



# Town of Coupeville

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## TOWN COUNCIL MEETING AGENDA Island County Hearing Room March 08, 2016 6:30 pm

### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### CHANGES AND APPROVAL OF AGENDA

### APPROVAL OF MINUTES

Regular Meeting of February 23, 2016

### MAYOR'S REPORT

### AUDIENCE INPUT- See NOTE

### PRESENTATION

Island County Comprehensive Plan – Joint Planning Area

### AUDIENCE INPUT - See NOTE

### ADJOURNMENT

**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  
February 23, 2016  
6:35 p.m.**

**PRESENT:** Mayor Molly Hughes, Councilmembers Dianne Binder, Pat Powell, Catherine Ballay, Jackie Henderson, and Lisa Bernhardt.

**STAFF PRESENT:** Clerk Treasurer Kelly Beech, Marshal Rick Norrie

**CHANGES AND APPROVAL OF THE AGENDA**

Mayor Hughes suggested removing **NEW BUSINESS** Item 3, **Set Council Workshop Date** from the agenda, and adding it as a **DISCUSSION ITEM**.

**Council Action:** A motion was made by Councilmember Dianne Binder, second by Councilmember Pat Powell, to approve the Agenda as amended. The motion passed unanimously.

Mayor Hughes suggested moving Marshal Norrie's Staff Report to fall between the Mayor's Report and the first opportunity for Audience Input.

**Council Action:** A motion was made by Councilmember Jackie Henderson, second by Councilmember Lisa Bernhardt, to approve the Agenda as amended. The motion passed unanimously.

**APPROVAL OF MINUTES**

The minutes of the Regular Meeting of February 9, 2016 were approved as presented.

**MAYOR'S REPORT**

- Mayor Hughes has continued to meet with staff and community members during her transition to Mayor. She also attended the Change of Command ceremony for Captain Moore, who is the new Commander of Whidbey Naval Air Station.
- Mayor Hughes met with Representative Rick Larsen and talked about many issues that impact Coupeville, including jet noise and transportation.
- Mayor Hughes informed the Council that the new Utility Clerk, Amanda Apsey, would be starting on March 1<sup>st</sup>.
- Mayor Hughes, along with Planning Director Tammy Baraconi, met with Island County Planners to review the information they will be presenting to the Council regarding our joint planning area.
- Finally, Mayor Hughes spoke briefly on the status of improvements being made to Front Street. She described a site visit by one of the original engineers who evaluated the area, and gave the Council an update on the upcoming fence installation and ongoing stormwater planning.

**STAFF REPORTS**

Marshal Rick Norrie described the layout of his new reports and solicited feedback from the Council. Questions were asked and answered.

**NEW BUSINESS****Approval of the Special Event Permit for the Penn Cove Mussel Festival in March 2016**

Council Action: A motion was made by Councilmember Jackie Henderson, second by Councilmember Pat Powell approving the Special Event Permit for the Penn Cove Mussel Festival in March 2016 as presented. The motion passed unanimously.

**Historic Preservation Commission Appointment**

Council Action: A motion was made by Councilmember Pat Powell, second by Councilmember Catherine Ballay, to appoint Tracy Schwartz as a Town of Coupeville member of the Historic Preservation Commission, as approved by the Ebey's Reserve Trust Board. The motion passed unanimously.

**Approval of January 2016 Payroll transactions and warrants; and February 2016 A/P transactions and warrants**

Council Action: A motion was made by Councilmember Jackie Henderson, second by Councilmember Dianne to approve January 2016 Payroll transactions and warrants #31368 to #31375 for a total of \$75,077.04; and February 2016 A/P transactions and warrants #331376 to #31434 for a total of \$89,739.20. Questions were asked and answered. The motion passed unanimously.

**STAFF REPORTS**

Clerk Treasurer Kelly Beech spoke briefly about the reports she provided to the Council. Questions were asked and answered.

**COUNCIL REPORTS**

Councilmember Jackie Henderson reported that the Island Transit Board of Directors has received 30 applications for Island Transit's Executive Director position. There will be an opportunity for the public to meet the finalists, possibly in April. In addition to working on filling this important open position, Island Transit is also conducting a salary study. Island Transit ridership is down due to the low cost of gas, and the Board will be holding public meetings to discuss the upcoming implementation of fares on connector routes. Finally, Councilmember Henderson attended a meeting for Washington State disabled veterans in Oak Harbor, where she was one of a few elected officials who spoke to a group of 30 attendees.

Councilmember Lisa Bernhardt reported that her first Ebey's Trust Board meeting involved a presentation by the Island County Planners on the Island County Comprehensive Plan. Councilmember Bernhardt was unable to attend the two-day workshop for Ebey's foundation document, but did catch the last hour of the workshop. She reported that the Trust Board is working on a plan to tie the existing paved trails in Kettles to the cottage and farmer's field trails, hopefully by summertime.

Councilmember Dianne Binder gave a brief report on the Utility Advisory Committee and informed the Council that in addition to the rate study, the committee will be working on updating Town Standards, Town Code, and various O&M plans over the next year.

Councilmember Binder also spoke briefly about Tourism in our area and a project the Tourism Board of Island County is working on to determine where our visitors are coming from.

Councilmember Catherine Ballay reported that the Law & Justice Council is working on evaluating the changes that have been made in the jail based on the recent recommendations and deciding which changes still need to be implemented.

**DISCUSSION**

Council discussed possible workshop dates. No action was taken.

**ADJOURNMENT:** 7:38 pm

Respectfully Submitted:

MAYOR:

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Kelly Beech, Clerk Treasurer

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Molly Hughes

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



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## STAFF REPORT

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**DATE:** March 5, 2016  
**TO:** Mayor Molly Hughes and Members of the Town Council  
**FROM:** Clerk-Treasurer Kelly Beech  
**RE:** Monthly Treasurer's Reports  
**ATTACHMENTS:** December 31, 2015 – Reported Fund Balance & Actual Cash Balance Report; GF Revenues & Expenditures By Category Report; Monthly Revenue & Expenditure Report.

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- **Monthly Financial Reports:**

- **Reported Fund Balance & Actual Cash Balance** – We ended the year with a total fund balance of \$3,419,817.62, which is much higher than our budgeted ending fund balance (\$1,930,106.00....Higher by \$1,489,711.00). This is due in the most part to budgeted spending on the Madrona Way Project that we will need to carryover to 2016 because of weather delays on the project. We did also see an increase in revenue over budget in permit fees and charges. This is due to the Whidbey general Hospital Expansion Project.
- **GF Revenues & Expenditures By Category Report** – Other than the increase in Permit revenues, there is nothing really extraordinary to point out in this report.
- **Monthly Revenue & Expenditure Report** – There is nothing unusual to note in this report.

Please feel free to contact me if you have any questions about this report or anything on the agenda, at 678-4461, ext 7.

December 31, 2015



**Reported Fund Balance (Vision Schedule of Cash Activity)**

FUND	Beginning Balance	Cash In	Cash Out	Ending Balance
001 General Fund	\$ 830,434.91	\$177,854.18	\$130,677.83	\$ 877,611.26
101 Street/Arterial	\$ 84,095.14	\$46,354.76	\$113,647.96	\$ 16,801.94
104 Hotel/Motel Tax Fund	\$ 57,128.97	\$3,723.66	\$15,856.79	\$ 44,995.84
105 Capital Improvement	\$ 554,016.64	\$4,899.02	\$0.00	\$ 558,915.66
106 Drug Enforcement	\$ 1,699.51	\$0.32	\$0.00	\$ 1,699.83
107 Harbor Imp.	\$ 25,080.77	\$4.69	\$0.00	\$ 25,085.46
109 Park Impact	\$ 63,688.63	\$886.90	\$0.00	\$ 64,575.53
202 1979 W/S Bond	\$ 10,392.99	\$1.94	\$0.00	\$ 10,394.93
203 1975 W/S Bond	\$ 795.92	\$0.15	\$0.00	\$ 796.07
212 WWTP Loan	\$ 94,990.92	\$17.76	\$0.00	\$ 95,008.68
303 Capital Imp. Water	\$ 808,692.99	\$146,497.99	\$20,930.13	\$ 934,260.85
304 Capital Imp. Sewer	\$ 358,492.87	\$117,933.30	\$219,365.67	\$ 257,060.50
401 Utility	\$ 504,240.05	\$127,501.73	\$105,709.85	\$ 526,031.93
621 Commemorative	\$ 6,711.43	\$1.25	\$0.00	\$ 6,712.68
631 Cafeteria Plan	\$ 2,317.52	\$412.05	\$2,863.11	\$ (133.54)
<b>ASP Reported Fund Balance</b>	<b>\$ 3,402,779.26</b>	<b>\$ 626,089.70</b>	<b>\$ 609,051.34</b>	<b>\$ 3,419,817.62</b>
802 Claims Warrants	\$ 243,967.44	\$480,560.71	\$374,050.60	\$ 350,477.55
803 Payroll Warrants	\$ 44,420.79	\$38,790.24	\$56,845.32	\$ 26,365.71
<b>ASP Reported Cash Balance</b>	<b>\$ 3,691,167.49</b>	<b>\$ 1,145,440.65</b>	<b>\$ 1,039,947.26</b>	<b>\$ 3,796,660.88</b>



**Actual Cash Balance (Bank Statements)**

	Deposits	Withdrawals	December 31, 2015
<i>Investments (LGIP)</i>	\$ 2,955,375.32	\$ 45,496.31	\$ 3,000,871.63
<i>Whidbey Island Bank (WIB)</i>	\$ 735,592.17	\$ 535,685.04	\$ 795,589.25
<i>Petty Cash Fund</i>	\$ 200.00		\$ 200.00
		<b>WIB+Petty Cash</b>	<b>\$ 795,789.25</b>
<b>Total Cash Balance (WIB+LGIP+Petty Cash)</b>			<b>\$ 3,796,660.88</b>
		Outstanding Claim Warrants (802)	\$ 350,477.55
		Outstanding Payroll Warrants (803)	\$ 26,365.71
		<b>Ending Fund Balance</b>	<b>\$ 3,419,817.62</b>



### 2015 General Fund Revenues by Category

FUND	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total	Budget	%	Remaining
Taxes	57,232	81,670	42,170	59,698	215,356	78,478	74,346	87,405	46,347	54,428	200,770	72,943	1,070,846	1,010,361	106.0%	\$ (60,485)
Licenses/Permits	9,091	4,942	4,832	12,814	7,885	532	13,561	3,629	1,268	94,231	8,883	11,814	173,482	144,050	120.4%	\$ (29,432)
Intergov	2,405	1,363	4,830	2,425	0	4,151	11,326	1,512	4,151	2,965	36	4,150	39,315	37,927	103.7%	\$ (1,388)
Charges	947	1,534	8,215	1,580	9,588	1,034	3,731	3,890	989	71,995	-1,072	8,475	110,907	24,900	445.4%	\$ (86,007)
Fines/Forfeits	1,705	884	1,045	1,448	1,176	937	861	1,454	828	2,249	861	1,277	14,726	6,010	245.0%	\$ (8,716)
Miscellaneous	3,312	3,292	2,728	1,659	3,366	2,391	2,411	4,085	2,822	2,186	2,898	2,665	33,814	30,537	110.7%	\$ (3,277)
Non-Revenue	770	444	502	832	409	445	332	1,527	1,128	2,530	1,082	1,433	11,435	6,100	187.5%	\$ (5,335)
Transfer in	17,078	17,078	17,078	17,078	17,078	17,078	17,078	17,078	17,078	22,013	17,078	44,908	237,698	209,868	113.3%	\$ (27,830)
Grants	0	0	11,779	0	4,435	0	0	0	0	0	0	0	16,214	16,214	100.0%	\$ 0
<b>TOTAL</b>	<b>92,542</b>	<b>111,207</b>	<b>93,178</b>	<b>97,535</b>	<b>259,293</b>	<b>105,047</b>	<b>123,647</b>	<b>120,578</b>	<b>74,613</b>	<b>252,598</b>	<b>230,536</b>	<b>147,664</b>	<b>1,708,438</b>	<b>1,485,967</b>	<b>115.0%</b>	<b>\$ (222,471)</b>



### 2015 General Fund Expenditures by Category

FUND	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total	Budget	%	Remaining
Council	697	203	147	234	1,187	2,939	166	1,408	338	674	754	3,432	12,179	21,100	57.7%	\$ 8,921
Court	7,402	-	3,700	7,590	1,250	-	7,729	1,250	-	8,550	1,250	-	38,721	43,805	88.4%	\$ 5,084
Finance	21,381	19,738	20,318	20,068	19,936	20,168	21,485	21,437	20,499	19,951	31,276	34,289	270,545	290,731	93.1%	\$ 20,186
Legal Services	-	569	709	2,065	945	609	2,450	-	691	-	2,511	560	11,109	34,000	32.7%	\$ 22,891
Central Services	53,571	4,671	3,293	12,788	7,329	4,687	2,523	2,470	2,219	3,224	4,534	3,596	104,904	153,974	68.1%	\$ 49,070
Police	122,831	1,652	124,479	2,725	1,652	122,366	2,157	2,852	122,516	5,323	1,227	(3,206)	506,573	533,247	95.0%	\$ 26,674
Fire Control	1,752	-	-	-	-	-	1,880	-	-	-	-	5,408	9,040	8,000	113.0%	\$ (1,040)
Emergency Mgmt	900	1,197	732	1,975	873	814	954	583	732	743	570	1,374	11,447	57,768	19.8%	\$ 46,321
Envrmtl Presvtn	-	3,205	-	3,703	650	-	11	-	-	408	600	(120)	8,457	12,513	67.6%	\$ 4,056
Public Works	3,826	4,984	4,849	15,785	9,378	4,415	9,217	7,467	(4,340)	26,405	6,665	32,832	121,486	84,433	143.9%	\$ (37,053)
Economic Dev	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000	0.0%	\$ 2,000
Planning	10,898	7,014	8,034	17,796	7,907	13,349	38,539	15,090	10,943	12,332	13,904	(15,855)	139,951	153,092	91.4%	\$ 13,141
Building	990	1,170	4,736	960	7,466	-	1,830	24,359	1,044	497	-	22,164	65,216	69,968	93.2%	\$ 4,752
Public Health	-	-	-	-	-	244	-	100	-	-	126	4,445	4,915	10,000	49.1%	\$ 5,085
Recreation	685	5,667	1,530	2,842	966	675	438	909	623	2,003	772	5,785	22,896	26,440	86.6%	\$ 3,544
Parks	3,980	4,297	5,803	7,002	7,812	6,841	7,814	7,602	5,772	6,185	6,061	5,783	74,951	96,538	77.6%	\$ 21,587
Community Garden	-	-	-	-	-	-	-	-	-	-	-	-	-	300	0.0%	\$ 300
Disbursements	-	-	-	2,987	-	-	2,506	-	-	3,192	-	-	8,685	6,000	144.8%	\$ (2,685)
Non Expenditure	-	-	-	32	-	-	36	-	-	77	-	-	144	100	144.0%	\$ (44)
Capital Outlay	-	-	-	-	-	-	39,217	-	76,890	13,000	-	-	129,107	129,108	0.0%	\$ 1
WTSC Grant	-	-	-	-	-	-	-	-	-	-	-	-	-	13,000	0.0%	\$ 13,000
<b>TOTAL</b>	<b>228,912</b>	<b>54,367</b>	<b>178,331</b>	<b>98,553</b>	<b>67,350</b>	<b>177,105</b>	<b>138,953</b>	<b>85,526</b>	<b>237,928</b>	<b>102,563</b>	<b>70,251</b>	<b>100,488</b>	<b>1,540,328</b>	<b>1,746,117</b>	<b>88.2%</b>	<b>\$ 205,789</b>



### Monthly Revenue Report for Budget Amounts

Fund	Name	Month to Date	Year to Date	Budgeted	Remaining	
001	General	\$ 147,664.29	\$ 1,708,437.74	\$ 1,485,532.00	\$ (222,905.74)	115%
101	Street	\$ 46,354.76	\$ 530,825.35	\$ 972,065.00	\$ 441,239.65	55%
104	Hotel/Motel Tax Fund	\$ 3,723.66	\$ 49,755.08	\$ 40,100.00	\$ (9,655.08)	124%
105	Capital Improvement	\$ 4,899.02	\$ 86,319.56	\$ 37,000.00	\$ (49,319.56)	233%
106	Drug Enforcement	\$ 0.32	\$ 2.44	\$ 5.00	\$ 2.56	49%
107	Harbor Improvements	\$ 4.69	\$ 1,549.85	\$ 1,630.00	\$ 80.15	95%
109	Park Impact Fee	\$ 886.90	\$ 3,579.74	\$ 100.00	\$ (3,479.74)	3580%
202	79 Wtr & Swr Rev	\$ 1.94	\$ 5,019.38	\$ 5,020.00	\$ 0.62	100%
203	75 Wtr & Swr Rev	\$ 0.15	\$ 1.15	\$ -	\$ (1.15)	0%
212	02 WWTP	\$ 17.76	\$ 93,012.46	\$ 93,124.00	\$ 111.54	100%
303	Capital for Water	\$ 146,497.99	\$ 605,784.01	\$ 700,623.00	\$ 94,838.99	86%
304	Capital for Sewer	\$ 117,933.30	\$ 405,929.57	\$ 1,399,900.00	\$ 993,970.43	29%
401	Utility	\$ 127,501.73	\$ 1,018,954.53	\$ 972,250.00	\$ (46,704.53)	105%
621	Commemorative	\$ 1.25	\$ 9.60	\$ 520.00	\$ 510.40	2%
631	Cafeteria Plan	\$ 412.05	\$ 4,946.78	\$ 6,020.00	\$ 1,073.22	82%
		\$ 595,899.81	\$ 4,514,127.24	\$ 5,713,889.00	\$ 1,199,761.76	79%

December 31, 2015

100%



### Monthly Expenditure Report for Budget Amounts

Fund	Name	Month to Date	Year to Date	Budgeted	Unexpended	
001	General	\$ 100,487.94	\$ 1,540,328.84	\$ 1,735,117.00	\$ 194,788.16	89%
101	Street	\$ 113,647.96	\$ 657,384.35	\$ 1,022,638.00	\$ 365,253.65	64%
104	Hotel/Motel Tax Fund	\$ 15,856.79	\$ 47,775.29	\$ 55,640.00	\$ 7,864.71	86%
105	Capital Improvement	\$ -	\$ 25,239.34	\$ 179,239.00	\$ 153,999.66	14%
106	Drug Enforcement	\$ -	\$ -	\$ 1,705.00	\$ 1,705.00	0%
107	Harbor Improvements	\$ -	\$ -	\$ 26,955.00	\$ 26,955.00	0%
109	Park Impact Fee	\$ -	\$ -	\$ 61,820.00	\$ 61,820.00	0%
202	79 Wtr & Swr Exp	\$ -	\$ 5,437.50	\$ 11,500.00	\$ 6,062.50	47%
203	75 Wtr & Swr Exp	\$ -	\$ -	\$ -	\$ -	0%
212	02 WWTP	\$ -	\$ 92,823.10	\$ 92,824.00	\$ 0.90	100%
303	Capital for Water	\$ 20,930.13	\$ 321,512.89	\$ 695,523.00	\$ 374,010.11	46%
304	Capital for Sewer	\$ 219,365.67	\$ 687,731.47	\$ 1,394,000.00	\$ 706,268.53	49%
401	Utility	\$ 105,709.85	\$ 1,555,167.98	\$ 1,672,840.00	\$ 117,672.02	93%
621	Commemorative	\$ -	\$ -	\$ 7,220.00	\$ 7,220.00	0%
631	Cafeteria Plan	\$ 2,863.11	\$ 9,870.34	\$ 10,935.00	\$ 1,064.66	90%
		\$ 578,861.45	\$ 4,943,271.10	\$ 6,967,956.00	\$ 2,024,684.90	71%

Ending Fund Balance \$ 3,796,660.88      Adjustment  
 Available Fund Balance \$ 3,419,817.62

Fund	Name				
001	General	\$ 877,611.26	212	02 WWTP	\$ 95,008.68
101	Street	\$ 16,801.94	303	Capital for Water	\$ 934,260.85
104	Hotel/Motel Tax Fund	\$ 44,995.84	304	Capital for Sewer	\$ 257,060.50
105	Capital Improvement	\$ 558,915.66	401	Utility	\$ 526,031.93
106	Drug Enforcement	\$ 1,699.83	621	Commemorative	\$ 6,712.68
107	Harbor Improvements	\$ 25,085.46	631	Cafeteria Plan	\$ (133.54)
109	Park Impact Fee	\$ 64,575.53			
202	79 Wtr & Swr Rev	\$ 10,394.93	802	Outstanding Warrants	\$ 350,477.55
203	1975 W/S Bond	\$ 796.07	803	Outstanding Payroll	\$ 26,365.71