



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

April 28, 2015

6:30 pm

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CHANGES AND APPROVAL OF AGENDA

APPROVAL OF MINUTES

- Regular Meeting of April 14, 2015

MAYOR'S REPORT

AUDIENCE INPUT - See NOTE

NEW BUSINESS

1. **Approval of Special Event Permit Application #15-003 for 2015 Penn Cove Water Festival**
– *Staff recommends approval of the Special Event Permit for the 2015 Penn Cove Water Festival.*
2. **Approval of Special Event Permit Application #15-007 for 2015 Memorial Day Parade & Remembrance Ceremony** – *Staff recommends approval of the Special Event Permit for the 2015 Memorial Day Parade & Remembrance Ceremony.*
3. **Review and approve Madrona Way Budget and Timeline**
4. **Approve consulting contract with Reichhardt and Ebe Engineering** - *Staff recommends a motion to approve and authorize the Mayor to sign the Consulting Services Agreement with Reichhardt and Ebe for construction engineering during the Madrona Way Improvements Project – Phase 2.*
5. **Approve consulting contract with Equinox Research and Consulting, Int'l (ERCI)** - *Staff recommends a motion to approve and authorize the Mayor to sign the Consulting Services Agreement with ERCI for archaeological monitoring during the Madrona Way Improvements Project – Phase 1.*
6. **Approval of the March 2015 payroll transactions and warrants, and April 2015 A/P transactions and warrants** - *Staff recommends approval of the March 2015 payroll transactions and warrants #30638 to #30643 for a total of \$69,842.84 and April 2015 A/P transactions and warrants #30644 to #30712 for a total of \$89,793.56*

STAFF REPORTS

COUNCIL REPORTS

AUDIENCE INPUT - See NOTE

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
April 14, 2015
6:35 p.m.**

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

STAFF PRESENT: Utility Clerk Shelly Maier

CHANGES AND APPROVAL OF THE AGENDA

Council Action: A motion was made by Councilmember Bob Clay, second by Councilmember Jackie Henderson, to approve the Agenda as submitted. The motion passed unanimously.

APPROVAL OF MINUTES

Councilmember Dianne Binder pointed out that the minutes required the following correction to her council report:

“...would be attending a luncheon meeting...”

The minutes of the Regular Meeting of March 24, 2015 were approved as corrected.

MAYOR'S REPORT

- Mayor Conard informed the Council that the Whidbey General Hospital expansion project is moving along and that staff are working hard to meet timelines for this large project.
- Mayor Conard spoke briefly about utility locations and easements and some of the challenges the Town is facing with some of the remaining vacant lots.
- Mayor Conard mentioned that potential candidates had been interviewed for the open Planning Director position and she thanked Councilmembers Hughes and Powell for their participation in the process.
- Mayor Conard spoke briefly about the Community Energy Challenge and shared information about how residents could participate in an energy audit subsidized by grants.
- Mayor Conard reminded the Council that the AWC Annual Conference is in June and informed them that she has already registered the Councilmembers for the conference since cancellation is free and the conference fills up quickly.
- Mayor Conard shared with the Council that she has been invited to meet Governor Inslee next Wednesday. They will be discussing communities served by ferries and budget challenges.
- Mayor Conard passed out “Too Much Love” fliers to the Council and encouraged them to attend the upcoming workshop.
- Mayor Conard reminded the Council that the annual Garden Club Plant Sale would be on April 25th.
- Mayor Conard spoke briefly about parking challenges in the Town, including on NE Front St. and on S. Terry.

- Finally, Mayor Conard suggested two dates for an upcoming Council Workshop, with the decision to be made at the next Council Meeting.

AUDIENCE INPUT

Audience member Gary Piazzon addressed the Council to provide information about upcoming Earth Day events, and introduced climate ambassadors Margarita and Julia, who spoke about the academy at the Pacific Rim Institute.

Audience member Sylvia Sotelo spoke about her concern about the possibility of additional slides on NE Front St. Mayor Conard assured Ms. Sotelo that Public Works Superintendent Kelly Riepma inspects the bluff regularly and that the Town is working diligently to complete the Front St. project.

Audience member Mary Young expressed her concern about the condition of the bluff at NE Front St. and the Mayor assured her that the Town would be out to inspect the bluff right away.

PRESENTATION

Vickie Chambers and Chuck Poust gave a brief presentation about the Coupeville Historic Waterfront Festival Association.

PUBLIC HEARING

Ordinance #719 establishing the salary for the Mayor and Repealing Ordinance No. 624

Mayor Conard reviewed her Staff Report on Ordinance #719 and gave a brief explanation of the purpose and intended results of the Ordinance. Questions were asked and answered.

Mayor Conard opened the public hearing at 7:29 pm. There were no public comments and she closed the public hearing at 7:30 pm.

Council Action: A motion was made by Councilmember Bob Clay, second by Councilmember Jackie Henderson, to adopt Ordinance #719 establishing the salary for the Mayor and Repealing Ordinance No. 624. There was no further discussion and the motion passed unanimously.

NEW BUSINESS

Authorization for the Town to apply for a USDA loan in the amount of \$800,000, to fund the utility portion of the upcoming Madrona Way Project

Council Action: A motion was made by Councilmember Molly Hughes, second by Councilmember Bob Clay, to authorize the Town to apply for a USDA loan in the amount of \$800,000, to fund the utility portion of the upcoming Madrona Way Project. Questions were asked and answered. The motion passed unanimously.

Approval of SSDP-012-15, A Shoreline Substantial Development Permit for Madrona Way Improvements

Council Action: A motion was made by Councilmember Bob Clay, second by Councilmember Jackie Henderson, to approve SSDP-012-15, A Shoreline Substantial Development Permit for Madrona Way Improvements. Questions were asked and answered. The motion passed unanimously.

Resolution #15-04 Regarding CUP-008-15, Bed & Breakfast Inn for Ralph McCloud and Eleanor Weston located at 5 NE Ninth

Council Action: A motion was made by Councilmember Jackie Henderson, second by Councilmember Molly Hughes, to approve Resolution #15-04 Regarding CUP-008-15, Bed & Breakfast Inn for Ralph McCloud and Eleanor Weston located at 5 NE Ninth. Questions were asked and answered. The motion passed unanimously.

AUDIENCE INPUT

Resident Eleanor Weston praised the efforts of the Council.

EXECUTIVE SESSION

The Mayor stopped the regular Meeting at 8:25pm for a 5 minute recess and to enter into Executive Session to discuss the acquisition of real estate related to the Madrona Way Project. The Council returned from Executive Session at 8:45pm and the Regular Meeting resumed.

Approve Administrative Offer Summary for Right of Way for Madrona Way Improvement Project, consistent with the summary discussed in executive session.

Council Action: A motion was made by Councilmember Jackie Henderson, second by Councilmember Pat Powell, to approve Administrative Offer Summary for Right of Way for Madrona Way Improvement Project, consistent with the summary discussed in executive session. The motion passed unanimously.

ADJOURNMENT: 8:47pm

Respectfully Submitted:

MAYOR:

Kelly Beech, Clerk Treasurer

Nancy Conard

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

MEMORANDUM

Coupeville Marshal's Office

TO: Mayor Conard and Town Council
FROM: Rick Norrie, Marshal
DATE: April 22nd, 2015
SUBJECT: **Special Events Permit Application – 2015 Penn Cove Water Festival**

The Penn Cove Water Festival Association has submitted a Special Events Permit Application for the 2015 Penn Cove Water Festival. The festival is scheduled for May 16th, 2015; hours of operation set as 11:00 AM to 6:00 PM. Initial set-up starts Friday, May 15th at 8:00 AM, and final set-up on NE Front and NE Alexander Streets on Saturday May 16th between the hours of 7:30 – 10:30 AM. Dismantling and clean-up is expected to be completed by 8:00 PM.

This is an annual festival that draws residents and visitors to Coupeville's waterfront to watch Native American canoe races and participate in a variety of additional activities. Activities include, but are not limited to, educational displays, arts, crafts, music performances, children's activities and food vendors. The canoe races draw numerous participants from multiple local, Native American tribes.

Event organizers have arranged for marine safety patrols and emergency fire / medical services to be on hand during the event. Additionally, portable restroom facilities will be provided by the applicant at; (3) portables at the boat launch, (3) portables at the recreation hall and (1) portable on the empty lot behind the Haller house on N. Main Street.

The applicant has requested the following street and parking lot closures on Saturday May 15th from 6:00 AM through the end of the event:

1. NW Front Street between NW Alexander and N Main Streets.
2. NW Alexander Street between NW Front and NW Coveland Streets.
3. NW Grace Street between Coveland and NW Front Streets: except to allow vehicles with handicap credentials access to the Recreation Hall parking lot.

In addition, the applicant has requested;

1. Boat ramp / launch closure on Friday, May 15th at 9:00 PM through Saturday, May 16th, ending at 9:00 PM. (Note; recreational boating and fishing may be affected).
2. Use of the vacant lot north of Town Hall for parking: Front Street business owners, employees, and if necessary, overflow parking for race participant.
3. Water access using spigot on east side of bathrooms for rinsing canoes and racers.
4. Electric connection north side of sewage treatment plant fence line.

Recommendation

Staff recommends approval of the 2015 Penn Cove Water Festival Special Events Permit

RECEIVED

DEC 31 2014



Special Events Permit

Application

TOWN OF COUPEVILLE

Name of Applicant/Organization Penn Cove Water Festival Assn.

Contact Person Teresa Ellis Email Address: tomteresa.89@gmail.com

Business Phone _____ Home Phone 360-682-5060 Cell Phone 812-384-7450

Mailing Address: 450 Race Rd.

City Coupeville State WA Zip 98239

Other Authorized Individuals Vicky Reyes

Business Phone _____ Home Phone 682-5250 Cell Phone 313-729-3614

Summary of proposed event:

a) Type of Activity Planned: (describe event): Native canoe races, Native crafts, food, games, entertainment; children's/youth activities; juried art show; storytelling; oral history, environmental education displays; native skills demonstrations

b) Date of proposed event: May 16, 2015

c) Hours of operation: 11AM-6PM

d) Set-Up date/time: May 15, 2015 8AM-7PM

e) Dismantling date/time: May 16, 2015 6PM-8PM + May 17 8AM-12 (Kitchen only)

f) Number of staff/volunteers involved in event on behalf of applicant: 90

g) Estimated number of participants: 400 vendors, racers, entertainers

h) Will participants pay a fee or make a donation? YES NO (please circle) Vendor fee (\$25)

i) Number of vehicles, boats or other special equipment: 20 canoes, 5 safety watercraft

j) Number of persons expected to attend the event: 3000+

k) Traffic or crowd control requirements: street barricades + cones provided by town

l) Street closures required: Front St. B/W N. Main + Alexander; Alexander St. B/W Front + Cleveland; Grace St. B/W Cleveland + Front St.

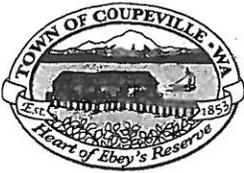
m) Safety and security measures required: Rec Hall parking lot available for Handicap parking only; ~~rec hall lot~~ parking lot East of Courthouse for business owners/employees, overflow canoe racers

o) Special effects (e.g. explosives, pyrotechnics, aircraft, etc.): None

n) Animals being used: None

o) Other features: None

p) Safety and security measures provided by the applicant: Safety boats + Jetski in the water for races; EMT + Fire Dept. on site



Special Events Permit

Application

- q) Electric power, water and sewer requirements: water & electric at boat launch for racers + MC
- r) Portable restrooms provided by the applicant: 2 @ Boat launch; 3 @ Rec Hall; possibly one @ vacant lot behind Helker House on N. Main St.

INSURANCE: The following insurance shall be required in connection with the issuance of a permit for a special event not protected under the First and Fourteenth Amendments of the U.S. Constitution: \$1,000,000 commercial general liability insurance per occurrence combined single limits, \$2,000,000 aggregate unless waived by the Town of Coupeville. The Clerk-Treasurer is authorized and directed to require written proof of such insurance prior to permit issuance. The insurance policy shall be written for a period not less than twenty-four (24) hours prior to the event and extending for a period not less than twenty-four (24) hours following the completion of the event, and shall contain a provision prohibiting cancellation of the policy, except upon thirty (30) days written notice to the Town of Coupeville.

Public Liability Insurance Company:

Name of Company: Liberty Mutual
 Policy Number: 01-CI-743137-1 Agent: Porter Stuurman's Ins.
 Expiration Date: 02-01-16 Amount: \$2,000,000

PARTICIPANTS: Any event which attracts 1,000 or more persons to Town Park, or any event that involves activities in both the Town Park and the Historic Commercial District and which attracts 100 or more persons, will require the closure of the pathway between the Town Park and the Historic Commercial District. In any such case, the applicant will be required to pay the Town a supplemental permit fee to cover the town's costs of installing and maintaining physical barriers to close the pathway during the course of the event.

HOLD HARMLESS: The applicant agrees to defend, indemnify and hold the Town of Coupeville, its agents, employees and officials, while acting within the scope of their duties, harmless from any and all claims, suits, demands and judgements including the attorney's fees and other costs of their defense, for public or private nuisance, inverse condemnation, personal injuries, property damage or death arising out of, occurring during or the result of activities or appliances of the applicant, his employees or otherwise, except for the sole negligence of the Town. The applicant further agrees to comply with all provisions of pertinent laws, rules and regulations. This permit may be revoked at any time.

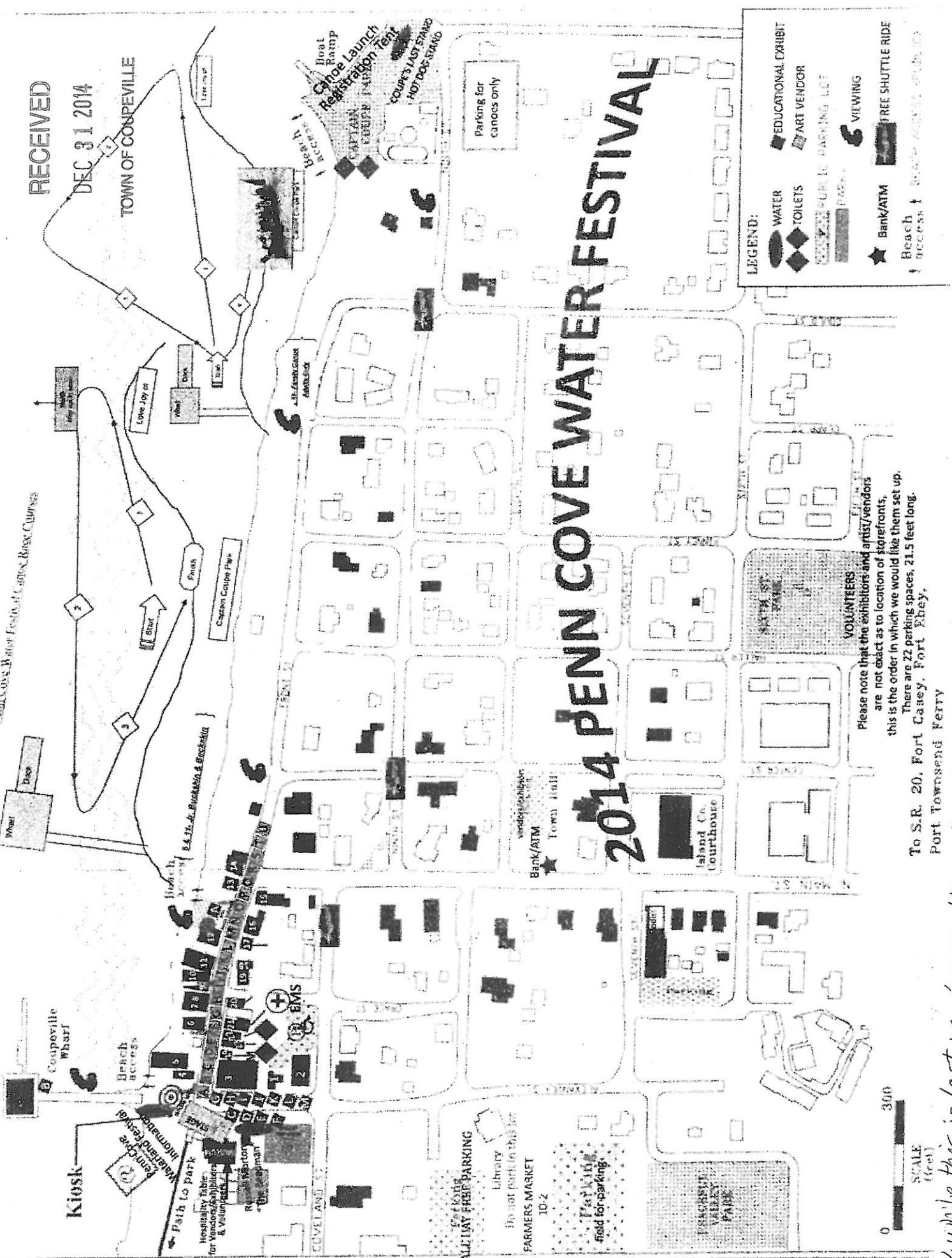
Signed this 31st day of December, 2014.

Jane A. Ellis
 Signature of Applicant or Agent

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DEC 31 2014

TOWN OF COUPEVILLE

2014 PENN COVE WATER FESTIVAL



LEGEND:

- WATER
- TOILETS
- EDUCATIONAL EXHIBIT
- ART VENDOR
- Bank/ATM
- Beach Access
- PUBLIC PARKING LOT
- VIEWING
- FREE SHUTTLE RIDE

VOLUNTEERS
Please note that the exhibitors and artist/vendors are not exact as to location of storefronts, this is the order in which we would like them set up.
There are 22 parking spaces, 21.5 feet long.
To S.R. 20, Fort Casey, Fort Ebey,
Port Townsend Ferry

0 300
SCALE
(feet)

**While this is last year's map, this will be the approximate configuration for 2015.*

The Penn Cove Water Festival would like to thank everyone who are making the 2014 festival a success. We are honored to have so many sponsors, donors and volunteers. We would especially like to thank the following in-kind donors and supporters:

- Anchorage Inn
- Betty Gewald
- Blue Fox Prints
- Ray Printing
- Benye & John Weber
- Central Whidbey Lions
- Dave Bieniek & Ervin Knezek
- Cheryl Brackin
- Chuck Kelso
- Compass Rose Bed & Breakfast
- Coupeville Boys & Girls Club
- Coupeville High National Honor Society
- Coupeville Leos Club
- Coupeville Lions Club
- Coupeville Inn
- Dennis Hill
- Fine Line Painting
- Front Street Realty
- Georgia Gardner
- Good Company Pet Care
- Harbor Gift Store
- Harold Anderson & Terry Bible
- Hertlein Grant Writing
- Honey Bear
- ICHS Carved Trophies-Dick Weber
- ICHS - Rick Castellano
- Jackie Feuster & Joe Walick
- Janice Piked & Anne Harvey
- Joan & Nelly Robinson
- John & Marjorie Bushart
- Julie Duganery-Winger
- Karen & Claudio Merrill
- Lyla Snover Michael Fern & Jim Sherman
- Mike Brown
- Molly Hughes
- Nahma Investments
- Oak Harbor Lions Club
- Once Hedeen
- Orca Network
- Pat & Sue Waters
- Pat Cozine
- Penn Cove Anesthesia
- Penn Cove Veterinary Clinic
- Ralph Young
- Robert Young
- Roger & Darlene Sherman
- Sarah & Roger Purdue
- Sound Publishing
- Susan Berta & Howard Garrett
- Teresa & Tom Ellis
- Tim Jones, Penn Cove Mussels
- Toby's Tavern
- US Foods
- Vern & Martha Olsen
- Vicky & Ricardo Reyes
- Whidbey Examiner
- Whidbey Weekly

MERCHANTS

1. Chamber of Commerce
2. Rec Hall/
- Native Spirit Art Show
3. Mariner's Building :
- Honey Bear,
- Coupeville Emporium
4. Collections
5. Vail Wine Shop
6. Front Street Grill
7. Kingfisher Books
8. Mosquito Fleet
9. Anchor Realty
10. Far From Normal
11. Vacant Building
12. Toby's Tavern

13. Knead and Feed
14. Aqua Gifts
15. McPherson's Law
16. Seaside Spa
17. Handbag
- Consignment Shop
18. Back to the Island
19. Penn Cove Gallery
20. Touch of Dutch
21. One More Thing
22. Maritt Elkhorn Trading
23. Jan McGregor
24. Kapaws Ice Cream

ARTISTS/BOOTHS

- A. Yukie Adams
- B. Janice Lonergan/Tsimshian Haayuuk
- C. Mickey Griffen
- D. Susan Knapp
- E. Maria Maigua
- F. Maria Camuendo
- G. Face Painting
- H. Sue Coucia
- I. Alonso & Mariela Fichamba
- J. Rita Garton
- K. Youth Activities Table
- L. Sarah Gilyeat
- M. Janet Nicoll
- N. Mike Lineback

This is not a final layout
4/30/2014 SW

EDUCATIONAL EXHIBITS

- A. Beach Watchers & WSU Waste Wise
- B. American Cetacean Society
- C. Pacific Rim Institute
- D. Samish Vocational Rehab
- E. Ebey's Landing
- F. American Red Cross Island Chapter
- G. Orca Network
- H. Greenbank Farm
- I. Whidbey Audubon Society
- J. Skagit Fisheries Enhancement Group
- K. Washington Environmental Council
- L. Historical Society Museum
- M. Island County Fire and Rescue
(9th street, near cooking demo)



2014 Penn Cove Waterland Festival Schedule of Events

Performances:
The Penn Cove Water Festival will feature the following performances in downtown Coupeville during the Water Festival, May 10, 2014.

10:00 am to 11am Shifty Sailors - Farmers Market

11:00 am - Festival Welcome - Main Stage
Dedication of Festival in Memory of Roger Purdue and a presentation to our long time sponsor, Penn Cove Shellfish (Mayor Nancy Conard, Ramona & Vicky Reyes)

11:15 am - The Shifty Sailors, Sea Shanties and Maritime Music - Main Stage

11:30 am - Storytelling by Lou LaBombard - Block House

12:00 noon - Festival Welcome - Canoe Launch

12:15 pm - Peter Ali - Main Stage - Flute and much more

1:15 pm - J.P. Falcon Grady - Main Stage

1:30 pm - Storytelling by Gary Stroutos - Library (Sponsored by Friends of the Library)

2:30 pm - Swil Kanim - Main Stage - Native violin player & storyteller

3:30 pm - Storytelling by Lou Labombard - Block House

4:00 pm - Tshimshain Haayuuk Dancers - Main Stage

- Traditional and ceremonial dances involving you, the audience

5:00 pm - Closing with a presentation to tribute Roger Purdue

NATIVE SPIRIT ART SHOW

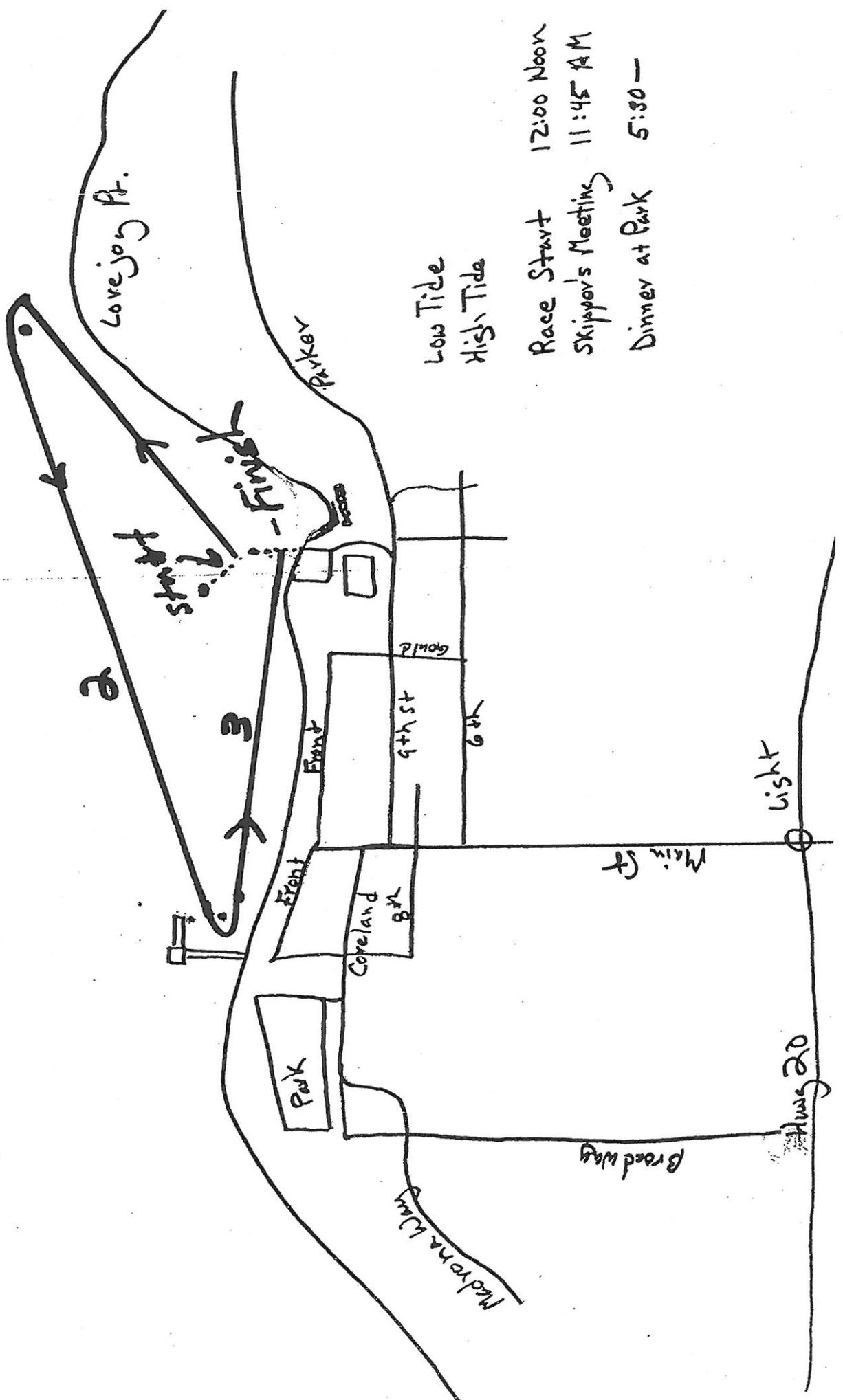
The Penn Cove Water Festival is pleased to present a juried art show featuring some of the Northwest's most talented Native American and Native American theme artists. There will be a large selection and variety of art to select from during this two day show. Demonstrations by many of the artists will take place during show hours. Questions are encouraged and welcome. There will be traditional regional art influences from the Northwest Coast, Plains, Woodlands, Great Basin, Central America and Southwest.

DEC 31 2014

Stuart
TOWN OF COUPEVILLE

11 Jr Buckskin 6 Buckskin

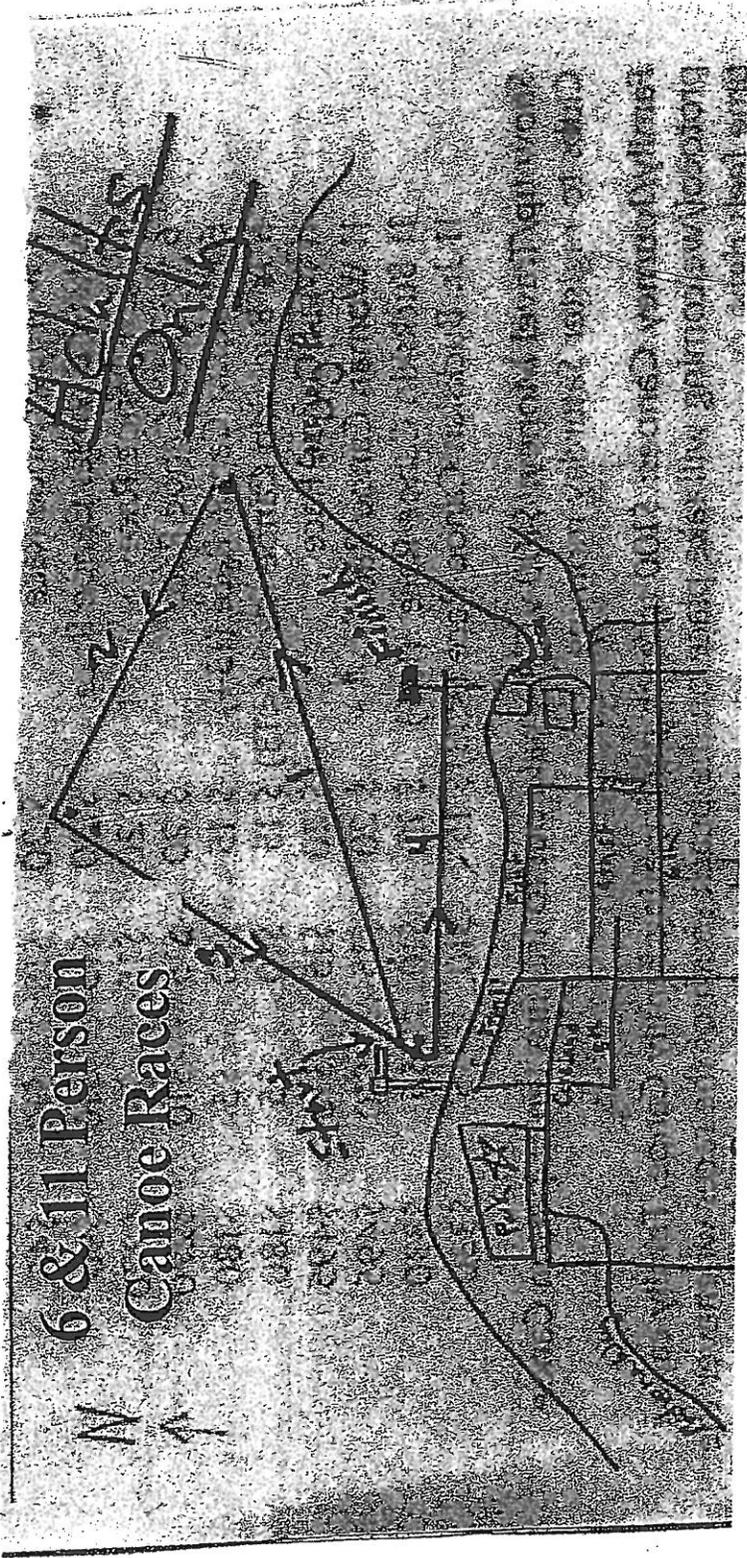
They decide which course to take (short or long)



Race Start 12:00 Noon
 Skipper's Meeting 11:45 AM
 Dinner at Park 5:30 -

6 & 11 Person Canoe Races

ADULTS
ONLY



RECEIVED

DEC 31 2014

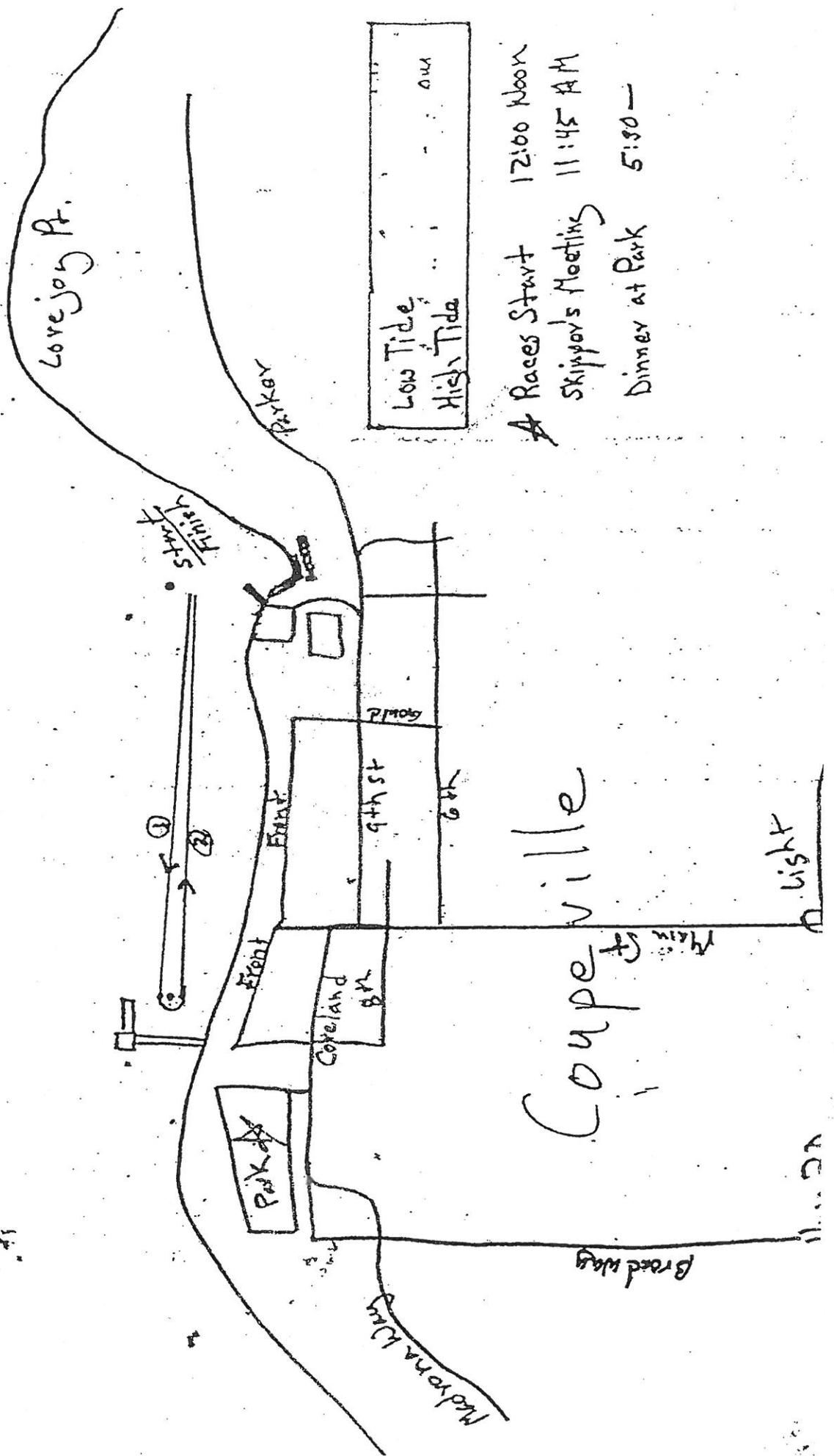
TOWN OF COUPEVILLE

- Approx 1 mile distance
6/10 mile

1 - Double S.

15 - 6 Jr Buckskins

N ↑



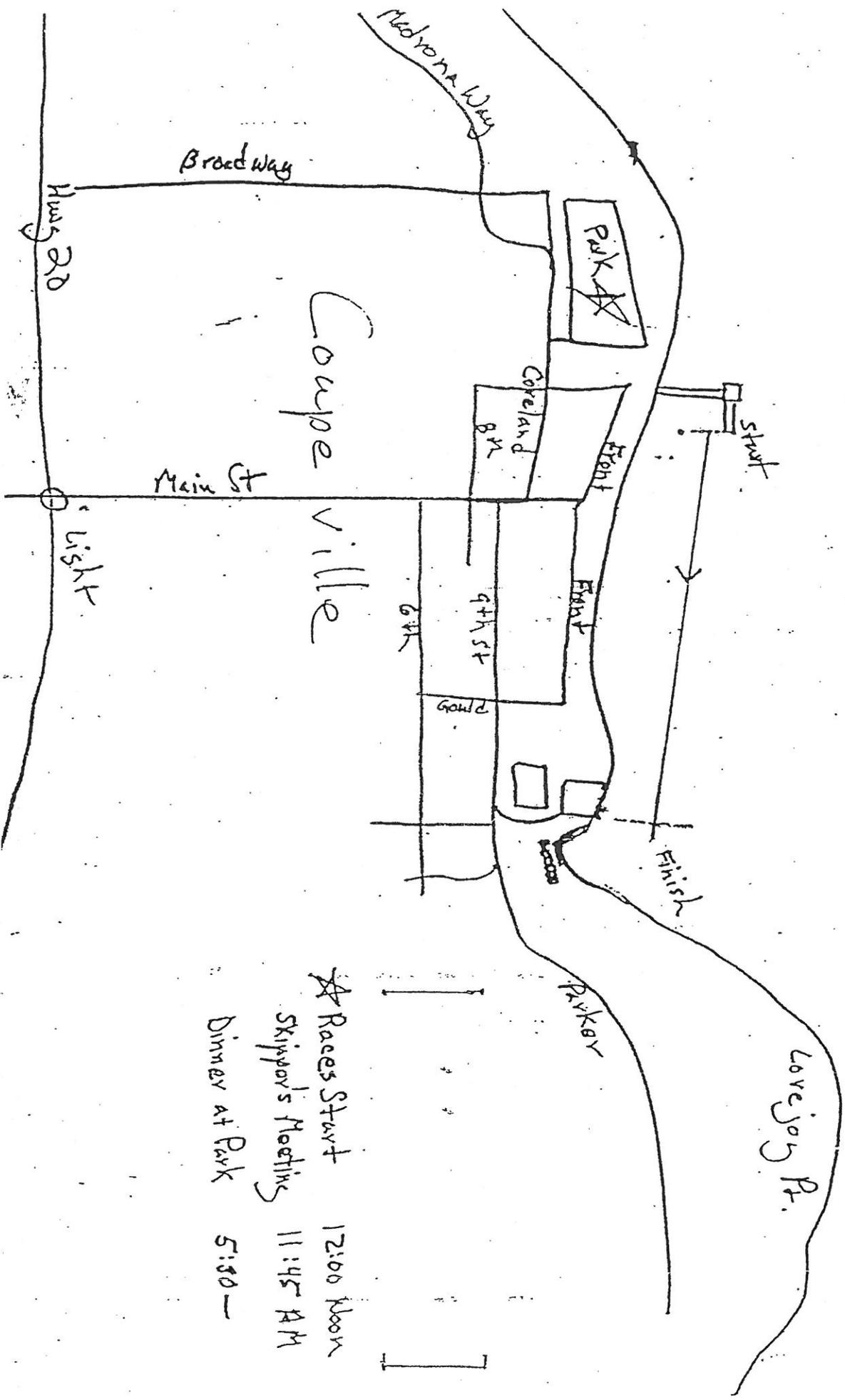
Low Tide	12:00 Noon
High Tide	11:45 AM

* Races Start 12:00 Noon
 Skipper's Meeting 11:45 AM
 Dinner at Park 5:30 -

N
↑

Singles

- Start at Depart
- Finish boat launch dock
- Approximate distance 1/4 mile



★ Races Start 12:00 Noon
 Skipper's Meetings 11:45 AM
 Dinner at Park 5:30 -

MEMORANDUM

Coupeville Marshal's Office

TO: Mayor Conard and Town Council
FROM: Rick Norrie, Marshal
DATE: April 22nd, 2015
SUBJECT: **Special Events Permit Application – 2015 Memorial Day Parade**

The Coupeville Chamber of Commerce has submitted a Special Events Permit Application for the 2015 Memorial Day Parade and Remembrance Ceremony. Both the parade and ceremony are scheduled on May 23rd 2015 with hours of operation as follows; parade line-up and town park set-up at 8:30 AM. Parade will commence at 11:00 AM, with approximate, 12:00 PM ending. Remembrance Ceremony, Concert and picnic at the park will commence following the end of the parade with an approximate, 2:30 PM ending. Dismantling will follow thereafter.

Approximately 70 to 80 floats and 200 people will stage on Terry Road, east of S. Main Street. The parade route will run north on S. Main Street, cross SR-20, on to N. Main Street, turn west on NW Front Street, turn south on NW Alexander Street, turn west on NW Coveland Street, and conclude at the Town Park. Parade participants directly associated with the Remembrance Ceremony will enter Town Park to drop off passengers and those remaining will disburse via NW Broadway Street. See attached map for parade route.

Rolling street closures will occur as the parade progresses. Rolling lane closures are a common traffic control technique, allowing intersecting roads to remain open as long as possible, until the need to close the road for the safe passage of parade participants and reopen once feasibly safe for both motorist and pedestrian traffic. The following street closures are suggested and advised. Closure times may vary dependent upon parade movement.

1. Terry Road between Fort Casey road and S. Main Street (9:00 – 11:00 AM)
2. Intersection of Terry Road and S. Main Street (Parade commencement)
3. N/B lane of S. Main Street (Rolling lane closure)
4. S/B State Route 20 at NW Broadway Street. (11:10 to 11:30 AM)
5. N/B State Route 20 at Terry Road (11:10 to 11:30 AM)
6. N/B lane of N. Main Street (Rolling lane closure)
7. NW Front Street (11:45 AM to parade end)
8. NW Alexander (11:45 AM to parade end)
9. W/B lane of NW Coveland Street (Rolling lane closure)

In addition, the following road closures, additional restrictions will occur near the Town Park;

1. NW Broadway, west side at NW Madrona (No southbound vehicular traffic / no parking on Madrona – closed to facilitate parade egress).
2. NW Coveland at the Town Park (No parking – closed to facilitate parade egress).
3. NW Madrona, north side, between Coveland and NW Broadway (Rolling road closure)
4. NW Coveland, north side, between Alexander and Town Park (No parking until parade end for participant and spectator safety).

The applicant will provide volunteers and ham radio operators along the parade route to assist in the in traffic control, parade flow and spectator / pedestrian movement.

The Coupeville Public Works will provide necessary barricades and will assist in posting street closures / clearing signage.

The Marshals Office, along with local law enforcement, will provide and maintain traffic control and assist along the parade route.

The Memorial Day Parade and Remembrance Ceremony is an annual event. Though the application and details are reviewed and updated frequently throughout the year, slight changes in logistics may occur in the event of a safety concern

Recommendation

Staff recommends approval of the 2015 Memorial Day Parade – Remembrance Ceremony
Special Events Permit

15-007

RECEIVED

MAR 26 2015

Town of Coupeville



TOWN OF COUPEVILLE

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

SPECIAL EVENTS PERMIT APPLICATION

Name of Applicant/Organization Coupeville Chamber of Commerce.
Contact Person Lyndal Koles Email Address: director@coupevillechamber.com
Business Phone 360-678-5434 Home Phone _____ Cell Phone 360-969-3139
Mailing Address: PO Box 152
City Coupeville State WA Zip 98239
Other Authorized Individuals Shelli Trumbull - President, Bldg Directors
Business Phone 682-2162 Home Phone _____ Cell Phone _____

Summary of proposed event:

a) Type of Activity Planned: (describe event): Memorial Day Parade, Coupeville Remembrance + Music + Picnic at Town Park

b) Date of proposed event: Saturday May 23, 2015

c) Hours of operation: Parade line-up starts 8:30am - Begins 11am Ends 12noon

d) Set-Up date/time: 5/23 8am Park 9am Park Events Noon - 2:30pm.

e) Dismantling date/time: Parade 12noon Park Events 2:30pm.

f) Number of staff/volunteers involved in event on behalf of applicant: 12 +

g) Estimated number of participants: Parade Entries 70 floats etc. at least 200 people

h) Will participants pay a fee or make a donation? YES NO (please circle)

i) Number of vehicles, boats or other special equipment: 70+ Floats, Tractors etc.

j) Number of persons expected to attend the event: 500 - 1,000 (depending on weather)

k) Traffic or crowd control requirements: Same as previous years, Terry + Fort Casey Rds, S Main, Hwy 20, N. Main, Cleveland, Broadway etc. Park

l) Street closures required: Front St. parts of Cleveland / N. Main, Alexander (as in previous years). Decision of Town Marshal. Town Park

m) Safety and security measures required: As in previous years per decision of the Town Marshall. (see below)

n) Special effects (e.g. explosives, pyrotechnics, aircraft, etc.): Possibility of Flyover Terry @ Fort Casey + South Main Cleveland + Alexander + Town Park Entrance

Front St + N. Main



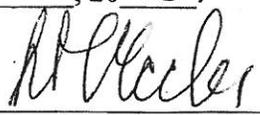
- o) Animals being used: In Parade. (Horses + Dogs)
- p) Other features: Marching Bands, Floats, Tractors etc.) + Military Personnel.
- q) Safety and security measures provided by the applicant: Ham Radio Operators
will be along route.
- r) Electric power, water and sewer requirements: At Town Park. (Electric Water + Sewer)
- s) Portable restrooms provided by the applicant: None.

INSURANCE: The following insurance shall be required in connection with the issuance of a permit for a special event not protected under the First and Fourteenth Amendments of the U.S. Constitution: \$1,000,000 commercial general liability insurance per occurrence combined single limits, \$2,000,000 aggregate unless waived by the Town of Coupeville. The Clerk-Treasurer is authorized and directed to require written proof of such insurance prior to permit issuance. The insurance policy shall be written for a period not less than twenty-four (24) hours prior to the event and extending for a period not less than twenty-four (24) hours following the completion of the event, and shall contain a provision prohibiting cancellation of the policy, except upon thirty (30) days written notice to the Town of Coupeville.

Public Liability Insurance Company:
 Name of Company: Porter Whalberg Insurance/ Liberty Mutual.
 Policy Number: 01CG 8917623 Agent: Porter Whalberg
 Expiration Date: 12/15 Amount: \$1,000,000.

PARTICIPANTS: Any event which attracts 1,000 or more persons to Town Park, or any event that involves activities in both the Town Park and the Historic Commercial District and which attracts 100 or more persons, will require the closure of the pathway between the Town Park and the Historic Commercial District. In any such case, the applicant will be required to pay the Town a supplemental permit fee to cover the town's costs of installing and maintaining physical barriers to close the pathway during the course of the event.

HOLD HARMLESS: The applicant agrees to defend, indemnify and hold the Town of Coupeville, its agents, employees and officials, while acting within the scope of their duties, harmless from any and all claims, suits, demands and judgements including the attorney's fees and other costs of their defense, for public or private nuisance, inverse condemnation, personal injuries, property damage or death arising out of, occurring during or the result of activities or appliances of the applicant, his employees or otherwise, except for the sole negligence of the Town. The applicant further agrees to comply with all provisions of pertinent laws, rules and regulations. This permit may be revoked at any time.

Signed this 25th day of March, 2015.


 Signature of Applicant or Agent



MEMORANDUM from Mayor Nancy Conard *nc*

Date: April 24, 2015
To: Town Council
Re: Madrona Way Project, Budget and Timeline

Greg Cane and Nathan Zylstra from Reichardt and Ebe, the engineering firm working on the road part of Madrona Way, will both be attending the council meeting on Tuesday. They can provide specific information about the budget and timeline for this project, as well as the two related contracts we propose for your approval.

In general, the current budget for the utility portion of Madrona Way is estimated at \$1,128,251. We applied to the USDA for funding, in the form of grant and loan. It is possible that we will receive funding for the entire project. In the event we do not, we have also made preliminary contact with local banks and have options for long term funding there. In addition we have funds in our water and sewer capital funds that can be applied to this project. We are currently developing various scenarios for financing and will have a more definitive proposal when we hear from USDA and open the bids.

The road portion of the project is estimated at \$732,766. \$633,832 will be covered by a grant from Washington State Department of Transportation and \$65,000 by a grant from the Transportation Improvement Board. The balance of \$33,934 is the Town's responsibility and will primarily be funded by the utility funds in consideration of the repair to the road needed after the utilities are replaced.

We will be going out to bid as soon as possible after the final bid documents are approved by all the funding agencies. Optimistically, we hope for a start date of June 7 on the utility project, to be completed about September 15, and a starts date of August 1 with completion by October 1 of the road work. These two schedules can overlap, and Greg and Nathan will review with you the phasing plan and the incentives for early completion of the project.

MADRONA WAY IMPROVEMENTS PROJECT

Phase I

UTILITY PROJECT

Utility Project - Estimated Total Cost	
Construction	\$946,261
Design	53,490
Construction Engineering	28,500
Contingency	100,000
TOTAL	\$1,128,251

Phase II

ROAD PROJECT

Road Project - Estimated Total Cost	
Plans / Specifications / Permitting and Right of Way Acquisition	\$114,213
Construction	535,553
Construction Engineering - Consultant	83,000
TOTAL (Incl. Contingency)	\$732,766

COST

UTILITY PROJECT

USDA Loan
\$1,128,251

ROAD PROJECT

Town
\$33,934

TIB
\$65,000

WSDOT
\$633,832

FUNDS

STAFF REPORT

DATE: April 23, 2015

TO: Mayor and Town Council

FROM: Gregory Cane, Staff Engineer

SUBJECT: - Madrona Way Improvement Project - Phase II
- Authorization to Execute Contract Supplement for Construction Engineering Services

ATTACHMENTS: - Exhibit E-1 (Scope of Work)
- Exhibit E-2 (Man-hour and Cost Estimate)
- Project Budget Figure, Dated 3/28/15

Background

In 2012, as a part of the Madrona Way Improvement Project, Consulting Engineers Reichhardt and Ebe, Inc. were retained to prepare the plans and specifications and to provide related services for the reconstruction of the road and stormwater facilities, and the addition of a pedestrian path, on Madrona Way.

In 2013, the project was divided into two phases in accordance with the sources of funding, as follows:

Phase I:

Work Proposed: Installation of new water and sewer mains and construction of sewer lift station

Funding Sources: Non-WSDOT/FHWA funding sources, as follows:

- 1) USDA Rural Development Loan (Likely funds obligation by May 1, 2015)
- 2) Town water and sewer capital improvement funds

Phase II:

Work Proposed: Reconstruction of road; installation of storm drain system and bioswales; installation of pedestrian path

Funding Sources: 1) WSDOT/FHWA STPR grant
2) Washington State Transportation Improvement Board grant
3) Town water and sewer capital improvement funds (for shared cost of surface restoration related to installation of these utilities)

Plans, specifications and bidding documents for both phases are now nearly complete and the project will be constructed during this summer/fall. Given the limited staff resources, the decision was made to seek a scope and fees proposal from Reichhardt and Ebe for construction engineering services for the Phase II portion of the project.

Action to Consider

The Consultant has prepared the requisite scope and fee exhibits for the supplement to the existing consultant agreement. A not-to-exceed amount of \$92,591.23 is proposed for construction engineering during Phase II. For expediency, the supplement is concurrently being considered by the WSDOT Office of Local Programs and the Town Council. For your consideration, I have attached a copy of the two exhibits.

I have asked that the proposal include an 8% management reserve for unknown contingencies which may occur during the project. This reserve, or portions thereof, will only be expended with the Mayor's written approval.

In accordance with WSDOT/FHWA policy, the noted grant will fund 87.5% of these services; the Town will be responsible for the remaining 13.5%.

Recommended Action

Motion – Authorize the Mayor to execute a supplement to the existing consultant agreement with Reichhardt and Ebe, Inc. in the amount of \$92,591.23 for construction engineering for the Phase II portion of the Madrona Way Improvement Project, subject to WSDOT concurrence with the document.

**EXHIBIT A-1
MADRONA WAY IMPROVEMENTS PHASE II
SCOPE OF WORK
CONSTRUCTION SERVICES**

During the term of this Agreement, Reichhardt & Ebe Engineering Inc., (CONSULTANT) shall perform professional services for the Town of Coupeville (TOWN), including construction management in connection with the above project.

This document shall be used to plan, conduct, and complete the work on the PROJECT.

I. PROJECT UNDERSTANDING

The work to be performed by the CONSULTANT consists of providing construction management and construction inspection for the project in accordance with the plans and specifications for this project. The work to be performed by the CONSULTANT consists of conducting project meetings, corresponding with all parties involved, schedule tracking, submittal tracking, on-site inspection, materials testing, quantities tracking, pay estimate preparation, aiding in change order preparation, and the representation necessary to ensure that the work is constructed in accordance with the contract plans and specifications. Construction documentation will be prepared in accordance with the Washington Department of Transportation Local Agency Guidelines (LAG) Manual.

Construction Management Team

The Construction Management Team is made up of the following firms/organizations:

Owner: Town of Coupeville
Prime Consultant..... Reichhardt & Ebe Engineering, Inc.
Surveying Harmsen & Associates, Inc.
Testing Services..... GeoTest Services, Inc.

This scope of work does not include archeological monitoring. If such services are needed, a contract supplement will be required or such services will be provided by the Town under separate contract.

II. WORK ITEMS

1.0 ASSISTANCE DURING BIDDING PERIOD

Once the 100% PS&E Submittal to the TOWN has been completed for the construction contract, the CONSULTANT shall remain 'on-call' until the contract has been awarded to the successful bidder. The types of assistance that shall be provided to the CITY during the pre-bid and bid periods of the PROJECT may include:

- Responding to engineering questions from Contractors.
- Interpretation and clarification of the bid documents.
- Prepare documents for and conduct pre-bid meeting

- Preparing contract addendums.
- Evaluating the bids.
- Providing a recommendation on award of the contract.
- Review of low bidder and subcontractors for suspension and debarment.
- Review of low bidder DBE requirements.

Deliverables / Products:

- Addendums
- Documentation of Bidder Questions
- Bid Tabulation
- Recommendation to award.
- WSDOT Award data.

2.0 PROJECT MANAGEMENT AND ADMINISTRATION

The CONSULTANT shall submit monthly invoices and status reports to the TOWN and track the Project budget.

The CONSULTANT shall conduct and administer various project meetings as listed below:

- Onsite Franchise Utility meetings. These meeting will be to address the concerns of the Franchise Utilities with the TOWN and Contractor. A total of 1 meeting has been assumed.
- Pre-Construction meeting with the TOWN, Contractor, Subcontractors and Franchise Utilities
- Construction Progress meetings with the TOWN, Contractor, Subcontractors and Franchise Utilities. These meetings will be scheduled in advance and shall occur on a weekly basis or as needed. A total of 10 meetings have been assumed.
- Property Owner meetings with the TOWN, Contractor and private property owners. These meetings will be to address the concerns and issues of various property owners surrounding the Project. A total of 2 meetings have been assumed.
- Project Management meetings with CONSULTANT staff and the TOWN as necessary. The purpose of these meetings will be to discuss project management issues, including satisfaction of the TOWN, budget, schedule, project direction, coordination, and changes. A total 2 meetings is assumed.

The CONSULTANT shall implement a Project documentation and tracking system for submittals, request for information (RFI's), change orders, revisions, force account work, correspondence and Project contacts. This work will include maintenance of the Project files.

The CONSULTANT shall track Bid Item quantities incorporated into the Project for the purpose of preparing monthly pay requests and verification that the project is constructed in accordance with the Contract Documents. Tracking Bid Item quantities includes preparing and maintaining supporting documentation. This work will include reviewing the Bid Item quantities with the Contractor and preparation of the monthly pay requests. Monthly pay requests will be submitted to the TOWN and the Contractor for review and approval.

The CONSULTANT shall collect, review and document Certified Payrolls, Monthly Employment Utilization Reports (MEUR's) and DBE/WMBE reports as required by the Contract Documents.

The CONSULTANT shall coordinate Project staff and subconsultant efforts in accordance with the scope of work which will include preparation of subconsultant contracts and amendments.

Deliverables / Products:

- Project documentation system and database
- Database reports of outstanding submittals, RFI's and change orders
- Meeting agenda and minutes
- Project bid item quantity documentation
- Monthly pay requests
- Monthly Invoices
- Monthly Status Reports

3.0 QUALITY CONTROL

This work item includes the effort related to providing quality control on an as needed basis for the work activities in this Scope of Work. Specific activities of this work item include the following:

- Peer Reviews – This work will include detailed review of work products by staff with technical expertise in the specific work area.
- Senior Reviews – This work will include review by senior staff to ensure that the Project is technically correct, constructed in accordance with the contract plans and specifications, and meets the requirements of the Scope of Work.

Deliverables / Products:

- If needed, complete QC check list for Project file

4.0 CONSTRUCTION MANAGEMENT

This work item includes the effort related to managing the construction of the Project consisting of the day to day activities and contacts with the various parties involved.

The CONSULTANT shall perform the following activities as they relate to the Project:

- Act as daily point of contact with the Contractor and TOWN and monitor progress and quality of work on a daily basis.
- Act as a daily point of contact with property owners adjacent to the project. The CONSULTANT and/or the TOWN will be responsible for satisfying the concerns of the property owner and for making any changes to the project to accommodate those concerns.
- Advise the TOWN as to the need or justification for change orders. The CONSULTANT shall be responsible for preparing cost estimates, negotiations with the Contractor, preparation of, and obtaining the appropriate approval for change orders from the TOWN.
- Review and approve force account work as allowable by the Contract Documents.

- Resolve day to day Project issues, as well as design and contract issues with the Engineer, Contractor, and TOWN. The CONSULTANT shall be responsible for making and implementing any and all revisions to the Project documents.
- Prepare and respond to all Project correspondence with the Contractor, CONSULTANT, Subconsultants, and TOWN.
- Review RAM's and Submittals.
- Monitor Project costs (actual vs. budget) and report monthly with pay estimate.
- Review Contractor's baseline schedules. Maintain schedule updates and record calendar or working days during contract work in accordance with the Contract Documents.
- Maintain updated field record drawings.
- Coordination and communication with the Contractor and the TOWN.
- Preparation of field record drawings to be used in preparation of the As-Built Drawings.
- Assist in Claim Evaluation.

WSDOT will provide a complete Record of Materials (ROM) for all materials to be incorporated into the project. The CONSULTANT shall modify the ROM for formatting and to incorporate desired local agency exceptions and small quantities acceptance.

Deliverables / Products:

- Written documentation pertaining to Project issues
- Written correspondence
- Weekly working days statements
- Preparation of As-Built Drawings
- Modified / Updated Record of Materials

5.0 TESTING SERVICES

The CONSULTANT shall provide and manage the performance of quality control testing. Testing will be performed on an as-needed basis in accordance with the ROM and LAG Manual by an accredited testing laboratory. Quality control testing services provided as part of the construction management contract shall include:

- Soil / aggregate materials acceptance testing.
- Proctor analysis and in-place density testing for backfill operations.
- Hot mix asphalt testing including aggregate acceptance testing, rice density, in-place density and extraction/gradation.
- Concrete testing and concrete cylinders.

Deliverables / Products:

- Written test results and/or reports for all tests conducted distributed to the TOWN and Contractor.

6.0 INSPECTION SERVICES

The CONSULTANT shall provide one full-time onsite construction inspector for 8 hours per day, 40 hour work weeks for 40 working days. The onsite inspector will perform the following duties at a minimum:

- Document pre-construction conditions by taking photos as well as develop field notes prior to construction start
- Inspect work methods and products; verify compliance with Project contract plans and specifications
- Inspect materials; verify compliance with Project contract plans and specifications
- Inspect equipment; verify compliance with approved submittals and Project contract plans and specifications
- Coordination of work with adjacent property owners
- Coordination with utility companies
- Point of contact for quality control testing services
- Verify environmental compliance
- Prepare inspection correspondence, records, and reports
- Develop punch lists

Deliverables / Products

- Pre-Construction Photos
- Daily inspection report on quality compliance
- Quality Control test reports
- Punch lists

7.0 SURVEYING

Construction surveying shall be provided by R&E Subconsultant, Harmsen & Associates in accordance with the construction contract documents.

The CONSULTANT shall also perform the as-built survey necessary to aid in production of the as-built drawings as well as the replacement of survey monumentation destroyed during the construction work. This does not include setting or re-setting of property corners.

8.0 ENVIRONMENTAL

Environmental services will be provided by the CONSULTANT only when necessary. Environmental services are anticipated to include review and approval of the Contractors Stormwater Pollution Prevention Plan as well as oversight and collection of reporting requirements as required by the NPDES Construction Stormwater Permit.

Should archeological monitoring become necessary, a supplement to this scope of work will be required or such monitoring services will be provided by the TOWN under separate contract.

9.0 PROJECT CLOSEOUT

The CONSULTANT shall close out the Project which will include the following activities:

- Conduct final inspection with the TOWN, and Project Designer to establish final punch list.
- Monitor and verify completion of punch list items and issue Notice of Substantial Completion and/or Notice of Physical Completion to Contractor.
- Collect the contractor's as-built information and incorporate into the as-built drawings.
- Project Closeout per LAG Manual.

Deliverables / Products:

- Issuance of Notice of Substantial Completion if necessary.
- Itemized punch list.
- Issuance of Notice of Physical Completion.
- Issuance of As-Built drawings to the TOWN. As-Built drawings will be one 22 inch by 34 inch mylar original, two 22 inch by 34 inch paper copies, one *.pdf and one AutoCAD electronic copy.
- Delivery of complete contract administration documentation and files.

10.0 MANAGEMENT RESERVE

The management reserve is established for management control purposes (known unknowns). The management reserve will only be utilized at the direction of the TOWN for purposes such as additional meetings, unanticipated redesign work, preparation of additional exhibits, forms, documents or correspondence, dealing with changes in site conditions, assisting with claim evaluation or any other work that cannot be anticipated at the time of preparation of this scope of work, all of which are deemed necessary in the completion of tasks identified in the scope of work or new tasks added by the TOWN.

A budget has been created for the management reserve as shown in the man-hour estimate. Effort required or requested by the TOWN beyond that budget may require a supplement to the contract.

11.0 SUBCONSULTANTS

Refer to exhibit G.

12.0 REIMBURSABLES

Exhibit B provides budget amounts for reimbursables such as shipping reproductions, office supplies, printing fees and mitigation services directly related to the completion of the work and which will be charged at the actual cost incurred. Budgeted amounts shown are estimates of the actual costs for reimbursables.

III. SUPPLEMENT FOR ADDITIONAL SERVICES

If mutually agreed upon by the TOWN and the CONSULTANT, this contract may be supplemented to include work not specifically addressed in sections I and II above. This work may include additional design services and/or construction management services, both of which may include the use of existing or additional subconsultants.

**EXHIBIT E-2
MAN-HOUR AND COST ESTIMATE
MADRONA WAY IMPROVEMENTS PHASE II
CONSTRUCTION SERVICES**

Date: April 23, 2015

Task No.	Task Description	Classification and Level					
		Engr. Level 7	Engr. Level 5	Tech. Level 6	Tech. Level 4	Tech. Level 4	Cler. Level 3
		Nathan	Ian	Inspector	Russ	Barb	Kristin
CONSTRUCTION SERVICES							
1.0	ASSISTANCE DURING BIDDING PERIOD						
1.1	Respond to Questions From Contractors	3	3				
1.2	Prepare for and Conduct Pre-Bid Meeting	4	3				
1.3	Prepare Contract Addendums	3	6				
1.4	Bid Evaluation	2	2			2	1
	Sub-Total	12	14	0	0	2	1
2.0	PROJECT MANAGEMENT AND ADMINISTRATION						
2.1	Franchise Utility Meeting (1)		4	2			
2.2	Preconstruction Meeting	5	1	2			
2.3	Weekly Construction Meetings (10)	35		12			
2.4	Property Owner Meetings (2)	6		2			
2.5	Project Management Meeting (2)	4	1	2			
2.6	Coordinate and Track Submittals and Correspondence	3	2				10
2.7	Review Monthly Progress Payments and Submit to Town	3	1				8
2.8	Review Certified Payrolls	1					12
2.9	Prepare Monthly Invoices and Status Reports	2					2
2.10	Coordinate with Project Staff and Subconsultants Efforts	2	1				
2.11	Prepare Subconsultant Contracts and Amendments	2					2
2.12	Document Expenditures on Consultant Task	1					2
	Sub-Total	64	10	20	0	34	2
3.0	QUALITY CONTROL						
3.1	Peer Reviews	2	2				
3.2	Senior Reviews	2	2				
	Sub-Total	4	4	0	0	0	0
4.0	CONSTRUCTION MANAGEMENT						
4.1	Act as Point of Contact for the Town and Contractor	1	1	4			
4.2	Act as Point of Contact for Property Owners		1	2			
4.3	Prepare and Document Change Orders	2	2	4	4		4
4.4	Review and Approve Force Account Work	2		3			10
4.5	Resolve Day-to-Day Project Issues and Prepare Revisions	2	1	4			4
4.6	Prepare and Respond to Project Correspondence	3	1	2			10
4.7	Review RAM's and Submittals	2	6				10
4.8	Monitor Project Costs and Report Monthly	1					2
4.9	Review and Monitor Contractor's Schedule	2	1				2
4.10	Maintain Updated Field Record Drawings	1		3			
4.11	Coordinate and Communicate with the Town	3	1	5			
4.12	Prepare Record Drawings	1	1	4	6		
4.13	Assist in Claim Evaluation	2	1	2			2
4.14	Prepare Record of Materials	1					3
	Sub-Total	23	16	33	10	47	0
5.0	TESTING SERVICES						
5.1	Coordinate Testing Schedule	1		3			
5.2	Distribute Testing Results as Required	1		2			5
5.3	Document and Maintain Testing Results Documents	2	1	3			5
	Sub-Total	4	1	8	0	10	0
6.0	INSPECTION SERVICES						
6.1	Pre-Construction Photos and Documentation			3			
6.2	Pre-Construction Project Review			2			
6.3	Inspect Work Methods and Products	6	2	200			
6.4	Inspect Materials and Verify Compliance	1		3			
6.5	Inspect Equipment and Verify Compliance	1		2			
6.6	Coordinate with Adjacent Property Owners			4			
6.7	Coordinate with Utility Companies	2		2			
6.8	Review Required Wage Rates	1		4			15
6.10	Prepare Inspection Correspondence, Records, and Reports	3		20			4
6.11	Develop Punch List	1		4			2
	Sub-Total	15	2	244	0	21	0

Task No.	Task Description	Classification and Level					
		Engr. Level 7	Engr. Level 5	Tech. Level 6	Tech. Level 4	Tech. Level 4	Cler. Level 3
		Nathan	Ian	Inspector	Russ	Barb	Kristin
7.0 SURVEYING							
7.1	Coordinate Construction Survey Requirements	1		4			
7.2	Coordinate As-Built Survey Requirements	1		1			
	Sub-Total	2	0	5	0	0	0
8.0 ENVIRONMENTAL							
8.1	NPDES Documentation and Review	1	1	4		2	
	Sub-Total	1	1	4	0	2	0
9.0 PROJECT CLOSEOUT							
9.1	Conduct Final Inspection	1	1	3			
9.2	Verify Completion of Punch List Items	1		2			
9.3	Coordinate Submittal of Record Drawings to City	1	1	1			
9.4	Issue Closeout Forms and Documentation	2				4	
	Sub-Total	5	2	6	0	4	0
10.0 MANAGEMENT RESERVE							
10.1	Management Reserve	15	15	35	10	10	
	Sub-Total	15	15	35	10	10	0
	TOTAL HOURS	145	65	355	20	130	3
	HOURLY RATE	\$ 118.98	\$ 101.33	\$ 90.22	\$ 64.72	\$ 62.76	\$ 44.46
	SUB-TOTAL	\$ 17,252.10	\$ 6,586.45	\$ 32,028.10	\$ 1,294.40	\$ 8,158.80	\$ 133.38
	TOTAL						\$ 65,453.23
11.0 SUBCONSULTANTS							
11.1	Materials Testing - GeoTest Services, Inc.						\$ 7,060.00
11.2	Surveyor - Hamsen & Associates, Inc.						\$ 19,718.00
	Sub-Total						\$ 26,778.00
12.0 REIMBURSABLES							
12.1	Full Size Plan Sets		30	Sheets @ \$ 2.00 each			\$ 60.00
12.2	Full Size Mylar Plan Set		15	Sheets @ \$ 10.00 each			\$ 150.00
12.3	Misc. Reproductions and Office Supplies						\$ 150.00
	Sub-Total						\$ 360.00
CONSTRUCTION SERVICES TOTAL							\$92,591.23

MADRONA WAY IMPROVEMENTS PROJECT

Phase I

UTILITY PROJECT

Utility Project - Estimated Total Cost	
Construction	\$946,261
Design	53,490
Construction Engineering	28,500
Contingency	100,000
TOTAL	\$1,128,251

COST

Phase II

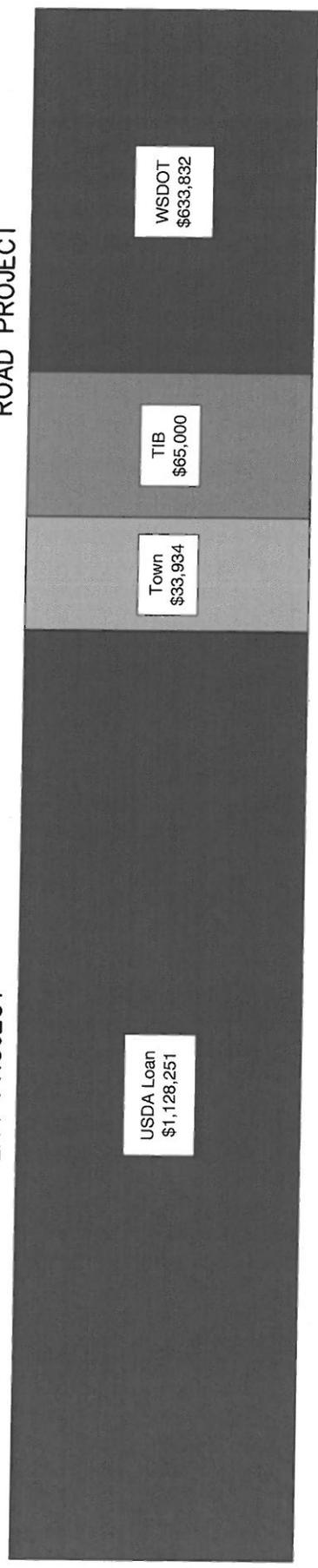
ROAD PROJECT

Road Project - Estimated Total Cost	
Plans / Specifications / Permitting and Right of Way Acquisition	\$114,213
Construction	535,553
Construction Engineering - Consultant	83,000
TOTAL (Incl. Contingency)	\$732,766

UTILITY PROJECT

FUNDS

ROAD PROJECT



STAFF REPORT

DATE: April 23, 2015

TO: Mayor and Town Council

FROM: Gregory Cane, P.E., Project Engineer

SUBJECT: Madrona Way Improvements - Phase I
Archaeological Monitoring During Construction – Equinox Research and Consulting Int’l, Inc. (ERCI)

ATTACHMENT: Professional Services Agreement

Shell midden deposits were found near the intersection of Sherman Road and Madrona Way during the archaeological field investigation for the noted project. As a part of the project, a new water main will be installed in this area. The Washington State Department of Archaeology & Historic Preservation has recommended that monitoring of construction activities occur near the area of found midden. We anticipate that this monitoring will be a condition of the Island County Shoreline Development Permit.

ERCI satisfactorily completed the initial field survey and cultural resources report last August. Given their previous work on the project, I am recommending that this Professional Services Agreement be approved so that the requisite construction monitoring may proceed. I have attached the Agreement to this staff report for your review.

At this point, it looks like the application for the USDA loan will be successful and that the funds will be obligated by May 1. The ERCI contract will be paid for largely from that loan.

Recommended Action

Motion – Authorize the Mayor to sign the ERCI Professional Services Agreement for an amount not-to-exceed \$8,256.90, without prior Town authorization.

**PROFESSIONAL SERVICES AGREEMENT BETWEEN
TOWN OF COUPEVILLE
AND EQUINOX RESEARCH AND CONSULTING INT'L, INC.
FOR CONSULTANT SERVICES**

THIS AGREEMENT ("Agreement") is made and entered into by and between the Town of Coupeville, a Washington State municipal corporation ("Town"), and Equinox Research and Consulting Int'l, Inc., a Washington Corporation ("Consultant").

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

ARTICLE I. PURPOSE

The purpose of this Agreement is to provide the Town with consultant services regarding professional archaeological monitoring for the Madrona Way Improvements Project – Phase I as described in Article II. The general terms and conditions of the relationship between the Town and the Consultant are specified in this Agreement.

ARTICLE II. SCOPE OF SERVICES

The Scope of Services is attached hereto as **Exhibit "A"** and incorporated herein by this reference ("Scope of Services"). All services and materials necessary to accomplish the tasks outlined in the Scope of Services shall be provided by the Consultant unless noted otherwise in the Scope of Services or this Agreement. All such services shall be provided in accordance with the standards of the Consultant's profession.

ARTICLE III. OBLIGATIONS OF THE CONSULTANT

III.1 MINOR CHANGES IN SCOPE. The Consultant shall accept minor changes, amendments, or revision in the detail of the Scope of Services as may be required by the Town when such changes will not have any impact on the service costs or proposed delivery schedule. Extra work, if any, involving substantial changes and/or changes in cost or schedules will be addressed as follows:

Extra Work. The Town may desire to have the Consultant perform work or render services in connection with each project in addition to or other than work provided for by the expressed intent of the Scope of Services in the scope of services. Such work will be considered as extra work and will be specified in a written supplement to the scope of services, to be signed by both parties, which will set forth the nature and the scope thereof. All proposals for extra work or services shall be prepared by the Consultant at no cost to the Town. Work under a supplemental agreement shall not

proceed until executed in writing by the parties.

III.2 WORK PRODUCT AND DOCUMENTS. The work product and all documents produced under this Agreement shall be furnished by the Consultant to the Town, and upon completion of the work shall become the property of the Town, except that the Consultant may retain one copy of the work product and documents for its records. The Consultant will be responsible for the accuracy of the work, even though the work has been accepted by the Town.

In the event that the Consultant shall default on this Agreement or in the event that this Agreement shall be terminated prior to its completion as herein provided, all work product of the Consultant, along with a summary of work as of the date of default or termination, shall become the property of the Town. Upon request, the Consultant shall tender the work product and summary to the Town. Tender of said work product shall be a prerequisite to final payment under this Agreement. The summary of work done shall be prepared at no additional cost to the Town.

Consultant will not be held liable for reuse of documents produced under this Agreement or modifications thereof for any purpose other than those authorized under this Agreement without the written authorization of Consultant.

III.3 TERM. The term of this Agreement shall commence on May 1, 2015 and shall terminate at midnight, June 20, 2016. The parties may extend the term of this Agreement by written mutual agreement.

III.4 NONASSIGNABLE. The services to be provided by the Consultant shall not be assigned or subcontracted without the express written consent of the Town.

III.5 EMPLOYMENT.

a. The term “employee” or “employees” as used herein shall mean any officers, agents, or employee of the of the Consultant.

b. Any and all employees of the Consultant, while engaged in the performance of any work or services required by the Consultant under this Agreement, shall be considered employees of the Consultant only and not of the Town, and any and all claims that may or might arise under the Workman's Compensation Act on behalf of any said employees while so engaged, and any and all claims made by any third party as a consequence of any negligent act or omission on the part of the Consultant or its employees while so engaged in any of the work or services provided herein shall be the sole obligation of the Consultant.

c. Consultant represents, unless otherwise indicated below, that all employees of Consultant that will provide any of the work under this Agreement have not ever been retired from a Washington State retirement system, including but not limited to Teacher (TRS), School District (SERS), Public Employee (PERS), Public Safety (PSERS), law enforcement and fire fighters (LEOFF), Washington State Patrol

(WSPRS), Judicial Retirement System (JRS), or otherwise. *(Please indicate No or Yes below)*

 X No employees supplying work have ever been retired from a Washington state retirement system.

 Yes employees supplying work have been retired from a Washington state retirement system.

In the event the Consultant indicates “no”, but an employee in fact was a retiree of a Washington State retirement system, and because of the misrepresentation the Town is required to defend a claim by the Washington State retirement system, or to make contributions for or on account of the employee, or reimbursement to the Washington State retirement system for benefits paid, Consultant hereby agrees to save, indemnify, defend and hold Town harmless from and against all expenses and costs, including reasonable attorney’s fees incurred in defending the claim of the Washington State retirement system and from all contributions paid or required to be paid, and for all reimbursement required to the Washington State retirement system. In the event Consultant affirms that an employee providing work has ever retired from a Washington State retirement system, said employee shall be identified by Consultant, and such retirees shall provide Town with all information required by Town to report the employment with Consultant to the Department of Retirement Services of the State of Washington.

III.6 INDEMNITY.

a. **Indemnification / Hold Harmless.** Consultant shall defend, indemnify and hold the Town, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the Town.

b. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the Town, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence.

c. The provisions of this section shall survive the expiration or termination of this agreement.

d. For the purposes of the indemnity contained in subpart “A” of this paragraph 3.6, Consultant hereby knowing, intentionally, and voluntarily waives the immunity of the Industrial Insurance Act, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

_____ (initials) _____ (initials)

III.7 INSURANCE.

a. **Minimum Limits of Insurance.** The Consultant shall procure, and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work and services hereunder by the Consultant, its agents, representatives, employees or subcontractors. The Consultant shall, before commencing work under this agreement, file with the Town certificates of insurance coverage and the policy endorsement to be kept in force continuously during this Agreement, in a form acceptable to the Town. Said certificates and policy endorsement shall name the Town, its officers, elected officials, agents and/or employees as an additional named insured with respect to all coverages except professional liability insurance and workers' compensation.

b. **Minimum Scope of Insurance - Consultant shall obtain insurance of the types described below:**

- (1). Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
- (2). Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The Town shall be named as an insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the Town.
- (3). Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- (4). Professional Liability insurance appropriate to the Consultant's profession.

c. **The minimum insurance limits shall be as follows:**

- (1) Comprehensive General Liability. \$1,000,000 combined single limit per occurrence for bodily injury personal injury and property damage; \$2,000,000 general aggregate.
- (2) Automobile Liability. \$1,000,000 combined single limit per

accident for bodily injury and property damage.

(3) Workers' Compensation. Workers' compensation limits as required by the Workers' Compensation Act of Washington.

(4) Professional Liability/Consultant's Errors and Omissions Liability. \$1,000,000 per claim and \$1,000,000 as an annual aggregate.

d. **Notice of Cancellation**. In the event that the Consultant receives notice (written, electronic or otherwise) that any of the above required insurance coverage is being cancelled and/or terminated, the Consultant shall immediately (within forty-eight (48) hours) provide written notification of such cancellation/termination to the Town.

e. **Acceptability of Insurers**. Insurance to be provided by Consultant shall be with a current A.M.Bests rating of no less than A: VII, or if not rated by Bests, with minimum surpluses the equivalent of Bests' VII rating.

f. **Verification of Coverage**. In signing this agreement, the Consultant is acknowledging and representing that required insurance is active and current. Consultant shall furnish the Town with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work. Further, throughout the term of this Agreement, the Consultant shall provide the Town with proof of insurance upon request by the Town.

g. **Insurance shall be Primary**. The Consultant's insurance coverage shall be primary insurance as respect the Town. Any insurance, self-insurance, or insurance pool coverage maintained by the Town shall be excess of the Consultant's insurance and shall not contribute with it.

h. **No Limitation**. Consultant's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance or otherwise limit the recourse to any remedy available at law or in equity.

i. **Claims-made Basis**. Unless approved by the Town all insurance policies shall be written on an "Occurrence" policy as opposed to a "Claims-made" policy. The Town may require an extended reporting endorsement on any approved "Claims-made" policy.

j. **Failure to Maintain Insurance** Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the Town may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Town on demand, or at the sole discretion of the Town,

offset against funds due the Consultant from the Town.

III.8 DISCRIMINATION PROHIBITED AND COMPLIANCE WITH EQUAL OPPORTUNITY LEGISLATION. The Consultant agrees to comply with equal opportunity employment and not to discriminate against client, employee, or applicant for employment or for services because of race, creed, color, religion, national origin, marital status, sex, sexual orientation, age or handicap except for a bona fide occupational qualification with regard, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or any recruitment advertising; layoff or terminations; rates of pay or other forms of compensation; selection for training, rendition of services. The Consultant further agrees to maintain (as appropriate) notices, posted in conspicuous places, setting forth the provisions of this nondiscrimination clause. The Consultant understands and agrees that if it violates this nondiscrimination provision, this Agreement may be terminated by the Town, and further that the Consultant will be barred from performing any services for the Town now or in the future, unless a showing is made satisfactory to the Town that discriminatory practices have been terminated and that recurrence of such action is unlikely.

III.9 UNFAIR EMPLOYMENT PRACTICES. During the performance of this Agreement, the Consultant agrees to comply with RCW 49.60.180, prohibiting unfair employment practices.

III.10 LEGAL RELATIONS. The Consultant shall comply with all federal, state and local laws and ordinances applicable to work to be done under this Agreement. The Consultant represents that the firm and all employees assigned to work on any Town project are in full compliance with the statutes of the State of Washington governing activities to be performed and that all personnel to be assigned to the work required under this Agreement are fully qualified and properly licensed to perform the work to which they will be assigned. This Agreement shall be interpreted and construed in accordance with the laws of Washington. Venue for any litigation commenced relating to this Agreement shall be in Island County Superior Court.

III.11 INDEPENDENT CONTRACTOR.

a. The Consultant and the Town understand and expressly agree that the Consultant is an independent contractor in the performance of each and every part of this Agreement. The Consultant expressly represents, warrants and agrees that his status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195 or as hereafter amended. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Consultant shall make no claim of Town employment nor shall claim any related employment benefits, social security, and/or retirement benefits.

b. The Consultant shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from

income which may be required by law or assessed against either party as a result of this Agreement. In the event the Town is assessed a tax or assessment as a result of this Agreement, the Consultant shall pay the same before it becomes due.

c. The Town may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

III.12 CONFLICTS OF INTEREST. The Consultant agrees to and shall notify the Town of any potential conflicts of interest in Consultant's client base and shall obtain written permission from the Town prior to providing services to third parties where a conflict or potential conflict of interest is apparent. If the Town determines in its sole discretion that a conflict is irreconcilable, the Town reserves the right to terminate this Agreement.

III.13 TOWN CONFIDENCES. The Consultant agrees to and will keep in strict confidence, and will not disclose, communicate or advertise to third parties without specific prior written consent from the Town in each instance, the confidences of the Town or any information regarding the Town or services provided to the Town.

III.14 SUBCONTRACTORS/SUBCONSULTANTS.

a. The Consultant shall is responsible for all work performed by subcontractors/subconsultants pursuant to the terms of this Agreement.

b. The Consultant must verify that any subcontractors/subconsultants they directly hire meet the responsibility criteria for the project. Verification that a subcontractor/subconsultant has proper license and bonding, if required by statute, must be included in the verification process. The Consultant will use the following Subcontractors/Subconsultants or as set forth in Exhibit ____:

None

c. The Consultant may not substitute or add subcontractors/subconsultants without the written approval of the Town.

d. All Subcontractors/Subconsultants shall have the same insurance coverages and limits as set forth in this Agreement and the Consultant shall provide verification of said insurance coverage.

ARTICLE IV. OBLIGATIONS OF THE TOWN

IV.1 PAYMENTS.

a. The Consultant shall be paid by the Town for services rendered under this Agreement as described in the Scope of Services and as provided in this section. In no event shall the compensation paid to Consultant under this Agreement exceed \$8,256.90 without the written agreement of the Consultant and the Town. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work. In the event the Town elects to expand the scope of services from that set forth in Exhibit A, the Town shall pay Consultant a mutually agreed amount.

b. The Consultant shall submit a monthly invoice to the Town for services performed in the previous calendar month in a format acceptable to the Town. The Consultant shall maintain time and expense records and provide them to the Town upon request.

c. The Town will pay timely submitted and approved invoices received before the 20th of each month within thirty (30) days of receipt.

IV.2 **TOWN APPROVAL.** Notwithstanding the Consultant's status as an independent contractor, results of the work performed pursuant to this Agreement must meet the approval of the Town, which shall not be unreasonably withheld if work has been completed in compliance with the Scope of Services and Town requirements.

IV.3 **MAINTENANCE/INSPECTION OF RECORDS.** The Consultant shall maintain all books, records, documents and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the Town and/or the Washington State Auditor at all reasonable times, and the Consultant shall afford the proper facilities for such inspection and audit. Representatives of the Town and/or the Washington State Auditor may copy such books, accounts and records where necessary to conduct or document an audit. The Consultant shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Consultant shall provide the Town with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

ARTICLE V. GENERAL

V.1 **NOTICES.** Notices to the Town shall be sent to the following address:
Town of Coupeville
4 NE Seventh Street, P.O. Box 725
Coupeville, WA 98239

Notices to the Consultant shall be sent to the following address:
Equinox Research and Consulting Intentional Inc. (ERCI)
1229 Cleveland Avenue Mount Vernon, Washington 98273

Receipt of any notice shall be deemed effective three (3) days after deposit of written notice in the U.S. mail with proper postage and address.

V.2 TERMINATION. The right is reserved by the Town to terminate this Agreement in whole or in part at any time upon ten (10) calendar days' written notice to the Consultant.

If this Agreement is terminated in its entirety by the Town for its convenience, the Town shall pay the Consultant for satisfactory services performed through the date of termination in accordance with payment provisions of Section VI.1.

V.3 DISPUTES. The parties agree that, following reasonable attempts at negotiation and compromise, any unresolved dispute arising under this Agreement may be resolved by a mutually agreed-upon alternative dispute resolution of arbitration or mediation.

V.4 EXTENT OF AGREEMENT/MODIFICATION. This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties.

V.5 SEVERABILITY

a. If a court of competent jurisdiction holds any part, term or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

b. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

V.6 NONWAIVER. A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay or failure of either party to insist upon strict performance of any agreement, covenant or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition or right.

V.7 FAIR MEANING. The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of

EXHIBIT A



1229 Cleveland Avenue Mt. Vernon, WA 98273 Tel.360-826-4930 Fax. 360-826-4830 www.equinoxgerci.com

April 17, 2015

Greg Cane, P.E.
Town of Coupeville Engineer
4 NE Seventh Street, P.O. Box 725
Coupeville, WA 98239

Re: Professional Archaeological Monitoring for Madrona East Utilities Project Town of Coupeville, Washington

Dear Mr. Cane:

Thank you for the considering Equinox Research and Consulting International Inc. (ERCI) for your cultural resource management needs. ERCI provides a full service cultural resource management program and we look forward to providing you timely and professional fieldwork and reporting.

Your SEPA compliance requires professional archaeological monitoring for a small segment of the Madrona East Utilities project. We have submitted a monitoring plan to the State for review and distribution and this scope is for that plan development and 3 days of actual monitoring in your project area.

Please see the attached budget for both components of this process.

Qualifications:

- Four Professionals who are qualified as Professional Monitors in the State of Washington.
- Experience working in Puget Sound and on projects associated with public works systems and infrastructure.
- Principal Investigator meets the Secretary of Interior's professional qualification standards for archaeology
- Expertise on prehistoric and historic archaeology of Western Washington
- Experience in Executive Order 05-05 and NHPA Section 106 work and in working with additional state laws related to historic preservation and human remains.
- Positive working relationship with federally recognized Tribes in and adjacent to the project area and experience in tribal consultation.
- Experience in processes that balance competing resource needs
- Strong record of completing work on time within budget

The following estimate covers the identification and evaluation for historic properties in this project area. The following costs are **not** included in this estimate:

- Costs associated with completing Historic Property Inventory Forms (HPIFs) for any buildings older than 50 years

- Costs associated with developing any additional agreements, plans, protocols, or permits should they be required for this project.
- Costs associated with encountering human remains during the investigation.
- Costs associated with encountering intact archaeological deposits during this project.

The team at ERCI is comprised of individuals with strong personal research specialties who pride themselves on efficiency, performance and integrity. We provide the highest quality product in a timely fashion. Please check out our web site for additional details www.equinoxerc.com

Thank you for the opportunity to provide excellent heritage planning services for your project

Regards,



Kelly R. Bush
Equinox Research and Consulting International Inc. (ERCI)

Description	Units	Rate/Hr	Sub Total
Project Orientation, meetings and project management	4.00	143.75	575.00
Archival background research	0.00	97.75	0.00
Coordinate with governments of affected Tribes regarding cultural resource issues including the cultural heritage value of sites within the vicinity of the Area of Potential Effect (APE).	1.00	143.75	143.75
Determine eligibility of identified historic properties for listing in the National Register of Historic Places.	1.00	143.75	143.75
Consider the effects of Project alternatives on all cultural resources and provide recommendations about how to avoid, minimize, or mitigate the adverse effect.	1.00	143.75	143.75
Consultation with SHPO and agencies	1.00	143.75	143.75
Develop Monitoring plan for review	4.00	143.75	575.00
Document control, transcriptions, site form up date	14.00	63.75	892.50
Report editing	2.00	143.75	287.50
Report writing	14.00	97.75	1,368.50
Graphics, layout	12.00	97.75	1,173.00
SUB TOTAL			5,446.50
Field Work: Professional Archaeological Monitoring.			
DESCRIPTION	Units	Rates/Hr	Sub Total
Principal Investigator	0.00	143.75	0.00

Senior Archaeologist - Monitor	24.00	97.75	2346.00
Travel (1.5 hours R/T per person per day)	9.00	40.00	360.00
Mileage	180.00	0.58	104.40
SUB TOTAL			2,810.40
GRAND TOTAL			8,256.90



TOWN OF COUPEVILLE
Coupeville, Washington

PAYROLL & A/P VOUCHER APPROVAL

for
Council Meeting of April 28, 2015

Payroll transactions and Voucher Numbers: 30638 to 30643 as attached; for a total of \$69,842.84

A/P transactions and Voucher Numbers: 30644 to 30712 as attached; for a total of \$89,793.56

STATE OF WASHINGTON)

) §

COUNTY OF ISLAND)

We, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the Town of Coupeville and that we are authorized to authenticate and certify to said claim.

Clerk-Treasurer

Mayor

Council Member

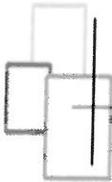
- Approved by Council
- Approved by Council with the following exceptions/instructions:

Reasons for break in sequence:

<u>Date</u>	<u>Warrant No.</u>	<u>Reason</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

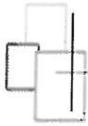
RECOMMENDATION:

A motion to approve the March 2015 payroll transactions and warrants #30638 to #30643 for a total of \$69,842.84 and April 2015 A/P transactions and warrants #30644 to #30712 for a total of \$89,793.56.



March 2015 Payroll Activity

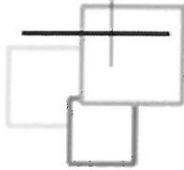
Warrant	Name		Amount
	Direct Deposit Run - 3/25/2015	3/31/2015	
	Abney, Bonnie M.		\$620.83
	Beech, Kelly		\$3,017.15
	Cane, Gregory R.		\$2,340.87
	Conard, Nancy I.		\$3,235.39
	Gonzales, Brian D		\$2,909.65
	Heatherly, Lisa M.		\$1,560.01
	LaRue, William		\$3,064.94
	Lynn, Jesse		\$1,869.81
	Maier, Shelly R		\$1,608.80
	Riepma, Kelly R.		\$2,127.81
	Vinsant, Paul		\$3,448.72
	Wadlington, Jimmy R.		\$1,812.25
	White, Ellen Morley		\$83.28
	Wilsey, Laurel		\$1,243.98
	Draw	3/11/2015	
	LaRue, William		\$1,889.33
	Lynn, Jesse		\$1,300.00
	Riepma, Kelly R.		\$1,600.00
	Wadlington, Jimmy R.		\$1,400.00
	Vendor Checks - 3/25/2015	3/31/2015	
30638	AFLAC Remittance Processing		\$88.38
30639	AWC Employee Benefit Trust		\$11,298.79
30640	Dept of Labor & Industry		\$2,179.86
30641	Dept of Retirement - Def Comp		\$1,200.00
30642	Dept of Retirement Systems		\$5,884.65
30643	Town Of Coupeville		\$411.62
<u>EFTPS MARCH 2015</u>	EFTPS		\$13,646.72
	Total		\$69,842.84



Voucher Directory

Number	Amount
Total 30644	\$153.72
Total 30645	\$64.00
Total 30646	\$249.75
Total 30647	\$16.95
Total 30648	\$330.37
Total 30649	\$807.17
Total 30650	\$472.50
Total 30651	\$65.24
Total 30652	\$81.06
Total 30653	\$200.00
Total 30654	\$122.23
Total 30655	\$117.02
Total 30656	\$1,731.30
Total 30657	\$155.00
Total 30658	\$501.46
Total 30659	\$1,613.20
Total 30660	\$25.00
Total 30661	\$2,981.49
Total 30662	\$41.45
Total 30663	\$93.68
Total 30664	\$676.00
Total 30665	\$1,764.75
Total 30666	\$15.30
Total 30667	\$8,730.00
Total 30668	\$8,028.02
Total 30669	\$969.06
Total 30670	\$1,250.00
Total 30671	\$2,250.00
Total 30672	\$117.04
Total 30673	\$1,140.00
Total 30674	\$700.00
Total 30675	\$6,463.60
Total 30676	\$160.00
Total 30677	\$900.00
Total 30678	\$730.85
Total 30679	\$200.00
Total 30680	\$2,964.50
Total 30681	\$5,508.32
Total 30682	\$832.00
Total 30683	\$464.93
Total 30684	\$147.13
Total 30685	\$204.73
Total 30686	\$543.75
Total 30687	\$130.70
Total 30688	\$201.06
Total 30689	\$89.04
Total 30690	\$50.00
Total 30691	\$3,040.00
Total 30692	\$67.92
Total 30693	\$6,462.64
Total 30694	\$159.45
Total 30695	\$3,934.58
Total 30696	\$298.93
Total 30697	\$1,760.00
Total 30698	\$5,716.25
Total 30699	\$2,018.43
Total 30700	\$784.41
Total 30701	\$103.27
Total 30702	\$96.74
Total 30703	\$2,200.00
Total 30704	\$19.35
Total 30705	\$3,025.00
Total 30706	\$254.65
Total 30707	\$459.73
Total 30708	\$2,065.00
Total 30709	\$75.00
Total 30710	\$244.76
Total 30711	\$571.50
Total 30712	\$75.00
Total EFT Payment 4/24/2015 12:56:42 PM - 1	\$1,307.58
Total	\$89,793.56

Voucher Directory



Vendor	Number	Reference	Account Number	Description	Amount
Ace Hardware	30663	253771		2015 - April - April A/P	
			Park Supplies	Office & Operating	\$93.68
			001-000-000-576-80-31-00	Parks	\$93.68
Total Ace Hardware	30663	Total 253771			\$93.68
AT&T Mobility	30644	287244041563X040815		2015 - April - April Manuals	
			Cellphones-Apr 2015	Communication - Shop	\$92.24
			001-000-000-518-10-42-00	Communication - Water	\$30.74
			401-000-000-534-80-42-00	Communications - Sewer	\$30.74
			401-000-000-535-80-42-00		\$153.72
Total AT&T Mobility	30644	Total 287244041563X040815			\$153.72
Avocet Environmental Test	30645	1500818-IN		2015 - April - April Manuals	
			Testing	Professional Services - Water	\$64.00
			401-000-000-534-80-41-00		\$64.00
Total Avocet Environmental Test	30645	Total 1500818-IN			\$64.00
		1500901-IN		2015 - April - April A/P	
			Water Testing	Professional Services - Water	\$128.00
			401-000-000-534-80-41-00		\$128.00
Total Water Testing	30664	Total 1500901-IN			\$128.00
		1501130-IN		Professional Services - Water	\$54.00
			Well Testing/Water Quality	Professional Services - Water	\$54.00
			401-000-000-534-80-41-00		
Total Well Testing/Water Quality	30664	Total 1501130-IN			\$54.00
		1501224-IN		Professional Services - Water	\$18.00
			Water Testing	Professional Services - Water	\$18.00
			401-000-000-534-80-41-00		
Total Water Testing	30664	Total 1501224-IN			\$18.00

Vendor	Number	Reference	Account Number	Description	Amount
		1501235-IN			
			Water Testing		
			401-000-000-534-80-41-00	Professional Services - Water	\$350.00
		Total 1501235-IN			\$350.00
		1501313-IN			
			Water Testing		
			401-000-000-534-80-41-00	Professional Services - Water	\$126.00
		Total 1501313-IN			\$126.00
		Total 30664			\$676.00
Total Avocet Environmental Test					\$740.00
Big Rock Designs	30665				
		10689		2015 - April - April A/P	
			001-000-000-518-00-49-00	Miscellaneous - CS	\$48.92
			TOC Newsletter-Feb. 2015		
			001-000-000-521-00-31-00	Office & Operating Police	\$51.09
			Business Cards-R. Norrie		
			001-000-000-569-49-00-00	HUB Senior Services Support - Misc.	\$135.87
			HUB Flyer		
		Total 10689			\$235.88
		10708			
			001-000-000-518-00-49-00	Miscellaneous - CS	\$48.92
			TOC Newsletter-Apr		
			001-000-000-569-49-00-00	HUB Senior Services Support - Misc.	\$183.16
			HUB Flyer		
		Total 10708			\$232.08
		10712			
			NET Materials - Spanish		
			001-000-000-525-60-41-00	Prof Svcs-Emer Mgmt Svcs	\$1,296.79
		Total 10712			\$1,296.79
Total Big Rock Designs					\$1,764.75
Branch Business Services Inc	30666				\$1,764.75
		12860		2015 - April - April A/P	
			UPS Shipment of Meter Calibrator to Fog Tite		
			401-000-000-534-80-42-00	Communication - Water	\$15.30
		Total 12860			\$15.30
Total Branch Business Services Inc					\$15.30

Vendor Number	Reference	Account Number	Description	Amount
Bridget Smith Consulting 30667	15-004		2015 - April - April A/P	
		03/18/15-04/14/15 Consulting Services		
		001-000-000-558-00-41-01	Professional Services-Planner	\$7,770.00
		001-000-000-559-60-41-00	Professional Services	\$960.00
Total 30667	Total 15-004			\$8,730.00
Total Bridget Smith Consulting Cascade Computer Maintenance, Inc. 30668	9189357		2015 - April - April A/P	
		Annual Tech Maintenance Contract		
		001-000-000-518-00-48-00	Repair & Maintenance - CS	\$6,612.41
		401-000-000-534-80-48-00	Repair & Maintenance - Water	\$451.00
		401-000-000-535-80-48-00	Repair & Maintenance - Sewer	\$451.00
Total 9189357	9189359			\$7,514.41
Total 30668	Total 9189359			\$390.01
Total Cascade Computer Maintenance, Inc. Coast Controls & 30669	00051341		2015 - April - April A/P	
		Annual Anti-Spam Filter		
		001-000-000-518-00-48-00	Repair & Maintenance - CS	\$61.80
		401-000-000-534-80-48-00	Repair & Maintenance - Water	\$61.80
		401-000-000-535-80-48-00	Repair & Maintenance - Sewer	\$513.61
Total 30669	00051341			\$8,028.02
Total Cascade Computer Maintenance, Inc. Coast Controls & 30670	114		2015 - April - April A/P	
		Annual Flowmeter Calibrations		
		401-000-000-535-80-41-00	Professional Services - Sewer	\$969.06
Total 30670	Total 00051341			\$969.06
Total Coast Controls & Cohen, Manni, Theune & Manni LLP 30670	114		2015 - April - April A/P	
		April 2015 Retainer		
		001-000-000-512-00-41-00	Professional Services Court	\$1,250.00
Total 30670	Total 114			\$1,250.00
Total Cohen, Manni, Theune & Manni LLP				\$1,250.00

Vendor	Number	Reference	Account Number	Description	Amount
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COMCAST	30646	8498 30 022 0155812-April 2015	2015 - April - April Manuals		
		Town Hall DSL & Phones			
		001-000-000-518-00-42-00	Communication -	CS	\$249.75
		Total 8498 30 022 0155812-April 2015			\$249.75
Total COMCAST	30646				\$249.75

Conard, Nancy	30647	MAR312015	2015 - April - April Manuals		
		Mail Sprint Contract			
		001-000-000-518-00-42-00	Communication -	CS	\$16.95
		Total MAR312015			\$16.95
Total Conard, Nancy	30647				\$16.95

Ebey's Landing National	30671	15-008	2015 - April - April A/P		
		Total 15-008			\$2,250.00
Total Ebey's Landing National	30671				\$2,250.00

Frontier	30648	360-678-1389-MARCH 2015	2015 - April - April Manuals		
		Front Street Lift Station			
		401-000-000-535-80-42-00	Communications - Sewer		\$60.02
		Total 360-678-1389-MARCH 2015			\$60.02
		360-678-5055-APRIL 2015			
		Shop DSL			
		001-000-000-518-10-42-00	Communication -	Shop	\$70.99
		Total 360-678-5055-APRIL 2015			\$70.99
		360-678-6131- MAR 2015			
		WWTP Phone & DSL			
		401-000-000-534-80-42-00	Communication - Water		\$99.68
		401-000-000-535-80-42-00	Communications - Sewer		\$99.68
		Total 360-678-6131- MAR 2015			\$199.36
Total Frontier	30648				\$330.37

Vendor	Number	Reference	Account Number	Description	Amount
	30672	360-678-4864-Apr 2015	2015 - April - April A/P		
		Rec Hall			
		001-000-000-518-00-42-00	Communication -	CS	\$57.05
		Total 360-678-4864-Apr 2015			\$57.05
		360-678-9197-Apr 2015			
		Ft. Casey DSL			
		401-000-000-534-80-42-00	Communication - Water		\$59.99
		Total 360-678-9197-Apr 2015			\$59.99
					\$117.04
					\$447.41
Total Frontier	30672				
George Bratton PE	30673				
		171-033115	2015 - April - April A/P		
		Engineering Services-March			
		401-000-000-534-80-41-00	Professional Services - Water		\$630.00
		401-000-000-535-80-41-00	Professional Services - Sewer		\$510.00
		Total 171-033115			\$1,140.00
Total George Bratton PE	30673				\$1,140.00
Graphics, Etc.	30674				\$1,140.00
		2038	2015 - April - April A/P		
		Website Updates-9/1/14 thru 3/31/15			
		001-000-000-518-00-41-00	Professional Services	CS	\$700.00
		Total 2038			\$700.00
Total Graphics, Etc.	30674				\$700.00
H.D. Fowler Company	30649				
		13869961	2015 - April - April Manuals		
		Parts			
		401-000-000-534-80-31-00	Office & Operating - Water		\$182.63
		401-000-000-535-80-31-00	Office & Operating - Sewer		\$624.54
		Total 13869961			\$807.17
Total H.D. Fowler Company	30649				\$807.17
Heffron Transportation, Inc.	30675				\$807.17
		6708	2015 - April - April A/P		
		Traffic Consultants for WGH			
		001-000-000-539-00-41-01	Prof Services - Special Project		\$4,618.60
		Total 6708			\$4,618.60

Vendor	Number	Reference	Account Number	Description	Amount
	6801				
				Traffic Consultants for WGH	
			001-000-000-539-00-41-01	Prof Services - Special Project	\$1,845.00
					\$1,845.00
					\$6,463.60
					\$6,463.60
Total Heffron Transportation, Inc.					
I Can See Clearly Now					
	30676				
				2015 - April - April A/P	
					\$160.00
					\$160.00
					\$160.00
					\$160.00
Total I Can See Clearly Now					
ICSORA					
	30650				
				2015 - April - April Manuals	
					\$315.00
					\$315.00
Total ICSORA					
Island County Auditor					
	30677				
				2015 - April - April A/P	
					\$157.50
					\$157.50
					\$472.50
					\$472.50
Total Island County Auditor					
Island County E R & R Fund					
	30678				
				2015 - April - April A/P	
					\$900.00
					\$900.00
					\$900.00
					\$900.00
Total Island County Auditor					
Island County E R & R Fund					
	30678				
				2015 - April - April A/P	
					\$114.35
					\$67.05
					\$320.13

Vendor	Number	Reference	Account Number	Description	Amount
		Total 15-00059	401-000-000-535-80-32-00	Fuel - Sewer	\$229.32
Total Island County E R & R Fund	Total 30678				\$730.85
Island County Historical	30679				\$730.85
		ICHS-2015	2015 - April - April A/P		
		Total ICHS-2015	2015 Annual Dues		\$200.00
			001-000-000-518-00-49-00	Miscellaneous - CS	\$200.00
Total Island County Historical	Total 30679				\$200.00
Island County Solid Waste	30680				\$200.00
		3144	2015 - April - April A/P		
		Total 3144	Disposal Fees		\$2,877.00
			401-000-000-535-80-47-02	Biosolids Disposal - Sewer	\$87.50
			401-000-000-535-80-47-03	Solid Waste Disposal - Sewer	\$2,964.50
Total Island County Solid Waste	Total 30680				\$2,964.50
Island County Treasurer	30651				\$2,964.50
		JAN-MAR 2015-County	2015 - April - April Manuals		
		1st Quarter Court Assessment			\$46.31
			001-000-000-586-12-00-00	I.c.-Crime Vict/witness Prog	\$46.31
Total Island County Solid Waste	Total JAN-MAR 2015-County				
Island County Treasurer	R13114-250-4610 (2015)				
		Total R13114-250-4610 (2015)	2015 Forest Tax		\$18.93
			401-000-000-534-80-49-00	Miscellaneous - Water	\$18.93
Total Island County Solid Waste	Total 30651				\$65.24
Island County Treasurer	30681				\$65.24
		02	2015 - April - April A/P		
		Total 02	1st Quarter Court Rental		\$371.64
			001-000-000-512-00-45-00	Rentals & Leases - Court	\$371.64

Vendor	Number	Reference	Account Number	Description	Amount
		041415		1st Quarter District Court Joint Exp.	\$5,136.68
				001-000-000-512-00-51-00 Jail & District Court - Court	\$5,136.68
		Total 041415			\$5,508.32
Total Island County Treasurer	30682				\$5,573.56
Island County Treasurer-IsI Cty Prosecuting Atty	30682		2015 - April - April A/P		
		040115		1st Quarter District Prosecutor Services	\$832.00
				001-000-000-512-00-41-01 Professional Services - County	\$832.00
		Total 040115			\$832.00
Total Island County Treasurer-IsI Cty Prosecuting Atty	30683				\$832.00
Jackson National Life Ins. Co.	30683		2015 - April - April A/P		
		076633755-APR 2015		White Benefits	\$464.93
				001-000-000-521-00-22-00 Leoff I Benefits	\$464.93
		Total 076633755-APR 2015			\$464.93
Total Island County Treasurer-IsI Cty Prosecuting Atty	30684				\$464.93
Jackson National Life Ins. Co.	30684		2015 - April - April Manuals		
		3893920		Copy Paper	\$81.06
				001-000-000-518-00-31-00 Office & Operating	\$81.06
		Total 3893920			\$81.06
Total KCDA Purchasing Cooperative	30684				\$81.06
Konica Minolta Business Solutions	30684		2015 - April - April A/P		
		233467152		Copier Lease-03/01/15 - 03/31/15	\$147.13
				001-000-000-518-00-45-00 Rentals & Leases -	\$147.13
		Total 233467152			\$147.13
Total Konica Minolta Business Solutions	30684				\$147.13

Vendor	Number	Reference	Account Number	Description	Amount
Krystle Lamb	30653				
		032515		2015 - April - April Manuals	
			001-000-000-362-40-00-00	Rec Hall Rental Fee Refund	\$200.00
				Facility Rentals	\$200.00
		Total 032515			\$200.00
Total Krystle Lamb Lakeside Industries	30685				
		00356696		2015 - April - April A/P	
			101-000-000-542-30-31-00	Asphalt Patch	\$204.73
				Office & Operating - Roadway	\$204.73
		Total 00356696			\$204.73
Total Lakeside Industries Melody Kuschneireit	30686				
		FEB 2015		2015 - April - April A/P	
			001-000-000-531-80-01-00	CEC Grant-Feb	\$131.25
				Community Energy Challenge	\$131.25
		Total FEB 2015			\$225.00
		JAN 2015		Community Energy Challenge	\$187.50
			001-000-000-531-80-01-00	CEC Grant-Jan	\$187.50
				Community Energy Challenge	\$543.75
		Total JAN 2015			\$543.75
		MAR 2015		Community Energy Challenge	\$187.50
			001-000-000-531-80-01-00	CEC Grant-Mar	\$187.50
				Community Energy Challenge	\$543.75
		Total MAR 2015			\$543.75
Total Melody Kuschneireit NCL Of Wisconsin, Inc.	30687				
		353906		2015 - April - April A/P	
			401-000-000-535-80-31-00	Testing Supplies	\$130.70
				Office & Operating - Sewer	\$130.70
		Total 353906			\$130.70
Total NCL Of Wisconsin, Inc.					\$130.70

Vendor Number	Reference	Account Number	Description	Amount
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Nurnberg Scientific 30654
 0139966-IN 2015 - April - April Manuals
 Laab Gloves
 401-000-000-535-80-31-00 Office & Operating - Sewer \$122.23
 Total 0139966-IN \$122.23
 Total 30654 \$122.23
 Total Nurnberg Scientific \$122.23
 Oak Harbor Auto Center Parts Plus 30688

001-235353 2015 - April - April A/P
 V07 Headlight
 401-000-000-534-80-31-00 Office & Operating - Water \$8.61
 401-000-000-535-80-31-00 Office & Operating - Sewer \$0.96
 Total 001-235353 \$9.57
 001-235502

V-6 Battery
 001-000-000-576-80-31-00 Office & Operating Parks \$120.21
 101-000-000-542-71-31-00 Office & Operating - Roadside \$120.20
 Total 001-235502 \$240.41
 001-235520

Credit-V-6 Battery
 001-000-000-576-80-31-00 Office & Operating Parks (\$8.16)
 101-000-000-542-71-31-00 Office & Operating - Roadside (\$8.15)
 Total 001-235520 (\$16.31)
 001-235557

Credit-V-6 Battery
 001-000-000-576-80-31-00 Office & Operating Parks (\$16.31)
 101-000-000-542-71-31-00 Office & Operating - Roadside (\$16.30)
 Total 001-235557 (\$32.61)
 Total 30655 \$201.06
 Total Oak Harbor Auto Center Parts Plus \$201.06
 Office Depot 30655

762028677001 2015 - April - April Manuals
 Office Supplies
 001-000-000-518-00-31-00 Office & Operating CS \$31.76
 001-000-000-521-00-31-00 Office & Operating Police \$85.26
 Total 762028677001 \$117.02
 Total 30655 \$117.02

Vendor	Number	Reference	Account Number	Description	Amount
	30689			2015 - April - April A/P	
		758462789002		45-gal trash bags	
			001-000-000-575-50-31-00	Office & Operating Com Ctr	\$6.67
		Total 758462789002			\$6.67
		762683576001			
				Stamp- "For Deposit Only"	
			001-000-000-518-00-31-00	Office & Operating CS	\$21.73
		Total 762683576001			\$21.73
		762684162001			
				Office Supplies	
			001-000-000-518-00-31-00	Office & Operating CS	\$60.64
		Total 762684162001			\$60.64
					\$89.04
					\$206.06
		Total 30689			
		Total Office Depot			
		Penn Cove Water Festival Assoc.			
		30690			
				2015 - April - April A/P	
				Rec Hall Rental Fee Refund	
			001-000-000-362-40-00-00	Facility Rentals	\$50.00
		Total 041615-APR			\$50.00
					\$50.00
		Total 30690			\$50.00
		Total Penn Cove Water Festival Assoc.			\$50.00
		Porter Group LLC			
		30691			
				2015 - April - April A/P	
				Penn Cove Stormwater Remediation Project	
			001-000-000-531-50-41-07	Penn Cove Stormwater Project	\$3,040.00
		4312			\$3,040.00
					\$3,040.00
		Total 4312			\$3,040.00
		Total 30691			
		Total Porter Group LLC			
		Prairie Center Red Apple			
		30692			
				2015 - April - April A/P	
				Town Council Workshop-3/10/15	
			001-000-000-511-00-31-00	Office & Operating Council	\$15.60
		Total 002001991518			\$15.60
		003001561045			
				Distilled Water	
			401-000-000-535-80-31-00	Office & Operating - Sewer	\$52.32
		Total 003001561045			\$52.32
					\$67.92
		Total 30692			\$67.92
		Total Prairie Center Red Apple			

Vendor	Number	Reference	Account Number	Description	Amount
Puget Sound Energy	30656				
		200011387319-APR 2015	2015 - April - April Manuals		
		Street Lighting			
		101-000-000-542-63-47-00		Utilities - Street Lighting	\$1,731.30
		Total 200011387319-APR 2015			\$1,731.30
		200002603542-Apr 2015	2015 - April - April A/P		
		Reservoir Telemetry			
		401-000-000-534-80-47-00		Utilities - Water	\$10.16
		Total 200002603542-Apr 2015			\$10.16
		200005235540-Apr 2015			
		Well 04			
		401-000-000-534-80-47-00		Utilities - Water	\$60.73
		Total 200005235540-Apr 2015			\$60.73
		200005603689-Apr 2015			
		Well 07			
		401-000-000-534-80-47-00		Utilities - Water	\$34.06
		Total 200005603689-Apr 2015			\$34.06
		200005833450-Apr 2015			
		Ft. Casey WTP			
		401-000-000-534-80-47-00		Utilities - Water	\$2,380.27
		Total 200005833450-Apr 2015			\$2,380.27
		200006097865-Apr 2015			
		Rec Hall			
		001-000-000-575-50-47-00		Utilities - Com Ctr	\$172.65
		Total 200006097865-Apr 2015			\$172.65
		200009098936-Apr 2015			
		Town Park			
		001-000-000-576-80-47-00		Utilities - Parks	\$42.39
		Total 200009098936-Apr 2015			\$42.39
		200011418114-Apr 2015			
		Pavilion			
		001-000-000-576-80-47-00		Utilities - Parks	\$10.84
		Total 200011418114-Apr 2015			\$10.84
		200013296450-Apr 2015			
		WWTP			
		401-000-000-535-80-47-00		Utilities - Sewer	\$1,985.32
		Total 200013296450-Apr 2015			\$1,985.32
		200015370790-Apr 2015			
		Town Shop			
		001-000-000-518-10-47-00		Utilities - Shop	\$82.07
		Total 200015370790-Apr 2015			\$82.07

Vendor Number	Reference	Account Number	Description	Amount
	200015416577-Apr 2015	Town Hall		
		001-000-000-518-00-47-00	Utilities - CS	\$175.61
	Total 200015416577-Apr 2015			\$175.61
	200016476455-Apr 2015	Town Restroom		
		001-000-000-576-80-47-00	Utilities - Parks	\$54.78
	Total 200016476455-Apr 2015			\$54.78
	200017824224-Apr 2015	Well 06 & S. Main Lift Station		
		401-000-000-534-80-47-00	Utilities - Water	\$14.93
		401-000-000-535-80-47-00	Utilities - Sewer	\$283.79
	Total 200017824224-Apr 2015			\$298.72
	200020235921-Apr 2015	Front Street Lift Station		
		401-000-000-535-80-47-00	Utilities - Sewer	\$180.70
	Total 200020235921-Apr 2015			\$180.70
	200020236119-Apr 2015	Keystone Hill Well		
		401-000-000-534-80-47-00	Utilities - Water	\$601.55
	Total 200020236119-Apr 2015			\$601.55
	200020236523-Apr 2015	Cook's Corner		
		001-000-000-576-80-47-00	Utilities - Parks	\$10.84
	Total 200020236523-Apr 2015			\$10.84
	200021090457-Apr 2015	Area Lighting		
		101-000-000-542-63-47-00	Utilities - Street Lighting	\$147.36
	Total 200021090457-Apr 2015			\$147.36
	200021137886-Apr 2015	Town WTP		
		401-000-000-534-80-47-00	Utilities - Water	\$194.64
	Total 200021137886-Apr 2015			\$194.64
	220000466767-Apr 2015	Lauren Lift Station		
		401-000-000-535-80-47-00	Utilities - Sewer	\$19.95
	Total 220000466767-Apr 2015			\$19.95
	Total 30693			\$6,462.64
	Total Puget Sound Energy			\$8,193.94

Vendor Number	Reference	Account Number	Description	Amount
Refund of Utility Overpayment 30694				
	1417.0 Credit Balance Refund	2015 - April - April A/P		
		401-000-000-343-40-10-00	Bruce Hardcastle Water Service	\$159.45
	Total 1417.0 Credit Balance Refund			\$159.45
Total 30694				\$159.45
Total Refund of Utility Overpayment Reichhardt & Ebe 30695				
	25415	2015 - April - April A/P		
		Engineering-Madronea		
		101-000-000-595-30-63-03	Madronea Way ST Improvements	\$204.19
	Total 25415			\$204.19
	25416			
		WGH Expansion-Engineering Svcs		
		001-000-000-539-00-41-01	Prof Services - Special Project	\$3,730.39
	Total 25416			\$3,730.39
Total 30695				\$3,934.58
Total Reichhardt & Ebe Romaine Electric 30696				
	3-003007	2015 - April - April A/P		
		Sludge Pump Parts (PO 3907)		
		401-000-000-534-80-31-00	Office & Operating - Water	\$298.93
	Total 3-003007			\$298.93
Total 30696				\$298.93
Total Romaine Electric Senior Services of Island County 30697				
	042315	2015 - April - April A/P		
		Senior HUB		
		001-000-000-569-49-00-00	HUB Senior Services Support - Misc.	\$1,760.00
	Total 042315			\$1,760.00
Total 30697				\$1,760.00
Total Senior Services of Island County Sherry Asmus 30657				
	032415	2015 - April - April Manuals		
		Rec Hall & Pavilion Rental Fee Refund		
		001-000-000-362-40-00-00	Facility Rentals	\$155.00
	Total 032415			\$155.00
Total 30657				\$155.00
Total Sherry Asmus				\$155.00

Vendor	Number	Reference	Account Number	Description	Amount
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Skagit Surveyors & Engineers
30698

2015 - April - April A/P

60320

Consulting Planner

001-000-000-558-00-41-00

Prof Services - Planning

\$5,716.25
\$5,716.25
\$5,716.25
\$5,716.25

Total 30698

Total Skagit Surveyors & Engineers
Sound Publishing Inc

30658

2015 - April - April Manuals

WEX620966

WGH SEPA Notice

001-000-000-558-00-44-00

Plan

\$119.06
\$119.06

Total WEX620966

WEX620975

Madrona Project SEPA Notice

001-000-000-558-00-44-00

Plan

\$103.83
\$103.83

Total WEX620975

WEX620990

Madrona Project DNS Notice

001-000-000-558-00-44-00

Plan

\$178.59
\$178.59

Total WEX620990

WEX622357

Planning Commission Notice

001-000-000-558-00-44-00

Plan

\$99.98
\$99.98
\$501.46

Total WEX622357

Total 30658

30699

2015 - April - April A/P

716481

001-000-000-511-00-44-00

Council

\$49.50

Meeting Agenda

001-000-000-511-00-44-00

Council

\$96.75

Meeting Agenda

001-000-000-558-00-44-00

Plan

\$68.40

Planning Commission Agenda

001-000-000-558-00-44-00

Plan

\$119.06

Advertising

001-000-000-558-00-44-00

Plan

\$99.98

NOA/WGH ADDITN/RENOV

001-000-000-558-00-44-00

Plan

\$103.83

Public Hearing Notice

001-000-000-558-00-44-00

Plan

\$89.30

SEPA-060-14C

401-000-000-534-80-44-00

Plan

\$89.30

Advertising - Water
State Enviro Statement

Vendor	Reference	Account Number	Description	Amount
	Total 716481	401-000-000-535-80-44-00	Advertising & Printing - Sewer	\$89.29
	718420	State Enviro Statement		
	Total 718420			\$716.11
	WEX623718	Employment Ads	Advertising	\$811.63
		001-000-000-518-00-44-00	CS	\$811.63
	Total WEX623718			\$187.20
	WEX623942	DNS Whidbey General Project	Advertising	\$187.20
		001-000-000-558-00-44-00	Plan	
	Total WEX623942			\$109.67
	WEX625101	PH-4/7/15 Madrona Way Project	Advertising	\$109.67
		001-000-000-558-00-44-00	Plan	
	Total WEX625101			\$121.83
	WEX625114	DNS Madrona Way Project	Advertising	\$121.83
		001-000-000-558-00-44-00	Plan	
	Total WEX625114			\$71.99
		PH-ORD #719	Advertising	\$71.99
		001-000-000-511-00-44-00	Council	\$2,018.43
	Total WEX625114			\$2,519.89
Total 30699				
Total Sound Publishing Inc				
Supplyworks				
	30700			
			2015 - April - April A/P	
	332662451	Paper Towels		
		401-000-000-535-80-31-00	Office & Operating - Sewer	\$71.35
	Total 332662451			\$71.35
	333449460	Traffic Paint		
		101-000-000-542-64-31-00	Office & Operating - Traffic	\$255.51
	Total 333449460			\$255.51
	333542827	Park Supplies		
		001-000-000-576-80-31-00	Office & Operating Parks	\$267.22
	Total 333542827			\$267.22
	334095718	Park Supplies		
		001-000-000-576-80-31-00	Office & Operating Parks	\$212.23
	Total 334095718			\$212.23

Vendor	Number	Reference	Account Number	Description	Amount
Tjoelker Enterprises, Inc.	30703	584720	2015 - April - April A/P		
			Biosolids Disposal	Biosolids Disposal - Sewer	\$2,200.00
			401-000-000-535-80-47-02		\$2,200.00
		Total 584720			\$2,200.00
Total Tjoelker Enterprises, Inc.	30704	5030678	2015 - April - April A/P		
			Underground Locates	Professional Services - Water	\$9.68
			401-000-000-534-80-41-00	Professional Services - Sewer	\$9.67
			401-000-000-535-80-41-00		\$19.35
		Total 5030678			\$19.35
Total Utilities Underground Location Center	30705	INV.3035	2015 - April - April A/P		
			Biosolids Shipping	Biosolids Shipping - Sewer	\$3,025.00
			401-000-000-535-80-47-01		\$3,025.00
		Total INV.3035			\$3,025.00
Total Vac-Tank/Western Services	30659	109-6493655-9843462	2015 - April - April Manuals		
			Replacement of Push Bar-Rec Hall	Office & Operating Com Ctr	\$89.95
			001-000-000-575-50-31-00		\$89.95
		Total 109-6493655-9843462			
		111-1463474-9353802	Carburetor for Push Mowers	Office & Operating Parks	\$23.95
			001-000-000-576-80-31-00		\$23.95
		Total 111-1463474-9353802			
		112-7366718-5798614-030415	Three Solar Barricade Lights	Signs - Cfa 2012 Grant (2,500)	\$149.46
			101-000-000-542-64-31-01		\$149.46
		Total 112-7366718-5798614-030415			
		112-7366718-5798614-030815	Two Solar Barricade Lights	Signs - Cfa 2012 Grant (2,500)	\$99.64
			101-000-000-542-64-31-01		\$99.64
		Total 112-7366718-5798614-030815			

115-0692739-0286639				
Lawn & Garden Tire for V-18				
001-000-000-576-80-31-00	Office & Operating	Parks		\$16.53
101-000-000-542-71-31-00	Office & Operating - Roadside			\$33.04
101-000-000-542-71-31-00	Office & Operating - Roadside			\$16.53
Total 115-0692739-0286639				\$66.10
115-0692739-0286639-a				
Lawn Mower Tires for V-18				
001-000-000-576-80-31-00	Office & Operating	Parks		\$16.91
101-000-000-542-71-31-00	Office & Operating - Roadside			\$16.91
101-000-000-542-71-31-00	Office & Operating - Roadside			\$33.82
Total 115-0692739-0286639-a				\$67.64
115-7508517-4028219				
Welding Safety Gear				
001-000-000-518-10-31-00	Office & Operating	Shop		\$21.98
Total 115-7508517-4028219				\$21.98
Full Source LLC-022515				
Rain Gear-Brian				
001-000-000-576-80-31-00	Office & Operating	Parks		\$60.90
Total Full Source LLC-022515				\$60.90
Full Source LLC-031115				
Safety Gear				
401-000-000-534-80-31-00	Office & Operating - Water			\$105.00
Total Full Source LLC-031115				\$105.00
Green Geeks-0223152/23/15				
Sustainable Whidbey Coalition Website				
001-000-000-531-90-49-00	Sustainability - Misc			\$119.70
Total Green Geeks-0223152/23/15				\$119.70
Griggs Lawn and Tractor LLC-030415				
John Deere Mower Blade for V-33 & V-38				
001-000-000-576-80-31-00	Office & Operating	Parks		\$15.47
V-38				
001-000-000-576-80-31-00	Office & Operating	Parks		\$15.47
V-33				
101-000-000-542-71-31-00	Office & Operating - Roadside			\$30.95
V-38				
101-000-000-542-71-31-00	Office & Operating - Roadside			\$15.47
V-33				
101-000-000-542-71-31-00	Office & Operating - Roadside			\$30.95
V-33				
101-000-000-542-71-31-00	Office & Operating - Roadside			\$15.47
V-38				
Total Griggs Lawn and Tractor LLC-030415				\$123.78

Vendor	Number	Reference	Account Number	Description	Amount
			401-000-000-535-80-53-01	B & O Tax - Main Street Credit - Sewer	(\$183.80)
				Total March Excise Tax	\$1,307.58
				Total EFT Payment 4/24/2015 12:56:42 PM - 1	\$1,307.58
				WA ST Retirement Systems	\$1,307.58
				30660	
				2015 - April - April Manuals	
				1096678	
				Old Age Survivors Insurance	\$25.00
				001-000-000-518-00-20-00	\$25.00
				Benefits - CS	\$25.00
				Total 1096678	\$25.00
				Total 30660	
				Total WA ST Retirement Systems	
				WA ST Treasurer's Office	
				30661	
				JAN-MAR 2015-State	
				2015 - April - April Manuals	
				1st Quarter Court Assessment	
				001-000-000-386-89-09-00	\$6.23
				001-000-000-386-89-14-00	\$1.71
				001-000-000-386-89-15-00	\$1.07
				001-000-000-586-83-00-00	\$132.73
				001-000-000-586-83-31-00	\$265.99
				001-000-000-586-83-32-00	\$52.79
				001-000-000-586-91-00-00	\$1,284.84
				001-000-000-586-92-00-00	\$653.94
				001-000-000-586-93-00-00	\$7.58
				001-000-000-586-96-00-00	\$0.35
				001-000-000-586-97-00-00	\$542.76
				001-000-000-589-00-01-00	\$31.50
				Total JAN-MAR 2015-State	\$2,981.49
				Total 30661	\$2,981.49
				Total WA ST Treasurer's Office	\$2,981.49
				Wadlington, Jimmy	\$2,981.49
				30706	
				2015 - April - April A/P	
				Training Expense Reimbursement-Apr 2015	
				Pesticide Pre-License Training	
				001-000-000-518-10-43-00	Shop
				Travel	
				Total Training Expense Reimbursement-Apr 2015	\$254.65
				Total 30706	\$254.65
				Total Wadlington, Jimmy	\$254.65

Vendor	Number	Reference	Account Number	Description	Amount
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Washington Tractor
30707
680589
2015 - April - April A/P
V18-Mulch Kit
001-000-000-576-80-31-00 Office & Operating Parks
101-000-000-542-71-31-00 Office & Operating - Roadside
Total 680589
Total 30707
Total Washington Tractor
Weed, Graafstra & Benson, Inc., P.S.
30708

\$229.87
\$229.86
\$459.73
\$459.73

97-040115
2015 - April - April A/P
March 2015 Fees
001-000-000-515-00-41-00 Professional Services Legal
Total 97-040115
Total 30708
Total Weed, Graafstra & Benson, Inc., P.S.
Whidbey News Time
30709

\$2,065.00
\$2,065.00
\$2,065.00
\$2,065.00

WN0000218389-April
2015 - April - April A/P
WNT Subscription Renewal-May 2015-May 2017
001-000-000-518-00-49-00 Miscellaneous - CS
Total WN0000218389-April
Total 30709
Total Whidbey News Time
Whidbey Telecom
30662

\$75.00
\$75.00
\$75.00
\$75.00

3836916
2015 - April - April Manuals
Web Hosting
001-000-000-518-00-41-00 Professional Services CS
Total 3836916
Total 30662
Total Whidbey Telecom
Wilsey, Laurel
30710

\$41.45
\$41.45
\$41.45
\$41.45

041515
2015 - April - April A/P
Cleaning Supplies
001-000-000-518-00-31-00 Office & Operating CS
Total 041515
Total 30710

\$6.75
\$6.75

Vendor	Number	Reference	Account Number	Description	Amount
		041615-April 2015			
			Medical Reimbursement		
			631-000-000-589-00-00-00	Withdrawals	\$238.01
Total Wilsey, Laurel	30710				\$238.01
Wilsey, Laurel	30711				\$244.76
			2015 - April - April A/P		\$244.76
		2015-004			
			Cleaning Services		
			001-000-000-518-00-41-00	Professional Services CS	\$270.00
			Town Hall		
			001-000-000-575-50-41-00	Professional Services Com Ctr	\$301.50
			Rec Hall		
Total 2015-004					\$571.50
Total Wilsey, Laurel	30711				\$571.50
Zumar Industries, Inc.	30712				\$571.50
			2015 - April - April A/P		
		0175426			
			Traffic Signs		
			101-000-000-542-64-31-00	Office & Operating - Traffic	\$75.00
Total 0175426					\$75.00
Total Zumar Industries, Inc.	30712				\$75.00
Grand Total					\$89,793.56
			Vendor Count	64	

COUPEVILLE MARSHAL

CALLS FOR SERVICE 5-YEAR HISTORY

Description	2014	2013	2012	2011	2010
Alarm	69	69	61	91	70
Animal Complaint	73	79	69	92	67
Assault	18	26	23	33	26
Assist Agency	29	39	43	50	31
Assist Public	193	223	249	250	212
Burglary	11	10	21	35	13
Child Abuse/Neglect	5	5	5	4	3
Court Order Viol	11	13	15	8	4
Disorderly Conduct	96	93	105	119	147
Domestic Violence	27	14	17	42	21
Fire Call	10	13	19	14	25
Fraud / Forgery	24	21	23	22	25
Hang Up 911	169	139	121	161	145
Harassment	14	15	17	18	13
Juvenile Complaint	6	4	12	17	26
Liquor Violation	4	4	2	6	5
Malicious Mischief	15	13	13	16	16
Marine Incident	6	9	8	4	9
Medical Call	14	22	24	22	35
Mental	5	3	4	5	3
Missing Person	6	8	7	10	7
Vehicle Accident	50	37	56	44	45
Nuisance	13	12	19	23	18
Patrol Checks	8	8	6	3	2
Sex Crime	7	3	4	10	7
Vehicle Theft	5	6	6	2	1
Suicide Threat	11	9	10	12	13
Suspicious Activity	55	97	79	68	73
Theft	41	50	45	46	33
Threats	14	17	19	21	15
Traffic Complaint	88	109	99	106	104
Trespassing	21	17	19	19	10
Unsecure Premise	3	7	18	14	19
Death Investigation	4	6	1	5	6
VUCSA - Drugs	8	13	18	17	11
Wanted Person	32	35	34	30	34
Weapons Violation	9	3	15	16	7
Welfare Check	39	39	52	51	74
Misc / Other Calls	125	149	128	94	87
Total Town Calls	1340	1440	1487	1606	1468
County Calls	386	259	305	449	623
Combined Calls	1726	1699	1792	2055	2091
County % / Total	22%	15%	17%	22%	30%

COUPEVILLE MARSHAL

TRAFFIC DATA

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Traffic Stops	52	57	42										151

Citations

DUI	0	0	0										0
DWLS	0	0	0										0
NVOL	1	0	0										1
Speed	6	4	4										14
Seatbelt	0	0	0										0
No insurance	4	1	4										9
Cell phone	1	2	0										3
Vehicle Regs	0	4	0										4
Equipment	0	0	0										0
Parking	0	0	4										4
Other	0	1	0										1

Warnings

NVOL W/ID	1	0	0										1
Speed	26	14	18										58
Seatbelt	0	3	2										5
No Insurance	1	0	0										1
Cell Phone	1	0	1										2
Vehicle Regs	7	2	2										11
Equipment	2	1	3										6
Parking	0	12	17										29
Other	2	4	9										15

Total T/S

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2014	89	17	17	34	33	17	54	64	57	32	69	39	522
2013	38	25	29	56	33	59	80	68	161	244	165	142	1100
2012	51	66	51	58	48	114	61	68	17	30	30	48	642
2011	18	26	43	28	48	44	95	59	42	29	42	38	512
2010	90	33	35	67	30	58	71	29	18	27	31	50	539



STAFF REPORT

DATE: April 28, 2015
TO: Mayor Nancy Conard and Members of the Town Council
FROM: Kelly Beech, Clerk-Treasurer
RE: Monthly Treasurer's Report
ATTACHMENTS: March 31, 2015 - Reported Fund Balance & Actual Cash Balance Report; GF Revenues & Expenditures By Category Report; Monthly Revenue & Expenditure Report.

- **Monthly Financial Reports** - March's reports are included for your review. Note that the grant spending in March was for the Penn Cove Stormwater Remediation Project. The actual fund balance and reported fund balance are off by 28 cents due to a bank error that occurred on March 31st. The error has been corrected and the reported fund balance and actual fund balance are back in sync now.
- **Year End Report** - A copy of this report will be presented at the Town Council Meeting scheduled for May 12th. We have until May 30th to file the 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.

March 31, 2015



Reported Fund Balance (Vision Schedule of Cash Activity)

FUND	Beginning Balance	Cash In	Cash Out	Ending Balance
001 General Fund	\$ 629,971.47	\$94,895.40	\$180,048.10	\$ 544,818.77
101 Street/Arterial	\$ 22,454.97	\$12,330.71	\$21,012.82	\$ 13,772.86
104 Hotel/Motel Tax Fund	\$ 49,363.28	\$1,338.64	\$500.00	\$ 50,201.92
105 Capital Improvement	\$ 505,204.92	\$5,250.74	\$14,678.77	\$ 495,776.89
106 Drug Enforcement	\$ 1,697.69	\$0.21	\$0.00	\$ 1,697.90
107 Harbor Imp.	\$ 25,054.03	\$3.10	\$0.00	\$ 25,057.13
109 Park Impact	\$ 61,006.75	\$7.54	\$0.00	\$ 61,014.29
202 1979 W/S Bond	\$ 15,815.44	\$1.96	\$0.00	\$ 15,817.40
203 1975 W/S Bond	\$ 795.06	\$0.10	\$0.00	\$ 795.16
212 WWTP Loan	\$ 187,668.67	\$17.47	\$46,411.55	\$ 141,274.59
303 Capital Imp. Water	\$ 654,606.93	\$80.95	\$0.00	\$ 654,687.88
304 Capital Imp. Sewer	\$ 544,459.72	\$67.33	\$0.00	\$ 544,527.05
401 Utility	\$ 909,689.78	\$38,811.50	\$75,003.39	\$ 873,497.89
621 Commemorative	\$ 6,704.28	\$0.83	\$0.00	\$ 6,705.11
631 Cafeteria Plan	\$ 5,503.30	\$412.32	\$220.28	\$ 5,695.34
ASP Reported Fund Balance	\$ 3,619,996.29	\$ 153,218.80	\$ 337,874.91	\$ 3,435,340.18
802 Claims Warrants	\$ 45,950.82	\$250,954.33	\$139,616.66	\$ 157,288.49
803 Payroll Warrants	\$ 34,693.84	\$34,710.02	\$43,967.32	\$ 25,436.54
ASP Reported Cash Balance	\$ 3,700,640.95	\$ 438,883.15	\$ 521,458.89	\$ 3,618,065.21



Actual Cash Balance (Bank Statements)

	Deposits	Withdrawals	March 31, 2015
<i>Investments (LGIP)</i>	\$ 3,104,329.60	\$ 39,591.72	\$ 3,143,921.32
<i>Whidbey Island Bank (WIB)</i>	\$ 596,111.35	\$ 96,549.34	\$ 473,943.61
<i>Petty Cash Fund</i>	\$ 200.00		\$ 200.00
		WIB+Petty Cash	\$ 474,143.61
NSF CK Returned	\$ -	\$ -	\$ -
O/S Deposit	\$ -	\$ -	\$ -
Cash Sheet Balance			\$ -
Total Cash Balance (WIB+LGIP+Petty Cash)			\$ 3,618,064.93
Outstanding Claim Warrants (802)			\$ 157,288.49
Outstanding Payroll Warrants (803)			\$ 25,436.54
Ending Fund Balance			\$ 3,435,339.90



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										181,073	1,010,361	17.9%	\$ 829,288
Licenses/Permits	9,091	4,942	4,832										18,865	49,050	38.5%	\$ 30,185
Intergov	2,405	1,363	4,830										8,598	36,153	23.8%	\$ 27,555
Charges	947	1,534	8,215										10,696	24,900	43.0%	\$ 14,204
Fines/Forfeits	1,705	884	1,045										3,634	6,010	60.5%	\$ 2,376
Miscellaneous	3,312	3,292	2,728										9,332	30,537	30.6%	\$ 21,205
Non-Revenue	770	444	502										1,717	6,100	28.1%	\$ 4,383
Transfer in	17,078	17,078	17,078										51,233	209,868	24.4%	\$ 158,635
Grants	0	0	11,779										11,779	495,523	2.4%	\$ 483,744
TOTAL	92,542	111,207	93,178	-	296,927	1,868,502	15.9%	\$ 1,571,575								



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										1,047	21,100	5.0%	\$ 20,053
Court	7,402	-	3,700										11,102	43,805	25.3%	\$ 32,703
Finance	21,381	19,738	20,318										61,438	275,816	22.3%	\$ 214,378
Legal Services	-	569	709										1,278	34,000	3.8%	\$ 32,723
Central Services	53,571	4,671	3,293										61,535	157,974	39.0%	\$ 96,439
Police	122,831	1,652	124,479										248,962	533,247	46.7%	\$ 284,285
Fire Control	1,752	-	-										1,752	8,000	21.9%	\$ 6,248
Emergency Mgmt	900	1,197	732										2,829	15,000	18.9%	\$ 12,171
Envrntl Presvtn	-	3,205	-										3,205	500,523	0.6%	\$ 497,318
Public Works	3,826	4,984	4,849										13,660	44,433	30.7%	\$ 30,773
Economic Dev	-	-	-										-	2,000	0.0%	\$ 2,000
Planning	10,898	7,014	8,034										25,947	118,408	21.9%	\$ 92,461
Building	990	1,170	4,736										6,896	45,240	15.2%	\$ 38,344
Public Health	-	-	-										-	500	0.0%	\$ 500
Recreation	685	5,667	1,530										7,882	24,940	31.6%	\$ 17,058
Parks	3,980	4,297	5,803										14,080	90,638	15.5%	\$ 76,558
Community Garden	-	-	-										-	300	0.0%	\$ 300
Disbursements	-	-	-										-	6,000	0.0%	\$ 6,000
Non Expenditure	-	-	-										-	100	0.0%	\$ 100
Capital Outlay	-	-	-										-	-	0.0%	\$ -
WTSC Grant	-	-	-										-	-	0.0%	\$ -
TOTAL	228,912	54,367	178,331	-	461,610	1,935,024	23.9%	\$ 1,473,414								



Monthly Revenue Report for Budget Amounts

Fund	Name	Month to Date	Year to Date	Budgeted	Remaining	
001	General	\$ 93,178.22	\$ 296,926.81	\$ 1,858,505.00	\$ 1,561,578.19	16%
101	Street	\$ 12,330.71	\$ 35,556.29	\$ 588,250.00	\$ 552,693.71	6%
104	Hotel/Motel Tax Fund	\$ 1,338.64	\$ 8,825.87	\$ 40,100.00	\$ 31,274.13	22%
105	Capital Improvement	\$ 5,250.74	\$ 12,620.22	\$ 37,000.00	\$ 24,379.78	34%
106	Drug Enforcement	\$ 0.21	\$ 0.51	\$ 5.00	\$ 4.49	10%
107	Harbor Improvements	\$ 3.10	\$ 1,521.52	\$ 1,630.00	\$ 108.48	93%
109	Park Impact Fee	\$ 7.54	\$ 18.50	\$ 100.00	\$ 81.50	19%
202	79 Wtr & Swr Rev	\$ 1.96	\$ 5,004.35	\$ 5,020.00	\$ 15.65	100%
203	75 Wtr & Swr Rev	\$ 0.10	\$ 0.24	\$ -	\$ (0.24)	0%
212	02 WWTP	\$ 17.47	\$ 92,866.82	\$ 93,124.00	\$ 257.18	100%
303	Capital for Water	\$ 80.95	\$ 4,698.15	\$ 5,100.00	\$ 401.85	92%
304	Capital for Sewer	\$ 67.33	\$ 5,664.65	\$ 5,900.00	\$ 235.35	96%
401	Utility	\$ 38,811.50	\$ 165,830.30	\$ 972,250.00	\$ 806,419.70	17%
621	Commemorative	\$ 0.83	\$ 2.03	\$ 520.00	\$ 517.97	0%
631	Cafeteria Plan	\$ 412.32	\$ 1,236.42	\$ 6,020.00	\$ 4,783.58	21%
		\$ 151,501.62	\$ 630,772.68	\$ 3,613,524.00	\$ 2,982,751.32	17%



Monthly Expenditure Report for Budget Amounts

Fund	Name	Month to Date	Year to Date	Budgeted	Unexpended	
001	General	\$ 178,330.92	\$ 461,610.40	\$ 1,935,025.00	\$ 1,473,414.60	24%
101	Street	\$ 21,012.82	\$ 165,144.37	\$ 639,395.00	\$ 474,250.63	26%
104	Hotel/Motel Tax Fund	\$ 500.00	\$ 1,640.00	\$ 55,640.00	\$ 54,000.00	3%
105	Capital Improvement	\$ 14,678.77	\$ 14,678.77	\$ 179,239.00	\$ 164,560.23	8%
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	\$ -	\$ -	\$ 11,500.00	\$ 11,500.00	0%
203	75 Wtr & Swr Exp	\$ -	\$ -	\$ -	\$ -	0%
212	02 WWTP	\$ 46,411.55	\$ 46,411.55	\$ 92,824.00	\$ 46,412.45	50%
303	Capital for Water	\$ -	\$ -	\$ 600,000.00	\$ 600,000.00	0%
304	Capital for Sewer	\$ -	\$ -	\$ 500,000.00	\$ 500,000.00	0%
401	Utility	\$ 75,003.39	\$ 354,577.79	\$ 1,041,793.00	\$ 687,215.21	34%
621	Commemorative	\$ -	\$ -	\$ 7,220.00	\$ 7,220.00	0%
631	Cafeteria Plan	\$ 220.28	\$ 331.10	\$ 10,935.00	\$ 10,603.90	3%
		\$ 336,157.73	\$ 1,044,393.98	\$ 5,164,051.00	\$ 4,119,657.02	20%

Ending Fund Balance \$ 3,618,065.21 **Adjustment** \$ -
Available Fund Balance \$ 3,435,340.18

Fund	Name				
001	General	\$ 544,818.77	212	02 WWTP	\$ 141,274.59
101	Street	\$ 13,772.86	303	Capital for Water	\$ 654,687.88
104	Hotel/Motel Tax Fund	\$ 50,201.92	304	Capital for Sewer	\$ 544,527.05
105	Capital Improvement	\$ 495,776.89	401	Utility	\$ 873,497.89
106	Drug Enforcement	\$ 1,697.90	621	Commemorative	\$ 6,705.11
107	Harbor Improvements	\$ 25,057.13	631	Cafeteria Plan	\$ 5,695.34
109	Park Impact Fee	\$ 61,014.29			
202	79 Wtr & Swr Rev	\$ 15,817.40	802	Outstanding Warrants	\$ 157,288.49
203	1975 W/S Bond	\$ 795.16	803	Outstanding Payroll	\$ 25,436.54