

**YARROW POINT  
TOWN COUNCIL MEETING AGENDA  
May 11, 2021**

**7:00 p.m. via conference call at:  
206-485-3849 Conference ID: 751 485 145#**

With the passage of the Town's Proclamation of Local Emergency, Town Hall is closed to the public. Council participation in this meeting will be by teleconference/online only. Members of the public may also participate by phone/online. Individuals wishing to speak live during the Virtual Town Council meeting should register their request with the Deputy Clerk at 425-454-6994 or email [depclerk@yarrowpointwa.gov](mailto:depclerk@yarrowpointwa.gov) and leave a message before 4:30pm on the day of the May 11 Council meeting. Please reference Public Comments for May 11 Council Meeting on your correspondence. The Deputy Clerk will call on you by name or telephone number when it is your turn to speak. If you call in via telephone, please unmute yourself by dialing \*6 when it is your turn to speak. If you have not registered, wait for the Deputy Clerk to ask for non-registered public comments, unmute your phone, and state your name and comment topic. Wait for the Deputy Clerk to call on you before making your comment. Speakers will be allotted 3-minutes for your comment and will be asked to stop when you reach the 3-minute limit.

[Click here to join the meeting](#)

**Or call in (audio only)**

[+1 206-485-3849](tel:+12064853849), [751485145#](tel:+1206485145) United States, Seattle; Phone Conference ID: 751 485 145#

**PLEDGE OF ALLEGIANCE**

**CALL TO ORDER:** Mayor Dicker Cahill

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

**APPEARANCES:**

Members of the public may speak concerning items that either are or are not on the agenda. The Council takes these matters under advisement. Please state your name and address and limit comments to 3 minutes. If you call in via telephone, please unmute yourself by dialing \*6 when it is your turn to speak. Comments via email may be submitted to [depclerk@yarrowpointwa.gov](mailto:depclerk@yarrowpointwa.gov) or regular mail to: Town of Yarrow Point 4030 95<sup>th</sup> Ave NE Yarrow Point, WA. 98004.

**The Mayor will present legalities of how public meetings must be held and what essential business can be discussed during the COVID-19 Pandemic, in accordance with State proclamations and guidelines.**

**1. MINUTES**

A. Minutes of regular meeting of April 13, 2021.

**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 21-20 – Comcast Franchise/ Ordinance No. 710 – For approval
5. AB 20-21 – CIP/TIP Plan – 2022-2027
6. AB 21-22 – Revisions to the Municipal Code to eliminate the contradiction between the code and the design standards on driveway width/ Ordinance No. 711 – For approval
7. AB 21-23 – Revisions to the Municipal Code to eliminate the contradiction between two sections of the code regarding the ability to count the area of pipe-stem driveway in lot area
8. AB 21-24 – Sally's Alley Master Plan bid proposal from JGM Architects
9. AB 21-25 – Park Board's vote to reclassify Sally's Alley from a road into a park; next steps
10. AB 21-26 – Roundabout safety discussion
11. **MAYOR & COUNCIL REPORTS**
  - Discuss the Town's plans for a 4th of July celebration

**12. ADJOURNMENT**

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

**TOWN OF YARROW POINT  
COUNCIL REGULAR MEETING (TELECONFERENCE) MINUTES  
April 13, 2021  
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:** Stephan Lagerholm – Excused absence  
Carl Scandella  
Mary Elmore  
Andy Valaas  
Steve Bush

**Staff:** Bonnie Ritter – Clerk-Treasurer  
Austen Wilcox – Deputy Clerk  
Mona Green – Town Planner  
Scott Missall – Town Attorney

**Guests:** Claudia Balducci – King County Council Chair  
Lindsay Masters - A Regional Coalition for Housing (ARCH)  
Carl Hellings – Planning Commission Chairman  
Chuck Hirsch – Planning Commissioner  
Trevor Dash – Planning Commissioner  
David Feller – Planning Commissioner  
Jennifer Whittier – Planning Commissioner  
John McGlenn – Park Board Chairman  
Krista Fleming – Park Board Member  
Bob Ho – Resident  
Debbie Prudden – Resident

**APPEARANCES:**

Bob Ho resident at 4205 91<sup>st</sup> Ave NE discussed high costs to perform his portion of the required work relating to the Town's stormwater & UGC project along 91<sup>st</sup> Ave NE & NE 42<sup>nd</sup> Streets. Mr. Ho stated that he was not anticipating the high costs and requests assistance from the Town. Mayor Cahill replied stating that he and the Town Engineer will follow up with Mr. Ho the next day to discuss options. Councilmember Bush requested to have an update at the next Council meeting on this situation.

## **PUBLIC MEETING GUIDELINES**

Attorney Missall presented legalities of how public meetings must be held and what essential business can be discussed during the COVID-19 Pandemic, in accordance with State proclamations and guidelines.

### **1. MINUTES**

Minutes of regular meeting March 9, 2021.

**MOTION:** Councilmember Valaas moved to approve the regular meeting minutes of March 9, 2021 as presented. Councilmember Scandella seconded the motion.

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

### **2. CONSENT CALENDAR:**

Mayor Cahill reported on the following large expenditure items for the month of March.

- 2<sup>nd</sup> Quarter payment to Clyde Hill Police Department
- Payment to PGH Contractor the Town's 91<sup>st</sup> Ave NE/NE 42<sup>nd</sup> St UGC project.
- Gray & Osborne providing onsite management and daily reports for the Town's 91<sup>st</sup> Ave NE/NE 42<sup>nd</sup> St UGC project.

**MOTION:** Councilmember Bush moved to approve the Consent Calendar as presented including the Payment Approval Report dated 4/7/2021 approving payments as shown totaling \$277,128.33 plus payroll, benefits, and tax expenses of \$28,272.79 as shown on the attached payroll and benefits reports for a grand total of \$305,401.12. Councilmember Valaas seconded the motion.

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

### **3. STAFF REPORTS:**

Mayor Cahill reported on the march Town Engineer and police reports.

#### **A. Engineer Reports**

##### **2022 NE 36<sup>th</sup> St Stormwater Project**

The 2020 Town of Yarrow Point Stormwater Management Plan was published last May. In short, the new study incorporated known stormwater pipe alignments and sizes into the latest modeling software to identify and prioritize future capital improvement projects (CIPs) throughout the Town. A stormwater connection from 92nd Ave NE to NE 36th Street was identified as CIP #1. This project would divert flows along 92nd (south of NE 36th St) and Points Drive NE (east of the round-a-bout) to the storm system in NE 36th Street. As part of this project, several pieces of the NE 36th Street stormwater infrastructure (ie. catchbasins, broken pipes, and cross bores) will be addressed. Our current CIP includes this project as S-2 (\$25,000 for design in 2021), S-3 (\$184,000 for construction in 2022), and T-3 (\$85,000 for full grind and overlay in 2022). There is no power, phone, or cable conversion associated with this project. PACE completed survey Task Order No. 2 (\$12,750) and provided a preliminary drawing for review on January 28, 2021. Town Engineer Schroeder will be working on the civil engineering design over the next several months in an effort to get a package out to bid in September.

### 2021 NE 37<sup>th</sup> Paving Project

The City of Bellevue contractor (Fury Site Works) began grinding NE 37th Street on February 24th in lieu of the anticipated permanent T-patch. I questioned the site superintendent that same day on what led to the change and he mentioned the double sawcut for the T-patch was very labor intensive and with the good price he was getting for asphalt, deemed it a better choice to grind and overlay the main east/west trench line. At that same meeting we also discussed the condition of the underlying road (ie. alligator cracking) which caused him to grind the entire thickness (~4 inches) to subgrade so the cracks would not show a few years later. After follow-up conversations with the City of Bellevue, King County Roads, the Town Attorney, and the contractor for an estimate to do the remaining portion of the road, it became very apparent the Town would benefit from the City of Bellevue's contractor completing the grind and overlay he started. The City of Bellevue will issue a change order (\$49,103.59) to Fury Site Works for the additional work related to grinding and overlaying the remaining roadway. The Town of Yarrow Point will then reimburse the City of Bellevue for the work. This is in lieu of the work planned by King County Roads (\$125,120.00). The scope of work will include: 1.) grind out 4-inches of the existing half roadway that hasn't been paved yet; 2.) re-plane 1.5-inches of the new pavement for the new full width overlay; 3.) Pave back 4-inches new pavement section and 1.5-inches overlay over the already existing 6'' new pavement section for the waterline trench patch. King County Roads mentioned the very minor costs incurred to date (less than \$1,000 for design) as well as \$12,500 for "full mobilization" will filter over to the NE 42nd St/ 91st Ave NE grind and overlay project to be done later this summer. This results in a net savings of roughly \$62,500 for the Town. As of March 30, 2021, the Town Engineer is waiting for final agreements from the City of Bellevue.

### 2019 NE 42<sup>nd</sup> Street/ 91<sup>st</sup> Ave NE Stormwater Upsizing & UGC Project

In general, the project is moving along well. There have been a few bumps in construction as well as a few minor resident complaints, but overall things are moving smoothly. The contractor has made an effort to move materials to 91st Ave NE and continues to work with residents on a daily access. As of April 5, 2021, PGH's main task is to complete the undergrounding and stormwater infrastructure on NE 42nd Street. PSE is expected to be on-site April 19th, 2021, for ~20 working days (1month) to pull wire and energize the underground system and this will give them a place to start while PGH finishes the remaining duct work on 91st Ave.

### 2024 94<sup>th</sup> Ave NE UGC & Fill Road Reconstruction

The 2020 Town of Yarrow Point Stormwater Management Plan was published last May. In short, the new study incorporated known stormwater pipe alignments and sizes into the latest modeling software to identify and prioritize future capital improvement projects (CIPs) throughout the Town. A stormwater upsizing from 4405 – 4646 94th Ave NE was identified as CIP #2. In addition to addressing CIP #2 this project will result in an underground conversion from 4000 – 4646 94th Ave NE. The preliminary design also shows the northern half of 94th Ave NE is set to receive a full road reconstruction and the southern half will have a 2-inch grind and overlay. Our current CIP includes this project as S-3 (\$30,000 for design in 2023), S-5 (\$300,000 for construction in 2024), and T-5 (\$260,000 for road restoration in 2024). Experience has shown that it takes a considerable amount of time to

coordinate with Puget Sound Energy, Comcast, and CenturyLink on the underground conversion design. The Town Council therefore, approved PACE's survey Task Order No. 3 (\$28,250) on January 12, 2021. PACE completed a draft base map on March 1st for not only this project, but 3800 – 4000 94th Ave NE, 9200 – 9400 NE 38th Street, and 9200 – 9500 NE 40th Street as well.

Town Engineer Schroeder verified PACE's information in the field and against known records and the Town has since received a final base map. The base map can now be used for: 1.) assessing existing and potential parking areas; 2.) coordination for the future underground conversion with PSE/ CenturyLink/ Comcast; 3.) designing stormwater system upgrades; and 4.) an overall look towards a future landscape/restoration plan.

Councilmember Bush noted that he has heard negative feedback from some residents regarding the staging of supplies relating to the Town's public 91<sup>st</sup> Ave NE/NE 42<sup>nd</sup> St UGC project. The Town will need to better communicate to the contractors of future Capital projects to not stage equipment in the right of ways for extended periods of time.

#### **B. Police Report**

- 1 verbal domestic violence.
- 1 home burglary/ ongoing investigation.
- Parking tickets.
- 1 identity theft/fraud report.

#### **C. 1<sup>st</sup> Quarter 2021 Financials**

Clerk Treasurer Bonnie Ritter reported on the 1st Quarter financial report at the fund level. Please note that all transfers from fund to fund have been completed in the first quarter, as has been the past practice. She reported that all transfers were made in compliance with the 2021 approved budget.

### **REGULAR BUSINESS**

#### **4. AB 21-12: KC Council Chair Claudia Balducci to address the Town Council**

King County Council Chair Claudia Balducci presented an update on the following King County topics and issues.

- COVID Response and Recovery measures.
- King County Budget.
- Puget Sound Taxpayer Accountability Account.
- Climate Action.
- Sound Transit capital projects.
- Law enforcement reform.
- Affordable Housing.
- COVID-19 vaccines & distribution.
- Looking ahead to 2021.

The Council and Mayor thanked Ms. Balducci for her work on the King County Council. They asked questions and raised the importance of COVID-19 vaccine distribution.

### **5. AB 21-13: 2020 Annual Report**

According to RCW 43.09.230, the state auditor shall require from every local government financial reports covering the full period of each fiscal year, in accordance with the forms and methods prescribed by the state auditor, which shall be uniform for all accounts of the same class.

Clerk-Treasurer Bonnie Ritter reported on the following:

\*C4 and C5 Financial Statements: These reports are the result of the line-by-line year-end revenues and expenditures.

\*Notes to the Financial Statement: This document is to serve as an explanation to the public of the Town's financial practices and financial picture

\*Schedule 6: Summary of Bank Reconciliation

\*Schedule 9: Liabilities

MOTION: Councilmember Valaas moved to approve the 2020 Annual Report as presented, to be submitted to the State Auditor by May 30, 2021. Councilmember Elmore seconded the motion.

VOTE: 4 For, 0 Against. Motion carried.

### **6. AB 21-14: ARCH budget and trust fund**

Lindsay Masters from A Regional Coalition for Housing (ARCH) presented on the following:

1. Resolution No. 350 is to approve submittal of \$2401 for the administrative budget (as requested), plus \$7599 to the Trust Fund (\$6584 requested), for the total of \$10,000 that the Town budgeted for 2021.

2. Resolution No. 351 is to give ARCH permission to expend \$8700 from the Town's portion of the ARCH trust fund. These funds were previously contributed to the Trust Fund by the Town.

The Mayor and Council thanked Ms. Masters for her work at ARCH.

MOTION: Councilmember Bush moved to approve Resolution No. 350: Approving the 2021 Administrative Budget and Work Program for ARCH. Councilmember Scandella seconded the motion.

VOTE: 4 For, 0 Against. Motion carried.

MOTION: Councilmember Bush moved to approve Resolution No. 351: 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. Councilmember Scandella seconded the motion.

VOTE: 4 For, 0 Against. Motion carried.

**7. AB 21-15: CenturyLink Utility box wrap graphic design by Park Board – For approval**

Deputy Clerk Wilcox reported that the Park Board finalized a graphic design at their March 23, 2021 regular meeting and requests Council’s approval of the design including the bid from Traffic Wrapz dated March 6, 2020 for \$6,379.91.

Town staff sent the owner of the utility boxes, CenturyLink, a proof of the proposed graphic design in March 2021 and received approval. Council previously received an update from staff regarding the Park Board’s work on this project at the June 9, 2020 Council meeting. At this meeting, Council had some additional follow up questions about the Traffic Wrapz product. He referenced an email string listing those questions and the provided answers from Traffic Wrapz. Because of the length of time since the bid was received, staff checked in with Traffic Wrapz in March 2021 to confirm the bid would still be honored and they gave approval that it will. Traffic Wrapz has worked with several municipalities on the greater eastside to wrap similar type utility boxes and they came recommended to us by PSE.

The Park Board requests approve the utility box wrap design including the bid from Traffic Wrapz dated March 6, 2020 in the amount of \$6,379.91.

Park Board Chairman John McGlenn and Park Board member Krista Fleming were in attendance and answered specific questions regarding the wrap design from Council.

MOTION: Councilmember Valaas moved to authorize the Mayor to enter into a contract with Traffic Wrapz dated March 6, 2020 not to exceed the amount of \$7,000.00 for installing wrap designed by the Park Board on the three CenturyLink owned utility boxes at the Town entry. Councilmember Elmore seconded the motion.

VOTE: 4 For, 0 Against. Motion carried.

**8. AB 21-16: Comcast Franchise – For approval**

Town Assistant Attorney Emily Miner shared that Comcast and the Town are operating under an expired AT&T franchise that Comcast took over. The purpose of the new franchise is to set new terms and regulations. The Town is authorized, through state and federal statutes to grant and renew cable franchises for the installation, operation, and maintenance of cable systems. The authority to grant franchises for the use of its streets and other public properties is contained in RCW 35A.47.040. Council reviewed and will move the franchise to a second reading at the next regularly scheduled meeting.

The franchise will be brought back to Council for a second reading at the next regular Council meeting for a vote.

**9. AB 21-17: Tree code discussion update from Planning Commission**

Planning Commission Chairman Carl Hellings presented an update from the Planning Commission regarding their research for a private property tree code. He shared examples from their ongoing discussions and research.

- Definition of a significant tree.
- Permitting & notice.

- Promotion of replacement trees.
- Clear cutting.
- Maintain canopy in private property spaces.
- Types of required tree replacements.
- Ratio of lot size and number of required mitigation trees.
- Public testimony.
- Penalties.
- Tree fund contributions.
- Unofficial private property tree inventory taken by the Town and Chairman Hellings in early 2021.

The Planning Commissioners and Council discussed and shared their own individual views on trees. The tree code is very controversial and there are strong opinions around the topic.

Debbie Prudden resident at 3805 94<sup>th</sup> Ave NE thanked the Planning Commission for their ongoing research of a private property tree code. She noted the absence of trees on the roundabout and sound wall stating that if Yarrow Point valued trees, the Town could have requested them to be planted by WSDOT in these locations. She discussed a private property across from her that had many trees recently cut but after checking in with Town staff, she learned that there were not many complaints about the trees cut on this particular private property. Ms. Prudden has concerns that an implemented tree code would devalue her property and that it would be unfair to require a sizeable number of mitigation trees. Ms. Prudden requests the following measures to be considered.

- Equitability.
- Views.
- Restrictions for planting trees up against property lines as the roots can negatively grow onto the neighbor's property.

The four Councilmembers in attendance unanimously directed the Planning Commission to go to the next step to provide them with a draft tree code sample.

The Mayor and Council thanked the Planning Commission for their ongoing research into a private property tree code.

#### **10. AB 21-18: ROW parking discussion**

Mayor Cahill provided the steps taken by the Town to address off street parking issues since the March Council meeting.

- No Construction parking signs placed in the ROW above Town Hall and Morningside Park.
- Warnings issued to contractors.
- Mayor Cahill has walked the Town with individual Councilmembers and some concerned residents.
- Discussions with CHPD regarding enforcement.
- The need for a PR campaign.



**11. AB 21-19: Roundabout safety discussion**

Discussion regarding safety concerns on the 92nd Ave NE roundabout.

Due to the late hour of the meeting, the Mayor and Council chose to table this agenda bill until the next regular Council meeting.

**12. MAYOR AND COUNCIL REPORTS:**

Councilmember Elmore:

Councilmember Elmore discussed the upcoming election process. Councilmember Elmore shared that she does not plan to run again and suggests that the Town promote election opportunity awareness.

Councilmember Bush:

Councilmember Bush stated that his term is expiring this year and plans to run again for another term.

Councilmember Valaas:

Councilmember Valaas stated that the Design Standards for driveway width do not match the Town’s Municipal Code reference. Mayor Cahill noted that the reference of 20’ width max (that is currently the Town’s practice) should be kept. Mayor Cahill directed Town Planner Mona Green to work with the Town’s Attorney to eliminate the contradiction.

**13. ADJOURNMENT:**

MOTION: Councilmember Bush moved to adjourn the meeting at 10:10pm. Councilmember Elmore 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  
May 11, 2021

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Consent Calendar	<b>Proposed Council Action:</b> Approve Consent Calendar
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Presented by: 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 document are included in this section:

- Payment Approval and Payroll Reports

**Recommended Action:**

Move to: Approve the Consent Calendar as presented including the Payment Approval Report dated 5/5/2021 approving payments as shown totaling **\$ 373,087.80** plus payroll, benefits, and tax expenses of **\$ 28,596.11** as shown on the attached payroll & benefits report for a total of **\$ 401,683.91**.

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
<b>Banner Bank</b>					
700	Banner Bank	Constant Contact	04/18/2021	77.07	
700	Banner Bank	AWS+487.61 + misc.	04/18/2021	855.44	
700	Banner Bank	ROW Supplies	04/18/2021	526.15	
700	Banner Bank	Employee training	04/18/2021	25.00	
700	Banner Bank	WA Mun Clerk Assn dues	04/18/2021	75.00	
700	Banner Bank	Office supplies	04/18/2021	307.19	
700	Banner Bank	Town cell phones	04/18/2021	277.05	10,127.04
770	Banner Bank	Principal for GO Bond	05/01/2021	38,388.38	
770	Banner Bank	Interest for GO Bond	05/01/2021	4,415.19	42,803.57
Total Banner Bank:				44,946.47	
<b>Business Radio Licensing</b>					
500	Business Radio Licensing	FCC license renewal - 10 yrs.	04/30/2021	105.00	105.00
Total Business Radio Licensing:				105.00	
<b>Canlis, Chris and Alice</b>					
1451	Canlis, Chris and Alice	Street Deposit Refund	01/02/2021	3,750.00	3,750.00
Total Canlis, Chris and Alice:				3,750.00	
<b>CITY OF BELLEVUE</b>					
212	CITY OF BELLEVUE	Sewer and Water Fees	04/13/2021	352.00	669.77
Total CITY OF BELLEVUE:				352.00	
<b>City of Bellevue</b>					
233	City of Bellevue	Fire Protection Services - 1st Half Payment	04/30/2021	122,622.50	125,023.50
Total City of Bellevue:				122,622.50	
<b>CITY OF CLYDE HILL</b>					
10	CITY OF CLYDE HILL	False Alarm Charge	04/15/2021	50.00	216,428.55
Total CITY OF CLYDE HILL:				50.00	
<b>CODE PUBLISHING</b>					
108	CODE PUBLISHING	Web Update for Ord 709	04/12/2021	87.05	
108	CODE PUBLISHING	Web Hosting Annual Fee 3/21 to 3/22	04/19/2021	300.00	548.41
Total CODE PUBLISHING:				387.05	
<b>Comcast</b>					
301	Comcast	Internet and fax line	04/14/2021	258.10	997.08
Total Comcast:				258.10	
<b>Comcast Business- VoiceEdge</b>					
1374	Comcast Business- VoiceE	Town Phone System	04/15/2021	254.67	1,005.36
Total Comcast Business- VoiceEdge:				254.67	
<b>CRYSTAL AND SIERRA SPRINGS</b>					
1046	CRYSTAL AND SIERRA S	Water Cooler	04/27/2021	43.16	238.37

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
Total CRYSTAL AND SIERRA SPRINGS:				43.16	
<b>DIGITAL REPROGRAPHICS</b>					
256	DIGITAL REPROGRAPHIC	April Council packets	04/09/2021	576.87	1,821.35
Total DIGITAL REPROGRAPHICS:				576.87	
<b>Gaylynn Brien</b>					
1151	Gaylynn Brien	Sales Tax reports	04/30/2021	50.00	200.00
Total Gaylynn Brien:				50.00	
<b>Gray &amp; Osborne, Inc.</b>					
9043	Gray & Osborne, Inc.	Consulting Services for 42nd/91st SW Upsize & UGC	03/29/2021	24,112.43	65,260.29
Total Gray & Osborne, Inc.:				24,112.43	
<b>INTL INST OF MUNI CLERKS</b>					
54	INTL INST OF MUNI CLER	Annual membership fee	04/13/2021	200.00	200.00
Total INTL INST OF MUNI CLERKS:				200.00	
<b>ISOutsource</b>					
1301	ISOutsource	Monthly billing for April	04/28/2021	55.05	
1301	ISOutsource	Missed payment from 3-9-21	04/28/2021	55.00	2,381.96
Total ISOutsource:				110.05	
<b>KING COUNTY OFFICE OF FINANCE</b>					
24	KING COUNTY OFFICE O	NE 37th Overlay Prog	03/31/2021	461.97	1,011.97
Total KING COUNTY OFFICE OF FINANCE:				461.97	
<b>MONA H. GREEN</b>					
219	MONA H. GREEN	Building Permits	04/30/2021	1,147.50	
219	MONA H. GREEN	Pre-applications	04/30/2021	540.00	
219	MONA H. GREEN	SEPA	04/30/2021	742.50	
219	MONA H. GREEN	General Administration	04/30/2021	1,451.25	15,086.25
Total MONA H. GREEN:				3,881.25	
<b>MUNICIPAL PERMIT SERVICE, LLC</b>					
350	MUNICIPAL PERMIT SER	Building Permit Inspections	04/30/2021	1,936.47	
350	MUNICIPAL PERMIT SER	Plan Reviews	04/30/2021	4,406.25	
350	MUNICIPAL PERMIT SER	Mechanical/Plumbing Permit Inspections	04/30/2021	1,232.21	22,696.40
Total MUNICIPAL PERMIT SERVICE, LLC:				7,574.93	
<b>Northern Waters</b>					
304	Northern Waters	Backflow device test & report - Town Hall	04/22/2021	75.00	4,548.45
Total Northern Waters:				75.00	
<b>NORTHWEST CIVIL SOLUTIONS</b>					
450	NORTHWEST CIVIL SOLU	42nd - 91st Stormwater Upsizing and UGC Project	04/30/2021	1,937.50	
450	NORTHWEST CIVIL SOLU	CIP #1 - NE 36th St	04/30/2021	31.25	
450	NORTHWEST CIVIL SOLU	Pre-applications	04/30/2021	437.50	

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
450	NORTHWEST CIVIL SOLU	Plan Review	04/30/2021	1,781.25	
450	NORTHWEST CIVIL SOLU	Right of Way Permits	04/30/2021	562.50	
450	NORTHWEST CIVIL SOLU	General Administration	04/30/2021	750.00	19,906.25
Total NORTHWEST CIVIL SOLUTIONS:				5,500.00	
<b>Ogden Murphy Wallace</b>					
1390	Ogden Murphy Wallace	Clerk	04/15/2021	195.00	
1390	Ogden Murphy Wallace	Contracts	04/15/2021	32.50	
1390	Ogden Murphy Wallace	Council	04/15/2021	1,202.50	
1390	Ogden Murphy Wallace	Land Use	04/15/2021	440.00	
1390	Ogden Murphy Wallace	Mayor/Executive	04/15/2021	7,010.00	22,169.35
Total Ogden Murphy Wallace:				8,880.00	
<b>Pace Engineers, INC.</b>					
1152	Pace Engineers, INC.	94th Ave Project	04/09/2021	3,250.00	51,750.00
Total Pace Engineers, INC.:				3,250.00	
<b>PGH Excavating, Inc.</b>					
318	PGH Excavating, Inc.	42nd-91st Stormwater and UGC Project	04/23/2021	140,127.57	300,849.37
Total PGH Excavating, Inc.:				140,127.57	
<b>Puget Sound Energy</b>					
153	Puget Sound Energy	Reimbursement for ROW Permit - private lane	04/12/2021	542.50	542.50
Total Puget Sound Energy:				542.50	
<b>PUGET SOUND ENERGY</b>					
604	PUGET SOUND ENERGY	Town Hall Service	05/11/2021	248.72	
604	PUGET SOUND ENERGY	Street Lights	05/11/2021	635.82	4,607.11
Total PUGET SOUND ENERGY:				884.54	
<b>Rathinam, Pradeep and Sharmila</b>					
1452	Rathinam, Pradeep and Sh	Street Deposit Refund	04/26/2021	3,750.00	3,750.00
Total Rathinam, Pradeep and Sharmila:				3,750.00	
<b>State Department of Transportation</b>					
280	State Department of Trans	Gas for town truck	04/30/2021	166.81	529.61
Total State Department of Transportation:				166.81	
<b>THE SEATTLE TIMES</b>					
192	THE SEATTLE TIMES	Shoreline Mgmt App	10/31/2020	113.73	
192	THE SEATTLE TIMES	SEPA Determination	05/04/2021	61.20	1,026.90
Total THE SEATTLE TIMES:				174.93	
Grand Totals:				373,087.80	

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Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
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Certification of the Consent Calendar as presented including the Payment Approval Report dated 5/5/2021 approving payments as shown totaling \$373,087.80, plus payroll, tax, and benefit expenses of \$28,596.11; as shown on the attached payroll & tax and benefits report for a grand total of \$ 401,683,91.

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: May 11, 2021

Mayor Dicker Cahill: \_\_\_\_\_

Councilmember Steve Bush: \_\_\_\_\_

Councilmember Mary Elmore: \_\_\_\_\_

Councilmember Stephan Lagerholm: \_\_\_\_\_

Councilmember Carl Scandella: \_\_\_\_\_

Councilmember Andy Valaas: \_\_\_\_\_

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## 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
04/30/2021	CDPT		0	EMPLOYMENT SECURITY DEPT	5	Quarterly Employment Security P	001-2200000	43.01-
04/30/2021	CDPT		0	DEPT OF LABOR & INDUSTRY	6	Quarterly L & I Workers Compens	001-2200000	313.96-
04/30/2021	CDPT		0	EMPLOYMENT SECURITY DEPT	8	Quarterly WA FMLA WA Paid Fa	001-2200000	86.04-
04/30/2021	CDPT	04/19/2021	4211	Association of Washington Cities	9	Health and Dental Insurance Insu	001-2200000	1,711.75-
04/30/2021	CDPT	04/19/2021	4211	Association of Washington Cities	9	Health and Dental Insurance Hea	001-2200000	2,366.22-
04/30/2021	CDPT	04/19/2021	4211	Association of Washington Cities	9	Health and Dental Insurance Den	001-2200000	164.37-
04/30/2021	CDPT	04/19/2021	4211	Association of Washington Cities	9	Health and Dental Insurance Visi	001-2200000	36.06-
04/30/2021	CDPT	04/19/2021	4212	DEPT OF RETIREMENT SYSTE	1	State Retirement PERS II Pay P	001-2200000	1,481.90-
04/30/2021	CDPT	04/19/2021	4212	DEPT OF RETIREMENT SYSTE	1	State Retirement PERS II Pay P	001-2200000	2,432.93-
04/30/2021	CDPT	04/19/2021	4213	Federal Tax	2	941 Taxes Social Security Pay P	001-2200000	1,333.51-
04/30/2021	CDPT	04/19/2021	4213	Federal Tax	2	941 Taxes Social Security Pay P	001-2200000	1,333.51-
04/30/2021	CDPT	04/19/2021	4213	Federal Tax	2	941 Taxes Medicare Pay Period:	001-2200000	311.87-
04/30/2021	CDPT	04/19/2021	4213	Federal Tax	2	941 Taxes Medicare Pay Period:	001-2200000	311.87-
04/30/2021	CDPT	04/19/2021	4213	Federal Tax	2	941 Taxes Federal Withholding T	001-2200000	3,348.52-
04/30/2021	PC	04/30/2021	420211	Lovas, Istvan	9002		999-1010110	4,284.06-
04/30/2021	PC	04/30/2021	420212	Wilcox, Austen	9037		999-1010110	3,470.76-
04/30/2021	PC	04/30/2021	420213	Ritter, Bonnie	9041		999-1010110	5,565.77-
04/30/2021	PC	04/30/2021	420214	Cahill, Richard	9030			
Grand Totals:			<u>15</u>					<u>28,596.11-</u>

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STAFF REPORTS
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1. Police Report
2. Fire-EMS Reports for April - (not available at time of printing.)
3. Engineer Report
  - A. NE 2019 NE 42nd Street/ 91st Ave NE Stormwater Upsizing & UGC Project
4. Deputy Clerk Report
  - A. Permit System Transition from Permit-N-Force to Caselle Community Development Module
5. Commission Minutes
  - A. April 27, 2021 Park Board Commission Minutes





# MEMO

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To: Yarrow Point Town Council  
From: Chief Kyle Kolling  
Date: May 11, 2021  
Re: April 2021 Summary

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Greetings,

Significant progress was made towards WASPC accreditation. A mentor was assigned by WASPC who will guide us through the accreditation process. Said mentor completed a brief on site visit for an initial evaluation of our portfolio; no major issues were found. An online file share was established and the official portfolio review has begun. The goal is to be State Accredited by the fall of 2021.

We received certification from CJTC for 2020 compliance with WAC 139-05-30 requiring at least 24 hours of annual in-service training for all certified peace officers.

April was a busier month for training:

- Regular monthly training through PoliceOne Academy continued with 2 hours of instruction on airborne and bloodborne pathogens.
- Chief Kolling, Lt. Hanson, Ofc. Humphreys, and Ofc. Stroble completed a mandatory CJTC in-service patrol tactics training.
- Cpl. Cobrea completed a week-long CJTC course to become a basic collision investigator.
- Records Manager Jones completed WASPC-led training on sex offender registrations, WSP property/evidence basics, and public records legal updates provided by the Attorney General's office.

10 Facebook posts were created in April. There are currently 99 people following our page, an increase of over 500% from last month! Our page garnered over 160 engagements this month by the public (reactions, comments, and shares). In addition, the Sentinel e-newsletter continued with five editions published to 800 recipients. Our Instagram account was launched with 5 posts and already has 20 followers!



# Town of Yarrow Point

## ACTIVITY REPORT

	2021 April	2021 March	2021 YTD	2020 YTD
<b>CRIMES AGAINST PERSONS</b>				
Assault	0	0	0	0
Domestic Violence/Disturbance	0	1	2	1
Harassment	0	1	1	2
Order violation	0	0	0	0
Rape/sex offenses	0	0	0	0
Robbery	0	0	0	0
Other ( <i>Abuse, APS, civil, CPS, custodial interference, extortion</i> )	0	0	1	0
<b>PROPERTY CRIMES</b>				
Burglary	0	1	1	0
Fraud	0	1	1	0
MV Prowl	0	1	2	2
MV Theft	0	0	0	0
Theft	0	0	2	3
Other ( <i>Arson, illegal dumping, malicious mischief, prowler, trespass</i> )	0	0	2	1
<b>ARRESTS</b>				
Drug/alcohol	0	0	0	0
Warrants	0	0	0	1
Other	1	0	1	4
<b>TRAFFIC ACTIVITY</b>				
Citations	0	0	0	3
Infractions	6	1	8	12
Warnings	13	10	38	24
Traffic accidents	0	0	0	1
Traffic stops	14	11	43	31
<b>OTHER</b>				
Alarms	6	1	12	9
Complaints				
~Animal	0	1	1	0
~Fireworks	0	0	0	0
~Noise	0	0	1	0
~Parking	9	7	19	7
~Soliciting	0	0	0	1
Deaths	0	0	0	0
QA	2	1	4	8
Drug/alcohol	0	0	0	0
<b>PUBLIC SERVICES</b>				
Other Public Services ( <i>area check, assist, community policing, contacts, direct enforcement/patrol, 911 hang-ups, fire assist, follow up, on-view, order service, walk through, welfare check</i> )	23	16	99	43



Town of Yarrow Point  
April 2021

No case reports taken.



Issued Ticket Report Summary  
Yarrow Point  
4/1/2021 through 4/30/2021

<b>Citations - Non-Traffic</b>	<b>0</b>	<b>Location</b>
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<b>Citations - Traffic</b>	<b>0</b>	<b>Location</b>
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<b>Infractions - Traffic</b>	<b>6</b>	<b>Location</b>
MV FAILURE TO RENEW REGISTRATION	1	9000 BLK POINTS DR
MV OPERATE WITHOUT INSURANCE	1	9000 BLK POINTS DR
SPEED 16-20 MPH OVER LIMIT (40 OR UNDER)	4	8900 BLK POINTS DR
		9000 BLK POINTS DR

<b>Infractions - Parking</b>	<b>2</b>	<b>Location</b>
ILLEGAL PARKING	1	3500 BLK 92ND AVE NE
PARKED BLOCKING LANE OF TRAVEL	1	4200 BLK 94TH AVE NE



## PROJECT STATUS REPORT

REPORT DATE	PROJECT NAME	PREPARED BY
5/05/21	2019 NE 42 <sup>nd</sup> Street/ 91 <sup>st</sup> Ave NE Stormwater Upsizing & UGC Project	Stacia Schroeder

### STATUS SUMMARY

We are officially halfway through our underground conversion project and we continue to have great weather!

PGH's primary focus this week (5/3) is completing the NE 42<sup>nd</sup> Street joint utility trench in time for PSE's line crew scheduled to be on-site Monday 5/10. In the background, Mayor Cahill and I continue to work with the four individual property owners on this street that need to underground their overhead service lines (4205, 9035, 9030, and 9004).

The following activities are scheduled over the next month:

- PGH will focus on completing the joint utility trench on 91<sup>st</sup> Ave NE;
- PSE will install underground mainline on NE 42<sup>nd</sup> St starting the week of 5/10;
- Comcast will install underground mainline on NE 42<sup>nd</sup> Street beginning the week of 5/17;
- Lumen (CenturyLink) will install underground mainline on NE 42<sup>nd</sup> beginning the week of 5/24;
- PSE/Comcast/Lumen will reiterate same type of installation schedule on 91<sup>st</sup> Ave NE starting with PSE the week of 5/24.

There was a change to the original plan at the west end of NE 42<sup>nd</sup> Street that is worth noting. The original plan was to install a large underground PSE vault at the entry to the road end beach area (just off the asphalt). However, when PGH attempted to lower the vault on Monday 4/26 to make room for the sloped riser cap, they encountered the sanitary sewer main trunk line which was located in the field 5-ft farther south than what was shown on the plans. In the hours that followed Town staff evaluated several options with the help of PSE, PGH, and our project's civil engineer and inspector. Each scenario had drawbacks, but the Town felt our best option was to install a pad mount transformer (above-ground green box) just outside the park next to the new Lumen underground vault that was already installed just west of 9009's lower driveway. Mayor Cahill and I have reached out to the two affected property owners to alert them of the change.

### PROJECT OVERVIEW

TASK	% DONE	TARGET DUE DATE	LEAD	NOTES
Bidding	100	October 2020	Gray & Osborne Town Engineer	Ad date 9/16 and 9/23 Bids Due 9/30
Award	100	October 2020	Town Engineer	October 2020
Construction	15	July 2021	Gray & Osborne Town Engineer	Delay start until January 11, 2021; G&O – survey staking & inspection
Project Close Out	0	July 2021	Town Engineer	
Grind & Overlay – KC Roads	0	August 2021	Town Engineer	Under Contract w/ KC Roads; \$227,000 estimate

## 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
<b>Jan 2019 – Oct. 2020</b> Town Engineer Project Management		\$19,718.75		Task Completed: 10/13/20; Change to Construction Management
<b>Jan 2019 – Oct. 2020</b> Civil Engineering Consultant Gray & Osborne, Inc.		\$52,300.00		
Evergreen Concrete Cutting:		\$2,043.00		Coring Pavement to determine depth
<b>Total:</b>	<b>\$70,000</b>	<b>\$74,061.75</b>		
<b>Jan. 2021 - Mar. 2021 –</b> PGH Excavating, Inc. (Stormwater & UGC)	\$854,655.50	\$300,849.37*	Yes	CIP S-1: \$475,000 Budget; CIP U-1: \$475,000 Budget *Does not include 5% retainage held to-date: \$13,922.58
<b>Oct. 2020 – Apr. 2020</b> Town Engineer Project Management	\$40,000	\$9,250.00	Yes	
<b>Oct. 2020 – Mar. 2020</b> Civil Engineering Consultant Gray & Osborne, Inc.	\$87,500	\$66,725.64	No	<b>!!! Budget Remaining:</b> \$20,659.56 will be billed out by next invoice. Gray & Osborne will be submitting an addendum for add'l construction support service hours to complete project.
<b>Total:</b>	<b>\$982,155.50</b>	<b>\$376,825.01</b>		
<b>Summer 2021 –</b> King County Roads (2-inch grind and overlay)	\$220,000	\$461.97		CIP T-1: \$220,000 Budget; KC Roads Final Estimate ~\$180,658; KC Bid the project on 5/3/21 and expects bids back on 5/18/21
<b>Total:</b>	<b>\$220,000.00</b>	<b>\$461.97</b>		

## RISK AND ISSUE HISTORY

ISSUE	STATUS	DATE

## CONCLUSIONS/NEXT STEPS



# PROJECT STATUS REPORT

TOWN OF YARROW POINT

REPORT DATE	PROJECT NAME	PREPARED BY
April 5, 2021	Permit System Transition from Permit-N-Force to Caselle Community Development Module	Deputy Clerk Austen Wilcox

## STATUS SUMMARY

At the beginning of this year, we began a transition from our old permit system 'Permit-N-Force' (PNF), which the Town began using around 2008, to a new permit module. We learned at the start of this year that PNF is no longer supported and the license ran out. Caselle, (the same electronic finance record keeping system that the Town uses), purchased PNF and offered their own permit module at no cost to us. Since January, it has been a slow transition as all of our contacts and permit forms had to either be recreated or implemented into the new system. All prior permit records are still in PNF as they were not able to transfer those over to Caselle but they are still accessible in PNF. At the end of April, training began, the system was initiated and the process of slowly phasing PNF out began. The Caselle module is working well and it includes a lot of the same functions that PNF had.

### Looking ahead

We began using Dropbox to send and receive permits and large plan files since the Town Hall's closure to due to COVID-19 in March 2020. Prior to COVID-19, all permit submittals were in hard copy format. After Town Hall eventually opens back up again per the Governor's direction, we want to continue electronic permit processing. The Town may want to eventually consider investing in a more professional all-inclusive permit system that has the capability to accept and issue electronic permit files and eliminate Dropbox. The Caselle community development module is simply a database for staff permit and payment processing and does not include a built-in portal for accepting permit submittals from the applicant.

## PROJECT OVERVIEW

TASK	% DONE	TARGET DUE DATE	LEAD	NOTES
Transition from Permit-N-Force to new Caselle Permit Module	95%		Austen Wilcox	The system is operational, and all new permits are being issued through Caselle. Staff is training in the new system. There are a couple of issues that Caselle needs to fix but overall the system is working well so far.

## BUDGET OVERVIEW

CATEGORY	BUDGETED	ON TRACK?	NOTES

## RISK AND ISSUE HISTORY

ISSUE	STATUS	DATE

**CONCLUSIONS/NEXT STEPS**

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**TOWN OF YARROW POINT  
PARK BOARD (TELECONFERENCE) MEETING MINUTES  
April 27, 2021  
7:00pm**

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

**CALL TO ORDER:**

Park Board Chairman John McGlenn called the meeting to order at 7:02pm

**IN ATTENDANCE:**

**Chairperson:** John McGlenn

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

**Staff:** Austen Wilcox - Deputy Clerk

**Guests:** Steve Fleming – Resident  
Katy Harris – Resident

**APPEARENCES**

None.

Park Board member Fleming shared an update that she has been working with Traffic Wrapz to create the design for the three Century Link owned utility boxes, a project approved by Council at their regular April 13 meeting.

**REGULAR BUSINESS:**

**PB AB 21-08 Plans to coordinate with changes on properties adjacent to Sally's Alley**

Park Board member Whittlesey shared that she and her family worked around the Town entry earlier in April by maintaining and sprucing up the landscaping. The landscaped areas around the town entry all need new mulch including Road End Beach. The Park Board will get together with Public Works Coordinator Istvan Lovas to discuss maintenance at the beach and bringing in new mulch.

Park Board member Dash said that he has setup a work party for next weekend to tackle invasive blackberry and ivy growth at Morningside Park including the lower hillside behind Town Hall. They will create a pile for Istvan to dispose of.

**PB AB 21-09 Progress on spring cleanup on select areas**

Chairman McGlenn reported that he, Park Board member Smith, and Town Engineer Stacia Schroeder met onsite today to discuss the public road extension turnaround at the south end of 95<sup>th</sup> Ave NE relating to the vacant lot adjacent to Sally's Alley (currently under permit review for a new single-family residence.) The Park Board discussed reclassifying Sally's Alley from a road to a park. Chairman McGlenn referenced a proposal by JGM Architects to provide the Town with a suggested plan to prevent threats or opportunities to retain or improve Sally's Alley as the neighboring private construction projects move ahead. Deputy Clerk Wilcox noted that Town projects that have a valuation of \$7,500.00 or higher require at least three bids from an approved vender list. Chairman McGlenn reported that the bid proposal from JGM is for the amount of \$3,000.00.

Resident Katy Harris at 3842 94<sup>th</sup> Ave NE supports the protection of Sally's Alley and preventing the passage of vehicles through it.

Resident Steve Fleming at 3798 94<sup>th</sup> Ave NE has concerns regarding the extension of 95<sup>th</sup> Ave NE into Sally's Alley. It will not serve a purpose to anyone aside from contractor parking or will benefit the community. Mr. Fleming supports the idea of reclassifying Sally's Alley as a park.

Chairman McGlenn arranged a time to meet residents Steve Fleming and Katy Harris onsite to discuss the future public road extension turnaround at the south end of 95<sup>th</sup> Ave NE.

The following Park Board members in attendance voted to reclassify Sally's Alley from a road to a park.

- Chairman John McGlenn - aye
- Trevor Dash - aye
- Krista Fleming - aye
- Carolyn Whittlesey - aye
- Krista Fleming – aye

The motion passed unanimously with 5 votes in favor. 0 against. 0 abstained.

Deputy Clerk Wilcox will work with Mayor and staff on next steps and will keep the Park Board informed.

**OTHER REPORTS:**

None.

**ADJOURNMENT:**

Park Board Chairman John McGlenn adjourned the meeting at 7:47pm.

APPROVED:

ATTEST:

\_\_\_\_\_  
John McGlenn, Park Board Chairman

\_\_\_\_\_  
Austen Wilcox, Deputy Clerk

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

Agenda Bill 21-20  
May 11, 2021

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<b>Comcast Franchise Agreement</b>	<b>Proposed Council Action: For Approval</b>
<b>Presented by:</b>	Deputy Town Attorney Emily Miner
<b>Exhibits:</b>	<ul style="list-style-type: none"><li>• Memo from Deputy Town Attorney Emily Miner</li><li>• Letter from Comcast</li><li>• Comcast Franchise Agreement/ Ordinance No. 710</li></ul>

**Summary:**

Comcast is requesting a new franchise agreement. At the April 13, 2021 regular Council meeting, Town Deputy Attorney Emily Miner shared that Comcast and the Town are operating under an expired AT&T franchise that Comcast took over. The purpose of the new franchise is to set new terms and regulations. The Town is authorized, through state and federal statutes to grant and renew cable franchises for the installation, operation, and maintenance of cable systems. The authority to grant franchises for the use of its streets and other public properties is contained in RCW 35A.47.040. Council reviewed and Councilmember Valaas identified the following issues:

- Franchise contained the “now therefore” clause twice.
- Perceived discrepancy between the franchise and the letter clause.

Deputy Attorney Miner addressed the issues and has brought the franchise back to Council for a second reading and request for approval.

**Recommended Action:**

APPROVE ORDINANCE NO. 710, AN ORDINANCE OF THE TOWN OF YARROW POINT, WASHINGTON, GRANTING COMCAST CABLE COMMUNICATIONS MANAGEMENT, LLC, THE RIGHT, PRIVILEGE, AUTHORITY AND FRANCHISE TO CONSTRUCT, OPERATE, MAINTAIN, RECONSTRUCT, REPAIR AND UPGRADE THE CABLE SYSTEM UPON, OVER, UNDER, ALONG, ACROSS AND THROUGH THE FRANCHISE AREA FOR THE PURPOSE OF PROVIDING CABLE SERVICES, SUBJECT TO THE TERMS AND CONDITIONS SET FORTH IN THIS ORDINANCE AND APPLICABLE LAW; AND ESTABLISHING AN IMMEDIATE EFFECTIVE DATE

## MEMORANDUM

DATE: May 11, 2021  
TO: Yarrow Point Town Council  
FROM: Emily Miner, Deputy Town Attorney  
RE: Comcast Franchise

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### Background

The Town is authorized, through state and federal statutes to grant and renew cable franchises for the installation, operation, and maintenance of cable systems. The authority to grant franchises for the use of its streets and other public properties is contained in RCW 35A.47.040.

A franchise is essentially a contract between the Town and a service provider who needs to use the public rights-of-way to deliver its services. These franchises allow the Town to regulate services within the Town boundaries through its authority over its public rights-of-way and by other Town powers and authority.

Franchises cover a wide range of topics, such as permitting procedures, notice requirements before digging in the ROWs, insurance and indemnification, length of the franchise, and any applicable costs, fees, or tax arrangements.

The parties are currently operating under the terms of an expired franchise. Comcast has requested that the Town grant it a new 10-year nonexclusive franchise to continue providing services within the Town. On behalf of the Town, Elana Zana and Emily Miner, attorneys at Ogden Murphy Wallace, have been assisting the Town with negotiations for a new cable franchise with Comcast. Initial negotiations were conducted as part of a consortium with several other jurisdictions which allowed for more efficient and effective negotiating of the general pieces of the franchise. Once the agreement framework was established, each jurisdiction finalized the agreement to address their particular needs.

Per state law, franchises require two "readings" before the Council. RCW 35A.47.040. The initial reading was conducted on April 13<sup>th</sup> and provided an opportunity for the Council to review the franchise and ask questions.

### Analysis

While the Town has latitude over some aspects of the franchise agreements, other aspects such as franchise fees are regulated by State and Federal regulations. The Town has worked to ensure that provisions of the agreement provide adequate protection of the public rights-of-way and the Town's ability to require movement of utilities consistent with Town needs.

Specifically, the new agreement with Comcast includes:

1. Requirement that Comcast continue to pay 5% of their gross revenues from cable services to the Town as a franchise fee.
2. Continued complimentary cable service to Town Hall, subject to an election by Comcast to discontinue upon 120 days' notice.
3. Terms requiring compliance with general use of the ROW requirements and permitting.
4. Indemnification and Insurance provisions to protect the Town.
5. Design standards and requirements for strand-mounted Wi-Fi devices on Comcast's own cables.

#### **Fiscal Considerations**

The Town receives approximately \$23,500.00 annually in franchise fees.

#### **Next Steps and Recommendation**

The Town Attorney Office's recommendation is that the franchise is consistent with Town codes and state and federal law and should be adopted.

#### **Attachments**

1. Draft Franchise Agreement
2. Letter Clarifying Working Rules for Comcast's Existing Aerial Cable Facilities

EFM:efm



900 132nd ST SW  
Everett, WA 98204

The purpose of this letter agreement is to set forth a commitment between Comcast Cable Communications Management, LLC (“Comcast”) and the Town of Yarrow Point, Washington (the “Town”) that is in addition to the renewal franchise agreement to be adopted by ordinance (hereinafter, “the Franchise”). This item has been negotiated in good faith and agreed to as part of the informal franchise renewal process pursuant to 47 U.S.C. § 546(h), and specifically relate to the unique community needs that exist in the Town.

**Clarifying Working Rules for Comcast’s Existing Aerial Cable Facilities:**

Over the term of the Franchise, both parties agree to the following application of treatment when it comes to Comcast’s existing aerial cable facilities:

- A) Maintenance of Aerial Cable Facilities – The Town agrees that Comcast will maintain and repair the existing aerial facilities in a like manner, until all aerial distribution power and communication lines are placed underground via a City driven improvement project.
  - i. Like manner means that Comcast can replace damaged cables and equipment within the existing aerial facilities in a one for one manner, when necessary, and shall remove all unused aerial cables and equipment at the time of repair.
  - ii. If opportunities arise to allow Comcast to reduce and/or remove aerial cables and/or equipment, prior to total undergrounding of all aerial facilities under a City driven improvement project, both parties agree to allow such opportunity to occur.
- B) Undergrounding Improvement Projects – Comcast agrees to participate and underground all existing aerial cable facilities, when directed by the Town, at the same time as the other power and communication providers that are on the utility poles in the right-of-way.
- C) Vaults and Pedestals – Comcast agrees to utilize flush mounted vaults throughout the Town for all its non-electrified cable equipment; and use above ground pedestals for necessary electrified cable equipment like power supplies, nodes, amplifiers, and outdoor WiFi receives.
- D) New Service Requests – If no existing aerial service line exists to accommodate new requests for services, Comcast agrees to underground service line(s) for new service requests from the existing aerial cable facilities to connect residents and others users within the Town, in accordance with Section 10.12.1(2) of the Franchise.

The terms and conditions of this letter agreement are binding upon the Town and Comcast and their successors and assigns. It is understood that fulfillment of these obligations is also necessary and part of the consideration to secure the renewed Franchise.

Comcast Cable Communications Management, LLC

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_ day of \_\_\_\_\_, 2021

Town of Yarrow Point, Washington

Acknowledged and agreed to this \_\_\_ day of \_\_\_\_\_, 2021.

By: \_\_\_\_\_

Its: \_\_\_\_\_

**TOWN OF YARROW POINT  
ORDINANCE NO. 710**

**AN ORDINANCE OF THE TOWN OF YARROW POINT, WASHINGTON, GRANTING COMCAST CABLE COMMUNICATIONS MANAGEMENT, LLC, THE RIGHT, PRIVILEGE, AUTHORITY AND FRANCHISE TO CONSTRUCT, OPERATE, MAINTAIN, RECONSTRUCT, REPAIR AND UPGRADE THE CABLE SYSTEM UPON, OVER, UNDER, ALONG, ACROSS AND THROUGH THE FRANCHISE AREA FOR THE PURPOSE OF PROVIDING CABLE SERVICES, SUBJECT TO THE TERMS AND CONDITIONS SET FORTH IN THIS ORDINANCE AND APPLICABLE LAW; AND ESTABLISHING AN IMMEDIATE EFFECTIVE DATE**

**WHEREAS**, the Town of Yarrow Point (Town) has a legitimate and necessary regulatory role in ensuring the availability of cable communications service, and reliability of cable systems in its jurisdiction, the availability of local programming (including public, educational and Governmental Access programming) and quality Customer service; and

**WHEREAS**, diversity in Cable Service programming is an important policy goal and Grantee's Cable System offers a wide range of programming services; and

**WHEREAS**, the Town is authorized by applicable law to grant one or more nonexclusive Franchises to construct, operate and maintain cable systems within the boundaries of the Town; and

**WHEREAS**, in consideration of the mutual promises made herein, and other good and valuable consideration as provided herein, the receipt and adequacy of which are hereby acknowledged, the Town and Grantee do hereby agree as follows;

**NOW THEREFORE THE TOWN COUNCIL OF THE TOWN OF YARROW POINT, WASHINGTON, DOES HEREBY ORDAIN AS FOLLOWS:**



**CABLE FRANCHISE**

**Between**

**TOWN OF YARROW POINT, WASHINGTON**

**And**

**COMCAST CABLE COMMUNICATIONS MANAGEMENT, LLC**

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## INTRODUCTORY STATEMENT

**CABLE TELEVISION FRANCHISE.** This Cable Television Franchise is entered into in Yarrow Point, Washington, this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by and between the Town of Yarrow Point, Washington a municipal corporation, hereinafter (the “the Town”) and Comcast Cable Communications Management, LLC who is hereinafter known as (“Grantee”). The Town and Grantee are sometimes referred to hereinafter collectively as the “parties.”



## SECTION 1. - DEFINITIONS

For the purposes of this Franchise and the Exhibits attached hereto the following terms, phrases, words and their derivations shall have the meanings given herein when indicated with the text of the Franchise by being capitalized. When not inconsistent with the context, words used in the present tense include the future, words in the plural include the singular, and words in the singular include the plural. Words not defined, or those defined, but not capitalized within the text shall be given their common and ordinary meaning. The word “shall” is always mandatory and not merely directory.

- 1.1 “Access” or “Access Programming”  
includes Governmental or educational Access, collectively, and means the availability for Noncommercial use by various governmental and educational agencies, institutions and organizations, in the community, including the Town and its designees, of particular channels on the Cable System to receive and distribute Video Programming to Subscribers, as permitted under applicable law. “Governmental Access” means Access where governmental institutions or their designees are the primary users having editorial control over programming and services.
- 1.2 “Access Channel”  
means any Channel or portion thereof, designated for Noncommercial Access purposes or otherwise made available to facilitate Access programming.
- 1.3 “Activation” or “Activated”  
means the status of any capacity on or part of the Cable System wherein the use of that capacity or part thereof may be made available without further installation of Cable System equipment other than Subscriber premise equipment, whether hardware or software.
- 1.4 “Affiliated Entity” or “Affiliate”  
when used in connection with Grantee means any Person who owns or controls, is owned or controlled by, or is under common ownership or control of Grantee.
- 1.5 “Bad Debt”  
means amounts lawfully owed by a Subscriber and accrued as revenues on the books of Grantee, but not collected after reasonable efforts by Grantee.
- 1.6 “Basic Service”  
means any Cable Service Tier that includes, at a minimum, the retransmission of local television Broadcast Signals.
- 1.7 “Broadcast Signal”  
means a television or radio signal transmitted over the air to a wide geographic audience, and received by a Cable System off-the-air by antenna, microwave, satellite dishes or any other means.

- 1.8 “Cable Act”  
means the Cable Communications Policy Act of 1984, as amended by the Cable Television Consumer Protection and Competition Act of 1992, and as amended by the Telecommunications Act of 1996, and any amendments thereto.
- 1.9 “Cable Operator”  
means any Person or group of Persons, including Grantee, who provides Cable Service over the Cable System and directly or through one or more Affiliates owns a significant interest in such Cable System or who otherwise control(s) or is (are) responsible for, through any arrangement, the management and operation of the Cable System.
- 1.10 “Cable Service”  
means the one-way transmission to Subscribers of Video Programming, or other programming service and Subscriber interaction, if any, that is required for the selection or use of such Video Programming or other programming service.
- 1.11 “Cable System”  
means a facility, consisting of a set of closed transmission paths and associated signal generation, reception and control equipment that is designed to provide Cable Service that includes Video Programming and that is provided to multiple Subscribers within a community, but such term does not include:
- (1) a facility that serves only to retransmit the television signals of one or more television broadcast stations;
  - (2) a facility that serves Subscribers without using any public right-of-way;
  - (3) a facility of a common carrier that is subject, in whole or in part, to the provisions of Title II of the federal Communications Act (47 U.S.C. Section 201 et seq.), except that such facility shall be considered a cable system (other than for purposes of Section 621(c) (47 U.S.C. Section 541(c)) to the extent such facility is used in the transmission of Video Programming directly to Subscribers, unless the extent of such use is solely to provide interactive on-demand services;
  - (4) an open video system that complies with Section 653 of the Cable Act; or
  - (5) any facilities of any electric utility used solely for operating its electric utility systems. When used herein, the term “Cable System” shall mean Grantee’s Cable System in the Franchise Area unless the context indicates otherwise.
- 1.12 “Capital Contribution”  
means a fee required by this franchise for Access facilities pursuant to 47 U.S.C 542(g)(2)(C).”

- 1.13 “Channel”  
means a portion of the frequency band capable of carrying a Video Programming Service or combination of Video Programming Services, whether by analog or digital signal, on a twenty-four (24) hour per day basis or a portion thereof.
- 1.14 “Customer Service Representative” or “CSR”  
shall mean any person employed by Grantee to assist, or provide service to, Customers, whether by answering public telephone lines, writing service or installation orders, answering Customers’ questions, receiving and processing payments, or performing other Customer service-related tasks.
- 1.15 “Designated Access Provider”  
means the entity or entities designated by the Town to manage or co-manage Access Channels and facilities. The Town may be a Designated Access Provider.
- 1.16 “Downstream Channel”  
means a Channel capable of carrying a transmission from the Headend to remote points on the Cable System.
- 1.17 “Dwelling Unit”  
means any building or portion thereof that has independent living facilities, including provisions for cooking, sanitation and sleeping, and that is designed for residential occupancy.
- 1.18 “FCC”  
means the Federal Communications Commission or its lawful successor.
- 1.19 “Fiber Optic”  
means a transmission medium of optical fiber cable, along with all associated electronics and equipment capable of carrying electric lightwave pulses.
- 1.20 “Franchise”  
means the document, in which this definition appears, that is executed between the Town and Grantee, containing the specific provisions of the authorization granted and the contractual and regulatory agreement created hereby.
- 1.21 “Franchise Area”  
means the area within the jurisdictional boundaries of the Town, including any areas annexed by the Town during the term of this Franchise.
- 1.22 “Franchise Fee”  
includes any tax, fee or assessment of any kind imposed by the Town on Grantee or Subscribers, or both solely because of their status as such. The term Franchise Fee does not include:
- (1) Any tax, fee or assessment of general applicability (including any such tax, fee, or assessment on both utilities and Cable Operators

or their services, but not including a tax, fee, or assessment that is unduly discriminatory against Cable Operators or cable Subscribers);

- (2) Capital costs that are required by the Franchise to be incurred by Grantee for Educational or Governmental Access facilities, including the support required in Section 9.6;
- (3) Requirements or charges incidental to the awarding or enforcing of the Franchise, including but not limited to, payments for bonds, security funds, letters of credit, insurance, indemnification, penalties or liquidated damages; or
- (4) Any fee imposed under Title 17, United States Code.

1.23 “Grantee”

means Comcast Cable Communications Management, LLC or its lawful successor, transferee or assignee.

1.24 “Gross Revenues”

1.24.1 “Gross Revenues” means, and shall be construed broadly to include all revenues derived directly or indirectly by Grantee and/or an Affiliated Entity that is the cable operator of the Cable System, from the operation of Grantee’s Cable System to provide Cable Services within the Town. Gross Revenues include, by way of illustration and not limitation:

- (1) monthly fees for Cable Services, regardless of whether such Cable Services are provided to residential or commercial customers, including revenues derived from the provision of all Cable Services (including but not limited to pay or premium Cable Services, digital Cable Services, pay-per-view, pay-per-event, and video-on-demand Cable Services);
- (2) installation, reconnection, downgrade, upgrade, or similar charges associated with changes in subscriber Cable Service levels;
- (3) fees paid to Grantee for channels designated for commercial/leased access use and shall be allocated on a pro rata basis using total Cable Service subscribers within the Town;
- (4) converter, remote control, and other Cable Service equipment rentals, leases, or sales;
- (5) Advertising Revenues as defined herein;
- (6) late fees, convenience fees, and administrative fees, which shall be allocated on a pro rata basis using Cable Services revenue as a percentage of total subscriber revenues within the Town;
- (7) revenues from program guides;

- (8) Franchise Fees;
- (9) FCC Regulatory Fees;
- (10) commissions from home shopping channels and other Cable Service revenue sharing arrangements which shall be allocated on a pro rata basis using total Cable Service subscribers within the Town; and
- (11) any Cable Service revenues that may develop in the future, whether or not anticipated, and consistent with GAAP.

1.24.2 “Advertising Revenues” shall mean revenues derived from sales of advertising that are made available to Grantee’s Cable System Subscribers within the Town and shall be allocated on a pro rata basis using Grantee’s Cable System Subscribers within the Franchise Area in relation to the total number of Grantee’s Cable Service subscribers covered under the advertising arrangement. Additionally, Grantee agrees that Gross Revenues subject to franchise fees shall include all commissions, representative fees, Affiliated Entity fees, or rebates paid to National Cable Communications (“NCC”) and Comcast Effectv (“Effectv”) or their successors associated with sales of advertising on the Cable System within the Town allocated according to this paragraph using total Cable Service Subscribers reached by the advertising.

1.24.3 “Gross Revenues” shall not include:

- (1) actual bad debt write-offs, except any portion which is subsequently collected which shall be allocated on a *pro rata* basis using Cable Services revenue as a percentage of total subscriber revenues within the Town;
- (2) any taxes and/or fees on services furnished by Grantee imposed by an municipality, state, or other governmental unit, provided that Franchise Fees and the FCC regulatory fee shall not be regarded as such a tax or fee;
- (3) fees imposed by any municipality, state, or other governmental unit on Grantee, including but not limited to Public, Educational and Governmental (PEG) Fees;
- (4) launch fees and marketing co-op fees; and
- (5) unaffiliated third-party advertising sales agency fees which are reflected as a deduction from revenues.

1.24.4 To the extent revenues are received by Grantee for the provision of a discounted bundle of services which includes Cable Services and non-Cable Services, Grantee shall calculate revenues to be included in Gross Revenues using a methodology that allocates revenue on a *pro*

*rata* basis when comparing the bundled service price and its components to the sum of the published rate card, except as required by specific federal, state, or local law. It is expressly understood that equipment may be subject to inclusion in the bundled price at full rate card value. This calculation shall be applied to every bundled service package containing Cable Service from which Grantee derives revenues in the Town. To the extent discounts reduce revenues includable for purposes of calculating Franchise Fees, Grantee may not unfairly or unlawfully allocate discounts for bundled services for the purpose of evading payment of Franchise Fees to the Town. The Town reserves its right to review and to challenge Grantee's calculations.

- 1.24.5 Grantee reserves the right to change the allocation methodologies set forth in this definition of Gross Revenues in order to meet the standards required by governing accounting principles as promulgated and defined by the Financial Accounting Standards Board ("FASB"), Emerging Issues Task Force ("EITF") and/or the U.S. Securities and Exchange Commission ("SEC"). Grantee will explain and document the required changes to the Town within sixty (60) days of making such changes, and as part of any audit or review of Franchise Fee payments, and any such changes shall be subject to 1.24.6 below.
- 1.24.6 Resolution of any disputes over the classification of revenue should first be attempted by agreement of the Parties, but should no resolution be reached, the Parties agree that reference shall be made to generally accepted accounting principles ("GAAP") as promulgated and defined by the FASB, EITF and/or the SEC. Notwithstanding the forgoing, the Town reserves its right to challenge Grantee's calculation of Gross Revenues, including the application of GAAP to Franchise Fees and the interpretation of GAAP as promulgated and defined by the FASB, EITF and/or the SEC.
- 1.24.7 For the purposes of determining Gross Revenue Grantee shall use the same method of determining revenues under GAAP as that which Grantee uses in determining revenues for the purpose of reporting to national and state regulatory agencies.
- 1.25 "Headend" or "Hub"  
means any Facility for signal reception and dissemination on a Cable System, including cable, antennas, wires, satellite dishes, monitors, switchers, modulators, processors for Broadcast Signals or other signals, and all other related equipment and Facilities.
- 1.26 "Leased Access Channel"  
means any Channel or portion of a Channel commercially available for programming in accordance with Section 612 of the Cable Act.

- 1.27 "Locally Scheduled Original Programming"  
means Government Access or educational Access programming that is created by the Town or their designated access provider(s) including edited coverage of live programming. Such Locally Scheduled Original Programming shall not be considered as qualifying as such after three (3) cablecasts (initial, first repeat, second repeat and third repeat). Automated Video Programming filler, such as cablecasts of highways and roads, or video bulletin boards does not constitute Locally Scheduled Original Programming that qualifies herein.
- 1.28 "Pay Service" or "Premium Service"  
means Video Programming or other programming service choices (such as movie Channels or pay-per-view programs) offered to Subscribers on a package tier, per-Channel, per-program or per-event basis.
- 1.29 "Person"  
means any natural person, sole proprietorship, partnership, joint venture, association, or limited liability entity or corporation, or any other form of entity or organization.
- 1.30 "Rights-of-Way"  
means land acquired or dedicated for public roads and streets including easements dedicated for compatible use and consistent with Section 621 of the Cable Act, but does not include:
- (1) State highways;
  - (2) Land dedicated for roads, streets, and highways not opened and not improved for motor vehicle use by the public, unless specifically used as a utility corridor;
  - (3) Structures, including poles and conduits, located within the right-of-way;
  - (4) Federally granted trust lands or forest board trust lands;
  - (5) Lands owned or managed by the state parks and recreation commission; or
  - (6) Federally granted railroad rights-of-way acquired under 43 U.S.C. Sec. 912 and related provisions of federal law that are not open for motor vehicle use.
- 1.31 "Service Interruption"  
means the loss of picture or sound on one or more cable Channels.
- 1.32 "State"  
means the State of Washington.

- 1.33 “Subscriber” or “Customer”  
means any Person who lawfully receives Cable Services provided by Grantee by means of the Cable System with Grantee’s express permission.
- 1.34 “Town”  
means the Town of Yarrow Point, Washington, a municipal corporation, of the State of Washington.
- 1.35 “Tier”  
means a category of Cable Services provided by Grantee for which a separate rate is charged.
- 1.36 “Video Programming”  
means programming provided by, or generally considered comparable to programming provided by, a television broadcast station, or cable programming provider.

## **SECTION 2. - GRANT OF FRANCHISE**

### **2.1 Grant**

- 2.1.1 The Town hereby grants to Grantee a nonexclusive authorization to make reasonable and lawful use of the Rights-of-Way within the Franchise Area to construct, operate, maintain, reconstruct, repair and upgrade the Cable System for the purpose of providing Cable Services, subject to the terms and conditions set forth in this Franchise and applicable law. This Franchise shall constitute both a right and an obligation to fulfill the obligations set forth in the provisions of this Franchise.
- 2.1.2 Grantee, through this Franchise, is granted the right to operate its Cable System using the public Rights-of-Way within the Franchise Area in compliance with all lawfully enacted applicable construction codes and regulations. This Franchise is intended to convey limited rights and interests only as to those streets in which the Town has an actual interest. It is not a warranty of title or interest in any Right-of-Way; it does not provide Grantee any interest in any particular location within the Right-of-Way; and it does not confer rights other than as expressly provided in the grant hereof. This Franchise does not deprive the Town of any powers, rights or privileges it now has, or may later acquire in the future, to use, perform work on or to regulate the use of and to control the Town’s streets covered by this Franchise, including without limitation the right to perform work on its roadways, Right-of-Way or appurtenant drainage facilities, including constructing, altering, paving, widening, grading, or excavating thereof.



- 2.1.3 This Franchise is subject to and shall be governed by all applicable provisions now existing or hereafter amended of federal, State and local laws and regulations, including but not limited to the Yarrow Point Municipal Code and general engineering design and development standards. This Franchise is subject to the general lawful police power of the Town affecting matters of municipal concern. Nothing in this Franchise shall be deemed to waive the requirements of the other codes and ordinances of general applicability enacted, or hereafter enacted, by the Town. Grantee agrees to comply with the provisions of the Town ordinances provided that in the event of a conflict between the provisions of ordinances and the Franchise, the express provisions of the Franchise shall govern.
- 2.1.4 Grantee agrees, as a condition of exercising the privileges granted by this Franchise, that any Affiliate of Grantee that is a Cable Operator of the Cable System in the Franchise Area, as defined herein, or directly involved in the management or operation of the Cable System in the Franchise Area, will comply with the terms and conditions of this Franchise.
- 2.1.5 No rights shall pass to Grantee by implication. Without limiting the foregoing, by way of example and not limitation, this Franchise shall not include or be a substitute for:
- (1) Any other permit or authorization required for the privilege of transacting and carrying on a business within the Town that may be required by the ordinances and laws of the Town.
  - (2) Any permit, agreement or authorization required by the Town for Rights-of-Way users in connection with operations on or in Rights-of-Way or public property; or
  - (3) Any permits or agreements for occupying any other property of the Town or private entities to which access is not specifically granted by this Franchise.
- 2.1.6 This Franchise authorizes Grantee to engage in providing Cable Service, as that term is defined in 47 U.S.C. Sec. 522(6), as amended. Neither the Town nor the Grantee waive any rights they may have under applicable law as to the lawful use of the Cable System for other services and the regulatory obligations related to such services.

## 2.2 Use of Rights-of-Way

- 2.2.1 Grantee may erect, install, construct, repair, replace, reconstruct, and retain in, on, over, under, upon, across, through, below and along the Rights-of-Way within the Franchise Area, such wires, cables (both coaxial and Fiber Optic), conductors, ducts, conduit, vaults, manholes,

amplifiers, appliances, pedestals, attachments and other property and equipment as are necessary and appurtenant to the operation of a Cable System for the provision of Cable Service within the Franchise Area. Grantee shall comply with all applicable construction codes, laws, ordinances, regulations and procedures regarding placement and installation of Cable System facilities in the Rights-of Way.

- 2.2.2 Grantee must follow the Town-established requirements, as well as all the Town codes, ordinances and other regulations regarding placement of Cable System facilities in Rights-of-Way, including the specific location of facilities in the Rights-of-Way. Grantee must in any event install Cable System facilities in a manner that minimizes interference with the use of the Rights-of-Way by others, including others that may be installing communications facilities. To protect public health, safety and welfare, the Town may require that Cable System facilities be installed at a particular time, at a specific place or in a particular manner as a condition of access to a particular Rights-of-Way; may deny access if Grantee is not willing to comply with the Town's requirements; and may remove, or require removal of, any facility that is not installed in compliance with the requirements established by the Town, or that is installed without prior Town approval of the time, place or manner of installation (including charging Grantee for all the costs associated with removal); and the Town may require Grantee to cooperate with others to minimize adverse impacts on the Rights-of-Way through joint trenching and other arrangements. Grantee shall assume its costs (in accordance with applicable law) associated with any requirement of the Town in the exercise of its police powers, to relocate its Cable System facilities located in the Rights-of-Way.

### 2.3 Term

- 2.3.1 This Franchise and the rights, privileges, and authority granted hereunder and the contractual relationship established hereby shall remain in full force and effect for a period of ten (10) years from and after the effective date of this Ordinance, as specified in SECTION 19. - , subject to acceptance of this Franchise by Grantee pursuant to Section 18.16.
- 2.3.2 The grant of this Franchise shall have no effect on any ordinance in effect prior to the effective date of this Franchise to indemnify or insure the Town against acts and omissions occurring during the period that the prior franchise was in effect, nor shall it have any effect upon liability to pay all Franchise Fees (for any prior years) that were due and owed under a prior franchise and the franchise ordinance.

### 2.4 Franchise Nonexclusive

This Franchise shall be nonexclusive, and subject to all prior rights, interests,

easements, or franchises granted by the Town or its predecessors to any Person to use any property, Right-of-Way, easement, including the right of the Town to use same for any purpose it lawfully deems fit, including the same or similar purposes allowed Grantee hereunder. The Town may at any time grant authorization to use the Rights-of-Way for any purpose not incompatible with Grantee's authority under this Franchise and for such additional franchises for Cable Systems, as the Town deems appropriate.

## 2.5 Grant of Other Franchises

- 2.5.1 Grantee acknowledges and agrees that the Town reserves the right to grant one or more additional franchises subsequent to this Franchise to provide Cable Service or wireline video programming service within the Franchise Area; provided, the Town agrees that it shall amend this Franchise to include any material terms or conditions that it makes available to the new entrant within ninety (90) days of Grantee's request, so as to ensure that the regulatory and financial burdens on each entity are materially equivalent. "Material terms and conditions" include but are not limited to: Franchise Fees; insurance; system build-out requirements; security instruments; Access Channels and support; customer service standards; required reports and related record keeping; and notice and opportunity to cure breaches. The parties agree that this provision shall not require a word-for-word identical franchise or authorization so long as the regulatory and financial burdens on each entity are materially equivalent. Video Programming services delivered over wireless broadband networks are specifically exempted from the requirements of this Section so long as the Town does not have lawful authority to regulate such wireless broadband networks within the Franchise Area.
- 2.5.2 The modification process of this Franchise as provided in the preceding paragraph shall only be initiated by written notice by Grantee to the Town regarding specified franchise obligations. Grantee's notice shall address the following:
- (1) identifying the specific terms or conditions in the competitive cable services franchise which are materially different from Grantee's obligations under this Franchise;
  - (2) identifying the Franchise terms and conditions for which Grantee is seeking amendments;
  - (3) providing text for any proposed Franchise amendments to the Town, and
  - (4) a written explanation of why the proposed amendments are necessary.

- 2.5.3 Upon receipt of Grantee's written notice as provided in Section 2.5.2, the Town and Grantee agree that they will use best efforts in good faith to negotiate Grantee's proposed Franchise modifications, and that such negotiation will proceed and conclude within a ninety (90) day time period, unless that time period is reduced or extended by mutual agreement of the parties. If the Town and Grantee reach agreement on the Franchise modifications pursuant to such negotiations, then the parties shall amend this Franchise to include the modifications. Notwithstanding any modification of this Franchise pursuant to the provisions of this Section 2.5, should any entity, whose authorization to provide Cable Services or similar wireline video programming service resulted in a triggering of the amendments under this Section, fail or cease to provide such services within the Town, the Town may provide ninety (90) days' written notice to Grantee of such fact, and the Town and Grantee shall enter into good faith negotiations to determine the original terms, conditions and obligations of this Franchise shall be reinstated and fully effective.
- 2.5.4 In the event an application for a new cable television franchise is filed with the Town proposing to serve the Franchise Area, in whole or in part, the Town shall provide notice of such application to the Grantee.
- 2.5.5 In the event that a wireline multichannel video programming distributor, legally authorized by state or federal law, makes available for purchase by Subscribers or customers, Cable Services or wireline video services within the Town without a Cable Service franchise or other similar lawful authorization granted by the Town, then Grantee shall have a right to request Franchise amendments that relieve the Grantee of regulatory burdens that create a competitive disadvantage to Grantee. In requesting amendments, Grantee shall file a petition seeking to amend this Franchise. Such petition shall:
- (1) indicate the presence of such wireline competitor;
  - (2) identify the Franchise terms and conditions for which Grantee is seeking amendments;
  - (3) provide the text of all proposed Franchise amendments to the Town,
  - (4) identify all material terms or conditions in the applicable state or federal authorization which are substantially more favorable or less burdensome to the competitive entity.
  - (5) The Town shall not unreasonably withhold consent to Grantee's petition.

2.6 Familiarity with Franchise

Grantee acknowledges and warrants by acceptance of the rights, privileges and

agreement granted herein, that it has carefully read and fully comprehends the terms and conditions of this Franchise and is willing to and does accept all reasonable risks of the meaning of the provisions, terms and conditions herein. Grantee further acknowledges and states that it has fully studied and considered the requirements and provisions of this Franchise, and finds that the same are commercially practicable at this time and consistent with all local, State and federal laws and regulations currently in effect, including the Cable Act.

2.7 Effect of Acceptance

By accepting the Franchise, Grantee:

- (1) acknowledges and accepts the Town's legal right to issue and enforce the Franchise;
- (2) agrees that it will not oppose the Town's intervening to the extent it is legally entitled to do so in any legal or regulatory proceeding affecting the Cable System;
- (3) accepts and agrees to comply with each and every provision of this Franchise subject to applicable law; and
- (4) agrees that the Franchise was granted pursuant to processes and procedures consistent with applicable law, and that it will not raise any claim to the contrary.

2.8 Police Powers

Grantee's rights hereunder are subject to the police powers of the Town to adopt and enforce ordinances necessary to protect the safety, health and welfare of the public, and Grantee agrees to comply with all applicable laws, ordinances and regulations lawfully enacted pursuant to the police powers of the Town, or hereafter enacted in accordance therewith, by the Town or any other legally constituted governmental unit having lawful jurisdiction over the subject matter hereof. The Town reserves the right to exercise its police powers, notwithstanding anything in this Franchise to the contrary.

2.9 Franchise Area

Grantee shall provide Cable Services, as authorized under this Franchise, within the Franchise Area in accordance with line extension and density provisions as provided herein.

2.10 Reservation of Rights

Nothing in this Franchise shall

- (1) abrogate the right of the Town to perform any public works or public improvements of any description,
- (2) be construed as a waiver of any codes or ordinances of general applicability promulgated by the Town, or

- (3) be construed as a waiver or release of the rights of the Town in and to the Rights-of-Way.

### **SECTION 3. - FRANCHISE FEE AND FINANCIAL CONTROLS**

3.1 Franchise Fee

As compensation for the use of the Town's Rights-of-Way, Grantee shall pay as a Franchise Fee to the Town, throughout the duration of this Franchise, an amount equal to five percent (5.0%) of Grantee's Gross Revenues or such greater or lesser percentage subject to subsection 3.7 below. Accrual of such Franchise Fee shall commence as of the effective date of this Franchise.

3.2 Payments

Grantee's Franchise Fee payments to the Town shall be computed quarterly for the preceding quarter. Each quarterly payment shall be due and payable no later than forty-five (45) days after the end of the preceding quarter. The quarters shall end respectively on the last day of March, June, September and December.

3.3 Acceptance of Payment

No acceptance of any payment shall be construed as an accord by the Town that the amount paid is, in fact, the correct amount, nor shall any acceptance of payments be construed as a release of any claim the Town may have for further or additional sums payable or for the performance of any other obligation of Grantee.

3.4 Audits

No more than on an annual basis, upon thirty (30) days' prior written notice, the Town shall have the right to conduct an independent audit of Grantee's financial records necessary to enforce compliance with this Franchise and to calculate any amounts determined to be payable under this Franchise. Provided Grantee cooperates in making all relevant records available upon request, the Town will in good faith attempt to complete each audit within six (6) months, and the audit period shall not be any greater than the previous six (6) years. Any additional amounts due to the Town as a result of the audit shall be paid within sixty (60) days following written notice to Grantee, and Grantee's agreement that the audit findings are correct, which notice shall include a copy of the audit findings. If a Franchise Fee underpayment is discovered as the result of an audit, Grantee shall pay, in addition to the amount due, interest at the maximum allowed rate as provided under State law calculated from the date the underpayment was originally due until the date the Town receives the payment. If the audit shows that Franchise Fees have been underpaid, by five percent (5%) or more in a calendar year, Grantee shall pay the cost of the audit in an amount up to \$12,500 for the first year of the audit and \$5,000 for the next two years of the audit period.

3.5 Financial Records

Grantee agrees to meet with a representative of the Town upon request to review Grantee's methodology of record-keeping, financial reporting, the computing of Franchise Fee obligations and other procedures, the understanding of which the Town deems necessary for reviewing reports and records that are relevant to the enforcement of this Franchise.

3.6 Underpayments

In the event any payment is not received within forty-five (45) days from the end of the scheduled payment period, Grantee shall pay, in addition to the amount due, interest at the maximum allowed rate as provided under State law calculated from the date the underpayment was originally due until the date the Town receives the payment. The period of limitation for recovery of franchise fees payable hereunder shall be six (6) years from the date on which payment by the Grantee was due.

3.7 Maximum Franchise Fee

The parties acknowledge that, at present, applicable federal law limits the Town to collection of a Franchise Fee of five percent (5%) of Gross Revenues in any twelve (12) month period. In the event that at any time throughout the term of this Franchise, the Town is authorized to collect an amount in excess of five percent (5%) of Gross Revenues in any twelve (12) month period, the parties hereby agree to amend the Franchise after written notice to Grantee, and a public meeting to discuss same, provided that all wireline cable systems in the Franchise Area over which the Town has jurisdiction are treated in an equivalent manner. In the event that at any time throughout the term of this Franchise, the Town is limited by federal law to collecting an amount which is less than five percent (5%) of Gross Revenues in any twelve (12) month period, Grantee may request reduction of the Franchise Fee payments to the Town in accordance with federal law and the parties hereby agree to amend the Franchise unless the Town would be covered under grandfathered provisions under federal law to keep the Franchise Fee at five percent (5%) of Gross Revenues.

3.8 Payment on Termination

If this Franchise terminates for any reason, Grantee shall file with the Town within ninety (90) calendar days of the date of the termination, a financial statement, certified by an independent certified public accountant, showing the Gross Revenues received by Grantee since the end of the previous fiscal year. Within forty five (45) days of the filing of the certified statement with the Town, Grantee shall pay any unpaid amounts as indicated. If Grantee fails to satisfy its remaining financial obligations as required in this Franchise, the Town may do so by utilizing the funds available in a letter of credit or other security provided by Grantee pursuant to Section 5.3 or may exercise any other remedies provided to the Town in law or equity to collect on such financial obligations.

3.9 Service Packages

In addition to the requirements elsewhere in this Franchise, Town acknowledges

that, during the term of this Franchise, Grantee may offer to its Subscribers, at a discounted rate, a bundled or combined package of services consisting of Cable Services, which are subject to the Franchise Fee referenced above, and other services that are not subject to that Franchise Fee. To the extent discounts reduce revenues includable for purposes of calculating Franchise Fees, Grantee may not unfairly or unlawfully allocate discounts for bundled services for the purpose of evading payment of Franchise Fees to the Town. As between Cable Services and non-Cable Services, revenues shall be allocated on a pro rata basis. If a dispute arises between the parties regarding this matter, Town and Grantee will meet within twenty (20) days' notice and discuss such matters in good faith in an attempt to reach a reasonable compromise thereof.

3.10 Alternative Compensation

In the event that Franchise Fees are prohibited by any law or regulation, Franchisee shall pay to the Town that amount, if any, which is determined by applicable law.

3.11 Tax Liability

The Franchise Fees shall be in addition to any and all taxes or other levies or assessments which are now or hereafter required to be paid by businesses by any law of the Town, the State or the United States including, without limitation, sales, use, utility, property, permits and other taxes, or business license fees.

## **SECTION 4. - ADMINISTRATION AND REGULATION**

The Town shall be vested with the power and right to administer and enforce this Franchise and the regulations and requirements of applicable law, including the Cable Act, or to delegate that power and right of administration, or any part thereof, to the extent permitted under federal, State and local law, to any agent in the sole discretion of the Town.

4.1 Rates and Charges

Grantee rates and charges related to or regarding Cable Services shall be subject to regulation by the Town to the full extent authorized by applicable federal, State and local laws. Customer billing shall be itemized by service(s) per FCC Regulation 76.309(B)(ii)(A) and 76.1619 or as amended. Grantee shall comply with all applicable laws regarding rates for Cable Services and all applicable laws covering issues of cross subsidization.

4.2 No Rate Discrimination

All Grantee rates and charges shall be published (in the form of a publicly-available rate card), made available to the public, and shall be non-discriminatory as to all Persons of similar classes, under similar circumstances and conditions. Grantee shall not deny cable service or otherwise discriminate against customers



or others. Grantee shall apply its rates in accordance with governing law. Nothing herein shall be construed to prohibit:

- (1) The temporary reduction or waiving of rates or charges in conjunction with promotional campaigns;
- (2) The offering of reasonable discounts to similarly situated Persons;
- (3) The offering of rate discounts for either Cable Service generally;  
or
- (4) The offering of bulk discounts for Multiple Dwelling Units.

#### 4.3 Filing of Rates and Charges

Throughout the term of this Franchise, Grantee shall maintain on file with the Town a complete schedule of applicable rates and charges for Cable Services provided under this Franchise. Nothing in this subsection shall be construed to require Grantee to file rates and charges under temporary reductions or waivers of rates and charges in conjunction with promotional campaigns.

#### 4.4 Time Limits Strictly Construed

Whenever this Franchise sets forth a time for any act to be performed by Grantee, such time shall be deemed to be of the essence, and any failure of Grantee to perform within the allotted time may be considered a breach of this Franchise.

#### 4.5 Performance Evaluation

4.5.1 Performance evaluation sessions may be held at any time upon request by the Town during the term of this Franchise following Grantee's repeated failure to comply with the terms of this Franchise or no more than once in any annual period.

4.5.2 All evaluation sessions shall be open to the public and announced at least one week in advance in a newspaper of general circulation in the Franchise Area.

4.5.3 Topics that may be discussed at any evaluation session may include those issues surrounding Grantee's failure to comply with the terms of the Franchise, provided that nothing in this subsection shall be construed as requiring the renegotiation of this Franchise or any term or provision therein and further provided that this subsection need not be followed before other legal or equitable remedies within this Franchise.

4.5.4 During evaluations under this subsection, Grantee agrees to participate in such evaluation sessions described in this Section 4.5 and to provide such information or documents as the Town may request to perform the evaluation.

4.6 Leased Access Channel Rates

Upon request, Grantee shall provide a complete schedule of current rates and charges for any and all Leased Access Channels, or portions of such Channels, provided by Grantee.

4.7 Late Fees

4.7.1 For purposes of this subsection, any assessment, charge, cost, fee or sum, however, characterized, that Grantee imposes upon a Subscriber solely for late payment of a bill is a late fee and shall be applied in accordance with applicable local, State and federal laws.

4.7.2 Grantee's late fee and disconnection policies and practices shall be nondiscriminatory, and such policies and practices, and any fees imposed pursuant to this subsection, shall apply equally in all parts of the Town without regard to the neighborhood or income level of the subscribers.

## **SECTION 5. - FINANCIAL AND INSURANCE REQUIREMENTS**

5.1 Indemnification

5.1.1 General Indemnification

Grantee, at its sole cost and expense, shall indemnify, defend and hold the Town, its officers, officials, boards, commissions, authorized agents, representatives, and employees, harmless from any action or claim for injury, damage, loss, liability, settlement, proceeding, judgment, or cost or expense, including court and appeal costs and attorneys' fees and expenses, arising from any acts, errors, or omissions, or from the conduct of Grantee's business, including all damages in any way arising out of, or by reason of, any construction, excavation, erection, operation, maintenance, repair or reconstruction, or any other act done under this Franchise, by or for Grantee, its authorized agents, or by reason of any neglect or omission of Grantee its authorized agents or its employees, except only such injury or damage as shall have been occasioned by the sole negligence or intentional misconduct of the Town. Grantee shall consult and cooperate with the Town while conducting its defense of the Town. Said indemnification obligations shall extend to any settlement made by Grantee.

5.1.2 Concurrent Negligence

However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property

caused by or resulting from the concurrent negligence of the Grantee and the Town, its officers, officials, employees, and volunteers, the Grantee's liability hereunder shall be only to the extent of the Grantee's negligence.

5.1.3 Indemnification for Relocation

Grantee shall indemnify, defend and hold the Town, its elected officials, officers, authorized agents, boards, and employees, harmless for any damages, claims, additional costs, or expenses payable by, the Town related to, arising out of, or resulting from Grantee's failure to remove, adjust or relocate any of its facilities in the Rights-of-Way in a timely manner in accordance with any lawful relocation required by the Town. Pursuant to Section 5.1.1, the provisions of this Section 5.1.3 shall specifically include, but are not limited to, claims for delay, damages, costs, and/or time asserted by any contractor performing public work for or on behalf of the Town.

5.1.4 Additional Circumstances

Grantee shall also indemnify, defend and hold the Town harmless for any claim for injury, damage, loss, liability, cost and expense, including court and appeal costs and attorneys' fees and expenses in any way arising out of any failure by Grantee to secure consents from the owners, authorized distributors or franchisees/licensors of programs to be delivered by the Cable System, provided however, that Grantee will not be required to indemnify the Town for any claims arising out of the use of Access Channels by the Town and/or its Designated Access Providers or use by the Town of the Emergency Alert Cable System.

5.1.5 Procedures and Defense

If a claim or action arises, the Town or any other indemnified party shall tender the defense of the claim or action to Grantee, which defense shall be at Grantee's expense. The Town may participate in the defense of a claim and, in any event, Grantee may not agree to any settlement of claims financially affecting the Town without the Town's written approval that shall not be unreasonably withheld.

5.1.6 Duty of Defense

The fact that Grantee carries out any activities under this Franchise through independent contractors shall not constitute an avoidance of or defense to Grantee's duty of defense and indemnification under this Section 5.1.

5.1.7 Duty to Give Notice

The Town shall give Grantee timely written notice of any claim or of the commencement of any action, suit or other proceeding covered by the indemnity in this Section. The Town's failure to so notify and request indemnification shall not relieve Grantee of any liability that Grantee

might have, except to the extent that such failure prejudices Grantee's ability to defend such claim or suit. In the event any such claim arises, the Town or any other indemnified party shall tender the defense thereof to Grantee and Grantee shall have the obligation and duty to defend any claims arising thereunder, and the Town shall cooperate fully therein.

5.1.8 Separate Representation

If separate representation to fully protect the interests of both parties is necessary, such as a conflict of interest between the Town and the counsel selected by Grantee to represent the Town, Grantee shall select other counsel without conflict of interest with the Town.

5.1.9 Prior Franchises

The grant of this Franchise shall have no effect on Grantee's duty under the prior franchises to indemnify or insure the Town against acts and omissions occurring during the period that the prior franchises were in effect, nor shall it have any effect upon Grantee's liability to pay all Franchise Fees which were due and owed under prior franchises.

5.1.10 Waiver of Title 51 RCW Immunity

Grantee's indemnification obligations shall include indemnifying the Town for actions brought by Grantee's own employees and the employees of Grantee's agents, representatives, contractors, and subcontractors even though Grantee might be immune under Title 51 RCW from direct suit brought by such an employee. It is expressly agreed and understood that this indemnification for actions brought by the aforementioned employees is limited solely to claims against the Town arising by virtue of Grantee's exercise of the rights set forth in this Franchise. To the extent required to provide this indemnification and this indemnification only, Grantee waives its immunity under Title 51 RCW as provided in RCW 4.24.115; provided however, the forgoing waiver shall not in any way preclude Grantee from raising such immunity as a defense against any claim brought against Grantee by any of its employees or other third party. The obligations of Grantee under this Section 5.1.10 have been mutually negotiated by the parties hereto.

5.1.11 Inspection

Inspection or acceptance by the Town of any work performed by Grantee at the time of completion of construction or maintenance projects shall not be grounds for avoidance of any of these covenants of indemnification.

5.1.12 Damage to Grantee Facilities

Notwithstanding any other provisions of this Section 5.1, Grantee assumes the risk of damage to its Cable System facilities located in or

upon the Rights-of-Way from activities conducted by the Town, and agrees to release and waive any and all such claims against the Town except to the extent any such damage or destruction is caused by or arises from the gross negligence, intentional misconduct or criminal actions of the Town. In no event shall the Town be liable for any indirect, incidental, special, consequential, exemplary, or punitive damages, including by way of example and not limitation lost profits, lost revenue, loss of goodwill, or loss of business opportunity in connection with the Town's acts or omissions.

5.1.13 Environmental Liability

Grantee shall at its own cost, expense, and liability, comply with all applicable laws, statutes, rules, and regulations concerning Hazardous Substances that relate to Grantee's Cable System. "Hazardous Substances" shall mean any material or substance which does cause or may cause environmental pollution or contamination (and associated liability and clean-up costs related thereto) as defined under applicable state and federal laws, rules, and regulations. Grantee shall be solely and separately liable and responsible for the containment, remediation and/or clean-up of any release of Hazardous Substances directly arising from or relating to Grantee's Cable System. Grantee shall indemnify, defend and hold the Town harmless from any fines, suits, procedures, claims, costs, damages, expenses, and actions of any kind arising out of or in any way connected with any release(s) of Hazardous Substances directly arising from or related to Grantee's Cable System. This indemnity includes, but is not limited to:

- (1) liability for a governmental agency's costs of removal or remedial action for Hazardous Substances;
- (2) damages to natural resources caused by Hazardous Substances, including the reasonable costs of assessing such damages;
- (3) liability for the Town's costs of responding to Hazardous Substances; and
- (4) liability for any costs of investigation, abatement, mitigation, correction, remediation, cleanup, fines, penalties, or other damages arising under any environmental laws.

5.2 Insurance Requirements

5.2.1 General Requirement

Grantee shall procure and maintain for the duration of the Franchise and as long as Grantee has Facilities in the Rights-of-Way, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the Agreement and use of the rights-of-way in the coverage amounts described below:

- (1) Commercial General Liability coverage for bodily injury, personal injury, and property damage with limits of no less than two million dollars (\$2,000,000) per occurrence. The general aggregate limit shall be no less than five million dollars (\$5,000,000). Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop gap liability, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The Town shall be named as an additional insured under the Grantee's Commercial General Liability insurance policy with respect this Franchise using ISO endorsement CG 20 12 05 09 or CG 20 26 07 04, or substitute endorsement providing at least as broad coverage.
- (2) Commercial Automobile Liability Insurance with minimum combined single limits of at least two million dollars (\$2,000,000) each occurrence and five million dollars (\$5,000,000) aggregate with respect to each of Grantee's owned, hired and non-owned, or any other vehicles assigned to or used in any activities authorized under or used in conjunction with this Franchise. Automobile Liability insurance shall cover all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
- (3) Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- (4) Umbrella or excess liability insurance in the amount of five million dollars (\$5,000,000). Excess or Umbrella Liability insurance shall be excess over and at least as broad in coverage as the Grantee's Commercial General Liability and Automobile Liability insurance. The Town shall be named as an additional insured on the Grantee's Excess or Umbrella Liability insurance policy. The Excess or Umbrella Liability requirement and limits may be satisfied instead through Grantee's Commercial General Liability and Automobile Liability insurance, or any combination thereof that achieves the overall required limits.

#### 5.2.2 Primary Insurance

Grantee's Commercial General Liability, Automobile Liability, and Excess or Umbrella Liability, insurance policy or policies are to contain, or be endorsed to contain, that they shall be primary insurance as respect the Town. Any insurance, self-insurance, or self-insured pool coverage maintained by the Town shall be excess of the Grantee's insurance and shall not contribute with it. The Town, and the Town's officers, officials, boards, commissions, agents, representatives, and

employees are to be covered as, and have the rights of, additional insured's with respect to liability arising out of activities performed by, or on behalf of, Grantee under this Franchise or applicable law, or in the construction, operation, upgrade, maintenance, repair, replacement or ownership of the Cable System;

5.2.3 Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

5.2.4 Verification of Coverage

Grantee shall furnish the Town with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Franchise. Upon request by the Town, the Grantee shall furnish certified copies of all required insurance policies, including endorsements, required in this Franchise and evidence of all subcontractors' coverage.

5.2.5 Subcontractors

Grantee shall cause each and every subcontractor to provide insurance coverage that complies with all applicable requirements of the Grantee provided insurance as set forth herein, except the Grantee shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Grantee shall require that the Town is an additional insured on the Subcontractor's Commercial General liability insurance policy.

5.2.6 Notice of Cancellation

Grantee shall provide the Town with written notice of any policy cancellation within two business days of their receipt of such notice.

5.2.7 Failure to Maintain Insurance

Failure on the part of Grantee to maintain the insurance as required shall constitute a material breach of Franchise, upon which the Town may, after giving five business days' notice to Grantee to correct the breach, terminate the Franchise or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Town on demand.

5.2.8 Grantee – Self-Insurance

If the Grantee is self-insured or becomes self-insured during the term of the Franchise, Grantee or its affiliated parent entity shall comply with the following:

- (1) provide the Town, upon request, a copy of Grantee's or its parent company's most recent audited financial statements, if such financial statements are not otherwise publicly available;
- (2) Grantee or its parent company is responsible for all payments within the self-insured retention; and
- (3) Grantee assumes all defense and indemnity obligations as outlined in the indemnification section of this Franchise.

5.2.9 No Limitation of Liability

Grantee's maintenance of insurance as required by this Franchise shall not be construed to limit the liability of Grantee to the coverage provided by such insurance, or otherwise limit the Town's recourse to any remedy available at law or in equity.

5.3 Security

5.3.1 Grantee shall provide a performance bond ("Performance Bond") in the amount of twenty-five thousand dollars (\$25,000) to ensure the faithful performance of its responsibilities under this Franchise and applicable law, including, by way of example and not limitation, its obligations to relocate and remove its facilities and to restore the Town Rights-of-Way and other property. The Performance Bond shall be in a standard industry form. Grantee shall pay all premiums or costs associated with maintaining the Performance Bond and shall keep the same in full force and effect at all times. Except as expressly provided in Section 5.4, Grantee shall not be required to obtain or maintain other bonds as a condition of being awarded the Franchise or continuing its existence.

5.3.2 If there is an uncured breach by Grantee of a material provision of this Franchise or a pattern of repeated violations of any provision(s) of this Franchise, then the Town may request and Grantee shall establish and provide within thirty (30) days from receiving notice from the Town, to the Town, as security for the faithful performance by Grantee of all of the provisions of this Franchise, an irrevocable letter of credit from a financial institution satisfactory to the Town in the amount of twenty-five thousand dollars (\$25,000).

5.3.3 If a letter of credit is furnished pursuant to subsection (B), the letter of credit shall then be maintained at that same amount until the uncured breach is resolved.

5.3.4 After the giving of notice by the Town to Grantee and expiration of any applicable cure period, the letter of credit or Performance Bond may be drawn upon by the Town for purposes including, but not limited to, the following:



- (1) Failure of Grantee to pay the Town sums due under the terms of this Franchise;
- (2) Reimbursement of costs borne by the Town to correct Franchise violations not corrected by Grantee;
- (3) Liquidated damages assessed against Grantee as provided in this Franchise.

5.3.5 The Town shall give Grantee written notice of any withdrawal from the Performance Bond or letter of credit. Within ten (10) days following notice that a withdrawal has occurred from the Performance Bond or letter of credit, Grantee shall restore the Performance Bond or letter of credit to the full amount required under this Franchise. Grantee's maintenance of the letter of credit shall not be construed to excuse unfaithful performance by Grantee or limit the liability of Grantee to the amount of the letter of credit or otherwise limit the Town's recourse to any other remedy available at law or in equity.

5.3.6 Grantee shall have the right to appeal to the hearing examiner for reimbursement in the event Grantee believes that the Performance Bond or letter of credit was drawn upon improperly. Grantee shall also have the right of judicial appeal if Grantee believes the letter of credit has not been properly drawn upon in accordance with this Franchise. Any funds the Town erroneously or wrongfully withdraws from the Performance Bond or letter of credit, as determined by either the hearing examiner or judicial appeal, shall be returned to Grantee with interest, from the date of withdrawal at a rate equal to the prime rate of interest as quoted in The Wall Street Journal as of the date of such decision.

5.3.7 If any Performance Bond or letter of credit delivered pursuant thereto expires prior to twelve (12) months after the expiration of the term of this Franchise, it shall be renewed or replaced during the term of this Franchise to provide that it will not expire earlier than twelve (12) months after the expiration of this Franchise. The renewed or replaced Performance Bond or letter of credit shall be of the same form and with a bank authorized herein and for the full amount stated in this Section.

#### 5.4 Bonds

Grantee, at its expense, shall comply with all of the applicable construction or maintenance bonding requirements provided for in the Town Code, permit requirements, or development standards officially adopted by the Town for work in the Rights-of-Way.

## **SECTION 6. - CUSTOMER SERVICE**

6.1 Customer Service Standards

Grantee shall comply with Customer Service Standards as provided in FCC Standards 47 C.F.R. Sections 76.309, 76.1602, 76.1603 and 76.1619.

6.2 Subscriber Privacy

Grantee shall comply with privacy rights of Subscribers in accordance with applicable law.

6.3 Customer Service Agreement and Manual

6.3.1 Grantee shall provide to Subscribers an accurate, comprehensive service agreement (currently called the work order) and Customer installation packet (currently called the Install Package) for use in establishing Subscriber service. This material shall, at a minimum, contain the following:

- (1) Grantee's procedure for investigation and resolution of Subscriber service complaints.
- (2) Services to be provided and rates for such services.
- (3) Billing procedures.
- (4) Service termination procedure.
- (5) A description of the manner that will be used to provide notice of changes in rates, service or service terms and conditions.
- (6) A complete statement of the Subscriber's right to privacy.
- (7) Equipment policy.
- (8) The name, address and phone number of the Customer care department that is responsible for handling cable questions and complaints for Grantee.

6.3.2 A copy of the installation packet shall be available to each Subscriber at the time of initial installation and any reconnection or Cable Service upgrade requiring a home visit by Grantee (excluding reconnections to the same Subscriber within twelve (12) months), and at any time the packet is requested by the Subscriber. Within thirty (30) days following material policy changes, information regarding the changes will be provided to Subscribers.

## **SECTION 7. - REPORTS AND RECORDS**

7.1 Open Records

7.1.1 Grantee shall manage all of its operations in accordance with a policy of keeping its documents and records open and accessible to the Town. In addition to any other records that may be provided for under any other section of this Franchise, the Town, including the Town's Finance Director and Public Works Director or their designees, shall have access to, and the right to inspect, any books and records of Grantee, its parent corporations and Affiliates, which are reasonably related to the administration or enforcement of the terms of this Franchise, or Grantee's use and location within the Town's Rights-of-Way. Records subject to this Section 7.1 include, without limitation, FCC filings on behalf of Grantee, its parent corporations, or Affiliates which directly relate to the operation of the Cable System in the Town; SEC filings; listing of Cable Services, rates, and Channel line-ups; Cable Services added or dropped; Channel changes; the net number of Subscribers and the number of Subscribers added and terminated; all planned construction activity; Right-of-Way route maps (including overhead and underground trunk and distribution facilities in a GIS format); beginning and ending plant miles; total homes passed for the previous twelve (12) months; and any significant technological changes occurring in the Cable System; federal and State reports; reports of Subscriber complaints in the Town and how such complaints are resolved.

7.1.2 Grantee shall not deny the Town access to any of Grantee's records on the basis that Grantee's records are under the control of any parent corporation, Affiliate, or a third party. The Town may, in writing, request copies of any such records or books and Grantee shall provide such copies within thirty (30) days of the transmittal of such request. One (1) copy of all reports and records required under this or any other subsection shall be furnished to the Town, at the sole expense of Grantee. If the requested books and records are too voluminous, or for security reasons cannot be copied or removed, then Grantee may require that the Town or its designee inspect them at Grantee's local offices. For purposes of clarity, any requirements to provide as-built maps shall not be considered too voluminous or unable to be copied for security purposes with respect to the provisions of this subsection 7.1.2. If any books or records of Grantee are not kept in a local office and are not made available in copies to the Town or its designee upon written request as set forth above, and if the Town determines that an examination of such records is necessary or appropriate for the performance of any of the Town's duties, administration or enforcement of this Franchise, then all reasonable travel and related expenses incurred in making such examination shall be paid by Grantee.

## 7.2 Confidentiality

- 7.2.1 Grantee shall not be required to disclose information that it reasonably deems to be proprietary or confidential in nature. That said, Grantee does agree to provide all information reasonably required to verify compliance with the material terms of the Franchise. If Grantee believes that any documents are confidential or proprietary, Grantee shall be responsible for clearly and conspicuously identifying the work as confidential or proprietary, and shall provide a brief written explanation as to why such information is confidential and how it may be treated as such under State or federal law.
- 7.2.2 As a public agency, records and information provided to or otherwise used by the Town may be subject to a request submitted under the state Public Records Act. In such an event, Grantee agrees to cooperate fully with the Town in satisfying the Town's duties and obligations under the Public Records Act, subject to Grantee's rights under this Franchise and RCW 42.56.540. If a request is received for records Grantee has submitted to the Town and has identified as confidential, proprietary or protected trade secret material, the Town will use its best efforts to provide Grantee with notice of the request in accordance with RCW 42.56.540 and a reasonable time (of no less than 10 days) within which Grantee may seek an injunction to prohibit the Town's disclosure of the requested record. The Town shall comply with any injunction or court order requested by Grantee which prohibits the disclosure of any such confidential records; however, in the event a higher court overturns such injunction or court order, Grantee shall reimburse the Town for any fines or penalties imposed for failure to disclose such records. Nothing in this Section 7.2 prohibits the Town from complying with RCW 42.56, or any other applicable law or court order requiring the release of public records, and the Town shall not be liable to Grantee for compliance with any law or court order requiring the release of public records. The Town is not required to assert on Grantee's behalf any exemption based on trade secret, proprietary or confidential information, provided, however, the Town may assert such exemption if the Town itself believes in good faith that an exemption applies to the requested records. Grantee agrees to defend, indemnify and hold the Town, its officers, officials, employees, agents, and volunteers harmless from any and all claims, injuries, damages, losses or suits, including all legal costs and attorney fees, arising out of or in connection with the assertion of an exemption to disclosure under the Public Records Act based upon records claimed or identified by Grantee as confidential, proprietary or protected trade secret material. The provisions of this section shall survive the expiration or termination of this Franchise.

### 7.3 Annual Reports

- 7.4 Upon request, and no more than ninety (90) days after the end of the first quarter, Grantee shall submit to the Town a written report, which shall include the following information:
- 7.4.1 A Gross Revenue statement for the preceding calendar year and all deductions and computations for the period, and such statement shall be reviewed by a certified public accountant.
  - 7.4.2 A summary of the previous year's activities regarding the development of the Cable System, including, but not limited to, homes passed, beginning and ending plant miles and the total number of Subscribers.

## **SECTION 8. - PROGRAMMING**

- 8.1 Broad Programming Categories  
Grantee shall provide at least the following broad categories of programming to the extent such categories are reasonably available.
- (1) Educational programming;
  - (2) News, government, weather and information;
  - (3) Sports;
  - (4) General entertainment including movies;
  - (5) Foreign language programming; and
  - (6) Children's programming.
- 8.2 Deletion of Broad Programming Categories
- 8.2.1 Grantee shall not delete or so limit as to effectively delete any broad category of programming within its control without prior written notice to the Town.
  - 8.2.2 In the event of a modification proceeding under federal law, the mix and quality of Cable Services provided by Grantee shall follow the guidelines of federal law.
- 8.3 Obscenity  
Grantee shall not transmit, or permit to be transmitted, over any Channel subject to its editorial control any programming which is obscene under applicable federal, State or local laws.
- 8.4 Services for the Disabled  
Grantee shall comply with the Americans With Disabilities Act and any amendments or successor legislation thereto.

- 8.5 Parental Control Device  
Upon request by any Subscriber, Grantee shall make available at no charge a parental control or lockout device, traps or filters to enable a Subscriber to control access to both the audio and video portions of any Channels. Grantee shall inform its Subscribers of the availability of the lockout device at the time of their initial subscription and periodically thereafter.
- 8.6 Complimentary Cable Service  
The Town acknowledges that Grantee currently provides certain complimentary video services to Town Hall, without charge. Grantee agrees to voluntarily continue, until it elects to discontinue, the provision of complimentary services. At such time as Grantee elects to discontinue the provision of complimentary services, Grantee agrees that it will do so only after providing Town with at least one hundred twenty (120) days' prior written notice. Such notice shall document the proposed offset or service charges so that the Town can make an informed decision as to whether to keep the services. Upon written notice from Grantee, the Town shall be given the full one hundred twenty (120) days to review the list of outlets receiving complimentary service and shall have the right to discontinue receipt of all or a portion of the outlets receiving complimentary service provided by Grantee in the event Grantee elects to discontinue the provision of complimentary service as set forth herein. In the event applicable law is overturned in whole or in part by action of the FCC or through judicial review, the Town and Grantee will meet promptly to discuss what impact such action has on the provision of the in-kind cable-related contributions to which this section applies.
- 8.7 New Technology
- 8.7.1 If there is a new technology, Cable Service program offering, programming delivery method or other such new development that Grantee in its sole discretion decides to beta test or trial on a limited basis in the marketplace, and such a test or trial is suited to the size and demographics of the Town, Grantee shall be allowed by the Town to conduct the trial or beta test in the Town so long as such a test is technically feasible.
- 8.7.2 If there is a new technology that in the Town's opinion would enhance substantially the quality or quantity of programming available to Subscribers on the Cable System, Grantee shall, at the request of the Town, investigate the feasibility of implementing said technology and report to the Town the results of such investigation within ninety (90) days from the date of such request.

## **SECTION 9. - PUBLIC, EDUCATIONAL AND GOVERNMENTAL ACCESS**

## 9.1 Access Channels

- 9.1.1 Upon one hundred twenty (120) days written notice, the Grantee shall make available one (1) Standard Digital (SD) Government Access Channel throughout the term of this Franchise. Upon receipt of the written notice, the Town and the Grantee shall meet to discuss and mutually agree upon an implementation plan to activate said Channel controlled and operated by the Town.
- 9.1.2 The Town acknowledges that the Grantee's Cable System provides additional benefits to Access programming needs beyond the requirements listed in subsection 9.1.1 above. This is accomplished through the inclusion of other regional access programming within the regional channel line-up that services the Franchise Area. The Grantee will endeavor to provide the Subscribers in the Franchise Area with the other regional access channels so long as the programmers offer them for use on the Cable System.
- 9.1.3 In the event Grantee makes any change in the Cable System and related equipment and facilities or in signal delivery technology, which change directly or indirectly affects the signal quality or transmission of any Access Channel programming or services, Grantee shall, at its own expense, take necessary technical steps, acquire new equipment so that the Access facilities and equipment may be used as intended to ensure that delivery of Access Video Programming signals is not diminished or adversely affected, including, among other things, so that live and taped programming can be cablecast with as good or better signal quality than existed prior to such change.

## 9.2 Simulcast High Definition (HD) Access Channel

- 9.2.1 The Grantee agrees to simulcast the one (1) SD Government Access Channel in HD (HD PEG Channel) format after the Town's maintains an average of five (5) hours per-day, five days per-week of Locally Scheduled Original Programming. For the purposes of this subsection, character-generated programming (i.e., community bulletin Town Councils) shall not satisfy, in whole or in part, this programming requirement. Once the Town meets or exceeds this programming requirement, the Grantee shall provide the HD PEG Channel under the following conditions:
- (1) Upon the Town's request, the Grantee shall have one-hundred and twenty (120) days to activate the simulcast HD PEG Channel.
  - (2) The Grantee shall be responsible for all capital engineering costs associated with fulfilling the request to activate the simulcast HD PEG Channels.

- (3) The Town or any Designated Access Provider shall be responsible for acquiring all equipment necessary to produce programming in HD.
- (4) Upon activation of the simulcast HD PEG Channel, Comcast shall own and maintain the encoder equipment used to transmit the HD signal from Town Hall (the demarcation point).
- (5) The Town shall provide the HD PEG Channel signal as specified by the Grantee's engineering standards, as amended by the Grantee from time to time because of changes in technology.

9.2.2 The Town acknowledges that the simulcast HD PEG Channel will be available only to those Subscribers who elect to subscribe to Grantee's high-definition Cable Service, receive a HD set-top converter, and pay all fees associated therewith.

9.2.3 Grantee shall have sole discretion to determine the Channel placement of the simulcast HD PEG Access Channel within its HD channel line-up.

### 9.3 Management and Control of Access Channels

9.3.1 The Town may authorize Designated Access Providers to control, operate, and manage the use of any and all Access facilities provided by Grantee under this Franchise, including, without limitation, the operation of Access Channels. The Town or its designee may formulate rules for the operation of the Access Channels, consistent with this Franchise, the FCC, federal and State law. Nothing herein shall prohibit the Town from authorizing itself to be a Designated Access Provider.

9.3.2 Grantee shall cooperate with the Town and Designated Access Providers in the use of the Cable System and Access facilities for the provision of Access Channels.

### 9.4 Location and Quality of Access Channels

9.4.1 The Standard Definition Access Channel provided to Subscribers under this Franchise shall be included by Grantee as a part of the lowest Tier of service provided to all Subscribers in the Franchise. Grantee agrees to use reasonable efforts to place the Access Channel in the same vicinity as other local government access channels. Grantee will use reasonable efforts to minimize the movement of SD and HD Access Channel assignments.

9.4.2 In addition, Grantee will make reasonable efforts to locate the HD Access Channel provided pursuant to Section 9.2 in a location on its HD Channel lineup that is easily accessible to Subscribers.



- 9.4.3 The parties agree that it is the responsibility of the Designated Access Provider(s) to provide a quality Access signal, to the Grantee at the point of demarcation, which meets or exceeds the FCC technical standards. Notwithstanding the forgoing, the Grantee agrees that it will deliver to subscribers an Access signal of the same quality it receives from the Designated Access Provider(s) without degradation and in accordance with the FCC technical standards. There shall be no restriction on Grantee's technology used to deploy and deliver Standard Definition or High Definition signals so long as the requirements of the Franchise are otherwise met. FCC technical standards shall be used for all testing and assessment of quality under this section.
- 9.4.4 Grantee shall provide Headend and hub equipment and routine maintenance and repair and replace, if necessary, any of Grantee's equipment required to carry the Access signal to and from the Town's and any other Access origination point and the Grantee's Headend and hubs for the Access Channels.
- 9.4.5 If Grantee makes a change in its Cable System and related equipment and facilities, or in its signal delivery technology, which directly or indirectly affects the signal quality or method or type of transmission of Access programming or services, Grantee shall take necessary technical steps and provide necessary technical assistance, including the acquisition of all necessary equipment and full training of access personnel, to ensure that the capabilities of Access Channels and delivery of Access programming are not diminished or adversely affected by such change. For example, live and taped programming must be cablecast with as good or better signal quality than existed prior to such change.

9.5 Access Channel Identification/Location/Relocation/Bill Insertions

- 9.5.1 Grantee will use reasonable efforts to minimize the movement of Access Channel assignments. Grantee shall provide to the Town a minimum of sixty (60) days notice, and use its best efforts to provide ninety (90) days notice, prior to any relocation of its Access Channels, unless the change is required by federal law, in which case Grantee shall give the Town the maximum notice possible.
- 9.5.2 Grantee, upon request, and when space is available, shall provide the Town the opportunity to include two bill insertions per year. The Town or Designated Access Providers shall be responsible for the costs of printing its bill insertions, the cost of inserting the information into Grantee's bills and for any incremental postage costs. Bill insertions must conform to Grantee's reasonable mailing requirements. Grantee shall be provided an opportunity to review and approve all Access bill insertions.

9.6 Support for Access Capital Costs

- 9.6.1 Upon one hundred twenty (120) days notice from the Town, Grantee shall collect and remit to the Town, as support for any lawful capital PEG use, twenty-five cents (\$.25) per Subscriber per month, payable quarterly with Franchise Fees as a “PEG Contribution.” The PEG Contribution shall not be treated as franchise fees for purposes of 47 U.S.C. § 542 or any other purpose, and shall at no time be offset or deducted from franchise fee payments made to the Town under this Franchise or applicable law. Upon sixty (60) days written notice to Grantee, the Town Council may direct Grantee to no longer collect such PEG Fee from Subscribers.
- 9.6.2 If during the Term of this Franchise, the Town Council determines that there is a need for additional capital equipment to support the Access Channels, then based upon that demonstrated need, both parties shall meet to determine how to adjust the PEG Contribution and if the remaining term of this franchise does not accommodate the full capital needs of the Town, both parties may review the possibilities of extending the term of the franchise. Such amount shall be the same amount required of all other Cable Operators in the Franchise Area. The Town agrees that 47 C.F.R. §76.922 permits Grantee to add the cost of the PEG Contribution to the price of Cable Services and to collect the PEG Contribution from Subscribers. In addition, as permitted in 47 C.F.R. §76.985, all amounts paid as the PEG Contribution may be separately stated on Subscriber’s bills as a government access capital equipment fee.
- 9.6.3 The Town shall have discretion to allocate the PEG Contribution in accordance with applicable law. To the extent the Town makes access capital investments using Town funds prior to receiving the monthly PEG Contribution funds, the Town is entitled to apply the subsequent monthly PEG Contribution payments from Grantee toward such Town capital investments. The Town agrees that the PEG Contribution may be treated as a separate line item on Subscriber bills in accordance with applicable federal law.
- 9.6.4 Upon the Grantee’s written request, the Town shall submit a report no more frequently than annually on the use of the Town specific Access Channels and capital PEG Fee. The Town shall submit a report to the Grantee within one hundred twenty (120) days of a written request. The Grantee may review the records of the Town regarding the use of the PEG Contribution.
- 9.6.5 Unless the Town determines to no longer use the Access Channels, the Town shall dedicate the time, personnel and other resources needed to operate the Access Channels designated herein.

9.7 Technical Quality

Grantee shall maintain all Access channels as required by FCC standards. Grantee shall ensure that any Access Channels carried in High Definition format can also be viewed in Standard Definition format by Subscribers who do not receive High Definition service or do not have High Definition equipment, with the same quality and functionality as commercial channels of the same format, whether through simulcasting the programming in Standard and High Definition, or by means of another technical solution used by Grantee for other commercial programmers carried on the channel lineup.

9.8 Return Connectivity

9.8.1 When the Town provides notice to the Grantee concerning its election to control and operate the SD Access Channel, the Town shall designate its proposed Access facility location. Within sixty (60) days of receiving notice, the Grantee shall review its facilities and records and provide an estimate of costs associated with the construction and activation of a fiber optic return line capable of transmitting Video Programming to enable the distribution of the Town's Access programming to Subscribers on the provided SD Access Channel. The return line shall run from a location to be determined by the Town to the Grantee's facilities. Within a reasonable time-period of receiving the Town's directive, the Grantee shall construct and activate a return line in accordance with the cost estimate previously provided. The Town agrees to pay the actual costs of the return line within ninety (90) days of construction / activation and receipt of an invoice from the Grantee. The parties agree that the Town may use the PEG Contribution to pay for the construction of this return line.

9.8.2 Once activated and throughout the remaining term of this Franchise, Grantee shall continue to provide and maintain such return line, as per federal law.

9.9 Guide Selection

Grantee agrees that if it utilizes a visual interface under its control on its Cable System for all Channels, the Access Channels shall be treated in a non-discriminatory fashion consistent with applicable laws so that Subscribers will have ready access to Access Channels. To the extent the configuration of the Cable System allows for detailed program listings to be included on the digital channel guide, Grantee will make available to Town the ability to place Access Channel programming information on the interactive Channel guide via the electronic programming guide ("EPG") vendor ("EPG provider") that Grantee utilizes to provide the guide service. Grantee will be responsible for providing the designations and instructions necessary for the Access Channels to appear on the EPG and the Town will be responsible for providing Access content in a format that is compatible with the EPG. All costs and operational requirements for the EPG provider shall be the responsibility of the Town. Grantee is not

responsible for operations of the EPG provider. Grantee shall, to the maximum extent possible, make available to the Town any price discounts Grantee may have in place with third party vendors that offer such programming guide services. The cost of this guide service may be funded in any manner consistent with applicable law.

## **SECTION 10. - GENERAL RIGHT-OF-WAY USE AND CONSTRUCTION**

### **10.1 Construction**

- 10.1.1 Grantee hereby acknowledges that the Town Code contains construction requirements for the usage of the Rights-of-Way and agrees to abide by such construction requirements, including but not limited to those contained in Yarrow Point Municipal Code Title 12 – Streets, Sidewalks, and Public Places.
- 10.1.2 Grantee shall perform all maintenance, construction, repair, upgrade and reconstruction necessary for the operation of its Cable System in accordance with applicable laws, regulations, ordinances, Town standards, (Town’s engineering design and development standards) and provisions of this Franchise. Prior to doing such work Grantee shall apply for, and obtain, appropriate permits from the Town, and give appropriate notices to the Town, and Grantee shall pay all applicable fees upon issuance of the requisite permits by the Town to Grantee. As a condition of any permits so issued, the Town officials may impose such conditions and regulations as are necessary for the purpose of protecting any structures in such Rights-of-Way, proper restoration of such Rights-of-Way and structures, protection of the public and the continuity of pedestrian or vehicular traffic. All facilities constructed or operated under this Franchise shall be installed and maintained at such places in or upon such rights-of-way as shall not interfere with the free passage of traffic and the free use of adjoining property, and shall conform to federal standards, state requirements, and Town regulations. To the extent practicable and economically feasible, Grantee’s construction and location of its facilities shall be of minimal impact to the Town streets and sidewalks located within the Rights-of-Way. All construction and maintenance of any and all of Grantee’s facilities within the Rights-of-Way shall, regardless of who performs the construction, be and remain Grantee’s responsibility.
- 10.1.3 Prior to beginning any construction, excavations, or significant repair, Grantee shall provide the Town with a construction schedule for work in the Rights-of-Ways as required by the Town’s permitting regulations. Further, Grantee shall meet with the Town and other franchise and master permit holders and users of the Rights-of-Way upon written

notice as determined by the Town, to discuss options regarding scheduling and coordinating construction in the Rights-of-Way.

- 10.1.4 Grantee may make excavations in Rights-of-Way for any facility needed for the maintenance or extension of Grantee's Cable System. Whenever it is possible and reasonably practicable to joint trench or share bores or cuts, Grantee shall work with other providers, permittees and franchisees so as to reduce so far as possible the number of Rights-of-Way cuts within the Franchise Area.
- 10.1.5 In the event that emergency repairs are necessary, Grantee will make best efforts to contact the Town's Public Works Department (206-276-8922) prior to the repair, however Grantee may initiate such emergency repairs, and shall apply for appropriate permits within forty-eight (48) hours after discovery of the emergency.
- 10.1.6 Grantee shall be subject to any and all requirements established by the Town with regard to the placement and screening of Grantee's property. Such requirements may include, but are not limited to, the use of landscaping to screen pedestals and cabinets and a requirement that construction be flush with the natural grade of the surrounding area.

## 10.2 Location of Facilities

- 10.2.1 Prior to doing any digging or excavation in the Rights-of-Way, Grantee shall follow established procedures, including contacting the Utility Notification Center in Washington and comply with all applicable State statutes regarding the One Call Locator Service pursuant to RCW 19.122.
- 10.2.2 Further, upon request from the Town in conjunction with the design of any Town project, and no more than thirty (30) days following such request, Grantee shall, at Grantee's expense, mark on the surface all of its located underground facilities within the area of the proposed excavation, including horizontal and vertical location.

## 10.3 Restoration of Rights-of-Way

- 10.3.1 When any opening is made by Grantee in a hard surface pavement in any Rights-of-Way, Grantee shall promptly refill the opening and restore the surface as required by its permit. Grantee shall guarantee the durability and structural integrity of any street cut or repair made by it or its agents or subcontractors which is necessary for the construction, installation, operation, repair or maintenance of Grantee's Facilities for the life of the street; provided, that no action by an unrelated third party materially affects the integrity of the Grantee's street cut or repair. Grantee shall repair or replace, at no expense to

the Town, any failed street cut or repair which was completed by the Grantee or its agents or subcontractors.

10.3.2 If Grantee excavates the surface of any Rights-of-Way, Grantee shall be responsible for restoration in accordance with applicable regulations regarding the Rights-of-Way and its surface within the area affected by the excavation. The Town may, after providing notice to Grantee, and Grantee's failure to respond within the agreed upon time, refill or repave any opening made by Grantee in the Rights-of-Way, and the expense thereof shall be paid by Grantee. In the event Grantee does not repair a Right-of-Way or an improvement in or to a Right-of-Way in a prompt timeframe or as agreed to with the Town Engineer or any other department director as the Town may designate, the Town may repair the damage and shall be reimbursed its actual cost within thirty (30) days of submitting an invoice to Grantee. The cost of all repairs and restoration, including the costs of inspection and supervision shall be paid by Grantee. All of Grantee's work under this Franchise, and this Section in particular, shall be done in compliance with all laws, regulations and ordinances of the Town and State. All work by Grantee pursuant to this Section shall be performed in accordance with applicable Town standards.

10.3.3 The Public Works Director or any other department director as the Town may designate shall have final approval of the condition of such streets and public places after restoration.

#### 10.4 Maintenance and Workmanship

10.4.1 Grantee's Cable System shall be constructed and maintained in such manner as not to interfere with sewers, stormwater, water pipes or any other property of the Town, or with any other pipes, wires, conduits, pedestals, structures or other facilities that may have been laid in Rights-of-Way by, or under, the Town's authority.

10.4.2 Grantee shall provide and use any equipment and appliances necessary to control and carry Grantee's signals so as to prevent injury to the Town's property or property belonging to any Person. Grantee, at its own expense, shall repair, renew, change and improve its facilities to keep them in safe condition.

10.4.3 Grantee's transmission and distribution Cable System, wires and appurtenances shall be located, erected and maintained so as not to endanger or interfere with the lives of Persons, or to unnecessarily hinder or obstruct the free use of Rights-of-Way, or other public property.

10.5 Acquisition of Facilities

Upon Grantee's acquisition of facilities in any Rights-of-Way, or upon the addition or annexation to the Town of any area in which Grantee owns or operates any facility, such facilities shall immediately be subject to the terms of this Franchise.

10.6 Relocation of Facilities

10.6.1 Nothing in this Franchise shall prevent the Town from constructing any public work or improvement. The Town may require Franchisee to relocate the Cable System within the Right-of-Way when reasonably necessary for construction, alteration, repair, or improvement of the right-of-way for purposes of public welfare, health, or safety. For example, without limitation, the movement of or the request to locate Grantee's facilities may be needed by reason of traffic conditions, public safety, Right-of-Way vacation, Right-of-Way construction, change or establishment of Right-of-Way grade, installation of sewers, drains, gas or water pipes, or any other types of structures or improvements by for public purposes. For the avoidance of doubt, such projects shall include any Right-of-Way improvement project, even if the project entails, in part, related work funded and/or performed by or for a third party, provided that such work is performed for the public benefit, but shall not include, without limitation, any other improvements or repairs undertaken by or for the primary benefit of third-party entities. Except as otherwise provided by law, the costs and expenses associated with relocations or disconnections requested pursuant to this Section 10.6 shall be borne by Grantee. Such work shall be performed at Grantee's expense. Nothing contained within this Franchise shall limit Grantee's ability to seek reimbursement for relocation costs when permitted pursuant to RCW 35.99.060. In the case of a joint relocation project, Grantee shall be responsible for the cost of relocating its facilities.

10.6.2 If the Town determines that the project necessitates the relocation of Grantee's existing facilities, the Town shall provide Grantee in writing with a date by which the relocation shall be completed (the "Relocation Date") consistent with RCW 35.99.060(2). In calculating the Relocation Date, the Town shall consult with Grantee and consider the extent of facilities to be relocated, the services requirements, and the construction sequence for the relocation, within the Town's overall project construction sequence and constraints, to safely complete the relocation, and the Town shall endeavor to provide Grantee at least sixty (60) days' notice prior to the Relocation Date. Grantee shall complete the relocation by the Relocation Date, unless the Town or a reviewing court establishes a later date for completion, as described in RCW 35.99.060(2). To provide guidance on this notice process, the Town will make reasonable efforts to involve Grantee in the predesign and design phases of any Public Project. After receipt of the written

notice containing the Relocation Date, Grantee shall relocate such facilities to accommodate the Public Project consistent with the timeline provided by the Town and at no charge or expense to the Town. Such timeline may be extended by a mutual agreement.

- 10.6.3 If Grantee fails to complete this work within the time prescribed above and to the Town's satisfaction, the Town may cause such work to be done and bill the cost of the work to Grantee, including all costs and expenses incurred by the Town due to Grantee's delay. In such event, the Town shall not be liable for any damage to any portion of Grantee's Cable System. Within thirty (30) days of receipt of an itemized list of those costs, Grantee shall pay the Town. In any event, if Grantee fails to timely relocate, remove, replace, modify or disconnect Grantee's facilities and equipment, and that delay results in any delay damage accrued by or against the Town, Grantee will be liable for all documented costs of construction delays attributable to Grantee's failure to timely act. Grantee reserves the right to challenge any determination by the Town of costs for construction delays related to an alleged failure to act in accordance with this subsection 10.6.

#### 10.7 Movement of Cable System Facilities for Other Entities

- 10.7.1 If any removal, replacement, modification or disconnection of the Cable System is required to accommodate the construction, operation or repair of the facilities or equipment of another entity with the rights to use the Rights-of-Way, Grantee shall, after at least thirty (30) days' advance written notice, take action to effect the necessary changes requested by the responsible entity. Grantee may require that the costs associated with the removal or relocation be paid by the benefited party.
- 10.7.2 At the request of any Person holding a valid permit (a "Permittee") and upon reasonable advance notice, Grantee shall temporarily raise, lower or remove its wires as necessary to permit the moving of a building, vehicle, equipment or other item. Grantee may require a reasonable deposit of the estimated payment in advance and may require that the cost be paid by the Permittee. Such payment is an exchange between the Grantee and the Permittee, and the Town will not be the administrator of these transactions.
- 10.7.3 Reimbursement of Grantee Costs  
Grantee specifically reserves any rights it may have under applicable law for reimbursement of costs related to undergrounding or relocation of the Cable System as described in this Section 10.7, and nothing herein shall be construed as a waiver of such rights.



10.8 Reservation of Town Use of Right-of-Way

Nothing in this Franchise shall prevent the Town or public utilities owned, maintained or operated by public entities other than the Town from constructing sewers; grading, paving, repairing or altering any Right-of-Way; laying down, repairing or removing water mains; or constructing or establishing any other public work or improvement. All such work shall be done, insofar as practicable, so as not to obstruct, injure or prevent the use and operation of Grantee's Cable System but insofar as the Cable System, or any portion thereof, is required to be relocated to accommodate the construction of the Town or public utility, Grantee shall be solely responsible for the costs associated with relocation.

10.9 Rights-of-Way Vacation

If any Rights-of-Way or portion thereof used by Grantee is vacated by the Town during the term of this Franchise, unless the Town specifically reserves to Grantee the right to continue the use of vacated Rights-of-Way, Grantee shall, without delay or expense to the Town, remove its facilities from such Rights-of-Way, and restore, repair or reconstruct the Rights-of-Way where such removal has occurred. In the event of failure, neglect or refusal of Grantee, after thirty (30) days' notice by the Town, to restore, repair or reconstruct such Rights-of-Way, the Town may do such work or cause it to be done, and the reasonable cost thereof, as found and declared by the Town, shall be paid by Grantee within thirty (30) days of receipt of an invoice and documentation.

10.10 Removal of Discontinued Facilities

Whenever Grantee intends to discontinue using any facility within the Rights-of-Way, Grantee shall submit to the Town a complete description of the facility and the date on which Grantee intends to discontinue using the facility. Grantee may remove the facility or request that the Town allow it to remain in place. Notwithstanding Grantee's request that any such facility remain in place, the Town may require Grantee to remove the facility from the Rights-of-Way or modify the facility to protect the public health, welfare, safety and convenience, or otherwise serve the public interest. The Town may require Grantee to perform a combination of modification and removal of the facility. Grantee shall complete such removal or modification in accordance with a schedule set by the Town. Until such time as Grantee removes or modifies the facility as directed by the Town, or until the Town accepts abandonment or the rights to and responsibility for the facility are accepted by another Person having authority to construct and maintain such facility, Grantee shall be responsible for the facility, as well as maintenance of the Rights-of-Way, in the same manner and degree as if the facility were in active use, and Grantee shall retain all liability for such facility. If Grantee abandons its facilities, the Town may choose to use such facilities for any purpose whatsoever including, but not limited to, Access Channel purposes.

10.11 Hazardous Substances

- 10.11.1 Grantee shall comply with all applicable State and federal laws, statutes, regulations and orders concerning hazardous substances within the Rights-of-Way.
- 10.11.2 Upon reasonable notice to Grantee, the Town may inspect Grantee's facilities in the Rights-of-Way to determine if any release of hazardous substances has occurred, or may occur, from or related to Grantee's Cable System. In removing or modifying Grantee's facilities as provided in this Franchise, Grantee shall also remove all residue of hazardous substances related thereto.

10.12 Undergrounding of Cable

10.12.1 Wiring

- (1) Unless otherwise permitted by the Town, all new Cable System construction shall be installed underground.
- (2) Where electric and telephone utility wiring is installed underground at the time of Cable System construction, or when all such wiring is subsequently placed underground, all Cable System lines, wiring and equipment shall also be placed underground with other wireline service at no expense to the Town. Related Cable System equipment, such as pedestals, must be placed in accordance with applicable Town Code requirements and rules. Except as otherwise stated in Section 10.12.1(3) below, in areas where electric or telephone utility wiring are aerial, Grantee may install aerial cable, except when a property owner or resident requests underground installation and agrees to bear the additional cost in excess of aerial installation.
- (3) Unless otherwise permitted by the Town, Franchisee shall underground its wireline Facilities in all new developments and subdivisions, and any development or subdivision where utilities, other than electrical utilities, are currently underground.
- (4) Grantee shall only utilize existing poles and conduit.
- (5) This Franchise does not grant, give or convey to Grantee the right or privilege to install its facilities in any manner on specific utility poles or equipment of the Town or any other Person.
- (6) Grantee and the Town recognize that situations may occur in the future where the Town may desire to place its own cable or conduit for Fiber Optic cable in trenches or bores opened by Grantee. Therefore, if Grantee constructs, relocates or places ducts or conduits in the Rights-of-Way it shall submit these plans to the Town in accordance with the Town's permitting process so as to provide the Town with an opportunity to request that Grantee place additional duct or conduit and related structures necessary

to access the conduit pursuant to RCW 35.99.070. Other than submission of plans in accordance with the Town's permitting requirements, nothing set forth herein shall obligate Grantee to slow the progress of any future construction of the Cable System to accommodate the Town. In addition, Grantee agrees to cooperate with the Town in any other construction by Grantee that involves trenching or boring. The Town shall be responsible for maintaining its respective cable, conduit and Fiber Optic cable buried in Grantee's trenches and bores under this paragraph.

- (7) The Town shall not be required to obtain easements for Grantee.
- (8) Grantee may participate with other providers in joint trench projects to relocate its overhead facilities underground and remove its overhead facilities in areas where all utilities are being converted to underground facilities. If funds from a Utility Local Improvement District are provided to aerial providers to offset the cost of undergrounding, excluding any entity operating under a tariff, Grantee's costs shall be proportionality paid for out of such funds.

#### 10.12.2 Repair and Restoration of Property

If public property is disturbed or damaged by Grantee arising out of or in connection with the provision of Cable Service, Grantee shall restore the property to its former condition. Rights-of-Way or other Town property shall be restored in a manner and within a timeframe approved by the Town's Public Works Director, or his/her designee. If restoration of Rights-of-Way or other property of the Town is not satisfactorily performed within a reasonable time, the Public Works Director, or his/her designee, may, after prior notice to Grantee, or without notice where the disturbance or damage may create a risk to public health, safety or welfare, or cause delay or added expense to a public project or activity, cause the repairs to be made at Grantee's expense and recover the cost of those repairs from Grantee. Within thirty (30) days of receipt of an itemized list of those costs, including the costs of labor, materials and equipment, Grantee shall issue payment to the Town.

#### 10.13 Codes

Grantee shall strictly adhere to Town codes that do not directly conflict with the specific provisions of this Franchise. Grantee shall arrange its lines, cables and other appurtenances, on both public and private property, in such a manner as to cause no unreasonable interference with the use of said public or private property by any Person. In the event of such interference or if such construction does not comply with Town codes or the permit, the Town may require the removal or relocation of Grantee's lines, cables and other appurtenances from the property in question.

10.14 Tree Trimming

Upon obtaining a written permit from the Town pursuant to YPMC Chapter 12.26, Grantee may prune or cause to be pruned, using proper pruning practices in accordance with such permit, any tree in the Rights-of-Way that interferes with the Cable System. Grantee shall be responsible for any damage caused by such trimming and shall make every attempt to trim such trees and shrubbery in a fashion that maintains their aesthetic appeal and the health of the tree. Grantee may not remove any trees without the express consent from the Town.

10.15 Standards

10.15.1 Grantee shall, at all times, install, maintain and use commonly accepted methods and devices for preventing failures and accidents which are likely to cause damage or injuries to the public. In furtherance thereof, Grantee must comply with the Town's traffic control requirements, including, for example, but without limitation, the use of signal devices, warning signs and flaggers when appropriate. All of Grantee's structures, cables, lines, equipment and connections in, over, under and upon the rights-of-way and public ways or other places in the Franchise Area, wherever situated or located, shall at all times be kept and maintained in a safe condition.

10.15.2 Grantee must comply with all federal, State and local safety requirements, rules, regulations, standards, laws and practices, and employ all necessary devices as required by applicable law during construction, operation and repair of its Cable System. By way of illustration and not limitation, Grantee must comply with the National Electric Code, National Electrical Safety Code and Occupational Safety and Health Administration (OSHA) Standards.

10.15.3 All installations of equipment shall be permanent in nature, and shall not interfere with the travel and use of public places by the public during the construction, repair, operation or removal thereof, and shall not obstruct or impede traffic. All structures and all lines, equipment and connections in, over, under, and upon the public Rights-of-Way or places of a Franchise Area, wherever situated or located, shall at all times be kept and maintained in a safe, suitable condition, and in good order and repair.

10.15.4 Grantee shall endeavor to maintain all equipment lines and facilities in an orderly manner, including, but not limited to, the removal of bundles of unused cables.

10.16 Stop Work

On notice from the Town that any work is being conducted contrary to the provisions of this Franchise, or in violation of the terms of any applicable permit,

laws, regulations, ordinances or standards, the work may immediately be stopped by the Town. The stop work order shall:

- (1) Be in writing;
- (2) Be given to the Person doing the work, or posted on the work site;
- (3) Be sent to Grantee by mail at the address given herein;
- (4) Indicate the nature of the alleged violation or unsafe condition;  
and
- (5) Establish conditions under which work may be resumed.

Grantee shall comply immediately with any stop work order issued by the Town.

#### 10.17 Work of Contractors and Subcontractors

Grantee's contractors and subcontractors shall be bonded in accordance with local ordinances, regulations and requirements. Work by contractors and subcontractors shall be subject to the same restrictions, limitations and conditions as if the work were performed by Grantee. Grantee shall be responsible for all work performed by its contractors and subcontractors and others performing work on its behalf, and shall ensure that all such work is performed in compliance with this Franchise and other applicable law, and shall be jointly and severally liable for all damages caused by them. It is Grantee's responsibility to ensure that contractors, subcontractors or other persons performing work on Grantee's behalf are familiar with the requirements of this Franchise and other applicable laws governing the work performed by them. When pulling permits, a subcontractor must clearly state their connection to Grantee.

#### 10.18 Pole Transfers

If Grantee leases or otherwise utilizes a pole within the Rights-of-Way owned by a third party for attachment of Grantee's facilities, and such third party subsequently abandons the pole, for example by building a replacement pole, Grantee shall remove or relocate its facilities from such pole within sixty (60) days of notification from either the third party pole owner or the Town, provided that such other structure or place has been made available to the Grantee with sufficient time to allow for the relocation. If Grantee requires additional time to accomplish the removal and/or relocation, Grantee shall notify the Town in writing of the reasons for the additional time and its anticipated schedule.

#### 10.19 Strand Mounted WiFi Facilities

10.19.1 Subject to the provisions of this Franchise and applicable safety and electrical codes, Grantee is allowed to place strand mounted wireless facilities on its own cables strung between existing utility poles.

10.19.2 Grantee shall comply with the following requirements:

- (1) each strand mounted WiFi facility must be less than two and half (2.5) cubic feet in volume;
- (2) only one strand mounted WiFi facility is permitted per cable strung between two poles;
- (3) the WiFi strand mounted facilities shall be placed as close to the pole as technically feasible and may not be placed more than six (6) feet from the pole or in that portion of the Right-of-Way used for vehicular travel;
- (4) Grantee may not place an ancillary pole or ground mounted equipment to accommodate such strand mounted WiFi facilities, unless in the case of ground mounted equipment placed in pre-existing equipment cabinets;
- (5) the strand mounted WiFi facilities must comply with any applicable FCC requirements related to RF emissions and interference. Upon request, Grantee shall validate that such device meets FCC standards by producing documentation certified by an RF engineer; and
- (6) such strand mounted WiFi facilities must be removed if they cause a threat to public health or safety.

10.19.3 The deployment of these strand mounted WiFi facilities shall not be considered small cell facilities. To the extent Grantee performs work in the Rights-of-Way associated with the installation, maintenance, construction, repair or upgrade of these strand mounted WiFi facilities, Grantee is required to obtain the appropriate permits consistent with SECTION 10. - . Further, such strand mounted facilities must be operated as part of the Cable System.

## **SECTION 11. - CABLE SYSTEM DESIGN**

### **11.1 Cable System Specifications**

Prior to the Effective Date of this Franchise, the parties acknowledge that Grantee undertook a voluntary upgrade of its Cable System to a hybrid fiber coaxial (HFC) fiber-to-the node system architecture, with Fiber Optic cable deployed from its Headend to nodes and tying into a coaxial system serving Subscribers. The Cable System is capable of delivering high quality signals that meet or exceed FCC technical quality standards regardless of any particular manner in which the signal is transmitted. Grantee agrees to maintain the Cable System in a manner consistent with, or in excess of these specifications throughout the term of the Franchise

- 11.2 Closed Captioning  
Equipment must be installed so that all closed captioned programming received by the Cable System shall include the closed caption signal so long as the closed caption signal is provided consistent with FCC standards.
- 11.3 No Income Discrimination  
Grantee's construction decisions shall be based solely upon legitimate engineering decisions and shall not take into consideration the income level of any particular community within the Franchise Area.
- 11.4 Enforceability of Design and Performance Requirements  
Grantee acknowledges that the minimum Cable System design and performance requirements set forth in this Franchise are enforceable, to the extent allowed by law.
- 11.5 System Review  
The Town may hold a hearing to review whether or not the Cable System and the Cable Services offered by Grantee are meeting demonstrated community needs and interests, taking into account the cost of meeting those needs and interests. The parties recognize that, as of the Effective Date, the Town is not permitted to require the provision of specific Video Programming pursuant to this subsection.

## **SECTION 12. - TECHNICAL STANDARDS**

- 12.1 Technical Performance  
The technical performance of the Cable System shall meet or exceed all applicable technical standards authorized or required by law, including, FCC technical standards, as they may be amended from time to time, regardless of the transmission technology utilized. The Town shall have the full authority permitted by applicable law to enforce compliance with these technical standards.
- 12.2 Cable System Performance Testing
- 12.2.1 Grantee shall, at its expense, perform all tests on its Cable System required by the FCC (including FCC required test points located within the Town) and shall maintain written records of its test results. Upon request, all FCC required technical performance tests may be witnessed by representatives of the Town. Copies of such test results will be provided to the Town upon request.
- 12.2.2 All required technical performance or other Cable System tests shall be at the expense of Grantee and may be witnessed by representatives of the Town. Upon request, Grantee will notify the Town before any required technical proof-of-performance or other testing occurs.

- 12.2.3 Grantee shall promptly take such measures as are necessary and diligently continue the same until completion in order to correct any performance deficiencies fully and to prevent their recurrence. Grantee's failure to correct deficiencies identified through this testing process shall be a violation of this Franchise. Sites shall be re-tested within five (5) days following correction until correction has been confirmed and satisfactory results are obtained.

## **SECTION 13. - SERVICE EXTENSION**

### **13.1 Service Availability**

- 13.1.1 In general, except as otherwise provided herein, Grantee shall provide a standard aerial installation of Cable Service within seven (7) days of a request by any Person within the Franchise Area. For standard underground installations scheduling shall be done within seven (7) days of a request for service. For purposes of this Section, a request shall be deemed made on the date of signing a service agreement, receipt of funds by Grantee, receipt of a written request by Grantee or receipt by Grantee of a verified verbal request. Grantee shall provide such service:

- (1) With no line extension charge except as specifically authorized elsewhere in this Franchise.
- (2) At a non-discriminatory installation charge for a Standard Installation, consisting of a one hundred twenty-five (125) foot aerial drop or sixty (60) foot underground drop connecting to the exterior demarcation point for Subscribers, with additional charges for non-standard installations computed according to a non-discriminatory methodology for such installations.
- (3) At non-discriminatory monthly rates for all Subscribers, excepting commercial Subscribers, MDU Bulk Subscribers and other lawful exceptions to uniform pricing.

- 13.1.2 No Customer shall be refused service arbitrarily. However, for non-Standard Installations of service to Subscribers, or a density of less than twenty-five (25) residences per 5280 aerial cable-bearing strand feet of trunk or distribution cable, or sixty (60) residences per 5280 underground trench feet of trunk or distribution cable, Cable Service may be made available on the basis of a capital contribution in aid of construction, including cost of material, labor and easements. Grantee may require that the payment of the capital contribution in aid of construction be borne by such potential Subscribers be paid in advance. For the purpose of determining the amount of capital



contribution in aid of construction to be borne by the Grantee and Customers in the area in which service shall be expanded, the Grantee will contribute an amount equal to the construction and other costs per mile, multiplied by a fraction whose numerator equals the actual number of residences per cable-bearing mile of its trunk or distribution cable and whose denominator equals twenty-five (25) for an aerial extension or sixty (60) for an underground extension. Customers who request service hereunder will bear the remainder of the construction and other costs on a pro rata basis. The Grantee may require that the payment of the capital contribution in aid of construction borne by such potential Customers be paid in advance.

- 13.1.3 Grantee shall provide Cable Service to Multiple Dwelling Units in accordance with an agreement with the property owner or owners, this Franchise and all applicable laws.

## **SECTION 14. - STANDBY POWER AND EAS**

### 14.1 Standby Power

Grantee shall provide standby power generating capacity at the Cable System Headend capable of providing at least twenty-four (24) hours of emergency operation. Grantee shall maintain standby power supplies that will supply back-up power of at least four (4) hours duration throughout the distribution networks, and four (4) hours duration at all nodes and hubs. In addition, throughout the term of this Franchise, Grantee shall have a plan in place, along with all resources necessary for implementing such plan, for dealing with outages of more than two (2) hours. This outage plan and evidence of requisite implementation resources shall be presented to the Town no later than thirty (30) days following receipt of a request therefore.

### 14.2 Emergency Alert Capability

14.2.1 In accordance with, and at the time required by, the provisions of FCC Regulations or other federal or state requirements, as such provisions may from time to time be amended, Emergency Alert System ("EAS") implementation will be accomplished in compliance with the Washington State EAS Plan and to be in compliance with or further Homeland Security requirements or applications.

14.2.2 Grantee shall ensure that the EAS is functioning properly at all times in accordance with FCC regulations.

## **SECTION 15. - FRANCHISE BREACHES; TERMINATION OF FRANCHISE**

## 15.1 Procedure for Remedying Franchise Violations

15.1.1 If the Town believes that Grantee has failed to perform any material obligation under this Franchise or has failed to perform in a timely manner, the Town shall notify Grantee in writing, stating with documented specificity, the nature of the alleged default. Grantee shall have thirty (30) days from the receipt of such notice to:

- (1) Respond to the Town in writing, contesting the Town's assertion that a default has occurred, and requesting a hearing in accordance with subsection 15.1.2, below;
- (2) Cure the default; or
- (3) Notify the Town in writing that Grantee cannot cure the default within the thirty (30) days, because of the nature of the default. In the event the default cannot be cured within thirty (30) days, Grantee shall promptly take all reasonable steps to cure the default and notify the Town in writing and in detail as to the exact steps that will be taken and the projected completion date. Upon five (5) business days' prior written notice, either the Town or Grantee may call an informal meeting to discuss the alleged default. In such case, if matters are not resolved at such meeting, the Town may set a hearing, in front of the hearing examiner, in accordance with subsection 15.1.2 below to determine whether additional time beyond the thirty (30) days specified above is indeed needed, and whether Grantee's proposed completion schedule and steps are reasonable.

15.1.2 If Grantee does not cure the alleged default within the cure period stated above, or by the projected completion date under subsection 15.1.1(3), or denies the default and requests a hearing in accordance with subsection 15.1.1(1), or the Town orders a hearing in accordance with subsection 15.1.1(3), the Town shall set a public hearing, in front of the hearing examiner, to investigate said issues or the existence of the alleged default. The Town shall notify Grantee of the hearing in writing and such hearing shall take place no less than fifteen (15) days after Grantee's receipt of notice of the hearing. At the hearing, Grantee shall be provided an opportunity to be heard, to present and question witnesses, and to present evidence in its defense. At any such hearing, the Town or the hearing examiner shall not unreasonably limit Grantee's opportunity to make a record that may be reviewed should any final decision of the Town be appealed to a court of competent jurisdiction. The determination as to whether a default or a material breach of this Franchise has occurred shall be within the Town's sole discretion, but any such determination shall be subject to appeal to a court of competent jurisdiction.

- 15.1.3 If, after the public hearing in front of the hearing examiner, the hearing examiner determines that a default still exists, the hearing examiner shall order Grantee to correct or remedy the default or breach within fourteen (14) days of the hearing examiner's notification or within such other reasonable timeframe as the hearing examiner shall determine. In the event Grantee does not cure within such time as per the direction of the hearing examiner, the hearing examiner may:
- (1) Assess and collect monetary damages in accordance with this Franchise; and
  - (2) Recommend to the Town Council termination of this Franchise; or
  - (3) Recommend to the Town Council to pursue any other legal or equitable remedy available under this Franchise or applicable law.
- 15.1.4 The determination as to whether a violation of this Franchise has occurred pursuant to this Section herein shall be within the sole discretion of the hearing examiner. Any such determination by the hearing examiner shall be accompanied by a record, to which Grantee's contribution shall not be limited by the Town or the hearing examiner (i.e., the hearing examiner shall hear any interested Persons and shall allow Grantee an opportunity to be heard, to cross examine witnesses, to present evidence and to make additions to the hearing record). Any such final determination made by either the hearing examiner pursuant to 15.1.3(1) or the Town Council pursuant to 15.1.3(2) or 15.1.3(3) shall be subject to appeal to a court of competent jurisdiction. Such appeal to the appropriate Court shall be taken within thirty (30) days of the issuance of the final determination. The Town shall receive notice from Grantee of any appeal concurrent with any filing to a court of competent jurisdiction.

## 15.2 Alternative Remedies

- 15.2.1 No provision of this Franchise shall be deemed to bar the right of either party to seek or obtain judicial relief from a violation of any provision of the Franchise or any rule, regulation, requirement or directive promulgated thereunder. Neither the existence of other remedies identified in this Franchise nor the exercise thereof shall be deemed to bar or otherwise limit the right of either party to recover monetary damages, as allowed under applicable law, or to seek and obtain judicial enforcement of obligations by means of specific performance, injunctive relief or mandate, or any other remedy at law or in equity.
- 15.2.2 The Town specifically does not, by any provision of this Franchise, waive any right, immunity, limitation or protection (including complete damage immunity) otherwise available to the Town, its officers, officials, Boards, commissions, agents, or employees under federal, State, or

local law including by example Section 635A of the Cable Act. Grantee shall not have any monetary recourse against the Town, or its officers, officials, Board, commissions, authorized agents or employees for any loss, costs, expenses or damages arising out of any provision, requirement of this Franchise or the enforcement thereof, subject to applicable law.

### 15.3 Assessment of Liquidated Damages and Letter of Credit

- 15.3.1 Because it may be difficult to calculate the harm to the Town in the event of a breach of this Franchise by Grantee, the parties agree to liquidated damages as a reasonable estimation of the actual damages to the Town. To the extent that the Town elects to assess liquidated damages as provided in this Franchise, such damages shall be the Town's sole and exclusive remedy for such breach or violation and shall not exceed a time period of one hundred eighty (180) days. Nothing in this subsection is intended to preclude the Town from exercising any other right or remedy with respect to a breach that continues past the time the Town stops assessing liquidated damages for such breach.
- 15.3.2 Prior to assessing any liquidated damages, the Town shall follow the procedure provided in Section 5.3. The first day for which liquidated damages may be assessed, if there has been no cure after the end of the applicable cure period, shall be the day of the violation.
- 15.3.3 Pursuant to the requirements outlined herein, liquidated damages shall not exceed the following amounts: two hundred dollars (\$200.00) per day for material departure from the FCC technical performance standards; one hundred dollars (\$100.00) per day for failure to provide the Access Channel or any equipment related thereto or funding which is required; one hundred dollars (\$100.00) per day for each material violation of the Customer Service Standards; fifty dollars (\$50.00) per day for failure to provide reports or notices as required by this Franchise.
- 15.3.4 No cost to Grantee arising from a breach or violation of the Franchise shall be offset against any sums due the Town as a tax or franchise fee regardless of whether the combination of franchise fees, taxes and said costs exceeds five percent (5%) of Grantee's Gross Revenues in any 12-month period unless otherwise permitted by law.
- 15.3.5 Collection of Liquidated Damages
- (1) The Performance Bond and letter of credit referred to in Section 5.3 may be drawn upon by the Town for breach of a material provision after notice and opportunity to cure.

- (2) The Town shall give Grantee written notice of any intent to withdraw under this subsection. Within seven (7) days following receipt of such notice, Grantee shall restore the Performance Bond and letter of credit to the amount required under this Franchise. Grantee's maintenance of the Performance Bond or letter of credit shall not be construed to excuse unfaithful performance by Grantee or to limit the liability of Grantee to the amount of the Performance Bond or letter of credit or otherwise to limit the Town's recourse to any other remedy available at law or in equity.
- (3) The assessment of liquidated damages does not constitute a waiver by the Town of any other right or remedy it may have under the Franchise or applicable law, including its right to recover from Grantee any additional damages, losses, costs and expenses that are incurred by the Town by reason of the breach of this Franchise or to seek specific performance.
- (4) Grantee's maintenance of the security required herein or by applicable code shall not be construed to excuse unfaithful performance by Grantee of this Franchise; to limit liability of Grantee to the amount of the security; or to otherwise limit the Town's recourse to any other remedy available at law or equity.

#### 15.4 Revocation

15.4.1 This Franchise may be revoked and all rights and privileges rescinded if a material breach of the Franchise is not cured pursuant to Section 15.1, or in the event that:

- (1) Grantee attempts to evade or fails to perform any material provision of this Franchise or to practice any fraud or deceit upon the Town or Subscribers;
- (2) Grantee makes a material misrepresentation of fact in the negotiation of this Franchise;
- (3) Grantee abandons the Cable System, or terminates the Cable System's operations;
- (4) Grantee fails to restore service to the Cable System after three (3) consecutive days of an outage or interruption in service; except in the case of an emergency or during a force majeure occurrence, or when approval of such outage or interruption is obtained from the Town, it being the intent that there shall be continuous operation of the Cable System; or
- (5) Grantee becomes insolvent, unable or unwilling to pay its debts, or is adjudged bankrupt, there is an assignment for the benefit of Grantee's creditors, or all or part of Grantee's Cable System is

sold under an instrument to secure a debt and is not redeemed by Grantee within thirty (30) days from said sale.

15.4.2 Additionally, this Franchise may be revoked one hundred twenty (120) days after the appointment of a receiver or trustee to take over and conduct the business of Grantee (at the option of the Town and subject to applicable law) whether in a receivership, reorganization, bankruptcy or other action or proceeding, unless directed otherwise by a court of competent jurisdiction.

15.4.3 If there is a foreclosure or other involuntary sale of the whole or any part of the plant, property and equipment of Grantee, the Town may serve notice of revocation on Grantee and to the purchaser at the sale, and the rights and privileges of Grantee under this Franchise shall be revoked thirty (30) days after service of such notice, unless:

- (1) The Town has approved the transfer of the Franchise, in accordance with the procedures set forth in this Franchise and as provided by law; and
- (2) The purchaser has covenanted and agreed with the Town to assume and be bound by all of the terms and provisions of this Franchise.

## 15.5 Abandonment; Purchase of the Cable System

### 15.5.1 Effect of Abandonment

If the Grantee abandons its System during the Franchise term, or fails to operate its Cable System in accordance with its duty to provide continuous service, the Town, at its option, may:

- (1) operate the Cable System;
- (2) designate another entity to operate the Cable System temporarily until the Grantee restores service under conditions acceptable to the Town or until the Franchise is revoked and a new Franchisee is selected by the Town; or
- (3) obtain an injunction requiring the Grantee to continue operations. If the Town is required to operate or designate another entity to operate the Cable System, the Grantee shall reimburse the Town or its designee for all reasonable costs, expenses and damages incurred, including reasonable attorney's fees and costs.

### 15.5.2 What Constitutes Abandonment

The Town shall be entitled to exercise its options and obtain any required injunctive relief if:

- (1) the Grantee fails to provide Cable Service in accordance with this Franchise over a substantial portion of the Franchise Area for

seven (7) consecutive days, unless the Town authorizes a longer interruption of service; or

- (2) the Grantee, for any period, willfully and without cause refuses to provide Cable Service in accordance with this Franchise.

## 15.6 Removal

15.6.1 In the event of termination, expiration, revocation or nonrenewal of this Franchise, and after all appeals from any judicial determination are exhausted and final, Town may order the removal of the System facilities from the Franchise Area at Grantee's sole expense within a reasonable period of time as determined by Town. In removing its plant, structures and equipment, Grantee shall refill, at its own expense, any excavation that is made by it and shall leave all Rights-of-Way, public places and private property in as good a condition as that prevailing prior to Grantee's removal of its equipment.

15.6.2 However, Grantee shall have no obligation to remove the Cable System where it utilizes the system to provide other, permitted and lawful, non-cable services and has obtained or is in the process of obtaining a franchise or other local authority to maintain facilitates in the public rights-of-way, or where Grantee is able to find a purchaser of the Cable System who holds such authorization.

15.6.3 If Grantee fails to complete any required removal to the satisfaction of Town, Town may cause the work to be done, and Grantee shall reimburse Town for the reasonable costs incurred within thirty (30) days after receipt of an itemized list of Town's expenses and costs, or Town may recover its expenses and costs from the security, or pursue any other judicial remedies for the collection thereof. Any expenses incurred in the collection by Town of such obligation shall be included in the monies due Town from Grantee, including reasonable attorneys' fees, court expenses and expenses for work conducted by Town's staff or agents.

## **SECTION 16. - FRANCHISE TRANSFER**

### 16.1 Transfer of Ownership or Control

16.1.1 The Cable System and this Franchise shall not be sold, assigned, transferred, leased or disposed of, either in whole or in part, either by involuntary sale or by voluntary sale, merger, consolidation or change of control; nor shall title thereto, either legal or equitable, or any right, interest or property therein pass to or vest in any Person or entity

without the prior written consent of the Town, which consent shall be by the Town Council, acting by ordinance or resolution.

- 16.1.2 Grantee shall promptly notify the Town of any actual or proposed change in, or transfer of, or acquisition by any other party of control of Grantee. The word “control” as used herein is not limited to majority stockholders but includes actual working control in whatever manner exercised. Every change, transfer or acquisition of control of Grantee shall make this Franchise subject to cancellation unless and until the Town shall have consented in writing thereto.
- 16.1.3 The parties to the sale, change in control or transfer shall make a written request to the Town for its approval of a sale or transfer or change in control and shall furnish all information required by law.
- 16.1.4 In seeking the Town’s consent to any change in ownership or control, the proposed transferee or controlling entity shall indicate whether it:
- (1) Has ever been convicted or held liable for acts involving deceit including any violation of federal, State or local law or regulations, or is currently under an indictment, investigation or complaint charging such acts;
  - (2) Has ever had a judgment in an action for fraud, deceit, or misrepresentation entered against the proposed transferee by any court of competent jurisdiction;
  - (3) Has pending any material legal claim, lawsuit, or administrative proceeding arising out of or involving a cable system;
  - (4) Is financially solvent, by submitting financial data including financial statements that are audited by a certified public accountant who may also be an officer of the transferee or controlling entity, along with any other data that is lawfully required; and
  - (5) Has the financial, legal and technical capability to enable it to maintain and operate the Cable System for the remaining term of the Franchise.
- 16.1.5 The Town shall act by ordinance or resolution on the request within one hundred twenty (120) days of receipt of the FCC Form 394 application, provided it has received a complete application. Subject to the foregoing, if the Town fails to render a final decision on the request within one hundred twenty (120) days, such request shall be deemed granted unless the requesting party and the Town agree to an extension of time.



- 16.1.6 Within thirty (30) days of any transfer or sale or change in control, if approved or deemed granted by the Town, Grantee shall file with the Town a copy of the deed, agreement, lease or other written instrument evidencing such sale or transfer of ownership or control, certified and sworn to as correct by Grantee and the transferee or controlling entity, and the transferee or controlling entity shall file its written acceptance agreeing to be bound by all of the provisions of this Franchise, subject to applicable law. In the event of a change in control, in which Grantee is not replaced by another entity, Grantee will continue to be bound by all of the provisions of the Franchise, subject to applicable law, and will not be required to file an additional written acceptance. The approval of any change in control shall not be deemed to waive any rights of the Town to subsequently enforce noncompliance issues relating to this Franchise. For purposes herein to the extent that a change of control involves an entity that was not an Affiliate prior to the contemplated transaction, the Town's consent shall be required for such change in control.
- 16.1.7 In reviewing a request for sale or transfer or change in control, the Town may inquire into the legal, technical and financial qualifications of the prospective controlling party or transferee, and Grantee shall assist the Town in so inquiring. The Town may condition said sale or transfer or change in control upon such terms and conditions as it deems reasonably appropriate, provided, however, any such terms and conditions so attached shall be related to the legal, technical and financial qualifications of the prospective controlling party or transferee and to the resolution of outstanding and unresolved issues of noncompliance with the terms and conditions of this Franchise by Grantee. Upon any such request under this SECTION 16. - , the Town may condition such approval upon reimbursement of the Town's reasonable processing and review expense in connection with such request for sale or transfer or change in control.
- 16.1.8 Notwithstanding anything to the contrary in this subsection, the prior approval of the Town shall not be required for any sale, assignment, change in control or transfer of the Franchise or Cable System to an Affiliate of Grantee, provided that the proposed assignee or transferee must show financial responsibility as may be determined necessary by the Town and must agree in writing to comply with all of the provisions of the Franchise including resolution of any non-compliance issues. Further, Grantee may pledge the assets of the Cable System for the purpose of financing without the consent of the Town; provided that such pledge of assets shall not impair or mitigate Grantee's responsibilities and capabilities to meet all of its obligations under the provisions of this Franchise.

## **SECTION 17. - PROHIBITED PRACTICES, LOCAL EMPLOYMENT EFFORTS AND NOTICES**

### **17.1 Preferential or Discriminatory Practices Prohibited**

Grantee shall not discriminate in its hiring, employment or promotion decisions. Throughout the term of this Franchise, Grantee shall fully comply with all equal employment and non-discrimination provisions and requirements of federal, State and local laws, and rules and regulations relating thereto.

### **17.2 Notices**

Throughout the term of this Franchise, each party shall maintain and file with the other a local address for the service of notices by mail. All notices shall be sent to such respective address, and such notices shall be effective upon the date of mailing. At the effective date of this Franchise:

Grantee's address shall be:

Government Affairs  
Comcast Cable Communications Management, LLC  
900 132nd ST SW  
Everett, WA 98204

the Town's address shall be:

Town Clerk  
Town of Yarrow Point, Washington  
4030 95<sup>th</sup> Ave NE  
Yarrow Point, Washington 98004

## **SECTION 18. - MISCELLANEOUS PROVISIONS**

### **18.1 Cumulative Rights**

Subject to applicable law, all rights and remedies given to the Town by this Franchise or retained by the Town herein shall be in addition to and cumulative with any and all other rights and remedies, existing or implied, now or hereafter available to the Town, at law or in equity, and such rights and remedies shall not be exclusive, but each and every right and remedy specifically given by this Franchise or otherwise existing or given may be exercised from time to time and as often and in such order as may be deemed expedient by the Town and the exercise of one or more rights or remedies shall not be deemed a waiver of the right to exercise at the same time or thereafter any other right or remedy.

### **18.2 Costs to be Borne by Grantee**

Grantee shall pay for all costs of publication of this Franchise, and any and all notices prior to any public meeting or hearing provided for pursuant to this Franchise. Such costs are incidental to the award of the Franchise and may not be offset against Franchise Fees.

- 18.3 Binding Effect  
This Franchise shall be binding upon the parties hereto, their permitted successors and assigns.
- 18.4 Authority to Amend  
This Franchise may be amended at any time by written agreement between the parties.
- 18.5 Venue  
The venue for any dispute related to this Franchise shall be United States District Court for the Western District of Washington or in King County Superior Court.
- 18.6 Governing Laws  
This Franchise shall be governed, construed and enforced in accordance with the laws of the State of Washington (as amended), the Cable Act as amended, any applicable rules, regulations and orders of the FCC, as amended, and any other applicable local, State and federal laws, rules, and regulations, as amended.
- 18.7 Captions  
The captions and headings of this Franchise are for convenience and reference purposes only and shall not affect in any way the meaning or interpretation of any provisions of this Franchise.
- 18.8 No Joint Venture  
Nothing herein shall be deemed to create a joint venture or principal-agent relationship between the parties, and neither party is authorized to, nor shall either party act toward third persons or the public in any manner that would indicate any such relationship with the other.
- 18.9 Waiver  
The failure of either party at any time to require performance by the other of any provision hereof shall in no way affect the right of the other party hereafter to enforce the same. Nor shall the waiver by either party of any breach of any provision hereof be taken or held to be a waiver of any succeeding breach of such provision, or as a waiver of the provision itself or any other provision.
- 18.10 Severability  
If any Section, subsection, paragraph, term or provision of this Franchise is determined to be illegal, invalid or unconstitutional by any court of competent jurisdiction, such determination shall have no effect on the validity of any other Section, subsection, paragraph, term or provision of this Franchise, all of which will remain in full force and effect for the term of the Franchise.
- 18.11 Compliance with Federal, State and Local Laws  
Grantee shall comply with applicable federal, state and local laws, rules and regulations, now existing or hereafter adopted.

18.12 Force Majeure

Grantee shall not be held in default under, or in noncompliance with, the provisions of this Franchise, nor suffer any enforcement or imposition of damages relating to noncompliance or default, where such noncompliance or alleged defaults occurred or were caused by circumstances reasonably beyond the ability of Grantee to anticipate and control, including war or riots, civil disturbances, pandemics, floods or other natural catastrophes, labor stoppages, slow downs, availability of materials, labor or equipment, power outages exceeding back-up power supplies or work delays caused by waiting for utility providers to service or monitor their utility poles to which Grantee's Cable System is attached.

18.13 Entire Agreement

This Franchise represents the entire understanding and agreement between the parties hereto with respect to the subject matter hereof and supersede all prior oral and written negotiations between the parties.

18.14 Attorneys' Fees

If any action or suit arises in connection with this Franchise, attorneys' fees, costs and expenses in connection therewith shall be paid in accordance with the determination by the court.

18.15 Action of the Town or Grantee

In any action by the Town or Grantee mandated or permitted under the terms hereof, it shall act in a reasonable, expeditious and timely manner. Furthermore, in any instance where approval or consent is required under the terms hereof, such approval or consent shall not be unreasonably withheld.

18.16 Acceptance

Within forty-five (45) days of receipt of an executed Franchise from the Town, this Franchise shall be accepted by Grantee by filing with the Town Clerk an unconditional, written acceptance of all of the terms, provisions and conditions of this Franchise, in a form substantially similar to Exhibit A attached hereto. In addition to the written acceptance, Grantee shall furnish the additional insured endorsements and certificates of insurance required pursuant to Section 5.2 and the Performance Bond pursuant to Section 5.3. The failure of Grantee to file such an acceptance shall be deemed a rejection by Grantee and this Franchise shall then be voidable at the discretion of the Town.

18.17 No Third-Party Beneficiaries

There are no third party beneficiaries to this Franchise.

18.18 Termination of Prior Franchise

Grantee and the Town agree that this Franchise replaces and supersedes Ordinance 506 (the "Prior Franchise") with respect to Grantee; provided, however, that the grant of this Franchise shall have no effect on Grantee's obligations to indemnify or insure the Town against acts and omissions occurring

during the period(s) that the Prior Franchise was in effect, nor shall it have any effect upon liability to pay all Franchise Fees consistent with Washington State statute of limitations that were due and owed under a Prior Franchise.

**SECTION 19. - EFFECTIVE DATE**

This Franchise, being an exercise of a power specifically delegated to the Town legislative body, is not subject to referendum, and shall take effect five (5) days after the passage and publication of an approved summary thereof consisting of the title.

APPROVED by the Town Council this \_\_\_\_ day of \_\_\_\_\_, 2021.

THE TOWN OF YARROW POINT

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DICKER CAHILL, MAYOR

ATTEST/AUTHENTICATED:

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BONNIE RITTER, TOWN CLERK

APPROVED AS TO FORM:  
OFFICE OF THE TOWN ATTORNEY

---

SCOTT MISSAL, TOWN ATTORNEY

PASSED BY THE TOWN COUNCIL:

PUBLISHED:

EFFECTIVE DATE:

ORDINANCE NO. 710

EXHIBIT A

THE TOWN COUNCIL  
THE TOWN OF YARROW POINT, WASHINGTON

In the matter of the application of Comcast :  
Cable Communications Management, LLC :  
for a franchise to construct operate and : Franchise Ordinance No.: 710  
maintain facilities in, upon, over, under, :  
along, across and through the franchise : ACCEPTANCE  
area of the Town of Yarrow Point, Washington :

WHEREAS, the Town Council of the Town of Yarrow Point, Washington, has granted a franchise to Comcast Cable Communications Management, LLC, its successors and assigns, by enacting Ordinance No. \_\_\_\_\_, bearing the date of \_\_\_\_\_, 2021; and

WHEREAS, a copy of said Ordinance granting said franchise was received by Comcast Cable Communications, LLC on \_\_\_\_\_, 2021, from said Town of Yarrow Point, King County, Washington.

NOW, THEREFORE, Comcast Cable Communications Management, LLC for itself, its successors and assigns, hereby accepts said Ordinance and the franchise contained therein and all the terms and conditions thereof, and files this, it's written acceptance, with the Town of Yarrow Point, King County, Washington.

IN TESTIMONY WHEREOF said Comcast Cable Communications Management, LLC has caused this written Acceptance to be executed in its name by its undersigned \_\_\_\_\_ thereunto duly authorized on this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

ATTEST: COMCAST CABLE COMMUNICATIONS MANAGEMENT, LLC

By: \_\_\_\_\_

Its: \_\_\_\_\_

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

Agenda Bill 21-21  
May 11, 2021

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<b>Capital Improvement Plan/Transportation Improvement Plan 2022-2027</b>	<b>Proposed Council Action:</b> For discussion only, ordinance for adoption will be on the June agenda.
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<b>Presented by:</b>	Town Engineer Stacia Schroeder
<b>Exhibits:</b>	<ul style="list-style-type: none"><li>• Capital Improvement Plan – Transportation Plan (2022-2027)</li><li>• Capital Improvement Plan Funds Exhibit</li><li>• 2020 SWMP CIP Recommendations</li><li>• 2020 SWMP CIP Map</li></ul>

**Summary:**

This capital improvement plan represents the latest information available from the updated 2020 Stormwater Management Plan and is for discussion only.

**Recommended Action:**

For discussion only. The ordinance to adopt the new plan(s) will be on the June agenda.

**TOWN OF YARROW POINT  
CAPITAL IMPROVEMENT PLAN (2022 - 2027)  
TRANSPORTATION IMPROVEMENT PLAN (2022 - 2027)**

DATE SUBMITTED: 07/xx/2021

Approved by: -

Date: May 5, 2021

Ordinance Number: -

NO.	YEAR	STREET / LOCATION	FROM	TO	(mi)	PROJECT SCOPE	CONDITION	BUDGET	SOURCE
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**I. TRANSPORTATION IMPROVEMENT PROJECTS**

T - 1	2022	NE 36th Street	91st Ave NE	92nd Ave NE	0.05	2" Grind and Overlay (To be completed after Stormwater project S - 1)	3.5	\$160,000.00	REET Heavy Truck Fee
T - 2	2023	NE 34th Street	92nd Ave NE	West to Lake	0.16	2" Grind and Overlay - Design/ Bid/ Construct/ Close Out (Misc repairs to broken pipes)	3.5	\$225,000.00	REET Heavy Truck Fee
T - 3	2024	94th Ave NE	92nd Ave NE	NE 40th Street	0.30	So. 1/2: 2" Grind and Overlay; No. 1/2: Full Depth Reconstruction (To be completed after Stormwater (S-2 & 3) and UGC project (U-1 & 2))	3.5	\$260,000.00	REET Heavy Truck Fee

**II. CAPITAL IMPROVEMENT PROJECTS - STORMWATER**

S - 1	2022	NE 36th Street	91st Ave NE	92nd Ave NE	0.05	Stormwater Construction - Incl. Bid/ Manage/ Construct/ Close Out (CIP #1: Install ~250LF 12" NE 36th St; Repair broken pipes)		\$280,000.00	REET SW Utility
S - 2	2023	94th Ave NE (CIP #2)	92nd Ave NE	NE 40th St	0.16	Final Engineering Design/ Final Landscape Design (815LF)		\$50,000.00	REET SW Utility
S - 3	2024	94th Ave NE (CIP #2)	92nd Ave NE	NE 40th St	0.16	Stormwater Construction - Incl. Bid/ Manage/ Construct/ Close Out (CIP #2: Upsize 690LF of 8" diam. pipe to 15" diam.; replace 8" perf concrete crossing pipes with PVC)		\$350,000.00	REET SW Utility
S - 4	2025	4441 91st Ave NE CIP #H-1	91st R/W	Lake Washington	0.1	Final Engineering Design (525LF)		\$25,000.00	REET SW Utility
S - 5	2026	4441 91st Ave NE CIP #H-1	91st R/W	Lake Washington	0.1	(CIP #4: Replace 525LF of 12" diameter pipe and associated structures)		\$150,000.00	REET SW Utility
S - 6	2027	92nd Ave NE	NE 38th Street	NE 42nd Street	0.2	Stormwater Construction - Incl. Bid/ Manage/ Construct/ Close Out (Replace 525LF of 12" diameter pipe and associated structures)		\$35,000.00	REET Heavy Truck Fee
					0.2	Final Engineering Design (1,050 LF new storm system)			

**III. CAPITAL IMPROVEMENT PROJECTS - UNDERGROUND CONVERSION**

U - 1	2023	94th Ave NE	92nd Ave NE	NE 40th Street	0.30	Final Design		\$35,000.00	REET
U - 2	2024	94th Ave NE	92nd Ave NE	NE 40th Street	0.30	Construction: 690LF single-phase w/ no street lights Bid/ Manage/ Construct/ Close Out		\$250,000.00	REET

**IV. CAPITAL IMPROVEMENT PROJECTS - OTHER**

O - 1									
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- 1 = excellent (new/recent overlay within past 5-10 yr. +-)
  - 2 = good (older overlay, no obvious damage)
  - 3 = fair (some cracks)
  - 4 = fair-poor (several cracks, some alligators/settlement)
  - 5 = poor (several cracks, alligators, settlement/potholes)
- 1) The above budget figures shown are in 2021 dollars and are to be considered preliminary probable project costs only. More precise budget figures will need to be determined once the final scope of each project is defined, which will require more extensive research, survey, and scope definition prior to the particular year's budgeting.
- 2) The projects identified above are preliminary in scope. Projects may be added to or deleted from this list.



# Capital Improvement Plan Funds

## PRIMARY FUNDING: REET

0.5% of Property Tax  
(~\$220,000/ YR)

## TIP – STREET PROJECTS

### FUNDING:

- 1.) HEAVY TRUCK FEE ~\$100,000/ YR
- 2.) Motor Vehicle Fuel Tax ~\$20,000/YR

- 40% Maintenance (~\$40,000 min)
  - Istvan Salary
  - Pagodas
  - Street Repairs
  - Restriping
- 60% Improvement Projects (~\$60,000 min)
  - Overlays and Striping

## STORMWATER PROJECTS

### FUNDING: STORMWATER UTILITY FEE

FIXED 419 LOTS \* \$153.60/YR ~\$64,000/ YR

- 40% Maintenance (~\$25,600 min)
  - Video Existing Lines
  - Cleaning sediment and debris in CB's
  - Repairs
- 60% Improvement Projects (~\$38,400 min)
  - Stormwater CIPs outlined in Comp Plan

## UNDERGROUND CONVERSION PROJECTS

- 100% Design and Construction
  - 94<sup>th</sup> Ave NE

FUNDING: KC Flood Control District

Fixed: \$13,000/ YR

## CHAPTER 5 CAPITAL IMPROVEMENT PLAN

### 5.1 METHODOLOGY

The 2019 Town of Yarrow Point Capital Improvement Plan (CIP) is an essential tool used to organize and prioritize vital storm drainage system improvements. Each basin recommendation made in Chapter 3 was included in the CIP. Each project was then prioritized into categories based on the following criteria: potential flooding, construction impacts, and the effect that completion of the project would have on the rest of the system. All project costs are in 2020 dollars and the unit prices attempt to take into account sales tax on materials. Table 5-1 shows the prioritization of all projects.

### 5.2 PROJECT RECOMMENDATIONS

The recommended capital improvements for the 2019 Plan are limited to correcting existing conveyance problems and future conveyance problems based on developed conditions, as well as replacing substandard drainage structures. The recommended capital improvements are listed and prioritized in Table 5-1. All projects that are required to convey existing and proposed flows have been sized to convey the 25-year flow (industry standard) unless noted.

Figure 5-1 Capital Improvement Projects is an insert which shows the locations of the projects. Detailed cost estimates are located in Appendix B.

**Table 5-1: Recommended Capital Improvement Projects**

<b>CONSTRUCTION PROJECTS</b>				
<b>Project ID</b>	<b>CIP #</b>	<b>General Description</b>	<b>Estimated Cost<sup>1</sup></b>	<b>Priority Level</b>
G-1 D-1	1 <sup>2</sup>	This project consists of approximately 250 LF of new 12" Pipe between G-12 and D-2 that will divert flows to Basin D. Also includes outfall upgrades at the discharge point of Basin D, as well as replacing or repairing 6 damaged catch basins in Basin D.	\$184,000	High
J-2	2	Replaces approximately 690 linear feet of existing 8" pipe with larger 15" diameter pipe between structures J-37 and J-46 plus pipe downstream of J-46 to the tee connection to fully contain flows from developed conditions.	\$290,000	Medium-High

<b>CONSTRUCTION PROJECTS</b>				
<b>Project ID</b>	<b>CIP #</b>	<b>General Description</b>	<b>Estimated Cost<sup>1</sup></b>	<b>Priority Level</b>
H-2	3	Install approximately 400 feet of thickened edge while abandoning 400 linear feet of existing perforated pipe between structures H-3 and H-10 and routing water to the existing 12" line on the east side of 91 <sup>st</sup> Ave. NE	\$121,000	Medium-High
H-1	4	Replaces approximately 525 linear feet of existing pipe damaged by major root intrusion between structures H-17 and H-22.	\$224,000	Medium-High
G-2	5	Upsize between G-32 and G-60 fully contain flows from existing and developed conditions. 1,050 linear feet of new 18" pipe.	\$468,000	Medium High
J-1	6	Replaces approximately 550 linear feet of existing pipe with larger 15" diameter pipe between structures J-21 and J-57 to fully contain flows from developed conditions.	\$185,000	Medium
G-3	7	Replaces approximately 420 linear feet of existing pipe with 12" diameter pipe between structures G-53 and G-56 to fully contain flows from existing and developed conditions.	\$167,000	Medium
G-4	8	Replaces approximately 50 linear feet of existing pipe with 12" diameter pipe between structures G-29 and Tee-5 in NE 37 <sup>th</sup> St. and the pipe downstream of G-30 to fully contain flows from existing and developed conditions.	\$35,000	Low
G-6	9	Replace 420 linear feet of pipe between G-6 and G-11 with 12" pipe to fully contain flows from existing and developed conditions.	\$160,000	Low
G-5	10	Replace broken 180 linear feet of 8" pipe between G-33 and G-36 in NE 38 <sup>th</sup> St. with 8"-12" PVC pipe and reinstall catch basin over 92 <sup>nd</sup> trunk line to reduce clogging potential	\$80,000	Low
G-7	11	Replace CMP pipe between G-48 and G-49 in 94 <sup>th</sup> Ave. NE	\$13,000	Low
<b>Construction Projects Total</b>			<b>\$1,924,000</b>	
<sup>1</sup> All costs are in 2020 dollars				
<sup>2</sup> Required to contain the 100-year storm event in NE 42 <sup>nd</sup> St.				

<b>PROGRAMMATIC PROJECTS</b>				
<b>Project ID</b>	<b>CIP#</b>	<b>General Description</b>	<b>Estimated Cost<sup>1</sup></b>	<b>Priority Level</b>
PP-1	12	Adopt current Department of Ecology Stormwater Management Manual for Western Washington. Includes review of Municipal Code for conflicts and includes production of a stormwater addendum of the manual specific to the Town. Develop a map for the Town to identify parcels which meet direct discharge requirements.	\$30,000	High
PP-2	13	Inventory all existing private flow control facilities and create a database using GIS to ensure regular maintenance is performed.	\$30,000	Medium
PP-3	14	Update Town of Yarrow Point 2010 Standard Plans and Notes	\$25,000	Medium
PP-4	15	Create Policies and Procedures for the Stormwater Operations and Maintenance Program. See Section 6.2	\$25,000	Medium
PP-5	16	Annual Cleaning and Video Inspection Program (6-Year Cycle)	\$30,000	Medium
<b>Programmatic Projects Total</b>			<b>\$140,000</b>	
<sup>1</sup> All costs are in 2020 dollars				

### 5.3 OTHER RECOMMENDATIONS

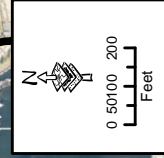
The following additional recommendations are suggested to the Town of Yarrow Point:

- The Town should verify that easements exist for outfalls to Lake Washington located on private property (Basins A, B, C, D, E, F, and H). If traditional easements do not exist, it is that possible prescriptive easements may. If easements were not previously granted, the Town should attempt to obtain them from the property owners. Additionally, the town should determine if all outfalls to Lake Washington extend to the ordinary high-water line as this is a requirement for the Ecology direct discharge exemption (see Section 2.3.3).
- Results of the field survey and evaluation (see Appendix C, separately bound as Volume 2 – System Inventory) indicate multiple drainage structures in the inventory have large amounts of debris buildup in their sumps and other drainage structures have other identified problems (some structures have significant cracking and are deficient), the majority of these being inoperable lids. The majority of structures located on private property are not included in the inventory. The Town of Yarrow Point Public Works Department should investigate these problem structures and, at the very least, remove sediment buildup in sumps and pipes.

- Volume 2 of this document should be periodically updated as capital improvement projects and other development projects involving the public storm drainage system are completed.
- A centrally managed drainage complaint database should be created and maintained by the Town to aid in developing future projects and correctly prioritizing Town needs.
- The Town should consider implementing a public education program to make residents aware of the negative effects of stormwater pollution. As stated in the Ecology Phase II Permit coverage exemption letter, implementation of stormwater Best Management Practices and public education will maximize the likelihood that Ecology will not bring the Town back under Phase II coverage in the future.
- The Town should consider adopting the current Department of Ecology's Stormwater Management Manual for Western Washington. While the is not an Ecology Phase II Permit Municipality, we feel that by adopting the most current standards will maximize the likelihood that Ecology will not bring the Town back under Phase II coverage in the future. In addition, we believe the Town, its receiving waters, and its residents benefit from using the best and most recent practices and technologies.
- The Town should consider updating the standard plans and notes. This will ensure that construction projects within the Town, both public and private, are using construction methods and practices that are currently the industry standard.

# TOWN OF YARROW POINT

## 2022-2027 CAPITAL IMPROVEMENT PLAN



TOWN OF YARROW POINT  
CAPITAL IMPROVEMENT PROJECTS  
FIGURE 5-1



Yarrow Point  
WWW.CITY.YARROW-POINT.WA.US



11255 Kirkland Way, Suite 300  
Kirkland, WA 98033  
p. 425.827.2014 | f. 425.827.5043

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

Agenda Bill 21-22  
May 11, 2021

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<b>Revisions to the municipal code to eliminate the contradiction between the Code and the Design Standards on driveway width</b>	<b>Proposed Council Action:</b> For Approval.
<b>Presented by:</b>	Attorney Scott Missall
<b>Exhibits:</b>	<ul style="list-style-type: none"><li>• Ordinance No. 711</li></ul>

**Summary:**

At the regular April 13, 2021 Council meeting, Councilmember Valaas stated that the Design Standards for driveway width do not match the Town’s Municipal Code reference. Mayor Cahill noted that the reference of 20’ width max (that is currently the Town’s practice) should be kept. Mayor Cahill directed Town Planner Mona Green to work with the Town Attorney to eliminate the contradiction.

**Recommended Action:**

APPROVE ORDINANCE NO. 711, AN ORDINANCE OF THE TOWN OF YARROW POINT, WASHINGTON AMENDING YARROW POINT MUNICIPAL CODE SECTIONS 17.16.010 AND 12.04.030 TO CORRECT INCONSISTENCIES REGARDING DRIVEWAY WIDTH AND REQUIREMENTS IN THE MUNICIPAL CODE AND ADOPTED TOWN DESIGN STANDARDS; AND ESTABLISHING AN EFFECTIVE DATE

**TOWN OF YARROW POINT  
ORDINANCE NO. 711**

**AN ORDINANCE OF THE TOWN OF YARROW POINT, WASHINGTON AMENDING ~~TWO CHAPTERS OF THE YARROW POINT MUNICIPAL CODE SECTIONS 17.16.010 AND 12.04.030~~ IN ORDER TO CORRECT INCONSISTENCIES REGARDING DRIVEWAY WIDTH AND REQUIREMENTS IN BETWEEN CODE SECTIONS AND BETWEEN THE MUNICIPAL CODE AND ADOPTED TOWN DESIGN STANDARDS; AND ESTABLISHING AN EFFECTIVE DATE**

**WHEREAS**, the Town of Yarrow Point has ~~determined that Section~~ found that Chapter 17.08.010 of the Yarrow Point Municipal Code is inconsistent with ~~Section~~ Chapter 16.16.040 of the Municipal Code regarding the exclusion of panhandle driveways for the purpose of lot area calculation; and

**WHEREAS**, the Town of Yarrow Point has ~~determined found that Section~~ Chapter 12.04.030 of the Municipal Code is inconsistent with the Town's adopted Design Standard for "Driveway in Public Right-of-Way RD-09" as referenced in ~~Section~~ Chapter 15.30.010.A of the Municipal Code regarding the allowable width of driveways within the public right-of-way; and

**WHEREAS**, the Town Council of Yarrow Point desires to correct the foregoing inconsistencies for the benefit of the Town and its residents and finds that such action will behas found that Municipal Code consistency is in the best interests of the Town and its residents citizens;

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

**SECTION 1.** Yarrow Point Municipal Code ~~Section~~ 17.08.010 is amended as follows:

**17.16.010 Definitions.**

"Lot area" means the total horizontal area included within the lot lines, which shall not include inundated land except where portions of the lot are inundated land created by excavation for the purpose of creating a cove. The lot area ~~shall does~~ not include the area provided for private lanes, ~~or panhandle driveways, or easements for private lanes or panhandle driveways.~~

**SECTION 2.** Yarrow Point Municipal Code ~~Section~~ Chapter 12.04.030 is amended as follows:

**12.04.030 Plans required.**

A. The applicant shall submit a site plan as part of the required right-of-way permit. The site plan shall clearly show the proposed impacts to the right-of-way. The town may ask for additional details as deemed necessary to review the application.



B. No complete road closures may occur within the town at any time except in an emergency.

C. Only asphalt driveway approaches are allowed within the public right-of-way.

D. Grading activities proposed within the public right-of-way shall not vary from existing grade by more than one foot.

E. In the case of a new or modified driveway approach made to a public right-of-way, a thickened edge shall be provided to prohibit downstream properties from collecting and/or conveying any runoff from the public right-of-way.

F. There shall be no more than two driveways for entry and exit from a lot.

**G. A driveway within the right-of-way shall not be less than 10 feet in width and shall not exceed 20 feet in width.**

**H. The aggregate width of all driveways within the right-of-way shall not exceed 20 feet. No driveway shall exceed 30 feet in width where it abuts a public right-of-way. (Ord. 610 § 1, 2010; Ord. 377 § 3, 1991)**

**SECTION 3.** Validity. If any section, paragraph, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this Ordinance. The Town Council hereby declares that they would have passed this Ordinance and each section, paragraph, subsection, clause or phrase thereof irrespective of the fact that any one or more sections, paragraphs, clauses or phrases may subsequently be found by competent authority to be unconstitutional or invalid.

**SECTION 4.** Effective Date. This Ordinance shall be published in the official newspaper of the Town, and shall take effect and be in full force five (5) days after the date of publication.

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**APPROVED BY THE TOWN COUNCIL OF THE TOWN OF YARROW POINT ON THE \_\_\_ DAY OF \_\_\_\_\_ 2021 AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THE \_\_\_ DAY OF \_\_\_\_\_ 2021.**

\_\_\_\_\_  
Dicker Cahill, Mayor

Approved as to form:  
Ogden Murphy Wallace, PLLC

Attest/Authenticated:



Scott M. Missall, Town Attorney

Bonnie Ritter, Town Clerk-Treasurer

PUBLISHED BY THE TOWN COUNCIL:  
PUBLISHED:  
EFFECTIVE DATE:  
ORDINANCE NO.: 711

DRAFT

Ordinance No. 711

**Summary of Ordinance No. 709**

On the \_\_\_ day of \_\_\_\_\_ 2021, the Town Council of the Town of Yarrow Point, passed Ordinance No. 711. A summary of the content of said ordinance, consisting of the title and a summary of each section, provides as follows:

**AN ORDINANCE OF THE TOWN OF YARROW POINT, WASHINGTON AMENDING TWO CHAPTERS OF THE YARROW POINT MUNICIPAL CODE IN ORDER TO CORRECT INCONSISTENCIES BETWEEN CODE SECTIONS AND BETWEEN THE MUNICIPAL CODE AND ADOPTED TOWN DESIGN STANDARDS**

The full text of this Ordinance will be mailed upon request.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Bonnie Ritter, Town Clerk-Treasurer

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

Agenda Bill 21-23  
May 11, 2021

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<b>Revisions to the Municipal Code to eliminate the contradiction between two sections of the Code regarding the ability to count the area of pipe-stem driveway in lot area</b>	<b>Proposed Council Action:</b> For Discussion.
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<b>Presented by:</b>	Mayor Cahill
<b>Exhibits:</b>	None.

**Summary:**

Discussion regarding revisions to the Municipal Code to eliminate the contradiction between tow section of the Code regarding the ability to count the area of pipe-stem driveway in lot area.

**Recommended Action:**

For Discussion.

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

Agenda Bill 21-24  
May 11, 2021

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<b>Sally's Alley Master Plan bid proposal from JGM Architects</b>	<b>Proposed Council Action:</b> For Approval.
<b>Presented by:</b>	Deputy Clerk, Austen
<b>Exhibits:</b>	<ul style="list-style-type: none"><li>• Email from Park Board Chairman John McGlenn</li><li>• JGM Sally's Alley Master Plan – Scope of Work/ <i>Dated April 25, 2021</i></li></ul>

**Summary:**

At the April 27, 2021 regular Park Board meeting, the Park Board discussed improvements to Sally's Alley and creating a Master Plan. The Park Board solicited JGM Architects who has provided professional design services for several Town projects. JGM proposes to provide the design services described in the Scope of Services above on a time and materials basis to a maximum fee of \$3,000.00.

**Recommended Action:**

Approve JGM Architects Sally's Alley Master Plan Scope of Work dated, April 25, 2021, to provide the design services described in the Scope of Services on a time and materials basis to a maximum fee of \$3,000.00.

## Yarrow Point Deputy Clerk

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**From:** johnmcglenn@gmail.com  
**Sent:** Tuesday, April 27, 2021 11:12 PM  
**To:** Yarrow Point Mayor  
**Cc:** 'Carolyn Whittlesey'; 'Kathy Smith'; krista@theflemings.com; doug@waddellpropertiesinc.com; 'Trevor Dash'; Yarrow Point Deputy Clerk  
**Subject:** Sally's Alley  
**Attachments:** Sally's Alley Master Plan Scope of Work 4-25-2021.pdf

Hello Dicker,

The Park Board voted unanimously tonight to recommend that the Town retain the services of JGM as noted below and in the attached Scope of Work. It would be good to have Craig Lewis engaged right away since the contractor on the east end of Sally's Alley seems to be ready to move ahead promptly.

Please let me know if you support this recommendation. The proposed fee is low enough that the Town is not required to advertise for bids.

Hope we can retain JGM. It is needed to ensure that we don't miss any threats or opportunities to retain or improve Sally's Alley as the neighboring projects move ahead. As I have spent more time in Sally's Alley I have realized how fantastic & special it is. Most urban dwellers do not have anything like it. Just walking through it is enough to sooth the mind and body! Thanks for your attention Dicker and your decision to save the two ancient cedars near the west end.  
John

-----Original Message-----

From: johnmcglenn@gmail.com <johnmcglenn@gmail.com>  
Sent: Monday, April 26, 2021 10:11 PM  
To: doug@waddellpropertiesinc.com; 'Carolyn Whittlesey' <whittlc@gmail.com>; 'Kathy Smith' <kathyjsmith01@gmail.com>; krista@theflemings.com; 'Trevor Dash' <tdash@firstappraisalnw.com>  
Cc: mayor@yarrowpointwa.gov  
Subject: Sally's Alley

Hello Park Board Members,

Believing that we should have the appropriate professional skills advising us as we work with the community toward retaining the intrinsic values of Sally's Alley I recently requested JGM to provide us the attached proposal. As noted in the proposal, JGM lists several successful projects that they have completed with us under the management of Craig Lewis who would be the project manager on this effort if retained.

Looking forward to discussing with you tomorrow. Let's develop the appropriate recommendation to present to Mayor and Council.

John

-----Original Message-----

From: craig@jgm-inc.com <craig@jgm-inc.com>  
Sent: Monday, April 26, 2021 10:04 AM  
To: 'John McGlenn' <johnmcglenn@gmail.com>  
Subject: Sally's Alley

John:

Attached is a draft copy of Scope of Work for Sally's Alley Master Planning for your review.

Craig

(Request to Craig Lewis about a week ago)

Hi Craig,

Your thoughts on Sally's Alley.

I would like to suggest to the Park Board and Mayor/Council to retain JGM to advise us on how best to retain & enhance the intrinsic assets of Sally's Alley!

There are monster projects getting ready to go on the north side and the east end of Sally's Alley.

Thanks,

John

April 25, 2021

**Town of Yarrow Point**

Yarrow Point, WA

RE: Town of Yarrow Point Sally's Alley Master Plan – Scope of Work

JGM has provided the Town of Yarrow Point professional design services for several projects including Road End Beach, Town Entry Sign, Entry Roadside Improvements and Sally's Alley Interpretive Sign Details. We understand that the Sally's Alley area has several large construction projects pending that are directly adjacent and are likely to affect public use. We are submitting this Scope of Work for your consideration to assist the Town in master planning efforts for public use, access and aesthetic appeal of the Sally's Alley area.

**JGM proposes to provide the following professional landscape architectural design services:**

**Basic Services Tasks:**

1. Meet with Town's representatives on site to discuss the site, review available information, review pending neighboring development projects and observe/photograph existing site conditions and context.
2. Prepare base file in AutoCAD for the Master Plan design efforts.
3. Prepare plan documents including Master Development Plan and representative images sheets.
4. Review draft plans and images with Park Board members and revise plans as directed.
5. Present final drawings and documents to Park Board members, Town Council and Mayor.

**Confirmations:**

1. Construction and bidding level drawings are not part of this scope of work.
2. The Town of Yarrow Point will supply JGM with any maps available for use in preparing our drawings.

**Fee Proposal:**

JGM proposes to provide the design services described in the Scope of Services above on a time and materials basis to a maximum fee of \$3,000.00.

An hourly rate schedule for any additional work requested is attached for your information. If this proposal is acceptable, please sign, date, and return a copy to us. Your signed approval will serve as our notice-to-proceed. Please call us if you have any questions regarding this matter. Thank you!

Sincerely Yours,  
JGM Landscape Architects  
Craig Lewis, PLA, ASLA

12610 N.E. 104<sup>th</sup> Street Kirkland, WA 98033 425-454-5723 Cell: 206-795-3196 [craig@jgm-inc.com](mailto:craig@jgm-inc.com)





April 25, 2021

RE: Town of Yarrow Point Sally's Alley Master Plan – Scope of Work

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Approved By:

Date:

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## **2021 Standard Hourly Rates**

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**Our hourly rates are as follows:**

Principal / landscape architect - \$140 / hour

Designer / drafting - \$90 / hour

Clerical / bookkeeping - \$75 / hour

Reimbursable expenses include travel mileage billed at \$.50 per mile, reprographics and delivery costs billed at cost, plus 15%.

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Our previous work experience can be reviewed on our web site at: [www.jgm-inc.com](http://www.jgm-inc.com) , or at our Facebook page at JGM Landscape Architects, Inc.

### **Limits of Professional Liability**

This paragraph relates only to the Consultant's professional liability. The Consultant performs professional services with that degree of care and skill ordinarily exercised under similar circumstances by members of its profession. No warranty, expressed or implied, is made or intended by the Consultant's proposals of consulting services, the furnishing of oral or written reports, or the monitoring of construction work. However, should the Consultant or any of their professional employees be found to have been negligent in the performance of services to the standard of care of the profession, the Owner agrees that the maximum aggregate amount of recovery against the Consultant or their employees for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes including attorney's fees and costs and expert witness fees and costs, shall be limited to the Consultant's fee for the services provided under this contract. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

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

Agenda Bill 21-25  
May 11, 2021

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<b>Park Board's vote to reclassify Sally's Alley from a road into a park; next steps</b>	<b>Proposed Council Action:</b> For Discussion.
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<b>Presented by:</b>	Mayor Cahill
<b>Exhibits:</b>	None.

**Summary:**

At the April 27, 2021 regular Park Board meeting, the Park Board discussed the future development of the lots located at the east and west ends of Sally's Alley. To prevent threats or opportunities to retain or improve Sally's Alley, the Park Board unanimously voted to reclassify Sally's Alley from a road into a park. The Park Board requests the Council's consideration including Town legal counsel's direction.

**Recommended Action:**

For Discussion.

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

Agenda Bill 21-26  
May 11, 2021

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<b>Roundabout Safety</b>	<b>Proposed Council Action:</b> For Discussion.
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<b>Presented by:</b>	Mayor Cahill
<b>Exhibits:</b>	None.

**Summary:**

Discussion regarding safety concerns for safety on the 92<sup>nd</sup> Ave NE roundabout.

**Recommended Action:**

For Discussion.

# Spectator Events

## COVID-19 Requirements

### Summary of May 3, 2021 changes:

- Added vaccinated section requirements.

### Summary of April 9, 2021 changes:

- Added section addressing Phase 2.
- Added language allowing certain spectator activities to follow Phase 3 guidelines regardless whether the county moves back to Phase 2.

### Summary of March 26, 2021 changes:

- Added section addressing indoor spectator activities

**Included here: stadiums—professional—higher education—and K-12 schools, ballparks, motorsports racetracks, rodeos and similar venues with permanent or temporary seating. Also included here: indoor arenas, indoor sports facilities, indoor performance and event facilities, and school graduation ceremonies both indoor and outdoor with permanent or temporary seating.**

**Not included here: county fairs, street fairs, parades, park venues or other similar events and venues. Please refer to [Fairs and Special Events Guidance](#).**

### Phase 2:

- For indoor spectator events the occupancy of the facility may not exceed 25 percent of the fire code occupancy rating, or 200 people max, whichever is less. For very large venues over 100,000 square feet. in size, the capacity is capped at 300 people. The maximum number includes all participants (performers, athletes, spectators, etc.) except for facility employees.
- For outdoor spectator events the occupancy of the facility may not exceed 25 percent of seated capacity, or 200 people max, whichever is less. Venues without permanent seating must provide 72 square feet per person. For very large venues over two acres in size, the capacity is capped at 300 people. The maximum number includes all participants (performers, athletes, spectators, etc.) except for facility employees.
- Spectator groups from 1-5 people allowed in all facilities, but all spectator groups must maintain 6 feet of distance from other spectator groups.
- Retail shops subject to current guidelines for in-store retail.
- Removal of masks and facial coverings only allowed while actively eating or drinking in assigned seating.
- Lines for food and beverages must be marked to ensure 6 feet a distance between each person waiting in line.
- Lines for restrooms must be marked to ensure 6 feet a distance between each person waiting in line. All restrooms should be open to increase dispersion of users among restrooms facilities.
- Lines may not extend out into designated walkways in a way that impedes the flow and/or compromises the ability to appropriately physically distance in those designated walkways.
- For K-12 school sporting activities no concession sales allowed.

- Professional sporting activities, higher education and college sporting activities, major junior hockey, and part-time professional sporting activities without players associations or unions, may utilize Phase 3 Spectator Events guidance in Phase 2 if they operate under an approved league or conference plan.
- School graduation ceremonies and commencement ceremonies may utilize Phase 3 Spectator Events guidance in Phase 2, if they operate under an event health and safety plan for the graduation ceremony. All other aspects of school graduations and commencement ceremonies must follow Department of Health Graduations Guidance: <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/GraduationGuidance.pdf>.

### **Phase 3:**

#### **Outdoor Venues**

Outdoor venues with seating (permanent or temporary) that meet the following requirements may exceed 200 people maximum attendance:

- A facility must have individual designated seating capability. Open, unreserved seating not allowed.
- A facility must have controlled entrances and exits and the ability to monitor exact attendance.

An outdoor venue that meets those requirements may:

- Open to a capacity of 25% per section or 9,000 spectators maximum, whichever is lower.
- For smaller facilities up to 400 spectators maximum allowed at 50% capacity. In order to exceed 400 spectators a facility must be able to accommodate over 400 spectators at 25% capacity and capacity must not exceed 9,000 spectators total.

Additional venue requirements:

- Each facility must have a plan for handling congestion and reducing crowding, including entrance and exits, parking facilities, stairs and elevators, and any areas where lines form. Facility staff will monitor the execution of the plan.
- Tickets must be sold in groups of 1-15. Each group of 1-15 spectators must be 6 feet away (side-to-side and front-to-back) from other groups of 1-15. Facilities with benches, bleachers or non-numbered seating must block off a portion of seating to ensure groups are distanced.
- Suites or other indoor viewing areas, including dine-in food service areas, limited to 25% capacity and windows are required to be open at all times.
- Outdoor viewing areas without permanent seating that are a part of a facility with permanent seating (decks, grass berms, eating areas etc.) are limited to one seated group (1-6 people) per 100 square ft. Each group will be in a reserved space, only available to the group or pod who purchased a specific location. Facility staff must monitor and restrict interactions between groups. Each outdoor viewing area limited to a maximum of 100 spectators. Outdoor viewing areas without reserved seating only allowed if they are a part of a facility that has individual designated seating capability and controlled entrances and exits. Spectators in these areas count towards the total allowed maximum of 9,000 spectators. Bleachers are not considered “outdoor viewing areas” and must be limited to 25% capacity.
- Retail shops subject to current guidelines for in-store retail.
- Removal of masks and facial coverings only allowed while actively eating or drinking in assigned seating.

- Lines for food and beverages must be marked to ensure 6 feet a distance between each person waiting in line.
- Lines for restrooms must be marked to ensure 6 feet a distance between each person waiting in line. All restrooms should be open to increase dispersion of users among restrooms facilities.
- Lines may not extend out into designated walkways in a way that impedes the flow and/or compromises the ability to appropriately physically distance in those designated walkways.
- School graduation ceremonies and commencement ceremonies must follow Department of Health Graduations Guidance:  
<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/GraduationGuidance.pdf>.

### **Phase 3:**

#### **Indoor Venues:**

- All indoor sports spectators subject to 50% capacity or 400-person maximum per room, whichever is lower, all participants including performers, athletes, officials, coaches, volunteers and spectators are to be included in calculating the 400-person maximum. Facilities larger than 100,000 square feet allowed 50% capacity or 600 per room, whichever is lower, and all participants including performers, athletes, officials, coaches, volunteers and spectators are to be included in calculating the 600-person maximum.
- Spectator groups from 1-10 people allowed in all facilities, but all spectator groups must maintain 6 feet of distance from other spectator groups.
- Retail shops subject to current guidelines for in-store retail.
- Removal of masks and facial coverings only allowed while actively eating or drinking in assigned seating.
- Lines for food and beverages must be marked to ensure 6 feet a distance between each person waiting in line.
- Lines for restrooms must be marked to ensure 6 feet a distance between each person waiting in line. All restrooms should be open to increase dispersion of users among restrooms facilities.
- Lines may not extend out into designated walkways in a way that impedes the flow and/or compromises the ability to appropriately physically distance in those designated walkways.
- For K-12 school sporting activities no concession sales allowed.
- School graduation ceremonies must follow Department of Health Graduations Guidance:  
<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/GraduationGuidance.pdf>.

#### **Vaccinated Sections:**

Sections reserved for vaccinated patrons only are allowed for spectator events in Phase 2 and Phase 3 if the following conditions are met:

- Vaccinated sections only allowed in facilities with individual, designated, seating and controlled entrance and exits.
- Vaccinated sections must be reserved for people 16 and older who are fully vaccinated.
- A patron vaccinated against COVID-19 by a two-dose mRNA vaccine (such as Moderna and Pfizer), or a single dose vaccine (such as Johnson & Johnson), are considered “fully vaccinated” two weeks after the final dose of vaccine (the second dose for a two-dose regimen, or the single dose for a single-dose regimen). Documentation of vaccination status must be available upon request at any time.

- Children between the ages of 2 and 15 who can provide proof of having tested negative for COVID-19 within 72 hours of admission, are also allowed in the vaccinated section. Children under the age of 2 do not need to provide proof of a negative COVID-19 test in order to be admitted to the vaccinated section when accompanied by a vaccinated adult.
- No adults who are not yet fully vaccinated, including adults who are in the progress of being vaccinated, will be permitted in the vaccinated only section, even with a negative test.
- All ticket holders for a fully vaccinated-only section must enter the facility through a separate line from unvaccinated ticket-holders, where they will be required to show proof of vaccination (if 16 years of age or older) or of a negative COVID-19 test (if between 2 and 15 years of age).
- Any person with a ticket for a fully vaccinated-only section who is 16 years of age or older and cannot provide the required verification of full vaccination, or between 2 and 15 years of age and cannot provide the required proof of a negative test within 72 hours of admission, will not be permitted to enter the vaccinated section. Any individual who is symptomatic, even if fully vaccinated, will not be allowed to enter the vaccinated section.
- Physical distancing is not required in a fully vaccinated-only section. Persons seated in these sections will be seated directly next to other groups.
- There must be at least 6 feet of distance between the Fully Vaccinated-only sections and any other section in the venue.
- Face coverings must be worn in the fully vaccinated-only sections, except while actively eating and/or drinking in the ticketed seat.

The following are acceptable as proof of full vaccination: Vaccination card (which includes name of person vaccinated, type of vaccine provided and date last dose administered) OR a photo of a vaccination card as a separate document OR a photo of the attendee's vaccine card stored on a phone or electronic device OR documentation of vaccination from a healthcare provider electronic health record or state Immunization Information System record. Self-reported vaccination records that are not verified by a health care provider cannot be accepted.

The following are acceptable as proof of a negative COVID-19 test result: printed document (from the test provider or laboratory) OR an email or text message displayed on a phone or electronic device from the test provider or laboratory. The information provided should include name of person tested, type of test performed, and date of negative test result (for PCR test, date of negative result must be within prior 72 hours; for antigen test, date of negative result must be within prior 24 hours). Self-reported negative test results that are not from a test provider, a laboratory, or a health care provider cannot be accepted.

Nothing in this section should be read to prohibit a facility from providing a separate seating area to unvaccinated individuals, including those individuals claiming an exemption protected by state and federal anti-discrimination laws. Seating areas for unvaccinated individuals must follow the requirements found in sections describing Phase 2 and Phase 3 guidelines for both outdoor and indoor spectators in this document.

Facilities with vaccinated sections are allowed to increase capacity:

- Outdoor facilities may add vaccinated sections until their total capacity is 50% maximum or 22,000 people, whichever is lower, inclusive of both vaccinated and unvaccinated sections. Outdoor unvaccinated spectators cannot exceed 9,000 people. All spectators, individuals or groups, in unvaccinated sections must maintain 6 feet of distance from other individuals or spectator groups in those sections. Vaccinated-only sections may be seated at full capacity, with

no increased distance between individuals or groups. Suites may also operate at 100% of suite capacity if all guests show proof of full vaccination or negative test for children. Suite spectators do not create additional capacity; the total venue capacity cannot exceed the total maximums above.

- Indoor facilities may add vaccinated sections until their total capacity is 50% maximum, or maximum 2000 people, whichever is lower, inclusive of both vaccinated and unvaccinated sections. Indoor unvaccinated spectators in Phase 2 cannot exceed 200 people, or 300 for rooms greater than 100,000 square feet of space—and indoor unvaccinated spectators in Phase 3 cannot exceed 400 people, or 600 for rooms greater than 100,000 square feet of space. All spectators, individuals or groups, in unvaccinated sections must maintain 6 feet of distance from other individuals or spectator groups in those sections. Vaccinated-only sections may be seated at full capacity, with no increased distance between individuals or groups. Suites may also operate at 100% of suite capacity if all guests show proof of full vaccination or negative test for children. Suite spectators do not create additional capacity; the total venue capacity cannot exceed the total maximums above.
- Ticket holders and spectators are to be used to calculate total capacity. For the purposes of calculating total capacity do not include facility employees, athletes, coaches, competition officials, medical personnel, performers, backstage crew, or in the case of graduations students and school staff.

### **Safety and Health Requirements**

All facility owners have a general obligation to maintain a safe and healthy workplace in accordance with state and federal law and safety and health rules for a variety of workplace hazards. Employers must specifically ensure operations follow Labor & Industries COVID-19 requirements to protect workers. COVID-19 workplace and safety requirements can be found [here](#).

Additional information is available at [Novel Coronavirus Outbreak \(COVID-19\) Resources](#) and [Paid Leave under the Washington Family Care Act and the Families First Coronavirus Response Act](#).