



# 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 May 27, 2014 6:30 pm

### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### CHANGES AND APPROVAL OF AGENDA

### APPROVAL OF MINUTES

Regular Meeting of April 22, 2014

### MAYOR'S REPORT

### AUDIENCE INPUT - See NOTE

### PRESENTATION

1. Whidbey-Camano Island Tourism Update – Sherrye Wyatt

### NEW BUSINESS

2. Resolution No. 14-05 declaring V32 (1975 Jeep) as surplus and recommending sale through bid process- *Staff recommends approval of the Resolution 14-05 declaring V32 surplus to the needs of the Town.*
3. Approval of May 27, 2014 Claims Vouchers/Warrants and April Payroll - *Staff recommends approval of the May 27, 2014 claims vouchers/warrants #26574 to #26636 for a total of \$193,233.51; and April 2014 payroll warrants #14789 to #14812 for a total of \$66,024.53.*

### STAFF REPORTS

### COUNCIL REPORTS

### AUDIENCE INPUT - See NOTE

### EXECUTIVE SESSION – Personnel Evaluation

### 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.

**The regular meeting of the Town Council on June 10, 2014 has been cancelled. The Council will meet in workshop session on June 10, from 3:00pm to 8:00pm at Service Alternatives.**

**Town of Coupeville  
Regular Council Meeting  
April 22, 2014  
6:30 pm**

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

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

**STAFF PRESENT:** Town Marshal Rick Norrie and Fiscal Clerk Laurel Wilsey.

**CHANGES AND APPROVAL OF THE AGENDA**

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

**APPROVAL OF MINUTES**

The minutes of the Regular Meeting of March 25, 2014 were approved as corrected. On page 3 under Council Reports, fifth paragraph, second sentence should read as follows: "This new track will ~~enhance~~ *continue to include* the current food and wine focus." and under Council Reports, third paragraph, first sentence, there should be no dash between ~~Whidbey-Camano~~ "...Whidbey Camano..."

The minutes of the Town Council Workshop of April 8, 2014, were approved as submitted.

**MAYOR'S REPORT**

- The Mayor thanked the council and staff for their participation at the workshop on April 8, 2014.
- The Mayor attended two meetings with staff, applicant and the owners of the old Mad Crab building, helping them develop their design proposal. They are expected to go back to HPC on May 8 for approval of that project.
- The Mayor had a meeting with the NET team to continue work providing overall structure to the organization. Mayor Conard commented that Bonnie Abney is doing a great job.
- The Mayor and Engineer Greg Cane met with Craig Holmquist to talk about the required approval of the Madrona Way project. They will be meeting again later this week .
- On 4/23/14, the Mayor will attend the COG meeting; the agenda includes quarterly reports from the Economic Development Council and Island County Tourism Director and a report on affordable housing by Island County Human Services staff; an RTPO meeting; a Sustainable Whidbey Coalition meeting; and will be attending a get together put on by the Friends of Ebey for the new director, Kristen Griffin.
- The Mayor is planning to attend the monthly Ebey Partner meeting on Friday.
- Channel 10/Community Bulletin Board should be up and running again shortly. Questions were asked and answered.
- The Town is actively promoting the Community Garden plots and issued a press release to let people know that we still have plots available. The Community Garden will open May.
- Received applications for seasonal help and Public Works Kelly Riepma will start interviewing applicants.

- WCIA is organizing training sessions on open government in compliance with the new law. The Mayor is trying to arrange training in Coupeville for elected officials.
- Mayor Conard received a note from Robin Hertlein stating that she is celebrating ten years in her business of Hertlein grant writing.
- The Mayor shared with the Council that former Town police officer, Adrian Kuschnereit, and his wife Melody have a new baby boy.

### **NEW BUSINESS**

#### **Approval of Special Event Permit Application #14-003 for 2014 Penn Cove Water Festival.**

Marshal Norrie gave an overview of the application.

Councilmember Bob Clay commented that the shrimp season is for two days in May and one of those days is Saturday, May 10<sup>th</sup>. He suggested that signs need to go up that the boat ramp is closed on that day because of the festival.

Further questions were asked and answered.

Council Action: A motion was made by Councilmember Bob Clay, second by Councilmember Jackie Henderson, to approve the Special Event Permit #14-003 for the 2014 Penn Cove Water Festival. The motion passed unanimously.

#### **Approval of Special Event Permit Application #14-007 for 2014 Memorial Day Parade & Remembrance Ceremony.**

Marshal Norrie gave an overview of the application including road closures. The event is similar to that of last year. Questions asked and answered

Council Action: A motion was made by Councilmember Molly Hughes, second by Councilmember Dianne Binder, to approve the Special Event Permit #14-007 for the 2014 Memorial Day Parade and Remembrance Ceremony. The motion passed unanimously.

#### **Cancel Regular Meeting on May 13, 2014.**

Council Action: A motion was made by Councilmember Jackie Henderson, second by Councilmember Pat Powell, to cancel the Regular Meeting on May 13, 2014. The motion passed unanimously.

#### **Set date for Council Workshop on June 10, in lieu of the Regular Council Meeting.**

Council Action: A motion was made by Councilmember Bob Clay, second by Councilmember Pat Powell, to set the date for the Council Workshop on June 10, 2014. The motion passed unanimously.

**Approval of April 22, 2014 Claims Vouchers/Warrants and March Payroll - Staff recommends approval of the April 22, 2014 claims vouchers/warrants #26508 to #26573 for a total of \$105,506.71; and March 2014 payroll warrants #14763 to #14788 for a total of \$72,097.64.**

Questions were asked and answered and no changes were suggested.

Council Action: A motion was made by Councilmember Jackie Henderson, second by Councilmember Dianne Binder, to approve the April 22, 2014 claims vouchers/warrants #26508 to #26573 for a total of \$105,506.71; and March 2014 payroll warrants #14763 to #14788 for a total of \$72,097.64. The motion passed unanimously.

### **Resolution 14-04 declaring certain property surplus.**

#### RESOLUTION NO. 14-04

A RESOLUTION of the Town Council of the Town of Coupeville,  
Island County, Washington, declaring certain property surplus.

Mayor Conard commented that the Town of Coupeville had a buyer for the 1999 Cm 274 Mower.

Council Action: A motion was made by Councilmember Molly Hughes, second by Councilmember Jackie Henderson, to approve Resolution 14-04 declaring vehicle 03 (1999 CM 274 Mower) as surplus, and authorizing the use of this equipment in the purchase transaction of a replacement mower. Questions were asked and answered. The motion passed unanimously.

### **STAFF REPORTS**

Mayor Conard presented an overview of Clerk-Treasurer Kelly Beech's reports and commended her on the changes to the reports presented to the Council.

Marshal Rick Norrie commented on the calls he received from citizens regarding the protestors in front of the Post Office and that the situation was handled properly by the Postmaster and his office. Marshal Norrie briefly spoke about the Marshal's Office Activity report, and the new traffic data collecting trailer with speed display. The Marshal stated that he is hopeful that the new Coupeville police cars will be ready for use in May. Questions were asked and answered.

### **COUNCIL REPORTS**

Councilmember Molly Hughes reported that on April 23, 2014, the Friends of Ebey is holding a reception for the new manager, Kristen Griffin. Councilmember Hughes reminded the council of the hamburger feed on May 10, 2014 for the participants of the Water Festival. Molly reported that May 10<sup>th</sup> is also the "Stamp Out Hunger National Post Office Food Drive", and that collections received at the Coupeville Post Office will benefit the Gifts of the Heart food bank.

Councilmember Dianne Binder reported that KOMO news, on April 23<sup>rd</sup> between 4:00-5:00 PM, will include an arts live discussion kicking off our arts program. Sue Taves[sic] will be speaking from Whidbey Life Magazine. Two additional live discussions will come later in the year--one on birding, and one on whales. Sherrye Wyatt is planning to speak at the COG meeting and she is scheduled to speak at the May 27<sup>th</sup> council meeting. Councilmember Binder mentioned an upcoming promotion involving sweepstakes entries via the internet. One of the promotions is scheduled for the Fall and will include a small wedding. The second sweepstake mentioned includes a partnership with Honda. Their new commercial called "One Tank Get-Aways", will include a sweepstake package. The new ferry, Toketae, will be dedicated on June 8.

Councilmember Pat Powell mentioned that the Green Team from Whidbey General Hospital is building a trail this weekend.

Councilmember Bob Clay attended the Island Transit monthly board meeting and commented that the Camano to Everett run will be cancelled due to lack of funding. The next step is to discuss with the Legislature the need to fund this run. Ridership is steady. On May 17<sup>th</sup> there will be a dedication ceremony for the new Island Transit facilities. Councilmember Clay is planning on attending the RTPO meeting and the Law & Justice Council on April 23<sup>rd</sup>.

Councilmember Jackie Henderson stated that some of her staff will be doing a presentation at the COG meeting on affordable housing and homeless housing. They will also be making presentations to all the city councils.

**ADJOURNMENT:** 7:45pm

Respectfully Submitted:

MAYOR:

---

Laurel Wilsey, Fiscal Clerk

---

Nancy Conard

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

#2

**RESOLUTION NO. 14-05**

**A RESOLUTION of the Town Council of the Town of Coupeville, Island County, Washington, declaring certain property surplus.**

**WHEREAS**, the 1975 AMC Jeep (V32) is no longer useful to the Town's needs and has no value to the Town; and

**NOW, THEREFORE BE IT RESOLVED**, that the Town of Coupeville declares the 1975 AMC Jeep (V32) as surplus to the needs of the Town and authorizes the sale or disposition of the 1975 AMC Jeep (V32).

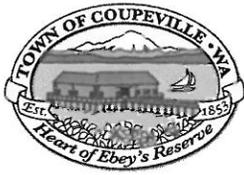
**PASSED** by the Town Council of the Town of Coupeville and **APPROVED** by the Mayor this 27<sup>th</sup> day of May, 2014.

TOWN OF COUPEVILLE

By \_\_\_\_\_  
Nancy Conard, Mayor

ATTEST:

By \_\_\_\_\_  
Kelly Beech, Clerk-Treasurer



---

## STAFF REPORT

---

**DATE:** May 27, 2014  
**TO:** Mayor Nancy Conard and Members of the Town Council  
**FROM:** Kelly Beech, Clerk-Treasurer  
**RE:** Recommendation to Approve Resolution 14-05  
**ATTACHMENTS:**

---

Vehicle 32 (V32), a 1975 AMC Jeep, was purchased used, by the Town in 2006. The Jeep has been used over the past 8 years to transport staff during our bi-monthly meter reading. The Town is currently using a Gator to facilitate meter reading, since the Jeep is inoperable. V32 has reached the end of its useful life, and I recommend the council approve resolution 14-05 declaring the vehicle as surplus and allowing for the sale of this property.



TOWN OF COUPEVILLE  
WARRANT REGISTER (BGTRAN)  
05/21/2014 (Printed 05/21/2014 16:11)

WARRANT VENDOR			DATE				
NUMBER	NUMBER	VENDOR NAME	ISSUED	INVOICE NUMBER	ACCOUNT NUMBER		AMOUNT
26574	12873	AT&T MOBILITY	05/08/2014	MAY/287244041563	001 000 000 518 10 42 00		102.90
				CELL SVC-3/28-4/27/14	401 000 000 534 80 42 00		34.29
					401 000 000 535 80 42 00		34.29
					INVOICE TOTAL		171.48
					WARRANT TOTAL		171.48
26575	93000	H.D. FOWLER COMPANY	05/08/2014	13607932	401 000 000 534 80 31 10		734.32
				METER SETTERS	INVOICE TOTAL		734.32
					WARRANT TOTAL		734.32
26576	108000	ISLAND DISPOSAL, INC.	05/08/2014	3593060	001 000 000 518 00 47 00		562.22
				SPRING CLEANUP-4/5/14	INVOICE TOTAL		562.22
					WARRANT TOTAL		562.22
26577	183000	PETTY CASH FUND	05/08/2014	MAY 2014	001 000 000 575 50 31 00		48.02
				CLEANING SUPPLIES	INVOICE TOTAL		48.02
					WARRANT TOTAL		48.02
26578	240599	FRONTIER	05/08/2014	2014 MAY	001 000 000 518 00 42 00		457.56
				DSL-SHOP & PHONE SVCS	001 000 000 518 10 42 00		70.99
					401 000 000 534 80 42 00		94.11
					401 000 000 535 80 42 00		53.24
					401 000 000 535 80 42 00		94.11
					INVOICE TOTAL		770.01
					WARRANT TOTAL		770.01
26579	240900	VISA	05/08/2014	7340-04/14/2014	001 000 000 514 00 31 00		21.71
				PENCIL SHARPENER	INVOICE TOTAL		21.71
				7340-04/24/2014	001 000 000 514 00 42 00		3.78
				POSTAGE-SPEC EVENTS PKT	INVOICE TOTAL		3.78
				2516-03/31/2014	001 000 000 514 00 49 00		100.00
				WFOA BARS CLASS	INVOICE TOTAL		100.00
				2516-04/01/2014	001 000 000 518 00 31 00		17.48
				BOOT BRUSH	INVOICE TOTAL		17.48
				2516-04/15/2014	001 000 000 518 00 42 00		838.98
				PRE-STAMPED ENVELOPES	INVOICE TOTAL		838.98
				2516-04/11/2014	001 000 000 576 80 31 00		247.97
				TIRES FOR MOWER & GATOR	INVOICE TOTAL		247.97
				2516-4/01/2014	101 000 000 542 71 31 00		25.20
				PARTS FOR GATOR	INVOICE TOTAL		25.20

TOWN OF COUPEVILLE  
WARRANT REGISTER (BGTRAN)  
05/21/2014 (Printed 05/21/2014 16:11)

WARRANT VENDOR			DATE				
NUMBER	NUMBER	VENDOR NAME	ISSUED	INVOICE NUMBER	ACCOUNT NUMBER		AMOUNT
				2516-04/15/2014	401 000 000 534 80 42 00		841.34
				PRE-STAMPED ENVELOPES	401 000 000 535 80 42 00		841.33
					INVOICE TOTAL		1,682.67
					WARRANT TOTAL		2,937.79
26580	240950	VISION MUNICIPAL SOLUTIONS, LLC	05/08/2014	09-3007	001 000 000 514 00 41 00		2,090.90
				ANNUAL RPT-TONI NELSON	INVOICE TOTAL		2,090.90
					WARRANT TOTAL		2,090.90
26581	262300	WHIDBEY TELECOM	05/08/2014	3711061	001 000 000 518 00 42 00		19.95
				INTERNET SVC-MAY '14	401 000 000 534 80 42 00		10.75
					401 000 000 535 80 42 00		10.75
					INVOICE TOTAL		41.45
					WARRANT TOTAL		41.45
26582	231080	US FOODS, INC.	05/13/2014	5129601	104 000 000 557 30 31 00		594.39
				PCWF SUPPLIES, 5-10-14	INVOICE TOTAL		594.39
					WARRANT TOTAL		594.39
26583	9890	ACE HARDWARE	05/27/2014	237709	001 000 000 518 00 31 00		31.14
				SUPPLIES	INVOICE TOTAL		31.14
				238714	001 000 000 575 50 31 00		26.06
				ELECT CVR& DOOR HANDLES	INVOICE TOTAL		26.06
				238085	401 000 000 534 80 31 00		203.59
				TOOLS & PIPE FITTINGS	INVOICE TOTAL		203.59
				238547	401 000 000 534 80 31 00		80.41
				MOSS CTRL&TRAILER PARTS	INVOICE TOTAL		80.41
				238816	401 000 000 534 80 31 00		36.39
				HOLE SAW & MOWER BLADES	INVOICE TOTAL		36.39
				238085	401 000 000 535 80 31 00		42.35
				TOOLS & PIPE FITTINGS	INVOICE TOTAL		42.35
				238547	401 000 000 535 80 31 00		80.02
				MOSS CTRL&TRAILER PARTS	INVOICE TOTAL		80.02
					WARRANT TOTAL		499.96
26584	10480	AMSAN	05/27/2014	310453675	001 000 000 575 50 31 00		182.25
				CLEANING SUPPLIES	INVOICE TOTAL		182.25
				309086304	001 000 000 576 80 31 00		152.22
				DOGGY BAGS	INVOICE TOTAL		152.22

TOWN OF COUPEVILLE  
WARRANT REGISTER (BGTRAN)  
05/21/2014 (Printed 05/21/2014 16:11)

WARRANT NUMBER	VENDOR NUMBER	VENDOR NAME	DATE ISSUED	INVOICE NUMBER	ACCOUNT NUMBER	AMOUNT
				309525228	001 000 000 576 80 31 00	167.83
				CLEANING SUPPLIES	INVOICE TOTAL	167.83
				310453683	001 000 000 576 80 31 00	50.74
				CLEANING SUPPLIES	INVOICE TOTAL	50.74
				309525210	401 000 000 534 80 31 00	1,106.61
				CHLORINE,TOWELS,WIPER	401 000 000 535 80 31 00	151.15
					INVOICE TOTAL	1,257.76
					WARRANT TOTAL	1,810.80
26585	12450	ARANGO URBAN	05/27/2014	1	001 000 000 558 00 41 01	811.02
				CONTRACT PLANNER	INVOICE TOTAL	811.02
					WARRANT TOTAL	811.02
26586	13300	AVOCET ENVIRONMENTAL TEST	05/27/2014	1401309-IN	401 000 000 534 80 41 00	68.00
				COLIFORM TESTING	INVOICE TOTAL	68.00
				1401439-IN	401 000 000 534 80 41 00	119.00
				CHLORIDE TESTING	INVOICE TOTAL	119.00
				1401552-IN	401 000 000 534 80 41 00	68.00
				COLIFORM TESTING	INVOICE TOTAL	68.00
				1401228-IN	401 000 000 535 80 41 00	54.00
				AMMONIA,NITRATE TESTING	INVOICE TOTAL	54.00
					WARRANT TOTAL	309.00
26587	13500	AWC	05/27/2014	IVC001878	001 000 000 518 00 49 00	2,071.09
				L&I MGMT	INVOICE TOTAL	2,071.09
					WARRANT TOTAL	2,071.09
26588	25575	BIG ROCK DESIGNS	05/27/2014	10538	001 000 000 518 00 31 00	48.92
				NEWSLETTER-APRIL 2014	INVOICE TOTAL	48.92
				10551	001 000 000 525 60 31 00	64.68
				BUSINESS CARDS-ABNEY,B.	INVOICE TOTAL	64.68
					WARRANT TOTAL	113.60
26589	27425	BRATTON, GEORGE P.E.	05/27/2014	MAY 2014	401 000 000 534 80 41 00	780.00
				ENGINEERING SVCS-APR '14	INVOICE TOTAL	780.00
					WARRANT TOTAL	780.00
26590	30675	BERKADIA G	05/27/2014	01-058460-2-MAY	202 000 000 591 34 72 00	2,000.00
				'79 BOND-WTP	202 000 000 592 34 83 00	625.00

TOWN OF COUPEVILLE  
WARRANT REGISTER (BGTRAN)  
05/21/2014 (Printed 05/21/2014 16:11)

WARRANT NUMBER	VENDOR NUMBER	VENDOR NAME	DATE ISSUED	INVOICE NUMBER	ACCOUNT NUMBER	AMOUNT
					INVOICE TOTAL	2,625.00
				01-058460-1--MAY	203 000 000 591 34 72 00	5,000.00
				SUNSET TERRACE '75 BOND	203 000 000 592 34 83 00	237.50
					INVOICE TOTAL	5,237.50
					WARRANT TOTAL	7,862.50
26591	31195	CASCADE COMPUTER MAINTENANCE, INC.	05/27/2014	1053259	001 000 000 518 00 48 00	173.92
				MAINTENANCE KIT		173.92
					INVOICE TOTAL	173.92
					WARRANT TOTAL	173.92
26592	33500	COUPEVILLE CHAMBER	05/27/2014	MAY 2014	632 000 000 589 00 00 00	1,000.00
				ALL STATE DONATION		1,000.00
					INVOICE TOTAL	1,000.00
					WARRANT TOTAL	1,000.00
26593	33530	CENTRAL WHIDBEY ISLAND	05/27/2014	MAY 2014	001 000 000 522 00 51 00	3,400.00
				1stQTR FIRE INSPECTN'14		3,400.00
					INVOICE TOTAL	3,400.00
					WARRANT TOTAL	3,400.00
26594	36000	COHEN, MANNI & THEUNE	05/27/2014	105	001 000 000 512 00 41 00	1,250.00
				P/A FOR MAY 2014		1,250.00
					INVOICE TOTAL	1,250.00
					WARRANT TOTAL	1,250.00
26595	49685	DAVIS INDUSTRIES INC	05/27/2014	042514	001 000 000 518 00 45 00	417.82
				PKG LOT TX 1ST HALF '14		417.82
					INVOICE TOTAL	417.82
					WARRANT TOTAL	417.82
26596	50650	DETECTABLE WARNING SYSTEMS	05/27/2014	2-10985	101 000 000 542 64 31 00	363.39
				ADA REQUIRMNT-3RD ST		363.39
					INVOICE TOTAL	363.39
					WARRANT TOTAL	363.39
26597	50765	DICKSON COMPANY	05/27/2014	940890	401 000 000 534 80 31 00	54.00
				DATA LOGGER SOFTWARE		54.00
					INVOICE TOTAL	54.00
				939485	401 000 000 534 80 35 00	577.00
				DATA LOGGER		577.00
					INVOICE TOTAL	577.00
					WARRANT TOTAL	631.00
26598	70575	FOG-TITE, INC.	05/27/2014	2014-04-074	401 000 000 534 80 31 10	806.55
				WATER METER		806.55
					INVOICE TOTAL	806.55
					WARRANT TOTAL	806.55

TOWN OF COUPEVILLE  
WARRANT REGISTER (BGTRAN)  
05/21/2014 (Printed 05/21/2014 16:11)

WARRANT VENDOR			DATE				
NUMBER	NUMBER	VENDOR NAME	ISSUED	INVOICE NUMBER	ACCOUNT NUMBER		AMOUNT
26599	91000	HANSON'S BUILDING SUPPLY	05/27/2014	68469A	105 000 000 576 80 63 01		687.21
				HOLBROOK BARN SUPPLIES		INVOICE TOTAL	687.21
				69171A	105 000 000 576 80 63 01		52.65
				HOLBROOK BARN SUPPLIES		INVOICE TOTAL	52.65
				70291A	105 000 000 576 80 63 01		123.27
				HOLBROOK BARN SUPPLIES		INVOICE TOTAL	123.27
				70614A	105 000 000 576 80 63 01		369.80
				HOLBROOK BARN SUPPLIES		INVOICE TOTAL	369.80
				71484A	105 000 000 576 80 63 01		9.79
				HOLBROOK BARN SUPPLIES		INVOICE TOTAL	9.79
						WARRANT TOTAL	1,242.72
26600	93000	H.D. FOWLER COMPANY	05/27/2014	13629118	101 000 000 595 30 63 04		5,009.64
				STEEL RISERS		INVOICE TOTAL	5,009.64
						WARRANT TOTAL	5,009.64
26601	104200	ISLAND COUNTY E R & R FUND	05/27/2014	14-00111	001 000 000 518 10 32 00		637.55
				FUEL FOR APRIL 2014	401 000 000 534 80 32 00		135.68
					401 000 000 535 80 32 00		135.68
						INVOICE TOTAL	908.91
						WARRANT TOTAL	908.91
26602	105500	ISLAND COUNTY HUMAN SERVICES	05/27/2014	1ST QTR 2014	001 000 000 562 00 51 00		84.04
				1stQTR LIQUOR PROFIT TX		INVOICE TOTAL	84.04
				1st Qtr 2014	001 000 000 562 00 51 00		11.58
				1stQTR EXCISE LIQUOR TX		INVOICE TOTAL	11.58
				4th Qtr 2013	001 000 000 562 00 51 00		84.49
				4thQTR LIQUOR PROFIT TX		INVOICE TOTAL	84.49
						WARRANT TOTAL	180.11
26603	107000	ISLAND COUNTY SHERIFF	05/27/2014	2014-03	001 000 000 521 00 41 00		106,038.60
				IC CONTRACT-7/1-9/30/14		INVOICE TOTAL	106,038.60
						WARRANT TOTAL	106,038.60
26604	107100	ISLAND COUNTY SOLID WASTE	05/27/2014	2693	001 000 000 518 00 47 00		205.50
				TOWN CLEANUP DAY-4/5/14		INVOICE TOTAL	205.50
				#2724---9128	401 000 000 535 80 47 02		2,446.00
				BIOSOLIDS PROCESSING		INVOICE TOTAL	2,446.00

TOWN OF COUPEVILLE  
WARRANT REGISTER (BGTRAN)  
05/21/2014 (Printed 05/21/2014 16:11)

WARRANT NUMBER	VENDOR NUMBER	VENDOR NAME	DATE ISSUED	INVOICE NUMBER	ACCOUNT NUMBER	AMOUNT
				2724---9128	401 000 000 535 80 47 03	104.50
				GARBAGE	INVOICE TOTAL	104.50
					WARRANT TOTAL	2,756.00
26605	107500	ISLAND COUNTY TREASURER	05/27/2014	MAY 2014	001 000 000 512 00 51 00	4,712.63
				1ST QTR DIST CT JT EXP	INVOICE TOTAL	4,712.63
					WARRANT TOTAL	4,712.63
26606	108000	ISLAND DISPOSAL, INC.	05/27/2014	3593221	105 000 000 576 80 63 01	319.82
				GARBAGE	INVOICE TOTAL	319.82
					WARRANT TOTAL	319.82
26607	130150	KCDA	05/27/2014	3796192	001 000 000 518 00 31 00	89.20
				COPY PAPER	INVOICE TOTAL	89.20
					WARRANT TOTAL	89.20
26608	131800	KONICA MINOLTA	05/27/2014	228835422	001 000 000 518 00 45 00	113.06
				COPIER/PRINTER-APR '14	INVOICE TOTAL	113.06
					WARRANT TOTAL	113.06
26609	140000	LA RUE, WILLIAM	05/27/2014	MAY 2014	401 000 000 534 80 42 00	11.25
				CELL PHONE SVC-MAY 2014	401 000 000 535 80 42 00	11.25
					INVOICE TOTAL	22.50
					WARRANT TOTAL	22.50
26610	143600	LYNN, JESSE	05/27/2014	2014 MAY	401 000 000 534 80 49 00	254.82
				WTPO CERTIFICATION EXAM	INVOICE TOTAL	254.82
				MAY '14	631 000 000 589 00 00 00	396.14
				MEDICAL REIMBURSEMENT	INVOICE TOTAL	396.14
				MAY 2014	631 000 000 589 00 00 00	219.14
				MEDICAL REIMBURSEMENT	INVOICE TOTAL	219.14
					WARRANT TOTAL	870.10
26611	162340	NORTHERN SAFETY CO., INC.	05/27/2014	900885323	401 000 000 535 80 31 00	83.81
				GLOVES	INVOICE TOTAL	83.81
					WARRANT TOTAL	83.81
26612	166990	OAK HARBOR AUTO CENTER PARTS PLUS	05/27/2014	001-140430	001 000 000 576 80 31 00	1.88
				LATE FEE	INVOICE TOTAL	1.88
				001-195628	001 000 000 576 80 31 00	125.63

TOWN OF COUPEVILLE  
WARRANT REGISTER (BGTRAN)  
05/21/2014 (Printed 05/21/2014 16:11)

WARRANT VENDOR NUMBER NUMBER	VENDOR NAME	DATE ISSUED	INVOICE NUMBER	ACCOUNT NUMBER	AMOUNT
			AIR FILTERS-V4	INVOICE TOTAL	125.63
			001-201521	001 000 000 576 80 31 00	1.88-
			CREDIT-LATE FEE	INVOICE TOTAL	1.88-
			001-201523	001 000 000 576 80 31 00	125.63-
			CREDIT-AIR FILTERS-V4	INVOICE TOTAL	125.63-
			001-201524	001 000 000 576 80 31 00	62.82
			AIR FILTER-V4	INVOICE TOTAL	62.82
				WARRANT TOTAL	62.82
26613 170100	OAK HARBOR, CITY OF	05/27/2014	SD-1412	101 000 000 542 67 51 00	317.40
			ST SWEEPNG-3/19 & 4/18	INVOICE TOTAL	317.40
				WARRANT TOTAL	317.40
26614 170980	OFFICE DEPOT	05/27/2014	708150538001	001 000 000 518 00 31 00	66.94
			AMERICAN FLAGS	INVOICE TOTAL	66.94
			708151145001	001 000 000 518 00 31 00	103.75
			OFFICE SUPPLIES	001 000 000 518 10 31 00	14.68
				INVOICE TOTAL	118.43
				WARRANT TOTAL	185.37
26615 181800	PAINTERS ALLEY, INC.	05/27/2014	25609	401 000 000 534 80 31 00	271.60
			PAINT-FT CASEY PIPE	INVOICE TOTAL	271.60
				WARRANT TOTAL	271.60
26616 185500	PRAIRIE CENTER RED APPLE	05/27/2014	001000891052	401 000 000 535 80 31 00	52.32
			DISTILLED WATER	INVOICE TOTAL	52.32
				WARRANT TOTAL	52.32
26617 187000	PUGET SOUND ENERGY	05/27/2014	MAY 2014	001 000 000 518 00 47 00	169.46
			ENERGY PAYMENTS	001 000 000 518 10 47 00	83.58
				001 000 000 575 50 47 00	138.27
				001 000 000 576 80 47 00	96.02
				101 000 000 542 63 47 00	1,712.48
				401 000 000 534 80 47 00	3,258.99
				401 000 000 535 80 47 00	4,441.33
				INVOICE TOTAL	9,900.13
				WARRANT TOTAL	9,900.13
26618 192600	REICHHARDT & EBE	05/27/2014	24676	101 000 000 595 30 63 03	1,414.09
			ENGINEERING-MADRONA	INVOICE TOTAL	1,414.09

TOWN OF COUPEVILLE  
WARRANT REGISTER (BGTRAN)  
05/21/2014 (Printed 05/21/2014 16:11)

WARRANT VENDOR		DATE	INVOICE NUMBER	ACCOUNT NUMBER	AMOUNT
NUMBER	NUMBER	ISSUED			
				WARRANT TOTAL	1,414.09
26619	192700	05/27/2014	RENÆ MULHOLLAND may 2014	001 000 000 511 00 31 00	125.00
			TC-4/22/14 & MICROPHONE	001 000 000 511 00 41 00	125.00
				INVOICE TOTAL	250.00
				WARRANT TOTAL	250.00
26620	193300	05/27/2014	RIEPMA, KELLY R: MAY 2014	001 000 000 518 10 42 00	22.50
			CELL PHONE SVC-MAY '14	INVOICE TOTAL	22.50
				WARRANT TOTAL	22.50
26621	206920	05/27/2014	SKAGIT FARMERS SUPPLY 2014238	001 000 000 518 10 32 00	339.05
			PROPANE-TOWN SHOP	INVOICE TOTAL	339.05
			2792714	001 000 000 575 50 32 00	286.66
			PROPANE-REC HALL	INVOICE TOTAL	286.66
			479084	101 000 000 542 30 31 00	94.79
			PROPANE	INVOICE TOTAL	94.79
				WARRANT TOTAL	720.50
26622	208665	05/27/2014	SMITH, BRIDGET 14-004	001 000 000 558 00 41 01	6,810.00
			MAY '14 CONSULTING SVCS	001 000 000 559 60 41 00	3,150.00
				INVOICE TOTAL	9,960.00
				WARRANT TOTAL	9,960.00
26623	209415	05/27/2014	SOUND PUBLISHING INC 636695	001 000 000 511 00 44 00	49.50
			TC AGENDA	INVOICE TOTAL	49.50
			638864	001 000 000 514 00 44 00	219.06
			AD-SEASONAL HELP	INVOICE TOTAL	219.06
				WARRANT TOTAL	268.56
26624	212100	05/27/2014	SURETY PEST CONTROL 1010083	401 000 000 534 80 41 00	43.48
			PEST CONTROL	INVOICE TOTAL	43.48
			1012707	401 000 000 534 80 41 00	43.48
			PEST CONTROL	INVOICE TOTAL	43.48
				WARRANT TOTAL	86.96
26625	221850	05/27/2014	TJOELKER ENTERPRISES, INC. 374747	401 000 000 535 80 47 02	1,800.00
			BIOSOLIDS DISPOSAL	INVOICE TOTAL	1,800.00
				WARRANT TOTAL	1,800.00

TOWN OF COUPEVILLE  
WARRANT REGISTER (BGTRAN)  
05/21/2014 (Printed 05/21/2014 16:11)

WARRANT VENDOR			DATE				
NUMBER	NUMBER	VENDOR NAME	ISSUED	INVOICE NUMBER	ACCOUNT NUMBER		AMOUNT
26626	231460	USA BLUE BOOK	05/27/2014	327205	401 000 000 534 80 31 00		19.20
				WTR TESTING&PROBE ASMBLY	401 000 000 535 80 31 00		412.61
					INVOICE TOTAL		431.81
					WARRANT TOTAL		431.81
26627	231520	UTILITIES UNDERGROUND	05/27/2014	4040644	401 000 000 534 80 41 00		7.09
				UNDERGROUND LOCATES	401 000 000 535 80 41 00		7.10
					INVOICE TOTAL		14.19
					WARRANT TOTAL		14.19
26628	240100	VAC-TANK/WESTERN SERVICES	05/27/2014	34811	401 000 000 535 80 47 01		250.00
				BIOSOLIDS SHIPPING	INVOICE TOTAL		250.00
				34812	401 000 000 535 80 47 01		250.00
				BIOSOLIDS SHIPPING	INVOICE TOTAL		250.00
				34820	401 000 000 535 80 47 01		500.00
				BIOSOLIDS SHIPPING	INVOICE TOTAL		500.00
				34822	401 000 000 535 80 47 01		250.00
				BIOSOLIDS SHIPPING	INVOICE TOTAL		250.00
				36057	401 000 000 535 80 47 01		275.00
				BIOSOLIDS SHIPPING	INVOICE TOTAL		275.00
				36058	401 000 000 535 80 47 01		275.00
				BIOSOLIDS SHIPPING	INVOICE TOTAL		275.00
				36068	401 000 000 535 80 47 01		350.00
				BIOSOLIDS SHIPPING	INVOICE TOTAL		350.00
				36070	401 000 000 535 80 47 01		350.00
				BIOSOLIDS SHIPPING	INVOICE TOTAL		350.00
				INV.2812	401 000 000 535 80 47 01		336.96
				FUEL SURCHARGE	INVOICE TOTAL		336.96
					WARRANT TOTAL		2,836.96
26629	240599	FRONTIER	05/27/2014	MAY '14	001 000 000 518 00 42 00		53.24
				PHONE SERVICE-REC HALL	INVOICE TOTAL		53.24
				MAY 2014	401 000 000 534 80 42 00		59.99
				DSL-FT CASEY WTR PLANT	INVOICE TOTAL		59.99
					WARRANT TOTAL		113.23
26630	240790	VINSANT, PAUL	05/27/2014	MAY 2014	401 000 000 534 80 42 00		11.25
				CELL PHONE SVC-MAY '14	401 000 000 535 80 42 00		11.25

TOWN OF COUPEVILLE  
WARRANT REGISTER (BGTRAN)  
05/21/2014 (Printed 05/21/2014 16:11)

WARRANT VENDOR			DATE				
NUMBER	NUMBER	VENDOR NAME	ISSUED	INVOICE NUMBER	ACCOUNT NUMBER		AMOUNT
						INVOICE TOTAL	22.50
						WARRANT TOTAL	22.50
26631	254500	WA ST DEPT OF REVENUE	05/27/2014	MAY 2014	001 000 000 518 10 31 00		30.38
				APRIL 2014	401 000 000 534 80 53 00		3,300.34
					401 000 000 535 80 31 00		22.57
					401 000 000 535 80 53 00		531.46
					401 000 000 535 80 53 00		655.36
					401 000 000 535 80 53 00		655.36-
						INVOICE TOTAL	3,884.75
						WARRANT TOTAL	3,884.75
26632	259075	WEED, GRAAFSTRA & BENSON, INC., P.S.	05/27/2014	86	001 000 000 515 00 41 00		6,790.00
				LEGAL SERVICES-APRIL'14		INVOICE TOTAL	6,790.00
						WARRANT TOTAL	6,790.00
26633	262100	WHIDBEY ISLAND ANIMAL CONTROL	05/27/2014	MAY 2014	001 000 000 521 00 51 01		150.00
				ANIMAL SERVICES-MAY '14		INVOICE TOTAL	150.00
						WARRANT TOTAL	150.00
26634	264200	WILSEY, LAUREL	05/27/2014	MAY 2014	631 000 000 589 00 00 00		80.67
				MEDICAL REIMBURSEMENT		INVOICE TOTAL	80.67
						WARRANT TOTAL	80.67
26635	264201	WILSEY, LAUREL	05/27/2014	MAY 2014	001 000 000 518 00 41 00		279.00
				CLEANING SERVICES	001 000 000 575 50 41 00		396.00
						INVOICE TOTAL	675.00
						WARRANT TOTAL	675.00
26636	299900	ZUMAR INDUSTRIES, INC.	05/27/2014	0169249	101 000 000 542 64 31 00		323.82
				SIGNS		INVOICE TOTAL	323.82
						WARRANT TOTAL	323.82
						RUN TOTAL	193,233.51

TOWN OF COUPEVILLE  
WARRANT REGISTER (BGTRAN)  
05/21/2014 (Printed 05/21/2014 16:11)

FUND	TITLE	AMOUNT
001	GENERAL FUND	144,967.71
101	STREET FUND	9,260.81
104	HOTEL/MOTEL TAX FUND	594.39
105	CAPITAL IMPROVEMENT FUND	1,562.54
202	1979 WATER & SEWER REV. BOND	2,625.00
203	1975 WATER & SEWER REV. BOND	5,237.50
401	UTILITY FUND	27,289.61
631	CAFETERIA PLAN	695.95
632	AGENCY FUND - PASS THROUGH	1,000.00
TOTAL		193,233.51

TOWN OF COUPEVILLE  
WARRANT REGISTER (BGTRAN)  
05/21/2014 (Printed 05/21/2014 16:11)

DEPARTMENT	AMOUNT
001 000 000	144,967.71
FUND GENERAL FUND	144,967.71
101 000 000	9,260.81
FUND STREET FUND	9,260.81
104 000 000	594.39
FUND HOTEL/MOTEL TAX FUND	594.39
105 000 000	1,562.54
FUND CAPITAL IMPROVEMENT FUND	1,562.54
202 000 000	2,625.00
FUND 1979 WATER & SEWER REV. BOND	2,625.00
203 000 000	5,237.50
FUND 1975 WATER & SEWER REV. BOND	5,237.50
401 000 000	27,289.61
FUND UTILITY FUND	27,289.61
631 000 000	695.95
FUND CAFETERIA PLAN	695.95
632 000 000	1,000.00
FUND AGENCY FUND - PASS THROUGH	1,000.00
TOTAL	193,233.51

APPROVED BY THE TOWN COUNCIL OF THE TOWN OF COUPEVILLE AND  
ORDERED PAID, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2014, IN REGULAR  
COUNCIL SESSION, COUPEVILLE TOWN HALL, COUPEVILLE, WASHINGTON

COUNCILMEMBER \_\_\_\_\_  
COUNCILMEMBER \_\_\_\_\_  
COUNCILMEMBER \_\_\_\_\_  
COUNCILMEMBER \_\_\_\_\_  
COUNCILMEMBER \_\_\_\_\_

TOWN OF COUPVILLE  
PAYROLL WARRANT LIST  
04/30/2014 08:20

PAGE 9

0 THRU 999999 04/01/2014 THRU 04/30/2014

WARRANT/CHECK	DESCRIPTION	DATE	TRAN	AMOUNT
14794	KELLY BEECH	04/30/2014	7	3,070.59
14795	NANCY I. CONARD	04/30/2014	7	3,192.90
14796	LAUREL WILSEY	04/30/2014	7	1,642.23
14797	MARION L. GARNER	04/30/2014	7	1,426.24
14798	BONNIE M. ABNEY	04/30/2014	7	505.99
14789	WILLIAM LARUE	04/15/2014	7	1,889.33
14799	WILLIAM LARUE	04/30/2014	7	2,820.82
14790	PAUL VINSANT	04/15/2014	7	1,000.00
14800	PAUL VINSANT	04/30/2014	7	2,414.88
14791	JESSE LYNN	04/15/2014	7	1,300.00
14801	JESSE LYNN	04/30/2014	7	1,422.01
14802	GREGORY R. CANE	04/30/2014	7	2,301.72
14803	DANIEL D. DALTON	04/30/2014	7	3,183.59
14792	JIMMY R. WADLINGTON	04/15/2014	7	800.00
14804	JIMMY R. WADLINGTON	04/30/2014	7	1,981.04
14793	KELLY R. RIEPMA	04/15/2014	7	1,600.00
14805	KELLY R. RIEPMA	04/30/2014	7	2,140.98
14806	TOWN OF COUPEVILLE	04/30/2014	7	12,552.25
14807	TOWN OF COUPEVILLE	04/30/2014	7	405.62
14808	DEPT. OF RETIREMENT-PERS	04/30/2014	7	5,705.66
14809	DEPT. OF LABOR & INDUSTRY	04/30/2014	7	2,076.47
14810	AWC EMPLOYEE BENEFITS	04/30/2014	7	10,849.83
14811	DEPT. OF RETIREMENT	04/30/2014	7	1,654.00
14812	AFLAC	04/30/2014	7	88.38
	TOTALS			66,024.53

# Marshal's Office Activity Report

## COMPLAINTS/CRIMINAL

### Comparison of Total Cases by Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>2014</b>	<b>27</b>	<b>8</b>	<b>9</b>	<b>7</b>									<b>51</b>
2013	12	19	16	22	20	17	14	18	19	38	18	13	226
2012	14	21	11	26	26	19	29	26	23	16	20	9	240
2011	19	9	13	12	19	15	15	14	17	11	19	20	183
2010	6	18	3	8	8	10	9	7	6	10	6	6	97
2009	12	12	10	18	21	20	8	12	15	10	10	11	159
2008	8	15	11	13	16	7	11	8	15	14	8	14	140
2007	19	19	14	19	21	9	16	14	10	8	14	14	177
2006	20	25	20	22	34	23	18	16	26	18	19	16	257
2005	15	10	13	5	23	9	19	27	15	23	21	20	200
2004	26	37	36	21	21	20	20	34	25	22	22	16	300
2003	34	18	19	18	16	20	33	22	14	21	26	18	259
2002	17	15	22	20	23	25	31	25	27	36	23	18	282
2001	40	20	23	29	37	38	28	36	32	29	14	22	348

### Case Results/Status

<b>2014</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Total Cases	27	8	9	7									51
Closed Arrest	9	5	4	5									23
Closed Other	18	0	4	1									23
Open Cases	0	3	1	1									5

## TRAFFIC

### Total Traffic Stops

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>2014</b>	<b>89</b>	<b>17</b>	<b>17</b>	<b>34</b>									<b>157</b>
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
2009	69	74	132	72	54	76	68	20	28	30	56	36	715
2008	96	129	166	112	85	86	127	169	56	59	44	54	1183
2007	72	50	66	100	44	56	56	65	91	62	66	63	791
2006	78	50	52	38	40	35	62	45	61	48	50	86	645
2005	73	54	83	62	44	46	104	42	39	29	35	31	642
2004	49	25	24	48	39	42	72	73	46	38	30	48	534
2003	72	50	46	41	45	91	58	41	73	58	29	29	633
2002	51	49	58	47	46	67	53	56	64	45	35	53	624
2001	101	98	142	62	78	92	152	134	132	74	71	40	1176

**CITATIONS**

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
DUI	0	0	0	0									0
DWLS	0	0	1	0									1
Speed	15	0	0	3									18
Seatbelt	0	0	0	0									0
Cell Phone	0	0	0	1									1
No Insurance	0	0	0	0									0
Vehicle Registration	2	0	2	1									5
Equipment	0	0	0	0									0
Other	1	0	0	1									2
<b>Total Stops</b>	<b>18</b>	<b>0</b>	<b>3</b>	<b>6</b>	<b>0</b>	<b>27</b>							

**WARNINGS**

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Speed	0	0	3	16									19
Seatbelt	0	0	1	0									1
Cell Phone	0	0	0	0									0
No Insurance	0	0	0	0									0
Vehicle Registration	0	0	0	1									1
Equipment	0	0	0	3									3
Other	71	17	10	8									106
<b>Total Stops</b>	<b>71</b>	<b>17</b>	<b>14</b>	<b>28</b>	<b>0</b>	<b>130</b>							

**COMPLAINT SUMMARY**  
2014

Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001	
Hangup 911	11	9	21	11									52	139	121	161	145	103	88	82	65	77	86	65	58	79	
Alarm	12	8	4	2									26	69	61	91	70	60	57	88	80	92	63	66	64	58	
Animal control	5	2	3	1									11	79	69	92	67	62	57	37	62	57	68	66	55	53	
Assault	4	2	0	1									7	26	23	33	26	26	30	25	24	34	34	29	32	25	
Assist, agency	2	1	6	4									13	39	43	50	31	59	74	771	718	644	603	485	416	307	
Assist, public	19	7	16	14									56	223	249	250	212	188	168	153	143	187	241	153	194	189	
Burglary	2	0	1	1									4	10	21	35	13	23	18	13	23	11	16	16	21	11	
Child abuse/neglect	0	0	0	0									0	5	5	4	3	0	5	2	0	1	0	0	3	0	
Court order violation	0	3	1	0									4	13	15	8	4	12	2	7	4	13	11	9	10	17	
Custodial interference	0	0	0	0									0	1	1	6	6	1	2	1	1	1	6	3	5	6	
Disorderly	9	2	6	6									23	93	105	119	147	96	122	68	52	40	52	37	49	61	
Domestic violence	4	1	1	1									7	14	17	42	21	39	18	26	26	17	39	20	16	33	
Fire call	1	1	0	0									2	13	19	14	25	37	23	42	47	24	42	28	34	26	
Fraud	2	1	5	0									8	19	21	21	19	11	14	13	13	12	8	11	9	4	
Fraud, bad checks	0	0	0	0									0	2	2	1	6	8	8	4	6	0	4	5	4	22	34
Harassment	1	0	0	0									1	15	17	18	13	12	15	15	8	24	24	22	24	17	
Juvenile complaint	0	0	0	0									0	4	12	17	26	22	19	12	9	11	31	7	5	13	
Liquor violation	0	0	0	0									0	4	2	6	5	2	2	8	1	0	3	2	1	0	0
Malicious mischief	5	1	0	2									8	13	13	16	16	25	20	34	35	24	46	46	38	26	
Marine incident	1	0	0	0									1	9	8	4	9	5	9	2	1	4	6	4	9	6	
Medical	0	1	0	0									1	22	24	22	35	21	40	68	72	42	60	77	62	76	
Mental	0	0	0	0									0	3	4	5	3	1	3	3	0	5	5	4	6	7	
Missing person	0	0	0	0									0	8	7	10	7	1	7	11	9	5	16	7	5	13	
Motor vehicle accident	6	0	0	1									7	37	56	44	45	38	40	49	52	47	53	44	33	49	
Nuisance	1	0	2	0									3	12	19	23	18	20	23	16	18	20	36	27	27	33	
Patrol checks	3	0	1	0									4	8	6	3	2	2	2	5	2	6	9	8	7	10	9
Sexual assault/crime	2	0	1	0									3	3	4	10	7	3	4	3	6	4	9	6	7	6	
Stolen Vehicle	0	0	0	1									1	6	6	2	1	4	1	1	0	2	0	2	10	6	
Suicidal	0	0	2	0									2	9	10	12	13	9	11	10	19	7	5	5	12	9	
Suspicious activity	6	0	6	1									13	97	79	68	73	56	68	75	78	83	103	75	92	88	
Theft	5	4	2	2									13	50	45	46	33	33	38	45	56	41	68	66	72	51	
Threats	1	0	3										4	17	19	21	15	14	22	13	15	12	21	16	15	10	
Traffic	12	2	9	2									25	109	99	106	104	123	127	156	165	160	148	145	143	195	
Trespassing	0	1	4	1									6	17	19	19	10	4	13	22	25	15	13	10	20	19	
Unsecured premises	2	0	0	0									2	7	18	14	19	9	6	9	21	9	6	4	8	9	
Unattended death	0	0	1	1									2	6	1	5	6	4	7	2	3	2	6	5	4	7	
Vice VUCSA	0	2	0	0									2	13	18	17	11	11	12	14	24	8	15	17	11	7	
Warrant arrest	4	1	2	3									10	35	34	30	34	38	31	40	35	31	38	33	35	41	
Weapons violation	1	1	0	0									2	3	15	16	7	5	5	13	13	10	8	11	8	8	
Welfare check	4	1	5	3									13	39	52	51	74	44	50	47	45	29	33	15	24	19	
Other miscellaneous	9	3	13	10									35	149	128	94	87	121	95	154	186	177	177	155	137	117	
<b>Total In Town (A)**</b>	<b>134</b>	<b>54</b>	<b>115</b>	<b>68</b>									<b>371</b>	<b>1440</b>	<b>1487</b>	<b>1606</b>	<b>1468</b>	<b>1352</b>	<b>1361</b>	<b>2151</b>	<b>2159</b>	<b>1988</b>	<b>2211</b>	<b>1803</b>	<b>1805</b>	<b>1744</b>	
County/Other (B)**	26	12	36	37									111	259	305	449	623	670	685	750	718	636	542	451	369	324	
<b>Total All Calls(C)**</b>	<b>160</b>	<b>66</b>	<b>151</b>	<b>105</b>									<b>482</b>	<b>1699</b>	<b>1792</b>	<b>2055</b>	<b>2091</b>	<b>2022</b>	<b>2046</b>	<b>2151</b>	<b>2159</b>	<b>1988</b>	<b>2211</b>	<b>1803</b>	<b>1805</b>	<b>1744</b>	
County, % of Total (D)**	16%	18%	24%	35%									23%	15%	17%	22%	30%	33%	33%	33%	33%	32%	25%	25%	20%	19%	

\*\*Prior to 2008, calls outside the town were included in the complaint summary and total on Line A. Beginning in 2008, only in-town calls are included, with a separate line item for County/Other calls on Line B. Total calls on Line C includes all calls, in-Town and out, for all years.



---

## STAFF REPORT

---

**DATE:** May 27, 2014  
**TO:** Mayor Nancy Conard and Members of the Town Council  
**FROM:** Kelly Beech, Clerk-Treasurer  
**RE:** Monthly Treasurer's Reports  
**ATTACHMENTS:** April 30, 2014 - Actual Fund Balance & Actual Cash Balance Report; Monthly Revenue & Expenditure Report; GF Revenues & Expenditures By Category Report.

---

### May Tasks:

- BARS training on May 7th
- Personnel/Payroll Files
- Coordination of staff schedules with Town needs

### Ongoing Tasks:

- Coordination of Computer/Software upgrades
- Key Taming
- Updating Office Procedures

**Actual Fund Balance & Actual Cash Balance Report:** The total Actual Fund Balance reported by ASP matches the Actual Cash Balances reported on our bank statements and Petty Cash Count Sheet. This confirms that all dollars are accounted for in our financial software. We use the Monthly Revenue & Expenditure Report and GF Revenues & Expenditures By Category Report to identify possible errors in BARS assignments that are not caught during processing.

**Monthly Revenue & Expenditure Report:** We would expect to see approximately 33% of budgeted revenues and expenditures accounted for in these reports. We have received 26% of anticipated revenues. Some factors to consider when evaluating the revenues are that property taxes will generally be receipted in April/May and October/November, and that utility receipts will generally follow a bi-monthly pattern starting with February.

The report also shows that 23% of anticipated costs have been expended. While this may seem low for this time of the year, we have yet to begin incurring costs related to some of our planned capital projects.

The report confirms that revenues and expenditures are within the expected range, and includes a verification of our ending cash balance for the month.

**GF Revenues & Expenditures By Category:** The General Fund accounts for approximately 38% of the Town's budgeted expenditures and approximately 38% of its budgeted revenue. This monthly report gives departmental detail of expenditures and revenues to better monitor the fiscal activity in the General Fund's various departments.

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

April 30, 2014



**Actual Fund Balance (ASP Reports)**

FUND	Beginning Balance	Revenue	Expenditures	Ending Balance
001 General Fund	\$ 601,171.39	\$ 156,169.90	\$ 89,168.04	\$ 668,173.25
101 Street/Arterial	\$ 83,997.50	\$ 10,452.86	\$ 24,373.34	\$ 70,077.02
104 Hotel/Motel Tax Fund	\$ 38,911.04	\$ 2,181.95	\$ -	\$ 41,092.99
105 Capital Improvement	\$ 445,965.14	\$ 37.99	\$ -	\$ 446,003.13
106 Drug Enforcement	\$ 1,696.18	\$ 0.14	\$ -	\$ 1,696.32
107 Harbor Imp.	\$ 23,518.79	\$ 2.00	\$ -	\$ 23,520.79
109 Park Impact	\$ 60,082.49	\$ 5.12	\$ -	\$ 60,087.61
202 1979 W/S Bond	\$ 16,004.21	\$ 1.36	\$ -	\$ 16,005.57
203 1975 W/S Bond	\$ 12,850.04	\$ 1.09	\$ -	\$ 12,851.13
209 1994 P WTF Loan	\$ -	\$ -	\$ -	\$ -
212 WWTP Loan	\$ 141,137.45	\$ 12.02	\$ -	\$ 141,149.47
303 Capital Imp. Water	\$ 631,530.62	\$ 4,553.79	\$ -	\$ 636,084.41
304 Capital Imp. Sewer	\$ 516,483.91	\$ 5,543.99	\$ -	\$ 522,027.90
401 Utility	\$ 130,201.44	\$ 112,009.25	\$ 74,218.00	\$ 167,992.69
621 Commemorative	\$ 6,698.30	\$ 0.57	\$ -	\$ 6,698.87
631 Cafeteria Plan	\$ 5,277.02	\$ 406.07	\$ 52.02	\$ 5,631.07
632 Donation (Pass Through)		\$ 1,000.00	\$ -	\$ 1,000.00
<b>ASP Reported Fund Balance</b>	<b>\$ 2,715,525.52</b>	<b>\$ 292,378.10</b>	<b>\$ 187,811.40</b>	<b>\$ 2,820,092.22</b>
802 Claims Warrants	\$ 234,015.33	\$ 105,506.71	\$ 295,971.78	\$ 43,550.26
803 Payroll Warrants	\$ 72,413.27	\$ 66,024.53	\$ 77,673.95	\$ 60,763.85
<b>ASP Reported Cash Balance</b>	<b>\$ 3,021,954.12</b>	<b>\$ 463,909.34</b>	<b>\$ 561,457.13</b>	<b>\$ 2,924,406.33</b>



**Actual Cash Balance (Bank Statements)**

	April 1, 2014	Deposits	Withdrawals	April 30, 2014
<i>Investments (LGIP)</i>	\$ 2,944,238.06	\$ 29,926.84	\$ 200,000.00	\$ 2,774,164.90
<i>Whidbey Island Bank (WIB)</i>	\$ 77,516.06	\$ 460,478.88	\$ 387,953.51	\$ 150,041.43
<i>Petty Cash Fund</i>	\$ 200.00			\$ 200.00
			<b>WIB+Petty Cash</b>	<b>\$ 150,241.43</b>
Cash Sheet	\$ 77,716.06	\$ 664,784.43	\$ 592,259.06	\$ 150,241.43
NSF CK Returned	\$ -	\$ -	\$ -	\$ -
O/S Deposit	\$ -	\$ -	\$ -	\$ -
Cash Sheet Balance				\$ 150,241.43
<b>Total Cash Balance (WIB+LGIP+Petty Cash)</b>				<b>\$ 2,924,406.33</b>
			Outstanding Claim Warrants (802)	\$ 43,550.26
			Outstanding Payroll Warrants (803)	\$ 60,763.85
			<b>April Ending Fund Balance</b>	<b>\$ 2,820,092.22</b>



## Monthly Revenue Report for Budget Amounts

Fund	Name	Month to Date	Year to Date	Budgeted	Remaining	
001	General	\$ 156,169.90	\$ 456,275.92	\$ 1,858,505.00	\$ 1,402,229.08	25%
101	Street	\$ 10,452.86	\$ 43,298.21	\$ 575,356.00	\$ 532,057.79	8%
104	Hotel/Motel Tax Fund	\$ 2,181.95	\$ 9,557.73	\$ 40,100.00	\$ 30,542.27	24%
105	Capital Improvement	\$ 37.99	\$ 6,284.95	\$ 31,000.00	\$ 24,715.05	20%
106	Drug Enforcement	\$ 0.14	\$ 0.60	\$ 5.00	\$ 4.40	12%
107	Harbor Improvements	\$ 2.00	\$ 1,565.69	\$ 1,400.00	\$ (165.69)	112%
109	Park Impact Fee	\$ 5.12	\$ 891.65	\$ 100.00	\$ (791.65)	892%
202	79 Wtr & Swr Rev	\$ 1.36	\$ 5,655.22	\$ 5,670.00	\$ 14.78	100%
203	75 Wtr & Swr Rev	\$ 1.09	\$ 4.63	\$ (2,171.00)	\$ (2,175.63)	0%
209	95 PWTF	\$ -	\$ (3,493.12)	\$ (3,495.00)	\$ (1.88)	
212	02 WWTP	\$ 12.02	\$ 92,878.82	\$ 93,124.00	\$ 245.18	100%
303	Capital for Water	\$ 4,553.79	\$ 4,728.33	\$ 5,200.00	\$ 471.67	91%
304	Capital for Sewer	\$ 5,543.99	\$ 5,686.13	\$ 6,300.00	\$ 613.87	90%
401	Utility	\$ 112,009.25	\$ 291,024.30	\$ 957,250.00	\$ 666,225.70	30%
621	Commemorative	\$ 0.57	\$ 2.42	\$ 520.00	\$ 517.58	0%
631	Cafeteria Plan	\$ 406.07	\$ 1,624.23	\$ 13,020.00	\$ 11,395.77	12%
632	Donation (Pass Through)	\$ 1,000.00	\$ 1,000.00	\$ -	\$ (1,000.00)	0%
		<u>\$ 292,378.10</u>	<u>\$ 916,985.71</u>	<u>\$ 3,581,884.00</u>	<u>\$ 2,664,898.29</u>	<u>26%</u>

April 30, 2014

33%



## Monthly Expenditure Report for Budget Amounts

Fund	Name	Month to Date	Year to Date	Budgeted	Unexpended	
001	General	\$ 89,168.04	\$ 548,467.18	\$ 1,991,347.00	\$ 1,442,879.82	28%
101	Street	\$ 24,373.34	\$ 205,398.93	\$ 578,293.00	\$ 372,894.07	36%
104	Hotel/Motel Tax Fund	\$ -	\$ 1,801.26	\$ 55,640.00	\$ 53,838.74	3%
105	Capital Improvement	\$ -	\$ 14,678.77	\$ 185,241.00	\$ 170,562.23	8%
106	Drug Enforcement	\$ -	\$ -	\$ 1,700.00	\$ 1,700.00	0%
107	Harbor Improvements	\$ -	\$ -	\$ 26,725.00	\$ 26,725.00	0%
109	Park Impact Fee	\$ -	\$ -	\$ 60,020.00	\$ 60,020.00	0%
202	79 Wtr & Swr Rev	\$ -	\$ -	\$ 5,450.00	\$ 5,450.00	0%
203	75 Wtr & Swr Rev	\$ -	\$ -	\$ 10,850.00	\$ 10,850.00	0%
209	95PWTF	\$ -	\$ -	\$ -	\$ -	0%
212	02 WWTP	\$ -	\$ 46,411.55	\$ 92,824.00	\$ 46,412.45	50%
303	Capital for Water	\$ -	\$ 2,655.00	\$ 595,000.00	\$ 592,345.00	0%
304	Capital for Sewer	\$ -	\$ -	\$ 505,850.00	\$ 505,850.00	0%
401	Utility	\$ 74,218.00	\$ 381,681.24	\$ 1,019,385.00	\$ 637,703.76	37%
621	Commemorative	\$ -	\$ -	\$ 6,570.00	\$ 6,570.00	0%
631	Cafeteria Plan	\$ 52.02	\$ 928.82	\$ 13,000.00	\$ 12,071.18	7%
632	Donation (Pass Through)	\$ -	\$ -	\$ -	\$ -	0%
		<u>\$ 187,811.40</u>	<u>\$ 1,202,022.75</u>	<u>\$ 5,147,895.00</u>	<u>\$ 3,945,872.25</u>	<u>23%</u>

	MTD	YTD	Budgeted
<b>Beginning Fund Balance</b>		\$ 3,105,129.26	\$ 2,532,473.00
<b>Ending Fund Balance</b>	\$ 104,566.70	\$ 2,820,092.22	\$ 966,462.00



### 2014 General Fund Revenues by Category

FUND	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total	Budget	%	Remaining
Taxes	54,203	96,048	38,478	116,721									305,450	1,009,173	30.3%	\$ 703,723
Licenses/Permits	6,614	9,300	2,154	10,357									28,425	44,075	64.5%	\$ 15,650
Intergov	2,414	0	13,890	2,712									19,015	33,424	56.9%	\$ 14,409
Charges	6,237	2,583	1,964	4,882									15,666	27,600	56.8%	\$ 11,934
Fines/Forfeits	2,060	1,563	891	1,102									5,616	6,010	93.5%	\$ 394
Miscellaneous	3,682	1,642	2,269	2,585									10,178	30,737	33.1%	\$ 20,559
Non-Revenue	1,268	961	421	655									3,305	6,100	54.2%	\$ 2,795
Transfer in	17,155	17,155	17,155	17,155									68,621	205,863	33.3%	\$ 137,243
Grants	0	0	0	0									-	495,523	0.0%	\$ 495,523
<b>TOTAL</b>	<b>93,633</b>	<b>129,252</b>	<b>77,222</b>	<b>156,170</b>	<b>-</b>	<b>456,277</b>	<b>1,858,505</b>	<b>24.6%</b>	<b>\$ 1,402,228</b>							



### 2014 General Fund Expenditures by Category

FUND	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total	Budget	%	Remaining
Council	233	716	613	600									2,162	20,600	10.5%	\$ 18,438
Court	-	3,400	1,250	2,024									6,674	43,805	15.2%	\$ 37,131
Finance	20,734	20,496	25,703	19,654									86,587	288,075	30.1%	\$ 201,488
Legal Services	-	2,083	3,684	4,498									10,265	24,000	42.8%	\$ 13,736
Central Services	67,266	11,409	6,805	6,425									91,905	156,612	58.7%	\$ 64,707
Police	41,100	38,225	135,182	2,915									217,422	560,700	38.8%	\$ 343,278
Fire Control	-	-	-	-									-	8,000	0.0%	\$ 8,000
Emergency Mgmt	-	-	1,247	844									2,091	16,950	12.3%	\$ 14,859
Envrmtl Presvtn	890	2,915	2,295	23,916									30,016	500,523	6.0%	\$ 470,507
Public Works	4,341	2,890	4,133	4,246									15,610	55,006	28.4%	\$ 39,396
Economic Dev	-	-	-	-									-	2,000	0.0%	\$ 2,000
Planning	5,890	6,421	4,820	8,180									25,311	72,950	34.7%	\$ 47,639
Building	2,160	4,298	1,553	2,720									10,731	37,800	28.4%	\$ 27,069
Public Health	-	-	-	-									-	500	0.0%	\$ 500
Recreation	1,066	936	519	619									3,140	17,940	17.5%	\$ 14,800
Parks	4,499	4,639	5,658	5,376									20,172	91,886	22.0%	\$ 71,714
Community Garden	-	-	-	-									-	300	0.0%	\$ 300
Disbursements	-	-	-	3,903									3,903	6,100	64.0%	\$ 2,197
Non Expenditure	-	-	-	63									63	100	63.0%	\$ 37
Capital Outlay	-	-	1,308	3,186									4,494	87,600	5.1%	\$ 83,106
WTSC Grant	-	-	-	-									-	-	0.0%	\$ -
<b>TOTAL</b>	<b>148,179</b>	<b>98,428</b>	<b>194,770</b>	<b>89,168</b>	<b>-</b>	<b>530,545</b>	<b>1,991,447</b>	<b>26.6%</b>	<b>\$ 1,460,902</b>							