

**YARROW POINT
TOWN COUNCIL MEETING AGENDA
October 12, 2021
7:00 p.m. via conference call at:
206-485-3849 Conference ID: 311 166 678#**

Members of the public may participate by phone/online. Individuals who call in remotely who wish to speak live should register their request with the Deputy Clerk at 425-454-6994 or email depclerk@yarrowpointwa.gov and leave a message before 4:30PM on the day of the October 12, 2021 Council meeting. Wait for the Deputy Clerk to call on you before making your comment. If you dial in via telephone, please unmute yourself by dialing *6 when it is your turn to speak. Speakers will be allotted 3-minutes for comments. Please state your name and address and you will be asked to stop when you reach the 3-minute limit.

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

+1 206-485-3849,,311166678# United States, Seattle

Phone Conference ID: 311 166 678#

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 or regular mail to: Town of Yarrow Point 4030 95th 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 September 14, 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 21-42 – Private Property Tree Code**
- 5. AB 21-43 – Levy Increase Public Hearing and Ordinance**
- 6. AB 21-44 – Preliminary 2022 budget public hearing**
- 7. AB 21-45 - ARCH**
- 8. AB 21-46 - Sally’s Alley Preliminary Plan – Scope of Work**
- 9. MAYOR & COUNCIL REPORTS**
- 10. ADJOURNMENT**

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

**TOWN OF YARROW POINT
COUNCIL REGULAR MEETING (TELECONFERENCE) MINUTES
September 14, 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 7:00pm

PRESENT:

Mayor: Dicker Cahill

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

Staff: Bonnie Ritter – Clerk-Treasurer
Mona Green – Town Planner
Scott Missall – Town Attorney

Guests: Kyle Kolling – Clyde Hill Police Department
Chris Bacon – Gray & Osborne
Kevin Brown – Gray & Osborne

APPEARANCES:

None.

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

July 13, 2021 Regular Meeting

MOTION: Councilmember Valaas moved to approve the regular meeting minutes of July 13, 2021 as presented. Councilmember Lagerholm seconded the motion.

VOTE: 5 For, 0 Against. Motion carried.

2. CONSENT CALENDAR:

MOTION: Councilmember Scandella moved to change the wording on the Payment Approval Report to: I the undersigned, do hereby certify that the items herein listed are proper obligations of the Town in accordance with the Town budget and directives of the Council and Mayor.

Councilmember Lagerholm seconded the motion.
VOTE: 5 For, 0 Against. Motion carried.

MOTION: Councilmember Bush moved to approve the Consent Calendar as presented including the Payment Approval Report dated 8/9/2021 approving payments as shown totaling \$170,496.34 plus payroll, benefits, and tax expenses of \$30,419.03 as shown on the attached payroll and benefits reports for a grand total of \$200,915.37.

And

The Consent Calendar as presented including the Payment Approval Report dated 9/7/2021 approving payments as shown totaling \$96,903.92 plus payroll, benefits, and tax expenses of \$29,111.35 as shown on the attached payroll and benefits reports for a grand total of \$126,015.27. Councilmember Scandella seconded the motion.
VOTE: 5 For, 0 Against. Motion carried.

3. STAFF REPORTS:

A. Police Report

- Thanked Council and Mayor for support.
- Quiet summer.
- Had final review of policies and procedures of WA State and met qualifications for State Accreditation.
- Mail theft investigation on NE 33rd St.
- Mayor Cahill will research the speed limit and enforcement measures for the bicycles & E-bikes speeding along 520 trail causing hazardous conditions for pedestrians.

B. Engineer Report

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

Gray and Osborne representatives Chris Bacon and Kevin Brown reported on the timeline for completion of the project.

Council discussed.

C. Town Planner Report

Town Planner Mona Green provided an update on the Planning Commission's review of a draft private property tree code.

REGULAR BUSINESS

4. AB 21-38: 2022 Preliminary Budget Discussion

Council discussed the 2022 proposed preliminary budget and proposed additional line items for review at the next meeting.

The schedule for 2022 budget is:

October 12 - Public hearing on levy increase followed by ordinance adoption

October 12 - Public hearing on preliminary budget

November 9 - Public hearing on final budget followed by ordinance adoption

5. AB 21-39: Loan Payoff Discussion/action

In 2015 the Town secured a 10-year G.O. Bond in the amount of \$750,000 at 2.7% interest.

Council discussed the current interest rates in relation to interest the Town is gaining to interest the Town is paying and the opportunity to pay off the loan.

MOTION: Councilmember Valaas moved to authorize the Mayor and Clerk-Treasurer to pay off Loan Number 72168781, in the amount of \$287,129.55, as quoted by Banner Bank (quote valid until 9/17/2021.) Councilmember Elmore seconded the motion.

VOTE: 4 For, 1 Against. (Councilmember Lagerholm opposed.) Motion carried.

6. AB 21-40: Right of Way Management Discussion

Mayor Cahill discussed the restoration of right of way work done on 91st Ave NE to use as a model for a consistent look. The model includes gravel terminating into 6'x6' timber allowing cars to pull off enough on the right of way that the traffic code of 8' from the centerline can be enforced and people will not get tickets.

Council discussed right of way parking around the Town and maintaining consistency.

Council agreed to pass on right of way management & parking to the Planning Commission to research after they have completed their private property tree code review.

7. AB 21-41: Appointment of resident Jeff Shiu to the Planning Commission to complete Commissioner Jennifer Whittier's term

Planning Commissioner Jennifer Whittier left the Commission in July 2021 due to moving out of town. Her term is due to expire December 31, 2022. Resident Jeff Shiu has interest in completing Jennifer Whittier's term.

Council provided universal support for Mayor Cahill's appointment of resident Jeff Shiu to the Planning Commission.

8. MAYOR AND COUNCIL REPORTS:

Mayor

- The Town has been researching AV equipment to upgrade the Town Council Chambers.
- Town will no longer be pursuing the reclassification of Sally's Alley from a road into a park as it would have no benefit for the Park Board's desires to maintain Sally's Alley and create a master plan.
- Town Hall naming for residents who have big contributions.
- Points Drive NE gate latch has been repaired.
- Council discussed the topic of banning gas powered lawn equipment. Mayor Cahill gathered feedback from the Council. Council discussed converting public works equipment to battery powered equipment. Mayor Cahill will discuss the topic with the Points' Mayors.
- Mayor Cahill delivered coffee cards to the CHPD in appreciation of their department.

- The speed limit radar sign will be moved one pole further south so that the sign lights up sooner. This will be an attempt to slow people coming off the freeway down quicker along 92nd Ave NE.
- 6% Utility Tax revenue from Bellevue: Clerk Treasurer Ritter will work with the city of Bellevue to get the tax to a true 6%. Mayor Cahill noted that residents will be paying higher than 1% for the Town to receive 6% utility tax revenue.
- Mutt Mitts: The town is purchasing in more cost-effective quantities.
- Two new Flock Safety license plate reader cameras have been purchased for Points Drive NE and NE 32nd St.
- The Town Engineer Schroeder is working with PSE regarding the spacing of the light poles on Points Drive NE.
- Back up & retention system research: Councilmember Bush recommends using the Town's I.T. provider to provide a bid for a new back-up system.
- Emergency preparedness: Little support from residents. Council discussed different ideas to create more interest.
- Maintenance of Town Hall/ budget.

Councilmember Bush

- Include budget line item for ROW tree maintenance.

Councilmember Elmore

- Fountain operation: The pump has been experiencing failure due to clogging issues. The Town is looking at running the fountain off a recirculation of town water to remedy the ongoing pump issues.
- Small roundabout cleaning up weeds tree that appear to be dying: Staff and Mayor will continue following up with our State maintenance contact to request that they maintain the landscaped areas of the roundabout.
- Feedback regarding virtual tree meeting for ROW tree located at south end of 95th: The meeting was informational and thanks to the Town arborist who reported on the tree's condition and the opportunity to allow public comment.

9. ADJOURNMENT:

MOTION: Councilmember Bush moved to adjourn the meeting at 9:34pm. Councilmember Valaas seconded the motion.

VOTE: 5 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
October 12, 2021

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

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:

Motion to: Approve the Consent Calendar as presented including:

The Payment Approval Report dated 10/7/2021 approving payments as shown totaling **\$529,258.95** plus payroll, benefits, and tax expenses of **\$31,634.36** as shown on the attached payroll & benefits report for a total of **\$560,893.31**.

| Vendor | Vendor Name | Description | Invoice Date | Amount Paid | YTD Payments |
|-------------------------------------------|----------------------|------------------------------------------------------|--------------|-------------|--------------|
| Banner Bank | | | | | |
| 700 | Banner Bank | Constant Contact | 09/17/2021 | 77.07 | |
| 700 | Banner Bank | Town cell phones | 09/17/2021 | 318.51 | |
| 700 | Banner Bank | ROW Supplies | 09/17/2021 | 72.37 | |
| 700 | Banner Bank | Office Equipment | 09/17/2021 | 1,210.12 | |
| 700 | Banner Bank | CHPD gift cards | 09/17/2021 | 250.00 | |
| 700 | Banner Bank | Office supplies | 09/17/2021 | 34.91 | |
| 700 | Banner Bank | Bellevue Permit for 42nd | 09/17/2021 | 199.00 | |
| 700 | Banner Bank | AWS, MSFT, Adobe | 09/17/2021 | 438.05 | 20,957.28 |
| 770 | Banner Bank | Payoff GO Bond - Loan No. 72168781 | 09/07/2021 | 287,129.55 | 329,933.12 |
| Total Banner Bank: | | | | 289,729.58 | |
| CASELLE, INC. | | | | | |
| 1300 | CASELLE, INC. | Contract support and maintenance for Nov. | 10/01/2021 | 710.15 | 7,811.00 |
| Total CASELLE, INC.: | | | | 710.15 | |
| City of Bellevue | | | | | |
| 233 | City of Bellevue | ARCH Trust Fund Contribution | 09/13/2021 | 7,599.00 | 132,622.50 |
| Total City of Bellevue: | | | | 7,599.00 | |
| CITY OF CLYDE HILL | | | | | |
| 10 | CITY OF CLYDE HILL | Police Contract-4th Qtr. | 09/17/2021 | 106,884.00 | |
| 10 | CITY OF CLYDE HILL | Criminal Justice - 3rd Qtr. | 09/17/2021 | 13,666.61 | 449,383.37 |
| Total CITY OF CLYDE HILL: | | | | 120,550.61 | |
| Comcast | | | | | |
| 301 | Comcast | Internet and fax | 09/14/2021 | 258.16 | 2,267.73 |
| Total Comcast: | | | | 258.16 | |
| CRYSTAL AND SIERRA SPRINGS | | | | | |
| 1046 | CRYSTAL AND SIERRA S | Town Hall Water Cooler | 09/25/2021 | 51.51 | 594.28 |
| Total CRYSTAL AND SIERRA SPRINGS: | | | | 51.51 | |
| DIGITAL REPROGRAPHICS | | | | | |
| 256 | DIGITAL REPROGRAPHIC | Sept Councili Packets | 09/09/2021 | 365.85 | |
| 256 | DIGITAL REPROGRAPHIC | Short plat | 09/09/2021 | 73.32 | 3,341.81 |
| Total DIGITAL REPROGRAPHICS: | | | | 439.17 | |
| Doane, Jacque | | | | | |
| 325 | Doane, Jacque | Reimburse for irrigation lines due to street project | 09/30/2021 | 522.55 | 522.55 |
| Total Doane, Jacque: | | | | 522.55 | |
| Earth Corps | | | | | |
| 1303 | Earth Corps | Maintenance in Wetherill | 08/31/2021 | 4,225.09 | 4,225.09 |
| Total Earth Corps: | | | | 4,225.09 | |
| ELECTRONIC BUSINESS MACHINES, INC. | | | | | |
| 303 | ELECTRONIC BUSINESS | Copier Contract | 09/19/2021 | 374.82 | 855.73 |

| Vendor | Vendor Name | Description | Invoice Date | Amount Paid | YTD Payments |
|-------------------------------------------|----------------------|--------------------------------------------|--------------|-------------|--------------|
| Total ELECTRONIC BUSINESS MACHINES, INC.: | | | | 374.82 | |
| Gaylynn Brien | | | | | |
| 1151 | Gaylynn Brien | Sales Tax reports | 09/30/2021 | 50.00 | 450.00 |
| Total Gaylynn Brien: | | | | 50.00 | |
| Gray & Osborne, Inc. | | | | | |
| 9043 | Gray & Osborne, Inc. | 42nd - 91st SW Upsizing and UGC Project | 09/13/2021 | 4,438.52 | |
| 9043 | Gray & Osborne, Inc. | 42nd - 91st SW Upsizing and UGC Project | 09/13/2021 | 5,210.44 | 131,864.49 |
| Total Gray & Osborne, Inc.: | | | | 9,648.96 | |
| ISOutsorce | | | | | |
| 1301 | ISOutsorce | Monthly billing | 09/14/2021 | 55.05 | |
| 1301 | ISOutsorce | Setup Engineer computer | 09/30/2021 | 828.00 | |
| 1301 | ISOutsorce | S Wilcox email issues | 09/30/2021 | 162.30 | 4,772.21 |
| Total ISOutsorce: | | | | 1,045.35 | |
| Jones, Bruce | | | | | |
| 323 | Jones, Bruce | Utility Trailer for Wetherill | 09/24/2021 | 517.41 | 517.41 |
| Total Jones, Bruce: | | | | 517.41 | |
| KIRKLAND MUNICIPAL COURT | | | | | |
| 111 | KIRKLAND MUNICIPAL C | Court Costs | 09/21/2021 | 167.80 | 973.24 |
| Total KIRKLAND MUNICIPAL COURT: | | | | 167.80 | |
| MONA H. GREEN | | | | | |
| 219 | MONA H. GREEN | Building Permits | 09/30/2021 | 236.25 | |
| 219 | MONA H. GREEN | Pre-applications | 09/30/2021 | 168.75 | |
| 219 | MONA H. GREEN | Site Dev | 09/30/2021 | 33.75 | |
| 219 | MONA H. GREEN | SEPA | 09/30/2021 | 675.00 | |
| 219 | MONA H. GREEN | Variance | 09/30/2021 | 776.25 | |
| 219 | MONA H. GREEN | Short plat | 09/30/2021 | 202.50 | |
| 219 | MONA H. GREEN | Shorelikne Sub Dev | 09/30/2021 | 135.00 | |
| 219 | MONA H. GREEN | Mechanical permits | 09/30/2021 | 168.75 | |
| 219 | MONA H. GREEN | General Administration | 09/30/2021 | 1,687.50 | 34,458.75 |
| Total MONA H. GREEN: | | | | 4,083.75 | |
| MUNICIPAL PERMIT SERVICE, LLC | | | | | |
| 350 | MUNICIPAL PERMIT SER | Code Enforcement | 09/30/2021 | 349.00 | |
| 350 | MUNICIPAL PERMIT SER | Building Permit Inspections | 09/30/2021 | 2,218.02 | |
| 350 | MUNICIPAL PERMIT SER | Roofing Inspections | 09/30/2021 | 131.72 | |
| 350 | MUNICIPAL PERMIT SER | Mechanical/Plumbing Permit Inspections | 09/30/2021 | 854.39 | |
| 350 | MUNICIPAL PERMIT SER | Plan Review | 09/30/2021 | 4,187.50 | 54,907.22 |
| Total MUNICIPAL PERMIT SERVICE, LLC: | | | | 7,740.63 | |
| NORTHWEST CIVIL SOLUTIONS | | | | | |
| 450 | NORTHWEST CIVIL SOLU | NE 42nd & 91st SW Upsizing and UGC Project | 09/30/2021 | 4,500.00 | |
| 450 | NORTHWEST CIVIL SOLU | Pre-applications | 09/30/2021 | 218.75 | |
| 450 | NORTHWEST CIVIL SOLU | Plan Review | 09/30/2021 | 406.25 | |
| 450 | NORTHWEST CIVIL SOLU | Site Development | 09/30/2021 | 1,468.75 | |

| Vendor | Vendor Name | Description | Invoice Date | Amount Paid | YTD Payments |
|--------------------------------------------------|----------------------------|-----------------------------------------------|--------------|-------------|--------------|
| 450 | NORTHWEST CIVIL SOLU | ROW permits | 09/30/2021 | 218.75 | |
| 450 | NORTHWEST CIVIL SOLU | General Administration | 09/30/2021 | 1,281.25 | 55,656.25 |
| Total NORTHWEST CIVIL SOLUTIONS: | | | | 8,093.75 | |
| Office of Minority & Women's Business | | | | | |
| 324 | Office of Minority & Women | Politial Subdivision Fee per WAC326-02-034(1) | 09/23/2021 | 100.00 | 100.00 |
| Total Office of Minority & Women's Business: | | | | 100.00 | |
| Ogden Murphy Wallace | | | | | |
| 1390 | Ogden Murphy Wallace | Clerk | 09/13/2021 | 97.50 | |
| 1390 | Ogden Murphy Wallace | Council | 09/13/2021 | 1,267.50 | |
| 1390 | Ogden Murphy Wallace | Land Use | 09/13/2021 | 1,975.00 | |
| 1390 | Ogden Murphy Wallace | Mayor/Executive | 09/13/2021 | 425.00 | 64,767.39 |
| Total Ogden Murphy Wallace: | | | | 3,765.00 | |
| Pace Engineers, INC. | | | | | |
| 1152 | Pace Engineers, INC. | NE 38th Street | 09/08/2021 | 816.50 | 60,191.26 |
| Total Pace Engineers, INC.: | | | | 816.50 | |
| PGH Excavating, Inc. | | | | | |
| 318 | PGH Excavating, Inc. | 42nd-91st Stormwater and UGC Project | 10/05/2021 | 29,012.54 | |
| 318 | PGH Excavating, Inc. | 42nd-91st Stormwater and UGC Project | 10/05/2021 | 34,058.21 | 746,509.66 |
| Total PGH Excavating, Inc.: | | | | 63,070.75 | |
| PUGET SOUND ENERGY | | | | | |
| 604 | PUGET SOUND ENERGY | Town Hall Service | 09/24/2021 | 168.18 | |
| 604 | PUGET SOUND ENERGY | Street lights | 09/24/2021 | 725.81 | 8,929.00 |
| Total PUGET SOUND ENERGY: | | | | 893.99 | |
| PUGET SOUND REGNL COUNCIL | | | | | |
| 152 | PUGET SOUND REGNL C | FY22 Membership Dues | 09/16/2021 | 691.00 | 691.00 |
| Total PUGET SOUND REGNL COUNCIL: | | | | 691.00 | |
| Quality Press | | | | | |
| 1283 | Quality Press | Steve Wilcox business cards | 09/28/2021 | 68.22 | 68.22 |
| Total Quality Press: | | | | 68.22 | |
| SEA-TAC SWEEPING SERVICE | | | | | |
| 46 | SEA-TAC SWEEPING SE | Street cleaning | 09/13/2021 | 375.00 | |
| 46 | SEA-TAC SWEEPING SE | Street cleaning | 09/13/2021 | 375.00 | 5,485.00 |
| Total SEA-TAC SWEEPING SERVICE: | | | | 750.00 | |
| STATE AUDITOR'S OFFICE | | | | | |
| 34 | STATE AUDITOR'S OFFIC | Accountable and Financial Audit | 09/13/2021 | 1,753.05 | 15,650.23 |
| Total STATE AUDITOR'S OFFICE: | | | | 1,753.05 | |
| State Department of Transportation | | | | | |
| 280 | State Department of Trans | Gas for town truck | 09/30/2021 | 94.78 | 1,241.02 |

| Vendor | Vendor Name | Description | Invoice Date | Amount Paid | YTD Payments |
|-------------------------------------------|----------------------|--------------------------|--------------|-------------|--------------|
| Total State Department of Transportation: | | | | 94.78 | |
| THE SEATTLE TIMES | | | | | |
| 192 | THE SEATTLE TIMES | Hearing notices | 09/30/2021 | 197.37 | 2,057.64 |
| Total THE SEATTLE TIMES: | | | | 197.37 | |
| Town of Yarrow Point | | | | | |
| 904 | Town of Yarrow Point | Tree Code SEPA checklist | 09/21/2021 | 1,250.00 | 1,792.50 |
| Total Town of Yarrow Point: | | | | 1,250.00 | |
| Grand Totals: | | | | 529,258.95 | |

Certification of the Consent Calendar as presented including the Payment Approval Report dated 10/7/2021 approving payments as shown totaling \$529,258.95, plus payroll, tax, and benefit expenses of \$31,634.36; as shown on the attached payroll & tax and benefits report for a grand total of \$560,893.31.

I, the undersigned, do hereby certify that the items herein listed are proper obligations of the Town in accordance with the Town budget and directives of the Council and Mayor.

Clerk/Treasurer: Bonnie Ritter _____

Dated: October 12, 2021

Mayor Dicker Cahill: _____

Councilmember Steve Bush: _____

Councilmember Mary Elmore: _____

Councilmember Stephan Lagerholm: _____

Councilmember Carl Scandella: _____

Councilmember Andy Valaas: _____

Report Criteria:

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

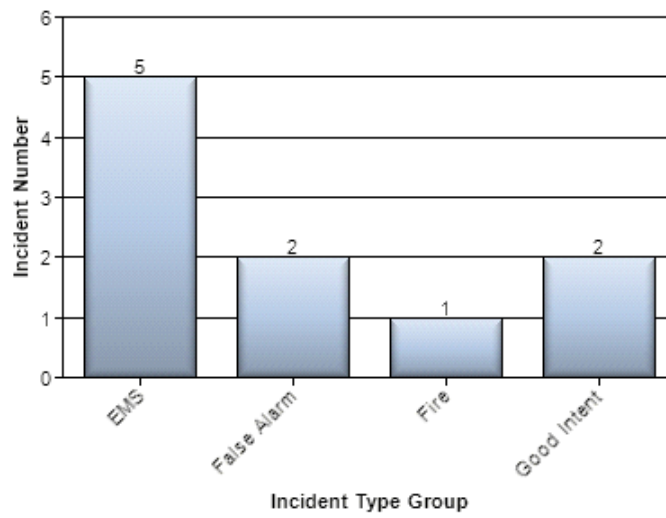
| Pay Period Date | Journal Code | Check Issue Date | Check Number | Payee | Payee ID | Description | GL Account | Amount |
|-----------------|--------------|------------------|--------------|----------------------------------|----------|----------------------------------|-------------|-------------------|
| 09/30/2021 | CDPT | | 0 | DEPT OF LABOR & INDUSTRY | 6 | Quarterly L & I Workers Compens | 001-2200000 | 319.46- |
| 09/30/2021 | CDPT | | 0 | EMPLOYMENT SECURITY DEPT | 8 | Quarterly WA FMLA WA Paid Fa | 001-2200000 | 92.91- |
| 09/30/2021 | PC | 09/24/2021 | 6106 | Cahill, Richard | 9030 | | | |
| 09/30/2021 | PC | 09/24/2021 | 6107 | Dylan J Bear | 9045 | | 999-1010110 | 872.89- |
| 09/30/2021 | PC | 09/24/2021 | 6108 | Flynn M Boettcher | 9046 | | 999-1010110 | 341.73- |
| 09/30/2021 | PC | 09/24/2021 | 920211 | Lovas, Istvan | 9002 | | 999-1010110 | 4,599.94- |
| 09/30/2021 | PC | 09/24/2021 | 920212 | Wilcox, Austen | 9037 | | 999-1010110 | 4,084.32- |
| 09/30/2021 | PC | 09/24/2021 | 920213 | Ritter, Bonnie | 9041 | | 999-1010110 | 5,977.82- |
| 09/30/2021 | CDPT | 09/14/2021 | 8232020 | Association of Washington Cities | 9 | Health and Dental Insurance Insu | 001-2200000 | 1,711.75- |
| 09/30/2021 | CDPT | 09/14/2021 | 8232020 | Association of Washington Cities | 9 | Health and Dental Insurance Hea | 001-2200000 | 2,366.22- |
| 09/30/2021 | CDPT | 09/14/2021 | 8232020 | Association of Washington Cities | 9 | Health and Dental Insurance Den | 001-2200000 | 164.37- |
| 09/30/2021 | CDPT | 09/14/2021 | 8232020 | Association of Washington Cities | 9 | Health and Dental Insurance Visi | 001-2200000 | 36.06- |
| 09/30/2021 | CDPT | 09/14/2021 | 8232020 | DEPT OF RETIREMENT SYSTE | 1 | State Retirement PERS II Pay P | 001-2200000 | 1,302.42- |
| 09/30/2021 | CDPT | 09/14/2021 | 8232020 | DEPT OF RETIREMENT SYSTE | 1 | State Retirement PERS II Pay P | 001-2200000 | 2,099.03- |
| 09/30/2021 | CDPT | 09/14/2021 | 8232020 | Federal Tax | 2 | 941 Taxes Social Security Pay P | 001-2200000 | 1,526.64- |
| 09/30/2021 | CDPT | 09/14/2021 | 8232020 | Federal Tax | 2 | 941 Taxes Social Security Pay P | 001-2200000 | 1,526.64- |
| 09/30/2021 | CDPT | 09/14/2021 | 8232020 | Federal Tax | 2 | 941 Taxes Medicare Pay Period: | 001-2200000 | 357.05- |
| 09/30/2021 | CDPT | 09/14/2021 | 8232020 | Federal Tax | 2 | 941 Taxes Medicare Pay Period: | 001-2200000 | 357.05- |
| 09/30/2021 | CDPT | 09/14/2021 | 8232020 | Federal Tax | 2 | 941 Taxes Federal Withholding T | 001-2200000 | 3,848.81- |
| 09/30/2021 | CDPT | 09/14/2021 | 8232020 | EMPLOYMENT SECURITY DEPT | 5 | Quarterly Employment Security P | 001-2200000 | 49.25- |
| Grand Totals: | | | <u>18</u> | | | | | <u>31,634.36-</u> |

STAFF REPORTS

1. Police Report for September (not available at time of packet printing)
2. Fire-EMS Reports for September
3. Engineer Report
 - A. NE 2019 NE 42nd Street/ 91st Ave NE Stormwater Upsizing & UGC Project
4. Commission Minutes
 - A. Planning Commission of September 20, 2021
 - B. Parks Commission of September 28, 2021

Incident Date between 2021-09-01 and 2021-10-01
City equal to Yarrow Point

| Incident Type Group | Incident Count |
|---------------------|----------------|
| EMS | 5 |
| False Alarm | 2 |
| Fire | 1 |
| Good Intent | 2 |





PROJECT STATUS REPORT

| REPORT DATE | PROJECT NAME | PREPARED BY |
|-------------|-----------------------------------------------------------------------------------------------|------------------|
| 10/12/21 | 2019 NE 42 nd Street/ 91 st Ave NE Stormwater Upsizing & UGC Project | Stacia Schroeder |

STATUS SUMMARY

PGH Excavation received substantial completion Friday, September 24, 2021. Final “physical completion” however, is pending successful completion of the eleven (11) tasks listed on their punch list. With the approval of Pay Estimate #8 the Town has paid PGH ~\$747,000 and I am expecting an additional \$60,000 to closeout the project (which includes retainage being held for unfinished work). Although behind schedule, we are right on with the construction budget! Please note however, that due to the extended schedule I am expecting a second change order from Gray and Osborn in October for roughly \$15,000 to closeout their project management activities and transfer any remaining responsibilities back to the town. This is critical to the successful completion of this project.

The following cleanup/ closeout activities are schedule to take place over the next couple weeks:

- 1.) **KC Roads – Cut out and raise stormwater grates, sanitary sewer manhole lids, and water valves.** You’ll notice there are still orange cones around several of these locations. In order to lay a better pavement mat the construction crew simply paves over these appurtenances and then comes back to raise/lower them to the exact grade. You will see the City of Bellevue crews scanning the site for potentially missed items and the Lakeside crews will return shortly to do this work.
- 2.) **KC Roads – Shoulder gravel/ topsoil/ mulch.** You’ll notice several of the new edges of pavement are much higher than we anticipated. Lakeside will be bringing in the appropriate shoulder materials to take care of these grade discrepancies.
- 3.) **KC Roads – Striping.** Crews will return to add STOP bars, yellow raised pavement markers to 92nd Ave NE, and blue raised pavement markers at fire hydrant locations.
- 4.) **PGH – Restore irrigation for 4224 and 4315 91st Ave NE**
- 5.) **PGH – Install 5 evergreen trees in R/W along 91st Ave NE between 4224 91st and 9100 NE 42nd**
- 6.) **PGH – Miscellaneous activities related to topsoil/ gravel/ mulch roadside restoration**
- 7.) **PGH – Install roofing to the new pagodas on 91st Ave NE**
- 8.) **PGH – provide record drawings**

NOTE: The single-family residential project at 4427 91st Ave NE is still expecting PSE to energize their power and remove their overhead poles before the end of the year.

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 | 98 | October 2021 | Gray & Osborne Town Engineer | Delay start until January 11, 2021; G&O – survey staking & inspection |
| Project Close Out | 80 | October 2021 | Gray & Osborne Town Engineer | |
| Grind & Overlay – KC Roads | 90 | October 2021 | Town Engineer | Under Contract w/ KC Roads; \$220,000 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 |
| Jan 2019 – Oct. 2020 Town Engineer Project Management | | \$19,718.75 | | Task Completed: 10/13/20; Change to Construction Management |
| Jan 2019 – Oct. 2020 Civil Engineering Consultant Gray & Osborne, Inc. | | \$52,300.00 | | |
| Evergreen Concrete Cutting: | | \$2,043.00 | | Coring Pavement to determine depth |
| Total: | \$70,000 | \$74,061.75 | | |
| Jan. 2021 – Sept. 25, 2021 PGH Excavating, Inc. (Stormwater & UGC) | \$854,655.50 | \$746,509.66* | Yes | CIP S-1: \$475,000 Budget; CIP U-1: \$475,000 Budget *Does not include 5% retainage held to-date: \$35,738.37 |
| Oct. 2020 – Sept. 30, 2021 Town Engineer Project Management | \$40,000 | \$32,343.75 | Yes | |
| Oct. 2020 – Sept. 11, 2021 Civil Engineering Consultant Gray & Osborne, Inc. | \$87,500 \$46,000 | \$87,500.00 \$42,944.64 | Yes | NOTE: G&O Invoices received to date represent inspection activities through 9/11/21. They have exhausted their add'l monies. A final change order for ~\$15,000.00 is expected for the October agenda and this will include project closeout and pavement inspection activities. <u>Approval of this change order is critical to the successful completion of this project.</u> |
| Total: | \$1,028,155.50 | \$909,298.05 | | |

| | | | | |
|----------------------------------------------------------------|--------------|----------|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fall 2021 – King County Roads (2-inch grind and overlay) | \$220,000 | \$461.97 | | CIP T-1: \$220,000 Budget; KC Roads KC Rec'd Bid Results on 5/18/21 and identified Lakeside Industries as low bidder; Entire invoice likely to be included in 11/9/21 council packet for approval. |
| Total: | \$220,000.00 | \$461.97 | | |
| | | | | |

RISK AND ISSUE HISTORY

| ISSUE | STATUS | DATE |
|-------|--------|------|
| | | |

CONCLUSIONS/NEXT STEPS

**TOWN OF YARROW POINT
PLANNING COMMISSION MEETING MINUTES
September 20, 2021**

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

CALL TO ORDER:

Carl Hellings Planning Commission Chairman called the meeting to order at 7:07pm

PRESENT:

| | |
|----------------|--------------------------------------------------------------------------------------|
| Chairman: | Carl Hellings |
| Commissioners: | Trevor Dash - Absent Chuck Hirsch Jeffrey Shiu David Feller |
| Staff: | Austen Wilcox – Deputy Clerk Mona Green – Town Planner |
| Guests: | Debbie Prudden – Resident Steve Fleming – Resident Ed Esparza Dicker Cahill |

Newly appointed Planning Commissioner Jeff Shiu who is completing former Commissioner Jennifer Whittier’s term provided an introduction.

APPEARANCES:

None.

MINUTES:

July 26, 2021 Special Meeting

MOTION: Commissioner Feller moved to approve the minutes of the July 26, 2021 special meeting as presented. Commissioner Hirsch seconded the motion.

VOTE: 4 For, 0 Against. Motion carried.

STAFF REPORTS:

Town Planner Mona Green provided a report on the September Council meeting:

- Clyde Hill PD recently became accredited.
- Discussion regarding bicycles and vehicles accidents on the roundabout. Mayor Cahill will talk with the State.
- Update on NE 42nd/91st Ave NE UGC project.
- Ongoing discussion regarding right of way (ROW) trees; discussed hazardous ROW tree on south end of 95th Ave NE and related public meeting. The Town will be taking additional measures to preserve ROW trees including better public noticing for ROW tree maintenance.

- ROW vegetation and parking will be a future research topic for the planning commission.
- Banner Bank loan payoff.
- The Town will not be reclassifying Sally's Alley from a road into a park as the Town determined no benefit. The Park Board will continue developing their Sally's Alley Master Plan.

REGULAR BUSINESS:

PCAB 21-08 Review draft private property tree ordinance

A. Public Hearing

Town Planner Mona Green provided background of the research and review of resident feedback to date on the Planning Commission's exploration of a private property tree code.

The Planning Commission reviewed the draft ordinance as presented that has been reviewed by the Town's Attorney and Arborist.

Chairman Hellings opened the public hearing at 7:37pm

Resident Debbie Prudden at 3805 94th Ave NE discussed comments that she forwarded to the Commission prior to the meeting. She is against a private property tree code.

Resident Ed Esparza at 3805 94th Ave NE provided comments and feedback in disfavor of a private property tree code.

Chairman Hellings closed the public hearing at 7:48pm

The Planning Commission discussed the public comment and continued their discussion regarding the draft ordinance as presented. Should a public property tree code be passed, residents would need to be educated on the new code.

The Commission discussed plans to present the draft ordinance to Council at their regular October 11 meeting.

MOTION: Commissioner Hellings moved to send the draft private property tree ordinance as presented to the Town Council with request to review and approve it. Commissioner Hirsch seconded the motion.

VOTE: 4 For, 0 Against. Motion carried.

ADJOURNMENT:

MOTION: Commissioner Feller moved to adjourn the meeting at 8:06pm. Chairman Hellings seconded the motion.

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

APPROVED:

ATTEST:

Carl Hellings, Chairman

Austen Wilcox, Deputy Clerk

**TOWN OF YARROW POINT
PARK BOARD (TELECONFERENCE) SPECIAL MEETING MINUTES
September 28, 2021
5:00pm**

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 5:05pm

IN ATTENDANCE:

Chairperson: John McGlenn

Members: Kathy Smith
Doug Waddell
Carolyn Whittlesey
Trevor Dash - Absent
Krista Fleming

Staff: Austen Wilcox - Deputy Clerk

Guests: Andy Valaas – Councilmember
Meredith Shank - Resident

APPEARENCES

None.

REGULAR BUSINESS:

PB AB 21-17 Sally's Alley Master Plan Discussion

Deputy Clerk Wilcox report that the Town's Attorney and Council determined there would not be a need to reclassify Sally's Alley from a road into a park in order for the Park Board to achieve their goals with a Sally's Alley Master Plan.

The Park Board discussed future private residential construction projects on the western and eastern ends of Sally's Alley. Deputy Clerk Wilcox reported that the new home for the vacant lot at the eastern end is still in review and the town has received no submittals to date for the property on the western end.

The Park Board discussed a proposal from JGM Landscape Architects dated September 28, 2021 to provide professional landscape architectural design services for Sally's Alley.

The Park Board members in attendance agreed to create a Sally's Alley Master Plan to maintain and improve the public space.

Resident Meredith Shank at 9089 NE 39th Pl recapped her comments in a letter submitted to the Park Board on September 28, 2021 discussing recommended improvements to Sally's Alley and the NE 42nd St public water access location.

Councilmember Valaas at 4439 94th Ave NE suggests explaining why the Sally's Alley Trails Master Plan from 2013 is no longer valid and needs to be redone.

The Park Board will fine tune the proposal with JGM Landscape Architects before forwarding it to the Town Council with a recommendation for approval.

OTHER REPORTS:

Park Board members discussed the following:

- Creating a monthly checklist for the Mayor and Public Works Coordinator to review of identified items the Park Board would like to see done in town parks and right of ways. Park Board member Waddell will take lead on creating a checklist.

- Including more items in the next Comprehensive Plan update such as the Morningside trail system.

- Needed leaf blowing at Town beach.

ADJOURNMENT:

Park Board Chairman John McGlenn adjourned the meeting at 5:38pm.

APPROVED:

ATTEST:

John McGlenn, Park Board Chairman

Austen Wilcox, Deputy Clerk

Business of The Town Council Town of Yarrow Point, WA

Agenda Bill 21-42
October 12, 2021

| | |
|-----------------------------------|---------------------------------------|
| Private Property Tree Code | Proposed Council Action: |
| Presented by: | Town Planner Mona Green |
| Exhibits: | Private Property Tree Code - Proposed |

Summary:

After more than two years of study, dozens of public meetings (both in-person and remotely), and a Public Hearing on September 21, 2021, the Planning Commission is pleased to present its recommendation of a draft Private Property Tree Code.

As directed by the Town Council, the Planning Commission crafted a Code that balances private property rights with Town-wide community goals for the preservation of Yarrow Point's environmental and residential character.

Highlights of the proposed Code include the following:

- "Significant trees" are those of any species having a diameter of 18" measured at 4.5' above the ground;
- Removal of "significant trees" requires a tree removal permit with a prescribed public notification process;
- Mitigation for "significant tree" removal is required in order to result in a minimum tree density of one "significant tree" per 5,000 square feet of property. The required tree density may be satisfied with remaining "significant trees" on site OR through the planting of a mitigation tree.
- A mitigation tree is any tree species that has the potential to grow to the size of a "significant tree."

In addition to the creation of the new Municipal Code Chapter 20.22, the Ordinance includes amendments to YPMC 12.26.020 in order to provide consistent definitions of specific terms.

Recommended Action:

Continue discussion of the Private Property Tree Code at the next Town Council meeting;
OR
Schedule the Private Property Tree Code for a Public Hearing before the Town Council;
OR
Send the Private Property Tree Code back to the Planning Commission for further study.

Town of Yarrow Point

Ordinance No. __

AN ORDINANCE OF THE TOWN OF YARROW POINT, WASHINGTON, AMENDING YARROW POINT MUNICIPAL CODE TITLE 20 (SITE DEVELOPMENT CODE) TO ESTABLISH REGULATIONS RELATED TO TREES ON PRIVATE PROPERTY; AMENDING YARROW POINT MUNICIPAL CODE SECTION 12.26.020 (DEFINITIONS) TO UPDATE DEFINITIONS RELATED TO THE PUBLIC PROPERTY TREE CODE; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Town of Yarrow Point (“Town”) has codified tree regulations for trees on public property at Yarrow Point Municipal Code Chapter 12.26 (Public Property Tree Code); and

WHEREAS, the Town does not have tree regulations related to trees on private property; and

WHEREAS, the Town recognizes that trees provide significant aesthetic, ecological and economic benefit to the community; and

WHEREAS, the Town desires to protect and preserve trees of significant size by adopting regulations regarding the removal and mitigation of such trees on private property; and

WHEREAS, the Town desires to add a new Chapter 20.22 to the YPMC to establish rules and regulations related to tree removal and mitigation on private property (“the Regulations”); and

WHEREAS, upon timely notice, the Town undertook a State Environmental Policy Act (SEPA) review of these regulations and issued a Determination of Non-Significance for this non-project action on September 23, 2021; and

WHEREAS, the Washington State Department of Commerce was provided a Notice of Intent to Adopt the proposed Regulations and the Town received no comments on the same; and

WHEREAS, the proposed Regulations went before the Town of Yarrow Point Planning Commission for review, discussion, and consideration. Upon timely notice, a public hearing was held before the Planning Commission on September 20, 2021 and subsequently, the Planning Commission issued a recommendation that the Town Council adopt the regulations as presented herein; and

WHEREAS, based on careful consideration of the facts and law, including without limitation the public testimony received, the Planning Commission's recommendation dated September 20, 2021, and records and files with the office of the Town Clerk, the Yarrow Point Town Council finds that the proposed Regulations attached as Exhibit A and incorporated herein should be approved as presented.

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

SECTION 1. The Town Council finds as follows:

A. The foregoing recitals are adopted as Findings of Fact in support of the adoption of this Ordinance.

B. The Regulations that are incorporated herein comply with the requirements of the Washington State Growth Management Act and the Town of Yarrow Point's municipal code.

SECTION 2. Title 20 of the Yarrow Point Municipal Code is amended by the addition of a new Chapter, Chapter 20.22 – Private Property Tree Code – as set forth in Exhibit A, attached to this Ordinance and incorporated by reference.

SECTION 3. Section 12.26.2020 is hereby amended to read as follows:

12.26.020 Definitions

Hazardous tree. A tree that has been assessed by a Qualified Professional and found to be likely to fail and cause an unreasonable degree of injury, damage, or disruption. ~~any tree deemed a risk to public safety by a qualified professional. The standard for rating tree hazard shall be the International Society of Arboriculture 12 point rating system.~~

Protected tree. ~~means a~~ Any tree within the Town rights-of-way or other public property, either planted by the town or having a diameter of four inches or larger measured at four and one-half feet above the ground, but not to include hazardous trees.

Qualified professional. ~~means an~~ An individual with relevant education and training in arboriculture or urban forestry. The individual shall ~~must~~ be an arborist certified by the International Society of Arboriculture (ISA) or a registered consulting arborist from the American Society of Consulting Arborists (ASCA). A qualified professional shall ~~must~~ possess the ability to perform tree risk assessments, as well as experience working directly with the protection of trees during construction.

SECTION 4. If any section, subsection, sentence, clause, phrase or word of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this Ordinance.

SECTION 5. The Town Clerk-Treasurer and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

SECTION 6. A summary of this Ordinance consisting of its title shall be published in the official newspaper of the Town. This Ordinance shall take full force and effect five (5) days after the date of publication.

**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.: _____

EXHIBIT A

Chapter 20.22 Private Property Tree Code

| | |
|-----------|---------------------------------------------------|
| 20.22.010 | Title, Purpose, and Intent |
| 20.22.020 | Definitions |
| 20.22.030 | Tree Removal and Minimum Significant Tree Density |
| 20.22.040 | Exemptions |
| 20.22.050 | Tree Removal Permit – Application Process |
| 20.22.060 | Tree Removal Permit - Notification |
| 20.22.070 | Tree Removal Permit - Expiration |
| 20.22.080 | Mitigation |
| 20.22.090 | Construction Site Tree Protection |
| 20.22.100 | Appeals |
| 20.22.110 | Violation – Penalty for Unpermitted Tree Removal |

20.22.010 Title, Purpose, and Intent

A. Title. This chapter shall be known as the Private Property Tree Code of the Town of Yarrow Point.

B. Purpose and Intent. The general purpose of the private property tree code is to protect, preserve, and replenish significant trees on private property in Yarrow Point in order to promote the public health, safety, and general welfare of the residents of the Town. The private property tree code is intended to:

1. Retain the Town's existing character;
 2. Maintain an equitable distribution of significant trees on properties throughout the Town;
 3. Mitigate the consequences of significant tree removal through tree replacement;
 4. Implement the goals and objectives of the Town's Comprehensive Plan, the Town's Shoreline Master Program, and the State Environmental Policy Act.
-

20.22.020 Definitions

- A. Caliper. The American Association of Nurserymen standard for trunk measurement of nursery stock. Caliper of the trunk shall be the trunk diameter measured six (6) inches above the ground for up to and including 4-inch caliper size and 12 inches above the ground for larger sizes.
- B. Crown. The area of a tree containing leaf or needle-bearing branches.
- C. Diameter at Breast Height (DBH). The diameter or thickness of a tree trunk measured at 4.5 feet from the ground.
- D. Hazardous Tree. Any significant tree is considered hazardous when it has been assessed by a Qualified Professional and found to be likely to fail and cause an unacceptable degree of injury, damage, or disruption.
- E. Mitigation Tree Species. Mitigation trees shall comply with the following: any evergreen tree species that has the potential to grow to the size of a significant tree or any deciduous tree species that has the potential to grow to the size of a significant tree. Species considered unsuitable for mitigation are identified in a document entitled “Yarrow Point Mitigation Vegetation,” on file with the Town Clerk.
- F. Pruning. The act of trimming or lopping off what is superfluous; specifically, the act of cutting off branches or parts of trees with a view to strengthening those that remain or to bringing the tree into a desired shape. Pruning that results in the removal of at least half of the live crown shall be considered tree removal.
- G. Qualified Professional. An individual with relevant education and training in arboriculture or urban forestry. The individual shall be an arborist certified by the International society of Arboriculture (ISA) or a registered consulting arborist from the American Society of Consulting Arborists (ASCA). A qualified professional shall possess the ability to perform tree risk assessments, as well as experience working directly with the protection of trees during construction.
- H. Significant Tree - Any tree that is at least eighteen (18) inches in diameter at DBH, as measured at 4.5 feet from the ground OR any tree planted as mitigation.

20.22.030 Tree Removal and Minimum Significant Tree Density

- A. Removal. A tree removal permit shall be required for the removal of any significant tree.
- B. Density. A minimum of one significant tree per 5,000 square feet of property shall be required and maintained following the removal of any significant tree.

C. The required tree density may be accomplished through the preservation and maintenance of existing stock, or through the planting of mitigation trees. When calculating the required number of trees per property, fractional tree portions shall be rounded up or down to the nearest whole number.

D. Significant tree trunks that straddle a private property line shall be assigned a tree density value of 0.49 for each property.

20.22.040 Exemptions

A. Emergency Tree Removal. Any hazardous tree that poses an imminent threat to life or property may be removed prior to the issuance of a tree removal permit. The Town shall be notified within seven (7) days of the emergency tree removal with evidence of the threat or status justifying the removal of the significant tree. The notification of emergency removal shall contain a site plan showing remaining significant trees on the lot with a calculation demonstrating compliance with the minimum significant tree density. The standard of one significant tree per 5,000 square feet of property, i.e. Tree Density, shall be documented and may be fulfilled through the remaining trees on site or through planting of mitigation trees.

B. Utility Maintenance. Trees may be removed by the Town or utility provider in situations involving actual interruption of services provided by a utility only if pruning cannot solve utility service issues. Mitigation shall be required by the underlying property owner pursuant to YPMC 20.22.080 (Mitigation.) Utility maintenance within the right of way shall conform to the Town's Public Property Tree Code (YPMC 12.26).

20.22.050 Tree removal permit – Application process

A. Any property owner intending to remove a significant tree shall submit a tree removal permit on a form provided by the Town. The application shall include:

1. The name, address, and contact information of the property owner and/or agent;
2. A site plan showing the location, size, and species of all significant trees, including those proposed for removal, on the property. For applications associated with construction or site development, the site plan must also label and identify all trees within 20' of the proposed construction and/or site development activity.

3. A tree protection plan per 20.22.090 (Construction Site Tree Protection) for applications associated with construction or site development.

4. A mitigation plan, if required per 20.22.080 (Mitigation), indicating the location and species for all trees to be planted.

5. The current permit fee, as established by the Town Council.

B. Identification on Site. Concurrent with submittal of the tree removal permit application, the owner shall identify every significant tree proposed for removal by placing a yellow tape around the circumference of the tree at the DBH.

C. Shoreline Jurisdiction. Properties located within the Town's shoreline jurisdiction (200' landward of Lake Washington) are subject to additional tree removal and replacement standards per the Town of Yarrow Point Shoreline Master Program Section 5.6 - Vegetation Management.

D. Review by Staff and/or Town Arborist. Except in cases of emergency tree removal, the tree removal application shall be reviewed within twenty-eight days in the case of permits not associated with development activity OR shall be reviewed and issued concurrently with the site development or building permit, as applicable.

20.22.060 Tree Removal Permit - Notification

A Notice of the proposed removal of one or more significant trees shall be posted within five business days of receipt of a complete application. The notice shall be posted by the Town on site, on the appropriate mailbox pagoda, and on the Town's website. The Town shall send a letter via US mail to all property owners abutting the site. The letter shall include a site plan with all trees identified for removal. A minimum two-week notification period shall be required prior to issuance of any tree removal permit.

20.22.070 Tree Removal Permit – Expiration

A tree removal permit shall expire six months from the date of issue, requiring reissuance of a new permit..

20.22.080 Mitigation

A. Whenever a significant tree is planned for removal pursuant to an issued tree removal permit, the applicant shall demonstrate that, after the removal of the tree(s), the property will meet the requirement of YPMC 20.22.030 (Tree Removal and Minimum Significant Tree Density.) Should the property fail to meet this requirement, the applicant shall provide a tree mitigation plan that satisfies the requirements of YPMC 20.22.030 (Tree Removal and Minimum Significant Tree Density.)

B. Mitigation trees shall be a minimum of ten feet tall OR have a 3” caliper, and have a full well-developed crown of foliage.

C. Mitigation requirements shall be met within six months of tree removal. In the case of concurrent new construction, mitigation requirements shall be met prior to final inspection. Trees planted as mitigation shall be maintained with adequate water and care to survive a three-year warranty period or be replaced.

20.22.090 Construction Site Tree Protection

A. All significant trees to be retained on a construction site, and all trees on the adjacent and otherwise affected Town rights-of-way, and all trees on adjacent private properties impacted by site development as regulated under Title 20 of the Yarrow Point Municipal Code, or construction as regulated under Title 15 of the Yarrow Point Municipal Code, shall be protected during such activity.

B. The property owner shall submit a report prepared by a qualified professional that evaluates the significant trees on site, as well as all trees in the adjacent areas impacted by the proposed construction. Tree protection measures shall be clearly described and illustrated on a site plan. Best management practices shall be employed as referenced in “Tree Protection on Construction and Development Sites: A Best Management Guidebook for the Pacific Northwest,” or other such guidance as approved by the Town Arborist.

C. The Town may waive the requirement for a report when it is determined by the Town staff that the scope of the project will not impact the significant tree(s) on site or any trees on adjacent properties.

D. A stop work order may be issued by the Building Official if site tree protection guidelines are not followed.

20.22.100 Appeals

Any tree permit applicant aggrieved by any action of the Town relating to a tree removal permit may, within ten days of such action, file a notice of appeal to the Town Council, setting forth the reasons for such appeal and the relief requested. The Town Council shall hear and determine the matter and may affirm, modify, or disaffirm the administrative decision within sixty days of timely appeal.

20.22.110 Violation – Penalty for Unpermitted Tree Removal

A. A violation of any of the provisions of this chapter shall be a civil violation and any person, corporation or other entity that violates this chapter shall receive a fine of \$10,000 per violation, plus \$1,000 per inch of diameter (DBH) for each significant tree over 18" DBH that is removed without a permit; provided that the maximum fine for the removal of each significant tree shall not exceed \$25,000. It shall be a separate offense for each and every significant tree removed in violation of this chapter.

B. In addition to the penalty set forth in subsection A of this section, significant trees that were unlawfully removed or damaged shall be replaced in accordance with YPMC 20.22.080 (Mitigation.)

C. Fines levied under this chapter shall be deposited into a tree mitigation account and shall be used by the Town for acquiring, maintaining, and preserving wooded areas, and for the planting and maintenance of trees with the Town's public places and rights-of-way.

Yarrow Point Mitigation Vegetation

The following trees are permissible as trees to be planted as mitigation: any evergreen tree species that has the potential to grow to the size of a significant tree or any deciduous tree species that has the potential to grow to the size of a significant tree.

The following species are considered unsuitable for mitigation:

| <u>Botanical Name</u> | <u>Common Name</u> |
|------------------------------------------|-------------------------------------------|
| <i>Acer negundo</i> | Boxelder maple*** |
| <i>Acer saccharinum</i> | Silver maple*** |
| <i>Ailanthus altissima</i> | Tree of Heaven or Ailanthus* |
| <i>Alnus rubra</i> | Red alder*** |
| <i>Betula spp</i> | Birch, European or white bark varieties** |
| <i>Chamaecyparis lawsoniana</i> | Port Orford cedar** |
| <i>Crataegus lavecigata or oxycantha</i> | Hawthorn, English* |
| <i>Crataegus monogyna</i> | Hawthorn, European* |
| <i>Ilex aquifolium</i> | Holly, English or Common or Christmas* |
| <i>Populus nigra</i> | Lombardy poplar*** |
| <i>Populus trichocarpa</i> | Black cottonwood*** |
| <i>Prunus padus</i> | Bird cherry* |
| <i>Robinia pseudoacacia</i> | Locust, Black or Common* |
| <i>Sorbus spp</i> | Mountain Ash* |

* Noxious weeds and weeds of concern known to negatively impact and degrade native plant and animal habitat in open spaces and parks.

** Highly susceptible to insects and/or disease

*** Large trees and/or trees associated with structural issues of concern

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

Agenda Bill 21-43
October 12, 2021

| | |
|-------------------------------|-----------------------------------------------------------------------------------|
| 2022 Property Tax Levy | Proposed Council Action: Hold Public Hearing Adopt Ordinance No. 713 |
|-------------------------------|-----------------------------------------------------------------------------------|

| | |
|----------------------|-------------------|
| Presented by: | Mayor Cahill |
| Exhibits: | Ordinance No. 713 |

Summary:

Property Tax Levy

The setting of the property tax levy is routine:

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

Recommended Action:

1. Hold Public Hearing
2. Adopt Ordinance No. 713: An Ordinance of the Town of Yarrow Point, Washington Increasing the Town of Yarrow Point's Regular Levy from the Previous Year, Commencing January 1, 2022 on All Property; and Establishing an Effective Date.

**TOWN OF YARROW POINT
ORDINANCE NO. 713**

**AN ORDINANCE OF THE TOWN OF YARROW POINT, WASHINGTON
INCREASING THE TOWN OF YARROW POINT'S REGULAR LEVY FROM THE
PREVIOUS YEAR, COMMENCING JANUARY 1, 2022 ON ALL PROPERTY; AND
ESTABLISHING AN EFFECTIVE DATE.**

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

WHEREAS, the Town Council has properly given notice of, and has held a public hearing on October 12, 2021, to consider the Town's proposed 2022 property tax levy, pursuant to RCW 84.55.120; and

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

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

SECTION 1. That an increase in the regular property tax levy (excluding and in addition to the increases resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, or any refunds) is hereby authorized for the 2022 levy in the amount of \$639,450 which is a 1% increase (\$6,331) from the previous year (\$633,119 x 1.01 limit factor = \$639,450), plus the existing levy on new construction in the amount of \$5,988.

SECTION 2. There is hereby appropriated and fixed to be raised by general property taxes the following dollar amount, which is estimated to be received in 2022 as revenue from property carried on the tax rolls:

| | |
|------------------------------|--------------------------|
| REGULAR LEVY | \$ 645,438 |
| EXCESS (voter approved) LEVY | \$ <u>0</u> |
| TOTAL LEVY | \$ <u>645,438</u> |

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

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

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

PASSED AND APPROVED by the Council of the Town of Yarrow Point at a regularly scheduled meeting this 12th day of October, 2021.

APPROVED

Dicker Cahill, Mayor

ATTEST: Bonnie Ritter, Clerk-Treasurer

APPROVED AS TO FORM

Scott M. Missall, Town Attorney

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

Agenda Bill 21-44
October 12, 2021

| | |
|--------------------------------------------------|--------------------------------------------------------------|
| Public Hearing on 2022 Preliminary Budget | Proposed Council Action: Hear comments and discuss |
|--------------------------------------------------|--------------------------------------------------------------|

| | |
|----------------------|-------------------------|
| Presented by: | Mayor Cahill |
| Exhibits: | 2022 Preliminary Budget |

Summary:

A public hearing is required to give citizens an opportunity to be heard with reference to the 2022 preliminary budget. Discussion and suggestions for amendments to this preliminary budget will also be heard from Council.

Recommended Action:

No action required at this time. Another public hearing and the ordinance to adopt the 2022 Final Budget will be presented at the November meeting.

| Account Number | Account Title | 2019 Budget | 2019 Year Actual | 2020 Budget | 2020 Actual YE | Adopted 2021 Budget | Actual thru | % of Budget | 2022 Change from 2021 | 2022 % Change from 2021 | Proposed 2022 Budget | Comments |
|--------------------------|------------------------------------------|--------------|------------------|--------------|----------------|---------------------|---------------|-------------|-----------------------|-------------------------|----------------------|---------------------------------------------------------|
| | | | | | | | September '21 | | | | | |
| GENERAL FUND #001 | | | | | | | | | | | | |
| 001-3088000 | BEGINNING FUND BALANCE | | \$ 1,293,578 | \$ 1,480,204 | \$ 1,480,204 | \$ 1,698,073 | | | (1,698,073.38) | -100% | | |
| REVENUES | | | | | | | | | | | | |
| 001-311-10-00 | PROPERTY TAX | \$ 609,708 | \$ 609,785 | \$ 620,000 | \$ 619,831 | \$ 625,000 | \$ 367,575 | 58.8% | 5,000.00 | 1% | \$ 630,000 | |
| 001-311-11-00 | KING COUNTY PARKS LEVY | \$ 7,500 | \$ 8,483 | \$ 7,500 | \$ 32,854 | \$ 30,000 | \$ 27,242 | 90.8% | - | 0% | \$ 30,000 | New levy 2020-2025 - \$25,000 min.+pop & AV calculation |
| 001-313-11-00 | LOCAL SALES AND USE TAX | \$ 210,000 | \$ 265,542 | \$ 210,000 | \$ 265,232 | \$ 265,000 | \$ 223,743 | 84.4% | 15,000.00 | 6% | \$ 280,000 | Monthly |
| 001-313-71-00 | LOCAL CRIMINAL JUSTICE | \$ 25,000 | \$ 33,429 | \$ 30,000 | \$ 29,957 | \$ 30,000 | \$ 21,581 | 71.9% | - | 0% | \$ 30,000 | Monthly |
| 001-316-41-00 | PRIVATE UTILITY TAX - ELECTRIC | \$ 58,000 | \$ 54,580 | \$ 58,000 | \$ 55,408 | \$ 50,000 | \$ 43,281 | 86.6% | 5,000.00 | 10% | \$ 55,000 | Quarterly |
| 001-316-43-00 | PRIVATE UTILITY TAX - NATL GAS | \$ 38,000 | \$ 31,350 | \$ 38,000 | \$ 35,998 | \$ 40,000 | \$ 33,113 | 82.8% | 5,000.00 | 13% | \$ 45,000 | Quarterly |
| 001-316-45-00 | PRIVATE UTILITY TAX - GARBAGE | \$ 11,500 | \$ 12,778 | \$ 12,000 | \$ 13,107 | \$ 10,000 | \$ 10,007 | 100.1% | 2,000.00 | 20% | \$ 12,000 | Quarterly |
| 001-316-47-00 | PRIVATE UTILITY TAX - TELEPHONE AND CATV | \$ 55,000 | \$ 47,817 | \$ 50,000 | \$ 43,425 | \$ 50,000 | \$ 29,845 | 59.7% | - | 0% | \$ 50,000 | Monthly |
| 001-321-91-00 | FRANCHISE FEE - SEWER & WATER | \$ 24,000 | \$ 45,722 | \$ 45,000 | \$ 43,458 | \$ 45,000 | \$ 36,426 | 80.9% | - | 0% | \$ 45,000 | Quarterly |
| 001-321-91-10 | FRANCHISE FEE - CATV | \$ 20,000 | \$ 22,776 | \$ 22,000 | \$ 23,527 | \$ 25,000 | \$ 17,329 | 69.3% | - | 0% | \$ 25,000 | Quarterly |
| 001-322-30-00 | KC PET LICENSE REBATES | \$ 100 | \$ 135 | \$ 100 | \$ 45 | \$ 100 | \$ 75 | 75.0% | (100.00) | -100% | \$ - | |
| 001-332-09-10 | COVID LOCAL FIS RECOVERY | | | | | | \$ 156 | | - | 0% | | |
| 001-332-92-10 | COVID-19 NON-GRANT ASSISTANCE | | | | | | \$ 160,371 | | - | | \$ - | |
| 001-335-04-01 | LE & JE LEG ONE TIME COST | | | | | | \$ 4,068 | | - | | | |
| 001-336-06-21 | MVET - CRIM JUSTICE - POPULATION | \$ 750 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ 750 | 75.0% | - | 0% | \$ 1,000 | |
| 001-336-06-25 | MVET - CRIM JUSTICE - DCD #4 | \$ 750 | \$ 1,968 | \$ 1,000 | \$ 2,002 | \$ 1,000 | \$ 1,542 | 154.2% | 200.00 | 20% | \$ 1,200 | |
| 001-336-06-26 | CRIM JUSTICE - SPECIAL PROGRAMS | \$ 750 | \$ 1,149 | \$ 1,000 | \$ 1,166 | \$ 1,000 | \$ 895 | 89.5% | 277.00 | 28% | \$ 1,277 | |
| 001-336-06-42 | MARIJUANA EXCISE TAX | \$ 2,000 | \$ 1,238 | \$ 500 | \$ 1,190 | \$ 1,000 | \$ 580 | 58.0% | - | 0% | \$ 1,000 | |
| 001-336-06-51 | MVET - CRIM JUSTICE - DUI | \$ 100 | \$ 148 | \$ 100 | \$ 151 | \$ 100 | \$ 125 | 125.0% | 50.00 | 50% | \$ 150 | |
| 001-336-06-94 | LIQUOR EXCISE TAX | \$ 5,000 | \$ 5,823 | \$ 5,000 | \$ 5,176 | \$ 5,000 | \$ 5,255 | 105.1% | 1,500.00 | 30% | \$ 6,500 | Quarterly |
| 001-336-06-95 | LIQUOR BOARD PROFITS | \$ 6,750 | \$ 8,682 | \$ 8,000 | \$ 9,728 | \$ 8,000 | \$ 4,070 | 50.9% | 24.00 | 0% | \$ 8,024 | Quarterly |
| 001-342-10-00 | LAW ENFORCEMENT REPORT | | | | | | \$ 18 | | - | | \$ - | |
| 001-353-10-00 | LOCAL INFRACTION REFUND | \$ 2,000 | \$ 3,107 | \$ 3,000 | \$ - | \$ 1,000 | \$ 289 | 28.9% | (500.00) | -50% | \$ 500 | |
| 001-354-00-00 | PARKING INFRACTION PENALTIES | | | | | | \$ 450 | | 1,000.00 | | \$ 1,000 | |
| 001-355-20-00 | DUI FINES | | | | | | \$ 290 | | 100.00 | | \$ 100 | |
| 001-355-80-00 | OTHER TRAFFIC MISDEMEANOR FINES | | | | | | \$ 384 | | 300.00 | | \$ 300 | |
| 001-356-90-00 | OTHER CRIM NON-TRAFFIC FINES | | | | | | \$ 5 | | - | | \$ - | |
| 001-357-33-00 | MUNICIPAL COURT RECOUPMENTS | | | | | | \$ 416 | | - | | \$ - | |
| 001-361-10-00 | INVESTMENT INTEREST | \$ 18,000 | \$ 31,417 | \$ 20,080 | \$ 8,769 | \$ 5,000 | \$ 1,289 | 25.8% | (4,000.00) | -80% | \$ 1,000 | Monthly |
| 001-361-40-00 | SALES INTEREST | \$ 300 | \$ 497 | \$ 500 | \$ 376 | \$ 500 | \$ 157 | 31.4% | (375.00) | -75% | \$ 125 | |
| 001-362-00-00 | SITE LEASE | \$ 70,000 | \$ 66,428 | \$ 75,000 | \$ 67,542 | \$ 70,000 | \$ 68,690 | 98.1% | 5,000.00 | 7% | \$ 75,000 | Yearly (AT&T and Verizon) |
| 001-367-00-00 | PRIVATE DONATIONS | | | | \$ 5,100 | \$ - | \$ 3,300 | | 3,000.00 | | \$ 3,000 | Holiday lights |
| 001-369-91-00 | OTHER MISCELLANEOUS INCOME | \$ - | \$ 17,540 | \$ - | \$ 1,012 | \$ - | \$ 75 | | - | | \$ - | |
| 001-398-10-00 | INSURANCE RECOVERIES | | | | \$ 7,422 | | | | | | | |
| | Subtotal Before Transfers | \$ 1,165,208 | \$ 1,271,394 | \$ 1,207,780 | \$ 1,273,476 | \$ 1,263,700 | \$ 1,063,393 | 84.1% | \$ 38,476 | \$ 0 | \$ 1,302,176 | |
| 001-397-00-00 | OPERATING TRANSFERS - IN | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | - | | \$ - | |
| | Total Revenues | \$ 1,165,208 | \$ 1,271,394 | \$ 1,207,780 | \$ 1,273,476 | \$ 1,263,700 | \$ 1,063,393 | 84.1% | 38,476.00 | 3% | \$ 1,302,176 | |
| EXPENDITURES | | | | | | | | | | | | |
| 001-511-30-41 | PUBLICATIONS (ORD, NOTICES) | | | \$ 500 | \$ 1,059 | \$ 1,000 | \$ 2,152 | 215.2% | 1,500.00 | 150% | \$ 2,500 | |
| 001-511-60-41 | DUES AND FEES | \$ 3,600 | \$ 2,316 | \$ 5,000 | \$ 3,211 | \$ 5,000 | \$ 2,636 | 52.7% | - | 0% | \$ 5,000 | |
| 001-512-50-41 | COURT COSTS - MUNI & DIST | \$ 2,500 | \$ 1,207 | \$ 1,000 | \$ 1,389 | \$ 3,000 | \$ 805 | 26.8% | (2,000.00) | -67% | \$ 1,000 | |
| 001-513-10-10 | STIPEND - MAYOR | \$ 33,000 | \$ 33,000 | \$ 33,000 | \$ 33,000 | \$ 33,000 | \$ 24,750 | 75.0% | - | 0% | \$ 33,000 | |
| 001-513-10-21 | PAYROLL TAXES - MAYOR | \$ 3,045 | \$ 3,439 | \$ 3,500 | \$ 3,163 | \$ 3,200 | \$ 2,386 | 74.6% | 100.00 | 3% | \$ 3,300 | |
| 001-513-20-41 | ADVISORY SERVICES | \$ 5,000 | \$ 62 | | \$ 160 | \$ - | \$ - | | - | | \$ - | |
| 001-514-20-10 | SALARY | \$ 106,640 | \$ 92,048 | \$ 96,800 | \$ 96,870 | \$ 98,500 | \$ 74,496 | 75.6% | 7,500.00 | 8% | \$ 106,000 | 25% of AW; 80% of BR; 10% IL |
| 001-514-20-21 | SOC.SEC./MEDI/SUTA/WORK COMP | \$ 9,724 | \$ 9,247 | \$ 8,300 | \$ 8,781 | \$ 12,150 | \$ 6,636 | 54.6% | (2,550.00) | -21% | \$ 9,600 | |
| 001-514-20-22 | BENEFITS | \$ 25,692 | \$ 11,880 | \$ 11,600 | \$ 11,526 | \$ 13,000 | \$ 8,855 | 68.1% | (400.00) | -3% | \$ 12,600 | |
| 001-514-20-23 | RETIREMENT | \$ 12,293 | \$ 11,776 | \$ 12,500 | \$ 12,519 | \$ 13,000 | \$ 8,998 | 69.2% | 400.00 | 3% | \$ 13,400 | |
| 001-514-20-24 | DEFERRED COMPENSATION | \$ - | \$ - | | \$ - | | \$ - | | - | | \$ - | |
| 001-514-20-41 | ACCOUNTING & AUDIT SERVICES | \$ 25,000 | \$ 30,891 | \$ 10,000 | \$ 4,127 | \$ 25,000 | \$ 14,297 | 57.2% | (15,000.00) | -60% | \$ 10,000 | |
| 001-514-40-40 | ELECTION SERVICES | \$ 5,000 | \$ 3,359 | \$ 5,000 | \$ 2,277 | \$ 2,500 | \$ - | 0.0% | - | 0% | \$ 2,500 | |
| 001-515-41-41 | LEGAL SERVICES | \$ 75,000 | \$ 66,599 | \$ 75,000 | \$ 54,936 | \$ 60,000 | \$ 61,002 | 101.7% | - | 0% | \$ 60,000 | |
| 001-515-91-41 | PUBLIC DEFENDER - MUNI & DIST | \$ 3,000 | \$ 2,600 | \$ 3,500 | \$ 750 | \$ 3,000 | \$ - | 0.0% | - | 0% | \$ 3,000 | contract for \$250/month |
| 001-518-10-40 | MISC PROFESSIONAL SERVICES | \$ 1,000 | \$ 415 | | \$ - | \$ - | \$ 523 | | - | | \$ - | |
| 001-518-10-43 | MEETINGS, TRAVEL AND PER DIEM | \$ 5,000 | \$ 2,555 | \$ 5,000 | \$ 801 | \$ 5,000 | \$ - | 0.0% | - | 0% | \$ 5,000 | |
| 001-518-10-44 | EMPLOYEE TRAINING | \$ 10,000 | \$ 2,038 | \$ 5,000 | \$ 1,460 | \$ 5,000 | \$ 890 | 17.8% | - | 0% | \$ 5,000 | |
| 001-518-10-45 | TRAINING | \$ 1,000 | \$ 383 | | \$ 485 | | \$ 50 | | - | | \$ - | |
| 001-518-30-30 | TOWN MAINT - SUPPLIES | \$ 5,000 | \$ - | \$ 5,000 | \$ - | \$ 2,500 | | 0.0% | - | 0% | \$ 2,500 | |

| Account Number | Account Title | 2019 Budget | 2019 Year Actual | 2020 Budget | 2020 Actual YE | Adopted 2021 Budget | Actual thru | % of Budget | 2022 Change from 2021 | 2022 % Change from 2021 | Proposed 2022 Budget | Comments |
|--------------------------------------------|-----------------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|-------------|-----------------------|-------------------------|----------------------|-----------------------------------------------------------|
| | | | | | | | September '21 | | | | | |
| 001-518-30-31 | OFFICE EQUIPMENT | | | \$ 5,000 | \$ 4,500 | \$ 5,000 | \$ 3,145 | 62.9% | - | 0% | \$ 5,000 | |
| 001-518-30-46 | INSURANCE AND BONDS | \$ 21,006 | \$ 15,994 | \$ 17,500 | \$ 15,988 | \$ 18,010 | \$ 20,934 | 116.2% | 4,468.00 | 25% | \$ 22,478 | |
| 001-518-30-48 | TOWN FACILITIES MAINTENANCE | \$ 1,000 | \$ 7,294 | \$ 10,000 | \$ 3,701 | \$ 10,000 | \$ 829 | 8.3% | 15,000.00 | 150% | \$ 25,000 | |
| 001-518-40-47 | TOWN UTILITIES | \$ 15,000 | \$ 15,439 | \$ 16,000 | \$ 14,751 | \$ 15,000 | \$ 10,676 | 71.2% | - | 0% | \$ 15,000 | cells, PSE, Comcast, Crystal, security |
| 001-518-50-30 | OFFICE SUPPLIES | \$ 5,000 | \$ 5,589 | \$ 7,000 | \$ 4,318 | \$ 5,000 | \$ 2,255 | 45.1% | - | 0% | \$ 5,000 | |
| 001-518-70-44 | PRINTING SERVICES | \$ 10,000 | \$ 9,795 | \$ 9,500 | \$ 4,461 | \$ 5,000 | \$ 3,006 | 60.1% | - | 0% | \$ 5,000 | |
| 001-518-80-31 | RECORDS MANAGEMENT | \$ 3,000 | \$ 7 | \$ 6,000 | \$ 791 | \$ 7,000 | \$ - | 0.0% | 18,000.00 | 257% | \$ 25,000 | Laserfiche Doc Mgmt System |
| 001-518-80-40 | IT SUPPORT AND MAINTENANCE | \$ 20,000 | \$ 24,217 | \$ 15,000 | \$ 28,805 | \$ 20,000 | \$ 22,011 | 110.1% | - | 0% | \$ 20,000 | |
| 001-518-90-30 | MISCELLANEOUS | \$ 1,000 | \$ 614 | \$ 1,000 | \$ 520 | \$ 1,000 | \$ 1,335 | 133.5% | - | 0% | \$ 1,000 | |
| 001-521-20-40 | POLICE OPERATIONS | \$ 451,896 | \$ 435,896 | \$ 430,000 | \$ 423,959 | \$ 447,536 | \$ 320,652 | 71.6% | 52,464.00 | 12% | \$ 500,000 | |
| 001-521-20-45 | SHERIFF - MARINE POLICING SERV. | \$ 16,500 | \$ 14,721 | \$ 20,000 | \$ 14,340 | \$ 20,000 | \$ 12,670 | 63.4% | (6,000.00) | -30% | \$ 14,000 | |
| 001-521-30-41 | CRIMINAL JUSTICE | \$ 20,000 | \$ 10,223 | \$ 20,000 | \$ 17,881 | \$ 20,000 | \$ 7,608 | 38.0% | (5,000.00) | -25% | \$ 15,000 | |
| 001-521-30-45 | CRIM JUSTICE - OTHER CTED PROG | \$ 1,000 | \$ - | \$ 1,000 | \$ - | \$ 1,000 | \$ - | 0.0% | (1,000.00) | -100% | \$ - | |
| 001-522-10-44 | FIRE PROTECTION - LEOFF | \$ - | \$ - | \$ - | \$ - | \$ 25,000 | \$ - | 0.0% | - | 0% | \$ 25,000 | paid \$50,000 in 2018, so didn't budget for 2019 and 2020 |
| 001-522-20-40 | FIRE SUPPRESSION | \$ 255,000 | \$ 252,397 | \$ 250,000 | \$ 244,390 | \$ 245,245 | \$ 122,623 | 50.0% | (11,302.00) | -5% | \$ 233,943 | |
| 001-523-60-41 | JAIL SERVICES | \$ 1,000 | \$ - | \$ 1,000 | \$ - | \$ - | \$ - | - | - | - | \$ - | |
| 001-525-60-40 | EMERGENCY PREPAREDNESS | \$ 5,000 | \$ - | \$ 1,000 | \$ - | \$ 1,000 | \$ 105 | 10.5% | - | 0% | \$ 1,000 | |
| 001-551-00-49 | ARCH CONTRIBUTION | \$ - | \$ - | \$ 5,000 | \$ 12,402 | \$ 10,000 | \$ 2,401 | 24.0% | - | 0% | \$ 10,000 | Council noted would like yearly contribution of 10,000 |
| 001-553-70-40 | POLLUTION CONTROL | \$ 6,000 | \$ 3,968 | \$ 4,000 | \$ 4,035 | \$ 6,000 | \$ 3,129 | 52.2% | - | 0% | \$ 6,000 | |
| 001-566-00-40 | ALCOHOL REHABILITATION | \$ 500 | \$ 222 | \$ 500 | \$ 300 | \$ 500 | \$ 223 | 44.6% | - | 0% | \$ 500 | |
| 001-573-90-31 | COMMUNITY PROGRAMS | \$ 10,000 | \$ 13,053 | \$ 5,000 | \$ 12,014 | \$ 5,000 | \$ 4,000 | 80.0% | - | 0% | \$ 5,000 | |
| 001-576-80-31 | OPEN SPACES | \$ - | \$ - | \$ 10,000 | \$ 6,937 | \$ - | \$ - | - | - | - | \$ - | |
| 001-576-90-41 | WETHERILL DONATION | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | 100.0% | - | 0% | \$ 5,000 | |
| | Subtotal before transfers | \$ 1,179,396 | \$ 1,088,244 | \$ 1,120,200 | \$ 1,055,607 | \$ 1,157,141 | \$ 751,077 | | | | \$ 1,213,321 | |
| 001-597-00-00 | OPERATING TRANSFERS - OUT | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | - | - | - | \$ - | |
| | | \$ 1,179,396 | \$ 1,088,244 | \$ 1,120,200 | \$ 1,055,607 | \$ 1,157,141 | \$ 751,077 | 64.9% | 56,180.00 | 5% | \$ 1,213,321 | |
| 001-5088000 | PROJECTED ENDING FUND BALANCE | | \$ 1,476,728 | \$ 1,567,784 | \$ 1,698,073 | | | | | | | |
| WETHERILL NATURE PRESERVE FUND #023 | | | | | | | | | | | | |
| 023-3088000 | BEGINNING BALANCE | | \$ 84,517 | \$ 41,177 | \$ 41,177 | \$ 54,686 | | | (54,686.00) | -100% | | |
| REVENUES | | | | | | | | | | | | |
| 023-337-00-00 | PUBLIC DONATIONS - WNP | \$ 11,000 | \$ 11,100 | \$ 11,000 | \$ 11,000 | \$ 11,000 | \$ - | 0.0% | (1,000.00) | -9% | \$ 10,000 | |
| 023-337-00-10 | PUBLIC DONATIONS - PROJECT | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | - | - | - | \$ - | |
| 023-361-10-00 | INVESTMENT INTEREST | \$ 400 | \$ 1,080 | \$ 800 | \$ 248 | \$ 450 | \$ 36 | 8.0% | (350.00) | -78% | \$ 100 | |
| 023-367-00-00 | PRIVATE DONATIONS - WETHERILL | \$ 8,000 | \$ 15,547 | \$ 8,000 | \$ 17,702 | \$ 8,000 | \$ 5,104 | 63.8% | 2,000.00 | 25% | \$ 10,000 | |
| 023-367-00-10 | PRIVATE DONATIONS - PROJECTS | \$ 25,000 | \$ - | \$ 25,000 | \$ - | \$ 25,000 | \$ - | 0.0% | - | 0% | \$ 25,000 | |
| 023-397-00-00 | TRANSFERS IN | \$ - | \$ - | \$ 800 | \$ - | \$ 400 | \$ - | 0.0% | (300.00) | -75% | \$ 100 | interest from 701 Endowment fund |
| | Total Revenues | \$ 44,400 | \$ 27,727 | \$ 45,600 | \$ 28,950 | \$ 44,850 | \$ 5,140 | 11.5% | 350.00 | 1% | \$ 45,200 | |
| EXPENDITURES | | | | | | | | | | | | |
| 023-576-90-10 | SALARY - PW | \$ 2,000 | \$ 200 | \$ 1,000 | \$ - | \$ 1,000 | \$ - | 0.0% | (500.00) | -50% | \$ 500 | 10 hours of Istvan |
| 023-576-90-31 | SUPPLIES | \$ 2,000 | \$ - | \$ 2,000 | \$ - | \$ 2,000 | \$ - | 0.0% | - | 0% | \$ 2,000 | tools, mailing newsletter, etc. |
| 023-576-90-40 | MISCELLANEOUS MAINT. | \$ 20,000 | \$ 20,277 | \$ 18,000 | \$ 15,441 | \$ 18,000 | \$ 4,685 | 26.0% | 2,000.00 | 11% | \$ 20,000 | Earthcorps, services, construction |
| 023-576-90-42 | PROJECT EXPENSES | \$ 25,000 | \$ - | \$ 25,000 | \$ - | \$ 25,000 | \$ - | 0.0% | - | 0% | \$ 25,000 | |
| 023-597-00-00 | TRANSFERS OUT | \$ 50,900 | \$ 50,590 | \$ - | \$ - | \$ - | \$ - | - | - | - | \$ - | |
| | Total Expenditures | \$ 99,900 | \$ 71,067 | \$ 46,000 | \$ 15,441 | \$ 46,000 | \$ 4,685 | 10.2% | 1,500.00 | 3% | \$ 47,500 | |
| 023-5088000 | PROJECTED ENDING FUND BALANCE | | \$ 41,177 | \$ 40,777 | \$ 54,686 | | | | | | | |
| STREET FUND #101 | | | | | | | | | | | | |
| 101-3088000 | BEGINNING BALANCE | | \$ 455,483 | \$ 471,971 | \$ 471,971 | \$ 408,095 | | | (408,095.00) | -100% | | |
| REVENUES | | | | | | | | | | | | |
| 101-322-40-00 | HEAVY VEHICLE FEE | \$ 90,000 | \$ 74,179 | \$ 90,000 | \$ 62,840 | \$ 50,000 | \$ 109,116 | 218.2% | 50,000.00 | 100% | \$ 100,000 | |
| 101-336-00-71 | MULTIMODAL TRANS. CTY | \$ 2,000 | \$ 1,474 | \$ 2,414 | \$ 1,418 | \$ 1,000 | \$ 691 | 69.1% | 360.00 | 36% | \$ 1,360 | |
| 101-336-00-87 | STREET FUEL TAX | \$ 20,000 | \$ 22,453 | \$ 20,000 | \$ 19,157 | \$ 15,000 | \$ 12,341 | 82.3% | 3,695.00 | 25% | \$ 18,695 | |
| 101-361-10-00 | INVESTMENT INTEREST | \$ - | \$ 9,118 | \$ 5,000 | \$ 2,760 | \$ 2,000 | \$ 284 | 14.2% | (1,500.00) | -75% | \$ 500 | |
| 101-382-10-00 | STREET DAMAGE DEPOSIT | \$ 30,000 | \$ 84,501 | \$ 30,000 | \$ 37,500 | \$ 30,000 | \$ 41,250 | 137.5% | - | 0% | \$ 30,000 | |
| 101-395-20-00 | INSURANCE/DAMAGE CLAIMS - recovery for cap as | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | - | - | - | \$ - | |
| 101-398-10-00 | INSURANCE RECOVERIES - other than cap asset | \$ - | \$ - | \$ - | \$ 200 | \$ - | \$ - | - | - | - | \$ - | |
| | Subtotal before transfers | \$ 142,000 | \$ 191,725 | \$ 147,414 | \$ 123,875 | \$ 98,000 | \$ 163,682 | | 52,555.00 | | \$ 150,555 | |
| 101-397-00-00 | OPERATING TRANSFERS IN | \$ - | \$ - | \$ 20,000 | \$ 20,000 | \$ - | \$ - | - | 280,000.00 | | \$ 280,000 | |
| 101-397-00-42 | OPERATING TRANSFERS IN | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | - | - | | \$ - | |
| | Total Revenues | \$ 142,000 | \$ 191,725 | \$ 167,414 | \$ 143,875 | \$ 98,000 | \$ 163,682 | 167.0% | 332,555.00 | 339% | \$ 430,555 | |

| Account Number | Account Title | 2019 Budget | 2019 Year Actual | 2020 Budget | 2020 Actual YE | Adopted 2021 Budget | Actual thru | % of Budget | 2022 Change from 2021 | 2022 % Change from 2021 | Proposed 2022 Budget | Comments |
|----------------------------------------|--------------------------------------|-------------|------------------|-------------|----------------|---------------------|---------------|-------------|-----------------------|-------------------------|----------------------|-------------------------------------------------------------------------|
| | | | | | | | September '21 | | | | | |
| EXPENDITURES | | | | | | | | | | | | |
| 101-542-30-48 | STREET MAINTENANCE | \$ 24,000 | \$ 519 | \$ 20,000 | \$ 57,481 | \$ 40,000 | \$ - | 0.0% | (20,000.00) | -50% | \$ 20,000 | |
| 101-542-63-47 | STREET LIGHTS | \$ 6,000 | \$ 9,124 | \$ 7,500 | \$ 8,686 | \$ 8,500 | \$ 6,170 | 72.6% | 500.00 | 6% | \$ 9,000 | |
| 101-542-64-48 | TRAFFIC CONTROL DEVICES | \$ 8,000 | \$ 383 | \$ - | \$ 128 | \$ 1,000 | \$ 6,050 | 605.0% | 9,000.00 | 900% | \$ 10,000 | |
| 101-542-67-41 | STREET CLEANING | \$ 4,000 | \$ 3,720 | \$ 3,600 | \$ 3,970 | \$ 3,600 | \$ 2,368 | 65.8% | 400.00 | 11% | \$ 4,000 | |
| 101-542-70-31 | ROW MAINT - SUPPLIES | \$ 2,000 | \$ 4,265 | \$ 5,000 | \$ 6,001 | \$ 7,500 | \$ 3,002 | 40.0% | (2,500.00) | -33% | \$ 5,000 | |
| 101-542-70-32 | ROW MAINT - FUEL | \$ - | \$ 1,097 | \$ 1,500 | \$ 1,102 | \$ 1,000 | \$ 1,146 | 114.6% | 500.00 | 50% | \$ 1,500 | |
| 101-542-70-35 | ROW MAINT - EQUIPMENT | \$ 1,500 | \$ 5,632 | \$ 3,000 | \$ 277 | \$ 1,500 | \$ 291 | 19.4% | - | 0% | \$ 1,500 | |
| 101-542-70-41 | ROW MAINT - CONTRACT SVCS | \$ - | \$ 1,158 | \$ - | \$ 25,455 | \$ 50,000 | \$ 17,711 | 35.4% | (45,000.00) | -90% | \$ 5,000 | |
| 101-543-30-10 | SALARY - PUBLIC WORKS DEPT | \$ 61,041 | \$ 54,852 | \$ 50,400 | \$ 52,066 | \$ 50,100 | \$ 38,121 | 76.1% | 3,550.00 | 7% | \$ 53,650 | 70% of Istvan |
| 101-543-30-21 | PAYROLL TAXES - PW | \$ 9,466 | \$ 7,200 | \$ 5,590 | \$ 6,044 | \$ 5,800 | \$ 4,268 | 73.6% | (970.00) | -17% | \$ 4,830 | |
| 101-543-30-22 | BENEFITS - PW | \$ 12,045 | \$ 7,611 | \$ 6,961 | \$ 7,076 | \$ 7,280 | \$ 5,390 | 74.0% | 420.00 | 6% | \$ 7,700 | |
| 101-543-30-23 | RETIREMENT - PW | \$ 7,949 | \$ 7,046 | \$ 6,485 | \$ 6,715 | \$ 6,750 | \$ 4,594 | 68.1% | 30.00 | 0% | \$ 6,780 | |
| 101-544-20-41 | ENGINEERING SERVICES - GENERAL | \$ 1,000 | \$ - | \$ - | \$ - | \$ 10,000 | \$ 3,529 | 35.3% | (2,500.00) | -25% | \$ 7,500 | |
| 101-582-10-00 | STREET DEPOSIT REFUNDS | \$ 60,000 | \$ 49,010 | \$ 10,000 | \$ 15,000 | \$ 30,000 | \$ 30,000 | 100.0% | - | 0% | \$ 30,000 | |
| 101-595-30-63 | STREET CONSTRUCTION | \$ 90,000 | \$ 23,621 | \$ 220,000 | \$ 17,750 | \$ 245,000 | \$ 70,293 | 28.7% | 35,000.00 | 14% | \$ 280,000 | 25,000 sidewalks + 160,000 for 36th St (CIP), 95,000 ROW street parking |
| 101-595-62-63 | COMMUNITY PARKS AND TRAILS | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | - | - | - | \$ - | |
| | Total Expenditures | \$ 287,001 | \$ 175,237 | \$ 340,036 | \$ 207,751 | \$ 468,030 | \$ 192,933 | 41.2% | (21,570.00) | -5% | \$ 446,460 | |
| | PROJECTED ENDING FUND BALANCE | | \$ 471,971 | \$ 299,349 | \$ 408,095 | | | | | | | |
| COMMUNITY DEVELOPMENT FUND #104 | | | | | | | | | | | | |
| 104-3088000 | BEGINNING BALANCE | | \$ 612,203 | \$ 357,942 | \$ 357,942 | \$ 370,775 | | | (370,774.50) | -100% | | |
| REVENUES | | | | | | | | | | | | |
| 104-322-10-00 | BUILDING PERMIT FEES | \$ 100,000 | \$ 120,450 | \$ 100,000 | \$ 92,286 | \$ 90,000 | \$ 120,175 | 133.5% | 30,000.00 | 33% | \$ 120,000 | |
| 104-322-10-12 | FENCE PERMIT FEE | \$ 300 | \$ 625 | \$ 500 | \$ 1,125 | \$ 1,000 | \$ 625 | 62.5% | (500.00) | -50% | \$ 500 | |
| 104-322-10-13 | ROOFING PERMIT FEE | \$ - | \$ 300 | \$ 500 | \$ - | \$ 500 | \$ 100 | 20.0% | - | 0% | \$ 500 | |
| 104-322-10-31 | SHORELINE EXEMPTION | \$ 750 | \$ 2,188 | \$ 1,000 | \$ 1,563 | \$ 1,500 | \$ 2,500 | 166.7% | 3,500.00 | 233% | \$ 5,000 | |
| 104-322-11-00 | MECHANICAL/PLUMBING PERMIT FEES | \$ 9,000 | \$ 20,325 | \$ 18,000 | \$ 15,313 | \$ 12,000 | \$ 14,048 | 117.1% | 3,000.00 | 25% | \$ 15,000 | |
| 104-322-12-00 | DEMOLITION FEES | \$ 2,000 | \$ 2,193 | \$ 2,000 | \$ 1,875 | \$ 3,000 | \$ 4,063 | 135.4% | 2,000.00 | 67% | \$ 5,000 | |
| 104-322-13-00 | SUBSTANTIAL DEVELOPMENT FEES | \$ 1,500 | \$ 2,500 | \$ - | \$ 5,758 | \$ 4,500 | \$ 1,250 | 27.8% | (1,500.00) | -33% | \$ 3,000 | |
| 104-322-14-00 | RIGHT OF WAY PERMIT | \$ 10,000 | \$ 3,505 | \$ 3,000 | \$ 8,483 | \$ 10,000 | \$ 3,738 | 37.4% | (5,000.00) | -50% | \$ 5,000 | |
| 104-322-16-00 | SITE DEVELOPMENT FEES | \$ 8,000 | \$ 9,645 | \$ 10,000 | \$ 13,932 | \$ 10,000 | \$ 10,144 | 101.4% | 5,000.00 | 50% | \$ 15,000 | |
| 104-322-17-00 | PRE APPLICATION CONFERENCE | \$ 10,000 | \$ 14,850 | \$ 12,000 | \$ 25,000 | \$ 20,000 | \$ 14,000 | 70.0% | - | 0% | \$ 20,000 | |
| 104-322-18-00 | ENCROACHMENT AGREEMENT | \$ 3,500 | \$ - | \$ - | \$ 1,875 | \$ 3,500 | \$ 3,750 | 107.1% | - | 0% | \$ 3,500 | |
| 104-334-03-10 | WA STATE GRANTS | \$ - | \$ 1,823 | \$ - | \$ - | \$ - | \$ - | - | - | - | \$ - | |
| 104-345-81-00 | ZONING/SUBDIVISION FEES | \$ - | \$ 1,250 | \$ 500 | \$ 1,250 | \$ 1,000 | \$ - | 0.0% | - | 0% | \$ 1,000 | |
| 104-345-81-10 | VARIANCE FEE | \$ 6,000 | \$ 12,676 | \$ 2,500 | \$ 7,468 | \$ 5,000 | \$ 2,500 | 50.0% | - | 0% | \$ 5,000 | |
| 104-345-81-40 | HEARING EXAMINER - FOR REIMBURSEMENT | \$ - | \$ - | \$ - | \$ - | \$ 10,000 | \$ - | 0.0% | - | 0% | \$ 10,000 | |
| 104-345-83-00 | PLAN CHECKING FEES | \$ 40,000 | \$ 44,202 | \$ 40,000 | \$ 57,302 | \$ 40,000 | \$ 66,485 | 166.2% | 20,000.00 | 50% | \$ 60,000 | |
| 104-345-86-00 | SEPA PERMIT | \$ 6,000 | \$ 10,010 | \$ 7,500 | \$ 7,510 | \$ 7,500 | \$ 10,010 | 133.5% | 2,500.00 | 33% | \$ 10,000 | |
| 104-345-89-40 | OTHER DEVELOPMENT FEES | \$ 138 | \$ 850 | \$ - | \$ 750 | \$ 1,000 | \$ 605 | 60.5% | (1,000.00) | -100% | \$ - | |
| 104-361-10-00 | INVESTMENT INTEREST | \$ 2,680 | \$ 11,805 | \$ 7,500 | \$ 2,169 | \$ 1,000 | \$ 290 | 29.0% | (500.00) | -50% | \$ 500 | |
| | Total Revenues | \$ 199,868 | \$ 259,197 | \$ 205,000 | \$ 243,659 | \$ 221,500 | \$ 254,283 | 114.8% | 57,500.00 | 26% | \$ 279,000 | |
| EXPENDITURES | | | | | | | | | | | | |
| 104-518-10-10 | SALARY - CLERK | \$ 58,009 | \$ 55,848 | \$ 61,000 | \$ 60,635 | \$ 61,500 | \$ 47,535 | 77.3% | 9,010.00 | 15% | \$ 70,510 | 20% BR, 75% AW |
| 104-518-10-21 | PAYROLL TAXES - CLERK | \$ 5,231 | \$ 6,174 | \$ 5,200 | \$ 5,409 | \$ 5,500 | \$ 4,234 | 77.0% | 850.00 | 15% | \$ 6,350 | |
| 104-518-10-22 | BENEFITS - CLERK | \$ 13,844 | \$ 9,270 | \$ 9,550 | \$ 9,425 | \$ 9,850 | \$ 7,315 | 74.3% | 600.00 | 6% | \$ 10,450 | |
| 104-518-10-23 | RETIREMENT - CLERK | \$ 6,697 | \$ 7,149 | \$ 7,900 | \$ 7,820 | \$ 7,975 | \$ 5,714 | 71.6% | 925.00 | 12% | \$ 8,900 | |
| 104-543-30-10 | INTERNS (SUMMER HELP) | \$ 15,000 | \$ 5,220 | \$ 7,500 | \$ 8,868 | \$ 6,000 | \$ 6,690 | 111.5% | 4,000.00 | 67% | \$ 10,000 | |
| 104-543-30-21 | INTERNS PAYROLL TAXES | \$ - | \$ - | \$ - | \$ 1,243 | \$ 960 | \$ 1,034 | 107.7% | 540.00 | 56% | \$ 1,500 | |
| 104-558-50-31 | SUPPLIES | \$ 500 | \$ - | \$ - | \$ - | \$ - | \$ - | - | - | - | \$ - | |
| 104-558-50-40 | SITE DEVELOPMENT | \$ 1,500 | \$ 9,348 | \$ 7,500 | \$ 5,113 | \$ 9,000 | \$ 1,674 | 18.6% | (1,500.00) | -17% | \$ 7,500 | |
| 104-558-50-41 | BUILDING PERMITS | \$ 50,000 | \$ 35,167 | \$ 40,000 | \$ 25,337 | \$ 40,000 | \$ 4,098 | 10.2% | (10,000.00) | -25% | \$ 30,000 | |
| 104-558-50-42 | MECHANICAL PERMITS | \$ 3,685 | \$ 11,026 | \$ 10,000 | \$ 6,016 | \$ 10,000 | \$ 7,108 | 71.1% | - | 0% | \$ 10,000 | |
| 104-558-50-43 | FENCE PERMIT | \$ 100 | \$ 284 | \$ 500 | \$ 614 | \$ 900 | \$ 196 | 21.8% | (400.00) | -44% | \$ 500 | |
| 104-558-50-44 | SEPA | \$ 10,000 | \$ 3,698 | \$ 4,000 | \$ 2,025 | \$ 6,800 | \$ 4,840 | 71.2% | 700.00 | 10% | \$ 7,500 | |
| 104-558-50-45 | DEMOLITION PERMITS | \$ 2,000 | \$ 129 | \$ 2,000 | \$ 160 | \$ 2,000 | \$ 126 | 6.3% | (1,500.00) | -75% | \$ 500 | |
| 104-558-50-46 | SUBSTANTIAL DEVELOPMENT | \$ 500 | \$ - | \$ - | \$ - | \$ 3,000 | \$ - | 0.0% | (3,000.00) | -100% | \$ - | |
| 104-558-50-47 | RIGHT OF WAY | \$ 3,988 | \$ 3,063 | \$ 4,000 | \$ 4,454 | \$ 7,000 | \$ 2,324 | 33.2% | (2,000.00) | -29% | \$ 5,000 | |
| 104-558-50-48 | SHORELINE EXEMPTION | \$ - | \$ 2,295 | \$ 1,500 | \$ 1,485 | \$ 1,200 | \$ 844 | 70.3% | 300.00 | 25% | \$ 1,500 | |

| Account Number | Account Title | 2019 Budget | 2019 Year Actual | 2020 Budget | 2020 Actual YE | Adopted 2021 Budget | Actual thru | % of Budget | 2022 Change from 2021 | 2022 % Change from 2021 | Proposed 2022 Budget | Comments |
|----------------------------------------------------|-----------------------------------|-------------|------------------|-------------|----------------|---------------------|---------------|-------------|-----------------------|-------------------------|----------------------|-------------------------------------|
| | | | | | | | September '21 | | | | | |
| 104-558-50-49 | SHORELINE SUBS DEVELOPMENT | \$ - | \$ 1,856 | | \$ 3,643 | \$ 2,500 | \$ 1,236 | 49.4% | (1,000.00) | -40% | \$ 1,500 | |
| 104-558-60-41 | CODE ENFORCEMENT | | | | | | \$ 849 | | | | | |
| 104-558-60-42 | GENERAL ADMINISTRATION | \$ - | \$ 878 | \$ - | | | \$ 17,929 | | | | \$ - | |
| 104-558-60-43 | OTHER DEVELOPMENT | \$ 60,000 | \$ 35,510 | \$ 40,000 | \$ 30,988 | \$ 30,000 | \$ 593 | 2.0% | - | 0% | \$ 30,000 | |
| 104-558-60-44 | SPECIAL USE PERMIT | \$ 1,000 | \$ - | \$ - | | \$ - | \$ - | | | | \$ - | |
| 104-558-60-45 | PROFESSIONAL CVCS - HRG. EXAM | \$ 7,500 | \$ 3,975 | \$ - | \$ 9,773 | \$ 10,000 | \$ - | 0.0% | - | 0% | \$ 10,000 | |
| 104-558-60-46 | PLAN CHECKING | \$ 18,524 | \$ 28,352 | \$ 30,000 | \$ 19,359 | \$ 20,000 | \$ 33,688 | 168.4% | 20,000.00 | 100% | \$ 40,000 | |
| 104-558-60-48 | ZONING/SUBDIVISION | \$ 891 | \$ 2,538 | \$ 1,000 | \$ 8,015 | \$ 10,000 | \$ - | 0.0% | (10,000.00) | -100% | \$ - | |
| 104-558-60-49 | PRE-APPLICATION MEETINGS | \$ 6,032 | \$ 4,955 | \$ 5,000 | \$ 8,724 | \$ 7,500 | \$ 6,378 | 85.0% | - | 0% | \$ 7,500 | |
| 104-576-80-40 | MORNINGSIDE MAINTENANCE | \$ 10,000 | \$ 15,979 | \$ 10,000 | \$ 2,090 | \$ 10,000 | \$ 2,532 | 25.3% | - | 0% | \$ 10,000 | |
| 104-594-76-63 | COMMUNITY PROJECTS CONSTRUCTION | \$ 260,000 | \$ 269,036 | \$ - | \$ 8,567 | \$ - | \$ - | | | | \$ - | |
| 104-594-76-64 | OPEN SPACES PROJECTS CONSTRUCTION | \$ - | \$ 1,709 | \$ 5,000 | \$ 1,063 | \$ 20,000 | \$ 6,380 | 31.9% | 30,000.00 | 150% | \$ 50,000 | Sally's Alley |
| 104-595-30-60 | ROADWAY RESTORATION | \$ - | \$ - | \$ - | | \$ - | \$ - | | | | \$ - | |
| 104-595-70-63 | ROADSIDE LANDSCAPING PROJECTS | \$ - | \$ - | \$ - | | \$ - | \$ - | | 10,000.00 | | \$ 10,000 | |
| | Total Expenditures | \$ 535,000 | \$ 513,459 | \$ 251,650 | \$ 230,826 | \$ 281,685 | \$ 163,317 | 58.0% | 47,525.00 | 17% | \$ 329,210 | |
| 104-5088000 | PROJECTED ENDING FUND BALANCE | | \$ 357,942 | \$ 311,292 | \$ 370,775 | | | | | | | |
| BOND REDEMPTION FUND #211 | | | | | | | | | | | | |
| 211-3088000 | BEGINNING BALANCE | | \$ 17,650 | \$ 22,700 | \$ 22,700 | \$ 17,432 | | | (17,432.00) | -100% | \$ - | |
| REVENUES | | | | | | | | | | | | |
| 211-361-10-00 | INVESTMENT INTEREST | | \$ 657 | \$ - | \$ 339 | \$ 400 | \$ 32 | 8.0% | (400.00) | -100% | \$ - | |
| 211-397-00-83 | OPERATING TRANSFERS - IN | \$ 90,000 | \$ 90,000 | \$ 80,000 | \$ 80,000 | \$ 80,000 | \$ 80,000 | 100.0% | (80,000.00) | -100% | \$ - | |
| | Total Revenues | \$ 90,000 | \$ 90,657 | \$ 80,000 | \$ 80,339 | \$ 80,400 | \$ 80,032 | 99.5% | (80,400.00) | -100% | \$ - | |
| EXPENDITURES | | | | | | | | | | | | |
| 211-591-95-70 | DEBT REDEMPTION - GO BOND - 92ND | \$ 69,324 | \$ 72,771 | \$ 75,177 | \$ 75,177 | \$ 77,279 | \$ 322,936 | 417.9% | (77,279.38) | -100% | \$ - | |
| 211-592-95-80 | INTEREST/DEBT SVC - GO BOND 92ND | \$ 16,284 | \$ 12,836 | \$ 10,430 | \$ 10,430 | \$ 8,328 | \$ 6,997 | 84.0% | (8,327.76) | -100% | \$ - | |
| | Total Expenditures | \$ 85,608 | \$ 85,607 | \$ 85,607 | \$ 85,607 | \$ 85,607 | \$ 329,933 | 385.4% | (85,607.14) | -100% | \$ - | |
| 211-5088000 | PROJECTED ENDING FUND BALANCE | | \$ 22,700 | \$ 17,093 | \$ 17,432 | | | | | | | |
| CAPITAL IMPROVEMENT FUND #301 - reserved | | | | | | | | | | | | |
| 301-3081000 | BEGINNING BALANCE | | \$ 428,147 | \$ 709,402 | \$ 709,402 | \$ 456,850 | | | (456,850.00) | -100% | | |
| REVENUES | | | | | | | | | | | | |
| 301-318-34-00 | REET 1 - FIRST QTR PERCENT | \$ 198,000 | \$ 313,954 | \$ 200,000 | \$ 244,582 | \$ 200,000 | \$ 124,577 | 62.3% | (75,000.00) | -38% | \$ 125,000 | |
| 301-361-10-00 | INVESTMENT INTEREST | \$ 2,000 | \$ 12,301 | \$ 8,000 | \$ 2,866 | \$ 1,000 | \$ 301 | 30.1% | (750.00) | -75% | \$ 250 | |
| | Total Revenues | \$ 200,000 | \$ 326,255 | \$ 208,000 | \$ 247,448 | \$ 201,000 | \$ 124,878 | 62.1% | (75,750.00) | -38% | \$ 125,250 | |
| EXPENDITURES | | | | | | | | | | | | |
| 301-597-00-00 | OPERATING TRANSFERS - OUT | \$ - | \$ - | \$ 460,000 | \$ 460,000 | \$ 75,000 | \$ 75,000 | 100.0% | 205,000.00 | 273% | \$ 280,000 | 140,000 Streets, 140,000 Stormwater |
| 301-597-00-83 | OPERATING TRANSFER LOAN REDEMPT. | \$ 45,000 | \$ 45,000 | \$ 40,000 | \$ 40,000 | \$ 40,000 | \$ 40,000 | 100.0% | (40,000.00) | -100% | \$ - | |
| | Total Expenditures | \$ 45,000 | \$ 45,000 | \$ 500,000 | \$ 500,000 | \$ 115,000 | \$ 115,000 | 100.0% | 165,000.00 | 143% | \$ 280,000 | |
| 301-5081000 | PROJECTED ENDING FUND BALANCE | | \$ 709,402 | \$ 417,402 | \$ 456,850 | | | | | | | |
| CAPITAL IMPROVEMENT IV FUND #304 - reserved | | | | | | | | | | | | |
| 304-3081000 | BEGINNING BALANCE | | \$ 399,857 | \$ 680,456 | \$ 680,456 | \$ 427,731 | | | (427,731.00) | -100% | | |
| REVENUES | | | | | | | | | | | | |
| 301-318-35-00 | REET 2 - SECOND QTR PERCENT | \$ 198,000 | \$ 313,954 | \$ 200,000 | \$ 244,582 | \$ 200,000 | \$ 124,577 | 62.3% | (75,000.00) | -38% | \$ 125,000 | |
| 301-361-10-00 | INVESTMENT INTEREST | \$ 2,000 | \$ 11,645 | \$ 8,000 | \$ 2,693 | \$ 1,000 | \$ 281 | 28.1% | (750.00) | -75% | \$ 250 | |
| | Total Revenues | \$ 200,000 | \$ 325,599 | \$ 208,000 | \$ 247,275 | \$ 201,000 | \$ 124,858 | 62.1% | (75,750.00) | -38% | \$ 125,250 | |
| EXPENDITURES | | | | | | | | | | | | |
| 301-597-00-00 | OPERATING TRANSFERS - OUT | \$ - | \$ - | \$ 460,000 | \$ 460,000 | \$ 75,000 | \$ 75,000 | 100.0% | 205,000.00 | 273% | \$ 280,000 | 140,000 Streets, 140,000 Stormwater |
| 301-597-00-83 | OPERATING TRANSFER LOAN REDEMPT | \$ 45,000 | \$ 45,000 | \$ 40,000 | \$ 40,000 | \$ 40,000 | \$ 40,000 | 100.0% | (40,000.00) | -100% | \$ - | |
| | Total Expenditures | \$ 45,000 | \$ 45,000 | \$ 500,000 | \$ 500,000 | \$ 115,000 | \$ 115,000 | 100.0% | 165,000.00 | 143% | \$ 280,000 | |
| 304-5081000 | PROJECTED ENDING FUND BALANCE | | \$ 680,456 | \$ 388,456 | \$ 427,731 | | | | | | | |
| CURRENT YEAR CAPITAL FUND 311 | | | | | | | | | | | | |
| 311-3088000 | BEGINNING BALANCE | | \$ 168,451 | \$ 163,003 | \$ 163,003 | \$ 553,487 | | | (553,487.00) | -100% | | |
| REVENUES | | | | | | | | | | | | |
| 311-361-10-00 | INVESTMENT INTEREST | | | 0 | 2,284 | 100 | 250 | 250.0% | (100.00) | -100% | \$ - | |
| 311-397-00-00 | OPERATING TRANSFERS - IN | \$ - | \$ - | \$ 400,000 | \$ 400,000 | \$ 50,000 | \$ 50,000 | 100.0% | (50,000.00) | -100% | \$ - | |
| | Total Revenues | \$ - | \$ - | \$ 400,000 | \$ 402,284 | \$ 50,100 | \$ 50,250 | 100.3% | (50,100.00) | -100% | \$ - | |

| Account Number | Account Title | 2019 Budget | 2019 Year Actual | 2020 Budget | 2020 Actual YE | Adopted 2021 Budget | Actual thru | % of Budget | 2022 Change from 2021 | 2022 % Change from 2021 | Proposed 2022 Budget | Comments |
|--------------------------------------|-------------------------------------|-------------|------------------|-------------|----------------|---------------------|---------------|-------------|-----------------------|-------------------------|----------------------|----------------------------|
| | | | | | | | September '21 | | | | | |
| EXPENDITURES | | | | | | | | | | | | |
| 311-595-10-41 | PROFESSIONAL SERVICES - ENGINEERING | \$ 40,000 | \$ 5,448 | \$ - | \$ 11,800 | \$ - | \$ 2,135 | | 25,000.00 | | \$ 25,000 | |
| 311-595-30-63 | CONSTRUCTION | \$ - | \$ - | \$ 475,000 | \$ - | \$ 600,000 | \$ 388,985 | 64.8% | (600,000.00) | | \$ - | Undergrounding |
| 311-595-70-63 | ROADSIDE LANDSCAPING | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | | \$ - | |
| | Total Expenditures | \$ 40,000 | \$ 5,448 | \$ 475,000 | \$ 11,800 | \$ 600,000 | \$ 391,120 | 65.2% | (575,000.00) | | \$ 25,000 | |
| 311-5088000 | PROJECTED ENDING FUND BALANCE | | \$ 163,003 | \$ 88,003 | \$ 553,487 | | | | | | | |
| STORMWATER FUND #401 | | | | | | | | | | | | |
| 401-3088000 | BEGINNING BALANCE | | \$ 211,693 | \$ 189,087 | \$ 189,087 | \$ 663,670 | | | (663,669.50) | | | |
| REVENUES | | | | | | | | | | | | |
| 401-343-10-00 | STORMWATER SYSTEM MAINTENANCE | \$ 25,249 | \$ 25,248 | \$ 25,248 | \$ 25,218 | \$ 25,248 | \$ 14,361 | 56.9% | - | 0% | \$ 25,248 | |
| 401-343-10-10 | STORMWATER RESERVE FOR CAPITAL | \$ 41,090 | \$ 41,090 | \$ 41,090 | \$ 55,520 | \$ 41,090 | \$ 23,371 | 56.9% | - | 0% | \$ 41,090 | |
| 401-361-10-00 | INVESTMENT INTEREST | \$ 1,000 | \$ 4,768 | \$ 2,000 | \$ 2,753 | \$ 2,000 | \$ 450 | 22.5% | (1,700.00) | | \$ 300 | |
| 401-337-00-70 | GRANT KC | \$ 13,000 | \$ 10,000 | \$ 10,000 | \$ - | \$ - | \$ - | | - | | \$ - | |
| 401-337-00-71 | GRANT ('19 FOR STORM DRAINS) | \$ 40,000 | \$ 33,161 | \$ - | \$ - | \$ - | \$ - | | - | | \$ - | |
| | Subtotal before transfers | \$ 120,339 | \$ 114,267 | \$ 78,338 | \$ 83,491 | \$ 68,338 | \$ 38,182 | | | | \$ 66,638 | |
| 401-397-00-00 | TRANSFER IN | \$ - | \$ - | \$ 500,000 | \$ 500,000 | \$ 100,000 | \$ 100,000 | 100.0% | 180,000.00 | 180% | \$ 280,000 | |
| | Total Revenues | \$ 120,339 | \$ 114,267 | \$ 578,338 | \$ 583,491 | \$ 168,338 | \$ 138,182 | 82.1% | 178,300.00 | 106% | \$ 346,638 | |
| EXPENDITURES | | | | | | | | | | | | |
| 401-518-50-31 | OFFICE EQUIPMENT AND IT SUPPORT | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 384 | | - | | \$ - | |
| 401-542-40-10 | SALARY - PW | \$ 3,727 | \$ 3,529 | \$ 14,400 | \$ 12,819 | \$ 14,750 | \$ 10,892 | 73.8% | 570.00 | 4% | \$ 15,320 | 20% Istvan |
| 401-542-40-21 | PAYROLL TAXES - PW | \$ 434 | \$ 449 | \$ 1,600 | \$ 1,469 | \$ 1,675 | \$ 1,220 | 72.8% | (325.00) | -19% | \$ 1,350 | |
| 401-542-40-22 | BENEFITS - PW | \$ 669 | \$ 488 | \$ 2,000 | \$ 1,739 | \$ 2,080 | \$ 1,540 | 74.0% | (1,880.00) | -90% | \$ 200 | |
| 401-542-40-23 | RETIREMENT - PW | \$ 429 | \$ 452 | \$ 1,860 | \$ 1,654 | \$ 1,975 | \$ 1,313 | 66.5% | (35.00) | -2% | \$ 1,940 | |
| 401-542-40-41 | ENGINEERING SERVICES - GENERAL | \$ 80,000 | \$ 60,836 | \$ - | \$ 27,503 | \$ - | \$ - | | 25,000.00 | | \$ 25,000 | |
| 401-542-40-48 | STORM DRAIN MAINTENANCE | \$ 45,000 | \$ 66,036 | \$ 10,000 | \$ 40,666 | \$ 15,000 | \$ 3,960 | 26.4% | (5,000.00) | -33% | \$ 10,000 | |
| 401-542-67-41 | STREET CLEANING | \$ 4,000 | \$ 3,378 | \$ 3,600 | \$ 3,970 | \$ 3,600 | \$ 2,368 | 65.8% | 400.00 | 11% | \$ 4,000 | |
| 401-595-40-41 | STORMWATER CONSULT - ENGINEERING | \$ 30,000 | \$ 1,706 | \$ - | \$ 11,125 | \$ 30,000 | \$ 1,406 | 4.7% | (5,000.00) | -17% | \$ 25,000 | Pace for NE 36th St |
| 401-595-40-63 | STORMWATER CONSTRUCTION | \$ 20,000 | \$ - | \$ 605,000 | \$ 7,963 | \$ 700,000 | \$ 497,120 | 71.0% | (420,000.00) | -60% | \$ 280,000 | Per CIP |
| | Total Expenditures | \$ 184,259 | \$ 136,874 | \$ 638,460 | \$ 108,908 | \$ 769,080 | \$ 520,203 | 67.6% | (406,270.00) | -53% | \$ 362,810 | |
| 401-508800 | PROJECTED ENDING FUND BALANCE | | \$ 189,087 | \$ 128,965 | \$ 663,670 | | | | | | | |
| AGENCY REMITTANCE FUND #631 | | | | | | | | | | | | |
| 631-3088000 | BEGINNING BALANCE | | \$ 7,573 | \$ 7,916 | \$ 7,916 | \$ 10,897 | | | (10,897.00) | | | |
| REVENUES | | | | | | | | | | | | |
| 631-361-10-00 | INVESTMENT INTEREST | \$ - | \$ 64 | \$ - | \$ 52 | \$ 50 | \$ 8 | 16.0% | (40.00) | -80% | \$ 10 | |
| 631-386-00-00 | STATE PASS-THRU BY KIRKLAND CT | \$ 3,471 | \$ 1,925 | \$ 2,770 | \$ 4,655 | \$ 3,000 | \$ 2,008 | 66.9% | - | 0% | \$ 3,000 | |
| | Total Revenues | \$ 3,471 | \$ 1,989 | \$ 2,770 | \$ 4,707 | \$ 3,050 | \$ 2,016 | 66.1% | (40.00) | -1% | \$ 3,010 | |
| EXPENDITURES | | | | | | | | | | | | |
| 631-586-00-00 | STATE PASS-THRU BY KIRKLAND CT | \$ 3,115 | \$ 1,646 | \$ 2,520 | \$ 1,726 | \$ 3,000 | \$ - | 0.0% | - | 0% | \$ 3,000 | |
| | Total Expenditures | \$ 3,115 | \$ 1,646 | \$ 2,520 | \$ 1,726 | \$ 3,000 | \$ - | 0.0% | - | 0% | \$ 3,000 | pass through done annually |
| 631-5088000 | PROJECTED ENDING FUND BALANCE | | \$ 7,916 | \$ 8,166 | \$ 10,897 | | | | | | | |
| Wetherill Endowment Fund #701 | | | | | | | | | | | | |
| 701-308800 | BEGINNING FUND BALANCE | | \$ - | \$ 51,003 | \$ 51,003 | \$ 51,307 | | | (51,307.00) | | | |
| REVENUES | | | | | | | | | | | | |
| 701-361-10-00 | INVESTMENT INTEREST | \$ 800 | \$ 413 | \$ - | \$ 304 | \$ 400 | \$ 35 | 8.8% | (350.00) | -88% | \$ 50 | |
| 701-397-00-00 | OPERATING TRANSFERS - IN | \$ 50,590 | \$ 50,590 | \$ - | \$ - | \$ - | \$ - | | - | | \$ - | |
| | Total Revenue | \$ 51,390 | \$ 51,003 | \$ - | \$ 304 | \$ 400 | \$ 35 | 8.8% | (350.00) | -88% | \$ 50 | |
| EXPENDITURES | | | | | | | | | | | | |
| 701-597-00-00 | TRANFERS OUT | \$ - | \$ - | \$ 800 | \$ - | \$ 400 | \$ - | 0.0% | (300.00) | -75% | \$ 100 | |
| | Total Expenditures | \$ - | \$ - | \$ 800 | \$ - | \$ 400 | \$ - | 0.0% | (300.00) | -75% | \$ 100 | |
| 701-5088000 | PROJECTED ENDING FUND BALANCE | | \$ 51,003 | \$ 50,203 | \$ 51,307 | | | | | | | |
| | 2019 beginning balance | | \$ 3,679,152 | | | | | | | | | |
| | 2019 actual revenues | | \$ 2,659,892 | | | | | | | | | |
| | 2019 actual expenditures | | \$ 2,167,581 | | | | | | | | | |

| Account Number | Account Title | 2019 Budget | 2019 Year Actual | 2020 Budget | 2020 Actual YE | Adopted 2021 Budget | Actual thru | % of Budget | 2022 Change from 2021 | 2022 % Change from 2021 | Proposed 2022 Budget | Comments |
|----------------|-------------------------------|-------------|------------------|--------------------|--------------------|------------------------|--------------------|-------------|--------------------------|----------------------------|-------------------------|-----------|
| | | | | | | | September '21 | | | | | |
| | 2019 ending balance | | \$ 4,171,463 | | | | | | | | | |
| | | | | 2020 Budget | 2020 Actual | | | | | | | |
| | 2020 beginning balance | | | \$ 4,174,860 | \$ 4,174,860 | | | | | | | |
| | 2020 budgeted revenues | | | \$ 3,102,902 | \$ 3,255,808 | | | | | | | |
| | 2020 budgeted expenditures | | | \$ 3,960,273 | \$ 2,717,666 | | | | | | | |
| | 2020 estimated ending balance | | | \$ 3,317,489 | \$ 4,713,002 | | | | | | | |
| | | | | | | 2021 Budget | 2021 Actual | | | | | |
| | 2021 Beginning Balance | | | | | \$ 4,713,002 | \$ 4,713,002 | | | | | |
| | 2021 Revenues | | | | | \$ 2,332,338 | \$ 2,006,749 | | | | | |
| | 2021 Expenditures | | | | | \$ 3,640,943 | \$ 2,583,268 | | | | | |
| | 2021 Estimated Ending Balance | | | | | \$ 3,404,397 | \$ 4,136,483 | | | | | |
| | | | | | | | | | | | | |
| | 2022 Proposed Revenues | | | | | | | | | | \$ 2,657,129 | |
| | 2022 Proposed Expenditures | | | | | | | | | | \$ 2,987,401 | |
| | | | | | | | | | | | | 10/7/2021 |

| | |
|---------------------------------|-------------------------------------------------------------------------|
| 1. ARCH Budget and Work Program | Proposed Council Action: Motion to approve Resolution No. 352 |
|---------------------------------|-------------------------------------------------------------------------|

Presented by: Representative from ARCH – Lindsay Masters.

Exhibits: Memo to Councils dated September 7, 2021, regarding 2022 ARCH Administrative Budget and Work Program

Resolution No. 352 approving the ARCH 2022 Budget and Work Program

Summary:

Resolution No. 352 is to approve submittal of \$2447 for the administrative budget (as requested), plus \$7553 to the Trust Fund, for the total of \$10,000, which is the total that the Town has in their proposed budgeted for 2022.

Recommended Action:

ARCH is asking the Council to adopt:

1. Resolution No. 352: A Resolution of the Town of Yarrow Point Approving the 2022 Administrative Budget and Work Program for A Regional Coalition for Housing (ARCH)

**TOWN OF YARROW POINT
RESOLUTION NO. 352**

**A RESOLUTION OF THE COUNCIL OF THE TOWN OF YARROW POINT
APPROVING THE 2022 ADMINISTRATIVE BUDGET AND WORK PROGRAM
FOR A REGIONAL COALITION FOR HOUSING (ARCH).**

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

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

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

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF YARROW POINT, that pursuant to Section 11 of the Amended and Restated Interlocal Agreement for ARCH, A Regional Coalition for Housing, approved by Resolution No. 295, the Town Council hereby approves the 2022 ARCH Administrative Budget and Work Program as presented; and

BE IT FURTHER RESOLVED that upon approval of the 2022 Budget and Work Program, the Council approves the amount of \$2447 for the Town's share of the budget, and \$7553 to the Housing Trust Fund.

Adopted by the Town Council this 12th day of October, 2021.

APPROVED:

Mayor Dicker Cahill

Attest: Bonnie Ritter, Clerk-Treasurer

Attachment 1

2021 ARCH Administrative Budget

Final Adopted by Executive Board

April 2020

| | 2020 Budget | Final 2021 Budget | |
|--------------------------------------------------------|----------------------|-------------------------|----------|
| | 2020 Approved Budget | 2021 Recommended Budget | % Change |
| I. TOTAL EXPENSES | \$ 1,110,097 | \$ 1,155,261 | 4.1% |
| A. Personnel | \$ 1,003,399 | \$ 1,039,303 | 3.6% |
| Salary and Benefits (7.0 FTEs, 2 part-time interns) | \$ 1,003,399 | \$ 1,039,303 | 3.6% |
| B. Operating | \$ 67,195 | \$ 76,456 | 13.8% |
| Rent & Utilities | \$ 24,780 | \$ 24,780 | 0.0% |
| Telephone | \$ 4,586 | \$ 5,500 | 19.9% |
| Travel/Training | \$ 2,600 | \$ 2,730 | 5.0% |
| Auto Mileage | \$ 3,500 | \$ 3,605 | 3.0% |
| Copier/Printing Costs | \$ 1,803 | \$ 1,893 | 5.0% |
| Office Supplies | \$ 3,100 | \$ 3,255 | 5.0% |
| Internet/Website Fees | \$ 2,215 | \$ 2,326 | 5.0% |
| Postage | \$ 1,500 | \$ 1,575 | 5.0% |
| Periodical/Membership | \$ 4,112 | \$ 4,317 | 5.0% |
| Misc. (events,etc.) | \$ 2,000 | \$ 2,100 | 5.0% |
| Equipment Replacement | \$ 2,000 | \$ 3,000 | 50.0% |
| Database/software licensing | \$ 15,000 | \$ 18,375 | 22.5% |
| Relocation Costs | | \$ 3,000 | N/A |
| C. In-Kind Admin/Services | \$ 19,503 | \$ 19,503 | 0% |
| Insurance | \$ 9,660 | \$ 9,660 | |
| IT Services | \$ 9,843 | \$ 9,843 | |
| D. Grants and Consultant Contracts | \$ 20,000 | \$ 20,000 | 0% |
| Consultant Contracts | \$ 20,000 | \$ 20,000 | 0% |

| | 2020 Approved Budget | 2021 Recommended Budget | % |
|--------------------------------|-------------------------|------------------------------------------------|--------|
| | | | Change |
| | | City Per Capita \$1.98 KC Per Capita \$0.93 | |
| II. TOTAL INCOME | \$ 1,110,097 | \$ 1,155,261 | 4.1% |
| A. Member Contributions | \$ 1,103,897 | \$ 1,103,897 | 0.0% |
| Beaux Arts Village | \$ 2,000 | \$ 2,000 | 0.0% |
| Bellevue | \$ 281,876 | \$ 281,876 | 0.0% |
| Bothell | \$ 89,384 | \$ 89,384 | 0.0% |
| Clyde Hill | \$ 6,551 | \$ 6,551 | 0.0% |
| Hunts Point | \$ 2,000 | \$ 2,000 | 0.0% |
| Issaquah | \$ 72,244 | \$ 72,244 | 0.0% |
| Kenmore | \$ 44,921 | \$ 44,921 | 0.0% |
| Kirkland | \$ 175,946 | \$ 175,946 | 0.0% |
| Medina | \$ 6,523 | \$ 6,523 | 0.0% |
| Mercer Island | \$ 50,222 | \$ 50,222 | 0.0% |
| Newcastle | \$ 23,006 | \$ 23,006 | 0.0% |
| Redmond | \$ 123,104 | \$ 123,104 | 0.0% |
| Sammamish | \$ 127,494 | \$ 127,494 | 0.0% |
| Woodinville | \$ 23,673 | \$ 23,673 | 0.0% |
| Yarrow Point | \$ 2,401 | \$ 2,401 | 0.0% |
| King County | \$ 75,000 | \$ 75,000 | 0.0% |
| Bellevue Detail | \$ 281,876 | \$ 281,876 | 0% |
| Cash Contributions | \$ 86,673 | \$ 86,173 | |
| In-Kind Contributions | \$ 195,203 | \$ 195,703 | |
| Personnel | \$ 175,700 | \$ 176,200 | |
| Insurance | \$ 9,660 | \$ 9,660 | |
| IT Services | \$ 9,843 | \$ 9,843 | |
| B. Other Income | \$ 6,200 | \$ 51,364 | 728.5% |
| New Homeownership Program Fees | \$ - | \$ 45,064 | |
| Existing Administrative Fees | \$ 4,200 | \$ 4,200 | |
| Interest Earned | \$ 2,000 | \$ 2,100 | |

III. RESERVES, CONTINGENT INCOME AND EXPENSES

Note: This section expresses intended use of any excess revenues above levels needed to cover basic operating costs.

A. Contingent Expenses

| | | | |
|-----------------------------------------|------------|------------|-------|
| Replenish operating reserves | \$ - | \$ 150,936 | N/A |
| Homeownership Program Staffing/Expenses | \$ 150,000 | \$ - | -100% |
| Other Staffing/Services | \$ 150,000 | \$ - | -100% |

B. Contingent Revenue

| | | | |
|----------------------------|------------|------------|-------|
| Excess Administrative Fees | \$ 150,000 | \$ 150,936 | 1% |
| Service Fees | \$ 150,000 | \$ - | -100% |

MEMORANDUM

Date: September 7, 2021

From: Lindsay Masters, ARCH Executive Manager

To: ARCH Member Councils

Subject: ARCH 2022 Budget and Work Program, and Trust Fund Parity Goals

Please find attached the 2022 ARCH Budget and Work Program, which was adopted by a unanimous vote of the ARCH Executive Board in June of 2021. This memo provides an overview of the final budget and work program, including a description of the assessment conducted by Cedar River Group to inform the Board’s decision-making. The memo also shares the Board’s recent discussion regarding regional Parity Goals for local investment in affordable housing.

Review of ARCH Capacity and Work Program Growth

Early in 2021, ARCH engaged consulting firm Cedar River Group to help the Executive Board through an in-depth assessment of ARCH’s current organizational capacity, and growth in the organization’s work program over time. This opportunity was made possible through a grant intended to explore options for other north and east King County cities to join ARCH, or form new types of housing partnerships.

Cedar River Group has since prepared a detailed report, which is attached to this memo. Their report offers the following conclusions:

- There is a dramatic need for more housing – specifically affordable housing – and the need is growing.
- ARCH has a proven record of building affordable housing, helping cities implement best policies, and maintaining those assets over time.
- ARCH is well-regarded by member cities, outside stakeholders and developers.
- Staff capacity has not grown sufficiently to keep up with member’s needs and requests.
- New staff capacity recommended by the ARCH Board is essential to help catch up with longstanding shortages and meet members’ most pressing existing and near-term needs. However, even with this capacity, the need for ARCH’s services will likely continue to outstrip capacity, given the anticipated growth in the work program, and potential requests from other north and east King County cities.

ARCH MEMBERS

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

Eastside cities are increasingly taking actions to respond to the growing need for affordable housing, and ARCH expects that momentum to continue building. Recent actions taken by ARCH members include: Kirkland's zoning changes to reduce barriers to building ADUs, duplexes and triplexes in single family zones; Bothell's adoption of a Multifamily Tax Exemption (MFTE) program; Bellevue's expansion of its existing MFTE program; thirteen member cities' adoption of a local affordable housing sales tax; and Redmond and Kirkland's use of fee in lieu funds to support major local affordable housing developments. In the next two to three years, cities will also undertake Comprehensive Plan Updates that present pivotal opportunities to accommodate and shape new housing.

2022 Administrative Budget and Work Program

The final recommended 2022 ARCH Administrative Budget and Work Program are shown in **Attachments 1 and 2**. Following are highlights from each document.

Administrative Budget Highlights

- **Two new staff positions** are included to address gaps in current staff capacity. These positions will focus on administration of local incentive programs, monitoring the expanding portfolio of Housing Trust Fund investments, and assisting with administration of a new funding sources, including new affordable housing sales tax resources.
 - Revenue from new administrative fees are used to free up funds for one new position.
 - A **new tier of member dues** is created to cover the second new position. These dues are allocated to the member cities that utilize ARCH for incentive program administration.
- Board members agreed a **third new staff position is warranted**, but given current fiscal constraints, this position will not be included in ARCH's budget until 2023.
- King County will contribute an additional \$50,000 in dues intended to support activities that advance the Regional Affordable Housing Task Force Action Plan.
- The Board will continue to evaluate ARCH's monitoring and stewardship workload to ensure sufficient staff capacity to keep up with growth.

Work Program Highlights

ARCH's Work Program continues to maintain core services in five key areas: affordable housing investment, housing policy and planning, housing program administration, education and outreach, and general administration.

The Board established the following priorities for ARCH's Work Program in 2022:

- **Provide a housing needs analysis** for all member cities in support of Comprehensive Plan Updates
- Report on **measurable goals for production and preservation of affordable housing** in the ARCH region
- Continue to **support proposals for dedicated revenue sources** for affordable housing

- **Expand ARCH's capacity** to accomplish its broader mission
- Continue to **provide excellent stewardship** of affordable housing assets, and develop new compliance tools to meet evolving program, property and tenant needs
- Seek opportunities to **advance projects and programs with high potential impact** and facilitate projects in the pipeline to the greatest extent possible
- Develop a **strategic planning process** to guide the ARCH coalition into 2023 and beyond

While ARCH is continuing to expand its services and capacity to meet members' needs, our organization also remains committed to efficient and effective administration made possible by the pooling of local resources.

Housing Trust Fund Contributions / Parity Goals

Each year, ARCH member cities are encouraged to contribute on a voluntary basis toward the ARCH Housing Trust Fund, a foundational program in East King County that has produced more affordable housing than any other program. ARCH members have utilized "Parity Goals" to establish a set of investment goals for each member cities' voluntary contribution, allocating a total goal across communities based on local population, housing and job targets. The last set of 2020 goals ranged from a collective total of \$1.9 to \$3.9 million.

| City | 2020 Parity Goals | | 2020 Contributions | | | 2020 Total | 2016 - 2020 |
|--------------------|-------------------|-------------|--------------------|--------------|-------------|--------------|----------------|
| | Low Goal | High Goal | CDBG | General Fund | Other* | | Annual Average |
| Beaux Arts Village | \$53 | \$1,816 | \$135 | | | \$135 | \$137 |
| Bellevue | \$681,807 | \$1,054,164 | | \$413,213 | \$603,718 | \$1,016,931 | \$1,288,273 |
| Bothell | \$173,394 | \$314,235 | \$34,983 | \$78,000 | \$31,845 | \$144,828 | \$93,616 |
| Clyde Hill | \$0 | \$18,431 | \$826 | \$15,000 | \$1,977 | \$17,803 | \$23,521 |
| Hunts Point | \$0 | \$2,542 | \$197 | \$2,500 | \$58 | \$2,755 | \$2,886 |
| Issaquah | \$170,941 | \$348,067 | \$23,970 | \$65,156 | \$2,092 | \$91,218 | \$142,749 |
| Kenmore | \$53,297 | \$179,420 | \$19,090 | \$40,000 | \$26,103 | \$85,193 | \$72,466 |
| Kirkland | \$343,916 | \$528,052 | \$139,322 | \$415,000 | \$3,861,072 | \$4,415,394 | \$2,309,630 |
| Medina | \$0 | \$19,642 | \$1,349 | \$12,340 | | \$13,689 | \$14,650 |
| Mercer Island | \$17,766 | \$146,903 | \$14,048 | \$33,768 | | \$47,816 | \$79,469 |
| Newcastle | \$13,058 | \$75,116 | \$6,889 | \$27,000 | | \$33,889 | \$59,892 |
| Redmond | \$296,200 | \$613,357 | \$126,244 | \$500,000 | \$4,256,672 | \$4,882,916 | \$2,138,603 |
| Sammamish | \$31,978 | \$384,176 | \$15,559 | \$100,000 | \$43,186 | \$158,745 | \$174,212 |
| Woodinville | \$56,589 | \$151,633 | \$9,163 | \$51,500 | \$33,263 | \$93,926 | \$44,948 |
| Yarrow Point | \$0 | \$6,446 | \$378 | | | \$378 | \$5,063 |
| Total | \$1,839,000 | \$3,844,000 | \$392,153 | \$1,753,477 | \$8,859,986 | \$11,005,616 | \$6,450,115 |

*Includes Fee in Lieu funds, 1406 sales tax funds, loan repayments, etc.

In recent years, ARCH cities have collectively exceeded these goals, with an average annual contribution of \$6.4 million in the last five years. Contributions in 2020 reached an all-time high, with significant one-time funding coming from Kirkland and Redmond. At the same

time, the cost of acquiring land and developing housing in East King County has also increased rapidly, while competition for housing resources at the state and local level has been increasing.

In June, the ARCH Executive Board discussed a potential change in the method of calculating parity goals to reflect the significant real estate appreciation occurring in East King County. This change would have the effect of raising the collective goal closer to recent contribution levels. However, **the Board did not come to a consensus on a final set of parity goals for 2021**, committing to engage ARCH members on the topic more deeply at a later date.

Currently, ARCH is preparing to receive applications for our current \$5 million funding round, which for the first time includes pooled contributions of most members' affordable housing sales tax revenues authorized under HB 1406. In addition, we are assisting the City of Bellevue with a Request for Proposals offering \$6 million in sales tax funds for projects located in Bellevue. We are excited to continue building on our track record of carefully vetting local proposals, leveraging local resources ten to one, and successfully executing on financing that results in meaningful new housing opportunities on the Eastside.

Conclusion

As the disparate impacts of the pandemic continue to ripple deeply through the community, our work to provide safe, decent and affordable housing has become only more urgent. The coming year will be another important step for ARCH to continue growing our capacity to serve the community, and finding ways to magnify our impact. We look forward to opportunities to engage with you, as the ARCH Board prepares for a broader strategic planning process. Thank you for your continued support and commitment to affordable housing.

Attachments:

1. 2022 ARCH Administrative Budget
2. 2022 ARCH Work Program
3. Analysis of ARCH Staff Capacity and Options for Meeting Members Affordable Housing Needs (Cedar River Group, September 2021)

2022 ARCH Administrative Budget

Final Recommended Budget June 2021

| | 2021 Budget | Final 2022 Recommended Budget | |
|-------------------------------------------|----------------------|-------------------------------|--------------|
| | 2021 Approved Budget | 2022 Recommended Budget | % Change |
| I. TOTAL EXPENSES | \$ 1,155,261 | \$ 1,490,462 | 29% |
| A. Personnel | \$ 1,039,302 | \$ 1,307,088 | 26% |
| Salary and Benefits - Existing Staff | \$ 1,039,302 | \$ 1,047,088 | 0.7% |
| Salary and Benefits - Potential New Staff | | \$ 260,000 | |
| Incentive Programs Administrator | | \$ 130,000 | |
| HTF/Loan Program Officer | | \$ 130,000 | |
| B. Operating | \$ 76,456 | \$ 86,394 | 13.0% |
| Rent & Utilities | \$ 24,780 | \$ 24,780 | |
| Telephone | \$ 5,500 | \$ 6,145 | |
| Travel/Training | \$ 2,730 | \$ 2,600 | |
| Auto Mileage | \$ 3,605 | \$ 3,000 | |
| Postage/Printing Costs | \$ 3,468 | \$ 2,500 | |
| Office Supplies/Furnishing | \$ 3,255 | \$ 4,353 | |
| Internet/Website Fees | \$ 2,326 | \$ 3,090 | |
| Periodical/Membership | \$ 4,317 | \$ 11,400 | |
| Misc. (events,etc.) | \$ 2,100 | \$ 2,000 | |
| Equipment Replacement | \$ 3,000 | \$ 7,000 | |
| Database/software licensing | \$ 18,375 | \$ 19,526 | |
| Relocation Costs | \$ 3,000 | \$ - | |
| C. In-Kind Admin/Services | \$ 19,503 | \$ 26,980 | 38% |
| Insurance | \$ 9,660 | \$ 15,000 | |
| IT Services | \$ 9,843 | \$ 11,980 | |
| D. Grants and Consultant Contracts | \$ 20,000 | \$ 70,000 | 250% |
| Consultant Contracts | \$ 20,000 | \$ 20,000 | |
| Special Projects/Programs - RAHTF Support | | \$ 50,000 | |

**2021 Approved
Budget**

2022 Recommended Budget

**%
Change**

| | City Per Capita \$1.98 KC Per Capita \$0.93 | | City Per Capita \$2.04 KC Per Capita \$1.70 | Add'l \$0.32 Per Capita | |
|--------------------------------|------------------------------------------------------|--------------------|------------------------------------------------------|----------------------------|-------------|
| II. TOTAL INCOME | \$ 1,155,261 | \$1,490,462 | | | 29% |
| | | TOTAL | BASE | ADD'L | |
| A. Member Contributions | \$ 1,103,897 | \$1,334,162 | \$1,204,162 | \$130,000 | 21% |
| Beaux Arts Village | \$ 2,000 | \$ 2,060 | \$ 2,060 | | 3% |
| Bellevue | \$ 281,876 | \$344,457 | \$293,949 | \$50,508 | 22% |
| Bothell | \$ 89,384 | \$93,127 | \$93,127 | \$0 | 4% |
| Clyde Hill | \$ 6,551 | \$6,777 | \$6,777 | | 3% |
| Hunts Point | \$ 2,000 | \$2,060 | \$2,060 | | 3% |
| Issaquah | \$ 72,244 | \$90,561 | \$77,282 | \$13,279 | 25% |
| Kenmore | \$ 44,921 | \$49,257 | \$46,257 | \$3,000 | 10% |
| Kirkland | \$ 175,946 | \$213,344 | \$182,061 | \$31,283 | 21% |
| Medina | \$ 6,523 | \$6,650 | \$6,650 | | 2% |
| Mercer Island | \$ 50,222 | \$55,264 | \$52,264 | \$3,000 | 10% |
| Newcastle | \$ 23,006 | \$26,918 | \$23,918 | \$3,000 | 17% |
| Redmond | \$ 123,104 | \$156,381 | \$133,451 | \$22,930 | 27% |
| Sammamish | \$ 127,494 | \$134,651 | \$131,651 | \$3,000 | 6% |
| Woodinville | \$ 23,673 | \$25,207 | \$25,207 | \$0 | 6% |
| Yarrow Point | \$ 2,401 | \$2,447 | \$2,447 | | 2% |
| King County | \$ 75,000 | \$125,000 | \$125,000 | | 67% |
| Bellevue Detail | \$ 281,876 | \$ 344,457 | | | 22% |
| Cash Contributions | \$ 86,173 | \$ 141,353 | | | |
| In-Kind Contributions | \$ 195,703 | \$ 203,103 | | | |
| Personnel | \$ 176,200 | \$ 176,123 | | | |
| Insurance | \$ 9,660 | \$ 15,000 | | | |
| IT Services | \$ 9,843 | \$ 11,980 | | | |
| B. Other Income | \$ 51,364 | \$ 156,300 | | | 204% |
| Homeownership Program Fees | \$ 45,064 | \$ 150,000 | | | |
| Existing Administrative Fees | \$ 4,200 | \$ 4,200 | | | |
| Interest Earned | \$ 2,100 | \$ 2,100 | | | |

III. RESERVES, CONTINGENT INCOME AND EXPENSES

Note: This section expresses intended use of any excess revenues above levels needed to cover basic operating costs.

A. Contingent Expenses

| | | | | | |
|----------------------------------|------------|------------|--|--|----|
| Replenish operating reserves | \$ - | \$ - | | | |
| Staffing/Administrative Expenses | \$ 150,000 | \$ 150,000 | | | 0% |
| Other Staffing/Services | \$ 150,000 | \$ 150,000 | | | 0% |

B. Contingent Revenue

| | | | | | |
|----------------------------|------------|------------|--|--|----|
| Excess Administrative Fees | \$ 150,000 | \$ 150,000 | | | 0% |
| Service Fees | \$ 150,000 | \$ 150,000 | | | 0% |

ARCH WORK PROGRAM: 2022

2022 Priorities

In 2022, ARCH will elevate the following priorities in its Work Program:

- Provide a housing needs analysis for all member cities in support of Comprehensive Plan Updates
- Report on measurable goals for production and preservation of affordable housing in the ARCH region
- Continue to support proposals for dedicated revenue sources for affordable housing
- Expand ARCH's capacity to accomplish its broader mission
- Continue to provide excellent stewardship of affordable housing assets, and develop new compliance tools to meet evolving program, property and tenant needs
- Seek opportunities to advance projects and programs with high potential impact and facilitate projects in the pipeline to the greatest extent possible
- Develop a strategic planning process to guide the ARCH coalition into 2023 and beyond

I. AFFORDABLE HOUSING INVESTMENT

A. ARCH Housing Trust Fund

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

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

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

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

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

Contract Development and Administration. Prepare contract documents in consultation with legal counsel, and facilitate approval of contracts with the Administering Agency. Review and approve disbursement of funds to awarded projects in accordance with executed contracts.

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

HB 1406 Sales Tax. Develop systems and procedures to manage contributions, commitments and expenditures of pooled sales tax revenue authorized by HB 1406. Work with the Department of Commerce to ensure timely and complete reporting in compliance with state requirements.

B. Special Projects

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

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

Eastside Shelter Capacity. Support efforts by Eastside shelter providers, Eastside Human Services Forum, and member cities to implement an East King County sub-regional strategic approach to shelter and related services for homeless adults and families. Support the construction of a permanent year-round men's shelter, and support efforts by member jurisdictions to fund long-term operations of shelter for men, women, families, youth and young adults.

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

Strategic Predevelopment Investment. With approval of the Executive Board, invest in predevelopment studies to investigate feasibility and financial efficiency of special projects.

II. HOUSING POLICY AND PLANNING

A. Local Policy, Planning and Code Development

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

- **Housing Element Updates.** Work with members to update comprehensive plan housing elements.
 - Assist with understanding and complying with new housing-related requirements under the Growth Management Act and Countywide Planning Policies.
 - Prepare an east King County housing needs analysis with focused analyses for each city—including projected affordable housing needs—to fulfill GMA requirements.
 - Coordinate local and ARCH affordable housing goals with King County Affordable Housing Committee and Countywide Planning Policies.
 - Assist with policy writing, outreach, presentations, etc. as needed.
- **Housing Strategy Plans.** Assist members to prepare housing strategies to implement housing elements and create council work plans. Cities with recently completed strategy plans include Bellevue, Issaquah, Kenmore, Bothell, Kirkland, Redmond, and Sammamish.
- **Incentive Program Design.** Provide economic analysis and policy and program development support to design housing incentive programs, including land use, property tax, impact fee waivers and other incentives.
- **Land Use Code Amendments.** Assist city staff on land use and other code amendments in order to implement comprehensive plan policies.
- **Other Support.** Other areas in which ARCH could provide support to member cities include preservation of valuable community housing assets, assistance to households displaced by development activity, or negotiation of agreements for specific development proposals. ARCH views this as a valuable service to its members and will continue to accommodate such requests to the extent they do not jeopardize active work program items.

B. Inter-Local / Eastside Planning Activities

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

ARCH Regional Affordable Housing Goals and Reporting. Work with member staff and the ARCH Executive Board to report on adopted goals for production and preservation of affordable housing across ARCH member communities.

Eastside Equitable Transit-Oriented Development Plan. Partner with transit agencies and other stakeholders to plan for equitable transit-oriented development on the Eastside. Define shared policy goals and strategies, establish numerical goals for affordable unit production, advance specific site opportunities and manage the affordable housing funding pipeline.

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

Eastside Housing Data Analysis. On an annual basis, provide local housing and demographic data as available. Make information available to members for planning efforts and incorporate into ARCH educational materials.

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

- “Missing Middle” Housing: Facilitate sharing of best practices for encouraging a greater diversity of housing types in single family/low density neighborhoods, including duplexes, triplexes, etc.
- Accessory Dwelling Units (ADUs): Explore outreach and other ways to promote ADU development (e.g., improve online resources, provide connections to financing options, adopt pre-approved plans, etc.). Explore partnership with eCityGov Alliance to increase accessibility of ADU permitting (e.g., update tip sheets and create streamlined portal through MyBuildingPermit.com). Explore a centralized system for tracking ADU production.
- Help jurisdictions develop strategies and codes to address emerging housing types, like micro-housing, small efficiency dwelling units, and others.

C. State Legislative Activities

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

D. Regional/Countywide Planning Activities

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

King County GMPC Affordable Housing Committee / Housing Inter-Jurisdictional Team (HIJT). Support efforts to advance the five-year action plan developed by the Regional Affordable Housing Task Force (RAHTF) in 2018. ARCH will help staff the HIJT, which provides support to the Growth Management Planning Council’s Affordable Housing Committee (AHC).

Regional Affordable Housing Task Force Action Plan. In addition to staffing the GMPC committee, pursue other opportunities to advance strategies called for in the RAHTF Action Plan. Facilitate discussions as needed with members and the Executive Board to consider actions recommended in the five-year plan.

King County Regional Homelessness Authority / Eastside Homeless Advisory Committee (EHAC). Play a role in regional homelessness efforts, as appropriate and as resources allow. Collaborate with KCRHA, EHAC and other relevant organizations and initiatives to advance shared work on homelessness. Coordinate allocation of resources, and work on specific initiatives (e.g., coordinated entry and assessment for all populations).

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

III. HOUSING PROGRAM IMPLEMENTATION

A. Administration of Housing Incentive and Inclusionary Programs

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

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

ARCH roles and responsibilities will typically include:

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

Coordinate Shared Policy, Program and Procedure Improvements. Work with member city staff and legal counsel to align incentive and inclusionary programs with a unified set of policies, practices and templates for legal agreements. Coordinate changes across member jurisdictions to adapt programs to new knowledge and best practices (for example, implementing fee strategies to create sustainable revenue for monitoring).

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

B. Stewardship of Affordable Housing Assets

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

ARCH Rental Program (Incentive and Inclusionary Projects). Monitor and enforce compliance in rental housing projects with incentive and inclusionary housing agreements. Administer a robust compliance monitoring program, including:

- Ensure compliance with rent and income restrictions through timely annual report reviews and supplemental on-site file audits
- Provide training and technical assistance for property managers
- Maintain written standards for eligibility, leasing and other program requirements
- Implement standard remedies for non-compliance
- Respond to tenant issues and questions

ARCH Trust Fund Projects. Oversee contracts and regulatory agreements with owners of projects supported through the direct assistance from members, including:

- Monitor project income and expenses to determine cash flow payments
- Conduct long-term sustainability monitoring of projects and owners
- Proactively problem-solve financial and/or organizational challenges in partnership with project owners and other funders
- Work with legal counsel to review and approve requests for contract amendments, subordination and other agreements
- Pursue formal MOUs with other funders to govern shared monitoring responsibilities that streamline processes for owners and funders.
- Collect annual compliance data and evaluate program beneficiaries

ARCH Homeownership Program. Provide effective administration to ensure strong stewardship of resale restricted homes in the ARCH Homeownership Program. Ensure ongoing compliance with affordability and other requirements, including enforcement of resale restrictions, buyer income requirements, and owner occupancy requirements. Implement adopted policies and procedures for monitoring and work with cities to address non-compliance.

Continue to implement long-term recommendations in the 2019 Program Assessment from Street Level Advisors and make other program improvements that support the program objective of creating and preserving long-term affordability, including:

- Work with member planning and legal staff to make improvements to boilerplate legal documents, in consultation with key stakeholders and outside counsel, as needed
- Develop strategies to preserve homes at risk of foreclosure
- Preserve expiring units and pursue strategies to re-capture lost affordability
- Pursue offering brokerage services or developing partnerships with realtors to provide cost-savings to homebuyers and sellers, diversify program revenue, and expand ARCH's marketing reach
- Plan for additional staff capacity as the number of ARCH homes continues to grow.
- Implement program fees to ensure program financial sustainability

Database/Systems Development. Continue to utilize the new ARCH Homeownership Program database to collect critical program data and evaluation, compliance monitoring, communication with program participants, and other key functions. Continue to improve and streamline data systems for ARCH Rental Program and Trust Fund Program.

IV. EDUCATION AND OUTREACH

A. Housing 101/Education Efforts

Housing 101. Develop educational tools and conduct or support events to inform councils, member staff and the broader community of current housing conditions, and of successful housing programs. Build connections with community groups, faith communities, developers, nonprofits and others interested in housing issues. Plan and conduct a Housing 101 event to occur no later than the end of 2021.

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

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

B. Information and Assistance for the Public

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

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

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

C. Equitable Access to Affordable Housing in East King County

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

V. ADMINISTRATION

A. Administrative Procedures

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

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

B. Organizational Assessment and Planning

The ARCH Executive Board will continue to evaluate ARCH's organizational capacity to accomplish its Work Program and broader mission. The Board will review ARCH's organizational structure, staffing resources, capital resources and other foundational aspects of the organization to determine any gaps, and assess options for expanding organizational capacity. The assessment will inform recommendations for the following year's work program and budget. In 2022, ARCH will outline a strategic planning process to be initiated by 2023 that will establish a shared framework for the organization's mission, values and work program going forward.

Attachment A
Local Planning Efforts by City

ARCH staff will assist members' staff, planning commissions, and elected councils with local policy, planning and special projects and initiatives, as described below. Member city staff may make adjustments to the proposed actions identified below as individual city work plans are updated.

Bellevue

Support 3-4 actions to implement Bellevue's Affordable Housing Strategy, such as:

- Facilitate development on affordable housing on suitable land owned by public agencies, faith-based groups, and non-profits housing entities.
- Analysis of affordable housing density incentives in the Wilburton and East Main neighborhood plans.
- Developing funding strategy for affordable housing on suitable public lands in proximity to transit hubs including 130th TOD parcels.

Provide initial and ongoing support to implement investment of funds authorized by HB 1590, or other city funds as directed.

Implement newly authorized affordable housing incentives; develop boilerplate agreements and procedures for ongoing monitoring.

Provide advice on a Housing Needs Assessment, including coordination on scope/methodology, and potentially provide supplemental data.

Assist City with implementation of affordable housing agreements at the TOD project adjacent to Sound Transit's Operating and Maintenance Facility East (OMFE).

Bothell

Support actions to implement the city's Housing Strategy Plan.

Complete implementation of an MFTE program; develop boilerplate agreements and procedures for ongoing monitoring.

Support affordable housing opportunities in the Downtown/Canyon Park GDC overlay areas, such as any proposals for affordable housing on the Civic Center property or other city-owned property.

Evaluate affordable housing incentives such as parking reductions, and implement those adopted.

Assist with compliance with new requirements under HB 1220.

Support updates to policies and codes for affordable housing options, including ADUs, micro-housing, small efficiency dwelling units, and "missing middle" housing.

Issaquah

Assist with preparing the annual Affordable Housing Report Card/Analysis.

Support updates and consolidation of Title 18 and Central Issaquah Development and Design Standards. Review the affordable housing chapter to evaluate the efficacy of existing policies, and potentially revisit density bonus provisions.

Support reporting on the current Housing Strategy, and potentially further updates to the Housing Strategy.

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

Help to evaluate potential projects/opportunities that arise under current or amended Development Agreements.

Coordinate marketing efforts to maximize awareness of affordable housing opportunities in Issaquah.

Support implementation and funding of the city's TOD project.

Kenmore

Assist with implementing a high priority item identified in the Housing Strategy Plan, as requested.

Continue support of the Preservation of Affordable Housing/Mobile Home Park project started in 2018.

Assist with the Comprehensive Plan Housing Element update, including help with a housing assessment/background information and statistics.

Provide technical support, data and best practices to assist with potential code changes, such as for "missing middle" housing.

Advance opportunities to site affordable housing in Kenmore, such as near ST3 transit investments, or on other public, nonprofit and faith-based community property. Help evaluate and identify potential partners and financing strategies.

Evaluate potential expansion of TOD overlay and refinement of affordable housing requirements in the overlay zone.

Kirkland

Continue to support efforts to create affordable housing within a transit-oriented development at the Kingsgate Park and Ride.

Support development of housing policies in connection with the I-405/NE 85th Street Station Area Plan, such as evaluation of a commercial linkage fee, and inclusionary housing requirements.

Assist with scoping and stakeholder discussions of a potential affordable housing levy.

Assist with implementing programs to encourage construction of more ADUs, such as pre-approved ADU plans.

Evaluate housing-related issues in ongoing neighborhood plan updates, such as Moss Bay and Everest.

Help review the effectiveness and value of the current MFTE program.

Mercer Island

Assist with scoping and data collection for an update to the City's Housing Strategy, as requested.

Newcastle

Assist with potential investment of fee-in-lieu payments, first exploring opportunities to site affordable housing within Newcastle.

Assist with updating the City's Housing Strategy Plan.

Redmond

Provide advice and technical support to evaluate and refine existing inclusionary and incentive programs, and impact fee waiver provisions.

Assist with scoping and stakeholder discussions regarding potential opportunities to increase revenue options to support affordable housing, and help with advocacy for expanded funding options.

Help evaluate programmatic approaches to support greater affordable homeownership opportunities.

Support partnerships with transit agencies to advance affordable housing within transit-oriented developments, including at Overlake and Southeast Redmond.

Support City efforts to identify suitable projects for preservation as a mechanism to advance affordable housing objectives.

Sammamish

Assist with data and scoping for a housing needs analysis, and review draft housing policies and goals for the City's Comprehensive Plan Update.

Assist with development of incentives within Phase 3 development regulations to encourage greater housing diversity.

Help explore development of educational or promotional materials to encourage developers and property owners to consider more diverse housing types, such as duplexes.

As opportunities arise, support development of affordable homeownership options like the Sammamish Cottages developed by Habitat for Humanity.

Woodinville

Provide advice on scope and data collection in support of the City's efforts to adopt a Housing Strategy Plan.

King County

Provide monitoring and stewardship services for affordable housing in the Northridge/Blakely Ridge and Redmond Ridge Phase II affordable housing development agreements.

Help advance the King County Regional Affordable Housing Task Force Action Plan.

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

Agenda Bill 21-46
October 12, 2021

| | |
|---------------------------------------------------------------------|--------------------------------------------------|
| Sally's Alley Preliminary Plan from JGM Landscape Architects | Proposed Council Action: For approval. |
|---------------------------------------------------------------------|--------------------------------------------------|

| | |
|----------------------|------------------------------------------------|
| Presented by: | Park Board Chairman John McGlenn |
| Exhibits: | Sally's Alley Preliminary Plan – Scope of Work |

Summary:

This plan has been modified slightly in response to comments from Park Board members. The Park Board is unanimous in believing the advice on fundamental maintenance and improvements from JGM Landscape Architects will prepare them to collaborate effectively with designers/contractors engaged in adjacent projects for Sally's Alley.

Recommended Action:

Approve Sally's Alley Preliminary Plan – Scope of Work dated October 1, 2021.



October 1, 2021

Town of Yarrow Point

Yarrow Point, WA

RE: Town of Yarrow Point Sally's Alley Preliminary 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 with pre-design services including 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:

1. Provide pre-design services including a general review of plants and groundcovers, a concept for improvements to the pedestrian trail and evaluating available options at east and west entries to Sally's Alley.
2. Meet with Town's representatives on site to discuss options, review available information, review pending neighboring development projects and observe/photograph existing site conditions and context.
3. Prepare base file in AutoCAD for the preliminary plan design efforts.
4. Prepare plan documents including preliminary plans and representative images sheets.
5. Review draft plans and images with Park Board members and revise plans as directed.

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 preliminary 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



October 1, 2021

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

Approved By:

Date:

2021 Standard Hourly Rates

Our hourly rates are as follows:

Principal / landscape architect - \$140 / hour

Designer / drafting - \$90 / hour

Clerical / bookkeeping - \$75 / hour

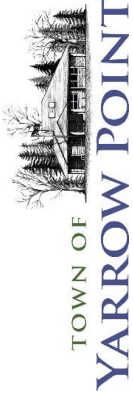
Reimbursable expenses include travel mileage billed at \$.50 per mile, reprographics and delivery costs billed at cost, plus 15%.

Our previous work experience can be reviewed on our web site at: 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.

Town Council Project Tracking Sheet



| Project Description | Status | Priority | Lead person | Date/year started | Updated | Date/year Complete | Comments |
|------------------------------------------------------------------------------------------|---------|----------|-------------------|-------------------|-----------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ROW tree maintenance & Public Property Tree Code Updates | Started | High | Staff | 21-Sep | | | Provide notice to community/replant a tree for a tree/Keep significant trees healthy. |
| New Flock Safety license plate reader cameras: NE Points Drive & NE 32nd St. | Started | High | Staff | 21-Mar | 9/14/2021 | | The Town has paid for the installation of two new cameras. Flock is currently working with the Town to install the cameras. |
| Move speed limit radar sign one pole further south | Started | | Staff | 21-Sep | | 9/22/2021 | The speed limit radar sign will be moved one pole further south so that the sign comes on sooner. This will be an attempt to slow people coming off the freeway down quicker along 92nd. |
| Bicycles & E-bikes speeding on SR520 trail causing hazardous conditions for pedestrians. | Started | High | Mayor Cahill | 21-Sep | 9/21/2021 | | Mayor Cahill reached out to WSDOT on 9/21 and asked about a speed limit and enforcement on the SR520 trail. |
| Create new system to broadcast and continue Town board meetings virtually as an option. | Started | High | Deputy Clerk | 21-Jun | 9/14/2021 | | The Town determined that visual equipment would not be needed in the Council Chambers but increasing audio would be adequate for broadcasting town meetings. |
| Town Hall naming after deceased resident Peter Swindley | Started | | Mayor/Staff/Legal | 21-Jul | 9/14/2021 | | Evaluate park benches and areas that could be recognized by residents who have big contributions to the Town such as Peter Swindley. |
| Consider banning gas powered lawn equipment | Started | | Council | 21-Jul | 9/14/2021 | | Council discussed the topic of banning gas powered lawn equipment. Mayor Cahill took an unofficial poll at the 9/14 Council meeting among the Council who each voiced their opinions. Council discussed converting public works equipment to battery powered equipment. Mayor Cahill will discuss the topic with the Points Mayors. |

Town Council Project Tracking Sheet

| | | | | | | |
|---------------------------------------------------------------|---------|------|-----------------|--------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Support CHPD due to increased crime | Started | | Mayor/Council | 21-Jun | 7/13/2021 | <p>CHPD reported that crime has spiked everywhere due to recently passed King County legislation for decriminalizing drug possession which in turn, has lessened police enforcement abilities. Mayor Cahill will work collectively with other mayors to find ways to support the local police departments. <i>Councilmember Bush would like the Town to provide CHPD with a form of recognition such as a dessert or gift card. Mayor Cahill has taken lead.</i></p> |
| Drug awareness | Started | High | Mayor | 21-Jun | 7/13/2021 | <p>Continue providing support for drug awareness. Research additional funding options. In June, the Town applied for a grant opportunity totaling \$320k, part of which can be utilized for drug awareness. The Town received \$160k in June and will receive the remaining \$160k next year. Councilmember Lagerholm would like the Town to take the next step for drug awareness.</p> |
| ROW Construction parking enforcement | Started | High | Mayor | 21-Mar | | <p>The Town is enforcing all ROW construction parking. There is no more construction parking allowed above of Town Hall and Morningside Park.</p> |
| Possibility to Install a Speed Limit Radar Sign in Roundabout | Started | | Mayor & staff | 21-Jun | 7/13/2021 | <p>Mayor Cahill has an upcoming conversation with WSDOT regarding speed calming for traffic coming off of 520 westbound onto the roundabout. He will ask for WSDOT's permission to add a speed limit radar sign.</p> |
| Utility Tax Revenue Discussion | Ongoing | | Clerk-Treasurer | 21-May | | <p>The Town is currently auditing utility tax intake revenue from its providers. Councilmember Valaas shared that Town code requires 6% on water and sewer utility tax however, City of Bellevue is paying 5%. Clerk Treasurer Ritter is working with the city to get from current 5% to 6%. Mayor Cahill noted that residents will be paying higher than 1% in order for the Town to receive 6% utility tax revenue.</p> |

Town Council Project Tracking Sheet

| | | | | | | | |
|-------------------------------------|---------|---------------------|--------|-----------|--|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Light pole spacing | Started | Mayor/Staff/Council | Dec-20 | | | | Councilmember Bush suggested to reconsider the policy for light pole spacing, more people are walking at night. It is dark specifically on the Yarrow Point side of Points Drive and the connection between Kirkland through NE Points Drive to the roundabout. Mayor and staff will look into additional lighting in these areas. The spacing of light poles along 92nd is 110ft to 140ft, with 125ft being the standard. The poles are also staggered on each side of the roadway. Town Engineer Schroeder is working PSE. |
| Back up & retention system research | Started | Councilmember Bush | Feb-20 | 9/14/2021 | | | Councilmember Bush visited Town Hall on 3/3 and presented the town with a proposal to change how we do backups by adding a local Network Attached Storage device. Councilmember Bush recommends using the Town's I.T. provider to provide a bid for a new back up system. |
| Emergency preparedness | Ongoing | Mayor & staff | | 9/14/2021 | | | The Council will review at the July Council meeting to discuss future interest in future involvement. Little support from residents. Councilmember Lagerholm suggested an online approach. Mayor Cahill will meet with him to come up with a plan. Councilmember Elmore suggests hosting CPR training. |
| Ongoing maintenance to Town Hall | Ongoing | Mayor & staff | | 7/13/2021 | | | Re-staining Town Hall has been deferred to spring of 2022 as the Town Hall can get another year out of the current coating. |

Last update: 10/4/2021