



Town of Coupeville

4 NE Seventh ▪ PO Box 725 ▪ Coupeville WA 98239
360.678.4461 ▪ 360.678.3299 Fax ▪ www.townofcoupeville.org

TOWN COUNCIL MEETING AGENDA Island County Hearing Room January 28, 2014 6:30 pm

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CHANGES AND APPROVAL OF AGENDA

APPROVAL OF MINUTES

Regular Meeting of January 14, 2014

MAYOR'S REPORT

AUDIENCE INPUT - See NOTE

NEW BUSINESS

- 1. Consider Interlocal Agreement with Island County for Law Enforcement Services**
Mayor recommends a motion to approve the Interlocal Agreement with Island County for Law Enforcement Services
- 2. Approval of January 28, 2014 Claims Vouchers/Warrants - Staff recommends approval of the January 28, 2014 claims vouchers/warrants #26340 to #26383 for a total of \$138,660.28.**

STAFF REPORTS

COUNCIL REPORTS

AUDIENCE INPUT - See NOTE

EXECUTIVE SESSION - Personnel Evaluation and Salary Proposal

ADJOURN

NOTE: Audience Input - This is time set aside for members of the public to speak to the Council about subjects of concern or interest, or items not already set aside for a public hearing. Questions presented may not be answered immediately if all information is not available, but will be responded to as soon as possible. To ensure your comments are recorded properly, you need to state your name and address clearly into the microphone. Please limit your comments to 5 minutes. Input requiring more lengthy comment is best submitted in writing.

NOTE: Persons with disabilities requiring elevator access to the Hearing Room, please call twenty-four (24) hours prior to the scheduled event to Clerk-Treasurer (360) 678-4461, ext 7.

Town of Coupeville
Regular Council Meeting
January 14, 2014
6:30 pm

Mayor Conard called the Regular Meeting of the Coupeville Town Council to order at 6:30 pm.

PRESENT: Mayor Nancy Conard, Councilmembers Dianne Binder, Bob Clay, Jackie Henderson, Molly Hughes and Pat Powell.

STAFF PRESENT: Town Marshal Lance Davenport, Town Planner Bridget Smith, Clerk-Treasurer Judy Thomas

OATH OF OFFICE - Councilmembers Dianne Binder and Pat Powell

Mayor Conard administered the oaths of office to Councilmembers Dianne Binder and Pat Powell and welcomed them aboard, again.

CHANGES AND APPROVAL OF THE AGENDA

There were no changes to the Agenda.

Council Action: A motion was made by Councilmember Clay, second by Councilmember Henderson, to approve the Agenda as submitted. The motion passed 5-0.

APPROVAL OF MINUTES

The minutes of the Regular Meeting of December 10, 2013 were approved with one typo correction on Page 2, from '~~education al~~ to educational'. The minutes of the Special Meeting of January 2, 2014 were approved with one typo correction on Page 1, 'Council Action: A motion was ~~mad~~ made...'.

MAYOR'S REPORT

- Mayor Conard explained that the EIS scoping comment period on the Growlers, has been extended to the end of this month (January).
- The Town is hosting a short course on Planning, focusing on Historic Preservation, on February 5th at the Rec Hall. She asked Council to let her know if they are interested in attending. This course is especially good for the Town Council, Historic Preservation Commission and the Planning Commission.
- She noted that at the Island County Commissioners work session, the Commissioners recognized Jackie Henderson for 35 years of service to Island County.
- Councilmember Hughes asked about the status of the furnace installation and Mayor Conard responded that it would be completed tomorrow.

AUDIENCE INPUT

Miriam Myers, 1040 NE Summit Loop, Coupeville, asked members of the community to be proactive to ensure personal security to discourage persons from coming onto their property. Be sure to lock their doors and suggested establishing a neighborhood watch program. Mayor Conard responded that Marshal Davenport could put something in the Town Newsletter; and said that the Police Department has not received any reports of any criminal prowls but she encouraged everyone to please call 911 if they see any suspicious activity.

PRESENTATIONS**Coupeville Festival Association Report – Mike Dessert, President**

Mike Dessert, president of the board of the Coupeville Festival Association (CFA), gave a brief history of how the Coupeville Arts & Crafts Festival began. The first festival was held in August 1964 and he explained how it developed over subsequent years. The CFA is a non-profit organization, with no paid staff and all work is done by volunteers. All profits are donated back into the community within the zip code 98239; and he provided a list of where the major donations have been provided (through grants) over the past 50 years. He explained many of the programs that have been funded by the Festival Association. They estimated approximately 20,000 attendees at the 2013 Arts & Crafts Festival. Their website is www.coupevillefestival.com and there is a link for people to volunteer.

NEW BUSINESS**Approval of CUP 13-02 to convert an accessory building into a Bed & Breakfast, applicant**

Kevin Griggs – *Staff recommends approval of CUP 13-02 for applicant Kevin Griggs to convert an accessory building into a B&B Inn.*

Planner Bridget Smith explained the project is to change the use of an existing building to a Bed & Breakfast. There is no construction needed for this project. A staff report was provided recommending approval of the CUP.

Council Action: A motion was made by Councilmember Henderson, second by Councilmember Powell, based upon the staff report, evidence presented and recommendation by the Planning Commission to approve the Conditional Use Permit CUP 13-02, and adopt the findings of fact and conclusions of law. The motion passed 5-0.

Approval of Collective Bargaining Agreement with Coupeville Deputy Marshal's Association for 2014-2017 – Mayor recommends a motion to approve Agreement with the Coupeville Deputy Marshals; Association for 2014-2017.

Mayor Conard explained that in October 2012 the department went from one Town Marshal and four Deputy Marshals to one Town Marshal and one Deputy Marshal; due to one deputy who was out due to illness, and two deputies went to other positions. At that time, one of the challenges for retaining officers was the rate of pay. She identified three options to consider: Going to the voters and requesting additional taxes to allow for an increase in pay; Restructuring the department and method of providing service to reduce the staff and use the saved funds to increase pay; and consider a contract with Island County to provide service. This agreement reduces the deputy positions from four to three and will allow for 24-hour coverage and a 20% pay increase for deputy marshals.

There were some questions regarding the agreement language that needed to be clarified prior to making a motion and Mayor Conard called for a short recess at 7:40 pm. At 7:47 pm they reconvened to regular session.

The following changes were made to the agreement: Article 21.1 Employees are entitled to 1 (one) 30 (thirty) minute meal period for 8 (eight) hours worked and an additional 30 (thirty) minute meal period for each additional 4 (four) hours worked; and (1) one 15 (fifteen) minute rest break for each four hours worked. Also, wherever the word 'manager' is in the agreement, it will be changed to 'mayor.'

Council Action: A motion was made by Councilmember Binder, second by Councilmember Clay, to approve Agreement with the Coupeville Deputy Marshals; Association for 2014-2017, as amended. The motion passed 5-0.

Approval of December 31, 2013 Claims Vouchers and December Payroll – *Staff recommends approval of the December 31, 2013 claims vouchers/warrants#26280 to #26339 for a total of \$99,882.05; and December 2013 payroll warrants #14668 to #14700 for a total of \$88,577.32.*

Several questions were asked and answered and no changes were suggested.

Council Action: A motion was made by Councilmember Hughes, second by Councilmember Binder, to approve the December 31, 2013 claims vouchers/warrants#26280 to #26339 for a total of \$99,882.05; and December 2013 payroll warrants #14668 to #14700 for a total of \$88,577.32. The motion passed 5-0.

DISCUSSION

Draft Interlocal Agreement with Island County for Law Enforcement Services

Mayor Conard explained that contracting with Island County for law enforcement services is one of the three options being considered to continue providing law enforcement services in the Town of Coupeville. Copies of the Draft Agreement were available for the audience and she went page by page through the agreement. She explained what would be different from the current law enforcement services being provided by the Town and if the County provides law enforcement services, The level of service will not change and will probably not even be noticed.

Sheriff Brown gave an overall summary of how the sheriff's department would provide law enforcement services.

Toni Piazzon, Coupeville, provided a petition of signatures she had collected, "Petition to Save Coupeville Marshal's Office and Night Deputy." She explained that as she was collecting signatures she heard a lot of stories of criminal activity in the Pennington Hill area and there is no patrolling going on. She suggested that the Town raise taxes and keep the Marshal's office.

Mayor Conard replied that today was the first the Town had heard of problems in her area, no calls have been received. She encouraged residents to call 911 with any concerns.

Diane Piazzon, Coupeville, asked whether the level of coverage is 12 hour or 24 hour and that she would like to have the police blotter in the newspaper. Mayor Conard said we are providing 24-hour coverage. Marshal Davenport noted that he submits a weekly police blotter to the newspaper and it is up to the newspaper whether they print it.

Neil McPherson, 1 Front Street, Coupeville, expressed some concern about the changes.

Mayor Conard thanked everyone for coming and expressing their concerns.

Mayor Conard called for a short recess at 9:32 pm for approximately 5 minutes.

EXECUTIVE SESSION – Personnel Evaluation and Salary Proposal

Mayor Conard called for executive session to discuss Personnel Evaluation and Salary Proposal for about 30 minutes. Mayor Conard, Councilmembers Binder, Clay, Henderson, Hughes and Powell, convened to executive session at 9:40 pm.

ADJOURNMENT: 9:40 pm

Respectfully Submitted:

MAYOR:

Judy A Thomas, Clerk-Treasurer

Nancy Conard

A complete audio recording of this meeting is available upon request from the Clerk-Treasurer.

TOWN OF COUPEVILLE

From the Desk of Nancy Conard, Mayor

M E M O R A N D U M

January 24, 2014

TO: Town Council

FROM: Nancy Conard 

RE: Contracting for Law Enforcement Services

As you are aware, the Town has dealt with a number of challenges in providing law enforcement services to the community. Turnover in staff has been a significant issue, peaking in October 2012 when we lost three of our four deputy marshals within a very short period. In addition, hiring, supervising and disciplining personnel has consumed a great deal of time and effort. Administration of the department is time consuming, and challenging with our very small staff. The department is not up to date on policies and procedures and has not been able to participate in much training or inservice activities due to our short staff.

In October, I committed to exploring three options to shore up the department and the level of service we provide.

Option 1 was to consider asking for a tax increase to fund a higher rate of pay and to cover other law enforcement costs that were underfunded. I previously provided information to the council about the level of tax increase required on our small tax base to make a significant change. I also suggested that a comprehensive review of all Town departments should be completed to determine any other needs before going to the voters. I suggested holding on that option as we explore the other two.

Option 2 was to review and revise the way service is provided, and consider reducing staffing by one deputy, and using the funds for that position to more fully fund the department and provide a wage increase. We implemented one change almost two years ago: we changed from police patrol occurring 24 hours, 7 days a week, to 24 hour coverage, with a mix of patrol and officers being on-call to respond to incidents. This has allowed us to recently approve a 20% wage increase to deputies.

Option 3 was to evaluate contracting for law enforcement services. Other small towns and cities have gone this direction. We contracted with a consultant to assist the Town in developing a potential agreement with Island County Sheriff's Office. The current proposal maintains the Town's authority to set the direction and expectations of the department, and has the staff hired and supervised by the Sheriff's Office. Designated officers would work out of Town Hall, wear our uniforms and drive Town cars. The Sheriff's office would assume administration of the department, and all the resources of their larger department would be applied to Coupeville: detectives, evidence technicians, special services, support services and records management.

I have talked with staff and elected officials in several communities that have similar contracts, and I have come to believe there are significant advantages of economy of scale, to have the administrative activities assumed by a larger agency. The draft proposal allows the Town to have the best of two worlds: the ability to set performance expectations at a local level, performed by staff assigned to our community; and the elimination of significant administrative responsibilities.

The agreement also would provide depth to our staff. In the event of staff turnover, we would have access to a large pool of employees to cover us until permanent staff are in place again.

For the above reasons, I believe an agreement with Island County will allow the Town to provide a level of patrol and service to the community that is better than currently provided and which addresses the staff turnover and other personnel challenges we have and are experiencing. The cost of the agreement is very similar to the current expense of staffing and operating our own department.

For the last number of months, we have provided police service with one full time regular deputy and two reserve deputies. The reserve deputies have each worked almost full time. Each of them has recently accepted other employment. Marshal Davenport expects to fill out the February schedule with the help of other reserve officers. Due to this most recent development, I am recommending an effective date of the agreement of March 1, 2014.

Recommendation

Motion to approve the Interlocal Agreement between Island County and the Town of Coupeville for the Provision of Law Enforcement Services, effective March 1, 2014.

**INTERLOCAL AGREEMENT BETWEEN
ISLAND COUNTY AND THE TOWN OF COUPEVILLE
FOR THE PROVISION OF LAW ENFORCEMENT SERVICES**

THIS INTERLOCAL AGREEMENT BETWEEN ISLAND COUNTY AND THE TOWN OF COUPEVILLE FOR THE PROVISION OF LAW ENFORCEMENT SERVICES (the "AGREEMENT"), entered into by and between Island County, a political sub-division of the State of Washington (hereinafter referred to as the **COUNTY**), and the Town of Coupeville, a municipal corporation of the State of Washington (hereinafter referred to as the **TOWN**).

WITNESSES THAT:

WHEREAS, the **TOWN'S** geographical boundaries lie entirely within the **COUNTY**;
and

WHEREAS, the **TOWN** possesses the power, legal authority and responsibility to provide law enforcement services within its boundaries; and

WHEREAS, the **COUNTY**, through the Island County Sheriff's Office (hereinafter referred to as the **SHERIFF**) provides law enforcement services to the citizens of Island County; and

WHEREAS, the **COUNTY** has the power and legal authority to extend those law enforcement services into the geographical area of the **TOWN**; and

WHEREAS, Chapter 39.34 RCW authorizes two or more public entities to contract with each other to perform functions that each may individually perform; and

WHEREAS, the **TOWN** desires to enter into an agreement with the **COUNTY** whereby the **COUNTY**, through the **SHERIFF**, will provide quality law enforcement services to the **TOWN** and its inhabitants; and

WHEREAS, the **COUNTY** agrees to render such law enforcement services, through the **SHERIFF**;

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

1.0 BASE LEVEL SERVICES. The **COUNTY** will provide within **TOWN** limits the following law enforcement services, rendering such services in the same manner, and with the same equipment, as is customarily provided by the **COUNTY** in unincorporated Island County unless otherwise set forth herein:

1.1 PATROL SERVICES. The **COUNTY** will provide Police Patrol Services as the first response for the enforcement of state law and Town adopted municipal, criminal and traffic codes. Patrol services shall include reactive patrol to respond to calls for service, proactive patrol to prevent and deter criminal activity, and traffic patrol to enforce applicable traffic codes and investigate collisions. The deputies assigned to the **TOWN** in accordance with this Agreement will provide patrol services during their scheduled work shifts exclusively within the **TOWN** limits, provided that deputies may be directed to duties outside the **TOWN** in cases of emergency only.

1.2 INVESTIGATIVE SERVICES. The **COUNTY** will provide Investigative Services consisting of investigation of all crimes which occur in the **TOWN** as assigned by the Town Marshal and consistent with investigative practices which occur in the **COUNTY**. In addition to these investigative services, the **COUNTY** will investigate all major crimes such as homicide, special assaults, missing persons, vice, and child abuse in a manner consistent with other similar county investigations.

1.3 SPECIAL SERVICES. The **COUNTY** will provide Special Services that may include, but are not limited to, hostage negotiations, HEAT, bomb disposal, sex offender registration, polygraph, reserve deputy support, and volunteer community crime prevention services.

1.4 SUPPORT SERVICES. The **COUNTY** will provide Support Services that include but are not limited to planning & research, subpoena control, fingerprinting, concealed pistol licenses, training, accounting, payroll, personnel, labor relations, media relations, public disclosure, fleet management, radio maintenance, purchasing, risk management, internal investigations and contract administration.

1.5 RECORDS. The **COUNTY** will perform required data entry into the Records Management System in accordance with this Agreement, and shall maintain all records in the **COUNTY** facility.

1.6 EVIDENCE. The **COUNTY** will process and maintain Evidence and Property collected as a result of investigations occurring within the **TOWN** in the same manner used for **SHERIFF** investigations occurring in the unincorporated portions of the **COUNTY** and in accordance with generally accepted practices.

1.7 TOWN MARSHAL'S OFFICE SERVICES. The **TOWN** will maintain civilian staff, (not dedicated Marshall Office staff) during regular business hours to respond to citizen inquiries of a general law enforcement nature.

2.0 ORGANIZATION. The **COUNTY** will provide the services identified in Section 1.0 through the following organization:

2.1 **TOWN MARSHAL.** After considering the advice and recommendations of the **TOWN**, the **COUNTY** will designate a **SHERIFF'S** sergeant to serve as the Town Marshal. The Town Marshal will coordinate service delivery, attend Council and other public meetings as required by the **TOWN**, prepare budget requests, schedule employees, and generally manage law enforcement activities on behalf of the **TOWN**. The **SHERIFF** has no interest in defining law enforcement issues and priorities of importance to the **TOWN** to the extent that the **TOWN's** directives to the Town Marshal are lawful. The Town Mayor shall maintain the authority to define law enforcement issues and priorities to the Town Marshal or his/her designee. The Town Marshal and all other personnel assigned to the **TOWN** under this Agreement will respond to the general law enforcement issues and priorities identified by the Town Mayor.

2.2 **ASSIGNED DEPUTY SHERIFF PERSONNEL.** The **COUNTY** will assign fully commissioned deputy sheriffs to the **TOWN**, as shown in Addendum 1 or as amended per section 6.3 of this Agreement. The/these deputy/deputies will be dedicated full-time to provide the law enforcement needs of the **TOWN** by performing patrol, investigative or other special services under supervision of the Town Marshal.

2.3 **JOINT USE OF MARSHAL'S OFFICE FACILITY.** Deputies providing work for the Town or in the course of their duties in responding to or handling calls for service or performing pro-active work in and for the Town of Coupeville will be permitted to use the **TOWN** Marshal Office space at no additional cost to the **COUNTY** for the purpose of completing their work. Should the **COUNTY** and the **TOWN** desire to expand the use of **TOWN** facilities beyond normal expected use, they may do so through a separate agreement. The parties agree that for the purposes of community identity, the **TOWN** space shall be identified as the "Coupeville Marshal's Office."

2.4 **WORK LOCATION.** With the exception of services provided under 7.2.1, assigned personnel identified in Sections 2.1 and 2.2 above shall provide the described services exclusively within the **TOWN** limits, provided that personnel may be directed to duties outside the **TOWN** in cases of emergency only.

2.5 **MARKING OF VEHICLES AND UNIFORMS.** The vehicles and uniforms of the Town Marshal and deputies assigned full time to the **TOWN** under this Agreement will display identification of the **TOWN**. The **TOWN** will determine the form of identification; provided, the **SHERIFF'S** badge will be retained on the uniform and any marked vehicles may display a small graphic stating "Law enforcement services provided by the Island County Sheriff's Office", at the Sheriff's discretion, or something similar and mutually acceptable.

3.0 REPORTING.

3.1 **REPORTING DISTRICTS.** The **COUNTY** will maintain reporting districts that are coterminous with the Town boundaries to enable accurate data collection on criminal and traffic activity and on dispatched calls for service.

3.2 **NOTIFICATION TO TOWN MAYOR.** The Town Mayor will provide the Town Marshal with a list of events that the Town Mayor considers significant occurrences. The Town Marshal will promptly notify the Town Mayor in the event of a significant occurrence or other major event within the **TOWN**.

3.3 **ACTIVITY REPORTS.** Each month, the **COUNTY** will provide reports to the **TOWN**, through the Town Marshal, on criminal, traffic and any other activity deemed of interest to the **TOWN** by the Mayor, and within the Town limits.

3.4 **MEDIA RELEASES.** The **SHERIFF's** designated Public Information Officer(s) will prepare news releases concerning major crime investigations or other significant matters of public interest which are conducted by **SHERIFF** investigators and will send a copy to the Town Mayor or the Town Mayor's designee and to the Town Marshal. The Town Marshal, or the Town Marshal and the **SHERIFF's** Public Information Officer will prepare media releases concerning law enforcement activities conducted by deputies assigned to the **TOWN** under this Agreement. Information concerning performance under this Agreement shall not be released to the media by either party without first discussing the issues involved with the other party, including the Town Mayor and the Town Attorney, as appropriate.

4.0 PERSONNEL AND EQUIPMENT.

4.1 **INDEPENDENT CONTRACTOR.** The **COUNTY** is acting hereunder as an independent contractor so that:

4.1.1 **SERVICE PROVIDED BY COUNTY EMPLOYEES.** All County Employees rendering services hereunder shall be considered employees of the **COUNTY** for all purposes.

4.1.2 **CONTROL OF PERSONNEL.** With the exception of **TOWN** guided priorities, the **COUNTY** shall control the conduct of personnel, including standards of performance, discipline and all other aspects of performance.

4.1.3 **TOWN MARSHAL WORK SCHEDULE.** The **TOWN** shall establish the work schedule in accordance with the labor agreement between Island County and the Island

County Deputy Sheriff's Guild, and determine enforcement issues and priorities of the Town Marshal appointed pursuant to paragraph 2.1.

4.1.4 **OPERATIONAL CONTROL BY TOWN MARSHAL.** Operational control of personnel, including but not limited to establishing work shifts and schedules, assignments, training requirements, overtime, etc. shall be the responsibility of the Town Marshal, in consultation with the Town Mayor. Notwithstanding terms and conditions contained in this Agreement, such operational control shall be consistent with provisions contained in the **SHERIFF's** Office Policy Manual and Procedures and any prevailing labor agreements.

4.1.5 **TOWN RIGHT TO REQUEST REPLACEMENT OF PERSONNEL.** The **TOWN** shall have the right to require the **COUNTY** to replace **COUNTY** personnel assigned to provide services under this Agreement, except as provided in paragraph 4.1.6 provided such requirement is made for reasonable cause. "Reasonable cause" shall include, but not be limited to, the following: Documented inability to correct performance deficiencies without resorting to formal discipline; an abrasive style that generates repeated citizen complaints; an inability or unwillingness to perform law enforcement duties required by the **TOWN** that are not normally performed by Sheriff's deputies in unincorporated Island County.

4.1.6 **REPLACEMENT OF TOWN MARSHAL.** The Town Marshal designated under paragraph 2.1 may be replaced in the manner described in the paragraphs which follow.

4.1.6.1 **TOWN REQUEST.** The **COUNTY** will replace the Town Marshal designated under paragraph 2.1 within thirty (30) days of receipt of a written request from the Town Mayor. Any written request for replacement of the Town Marshal shall be delivered to the Sheriff personally or by certified or registered mail.

4.1.6.2 **COUNTY REQUEST.** The **COUNTY** may replace the Town Marshal designated under paragraph 2.1; provided,

1. The sergeant currently serving as Town Marshal has been assigned to the **TOWN** in that capacity for three consecutive years; or
2. The sergeant assigned to the **TOWN** as Town Marshal has been promoted to a higher rank within the Sheriff's Office; or
3. The **TOWN** agrees to the **COUNTY's** request to replace the sergeant.

The **COUNTY** will provide the **TOWN** with a minimum of 60 days notice of its intent to replace the sergeant assigned to the **TOWN** as the Town Marshal.

If replacement is a result of the sergeant being promoted to a higher rank within the **SHERIFF'S** Office, the **TOWN** may retain the person assigned beyond 60 days by paying the **COUNTY** the difference in salary and benefits between sergeant and the higher ranking position.

When the Town Marshal is replaced pursuant to this section, the **COUNTY** will provide the replacement sergeant to the **TOWN** a minimum of two weeks prior to the actual transfer in order to ensure an effective transition.

4.2 **SICK LEAVE TEMPORARY REPLACEMENT.** If a **COUNTY** employee assigned to the **TOWN** is absent from duty due to illness or injury for longer than the average annual sick leave usage for the LEOFF II patrol deputy work force, the **COUNTY** will provide a replacement on the first working day after the average annual sick leave period has been exceeded at no additional expense to the **TOWN**. The average annual usage of sick leave for the LEOFF II patrol deputy work force will be calculated in January of each year from the previous calendar year. This figure will be provided to the **TOWN** with the invoice for January of each year that this Agreement is in effect.

4.3 **DISCIPLINARY TEMPORARY REPLACEMENT.** If a deputy or sergeant assigned to the **TOWN** is absent from duty due to disciplinary action for a period in excess of one work day, the **COUNTY** will provide a replacement during the remaining term of the discipline at no additional expense to the **TOWN**.

4.4 **TOWN MARSHAL: TEMPORARY REPLACEMENT for UNPLANNED OR ANNUAL LEAVE.** If the Town Marshal assigned to the **TOWN** is absent from duty for annual leave or any unplanned reason for a period of more than ten (10) consecutive work days, the **COUNTY** will provide a replacement Town Marshal at the rank of Acting Sergeant or above, beginning on the 11th work day until such time as the Town Marshal assigned to the **TOWN** is able to return to his duties as Town Marshal. Furthermore, the **COUNTY** will provide a replacement Town Marshal beginning on the twenty-first work day in any calendar year in which the Town Marshal assigned to the **TOWN** takes annual leave in excess of twenty work days cumulatively during the year.

4.5 **TOWN MARSHAL: TEMPORARY REPLACEMENT for PLANNED ABSENCE.** If the Town Marshal assigned to the **TOWN** is absent for any pre-planned reason other than annual leave (example: long term work-related training, accrued holidays, comp-time), for a period in excess of ten (10) consecutive work days, the **COUNTY** will provide a replacement Town Marshal beginning on the first day of the planned absence.

4.6 **DEATH OR TOTAL DISABILITY OF TOWN MARSHAL.** In the event of the designated Town Marshal's death or total disability, the **COUNTY** will provide a replacement Town Marshal as soon as reasonably practicable and in no event greater than 30 days.

Assignment of a replacement Town Marshal shall be in accordance with Section 2.1 of this **Agreement**.

4.7 **TRANSFER OF EQUIPMENT REPLACEMENT.** Equipment purchased by the **COUNTY** with funds provided by the **TOWN** for the purpose of providing services under this Agreement or any predecessor agreement shall become property of the **TOWN** upon termination of this Agreement. The **COUNTY** shall provide the **TOWN** with a list of capital equipment covered by this section which shall be updated annually. The **TOWN** shall retain any money contributed towards reserve accounts for future replacement, purchase or upgrade of this equipment upon the termination of this Agreement.

4.8 **EQUIPMENT REPLACEMENT.** Equipment purchased by the **COUNTY** with funds provided by the **TOWN** for the purpose of providing services under this Agreement shall be maintained in a manner, and replaced at a point in time, no later than is consistent with the customary maintenance and replacement schedule for like equipment provided by the **COUNTY** in policing unincorporated Island County

4.9 **TRANSFER OF TOWN PERSONNEL.** Commissioned police department personnel employed full-time by the **TOWN** on the effective date of this **Agreement** will be eligible for transfer to the Island County Sheriff's Office as provided by RCW 41.14.250, 260, and 270.

4.9.1 Officers transferring to employment with the **COUNTY** shall be entitled to any front-loaded benefit, including sick leave, in accordance with the Collective Bargaining Agreement and/or Island County Policy.

4.9.2 Probation periods for any officers transferring to the **COUNTY** as a result of this contract shall begin on the date of employment by the **COUNTY**.

5.0 PERFORMANCE REVIEW SCHEDULE. The Sheriff or the Sheriff's designee shall meet with the Town Council as needed and at least bi-annually to discuss performance under this Agreement. The Town Council shall have an opportunity to comment on its satisfaction with the service delivered and request adjustments or modifications.

6.0 COMPENSATION.

6.1 **CONTRACT AMOUNT.** In consideration for the base level services provided by the **COUNTY** as set forth herein, the **TOWN** promises to pay the **COUNTY** a sum, quarterly, equal to one-fourth of the annual estimated amount determined to be the annual grand total according to Addendum 1, attached hereto and herein incorporated by reference; provided, the costs may be adjusted in accordance with paragraph 13.0, and

provided further, that costs increase or decrease by no more than three (3%) percent from the same costs forecasted in Addendum 2. Future contract cost adjustments will reflect actual costs incurred by the COUNTY.

An hourly rate is established for overtime beyond the 140 annual hours included in the personnel costs. At the request of the Town, subject to availability of County personnel, additional hours may be requested for special services or emphasis patrols.

6.2 BILLING. The TOWN will be billed in equal quarterly amounts for services rendered. The COUNTY will invoice the TOWN 30 days prior to contract taking effect and payment shall be due upon or before the effective date of the contract. Payments will be made in advance of services. Payments are due within 30 days after invoicing by the COUNTY. Payment shall be made to:

Island County Sheriff's Office
PO Box 5000
Coupeville, Washington 98239-5000

6.3 ADJUSTMENT OF LEVEL OF STAFF SERVICES. In the event the TOWN is unable to fund this Agreement in its entirety, the TOWN will notify the COUNTY in writing at least 60 days prior to any changes regarding the level of staff services, related capital equipment, or operational expenditures. The COUNTY shall make good faith efforts to accommodate such changes requested by the TOWN and if the COUNTY is able to do so, the parties agree to amend this Agreement per section 13.0.

7.0 TOWN RESPONSIBILITIES.

In support of the COUNTY providing the services described in Sections 1 and 2 above, the TOWN promises:

7.1 MUNICIPAL AUTHORITY. To hereby confer municipal police authority on all COUNTY deputies for the purposes of carrying out this agreement;

7.2 CRIMINAL JUSTICE SYSTEM SERVICES (PROSECUTION, DISTRICT COURT AND ASSIGNED COUNSEL). To provide for criminal justice system services necessary to support this Agreement that are directly attributable to enforcement of state and municipal laws within TOWN limits.

7.2.1 JAIL SERVICES. The current arrangement between The TOWN of COUPEVILLE and The ISLAND COUNTY SHERIF'S OFFICE regarding Jail Services provided by ISLAND COUNTY in exchange for area coverage outside of the TOWN limits shall continue under this Agreement.

7.3 SPECIAL SUPPLIES. To supply at its own cost and expense any special supplies, stationery, notices, forms, equipment, uniforms where such is required by the **TOWN** or must be issued in the name of the **TOWN**;

7.4 ICOM CONTRACT. To maintain its contract with ICOM for radio communication, dispatch services and CAD/RMS terminal assessments.

7.5 CIVILIAN SUPPORT STAFF. As noted in section 1.7 The **TOWN** will maintain civilian staff (not dedicated Marshal Office staff) during regular business hours to respond to citizen inquiries of a general law enforcement nature. These staff will be Town Hall City employees who generally respond to all Town inquires during the regular business hours.

7.6 MAINTENANCE of BUILDING. To maintain, at **TOWN** expense, the police department building, janitorial services, furnishings, fixtures, and **TOWN** owned equipment at the same level of maintenance as other **TOWN** owned and operated buildings. Any repairs to rectify damage caused by **COUNTY** employees who are not assigned to the **TOWN** shall be paid by the **COUNTY**.

8.0 DURATION.

8.1 TERM. This Agreement will provide for services hereunder commencing March 1, 2014 and will become effective when it has been duly authorized, executed by both parties, and filed with the Island County Auditor as required by RCW 39.34.040 or, alternatively, listed by subject on a public agency's web site or other electronically retrievable public source This Agreement shall remain in effect through December 31, 2017 unless either party initiates termination procedures as outlined in Section 9 or termination is necessary due to a lack of sufficient legislative appropriation by either party.

8.2 CONTRACT RENEWAL. If the **TOWN** desires to renew this agreement, written notice of intent shall be provided to the **COUNTY** no less than 120 days prior to the end date of this agreement. That written notice will prompt negotiations by both parties. If a renewal agreement is not fully executed by December 31, 2017 the **COUNTY** and **TOWN** agree to continue operating under the terms of this agreement until the renewal contract is in place, or until the termination process is complete, in accordance with Section 9.0, in order to provide for continuity of law enforcement services.

9.0 TERMINATION PROCESS. Either party may initiate a process to terminate this Agreement as follows:

9.1 WRITTEN NOTICE REQUIRED. The party desiring to terminate this Agreement shall provide written notice to the other party, as designated in Section 10.

9.2 TRANSITION PLAN. Upon receipt of such notice, the parties agree to collaborate and jointly work on, and complete within 120 days, an orderly transition of responsibilities from the **COUNTY** to the **TOWN** over a minimum time frame of twelve months; provided, the minimum time frame to complete and implement a transition plan may be shortened as necessary if this Agreement is terminated due to lack of legislative appropriation by either party. The transition plan shall identify and address personnel, capital equipment, workload, responsibility for on-going investigations, and any other issues related to the transition. Each party shall bear its respective costs in developing the transition plan.

9.3 FINAL NOTICE OF INTENT TO TERMINATE. Upon completion of a mutually agreed upon transition plan, or as necessary if this Agreement is terminated due to lack of legislative appropriation, either party may provide official final written notice of its intent to terminate this Agreement consistent with the contents of the plan, or as necessary due to lack of legislative appropriation.

9.4 RETURN OF EQUIPMENT AND FUNDS. Upon termination of this Agreement, the **COUNTY** shall deliver and transfer title to the **TOWN** all equipment used to provide service to the **TOWN** under this Agreement that was purchased either directly or through reimbursement with **TOWN** funds. The **COUNTY** shall also deliver to the **TOWN** any funds in Equipment Rental and Revolving (ER&R) or other reserve accounts accumulated for future vehicle or equipment purchases on behalf of the **TOWN**.

10.0 NOTICES. Any notice provided for or concerning this Agreement shall be in writing and shall be deemed given when delivered personally or when sent by certified or registered mail to the following:

Any notice to **ISLAND COUNTY** shall be sent or delivered to:

Island County Sheriff
PO Box 5000
Coupeville, Washington 98239-5000

Any notice to the **TOWN OF COUPEVILLE** shall be sent or delivered to:

Town of Coupeville
Attention: Nancy Conard, Town Mayor
PO Box 725
Coupeville, Washington 98239

11.0 INDEMNIFICATION.

11.1 **COUNTY RESPONSIBILITY.** The **COUNTY** shall protect, save, and hold harmless, indemnify and defend the **TOWN**, its elected and appointed officials, officers, employees and agents, from and against any loss or claim for damages of any nature whatsoever, including claims by third parties or **COUNTY** employees against which it would otherwise be immune under Title 51 RCW or other law, arising out of any act or omission of the **COUNTY** in performance of this Agreement, its elected or appointed officials, officers, employees or agents, including, but not limited to their acts or omissions which are outside the scope of their duties or this Agreement, except to the extent the loss or claim is attributable to the negligence or willful misconduct of the **TOWN**, its elected or appointed officials, officers, employees or agents.

11.2 **TOWN RESPONSIBILITY.** The **TOWN** shall protect, save, and hold harmless, indemnify and defend the **COUNTY**, its elected and appointed officials, officers, employees and agents from and against any loss or claim for damages of any nature whatsoever, including claims by third parties or **TOWN** employees against which it would otherwise be immune under Title 51 RCW or other law, arising out of any act or omission of the **TOWN** in performance of this Agreement, its elected or appointed officials, officers, employees or agents, including, but not limited to their acts or omissions which are outside the scope of their duties or this Agreement, except to the extent the loss or claim is attributable to the negligence or willful misconduct of the **COUNTY**, its elected or appointed officials, officers, employees or agents.

11.3 **TOWN ORDINANCES.** In executing this Agreement, the **COUNTY** does not assume liability or responsibility for or in any way release the **TOWN** from any liability or responsibility that arises in whole or in part from the existence or effect of **TOWN** ordinances, rules or regulations. In any cause, claim, suit, action or administrative proceeding in which the enforceability and/or validity of any such **TOWN** ordinance, rule or regulation is at issue, the **TOWN** shall defend on that issue at its sole expense, and if judgment is entered or damages are awarded against the **TOWN**, the **COUNTY**, or both, on that issue, the **TOWN** shall satisfy the same, including all chargeable costs and attorney's fees, attributable to the existence or effect of a **TOWN** ordinance, rule, or regulation. In any such cause, claim, suit, or action, each party shall otherwise remain responsible for its own acts or omissions, as well as those of its elected and appointed

officials, officers, employees and agents, as provided in paragraphs 11.1 and 11.2 to this Agreement.

11.4 COUNTY INSURANCE. During the term of this Agreement the COUNTY agrees to keep in full force and effect insurance, self insurance or membership in an insurance pooling entity authorized pursuant to Chapter 48.62 RCW with such coverages and limits as are in effect to cover the operations of the Island County Sheriff's Office at the time of execution of this Agreement. Not less than sixty (60) days written notice shall be provided to the TOWN in the event of any change in coverages or limits of insurance or the cancellation thereof.

11.5 TOWN INSURANCE. During the term of this Agreement the TOWN agrees to keep in full force and effect insurance, self insurance or membership in an insurance pooling entity authorized pursuant to Chapter 48.62 RCW with such coverages and limits as are in effect at the time of execution of this Agreement to the extent such cover the TOWN's actions in carrying out and/or failing to carry out its duties and obligations under this Agreement. Not less than sixty (60) days written notice shall be provided to the COUNTY in the event of any change in coverages or limits of insurance or the cancellation thereof.

12.0 AUDITS AND INSPECTIONS. The records and documents with respect to all matters covered by this Agreement shall be subject to inspection, review or audit by the COUNTY or the TOWN during the term of this Agreement and for a period of three years after termination. All records must be retained in accordance with the Local Government Common Records Retention Schedule prescribed by the Washington State Archivist. COUNTY and TOWN will cooperate to respond to public records request and to discovery in the event of litigation.

13.0 AMENDMENTS. This Agreement may be amended at any time by mutual written agreement of the parties that is executed and filed with the COUNTY Auditor as required by RCW 39.34.040.

14.0 NO THIRD PARTY BENEFICIARY. The COUNTY and the TOWN agree that this Agreement shall not confer third party beneficiary status on any non-party, including the citizens of either the COUNTY or the TOWN.

15. LEGAL REQUIREMENTS. Both parties shall comply with all applicable federal, state and local laws in performing this Agreement.

16.0 VENUE. The laws of the State of Washington shall apply to the construction and enforcement of this Agreement. Any action at law, suit in equity, or judicial proceedings for the enforcement of this agreement or any provision hereof, not resolved through the alternative dispute process set out in 18.0 below, shall be resolved in a court of competent jurisdiction with venue in Island County, Washington.

17.0 WAIVER OF DEFAULT. Waiver of any default shall not be deemed as a waiver of any subsequent default. Waiver or breach of any provision of this Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of this Agreement unless stated to be such through written approval by the COUNTY and the TOWN, which shall be attached to the original Agreement and filed with the COUNTY Auditor.

18.0 DISPUTE RESOLUTION

18.1 In the event differences between the TOWN and the COUNTY should arise over the terms and conditions of this Agreement, the SHERIFF and the Town Mayor, or their respective designees, shall attempt to resolve any problems on an informal basis.

18.2 If the problem cannot be resolved informally, the matter shall be referred to the Island County Dispute Resolution Center for mediation.

18.3 If mediation is not successful, either party may institute legal action to enforce the terms and conditions of this Agreement. The prevailing party in any legal action shall be entitled to reasonable attorney's fees and court costs.

19.0 ENTIRE AGREEMENT. The parties agree that this Agreement is the complete expression of the terms hereto and any oral representations or understandings not incorporated herein are excluded. Both parties recognize that time is of the essence in the performance and the provisions of this Agreement.

20.0 SEVERABILITY CLAUSE. Should any clause, phrase, sentence or paragraph of this Agreement be declared invalid or void, the remaining provisions of this Agreement shall remain in full force and effect.

In witness whereof, the parties have executed this Agreement

**BOARD OF ISLAND COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON**

Jill Johnson, Chair

Date

Kelly Emerson, Member

Date

Helen Price Johnson, Member

Date

TOWN OF COUPEVILLE

Name/Title

Date

ISLAND COUNTY SHERIFF

Mark C. Brown, Sheriff

Date

Addendum 1
 Coupeville Contract Costs
 2014-2016

| Personnel Costs | FTE Count | 2014 | * 2014 Adjusted | 2015 | 2016 |
|--------------------------------|-----------|----------------|-----------------|---------------|---------------|
| Deputy Sheriff, Patrol | 1 | \$ 91,632.00 | \$ 68,724.00 | \$ 93,464.00 | \$ 95,334.00 |
| Sergeant (Chief) | 1 | \$ 104,825.00 | \$ 87,354.00 | \$ 106,921.00 | \$ 109,060.00 |
| Overtime Allocation | | \$ 10,285.00 | \$ 8,571.00 | \$ 10,490.00 | \$ 10,700.00 |
| After Hours Personnel | | \$ 85,406.00 | \$ 71,172.00 | \$ 87,114.00 | \$ 88,856.00 |
| <i>Personnel Subtotal</i> | | \$ 292,148.00 | \$ 235,821.00 | \$ 297,989.00 | \$ 303,950.00 |
| Support Staff Costs | | | | | |
| Evidence Support | | \$ 7,815.00 | \$ 6,512.00 | \$ 7,971.00 | \$ 8,130.00 |
| Civil/Records Support | | \$ 18,127.00 | \$ 15,106.00 | \$ 18,489.00 | \$ 18,859.00 |
| Administrative Support | | \$ 26,663.00 | \$ 22,219.00 | \$ 27,196.00 | \$ 27,739.00 |
| Detective Support | | \$ 31,262.00 | \$ 26,052.00 | \$ 31,887.00 | \$ 32,524.00 |
| <i>Support Staff Subtotal</i> | | \$ 83,867.00 | \$ 69,889.00 | \$ 85,543.00 | \$ 87,252.00 |
| Annual Operating Costs | | | | | |
| Vehicle Fuel | | \$ 13,533.00 | \$ 11,277.00 | \$ 13,803.00 | \$ 14,079.00 |
| Vehicle Replacement | | \$ 23,160.00 | \$ 19,300.00 | \$ 23,623.00 | \$ 24,095.00 |
| Vehicle Maintenance | | \$ 6,844.00 | \$ 5,703.00 | \$ 6,980.00 | \$ 7,120.00 |
| Office Supplies | | \$ 5,459.00 | \$ 4,549.00 | \$ 5,568.00 | \$ 5,679.00 |
| Small Equipment | | \$ 1,742.00 | \$ 1,452.00 | \$ 1,776.00 | \$ 1,812.00 |
| Com -Cell, Computers | | \$ 6,565.00 | \$ 5,471.00 | \$ 6,696.00 | \$ 6,830.00 |
| <i>Operating Cost Subtotal</i> | | \$ 57,303.00 | \$ 47,752.00 | \$ 58,446.00 | \$ 59,615.00 |
| Credits | | | | | |
| Patrol Equipment | | \$ (15,200.00) | \$ (15,200.00) | | |
| Patrol Vehicles | | \$ (6,000.00) | \$ (6,000.00) | | |
| <i>Credit Subtotal</i> | | \$ (21,200.00) | \$ (21,200.00) | | |
| Grand Total by Year | | \$ 412,118.00 | \$ 311,062.00 | \$ 441,978.00 | \$ 450,817.00 |

Additional OT Cost per/hr including benefits \$ 72.60

* 2014 Adjusted March 1, 2014 - Dec 31, 2014

TOWN OF COUPEVILLE
WARRANT REGISTER (BGTRAN)
01/22/2014 (Printed 01/22/2014 13:12)

| WARRANT VENDOR | | | DATE | | | | |
|----------------|--------|------------------------------|------------|------------------------|--------------------------|---------------|--------|
| NUMBER | NUMBER | VENDOR NAME | ISSUED | INVOICE NUMBER | ACCOUNT NUMBER | | AMOUNT |
| 26341 | 9890 | ACE HARDWARE | 01/28/2014 | #233595 | 401 000 000 534 80 31 00 | | 106.43 |
| | | | | FT CASEY LIGHT & BULBS | | INVOICE TOTAL | 106.43 |
| | | | | *233595 | 001 000 000 518 00 31 00 | | 16.28 |
| | | | | EXERCISE EQUIP | | INVOICE TOTAL | 16.28 |
| | | | | 233595 | 401 000 000 535 80 31 00 | | 12.40 |
| | | | | CLAMPS & BUNGEE CORD | | INVOICE TOTAL | 12.40 |
| | | | | 233630 | 401 000 000 534 80 31 00 | | 47.80 |
| | | | | FT CASEY LIGHTS | | INVOICE TOTAL | 47.80 |
| | | | | 233909 | 401 000 000 535 80 31 00 | | 30.70 |
| | | | | HOSES, BUSHINGS, ETC | | INVOICE TOTAL | 30.70 |
| | | | | 233966 | 001 000 000 518 10 31 00 | | 40.18 |
| | | | | SHOP TOOLS | | INVOICE TOTAL | 40.18 |
| | | | | | | WARRANT TOTAL | 253.79 |
| 26342 | 10185 | ALL-PHASE ELECTRIC SUPPLY | 01/28/2014 | 0952-686413 | 001 000 000 518 00 31 00 | | 128.00 |
| | | | | BALLASTS & BULBS | 001 000 000 575 50 31 00 | | 127.99 |
| | | | | | | INVOICE TOTAL | 255.99 |
| | | | | | | WARRANT TOTAL | 255.99 |
| 26343 | 10250 | ALPINE PRODUCTS, INC. | 01/28/2014 | TM-137668 | 101 000 000 542 64 31 00 | | 207.07 |
| | | | | TRAFFIC CONES | | INVOICE TOTAL | 207.07 |
| | | | | | | WARRANT TOTAL | 207.07 |
| 26344 | 10480 | AMSAN | 01/28/2014 | 302481783 | 001 000 000 576 80 31 00 | | 152.07 |
| | | | | DOGGY BAGS | | INVOICE TOTAL | 152.07 |
| | | | | | | WARRANT TOTAL | 152.07 |
| 26345 | 13300 | AVOCET ENVIRONMENTAL TEST | 01/28/2014 | 1304517-IN | 401 000 000 534 80 41 00 | | 119.00 |
| | | | | CHLORIDE TESTING | | INVOICE TOTAL | 119.00 |
| | | | | | | WARRANT TOTAL | 119.00 |
| 26346 | 13500 | AWC | 01/28/2014 | 12/20/2013 | 001 000 000 518 00 49 00 | | 935.00 |
| | | | | 2014 AWC FEE | | INVOICE TOTAL | 935.00 |
| | | | | | | WARRANT TOTAL | 935.00 |
| 26347 | 27000 | BLUMENTHAL UNIFORMS & EQUIP. | 01/28/2014 | 45736 | 001 000 000 521 00 31 00 | | 22.66 |
| | | | | BULBS | | INVOICE TOTAL | 22.66 |
| | | | | | | WARRANT TOTAL | 22.66 |

TOWN OF COUPEVILLE
WARRANT REGISTER (BGTRAN)
01/22/2014 (Printed 01/22/2014 13:12)

| WARRANT VENDOR | | | DATE | | | | |
|----------------|--------|------------------------------------|------------|-------------------------|--------------------------|---------------|-----------|
| NUMBER | NUMBER | VENDOR NAME | ISSUED | INVOICE NUMBER | ACCOUNT NUMBER | | AMOUNT |
| 26348 | 31195 | CASCADE COMPUTER MAINTENANCE, INC. | 01/28/2014 | 1049963 | 401 000 000 534 80 48 00 | | 1,266.36 |
| | | | | UPS/FIREWALL @ FC-WTP | | INVOICE TOTAL | 1,266.36 |
| | | | | 1050254 | 401 000 000 534 80 48 00 | | 995.54 |
| | | | | INSTALL FIREWALL/UPS | | INVOICE TOTAL | 995.54 |
| | | | | 1050264 | 401 000 000 534 80 48 00 | | 371.86 |
| | | | | DELIVER & SETUP SERVER | | INVOICE TOTAL | 371.86 |
| | | | | | | WARRANT TOTAL | 2,633.76 |
| 26349 | 33500 | COUPEVILLE CHAMBER | 01/28/2014 | ANNUAL SUPPORT | 104 000 000 557 30 49 00 | | 1,140.00 |
| | | | | ANNUAL SUPPORT | | INVOICE TOTAL | 1,140.00 |
| | | | | | | WARRANT TOTAL | 1,140.00 |
| 26350 | 50710 | DIAMOND RENTALS, INC. | 01/28/2014 | 1-515021-2 | 001 000 000 575 50 31 00 | | 260.88 |
| | | | | RENTAL-HEATERS | | INVOICE TOTAL | 260.88 |
| | | | | | | WARRANT TOTAL | 260.88 |
| 26351 | 60110 | EBEY'S LANDING NATIONAL | 01/28/2014 | 14-004 | 001 000 000 558 00 41 03 | | 2,250.00 |
| | | | | DESGN REVIEW-OCT-DEC'13 | | INVOICE TOTAL | 2,250.00 |
| | | | | | | WARRANT TOTAL | 2,250.00 |
| 26352 | 81330 | GOWDEY, HODGES III | 01/28/2014 | JANUARY 2014 | 001 000 000 521 00 42 00 | | 22.50 |
| | | | | CELL PHONE SVC-JAN 2014 | | INVOICE TOTAL | 22.50 |
| | | | | | | WARRANT TOTAL | 22.50 |
| 26353 | 100700 | I-COM | 01/28/2014 | INV14-003a | 001 000 000 521 00 51 02 | | 10,272.13 |
| | | | | 1ST QTR 2014 | | INVOICE TOTAL | 10,272.13 |
| | | | | | | WARRANT TOTAL | 10,272.13 |
| 26283 | 103500 | ISLAND COUNTY AUDITOR | 01/06/2014 | JANUARY 2014 | 001 000 000 518 00 49 00 | | 100.00 |
| | | | | RECORDS ACCESS | | INVOICE TOTAL | 100.00 |
| | | | | | | WARRANT TOTAL | 100.00 |
| 26354 | 104200 | ISLAND COUNTY E R & R FUND | 01/28/2014 | 13-00370 | 001 000 000 518 10 32 00 | | 802.69 |
| | | | | FUEL FOR DEC 2013 | 001 000 000 521 00 32 00 | | 1,159.53 |
| | | | | | 401 000 000 534 80 32 00 | | 154.24 |
| | | | | | 401 000 000 535 80 32 00 | | 154.24 |
| | | | | | | INVOICE TOTAL | 2,270.70 |
| | | | | | | WARRANT TOTAL | 2,270.70 |
| 26355 | 105590 | ISLAND COUNTY HISTORICAL | 01/28/2014 | JANUARY 2014 | 001 000 000 518 00 49 00 | | 200.00 |
| | | | | 2014 ANNUAL DUES | | INVOICE TOTAL | 200.00 |

TOWN OF COUPEVILLE
WARRANT REGISTER (BGTRAN)
01/22/2014 (Printed 01/22/2014 13:12)

| WARRANT VENDOR | | | DATE | | | | |
|----------------|--------|--------------------------------|------------|------------------------|--------------------------|---------------|----------|
| NUMBER | NUMBER | VENDOR NAME | ISSUED | INVOICE NUMBER | ACCOUNT NUMBER | | AMOUNT |
| | | | | | | WARRANT TOTAL | 200.00 |
| 26356 | 107100 | ISLAND COUNTY SOLID WASTE | 01/28/2014 | #2576---9128 | 401 000 000 535 80 47 02 | | 3,003.00 |
| | | | | BIOSOLIDS PROCESSING | | INVOICE TOTAL | 3,003.00 |
| | | | | 2576---9128 | 401 000 000 535 80 47 03 | | 131.00 |
| | | | | GARBAGE | | INVOICE TOTAL | 131.00 |
| | | | | | | WARRANT TOTAL | 3,134.00 |
| 26357 | 130150 | KCDA | 01/28/2014 | 3757468 | 001 000 000 518 00 31 00 | | 87.28 |
| | | | | COPY PAPER | | INVOICE TOTAL | 87.28 |
| | | | | | | WARRANT TOTAL | 87.28 |
| 26358 | 131800 | KONICA MINOLTA | 01/28/2014 | 227322285 | 001 000 000 518 00 45 00 | | 98.60 |
| | | | | COPIER/PRINTER-DEC '13 | | INVOICE TOTAL | 98.60 |
| | | | | | | WARRANT TOTAL | 98.60 |
| 26359 | 132115 | KUSCHNEREIT, MELODY | 01/28/2014 | JANUARY 2014 | 001 000 000 531 80 01 00 | | 890.00 |
| | | | | CEC GRANT | | INVOICE TOTAL | 890.00 |
| | | | | | | WARRANT TOTAL | 890.00 |
| 26360 | 132500 | LAKESIDE INDUSTRIES | 01/28/2014 | 00148996 | 101 000 000 595 62 01 00 | | 66.31 |
| | | | | GRAVEL | | INVOICE TOTAL | 66.31 |
| | | | | 00149006 | 101 000 000 595 62 01 00 | | 52.89 |
| | | | | GRAVEL | | INVOICE TOTAL | 52.89 |
| | | | | 00149014 | 101 000 000 595 62 01 00 | | 64.93 |
| | | | | GRAVEL | | INVOICE TOTAL | 64.93 |
| | | | | | | WARRANT TOTAL | 184.13 |
| 26361 | 143600 | LYNN, JESSE | 01/28/2014 | JANUARY 2014 | 631 000 000 589 00 00 00 | | 371.36 |
| | | | | MEDICAL REIMBURSEMENT | | INVOICE TOTAL | 371.36 |
| | | | | | | WARRANT TOTAL | 371.36 |
| 26362 | 161800 | NATIONAL LEAGUE OF CITIES | 01/28/2014 | 93664 | 001 000 000 514 00 49 00 | | 536.00 |
| | | | | 2014 NLC DUES | | INVOICE TOTAL | 536.00 |
| | | | | | | WARRANT TOTAL | 536.00 |
| 26363 | 162220 | NORTH WEST INSTRUMENT SERVICES | 01/28/2014 | 12431 | 401 000 000 535 80 48 00 | | 114.14 |
| | | | | TSS SCALE CALIBRATION | | INVOICE TOTAL | 114.14 |
| | | | | | | WARRANT TOTAL | 114.14 |

TOWN OF COUPEVILLE
WARRANT REGISTER (BGTRAN)
01/22/2014 (Printed 01/22/2014 13:12)

| WARRANT VENDOR | | | DATE | | | | AMOUNT |
|----------------|--------|-------------------------------------|------------|-------------------------|--------------------------|---------------|-----------|
| NUMBER | NUMBER | VENDOR NAME | ISSUED | INVOICE NUMBER | ACCOUNT NUMBER | | |
| | | | | 2516-12/24/2013 | 001 000 000 518 10 31 00 | | 7.49 |
| | | | | WATER COOLER FAUCET | | INVOICE TOTAL | 7.49 |
| | | | | 2540-12/06/2013 | 001 000 000 518 00 42 00 | | 7.68 |
| | | | | POSTAGE-TC PACKETS | | INVOICE TOTAL | 7.68 |
| | | | | 2557-12/05/2013 | 001 000 000 521 00 49 00 | | 120.00 |
| | | | | IACP MEMBERSHIP DUES | | INVOICE TOTAL | 120.00 |
| | | | | 2557-12/10/2013 | 001 000 000 521 00 42 00 | | 7.37 |
| | | | | POSTAGE-EVIDENCE TO LAB | | INVOICE TOTAL | 7.37 |
| | | | | 2565-12/05/2013 | 401 000 000 534 80 31 00 | | 32.60 |
| | | | | AMP METERS | 401 000 000 535 80 31 00 | | 32.60 |
| | | | | | | INVOICE TOTAL | 65.20 |
| | | | | | | WARRANT TOTAL | 933.40 |
| 26375 | 240950 | VISION MUNICIPAL SOLUTIONS, LLC | 01/28/2014 | 09-2648 | 001 000 000 518 00 49 00 | | 1,781.10 |
| | | | | 2014 ASP SUPPORT | 401 000 000 534 80 49 00 | | 890.55 |
| | | | | | 401 000 000 535 80 49 00 | | 890.54 |
| | | | | | | INVOICE TOTAL | 3,562.19 |
| | | | | | | WARRANT TOTAL | 3,562.19 |
| 26376 | 252100 | W.A.S.P.C. | 01/28/2014 | DUES 2014-00118 | 001 000 000 521 00 49 00 | | 60.00 |
| | | | | WASPC 2014 DUES | | INVOICE TOTAL | 60.00 |
| | | | | | | WARRANT TOTAL | 60.00 |
| 26377 | 252200 | WA CITIES INSURANCE AUTH. | 01/28/2014 | 20169 | 001 000 000 518 00 46 00 | | 60,295.00 |
| | | | | '14 LIABILITY PROG ASMT | 101 000 000 542 30 46 00 | | 4,817.00 |
| | | | | | 401 000 000 534 80 46 00 | | 6,825.00 |
| | | | | | 401 000 000 535 80 46 00 | | 13,248.00 |
| | | | | | | INVOICE TOTAL | 85,185.00 |
| | | | | | | WARRANT TOTAL | 85,185.00 |
| 26378 | 262100 | WHIDBEY ISLAND ANIMAL CONTROL | 01/28/2014 | JANUARY 2014 | 001 000 000 521 00 51 01 | | 150.00 |
| | | | | ANIMAL SVCS FOR JANUARY | | INVOICE TOTAL | 150.00 |
| | | | | | | WARRANT TOTAL | 150.00 |
| 26379 | 262175 | WHIDBEY ISLAND WATER SYSTEMS ASSOC. | 01/28/2014 | *1031 | 401 000 000 534 80 49 00 | | 200.00 |
| | | | | WIWSA '14 DUES | | INVOICE TOTAL | 200.00 |
| | | | | | | WARRANT TOTAL | 200.00 |
| 26380 | 262300 | WHIDBEY TELECOM | 01/28/2014 | 3665044 | 001 000 000 518 00 42 00 | | 19.95 |
| | | | | INTERNET SVC-JAN 2014 | 401 000 000 534 80 42 00 | | 10.75 |
| | | | | | 401 000 000 535 80 42 00 | | 10.75 |

TOWN OF COUPEVILLE
WARRANT REGISTER (BGTRAN)
01/22/2014 (Printed 01/22/2014 13:12)

| WARRANT VENDOR | | | DATE | | | | AMOUNT |
|----------------|--------|-----------------|------------|-------------------|--------------------------|--------------------|-------------------|
| NUMBER | NUMBER | VENDOR NAME | ISSUED | INVOICE NUMBER | ACCOUNT NUMBER | | |
| | | | | | | INVOICE TOTAL | 41.45 |
| | | | | | | WARRANT TOTAL | 41.45 |
| 26381 | 264201 | WILSEY, LAUREL | 01/28/2014 | JANUARY 2014 | 001 000 000 518 00 41 00 | | 162.00 |
| | | | | CLEANING SERVICES | 001 000 000 575 50 41 00 | | 198.00 |
| | | | | | | INVOICE TOTAL | 360.00 |
| | | | | | | WARRANT TOTAL | 360.00 |
| 26382 | 299700 | ZIBUNG, MARY | 01/28/2014 | 0886 | 101 000 000 542 71 49 00 | | 595.13 |
| | | | | WEEDING | | INVOICE TOTAL | 595.13 |
| | | | | | | WARRANT TOTAL | 595.13 |
| | | | | | | RUN TOTAL | 135,024.30 * |
| 26383 | 254500 | DEPT OF REVENUE | 1/28/14 | DEC 2013 | 401 000 000 534 80 53 | | 3,122.50 |
| | | | | EXCISE TAXES | 401 000 000 535 80 53 | | 469.31 |
| | | | | | 401 000 000 535 80 53 | | 661.22 |
| | | | | | 401 000 000 535 80 53 | | (661.22) |
| | | | | | 401 000 000 535 80 31 | | 39.09 |
| | | | | | 001 000 000 521 00 31 | | 5.08 |
| | | | | | | WARRANT TOTAL | 3,635.98 |
| | | | | | | PREVIOUS RUN TOTAL | 135,024.30 * |
| | | | | | | RUN TOTAL | 138,660.28 |

0 * 0

0 * *

* 135,024.30+
3,635.98+
138,660.28*+

0 * *

TOWN OF COUPEVILLE
WARRANT REGISTER (BGTRAN)
01/22/2014 (Printed 01/22/2014 13:12)

| FUND | TITLE | AMOUNT |
|-------|----------------------|----------------------------------|
| 001 | GENERAL FUND | 90,650.10 + 5.08 = 90,655.18 |
| 101 | STREET FUND | 6,024.90 |
| 104 | HOTEL/MOTEL TAX FUND | 1,801.26 |
| 401 | UTILITY FUND | 36,176.68 + 3,630.90 = 39,807.58 |
| 631 | CAFETERIA PLAN | 371.36 |
| TOTAL | | 135,024.30 = 138,660.28 |

0.*

0.*

90,650.10+
5.08+
90,655.18*+

36,176.68+
3,630.90+
39,807.58*+

90,655.18+
6,024.90+
1,801.26+
39,807.58+
371.36+
138,660.28*+

0.*

| DEPARTMENT | | AMOUNT | |
|---------------------------|----|-----------------------|------------|
| 001 000 000 | 1) | 90,650.10 | 90,655.18 |
| FUND GENERAL FUND | | 90,650.10 | |
| 101 000 000 | 2) | 6,024.90 | |
| FUND STREET FUND | | 6,024.90 | |
| 104 000 000 | 3) | 1,801.26 | |
| FUND HOTEL/MOTEL TAX FUND | | 1,801.26 | |
| 401 000 000 | 4) | 36,176.68 | 39,807.58 |
| FUND UTILITY FUND | | 36,176.68 | |
| 631 000 000 | 5) | 371.36 | |
| FUND CAFETERIA PLAN | | 371.36 | |
| TOTAL | 6) | 135,024.30 | 138,660.28 |

0.*

90,650.10+

5.08+

D) 90,655.18*+

36,176.68+

3,630.90+

4) 39,807.58*+

0.*

1) 90,655.18+

2) 6,024.90+

3) 1,801.26+

4) 39,807.58+

5) 371.36+

6) 138,660.28*+

STAFF REPORT

DATE: January 28, 2014

TO: Mayor Nancy Conard and Members of the Town Council

FROM: Judy Thomas, Clerk-Treasurer

RE: November 30, 2013 - Actual Cash Balance Report, GF Revenues & Expenditures, Monthly Revenue Report, Monthly Expenditure Report, Monthly Balance Sheet.

ENDING YEAR 2013 – We have almost closed out the 2013 budget year and hope to have that done by the January 29th. The monthly financial statements for December 2013 and January 2014 will be included in my February Staff Report.

As you know, I will be retiring on March 4, 2014, so I have been very busy working to take care of any and all loose ends, to ensure a smooth transition for the next Clerk-Treasurer. Prior to Coupeville, I had never worked with such a wonderful Council, it has been a pleasure. I have truly enjoyed the opportunity to work with Nancy and all of you, and in such a fantastic location.

Please feel free to contact me if you have any questions about this report or the Agenda for January 28, 2014.

Actual Cash Balance

November 30, 2013

| FUND | Beginning Balance | Revenue | Expenditures | Ending Balance |
|-----------------------------|------------------------|----------------------|----------------------|------------------------|
| 001 General Fund | \$ 664,619.64 | \$ 171,144.93 | \$ 83,514.72 | \$ 752,249.85 |
| 101 Street/Arterial | \$ 250,985.08 | \$ 14,221.07 | \$ 23,561.73 | \$ 241,644.42 |
| 104 Hotel/Motel Tax Fund | \$ 39,986.31 | \$ 7,587.25 | \$ - | \$ 47,573.56 |
| 105 Civic Improvement | \$ 442,405.93 | \$ 8,760.55 | \$ - | \$ 451,166.48 |
| 106 Drug Enforcement | \$ 1,695.39 | \$ 0.15 | \$ - | \$ 1,695.54 |
| 107 Harbor Imp. | \$ 21,950.81 | \$ 2.00 | \$ - | \$ 21,952.81 |
| 109 Park Impact | \$ 58,314.57 | \$ 5.31 | \$ - | \$ 58,319.88 |
| 202 1979 W/S Bond | \$ 13,023.33 | \$ 0.94 | \$ 2,675.00 | \$ 10,349.27 |
| 203 1975 W/S Bond | \$ 18,206.49 | \$ 1.17 | \$ 5,362.50 | \$ 12,845.16 |
| 209 1994 PWTF Loan | \$ 3,492.44 | \$ 0.32 | \$ - | \$ 3,492.76 |
| 212 WWTP Loan | \$ 94,663.70 | \$ 8.63 | \$ - | \$ 94,672.33 |
| 303 Capital Imp. Water | \$ 637,381.90 | \$ 58.09 | \$ - | \$ 637,439.99 |
| 304 Capital Imp. Sewer | \$ 516,500.33 | \$ 47.05 | \$ 260.00 | \$ 516,287.38 |
| 401 Utility | \$ 268,334.27 | \$ 28,241.56 | \$ 73,534.35 | \$ 223,041.48 |
| 621 Commemorative | \$ 6,695.14 | \$ 0.61 | \$ - | \$ 6,695.75 |
| 631 Cafeteria Plan | \$ 5,378.59 | \$ 0.47 | \$ 192.49 | \$ 5,186.57 |
| SUBTOTAL | \$ 3,043,633.92 | \$ 230,080.10 | \$ 189,100.79 | \$ 3,084,613.23 |
| 802 Claims Warrants | \$ 23,993.50 | \$ 86,015.88 | \$ 29,020.92 | \$ 80,988.46 |
| 803 Payroll Warrants | \$ 82,240.74 | \$ 90,453.94 | \$ 86,940.56 | \$ 85,754.12 |
| TOTAL ENDING BALANCE | \$ 3,149,868.16 | \$ 406,549.92 | \$ 305,062.27 | \$ 3,251,355.81 |

Actual Bank Balance

| | November 1, 2013 | Deposits | Withdrawals | November 30, 2013 |
|----------------------------------|------------------------|----------------------|----------------------|------------------------|
| Investments (LGIP) | \$ 2,939,686.58 | \$ 45,502.96 | | \$ 2,985,189.54 |
| Cash Sheet | \$ 210,181.58 | \$ 410,420.87 | \$ 354,436.18 | \$ 266,166.27 |
| Petty Cash Fund | \$ (200.00) | | | \$ (200.00) |
| OS Deposit (deposit correction) | \$ - | | | \$ - |
| Cash Sheet Balance | \$ - | | | \$ 265,966.27 |
| Whidbey Island Bank (WIB) | \$ 209,981.58 | \$ 190,689.63 | \$ 134,704.44 | \$ 265,966.77 |

2013 General Fund Revenues by Category

| FUND | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total | Budget | % | Remaining |
|------------------|----------------|----------------|---------------|----------------|----------------|----------------|----------------|----------------|---------------|----------------|----------------|-----|------------------|------------------|--------------|-------------------|
| Beginning cash | 594,986 | | | | | | | | | | | | 594,986 | 594,986 | 100.0% | \$ (0) |
| Taxes | 65,992 | 84,399 | 37,885 | 110,621 | 147,856 | 102,612 | 84,358 | 56,655 | 44,687 | 90,236 | 143,984 | | 969,285 | 979,787 | 98.9% | \$ 10,502 |
| Licenses/Permits | 8,112 | 891 | 1,310 | 1,384 | 9,863 | 2,766 | 7,795 | 1,510 | 1,723 | 10,705 | 1,488 | | 47,546 | 44,075 | 107.9% | \$ (3,471) |
| Intergov | 1,711 | - | 13,913 | 738 | 1,363 | 4,224 | 4,771 | - | 4,225 | 2,035 | - | | 32,981 | 41,259 | 79.9% | \$ 8,278 |
| Charges | 1,129 | 1,489 | 5,237 | 1,472 | 582 | 2,143 | 419 | 2,507 | 4,262 | 5,247 | 1,106 | | 25,594 | 23,600 | 108.4% | \$ (1,994) |
| Fines/Forfeits | 159 | 370 | 401 | 971 | 928 | 399 | 477 | 1,111 | 556 | 1,859 | 2,190 | | 9,421 | 6,010 | 156.8% | \$ (3,411) |
| Miscellaneous | 4,082 | 3,289 | 2,108 | 3,459 | 1,453 | 2,404 | 2,434 | 790 | 5,157 | 2,092 | 3,178 | | 30,446 | 30,737 | 99.1% | \$ 292 |
| Non-Revenue | 98 | 220 | 198 | 474 | 241 | 409 | 223 | 536 | 494 | 824 | 1,130 | | 4,848 | 6,100 | 79.5% | \$ 1,252 |
| Transfer in | 16,502 | 16,502 | 16,502 | 16,502 | 16,502 | 16,502 | 16,502 | 16,502 | 16,502 | 16,502 | 16,502 | | 181,521 | 198,023 | 91.7% | \$ 16,502 |
| Grants | 2,565 | - | - | 6,080 | 1,710 | - | - | 83,970 | - | - | 1,568 | | 95,893 | 545,923 | 17.6% | \$ 450,030 |
| TOTAL | 695,337 | 107,159 | 77,555 | 141,702 | 180,497 | 131,459 | 116,980 | 163,580 | 77,606 | 129,500 | 171,145 | | 1,992,519 | 2,470,500 | 80.7% | \$ 477,981 |

2013 General Fund Expenditures by Category

| FUND | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total | Budget | % | Remaining |
|---------------------|----------------|----------------|---------------|---------------|----------------|----------------|----------------|---------------|---------------|----------------|---------------|-----|------------------|------------------|--------------|-------------------|
| Council | 293 | 220 | 1,086 | 156 | 2,379 | 2,434 | 574 | 1,298 | 803 | 1,091 | 585 | | 10,918 | 20,600 | 53.0% | \$ 9,682 |
| Court | 2,208 | 7,142 | 2,508 | 618 | 7,252 | 1,608 | 1,648 | 7,022 | 1,250 | 1,456 | 5,429 | | 38,143 | 45,305 | 84.2% | \$ 7,162 |
| Finance | 31,108 | 26,891 | 20,330 | 26,243 | 24,396 | 20,401 | 19,914 | 19,605 | 9,886 | 19,803 | 19,213 | | 237,789 | 290,912 | 81.7% | \$ 53,123 |
| Legal Services | - | 4,244 | 1,200 | 2,032 | 2,072 | 1,240 | 1,080 | 304 | 888 | 2,185 | 1,045 | | 16,290 | 26,000 | 62.7% | \$ 9,710 |
| Central Services | 67,576 | 13,876 | 5,052 | 3,843 | 6,508 | 4,922 | 6,435 | 5,401 | 14,584 | 4,772 | 5,258 | | 138,227 | 170,655 | 81.0% | \$ 32,428 |
| Police | 34,346 | 40,660 | 46,584 | 34,987 | 41,758 | 50,648 | 39,805 | 36,287 | 37,705 | 31,214 | 27,635 | | 421,630 | 564,673 | 74.7% | \$ 143,043 |
| Fire Control | - | - | - | 2,712 | - | 1,976 | - | 1,216 | - | - | 2,680 | | 8,584 | 8,000 | 107.3% | \$ (584) |
| Emergency Mgmt | - | 195 | 1,830 | 114 | - | - | 125 | 787 | - | 66 | 299 | | 3,416 | 20,000 | 17.1% | \$ 16,584 |
| Envrmtl Presvtn | 825 | 347 | 5,436 | 550 | 48,184 | 42,070 | 11,013 | 580 | 600 | 2,623 | - | | 112,227 | 565,980 | 19.8% | \$ 453,753 |
| Public Works | 2,724 | 2,772 | 2,741 | 2,866 | 11,720 | (875) | 3,912 | 3,954 | 3,912 | 4,094 | 3,914 | | 41,735 | 49,466 | 84.4% | \$ 7,731 |
| Economic Dev | - | - | - | - | - | - | - | - | - | - | - | | - | 2,000 | 0.0% | \$ 2,000 |
| Planning | 33 | 4,700 | 1,800 | 2,450 | 6,335 | 6,570 | 6,892 | 2,883 | 6,414 | 4,580 | 8,800 | | 51,457 | 81,450 | 63.2% | \$ 29,993 |
| Building | 3,404 | 2,817 | 2,817 | 3,863 | 3,666 | 2,817 | 3,143 | 1,192 | 2,333 | 2,310 | 2,405 | | 30,765 | 37,420 | 82.2% | \$ 6,655 |
| Public Health | - | 84 | - | - | 85 | - | 84 | - | - | 85 | - | | 337 | 500 | 67.5% | \$ 163 |
| Recreation | 624 | 499 | 1,230 | 357 | 1,118 | 336 | 640 | 281 | 485 | 753 | 1,552 | | 7,875 | 17,200 | 45.8% | \$ 9,326 |
| Park | 4,830 | 5,619 | 5,305 | 6,249 | 4,976 | 7,405 | 8,069 | 8,180 | 6,265 | 13,415 | 4,698 | | 75,012 | 92,737 | 80.9% | \$ 17,725 |
| Community Gardes | - | - | - | - | - | - | - | - | - | - | - | | - | 300 | 0.0% | \$ 300 |
| Disbursements | - | - | - | 751 | - | - | 1,716 | - | - | 1,794 | - | | 4,261 | 6,100 | 69.9% | \$ 1,839 |
| Capital Outlay | - | - | - | - | - | - | - | 4,134 | 11,169 | - | - | | 15,303 | 86,948 | 17.6% | \$ 71,645 |
| Transfer to Street | - | - | - | - | - | - | - | - | - | 26,300 | - | | 26,300 | 26,300 | 100.0% | \$ - |
| WTSC Grant | - | - | - | - | - | - | - | - | - | - | - | | - | 400 | 0.0% | \$ 400 |
| TOTAL | 147,970 | 110,066 | 97,919 | 87,789 | 160,449 | 141,553 | 105,052 | 93,123 | 96,293 | 116,540 | 83,515 | | 1,240,270 | 2,112,946 | 58.7% | \$ 872,676 |
| Ending Cash | - | - | - | - | - | - | - | - | - | - | - | | 752,249 | 357,554 | 210.4% | \$ (394,695) |
| Total Budget Amount | - | - | - | - | - | - | - | - | - | - | - | | 1,992,519 | 2,470,500 | 80.7% | \$ 477,981 |

November 30, 2013

Monthly Revenue Report for Budget Amounts

| Fund | Name | Month to Date | Year to Date | Budgeted | Remaining |
|-------------|----------------------|----------------------|------------------------|------------------------|------------------------|
| 001 | General | \$ 171,144.93 | \$ 1,992,519.71 | \$ 2,470,500.00 | \$ 477,980.29 |
| 101 | Street | \$ 14,221.07 | \$ 450,128.61 | \$ 1,269,850.00 | \$ 819,721.39 |
| 104 | Hotel/Motel Tax Fund | \$ 7,587.25 | \$ 76,816.21 | \$ 70,100.00 | \$ (6,716.21) |
| 105 | Capital Improvement | \$ 8,760.55 | \$ 477,063.14 | \$ 498,000.00 | \$ 20,936.86 |
| 106 | Drug Enforcement | \$ 0.15 | \$ 1,695.54 | \$ 1,695.00 | \$ (0.54) |
| 107 | Harbor Improvements | \$ 2.00 | \$ 21,952.81 | \$ 25,325.00 | \$ 3,372.19 |
| 109 | Park Impact Fee | \$ 5.31 | \$ 58,319.88 | \$ 59,920.00 | \$ 1,600.12 |
| 202 | 79 Wtr & Swr Rev | \$ 0.94 | \$ 15,749.27 | \$ 15,200.00 | \$ (549.27) |
| 203 | 75 Wtr & Swr Rev | \$ 1.17 | \$ 23,695.16 | \$ 23,446.00 | \$ (249.16) |
| 209 | 95 PWTF | \$ 0.32 | \$ 43,871.11 | \$ 43,440.00 | \$ (431.11) |
| 212 | 02 WWTP | \$ 8.63 | \$ 187,495.43 | \$ 187,548.00 | \$ 52.57 |
| 303 | Capital for Water | \$ 58.09 | \$ 637,439.99 | \$ 630,200.00 | \$ (7,239.99) |
| 304 | Capital for Sewer | \$ 47.05 | \$ 516,547.38 | \$ 520,300.00 | \$ 3,752.62 |
| 401 | Utility | \$ 28,241.56 | \$ 1,102,299.12 | \$ 1,200,436.00 | \$ 98,136.88 |
| 621 | Commemorative | \$ 0.61 | \$ 6,695.75 | \$ 7,120.00 | \$ 424.25 |
| 631 | Cafeteria Plan | \$ 0.47 | \$ 8,734.95 | \$ 14,520.00 | \$ 5,785.05 |
| | | <u>\$ 230,080.10</u> | <u>\$ 5,621,024.06</u> | <u>\$ 7,037,600.00</u> | <u>\$ 1,416,575.94</u> |

November 30, 2013

Monthly Expenditure Report for Budget Amounts

| Fund | Name | Month to Date | Year to Date | Budgeted | Unexpended |
|------|----------------------|----------------------|------------------------|------------------------|------------------------|
| 001 | General | \$ 83,514.72 | \$ 1,240,269.86 | \$ 2,470,500.00 | \$ 1,230,230.14 |
| 101 | Street | \$ 23,561.73 | \$ 208,484.19 | \$ 1,269,850.00 | \$ 1,061,365.81 |
| 104 | Hotel/Motel Tax Fund | \$ - | \$ 29,242.65 | \$ 70,100.00 | \$ 40,857.35 |
| 105 | Capital Improvement | \$ - | \$ 25,896.66 | \$ 498,000.00 | \$ 472,103.34 |
| 106 | Drug Enforcement | \$ - | \$ - | \$ 1,695.00 | \$ 1,695.00 |
| 107 | Harbor Improvements | \$ - | \$ - | \$ 25,325.00 | \$ 25,325.00 |
| 109 | Park Impact Fee | \$ - | \$ - | \$ 59,920.00 | \$ 59,920.00 |
| 202 | 79 Wtr & Swr Rev | \$ 2,675.00 | \$ 5,400.00 | \$ 15,200.00 | \$ 9,800.00 |
| 203 | 75 Wtr & Swr Rev | \$ 5,362.50 | \$ 10,850.00 | \$ 23,446.00 | \$ 12,596.00 |
| 209 | 95PWTF | \$ - | \$ 40,378.35 | \$ 43,440.00 | \$ 3,061.65 |
| 212 | 02 WWTP | \$ - | \$ 92,823.10 | \$ 187,548.00 | \$ 94,724.90 |
| 303 | Capital for Water | \$ - | \$ - | \$ 630,200.00 | \$ 630,200.00 |
| 304 | Capital for Sewer | \$ 260.00 | \$ 260.00 | \$ 520,300.00 | \$ 520,040.00 |
| 401 | Utility | \$ 73,534.35 | \$ 879,257.64 | \$ 1,200,436.00 | \$ 321,178.36 |
| 621 | Commemorative | \$ - | \$ - | \$ 7,120.00 | \$ 7,120.00 |
| 631 | Cafeteria Plan | \$ 192.49 | \$ 3,548.38 | \$ 14,520.00 | \$ 10,971.62 |
| | | <u>\$ 189,100.79</u> | <u>\$ 2,536,410.83</u> | <u>\$ 7,037,600.00</u> | <u>\$ 4,501,189.17</u> |

12/4/2013

Monthly Balance Sheet

November 30, 2013

| | | | | | |
|----------------------|------------------------|------------|------|--|--|
| WIB Balance | \$ 265,966.27 | | | | |
| LGIP Balance | \$ 2,985,189.54 | | | | |
| Petty Cash | \$ 200.00 | | | | |
| Total Funds | \$ 3,251,355.81 | | | | |
| Outstanding Checks | \$ - | | | | |
| Outstanding Deposits | \$ - | | | | |
| TOTAL | \$ 3,251,355.81 | | | | |
| Cash Out Sheet | \$ 3,251,355.81 | | | | |
| | \$ - | | | | |
| | | | | | |
| | | | | | |
| Total Reports | \$ 3,251,355.81 | Difference | \$ - | | |