



## TOWN COUNCIL MEETING AGENDA Island County Hearing Room July 22, 2014 6:30 pm

### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### CHANGES AND APPROVAL OF AGENDA

### APPROVAL OF MINUTES

Regular Meeting of June 24, 2014

### MAYOR'S REPORT

### AUDIENCE INPUT - See *NOTE*

### PUBLIC HEARING #1 REGARDING THE ADOPTION OF ORDINANCE #713 –

*Ordinance #713 Amending Town Code Chapter 10.16 definitions to include a portion of Front Street scheduled for July 22<sup>nd</sup> Regular Meeting.*

### PUBLIC HEARING #2 REGARDING SIX-YEAR TIP – *Resolution #14-09 Adopting a Six-Year Transportation Improvement Plan.*

### PRESENTATION

### NEW BUSINESS

- 1. Resolution #14-10 Approving and Adopting certain Right of Way Procedures, Administrative Settlement Procedures, and Procedures for Property Acquisitions – Waiver of Appraisal.** - *Staff recommends approval of Resolution #14-10 approving and adopting certain Right of Way Procedures, Administrative Settlement Procedures, and Procedures for Property Acquisitions – Waiver of Appraisal.*
- 2. Approval of the Reichhardt and Ebe Engineering, Inc. Supplemental Agreement No. 4 for the Madrona Way Improvement Project.** – *Staff recommends approval of the Reichhardt and Ebe Engineering, Inc. Supplemental Agreement No. 4 for the Madrona Way Improvement Project.*
- 3. Resolution #14-11 Adopting Draft Island County Solid Waste and Moderate-Risk Waste Management Plan.** - *Staff recommends approval of Resolution #14-11 adopting Draft Island County Solid Waste and Moderate-Risk Waste Management Plan.*
- 4. Approval of Special Event Permit Application #14-009 for 2014 Coupeville Arts & Crafts Festival**– *Staff recommends approval of the Special Event Permit for the 2014 Coupeville Arts & Crafts Festival.*
- 5. Approval of July 22, 2014 Claims Vouchers/Warrants and June Payroll** - *Staff recommends approval of the July 22, 2014 claims vouchers/warrants #26698 to #26754 for a total of \$57,298.04; and June 2014 payroll warrants #14842 to #14871 for a total of \$68,525.56.*



# Town of Coupeville

4 NE Seventh ▪ PO Box 725 ▪ Coupeville WA 98239  
360.678.4461 ▪ 360.678.3299 Fax ▪ [www.townofcoupeville.org](http://www.townofcoupeville.org)

## 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.

## COUPEVILLE TOWN COUNCIL PUBLIC HEARING FORMAT

1. The Mayor opens the Public Hearing.
2. The Mayor asks if there are any possible conflict of interest or appearance of fairness problems.
3. Staff makes their report and recommendations.
4. The Applicant makes their presentation.
5. **The public is invited to comment.**
6. Comment letters are read into the record.
7. The Applicant is provided an opportunity to respond to the public comment.
8. Town Council asks questions of the applicant, staff or public to clarify the proposal or acquire more facts.
9. The Mayor closes the Public Hearing -- **no public comment is permitted once the hearing is closed.**
10. A motion is made regarding the application or proposal.
11. Discussion by the Town Council.
12. Vote.
13. Adoption of findings, when required.

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### **YOU ARE ENCOURAGED TO PARTICIPATE IN PUBLIC HEARINGS**

The purpose of public hearings is to provide the public with an opportunity to make comments about proposals being considered by the Town Council.

If you wish to make a comment during a public hearing please indicate so by raising your hand during the comment period. When you are recognized by the Mayor, rise and clearly state your name and address before giving your comments. This will help the Town Clerk make an accurate record of the hearing.

Please direct your comments to the Mayor and not to the applicant or other members of the public.

**Town of Coupeville  
Regular Council Meeting  
June 24, 2014  
6:30 pm**

Mayor Conard called the Regular Meeting of the Coupeville Town Council to order at 6:35 pm.

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

**Council Action:** A motion was made by Councilmember Jackie Henderson, second by Councilmember Bob Clay, to excuse Councilmember Dianne Binder. The motion passed unanimously.

**STAFF PRESENT:** Town Marshal Rick Norrie, Public Works Superintendent Kelly Riepma, Town Planner Bridget Smith and Clerk Treasurer Kelly Beech.

**CHANGES AND APPROVAL OF THE AGENDA**

**Council Action:** A motion was made by Councilmember Molly Hughes, 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 May 27, 2014 were approved with typographical correction.

The minutes of the Town Council Workshop of June 10, 2014 were approved as corrected. On page two under Miscellaneous Items, include "Councilmember Powell has volunteered to work on the Park and Recreation element of the Comprehensive Plan as part of the update process."

**MAYOR'S REPORT**

- The Mayor thanked the council members for their time at the council workshop on June 10<sup>th</sup>.
- The Mayor shared the Ebey's Reserve Trail Map that was published and partially funded by the 2% allocation that the Town provides to the Reserve.
- The Mayor reported on the continued high level of activity for both building, right-of-way and stormwater permits, and how this has affected staff time management.
- The Mayor has had a couple of meetings with NET coordinator Bonnie Abney and WICA, the Town's risk management group to review some of the work the coordinator is doing and how to best use our NET volunteers, as well as how to mitigate liability exposure.
- The Mayor attended the Coupeville Lion's Club installation of Councilmember Molly Hughes as president of the club.
- The Mayor shared that the celebration for the volunteers who helped worked on the Holbrook Barn roof restoration and general repair went well, and expressed her appreciation for the hard work by all of the volunteers and especially, Harrison Goodall for all of his time and effort with the project. Each of the volunteers received a hat with the Town's logo and "Holbrook Barn 2014" on it.

- The Mayor was invited to the Coupeville Boys and Girls Club Summer Camp kickoff and she shared how impressed she was with both the program and the guest speaker, a former speed-skate Olympian.
- The Mayor attended the Coupeville Historic Waterfront Association Annual meeting/breakfast and filled in for speaker Marshal Norrie, who was called out on duty.
- The Mayor informed the Council that she, George Bratton, Greg Cane, and Kelly Beech met with a representative of the USDA to discuss the potential for funding part of our projects on Madrona Way with USDA federal funds.
- The Mayor reminded the Council of the upcoming 50 year celebration of the Arts & Crafts Festival, and informed them of the upcoming staff meeting with representatives of the festival to finalize the Special Events Permit Application which will be presented at the next Council Meeting.
- The Mayor summarized where the Town is in the ongoing rate study, which is a major piece of the periodic Utility Advisory Committee meetings.
- Finally, the Mayor spoke about an upcoming Ebey's Partner Meeting, the upcoming Lion's Garage Sale, Whidbey Island Bank Customer Appreciation Day scheduled for July 11<sup>th</sup>, and a meeting of current NET members on Thursday, July 17<sup>th</sup>.

### **PRESENTATION**

Bonnie Abney, NET Coordinator gave a presentation on the status of the NET program and shared with the Council copies of draft publications and educational materials the NET volunteers plan on distributing to Coupeville residents.

### **NEW BUSINESS**

**Resolution 14-06 regarding CUP-023-14, Guesthouse for Paul Ware located at 914 Colburn.**

#### RESOLUTION NO. 14-06

A RESOLUTION OF THE TOWN OF COUPEVILLE, ISLAND COUNTY, WASHINGTON, RELATING TO THE APPLICATION FOR CUP-023-14 FOR A CONDITIONAL USE PERMIT TO OPERATE A GUESTHOUSE AT PROPERTY LOCATED AT 914 COLBURN, COUPEVILLE, WA.

Council Action: A motion was made by Councilmember Jackie Henderson, second by Councilmember Molly Hughes, to approve Resolution 14-06 regarding CUP-023-14, Guesthouse for Paul Ware located at 914 Colburn. Questions were asked and answered. The motion passed unanimously.

**Resolution 14-07 regarding CUP-023-14, Guesthouse for Paul Ware located at 914 Colburn.**

#### RESOLUTION NO. 14-07

A RESOLUTION OF THE TOWN OF COUPEVILLE, ISLAND COUNTY, WASHINGTON, RELATING TO THE APPLICATION FOR CUP-023-14 FOR A CONDITIONAL USE PERMIT TO OPERATE A GUESTHOUSE AT PROPERTY LOCATED AT 914 COLBURN, COUPEVILLE, WA.

Council Action: A motion was made by Councilmember Bob Clay, second by Councilmember Jackie Henderson, to approve Resolution 14-07 regarding CUP-023-14, Guesthouse for Paul Ware located at 914 Colburn. Questions were asked and answered. The motion passed unanimously.

**Approval of Special Permit Application #14-012 for 2014 RAGNAR Relay**– *Staff recommends approval of the Special Event Permit for the 2014 RAGNAR Relay.*

Questions were asked and answered and no changes were suggested.

Council Action: A motion was made by Councilmember Molly Hughes, second by Councilmember Jackie Henderson, to approve Special Permit Application #14-012 for 2014 RAGNAR Relay. The motion passed unanimously.

**First Reading of Ordinance #713 Amending Town Code Chapter 10.16 definitions to include a portion of Front Street** – *Hearing and Adoption of Ordinance #713 Amending Town Code Chapter 10.16 definitions to include a portion of Front Street scheduled for July 22<sup>nd</sup> Regular Meeting.*

Questions were asked and answered and changes were suggested.

Council Action: A motion was made by Councilmember Pat Powell, second by Councilmember Molly Hughes, to approve the First Reading of Ordinance #713 Amending Town Code Chapter 10.16 definitions to include a portion of Front Street with the following change: “~~NE Gould Street~~ Ninth”. The motion passed unanimously.

**Approval of ERCI Scope and Fees Agreement** – *Staff recommends approval of ERCI Scope and Fees Agreement.*

Questions were asked and answered and no changes were suggested.

Council Action: A motion was made by Councilmember Bob Clay, second by Councilmember Jackie Henderson, to approve ERCI Scope and Fees Agreement. The motion passed unanimously.

**Approval of Supplemental Professional Services Agreement between the Town of Coupeville and Porter Consulting Group, LLC.** – *Staff recommends approval of Supplemental Professional Services Agreement between the Town of Coupeville and Porter Consulting Group, LLC.*

Questions were asked and answered and no changes were suggested.

Council Action: A motion was made by Councilmember Bob Clay, second by Councilmember Jackie Henderson, to approve the Supplemental Professional Services Agreement between the Town of Coupeville and Porter Consulting Group, LLC. The motion passed unanimously.

**Resolution #14-08 Regarding HOME Consortium Interlocal Cooperation Agreement** – *Staff recommends approval of Resolution #14-08 Regarding HOME Consortium Interlocal Cooperation Agreement.*

Questions were asked and answered and no changes were suggested.

Council Action: A motion was made by Councilmember Pat Powell, second by Councilmember Bob Clay, to authorize the Mayor to sign the HOME Consortium Interlocal Cooperation Agreement. The motion passed unanimously.

**Cancel Regular Meeting on July 8, 2014.**

No questions were asked and no changes were suggested.

Council Action: A motion was made by Councilmember Jackie Henderson, second by Councilmember Bob Clay, to authorize the cancellation of the Regular Meeting scheduled for July 8<sup>th</sup>. The motion passed unanimously.

**Approval of June 24, 2014 Claims Vouchers/Warrants and May Payroll** - *Staff recommends approval of the June 24, 2014 claims vouchers/warrants #26637 to #26697 for a total of \$96,354.27; and May 2014 payroll warrants #14813 to #14841 for a total of \$67,682.81.*

Questions were asked and answered and no changes were suggested.

Council Action: A motion was made by Councilmember Molly Hughes, second by Councilmember Pat Powell, to approve the June 24, 2014 claims vouchers/warrants #26637 to #26697 for a total of \$96,354.27; and May 2014 payroll warrants #14813 to #14841 for a total of \$67,682.81. The motion passed unanimously.

**STAFF REPORTS**

Public Works Superintendent Kelly Riepma shared that the Public Works department is very busy. The new mower has made a big difference to the department's ability to keep up with their summer projects. She also shared that new staff member Jimmy Wadlington is in his third month with the Town and working out really well, including mastering additional certifications. The Public Works department is in the process of prepping the shoulders for the paving projects that will happen this year. Finally, Kelly informed the Council on the status of the Front Street slide repair.

Marshal Norrie briefly spoke about the Marshal's Office Activity report, and that Deputy Bo Miller would be starting in July. Finally, he shared with the Council an incident he responded to involving illegal shell-fishing, in cooperation with the Department of Fish and Wildlife. Questions were asked and answered.

Clerk Treasurer Kelly Beech spoke about the monthly financial reports, some training on land use she had attended with Bridget Smith, and a Supervisor training in June. Kelly informed the Council that the Sewer Jetter was sold. Questions were asked and answered.

**COUNCIL REPORTS**

Councilmember Molly Hughes commented that she attended many of the same events the Mayor had already commented on and wanted to add that she was thankful to the Town for the celebration for the volunteers who worked on the Holbrook Barn project. Councilmember Hughes added that she attended the Coupeville Historic Waterfront Association Meeting and commented on what a great group they are. Finally Councilmember Hughes shared her experience at the Coupeville/Oak Harbor Chamber Joint After-hours Event.

Councilmember Bob Clay commented about the Association of Washington Cities Conference in Spokane. Councilmember Clay attended a number of presentations, including a presentation on medical/recreational marijuana; one on utility rate management; a presentation on engaging youth and a transportation round table meeting. Finally Councilmember Clay shared his experience while in the Hotel in Spokane with a middle of the night fire alarm.

Councilmember Jackie Henderson shared that after this evening's vote Mr. Vaughn is the new County Commissioner.

**ADJOURNMENT:** 9:35pm

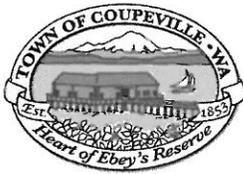
Respectfully Submitted:

MAYOR:

\_\_\_\_\_  
Kelly Beech, Clerk Treasurer

\_\_\_\_\_  
Nancy Conard

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



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## Memo from Mayor Nancy Conard

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Date: July 18, 2014

To: Town Council

Re: **Ordinance 713, One Way Traffic on East Front Street**

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The first reading of proposed ordinance 713 was heard at the Town Council meeting on June 24, 2014. A public hearing is scheduled for July 22.

This ordinance comes in response to the landslide that occurred on Front Street last year. Review by two engineers has helped us to understand that there is a continued concern of further erosion along the bluff, but at a very low rate. A significant issue is the scouring action of the seawater in Penn Cove, which erodes the toe of the bluff.

Although options were considered for strengthening the slide area with soldier piles or other materials, the expense is very high, and additional piling will likely need to be installed incrementally in the future.

An alternative option is to work with the gradual erosion, and take advantage of the significant amount of land available at the site. Our staff discussions have resulted in a recommendation to repair the existing slide, and then convert the traffic flow to one way on Front Street, from Main to Ninth Street.

We propose several steps:

1. Initially, the slide area will be repaired, and a rail fence installed along the slide to keep pedestrians back from the area. Front Street will be converted to one way traffic, with signs at each intersection along the way. This work can be completed shortly after the Ordinance is approved. Parking along the north side of Front, from Main east to Center will be eliminated, and parking areas will be striped along the south side, to increase the number of vehicles that can fit in the area.
2. Perhaps as early as this Fall, the Waterfront Walk will be extended to meet the boardwalk on Front Street. Extruded curbing will be added to the north side of the one way lane, to reduce stormwater runoff over the bluff.
3. In the future, the asphalt paving may be cut to physically remove the second travel lane, and the grass strip between the Waterfront Walk and the roadway widened.

This is a popular walking path, with a beautiful view of the Cove and Mt. Baker.

By the Council meeting, I hope to have made personal contact with each of the residents along the affected area. So far, support for this proposal has been consistent.

We have budget capacity for the first step of the project now, the additional proposed steps will require additional allocation of funds, and will be considered in future budget revisions.

### **Recommendation:**

**Motion to adopt Ordinance 713, amending Coupeville Town Code to add a one way designation to a portion of Front Street.**

**TOWN OF COUPEVILLE**

**ORDINANCE NO. 713**

AN ORDINANCE OF THE TOWN COUNCIL of the Town of Coupeville Washington amending section 10.16.010 Coupeville Town Code entitled "One-way Traffic" and adding a one-way designation to a portion of Front Street described below.

Whereas the Town of Coupeville wishes to designate the portion of NE Front between N Main Street and NE Gould Street as a one-way street for eastbound traffic only;

Now, therefore, be it ordained by the Town Council of the Town of Coupeville, Washington do ordain as follows:

**Section 1.** Section 10.16.010 Coupeville Municipal Code is hereby amended to read as follows:

10.16.010 – One-way traffic.

The following streets are designated for one-way traffic only within the Town of Coupeville:

NW Grace Street between NW Coveland Street and NW Front shall be designated and posted for northbound traffic only.

NE Front between N Main Street and Ninth Street shall be designated and posted for eastbound traffic only.

**Section 2.** This ordinance shall become effective August 1, 2014.

**Section 3. Severability.** If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

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

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Grant K. Weed, Town Attorney

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

ORDINANCE No. 713  
DATE OF ADOPTION:  
DATE OF PUBLICATION:  
EFFECTIVE DATE:

## STAFF REPORT

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**DATE:** July 16, 2014

**TO:** Mayor and Town Council

**FROM:** Gregory R. Cane, P.E., Town Engineer

**SUBJECT:** 2015 – 2020 Six-Year Transportation Improvement Program (TIP)

**ATTACHMENTS:** TIP Projects Listing - In Priority Order  
Map - Proposed 6-year TIP  
Resolution No. 14-09 Adopting the 6-Year TIP  
Proposed 6-Year TIP, Detail Reports (19 Total)

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By State law, the Town must adopt a Six-Year Transportation Improvement Program (TIP) each year by the end of July.

Ongoing street improvement projects, scheduled for completion this year, are as follows (these projects are not included on the TIP):

- Chip Seal Program, Residential Streets
- 2014 HMA Overlays:
  - 9<sup>th</sup> NE / Parker Rd
  - Broadway Ave NW

There are no new projects this year. The ranking reflects the Town's goal of good stewardship of existing infrastructure. The first seven projects on the list primarily include street or utility renovation work.

There was one change in priority ranking. The right turn lane on North Main to SR20 was moved up to No. 8, in acknowledgment of the potential impact on this intersection from the upcoming Hospital expansion.

A list reflecting this year's TIP is enclosed as Attachment A. The projects are depicted on Attachment B.

The list is consistent with the adopted "Transportation System Expansion Needs" in the Comprehensive Plan.

**Recommendation: A motion to adopt Resolution No. 14-09, approving the 6-Year Transportation Improvement Program for 2015 through 2020.**

**RESOLUTION NO. 14-09**

**A RESOLUTION of the Town of Coupeville, Island County, Washington, adopting the Six-Year Transportation Improvement Program (TIP) for the years 2015 through 2020.**

**WHEREAS**, RCW 35.77.010 and 36.81.121 require that each city and county in the State of Washington update its Transportation Improvement Program (hereinafter "TIP") annually and file a copy of the adopted program with the Department of Transportation;

**WHEREAS**, the Town Council is granted the authority, following a public hearing, to adopt a revised and extended TIP each year; and

**WHEREAS**, the Town Council held a public hearing on July 22, 2014, after due and proper notice, and approved the TIP for the years 2015 through 2020;

**NOW THEREFORE, BE IT RESOLVED BY THE TOWN OF COUPEVILLE, ISLAND COUNTY, WASHINGTON:**

**Section 1.** The Town Council hereby adopts a Six-Year Transportation Improvement Program (TIP) for the years 2015 through 2020, attached to this resolution and incorporated by this reference.

PASSED by the Town Council of the Town of Coupeville and APPROVED by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

TOWN OF COUPEVILLE

\_\_\_\_\_  
Mayor Nancy Conard

ATTEST:

\_\_\_\_\_  
Clerk Treasurer Kelly Beech

Town Of Coupeville  
 Six Year Transportation Improvement Program  
 Project List  
 July 16, 2014

<b>Project</b>	<b>Priority</b>
<b>Madrona Way Improvements</b>	1
<b>SW Bainbridge Lane Pavement Rehabilitation</b>	2
<b>Eighth Street NE Pavement Rehabilitation</b>	3
<b>Perkins Street NE Pavement Repair and Overlay</b>	4
<b>Haller Street NE Pavement Repair and Overlay</b>	5
<b>Fifth Street NE Pavement Repair and Overlay</b>	6
<b>Clapp Street NE Pavement Repair and Overlay</b>	7
<b>North Main Street Right Turn Lane</b>	8
<b>Front Street NW Sidewalk</b>	9
<b>South Main Street Pedestrian Path</b>	10
<b>Front Street NE Road Reconfiguration</b>	11
<b>Madrona Way Path</b>	12
<b>South Main Street Sidewalk Connections</b>	13
<b>Prairie Station Rhododendron Trail Pedestrian Path</b>	14
<b>Pennington Hill Pedestrian Way</b>	15
<b>North Main Street Bus Pull-Out</b>	16
<b>Faris Street NE Pedestrian Path</b>	17
<b>Fourth Street NW Extension</b>	18
<b>Sixth Street NE Pedestrian Path</b>	19



**Town of Coupeville  
Six Year TIP  
2015 to 2020**

-  Ongoing Projects
-  Street Overlay / Rehabilitation
-  Sidewalk / Pedestrian Path
-  Other Projects



Washington State  
Department of Transportation

## Six Year Transportation Improvement Program From 2015 to 2020

Agency: Coupeville

County: Island

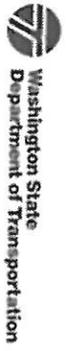
MPO/RTPO: Skagit Island  
RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
07	1	/L150(002) Madrona Way Improvements NE Madrona Way Broadway to Town Limits  The project will reconstruct and repave a portion of Madrona Way, construct a paved walkway along one side of the road, and install bioswales and biofiltration pond (rain garden) for stormwater treatment. The road surface will be widened by approximately 2 feet.	WA-01862 0722/14					04	P S W	0.330	CE	No

Funding												
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds				
S	CN	2015	STP(R)	347,806	TIB	54,294	0	402,100				
Totals				347,806		54,294	0	402,100				
Expenditure Schedule												
Phase	1st	2nd	3rd	4th	5th & 6th							
CN	402,100	0	0	0	0							
Totals	402,100	0	0	0	0							



## Six Year Transportation Improvement Program From 2015 to 2020

Agency: Coupeville  
 County: Island  
 MPO/RTPO: Skagit Island  
 RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required No
09	2	SW Bainbridge Lane Pavement Rehabilitation SW Bainbridge Lane South Main St to Road End Pavement Reconstruction.	WA-04298	07/22/14				04		0.070	CE	No

Funding		Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE		2015		0		0	14,000	14,000
P	CN		2015		0	TTB	54,000	0	54,000
			Totals		0		54,000	14,000	68,000

Expenditure Schedule		1st	2nd	3rd	4th	5th & 6th
Phase						
PE		14,000	0	0	0	0
CN		54,000	0	0	0	0
Totals		68,000	0	0	0	0

## Six Year Transportation Improvement Program From 2015 to 2020

Agency: Coupeville  
County: Island  
MPO/RTPO: Skagitj Island  
RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
09	3	Eighth Street NE Pavement Rehabilitation Eighth Street NE Main St to Gould Pavement Repair and Overlay.	WA-01865 07/22/14					04		0.240 CE		No

Funding		Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE		2015		0	TIB	49,000	9,000	9,000
P	CN		2015		0		49,000	0	49,000
			Totals		0		49,000	9,000	58,000

Expenditure Schedule		1st	2nd	3rd	4th	5th & 6th
PE		9,000	0	0	0	0
CN		49,000	0	0	0	0
Totals		58,000	0	0	0	0

## Six Year Transportation Improvement Program From 2015 to 2020

Agency: Coupeville  
County: Island  
MPO/RTPO: Skagit Island  
RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required No
09	4	Perkins Street NE Perkins Street NE 9th Street NE to 6th Street NE Pavement Repair and Overlay.	WA-01872	07/22/14				04	SW	0.180	CE	

Funding												
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds				
P	PE	2015		0		0		8,000				
P	CN	2015		0	TB	43,000		43,000				
			Totals	0		43,000		8,000				
Expenditure Schedule												
Phase	1st	2nd	3rd	4th	5th & 6th							
PE	8,000	0	0	0	0							
CN	43,000	0	0	0	0							
	Totals	51,000	0	0	0							



Washington State  
Department of Transportation

## Six Year Transportation Improvement Program From 2015 to 2020

Agency: Coupeville  
County: Island  
MPO/RTPO: Skagit Island  
RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Terminal F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required No
09	5	Haller Street NE Haller NE 3rd NE to 4th NE Pavement Repair and Overlay.	WA-05888	07/22/14				05		0.050	CE	

Funding	Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	P	PE	2015		0	T1B	1,750		3,500
		CN	2015		0	T1B	12,500		12,500
		Totals			0		14,250	1,750	16,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	3,500	0	0	0	0
CN	12,500	0	0	0	0
Totals	16,000	0	0	0	0



Washington State  
Department of Transportation

## Six Year Transportation Improvement Program From 2015 to 2020

Agency: Coupeville  
County: Island  
MPO/RTPO: Skagit Island  
RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
09	6	Fifth Street NE 5th NE Kinney NE to Clapp NE Pavement Repair and Overlay.	WA-05889	07/22/14				05		0.050	CE	No

Funding	Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	P	PE	2015		0		0	3,500	3,500
		CN	2015		0	T1B	12,500	0	12,500
		Totals			0		12,500	3,500	16,000

Expenditure Schedule		1st	2nd	3rd	4th	5th & 6th
Phase						
PE		3,500	0	0	0	0
CN		12,500	0	0	0	0
Totals		16,000	0	0	0	0

## Six Year Transportation Improvement Program From 2015 to 2020

Agency: Coupeville  
County: Island  
MPO/RTPO: Skagitj Island  
RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
09	7	Clapp Street NE Clapp NE 8th NE to 9th NE Pavement Repair and Overlay.	WA-05890	07/22/14				05		0.050	CE	No

Funding	Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
	P	PE	2015		0		0	3,500	3,500
	P	CN	2015		0	TIB	12,500	0	12,500
					Totals	0		12,500	16,000

Expenditure Schedule	Phase	1st	2nd	3rd	4th	5th & 6th	Totals
	PE	3,500	0	0	0	0	3,500
	CN	12,500	0	0	0	0	12,500
	Totals	16,000	0	0	0	0	16,000

## Six Year Transportation Improvement Program From 2015 to 2020

Agency: Coupeville  
County: Island  
MPO/RTPO: Skagit Island  
RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required No
07	8	North Main Street Right Turn Lane Main St and SR20 SR20 to 300 Feet to North Add Right Turn Lane; Modify Signal Control.	WA-01867	07/22/14				03		0.030	CE	No

Funding Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2016	STP(R)	42,000		0		42,000
P	CN	2017	STP(R)	100,000		0		100,000
Totals				142,000		0		142,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	67,000	0	0	0
CN	0	0	100,000	0	0
Totals					
	0	67,000	100,000	0	0



Washington State  
Department of Transportation

## Six Year Transportation Improvement Program From 2015 to 2020

Agency: Coupeville  
County: Island  
MPO/RTPO: Skagitj Island  
RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Terminal F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
07	9	Front Street NW Sidewalk North Main St to Alexander St NW Replace Old Sidewalk Along North Side of Front Street NW	WA-01868	07/22/14				28	P	0.100	CE	No

Funding	Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	PE	2016		0	TIB	39,000	0	39,000
			2016		0		23,000	23,000	
			2017	STP(F)	92,000	0	92,000		
Totals					92,000		39,000	23,000	154,000

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
PE	0	62,000	0	0	0
CN	0	0	92,000	0	0
Totals	0	62,000	92,000	0	0

## Six Year Transportation Improvement Program From 2015 to 2020

Agency: Coupeville  
County: Island  
MPO/RTPO: Skagit Island  
RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required No
07	10	South Main Street Pedestrian Path South Main Street Bainbridge Lane SW to Town Limits Crushed Rock Path on East Side of South Main Street.	WA-04299	07/22/14				28		0.150 CE		

Funding Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2016	TAP(R)	14,000		0		22,000
P	CN	2017	TAP(R)	35,000		0		35,000
Totals				49,000		0		57,000

Expenditure Schedule							
Phase	1st	2nd	3rd	4th	5th & 6th	Totals	
PE	0	22,000	0	0	0	22,000	
CN	0	0	35,000	0	0	35,000	
Totals							0



Washington State  
Department of Transportation

## Six Year Transportation Improvement Program From 2015 to 2020

Agency: Coupeville  
County: Island  
MPO/RTPO: Skagit Island  
RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
09	11	Front Street NE Road Reconfiguration Main St to Gould Analysis and Design for Reconfigured Road, Path and Bikeway.	W/A-05937	07/22/14				04		0.270	CE	Yes

Funding		Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	PE	2016	TAP(R)	56,000		0	10,000	66,000
				Totals	56,000		0	10,000	66,000

Expenditure Schedule						
Phase	1st	2nd	3rd	4th	5th & 6th	Totals
PE	0	66,000	0	0	0	66,000
Totals	0	66,000	0	0	0	66,000



Washington State  
Department of Transportation

## Six Year Transportation Improvement Program From 2015 to 2020

Agency: Coupeville  
County: Island  
MPO/RTPO: Skagit Island  
RTPO

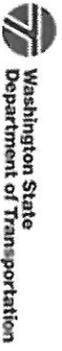
N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Terminal F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
07	12	Madrona Way Path Madrona Way Coveland St NW to Broadway Ave NW Pedestrian Pathway South Side of Road.	WA-01863	07/22/14				28		0.130	CE	No

Funding	Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	CN	2017	TAR(R)	20,000		0	4,000	24,000
				TAR(R)	32,000		0	6,000	38,000
				Totals	52,000		0	10,000	62,000

Expenditure Schedule						
Phase	1st	2nd	3rd	4th	5th & 6th	Totals
PE	0	0	24,000	0	0	24,000
CN	0	0	38,000	0	0	38,000
Totals	0	0	62,000	0	0	62,000



## Six Year Transportation Improvement Program From 2015 to 2020

Agency: Coupeville  
 County: Island  
 MPO/RTPO: Skagit Island  
 RTPPO: N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required No
07	13	South Main Street Sidewalk Connections South Main Street SR20 to Terry Rd Sidewalk Connections for Gaps on East Side of South Main Street.	WA-01869	07/22/14				28		0.160 CE		No

Funding		Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE		2016	STP(R)	20,000		0	11,000	31,000
P	CN		2017	STP(R)	48,000		0	0	48,000
				Totals	68,000		0	11,000	79,000

Expenditure Schedule		1st	2nd	3rd	4th	5th & 6th
Phase	PE	0	31,000	0	0	0
	CN	0	0	48,000	0	0
Totals		0	31,000	48,000	0	0



Washington State  
Department of Transportation

## Six Year Transportation Improvement Program From 2015 to 2020

Agency: Coupeville  
County: Island  
MPO/RTPO: Skagitj Island  
RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00	14	Prairie Station to Rhododendron Trail Pedestrian Path Overland Trail Prairie Station to Rhododendron Trail Crushed Rock Path.	WA-04300 07/22/14					28		0.270 CE		No

Funding Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2016	TAP(R)	32,000		0	19,000	51,000
P	CN	2017	TAP(R)	77,000		0	0	77,000
Totals				109,000		0	19,000	128,000

Expenditure Schedule						
Phase	1st	2nd	3rd	4th	5th & 6th	Totals
PE	0	51,000	0	0	0	51,000
CN	0	0	77,000	0	0	77,000
<b>Totals</b>	<b>0</b>	<b>51,000</b>	<b>77,000</b>	<b>0</b>	<b>0</b>	<b>128,000</b>

## Six Year Transportation Improvement Program From 2015 to 2020

Agency: Coupeville  
County: Island  
MPO/RTPO: Skagit Island  
RTPO

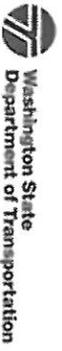
N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00	15	Pennington Hill Pedestrian Way S. Terminus of Farris St. to SR20/Main St. Intersection Pedestrian Gravel Path	WA-01868	07/22/14				28		0.460	CE	No

Funding Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2017	TAP(R)	40,000		0		63,000
P	CN	2018	TAP(R)	91,000		0		91,000
Totals				131,000		0	23,000	154,000

Expenditure Schedule						
Phase	1st	2nd	3rd	4th	5th & 6th	Totals
PE	0	0	63,000	0	0	63,000
CN	0	0	0	91,000	0	91,000
Totals	0	0	63,000	91,000	0	154,000



## Six Year Transportation Improvement Program From 2015 to 2020

Agency: Coupeville  
 County: Island  
 MPO/RTPO: Skagit Island  
 RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
07	16	North Main Street Bus Pull-out North Main Street 150 Nly of NW Birch St to 300 Nly of NW Birch St Transit Pull-out.	WA-04301	07/22/14				23			CE	Yes
		<b>Totals</b>										

Funding Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	2017	STP(R)	22,000		0		45,000
P	RW	2017	STP(R)	26,000		0		26,000
P	CN	2018	STP(R)	84,000		0		84,000
		<b>Totals</b>		<b>132,000</b>		<b>0</b>		<b>23,000</b>

Expenditure Schedule						
Phase	1st	2nd	3rd	4th	5th & 6th	Totals
PE	0	0	45,000	0	0	45,000
RW	0	0	26,000	0	0	26,000
CN	0	0	0	84,000	0	84,000
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>71,000</b>	<b>84,000</b>	<b>0</b>	<b>155,000</b>

## Six Year Transportation Improvement Program From 2015 to 2020

Agency: Coupeville  
County: Island  
MPO/TTPO: Skagit Island  
RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
09	17	Farris Street NE Pedestrian Path Farris Street NE 6th St. NE to Pennington Loop NE Crushed Rock Path.	WA-01964 07/22/14					28		0.180 CE		No

Funding	Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	PE	CN	2018	TAP(R)	17,000		0	10,000	27,000
			2019	TAP(R)	41,000		0	41,000	41,000
			Totals		58,000		0	10,000	68,000

Expenditure Schedule	Phase	1st	2nd	3rd	4th	5th & 6th
PE	PE	0	0	0	27,000	0
	CN	0	0	0	0	41,000
	Totals	0	0	0	27,000	41,000

Six Year Transportation Improvement Program  
From 2015 to 2020

Agency: Coupeville  
County: Island  
MPO/RTPO: Skagitj Island  
RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
09	18	Fourth Street NW Extension Fourth St NW N. Main St. to Broadway NW New Road - Connection Between North Main Street and NW Broadway.	WA-01870	07/22/14				01	C P S T W	0.310	CE	Yes

Funding	Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
	P	PE	2018		0	TIB	418,000	418,000	836,000
	P	CN	2019		0	TIB	627,000	627,000	1,254,000
		Totals			0		1,045,000	1,045,000	2,090,000

Expenditure Schedule	Phase	1st	2nd	3rd	4th	5th & 6th
	PE	0	0	0	836,000	0
	CN	0	0	0	0	1,254,000
	Totals	0	0	0	836,000	1,254,000

Six Year Transportation Improvement Program  
From 2015 to 2020

Agency: Coupeville  
County: Island  
MPO/RTPO: Skagit Island  
RTPO

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
09	19	Sixth Street NE Pedestrian Path 6th Street NE North Main St to Farris St NE Crushed Rock Path	WA-04302	07/22/14				28		0.400	CE	No

Funding	Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
	P	PE	2019	TAP(R)	37,000		0	22,000	59,000
	P	CN	2020	TAP(R)	92,000		0	0	92,000
				Totals	129,000		0	22,000	151,000

Expenditure Schedule	Phase	1st	2nd	3rd	4th	5th & 6th	Federal Funds	State Funds	Local Funds	Total Funds
	PE	0	0	0	0	59,000				59,000
	CN	0	0	0	0	92,000				92,000
	Totals	0	0	0	0	151,000				151,000
							1,365,806	1,323,544	1,268,750	3,958,100
							Grand Totals for Coupeville			

## STAFF REPORT

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**DATE:** July 17, 2014  
**TO:** Mayor and Town Council  
**FROM:** Gregory R. Cane, P.E., Town Engineer  
**SUBJECT:** Madrona Way Improvement Project - Right of Way Acquisition  
**ATTACHMENTS:** Enclosures E-1 to E-35

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### Background

In order to take advantage of an anticipated economy of project scale, the Madrona Way Improvement Project was expanded to include the replacement of 2,100 linear feet of aging steel water main on the westerly portion of Madrona Way (See Enclosure **E-1**). A recent project cost update was completed which took into account this expanded work area, as well as recent increases in construction costs. As reflected in Enclosure **E-2**, the total estimated project cost is now \$1.7 million. The utility work (water mains and services, sewer mains and services and sewer lift station) is scheduled to commence in the spring of 2015, with roadway reconstruction and installation of the pedestrian path to follow in the summer.

Project funding sources (**E-2**) include WSDOT / FHWA, the Washington State Transportation Improvement Board (TIB) and the Washington State Department of Health / EPA through their revolving fund loan program (DWSRF). The balance of project costs (approx. \$900,000), not funded by these sources, will be paid for by a combination of the Town water and sewer construction funds and anticipated loans from the USDA – Rural Development Office<sup>1</sup>.

Because of the project's federal funding sources, coupled with the work location within the Ebey's Landing National Historical Reserve (Reserve), the process of gaining the necessary permits and approvals has been slower than anticipated. Initial discussions with Reserve staff indicated that no impact to the front yard area of the historically significant property at 605 N.W. Madrona Way was acceptable. Preliminary project designs therefore reflected no impact to the front yard of this property. An analysis of roadway alignment options showed that it would be additionally possible to avoid acquisition of right-of-way (ROW) if the path were located directly adjacent to the traveled way. This concept (**E-3**) provided for protection of pedestrians with a concrete separation curb. While not ideal, this option is not unlike many other approved walkways in Island County where space is limited. Follow-on discussions with the design team and Reserve staff indicated a strong desire to take steps to improve this initial design. The improved concept is reflected in **E-4**. This plan requires some (minor) impact to the front yard of 605 N.W. Madrona Way, as well as the acquisition of a small triangular area of land for additional right-of-way.

By its nature, ROW acquisition in a project where federal funds are involved is a very regimented, detailed and expensive process. Three steps are required at this time for the Town to proceed with this work:

- 1) Update the Town's ROW Procedures,
- 2) Modify the Area of Potential Effect (APE) to include the new right-of-way area, and

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<sup>1</sup> Typically 40 year loans; interest rates range from 3.5% to 4.0%

- 3) As required by FHWA, retain professional consulting services to assist in the acquisition of ROW.

These steps are described in more detail, below.

#### Update Right-of-Way Procedures

WSDOT requires that any agency seeking to acquire right-of-way on a federally funded project must have up-to-date ROW procedures. The Town last updated their ROW procedures in 2004. Adoption of procedures acceptable to the WSDOT Real Estate Office is required. Updated procedures, as enclosed as E-6 to E-10 have been approved by WSDOT staff and the Town Attorney. The Town Attorney has prepared a resolution for the adoption of the updated right-of-way procedures (E-5).

#### **Recommended Action:**

**A motion to adopt Resolution No.14-10, approving and adopting certain Right of Way Procedures, Administrative Settlement Procedures, and Procedures for Property Acquisitions – Waiver of Appraisal.**

#### Right-of-Way Acquisition Services and Revision to APE

Reichhardt and Ebe, the Project Consulting Engineer, has prepared a supplement (E-11 to E-35) to the design contract which provides for supplemental task items, mainly related to the procurement of the noted right-of-way and modification of the APE. The included Scope of Work reflects additional services by the archaeologist for field work, report preparation and coordination, as necessary to revise the APE. Additionally, Reichhardt and Ebe proposes to retain Universal Field Services, Inc., an FHWA-approved right-of-way consultant, to provide ROW acquisition services.

The maximum fee for the proposed work is \$34,083.31; the approximate cost breakdown is as follows:

• Professional ROW Services and Related Support Tasks:	\$19,100
• Revision to APE, Report Preparation and Coordination Relative to Federal Section 106 Requirements:	7,400
• Misc. Redesign and Coordination (road and path width, redesign in front of 605 NW Madrona):	<u>3,100</u>
○ Sub-total:	\$29,600
• Management Reserve <sup>2</sup> :	<u>4,400</u>
○ Total (approx.):	\$34,000

<sup>2</sup> The Town Engineer required that Reichhardt and Ebe add a management reserve to this contract. The management reserve will only be used when authorized by the Town and is being established to assist with remaining permit and approval requirements (e.g. NEPA approval).

Note that this supplement provides for adequate funding for most (but not all) eventualities which may occur during the ROW acquisition process. Although there is no guarantee, it is hoped that the final cost for this work will be much less than \$34,000. Fees will be billed on a time and materials basis.

**Recommended Action:**

**Motion – Authorize the Mayor to sign the Reichhardt and Ebe Engineering, Inc. Supplemental Agreement No. 4 for the Madrona Way Improvement Project.**

**RESOLUTION NO. 14-10**

**A RESOLUTION of the Town Council of the Town of Coupeville, Island County, Washington, approving and adopting certain Right of Way Procedures, Administrative Settlement Procedures, and Procedures for Property Acquisitions – Waiver of Appraisal.**

**WHEREAS**, the Town of Coupeville may be required to acquire property rights and interests for street and related improvements;

**WHEREAS**, funding for such acquisition may come from the State of Washington and/ or federal funding sources;

**WHEREAS**, the proposed funding sources require that the Town of Coupeville have in place approved Right of Way Procedures, Administrative Settlement Procedures, and Procedures for Property Acquisitions – Waiver of Appraisal;

**WHEREAS**, the Town of Coupeville wishes to adopt procedures acceptable to the proposed funding sources;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Coupeville, Washington, as follows:

1. Those certain Right of Way Procedures attached hereto as Attachment A are hereby adopted, ratified and approved as the Right of Way Procedures of the Town of Coupeville.
2. Those certain Administrative Settlement Procedures attached hereto as Attachment B are hereby adopted, ratified and approved as the Administrative Settlement Procedures of the Town of Coupeville.
3. Those certain Procedures for Acquisition – Waiver of Appraisal attached hereto as Attachment C are hereby adopted, ratified and approved as the Procedures for Acquisition – Waiver of Appraisal of the Town of Coupeville.

PASSED by the Town Council of the Town of Coupeville and APPROVED by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

TOWN OF COUPEVILLE:

\_\_\_\_\_  
Mayor Nancy Conard

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Grant K. Weed, Town Attorney

\_\_\_\_\_  
Clerk Treasurer Kelly Beech

**STAFF REPORT**

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**DATE:** July 17, 2014

**TO:** Mayor and Town Council

**FROM:** Gregory R. Cane, P.E., Town Engineer

**SUBJECT:** Island County Draft Final Solid Waste and Moderate-Risk Waste Management Plan

**ATTACHMENTS:** Island County Draft Final Solid Waste and Moderate-Risk Waste Management Plan, Dated March 2014

Resolution No. \_\_\_\_\_, Adopting the Draft Final Island County Solid Waste and Moderate-Risk Waste Management Plan

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I have attached a copy of the Draft Final Island County Solid Waste and Moderate-Risk Waste Management Plan (March 2014), for your review.

RCWs 70.95 and 70.105 assign primary responsibility to local governments for the management of Solid Waste and Moderate-Risk Waste, and further directs that a Comprehensive Plan be prepared for the management of these materials. Along with the Cities of Oak Harbor and Langley, the Town of Coupeville is a member of the Island County Solid Waste Advisory Committee, which participated in the preparation of the Plan.

RCW 70.95.110 further requires that the Plan be periodically updated and approved by the participating governments. By resolution, the Town of Coupeville adopted the previous Plan in 2007.

The Plan is currently in draft form. It will become final when adopted by the participating governments.

Staff recommends that the Draft Final Plan be adopted by the Town of Coupeville.

**Recommended Action:**

**A motion to approve Resolution No.14-11, adopting the Draft Final Island County Solid Waste and Moderate-Risk Waste Management Plan (March 2014).**

**RESOLUTION NO. 14-11**

**A RESOLUTION of the Town Council of the Town of Coupeville, Island County, Washington, adopting the Draft Final Island County Solid Waste and Moderate-Risk Waste Management Plan.**

**WHEREAS**, RCW 70.95 assigns responsibility for solid waste management to local governments, and each unit of local government is required to prepare and maintain in current condition a comprehensive solid waste management plan in accordance with RCW 70.95.080 and 70.95.110; and

**WHEREAS**, RCW 70.105 assigns primary responsibility for moderate-risk waste management to local governments, and each unit of local government is required to prepare a local moderate-risk waste management plan in accordance with RCW 70.105.220; and

**WHEREAS**, The Town of Coupeville, Cities of Oak Harbor and Langley and Island County have entered in to an interlocal agreement to mutually and cooperatively comply with RCW 70.95 and 70.10; and

**WHEREAS**, the Island County Solid Waste Advisory Committee, of which Coupeville is a member, participated in the preparation of the plan in accordance with RCW 70.95.165(3) and recommended approval of the Draft Final Island County Comprehensive Solid Waste and Moderate-Risk Waste Management Plan dated March 2014 on March 14, 2014; and

**NOW THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Coupeville, Washington, that the Draft Final Comprehensive Solid Waste and Moderate-Risk Management Plan dated March 2014, be adopted pursuant to RCW 70.95 and RCW 70.105,

PASSED by the Town Council of the Town of Coupeville and approved by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

TOWN OF COUPEVILLE:

\_\_\_\_\_  
Mayor Nancy Conard

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Grant K. Weed, Town Attorney

\_\_\_\_\_  
Clerk Treasurer Kelly Beech

# MEMORANDUM

*Coupeville Marshal's Office*

TO: Mayor Conard and Town Council  
FROM: Rick Norrie, Marshal  
DATE: July 15<sup>th</sup> 2014  
SUBJECT: **Special Events Permit Application – 2014 Arts & Crafts Festival**

---

The Coupeville Festival Association (CFA) has submitted a Special Events Permit Application for the 2014 Arts & Crafts Festival (Festival). The Festival is scheduled for Saturday August 9<sup>th</sup> and Sunday August 10<sup>th</sup>. However, set-up and other activities will begin on Friday August 8<sup>th</sup> 2014. The event timeline is as follows;

**Friday August 8<sup>th</sup>**

4:00 – 5:00PM Marshal's Office to begin clearing selected streets  
5:00 – 10:00PM Vendor check-in  
7:00 – 10:00PM Art Gallery Opening and Wine Reception

**Saturday August 9<sup>th</sup>**

6:00 – 9:00 AM Check-in continues  
10:00AM – 6:00PM Festival begins

**Sunday August 10<sup>th</sup>**

10:00AM – 5:00PM Festival continues  
5:00 – 8:00PM Vendor check-out and clean-up

The following roads and other town property will be restricted and/or closed beginning on Friday at 4:00 PM and continuing throughout the event, reopening Sunday night at approximately 8:00 PM.

- Coveland Street @ N. Main Street and east of entrance to Christopher's
  - During festival hours, closure near Christopher's is moved to Post Office
- Grace Street @ Front and 8<sup>th</sup> Streets
- Alexander Street @ Front Street and north of entrance to Municipal Parking Lot

The following roads and other town property will be restricted and/or closed beginning on Saturday at 2:00 AM and continuing throughout the event, reopening Sunday night at approximately 8:00 PM.

- North Main Street @ 9<sup>th</sup> Street
- Front Street @ Center Street

It should be noted that these are the same closures as at least the past three Festivals.

**SUBJECT: Special Events Permit Application – 2014 Arts & Crafts Festival**

Also requested in the application is the use of the OSPC property and Municipal Parking Lot for public parking, the field north of Town Hall for vendor parking, and the Recreation Hall parking lot vendors requiring close proximity to their booth, e.g. vendors with handicaps. Additionally, the CFA has approached several private property owners to secure additional off-street parking for the public. A beer and wine garden will be located on the gravel trail leading from NW Front Street to Town Park – this is the same location as last year’s beer and wine garden.

The following areas will be posted as “No Parking” and will be patrolled to maintain reasonable traffic flow to and from the event.

- 7<sup>th</sup> Street between N. Main Street and Alexander
- Alexander between 7<sup>th</sup> and 8<sup>th</sup> Streets
- Wilkes between 7<sup>th</sup> Street and 1<sup>st</sup> Street
- Additional areas as identified by Public Works to protect town infrastructure

Coupeville Public Works is working with the CFA to provide necessary barricades and will be posting street closure/clearing and no parking signage.

Necessary personnel have been scheduled for event security at the expense of CFA.

Expecting a likely increase in population and the need for service from first responder agencies, an interagency tactical response plan will be in place that will address a variety of possible request for services associated with the festival, so needed actions are taken with the greatest ease, efficiency and flexibility.

In working with the Port of Coupeville, the Island County Sheriff’s Office will moor the Marine Emergency Response Vessel at a moorage location provided by the Port during festival activities. If available, this will make for rapid response to water emergencies.

**Recommendation**

Staff recommends approval of the 2014 Arts & Crafts Festival Special Events Permit

#14-009



RECEIVED

MAR 19 2014

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 Festival Association  
Contact Person MIKE DESSELT Email Address: SimplyMN@Whidbey.net  
Business Phone \_\_\_\_\_ Home Phone 678-4271 Cell Phone \_\_\_\_\_  
Mailing Address: P.O. Box 611  
City Coupeville State WA. Zip 98239  
Other Authorized Individuals GRACE TIFFANY C.F.A. Vice President  
Business Phone \_\_\_\_\_ Home Phone 678-0608 Cell Phone 1-360-914-0987

Summary of proposed event:

- a) Type of Activity Planned: (describe event): Arts & Craft Festival to include food booths, children's activities, entertainment, art gallery & wine tasting Reception, Arts & Craft Booths, wine & Beer Garden @ waterfront Park North of Museum, Artist in Action & children's activities on Johnson Property
- b) Date of proposed event: August 8 Art Gallery & wine Reception August 9 & 10 Festival
- c) Hours of operation: Friday August 8th 7-10 pm Sat. 8/9 10-6 pm Sun 8/10 10-5 pm
- d) Set-Up date/time: Friday August 8th Begins @ 5pm
- e) Dismantling date/time: Streets Sunday 8/10 By 8pm all else 8/11/14 By 12 noon
- f) Number of staff/volunteers involved in event on behalf of applicant: APPROX 250
- g) Estimated number of participants: APPROX 185 Vendors using 227 Booth Spaces
- h) Will participants pay a fee or make a donation? YES  (NO) (please circle)
- i) Number of vehicles, boats or other special equipment: \_\_\_\_\_
- j) Number of persons expected to attend the event: 15,000 TO 20,000
- k) Traffic or crowd control requirements: See attached sheet
- l) Street closures required: : See attached sheet
- m) Safety and security measures required: See attached sheet
- n) Special effects (e.g. explosives, pyrotechnics, aircraft, etc.): NONE



- o) Animals being used: NONE
  - p) Other features: Banners on fence at main & Hwy 20, flags at same intersection, signs directing traffic on main toward Broadway, madrona NW ST. & Wilks Street
  - q) Safety and security measures provided by the applicant: See attached sheet
- 
- r) Electric power, water and sewer requirements: We provide generator for any power
  - s) Portable restrooms provided by the applicant: 22

**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: Safeco Insurance, KOETJE Agency ✓ 

Policy Number: 01-CF66234410 Agent: SUE BLOUIN

Expiration Date: 10/15/14 Amount: 1 million Commercial/General Liability  
1 million Personal Liability  
2 million aggregate limit

**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 19 day of March, 20 14.

Michael J. Dessant President  
Signature of Applicant or Agent C. F. A.



# CERTIFICATE OF LIABILITY INSURANCE

COUPF-1

OP ID: JW

DATE (MM/DD/YYYY)

04/01/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER <b>Koetje Insurance</b> Whitfields - Oak Harbor Branch 775 NE Midway Blvd Oak Harbor, WA 98277 Sue Blouin	Phone: 360-675-5916 Fax: 360-679-2698	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE INSURER A : <b>American States Ins. Co.</b>		NAIC # <b>19704</b>
INSURED <b>Coupeville Festival Assoc</b> PO Box 611 Coupeville, WA 98239		INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	

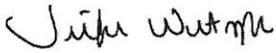
**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		01CI66234420	10/15/2013	10/15/2014	EACH OCCURRENCE	\$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident)	\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED                  RETENTION \$					BODILY INJURY (Per person)	\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A				BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
						EACH OCCURRENCE	\$
						AGGREGATE	\$
						WC STATUTORY LIMITS	OTHER
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**CERTIFICATE HOLDER**                      **CANCELLATION**

Town of Coupeville Attn: Kelly PO Box 725 Coupeville, WA 98239	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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Town Maintenance Plan of Action

Coupeville Arts & Crafts Festival August 09 & 10, 2014

July 1st

Update and Post Coupeville Festival Sign on Town Billboard on Highway 20

August 5th

Tuesday before Festival:

Sweep Streets of Festival Grounds – Alexander, Coveland, Front, Main
Mow 2 Corner lots – Alexander/Coveland (Platt) and Front/Haller (Hansen)

August 6th

Wednesday before Festival:

Assist Operations to put out concrete bases and poles for:

- Grassy Parking Lot (Community Green/Farmer’s Market) and lot at end of Wilkes
• Grace Street to 8th
• Alexander – Front to Eighth
• Coveland –Main to Broadway
• Portions of Madrona Way and Broadway
Around the parking lot by the town Hall

Post appropriate “No Parking” Signs for Town and OSPC parking lots and water side of Rec. Hall parking lot (see attached)

Town Marshal to supply “No Parking” signs

August 7th

Thursday before Festival:

Post appropriate “No Parking” signs for the Rec. Hall Parking lot and affected streets.
Put out appropriate barricades and lay on ground at corners (see attached)

August 8th

Friday before Festival

0800 put out cones to block off north (water) side of Rec. Hall parking lot
0830 AM – Assist Operations to move equipment from Corey Storage to Town Parking Lot and Rec Hall Parking lot for staging
Pull posts at the end of 1st street for better access to overflow parking lot. Provide Backhoe with forks to move Stage

August 11th

Monday after Festival

0830 Meet with Operations Crew to return festival supplies to Corey Storage

- Provide Backhoe wit forks to move stage
Return recycle bins to Town Storage
Remove all concrete bases and poles through Town
Re install removed posts at the end of 1st street for overflow parking lot access.

14-009

**Coupeville Arts and Crafts Festival Special Events Permit**  
**Street Closure-Barricade Plan August 7<sup>th</sup> – 11<sup>th</sup> 2014**

<b>5PM Thursday, Aug. 7th to 8pm Sunday Aug. 10th</b>	Town and OSPC Parking Lots, Rec hall parking lot water side only for Thursday night to 5PM Friday then entire lot
<b>4PM Friday Aug 8th to 8pm Sunday Aug. 10th</b>	Rec Hall Parking Lot non water side Both Alexander and Grace (Front to Eighth) Coveland (end to end) Madrona (up to Broadway) 7 <sup>th</sup> , 8 <sup>th</sup> , 9 <sup>th</sup> and Main Streets Center Street – NE side between 7 <sup>th</sup> and 9 <sup>th</sup> Street All of Wilkes
<b>2am Saturday Aug 9th to 8pm Sunday Aug. 10th</b>	Front Street to Center. <b>Please note that these signs for these street closing times are only to go on Front street Not to be put on Alexander or Coveland.</b>

**Signs must be put up 24 hours in advance of these times**

**BARRICADES and DETOUR SIGNS**

<b>5pm Friday, Aug. 8<sup>th</sup> to 8pm Sunday Aug. 10th</b>	Alexander and Eighth – 2 small and 1 Large barricades 2 small folding type are to facilitate car traffic going in for set up and tear down as this is the busiest intersection with the most traffic at the festival.
	Main and Coveland – 2 Barricades (on Coveland). <b>Move to 9th &amp; Main at 2am</b>
	Coveland and Christophers' Parking entrance – 2 barricades (on Coveland) with <b>DETOUR Sign: No Thru Traffic – Access to Main Via Broadway and Hwy 20</b> <b>Move sign and barricades to Platt property parking lot entrance at 9 AM Saturday the 9<sup>th</sup>, then back to Christopher's parking entrance at 6 PM Repeat these moves on Sunday the 10<sup>th</sup> 9am to 5pm</b>
	Grace and 8th - 2 barricades (on Grace)
	Eighth and Main– 1 (on Main) with <b>DETOUR Sign: No Thru Traffic - Access to Post Office via Broadway</b>
	Front and Center - <b>DETOUR Sign: Front Street Traffic only Friday till 2am - No big rigs</b>
<b>2am Saturday, Aug 9<sup>th</sup> to 8 pm Sunday Aug. 10th</b>	9 <sup>th</sup> and Main – 2 barricades (on Main) <b>Moved from Main and Coveland to 9<sup>th</sup> and Main. Please note, On duty city Deputy Marshal to put up this barricade</b>
	Front and Center – 2 barricades ( on Front) <b>Please note On duty city Deputy Marshal to put up this Barricade</b>

**Note: Barricades are put out Thursday and laid on the ground by Town staff. These will be put up by CFA Street monitors except for the 2 AM Saturday ones which will be done by the town police at the times stated above and picked up on Monday by Town Staff**

#14-009

**PATROLS**

<b>5pm Friday – 8pm Sunday</b>	2 officers patrolling Alexander, Grace, Coveland, Front, Main, Haller Streets to include OSPC and Town Parking lots. And Johnson Property lot <b>24 hour coverage.</b>
------------------------------------	--

<b>Friday, 7pm - approx. 10:30pm</b>	1 of the 2 night officers to be posted at the <b>Art Gallery and Wine Reception</b> in the Rec Hall Friday night from 7pm to approximately 10:30 pm
--	---

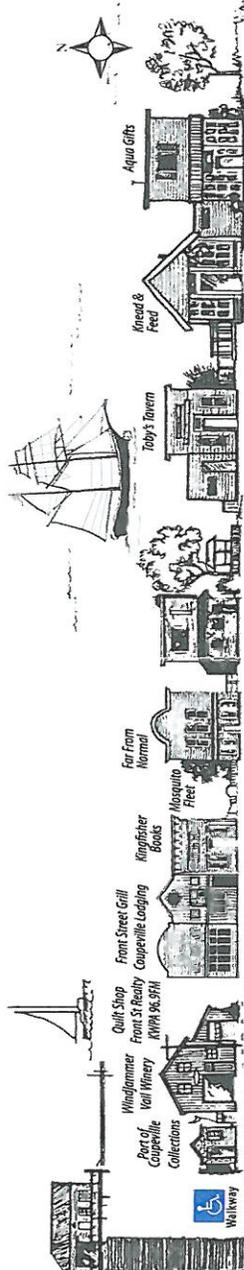
**\*Officers are needed to help control incoming and outgoing vendor traffic. Prior arrangement has been made with Police Chief Rick Norrie (Friday and Sunday from 5-8pm; Saturday 6-9am)**

**ADDITIONAL INFORMATION**

**Additional notes:**  
Each business complex in the Festival area will be given a 10'x10' area that allows unobstructed access to their business. No merchant may put up a tent unless they have paid Festival officials for the spot

# COUPEVILLE 50th ANNIVERSARY ARTS & CRAFTS FESTIVAL

Locally Grown  
Harbor Gifts  
Kim's Cafe  
Leisure Yacht  
Charters



**Beer & Wine Garden**

**Food Court Entertainment**

**Public Parking \$5**

Map of the Beer & Wine Garden area showing various booths and the food court.

**Incident Response Staging**

Map of the Incident Response Staging area with various service providers.

**Coupeville Festival Office**

Map of the festival office area and surrounding booths.

**Artists-in-Action Children's Activities**

Map of the Artists-in-Action area.

**Public Office**

**Christopher's Restaurant**

**Library**

Map of the Public Office, Restaurant, and Library area.

**Art Gallery**

**Artisan Booths**

Map of the Art Gallery and Artisan Booths area.

**Coupeville Festival Office**

**Vendor Booth Staging**

Map of the festival office and vendor booth staging area.

**Artists-in-Action Children's Activities**

**Cook's Park**

Map of the Artists-in-Action area and Cook's Park.

**Map Legend**

1 2 3 ARTISAN BOOTHS  
1 2 3 MERCHANT  
STAIRS, BEACH, WALKWAY, ROAD ACCESS  
CHILDREN'S ACTIVITIES MUSIC, FOOD, WINE & BEER GARDEN, ARTIST IN ACTION  
NO VEHICLE ACCESS (from 1pm Friday unless noted differently)  
BATHROOMS  
HANDICAP ACCESS (bathrooms & parking)  
HANDICAP PARKING  
INFORMATION  
ISLAND TRANSIT BUS (Friday and Saturday only)  
FESTIVAL SHUTTLE (Saturday and Sunday only)

**Map Legend**

1 2 3 ARTISAN BOOTHS  
1 2 3 MERCHANT  
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CHILDREN'S ACTIVITIES MUSIC, FOOD, WINE & BEER GARDEN, ARTIST IN ACTION  
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INFORMATION  
ISLAND TRANSIT BUS (Friday and Saturday only)  
FESTIVAL SHUTTLE (Saturday and Sunday only)

Original map artwork © Carol Perrella, 1999  
Additional artwork © Susan Prescott, 2011, 2014

TOWN ACTION

Town Marshal Review \_\_\_\_\_

Clerk-Treasurer Review Ins. Cert. Received [Signature]

Public Works Review \_\_\_\_\_

Utilities Dept. Review \_\_\_\_\_

Referred to Town Council \_\_\_\_\_

Copied to Central Whidbey Fire & Rescue \_\_\_\_\_

Copy mailed to Applicant with Special Event Permit \_\_\_\_\_

Approved subject to the following conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



TOWN OF COUPEVILLE  
WARRANT REGISTER (BGTRAN)  
07/17/2014 (Printed 07/17/2014 12:02)

WARRANT VENDOR			DATE				
NUMBER	NUMBER	VENDOR NAME	ISSUED	INVOICE NUMBER	ACCOUNT NUMBER		AMOUNT
26698	12873	AT&T MOBILITY	07/15/2014	JUL/287244041563	001 000 000 518 10 42 00		102.79
				CELL SVC 5/28-6/27/14	401 000 000 534 80 42 00		34.27
					401 000 000 535 80 42 00		34.27
					INVOICE TOTAL		171.33
					WARRANT TOTAL		171.33
26699	31195	CASCADE COMPUTER MAINTENANCE, INC.	07/15/2014	1054331	001 000 000 596 18 00 00		11,739.60
				COMPUTER UPGRADE	INVOICE TOTAL		11,739.60
					WARRANT TOTAL		11,739.60
26700	36000	COHEN, MANNI & THEUNE	07/15/2014	106	001 000 000 512 00 41 00		1,250.00
				P/A FOR JUNE 2014	INVOICE TOTAL		1,250.00
					WARRANT TOTAL		1,250.00
26701	102001	INTERNATION CODE COUNCIL	07/15/2014	INV0440649	001 000 000 558 00 31 00		78.00
				IEBC CODES	INVOICE TOTAL		78.00
					WARRANT TOTAL		78.00
26702	107500	ISLAND COUNTY TREASURER	07/15/2014	2014 JULY	104 000 000 598 79 51 00		3,603.48
				2ND QTR 2014 H/M TAX	INVOICE TOTAL		3,603.48
					WARRANT TOTAL		3,603.48
26703	143600	LYNN, JESSE	07/15/2014	JULY 2014	631 000 000 589 00 00 00		219.14
				MED REIMBURSEMENT-JUNE	INVOICE TOTAL		219.14
					WARRANT TOTAL		219.14
26704	166990	OAK HARBOR AUTO CENTER PARTS PLUS	07/15/2014	001-204681	001 000 000 518 00 31 00		18.74
				WIPER BLADES & GREASE	INVOICE TOTAL		18.74
				001-206105	001 000 000 518 10 31 00		44.52
				SPRAY CLEANER	INVOICE TOTAL		44.52
				001-206106	001 000 000 518 10 31 00		23.28
				BLO GUN	INVOICE TOTAL		23.28
				001-205791	001 000 000 576 80 31 00		27.28
				WATER PUMP	INVOICE TOTAL		27.28
				001-206104	001 000 000 576 80 31 00		49.14
				FILTER,ANTIFREEZE,HOLDR	INVOICE TOTAL		49.14
				001-206165	001 000 000 576 80 31 00		5.63
				ANTIFREEZE	INVOICE TOTAL		5.63
				001-205791	101 000 000 542 30 31 00		27.28

TOWN OF COUPEVILLE  
WARRANT REGISTER (BGTRAN)  
07/17/2014 (Printed 07/17/2014 12:02)

WARRANT NUMBER	VENDOR NUMBER	VENDOR NAME	DATE ISSUED	INVOICE NUMBER	ACCOUNT NUMBER	AMOUNT
				WATER PUMP	INVOICE TOTAL	27.28
				001-206104	101 000 000 542 30 31 00	49.15
				FILTER,ANTIFREEZE,HOLDR	INVOICE TOTAL	49.15
				001-206165	101 000 000 542 30 31 00	5.64
				ANTIFREEZE	INVOICE TOTAL	5.64
				001-204681	401 000 000 534 80 31 00	34.13
				WIPER BLADES & GREASE	401 000 000 535 80 31 00	34.13
					INVOICE TOTAL	68.26
				001-205064	401 000 000 535 80 31 00	212.03
				FILTERS & GREASE	INVOICE TOTAL	212.03
					WARRANT TOTAL	530.95
26705	187000	PUGET SOUND ENERGY	07/15/2014	2014 JULY	401 000 000 535 80 47 00	2,541.39
				WWTP-ENERGY PAYMENT	INVOICE TOTAL	2,541.39
					WARRANT TOTAL	2,541.39
26706	193300	RIEPMA, KELLY R.	07/15/2014	2014 JULY	001 000 000 518 10 41 00	150.00
				CDL PHYSICAL	INVOICE TOTAL	150.00
					WARRANT TOTAL	150.00
26707	220800	(TEMPORARY VENDOR)	07/15/2014	JULY 2014	001 000 000 369 90 00 00	38.62
				RFND UTILITY 500020.2	INVOICE TOTAL	38.62
					WARRANT TOTAL	38.62
26708	240599	FRONTIER	07/15/2014	JULY'14-678-4461	001 000 000 518 00 42 00	457.96
				PHONE SERVICE-TOWN HALL	INVOICE TOTAL	457.96
				JULY'14-678-5055	001 000 000 518 10 42 00	70.99
				DSL FOR TOWN SHOP	INVOICE TOTAL	70.99
				JULY'14-678-6131	401 000 000 534 80 42 00	95.24
				PHONE SERVICE-WWTP	INVOICE TOTAL	95.24
				JULY'14-678-1389	401 000 000 535 80 42 00	53.24
				PHONE SERVICE-FSLs	INVOICE TOTAL	53.24
				JULY'14-678-6131	401 000 000 535 80 42 00	95.24
				PHONE SERVICE-WWTP	INVOICE TOTAL	95.24
					WARRANT TOTAL	772.67
26709	240900	VISA	07/15/2014	2516-06/17-20/14	001 000 000 511 00 43 00	631.87
				AWC CONF-CLAY, B	INVOICE TOTAL	631.87

TOWN OF COUPEVILLE  
WARRANT REGISTER (BGTRAN)  
07/17/2014 (Printed 07/17/2014 12:02)

WARRANT NUMBER	VENDOR NUMBER	VENDOR NAME	DATE ISSUED	INVOICE NUMBER	ACCOUNT NUMBER	AMOUNT
				2532-06/02/2014	001 000 000 511 00 49 00	450.00
				AWC CONF-CLAY, B	INVOICE TOTAL	450.00
				7340-06/19/2014	001 000 000 514 00 42 00	1.19
				POSTAGE-BOARD & PC PKTS	INVOICE TOTAL	1.19
				7340-05/31/2014	001 000 000 514 00 49 00	13.00
				LICENSE CK-HUMPHRIES, A	INVOICE TOTAL	13.00
				7340-06/02/2014	001 000 000 514 00 49 00	10.00
				BACKGROUND CK-HUMPHRIES	INVOICE TOTAL	10.00
				2516-06/25/2014	001 000 000 518 00 31 00	82.07
				PAID STAMP	INVOICE TOTAL	82.07
				7357-06/19/2014	001 000 000 518 00 35 00	54.40
				SHOP TOOLS	INVOICE TOTAL	54.40
				2516-05/27/2014	001 000 000 558 00 42 00	14.63
				POSTAGE-PC PACKETS	INVOICE TOTAL	14.63
				7340-06/19/2014	001 000 000 558 00 42 00	14.00
				POSTAGE-BOARD & PC PKTS	INVOICE TOTAL	14.00
				2532-06/11/2014	105 000 000 576 80 63 01	228.26
				HOLBROOK BARN	INVOICE TOTAL	228.26
					WARRANT TOTAL	1,499.42
26710	9890	ACE HARDWARE	07/22/2014	240414	001 000 000 576 80 31 00	140.43
				BROOM, BATHROOM REPAIRS	INVOICE TOTAL	140.43
				241045	001 000 000 576 80 31 00	21.70-
				CREDIT-CONNECTORS	INVOICE TOTAL	21.70-
				241047	001 000 000 576 80 31 00	36.91
				HOSE QUICK CONNECT ADAP	INVOICE TOTAL	36.91
				241058	001 000 000 576 80 31 00	11.95-
				CREDIT-BALL VALVE	INVOICE TOTAL	11.95-
				241072	001 000 000 576 80 31 00	21.66
				BALL VALVE & KEYS	INVOICE TOTAL	21.66
					WARRANT TOTAL	165.35
26711	10480	AMSAN	07/22/2014	314169111	001 000 000 575 50 31 00	475.92
				CLEANING SUPPLIES	INVOICE TOTAL	475.92
				313235285	401 000 000 534 80 31 00	27.21
				PAPER TOWELS	401 000 000 535 80 31 00	27.22

TOWN OF COUPEVILLE  
WARRANT REGISTER (BGTRAN)  
07/17/2014 (Printed 07/17/2014 12:02)

WARRANT NUMBER	VENDOR NUMBER	VENDOR NAME	DATE ISSUED	INVOICE NUMBER	ACCOUNT NUMBER	AMOUNT
					INVOICE TOTAL	54.43
					WARRANT TOTAL	530.35
26712	13300	AVOCET ENVIRONMENTAL TEST	07/22/2014	1402143-IN CHLORIDE TESTING	401 000 000 534 80 41 00	119.00
					INVOICE TOTAL	119.00
				1402347-IN COLIFORM TESTING	401 000 000 534 80 41 00	68.00
					INVOICE TOTAL	68.00
				14032273-IN WATER TESTS	401 000 000 534 80 41 00	225.00
					INVOICE TOTAL	225.00
					WARRANT TOTAL	412.00
26713	25575	BIG ROCK DESIGNS	07/22/2014	#10556 NEWSLETTER-JUNE 2014	001 000 000 518 00 31 00	48.91
					INVOICE TOTAL	48.91
				10572 FRAME PAINTING	001 000 000 518 00 31 00	238.37
					INVOICE TOTAL	238.37
				10556 WATER QUALITY RPT-2013	401 000 000 534 80 31 00	48.92
					INVOICE TOTAL	48.92
					WARRANT TOTAL	336.20
26714	27425	BRATTON, GEORGE P.E.	07/22/2014	JULY 2014 ENGINEERING SVCS-JUN'14	401 000 000 534 80 41 00	693.71
					401 000 000 535 80 41 00	693.70
					INVOICE TOTAL	1,387.41
					WARRANT TOTAL	1,387.41
26715	33530	CENTRAL WHIDBEY ISLAND	07/22/2014	JULY 2014 2ndQTR FIRE INSPECTN'14	001 000 000 522 00 51 00	1,344.00
					INVOICE TOTAL	1,344.00
					WARRANT TOTAL	1,344.00
26716	34520	CLAY, BOB	07/22/2014	JULY 2014 AWC CONF-SPOKANE	001 000 000 511 00 43 00	412.79
					INVOICE TOTAL	412.79
					WARRANT TOTAL	412.79
26717	36000	COHEN, MANNI & THEUNE	07/22/2014	#106 P/A FOR JULY 2014	001 000 000 512 00 41 00	1,250.00
					INVOICE TOTAL	1,250.00
					WARRANT TOTAL	1,250.00
26718	70575	FOG-TITE, INC.	07/22/2014	2014-06-193 WATER METER	401 000 000 534 80 31 10	1,507.67
					INVOICE TOTAL	1,507.67
					WARRANT TOTAL	1,507.67

TOWN OF COUPEVILLE  
WARRANT REGISTER (BGTRAN)  
07/17/2014 (Printed 07/17/2014 12:02)

WARRANT NUMBER	VENDOR NUMBER	VENDOR NAME	DATE ISSUED	INVOICE NUMBER	ACCOUNT NUMBER	AMOUNT
26719	104200	ISLAND COUNTY E R & R FUND	07/22/2014	14-00170	001 000 000 518 10 32 00	885.57
				FUEL-JUNE 2014	401 000 000 534 80 32 00	250.09
					401 000 000 535 80 32 00	250.09
					INVOICE TOTAL	1,385.75
					WARRANT TOTAL	1,385.75
26720	105900	ISLAND COUNTY TREASURER	07/22/2014	JULY 2014	001 000 000 512 00 41 00	624.00
				2ND QTR PROSECUTION SVC	INVOICE TOTAL	624.00
					WARRANT TOTAL	624.00
26721	107100	ISLAND COUNTY SOLID WASTE	07/22/2014	#2804---9128	401 000 000 535 80 47 02	905.00
				BIOSOLIDS PROCESSING	INVOICE TOTAL	905.00
				2804---9128	401 000 000 535 80 47 03	148.00
				GARBAGE	INVOICE TOTAL	148.00
		WARRANT TOTAL	1,053.00			
26722	107500	ISLAND COUNTY TREASURER	07/22/2014	JULY 2014	001 000 000 586 12 00 00	38.17
				2ND QTR CT ASSESSMENT	INVOICE TOTAL	38.17
					WARRANT TOTAL	38.17
26723	130150	KCDA	07/22/2014	3807628	001 000 000 518 00 31 00	89.20
				COPY PAPER	INVOICE TOTAL	89.20
					WARRANT TOTAL	89.20
26724	131800	KONICA MINOLTA	07/22/2014	229607662	001 000 000 518 00 45 00	132.11
				COPIER/PRINTER-JUNE '14	INVOICE TOTAL	132.11
					WARRANT TOTAL	132.11
26725	132500	LAKESIDE INDUSTRIES	07/22/2014	00152638	101 000 000 595 61 01 00	57.44
				GRAVEL	INVOICE TOTAL	57.44
				00152672	101 000 000 595 61 01 00	63.82
				GRAVEL	INVOICE TOTAL	63.82
		WARRANT TOTAL	121.26			
26726	140000	LA RUE, WILLIAM	07/22/2014	JULY 2014	401 000 000 534 80 42 00	11.25
				CELL PHONE SVC-JULY '14	401 000 000 535 80 42 00	11.25
					INVOICE TOTAL	22.50
					WARRANT TOTAL	22.50
26727	143600	LYNN, JESSE	07/22/2014	2014 JULY	631 000 000 589 00 00 00	219.14
		MEDICAL REIMBURSEMENT		INVOICE TOTAL	219.14	

TOWN OF COUPEVILLE  
WARRANT REGISTER (BGTRAN)  
07/17/2014 (Printed 07/17/2014 12:02)

WARRANT VENDOR		DATE	ACCOUNT NUMBER		AMOUNT
NUMBER	NUMBER	ISSUED	INVOICE NUMBER		
				WARRANT TOTAL	219.14
26728	150900	07/22/2014	88263	101 000 000 595 61 01 00	114.03
			SOIL	INVOICE TOTAL	114.03
				WARRANT TOTAL	114.03
26729	163500	07/22/2014	0129341-IN	401 000 000 535 80 31 00	121.81
			GLOVES	INVOICE TOTAL	121.81
				WARRANT TOTAL	121.81
26730	170100	07/22/2014	SD-1416	101 000 000 542 67 51 00	158.70
			STREET SWEEPING-6/20/14	INVOICE TOTAL	158.70
				WARRANT TOTAL	158.70
26731	170980	07/22/2014	714018092001	001 000 000 518 00 31 00	60.42
			OFFICE SUPPLIES	INVOICE TOTAL	60.42
			717569503001	001 000 000 518 00 31 00	5.85-
			CREDIT-OFFICE SUPPLIES	INVOICE TOTAL	5.85-
				WARRANT TOTAL	54.57
26732	181800	07/22/2014	27117	401 000 000 535 80 31 00	47.93
			PAINT	INVOICE TOTAL	47.93
			27118	401 000 000 535 80 31 00	3.61
			PAINT BRUSH	INVOICE TOTAL	3.61
				WARRANT TOTAL	51.54
26733	185500	07/22/2014	003000990858	401 000 000 535 80 31 00	65.40
			DISTILLED WATER	INVOICE TOTAL	65.40
				WARRANT TOTAL	65.40
26734	186616	07/22/2014	JULY 2014	001 000 000 518 00 41 00	69.57
			PHONE PROGRAM CHANGE	INVOICE TOTAL	69.57
				WARRANT TOTAL	69.57
26735	187000	07/22/2014	JULY 2014	001 000 000 518 00 47 00	191.45
			ENERGY PAYMENTS	001 000 000 518 10 47 00	81.28
				001 000 000 575 50 47 00	115.59
				001 000 000 576 80 47 00	124.56
				101 000 000 542 63 47 00	1,698.81
				401 000 000 534 80 47 00	3,611.83
				401 000 000 535 80 47 00	368.33
				INVOICE TOTAL	6,191.85

TOWN OF COUPEVILLE  
WARRANT REGISTER (BGTRAN)  
07/17/2014 (Printed 07/17/2014 12:02)

WARRANT VENDOR			DATE				
NUMBER	NUMBER	VENDOR NAME	ISSUED	INVOICE NUMBER	ACCOUNT NUMBER	ACCOUNT NUMBER	AMOUNT
						WARRANT TOTAL	6,191.85
26736	192600	REICHHARDT & EBE	07/22/2014	24800	101 000 000 595 30 63 03		284.65
				ENGINEERING-MADRONA		INVOICE TOTAL	284.65
						WARRANT TOTAL	284.65
26737	192700	RENAE MULHOLLAND	07/22/2014	JULY 2014	001 000 000 511 00 41 00		375.00
				TC-5/27/14 & 6/24/14		INVOICE TOTAL	375.00
						WARRANT TOTAL	375.00
26738	193300	RIEPMA, KELLY R.	07/22/2014	JULY 2014	001 000 000 518 10 42 00		22.50
				CELL PHONE SVC-JULY '14		INVOICE TOTAL	22.50
						WARRANT TOTAL	22.50
26739	206920	SKAGIT FARMERS SUPPLY	07/22/2014	407491	001 000 000 576 80 31 00		32.60
				SAFETY GEAR		INVOICE TOTAL	32.60
						WARRANT TOTAL	32.60
26740	208665	SMITH, BRIDGET	07/22/2014	14-006	001 000 000 558 00 41 01		5,310.00
				JULY'14 CONSULTING SVCS	001 000 000 559 60 41 00		1,650.00
						INVOICE TOTAL	6,960.00
						WARRANT TOTAL	6,960.00
26741	209415	SOUND PUBLISHING INC	07/22/2014	652177	001 000 000 511 00 44 00		49.50
				TC & PC AGENDAS	001 000 000 558 00 44 00		40.05
						INVOICE TOTAL	89.55
				#652177	401 000 000 534 80 44 00		20.03
				SURPLUS SALE	401 000 000 535 80 44 00		20.02
						INVOICE TOTAL	40.05
						WARRANT TOTAL	129.60
26742	221850	TJOELKER ENTERPRISES, INC.	07/22/2014	374664	401 000 000 535 80 47 02		1,480.00
				BIOSOLIDS DISPOSAL		INVOICE TOTAL	1,480.00
						WARRANT TOTAL	1,480.00
26743	231460	USA BLUE BOOK	07/22/2014	#385899	401 000 000 534 80 31 00		187.28
				CHLORINE TESTING		INVOICE TOTAL	187.28
				385899	401 000 000 535 80 31 00		283.88
				OIL & BOD BOTTLES		INVOICE TOTAL	283.88
						WARRANT TOTAL	471.16

TOWN OF COUPEVILLE  
WARRANT REGISTER (BGTRAN)  
07/17/2014 (Printed 07/17/2014 12:02)

WARRANT VENDOR			DATE				
NUMBER	NUMBER	VENDOR NAME	ISSUED	INVOICE NUMBER	ACCOUNT NUMBER		AMOUNT
26744	231520	UTILITIES UNDERGROUND	07/22/2014	4060650	401 000 000 534 80 41 00		19.35
				UNDERGROUND LOCATES	401 000 000 535 80 41 00		19.35
						INVOICE TOTAL	38.70
						WARRANT TOTAL	38.70
26745	240100	VAC-TANK/WESTERN SERVICES	07/22/2014	36128	401 000 000 535 80 47 01		250.00
				BIOSOLIDS SHIPPING		INVOICE TOTAL	250.00
				36149	401 000 000 535 80 47 01		250.00
				BIOSOLIDS SHIPPING		INVOICE TOTAL	250.00
				36551	401 000 000 535 80 47 01		425.00
				BIOSOLIDS SHIPPING		INVOICE TOTAL	425.00
				INV.2852	401 000 000 535 80 47 01		116.64
				FUEL SURCHARGE		INVOICE TOTAL	116.64
						WARRANT TOTAL	1,041.64
26746	240200	JACKSON NATIONAL	07/22/2014	076633755-JUL'14	001 000 000 521 00 22 00		464.93
				LTC-8/1/14-10/31/14		INVOICE TOTAL	464.93
						WARRANT TOTAL	464.93
26747	240599	FRONTIER	07/22/2014	JULY'14-678-4864	001 000 000 518 00 42 00		53.64
				PHONE SVC-REC HALL		INVOICE TOTAL	53.64
				JULY'14-678-9197	401 000 000 534 80 42 00		59.99
				DSL FOR FCWP		INVOICE TOTAL	59.99
						WARRANT TOTAL	113.63
26748	240790	VINSANT, PAUL	07/22/2014	JULY 2014	401 000 000 534 80 42 00		11.25
				CELL PHONE SVC-JULY '14	401 000 000 535 80 42 00		11.25
						INVOICE TOTAL	22.50
						WARRANT TOTAL	22.50
26749	257300	WA ST TREASURER'S OFFICE	07/22/2014	JULY 2014	001 000 000 386 89 12 00		30.68
				2ND QTR CT ASSESSMENT	001 000 000 386 89 12 00		19.33
					001 000 000 386 89 13 00		109.68
					001 000 000 586 83 00 00		69.96
					001 000 000 586 83 31 00		140.58
					001 000 000 586 83 32 00		25.52
					001 000 000 586 91 00 00		1,052.46
					001 000 000 586 92 00 00		437.35
					001 000 000 586 93 00 00		18.86
					001 000 000 586 97 00 00		238.01
					001 000 000 586 99 00 00		14.76
					001 000 000 589 10 00 00		36.00

TOWN OF COUPEVILLE  
WARRANT REGISTER (BGTRAN)  
07/17/2014 (Printed 07/17/2014 12:02)

WARRANT VENDOR			DATE				
NUMBER	NUMBER	VENDOR NAME	ISSUED	INVOICE NUMBER	ACCOUNT NUMBER		AMOUNT
						INVOICE TOTAL	2,193.19
						WARRANT TOTAL	2,193.19
26750	259075	WEED, GRAAFSTRA & BENSON, INC., P.S.	07/22/2014	88	001 000 000 515 00 41 00		1,190.00
				LEGAL SERVICES-JUNE '14	401 000 000 534 80 41 00		918.75
					401 000 000 535 80 41 00		113.75
						INVOICE TOTAL	2,222.50
						WARRANT TOTAL	2,222.50
26751	262100	WHIDBEY ISLAND ANIMAL CONTROL	07/22/2014	JULY 2014	001 000 000 521 00 51 01		150.00
				ANIMAL SVCS FOR JULY		INVOICE TOTAL	150.00
						WARRANT TOTAL	150.00
26752	262300	WHIDBEY TELECOM	07/22/2014	3733929	001 000 000 518 00 42 00		19.95
				INTERNET SVC-JUNE '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
26753	264200	WILSEY, LAUREL	07/22/2014	JULY 2014	631 000 000 589 00 00 00		306.02
				MEDICAL REIMBURSEMENT		INVOICE TOTAL	306.02
						WARRANT TOTAL	306.02
26754	264201	WILSEY, LAUREL	07/22/2014	JULY 2014	001 000 000 518 00 41 00		216.00
				CLEANING SERVICES	001 000 000 575 50 41 00		279.00
						INVOICE TOTAL	495.00
						WARRANT TOTAL	495.00
						RUN TOTAL	57,298.04

TOWN OF COUPEVILLE  
WARRANT REGISTER (BGTRAN)  
07/17/2014 (Printed 07/17/2014 12:02)

FUND	TITLE	AMOUNT
001	GENERAL FUND	33,715.48
101	STREET FUND	2,459.52
104	HOTEL/MOTEL TAX FUND	3,603.48
105	CAPITAL IMPROVEMENT FUND	228.26
401	UTILITY FUND	16,547.00
631	CAFETERIA PLAN	744.30
TOTAL		57,298.04

TOWN OF COUPEVILLE  
WARRANT REGISTER (BGTRAN)  
07/17/2014 (Printed 07/17/2014 12:02)

DEPARTMENT	AMOUNT
001 000 000	33,715.48
FUND GENERAL FUND	33,715.48
101 000 000	2,459.52
FUND STREET FUND	2,459.52
104 000 000	3,603.48
FUND HOTEL/MOTEL TAX FUND	3,603.48
105 000 000	228.26
FUND CAPITAL IMPROVEMENT FUND	228.26
401 000 000	16,547.00
FUND UTILITY FUND	16,547.00
631 000 000	744.30
FUND CAFETERIA PLAN	744.30
TOTAL	57,298.04

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

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WARRANT/CHECK	DESCRIPTION	DATE	TRAN	AMOUNT
14849	KELLY BEECH	06/30/2014	7	3,069.10
14850	NANCY I. CONARD	06/30/2014	7	3,191.33
14851	LAUREL WILSEY	06/30/2014	7	1,477.12
14852	MARION L. GARNER	06/30/2014	7	1,522.51
14853	BONNIE M. ABNEY	06/30/2014	7	552.00
14854	ELLEN MORLEY WHITE	06/30/2014	7	86.38
14842	WILLIAM LARUE	06/13/2014	7	1,889.33
14855	WILLIAM LARUE	06/30/2014	7	2,801.79
14843	PAUL VINSANT	06/13/2014	7	1,000.00
14856	PAUL VINSANT	06/30/2014	7	2,379.12
14844	JESSE LYNN	06/13/2014	7	1,300.00
14857	JESSE LYNN	06/30/2014	7	1,458.57
14858	GREGORY R. CANE	06/30/2014	7	2,301.72
14859	DANIEL D. DALTON	06/30/2014	7	3,200.52
14860	LISA M. HEATHERLY	06/30/2014	7	374.89
14845	JIMMY R. WADLINGTON	06/13/2014	7	1,400.00
14861	JIMMY R. WADLINGTON	06/30/2014	7	1,384.08
14846	KELLY R. RIEPMA	06/13/2014	7	1,600.00
14862	KELLY R. RIEPMA	06/30/2014	7	2,424.73
14863	LEROY RIEPMA	06/30/2014	7	406.66
14864	AUSTIN HUMPHRIES	06/30/2014	7	659.75
14865	TOWN OF COUPEVILLE	06/30/2014	7	12,991.50
14866	TOWN OF COUPEVILLE	06/30/2014	7	405.62
14867	DEPT. OF RETIREMENT-PERS	06/30/2014	7	5,754.71
14868	DEPT. OF LABOR & INDUSTRY	06/30/2014	7	2,297.92
14869	AWC EMPLOYEE BENEFITS	06/30/2014	7	10,849.83
14870	DEPT. OF RETIREMENT	06/30/2014	7	1,658.00
14871	AFLAC	06/30/2014	7	88.38
TOTALS				68,525.56

# 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>9</b>	<b>7</b>							<b>67</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	9	7							67
Closed Arrest	9	5	4	5	4	3							30
Closed Other	18	0	4	1	2	1							26
Open Cases	0	3	1	1	3	3							11

## 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>33</b>	<b>17</b>							<b>207</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	0							0
DWLS	0	0	1	0	1	2							4
Speed	15	0	0	3	4	2							24
Seatbelt	0	0	0	0	0	0							0
Cell Phone	0	0	0	1	0	1							2
No Insurance	0	0	0	0	1	2							3
Vehicle Registration	2	0	2	1	1	0							6
Equipment	0	0	0	0	0	0							0
Other	1	0	0	1	1	1							4
<b>Total Stops</b>	<b>18</b>	<b>0</b>	<b>3</b>	<b>6</b>	<b>8</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

## WARNINGS

2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Speed	0	0	3	16	11	7							37
Seatbelt	0	0	1	0	1	0							2
Cell Phone	0	0	0	0	0	0							0
No Insurance	0	0	0	0	0	1							1
Vehicle Registration	0	0	0	1	1	0							2
Equipment	0	0	0	3	3	0							6
Other	71	17	10	8	9	1							116
<b>Total Stops</b>	<b>71</b>	<b>17</b>	<b>14</b>	<b>28</b>	<b>25</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</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	13	12							77	139	121	161	145	103	88	82	65	77	86	65	58	79
Alarm	12	8	4	2	3	4							33	69	61	91	70	60	57	88	80	92	63	66	64	53
Animal control	5	2	3	1	2	13							26	79	69	92	67	62	57	37	62	57	68	66	54	58
Assault	4	2	0	1	2	1							10	26	23	33	26	26	30	25	24	34	34	29	32	25
Assist, agency	2	1	6	4	7	2							22	39	43	50	31	59	74	71	718	644	603	485	416	307
Assist, public	19	7	16	14	29	20							105	223	249	250	212	188	168	153	143	187	241	153	194	189
Burglary	2	0	1	1	1	1							6	10	21	35	13	23	18	13	23	11	16	16	21	11
Child abuse/neglect	0	0	0	0	0	1							1	5	5	4	3	0	2	0	0	1	0	0	3	0
Court order violation	0	3	1	0	0	2							6	13	15	8	4	12	4	2	7	4	13	11	9	10
Custodial interference	0	0	0	0	0	0							0	1	1	6	6	1	1	2	1	1	1	6	3	5
Disorderly	9	2	6	6	1	7							31	93	105	119	147	96	122	68	52	40	52	37	49	61
Domestic violence	4	1	1	1	1	1							9	14	17	42	21	39	18	26	26	17	39	20	16	33
Fire call	1	1	0	0	2	0							4	13	19	14	25	37	23	42	47	24	42	28	34	26
Fraud	2	1	5	0	1	1							10	19	21	21	19	11	14	13	13	12	8	11	9	4
Fraud, bad checks	0	0	0	0	0	1							1	2	2	1	6	8	4	6	0	4	5	4	22	34
Harassment	1	0	0	0	1	1							3	15	17	18	13	12	15	15	8	24	24	22	24	17
Juvenile complaint	0	0	0	0	0	0							0	4	12	17	26	22	19	12	9	11	31	7	5	13
Liquor violation	0	0	0	0	1	1							2	4	2	6	5	2	2	8	1	0	3	2	1	0
Malicious mischief	5	1	0	2	0	0							8	13	13	16	16	25	20	34	35	24	46	46	38	26
Marine incident	1	0	0	0	1	1							3	9	8	4	9	5	9	2	1	4	6	4	9	6
Medical	0	1	0	0	0	1							2	22	24	22	35	21	40	68	72	42	60	77	62	76
Mental	0	0	0	0	1	0							1	3	4	5	3	1	3	3	0	5	5	4	6	7
Missing person	0	0	0	0	1	1							2	8	7	10	7	1	7	11	9	5	16	7	5	13
Motor vehicle accident	6	0	0	1	6	8							21	37	56	44	45	38	40	49	52	47	53	44	33	49
Nuisance	1	0	2	0	1	1							5	12	19	23	18	20	23	16	18	20	36	27	27	33
Patrol checks	3	0	1	0	1	0							5	8	6	3	2	2	2	5	2	6	9	8	7	10
Sexual assault/crime	2	0	1	0	0	2							5	3	4	10	7	3	4	3	6	4	9	6	7	6
Stolen Vehicle	0	0	0	2	0	1							1	6	6	2	1	4	1	1	0	2	0	2	10	6
Suicidal	0	0	0	0	0	1							3	9	10	12	13	9	11	10	19	7	5	5	12	9
Suspicious activity	6	0	6	1	3	6							22	97	79	68	73	56	68	75	78	83	103	75	92	88
Theft	5	4	2	2	4	3							20	50	45	46	33	33	38	45	56	41	68	66	72	51
Threats	1	0	3	0	1	0							5	17	19	21	15	14	22	13	15	12	21	16	15	10
Traffic	12	2	9	2	10	3							38	109	99	106	104	123	127	156	165	160	148	145	143	195
Trespassing	0	1	4	1	1	2							9	17	19	19	10	4	13	22	25	15	13	10	20	19
Unsecured premises	2	0	0	0	0	0							2	7	18	14	19	9	9	6	9	21	9	6	4	8
Unattended death	0	0	1	1	1	1							4	6	1	5	6	4	7	2	3	2	6	5	4	7
Vice VUCSA	0	2	0	0	1	0							3	13	18	17	11	11	12	14	24	8	15	17	11	7
Warrant arrest	4	1	2	3	1	4							15	35	34	30	34	38	31	40	35	31	38	33	35	41
Weapons violation	1	1	0	0	0	1							3	3	15	16	7	5	5	13	13	10	8	11	8	8
Welfare check	4	1	5	3	4	2							19	39	52	51	74	44	50	47	45	29	33	15	24	19
Other miscellaneous	9	3	13	10	10	14							59	149	128	94	87	121	95	154	186	167	177	155	137	117
<b>Total In Town (A)**</b>	<b>134</b>	<b>54</b>	<b>115</b>	<b>68</b>	<b>111</b>	<b>119</b>							<b>601</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	43	43							197	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>154</b>	<b>162</b>							<b>798</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%	28%	27%							25%	15%	17%	22%	30%	33%	33%	35%	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.



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## STAFF REPORT

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**DATE:** July 22, 2014  
**TO:** Mayor Nancy Conard and Members of the Town Council  
**FROM:** Kelly Beech, Clerk-Treasurer  
**RE:** Monthly Treasurer's Reports  
**ATTACHMENTS:** June 30, 2014 - Actual Fund Balance & Actual Cash Balance Report; GF Revenues & Expenditures By Category Report; Monthly Revenue & Expenditure Report.

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### July Tasks:

- Post Utility Clerk Position
- Update Office Procedures Manual
- Hardware Upgrade

**Actual Fund Balance & Actual Cash Balance Report:** The total Actual Fund Balance reported by ASP matches our actual Cash Balance as reported on the Whidbey Island Bank and LGIP bank statements.

**GF Revenues & Expenditures By Category:** This monthly report gives departmental detail of expenditures and revenues to better monitor the fiscal activity in the General Fund's various departments.

**Monthly Revenue & Expenditure Report:** In addition to the General Fund, our budget includes allocations of grant money, capital projects and special funds that do not follow a regular spending schedule. The report includes a verification of our ending cash balance for the month.

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

June 30, 2014



**Actual Fund Balance (ASP Reports)**

FUND	Beginning Balance	Revenue	Expenditures	Ending Balance
001 General Fund	\$ 668,035.34	\$ 116,837.44	\$ 81,202.57	\$ 703,670.21
101 Street/Arterial	\$ 99,518.80	\$ 13,823.22	\$ 32,416.59	\$ 80,925.43
104 Hotel/Motel Tax Fund	\$ 43,652.58	\$ 1,880.60	\$ 2,416.73	\$ 43,116.45
105 Capital Improvement	\$ 448,938.82	\$ 4,295.04	\$ 4,066.91	\$ 449,166.95
106 Drug Enforcement	\$ 1,696.45	\$ 0.12	\$ -	\$ 1,696.57
107 Harbor Imp.	\$ 23,522.59	\$ 1.68	\$ -	\$ 23,524.27
109 Park Impact	\$ 60,092.20	\$ 4.30	\$ -	\$ 60,096.50
202 1979 W/S Bond	\$ 13,381.79	\$ 0.96	\$ -	\$ 13,382.75
203 1975 W/S Bond	\$ 7,614.61	\$ 0.54	\$ -	\$ 7,615.15
209 1994 PWTF Loan	\$ -	\$ -	\$ -	\$ -
212 WWTP Loan	\$ 141,160.26	\$ 10.10	\$ -	\$ 141,170.36
303 Capital Imp. Water	\$ 640,633.04	\$ 45.82	\$ -	\$ 640,678.86
304 Capital Imp. Sewer	\$ 527,567.81	\$ 37.73	\$ -	\$ 527,605.54
401 Utility	\$ 124,952.09	\$ 112,591.44	\$ 61,770.68	\$ 175,772.85
621 Commemorative	\$ 6,699.38	\$ 0.48	\$ -	\$ 6,699.86
631 Cafeteria Plan	\$ 4,935.55	\$ 811.59	\$ 161.60	\$ 5,585.54
632 Donation (Pass Through)	\$ -	\$ -	\$ -	\$ -
<b>ASP Reported Fund Balance</b>	<b>\$ 2,812,401.31</b>	<b>\$ 250,341.06</b>	<b>\$ 182,035.08</b>	<b>\$ 2,880,707.29</b>
802 Claims Warrants	\$ 204,431.25	\$ 96,354.27	\$ 213,159.87	\$ 87,625.65
803 Payroll Warrants	\$ 64,048.60	\$ 68,525.56	\$ 65,595.89	\$ 66,978.27
<b>ASP Reported Cash Balance</b>	<b>\$ 3,080,881.16</b>	<b>\$ 415,220.89</b>	<b>\$ 460,790.84</b>	<b>\$ 3,035,311.21</b>



**Actual Cash Balance (Bank Statements)**

	Deposits	Withdrawals	June 30, 2014
<i>Investments (LGIP)</i>	\$ 2,811,257.63	\$ 38,605.41	\$ 2,849,863.04
<i>Whidbey Island Bank (WIB)</i>	\$ 269,424.43	\$ 291,585.54	\$ 185,248.17
<i>Petty Cash Fund</i>	\$ 200.00		\$ 200.00
		<b>WIB+Petty Cash</b>	<b>\$ 185,448.17</b>
Cash Sheet	\$ 269,623.53	\$ 415,220.89	\$ 185,448.17
NSF CK Returned	\$ -	\$ -	\$ -
O/S Deposit	\$ -	\$ -	\$ -
Cash Sheet Balance			\$ 185,448.17
<b>Total Cash Balance (WIB+LGIP+Petty Cash)</b>			<b>\$ 3,035,311.21</b>
Outstanding Claim Warrants (802)			\$ 87,625.65
Outstanding Payroll Warrants (803)			\$ 66,978.27
<b>April Ending Fund Balance</b>			<b>\$ 2,880,707.29</b>



### 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	148,721	87,941							542,112	1,009,173	53.7%	\$ 467,061
Licenses/Permits	6,614	9,300	2,154	10,357	3,177	1,412							33,014	44,075	74.9%	\$ 11,061
Intergov	2,414	0	13,890	2,712	0	4,242							23,257	33,424	69.6%	\$ 10,167
Charges	6,237	2,583	1,964	4,882	3,587	2,198							21,452	27,600	77.7%	\$ 6,148
Fines/Forfeits	2,060	1,563	891	1,102	948	895							7,459	6,010	124.1%	\$ (1,449)
Miscellaneous	3,682	1,642	2,269	2,585	1,640	2,687							14,504	30,737	47.2%	\$ 16,233
Non-Revenue	1,268	961	421	655	438	266							4,009	6,100	65.7%	\$ 2,091
Transfer in	17,155	17,155	17,155	17,155	17,155	17,155							102,932	205,863	50.0%	\$ 102,932
Grants	0	0	0	0	1,639	0							1,639	495,523	0.3%	\$ 493,884
<b>TOTAL</b>	<b>93,633</b>	<b>129,252</b>	<b>77,222</b>	<b>156,170</b>	<b>177,305</b>	<b>116,797</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>750,378</b>	<b>1,858,505</b>	<b>40.4%</b>	<b>\$ 1,108,127</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	300	302							2,764	20,600	13.4%	\$ 17,836
Court	-	3,400	1,250	2,024	5,963	358							12,995	43,805	29.7%	\$ 30,810
Finance	20,734	20,496	25,703	19,654	21,752	20,150							128,490	288,075	44.6%	\$ 159,585
Legal Services	-	2,083	3,684	4,498	6,790	1,234							18,288	24,000	76.2%	\$ 5,712
Central Services	67,266	11,409	6,805	6,425	7,678	4,137							103,720	156,612	66.2%	\$ 52,892
Police	41,100	38,225	135,182	2,915	108,082	14,185							339,688	560,701	60.6%	\$ 221,013
Fire Control	-	-	-	-	3,400	-							3,400	8,000	42.5%	\$ 4,600
Emergency Mgmt	-	-	1,247	844	444	651							3,186	16,950	18.8%	\$ 13,764
Envrmtl Presvtn	890	2,915	2,295	23,916	-	139							30,155	500,523	6.0%	\$ 470,368
Public Works	4,341	2,890	4,133	4,246	4,452	4,660							24,723	55,007	44.9%	\$ 30,284
Economic Dev	-	-	-	-	-	-							-	2,000	0.0%	\$ 2,000
Planning	5,890	6,421	4,820	8,180	7,621	8,980							41,911	72,950	57.5%	\$ 31,039
Building	2,160	4,298	1,553	2,720	3,150	11,464							25,344	37,800	67.0%	\$ 12,456
Public Health	-	-	-	-	180	-							180	500	36.0%	\$ 320
Recreation	1,066	936	519	619	1,077	665							4,882	17,940	27.2%	\$ 13,058
Parks	4,499	4,639	5,658	5,376	6,553	8,085							34,810	91,885	37.9%	\$ 57,075
Community Garden	-	-	-	-	-	-							-	300	0.0%	\$ 300
Disbursements	-	-	-	3,903	-	-							3,903	6,000	65.1%	\$ 2,097
Non Expenditure	-	-	-	63	-	-							63	100	63.0%	\$ 37
Capital Outlay	-	17,925	1,308	3,186	-	6,151							28,571	87,600	32.6%	\$ 59,029
WTSC Grant	-	-	-	-	-	-							-	-	0.0%	\$ -
<b>TOTAL</b>	<b>148,179</b>	<b>116,353</b>	<b>194,768</b>	<b>89,168</b>	<b>177,443</b>	<b>81,162</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>807,072</b>	<b>1,991,348</b>	<b>40.5%</b>	<b>\$ 1,184,276</b>



## Monthly Revenue Report for Budget Amounts

Fund	Name	Month to Date	Year to Date	Budgeted	Remaining	
001	General	\$ 116,796.60	\$ 750,377.55	\$ 1,858,505.00	\$ 1,108,127.45	40%
101	Street	\$ 13,823.22	\$ 106,191.69	\$ 575,356.00	\$ 469,164.31	18%
104	Hotel/Motel Tax Fund	\$ 1,880.60	\$ 14,592.31	\$ 40,100.00	\$ 25,507.69	36%
105	Capital Improvement	\$ 4,295.04	\$ 15,078.22	\$ 31,000.00	\$ 15,921.78	49%
106	Drug Enforcement	\$ 0.12	\$ 0.85	\$ 5.00	\$ 4.15	17%
107	Harbor Improvements	\$ 1.68	\$ 1,569.17	\$ 1,400.00	\$ (169.17)	112%
109	Park Impact Fee	\$ 4.30	\$ 900.54	\$ 100.00	\$ (800.54)	901%
202	79 Wtr & Swr Rev	\$ 0.96	\$ 5,657.40	\$ 5,670.00	\$ 12.60	100%
203	75 Wtr & Swr Rev	\$ 0.54	\$ 6.15	\$ (2,171.00)	\$ (2,177.15)	0%
209	95 PWTF	\$ -	\$ (3,493.12)	\$ (3,495.00)	\$ (1.88)	-
212	02 WWTP	\$ 10.10	\$ 92,899.71	\$ 93,124.00	\$ 224.29	100%
303	Capital for Water	\$ 45.82	\$ 9,322.78	\$ 5,200.00	\$ (4,122.78)	179%
304	Capital for Sewer	\$ 37.73	\$ 11,263.77	\$ 6,300.00	\$ (4,963.77)	179%
401	Utility	\$ 112,591.44	\$ 429,859.91	\$ 957,250.00	\$ 527,390.09	45%
621	Commemorative	\$ 0.48	\$ 3.41	\$ 520.00	\$ 516.59	1%
631	Cafeteria Plan	\$ 811.59	\$ 2,436.25	\$ 13,020.00	\$ 10,583.75	19%
632	Donation (Pass Through)	\$ -	\$ 1,000.00	\$ -	\$ (1,000.00)	0%
		<u>\$ 250,300.22</u>	<u>\$ 1,437,666.59</u>	<u>\$ 3,581,884.00</u>	<u>\$ 2,144,217.41</u>	<u>40%</u>

June 30, 2014

50%



## Monthly Expenditure Report for Budget Amounts

Fund	Name	Month to Date	Year to Date	Budgeted	Unexpended	
001	General	\$ 81,161.73	\$ 807,071.85	\$ 1,991,347.00	\$ 1,184,275.15	41%
101	Street	\$ 32,416.59	\$ 257,444.00	\$ 578,293.00	\$ 320,849.00	45%
104	Hotel/Motel Tax Fund	\$ 2,416.73	\$ 4,812.38	\$ 55,640.00	\$ 50,827.62	9%
105	Capital Improvement	\$ 4,066.91	\$ 20,308.22	\$ 185,241.00	\$ 164,932.78	11%
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	\$ -	\$ 2,625.00	\$ 5,450.00	\$ 2,825.00	48%
203	75 Wtr & Swr Rev	\$ -	\$ 5,237.50	\$ 10,850.00	\$ 5,612.50	48%
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	\$ 61,770.68	\$ 512,736.69	\$ 1,019,385.00	\$ 506,648.31	50%
621	Commemorative	\$ -	\$ -	\$ 6,570.00	\$ 6,570.00	0%
631	Cafeteria Plan	\$ 161.60	\$ 1,786.37	\$ 13,000.00	\$ 11,213.63	14%
632	Donation (Pass Through)	\$ -	\$ 1,000.00	\$ -	\$ (1,000.00)	0%
		<u>\$ 181,994.24</u>	<u>\$ 1,662,088.56</u>	<u>\$ 5,147,895.00</u>	<u>\$ 3,485,806.44</u>	<u>32%</u>

	MTD	YTD	Budgeted
Beginning Fund Balance		\$ 3,105,129.26	\$ 2,532,473.00
Ending Fund Balance	\$ 68,305.98	\$ 2,880,707.29	\$ 966,462.00