



# Town of Coupeville

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## TOWN COUNCIL WORKSHOP

### AGENDA

Coupeville Rec Hall

October 11, 2016

4:30 pm

#### 2017 Budget:

- Revenue Sources
- Property Tax
- Projects Expected to Carryover from 2016
- Utility Projects Scheduled for 2017



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## STAFF REPORT

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**DATE:** October 8, 2016  
**TO:** Mayor and Town Council  
**FROM:** Clerk Treasurer Kelly Beech  
**RE:** 2017 Budget

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Copies of the entire **draft** 2017 budget will be presented at the workshop on Tuesday. In past years the budget process has been pretty straight-forward. A majority of the revenue and expense budget amounts were copied over into the next year's budget. There are a number of reasons why that process will not work for this year. Below are the most notable challenges, and some things to think about before the Budget Workshop on Tuesday.

### **General Fund:**

- A review of projects will be conducted at the budget workshop. The resulting list will influence expenditure amounts in every fund, including the General Fund.
- As a result of adding a "vehicle replacement" budget to the Utility Fund, a corresponding budget for those portions of vehicle and major equipment purchases that belong in the General Fund must be added.
- Council's decision on COLA (The Bureau of Labor and Statistics is reporting that as of August 2016, the consumer price index is up 2.1% over last year.) may affect salary and benefit calculations in all funds.
- It is my recommendation to the Council that 5% (roughly \$18,000) of property tax revenue be dedicated to the Street Fund to help fund any future projects that may not be covered by grants.

### **Street Fund:**

- A number of street overlay and chipseal projects were submitted to the Department of Transportation this year for grant review. If the Town receives the grants, we will need to include those projects in the Street Fund.

### **Utility Fund:**

- The current utility fund needs to be split into three separate funds. Revenues and expenses will be assigned according to our rate study.



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## STAFF REPORT

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**DATE:** October 11, 2016  
**TO:** Mayor Hughes and Members of the Town Council  
**FROM:** Owen Dennison, Town Planner  
**RE:** Monthly Planning, Historic Preservation, and Building Summary

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### Land Use:

One boundary line adjustment was issued to consolidate two lots on NE Front Street. Preliminary approval of a three-lot short plat was issued for portions of Memorandum of Agreement subareas A, B, and H. When recorded, the short plat will provide for the sale of the house under construction at the south end of NW Krueger Street, but no other near-term development is anticipated to result.

### Building:

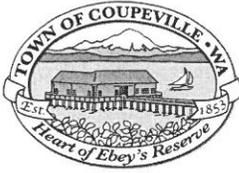
Building permits were issued for three garages and an art studio. Plumbing and mechanical permits were issued for four ductless heat pumps—by all indications an increasingly popular method of residential heating and cooling—and a variety of other small scale improvements throughout the Town.

### Long Range:

The Planning Commission continued its discussion of draft amendments to the sign code at its October meeting. Amending sign regulations is a particularly sensitive and complex undertaking under any circumstances and it has only become more so following the Supreme Court's decision in the case of Reed v. Town of Gilbert, AZ. As briefly discussed during the Town Council's September 13 meeting, this case established that some or all sign regulation must be neutral with regard to content and speaker or be subject to constitutional challenge. It is anticipated that the Planning Commission will meet at least two more times before a recommended draft is ready for legal review and wider community discussion. Staff salutes the Planning Commission for its diligence and creativity on this challenging effort.

### Right-of-Way Permits:

In addition to the typical right-of-way permits issued for more minor and temporary right-of-way occupations and disturbances, the Town issued a permit to install two sets of concrete ecology blocks within the right-of-way adjacent to 6 NE Front Street. A cable attached to each stack extends around the building to help secure the building and prevent what the owner evidently believes is the potential for a catastrophic loss of structural contact with the slope. This interim solution will remain only until a permanent remedy can be designed and approved through the Town's development review processes or for two years, whichever occurs first. To reduce the visual impact of the concrete blocks and to discourage public access around the structure, a fence has been installed along the pedestrian path.



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## STAFF REPORT

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**DATE:** October 8, 2016  
**TO:** Mayor and Town Council  
**FROM:** Clerk Treasurer Kelly Beech  
**RE:** September 2016

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September is traditionally a heavy budget preparation month. Unfortunately, other tasks have taken priority, most notably finalizing the rate increase. In addition to finalizing and passing the new utility rates, we've had one new hire and two staff members leave. Whenever we have staff turnover time is spent on posting the new position, and then in processing all of the paperwork involved in separation of employment and new hires. Our new hire is in Public Works, and I'm sure Public Works Superintendent Kelly Riepma will cover his hire in her report to Council.

As you are all aware, September 15<sup>th</sup> was Willy LaRue's last day at the Town before he moved on to a better opportunity in eastern Washington. Paul Vinsant, who left in July to take an administrative position at Penn Cove Water and Sewer District, has been working with the Town as a contract employee to oversee operations at the plants, while we work to fill the vacant Utility Superintendent position.

Former Fiscal Clerk Shelly Maier quit unexpectedly on September 14<sup>th</sup>. The loss of one of a three-woman team here at Town Hall was significant. Fortunately Laurel Wilsey, who retired from the Fiscal Clerk position at the end of last year, was available to fill-in at a moment's notice. Having Laurel to fall back on has been a tremendous relief. She has stepped-up with helping walk-in customers, answering the phones, processing A/P, processing A/R Invoices, and Payroll entry. Although Laurel would be available to fill the entire Fiscal Clerk shift, I am cognizant of the possibility of burning her out, so she is filling-in only when we absolutely need her. The open position has been posted in the newspaper, on our website, and has been sent electronically to a number of organizations. The application period ends on Monday, October 17<sup>th</sup>, and we have already received 9 applications. I am confident we will find a qualified applicant and have the position filled by November 15<sup>th</sup> at the latest.

### **Average Tasks for the month:**

- A total of 1,118 utility statements were generated in September. This includes 1,097 statements in our regular billing run, and 21 final bills.
- 200 utility payments were processed in September, and we had 40 "move-in/move-out" transactions.
- We processed a total of 15 Rec Hall rental and Pavilion rental applications, and processed 2 cancellations/refunds.



- There were 10 invoices sent out in September. No second notices in an attempt to collect on delinquent accounts were necessary this month. *Invoices are generated for everything from Fire Inspections to reimbursements for expenses related to the Whidbey General Hospital Expansion project.*

### **Special Events Permit Applications**

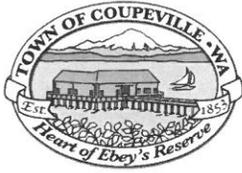
- We processed 2 Special Events Permit Applications in September:
  - Whidbey Island Dance Theater was issued permit #2016-14 for their Annual Tutu Fun Run on September 7, 2016. The event took place on September 24<sup>th</sup>.
  - Penn Cove Taproom requested to expand their outdoor seating area for one night in order to accommodate a live music performance. The request was not actually for a Special Event, so the Mayor worked directly with owner Marc Aparicio to allow the one-time expansion. The event occurred on September 24<sup>th</sup>.

### **Out of the Ordinary Tasks for the month:**

- We had two planned power outages (managed by PSE) wholly within town limits, and both went as planned.
- We received a total of 4 Public records requests in September:
  - One was withdrawn
  - The second and third requests are quite extensive and staff are working to fulfill those.
  - The fourth was a small request and it has been filled.

### **Here are some things that will be coming up in October:**

- A number of changes will need to be made in our utility billing software:
  - Water Rates went back to the Winter Rate and will need to be adjusted.
  - Sewer Rates will need to be updated to reflect the recently voted increase.
  - Newly created Storm Water Rates will need to be inputted and applied to in-town accounts.
- Both Utility Clerk Amanda Apsey and I will attend a Vision software users' conference during the first week of October.
- Applications for Fiscal Clerk will need to be reviewed and applicants interviewed.
- There will be a public hearing at the October 25<sup>th</sup> Council Meeting to consider the 2017 Revenues and Tax Levy.
- An Ordinance splitting the Utility Fund into three separate funds will need to be presented to Council in preparation for a public hearing in November.
- An Ordinance amending the 2016 Budget will need to be presented to Council, in preparation for a November public hearing, to redistribute utility costs to the newly created funds.
- Budget, Budget, Budget



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## STAFF REPORT

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**DATE:** October 6, 2016  
**TO:** Mayor Molly Hughes and Members of the Town Council  
**FROM:** Kelly Riepma, Public Works Superintendent  
**RE:** Public Works Report for September

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Our 2 Seasonal employees are now off leaving our crew of 3 full time employees to continue through the fall and winter. We hired Brandon Fisher this month as our new full time Maintenance Worker I to fill one of the 3 positions. The 3 of us will be very busy with fall and winter projects ahead.

We repaired a 1953 fire hydrant that was leaking on NE 6<sup>th</sup> and NE Otis. Getting parts for our older hydrants can be very challenging. We found a distributor that allowed us to borrow the \$3,000 hydrant removal tool at no charge to do the repairs. We were able to get the parts and do the repairs for about \$200. The hydrant should be good for many more years now.

We completed our last mowing cycle for the season. We'll be servicing the mowers and getting them ready for winter storage.

We removed 2 large trees on NE 6<sup>th</sup> and NE Faris that were in the right-of-way and causing a home owner issues with their side sewer as well as our sewer main. The project took 2 days and we were able to alleviate a problem for a customer as well as ourselves. Tree roots that get into our older sewer mains can be very problematic. They require frequent sewer jetting to keep them clear and operational.

We installed a new curve ahead sign at NE 9<sup>th</sup> and NE LaSalle to help notify drivers of the curves ahead. We also installed yellow buttons on the road as a rumble strip in an effort to get drivers to slow down through the curves on both NE 9<sup>th</sup> and NE Parker. Several community members stopped and thanked us for making an effort for safety in that area.

The Lion's Club has been moving along well on the Town Park kitchen remodel. They pressure washed and painted both the inside and outside. They'll be cleaning and painting the floor next. It's looking really good.

We helped the Garden Club with a planter renovation at Captain Coupe Park. We removed all of the old landscape and brought in mulch and landscape rocks to build a border. They will be adding all new plants to the planter. This was a fun project to work with them on.



## STAFF REPORT

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Date: 10/11/16  
To: Mayor Hughes and Town Council  
FROM: Marshal Garden  
Re: Month of September

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The first month here has moved quickly as I start to learn the town and all that it has to offer and the concerns of the community members.

**Town Cryer:** In some ways I feel as if I have partially taken on the role of Town Cryer. As I walk around town (particularly Front St.) I am stopped by people with questions. Generally they want to know where they can get coffee or a certain type of food. They also ask the hours of the museum or individual businesses. I enjoy getting the opportunity to interact with the people from all over the world and talk up the offerings of Coupeville.

**Power Outages:** The power outages allowed me to meet with the business owners on the North side of SR20 and introduce myself to them and discuss measures that they could take to protect their properties. We also extended our patrol hours through the outages as an added assurance.

**Schools:** I have met individually with the School Superintendent as well as the Principals of each of the schools. We discussed my role in the schools and their expectations. We opened up the pathways of dialogue and I look forward to continuing to build relationships with the schools and students. I have also walked through the schools while they are in session to meet with the kids and allow them to interact with law enforcement on a social level. I apparently started the phones ringing to the front office the first time that I did it.

**Safety Concerns:** It was brought to my attention that the Island Transit Park & Ride on South Main St. had become a gathering place for students and non-attending juveniles. It was reported that those that had been expelled from school were meeting with students who either skipped classes or were on their lunch break. There is plenty of speculation on their activities while there. I checked the area and found that the lower parking lot was overgrown with brush and an ideal location for those to meet without being easily seen. I called and spoke with the supervisors of Island Transit and explained my concerns. The next day their maintenance personnel were at the location and the brush has been cleared away. I haven't seen the kids there since.

Business Recalls: During my walks through town I discovered that there are not any easily accessible records for business owners and building renters. That is a concern to me as we may find a problem at a business or have an emergency at the location after hours and not know who to contact. I am working with ICOM to develop a form that I will give to each of the business and commercial building owners/managers to complete. This information will give us names, phone numbers and after hour contacts as well as some specific information about the business.

Statistics: I have spent this first month learning the processes and people of Coupeville. I have spent less time enforcing traffic. You will see that the numbers are slightly down on the statistics.

# **COUPEVILLE MARSHAL**

## **ISLAND COMMUNICATIONS CALLS FOR SERVICE**

Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Alarm	3	3	5	7	5	8	8	8	16				63
Animal Complaint	5	1	2	11	12	6	10	10	3				60
Assault	3	1	1	3	1	1	1	4	1				16
Assist Agency	5	3		4	3	1	4	8	2				30
Assist Public	21	8	11	14	12	14	17	17	9				123
Burglary			1		1								2
Child Abuse/Neglect				1									1
Court Order Viol				1	1		2	1	2				7
Disorderly Conduct	5	4	5	3	5	6	5	8	11				52
Domestic Violence	1	4	2	3	2	5	3	6	3				29
Fire / Medical Call		1	5	7	1	1	1	4	5				25
Fraud / Forgery		5	3	6	1	2	1	5					23
Hang Up 911	6	8	9	5	4	10	6	14	11				73
Harassment				1	2	2	1	1	1				8
Juvenile Complaint	1	2	1				1	1	1				7
Liquor Violation				1		1			2				4
Malicious Mischief	1	3	1	2					3				10
Marine Incident		1		2		1	3	1					8
Mental	1					1	1	1	1				5
Missing Person				2				1					3
Vehicle Accident	6	2	3	1	6	6	4	8					36
Noise								2	2				4
Nuisance		3	4		3	2	1						13
Property								2	6				8
Sex Crime			1	1	1	1	1	1					6
Vehicle Theft				1									1
Suicide Threat	4	1	1	1	2		1	4	1				15
Suspicious Activity	5	6	3	5	13	3	11	3	3				52
Theft	2	2	1		2	4	5		3				19
Threats		1	1					1	3				6
Traffic Complaint	5	4	10	12	8	10	10	10	10				79
Trespassing			2			3	2	2	3				12
Unsecure Premise							1	1					2
Vehicle Prowl									1				1
Death Investigation	1							1					2
VUSCA - Drugs	1			2		1		1					5
Wanted Person	1	2				2		3					8
Weapons Violation	2	1				1			2				6
Welfare Check	1	4	6	3	6	4	5	9	2				40
Misc / Other Calls	7	7	7	3	13	18	12	5	13				85

Total Town calls	<b>87</b>	<b>77</b>	<b>85</b>	<b>102</b>	<b>104</b>	<b>114</b>	<b>117</b>	<b>143</b>	<b>120</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>949</b>
CPD response in Town	61	50	69	74	84	85	82	102	96				<b>703</b>
ICSO response in Town	26	27	16	28	20	29	35	40	24				<b>245</b>
CPD response in County	20	22	19	17	38	34	26	28	25				<b>229</b>



## TRAFFIC OVERVIEW

Citations	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
DUI													0
DWLS			1		2				1				4
NVOL				2			1						3
Speed	7	7	7	10	3	7	6	3	2				52
Seatbelt													0
No insurance	2	2	5	1	5	3			1				19
Cell phone		2	3			1							6
Vehicle Regs		1			1	1		2					5
Equipment													0
Parking		3	12	3	1		1	2					22
Other	2				1	1		3	3				10

### Written Warnings

NVOL W/ID													0
Speed	14	40	37	41	24	28	39	20	10				253
Seatbelt		2	1			2							5
No Insurance					1				1				2
Cell Phone					1		1	1	1				4
Vehicle Regs	1	9	11	6	9	14	8	6	2				66
Equipment	2	3	3	4	1	5	1						19
Parking	2	27	31	15	2		3	1	2				83
Other	1	6	14	8	3	2	9	3	13				59

Total Contacts	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2016	31	102	125	90	54	64	69	41	36	0	0	0	612
2015	52	48	64	78	54	62	93	98	94	65	49	27	784
2014	89	17	17	34	33	17	54	64	57	32	69	39	522
2013	38	25	29	56	33	59	80	68	161	244	165	142	1100
2012	51	66	51	58	48	114	61	68	17	30	30	48	642
2011	18	26	43	28	48	44	95	59	42	29	42	38	512

\*\*\*These numbers do not include all traffic stops. The records system doesn't track verbal warnings.