

**YARROW POINT
TOWN COUNCIL MEETING AGENDA
Tuesday, November 12, 2019
7:00 p.m. at Town Hall**

Welcome to your Town Council meeting. We are pleased that you have chosen to be here this evening and participate in your local government. Your participation is encouraged and valued. We're interested in hearing your comments and provide a time during the meeting called "appearances" for you to communicate with your elected representatives.

PLEDGE OF ALLEGIANCE

CALL TO ORDER: Mayor Dicker Cahill

COUNCIL ROLL CALL: Carl Scandella, Stephan Lagerholm, Andy Valaas, Mary Elmore, and Steve Bush

APPEARANCES:

*Members of the public may speak concerning items that either are or are not on the agenda. The Council takes these matters under advisement. Officials and staff will assist you following the meeting if action is required. **Please state your name and address and limit comments to 3 minutes.***

1. PROCLAMATION OF GRATITUDE TO THE McDONALDS

2. MINUTES:

October 8, 2019 regular Council meeting

3. CONSENT CALENDAR:

Consists of routine items for which Council discussion is not required. A Councilmember may request that an item be moved to Regular Business for discussion. Consent items are approved with one vote.

4. STAFF REPORTS:

REGULAR BUSINESS:

5. AB 19-25 – 2020 Levy

A. Ordinance No.701: An Ordinance of the Town of Yarrow Point, Washington Increasing the Town of Yarrow Point's Regular Levy from the Previous Year, Commencing January 1, 2020 on All Property; and Establishing an Effective Date.

6. AB 19-26 – 2020 Final Budget

- A. Public Hearing
- B. Ordinance No. 702: An Ordinance Adopting the Budget for Fiscal Year 2020

7. AB 19-27 – Bowman Boundary Line Adjustment No.73, 8809 NE 34th St

- A. Public Hearing

8. AB 19-28 – Affordable Housing – Local Sales Tax Option

A. Resolution No. 347: Resolution Declaring Intent to Adopt Legislation to Authorize a Sales and Use Tax for Affordable and Supportive Housing in Accordance with Substitute House Bill 1406 (Chapter 338, Laws of 2019), and Other Matters Related Thereto

9. MAYOR & COUNCIL REPORTS

10. ADJOURNMENT

*To subscribe to our email list, email Town Hall at: townhall@yarrowpointwa.gov
Town of Yarrow Point, 4030 95th Ave. NE, Yarrow Point, WA 98004
425-454-6994, townhall@ci.yarrow-point.wa.us*

TOWN OF YARROW POINT

PROCLAMATION

A PROCLAMATION OF THE MAYOR, COUNCIL, AND CITIZENS OF THE TOWN OF YARROW POINT, WASHINGTON, EXPRESSING GRATITUDE FOR THE USE OF THE McDONALDS' FRONT YARD DURING THE ANNUAL 4TH OF JULY COMMUNITY CELEBRATIONS

WHEREAS, Dan and Janie McDonald have generously permitted the use of their front yard for 44-years of the Points 4th of July celebration tradition; and

WHEREAS, a collection of pictures and letters of appreciation from the Yarrow Point community has been compiled into book form to show Dan and Janie McDonald that their generosity is a big part of the celebration; and

WHEREAS, Dan and Janie McDonald will be dearly missed as residents of Yarrow Point,

NOW THEREFORE, BE IT PROCLAIMED BY THE COUNCIL OF THE TOWN OF YARROW POINT that we hereby thank, recognize, and express our sincere gratitude to Dan and Janie McDonald for the use of their front yard during Points 4th of July community events, creating a rooted Yarrow Point tradition, and wish them well in their future endeavors.

Dicker Cahill, Mayor

ATTEST:

Bonnie Ritter, Clerk/Treasurer

**TOWN OF YARROW POINT
COUNCIL REGULAR MEETING MINUTES
October 8, 2019
7:00 pm**

The following is a summary of the proceedings and is not a verbatim transcript.

CALL TO ORDER:

Mayor Dicker Cahill called the meeting to order at 7:00 pm

PRESENT:

Mayor: Dicker Cahill

Councilmembers: Mary Elmore
Stephan Lagerholm
Steve Bush
Andy Valaas
Carl Scandella – Excused absence

Staff: Austen Wilcox – Deputy Clerk
Stacia Schroeder – Engineer
Emily Miner – Town Deputy Attorney

Guests: Lieutenant Dawn Hanson – Clyde Hill Police Department
Cheryl Pietromonaco – Resident
Jack Gale – Resident
Sergei Dreizin - Resident
Yelena Dreizin – Resident

APPEARANCES:

Cheryl Pietromonaco, resident at 3445 92nd Ave NE requested that emails sent from residents to town staff regarding information relating to cell tower radiation be forwarded directly to the Council. She has concerns about health effects relating to radiation and referenced the MCI ordinance on the agenda.

Sergei Dreizin, resident at 8928 NE 33rd St shared that a rise in crime on 33rd Street has been taking place including car break ins, mail theft and drug paraphernalia. There has also been suspicious activity in the Wetherill Nature Preserve. Mr. Dreizin recommends that the police do frequent walk throughs of the preserve to make their presence known and install cameras. Lieutenant Dawn Hanson responded by stating that the police should be called to report the suspicious activity. Mayor Cahill will follow up with Clyde Hill Police to discuss a plan to increase patrol on NE 33rd St. Councilmember Bush also stated that it is important to call 911 so that the Council can be made aware of the incidents taking place in the monthly police reports they review. Councilmember Lagerholm stated

that there is a lot of technology in cameras and surveillance systems that could be utilized.

1. MINUTES:

MOTION: Councilmember Lagerholm moved to approve the regular meeting minutes of September 10, 2019 as amended. Councilmember Valaas seconded the motion

VOTE: 4 For, 0 Against, 0 Abstain. Motion carried.

2. CONSENT CALENDAR:

Council discussed line items with staff regarding the September Consent Calendar.

Mayor Cahill noted there was a typo in the agenda bill on the grand total however the correct amount is displayed on the signature approval page of the Consent Calendar.

Mayor Cahill noted the Town has donated to ARCH a total of \$3,000.00 to date including the \$1,250.00 payment in the September Council packet.

The following items were also approved as part of the Consent Calendar:

- Payment Approval Report; September
- Payroll, Tax, & Benefits Report; September
- Town Attorney Invoices; August
- Building Official Invoice; September
- Town Engineer Invoice; September
- Town Planner Invoice; September

MOTION: Councilmember Valaas moved to approve:

1. The September Consent Calendar as presented including the Payment Approval Report dated 10/2/2019 approving payments as shown totaling \$187,476.66 plus payroll, benefits, and tax expenses of \$27,315.24 as shown on the attached payroll and benefits reports for a grand total of \$214,791.90.

Councilmember Lagerholm seconded the motion

VOTE: 4 For, 0 Against, 0 Abstain. Motion carried.

3. STAFF REPORTS:

A. Police Report:

- Mail theft. Video footage showed a male on a bicycle.
- Lieutenant Hanson answered specific patrol and departmental questions from Council.

B. Town Engineer Report:

Ms. Schroeder gave an update report on the following projects:

Morningside Park Children's Play Area

The Morningside Park Children's Play Area is 99% complete. We are working with Kal (K-A Construction) to lower the bottom of the slide 4" to meet the design slope. There are no remaining change order items and the Town has taken over maintenance activities. The Washington Cities Insurance Authority (WCIA) did a preliminary site visit at the end of September and we will be installing an additional guardrail between the rockery and the slide's upper stairway in the near future. Outwest Landscape submitted a proposal (\$8,613.00) which covers the Revision No. 11 – Planting Plan, but we are recommending the Town moves forward with that work in the Spring 2020.

Councilmember Elmore recommends planting in the fall to take advantage of the rainy season.

2019 NE 42nd Street/ 91st Ave NE Stormwater Upsizing & UGC Project

Our design team is currently working with the City of Bellevue's engineer to make sure our design is compatible with their water main upgrade design. Gray & Osborne – Roger Kuykendall is leading the design team and Town staff is available to answer any questions or provide additional information as needed. To date, Engineer Schroeder has not received any new project estimates from PSE or Gray & Osborne.

Stormwater Management Plan Update

PACE has completed the survey field work, inventory, and stormwater modeling for this project. They are 85% complete with the draft update and are finding results consistent with the 2008 SWMP. Town Staff met with PACE in mid-September to discuss the proposed recommendations. PACE is updating the Chapter 3 graphics before Town staff provides additional review.

REGULAR BUSINESS:

4. AB 19-21: MCI Franchise Ordinance – second reading

Ordinance No. 698: An Ordinance of the Town Of Yarrow Point, Washington, Granting to MCImetro Access Transmission Services Corp. D/B/A Verizon Access Transmission Services and Its Affiliates, Successors and Assigns, the Right, Privilege, Authority and Nonexclusive Franchise for Five Years, to Construct, Maintain, Operate, Replace and Repair a Telecommunications Network, in, Across, Over, Along, Under, Through and Below Certain Designated Public Rights-Of-Way of the Town Of Yarrow Point, Washington.

The MCImetro Franchise Ordinance was presented at the September meeting for the first reading and discussion. It is now being presented for its second reading and adoption.

Deputy Attorney Emily Miner reminded the Council that the Town cannot regulate the incoming of cellular sites based solely off health effects. Ms. Miner recommends that concerned residents should direct their concerns to the federal government. Ms. Miner stated that Ordinance 698 pertains to undergrounding.

Ms. Miner addressed typos since the previous reading in September.

MCI Metro is donating \$5,000 to the Town to help with offsetting negotiation costs.

MOTION: Councilmember Bush moved to adopt Ordinance No. 698 with the following change: replacing the references of “city” to “town” to be consistent in franchise area Municipal Corporation; An Ordinance of the Town of Yarrow Point, Washington, Granting to MCIMetro Access Transmission Services Corp. D/B/A Verizon Access Transmission Services and its Affiliates, Successors and Assigns, the Right, Privilege, Authority and Nonexclusive Franchise for Five Years, to Construct, Maintain, Operate, Replace and Repair a Telecommunications Network, in, Across, Over, Along, Under, Through and Below Certain Designated Public Rights-Of-Way of the Town of Yarrow Point, Washington. Councilmember Valaas seconded the motion.

VOTE: 4 For, 0 Against. 1 Abstain Motion carried.

Councilmember Lagerholm abstained.

5. AB 19-22: Morningside Park Children’s Play Area Project Acceptance

The Morningside Park Children’s Play Area Project was completed the week of September 30th, 2019. The original lump sum contract (\$163,704.06) was accepted by the Town Council in November 2018. Based on my subsequent conversations with K-A General Construction, the scope of work was slightly increased and Change Order No. 2 (\$21,340.00) was signed by Mayor Cahill in September 2019.

There were a few minor complications during construction that we will keep in mind for future projects: 1.) All newly proposed projects will require a survey prior to design; 2.) The Town should consider having inspection activities for all construction projects in excess of \$100,000 done by a certified inspector versus the Town Engineer; and 3.) Committees formed during schematic design/ preliminary design should include consultation with Town staff as early in the process as possible to determine permitting requirements.

Council discussed the bidding process and requirement to select the lowest bidder for a public project including project monitoring. Mayor Cahill will reach out to other jurisdictions to learn about their procedures.

MOTION: Councilmember Valaas moved to accept the Morningside Park Children’s Play Area Project. Councilmember Elmore seconded the motion.

VOTE: 4 For, 0 Against. Motion carried.

6. AB 19-23: Public Hearing on Levy Increase

The setting of the property tax levy is routine:

- The levy is limited to 1% on existing property plus an amount related to new construction.
- Property tax levies are set by ordinance and filed with the County.
- If the estimated levy request is higher than the finally determined allowable rate the assessor will reduce the levy to the appropriate rate.

Here is the levy limit worksheet as provided by the County:

609,794	Levy based for calculation (2018 levy)
1.01	x Limit Factor
615,892	= Levy
11,390,451	= Total new construction
.43760	x Last year's regular levy rate
4,984	= New construction levy
620,876	= Total Limit Factor Levy

Mayor Cahill opened the public hearing at 8:20pm, and upon hearing no comments, closed the public hearing at 8:21 p.m.

Councilmember Bush noted that 1% does not keep up with inflation.

Council took a recess at 8:22pm, and reconvened at 8:25 p.m.

MOTION: Councilmember Lagerholm moved to adopt Ordinance No. 700, An Ordinance of the Town of Yarrow Point, Washington Increasing the Town of Yarrow Point's Regular Levy from the Previous Year, Commencing January 1, 2020 on All Property; and Establishing an Effective Date. Councilmember Elmore seconded the motion.

VOTE: 4 For, 0 Against. Motion carried.

7. AB 19-24: Public Hearing on 2020 Preliminary Budget

A public hearing is required to give citizens an opportunity to be heard with reference to the 2020 preliminary budget. Discussion and suggestions for amendments to this preliminary budget will also be heard from Council.

Mayor Cahill reviewed funds by line item.

Capital improvement projects were discussed.

Council discussed funding versus financing for an upcoming underground capital improvement project.

Council confirmed that the budget will include maintenance items performed to Town Hall in the 2020 budget to spruce it up.

Council discussed the request for funds from the Park Board. Mayor Cahill noted \$25,000 is being budgeted. Mayor Cahill stated that he has been in touch with WSDOT to address safety concerns for pedestrian crossing in the roundabout area that can be included as part of the Park Board's landscaping improvements to the entry of the Point.

Councilmember Bush stated that he, Mayor Cahill, and Lyman Howard- the City of Clyde Hill Administrator, discussed creating a new path around the Town entry sign and light post to allow a safer route for students to walk. Mayor Cahill responded that he is

working with WSDOT to help support funding. Clyde Hill will be cutting foliage on the south side of NE Points Drive to allow more walking room on the shoulder. Councilmember Bush voiced his concerns about lack of safety in the roundabout for pedestrians.

The path between the roundabout and Wetherill needs to be maintained by the Town. Mayor will allocate funds to be used for maintenance by the Town's public works department to maintain it.

Councilmember Elmore noted that the old pathway portion along 92nd is not accessible for ADA unlike the newer/concrete paved section. Mayor Cahill responded stating that the pathway is a candidate for a capital improvement project to extend the concrete.

Council discussed budgeting for security cameras.

Mayor Cahill will research security options with Councilmember Lagerholm

Mayor Cahill opened the public hearing at 9:17pm, and upon hearing no comments, closed the public hearing at 9:18 p.m.

The final 2020 budget will be on the November agenda for another hearing, discussion and adoption.

9. MAYOR AND COUNCIL REPORTS:

Councilmember Elmore requested information from the Mayor regarding a charge from the Town's attorney.

Councilmember Lagerholm requests that council packets be put in a PDF on the website. He also referenced an issue with the elevator on the lid.

Councilmember Bush reminded staff to get ready for winter and make sure supplies are stocked and equipment is at the ready.

10. ADJOURNMENT:

MOTION: Councilmember Bush moved to adjourn the meeting at 9:37 pm.

Councilmember Valaas seconded the motion.

VOTE: 4 For, 0 Against. Motion carried.

APPROVED:

ATTEST:

Dicker Cahill, Mayor

Austen Wilcox, Deputy Clerk

**Business of The Town Council
Town of Yarrow Point, WA**

Consent Calendar
November 12, 2019

Consent Calendar	Proposed Council Action: Approve Consent Calendar
------------------	---

Presented by:	Town Clerk-Treasurer
Exhibits:	Consent Calendar Items

Summary:

The Consent Calendar consists of items considered routine for which a staff recommendation has been prepared, and for which Council discussion is not required. A council member may request that an item be removed from the Consent Calendar and placed under Regular Business for discussion. Items on the Consent Calendar are voted upon as a block and approved with one vote.

The following documents are included in this section:

- Payment Approval Report: October
- Payroll, Tax & Benefits Report: October
- Town Attorney invoice: September
- Building Official Invoice: October
- Engineer Invoice: October
- Planner Invoice: October

<u>Recommended Action:</u> Move To: Approve the Consent Calendar as presented including the Payment Approval Report dated 11/06/2019 approving payments as shown totaling \$259,042.92 , plus payroll, benefits, and tax expenses of \$27,397.36 as shown on the attached payroll & benefits report for a total of \$286,440.28 .
--

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	YTD Payments
AA Asphaltting LLC						
309	AA Asphaltting LLC	110091	95th Ave NE Paving Work	09/30/2019	23,621.00	23,621.00
Total AA Asphaltting LLC:					23,621.00	
Arbor Day Foundation						
1137	Arbor Day Foundation	2019.	Annual membership	10/31/2019	15.00	30.00
Total Arbor Day Foundation:					15.00	
Banner Bank						
700	Banner Bank	101819	IT - cloud storage, backup..	10/18/2019	689.40	
700	Banner Bank	101819	Copier paper, TP, mouse traps, etc.	10/18/2019	700.67	
700	Banner Bank	101819	Lagerholm Elected Officials training	10/18/2019	45.00	
700	Banner Bank	101819	Ritter expenses at Caselle conference	10/18/2019	313.28	
700	Banner Bank	101819	Constant Contact	10/18/2019	49.51	
700	Banner Bank	101819	Lights for town truck	10/18/2019	24.04	
700	Banner Bank	101819	Cell phones	10/18/2019	285.04	
700	Banner Bank	101819	Mutt Mitts	10/18/2019	489.35	32,889.71
770	Banner Bank	1219	Principal for Loan Payment	10/31/2019	36,826.87	
770	Banner Bank	1219	Interest for loan payment	10/31/2019	5,976.70	85,607.14
Total Banner Bank:					45,399.86	
Bonnie Ritter						
9047	Bonnie Ritter	1019	Mileage reimbursement - (2) Tukwila and	10/17/2019	386.05	449.04
Total Bonnie Ritter:					386.05	
CASELLE, INC.						
1300	CASELLE, INC.	97950	Contract Support and Maint for Novembe	10/01/2019	709.50	
1300	CASELLE, INC.	98115	Reconcile September	10/23/2019	650.00	
1300	CASELLE, INC.	98515	Contraact support and maint - December	11/01/2019	709.50	16,564.00
Total CASELLE, INC.:					2,069.00	
Cedar Grove Composting						
307	Cedar Grove Composting	479947	Environmental fee for playground bark d	09/25/2019	24.75	841.50
Total Cedar Grove Composting:					24.75	
CITY OF BELLEVUE						
212	CITY OF BELLEVUE	35438	2019 2nd Half of Contract for Fire Protect	11/08/2019	119,193.42	
212	CITY OF BELLEVUE	35438	CIP portion of Fire Protection Service Fe	11/08/2019	7,005.08	
212	CITY OF BELLEVUE	7304144	Hydrant Meter Rental for plant watering	10/24/2019	261.51	255,898.51
Total CITY OF BELLEVUE:					126,460.01	
CITY OF BELLEVUE -UTILITY						
7	CITY OF BELLEVUE -UTIL	1019	Sewer and Water	10/08/2019	408.88	2,399.85
Total CITY OF BELLEVUE -UTILITY:					408.88	
CODE PUBLISHING						
108	CODE PUBLISHING	65098	Incorporate Ord. 697-700 into code	10/30/2019	111.75	2,624.25
Total CODE PUBLISHING:					111.75	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	YTD Payments
Comcast						
301	Comcast	1019	Internet and fax line	10/14/2019	210.88	2,285.12
Total Comcast:					210.88	
Comcast Business- VoiceEdge						
1374	Comcast Business- VoiceE	89876655	Town phones	10/15/2019	490.51	2,447.73
Total Comcast Business- VoiceEdge:					490.51	
CRYSTAL AND SIERRA SPRINGS						
1046	CRYSTAL AND SIERRA S	092819	Water cooler	09/28/2019	98.37	596.52
Total CRYSTAL AND SIERRA SPRINGS:					98.37	
DIGITAL REPROGRAPHICS						
256	DIGITAL REPROGRAPHIC	495355	Council packets	10/03/2019	428.33	5,460.50
Total DIGITAL REPROGRAPHICS:					428.33	
Earth Corps						
1303	Earth Corps	7594	Maintenance in Wetherill Preserve	09/30/2019	6,883.80	8,616.30
Total Earth Corps:					6,883.80	
Fleming, Krista						
310	Fleming, Krista	070419	WNP banner for 4th July celebration	10/31/2019	140.99	140.99
Total Fleming, Krista:					140.99	
Flock Safety						
308	Flock Safety	1019	Security Cameras	10/21/2019	4,500.00	4,500.00
Total Flock Safety:					4,500.00	
Gaylynn Brien						
1151	Gaylynn Brien	149	Sales Tax reports - Sept & Oct.	09/30/2019	100.00	550.00
Total Gaylynn Brien:					100.00	
Gray & Osborne, Inc.						
9043	Gray & Osborne, Inc.	9	Consulting Services for 42nd/91st SW U	10/14/2019	2,710.44	37,203.55
Total Gray & Osborne, Inc.:					2,710.44	
ISLAND SECURITY SYSTEMS						
21	ISLAND SECURITY SYST	70170	Security Monitoring	10/07/2019	154.00	448.00
Total ISLAND SECURITY SYSTEMS:					154.00	
ISOutsorce						
1301	ISOutsorce	CW231082	Veeam backup issue	09/30/2019	194.00	
1301	ISOutsorce	CW231589	Remote monitoring and Management Se	10/04/2019	110.00	
1301	ISOutsorce	CW232372	Scan mac for suspicious activity	10/31/2019	74.50	6,898.08
Total ISOutsorce:					378.50	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	YTD Payments
Jimenez Maintenance						
9050	Jimenez Maintenance	2	Railing along stairs to slide on playgroun	10/28/2019	1,056.00	
9050	Jimenez Maintenance	4	Repair mailbox pagoda at NE 34 St.	10/01/2019	2,420.00	9,344.00
Total Jimenez Maintenance:					3,476.00	
KIRKLAND MUNICIPAL COURT						
111	KIRKLAND MUNICIPAL C	SEP19YPT	Court Costs	10/17/2019	64.98	1,007.09
Total KIRKLAND MUNICIPAL COURT:					64.98	
Marker, Todd and Karissa						
1439	Marker, Todd and Karissa	18-7832	Street Deposit Refund	10/01/2019	3,750.00	3,750.00
Total Marker, Todd and Karissa:					3,750.00	
McGlenn, Ronni						
311	McGlenn, Ronni	861785	Tree seedlings and pots for plants at Tow	09/24/2019	154.24	154.24
Total McGlenn, Ronni:					154.24	
MONA H. GREEN						
219	MONA H. GREEN	19591	Building Permits	10/31/2019	641.25	
219	MONA H. GREEN	19591	Site Development	10/31/2019	135.00	
219	MONA H. GREEN	19591	Review and analysis - SEPA	10/31/2019	135.00	
219	MONA H. GREEN	19591	Variance	10/31/2019	135.00	
219	MONA H. GREEN	19591	Shoreline Development	10/31/2019	810.00	
219	MONA H. GREEN	19591	Boundary Line Adjustment	10/31/2019	168.75	
219	MONA H. GREEN	19591	Shoreline Exemption	10/31/2019	202.50	
219	MONA H. GREEN	19591	Mechanical permit	10/31/2019	67.50	
219	MONA H. GREEN	19591	PC meetints, prep, tree regs	10/31/2019	1,552.50	35,640.00
Total MONA H. GREEN:					3,847.50	
MUNICIPAL PERMIT SERVICE, LLC						
350	MUNICIPAL PERMIT SER	1019	Misc. Admin	10/31/2019	256.96	
350	MUNICIPAL PERMIT SER	1019	Building permit inspections	10/31/2019	3,003.26	
350	MUNICIPAL PERMIT SER	1019	Mechanical/Plumbing permit inspections	10/31/2019	1,614.92	
350	MUNICIPAL PERMIT SER	1019	Plan reviews	10/31/2019	1,409.73	59,195.29
Total MUNICIPAL PERMIT SERVICE, LLC:					6,284.87	
Northern Waters						
304	Northern Waters	56656	Winterize irrigation system at beach	11/01/2019	179.30	
304	Northern Waters	56657	Winterization of system at Town Hall	11/01/2019	173.25	
304	Northern Waters	56743	Labor to remove faulty sensor for repair	11/06/2019	115.50	3,228.10
Total Northern Waters:					468.05	
NORTHWEST CIVIL SOLUTIONS						
450	NORTHWEST CIVIL SOLU	1019	Morningside Park Playground	10/31/2019	1,125.00	
450	NORTHWEST CIVIL SOLU	1019	NE 42nd 91st Ave Stormwater Upsizing a	10/31/2019	562.50	
450	NORTHWEST CIVIL SOLU	1019	Pre-app for 4412 95th Ave NE	10/31/2019	62.50	
450	NORTHWEST CIVIL SOLU	1019	Plan Reivew - BLA for Bowman	10/31/2019	1,687.50	
450	NORTHWEST CIVIL SOLU	1019	Site development	10/31/2019	406.25	
450	NORTHWEST CIVIL SOLU	1019	ROW Use Permits	10/31/2019	187.50	
450	NORTHWEST CIVIL SOLU	1019	Update TYP Comp Stormwater Mgmt Pla	10/31/2019	125.00	
450	NORTHWEST CIVIL SOLU	1019	General Administration	10/31/2019	687.50	70,375.00

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	YTD Payments
Total NORTHWEST CIVIL SOLUTIONS:					4,843.75	
Ogden Murphy Wallace						
1390	Ogden Murphy Wallace	829479	Clerk	10/04/2019	675.00	
1390	Ogden Murphy Wallace	829479	Council	10/04/2019	1,170.00	
1390	Ogden Murphy Wallace	829479	Land Use	10/04/2019	90.00	
1390	Ogden Murphy Wallace	829479	MCI Metro Franchise	10/04/2019	1,440.00	74,295.70
Total Ogden Murphy Wallace:					3,375.00	
Overlake Golf and Country Club						
1354	Overlake Golf and Country	7465.	Mayors' breakfast	10/02/2019	410.61	1,235.86
Total Overlake Golf and Country Club:					410.61	
Pace Engineers, INC.						
1152	Pace Engineers, INC.	72910	Stormwater Management Plan update -	09/12/2019	5,858.50	
1152	Pace Engineers, INC.	72910	Stormwater Management Plan update -	09/12/2019	8,388.50	54,370.25
Total Pace Engineers, INC.:					14,247.00	
PRO-VAC						
1379	PRO-VAC	55821	Annual clean & camera stormwater - 34t	09/27/2019	1,677.50	1,677.50
Total PRO-VAC:					1,677.50	
PUGET SOUND ENERGY						
604	PUGET SOUND ENERGY	1019	Town Hall service	10/25/2019	303.98	
604	PUGET SOUND ENERGY	1019	Street lights	10/25/2019	692.69	11,908.79
Total PUGET SOUND ENERGY:					996.67	
State Department of Transportation						
280	State Department of Trans	603201	Gas for town truck - Sept.	09/30/2019	130.63	
280	State Department of Trans	FB9109960420	Gas for town truck - Oct.	10/31/2019	88.35	1,238.78
Total State Department of Transportation:					218.98	
Stewart MacNichols Harmell, Inc., P.S.						
1384	Stewart MacNichols Harmell	0919	Monthly Public Defender Services - Sept.	10/04/2019	250.00	2,250.00
Total Stewart MacNichols Harmell, Inc., P.S.:					250.00	
THE SEATTLE TIMES						
192	THE SEATTLE TIMES	909486	Publications - hearings and ordinances	09/27/2019	385.65	2,227.43
Total THE SEATTLE TIMES:					385.65	
Grand Totals:					259,042.92	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	YTD Payments
--------	-------------	----------------	-------------	--------------	-------------	--------------

Certification of the Consent Calendar as presented including the Payment Approval Report dated 11/06/19 approving payments for October as shown totaling \$259,042.92, plus payroll, tax, and benefit expenses of \$27,397.36, as shown on the attached payroll & tax and benefits report for a grand total of \$286,440.28.

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against the Town of Yarrow Point, and that I am authorized to authenticate and certify to said claim.

Clerk/Treasurer: Bonnie Ritter _____

Dated: November 12, 2019

Mayor Dicker Cahill: _____

Councilmember Steve Bush: _____

Councilmember Mary Elmore: _____

Councilmember Stephan Lagerholm: _____

Councilmember Carl Scandella: _____

Councilmember Andy Valaas: _____

Report Criteria:

- Computed checks included
- Manual checks included
- Supplemental checks included
- Termination checks included
- Transmittal checks included
- Void checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount
10/31/2019	CDPT		0	EMPLOYMENT SECURITY DEPT	5	Quarterly Employment Security P	001-2200000	14.59-
10/31/2019	CDPT		0	DEPT OF LABOR & INDUSTRY	6	Quarterly L & I Workers Compens	001-2200000	303.06-
10/31/2019	CDPT		0	EMPLOYMENT SECURITY DEPT	8	WA FMLA WA Paid Family Medic	001-2200000	82.69-
10/31/2019	PC	10/31/2019	1019	Lovas, Istvan	9002		999-1010110	4,387.61-
10/31/2019	CDPT	10/21/2019	1019	Federal Tax	2	941 Taxes Social Security Pay P	001-2200000	1,281.62-
10/31/2019	CDPT	10/21/2019	1019	Federal Tax	2	941 Taxes Social Security Pay P	001-2200000	1,281.62-
10/31/2019	CDPT	10/21/2019	1019	Federal Tax	2	941 Taxes Medicare Pay Period:	001-2200000	299.74-
10/31/2019	CDPT	10/21/2019	1019	Federal Tax	2	941 Taxes Medicare Pay Period:	001-2200000	299.74-
10/31/2019	CDPT	10/21/2019	1019	Federal Tax	2	941 Taxes Federal Withholding T	001-2200000	3,959.29-
10/31/2019	PC	10/31/2019	1020	Wilcox, Austen	9037		999-1010110	3,332.13-
10/31/2019	PC	10/31/2019	1021	Ritter, Bonnie	9041		999-1010110	5,182.03-
10/31/2019	CDPT	10/21/2019	5387	Void			999-1010110	
10/31/2019	CDPT	10/21/2019	5388	Void			999-1010110	
10/31/2019	CDPT	10/21/2019	5389	Association of Washington Cities	4	Health and Dental Insurance Insu	001-2200000	813.19-
10/31/2019	CDPT	10/21/2019	5389	Association of Washington Cities	4	Health and Dental Insurance Hea	001-2200000	2,275.20-
10/31/2019	CDPT	10/21/2019	5389	Association of Washington Cities	4	Health and Dental Insurance Den	001-2200000	164.37-
10/31/2019	CDPT	10/21/2019	5390	DEPT OF RETIREMENT SYSTE	1	State Retirement PERS II Pay P	001-2200000	1,415.78-
10/31/2019	CDPT	10/21/2019	5390	DEPT OF RETIREMENT SYSTE	1	State Retirement PERS II Pay P	001-2200000	2,304.70-
Grand Totals:			<u>15</u>					<u>27,397.36-</u>



OGDEN MURPHY WALLACE, PLLC
901 FIFTH AVENUE, SUITE 3500
SEATTLE, WA 98164-2008

T 206.447.7000
F 206.447.0215

OMWLAW.COM

SCOTT M. MISSALL
206.515.2241
smissall@omwlaw.com

October 7, 2019

VIA EMAIL ONLY TO
clerk-treasurer@yarrowpointwa.gov

Bonnie Ritter
Clerk Treasurer
Town of Yarrow Point
4030 95th Ave. N.E.
Yarrow Point, WA 98004

Re: *Legal Services; Monthly Invoice*

Dear Bonnie:

PAID 10-8-19 → This letter transmits our invoices for work performed in the month of September. The total amount for new work performed is \$3,375. ~~There are four unpaid invoices from last month totaling \$1087.~~ You will find a remittance form on the last page of each invoice, but you may send a single check for the total amount.

Please let me know if you have any questions, and thank you for seeking our assistance.

Sincerely,
OGDEN MURPHY WALLACE, P.L.L.C.

Emily Mms/for
Scott M. Missall, Town Attorney

SXM:lx
Enclosures



OGDEN MURPHY WALLACE, PLLC
901 FIFTH AVENUE, SUITE 3500
SEATTLE, WA 98164-2008

T 206.447.7000
F 206.447.0215

OMWLAW.COM

October 4, 2019

Town of Yarrow Point
Attn: Richard Cahill, Mayor
4030 95th Ave. NE
Yarrow Point, WA 98004

Invoice No. 829479
Client No. 05716
Matter No. 000001
Billing Attorney: SXM

INVOICE SUMMARY

For professional services rendered through September 30, 2019:

RE: Clerk/Treasurer

Professional Services	\$ 675.00
Total Reimbursable Costs	<u>\$.00</u>
TOTAL THIS INVOICE	<u>\$ 675.00</u>
Previous Balance	<u>\$ 135.00</u> Pd
TOTAL BALANCE DUE	<u>\$ 810.00</u>

OGDEN MURPHY WALLACE, P.L.L.C.

Client No. 05716
Matter No. 000001

October 4, 2019
Invoice No. 829479

PROFESSIONAL SERVICES

Date	Atty	Description of Service	Hours	Amount
9/03/19	EFM	Revise Fee Schedule Resolution	.90	202.50
9/04/19	EFM	Draft agenda bill for TIP Ordinance; Additional revisions to Fee Schedule Resolution	.60	135.00
9/05/19	EFM	Revise agenda bills; Draft new ordinance related to general requirements for construction permits	1.30	292.50
9/11/19	EFM	Update resolution and ordinance with changes made during Council meeting; Send to A. Wilcox	.20	45.00

TOTAL PROFESSIONAL SERVICES **\$ 675.00**

SUMMARY OF PROFESSIONAL SERVICES

Name	Atty	Rate	Hours	Total
Miner, Emily	EFM	225.00	3.00	675.00
TOTALS			3.00	\$ 675.00

TOTAL THIS INVOICE **\$ 675.00**

OGDEN MURPHY WALLACE, P.L.L.C.

Client No. 05716
Matter No. 000001

October 4, 2019
Invoice No. 829479

PREVIOUS BALANCE DETAIL

INVOICE NUMBER	DATE	INVOICE TOTAL	PAYMENTS RECEIVED	ENDING BALANCE
829353	9/12/19	135.00	.00	135.00

Previous Balance

\$ 135.00 Pd

Balance Due This Invoice

\$ 675.00

TOTAL BALANCE DUE

~~\$ 810.00~~



OGDEN MURPHY WALLACE, PLLC
901 FIFTH AVENUE, SUITE 3500
SEATTLE, WA 98164-2008

T 206.447.7000
F 206.447.0215

OMWLAW.COM

October 4, 2019

Town of Yarrow Point
Attn: Richard Cahill, Mayor
4030 95th Ave. NE
Yarrow Point, WA 98004

Invoice No. 829480
Client No. 05716
Matter No. 000003
Billing Attorney: SXM

INVOICE SUMMARY

For professional services rendered through September 30, 2019:

RE: Council

Professional Services	\$ 1,170.00
Total Reimbursable Costs	<u> \$.00</u>
TOTAL THIS INVOICE	\$ 1,170.00
Previous Balance	<u> \$ 112.50</u> Pd
TOTAL BALANCE DUE	<u> \$ 1,282.50</u>

OGDEN MURPHY WALLACE, P.L.L.C.

Client No. 05716
Matter No. 000003

October 4, 2019
Invoice No. 829480

PROFESSIONAL SERVICES

Date	Atty	Description of Service	Hours	Amount
9/10/19	EFM	Prepare for and attend Council meeting	5.20	1,170.00
TOTAL PROFESSIONAL SERVICES				\$ 1,170.00

SUMMARY OF PROFESSIONAL SERVICES

Name	Atty	Rate	Hours	Total
Miner, Emily	EFM	225.00	5.20	1,170.00
TOTALS			5.20	\$ 1,170.00

TOTAL THIS INVOICE **\$ 1,170.00**

OGDEN MURPHY WALLACE, P.L.L.C.

Client No. 05716
Matter No. 000003

October 4, 2019
Invoice No. 829480

PREVIOUS BALANCE DETAIL

INVOICE NUMBER	DATE	INVOICE TOTAL	PAYMENTS RECEIVED	ENDING BALANCE
829354	9/12/19	112.50	.00	112.50

Previous Balance

\$ 112.50 Pd

Balance Due This Invoice

\$ 1,170.00

TOTAL BALANCE DUE

~~\$ 1,282.50~~

October 4, 2019

Town of Yarrow Point
Attn: Richard Cahill, Mayor
4030 95th Ave. NE
Yarrow Point, WA 98004

Invoice No. 829481
Client No. 05716
Matter No. 000004
Billing Attorney: SXM

INVOICE SUMMARY

For professional services rendered through September 30, 2019:

RE: Land Use

Professional Services	\$ 90.00
Total Reimbursable Costs	<u>\$.00</u>
TOTAL THIS INVOICE	<u>\$ 90.00</u>
Previous Balance	<u>\$ 345.00</u> Pd
TOTAL BALANCE DUE	<u>\$ 435.00</u>

OGDEN MURPHY WALLACE, P.L.L.C.

Client No. 05716
Matter No. 000004

October 4, 2019
Invoice No. 829481

PROFESSIONAL SERVICES

Date	Atty	Description of Service	Hours	Amount
9/30/19	EFM	Review and respond to question from S. Schroeder regarding road access	.40	90.00
TOTAL PROFESSIONAL SERVICES				\$ 90.00

SUMMARY OF PROFESSIONAL SERVICES

Name	Atty	Rate	Hours	Total
Miner, Emily	EFM	225.00	.40	90.00
TOTALS			.40	\$ 90.00

TOTAL THIS INVOICE **\$ 90.00**

OGDEN MURPHY WALLACE, P.L.L.C.

Client No. 05716
Matter No. 000004

October 4, 2019
Invoice No. 829481

PREVIOUS BALANCE DETAIL

INVOICE NUMBER	DATE	INVOICE TOTAL	PAYMENTS RECEIVED	ENDING BALANCE
829355	9/12/19	345.00	.00	345.00

Previous Balance

\$ 345.00 Pd

Balance Due This Invoice

\$ 90.00

TOTAL BALANCE DUE

~~\$ 435.00~~



OGDEN MURPHY WALLACE, PLLC
901 FIFTH AVENUE, SUITE 3500
SEATTLE, WA 98164-2008

T 206.447.7000
F 206.447.0215

OMWLAW.COM

October 4, 2019

Town of Yarrow Point
Attn: Richard Cahill, Mayor
4030 95th Ave. NE
Yarrow Point, WA 98004

Invoice No. 829482
Client No. 05716
Matter No. 000006
Billing Attorney: SXM

INVOICE SUMMARY

For professional services rendered through September 30, 2019:

RE: MCI Metro Franchise

Professional Services	\$ 1,440.00
Total Reimbursable Costs	<u>\$.00</u>
TOTAL THIS INVOICE	\$ 1,440.00
Previous Balance	<u>\$ 494.50</u> Pd
TOTAL BALANCE DUE	<u>\$ 1,934.50</u>

Client No. 05716
 Matter No. 000006

October 4, 2019
 Invoice No. 829482

PROFESSIONAL SERVICES

Date	Atty	Description of Service	Hours	Amount
9/04/19	EFM	Draft agenda bill for franchise	1.30	292.50
9/18/19	EFM	Revise franchise with Council feedback; Send revised draft to D. Capozzi	.40	90.00
9/19/19	EFM	Review D. Capozzi response regarding underground; Confer with E. Zana regarding same	.30	67.50
9/20/19	EFM	Conduct research regarding franchise contract requirements; Call with S. Schroeder regarding Comcast undergrounding project; Confer with E. Zana regarding undergrounding requirements; Draft email to D. Capozzi regarding same	1.80	405.00
9/23/19	EFM	Confer with S. Snyder regarding underground requirements; Finalize email to D. Capozzi regarding same	.40	90.00
9/24/19	EFM	Draft response to D. Capozzi email regarding undergrounding; Email D. Cahill regarding same	.40	90.00
9/26/19	EFM	Conduct research regarding materially inhibit test; Draft email response to D. Capozzi regarding undergrounding requirement	1.60	360.00
9/27/19	EFM	Final review of franchise; Send to D. Capozzi for execution	.20	45.00
TOTAL PROFESSIONAL SERVICES				\$ 1,440.00

SUMMARY OF PROFESSIONAL SERVICES

Name	Atty	Rate	Hours	Total
Miner, Emily	EFM	225.00	6.40	1,440.00
TOTALS			6.40	\$ 1,440.00

TOTAL THIS INVOICE \$ 1,440.00

OGDEN MURPHY WALLACE, P.L.L.C.

Client No. 05716
Matter No. 000006

October 4, 2019
Invoice No. 829482

PREVIOUS BALANCE DETAIL

INVOICE NUMBER	DATE	INVOICE TOTAL	PAYMENTS RECEIVED	ENDING BALANCE
829356	9/12/19	494.50	.00	494.50

Previous Balance

\$ 494.50 Pd

Balance Due This Invoice

\$ 1,440.00

TOTAL BALANCE DUE

~~\$ 1,934.50~~

Yarrow Point Building Official and Administration Services Invoice

October 2019

Steven R. Wilcox
 Municipal Permit Services, LLC
 109 NW 112th. NW Seattle, WA 98177
EIN: 77-0688460 UBI: 602719863

Activity Type:		Building Official (104 000 000 559 60 48 00)								
Date	Job Function	Name	Description of Work	Permit Type	Permit #	Hours	Travel Time (Round Trip)	Mileage (Round Trip at .58/mile)	Mileage Charge	Total Charge
10/2/19	Administration	Teo; 9114 NE 32nd St.	Meet with owner to discuss permits, construction status, WSEC, and how to close out the project. Permits are expired.	Building	18-6645	0.75	0.00	6.00	\$ 3.48	\$ 97.23
10/2/19	Administration	Vigneault; 3827 94th Ave. NE	Meet with architect on-site to discuss basement emergency ingress/egress design options and structure.	Building	19-7921	1.25	0.00	6.00	\$ 3.48	\$ 159.73
						0.00	0.00	0.00	\$ -	\$ -

Activity Total for Building Official (104 000 000 559 60 48 00) 2.00 0.00 12.00 \$ 6.96 \$ 256.96

Activity Type:		Inspections								
Date	Job Function	Name	Description of Work	Permit Type	Permit #	Hours	Travel Time (Round Trip)	Mileage (Round Trip at .58/mile)	Mileage Charge	Total Charge
10/3/10	Inspection	Miller; 9015 NE 47th St.	Pier framing. Waited 20 minutes for contractor to arrive	Building	19-7804	1.00	0.00	3.00	1.74	\$ 126.74

10/3/19	Inspection	BDR Yarrow Point V, LLC/BDR Holdings; 9018 NE 39th Pl.	Meet with contractor to review all outstanding permits, review status construction	Building	17-7714	0.75	0.00	\$ 125.00	3.00	1.74	\$	95.49
10/4/19	Inspection	Dreizin; 4436 95th Ave. NE	Rough plumbing. Walk-thorough framing with contractor	Plumbing	19-8047	2.50	0.00	\$ 125.00	6.00	3.48	\$	315.98
10/7/19	Inspection	Dreizin; 4436 95th Ave. NE	Framing. Lower/first level only approved for insulation. 3-floors issued corrections. Permit requires renewal.	Building	17-6614	3.00	0.00	\$ 125.00	6.00	3.48	\$	378.48
10/8/19	Inspection	Brown; 4427 95th Ave. NE	Final mechanical. Failed Combustion air to be confirmed by contractor.	Mechanical	19-8033	0.50	0.00	\$ 125.00	2.00	1.16	\$	63.66
10/8/19	Inspection	Smith; 4670 95th Ave. NE	Gas piping and pressure test. NSFR	Plumbing	19-8013	1.00	0.00	\$ 125.00	2.00	1.16	\$	126.16
10/8/19	Inspection	Dreizin; 4436 95th Ave. NE	Framing at second level approved. Corrections pending on 3-levels	Building	17-6614	1.00	0.00	\$ 125.00	2.00	1.16	\$	126.16
10/9/19	Inspection	BDR Yarrow Point V, LLC/BDR Holdings; 9018 NE 39th Pl.	Final interior alteration. Close-out. No CO	Building	17-6575	0.50	0.00	\$ 125.00	6.00	3.48	\$	65.98
10/9/19	Inspection	BDR Yarrow Point V, LLC/BDR	Final sport court. Close out	Building	17-7714	0.25	0.00	\$ 125.00	0.00	0.00	\$	31.25
10/9/19	Inspection	BDR Yarrow Point V, LLC/BDR Holdings; 9018 NE 39th Pl.	Interior plumbing. Interior alteration. Close out.	Plumbing	18-7797	0.25	0.00	\$ 125.00	0.00	0.00	\$	31.25
10/9/19	Inspection	BDR Yarrow Point V, LLC/BDR Holdings; 9018 NE 39th Pl.	Gas piping final.. 2-fire pits and exterior fireplace. Close out	Plumbing	19-7977	0.25	0.00	\$ 125.00	0.00	0.00	\$	31.25

10/9/19	Inspection	BDR Yarrow Point V, LLC/BDR Holdings; 9018 NE 39th Pl.	Final addition. Outdoor living. Close out	Building	16-5505	0.50	0.00	\$ 125.00	0.00	0.00	\$	62.50
10/9/19	Inspection	BDR Yarrow Point V, LLC/BDR Holdings; 9018 NE 39th Pl.	Final backflow device inspected, certification confirmed and emailed to Bellevue	Plumbing	18-7798	0.50	0.00	\$ 125.00	0.00	0.00	\$	62.50
10/9/19	Inspection	BDR Yarrow Point V, LLC/BDR Holdings; 9018 NE 39th Pl.	Final underground mechanical room. Room was not built. Close out	Building	19-7932	0.25	0.00	\$ 125.00	0.00	0.00	\$	31.25
10/10/19	Inspection	Zhang; 9033 NE 39th Pl. 32nd St.	Exterior sheathing	Building	19-8001	0.50	0.00	\$ 125.00	2.00	1.16	\$	63.66
10/10/19	Inspection	Carson; 9035 NE 34th St.	Pre-construction meeting and footing	Building	19-8010	0.50	0.00	\$ 125.00	2.00	1.16	\$	63.66
10/10/19	Inspection	Carson; 9035 NE 34th St.	Exterior wall sheathing and lateral. Failed	Building	19-8010	0.50	0.00	\$ 125.00	0.00	0.00	\$	62.50
10/10/19	Inspection	Dreizin; 4436 95th Ave. NE	Framing at Main (3rd) and upper (4th) floors.	Building	17-6614	2.50	0.00	\$ 125.00	2.00	1.16	\$	313.66
10/14/19	Inspection	Carson; 9035 NE 34th St.	Final mechanical. Combustion air confirmed to have been calculated by the contractor.	Mechanical	19-8033	0.50	0.00	\$ 125.00	2.00	1.16	\$	63.66
10/14/19	Inspection	Smith; 9011 NE 38th Pl.	Rough plumbing. Walk-through framing with contractor	Plumbing	19-8051	0.75	0.00	\$ 125.00	2.00	1.16	\$	94.91
10/14/19	Inspection	Carson; 9035 NE 34th St.	Re-inspect footing	Building	19-8010	0.50	0.00	\$ 125.00	2.00	1.16	\$	63.66
10/15/19	Inspection	Smith; 9011 NE 38th Pl.	Rough plumbing for NSFR failed.	Plumbing	19-8051	1.25	0.00	\$ 125.00	6.00	3.48	\$	159.73

10/16/19	Inspection	Liu; 4238 92nd Ave. NE	Underground gas piping. Failed	Plumbing	19-8048	0.50	0.00	\$ 125.00	1.50	0.87	\$	63.37
10/16/19	Inspection	Yarrow Point LLC/Ness; 9244	Final mechanical for NSFR. Close out	Mechanical	19-7958	0.50	0.00	\$ 125.00	1.50	0.87	\$	63.37
10/16/19	Inspection	Shank; 9089 NE 39th Pl.	Rough plumbing	Plumbing	19-8050	0.50	0.00	\$ 125.00	1.50	0.87	\$	63.37
10/16/19	Inspection	Dreizin; 4436 95th Ave. NE	Partial insulation. Second level. Corrections for other three	Building	17-6614	0.75	0.00	\$ 125.00	1.50	0.87	\$	94.62
10/18/19	Inspection	Liu; 4238 92nd Ave. NE	Re-inspect underground gas piping	Plumbing	19-8048	0.50	0.00	\$ 125.00	6.00	3.48	\$	65.98
10/21/19	Inspection	Rathinam; 4032 92nd Ave. NE	Pre-framing walk through at owners request	Building	17-6591	2.50	0.00	\$ 125.00	6.00	3.48	\$	315.98
10/23/19	Inspection	Wohlman; 9017 NE 40th Pl.	Footing	Building	19-7973	0.75	0.00	\$ 125.00	6.00	3.48	\$	97.23
10/25/19	Inspection	Dreizin; 4436 95th Ave. NE	Insulation for three levels. Failed	Building	17-6614	1.00	0.00	\$ 125.00	2.00	1.16	\$	126.16
10/25/19	Inspection	Smith; 9011 NE 38th Pl.	Final mechanical. Close out	Mechanical	19-8052	0.50	0.00	\$ 125.00	2.00	1.16	\$	63.66
10/25/19	Inspection	Zhang; 9033 NE 32nd St.	Re-inspect exterior sheathing	Building	19-8001	0.75	0.00	\$ 125.00	2.00	1.16	\$	94.91
10/29/19	Inspection	Romberger; 4225 92nd Ave NE	Final alteration. Close out. CO	Building	18-7907	0.50	0.00	\$ 125.00	3.00	1.74	\$	64.24
10/29/19	Inspection	Romberger; 4225 92nd Ave NE	Final mechanical. Close out	Mechanical	19-7982	0.50	0.00	\$ 125.00	0.00	0.00	\$	62.50
10/29/19	Inspection	Romberger; 4225 92nd Ave NE	Final plumbing. Gas piping. Close out	Plumbing	19-7983	0.25	0.00	\$ 125.00	0.00	0.00	\$	31.25
10/29/19	Inspection	Vigneault; 3827 94th Ave. NE	Roof sheathing. Failed	Building	19-7921	0.75	0.00	\$ 125.00	3.00	1.74	\$	95.49
10/30/19	Inspection	Dreizin; 4436 95th Ave. NE	Insulation for three levels.	Building	17-6614	1.00	0.00	\$ 125.00	3.00	1.74	\$	126.74
10/30/19	Inspection	Vigneault; 3827 94th Ave. NE	Re-inspect roof sheathing. Partial approved for main house	Building	19-7921	0.50	0.00	\$ 125.00	3.00	1.74	\$	64.24
10/31/19	Inspection	Carson; 9035 NE 34th St.	Partial underground plumbing	Plumbing	19-8063	0.50	0.00	\$ 125.00	1.00	0.58	\$	63.08

10/31/19	Inspection	Rathinam; 4032 92nd Ave. NE	Rough mechanical. Exhaust and HVAC only.	Mechanical	19-8037	1.00	0.00	\$ 125.00	1.00	0.58	\$ 125.58
10/31/19	Inspection	Wohlman; 9017 NE 40th Pl.	Partial roof sheathing	Building	19-7973	0.75	0.00	\$ 125.00	1.00	0.58	\$ 94.33
10/31/19	Inspection	Vigneault; 3827 94th Ave. NE	Partial roof sheathing at lower areas	Building	19-7921	0.50	0.00	\$ 125.00	1.00	0.58	\$ 63.08
10/31/19	Inspection	Smith; 4670 95th Ave. NE	Re-inspect rough plumbing	Plumbing	19-7938	0.50	0.00	\$ 125.00	2.00	1.16	\$ 63.66
10/31/19	Inspection	Smith; 4670 95th Ave. NE	Framing for NSFR	Building	19-7938	2.25	0.00	\$ 125.00	0.00	0.00	\$ 281.25

Activity Total for Inspections (104 000 000 559 60 41 00) 33.75 0.00 \$ 125.00 94.00 \$ 54.52 \$4,618.18

Activity

Type: **Plan Review**

Date	Job Function	Name	Description of Work	Permit Type	Permit #	Hours	Charge	Mileage Charge	Total Charge
							(Round Trip at .58/mile		
10/1/19	Plan Review	Bowman; 8809 NE 34th St.	Attached garage demolition	Demolition	19-8043	1	\$ 125.00	0.00	\$ 125.00
10/8/19	Plan Review	Rathinam; 4032 92nd Ave. NE	Mechanical and energy code revisions. First review with comments	Mechanical	19-8037	1.5	\$ 125.00	0.00	\$ 187.50
10/14/19	Plan Review	Vigneault; 3827 94th Ave. NE	Basement emergency egress/ingress	Building	19-7921	2	\$ 125.00	0.00	\$ 250.00
10/14/19	Plan Review	Wohlman; 9017 NE 40th Pl.	Structural revisions	Building	19-7973	2	\$ 125.00	0.00	\$ 250.00
10/17/19	Plan Review	Mishra; 4412 95th Ave. NE	Intake meeting for NSFR	Building	19-8025	0.5	\$ 125.00	6.00	\$ 65.98

10/17/19	Plan Review	Rathinam; 4032 92nd Ave. NE	Second review of mechanical and energy code revisions.	Mechanical	19-8037	0.75	\$ 125.00	0.00	0 \$	93.75
10/21/19	Plan Review	Garrison; 9000 NE 42nd St.	Boathouse repair	Building	19-8019	1	\$ 125.00	0.00	0 \$	125.00
10/21/19	Plan Review	Chow; 4437 94th Ave. NE	First review of deck with comment letter	Building	19-8046	1.5	\$ 125.00	0.00	0 \$	187.50
10/22/19	Plan Review	Chow; 4437 94th Ave. NE	Second review of deck with comment letter response to designers letter.	Building	19-8046	0.5	\$ 125.00	0.00	0 \$	62.50
10/22/19	Plan Review	Jelinek; 8907 NE 36th St.	Mechanical	Mechanical	19-8060	0.5	\$ 125.00	0.00	0 \$	62.50

Activity Total for Plan Review (104 000 000 559 69 49 00) 8.75 \$ 125.00 \$ 1,409.73

Activity Type:	Date	Job Function	Name	Description of Work	Hours	Charge	Total Charge
		Administrative Services		Invoice preparation	0.00	\$35.00	\$0.00
Activity Total for Administrative Services							\$0.00

Activity Type:

Activity Total for Administrative Services (no account number assigned) \$0.00

Note: This invoice reflects 2019 IRS mileage rate of 58 cents/mile

TOTAL \$ 6,284.87

**Yarrow Point Invoice Detail
October 2019**

Stacia K. Schroeder
Northwest Civil Solutions, LLC
14251 131st Avenue NE Kirkland, WA 98034
EIN: 26-4149507 UBI: 602-884-283

FUND: Capital Improvement		ACTIVITY TYPE: Morningside Park Children's Play Area		ACTIVITY CODE: XXXXX		
Date	Job Function	Name	Description of Work	Hours	Rate	Total Charge
10/2/19	Project Management	Town of Yarrow Point	separate mtg w/ Kal and coord w/ Mayor Cahill and Andy Re: slide slope and ponding issues; process pay estimate no. 5 and prepare status report; prepare AB19-22 for final project acceptance and coord w/ Bonnie	4.00	\$ 125.00	\$ 500.00
10/3/19	Project Management	Town of Yarrow Point	coord w/ Austen Re: permitting and final inspection storage; coord for mtg w/ Chris and Kal Re: slide slope and ponding issue	0.50	\$ 125.00	\$ 62.50
10/4/19	Project Management	Town of Yarrow Point	Playground mtg w/ Kal Re: slide fix required prior to final acceptance	1.00	\$ 125.00	\$ 125.00
10/8/19	Project Management	Town of Yarrow Point	Mtg w/ Mayor; attend council mtg to give status report and receive final project acceptance	1.25	\$ 125.00	\$ 156.25
10/9/19	Project Management	Town of Yarrow Point	Begin Notice of Completion; waiting on final affidavit from Kal	0.25	\$ 125.00	\$ 31.25
10/11/19	Project Management	Town of Yarrow Point	coord w/ Outwest Re: planting contract; prepare and send final acceptance letter to Kal	1.00	\$ 125.00	\$ 125.00
10/29/19	Project Management	Town of Yarrow Point	Prepare and send contract for Out West Landscaping	1.00	\$ 125.00	\$ 125.00
Activity Subtotal for Town Engineer - Morningside Park				9.00	\$ 125.00	\$ 1,125.00
FUND: Capital Improvement		ACTIVITY TYPE: Stormwater Utility Mtgs and Rate Study		ACTIVITY CODE: XXXXX		
Date	Job Function	Name	Description of Work	Hours	Rate	Total Charge
-	Administration	Town of Yarrow Point	-	0.00	\$ 125.00	\$ -
Activity Subtotal for Town Engineer - Stormwater Utility Meetings and Rate Study				0.00	\$ 125.00	\$ -
FUND: Capital Improvement		ACTIVITY TYPE: NE 42nd Street/ 91st Ave NE Stormwater Upsizing and UGC Project		ACTIVITY CODE: XXXXX		
Date	Job Function	Name	Description of Work	Hours	Rate	Total Charge
10/2/19	Administration	Town of Yarrow Point	NE 42nd Street Status report	0.50	\$ 125.00	\$ 62.50
10/18/19	Administration	Town of Yarrow Point	Review pro-vac 2018 stormwater videos for side storm sewer information and pipe type and location	3.00	\$ 125.00	\$ 375.00
10/24/19	Administration	Town of Yarrow Point	NE 42nd St; Email to G&O RE: actual storm side sewer locations based on 2018 videos and adding thickened edge to the west edge of 91st Ave NE from 4250 ~200ft north; response to COB Re: existing water main location	1.00	\$ 125.00	\$ 125.00
Activity Subtotal for Town Engineer - NE 42nd Street				4.50	\$ 125.00	\$ 562.50

Yarrow Point Invoice Detail

October 2019

Stacia K. Schroeder
 Northwest Civil Solutions, LLC
 14251 131st Avenue NE Kirkland, WA 98034
 EIN: 26-4149507 UBI: 602-884-283

FUND: Capital Improvement		ACTIVITY TYPE: Update TYP Comprehensive Stormwater Management Plan		ACTIVITY CODE: XXXXX		
Date	Job Function	Name	Description of Work	Hours	Rate	Total Charge
10/2/19	Administration	Town of Yarrow Point	Prepare status report; coord w/ Gray & Osborn Re: status of design	0.75	\$ 125.00	\$ 93.75
10/9/19	Administration	Town of Yarrow Point	Print out revised Section 3 for review	0.25	\$ 125.00	\$ 31.25
Activity Subtotal for Town Engineer - SWMP				1.00	\$ 125.00	\$ 125.00
Activity Total for Capital Improvement Projects				14.50	\$ 125.00	\$ 1,812.50

**Yarrow Point Invoice Detail
October 2019**

Stacia K. Schroeder
Northwest Civil Solutions, LLC
14251 131st Avenue NE Kirkland, WA 98034
EIN: 26-4149507 UBI: 602-884-283

Activity Type: Pre-Applications						
Date	Job Function	Name	Description of Work	Hours	Rate	Total Charge
10/17/19	Pre-application	4412 95th Ave NE; Mishra	To town hall for intake	0.50	\$ 125.00	\$ 62.50
Activity Subtotal for Pre-Applications				0.50	\$ 125.00	\$ 62.50

Activity Type: Plan Review (Boundary Line Adjustment/ Short Plat)						
Date	Job Function	Name	Description of Work	Hours	Rate	Total Charge
10/2/19	Plan Review	Bowman; 8809 NE 34th St	Mtg w/ Mona to go over comments	2.00	\$ 125.00	\$ 250.00
10/8/19	Plan Review	Bowman; 8809 NE 34th St	coord w/ Goldsmith surveyor, Dicker, and Mona Re: resubmitted items; prepare planning commission staff recommendations;	3.50	\$ 125.00	\$ 437.50
10/9/19	Plan Review	Bowman; 8809 NE 34th St	Finish staff report for PC Mtg; coord w/ Dave - Goldsmith Re: revisions needed prior to Nov town council mtg	3.25	\$ 125.00	\$ 406.25
10/11/19	Plan Review	Bowman; 8809 NE 34th St	Review #2 for preliminary plat and boundary line adjustment documents; coord w/ Mayor and Austen Re: PC Mtg packet	1.75	\$ 125.00	\$ 218.75
10/14/19	Plan Review	Bowman; 8809 NE 34th St	Attend PC Mtg to present BLA for approval	1.00	\$ 125.00	\$ 125.00
10/15/19	Plan Review	Bowman; 8809 NE 34th St	Followup and answer questions from applicant	0.50	\$ 125.00	\$ 62.50
10/24/19	Plan Review	Bowman; 8809 NE 34th St	coord w/ Goldsmith surveyor Re: BLA and P-plat & engr estimate updates	0.75	\$ 125.00	\$ 93.75
10/29/19	Plan Review	Bowman; 8809 NE 34th St	Answer questions from Goldsmith and review resubmitted materials	0.75	\$ 125.00	\$ 93.75
Activity Subtotal for Plan Review				13.50	\$ 125.00	\$ 1,687.50

Activity Type: Plan Review/ Inspection - Site Development Permit						
Date	Job Function	Name	Description of Work	Hours	Charge	Total Charge
10/11/19	Inspection	Teo; 9114 NE 32nd St	On-site for final storm inspection; coord w/ staff	0.75	\$ 125.00	\$ 93.75
10/15/19	Plan Review	Chow; 4437 94th Ave NE	Review and send comments for site development permit	0.75	\$ 125.00	\$ 93.75
10/17/19	Plan Review	Chow; 4437 94th Ave NE	Review and approve site development permit	0.50	\$ 125.00	\$ 62.50
10/17/19	Plan Review	BDR; 4201 95th Ave NE	Review encroachment agreement and answer email from BDR - Jim Smith;	0.50	\$ 125.00	\$ 62.50
10/24/19	Inspection	Smith; 4670 95th Ave NE	On-site mtg w/ PSE for service install near right-of-way	0.75	\$ 125.00	\$ 93.75

Yarrow Point Invoice Detail

October 2019

Stacia K. Schroeder
Northwest Civil Solutions, LLC
14251 131st Avenue NE Kirkland, WA 98034
EIN: 26-4149507 UBI: 602-884-283

Activity Subtotal for Plan Review - Site Development Permit	3.25 \$	125.00 \$	406.25
--	----------------	------------------	---------------

Yarrow Point Invoice Detail

October 2019

Stacia K. Schroeder
 Northwest Civil Solutions, LLC
 14251 131st Avenue NE Kirkland, WA 98034
 EIN: 26-4149507 UBI: 602-884-283

Activity Type: Permit Review/Inspection - Right of Way Use Permit(s)						
Date	Job Function	Name	Description of Work	Hours	Charge	Total Charge
10/3/19	Plan Review	North Sky Communications; 9100 NE 471 St	Review and approve permit	0.75	\$ 125.00	\$ 93.75
10/24/19	Plan Review	PSE; 4032 92nd Ave NE	Review and approve permit	0.75	\$ 125.00	\$ 93.75
Activity Subtotal for Permit Review/Inspection - Right of Way Use Permit(s)				1.50	\$ 125.00	\$ 187.50

Activity Total for Pre-apps/Plan Reviews/ Permits/ Inspections

18.75 \$ 125.00 \$ 2,343.75

Yarrow Point Invoice Detail
October 2019

Stacia K. Schroeder
 Northwest Civil Solutions, LLC
 14251 131st Avenue NE Kirkland, WA 98034
 EIN: 26-4149507 UBI: 602-884-283

FUND: Unknown		Activity Type: General Administration		Invoice Code: Unknown		
Date	Job Function	Name	Description of Work	Hours	Rate	Total Charge
10/4/19	Administration	Town of Yarrow Point	KCFCD SROF Application	0.75	\$ 125.00	\$ 93.75
10/8/19	Administration	Town of Yarrow Point	Mtg at Town Hall w/ Resident - Sam Siebert Re: driveway site development permit questions	0.50	\$ 125.00	\$ 62.50
10/15/19	Administration	Town of Yarrow Point	Mtg at town hall w/ pro-vac dennis RE: system maps for annual clean and camera	0.75	\$ 125.00	\$ 93.75
10/18/19	Administration	Jelinek; 8907 NE 36th St	MP #18-8060 Review HVAC permit during Mona's vacation	0.75	\$ 125.00	\$ 93.75
10/18/19	Administration	Town of Yarrow Point	Review site drainage records in the area of 9002 NE 42nd Street following resident complaints of backyard flooding	1.00	\$ 125.00	\$ 125.00
10/24/19	Administration	Town of Yarrow Point	Contact pro-vac Re: 4217 91st; corrupt 2018 video	0.25	\$ 125.00	\$ 31.25
10/29/19	Administration	Town of Yarrow Point	Mtg w/ Sam and Casey Siebert Re: 4648 95th Ave NE fence and right-of-way use permit requirements	1.50	\$ 125.00	\$ 187.50
Activity Subtotal for General Administration				5.50	\$ 125.00	\$ 687.50

Yarrow Point Invoice Detail

October 2019

Stacia K. Schroeder
Northwest Civil Solutions, LLC
14251 131st Avenue NE Kirkland, WA 98034
EIN: 26-4149507 UBI: 602-884-283

TOWN REIMBURSED ACTIVITIES

Activity Total for Capital Improvement Projects	14.50	\$125.00	\$1,812.50
Activity Total for Applicant - Pre-apps/Plan Reviews/ Permits/ Inspections	18.75	\$ 125.00	\$2,343.75
Activity Total for Reimbursed Categories	33.25	\$ 125.00	\$4,156.25

TOWN GENERAL ADMINISTRATION ACTIVITIES

Activity Total for General Administration	5.50	\$125.00	\$687.50
---	------	----------	----------

TOWN TOTAL FOR ALL ACTIVITIES

	38.75	\$ 125.00	\$4,843.75
--	-------	-----------	------------

Mona H. Green, Town Planner

PROFESSIONAL PLANNING SERVICE

October 2019

INVOICE #19519

Date		Type	Permit #	Hours	Charge
10/01/19	9017 NE 40 Pl, Wohlman: revision	Bldg	19-7973	0.50	67.50
10/03/19	4437 - 94 Ave NE, Suen/Chow: rev; includes 5x e-mails & consults Sept	Bldg	19-8045	1.75	236.25
10/08/19	9000 NE 42 St, Garrison: HPA, Corps review; approve BP	Bldg	19-8019	0.50	67.50
10/15/19	4437 - 94 Ave NE, Suen/Chow: new info	Bldg	19-8045	0.50	67.50
10/28/19	9033 NE 32, Zhang: e-mails & rev	Bldg	19-8001	0.50	67.50
10/30/19	4412 - 95 Ave NE, Mishra: begin review	Bldg	19-8054	1.00	135.00
	SUBTOTAL - BLDG			4.75	641.25
				0.00	0.00
	SUBTOTAL - PREAPP			0.00	0.00
10/08/19	4437 - 94 Ave NE, Suen/Chow: research TH; e-mail	Site	19-8046	1.00	135.00
	SUBTOTAL - SITE			1.00	135.00
10/31/	4412 - 95 Ave NE, Mishra: rev & analysis; comment	SEPA	19-8058	1.00	135.00
	SUBTOTAL - SEPA			1.00	135.00
10/15/19	38XX Ave NE, Smith: rev, e-mail	VAR	19-8042	1.00	135.00
	SUBTOTAL - VARIANCE			1.00	135.00
10/04/19	4415 - 91 Ave NE, Clapp: rev file; prep notice; work on staff report	SDP	19-8011	2.00	270.00
10/08/19	4415 - 91 Ave NE, Clapp: site visit; staff report	SDP	19-8011	3.00	405.00
10/31/19	4415 - 91 Ave NE, Clapp: e-mail & prep for hearing	SDP	19-8011	1.00	135.00
	SUBTOTAL - SHORELINE SUBSTANTIAL DEVELOPMENT			6.00	810.00
10/02/19	8809 NE 34, Bowman: review, mtg w/ engr	BLA	19-xx	1.25	168.75
	SUBTOTAL - BOUNDARY LINE ADJUSTMENT			1.25	168.75
10/08/19	9010 NE 41 St, Singh: new info; t/conf agent	SX	19-7971	0.50	67.50
10/15/19	4429 - 91 Ave NE, Kirkdoffer: new info; issue SX	SX	19-7995	1.00	135.00
	SUBTOTAL - SHORELINE EXEMPTION			1.50	202.50
10/28/19	9011 NE 38 PL, Smith: rev, comment	Mech	19-8052	0.50	67.50
	SUBTOTAL - MECHANICAL			0.50	67.50
10/02/19	PC mtg, prep			2.00	270.00
10/09/19	Work on tree regs			2.50	337.50
10/14/19	Prep, attend PC mtg			3.00	405.00
10/15/19	PC follow up w Mayor			0.50	67.50
10/28/19	AT&T: e-mails & rev 2013 Spec Use, Var, regs for pending			1.50	202.50
10/31/19	Mtgs/consults with staff, public throughout month			2.00	270.00

STAFF REPORTS

1. Engineer Reports
 - A. Morningside Park Children's Play Area
 - B. 2019 NE 42nd Street/91st Ave NE Stormwater Upsizing and UGC Project
 - C. Stormwater Management Plan Update
2. Police Reports for September
3. Fire/EMS Reports
4. Commission minutes
 - A. Planning Commission draft minutes of October 2, 2019 study session
 - B. Planning Commission draft minutes of October 14, 2019 regular meeting
 - C. Park Board draft minutes of September 18, 2019 special meeting



PROJECT STATUS REPORT

REPORT DATE	PROJECT NAME	PREPARED BY
11/06/19	Morningside Park Children's Play Area	Stacia Schroeder

STATUS SUMMARY

The Morningside Park Children's Play Area is 99% complete. We are working with Kal (K-A Construction) towards project closeout. There are no remaining change order items and the Town has taken over maintenance activities. Outwest Landscape submitted a proposal (\$8,613.00) which covers the Revision No. 11 - Planting Plan and the Town has signed a contract to get this work done in November 2019.

PROJECT OVERVIEW

TASK	% DONE	TARGET DUE DATE	LEAD	NOTES
Prepare Final Bid Documents	100	June 2018	Linda Osborn	
Bid Package	100	September 2018	Stacia Schroeder	Bids due 10/18 @ 10am
Present to Council	100	November 2018	Stacia Schroeder	Council Accepted Low Bid
Contract Documents/ Order Playground Equipment	100	December 2018	Stacia Schroeder/ Kal Brar	
Construction	99	September 2019	Stacia Schroeder/ Kal Brar	Working towards closeout

BUDGET OVERVIEW

CATEGORY	BUDGETED	EXPENDED	ON TRACK?	NOTES
March - April 2017 Landscape Architect Services - Schematic Design		\$10,616.10		
July 2017 - July 2018 Landscape Architect Services - Bid Documents		\$36,003.21		
April 2018 SEPA Report		\$2,380.00		

May 2018 AESI Site Soils Report		\$3,163.27		
Jan 2017 – Dec 2018 Town Engineer Plan Review/ Project Mngmt		\$15,781.25		
Jan 2017 – Dec 2018 Town Building Official Plan Review		\$3,331.25		
Jan 2017 – Dec 2018 Town Planner SEPA Review/ Process		\$540.00		Total 2017-2018 Cost: \$71,815.08
January – Sept 2019 Nature Works – Town provided play equipment	\$45,573.00	\$45,573.00	Yes	Designer expected to be on-site in mid-September to inspect climber installation and address log tunnel roughness
K-A General Construction	\$163,704.06	\$176,632.96	Yes	1.) Includes Pay Est. No. 1–5 2.) Refer to Change Order No. 2 for additional information (\$21,340) 3.) Holding final retainage \$8,441.10
Jan 2019 – Oct 2019 Town Engineer Inspection/ Project Mngmt	\$10,000.00	\$24,156.25	No	1.) Existing sidewalk shown in base map was off by ~3-ft which required field adjustments 2.) Contractor over-excavation in ramp area required a change to the structural wall detail 3.) Landscape plans – updates req'd for timber landing and stairs off east side of concrete sidewalk 4.) Slide platform layout was off by 1.5 ft horizontally ; Slide eastern slope was shown in plans as 1:1 vs 2:1 req'd for planting; design of rockery req'd to meet 2:1 slope and protect memorial tree south of slide; consultation with Steve Wilcox Re: guardrail design around slide platform
Jan 2019 – Sept 2019 Town Building Official	\$0	\$1,255.29	Yes	
Jan 2019 – Sept 2019 Osborn Group – LA Construction Support	\$5,724.00	\$5,852.56 \$7,523.11	No	Refer to Additional Services Request dated 7/11/19 for additional construction support and prepare revised planting plan to match (\$9,685.00) current site layout

Associated Permit Costs	\$0	\$9,658.35 -\$1,032.85 -\$1,589.00 -\$500.00 -\$1,250.00 -\$3,750.00	No	Permit Fees – Already Counted Bldg Official – Plan Review Bldg Official – Inspection Town Engineer – Review/ Insp Town Planner/ Engineer 100% Refundable Street Deposit
Soils Testing	\$0	\$3,577.20	No	Compaction Testing
PACE	\$0	\$939.00	No	1.) 7/10/19 Surveying As-built playground boundary, etc.
WE Electric	\$0	\$929.51 \$3,965.51 -\$117.50	No	Remove Generator Re-install Generator Permit Fees
Outwest Landscape	\$0	\$0		Work to begin Spring 2020 Contract \$8,613.00
Jimenez Maintenance	\$0	\$1,056.00		Additional Guardrail to slide
Miscellaneous Items	\$0	\$991.48		Digital Reprographics, Builder’s Exchange Plan Fees, 15cy mulch delivered, etc.
Total:	\$224,752.06	\$268,018.31		TYP Budget 2019: \$260,000

RISK AND ISSUE HISTORY

ISSUE	STATUS	COMMENT

CONCLUSIONS/NEXT STEPS

- 1.) The Town will provide and spread an additional 15cy of mulch before winter (~\$817).
- 2.) The Town is holding \$8,441.10 for K-A Construction in retainage.
- 3.) The Town received a proposal for \$8,613.00 from Outwest Landscape to provide and install plantings. We entered into a contract for this work to be done in November 2019.
- 4.) Linda – Osborn Pacific has roughly \$900 left in her construction services agreement to oversee the planting installation.
- 5.) Town Engineer – ongoing closeout processing and project management



PROJECT STATUS REPORT

REPORT DATE	PROJECT NAME	PREPARED BY
11/06/19	2019 NE 42 nd Street/ 91 st Ave NE Stormwater Upsizing & UGC Project	Stacia Schroeder

STATUS SUMMARY

The 2019 NE 42nd Street/ 91st Ave NE Stormwater Upsizing & UGC Project is underway! A 60% design meeting was held in mid-July. Our design team is currently working with the City of Bellevue's engineer (Tim Tobin – Stantec) to make sure our design is compatible with their water main upgrade design. Gray & Osborne – Roger Kuykendall is leading the design team and Town staff is available to answer any questions or provide additional information as needed. To date, I have not received any new project estimates from PSE or Gray & Osborn.

PROJECT OVERVIEW

TASK	% DONE	TARGET DUE DATE	LEAD	NOTES
RFQ	100	October 2018	Stacia Schroeder	2 RFQ's rec'd 11/8 @ 10am
TYP Chooses Engineering Firm	100	November 2018	Evaluation Committee	Gray & Osborne – Roger Kuykendall
Scope of Work/ Design Proposal	100	December 2018	Stacia Schroeder	1 st Mtg set for 12/6/18 @ 9am
Town Review/ Approval	100	February 2019	Town Council	
Project Design	70	January 2020	Stacia Schroeder	60% mid-July

BUDGET OVERVIEW

CATEGORY	BUDGETED	EXPENDED	ON TRACK?	NOTES
Stormwater Design (2019)	\$30,000			CIP S-1: Design
UGC Design (2019)	\$40,000			CIP U-1: Design
Jan 2019 – Oct 2019 Town Engineer Project Management		\$6,062.50	Yes	
Jan 2019 – Oct 2019 Civil Engineering Consultant Gray & Osborne, Inc.		\$37,203.55	Yes	Contract Amt: \$42,600.00
Evergreen Concrete Cutting:	\$0	\$2,043.00	No	Coring Pavement to determine depth
Total:	\$70,000	\$45,309.05		
Construction (2020: Stormwater plus ½ Overlay)	\$585,000	\$0		CIP S-2: Construction (7/9/19) CIP ½T-2: Overlay
Construction (2020: UGC plus ½ Overlay)	\$585,000	\$0		CIP U-2: Construction (7/9/19) CIP ½T-2: Overlay

RISK AND ISSUE HISTORY

ISSUE	STATUS	DATE

CONCLUSIONS/NEXT STEPS



PROJECT STATUS REPORT

REPORT DATE	PROJECT NAME	PREPARED BY
11/06/19	Stormwater Management Plan Update	Stacia Schroeder

STATUS SUMMARY

PACE has completed the 2019 SWMP draft update. Currently I am reviewing the document. I anticipate having a final plan by the end of 2019.

PROJECT OVERVIEW

TASK	% DONE	TARGET DUE DATE	LEAD	NOTES
RFQ	100	October 2018	Stacia Schroeder	3 RFQ's rec'd 11/8 @ 10am
TYP Chooses Engineering Firm	100	November 2018	Evaluation Committee	Interviews set for 12/13
Scope of Work/ Design Proposal/ Town Review	100	December 2018/ January 2019	Stacia Schroeder/ SUAC/ Mayor Cahill	
Town Staff – Compile Drainage Information	100	February 2019	Town Engineer	
SWMP Staff Review	15	November 2019	Town Engineer	
SWMP Update - PACE	85	December 2019	Town Engineer	

BUDGET OVERVIEW

CATEGORY	BUDGETED	EXPENDED	ON TRACK?	NOTES
SWMP Update (2019)	\$80,000			
Jan 2019 – Oct 2019 Town Engineer Project Management		\$8,843.75	No	Jan/ Feb 2019: Several hours spent researching permit records and gathering information for inclusion into new SWMP Sept 2019: begin draft review
Jan 2019 – Oct 2019 Civil Engineering Consultant PACE Engineers, Inc.		\$53,431.25	Yes	Contract Amt: \$72,034.00
Total	\$80,000	\$62,275.00		

RISK AND ISSUE HISTORY

ISSUE	STATUS	DATE

CONCLUSIONS/NEXT STEPS

- 1.) Town staff will review PACE draft and provide one set of comments for final draft.

Town of Yarrow Point

Summary of Police Activity

October 2019



CRIMINAL ACTIVITY RESPONSES	2019 October	2018 October	2019 YTD	2018 YTD
------------------------------------	-------------------------	-------------------------	---------------------	---------------------

NON TRAFFIC	2	4	25	12
TRAFFIC	0	0	5	1

NON-CRIMINAL ACTIVITY RESPONSES				
--	--	--	--	--

TRAFFIC INFRACTIONS	3	3	42	75
WARNINGS	10	7	63	52
OTHER CALLS FOR SERVICES	69	52	746	780

TOTAL CALLS	84	66	881	920
--------------------	-----------	-----------	------------	------------

Notes:



Town of Yarrow Point

ACTIVITY REPORT

	2019 October	2018 October	2019 YTD	2018 YTD
CRIMES AGAINST PERSONS				
Assault				
Domestic Violence				
<i>Assault</i>			1	1
<i>Disturbance</i>				
<i>Order of Protection</i>			1	
Harassment	1		2	
Other			1	2
CRIMES AGAINST PROPERTY				
Arson/Fireworks			3	
Burglary		1	1	
Malicious Mischief			1	
Robbery				
MV Theft				
MV Prowl				
Theft (incl. fraud)	1			
Other			3	1
OTHER PUBLIC ACTIVITY				
Alarms	1	3	35	35
Animal Complaints				
Death - Criminal				
Death - Non-Criminal				
Disturbances		1	1	3
Noise Complaints		1	6	5
Parking Complaints	1	2	19	13
Prowler/Trespass			1	1
Questionable Action	2	1	20	29
Other	2	7	87	153
PUBLIC SERVICE				
Resident Security Checks (2 homes)	23	37	459	542
Other Public Services	40			
ARRESTS/WARRANTS				
Alcohol Arrest			1	
Drug Arrest				
Warrant - Local				
Warrant - Outside				1
All other Arrests			1	2
TRAFFIC ACTIVITY				
Accidents			5	
Infractions	3	3	42	75
Warnings	10	7	63	52
Vehicle Impound			1	
TOTAL	84	66	754	920



Issued Ticket Report Summary
Yarrow Point
10/1/2019 through 10/31/2019

Violation Location

<u>Address</u>	<u>Date And Time</u>	<u>Violation Description</u>	<u>Citation</u>	<u>Issuing Officer</u>
3300 BLK 92ND AVE NE	10/24/2019 21:09:00	MV NO VALID OPER LICENSE WITH VALID ID	9Z0921757	2277 - Lyon
3300 BLK 92ND AVE NE	10/24/2019 23:01:00	MV FAILURE TO RENEW REGISTRATION	9Z0921758	2277 - Lyon
3300 BLK 92ND AVE NE	10/18/2019 19:10:00	MV FAILURE TO RENEW REGISTRATION	9Z0934341	2277 - Lyon
8800 BLK POINTS DR	10/20/2019 23:28:00	SPEED 15 MPH OVER LIMIT (40 OR UNDER)	9Z0934344	2277 - Lyon
8800 BLK POINTS DR	10/20/2019 23:28:00	MV DRIVE WITHOUT A LICENSE	9Z0934345	2277 - Lyon
9000 BLK POINTS DR	10/12/2019 14:42:00	SPEED 18 MPH OVER LIMIT (40 OR UNDER)	9Z0950227	2551 - Cobrea
9200 BLK NE POINTS DR	10/15/2019 00:00:00	PARKING ZONES ESTABLISHED	y1424	4091 - Glenn



State of Washington

Tickets by Month

From: 10/1/2019 To: 10/31/2019

For:

County City Of

Yarrow Point PD

Month of Year	Infraction Traffic	Infraction Non-Traffic	Criminal Traffic	Criminal Non-Traffic	Total Tickets
	0	0	0	0	0
Report Totals:	0	0	0	0	0

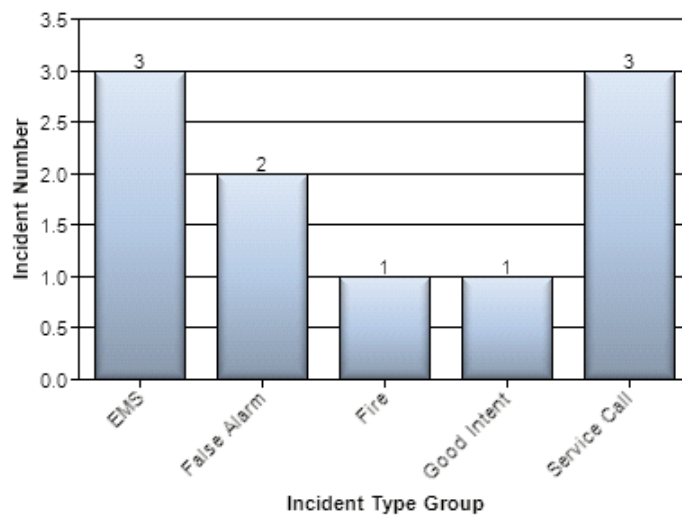


State of Washington
Collisions by Month
From: 10/1/2019 To: 10/31/2019
For:
County City Of
Yarrow Point PD

Month of Year	Total Collisions	Fatal Collisions	Injury Collisions	Number Fatalities	Number Injuries
		0	0	0	0
Report Totals:	0	0	0	0	0

Incident Date between 2019-10-01 and 2019-10-31
City equal to Yarrow Point

Incident Type Group	Incident Count
EMS	3
False Alarm	2
Fire	1
Good Intent	1
Service Call	3



**TOWN OF YARROW POINT
PLANNING COMMISSION STUDY SESSION MINUTES
October 2, 2019**

The following is a condensation of the proceedings and is not a verbatim transcript.

CALL TO ORDER:

Amy Pellegrini, Planning Commission Chair called the study session to order at 7:05 p.m.

PRESENT:

Chairperson: Amy Pellegrini

Commissioners: Trevor Dash
Chuck Hirsch
Carl Hellings
Jennifer Whittier

Staff: Austen Wilcox – Town Deputy Clerk
Mona Green – Town Planner

Guests: Mary Elmore – Councilmember
Jack Gale – Resident
Dennis Buchanan - Resident
Ronni McGlenn – Resident
Brian Fleming – Resident
Krista Fleming – Park Board member
Kathy Smith – Park Board member
Margot Schwartz - Resident

REGULAR BUSINESS:

SS 19-11 Private Property Tree Code – *For Discussion*

Town Planner Green reviewed the process from the past six months of the Planning Commission’s consideration of a tree code for private property and the issues of clear cutting that have brought this topic to discussion. The Commission has been listening to resident feedback and researching the codes of nearby jurisdictions. At the September regular meeting, the Commission reviewed a draft code that has influences from City of Kirkland’s tree code regulations. After listening to resident input, the Commission decided to not take such a strong initial approach to tree regulations and asked Planner Green to revise the code in the following areas:

- Require a tree permit based on size of tree
- Fee associated with tree permit
- Notification to surrounding property owners who live within a designated boundary
- Strive to retain trees in or around surrounding construction sites

A tree permit would give the opportunity for an arborist to review the trees to allow the opportunity for them to be saved.

Commissioner Hellings arrived at the study session at 7:17pm.

Commissioner Hirsch recommends a stronger approach to a tree code.

The Commission discussed the option of including penalties.

Commissioner Dash suggests an impact fee to go along with building permits.

The Commission discussed the input heard from residents who are for and against a tree code.

The Commission discussed tree canopy, mitigation, and classification of diameter - 18”.

Planner Green shared that while it is not currently a requirement, it is common practice for contractors to identify trees on surveys. This could be made into a requirement as part of a tree code.

The Commission reviewed different hypothetical scenarios and how trees would be impacted against discussed regulations.

Commission Chair Pellegrini suggested that residents submit comments for input to the Deputy Clerk to forward to the Planning Commission and Town Administration. The study session is to allow the Commission to review without public comment. Chair Pellegrini stated that she recommends the public to attend the October 14 regular meeting which will also allow them an opportunity to make an appearance.

The radius of notification of public awareness could be 300’ which is currently the requirement for a variance.

The Commission guided Planner Green to include the following into the draft tree code:

- Radius of 300’ – area for public notification
- Significant tree – 18” (diameter of trunk)
- Mitigation
- Contact of Department of Ecology regarding Eagles nests (a map indicating the location of nests would be beneficial. Town Planner Green will research)
- Inclusion of trees and species on site surveys
- Discussion of impacted trees required at pre-application conferences

MOTION: Commissioner Hirsch moved to adjourn the meeting at 8:12 p.m.
Commissioner Dash seconded the motion.
VOTE: 5 For, 0 Against, 0 Abstain. Motion carried

APPROVED:

Amy Pellegrini, Chair

ATTEST:

Austen Wilcox, Deputy Clerk

**TOWN OF YARROW POINT
PLANNING COMMISSION REGULAR MEETING MINUTES
October 14, 2019**

The following is a condensation of the proceedings and is not a verbatim transcript.

CALL TO ORDER:

Amy Pellegrini, Planning Commission Chair called the meeting to order at 7:03 p.m.

PRESENT:

Chairperson: Amy Pellegrini

Commissioners: Trevor Dash
Chuck Hirsch - Excused absence
Carl Hellings
Jennifer Whittier

Staff: Austen Wilcox – Town Deputy Clerk
Mona Green – Town Planner
Stacia Schroeder – Town Engineer

Guests: Mayor Dicker Cahill – Resident
Councilmember Mary Elmore – Resident
Dennis Buchanan - Resident
David Myhill – Goldsmith Engineering
Lee Nyquist – Goldsmith Engineering
Mark Bowman – Resident
Janet Bowman – Resident
Brian Fleming – Resident
Sandy Sessler – Resident
Deborah Prudden – Resident
Margot Schwartz - Resident
Richard Tobin – Resident
Lisa Syme – Resident
Jack Gale – Resident

APPEARANCES:

No comments.

MINUTES:

MOTION: Commissioner Dash moved to approve the minutes of the September 16, 2019 regular meeting as presented. Commissioner Hellings seconded the motion.

VOTE: 4 For, 0 Against, 0 Abstain. Motion carried.

Approval of the October 2, 2019 study session minutes is tabled until the next regular Planning Commission meeting on November 18, 2019.

STAFF REPORTS:

Deputy Clerk Wilcox gave a report from the October 8 Council Meeting.

REGULAR BUSINESS:

PCAB 19-12 Bowman Boundary Line Adjustment No. 73, 8809 NE 34th St., Seeking Recommendation

Engineer Schroeder reviewed the application for a Boundary Line Adjustment.

The Town of Yarrow Point received a boundary line adjustment application from Mr. Bowman concerning his property at 8809 NE 34th Street on September 9, 2019.

Mr. Bowman currently owns two (2) separate, but adjacent parcels at the western end of NE 34th Street. In the existing condition Parcel A (28,713sf) is the main property while Parcel B (2,675sf) is an adjacent parcel which is almost entirely covered by utility easements. In the existing configuration, Parcel B does not meet the definition of a “building site” as defined in the YPMC. 17.16.050 – Building Site Requirements. By way of this boundary line adjustment application, Mr. Bowman is proposing to create two (2) legal building sites.

Town staff has reviewed the application for conformance with the YPMC Title 16-Subdivisions and Title 17 – Zoning.

Boundary Line Adjustment (BLA) No. 73 meets all the requirements of the YPMC, Titles 16 and 17. Based on all materials submitted, staff recommends approval with conditions.

MOTION: Commissioner Dash moved to recommend BLA No. 73 for approval to the Town Council at their November 12 Council Meeting. Commissioner Whittier seconded the motion.

VOTE: 4 For, 0 Against, 0 Abstain. Motion carried.

PCAB 19-13 Private Property Tree Code – Continued Discussion

Town Planner Green discussed the Planning Commission’s review of the tree code including the feedback received from Town residents.

Following the October 2, 2019 Study Session, the Planning Commission requested that Ms. Green draft a revised Private Property Tree Code based on the content of the discussion:

- Developed Property
- Notification of neighbors within 300’
- New Construction
- Significant trees defined as those 18” or greater
- Mitigation for tree removal
- Wildlife
- Review of resident input and suggestions

Resident comment opened at 7:31pm

Dennis Buchanan resident at 4015 95th Ave NE stated that he believes a tree code would infringe on property rights. Mr. Buchanan has concern that a tree code would lower the value of properties. Mr. Buchanan stated that he will request compensation should his property be devalued because of a tree code.

Chair Pellegrini reiterated that the Planning Commission takes direction from the Council who directed them to study the creation of a potential tree code. There has been lots of outcry regarding clear cutting and removal of significant trees which initiated the Council's direction. Yarrow Point is one of the few communities without a tree a code. The Planning Commission does not intend to take away property rights.

Mayor Cahill resident at 4024 94th Ave NE reviewed the process of review done by the Planning Commission thus far also stating the difficulty of the subject to find a balance. Mayor Cahill encourages resident input.

Deborah Prudden resident at 3805 94th Ave NE thanked the Planning Commission for their consideration of resident input. Ms. Prudden reviewed the draft tree code and shared comments and suggestions. Ms. Prudden also asked development questions regarding the draft tree code and believes owners who have existing trees on their lots should be exempt from mitigation. Ms. Prudden believes a tree code would devalue lots.

Lisa Syme resident at 9409 NE 37th PI believes the differences in the existing draft code between developed property and new construction will not work together.

Jack Gale resident at 4654 95th Ave NE referenced a letter he submitted to the Planning Commission. Mr. Gale has not been surprised at the public comment he has heard. Mr. Gale suggests slowing the process down in order to get approval to remove trees and limiting the amount that can be removed on private property per year.

Dennis Buchanan resident at 4015 95th Ave NE suggests requesting feedback from developers and builders.

Brian Fleming 4721 91st Ave NE suggests using time to slow down the process of tree cutting to help create a balance. Mr. Fleming stated that he has heard good representation of resident opinions and perspectives. Mr. Fleming reviewed a proposal that he emailed to the Planning Commission concerning input for a tree code. By imposing a tree code around a time requirement, it would still allow residents to remove trees by creating a more thoughtful process.

Public Comment closed at 8:24pm

The Planning Commission thanked the residents for their input.

Chair Pellegrini stated the intent is to allow development of property in the town to go on as presently allowed.

The Planning Commission discussed safety aspects regarding the relation of new driveway locations being potentially dictated by trees.

Public comment reopened at 8:37pm

Jack Gale resident at 4654 95th Ave NE suggests utilizing the variance process for non-compliance situations.

Brian Fleming resident at 4721 91st Ave NE shared challenges of creating a tree code in order to find an equal balance between viewpoints. Mr. Fleming recommends his suggestion of utilizing time as a solution.

Mayor Cahill resident at 4024 94th Ave NE stated that there are ways to start small and not big in terms of developing a tree code. Mayor Cahill shared a positive outcome from his experience of a nearby tree cutting that has improved sunlight and growth on his property. Mayor Cahill noted that there are many aspects to consider and the Planning Commission should take as much time as they need.

Dennis Buchanan resident at 4015 95th Ave NE suggested putting a price on trees. Mr. Buchanan clarified a question regarding permitting process for tree removal.

Public comment closed at 9:20pm

The Planning Commission discussed tree codes from nearby jurisdictions and related building development.

The Commission will remove the separation in the draft code comparing a homeowner and a builder.

Chair Pellegrini noted that there will be a proclamation given at the November 12 Council Meeting for a resident who has donated their front yard to Points 4th of July activities for many years and recommends that folks join if they can.

MOTION: Commissioner Dash moved to adjourn the meeting at 9:18pm. Commissioner Hellings seconded the motion.

VOTE: 4 For, 0 Against, 0 Abstain. Motion carried

APPROVED:

Amy Pellegrini, Chair

ATTEST:

Austen Wilcox, Deputy Clerk

**TOWN OF YARROW POINT
PARK BOARD SPECIAL MEETING MINUTES
September 18, 2019**

The following is a condensation of the proceedings and is not a verbatim transcript.

CALL TO ORDER:

Park Board Chairperson John McGlenn called the meeting to order at 4:00 p.m.

IN ATTENDANCE:

Chairperson: John McGlenn

Members: Kathy Smith
Doug Waddell – Excused absence
Carolyn Whittlesey
Trevor Dash – Excused absence
Krista Fleming

Staff: Austen Wilcox, Deputy Clerk

Guests: Mayor Dicker Cahill
Councilmember Steve Bush
Craig Lewis – JGM Landscape Architects

APPEARENCES

None.

REGULAR BUSINESS:

The Park Board discussed the following item:

PB AB 19-10 Review Proposal from JGM – Landscaping Improvements to Shoulder on East Side at Town Entry/ *Site Visit*

Councilmember Bush addressed safety concerns relating to pedestrian crossing near the roundabout. There needs to be a better transition from the pathway to sidewalk. Currently, pedestrians are stepping into the lane of traffic around a light pole on the east side of 92nd Ave NE near the Town’s entry wall and there needs to be a safer designated pathway.

The Town will need to discuss with WSDOT about adjusting the location of the light pole for a pathway around it.

The Park Board discussed the following items related to the proposed landscaping plans:

- Rolled edge curb on shoulder
- Direction of pathway
- Plant types/ drought resident
- Seeking permission from WSDOT to run a curb
- Wrap utility boxes to blend into environment – Town staff will contact PSE
- Retain parking along shoulder
- Define pathway

ADJOURNMENT:

Chairman McGlenn adjourned the meeting at 5:03 p.m.

APPROVED:

ATTEST:

John McGlenn, Park Board Chairman

Austen Wilcox, Deputy Clerk

Business of The Town Council Town of Yarrow Point, WA

Agenda Bill 19-25
November 12, 2019

2020 Property Tax Levy	Proposed Council Action: Adopt Ordinance No. 701
-------------------------------	--

Presented by:	Bonnie Ritter, Clerk-Treasurer
Exhibits:	Ordinance No. 701

Summary:

At the October meeting the Council held a public hearing, and adopted an ordinance setting the 2020 property tax levy, however the King County Department of Assessments contacted me saying that the actual dollar amount of the increase must be stated in the ordinance. Ordinance 701 states the 1% increase equates to \$6,908. The end result is the same, with a levy of \$620,876.

Ordinance 700 states:

SECTION 1. That an increase in the regular property tax levy (excluding and in addition to the increases resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, or any refunds) is hereby authorized for the 2020 levy in the amount of \$620,876 which is a 1% increase from the previous year (**\$609,794 x 1.01 limit factor = \$615,892**), plus the existing levy on new construction in the amount of \$4,984.

Ordinance 701 states:

SECTION 1. That an increase in the regular property tax levy (excluding and in addition to the increases resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, or any refunds) is hereby authorized for the 2020 levy in the amount of \$620,876 which is a 1% increase from the previous year (**\$609,794 + \$6,098 = \$615,892**), plus the existing levy on new construction in the amount of \$4,984.

This is the only change in the ordinance.

Recommended Action:

Adopt Ordinance No. 701

**TOWN OF YARROW POINT
ORDINANCE NO. 701**

**AN ORDINANCE OF THE TOWN OF YARROW POINT, WASHINGTON
INCREASING THE TOWN OF YARROW POINT'S REGULAR LEVY FROM THE
PREVIOUS YEAR, COMMENCING JANUARY 1, 2020 ON ALL PROPERTY; AND
ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the Town Council attests that the population of the Town of Yarrow Point is less than ten thousand; and

WHEREAS, the Town Council has properly given notice of, and has held a public hearing on October 8, 2019 to consider the Town's proposed 2020 property tax levy, pursuant to RCW 84.55.120; and

WHEREAS, the Town Council, after hearing and duly considering all relevant evidence and testimony presented, has determined that the Town of Yarrow Point requires an increase in property tax revenue from the previous year, in addition to the increase resulting from the addition of new construction and improvements to property and an increase in the value of state-assessed property, in order to discharge the expected expenses and obligations of the Town of Yarrow Point and in its best interest;

NOW, THEREFORE BE IT ORDAINED, BY THE COUNCIL OF THE TOWN OF YARROW POINT, WASHINGTON:

SECTION 1. That an increase in the regular property tax levy (excluding and in addition to the increases resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, or any refunds) is hereby authorized for the 2020 levy in the amount of \$620,876 which is a 1% increase from the previous year (\$609,794 + \$6,098 = \$615,892), plus the existing levy on new construction in the amount of \$4,984.

SECTION 2. There is hereby appropriated and fixed to be raised by general property taxes the following dollar amount, which is estimated to be received in 2020 as revenue from property carried on the tax rolls:

REGULAR LEVY	\$ 620,876
EXCESS (voter approved) LEVY	\$ <u>0</u>
TOTAL LEVY	\$ <u>620,876</u>

SECTION 3. The Clerk-Treasurer of the Town is directed to certify the dollar amount to be raised on real and personal property and to transmit the certification of same by certified mail to both the Metropolitan King County Council and the King County Assessor immediately upon passage.

SECTION 4. In the event that any section, sentence or clause of the ordinance shall be held unconstitutional, such unconstitutionality shall not be deemed to affect any other section, sentence or clause of the ordinance. This Ordinance may be likewise amended to reflect any additional amounts as may be due and assessable, in accordance with any subsequent certification by the Auditor, and such amendment shall be deemed as if part of this original enactment.

SECTION 5. This Ordinance shall be in full force and effect five days after its passage and publication as provided by law.

PASSED AND APPROVED by the Council of the Town of Yarrow Point at a regularly scheduled meeting this 12th day of November, 2019.

APPROVED

Dicker Cahill, Mayor

ATTEST: Bonnie Ritter, Clerk-Treasurer

APPROVED AS TO FORM

Scott M. Missall, Town Attorney

PASSED BY THE TOWN COUNCIL:

PUBLISHED:

EFFECTIVE DATE:

ORDINANCE NO.:

**Business of The Town Council
Town of Yarrow Point, WA**

Agenda Bill 19-26
November 12, 2019

Public Hearing on 2020 Final Budget	Proposed Council Action: Hear comments and discuss Adopt Ordinance No.702
--	--

Presented by:	Mayor Cahill
Exhibits:	2020 Final Budget Summary

Summary:

A public hearing is required to give citizens an opportunity to be heard with reference to the 2020 final budget. Publication and posting of the public hearing have been done in compliance with state law.

Please note that the only difference in the final budget from the preliminary budget is an additional \$5,000 has been added to the expenditures for Town Hall maintenance.

Recommended Action:

Adopt Ordinance No. 702: An Ordinance of the Town of Yarrow Point, Washington adopting the Budget for Fiscal Year 2020 and Setting Forth in Summary Form the Total of Estimated Revenues and Expenditures for Each Separate Fund and the Aggregate Totals for All Such Funds Combined; and Establishing an Effective Date.

**TOWN OF YARROW POINT
ORDINANCE NO. 702**

**AN ORDINANCE OF THE TOWN OF YARROW POINT, WASHINGTON
ADOPTING THE BUDGET FOR FISCAL YEAR 2020 AND SETTING
FORTH IN SUMMARY FORM THE TOTAL OF ESTIMATED REVENUES
AND EXPENDITURES FOR EACH SEPARATE FUND AND THE
AGGREGATE TOTALS FOR ALL SUCH FUNDS COMBINED; AND
ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the Clerk-Treasurer of the Town of Yarrow Point, Washington has completed and placed on file a proposed budget and estimate of the amount of monies required to meet the public expense, note retirement and interest, reserve funds and expenses of government of said Town for the fiscal year ending December 31, 2020; and

WHEREAS, the preliminary budget was printed for distribution and notice timely published in the Seattle Times, setting the time and place for hearing on the budget and stating that all taxpayers requesting a copy of the preliminary budget from the Town's Clerk-Treasurer would be furnished a copy thereof; and

WHEREAS, the Town Council of the Town of Yarrow Point, having held public hearings on October 8, 2019 and November 12, 2019 for the purpose of reviewing and discussing the proposed budget for the 2020 fiscal year and giving taxpayers within the limits of the Town an opportunity to be heard upon said budget, with proper notice as required by law; and

WHEREAS, the estimated revenues are set forth in Appendix A, and the proposed 2020 budget does not exceed the lawful limit allowed by law to be levied on property within the Town of Yarrow Point for the purposes set forth in said budget that are necessary to carry on the government of the Town for the year and are sufficient to meet the various needs of the Town during the year; and

NOW, THEREFORE BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF YARROW POINT, WASHINGTON, AS FOLLOWS:

SECTION 1. The budget for the Town of Yarrow Point, Washington for the year 2020 is hereby adopted at the fund level at this 12th day of November, 2019 after the notice of hearings and after the preliminary budget having been filed with the City Clerk as required by law.

SECTION 2. Estimated revenues, including fund balances for each separate fund of the Town of Yarrow Point and aggregate totals for all such funds combined for the year 2020, are set forth in summary and are hereby appropriated for expenditure at the fund level during the year 2020 as set forth in **Appendix A**, attached and incorporated by this reference.

SECTION 3. The Town Clerk-Treasurer is directed to transmit a certified copy of the 2020 budget hereby adopted to the Division of Municipal Corporations in the Office of the State Auditor and to the Association of Washington Cities.

SECTION 4. The Mayor shall administer the budget, and in doing so may authorize adjustments within the funds set forth in Section 1 above, to the extent that such adjustments are consistent with the budget approved in Section 1.

SECTION 5. If any section, subsection, sentence, clause, phrase or word of this ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality therefore, shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

SECTION 6. This ordinance shall be in force and take effect on January 1, 2020 following its publication.

PASSED by the Council of the Town of Yarrow Point at a regularly scheduled meeting this 12th day of November, 2019.

Dicker Cahill, Mayor

ATTEST: Bonnie Ritter, Town Clerk-Treasurer

APPROVED AS TO FORM:

Scott M. Missall, Town Attorney

PASSED BY THE TOWN COUNCIL:

PUBLISHED:

EFFECTIVE DATE:

ORDINANCE NO.: 702

Town of Yarrow Point 2020 Final Budget

FUND	Revenues & Other Resources	Expenditures and Other Uses
Town Funds		
001 - General Fund	1,204,114	1,120,200
101 - Street Fund	136,000	330,036
103 - Contingency	5,000	0
104 - Community Development	205,000	251,650
211 - Bond Redemption	80,000	85,607
301 - Capital Improvement	208,000	500,000
304 - Capital Improvement IV	208,000	500,000
311 - Current Year Capital	400,000	475,000
401 - Stormwater	578,338	638,460
Total for Town Funds	3,024,452	3,900,953
Fiduciary Funds		
622 - Street Perform Bond Fund	30,000	10,000
623 - Wetherill Ntr Preserve	45,600	46,000
601- Wetherill Endowment Fund	0	800
631 - Agency Remittance Fund	2,770	2,520
650 - Gifts and Bequests Fund	80	0
Total for Fiduciary Funds	78,450	59,320
Total for Town & Fiduciary Funds	3,102,902	3,960,273

Business of The Town Council

Town of Yarrow Point, WA

Agenda Bill 19-27
November 12, 2019

Bowman Boundary Line Adjustment No. 73	Proposed Council Action: For approval
---	---

Presented by:	Town Engineer Stacia Schroeder
Exhibits:	<i>(See attached supplemental packet for listed exhibits)</i> <ul style="list-style-type: none">• Survey• BLA No. 73 Plat Documents• Memo to Council from Town Engineer

Summary:

The Town of Yarrow Point received a boundary line adjustment application from Mr. Bowman concerning his property at 8809 NE 34th Street on September 9, 2019. The required pre-application conference was held on September 12, 2019. The required presentation to the Town Planning Commission was held on October 14, 2019. The Planning Commission recommends to Council the approval of BLA No. 73.

Mr. Bowman currently owns two (2) separate, but adjacent parcels at the western end of NE 34th Street. In the existing condition Parcel A (28,713sf) is the main property while Parcel B (2,675sf) is an adjacent parcel which is almost entirely covered by utility easements. In the existing configuration, Parcel B does not meet the definition of a “building site” as defined in the YPMC 17.16.050 – Building Site Requirements. By way of this boundary line adjustment application, Mr. Bowman is proposing to create two (2) legal building sites.

Town staff has reviewed the application for conformance with the YPMC Title 16- Subdivisions and Title 17 – Zoning.

Recommendation:

Boundary Line Adjustment (BLA) No. 73 meets all the requirements of the YPMC, Titles 16 and 17. Based on all materials submitted, staff recommends approval with the following conditions:

Individual utility service stubs including sewer, water, and power for the western lot are installed or otherwise addressed according to YPMC 16.20.090.

A new stormwater connection is installed for the eastern lot as shown on the preliminary plat.

The applicant shall be responsible for creating a final boundary line adjustment which meets the requirements in the YPMC Chapter 16.24.

The original of the final boundary line adjustment drawing shall be submitted by the applicant to the King County Department of Records for official recording. NOTE: The applicant is responsible for all fees incurred and shall return the original document along with the recording number to the Town of Yarrow Point.

Recommended Action:

For approval

Memorandum

To: Yarrow Point Town Council
From: Stacia Schroeder, PE
Town Engineer
Date: October 8, 2019
Re: Boundary Line Adjustment (BLA) No. 73
8809 NE 34th Street – Mark Bowman

Yarrow Point Municipal Code (YPMC) Title 16 – Subdivisions

Chapter 16.04 General Provisions:

YPMC 16.04.050 Regulation of Land Development

No person, firm or corporation may alter or revise the boundary lines of any property or partition or divide for separate ownership or offer to sell or enter into a contract for the sale of any land until the town council has given final approval of the revised boundary lines or property division.

YPMC 16.04.060 Processing Applications

Upon receipt of an application for preliminary plat, short subdivision, or boundary line adjustment, town staff will review and notice the application in accordance with regulatory reform. Once the application is determined to be complete, the project proposal will be scheduled for a public meeting before the planning commission and a public hearing before the town council. At a public meeting, the planning commission will review the proposal and forward a recommendation of approval, conditional approval, or denial of the project to the town council. Upon receipt of a recommendation from the planning commission, the town council will hold an open record public hearing to hear public testimony and take one of the following actions: approve the application, conditionally approve the application, continue the hearing, or deny the application.

YPMC 16.04.080 Enforcing Authority

The town planning commission is designated and assigned the administrative and coordinating responsibilities contained in this title for the recommendation for approval or disapproval of subdivisions, short subdivisions, dedications and boundary line adjustments to the town council for approval or disapproval.

Discussion:

The Town of Yarrow Point received a boundary line adjustment application from Mr. Bowman concerning his property at 8809 NE 34th Street on September 9, 2019. The required pre-application conference was held on September 12, 2019.

Mr. Bowman currently owns two (2) separate, but adjacent parcels at the western end of NE 34th Street. In the existing condition Parcel A (28,713sf) is the main property while Parcel B (2,675sf) is an adjacent parcel which is almost entirely covered by utility easements. In the existing configuration, Parcel B does not meet the definition of a “building site” as defined in the YPMC

17.16.050 – Building Site Requirements. By way of this boundary line adjustment application, Mr. Bowman is proposing to create two (2) legal building sites.

Town staff has reviewed the application for conformance with the YPMC Title 16- Subdivisions and Title 17 – Zoning.

Findings:

The proposal submitted by Mark Bowman is a request for a boundary line adjustment of the separate, but adjacent properties under common ownership at 8009 NE 34th Street (KC Parcel No.'s 192505-9021 and 192505-9076). Following are staff's findings related to BLA No. 73:

- 1.) A Pre-Application Conference between the applicant and Town staff took place on September 12, 2019 at 10:00am (YPMC 16.32.020).
- 2.) A Boundary Line Adjustment Application, including the applicable fee, was submitted to the Town on September 9, 2019 (YPMC 16.04.070 and Resolution 346).
- 3.) All Preliminary Plat Requirements were met (YPMC 16.32.030 and 16.12).

NOTE: Due to the transformation of a non-buildable parcel to a buildable parcel, the applicant was also required to:

- a. **Meet all applicable design requirements in YPMC 16.16 including:**
 - i. **YPMC 16.16.030 Driveway Easements or Direct-ownership Driveways: 15-ft minimum width**
 - ii. **YPMC 16.16.040 Lot Design**
 - b. **Meet all applicable improvements in YPMC 16.20 including:**
 - i. **YPMC 16.20.090 Installation of Improvements**
 - c. **Meet all requirements in the YPMC 16.24 Final Plat Requirements:**
- 4.) The application as submitted complies with the YPMC Title 17 – Zoning (YPMC 16.32.050).
 - a. YPMC 17.12.025 – Primary Uses. Each of the two lots will have one (1) single-family dwelling unit.
 - b. YPMC 17.16.010(B) – Lot Area. Each of the two lots will exceed the minimum lot size (15,000 sf) for R-15 zoning.
 - c. YPMC 17.16.020 – Structure Area. The existing house to remain does not exceed 30% of the proposed lot area.
 - d. YPMC 17.16.030 – Structure Height. The existing house to remain does not exceed 25 feet above original grade or 31 feet above finished grade.
 - e. YPMC 17.16.040 – Setback Requirements.
 - i. The existing house to remain does not intrude into the proposed setback lines.
 - ii. All existing appurtenances related to the existing house to remain which intrude into the setback will be removed prior to final plat recording.
 - iii. All proposed setback lines conform to the zoning code.
 - f. YPMC 17.16.050 – Impervious Area. The existing impervious surfaces to remain do not exceed 60% of the proposed lot area.
 - g. YPMC 17.16.060 – Building Site Requirements.
 - i. The building sites have access to a public street by means of a private lane.

- ii. Both proposed lots meet the area requirement of YPMC 17.16.010.
- 5.) Sewer, water, and power are available for the existing single-family home to remain on the eastern lot. Prior to final plat, stormwater will be provided for with a direct connection to the nearby public storm sewer main (YPMC 16.12.030(F)(7)).
 - 6.) Utilities for the western lot are available directly adjacent to the site. Installation of individual services lines for water, sewer, and power shall be completed prior to final plat approval or addressed according to YPMC 16.20.090 (A) or (C). Stormwater can directly discharge to Lake Washington.
 - 7.) An Availability of Water Service from the City of Bellevue was received for the additional building lot (YPMC 16.12.030(G)).
 - 8.) An Availability of Sanitary Sewer Service from the City of Bellevue was received for the additional building lot (YPMC 16.12.030(H)).
 - 9.) Prior to receiving final approval for the boundary line adjustment the applicant must complete all the necessary improvements, or provide the Town with a construction bond or set-aside account, all in accordance with Section 16.20.090.
 - 10.) NOTE: A new pagoda will be required as part of the building permit application for a new single-family residence on the proposed vacant parcel. All new pagoda additions or modifications are subject to review in accordance with the pagoda construction standards and specifications policy as adopted by the Town (YPMC 12.31.010). The addition of 1 new mailbox shall require the construction and installation of a new pagoda capable of providing spaces for 11 mailboxes. If necessary, the existing pagoda shall be removed under the supervision of the Town Engineer and returned to Town Hall – 4030 95th Ave NE.

Recommendation:

Boundary Line Adjustment (BLA) No. 73 meets all the requirements of the YPMC, Titles 16 and 17. Based on all materials submitted, staff recommends approval with the following conditions:

- Individual utility service stubs including sewer, water, and power for the western lot are installed or otherwise addressed according to YPMC 16.20.090.
- A new stormwater connection is installed for the eastern lot as shown on the preliminary plat.
- The applicant shall be responsible for creating a final boundary line adjustment which meets the requirements in the YPMC Chapter 16.24.
- The original of the final boundary line adjustment drawing shall be submitted by the applicant to the King County Department of Records for official recording. NOTE: The applicant is responsible for all fees incurred and shall return the original document along with the recording number to the Town of Yarrow Point.

NOTICE OF PUBLIC HEARING

TOWN COUNCIL

TOWN OF YARROW POINT WASHINGTON

Notice is hereby given that the Town Council will hold a public hearing during its regular meeting at **7:00 pm on Tuesday, November 12, 2019** at Yarrow Point Town Hall for consideration of Boundary Line Adjustment #19-8034 for address 8809 NE 34th St for two (2) separate, but adjacent parcels at the western end of NE 34th Street. In the existing condition Parcel A (28,713sf) is the main property while Parcel B (2,675sf) is an adjacent parcel which is almost entirely covered by utility easements. In the existing configuration, Parcel B does not meet the definition of a “building site” as defined in the YPMC 17.16.050 – Building Site Requirements. By way of this boundary line adjustment application, the applicant is proposing to create two (2) legal building sites.

Interested persons are encouraged to attend the Hearing. If you wish to review the application in its entirety, please visit Town Hall located at: 4030 95th Ave NE. Yarrow Point, WA 98004.

**Business of The Town Council
Town of Yarrow Point, WA**

Agenda Bill 19-28
November 12, 2019

Affordable Housing – Local Sales Tax Option	Proposed Council Action: Adopt Resolution No.347
--	--

Presented by:	Mayor Cahill
Exhibits:	Clyde Hill memo and resolution Memorandum from ARCH Resolution No.347

Summary:

See memo to Clyde Hill Mayor and Council from Lyman Howard, City Administrator.

Recommended Action:

Adopt Resolution No. 347: A Resolution of the Town of Yarrow Point Declaring the Intent of the Town Council to Adopt Legislation to Authorize a Sales and Use Tax for Affordable and Supportive Housing in Accordance with Substitute House Bill 1406 (Chapter 338, Law of 2019), and Other Matters Related Thereto

If we do not adopt this resolution, King County will utilize this portion of the sales tax for their affordable housing programs.

**TOWN OF YARROW POINT
RESOLUTION NO. 347**

**A RESOLUTION OF THE TOWN OF YARROW POINT, WASHINGTON DECLARING THE
INTENT OF THE TOWN COUNCIL TO ADOPT LEGISLATION TO AUTHORIZE A SALES AND
USE TAX FOR AFFORDABLE AND SUPPORTIVE HOUSING IN ACCORDANCE WITH
SUBSTITUTE HOUSE BILL 1406 (CHAPTER 338, LAWS OF 2019), AND OTHER MATTERS
RELATED THEREFO**

WHEREAS, in the 2019 Regular Session, the Washington State Legislature approved, and the Governor signed, Substitute House Bill 1406 (Chapter 338, Laws of 2019) (“SHB1406”); and

WHEREAS, SHB 1406 authorizes the governing body of a city or county to impose a local sales and use tax for the acquisition, construction or rehabilitation of affordable housing or facilities providing supportive housing, (and) for the operations and maintenance costs of affordable or supportive housing, for cities of 100,000 or less; or, if eligible, for providing rental assistance to tenants; and

WHEREAS, the tax will be credited against state sales taxes collected within the Town and, therefore, will not result in higher sales and use taxes within the Town and will represent an additional source of funding to address housing needs in the Town; and

WHEREAS, the tax must be used to assist persons whose income is at or below sixty percent of the Town median income; and

WHEREAS, the Town has supported the funding of affordable housing in this area through participation in ARCH projects with other local governments, and has determined that imposing the sales and use tax to address this need for affordable housing will benefit its citizens; and

WHEREAS, this resolution constitutes the resolution of intent required by SHB 1406; and

WHEREAS, the Town Council now desires to declare its intent to impose a local sales and use tax as authorized by SHB 1406 as set forth herein;

NOW, THEREFORE BE IT RESOLVED by the Town Council of the Town of Yarrow Point as follows:

Section 1. Resolution of Intent. The Town Council declares its intent to adopt legislation to authorize the maximum capacity of the sales and use tax authorized by SHB 1406 within one year of the effective date of SHB 1406, or by July 28, 2020.

Section 2. Further Authority; Ratification. All Town officials, their agents, and representatives are hereby authorized and directed to undertake all action necessary or desirable from time to time to carry out the terms of, and complete the actions contemplated by, this resolution. All acts taken pursuant to the authority of this resolution but prior to its effective date are hereby ratified.

Section 3. Effective Date. This resolution shall take effect immediately upon its passage and adoption.

Adopted by the Town Council of the Town of Yarrow Point this 12th day of November, 2019.

ATTEST: Bonnie Ritter, Clerk-Treasurer

Mayor Dicker Cahill



9605 NE 24th Street • Clyde Hill, Washington 98004
425-453-7800 • Fax: 425-462-1936 • www.clydehill.org

TO: Mayor & Council
FROM: Lyman Howard, City Administrator
DATE: September 12, 2019
RE: Local Sales Tax Option for Affordable Housing

Background.

During the 2019 Washington State Legislative Session House Bill 1406 was approved authorizing the governing body of a city or county to impose a local sales and use tax for the following purposes:

- Acquisition, construction, or rehabilitation of affordable housing
- Providing supportive housing
- Operations and maintenance costs of affordable or supportive housing
- Rental assistance to tenants (Cities with a population of 100,000 or less)

The tax will be credited against a portion of the state sales tax collected in the city and will not result in higher sales taxes for Clyde Hill residents. The maximum sales tax rate to be accessed will be .0073%. Based on 2018 Taxable Retail Sales in Clyde Hill, the estimated amount to be collected would be \$5,609 annually.

The use of funds generated by this portion of the state's share of the sales tax would be determined by the City Council as part of the budget process and earmarking this revenue stream for affordable housing. Our recommendation would be that it be directed toward ARCH (A Regional Coalition for Housing). Other ARCH cities are intending to do this as well.

If we do not avail ourselves of this option, King County will utilize this portion of the sales tax for their affordable housing programs.

Adoption of the local sales tax option is a two-step process. The City Council must adopt a resolution of intent to authorize the tax by January 28, 2020 and then adopt an ordinance authorizing the tax by July 28, 2020.

Council's Decision.

Consideration of a resolution expressing the intent of the Council to utilize the Local Sales Tax Option for Affordable Housing.

Attachments:
June 13, 2019 Memorandum from ARCH discussing HB1406
Resolution _____ Local Sales Tax Option for Affordable Housing

RESOLUTION
NO. _____

A RESOLUTION OF THE CITY OF CLYDE HILL DECLARING THE INTENT OF THE CITY COUNCIL TO ADOPT LEGISLATION TO AUTHORIZE A SALES AND USE TAX FOR AFFORDABLE AND SUPPORTIVE HOUSING IN ACCORDANCE WITH SUBSTITUTE HOUSE BILL 1406 (CHAPTER 338, Laws of 2019), AND OTHER MATTERS RELATED THERETO.

WHEREAS, in the 2019 Regular Session, the Washington State Legislature approved, and the Governor signed, Substitute House Bill 1406 (Chapter 338, Laws of 2019) ("SHB 1406"); and

WHEREAS, SHB 1406 authorizes the governing body of a city or county to impose a local sales and use tax for the acquisition, construction or rehabilitation of affordable housing or facilities providing supportive housing, [and] for the operations and maintenance costs of affordable or supportive housing, for cities of 100,000 or less: or, if eligible, for providing rental assistance to tenants; and

WHEREAS, the tax will be credited against state sales taxes collected within the City and, therefore, will not result in higher sales and use taxes within the City and will represent an additional source of funding to address housing needs in the City; and

WHEREAS the tax must be used to assist persons whose income is at or below sixty percent of the City median income; and

WHEREAS the City has supported the funding of affordable housing in this area through participation in ARCH projects with other local governments, and has determined that imposing the sales and use tax to address this need for affordable housing will benefit its citizens; and

WHEREAS, in order for a city or county to impose the tax, within six months of the effective date of SHB 1406, or January 28, 2020, the governing body must adopt a resolution of intent to authorize the maximum capacity of the tax, and within twelve months of the effective date of SHB 1406, or July 28, 2020, must adopt legislation to authorize the maximum capacity of the tax; and

WHEREAS this resolution constitutes the resolution of intent required by SHB 1406; and

WHEREAS the City Council now desires to declare its intent to impose a local sales and use tax as authorized by SHB 1406 as set forth herein;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CLYDE HILL AS FOLLOWS:

Section 1. Resolution of Intent. The City Council declares its intent to adopt legislation to authorize the maximum capacity of the sales and use tax authorized by SHB 1406 within one year of the effective date of SHB 1406, or by July 28, 2020.

Section 2. Further Authority; Ratification. All City officials, their agents, and representatives are hereby authorized and directed to undertake all action necessary or desirable from time to time to carry out the terms of, and complete the actions contemplated by, this resolution. All acts taken pursuant to the authority of this resolution but prior to its effective date are hereby ratified.

Section 3. Effective Date. This resolution shall take effect immediately upon its passage and adoption.

Passed by majority vote of the Clyde Hill City Council in open meeting this _____ day of September, 2019.

MAYOR, GEORGE MARTIN

ATTEST:

CLERK, LYMAN HOWARD

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO. _____



Together Center Campus
16225 NE 87th Street, Suite A-3 ♦ Redmond, Washington 98052
(425) 861-3677 ♦ Fax: (425) 861-4553 ♦ WEBSITE: www.archhousing.org

MEMORANDUM

Date: June 13, 2019
To: ARCH Member Cities
From: Kurt Triplett, ARCH Executive Board Chair
Lindsay Masters, ARCH Executive Manager
RE: HB 1406 – Local Sales Tax Option for Affordable Housing

The State legislature adopted a number of housing-related bills during the most recent legislative session. Among these, HB 1406 was the most significant new funding tool created for local jurisdictions to increase investment in affordable housing. This memo provides background information on local funding for affordable housing, a summary of what HB 1406 authorizes and requires, and a sample template of a resolution for member cities electing to implement the tool.

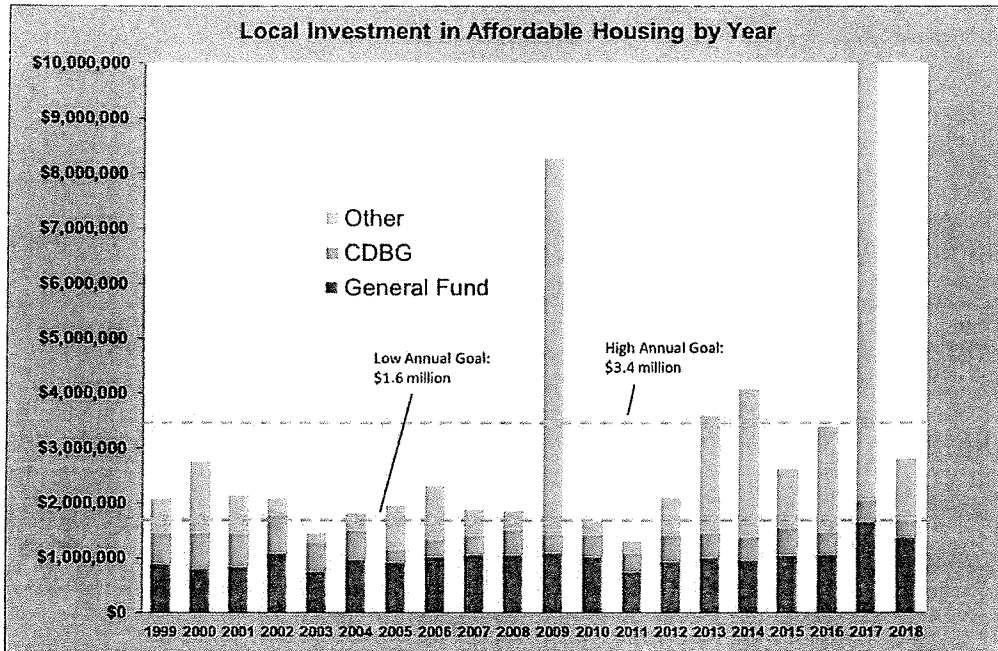
Background: Local Investment in Affordable Housing in East King County

Since 1993, a core purpose in the formation and continued support for ARCH has been the successful cooperation around joint investments in affordable housing. This collaboration has set cities in East King County apart from other cities in the region, and led to a healthy track record of production and preservation of affordable homes since the 1990s, with investment in over 3,600 permanently affordable units/beds in the Housing Trust Fund portfolio as of 2018. Furthermore, ARCH has worked to ensure that these local investments leverage other private and public funding (historically \$9 for every \$1 of city funding), and created a loan fund that returns revenue to cities for future housing investment.

Since 1998, ARCH cities have used a “parity” formula to establish goals for local contributions to fund affordable housing. During that time, ARCH cities have provided consistent contributions that have resulted in a steady track record of investment in local projects. As shown in Figure 1, the level of investment from general funds has not increased significantly over the years, however, ARCH member cities have increasingly looked to other strategies to contribute resources, namely donation of City property and use of in-lieu payments from developers under incentive and inclusionary programs.

BEAUX ARTS VILLAGE ♦ BELLEVUE ♦ BOTHELL ♦ CLYDE HILL ♦ HUNTS POINT ♦ ISSAQUAH ♦ KENMORE ♦ KIRKLAND
MEDINA ♦ MERCER ISLAND ♦ NEWCASTLE ♦ REDMOND ♦ SAMMAMISH ♦ WOODINVILLE ♦ YARROW POINT ♦ KING COUNTY

Figure 1. Local Investment in Affordable Housing by ARCH Member Cities



Other includes land, fee waivers, and in-lieu payments

** The low and high annual goals reflect the cumulative parity goals for all member cities, as updated for inflation in 2018.

In recent years, the dramatic rise of housing prices has placed enormous pressures on communities across the region, leading to conversations about strategies to scale up a range of housing strategies, including direct investment. In June of 2018, the ARCH Executive Board transmitted a recommendation to city councils to adopt a technical update to the parity formula to account for inflation, and engage councils in a subsequent conversation on setting a future aspirational increases in response to the increased need for affordable housing. The passage of HB 1406 now provides a vehicle for continued discussion and progress toward goals for local investment in housing.

New Funding Tool: HB 1406

HB 1406 allows cities and counties to retain a portion of the sales tax for investment in affordable or supportive housing. This portion is offset by a reduction in the state’s portion, and therefore does not result in an increased tax on consumers. The bill sets up a system for cities and counties to share the revenue, with two tiers based on whether a jurisdiction has adopted a “qualifying local tax”. Seattle is currently the only city in King County with a qualifying tax.

The bill gives 6 months for jurisdictions to declare their intent and 12 months to act on legislation. After 12 months, a county may implement any authority that has gone unused by cities. For the first 12 months, the tax is limited to:

- 0.0073% for a city without a qualifying local tax, or a county within the limits of a nonparticipating city
- 0.0146% for a city with a qualifying tax, or a participating city in a county that declares it will not levy the tax, or a county within unincorporated areas or within cities that declare they will not levy the tax

After 12 months, the tax is limited to:

- 0.0073% for a city without a qualifying local tax, or a county within the limits of a participating city
- 0.0146% for a city with a qualifying tax, or a participating city in a county that declares it will not levy the tax, or a county within unincorporated areas or within any nonparticipating cities.

Cities have a choice of whether to be a participating or nonparticipating city, and a choice of whether to adopt a qualifying tax to increase the portion they may retain. After 12 months, any available revenue that is not collected by a city will be retained by the County.

Figure 2. Illustration of available taxing authorities.

First 12 months:

participating city w/ qualifying tax	participating city w/out qualifying tax	nonparticipating cities	in unincorporated areas	in cities that declare they will not levy the tax
0.0146% - city	0.0073% - city 0% - county	0% - city 0.0073% - county	0.0146% - county	0.0146% - county

After 12 months:

participating city w/ qualifying tax	participating city w/out qualifying tax	nonparticipating cities	in unincorporated areas
0.0146% - city	0.0073% - city 0.0073% - county	0.0146% - county	0.0146% - county

Qualifying Local Taxes

Qualifying local taxes include the following:

- An affordable housing levy authorized under RCW 84.52.105, which allows cities or counties to impose up to fifty cents per thousand dollars of assessed value of

property for up to ten years if approved by a majority of voters in the taxing district. The governing body of the jurisdiction must first declare the existence of a housing emergency, and adopt a financing plan.

- The sales and use tax for housing and related services authorized under RCW 82.14.530, provided the city has imposed the tax at a minimum of at least half of the authorized rate (0.1%). Cities must place a ballot proposition before voters for approval.
- The sales tax for chemical dependency and mental health treatment services or therapeutic courts authorized under RCW 582.14.460 imposed by a city. Because King County has already authorized this tax, cities within King County would not be eligible to use this authority.
- The levy authorized under RCW 84.55.050, if used solely for affordable housing. RCW 84.55.050 sets forth procedures for increasing levy authority if a proposition is approved by a majority of voters of a taxing district.

A qualifying tax must be "instated" no later than twelve months after the effective date of the law, which means no later than July 30, 2020. The Association of Washington Cities (AWC) is currently seeking a clarification to confirm that "instated" means that an ordinance has been adopted.

Potential Revenue Estimates

The maximum amount a city may collect will be limited by the amount of taxable retail sales within a jurisdiction in fiscal year 2019 times the applicable rate. Figure 2 shows the estimated revenue potential based on Taxable Retail Sales in ARCH cities in 2018.

Figure 2. Revenue Potential in ARCH Cities based on Taxable Retail Sales in 2018

Location	Taxable Retail Sales	.0073%	.0146%
BEAUX ARTS VILLAGE	6,769,158	494	988
BELLEVUE RTA	8,107,493,934	591,847	1,183,694
BOTHELL/KING	744,325,187	54,336	108,671
CLYDE HILL	76,829,233	5,609	11,217
HUNTS POINT	17,061,939	1,246	2,491
ISSAQUAH RTA	1,718,731,158	125,467	250,935
KENMORE	270,571,011	19,752	39,503
KIRKLAND	2,673,063,240	195,134	390,267
MEDINA	124,696,680	9,103	18,206
MERCER ISLAND	497,503,623	36,318	72,636
NEWCASTLE	158,413,823	11,564	23,128
REDMOND RTA	3,499,834,893	255,488	510,976
SAMMAMISH RTA	715,541,878	52,235	104,469
WOODINVILLE RTA	783,625,291	57,205	114,409
YARROW POINT	31,228,953	2,280	4,559
		<u>1,418,075</u>	<u>2,836,151</u>

Eligible Housing and Services Uses

The housing and services funded with the tax must serve populations earning up to 60% of the county median income. In determining the use of funds, a county or city must consider the income of the individuals and families to be served, the leveraging of the resources made available under this section, and the housing needs within the jurisdiction.

Attachment 1 shows incomes and affordable monthly rents for households earning up to 30%, 50% and 60% of median income. **Attachment 2** shows data on housing cost burden by income level in each ARCH member city.

All cities and counties may use the funds for:

- (i) Acquiring, rehabilitating, or constructing affordable housing, which may include new units of affordable housing within an existing structure or facilities providing supportive housing services under RCW 71.24.385; or
- (ii) Funding the operations and maintenance costs of new units of affordable or supportive housing.

Cities with population under 100,000 and counties with population under 400,000 may also use the funds for rental assistance.

Bonding Authority / Interlocal Agreements

Cities and counties may pledge the funds for repayment of general obligation or revenue bonds, and may also enter into interlocal agreements with other counties, cities, or public housing authorities to pool the tax receipts received under this section. The existing ARCH Interlocal Agreement (ILA) provides a structure to enable cities to pool revenue for investment in housing. Since 2010, the ILA authorized the City of Bellevue (Administering Agency for ARCH) to establish and maintain a centralized Housing Trust Fund Account for the purpose of administering the contributions of ARCH members to affordable housing projects and programs. The Housing Trust Fund Account includes a sub-account for each member city, with contributions to be released only when directed by each individual city.

Deadlines to Act

To impose the tax, a county or city legislative authority must adopt within 6 months of the effective date of the legislation a resolution of intent to adopt legislation to authorize the maximum capacity of the tax. The resolution requires simple majority approval. In addition, the legislative authority must approve actual legislation within 12 months. The bill takes effect 90 days after the end of the session, which means that cities must adopt a resolution by January 31, 2020, and actual legislation by July 27, 2020. The tax expires 20 years after the jurisdiction first imposes the tax.

A sample resolution is provided in **Attachment 4**.

Staff Recommendation

Staff recommend that councils of ARCH member cities take advantage of this new tool and adopt a resolution declaring their intent to adopt legislation to authorize the maximum capacity of the tax by January 31, 2020.

Attachments:

- 1. Household Incomes and Affordable Rents by Percent of Area Median Income in 2019 (Seattle-Bellevue HUD Metro FMR Area)**
- 2. Number of Households with Housing Cost Burden by Income in ARCH Cities**
- 3. Sample Form of Ordinance/Resolution of Intent Pursuant to HB 1406 (prepared by Pacifica Law Group LLP)**

Attachment 1. Household Incomes and Affordable Rents by Percent of Area Median Income in 2019 (Seattle-Bellevue HUD Metro FMR Area)

Household Incomes by Percent of Area Median Income (AMI)

	1 person	2 person	3 person	4 person	5 person	6 person
30% AMI	\$22,806	\$26,064	\$29,322	\$32,580	\$35,186	\$37,793
50% AMI	\$38,010	\$43,440	\$48,870	\$54,300	\$58,644	\$62,988
60% AMI	\$45,612	\$52,128	\$58,644	\$65,160	\$70,373	\$75,586
80% AMI	\$60,816	\$69,504	\$78,192	\$86,880	\$93,830	\$100,781
100% AMI	\$76,020	\$86,880	\$97,740	\$108,600	\$117,288	\$125,976

Affordable Monthly Rent by Household Size and Income

	1 person	2 person	3 person	4 person	5 person	6 person
30% AMI	\$570	\$652	\$733	\$815	\$880	\$945
50% AMI	\$950	\$1,086	\$1,222	\$1,358	\$1,466	\$1,575
60% AMI	\$1,140	\$1,303	\$1,466	\$1,629	\$1,759	\$1,890
80% AMI	\$1,520	\$1,738	\$1,955	\$2,172	\$2,346	\$2,520
100% AMI	\$1,901	\$2,172	\$2,444	\$2,715	\$2,932	\$3,149

Attachment 2. Number of Households with Housing Cost Burden by Income in ARCH Cities

(Source: 2011-2015 CHAS 5-Year Estimates)

	Not cost burdened	Cost burdened (30-49%)	Severely cost burdened (50%+)	Sum of Cost burdened and Severely cost burdened	Total Households
EKC cities	130,150	31,833	26,484	58,317	188,467
<=30% AMI	2,358	1,714	13,614	15,328	17,686
31% - 50% AMI	3,102	5,409	6,768	12,177	15,279
51% - 80% AMI	7,289	7,389	2,978	10,367	17,656
81% - 100% AMI	7,705	5,156	1,341	6,497	14,202
>100% AMI	109,696	12,165	1,783	13,948	123,644
Beaux Arts Village	98	28	24	52	150
<=30% AMI	-	4	12	16	16
31% - 50% AMI	-	8	4	12	12
51% - 80% AMI	8	-	-	-	8
81% - 100% AMI	8	4	4	8	16
>100% AMI	82	12	4	16	98
Bellevue	37,115	8,945	8,139	17,084	54,199
<=30% AMI	860	530	4,370	4,900	5,760
31% - 50% AMI	885	1,755	2,000	3,755	4,640
51% - 80% AMI	2,455	1,880	869	2,749	5,204
81% - 100% AMI	2,255	1,650	420	2,070	4,325
>100% AMI	30,660	3,130	480	3,610	34,270
Bothell	10,601	3,064	2,308	5,372	15,973
<=30% AMI	199	249	1,399	1,648	1,847
31% - 50% AMI	419	665	525	1,190	1,609
51% - 80% AMI	818	815	284	1,099	1,917
81% - 100% AMI	1,010	665	40	705	1,715
>100% AMI	8,155	670	60	730	8,885
Clyde Hill	751	136	172	308	1,059
<=30% AMI	4	4	32	36	40
31% - 50% AMI	8	19	54	73	81
51% - 80% AMI	8	14	42	56	64
81% - 100% AMI	23	4	14	18	41
>100% AMI	708	95	30	125	833
Hunts Point	106	60	58	118	224
<=30% AMI	4	-	20	20	24
31% - 50% AMI	-	8	4	12	12
51% - 80% AMI	-	4	12	16	16
81% - 100% AMI	4	8	4	12	16
>100% AMI	98	40	18	58	156

	Not cost burdened	Cost burdened (30-49%)	Severely cost burdened (50%+)	Sum of Cost burdened and Severely cost burdened	Total Households
Issaquah	9,400	2,555	2,090	4,645	14,045
<=30% AMI	225	110	1,070	1,180	1,405
31% - 50% AMI	355	290	575	865	1,220
51% - 80% AMI	440	790	240	1,030	1,470
81% - 100% AMI	645	315	85	400	1,045
>100% AMI	7,735	1,050	120	1,170	8,905
Kenmore	5,334	1,549	1,113	2,662	7,996
<=30% AMI	99	220	634	854	953
31% - 50% AMI	225	329	250	579	804
51% - 80% AMI	425	250	84	334	759
81% - 100% AMI	390	215	80	295	685
>100% AMI	4,195	535	65	600	4,795
Kirkland	23,349	6,576	5,434	12,010	35,359
<=30% AMI	284	198	2,695	2,893	3,177
31% - 50% AMI	695	1,125	1,555	2,680	3,375
51% - 80% AMI	1,410	1,690	659	2,349	3,759
81% - 100% AMI	1,485	1,118	250	1,368	2,853
>100% AMI	19,475	2,445	275	2,720	22,195
Medina	701	183	173	356	1,057
<=30% AMI	-	-	72	72	72
31% - 50% AMI	10	18	12	30	40
51% - 80% AMI	4	8	25	33	37
81% - 100% AMI	12	4	35	39	51
>100% AMI	675	153	29	182	857
Mercer Island	6,638	1,360	1,574	2,934	9,572
<=30% AMI	160	40	610	650	810
31% - 50% AMI	75	170	440	610	685
51% - 80% AMI	299	240	150	390	689
81% - 100% AMI	244	120	100	220	464
>100% AMI	5,860	790	274	1,064	6,924
Newcastle	2,972	649	492	1,141	4,113
<=30% AMI	18	15	210	225	243
31% - 50% AMI	105	70	163	233	338
51% - 80% AMI	34	165	39	204	238
81% - 100% AMI	210	39	55	94	304
>100% AMI	2,605	360	25	385	2,990
Redmond	17,229	3,444	2,690	6,134	23,363
<=30% AMI	460	180	1,545	1,725	2,185
31% - 50% AMI	195	600	750	1,350	1,545
51% - 80% AMI	975	990	205	1,195	2,170
81% - 100% AMI	944	609	95	704	1,648

	Not cost burdened	Cost burdened (30-49%)	Severely cost burdened (50%+)	Sum of Cost burdened and Severely cost burdened	Total Households
>100% AMI	14,655	1,065	95	1,160	15,815
Sammamish	12,309	2,322	1,564	3,886	16,195
<=30% AMI	45	55	655	710	755
31% - 50% AMI	75	125	294	419	494
51% - 80% AMI	209	324	295	619	828
81% - 100% AMI	205	300	125	425	630
>100% AMI	11,775	1,518	195	1,713	13,488
Woodinville	3,280	893	570	1,463	4,743
<=30% AMI	-	105	270	375	375
31% - 50% AMI	55	223	130	353	408
51% - 80% AMI	200	215	60	275	475
81% - 100% AMI	270	105	20	125	395
>100% AMI	2,755	245	90	335	3,090
Yarrow Point	267	69	83	152	419
<=30% AMI	-	4	20	24	24
31% - 50% AMI	-	4	12	16	16
51% - 80% AMI	4	4	14	18	22
81% - 100% AMI	-	-	14	14	14
>100% AMI	263	57	23	80	343
King County	529,895	159,155	130,605	289,760	819,655
<=30% AMI	15,780	18,750	82,205	100,955	116,735
31% - 50% AMI	25,395	39,980	27,625	67,605	93,000
51% - 80% AMI	49,170	37,210	11,725	48,935	98,105
81% - 100% AMI	50,655	23,255	4,330	27,585	78,240
>100% AMI	388,895	39,960	4,720	44,680	433,575