

**YARROW POINT
TOWN COUNCIL MEETING AGENDA
Tuesday, January 14, 2020
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

SWEARING IN OF COUNCILMEMBERS SCANDELLA AND VALAAS

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. MINUTES:

December 10, 2019 regular Council meeting

2. 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.

3. STAFF REPORTS:

REGULAR BUSINESS:

- 4. AB 20-01 - ARCH Presentation on Work Program/Budget and Trust Fund Project Funding Recommendations**
- 5. AB 20-02 – 92nd Ave Pathway Repair**
- 6. AB-20-03 – Republic Services Contract, for discussion**
- 7. MAYOR & COUNCIL REPORTS**
- 8. ADJOURNMENT**

**TOWN OF YARROW POINT
COUNCIL REGULAR MEETING MINUTES
December 10, 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 – Excused absence
Stephan Lagerholm
Steve Bush
Andy Valaas
Carl Scandella

Staff: Bonnier Ritter – Clerk-Treasurer
Austen Wilcox – Deputy Clerk
Scott Missall – Town Attorney

Guests: Lieutenant Dawn Hanson – Clyde Hill Police Department
Grady Cunningham – Resident
Debbie Prudden – Resident
Larry Applegate – Resident
Barbara Young – Resident
Homa Shirazi – Resident
Neha Jha Mishra – Resident

APPEARANCES:

Grady Cunningham resident at 3622 90th Ave NE introduced himself and shared that this is his first Yarrow Point Council meeting he's attended.

1. MINUTES:

November 12, 2019 Regular Meeting

MOTION: Councilmember Valaas moved to approve the regular meeting minutes of November 12, 2019 as amended. Councilmember Lagerholm seconded the motion.

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

December 2, 2019 Special Meeting

MOTION: Councilmember Valaas moved to approve the special meeting minutes of December 2, 2019 as amended. Councilmember Lagerholm seconded the motion.

VOTE: 3 For, 0 Against, 1 Abstention by Councilmember Scandella. Motion carried.

2. CONSENT CALENDAR:

Mayor Cahill addressed questions from Council concerning specific line items on the Consent Calendar.

MOTION: Councilmember Scandella moved to approve the November Consent Calendar including the Payment Approval Report dated 12/3/2019 approving payments as shown totaling \$97,140.17 plus payroll, benefits, and tax expenses of \$27,395.69 as shown on the attached payroll and benefits reports for a grand total of \$124,535.86. Councilmember Valaas seconded the motion.

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

3. STAFF REPORTS:

A. Police Report:

Lieutenant Hanson reported on November police activity.

Praise was given to a Clyde Hill PD Officer for the good work he did saving the life of a juvenile.

Underaged partying and drug prevention was discussed.

B. Town Engineer Report:

Mayor Cahill reviewed the Town Engineer's staff reports included in the packet.

Councilmember Valaas brought to the Mayor's attention that the water pump at the Town's playground is loose and needs to be fixed.

Morningside Park Children's Play Area

Attorney Scott Missall noted that he worked with Engineer Schroeder to complete a remaining item relating to prevailing wage paid by the playground contractor for project close out.

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

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 received the City of Bellevue's 90% water main replacement design. An internal meeting with Gray & Osborne's Roger Kuykendall is scheduled for Friday, December 6th. To date, the Town Engineer has not received any new project estimates from Puget Sound Energy or Gray & Osborne.

Stormwater Management Plan Update

PACE has completed the 2019 SWMP draft update. Currently Engineer Schroeder is reviewing the draft and anticipates having a final plan by the end of 2019.

C. Audit

Mayor Cahill noted a positive passing of the 2017-2018 audit while thanking Clerk-Treasurer Ritter for her achievements and strengthening of the Town's Finance Department.

REGULAR BUSINESS:

4. AB 19-30: Security Camera Trial

Mayor Cahill noted that security/surveillance cameras have been considered by the Town in years past. A new option from Flock Safety is being considered on a trial basis. Strong policies and procedures would be created along with a public outreach program. Mayor Cahill discussed cost and alternative surveillance options that nearby jurisdictions use.

Council discussed the following aspects:

- Public records requirements with the Town Attorney
- Collection of license plate data and cloud storage
- Flock Safety Privacy policy
- Policies and procedures
- Personnel who would have access to the data
- Public Records Requests
- Police Department management of the system

Debbie Prudden resident at 3805 94th Ave NE supports the installment of security cameras.

Homa Shirazi resident at 9031 NE 33rd St noted that her mailbox has been broken into multiple times while also witnessing questionable people around her property. Ms. Shirazi showed her support for security cameras.

Neha Jha Mishra resident at 9219 NE 33rd St said that her mailbox was broken into twice and that cameras would be a deterrent.

Barbara Young resident at 8921 NE 33rd St stated that she has had issues with multiple vehicle break-ins, stolen property, and mail theft. Security cameras could be a proactive deterrent.

Mayor Cahill reminded those in attendance to always call the police whenever suspicious activity is witnessed.

Mayor Cahill referenced the Town's Neighborhood Preparedness program that is used for emergencies. Establishing strong neighborly correspondence and maintaining neighborhood watches against crime is always recommended.

Council discussed procedures regarding public records.

Clyde Hill Police will monitor the collected data and operate the Flock Safety surveillance system.

Council requested Mayor Cahill to follow up with Flock Safety regarding additional questions around the operation of the system.

MOTION: Councilmember Lagerholm moved to approve the purchase of two security cameras for trial of automated license plate readers. Councilmember Scandella seconded the motion.

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

5. AB 19-31: Appoint Mayor Pro Tem

According to RCW 35.27.160, the Mayor shall preside over all meetings of the Council at which he or she is present. A Mayor Pro Tem may be chosen by the Council for a specified period of time, not to exceed six months, to act as the Mayor in the absence of the Mayor.

MOTION: Councilmember Valaas moved to appoint Councilmember Scandella to serve as the Mayor Pro Tem for the next six months – January 1, 2020 through June 30, 2020. Councilmember Bush seconded the motion.

VOTE: 4 For, 0 Against. Motion carried.

6. AB 19-32: Planning & Park Commission Member Reappointments

The following Planning Commission Member terms are up for reappointment:

Carl Hellings and Trevor Dash

Amy Pellegrini's term is not up, but will be replaced as Chair by Carl Hellings for a two-year Chair term.

The following Park Commission Member terms are up for reappointment:

Kathy Smith and Carolyn Whittlesey

MOTION: Councilmember Valaas moved to confirm the reappointment of Carl Hellings and Trevor Dash for six-year terms on the Planning Commission and approve Carl Hellings as Planning Commission Chair for a two-year term. Councilmember Lagerholm seconded the motion.

VOTE: 4 For, 0 Against. Motion carried.

MOTION: Councilmember Bush moved to confirm the reappointment of Kathy Smith and Carolyn Whittlesey for three-year terms on the Park Commission. Councilmember Valaas seconded the motion.

VOTE: 4 For, 0 Against. Motion carried.

7. AB 19-33: Outgoing Mailbox

Residents continue to ask for a place to deposit outgoing mail. Staff talked with our mail carrier, and with his input researched types that may be appropriate.

The location would need to be determined. A concrete pad would also need to be installed for the box to mount on.

Deputy Clerk Wilcox said that he spoke with the Town's postal carrier who stated that there is not enough mail flow to support the re-installment of an outgoing mailbox on the SR 520 lid where there was one previously prior to the roundabout construction.

Mayor Cahill will reach out to the U.S. Post Office to request a new outgoing box.

8. AB 19-34: Public Defender Contract Extension

Town Attorney Scott Missall explained that the Points Cities (Yarrow Point, Hunts Point, Clyde Hill and Medina) share a public defender contract that was assigned to Stewart, MacNichols, Harmell, Inc. from O'Brien Law Firm, PLLP. This contract terminates on December 31, 2019.

Negotiations are still taking place however a motion is requested tonight that would authorize the Mayor to execute a contract extension with the law firm with substantially similar terms and conditions as set forth in the contract extension approval presented.

To give more time for the negotiation of new terms and conditions of a new contract, an extension has been drafted for the Council's review and approval.

MOTION: Councilmember Valaas moved to authorize the Mayor to approve Amendment No.1 Professional Services Agreement for the public defender contract extension. Councilmember Scandella seconded the motion.

VOTE: 4 For, 0 Against. Motion carried.

9. MAYOR AND COUNCIL REPORTS:

Councilmember Lagerholm

- Referenced an 'Elected Officials' course he took in Olympia that was very beneficial to him.

Councilmember Bush

- Councilmember Bush asked staff if the town's snowplow has been tested. Deputy Clerk Wilcox responded stating that the plow was recently tested and the Public Works truck was also recently serviced.

10. ADJOURNMENT:

MOTION: Councilmember Valaas moved to adjourn the meeting at 9:01 pm.

Councilmember Bush seconded the motion.

VOTE: 4 For, 0 Against. Motion carried.

APPROVED:

ATTEST:

Dicker Cahill, Mayor

Bonnie Ritter, Clerk-Treasurer

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

Consent Calendar
January 14, 2020

Consent Calendar	Proposed Council Action: Approve Consent Calendar
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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 Reports:
 - 1) Dated 01/06/2020 for 2019 expenses and December Payroll, Tax & Benefits (pages 1-6)
 - 2) Dated 01/09/20 for 2020 expenses (pages 7-8)
- Town Attorney invoice: November
- Building Official Invoice: December
- Engineer Invoice: December
- Planner Invoice: December

<p><u>Recommended Action:</u></p> <p>Move To:</p> <ol style="list-style-type: none">1. Approve the Consent Calendar as presented including the Payment Approval Report dated 1/06/2020 approving payments as shown totaling \$56,246.13, plus payroll, benefits, and tax expenses of \$27,379.56 as shown on the attached payroll & benefits report for a total of \$83,625.69;2. Approve the Payment Approval Report dated 1/09/2020 approving payments as shown totaling \$124,537.69.
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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid
Banner Bank					
700	Banner Bank	1219	Office supplies	12/18/2019	195.77
700	Banner Bank	1219	Microsoft monthly payments	12/18/2019	633.21
700	Banner Bank	1219	Constant Contact	12/18/2019	49.51
700	Banner Bank	1219	WSDOT Std Specs book for 42nd SW pr	12/18/2019	27.32
700	Banner Bank	1219	ROW supplies	12/18/2019	160.38
700	Banner Bank	1219	PW truck maintenance	12/18/2019	1,552.32
700	Banner Bank	1219	Supplies for Christmas Ship event	12/18/2019	183.26
700	Banner Bank	1219	Mayor cell phone	12/18/2019	284.86
Total Banner Bank:					3,086.63
Bansal, Deepak					
1443	Bansal, Deepak	19-8022	Street deposit refund	12/21/2019	3,750.00
Total Bansal, Deepak:					3,750.00
CASELLE, INC.					
1300	CASELLE, INC.	99265	Reconcile November	12/06/2019	650.00
Total CASELLE, INC.:					650.00
CITY OF BELLEVUE -UTILITY					
7	CITY OF BELLEVUE -UTIL	121019	Sewer and Water Service	12/10/2019	324.45
Total CITY OF BELLEVUE -UTILITY:					324.45
CITY OF CLYDE HILL					
10	CITY OF CLYDE HILL	0015213051	Criminal Justice - 4th Qtr 2019	12/20/2019	1,611.09
Total CITY OF CLYDE HILL:					1,611.09
Comcast Business- VoiceEdge					
1374	Comcast Business- VoiceE	93046129	Town Hall Phones	12/15/2019	245.28
Total Comcast Business- VoiceEdge:					245.28
CRYSTAL AND SIERRA SPRINGS					
1046	CRYSTAL AND SIERRA S	122119	Town hall water cooler	12/21/2019	43.57
Total CRYSTAL AND SIERRA SPRINGS:					43.57
DIGITAL REPROGRAPHICS					
256	DIGITAL REPROGRAPHIC	121319	December Council Packets	12/30/2019	281.83
Total DIGITAL REPROGRAPHICS:					281.83
ELECTRONIC BUSINESS MACHINES, INC.					
303	ELECTRONIC BUSINESS	AR154042	Copier contract	12/17/2019	274.77
Total ELECTRONIC BUSINESS MACHINES, INC.:					274.77
Flock Safety					
308	Flock Safety	BB4A431A-000	Security Cameras	12/17/2019	4,500.00
Total Flock Safety:					4,500.00

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid
Gaylynn Brien					
1151	Gaylynn Brien	187	Sales Tax reports	12/30/2019	50.00
	Total Gaylynn Brien:				50.00
Gray & Osborne, Inc.					
9043	Gray & Osborne, Inc.	19456	Consulting Services for 42nd/91st SW U	12/10/2019	3,085.34
	Total Gray & Osborne, Inc.:				3,085.34
ISOOutsource					
1301	ISOOutsource	CW233340	iVSAT review & assessment	12/23/2019	145.00
	Total ISOOutsource:				145.00
King County Office of Finance-					
45	King County Office of Finan	102121	Agreement for Stormwater billing: July-D	11/16/2019	274.30
	Total King County Office of Finance-:				274.30
MONA H. GREEN					
219	MONA H. GREEN	1219	Building permit review	12/30/2019	472.50
219	MONA H. GREEN	1219	Pre-applications	12/30/2019	303.75
219	MONA H. GREEN	1219	SEPA	12/30/2019	405.00
219	MONA H. GREEN	1219	Variance review	12/30/2019	135.00
219	MONA H. GREEN	1219	Shoreline Development	12/30/2019	472.50
219	MONA H. GREEN	1219	Mechanical Permit	12/30/2019	67.50
219	MONA H. GREEN	1219	Miscellaneous	12/30/2019	1,417.50
219	MONA H. GREEN	1219	Shoreline exemption	12/30/2019	270.00
	Total MONA H. GREEN:				3,543.75
MUNICIPAL PERMIT SERVICE, LLC					
350	MUNICIPAL PERMIT SER	1219	Building Inspections	12/30/2019	667.85
350	MUNICIPAL PERMIT SER	1219	General Administration	12/30/2019	265.08
350	MUNICIPAL PERMIT SER	1219	Mechanical-Plumbing Inspections	12/30/2019	641.24
350	MUNICIPAL PERMIT SER	1219	Plan Reviews	12/30/2019	3,881.96
	Total MUNICIPAL PERMIT SERVICE, LLC:				5,456.13
NORTHWEST CIVIL SOLUTIONS					
450	NORTHWEST CIVIL SOLU	1219	Morningside Playground	12/30/2019	312.50
450	NORTHWEST CIVIL SOLU	1219	Inventory Private Detention systems	12/30/2019	1,375.00
450	NORTHWEST CIVIL SOLU	1219	42nd - 91st Upsizing and UGC Project	12/30/2019	1,968.75
450	NORTHWEST CIVIL SOLU	1219	Update Comp Stormwater Mgmt Plan	12/30/2019	31.25
450	NORTHWEST CIVIL SOLU	1219	Pre-applications	12/30/2019	250.00
450	NORTHWEST CIVIL SOLU	1219	Plan Reviews	12/30/2019	250.00
450	NORTHWEST CIVIL SOLU	1219	Site Development	12/30/2019	687.50
450	NORTHWEST CIVIL SOLU	1219	ROW permits	12/30/2019	250.00
450	NORTHWEST CIVIL SOLU	1219	General Administration	12/30/2019	2,312.50
	Total NORTHWEST CIVIL SOLUTIONS:				7,437.50
Ogden Murphy Wallace					
1390	Ogden Murphy Wallace	1119	Clerk - public records request	11/30/2019	427.50
1390	Ogden Murphy Wallace	1119	Council - BLA and security camera work	11/30/2019	3,364.40
1390	Ogden Murphy Wallace	1119	Land Use - BLA, etc.	11/30/2019	2,312.50

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid
Total Ogden Murphy Wallace:					6,104.40
PUGET SOUND ENERGY					
604	PUGET SOUND ENERGY	1219	Town Hall Service	12/28/2019	280.62
604	PUGET SOUND ENERGY	1219	Street lights	12/28/2019	768.13
Total PUGET SOUND ENERGY:					1,048.75
SEA-TAC SWEEPING SERVICE					
46	SEA-TAC SWEEPING SE	51760	Street cleaning	12/09/2019	335.00
46	SEA-TAC SWEEPING SE	51760	Street cleaning	12/09/2019	335.00
Total SEA-TAC SWEEPING SERVICE:					670.00
Sound Law Center					
1280	Sound Law Center	2354	Clapp Hearing - to be reimbursed	12/04/2019	782.50
Total Sound Law Center:					782.50
STATE AUDITOR'S OFFICE					
34	STATE AUDITOR'S OFFIC	L133943	Audit for 2017-2018	12/11/2019	12,771.10
Total STATE AUDITOR'S OFFICE:					12,771.10
State Department of Transportation					
280	State Department of Trans	FB9109960520	Gas for town truck - Nov.	11/30/2019	47.49
Total State Department of Transportation:					47.49
Stork, Elliot					
220	Stork, Elliot	1219	Security cameras research	12/30/2019	62.25
Total Stork, Elliot:					62.25
Grand Totals:					<u>56,246.13</u>

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid
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Certification of the Consent Calendar as presented including the Payment Approval Report dated 01/06/2020 approving payments for December that will be totaling \$56,246.13, plus payroll, tax, and benefit expenses of \$27,379.56, as shown on the attached payroll & tax and benefits report for a grand total of \$83,625.69.

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: January 14, 2020

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
12/31/2019	PC	12/31/2019	1219	Lovas, Istvan	9002		999-1010110	4,387.61-
12/31/2019	CDPT	12/16/2019	1219	Federal Tax	2	941 Taxes Social Security Pay P	001-2200000	1,281.62-
12/31/2019	CDPT	12/16/2019	1219	Federal Tax	2	941 Taxes Social Security Pay P	001-2200000	1,281.62-
12/31/2019	CDPT	12/16/2019	1219	Federal Tax	2	941 Taxes Medicare Pay Period:	001-2200000	299.74-
12/31/2019	CDPT	12/16/2019	1219	Federal Tax	2	941 Taxes Medicare Pay Period:	001-2200000	299.74-
12/31/2019	CDPT	12/16/2019	1219	Federal Tax	2	941 Taxes Federal Withholding T	001-2200000	3,959.29-
12/31/2019	PC	12/31/2019	1220	Wilcox, Austen	9037		999-1010110	3,332.13-
12/31/2019	PC	12/31/2019	1221	Ritter, Bonnie	9041		999-1010110	5,182.03-
12/31/2019	CDPT	12/16/2019	5463	DEPT OF LABOR & INDUSTRY	6	Quarterly L & I Workers Compens	001-2200000	289.69-
12/31/2019	CDPT	12/16/2019	5463	DEPT OF LABOR & INDUSTRY	6	Quarterly L & I	001-2200000	.02-
12/31/2019	CDPT	12/16/2019	121901	Association of Washington Cities	4	Health and Dental Insurance Insu	001-2200000	813.19-
12/31/2019	CDPT	12/16/2019	121901	Association of Washington Cities	4	Health and Dental Insurance Hea	001-2200000	2,275.20-
12/31/2019	CDPT	12/16/2019	121901	Association of Washington Cities	4	Health and Dental Insurance Den	001-2200000	164.37-
12/31/2019	CDPT	12/16/2019	121902	EMPLOYMENT SECURITY DEPT	5	Quarterly Employment Security P	001-2200000	10.13-
12/31/2019	CDPT	12/16/2019	121902	EMPLOYMENT SECURITY DEPT	5	Quarterly Employment Security P	001-2200000	.01-
12/31/2019	CDPT	12/16/2019	121903	EMPLOYMENT SECURITY DEPT	8	WA FMLA WA Paid Family Medic	001-2200000	82.69-
12/31/2019	CDPT	12/16/2019	8232017	Association of Washington Cities	9	Health and Dental Insurance Insu	001-2200000	813.19-
12/31/2019	CDPT	12/16/2019	8232017	Association of Washington Cities	9	Health and Dental Insurance Hea	001-2200000	2,275.20-
12/31/2019	CDPT	12/16/2019	8232017	Association of Washington Cities	9	Health and Dental Insurance Den	001-2200000	164.37-
12/31/2019	CDPT	12/16/2019	8232017	DEPT OF RETIREMENT SYSTE	1	State Retirement PERS II Pay P	001-2200000	1,415.78-
12/31/2019	CDPT	12/16/2019	8232017	DEPT OF RETIREMENT SYSTE	1	State Retirement PERS II Pay P	001-2200000	2,304.70-

Grand Totals:

21

30,632.32-

-3,252.76
27,379.56

Duplicate payment to Assoc. of WA
 was voided (see next page)

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
01/31/2020	CDPT	01/31/2020	8232017	Association of Washington Cities	9	Health and Dental Insurance Insu	001-2200000	813.19
01/31/2020	CDPT	01/31/2020	8232017	Association of Washington Cities	9	Health and Dental Insurance Hea	001-2200000	2,275.20
01/31/2020	CDPT	01/31/2020	8232017	Association of Washington Cities	9	Health and Dental Insurance Den	001-2200000	164.37
Grand Totals:			<u>3</u>					<u>3,252.76</u>

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid
AWC					
61	AWC	78533	2020 AWC City Membership	11/23/2019	576.00
Total AWC:					576.00
CASELLE, INC.					
1300	CASELLE, INC.	99077	Contract Support and Maintenance - Jan	12/01/2019	709.50
1300	CASELLE, INC.	99747	Contract Support and Maintenance - Feb	01/01/2020	709.50
Total CASELLE, INC.:					1,419.00
CITY OF CLYDE HILL					
10	CITY OF CLYDE HILL	122019	Police Contract - 1st Quarter 2020	12/20/2019	105,989.75
Total CITY OF CLYDE HILL:					105,989.75
Comcast					
301	Comcast	121419	Internet and fax	12/14/2019	220.88
Total Comcast:					220.88
ISOutsource					
1301	ISOutsource	CW234895	Monthly contract for January	01/03/2020	55.00
Total ISOutsource:					55.00
King County METRO					
92	King County METRO	ETP16	Eastside Transportation Partnership	12/19/2019	40.00
Total King County METRO:					40.00
King County Recorder's Office					
606	King County Recorder's Off	0120	Record Encroachment Agreement	01/01/2020	110.50
Total King County Recorder's Office:					110.50
Washington Cities Insurance Authori					
211	Washington Cities Insuranc	14788	Liability Insurance for 2020	01/01/2020	15,988.00
Total Washington Cities Insurance Authori:					15,988.00
ZUMAR INDUSTRIES					
47	ZUMAR INDUSTRIES	31276	No Parking Sign	01/06/2020	138.56
Total ZUMAR INDUSTRIES:					138.56
Grand Totals:					124,537.69

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid
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Certification of the Consent Calendar as presented including the Payment Approval Report dated 01/09/2020 as shown totaling \$124,537.69, for expenses incurred in 2020.

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: January 14, 2020

Mayor Dicker Cahill: _____

Councilmember Steve Bush: _____

Councilmember Mary Elmore: _____

Councilmember Stephan Lagerholm: _____

Councilmember Carl Scandella: _____

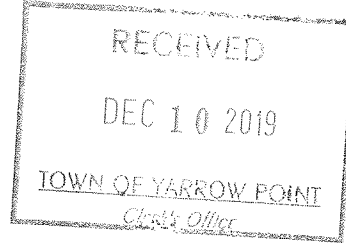
Councilmember Andy Valaas: _____

SCOTT M. MISSALL
206.515.2241
smissall@omwlaw.com

December 10, 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 This letter transmits our invoices for work performed in the month of November. The total amount for new work performed is *6104.40* ~~\$6,104.50~~. There are three unpaid invoices from last month totaling \$3,435.00, for a total amount of \$9,539.40. You will find a remittance form on the last page of each invoice, but you may send a single check for the total amount.

These are effectively our last bills for 2019. We would very much appreciate it if the Town can pay these in full before December 31st so they can be credited to our 2019 receivables. It will make a difference to the attorneys and the firm. Thank you for understanding.

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

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

A handwritten signature in black ink, appearing to read "Scott M. Missall".

Scott M. Missall, Town Attorney

SXM:ixs
Enclosures



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

T 206.447.7000
F 206.447.0215

OMWLAW.COM

December 10, 2019

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

Invoice No. 832590
Client No. 05716
Matter No. 000001
Billing Attorney: SXM

INVOICE SUMMARY

For professional services rendered through November 30, 2019:

RE: Clerk/Treasurer

Professional Services	\$ 427.50
Total Reimbursable Costs	<u>\$.00</u>
TOTAL THIS INVOICE	\$ 427.50
Previous Balance	<u>\$ 1,157.50</u>
TOTAL BALANCE DUE	<u>\$ 1,585.00</u>

Paid

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

Client No. 05716
Matter No. 000001

December 10, 2019
Invoice No. 832590

PROFESSIONAL SERVICES

Date	Atty	Description of Service	Hours	Amount
11/01/19	EFM	Emails with J. Stewart regarding Buchanan PRA request; Prepare and send records related to Buchanan PRA request	1.10	247.50
11/04/19	EFM	Confirm and finalize transfer of documents for Buchanan PRA request; Call with A. Wilcox regarding MCImetro, Buchanan PRA request	.80	180.00
TOTAL PROFESSIONAL SERVICES				\$ 427.50

SUMMARY OF PROFESSIONAL SERVICES

Name	Atty	Rate	Hours	Total
Miner, Emily	EFM	225.00	1.90	427.50
TOTALS			1.90	\$ 427.50

TOTAL THIS INVOICE **\$ 427.50**

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

Client No. 05716
Matter No. 000001

December 10, 2019
Invoice No. 832590

PREVIOUS BALANCE DETAIL

INVOICE NUMBER	DATE	INVOICE TOTAL	PAYMENTS RECEIVED	ENDING BALANCE
831608	11/14/19	1,157.50	.00	1,157.50

Previous Balance

~~\$ 1,157.50~~ Pd

Balance Due This Invoice

\$ 427.50

TOTAL BALANCE DUE

~~\$ 1,585.00~~



OGDEN MURPHY WALLACE, PLLC
901 FIFTH AVENUE, SUITE 3500
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December 10, 2019

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

Invoice No. 832591
Client No. 05716
Matter No. 000003
Billing Attorney: SXM

INVOICE SUMMARY

For professional services rendered through November 30, 2019:

RE: Council

Professional Services	\$ 3,364.40
Total Reimbursable Costs	<u> \$.00</u>
TOTAL THIS INVOICE	\$ 3,364.40
Previous Balance	\$ 405.00 Paid
TOTAL BALANCE DUE	<u><u>\$ 3,769.40</u></u>

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

Client No. 05716
 Matter No. 000003

December 10, 2019
 Invoice No. 832591

PROFESSIONAL SERVICES

Date	Atty	Description of Service	Hours	Amount
11/05/19	EFM	Review records related to Bowman BLA; Confer with S. Missall regarding same; Draft status update email to D. Cahill regarding Gontmahkr NOV	.80	180.00
11/08/19	EFM	Confer with S. Missall regarding agenda and notice requirements; Revise Gontmahkr NOV	.60	135.00
11/11/19	KDH	Review council packet and BLA materials for Tuesday meeting; Review YPMC regarding BLAs; Email to S. Missall regarding same	1.40	333.20
11/12/19	KDH	Confer with E. Miner and S. Missall regarding notice procedures for BLA application and general meeting procedure; Assemble and review documents in preparation for Council meeting; Phone call to Mayor regarding notice for BLA application; Draft revised notice of application and email same to Deputy Clerk; Phone call with Mayor regarding notice of application; Revise draft notice of application and email same to Deputy City Clerk; Attend Council meeting	7.60	1,808.80
11/12/19	EFM	Confer with K. Hambley regarding Council meeting; Call to A. Wilcox regarding agenda packet	1.00	225.00
11/13/19	KDH	Confer with E. Miner and S. Missall regarding procedures for issuing Notice of Application; Research code requirements, uncodified ordinances and Planning Enabling Act to determine correct procedure; Email to Clerk and Mayor regarding same; Confer with E. Miner regarding request for legal advice regarding proposed license plate cameras; Review Notice of Hearing drafted by Clerk's Office; Phone call with Clerk's Office regarding same	2.30	547.40
11/13/19	EFM	Confer with K. Hambley and S. Missall regarding council feedback and next steps	.60	135.00
TOTAL PROFESSIONAL SERVICES				\$ 3,364.40

SUMMARY OF PROFESSIONAL SERVICES

Name	Atty	Rate	Hours	Total
Hambley, Kate	KDH	238.00	11.30	2,689.40
Miner, Emily	EFM	225.00	3.00	675.00
TOTALS			14.30	\$ 3,364.40

TOTAL THIS INVOICE **\$ 3,364.40**

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

Client No. 05716
Matter No. 000003

December 10, 2019
Invoice No. 832591

PREVIOUS BALANCE DETAIL

INVOICE NUMBER	DATE	INVOICE TOTAL	PAYMENTS RECEIVED	ENDING BALANCE
831609	11/14/19	405.00	.00	405.00

Previous Balance

\$ 405.00 *pd*

Balance Due This Invoice

\$ 3,364.40

TOTAL BALANCE DUE

~~\$ 3,769.40~~



OGDEN MURPHY WALLACE, PLLC
901 FIFTH AVENUE, SUITE 3500
SEATTLE, WA 98164-2006

T 206.447.7000
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OMWLAW.COM

December 10, 2019

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

Invoice No. 832592
Client No. 05716
Matter No. 000004
Billing Attorney: SXM

INVOICE SUMMARY

For professional services rendered through November 30, 2019:

RE: Land Use

Professional Services	\$ 2,312.50
Total Reimbursable Costs	<u> \$.00</u>
TOTAL THIS INVOICE	\$ 2,312.50
Previous Balance	<u> \$ 1,872.50</u>
TOTAL BALANCE DUE	<u> \$ 4,185.00</u>

Client No. 05716
 Matter No. 000004

December 10, 2019
 Invoice No. 832592

PROFESSIONAL SERVICES

Date	Atty	Description of Service	Hours	Amount
11/04/19	SXM	Confer with E. Miner regarding results of her file review, prior WCIA legal advice, and efficacy of new NOV for Gontmakher situation	.30	97.50
11/04/19	EFM	Confer with S. Missall regarding Gontmakher NOV; Call from A. Wilcox regarding Bowman BLA	.30	67.50
11/05/19	SXM	Calls, texts and emails with Mayor regarding BLA application and notice of hearing; Review YPMC and Town documents; Confer with E. Miner; Evaluate issues and application of YPMC provisions; Follow up calls with Mayor and Town Engineer	1.50	487.50
11/07/19	SXM	Confer with E. Miner regarding issuance of Gontmakher NOV and analysis of risks	.20	65.00
11/08/19	SXM	Confer with E. Miner regarding Gontmakher NOV and BLA notice; Emails and call with Mayor regarding same	1.30	422.50
11/11/19	SXM	Review, evaluate and edit updated Gontmakher NOV; Return to E. Miner for delivery to Town	.50	162.50
11/13/19	SXM	Review email and Notice of Application from Clerk regarding Bowman BLA; Confer with K. Hambley regarding meeting and status of Bowman issues; Call with Mayor regarding same; Follow up emails to/from City regarding notices and publication	.90	292.50
11/15/19	EFM	Finalize and send 3833 94th Ave NOV	.30	67.50
11/18/19	SXM	Review Bowman BLA emails; Prepare outline of issues and recommendations for call with Mayor; Follow up email to Mayor to reset call	.30	97.50
11/19/19	EFM	Summarize noticing concerns for land use applications and send to S. Missall	.70	157.50
11/20/19	SXM	Call with Mayor regarding Gontmakher NOV and BLA hearing and issues	.30	97.50
11/21/19	SXM	Confer with E. Miner regarding upcoming BLA hearing, Gontmakher NOV, and intersection cameras	.30	97.50
11/21/19	EFM	Discuss on going project status with S. Missall	.20	45.00
11/27/19	SXM	Confer with E. Miner regarding BLA hearing and Gontmakher NOV	.20	65.00
11/27/19	EFM	Organize materials for Special Council meeting; Confer with A. Wilcox regarding notice requirements; Confer with S. Missall regarding same	.40	90.00

TOTAL PROFESSIONAL SERVICES

\$ 2,312.50

SUMMARY OF PROFESSIONAL SERVICES

Name	Atty	Rate	Hours	Total
Missall, Scott	SXM	325.00	5.80	1,885.00
Miner, Emily	EFM	225.00	1.90	427.50
TOTALS			7.70	\$ 2,312.50

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

Client No. 05716
Matter No. 000004

December 10, 2019
Invoice No. 832592

TOTAL THIS INVOICE

\$ 2,312.50

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

Client No. 05716
Matter No. 000004

December 10, 2019
Invoice No. 832592

PREVIOUS BALANCE DETAIL

INVOICE NUMBER	DATE	INVOICE TOTAL	PAYMENTS RECEIVED	ENDING BALANCE
831610	11/14/19	1,872.50	.00	1,872.50

Previous Balance

\$ 1,872.50 *PA*

Balance Due This Invoice

\$ 2,312.50

TOTAL BALANCE DUE

~~\$ 4,185.00~~

Yarrow Point Building Official and Administration Services Invoice

December 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)	Rate	Mileage (Round Trip at .58/mile)	Mileage Charge	Total Charge
12/23/19	Code Enforcement	Smith; 4668 95th Ave. NE	Hedge complaint. Met with both parties separately. Met and discussed with Mayor. Follow-up with person making complaint. Will follow-up 2nd week in January. Travel from Seattle due to vacation - mileage covers 520 toll.	N/A	N/A	2.00	0.00	\$ 125.00	26.00	\$ 15.08	\$ 265.08
						0.00	0.00	\$ 125.00	0.00	\$ -	\$ -
						2.00	0.00		26.00	\$ 15.08	\$ 265.08

Inspections

Activity Type	Job Function	Name	Description of Work	Permit Type	Permit #	Hours	Travel Time (Round Trip)	Charge	Mileage (Round Trip at .58/mile)	Mileage Charge	Total Charge
	Inspection	BDR YP VLL, LLC; 4201 95th Ave. NE	Final NSFR. Close out. CO needed.	Building	18-7725	1.00	0.00	\$ 125.00	6.00	3.48	\$ 128.48
Activity 1	Inspection	Carson; 9035 NE 34th St.	Rough plumbing	Plumbing	19-8063	0.75	0.00	\$ 125.00	6.00	3.48	\$ 97.23

Inspection	Rathinam; 4032 92nd Ave. NE	Exterior WRB inspection. Review fenestration reports. Respond with letter. Discuss with owner by phone	Building	17-6591	1.75	0.00	\$ 125.00	3.00	1.74	\$	220.49
Inspection	Rademaker; 4419 95th Ave. NE	Lathe	Building	19-8003	0.50	0.00	\$ 125.00	3.00	1.74	\$	64.24
Inspection	Wohlman; 9017 NE 40th Pl.	Foundation for moment frame	Building	19-7973	0.50	0.00	\$ 125.00	6.00	3.48	\$	65.98
Inspection	BDR Custom Homes; 4039 95th Ave. NE	Rough gas piping and pressure test	Plumbing	19-8060	0.75	0.00	\$ 125.00	6.00	3.48	\$	97.23
Inspection	BDR Custom Homes; 4039 95th Ave. NE	Framing. Failed due to incomplete exterior weathert barrier. Partial approved for two soffitts	Building	18-6679	0.50	0.00	\$ 125.00	0.00	0.00	\$	62.50
Inspection	BDR Custom Homes; 4039 95th Ave. NE	Rough HVAC	Mechanical	19-8071	0.75	0.00	\$ 125.00	0.00	0.00	\$	93.75
Inspection	Vigneault; 3827 94th Ave. NE	Rough mechanical. Failed	Mechanical	19-8068	1.00	0.00	\$ 125.00	6.00	3.48	\$	128.48
Inspection	Vigneault; 3827 94th Ave. NE	Re-inspect rough framing. Partial approved without hydronic	Mechanical	19-8068	0.50	0.00	\$ 125.00	6.00	3.48	\$	65.98
Inspection	Sessler; 9011 NE 34th St.	Final furnace exchange, Close out	Mechanical	19-8072	0.50	0.00	\$ 125.00	2.00	1.16	\$	63.66
Inspection	Rathinam; 4032 92nd Ave. NE	Framing. Failed. Partial approval provided for three soffitts at north and east sides.	Building	17-6591	1.00	0.00	\$ 125.00	2.00	1.16	\$	126.16
Inspection	Vigneault; 3827 94th Ave. NE	Rough mechanical. HVAC completed.	Mechanical	19-8068	0.75	0.00	\$ 125.00	2.00	1.16	\$	94.91
Inspection					0.00	0.00	\$ 125.00	0.00	0.00	\$	-
12/19/19					10.25	0.00	\$ 125.00	48.00	\$ 27.84	\$	1,309.09

12/19/19

Plan Review

12/19/19

Job Function	Name	Description of Work	Permit Type	Permit #	Hours	Charge	(Round Trip at	Mileage Charge	Total Charge
Plan Review	Mishra; 4412 95th Ave. NE	NSFR plan review. First review with comment letter. Review	Building	19-8054	23.5	\$ 125.00	0.00	0 \$	2,937.50
Plan Review	Zhu; 4416 95th Ave. NE	Intake meeting for deck and site work	Building	19-8029	0.5	\$ 125.00	6.00	3.48 \$	65.98
Plan Review	Wohlman; 9017 NE 40th Pl.	Revision. First review with comment letter. Demo existing	Building	19-7973	1.5	\$ 125.00	0.00	0 \$	187.50
Plan Review	Peters; 4652 95th Ave. NE	Pre-application meeting.. Demo of existing house and construct	Building	19-8082	2	\$ 125.00	6.00	3.48 \$	253.48
Plan Review	Wohlman; 9017 NE 40th Pl.	Revision. Second review	Building	19-7973	1.5	\$ 125.00	0.00	0 \$	187.50
Plan Review	Mishra; 4412 95th Ave. NE	Draft letter to structural engineer in respinse to questions about construction requirements for soldier pile with wood lag wall considering WSDOT.	Building	19-8054	2	\$ 125.00	0.00	0 \$	250.00
12/12/19					29.00	\$ 125.00		\$	3,881.96

12/12/19 Administrative Services

Job Function	Name	Description of Work	Hours	Charge	Total Charge
Administrative Services		Invoice preparation	0.00	\$35.00	\$0.00
Activity Total for Plan Review (104 000 000 559 69 49 00)					\$0.00

Activity

Type:

Date

Activity Total for Administrative Services**\$0.00**

Activity
Type:

TOTAL \$ 5,456.13

Activity Total for Administrative Services (no account number assigned)

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

**Yarrow Point Invoice Detail
December 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
12/2/19	Project Management	Town of Yarrow Point	Coord w/ Scott Missall Re: K-A Affidavit; playground status report; contact Valerie at Nature Works and coord w/ Austen Re: unpaid Fed Ex invoice	0.75	\$ 125.00	\$ 93.75
12/3/19	Project Management	Town of Yarrow Point	Coord w/ Scott Missall Re: K-A Affidavit; playground status report; contact Valerie at Nature Works and coord w/ Austen Re: unpaid Fed Ex invoice (cont)	0.25	\$ 125.00	\$ 31.25
12/12/19	Project Management	Town of Yarrow Point	File playground Notice of Completion w/ Lnl, ESD, and DOR	0.75	\$ 125.00	\$ 93.75
12/16/19	Project Management	Town of Yarrow Point	Register for Lnl new website portal; coord w/ K-A to receive "approved" Lnl affidavit	0.75	\$ 125.00	\$ 93.75
Activity Subtotal for Town Engineer - Morningside Park				2.50	\$ 125.00	\$ 312.50

FUND: Capital Improvement		ACTIVITY TYPE: Inventory & Map Private Detention Systems		ACTIVITY CODE: XXXXX		
Date	Job Function	Name	Description of Work	Hours	Rate	Total Charge
12/19/20	Administration	Town of Yarrow Point	Inventory and Map Private Detention Systems; records research and organization (Basin A - Pts Dr West & NE 32nd St)	4.00	\$ 125.00	\$ 500.00
12/20/19	Administration	Town of Yarrow Point	Inventory and Map Private Detention Systems; records research and organization (Basin A cont & Basin B - NE 33rd St)	4.75	\$ 125.00	\$ 593.75
12/23/19	Administration	Town of Yarrow Point	Inventory and Map Private Detention Systems; records research and organization (Basin C - NE 34th Street)	2.25	\$ 125.00	\$ 281.25
Activity Subtotal for Town Engineer - Stormwater Utility Meetings and Rate Study				11.00	\$ 125.00	\$ 1,375.00

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
12/2/19	Administration	Town of Yarrow Point	NE 42nd Street Status report	0.75	\$ 125.00	\$ 93.75
12/3/19	Administration	Town of Yarrow Point	NE 42nd Street 60% specification review (cont); research COB franchise agreement to help address potholing questions	4.00	\$ 125.00	\$ 500.00
12/4/19	Administration	Town of Yarrow Point	NE 42nd Street 60% specification review (cont); research COB franchise agreement to help address potholing questions	4.25	\$ 125.00	\$ 531.25
12/5/19	Administration	Town of Yarrow Point	Prepare for and attend meeting w/ Grey & Osborn	2.25	\$ 125.00	\$ 281.25
12/6/19	Administration	Town of Yarrow Point	prepare and issue 3rd Notice to residents adjacent to the project Re: status; coord w/ Austen	2.00	\$ 125.00	\$ 250.00
12/17/19	Administration	Town of Yarrow Point	Review APS water main potholing permit #19-8085	0.50	\$ 125.00	\$ 62.50

Yarrow Point Invoice Detail

December 2019

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

12/19/19 Administration	Town of Yarrow Point	Mtg w/ resident - Max Johnson 9107 NE 42nd St Re: project implications and status	1.25 \$	125.00 \$	156.25
12/19/19 Administration	Town of Yarrow Point	Mtg w/ resident - Teresa Ho 4205 91st Ave NE Re: projec implications and status	0.75 \$	125.00 \$	93.75
Activity Subtotal for Town Engineer - NE 42nd Street			15.75 \$	125.00 \$	1,968.75

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
12/2/19	Administration	Town of Yarrow Point	Prepare status report; coord w/ Gray & Osborn Re: status of design	0.25	125.00	31.25
Activity Subtotal for Town Engineer - SWMP				0.25 \$	125.00 \$	31.25
Activity Total for Capital Improvement Projects				29.50 \$	125.00 \$	3,687.50

Yarrow Point Invoice Detail
December 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
12/4/19	Pre-application	Zhu; 4416 95th Ave NE	Intake Meeting	0.75	\$ 125.00	\$ 93.75
12/12/19	Pre-application	Peters; 4652 95th Ave NE	Prepare for and attend pre-app for new SFR	1.25	\$ 125.00	\$ 156.25
Activity Subtotal for Pre-Applications				2.00	\$ 125.00	\$ 250.00

Activity Type: Plan Review (Boundary Line Adjustment/ Short Plat)						
Date	Job Function	Name	Description of Work	Hours	Rate	Total Charge
12/2/19	Plan Review	Bowman; 8809 NE 34th St	Attend council meeting	1.00	\$ 125.00	\$ 125.00
12/6/19	Plan Review	Bowman; 8809 NE 34th St	send examples of known bonding companies to applicant	0.25	\$ 125.00	\$ 31.25
12/13/19	Plan Review	Bowman; 8809 NE 34th St	Mtg w/ Dicker Re: condng details and steps left to issue plat documents for recording	0.75	\$ 125.00	\$ 93.75
Activity Subtotal for Plan Review				2.00	\$ 125.00	\$ 250.00

Activity Type: Plan Review/ Inspection - Site Development Permit						
Date	Job Function	Name	Description of Work	Hours	Charge	Total Charge
12/2/19	Inspection	BDR; 4201 95th Ave NE	Final Site Permit	0.75	\$ 125.00	\$ 93.75
12/4/19	Plan Review	Ness; 9244 Points Drive	Encroachment Agreement review and coord w/ Mayor and applicant	0.50	\$ 125.00	\$ 62.50
12/5/19	Plan Review	Ness; 9244 Points Drive	Encroachment Agreement review w/ Eric and coord w/ Wendy Ness	1.25	\$ 125.00	\$ 156.25
12/10/19	Inspection	Chow; 4437 94th Ave NE	Site visit and coord w/ applicant to reiterate nothing but grass or gravel in the right-of-way.	0.75	\$ 125.00	\$ 93.75
12/12/19	Inspection	Rathinam; 4032 92nd Ave NE	On-site for storm drainage inspection; discuss TESC control and forecast	0.75	\$ 125.00	\$ 93.75
12/13/19	Inspection	Rathinam; 4032 92nd Ave NE	On-site for storm drainage inspection; discuss TESC control and forecast (2nd visit)	0.75	\$ 125.00	\$ 93.75
12/16/19	Inspection	Rathinam; 4032 92nd Ave NE	On-site for storm drainage inspection; discuss TESC control and forecast (2nd visit)	0.75	\$ 125.00	\$ 93.75
Activity Subtotal for Plan Review - Site Development Permit				5.50	\$ 125.00	\$ 687.50

Yarrow Point Invoice Detail
December 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
12/5/19	Plan Review	Zargahi; 3847 94th Ave NE	Review permit application	0.75	\$ 125.00	\$ 93.75
12/9/19	Plan Review	Zargahi; 3847 94th Ave NE	Final R/W Permit	0.75	\$ 125.00	\$ 93.75
12/9/19	Plan Review	PSE-power; 9429 NE 40th St	Coord w/ PSE power to remove vacated pole	0.50	\$ 125.00	\$ 62.50

Activity Subtotal for Permit Review/Inspection - Right of Way Use Permit(s) **2.00** **\$ 125.00** **\$ 250.00**

Activity Total for Pre-apps/Plan Reviews/ Permits/ Inspections **11.50** **\$ 125.00** **\$ 1,437.50**

Yarrow Point Invoice Detail

December 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
12/3/19	Administration	Town of Yarrow Point	92nd Ave NE Pathway - approval procedure questions to scott	0.25	\$ 125.00	\$ 31.25
12/5/19	Administration	Town of Yarrow Point	look at COB Franchise agreement in accordance with other jurisdictions	0.50	\$ 125.00	\$ 62.50
12/9/19	Administration	Town of Yarrow Point	Review Pro-Vac 2019 stormwater system videos of 94th Ave NE storm system; 7 total cross bores through storm main; coord w/ Dicker and COCH on possibly updating procedure; coord w/ utility companies to fix areas (ie. Comcast, PSE-gas, and PSE-power)	4.25	\$ 125.00	\$ 531.25
12/9/19	Administration	Town of Yarrow Point	Prepare and send reimbursement request KCFCD SROF	0.50	\$ 125.00	\$ 62.50
12/10/19	Administration	Town of Yarrow Point	Review Pro-Vac 2019 stormwater system videos of 94th Ave NE storm system; 7 total cross bores through storm main; coord w/ Dicker and COCH on possibly updating procedure; coord w/ utility companies to fix areas (ie. Comcast, PSE-gas, and PSE-power) - cont	4.25	\$ 125.00	\$ 531.25
12/11/19	Administration	Town of Yarrow Point	Review Pro-Vac 2018 stormwater system videos (4441 91st, 91st Ave NE, NE 42nd St, NE 41st, NE 37th, etc.); save on server and compare to SWMP information	5.50	\$ 125.00	\$ 687.50
12/16/19	Administration	Town of Yarrow Point	Review Pro-Vac 2018 stormwater system videos (4441 91st, 91st Ave NE, NE 42nd St, NE 41st, NE 37th, etc.); save on server and compare to SWMP information - cont	1.25	\$ 125.00	\$ 156.25
12/17/19	Administration	Town of Yarrow Point	Review Pro-Vac 2018 stormwater system videos (4441 91st, 91st Ave NE, NE 42nd St, NE 41st, NE 37th, etc.); save on server and compare to SWMP information - cont	2.00	\$ 125.00	\$ 250.00
Activity Subtotal for General Administration				18.50	\$ 125.00	\$ 2,312.50

Yarrow Point Invoice Detail

December 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	29.50	\$125.00	\$3,687.50
Activity Total for Applicant - Pre-apps/Plan Reviews/ Permits/ Inspections	11.50	\$ 125.00	\$1,437.50
Activity Total for Reimbursed Categories	41.00	\$ 125.00	\$5,125.00

TOWN GENERAL ADMINISTRATION ACTIVITIES

Activity Total for General Administration	18.50	\$125.00	\$2,312.50
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TOWN TOTAL FOR ALL ACTIVITIES

	59.50	\$ 125.00	\$7,437.50
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Mona H. Green, Town Planner

PROFESSIONAL PLANNING SERVICE

December 2019

INVOICE #19521

Date		Type	Permit #	Hours	Charge
12/03/19	9017 NE 40 PL, Wohlman: revision	Bldg	19-7973	1.00	135.00
12/04/19	4416 - 95 Ave NE, Zhu/Wang: intake meeting	Bldg	19-8076	1.00	135.00
12/10/19	4437 - 94 Ave NE, Chow: revision	Bldg	19-8045	0.50	67.50
12/17/19	4416 - 95 Ave NE, Zhu/Wang:review	Bldg	19-8076	1.00	135.00
	SUBTOTAL - BLDG			3.50	472.50
12/12/19	4652 - 95 Ave NE, Peters: prep (12/11), attend; follow up t/conf (12/16)	PreApp	19-8082	2.25	303.75
	SUBTOTAL - PREAPP			2.25	303.75
				0.00	0.00
	SUBTOTAL - SITE			0.00	0.00
12/03/19	9001 NE 41, Price: review file; issue MDNS; prep notices	SEPA	19-8075	3.00	405.00
	SUBTOTAL - SEPA			3.00	405.00
12/27/19	3802 - 94 Ave NE: prelim file rev	VAR	19-8087	1.00	135.00
	SUBTOTAL - VARIANCE			1.00	135.00
12/03/19	9001 NE 41, Price: rev file	SDP	19-8074	1.00	135.00
12/04/19	4415 - 91 Ave NE, Clapp: rev & prep for Hearing; attend Hearing	SDP	19-8011	2.00	270.00
12/19/19	4415 - 91 Ave NE, Clapp: prep matls for DOE	SDP	19-8011	0.50	67.50
	SUBTOTAL - SHORELINE SUBSTANTIAL DEVELOPMENT			3.50	472.50
12/17/19	4416 - 95 Ave NE, Zhu: rev, issue	SX	19-8079	1.00	135.00
12/30/19	9010 NE 41 St, Singh: new info; correspondence; rev file (multi days)	SX	19-7971	1.00	135.00
	SUBTOTAL - SHORELINE EXEMPTION			2.00	270.00
12/27/19	4605 - 91 Ave NE, Canlis: rev	Mech	19-8002	0.50	67.50
	SUBTOTAL - MECHANICAL			0.50	67.50
12/09/19	Tree code/PC matters			2.50	337.50
12/16/19	3802 - 94 Ave NE: rev prelim var app	Pending		0.50	67.50
12/17/19	Prep, attend PC mtg			4.00	540.00
12/19/19	8809 NE 34 St: mtg w/ owner re pending new construction, pier	Pending		1.00	135.00
12/19/19	3407 - 92 Ave NE:rev & t/conf arch re pending variance app (&12/6)	Pending		0.50	67.50
12/31/19	Mtgs/consults with staff, public throughout month			2.00	270.00
	SUBTOTAL - MISC			10.50	1417.50
	TOTAL			26.25	3543.75

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 November
3. Fire/EMS Reports
4. Commission minutes



PROJECT STATUS REPORT

REPORT DATE	PROJECT NAME	PREPARED BY
1/06/20	Morningside Park Children's Play Area	Stacia Schroeder

STATUS SUMMARY

The Morningside Park Children's Play Area is complete. I received the approved Affidavit of Prevailing Wages Paid from K-A General Construction on January 3, 2020, and shortly thereafter submitted the Notice of Completion. It may take up to 90 days to obtain the three (3) state signoffs required to release the retainage.

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 – Dec 2019 Town Engineer Inspection/ Project Mngmt	\$10,000.00	\$24,646.25	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 – Nov 2019 Osborn Group – LA Construction Support	\$5,724.00	\$5,852.56 \$8,381.57	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	\$8,613.00		Work to begin Spring 2020 Contract \$8,613.00
Jimenez Maintenance	\$0	\$1,056.00		Additional Guardrail to slide
Miscellaneous Items	\$0	\$1,832.98		Digital Reprographics, Builder’s Exchange Plan Fees, 30cy mulch delivered, etc.
Total:	\$224,752.06	\$284,683.83		TYP Budget 2019: \$260,000

RISK AND ISSUE HISTORY

ISSUE	STATUS	COMMENT

CONCLUSIONS/NEXT STEPS

- 1.) The Town is holding \$8,441.10 for K-A Construction in retainage.
- 2.) Town Engineer – ongoing closeout processing and project management



PROJECT STATUS REPORT

REPORT DATE	PROJECT NAME	PREPARED BY
1/6/20	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! Our design team received the City of Bellevue's 90% water main replacement design Monday, November 25th. An internal meeting with Gray & Osborne – Roger Kuykendall was held on Friday, December 6th. The City of Bellevue is potholing their water main on 91st Ave NE and will refine their 90% design to accommodate the existing water main location. Gray & Osborn is currently working to produce 90% plans and specs. To date, I have not received any new project estimates from Puget Sound Energy after multiple attempts.

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 – Dec 2019 Town Engineer Project Management		\$9,531.25	Yes	
Jan 2019 – Dec 2019 Civil Engineering Consultant Gray & Osborne, Inc.		\$42,080.04	Yes	Contract Amt: \$42,600.00
Evergreen Concrete Cutting:	\$0	\$2,043.00	No	Coring Pavement to determine depth
Total:	\$70,000	\$53,654.29		
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)	\$585,000	\$0		CIP U-2: Construction (7/9/19)

Overlay)				CIP ½1-2: Overlay

RISK AND ISSUE HISTORY

ISSUE	STATUS	DATE

CONCLUSIONS/NEXT STEPS

From: Stacia Schroeder
Sent: Monday, January 6, 2020 4:20 PM
To: Roger Kuykendall; 'Kevin Brown'
Subject: RE: NE 42nd Street Stormwater

Thanks, Roger.

Let's make sure to address what we can landward of the ordinary high water mark (ie. Larger boulders in the main channel), with the NE 42nd Street plans and we'll keep an eye on it after that.

Stacia Schroeder, PE
Town Engineer – Yarrow Point
(206) 276-8922

Sent from [Mail](#) for Windows 10

From: [Roger Kuykendall](#)
Sent: Friday, December 20, 2019 12:11 PM
To: [Stacia Schroeder](#); ['Kevin Brown'](#)
Subject: RE: NE 42nd Street Stormwater

Stacia, I've thought a lot about the storm outfall at 42nd Street. You stated that the problem is the beach sand & gravel washing out into the lake. The pipe is steep and discharges a lot of energy into the rock-lined channel. Much of the energy is reduced prior to the water reaching the bulkhead, but from the bulkhead to the current water's edge, the path is still steep (5-8%). With the volume of water and its velocity after leaving the channel, there is no way to keep the small sand & gravel from mobilizing. Therefore, the only solution I can think of is to install a rock-lined channel from the bulkhead to a point several feet past the current water's edge. This channel would utilize large, flat rocks on the bottom and large rocks along the sides of the channel, with gravel packed below and behind. This work would require an HPA and would most likely be required to be completed in the winter, when the lake level is lower (Lake Washington is lowered each winter which exposes the beach. Based on aerial photos, it appears that in the summer the water level reaches the bulkheads on both sides of the park).

However, creating such a channel does not lend itself to walkers on the beach, as they would have to negotiate the channel, which would probably be slick and slightly hazardous. Also, if kids constructed dams across the channel, then the water would simply spill onto the beach and erode the sand and gravel to the north or south. If the intent of the project is to make for a nice gravelly beach during the summer when the use is high, then your best option might be to restore the channel after each winter and then let it erode out the following winter. This might have to be done several times starting in April until late July when it stops raining.

Roger Kuykendall, P.E.
Gray & Osborne, Inc.
3710 168th Street NE, Suite B210
Arlington, WA 98223

Ph(360)454-5490
Fx(360)454-5491

Electronic File Transfer-

Note that these electronic files are provided as a courtesy only. Gray & Osborne, Inc. in no way guarantees the accuracy or completeness of the digital data contained within these files. Furthermore, Gray & Osborne, Inc. assumes no liability for any errors or omissions in the digital data herein. Anyone using the information contained herein should consult the approved or certified hard copy drawings or reports for the most current information available.

From: Stacia Schroeder [mailto:sschroeder@yarrowpointwa.gov]
Sent: Friday, November 22, 2019 9:44 AM
To: 'Kevin Brown'; Roger Kuykendall
Subject: RE: NE 42nd Street Stormwater

Ooops! I noticed I didn't actually attach the PACE analysis 😊
Stacia

Sent from [Mail](#) for Windows 10

From: [Stacia Schroeder](#)
Sent: Tuesday, November 19, 2019 12:58 PM
To: '[Kevin Brown](#)'; [Roger Kuykendall](#)
Subject: NE 42nd Street Stormwater

Hi Kevin

The stormwater outfall on NE 42nd St is not working properly. The flow periodically (~3-4 times per year) displaces the beach gravel and often gouges its own path northwesterly to the lake.

I am curious if you might know of some solutions the Town could incorporate into our design and construction project that may address these problems. I have attached our latest stormwater analysis and maps for this area.

Thank you!

Stacia Schroeder, PE
Town Engineer – Yarrow Point
(206) 276-8922

Sent from [Mail](#) for Windows 10



PROJECT STATUS REPORT

REPORT DATE	PROJECT NAME	PREPARED BY
1/06/20	Stormwater Management Plan Update	Stacia Schroeder

STATUS SUMMARY

PACE has completed the 2019 SWMP draft update. Currently I am reviewing the document.

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 – Dec 2019 Town Engineer Project Management		\$8,937.50	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 – Dec 2019 Civil Engineering Consultant PACE Engineers, Inc.		\$53,603.75	Yes	Contract Amt: \$72,034.00
Total	\$80,000	\$62,541.25		

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.



MEMO

To: City Council
From: Chief Kyle Kolling
Date: January 7, 2020
Re: Changes to monthly reports

Dear Council Members:

As part of our continued efforts to improve efficiency, increase accuracy, and uphold transparency, I have made some changes to the monthly reports on police activity. The previous reports required the Records Manager to hand tally reports and were very time-intensive. Some categories were subjective which led to a lesser degree of accuracy for comparative purposes.

The new reports are streamlined both in their production and their readability. Categories are now based on call types used by our dispatch center which gives us the ability to generate call counts and summaries directly from the call database. The Issued Ticket Report Summary has been expanded to include all four types of tickets (non-traffic criminal citations, traffic criminal citations, traffic infractions, and parking infractions) while also simply showing the type of infraction. The exact dates, times, locations, and citation numbers were removed in order to provide more of a summary report, as the name implies.

At this time, only data for December 1-31, 2019 is being presented. In the future, comparisons will be available for previous months as well as a running total for the year.

I welcome your thoughts and comments on these changes and hope that you find the improved reports helpful.

Respectfully submitted,



Town of Yarrow Point

ACTIVITY REPORT

2019
December

CRIMES AGAINST PERSONS	
Assault	0
Domestic Violence/Disturbance	1
Harassment	1
Order violation	0
Rape/sex offenses	0
Robbery	0
Other (<i>APS, CPS, civil, extortion, custodial interference</i>)	0
PROPERTY CRIMES	
Burglary	0
Fraud	0
MV Prowl	0
MV Theft	0
Theft	1
Other (<i>malicious mischief, arson, prowler, trespass, illegal dumping</i>)	0
ARRESTS	
Drug/alcohol	0
Warrants	0
Other	0
TRAFFIC ACTIVITY	
Citations	0
Infractions	3
Warnings	12
Traffic accidents	0
Traffic stops	13
OTHER	
Alarms	4
Complaints	
~Animal	0
~Fireworks	1
~Noise	0
~Parking	0
~Soliciting	0
Deaths	0
QA	2
Drug/alcohol	1
PUBLIC SERVICES	
House checks	5 houses / 55 days
Other Public Services (<i>officer on-view, follow up, walk through, community policing, fire assist, contacts, citizen assist, welfare check, order service, 911 hang ups</i>)	18



Town of Yarrow Point
December 2019

2019-4242	12/26/19	Harassment	B. Swai
Officer dispatched to a lobby contact for harassment. RP received multiple harassing voicemails. RP declined to press charges. Report for information/documentation purposes only.			



Issued Ticket Report Summary
Yarrow Point
12/1/2019 through 12/31/2019

Citations - Non-Traffic	0
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Citations - Traffic	0
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Infractions - Traffic	3
<i>Speed 13 MPH Over Limit (40 or Under)</i>	1
<i>MV No Valid Oper License with Valid ID</i>	1
<i>MV Failure to Renew Registration</i>	1

Infractions - Parking	0
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**TOWN OF YARROW POINT
PLANNING COMMISSION REGULAR MEETING MINUTES
December 17, 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 7:04pm

PRESENT:

Chairperson: Amy Pellegrini - Excused absence

Commissioners: Trevor Dash
Chuck Hirsch
Carl Hellings
Jennifer Whittier

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

Guests: Mayor Dicker Cahill – Resident
Tom Peters – Resident
Robert Trimble – Resident
Debbie Prudden – Resident
Darryl Carver – Resident
Pam Carver - Resident
Shishir Pardikar – Resident
John Tinkham – Resident
Liz Tinkham – Resident
Jon Roskill – Resident
Jenny Roskill – Resident
Dan Nordstrom – Resident
John McGlenn – Resident
Ronni McGlenn – Resident

APPEARANCES:

No comments.

MINUTES:

MOTION: Commissioner Dash moved to approve the minutes of the November 18, 2019 regular meeting as amended. Commissioner Whittier seconded the motion.

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

STAFF REPORTS:

Deputy Clerk Wilcox gave a report on December Council meetings:

December 2, 2019 Special Council Meeting:

- Approval of Bowman Boundary Line Adjustment No. 73

December 10, 2019 Regular Council Meeting:

- Approval of the installation of 2 security cameras on a trial basis
- Reappointment of Planning Commissioner Dash & Hellings
- Renewal of Public Defender contract

REGULAR BUSINESS:

PCAB 19-15 Private Property Tree Code – Continued Discussion

- **Memo from Town Planner**
- **Draft private property tree code update**

Town Planner Green gave an overview of tree code review including the research done by the Planning Commission to this point. The draft code presented is the third version. Public comment has been heard on both extremes of opinions. The Planning Commission is researching a balance.

Deputy Clerk Wilcox provided a draft copy of the tree code to the audience in attendance who requested a copy.

Town Planner Green provided an overview of the updated draft code. Discussion followed.

The Planning Commission discussed who would review tree permits. The Planning Commission prefers to keep the decision process within the town. A tree arborist could be used to make recommendations but not the final decision maker. Planner Green recommends asking the Town Council for their input on this process.

Commissioner Dash presented a revised version of draft tree code No. 3 that he created for consideration. Discussion followed.

The Planning Commission discussed the following aspects:

- Tree codes of other jurisdictions
- Mitigation
- Views
- Tree planting near shoreline
- Tree density
- Definition of a “significant tree”
- Clear cutting
- Measuring the circumference of trees
- Trees on private property and the right of way
- Tree permits

The Planning Commission reviewed and discussed tree removal and mitigation scenarios for waterfront properties and maintaining views. The Planning Commission noted that regulations for maintaining density must be an equal balance.

Commissioner Hellings opened the public comment period at 7:50pm

Liz Tinkham resident at 4450 95th Ave NE noted that she represents the Yarrow Point Waterfront Association and requested clarification on tree removal mitigation based on the current draft code. Town Planner Green responded. Ms. Tinkham stated that tree views should be considered. Ms. Green noted that there are different regulations for homeowners who live on the shoreline to protect that environment. Ms. Green also stated that blocking views are not intended.

Debbie Prudden resident at 3805 94th Ave NE is against a tree code and believes views should be protected. Ms. Prudden provided comments on the current draft tree code. Ms. Prudden discussed tree root issues from trees on neighboring properties including overhanging foliage. Commissioner Dash replied that property owners have the right to trim overhanging foliage on their property line.

John Roskill resident at 9540 NE 42nd Pl stated that overhanging foliage can be cut until a tree is put at risk at which point can then turn into a liability. Mr. Roskill recommends visiting example lots to consider tree density. Mr. Roskill discussed tree views and clear cutting.

Robert Trimble resident at 4640 95th Ave NE discussed concerns regarding views and trees that grow tall overtime that can block views. Some residents near or on waterfront properties have stated that trees grow tall and can impact views. Smaller trees could be an alternative option for mitigation.

John Tinkham resident at 4450 95th Ave NE provided input regarding the location of tree planting mitigation for waterfront property owners. Mr. Tinkham discussed tree heights in relation to views and location of tree plantings that could be problematic for maintaining views.

Jenny Roskill resident 9540 NE 42nd thanked the Planning Commission for their review and the public in attendance for their comments. Ms. Roskill stated that she believes that it is important to have language in a tree code to prevent clear cutting. Ms. Roskill discussed specific language and meaning definitions in the draft code. Ms. Roskill provided recommendations.

Dicker Cahill resident 4024 94th Ave NE stated that keeping the code simplified is important. Mr. Cahill does not believe an outside arborist should be the decision maker on tree cutting scenarios in Yarrow Point. Views are another aspect that should be considered.

Jenny Roskill resident at 9540 NE 42nd discussed the replacement of like trees.

Debbie Prudden resident at 3805 94th Ave NE stated that water view requirements should be equal to other views such as land and sky views. Ms. Prudden suggests a lessened requirement for mitigation trees per square foot than the current draft code states.

Pam Pearce Carver resident at 4432 95th Ave NE recommends that hedge rules should be published once every year. Leyland Cypress have been banned from some places and recommends they be banned in Yarrow Point. Ms. Pearce Carver discussed mitigation scenarios. Ms. Pearce Carver asked about the current tree removal process for trees located on a property line. The Town recommends that neighbors work out mitigation between each other.

Tom Peters resident at 4652 95th Ave NE is against a tree code. Mr. Peters stated that tree mitigation could cause issues with trees blocking views, in turn effecting revenues of home sales. Mr. Peters stated there are many impacts that would happen to residents and the character of Yarrow Point if a tree code was implemented.

Dan Nordstrom resident at 9001 NE 41st St supports the prevention of clear cutting. Mr. Nordstrom discussed trees on his property and mitigation based on the current draft tree code required to plant additional trees after the removal of one. Mr. Nordstrom stated that if a tree code is going to be implemented, there could be a big removal of trees on Yarrow Point.

Shishir Pardikar resident at 4434 95th Ave NE stated that views should be considered in the tree code. Mr. Pardikar stated that the current tree code appears to be a heavy handed.

Jenny Roskill resident at 9540 NE 42nd stated that the Planning Commission should find the common issue and find a simple solution.

Ronni McGlenn resident at 4000 95th Ave NE asked if a tree canopy review been taken place. Town Planner Green responded stating that a tree canopy took place in recent years (2017).

The Planning Commission discussed the variety of public comment they have heard.

Planning Commissioner Carl Hellings closed the public comment period at 9:14pm

The Planning Commission further reviewed:

- Public comment
- A possibility of requiring a tree permit to take a tree out on private property.
- Who would oversee the regulation of a potential implemented tree code.

MOTION: Commissioner Dash moved to adjourn the meeting at 10:04pm. Commissioner Hirsch seconded the motion.

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

APPROVED:

Carl Hellings, Substitute Chairperson

ATTEST:

Austen Wilcox, Deputy Clerk

DRAFT

<ol style="list-style-type: none">1. ARCH Budget and Work Program2. Trust Fund Project Funding Recommendations	Proposed Council Action: Motion to approve Resolution No. 348 Motion to approve Resolution No. 349
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Presented by: Representative from ARCH – Lindsay Masters and Klaas Nijhuis

Exhibits: Memo to Councils on 2020 Budget and Work Program dated September 13, 2019
PowerPoint presentation on 2020 Adm Budget & Work Program Resolution No. 348 approving the 2020 Budget and Work Program

Memo to Councils on 2019 Housing Trust Fund Recommendations dated December 27, 2019
Resolution No. 349 authorizing agreements and funding of projects

Summary:

Representatives from ARCH will be present to make a presentation and answer any questions that Council may have.

Recommended Action:

ARCH is asking:

1. That the Council adopt Resolution No. 348: Approving the 2020 Administrative Budget and Work Program for ARCH; and
2. That the Council adopt Resolution No. 349: Authorizing the Duly-Appointed Administering Agency for ARCH to Execute All Documents Necessary to Enter into Agreements for the Funding of Affordable Housing Projects, as Recommended by the ARCH Executive Board



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: September 13, 2019
From: Lindsay Masters, ARCH Executive Manager
Kurt Triplett, ARCH Executive Board Chair
To: ARCH Member City Councils
Subject: ARCH 2020 Budget and Work Program

Please find attached for your review the 2020 ARCH Budget and Work Program which was approved by the ARCH Executive Board for recommendation on September 12, 2019. This memo outlines important changes from previous program years aimed at strengthening ARCH's core services, and pursuing future opportunities to increase the production and preservation of affordable housing in member communities.

Background

In late 2018 through the first half of 2019, ARCH engaged in a deliberative process to evaluate organizational capacity to administer the growing number of member city affordable housing programs, particularly the long-term monitoring of units for compliance with program covenants. This effort involved a comprehensive review of policies and procedures within ARCH's Homeownership Program by a third party consultant, as well as a broad audit of homeownership units.

One major takeaway from this review was that **ARCH staffing has not kept up with the growth in programs it oversees**. ARCH has maintained roughly the same level of staffing (approximately 5.0 FTEs) since the early 2000s. During that time, the number of homeownership units monitored by ARCH grew from just over 100 to about 700 units. The number of rental units produced by local incentive programs grew from under 300 to roughly over 1,000 (with another 600 in the pipeline), while an additional 1,800 units were funded through the Housing Trust Fund. ARCH member cities continue to adopt more incentive programs to ensure that new developments contribute to affordability. In 2019 alone, Bothell, Kenmore and Woodinville all added new housing incentive programs.

The review also concluded with several key findings and recommendations for strengthening ARCH's Homeownership Program, which are described in the Program Assessment Summary prepared by Street Level Advisors in **Attachment 1**. Since the early 1990s, ARCH's program model was intended to provide slightly below market homeownership opportunities and operate with a low overhead. In the last decade, the value of ARCH units relative to the market grew dramatically, and the need for more active

monitoring has grown to ensure units are preserved and used for their intended purpose. On the whole, the Homeownership Program has achieved significant outcomes in providing affordable homeownership opportunities to income qualified households while preserving significant affordability relative to the broader housing market. However, without proper investment in staffing, the program will continue to experience compliance violations and erosion of affordability.

Recommended Staffing Levels for Homeownership Program

As noted by Street Level Advisors, staffing levels for ARCH's Homeownership Program fall well below peer programs and recommended best practices. The recommended staffing for the current program is between 2 and 4 full-time staff, with a ratio of no more than 350 units per FTE as the program continues to grow. Higher levels of staffing would be necessary for ARCH to implement more time-intensive recommendations such as reviewing and approving every buyer's financing. To help create a more sustainable staffing model, Street Level Advisors has also recommended that ARCH develop a plan for implementing new fees at the time of resale.

Based on this analysis, the ARCH Board approved steps to hire two additional staff, and advance options for resale fees that would support additional staffing over time. One new position will be dedicated entirely to administration of the Homeownership Program, bringing the overall program capacity up to 2.0 FTE. The second position will be responsible for compliance monitoring of rental housing covenants, providing additional capacity for contract and covenant development, and providing back-up support to the Homeownership Program. As ARCH incorporates new staff and grows the portfolio of homes in the program, the ARCH Board will continue to evaluate the needs of the organization to carry out critical functions on behalf of its members and the public.

Action Steps Completed to Date

ARCH's staff and Executive Board have taken a number of steps to strengthen ARCH's monitoring and program administration functions and begin implementing consultant recommendations, including:

- ARCH staff completed a light touch audit of every single unit in its Homeownership Program using publicly available data, which was reviewed and supplemented with additional data from ARCH's consultant. The audit identified three main types of issues (foreclosures, non-owner occupancy, and sales or transfers without proper notification).
- ARCH staff conducted follow-up investigations on over 50 units. These efforts resulted in determinations of compliance violations in 25 units, or 3.6% of the total portfolio.
- ARCH staff initiated work with legal counsel from each individual jurisdiction to help define cities' enforcement options. ARCH continues to assist each city to implement enforcement efforts as appropriate. In the majority of cases, homeowners are working cooperatively with ARCH to sell to new qualified buyers. As of September, 8 homes had been sold to new owners, and 3 are pending or listed for sale.

- In March through April, the ARCH Executive Board considered a range of options to create greater staff capacity to implement recommended changes to program policies and procedures. In early June, the Board approved a resolution to authorize the Executive Manager to utilize up to \$415,000 in one-time funds from ARCH reserves and City of Kirkland housing funds for recruitment of new limited-term employees and other methods to create immediate capacity.
- In late June, ARCH submitted hiring requests for two new positions to ARCH's Administering Agency (Bellevue). The positions were approved and advertised in July, and are currently in the selection process.
- In July, ARCH welcomed two interns to assist with administrative duties and special data projects that will help inform program design going forward.
- ARCH is currently in the process of soliciting consultant assistance to conduct analysis and prepare specific recommendations for ARCH's resale formula, and level of resale fees.

2020 Administrative Budget

ARCH's 2020 Administrative Budget shown in **Attachment 2** incorporates ongoing support for the increases in capacity described above. Changes from the previous budget year include:

- Continuation of two new staff positions (conversion from LTEs to permanent FTEs)
- Renewal of internship positions to provide continued administrative support
- Software licensing fees for a new database system
- Reduction in WCIA premiums and increase in Bellevue in-kind insurance
- Modest consultant budget to support:
 - Database development
 - Website updates

The budget also reflects an updated allocation methodology to distribute budgeted expenses among members. The methodology allocates each cities' share on a per capita basis, with a minimum floor of \$2,000. King County's contribution is not on a per capita basis, but does reflect a proportionate increase from 2019. The county has agreed to revisit its contribution levels in the 2021-22 biennium.

The budget includes a new section on contingent income and expenses that reflects the potential for ARCH to provide additional services if new fee revenue is realized. Specifically, up to \$150,000 in fee revenue is estimated from resale transactions and other fees (though it is likely that actual revenue will fall under this level). As noted above, this revenue would help support additional staff support over time.

2020 Work Program

ARCH's 2020 Work Program shown in **Attachment 3** reflects a stronger set of core services planned through the above increases in capacity. A description of the responsibilities of new staff is included on page 6, Stewardship of Affordable Housing Assets.

In addition to strengthening core services, the Work Program includes the following items aimed at laying the groundwork for greater production of affordable housing:

- Develop measurable goals for production and preservation of affordable housing across ARCH member communities
- Partner with transit agencies and other stakeholders to create a plan for implementation of equitable transit-oriented development on the Eastside
- Continue work on a long-term funding strategy for the ARCH Trust Fund
- Explore a shared legislative agenda to advance housing priorities at the state level
- Develop an inventory of promising public and nonprofit property
- Explore outreach and partnerships to promote ADU development

In concert with the activities above, the ARCH Executive Board will also undertake an organizational assessment to further evaluate ARCH's capacity to accomplish its stated mission. Following the thorough evaluation of monitoring functions in 2019, this broader evaluation will examine all areas of the ARCH Work Program, as well as ARCH's organizational structure and governance model. This will ultimately inform the Board's recommendations for the 2021 ARCH Budget and Work Program, as well as any needed revisions to the ARCH Interlocal Agreement, which is scheduled for renewal in 2020.

Housing Trust Fund Parity Goals / HB 1406

Each year, ARCH members are encouraged to contribute on a voluntary basis toward the ARCH Trust Fund, which helps to finance local affordable housing projects through loans and grants. Over time, ARCH cities developed a formula to create goals for local investment based on cities' population, projected employment and housing. A set of updated parity goals are provided in **Attachment 4**.

While these goals incorporate inflationary adjustments from historic investment levels, it is clear that the need for affordable housing has vastly outpaced the capacity of existing resources. ARCH encourages cities to pursue all opportunities to maximize housing investment. Earlier this year, ARCH provided a recommendation memo urging all members to adopt a resolution to implement the local sales tax authorized under HB 1406. If all ARCH cities were to implement this tax, our communities would benefit from roughly \$28 million more in local investment over the next 20 years, with no increase in taxes experienced by consumers. As each ARCH member city considers its 2020 budget, ARCH urges that these resources be authorized and made available for allocation as expeditiously as possible.

Conclusion

Now more than ever, it is critical to preserve and create new affordable housing in our community. The 2020 Budget and Work Program reflects ARCH's commitment to maintaining existing affordable housing assets, while working actively with member cities to pursue opportunities to dramatically expand access to affordable housing options in East King County.

Attachments:

1. Program Assessment Summary, June 2019, Street Level Advisors
2. 2020 ARCH Administrative Budget
3. 2020 ARCH Work Program
4. Housing Trust Fund Parity Goals



Program Assessment Summary

ARCH – A Regional Coalition for Housing

June 11, 2019

Introduction

ARCH engaged Street Level Advisors to assess the organization’s ongoing stewardship of its Homeownership Program, which provides affordable ownership opportunities to people with low to moderate incomes while seeking to retain affordability by limiting resale prices for future buyers. This model is known as “shared equity homeownership.” Shared Equity programs require a delicate balancing act between the dual goals of helping today’s owners and preserving affordability for future buyers.

To conduct the assessment, Street Level Advisor worked with staff to identify problems including foreclosures, unauthorized rentals and unauthorized sales. We compiled data on the affordable pricing and current resale formula values for each home in ARCH’s portfolio in order to understand the organization’s performance in maintaining long-term affordability. We also administered a comprehensive assessment tool developed by Grounded Solutions Network based on identified best practices for affordable homeownership programs.

This report summarizes key findings and recommendations for specific changes in policies or administrative procedures which ARCH could make to strengthen the program.

A. Key Findings

1. The program is serving households in the target income range.

The roughly 700 units in the program were designed to target households at a range of incomes from 50% to 120% AMI, with the vast majority targeted at 80 to 120% AMI. For the sample of buyers we tested, the median household income was 70.9% of local AMI adjusted for household size.

In addition, buyer incomes are well below the income eligibility limits - 94% of buyers had incomes below the income limit for their unit, and the median buyer’s income (as a percentage of local AMI, adjusted for household size) was 18.9 percentage points less than the limit. ARCH allows owners who are unable to sell their homes within 60 days to sell to households above the unit’s income limit.

However, of the 29% of sales that occurred after the 60-day period, most homes were sold to buyers who were nonetheless income qualified. Overall, 7.2% of the resales we studied involved sales to ‘over-income’ buyers.

2. A significant share of ARCH homes have not remained affordable to the same income levels over time.

The program has utilized a variety of resale formulas over time and across different jurisdictions. These formulas have performed differently in preserving affordability, but a significant 67% are now affordable to a higher income group than they were at initial sale.

Overall, the typical home has lost 7.4 percentage points of affordability. Of the program's 3 most common resale formulas (REI, REI/HUD, and Flat Quarterly), the hybrid REI/HUD formula preserved affordability the best, and the REI formula performed the worst. Even so, the REI/HUD formula has still resulted in affordability losses in nearly all conditions other than the peak of the housing bubble.

We expect that this gradual erosion of affordability will lead to a steady increase in the number of homes that remain unsold after 60 days and ultimately sell to buyers who are above ARCH's income limits

3. The public share of equity in ARCH homes ("Value in Trust") has grown substantially over time

The typical ARCH home was initially sold at a restricted price approximately \$130,000 less than market value, but now has a current formula price that is \$330,000 less than market value. Taken together the difference between affordable prices and market values totals \$274 million. This is the value that ARCH is entrusted to steward.

For most homes (74.2%), the discount relative to market value that the current formula price provides is now larger than it was at initial sale. This means that although the program's resale formulas are allowing a steady erosion of affordability overall, they have nonetheless consistently deepened the homes' market discounts – just not enough to preserve affordability perfectly.

4. ARCH's Homeownership Program has provided meaningful opportunities for homeowners to build equity.

The most common resale formulas found in the program have allowed homeowners to build significant wealth and benefit from a significant portion of their homes' market appreciation. The typical ARCH home's current maximum formula price is approximately \$123,000 more than its initial affordable price.

In total, the program's restricted prices have appreciated by \$94 million. We estimate that for a typical unit, a homeowner who had owned since the unit was placed in ARCH's portfolio would have gained \$65,000 at resale (appreciation minus closing costs and downpayment). This results in a typical rate of return on homeowner's investment of 13.86% annually – nearly double what owners would have earned by investing in the S&P 500.

5. Compliance violations such as subleasing and unauthorized sales represent a small minority of the units in the program.

As of May 2019, ARCH has identified 51 homes (7% of the portfolio) that merited further review for possible compliance violations, either due to mail being forwarded to a different address, an apparent change of ownership, or other reason. Of these, 24 were determined to be in violation (3.5%), 16 were determined to be in compliance, and 11 were still under review. Violations were

categorized as unauthorized sales (1.3%), non-owner occupancy (1.7%), and unauthorized quit claim deed transfers (0.4%).

6. Foreclosures have created meaningful losses in the program, particularly following the economic recession, but have not been a frequent occurrence in recent years.

A total of 43 ARCH properties have experienced a foreclosure (5.8% of the portfolio). Of these, 20 happened without any formal notification to ARCH, and in most cases where ARCH was notified, ARCH was unable to preserve the resale covenants on these homes. This was largely due to ARCH not having the resources readily available for the purpose of purchasing units at risk of foreclosure.

7. ARCH is implementing industry best practices in many areas, but in other areas falls short of the goal of preserving long term affordability. Staffing levels lag significantly behind other successful programs.

ARCH's covenant and other legal documents are state of the art, incorporating many thoughtful and strong protections for the public interest in ARCH homes. But ARCH has been operating with less staff than is necessary to successfully preserve affordability and monitor compliance for such a large portfolio of homes. ARCH has less than one full time staffer dedicated to the program. This means that ARCH has had to take a relatively "hands off" approach to stewardship. Based on a comprehensive review of current practices and procedures, ARCH is currently implementing just over half of the 70 industry best practices covered by the assessment tool.

B. Recommendations

We found many areas where ARCH is implementing proven best practices but we also identified additional steps which ARCH could take to strengthen the homeownership program and greatly improve the likelihood that units would remain affordable over the long term. We made 35 detailed recommendations covering topics including business planning, marketing and buyer selection, initial pricing, resale pricing, mortgage financing, monitoring and enforcement. We have highlighted below the recommendations that seem most impactful.

Expand Staffing

- Add two or three additional full time staff positions including at least one person focused exclusively on the homeownership program.
- In order to help cover the cost of new staffing, develop a plan for implementing new fees at the time of resale to be charged to selling homeowners and/or to new buyers.

Strengthen Enforcement

- Convene a working group of attorneys from partner cities to coordinate short-term enforcement actions and to plan for changes to the legal structure to enable more effective enforcement in the future.

- Adopt a monitoring schedule and an enforcement plan outlining the intended steps that staff should take in the event of each common type of violation.
- Develop a comprehensive program manual (including mission statement) and have it reviewed and approved by the ARCH Board of Directors. Update it periodically – at least every 5 years.

Strengthen Requirements:

- Consider adopting a new resale formula which will better maintain affordability of homes at resale. If possible, update existing homes to the new formula whenever they turnover.
- Develop a strategy for “rebalancing” the pricing limits for units with resale prices that have risen to the point where they are considerably out of reach for their targeted income group.
- Switch to imposing income limits based on applicant household size rather than the size of the unit. Review other buyer eligibility criteria and consider adopting an asset limit and first time buyer requirement.
- Adopt a policy limiting buyers to approved mortgage product types. Consider creating a list of approved or preferred lenders.
- Work with ARCH’s attorneys to develop an approach that allows member cities to record new covenants at each resale, resetting the 30-year affordability period each time.
- Evaluate the feasibility of requiring buyers to participate in a program orientation session with ARCH staff.

Improve Systems

- Purchase HomeKeeper data management software (myHomeKeeper.org) to more efficiently manage program data and track outcomes.
- Create a standard application form for homebuyers in order to capture basic data about each applicant.

2020 ARCH Administrative Budget

Adopted by ARCH Executive Board

SEPTEMBER 12th, 2019

	Adopted 2019 Budget	2020 Recommended Budget	Difference	% Change
I. TOTAL EXPENSES	\$ 724,400	\$ 1,110,097	\$ 385,697	53%
A. Personnel	\$ 655,417	\$ 968,399	\$ 312,981	48%
Salaries	\$ 478,222	\$ 683,084	\$ 204,862	43%
Current Staff (5.0 FTE)	\$ 478,222	\$ 511,084	\$ 32,862	
<i>(New) Program Administrator</i>	\$ -	\$ 86,000	\$ 86,000	
<i>(New) Associate Planner</i>	\$ -	\$ 86,000	\$ 86,000	
Benefits	\$ 177,196	\$ 285,314	\$ 108,118	61%
Current Staff (5.0 FTE)	\$ 177,196	\$ 193,314	\$ 16,118	
<i>(New) Program Administrator</i>	\$ -	\$ 46,000	\$ 31,000	
<i>(New) Associate Planner</i>	\$ -	\$ 46,000	\$ 31,000	
B. Operating	\$ 54,368	\$ 67,195	\$ 12,827	24%
Rent & Utilities	\$ 24,294	\$ 24,780	\$ 486	
Telephone	\$ 4,375	\$ 4,586	\$ 211	
Travel/Training	\$ 2,000	\$ 2,600	\$ 600	
Auto Mileage	\$ 3,342	\$ 3,500	\$ 158	
Copier Costs	\$ 1,750	\$ 1,803	\$ 53	
Office Supplies	\$ 2,800	\$ 3,100	\$ 300	
Office Equipment Service	\$ 2,000	\$ 2,215	\$ 215	
Fax/Postage	\$ 825	\$ 1,500	\$ 675	
Periodical/Membership	\$ 3,992	\$ 4,112	\$ 120	
Misc. (events,etc.)	\$ 1,680	\$ 2,000	\$ 320	
Insurance	\$ 5,310	\$ -	\$ (5,310)	
Equipment Replacement	\$ 2,000	\$ 2,000	\$ -	
Furnishings			\$ -	
<i>Database/software licensing</i>		\$ 15,000		
C. In-Kind Admin/Services	\$ 14,615	\$ 19,503	\$ 4,888	33%
Insurance	\$ 5,000	\$ 9,660	\$ 4,660	
IT Services	\$ 9,615	\$ 9,843	\$ 228	
D. Grants and Consultant Contracts	\$ -	\$ 55,000	\$ 55,000	N/A
<i>Consultant Contracts / Interns</i>	\$ -	\$ 55,000	\$ -	
Special Grants	\$ -	\$ -	\$ -	

	Adopted 2019 Budget	2020 Recommended Budget	Difference	% Change
II. TOTAL INCOME	\$ 724,221	\$ 1,110,097	\$ 385,876	53%
A. Member Contributions	\$ 720,021	\$ 1,103,897	\$ 383,876	53%
Beaux Arts Village	\$ 1,750	\$ 2,000	\$ 250	14%
Bellevue	\$ 185,905	\$ 281,876	\$ 95,971	52%
Bothell	\$ 58,811	\$ 89,384	\$ 30,573	52%
Clyde Hill	\$ 4,193	\$ 6,551.43	\$ 2,358	56%
Hunts Point	\$ 1,750	\$ 2,000	\$ 250	14%
Issaquah	\$ 45,217	\$ 72,244	\$ 27,027	60%
Kenmore	\$ 29,793	\$ 44,921	\$ 15,128	51%
Kirkland	\$ 115,019	\$ 175,946	\$ 60,927	53%
Medina	\$ 4,221	\$ 6,523	\$ 2,302	55%
Mercer Island	\$ 33,327	\$ 50,222	\$ 16,895	51%
Newcastle	\$ 14,974	\$ 23,006	\$ 8,032	54%
Redmond	\$ 78,584	\$ 123,104	\$ 44,520	57%
Sammamish	\$ 80,784	\$ 127,494	\$ 46,710	58%
Woodinville	\$ 15,466	\$ 23,673	\$ 8,207	53%
Yarrow Point	\$ 1,750	\$ 2,401	\$ 651	37%
King County	\$ 48,477	\$ 75,000	\$ 26,523	55%
Bellevue Detail	\$ 185,905	\$ 281,876	\$ 95,971	
Cash Contributions	\$ 8,085	\$ 86,673	\$ 78,588	
In-Kind Contributions	\$ 177,820	\$ 195,203	\$ 17,383	
Personnel	\$ 163,205	\$ 175,700	\$ 12,495	
Insurance	\$ 5,000	\$ 9,660	\$ 4,660	
IT Services	\$ 9,615	\$ 9,843	\$ 228	
B. Other Income	\$ 4,200	\$ 6,200	\$ 2,000	
Administrative Fees	\$ 4,200	\$ 4,200	\$ -	
Interest Earned	\$ -	\$ 2,000	\$ 2,000	
III. USE OF RESERVES	\$ 179	\$ -	\$ (179)	

IV. CONTINGENT INCOME AND EXPENSES

Note: This section reflects potential opportunities for ARCH to provide additional services if new fee revenue is realized.

A. Contingent Expenses

Staffing or Consultants	\$ -	\$ 150,000	\$ 150,000	N/A
Additional Services	\$ -	\$ 150,000	\$ 150,000	N/A

B. Contingent Revenue

Resale/Monitoring Fees	\$ -	\$ 150,000	\$ 150,000	N/A
Service Fees	\$ -	\$ 150,000	\$ 150,000	N/A

ARCH WORK PROGRAM: 2020

2020 Priorities

In 2020, ARCH will elevate the following priorities in its Work Program:

- Provide excellent stewardship of affordable housing assets
- Develop measurable goals for production and preservation of affordable housing in the ARCH region
- Advance an initiative with high potential for impact (i.e., Eastside Equitable TOD Plan)
- Continue to support proposals for dedicated revenue sources for affordable housing
- Evaluate options for expanding ARCH's capacity to accomplish its broader mission

I. AFFORDABLE HOUSING INVESTMENT

A. ARCH Housing Trust Fund

Parity Goals. Develop updated goals for member investments through the ARCH HTF.

Annual Funding Round. Develop funding priorities and evaluation criteria for the annual funding round. Advertise available funds and manage a competitive process on behalf of member cities. Review funding applications and develop recommendations through the Citizen Advisory Board (CAB), with input from member staff. Develop final recommendations by the ARCH Executive Board and facilitate final funding allocations through member councils.

Public Funding Coordination. Work collaboratively with public funders at the State and local levels to promote shared affordable housing goals and equitable geographic distribution of resources. Review and provide input to other funders for Eastside projects that apply for County (HOF, RAHP, HOME, TOD etc.) and State (Tax Credit, State Housing Trust Fund) funds. Provide input to the King County Joint Recommendations Committee (JRC) on behalf of participating Eastside jurisdictions. Assist N/E consortium members with evaluating and making a recommendation to the County regarding CDBG allocations to affordable housing.

Private Funding Coordination. Work with private investors and lenders to maximize leverage of public investment into affordable housing. Negotiate maximum public benefits from investment of housing funds into private projects.

Project Pipeline Management. Work with member cities and project sponsors to develop a robust pipeline of projects to be funded over the next five years (see related work on Transit Center sites, below). Actively vet potential HTF projects, and lead funding policy and prioritization discussions with the ARCH Executive Board to facilitate planning and decision-making.

Contract Development and Monitoring. Prepare contract documents and distribute funds for awarded projects. Monitor funded projects including evaluating performance and tracking loan payments. Monitor for long term sustainability of previously funded projects.

Centralized Trust Fund Reporting. Work with Administering Agency (Bellevue) to maintain records and produce regular financial reports for the ARCH Trust Fund accounts.

B. Special Projects

Transit-Oriented Development Sites. Assist cities with advancing and coordinating affordable housing projects near transit. Partner with Sound Transit, King County Metro and other public agencies to maximize opportunities on public property. Current opportunities include sites in Bel-Red, Overlake, Downtown Redmond, Issaquah, Kirkland, Bothell, and Kenmore.

Surplus Property/Underdeveloped Property. Assist with evaluation of public surplus or underutilized private property (e.g. faith community properties) for suitability of affordable housing. Provide technical assistance to property owners interested in supporting affordable housing. Develop an inventory of promising public and nonprofit property and begin to engage owners to gauge interest in disposition for housing.

Eastside Shelter Capacity. Support efforts by Eastside shelter providers, Eastside Human Services Forum, and member cities to implement an East King County sub-regional strategic approach to shelter and related services for homeless adults and families. Support the completion of construction of a permanent women and family shelter, and continue supporting efforts to construct a permanent year-round men's shelter.

Preservation of At Risk Affordable Housing. As needed, assist with responding to notices of sale of HUD assisted properties received by member cities, or other information indicating an impending loss of existing affordable housing. Work with member cities to facilitate acquisitions or other strategies to preserve existing housing where affordability is at risk of being lost.

II. HOUSING POLICY AND PLANNING

A. Local Policy, Planning and Code Development

ARCH provides assistance directly to member cities on a range of local planning efforts. Local planning efforts with individual member cities may be found in *Attachment A*. These efforts may take different forms, such as:

- **Housing Element Updates.** Work with members to update comprehensive plan housing elements.
- **Housing Strategy Plans.** Assist members to prepare housing strategies to implement housing elements and create council work plans. Cities with recently completed strategy plans include Bellevue, Issaquah, Kenmore, Bothell, Kirkland, Redmond, and Sammamish.
- **Incentive Program Design.** Provide economic analysis and policy and program development support to design housing incentive programs, including land use, property tax, impact fee waivers and other incentives.
- **Land Use Code Amendments.** Assist city staff on land use and other code amendments in order to implement comprehensive plan policies.
- **Other Support.** Other areas in which ARCH could provide support to member cities include preservation of valuable community housing assets, assistance to households displaced by development activity, or negotiation of agreements for specific development proposals. ARCH views this as a valuable service to its members and will continue to accommodate such requests to the extent they do not jeopardize active work program items.

B. Inter-Local / Eastside Planning Activities

Interlocal planning activities are coordinated by ARCH for the benefit of multiple members.

ARCH Regional Affordable Housing Goals and Reporting. Work with member staff and the ARCH Executive Board to develop measurable goals for production and preservation of affordable housing across ARCH member communities. Explore working with King County to utilize dashboards created for the GMPC Affordable Housing Committee.

Eastside Equitable Transit-Oriented Development Plan. Partner with transit agencies and other stakeholders to create a plan for implementation of equitable transit-oriented development on the Eastside. The plan will aim to define shared policy goals and strategies, establish numerical goals for affordable unit production, identify specific site opportunities/affordable housing pipeline, and include commitments by partner agencies to utilize available tools and resources.

Long-Term Funding/Dedicated Revenue Strategy. Continue work on a long-term funding strategy for the ARCH Trust Fund. Facilitate conversations with member cities on identifying and exploring dedicated sources of revenue for affordable housing at the local and regional level (e.g., REET, property tax levy, 0.1% sales tax, etc.). Provide relevant data and develop options for joint or individual revenue approaches across ARCH member cities and determine any shared state legislative priorities to authorize local options for funding.

Eastside Housing Data Analysis. On an annual basis, ARCH provides housing and demographic data as available. This information is available to members for planning efforts and will be incorporated into ARCH education fliers and an updated Housing 101 report.

Housing Diversity/Accessory Dwelling Units (ADUs). Continue to support a diversity of housing options among member cities:

- Accessory Dwelling Units (ADUs): Explore outreach and other ways to promote ADU development (e.g., improve online resources, provide connections to financing options). Explore partnership with eCityGov Alliance to increase accessibility of ADU permitting (e.g., update tip sheets and create streamlined portal through MyBuildingPermit.com).

C. State Legislative Activities

The ARCH Executive Board will discuss and explore shared legislative priorities for advancing affordable housing in the region. ARCH staff will track relevant state (and, where feasible, federal) legislation. As needed, staff will report to the Executive Board and members, and coordinate with relevant organizations (e.g. AWC, SCA, WLIHA, HDC) to advance shared legislative priorities.

D. Regional/Countywide Planning Activities

ARCH participates in regional planning efforts to advance Eastside priorities and ensure that perspectives of communities in East King County are voiced in regional housing and homelessness planning.

King County GMPC Affordable Housing Committee / Housing Inter-Jurisdictional Team (HIJT). Support efforts to advance the five-year action plan developed by the Regional Affordable Housing Task Force in 2018. ARCH will help staff the HIJT, which provides support to the Growth Management Planning Council's Affordable Housing Committee (AHC). In addition, ARCH will facilitate discussions as needed with members and the Executive Board to consider actions recommended in the five-year plan.

All Home/ Eastside Homeless Advisory Committee (EHAC). Collaborate with All Home, EHAC and other relevant organizations and initiatives to advance shared work on homelessness. Coordinate allocation of resources, and work on specific initiatives (e.g., coordinated entry and assessment for all populations).

Explore Collaboration with Cities in North and East King County. As requested, engage cities interested in supporting affordable housing in north and east King County that are not currently members of ARCH. Explore collaboration that provides benefits for additional cities and current ARCH member cities.

III. HOUSING PROGRAM IMPLEMENTATION

A. Administration of Housing Incentive and Inclusionary Programs

ARCH partners with member cities to administer local housing incentive and inclusionary programs, including mandatory inclusionary, voluntary density bonus, multifamily tax exemption (MFTE) and other programs. Specific programs administered by ARCH include:

Jurisdiction	Incentive/Inclusionary Programs
Bellevue	Voluntary density bonuses, MFTE, impact fee waivers.
Bothell	Inclusionary housing.
Issaquah	Development agreements, voluntary and inclusionary programs, impact and permit fee waivers.
Kenmore	Voluntary density bonuses, MFTE, impact fee waivers.
Kirkland	Inclusionary program, MFTE.
Mercer Island	Voluntary density bonus, MFTE.
Newcastle	Inclusionary program, impact fee waivers.
Redmond	Inclusionary program, MFTE.
Sammamish	Inclusionary and voluntary density bonuses, impact fee waivers.
Woodinville	MFTE.
King County	Development agreements.

ARCH roles and responsibilities will typically include:

- Communicate with developers/applicants and city staff to establish applicability of codes and policies to proposed developments
- Review and approve proposed affordable housing (unit count, location/distribution, bedroom mix, and quality)
- Review and recommend approval of MFTE applications.
- Review and recommend approval of alternative compliance proposals
 - For fee in lieu projects, provide invoices and receipts for developer payments
- Develop contracts and covenants containing affordable housing requirements
- Ensure implementation of affordable housing requirements during sale/lease-up
- Register MFTE certificates with County Assessor and file annual MFTE reports with state Commerce.
- On-going compliance monitoring (see Stewardship, below).

MyBuildingPermit.com. Explore feasibility of using MyBuildingPermit.com to take in, review, and process projects (covenants) using land use and/or MFTE programs.

B. Stewardship of Affordable Housing Assets

ARCH provides long-term oversight of affordable housing created through city policies and investment to ensure stewardship of these critical public assets for residents, owners and the broader community.

Monitoring Affordable Rental Housing. Enforce ongoing compliance with affordability requirements in rental housing projects created through direct assistance (e.g. Trust Fund allocation, land donations) from member jurisdictions, and through incentive and inclusionary programs. For Trust Fund projects, monitor project income and expenses to determine cash flow payments, and conduct long-term sustainability monitoring of projects and owners. Proactively problem-solve financial and/or organizational challenges in partnership with project owners and other funders.

Dedicate new staff to developing a more robust program of monitoring and enforcement, including developing procedures for on-site file audits, standard remedies for non-compliance, and training and technical assistance for property managers. In addition, work with cities to implement fee structures that build more sustainable monitoring efforts, and develop formal MOUs with other funders to govern shared monitoring responsibilities. To the extent feasible, establish working relationship with other public organizations that can help assess how well properties are maintained and operated (e.g. code compliance, police, and schools).

ARCH Homeownership Program. Provide effective administration to ensure ongoing compliance with affordability and other requirements in ARCH ownership housing, including enforcement of resale restrictions, buyer income requirements, and owner occupancy requirements. In addition, work with cities to address non-compliance.

Dedicate new staff to continue implementing changes to monitoring policies and procedures recommended in the 2019 Program Assessment from Street Level Advisors, including but not limited to:

- Convene member planning and legal staff to implement revisions to boilerplate legal documents, in consultation with key stakeholders.
- Institute regular monitoring schedule to verify owner occupancy
- Develop fee revenue policies to improve sustainability of program administration
- Develop strategies to preserve homes at risk of foreclosure
- Continue to evaluate staff capacity to maintain oversight as the number of ARCH homes continues to grow.

In addition, develop a strategic direction for the program that preserves long-term affordability and meets other important public policy objectives.

Program Database Development. Continue to transition ARCH to new database systems to better manage existing and to be collected program data and support other critical functions, including creation of program reports, project compliance monitoring, communication with program participants, and other functions.

IV. EDUCATION AND OUTREACH

A. Housing 101/Education Efforts

Housing 101. Develop educational tools and conduct or support events to inform councils, member staff and the broader community of current housing conditions, and of successful housing programs. Build connections with community groups, faith communities, developers, nonprofits and others interested in housing issues. Plan and conduct a Housing 101 event to occur no later than the end of 2020.

Private Sector Engagement. Support efforts by ARCH member cities to engage employers and private sector entities in discussions around the need for more affordable housing and identifying options for public-private partnerships.

Share media coverage on topics related to affordable housing in East King County, including work done by cities/ARCH.

B. Information for the Public

ARCH Website. Update on a regular basis information on the ARCH website, including information related to senior housing opportunities. Maintain the ARCH web site and update the community outreach portion by incorporating information from Housing 101 East King County, as well as updated annual information, and links to other sites with relevant housing information (e.g. All Home, HDC). Add information to the website on ARCH member affordable incentive programs and fair housing.

Assist Community Members Seeking Affordable Housing. Maintain lists of affordable housing in East King County (rental and ownership) and make that information available to people looking for affordable housing. Continue to maintain a list of households interested in affordable ownership and rental housing and advertise newly available housing opportunities.

Work with other community organizations and public agencies to develop appropriate referrals for different types of inquiries received by ARCH (e.g., rapid re-housing, eviction prevention, landlord tenant issues, building code violations, fair housing complaints, etc.).

C. Equitable Access to Affordable Housing in East King County

Collect data on existing programs to determine potential gaps in access by different populations, such as communities of color, immigrant and refugee communities, homeless individuals and families, and workers in EKC commuting from other communities. Pursue strategies to increase access to affordable housing in EKC by underserved communities. Develop outreach and marketing efforts to maximize awareness of affordable housing opportunities in East King County, and build partnerships with diverse community organizations.

V. ADMINISTRATION

A. Administrative Procedures

Maintain administrative procedures that efficiently and transparently provide services to both members of ARCH and community organizations utilizing programs administered through ARCH. Activities include:

- Prepare the Annual Budget and Work Program and ensure equitable allocation of administrative costs among ARCH members.
- Prepare quarterly budget performance and work program progress reports, Trust Fund monitoring reports, and monitor expenses to stay within budget.
- Manage the ARCH Citizen Advisory Board, including recruiting and maintaining membership that includes broad geographic representation and a wide range of housing and community perspectives.
- Staff the Executive Board.
- Work with Administering Agency to streamline financial systems.
- Renew the ARCH Interlocal Agreement.

B. Organizational Assessment and Planning

The ARCH Executive Board will continue to evaluate ARCH's organizational capacity to accomplish its Work Program and broader mission. The Board will review ARCH's organizational structure, staffing resources, capital resources and other foundational aspects of the organization to determine any gaps, and assess options for expanding organizational capacity. The assessment will result in recommendations for the following year's work program and budget, and a decision to renew or recommend revisions to the ARCH Interlocal Agreement.

Attachment A
Local Planning Efforts by City

ARCH staff plan to assist members' staff, planning commissions, and elected councils in the following areas:

Bellevue

Implementing Bellevue's Affordable Housing Strategy, including:

- Increasing development potential on suitable land owned by public agencies, faith-based groups, and non-profits housing entities.
- Reviewing parking requirements and other code changes to encourage micro-apartments around light rail stations.
- Updating Wilburton and East Main neighborhood plans, including affordable housing density incentives.
- Developing funding strategy for affordable housing on suitable public lands in proximity to transit hubs including 130th TOD parcels and TOD parcels at the OMFE.

Bothell

Implementing its Housing Strategy Plan.

Establishing an MFTE program.

Evaluating affordable housing provisions related to zoning and other code amendments and implementing those adopted.

Work related to affordable housing component of the city's LIFT program in their downtown areas. Includes assisting with any reporting requirements and potentially exploring additional opportunities for affordable housing on city owned properties in the downtown revitalization area.

Evaluating the updated state legislation regarding impact fee waivers for affordable housing and explore potential revisions to local regulations related to impact fee waivers for affordable housing.

Evaluating and implementing affordable housing strategies in its Canyon Park plan.

Issaquah

Preparing the annual Affordable Housing Report Card/Analysis.

Updating and consolidating Title 18 and Central Issaquah Development and Design Standards.

Evaluating and, as needed, implementing development standards and regulations related to the housing policies adopted in the Central Issaquah Plan and Central Issaquah Standards, including inclusionary zoning.

Evaluating and strategizing sequencing potential projects/opportunities such as those near transit facilities, including coordination with potentially utilizing the King County TOD funds.

Initial work on high priority strategies identified in the Housing Strategy Work Plan including:

- Improving marketing and the understanding of ADUs and the development process.
- Facilitating development of a TOD.
- Amending codes to increase allowed diverse housing types such as SROs and cottage housing.
- Supporting housing options and services to assist people experiencing housing insecurity and those with barriers to independent living.

Marketing and maximizing awareness of affordable housing opportunities in Issaquah.

Kenmore

Implementing a high priority item identified in the Housing Strategy Plan.

Completing the Preservation of Affordable Housing/Mobile Home Park project started in 2018, including assistance with developing regulations to implement Council’s policy direction on land use and other strategies.

Reviewing current code provisions and permitting process for Accessory Dwelling Units (ADUs).

Assisting with technical questions and negotiating agreements where affordable housing is proposed including the Transit Oriented District (TOD) overlay.

Reviewing and developing options and opportunities for partnerships to incorporate affordable housing into transit projects including the siting of parking structures in Kenmore for the Sound Transit ST3 proposal.

Kirkland

Implementing programs to encourage construction of more ADUs.

Housing-related issues in on-going neighborhood plan updates.

Developing regulations to promote transit-oriented development (TOD) at the Kingsgate Park and Ride, including affordable housing.

Housing issues that come before Council Planning and Economic Development Committee and resulting initiatives.

Housing issues related to Station Area Plan (I-405/NE 85th Street).

Affordable housing preservation efforts and initiatives.

Mercer Island

Reviewing the City’s MFTE program and evaluating options for a fee-in-lieu alternative to land use requirements.

Updating the Housing Strategy Plan.

Reviewing components of residential development standards that are associated with housing stock diversity.

Newcastle

Updating the Housing Strategy Plan.

Outreach efforts related to ADUs.

Redmond

Implementing strategies to increase the level of affordability for new housing in Overlake and Southeast Redmond as part of the development of master plans and development agreements, including exploring ways to leverage other resources.

Promoting affordable housing and other programs available to Redmond residents and developers, e.g., Accessory Dwelling Units (ADUs).

Implementing other high priority items identified in the City Council's 2019 Strategic Plan.

Updating the Strategic Housing Plan and the Affordable Housing Strategies Work Plan of June 2016, such as encouraging public/private partnerships to promote the development of affordable housing in urban centers.

Sammamish

Implementing the Housing Strategy Plan.

Finalizing resale requirements and other tasks related to the affordability provisions for site donated to Habitat.

Exploring impacts to and solutions for affordable housing related to code and policy updates during legislative review.

Promoting available housing assistance and affordable housing programs to Sammamish's workforce and residents.

Woodinville

Updating the Housing Strategy Plan.

Reviewing and updating affordable housing and accessory dwelling unit programs and regulations.

Evaluating and developing incentives for affordable housing as provided for in the Downtown/Little Bear Creek Master Plan area.

Reviewing components of residential development standards that are associated with housing stock diversity.

King County

Monitoring affordable housing in the Northridge/Blakely Ridge and Redmond Ridge Phase II affordable housing development agreements.

ARCH Housing Trust Fund Parity Goals
(as of September 2019*)

City	2019 General Fund Contributions	2019 CDBG	Low Goal	High Goal	Estimated HB 1406 Revenue**
Beaux Arts Village	\$0	-	\$53	\$1,816	494
Bellevue	\$412,000	-	\$681,807	\$1,054,164	591,847
Bothell	\$78,000	-	\$173,394	\$314,235	54,336
Clyde Hill	\$25,000	-	\$0	\$18,431	5,609
Hunts Point	\$2,500	-	\$0	\$2,542	1,246
Issaquah	\$153,000	-	\$170,941	\$348,067	125,467
Kenmore	\$40,000	-	\$53,297	\$179,420	19,752
Kirkland	\$415,000	\$128,012	\$343,916	\$528,052	195,134
Medina	\$12,340	-	\$0	\$19,642	9,103
Mercer Island	\$50,000	-	\$17,766	\$146,903	36,318
Newcastle	\$27,000	-	\$13,058	\$75,116	11,564
Redmond	\$500,000	\$123,308	\$296,200	\$613,357	255,488
Sammamish	\$100,000	-	\$31,978	\$384,176	52,235
Woodinville	\$50,000	-	\$56,589	\$151,633	57,205
Yarrow Point	\$1,750	-	\$0	\$6,446	2,280
N/E CDBG		\$113,302	N/A	N/A	N/A
Total	\$1,764,090	\$364,622	\$1,839,000	\$3,844,000	1,418,078

Total = \$2,128,172
Midpoint = \$2,841,500

*Goals are updated based on the most recent annual CPI figures.

**Based on 2018 revenues. Actual tax authority will be established based on state fiscal year 2019 sales.

A Regional Coalition for Housing (ARCH)

**2020 Administrative Budget and Work
Program**

Yarrow Point City Council | January 14, 2019

Lindsay Masters, ARCH Executive Manager



- Beaux Arts Village -
- Bellevue - Bothell -
- Clyde Hill - Hunts Point
- Issaquah - Kenmore -
- King County - Kirkland -
- Medina - Mercer Island
- Newcastle - Redmond -
- Sammamish - Woodinville
- Yarrow Point

Agenda

ARCH Overview

Program Areas and 2019 Highlights

Regional Community Impact

Homeownership Program Assessment

2020 Work Program and Budget

Housing Trust Fund Parity Goals

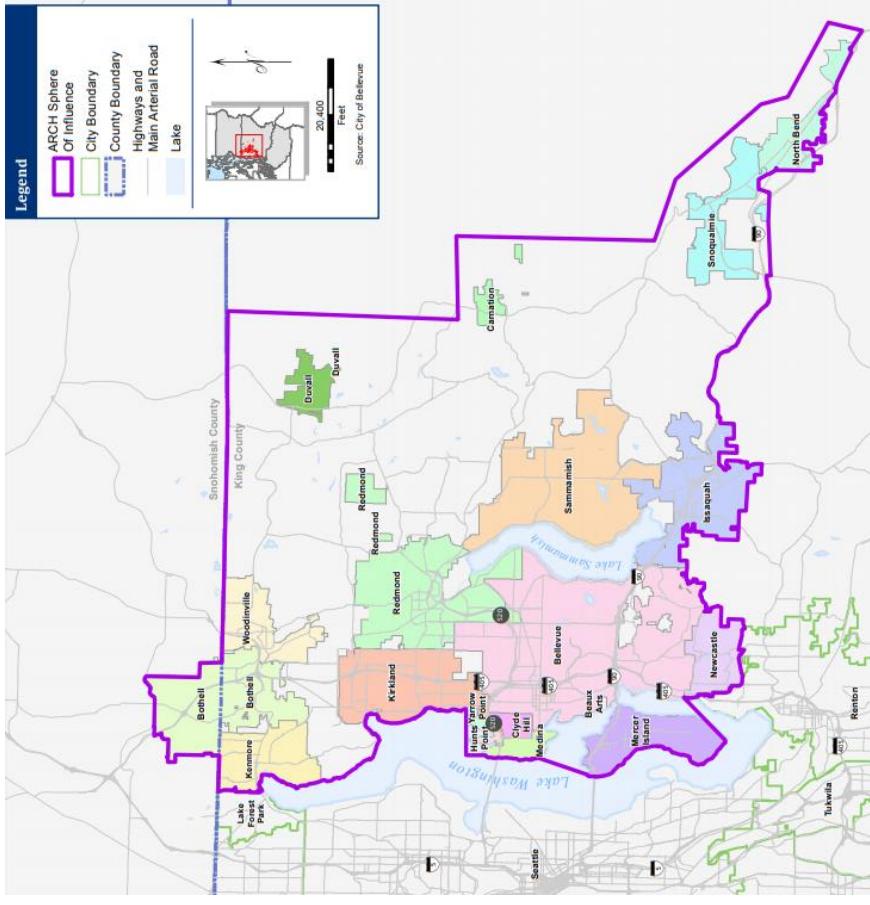
ARCH Overview: Purpose and Membership

Interlocal Agency: A joint and cooperative undertaking of East King County communities established in 1993 via Interlocal Agreement

Purpose: To provide a framework for cities in East King County to cooperatively plan for and provide affordable housing

Members:

Beaux Arts	Bellevue	Bothell	Clyde Hill
Hunts Point	Issaquah	Kenmore	Kirkland
Medina	Mercer Island	Newcastle	Redmond
Sammamish	Woodinville	Yarrow Point	King County



ARCH Overview: Governance / Organizational Structure

Role of ARCH Executive Board

- Makes recommendations to members on planning, policy and funding; ARCH work program / budget
- Provides oversight of agency operations

Role of Member Councils

- Approve annual Work Program and Budget
- Approve specific Housing Trust Fund allocations and associated funding conditions (following recommendation by Citizen Advisory Board and Executive Board)
- Consider policy recommendations by the ARCH Executive Board

2019 Highlights

Two project openings, two project groundbreaking

Released 2019 Funding Guidelines (~\$6 million in funding)

Received 9 applications for projects proposing over 1,000 units/beds; recommendations expected in December

Collaborated with multiple agencies on transit-oriented development projects



Program Area: Investment in Affordable Housing



Pool regional funds to invest in affordable housing projects



Partner in statewide funding coordination to leverage public and private sources of financing



Strategically support use of surplus public land at discounted cost



Work with project sponsors to prepare projects for funding

2019 Project Opening: 30 Bellevue Apartments

Imagine Housing and St. Luke's

- 63 affordable homes serving families with incomes from 30% AMI to 60% AMI, studios to 3BR
- \$570k Housing Trust Fund investment, including direct funding and fee waivers
- Partnership with St. Luke's Lutheran Church
- Half of units are reserved for homeless households who receive supportive services



2019 Project Opening: Sammamish Cottages *Habitat for Humanity*

- 10 affordable homes serving families with average income of \$50,293
- Families worked a total of 2,350 hours to build their homes.
- Average sale price of \$232,000
- \$972k Housing Trust Fund investment, including fee waivers and land donation by City of Sammamish

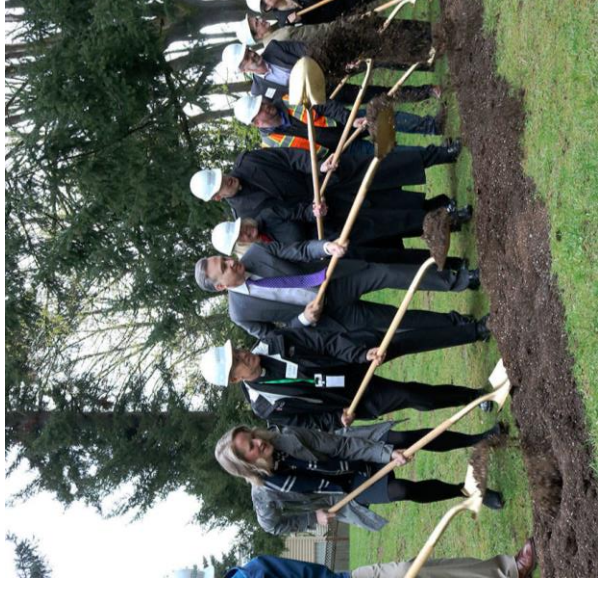


2019 Groundbreaking: Women and Family Shelter *Sophia Way and Catholic Community Services*

- First 24-7 shelter on Eastside for women and families
- \$2.5 million Housing Trust Fund investment, including land purchase by City of Kirkland
- Partnership with Holy Family Parish and Salt House Church
- Expected opening fall 2020



tion



2019
Groundbreaking:
Capella at
Esterra Park
*Imagine Housing
and Inland Group*

- 261 units of affordable workforce housing
- \$5.7 million Housing Trust Fund investment
- Located close to jobs, open space and amenities in new Esterra Park master planned community, 1-minute walk to Overlake Village Transit Station
- Onsite YMCA early childhood development center



2019 Highlights

Supported MFTE adoption in Woodinville, Kenmore

Supported manufactured housing community preservation in Kenmore

Adopted shared state legislative priorities (condo reform, local funding options)

Forwarded recommendation memo to implement HB 1406

Staff for new GMPC Affordable Housing Committee



Program Area: Housing Policy and Planning



Promote land use and development regulations to create affordability (e.g., incentive and inclusionary housing policies, ADU standards, etc.)



Support Housing Strategy Plans; Draft Housing Elements of Comprehensive Plans; Assist with creation of neighborhood plans



Participate in state and federal legislative policy and advocacy



Represent EKC in regional planning efforts (e.g., Regional Affordable Housing Task Force)

2019 Highlights

Comprehensive audit/consultant evaluation of homeownership program

Developed new reporting measures to monitor program activity

Board authorized additional staffing for compliance/program administration

Initiated collection of demographic data evaluate program access



Program Area: Housing Program Administration / Stewardship



Prepare funding program and land use incentive contracts



Monitor long term affordability and loan repayments



Maintain interest list of income-eligible households; Market newly available affordable ownership and rental housing



Oversee initial sales and resales of below-market ownership homes

2019 Highlights

Collaboration with Eastside Interfaith Social Concerns Council on workshop for faith communities, affordable housing providers, and cities

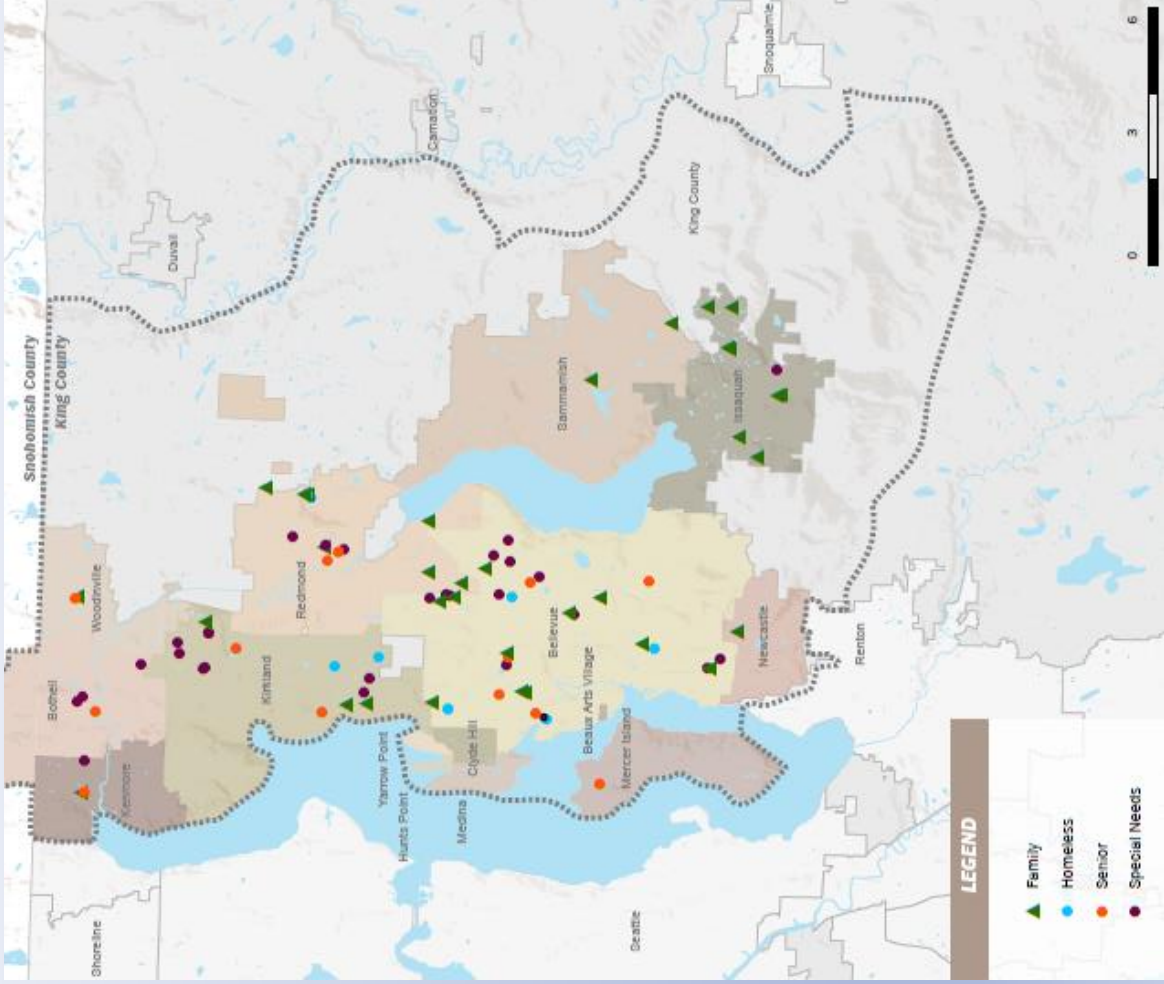
In Q1-Q3, processed 488 new applications for ARCH mailing list

Program Area: Education and Public Outreach

- Assist community members seeking affordable housing
- Generate outreach materials to educate the broader public
- Plan educational events for member city councils, staff and community members
- Present community awards to recognize persons, projects and programs that result in outstanding housing efforts.
- Build connections with and among community stakeholders (faith communities, developers, nonprofits and others interested in housing issues)



Regional Community Impact: Housing Trust Fund Production

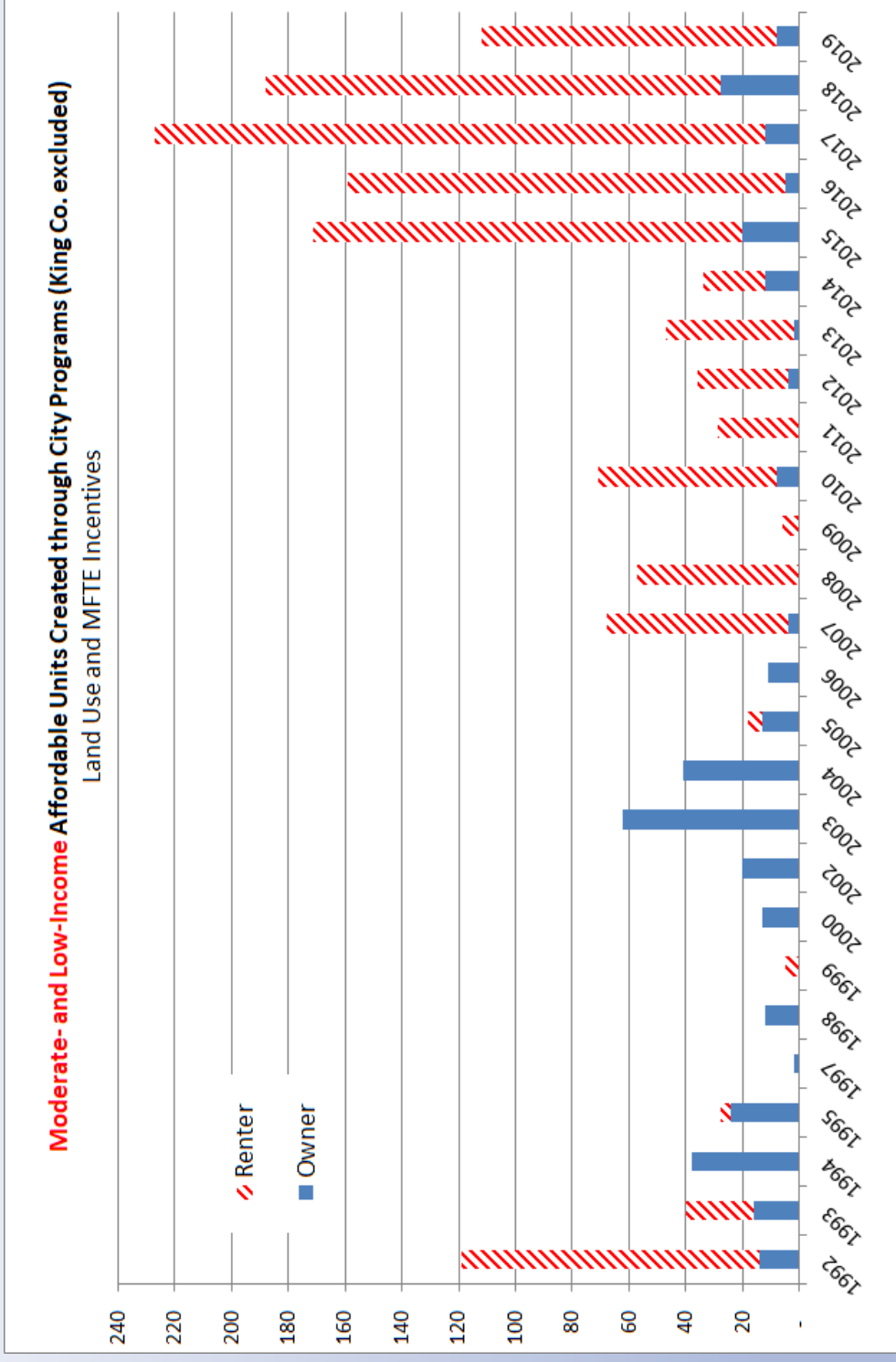


Housing Type	Number of Units/Beds*	Investment**
Family	2,331	\$36,798,511
Senior	669	\$10,478,642
Homeless	480	\$12,244,513
Special Needs	165	\$3,470,167
TOTAL	3,645	\$62,991,833

*includes projects under development

**includes loans/grants, land, and fee waivers

Regional Community Impact: Incentive/Inclusionary Production



Land use incentives most common (10 cities)

- 7 cities have mandatory approaches (or both mandatory and voluntary)
- 1 city has applied to commercial development
- 4 cities offer a payment option

Growing use of property tax incentive (7 cities)

Other forms of incentives:

- Fee waivers
- Parking reductions
- Priority permitting

Homeownership Program Assessment Summary

Assessment of Homeownership Program

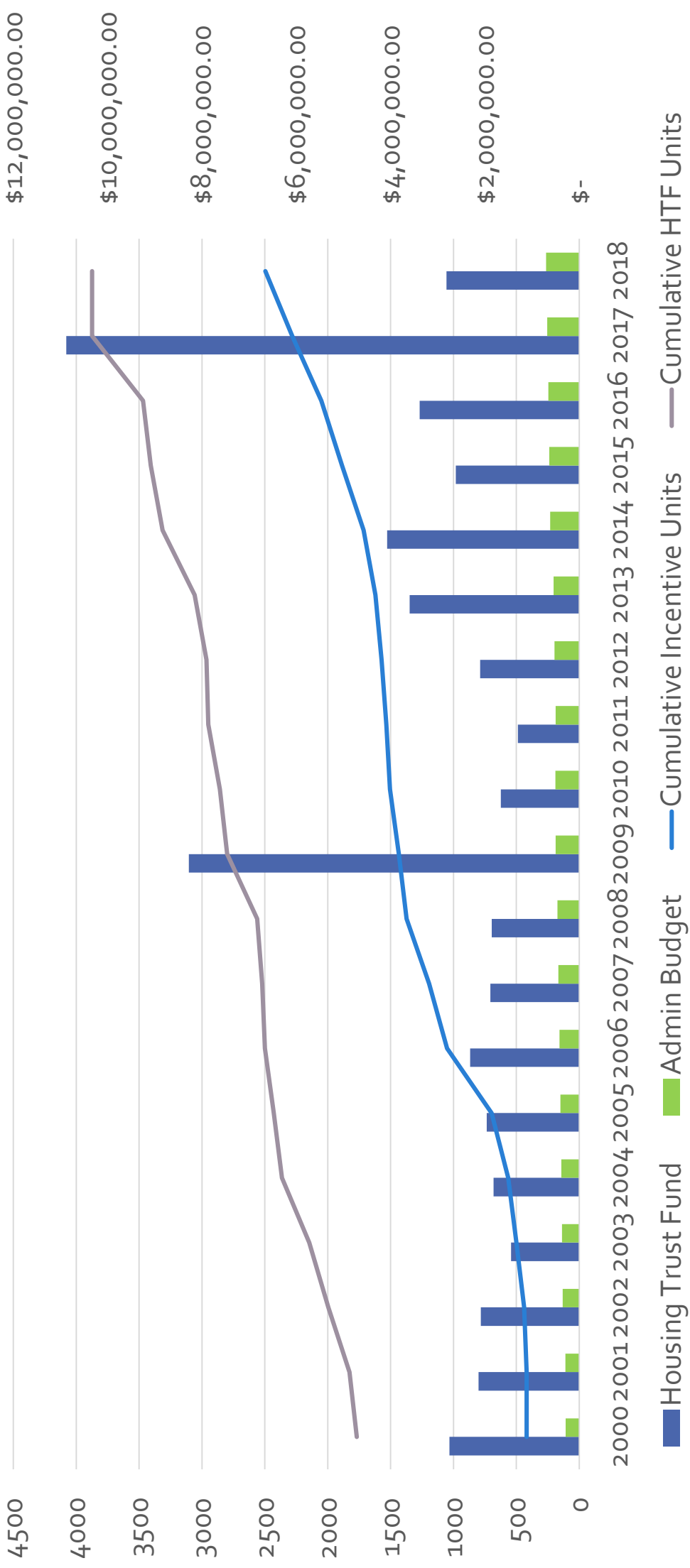
The program is serving targeted income households and provides meaningful opportunities to build home equity.

ARCH staffing has not kept up with the growth in programs it oversees.

Need for more active monitoring as the value of ARCH units relative to the market has grown.

Overall, compliance violations represent a small minority of units in the program.

ARCH Funding and Affordable Unit Production



Homeownership Program Recommendations

Recommendations

- Expand staffing
- Strengthen enforcement
- Strengthen requirements
- Improve systems

2020 Work Program and Budget Highlights

BUDGET

- Continuation of 2 new staff positions focused on compliance monitoring/program administration
- Continuation of student intern positions to provide administrative support
- Software licensing for upgraded database system
- Consultant budget for database development and website upgrades

WORK PROGRAM

- ★ Provide excellent stewardship of affordable housing assets
- ★ Develop measurable goals for production and preservation of affordable housing across ARCH member communities
- ★ Eastside Plan for Equitable Transit-Oriented Development
- ★ Continue to support proposals for dedicated revenue sources for affordable housing
- ★ Evaluate options for expanding ARCH's capacity to accomplish its broader mission – *board commitment*
- Explore a shared legislative agenda to advance housing priorities at the state level
- Develop inventory of promising public and nonprofit property
- Explore outreach and partnerships to promote ADU development

ARCH 2020 Budget

	2019	2020
ARCH Total	\$724,400	\$1,110,097
Yarrow Point	\$1,750	\$2,401

ARCH Executive Board Recommends:

- \$1.1 M baseline budget from members
 - (includes 2.0 FTE)
- Per capita allocation based on population

ARCH Housing Trust Fund: Parity Goals

	2018 contribution	2019 contribution	Low Goal	High Goal
Yarrow Point	\$8,310	\$1,250	\$0	\$6,446
All Cities	<u>\$1,697,062</u> (\$1,383,650 gen fund plus \$313,412 CDBG)	<u>\$2,128,712</u> (\$1,764,090 gen fund plus \$364,622 CDBG)	\$1,839,000	\$3,844,000

2019
ARCH HOUSING TRUST FUND
RECOMMENDATIONS

SAMMA SENIOR APARTMENTS



Applicant: Imagine Housing

Funding Recommended:

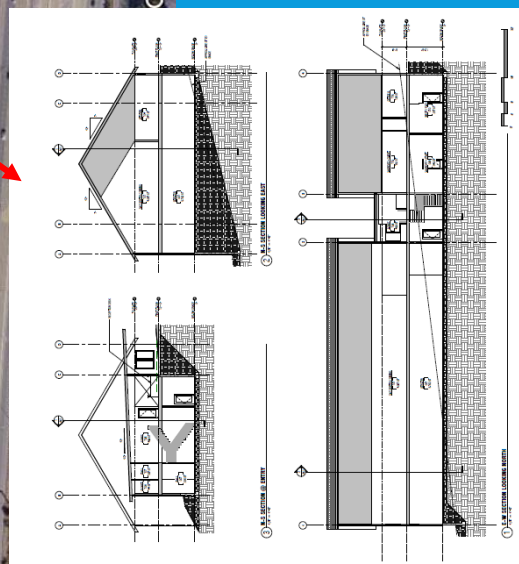
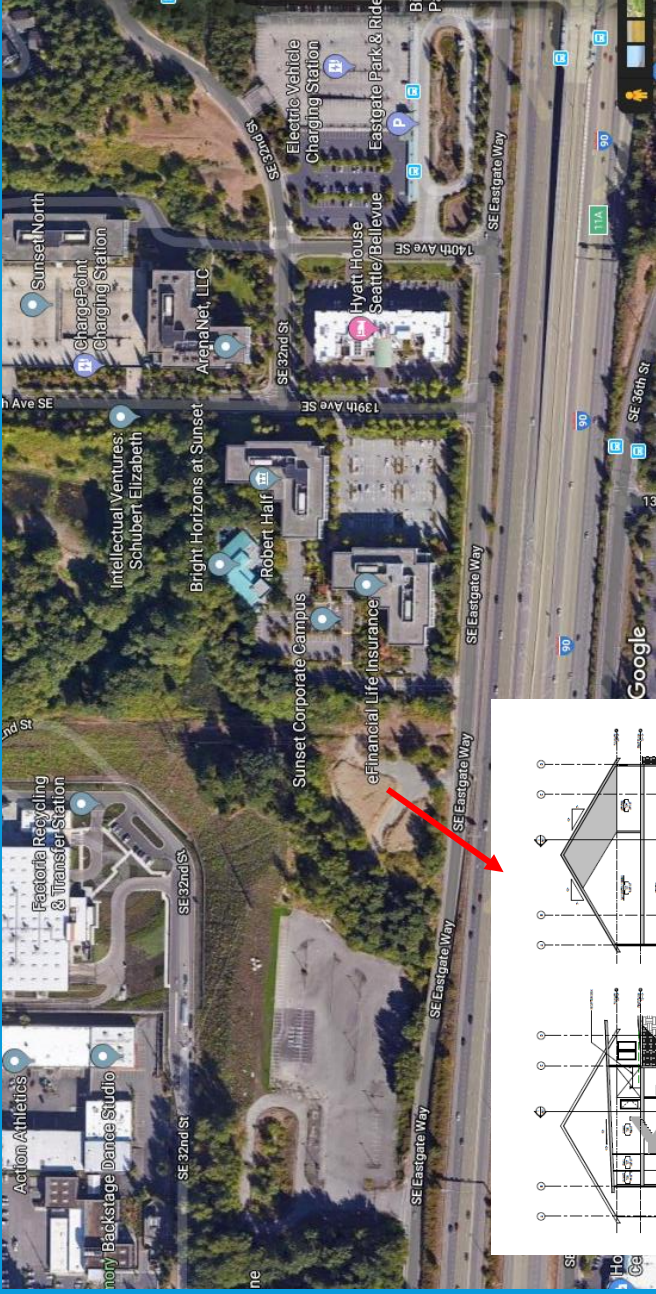
\$750,000

54 affordable senior units (40-60% AMI)

Set-asides: Veterans, homeless seniors

Location: 17816 Bothell Way NE, Bothell WA

EASTSIDE MEN'S SHELTER



Applicant: Congregations for the Homeless

Development Consultant: Horizon Housing Alliance

Funding Recommended: \$500,000 additional

100 year-round shelter beds for homeless men

Location: 13620 SE Eastgate Way, Bellevue, WA

POLARIS AT EASTGATE

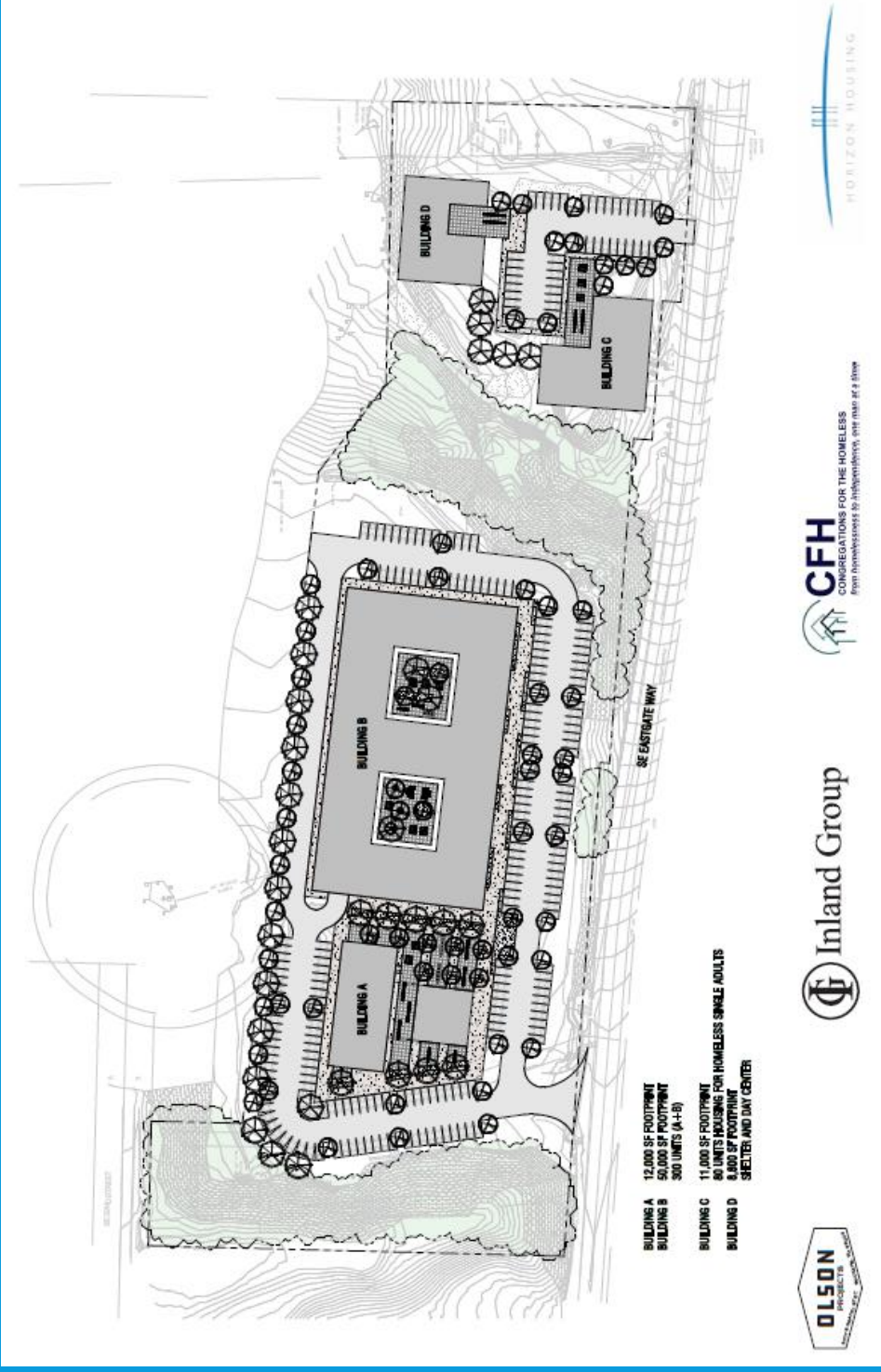
Applicant: Inland Group

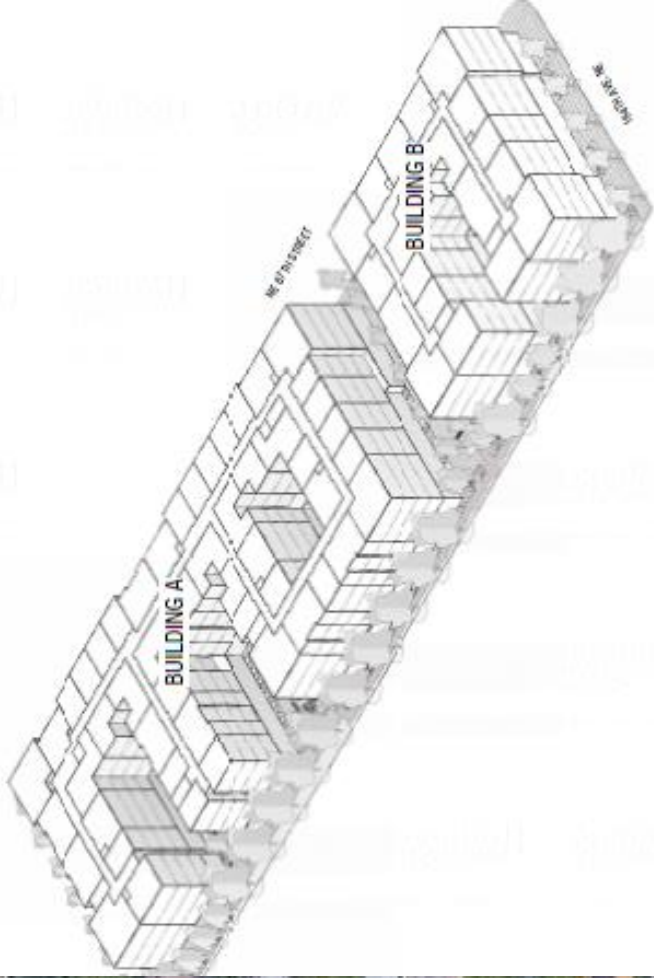
Funding Recommended:
\$575,000

298 affordable rental housing
units (60% AMI)

Set-asides: Families with
children, disabled

Location: 13620 SE Eastgate
Way, Bellevue, WA





TOGETHER CENTER REDEVELOPMENT

Applicant: Horizon Housing Alliance and Inland Group

Partners: Together Center, Hopelink

Funding Recommended: \$2.75 million

9% Phase: 80 units | 4% Phase: 204 units (Combined 284 rental units 30-60% AMI)

Set-asides: Homeless families

Location: 16225 NE 87th St., Redmond WA

ADULT FAMILY HOME 8 AND SHARED LIVING HOME 1



COMMUNITY HOMES



Applicant: Community Homes, Inc.

Adult Family Home 8

Funding Recommended: \$150,500

5 beds (1 house) for developmentally disabled
with live-in caretaker

Location: TBD

Shared Living Home 1

Funding Recommended : \$100,500

3 Beds (1 house) for developmentally disabled
with live-in caretaker

Potential Location: Newcastle

ADULT FAMILY HOME 8 AND SHARED LIVING HOME 1



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Applicant: Community Homes, Inc.

Adult Family Home 8

Funding Recommended: \$150,500

5 beds (1 house) for developmentally disabled
with live-in caretaker

Location: TBD

Shared Living Home 1

Funding Recommended : \$100,500

3 Beds (1 house) for developmentally disabled
with live-in caretaker

Potential Location: Newcastle

	East King County Men's Permanent Shelter	Polaris at Eastgate Apartments	Together Center Redevelopment1	Community Homes Shared Living1	Community Homes Adult Family Home8	Women and Family Shelter	Total Recommended Funding
Recommended Funds	\$750,000	\$575,000	\$2,750,000	\$100,500	\$150,500	\$175,000	\$5,001,000
General Funds							
Bellevue	\$228,920	\$263,290	\$1,259,060	\$46,010	\$68,910	\$0	\$1,866,190
Bothell	\$10,910	\$12,550	\$60,030	\$2,190	\$3,290	\$0	\$88,970
Clyde Hill	\$4,570	\$5,250	\$25,100	\$920	\$1,370	\$0	\$37,210
Hunts Point	\$470	\$530	\$2,580	\$90	\$140	\$0	\$3,810
Issaquah	\$24,430	\$28,100	\$134,380	\$4,910	\$7,350	\$0	\$199,170
Kenmore	\$7,980	\$9,180	\$43,890	\$1,600	\$2,400	\$0	\$65,050
Kirkland	\$118,840	\$136,675	\$653,600	\$23,890	\$35,770	\$175,000	\$1,143,775
Medina	\$2,340	\$2,680	\$12,860	\$470	\$700	\$0	\$19,050
Mercer Island	\$13,120	\$15,090	\$72,150	\$2,640	\$3,950	\$0	\$106,950
Newcastle	\$4,570	\$5,240	\$25,130	\$920	\$1,380	\$0	\$37,240
Redmond	\$59,980	\$68,980	\$329,910	\$12,060	\$18,050	\$0	\$488,980
Sammamish	\$17,560	\$20,200	\$96,600	\$3,530	\$5,290	\$0	\$143,180
Woodinville	\$5,430	\$6,235	\$29,860	\$1,090	\$1,630	\$0	\$44,245
Yarrow Point	\$880	\$1,000	\$4,850	\$180	\$270	\$0	\$7,180
CDBG Funds	\$750,000						

**TOWN OF YARROW POINT
RESOLUTION NO. 348**

**A RESOLUTION OF THE COUNCIL OF THE TOWN OF YARROW POINT
APPROVING THE 2020 ADMINISTRATIVE BUDGET AND WORK PROGRAM
FOR A REGIONAL COALITION FOR HOUSING (ARCH).**

WHEREAS, the Town Council passed Resolution No. 295 on March 9, 2010, authorizing execution of the Amended and Restated Interlocal Agreement for A Regional Coalition for Housing (ARCH) by and between Yarrow Point, 16 other cities and King County updating and continuing the operations of ARCH; and

WHEREAS, Section 11 of the Amended and Restated Interlocal Agreement provides that the annual budget and work program for ARCH shall be recommended by the ARCH Executive Board to each member jurisdiction, and such recommendation has been made; and

WHEREAS, Section 11 of the Amended and Restated Interlocal Agreement also provides that the recommended budget and work program shall not become effective until approved by the legislative body of each member jurisdiction;

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF YARROW POINT, that pursuant to Section 11 of the Amended and Restated Interlocal Agreement for ARCH, A Regional Coalition for Housing, approved by Resolution No. 295, the Town Council hereby approves the 2020 ARCH Administrative Budget and Work Program, a copy of which is attached as "Exhibit A."

Adopted by the Town Council this 14th day of January, 2020.

Dicker Cahill, Mayor

Attest: Bonnie Ritter, Clerk-Treasurer

City Council Approvals of 2010 ARCH
Amended and Restated Interlocal Agreement

CITY	Date Council Approved ILA	ILA Resolution Number
Beaux Arts Village	4/12/10	259
Bellevue	4/5/10	8076
Bothell	3/16/10	AB #10-55
Clyde Hill	2/9/10	Approved in minutes
Hunts Point	4/19/10	Approved in minutes
Issaquah	5/3/10	2010-10
Kenmore	3/8/10	Approved in minutes
King County	8/12/10	Ordinance 16898
Kirkland	3/2/10	R-4804
Medina	3/8/10	Approved in consent calendar
Mercer Island	3/1/10	AB4496
Newcastle	3/2/10	2010-0470
Redmond	4/20/10	1327
Sammamish	4/20/10	Approved in minutes
Woodinville	3/16/10	Approved in minutes
Yarrow Point	3/9/10	295



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

TO: City of Bellevue Council Members
City of Bothell Council Members
City of Clyde Hill Council Members
Town of Hunts Point Council Members
City of Issaquah Council Members
City of Kenmore Council Members
City of Kirkland Council Members
City of Medina Council Members
City of Mercer Island Council Members
City of Newcastle Council Members
City of Redmond Council Members
City of Sammamish Council Members
City of Woodinville Council Members
Town of Yarrow Point Council Members

FROM: Kurt Triplett, ARCH Executive Board Chair

DATE: December 27, 2019

RE: Fall 2019 Housing Trust Fund (HTF) Recommendations

The 2019 ARCH Housing Trust Fund round demonstrated historic levels of demand for funding to support affordable housing development in East King County, with nine applications representing requests for nearly \$20 million in local funds to develop close to 1,000 units or beds. After careful deliberation, the ARCH Executive Board concurred with the recommendations of the ARCH Citizen Advisory Board (CAB), and is recommending funding of \$5,001,000 for six new projects and one supplemental award to a previously funded project as shown in **Attachment 1: Recommended Projects and Funding Sources**.

These recommendations advance a significant number of projects that meet urgent local priorities, including the expansion of year-round emergency shelter on the Eastside, construction of permanent housing with services for homeless families, workforce housing for low and moderate income wage earners, affordable senior housing and special needs housing. Supporting these projects will result in meaningful progress toward our collective housing goals. As members of ARCH, we continue to value the coordination of local resources to leverage other public and private funding and meet local needs.

Because no projects were recommended in the 2018 round, the funding recommended this year represents the allocation of both 2018 and 2019 Trust Fund contributions, CDBG funding, and interest and revenue accrued in cities' accounts. Even with higher than typical available funding, the Executive Board had to make some difficult choices as to which projects to fund and which to invite back in future rounds. In some cases, a partial award is recommended to demonstrate local support to a project to allow it to advance in a future funding round.

Following is a description of the applications received, the Executive Board recommendation and rationale, and proposed contract conditions for the six proposals recommended for funding at this time. Also enclosed is an economic summary for the six projects recommended for funding, and a summary of past projects funded through the Trust Fund to date.

1. Imagine Housing Samma Senior Apartments

Funding Request: \$2,413,853 (Deferred, Contingent Loan)
54 affordable rental units

Exec Bd Recommendation: \$750,000 (Deferred, Contingent Loan – CDBG funds) for site acquisition

Project Summary:

Imagine Housing (IH), is proposing a 54-unit affordable senior rental project utilizing either 4% tax credits and tax-exempt bond financing or 9% tax credits. The project includes set asides of units for disabled persons and homeless veterans. Imagine hopes to secure Veterans Affairs Supportive Housing (VASH) rental vouchers to help pay down the rent for the Veteran units.

The project would be built on land to be acquired from the City of Bothell at a reduced price. The site is located on the Bus Rapid Transit corridor which is being expanded with ST3 funding. The City has indicated its strong support for the project.

The proposed affordable building is five levels of wood construction. Imagine is pursuing an Ultra High Energy Efficiency (UHEE) rating for this building. The design envisions around 40 surface parking spaces.

Funding Rationale:

The Executive Board sees merit in this application and recommends partially funding to allow acquisition of the site with conditions listed below for the following reasons:

- The City of Bothell is excited to support this affordable project through discounting land and working collaboratively to address land use issues.
- The project would increase affordability within the revitalized Bothell Landing.
- The project is sited at an excellent location for senior housing, with proximity to a major senior center, planned bus rapid transit, parks and trails, and shopping.
- The project aims to serve a range of lower income senior households including set asides for homeless and disabled, however the proposed services model relies on the creation or re-allocation of ongoing human services funding to support case management and resident services.
- The project is somewhat early in the development process; there appear to be opportunities for improving the design, and additional information about the environmental and geotechnical conditions of the site is needed to inform ultimate design and costs.
- The project as proposed exceeds cost limits set out by the Washington State Housing Finance Commission. There may be significant opportunities for reducing estimated project costs.
- CAB is interested in exploring other ways to layout the site.
- The project is competitive for King County funds but did not score as competitively for State Housing Trust Fund dollars this round.
- The scale of project fits developer's past track record and capabilities.

Proposed Conditions:

Standard Conditions: Refer to list of standard conditions found at end of this memo

Special Conditions:

1. Funds shall be used by the Agency for acquisition of the site. Prior to accessing funds, the Agency must complete the following:
 - Conduct additional environmental, geotechnical and any other necessary investigation to determine that the project is developable on the property.
 - Provide an updated site plan maximizing the site, and schematic drawings showing unit reasonable layouts supportive of the needs of seniors.
 - Provide updated cost estimates demonstrating feasibility of proposed financing, taking into consideration Total Development Cost limits established by the Washington State Housing Finance Commission (WSHFC) cost limits.
2. Project must meet requirements associated with federal CDBG dollars. A purchase agreement cannot be entered into until the completion of the HUD required Environmental Assessment. The Agency may enter into an option agreement with language that addresses federal funds' "choice-limiting" restrictions. The portion of CDBG funds recommended from the 2020 HUD grant are estimated; funding is conditioned on a final grant agreement with HUD.
3. The Agency must re-submit a revised project proposal to ARCH and other funders in the 2020 funding round. Additional funding conditions will apply to any additional funds awarded.
4. ARCH's funding commitment shall continue for twelve (12) months from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date. ARCH staff will consider up to a 12-month extension only on the basis of documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant will demonstrate all capital funding is likely to be secured within a reasonable period of time.
3. Funds will be in the form of a deferred, contingent loan. Loan terms will account for various factors, including loan terms from other fund sources and available cash flow. Final loan terms shall be determined prior to release of funds and must be approved by ARCH Staff. The terms are expected to include a provision for the Agency to defer payment if certain conditions are met (e.g., low cash flow due to unexpected costs).
4. The Agency must demonstrate the City of Bothell's approval and satisfaction of all zoning requirements including parking, setbacks, curb cuts, and view corridors.
5. A covenant is recorded ensuring affordability for at least 50 years, with affordability generally as shown in the following table. (Note that changes to the matrix may be considered based on additional site investigation and revised financing assumptions that are presented for review and approval in the 2020 funding round.)

Affordability	Studio	1 BR	2BR	Total
40%	4	4		8
50%	16	14		30
60%	9	6	1	16
Total	29	24	1	54

* The 60% AMI 2 BR unit is a manager's unit

2. Congregations for the Homeless East King County Men's Permanent Shelter

Funding Request: \$500,000 additional (Secured Grant)
100 beds

Exec Bd Recommendation: \$500,000 additional (Secured Grant)

Project Summary:

Congregations for the Homeless (CFH) is applying to ARCH for the acquisition and development of a permanent winter shelter and day center for men. The project was originally funded in the 2014 round as a 50-bed shelter proposal. Since then, the need has grown to 100 beds, and site selection activities have culminated in identifying a King County-owned site at Eastgate. CFH has operated the men's emergency winter shelter during that time at non-permanent locations, usually churches or civic buildings, in addition to their regular rotating men's shelter, drop in center, outreach and leased housing program. The permanent shelter is a low barrier shelter with few requirements on shelter guests other than to ensure they don't pose a danger to other guests. The objective of the permanent shelter is to get the homeless out from under the weather and connect them to services to start a pathway out of homelessness. The emergency shelter started out being open only on severe winter nights but moved to being open all nights and is currently located in a building scheduled for demolition in 2022.

The proposed shelter is now sized to provide sleeping accommodations for 100 men and serve 125 persons during the day. The proposed site is owned by King County Solid Waste, surplus from the creation of a waste transfer station off Eastgate Drive. The County is requiring fair market price for the property, with a final price to be determined based on necessary environmental remediation and other site constraints and requirements for the 10-acre site. Due to the size of the site and scope of predevelopment work needed, CFH has entered into a partnership with a development team that is proposing a larger residential development on the remainder of the site.

Funding Rationale:

The Executive Board recommends funding this application for the following reasons:

- The creation of a permanent men's shelter on the Eastside is a longstanding priority for ARCH and its member jurisdictions, particularly the City of Bellevue and King County.
- The project realizes a regional agreement to locate a men's shelter in Bellevue. It is the last of three planned Eastside shelter projects to get realized.
- The current location hosting the men's shelter must be vacated by 2022.
- CFH has successfully initiated outreach with nearby neighbors; no residential neighbors immediately abut the current site.
- Operating costs are known; cities are engaged in work to align human services funding.

The Executive Board does recognize the following weaknesses with the proposal and has addressed them in the funding conditions associated with the project:

- The site does not have an agreed upon purchase price and was last appraised at \$28 million (not taking into account potential deductions for site conditions).
- King County requires the purchase of the site to transact by the end of 2020.
- The entire site must be purchased and other uses funded and developed concurrently, requiring CFH to rely on other entities to help realize the project.
- While the acquisition price will be reduced by estimated cost of remediation; the current agreement with King County does not provide relief if the actual costs of remediation exceed estimated costs.
- Large amounts of public capital and operating/services funding will be required; no revenue can ever be expected from shelter users.
- There is a possibility of neighborhood opposition, given opposition for siting up the street.
- The proposed entitlement timeline appears optimistic.
- Budgets are speculative, costs may vary significantly from pro forma provided.

Proposed Conditions:

Standard Conditions: Refer to list of standard conditions found at end of this memo

Special Conditions: (Note these conditions replace those of the 2014 Funding Round award)

1. By March 31, 2020, a final purchase price for the property must be determined, with updated budgets provided demonstrating a reasonable financing proposal to acquire the site by the date required by King County. An extension may be approved if both CFH and King County indicate a strong commitment to resolving all outstanding issues toward completion of the acquisition.
2. The funding commitment shall last for twelve (12) months from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. ARCH staff will approve an extension only on the basis of documented, meaningful progress in bringing the project to readiness or completion.
3. Funds shall be used by CFH toward design, developer fee and construction costs. Funds may not be used for any other purpose unless ARCH staff has given written authorization for the alternate use.
4. Funds will be in the form of a secured grant with no repayment, so long as affordability and target population is maintained, and the service funds necessary to provide services to this population are available.
5. A covenant is recorded ensuring affordability for one hundred (100) beds for at least fifty (50) years for homeless men without specificity to AMI.
6. CFH shall submit quarterly updates to ARCH on the progress of the Capital Campaign demonstrating active solicitation and amounts pledged and secured against campaign targets.

7. Prior to the execution of funding contract, an outreach plan will be submitted to ARCH staff for review and approval. The outreach plan will include provisions such as:
 - Provide written notification to neighbors upon identification of a suitable site to include description of the project, and information regarding CFH that will include the website and contact number;
 - Send out invitations and provide an opportunity for neighbors to individually and/or as a group to meet with CFH in an Open House or other format regarding the project. Provide contact information for Congregations and information about what to do in case something out of the ordinary occurs.
8. Prior to release of funds, CFH shall submit to ARCH staff for review and approval drafts of all documents related to the provision of services to residents and management of the property, including any licensing-related management and service provider plans. These documents shall at a minimum address: management procedures to address tenant needs; services provided for or required of tenants; management and operation of the premises; community and neighbor relations procedures; a summary of ARCH's affordability requirements as well as annual monitoring procedure requirements.
9. In the event that any operating support funding levels will be reduced, the Agency shall inform ARCH Staff about the impacts the proposed reduction will have on the budget and plan for services to clients, and what steps shall be taken to address the impacts. A new budget or services plan must be approved by the ARCH.
10. Because of interest in the sustainability of the project and shortfalls in public subsidies, agency shall provide ARCH Staff (to be shared with the Citizen Advisory Board) historic, current and projected operating cost shortfalls bridged through fundraising, fundraising goals for those periods and the results of those fundraising efforts.

3. Inland Group Polaris at Eastgate Apartments

Funding Request: \$5,000,000 (Deferred Loan)
298 affordable units; 2 unregulated units

Exec Bd Recommendation: Partial funding of 575,000 (Deferred Loan)

Project Summary:

The Polaris at Eastgate project is a joint development between Inland Group and Congregations for the Homeless (CFH) to enable acquisition and development of a large 10-acre property with both a year-round shelter and rental housing. This partnership was created in order to accomplish the acquisition of the site in its entirety, which has both significant up-front predevelopment costs as well as an anticipated fair market purchase price that exceeds CFH's resources and capacity to carry.

Inland Group, along with another development partner, Horizon Housing Alliance, agreed to join the team and carry the costs of site investigation and entitlement process, provided a reasonable path to permanent financing of the residential component is defined in 2020. In addition to providing technical and financial support to carry the development of the shelter through initial phases, the project provides a benefit by creating a more comprehensive community surrounding the shelter. Absent full development of the site, the location of the shelter would be more isolated.

The Project is proposed to be new construction of a 300-unit workforce housing community for families earning up to 60% of AMI. The unit mix including studios, one-bedroom, two-bedrooms and three-bedroom units is planned, accommodating a variety of households from singles through large families. In addition to the 60% AMI income and rent set-aside, 20% of the units will also be set-aside for households where one or more members is also disabled. This unit mix will be provided in two 5-story, elevator-serviced buildings over a subterranean parking garage.

Unit amenities within each building include full size washer and dryer in every apartment, fully equipped kitchens including microwave hoods, shaker style cabinets & laminate countertops in kitchen and bath, vinyl plank faux wood flooring in entry, kitchen, bath and hallways and carpet in bedrooms and living rooms. Common area amenity spaces are planned with a diverse resident mix in mind, and will include a business center, tutoring center, fitness center, resident lounge, theater, and multi-purpose room with kitchen. An internal courtyard with outdoor amenity space will offer a BBQ area, seating and significant landscaping.

The site of this building is separated by a grade change from the shelter. A third pad site with housing for homeless households is anticipated to be proposed in a future funding round.

Funding Rationale:

The Executive Board supported this application and recommends partially funding with conditions listed below for the following reasons:

- The project is necessary to realize the shelter at this location.
- The project creates 298 units of needed affordable rental units within a high opportunity area.
- The project estimates a relatively low per unit development cost compared to other recent projects.
- The project provides significant financial leverage of local resources.
- The applicant is an experienced developer with a strong track record of developing comparably scaled projects with similar financing.
- Site has convenient access to transit, shopping, and services.
- While available resources are not sufficient to fully fund the project, an initial commitment provides funding for predevelopment activities and demonstrates local commitment that increases the chance of securing other public resources.

The Executive Board recognizes the following weaknesses with the proposal which are addressed in the funding conditions:

- The site does not have an agreed upon purchase price and was last appraised at \$28 million (not taking into account potential deductions for site conditions).
- The proposed funding relies on an additional \$4 million in capital funds from King County, however the proposal was not prepared in time to meet King County application deadlines for the 2019 funding round.
- King County has required the purchase of the site to transact by the end of 2020; absent this deadline, the project could benefit from additional time to conduct due diligence and submit full funding applications.
- While the acquisition price will be reduced by estimated cost of remediation; the current agreement with King County does not provide relief if the actual costs of remediation exceed estimated costs.
- The entitlement timeline appears optimistic

Proposed Conditions:

Standard Conditions: Refer to list of standard conditions found at end of this memo

Special Conditions:

1. The funding commitment shall continue for eighteen (18) months from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. ARCH staff will grant up to a 12-month extension.
2. Funds may be used by the Agency towards construction or other eligible uses approved by ARCH staff. Funds will be released only after all proposed financing has been assembled for the Project. A waiver may be considered by ARCH to allow for earlier release of funds for acquisition if the Agency has demonstrated a clear plan for assembling all needed acquisition and permanent project financing.
3. Funds will be in the form of a deferred, contingent loan. Loan terms will account for various factors, including loan terms from other fund sources and available cash flow. Final loan terms shall be determined prior to release of funds and must be approved by ARCH Staff. It is anticipated that loan payments will be based on a set repayment schedule and begin after repayment of deferred developer fee with 1% interest. The terms will also include a provision for the Agency to a deferment of a payment if certain conditions are met (e.g., low cash flow due to unexpected costs). Any requested deferment of loan payment is subject to approval by City or ARCH Staff, and any deferred payment would be repaid from future cash flow or at the end of the amortization period.
4. A covenant is recorded ensuring affordability for at least 50 years, with affordability as shown in the following table. Limited changes to the proposed unit mix may be made subject to ARCH approval.

Area Median Income/Unit Size	Studio	1BR	2BR	3BR	Total
60%	30	160	80	28	298
Unregulated					2
Total	30	160	80	30	300

5. The net developer fee shall be established at the time of finalizing the Contract Budget and will follow the ARCH Net Developer Fee Schedule.
6. If there is a charge for parking, then that amount shall be deducted from the maximum rents. A waiver of this requirement may be considered by ARCH staff if justified by requirements to achieve parking reductions.

4. Inland Group/Horizon Housing Alliance Together Center Redevelopment

Funding Request: \$6,000,000 (Deferred, Contingent Loan)
80 affordable rental units in 9% deal and 204 affordable units in 4% deal

Exec Bd Recommendation: \$2,750,000 (Deferred, Contingent Loan)

Project Summary:

The Together Center is a nonprofit that has operated around a model of providing affordable commercial space for human service-related nonprofit organizations since 1991. In early 2019, after a long process of planning and visioning, the Together Center released a Request for Interest to solicit development proposals that would re-imagine the existing Together Center and take advantage of the development capacity on the property to provide affordable housing. Horizon Housing Alliance, along with its development partner, Inland Group, were selected in the summer of 2019 and have since been working steadily through the pre-development process.

The proposed project is two buildings on a single site with two separate programs. The existing Building A will be 204 studio, one, two, and three bedroom units affordable at 60% AMI called Polaris at Together Center. The existing Building B, called Horizon Housing at Together Center, will be 80 units of studio, one, two, and three-bedroom units affordable to households at 30% and 50% AMI, with 60 of the units set aside for those exiting homelessness. The residential units will be on floors two through five in both buildings. The ground floor of the buildings will be a condo owned by Together Center, a nonprofit that operates affordable office space for human service nonprofit organizations. Parking will be below grade in a structured parking garage. The collective project is called the Together Center Redevelopment.

The project is built around the vision of co-location of housing along with various behavioral health, physical health, and other resources to create a vibrant community and help families break the cycle of intergenerational poverty. Residents of Horizon Housing at Together Center will have access to social and health services in the commercial space with providers including HealthPoint, Ikron, and Sound Health all operating as tenants. The proposed population is intended to include homeless residents be referred by rapid rehousing providers including Catholic Community Services, as well as other transitional housing and shelter programs, rather than the through Coordinated Entry system. This is intended to provide a better balance within the building, as well as allow for prioritization of homeless populations in East King County.

Horizon Housing at Together Center will partner with Hopelink to provide service coordination and case management services on site. The project cashflow will contribute \$110,000 annually towards services. Hopelink and Horizon will apply for available service dollars to fund the remaining services for the families exiting homelessness. Horizon Housing at Together Center can refer tenants to the physical and behavioral health providers, including HealthPoint, who will be tenants in the ground floor commercial space on site. These “off-site” services will be paid through existing revenue streams with the providing agencies.

Funding Rationale:

The Executive Board recommends funding this application with partial funding at a minimum to advance the 9% portion of the project with conditions listed below for the following reasons:

- The project helps to realize the redevelopment of the Together Center, a valued community asset that provides critical social services for people across the EKC region.
- Services at the Together Center will provide ongoing benefits to residents of the housing.
- Project will ultimately create 284 units of affordable housing; 60 of which are set aside for households exiting homelessness
- The initial funding commitment allows the project to secure highly competitive 9% tax credit resources for East King County while securing funding for the remainder of the project.
- Project maximizes utilization of the site per zoning.

Proposed Conditions:

Standard Conditions: Refer to list of standard conditions found at end of this memo

Special Conditions:

1. The funding commitment shall continue for eighteen (18) months from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. ARCH staff will grant up to a 12-month extension.
2. Funds shall be used by the Agency towards construction. Funds may not be used for any other purpose unless ARCH staff has given written authorization for the alternate use.
3. Funds will be in the form of a deferred, contingent loan. Loan terms will account for various factors, including loan terms from other fund sources and available cash flow. Final loan terms shall be determined prior to release of funds and must be approved by ARCH Staff. It is anticipated that loan payments will be based on a set repayment schedule and begin after repayment of deferred developer fee with 1% interest. The terms will also include a provision for the Agency to a deferment of a payment if certain conditions are met (e.g. low cash flow due to unexpected costs). Any requested deferment of loan payment is subject to approval by ARCH Staff, and any deferred payment would be repaid from future cash flow or at the end of the amortization period.
5. The net developer fee shall be established at the time of finalizing the Contract Budget, and will follow the ARCH Net Developer Fee Schedule.
6. A covenant is recorded ensuring affordability for at least 50 years, with affordability generally as shown in the following table. (Note that limited changes to the matrix may be considered based on reasonable justification as approved by ARCH staff.)

9% Project:

Affordability	Studio	1 BR	2BR	3BR	Total
30%		8	20	12	40
50%		8	20	12	40
Total		16	40	24	80

4% Project:

Affordability	Studio	1 BR	2BR	3BR	Total
60%	20	80	84	20	204
Total	20	80	84	20	204

7. Submit for City or ARCH staff approval a management and services plan which includes coordination of services with outside providers and parking management.
8. Agency shall submit a marketing plan for approval by ARCH staff. The plan should include how the Agency will do local targeted marketing outreach to local, media business and community organizations.
10. If there is a charge for parking, then that amount shall be deducted from the maximum rents. A waiver of this requirement may be considered by ARCH staff if justified by requirements to achieve parking reductions.

5. Community Homes Shared Living 1

Funding Request: \$100,500 (Secured Grant)
3 Beds

Exec Bd Recommendation: \$100,500 (Secured Grant)

Project Summary:

Community Homes, Inc. (CHI) is proposing to acquire a home that will serve three (3) low-income adults with developmental disabilities. The proposed setting accommodates both the DD residents and their care provider in a shared living arrangement. Each tenant will have their own bedroom. Residents will share living spaces with the care provider but will have a separate bathroom. CHI has a purchase and sales agreement on a suitable property in Newcastle.

Funding Rationale:

The Executive Board recommends funding this application for the following reasons:

- The project has site control and is able to move forward quickly.
- The project serves very low income developmentally disabled individuals.
- The project provides housing for a population (Special Needs housing) that currently is below long-term ARCH Trust goals.
- The residents will benefit from a live-in care provider who is directly funded by Development Disabilities Administration; the live-in care model provides greater stability of care and retention of staff compared to other models.
- Developer has a 24-year track record and good reputation with funders and the Department of Developmental Disabilities.
- The lower number of residents in the home allows the project to come online faster and avoid the lengthy licensing process for homes with more residents.
- The project qualifies for funding set-asides in the State Housing Trust Fund round.

- Based on the proposed funding sources, ARCH funds would be leveraged with significant resources from King County and the State.

Proposed Conditions:

Standard Conditions: Refer to list of standard conditions found at end of this memo

Special / Revised Conditions:

1. The funding commitment shall continue for six (6) months from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider an extension only on the basis of documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant will demonstrate that all capital funding has been secured or is likely to be secured within a reasonable period of time. ARCH staff will grant up to a 12-month extension. If necessary, a second extension of up to 6 months may be requested by following the same procedures as the first extension.
2. Funds shall be used by the Agency toward acquisition and related costs. Funds may not be used for any other purpose unless ARCH staff has given written authorization for the alternate use.
3. The Agency shall not proceed with searching for a home until all funding commitments have been received. The Agency shall only purchase unoccupied homes or owner-occupied homes in order to not trigger local and federal relocation regulations.
4. Prior to acquisition, the Agency shall submit an appraisal by a qualified appraiser. The appraisal shall be equal to or greater than the purchase price.
5. If federal sources are being provided by any funder, a purchase agreement cannot be entered into until the completion of the HUD required Environmental Assessment. The Agency may enter into an option agreement with language that addresses federal funds' "choice-limiting" restrictions.
6. Funds will be in the form of a secured grant with no repayment, so long as affordability and target population is maintained.
7. A covenant is recorded ensuring affordability for at least 50 years, with three beds for developmentally disabled individuals at or below 30% of area median income at move in.
8. Unless otherwise approved by ARCH staff, the development budget shall include:
 - Minimum of \$17,000 of private sources provided by the applicant.
 - Up to \$987,500 combined for acquisition and development. In the event total acquisition and development costs, including contingency, exceeds this amount, additional costs shall be covered by private sources from the applicant. If actual costs fall below this amount, the ARCH award may be adjusted downward accordingly.
 - Developer fee shall not exceed \$25,000.

9. Reserves will be funded out of operations at \$3,000 for the first year with an annual increase of 3.5% per year for replacement reserves and \$1,000 for the first year with an annual increase of 3.5% per year for operating reserves.
10. All cash flow after payment of operating expenses (including respite care) shall be placed into a project reserve account that can be used by the applicant for project related operating, maintenance or services expenses. Any other use of these reserves must be approved by ARCH staff.
11. In the event that any operating support funding levels will be reduced, the Agency shall inform ARCH Staff about the impacts the proposed reduction will have on the budget and plan for services to the DD clients, and what steps shall be taken to address the impacts. A new budget or services plan must be approved by ARCH.
12. The Agency will notify ARCH when they enter into an option or purchase and sale agreement for any home, providing information on the location of the home and terms for acquiring the home. No home considered for acquisition will be within two blocks of another home owned by Agency unless otherwise approved by ARCH staff.
13. Prior to closing on the home, an individualized outreach plan will be submitted to ARCH staff for review and approval. The outreach plan will include provisions such as:
 - Provide written notification to neighbors upon mutual acceptance of the Purchase and Sales Agreement to include CHI's intention to purchase the house, description of the project, and information regarding CHI and the care provider that will include the website and contact number;
 - Provide an opportunity for neighbors to meet individually and/or as a group with CHI and the care provider regarding the project; such as having an Open House after the tenants move-in and include invitations to neighbors.
15. Once the home is selected the Agency shall include ARCH Staff in the inspection of the property and development of the final scope of work for the rehab. The final scope of work for the basic construction budget shall include, at a minimum, all work necessary for licensing of the home and correction of substandard health and safety conditions. Prior to start of construction, the Agency shall submit the final scope of work for ARCH Staff approval, along with evidence that construction costs have been confirmed by a qualified contractor and are within the basic construction budget. All uses of construction contingency funds must be approved by ARCH staff prior to authorization to proceed with such work.

6. Community Homes Adult Family Home 8

Funding Request: \$150,500 (Secured Grant)
5 Beds

Exec Bd Recommendation: \$150,500 (Secured Grant)

Project Summary:

Community Homes, Inc. (CHI) is proposing to acquire and remodel a home that will serve five (5) low-income adults with developmental disabilities. The community within the home allows them to live as

independently as possible. A specific home will be identified once funding is committed. Criteria for selecting the particular property includes a minimum size of 2,500 square feet, the physical layout and ease of renovation of the house as well as neighborhood amenities such as sidewalks, access to stores, public services, transportation and recreation.

The residents will live in a shared living arrangement, along with a live-in care provider. Each tenant will have their own bedroom. Residents will share two bathrooms and a resident community living area with kitchen. If necessary, as in the case of prior homes, the existing garage may be converted to living space.

Funding Rationale:

The Executive Board supports funding this project as described in the application and recommends funding this application for the following reasons:

- Serves very low income developmentally disabled individuals
- The project provides housing for a population (Special Needs housing) that currently is below long-term ARCH Trust goals
- Residents will benefit from a live-in care provider who is directly funded by Development Disabilities Administration; the live-in care model provides greater stability of care and retention of staff compared to other models
- Developer has a 24-year track record and good reputation with funders and the Department of Developmental Disabilities
- The project qualifies for funding set-asides in the State Housing Trust Fund round
- Based on the proposed funding sources, ARCH funds would be leveraged with significant resources from King County and the State

Proposed Conditions:

Standard Conditions: Refer to list of standard conditions found at end of this memo

Special / Revised Conditions:

1. The funding commitment shall continue for six (6) months from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider an extension only on the basis of documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant will demonstrate that all capital funding has been secured or is likely to be secured within a reasonable period of time. ARCH staff will grant up to a 12-month extension. If necessary, a second extension of up to 6 months may be requested by following the same procedures as the first extension.
2. Funds shall be used by the Agency toward acquisition and construction costs. Funds may not be used for any other purpose unless ARCH staff has given written authorization for the alternate use.
3. The Agency shall not proceed with searching for a home until all funding commitments have been received. The Agency shall only purchase unoccupied homes or owner-occupied homes in order to not trigger local and federal relocation regulations.

4. Prior to acquisition, the Agency shall submit an appraisal by a qualified appraiser. The appraisal shall be equal to or greater than the purchase price.
5. If federal sources are being provided by any funder, a purchase agreement cannot be entered into until the completion of the HUD required Environmental Assessment. The Agency may enter into an option agreement with language that addresses federal funds' "choice-limiting" restrictions.
6. Funds will be in the form of a secured grant with no repayment, so long as affordability and target population is maintained, and the service/care providers have a contract with DDA for funds necessary to provide services to this population.
7. A covenant is recorded ensuring affordability for at least 50 years, with five beds for developmentally disabled individuals at or below 30% of area median income at move in.
8. Unless otherwise approved by ARCH staff, the development budget shall include:
 - Minimum of \$26,500 of private sources provided by the applicant.
 - Up to \$1,705,500 for combined cost of acquisition and development. In the event total acquisition and development costs, including contingency, exceeds this amount, additional costs shall be covered by private sources from the applicant. If actual costs fall below this amount, the ARCH award may be adjusted downward accordingly.
 - Developer fee shall not exceed \$50,000.
9. Reserves will be funded out of operations at \$4,000 for the first year with an annual increase of 3.5% per year for replacement reserves and \$2,000 for the first year with an annual increase of 3.5% per year for operating reserves.
10. Residents referred from DDA will not receive Section 8 assistance.
11. All cash flow after payment of operating expenses (including respite care) shall be placed into a project reserve account that can be used by the applicant for project related operating, maintenance or services expenses. Any other use of these reserves must be approved by ARCH staff.
12. In the event that any operating support funding levels will be reduced, the Agency shall inform ARCH Staff about the impacts the proposed reduction will have on the budget and plan for services to the DD clients, and what steps shall be taken to address the impacts. A new budget or services plan must be approved by ARCH.
13. The Agency will notify ARCH when they enter into an option or purchase and sale agreement for any home, providing information on the location of the home and terms for acquiring the home. No home considered for acquisition will be within two blocks of another home owned by Agency unless otherwise approved by ARCH staff.
14. Prior to closing on the home, an individualized outreach plan will be submitted to ARCH staff for review and approval. The outreach plan will include provisions such as:

8. Parkview Homes 9 Down Payment Assistance (DPA)

Funding Request: \$200,000 (Non-Recoverable Grant)
DPA for 6 Households

Executive Board Recommendation: \$0

Project Summary:

Since 2006, Parkview Services has created 131 new homeowners, including 12 households that transitioned from subsidies to public housing rental to homeownership. This project proposes to create first-time homebuyers using deferred down-payment assistance (DPA) loans from a combination of public and private funds to achieve affordability for 10 households (6 in East King County). The homebuyers will purchase in either King, Skagit or Snohomish counties at sites to be determined (TBD). Eligibility for the down-payment assistance loans will require that the household income is 80% or less of the area median income (AMI) and that household has a member who is a person with Intellectual and Developmental Disabilities (IDDs). All homebuyers will receive homebuyer education, one-on-one pre-purchase financial counseling, and follow-up services subsequent to the purchase of their home.

The project includes a partnership with HomeSight, which has applied to King County for funds to make DP loans. Parkview homebuyers who purchase in King County will be eligible to use HomeSight's KC DPA loan together with other Parkview Services DP loans. In turn, HomeSight homebuyers who purchase in east King County will be eligible to use Parkview Services ARCH DP loans. Parkview believes this collaborative funding model is the most effective way to create affordable homeownership opportunities for their target population. The collective layers of DPA result in \$150,000 in public assistance per household.

Funding Rationale:

The Executive Board potentially supports the concept of the Parkview proposal which serves households which have a disabled person in them, it does not recommend making a funding award at this time. ARCH has its own Down Payment Assistance program administered through the Washington State Housing Finance Commission which has had only limited activity in the past several years. Those DPA loans are available to all households, not just those with a disabled person. The Executive Board recommends that in the coming year it re-evaluate that program along with the Parkview proposal to determine why activity is limited, if changes to the ARCH program are warranted, and if a specialized program is more beneficial than ARCH's DPA program for the relative cost per household.

9. King County Housing Authority Preservation of Kirkland Heights and Juanita View

Funding Request: \$2,500,000 (Deferred, Unsecured)
137 affordable units; 135 market-rate rental units

Exec Bd Recommendation: \$0

Project Summary:

King County Housing Authority (KCHA) is proposing to refinance 272 units of Section 8 housing located in Kirkland which it acquired from the Machinists Union in July 2019. King County provided \$10 million earlier this year to facilitate the purchase of the two Kirkland properties. This is part of a larger 5 site

acquisition. Rents would remain as they are currently. No renovations or modernization is contemplated with the funding. At about the same time as making their application to ARCH it was announced that Microsoft had made available \$60 million to KCHA for this purpose. The Microsoft money comes in the form of a 15 year loan bearing interest.

Funding Rationale:

The Executive Board does not recommend funding for this project for the following reasons:

- There is a potential to increase rents on certain units without cost burdening residents. This would allow getting higher Section 8 subsidies and the ability to carry conventional debt
- No renovations are planned with this refinance.
- No additional affordability is created with ARCH funding.
- KCHA secured other sources to immediately acquire the property.
- KCHA does portfolio lending which precludes securing individual properties with Deeds of Trust.

The Executive Board sees opportunity in the proposal if re-envisioned to create greater affordability or significant improvements to the property. The Executive Board would welcome an application in the next round. In the event KCHA does provide an application to ARCH in the upcoming round, the application should address the following issues raised above.

Applicable to all funded projects:

Standard Conditions:

1. The Applicant shall provide revised development and operating budgets based upon actual funding commitments, which must be approved by ARCH staff. If the Applicant is unable to adhere to the budgets, City or Administering Agency must be immediately notified and (a) new budget(s) shall be submitted by the Applicant for the City's approval. The City shall not unreasonably withhold its approval to (a) revised budget(s), so long as such new budget(s) does not materially adversely change the Project. This shall be a continuing obligation of the Applicant. Failure to adhere to the budgets, either original or as amended may result in withdrawal of the City's commitment of funds.
2. The Applicant shall submit evidence of funding commitments from all proposed public sources. In the event commitment of funds identified in the application cannot be secured in the time frame identified in the application, the Applicant shall immediately notify City or Administering Agency, and describe the actions it will undertake to secure alternative funding and the timing of those actions subject to City or Administering Agency's review and approval.
3. In the event federal funds are used, and to the extent applicable, federal guidelines must be met, including but not limited to: contractor solicitation, bidding and selection; wage rates; and Endangered Species Act (ESA) requirements. CDBG funds may not be used to repay (bridge) acquisition finance costs.
4. The Applicant shall maintain documentation of any necessary land use approvals and permits required by the city where the projects are located.

5. Submit monitoring reports quarterly through completion of the project, and annually thereafter. Submit a final budget upon project completion. If applicable, submit initial tenant information as required by City or Administering Agency.

Supplemental Funding Request:

1. Catholic Community Services with Sophia Way, Women and Family Shelter

Funding Request: \$175,000 supplemental funding (Secured Grant)
to the \$3,397,000 award made in the 2017 round

98 Beds (50 Family; 48 Unaccompanied Women)

Exec Bd Recommendation: up to \$175,000 (Secured Grant)

Project Summary:

The new development on the site required addressing storm water impact of the existing building which was constructed in 1952 with different requirements.

Funding Rationale:

The Executive Board supported the CAB recommendation for funding the additional request for the following reasons:

- Storm water detention was originally sized only for the new shelter building however regulations required the impact of the existing structure to also be addressed which was not budgeted for. Additionally, hazardous material was found on site and needed to be remediated.
- Agencies increased their capital campaign targets to match the public ask.
- The project is well underway and addresses an urgent public need.

Special / Revised Conditions:

1. Funds are an “up to” amount to be released only after ARCH staff review and approval of proposed construction change order.

Attachments

Attachment 1: Recommended 2019 Projects and Funding Sources

Attachment 2: Economic Summaries of Recommended Projects

Attachment 3: Past Projects Funded through the Trust Fund

Attachment 1: Recommended Projects and Funding Sources

		Recommended Projects								Supplemental
		Congregations for the Homeless East				Inland				Catholic
		Imagine Housing Senior Apartments	King County Men's Permanent Shelter	Inland Group Polaris at Eastgate Apartments	Inland Group Together Center Redevelopment Living 1	Group/Horizon Housing Alliance	Community Homes Shared Living 1	Community Homes Adult Family Shelter	Services with Sophia Way, Women and Family Shelter	Total Recommended Funding
Total Recommended Funds	\$	750,000	500,000	575,000	2,750,000	100,500	150,500	175,000	##	\$ 5,001,000
General Funds	\$	-	500,000	575,000	2,750,000	100,500	150,500	175,000		\$ 4,251,000
CDBG	\$	750,000	-	-	-	-	-	-		\$ 750,000

Member City General Funds

Bellevue	\$	-	228,920	263,290	1,259,060	46,010	68,910	-		\$ 1,866,190
Bothell	\$	-	10,910	12,550	60,030	2,190	3,290	-		\$ 88,970
Clyde Hill	\$	-	4,570	5,250	25,100	920	1,370	-		\$ 37,210
Hunts Point	\$	-	470	530	2,580	90	140	-		\$ 3,810
Issaquah	\$	-	24,430	28,100	134,380	4,910	7,350	-		\$ 199,170
Kenmore	\$	-	7,980	9,180	43,890	1,600	2,400	-		\$ 65,050
Kirkland	\$	-	118,840	136,675	653,600	23,890	35,770	175,000		\$ 1,143,775
Medina	\$	-	2,340	2,680	12,860	470	700	-		\$ 19,050
Mercer Island	\$	-	13,120	15,090	72,150	2,640	3,950	-		\$ 106,950
Newcastle	\$	-	4,570	5,240	25,130	920	1,380	-		\$ 37,240
Redmond	\$	-	59,980	68,980	329,910	12,060	18,050	-		\$ 488,980
Sammamish	\$	-	17,560	20,200	96,600	3,530	5,290	-		\$ 143,180
Woodinville	\$	-	5,430	6,235	29,860	1,090	1,630	-		\$ 44,245
Yarrow Point	\$	-	880	1,000	4,850	180	270	-		\$ 7,180
Total General Funds	\$	-	500,000	575,000	2,750,000	100,500	150,500	175,000		\$ 4,251,000

Community Development Block Grant (CDBG) Funds

N/E Subregion - ARCH Allocation	\$	240,252	-	-	-	-	-	-		\$ 240,252
CDBG - Kirkland	\$	267,425	-	-	-	-	-	-		\$ 267,425
CDBG - Redmond	\$	242,323	-	-	-	-	-	-		\$ 242,323
Total CDBG Funds	\$	750,000	-	-	-	-	-	-		\$ 750,000

ATTACHMENT 2: ECONOMIC SUMMARIES OF RECOMMENDED PROJECTS

ECONOMIC SUMMARY: IMAGINE HOUSING / SAMMA SENIOR APARTMENTS

1. Applicant/Description: New construction of 54 affordable rental units for seniors

2. Project Location: 17816 Bothell Way NE, Bothell

3. Financing Information:

Funding Source	Funding Amount	Commitment
ARCH	\$2,413,853	\$750,000 for Acquisition
King County	\$3,000,000	To be applied for in 2020
Commerce Trust Fund	\$3,500,000	To be applied for in 2020
Tax Credits	\$7,521,213	To be applied for in 2021
Bonds/Private Debt	\$4,230,499	To be applied for in 2021
Deferred Developer Fee	\$567,308	Committed
TOTAL	\$21,232,873	

4. Development Budget:

ITEM	TOTAL	PER UNIT @ 54 units	HTF
Acquisition	\$750,000	\$13,889	\$750,000
Construction	\$14,675,260	\$271,764	\$1,262,123
Design	\$1,280,000	\$23,704	
Consultants	\$449,500	\$8,324	\$210,000
Developer fee	\$1,305,662	\$24,179	
Finance costs	\$788,220	\$14,597	\$32,697
Reserves	\$268,346	\$4,969	
Permits/Fees/Other	\$1,715,885	\$31,776	\$159,033
TOTAL	\$21,232,873	\$393,201	\$1,734,000

5. Debt Service Coverage: Debt service payments will be finalized upon commitment. Basic terms will include a 50-year amortization, deferral of payments until deferred developer fee is repaid, 1% interest, and ability to request a deferral of annual payment to preserve economic integrity of property.

6. Security for City Funds:

- A recorded covenant to ensure affordability and use for targeted population for 50 years.
- A promissory note secured by a deed of trust. The promissory note will require repayment of the loan amount upon non-compliance with any of the loan conditions.

7. Rental Subsidy: None

ECONOMIC SUMMARY: EKC Men's Permanent Winter Shelter

1. Applicant/Description: Congregations for the Homeless/KCHA / Development of shelter with beds for 100 homeless men, plus day center

2. Project Location: 13620 SE Eastgate Way, Bellevue

3. Financing Information:

Funding Source	Funding Amount	Commitment
ARCH	\$1,200,000	Includes \$700,000 Awarded in 2014 Round
King County	\$5,802,574	\$3,801,923 Committed in 2019
Commerce Trust Fund	\$4,900,000	Committed in 2019, includes \$1.4M Earmark from 2014
Building Communities Fund	\$750,000	Applying for in 2020 – for non-residential space
Capital Campaign	\$1,500,000	Committed
TOTAL	\$14,152,574	

4. Conceptual Development Budget:

ITEM	TOTAL	PER BED	HTF
Acquisition	\$3,678,383	\$36,784	
Construction	\$8,405,705	\$84,057	\$850,000
Design	\$500,000	\$5,000	\$200,000
Other consultants	\$0	\$0	
Developer Fee	\$350,000	\$3,500	\$150,000
Permits/Fees/Hookups	\$237,386	\$2,374	
Finance costs	\$110,000	\$1,100	
Reserves	\$0	\$0	
Other development costs	\$871,100	\$8,711	
TOTAL	\$14,152,574	\$141,526	\$700,000

5. Debt Service Coverage: Secured grant, no repayment if in compliance.

6. Security for City Funds:

- A recorded covenant to ensure affordability and use for targeted population for 50 years.
- A promissory note secured by a deed of trust. The promissory note will require repayment of the grant amount upon non-compliance with any of the funding conditions.

7. Rental Subsidy: None

ECONOMIC SUMMARY: INLAND / POLARIS AT EASTGATE

1. Applicant/Description: New construction of 298 affordable and two market rate rental units for families

2. Project Location: 13620 SE Eastgate Way, Bellevue

3. Financing Information:

Funding Source	Funding Amount	Commitment
ARCH	\$5,000,000	\$2,750,000 partial commitment
King County	\$4,000,000	To be applied for in 2020
Commerce Trust Fund	\$0	
Tax Credits	\$31,256,347	To be applied for in 2020
Bonds/Private Debt	\$46,200,000	To be applied for in 2020
Deferred Developer Fee/GP Equity/Other	\$7,023,588	Committed
TOTAL	\$93,479,935	

4. Development Budget:

ITEM	TOTAL	PER UNIT @ 298 units	HTF
Acquisition	\$9,345,910	\$31,362	
Construction	\$59,977,902	\$201,268	\$5,000,000
Design	\$859,300	\$2,884	
Consultants	\$120,000	\$403	
Developer fee	\$11,556,586	\$38,780	
Finance costs	\$6,586,314	\$22,102	
Reserves	\$1,048,893	\$3,520	
Permits/Fees/Other	\$3,985,000	\$13,372	
TOTAL	\$93,479,935	\$313,691	\$5,000,000

5. Debt Service Coverage: Debt service payments will be finalized upon commitment. Basic terms will include a 50-year amortization, deferral of payments until deferred developer fee is repaid, 1% interest, and ability to request a deferral of annual payment to preserve economic integrity of property.

6. Security for City Funds:

- A recorded covenant to ensure affordability and use for targeted population for 50 years.
- A promissory note secured by a deed of trust. The promissory note will require repayment of the loan amount upon non-compliance with any of the loan conditions.

7. Rental Subsidy: None

ECONOMIC SUMMARY: HORIZON / INLAND / TOGETHER CENTER REDEVELOPMENT

1. Applicant/Description: New construction of 284 affordable rental units (9% Tax Credit Portion includes 80 units, of which 60 are set aside for homeless families)

2. Project Location: 16225 NE 87th St., Redmond

3. Financing Information:

Funding Source	Funding Amount	Commitment
9% Phase		
ARCH	\$2,500,000	\$2,500,000 Committed
9% Tax Credits	\$19,270,720	To be applied for in 2020
Private Debt	\$4,750,000	To be applied for in 2020
Deferred Developer Fee	\$690,582	Committed
4% Phase		
ARCH	\$3,500,000	\$250,000 partial commitment
4% Tax Credits	\$25,087,339	To be applied for in 2020
Tax Exempt Bonds	\$36,500,000	To be applied for in 2020
Deferred Developer Fee	\$6,721,304	Committed
TOTAL	\$99,019,945	

4. Development Budget:

ITEM	TOTAL	PER UNIT @ 284 units	HTF
Acquisition	\$5,010,000	\$17,641	
Construction	\$67,804,955	\$238,750	\$5,000,000
Design	\$725,000	\$2,553	
Consultants	\$1,760,370	\$6,198	
Developer fee	\$10,803,634	\$38,041	
Finance costs	\$7,041,263	\$24,793	
Reserves	\$998,832	\$3,517	
Permits/Fees/Other	\$4,875,891	\$17,169	\$1,000,000
TOTAL	99,019,945	\$348,662	\$6,000,000

5. Debt Service Coverage: Debt service payments will be finalized upon commitment. Basic terms will include a 50-year amortization, deferral of payments until deferred developer fee is repaid, 1% interest, and ability to request a deferral of annual payment to preserve economic integrity of property.

6. Security for City Funds:

- A recorded covenant to ensure affordability and use for targeted population for 50 years.
- A promissory note secured by a deed of trust. The promissory note will require repayment of the loan amount upon non-compliance with any of the loan conditions.

7. Rental Subsidy: None

ECONOMIC SUMMARY: COMMUNITY HOMES, INC. ADULT FAMILY HOME 8

1. Applicant/Description: CHI / Acquisition/rehabilitation of single family home with 5 beds for very low income developmentally disabled adults.

2. Project Location: East King County

3. Financing Information:

Funding Source	Funding Amount	Commitment
ARCH	\$150,500	Applied for Fall 2019
King County	\$802,000	Committed Fall 2019
Commerce Trust Fund	\$726,500	Committed Fall 2019
Owner Equity	\$26,500	Committed
TOTAL	\$1,705,500	

4. Development Budget:

ITEM	TOTAL	PER BED	HTF
Acquisition	\$1,070,000	\$214,000	\$100,000
Construction	\$480,000	\$96,000	\$50,000
Design	\$10,000	\$2,000	
Consultants	\$60,500	\$12,100	\$500
Developer fee	\$50,000	\$10,000	
Finance costs	\$0	\$0	
Reserves	\$17,000	\$3,400	
Permits/Fees/Other	\$18,000	\$3,600	
TOTAL	\$1,705,500	\$341,100	\$150,500

5. Debt Service Coverage: Secured grant, no repayment if in compliance.

6. Security for City Funds:

- A recorded covenant to ensure affordability and use for targeted population for 50 years.
- A promissory note secured by a deed of trust. The promissory note will require repayment of the loan amount upon non-compliance with any of the loan conditions.

7. Rental Subsidy: None

ECONOMIC SUMMARY: COMMUNITY HOMES, INC. SHARED LIVING 1

1. Applicant/Description: CHI / Acquisition/rehabilitation of single family home with 3 beds for very low income developmentally disabled adults.

2. Project Location: East King County (Likely Newcastle)

3. Financing Information:

Funding Source	Funding Amount	Commitment
ARCH	\$100,500	Applied for Fall 2019
King County	\$492,000	Committed Fall 2019
Commerce Trust Fund	\$395,000	Committed Fall 2019
Owner Equity	\$17,000	Committed
TOTAL	\$1,004,500	

4. Development Budget:

ITEM	TOTAL	PER BED	HTF
Acquisition	\$860,000	\$286,667	\$100,000
Construction	\$60,000	\$20,000	
Design			
Consultants	\$35,500	\$11,833	\$500
Developer fee	\$25,000	\$8,333	
Finance costs	\$0	\$0	
Reserves	\$11,000	\$3667	
Permits/Fees/Other	\$13,000	\$4,333	
TOTAL	\$1,004,500	\$334,833	\$100,500

5. Debt Service Coverage: Secured grant, no repayment if in compliance.

6. Security for City Funds:

- A recorded covenant to ensure affordability and use for targeted population for 50 years.
- A promissory note secured by a deed of trust. The promissory note will require repayment of the loan amount upon non-compliance with any of the loan conditions.

7. Rental Subsidy: None

ATTACHMENT 3

PAST PROJECTS FUNDED THROUGH THE ARCH TRUST FUND

(1993 - 2018)

Project	Location	Owner	Units/ Beds	Funding*	Pct of Total Allocation	Distribution Target
1. Family Housing						
Andrews Heights Apartments	Bellevue	Imagine Housing	24	\$400,000		
Garden Grove Apartments	Bellevue	DASH	18	\$180,000		
Overlake Townhomes	Bellevue	Habitat of EKC	10	\$120,000		
Glendale Apartments	Bellevue	DASH	82	\$300,000		
Wildwood Court Apartments	Bellevue	DASH	36	\$270,000		
Somerset Gardents (Kona)	Bellevue	KC Housing Authority	198	\$700,000		
Pacific Inn	Bellevue	Pacific Inn Assoc.	118	\$600,000 **		
Eastwood Square	Bellevue	Park Villa LLC	48	\$600,000		
Chalet Apts	Bellevue	Imagine Housing	14	\$163,333		
Andrew's Glen	Bellevue	Imagine Housing	10	\$424,687 *		
August Wilson Place	Bellevue	LIHI	45	\$846,831 *		
YWCA Family Apartments	Bellevue	YWCA	12	\$100,000		
30 Bellevue	Bellevue	Imagine Housing	29	\$473,252 *		
Parkway Apartments	Redmond	KC Housing Authority	41	\$100,000		
Habitat - Patterson	Redmond	Habitat of EKC	24	\$446,629 *		
Avon Villa Mobile Home Park	Redmond	MHCP **	93	\$525,000 *		
Terrace Hills	Redmond	Imagine Housing	18	\$442,000		
Village at Overlake Station	Redmond	KC Housing Authority	308	\$1,645,375 *		
Summerwood	Redmond	DASH	166	\$1,187,265		
Capella at Esterra	Redmond	Imagine Housing/Inland	235	\$6,710,471		
Coal Creek Terrace	Newcastle	Habitat of EKC	12	\$240,837 *		
Rose Crest (Talus)	Issaquah	Imagine Housing	40	\$918,846 *		
Mine Hill	Issaquah	Imagine Housing	28	\$482,380 *		
Clark Street	Issaquah	Imagine Housing	30	\$355,000		
Lauren Heights (Iss Highlands)	Issaquah	Imagine Housing/SRI	45	\$657,343 *		
Habitat Issaquah Highlands	Issaquah	Habitat of EKC	10	\$318,914 *		
Issaquah Family Village I	Issaquah	YWCA	87	\$4,382,584 *		
Issaquah Family Village II	Issaquah	YWCA	47	\$2,760,000 *		
Trailhead	Issaquah	KC Housing Authority	155	\$4,710,000 *		
Greenbrier Family Apts	Woodinville	DASH	50	\$286,892 *		
Crestline Apartments	Kirkland	Shelter Resources	22	\$195,000		
Plum Court	Kirkland	DASH	61	\$1,000,000		
Francis Village	Kirkland	Imagine Housing	15	\$375,000		
Velocity	Kirkland	Imagine Housing	46	\$901,395 *		
Houghton Apartments	Kirkland	KC Housing Authority	15	\$2,827,250		
Copper Lantern	Kenmore	LIHI	33	\$452,321 *		
Highland Gardens (Klahanie)	Sammamish	Imagine Housing	54	\$291,281		
Habitat Sammamish	Sammamish	Habitat of KC	10	\$972,376 *		
REDI TOD Land Loan	Various	Various	100 est	\$500,000		
Homeowner Downpayment Loan	Various	KC/WSHFC/ARCH	87 est	\$615,000		
SUB-TOTAL			2,476	\$39,477,263	61.0% (56%)	
2. Senior Housing						
Cambridge Court	Bellevue	Resurrection Housing	20	\$160,000		
Ashwood Court	Bellevue	DASH/Shelter Resources	50	\$1,070,000 **		
Evergreen Court (Assisted Living)	Bellevue	DASH/Shelter Resources	64	\$2,480,000		
Bellevue Manor / Harris Manor	Bellevue / Redmond	KC Housing Authority	105	\$1,334,749		
Vasa Creek	Bellevue	Shelter Resources	50	\$190,000		
Riverside Landing	Bothell	Shelter Resources	50	\$225,000 *		
Kirkland Plaza	Kirkland	Imagine Housing	24	\$610,000		
Athene (Totem 2)	Kirkland	Imagine Housing	73	\$917,701 *		
Heron Landing	Kenmore	DASH/Shelter Resources	50	\$65,000		
Ellsworth House Apts	Mercer Island	Imagine Housing	59	\$900,000		
John Gabriel House	Redmond	Providence	74	\$2,330,000 **		
Greenbrier Sr Apts	Woodinville	DASH/Shelter Resources	50	\$196,192 **		
SUB-TOTAL			669	\$10,478,642	16.2% (19%)	

ATTACHMENT 3

PAST PROJECTS FUNDED THROUGH THE ARCH TRUST FUND

(1993 - 2018)

Project	Location	Owner	Units/ Beds	Funding*	Pct of Total Allocation	Distribution Target
3. Homeless/Transitional Housing						
Hopelink Place	Bellevue	Hopelink	20	\$500,000 **		
Chalet	Bellevue	Imagine Housing	4	\$46,667		
Kensington Square	Bellevue	Housing at Crossroads	6	\$250,000		
Andrew's Glen	Bellevue	Imagine Housing	30	\$1,162,500		
August Wilson Place	Bellevue	LIHI	12	\$211,708 *		
Sophia Place	Bellevue	Sophia Way	20	\$250,000		
30 Bellevue	Bellevue	Imagine Housing	31	\$506,463 *		
Men's Shelter	TBD	Congregation for Homeless (C	50 Beds	\$700,000		
Dixie Price Transitional Housing	Redmond	Hopelink	4	\$71,750		
Avondale Park	Redmond	Hopelink (EHA)	18	\$280,000		
Avondale Park Redevelopment	Redmond	Hopelink (EHA)	60	\$1,502,469 *		
Capella at Esterra	Redmond	Imagine Housing/Inland	24	\$685,325		
Petter Court	Kirkland	KITH	4	\$100,000		
Francis Village	Kirkland	Imagine Housing	45	\$1,125,000		
Velocity	Kirkland	Imagine Housing	12	\$225,349 *		
Athene (Totem 2)	Kirkland	Imagine Housing	18	\$229,425 *		
Women/Family Shelter	Kirkland	CCS/Sophia Way	98 Beds	\$2,514,000		
Rose Crest (Talus)	Issaquah	Imagine Housing	10	\$229,712 *		
Lauren Heights (Iss Highlands)	Issaquah	SRI	5	\$73,038 *		
Issaquah Family Village I	Issaquah	YWCA	10	\$503,745 *		
Mens Group Home	TBD	Congregation for Homeless (C	5 Beds	\$150,000		
SUB-TOTAL			468	\$11,317,150	17.5%	(13%)
4. Special Needs Housing						
My Friends Place	K.C.	EDVP	6 Beds	\$65,000		
Stillwater	Redmond	Eastside Mental Health	19 Beds	\$187,787		
Capella at Esterra	Redmond	Imagine Housing/Inland	2	\$57,110		
Foster Care Home	Kirkland	Friends of Youth	4 Beds	\$35,000		
FOY New Ground	Kirkland	Friends of Youth	6	\$250,000		
DD Group Home 7	Kirkland	Community Living	5 Beds	\$100,000		
Youth Haven	Kirkland	Friends of Youth	10 Beds	\$332,133		
FOY Transitional Housing	Kirkland	Friends of Youth	10 Beds	\$247,603 *		
FOY Extended Foster Care	Kirkland	Friends of Youth	10 Beds	\$112,624 *		
DD Group Home 4	Redmond	Community Living	5 Beds	\$111,261		
DD Group Homes 5 & 6	Redmond/KC (Bothell)	Community Living	10 Beds	\$250,000		
United Cerebral Palsy	Bellevue/Redmond	UCP	9 Beds	\$25,000		
DD Group Home	Bellevue	Residence East	5 Beds	\$40,000		
AIDS Housing	Bellevue/Kirkland	AIDS Housing of WA	10	\$130,000		
Harrington House	Bellevue	AHA/CCS	8 Beds	\$290,209		
DD Group Home 3	Bellevue	Community Living	5 Beds	\$21,000		
Parkview DD Condos III	Bellevue	Parkview	4	\$200,000		
30 Bellevue	Bellevue	Imagine Housing	2	\$33,211 *		
IERR DD Home	Issaquah	IERR	6 Beds	\$50,209		
FFC DD Homes	NE KC	FFC	8 Beds	\$300,000		
Oxford House	Bothell	Oxford/Compass Ctr.	8 Beds	\$80,000		
Parkview DD Homes VI	Bothell/Bellevue	Parkview	6 Beds	\$150,000		
Parkview DD Homes XI	TBD	Parkview	3 Beds	\$200,800		
FFC DD Home II	Kirkland	FFC	4 Beds	\$168,737		
SUB-TOTAL			165 Beds/Units	\$3,437,684	5.3%	(12%)
TOTAL			3,778	\$64,710,739	100.0%	

* Funding includes in-kind contributions (e.g. land, fee waivers, infrastructure improvements)

** Funded through Bellevue Downtown Program

**TOWN OF YARROW POINT
RESOLUTION NO. 349**

**A RESOLUTION AUTHORIZING THE DULY-APPOINTED
ADMINISTERING AGENCY FOR ARCH TO EXECUTE ALL
DOCUMENTS NECESSARY TO ENTER INTO AGREEMENTS
FOR THE FUNDING OF AFFORDABLE HOUSING
PROJECTS, AS RECOMMENDED BY THE ARCH EXECUTIVE
BOARD**

WHEREAS, A Regional Coalition for Housing (ARCH) was created by interlocal agreement to help coordinate the efforts of Eastside cities to provide affordable housing; and

WHEREAS, the ARCH Executive Board has recommended that the Town of Yarrow Point participate in the funding of certain affordable housing projects and programs hereinafter described; and

WHEREAS, the ARCH Executive Board has developed a number of recommended conditions to ensure that the City's affordable housing funds are used for their intended purpose and that projects maintain their affordability over time; and

WHEREAS, the City Council has approved Resolution No. 295 approving, the Amended and Restated Interlocal Agreement for ARCH; and

WHEREAS, the City Council desires to use \$ _____ from Town funds as designated below to finance the projects recommended by the ARCH Executive Board;

NOW, THEREFORE BE IT RESOLVED THAT THE TOWN COUNCIL OF THE TOWN OF YARROW POINT, WASHINGTON:

Section 1. The Town Council authorizes the duly-appointed administering agency of ARCH pursuant to the Amended and Restated Interlocal Agreement for ARCH to execute all documents and take all necessary actions to enter into Agreements on behalf of the Town to fund Congregations For the Homeless Men's Shelter, Community Homes Adult Family Home 8 and Shared Living 1, Horizon Housing/Inland Together Center Redevelopment, Inland Polaris at Eastgate in a combined total amount not to exceed \$_____.

Section 2. The Agreements entered into pursuant to Section 1 of this resolution shall include terms and conditions to ensure that the Town's funds are used for their intended purpose and that the projects maintain affordability over time. In determining what conditions should be included in the Agreements, the duly-appointed administering agency of ARCH shall be guided by the recommendations set forth in the ARCH

Executive Board's memorandum of December 27, 2019, a copy of which is attached hereto as Exhibit A.

Adopted by the Town Council this 14th day of January, 2020.

Mayor Dicker Cahill

ATTEST:

Bonnie Ritter, Clerk-Treasurer

92 nd Ave Pathway Repair	Proposed Council Action: Approve
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Presented by: Engineer Stacia Schroeder

Exhibits: Contract Proposal
Construction Details

Summary:

The 92nd Ave NE Pathway Repair Project consists of removing the existing NaturalPave pathway material to extend the colored concrete sidewalk section installed in 2016. The original scope of work included NE 39th Street to NE 41st Street. Town staff received proposals for this work in March 2019: AA Asphalt (\$66,771) and Iron Creek Construction (\$57,831.50) and shared the results with the Town Council as a staff report on April 9, 2019.

In November 2019, Town staff asked Iron Creek Construction to bid the project again. Assuming the work would be completed in the winter of 2019/2020, the new Iron Creek Construction bid came in at \$49,485.50. After a brief project discussion, Town staff felt it was best to perform the work in stages: NE 41st to NE 40th St this year and NE 40th to NE 39th St in 2021.

The recent Iron Creek Construction bid to remove and replace the walking path from NE 41st St to NE 40th Street (1,500sf) is \$24,742.75. If approved, this work will be accomplished in February 2020.

Recommended Action:

Authorize the Mayor to enter into a contract with Iron Creek Construction to remove the existing NaturalPave pathway and replace it with colored concrete.

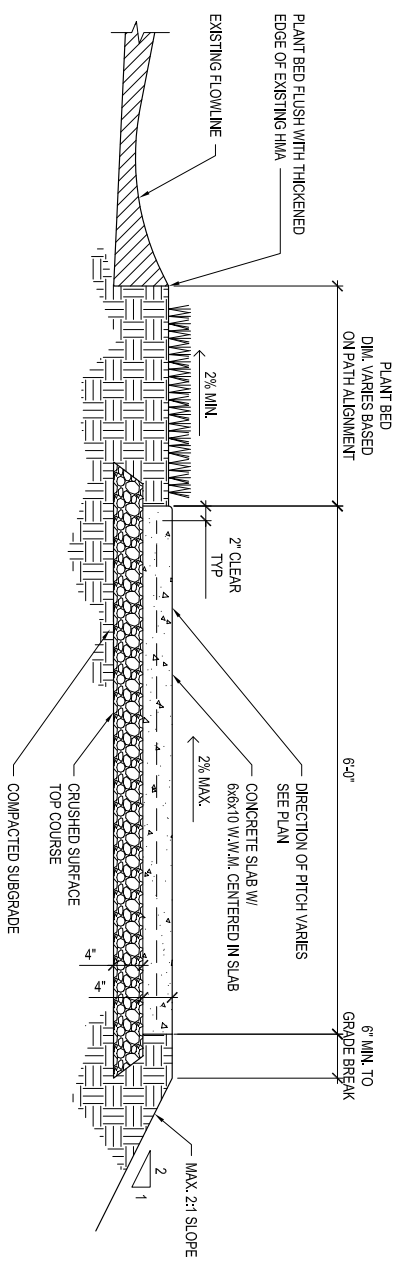
Iron Creek Construction LLC

Lic. # IRONCCC874MN

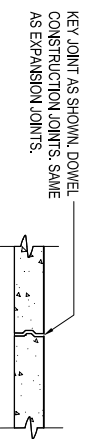
22525 SE 64th Pl Suite 2228 Issaquah, WA 98027

Phone: (425) 557-5927 Fax: (425) 557-3605

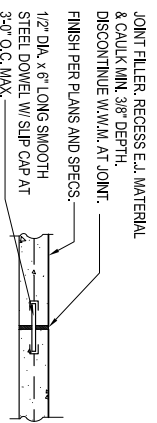
CONTRACT PROPOSAL			
	Town of Yarrow Point	Proposal No:	19-15 Revised
Contact:	Stacia Schroeder	Date:	December 3, 2019
E-Mail:	sschroeder@ci.yarrow-point.wa.us	Phone:	206-276-8922
We hereby submit specifications and estimates for:		92nd AVE Pathway	
Scope of Work:			Price:
Remove approx 1,500 sq ft of natural resin pavement pathway along 92nd ave and replace with new colored concrete (per attached section detail). Includes providing all labor, equipment and materials to complete the above work			\$24,742.75
Subtotal			\$ 24,742.75
Tax (10%)			\$ -
Total			\$ 24,742.75
<p>We propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:</p> <p style="margin-left: 100px;"> <u>Twenty Four Thousand Seven Hundred Forty Two & 75/100's</u> Total Dollars \$ 24,742.75 </p>			
<p>Payments to be made as follows:</p> <p>Deposit: A 25% deposit of total project estimate and a signed contract are required prior to commencement for work.</p> <p>Progress Payment: Progress payments will be due upon completion of project milestones as defined by scope of work.</p> <p>Final Payment: Final payment is due within 10 calendar days of project completion.</p>			
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>All material is guaranteed to be as specified. All work will be completed in a workmanlike manner according to standard practices. Any alteration of derivation from above specifications involving extra costs will be executed only upon signed written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Final payment is due within 10 calendar days of project completion. If final payment has not yet been received within 30 calendar days of project completion contractor reserves the right to pursue legal action.</p> </div> <div style="width: 45%; text-align: center;"> <p>Authorized</p> <p>Signature: _____</p> <p style="margin-top: 20px;"><i>Note: This proposal may be withdrawn by Iron Creek Construction LLC if not accepted within 30 days</i></p> </div> </div>			
<p>Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.</p>			
<p>Signature: _____</p> <p style="text-align: center;">Contractor</p>		<p>Date of Acceptance: _____</p> <p style="text-align: center;">Signature: _____</p> <p style="text-align: center;">Owner</p>	



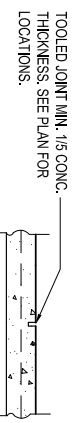
CONCRETE PATH SECTION
 1" = 1'-0"



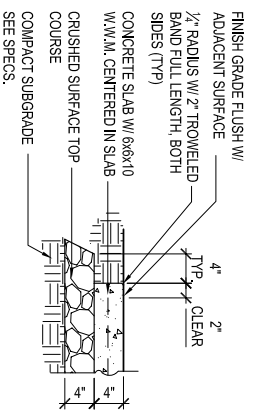
CONSTRUCTION JOINT (COLD JOINT)
 1" = 1'-0"



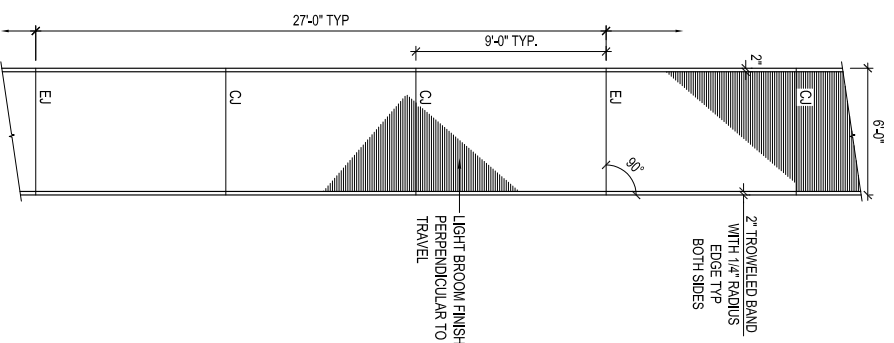
EXPANSION JOINT (EJ)
 1" = 1'-0"



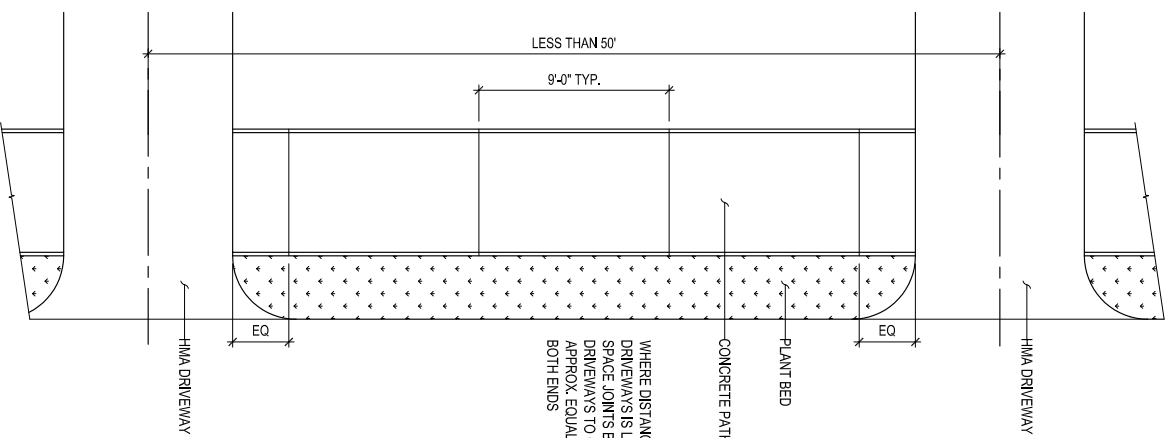
CONTROL JOINT (CJ)
 1" = 1'-0"



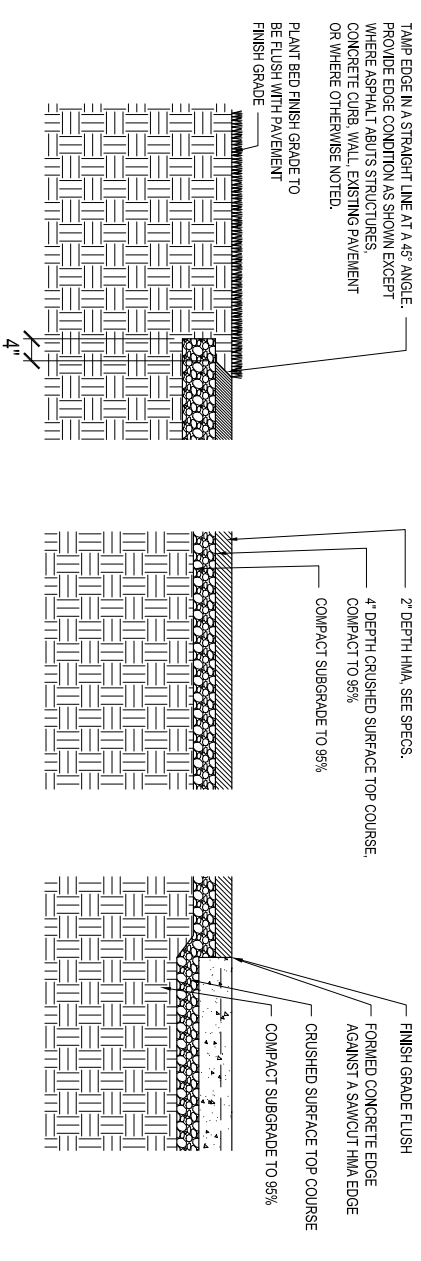
TYPICAL EDGE TREATMENT
 1" = 1'-0"



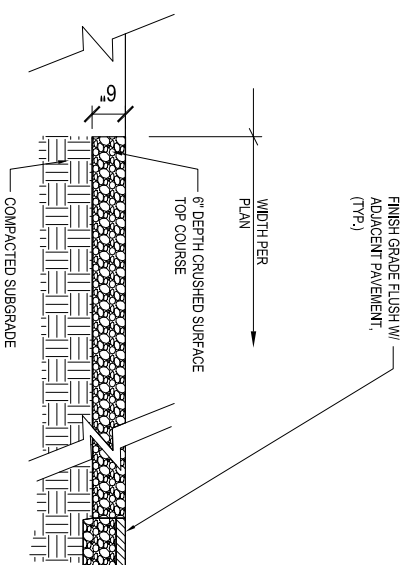
TYP JOINT SPACING & FINISH
 1" = 1'-0"



JOINT SPACING AT DRIVEWAYS
 1" = 1'-0"



2 HMA DRIVEWAY SURFACE
 1" = 1'-0"



3 CRUSHED ROCK SURFACE
 1/2" = 1'-0"

1 CONCRETE PATH
 SCALE AS NOTED

REVISIONS:	DATE	CLIENT AGENCY:
		Yarrow Point

Macleod Reckord PLLC
 110 Peafontaine Place South, Suite 600
 Seattle, Washington 98104
 P 206-323-7919
 F 206-323-9242

SCALE:	92ND AVENUE PATHWAY
DATE:	8/25/2015
DRAWN BY:	MSS
CHECKED BY:	CR
JOB NO.:	14479

92ND AVENUE PATHWAY
CONSTRUCTION DETAILS
C4.1

Republic Services Contract	Proposed Council Action: For discussion only.
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Presented by: Mayor Dicker Cahill

Exhibits: Rate sheets

Summary:

The Mayor has received some input from residents regarding the current collection practices and rates of Republic Services and would like Council discussion on this topic.

Recommended Action:

No Council action recommended. For discussion only.

Yarrow Point Residential Rates

Cart Sizes

Effective as of January 1, 2019

If you recycle, the typical garbage cart size you will need based on the number of people in your home is:

1-2 people 20-gallon insert in a 32 gallon cart	3-4 people 32-gallon cart	5-8 people 64-gallon cart	9-12 people 96-gallon cart
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Rates shown do not include taxes and fees.

Garbage (bag all garbage)	Monthly Rate for Weekly Service (billed quarterly)	Tips
One 32-gallon can (customer owned)	\$13.21	No hazardous waste in the garbage. Bag all garbage. (i.e. auto products, batteries, fluorescent bulbs/tubes, propane, oil based paint, cleaners, garden chemicals, electronics, medical waste or pharmaceuticals).
One 20-gallon cart	\$8.64	
One 32-gallon cart	\$14.30	
One 64-gallon cart	\$24.17	
One 96-gallon cart	\$34.43	
Extra garbage	\$4.05/unit =32 gallons	Extra Garbage: Bag and label "GARBAGE"
32 gal bear resistant cart	\$17.15*	
64 gal bear resistant cart	\$30.59*	
96 gal bear resistant cart	\$41.25*	

* Service rate includes cart rental.

NOTE: Cart lids must be fully closed to avoid extra charges.

Recycling (do NOT bag - leave loose)	Monthly Rate for Every Other Week Service (billed quarterly)	Tips
One 96-gallon cart (service is mandatory per King County)	\$9.23	EMPTY. CLEAN. DRY. Plastic - shapes of bottles, jugs and tubs only. • No Plastic bags • No Styrofoam • No Napkins • Flatten Cardboard
Extra recycling	Included	Extra Recycling: Set out in a box, paper bag or extra 32-gallon can. Label "RECYCLE"
Organics	Monthly Rate for Every Other Week Service (billed quarterly)	Tips
Food Scraps & Yard Waste		
One 96-gallon cart	\$11.09*	No plastic bags, or produce stickers. No shiny coated paper.
Extra organics	\$4.05/unit =32 gallons	Extra organics: No food scraps outside of cart. Set out in Kraft paper bags labeled "yard waste".

* Service rate includes cart rental.



We'll handle it from here.®



Clyde Hill Residential Rates – effective as of January 1, 2020

Container Sizes

If you recycle at home, the typical garbage container size you will need based on the number of people in your home is:

1-2 people 20-gallon Size	3-4 people 32-gallon size	5-8 people 64-gallon size	9-12 people 96-gallon size
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* Rates shown do not include taxes and fees.

Garbage (mandatory)	Monthly Rate for Weekly Service (billed quarterly)	Special Preparation
One 20-gallon cart	\$31.84	
One 32-gallon cart	\$38.82	
One 64-gallon cart	\$46.22	
One 96-gallon cart	\$57.89	
32-gallon organics discount	-\$3.04	
Extra garbage- 32 gallon equivalent "extra" or overweight, per item	\$5.34	Place securely tied plastic bags labeled "garbage" (max 65 lb weight limit) next to the cart or a 32-gallon lidded can.

Note: Cart lids must be fully closed. If cart lids are not fully closed additional charges will occur.

Recycling (mandatory)	Monthly Rate for Weekly Service (billed quarterly)	Special Preparation
One cart	Included	
Extra recycling	No charge	Box, bundle or bag in paper bags, label "recycling" and place next to recycling cart.

Organics (yard debris and food scraps)	Monthly Rate for Weekly Service (billed quarterly)	Special Preparation
One cart	No charge	
Extra can/bundle per unit (up to 5 units)	No Charge	Bag in Kraft type paper bags, 32 gallon lidded can (65 lb limit), or bundles tied with twine (4' x 2' limit). NO food scraps outside of cart. Label "yard waste" and place next to organics cart
Extra 96-gallon cart	\$2.78	
Extra can/bundle per unit (over 5 units)	\$5.15	Bag in Kraft type paper bags, 32 gallon lidded can (65 lb limit), or bundles tied with twine (4' x 2' limit). NO food scraps outside of cart. Label "yard waste" and place next to organics cart. Attach voucher.

Recycling and Organics Only (no garbage service)	Monthly Rate for Weekly Service (billed quarterly)	Special Preparation
Recycling only	\$9.25	
Organics only	\$10.29	
Recycling and Organics only	\$18.94	

Bulky Waste (large appliances, furniture, large televisions, mattresses)	Per Pick Up	Special Preparation
On Call	\$99.67	Call customer service to schedule pick up.

Miscellaneous Fees	Per Item (billed quarterly)	Special Preparation
Return Trip	\$11.07	
Bear-proof cart surcharge (per cart per month)	\$5.53	
Redelivery fee	\$27.69	