



TOWN COUNCIL MEETING

AGENDA

Island County Hearing Room

September 13, 2016

6:30 pm

CALL TO ORDER

PLEDGE OF ALLEGIANCE

CHANGES AND APPROVAL OF AGENDA

APPROVAL OF MINUTES

- Regular Meeting of August 23, 2016

PRESENTATION

- Introduce new Marshal, Chris Garden
- Thank Utility Superintendent Willy LaRue

MAYOR'S REPORT

AUDIENCE INPUT - See NOTE

PUBLIC HEARING

- Ordinance 725 Setting Stormwater Utility user fees and adjusting Sewer Utility user fees.

NEW BUSINESS

1. **Adoption of Ordinance 725 Setting Stormwater user fees and adjusting Sewer Utility user fees** – *Mayor recommends Council adopt ordinance 725 setting stormwater user fees and adjusting sewer user fees as presented in the ordinance.*
2. **Adoption of Resolution 16-07 amending Resolution 16-04, governing participation in the Island Regional Transportation Planning Organization** – *Mayor recommends adopting Resolution 16-07, amending Resolution 16-04 as presented.*
3. **Authorization for Mayor to sign ILA agreement with IRTPO** – *Mayor recommends Council authorize her to sign the ILA agreement with the IRTPO as presented.*
4. **Adopt Budget Schedule** – *Staff recommends Council adopt the 2017 Budget schedule as presented.*

DISCUSSION

- Budget Policies & Priorities
- Continuation of Fourth Street

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
Regular Council Meeting
August 23, 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 August 09, 2016 were approved as submitted.

MAYOR'S REPORT

- Mayor Hughes informed that the Coupeville Lions have chosen the Coupeville Town Park Kitchen Restoration project as their Legacy Project, and that they will volunteer their time and expertise to update the plumbing, the electrical, seal the cement floor and paint the structure inside and out.
- Mayor Hughes reported that the Arts & Crafts festival went well this year and that organizers received a number of positive comments from vendors.
- Mayor Hughes finished the grant application for a variety of chipseal and overlay projects, due to the Department of Transportation this month.
- Mayor Hughes shared that she and Clerk Treasurer Kelly Beech met with WCIA representative Debbi Sellars as part of our annual insurance audit.
- Mayor Hughes reminded Council that the first of two community meetings scheduled to discuss the rate increase will be next Tuesday at noon.
- Mayor Hughes attended the Jacob Ebey House opening and reported that the event went well.
- Finally, Mayor Hughes reminded the Council that this Thursday there will be a Founder's Day celebration and as part of the celebration for the National Parks 100 year birthday, there will be 3 panels revealed at the scenic overlooks in the prairie.

PRESENTATION

Island County Economic Development Council Director Ron Nelson provided handouts to the Council and presented a variety of economic information related to Coupeville, in the form of a PowerPoint. Questions were asked and answered.

NEW BUSINESS

Approval of letter to Navy regarding comments on Section 106 defining Areas of Potential Effect (APE)

Council Action: A motion was made by Councilmember Jackie Henderson, second by Councilmember Catherine Ballay to approve the Mayor to sign the letter to the Navy regarding comments on Section 106 defining Areas of Potential Effect (APE). The motion passed unanimously.

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

Council Action: A motion was made by Councilmember Jackie Henderson, second by Councilmember Dianne Binder to approve the July 2016 payroll transactions and warrants #31779 to #31784 for a total of \$77,562.29; and the August 2016 A/P transactions and warrants #31785 to #31836 for a total of \$71,209.66. Questions were asked and answered. The motion passed unanimously.

Set Budget Workshop Date and Time

Council Action: A motion was made by Councilmember Jackie Henderson, second by Councilmember Dianne Binder to cancel the Regular Council Meeting of October 11, 2016, and to schedule a Council Workshop for 4:30pm on October 11, 2016 in the Rec Hall. 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 Jackie Henderson had nothing to report.

Councilmember Lisa Bernhardt reported that the Ebey’s Trust Board has approved their work plan and budget for the upcoming fiscal year. She also reported that the Board has decided to open their new trail to dogs on leash for a trail period. Finally, Councilmember Bernhardt encouraged fellow Councilmembers to attend the unveiling of the three new panels that the Mayor spoke about earlier in the evening.

Councilmember Pat Powell had nothing to report, but did request that the Council consider adding a presentation by the Whidbey Camano Land Trust to a Council Agenda in January or February of next year.

Councilmember Dianne Binder had nothing to report, but did mention that Sherrye Wyatt is interested in presenting information on Coupeville Tourism to the Council.

Councilmember Catherine Ballay reported that last month the Law & Justice Council focused on Public Defender services. They are evaluating the process followed based on the amount of evidence that has to be reviewed for the large case load.

ADJOURNMENT: 7:55pm

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

MEMORANDUM

September 4, 2016

TO: Town Council
FROM: Molly Hughes
RE: Resolution 16-07 Island RTPO

Hello Council,

In May we signed Resolution 16-04 forming the Island Regional Transportation Planning Organization. We used to belong to the Island Transportation Planning Organization. Please note the word REGIONAL has been added to differentiate between the two groups.

Since that time, more attorneys have gotten involved, a couple things have changed, and a new Resolution has been written for all parties to sign. The differences between the two documents are:

1. Island Transit has been added as a voting member of the group.
2. Attorney's wanted the old group, the Island Transportation Planning Organization to be acknowledged as existing (second WHEREAS paragraph).
3. Attorney's wanted to acknowledge the old group would be dissolved (NOW THEREFORE paragraph).

Our attorney, Grant Weed has read and approved the new Resolution.

I have attached the original Resolution 16-04 for your reference.

Thank you!



Recommendation Move to approve the Mayor to sign Resolution 16-07 Authorizing membership in the Island Regional Transportation Planning Organization.

RESOLUTION NO. 16-07

A RESOLUTION, BY THE TOWN OF COUPEVILLE, AMENDING RESOLUTION NO. 16-04, ACKNOWLEDGING THE ISLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (ISLAND RTPO) AND AUTHORIZING MEMBERSHIP THEREIN.

WHEREAS, Island County, the City of Oak Harbor, the City of Langley, the Town of Coupeville, the Port of South Whidbey, the Port of Coupeville, and the Island County Public Transportation Benefit Area Corporation dba Island Transit find it appropriate to form a county-wide, regionally focused transportation planning organization hereby known as the ISLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION; and

WHEREAS, Island County City of Oak Harbor, City of Langley, Town of Coupeville, Island Transit, Port of South Whidbey, Port of Coupeville, Washington State Department of Transportation, Island County Economic Development Association and Naval Air Station Whidbey Island currently engage in joint transportation planning activities under an Interlocal Agreement, which created the Island Transportation Planning Organization; and

WHEAREAS, effective July 1, 2016 Island County will qualify to be an RTPO under revised RCW 47.80.020 which authorizes the creation of regional transportation planning organizations (RTPO's) within the state and each organization shall be formed through the voluntary association of local governments within a county or within geographically contiguous counties. Each organization shall:

- 1) Encompass at least one complete county;
- 2) ...have a population of at least seventy-five thousand and contain a Washington state ferries terminal...and;
- 3) Have as members all counties within the region, and at least sixty percent of the cities and towns within the region representing a minimum of seventy-five percent of the cities' and towns' population; and

WHEREAS, an Interlocal Agreement and bylaws for the Island RTPO need to be established; and

WHEREAS, the Town of Coupeville intends to enter into an Interlocal Agreement under the authority of Chapter 39.34 RCW to provide for the joint and/or cooperative exercise of their powers, privileges, and authorities for comprehensive transportation planning; and

WHEREAS, the Town of Coupeville desires to become a member of the newly formed Island RTPO; and

WHEREAS, the Town of Coupeville supports Island County to serve as the lead planning agency until such time as a decision of the Island RTPO Policy Board designates a different lead planning agency;

NOW, THEREFORE, BE IT RESOLVED the Town of Coupeville acknowledges the formation of Island RTPO and authorizes membership therein, conditioned upon the dissolution of the Island Transportation Planning Organization and termination of the accompanying Interlocal Agreement.

PASSED by the Town Council of the Town of Coupeville and APPROVED by the Mayor
This _____ day of _____, 2016

By _____

Molly Hughes, Mayor

By _____

Kelly Beech, Clerk-Treasurer

RESOLUTION NO. 16-04
A RESOLUTION BY THE TOWN COUNCIL OF COUPEVILLE, WA ACKNOWLEDGING THE
ISLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (ISLAND RTPO)
AND AUTHORIZING MEMBERSHIP THEREIN

WHEREAS, Island County, the City of Oak Harbor, the City of Langley, the Town of Coupeville, the Port of South Whidbey and the Port of Coupeville find it appropriate to form a county-wide, regionally focused transportation planning organization hereby known as the ISLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION; and

WHEREAS, effective July 1, 2016 Island County will qualify to be an RTPO under revised RCW 47.80.020 which authorizes the creation of regional transportation planning organizations (RTPOs) within the state and each organization shall be formed through the voluntary association of local governments within a county, or within geographically contiguous counties. Each organization shall;

- 1) Encompass at least one complete county;
- 2) Have a population of at least one hundred thousand, have a population of at least seventy-five thousand and contain a Washington State ferries terminal, or contain a minimum of three counties; and
- 3) Have as members all counties within the region, and at least sixty percent of the cities and towns within the region representing a minimum of seventy-five percent of the cities' and towns' population; and

WHEREAS, an Interlocal Agreement and Bylaws for the Island RTPO need to be established and the Town of Coupeville intends to enter into an Interlocal Agreement under the authority of Chapter 39.34 RCW to provide for the joint and/or cooperative exercise of their powers, privileges, and authorities for comprehensive transportation planning; and

WHEREAS, the Town of Coupeville desires to become a member of the Island RTPO; and

WHEREAS, the Town of Coupeville supports Island County to serve as the lead planning agency until such time as a decision of the Island RTPO Policy Board designates a different lead planning agency;

NOW, THEREFORE, BE IT RESOLVED the Town of Coupeville acknowledges the Island RTPO and authorizes membership of the Town of Coupeville therein.

PASSED by the Town Council of the Town of Coupeville and APPROVED by the Mayor

This 10th day of May, 2016

Town of Coupeville:

By Molly Hughes
Molly Hughes, Mayor

Attest:

By Kelly Beech
Kelly Beech, Clerk-Treasurer

TOWN OF COUPEVILLE

From the Desk of Molly Hughes, Mayor

MEMORANDUM

September 4, 2016

TO: Town Council
FROM: Molly Hughes
RE: Island RTPO Interlocal Agreement

Attached is the Interlocal Agreement for the Island Regional Transportation Planning Organization, which the Town of Coupeville holds membership in.

Our attorney, Grant Weed, has read and approved this agreement along with the attorney's for all the other organizations. If you want a change made to this document, it must be approved by all other members, so please be judicious when making any edits.

It mentions a TAC, or Technical Advisory Committee, who will make recommendations to the Island RTPO Executive Board. Our Town Planner, Owen Dennison, has been asked to join the TAC as Coupeville's representative. He has accepted the position.

The agreement also mentions Bylaws, which will be approved by you in the future. I have seen a draft of the Bylaw's and they are basic stuff; purpose and duties, membership, meetings, Committees, etc.

Thanks,



Recommendation Move to approve the Mayor to sign The Interlocal Agreement for the Island Regional Transportation Planning Organization.

Return To:

Island County
P.O. Box 5000
1 NE 7th Street
Coupeville, WA 98239

AN INTERLOCAL AGREEMENT AMONG ISLAND COUNTY, CITY OF OAK HARBOR, CITY OF LANGLEY, TOWN OF COUPEVILLE, ISLAND COUNTY PUBLIC TRANSPORTATION BENEFIT AREA CORPORATION, PORT OF SOUTH WHIDBEY, AND PORT OF COUPEVILLE, TO FORM THE ISLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION (IRTPO), AND DEFINE ITS JURISDICTIONAL AREA AND DUTIES.

THIS INTERLOCAL AGREEMENT "AGREEMENT," is made and entered into among Island County, a political subdivision of the State of Washington, hereinafter referred to as the "County," the City of Oak Harbor, a municipal corporation of the State of Washington, the City of Langley, a municipal corporation of the State of Washington, the Town of Coupeville, a municipal corporation of the State of Washington, the Island County Public Transportation Benefit Area Corporation, herein referred to as "Island Transit," the Port District of South Whidbey Island, hereinafter referred to as the "Port of South Whidbey," a public port district of the State of Washington, the Port District of Coupeville, hereinafter referred to as the "Port of Coupeville," a public port district of the State of Washington, collectively referred to as the "Members."

WITNESSETH:

WHEREAS, under chapter 39.34 RCW, counties, cities and other public agencies are authorized to enter into interlocal cooperative agreements to jointly engage in activities each is authorized by law to do on its own; and

WHEREAS, chapter 47.80 RCW authorizes the formation of a Regional Transportation Planning Organization (RTPO) by voluntary association of local governments within a county; and

WHEREAS, an RTPO may be created, pursuant to RCW 47.80.020, provided the RTPO shall:

- (1) Encompass at least one complete county;
- (2) . . . have a population of at least seventy-five thousand and contain a Washington state ferries terminal . . . ; and
- (3) Have as members at least sixty percent of the cities and towns within the region representing a minimum of seventy-five percent of the cities' and towns' population.

WHEREAS, Island County, the City of Oak Harbor, City of Langley , Town of Coupeville, Island Transit, Port of South Whidbey, and the Port of Coupeville, find it appropriate to form a county-wide, regionally

focused transportation planning organization hereby known as the “ISLAND REGIONAL TRANSPORTATION PLANNING ORGANIZATION” or “IRTPO”; and

WHEREAS, each RTPO formed by local governments shall create a transportation policy board (“Executive Board”) to review, consider, and approve regional transportation policies of the RTPO and shall allow representatives of major employers within the region, the department of transportation, and member transit districts, port districts, cities, towns and the County within the region to participate in policy making; and

WHEREAS, among other duties, each RTPO shall perform the duties set forth in RCW 47.80.023, including, but not limited to, the following: (i) develop and periodically update a regional transportation plan in cooperation with the State Department of Transportation, providers of public transportation, ports, and local governments within the region; and (ii) designate a lead planning agency to coordinate preparation of said regional transportation plan and carry out the other responsibilities of the Organization; and

WHEREAS, a cooperative process between Island County, the City of Langley, the City of Oak Harbor and the Town of Coupeville resulted in the development of the current Island County Countywide Planning Policies, which were adopted by Ordinance C-100-15 in 2015; and

WHEREAS, the Countywide Planning Policies’ (CWPP) stated transportation goal in CWPP 2.10 is that “Island County should be served by an efficient, well connected, multimodal transportation system. Transportation plans, spending decisions, and regulations will be consistent with, and reinforce adopted land use and economic development plans”; and

WHEREAS, CWPP 3.8.1 states that “All transportation planning, including that of Federal or State agencies, and Port Districts, should be jointly and cooperatively developed, adopted and implemented through coordinated and collaborative planning efforts”; and

WHEREAS, CWPP 3.8.2 provides that “the County and Municipalities should each actively participate in multi-county, multi-jurisdictional, regional transportation planning, including planning for Washington State Ferries”; and

NOW, THEREFORE, in consideration of the following terms and conditions incorporated herein as part of this agreement, it is agreed among the Members:

Section 1: ORGANIZATION NAME AND MEMBERSHIP

A regional transportation planning organization is hereby created and established in Island County and shall be hereby known as the Island Regional Transportation Planning Organization, referred to hereafter as the “IRTPO.” The membership of the IRTPO shall be comprised of the following Members:

Island County; City of Oak Harbor; City of Langley; Town of Coupeville; Island Transit; Port of South Whidbey; and Port of Coupeville.

Section 2: PURPOSE

Recognizing that coordinated transportation planning of the Counties, Cities and Towns, Washington State Department of Transportation, the ports, transit districts, and other jurisdictions are necessarily interwoven and interdependent and that the interests of all citizens will best be served by coordinated, cooperative, and comprehensive transportation planning, this IRTPO is established to facilitate such appropriate coordination and cooperation and provide for continuing area wide transportation planning in accordance with Section 3, herein.

The IRTPO is neither intended to, nor is it authorized to, supersede the authority vested in the County, Cities and Towns, Washington State Department of Transportation (WSDOT) or Washington State Transportation Commission, but is intended to meet the prerequisites of chapter 47.80 RCW, and chapter 468-86 WAC.

Section 3: DUTIES

The duties of the RTPO shall be as follows:

- (a) To perform the functions of a Regional Transportation Planning Organization (RTPO) as set forth in Ch. 47.80 RCW and Ch. 468-86 WAC, as currently adopted or as amended, specifically:
 - (1) to prepare and periodically update a transportation strategy for the region. The strategy shall address alternative transportation modes and transportation demand management measures in regional corridors and shall recommend preferred transportation policies to implement adopted growth strategies.
 - (2) to prepare a regional transportation plan as set forth in RCW 47.80.030 that is consistent with countywide planning policies and with County, city, and town comprehensive plans, and state transportation plans.
 - (3) to certify that the transportation elements of comprehensive plans adopted by counties, cities, and towns with the region reflect the guidelines and principles developed pursuant to RCW 47.80.026, are consistent with the adopted regional transportation plan, and where appropriate, conform with the requirements of RCW 36.70A.070.
 - (4) where appropriate, to certify that countywide planning policies adopted under RCW 36.70A.210 and the adopted regional transportation plan are consistent.
 - (5) to develop, pursuant to the requirements in RCW 47.80.023(5), in cooperation with the department of transportation, operators of public transportation services and local governments within the region, a six-year regional transportation improvement program which proposes regionally significant transportation projects and programs and transportation demand management measures. The program shall be updated at least every two years for the ensuing six-year period.

- (6) to include specific opportunities and projects to advance special needs coordinated transportation, as defined in RCW 47.06B.012, in the coordinated transit-human services transportation plan, after providing opportunity for public comment.
 - (7) to designate a lead planning agency to coordinate preparation of the regional transportation plan and carry out the other responsibilities of the organization.
 - (8) to review level of service methodologies used by cities and counties planning under chapter 36.70A RCW to promote a consistent regional evaluation of transportation facilities and corridors.
 - (9) to work with cities, counties, transit agencies, the department of transportation, and others to develop level of service standards or alternative transportation performance measures.
 - (10) to submit to the agency council on coordinated transportation, as provided in chapter 47.06B RCW, beginning on July 1, 2007 and every four years thereafter, an updated plan that includes the elements identified by the council. Each regional transportation planning organization must submit to the council every two years a prioritized regional human service and transportation project list.
- (b) To administer regional transportation funding programs.
 - (c) To participate in the development and maintenance of transportation related information necessary to support the functions and responsibilities of the RTPO.
 - (d) To promote the regional transportation interests, plans and projects to local, state and federal public and private entities.
 - (e) To create committees as necessary to advise the Executive Board (as defined herein) on regional transportation related matters. At a minimum this shall include the Technical Advisory Committee (TAC) whose composition and responsibilities shall be defined by the Executive Board.
 - (f) To comply with any other transportation planning requirement set forth in Ch. 47.80 RCW not otherwise mentioned above.
 - (g) To perform such other transportation planning and program related functions as the Board may hereinafter determine to be in the best interests of the RTPO in carrying out the duties of the RTPO and the members thereof, which are consistent with the terms of this Agreement and related federal and state law.

Section 4: JURISDICTIONAL AND TRANSPORTATION PLANNING AREA DEFINED

The Organization's jurisdictional area shall consist of all incorporated and unincorporated areas of Island County in Washington State.

Section 5: GOVERNING BODY AND OFFICERS

- A. The governing body (the "Executive Board") of the IRTPO shall include, but is not limited to, representative(s) from Island County, the City of Oak Harbor, Town of Coupeville, City of Langley, Island Transit, and the Port of Coupeville and Port of South Whidbey. The Bylaws of the IRTPO shall govern the membership, meetings, and voting process of the Executive Board of the RTPO.
- B. The Executive Board is responsible for taking official actions performing the duties of the RTPO as set forth in Section 3 of this Agreement. The Executive Board is to receive technical assistance from

the Technical Advisory Committee as described below. The Executive Board shall also appoint the lead agency, through resolution of the RTPO, and shall have the power to create a special subcommittee if one is necessary for a special purpose or project.

Section 6: TECHNICAL ADVISORY COMMITTEE

- A. The advisory body (the “Technical Advisory Committee” or “TAC”) of the RTPO shall be comprised of the TAC committee members as listed in Appendix A to the IRTPO Bylaws. The TAC may vote according to the rules established within the Bylaws for Island Regional Transportation Planning Organization. Although the TAC meetings shall be available to the public, the TAC is not subject to the requirements of the Open Public Meetings Act, chapter 42.30 RCW, because the TAC is advisory only as it provides recommendations to the Executive Board for consideration and official action.
- B. The primary role of the TAC is to provide technical advice and information to the Executive Board, to support the Executive Board in the fulfillment of its duties. In addition to the TAC, a broad range of stakeholders including, but not limited to, regional employers, school districts, and community groups, may provide technical assistance and input to the IRTPO Executive Board whether directly, or through the TAC, upon request of the Executive Board.

Section 7: DURATION

This Agreement is perpetual unless a Member of the IRTPO decides to terminate its own membership pursuant to Section 10 of this Agreement. The effect of a Member withdrawing from the IRTPO will not affect the Agreement as to the remaining Members, unless the participation requirements in RCW 47.80.020(3) are no longer met.

Section 8: MEETINGS AND VOTING

The IRTPO Executive Board shall hold its meetings and conduct its voting in accordance with the Bylaws of the IRTPO.

Section 9: ADMINISTRATIVE STAFF AND SUPPORT

The Lead Agency, appointed by the IRTPO Executive Board, shall provide administrative support and assistance to the Regional Transportation Planning Organization, including its Executive Board and Technical Advisory Committee.

Section 10: TERMINATION OF MEMBERSHIP

An individual Member agency may withdraw from the Island Regional Transportation Planning Organization by giving sixty (60) days written notice to the Island Regional Transportation Planning Organization. Any Voting Member agency that withdraws does not absolve such member agency from

the responsibility for meeting any obligations or agreements which exist between the Island Regional Transportation Planning Organization and its Member organizations at the time of withdrawal, if any.

Note that should sufficient members terminate their membership in the IRTPO, the ability of the organization to maintain viability within this agreement may be compromised as per 47.80 RCW.

Section 11: TERMINATION OF THE ITPO

All prior agreements regarding the Island Transportation Planning Organization (ITPO) are superseded by this agreement and the members, by signing this Agreement, hereby agree to the immediate termination of the February 2016 interlocal agreement that formed the ITPO. The ITPO recently met at a regular meeting and adopted a resolution intended to dissolve the ITPO and wind up its affairs. The ITPO agreed to dissolve and terminate the February interlocal agreement because the ITPO agrees with the formation of the new IRTPO through the adoption of this Agreement. The signatories to this Agreement all agree with and ratify the action taken by the ITPO to dissolve and wind up its affairs, and the ITPO is therefore hereby dissolved and the newly formed IRTPO will resume its duties.

Section 12: EFFECTIVE DATE

This Agreement shall become effective upon the signature of each of the Members' governing bodies or executive with signing authority and the recording of this agreement with the Island County Auditor on the same date as the last signatory to sign this document. This Agreement may be signed in counterparts, each which shall be considered the same as an original.

Section 13: NO FINANCIAL OBLIGATION FOR MEMBERS

No dues or other finances will be imposed upon members of the Transportation Planning Organization.

Section 14: PROPERTY UPON TERMINATION

No property will be purchased by or shared between Members in a formal capacity as a function of their involvement in the Transportation Planning Organization.

Section 15: INDEMNIFICATION

Each party agrees to be responsible and assume liability for its own wrongful and/or negligent acts or omissions or those of their officials, officers, agents, or employees to the fullest extent required by law, and further agrees to hold the other party(s) to this Interlocal Agreement harmless from any such liability.

Section 16: SEVERABILITY

If any provision of this Agreement, or its application to any person or circumstance is held invalid, the remainder of the Agreement, or the application of the provision to other persons or circumstances is not affected.

Members

Board of Island County Commissioners
Island County, Washington

City of Oak Harbor

Richard M. Hannold, Chair Date

Bob Severns, Mayor Date

City of Langley

Town of Coupeville

Tim Callison, Mayor Date

Molly Hughes, Mayor Date

Port of South Whidbey

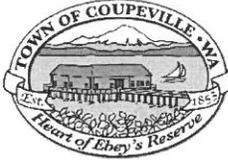
Port of Coupeville

Curt Gordon, Commissioner Date

John Mishasek, Commissioner Date

Island County Public Transportation Benefit Area Corporation dba Island Transit

Jackie Henderson, Secretary Date



STAFF REPORT

DATE: September 8, 2016
TO: Mayor Molly Hughes and Members of the Town Council
FROM: Kelly Beech, Clerk-Treasurer
RE: 2017 Budget Policies and Priorities

The Proposed 2017 Budget Policies are submitted for your review and approval. These policies will be guidelines for preparing the 2017 budget. The 2016 time study will be completed in September. The results of the Time Study will affect Allocation Policy #4 - Administrative Fee transfer from Utilities to General Fund. I will bring those results to our Budget workshop on October 11th.

Recommended changes have been highlighted on the 2016 Budget Policies.

This is how the 2017 Budget Calendar looks at this time:

September 1	Request to department heads for revenue and expenditure estimates
September 12	Department estimates to be filed with the Clerk-Treasurer
September 27	Adopt Budget Policies and Priorities. Schedule Public Hearings on proposed budget, revenue sources & property tax.
October 3	Proposed budget and tax levies prepared by Clerk-Treasurer, filed with Mayor, sent to Council
October 11	Council Workshop on 2017 Budget and 2017 Fee Schedule
October 13 & October 20	Notice in Paper of Revenue Source & Property Tax Public Hearing
October 25	Public Hearing on Revenue Sources and Property Tax - Adoption
October 25	Preliminary Budget and Message filed with Council and made available to Public.
October 27 & November 3	Notice in Paper of Budget Public Hearings Draft 2017 Budget available to Public
November 8	Public Hearing - Preliminary 2017 Budget
November 22	Final Public Hearing - 2017 Budget - Adoption
November 29	Property tax levy Ordinance filed with county
November 29	Copies of final budget to be transmitted to State Auditor's Office & MRSC

2017 Budget Policies

Fiscal Policies

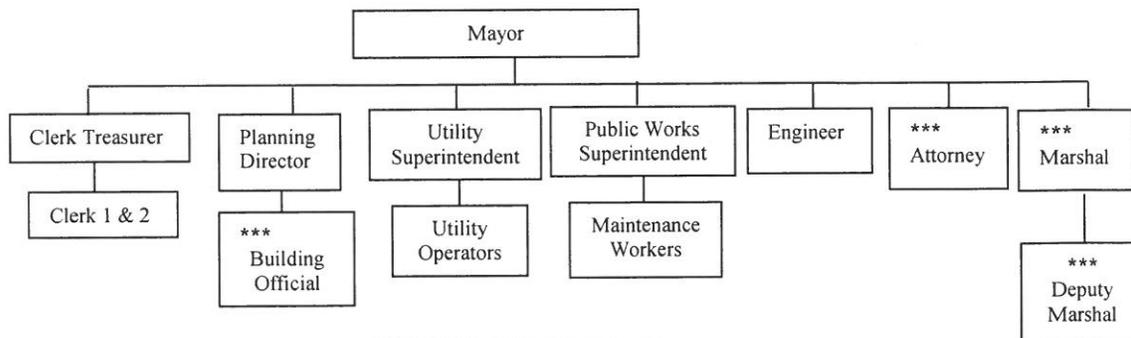
- 1) General Fund Ending Balance should be maintained at a minimum of \$200,000.
- 2) Water Fund Ending Balance should be maintained at a minimum of \$100,000.
- 3) Sewer Fund Ending Balance should be maintained at a minimum of \$100,000.
- 4) Stormwater Fund Ending Balance should be maintained at a minimum of \$20,000.
- 5) Annual revenues should cover annual operating expenditures in the General, Street, Water, Sewer and Stormwater Funds.
- 6) Transfers between funds may be authorized by the adopted budget, or by specific Council action.
- 7) User fees are adopted annually at the Council level, and are designed to cover the costs of the service unless the Council decides to subsidize the cost.
- 8) Utility rates and connection fees will be set to cover operating expenditures and capital project needs. Utility rates and connection fees should be reviewed by the Utility Advisory Committee every two years for adequacy, and a report of their findings provided to the Town Council. Connection fees are to be used for capital projects only.
- 9) The Debt Service Ratio in the Water and Sewer Fund (net revenues divided by debt service) should not fall below 1.50.
- 10) Interfund lending is permissible with Council approval, providing a planned schedule of repayment of loan principal as well as setting a reasonable rate of interest to be paid to the lending fund. The loan may continue over a period of more than one year but must be "temporary" in the sense that no permanent diversion of the lending fund result from failure to repay by the borrowing fund (Resolution 86-10).
- 11) All possible funding sources, governmental or private, will be explored before committing Town funds (Resolution 94-14).
- 12) Long-range budgets will be developed based on projected growth according to the current Comprehensive Plan; public demand; and location, use, and condition of present facilities (Resolution 94-14).
- 13) Capital projects and purchases that are listed in the current budget are presumed approved and can be carried over and expended in the new year as long as there are sufficient funds. The Clerk-Treasurer will advise the Council of projects that will be carried over by memo at a Council session. In no case, can the total project amount be increased without Council approval. If the bottom line fund balance needs to be increased as a result, an amendment will be made as soon as it's practical.
- 14) Equipment purchases of items under \$500 shall be considered small tools and minor equipment; purchases greater than \$500 shall be considered capital equipment.

Allocation Policies

- 1) Fuel Tax revenues will be accumulated in the Street Fund until there is enough for a major project, or to be used as match for a grant or loan that will accomplish a major project. Revenues in the Street Fund may also be used as funding for an approved Pavement Management System for all Town streets.
- 2) The revenue for the 2% Hotel/Motel Tax may be allotted in the year after it was received (Resolution 96-20).
- 3) Water and sewer connection fees will be put in reserves to fund water and sewer capital projects (Ordinance 526). Revenues will be accumulated until there is enough for an approved project, or to be used in conjunction with a grant or loan to accomplish an approved project.
- 4) Administrative fees will be transferred from the Utility Fund to the General Fund to cover the expenses of general administrative services (Council, Administration, Central Services, Public Works, and Planning) to support the utility operation. No wages will be charged directly to the Utility Fund for administrative services. Time studies will be done on an annual basis and an average of the last 5 studies will be used to calculate a rate at which the administrative fee will be transferred for each department. An allocation for Council expense will be made based on agenda items and ordinances related to utilities. Legal fees will be charged directly to the Utility Fund. For the 2017 budget the following table will be used based on the 2016 Time Study:
 - 5%- Council - calculated on agenda items and ordinances related to utilities
 - 40%- Administration - average percentage of Admin working on utility issues
 - 43% - Central Services - average percentage of all Admin. Services working on utility
 - 46% - Public Works - calculated on hours the PW Director works on utility issues
 - 16% - Planning - calculated on hours the Planner works on utility issues

Employee - Personnel Policies

- 1) The Salary and Wage Schedule will be approved annually by the Town Council (Resolution 94-6).
- 2) Reserves will be set aside to cover Accrued Compensation Balances.
- 3) The Town Council will adopt budgets and set salaries in order to achieve the organization and level of staffing outlined below.



*** indicates contracted positions

Investment Policies

- 1) It is the policy of the Town to invest public funds in a manner which will provide maximum security with the highest investment return while meeting the daily cash flow demands of the Town, and conforming to all state and local statutes governing the investment of public funds (Resolution 96-03).
- 2) Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable income to be derived (Res. 96-03).
- 3) The primary objectives, in priority order, of the Town's investment activities shall be: Safety, Liquidity, and Yield (Resolution 96-03).
- 4) The Town will diversify its investments by security type and institution. With the exception of U.S. Treasury securities and authorized pools, no more than 50% of the entity's total investment portfolio will be invested in a single security type or with a single financial institution (Res. 96-03).
- 5) To the extent possible, the Town will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Town will not directly invest in securities maturing more than five years from the date of purchase (Resolution 96-03).

Capital Policies

- 1) The responsibility for financing capital improvements should be assumed by the primary beneficiaries of the facility (Resolution 94-14).
- 2) General Revenues should be used to fund projects only if the project provides a general benefit to the Town (Res. 94-14).
- 3) The Town should use long-term borrowing to fund projects when the proposed facility will provide benefits for 20 years or longer.
- 4) The Town should seek grants or private funds whenever available to finance capital improvements (Resolution 94-14).
- 5) All major transactions, such as the purchase or sale of public land, will be studied for the effects they will have on needed utilities and services (Resolution 94-14).
- 6) Capital costs for public facility projects, including an estimate of subsequent operating costs, will be identified in a Capital Facilities Plan (CFP).
- 7) The 6-year Capital Improvement Plan (CIP) will be reviewed annually, prior to the Budget Process. Annual capital needs identified in the revised CIP will be used in the compilation of the annual budget.
- 8) Capital needs will not be considered during the Budget Process unless they have already been identified in the Capital Facility Plan. (2016 review will occur in 2017. Any new proposed capital projects will be included in a 2017 Budget Revision following CIP update.)
- 9) Capital improvement projects or purchases related to the General Fund and/or Street Fund will be accounted for directly out of Fund 105, the Capital Improvement Fund.

Budgetary Accounting

- 1) The Clerk-Treasurer, with written approval or direction from the Mayor, is authorized to move funds from one line item to another in a fund's budget, provided that the total approved expenditure for the fund is not exceeded. The council shall be informed of such actions.



STAFF REPORT

DATE: September 13, 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:

Two boundary line adjustments were issued.

Historic Preservation:

Certificates of appropriateness were approved for a new single-family residence on NE Third Street and a three-lot short plat east of NW Wilkes Street.

Building:

Building permits were issued for a proposed single-family residence on NE Albion Street, an addition to a single-family residence on NE Haller Street, a new porch roof and window and door replacements on NE 9th Street, and various small-scale improvements.

Long Range:

The Planning Commission began its discussion of draft amendments to the sign code in Chapter 16.28 CTC. The amendments are intended to improve the clarity and usability of the sign regulations and to bring the code into compliance with case law, including a recent momentous United States Supreme Court decision. Due to the complexity of the subject, the Planning Commission was able to address only a portion of the draft chapter at its September meeting. Discussion will continue at the regular October meeting and the Commission has agreed to a second meeting in October, if necessary.

Other:

Staff has been working with an applicant on a fairly involved right-of-way permit to allow temporary use of the NE Front Street shoulder to brace the historic structure at 6 NE Front Street. The owner proposes to locate two sets of four ecology blocks within the right-of-way between the pedestrian path and the structure to anchor each end of a metal cable. The cable will wrap around the building for stability. This temporary support is intended to remain in place only long enough to process land use and building applications and construct a new foundation. A low split rail or similar wood fence will extend between the sets of ecology blocks to separate pedestrians from the structure and to reduce the visual impression of the concrete blocks.



STAFF REPORT

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

August is traditionally our month to meet with our representative from Washington Cities Insurance Authority (WCIA), and the Mayor and I had our opportunity to meet with our representative for almost 4 hours on August 18th. The focus this year is on the NET program and all of the policies and procedures, including membership registration, related to the program.

Average Tasks for the month:

- 936 utility payments were processed in August, and we had 16 accounts change hands.
- We processed 8 separate Rec Hall rental applications, and 4 Pavilion rentals.
- There were 19 invoices sent out in August. We did send 2 second 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.

Special Events Permit Applications

- We processed 0 Special Events Permit Applications in August.

Out of the Ordinary Tasks for the month:

- We had two community education meetings to share information about the rate increase.
- We processed a 243 Public records request.
- We've had some turnover in staff and each time that happens time is spent on posting the new position, and then in processing all of the paperwork involved in separation of employment and new hires.
- WCIA processed a claim related to the June water main leak on Engle Road, and denied a windshield claim made in August.

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

- September is a billing month and big budget prep month. These two activities will take up most of my time.

Good Afternoon Council:

As you already know this is my first week with Coupeville and I would like to take advantage of the Staff Brief to provide a little bit of a biography about myself prior to meeting you in person.

I am excited about the opportunity to serve the Town of Coupeville and to be a part of this community.

My mother was born and raised locally and grew up on a farm on Zylstra Road which is now known as Robert's Pond. She graduated from Coupeville High School. Her family operated the saw mill (Nienhuis Brothers) at the end of Penn Cove where Madrona Way connects with SR20. The lagoons are still there as well as some of the wooden pilings.

After graduating college she traveled by freighter to the Middle East to teach English. There she met a Scotsman who was in the British Army. After their marriage, I came into being. We continued to live overseas and visited here in the summers. I was given a world class education filled with people from different cultures and nations. My graduating class had 29 different countries represented. I learned that everyone has something to contribute.

After graduating high school, I attended college in Seattle where I met my wife. We settled in Oak Harbor and I went to work for the Island County Sheriff's Office. We have 3 daughters and 3 grandchildren who are all currently living on the island.

While employed with the Sheriff's Office I have had the opportunity to work almost all positions and tasks that the office has, including Jail Administrator for 6 months. I have received training in many areas and feel that I am a well-rounded officer.

I have been with the Sheriff's Office for 28 + years.

I am a Captain with the Oak Harbor Fire Dept. and have been there for 30 years.

I am also an EMT with Whidbey Health.

I am currently on the North Sound Behavioral Health Organization Advisory Board which meets once a month. (The board's primary purpose is to provide independent and objective advice and feedback to the N.S.B.H.O. Executive Committee, local jurisdictions and service providers.) We represent 5 counties.

I believe that you can tell the character of a person by the way they treat those that can gain them nothing personally. I try to leave people and situations better than I found them and that has been my position throughout my career. I also don't believe that law enforcement is "the" answer. We all need to work together to resolve issues in our communities and plan for the future.

I am already enjoying the interaction with the business owners and am fostering relationships with the hospital and emergency services so that we can provide a top notch service to our community. We have a warm community here that has been very welcoming to me. I am proud to be your new Marshal and will whole heartedly serve this community.

Thank you,

Chris

Chris Garden
Coupeville Town Marshal



STAFF REPORT

DATE: September 7, 2016
TO: Mayor Molly Hughes and Member of the Town Council
FROM: Kelly Riepma, Public Work Superintendent
RE: Public Works Report for August

We've had a few out of Town water customers applying for a new water service. I've been busy completing applications and inspecting the new service line tap and installation. It's unusual to have multiple out of town requests for service in such a short time.

The Arts & Crafts Festival was in August. Public Works crews spent time posting no parking signs and placing barricades. It typically takes us 2 full days to set up and 1 day to clean up for the festival. This is the last large festival for the season. We'll be going over all of our required inventory this fall to get ready for the 2017 Festival season.

We had 2 different water leaks on our main on Madrona near Capt. Whidbey. The water main in that area is an older steel line. The two leaks were about 10 feet apart. The first surfaced on the Friday before Arts & Crafts and the second was the following Monday. We were able to repair both leaks without a system shut down using stainless steel repair bands.

We also had 2 different water main breaks on Pennington. These breaks were due to contractor work. Town staff responded both times and were able to do the required repairs. Both breaks required a shut down in the Pennington area while repairs could be made. The first break was on a Friday afternoon and the second was the following Monday.

Several rail road ties were replaced by staff in the Municipal lot where people had driven into and over them. 6 different sections were replaced making the planter areas in the lot more defined and safer. The planters in the Municipal lot protect our stormwater catch basins.

Both the Town Park kitchen and restroom roofs were installed this month. This work was contracted by Skagit Roofing. They did a great job of working around customers so that the restrooms could stay open and the park still used during construction.

Every wood garbage can in town has been pressure washed and re-stained. They look especially nice on Front Street where it helps to give a clean look to the down town area.



STAFF REPORT

DATE: September 3, 2016
TO: Mayor Molly Hughes and Members of the Town Council
FROM: Kelly Beech
RE: Monthly Treasurer's Report
ATTACHMENTS: July 2016 - Reported Fund Balance & Actual Cash Balance Report;
Monthly Revenue & Expenditure Report.

There is nothing unusual to note in the July Monthly Financial Reports except that the perceived over-expenditure of the Street Fund (Fund 101) has been corrected with the August Budget Amendment (Ord. 727).

July 31, 2016



Reported Fund Balance (Vision Schedule of Cash Activity)

FUND	Beginning Balance	Cash In	Cash Out	Ending Balance
001 General Fund	\$ 921,040.84	\$104,826.76	\$98,383.21	\$ 927,484.39
101 Street/Arterial	\$ 39,781.17	\$216,181.20	\$17,539.48	\$ 238,422.89
104 Hotel/Motel Tax Fund	\$ 58,566.27	\$4,318.04	\$16,095.81	\$ 46,788.50
105 Capital Improvement	\$ 551,183.21	\$3,706.91	\$0.00	\$ 554,890.12
106 Drug Enforcement	\$ 2,494.17	(\$790.41)	\$0.00	\$ 1,703.76
107 Harbor Imp.	\$ 26,647.93	\$9.27	\$0.00	\$ 26,657.20
109 Park Impact	\$ 67,314.73	\$23.43	\$870.00	\$ 66,468.16
202 1979 W/S Bond	\$ 13,727.02	\$4.78	\$0.00	\$ 13,731.80
203 1975 W/S Bond	\$ 0.77	\$0.00	\$0.00	\$ 0.77
212 WWTP Loan	\$ 141,559.47	\$49.26	\$0.00	\$ 141,608.73
303 Capital Imp. Water	\$ 946,575.45	\$4,829.42	\$0.00	\$ 951,404.87
304 Capital Imp. Sewer	\$ 398,010.05	\$5,638.51	\$1,085.18	\$ 402,563.38
401 Utility	\$ 345,713.25	\$43,996.43	\$54,750.04	\$ 334,959.64
621 Commemorative	\$ 6,725.83	\$2.34	\$0.00	\$ 6,728.17
631 Cafeteria Plan	\$ 1,137.91	\$220.40	\$0.00	\$ 1,358.31
ASP Reported Fund Balance	\$ 3,520,478.07	\$ 383,016.34	\$ 188,723.72	\$ 3,714,770.69
802 Claims Warrants	\$ 134,179.62	\$111,161.43	\$195,625.92	\$ 49,715.13
803 Payroll Warrants	\$ 23,431.79	\$37,354.49	\$37,281.95	\$ 23,504.33
ASP Reported Cash Balance	\$ 3,678,089.48	\$ 531,532.26	\$ 421,631.59	\$ 3,787,990.15



Actual Cash Balance (Bank Statements)

	Deposits	Withdrawals	July 31, 2016
<i>Investments (LGIP)</i>	\$ 2,942,067.12	\$ 58,275.86	\$ 3,000,342.98
<i>Whidbey Island Bank (WIB)</i>	\$ 735,822.36	\$ 325,279.90	\$ 787,447.17
<i>Petty Cash Fund</i>	\$ 200.00		\$ 200.00
		WIB+Petty Cash	\$ 787,647.17
Total Cash Balance (WIB+LGIP+Petty Cash)			\$ 3,787,990.15
		Outstanding Claim Warrants (802)	\$ 49,715.13
		Outstanding Payroll Warrants (803)	\$ 23,504.33
		Ending Fund Balance	\$ 3,714,770.69



Monthly Revenue Report for Budget Amounts

Fund	Name	Month to Date	Year to Date	Budgeted	Remaining	
001	General	\$ 104,024.07	\$ 1,007,532.77	\$ 1,348,970.00	\$ 341,437.23	75%
101	Street	\$ 216,181.20	\$ 530,122.01	\$ 139,126.00	\$ (390,996.01)	381%
104	Hotel/Motel Tax Fund	\$ 4,318.04	\$ 23,668.40	\$ 40,045.00	\$ 16,376.60	59%
105	Capital Improvement	\$ 3,706.91	\$ 35,892.57	\$ 49,000.00	\$ 13,107.43	73%
106	Drug Enforcement	\$ (790.41)	\$ 3.93	\$ 2.00	\$ (1.93)	197%
107	Harbor Improvements	\$ 9.27	\$ 1,575.00	\$ 1,630.00	\$ 55.00	97%
109	Park Impact Fee	\$ (846.57)	\$ 1,892.63	\$ 1,800.00	\$ (92.63)	105%
202	79 Wtr & Swr Rev	\$ 4.78	\$ 5,324.38	\$ 5,310.00	\$ (14.38)	100%
203	75 Wtr & Swr Rev	\$ -	\$ 0.77	\$ -	\$ (0.77)	0%
212	02 WWTP	\$ 49.26	\$ 93,011.60	\$ 92,959.00	\$ (52.60)	100%
303	Capital for Water	\$ 4,829.42	\$ 44,175.83	\$ 5,100.00	\$ (39,075.83)	866%
304	Capital for Sewer	\$ 5,638.51	\$ 253,517.13	\$ 34,650.00	\$ (218,867.13)	732%
401	Utility	\$ 42,443.10	\$ 474,176.62	\$ 971,450.00	\$ 497,273.38	49%
621	Commemorative	\$ 2.34	\$ 15.49	\$ 505.00	\$ 489.51	3%
631	Cafeteria Plan	\$ 220.40	\$ 1,541.15	\$ 6,005.00	\$ 4,463.85	26%
		\$ 379,790.32	\$ 2,472,450.28	\$ 2,696,552.00	\$ 224,101.72	92%



Monthly Expenditure Report for Budget Amounts

Fund	Name	Month to Date	Year to Date	Budgeted	Unexpended	
001	General	\$ 97,580.52	\$ 957,427.79	\$ 1,451,395.00	\$ 493,967.21	66%
101	Street	\$ 17,539.48	\$ 308,501.06	\$ 148,685.00	\$ (159,816.06)	207%
104	Hotel/Motel Tax Fund	\$ 16,095.81	\$ 21,875.74	\$ 55,680.00	\$ 33,804.26	39%
105	Capital Improvement	\$ -	\$ 39,918.11	\$ 179,239.00	\$ 139,320.89	22%
106	Drug Enforcement	\$ -	\$ -	\$ 1,705.00	\$ 1,705.00	0%
107	Harbor Improvements	\$ -	\$ 3.26	\$ 26,796.00	\$ 26,792.74	0%
109	Park Impact Fee	\$ -	\$ -	\$ 62,896.00	\$ 62,896.00	0%
202	79 Wtr & Swr Exp	\$ -	\$ 1,987.51	\$ 5,300.00	\$ 3,312.49	38%
203	75 Wtr & Swr Exp	\$ -	\$ -	\$ -	\$ -	0%
212	02 WWTP	\$ -	\$ 46,411.55	\$ 92,824.00	\$ 46,412.45	50%
303	Capital for Water	\$ -	\$ 27,151.64	\$ 615,015.00	\$ 587,863.36	4%
304	Capital for Sewer	\$ 1,085.18	\$ 107,894.42	\$ 453,750.00	\$ 345,855.58	24%
401	Utility	\$ 53,196.71	\$ 666,143.29	\$ 1,107,044.00	\$ 440,900.71	60%
621	Commemorative	\$ -	\$ -	\$ 7,718.00	\$ 7,718.00	0%
631	Cafeteria Plan	\$ -	\$ 182.84	\$ 6,000.00	\$ 5,817.16	3%
		\$ 185,497.70	\$ 2,177,497.21	\$ 4,214,047.00	\$ 2,036,549.79	52%

Ending Fund Balance \$ 3,787,990.15 Adjustment
 Available Fund Balance \$ 3,714,770.69

Fund	Name				
001	General	\$ 927,582.70	212	02 WWTP	\$ 141,608.73
101	Street	\$ 238,422.89	303	Capital for Water	\$ 951,404.87
104	Hotel/Motel Tax Fund	\$ 46,788.50	304	Capital for Sewer	\$ 402,563.38
105	Capital Improvement	\$ 554,890.12	401	Utility	\$ 334,861.33
106	Drug Enforcement	\$ 1,703.76	621	Commemorative	\$ 6,728.17
107	Harbor Improvements	\$ 26,657.20	631	Cafeteria Plan	\$ 1,358.31
109	Park Impact Fee	\$ 66,468.16			
202	79 Wtr & Swr Rev	\$ 13,731.80	802	Outstanding Warrants	\$ 49,715.13
203	1975 W/S Bond	\$ 0.77	803	Outstanding Payroll	\$ 23,504.33



STAFF REPORT

DATE: September 9, 2016
TO: Mayor Molly Hughes and Members of the Town Council
FROM: Kelly Beech
RE: Monthly Treasurer's Report
ATTACHMENTS: August 2016 - Reported Fund Balance & Actual Cash Balance Report; Monthly Revenue & Expenditure Report.

There is nothing unusual to note in the August Monthly Financial Reports except that the perceived over-expenditure of the Street Fund (Fund 101) has been corrected with the August Budget Amendment (Ord. 727).

Aug 30, 2016



Reported Fund Balance (Vision Schedule of Cash Activity)

FUND	Beginning Balance	Cash In	Cash Out	Ending Balance
001 General Fund	\$ 927,484.39	\$149,870.99	\$60,116.77	\$ 1,017,238.61
101 Street/Arterial	\$ 238,422.89	\$14,298.25	\$15,831.95	\$ 236,889.19
104 Hotel/Motel Tax Fund	\$ 46,788.50	\$6,712.98	\$2,484.14	\$ 51,017.34
105 Capital Improvement	\$ 554,890.12	\$3,432.16	\$4,114.30	\$ 554,207.98
106 Drug Enforcement	\$ 1,703.76	\$0.57	\$0.00	\$ 1,704.33
107 Harbor Imp.	\$ 26,657.20	\$8.88	\$0.00	\$ 26,666.08
109 Park Impact	\$ 66,468.16	\$22.14	\$0.00	\$ 66,490.30
202 1979 W/S Bond	\$ 13,731.80	\$4.57	\$0.00	\$ 13,736.37
203 1975 W/S Bond	\$ 0.77	\$0.00	\$0.00	\$ 0.77
212 WWTP Loan	\$ 141,608.73	\$47.17	\$0.00	\$ 141,655.90
303 Capital Imp. Water	\$ 951,404.87	\$316.90	\$0.00	\$ 951,721.77
304 Capital Imp. Sewer	\$ 402,563.38	\$134.09	\$1,197.73	\$ 401,499.74
401 Utility	\$ 334,959.64	\$187,581.78	\$91,753.17	\$ 430,788.25
621 Commemorative	\$ 6,728.17	\$2.24	\$0.00	\$ 6,730.41
631 Cafeteria Plan	\$ 1,358.31	\$220.45	\$0.00	\$ 1,578.76
ASP Reported Fund Balance	\$ 3,714,770.69	\$ 362,653.17	\$ 175,498.06	\$ 3,901,925.80
802 Claims Warrants	\$ 49,715.13	\$71,253.73	\$108,793.24	\$ 12,175.62
803 Payroll Warrants	\$ 23,504.33	\$33,571.68	\$36,807.03	\$ 20,268.98
ASP Reported Cash Balance	\$ 3,787,990.15	\$ 467,478.58	\$ 321,098.33	\$ 3,934,370.40



Actual Cash Balance (Bank Statements)

	Deposits	Withdrawals	Aug 30, 2016
<i>Investments (LGIP)</i>	\$ 3,000,342.98	\$ 67,163.79	\$ 3,067,506.77
<i>Whidbey Island Bank (WIB)</i>	\$ 787,447.17	\$ 265,617.32	\$ 866,663.63
<i>Petty Cash Fund</i>	\$ 200.00		\$ 200.00
		WIB+Petty Cash	\$ 866,863.63
Total Cash Balance (WIB+LGIP+Petty Cash)			\$ 3,934,370.40
		Outstanding Claim Warrants (802)	\$ 12,175.62
		Outstanding Payroll Warrants (803)	\$ 20,268.98
		Ending Fund Balance	\$ 3,901,925.80



Monthly Revenue Report for Budget Amounts

Fund	Name	Month to Date	Year to Date	Budgeted	Remaining	
001	General	\$ 149,813.95	\$ 1,157,346.72	\$ 1,348,970.00	\$ 191,623.28	86%
101	Street	\$ 14,298.25	\$ 544,420.26	\$ 139,126.00	\$ (405,294.26)	391%
104	Hotel/Motel Tax Fund	\$ 6,712.98	\$ 30,381.38	\$ 40,045.00	\$ 9,663.62	76%
105	Capital Improvement	\$ 3,432.16	\$ 39,324.73	\$ 49,000.00	\$ 9,675.27	80%
106	Drug Enforcement	\$ 0.57	\$ 4.50	\$ 2.00	\$ (2.50)	225%
107	Harbor Improvements	\$ 8.88	\$ 1,583.88	\$ 1,630.00	\$ 46.12	97%
109	Park Impact Fee	\$ 22.14	\$ 1,914.77	\$ 1,800.00	\$ (114.77)	106%
202	79 Wtr & Swr Rev	\$ 4.57	\$ 5,328.95	\$ 5,310.00	\$ (18.95)	100%
203	75 Wtr & Swr Rev	\$ -	\$ 0.77	\$ -	\$ (0.77)	0%
212	02 WWTP	\$ 47.17	\$ 93,058.77	\$ 92,959.00	\$ (99.77)	100%
303	Capital for Water	\$ 316.90	\$ 44,492.73	\$ 5,100.00	\$ (39,392.73)	872%
304	Capital for Sewer	\$ 134.09	\$ 253,651.22	\$ 34,650.00	\$ (219,001.22)	732%
401	Utility	\$ 182,668.39	\$ 656,845.01	\$ 971,450.00	\$ 314,604.99	68%
621	Commemorative	\$ 2.24	\$ 17.73	\$ 505.00	\$ 487.27	4%
631	Cafeteria Plan	\$ 220.45	\$ 1,761.60	\$ 6,005.00	\$ 4,243.40	29%
		\$ 357,682.74	\$ 2,830,133.02	\$ 2,696,552.00	\$ (133,581.02)	105%



Monthly Expenditure Report for Budget Amounts

Fund	Name	Month to Date	Year to Date	Budgeted	Unexpended	
001	General	\$ 60,059.73	\$ 1,017,487.52	\$ 1,778,022.00	\$ 760,534.48	57%
101	Street	\$ 15,831.95	\$ 324,333.01	\$ 625,315.00	\$ 300,981.99	52%
104	Hotel/Motel Tax Fund	\$ 2,484.14	\$ 24,359.88	\$ 55,680.00	\$ 31,320.12	44%
105	Capital Improvement	\$ 4,114.30	\$ 44,032.41	\$ 179,239.00	\$ 135,206.59	25%
106	Drug Enforcement	\$ -	\$ -	\$ 1,705.00	\$ 1,705.00	0%
107	Harbor Improvements	\$ -	\$ 3.26	\$ 26,796.00	\$ 26,792.74	0%
109	Park Impact Fee	\$ -	\$ -	\$ 62,896.00	\$ 62,896.00	0%
202	79 Wtr & Swr Exp	\$ -	\$ 1,987.51	\$ 5,300.00	\$ 3,312.49	38%
203	75 Wtr & Swr Exp	\$ -	\$ -	\$ -	\$ -	0%
212	02 WWTP	\$ -	\$ 46,411.55	\$ 92,824.00	\$ 46,412.45	50%
303	Capital for Water	\$ -	\$ 27,151.64	\$ 615,015.00	\$ 587,863.36	4%
304	Capital for Sewer	\$ 1,197.73	\$ 109,092.15	\$ 453,750.00	\$ 344,657.85	24%
401	Utility	\$ 86,839.78	\$ 752,983.07	\$ 1,107,044.00	\$ 354,060.93	68%
621	Commemorative	\$ -	\$ -	\$ 7,718.00	\$ 7,718.00	0%
631	Cafeteria Plan	\$ -	\$ 182.84	\$ 6,000.00	\$ 5,817.16	3%
		\$ 170,527.63	\$ 2,348,024.84	\$ 5,017,304.00	\$ 2,669,279.16	47%

Ending Fund Balance \$ 3,934,370.40 Adjustment
 Available Fund Balance \$ 3,901,925.80

Fund	Name				
001	General	\$ 1,017,336.92	212	02 WWTP	\$ 141,655.90
101	Street	\$ 236,889.19	303	Capital for Water	\$ 951,721.77
104	Hotel/Motel Tax Fund	\$ 51,017.34	304	Capital for Sewer	\$ 401,499.74
105	Capital Improvement	\$ 554,207.98	401	Utility	\$ 430,689.94
106	Drug Enforcement	\$ 1,704.33	621	Commemorative	\$ 6,730.41
107	Harbor Improvements	\$ 26,666.08	631	Cafeteria Plan	\$ 1,578.76
109	Park Impact Fee	\$ 66,490.30			
202	79 Wtr & Swr Rev	\$ 13,736.37	802	Outstanding Warrants	\$ 12,175.62
203	1975 W/S Bond	\$ 0.77	803	Outstanding Payroll	\$ 20,268.98