



## MEMORANDUM

**TO:** City Council  
**FROM:** Sabrina Combs, Interim City Administrator  
**DATE:** March 22, 2024  
**SUBJECT:** Monthly Department Reports & Metrics

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### MAYOR/EXECUTIVE

- Met with Department of Commerce regarding the Defense Community Compatibility Account funding for infrastructure with a focus on water projects.
- Met with Captain Hanks in preparation of the Pentagon visit with Navy officials and working with NAS Whidbey Leadership to reopen discussions related to Clean Water Facility connection, Seaplane Base Lagoon, water lines, and future joint grant funding opportunities.
- Traveled to Washington, DC for the National League of Cities Congressional Cities Conference, and also met with federal legislators, the Army Corps of Engineers and Department of Defense.
- Facilitated the delivery and installation of the new mural in Council Chambers.
- Continued participation on the Oak Harbor Public Schools Community Core Strategic Planning Committee.

### Board & Commission Vacancies:

- Civil Service Commission (1)
- Historic Preservation Commission (3)
- Lodging Tax Advisory Committee Receiver (1)
- Police Community Advisory Board (2)
- Salary Commission (4)

### Communications

- Published office closure notices for Finance-Utility Billing and Martin Luther King Jr.
- Sent out multiple notifications about snow event, service changes, and office hours
- Participating in the Oak Harbor Public Schools Community Core Strategic Planning Committee
- Attended as a Liaison at the Chamber of Commerce Board Meeting
- Participated as a mentor on the Northwest Women’s Leadership Academy Cohort Number Five
- Working with departments on updates to webpage
- 3 press releases/2 spotlights on the City website
- 3 Council agenda notifications and 2 meeting recaps
- 4 responses to reporter questions
- Published 5 electronic sign messages

### Information Technology

- Installation of conduit and fiber line was completed between the Police Department and ICOM. The fiber line will address Spillman connection issues as well as provide a connection for the department’s training room.
- Continuing to work on two-step authentication for all staff and policies to make this process easier.
- Deploying new software programs for the Police Department to address CJIS requirements.
- Working with vendor on setup and training for archiving software for text messages.
- Working on server upgrades.

**Records Management:**

- Public records Officer led, and Records Management Analyst attended the February 7, 2024 Records Information Management Committee (RIM) meeting. City Attorney Evans and Attorney Alexandra Kenyon provided a special presentation on records for the committee.
- Records Management Analyst attended and transcribed meeting minutes for:
  - 2/8/24 Arts Commission
  - 2/13/24 Parks and Recreation Advisory Commission
  - 2/13/24 Marina Advisory Commission
- Records Management Analyst also updated the City website with approved minutes and videos from recent commission meetings. Meetings held in Council Chambers are now live-streamed and Facebook and YouTube.

**Special Event Permitting:**

- Issued 1 permit for parade; 4 applications under review for 2024 events.

**DEVELOPMENT SERVICES**

- Continuing to refine and adjust the Land Management (LAMA) permit system. The vendor was onsite this week to address building permit issues. Monthly and weekly permit details are now available on the Open Data module.

**Building:**

- Six new foundation permits were issued for homes in the Hillside Development.
- Plan review underway on new apartment buildings – Camas Flats and Crosby-Villa.

**Long Range Planning:**

- Working with consultant to determine next steps for the Central Development Area.
- Three municipal code updates planned: 1) park land sale 2) stormwater regulations, and 3) appeal timelines.
- Contract award for 2024-25 Comprehensive Plan consultant is scheduled for April 2 City Council meeting,
- Public hearings for the Countywide Planning Policies (CWPP), adoption of Active Transportation Plan (ATP), and 2023 Comprehensive Plan Amendments are scheduled for the April 16 City Council meeting.
- A joint meeting between the City Council and County Commission has been scheduled for April 23. The agenda which will focus on land use is under development.
- The City's updated flood control ordinance is currently being reviewed by the Federal Emergency Management Agency (FEMA).

**FINANCE**

- Negotiation of contract terms with ERP vendor is still on-going; anticipate Council consideration in April.
- The 2025-26 Biennial Budget Process is continuing as Finance staff is meeting with departments to introduce Program-Performance Budgeting and assist staff in the development of programs and evaluation and implementation of new performance measures.
- Drafted revisions to the travel policy and forms.

**FIRE**

- The permit application for Station #82 was submitted ahead of the State building codes revisions which became effective March 15, 2024.

## HUMAN RESOURCES

- Interviews were held this week for the Police Captain and Communications Officer positions as well as seasonal labors for the Marina. Recruitment also opened for an Arborist Apprentice.
- Members of the City's Wellness Commission attended the Health Worksite Summit in Lynwood on March 13-14.

## PARKS AND RECREATION

### Marina:

- The additional sunshine mixed with lack of wind is bringing more people to the Marina and things are getting busier, with lots of summer reservations and slip reservations being made. Staff will be posting weekly slip availability updates on the website.
- The Coho salmon rearing project is in full swing. The fish are getting more active through feeding, and we have had a great response to the pens with lots of people coming out to feed them. If you are interested, the fish are fed on Tuesdays, Thursdays, and Saturdays at 9:00 am. Several school groups are returning for field trips in the 2024 season. Release is projected for the second full week in May.
- Marina will no longer be selling propane and will be using Corey Oil as our new propane vendor.
- The Marina is in the process of moving towards a cashless system. There will be a new ice machine and devices added to the laundry machines and showers that will accept credit card payments. Staff is also working on a cashless solution for the boat ramp.
- The dredging project continues to move forward with the feasibility study phase ending and the permitting and planning phase getting underway

### Parks:



- Began installation of new playchips at Woodbury and Redwing Parks. This project will continue for the next couple of weeks.
- Installed the Smith Park monument sign over two days.
- Received the signed grant agreement from the USDA Forest Service for \$1,680,140.
- Continued with field preparations. The baseball infield material has been received and will be installed on a weather-dependent basis. Softball field prep and graffiti cleanup at Volunteer Park.
- Finished sanding and staining picnic tables.
- Began mowing the parks.
- Awarded \$200,000 from State Legislature for a recreation center feasibility study. Funds should become available in July.

**Recreation:**

- On February 18, Program Assistant Christina Benjamin drove the new bus on its first tour taking a group of travelers to Seattle for the Flower and Garden Show. The City is actively seeking part-time bus drivers.
- Staff and volunteers put together and distributed 90 pre-sold Valentine's Day Treat Boxes.
- Our new Recreation Coordinator Craig Lamas-Cole started on March 11 and is off to a running start. His priority focus will be on working with the Recreation Manager, recruiting recreation leaders and creating summer programs for the next activity guide as well as meeting with local sports leagues to coordinate field usage agreements and build open lines of communication.
- Recreation Manager Liz Lange attended the National Recreation and Park Association Revenue Development and Management School. Liz was a recipient of the Washington Recreation and Park Association Mickey Corso Professional Leadership Grant receiving funds to attend this training.
- Tickets are going fast and almost sold out for the Annual Wearable Art Show Fundraiser, which is on Saturday, April 20. More information at: <https://www.ohscfoundation.org/events>
- Free AARP Tax Aide preparation is available at The Center in Oak Harbor for any community member needing the service. Appointments are now all filled. They are taking walk-ins as time allows with priority going to those with appointments Wednesdays through April 10.

**POLICE**

- Know a young person interested in a career in law enforcement or a related field such as dispatcher, paramedic, paralegal, clerking, or fish and wildlife? The department is accepting applications for the Oak Harbor Police Explorers program; email [jgravel@oakharbor.org](mailto:jgravel@oakharbor.org) for more information.
- Applications are also being accepted for upcoming Citizen Academy. This 12-week course runs from April-June. Apply now at [www.oakharbor.gov](http://www.oakharbor.gov).

**PUBLIC WORKS**

- Northwest Clean Air Agency reached out to Public Works this month about the possibility of installing an air quality monitor on City property. After a site visit by the Agency, a tentative location with power and away from buildings, two key requirements, has been located near the northwest portion of the Municipal Shops property (1400 NE 16<sup>th</sup> Avenue). Staff is working with City Administration and the City Attorney on next steps. Mayor Pro Tempore Tara Hizon is a board member at the Agency, serving as the representative for the most populous city in our county, and as the Vice Chair.
- With warmer weather arriving, construction has started on *the Serendipity Lane* project. City staff have removed the existing asphalt paving in preparation for the contractor, Langco NW, Inc., to install the new concrete sidewalk. The City will also install a new water service. The Oak Harbor Main Street Association is responsible for installation and maintenance of the landscaping boxes, irrigation, plantings, artwork, and solar powered lights. The public/private partnership is great to see. Further background can be found at <https://www.oakharbor.gov/AgendaCenter/ViewFile/Agenda/11082023-276> (starting on page 104).
- *2024 Construction Project Updates:*
  - Water Supply - Ault Field Pump House Electrical Upgrades – Two bids were received and opened on March 19 are under review. Following Council approval and budget amendment, construction would start in fall 2024, pending long supply timelines for material procurement.
  - Street & Utility Reconstruction and New Shared Use Path at NE 7<sup>th</sup> Avenue – Bids are due April 2. Following Council approval, construction would start this summer.
  - Watermain Replacements and Transportation Benefit District (TBD) Pavement Overlays – Design is about 90% complete. Bid advertising is tentatively scheduled for early spring. Construction is planned for this summer and fall.
  - Pavement Overlay of Heller Street and Swantown Avenue – Project is in partnership with Island County. Interagency agreement signed by Mayor Wright scheduled for the March 19 County Commission meeting. Following approval, construction would start this summer.



## Development Services Department: Development Status Update

Updated as of: 3/12/2024

Project Information							Review Status	
Project Phase	Type	Project Name	Petitioner	Project Location	Project Description	Permits/Project number	Waiting Response from:	Comments
Pre-App Review	Residential	<b>Beckett Landing Plat</b>	<b>Sound Development Tammy Zempel/Pat Severin</b>	R13334-277-0660, in between the two dead ends of Prow Street.	Construct 38 single-family lots, with required roads, utilities and landscaping	2310-0063	Applicant	Pre applications documents received. Staff/applicant meeting on 11-28-2023, process complete. Last update 2-27-2024.
Pre-App Review	Residential	<b>Clifton White Town Center</b>	<b>Underwood and Associates, Mike Underwood</b>	1415 NE Goldie St	5 mixed use buildings, 46 multi-family buildings 15 commercial spaces, total of 199 residential units	2306-0034	Other	Pre app complete, staff expecting site plan soon. Last update 11-14-2023.
Pre-App Review	Residential	<b>Crager Short Plat</b>	<b>MLR Development Group LLC, Colin Smith</b>	760 SW 29th Place	Creation of 9 lots intended for residential construction of single family homes	2308-0048	Applicant	Will move forward with a prelim plat app. Last update 3-5-2024
Pre-App Review	Commercial	<b>Crescent Harbor School</b>		330 E Crescent Harbor Rd	Possible Pre App, Fire Department concerns with water flow/pressure			No update on fire flow. Waiting for Hilary's response on jurisdiction. Last update 2-13-2024.
Pre-App Review	Commercial	<b>Gisvold</b>	<b>Brad &amp; Ashley Gisvold</b>	2725 NE Goldie Street	Once annexed, proposing to construct 37 ministorage buildings, 1 garage/shop. The property had been used in the past as a single family residence (manufactured), and a approved dog/cat kennel. Conditional use permit 027/71.	2401-0003 Pre-Application	Other	Application submitted on 1-03-2024. Staff is reviewing application documents. Staff applicant mtg held 1-23-2024. Final comments letter sent 1-26-2024. Last update 1-30-2024.
Pre-App Review	Commercial	<b>Goldie Rd Industrial (1 of 2)</b>	<b>Sound Development, Tammy Zempel</b>	R13326-150-1970	6 industrial use buildings	2306-0030	Other	Pre app complete, applicant consulting w/staff on options. Last update 2-13-2024.
Pre-App Review	Commercial	<b>Goldie Rd Industrial-Gun Club Rd (2 of 2)</b>	<b>Sound Development, Tammy Zempel</b>	R13326-150-1970	9 industrial use buildings	2401-0015	Staff	Fee paid, staff reviewing, staff applicant mtg on 3-05-2024. Last update 2-13-2024.



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Pre-App Review	Commercial	<b>IDEX Oak Harbor</b>	<b>James Power</b>	Near the intersection of N. Torpedo Rd and NE Regatta R13325-094-1150 & R13325-089-1430	Construction of a new 57,000 SF facility for a local business engaged in manufacturing and assembly.	2311-0070	Applicant	Waiting for response from IDEX to revised interpretation letter sent on 1-8-2024. Engineering working with Charlie Walsh on Civil review for industrial flex buildings. Last update 1-09-2024.
Pre-App Review	Mixed-Use	<b>Pioneer Landing - H2 Suites</b>	<b>Sound Development, Pat Severin</b>	601 SE Pioneer Way	107 room Hotel, 3 conference rooms	2309-0055	Staff	Applicant submitted documents for hotel, staff reviewing. Ray is working on draft development agreement. Meeting with applicant on 3-08-2024. Last update 2-27-2024.
Pre-App Review		<b>Hand In Hand Home Connection</b>	<b>Oak Harbor Public Schools, Jackie Sempel</b>	380 NE Regatta Dr	Pre-K Elementary School	2312-0077 Pre-Application		Application submitted on 12-15-2023. Staff Applicant meeting 1-30-2024. Last update 1-30-2024.
Land Use Review	Residential	<b>Camas Flats</b>	<b>Ron Wright &amp; Associates for Island County</b>	R13335-330-1180, next to 820 N Oak Harbor St	Development of 82 units of affordable housing by Island County.	2312-0076 Site Plan Review	Staff	Preparing SEPA. Waiting on an easement to be recorded. Also awaiting revised building permit submittals. Last updated 3-5-24.
Land Use Review	Residential	<b>Crosby &amp; Heller Multi Family</b>	<b>Megan Morrison</b>	R13334-350-1180	Construct 12 multi family Townhomes	2302-0007 Site Plan Review	Staff	Building permits will not be issued until Site Plan is approved and in proper form, waiting for fee payment. Last update 2-27-2024.
Land Use Review	Residential	<b>Crosby Villa Binding Site Plan</b>	<b>Megan Morrison</b>	1030 Crosby Ave	4 apartment buildings/62 units	2212-0099	Staff	Building permits in review, waiting for fee payment.. Last update 11-14-2023.
Land Use Review	Residential	<b>Galleon Townhomes</b>	<b>Longitude LLC Jim O'Brien, Garrett O'Brien</b>	1060 E. Whidbey Ave	Boundary line adjustment for construction of 3 unit townhome building on each lot.	2307-0045	Other	Applicant retained Freeland & Associates, expecting submittal soon. Last update 2-13-2024.



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Land Use Review	Residential	<b>Marina View Multi-Family</b>	<b>Harmsen, LLC, Michael Ryan, Brad &amp; Debra Lang</b>	1670 SE Pioneer Way	2 Multi-family buildings, one 6 unit fronting SE 10th and one 3 unit fronting Pioneer.	2310-0061 Site Plan Review	Staff	Staff to issue notice of deviation re: approval of site plan. Building permits awaiting plan review fee. Last update 3-12-2024
Land Use Review	Residential	<b>Ridgeway Heights</b>	<b>Crowfoot Properties, Colin Smith</b>	R13210-364-1400, intersection of SW 24th and Ridgeway Dr	4.83 acres, 28 single family detached homes	2303-0014 Preliminary Plat	Other	Ray in contact with Colin re mitigation to pedestrian walkway and retaining wall. Colin will have revision soon. Last update 2-27-2024.
Land Use Review	Residential	<b>Shaan Ridge</b>	<b>Miles McEathron</b>	2000 NE 10th Ave	Development of a 29 lot residential subdivision	2302-0006 Preliminary Plat	Hearing examiner has approved this application. Appeal period ends 3.20.24. Last upate 3-5-2024	Project moving ahead, sewer laid for most of the site. Last update 2-27-2024.
Land Use Review	Residential	<b>Village of Garry Oaks Prelim Plat</b>		30345 SR 20, 1205 SW 24th Ave, 1155 SW 4th Ave, 30433 SR 20 and R13210-295-1480	135 Single Family Lots	Prelim plat PPL-16-01 Civil Plan CIV-16-10 Transportation Concurrency TRC-16-21 SEPA Checklist SEP-16-10 Land Clearing LND-19-05 Pre-application PRE-15-08		Ownership unresolved, going to auction in early March. David Kuhl sent lien info to Hillary, waiting on response. Last update 2-27-2022.
Land Use Review	Residential	<b>White Oak Townhomes Rezone</b>	<b>Scott Meaker</b>	427 SE Ely St	The planned project is a 10 unit 2-story multifamily townhouse development with garages facing south and front yards facing north. The property's existing zoning is R1 on the east side and R2 on the west side. We are requesting a rezone to R3 on the entire lot to accommodate this beautiful and efficient use of the property.	2401-0016 Rezone	Applicant	Waiting on fee payment. Submittal complete on 2-09-2024. Last update 2-14-2024.
Land Use Review	Commercial	<b>Oak Harbor Coffee (2 of 2)</b>	<b>Terraforma Design Group, Serj Real Estate Holdings</b>	31485 SR 20	Drive thru coffee shop with pedestrian plaza	2311-0074 Site Plan Review	Other	Working through building permits. Last upate 3-12-2024
Land Use Review	Commercial	<b>Whidbey Island Bake Shop</b>	<b>Sammie Simmons</b>	31775 SR 20	Café/Bakery with 8 dine in seats available.	2401-0009 Conditional Use	Staff	Staff is reviewing documents received on 1-16-2024. Public notice begins on 2-21-2024. Last update 1-16-2024.

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Land Use Review	Public Facility	<b>OHFD Fire Station #2</b>		1250 SW Swantown Ave	Fire Station	2401-0013 Site Plan Review	Staff	No public comments received regarding application. Staff reviewing site plan documents. The applicant has also initiated building permits in LAMA. Last update 3-5-2024
Land Use Review	Commercial	<b>Childcare Center</b>	<b>Nidhi Gupta</b>	1162 SW Fort Nugent	Childcare Center Expansion by adding new building into existing lot.	2309-0060 CUP	Staff	Hearing examiner has approved this application. Appeal period ends 3.20.24. Last upate 3-5-2024
Land Use Review		<b>Filipino Christian Fellowship</b>	<b>Fe Reyes</b>	656 SE Bayshore Dr	Filipino Christian Fellowship Sunday worship services and other church activities	2311-0071	Staff	Fee paid, staff reviewing documents submitted on 2-13-2024. Last update 2-16-2024.
Engineering Review	Residential	<b>Bayview Vista</b>	<b>Glenn Wells Architect</b>	SE corner of SE Barrington Dr and SE Ely Street	48 residential units with parking	2301-0027-CIV, 2301-0011-NEWC, 2212-0483-GRD	Applicant	Applicant is planning on submitting revised building plans before March 15 deadline for 2018 codes. Last update 2-13-2024
Engineering Review	Residential	<b>Mulberry Place</b>	<b>Island County has taken over the project.</b>	1215 SW Swantown Ave	Mulberry Place PRD-Proposed 62 affordable townhome units on 5.57 acre parce. The existing ROW at the south of the parcel will be extended to connect to the ROW on the north side of the property.	2201-0006	Applicant	Starting project from scratch for a more dense result, likely affordabe apts 80-120 units. Never received Civil approval. Last update 2-20-2024.
Building Construction	Residential	<b>Shaan Ridge</b>	<b>Jay Dhindsa</b>	2000 NE 10th Ave	Development of a 29 lot residential subdivision	2310-0653-CIV	Other	Construction work underway. Last update 3.12.24.
Engineering Review	Commercial	<b>Gentle Dental</b>	<b>Gordon D Keyes</b>	751 SE Barrington Dr	Remodel of existing dental clinic	SIT-19-06	Applicant	Waiting for fee payment. Last update 2-13-2024.
Building Construction	Residential	<b>2910 SW Scenic Heights</b>	<b>Eileen Mitchell Scott Thompson</b>	2910 SW Scenic Heights	Final plat for 11 lots with single-family homes.	2207-0052	Other	Plat Recorded 7-31-2023. Project under construction., last permits being applied for now. Last update 1-09-2024.
Building Construction	Residential	<b>Cedar Hill</b>	<b>Cedar Investments LLC, Jesse Jarrell</b>	1851 NW Crosby Avenue	28 lot plat including new internal roads, frontage improvements, utility extensions, stormwater facilities and open space.	2204-0027	Other	Project paused for Winter weather. Last update 2-6-2024.



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Building Construction	Residential	Crosby Trace	Oak Harbor LLC	1070 N. Oak Harbor Road R13335-390-0580	Proposal includes 10 buildings with a total of 37 units.	Revised Site Plan SIT-16-08 Revised Civil Plan CIV-16-11 Irrigation/Landscape Plan PLN-16-18 Traffic impact analysis Stormwater Site Plan	Other	Project paused for Winter weather. Last update 2-6-2024.
Building Construction	Residential	Hillside Preliminary Plat PRD	Scott Thompson	31141 SR 20, R13203-100-3510 R13203-118-3940 R13203-180-3781 R13203-237-3701 R13203-248-3931	192 Single Family Lots	Preliminary Plat PPL-18-01 Preliminary PRD PLN-18-30 Landscape PLN-18-29 SEPA SEP-18-09 Transportation Concurrency TRC-18-2 Land Clearing LND-18-02	Other	Concrete being poured for retaining walls that transition into foundation walls for 6 units. Last update 2-13-2024.
Building Construction	Commercial	545 Ault Field Rd (1 of 2)	Island Property Management, Willam Massey	545 Ault Field Rd	Construct 2 storage and light industrial buildings.	2302-0072	Other	Permits issued - building (shell only) construction complete. Updated 2.29.2024
Building Construction	Commercial	Glint Carwash/Sonic Drive-In	Serj Real Estate	31485 SR 20	Glint Car wash will include auto wash tunnel with 16 vacuum stations / Sonic Drive-In will include 13 pkg stalls and 12 drive-in stalls and a drive thru lane.	2303-0172-NEW (Sonic) 2212-0459-NEW (Carwash)	Staff	Construction underway. Last update 3-06-2024.
Building Construction	Commercial	Naval Air Museum and Interpretive Center (2 of 2)	Underwood and Associates, Mike Underwood	545 Ault Field Rd	Tenant improvement permit for a Naval Air Museum and Interpretive Center.	2310-0672		Building Permit has been issued as of 1-11-2024. Currently under construction. Last update 2.29.2024
Building Construction	Public Facility	Angel de la Creatividad	Sulpture NW	Flintstone Park	37' tall sculpture	2308-0564-MIS	Staff	Building permit issued 1-30-2024. Pre-construction meeting scheduled for 2-21-2024. Last update 2-27-2024.(ask gideon)
Building Construction	Residential	Barrington Oaks Cottages	Barrington LLC	476 SE Barrington Drive	7 single family lots. Proposed new construction of 7-unit residential development which will contain five standalone 2-story cottages and one duplex unit. Access will remain from SE Barrington Drive.	Variance VAR-21-01 Site plan SIT-21-01 Civil CIV-21-02 Landscape PLN-20-02 SEPA checklist SEP-21-01 Transportation concurrency TRC-21-01 Pre-application PRE-20-05	Other	Building work underway. Installed windows do not meet code and must be replaced. Last update 1-23-2024.
	Annexation	Industrial North Area	Cac Kamak		Staff level discussion for potential annexation area to include some City property.		Staff	Jon's analysis complete, Cac is now reviewing. Last update 2-20-2024.

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	Annexation	<b>Smith Annexation</b>	<b>Jacob &amp; Stephanie Smith</b>	1311 Swantown Rd	Annexation to City for sewer and water.	2310-0069	Applicant	Petition heard before City Council in December. Waiting on Applicant. Last update 2-6-2024.

## LAMA Monthly Permits Report

Issued Date: February 2024

Issued	Type	Number	Fees
<b>Single Family Residential</b>			
02/01/2024	Mechanical	2401-0066-MEC	\$ 38.50
02/01/2024	Right-of-Way / Excavation	2401-0073-ROW	\$ 92.00
02/02/2024	Mechanical	2402-0079-MEC	\$ 53.50
02/02/2024	Right-of-Way / Excavation	2402-0077-ROW	\$ 113.42
02/02/2024	Right-of-Way / Excavation	2402-0080-ROW	\$ 58.00
02/05/2024	Water Service	2402-0078-WAT	\$ 92.00
02/05/2024	Sewer Service	2311-0823-SEW	\$ 2,910.00
02/05/2024	Solar Energy System	2401-0053-SOLR	\$ 628.96
02/05/2024	Solar Energy System	2312-0867-SOLR	\$ 236.26
02/06/2024	Alteration	2311-0843-REN	\$ 1,344.35
02/06/2024	Mechanical	2401-0069-MEC	\$ 34.50
02/08/2024	Civil Plan Review	2310-0653-CIV	\$ 33,893.28
02/13/2024	Mechanical	2402-0104-MEC	\$ 34.50
02/14/2024	Meter Installation	2402-0097-MET	\$ 423.38
02/14/2024	Mechanical	2402-0107-MEC	\$ 34.50
02/20/2024	Meter Installation	2309-0585-MET	\$ 423.38
02/20/2024	Mechanical	2402-0111-MEC	\$ 34.50
02/20/2024	Plumbing	2401-0008-PLM	\$ 27.00
02/20/2024	Mechanical	2402-0105-MEC	\$ 34.50
02/20/2024	Mechanical	2402-0106-MEC	\$ 34.50
02/20/2024	Mechanical	2402-0108-MEC	\$ 34.50
02/20/2024	Mechanical	2402-0109-MEC	\$ 34.50
02/20/2024	Mechanical	2402-0121-MEC	\$ 53.50
02/21/2024	Plumbing	2402-0112-PLM	\$ 83.00
02/21/2024	Plumbing	2402-0113-PLM	\$ 32.00
02/21/2024	Right-of-Way / Excavation	2402-0115-ROW	\$ 58.00
02/21/2024	Plumbing	2402-0122-PLM	\$ 27.00
02/22/2024	Sewer Service	2402-0120-SEW	\$ 92.00
02/22/2024	Mechanical	2402-0124-MEC	\$ 39.50
02/22/2024	Mechanical	2402-0126-MEC	\$ 49.50
02/23/2024	Plumbing	2401-0062-PLM	\$ 32.00
02/23/2024	Plumbing	2401-0022-PLM	\$ 32.00
02/27/2024	Mechanical	2402-0142-MEC	\$ 34.50
02/28/2024	Mechanical	2402-0137-MEC	\$ 34.50
02/28/2024	Water Service	2402-0136-WAT	\$ 92.00
02/28/2024	New Building	2307-0455-NEWC	\$ 15,928.01
02/28/2024	New Building	2307-0458-NEWC	\$ 14,981.69
02/28/2024	New Building	2307-0459-NEWC	\$ 15,928.01
02/28/2024	Mechanical	2402-0145-MEC	\$ 41.50
Totals			\$88,148.74

<b>Duplex</b>			
02/13/2024	Roof	2402-0084-ROOF	\$ 271.75
02/26/2024	Alteration	2402-0116-REN	\$ 213.16
Totals			\$484.91

<b>Multi-Family</b>			
02/01/2024	Right-of-Way / Excavation	2311-0827-ROW	\$ 714.00
02/07/2024	Plumbing	2402-0086-PLM	\$ 32.00
02/07/2024	Right-of-Way / Excavation	2402-0089-ROW	\$ 92.00
02/07/2024	Meter Installation	2402-0090-MET	\$ 423.38
02/07/2024	Water Service	2402-0088-WAT	\$ 4,851.00
02/12/2024	Right-of-Way / Excavation	2401-0044-ROW	\$ 92.00
02/13/2024	Right-of-Way / Excavation	2401-0055-ROW	\$ 92.00
02/22/2024	Mechanical	2402-0081-MEC	\$ 162.75

## LAMA Monthly Permits Report

Issued Date: February 2024

02/28/2024	Right-of-Way / Excavation	2402-0128-ROW	\$ 92.00
02/29/2024	Water Service	2402-0138-WAT	\$ 4,851.00
Totals			\$11,402.13

### Retail

02/01/2024	Right-of-Way / Excavation	2401-0067-ROW	\$ 300.00
02/13/2024	Tenant Improvement	2402-0075-TENI	\$ 231.66
Totals			\$531.66

### Restaurant

02/01/2024	Fire Alarm	2401-0070-FIRA	\$ 60.00
02/08/2024	Fire Alarm	2402-0091-FIRA	\$ 60.00
02/20/2024	Occupancy	2401-0071-COO	\$ 32.00
02/20/2024	Occupancy	2402-0087-COO	\$ 32.00
02/26/2024	New Building	2303-0172-NEWC	\$ 53,694.89
Totals			\$53,878.89

### Church/Assembly

02/06/2024	Alteration	2402-0083-REN	\$ 1,084.95
Totals			\$1,084.95

### Industrial

02/02/2024	Right-of-Way / Excavation	2401-0046-ROW	\$ 58.00
02/29/2024	Right-of-Way / Excavation	2401-0049-ROW	\$ 206.70
02/29/2024	Right-of-Way / Excavation	2401-0074-ROW	\$ 162.35
Totals			\$427.05

### Schools/Hospital

02/27/2024	Right-of-Way / Excavation	2402-0135-ROW	\$ 124.13
Totals			\$124.13

### Parks & Recreational

02/12/2024	Sign	2309-0623-SIGN	\$ 300.96
Totals			\$300.96

**Grand Total Permits: \$156,383.42**

# OAK HARBOR FIRE DEPARTMENT INCIDENT RESPONSE



MAJOR INCIDENT TYPE	FEBRUARY		2024		2023	
	COUNT	% OF TOTAL	COUNT	% OF TOTAL	COUNT	% OF TOTAL
Fires	2	2%	7	3%	7	3%
Overpressure rupture (No Fire)	0	0%	0	0%	0	0%
Rescue & Emergency Medical Service	68	52%	67	33%	67	33%
Hazardous Condition (No Fire)	2	2%	2	1%	2	1%
Service Call	19	15%	104	51%	104	51%
Good Intent Call	14	11%	4	2%	4	2%
False Alarm & False Call	24	18%	17	8%	17	8%
Severe Weather & Natural Disaster	0	0%	0	0%	0	0%
Special Incident Type	2	2%	1	0%	1	0%
<b>TOTAL CALLS FOR FEBRUARY</b>	<b>131</b>	<b>100%</b>	<b>202</b>	<b>100%</b>	<b>202</b>	<b>100%</b>

YEAR TO DATE (JANUARY - FEBRUARY)	2024		2023	
	COUNT	% OF TOTAL	COUNT	% OF TOTAL
Fires	5	1.54%	11	3.14%
Overpressure rupture (No Fire)	0	0.00%	0	0.00%
Rescue & Emergency Medical Service	128	39.38%	150	42.86%
Hazardous Condition (No Fire)	6	1.85%	4	1.14%
Service Call	89	27.38%	140	40.00%
Good Intent Call	31	9.54%	8	2.29%
False Alarm & False Call	63	19.38%	36	10.29%
Severe Weather & Natural Disaster	0	0.00%	0	0.00%
Special Incident Type	3	0.92%	1	0.29%
<b>TOTAL CALLS: YEAR TO DATE</b>	<b>325</b>	<b>100%</b>	<b>350</b>	<b>100%</b>

-7.14% % of inc/dec over previous year



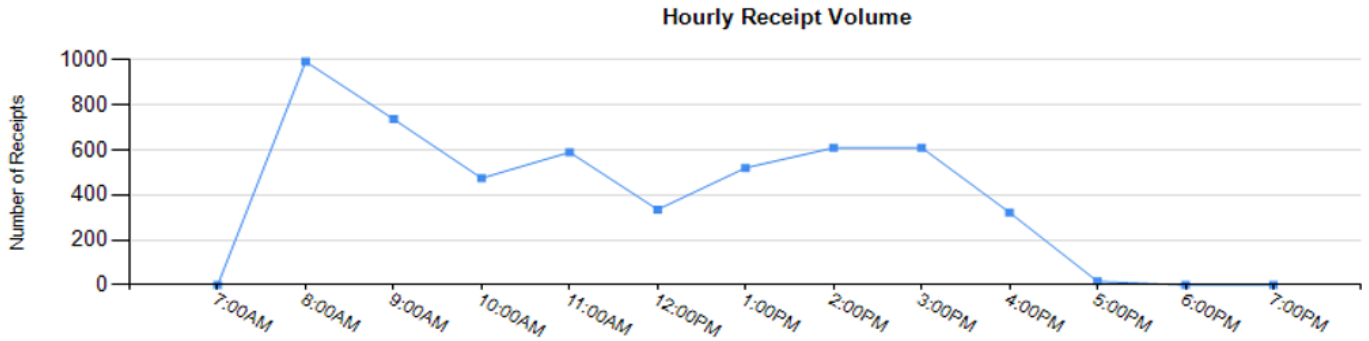
## Finance - Utility Department

Reporting Period February 1 - February 29, 2024

# of Active Accounts per Utility	Total Calls	1854
Water	6586	Average per day 63.93
Garbage	6280	# inbound 1182
Sewer	6343	# outbound 672
Storm Drain	6366	% missed (w/VM) 6.0%
		Avg. Handle Time 01:49

<b># of penalty notices</b>	<b>809</b>
<b># of delinquent accounts</b>	<b>43</b>

### Total receipt volume report



7:00AM to 8:00AM	0
8:00AM to 9:00AM	992
9:00AM to 10:00AM	736
10:00AM to 11:00AM	474
11:00AM to 12:00PM	589
12:00PM to 1:00PM	335
1:00PM to 2:00PM	520
2:00PM to 3:00PM	609
3:00PM to 4:00PM	610
4:00PM to 5:00PM	322
5:00PM to 6:00PM	16
6:00PM to 7:00PM	0
7:00PM to 8:00PM	0
<b>Total Receipt Volume</b>	<b>5203</b>

RingCentral\_PR\_Users\_Users\_03\_19\_2024\_8\_29\_53\_AM 02/01/2024 12:00:00 AM - 02/29/2024 11:59:01 PM, US/Pacific



Users	Call Type	Queue/Non_Queue Calls	Call Length From	Call Length To	From Time	To Time
<b>7 Users</b>	<b>All Types</b>	<b>All Calls</b>	<b>00:00:00</b>	<b>No Limit</b>	<b>02/01/2024 12:00:00 AM</b>	<b>02/29/2024 11:59:01 PM</b>

<b>1854</b> Total Calls	<b>63.93</b> Avg. Calls/Day	<b>1182</b> # Inbound	<b>672</b> # Outbound	<b>6.01</b> % Missed (w/VM)	<b>00:01:49</b> Avg. Handle Time
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# Human Resources Department

Reporting Period February 1 - February 29, 2024

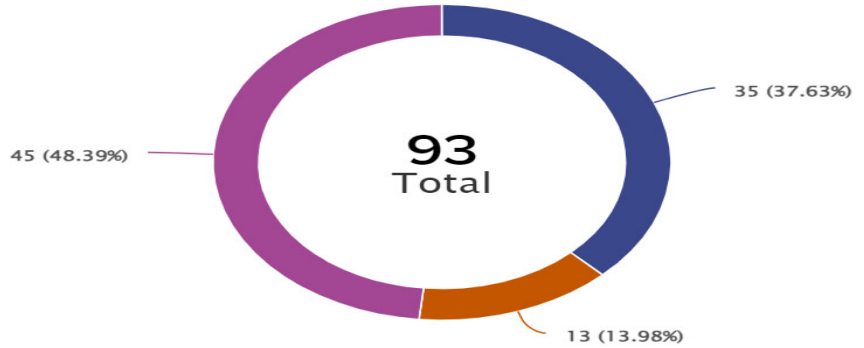
## Performance Management

### Active Evaluation

- Approval
- Rating
- Before Ratings
- Draft

81

Evaluations Past Due Date



## Recruitment (monthly views and applicants for the month of February 2024)

Class Spec Title	Average Views	Average Applicants	Avg. Conversion Rate
<a href="#">Police Captain</a>	1833	8	0.4%
<a href="#">Fitness Instructor</a>	679	3	0.4%
<a href="#">Recreation Leader</a>	2036	11	0.5%
<a href="#">Bus Driver</a>	1105	6	0.5%
<a href="#">Seasonal Laborer - Mec...</a>	970	5	0.5%
<a href="#">Seasonal Laborer - Mari...</a>	1429	15	1.0%
<a href="#">Wastewater Treatment P...</a>	1462	22	1.5%
<a href="#">Police Officer</a>	889	12	8.6%



[Finance Manager - Acco...](#)

94

15

15.9%

[Fire Chief](#)

25

13

52.0%

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

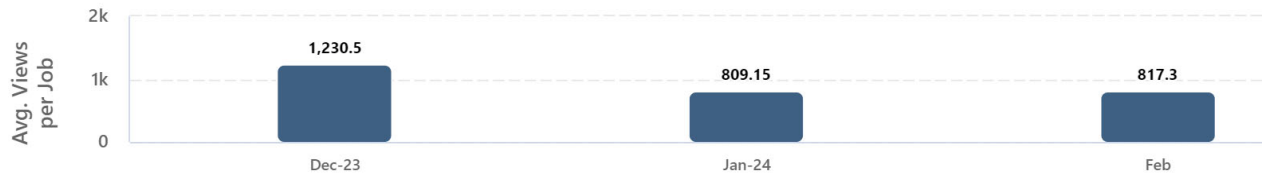
The monthly views-to-applicants conversion rate is determined by the number of applicants divided by the number of views the job posting received. When a job seeker views your job posting and then submits an application for the roles, they have "converted" to a candidate.

**Job Posting Views & Conversion (last 3 months)**

December 01, 2023 – February 29, 2024

Total # of Jobs: 29

Total # of Applications: 253



	Dec-23	Jan-24	Feb
Conversion Rates	0.92%	1.14%	0.8%
Application per Job	11.33	9.23	6.5

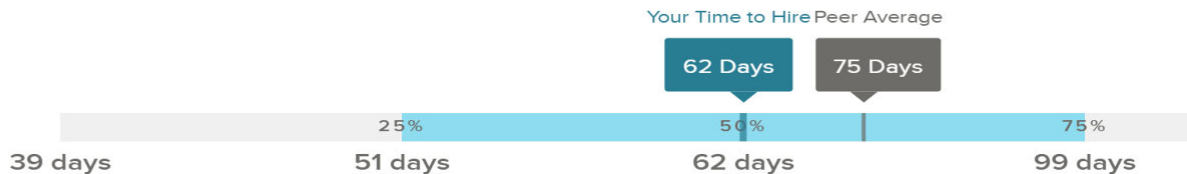


Time period	Average # of Views	Number of Jobs	Number of Applicati...	Average Application...	Con
December-23	1230.5	6	68	11.33	0.92%
January-24	809.15	13	120	9.23	1.14%
February	817.3	10	65	6.5	0.8%

**Time to Hire Metrics and Benchmarking Data (February 2024)**

**Recruitments with Open & Closed dates (continuous)**

Your organization is taking **13 days less** than your peers on an average to hire a candidate.

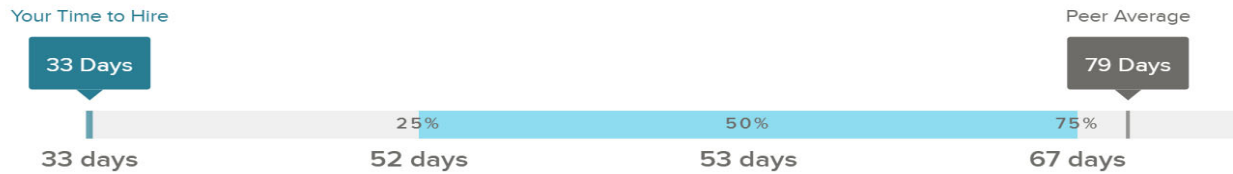


PEER ORGANIZATIONS [View More](#)

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

### Recruitments with Open & Closed dates (non-continuous)

Your organization is taking **46 days less** than your peers on an average to hire a candidate.



PEER ORGANIZATIONS [View More](#)

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

### Staff Anniversary Service Award Recognitions

First Name	Last Name	Years	Position Title	Anniversary Date
Patti	O'Mahony	2	Permit Coordinator	2/1/2024
Alanna	Lake	2	Public Records Officer (PRO)	2/1/2024
Daniel	Martin	22	Paid-on-Call Firefighter-PERS only	2/1/2024
Michael	Noll	2	Police Officer	2/1/2024
David	Zylstra	8	Solid Waste Collector II	2/1/2024
Jay	Jones	2	Police Officer	2/3/2024
Angela	Braunstein	19	Senior Administrative Assistant	2/7/2024
William	Leuthe	4	Parks Specialist I	2/18/2024
Steve	Mccalmont	34	Firefighter/EMT	2/26/2024
Jesse	Caravan	1	Police Officer	2/27/2024

### Staffing Changes - Hires, Promotions, Transfers, & Separations

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

Braunstein, Brian, promotion from Police Support Officer to Police Support Sergeant, effective February 1st  
 Edlin, Lisa, promotion from Records Specialist to Records and Evidence Supervisor, effective February 1st  
 Kuaana, Danielle, transfer from Temporary Parks Laborer to Parks Specialist I, effective February 1st  
 Rowe, Christian, transfer from Temporary Parks Laborer to Parks Specialist I, effective February 1st  
 Wilson, Jedidiah, new employee, Administrative Assistant-Human Resources, effective February 12th  
 Sabey, Cole, separation from employment, Paid-on-Call Firefighter, effective February 16th  
 Oborn, Blaine, separation from employment, City Administrator, effective February 23rd  
 Magnoli, Tina, separation from employment, Fitness Instructor, effective February 26th  
 Ramos, Ashley, new employee, Finance Manager-Accounting, effective February 26th  
 Mirabal, Robert, separation from employment, Paid-on-Call Firefighter, effective February 27th  
 Olson, Gordon, professional services contract interim Fire Chief, effective February 27th

### Staffing Summary

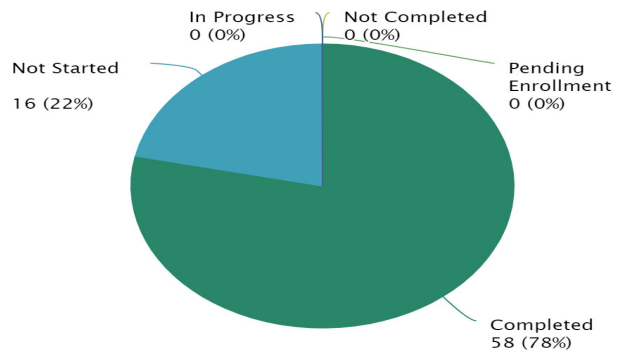
Employee workforce summary based on employment status.

<b>Totals as of February:</b>	<u>169</u>
Temporary/Seasonal	0
Paid on Call Firefighters	19
Elected Officials	8
Part-Time	4
Full-Time	138

**Training - Learning Management System, Course Activity**

TOTAL Enrollments	<b>74</b>
Courses not started	16
Courses in-progress	0
Courses not completed	0
Courses completed	58

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



**Wellness Committee & WellCity Standards**

The Wellness Committee monthly meeting was held on February 8, 2024.  
Congratulations! The City achieved earning the Well City designation from 2023 for 2024.  
Wellness Committee members will be attending the Healthy Worksite Summit in March 2024.

**Workers' Compensation (Safety)**

The next Central Safety Committee quarterly meeting will be held on March 28, 2024.

**Reported to Human Resources for February 2024:**

Accidents or Injuries	1
Incidents or Near Misses	3
Exposures	0



## City Attorney Services

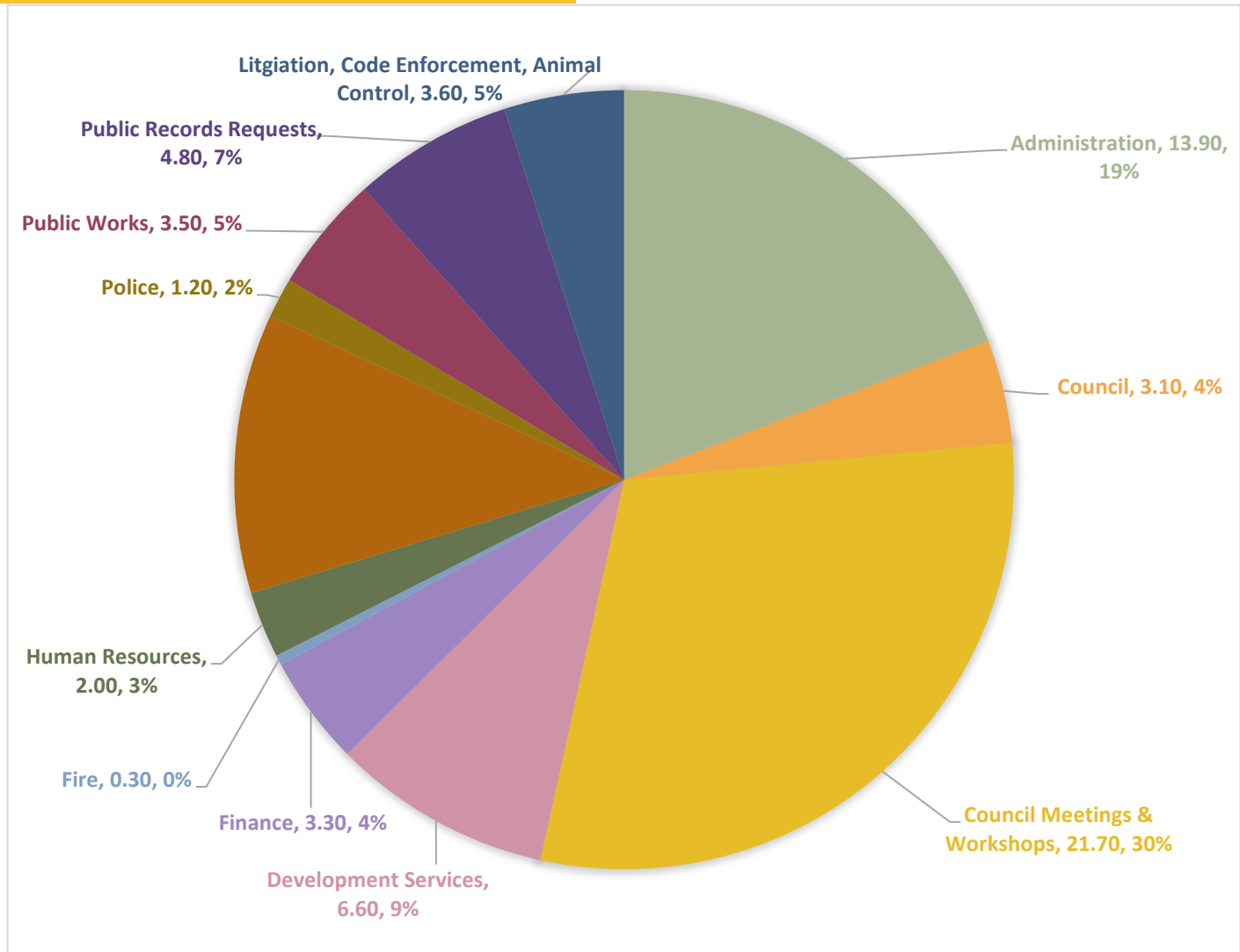
Reporting Period February 1-29, 2024

### City Attorney General Advice, Public Records Requests & Litigation

**Breakdown by Department/Service (hours, percentages)**

**Hours = 72.4**

**Fees & Expenses = \$19,859.05**





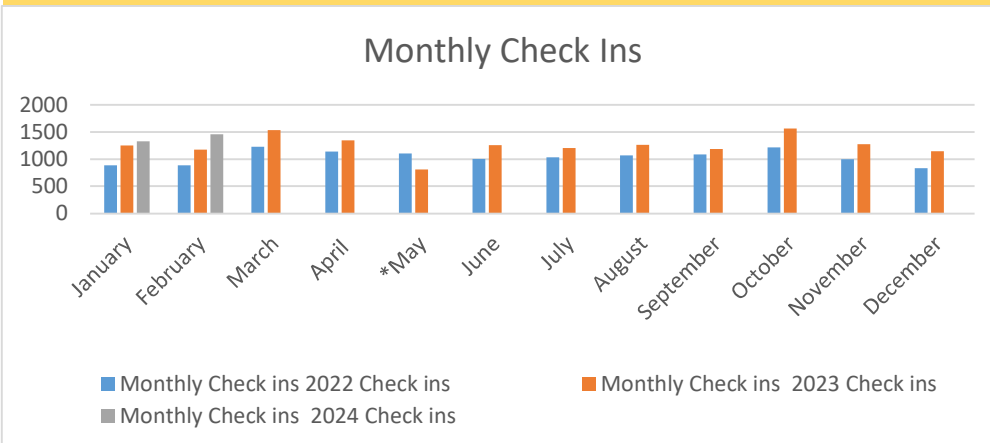
## OAK HARBOR POLICE DEPARTMENT FEBRUARY 2024

CLASSIFICATION	CALLS
CALLS FOR SERVICE	943
MISDEMEANOR ARRESTS	39
FELONY ARRESTS	12
TRAFFIC – INFRACTION	23
TRAFFIC - CRIMINAL	11
TRAFFIC - STOPS	261
ANIMAL CALLS	45
ASSAULT PHYSICAL & DOMESTIC VIOLENCE	48
ASSIST PUBLIC	92
BURGLARY	5
CIVIL	17
COURT ORDER VIOLATION	5
DEATH INVESTIGATION	2
DISORDERLY/TRESPASS/MENTAL HEALTH	96
RAPE	3
SUICIDE THREAT	17

### Membership at The Center

February	997
Prior Month	998

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



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

**15,001 check ins at The Center in Oak Harbor in 2023!**

### Facility Rentals

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

	2022 Bookings	2022 Revenues	2023 Bookings	2023 Revenues	2024 Bookings	2024 Revenues
Fort Nugent Park	74	\$ 1,850.00	102	\$ 2,575.00	1	\$ 25.00
Catalina Park	0	\$ -	7	\$ 250.00	1	\$ 50.00
Smith Park	3	\$ 75.00	4	\$ 100.00	0	
Flinstone Park	3	\$ 75.00	4	\$ 100.00	0	
Windjammer Park	78	\$ 4,050.00	158	\$ 9,000.00	0	
The Center in Oak Harbor	47	\$ 5,019.50	68	\$ 7,360.50	16	\$1,660.00
<b>Totals</b>	<b>205</b>	<b>\$ 11,069.50</b>	<b>343</b>	<b>\$ 19,385.50</b>	<b>18</b>	<b>\$1,735.00</b>

### Highlights: Valentine Treat Boxes

The valentine boxes are always a hit! Staff and volunteers prepared and sold ninety boxes this year.



### Highlights: New Bus Maiden Voyage!

Our new bus made its first trip taking a group of travelers to Seattle for the Flower & Garden Show.





## PUBLIC WORKS DEPARTMENT

*Reporting Period February 1 - February 29, 2024*

<b><u>PARKS</u></b>	<b><u>UNITS</u></b>	<b><u>QUANTITY</u></b>	<b><u>COMMENTS</u></b>
Digital Board Banners	Each	6	
<b><u>STREETS</u></b>	<b><u>UNITS</u></b>	<b><u>QUANTITY</u></b>	<b><u>COMMENTS</u></b>
Tree/Brush Trimming/Weeding ROW/Debris Pickup	Hours	55.00	
Street Sweeping	Hours	6.00	
Street Lights	Hours	12.00	
Sign Fabrication/Repair/Installation/Cleaning	Hours	11.00	
Crack Sealing	Hours	70.00	
Pedestrian and Signal/School Flashers/In Road Inspections/RRFB	Hours	68.00	
Patching/Pothole Repair/Shoulders	Hours	48.50	
Sidewalk Grinding and Repair/ADA Cleaning	Hours	8.00	
<b><u>WATER</u></b>	<b><u>UNITS</u></b>	<b><u>QUANTITY</u></b>	<b><u>COMMENTS</u></b>
Gallons Processed (City)	Gallons	35,606,000	
Gallons Processed (Navy)	Gallons	14,292,000	
Gallons Produced (Wells)	Gallons	0	
Average Gallons Consumed/Day (City)	Gallons	1,227,793	
Water Service Requests	Each	390	
After Hour Call Outs	Each	8	
Samples (Coliform)	Each	25	
Samples (Chlorine, PH, Temp)	Each	74	
Average Chlorine Residual	mg/L	0.83	
Utility Locates	Each	155	
Water Main Leaks	Each	1	
<b><u>CLEAN WATER FACILITY</u></b>	<b><u>UNITS</u></b>		



## PUBLIC WORKS DEPARTMENT

Reporting Period February 1 - February 29, 2024

DMR Flow	Million Gallons	63.96	
NPDES Permit Compliant	Yes/No	yes	
Nutrient Permit DMR OK	Yes/No	yes	
Bio-Solids	Dry Tons	26.22	
<b><u>METRIC</u></b>			
<b><u>WASTEWATER COLLECTIONS/STORM DRAIN</u></b>	<b><u>UNITS</u></b>	<b><u>QUANTITY</u></b>	<b><u>COMMENTS</u></b>
Catch Basin Inspections	Each	20	
Street Sweeping	Hours	250	Sweeper Miles
Grease Traps Inspections	Hours	14	
Storm Water Inspections	Hours	86	
Source Control Inspections	Hours	20	
<b><u>SOLID WASTE</u></b>	<b><u>UNITS</u></b>	<b><u>QUANTITY</u></b>	<b><u>COMMENTS</u></b>
Solid Waste Collection-Residential	Tons	173.89	
Solid Waste Collection-Commercial	Tons	401.20	
Yard Waste Collection	Tons	17.22	
Recycling Collection	Tons	80.88	
Residential Requests for Large Item Pickup or Special Requests	Yards	18.00	
<b><u>EQUIPMENT RENTAL</u></b>	<b><u>UNITS</u></b>	<b><u>QUANTITY</u></b>	<b><u>COMMENTS</u></b>
Unleaded Fuel	Gallons	2239	
Diesel Fuel	Gallons	2710	
Average Cost of Unleaded	Per Gallon	\$3.42	
Average Cost of Diesel	Per Gallon	\$4.08	
Number of Vehicles in Fleet	Each	106	
Number of Equipment in Fleet	Each	165	
<b><u>EQUIPMENT RENTAL REPLACEMENTS</u></b>	<b><u>UNITS</u></b>	<b><u>QUANTITY</u></b>	<b><u>COMMENTS</u></b>
Number of Replacements Completed	Each	5	
<b><u>TECH FUND</u></b>	<b><u>UNITS</u></b>	<b><u>QUANTITY</u></b>	<b><u>COMMENTS</u></b>
Number of Replacements Completed	Each	5	
<b><u>SHOP FACILITY</u></b>	<b><u>UNITS</u></b>	<b><u>QUANTITY</u></b>	<b><u>COMMENTS</u></b>
Labor Pool at City Hall	Hours	0.00	





## PUBLIC WORKS DEPARTMENT

*Reporting Period February 1 - February 29, 2024*

Labor Pool at Police Department	Hours	0.00	
Labor Pool at Parks and Recreation	Hours	0.00	
Labor Pool at Library	Hours	0.00	
Labor Pool at PW Divisions	Hours	0.00	
<b>ENGINEERING</b>	<b>UNITS</b>	<b>QUANTITY</b>	<b>COMMENTS</b>
Permits Issued	Each	19	
Inspections Performed	Each	56	
Development Review	Hours	61.00	
Archaeological Site Monitoring	Hours	4.00	
Archaeological Site Reports	Hours	4.00	
Active Capital Projects	Each	19	