

**YARROW POINT
TOWN COUNCIL MEETING AGENDA
November 9, 2021
7:00 p.m. Town Hall 4030 95th Ave NE. Yarrow Point, WA. 98004
1-253-215-8782 Meeting ID: 915 466 8840#**

Members of the public may participate in person at Town Hall or by phone/online. Town Hall has limited seating available up to 15 public members. 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 November 9, 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

<https://us02web.zoom.us/j/9154668840>

Or call in (audio only)

1-253-215-8782

Meeting ID: 915 466 8840#

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.

1. MINUTES

A. Minutes of regular meeting of October 12, 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 21-47 – Private Property Tree Code Public Hearing

5. AB 21-48 – Public Hearing on 2022 Final Budget

Ordinance No. 714 – Adopting final budget

6. AB 21-49 – NE 42nd St/91st Ave NE. Project Close Out

7. MAYOR & COUNCIL REPORTS

8. 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
October 12, 2021
7:00pm**

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
Austen Wilcox – Deputy Clerk
Mona Green – Town Planner
Stacia Schroeder – Town Engineer
Scott Missall – Town Attorney

Guests: Dawn Hanson – Clyde Hill Police Department
John McGlenn – Park Board Chairman
David Feller – Planning Commissioner
Chuck Hirsch – Planning Commissioner
Katy Harris – Resident
Chuck Porter – Resident
Steve Fleming - Resident

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

September 14, 2021 Regular Meeting

MOTION: Councilmember Valaas moved to approve the regular meeting minutes of October 12, 2021 as presented. Councilmember Elmore seconded the motion.

VOTE: 5 For, 0 Against. Motion carried.

2. CONSENT CALENDAR:

MOTION: Councilmember Bush moved 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 and benefits reports for a grand total of \$560,893.31. Councilmember Scandella seconded the motion

VOTE: 5 For, 0 Against. Motion carried.

3. STAFF REPORTS:

A. Police Report

Lieutenant Hanson reported on September police activity.

Homelessness along the SR520 bike path was discussed and Lieutenant Hanson suggests calling 911 if there are any issues as an officer can assist. City of Bellevue has a CARES team who can also help. Mayor Cahill will follow up with City of Bellevue to learn more about response relating to the CARES team.

B. Engineer Report

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

Town Engineer Schroeder reported that paving is done and project close out is expected by end of October pending successful completion of eleven punch list tasks.

The Town will send out a questionnaire to residents on NE 42nd St & 91st Ave NE to gather feedback for future UGC projects.

C. Planner Report

The Planning Commission will be discussing right of way parking as their next research topic.

REGULAR BUSINESS

4. AB 21-42: Private Property Tree Code

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.

Council discussed the following:

- Broadcasting public notice of trees planned to be removed on private property.
- Clearcutting: The Planning Commission determined there can be not discrimination between a private property owner and a developer.
- Minimum tree density.
- Shared trees and tree roots on private property and ROW.
- Fines.

Council thanked the Planning Commission for their hard work on creating a draft private property tree code.

Individual councilmembers expressed their views and opinions.

Chuck Porter resident at 4615 92nd Ave NE asked about areas of the town that do not meet the target density in the draft code and reforestation.

Council discussed having an in-person Council meeting in November and the logistics of handling a large public attendance. The Town Attorney will research State Guidelines and follow up with town administration.

Council directed Mayor and staff to schedule a public hearing for the Private Property Tree Code for the upcoming November 9 regular Council meeting.

5. AB 21-43: 2022 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.

Mayor Cahill opened the public hearing at: 8:47pm, and upon hearing no comment, closed the public hearing at 8:48 pm.

MOTION: Councilmember Valaas moved to 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. Councilmember Lagerholm seconded the motion.

VOTE: 5 For, 0 Against. Motion carried.

6. AB 21-44: Public Hearing on 2022 Preliminary Budget

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.

Council reviewed and discussed the Preliminary Budget.

Mayor Cahill opened the public hearing at 9:14 p.m.

Katy Harris resident at 3842 94th Ave NE. asked about the use of Town's Rescue Funds. Clerk-Treasurer Ritter responded that she is researching how the funds can be used and will report back to Council.

Mayor Cahill closed the public hearing at 9:20pm.

7. AB 21-45: ARCH Budget and Work Program

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.

MOTION: Councilmember Bush moved to approve 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). Councilmember Lagerholm seconded the motion.

VOTE: 5 For, 0 Against. Motion carried.

8. AB 21-46: Sally's Alley Preliminary Plan from JGM Landscape Architects

Park Board Chairman John McGlenn discussed a modified Preliminary Plan 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. The maintenance items for Sally's Alley namely include new gravel for the pathway and plantings.

Council would like to collaboratively work with the Park Board on their plans to maintain Sally's Alley particularly around the driveway entrances on the east and west ends where there will be future private development. This planning needs to include executive legal matters.

Steve Fleming resident at 3798 94th Ave NE discussed the intentions around the petition to “Save Sally’s Alley” earlier this year. He also shared about construction vehicles parking and turning around Sally’s Alley making the grass a mess.

MOTION: Councilmember Lagerholm moved to approve Sally’s Alley Preliminary Plan – Scope of Work dated October 1, 2021 in the amount of \$3,000.00. Councilmember Valaas seconded the motion.

VOTE: 4 For, 0 Against. 1 Abstain (Councilmember Scandella). Motion carried.

9. MAYOR AND COUNCIL REPORTS:

Mayor

- A Flock Safety camera at NE 32nd St and NE Points Drive have been purchased and will be installed.
- The speed limit radar sign facing northbound was installed on a pole further south on 92nd Ave NE and gathered statistics show that it has been slowing drivers down more than the further location.
- Speeding E-bike enforcement on SR 520 trail: Mayor Cahill has been in contact with the State who is researching the issue including CHPD.
- The Town is researching new AV equipment for the Council chambers for better remote meeting accessibility.
- Town Hall naming- Expand to other avenues and ways to recognize influential people in Yarrow Point.
- Banning gas powered lawn equipment: The Town is following the direction of nearby jurisdictions.
- ROW construction parking enforcement: This is being handled by the Town’s Building Official.
- Researching back up retention policy.
- A “face lift” of Town Hall is budgeted for 2022.
- Mayor Cahill announced that he will not be running for reelection and encourages everyone to vote.

10. ADJOURNMENT:

MOTION: Councilmember Bush moved to adjourn the meeting at 10:22pm. 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
November 9, 2021

Consent Calendar	Proposed Council Action: Approve Consent Calendar
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Presented by: Clerk-Treasurer

Exhibits: Consent Calendar Items

Summary:

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

The following document are included in this section:

- Payment Approval and Payroll Reports

Recommended Action:

Motion to: Approve the Consent Calendar as presented including:

The Payment Approval Report dated 11/03/2021 approving payments as shown totaling **\$171,808.79** plus payroll, benefits, and tax expenses of **\$30,054.30** as shown on the attached payroll & benefits report for a total of **\$201,863.09**.

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
Banner Bank					
700	Banner Bank	Town cell phones	10/18/2021	280.86	
700	Banner Bank	Constant Contact	10/18/2021	77.07	
700	Banner Bank	Shrubs, pruner, garbage bags, etc	10/18/2021	933.68	
700	Banner Bank	AWS, monthly services	10/18/2021	519.80	
700	Banner Bank	PC for Engineer	10/18/2021	2,653.73	
700	Banner Bank	Signs for construction sites	10/18/2021	506.46	
700	Banner Bank	Office supplies	10/18/2021	40.30	25,969.18
Total Banner Bank:				5,011.90	
CITY OF BELLEVUE					
212	CITY OF BELLEVUE	Sewer and Water Service	10/12/2021	1,199.45	2,927.46
Total CITY OF BELLEVUE:				1,199.45	
City of Bellevue					
233	City of Bellevue	2nd Half of Fire Contract	10/12/2021	122,622.50	
233	City of Bellevue	2021 LEOFF1 Payment	10/12/2021	6,183.17	268,235.17
Total City of Bellevue:				128,805.67	
CODE PUBLISHING					
108	CODE PUBLISHING	Update Town Code	10/25/2021	200.58	959.90
Total CODE PUBLISHING:				200.58	
Comcast					
301	Comcast	Internet and fax line	10/14/2021	257.98	2,525.71
Total Comcast:				257.98	
CRYSTAL AND SIERRA SPRINGS					
1046	CRYSTAL AND SIERRA S	Water Cooler Water	10/23/2021	.00	
1046	CRYSTAL AND SIERRA S	Town Hall water cooler	10/23/2021	47.71	641.99
Total CRYSTAL AND SIERRA SPRINGS:				47.71	
DIGITAL REPROGRAPHICS					
256	DIGITAL REPROGRAPHIC	Council packets	10/08/2021	323.59	3,665.40
Total DIGITAL REPROGRAPHICS:				323.59	
Earth Corps					
1303	Earth Corps	Maintenance in Wetherill	09/30/2021	5,926.68	10,151.77
Total Earth Corps:				5,926.68	
Eckley, Scot					
326	Eckley, Scot	Refund for encroachment agreement	10/21/2021	1,875.00	1,875.00
Total Eckley, Scot:				1,875.00	
ISLAND SECURITY SYSTEMS					
21	ISLAND SECURITY SYST	Security Monitoring	10/15/2021	156.20	464.20
Total ISLAND SECURITY SYSTEMS:				156.20	

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
ISOutsource					
1301	ISOutsource	Vulnerability & Security Assess.Tool Appliance	10/13/2021	55.05	4,827.26
Total ISOutsource:				55.05	
King County Treasury					
603	King County Treasury	Agreement to collect stormwater fees with prop taxes	10/29/2021	384.02	
603	King County Treasury	RSD NE 42nd Overlay	10/30/2021	1,188.18	2,092.73
Total King County Treasury:				1,572.20	
KIRKLAND MUNICIPAL COURT					
111	KIRKLAND MUNICIPAL C	Court Costs	10/15/2021	67.12	1,040.36
Total KIRKLAND MUNICIPAL COURT:				67.12	
MONA H. GREEN					
219	MONA H. GREEN	Building permits	10/31/2021	67.50	
219	MONA H. GREEN	Pre-applications	10/31/2021	168.75	
219	MONA H. GREEN	SEPA	10/31/2021	540.00	
219	MONA H. GREEN	Variance - 9127 NE 36 St	10/31/2021	33.75	
219	MONA H. GREEN	Shoreline Sub Development	10/31/2021	135.00	
219	MONA H. GREEN	Shoreline exemption	10/31/2021	337.50	
219	MONA H. GREEN	General administration	10/31/2021	1,693.75	37,435.00
Total MONA H. GREEN:				2,976.25	
MUNICIPAL PERMIT SERVICE, LLC					
350	MUNICIPAL PERMIT SER	Code Enforcement	10/31/2021	769.50	
350	MUNICIPAL PERMIT SER	Building Permit Inspections	10/31/2021	728.83	
350	MUNICIPAL PERMIT SER	Mechanical-Plumbing Permit inspections	10/31/2021	866.15	
350	MUNICIPAL PERMIT SER	Re-roof inspections	10/31/2021	64.18	
350	MUNICIPAL PERMIT SER	Plan Review	10/31/2021	750.00	58,085.88
Total MUNICIPAL PERMIT SERVICE, LLC:				3,178.66	
Northern Waters					
304	Northern Waters	Winterization of irrigation at beach	10/25/2021	199.83	
304	Northern Waters	Town Hall	10/26/2021	126.62	
304	Northern Waters	Winterization at 42nd St Access	11/02/2021	126.62	9,170.99
Total Northern Waters:				453.07	
NORTHWEST CIVIL SOLUTIONS					
450	NORTHWEST CIVIL SOLU	NE 42nd-91st Stormwater Upsizing and UGC Project	10/31/2021	2,656.25	
450	NORTHWEST CIVIL SOLU	Pre-applications	10/31/2021	125.00	
450	NORTHWEST CIVIL SOLU	Site Development	10/31/2021	281.25	
450	NORTHWEST CIVIL SOLU	Right of way permits	10/31/2021	93.75	
450	NORTHWEST CIVIL SOLU	General Administration	10/31/2021	1,000.00	59,812.50
Total NORTHWEST CIVIL SOLUTIONS:				4,156.25	
Ogden Murphy Wallace					
1390	Ogden Murphy Wallace	Clerk	10/15/2021	682.50	
1390	Ogden Murphy Wallace	Council	10/15/2021	1,170.00	
1390	Ogden Murphy Wallace	Land Use	10/15/2021	2,315.00	68,934.89

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
Total Ogden Murphy Wallace:				4,167.50	
PUGET SOUND ENERGY					
604	PUGET SOUND ENERGY	Town Hall	10/25/2021	214.50	
604	PUGET SOUND ENERGY	Street lights	10/25/2021	725.22	9,868.72
Total PUGET SOUND ENERGY:				939.72	
Ragen & Associates					
327	Ragen & Associates	Shear town side of hedge at 9000 NE 42nd St and clea	10/01/2021	599.49	599.49
Total Ragen & Associates:				599.49	
Ribas, Jordi and Laura					
328	Ribas, Jordi and Laura	Street deposit refund	10/05/2021	3,750.00	3,750.00
Total Ribas, Jordi and Laura:				3,750.00	
SEA-TAC SWEEPING SERVICE					
46	SEA-TAC SWEEPING SE	Street cleaning	08/09/2021	335.00	
46	SEA-TAC SWEEPING SE	Street cleaning	08/09/2021	335.00	
46	SEA-TAC SWEEPING SE	Street cleaning	10/11/2021	375.00	
46	SEA-TAC SWEEPING SE	Street cleaning	10/11/2021	375.00	6,905.00
Total SEA-TAC SWEEPING SERVICE:				1,420.00	
Sound Law Center					
1280	Sound Law Center	Yetter variance hearing expenses (to be reimbursed)	10/06/2021	1,735.00	1,735.00
Total Sound Law Center:				1,735.00	
STATE AUDITOR'S OFFICE					
34	STATE AUDITOR'S OFFIC	Accountability and Financial Audit payment	10/12/2021	2,191.33	17,841.56
Total STATE AUDITOR'S OFFICE:				2,191.33	
THE SEATTLE TIMES					
192	THE SEATTLE TIMES	Publication of Ord. 713	10/20/2021	35.19	
192	THE SEATTLE TIMES	Tree code hearing notice	10/21/2021	36.72	
192	THE SEATTLE TIMES	Final budget hearing notice	10/29/2021	206.44	
192	THE SEATTLE TIMES	Shoreline Management notice	10/25/2021	104.04	2,440.03
Total THE SEATTLE TIMES:				382.39	
TREE SOLUTIONS INC.					
258	TREE SOLUTIONS INC.	Prep for Meeting on tree code	10/21/2021	360.00	1,690.00
Total TREE SOLUTIONS INC.:				360.00	
Grand Totals:				171,808.79	

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
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Certification of the Consent Calendar as presented including the Payment Approval Report dated 11/03/2021 approving payments as shown totaling \$171,808.79, plus payroll, tax, and benefit expenses of \$30,054.30; as shown on the attached payroll & tax and benefits report for a grand total of \$201,863.09.

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: November 9, 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

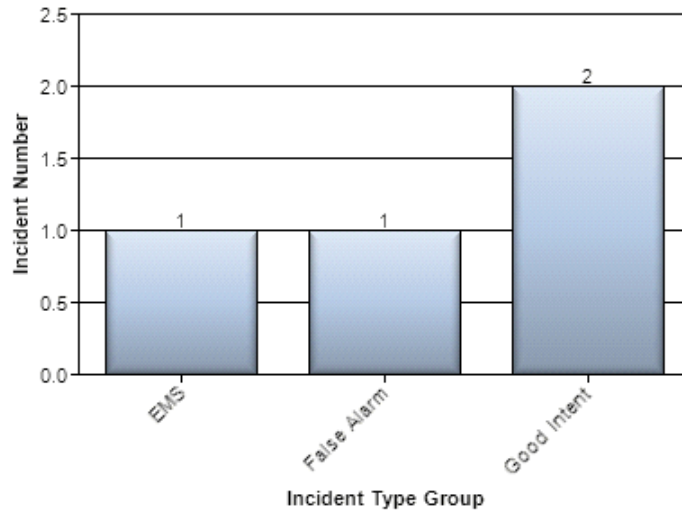
Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount
10/31/2021	CDPT		0	EMPLOYMENT SECURITY DEPT	5	Quarterly Employment Security P	001-2200000	46.35-
10/31/2021	CDPT		0	DEPT OF LABOR & INDUSTRY	6	Quarterly L & I Workers Compens	001-2200000	313.08-
10/31/2021	CDPT		0	EMPLOYMENT SECURITY DEPT	8	Quarterly WA FMLA WA Paid Fa	001-2200000	92.70-
10/31/2021	PC	10/25/2021	102021	Cahill, Richard	9030			
10/31/2021	PC	10/25/2021	102021	Lovas, Istvan	9002		999-1010110	4,599.94-
10/31/2021	PC	10/25/2021	102021	Wilcox, Austen	9037		999-1010110	4,049.01-
10/31/2021	PC	10/25/2021	102021	Ritter, Bonnie	9041		999-1010110	5,977.82-
10/31/2021	CDPT	10/20/2021	102021	Association of Washington Cities	9	Health and Dental Insurance Insu	001-2200000	1,711.75-
10/31/2021	CDPT	10/20/2021	102021	Association of Washington Cities	9	Health and Dental Insurance Hea	001-2200000	2,366.22-
10/31/2021	CDPT	10/20/2021	102021	Association of Washington Cities	9	Health and Dental Insurance Den	001-2200000	164.37-
10/31/2021	CDPT	10/20/2021	102021	Association of Washington Cities	9	Health and Dental Insurance Visi	001-2200000	36.06-
10/31/2021	CDPT	10/20/2021	102021	DEPT OF RETIREMENT SYSTE	1	State Retirement PERS II Pay P	001-2200000	1,298.99-
10/31/2021	CDPT	10/20/2021	102021	DEPT OF RETIREMENT SYSTE	1	State Retirement PERS II Pay P	001-2200000	2,093.50-
10/31/2021	CDPT	10/20/2021	102021	Federal Tax	2	941 Taxes Social Security Pay P	001-2200000	1,436.81-
10/31/2021	CDPT	10/20/2021	102021	Federal Tax	2	941 Taxes Social Security Pay P	001-2200000	1,436.81-
10/31/2021	CDPT	10/20/2021	102021	Federal Tax	2	941 Taxes Medicare Pay Period:	001-2200000	336.03-
10/31/2021	CDPT	10/20/2021	102021	Federal Tax	2	941 Taxes Medicare Pay Period:	001-2200000	336.03-
10/31/2021	CDPT	10/20/2021	102021	Federal Tax	2	941 Taxes Federal Withholding T	001-2200000	3,764.02-
10/31/2021	CDPT	09/14/2021	8232020	EMPLOYMENT SECURITY DEPT	5	Quarterly Employment Security P	001-2200000	.01-
10/31/2021	CDPT	09/15/2021	8232021	DEPT OF LABOR & INDUSTRY	6	Quarterly L & I	001-2200000	5.20
Grand Totals:			<u>17</u>					<u>30,054.30-</u>

STAFF REPORTS

1. Police Report for October
2. Fire-EMS Reports for October
3. Commission Minutes
 - A. Planning Commission of October 18, 2021
 - B. Parks Commission of October 26, 2021

Incident Date between 2021-10-01 and 2021-11-01
City equal to Yarrow Point

Incident Type Group	Incident Count
EMS	1
False Alarm	1
Good Intent	2



**TOWN OF YARROW POINT
PLANNING COMMISSION MEETING MINUTES
October 18, 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 7:04pm

PRESENT:

Chairman:	Carl Hellings
Commissioners:	Chuck Hirsch Jeffrey Shiu David Feller
Staff:	Austen Wilcox – Deputy Clerk Mona Green – Town Planner
Guests:	Debbie Prudden – Resident Kathy Smith – Resident

Commission Chair Hellings announced that Planning Commissioner Trevor Dash has resigned from the Commission. Town Administration will work to commemorate Trevor on his contributions to the town by serving on the Planning Commission

APPEARANCES:

Resident Debbie Prudden at 3805 94th Ave NE expressed her interest in hearing the upcoming agenda item on right of way parking.

MINUTES:

October 18, 2021 Regular Meeting

MOTION: Commissioner Feller moved to approve the minutes of the September 20, 2021 special meeting as presented. Commissioner Hirsch seconded the motion.

VOTE: 4 For, 0 Against. Motion carried.

STAFF REPORTS:

Town Planner Mona Green reported on the following:

- The Council discussed and held a public hearing on the current draft private property tree code. The Council was very appreciative of the Planning Commission's research and development of a draft code. The Council will hold another public hearing for the draft tree code at their upcoming November 9 regular meeting.
- Police report.
- Homelessness along the SR520 bike path.

Deputy Clerk Wilcox reported on the following items:

- Levy increase.
- Preliminary 2022 budget.
- ARCH contribution.
- Sally's Alley Preliminary Plan – Scope of work.
- Mayor Cahill's withdraw from the upcoming election.

REGULAR BUSINESS:

PCAB 21-09 Right of Way Parking Discussion

The Commission discussed getting a formal document of direction from Council regarding their intentions for the Planning Commission to review on right of way parking.

Staff will work with the Mayor to get a concrete scope of work.

The Commission discussed:

- Difficulty for police to enforce current parking code.
- Existing right of way and encroachment agreement process.

The Commission requested to have the following materials for their next meeting:

- Current parking code.
- Photos of parking improvement projects; before and after samples.
- Complaints regarding parking.

Resident Debbie Prudden at 3805 94th Ave NE shared her dissatisfaction with Town enforcement of right of way parking and related encroachment agreements.

ADJOURNMENT:

MOTION: Chairman Hellings moved to adjourn the meeting at 7:42pm. Commissioner Feller 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) REGULAR MEETING MINUTES
October 26, 2021
7:00pm**

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

CALL TO ORDER:

Park Board Chairman John McGlenn called the meeting to order at 7:05pm

IN ATTENDANCE:

Chairperson: John McGlenn

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

Staff: Austen Wilcox - Deputy Clerk

Guests: Carl Scandella - Councilmember
Katy Harris - Resident

APPEARENCES

Councilmember Carl Scandella resident at 4404 91st Ave NE requests further clarify on the Park Board's landscape proposal from JGM Landscape Architects and the Board's plans to make improvements to Sally's Alley. He also discussed;

1. Legal matters that need to be resolved regarding the driveway adjacent to Sally's Alley due to new ownership of the related home and;
2. Unsightly stumps from trees taken out on a private property adjacent to Sally's Alley.

Chairman John McGlenn responded stating that JGM Landscape Architects has worked with the town on previous Park Board projects. The Park Board's intended improvements to Sally's Alley are to maintain it such as cleaning it up, replenishing the gravel pathway and ultimately keeping the character of Sally's Alley the same. The Park Board would like to work with the contractors of the future private construction projects on the east and west end of Sally's Alley so that the entrances of the path can be blended in. John noted that the town does not have jurisdiction over the tree cutting relating to private property.

REGULAR BUSINESS:

PB AB 21-18 Sally's Alley Master Plan Discussion

The Park Board's intentions for improving Sally's Alley are to maintain it, not to change it and keep the character of it the same. The pathway can get muddy and new gravel would spruce it up. Individual Park Board members discussed talking with some adjoining neighbors to Sally's Alley about the Park Board's plans to maintain it. The Park Board will plan to meet with JGM Landscape Architects to discuss the improvements.

Katy Harris resident at 3842 94th Ave NE supports the position of the Park Board to work with JGM Landscape Architects to clean up and maintain Sally's Alley.

PB AB 21-19 Park Board Checklist for Public Works Department

The Park Board discussed the creation of a checklist of maintenance items for the Public Works Coordinator to use in the field. The Park Board requested to have staff arrange a meeting with the Park Board, Public Works Coordinator and one councilmember to discuss a field checklist.

OTHER REPORTS:

ADJOURNMENT:

Park Board Chairman John McGlenn adjourned the meeting at 7:58pm.

APPROVED:

ATTEST:

John McGlenn, Park Board Chairman

Austen Wilcox, Deputy Clerk

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

Agenda Bill 21-47
November 9, 2021

Private Property Tree Code	Proposed Council Action: For consideration of adoption at the December 14, 2021 Council meeting
Presented by:	Town Planner Mona Green
Exhibits:	Private Property Tree Code - Proposed

Summary:

The draft private property tree code has been updated since the last Council meeting to (1) include Councilmember Valaas' request to omit the term "foliage," (2) add a date of the notification to the Department of Commerce, and (3) change the footer to reflect the date of the Town Council hearing.

Recommended Action:

For consideration of adoption at the December 14, 2021 Council meeting.

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 the Town received no comments on the same; and

WHEREAS, the Washington State Department of Commerce was provided a Notice of Intent to Adopt the proposed Regulations on October 13, 2021 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.

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 21-48
November 9, 2021

Public Hearing on 2022 Final Budget	Proposed Council Action: Hear comments and discuss Adopt Ordinance No.714
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Presented by:	Mayor Cahill
Exhibits:	Ordinance No. 714 adopting the 2022 budget 2022 Final Budget Summary by Fund (Appendix A to Ord. 714)

Summary:

A public hearing is required to give citizens an opportunity to be heard with reference to the 2022 final budget. Publication and posting of the public hearing have been done in compliance with state law.

Recommended Action:

1. Hold a Public Hearing on the 2022 Final Budget
2. Adopt Ordinance No. 147: An Ordinance of the Town of Yarrow Point, Washington adopting the Budget for Fiscal Year 2022 and Setting Forth in Summary Form the Total of Estimated Revenues and Expenditures for Each Separate Fund and the Aggregate Totals for All Such Funds Combined; and Establishing an Effective Date.

**TOWN OF YARROW POINT
ORDINANCE NO. 714**

**AN ORDINANCE OF THE TOWN OF YARROW POINT, WASHINGTON
ADOPTING THE BUDGET FOR FISCAL YEAR 2022 AND SETTING
FORTH IN SUMMARY FORM THE TOTAL OF ESTIMATED REVENUES
AND EXPENDITURES FOR EACH SEPARATE FUND AND THE
AGGREGATE TOTALS FOR ALL SUCH FUNDS COMBINED; AND
ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the Clerk-Treasurer of the Town of Yarrow Point, Washington has completed and placed on file a proposed budget and estimate of the amount of monies required to meet the public expense, reserve funds and expenses of government of said Town for the fiscal year ending December 31, 2022; and

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

WHEREAS, the Town Council of the Town of Yarrow Point, having held public hearings on October 12, 2021 and November 9, 2021 for the purpose of reviewing and discussing the proposed budget for the 2022 fiscal year and giving taxpayers within the limits of the Town an opportunity to be heard upon said budget, with proper notice as required by law; and

WHEREAS, the estimated revenues are set forth in Appendix A, and the proposed 2022 budget does not exceed the lawful limit allowed by law to be levied on property within the Town of Yarrow Point for the purposes set forth in said budget that are necessary to carry on the government of the Town for the year and are sufficient to meet the various needs of the Town during the year; and

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

SECTION 1. The budget for the Town of Yarrow Point, Washington for the year 2022 is hereby adopted at the fund level on this 9th day of November, 2021 after the notice of hearings and after the preliminary budget having been filed with the City Clerk as required by law.

SECTION 2. Estimated revenues, including fund balances for each separate fund of the Town of Yarrow Point and aggregate totals for all such funds combined for the year 2022, are set forth in summary and are hereby appropriated for expenditure at the fund level during the year 2022 as set forth in **Appendix A**, attached and incorporated by this reference.

SECTION 3. The Town Clerk-Treasurer is directed to transmit a certified copy of the 2022 budget hereby adopted to the Division of Municipal Corporations in the Office of the State Auditor and to the Association of Washington Cities.

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

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

SECTION 6. This ordinance shall be in force and take effect on January 1, 2022 following its publication.

PASSED by the Town Council of the Town of Yarrow Point at a regularly scheduled meeting this 9th day of November, 2021.

APPROVED:

Dicker Cahill, Mayor

ATTEST: Bonnie Ritter, Town Clerk-Treasurer

APPROVED AS TO FORM:

Scott M. Missall, Town Attorney

PASSED BY THE TOWN COUNCIL:

PUBLISHED:

EFFECTIVE DATE:

ORDINANCE NO.:

Town of Yarrow Point 2022 Final Budget

FUND	Revenues & Other Resources	Expenditures and Other Uses
Town Funds		
001 - General Fund	1,462,495	1,335,841
023 - Wetherill Nature Preserve	45,200	47,500
101 - Street Fund	430,195	444,960
104 - Community Development	279,000	324,300
301 - Capital Improvement	250,500	280,000
311 - Current Year Capital	0	50,000
401 - Stormwater	224,509	390,810
701 - Wetherill Endowment Fund	50	50
Total for Town Funds	2,691,949	2,873,461
Fiduciary Funds		
631 - Agency Remittance Fund	3,010	3,000
Total for Fiduciary Funds	3,010	3,000
Total for Town & Fiduciary Funds	2,694,959	2,876,461

Account Number	Account Title	2019 Year Actual	2020 Budget	2020 Actual YE	Adopted 2021 Budget	Actual thru November '21*	% of Budget	2022 Change from 2021	2022 % Change from 2021	Proposed 2022 Budget	Comments
GENERAL FUND #001											
001-308800	BEGINNING FUND BALANCE	\$ 1,293,578	\$ 1,480,204	\$ 1,480,204	\$ 1,698,073			(1,698,073.38)	-100%		Changes from what was in packet for Preliminary Budget are highlighted.
REVENUES											
001-311-10-00	PROPERTY TAX	\$ 609,785	\$ 620,000	\$ 619,831	\$ 625,000	\$ 561,360	89.8%	5,000.00	1%	\$ 630,000	
001-311-11-00	KING COUNTY PARKS LEVY	\$ 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
001-311-13-00	LOCAL SALES AND USE TAX	\$ 265,542	\$ 210,000	\$ 265,232	\$ 265,000	\$ 279,894	105.6%	15,000.00	6%	\$ 280,000	Monthly
001-313-71-00	LOCAL CRIMINAL JUSTICE	\$ 33,429	\$ 30,000	\$ 29,957	\$ 30,000	\$ 29,889	99.6%	-	0%	\$ 30,000	Monthly
001-316-41-00	PRIVATE UTILITY TAX - ELECTRIC	\$ 54,580	\$ 58,000	\$ 55,408	\$ 50,000	\$ 58,369	116.7%	5,000.00	10%	\$ 55,000	Quarterly
001-316-43-00	PRIVATE UTILITY TAX - NATL GAS	\$ 31,350	\$ 38,000	\$ 35,998	\$ 40,000	\$ 36,915	92.3%	5,000.00	13%	\$ 45,000	Quarterly
001-316-45-00	PRIVATE UTILITY TAX - GARBAGE	\$ 12,778	\$ 12,000	\$ 13,107	\$ 10,000	\$ 13,568	135.7%	2,000.00	20%	\$ 12,000	Quarterly
001-316-47-00	PRIVATE UTILITY TAX - TELEPHONE AND CATV	\$ 47,817	\$ 50,000	\$ 43,425	\$ 50,000	\$ 38,830	77.7%	-	0%	\$ 50,000	Monthly
001-321-91-00	FRANCHISE FEE - SEWER & WATER	\$ 45,722	\$ 45,000	\$ 43,458	\$ 45,000	\$ 36,426	80.9%	-	0%	\$ 45,000	Quarterly
001-321-91-10	FRANCHISE FEE - CATV	\$ 22,776	\$ 22,000	\$ 23,527	\$ 25,000	\$ 23,395	93.6%	-	0%	\$ 25,000	Quarterly
001-322-30-00	KC PET LICENSE REBATES	\$ 135	\$ 100	\$ 45	\$ 100	\$ 105	105.0%	(100.00)	-100%	\$ -	
001-322-09-10	COVID LOCAL FIS RECOVERY					\$ 156		-	0%		
001-332-92-10	COVID-19 NON-GRANT ASSISTANCE					\$ 160,371		160,371.00		\$ 160,371	
001-335-04-01	LE & JE LEG ONE TIME COST					\$ 4,068		-			
001-336-06-21	MVET - CRIM JUSTICE - POPULATION	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	100.0%	-	0%	\$ 1,000	
001-336-06-25	MVET - CRIM JUSTICE - DCD #4	\$ 1,968	\$ 1,000	\$ 2,002	\$ 1,000	\$ 2,114	211.4%	200.00	20%	\$ 1,200	
001-336-06-26	CRIM JUSTICE - SPECIAL PROGRAMS	\$ 1,149	\$ 1,000	\$ 1,166	\$ 1,000	\$ 1,234	123.4%	200.00	20%	\$ 1,200	
001-336-06-42	MARIJUANA EXCISE TAX	\$ 1,238	\$ 500	\$ 1,190	\$ 1,000	\$ 967	96.7%	-	0%	\$ 1,000	
001-336-06-51	MVET - CRIM JUSTICE - DUI	\$ 148	\$ 100	\$ 151	\$ 100	\$ 173	172.5%	100.00	100%	\$ 200	
001-336-06-94	LIQUOR EXCISE TAX	\$ 5,823	\$ 5,000	\$ 5,176	\$ 5,000	\$ 7,385	147.7%	1,500.00	30%	\$ 6,500	Quarterly
001-336-06-95	LIQUOR BOARD PROFITS	\$ 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	\$ 3,107	\$ 3,000	\$ -	\$ 1,000	\$ 515	51.5%	(500.00)	-50%	\$ 500	
001-354-00-00	PARKING INFRACTION PENALTIES					\$ 1,150		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 RECOURPMENTS					\$ 416		-		\$ -	
001-361-10-00	INVESTMENT INTEREST	\$ 31,417	\$ 20,080	\$ 8,769	\$ 5,000	\$ 1,581	31.6%	(4,000.00)	-80%	\$ 1,000	Monthly
001-361-40-00	SALES INTEREST	\$ 497	\$ 500	\$ 376	\$ 500	\$ 181	36.2%	(400.00)	-80%	\$ 100	
001-362-00-00	SITE LEASE	\$ 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	\$ -	\$ 82		-		\$ -	
001-398-10-00	INSURANCE RECOVERIES			\$ 7,422						\$ -	
	Subtotal Before Transfers	\$ 1,271,394	\$ 1,207,780	\$ 1,273,476	\$ 1,263,700	\$ 1,364,142	107.9%	\$ 198,795	\$ 0	\$ 1,462,495	
001-397-00-00	OPERATING TRANSFERS - IN	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	
	Total Revenues	\$ 1,271,394	\$ 1,207,780	\$ 1,273,476	\$ 1,263,700	\$ 1,364,142	107.9%	198,795.00	16%	\$ 1,462,495	
EXPENDITURES											
001-511-30-41	PUBLICATIONS (ORD, NOTICES)		\$ 500	\$ 1,059	\$ 1,000	\$ 2,982	298.2%	1,500.00	150%	\$ 2,500	
001-511-60-41	DUES AND FEES	\$ 2,316	\$ 5,000	\$ 3,211	\$ 5,000	\$ 3,611	72.2%	-	0%	\$ 5,000	
001-512-50-41	COURT COSTS - MUNI & DIST	\$ 1,207	\$ 1,000	\$ 1,389	\$ 3,000	\$ 1,040	34.7%	(2,000.00)	-67%	\$ 1,000	
001-513-10-10	STIPEND - MAYOR	\$ 33,000	\$ 33,000	\$ 33,000	\$ 33,000	\$ 27,500	83.3%	-	0%	\$ 33,000	
001-513-10-21	PAYROLL TAXES - MAYOR	\$ 3,439	\$ 3,500	\$ 3,163	\$ 3,200	\$ 2,651	82.9%	100.00	3%	\$ 3,300	
001-513-20-41	ADVISORY SERVICES	\$ 62		\$ 160	\$ -	\$ 360		-		\$ -	
001-514-20-10	SALARY	\$ 92,048	\$ 96,800	\$ 96,870	\$ 98,500	\$ 83,321	84.6%	7,500.00	8%	\$ 106,000	25% of AW; 80% of BR; 10% IL
001-514-20-21	SOC.SEC./MEDI/SUTA/WORK COMP	\$ 9,247	\$ 8,300	\$ 8,781	\$ 12,150	\$ 7,424	61.1%	(2,550.00)	-21%	\$ 9,600	
001-514-20-22	BENEFITS	\$ 11,880	\$ 11,600	\$ 11,526	\$ 13,000	\$ 9,839	75.7%	(400.00)	-3%	\$ 12,600	
001-514-20-23	RETIREMENT	\$ 11,776	\$ 12,500	\$ 12,519	\$ 13,000	\$ 9,902	76.2%	400.00	3%	\$ 13,400	
001-514-20-24	DEFERRED COMPENSATION	\$ -	\$ -	\$ -	\$ -	\$ -		-		\$ -	
001-514-20-41	ACCOUNTING & AUDIT SERVICES	\$ 30,891	\$ 10,000	\$ 4,127	\$ 25,000	\$ 18,292	73.2%	(15,000.00)	-60%	\$ 10,000	
001-514-40-40	ELECTION SERVICES	\$ 3,359	\$ 5,000	\$ 2,277	\$ 2,500	\$ -	0.0%	-	0%	\$ 2,500	
001-515-41-41	LEGAL SERVICES	\$ 66,599	\$ 75,000	\$ 54,936	\$ 60,000	\$ 68,935	114.9%	15,000.00	25%	\$ 75,000	
001-515-91-41	PUBLIC DEFENDER - MUNI & DIST	\$ 2,600	\$ 3,500	\$ 750	\$ 3,000	\$ -	0.0%	-	0%	\$ 3,000	contract for \$250/month
001-518-10-40	MISC PROFESSIONAL SERVICES	\$ 415		\$ -	\$ -	\$ 523		-		\$ -	
001-518-10-43	MEETINGS, TRAVEL AND PER DIEM	\$ 2,555	\$ 5,000	\$ 801	\$ 5,000	\$ 250	5.0%	-	0%	\$ 5,000	
001-518-10-44	EMPLOYEE TRAINING	\$ 2,038	\$ 5,000	\$ 1,460	\$ 5,000	\$ 890	17.8%	-	0%	\$ 5,000	
001-518-10-45	TRAINING	\$ 383		\$ 485	\$ -	\$ 50		-		\$ -	
001-518-30-30	TOWN MAINT - SUPPLIES	\$ -	\$ 5,000	\$ -	\$ 2,500	\$ -	0.0%	-	0%	\$ 2,500	
001-518-30-31	OFFICE EQUIPMENT		\$ 5,000	\$ 4,500	\$ 5,000	\$ 7,384	147.7%	-	0%	\$ 5,000	
001-518-30-46	INSURANCE AND BONDS	\$ 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	\$ 7,294	\$ 10,000	\$ 3,701	\$ 10,000	\$ 829	8.3%	34,000.00	340%	\$ 44,000	paint and carpet Town Hall + monthly cleaning
001-518-40-47	TOWN UTILITIES	\$ 15,439	\$ 16,000	\$ 14,751	\$ 15,000	\$ 13,630	90.9%	-	0%	\$ 15,000	cells, PSE, Comcast, Crystal, security
001-518-50-30	OFFICE SUPPLIES	\$ 5,589	\$ 7,000	\$ 4,318	\$ 5,000	\$ 2,330	46.6%	-	0%	\$ 5,000	
001-518-70-44	PRINTING SERVICES	\$ 9,795	\$ 9,500	\$ 4,461	\$ 5,000	\$ 3,837	76.7%	-	0%	\$ 5,000	
001-518-80-31	RECORDS MANAGEMENT	\$ 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	\$ 24,217	\$ 15,000	\$ 28,805	\$ 20,000	\$ 24,779	123.9%	-	0%	\$ 20,000	

Account Number	Account Title	2019 Year Actual	2020 Budget	2020 Actual YE	Adopted 2021 Budget	Actual thru November '21*	% of Budget	2022 Change from 2021	2022 % Change from 2021	Proposed 2022 Budget	Comments
001-518-90-30	MISCELLANEOUS	\$ 614	\$ 1,000	\$ 520	\$ 1,000	\$ 1,435	143.5%	-	0%	\$ 1,000	
001-521-20-40	POLICE OPERATIONS	\$ 435,896	\$ 430,000	\$ 423,959	\$ 447,536	\$ 427,536	95.5%	(5,387.00)	-1%	\$ 442,149	
001-521-20-45	SHERIFF - MARINE POLICING SERV.	\$ 14,721	\$ 20,000	\$ 14,340	\$ 20,000	\$ 12,670	63.4%	(6,000.00)	-30%	\$ 14,000	
001-521-30-41	CRIMINAL JUSTICE	\$ 10,223	\$ 20,000	\$ 17,881	\$ 20,000	\$ 21,274	106.4%	-	0%	\$ 20,000	
001-521-30-45	CRIM JUSTICE - OTHER CTED PROG	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ -	0.0%	(1,000.00)	-100%	\$ -	
001-522-10-44	FIRE PROTECTION - LEOFF	\$ -	\$ -	\$ -	\$ 25,000	\$ 6,183	24.7%	(19,000.00)	-76%	\$ 6,000	
001-522-20-40	FIRE SUPPRESSION	\$ 252,397	\$ 250,000	\$ 244,390	\$ 245,245	\$ 245,245	100.0%	(11,302.00)	-5%	\$ 233,943	
001-522-20-41	BELLEVUE FIRE CARES	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-	\$ 2,500	ARPA/Covid funded
001-523-60-41	JAIL SERVICES	\$ -	\$ 1,000	\$ -	\$ -	\$ -	-	-	-	\$ -	
001-525-60-40	EMERGENCY PREPAREDNESS	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 105	10.5%	-	0%	\$ 1,000	
001-551-00-49	ARCH CONTRIBUTION	\$ -	\$ 5,000	\$ 12,402	\$ 10,000	\$ 10,000	100.0%	-	0%	\$ 10,000	Council noted would like yearly contribution of 10,000
001-553-70-40	POLLUTION CONTROL	\$ 3,968	\$ 4,000	\$ 4,035	\$ 6,000	\$ 3,129	52.2%	-	0%	\$ 6,000	
001-566-00-40	ALCOHOL REHABILITATION	\$ 222	\$ 500	\$ 300	\$ 500	\$ 223	44.6%	-	0%	\$ 500	
001-573-90-31	COMMUNITY PROGRAMS	\$ 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	100.0%	-	0%	\$ 5,000	
	Subtotal before transfers	\$ 1,088,244	\$ 1,120,200	\$ 1,055,607	\$ 1,157,141	\$ 1,048,093				\$ 1,177,970	
001-597-00-00	OPERATING TRANSFERS - OUT	\$ -	\$ -	\$ -	\$ -	\$ 160,371				\$ 157,871	2021 transferred out to 401 ARPA/covid funds
	PROJECTED ENDING FUND BALANCE	\$ 1,088,244	\$ 1,120,200	\$ 1,055,607	\$ 1,157,141	\$ 1,208,464	104.4%	178,700.00	15%	\$ 1,335,841	
		\$ 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	\$ 11,100	\$ 11,000	\$ 11,000	\$ 11,000	\$ 10,000	90.9%	(1,000.00)	-9%	\$ 10,000	
023-337-00-10	PUBLIC DONATIONS - PROJECT	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-	\$ -	
023-361-10-00	INVESTMENT INTEREST	\$ 1,080	\$ 800	\$ 248	\$ 450	\$ 46	10.2%	(350.00)	-78%	\$ 100	
023-367-00-00	PRIVATE DONATIONS - WETHERILL	\$ 15,547	\$ 8,000	\$ 17,702	\$ 8,000	\$ 5,979	74.7%	2,000.00	25%	\$ 10,000	
023-367-00-10	PRIVATE DONATIONS - PROJECTS	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ 550	2.2%	-	0%	\$ 25,000	
023-397-00-00	TRANSFERS IN	\$ -	\$ 800	\$ -	\$ 400	\$ -	0.0%	(300.00)	-75%	\$ 100	interest from 701 Endowment fund
	Total Revenues	\$ 27,727	\$ 45,600	\$ 28,950	\$ 44,850	\$ 16,575	37.0%	350.00	1%	\$ 45,200	
EXPENDITURES											
023-576-90-10	SALARY - PW	\$ 200	\$ 1,000	\$ -	\$ 1,000	\$ -	0.0%	(500.00)	-50%	\$ 500	10 hours of Istvan
023-576-90-31	SUPPLIES	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ 517	25.9%	-	0%	\$ 2,000	tools, mailing newsletter, etc.
023-576-90-40	MISCELLANEOUS MAINT.	\$ 20,277	\$ 18,000	\$ 15,441	\$ 18,000	\$ 14,837	82.4%	2,000.00	11%	\$ 20,000	Earthcorps, services, construction
023-576-90-42	PROJECT EXPENSES	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ -	0.0%	-	0%	\$ 25,000	
023-597-00-00	TRANSFERS OUT	\$ 50,590	\$ -	\$ -	\$ -	\$ -	-	-	-	\$ -	
	Total Expenditures	\$ 71,067	\$ 46,000	\$ 15,441	\$ 46,000	\$ 15,354	33.4%	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	\$ 74,179	\$ 90,000	\$ 62,840	\$ 50,000	\$ 126,516	253.0%	50,000.00	100%	\$ 100,000	
101-336-00-71	MULTIMODAL TRANS. CTY	\$ 1,474	\$ 2,414	\$ 1,418	\$ 1,000	\$ 1,037	103.7%	-	0%	\$ 1,000	
101-336-00-87	STREET FUEL TAX	\$ 22,453	\$ 20,000	\$ 19,157	\$ 15,000	\$ 16,261	108.4%	3,695.00	25%	\$ 18,695	
101-361-10-00	INVESTMENT INTEREST	\$ 9,118	\$ 5,000	\$ 2,760	\$ 2,000	\$ 342	17.1%	(1,500.00)	-75%	\$ 500	
101-382-10-00	STREET DAMAGE DEPOSIT	\$ 84,501	\$ 30,000	\$ 37,500	\$ 30,000	\$ 48,750	162.5%	-	0%	\$ 30,000	
101-395-20-00	INSURANCE/DAMAGE CLAIMS - recovery for cap at	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-	\$ -	
101-398-10-00	INSURANCE RECOVERIES - other than cap asset	\$ -	\$ -	\$ 200	\$ -	\$ -	-	-	-	\$ -	
	Subtotal before transfers	\$ 191,725	\$ 147,414	\$ 123,875	\$ 98,000	\$ 192,906		\$ 52,195.00		\$ 150,195	
101-397-00-00	OPERATING TRANSFERS IN	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ -	-	280,000.00		\$ 280,000	from 301
	Total Revenues	\$ 191,725	\$ 167,414	\$ 143,875	\$ 98,000	\$ 192,906	196.8%	332,195.00	339%	\$ 430,195	
EXPENDITURES											
101-542-30-48	STREET MAINTENANCE	\$ 519	\$ 20,000	\$ 57,481	\$ 40,000	\$ -	0.0%	(30,000.00)	-75%	\$ 10,000	
101-542-63-47	STREET LIGHTS	\$ 9,124	\$ 7,500	\$ 8,686	\$ 8,500	\$ 7,621	89.7%	500.00	6%	\$ 9,000	
101-542-64-48	TRAFFIC CONTROL DEVICES	\$ 383	\$ -	\$ 128	\$ 1,000	\$ 6,050	605.0%	9,000.00	900%	\$ 10,000	
101-542-67-41	STREET CLEANING	\$ 3,720	\$ 3,600	\$ 3,970	\$ 3,600	\$ 3,453	95.9%	400.00	11%	\$ 4,000	
101-542-70-31	ROW MAINT - SUPPLIES	\$ 4,265	\$ 5,000	\$ 6,001	\$ 7,500	\$ 4,008	53.4%	(2,500.00)	-33%	\$ 5,000	
101-542-70-32	ROW MAINT - FUEL	\$ 1,097	\$ 1,500	\$ 1,102	\$ 1,000	\$ 1,241	124.1%	500.00	50%	\$ 1,500	
101-542-70-35	ROW MAINT - EQUIPMENT	\$ 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	\$ 18,763	37.5%	(45,000.00)	-90%	\$ 5,000	
101-543-30-10	SALARY - PUBLIC WORKS DEPT	\$ 54,852	\$ 50,400	\$ 52,066	\$ 50,100	\$ 42,588	85.0%	3,550.00	7%	\$ 53,650	70% of Istvan
101-543-30-21	PAYROLL TAXES - PW	\$ 7,200	\$ 5,590	\$ 6,044	\$ 5,800	\$ 4,776	82.3%	(970.00)	-17%	\$ 4,830	
101-543-30-22	BENEFITS - PW	\$ 7,611	\$ 6,961	\$ 7,076	\$ 7,280	\$ 5,989	82.3%	420.00	6%	\$ 7,700	
101-543-30-23	RETIREMENT - PW	\$ 7,046	\$ 6,485	\$ 6,715	\$ 6,750	\$ 5,052	74.8%	30.00	0%	\$ 6,780	
101-544-20-41	ENGINEERING SERVICES - GENERAL	\$ -	\$ -	\$ -	\$ 10,000	\$ 3,529	35.3%	6,000.00	60%	\$ 16,000	Project management for paving
101-582-10-00	STREET DEPOSIT REFUNDS	\$ 49,010	\$ 10,000	\$ 15,000	\$ 30,000	\$ 33,750	112.5%	-	0%	\$ 30,000	

Account Number	Account Title	2019 Year Actual	2020 Budget	2020 Actual YE	Adopted 2021 Budget	Actual thru Novemb' '21*	% of Budget	2022 Change from 2021	2022 % Change from 2021	Proposed 2022 Budget	Comments
101-595-30-63	STREET CONSTRUCTION	\$ 23,621	\$ 220,000	\$ 17,750	\$ 245,000	\$ 72,298	29.5%	\$ 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	\$ 175,237	\$ 340,036	\$ 207,751	\$ 468,030	\$ 209,410	44.7%	(23,070.00)	-5%	\$ 444,960	
	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	\$ 120,450	\$ 100,000	\$ 92,286	\$ 90,000	\$ 137,006	152.2%	\$ 30,000.00	33%	\$ 120,000	
104-322-10-12	FENCE PERMIT FEE	\$ 625	\$ 500	\$ 1,125	\$ 1,000	\$ 750	75.0%	(500.00)	-50%	\$ 500	
104-322-10-13	ROOFING PERMIT FEE	\$ 300	\$ 500	\$ -	\$ 500	\$ 300	60.0%	-	0%	\$ 500	
104-322-10-31	SHORELINE EXEMPTION	\$ 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	\$ 20,325	\$ 18,000	\$ 15,313	\$ 12,000	\$ 18,053	150.4%	\$ 3,000.00	25%	\$ 15,000	
104-322-12-00	DEMOLITION FEES	\$ 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	\$ 2,500	\$ -	\$ 5,758	\$ 4,500	\$ 1,250	27.8%	(1,500.00)	-33%	\$ 3,000	
104-322-14-00	RIGHT OF WAY PERMIT	\$ 3,505	\$ 3,000	\$ 8,483	\$ 10,000	\$ 4,338	43.4%	(5,000.00)	-50%	\$ 5,000	
104-322-16-00	SITE DEVELOPMENT FEES	\$ 9,645	\$ 10,000	\$ 13,932	\$ 10,000	\$ 10,203	102.0%	\$ 5,000.00	50%	\$ 15,000	
104-322-17-00	PRE APPLICATION CONFERENCE	\$ 14,850	\$ 12,000	\$ 25,000	\$ 20,000	\$ 15,250	76.3%	-	0%	\$ 20,000	
104-322-18-00	ENCROACHMENT AGREEMENT	\$ -	\$ -	\$ 1,875	\$ 3,500	\$ 7,500	214.3%	-	0%	\$ 3,500	
104-334-03-10	WA STATE GRANTS	\$ 1,823	\$ -	\$ -	\$ -	\$ -	-	-	0%	\$ -	
104-345-81-00	ZONING/SUBDIVISION FEES	\$ 1,250	\$ 500	\$ 1,250	\$ 1,000	\$ 1,250	125.0%	-	0%	\$ 1,000	
104-345-81-10	VARIANCE FEE	\$ 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	\$ 1,735	17.4%	-	0%	\$ 10,000	
104-345-83-00	PLAN CHECKING FEES	\$ 44,202	\$ 40,000	\$ 57,302	\$ 40,000	\$ 72,505	181.3%	\$ 20,000.00	50%	\$ 60,000	
104-345-86-00	SEPA PERMIT	\$ 10,010	\$ 7,500	\$ 7,510	\$ 7,500	\$ 11,260	150.1%	\$ 2,500.00	33%	\$ 10,000	
104-345-89-40	OTHER DEVELOPMENT FEES	\$ 850	\$ -	\$ 750	\$ 1,000	\$ 795	79.5%	(1,000.00)	-100%	\$ -	
104-361-10-00	INVESTMENT INTEREST	\$ 11,805	\$ 7,500	\$ 2,169	\$ 1,000	\$ 360	36.0%	(500.00)	-50%	\$ 500	
	Total Revenues	\$ 259,197	\$ 205,000	\$ 243,659	\$ 221,500	\$ 291,617	131.7%	\$ 57,500.00	26%	\$ 279,000	
EXPENDITURES											
104-518-10-10	SALARY - CLERK	\$ 55,848	\$ 61,000	\$ 60,635	\$ 61,500	\$ 53,390	86.8%	\$ 9,100.00	15%	\$ 70,600	20% BR, 75% AW
104-518-10-21	PAYROLL TAXES - CLERK	\$ 6,174	\$ 5,200	\$ 5,409	\$ 5,500	\$ 4,753	86.4%	\$ 850.00	15%	\$ 6,350	
104-518-10-22	BENEFITS - CLERK	\$ 9,270	\$ 9,550	\$ 9,425	\$ 9,850	\$ 8,128	82.5%	\$ 600.00	6%	\$ 10,450	
104-518-10-23	RETIREMENT - CLERK	\$ 7,149	\$ 7,900	\$ 7,820	\$ 7,975	\$ 6,314	79.2%	\$ 925.00	12%	\$ 8,900	
104-543-30-10	INTERNS (SUMMER HELP)	\$ 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	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	0%	\$ -	
104-558-50-40	SITE DEVELOPMENT	\$ 9,348	\$ 7,500	\$ 5,113	\$ 9,000	\$ 3,458	38.4%	(1,500.00)	-17%	\$ 7,500	
104-558-50-41	BUILDING PERMITS	\$ 35,167	\$ 40,000	\$ 25,337	\$ 40,000	\$ 7,855	19.6%	(10,000.00)	-25%	\$ 30,000	
104-558-50-42	MECHANICAL PERMITS	\$ 11,026	\$ 10,000	\$ 6,016	\$ 10,000	\$ 8,997	90.0%	-	0%	\$ 10,000	
104-558-50-43	FENCE PERMIT	\$ 284	\$ 500	\$ 614	\$ 900	\$ 196	21.8%	(400.00)	-44%	\$ 500	
104-558-50-44	SEPA	\$ 3,698	\$ 4,000	\$ 2,025	\$ 6,800	\$ 7,305	107.4%	\$ 700.00	10%	\$ 7,500	
104-558-50-45	DEMOLITION PERMITS	\$ 129	\$ 2,000	\$ 160	\$ 2,000	\$ 126	6.3%	(1,500.00)	-75%	\$ 500	
104-558-50-46	SUBSTANTIAL DEVELOPMENT	\$ -	\$ -	\$ -	\$ 3,000	\$ -	0.0%	(3,000.00)	-100%	\$ -	
104-558-50-47	RIGHT OF WAY	\$ 3,063	\$ 4,000	\$ 4,454	\$ 7,000	\$ 4,511	64.4%	(2,000.00)	-29%	\$ 5,000	
104-558-50-48	SHORELINE EXEMPTION	\$ 2,295	\$ 1,500	\$ 1,485	\$ 1,200	\$ 1,181	98.4%	\$ 300.00	25%	\$ 1,500	
104-558-50-49	SHORELINE SUBS DEVELOPMENT	\$ 1,856	\$ -	\$ 3,643	\$ 2,500	\$ 1,610	64.4%	(1,000.00)	-40%	\$ 1,500	
104-558-60-41	CODE ENFORCEMENT	\$ -	\$ -	\$ -	\$ -	\$ 1,967	-	-	0%	\$ -	
104-558-60-42	GENERAL ADMINISTRATION	\$ 878	\$ -	\$ -	\$ -	\$ 23,591	-	\$ 30,000.00		\$ 30,000	
104-558-60-43	OTHER DEVELOPMENT	\$ 35,510	\$ 40,000	\$ 30,988	\$ 30,000	\$ 593	2.0%	(25,000.00)	-83%	\$ 5,000	
104-558-60-44	SPECIAL USE PERMIT	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	0%	\$ -	
104-558-60-45	PROFESSIONAL SVCS - HRG. EXAM	\$ 3,975	\$ -	\$ 9,773	\$ 10,000	\$ 1,735	17.4%	-	0%	\$ 10,000	
104-558-60-46	PLAN CHECKING	\$ 28,352	\$ 30,000	\$ 19,359	\$ 20,000	\$ 39,031	195.2%	\$ 20,000.00	100%	\$ 40,000	
104-558-60-48	ZONING/SUBDIVISION	\$ 2,538	\$ 1,000	\$ 8,015	\$ 10,000	\$ 1,013	10.1%	(10,000.00)	-100%	\$ -	
104-558-60-49	PRE-APPLICATION MEETINGS	\$ 4,955	\$ 5,000	\$ 8,724	\$ 7,500	\$ 7,059	94.1%	-	0%	\$ 7,500	
104-559-50-21	ROOFING PERMIT	\$ -	\$ -	\$ -	\$ -	\$ 196	-	-	0%	\$ -	
104-576-80-40	MORNINGSIDE MAINTENANCE	\$ 15,979	\$ 10,000	\$ 2,090	\$ 10,000	\$ 2,532	25.3%	(5,000.00)	-50%	\$ 5,000	
104-594-76-63	COMMUNITY PROJECTS CONSTRUCTION	\$ 269,036	\$ -	\$ 8,567	\$ -	\$ -	-	-	0%	\$ -	
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	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	0%	\$ -	
104-595-70-63	ROADSIDE LANDSCAPING PROJECTS	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ 5,000.00		\$ 5,000	
	Total Expenditures	\$ 513,459	\$ 251,650	\$ 230,826	\$ 281,685	\$ 199,645	70.9%	\$ 42,615.00	15%	\$ 324,300	
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	\$ 80,000	\$ 80,000	\$ 80,000	\$ 312,469	390.6%	(80,000.00)	-100%	\$ -	
	Total Revenues	\$ 90,657	\$ 80,000	\$ 80,339	\$ 80,400	\$ 312,501	388.7%	(80,400.00)	-100%	\$ -	

Account Number	Account Title	2019 Year Actual	2020 Budget	2020 Actual YE	Adopted 2021 Budget	Actual thru November '21*	% of Budget	2022 Change from 2021	2022 % Change from 2021	Proposed 2022 Budget	Comments
EXPENDITURES											
211-591-95-70	DEBT REDEMPTION - GO BOND - 92ND	\$ 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	\$ 12,836	\$ 10,430	\$ 10,430	\$ 8,328	\$ 6,997	84.0%	(8,327.76)	-100%	\$ -	
	Total Expenditures	\$ 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	\$ 884,581			(884,581.00)	-100%		From 2021 on, combining funds 301 & 304
REVENUES											
301-318-34-00	REET 1 - FIRST QTR PERCENT	\$ 313,954	\$ 200,000	\$ 244,582	\$ 200,000	\$ 126,580	63.3%	(75,000.00)	-38%	\$ 125,000	
301-318-35-00	REET 2 - SECOND QTR PERCENT	\$ -	\$ -	\$ -	\$ 200,000	\$ 126,580		(75,000.00)		\$ 125,000	
301-361-10-00	INVESTMENT INTEREST	\$ 12,301	\$ 8,000	\$ 2,866	\$ 2,000	\$ 684	34.2%	(1,500.00)	-75%	\$ 500	
	Total Revenues	\$ 326,255	\$ 208,000	\$ 247,448	\$ 402,000	\$ 253,845	63.1%	(151,500.00)	-38%	\$ 250,500	
EXPENDITURES											
301-597-00-00	OPERATING TRANSFERS - OUT	\$ -	\$ 460,000	\$ 460,000	\$ 150,000	\$ 382,469	255.0%	130,000.00	87%	\$ 280,000	280,000 to Streets,
301-597-00-83	OPERATING TRANSFER LOAN REDEMPT.	\$ 45,000	\$ 40,000	\$ 40,000	\$ 80,000	\$ 80,000	100.0%	(80,000.00)	-100%	\$ -	
	Total Expenditures	\$ 45,000	\$ 500,000	\$ 500,000	\$ 230,000	\$ 462,469	201.1%	50,000.00	22%	\$ 280,000	
301-5081000	PROJECTED ENDING FUND BALANCE	\$ 709,402	\$ 417,402	\$ 456,850	\$ 1,056,581						
CAPITAL IMPROVEMENT IV FUND #304 - reserved											
304-3081000	BEGINNING BALANCE	\$ 399,857	\$ 680,456	\$ 680,456							
REVENUES											
301-318-35-00	REET 2 - SECOND QTR PERCENT	\$ 313,954	\$ 200,000	\$ 244,582							
301-361-10-00	INVESTMENT INTEREST	\$ 11,645	\$ 8,000	\$ 2,693							
	Total Revenues	\$ 325,599	\$ 208,000	\$ 247,275							
EXPENDITURES											
301-597-00-00	OPERATING TRANSFERS - OUT	\$ -	\$ 460,000	\$ 460,000							
301-597-00-83	OPERATING TRANSFER LOAN REDEMPT	\$ 45,000	\$ 40,000	\$ 40,000							
	Total Expenditures	\$ 45,000	\$ 500,000	\$ 500,000							
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	\$ 279	279.3%	(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	\$ 50,279	100.4%	(50,100.00)	-100%	\$ -	
EXPENDITURES											
311-595-10-41	PROFESSIONAL SERVICES - ENGINEERING	\$ 5,448	\$ -	\$ 11,800	\$ -	\$ 2,135		#VALUE!			
311-595-30-63	CONSTRUCTION	\$ -	\$ 475,000	\$ -	\$ 600,000	\$ 429,965	71.7%	(550,000.00)	-92%	\$ 50,000	Undergrounding Engr 94th
311-595-70-63	ROADSIDE LANDSCAPING	\$ -	\$ -	\$ -	\$ -	\$ -					
	Total Expenditures	\$ 5,448	\$ 475,000	\$ 11,800	\$ 600,000	\$ 432,100	72.0%	(550,000.00)	-92%	\$ 50,000	
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)	-100%		
REVENUES											
401-343-10-00	STORMWATER SYSTEM MAINTENANCE	\$ 25,248	\$ 25,248	\$ 25,218	\$ 25,248	\$ 22,558	89.3%	-	0%	\$ 25,248	
401-343-10-10	STORMWATER RESERVE FOR CAPITAL	\$ 41,090	\$ 41,090	\$ 55,520	\$ 41,090	\$ 36,711	89.3%	-	0%	\$ 41,090	
401-361-10-00	INVESTMENT INTEREST	\$ 4,768	\$ 2,000	\$ 2,753	\$ 2,000	\$ 489	24.4%	(1,700.00)	-85%	\$ 300	
401-337-00-70	GRANT KC	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -				\$ -	
401-337-00-71	GRANT ('19 FOR STORM DRAINS)	\$ 33,161	\$ -	\$ -	\$ -	\$ -				\$ -	
	Subtotal before transfers	\$ 114,267	\$ 78,338	\$ 83,491	\$ 68,338	\$ 59,757				\$ 66,638	
401-397-00-00	TRANSFER IN	\$ -	\$ 500,000	\$ 500,000	\$ 100,000	\$ 260,371	260.4%	57,871.00	58%	\$ 157,871	ARPA/Covid funds from 001
	Total Revenues	\$ 114,267	\$ 578,338	\$ 583,491	\$ 168,338	\$ 320,128	190.2%	56,171.00	33%	\$ 224,509	
EXPENDITURES											
401-518-50-31	OFFICE EQUIPMENT AND IT SUPPORT	\$ -	\$ -	\$ -	\$ -	\$ 768		-			
401-542-40-10	SALARY - PW	\$ 3,529	\$ 14,400	\$ 12,819	\$ 14,750	\$ 12,168	82.5%	570.00	4%	\$ 15,320	20% Istvan
401-542-40-21	PAYROLL TAXES - PW	\$ 449	\$ 1,600	\$ 1,469	\$ 1,675	\$ 1,365	81.5%	(325.00)	-19%	\$ 1,350	
401-542-40-22	BENEFITS - PW	\$ 488	\$ 2,000	\$ 1,739	\$ 2,080	\$ 1,711	82.3%	(1,880.00)	-90%	\$ 200	
401-542-40-23	RETIREMENT - PW	\$ 452	\$ 1,860	\$ 1,654	\$ 1,975	\$ 1,443	73.1%	(35.00)	-2%	\$ 1,940	
401-542-40-41	ENGINEERING SERVICES - GENERAL	\$ 60,836	\$ -	\$ 27,503	\$ -	\$ -		20,000.00		\$ 20,000	
401-542-40-48	STORM DRAIN MAINTENANCE	\$ 66,036	\$ 10,000	\$ 40,666	\$ 15,000	\$ 3,960	26.4%	(5,000.00)	-33%	\$ 10,000	
401-542-67-41	STREET CLEANING	\$ 3,378	\$ 3,600	\$ 3,970	\$ 3,600	\$ 3,453	95.9%	400.00	11%	\$ 4,000	
401-595-40-41	STORMWATER CONSULT - ENGINEERING	\$ 1,706	\$ -	\$ 11,125	\$ 30,000	\$ 1,406	4.7%	28,000.00	93%	\$ 58,000	Design and project management for 36th St

Account Number	Account Title	2019 Year Actual	2020 Budget	2020 Actual YE	Adopted 2021 Budget	Actual thru November '21*	% of Budget	2022 Change from 2021	2022 % Change from 2021	Proposed 2022 Budget	Comments
401-595-40-63	STORMWATER CONSTRUCTION	\$ -	\$ 605,000	\$ 7,963	\$ 700,000	\$ 543,545	77.6%	(420,000.00)	-60%	\$ 280,000	
	Total Expenditures	\$ 136,874	\$ 638,460	\$ 108,908	\$ 769,080	\$ 569,819	74.1%	(378,270.00)	-49%	\$ 390,810	
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)	-100%		
REVENUES											
631-361-10-00	INVESTMENT INTEREST	\$ 64	\$ -	\$ 52	\$ 50	\$ 10	20.1%	(40.00)	-80%	\$ 10	
631-386-00-00	STATE PASS-THRU BY KIRKLAND CT	\$ 1,925	\$ 2,770	\$ 4,655	\$ 3,000	\$ 2,474	82.5%	-	0%	\$ 3,000	
	Total Revenues	\$ 1,989	\$ 2,770	\$ 4,707	\$ 3,050	\$ 2,484	81.5%	(40.00)	-1%	\$ 3,010	
EXPENDITURES											
631-586-00-00	STATE PASS-THRU BY KIRKLAND CT	\$ 1,646	\$ 2,520	\$ 1,726	\$ 3,000	\$ -	0.0%	-	0%	\$ 3,000	
	Total Expenditures	\$ 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)	-100%		
REVENUES											
701-361-10-00	INVESTMENT INTEREST	\$ 413	\$ -	\$ 304	\$ 400	\$ 43	10.7%	(350.00)	-88%	\$ 50	
701-397-00-00	OPERATING TRANSFERS - IN	\$ 50,590	\$ -	\$ -	\$ -	\$ -	-	-	-	\$ -	
	Total Revenue	\$ 51,003	\$ -	\$ 304	\$ 400	\$ 43	10.7%	(350.00)	-88%	\$ 50	
EXPENDITURES											
701-597-00-00	TRANSFERS OUT	\$ -	\$ 800	\$ -	\$ 400	\$ -	0.0%	(350.00)	-88%	\$ 50	
	Total Expenditures	\$ -	\$ 800	\$ -	\$ 400	\$ -	0.0%	(350.00)	-88%	\$ 50	
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									
	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	\$ 2,804,521						
	2021 Expenditures			\$ 3,640,943	\$ 3,427,193						
	2021 Estimated Ending Balance			\$ 3,404,397	\$ 4,090,330						
	2022 Proposed Revenues									\$ 2,694,959	
	2022 Proposed Expenditures									\$ 2,876,461	

11/4/2021

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

Agenda Bill 21-49
November 9, 2021

NE 42nd St/91st Ave NE. Project Close Out	Proposed Council Action: For approval.
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Presented by:	Town Engineer Stacia Schroeder
Exhibits:	<ul style="list-style-type: none">• Exhibit A – Scope of Work• Exhibit B – Engineering Services Scope and Estimated Cost

Summary:

Additional services by Gray & Osborne, Inc to complete construction management and inspection (including inspection of the overlay work) on the project:

Task 1 – Additional Project Management

Task 2 – Additional Construction Management

Task 3 – Additional Construction Inspection

Recommended Action:

Approve Gray & Osborne’s contract supplement for the additional construction management services needed to complete the project in the amount of \$18,900.00.

EXHIBIT A

SCOPE OF WORK

TOWN OF YARROW POINT NE 42ND STREET/91ST AVENUE NE STORMWATER AND UGC PROJECT AMENDMENT 4 – ADDITIONAL CONSTRUCTION MANAGEMENT SUPPLEMENT

Construction for the NE 42nd Street/91st Avenue NE Stormwater and UGC project began on January 25, 2021, and was originally scheduled to be completed by August 18, 2021. Utility conflicts, changes requested by the individual utilities, contractor delays, and additional coordination, analysis, and inspection to accommodate these items caused the contractor's schedule to slip to August 25, 2021. The contractor completed the utility installation on August 27, 2021; however, completion of the storm drainage work, plus the site restoration, required additional contract time. In addition, the Town contracted with King County to complete an overlay on NE 42nd Street, 91st Avenue NE, and portions of 92nd Avenue NE. This overlay work took several days which did not allow the contractor to work. Based on the scope of the site restoration and the overlay work, the contractor is scheduled to be physically complete by October 8, 2021.

The Town has now requested that Gray & Osborne provide a scope amendment to complete construction management and inspection (including inspection of the overlay work) on the project. The following ADDITIONAL tasks are added with this amendment.

SCOPE OF WORK

Task 1 – Additional Project Management

Provide additional overall project management services including:

- A. Dedicate sufficient staff resources to the project.
- B. Monitoring of contractor's compliance with schedule.
- C. Monitoring of project budget.
- D. Provide monthly progress reports and invoices.

Task 2 – Additional Construction Management

Provide office services to support Contractor inquiries and field activities, to include correspondence and:

- A. Coordinate quantities for payment with the Contractor in the field. The Engineer will prepare monthly pay estimates and submit information to the Town for processing.
- B. Answer remaining requests for information (RFIs) and provide Contractor timely direction related to the various elements of the site restoration.

Task 3 – Additional Construction Inspection

Provide on-site inspection services to observe the progress of the remaining work and determine, in general, the work is proceeding in accordance with the Contract Documents. Work also includes providing on-site inspection services for the overlay work.

EXHIBIT B

**ENGINEERING SERVICES
SCOPE AND ESTIMATED COST**

*Town of Yarrow Point - NE 42nd Street/91st Avenue NE Stormwater and UGC Project
Amendment 4 - Additional Construction Management Supplement*

Tasks	Principal/ Project Manager Hours	Project Engineer Hours	AutoCAD/ GIS Tech./ Eng. Intern Hours	Field Inspector Hours
1 Additional Project Management	6	2		
2 Additional Construction Management	4	28	10	20
3 Additional Construction Inspection				72
Hour Estimate:	10	30	10	92
Fully Burdened Billing Rate Range:*	\$112 to \$177	\$99 to \$177	\$48 to \$116	\$81 to \$145
Estimated Fully Burdened Billing Rate:*	\$160	\$155	\$95	\$125
Fully Burdened Labor Cost:	\$1,600	\$4,650	\$950	\$11,500

Total Fully Burdened Labor Cost: \$ 18,700

Direct Non-Salary Cost: \$ 200

Mileage & Expenses (mileage @ current IRS rate)

TOTAL ESTIMATED COST: \$ 18,900

* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.

Town Council Project Tracking Sheet



Project Description	Status	Priority	Lead person	Date/year started	Updated	Date/year Complete	Comments
Survey NE 42nd/91st Ave NE residents who were involved in the UGC project to gather feedback for future Town UGC project.	In process	High	Mayor/Town Engineer/Deputy Clerk	21-Oct	11/2/21		Questionnaire sent to residents on NE 42nd St. Two responses were received.
Researching use of Town Rescue Funds	Completed	High	Clerk-Treasurer	21-Sep	11/4/21	11/4/21	Rescue funds can/will be used for CIP projects. Budget qualifies.
Council/Park Board collaborative effort to maintain Sally's Alley	Completed		Council/Park Board/Legal	21-Oct	11/2/21	11/2/21	Mayor Cahill met with the Park Board and JGM Landscape Architects on 11/2 to discuss the future maintenance plans for Sally's Alley.
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.	Completed	High	Staff	21-Mar	10/26/21	11/1/21	Both cameras were installed on 11/1/2021.
Bicycles & E-bikes speeding on SR520 trail causing hazardous conditions for pedestrians.	Completed	High	Mayor Cahill	21-Sep	9/21/21	11/4/21	Mayor Cahill reached out to WSDOT on 9/21 and asked about a speed limit and enforcement on the SR520 trail. He suggested an Elan City speed limit radar sign like YP uses. The ball is in WSDOT's court.
Create new system to broadcast and continue Town board meetings virtually as an option.	Started	High	Deputy Clerk	21-Jun	9/14/21		The Town determined that visual equipment would not be needed in the Council Chambers but increasing audio would be adequate for broadcasting town meetings.
Memorials to commemorate notable figures in Yarrow Point	Started		Mayor/Staff/Legal	21-Jul	9/14/21		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	In process		Council	21-Jul	11/4/21		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. There is not a strong public support.

Town Council Project Tracking Sheet

Drug awareness	Started	High	Mayor	21-Jun	7/13/21	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.
ROW Parking - Planning Commission	Started	High	Planning Commission/Town Planner	21-Oct		The Planning Commission has been tasked to research ROW parking.
Utility Tax Revenue Discussion	Ongoing		Clerk-Treasurer	21-May		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.
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	9/14/21	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.

Town Council Project Tracking Sheet

Emergency preparedness	Ongoing		Mayor & staff		9/14/21		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		7/13/21		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: 11/4/2021