1 of 3	Fire Department		001.55.522.50.4800	fir2302	Fire Station Improvements (Asphalt Reseal & Carpeting)	\$ 40,000	\$ 9,062		\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -
17	2 of 3	Fire Department		001.55.594.22.6400	fir2303	Station Chairs Replacement	\$ 18,700	\$ -		\$ 8,200	\$ 10,500	\$ -	\$ -	\$ -	\$ -
18	3 of 3	Fire Department	007	007.55.594.22.6***	fir2301	West Side Fire Station	\$ 9,200,000	\$ -	NEW23	\$ 2,000,000	\$ 5,200,000	\$ 2,000,000	\$ -	\$ -	\$ -
19	1 of 11	Parks	320	320.00.594.76.6200	arpa21/dck1901	Portland Loos	\$ 20,000	\$ 219,676		\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -
20	2 of 11	Parks	007	007.70.594.76.6300	gen2101	Pickleball Courts	\$ 50,000	\$ -	scope chg 22	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -
21	3 of 11	Parks		001.70.576.80.4800	arpa21/gen2301	Smith Park Native Plant Renovation	\$ 10,948	\$ -		\$ 10,948	\$ -	\$ -	\$ -	\$ -	\$ -
22	4 of 11	Parks	007	007.70.*.6100/6300	gen1901	Harbor Heights Sports Complex Development -Phase 1	\$ 5,118,233	\$ 164,765	on hold 22	\$ -	\$ 125,000	\$ 4,993,233	\$ -	\$ -	\$ -
23	5 of 11	Parks		007.70.594.76.6300	gen2401	Little League field renovation	\$ 300,000	\$ -	NEW 23	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -
24	6 of 11	Parks	007	007.70.594.76.6400		Smith Park Playground Equipment Renovation	\$ 50,000	\$ -	NEW 22	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -
25	7 of 11	Parks		001.70.576.80.4100		7th Avenue Wetlands Trail Feasibility Study	\$ 110,000	\$ -		\$ -	\$ -	\$ 10,000	\$ 100,000	\$ -	\$ -
26	8 of 11	Parks	007	007.70.594.76.6400		Ridgehaven Park Playground Equipment Renovation	\$ 68,250	\$ -	NEW 22	\$ -	\$ -	\$ -	\$ -	\$ 68,250	\$ -
27	9 of 11	Parks	007	007.70.594.76.6400		Sumner Park Playground Equipment Renovation	\$ 68,250	\$ -	NEW 22	\$ -	\$ -	\$ -	\$ -	\$ 68,250	\$ -
28	10 of 11	Parks	007	007.70.594.76.6200		Volunteer Park Skate Park Renovation	\$ 68,250	\$ -	NEW 22	\$ -	\$ -	\$ -	\$ -	\$ 68,250	\$ -
29	11 of 11	Parks	007	007.70.594.76.6400	gen2002	Sunrise Rotary Dog Park Expansion	\$ -	\$ 38,573	on hold 22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Parks		001.70.xxx.xx.xxxx		Parks Misc-ARPA	\$ 66,767	\$ -		\$ 66,767	\$ -	\$ -	\$ -	\$ -	\$ -
30	1 of 7	Streets	102	102.00.595.31.6300	str1901	Fakkema Access Road (Centennial Oak Grove)	\$ 250,000	\$ 60,421		\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -
31	2 of 7	Shared Project	102	102.00.595.31.6300	str1902	Shoreline Restoration	\$ 1,999,547	\$ 453		\$ 199,547	\$ 300,000	\$ 1,200,000	\$ 300,000	\$ -	\$ -
32	3 of 7	Streets	102	102.00.595.31.6300	str##02	Annual Street Improvements	\$ 3,500,000	\$ 1,149,080		\$ 1,000,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
33	4 of 7	Streets		101.00.594.44.6400		Sweeper-Mechanical	\$ 120,000	\$ -	scope chg 22	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -
34	5 of 7	Streets		101.00.544.40.4100	str2301	Safe Streets Study (80/20 match)	\$ 30,240	\$ -	NEW 23	\$ 30,240	\$ -	\$ -	\$ -	\$ -	\$ -
35	6 of 7	Streets		101.00.542.64.4100	str2302	Street Traffic Calming	\$ 90,000	\$ -	NEW 23	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
36	7 of 7	Streets	102	102.00.595.31.6300	str2201	Harbor Heights Access Roads	\$ 6,370,000	\$ -	on hold 22	\$ -	\$ -	\$ 250,000	\$ 6,120,000	\$ -	\$ -
37	1 of 6	Arterials	103	103.00.595.30.6300	str1904	NE 7th Ave Improvement	\$ 2,388,468	\$ 230,547		\$ 586,410	\$ 1,802,058	\$ -	\$ -	\$ -	\$ -
38	2 of 6	Arterials	103	103.00.595.30.6300	art2201	NW Heller Street Overlay	\$ 344,540	\$ -		\$ 344,540	\$ -	\$ -	\$ -	\$ -	\$ -
39	3 of 6	Arterials	103	103.00.595.30.6300	str2001	Hoffman to 16th Trail	\$ 75,507	\$ -		\$ 75,507	\$ -	\$ -	\$ -	\$ -	\$ -
40	4 of 6	Arterials	103	103.00.595.30.6300	art2101	Active Transportation Plan	\$ 100,000	\$ 1,842		\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
41	5 of 6	Arterials	103	103.00.595.30.6300	arpa21/art 2202	Serendipity Lane (joint 106, 116, 126)	\$ 100,000	\$ -	NEW 22	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
42	6 of 6	Arterials	103	103.00.595.30.6300		Midway Blvd Reconstruction	\$ 950,000	\$ -		\$ -	\$ -	\$ 950,000	\$ -	\$ -	\$ -
43	1 of 1	TBD	108	108.00.595.31.6300	tbd##01	Transportation Benefit District (TBD) Overlays	\$ 5,400,000	\$ 510,351		\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000
44	1 of 4	Senior Services		129.10.518.20.4800	arpa21/snr2201	Roof Replacement	\$ 170,000	\$ -		\$ 170,000	\$ -	\$ -	\$ -	\$ -	\$ -
45	2 of 4	Senior Center		129.10.594.69.6400	arpa21/snr2202	Generator	\$ 60,000	\$ -	NEW 22	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -
46	3 of 4	Senior Center		502.10.594.18.6400	snr2301	Bus	\$ 100,000	\$ -	on hold 22	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
47	4 of 4	Senior Center	130	130.00.594.69.6300	snr2401	Parking Lot-The Center	\$ 420,500	\$ -	NEW 22	\$ -	\$ 36,000	\$ 384,500	\$ -	\$ -	\$ -
		Fire		502.10.594.18.6400		502 Vehicle/Equipment Replacements	\$ 1,295,000	\$ 289,963		\$ 245,000	\$ -	\$ -	\$ -	\$ -	\$ 1,050,000
		Building		502.10.594.18.6400		502 Vehicle/Equipment Replacements	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Streets		502.10.594.18.6400		502 Vehicle/Equipment Replacements	\$ 1,011,000	\$ -		\$ 70,000	\$ 30,000	\$ 256,000	\$ 405,000	\$ 100,000	\$ 150,000
		Parks		502.10.594.18.6400		502 Vehicle/Equipment Replacements	\$ 670,000	\$ -		\$ 120,000	\$ -	\$ 360,000	\$ 100,000	\$ 10,000	\$ 80,000
		Police		502.10.594.18.6400		502 Vehicle/Equipment Replacements	\$ 1,115,000	\$ 63,968		\$ 675,000	\$ 50,000	\$ 35,000	\$ -	\$ 215,000	\$ 140,000
48	1 of 1	WINDJAMMER PARK	325	325.10.594.76.6300	eng1701	Windjammer Park Imporvements	\$ 1,284,050	\$ 13,055,328		\$ 200,000	\$ 834,050	\$ -	\$ -	\$ 250,000	\$ -
<b>Governmental Total:</b>							\$ 46,235,304	\$ 15,883,963	\$ -	\$ 8,638,159	\$ 11,397,608	\$ 11,934,787	\$ 8,485,000	\$ 2,219,750	\$ 3,560,000
49	1 of 4	Shop/Facility		510.50.518.20.4800	err2301	Shop Floor Restoration	\$ 60,000	\$ -	scope chg 22	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -
50	2 of 4	Shop/Facility		510.50.594.18.6400		Used Excavator	\$ 60,000	\$ -		\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -
51	3 of 4	Shop/Facility		510.50.594.18.6300	err2302	Perimeter Fence	\$ 45,000	\$ -	new 23	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -
52	4 of 4	Shop/Facility		510.50.594.18.6200		Covered Storage	\$ 405,000	\$ -		\$ 405,000	\$ -	\$ -	\$ -	\$ -	\$ -
		IT upgrades		505.xx.xxx.xx.xxxx		Information Technology Upgrades-ARPA	\$ 43,000	\$ -		\$ 43,000	\$ -	\$ -	\$ -	\$ -	\$ -
		Shop/Facility		510.50.518.20.4100		City wide Air ducts-ARPA	\$ 109,000	\$ -		\$ 109,000	\$ -	\$ -	\$ -	\$ -	\$ -
		Motor Pool		502.10.594.18.6400		502 Vehicle/Equipment Replacements	\$ 1,390,000	\$ 278,796		\$ 220,000	\$ 10,000	\$ 590,000	\$ 260,000	\$ 30,000	\$ 280,000
<b>Shop/Facility Total:</b>							\$ 2,112,000	\$ 278,796	\$ -	\$ 942,000	\$ 10,000	\$ 590,000	\$ 260,000	\$ 30,000	\$ 280,000
<b>Governmental Funds Total:</b>							\$ 48,347,304	\$ 16,162,759	\$ -	\$ 9,580,159	\$ 11,407,608	\$ 12,524,787	\$ 8,745,000	\$ 2,249,750	\$ 3,840,000

City of Oak Harbor  
6 Year Project/Equipment Plan 2023-2028  
Biennial Budget (2023-2024)

**2023-2028 SUMMARY**

PAGE	Priority #	Fund or Department	NEW PROJECT FUND	BARS #	Project code	Project/Equipment Name	Total Requested Funds	Spent to Date (8/9/22)	PROJECT STATUS	FY 2023 Capital Imprv. Plan	FY 2024 Capital Imprv. Plan	FY 2025 Capital Imprv. Plan	FY 2026 Capital Imprv. Plan	FY 2027 Capital Imprv. Plan	FY 2028 Capital Imprv. Plan
<b>PROPRIETARY FUNDS</b>															
53	1 of 17	Water	431	431.00.594.34.6300	wtr1905	Well 9 Replacement	\$ 291,299	\$ 9,901		\$ 291,299	\$ -	\$ -	\$ -	\$ -	\$ -
54	2 of 17	Water		401.00.594.34.6400	22afp	Ault Field Pump Station VFD Replacement	\$ 100,000			\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
55	3 of 17	Water		401.00.594.34.6400	22nrc	North Reservoir Cathodic Protection	\$ 30,000			\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -
56	4 of 17	Water	431	431.00.594.34.6300	wtr2202	Marin Woods Waterline Upsize	\$ 100,000			\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
57	5 of 17	Water	431	431.00.594.34.6300	wtr2101	SR20/Campbell Lake Rd Roundabout/ Fish passage watermain replacement	\$ 2,000,000	\$ -		\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -
58	6 of 17	Water		401.00.534.00.4100	wtr2201	Water System Plans and Studies	\$ 732,209	\$ 25,791		\$ 452,209	\$ 280,000	\$ -	\$ -	\$ -	\$ -
59	7 of 17	Water	431	431.00.594.34.6300	wtr##02	Water System Telemetry Upgrades	\$ 200,000	\$ -		\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -
60	8 of 17	Water	431	431.00.594.34.6300	arpa21/wtr##01	Annual Steel/AC Water Main Replacements	\$ 4,500,000	\$ -		\$ 2,000,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
61	9 of 17	Water	431	431.00.594.34.6300	wtr2102	Glencoe Street Fire Flow Improvements	\$ 300,000	\$ -		\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -
62	10 of 17	Water	431	431.00.594.34.6300	arpa21/wtr2301	NE Regatta Drive Pipeline Replacement	\$ 250,000	\$ -		\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -
63	11 of 17	Water	431	431.00.594.34.6300	wtr2401	West 384 Zone Development	\$ 365,000	\$ -		\$ -	\$ 73,000	\$ 292,000	\$ -	\$ -	\$ -
64	12 of 17	Water	431	431.00.594.34.6300		West 384 Zone Extension Phase	\$ 3,015,000	\$ -		\$ -	\$ -	\$ 3,015,000	\$ -	\$ -	\$ -
65	13 of 17	Water	431	431.00.594.34.6300	wtr2001	East Side Reservoir Demolition	\$ 110,000	\$ -		\$ -	\$ -	\$ 110,000	\$ -	\$ -	\$ -
66	14 of 17	Water	431	431.00.594.34.6300	wtr2103	Erin Park Main Road Extension/Tie-In	\$ 755,000	\$ -	COMBINED 22	\$ -	\$ -	\$ 755,000	\$ -	\$ -	\$ -
67	15 of 17	Water	431	431.00.594.34.6300	wtr2105	Industrial Avenue Tie-In	\$ 60,000	\$ -		\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -
68	16 of 17	Water	431	431.00.594.34.6400		Wet Fiber Extension	\$ 600,000	\$ -	NEW 22	\$ -	\$ -	\$ -	\$ 600,000	\$ -	\$ -
69	17 of 17	Water		401.00.594.34.6400		Wet Fiber 24" Transmission Leak Detector	\$ 410,000	\$ -		\$ -	\$ -	\$ -	\$ -	\$ 410,000	\$ -
		Water		502.10.594.18.6400		502 Vehicle/Equipment Replacements	\$ 1,395,000	\$ -		\$ 285,000	\$ 330,000	\$ 250,000	\$ 490,000	\$ -	\$ 40,000
							\$ 15,213,508	\$ 35,692		\$ 6,008,508	\$ 1,183,000	\$ 4,982,000	\$ 1,590,000	\$ 910,000	\$ 540,000
70	1 of 11	Sewer	432	432.00.594.35.6300	swr2001	Slip Line Replacements in SE Oak Harbor	\$ 317,121	\$ -		\$ 317,121	\$ -	\$ -	\$ -	\$ -	\$ -
71	2 of 11	Sewer		402.20.535.00.4100	swr2301	Lagoon Bio-Solids Removal	\$ 350,000	\$ -		\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -
72	3 of 11	Sewer	432	432.00.594.35.6300	swr2302	Federal Inflow & Infiltration Grant	\$ 1,950,000	\$ -		\$ 1,950,000	\$ -	\$ -	\$ -	\$ -	\$ -
73	4 of 11	Sewer		402.20.535.00.4800	arpa21/swr2303	Sewer Lagoon -Decomissioning	\$ 550,000	\$ -		\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ -
74	5 of 11	Sewer	422	422.60.594.35.6400	cwf2301	Clean Water Facility-Screens	\$ 300,000	\$ -		\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -
75	6 of 11	Sewer		402.10.594.35.6400	swr2304	Shoring Equipment	\$ 50,000	\$ -	NEW 23	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -
76	7 of 11	Sewer		402.10.594.35.6400	swr2305	Solids Spreader	\$ 75,000	\$ -		\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -
77	8 of 11	Sewer		402.60.594.35.6400	arpa21/swr2306	Reuse Effluent Water System	\$ 300,000	\$ -		\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -
78	9 of 11	Sewer	422	422.60.594.35.6300	cwf2401	Clean Water Facility-Major O&M	\$ 300,000	\$ -		\$ -	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -
79	10 of 11	Sewer	422	422.60.594.35.6400	cwf2402	Clean Water Facility Washer/Compactor	\$ 300,000	\$ -		\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -
80	11 of 11	Sewer	432	432.00.594.35.6300	arpa21/swr##01	Sewer Line Replacements	\$ 880,000	\$ -		\$ -	\$ -	\$ 880,000	\$ -	\$ -	\$ -
		Sewer		432.00.xxx.xx.xxxx		Sewer Misc-ARPA	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Sewer		502.10.594.18.6400		502 Vehicle/Equipment Replacements	\$ 785,000	\$ -		\$ 90,000	\$ -	\$ 85,000	\$ 110,000	\$ 500,000	\$ -
						<b>Sewer Total:</b>	\$ 6,157,121	\$ -		\$ 3,682,121	\$ 750,000	\$ 1,115,000	\$ 110,000	\$ 500,000	\$ -
81	1 of 1	Solid Waste		403.40.594.37.6400	sol2301	20 yard roll cart replacements	\$ 60,000	\$ -		\$ 40,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -
		Solid Waste		502.10.594.18.6400		502 Vehicle/Equipment Replacements	\$ 2,705,000	\$ 320,085		\$ 1,030,000	\$ 375,000	\$ -	\$ -	\$ 1,050,000	\$ 250,000
						<b>Solid Waste Total:</b>	\$ 2,765,000	\$ 320,085		\$ 1,070,000	\$ 395,000	\$ -	\$ -	\$ 1,050,000	\$ 250,000
				.38 does not exist in BARS											
82	1 of 4	Storm Drain	434	434.00.594.31.6300	stm1901	Harbor East Outlet Repair	\$ 342,990	\$ 32,010		\$ 25,000	\$ -	\$ 317,990	\$ -	\$ -	\$ -
83	2 of 4	Storm Drain	434	434.00.594.31.6300	stm2101	Upgrade Storm Drain Lines - Whidbey Ave.	\$ 300,000	\$ -		\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -
84	3 of 4	Storm Drain	434	434.00.594.31.6300	stm1902	Conveyance from Goldiie St to Koetje St & Easy St	\$ 150,000	\$ 317,623		\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -
85	4 of 4	Storm Drain	434	434.00.594.31.6300	stm2001	West Side Ourtfall Pump Feasibility Study	\$ 100,000	\$ -		\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -
		Storm Drain		502.10.594.18.6400		502 Vehicle/Equipment Replacements	\$ 360,000	\$ -		\$ 135,000	\$ -	\$ 225,000	\$ -	\$ -	\$ -
						<b>Storm Drain Total:</b>	\$ 1,252,990	\$ 349,633		\$ 460,000	\$ 150,000	\$ 642,990	\$ -	\$ -	\$ -
86	1 of 4	Marina	440	440.00.594.75.6300	mar2301	Marina Additional Improvements	\$ 250,000	\$ -	NEW 23	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -
87	2 of 4	Marina	440	440.00.594.75.6200	mar2101	Marina Boat Yard Acquisition	\$ 750,000	\$ -		\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ -
88	3 of 4	Marina	440	440.00.594.75.6300	mar2302	F Dock Storm Damage Repair-Phase 3	\$ 225,000	\$ -	NEW 23	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ -
89	4 of 4	Marina	440	440.00.594.75.6300	arpa21/mar2202	Marina Dredging Pre-Design Study & Dredging	\$ 4,650,000	\$ -	NEW 22	\$ 150,000	\$ -	\$ 4,500,000	\$ -	\$ -	\$ -
		Marina		410.xx.xxx.xx.xxxx		Marina Misc-ARPA	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Marina		502.10.594.18.6400		502 Vehicle/Equipment Replacements	\$ 40,000	\$ -		\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -
						<b>Marina Total:</b>	\$ 5,915,000	\$ -		\$ 1,415,000	\$ -	\$ 4,500,000	\$ -	\$ -	\$ -
						<b>Proprietary Funds Total:</b>	\$ 31,303,619	\$ 705,410		\$ 12,635,629	\$ 2,478,000	\$ 11,239,990	\$ 1,700,000	\$ 2,460,000	\$ 790,000
						<b>Governmental Funds Total:</b>	\$ 48,347,304	\$ 16,162,759		\$ 9,580,159	\$ 11,407,608	\$ 12,524,787	\$ 8,745,000	\$ 2,249,750	\$ 3,840,000
						<b>Proprietary Funds Total:</b>	\$ 31,303,619	\$ 705,410		\$ 12,635,629	\$ 2,478,000	\$ 11,239,990	\$ 1,700,000	\$ 2,460,000	\$ 790,000
						<b>City Wide Grand Total:</b>	\$ 79,650,923	\$ 16,868,169		\$ 22,215,788	\$ 13,885,608	\$ 23,764,777	\$ 10,445,000	\$ 4,709,750	\$ 4,630,000

SPECIAL REVENUE FUND DETAILS:

General Fund	ARPA	Proprietary	Project BFB	Grants/ Unsecured Funding	Specialty Funds	Total	101 Streets	104 Arterials	105 Transp Impact	106 Paths & Trails	107 TBD	127 Park Impact Fees	311 REET 1	312 REET 2	510 Shop/Fac	502 ERR	Total:	PAGE	
Financing Sources for Capital Cost							Detailed Breakdown												
\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1
\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2
\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3
\$ 20,000	\$ 8,000	\$ -	\$ 6,054	\$ -	\$ -	\$ 34,054	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	4
\$ -	\$ -	\$ -	\$ -	\$ 700,000	\$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5
\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	6
\$ 13,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	7
\$ 5,000	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	8
\$ 50,000	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	9
\$ -	\$ -	\$ -	\$ -	\$ 800,000	\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	10
\$ 50,000	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	11
\$ -	\$ 500,000	\$ -	\$ 25,000	\$ -	\$ -	\$ 525,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	12
\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	13
\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	14
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	15
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 270,000	\$ 270,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 270,000	\$ -	\$ -	\$ -	\$ -	\$ 270,000	16
\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000	17
\$ 18,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	18
\$ -	\$ -	\$ -	\$ -	\$ 9,200,000	\$ -	\$ 9,200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	19
\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	20
\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	21
\$ -	\$ 10,948	\$ -	\$ -	\$ -	\$ -	\$ 10,948	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	22
\$ -	\$ -	\$ -	\$ 367,432	\$ 3,865,801	\$ 885,000	\$ 5,118,233	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 650,000	\$ 235,000	\$ -	\$ -	\$ -	\$ 885,000	23
\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	24
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ 50,000	25
\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 10,000	\$ 110,000	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	26
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 68,250	\$ 68,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,125	\$ 34,125	\$ -	\$ -	\$ -	\$ 68,250	27
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 68,250	\$ 68,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,125	\$ 34,125	\$ -	\$ -	\$ -	\$ 68,250	28
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 68,250	\$ 68,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,125	\$ 34,125	\$ -	\$ -	\$ -	\$ 68,250	29
\$ -	\$ 66,767	\$ -	\$ -	\$ -	\$ -	\$ 66,767	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	30
\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	31
\$ -	\$ -	\$ 900,000	\$ 799,547	\$ -	\$ 300,000	\$ 1,999,547	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ 60,000	\$ -	\$ -	\$ -	\$ 300,000	32
\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ 3,000,000	\$ 3,500,000	\$ 1,700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,300,000	\$ -	\$ -	\$ -	\$ 3,000,000	33
\$ -	\$ -	\$ -	\$ 120,000	\$ -	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	34
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,240	\$ 30,240	\$ 30,240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,240	35
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ 90,000	36
\$ -	\$ -	\$ -	\$ 220,000	\$ 6,120,000	\$ 30,000	\$ 6,370,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000	37
\$ 71,500	\$ -	\$ -	\$ 231,237	\$ 1,625,923	\$ 459,808	\$ 2,388,468	\$ -	\$ -	\$ 459,808	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 459,808	38
\$ -	\$ -	\$ -	\$ 32,613	\$ 311,927	\$ -	\$ 344,540	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	39
\$ -	\$ -	\$ -	\$ 25,175	\$ -	\$ 50,332	\$ 75,507	\$ -	\$ -	\$ 50,332	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,332	40
\$ -	\$ -	\$ -	\$ 13,500	\$ 86,500	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	41
\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	42
\$ -	\$ -	\$ -	\$ 821,750	\$ 128,250	\$ -	\$ 950,000	\$ -	\$ 128,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 128,250	43
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,400,000	\$ 5,400,000	\$ -	\$ -	\$ -	\$ -	\$ 5,400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,400,000	44
\$ -	\$ 130,000	\$ -	\$ 40,000	\$ -	\$ -	\$ 170,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	45
\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	46
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000	47
\$ -	\$ -	\$ -	\$ -	\$ 420,500	\$ -	\$ 420,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	48
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,295,000	\$ 1,295,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,295,000	\$ 1,295,000	49
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	50
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,011,000	\$ 1,011,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,011,000	\$ 1,011,000	51
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 670,000	\$ 670,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 670,000	\$ 670,000	52
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,115,000	\$ 1,115,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,115,000	\$ 1,115,000	53
\$ -	\$ -	\$ -	\$ 407,946	\$ -	\$ 876,104	\$ 1,284,050	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 651,104	\$ 125,000	\$ -	\$ -	\$ -	\$ 876,104	54
\$ 418,200	\$ 1,070,715	\$ 900,000	\$ 3,138,504	\$ 24,597,401	\$ 16,110,484	\$ 46,235,304	\$ 1,910,240	\$ 128,250	\$ 510,140	\$ 10,000	\$ 5,400,000	\$ 100,000	\$ 1,893,479	\$ 1,967,375	\$ -	\$ 4,191,000	\$ 16,110,484	55	
\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	56
\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	57
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ -	\$ 45,000	58
\$ -	\$ 43,000	\$ -	\$ -	\$ -	\$ -	\$ 43,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	59
\$ -	\$ 109,000	\$ -	\$ -	\$ -	\$ -	\$ 109,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	60
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,390,000	\$ 1,390,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,390,000	\$ 1,390,000	61
\$ -	\$ 152,000	\$ -	\$ 525,000	\$ -	\$ 1,435,000	\$ 2,112,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ 1,390,000	\$ 1,435,000	62	
\$ 418,200	\$ 1,222,715	\$ 900,000	\$ 3,663,504	\$ 24,597,401	\$ 17,545,484	\$ 48,347,304	\$ 1,910,240	\$ 128,250	\$ 510,140	\$ 10,000	\$ 5,400,000	\$ 100,000	\$ 1,893,479	\$ 1,967,375	\$ 45,000	\$ 5,581,000	\$ 17,545,484	63	

SPECIAL REVENUE FUND DETAILS:

General Fund	ARPA	Proprietary	Project BFB	Grants/ Unsecured Funding	Specialty Funds	Total	101 Streets	104 Arterials	105 Transp Impact	106 Paths & Trails	107 TBD	127 Park Impact Fees	311 REET 1	312 REET 2	510 Shop/Fac	502 ERR	Total:	PAGE	
			\$ -	\$ -	\$ -	\$ -													
\$ -	\$ -	\$ -	\$ 291,299	\$ -	\$ -	\$ 291,299	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	53
\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	54
\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	55
\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	56
\$ -	\$ -	\$ -	\$ 850,000	\$ 1,150,000	\$ -	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	57
\$ -	\$ -	\$ 280,000	\$ 452,209	\$ -	\$ -	\$ 732,209	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	58
\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	59
\$ -	\$ 1,000,000	\$ 1,973,000	\$ 1,527,000	\$ -	\$ -	\$ 4,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	60
\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	61
\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	62
\$ -	\$ -	\$ 365,000	\$ -	\$ -	\$ -	\$ 365,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	63
\$ -	\$ -	\$ 3,015,000	\$ -	\$ -	\$ -	\$ 3,015,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	64
\$ -	\$ -	\$ -	\$ 110,000	\$ -	\$ -	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	65
\$ -	\$ -	\$ 565,000	\$ 190,000	\$ -	\$ -	\$ 755,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	66
\$ -	\$ -	\$ 45,000	\$ 15,000	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	67
\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ -	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	68
\$ -	\$ -	\$ 205,000	\$ -	\$ 205,000	\$ -	\$ 410,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	69
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,395,000	\$ 1,395,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,395,000	\$ 1,395,000	
\$ -	\$ 1,250,000	\$ 6,448,000	\$ 4,165,508	\$ 1,955,000	\$ 1,395,000	\$ 15,213,508	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,395,000	\$ 1,395,000	
\$ -	\$ 317,121	\$ -	\$ -	\$ -	\$ -	\$ 317,121	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	70
\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	71
\$ -	\$ -	\$ -	\$ -	\$ 1,950,000	\$ -	\$ 1,950,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	72
\$ -	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ 550,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	73
\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	74
\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	75
\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	76
\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	77
\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	78
\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	79
\$ -	\$ 330,000	\$ 110,000	\$ 440,000	\$ -	\$ -	\$ 880,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	80
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 785,000	\$ 785,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 785,000	\$ 785,000	
\$ -	\$ 1,497,121	\$ 1,060,000	\$ 865,000	\$ 1,950,000	\$ 785,000	\$ 6,157,121	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 785,000	\$ 785,000	
\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	81
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,705,000	\$ 2,705,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,705,000	\$ 2,705,000	
\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ 2,705,000	\$ 2,765,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,705,000	\$ 2,705,000	
\$ -	\$ -	\$ -	\$ 342,990	\$ -	\$ -	\$ 342,990	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	82
\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	83
\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	84
\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	85
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 360,000	\$ 360,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 360,000	\$ 360,000	
\$ -	\$ -	\$ -	\$ 892,990	\$ -	\$ 360,000	\$ 1,252,990	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 360,000	\$ 360,000	
\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	86
\$ -	\$ -	\$ -	\$ 75,000	\$ 675,000	\$ -	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	87
\$ -	\$ -	\$ -	\$ -	\$ 225,000	\$ -	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	88
\$ -	\$ -	\$ -	\$ 150,000	\$ 4,500,000	\$ -	\$ 4,650,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	89
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000	
\$ -	\$ -	\$ 250,000	\$ 225,000	\$ 5,400,000	\$ 40,000	\$ 5,915,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000	
\$ -	\$ 2,747,121	\$ 7,818,000	\$ 6,148,498	\$ 9,305,000	\$ 5,285,000	\$ 31,303,619	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,285,000	\$ 5,285,000	
\$ 418,200	\$ 1,222,715	\$ 900,000	\$ 3,663,504	\$ 24,597,401	\$ 17,545,484	\$ 48,347,304	\$ 1,910,240	\$ 128,250	\$ 510,140	\$ 10,000	\$ 5,400,000	\$ 100,000	\$ 1,893,479	\$ 1,967,375	\$ 45,000	\$ 5,581,000	\$ 17,545,484		
\$ -	\$ 2,747,121	\$ 7,818,000	\$ 6,148,498	\$ 9,305,000	\$ 5,285,000	\$ 31,303,619	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,285,000	\$ 5,285,000		
\$ 418,200	\$ 3,969,836	\$ 8,718,000	\$ 9,812,002	\$ 33,902,401	\$ 22,830,484	\$ 79,650,923	\$ 1,910,240	\$ 128,250	\$ 510,140	\$ 10,000	\$ 5,400,000	\$ 100,000	\$ 1,893,479	\$ 1,967,375	\$ 45,000	\$ 10,866,000	\$ 22,830,484		



City of Oak Harbor  
6 Year Project/Equipment Plan 2023-2028  
Biennial Budget (2023-2024)

2023

PAGE	Project Priority Order	Fund or Department	BARS #	Project code	Project/Equipment Name	Spent to Date (8/9/22)	PROJECT STATUS	FY 2023 Capital Imprv. Plan	General Fund	ARPA	Proprietary	Project BFB	Grants/ Unsecured Funding	Specialty Funds	Total	101	Streets	105 Transp Impact	107 TBD	311 REET 1	312 REET 2	510 Shop/Fac	502	ERR	Total:		
82	1 of 4	Storm Drain	434.00.594.38.6300	stm1901	Harbor East Outlet Repair	\$ 32,010		\$ 25,000				\$ 342,990	\$ -	\$ 342,990											\$ -		
83	2 of 4	Storm Drain	434.00.594.31.6300	stm2101	Upgrade Storm Drain Lines - Whidbey Ave.	\$ -		\$ 300,000				\$ 300,000	\$ -	\$ 300,000											\$ -		
		Storm Drain	502.10.594.18.6400		502 Vehicle/Equipment Replacements	\$ -		\$ 135,000					\$ 135,000	\$ 135,000											\$ 135,000		
<b>Storm Drain Total:</b>						\$ 349,633		\$ 460,000	\$ -	\$ -	\$ -	\$ 642,990	\$ -	\$ 135,000	\$ 777,990	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 135,000	\$ 135,000	
86	1 of 4	Marina	440.00.594.75.6300	mar2301	Marina Additional Improvements	\$ -	NEW 23	\$ 250,000			\$ 250,000		\$ -	\$ 250,000											\$ -		
87	2 of 4	Marina	440.00.594.75.6200	mar2101	Marina Boat Yard Acquisition	\$ -		\$ 750,000	\$ -	\$ -	\$ -	\$ 75,000	\$ 675,000	\$ -	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
88	3 of 4	Marina	440.00.594.75.6300	mar2302	F Dock Storm Damage Repair-Phase 3	\$ -	NEW 23	\$ 225,000			\$ -	\$ -	\$ 225,000	\$ -	\$ 225,000										\$ -		
89	4 of 4	Marina	440.00.594.75.6300	arpa21/mar2202	Marina Dredging Pre-Design Study & Dredging	\$ -	NEW 22	\$ 150,000			\$ 150,000		\$ -	\$ 150,000											\$ -		
		Marina	502.10.594.18.6400		502 Vehicle/Equipment Replacements	\$ -		\$ 40,000					\$ 40,000	\$ 40,000											\$ 40,000		
<b>Marina Total:</b>						\$ -		\$ 1,415,000	\$ -	\$ -	\$ 250,000	\$ 225,000	\$ 900,000	\$ 40,000	\$ 1,415,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000	
<b>Proprietary Funds Total:</b>						\$ 705,410		\$ 12,635,629	\$ -	\$ 2,117,121	\$ 640,000	\$ 5,143,498	\$ 4,000,000	\$ 1,580,000	\$ 13,480,619	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,580,000	\$ 1,580,000	
<b>Governmental Funds Total:</b>						\$ 16,162,759		\$ 9,580,159	\$ 141,200	\$ 1,222,715	\$ 225,000	\$ 3,070,018	\$ 2,844,627	\$ 3,184,545	\$ 10,688,105	\$ 125,240	\$ 104,305	\$ 900,000	\$ 100,000	\$ 480,000	\$ 45,000	\$ 1,430,000	\$ 3,184,545			\$ 3,184,545	
<b>Proprietary Funds Total:</b>						\$ 705,410		\$ 12,635,629	\$ -	\$ 2,117,121	\$ 640,000	\$ 5,143,498	\$ 4,000,000	\$ 1,580,000	\$ 13,480,619	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,580,000	\$ 1,580,000
<b>City Wide Grand Total:</b>						\$ 16,868,169		\$ 22,215,788	\$ 141,200	\$ 3,339,836	\$ 865,000	\$ 8,213,516	\$ 6,844,627	\$ 4,764,545	\$ 24,168,724	\$ 125,240	\$ 104,305	\$ 900,000	\$ 100,000	\$ 480,000	\$ 45,000	\$ 3,010,000	\$ 4,764,545			\$ 4,764,545	

City of Oak Harbor  
6 Year Project/Equipment Plan 2023-2028  
Biennial Budget (2023-2024)

2024

PAGE	Project Priority Order	Fund or Department	BARS #	Project code	Project/Equipment Name	Spent to Date (8/9/22)	PROJECT STATUS	FY 2024 Capital Imprv. Plan	General Fund	ARPA	Proprietary	Project BFB	Grants/Unsecured Funding	Specialty Funds	Total	101	Streets	105 Transp Impact	107 TBD	127 Park Impact Fees	311 REET 1	312 REET 2	502 ERR	Total:									
<b>GOVERNMENTAL FUNDS</b>																<b>Financing Sources for Capital Cost</b>											<b>Detailed Breakdown</b>						
3	3 of 5	Police Department	001.50.521.70.3515	pd2303	Firearms, Tasers, & Gear Replacements	\$ -		\$ 25,000	\$ 25,000				\$ -	\$ -	\$ 25,000										\$ -								
8	3 of 5	Dev Services	001.38.558.60.4100	dev2302	EDA Marina Downtown Expansion Study	\$ -	NEW 23	\$ 75,000	\$ 25,000				\$ 50,000	\$ -	\$ 75,000										\$ -								
9	4 of 5	Dev Services	001.38.559.30.4800	dev2303	EPA Pioneer Way Revitalization/Reuse Study	\$ -	NEW 23	\$ 800,000					\$ 800,000	\$ -	\$ 800,000										\$ -								
10	5 of 5	Dev Services	001.38.558.60.4100	dev2304	State Mandated 2025 Comp Plan Update	\$ -	NEW23	\$ 75,000	\$ 25,000				\$ 50,000	\$ -	\$ 75,000										\$ -								
14	3 of 4	City Hall	001.45.518.20.4800	ch2302	City Hall Upstairs Remodel	\$ -	NEW 23	\$ 50,000					\$ 50,000	\$ -	\$ 50,000						\$ 50,000				\$ 50,000								
15	4 of 4	City Hall	001.45.518.20.4800	ch2303	City Hall Downstairs Remodel	\$ -	NEW 23	\$ 270,000					\$ 270,000	\$ -	\$ 270,000						\$ 270,000				\$ 270,000								
17	2 of 3	Fire Department	001.55.594.22.3500	fir2303	Station Chairs Replacement	\$ -		\$ 10,500	\$ 10,500				\$ -	\$ -	\$ 10,500										\$ -								
18	3 of 3	Fire Department	007.55.594.22.6***	fir2301	West Side Fire Station	\$ -	NEW23	\$ 5,200,000					\$ 5,200,000	\$ -	\$ 5,200,000										\$ -								
22	4 of 11	Parks	007.70.*.6100/6300	gen1901	Harbor Heights Sports Complex Development -Phase 1	\$ 164,765	on hold 22	\$ 125,000			\$ 367,432		\$ -	\$ -	\$ 367,432					\$ -	\$ -	\$ -			\$ -								
23	5 of 11	Parks	007.70.594.76.6300	gen2401	Little League field renovation	\$ -	NEW 23	\$ 300,000				\$ 300,000	\$ -	\$ -	\$ 300,000										\$ -								
31	2 of 7	Shared Project	102.00.595.31.6300	str1902	Shoreline Restoration	\$ 453		\$ 300,000		\$ 225,000			\$ 75,000	\$ -	\$ 300,000	\$ 45,000					\$ 15,000	\$ 15,000			\$ 75,000								
32	3 of 7	Streets	102.00.595.31.6300	str#02	Annual Street Improvements	\$ 1,149,080		\$ 500,000					\$ 500,000	\$ -	\$ 500,000	\$ 50,000					\$ -	\$ 450,000			\$ 500,000								
35	6 of 7	Streets	101.00.542.64.4100	str2302	Street Traffic Calming	\$ -	NEW 23	\$ 15,000					\$ 15,000	\$ -	\$ 15,000										\$ 15,000								
37	1 of 6	Arterials	103.00.595.30.6300	str1904	NE 7th Ave Improvement	\$ 230,547		\$ 1,802,058	\$ 71,500			\$ 1,324,723	\$ 405,835	\$ -	\$ 1,802,058			\$ 405,835							\$ 405,835								
43	1 of 1	TBD	108.00.595.31.6300	td#01	Transportation Benefit District (TBD) Overlays	\$ 510,351		\$ 900,000					\$ 900,000	\$ -	\$ 900,000			\$ 900,000							\$ 900,000								
47	4 of 4	Senior Center	130.00.594.69.6300	snr2401	Parking Lot-The Center	\$ -	NEW 22	\$ 36,000				\$ 36,000	\$ -	\$ 36,000											\$ -								
		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	\$ 63,968		\$ 50,000					\$ 50,000	\$ -	\$ 50,000										\$ 50,000								
48	1 of 1	WINDJAMMER PARK	325.10.594.76.6300	eng1701	Windjammer Park Improvements	\$ 13,055,328		\$ 834,050					\$ 626,104	\$ -	\$ 626,104					\$ 100,000	\$ 526,104				\$ 626,104								
					<b>Governmental Total:</b>	\$ 15,883,963	\$ -	\$ 11,397,608	\$ 157,000	\$ -	\$ 225,000	\$ 367,432	\$ 7,760,723	\$ 2,931,939	\$ 11,432,094	\$ 95,000	\$ 405,835	\$ 900,000	\$ 100,000	\$ 861,104	\$ 480,000	\$ 90,000	\$ 80,000		\$ 2,931,939								
		Motor Pool	502.10.594.18.6400		502 Vehicle/Equipment Replacements	\$ 278,796		\$ 10,000					\$ 10,000	\$ -	\$ 10,000										\$ 10,000								
					<b>Shop/Facility Total:</b>	\$ 278,796	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 10,000							
					<b>Governmental Funds Total:</b>	\$ 16,162,759	\$ -	\$ 11,407,608	\$ 157,000	\$ -	\$ 225,000	\$ 367,432	\$ 7,760,723	\$ 2,931,939	\$ 11,442,094	\$ 95,000	\$ 405,835	\$ 900,000	\$ 100,000	\$ 861,104	\$ 480,000	\$ 90,000	\$ 80,000		\$ 2,931,939								
<b>PROPRIETARY FUNDS</b>																<b>Financing Sources for Capital Cost</b>											<b>Detailed Breakdown</b>						
58	6 of 17	Water	401.00.534.00.4100	wtr2201	Water System Plans and Studies	\$ 25,791		\$ 280,000	\$ -	\$ -	\$ 280,000	\$ -	\$ -	\$ 280,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								
60	8 of 17	Water	431.00.594.34.6300	arpa21/wtr#01	Annual Steel/AC Water Main Replacements	\$ -		\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								
63	11 of 17	Water	431.00.594.34.6300	wtr2401	West 384 Zone Development	\$ -		\$ 73,000	\$ -	\$ 73,000	\$ -	\$ -	\$ -	\$ -	\$ 73,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								
		Water	502.10.594.18.6400		502 Vehicle/Equipment Replacements	\$ -		\$ 330,000	\$ -	\$ -	\$ -	\$ -	\$ 330,000	\$ -	\$ 330,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 330,000								
					<b>Sewer Total:</b>	\$ 35,692	\$ -	\$ 1,183,000	\$ -	\$ -	\$ 353,000	\$ -	\$ -	\$ 330,000	\$ 683,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 330,000							
77	8 of 11	Sewer	402.60.594.35.6400	arpa21/swr2306	Reuse Effluent Water System	\$ -		\$ 300,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								
78	9 of 11	Sewer	422.60.594.35.6300	cwf2401	Clean Water Facility-Major O&M	\$ -		\$ 150,000	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								
79	10 of 11	Sewer	422.60.594.35.6400	cwf2402	Clean Water Facility Washer/Compactor	\$ -		\$ 300,000	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								
					<b>Sewer Total:</b>	\$ -	\$ -	\$ 750,000	\$ -	\$ 300,000	\$ 450,000	\$ -	\$ -	\$ -	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							
81	1 of 1	Solid Waste	403.40.594.37.6400	sol2301	20 yard roll cart replacements	\$ -		\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								
		Solid Waste	502.10.594.18.6400		502 Vehicle/Equipment Replacements	\$ 320,085		\$ 375,000	\$ -	\$ -	\$ -	\$ -	\$ 375,000	\$ -	\$ 375,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 375,000								
					<b>Solid Waste Total:</b>	\$ 320,085	\$ -	\$ 395,000	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ 375,000	\$ 395,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 375,000							
84	3 of 4	Storm Drain	434.00.594.38.6300	stm1902	Conveyance from Goldie St to Koetje St & Easy St	\$ 317,623		\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								
					<b>Storm Drain Total:</b>	\$ 317,623	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							
					<b>Proprietary Funds Total:</b>	\$ 705,410	\$ -	\$ 2,478,000	\$ -	\$ 300,000	\$ 823,000	\$ 150,000	\$ -	\$ 705,000	\$ 1,978,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 705,000							
					<b>Governmental Funds Total:</b>	\$ 16,162,759	\$ -	\$ 11,407,608	\$ 157,000	\$ -	\$ 225,000	\$ 367,432	\$ 7,760,723	\$ 2,931,939	\$ 11,442,094	\$ 95,000	\$ 405,835	\$ 900,000	\$ 100,000	\$ 861,104	\$ 480,000	\$ 90,000	\$ 80,000		\$ 2,931,939								
					<b>Proprietary Funds Total:</b>	\$ 705,410	\$ -	\$ 2,478,000	\$ -	\$ 300,000	\$ 823,000	\$ 150,000	\$ -	\$ 705,000	\$ 1,978,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 705,000							
					<b>City Wide Grand Total:</b>	\$ 16,868,169	\$ -	\$ 13,885,608	\$ 157,000	\$ 300,000	\$ 1,048,000	\$ 517,432	\$ 7,760,723	\$ 3,636,939	\$ 13,420,094	\$ 95,000	\$ 405,835	\$ 900,000	\$ 100,000	\$ 861,104	\$ 480,000	\$ 795,000	\$ 80,000		\$ 3,636,939								

City of Oak Harbor  
6 Year Project/Equipment Plan 2023-2028  
Biennial Budget (2023-2024)

2025

PAGE	Project Priority Order	Fund or Department	BARS #	Project code	Project/Equipment Name	Spent to Date (8/9/22)	PROJECT STATUS	FY 2025 Capital Imprv. Plan	General Fund	ARPA	Proprietary	Project BFB	Grants/Unsecured Funding	Specialty Funds	Total	101 Streets	104 Arterials	106 Paths & Trails	107 TBD	311 REET 1	312 REET 2	502 ERR	Total:						
<b>GOVERNMENTAL FUNDS</b>																<b>Financing Sources for Capital Cost</b>							<b>Detailed Breakdown</b>						
3	3 of 5	Police Department	001.50.521.70.3515	pd2303	Firearms, Tasers, & Gear Replacements	\$ -		\$ 25,000	\$ 25,000					\$ -	\$ 25,000									\$ -					
4	4 of 5	Police Department	001/005.50.521.70.3515	arpa21/pd2304	HRET Vests (different from bvp)	\$ 3,946		\$ 6,054				\$ 6,054		\$ -	\$ 6,054									\$ -					
18	3 of 3	Fire Department	007.55.594.22.6***	fir2301	West Side Fire Station	\$ -	NEW23	\$ 2,000,000					\$ 2,000,000	\$ -	\$ 2,000,000									\$ -					
22	4 of 11	Parks	007.70.*.6100/6300	gen1901	Harbor Heights Sports Complex Development -Phase 1	\$ 164,765	on hold 22	\$ 4,993,233				\$ 3,865,801	\$ 885,000	\$ 4,750,801						\$ 650,000	\$ 235,000			\$ 885,000					
24	6 of 11	Parks	007.70.594.76.6400		Smith Park Playground Equipment Renovation	\$ -	NEW 22	\$ 50,000				\$ 50,000	\$ 50,000	\$ 50,000						\$ 25,000	\$ 25,000			\$ 50,000					
31	2 of 7	Shared Project	102.00.595.31.6300	str1902	Shoreline Restoration	\$ 453		\$ 1,200,000			\$ 225,000		\$ 75,000	\$ 300,000	\$ 45,000					\$ 15,000	\$ 15,000			\$ 75,000					
32	3 of 7	Streets	102.00.595.31.6300	str##02	Annual Street Improvements	\$ 1,149,080		\$ 500,000					\$ 500,000	\$ 500,000	\$ 400,000					\$ -	\$ 100,000			\$ 500,000					
35	6 of 7	Streets	101.00.542.64.4100	str2302	Street Traffic Calming	\$ -	NEW 23	\$ 15,000					\$ 15,000	\$ 15,000							\$ 15,000			\$ 15,000					
36	7 of 7	Streets	102.00.595.31.6300	str2201	Harbor Heights Access Roads	\$ -	on hold 22	\$ 250,000			\$ 220,000		\$ 30,000	\$ 250,000						\$ -	\$ 30,000			\$ 30,000					
42	6 of 6	Arterials	103.00.595.30.6300		Midway Blvd Reconstruction	\$ -		\$ 950,000				\$ 821,750	\$ 128,250	\$ 950,000						\$ 128,250				\$ 128,250					
43	1 of 1	TBD	108.00.595.31.6300	tbdr#01	Transportation Benefit District (TBD) Overlays	\$ 510,351		\$ 900,000					\$ 900,000	\$ 900,000										\$ 900,000					
47	4 of 4	Senior Center	130.00.594.69.6300	snr2401	Parking Lot-The Center	\$ -	NEW 22	\$ 384,500				\$ 384,500	\$ -	\$ 384,500										\$ -					
		Streets	502.10.594.18.6400		502 Vehicle/Equipment Replacements	\$ -		\$ 256,000					\$ 256,000	\$ 256,000										\$ 256,000					
		Parks	502.10.594.18.6400		502 Vehicle/Equipment Replacements	\$ -		\$ 360,000					\$ 360,000	\$ 360,000										\$ 360,000					
		Police	502.10.594.18.6400		502 Vehicle/Equipment Replacements	\$ 63,968		\$ 35,000					\$ 35,000	\$ 35,000										\$ 35,000					
					<b>Governmental Total:</b>	\$ 15,883,963		\$ 11,934,787	\$ 25,000	\$ -	\$ 225,000	\$ 226,054	\$ 7,072,051	\$ 3,244,250	\$ 10,792,355	\$ 445,000	\$ 128,250	\$ 10,000	\$ 900,000	\$ 690,000	\$ 420,000	\$ 651,000		\$ 3,244,250					
		Motor Pool	502.10.594.18.6400		502 Vehicle/Equipment Replacements	\$ 278,796		\$ 590,000					\$ 590,000	\$ 590,000										\$ 590,000					
					<b>Shop/Facility Total:</b>	\$ 278,796		\$ 590,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 590,000	\$ 590,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 590,000					
					<b>Governmental Funds Total:</b>	\$ 16,162,759		\$ 12,524,787	\$ 25,000	\$ -	\$ 225,000	\$ 226,054	\$ 7,072,051	\$ 3,834,250	\$ 11,382,355	\$ 445,000	\$ 128,250	\$ 10,000	\$ 900,000	\$ 690,000	\$ 420,000	\$ 1,241,000		\$ 3,834,250					
<b>PROPRIETARY FUNDS</b>																<b>Financing Sources for Capital Cost</b>							<b>Detailed Breakdown</b>						
60	8 of 17	Water	431.00.594.34.6300	arpa21/wtr#01	Annual Steel/AC Water Main Replacements	\$ -		\$ 500,000			\$ 473,000	\$ -	\$ 473,000											\$ -					
63	11 of 17	Water	431.00.594.34.6300	wtr2401	West 384 Zone Development	\$ -		\$ 292,000			\$ 292,000		\$ -	\$ 292,000										\$ -					
64	12 of 17	Water	431.00.594.34.6300		West 384 Zone Extension Phase	\$ -		\$ 3,015,000			\$ 3,015,000		\$ -	\$ 3,015,000										\$ -					
65	13 of 17	Water	431.00.594.34.6300	wtr2001	East Side Reservoir Demolition	\$ -		\$ 110,000			\$ 110,000		\$ -	\$ 110,000										\$ -					
66	14 of 17	Water	431.00.594.34.6300	wtr2103	Erin Park Main Road Extension/Tie-In	\$ -	COMBINED 22	\$ 755,000			\$ 565,000	\$ 190,000	\$ -	\$ 755,000										\$ -					
67	15 of 17	Water	431.00.594.34.6300	wtr2105	Industrial Avenue Tie-In	\$ -		\$ 60,000			\$ 45,000	\$ 15,000	\$ -	\$ 60,000										\$ -					
		Water	502.10.594.18.6400		502 Vehicle/Equipment Replacements	\$ -		\$ 250,000					\$ 250,000	\$ 250,000										\$ 250,000					
					<b>Sewer Total:</b>	\$ 35,692		\$ 4,982,000	\$ -	\$ -	\$ 4,390,000	\$ 315,000	\$ -	\$ 250,000	\$ 4,955,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 250,000					
78	9 of 11	Sewer	422.60.594.35.6300	cwf2401	Clean Water Facility-Major O&M	\$ -		\$ 150,000			\$ 150,000		\$ -	\$ 150,000										\$ -					
80	11 of 11	Sewer	432.00.594.35.6300	arpa21/swr#01	Sewer Line Replacements	\$ -		\$ 880,000			\$ 330,000	\$ 110,000	\$ 440,000	\$ -	\$ 880,000									\$ -					
		Sewer	502.10.594.18.6400		502 Vehicle/Equipment Replacements	\$ -		\$ 85,000					\$ 85,000	\$ 85,000										\$ 85,000					
					<b>Sewer Total:</b>	\$ -		\$ 1,115,000	\$ -	\$ 330,000	\$ 260,000	\$ 440,000	\$ -	\$ 85,000	\$ 1,115,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 85,000					
82	1 of 4	Storm Drain	434.00.594.38.6300	stm1901	Harbor East Outlet Repair	\$ 32,010		\$ 317,990					\$ -	\$ -										\$ -					
85	4 of 4	Storm Drain	434.00.594.31.6300	stm2001	West Side Outfall Pump Feasibility Study	\$ -		\$ 100,000			\$ 100,000		\$ -	\$ 100,000										\$ -					
		Storm Drain	502.10.594.18.6400		502 Vehicle/Equipment Replacements	\$ -		\$ 225,000					\$ 225,000	\$ 225,000										\$ 225,000					
					<b>Storm Drain Total:</b>	\$ 349,633		\$ 642,990	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 225,000	\$ 325,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 225,000					
89	4 of 4	Marina	440.00.594.75.6300	arpa21/mar2202	Marina Dredging Pre-Design Study & Dredging	\$ -	NEW 22	\$ 4,500,000				\$ 4,500,000	\$ -	\$ 4,500,000										\$ -					
					<b>Marina Total:</b>	\$ -		\$ 4,500,000	\$ -	\$ -	\$ -	\$ -	\$ 4,500,000	\$ -	\$ 4,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -					
					<b>Proprietary Funds Total:</b>	\$ 705,410		\$ 11,239,990	\$ -	\$ 330,000	\$ 4,650,000	\$ 855,000	\$ 4,500,000	\$ 560,000	\$ 10,895,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 560,000					
					<b>Governmental Funds Total:</b>	\$ 16,162,759		\$ 12,524,787	\$ 25,000	\$ -	\$ 225,000	\$ 226,054	\$ 7,072,051	\$ 3,834,250	\$ 11,382,355	\$ 445,000	\$ 128,250	\$ 10,000	\$ 900,000	\$ 690,000	\$ 420,000	\$ 1,241,000		\$ 3,834,250					
					<b>Proprietary Funds Total:</b>	\$ 705,410		\$ 11,239,990	\$ -	\$ 330,000	\$ 4,650,000	\$ 855,000	\$ 4,500,000	\$ 560,000	\$ 10,895,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 560,000					
					<b>City Wide Grand Total:</b>	\$ 16,868,169		\$ 23,764,777	\$ 25,000	\$ 330,000	\$ 4,875,000	\$ 1,081,054	\$ 11,572,051	\$ 4,394,250	\$ 22,277,355	\$ 445,000	\$ 128,250	\$ 10,000	\$ 900,000	\$ 690,000	\$ 420,000	\$ 1,801,000		\$ 4,394,250					

City of Oak Harbor  
6 Year Project/Equipment Plan 2023-2028  
Biennial Budget (2023-2024)

2026

P A E G	Project Priority Order	Fund or Department	BARS #	Project code	Project/Equipment Name	Spent to Date (8/9/22)	PROJECT STATUS	FY 2026 Capital Imprv. Plan	General Fund	ARPA	Proprietary	Project BFB	Grants/ Unsecured Funding	Specialty Funds	Total	101 Streets	107 TBD	311 1 REET	312 REET 2	502	ERR	Total:
<b>GOVERNMENTAL FUNDS</b>																						
<b>Financing Sources for Capital Cost</b>															<b>Detailed Breakdown</b>							
3	3 of 5	Police Department	001.50.521.70.3515	pd2303	Firearms, Tasers, & Gear Replacements	\$ -		\$ 25,000	\$ 25,000				\$ -	\$ 25,000								\$ -
4	4 of 5	Police Department	001/005.50.521.70.3515	arpa21/pd2304	HRET Vests (different from bvp)	\$ 3,946		\$ 20,000	\$ 20,000				\$ -	\$ 20,000								\$ -
25	7 of 11	Parks	001.70.576.80.4100		7th Avenue Wetlands Trail Feasibility Study	\$ -		\$ 100,000				\$ 100,000	\$ -	\$ 100,000								\$ -
31	2 of 7	Shared Project	102.00.595.31.6300	str1902	Shoreline Restoration	\$ 453		\$ 300,000		\$ 225,000		\$ 75,000	\$ 300,000	\$ 45,000			\$ 15,000	\$ 15,000				\$ 75,000
32	3 of 7	Streets	102.00.595.31.6300	str##02	Annual Street Improvements	\$ 1,149,080		\$ 500,000				\$ 500,000	\$ 500,000	\$ 400,000			\$ -	\$ 100,000				\$ 500,000
35	6 of 7	Streets	101.00.542.64.4100	str2302	Street Traffic Calming	\$ -	NEW 23	\$ 15,000				\$ 15,000	\$ 15,000					\$ 15,000				\$ 15,000
36	7 of 7	Streets	102.00.595.31.6300	str2201	Harbor Heights Access Roads	\$ -	on hold 22	\$ 6,120,000				\$ 6,120,000	\$ -	\$ 6,120,000								\$ -
43	1 of 1	TBD	108.00.595.31.6300	tbd##01	Transportation Benefit District (TBD) Overlays	\$ 510,351		\$ 900,000				\$ 900,000	\$ 900,000			\$ 900,000					\$ 900,000	
		Streets	502.10.594.18.6400		502 Vehicle/Equipment Replacements	\$ -		\$ 405,000				\$ 405,000	\$ 405,000								\$ 405,000	\$ 405,000
		Parks	502.10.594.18.6400		502 Vehicle/Equipment Replacements	\$ -		\$ 100,000				\$ 100,000	\$ 100,000								\$ 100,000	\$ 100,000
<b>Governmental Total:</b>						\$ 15,883,963	\$ -	\$ 8,485,000	\$ 45,000	\$ -	\$ 225,000	\$ -	\$ 6,220,000	\$ 1,995,000	\$ 8,485,000	\$ 445,000	\$ 900,000	\$ 15,000	\$ 130,000	\$ 505,000	\$ 1,995,000	
		Motor Pool	502.10.594.18.6400		502 Vehicle/Equipment Replacements	\$ 278,796		\$ 260,000				\$ 260,000	\$ 260,000								\$ 260,000	\$ 260,000
<b>Shop/Facility Total:</b>						\$ 278,796	\$ -	\$ 260,000	\$ -	\$ -	\$ -	\$ -	\$ 260,000	\$ 260,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 260,000	\$ 260,000
<b>Governmental Funds Total:</b>						\$ 16,162,759	\$ -	\$ 8,745,000	\$ 45,000	\$ -	\$ 225,000	\$ -	\$ 6,220,000	\$ 2,255,000	\$ 8,745,000	\$ 445,000	\$ 900,000	\$ 15,000	\$ 130,000	\$ 765,000	\$ 2,255,000	
<b>PROPRIETARY FUNDS</b>																						
<b>Financing Sources for Capital Cost</b>															<b>Detailed Breakdown</b>							
60	8 of 17	Water	431.00.594.34.6300	arpa21/wtr##01	Annual Steel/AC Water Main Replacements	\$ -		\$ 500,000		\$ 500,000		\$ -	\$ 500,000									\$ -
68	16 of 17	Water	431.00.594.34.6400		Wet Fiber Extension	\$ -	NEW 22	\$ 600,000				\$ 600,000	\$ 600,000								\$ -	
		Water	502.10.594.18.6400		502 Vehicle/Equipment Replacements	\$ -		\$ 490,000				\$ 490,000	\$ 490,000								\$ 490,000	\$ 490,000
						\$ 35,692		\$ 1,590,000	\$ -	\$ -	\$ 500,000	\$ -	\$ 600,000	\$ 490,000	\$ 1,590,000	\$ -	\$ -	\$ -	\$ -	\$ 490,000	\$ 490,000	
		Sewer	502.10.594.18.6400		502 Vehicle/Equipment Replacements	\$ -		\$ 110,000				\$ 110,000	\$ 110,000								\$ 110,000	\$ 110,000
<b>Sewer Total:</b>						\$ -	\$ -	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ 110,000	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,000	\$ 110,000	
<b>Proprietary Funds Total:</b>						\$ 705,410	\$ -	\$ 1,700,000	\$ -	\$ -	\$ 500,000	\$ -	\$ 600,000	\$ 600,000	\$ 1,700,000	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ 600,000	
<b>Governmental Funds Total:</b>						\$ 16,162,759	\$ -	\$ 8,745,000	\$ 45,000	\$ -	\$ 225,000	\$ -	\$ 6,220,000	\$ 2,255,000	\$ 8,745,000	\$ 445,000	\$ 900,000	\$ 15,000	\$ 130,000	\$ 765,000	\$ 2,255,000	
<b>Proprietary Funds Total:</b>						\$ 705,410	\$ -	\$ 1,700,000	\$ -	\$ -	\$ 500,000	\$ -	\$ 600,000	\$ 600,000	\$ 1,700,000	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ 600,000	
<b>City Wide Grand Total:</b>						\$ 16,868,169	\$ -	\$ 10,445,000	\$ 45,000	\$ -	\$ 725,000	\$ -	\$ 6,820,000	\$ 2,855,000	\$ 10,445,000	\$ 445,000	\$ 900,000	\$ 15,000	\$ 130,000	\$ 1,365,000	\$ 2,855,000	



City of Oak Harbor  
6 Year Project/Equipment Plan 2023-2028  
Biennial Budget (2023-2024)

2028

P A E G	Project Priority Order	Fund or Department	BARS #	Project code	Project/Equipment Name	Spent to Date (8/9/22)	PROJECT STATUS	FY 2028 Capital Imprv. Plan	General Fund	ARPA	Proprietary	Project BFB	Grants/ Unsecured Funding	Specialty Funds	Total	101 Streets	107 TBD	312 REET 2	502	ERR	Total:
									Financing Sources for Capital Cost						Detailed Breakdown						
<b>GOVERNMENTAL FUNDS</b>																					
3	3 of 5	Police Department	001.50.521.70.3515	pd2303	Firearms, Tasers, & Gear Replacements	\$ -		\$ 25,000	\$ 25,000						\$ 25,000						\$ -
5	5 of 5	Police Department	001.50.521.50.4800		PD Building Remodel	\$ -	NEW 23	\$ 700,000				\$ 700,000			\$ 700,000						\$ -
32	3 of 7	Streets	102.00.595.31.6300	str##02	Annual Street Improvements	\$ 1,149,080		\$ 500,000				\$ 500,000			\$ 500,000	\$ 400,000		\$ 100,000			\$ 500,000
35	6 of 7	Streets	101.00.542.64.4100	str2302	Street Traffic Calming	\$ -	NEW 23	\$ 15,000				\$ 15,000			\$ 15,000			\$ 15,000			\$ 15,000
43	1 of 1	TBD	108.00.595.31.6300	tbd##01	Transportation Benefit District (TBD) Overlays	\$ 510,351		\$ 900,000				\$ 900,000			\$ 900,000	\$ 900,000					\$ 900,000
		Fire	502.10.594.18.6400		502 Vehicle/Equipment Replacements	\$ 289,963		\$ 1,050,000				\$ 1,050,000			\$ 1,050,000						\$ 1,050,000
		Streets	502.10.594.18.6400		502 Vehicle/Equipment Replacements	\$ -		\$ 150,000				\$ 150,000			\$ 150,000						\$ 150,000
		Parks	502.10.594.18.6400		502 Vehicle/Equipment Replacements	\$ -		\$ 80,000				\$ 80,000			\$ 80,000						\$ 80,000
		Police	502.10.594.18.6400		502 Vehicle/Equipment Replacements	\$ 63,968		\$ 140,000				\$ 140,000			\$ 140,000						\$ 140,000
					<b>Governmental Total:</b>	\$ 15,883,963	\$ -	\$ 3,560,000	\$ 25,000	\$ -	\$ -	\$ -	\$ 700,000	\$ 2,835,000	\$ 3,560,000	\$ 400,000	\$ 900,000	\$ 115,000	\$ 1,420,000	\$ -	\$ 2,835,000
		Motor Pool	502.10.594.18.6400		502 Vehicle/Equipment Replacements	\$ 278,796		\$ 280,000				\$ 280,000			\$ 280,000						\$ 280,000
					<b>Shop/Facility Total:</b>	\$ 278,796	\$ -	\$ 280,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 280,000	\$ 280,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 280,000
					<b>Governmental Funds Total:</b>	\$ 16,162,759	\$ -	\$ 3,840,000	\$ 25,000	\$ -	\$ -	\$ -	\$ 700,000	\$ 3,115,000	\$ 3,840,000	\$ 400,000	\$ 900,000	\$ 115,000	\$ 1,700,000	\$ -	\$ 3,115,000
<b>PROPRIETARY FUNDS</b>																					
60	8 of 17	Water	431.00.594.34.6300	arpa21/wtr##01	Annual Steel/AC Water Main Replacements	\$ -		\$ 500,000				\$ 500,000			\$ 500,000						\$ -
		Water	502.10.594.18.6400		502 Vehicle/Equipment Replacements	\$ -		\$ 40,000				\$ 40,000			\$ 40,000						\$ 40,000
						\$ 35,692	\$ -	\$ 540,000	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ 40,000	\$ 540,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000
		Solid Waste	502.10.594.18.6400		502 Vehicle/Equipment Replacements	\$ 320,085		\$ 250,000				\$ 250,000			\$ 250,000						\$ 250,000
					<b>Solid Waste Total:</b>	\$ 320,085	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
					<b>Proprietary Funds Total:</b>	\$ 705,410	\$ -	\$ 790,000	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ 290,000	\$ 790,000	\$ -	\$ -	\$ -	\$ 290,000	\$ -	\$ 290,000
					<b>Governmental Funds Total:</b>	\$ 16,162,759	\$ -	\$ 3,840,000	\$ 25,000	\$ -	\$ -	\$ -	\$ 700,000	\$ 3,115,000	\$ 3,840,000	\$ 400,000	\$ 900,000	\$ 115,000	\$ 1,700,000	\$ -	\$ 3,115,000
					<b>Proprietary Funds Total:</b>	\$ 705,410	\$ -	\$ 790,000	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ 290,000	\$ 790,000	\$ -	\$ -	\$ -	\$ 290,000	\$ -	\$ 290,000
					<b>City Wide Grand Total:</b>	\$ 16,868,169	\$ -	\$ 4,630,000	\$ 25,000	\$ -	\$ 500,000	\$ -	\$ 700,000	\$ 3,405,000	\$ 4,630,000	\$ 400,000	\$ 900,000	\$ 115,000	\$ 1,990,000	\$ -	\$ 3,405,000

**City of Oak Harbor  
502 Vehicle/Equipment Replacements Summary  
FY 2023-2028**

<b>DEPARTMENT/FL</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>6 YR TOTAL:</b>
BUILDING							-
FIRE	245,000					1,050,000	1,295,000
PARKS	120,000		360,000	100,000	10,000	80,000	670,000
POLICE	675,000	50,000	35,000		180,000	140,000	1,080,000
POLICE - ACO					35,000		35,000
STREETS	70,000	30,000	256,000	405,000	100,000	150,000	1,011,000
PUBLIC WORKS	220,000	10,000	590,000	260,000	30,000	280,000	1,390,000
<b>TOTAL GOVERNMENT</b>	<b>1,330,000</b>	<b>90,000</b>	<b>1,241,000</b>	<b>765,000</b>	<b>355,000</b>	<b>1,700,000</b>	<b>5,481,000</b>
WATER	285,000	330,000	250,000	490,000		40,000	1,395,000
WASTEWATER	90,000		85,000	110,000	500,000		785,000
SOLID WASTE	1,030,000	375,000			1,050,000	250,000	2,705,000
STORM	135,000		225,000				360,000
MARINA	40,000						40,000
<b>TOTAL PROPRIETARY</b>	<b>1,580,000</b>	<b>705,000</b>	<b>560,000</b>	<b>600,000</b>	<b>1,550,000</b>	<b>290,000</b>	<b>5,285,000</b>
<b>GRAND TOTAL:</b>	<b>2,910,000</b>	<b>795,000</b>	<b>1,801,000</b>	<b>1,365,000</b>	<b>1,905,000</b>	<b>1,990,000</b>	<b>10,766,000</b>

City of Oak Harbor  
502 Vehicle/Equipment Replacements Detail  
FY 2023-2028

Replacement Year	Fund	Asset #	Description	2023	2024	2025	2026	2027	2028
2019	SOLID WASTE	#26	08 GMC Refuse Truck	\$ 280,000					
2021	FIRE	#G-10	92 Onan Generator	\$ 75,000					
2021	PARKS	#57	15 X Mark Mower	\$ 40,000					
2021	WASTEWATER	#E-43(2)	05 Premier Trailer (Hauls #E-43 Pump)	\$ 10,000					
2021	WASTEWATER	#E-43(1)	05 Sucker Pump	\$ 80,000					
2021	WATER	#17	07 Ford Ranger	\$ 35,000					
2022	FIRE	#F-04	04 Chevrolet Tahoe	\$ 70,000					
2022	FIRE	#F-07	04 Chevrolet Tahoe	\$ 70,000					
2022	FIRE		Bunker	\$ 30,000					
2022	POLICE	#P-06	07 Chevrolet Pickup	\$ 75,000					
2022	POLICE	#P-13	15 Ford SUV	\$ 75,000					
2022	POLICE	#P-14	15 Ford SUV	\$ 75,000					
2022	STORM	#42	03 Chevrolet Pickup	\$ 35,000					
2022	STORM	#79	Deweze Slope Mower	\$ 100,000					
2023	MARINA	#M-01	1995 Chevy S-10 Pickup (4x4)	\$ 40,000					
2023	PARKS	#9	04 Chevrolet Silverado Pick Up	\$ 40,000					
2023	PARKS	#41	04 Chevrolet Colorado Pick-up	\$ 40,000					
2023	POLICE	#G-09	96 Onan Generator	\$ 75,000					
2023	POLICE	#P-02	16 Ford SUV (2016 Ford K8A)	\$ 75,000					
2023	POLICE	#P-03	16 Ford SUV (2016 Ford K8A)	\$ 75,000					
2023	POLICE	#P-17	16 Ford SUV	\$ 75,000					
2023	POLICE	#P-18	16 Ford SUV	\$ 75,000					
2023	POLICE	#P-19	16 Ford SUV	\$ 75,000					
2023	PUBLIC WORKS	#13	99 Ford Tractor Loader	\$ 150,000					
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	STREETS	#77	16 Ford F350 (Sign Truck)	\$ 40,000					
2023	STREETS	#E-2	99 Echo Pavement Cutter w/Trailer	\$ 20,000					
2023	STREETS	#E-10B	00 Interstate Trailer (Paint)	\$ 10,000					
	WATER		Water Meters	\$ 250,000					
2024	POLICE	#P-16	02 Nissan Maxima-drug		\$ 50,000				
2024	PUBLIC WORKS	#E-4	08 Porta Pottie		\$ 5,000				
2024	PUBLIC WORKS	#E-5	08 Porta Pottie		\$ 5,000				
2024	SOLID WASTE	#76	12 Peterbilt Recycle Truck		\$ 350,000				
2024	SOLID WASTE	#E-3	01 K-PAK Refuse Container (#27)		\$ 25,000				
2024	STREETS	#E-62	Varitech De Icer/Pump		\$ 30,000				
2024	WATER	#G-02	04 Onan Generator		\$ 40,000				
2024	WATER	#G-03	04 Onan Generator		\$ 40,000				
	WATER		Water Meters		\$ 250,000				
2025	PARKS	#30	07 Ford F450 Dump			\$ 65,000			
2025	PARKS	#35	14 Toro Mower			\$ 125,000			
2025	PARKS	#56	05 Ford Ranger Pick Up			\$ 40,000			
2025	PARKS	#69	07 John Deere Tractor w/new auger			\$ 100,000			
2025	PARKS	#E-20	05 Tycrop Topdresser			\$ 30,000			
2025	POLICE	#P-22	08 Suburu Outback			\$ 35,000			
2025	PUBLIC WORKS	#25	04 CAT Backhoe			\$ 175,000			
2025	PUBLIC WORKS	#27	00 Freightliner 5 Yd Swaploader Dump Truck			\$ 200,000			
2025	PUBLIC WORKS	#33	05 Ford Ranger 4x4			\$ 45,000			
2025	PUBLIC WORKS	#38	03 Chevy Silverado Service Truck			\$ 40,000			
2025	PUBLIC WORKS	#53	08 Chevrolet Uplander			\$ 35,000			
2025	PUBLIC WORKS	#E-1	92 Air Compressor Ingersoll-Rand			\$ 20,000			
2025	PUBLIC WORKS	#E-9	89 Trailking TKT40 Trailer			\$ 60,000			
2025	PUBLIC WORKS	#E-32	98 Ideal Trailer (Big Black)			\$ 15,000			
2025	STORM	#20	06 Ford 450 1 ton			\$ 75,000			
2025	STORM	#58	06 New Holland Mower			\$ 150,000			
2025	STREETS	#78	03 Chevy Silverado Pick up			\$ 40,000			
2025	STREETS	#E-10	03 Linelazer (Walk Behind)			\$ 10,000			
2025	STREETS	#E-12	04 Asphalt Zipper			\$ 60,000			
2025	STREETS	#E-24	05 EZLiner Painter (Skid)			\$ 75,000			
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	#43	05 Ford Ranger 4x2			\$ 35,000			
2025	WASTEWATER	#E-17	95 Godwin Pump			\$ 50,000			
	WATER		Water Meters			\$ 250,000			
2026	PARKS	#31	03 Polaris ATV				\$ 20,000		
2026	PARKS	#47	18 Toro Mower				\$ 40,000		
2026	PARKS	#68	12 Exmark Mower				\$ 30,000		
2026	PARKS	#E-37	06 Utility Trailer				\$ 10,000		
2026	PUBLIC WORKS	#37	04 Ford F350 Pick up				\$ 35,000		
2026	PUBLIC WORKS	#51	09 Toyota Prius				\$ 35,000		
2026	PUBLIC WORKS	#85	99 CAT Fork Lift				\$ 35,000		
2026	PUBLIC WORKS	#E-52	07 Light Unit				\$ 5,000		

City of Oak Harbor  
502 Vehicle/Equipment Replacements Detail  
FY 2023-2028

Replacement Year	Fund	Asset #	Description	2023	2024	2025	2026	2027	2028	
2026	PUBLIC WORKS	#G-01	04 Onan Generator				\$ 150,000			
2026	STREETS	#24	09 Superior Broom				\$ 100,000			
2026	STREETS	#29	04 Int'l Bucket Truck				\$ 160,000			
2026	STREETS	#32	98 Ingersoll-Rand Roller (Big)				\$ 35,000			
2026	STREETS	#40	04 F450 Pick up plus flatbed				\$ 50,000			
2026	STREETS	#50	08 Wacker Roller (Small)				\$ 20,000			
2026	STREETS	#67	06 Silverado Pick Up				\$ 40,000			
2026	WASTEWATER	#G-11	04 Onan Generator (trl)				\$ 40,000			
2026	WASTEWATER	#36	04 Chevrolet Silverado 25				\$ 35,000			
2026	WASTEWATER	#66	06 Ford Escape Hybrid				\$ 35,000			
2026	WATER	#15	99 International Svc Truck				\$ 100,000			
2026	WATER	#44	16 Colorado Pickup				\$ 40,000			
2026	WATER		Wachs Tool - Valve Turner				\$ 100,000			
2026	WATER		Water Meters				\$ 250,000			
2027	PARKS	#E-7	04 L&L Trailer					\$ 10,000		
2027	POLICE	#P-05	07 Chevrolet Impala (Silver)					\$ 35,000		
2027	POLICE	#P-11	08 Chrysler Pacifica					\$ 35,000		
2027	POLICE	#P-12	14 Dodge Dart Undercover					\$ 35,000		
2027	POLICE	#P-15	16 Ford SUV					\$ 75,000		
2027	POLICE - ACO	#65	10 Ford F250 Pick Up (animal)					\$ 35,000		
2027	PUBLIC WORKS	#E-15	03 Rocking Chair Trailer					\$ 10,000		
2027	PUBLIC WORKS		AAMCO Lift					\$ 20,000		
2027	SOLID WASTE	#74	12 Peterbilt Refuse Backup					\$ 350,000		
2027	SOLID WASTE	#75	12 Peterbilt Refuse Backup					\$ 350,000		
2027	SOLID WASTE	#63	2020 Peterbilt 520 Labrie ASL Body					\$ 350,000		
2027	STREETS	#6	04 John Deere Tractor					\$ 100,000		
2027	WASTEWATER	#64	17 International Vactor					\$ 500,000		
2028	FIRE	#F-06	11 Ford Rescue Rig						\$ 150,000	
2028	FIRE	#F-09	08 E-One Engine (Engine 812)						\$ 450,000	
2028	FIRE	#F-10	08 E-One Engine (Engine 81)						\$ 450,000	
2028	PARKS	#7	16 Ford F-250						\$ 40,000	
2028	PARKS	#14	16 Ford F350						\$ 40,000	
2028	POLICE	#P-05B	2018 Ford SUV (Bailey)						\$ 65,000	
2028	POLICE	#P-07	20 Ford Hybrid SUV						\$ 75,000	
2028	PUBLIC WORKS	#2	06 Ford Hybrid Escape						\$ 45,000	
2028	PUBLIC WORKS	#11	04 Chevy Colorado PU						\$ 35,000	
2028	PUBLIC WORKS	#55	00 Caterpillar Loader						\$ 200,000	
2028	SOLID WASTE	#60	99 Peterbilt Roll Off Truck						\$ 250,000	
2028	STREETS	#8	07 Freightliner Hotpatch Truck						\$ 150,000	
2028	WATER	#G-04	08 Wacker Generator						\$ 40,000	
<b>6 YEAR TOTAL:</b>										
				<b>10,766,000</b>	<b>\$ 2,910,000</b>	<b>\$ 795,000</b>	<b>1,801,000</b>	<b>1,365,000</b>	<b>1,905,000</b>	<b>1,990,000</b>

**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 Motorola 8000 radios.

**PROJECT NEED:** New technology allows police officers to have more communications 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		\$ -
	<b>TOTAL:</b>	<b>\$35,000</b>

# 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



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							6 YR TOTAL
	SPENT TO DATE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	
General Fund	\$16,033	\$10,000						\$10,000
Expected 2022 expenditures	\$8,600							
<b>TOTAL REQUESTED FUNDS:</b>	<b>\$24,633</b>	<b>\$10,000</b>						<b>\$10,000</b>

\*Spent to Date is posted amounts through 8/9/22

**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		\$ -
Construction Services		\$ 25,000
	Subtotal:	\$25,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	\$25,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							6 YR TOTAL
	SPENT TO DATE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	
General Fund	-	\$25,000						\$25,000
<b>TOTAL REQUESTED FUNDS:</b>	-	\$25,000						\$25,000

\*Spent to Date is posted amounts through 8/9/22

**PROJECT DESCRIPTION:** Firearms (rifles/pistols), sights (optical), Tasers, other assorted equipment related to these items (such as new holsters, software (Tasers), etc.) and other assorted technical and equipment related items.

**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 de-escalation 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. Patrol and HRET assorted equipment.

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

**COST & FINANCING DATA:** The project will be fully funded by the General Fund.

# FUND 001.50—POLICE

## Firearms, Tasers & Gear Replacements

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2023-2028

Estimated Completion: FY 2023-2028



COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$150,000
Construction Services		\$ -
	Subtotal:	\$150,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	<b>\$150,000</b>

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
General Fund	-	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$150,000
<b>TOTAL REQUESTED FUNDS:</b>	-	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$150,000

\*Spent to Date is posted amounts through 8/9/22

# 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 and ARPA.

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$38,000
Construction Services		\$ -
	Subtotal:	\$38,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	<b>\$38,000</b>

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021 & FY 2026

Estimated Completion: FY 2021 & FY 2026



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
General Fund	\$1,946	\$6,054				\$20,000			\$20,000
Drug Seizure	\$2,000								
ARPA			\$8,000						\$8,000
Project BFB					\$6,054				\$6,054
<b>TOTAL REQUESTED FUNDS:</b>	<b>\$3,496</b>		<b>\$8,000</b>		<b>\$6,054</b>	<b>\$20,000</b>			<b>\$34,054</b>

\*Spent to Date is posted amounts through 8/9/22

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

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

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

**COST & FINANCING DATA:** .

COST ASSUMPTIONS		
Pre-Design/Feasibility		\$40,000
Engineering/Design Services		\$0
Land		\$0
Machinery & Equipment		\$0
Construction Services		\$660,000
	Subtotal:	\$700,0000
Contingency Fees		\$0
	<b>TOTAL:</b>	<b>\$700,0000</b>

# FUND 001.50 CAPITAL

## Police Dept Remodel

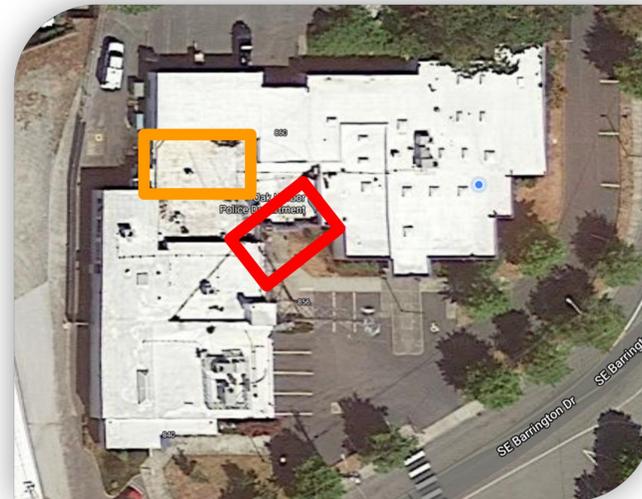
**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: FY

Engineering/Design: FY 2028

Purchase/Construction: FY 2028

Estimated Completion: FY 2028



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Grant-Unsecured	-						\$700,000	\$700,000
<b>TOTAL REQUESTED FUNDS:</b>	-						\$700,000	\$700,000

\*Spent to Date is posted amounts through 8/9/22

# 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. Add a new code enforcement module in 2023.

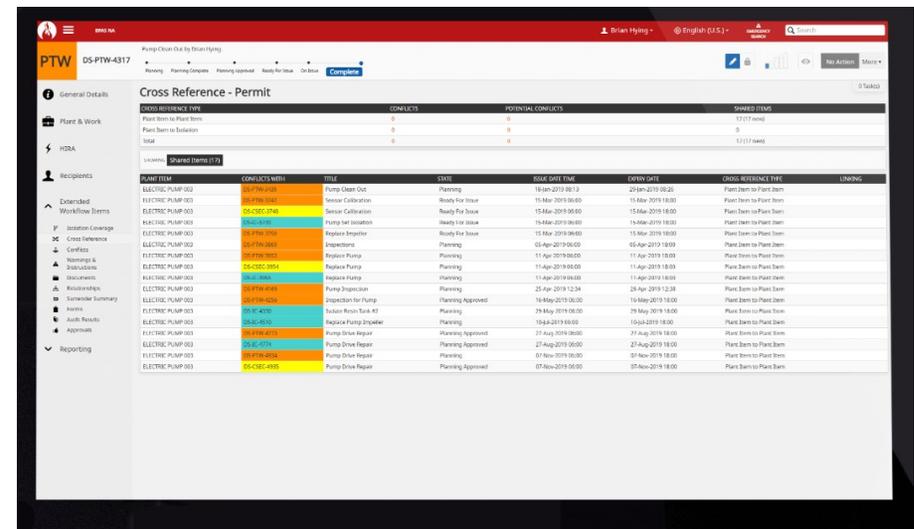
**DEVELOPMENT PLAN & STATUS:** N/A

**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		\$113,000
Construction Services		\$ -
	<b>Subtotal:</b>	<b>\$113,000</b>
Contingency Fees		\$ -
	<b>TOTAL:</b>	<b>\$113,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
General Fund	\$69,955	\$13,000						\$13,000
Estimated 2022 expenditure	\$30,045							
<b>TOTAL REQUESTED FUNDS:</b>	<b>\$100,000</b>	<b>\$13,000</b>						<b>\$13,000</b>

\*Spent to Date is posted amounts through 8/9/22

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

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

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

**COST & FINANCING DATA:**

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

# FUND 001.38 CAPITAL

## CERB Broadband Study

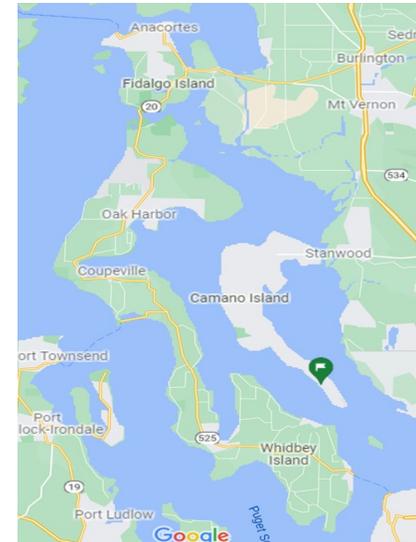
**ESTIMATED PROJECT & PURCHASE TIMELINE**

**Pre-Design: FY**

**Engineering/Design: FY 2023**

**Purchase/Construction: FY 2023**

**Estimated Completion: FY 2023**



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							6 YR TOTAL
	SPENT TO DATE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	
CERB Grant-unsecured	-	\$37,500						\$37,500
General Fund		\$5,000						\$5,000
Island County-unsecured		\$7,500						\$7,500
<b>TOTAL REQUESTED FUNDS:</b>	-	\$50,000						\$50,000

\*Spent to Date is posted amounts through 8/9/22

# FUND 001.38 CAPITAL

## EDA Marina Downtown Expansion Study

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2023-2024

Purchase/Construction:

Estimated Completion: FY 2024

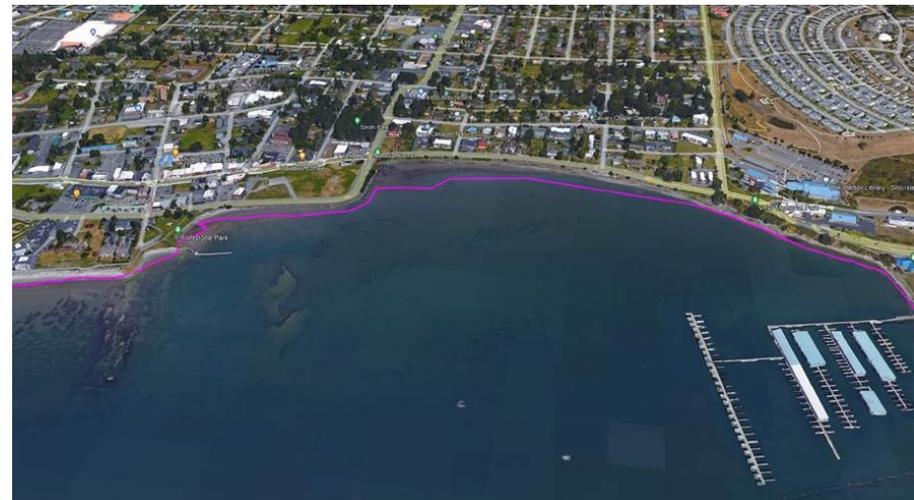
**PROJECT DESCRIPTION:** This is a project to analyze the re-development of the marina and downtown. This would lead to an action plan.

**PROJECT NEED:** The opportunity to revitalize the area includes the two lots currently in escrow on Pioneer Way. The pre-planning nature of this project would lead to a programmatic SEPA being completed. This would clear all environmental issues at the marina and downtown so the city and development community would not need to go through additional environmental review.

**DEVELOPMENT PLAN & STATUS:**

**COST & FINANCING DATA:**

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



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
EDA grant unsecured	-	\$50,000	\$50,000					\$100,000
General Fund		\$25,000	\$25,000					\$50,000
<b>TOTAL REQUESTED FUNDS:</b>	-	\$75,000	\$75,000					\$150,000

\*Spent to Date is posted amounts through 8/9/22

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

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

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

**COST & FINANCING DATA:** .

COST ASSUMPTIONS	
Pre-Design/Feasibility	\$350,000
Engineering/Design Services	\$100,000
Land	\$0
Machinery & Equipment	\$0
Construction Services	\$200,000
Subtotal:	\$650,000
Contingency Fees	\$150,000
<b>TOTAL:</b>	<b>\$800,000</b>

# FUND 001.38 CAPITAL

## EPA Pioneer Way Revitalization/Reuse Study

**ESTIMATED PROJECT & PURCHASE TIMELINE**  
 Pre-Design: FY  
 Engineering/Design: FY 2023  
 Purchase/Construction: FY 2023  
 Estimated Completion: FY 2023



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							6 YR TOTAL
	SPENT TO DATE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	
EPA grant unsecured	-		\$800,000					\$800,000
<b>TOTAL REQUESTED FUNDS:</b>	-		\$800,000					\$800,000

\*Spent to Date is posted amounts through 8/9/22

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

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

**DEVELOPMENT PLAN & STATUS:**

**COST & FINANCING DATA:**

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

# FUND 001.38 CAPITAL

## State Mandated 2025 Comp Plan Update

**ESTIMATED PROJECT & PURCHASE TIMELINE**

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



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Grant-unsecured	-	\$50,000	\$50,000					\$100,000
General Fund		\$25,000	\$25,000					\$50,000
<b>TOTAL REQUESTED FUNDS:</b>	-	\$75,000	\$75,000					\$150,000

\*Spent to Date is posted amounts through 8/9/22

**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 and ARPA funds.

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$525,000
Construction Services		\$ -
	Subtotal:	\$525,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	<b>\$525,000</b>

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								
	SPENT TO DATE	BFB-Memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
General Fund	-	\$25,000							
Grant-ARPA (2022)			\$500,000						\$500,000
BFB			\$25,000						\$25,000
<b>TOTAL REQUESTED FUNDS:</b>			<b>\$525,000</b>						<b>\$525,000</b>

\*Spent to Date is posted amounts through 8/9/22

**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 .

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$50,000
Machinery & Equipment	\$ -
Construction Services	\$ -
Subtotal:	\$50,000
Contingency Fees	\$ -
<b>TOTAL:</b>	\$50,000

## FUND 001.45 GENERAL GOV

### Whidbey Homeless Coalition Contribution

#### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021-2023

Estimated Completion: FY 2021-2023



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

\*Spent to Date is posted amounts through 8/9/22

FUND 001.45 GENERAL GOV

City Hall Generator

**PROJECT DESCRIPTION:** The purpose of this project is to procure one new generator for City Hall.

**PROJECT NEED:** City Hall is the redundancy point for the City's network and the location of administration. A temporary generator is set up as needed, but depending on emergency issues, that generator may not get to the site for sometime. It makes sense to have emergency power at this site to keep operational.

**DEVELOPMENT PLAN & STATUS:** Size has been determined, procurement is next.

**COST & FINANCING DATA:** The contribution will be funded by ARPA Funds.

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2022-2023

Estimated Completion: FY 2023

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$ 100,000
Construction Services	\$ -
Subtotal:	\$100,000
Contingency Fees	\$ -
<b>TOTAL:</b>	\$100,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							6 YR TOTAL
	SPENT TO DATE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	
Grant -ARPA (2022)		\$100,000						\$100,000
<b>TOTAL REQUESTED FUNDS:</b>		\$100,000						\$100,000

\*Spent to Date is posted amounts through 8/9/22

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

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

**DEVELOPMENT PLAN & STATUS:**

**COST & FINANCING DATA:**

COST ASSUMPTIONS	
Pre-Design/Feasibility	\$0
Engineering/Design Services	\$10,000
Land	\$0
Machinery & Equipment	\$40,000
Construction Services	\$50,000
Subtotal:	\$100,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$100,000</b>

# FUND 001.45 CAPITAL

## City Hall Upstairs Remodel

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: FY

Engineering/Design: FY 2023-2024

Purchase/Construction: FY 2023-2024

Estimated Completion: FY 2024



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
REET 1	-	\$50,000	\$50,000					\$100,000
<b>TOTAL REQUESTED FUNDS:</b>	-	\$50,000	\$50,000					\$100,000

\*Spent to Date is posted amounts through 8/9/22

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

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

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

**COST & FINANCING DATA:**

COST ASSUMPTIONS	
Pre-Design/Feasibility	\$0
Engineering/Design Services	\$100,000
Land	\$0
Machinery & Equipment	\$20,000
Construction Services	\$150,000
Subtotal:	\$270,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$270,000</b>

# FUND 001.45 CAPITAL

## City Hall Downstairs Remodel

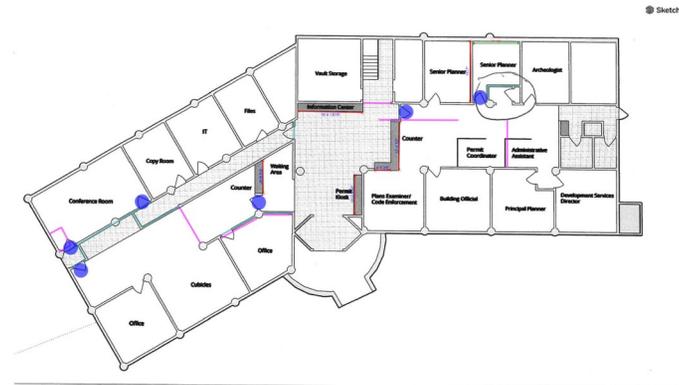
**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: FY

Engineering/Design: FY 2024

Purchase/Construction: FY 2024

Estimated Completion: FY 2024



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							6 YR TOTAL
	SPENT TO DATE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	
REET 1	-		\$270,000					\$270,000
<b>TOTAL REQUESTED FUNDS:</b>	-		\$270,000					\$270,000

\*Spent to Date is posted amounts through 8/9/22

**PROJECT DESCRIPTION:** There are two projects under Fire Station Improvements:

- 1. Reseal the Fire Department asphalt parking lot-**complete**.
- 2. Replace Carpeting.

**PROJECT NEED: 1. Asphalt Reseal-**complete**:** 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-**complete**:** 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	\$ -
<b>TOTAL:</b>	\$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 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
General Fund		\$5,000						\$5,000
REET 1		\$35,000						\$35,000
2021 spent asphalt	\$9,062							
<b>TOTAL REQUESTED FUNDS:</b>	\$9,062	\$40,000						\$40,000

\*Spent to Date is posted amounts through 8/9/22

# 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		\$ -
	<b>TOTAL:</b>	<b>\$18,700</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
General Fund		\$8,200	\$10,500					\$18,700
<b>TOTAL REQUESTED FUNDS:</b>		<b>\$8,200</b>	<b>\$10,500</b>					<b>\$18,700</b>

\*Spent to Date is posted amounts through 8/9/22

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

**PROJECT NEED:** As the latest report has shown, the City is in need of a fire station on the southwest side. Preliminary work on a feasibility study and conceptual design was completed in 2016 and 2017. With the continued growth in the south and southwest areas of the City, the level of emergency service will diminish. Response times will continue to rise. This is a multiple phased project, not only is a facility required, an additional piece of fire apparatus may be necessary, and additional staffing is required. This plan was put on hold November 2017 due to the high cost. Staffing could be as high as \$750,000.00 per year.

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

**COST & FINANCING DATA:** The project will be funded by a GO Bond.  
Land-6100, Bldg-6200, Ladder truck-6400

COST ASSUMPTIONS	
Pre-Design/Feasibility	\$200,000
Engineering/Design Services	\$300,000
Land	\$ 500,000
Machinery & Equipment	\$1,400,000
Construction Services	\$6,800,000
Subtotal:	\$9,200,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$9,200,000</b>

## FUND 007.55—FIRE CAPITAL

### West Side Fire Station

#### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2023

Purchase/Construction: FY 2023-2025

Estimated Completion: FY 2025



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
GO Bond	-	\$2,000,000	\$5,200,000	\$2,000,000				\$9,200,000
<b>TOTAL REQUESTED FUNDS:</b>	-	\$2,000,000	\$5,200,000	\$2,000,000				\$9,200,000

\*Spent to Date is posted amounts through 8/9/22

# FUND 320—PARKS

## Portland Loos

**PROJECT DESCRIPTION:** The City purchased via City Council 2 Portland Loos 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 2023.

**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 2018-2023

Estimated Completion: FY 2023



COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$179,676
Construction Services	\$153,000
Subtotal:	\$332,676
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$332,676</b>

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Grant-ARPA (2022)			\$20,000						\$20,000
Const dock (320)	\$149,676								
Donations	\$ 70,000								
Expected 2022 expend.	\$ 93,000								
<b>TOTAL REQUESTED FUNDS:</b>	<b>\$312,676</b>		<b>\$20,000</b>						<b>\$20,000</b>

\*Spent to Date is posted amounts through 8/9/22

**FUND 007.70—PARKS CAPITAL**

**Pickleball Courts**

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

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

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

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

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: FY

Engineering/Design: FY 2021-2023

Purchase/Construction: FY 2021-2023

Estimated Completion: FY 2023

COST ASSUMPTIONS	
Engineering Services	\$5,000
Other Professional Services	\$ -
Machinery & Equipment	\$4,000
Construction Services	\$41,000
Subtotal:	\$50,000
Contingency Fees	\$ -
<b>TOTAL:</b>	\$50,000



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

\*Spent to Date is posted amounts through 8/9/22

**PROJECT DESCRIPTION:** Renovate park plantings, enhance tree vigor, complete maintenance to existing fences and gazebo, and the renovation of park illumination to reduce wear to tree canopy. Remove 30 year old playground equipment scattered though out park. Create central location and install single new feature to meet Parks 6-year plan master plan goal.

**PROJECT NEED:** The need to introduce native plant growth area to introduce historically native plant species into the park. to meet Parks 6-year plan master plan goal.

**COST & FINANCING DATA:** This project will be funded by ARPA.

**DEVELOPMENT PLAN & STATUS:**

COST ASSUMPTIONS		
Pre-Design/Feasibility		\$-
Engineering Design/Services		\$ -
Machinery & Equipment		\$ -
Construction Services		\$10,948
	Subtotal:	\$10,948
Contingency Fees		
	<b>TOTAL:</b>	<b>\$ 10,948</b>

# FUND 001.70 PARKS

## Smith Park Native Plant Renovation

**ESTIMATED PROJECT & PURCHASE TIMELINE**  
**Pre-Design: FY**  
**Engineering/Design: FY 2022-2023**  
**Purchase/Construction: FY 2022-2023**  
**Estimated Completion: FY 2023**



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	TOTAL
Grant –ARPA (2021)		\$10,948						\$10,948
<b>TOTAL REQUESTED FUNDS:</b>		<b>\$10,948</b>						<b>\$10,948</b>

\*Spent to Date is posted amounts through 8/9/22

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

**PROJECT NEED:** The regional park is necessary to meet the communities needs for sports fields. Approximately 1800 children participate in outdoor sports. Many of the existing sports fields are on school district property which the school district could decide to use for their own needs.

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

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

**FUND 007.70—PARKS CAPITAL**

**Harbor Heights Sports Complex Development-Phase 1**

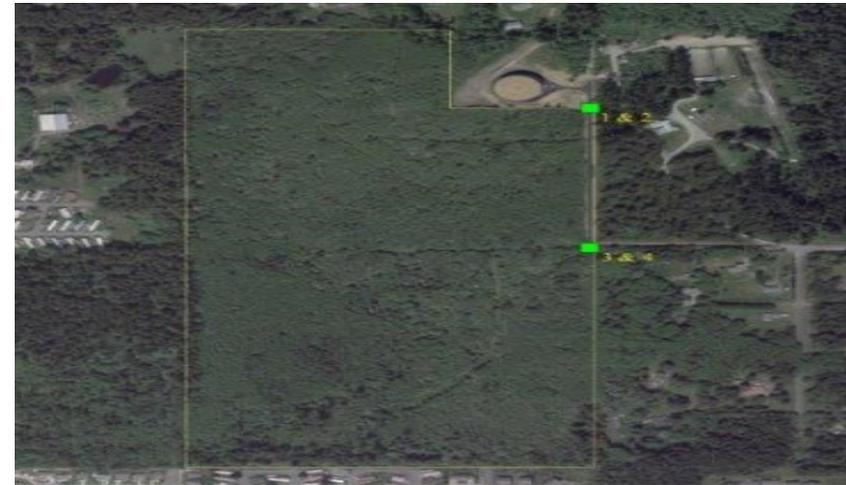
**ESTIMATED PROJECT & PURCHASE TIMELINE**

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

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

**Estimated Completion: FY 2025**

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



**FISCAL YEAR FUNDING REQUESTS**

REVENUE SOURCE	SPENT TO DATE	BFB-memo	FISCAL YEAR FUNDING REQUESTS						6 YR TOTAL
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	
REET 1/2		\$300,448	ON HOLD 2022		\$885,000				\$885,000
Park Impact Fees	\$164,765	\$55,000							
Grants-Unsecured	-				\$3,865,801				\$3,865,801
General Fund	-	\$11,984							
Project BFB	-			\$367,432					\$367,432
<b>TOTAL REQUESTED FUNDS:</b>	\$164,765			\$367,432	\$4,750,801				\$5,118,233

\*Spent to Date is posted amounts through 8/9/22

**PROJECT DESCRIPTION:** Renovations of the Little League fields including, but not limited to dirt work and irrigation.

**PROJECT NEED:** The purpose of these improvements are to give the citizens a sense of pride in our community and a positive place to play for the children of Oak Harbor. These fields need serious attention and specialized dirt to ensure that children have a safe playing field. Irrigation is broken and/or non-existent.

**DEVELOPMENT PLAN & STATUS:**

**COST & FINANCING DATA:**

COST ASSUMPTIONS	
Engineering/Design Services	\$0
Land Purchase	
Machinery & Equipment	
Construction Services	\$300,000
Subtotal:	\$300,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$300,000</b>

**FUND 007.70—PARKS CAPITAL**

**Little League Field Renovation**

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



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Unsecured	-			\$300,000					\$300,000
<b>TOTAL REQUESTED FUNDS:</b>				\$300,000					\$300,000

\*Spent to Date is posted amounts through 8/9/22

**PROJECT DESCRIPTION:** To replace old and deteriorating playground equipment for Smith Park. The intent is to remove old playground equipment scattered though out the park. Create central location and install single new feature that meets the six year comprehensive Park Plan goals.

**PROJECT NEED:** This will replace existing playground equipment that is over 30 years old.

**DEVELOPMENT PLAN & STATUS:** This project is expected to be completed in 2025. Not budgeted at this time.

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

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$ 50,000
Construction Services		\$ -
	Subtotal:	\$50,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	<b>\$ 50,000</b>

## FUND 007.70 PARKS CAPITAL

### Smith Park Playground Equipment Renovation

#### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2025

Purchase/Construction: FY 2025

Estimated Completion: FY 2025



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

\*Spent to Date is posted amounts through 8/9/22

# FUND 001.70—PARKS

## 7th Avenue Wetlands Trail Feasibility Study

**PROJECT DESCRIPTION:** Planning and feasibility study costs to construct trails in the 7th Avenue Wetlands.

**PROJECT NEED:** This project will provide planning and feasibility studies required to construct trails on city owned property in the Northern section of the city. Currently there are few recreational opportunities within this location of the city. A trail network will provide passive recreation and will also provide pedestrian access to local residents, service providers and businesses in the area.

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

**COST & FINANCING DATA:** The study will be funded by a TAP (Transportation Alternative Program) Grant and Paths & Trails funds.

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: FY 2023

Engineering/Design: FY 2024-2026

Purchase/Construction: FY 2024-2026

Estimated Completion: FY 2026

COST ASSUMPTIONS	
Engineering Services	\$ 100,000
Other Professional Services (Feasibility)	\$10,000
Machinery & Equipment	\$ -
Construction Services	\$ -
Subtotal:	\$110 000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$110 000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Grant-TAP-unsecured	-				\$100,000			\$100,000
Paths & Trails	-			\$10,000				\$10,000
<b>TOTAL REQUESTED FUNDS:</b>	-			\$10,000	\$100,000			\$110,000

\*Spent to Date is posted amounts through 8/9/22

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

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

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

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

## FUND 007.70 PARKS CAPITAL

### Ridgehaven Park Playground Equipment Renovation

#### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2027

Purchase/Construction: FY 2027

Estimated Completion: FY 2027

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



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							TOTAL
	SPENT TO DATE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	
REET 1 (311)						\$34,125		\$34,125
REET 2 (312)						\$34,125		\$34,125
<b>TOTAL REQUESTED FUNDS:</b>						<b>\$68,250</b>		<b>\$68,250</b>

\*Spent to Date is posted amounts through 8/9/22

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

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

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

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

## FUND 007.70 PARKS CAPITAL

### Sumner Park Playground Equipment Renovation

#### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2027

Purchase/Construction: FY 2027

Estimated Completion: FY 2027

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



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	TOTAL
REET 1 (311)						\$34,125		\$34,125
REET 2 (312)						\$34,125		\$34,125
<b>TOTAL REQUESTED FUNDS:</b>						<b>\$68,250</b>		<b>\$68,250</b>

\*Spent to Date is posted amounts through 8/9/22

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

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

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

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

**FUND 007.70 PARKS CAPITAL**

**Volunteer Park Skate Park Renovation**

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: FY

Engineering/Design: FY 2027

Purchase/Construction: FY 2027

Estimated Completion: FY 2027



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

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	TOTAL
REET 1 (311)						\$34,125		\$34,125
REET 2 (312)						\$34,125		\$34,125
<b>TOTAL REQUESTED FUNDS:</b>						<b>\$68,250</b>		<b>\$68,250</b>

\*Spent to Date is posted amounts through 8/9/22

**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).

COST ASSUMPTIONS (2020-2021)	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$40,000
Construction Services	\$ -
Subtotal:	\$40,000
Contingency Fees	\$ -
<b>TOTAL:</b>	\$40,000

**FUND 007.70—PARKS CAPITAL**

**Sunrise Rotary Dog Park Expansion**

**ESTIMATED PROJECT & PURCHASE TIMELINE**  
 Pre-Design: FY  
 Engineering/Design: FY  
 Purchase/Construction: FY 2020-2022  
 Estimated Completion: FY 2022



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	6 YR TOTAL
Impact Fees	\$25,899	\$14,101							
Project BFB			\$14,101						\$14,101
<b>TOTAL REQUESTED FUNDS:</b>	\$25,899		\$14,101						\$14,101

**ON HOLD 2022**

\*Spent to Date is posted amounts through 8/9/22

**FUND 102—STREETS CAPITAL**

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

**PROJECT DESCRIPTION:** To design and construct a public access road on the City Owned Boyer Property.

**PROJECT NEED:** An access road is needed to connect proposed businesses that are restricted from access on SR 20.

**DEVELOPMENT PLAN & STATUS:** Design & Construct.

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

**COST & FINANCING DATA:** The project will be fully funded by Streets Operations and Transportation Impact Fees.

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: FY

Engineering/Design: FY 2020

Purchase/Construction: FY 2023

Estimated Completion: FY 2023

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services (Design)	\$78,500
Machinery & Equipment	\$ -
Construction Services	\$250,000
Subtotal:	\$328,500
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$328,500</b>



**FISCAL YEAR FUNDING REQUESTS**

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-MEMO	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Street Operations	\$1,254	\$21,719							
Trans Impact Fees (105)	\$59,167	\$250,000							
Project BFB			\$250,000						\$250,000
<b>TOTAL REQUESTED FUNDS:</b>	<b>\$60,421</b>	<b>More avail</b>	<b>\$250,000</b>						<b>\$250,000</b>

\*Spent to Date is posted amounts through 8/9/22

**FUND 102—STREETS CAPITAL**

**Shoreline Restoration**

**PROJECT DESCRIPTION:** This project would be a combined effort from Streets, Sewer, Storm Drain and Streets to improve our infrastructure from Midway to Regatta.

**PROJECT NEED:** The need is to make improvements to shoreline to reduce erosion and protect vital City infrastructure.

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

**COST & FINANCING DATA:** This project will be fully funded by a combination Streets & REET 1/2, Water, Wastewater, & Storm Drain Funds.

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: **FY 2019-2024**

Engineering/Design: **FY 2019-2024**

Purchase/Construction: **FY 2022-2026**

Estimated Completion: **FY 2026**

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	\$ -
<b>TOTAL:</b>	<b>\$2,000,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Street Operations/REET	\$453	\$199,547	\$75,000	\$75,000	\$75,000	\$75,000			\$300,000
Water Operations	-	\$200,000	\$75,000	\$75,000	\$75,000	\$75,000			\$300,000
Wastewater Operations	-	\$200,000	\$75,000	\$75,000	\$75,000	\$75,000			\$300,000
Storm Drain Operations	-	\$200,000	\$75,000	\$75,000	\$75,000	\$75,000			\$300,000
Project BFB			\$799,547						\$799,547
<b>TOTAL REQUESTED FUNDS:</b>	<b>\$453</b>		<b>\$1,099,547</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$300,000</b>			<b>\$1,999,547</b>

\*Spent to Date is posted amounts through 8/9/22

**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 2022-2027

Estimated Completion: FY 2022-2027

COST ASSUMPTIONS (2019-2026)	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$5,150,242
Subtotal:	\$5,150,242
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$5,150,242</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Street Operations	\$409,279	\$500,000	\$50,000	\$50,000	\$400,000	\$400,000	\$400,000	\$400,000	\$1,700,000
REET 1	\$310,000								
REET 2	\$281,857		\$450,000	\$450,000	\$100,000	\$100,000	\$100,000	\$100,000	\$1,300,000
Arterials	\$137,945								
Donations	\$10,000								
Expected 2022 expenditures	\$501,161								
Project BFB			\$500,000						\$500,000
<b>TOTAL REQUESTED FUNDS:</b>	<b>\$1,650,242</b>		<b>\$1,000,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>		<b>\$3,500,000</b>

**PROJECT DESCRIPTION:** City Council approved a used chip seal broom to be purchased when found/available using the funds assigned to a piece of equipment no longer needed at this time.

**PROJECT NEED:** Included in the 2021-2022 biennial budget are funds in the amount of \$120,000.00 to purchase a used Le Boy 5300 paver to be able to do asphalt work in-house. Due to the increase in the resurfacing of streets with chip seals versus overlays, the immediate need is for a chip seal broom. On September 22, 2021, and again on February 23, 2022, staff brought this forward to City Council during a workshop to consider and ask questions about this change in direction. The justification given for this need is as follows:

- Streets crew is not large enough currently to operate trucks, a paver, a roller, and be able to rake and flag for each project
- Chip sealing is completed more often than overlays to be able to maintain less severe worn streets
- Broom would be more economical and efficient at this time due to the increase in chip seals
- City does not currently own a mechanical sweeper
- City owns a vacuum sweeper that is not made to pick up rocks and this application would cause major wear and tear
- City owns a side broom that is used to sweep the streets, depositing the debris on the side of the road
- o Hazard to cars parked on the side of road
- o Debris build up in curbs, gutters, and drainage swells causing further issues
- Increases efficiency
- o Don't have to wait on a rental or for Island County to assist
- o Availability of rentals is not consistent, owning a sweeper would allow for flexibility
- Increase level of service we provide to public
- o Currently, we rent for 4 weeks a year
- o By owning we can sweep more frequently
- o Increased response time
- o This sweeper could be used as emergency backup to the existing sweeper used by WWC/Storm Drain Division
- Economical investing in a piece of equipment vs. outsourcing saves money
- o For example, owning has been estimated at \$2,000 per month versus a Washington State DES Contract rental pricing that is \$10,112 per mo.

# FUND 101—STREETS

## Sweeper-Mechanical (Used)

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2022-23

Estimated Completion: FY 2023

**DEVELOPMENT PLAN & STATUS:**

**COST & FINANCING DATA:**

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$120,000
Construction Services		\$ -
	Subtotal:	\$120,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	<b>\$120,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
502 Replacements		\$120,000							
Project BFB			\$120,000						\$120,000
<b>TOTAL REQUESTED FUNDS:</b>	-		\$120,000						\$120,000

\*Spent to Date is posted amounts through 8/9/22

**PROJECT DESCRIPTION:** As part of the Bipartisan Infrastructure Law, the US Department of Transportation is offering a grant opportunity for cities and counties to develop safety action plans that will help determine future construction projects to decrease the number of motor vehicle fatalities and serious accidents. The Island Regional Transportation Planning Organization (IRTPO) is the lead applicant for this grant. The City of Oak Harbor will be a joint applicant on this application. The goal of this grant is to create a county-wide safety action plan with specific sub-plans for each community, including Oak Harbor. The grant request is for \$403,200 from the federal government with a 20% match of \$100,800 coming from the five participating entities: Island County; Oak Harbor; Island Transit; Coupeville; and Langley.

**PROJECT NEED:** Necessary to focus on under-served communities to develop a holistic, well-defined strategy to prevent roadway fatalities & serious injuries.

**DEVELOPMENT PLAN & STATUS:** Island county taking the lead on this project co-share 80/20.

**COST & FINANCING DATA:**

COST ASSUMPTIONS	
Pre-Design/Feasibility	\$30,240
Engineering/Design Services	\$0
Land	\$0
Machinery & Equipment	\$0
Construction Services	\$0
Subtotal:	\$30,240
Contingency Fees	\$ -
<b>TOTAL:</b>	\$30,240

# FUND 101—STREETS

## Safe Streets Study (80/20 match)

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: FY

Engineering/Design: FY 2023

Purchase/Construction: FY 2023

Estimated Completion: FY 2023



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							6 YR TOTAL
	SPENT TO DATE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	
Streets 101	-	\$30,240						\$30,240
<b>TOTAL REQUESTED FUNDS:</b>	-	\$30,240						\$30,240

\*Spent to Date is posted amounts through 8/9/22

**PROJECT DESCRIPTION:** These funds will be used to address speed and traffic complaints utilizing speed bumps, humps, signage, counters, radar devices, etc.

**PROJECT NEED:** Speed and associated traffic complaints are common, not only in Oak Harbor, but in most communities. Extensive research on traffic calming has developed a number of good choices that engineers can use to help reduce traffic impacts in residential neighborhoods. This is a continued effort and is necessary for both budget years.

**DEVELOPMENT PLAN & STATUS:**

**COST & FINANCING DATA:**

COST ASSUMPTIONS		
Pre-Design/Feasibility		\$0
Engineering/Design Services		\$90,000
Land		\$0
Machinery & Equipment		\$0
Construction Services		\$0
	Subtotal:	\$90,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	\$90,000

# FUND 101—STREETS

## Street Traffic Calming

**ESTIMATED PROJECT & PURCHASE TIMELINE**  
 Pre-Design: FY  
 Engineering/Design: FY 2023-2028  
 Purchase/Construction: FY 2023-2028  
 Estimated Completion: FY 2028



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Reet 2	-	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$90,000
<b>TOTAL REQUESTED FUNDS:</b>	-	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$90,000

\*Spent to Date is posted amounts through 8/9/22

**PROJECT DESCRIPTION:** Construct a new roadway from N Heller Rd to N Oak Harbor St in-line with the existing NW 16th Ave.

**PROJECT NEED:** This new road was identified as a future arterial road in the City of Oak Harbor’s 2016 Comprehensive Transportation Plan. This will create a new east-west roadway connection. The development of the Harbor Heights Sports complex creates a need for this roadway

**DEVELOPMENT PLAN & STATUS:**

**Option 1:** Phase 1: Gun Club Road to Harbor Heights Sports Complex – Design improvements 2022 / Construct improvements 2023. Phase 2: NW 16th Ave from N Heller Rd to Harbor Heights Sports complex - Design 2022 / Construct 2025. Phase 3: NW 16th Ave within Harbor Heights Sports complex — Design 2026 / Construct 2027. **Option 2:** Phase 1: NW 16th Ave from N Heller Rd to Harbor Heights Sports complex - Design 2022 / Construct 2023. Phase 2: NW 16th Ave within Harbor Heights Sports complex—Design 2022 / Construct 2025. Phase 3: NW 16th Ave from Harbor Heights Sports complex to N Oak Harbor Rd—Design 2026 / Construct 2027.

**COST & FINANCING DATA:** The project will be funded by grants and impact fees.

COST ASSUMPTIONS	
Engineering Services	\$650,000
Right of Way Acquisition	\$-
Machinery & Equipment	\$-
Construction Services	\$5,720,000
Subtotal:	\$6,370,000
Contingency Fees	\$-
<b>TOTAL:</b>	<b>\$6,370,000</b>

# 102—STREETS CAPITAL

## Harbor Heights Access Roads

**ESTIMATED PROJECT & PURCHASE TIMELINE**

**Pre-Design: FY**

**Engineering/Design: FY 2022**

**Purchase/Construction: FY 2022-2026**

**Estimated Completion: FY 2026**



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY2028	6 YR TOTAL
REET 1 (311)		\$220,000							
REET 2 (312)					\$30,000				\$30,000
Grants (unsecured)		<b>ON HOLD 2022</b>				\$6,120,000			\$6,120,000
Project BFB					\$220,000				\$220,000
<b>TOTAL REQUESTED FUNDS:</b>	-				\$250,000	\$6,120,000			\$6,370,000

\*Spent to Date is posted amounts through 8/9/22

**FUND 103—ARTERIALS CAPITAL**

**NE 7th Avenue Improvements**

**PROJECT DESCRIPTION:** Street Improvement project to design, purchase right of way and construct NE 7th Ave from SR 20 to N Oak Harbor St.

**PROJECT NEED:** NE 7th Ave is a sub standard arterial street with no sidewalks which has been identified in the transportation plan as not meeting level of service.

**DEVELOPMENT PLAN & STATUS:** Design; Right of Way acquisition; Construction

**COST & FINANCING DATA:** The project will be funded by grants, impact fees and General Fund.

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: FY

Engineering/Design: FY 2021

Purchase/Construction: FY 2022-2024

Estimated Completion: FY 2024

COST ASSUMPTIONS	
Engineering Services	\$498,035
Right of Way Acquisition	\$ -
Machinery & Equipment	\$ -
Construction Services	\$2,170,980
Subtotal:	\$2,669,015
Contingency Fees	\$ -
<b>TOTAL:</b>	\$2,669,015



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
STBG/IRTPO Grant-secured	\$196,835		\$301,200	\$472,765					\$773,965
STBG/IRTPO Grant-unsecured				\$851,958					\$851,958
105 Impact fees	\$32,698	\$231,237	\$53,973	\$405,835					\$459,808
101 Streets	\$1,014								
General Fund				\$71,500					\$71,500
Expected 2022 expenditures	\$50,000								
Project BFB			\$231,237						\$231,237
<b>TOTAL REQUESTED FUNDS:</b>	\$280,547	More available	\$586,410	\$1,802,058					\$2,388,468

FUND 103—ARTERIALS  
CAPITAL

NW Heller Street Overlay

ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2023

Purchase/Construction: FY 2023

Estimated Completion: FY 2023



**PROJECT DESCRIPTION:** This project will apply maintenance overlay to NW Heller St. Using federal funds to an overlay project requires that the pedestrian facilities and intersections along this roadway to be updated to meet the ADA standards and requirements. The ADA improvements are not covered by the grant and will be required from local funds.

**PROJECT NEED:** The ADA designs will need to be done prior to the overlay project and will therefore require engineering and design work. No ROW acquisition is expected for the project.

**DEVELOPMENT PLAN & STATUS:** The project is scheduled for grant funding through the IRTPO in 2023.

**COST & FINANCING DATA:** The project will primarily be funded by grants and a portion of Arterials funds.

COST ASSUMPTIONS	
Engineering Services	\$39,200
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$344,540
Subtotal:	\$383,740
Contingency Fees	\$ -
<b>TOTAL:</b>	\$383,740

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB –memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
IRTPO Grant	-		\$311,927						\$311,927
Arterials	-	\$32,613							
Expected 2022 expenditures	\$39,200								
BFB			\$32,613						\$32,613
<b>TOTAL REQUESTED FUNDS:</b>	\$39,200		\$344,540						\$344,540

\*Spent to Date is posted amounts through 8/9/22

**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 2023. The collaborative design will take a year or two. After the design, right-of-way acquisitions are planned to be completed by 2024. Construction in 2024.

**COST & FINANCING DATA:** City share of the project will be funded using Transportation Impact Fees.

COST ASSUMPTIONS	
Engineering Services	\$65,175
Right of Way Acquisition	\$9,364
Machinery & Equipment	\$ -
Construction Services	\$40,968
Subtotal:	\$115,507
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$115,507</b>

## FUND 103—ARTERIALS CAPITAL

### Hoffman to 16th Trail

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: FY

Engineering/Design: FY 2023

Purchase/Construction: FY 2023-2024

Estimated Completion: FY 2024



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
105 Impact fees	-	\$25,175	\$50,332						\$50,332
Expected 2022 expenditures	\$40,000								
Project BFB			\$25,175						\$25,175
<b>TOTAL REQUESTED FUNDS:</b>	\$40,000		\$75,507						\$75,507

**PROJECT DESCRIPTION:** Develop an Active Transportation Plan

**PROJECT NEED:** Active Transportation is an active means of travel such as walking, biking, roller blading, or skateboarding to get from one place to another. Almost everyone uses active transportation at some point in a trip, whether walking to a bus stop, bicycling to work or rolling home from a ferry terminal. An active transportation network has an underlying functionality that supports recreation. Having a plan to support these activities has many benefits, and recreation is one component. Recreation is increasingly becoming an avenue to promote wellness, health, transportation, and boost the micro economy. Cities across the country are looking for opportunities to improve access to recreation. One of the easiest ways to do this is to look at the existing street network and see if there is a potential to provide active transportation opportunities for its citizens every day and in front of their house.

**DEVELOPMENT PLAN & STATUS:** The City would like to development a plan that will include an assessment of the existing conditions of infrastructure, signage, parking and what-ever else is in the rights-of-way. Recommendations will be developed after taking public participation and input from various local interest groups, users, commuters, residents, transit, businesses, offices, county, state, NAS Whidbey, etc. The plan will identify safety enhancements and striping and signage recommendations. The Plan will also include recommendations of developing programs, policy changes, development regulations, and other steps to keep the street network open to safe recreation.

**COST & FINANCING DATA:** The project will be funded by grants, arterials, and paths & trails.

COST ASSUMPTIONS	
Professional/Engineering Services	\$150,000
Right of Way Acquisition	\$ -
Machinery & Equipment	\$ -
Construction Services	\$ -
Subtotal:	\$150,000
Contingency Fees	\$ -
<b>TOTAL:</b>	\$150,000

**FUND 103—ARTERIALS CAPITAL**

**Active Transportation Plan**

**ESTIMATED PROJECT & PURCHASE TIMELINE**  
 Pre-Design: FY  
 Engineering/Design: FY 2022-2023  
 Purchase/Construction: FY 2022-2023  
 Estimated Completion: FY 2023



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
STBG/IRTPO Grant			\$86,500						\$86,500
WA DOT	\$1,594								
Arterials	\$249	\$500							
Paths & Trails		\$13,000							
Expected 2022 expenditures	\$49,751								
Project BFB			\$13,500						\$13,500
<b>TOTAL REQUESTED FUNDS:</b>	\$51,594		\$100,000						\$100,000

**PROJECT DESCRIPTION:** work with Main Street Group to plan, design, install and maintain new “trail” on city-owned property known as Serendipity Lane.

**PROJECT NEED:** 1. Linear trail/lane project to connect Pioneer to Bayshore. The project will include: raised planters along both sides of the trail, plants, water for the landscaping, power to connect to individual light poles. There is power and water in the area (see attached drawing). 2. Project will include a 20’ wide strip that will have the asphalt removed and replaced with scored, tinted concrete. 3. Seating areas will be integrated into the raised planters. 4. Maintenance to be provided by the city parks department

**DEVELOPMENT PLAN & STATUS:** Survey has been completed and corners are marked.

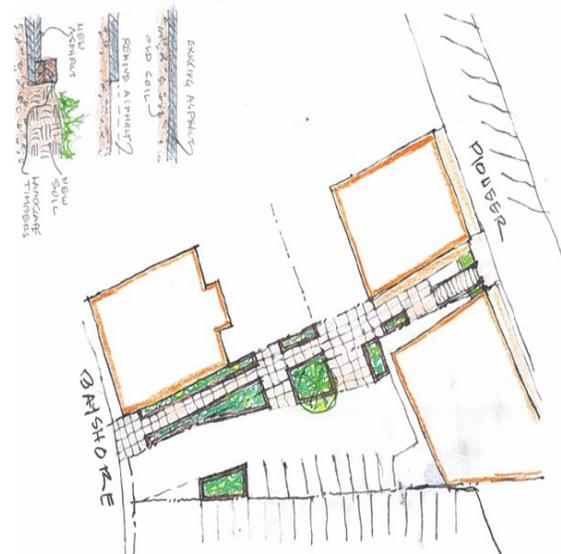
**COST & FINANCING DATA:** The project will be funded by grants or impact fees.

COST ASSUMPTIONS		
Engineering Services		\$ -
Right of Way Acquisition		\$ -
Machinery & Equipment		\$ -
Construction Services		\$100,000
	Subtotal:	\$100,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	<b>\$100,000</b>

**FUND 103—ARTERIALS CAPITAL**

**Serendipity Lane (joint 106, 116, 126)**

**ESTIMATED PROJECT & PURCHASE TIMELINE**  
 Pre-Design: FY  
 Engineering/Design: FY 2022  
 Purchase/Construction: FY 2022-2023  
 Estimated Completion: FY 2023



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Grant-ARPA (2022)		\$100,000						\$100,000
<b>TOTAL REQUESTED FUNDS:</b>		<b>\$100,000</b>						<b>\$100,000</b>

\*Spent to Date is posted amounts through 8/9/22

FUND 103—ARTERIALS CAPITAL

Midway Blvd Reconstruction

**ESTIMATED PROJECT & PURCHASE TIMELINE**  
 Pre-Design: FY  
 Engineering/Design: FY 2025  
 Purchase/Construction: FY 2025  
 Estimated Completion: FY 2025



**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.

COST ASSUMPTIONS	
Engineering Services	\$100,000
Right of Way Acquisition	\$ -
Machinery & Equipment	\$ -
Construction Services	\$850,000
Subtotal:	\$950,000
Contingency Fees	\$ -
<b>TOTAL:</b>	\$950,000

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
STBG/IRTPO Grant				\$821,750				\$821,750
Arterials				\$128,250				\$128,250
<b>TOTAL REQUESTED FUNDS:</b>				\$950,000				\$950,000

\*Spent to Date is posted amounts through 8/9/22

**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

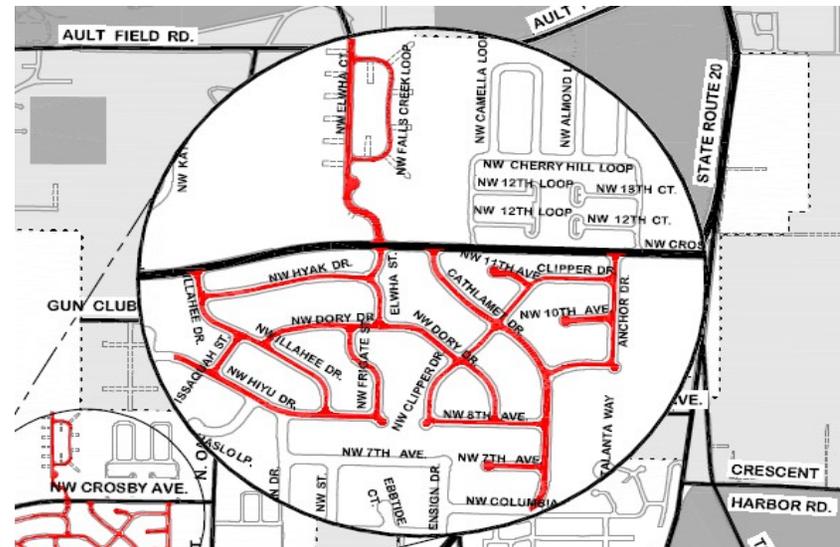
**COST & FINANCING DATA:** The project will be funded by TBD funds.

# FUND 108—TBD CAPITAL

## Transportation Benefit District (TBD) Overlays

**ESTIMATED PROJECT & PURCHASE TIMELINE**  
**Pre-Design: FY**  
**Engineering/Design: FY 2022-2028**  
**Purchase/Construction: FY 2022-2028**  
**Estimated Completion: FY 2022-2028**

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$6,849,000
Subtotal:	\$6,849,000
Contingency Fees	\$ -
<b>TOTAL:</b>	\$6,849,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
TBD Funds (Fund 107)	\$510,351	\$900,000	\$900,000	\$900,000	\$900,000	\$900,000	\$900,000	\$5,400,000
Expected 2022 expenditures	\$939,074							
<b>TOTAL REQUESTED FUNDS:</b>	\$1,449,425	\$900,000	\$900,000	\$900,000	\$900,000	\$900,000	\$900,000	\$5,400,000

\*Spent to Date is posted amounts through 8/9/22

**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 2022 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, REET 2 and Grants-ARPA.

**FUND 129—SENIOR SERVICES**

**Roof Replacement**

**ESTIMATED PROJECT & PURCHASE TIMELINE**  
 Pre-Design: FY  
 Engineering/Design: FY  
 Purchase/Construction: FY 2022-2023  
 Estimated Completion: FY 2023



COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$315,386
Subtotal:	\$315,386
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$315,386</b>

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Senior Services Operations	-	\$5,000							
REET 2		\$35,000							
Grant-ARPA (2022)			\$130,000						\$130,000
Expected 2022 expenditure	\$145,386								
Project BFB			\$40,000						\$40,000
<b>TOTAL REQUESTED FUNDS:</b>	<b>\$145,386</b>		<b>\$170,000</b>						<b>\$170,000</b>

\*Spent to Date is posted amounts through 8/9/22

**PROJECT DESCRIPTION:** The purpose of this project is to a new generator utilizing ARPA funds

**PROJECT NEED:**

The Center is used as an emergency center and there is a need to keep this open and operational for community support. Staff is exploring sharing a generator with the Fire Department, which is next to them. The Fire Department generator is up for replacement and can be resized to power both locations.

**DEVELOPMENT PLAN & STATUS:** Procurement and installation.

**COST & FINANCING DATA:** ARPA funding has been identified.

**FUND 129—SENIOR SERVICES**

**Senior Center Generator**

**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	\$ 60,000
Construction Services	\$ -
Subtotal:	\$ 60,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$ 60,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							6 YR TOTAL
	SPENT TO DATE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	
Grant-ARPA (2022)	-	\$60,000						\$60,000
<b>TOTAL REQUESTED FUNDS:</b>	-	\$60,000						\$60,000

\*Spent to Date is posted amounts through 8/9/22

**PROJECT DESCRIPTION:** Purchase a wheelchair accessible, 15 passenger, non CDL, bus.

**PROJECT NEED:** The cost of using a charter service for the transportation portion of our travel program has significantly increased over the last four years and has become cost prohibitive. We are seeing a decline in ridership and higher rate of tours canceled. The feedback we have received is that the cost has become too high for many of our travelers who are low/fixed income seniors.

**DEVELOPMENT PLAN & STATUS:** .

**COST & FINANCING DATA:**

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$100,000
Construction Services	\$ 0
Subtotal:	\$100,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$100,000</b>

## FUND 129—SENIOR SERVICES

### Senior Center Non-CDL Bus

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2023-2024

Estimated Completion: FY 2024



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Senior Services (502)	-	\$100,000						\$100,000
			<b>ON HOLD 2022</b>					
<b>TOTAL REQUESTED FUNDS:</b>	-	\$100,000						\$100,000

\*Spent to Date is posted amounts through 8/9/22

**PROJECT DESCRIPTION:** Updating the parking lot located at city property 51 SE Jerome Street.

**PROJECT NEED:** The current parking lot is not in line with current ADA guidelines. This has resulted in incidents, falls and injuries. A needs assessment is requested to identify and correct key areas to update for safety. An expansion of the existing lot is also needed as the parking lot is utilized by community members visiting The Center, the modular building, the Rock and Gem Club, the pool and the elementary school.

**DEVELOPMENT PLAN & STATUS:** Design, engineering, and construction.

**COST & FINANCING DATA:** The funding has not been secured at this time.

**FUND 130—SENIOR SERVICES  
CAPITAL**

**Parking Lot-The Center**

**ESTIMATED PROJECT & PURCHASE TIMELINE**

**Pre-Design: FY**

**Engineering/Design: FY**

**Purchase/Construction: FY 2024-2025**

**Estimated Completion: FY 2025**



COST ASSUMPTIONS	
Engineering Services	\$36,000-
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$384,500
Subtotal:	\$420,500
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$420,500</b>

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Unsecured	-		\$36,000	\$384,500				\$420,500
<b>TOTAL REQUESTED FUNDS:</b>	-		\$36,000	\$384,500				\$420,500

\*Spent to Date is posted amounts through 8/9/22

FUND 325—WINDJAMMER PARK

Windjammer Park Improvements

**PROJECT DESCRIPTION:** Funds proposed to address WJP phases 2-3. 2022 will include Phase 2 scoping. 2022 will be design and 2023 will be for construction.

**PROJECT NEED:** This project is part of the Clean Water Facility. These funds will be used for phase 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 2027



COST ASSUMPTIONS	
Engineering/Pre-Design Services	\$450,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$884,050
Subtotal:	\$1,334,050
Contingency Fees	\$ -
<b>TOTAL:</b>	\$1,334,050

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY2027	FY 2028	6 YR TOTAL
General Fund		\$24,486							
Grant-T-Mobile									
Park Impact Fees (127)		\$197,417		\$100,000					\$100,000
REET 1				\$526,104			\$125,000		\$651,104
REET 2		\$140,000					\$125,000		\$125,000
WWTP (422)		\$46,043							
Expected 2022 expenditures	\$50,000								
Project BFB			\$407,946						\$407,946
<b>TOTAL REQUESTED FUNDS:</b>	\$50,000		\$407,946	\$626,104			\$250,000		\$1,284,050

\*Spent to Date is posted amounts through 8/9/22

**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.

# FUND 510—FACILITY

## Shop Floor Restoration

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021-2023

Estimated Completion: FY 2023

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$60,000
Machinery & Equipment	\$ -
Construction Services	\$ -
Subtotal:	\$60,000
Contingency Fees	\$ -
<b>TOTAL:</b>	\$60,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Shop/Facility	-	\$60,000							
Project BFB			\$60,000						\$60,000
<b>TOTAL REQUESTED FUNDS:</b>	-		\$60,000						\$60,000

\*Spent to Date is posted amounts through 8/9/22

**PROJECT DESCRIPTION:** City Council approved a used excavator to be purchased when found/available using the funds assigned to a piece of equipment no longer needed at this time.

**PROJECT NEED:** Staff is proposing to purchase a used excavator to save money by doing more work in-house. This is not a budgeted item in the 2021-2022 biennial budget. On February 23, 2022, staff brought this forward to City Council during a workshop to consider and ask questions about this change in direction. The justification given for this need is as follows:

- Lower start-up costs
- o One of the most significant benefits of buying a used excavator is the lower initial cost
- Jobsite versatility
- o Digging trenches, moving large objects, demolitions, site grading and landscaping
- Level of service increases
- o Accuracy and efficiency
- Depreciation and resale
- o Heavy equipment depreciates the most within the first few years. When you buy used, you avoid this initial depreciation but still have the option to resell your equipment in the future.

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

**COST & FINANCING DATA:** This will be purchased from the Shop/Facility fund.

# FUND 510—FACILITY

## Excavator (Used)

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2022-2023

Estimated Completion: FY 2023



COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$60,000
Construction Services		\$ -
	Subtotal:	\$60,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	\$60,000

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
510 Facility Operations		\$60,000							
Project BFB			\$60,000						\$60,000
<b>TOTAL REQUESTED FUNDS:</b>			\$60,000						\$60,000

\*Spent to Date is posted amounts through 8/9/22

# FUND 510—FACILITY

## Perimeter Fence Shop

**PROJECT DESCRIPTION:** This request is to replace existing fence that is failing around the perimeter of the PW Shop Facility.

**PROJECT NEED:** Necessary to secure the PW Shop outside of the internal compound. Several lengths have failed due to falling trees and due to low quality fencing. Security of the shop and the assets within is a priority for city staff.

**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 2023

Estimated Completion: FY 2023

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$45,000
Construction Services	\$ -
Subtotal:	\$45,000
Contingency Fees	\$ -
<b>TOTAL:</b>	\$45,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
510 Facility Operations		\$45,000						\$45,000
<b>TOTAL REQUESTED FUNDS:</b>		\$45,000						\$45,000

\*Spent to Date is posted amounts through 8/9/22

**PROJECT DESCRIPTION:** This request has been part of the 502 replacements for the last two budget cycles. Now that the Facility Fund 504 exists, these funds will be budgeted out of 510. The funds are available in the 504 replacement fund to transfer into 510.50

**PROJECT NEED:** Necessary to extend the life of vehicles and equipment that are subjected to the weather. This will be a three sided structure that will allow for vehicles, equipment and materials, such as sand and salt to be protected.

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

**COST & FINANCING DATA:** This will be purchased from the Shop/Facility fund.

# FUND 510—FACILITY

## Covered Storage

**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	\$405,000
Subtotal:	\$405,000
Contingency Fees	\$ -
<b>TOTAL:</b>	\$405,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
510 Facility Operations		\$405,000						\$405,000
<b>TOTAL REQUESTED FUNDS:</b>		\$405,000						\$405,000

\*Spent to Date is posted amounts through 8/9/22

**FUND 431—WATER CAPITAL**

**Well 9 Replacement**

**PROJECT DESCRIPTION:** Replace Well 9.

**PROJECT NEED:** Project includes removing the existing pumping equipment from well #9. Abandonment of existing casing. Drill new 10 inch diameter well adjacent to existing well location and casing and screens and reinstall pumping equipment if possible.

**DEVELOPMENT PLAN & STATUS:** The project is in progress and is expected to be completed in 2022.

**COST & FINANCING DATA:** The project will be funded by Water Operations.

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2020-2023

Estimated Completion: FY 2023

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$301,200
Subtotal:	\$301,200
Contingency Fees	\$ -
<b>TOTAL:</b>	\$301,200



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Water (401)	\$9,901	\$291,299							
Project BFB			\$291,299						\$291,299
<b>TOTAL REQUESTED</b>	\$9,901		\$291,299						\$291,299

\*Spent to Date is up to date as of 8/9/2022

# FUND 401—WATER

## Ault Field Pump Station VFD Replacement

**PROJECT DESCRIPTION:** Replace variable frequency drives (VFD) for pumps 1 and 2 at Ault Field Pump Station.

**PROJECT NEED:** The VFD's for pumps #1 and #2 are obsolete and inoperable. The manufacturer of the VFD's no longer exists and they are no longer supported. Currently our Ault Field Pump Station is running at 50% capacity. The City relies on these pumps at the AFPS to boost water to maintain water storage capacities.

**DEVELOPMENT PLAN & STATUS:** Design and construct.

**COST & FINANCING DATA:** The purchase will be funded by Water Operations.

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021-2023

Estimated Completion: FY 2023

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$60,000
Construction Services		\$40,000
	Subtotal:	\$100,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	<b>\$100,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Water Operations	-	\$100,000							
Project BFB			\$100,000						\$100,000
<b>TOTAL REQUESTED FUNDS:</b>	-		\$100,000						\$100,000

\*Spent to Date is up to date as of 8/9/2022

# 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 2021-2023

Engineering/Design: FY

Purchase/Construction: FY 2021-2023

Estimated Completion: FY 2023

COST ASSUMPTIONS	
Engineering Services	\$ -
Pre Design/Feasibility	\$4,000
Machinery & Equipment	\$ -
Construction Services	\$26,000
Subtotal:	\$30,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$30,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Water Operations	-	\$30,000							
Project BFB			\$30,000						\$30,000
<b>TOTAL REQUESTED</b>	-		\$30,000						\$30,000

\*Spent to Date is up to date as of 8/9/2022

**PROJECT DESCRIPTION:** The City is paying the material cost difference between the City standard water main size of 8” and the 16” water main that is being installed into the Marin Woods PRD in order to conform with the Water System Plan. The Marin Woods PRD is located northerly of SW Swantown Ave. and the westerly termini of SW Robertson and SW Putnam Drive(s) in accordance with OHMC 13.28.020 (2)(d) as last amended by Ord. 438 Section 10

**PROJECT NEED:** Project is identified in the City of Oak Harbor Capital Facilities Plan.

**DEVELOPMENT PLAN & STATUS:** Design & Construction

**COST & FINANCING DATA:** .The project will be funded by Water Operations

## FUND 431—WATER CAPITAL

### Marin Woods Waterline Upsize

**ESTIMATED PROJECT & PURCHASE TIMELINE**

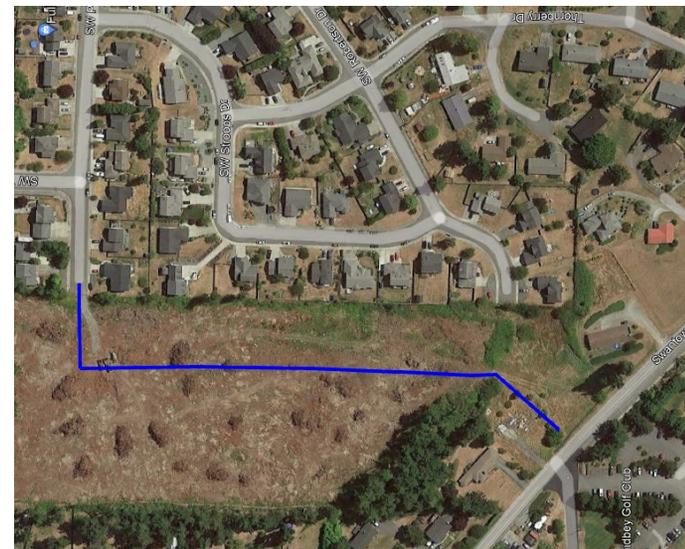
Pre-Design: FY

Engineering/Design: FY 2022-2023

Purchase/Construction: FY 2022-2023

Estimated Completion: FY 2023

COST ASSUMPTIONS	
Engineering Services	\$50,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$ 50,000
Subtotal:	\$ 100,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$100,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	Memo-BFB	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Water Operations	-	\$100,000							
Project BFB			\$100,000						\$100,000
<b>TOTAL REQUESTED FUNDS:</b>	<b>-</b>		<b>\$100,000</b>						<b>\$100,000</b>

\*Spent to Date is up to date as of 8/9/2022

**PROJECT DESCRIPTION:** Relocate the City's 24" water transmission main out of the WSDOT roundabout project at SR 20 and Campbell Lake Road with fish culvert installed.

**PROJECT NEED:** The City was made aware of the possible installation of a traffic roundabout at the intersection of SR 20 and Campbell Lake Rd. Although preliminary, WSDOT may require the City to re-locate its 24 inch water transmission main outside of the project. Fish culvert is critical to this project and must be done.

**DEVELOPMENT PLAN & STATUS:** Project needs to be designed with WSDOT proposed plans. Construction will be prior to the WSDOT project or during the project.

**COST & FINANCING DATA:** The project will be funded by Water Operations.

## FUND 431—WATER CAPITAL

SR20/Campbell Lake Rd Roundabout/Fish passage watermain replacement

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2022-2023

Purchase/Construction: FY 2022-2023

Estimated Completion: FY 2023

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services		\$2,300,000
	Subtotal:	\$2,300,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	<b>\$2,300,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Water (401)	-	\$850,000							
Navy Contribution (50%)			\$1,150,000						\$1,150,000
Project BFB			\$850,000						\$ 850,000
Expected 2022 expenditures	\$300,000								
<b>TOTAL REQUESTED FUNDS:</b>	<b>\$300,000</b>		<b>\$2,000,000</b>						<b>\$2,000,000</b>

\*Spent to Date is up to date as of 8/9/2022

**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.

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$763,000
Machinery & Equipment	\$ -
Construction Services	\$ -
Subtotal:	\$763,000
Contingency Fees	\$ -
<b>TOTAL:</b>	\$763,000

# FUND 401—WATER

## Water System Plans and Studies

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021-2024

Estimated Completion: FY 2024



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Water Ops (Proj #1) (401)	-	\$78,200		\$168,000					\$168,000
Cumulative Res (Proj #1) (411)	\$25,791	\$64,009		\$112,000					\$112,000
Water Ops (Proj #2)	-	\$200,000							
Water Ops (Proj #3)	-	\$110,000							
Expected 2022 expenditures	5,000								
Project BFB			\$452,209						\$452,209
<b>TOTAL REQUESTED FUNDS:</b>	\$30,791		\$452,209	\$280,000					\$732,209

\*Spent to Date is up to date as of 8/9/2022

# FUND 431—WATER CAPITAL

## Water System Telemetry Upgrades

**PROJECT DESCRIPTION:** Upgrade water system telemetry. Existing telemetry is out dated and hardware is obsolete and no longer supported by inter-grater or marketplace.

**PROJECT NEED:** Existing telemetry hardware is obsolete and no longer supported. The system uses outdated MOSCAD RTU technology that is no longer supported by the inter-grater and marketplace. The only way to acquire replacement hardware for current system is through third party private sellers (eBay). Our current inter-grater has managed to keep the system running using used parts on hand.

Program software also needs to be updated to allow remote access to SCADA system by water division after hours duty staff.

**DEVELOPMENT PLAN & STATUS:** Consultation and Construct

**COST & FINANCING DATA:** The project will be funded by Water Operations.

**ESTIMATED PROJECT & PURCHASE TIMELINE**  
 Pre-Design: FY  
 Engineering/Design: FY  
 Purchase/Construction: FY 2022-2023  
 Estimated Completion: FY 2023

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services		\$400,000
	Subtotal:	\$400,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	\$400,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Water Operations (401)	-	\$200,000							
Project BFB			\$200,000						\$200,000
Expected 2022 expenditures	\$200,000								
<b>TOTAL REQUESTED FUNDS:</b>	\$200,000		\$200,000						\$200,000

\*Spent to Date is up to date as of 8/9/2022

**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.

COST ASSUMPTIONS	
Engineering Services	\$600,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$4,400,000
Subtotal:	\$5,000,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$5,000,000</b>

## FUND 431—WATER CAPITAL

### Annual Steel/AC Water Main Replacements

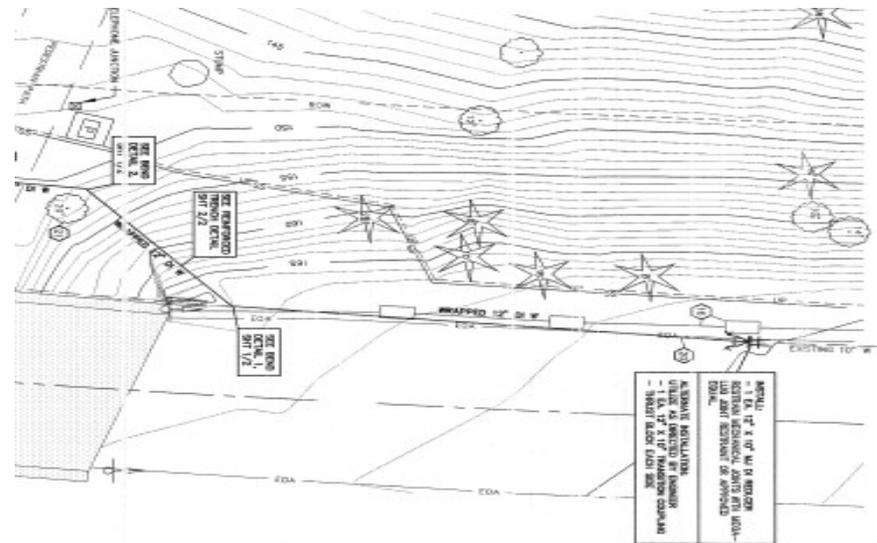
**ESTIMATED PROJECT & PURCHASE TIMELINE**

**Pre-Design: FY**

**Engineering/Design: FY 2022-2028**

**Purchase/Construction: FY 2022-2028**

**Estimated Completion: FY 2022-2028**



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Water Operations	-	1,527,000			\$473,000	\$500,000	\$500,000	\$500,000	\$1,973,000
Grant-ARPA			\$1,000,000						\$1,000,000
Project BFB			\$1,527,000						\$1,527,000
Expected 2022 expenditures	\$500,000								
<b>TOTAL REQUESTED FUNDS:</b>	<b>\$500,000</b>		<b>\$2,527,000</b>		<b>\$473,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$4,500,000</b>

\*Spent to Date is up to date as of 8/9/2022

**PROJECT DESCRIPTION:** This project will replace 4-inch-diameter asbestos-cement pipe on SE Glencoe Street with new 8-inch-diameter ductile iron pipe. This project includes installation of approximately 2,400 feet of 8-inch ductile iron pipe along SE 4th Avenue between SE Midway Boulevard and SE Glencoe Street, and along SE Glencoe Street between 4th Avenue and 40th NW Street. This project will increase available fire flow in the immediate vicinity to levels above the required 1,000 gpm.

**PROJECT NEED:** Project has been identified in the Water System Plan and the Capital Improvement Plan.

**DEVELOPMENT PLAN & STATUS:** Design and Construction in 2022-2023.

**COST & FINANCING DATA:** The project will be funded by Water Operations.

COST ASSUMPTIONS	
Engineering Services	\$95,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$375,000
Subtotal:	\$470,000
Contingency Fees	\$ -
<b>TOTAL:</b>	\$470,000

## FUND 431—WATER CAPITAL

### Glencoe Street Fire Flow Improvements

**ESTIMATED PROJECT & PURCHASE TIMELINE**  
 Pre-Design: FY  
 Engineering/Design: FY 2021-2022  
 Purchase/Construction: FY 2021-2023  
 Estimated Completion: FY 2023



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Water Operations	-	\$300,000							
Project BFB			\$300,000						\$300,000
<b>TOTAL REQUESTED</b>	-		\$300,000						\$300,000

\*Spent to Date is up to date as of 8/9/2022

**FUND 431—WATER CAPITAL**

**NE Regatta Drive Pipeline Replacement**

**PROJECT DESCRIPTION:** Replace existing 6 Inch Asbestos Cement Main with 8 Inch Ductile Iron Main (DS-1).

**PROJECT NEED:** This project includes installation of 300 feet of 8-inch DI pipe to replace the existing 6-inch asbestos cement pipe between East Whidbey Avenue and NE 1st Avenue. This project is part of the City’s regular pipe replacement schedule and will improve local pressures and fire flow in the area surrounding the project.

**DEVELOPMENT PLAN & STATUS:** Design and construct 2023.

**COST & FINANCING DATA:** The project will be funded by Water Operations.

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: FY

Engineering/Design: FY 2023

Purchase/Construction: FY 2023

Estimated Completion: FY 2023

COST ASSUMPTIONS	
Engineering Services	\$27,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$223,000
Subtotal:	\$250,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$250,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Water Operations	-								
Grant-ARPA			\$250,000						\$250,000
<b>TOTAL REQUESTED</b>	-		\$250,000						\$250,000

\*Spent to Date is up to date as of 8/9/2022

**PROJECT DESCRIPTION:** This is one part of two small projects are part of a larger project that will help fully develop the West 384 Zone.

**PROJECT NEED:** The first is the installation of a 6-inch PRV station along SW 6th Avenue between SW Judson Drive and SW Harrier Street. The second includes approximately 780 feet of new 8-inch-diameter ductile iron water pipe will replace the existing 6-inch asbestos-cement water pipe and connect SW Barrington Drive and SW London Terrace. A new PRV station will also be included at this location. This project also includes installation of an 8-inch check valve between the future west 384 Zone and the existing 307 Zone (Mainland Zone) break to provide additional fire flow to Oak Harbor High School from the 307 Zone. The valve will be installed near the intersection of NW 2nd Avenue and SW Jib Street and will include a vault.

**DEVELOPMENT PLAN & STATUS:** Project identified in the Water System plan and the Capital Improvement Plan.

**COST & FINANCING DATA:** The project will be funded by Water Operations.

# FUND 431—WATER CAPITAL

## West 384 Zone Development

### ESTIMATED PROJECT & PURCHASE TIMELINE

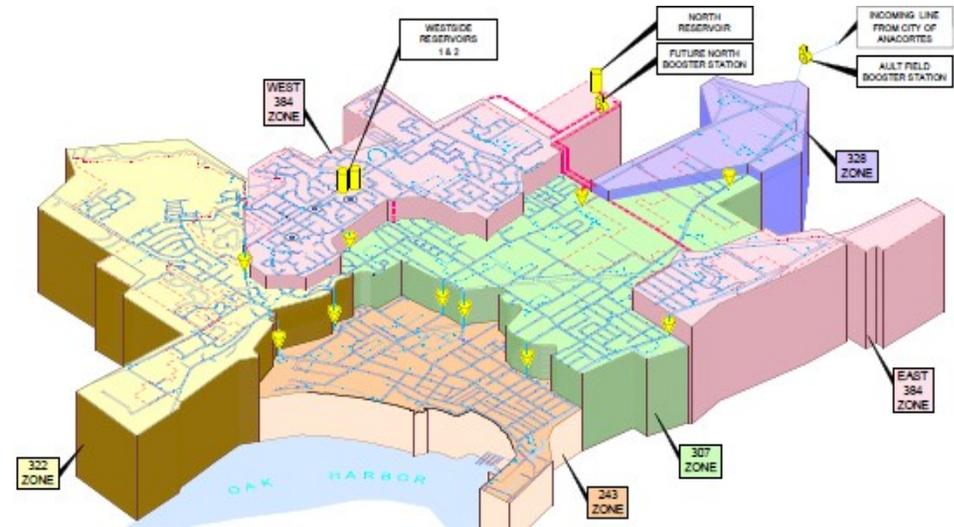
Pre-Design: FY

Engineering/Design: FY 2023

Purchase/Construction: FY 2024-2025

Estimated Completion: FY 2025

COST ASSUMPTIONS	
Engineering Services	\$73,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$292,000
Subtotal:	\$365,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$365,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							6 YR TOTAL
	SPENT TO DATE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	
Water Operations (401)	-		\$43,800	\$175,200				\$219,000
Water Cum Res (411)			\$29,200	\$116,800				\$146,000
<b>TOTAL REQUESTED FUNDS:</b>	-		\$73,000	\$292,000				\$365,000

\*Spent to Date is up to date as of 8/9/2022

# FUND 431—WATER CAPITAL

## West 384 Zone Extension Phase

**PROJECT DESCRIPTION:** This project includes piping and appurtenances that would help create the West 384 pressure zone.

**PROJECT NEED:** The project includes approximately 5,300 feet of 24-inch ductile iron transmission main from the new North Reservoir across undeveloped land west of the termination of Gun Club Road to North Heller Road. The pipe would then continue south to the intersection of NW Heller Street and NW Crosby Avenue.

**DEVELOPMENT PLAN & STATUS:** Project identified in the Water System Plan and the Capital Improvement Plan.

**COST & FINANCING DATA:** The project will be funded by Water Operations.

**ESTIMATED PROJECT & PURCHASE TIMELINE**

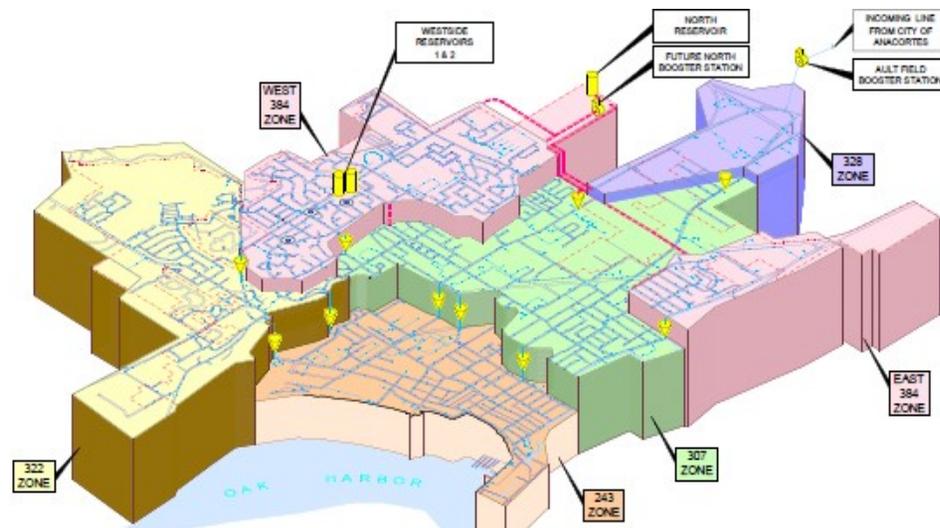
Pre-Design: FY

Engineering/Design: FY 2024-2025

Purchase/Construction: FY 2024-2025

Estimated Completion: FY 2025

COST ASSUMPTIONS	
Engineering Services	\$603,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$2,412,000
Subtotal:	\$3,015,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$3,015,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Water Operations (401)	-			\$1,809,000				\$1,809,000
Cumulative Reserves (411)	-			\$1,206,000				\$1,206,000
<b>TOTAL REQUESTED FUNDS:</b>	-			\$3,015,000				\$3,015,000

\*Spent to Date is up to date as of 8/9/2022

# FUND 431—WATER CAPITAL

## East Side Reservoir Demolition

**PROJECT DESCRIPTION:** To demolish east side Reservoir and replace with pressure reducing valve.

**PROJECT NEED:** This project includes decommissioning and demolition of the existing Eastside Reservoir. The reservoir was constructed in 1949 and does not have a foundation structure. Retrofitting this reservoir or modifications to meet current seismic requirements are not cost-effective.

**DEVELOPMENT PLAN & STATUS:** Design. Demolition and installation of a PRV Valve.

**COST & FINANCING DATA:** The project will be funded by Water Operations.

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design/Feasibility: FY 2023

Engineering/Design: FY

Purchase/Construction: FY 2023-2025

Estimated Completion: FY 2025



COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$110,000
Machinery & Equipment	\$ -
Construction Services	\$ -
Subtotal:	\$110,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$110,000</b>

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Water (401)	-	\$110,000							
Project BFB					\$110,000				\$110,000
<b>TOTAL REQUESTED FUNDS:</b>	-				\$110,000				\$110,000

\*Spent to Date is up to date as of 8/9/2022

**PROJECT DESCRIPTION:** This project includes the installation of approximately 1,100 feet of 12-inch water pipe along West Erin Park Road between North Painters Way and North Oak Harbor Road and includes a tie-in connection between the 12-inch ductile iron pipe in the North Goldie Road right-of-way to the existing C900 parallel line at West Erin Park Road. It also includes approximately 350 feet of new 12-inch pipe from the of West Oak Street to the new main along West Erin Park Road. This project will provide adequate fire flow to meet the 3,500 gpm requirement for businesses in this region of the City.

**PROJECT NEED:** This project was added to the 2021-2022 budget to align with the City Council's budget goal to expand Goldie Road/Industrial area through extension of utilities.

**DEVELOPMENT PLAN & STATUS:** Design and construct

**COST & FINANCING DATA:** The project will be funded by Water Operations.

COST ASSUMPTIONS		
Engineering Services		\$190,000
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services		\$565,000
	Subtotal:	\$755,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	<b>\$755,000</b>

## FUND 431—WATER CAPITAL

### Erin Park Main Road Extension/Tie In

#### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: **FY 2023**

Engineering/Design: **FY 2023-2025**

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

Estimated Completion: **FY 2025**



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Water Operations	-	\$76,000			\$226,000				\$226,000
Cumulative Reserves		\$114,000			\$339,000				\$339,000
Project BFB					\$190,000				\$190,000
<b>TOTAL REQUESTED FUNDS:</b>	-				\$755,000				\$755,000

\*Spent to Date is up to date as of 8/9/2022

# FUND 431—WATER CAPITAL

## Industrial Avenue Tie-In

**PROJECT DESCRIPTION:** This project includes a tie-in connection between the 12-inch water pipe in the Goldie Road right-of-way to the existing 8-inch PVC parallel line at Industrial Avenue. This project will help provide adequate fire flows to meet the 3,500 gpm requirement for businesses in this region of the City.

**PROJECT NEED:** This project was added to the 2021-2022 budget to align with the City Council's budget goal to expand Goldie Road/Industrial area through extension of utilities.

**DEVELOPMENT PLAN & STATUS:** Design and construct

**COST & FINANCING DATA:** The project will be funded by Water Operations.

### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2023-2025

Purchase/Construction: FY 2023-2025

Estimated Completion: FY 2025

COST ASSUMPTIONS		
Engineering Services		\$15,000
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services		\$45,000
	Subtotal:	\$60,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	<b>\$60,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Water Operations	-	\$6,000			\$18,000				\$18,000
Cumulative Reserves		\$9,000			\$27,000				\$27,000
Project BFB					\$15,000				\$15,000
<b>TOTAL REQUESTED FUNDS:</b>	-				\$60,000				\$60,000

\*Spent to Date is up to date as of 8/9/2022

# FUND 431—WATER

## Wet Fiber Extension

**PROJECT DESCRIPTION:** Extension of Anacortes Wet Fiber from Deception Pass to Oak Harbor.

**PROJECT NEED:** The City of Anacortes is installing wet fiber in the City of Oak Harbor’s waterlines on Fidalgo Island with the Oak Harbor having access to strands for broadband and leak detection. This request is to extend the wet fiber on Whidbey Island from Deception Pass to Oak Harbor for broadband and leak detection. This includes contracting with the City of Anacortes for construction services to install the wet fiber on Whidbey Island.

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

**COST & FINANCING DATA:** This purchase will be funded by Unsecured funding.

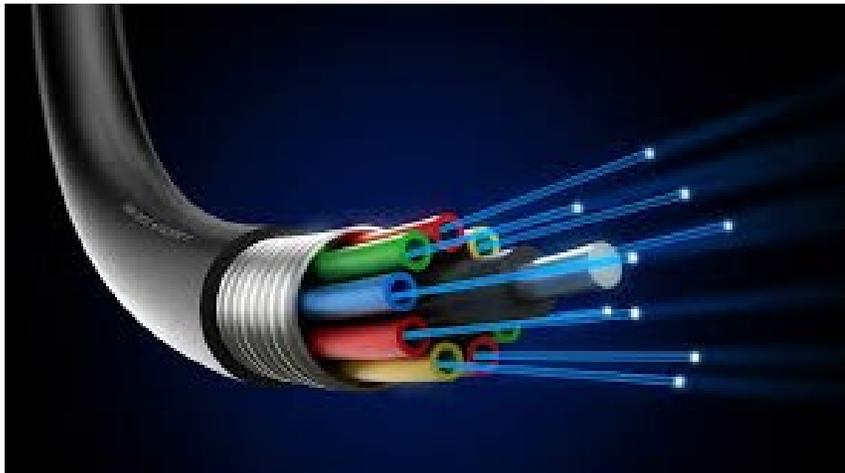
**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2025-2026

Estimated Completion: FY 2026



COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$600,000
Construction Services		\$ -
	Subtotal:	\$600,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	\$600,000

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Grant (unsecured)	-				\$600,000			\$600,000
<b>TOTAL REQUESTED FUNDS:</b>	-				\$600,000			\$600,000

\*Spent to Date is up to date as of 8/9/2022

# 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.

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$410,000
Construction Services		\$ -
	Subtotal:	\$410,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	<b>\$410,000</b>

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: FY  
 Engineering/Design: FY  
 Purchase/Construction: FY 2025-2027  
 Estimated Completion: FY 2027



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							
	SPENT TO DATE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Water Operations	-					\$205,000		\$205,000
City of Anacortes Cont						\$205,000		\$205,000
<b>TOTAL REQUESTED FUNDS:</b>	-					\$410,000		\$410,000

\*Spent to Date is up to date as of 8/9/2022

**FUND 432—SEWER CAPITAL**

**Slip Line Replacements in SE Oak Harbor**

**PROJECT DESCRIPTION:** Many of the sewer lines in the SE part of town are made of tile and in the winter time the joints leak creating Inflow and infiltration

**PROJECT NEED:** This is for Maylor and 8th specifically.

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

**COST & FINANCING DATA:** The project will be funded by Sewer Operations.

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2021-2023

Estimated Completion: FY 2023

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services		\$325,000
	Subtotal:	\$325,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	\$325,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Sewer (402)									
ARPA (2022)	\$7,879		\$317,121						\$317,121
<b>TOTAL REQUESTED FUNDS:</b>	\$7,879		\$317,121						\$317,121

\*Spent to Date is up to date as of 8/9/2022

# 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 2021-2023  
 Estimated Completion: FY 2023

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$350,000
Machinery & Equipment	\$ -
Construction Services	\$ -
Subtotal:	\$350,000
Contingency Fees	\$ -
<b>TOTAL:</b>	\$350,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Sewer Operations	-	\$450,000							
Project BFB			\$350,000						\$350,000
<b>TOTAL REQUESTED FUNDS:</b>	-	More avail	\$350,000						\$350,000

\*Spent to Date is up to date as of 8/9/2022

**PROJECT DESCRIPTION:** The intent of this project with the grant funding awarded is to create an annual program to assist citizens to upgrade their lines to help the city control the water that enters the sanitary sewer collection pipes.

**PROJECT NEED:** Inflow and infiltration (I&I) is when uncontaminated water enters the sanitary sewer collection pipes. This typically occurs from ground water entering leaks in sewer pipes and structures, surface water draining into manhole and clean-out lids, and drains lines being directly connected into the sewer system. The results of I&I are the unnecessary treatment of uncontaminated water entering the Waste Water Treatment Plant (WWTP), the associated cost impact to the WWTP, and increase risk of exceeding the capacity of the WWTP. When capacity is exceeded, the release of untreated effluent can occur. The city has performed I&I testing (smoke, video, and visual) and identified the primary locations. Testing revealed that a majority of the I&I is located in older parts of the city which includes a large collection of low-income housing. This includes 3.4 miles of leaking mainlines, several leaking lateral lines (private side sewers), rain gutter and private drain connections, and localized flood areas at manhole locations. These funds will assist citizens with this **solution**.

**DEVELOPMENT PLAN & STATUS:** SW 6th & Erie & Ely St.: Lines: 2023 Design; 2023 Construction. NE 9th to Taftson: 2023 Design; 2024-2025 Construction.

**COST & FINANCING DATA:** The project will be funded by Sewer Operations.

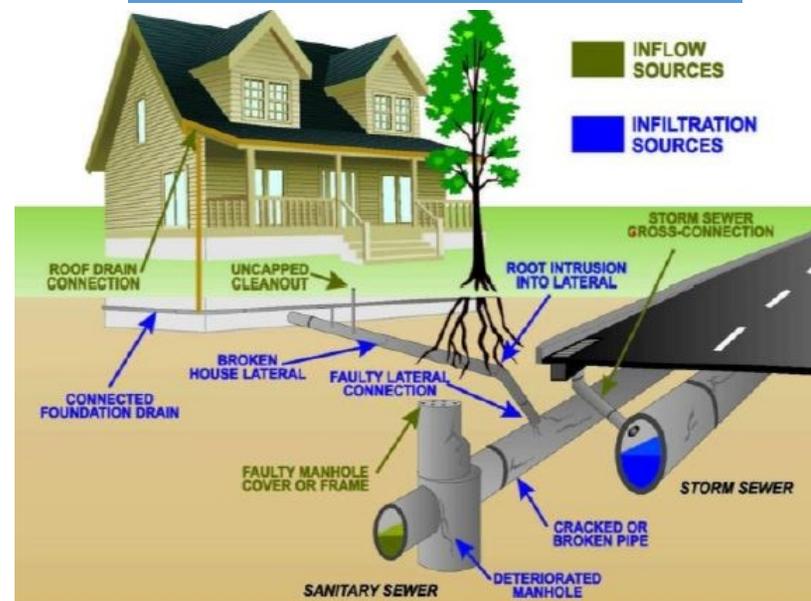
COST ASSUMPTIONS	
Engineering Services	\$200,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$1,750,000
Subtotal:	\$1,950,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$1,950,000</b>

## FUND 432—SEWER CAPITAL

### Federal Inflow & Infiltration Grant

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: FY  
 Engineering/Design: FY 2022-2023  
 Purchase/Construction: FY 2022-2023  
 Estimated Completion: FY 2023



#### FISCAL YEAR FUNDING REQUESTS

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Fed Govt Assistance-unsecured			\$1,950,000						\$1,950,000
<b>TOTAL REQUESTED FUNDS:</b>	-		\$1,950,000						\$1,950,000

\*Spent to Date is up to date as of 8/9/2022

# FUND 402—SEWER

## Sewer Lagoon-Decommissioning

**PROJECT DESCRIPTION:** Repairs to the Lagoon outfall and manhole plugging.

**PROJECT NEED:** The Lagoon outfall will need to be repaired. This project is a joint project with the Navy with the City paying a majority share.

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

**COST & FINANCING DATA:** The project will be funded by Sewer Operations.

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2022-2023

Estimated Completion: FY 2023

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$ -
Construction Services		\$550,000
	Subtotal:	\$550,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	<b>\$550,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Sewer Operations	-								
Grant-ARPA			\$550,000						\$550,000
<b>TOTAL REQUESTED</b>			\$550,000						\$550,000

\*Spent to Date is up to date as of 8/9/2022

**PROJECT DESCRIPTION:** Current coarse screens will need to be reconfigured to add a second finer screen to the system.

**PROJECT NEED:** Coarse screen upgrade-The current coarse screen configuration does not give a viable option in the event of a screen failure or needing to take it out of service for repair. The current “back up” screen is manually raked, from 15 feet below grade onto the floor and then shoveled into a dumpster. This will require 24/7 attendance by a human operator. Adding the second screen will not only add the redundancy but installing a screen with finer pass through will take some load off downstream equipment ultimately increasing its service life and the MBR process.

**DEVELOPMENT PLAN & STATUS:**

**COST & FINANCING DATA:**

## FUND 422—WWTP CAPITAL

### Clean Water Facility-Screens

**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		\$300,000
Construction Services		\$0,000
	Subtotal:	\$300,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	<b>\$300,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Clean Water Facility (422)			\$300,000						\$300,000
<b>TOTAL REQUESTED</b>			\$300,000						\$300,000

\*Spent to Date is up to date as of 8/9/2022

**PROJECT DESCRIPTION:** This request is to purchase shoring equipment to be used for upcoming projects.

**PROJECT NEED:** Necessary to ensure city staff remains safe when working in confined spaces.

**DEVELOPMENT PLAN & STATUS:**

**COST & FINANCING DATA:**

# FUND 402-SEWER

## Shoring Equipment

**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		\$ 50,000
Construction Services		\$ -
	Subtotal:	\$50,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	\$50,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Sewer Operations (402)			\$50,000						\$50,000
<b>TOTAL REQUESTED FUNDS:</b>			\$50,000						\$50,000

\*Spent to Date is up to date as of 8/9/2022

# 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 2021-2023  
 Estimated Completion: FY 2023



COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$75,000
Construction Services		\$ -
	Subtotal:	\$75,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	<b>\$75,000</b>

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Sewer Operations	-	\$75,000							
Project BFB			\$75,000						\$75,000
<b>TOTAL REQUESTED FUNDS:</b>	-		\$75,000						\$75,000

\*Spent to Date is up to date as of 8/9/2022

# FUND 402—SEWER

## Reuse Effluent Water System

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



**PROJECT DESCRIPTION:** This project will allow the City to irrigate Windjammer Park with effluent water instead of using utility water.

**PROJECT NEED:** This project will is necessary to reduce water costs for the Parks Division.

**DEVELOPMENT PLAN & STATUS:** Currently waiting on Department of Ecology permits to begin this project.

**COST & FINANCING DATA:** The project will be funded by Sewer Operations.

COST ASSUMPTIONS		
Engineering Services		\$-
Pre-Design/ Feasibility		\$-
Machinery & Equipment		\$40,000
Construction Services		\$ 260,000
	Subtotal:	\$300,000
Contingency Fees		\$-
	<b>TOTAL:</b>	<b>\$300,000</b>

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Sewer Operations	-								
ARPA (2022)				\$300,000					\$300,000
<b>TOTAL REQUESTED FUNDS:</b>	-			\$300,000					\$300,000

\*Spent to Date is up to date as of 8/9/2022

**PROJECT DESCRIPTION:** During the 2023-2024 budget process, it was decided that funds will be needed to fix major components that are failing or not working properly at the Clean Water Facility. Those items are not fully identified at this time, but the process has begun to identify them.

**PROJECT NEED:** Necessary to ensure the Clean Water Facility is operational at all times.

**DEVELOPMENT PLAN & STATUS:**

**COST & FINANCING DATA:**

## FUND 422—WWTP CAPITAL

### Clean Water Facility-Major O&M

**ESTIMATED PROJECT & PURCHASE TIMELINE**

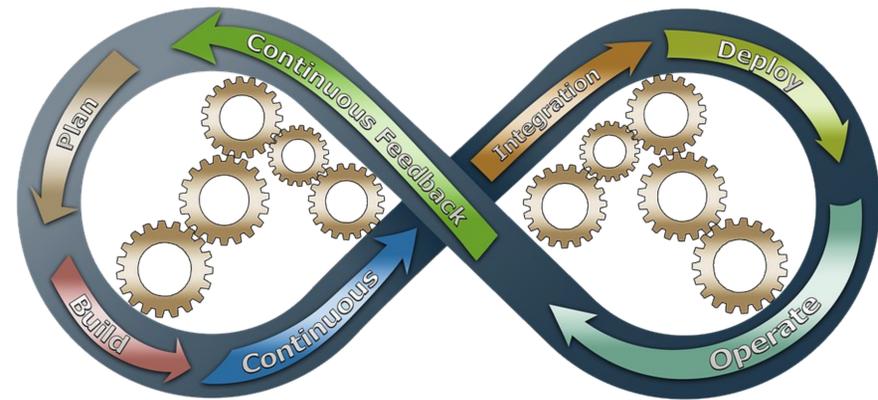
Pre-Design: FY

Engineering/Design: FY

Purchase/Construction: FY 2024-2025

Estimated Completion: FY 2025

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$300,000
Construction Services		\$0,000
	Subtotal:	\$300,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	<b>\$300,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Clean Water Facility (422)	-			\$150,000	\$150,000				\$300,000
<b>TOTAL REQUESTED FUNDS:</b>	-			\$150,000	\$150,000				\$300,000

\*Spent to Date is up to date as of 8/9/2022

**PROJECT DESCRIPTION:** Current fine screen washer/compactor is a critical component of the plant operation. When this goes down, there is a potential for failure. Staff is requesting a second washer/compactor for redundancy and for maintenance purposes.

**PROJECT NEED:** Fine screen Washer compactor-The current fine screen washer/compactor starts and stops between 200-400 times per day. This is a critical piece of equipment with no redundancy and no option to bypass. All screenings from the fine screen process pass through this. During times of equipment repair or service the screenings back up and over flow onto the floor and make their way to the MBR Process. This can potentially damage the MBR filters. There is no way to add a second compactor to the system so having a second unit onsite would minimize downtime.

**DEVELOPMENT PLAN & STATUS:**

**COST & FINANCING DATA:**

COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$ -
Machinery & Equipment		\$ 300,000-
Construction Services		\$-
	Subtotal:	\$300,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	\$300,000

**FUND 422—WWTP CAPITAL**

**Clean Water Facility-Washer/Compactor**

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



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Clean Water Facility (422)				\$200,000					\$200,000
System Development Fees (411)				\$100,000					\$100,000
<b>TOTAL REQUESTED FUNDS:</b>				\$300,000					\$300,000

\*Spent to Date is up to date as of 8/9/2022

**PROJECT DESCRIPTION:** Replace Portions of Sewer Lines per the CIP on the following lines-NE 9th to Taftson Line installation, Ely Street line replacement, SW 6th Ave & Erie St. line replacement and in various other locations in the city.

**PROJECT NEED:** A portion of sewer line on Ely Street has a hump /belly in it and is causing grease to form on the backside of the flow, City crews spend a lot of extra time Cleaning this line through out the year. Sewer line on SW 6th has a belly in it causing maintenance problems. And installation of a line at NE 9th to Taftson.

**DEVELOPMENT PLAN & STATUS:** SW 6th & Erie & Ely St.: Lines: 2023 Design; 2023 Construction. NE 9th to Taftson: 2023 Design; 2024-2025 Construction.

**COST & FINANCING DATA:** The project will be funded by Sewer Operations.

COST ASSUMPTIONS	
Engineering Services	\$88,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$792,000
Subtotal:	\$880,000
Contingency Fees	\$ -
<b>TOTAL:</b>	\$880,000

## FUND 432—SEWER CAPITAL

### Sewer Line Replacements

#### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2022-2025

Purchase/Construction: FY 2022-2025

Estimated Completion: FY 2025



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Sewer Operations	-	\$440,000			\$110,000				\$110,000
ARPA (2022)					\$330,000				\$330,000
Project BFB					\$440,000				\$440,000
<b>TOTAL REQUESTED FUNDS:</b>	-				\$880,000				\$880,000

\*Spent to Date is up to date as of 8/9/2022

# FUND 403—SOLID WASTE

## 20 Yard roll cart replacements

**PROJECT DESCRIPTION:** 20 Yard roll-offs is a large container that loads onto a roll-off truck and is used for hauling large quantities of uncompacted materials.

**PROJECT NEED:** The Solid Waste Division uses 20 yard roll-offs for construction

**DEVELOPMENT PLAN & STATUS:**

**COST & FINANCING DATA:**

**ESTIMATED PROJECT & PURCHASE TIMELINE**  
 Pre-Design: FY  
 Engineering/Design: FY  
 Purchase/Construction: FY 2023-2024  
 Estimated Completion: FY 2024

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$ -
Machinery & Equipment	\$60,000
Construction Services	\$ -
Subtotal:	\$60,000
Contingency Fees	\$ -
<b>TOTAL:</b>	\$60,000



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Operations (403)	-		\$40,000	\$20,000					\$60,000
<b>TOTAL REQUESTED FUNDS:</b>	-		\$40,000	\$20,000					\$60,000

\*Spent to Date is up to date as of 8/9/2022

FUND 434—STORM DRAIN  
CAPITAL

Harbor East Outlet Repair

**PROJECT DESCRIPTION:** The outfall needs to be extended to fix the issues that it is having.

**PROJECT NEED:** Since the repairs were conducted at the outfall near the boat ramp to stop the sand from covering the outfall. The material that used to cover that outfall has now moved to the east outfall creating the same problem that existed by the one at the boat ramp. The outfall to the east needs to be extended about 30 to 40 feet to eliminate the problem.

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

**COST & FINANCING DATA:** The project will be funded by Storm Drain Operations.

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design/Feasibility: FY 2021

Engineering/Design: FY 2022

Purchase/Construction: FY 2022-2025

Estimated Completion: FY 2025

COST ASSUMPTIONS	
Engineering Services	\$ -
Pre-Design/Feasibility	\$125,000
Machinery & Equipment	\$ -
Construction Services	\$250,000
Subtotal:	\$375,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$375,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Storm Drain	\$32,010	\$342,990							
Project BFB			\$342,990						\$342,990
<b>TOTAL REQUESTED FUNDS:</b>	\$32,010		\$342,990						\$342,990

\*Spent to Date is up to date as of 8/9/2022

**FUND 434—STORM DRAIN  
CAPITAL**

**Upgrade Storm Drain Lines - Whidbey Ave**

**PROJECT DESCRIPTION:** Replace approximately 670 LF of existing 15" and 18" CMP with 18" pipe, and 640 LF of 18" CMP with 24" pipe.

**PROJECT NEED:** The line surcharges and is under capacity. It is also outdated CMP pipe, which is not efficient. The pipe will be upgraded to fix these specific issues.

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

**COST & FINANCING DATA:** The project will be funded by Storm Drain Operations.

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: FY

Engineering/Design: FY 2023

Purchase/Construction: FY 2023

Estimated Completion: FY 2023

COST ASSUMPTIONS	
Engineering Services	\$100,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$200,000
Subtotal:	\$300,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$300,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Storm Drain Operations	-	\$300,000							
Project BFB			\$300,000						\$300,000
<b>TOTAL REQUESTED FUNDS:</b>	-		\$300,000						\$300,000

\*Spent to Date is up to date as of 8/9/2022

## FUND 434—STORM DRAIN CAPITAL

### Conveyance from Goldie ST to Koetje St & Easy St

**PROJECT DESCRIPTION:** A 24 inch pipe with no treatment improvements will be installed from Goldie Street to the Koetje and Easy Streets.

**PROJECT NEED:** This project would improve the drainage conveyance system between NE Goldie Street and NE Koetje Street and NE Easy Street. The project may require acquisition of easements and/or property.

Cost and timing:

Property/Easement acquisition and design in 2019 and possible start of construction in 2024.

**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	\$ -
<b>TOTAL:</b>	<b>\$920,300</b>

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: FY

Engineering/Design: FY 2019-2024

Purchase/Construction: FY 2019-2024

Estimated Completion: FY 2024



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Storm Drain Operations	\$317,623	\$603,677							
Project BFB				\$150,000					\$150,000
<b>TOTAL REQUESTED</b>	\$317,623	More avail		\$150,000					\$150,000

\*Spent to Date is up to date as of 8/9/2022

**FUND 434—STORM DRAIN  
CAPITAL**

**West Side Outfall Pump Feasibility Study**

**PROJECT DESCRIPTION:** Feasibility Study and drainage report for Freund Marsh. Depending on results of study, the city may need to install a stormwater pump station at the NW corner of Windjammer Park.

**PROJECT NEED:** This study would determine if/how Freund Marsh could be used as a detention/Pretreatment pond. This study would also determine if the bypass on HWY 20 could be diverted to the marsh. During heavy rain events and high tides the storm drain system backs up and causes flooding near Burger King/ HWY 20.

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

**COST & FINANCING DATA:** The project will be funded by Storm Drain Operations.

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design/Feasibility: FY 2025

Engineering/Design: FY

Purchase/Construction: FY 2025

Estimated Completion: FY 2025

COST ASSUMPTIONS	
Engineering Services	\$ -
Other Professional Services	\$100,000
Machinery & Equipment	\$ -
Construction Services	\$ -
Subtotal:	\$100,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$100,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Storm Drain Operations	-	\$100,000							
Project BFB					\$100,000				\$100,000
<b>TOTAL REQUESTED</b>	-				\$100,000				\$100,000

\*Spent to Date is up to date as of 8/9/2022

**PROJECT DESCRIPTION:** This project will consist of removing and replacing the whalers on the north and south side of the main walkway. It will also consist of upgrading or replacing 2-3 electrical junction boxes along the main walkway as well.

**PROJECT NEED:** 1.The whalers and rub boards along the main walkway are original from the 1974 marina build. These whalers and rub boards hold the individual floats together and support the water, electrical and fire main utilities. They also have cleats for boats to securely tie to. Over the course of the past 48 years, these whalers and rub boards have become rotten and are no longer structurally sound enough to support the utilities and cleats. In some instances they have rotted through and broken. 2. Along the whalers and rub boards are electrical junction boxes that stick up over the dock. These electrical junction boxes have been hit by docking boats and have been damaged on a couple of occasions. As part of the whaler and rub board project, these electrical junction boxes can be relocated on the dock which may reduce the likelihood of them being hit by boats. 3. It should be noted that the cost estimate for this project is derived from a RFP received from American Construction in August 2021 for \$172,000. Additional funds were added to this project for the electrical work and inflation.

**DEVELOPMENT PLAN & STATUS:** The development plan would be as follows: 1. Create a bid packet and hire a marine engineering firm to create design plans.2. Obtain City Council approval to award the engineering contract 3. Create a bid packet and hire a marine construction company to facilitate the construction of the beach soft shore armoring and to perform the actual work.4. Obtain City Council approval to award the construction contract.

**COST & FINANCING DATA:** Project will be completely funded by Marina Rates and Dept of Commerce Grant.

COST ASSUMPTIONS	
Engineering Services	\$30,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$200,000
Subtotal:	\$230,000
Contingency Fees	\$ 20,000
<b>TOTAL:</b>	<b>\$250,000</b>

**FUND 440—MARINA CAPITAL**

**Marina Additional Improvements**

**ESTIMATED PROJECT & PURCHASE TIMELINE**

Pre-Design: FY

Engineering/Design: FY 2023

Purchase/Construction: FY 2023

Estimated Completion: FY 2023



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

\*Spent to Date is up to date as of 8/9/2022

**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 2021-2023

Estimated Completion: FY 2023



COST ASSUMPTIONS		
Engineering Services		\$ -
Other Professional Services		\$75,000
Machinery & Equipment		\$675,000
Construction Services		\$ -
	Subtotal:	\$750,000
Contingency Fees		\$ -
	<b>TOTAL:</b>	<b>\$750,000</b>

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Marina Rates	-	\$75,000							
ICRED Grant (secured)			\$675,000						\$675,000
Project BFB			\$75,000						\$75,000
<b>TOTAL REQUESTED FUNDS:</b>	-		\$750,000						\$750,000

\*Spent to Date is up to date as of 8/9/2022

**PROJECT DESCRIPTION:** On November 15, 2021 a windstorm swept through the area and damaged some F dock patios and wall panels on the north and south side of the dock. American Construction was on site repairing other storm damage, but was unable to work on repairing this new damage.

**PROJECT NEED:** On 11/15/2021 a major wind storm came through the area and damaged some F dock patios and wall panels on the north and south side of the dock. These walls are part of the breakwater and protect the marina from tidal surge and debris entering the marina. This damage consists of broken rods, fasteners and brackets. The only way to complete the repairs is to have a barge with a crane lift the wall section off of the remaining brackets. It should be noted that this is an insurance claim with a \$25,000.00 deductible.

**DEVELOPMENT PLAN & STATUS:** The development plan would be as follows: 1. Create a bid packet and hire a marine engineering firm to create design plans and obtain permits. 2. Obtain City Council approval to award the engineering contract 3. Create a bid packet and hire a marine construction company to repair the broken patios and wall panels. 4. Obtain City Council approval to award the construction contract.

**COST & FINANCING DATA:** Project will be completely funded by Marina Rates and Insurance Proceeds

## FUND 440—MARINA CAPITAL

### F Dock Storm Damage Repair-Phase 3

#### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY

Engineering/Design: FY 2023

Purchase/Construction: FY 2023

Estimated Completion: FY 2023

COST ASSUMPTIONS	
Engineering Services	\$30,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$225,000
Subtotal:	\$255,000
Contingency Fees	\$ -
<b>TOTAL:</b>	<b>\$255,000</b>



REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS							6 YR TOTAL
	SPENT TO DATE	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	
Marina	\$25,000							
Insurance Proceeds	\$5,000	\$225,000						\$225,000
<b>TOTAL REQUESTED FUNDS:</b>	<b>\$30,000</b>	<b>\$225,000</b>						<b>\$225,000</b>

\*Spent to Date is up to date as of 8/9/2022

**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 grants, bonds and Marina Reserves.

## FUND 440—MARINA CAPITAL

### Marina Dredging Pre-Design Study & Dredging

#### ESTIMATED PROJECT & PURCHASE TIMELINE

Pre-Design: FY 2022

Engineering/Design: FY 2022-2025

Purchase/Construction: FY 2022-2025

Estimated Completion: FY 2025



COST ASSUMPTIONS	
Engineering/Pre-Design Services	\$400,000
Other Professional Services	\$ -
Machinery & Equipment	\$ -
Construction Services	\$ 4,300,000
Subtotal:	\$4,700,000
Contingency Fees	\$ 100,000
<b>TOTAL:</b>	<b>\$4,800,000</b>

REVENUE SOURCE	FISCAL YEAR FUNDING REQUESTS								
	SPENT TO DATE	BFB-Memo	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	6 YR TOTAL
Rates	-	\$150,000							
Bonds					\$4,500,000				\$4,500,000
Grants-ARPA Expected Expenditure 2022	\$150,000								
BFB			\$150,000						\$150,000
<b>TOTAL REQUESTED FUNDS:</b>	<b>\$150,000</b>		<b>\$150,000</b>		<b>\$4,500,000</b>				<b>\$4,650,000</b>

\*Spent to Date is up to date as of 8/9/2022