



TOWN COUNCIL MEETING

AGENDA

Island County Hearing Room

August 9, 2016

6:30 pm

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CHANGES AND APPROVAL OF AGENDA

APPROVAL OF MINUTES

- Workshop of July 26, 2016; Regular Meeting of July 26, 2016

MAYOR'S REPORT

AUDIENCE INPUT - See NOTE

PRESENTATION

- Neighborhood Emergency Team (NET) update, NET Coordinator Bonnie Abney

PUBLIC HEARING REGARDING 2016 BUDGET AMENDMENT

- Ordinance 727 Amending Ordinance 725, by changing 2016 Budget Appropriations

NEW BUSINESS

1. **Approval of Ordinance 727 Amending Ordinance 725 by changing 2016 Budget Appropriations** - *Staff recommends approval of Ordinance 727 as presented, amending Ordinance 725 by changing 2016 Budget Appropriations.*

DISCUSSION

1. **Proposed NE Gould Street vacation – Town Council direction.**
2. **Utility Rate Education Meeting materials.**
3. **2% distribution recommendations.**
4. **Social Service Funding**

STAFF 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 acknowledged for 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.

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
Special Council Meeting
July 26, 2016
5:08 p.m.**

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

STAFF PRESENT: Clerk Treasurer Kelly Beech, Planning Director Owen Dennison

DISCUSSION

Mayor Hughes and Councilmembers discussed the Navy's request for comments on the section 106 proposed definition of area of potential effect letter. Councilmembers had many questions about the letter itself, specifically how the area is defined and how noise levels are calculated. Council requested that a representative from the Navy come to a future meeting to give more information about how noise levels are calculated. Council will discuss this further when they have more data. No action was taken at this meeting.

Clerk Treasurer Kelly Beech presented a final draft of the proposed rate increase for Council review. Questions were asked and answered. Rate study information will be presented again in informational meetings scheduled for August 18th and August 30th. No action was taken.

ADJOURNMENT: 6:20pm

Respectfully Submitted:

MAYOR:

Kelly Beech, Clerk Treasurer

Molly Hughes

**Town of Coupeville
Regular Council Meeting
July 26, 2016
6:30 p.m.**

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

STAFF PRESENT: Clerk Treasurer Kelly Beech, Planning Director Owen Dennison

CHANGES AND APPROVAL OF THE AGENDA

The agenda was approved as presented.

APPROVAL OF MINUTES

The minutes of the Regular Meeting of July 12, 2016 were approved with minor corrections.

MAYOR'S REPORT

- Mayor Hughes shared that the sound system at the Rec Hall has been rehabilitated thanks to the efforts of Barry Rix.
- Mayor Hughes reminded the Council that the Annual Town Concert will be on September 11th, at 12:30 immediately following the Salmon BBQ.
- Mayor Hughes and Planning Director Owen Dennison met with staff at Island County to discuss the road projects and how to apply for funds.
- Mayor Hughes and Public Works Superintendent Kelly Riepma are working on a list of roads that qualify for TIB funding for chipseal and overlay to determine which projects might be included in our application for funds, which is due August 20th.
- Mayor Hughes shared that staff had a farewell BBQ for Paul Vinsant who has left to take a position with more responsibility.
- Mayor Hughes passed out information about a Puget Sound Energy program that will be conducting a door-to-door outreach on August 9-10.
- Mayor Hughes attended the Ebey's Partners meeting and shared that the Ferry House would be open to the public on August 20th from 10am until 4pm.

PUBLIC HEARING REGARDING THE SIX YEAR TIP

Mayor Hughes opened the Public Hearing at 6:55pm. The Mayor asked if there were any conflicts of interests or appearance of fairness problems. None were voiced. The Mayor presented the staff report discussing the Six-Year TIP and invited the public to speak. No comments were made. Councilmembers had no questions and the Hearing was closed at 7:00pm.

NEW BUSINESS

Approval of Resolution #16-06 Adopting a Six-Year Transportation Improvement Plan

Council Action: A motion was made by Councilmember Jackie Henderson, second by Councilmember Catherine Ballay to approve Resolution #16-06, adopting the 6-year Transportation Improvement Program for 2016 through 2022. The motion passed unanimously.

Approval of June 2016 Payroll and July 2016 Claims Vouchers/Warrants

Council Action: A motion was made by Councilmember Jackie Henderson, second by Councilmember Dianne Binder to approve the June 2016 payroll transactions and warrants #31682 to #31687 for a total of \$75,710.78; and the July 2016 A/P transactions and warrants #31713 to #31778 for a total of \$111,108.73. Questions were asked and answered. The motion passed unanimously.

DISCUSSION

Clerk Treasurer Kelly Beech presented information to the Council about a suggested Budget Revision for 2016. The Public Hearing for the 2016 Budget Revision is scheduled for August 9th during the next Regular Council Meeting. No action was taken.

COUNCIL REPORTS

Councilmember Catherine Ballay had nothing to report.

Councilmember Jackie Henderson reported that the Island Transportation Planning Organization (ITPO) is paying close attention to human services. They are paying special attention to those services that have been cut or reduced that directly affect those members of our community who need the services the most. The ITPO is looking for funding solution from WSDOT for these needs. One of the suggested projects would help pay volunteers to take qualified applicants to medical appoints. Councilmember Henderson also reported that Island Transit is operating smoothly.

Councilmember Pat Powell had nothing to report, but did comment on Langley's transition to LED streetlights.

Councilmember Lisa Bernhardt reported that the Ebey's Trust Board meeting included discussion about the upcoming Centennial. There are 3 new wayside signs planned for this year and 9 more for next year. Councilmember Bernhardt shared that 1 of the signs would be at the scenic overlook, another at the bench on the trail, and the last at the top of the stairs on Ebey's bluff. Finally, Councilmember Bernhardt shared that Jan Pickard has chosen not to renew her term as a board member.

Councilmember Dianne Binder reported on July 20th she attended the Island County EDC meeting as an ex-officio member for the Town of Coupeville. She was impressed that are 24 members on their board, and how organized they seem to be. At the meeting a reminder went out to attendees about National Lemonade Day, which is August 20th. Finally, Councilmember Binder reported that tourism is up 23% over this time last year and listed a number of projects Sherrye Wyatt is working on, including a visitor's survey, film production promotion, and updates to their website.

STAFF REPORT

Planning Director Owen Dennison discussed the process an applicant would take before beginning to clear a piece of property and the guidelines limiting the amount of clearing that could occur prior to the issuance of a building permit.

ADJOURNMENT: 7:50pm

Respectfully Submitted:

MAYOR:

Kelly Beech, Clerk Treasurer

Molly Hughes

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

TOWN OF COUPEVILLE

From the desk of Molly Hughes, Mayor of Coupeville

MEMORANDUM

August 4, 2016

TO: Town Council

FROM: Molly Hughes 

RE: Cascadia Rising After Action Report from NET

Attached you will find a great report from NET on their Cascadia Rising drill. As you recall, the NET planned and executed this drill as part of the national emergency preparedness program.

I have recapped a little of the drill for you in a previous Council meeting. Our NET coordinator, Bonnie Abney, will be coming to the meeting to give you more detail on the drill and to answer any questions you may have.

Coupeville Neighborhood Emergency Team

Disaster Response/Recovery Support Exercise

After Action Report

Cascadia Rising

Mission # 16 - EX -004

June 9, 2016

Prepared By: Eve Parrish
Neighborhood Emergency Team Training Officer

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After Action Report

Cascadia Rising Drill

June 9, 2016

I. Exercise Description

With approval of the Mayor of the Town of Coupeville, to whom the NET reports, the exercise was planned to coincide with the northwest regional "Cascadia Rising" earthquake response drill organized by FEMA for the week of June 6-10, 2016.

A mission number, 16-EX-004, was obtained from the State of Washington Dept. of Emergency Management, providing overall approval and awareness of the drill to cognizant authorities.

All volunteers – NET members and spontaneous volunteers – were registered as Washington State Emergency Workers. NET members had been pre-registered. Spontaneous event volunteers completed the paperwork needed to make them Emergency Workers as well on arrival at the Volunteer Reception Center (VRC). All volunteers had or were issued identification numbers: NET member numbers were on their badges or entered on the time sheets. Spontaneous event volunteers were given numbered wristbands. All volunteers were given safety briefings prior to beginning any task.

Objectives

1. Conduct a complete situation assessment and resident wellbeing check of selected neighborhoods, document and report findings. Report and respond to specific encounters built into the exercise.
2. Open and operate a Volunteer Reception Center. Accept requests from Incident Command for volunteer assistance with disaster response and recovery. Assign appropriate individuals to fulfill requests using established techniques for registering, interviewing, deploying, and tracking volunteers as they proceed to perform assigned tasks and return to the VRC upon completion.
3. Demonstrate intra-team communication and coordination, using radios, cell phones, and planned information-sharing actions.
4. Demonstrate positive control of the exercise by ensuring that participants are properly registered and accounted for throughout their participation.

Evaluation criteria Each objective was to be evaluated using tangible measures, as well as detailed debriefing of the participants.

1. For Neighborhood Checks all teams are to:

- Attend safety briefing prior to leaving the briefing area
- Complete situation assessment and resident wellbeing check across assigned neighborhood within three hours
- Document findings and actions noting conditions, time of day (start and finish), and specific noteworthy conditions
- Make “9-1-1” calls when encountering 5 specific situations

2. For VRC operations the VRC Staff is to:

- Have all necessary supplies and personnel on hand to open the VRC within 2 hours of a request from the Mayor to do so
- Process volunteers in a systematic way, to ensure registration as Washington State Emergency Workers, proper identification, assignment, and tracking of volunteers through task completion
- Maintain a current list of tasks received from outside authorities
- Maintain a record of all volunteers assignments using established forms
- Ensure that all volunteers are given a safety briefing prior to leaving the VRC

3. All Neighborhood Teams, the VRC Staff, the NET Incident Control Team and the “911 Team” are to establish and maintain communication using documentation, cell phones and radios such that :

- Neighborhood Check observations and encounters are documented and, as appropriate, relayed to the NET Coordinator or “911”.
- Incident Command requests for resources to assume tasks are listed, assigned and tracked as volunteers move through the five station registration and assignment process.

4. NET Incident Control Team is to ensure control as evidenced by:

- A Master Log of all exercise participants, including name, ID#, start and stop times
- A Master Log and supporting documentation for each request for volunteer assistance

II. Scenario

At approximately 2AM PDT a 8.0 earthquake struck the Pacific Northwest region, centered about 100 miles offshore, level with Tacoma.

Whidbey Island has experienced moderate shaking, and Coupeville has been affected to varying degrees. There are reports of damage but no injuries reported, although EMS has been dispatched to address a few situations. Power is on.

The Town of Coupeville utility is concerned about the integrity of parts of the town's water system, particularly the status of pipes in the older parts of town near the Front Street business area.

The Mayor has activated the NET and requested that neighborhood checks be performed in the neighborhoods of Pennington, Old Town North, Old Town South, and Krueger. She has also requested that a Volunteer Reception Center be established, to handle anticipated offers of help as residents begin to respond, and to organize individuals and teams to help out.

The NET will respond by conducting complete checks of these neighborhoods, and by opening a VRS. We will operate under authority of the Mayor and be directed by the acting Incident Commander.

III. Sequence of operations

The drill was planned to involve several groups of NET people. Each group was called out and performed their duties according to a schedule that supported simultaneous operations in different places. The drill began at 0700, and concluded at 1410.

0700 Call-out of staging team – 12 NET members, tagged the "Staging Team". distributed 20 colored card situations mounted on stakes throughout each of the four designated neighborhoods

0800 Call-out of Captains – the Captains of the four targeted neighborhoods were called out for a briefing. They each called their Co-Captains. Captains and Co-Captains from other neighborhoods were called to fill in where targeted teams had members unavailable.

0830 Call-out of VRC team and "9-1-1" operators – the NET VRC team Captain and the "9-1-1" NET members were called for a briefing. They were directed to open a VRC at the Methodist Church and requested to begin work within 1 hour.

0830 Neighborhood situation assessment and wellbeing checks conducted and documented – each of the 4 neighborhood teams completed initial surveys and detailed wellbeing check

1000 VRC opened – the staff VRC staff was augmented by members of RACES, who were on hand to relay pseudo-family support messages inserted into the exercise. several groups of volunteers presented themselves for task assignment; these were NET members, members of the Red Cross, county workers and people in the community who heard about the drill.

1015 Task Worksite Center opened –in lieu of real disaster sites a single site was opened to receive volunteers who had been assigned tasks to assist in the response to the faux disaster. Located at a site separate from the VRC volunteers, assignments in hand, were to proceed to this location, the Community Bible Church at 6th and Otis. On arrival volunteers completed a survey on their experience at the VRC, reviewed hazard maps of the island, spoke with the RACES representative, watched videos provided by the DEM and were treated to refreshments before returning to the VRC to sign out of the exercise.

1100-1230 Debrief of Captains & Neighborhood Teams – as teams completed their neighborhood checks, they reported to the VRC, turned in their completed Neighborhood Check forms/ The were debriefed by the NET Incident Control and the exercise designers. The “9-1-1” operators were told to stand down and return to the VRC.

1300 Termination of Exercise and closure of VRC and task Center – the NET Incident Control Team determined that all spontaneous volunteers in the immediate vicinity had been processes and assigned, and notified the VRC and task center to shut down operations, gather up forms and supplies and report back to NET Incident Control.

1300-1400 Debrief of “9-1-1” operators and VRC team – NET members who served as “9-1-1” operators were debriefed, as was the VRC team.

1400 Hot wash debrief of entire NET team – the entire remaining group (several people had to leave before this time and had signed out). A member of the NET Incident Control team addressed the entire group and provided a top-level summary of the drill, noted accomplishments, and summarized lessons learned. Thanks were offered to the Mayor (who was present during much of the exercise) other agencies supporting the drill, and the entire NET team.

1400-1410 Demobilization – All remaining registration sheets, task sheets, and the wellness check sheets from the neighborhood Captains, were collected for further analysis and record-keeping. Several NET members including the VRC team re-arranged furniture, swept floors, and took out trash, to restore the spaces to their original condition. Supplies from all venues used during the drill were returned to the NET Inventory.

IV. Observation, data collection, and analysis

A total of 37 NET members participated in the exercise. A total of 20 people participated as spontaneous volunteers.

Exhibit A1

All Incident Volunteer Numbers and Hours

Time Sheet Reverence	Number of NET Volunteers	Number of Spontaneous/Event Volunteers	Hours
Sheet 1 of 6	7	3	56.5
Sheet 2 of 6	9	1	53.5
Sheet 3 of 6	10	0	56
Sheet 4 of 6	9	2	18.5
Sheet 5 of 6	1	6	7.75
Sheet 6 of 6	1	8	10.5
TOTAL	37	20	202.75

Summary of All Volunteers and Hours Donated

Total Volunteers	57
NET Volunteers:	37
Spontaneous/Event Volunteers:	20
Total Hours donated to drill:	202.75 hours

Exhibit A2

NET Incident Control Leadership

Location	Number of Volunteers	Hours
All Venues	3	25.5

Summary of NET Incident Control Team

Total Hours donated to drill:	25.3 hours
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Exhibit A3

Neighborhood Check Data (does not include data re NET Incident Control Leadership)

Neighborhood	A # Residences	B # Residences Checked	C # Volunteers Engaged in Staging	D* # Hours Staging	E # Volunteers Engaged in Check	F** # Hours Worked In Check	G # Attending Debriefing/ Hot Wash	H # Hours Debriefing/ Hot Wash
Krueger	105	105	3	7.5	4	17.5	2	2
Old Town North	62	55	3	6	3	14	1	1
Old Town South	91	82	3	6	3	18	3	3
Pennington	97	93	3	6	3	18	2	2
TOTAL	355	335	12	25.5	13	67.5	8	8

* Column D reflects pre-staging briefing + staging + post staging report x # volunteers

** Column F reflects pre-check briefing + check + Team post check review x # volunteers

Summary of Neighborhood Check Data

Volunteer supporting Neighborhood Checks (columns C and E): 25 Volunteers
Hours dedicated to Neighborhood Checks (columns D, F, & H): 101 Hours

Exhibit A4

Volunteer Reception Center Data (does not include data re NET Incident Control Leadership)

Location	Number of Volunteers	Hours
Volunteer Reception Center	13	56.5
Task Worksite Center	4	20
TOTAL	17	76.5

Summary of Volunteer Reception Center Data

VRC + TWC Staff: 17 Volunteers
VRC + TWC Staff:Hours : 76.5 Hours

A. Neighborhood Check: Situation Assessment and Resident Wellbeing

Each of 4 neighborhood teams, Pennington, Old Town North, Old Town South, and Krueger proceeded to do a preliminary situation assessment of its territory, followed by a house-to-house check using custom formatted data entry sheets and guidelines provided in the Team Clipboard Kit.

The staging team had placed 20 different placards throughout each neighborhood, outlining a variety of situations requiring judgement and action by the Captain.

The average time required to complete the checks was 2 – 3 hours per neighborhood.

Exhibit B

List of Encounters during Neighborhood Checks

Asterisked items are to have been reported to "911"

1. Water is free-flowing across the street at this location. The water is muddy. Source is not obvious.
2. Resident has fallen and is injured. He is alone and is in distress. He was unable to call for assistance. *
3. House is off its foundation. No one appears to be at home.
4. Resident is injured. Companion is present and has bandaged the injury.
5. Large sink hole at this location. Pedestrian and vehicle traffic endangered. No signs yet posted. *
6. Elderly resident is sitting on her lawn. She lives alone and is nervous about the prospect of after-shocks and is afraid to go into her home.
7. Resident requests help turning off hose bib.
8. Resident has difficulty breathing; unable to speak. Young child is alarmed at her distress. *
9. Propane tank is hissing; resident asks for help.
10. Child is wandering in the street.
11. Resident reports low water pressure.
12. Resident asks what is going on and wants to help.
13. Asphalt is broken. Road is impassable. Large crevices at break points. No signs posted.
14. Neighbors at two adjacent houses do not have personal vehicles. They request assistance in getting to the Clinton ferry.
15. House partially collapsed. Residents are trapped and are calling for help. *
16. Landslide has hit home pushing it off its foundation. Power lines have fallen across the driveway. Neighbors say residents are out of town.
17. Multiple trees down across road taking power lines with them. Broken lines may have live wires. *
18. Trees down onto private vehicle. Owner insists wife needs her prescription filled. Requests we arrange for transportation to pharmacy or that we go to the pharmacy to secure the item.

19. Family dazed and frightened. Neighbors say father away at work off-Island. Mother and grandmother speak only Spanish. Children are toddlers.
20. Home appears OK but family fears earthquake made it unstable. They request assistance in finding alternative housing.

Neighborhood Check De-brief Summary

Upon completion of their neighborhood checks, each team was debriefed by the Incident Command Team. Comments and suggestions are summarized below.

What worked:

- 100% of both the staging team and Neighborhood Check teams reported to their initial briefings on time and properly equipped.
- Good team coordination and strong commitment completing the task correctly.
- Credible situations – gave team chance to think through responses.
- The 1-page color-coded response guideline sheet worked well.
- Average of 40% of residents home during the wellness check; This gave volunteer the opportunity to explain the drill and emphasize preparation to residents.
- The 5 encounters inserted into the exercise that should be reported to “9-1-1” were correctly reported by all four Neighborhood Check teams.

Suggestions & Observations

- The reception of the borrowed radios used by neighborhood captains and the VRC was sketchy and unreliable. NET Incident Control had to go outside the VRC building to obtain reception in most instances. New radios on order are hoped to improve this.
- Neighborhood teams need walkie talkies or radios for internal communication - at least one walkie talkie or radio per duo.
- Neighborhood team members should have whistles.
- Team members should have watches to document contact times – using smart phones can quickly deplete batteries.
- Buddy system recommended to ensure ready assistance to volunteer encountering complex situation as well as general safety.
- Add encounters involving animals.
- Need guidance in how to deal with children who are unaccompanied.
- Faux “9-1-1” operators need be separated sufficiently to avoid confusion as to who is talking with whom.
- It was lightly raining, and was hard to write on the check forms.
- Suggest providing teams with caution tape in a real emergency – can help out Public Works in marking hazards.

B. The Volunteer Reception Center (VRC) Operation

The VRC Team was called out later than planned, but was still able to organize and set up the site within 1 hour. The formal opening was at 1000 as planned. The innovative staging of VRC station supplies in separate bins made the quick set-up possible.

Five discrete stations were staffed. The staff used protocols that the team had studied and incorporated in notebooks. These notebooks were referenced throughout the exercise. A variety of data collection forms were included providing continuous accounting of who appeared to volunteer, at what time, how they were assigned to help, when they reported for work, and when their tasks were completed and they were signed out of the exercise.

A variety of tasks to which volunteers were to be matched with and assigned was used by the VRC team. These are listed in Exhibit C. The VRC was closed at 12:30. In the two and a half hours 20 volunteers were received, registered, assigned, given safety briefings, deployed, and demobilized.

Exhibit C List of Tasks for Volunteers

1. Work as a team to operate back hoe to remove debris on Front Street
2. Assist in opening resident comfort center at the Rec Hall
3. Check on status of lift stations at various locations and report
4. Work as a team to set up barricades per Public Works request
5. Work as a team to clear a driveway on NW 7th Street.
6. Help clear debris from entrance to Public Works shop.
7. Proceed to Krueger neighborhood to get a status report from the Neighborhood Captain, report back.
8. Stage supplies for potential opening of comfort center at the Recreation Hall.
9. Set up sandwich boards outside Library and 5 other locations.
10. Proceed to Front Street to help Marshal communicate with agitated visitor who speaks only Spanish.
11. Assist with care of shelter occupants' companion animals.
12. Board up several broken windows in the downtown.
13. Need flagger at 9th and Leach.
14. Build temporary walkway at Recreation Hall where pavement has broken.
15. Respond to request to stay with elderly resident on Madrona.
16. Work as a flagger team at intersection of Coveland and Main.
17. Deliver case of water from inventory cache to VRC.
18. Help out Public Works in finding a water leak along Front street.
19. Set up mobile generators at 3 different locations.
20. Join food preparation/serving team at Recreation Hall.
21. Assist Mayor in gathering information for status report.

22. Assist with child care at high school.
23. Report to Marshal to help Chinese visitors to understand what's going on.
24. Build temporary ramp to help move supplies in and out of inventory cache.
25. Drive family to ferry to meet relatives who can take them in.
26. Help residents on 6th street open their garage door (power is off there).
27. Visually inspect water tower and nearby property and report status.
28. Work with Town Treasurer n processing of expense request documentation.
29. Deliver messages to the County DEM EOC and remain available to assist as needed.

Debrief Summary

Upon closure of the VRC, the entire team was debriefed by the NET Incident Control Team. The following is a summary of the debrief session:

What worked:

- The workbook developed by the team was used throughout and provided a good guide.
- The supplies were adequate to support the functions.
- The VRC site supported the requirement for 5 stations and an orderly flow of volunteers.
- The Task Center supported greeting and certifying that workers had appeared. In an actual emergency, a Task Center may be needed to issue equipment and further instructions .
- Pre-staging the supplies for the VRC was the secret to being able to set up quickly, as was the prior planning for the layout of the VRC and the Task Center. In a real emergency, access to supplies from the cache will be critical.

Suggestions & Observations:

- In a real disaster, access to supplies from the cache will be critical.
- Clarify process at the VRC Station #1.
- Need an usher to steer people to Station #2.
- Need bigger signs to designate the stations.
- Need more clipboards at station #2.
- Do we need a simpler registration form? Seems to be a lot of signing Station #3 – do we need a “volunteer light” tasking protocol for those people whom we don’t know well? Suggest using smart phone to photograph volunteers without a picture id.
- Station #4 – provide time at safety briefing for volunteers to ask questions
- Station #5 - Time sheet needs to distinguish between NET & non-NET volunteers.
- Need address potential duplication between regular and VRC time sheets.
- Better communicate what to do with the blue card
- Need a radio at the Task Worksite Center.
- In spite of the process, some spontaneous event volunteers were not tracked to the finish.

Task Worksite Center Evaluation

Volunteers were asked to complete a brief survey of their reactions to the volunteer process during the drill. The survey was conducted at the Task Worksite Center, but the questions pertained to the activity at the VRC.

Exhibit D 1

Volunteer Feedback Survey Questions

1. I understood that I would be helping Coupeville's Neighborhood Emergency Team practice its disaster response assistance procedures when I came to this event.
2. The directions I received when entering the Volunteer Reception Center were clear.
3. The registration process was clear and seemed appropriate for the volunteer work anticipated.
4. The Volunteer Reception Center staff was organized and efficient.
5. The Volunteer Reception Center staff answered my questions.
6. I knew where to go and how to get there where I left the Volunteer Reception Center.

Exhibit D 2

Volunteer Feedback Survey Results

17 of 20 volunteers completed the survey. Scoring options were 1.0 (lowest rating) to 5.0 (highest rating). The average rating was 4.5. The breakdown is displayed below.

Number of Evaluations	Average Rating of these Evaluations
6	5
9	4.0-4.9
2	3.0 -3.9

V. Final Evaluation

1. Objectives - The four objectives of this exercise were achieved to the extent described below:

- *Neighborhood Checks* were completed within 3 hours, 335 of 355 residences (94%) were checked. All inserted encounters were appropriately addressed by the teams.
- *The Volunteer Reception Center (VRC)* was set up and operational within 1 hour.. This exceeded the objective of 2 hours. 20 volunteers were processed and reported to the Task Center.
- *Communication* among teams and the IC Staff was achieved using radios and cell phones need to be improved. It is anticipated that new radios will correct this. Having HAM radio operators on hand was an added level of communication.
- *Incident Control* The VRC maintained a record of all volunteers through the interview, assignment, and reporting sequence. All NET participants were properly signed in and out of the exercise. Three spontaneous event volunteers did not follow the prescribed procedure to sign out as instructed.

2. Overall Assessment

The quality of the drill execution is just as important as recording what was accomplished. Several characteristics of how this drill was performed are key :

Sound Planning – This drill was developed over time, with scenario elements tailored to the Town of Coupeville. The timing of events was carefully orchestrated, avoiding confusion and ensuring that each team knew what they needed to do and perform effectively.

Team Spirit - NET members enthusiastically helped to develop tools that were useful in the exercise, such as the Q&A's for Neighborhood Captains, and the VRC workbook. They were really happy to put these tools to use and work together throughout the exercise to help one another. It was obvious that everyone wanted to do their best, and to include others in the effort.

Commitment - The lessons being learned and shared during the debriefs were owned and acknowledged. The universal reaction was "when will we do another drill?" This bodes well for the continued success of the NET as an important resource for our community.



STAFF REPORT

DATE: August 1, 2016
TO: Mayor and Members of the Town Council
FROM: Kelly Beech
RE: Ordinance 727 Amending Ordinance 725
ATTACHMENTS: Ordinance 727, 2016 Budget Revision (detail sheet), Ordinance 725

The attached 2016 Budget Amendment was brought as a discussion item to Council on July 26, 2016.

Every year Council passes a budget for the following year based on estimated fund balances and the assumption that projects scheduled to be completed in the current year will be completed, and that grant funds will be received in the same year they are expended. It is common that projects end up rolling over into the following year, that the grant reimbursement process can delay receipt of grant funds, and that projects cost less than budgeted. When this happens the result is a change in the actual beginning fund balance for the following year.

The General Fund actual beginning fund balance is higher than estimated during the budget process in 2015. The increase in available fund balance has allowed staff to schedule some of the projects discussed at a Council Workshop in February 2016. Staff time estimates (salaries and benefits) have also been adjusted to better reflect the current Town needs.

In 2015 the Town had budgeted for, and scheduled the completion of, the Madrona Way Project. Due to weather, the project was delayed into 2016. A grant reimbursement request to STPR for this same project was not received until January 2016. The combination of these two factors resulted in a lower than budgeted beginning fund balance in the Street Fund for 2016, and increased expenses in 2016. In addition to amending the budget for the Madrona Project, there are some other projects which were discussed at a Council Workshop in February 2016, which have been scheduled for completion by staff.

RECOMMENDATION:

Motion to approve Ordinance 727 as presented, amending Ordinance 725 by changing 2016 Budget Appropriations.

TOWN OF COUPEVILLE
Coupeville, Washington

ORDINANCE NO. 727

AN ORDINANCE of the Town Council of the Town of Coupeville, amending Ordinance No. 725 by changing 2016 budget appropriations for the General Fund and Street Fund.

WHEREAS, Ordinance No. 725 adopted the budget for the Town of Coupeville for the fiscal year ending December 31, 2016; and

WHEREAS, the Town Council now desires to amend the budget; and

WHEREAS, a Public Hearing has been held on August 9, 2016, and the Council has considered testimony as required by the Revised Code of Washington;

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF COUPEVILLE, WASHINGTON, as follows:

Section 1

The budget for the Town of Coupeville, Washington, for the fiscal year ending December 31, 2016, as adopted in Ordinance 725, is hereby amended as set forth in Exhibit "A".

Section 2

The total revenues and expenditures for the General Fund and Street Fund, of the Town of Coupeville are hereby appropriated as follows:

Fund Description	2016 Budget	2016 Budget Revision	2016 Amended Budget
001 General Fund	\$ 1,451,395	\$ 326,627	\$ 1,778,022
101 Street Fund	\$ 148,685	\$ 476,630	\$ 625,315

Section 3 – Effective Date

This ordinance shall take effect immediately upon passage and publication as required by law. **PASSED** by the Town Council and **APPROVED** by the Mayor on this 9th day of August, 2016.

ATTEST

MAYOR

Kelly Beech, Clerk-Treasurer

Molly Hughes, Mayor

APPROVED: August 9, 2016
PUBLISHED: August 18, 2016
EFFECTIVE: August 18, 2016

2016 Budget Revision -- Page 1 of 2

001 General Fund	Description	2016 Budget	Amendment No. 1	Amended Budget	Notes
REVENUES					
001.000.000.308.00.00.00	Beginning Fund Balance	\$ 550,851	\$ 326,627	\$ 877,478	Actual Beginning Fund Balance
001 FUND - TOTAL REVENUE AMENDED		\$	\$ 326,627		Total Revenue Authority - \$1,778,022
EXPENDITURES					
001.000.000.511.60.41.00	Professional Services - Legislative	\$ 4,000	\$ 4,000	\$ 8,000	Codification and video recording meetings
001.000.000.514.00.10.00	Salaries - Finance & Admin	\$ 97,362	\$ 18,710	\$ 116,072	Increased support staff hours
001.000.000.514.00.10.01	Extra Hours Worked - Finance & Admin	\$ 297	\$ 403	\$ 700	Extra Duty while short-handed
001.000.000.514.00.20.00	Benefits - Finance & Admin	\$ 51,892	\$ 11,174	\$ 63,066	Benefits tied to extra hours
001.000.000.518.00.31.00	Supplies - Central Services	\$ 12,000	\$ 1,500	\$ 13,500	Normal Supplies & Landscaping at Town Hall
001.000.000.518.00.46.00	Insurance - Central Services	\$ 36,081	\$ 5,919	\$ 42,000	Adjusted to actual
001.000.000.518.00.48.00	Repair & Maintenance - Central Services	\$ 11,000	\$ 4,000	\$ 15,000	Addtl SQL licenses & actual maintenance contract cost
001.000.000.518.10.41.00	Professional Services - Town Shop	\$ 200	\$ 17,000	\$ 17,200	Fence at Town Shop
001.000.000.521.00.22.00	LEOFF I Benefits	\$ 20,735	\$ (20,735)	\$ -	No longer have this expense
001.000.000.539.00.10.00	Salaries - Public Works	\$ -	\$ 8,156	\$ 8,156	Proposed Engineer (Partial Cost)
001.000.000.539.00.20.00	Benefits - Public Works	\$ -	\$ 3,052	\$ 3,052	Benefits
001.000.000.539.00.41.01	Professional Services - Special Project	\$ 15,000	\$ 9,000	\$ 24,000	WGH Project - Contract Planning Services
001.000.000.558.00.10.00	Salaries - Planning	\$ 91,025	\$ (2,135)	\$ 88,890	This includes support for Planning Director
001.000.000.558.00.20.00	Benefits - Planning	\$ 33,747	\$ 1,185	\$ 34,932	Now includes Unemployment Benefits
001.000.000.559.60.10.00	Salaries - Building Inspector	\$ 9,477	\$ (9,477)	\$ -	Budgeted for Permit Tech - support costs moved to Planning
001.000.000.559.60.20.00	Benefits - Building Inspector	\$ 3,232	\$ (3,232)	\$ -	Budgeted for Permit Tech - support costs moved to Planning
001.000.000.559.60.41.00	Professional Services - Building	\$ 22,400	\$ 77,600	\$ 100,000	Contract Services, including \$65K for WGH Plan Check
001.000.000.559.60.41.01	Special Project - Building	\$ -	\$ 10,000	\$ 10,000	WGH Project - Contract Inspection Services
001.000.000.575.50.31.00	Supplies - Rec Hall	\$ 1,000	\$ 9,000	\$ 10,000	Supplies for repairs (doors, curbs, striping, fence)
001.000.000.575.50.35.00	Small Tools & Equipment - Rec Hall	\$ 500	\$ 6,500	\$ 7,000	New PA System, New Chairs and Racks
001.000.000.575.50.41.00	Professional Services - Rec Hall	\$ 4,440	\$ 10,000	\$ 14,440	Window Cleaning, New Paint
001.000.000.575.50.42.00	Communication - Rec Hall	\$ -	\$ 600	\$ 600	Telephone
001.000.000.576.80.48.00	Repair & Maintenance - Parks	\$ -	\$ 41,180	\$ 41,180	New Roofs, Playground fall material, Town Park Kitchen Maint.
001.000.000.596.18.00.00	Equipment - Central Services	\$ -	\$ 50,000	\$ 50,000	Generator at Town Hall
001.000.000.596.39.64.00	Equipment - Public Works	\$ -	\$ 3,765	\$ 3,765	New Chipper
001.000.000.597.00.00.11	Transfer Out to Fund 101	\$ -	\$ 25,630	\$ 25,630	See Street Funds for projects
<i>Subtotal of Expenses</i>		\$ 414,388	\$ 282,795	\$ 697,183	
001.000.001.508.00.00.00	Ending Net Cash & Investment	\$ 448,426	\$ 43,832	\$ 492,258	
001 FUND - TOTAL EXPENDITURES AMENDED		\$	\$ 326,627		Total Expenditure Authority - \$1,778,022

2016 Budget Revision -- Page 2 of 2

	Description	2016 Budget	Amendment No. 1	Amended Budget	Notes
101 Street Fund					
REVENUES					
101.000.000.308.00.00.00	Beginning Fund Balance	\$ 118,288	\$ (101,486)	\$ 16,802	Actual Fund Balance (Madrona Grant Rbrsmt Rcvd Jan 2016)
101.000.000.333.20.20.01	WSDOT, STPR - L150(002)	\$ -	\$ 516,706	\$ 516,706	Expected 2016 Madrona Grant Reimbursements
101.000.000.334.03.60.00	WSDOT, TIB - 6-W-827(109)-1	\$ -	\$ 35,780	\$ 35,780	Expected 2016 Madrona Grant Reimbursements
101.000.000.397.00.00.99	Transfer-In from Gen Fund	\$ -	\$ 25,630	\$ 25,630	
	101 FUND - TOTAL REVENUE AMENDED	\$ -	\$ 476,630		Total Revenue Authority - \$625,315
EXPENDITURES					
101.000.000.542.30.10.00	Salaries - Roadways	\$ 11,471	\$ 32,529	\$ 44,000	Partial Engineer, Increased Summer Staff
101.000.000.542.30.20.00	Benefits - Roadways	\$ 5,938	\$ 10,062	\$ 16,000	Partial Engineer, Increased Summer Staff
101.000.000.542.30.31.00	Supplies - Roadways	\$ 2,000	\$ 4,845	\$ 6,845	Normal Supplies, Road Signs & Stands, Street Signs
101.000.000.542.30.35.00	Small Tools & Equipment - Roadways	\$ 100	\$ 7,000	\$ 7,100	Paint Stripper
101.000.000.542.61.31.00	Supplies - Sidewalks/Trails	\$ 400	\$ 5,000	\$ 5,400	Ninth Street Connection Trail
101.000.000.542.71.35.00	Equipment - Roadside	\$ -	\$ 8,785	\$ 8,785	New Chipper
101.000.000.595.30.63.03	Madrona Way Street Improvements	\$ -	\$ 315,996	\$ 315,996	Weather delayed project into 2016
101.000.000.542.30.46.00	Insurance - Roadways	\$ 10,505	\$ 656	\$ 11,161	Adjusted to Actual
	<i>Subtotal of Expenses</i>	\$ -	\$ 384,873		
101.000.001.508.00.00.00	Ending Net Cash & Investment	\$ 108,729	\$ 91,757	\$ 200,486	
	101 FUND - TOTAL EXPENDITURES AMENDED	\$ -	\$ 476,630		Total Expenditure Authority - \$625,315

TOWN OF COUPEVILLE
Coupeville, Washington

ORDINANCE NO. 725

AN ORDINANCE ADOPTING A BUDGET FOR THE TOWN OF COUPEVILLE, WASHINGTON FOR THE YEAR 2016, AND SETTING FORTH IN SUMMARY FORM THE TOTALS OF ESTIMATED EXPENDITURE APPROPRIATIONS FOR EACH SEPARATE FUND.

WHEREAS, State law requires that the Town adopt an annual budget before the end of each calendar year; and

WHEREAS, the Town Council held a public workshop on October 20, 2015 in preparation of the Town's 2016 Budget; and

WHEREAS, the Mayor and Clerk-Treasurer have recommended a budget as provided by law; and

WHEREAS, the Town Council held, on November 24, 2015, a public hearing on the Recommended Budget, also as required by law.

NOW THEREFORE, THE TOWN COUNCIL OF THE TOWN OF COUPEVILLE, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. In accordance with the provisions of RCW Chapter 35.33, the budget of the Town of Coupeville for 2016, total expenditure amount of \$4,216,708 is hereby adopted which is attached hereto as Exhibit A and which shall be kept on file in the office of the Clerk-Treasurer.

Section 2. The totals of budgeted expenditure appropriations for each separate fund are set forth in summary form as follows:

Fund Number	Fund Name	Expenditure Appropriations
001	General Fund	\$1,451,395
101	Street Fund	\$148,685
104	Hotel/Motel Tax Fund	\$55,680
105	Capital Improvement Fund	\$179,239
106	Drug Enforcement Fund	\$1,705
107	Harbor Improvement Fund	\$26,796
109	Park Improvement Fund	\$62,896
202	1979 Water & Sewer Bond Fund	\$5,300
212	2002 WWTP Loan Fund	\$92,824
303	Capital Improvement – Water	\$615,015
304	Capital Improvement – Sewer	\$453,750
401	Utility Fund	\$1,107,044
621	Community Commemorative Fund	\$7,718
631	Cafeteria Fund	\$6,000
	Total	\$4,214,048

Section 3. The Town Clerk-Treasurer is directed to transmit a certified copy of the budget, hereby adopted, to the Office of the Auditor of the State of Washington, Division of Municipal Corporation, and to the Association of Washington Cities.

Section 4. This ordinance shall take effect and be in force January 1, 2016.

ADOPTED by the Town Council and **APPROVED** by the Mayor this 24 day of November, 2015.

TOWN OF COUPEVILLE

By Nancy Conard
Nancy Conard, Mayor

ATTEST:

APPROVED AS TO FORM:

By Kelly Beech
Kelly Beech, Clerk-Treasurer

By Grant Weed
Grant Weed, Town Attorney

Date of Publication: December 10, 2015

TOWN OF COUPEVILLE

MEMORANDUM

August 9, 2016

TO: Mayor Hughes and Members of the Town Council

FROM: Owen Dennison, Town Planner

RE: Proposed NE Gould Street Vacation

This agenda item seeks the Town Council's preliminary consideration of a request to vacate a portion of the eastern margin of the NE Gould Street right-of-way between NE Eighth Street and NE Ninth Street. Vacation of a public right-of-way is a legislative decision of the Town Council. The process for review of vacation requests is prescribed in Chapter 35.79 RCW, provided as Attachment A. The Coupeville Town Code contains no additional local provisions to supplement the process in the RCW.

As a reminder, a street vacation is the termination of the public interest in a right-of-way. It extinguishes the easement for public travel that is represented by the right-of-way. In the typical case, local governments hold an easement for public travel on lands designated or used as streets and alleys, but don't generally own the fee title to the property underlying the right-of-way. Control of the land underlying the former right-of-way passes to the adjacent property owner(s) to be used as any other private property. For zoning purposes, the effect is to move the street-facing property line to the new right-of-way boundary.

BACKGROUND

This vacation is requested by Mr. Mark Laska, owner of 501 NE Ninth Street. As shown on the map provided as Attachment B, a portion of Mr. Laska's home extends into the NE Gould Street right-of-way by two feet. According to the letter from Mr. Laska's attorney, Douglas Kelly, (Attachment C) the vacation is requested to address the encroachment and to allow Mr. Laska to maintain the exterior of his home and plant screening vegetation along his deck, which extends to the west property line. The portion of the deck adjacent to the property line was constructed in 2016.

The letter and the map describe the requested vacation area as a 252 square foot rectangle with dimensions of seven feet by 36 feet. The north line of the area proposed for vacation would extend from the northwest corner of the deck. The south line appears to be five feet south of the south wall of the house.

The NE Gould Street right-of-way was dedicated to the public with the Plat of Coupeville, recorded in 1883. Rights-of-way within this plat are 66 feet wide. A 2016 survey of Mr.

Laska's property confirms an existing 66-foot right-of-way adjacent to his lot. Street rights-of-way contain the paved travel lanes, shoulders, pedestrian paths, roadside drainage facilities, and overhead and underground public and private utilities. Public water and sewer facilities generally require at least 15 feet of unobstructed area over the mains to maintain and replace the infrastructure. A Town water line is estimated to be about four feet east of the existing picket fence within the right-of-way and about nine to ten feet west of the portion of the house encroaching in the right of way. (Attachment D) To preserve access to underground facilities, it is the Town's preference to have only lawn and gravel within portions of rights-of-way outside of paved travel lanes.

Right-of-way widths of 66 feet are common in the older parts of the town, reflective of the age of platting. To some extent, this contributes to the sense of openness and a more rural community character within these neighborhoods. However, there is great variation in right-of-way widths elsewhere in town. According to the Comprehensive Plan Functional Classification Map, NE Gould Street is classified as a collector arterial. CTC 15.24.040B1 states that collector streets and local streets should have a minimum 60-foot right-of-way.

VACATION PROCESS

Chapter 35.79 RCW sets out a process for reviewing requests for right-of-way vacations. The process is initiated with a petition representing at least two-thirds of the property owners abutting the portion of right-of-way proposed for vacation. In this case, Mr. Laska is the sole adjacent property owner. The letter from Mr. Laska's attorney does not, in staff's view, constitute a petition, particularly since it is not signed by the property owner, but a request for confirmation that a future petition may be considered.

Upon receipt of a valid petition, the Town Council would set, by resolution, a date for a public hearing on the request. Following passage of the resolution, the Town would post notice of the hearing on the site and at three conspicuous places, e.g., Town Hall, County Annex, post office, and library.

If, following the public hearing, the Town Council determines to grant the vacation, the decision must be made by ordinance. If it is the Town Council's determination that monetary compensation is required, the effective date of the ordinance may be deferred until payment is made. In the case of public right-of-way that has been dedicated for over twenty-five years, the amount of compensation cannot exceed the full appraised value of the property to be vacated. One-half of any compensation received for vacation must be dedicated to the acquisition, improvement, development, and related maintenance of public open space or transportation capital projects.

Costs to prepare the legal description and, if compensation is required, to conduct the appraisal are borne by the party requesting the vacation. The proposed appraiser's bona fides are typically provided prior to the public hearing to provide certainty to the Town that the appraisal will be conducted according to accepted professional practice and the Town will be appropriately compensated. Alternatively, the Town Council may require the names of several appraisers from which to choose.

If passed by the Town Council, a certified copy of the ordinance would be recorded by the Island County Auditor.

According to case law, the order vacating a right-of-way must identify a public benefit in the action. The benefit may include income to the Town from direct compensation, the return of property to the tax rolls, a reduction in public maintenance costs, freeing the Town from potential liability for conditions within the public right-of-way, or other public benefit as determined appropriate by the Town Council.

STAFF ANALYSIS

Staff has evaluated the request and has the following comments and an alternative configuration for Council's consideration. While staff is generally reluctant to recommend the Town Council approve a reduction in existing right-of-way, the building encroachment represents a somewhat unusual circumstance. Given its limited extent, its long history of encroachment, and the fact that the Gould House is a contributing resource to the Reserve, it may be considered a special case.

However, it is not clear that the requested vacation of seven feet of right-of-way is the least necessary to address the encroachment and provide a modicum of screening for the deck. Further, staff has concerns that the vacation, as proposed, will create administrative issues with regard to locating right-of-way boundaries in the field for any work or regulatory enforcement the Town or contractors need to perform in the future. As proposed, it would be a significant mid-lot projection that is primarily referenced by the location of the adjacent building. As rights-of-way are intended to exist in perpetuity, it would be prudent for the town to consider the implications of the action many decades in the future. If Council is inclined to accede to the request, staff recommends consideration of an alternative vacation of two feet of right-of-way extending from the northwest to the southwest corners of the lot. (Attachment E) This alternative would have less disruption of future work within the right-of-way as it would remove less width, and, would create more regular lot and right-of-way boundaries as it would move the west lot line by an equal amount across its length. The total area of vacation would increase from 252 square feet as requested to 346 square feet.

TOWN COUNCIL DIRECTION

At this point, the property owner is seeking direction from the Town Council on whether a vacation of this portion of NE Gould Street would be considered in any form and, if so, whether the original configuration would be approved or if another configuration would allow the vacation to be granted. This is neither a formal decision nor guarantee of future action by the Town Council. It would, however, provide the owner with guidance that additional expenditures on the request are not warranted, or information to assist in the preparation of a legal description and scaled illustration prepared to submit with a petition for vacation.

Recommendation: Discuss whether a partial vacation of the NE Gould Street right-of-way warrants further discussion and direct the property owner on the extent of such vacation and/or its boundaries that may be considered with a future petition. No formal action is requested.

ATTACHMENTS:

- A. Chapter 35.79 RCW
- B. Map of requested right-of-way vacation
- C. Letter from Douglas Kelly
- D. Map with approximate location of Town water line
- E. Map of staff proposed right-of-way vacation alternative

ATTACHMENT A

**Chapter 35.79 RCW
STREETS—VACATION**

35.79.010 Petition by owners—Fixing time for hearing.

The owners of an interest in any real estate abutting upon any street or alley who may desire to vacate the street or alley, or any part thereof, may petition the legislative authority to make vacation, giving a description of the property to be vacated, or the legislative authority may itself initiate by resolution such vacation procedure. The petition or resolution shall be filed with the city or town clerk, and, if the petition is signed by the owners of more than two-thirds of the property abutting upon the part of such street or alley sought to be vacated, legislative authority by resolution shall fix a time when the petition will be heard and determined by such authority or a committee thereof, which time shall not be more than sixty days nor less than twenty days after the date of the passage of such resolution.

[1965 c 7 § 35.79.010. Prior: 1957 c 156 § 2; 1901 c 84 § 1, part; RRS § 9297, part.]

35.79.020 Notice of hearing—Objections prior to hearing.

Upon the passage of the resolution the city or town clerk shall give twenty days' notice of the pendency of the petition by a written notice posted in three of the most public places in the city or town and a like notice in a conspicuous place on the street or alley sought to be vacated. The said notice shall contain a statement that a petition has been filed to vacate the street or alley described in the notice, together with a statement of the time and place fixed for the hearing of the petition. In all cases where the proceeding is initiated by resolution of the city or town council or similar legislative authority without a petition having been signed by the owners of more than two-thirds of the property abutting upon the part of the street or alley sought to be vacated, in addition to the notice hereinabove required, there shall be given by mail at least fifteen days before the date fixed for the hearing, a similar notice to the owners or reputed owners of all lots, tracts or parcels of land or other property abutting upon any street or alley or any part thereof sought to be vacated, as shown on the rolls of the county treasurer, directed to the address thereon shown: PROVIDED, That if fifty percent of the abutting property owners file written objection to the proposed vacation with the clerk, prior to the time of hearing, the city shall be prohibited from proceeding with the resolution.

[1965 c 7 § 35.79.020. Prior: 1957 c 156 § 3; 1901 c 84 § 1, part; RRS § 9297, part.]

35.79.030 Hearing—Ordinance of vacation.

The hearing on such petition may be held before the legislative authority, before a committee thereof, or before a hearing examiner, upon the date fixed by resolution or at the time the hearing may be adjourned to. If the hearing is before a committee the same shall, following the hearing, report its recommendation on the petition to the legislative authority which may adopt or reject the recommendation. If the hearing is held before a committee it shall not be necessary to hold a hearing on the petition before the legislative authority. If the hearing is before a hearing examiner, the hearing examiner shall, following the hearing, report its recommendation on the petition to the legislative authority, which may adopt or reject the recommendation: PROVIDED, That the hearing examiner must include in its report to the

legislative authority an explanation of the facts and reasoning underlying a recommendation to deny a petition. If a hearing is held before a hearing examiner, it shall not be necessary to hold a hearing on the petition before the legislative authority. If the legislative authority determines to grant the petition or any part thereof, such city or town shall be authorized and have authority by ordinance to vacate such street, or alley, or any part thereof, and the ordinance may provide that it shall not become effective until the owners of property abutting upon the street or alley, or part thereof so vacated, shall compensate such city or town in an amount which does not exceed one-half the appraised value of the area so vacated. If the street or alley has been part of a dedicated public right-of-way for twenty-five years or more, or if the subject property or portions thereof were acquired at public expense, the city or town may require the owners of the property abutting the street or alley to compensate the city or town in an amount that does not exceed the full appraised value of the area vacated. The ordinance may provide that the city retain an easement or the right to exercise and grant easements in respect to the vacated land for the construction, repair, and maintenance of public utilities and services. A certified copy of such ordinance shall be recorded by the clerk of the legislative authority and in the office of the auditor of the county in which the vacated land is located. One-half of the revenue received by the city or town as compensation for the area vacated must be dedicated to the acquisition, improvement, development, and related maintenance of public open space or transportation capital projects within the city or town.

[2011 c 130 § 1; 2002 c 55 § 1; 2001 c 202 § 1; 1987 c 228 § 1; 1985 c 254 § 1; 1969 c 28 § 4. Prior: 1967 ex.s. c 129 § 1; 1967 c 123 § 1; 1965 c 7 § 35.79.030; prior: 1957 c 156 § 4; 1949 c 14 § 1; 1901 c 84 § 2; Rem. Supp. 1949 § 9298.]

35.79.035 Limitations on vacations of streets abutting bodies of water—Procedure.

(1) A city or town shall not vacate a street or alley if any portion of the street or alley abuts a body of fresh or salt water unless:

(a) The vacation is sought to enable the city or town to acquire the property for port purposes, beach or water access purposes, boat moorage or launching sites, park, public view, recreation, or educational purposes, or other public uses;

(b) The city or town, by resolution of its legislative authority, declares that the street or alley is not presently being used as a street or alley and that the street or alley is not suitable for any of the following purposes: Port, beach or water access, boat moorage, launching sites, park, public view, recreation, or education; or

(c) The vacation is sought to enable a city or town to implement a plan, adopted by resolution or ordinance, that provides comparable or improved public access to the same shoreline area to which the streets or alleys sought to be vacated abut, had the properties included in the plan not been vacated.

(2) Before adopting a resolution vacating a street or alley under subsection (1)(b) of this section, the city or town shall:

(a) Compile an inventory of all rights-of-way within the city or town that abut the same body of water that is abutted by the street or alley sought to be vacated;

(b) Conduct a study to determine if the street or alley to be vacated is suitable for use by the city or town for any of the following purposes: Port, boat moorage, launching sites, beach or water access, park, public view, recreation, or education;

(c) Hold a public hearing on the proposed vacation in the manner required by this chapter, where in addition to the normal requirements for publishing notice, notice of the public hearing is posted conspicuously on the street or alley sought to be vacated, which posted notice indicates that the area is public access, it is proposed to be vacated, and that anyone objecting to the proposed vacation should attend the public hearing or send a letter to a particular official indicating his or her objection; and

(d) Make a finding that the street or alley sought to be vacated is not suitable for any of the purposes listed under (b) of this subsection, and that the vacation is in the public interest.

(3) No vacation shall be effective until the fair market value has been paid for the street or alley that is vacated. Moneys received from the vacation may be used by the city or town only for acquiring additional beach or water access, acquiring additional public view sites to a body of water, or acquiring additional moorage or launching sites.

[1987 c 228 § 2.]

35.79.040 Title to vacated street or alley.

If any street or alley in any city or town is vacated by the city or town council, the property within the limits so vacated shall belong to the abutting property owners, one-half to each.

[1965 c 7 § 35.79.040. Prior: 1901 c 84 § 3; RRS § 9299.]

35.79.050 Vested rights not affected.

No vested rights shall be affected by the provisions of this chapter.

[1965 c 7 § 35.79.050. Prior: 1901 c 84 § 4; RRS § 9300.]

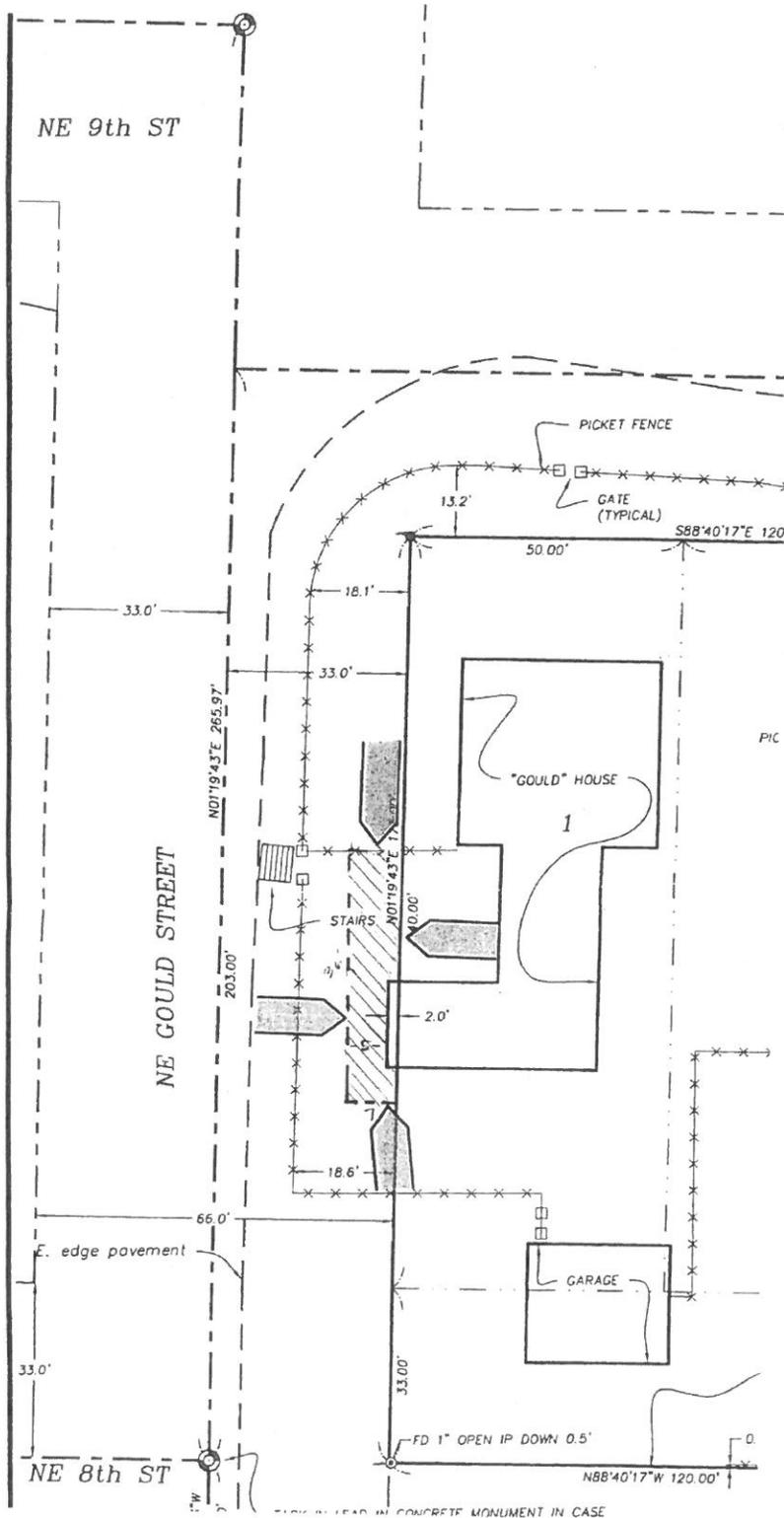
ATTACHMENT B

Mark Laska Right-of-Way Vacation Request

RECEIVED

MAY 09 2016

TOWN OF COUPEVILLE



ATTACHMENT C

RECEIVED

MAY 09 2016

TOWN OF COUPEVILLE

P.O. Box 290
6443 Harding Ave.
Clinton, WA 98236

**Kelly, Arndt
& Walker, PLLP**

M. Douglas Kelly
Charles R. Arndt
Matthew R. Walker
May 9, 2016

Owen Dennison
Planning Director
Town of Coupeville
P.O. Box 725
Coupeville, WA

Re: Laska Property/ Residence in Right of Way

Dear Mr. Dennison:

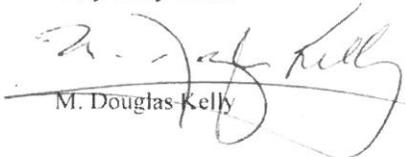
I want to thank you for meeting with me on May 2nd to discuss issues surrounding the property of my client, Mr. Mark Laska. One of the issues we discussed was that a recent survey of the Laska property revealed that a small portion of the residence on the Laska property is currently located over the property line and into the 66 foot wide right-of-way of the Town of Coupeville. As I indicated, Mr. Laska desires to acquire the property where the house sits and an additional 5 feet from the foundation in order to be able to maintain the property. As we discussed, Mr. Laska currently maintains a lawn exclusively for his use in an area inside an existing fence located in the right-of-way. The lawn is the historic use of this area on the property.

We also discussed an existing deck that was recently built on Mr. Laska's property line adjacent to the encroaching portion of the house. In order for Mr. Laska to maintain and repair the deck and any shrubbery bed in front of the deck, I have proposed that he purchase a rectangular area, containing 252 square feet. A sketch that shows the area my client proposes he purchase is enclosed. My client's purchase of this property will solve both issues, the encroaching house and my client's need for space to maintain his deck and the shrubbery around the deck.

I understand that this request will take action on the part of the Town Council because it involves property interests of the Town of Coupeville. Please let me know if you require any additional information or have any questions.

I look forward to hearing from you.

Very Truly Yours


M. Douglas Kelly

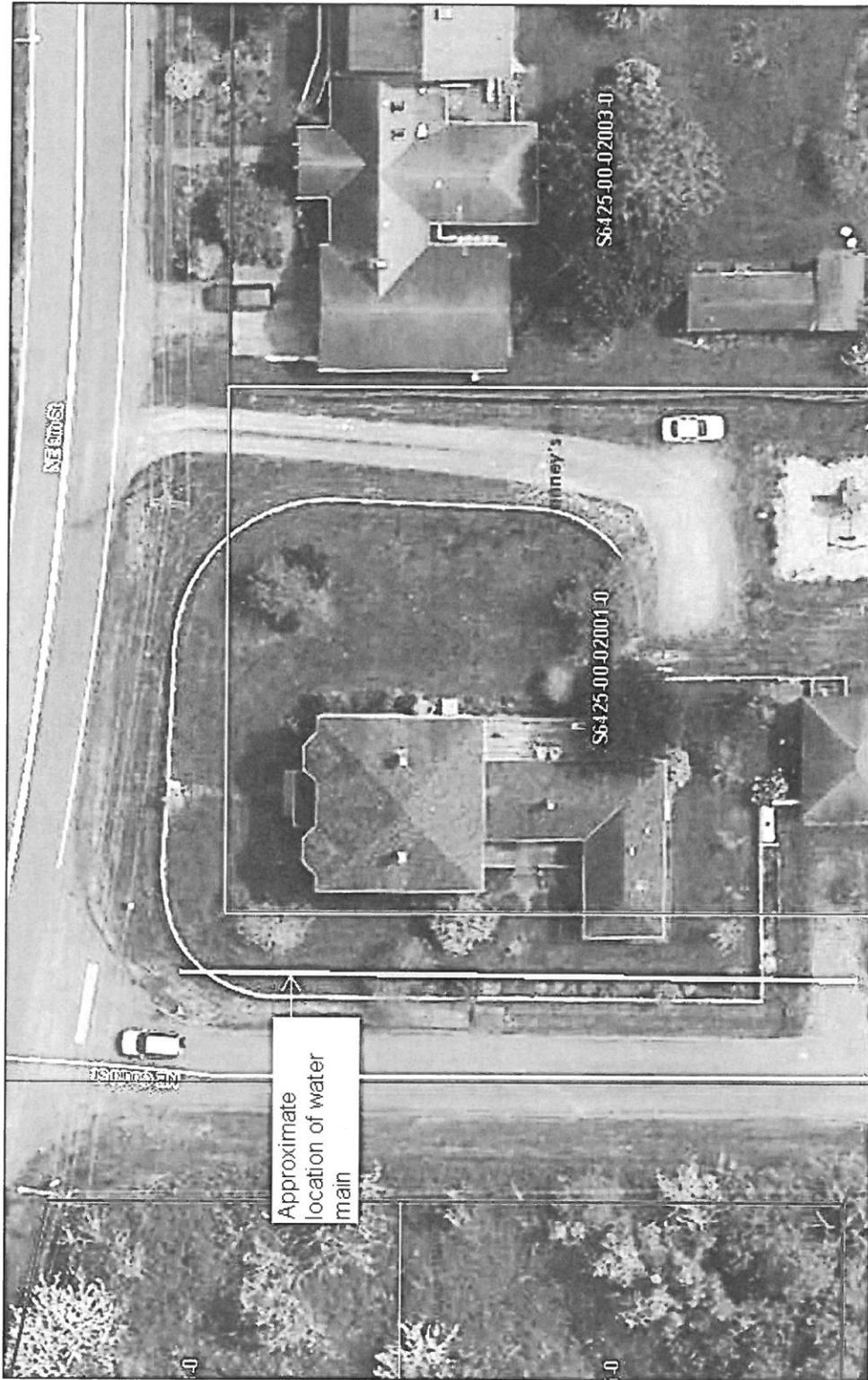
Phone: (360) 341-1515

clinton@kawlawyers.com

Fax: (360) 341-3272

ATTACHMENT D

Island County Parcel Viewer Map



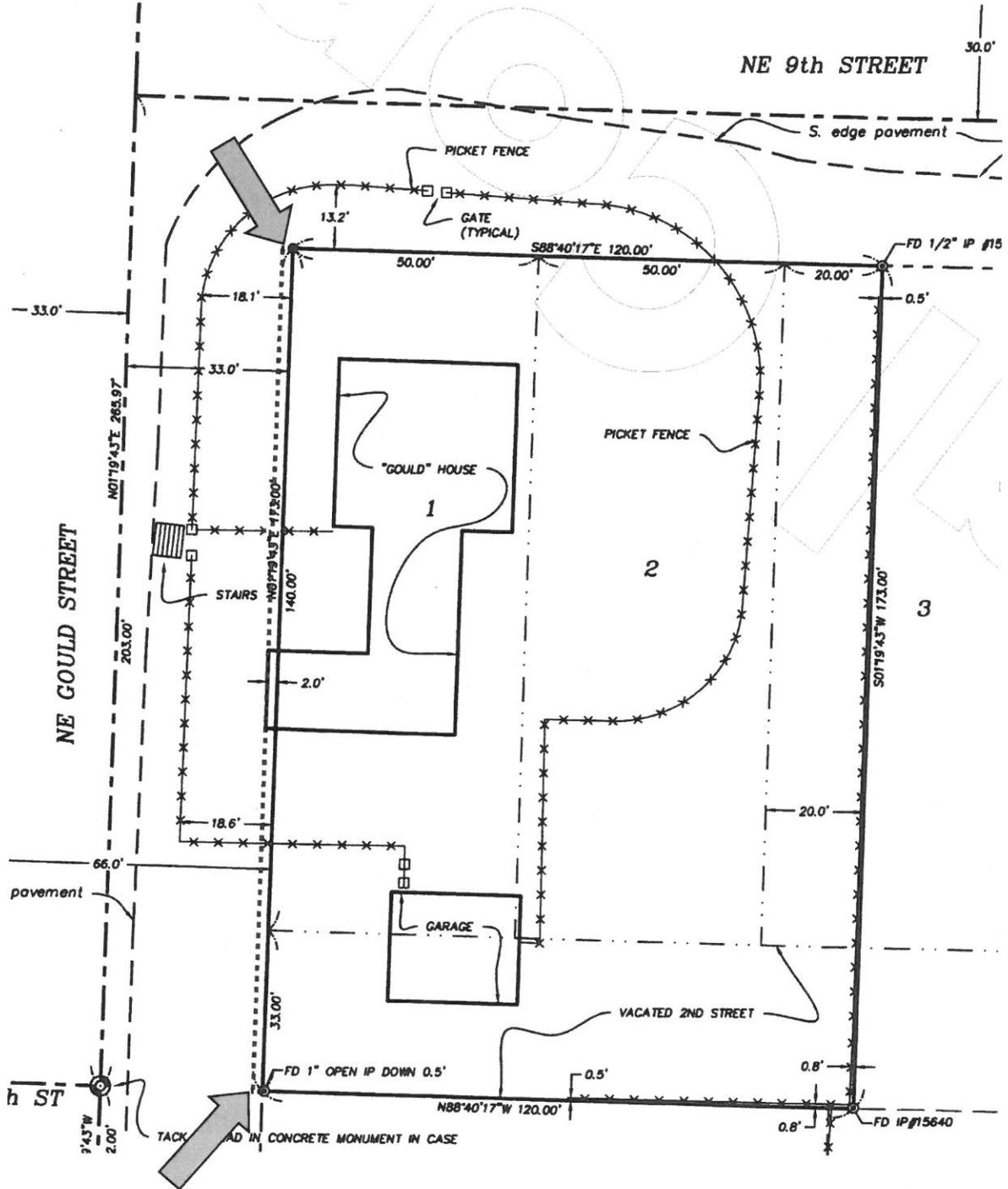
August 4, 2016

- Road Closures
- One Way Directions
- Condo
- Plat
- Parcels
- Quarter Sections
- Roads
- Highway
- Collector and Arterial
- Local
- Private

1:564
 0 0.00475 0.0095 0.019 mi
 0 0.0075 0.015 0.03 km

Island County
 Software: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus
 © Island County Parcel Viewer Map Editor
 DO NOT USE AS A LEGAL DOCUMENT, ACCURACY NOT GUARANTEED

ATTACHMENT E
 Staff alternative vacation proposal



Staff alternative proposal

DRAFT
TOWN OF COUPEVILLE
2017 FUNDING PROPOSAL

DRAFT

The Town of Coupeville is seeking proposals for:

- Senior Services
- Early childhood services
- Recreation

We can decide what our priorities are. These are examples

DATE:

Dollars Requested:

Agency/Organization Name:

Mailing Address:

Business Phone:

E-Mail:

Taxpayer ID #

Contact Person:

Phone:

E-Mail

Name of Agency CEO (Print)

Signature of Agency CEO

Funding Details

Funding disbursed from 2017 General Fund will be as follows:

Discretionary Funds in the ~~2017~~ ^{Town of Coupeville} General fund will total \$xxx,000 for all projects funded according to the ~~BOCC~~ ^{Town of Coupeville} priorities: _____

Program Narrative and Budget

1. **Program Narrative:** Address each of the following questions in an appropriately titled paragraph using no more than 4 typewritten pages total. How well the bulleted detail portions below each question are answered will be the criteria on which the reply is scored.

A. Briefly state the local need your proposed program will address. **25 points**.

Please detail:

- Issues detailed are of a scope that can be addressed reasonably by the agency and project
- The answer is supported by data
- The answer is stated in terms of clients' needs

B. Describe your program strategies and activities. **30 points**

Please detail:

- Clearly describe program activities
- Address described need
- Detail organizational experience and demonstrated ability to successfully complete the proposed project.
- Detail staffing and/or equipment/materials required to implement project

C. What are the program goals and objectives of your proposed program? **30 points**

Please detail:

- Goals and objectives are directly related to program activities
- Goals and objectives are directly related to described need
- Goals and objectives are directly related to client benefit
- Objectives are measurable

D. What outcome measures will demonstrate the success of the program? Will you be able to report these outcomes to the ^{Town} Board of County Commissioners following six ^{1 yr} months of services and at the end of the year 2017? ~~20 points~~ 20 points

Please detail:

- Project will track and report on outcomes related to programs goals and objectives
- Describe how outcomes are directly related to program activities and strategies

E. What population does your project/service serve? How many people will be served and what will be the level of services? Points 25

Please detail:

- Population need.
- Number served and level of service proportional to request.

F. How will this program be sustained beyond the duration of the grant? Points 20

- A viable sustainability plan is articulated.

2. Program Budget: Address each of the following points in an appropriately titled paragraph using no more than two typewritten pages. 25 points.

A. Please detail:

- Budget directly relates to services provided
- Budget is detailed in all aspects
- Contains no unexplained amounts
- Details funding sources of matching contributions
- Project funds are sufficient to perform work

B. Use the attached Excel spreadsheet forms to submit a completed budget.

C. Please indicate other funding sources available to your program in the worksheet tabbed "Fund Sources".

D. Note the "Budget Form Instructions and Definitions" in Excel spreadsheet for further details.

E. All funds must be expended by December 31, 2017.

TOTAL PROJECT POINTS _____

Maximum 250 points

Town of Coupeville

BOCC Discretionary Fund
2017 Project Budget

Organization Name:
Project Name:
Name of Person Completing this Budget:

Budget					
		A	B	C	D
Expenses	Computation	County Funds	Funds from Other Sources (Outline in II)	Value of In-kind or Non-cash Support	Total Budget (A+B+C=D)
Personnel Costs					
Postions and salaries:					
SALARY SUBTOTAL		\$ -	\$ -	\$ -	\$ -
Employee Benefits					
TOTAL PERSONNEL		\$ -	\$ -	\$ -	\$ -
Space					
Office Supplies/Expenses					
Communications					
Travel					
Contracted Services					
Direct Client Svcs/Costs					
Other					
TOTAL NON-PERSONNEL		\$ -	\$ -	\$ -	\$ -
GRAND TOTAL		\$ -	\$ -	\$ -	\$ -

This can be simplified

Island County BOCC
Budget Form Instructions and Definitions

COMPUTATION: Show basis/formula of requested dollar amount.

COLUMN A (Total County Funds): This column reflects all of the funds from Island County to cover the program or project to be accomplished.

COLUMN B (Total Funds from Other Sources): This column reflects all of the funds secured or requested from other sources to support this program or project, including other grants and donations.

COLUMN C (Total Value of In-Kind/Non-cash Support): In-kind support is non-dollar contributions such as space and office equipment.

COLUMN D (Total Budget A+B+C=D): This column reflects the total sum necessary to implement the program or project.

PERSONNEL COSTS: Provide salaries and wages of all employees whether part-time, full-time, temporary, or volunteer in-kind value. List each position by title. Show the annual salary rate and the percentage of time to be devoted to the project. Attach a separate sheet of paper if necessary.

EMPLOYEE BENEFITS: Fringe benefits are for the personnel listed and only for the percentage of time devoted to the project. Include commonly accepted fringe benefits paid on behalf of employees, such as FICA, health and life insurance, retirement, worker's compensation, unemployment insurance, and other approved payroll-related costs. Fringe benefits should be based on actual known costs or an established formula.

SPACE: Include estimated rent, mortgage payments. Itemize space costs for project, e.g. square footage and the cost per square foot for rent (100 sq/ft per staff; 800 sq/ft group rm @ \$1/sq.ft.)

OFFICE SUPPLIES AND EXPENSES: Include all basic office accessories and supplies, including copier materials, printing and postage, etc. Generally, supplies include any materials that are expendable or consumed during the course of the project.

COMMUNICATIONS: Include phone service, long distance charges and e-mail/Internet account fees.

TRAVEL: Itemize travel expenses by purpose (e.g. staff to training, field interviews, advisory group meetings, etc.) Show the basis of computation (e.g. six people to 3-day training at \$x airfare, \$x lodging, \$x meals).

CONTRACTED SERVICES: Provide a description of the product or service to be procured by contract.

DIRECT CLIENT SERVICES/COSTS: Miscellaneous items such as incentives, client materials etc.

OTHER: Include all program expenses not included above. Please itemize any expense of more than \$500 in a footnote to this budget.

ADMINISTRATIVE OVERHEAD/INDIRECT COSTS: Ten percent (10%) of the total project budget based on the net of direct service costs. Funds designated for administrative overhead are fixed amounts and not subject to cost-related provisions.



STAFF REPORT

DATE: August 9, 2016
TO: Mayor Hughes and Members of the Town Council
FROM: Owen Dennison, Town Planner
RE: Monthly Planning, Historic Preservation, and Building Summary

Land Use:

- Preliminary plat approval with conditions was issued for a four-lot short plat of MOA Parcel F. The appeal period has concluded.
- Staff prepared a shoreline exemption for construction of a garage on Front Street.
- Two boundary line adjustments were issued.
- A three-lot short plat of portions of MOA Parcels A, B, and H, all lying immediately north of Parcel F, is under review.

Historic Preservation:

- Certificates of appropriateness were approved for a new garage on NE Gould Street and an accessory structure on NE Moore Place.

Building:

- Building permits were issued to construct a 2,400 square foot medical office on NW Birch Street and tenant improvements at the Compass Health building on NW First Street.

Long Range:

- The Planning Commission engaged in a detailed discussion of the existing sign code and the implications of the Supreme Court case (Reed v. Town of Gilbert) on its update. Staff anticipates presenting a preliminary draft of sign code revisions at the Planning Commission's September meeting, with a Town Council briefing on the proposal also in September.

Other:

- Staff prepared a right-of-way use/hold harmless agreement for an existing fence within a Town right-of-way.
- Staff prepared a code analysis for the Island County Assessor and a Town property owner regarding the owner's appeal of a property assessment for a parcel on the bluff north of NE Front Street.



STAFF REPORT

DATE: August 5, 2016
TO: Mayor and Town Council
FROM: Clerk Treasurer Kelly Beech
RE: July 2016

The major tasks of the month have been finalizing the rate study and 2016 budget amendment. I have also been working on educational materials for our community meeting in August. I will bring copies of draft materials to the meeting on Tuesday.

Hours have been added to the Fiscal Clerk position, bringing her up to a full-time, 40-hour, work week. The additional eight hours will be used to help support the Planning Director by handling customers who come in to pick up their issued permits or applications, and initially with any other clerical or organizational tasks assigned by the Planning Director. The duties for this portion of her time will expand as her experience increases, and her assignments will be managed by the Planning Director.

Average Tasks for the month:

- Utility billing takes place every odd month – 1133 statements were issued in July. For a description of all of the activities associated with this task, please see my report for May 2016.
- We processed 8 separate Rec Hall rental applications, and 1 Pavilion rentals.
- There were 11 invoices sent out in July. Luckily, we did not need to send any second or final notices in an attempt to collect on delinquent accounts. Invoices are generated for everything from Fire Inspections to reimbursements for expenses related to the Whidbey General Hospital Expansion project.
- 214 utility payments were processed in June, and we had 29 accounts change hands.

Special Events Permit Applications

- We processed 4 Special Events Permit Applications in July:
 - 2016 Homecoming Day Parade – received July 11, 2016. This application is very straight forward and requires no street or road closures. The permit was issued on July 27th for the event that will take place on October 7th.
 - Penn Cove Taproom – received July 21, 2016. This application to extend the serving are at the Penn Cove Taproom to include the two parking spots in front of the building during the Arts & Crafts Festival was issued on July 27th.
 - 2016 Sea, Trees, & Pie Bike Ride – received July 26, 2016. This application is very straight forward and requires no street or road closures. The permit was issued on July 27th for the event that took place on July 31st.
 - 2016 Tour de Whidbey – This application was actually received in June. This event does not involve any street or road closures. After receiving



some clarification from the event organizers (Whidbey Island Bicycle Club), the permit was issued on July 27th. The event will be held on August 20th.

Out of the Ordinary Tasks for the month:

- On July 25th, just four days before the Utility Statements were supposed to be mailed, we discovered that there was some sort of error in the software for our handheld meter reader. The error meant that Utility staff had to go back out and re-read all 1000+ water meters. Once we received the new data the gremlins that had infected the handheld had moved on to our utility billing software. After about an hour of working with support staff remotely we were finally able to generate statements for all of the accounts on July 28th. As a result of these issues the Utility Statements were finally ready to mail on Monday August 1st.

Here are some things that will be coming up in August:

- It's time to start planning for next year's budget. The first step is to review the Town's budgeting policies and priorities. I will bring more information about this to the Regular Council meeting on August 23rd.



Staff Report

To: Mayor Molly Hughes and Members of the Town Council
From: William LaRue, Utilities Superintendent
Subject: Monthly Utilities Department Staff Report for June 2016
Date: August 4, 2016

Utility staff have been very busy the last several weeks. Our long time employee Paul Vinsant left Coupeville to take on the General Manager's position with Penn Cove Water & Sewer District. This was a good career move for Paul and we wish him well in his new endeavor. Utility Operator Jesse Lynn and myself have been doing everything we can to fill the void that has been created with the loss of Paul.

The Utility position was posted for the open position and several applications have been received, the applicant pool is very strong. Mayor Hughes and myself conducted interviews on Wednesday August 3rd and we anticipate offering the position to a very qualified applicant shortly.

August will find utility staff busy with required regulatory water quality testing in the distribution system and preparations for our three year regularly scheduled lead & copper sampling. Coupeville does not have any issues with lead or copper exceedance, this is routine sampling that the State Department of Health requires all water systems to conduct every three years as a monitoring program.

Due to staff shortage and increased work load I haven't been able to sit down and do a complete write up on our polymer testing, I am hoping to find some spare time to complete this task before the next staff report.



STAFF REPORT

DATE: August 4, 2016
TO: Mayor Molly Hughes and Members of the Town Council
FROM: Kelly Riepma, Public Works Superintendent
RE: Public Works report for July

We did our annual clean up in Town Park with pressure washing of the picnic tables and the tennis court. I've been working with the Lions Club on a possible remodel of the kitchen that may happen in September. We're also on the calendar to get a new roof on the kitchen and restrooms in Town Park.

The last portion of trail from Parker Rd to Captain Coupe Park is complete. We used our new chipper to dispose of all the vegetation and it worked fantastic. We had 4 dump truck loads of chips which would have equated to over 20 trips of large branches with our flatbed truck doing it the old way. Citizens seemed very excited to try the new trail out and started using it as soon as portions were complete.

The trees are trimmed on Front Street near the Public Deck and Beach Access. As soon as that was complete, we began pressure washing the boardwalk and deck. We try to work around the businesses schedules so we don't interfere with tourist traffic. Because of that, it takes us 2 weeks of early morning pressure washings to get the entire job done.

We began our yearly maintenance of painting. We are painting curbs red in the down town area as well as all the stop bars and crosswalks in town. The stop bars and crosswalks takes about 2 weeks to complete and the red curbs take one.

We repaired a water leak on Burchell Rd which is near the end of our line on Ft Casey Rd. It was repaired without having to shut any customers off.