

**YARROW POINT  
TOWN COUNCIL MEETING AGENDA**

**April 12, 2022**

**7:00 p.m.**

**Town Hall 4030 95<sup>th</sup> Ave NE, Yarrow Point, WA. 98004**

**1-253-215-8782 Meeting ID: 847 3298 7242#**

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](mailto:depclerk@yarrowpointwa.gov) and leave a message before 4:30PM on the day of the April 12, 2022, 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**

**Or call in (audio only)**

1-253-215-8782

Meeting ID: 847 3298 7242#

<https://us02web.zoom.us/j/84732987242>

**PLEDGE OF ALLEGIANCE**

**CALL TO ORDER:** Mayor Katy Kinney Harris

**COUNCIL ROLL CALL:** Stephan Lagerholm, Carl Scandella, Chuck Porter, Andy Valaas and Kathy Smith

	<b><u>PAGE NO.</u></b>
1. <b><u>APPROVAL OF AGENDA:</u></b>	1
2. <b><u>STAFF REPORTS: (10-minutes)</u></b>	2-22
3. <b><u>MINUTES: (3-minutes)</u></b>	
• March 8, 2022 Regular Meeting	23-26
• March 8, 2022 Joint Town Council and Planning Commission Special Meeting	27-28
4. <b><u>CONSENT CALENDAR: (5-minutes)</u></b>	29-63
<i>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.</i>	
<b><u>APPEARANCES/PUBLIC COMMENT:</u></b>	
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 <a href="mailto:depclerk@yarrowpointwa.gov">depclerk@yarrowpointwa.gov</a> or regular mail to: Town of Yarrow Point 4030 95 <sup>th</sup> Ave NE Yarrow Point, WA. 98004	
<b><u>REGULAR BUSINESS: (40-minutes)</u></b>	
5. AB 22-27 – ARCH Budget and Work Program; Trust Fund Project Funding; and Amended Interlocal Agreement.	64-109
• Approve Resolutions 356-358	66-68
6. AB 22-28 – 2021 Annual Financial Report	110-126
7. AB 22-29 – Sport Court Repair Options	127-141
8. AB 22-30 – Approving the Town’s expenditure for a sharing surface in Sally’s Alley	142
9. AB 22-31 – Plaque at Town Hall honoring late Peter D. Swindley	143
10. <b><u>MAYOR &amp; COUNCIL REPORTS: (5-minutes)</u></b>	
11. <b><u>ADJOURNMENT</u></b>	

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Town of Yarrow Point, 4030 95<sup>th</sup> Ave. NE, Yarrow Point, WA 98004  
425-454-6994, [townhall@yarrowpointwa.gov](mailto:townhall@yarrowpointwa.gov)*

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STAFF REPORTS

1. Police Report
2. Fire-EMS Reports
3. First quarter 2022 Financial Report



# MEMO

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To: Yarrow Point City Council  
From: Chief Kyle Kolling  
Date: April 12, 2022  
Re: March 2022 Summary

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Greetings,

March was a light month for training:

- Regular monthly training through PoliceOne Academy continued with 2 hours of instruction on responding to active shooter incidents and safety and procedure in domestic violence responses.
- Officer Jennings attended a 40 hour training on Crime Prevention through Environmental Design (CPTED), and in doing so, received his CPTED certification. CPTED is a training that focuses on crime prevention by utilizing the built environment to create safer neighborhoods.

7 Facebook posts were created in February which reached over 748 people. Our page garnered over 194 engagements this month by the public (reactions, comments, and shares). In addition, the Sentinel e-newsletter continued with four editions published to almost 800 recipients. We now have 139 followers on our Instagram account. Our Twitter account now has 20 followers and growing. We will also be encouraging our residents to fill out a house watch request form if planning on leaving town for an extended time, especially as the warmer weather and vacation season approaches.

March was a somber month as we learned of three fallen members of law enforcement from other law enforcement agencies in Washington. Two of which occurred while the officer/deputy was on duty. Clyde Hill Police Department participated in the funeral procession for Fallen Pierce County Deputy Calata. Clyde Hill Police Department also assisted the City of Everett with traffic control for the funeral procession for Fallen Everett Police Officer Rocha, and attended his memorial afterward. Participating in these events is a way for our department to pay our respects and recognize the ultimate sacrifice made by these officers and deputy.

22-1223	03-04-2022	4400 Block 94 <sup>th</sup> Ave NE	MV Prowl	Swai
Reporting party came to the Police Department to report that their spouse's unlocked vehicle had been prowled sometime overnight. The vehicle was found with the door open and multiple items missing. No suspect information available. Report taken for information/documentation purposes only.				



	March 2022	February 2022	2022 YTD	2021 YTD
<b>CRIMES AGAINST PERSONS</b>				
Assault	0	0	0	0
Domestic Violence/Disturbance	0	1	0	2
Harassment	0	0	0	1
Order violation	0	0	0	0
Rape/sex offenses	0	0	1	0
Robbery	0	0	0	0
Other ( <i>Abuse, APS, civil, CPS, custodial interference, extortion</i> )	0	0	0	1
<b>PROPERTY CRIMES</b>				
Burglary	0	0	1	1
Fraud	0	0	0	1
MV Prowl	1	0	1	2
MV Theft	0	0	0	0
Theft	1	0	2	2
Other ( <i>Arson, illegal dumping, malicious mischief, prowler, trespass</i> )	0	0	6	2
<b>ARRESTS</b>				
Drug/alcohol	0	0	0	0
Warrants	0	0	0	0
Other	0	1	1	0
<b>TRAFFIC ACTIVITY</b>				
Criminal Traffic	0	0	0	0
Infractions	5	14	27	2
Warnings	5	4	19	25
Traffic accidents	0	0	0	0
Traffic stops	13	9	33	29
<b>OTHER</b>				
Alarms	3	3	6	6
Complaints				
~Animal	0	0	1	1
~Fireworks	0	0	0	0
~Noise	0	2	2	1
~Parking	6	10	16	10
~Soliciting	0	0	0	0
Deaths	0	0	0	0
Suspicious	3	2	6	2
Drug/alcohol	0	0	0	0
<b>PUBLIC SERVICES</b>				
Other Public Services ( <i>area check, assist, community policing, contacts, direct enforcement/patrol, 911 hang-ups, fire assist, follow up, on-view, order service, walk through, welfare check</i> )	19	17	36	76

<b>Citations - Non-Traffic</b>	<b>0</b>
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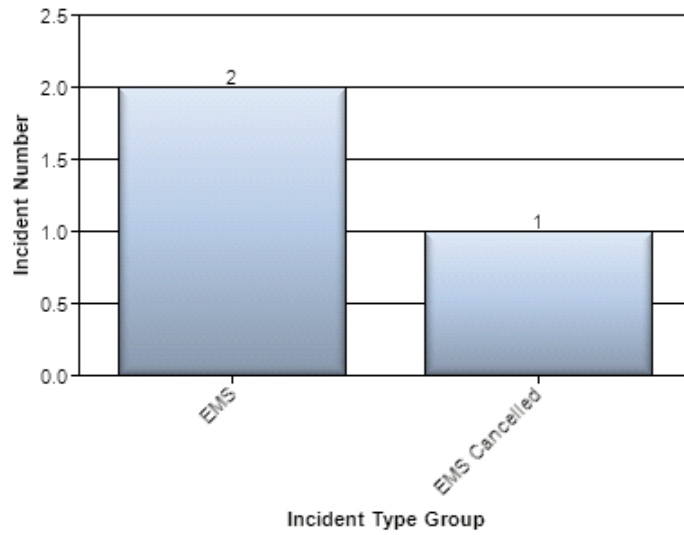
<b>Criminal Traffic</b>	<b>0</b>
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<b>Infractions - Traffic</b>	<b>5</b>	
<i>Speed 11-15 MPH Over Limit (40 or Under)</i>	3	8800 POINTS DR NE
		9000 BLK POINTS DR NE
		8900 BLK POINTS DR NE
<i>Speed 16-20 MPH Over Limit (40 or Under)</i>	1	8900 POINTS DR
<i>Speed 21-25 MPH Over Limit (40 or Under)</i>	1	9000 BLK POINTS DR NE

<b>Infractions - Parking</b>	<b>2</b>	
Parked Blocking Lane of Travel	2	4000 94TH AVE NE (2)

Incident Date between 2022-03-01 and 2022-04-01  
City equal to Yarrow Point

Incident Type Group	Incident Count
EMS	2
EMS Cancelled	1





## STAFF REPORT

DATE: April 12, 2022

FROM: Clerk-Treasurer Bonnie Ritter

SUBJECT: First Quarter 2022 Financial Report

According to RCW 35.33.141, cities/towns are required to report quarterly financial information to their legislative bodies and Chief Administrative Officer.

Following you will find the financial report/budget worksheet for the first quarter of 2022.

The interfund transfers that are spelled out in the 2022 budget have been accommodated for in the first quarter.

If you have questions, please contact me prior to the meeting so that I can get answers for you.

Thank you.



Account Number	Account Title	2022	2022	Remaining	Percentage
		Current year Actual	Current year Budget		
<b>GENERAL FUND #001</b>					
<b>TAXES</b>					
001-311-10-00	PROPERTY TAX	76,681.36	630,000	553,318.64	12%
001-311-11-00	KING COUNTY PARKS LEVY	.00	30,000	30,000.00	.00
001-313-11-00	LOCAL SALES AND USE TAX	84,189.35	280,000	195,810.65	30%
001-313-71-00	LOCAL CRIMINAL JUSTICE	9,563.17	30,000	20,436.83	32%
001-316-41-00	PRIVATE UTILITY TAX - ELECTRIC	14,979.88	55,000	40,020.12	27%
001-316-43-00	PRIVATE UTILITY TAX - NATL GAS	11,118.50	45,000	33,881.50	25%
001-316-45-00	PRIVATE UTILITY TAX - GARBAGE	3,601.37	12,000	8,398.63	30%
001-316-47-00	PRIVATE UTIL TX - PHONE & CATV	10,756.50	50,000	39,243.50	22%
Total TAXES:		210,890.13	1,132,000	921,109.87	19%
<b>PERMITS</b>					
001-321-91-00	FRANCHISE FEE - SEWER & WATER	18,031.86	45,000	26,968.14	40%
001-321-91-10	FRANCHISE FEE - CATV	6,032.20	25,000	18,967.80	24%
001-322-30-00	KC PET LICENSE REBATES	15.00	.00	15.00-	.00
Total PERMITS:		24,079.06	70,000	45,920.94	34%
<b>INTERGOVERNMENTAL REVENUE</b>					
001-332-09-10	COVID LOCAL FIS. RECOVERY	.00	.00	.00	.00
001-332-92-10	COVID-19 NON-GRANT ASSISTANCE	.00	160,371	160,371.00	.00
001-335-04-01	LE & CJ LEG ONE TIME COST	.00	.00	.00	.00
001-336-06-21	MVET - CRIM JUST - POPULATION	250.00	1,000	750.00	25%
001-336-06-25	CRIM JUSTICE - CONTRACTED SERV	560.58	1,200	639.42	47%
001-336-06-26	CJ-SPECIAL PROGRAMS	332.86	1,200	867.14	28%
001-336-06-42	MARIJUANA EXCISE TAX	416.66	1,000	583.34	42%
001-336-06-51	MVET - CRIM JUST - DUI	47.03	200	152.97	24%
001-336-06-94	LIQUOR EXCISE TAX	1,894.14	6,500	4,605.86	29%
001-336-06-95	LIQUOR BOARD PROFITS	2,181.57	8,024	5,842.43	27%
Total INTERGOVERNMENTAL REVENUE:		5,682.84	179,495	173,812.16	3%
<b>CHARGES FOR SERVICE</b>					
001-342-10-00	LAW ENFORCEMENT REPORT	40.00	.00	40.00-	.00
Total CHARGES FOR SERVICE:		40.00	.00	40.00-	.00
<b>FINES &amp; FORFIETURES</b>					
001-353-10-00	LOCAL INFRACTION REFUND	.00	500	500.00	.00
001-354-00-00	Parking Infraction Penalties	350.00	1,000	650.00	35%
001-355-20-00	DUI Fines	.00	100	100.00	.00
001-355-80-00	Other Traffic Misdemeanor Fine	.00	300	300.00	.00
001-356-90-00	OTHER CRIM NON-TRAFFIC FINES	.00	.00	.00	.00
001-357-33-00	Municipal Court Recoupments	250.00	.00	250.00-	.00
Total FINES & FORFIETURES:		600.00	1,900	1,300.00	32%
<b>MISCELLANEOUS INCOME</b>					
001-361-10-00	INVESTMENT INTEREST	611.08	1,000	388.92	61%
001-361-40-00	SALES INTEREST	34.50	100	65.50	35%
001-362-00-00	SITE LEASE	40,574.59	75,000	34,425.41	54%
001-367-00-00	PRIVATE DONATIONS	.00	3,000	3,000.00	.00
001-369-91-00	OTHER MISCELLANEOUS INCOME	51.87	.00	51.87-	.00

Account Number	Account Title	2022	2022	Remaining	Percentage
		Current year Actual	Current year Budget		
Total MISCELLANEOUS INCOME:		41,272.04	79,100	37,827.96	52%
<b>Source: 39</b>					
001-398-10-00	Insurance Recoveries	.00	.00	.00	.00
Total Source: 39:		.00	.00	.00	.00
<b>MAYOR AND COUNCIL</b>					
001-511-30-41	PUBLICATIONS	1,021.84	2,500	1,478.16	41%
001-511-60-41	MISCELLANEOUS DUES AND FEES	1,882.27	5,000	3,117.73	38%
Total MAYOR AND COUNCIL:		2,904.11	7,500	4,595.89	39%
<b>MUNICIPAL COURT</b>					
001-512-50-41	COURT COSTS - MUNI & DIST.	308.40	1,000	691.60	31%
Total MUNICIPAL COURT:		308.40	1,000	691.60	31%
<b>Department: 513</b>					
001-513-10-10	STIPEND - MAYOR	8,250.00	33,000	24,750.00	25%
001-513-10-21	PAYROLL TAXES - MAYOR	697.14	3,300	2,602.86	21%
001-513-20-41	ADVISORY SERVICES	.00	.00	.00	.00
Total Department: 513:		8,947.14	36,300	27,352.86	25%
<b>CLERKS</b>					
001-514-20-10	SALARY - CLERKS	27,128.10	106,000	78,871.90	26%
001-514-20-21	PAYROLL TAX - CLERKS	2,470.57	9,600	7,129.43	26%
001-514-20-22	BENEFITS - CLERKS	3,113.31	12,600	9,486.69	25%
001-514-20-23	RETIREMENT - CLERKS	2,780.65	13,400	10,619.35	21%
001-514-20-24	DEFERRED COMPENSATION	.00	.00	.00	.00
001-514-20-41	ACCOUNTING & AUDIT SERVICES	2,701.30	10,000	7,298.70	27%
001-514-40-40	ELECTION SERVICES	.00	2,500	2,500.00	.00
Total CLERKS:		38,193.93	154,100	115,906.07	25%
<b>LEGAL</b>					
001-515-41-41	LEGAL SERVICES	11,900.00	75,000	63,100.00	16%
001-515-91-41	DIST CT - PUBLIC DEFENSE FEES	500.00	3,000	2,500.00	17%
Total LEGAL:		12,400.00	78,000	65,600.00	16%
<b>GENERAL SERVICES</b>					
001-518-10-40	MISC PROFESSIONAL SERVICES	.00	.00	.00	.00
001-518-10-43	MEETINGS, TRAVEL AND PER DIEM	334.27	5,000	4,665.73	7%
001-518-10-44	EMPLOYEE TRAINING	262.00	5,000	4,738.00	5%
001-518-10-45	TRAINING	.00	.00	.00	.00
001-518-30-30	TOWN MAINT - SUPPLIES	.00	2,500	2,500.00	.00
001-518-30-31	OFFICE EQUIPMENT	923.44	5,000	4,076.56	18%
001-518-30-46	INSURANCE AND BONDS	25,794.00	22,478	3,316.00	115%
001-518-30-48	TOWN FAC MAINT- CONTRACT SERVI	1,125.00	44,000	42,875.00	3%
001-518-40-47	TOWN UTILITIES	3,893.63	15,000	11,106.37	26%
001-518-50-30	OFFICE SUPPLIES	611.79	5,000	4,388.21	12%
001-518-70-44	PRINTING SERVICES	623.31	5,000	4,376.69	12%
001-518-80-31	RECORDS MANAGEMENT	.00	25,000	25,000.00	.00

Account Number	Account Title	2022	2022	Remaining	Percentage
		Current year Actual	Current year Budget		
001-518-80-40	IT SUPPORT & MAINT.	6,470.61	20,000	13,529.39	32%
001-518-90-30	MISCELLANEOUS	252.57	1,000	747.43	25%
Total GENERAL SERVICES:		40,290.62	154,978	114,687.38	26%
<b>POLICE &amp; CRIMINAL JUSTICE</b>					
001-521-20-40	POLICE OPERATIONS	110,537.25	442,149	331,611.75	25%
001-521-20-45	MARINE POLICING SERVICES	.00	14,000	14,000.00	.00
001-521-30-41	CRIMINAL JUSTICE	.00	20,000	20,000.00	.00
001-521-30-45	CRIM JUST - OTHER CTED PROGRMS	.00	.00	.00	.00
Total POLICE & CRIMINAL JUSTICE:		110,537.25	476,149	365,611.75	23%
<b>FIRE</b>					
001-522-10-44	FIRE PROTECTION-LEOFF	.00	6,000	6,000.00	.00
001-522-20-40	FIRE SUPPRESSION	.00	233,943	233,943.00	.00
001-522-20-41	BELLEVUE FIRE CARES	.00	2,500	2,500.00	.00
Total FIRE:		.00	242,443	242,443.00	.00
<b>JAIL SERVICES</b>					
001-523-60-41	JAIL SERVICES	.00	.00	.00	.00
Total JAIL SERVICES:		.00	.00	.00	.00
<b>Department: 525</b>					
001-525-60-40	EMERGENCY PREPAREDNESS	.00	1,000	1,000.00	.00
Total Department: 525:		.00	1,000	1,000.00	.00
<b>Department: 551</b>					
001-551-00-49	ARCH CONTRIBUTION	2,447.00	10,000	7,553.00	24%
Total Department: 551:		2,447.00	10,000	7,553.00	24%
<b>Department: 553</b>					
001-553-70-40	POLLUTION CONTROL	2,992.00	6,000	3,008.00	50%
Total Department: 553:		2,992.00	6,000	3,008.00	50%
<b>ALCOHOL REHABILITATION</b>					
001-566-00-40	ALCOHOL REHABILITATION	78.55	500	421.45	16%
Total ALCOHOL REHABILITATION:		78.55	500	421.45	16%
<b>COMMUNITY CENTER</b>					
001-573-90-31	COMMUNITY PROGRAMS	93.03	5,000	4,906.97	2%
Total COMMUNITY CENTER:		93.03	5,000	4,906.97	2%
<b>WNP</b>					
001-576-80-31	OPEN SPACES	.00	.00	.00	.00
001-576-90-41	MISCELLANEOUS - WNP DONATION	.00	5,000	5,000.00	.00
Total WNP:		.00	5,000	5,000.00	.00

Account Number	Account Title	2022 Current year Actual	2022 Current year Budget	Remaining	Percentage
<b>OPERATING TRANSFERS - OUT</b>					
001-597-00-00	OPERATING TRANSFERS - OUT	157,871.00	157,871	.00	100%
Total OPERATING TRANSFERS - OUT:		157,871.00	157,871	.00	100%
GENERAL FUND #001 Revenue Total:		282,564.07	1,462,495	1,179,930.93	19%
GENERAL FUND #001 Expenditure Total:		377,063.03	1,335,841	958,777.97	28%
Net Total GENERAL FUND #001:		94,498.96-	126,654	221,152.96	-75%

Account Number	Account Title	2022 Current year Actual	2022 Current year Budget	Remaining	Percentage
<b>WETHERILL NAT PRES. FUND #023</b>					
<b>Source: 33</b>					
023-337-00-00	Public Donations - WNP	.00	10,000	10,000.00	.00
023-337-00-10	PUBLIC DONATIONS - PROJECTS	.00	.00	.00	.00
Total Source: 33:		.00	10,000	10,000.00	.00
<b>Source: 36</b>					
023-361-10-00	INVESTMENT INTEREST	32.69	100	67.31	33%
023-367-00-00	PRIVATE DONATIONS - WNP	4,650.00	10,000	5,350.00	47%
023-367-00-10	PRIVATE DONATIONS - PROJECTS	.00	25,000	25,000.00	.00
Total Source: 36:		4,682.69	35,100	30,417.31	13%
<b>Source: 39</b>					
023-397-00-00	TRANSFERS IN	770.54	100	670.54-	771%
Total Source: 39:		770.54	100	670.54-	771%
<b>Department: 576</b>					
023-576-90-10	SALARY - PUBLIC WORKS DEPT	.00	500	500.00	.00
023-576-90-31	SUPPLIES - WNP	.00	2,000	2,000.00	.00
023-576-90-40	MISCELLANEOUS - WNP	2,023.09	20,000	17,976.91	10%
023-576-90-42	PROJECT EXPENSE	.00	25,000	25,000.00	.00
Total Department: 576:		2,023.09	47,500	45,476.91	4%
<b>OPERATING TRANSFERS - OUT</b>					
023-597-00-00	OPERATING TRANSFERS - OUT	.00	.00	.00	.00
Total OPERATING TRANSFERS - OUT:		.00	.00	.00	.00
WETHERILL NAT PRES. FUND #023 Revenue Total:		5,453.23	45,200	39,746.77	12%
WETHERILL NAT PRES. FUND #023 Expenditure Total:		2,023.09	47,500	45,476.91	4%
Net Total WETHERILL NAT PRES. FUND #023:		3,430.14	2,300-	5,730.14-	-149%

Account Number	Account Title	2022 Current year Actual	2022 Current year Budget	Remaining	Percentage
<b>STREET FUND #101</b>					
<b>FEES</b>					
101-322-40-00	HEAVY VEHICLE FEE	43,887.50	100,000	56,112.50	44%
Total FEES:		43,887.50	100,000	56,112.50	44%
<b>TAXES</b>					
101-336-00-71	MULTIMODAL TRANS CITY	370.49	1,000	629.51	37%
101-336-00-87	STREET FUEL TAX	5,033.90	18,695	13,661.10	27%
Total TAXES:		5,404.39	19,695	14,290.61	27%
<b>MISCELLANEOUS INCOME</b>					
101-361-10-00	INVESTMENT INTEREST	150.26	500	349.74	30%
Total MISCELLANEOUS INCOME:		150.26	500	349.74	30%
<b>Source: 38</b>					
101-382-10-00	DEPOSITS	11,280.00	30,000	18,720.00	38%
Total Source: 38:		11,280.00	30,000	18,720.00	38%
<b>OTHER RESOURCES</b>					
101-397-00-00	OPERATING TRANSFERS - IN	280,000.00	280,000	.00	100%
101-398-10-00	INSURANCE/DAMAGE CLAIM PAYMEN	.00	.00	.00	.00
Total OTHER RESOURCES:		280,000.00	280,000	.00	100%
<b>MAINTENANCE AND OPERATIONS</b>					
101-542-30-48	STREET MAINTENANCE	6,378.12	10,000	3,621.88	64%
101-542-63-47	STREET LIGHTS	1,360.54	9,000	7,639.46	15%
101-542-64-48	TRAFFIC CONTROL DEVICES	.00	10,000	10,000.00	.00
101-542-67-41	STREET CLEANING	735.00	4,000	3,265.00	18%
101-542-70-31	ROW MAINT - SUPPLIES	512.65	5,000	4,487.35	10%
101-542-70-32	ROW MAINT - FUEL	95.74	1,500	1,404.26	6%
101-542-70-35	ROW MAINT - EQUIPMENT	.00	1,500	1,500.00	.00
101-542-70-41	ROW MAINT - CONTRACT SVCS	2,238.35	5,000	2,761.65	45%
Total MAINTENANCE AND OPERATIONS:		11,320.40	46,000	34,679.60	25%
<b>ENGINEERING</b>					
101-543-30-10	SALARY - PUBLIC WORKS DEPT	13,625.85	53,650	40,024.15	25%
101-543-30-21	PAYROLL TX - PUBLIC WORKS DEPT	1,353.24	4,830	3,476.76	28%
101-543-30-22	BENEFITS - PUBLIC WORKS DEPT	1,895.04	7,700	5,804.96	25%
101-543-30-23	RETIREMENT - PUBLIC WORKS DEPT	1,396.66	6,780	5,383.34	21%
Total ENGINEERING:		18,270.79	72,960	54,689.21	25%
<b>Department: 544</b>					
101-544-20-41	ENGINEER SERVICES - GENERAL	468.75	16,000	15,531.25	3%
Total Department: 544:		468.75	16,000	15,531.25	3%
<b>Department: 582</b>					
101-582-10-00	PERFORMANCE BOND REFUND	18,750.00	30,000	11,250.00	63%

Account Number	Account Title	2022	2022	Remaining	Percentage
		Current year Actual	Current year Budget		
Total Department: 582:		18,750.00	30,000	11,250.00	63%
<b>STREET CONSTRUCTION</b>					
101-595-30-63	STREET CONSTRUCTION	259.15	280,000	279,740.85	.00
101-595-62-63	COMMUNITY PARKS AND TRAILS	.00	.00	.00	.00
Total STREET CONSTRUCTION:		259.15	280,000	279,740.85	.00
STREET FUND #101 Revenue Total:		340,722.15	430,195	89,472.85	79%
STREET FUND #101 Expenditure Total:		49,069.09	444,960	395,890.91	11%
Net Total STREET FUND #101:		291,653.06	14,765-	306,418.06-	-1975%

Account Number	Account Title	2022	2022	Remaining	Percentage
		Current year Actual	Current year Budget		
<b>COMMUNITY DEVELOPMNT FUND #104</b>					
<b>Permits</b>					
104-322-10-00	BUILDING PERMIT FEES	39,634.12	120,000	80,365.88	33%
104-322-10-11	CONSTRUCTION SIGN FEE	150.00	.00	150.00-	.00
104-322-10-12	FENCE PERMIT FEE	250.00	500	250.00	50%
104-322-10-13	ROOFING PERMIT FEE	100.00	500	400.00	20%
104-322-10-31	SHORELINE EXEMPTION	2,187.50	5,000	2,812.50	44%
104-322-11-00	MECHANICAL PERMIT FEES	3,007.50	15,000	11,992.50	20%
104-322-12-00	DEMOLITION FEES	1,250.00	5,000	3,750.00	25%
104-322-13-00	SUBSTANTIAL DEVELOPMENT FEES	.00	3,000	3,000.00	.00
104-322-14-00	RIGHT OF WAY PERMIT	1,500.00	5,000	3,500.00	30%
104-322-16-00	SITE DEVELOPMENT FEES	3,500.00	15,000	11,500.00	23%
104-322-17-00	PRE APPLICATION CONFERENCE	8,500.00	20,000	11,500.00	43%
104-322-18-00	ENCROACHMENT AGREEMENT	1,875.00	3,500	1,625.00	54%
Total Permits:		61,954.12	192,500	130,545.88	32%
<b>GRANTS</b>					
104-334-03-10	WA STATE GRANTS - ECOLOGY	.00	.00	.00	.00
Total GRANTS:		.00	.00	.00	.00
<b>Source: 34</b>					
104-345-81-00	ZONING/SUBDIVISION FEES	.00	1,000	1,000.00	.00
104-345-81-10	VARIANCE FEE	.00	5,000	5,000.00	.00
104-345-81-40	HEARING EXAMINER	2,355.00	10,000	7,645.00	24%
104-345-83-00	PLAN CHECKING FEES	28,821.16	60,000	31,178.84	48%
104-345-86-00	SEPA PERMIT	3,750.00	10,000	6,250.00	38%
104-345-89-40	OTHER DEVELOPMENT FEES	2,025.00	.00	2,025.00-	.00
Total Source: 34:		36,951.16	86,000	49,048.84	43%
<b>MISCELLANEOUS INCOME</b>					
104-361-10-00	INVESTMENT INTEREST	157.74	500	342.26	32%
Total MISCELLANEOUS INCOME:		157.74	500	342.26	32%
<b>Department: 518</b>					
104-518-10-10	SALARY - CLERKS	18,491.97	70,600	52,108.03	26%
104-518-10-21	PAYROLL TAX - CLERKS	1,697.20	6,350	4,652.80	27%
104-518-10-22	BENEFITS - CLERKS	2,571.81	10,450	7,878.19	25%
104-518-10-23	RETIREMENT - CLERKS	1,895.43	8,900	7,004.57	21%
Total Department: 518:		24,656.41	96,300	71,643.59	26%
<b>Department: 543</b>					
104-543-30-10	INTERNS - PART TIME HELP	120.00	10,000	9,880.00	1%
104-543-30-21	Payroll Taxes - PART TIME HELP	18.69	1,500	1,481.31	1%
Total Department: 543:		138.69	11,500	11,361.31	1%
<b>Growth Management</b>					
104-558-50-31	SUPPLIES	.00	.00	.00	.00
104-558-50-40	SITE DEVELOPMENT	1,020.00	7,500	6,480.00	14%
104-558-50-41	BUILDING PERMITS	4,361.57	30,000	25,638.43	15%



Account Number	Account Title	2022	2022	Remaining	Percentage
		Current year Actual	Current year Budget		
104-558-50-42	MECHANICAL PERMITS	731.63	10,000	9,268.37	7%
104-558-50-43	FENCE PERMIT	.00	500	500.00	.00
104-558-50-44	SEPA	1,755.00	7,500	5,745.00	23%
104-558-50-45	DOMOLITION PERMITS	34.76	500	465.24	7%
104-558-50-46	SUBSTANTIAL DEVELOPMENT	.00	.00	.00	.00
104-558-50-47	RIGHT OF WAY	2,189.26	5,000	2,810.74	44%
104-558-50-48	SHORELINE EXEMPTION	573.75	1,500	926.25	38%
104-558-50-49	SHORELINE SUBS DEVELOPMENT	303.75	1,500	1,196.25	20%
104-558-60-41	CODE ENFORCEMENT	.00	.00	.00	.00
104-558-60-42	GENERAL ADMINISTRATION	6,897.50	30,000	23,102.50	23%
104-558-60-43	OTHER DEVELOPMENT	.00	5,000	5,000.00	.00
104-558-60-44	SPECIAL USE PERMIT	.00	.00	.00	.00
104-558-60-45	PROFESSIONAL SVCS - HRG EXAM	2,355.00	10,000	7,645.00	24%
104-558-60-46	PLAN CHECKING	8,062.50	40,000	31,937.50	20%
104-558-60-48	ZONING/SUBDIVISION	202.50	.00	202.50	.00
104-558-60-49	PRE-APPLICATION MEETINGS	1,220.00	7,500	6,280.00	16%
Total Growth Management:		29,707.22	156,500	126,792.78	19%
<b>Community Development</b>					
104-559-50-21	ROOFING PERMIT	.00	.00	.00	.00
Total Community Development:		.00	.00	.00	.00
<b>Department: 576</b>					
104-576-80-40	GEN. PARKS - MORNINGSIDE MAINT	.00	5,000	5,000.00	.00
Total Department: 576:		.00	5,000	5,000.00	.00
<b>Department: 594</b>					
104-594-76-63	COMMUNITY PROJCTS CONSTRUCTI	.00	.00	.00	.00
104-594-76-64	OPEN SPACES PROJCTS CONSTRCT	.00	50,000	50,000.00	.00
Total Department: 594:		.00	50,000	50,000.00	.00
<b>COMMUNITY CONSTRUCTION</b>					
104-595-30-60	ROADWAY RESTORATION	.00	.00	.00	.00
104-595-70-63	ROADSIDE LANDSCAPING PROJECTS	.00	5,000	5,000.00	.00
Total COMMUNITY CONSTRUCTION:		.00	5,000	5,000.00	.00
COMMUNITY DEVELOPMNT FUND #104 Revenue Total:		99,063.02	279,000	179,936.98	36%
COMMUNITY DEVELOPMNT FUND #104 Expenditure Total:		54,502.32	324,300	269,797.68	17%
Net Total COMMUNITY DEVELOPMNT FUND #104:		44,560.70	45,300	89,860.70	-98%

Account Number	Account Title	2022 Current year Actual	2022 Current year Budget	Remaining	Percentage
<b>CAPITAL IMPROVEMNT I FUND #301</b>					
<b>REET REVENUES</b>					
301-318-34-00	REET 1 - FIRST QTR PERCENT	31,319.48	125,000	93,680.52	25%
301-318-35-00	2ND HALF REET	31,319.48	125,000	93,680.52	25%
Total REET REVENUES:		62,638.96	250,000	187,361.04	25%
<b>MISCELLANEOUS INCOME</b>					
301-361-10-00	INVESTMENT INTEREST	199.62	500	300.38	40%
Total MISCELLANEOUS INCOME:		199.62	500	300.38	40%
<b>TRANSFERS</b>					
301-597-00-00	OPERATING TRANSFERS - OUT	280,000.00	280,000	.00	100%
301-597-00-83	Operating Transfer Loan Redemp	.00	.00	.00	.00
Total TRANSFERS:		280,000.00	280,000	.00	100%
CAPITAL IMPROVEMNT I FUND #301 Revenue Total:		62,838.58	250,500	187,661.42	25%
CAPITAL IMPROVEMNT I FUND #301 Expenditure Total:		280,000.00	280,000	.00	100%
Net Total CAPITAL IMPROVEMNT I FUND #301:		217,161.42-	29,500-	187,661.42	736%

Account Number	Account Title	2022 Current year Actual	2022 Current year Budget	Remaining	Percentage
<b>CURRENT YEAR CAPITAL FUND #311</b>					
<b>Source: 36</b>					
311-361-10-00	INVESTMENT INTEREST	17.78	.00	17.78-	.00
Total Source: 36:		17.78	.00	17.78-	.00
<b>Source: 39</b>					
311-397-00-00	OPERATING TRANSFERS - IN	.00	.00	.00	.00
Total Source: 39:		.00	.00	.00	.00
<b>Department: 595</b>					
311-595-10-41	PROFESSIONAL SERVICES - ENGR'G	.00	.00	.00	.00
311-595-30-63	CONSTRUCTION-ROADWAY	22,207.57	50,000	27,792.43	44%
Total Department: 595:		22,207.57	50,000	27,792.43	44%
CURRENT YEAR CAPITAL FUND #311 Revenue Total:					
		17.78	.00	17.78-	.00
CURRENT YEAR CAPITAL FUND #311 Expenditure Total:					
		22,207.57	50,000	27,792.43	44%
Net Total CURRENT YEAR CAPITAL FUND #311:					
		22,189.79-	50,000-	27,810.21-	44%

Account Number	Account Title	2022 Current year Actual	2022 Current year Budget	Remaining	Percentage
<b>STORMWATER FUND #401</b>					
<b>Source: 33</b>					
401-337-00-70	GRANT KC	.00	.00	.00	.00
Total Source: 33:		.00	.00	.00	.00
<b>STORMWATER REVENUES</b>					
401-343-10-00	STORMWATER SYSTEM MAINTENAN	2,871.86	25,248	22,376.14	11%
401-343-10-10	STORMWATER RESERVE FOR CAPIT	4,673.73	41,090	36,416.27	11%
Total STORMWATER REVENUES:		7,545.59	66,338	58,792.41	11%
<b>MISCELLANEOUS INCOME</b>					
401-361-10-00	INVESTMENT INTEREST	116.39	300	183.61	39%
Total MISCELLANEOUS INCOME:		116.39	300	183.61	39%
<b>Source: 39</b>					
401-397-00-00	TRANSFER IN	157,871.00	157,871	.00	100%
Total Source: 39:		157,871.00	157,871	.00	100%
<b>Department: 531</b>					
401-531-40-10	SALARY - PW	3,893.11	15,320	11,426.89	25%
401-531-40-21	PAYROLL TAXES - PW	386.64	1,350	963.36	29%
401-531-40-22	BENEFITS - PW	541.44	200	341.44	271%
401-531-40-23	RETIREMENT - PW	399.03	1,940	1,540.97	21%
401-531-40-31	OFFICE EQUIPMENT	.00	.00	.00	.00
401-531-40-41	ENGINEERING SERVICES - GENERAL	1,031.25	20,000	18,968.75	5%
401-531-40-48	STORM DRAINAGE MAINTENANCE	.00	10,000	10,000.00	.00
401-531-67-41	STREET CLEANING	735.00	4,000	3,265.00	18%
Total Department: 531:		6,986.47	52,810	45,823.53	13%
<b>Department: 594</b>					
401-594-31-40	STORMWATER CONSULT. - ENGINEE	.00	58,000	58,000.00	.00
401-594-31-60	STORMWATER CONSTRUCTION	29,091.26	280,000	250,908.74	10%
Total Department: 594:		29,091.26	338,000	308,908.74	9%
STORMWATER FUND #401 Revenue Total:		165,532.98	224,509	58,976.02	74%
STORMWATER FUND #401 Expenditure Total:		36,077.73	390,810	354,732.27	9%
Net Total STORMWATER FUND #401:		129,455.25	166,301-	295,756.25-	-78%

Account Number	Account Title	2022 Current year Actual	2022 Current year Budget	Remaining	Percentage
<b>AGENCY REMITTANCE FUND #631</b>					
<b>Source: 36</b>					
631-361-10-00	INVESTMENT INTEREST	.00	10	10.00	.00
Total Source: 36:		.00	10	10.00	.00
<b>AGENCY REMITTANCE REVENUES</b>					
631-386-00-00	STATE PASS-THRU BY KIRKLAND CT	.00	3,000	3,000.00	.00
631-389-30-00	ST BUILDING CODE COUNCIL FEE	32.50	.00	32.50-	.00
Total AGENCY REMITTANCE REVENUES:		32.50	3,000	2,967.50	.01
<b>AGENCY REMITTANCE EXPENDITURES</b>					
631-586-00-00	STATE PASS-THRU BY KIRKLAND CT	.00	3,000	3,000.00	.00
Total AGENCY REMITTANCE EXPENDITURES:		.00	3,000	3,000.00	.00
<b>Department: 589</b>					
631-589-30-00	ST BUILDING CODE COUNCIL FEE	.00	.00	.00	.00
Total Department: 589:		.00	.00	.00	.00
AGENCY REMITTANCE FUND #631 Revenue Total:		32.50	3,010	2,977.50	1%
AGENCY REMITTANCE FUND #631 Expenditure Total:		.00	3,000	3,000.00	.00
Net Total AGENCY REMITTANCE FUND #631:		32.50	10	22.50-	325%

Account Number	Account Title	2022 Current year Actual	2022 Current year Budget	Remaining	Percentage
<b>WETHERILL ENDOWMENT FUND #701</b>					
<b>Source: 36</b>					
701-361-10-00	INVESTMENT INTEREST	7.53	50	42.47	15%
Total Source: 36:		7.53	50	42.47	15%
<b>TRANSFERS OUT</b>					
701-597-00-00	TRANSFERS OUT	770.54	50	720.54-	1541%
Total TRANSFERS OUT:		770.54	50	720.54-	1541%
WETHERILL ENDOWMENT FUND #701 Revenue Total:		7.53	50	42.47	15%
WETHERILL ENDOWMENT FUND #701 Expenditure Total:		770.54	50	720.54-	1541%
Net Total WETHERILL ENDOWMENT FUND #701:		763.01-	.00	763.01	.00

**TOWN OF YARROW POINT  
COUNCIL REGULAR MEETING MINUTES  
March 8, 2022  
7:00 p.m.**

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

**CALL TO ORDER:**

Mayor Katy Kinney Harris called the meeting to order at 7:08 p.m.

**PRESENT:**

**Mayor:** Mayor Katy Kinney Harris

**Councilmembers:** Stephan Lagerholm  
Carl Scandella  
Chuck Porter  
Andy Valaas  
Kathy Smith

**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  
Cheryl Pietromonaco – Resident  
Carl Hellings – Planning Commission Chairman

**1. APPROVAL OF AGENDA**

**MOTION:** Motion by Councilmember Valaas seconded by Councilmember Lagerholm to add AB 22-27 Planning Commission Work Plan to the agenda.

**VOTE:** 5 For, 0 Against. Motion carried.

**2. STAFF REPORTS:**

**A. Police Report**

Lieutenant Dawn Hanson gave a report on January police activity.

- Issue on 9000 block of NE 34<sup>th</sup> St.
- 1 Assault
- Several ticket infractions
- Catalytic converter thefts.

Lieutenant Hanson recommends the addition of a Flock Safety license plate reader camera to capture rear license plates of vehicles exiting Yarrow Point on 92<sup>nd</sup> Ave NE.

### **3. MINUTES**

A. Minutes of February 8, 2022 Regular Meeting

**MOTION:** Motion by Councilmember Valaas seconded by Councilmember Lagerholm to approve the February 8, 2022 regular minutes as presented.

**VOTE:** 5 For, 0 Against. Motion carried.

B. Minutes of February 28, 2022 Special Meeting

**MOTION:** Motion by Councilmember Lagerholm seconded by Councilmember Valaas to approve the February 28, 2022 special minutes as presented.

**VOTE:** 5 For, 0 Against. Motion carried.

### **4. CONSENT CALENDAR:**

**MOTION:** Motion by Councilmember Valaas seconded by Councilmember Smith to approve the Consent Calendar as presented. The Payment Approval Report dated 03/03/2022 approving payments as shown totaling \$90,026.62 plus payroll, benefits, and tax expenses of \$31,488.58 as shown on the attached payroll & benefits report for a total of \$121,515.20.

**VOTE:** 5 For, 0 Against. Motion carried.

### **APPEARANCES:**

Cheryl Pietromonaco resident at 3445 92<sup>nd</sup> Ave NE discussed her hedge complaint and requests enforcement of the town's current hedge code.

### **REGULAR BUSINESS**

#### **5. AB 22-21: NE 36th Street Engineering Design Proposal**

Gray & Osborne, Inc. submitted a proposal for the design work for Capital Improvement Project #1 – NE 36th Street.

The scope of work defined in Exhibit 'A' and estimated in Exhibit 'B' includes the following activities:

- Project Management and QA/QC
- Mapping
- Utility Coordination
- Preliminary Design
- Final Design
- Bid and Award Services; and
- Quality Assurance/ Quality Control

The recommendation is to approve the proposal for Gray & Osborne, Inc. to provide engineering services for the NE 36th Street project.

**MOTION:** Motion by Councilmember Valaas seconded by Councilmember Porter to authorize Mayor Harris to enter a contract with Gray & Osborne, Inc for the design of stormwater improvements for NE 36<sup>th</sup> St at a price not to exceed \$40,000.00.

**VOTE:** 5 For, 0 Against. Motion carried



**6. AB 22-22: Flock Safety camera location facing south on 92nd Ave NE – cost options**

At the February 8 regular Council meeting, Lieutenant Hanson discussed the need for a camera facing south to capture vehicles' rear license plates exiting Yarrow Point on 92nd Ave NE.

Staff received pricing options to add one additional camera, or transfer a current camera to the location on 92nd Ave NE.

Council discussed and chose to purchase one new additional camera.

MOTION: Motion by Councilmember Lagerholm seconded by Councilmember Scandella to purchase one additional Flock Safety camera for the location facing south on 92<sup>nd</sup> Ave NE as proposed by the Deputy Clerk for a cost of \$2,400.00 a year.

VOTE: 5 For, 0 Against. Motion carried

**7. AB 22-23: Resolution 359 – Council liaison for Planning Commission**

MOTION: Motion by Councilmember Valaas seconded by Councilmember Porter to approve Resolution No. 359, a Resolution of the Town Council of the Town of Yarrow Point, Washington, appointing Councilmember Carl Scandella as the Council liaison for the Planning Commission.

VOTE: 5 For, 0 Against. Motion carried.

**8. AB 22-24: Resolution 360 – Council liaison for Park Board**

MOTION: Motion by Councilmember Lagerholm seconded by Councilmember Valaas to approve Resolution No. 360, a Resolution of the Town Council of the Town of Yarrow Point, Washington, appointing Councilmember Kathy Smith as the Council liaison for the Park Board.

VOTE: 5 For, 0 Against. Motion carried.

**9. AB 22-25: Addition of two Little Lending Libraries**

The Little Library Association is seeking Council permission to permit the placement of Little Libraries around Town Hall and Road End Beach contingent upon design and location approval.

No cost would be involved to build the little libraries. The Little Library Association will present a proposal to Council

MOTION: Motion by Councilmember Porter seconded by Councilmember Scandella to authorize two micro-Lending Libraries at Town Hall and Road End Beach.

VOTE: 5 For, 0 Against. Motion carried.

**10. AB 22-26: Resolution 361 – Condemnation of Russian invasion of Ukraine**

An emergency Resolution strongly condemning the Russian invasion of Ukraine, denouncing Russian President Vladimir Putin's years-long aggression against this

sovereign country, supporting Ukraine and the Ukrainian people, and encouraging the United States and its partners to continue the exceptionally strong sanctions against Russia.

Council discussed and will replace the “Moscow” reference with “Russia.”

MOTION: Motion by Councilmember Lagerholm seconded by Councilmember Scandella to adopt Resolution No. 361, A Resolution of the Town Council of the Town of Yarrow Point, Washington, Condemning the Russian Invasion of Ukraine, Denouncing Russian President Vladimir Putin’s Years-long Aggression Against This Sovereign Country, Supporting Ukraine and the Ukrainian People, and Encouraging the United States and Its Partners to Continue the Exceptionally Strong Sanctions Against Russia as amended.

VOTE: 5 For, 0 Against. Motion carried

**11. MAYOR AND COUNCIL REPORTS:**

**Mayor**

La Quinta Inn: King County purchased the Kirkland La Quinta in for transitional housing. Council discussed inviting a King County representative to hold an open house to ask commonly asked questions. Mayor Harris discussed a recent tour she took of a supportive housing center. She discussed a letter submitted by resident Carl Stork at 4451 91<sup>st</sup> Ave NE regarding the La Quinta and she will reach out to him.

**11. ADJOURNMENT:**

MOTION: Motion by Councilmember Valaas seconded by Councilmember Porter to adjourn the meeting at 8:07 p.m.

VOTE: 5 For, 0 Against. Motion carried.

APPROVED:

ATTEST:

\_\_\_\_\_  
Katy Kinney Harris, Mayor

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

**TOWN OF YARROW POINT  
JOINT TOWN COUNCIL AND PLANNING COMMISSION SPECIAL MINUTES  
March 8, 2022**

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 6:01 p.m.

**PRESENT:**

Chairman:	Carl Hellings
Commissioners:	Chuck Hirsch Jeffrey Shiu David Feller – Excused absence Lee Sims
Mayor & Council:	Katy Kinney Harris – Mayor Stephan Lagerholm – Councilmember Carl Scandella – Councilmember Chuck Porter – Councilmember Andy Valaas – Councilmember Kathy Smith – Councilmember
Staff:	Bonnie Ritter – Clerk-Treasurer Austen Wilcox – Deputy Clerk Mona Green – Town Planner Emily Miner – Town Attorney

**REGULAR BUSINESS:**

**PCAB 22-03 – Planning Commission 2022 Workplan discussion with Council**

Attorney Emily Miner discussed with Council and Planning Commission the following topics:

**Tree code**

- Amendments for town initiated incentive program to help preserve existing trees on lots.
- Funding and sources if required for incentive program. The Planning Commission will research options.
- Enforcement & penalties.
- Transplanting/donating trees.

**Hedge code**

- Clarifying the town's hedge code to make it less ambiguous and more easily enforced.

**Short Term Rentals / HB 1220**

- Short term rentals and transitional housing were discussed. Recently passed HB 1220 prohibits jurisdictions from preventing transitional housing and a definition needs to be found for what this this means for Yarrow Point.

**ADJOURNMENT:**

MOTION: Motion by Chairman Hellings seconded by Commissioner Hirsch to adjourn the meeting at 7:02 p.m.

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

APPROVED:

ATTEST:

\_\_\_\_\_  
Carl Hellings, Chairman

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

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

Consent Calendar  
April 12, 2022

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Consent Calendar	<b>Proposed Council Action:</b> Approve Consent Calendar
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Presented by: Clerk-Treasurer

Exhibits: Consent Calendar Items

**Summary:**

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

The following document are included in this section:

- Payment Approval and Payroll Reports

**Recommended Action:**

Motion to: Approve the Consent Calendar as presented including:

The Payment Approval Report dated 04/06/2022 approving payments as shown totaling **\$172,955.15**, plus payroll, benefits, and tax expenses of **\$31,755.13** as shown on the attached payroll & benefits report for a total of **\$204,710.28**.

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
<b>AA Asphaltting LLC</b>					
309	AA Asphaltting LLC	4235 91st Ave repair 64 sq. ft. asphalt	02/01/2022	6,627.60	15,402.22
Total AA Asphaltting LLC:				6,627.60	
<b>Banner Bank</b>					
700	Banner Bank	Constant Contact	03/18/2022	77.07	
700	Banner Bank	IT related (aws, subs, etc)	03/18/2022	439.00	
700	Banner Bank	Office supplies	03/18/2022	1,270.83	
700	Banner Bank	Town cell phones	03/18/2022	146.74	
700	Banner Bank	Clerk-mandatory Public Records training	03/18/2022	140.00	11,380.90
Total Banner Bank:				2,073.64	
<b>CASELLE, INC.</b>					
1300	CASELLE, INC.	Contract support and maintenanc for April	03/01/2022	710.15	2,130.45
Total CASELLE, INC.:				710.15	
<b>CINTAS</b>					
274	CINTAS	Annual fire extinguisher inspections	03/09/2022	232.47	232.47
Total CINTAS:				232.47	
<b>CITY OF CLYDE HILL</b>					
10	CITY OF CLYDE HILL	Police Contract - 2nd Qtr 2022	03/14/2022	110,537.25	
10	CITY OF CLYDE HILL	Criminal Justice - 1st Qtr 2022	03/14/2022	3,569.10	227,163.52
Total CITY OF CLYDE HILL:				114,106.35	
<b>CODE PUBLISHING</b>					
108	CODE PUBLISHING	Annual Web Fees	03/28/2022	300.00	532.68
Total CODE PUBLISHING:				300.00	
<b>Comcast</b>					
301	Comcast	Internet and fax	03/14/2022	267.26	1,049.76
Total Comcast:				267.26	
<b>Comcast Business- VoiceEdge</b>					
1374	Comcast Business- VoiceE	Town Phone System	03/15/2022	248.26	1,265.31
Total Comcast Business- VoiceEdge:				248.26	
<b>CRYSTAL AND SIERRA SPRINGS</b>					
1046	CRYSTAL AND SIERRA S	Water cooler	03/12/2022	37.16	166.69
Total CRYSTAL AND SIERRA SPRINGS:				37.16	
<b>DIGITAL REPROGRAPHICS</b>					
256	DIGITAL REPROGRAPHIC	Site Plans scanned	02/16/2022	1,394.92	2,243.94
Total DIGITAL REPROGRAPHICS:				1,394.92	
<b>ELECTRONIC BUSINESS MACHINES, INC.</b>					
303	ELECTRONIC BUSINESS	Copier contract	04/05/2022	317.12	561.96

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
Total ELECTRONIC BUSINESS MACHINES, INC.:				317.12	
<b>Gaylynn Brien</b>					
1151	Gaylynn Brien	Sales Tax reports	02/28/2022	50.00	150.00
Total Gaylynn Brien:				50.00	
<b>ISOutsource</b>					
1301	ISOutsource	email issues with Commissioners and Council	02/28/2022	759.51	
1301	ISOutsource	Monthly billing for March	03/11/2022	55.05	
1301	ISOutsource	Search server for records request, email issues	03/15/2022	772.60	3,990.88
Total ISOutsource:				1,587.16	
<b>King County Accounts Receivable</b>					
91	King County Accounts Rec	2021 Primary Voter Pamphlet	03/10/2022	45.35	45.35
Total King County Accounts Receivable:				45.35	
<b>King County Finance</b>					
454	King County Finance	2% liquor profits and Excise Tax for 1st Qtr 2021	03/16/2022	4.93	83.48
Total King County Finance:				4.93	
<b>King County Treasury</b>					
603	King County Treasury	NE 37th Overlay Project	02/28/2022	549.04	904.51
Total King County Treasury:				549.04	
<b>KIRKLAND MUNICIPAL COURT</b>					
111	KIRKLAND MUNICIPAL C	Court Costs	03/22/2022	321.12	629.52
Total KIRKLAND MUNICIPAL COURT:				321.12	
<b>MONA H. GREEN</b>					
219	MONA H. GREEN	Building Permits	03/31/2022	405.00	
219	MONA H. GREEN	Pre-applications	03/31/2022	1,316.25	
219	MONA H. GREEN	Site Development	03/31/2022	270.00	
219	MONA H. GREEN	Shoreline Sub Dev	03/31/2022	945.00	
219	MONA H. GREEN	Shoreline Exemption	03/31/2022	135.00	
219	MONA H. GREEN	Mechanical permit	03/31/2022	135.00	
219	MONA H. GREEN	General Administration	03/31/2022	2,092.50	16,807.50
Total MONA H. GREEN:				5,298.75	
<b>MUNICIPAL PERMIT SERVICE, LLC</b>					
350	MUNICIPAL PERMIT SER	Code Enforcement	03/31/2022	255.85	
350	MUNICIPAL PERMIT SER	Building Permit inspections	03/31/2022	1,252.10	
350	MUNICIPAL PERMIT SER	Mechanical/Plumbing inspections	03/31/2022	354.28	
350	MUNICIPAL PERMIT SER	Plan Review	03/31/2022	6,000.00	17,497.01
Total MUNICIPAL PERMIT SERVICE, LLC:				7,862.23	
<b>New Generation Landscaping &amp; Maintenance</b>					
458	New Generation Landscapi	February - ROW Maint in Istvan's absense \$65/hr X 18	03/09/2022	1,288.17	
458	New Generation Landscapi	ROW Maint in Istvan's absense \$65/hr x 16	04/02/2022	1,145.04	5,045.33

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
Total New Generation Landscaping & Maintenance:				2,433.21	
<b>Northern Waters</b>					
304	Northern Waters	Spring activation, replace meter	04/01/2022	209.74	
304	Northern Waters	Activation of system with minor repairs	04/01/2022	214.21	
304	Northern Waters	Backflow teswt and report	04/01/2022	185.83	747.41
Total Northern Waters:				609.78	
<b>NORTHWEST CIVIL SOLUTIONS</b>					
450	NORTHWEST CIVIL SOLU	CIP #1 - NE 36th St.	03/31/2022	281.25	
450	NORTHWEST CIVIL SOLU	NE 42nd-91st Stormwater Upsizing and UGC Project	03/31/2022	437.50	
450	NORTHWEST CIVIL SOLU	94th Ave UGC-Stormwater Improvements	03/31/2022	250.00	
450	NORTHWEST CIVIL SOLU	Pre-applications	03/31/2022	937.50	
450	NORTHWEST CIVIL SOLU	Site Development	03/31/2022	1,218.75	
450	NORTHWEST CIVIL SOLU	Right of Way Use Permits	03/31/2022	406.25	
450	NORTHWEST CIVIL SOLU	General Administration	03/31/2022	1,281.25	
450	NORTHWEST CIVIL SOLU	5% ARPA Essential Worker pay for February	03/31/2022	240.63	
450	NORTHWEST CIVIL SOLU	5% ARPA Essential Worker pay for March	03/31/2022	371.88	20,050.01
Total NORTHWEST CIVIL SOLUTIONS:				5,425.01	
<b>Ogden Murphy Wallace</b>					
1390	Ogden Murphy Wallace	Clerk	02/28/2022	415.00	
1390	Ogden Murphy Wallace	Council	02/28/2022	1,920.00	
1390	Ogden Murphy Wallace	Lane Use (ROW issues, constr parking, etc)	02/28/2022	12,292.50	
1390	Ogden Murphy Wallace	Mayor/Executive	02/28/2022	3,732.50	34,137.50
Total Ogden Murphy Wallace:				18,360.00	
<b>PUGET SOUND ENERGY</b>					
604	PUGET SOUND ENERGY	Town Hall Service - 2 months	03/31/2022	638.23	
604	PUGET SOUND ENERGY	Street Lights - 2 months	03/31/2022	1,368.89	115,450.29
Total PUGET SOUND ENERGY:				2,007.12	
<b>SEA-TAC SWEEPING SERVICE</b>					
46	SEA-TAC SWEEPING SE	Street sweeping	03/07/2022	367.50	
46	SEA-TAC SWEEPING SE	Street sweeping	03/07/2022	367.50	2,955.00
Total SEA-TAC SWEEPING SERVICE:				735.00	
<b>State Department of Transportation</b>					
280	State Department of Trans	Gas for town truck	02/28/2022	104.63	
280	State Department of Trans	Gas for town truck	03/31/2022	104.00	304.37
Total State Department of Transportation:				208.63	
<b>THE SEATTLE TIMES</b>					
192	THE SEATTLE TIMES	Notice of hearing-Shoreline Sub. Dev	03/31/2022	99.45	
192	THE SEATTLE TIMES	Special Planning Commission meeting notices	03/31/2022	73.44	1,024.21
Total THE SEATTLE TIMES:				172.89	
<b>TREE SOLUTIONS INC.</b>					
258	TREE SOLUTIONS INC.	Site visit and review at 4612 92nd - to be reimbursed b	04/04/2022	795.00	795.00



Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
	Total TREE SOLUTIONS INC.:			795.00	
<b>Victor's Cleaning Services, Inc.</b>					
460	Victor's Cleaning Services,	Town Hall Cleaning - March	03/08/2022	150.00	450.00
	Total Victor's Cleaning Services, Inc.:			150.00	
<b>WA Department of Retirement Systems</b>					
93	WA Department of Retirem	Old Age Survivors Ins. 2021 Tax Year	03/29/2022	25.00	25.00
	Total WA Department of Retirement Systems:			25.00	
Grand Totals:				172,955.15	

Certification of the Consent Calendar as presented including the Payment Approval Report dated 04/06/2022 approving payments as shown totaling \$172,955.15, plus payroll, tax, and benefit expenses of \$31,755.13; as shown on the attached payroll & tax and benefits report for a grand total of \$204,710.28.

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: April 12, 2022

Mayor Katy K Harris: \_\_\_\_\_

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

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

Councilmember Charles H Porter: \_\_\_\_\_

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

Councilmember Kathy Smith: \_\_\_\_\_

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	
03/31/2022	CDPT		0	EMPLOYMENT SECURITY DEPT	8	Quarterly WA FMLA WA Paid Fa	001-2200000	140.71-	
03/31/2022	PC	03/25/2022	320221	Lovas, Istvan	9002		999-1010110	4,826.88-	
03/31/2022	PC	03/25/2022	320222	Wilcox, Austen	9037		999-1010110	4,438.56-	
03/31/2022	PC	03/25/2022	320223	Ritter, Bonnie	9041		999-1010110	6,271.31-	
03/31/2022	PC	03/25/2022	320224	Harris, Kathryn K	9047		999-1010110	1,367.84-	
03/31/2022	CDPT	03/17/2022	8232022	Association of Washington Cities	9	Health and Dental Insurance Insu	001-2200000	902.40-	
03/31/2022	CDPT	03/17/2022	8232022	Association of Washington Cities	9	Health and Dental Insurance Hea	001-2200000	2,503.50-	
03/31/2022	CDPT	03/17/2022	8232022	Association of Washington Cities	9	Health and Dental Insurance Den	001-2200000	167.64-	
03/31/2022	CDPT	03/17/2022	8232022	Association of Washington Cities	9	Health and Dental Insurance Visi	001-2200000	36.06-	
03/31/2022	CDPT	03/17/2022	8232022	DEPT OF RETIREMENT SYSTE	1	State Retirement PERS II Pay P	001-2200000	1,382.44-	
03/31/2022	CDPT	03/17/2022	8232022	DEPT OF RETIREMENT SYSTE	1	State Retirement PERS II Pay P	001-2200000	2,227.99-	
03/31/2022	CDPT	03/17/2022	8232022	Federal Tax	2	941 Taxes Social Security Pay P	001-2200000	1,518.16-	
03/31/2022	CDPT	03/17/2022	8232022	Federal Tax	2	941 Taxes Social Security Pay P	001-2200000	1,518.16-	
03/31/2022	CDPT	03/17/2022	8232022	Federal Tax	2	941 Taxes Medicare Pay Period:	001-2200000	355.06-	
03/31/2022	CDPT	03/17/2022	8232022	Federal Tax	2	941 Taxes Medicare Pay Period:	001-2200000	355.06-	
03/31/2022	CDPT	03/17/2022	8232022	Federal Tax	2	941 Taxes Federal Withholding T	001-2200000	3,423.74-	
03/31/2022	CDPT	03/17/2022	8232022	DEPT OF LABOR & INDUSTRY	6	Quarterly L & I Workers Compens	001-2200000	272.72-	
03/31/2022	CDPT	03/17/2022	8232022	EMPLOYMENT SECURITY DEPT	5	Quarterly Employment Security P	001-2200000	46.90-	
Grand Totals:								<u>17</u>	<u>31,755.13-</u>

SCOTT M. MISSALL  
206.515.2241  
smissall@omwlaw.com

March 10, 2022

VIA EMAIL ONLY TO  
clerk-treasurer@yarrowpointwa.gov

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

Re: *Legal Services; Monthly Invoice*

Dear Bonnie:

This letter transmits our invoices for work performed in the month of February. The total amount for new work performed is \$18,360.00, which includes a total courtesy writeoff of <\$2,065> on Matters 1 (Clerk/Treas.; <\$65>) and 4 (Land Use; <\$2,000>). There is \$8,335.00 outstanding from last month, for a total balance due of ~~\$26,695.00~~. You will find a remittance form on the last page of each invoice, but you may send a single check for the total amount.

The Land Use charges are uncommonly high last month due to a significant amount of work, research, analysis and meetings related to ROW parking, Sally's Alley and use thereof in connection with an adjacent redevelopment action. Please let me know if you have any questions—I would be happy to discuss.

Thank you for seeking our assistance—we appreciate working with you, Mayor Harris, Austen, and everyone at Town Hall.

Sincerely,

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



Scott M. Missall, Town Attorney

SXM:ifs  
Enclosures

March 4, 2022

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

Invoice No. 860984  
Client No. 05716  
Matter No. 000001  
Billing Attorney: SXM

### INVOICE SUMMARY

For professional services rendered through February 28, 2022:

RE: Clerk/Treasurer

Professional Services	\$ 480.00
Less Courtesy Discount	<u>\$ -65.00</u>
Net Professional Services	\$ 415.00
Total Reimbursable Costs	<u>\$ .00</u>
<b>TOTAL THIS INVOICE</b>	<b>\$ 415.00</b>
Previous Balance	<u>\$ 812.50</u> Paid
<b>TOTAL BALANCE DUE</b>	<del><u>\$ 1,227.50</u></del>

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

Client No. 05716  
 Matter No. 000001

March 4, 2022  
 Invoice No. 860984

**PROFESSIONAL SERVICES**

Date	Atty	Description of Service	Hours
2/15/22	EFM	Review and respond to S. Wilcox PRA request	.30
2/16/22	EFM	Call from S. Wilcox regarding PRA request; Summarize next steps regarding request and send to A. Wilcox and K. Harris; Calls with K. Harris and A. Wilcox to discuss same	1.40
2/18/22	SXM	Receive and review Park Board agenda (Courtesy no charge)	N/C.10
2/28/22	SXM	Review E. Miner email to A. Wilcox regarding hybrid ex. sessions (Courtesy no charge 0.1 hours)	.20 N/C .10
<b>TOTAL PROFESSIONAL SERVICES</b>			<b>\$ 480.00</b>
Less Courtesy Discount			<u>\$ -65.00</u>
<b>NET PROFESSIONAL SERVICES</b>			<b>\$ 415.00</b>

**SUMMARY OF PROFESSIONAL SERVICES**

Name	Atty	Rate	Hours	Total
Missall, Scott	SXM	325.00	.30	97.50
Miner, Emily	EFM	225.00	1.70	382.50
<b>TOTALS</b>			<b>2.00</b>	<b>\$ 480.00</b>

**TOTAL THIS INVOICE \$ 415.00**

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

Client No. 05716  
Matter No. 000001

March 4, 2022  
Invoice No. 860984

PREVIOUS BALANCE DETAIL

INVOICE NUMBER	DATE	INVOICE TOTAL	PAYMENTS RECEIVED	ENDING BALANCE
860000	2/07/22	812.50	.00	812.50

Previous Balance

\$ 812.50 *pd*

Balance Due This Invoice

\$ 415.00

**TOTAL BALANCE DUE**

~~\$ 1,227.50~~

March 4, 2022

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

Invoice No. 860985  
Client No. 05716  
Matter No. 000003  
Billing Attorney: SXM

### INVOICE SUMMARY

For professional services rendered through February 28, 2022:

RE: Council

Professional Services  
Total Reimbursable Costs

\$ 1,920.00

\$ .00

**TOTAL THIS INVOICE**

**\$ 1,920.00**

Previous Balance

\$ 1,397.50

**TOTAL BALANCE DUE**

~~\$ 3,317.50~~

*Pd*

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

Client No. 05716  
Matter No. 000003

March 4, 2022  
Invoice No. 860985

**PROFESSIONAL SERVICES**

<b>Date</b>	<b>Atty</b>	<b>Description of Service</b>	<b>Hours</b>	<b>Amount</b>
2/02/22	EFM	Research Little Library question	.20	45.00
2/04/22	SXM	Receive and review Council packet for 2.8 meeting; Follow up emails from/to A. Wilcox regarding same, reports, and Council retreat	.90	292.50
2/08/22	SXM	Prepare for and attend Council meeting	2.90	942.50
2/11/22	SXM	Emails from E. Miner and Mayor regarding 2.28 special Council meeting topics	.10	32.50
2/28/22	EFM	Prepare for and participate in council meeting	2.70	607.50
<b>TOTAL PROFESSIONAL SERVICES</b>				<b>\$ 1,920.00</b>

**SUMMARY OF PROFESSIONAL SERVICES**

<b>Name</b>	<b>Atty</b>	<b>Rate</b>	<b>Hours</b>	<b>Total</b>
Missall, Scott	SXM	325.00	3.90	1,267.50
Miner, Emily	EFM	225.00	2.90	652.50
<b>TOTALS</b>			<b>6.80</b>	<b>\$ 1,920.00</b>

**TOTAL THIS INVOICE** **\$ 1,920.00**



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

Client No. 05716  
Matter No. 000003

March 4, 2022  
Invoice No. 860985

PREVIOUS BALANCE DETAIL

INVOICE NUMBER	DATE	INVOICE TOTAL	PAYMENTS RECEIVED	ENDING BALANCE
860001	2/07/22	1,397.50	.00	1,397.50

Previous Balance

\$ 1,397.50 Pd

Balance Due This Invoice

\$ 1,920.00

**TOTAL BALANCE DUE**

**\$ 3,317.50**

March 4, 2022

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

Invoice No. 860986  
Client No. 05716  
Matter No. 000004  
Billing Attorney: SXM

### INVOICE SUMMARY

For professional services rendered through February 28, 2022:

RE: Land Use

Professional Services	\$ 14,292.50
Less Courtesy Discount	<u>\$ -2,000.00</u>
Net Professional Services	\$ 12,292.50
Total Reimbursable Costs	<u>\$ .00</u>
<b>TOTAL THIS INVOICE</b>	<b>\$ 12,292.50</b>
Previous Balance	<u>\$ 2,952.50</u>
<b>TOTAL BALANCE DUE</b>	<b><u><u>\$ 15,245.00</u></u></b>

*pd*

Client No. 05716  
 Matter No. 000004

March 4, 2022  
 Invoice No. 860986

**PROFESSIONAL SERVICES**

Date	Atty	Description of Service	Hours	Amount
2/01/22	SXM	Review YPMC, emails and materials to prepare for zoom with Mayor, S. Schroeder and S. Wilcox regarding construction parking issues, procedures and application for development	2.70	877.50
2/03/22	SXM	Review final draft FAQ regarding tree code; Confer with E. Miner regarding same	.40	130.00
2/04/22	SXM	Emails from E. Miner and Mayor regarding tree code status, FAQ and next Council meeting; Review, evaluate and respond to email from S. Schroeder regarding signature requirements for binding property agreements	.70	227.50
2/08/22	SXM	Review and respond to emails from S. Schroeder and Mayor regarding 3806 ROW use issues; Research Town authority to lease/rent/control Town ROW; Confer with D. Pollum regarding same	.90	292.50
2/08/22	EFM	Review case law regarding ROW use fees; Summarize research and send to S. Missall	.30	67.50
2/09/22	SXM	Complete and send response comments to S. Schroeder regarding tools for management of Town ROW; Evaluate Seattle ROW regs and incorporate into response; Confer with D. Pollum regarding preparation of legal summary and comparison with YP regs; Review emails regarding status of FAQ on Tree Code	1.30	422.50
2/09/22	DTP	Research into Seattle ROW code provisions to address possible ROW rental for 3806 95th AVE NE	.50	125.00
2/10/22	SXM	Review email from A. Wilcox regarding 2.8 Council post-action report and 2.28 meeting topics; Evaluation and notes regarding same; Discuss with E. Miner; Review consolidated draft changes from E. Miner	.70	227.50
2/10/22	DTP	Research whether Town can charge rental payments for use of a public right of way; Began drafting memorandum with findings and conclusions	2.00	500.00
2/11/22	SXM	Review and edit/revise D. Pollum memorandum regarding ROW parking use and rental; Return for further edits	1.60	520.00
2/11/22	DTP	Complete memorandum on Town's request to charge rental payments for use of public right of way; Send memorandum to S. Missall for review; Update memorandum based on feedback and return to SMM for review	4.60	1,150.00
2/14/22	SXM	Work on analysis of Town authority concerning use of ROWs; Emails and confer with D. Pollum regarding same; Email from Mayor regarding T9own resident emails and response; Draft response option and send to Mayor	4.10	1,332.50
2/14/22	DTP	Research distinction between YPMC 12.24 and YPMC 12.30 and send conclusions to S. Missall; Follow up research to address parking related restrictions for construction project on 3806 95th NE; Send conclusions and recommendations to S. Missall	1.50	375.00

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

Client No. 05716  
 Matter No. 000004

March 4, 2022  
 Invoice No. 860986

Date	Atty	Description of Service	Hours	Amount
2/15/22	SXM	Continue analysis of ROW use authority and application of YPMC ROW provisions; Emails with D. Pollum regarding same; Set meeting to discuss; Review and evaluate emails from/to M. Green, S. Wilcox, E. Miner and resident regarding hedge and well issues; Confer with D. Pollum regarding ROW analysis, options and next steps; Confer with E. Miner regarding hedge and 2.28 special Council meeting; Zoom with Mayor, Town staff, and E. Miner on all current topics	4.90	1,592.50
2/15/22	DTP	Meeting with S. Missall on next steps for Town; Research and reconcile conflicting code provisions	2.50	625.00
2/16/22	SXM	Review emails regarding Bus Route 271; Review and respond to emails regarding hedge code, tree code, stormwater management plan (SMP) and related issues; Emails with D. Pollum regarding ROW construction parking research; Emails with E. Miner regarding hedge and related issues; Review emails regarding response to Wilcox PRA request; Email to Mayor regarding same	1.30	422.50
2/16/22	EFM	Review D. Pollom research regarding private wells; Draft complaint verification email for C. Pietromonaco	.80	180.00
2/16/22	DTP	Research on application of conflicting statutes; Send findings and conclusions to S. Missall; Research well regulations for King County; Send findings and conclusions to E. Miner	3.00	750.00
2/17/22	SXM	Review and respond to email from S. Schroeder regarding 3806 ROW construction parking and Sally's Alley issues; Evaluate ROW construction parking code provisions; Confer with D. Pollum regarding same; Outline comments for call with Mayor; Call with Mayor, S. Wilcox, A. Wilcox and D. Pollum to review, discuss and decide scope of Town authority and next steps	2.70	877.50
2/17/22	EFM	Summarize private well drilling research	.30	67.50
2/17/22	DTP	Call with Town Mayor, Clerk, and Engineer on issues with Town and rental of Town ROW; Confer with S. Missall after call re next steps	1.30	325.00
2/22/22	EFM	Review and revise tree removal permit application	.20	45.00
2/23/22	SXM	Review and respond to email chain to/from E. Miner and Mayor regarding connection between hedge and tree code; Emails with D. Pollum regarding ROW construction parking and availability of info following 2.22 meeting between Mayor and S. Schroeder; Emails to/from Mayor and Schroeder regarding same; Organize working files (ROW; Trees/Hedges; Current projects); Confer with D. Pollum regarding outline of confidential ROW memorandum to Council	1.90	617.50
2/23/22	DTP	Spoke with S. Missall on next steps for 3806 95th AVE NE project	.40	100.00
2/24/22	SXM	Review email from S. Schroeder regarding 3806 ROW use issues; Confer with D. Pollum regarding response and form to address same; Draft and send email summary to Mayor and Schroeder	.80	260.00
2/24/22	DTP	Updated memorandum on 3806 95th Ave NE and rental of City ROW for construction project; Sent to S. Missall for review	2.10	525.00

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

Client No. 05716  
 Matter No. 000004

March 4, 2022  
 Invoice No. 860986

Date	Atty	Description of Service	Hours	Amount
2/25/22	SXM	Review and revise memorandum to Mayor and S. Schroeder regarding Town authority to control use of public ROW and application of same to adjacent property owner; Send for review; Follow up emails regarding same; Make final revisions and proof memorandum; Send to Mayor and Schroeder for distribution	4.70	1,527.50
2/28/22	SXM	Emails and confer with E. Miner regarding 2.28 Town Council meeting, issues, and preparation	.40	130.00
<b>TOTAL PROFESSIONAL SERVICES</b>				<b>\$ 14,292.50</b>
Less Courtesy Discount				<u>\$ -2,000.00</u>
<b>NET PROFESSIONAL SERVICES</b>				<b>\$ 12,292.50</b>

**SUMMARY OF PROFESSIONAL SERVICES**

Name	Atty	Rate	Hours	Total
Missall, Scott	SXM	325.00	29.10	9,457.50
Miner, Emily	EFM	225.00	1.60	360.00
Pollom, Drew	DTP	250.00	17.90	4,475.00
<b>TOTALS</b>			<b>48.60</b>	<b>\$ 14,292.50</b>

**TOTAL THIS INVOICE** **\$ 12,292.50**

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

Client No. 05716  
Matter No. 000004

March 4, 2022  
Invoice No. 860986

PREVIOUS BALANCE DETAIL

INVOICE NUMBER	DATE	INVOICE TOTAL	PAYMENTS RECEIVED	ENDING BALANCE
860002	2/07/22	2,952.50	.00	2,952.50

Previous Balance

\$ 2,952.50 Pd

Balance Due This Invoice

\$ 12,292.50

**TOTAL BALANCE DUE**

**\$ 15,245.00**

March 4, 2022

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

Invoice No. 860987  
Client No. 05716  
Matter No. 000005  
Billing Attorney: SXM

### INVOICE SUMMARY

For professional services rendered through February 28, 2022:

RE: Mayor / Executive

Professional Services  
Total Reimbursable Costs

\$ 3,732.50

\$.00

**TOTAL THIS INVOICE**

**\$ 3,732.50**

Previous Balance

\$ 3,172.50

**TOTAL BALANCE DUE**

~~\$ 6,905.00~~

*Pd*

Client No. 05716  
 Matter No. 000005

March 4, 2022  
 Invoice No. 860987

**PROFESSIONAL SERVICES**

<b>Date</b>	<b>Atty</b>	<b>Description of Service</b>	<b>Hours</b>	<b>Amount</b>
2/03/22	SXM	Confer with E. Miner regarding status and next steps in ongoing projects	.30	97.50
2/03/22	EFM	Confer with S. Missall regarding status of ongoing projects	.30	67.50
2/07/22	SXM	Calls with Mayor regarding current issues; Set meeting to discuss; Review selection of Council rules; Edit and revise transmittal email to Mayor; Return to E. Miner with comments	.80	260.00
2/07/22	EFM	Draft email regarding Council rules of procedure and send to S. Missall for review	.40	90.00
2/08/22	SXM	Prepare for and call with Mayor regarding Council meeting, topics, and current issues/projects; Review and respond to emails regarding Council rules; Confer with E. Miner regarding same; Draft and send summary of discussion to Mayor; Follow up emails regarding Council meeting issues	2.20	715.00
2/08/22	EFM	Confer with S. Missall regarding tree code	.40	90.00
2/09/22	SXM	Emails to/from Mayor regarding last night's Council meeting, tree and hedge code issues, and preparation for 2.28 special meeting; Emails from/to A. Wilcox regarding funding issues and special meeting requirements	1.10	357.50
2/10/22	SXM	Organize working files (tree code, hedges, other); Prepare for 2.28 meeting	.90	292.50
2/10/22	EFM	Confer with S. Missall regarding status of ongoing projects; Review and revise agenda topics for 2/28 special meeting; Confer with S. Missall regarding same	1.60	360.00
2/15/22	EFM	Call with S. Wilcox regarding tree and hedge codes; Review emails regarding same; Call with S. Missall regarding same	2.80	630.00
2/16/22	EFM	Review and respond to K. Harris email regarding tree code enforcement	.60	135.00
2/22/22	EFM	Review and respond to K. Harris email regarding tree code and hedge code	.40	90.00
2/23/22	SXM	Review emails regarding 2.28 Council meeting topics; Organize Council working files	.30	97.50
2/23/22	EFM	Finalize special meeting agenda; Summarize recommendations regarding special meeting agenda	.50	112.50
2/24/22	EFM	Calls and emails with K. Harris regarding executive session and other items for February 28 special meeting	.70	157.50
2/28/22	EFM	Email to A. Wilcox regarding executive session requirements; Confer with S. Missall regarding same; Call from K. Harris regarding same	.80	180.00

**TOTAL PROFESSIONAL SERVICES**

**\$ 3,732.50**



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

Client No. 05716  
Matter No. 000005

March 4, 2022  
Invoice No. 860987

**SUMMARY OF PROFESSIONAL SERVICES**

<b>Name</b>	<b>Atty</b>	<b>Rate</b>	<b>Hours</b>	<b>Total</b>
Missall, Scott	SXM	325.00	5.60	1,820.00
Miner, Emily	EFM	225.00	8.50	1,912.50
<b>TOTALS</b>			<b>14.10</b>	<b>\$ 3,732.50</b>

**TOTAL THIS INVOICE** **\$ 3,732.50**

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

Client No. 05716  
Matter No. 000005

March 4, 2022  
Invoice No. 860987

PREVIOUS BALANCE DETAIL

INVOICE NUMBER	DATE	INVOICE TOTAL	PAYMENTS RECEIVED	ENDING BALANCE
860003	2/07/22	3,172.50	.00	3,172.50

Previous Balance

~~\$ 3,172.50~~

Balance Due This Invoice

\$ 3,732.50

**TOTAL BALANCE DUE**

~~\$ 6,905.00~~

**Yarrow Point Building Official and Administration Services Invoice  
March 2022**

**Steven R. Wilcox**  
Municipal Permit Services, LLC  
109 NW 112th. NW Seattle, WA 98177

EIN: 77-0688460 UBI: 602719863

Activity Type: **Building Official (104 000 000 559 60 48 00)**

Date	Job Function	Name	Description of Work	Permit Type	Permit #	Hours	Travel Time (Round Trip)	Rate	Mileage (Round Trip at .585/mile)	Mileage Charge	Total Charge
3/1/22	Code Enforcement	9120 NE 32nd St.	Fence and gates installed without permit.	N/A	N/A	0.50	0.00	\$ 125.00	3.00	\$ 1.76	\$ 64.26
3/25/22	Administration	Town of Yarrow Point	Meet with Mayor and City Attorney Re Construction parking, and hedge	N/A	N/A	0.75	0.00	\$ 125.00	6.00	\$ 3.51	\$ 97.26
3/30/22	Code Enforcement	Guilford; 8809 NE 34th St.	Stop Work Order created and posted. Second trip to this property. Meeting with owner and contractor to review the premises.	N/A	N/A	0.75	0.00	\$ 125.00	1.00	\$ 0.59	\$ 94.34
<b>Activity Total for Building Official (104 000 000 559 60 48 00)</b>						<b>2.00</b>	<b>0.00</b>		<b>10.00</b>	<b>\$ 5.85</b>	<b>\$ 255.85</b>

Activity Type: **Inspections**

Date	Job Function	Name	Description of Work	Permit Type	Permit #	Hours	Travel Time (Round Trip)	Charge	Mileage (Round Trip at .585/mile)	Mileage Charge	Total Charge
3/1/22	Inspection	Mishra; 4412 95th Ave. NE	Site retaining wall footing. Revised plans needed due to wall design change	Building	20-8054	0.75	0.00	\$ 125.00	3.00	1.76	\$ 95.51
3/4/22	Inspection	Wazeri; 3608 95th Ave. NE	Pre-construction meeting. Failed due to lack of permit documents and proposed changes	Building	20-8200	0.75	0.00	\$ 125.00	6.00	3.51	\$ 97.26
3/8/22	Inspection	Whittlesey; 9228 NE 37th Pl.	Exterior sheathing and roof sheathing. Lateral continuity	Building	21-8280	1.00	0.00	\$ 125.00	6.00	3.51	\$ 128.51
3/9/22	Inspection	Fleming; 4721 91st Ave. NE	Footing and storm drainage repair	Building	BP-2021-09	0.50	0.00	\$ 125.00	3.00	1.76	\$ 64.26
3/9/22	Inspection	Biege; 9051 NE 37th Pl.	Footing drain	Building	BP-2021-02	0.50	0.00	\$ 125.00	3.00	1.76	\$ 64.26
3/11/22	Inspection	Chinn; 4218 92nd Ave. NE	Rough plumbing	Plumbing <sub>51</sub>	PP-2022-06	0.50	0.00	\$ 125.00	6.00	3.51	\$ 66.01

3/17/22	Inspection	Guilford; 8807 NE 34th St.	Partial underground mechanical	Mechanical	MP-2021-28	0.50	0.00	\$ 125.00	6.00	3.51	\$	66.01
3/17/22	Inspection	Guilford; 8807 NE 34th St.	Retaining wall	Building	21-8264	0.50	0.00	\$ 125.00	0.00	0.00	\$	62.50
3/18/22	Inspection	Yarrow LLC Residence; 9018 NE 39th Pl.	Meet on-site with Bellevue Fire Marshal to investigate design changes and evaluate access and need for auto fire sprinklers.	Building	BP-2021-08	1.00	0.00	\$ 125.00	6.00	3.51	\$	128.51
3/21/22	Inspection	Warner; 9235 NE 37th Pl.	Pre-construction meeting. Failed due to lack of permit documents.	Building	BP-2021-07	0.75	0.00	\$ 125.00	6.00	3.51	\$	97.26
3/22/22	Inspection	Mishra; 4412 95th Ave. NE	Shower pan leakage test	Building	20-8235	0.50	0.00	\$ 125.00	6.00	3.51	\$	66.01
3/23/22	Inspection	Warner; 9235 NE 37th Pl.	Pre-construction meeting	Building	BP-2021-07	0.75	0.00	\$ 125.00	3.00	1.76	\$	95.51
3/23/22	Inspection	Whittlesey; 9228 NE 37th Pl.	Meet on-site with contractor to review possible changes to structure.	Building	21-8280	0.50	0.00	\$ 125.00	3.00	1.76	\$	64.26
3/24/22	Inspection	Biege; 9051 NE 37th Pl.	Underfloor framing	Building	BP-2021-02	1.00	0.00	\$ 125.00	3.00	1.76	\$	126.76
3/24/22	Inspection	Morrow; 4427 91st Pl. NE	Site retaining wall.	Building	BP-2021-01	0.75	0.00	\$ 125.00	3.00	1.76	\$	95.51
3/24/22	Inspection	Morrow; 4427 91st Pl. NE	Service water line.	Plumbing	PP-2021-08	0.50	0.00	\$ 125.00	0.00	0.00	\$	62.50
3/25/22	Inspection	Biege; 9051 NE 37th Pl.	Storm drainage at building perimeter.	Building	BP-2021-02	0.50	0.00	\$ 125.00	6.00	3.51	\$	66.01
3/30/22	Inspection	Guilford; 8809 NE 34th St.	(existing house). Gas piping. Failed due to construction without required building permit. Work verbally ordered to stop.	Plumbing	PP-2022-08	0.75	0.00	\$ 125.00	6.00	3.51	\$	97.26
3/31/22	Inspection	Pardikar; 4030 95th Ave. NE	Final plumbing. Close out.	Plumbing	PP-2022-05	0.50	0.00	\$ 125.00	0.00	0.00	\$	62.50
	Inspection					0.00	0.00	\$ 125.00	0.00	0.00	\$	-

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**Activity Total for Inspections (104 000 000 559 60 41 00)** **12.50 0.00 \$ 125.00 75.00 \$ 43.88 \$ 1,606.38**

Activity

Type: **Plan Review**

Date	Job Function	Name	Description of Work	Permit Type	Permit #	Hours	Charge	(Round Trip at	Mileage Charge	Total Charge
3/3/22	Plan Review	Donner; 4609 92nd Ave. NE	Pre-application meeting for alteration and addition	Building	Pre-App-2022-04	0.5	\$ 125.00	0.00	0	\$ 62.50
3/10/22	Plan Review	Angelone; 4427 95th Ave. NE	Pre-application meeting for alteration and addition	Building	Pre-App-2022-05	1	\$ 125.00	0.00	0	\$ 125.00
3/14/22	Plan Review	Diep; 9018 NE 39th Pl.	Revisions. Comment letter	Building	BP-2021-08	2.25	\$ 125.00	0.00	0	\$ 281.25
3/14/22	Plan Review	Yetter; 9127 NE 36th St.	Garage addition and alterations. Comment letter	Building	BP-2022-05	2.5	\$ 125.00	0.00	0	\$ 312.50

3/15/22	Plan Review	Rowell; 4650 92nd Ave. NE	Vehicle access gate	Building	BP-2021-16	0.5	\$ 125.00	0.00	0 \$	62.50
3/17/22	Plan Review	Box; 9050 NE 38th Pl.	Pre-application meeting for alteration and addition. Meeting prep, meeting, and follow-up checklist	Building	Pre-App-2022-06	0.75	\$ 125.00	0.00	0 \$	93.75
3/24/22	Plan Review	Hong; 9024 NE 37th Pl.	Revision to roof.	Building	BP-2020-8232	0.5	\$ 125.00	0.00	0 \$	62.50
3/25/22	Plan Review	Yarrow LLC Residence; 9018 NE 39th Pl.	Structural and architectural revisions. New permit valuation and permit fee. First review with comments.	Building	BP-2021-08	4.5	\$ 125.00	0.00	0 \$	562.50
3/25/22	Plan Review	Esparza; 9043 NE 37th Pl.	<i>Engineering review by sub-consultant.</i> Review during March	Building	BP-2021-15	16	\$ 125.00	0.00	0 \$	2,000.00
3/25/22	Plan Review	Dreizen; 4436 95th Ave NE	Pier demolition	Demolition	DP-2022-12	0.25	\$ 125.00	0.00	0 \$	31.25
3/25/22	Plan Review	Dreizen; 4436 95th Ave NE	Pier. Second review with comment letter	Building	BP-2022-02	1	\$ 125.00	0.00	0 \$	125.00
3/25/22	Plan Review	Yetter; 9127 NE 36th St.	Garage addition and alterations.	Building	BP-2022-05	2	\$ 125.00	0.00	0 \$	250.00
3/25/22	Plan Review	Matthew; 9003 NE 41st St.	<i>Engineering review by sub-consultant.</i> Review during March	Building	BP-2022-03	15	\$ 125.00	0.00	0 \$	1,875.00
3/29/22	Plan Review	Esparza; 9043 NE 37th Pl.	Second comment letter regarding demolition permit application.	Demolition	DP-2021-04	0.5	\$ 125.00	0.00	0 \$	62.50
3/31/22	Plan Review	Hayes; 9330 NE 34th St.	Pre-application meeting for demolition and new residence. Meeting prep, meeting, and	Building	PRE-App-2022-07	0.75	\$ 125.00	0.00	0 \$	93.75
	Plan Review					0	\$ 125.00	0.00	0 \$	-

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**Activity Total for Plan Review (104 000 000 559 69 49 00) 8.00 \$ 125.00 \$ 6,000.00**

Activity **Administrative Services**  
Type:

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

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**Activity Total for Administrative Services**

**\$0.00**

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Activity  
Type:

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**Activity Total for Administrative Services (no account number assigned)**

**\$0.00**

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Note: This invoice reflects 2021 IRS mileage rate of 58.5 cents/mile

**TOTAL \$ 7,862.23**

**Yarrow Point Invoice Detail**

**March 2022**

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

FUND: Capital Improvement			ACTIVITY TYPE: CIP #1 - NE 36th St	ACTIVITY CODE: XXXXX		
Date	Job Function	Name	Description of Work	Hours	Rate	Total Charge
3/1/22	Administration	Town of Yarrow Point	Review G&O proposal and prepare staff report	1.00	\$ 125.00	\$ 125.00
3/8/22	Administration	Town of Yarrow Point	Attend council mtg to discuss G&O design proposal	0.75	\$ 125.00	\$ 93.75
3/22/22	Administration	Town of Yarrow Point	Coord w/ Mayor Harris for signature and send signed contract and survey CAD file to G&O	0.25	\$ 125.00	\$ 31.25
3/23/22	Administration	Town of Yarrow Point	Send CAD files to G&O	0.25	\$ 125.00	\$ 31.25
<b>Activity Subtotal for Town Engineer - CIP #S-2</b>				<b>2.25</b>	<b>\$ 125.00</b>	<b>\$ 281.25</b>

FUND: Capital Improvement			ACTIVITY TYPE: NE 42nd Street/ 91st Ave NE Stormwater Upsizing and UGC Project	ACTIVITY CODE: XXXXX		
Date	Job Function	Name	Description of Work	Hours	Rate	Total Charge
3/10/22	Administration	Town of Yarrow Point	On-site to inspect strip drain at 4235 91st Ave NE completion; review and approve KC Roads invoice	1.00	\$ 125.00	\$ 125.00
3/14/22	Administration	Town of Yarrow Point	on-site to do final on strip drain repair	0.75	\$ 125.00	\$ 93.75
3/23/22	Administration	Town of Yarrow Point	closeout paperwork: 1.) check w/ Bonnie/ Austen Re: retainage check hold; 2.) send reminders to WA DOR and LNI Re: status of NOC	1.00	\$ 125.00	\$ 125.00
3/25/22	Administration	Town of Yarrow Point	locate AA Strip drain invoice; review, file, and send to clerk for processing	0.25	\$ 125.00	\$ 31.25
3/29/22	Administration	Town of Yarrow Point	Coord w/ G&O-Kevin Re: Millenium unpaid invoice; email response to Heather	0.50	\$ 125.00	\$ 62.50
<b>Activity Subtotal for Town Engineer - NE 42nd Street</b>				<b>3.50</b>	<b>\$ 125.00</b>	<b>\$ 437.50</b>

FUND: Capital Improvement			ACTIVITY TYPE: 94th Ave NE - UGC & Storm Improvements	ACTIVITY CODE: XXXXX		
Date	Job Function	Name	Description of Work	Hours	Rate	Total Charge
3/23/22	Administration	Town of Yarrow Point	coord via phone/ email and send 94th Ave NE survey info to COB - Utilities for water main upgrade design work and to PSE - Jason Airey for schedule 74 conversion request; asked to have back for 5/10 council consideration	2.00	\$ 125.00	\$ 250.00
<b>Activity Subtotal for Town Engineer - CIP #T-1</b>				<b>2.00</b>	<b>\$ 125.00</b>	<b>\$ 250.00</b>

FUND: Capital Improvement			ACTIVITY TYPE: 94th Ave NE - Survey (S-4)	ACTIVITY CODE: XXXX		
Date	Job Function	Name	Description of Work	Hours	Rate	Total Charge

**Yarrow Point Invoice Detail**

**March 2022**

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

-	Administration	Town of Yarrow Point	-	0.00	\$	125.00	\$	-
<b>Activity Subtotal for Town Engineer - CIP #S-4</b>				<b>0.00</b>	<b>\$</b>	<b>125.00</b>	<b>\$</b>	<b>-</b>
<b>Activity Total for Capital Improvement Projects</b>				<b>7.75</b>	<b>\$</b>	<b>125.00</b>	<b>\$</b>	<b>968.75</b>



**Yarrow Point Invoice Detail**

**March 2022**

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

**Activity Type: Pre-Applications**

Date	Job Function	Name	Description of Work	Hours	Rate	Total Charge	
3/1/22	Pre-application	Donner; 4609 92nd Ave NE	Pre-app research and prepare for mtg	1.50	\$ 125.00	\$ 187.50	
3/2/22	Pre-application	Angelone; 4427 95th Ave NE	Pre-app research and prepare for mtg; preliminary comments	0.75	\$ 125.00	\$ 93.75	
3/3/22	Pre-application	Pelzer; 4628 95th Ave NE	Attend mtg w/ staff and applicant's agent	0.50	\$ 125.00	\$ 62.50	
3/3/22	Pre-application	Donner; 4609 92nd Ave NE	Attend mtg w/ staff and applicant's agent; followup emails with comments	1.00	\$ 125.00	\$ 125.00	
3/10/22	Pre-application	Angelone; 4427 95th Ave NE	Attend pre-app for patio work and interior remodel	0.75	\$ 125.00	\$ 93.75	
3/17/22	Pre-application	Box; 9050 NE 38th St	Prepare for and attend pre-app mtg Re: exterior patio and interior remodel; verify impervious surfaces including NE 38th Place	1.75	\$ 125.00	\$ 218.75	
3/23/22	Pre-application	Weber; 9003 NE 37th Place	Answer arch - J. Saboda's email via phone call	0.25	\$ 125.00	\$ 31.25	
3/31/22	Pre-application	Hayes; 9330 NE 40th St	Prepare for and attend pre-app mtg Re: new SFR; followup email	1.00	\$ 125.00	\$ 125.00	
<b>Activity Subtotal for Pre-Applications</b>					<b>7.50</b>	<b>\$ 125.00</b>	<b>\$ 937.50</b>

**Activity Type: Plan Review (Boundary Line Adjustment/ Short Plat)**

Date	Job Function	Name	Description of Work	Hours	Rate	Total Charge	
-	BLA Review	-	-	0.00	\$ 125.00	\$ -	
<b>Activity Subtotal for Plan Review</b>					<b>0.00</b>	<b>\$ 125.00</b>	<b>\$ -</b>
						<b>\$ -</b>	

**Activity Type: Plan Review/ Inspection - Site Development Permit**

Date	Job Function	Name	Description of Work	Hours	Charge	Total Charge
3/1/22	Plan Review	Clapp; 4415 91st Ave NE	Review and approve site permit; SEPA #21-04 & SX #21-04	0.75	\$ 125.00	\$ 93.75
3/7/22	Inspection	Spencer; 4601 91st Ave NE	respond to Schultz - Eric Re: site final questions	0.25	\$ 125.00	\$ 31.25
3/11/22	Inspection	Guilford; 8807 NE 34th St	on-site for storm drainage inspection	0.75	\$ 125.00	\$ 93.75

**Yarrow Point Invoice Detail**

**March 2022**

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

3/12/22	Plan Review	Wazeri; 3806 95th Ave NE	Coord w/ applicant Re: new parking plan and pre-con mtg	SITE #20-8201	0.25	\$	125.00	\$	31.25
3/15/22	Plan Review	Wazeri; 3806 95th Ave NE	On-site for revised parking plan pre-con mtg w/ Architect, contractor, and applicant	SITE #20-8201	1.00	\$	125.00	\$	125.00
3/15/22	Inspection	Biege; 9051 NE 37th Place	on-site for storm drainage inspection	SITE #21-03	0.75	\$	125.00	\$	93.75
3/17/22	Plan Review	Wazeri; 3806 95th Ave NE	Parking plan review and coord w/ Steve Wilcox	SITE #20-8201	0.50	\$	125.00	\$	62.50
3/21/22	Inspection	Warner; 9235 NE 37th Place	On-site for pre-construction meeting w/ Steve W., contractor, and owner	SD #21-04	0.75	\$	125.00	\$	93.75
3/21/22	Inspection	Wazeri; 3806 95th Ave NE	On-site for TESC/ Parking complaint/ inspection; Mtg w/ Jay & Zach RWS	SITE #20-8201	0.75	\$	125.00	\$	93.75
3/22/22	Plan Review	Pelzer; 4628 95th Ave NE	Review and approve site permit	SD #22-05	0.50	\$	125.00	\$	62.50
3/22/22	Plan Review	Belfiore; 9009 NE 42nd St	Review and approve site permit	SD #22-01	0.50	\$	125.00	\$	62.50
3/23/22	Inspection	Wazeri; 3806 95th Ave NE	Answer contractor's phone call Re: on-site tree removal	SITE #20-8201	0.25	\$	125.00	\$	31.25
3/28/22	Inspection	Wazeri; 3806 95th Ave NE	Coord w/ Mayor Harris and City of Kirkland Re: potential unpermitted tree removal on lot to the east;	SITE #20-8201	0.50	\$	125.00	\$	62.50
3/29/22	Plan Review	Matthews; 9003 NE 41st St	Plan review and coord for revisions	SITE #22-02	0.50	\$	125.00	\$	62.50
3/29/22	Plan Review	Johnson; 9045 NE 40th Place	Plan review and approval; coord w/ applicant for updated site plan	SITE #22-07	1.00	\$	125.00	\$	125.00
3/30/22	Inspection	Wazeri; 3806 95th Ave NE	On-site for mtg w/ applicant Re: depth of existing fill material on 95th and stability; geotechnical engineer required to monitor site prior to placement of footings	SITE #20-8201	0.75	\$	125.00	\$	93.75
<b>Activity Subtotal for Plan Review - Site Development Permit</b>					<b>9.75</b>	<b>\$</b>	<b>125.00</b>	<b>\$</b>	<b>1,218.75</b>

**Yarrow Point Invoice Detail**

**March 2022**

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

**Activity Type: Permit Review/Inspection - Right of Way Use Permit(s)**

Date	Job Function	Name	Description of Work		Hours	Charge	Total Charge
3/7/22	Plan Review	Wazeri; 3806 95th Ave NE	Read through staff emails	ROW #20-8202	0.25	\$ 125.00	\$ 31.25
3/22/22	Plan Review	Yetter; 9127 NE 36th St	Coord w/ staff RE: recordable agreement for 3-year plant maintenance	ROW #22-0x	0.75	\$ 125.00	\$ 93.75
3/23/22	Inspection	COB; 8800-9200 Pts Drive NE	Impromptu mtg at town hall w/ COB- Chris Re: potential concrete below Points Drive asphalt surface and need to pothole	ROW #21-06	0.50	\$ 125.00	\$ 62.50
3/24/22	Inspection	Wazeri; 3806 95th Ave NE	Impromptu mtg at town hall w/ Steve W. Re: existing R/W Use permit and parking	ROW #20-8202	0.25	\$ 125.00	\$ 31.25
3/29/22	Plan Review	Biege; 9051 NE 37th St	Plan review and approve; coord w/ applicant for R/W Use site plan; review final site permit SITE #22-06	ROW #22-05	1.00	\$ 125.00	\$ 125.00
3/29/22	Plan Review	Warner; 9235 NE 37th Pl	Plan review and approval	ROW #22-07	0.25	\$ 125.00	\$ 31.25
3/29/22	Plan Review	Kim; 2822 88th Ave NE	Coord w/ PSE - InfraSource and staff Re: permit extension and revised scope of work	ROW #21-07	0.25	\$ 125.00	\$ 31.25
<b>Activity Subtotal for Permit Review/Inspection - Right of Way Use Permit(s)</b>					<b>3.25</b>	<b>\$ 125.00</b>	<b>\$ 406.25</b>
<b>Activity Total for Pre-apps/Plan Reviews/ Permits/ Inspections</b>					<b>20.50</b>	<b>\$ 125.00</b>	<b>\$ 2,562.50</b>

**Yarrow Point Invoice Detail**

**March 2022**

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

FUND: Unknown			Activity Type: General Administration	Invoice Code: Unknown		
Date	Job Function	Name	Description of Work	Hours	Rate	Total Charge
3/1/22	Administration	Town of Yarrow Point	9114 NE 32nd St - D. Teo; evaluate gate proposal request; visit site and coord w/ staff	0.75	\$ 125.00	\$ 93.75
3/1/22	Administration	Town of Yarrow Point	4015 95th Ave NE - Buchannan pathway; concept plan and coord w/ Mayor	1.25	\$ 125.00	\$ 156.25
3/2/22	Administration	Town of Yarrow Point	4612 92nd Ave NE - Katzinski; on-site for unauthorized pruning/ removal of a r/w tree; contact tree solutions for damage report/ fine;	1.25	\$ 125.00	\$ 156.25
3/3/22	Administration	Town of Yarrow Point	4015 95th Ave NE - Buchannan pathway; on-site mtg w/ Mayor	0.75	\$ 125.00	\$ 93.75
3/3/22	Administration	Town of Yarrow Point	9114 NE 32nd St - D. Teo: discussion about procedure for gate review w/ Mona	0.25	\$ 125.00	\$ 31.25
3/15/22	Administration	Town of Yarrow Point	Sit in on flock camera zoom mtg w/ Austen to discuss placement along 92nd Ave NE	0.25	\$ 125.00	\$ 31.25
3/17/22	Administration	Town of Yarrow Point	Attend zoom mtg w/ COB utilities to determine permits required for their annual repair work	0.25	\$ 125.00	\$ 31.25
3/22/22	Administration	Town of Yarrow Point	9001 NE 41st St - answer email Re: ?'s about original grade and soils information	0.25	\$ 125.00	\$ 31.25
3/23/22	Administration	Town of Yarrow Point	Send 3 separate requests to KC Roads for maintenance work pricing: 1.) 92nd Ave shoulder gravel parking restoration and NE 40th/92nd Ave pothole repair around existing CB; 2.) 9429 NE 40th & 4635 95th Ave NE stormwater main repairs identified on 2021 annual clean and camera; 3.) Buchannan pathway improvements	3.00	\$ 125.00	\$ 375.00
3/23/22	Administration	Town of Yarrow Point	Buchannan pathway: 1.) coord w/ Bruisers for tree removal; 2.) coord w/ PSE IntoLight for add'l street light	0.75	\$ 125.00	\$ 93.75
3/23/22	Administration	Town of Yarrow Point	2021 KCFCD SROF Reimbursement Request #1 (9,419.90) for 2021 Annual SW Clean and Camera work	0.75	\$ 125.00	\$ 93.75
3/25/22	Administration	Town of Yarrow Point	Impromptu mtg at town hall w/ resident chuck wallace (4658 95th Ave NE) Re: 4652 95th Ave NE; research and send plans for civil/ storm and geotech report	0.50	\$ 125.00	\$ 62.50
3/28/22	Administration	Town of Yarrow Point	Return phone call to 9045 NE 40th St - Dave Johnson Re: site development permit requirements	0.25	\$ 125.00	\$ 31.25
<b>Activity Subtotal for General Administration</b>				<b>10.25</b>	<b>\$ 125.00</b>	<b>\$ 1,281.25</b>

**Yarrow Point Invoice Detail**

**March 2022**

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

**TOWN REIMBURSED ACTIVITIES**

Activity Total for Capital Improvement Projects	7.75	\$125.00	\$968.75
Activity Total for Applicant - Pre-apps/Plan Reviews/ Permits/ Inspections	20.50	\$ 125.00	\$2,562.50
Activity Total for Reimbursed Categories	28.25	\$ 125.00	\$3,531.25

**TOWN GENERAL ADMINISTRATION ACTIVITIES**

Activity Total for General Administration	10.25	\$125.00	\$1,281.25
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**TOWN TOTAL FOR ALL ACTIVITIES**

	38.50	\$ 125.00	\$4,812.50
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**Mona H. Green, Town Planner**  
PROFESSIONAL PLANNING SERVICE  
March 2022 INVOICE #22548

Date		Type		Hours	Charge
03/03/22	9120 NE 32, Tonn: rev; t/conf Bel Fire; e-mail	Fence	2022-02	0.50	67.50
03/08/22	2822 - 88 Ave NE, Kim: status w bldr	Bldg	21-8310	0.25	33.75
03/10/22	9120 NE 32, Tonn: t/conf Bel Fire; e-mail	Fence	2022-02	0.50	67.50
03/11/22	9018 NE 39 PL, Yarrow LLC: revisions	Bldg	2021-08	0.75	101.25
03/15/22	9127 NE 36 St, Yetter: rev & e-mail	Bldg	2022-05	0.50	67.50
03/18/22	4412 95 Ave NE, Mishra: revision	Bldg	19-8054	0.50	67.50
	<b>SUBTOTAL - BLDG/FENCE</b>			<b>3.00</b>	<b>405.00</b>
03/03/22	4628 - 95 Ave NE, Pelzer: prep, attend mtg	PreApp	2022-03	1.00	135.00
03/03/22	4609 - 92 Ave NE, Donner: prep, attend mtg; follow up 3/7	PreApp	2022-04	1.50	202.50
03/10/22	4427 95 Ave NE, Angelone: prep, attend mtg	PreApp	2022-05	1.00	135.00
03/17/22	COB Utilities (prep t/conf & mtg)	PreApp		0.75	101.25
03/17/22	9050 NE 38 Pl, Box: prep, attend mtg	PreApp	2022-06	1.00	135.00
03/31/22	9330 NE 40, Hayes: prep, attend mtg (also 3/17 research)	PreApp	2022-07	2.00	270.00
03/31/22	9010 NE 37, Perry: prep, attend mtg	PreApp	2022-08	1.00	135.00
03/31/22	4412 95 Ave NE, Mishra: t/conf agent; rev file; prep notes; e-mail	PreApp	2022-09	1.50	202.50
	<b>SUBTOTAL - PREAPP</b>			<b>9.75</b>	<b>1316.25</b>
03/17/22	9009 NE 42, Belfiore: new info; final rev	Site	2022-01	0.50	67.50
03/21/22	4628 95 Ave NE, Pelzer: rev	Site	2022-05	0.50	67.50
03/23/22	9127 NE 36, Yetter: comments; rev	Site	2022-06	1.00	135.00
	<b>SUBTOTAL - SITE</b>			<b>2.00</b>	<b>270.00</b>
03/04/22	9003 NE 37 Pl, Weber: t/conf property owner	SDP	2022-02	0.50	67.50
03/14/22	9003 NE 37 Pl, Weber: analysis & staff report	SDP	2022-02	3.00	405.00
03/17/22	9003 NE 37 Pl, Weber: finalize report; prep packet for HE; distribute	SDP	2022-02	2.00	270.00
03/28/22	9003 NE 37 Pl, Weber: prep & attend public hearing	SDP	2022-02	1.50	202.50
	<b>SUBTOTAL - SHORELINE SUBSTANTIAL DEVELOPMENT</b>			<b>7.00</b>	<b>945.00</b>
03/22/22	4628 95 Ave NE, Pelzer: rev; e-mails; new info; prep SX	SX	2022-01	1.00	135.00
	<b>SUBTOTAL - SHORELINE EXEMPTION</b>			<b>1.00</b>	<b>135.00</b>
03/28/22	9071 NE 37 PL, Mehta: rev, app	Mech	2022-03	0.50	67.50
03/30/22	2822 88 Ave NE, Kim: rev, app	Mech	2022-04	0.50	67.50
	<b>SUBTOTAL - MECHANICAL</b>			<b>1.00</b>	<b>135.00</b>
03/01/22	Mtg w Mayor			1.50	202.50
03/02/22	T/conf Town Atty			0.50	67.50
03/03/22	Comp Plan matters			0.50	67.50
03/03/22	9071 NE 34, Teo: t/conf, e-mail re pending	Pending		0.25	33.75
03/04/22	T/conf land arch re pending shoreline proj	Pending		0.25	33.75

**Mona H. Green, Town Planner**  
 PROFESSIONAL PLANNING SERVICE  
 March 2022                      INVOICE #22548

03/07/22	Mtg prep; rev state matls re housing			1.00	135.00
03/07/22	9039 NE 33: t/conf bldr re potential ADU	Pending		0.25	33.75
03/08/22	PC/Council mtg			2.00	270.00
03/16/22	King Co Assessor matter (multi)			0.75	101.25
03/17/22	T/conf land arch re tree code			0.25	33.75
03/18/22	Transition matters (multi-days)			1.50	202.50
03/21/22	9001 NE 41, Nordstrom: t/conf, e-mail (multi-days)	Pending		0.75	101.25
03/23/22	T/conf Mayor, atty re admin issues			1.00	135.00
03/28/22	T/conf bldr re req	Pending		0.25	33.75
03/29/22	Transition matters; tree code memo			2.00	270.00
03/30/22	9033 NE 37 Pl: t/conf re pending	Pending		0.25	33.75
03/31/22	Comm w town atty re ongoing issue (multi thru 4/3)			0.50	67.50
03/31/22	Mtgs/consults with staff, public throughout month			2.00	270.00
	<b>SUBTOTAL - MISC</b>			<b>15.50</b>	<b>2092.50</b>
	<b>TOTAL</b>			<b>39.25</b>	<b>5298.75</b>

<ol style="list-style-type: none"><li>1. ARCH Budget and Work Program</li><li>2. Trust Fund Project Funding Recommendations</li><li>3. Amended and Restated Interlocal Agreement for ARCH</li></ol>	<b>Proposed Council Action:</b> Motion to approve Resolution No.356 Motion to approve Resolution No.357 Motion to approve Resolution No.358
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**Presented by:** Representative from ARCH – Lindsay Masters

**Exhibits:** Memo to Councils on ARCH 2022 Budget and Work Program, and Trust Fund Parity Goals (dated 9/7/21)  
Analysis of ARCH Staff Capacity and Options for Meeting Members Affordable Housing Needs (dated 9/7/21)  
Resolution No.356 – Resolution Approving the 2022 ARCH Administrative Budget and Work Program

Memo to Councils on Fall 2021 Housing Trust Fund (HTF) Recommendation (dated 12/9/21)

Resolution No.357 - A Resolution Authorizing The Duly Appointed Administering Agency For ARCH To Execute All Documents Necessary To Enter Into Agreements For The Funding Of Affordable Housing Projects, As Recommended By The ARCH Executive Board, Utilizing Funds From The Town's Housing Trust Fund

Amended and Restated Interlocal Agreement for ARCH  
Resolution No.358 – Resolution Authorizing Amendment No. 1 to the Amended and Restated Interlocal Agreement for ARCH – a Regional Coalition for Housing (dated July 1, 2010)

**Summary:**

Resolution No.356 is to approve the 2022 Administrative Budget and submittal of \$2,447 (as requested), plus approval of the work program and submittal of \$7,553 to the Trust Fund, for a total of \$10,000 that the Town budgeted for 2022.

Resolution No.357 is to give ARCH permission to expend \$6,300 from the Town's portion of the ARCH trust fund. These funds were previously contributed to the Trust Fund by the Town.

Resolution No.358 authorizes the execution of Amendment No. 1 to the Amended and Restated Interlocal Agreement for ARCH



**Recommended Action:**

ARCH is asking the Council to adopt:

1. Resolution No.356 – 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)
2. Resolution No.357 - A Resolution Authorizing the Duly Appointed Administering Agency for Arch To Execute All Documents Necessary To Enter Into Agreements For The Funding Of Affordable Housing Projects, As Recommended By The Arch Executive Board, Utilizing Funds From The Town's Housing Trust Fund
3. Resolution No.358 – A Resolution Authorizing Amendment No. 1 to the Amended and Restated Interlocal Agreement for ARCH – A Regional Coalition for Housing (dated July 1, 2010) to (1) change the name of the Citizen Advisory Board to the Community Advisory Board, (2) to temporarily allow up to four additional members to serve on the advisory board in order to enhance the diversity of and the breadth of skills and experience on said board, and (3) to revise language throughout the agreement consistent with these changes.

**TOWN OF YARROW POINT  
RESOLUTION NO. 356**

**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 Town Council of the Town of Yarrow Point, Washington, 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 8<sup>th</sup> day of March, 2022.

\_\_\_\_\_  
Mayor Katy K Harris

\_\_\_\_\_  
ATTEST: Clerk-Treasurer Bonnie Ritter

**TOWN OF YARROW POINT  
RESOLUTION NO.357**

**A RESOLUTION AUTHORIZING THE DULY APPOINTED  
ADMINISTERING AGENCY FOR ARCH TO EXECUTE ALL  
DOCUMENTS NECESSARY TO ENTER INTO AGREEMENTS FOR  
THE FUNDING OF AFFORDABLE HOUSING PROJECTS, AS  
RECOMMENDED BY THE ARCH EXECUTIVE BOARD, UTILIZING  
FUNDS FROM THE TOWN'S HOUSING TRUST FUND**

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

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

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

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

**WHEREAS**, the Town Council desires to use \$6300 from Town funds as designated below to finance the projects recommended by the ARCH Executive Board;

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

Section 1. The Town Council authorizes the duly-appointed administering agency of ARCH pursuant to the Amended and Restated Interlocal Agreement for ARCH to execute all documents and take all necessary actions to enter into Agreements on behalf of the Town to fund Lifewire Hope Starts Here Project, Life Enrichment Options LEO at Trailhead, Friends of Youth New Ground Kirkland, as well as to increase funding to Inland Housing Group/Horizon Housing Total Lake Project, in a combined total amount not to exceed \$6300.

Section 2. The Agreements entered into pursuant to Section 1 of this resolution shall include terms and conditions to ensure that the Town's funds are used for their intended purpose and that the projects maintain affordability over time. In determining what conditions should be included in the Agreements, the duly appointed administering agency of ARCH shall be guided by the recommendations set forth in the ARCH Executive Board's memorandum of December 9, 2021.

Adopted by the Town Council this 8<sup>th</sup> day of March, 2022.

\_\_\_\_\_  
Mayor Katy K Harris

\_\_\_\_\_  
Attest: Bonnie Ritter, Clerk-Treasurer

**TOWN OF YARROW POINT  
RESOLUTION NO.358**

**A RESOLUTION AUTHORIZING AMENDMENT NO. 1 TO THE  
AMENDED AND RESTATED INTERLOCAL AGREEMENT FOR  
ARCH – A REGIONAL COALITION FOR HOUSING  
(DATED JULY 1, 2010)**

**THE TOWN COUNCIL OF THE TOWN OF YARROW POINT, WASHINGTON, DOES  
RESOLVE AS FOLLOWS:**

Section 1. The Mayor or her designee is hereby authorized to execute Amendment No. 1 to the Amended and Restated Interlocal Agreement for ARCH – A Regional Coalition for Housing (dated July 1, 2010) to (1) change the name of the Citizen Advisory Board to the Community Advisory Board, (2) to temporarily allow up to four additional members to serve on the advisory board in order to enhance the diversity of and the breadth of skills and experience on said board, and (3) to revise language throughout the agreement consistent with these changes.

Adopted by the Town Council this 8<sup>th</sup> day of March, 2022.

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Mayor Katy K Harris

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Attest: Bonnie Ritter, Clerk-Treasurer

**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

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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 Annual Average
	Low Goal	High Goal	CDBG	General Fund	Other*		
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
<b>Total</b>	<b>\$1,839,000</b>	<b>\$3,844,000</b>	<b>\$392,153</b>	<b>\$1,753,477</b>	<b>\$8,859,986</b>	<b>\$11,005,616</b>	<b>\$6,450,115</b>

\*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
<b>I. TOTAL EXPENSES</b>	\$ 1,155,261	\$ 1,490,462	29%
<b>A. Personnel</b>	\$ 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>B. Operating</b>	\$ 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	\$ -	
<b>C. In-Kind Admin/Services</b>	\$ 19,503	\$ 26,980	38%
Insurance	\$ 9,660	\$ 15,000	
IT Services	\$ 9,843	\$ 11,980	
<b>D. Grants and Consultant Contracts</b>	\$ 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		
<b>II. TOTAL INCOME</b>	<b>\$ 1,155,261</b>	<b>\$1,490,462</b>			<b>29%</b>
		TOTAL	BASE	ADD'L	
<b>A. Member Contributions</b>	<b>\$ 1,103,897</b>	<b>\$1,334,162</b>	<b>\$1,204,162</b>	<b>\$130,000</b>	<b>21%</b>
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%
<b>Bellevue Detail</b>	<b>\$ 281,876</b>	<b>\$ 344,457</b>			<b>22%</b>
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>B. Other Income</b>	<b>\$ 51,364</b>	<b>\$ 156,300</b>			<b>204%</b>
Homeownership Program Fees	\$ 45,064	\$ 150,000			
Existing Administrative Fees	\$ 4,200	\$ 4,200			
Interest Earned	\$ 2,100	\$ 2,100			
<b>III. RESERVES, CONTINGENT INCOME AND EXPENSES</b>					
<i>Note: This section expresses intended use of any excess revenues above levels needed to cover basic operating costs.</i>					
<b>A. Contingent Expenses</b>					
Replenish operating reserves	\$ -	\$ -			
Staffing/Administrative Expenses	\$ 150,000	\$ 150,000			0%
Other Staffing/Services	\$ 150,000	\$ 150,000			0%
<b>B. Contingent Revenue</b>					
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

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### 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

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#### 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.
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

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### 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.

### 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

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### 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 data and scoping for a housing needs analysis and review draft housing policies and goals for the City's Comprehensive Plan update.

### **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.

**TOWN OF YARROW POINT  
RESOLUTION NO. 356**

**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 Town Council of the Town of Yarrow Point, Washington, 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 8<sup>th</sup> day of March, 2022.

\_\_\_\_\_  
Mayor Katy K Harris

\_\_\_\_\_  
ATTEST: Clerk-Treasurer Bonnie Ritter



# A REGIONAL COALITION FOR HOUSING

**TOGETHER CENTER CAMPUS**  
16307 NE 83RD ST, SUITE 201  
REDMOND, WA 98052  
425-861-3677

## MEMORANDUM

<p>TO: City of Bellevue Council Members City of Clyde Hill Council Members City of Issaquah Council Members City of Kirkland Council Members City of Mercer Island Council Members City of Redmond Council Members City of Woodinville Council Members</p>	<p>City of Bothell Council Members Town of Hunts Point Council Members City of Kenmore Council Members City of Medina Council Members City of Newcastle Council Members City of Sammamish Council Members Town of Yarrow Point Council Members</p>
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FROM: Kurt Triplett, Chair, ARCH Executive Board

DATE: December 9, 2021

RE: Fall 2021 Housing Trust Fund (HTF) Recommendation

The 2021 ARCH Housing Trust Fund round confirmed the increasing demand for funding to support affordable housing development in East King County. ARCH received five applications representing requests for just over \$3.8 million dollars in local funds to develop 344 units of affordable housing. After careful deliberation, the ARCH Executive Board concurred with the recommendations of the ARCH Citizen Advisory Board (CAB), and is recommending funding of \$3,175,000 for four projects, including supplemental funding of \$1.5 million to cover cost increases to a project that received an award in 2020.

**These recommendations advance projects that meet urgent local priorities, including mixed income workforce housing, transitional and emergency housing for victims of domestic violence, affordable housing for youth seeking to further their career and education, and much needed affordable housing for individuals with developmental disabilities to be integrated into a transit-oriented development.**

In the last three decades, the ARCH Trust Fund has supported nearly 4,500 units of affordable housing and shelter beds, more than any other program in East King County, notably creating housing for those with the greatest needs and the fewest opportunities to live in our community. As rents continue to rise in our region, so does the need for affordable housing. Your investment in the ARCH Housing Trust Fund, leveraged with millions of dollars from other sources, will provide this much needed housing to hundreds of underserved members of our community.

### 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



Below is a description of the applications received, the Executive Board recommendation and rationale, and proposed contract conditions for the proposals recommended for funding at this time. Also enclosed is the proposed funding sources and an economic summary of the projects recommended for funding.

Attachments:

1. Proposed Funding Sources
2. Project Economic Summaries

Note that bolded text in proposed conditions shows unique conditions in otherwise standard text.

**1. LifeWire – Hope Starts Here**

Funding Request: \$750,000 (Secured Grant)  
25 Affordable Units

Executive Board Recommendation: \$750,000 (Secured Grant)  
See attached Proposed Funding Sources for distribution of City Funds

Project Summary:

The proposed project is the rehabilitation of an existing three building site in Bellevue currently owned by LifeWire into 25 one and two-bedrooms units of affordable housing plus the new construction of a building for providing services to domestic violence (DV) survivors. The project is the culmination of several years of planning by LifeWire to consolidate two existing programs located in less-than-ideal facilities, plus add capacity with five additional units to serve the overwhelming need among DV survivors.

The project will serve single women and women with children impacted by domestic violence who do not have other options for housing. The project will contain 15 emergency housing units and 10 transitional housing units. The ten transitional units will serve survivors who are also recovering from substance abuse and are parenting. Nine apartments will be renovated to accommodate survivors with mobility issues. The project will serve residents earning 0-50% AMI.

The scope of the rehabilitation includes system and finish upgrades, new roofs, new secure entry door systems, sewer lines, flooring, and where needed, new cabinets, countertops, appliances, and fixtures. Due to the nature of the population the exact location of the project must be kept confidential.

Funding Rationale:

The Executive Board supports the intent of this application for the following reasons:

- The project aligns with the local Affordable Housing Strategy and would further the City of Bellevue’s goals to achieve 2,500 affordable units over 10 years.
- The project serves a special needs population (domestic violence survivors).

- The project will prioritize survivors with the greatest safety risks and highest barriers to housing and services.
- The project will allow a dependable, long standing non-profit service provider the ability to consolidate its resources and provide more efficient services to residents.
- The project provides significant financial leverage of other resources.
- Site has convenient access to transit, shopping, and services.

**Proposed Conditions:**

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

Special Conditions:

1. The funding commitment continue for **twelve (12) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the Agency will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider a twelve-month extension only on the basis of documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the Agency will demonstrate that all capital funding has been secured or is likely to be secured within a reasonable period of time.
2. Funds shall be used by Agency toward **soft costs, design, permits and construction**. Funds may not be used for any other purpose unless ARCH staff has given written authorization for the alternate use. If after the completion of the project there are budget line items with unexpended balances, ARCH and other public funders shall approve adjustments to the project capital sources, including potentially reductions in public fund loan balances.
3. Funds will be in the form of a **secured grant with no repayment**, so long as affordability and target population is maintained, and the service funds necessary to provide services to this population are available.
4. The net developer fee shall be established at the time of finalizing the Contract Budget and will follow ARCH Net Developer Fee Schedule. Net developer fee is defined as that portion of the developer fee paid out of capital funding sources and does not include the deferred portion which is paid out of cash flow from operations after being placed in service.
5. A covenant is recorded ensuring affordability for at least 50 years, with size and affordability distribution per the following table. Limited changes to the matrix may be considered based on reasonable justification as approved by ARCH staff.

Affordability	1-bedroom	2-bedroom	Total
30%	14	6	20
50%	3	2	5
Total	17	8	25

6. Based on the availability of adequate support services, the project will contain 15 emergency housing units and 10 transitional housing units, unless otherwise approved by ARCH. LifeWire will work with the DV Coordinated Entry system, known as the Domestic Violence Coordinated Housing Access Point (DVCHAP) for referrals, or other referral system as approved by ARCH.
7. ARCH shall review and approve the services budget and services plan for consistency with application.

## **2. Life Enrichment Options – LEO at Trailhead**

Funding Request: \$250,000 (Secured Grant)  
5 affordable rental units; 1 manager unit

Executive Board Recommendation: \$250,000 (Secured Grant)  
See attached Proposed Funding Sources for distribution of City Funds

### **Project Summary:**

The LEO at Trailhead project will provide 5 units of affordable housing for individuals with developmental disabilities (DD units) with an additional studio unit for a 24/7 live-in care provider, fully integrated into a mixed-income, mixed-use Transit Oriented Development (TOD) in Central Issaquah. All of the DD units are single room occupancy (SRO), and all will serve residents at or below 30% of area median income (AMI). LEO is partnering with King County Housing Authority (KCHA), Spectrum Development Solutions and the City of Issaquah to accomplish this project.

LEO will be situated on the first residential floor within the Trailhead building, above two levels of commercial and parking, and will be integrated into the rest of the affordable housing units operated by KCHA. KCHA is serving as LEO's development consultant and will sell the completed units to LEO upon completion. In addition, the Central Issaquah TOD Project will have spaces for other supportive services like a health center (Health Point), a behavioral health clinic (Valley City), and an Opportunity Center, which will be owned and operated by the city.

The project will include shared amenities dedicated to LEO including a living room, laundry, lounge / entertainment space, and kitchen. LEO tenants will have access to rest of the amenity spaces offered in the Trailhead building.

LEO's model is based on contracting with licensed long-term care professionals who live on-site in homes owned and managed by LEO. Care providers must adhere to minimum standards of care and provide 24-hour care to our residents, under the supervision of Department of Social and Health Services (DSHS) and the Developmental Disabilities Administration (DDA). LEO will serve as the landlord for the project and will enter into an agreement signed by a care provider chosen by LEO.

### **Funding Rationale:**

The Executive Board recommends funding with conditions listed below for the following reasons:

- The project aligns with the City of Issaquah Housing Strategy and fulfills a key component of a larger project that has been a longstanding City priority.
- The project is part of a larger partnership with King County Housing Authority, Spectrum Development Solutions and the City of Issaquah which will create significant affordable housing.
- The TOD project is expected to act as a catalyst for the whole neighborhood economic development in an area within the City’s Regional Growth Center.
- The project is sited at an excellent location, across the street to Tibbetts Valley Park, a thirty-acre active recreational community park, directly next to a light rail site is planned to open in 2041, and next to the Issaquah Transit Center which offers frequent, all-day transit service.
- The project serves a special needs population (developmentally disabled individuals).

**Proposed Conditions:**

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

Special Conditions:

1. **Funds shall be used by the Agency for the acquisition of the completed units.**
2. ARCH’s funding commitment shall continue for **thirty-six (36) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the Agency will provide a status report on progress to date. ARCH staff will consider up to a 12-month extension only on the basis of documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the Agency will demonstrate all capital funding is likely to be secured within a reasonable period of time.
3. Funds will be in the form of a **secured grant with no repayment**, so long as affordability and target population is maintained, and the service funds necessary to provide services to this population are available.
4. A covenant is recorded ensuring affordability for at least 50 years, with affordability generally as shown in the following table. Limited changes to the matrix may be considered based on reasonable justification as approved by ARCH staff.

Affordability	Beds	Total
30% AMI	5	5
manager unit	1	1
TOTAL	6	6

5. The net developer fee shall be established at the time of finalizing the Contract Budget and will follow the schedule established by ARCH. Net developer fee is defined as that portion of the developer fee paid out of capital funding sources and does not include the deferred portion which is paid out of cash flow from operations after being placed in service.

6. Based on the availability of adequate support services, the project will contain 5 units or beds for residents with Developmental Disabilities, unless otherwise approved by ARCH. LEO will work with Medicaid for referrals, or other referral method as approved by ARCH.

### **3. Inland Group/Horizon Housing Alliance – Horizon at Totem Lake**

Initial Funding Request: \$1,500,000 (Deferred, Contingent Loan) in addition to \$4,000,000 awarded from the 2020 funding round.

Executive Board Recommendation: \$1,500,000 (Deferred, Contingent Loan) See attached Proposed Funding Sources for distribution of City Funds

#### **Project Summary:**

Based on their successful proposal for the Together Center redevelopment, Inland/Horizon seek to create a similarly configured affordable development comprising 300 income-restricted units supplemented by an additional 168 workforce rental units in the redeveloping Totem Lake neighborhood of Kirkland.

The proposed project is located at the site of a former new car dealership will consist of three residential towers with level 1 of sub-grade parking and 2 levels of above grade parking. The first floor will consist of common areas/commercial space and the majority of the residential units will be on the third floor and above. The project proposes to utilize 9% tax credits in 40 units affordable at 30% and 50% AMI, of which 30 would be set aside for those exiting homelessness. Another 260 units is proposed at 50% and 60% AMI, which will be funded through 4% tax credits and tax-exempt bond financing. The project includes a partnership with Hopelink to provide services to the formerly homeless households.

In the most recent ARCH funding round, \$4 million was approved for the project, which applied for but was unsuccessful in its first effort to obtain Low Income Housing Tax Credits. To ensure the project is able to move forward and compete again for tax credits, additional funding is needed to meet cost increases that have occurred in the last year. Separately, the City of Kirkland has already provided an early commitment to release \$2.5 million for site acquisition, and Microsoft has provided \$18 million in initial funding through the ELAP program which is administered by the Washington State Finance Commission for the acquisition of the property. The property acquisition will be completed in December 2021.

#### **Funding Rationale:**

The Executive Board recommends funding with conditions listed below for the following reasons:

- The project has the opportunity to deliver mixed income housing on a significant scale in a location with access to transit and other amenities.
- The project leverages a significant amount of tax credit and other public and private financing.
- If successful in obtaining a 9% allocation, the project would provide housing for homeless families as well as other low-income families and individuals.
- If unsuccessful in obtaining a 9% allocation, the project would still deliver a significant amount of housing affordable to a range of incomes.
- The project will deliver a large amount of family-sized, 3-bedroom units.

- The developer is vertically integrated and able to bring cost efficiencies to the development. The project will be co-located with workforce housing creating a project of around 470 units built simultaneously, bringing an economy of scale.
- The project would allow timely investment of in lieu fees collected from a downtown Kirkland development to invest in another redeveloping neighborhood.
- The project maximizes utilization of the site per zoning.

**Proposed Conditions:**

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

Special Conditions:

1. The funding commitment shall continue for **twelve (12) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. ARCH staff will grant up to a 12-month extension.
2. Funds shall be used by the Agency towards **acquisition, soft costs, and construction**. Funds may not be used for any other purpose unless ARCH staff has given written authorization for the alternate use.
3. Funds will be in the form of a **deferred, contingent loan**. Loan terms will account for various factors, including loan terms from other fund sources and available cash flow. Final loan terms shall be determined prior to release of funds and must be approved by ARCH Staff. **It is anticipated that loan payments will be based on a set repayment schedule and begin after repayment of deferred developer fee** with 1% interest. The terms will also include a provision for the Agency to a defer payment if certain conditions are met (e.g. low cash flow due to unexpected costs). Any requested deferment of loan payment is subject to approval by ARCH Staff, and any deferred payment would be repaid from future cash flow or at the end of the amortization period.
5. The net developer fee shall be established at the time of finalizing the Contract Budget and will follow the ARCH Net Developer Fee Schedule. Net developer fee is defined as that portion of the developer fee paid out of capital funding sources and does not include the deferred portion which is paid out of cash flow from operations after being placed in service.
6. A covenant is recorded ensuring affordability for at least 50 years, with affordability generally as shown in the following table. **Limited changes to the unit mix may be considered based on reasonable justification as approved by ARCH staff. If the project is unsuccessful in securing 9% tax credits in the current round, the project may shift the allocation of units set aside at 30% AMI to either 50% or 60% AMI. The total number of units affordable up to 60% AMI may not be decreased by more than 10%. The total number of units affordable up to 50% AMI may also not be decreased by more than 10%.**

Affordability	Studio	1 BR	2BR	3BR	Total
30%		8	8	4	20
50%	5	23	49	19	96
60%	12	38	97	47	184
Total	17	69	154	60	300

7. The combined final loan amount shall be up to \$5.5 million, subject to approval by ARCH staff based on a documented funding gap. ARCH reserves the right to reduce its total loan amount based on changes to the project sources and uses, and unit mix.
8. The Agency shall submit evidence of private funding commitments for all components of the project, including the workforce housing. In the event commitment of funds cannot be secured consistent with the timeframe identified in the application, the Agency shall immediately notify ARCH, and describe the actions it will undertake to secure alternative funding and the timing of those actions subject to ARCH review and approval.
9. Agency must submit for ARCH staff approval a management and services plan which includes coordination of services with outside providers and parking management.
10. Agency shall submit a marketing plan for approval by ARCH staff. The plan should include how the Agency will do local targeted marketing outreach to local, media business and community organizations.
11. The Agency shall work with the city to minimize required parking and to provide alternative transportation options for the residents that reduce reliance on private automobiles, such as provision of public transit passes, bike storage, car sharing programs and other incentives. The Agency may charge for parking, subject to approval by ARCH staff, provided that the Agency has minimized the overall cost burden on residents with the lowest incomes.
12. In the interest of discouraging segregation of residents by income within the project, the Agency shall look for ways to integrate the population across the project with shared amenities, unifying esthetics and other programmatic features to build community within the project.
13. The Agency will establish a services reserve account in the amount of no less than \$1.6M to be used for services expenses to fill gaps in operating income, unless other ongoing resources for supportive services is identified, as approved by ARCH. A services reserve budget must be approved by ARCH at the close of permanent finance and will be monitored on an annual basis for consistency with the services plan. Any deviation from the services budget must be pre-approved by ARCH.

**4. Friends of Youth New Ground Kirkland Redevelopment**

Funding Request: \$675,000 additional to previously invested \$250,000 awarded in 2005 (Secured Grant)

14 total affordable bedrooms/suites replacing existing 8 units

Executive Board Recommendation: \$675,000 (Secured Grant)

Project Summary:

Friends of Youth (FOY) proposes to redevelop a site currently in their portfolio in the Houghton neighborhood of Kirkland into 14 bedrooms/suites of affordable housing at 30% AMI for youth between the ages of 18 to 24. The existing building would be extensively rehabbed including an alteration to accommodate four additional bedrooms. The target population would be clients who are ready for independent living, likely pursuing education or entry level employment, including young adults who are not current clients of the agency. The renovation supports FOY goals to diversify housing options across its portfolio and create projects that are economically sustainable and not dependent on annual fundraising.

Funding Rationale:

The Executive Board supports the intent of this application for the following reasons:

- This project represents an opportunity to rehab and extend the useful life of a vacant building within an agency current portfolio.
- The project would increase the number of young adults that it can serve at this property by adding two more bedrooms/suites.
- The project is well located in a neighborhood with transit, amenities and access to educational and job opportunities for young adults.
- The project leverages a significant amount of other public funding.
- The project helps to advance the City of Kirkland’s recently adopted affordable housing targets, which aim to achieve over 12,000 affordable units by 2044.
- The project serves a special needs population (young adults).

Special Conditions:

1. The funding commitment continue for **twelve (12) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the Agency will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider a twelve-month extension only on the basis of documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the Agency will demonstrate that all capital funding has been secured or is likely to be secured within a reasonable period of time.
2. Funds shall be used by Agency toward **soft costs, design, permits and construction**. Funds may not be used for any other purpose unless ARCH staff has given written authorization for the alternate use. Spending of construction contingency must be approved in advance by ARCH. If after the



completion of the project there are budget line items with unexpended balances, ARCH and other public funders shall approve adjustments to the project capital sources, including potentially reductions in public fund loan balances.

3. Funds will be in the form of a **secured grant with no repayment**, so long as affordability and target population is maintained, and the service funds necessary to provide services to this population are available.
4. The net developer fee shall be established at the time of finalizing the Contract Budget and will follow ARCH Net Developer Fee Schedule. Net developer fee is defined as that portion of the developer fee paid out of capital funding sources and does not include the deferred portion which is paid out of cash flow from operations after being placed in service.
5. A covenant is recorded ensuring affordability for at least 50 years, with size and affordability distribution per the following table. Limited changes to the matrix may be considered based on reasonable justification as approved by ARCH staff.

Affordability	1-bedroom/suite	Total
30%	14	14
Total	14	14

6. ARCH shall review and approve the services budget and services plan for consistency with application.
7. Agency must provide a parking plan which will encourage minimal parking and include within the project design bike facilities to inspire less vehicle use.
8. Agency must review the project design in an effort to maximize private space and security of private space and minimize common space. Design must propose security measures to encourage privacy such as locks in private areas.
9. If not included within the proposed design, Agency shall evaluate and consider permanent mini fridge/mini kitchen in each room to improve privacy and independence.
10. Agency shall evaluate and consider the maximization of sustainability features such as in efficient building envelope, heat pumps and propose a plan for the maximization of sustainability.
11. Agency shall present a plan to ARCH for managing the leasing and use of the common space that will explain how Agency will match residents, delineate the responsibilities for the lease/sub-lease, and handle management of each suite and common spaces.
12. Agency shall provide to ARCH for review a Capital Needs Assessment for all buildings in ARCH's portfolio.

**5. Attain Housing – Totem Six Plex**

Funding Request: \$650,000 (Secured Grant)  
6 new housing units

Executive Board Recommendation: \$0

Project Summary:

The proposed project is the new construction of a three-story structure with six two-bedroom units of transitional housing for homeless families earning up to 30% of area median income (AMI). The property currently contains of an existing four plex building owned and managed by Attain Housing. Attain also manages the four plex on the lot next to the proposed construction site. The proposed new building will sit in what is currently a lawn between the two four plex buildings. The project represents an expansion of existing programs operated by Attain, with overall capacity growing from 8 to 14 units across the three buildings.

Funding Rationale:

The Executive Board potentially supports the concept of the Attain Housing proposal but does not recommend funding at this time. The Executive Board would welcome an application in the next round. This would provide an opportunity for Attain Housing to address the issues identified below:

- Further development of building design, siting and parking and conformance with zoning requirements.
- Identification of other public funding sources included in the development budget.
- Identification of adequate project management capacity, including recommended engagement of a development consultant who will assist with the financing and project management of the project through construction completion.
- Definition of agency priorities including a rehab which the agency has indicated is its other top priority.
- Development of an updated development budget and operating budget which addresses in increases in construction costs based on and updated cost estimate and funding to address the additional cost increases.
- Development of a project schedule consistent with the proposed funding and local permitting requirements.
- Further discussion of long-term strategy for funding supportive services for transitional housing.

Standard Conditions (Apply to all projects):

1. The Agency shall provide revised development and operating budgets based upon actual funding commitments, which must be approved by ARCH staff. If the Agency is unable to adhere to the budgets, ARCH must be immediately notified and (a) new budget(s) shall be submitted by the Agency for ARCH's approval. ARCH shall not unreasonably withhold its approval to (a) revised budget(s), so long as such new budget(s) does not materially adversely change the Project. This shall be a continuing obligation of the Agency. Failure to adhere to the budgets, either original or as amended may result in withdrawal of ARCH's commitment of funds.

2. The Agency shall submit evidence of funding commitments from all proposed public sources. In the event commitment of funds identified in the application cannot be secured in the time frame identified in the application, the Agency shall immediately notify ARCH, and describe the actions it will undertake to secure alternative funding and the timing of those actions subject to ARCH review and approval.
3. In the event federal funds are used, and to the extent applicable, federal guidelines must be met, including but not limited to: contractor solicitation, bidding and selection; wage rates; and Endangered Species Act (ESA) requirements. CDBG funds may not be used to repay (bridge) acquisition finance costs.
4. The Agency shall maintain documentation of any necessary land use approvals and permits required by the city in which the project is located.
5. The Agency shall submit monitoring quarterly reports through completion of the project, and annually thereafter, and shall submit a final budget upon project completion. If applicable, Agency shall submit initial tenant information as required by ARCH.
6. Agency shall maintain the project in good and habitable condition for the duration of period of affordability.

### Attachment 1: Proposed Funding Sources

Recommended Projects					Total 2021 Recommended Funding
	Horizon at Totem Lake	Hope Starts Here	LEO at Trailhead	New Ground Kirkland	
Total Recommended Award	\$1,500,000	\$750,000	\$250,000	\$675,000	\$3,175,000
Bellevue	\$192,900	\$16,100	\$32,200	\$86,800	\$328,000
Bothell	\$54,900	\$4,600	\$9,200	\$24,700	\$93,400
Clyde Hill	\$10,000	\$800	\$1,700	\$4,500	\$17,000
Hunts Point	\$1,000	\$100	\$200	\$400	\$1,700
Issaquah	\$66,200	\$5,500	\$11,000	\$29,800	\$112,500
Kenmore	\$36,200	\$3,000	\$6,000	\$16,300	\$61,500
Kirkland	\$635,200	\$53,000	\$105,900	\$285,900	\$1,080,000
Medina	\$7,800	\$700	\$1,300	\$3,500	\$13,300
Mercer Island	\$19,700	\$1,600	\$3,300	\$8,900	\$33,500
Newcastle	\$17,200	\$1,400	\$2,900	\$7,700	\$29,200
Redmond	\$337,000	\$28,100	\$56,000	\$151,600	\$572,700
Sammamish	\$71,200	\$5,900	\$11,900	\$32,000	\$121,000
Woodinville	\$47,000	\$3,900	\$7,800	\$21,200	\$79,900
Yarrow Point	\$3,700	\$300	\$600	\$1,700	\$6,300
Total Local Funds	\$1,500,000	\$125,000	\$250,000	\$675,000	\$2,550,000
CDBG Funds		\$627,869*			\$627,869
Prior Award	\$4,000,000				
Total Award	\$5,500,000				

\*Final CDBG award to be finalized based on actual HUD grant numbers

## Attachment 2: Project Economic Summaries

Applicant: LifeWire  
Project Name: Hope Starts Here  
Location: Bellevue (confidential)  
Project Description: Acquisition rehab with 25 units for domestic violence survivors

### Financing Sources:

Source Name	Proposed Amount	Status
ARCH	\$750,000	
KC Housing Finance Program	\$2,000,000	\$4,300,000 committed
WA State Commerce HTF	\$3,500,000	Estimated up to \$1,000,000 award
City of Bellevue	\$2,000,000	Up to \$3,200,000 recommended
Capital Campaign/LifeWire Equity	\$4,133,733	
<b>Total Sources</b>	<b>\$12,383,733</b>	
<b>Bridge Financing:</b>		
King County Bridge Loan	\$4,000,000	Committed
REDI Fund	\$5,000,000	Committed

### Development Budget:

Proposed Use	Estimated Amount
Acquisition:	\$8,848,194
Construction:	\$2,293,396
Soft Costs:	\$445,869
Permanent Financing	\$135,048
Capitalized Reserves	\$260,525
Other Development Costs	\$400,701
<b>Total Uses</b>	<b>\$12,383,733</b>

Applicant: Life Enrichment Options (LEO)  
Project Name: LEO at Trailhead  
Location: 1515 NW Maple St, Issaquah WA  
Project Description: Acquisition of 5 units/beds for persons with developmental disabilities plus 1 caregiver unit within the new construction Trailhead TOD development

**Financing Sources**

Source Name	Proposed Amount	Status
ARCH	\$250,000	
KC Housing Finance Program	\$250,000	Proposed – anticipate State funds may cover
WA State Commerce HTF	\$299,694	Application anticipated spring 2022
<b>Total Sources</b>	<b>\$799,694</b>	

**Development Budget**

Proposed Use	Estimated Amount
Acquisition:	\$799,694
<b>Total Uses</b>	<b>\$799,694</b>

Applicant: Inland Group/Horizon Housing Alliance  
Project Name: Horizon at Totem Lake  
Location: 12335 120th Ave NE, Kirkland, WA  
Project Description: New construction of mixed use affordable and workforce housing project with 300 affordable units and 178 workforce units

**Financing Sources**

Source Name	Proposed Amount	Status
ARCH	\$5,500,000	\$4 million committed in 2020 funding round; \$2.5 million approved for December 2021 acquisition
KC Housing Finance Program	\$6,222,808	Committed
9% LIHTC Equity	\$9,992,576	Application submitted
4% LIHTC Equity	\$42,220,944	Application March 2022
Tax Exempt Bonds	\$49,220,000	Application March 2022
Deferred Developer Fee	\$10,476,847	Committed
<b>Total Sources</b>	<b>\$123,633,175</b>	

**Development Budget**

Proposed Use	Estimated Amount
Acquisition:	\$14,436,693
Construction:	\$75,915,129
Soft Costs:	\$16,014,352
Permanent Financing	\$8,237,423
Capitalized Reserves	\$2,982,281
Other Development Costs	\$6,047,297
<b>Total Uses</b>	<b>\$123,633,175</b>

Applicant: Friends of Youth  
Project Name: New Ground Kirkland Redevelopment  
Location: 11005 NE 68th Street, Kirkland WA  
Project Description: Redevelopment of existing structure for 14 affordable beds for young adults

**Financing Sources**

Source Name	Proposed Amount	Status
ARCH	\$675,000	
KC Housing Finance Program	\$1,171,800	Recommended \$1,806,800
WA State Commerce HTF	\$635,000	Not anticipating any HTF award
2021 State Leg. Appropriation	\$258,000	Committed
Capital Campaign	\$27,500	
Friends of Youth	\$15,000	
<b>Total Sources</b>	<b>\$2,782,300</b>	

**Development Budget**

Proposed Use	Estimated Amount
Acquisition:	\$0
Construction:	\$1,939,813
Soft Costs:	\$632,500
Permanent Financing	\$36,236
Capitalized Reserves	\$42,000
Other Development Costs	\$131,751
<b>Total Uses</b>	<b>\$2,782,300</b>



**TOWN OF YARROW POINT  
RESOLUTION NO.357**

**A RESOLUTION AUTHORIZING THE DULY APPOINTED  
ADMINISTERING AGENCY FOR ARCH TO EXECUTE ALL  
DOCUMENTS NECESSARY TO ENTER INTO AGREEMENTS FOR  
THE FUNDING OF AFFORDABLE HOUSING PROJECTS, AS  
RECOMMENDED BY THE ARCH EXECUTIVE BOARD, UTILIZING  
FUNDS FROM THE TOWN'S HOUSING TRUST FUND**

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

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

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

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

**WHEREAS**, the Town Council desires to use \$6300 from Town funds as designated below to finance the projects recommended by the ARCH Executive Board;

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

Section 1. The Town Council authorizes the duly-appointed administering agency of ARCH pursuant to the Amended and Restated Interlocal Agreement for ARCH to execute all documents and take all necessary actions to enter into Agreements on behalf of the Town to fund Lifewire Hope Starts Here Project, Life Enrichment Options LEO at Trailhead, Friends of Youth New Ground Kirkland, as well as to increase funding to Inland Housing Group/Horizon Housing Total Lake Project, in a combined total amount not to exceed \$6300.

Section 2. The Agreements entered into pursuant to Section 1 of this resolution shall include terms and conditions to ensure that the Town's funds are used for their intended purpose and that the projects maintain affordability over time. In determining what conditions should be included in the Agreements, the duly appointed administering agency of ARCH shall be guided by the recommendations set forth in the ARCH Executive Board's memorandum of December 9, 2021.

Adopted by the Town Council this 8<sup>th</sup> day of March, 2022.

\_\_\_\_\_  
Mayor Katy K Harris

\_\_\_\_\_  
Attest: Bonnie Ritter, Clerk-Treasurer

**Amendment No. 1**

**To**

**Amended and Restated Interlocal Agreement for ARCH**

**A Regional Coalition for Housing**

WHEREAS, the Cities of Bellevue, Kirkland, Redmond, Bothell, Woodinville, Issaquah, Mercer Island, Newcastle, Beaux Arts, Clyde Hill, Hunts Point, Medina, Yarrow Point, Kenmore and Sammamish, municipal corporations organized under the laws of the State of Washington, and King County, a subdivision of state government (the "Parties"), entered into an Amended and Restated Interlocal Agreement for ARCH, a Regional Coalition for Housing, pursuant to the Interlocal Cooperation Act, chapter 39.34 RCW, and effective as of July 1, 2010 ("Amended and Restated Agreement"); and

WHEREAS, the Parties wish to amend the Amended and Restated Agreement to adopt more contemporary and inclusive language related to the name and makeup of the advisory board providing advice and recommendations to the ARCH Executive Board while also helping increase the diversity and breadth of skills and experience serving on such advisory board over time.

NOW, THEREFORE, the Parties to the Amended and Restated Agreement do hereby agree to this Amendment No. 1 as follows:

Section 1 is amended to read as follows:

1. PURPOSE. All Parties to this Agreement have responsibility for local and regional planning for the provision of housing affordable to people that work and/or live in East King County. The Parties desire to act cooperatively to formulate affordable housing goals and policies and to foster efforts to provide affordable housing by combining public funding with private-sector resources. The Parties further intend that this interlocal agreement serve as a legal framework for all communities within the ARCH sphere of influence (See Exhibit A) to cooperate in planning for and providing affordable housing; the Parties therefore encourage other cities in East King County to join the Parties in this endeavor.

Section 2 is amended to read as follows:

2. STRUCTURE. To accomplish the purposes of this Agreement, the Parties hereby create a joint and cooperative undertaking responsible for administering the activities described herein, to be called A Regional Coalition for Housing ("ARCH"). ARCH shall be governed by an Executive Board composed of members as provided for in section 4.a of this Agreement. The Executive Board shall constitute a "joint board" as that term is used in RCW 39.34.030(4). The Executive Board shall be assisted by an administrative staff and by a Community Advisory Board.

Section 4.d(10) is amended to read as follows:

- (10) appoint Community Advisory Board Members;

Section 7 is amended to read as follows:

7. COMMUNITY ADVISORY BOARD. A Community Advisory Board is hereby created to provide advice and recommendations to the Executive Board on land and/or money resource allocation for affordable housing projects and to provide public relations and educational outreach services. The Community Advisory Board shall consist of not more than fifteen (15) and not less than twelve (12) community members; provided, however that the size of such board may be temporarily increased by the Executive Board through the appointment of up to an additional four (4) members in order to enhance such board diversity and breadth of skills and experience; provided further, that such additional temporary appointments may continue to serve on such board as standing members over time through attrition, thereby eventually reducing the size of the board back to not more than fifteen (15) and not less than twelve (12) members. The Executive Board shall appoint members to the Community Advisory Board. Community members appointed to the Community Advisory Board must have a knowledge and understanding of affordable housing and be committed to the furtherance of affordable housing on the Eastside. Appointments shall be for a four-year term with service limited to a total of two consecutive terms. The Executive Board shall adopt procedures for the convening and administration of the Community Advisory Board. A community member may be removed from the Community Advisory Board by the Executive Board with or without cause upon a majority vote of membership of the Executive Board.

Section 8 is amended to read as follows:

8. MEETINGS OF THE COMMUNITY ADVISORY BOARD.
- a. Frequency. The Community Advisory Board shall meet as often as it deems necessary, but not less than quarterly.
  - b. Quorum. A quorum at any meeting of the Community Advisory Board shall consist of the Board members who represent a simple majority of the Board's membership, including any temporary appointments made pursuant to Section 7.
  - c. Action. No action may be taken except at a meeting where a quorum exists. Action by the Community Advisory Board requires an affirmative vote by a majority of those members attending a Board meeting where a quorum exists. No action shall be taken except at a meeting open to the public.

This Amendment No. 1 to the Amended and Restated Interlocal Agreement for ARCH shall be effective when approved in accordance with Section 16 of the Agreement and may be executed in counterparts in accordance with Section 28 of the Agreement.

\*\*\*\*\*

[Signature Pages Follow]

Approved and executed this \_\_\_\_ day of \_\_\_\_\_, 202\_.

Name of Party: \_\_\_\_\_

Approved as to form

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

\_\_\_\_\_  
City Attorney

**TOWN OF YARROW POINT  
RESOLUTION NO.358**

**A RESOLUTION AUTHORIZING AMENDMENT NO. 1 TO THE  
AMENDED AND RESTATED INTERLOCAL AGREEMENT FOR  
ARCH – A REGIONAL COALITION FOR HOUSING  
(DATED JULY 1, 2010)**

**THE TOWN COUNCIL OF THE TOWN OF YARROW POINT, WASHINGTON, DOES  
RESOLVE AS FOLLOWS:**

Section 1. The Mayor or her designee is hereby authorized to execute Amendment No. 1 to the Amended and Restated Interlocal Agreement for ARCH – A Regional Coalition for Housing (dated July 1, 2010) to (1) change the name of the Citizen Advisory Board to the Community Advisory Board, (2) to temporarily allow up to four additional members to serve on the advisory board in order to enhance the diversity of and the breadth of skills and experience on said board, and (3) to revise language throughout the agreement consistent with these changes.

Adopted by the Town Council this 8<sup>th</sup> day of March, 2022.

\_\_\_\_\_  
Mayor Katy K Harris

\_\_\_\_\_  
Attest: Bonnie Ritter, Clerk-Treasurer

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

Agenda Bill 22-28  
April 12, 2022

<b>2021 Annual Report</b>	<b>Proposed Council Action:</b> Approve the 2021 Annual Report for submittal to the State Auditor
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**Presented by:** Clerk-Treasurer Bonnie Ritter

- Exhibits:**
- \*C4 and C5 Financial Statements: These reports are the result of the line-by-line year-end revenues and expenditures entered into the SAO online annual report submission page.
  - \*Notes to the Financial Statement: This document is to serve as an explanation to the public of the Town’s financial practices and financial picture
  - \*Schedule 6: Summary of Bank Reconciliation
  - \*Schedule 9: Liabilities
  - \*Schedule 19: Labor Relations Consultants
  - \*Schedule 21: Local Government Risk Assumption

**Summary:**

According to RCW 43.09.230, the state auditor shall require from every local government financial reports covering the full period of each fiscal year, in accordance with the forms and methods prescribed by the state auditor, which shall be uniform for all accounts of the same class. This report is due 150 days after the close of the fiscal period, or May 30, 2022.

**Recommended Action:**

Approval of the 2021 Annual Report as presented, to be submitted to the State Auditor by May 30, 2022.

**IF YOU HAVE QUESTIONS, PLEASE EMAIL ME AND I CAN CALL YOU TO DISCUSS: [clerk-treasurer@yarrowpointwa.gov](mailto:clerk-treasurer@yarrowpointwa.gov)**

C4

**Town of Yarrow Point**  
**Fund Resources and Uses Arising from Cash Transactions**  
**For the Year Ended December 31, 2021**

		Total for All Funds (Memo Only)	001 General	101 Street Fund	104 Community Development Fund
<b>Beginning Cash and Investments</b>					
308	Beginning Cash and Investments	4,702,106	1,752,759	408,095	370,775
388 / 588	Net Adjustments	10,995	10,995	-	-
<b>Revenues</b>					
310	Taxes	1,490,743	1,193,011	-	-
320	Licenses and Permits	434,204	74,393	138,806	221,005
330	Intergovernmental Revenues	217,505	195,993	21,512	-
340	Charges for Goods and Services	169,852	18	-	103,024
350	Fines and Penalties	2,974	2,974	-	-
360	Miscellaneous Revenues	98,690	96,152	398	426
Total Revenues:		2,413,968	1,562,541	160,716	324,455
<b>Expenditures</b>					
510	General Government	471,311	383,104	-	88,207
520	Public Safety	715,533	715,533	-	-
530	Utilities	39,270	-	-	-
540	Transportation	127,641	-	119,917	7,724
550	Natural/Economic Environment	142,057	13,129	-	128,928
560	Social Services	381	381	-	-
570	Culture and Recreation	29,857	27,325	-	2,532
Total Expenditures:		1,526,050	1,139,472	119,917	227,391
Excess (Deficiency) Revenues over Expenditures:		887,918	423,069	40,799	97,064
<b>Other Increases in Fund Resources</b>					
391-393, 596	Debt Proceeds	-	-	-	-
397	Transfers-In	622,840	-	-	-
385	Special or Extraordinary Items	-	-	-	-
381, 382, 389, 395, 398	Other Resources	56,250	-	56,250	-
Total Other Increases in Fund Resources:		679,090	-	56,250	-
<b>Other Decreases in Fund Resources</b>					
594-595	Capital Expenditures	1,393,355	-	183,055	6,380
591-593, 599	Debt Service	329,933	-	-	-
597	Transfers-Out	622,840	160,371	-	-
585	Special or Extraordinary Items	-	-	-	-
581, 582, 589	Other Uses	33,750	-	33,750	-
Total Other Decreases in Fund Resources:		2,379,878	160,371	216,805	6,380
<b>Increase (Decrease) in Cash and Investments:</b>		<b>(812,870)</b>	<b>262,698</b>	<b>(119,756)</b>	<b>90,684</b>
<b>Ending Cash and Investments</b>					
50821	Nonspendable	51,357	-	-	-
50831	Restricted	880,997	-	-	-
50841	Committed	-	-	-	-
50851	Assigned	941,430	-	288,342	461,460
50891	Unassigned	2,026,453	2,026,453	-	-
<b>Total Ending Cash and Investments</b>		<b>3,900,237</b>	<b>2,026,453</b>	<b>288,342</b>	<b>461,460</b>

**Town of Yarrow Point**  
**Fund Resources and Uses Arising from Cash Transactions**  
**For the Year Ended December 31, 2021**

	211 Bond Redemption Fund	301 Capital Improvement Fund 1	304 Capital Improvement Fund IV
<b>Beginning Cash and Investments</b>			
308	Beginning Cash and Investments	17,432	456,850
388 / 588	Net Adjustments	-	(576,598)
<b>Revenues</b>			
310	Taxes	-	148,866
320	Licenses and Permits	-	-
330	Intergovernmental Revenues	-	-
340	Charges for Goods and Services	-	-
350	Fines and Penalties	-	-
360	Miscellaneous Revenues	32	781
Total Revenues:		32	149,647
<b>Expenditures</b>			
510	General Government	-	-
520	Public Safety	-	-
530	Utilities	-	-
540	Transportation	-	-
550	Natural/Economic Environment	-	-
560	Social Services	-	-
570	Culture and Recreation	-	-
Total Expenditures:		-	-
Excess (Deficiency) Revenues over Expenditures:		32	149,647
<b>Other Increases in Fund Resources</b>			
391-393, 596	Debt Proceeds	-	-
397	Transfers-In	312,469	-
385	Special or Extraordinary Items	-	-
381, 382, 389, 395, 398	Other Resources	-	-
Total Other Increases in Fund Resources:		312,469	-
<b>Other Decreases in Fund Resources</b>			
594-595	Capital Expenditures	-	-
591-593, 599	Debt Service	329,933	-
597	Transfers-Out	-	462,469
585	Special or Extraordinary Items	-	-
581, 582, 589	Other Uses	-	-
Total Other Decreases in Fund Resources:		329,933	462,469
<b>Increase (Decrease) in Cash and Investments:</b>		<b>(17,432)</b>	<b>(312,822)</b>
<b>Ending Cash and Investments</b>			
50821	Nonspendable	-	-
50831	Restricted	-	720,626
50841	Committed	-	-
50851	Assigned	-	-
50891	Unassigned	-	-
<b>Total Ending Cash and Investments</b>		<b>-</b>	<b>720,626</b>



**Town of Yarrow Point**  
**Fund Resources and Uses Arising from Cash Transactions**  
**For the Year Ended December 31, 2021**

	311 Current Year Capital Fund	401 Stormwater Fund	701 Wetherill Endowment Fund
<b>Beginning Cash and Investments</b>			
308	Beginning Cash and Investments	553,487	663,670
388 / 588	Net Adjustments	-	-
<b>Revenues</b>			
310	Taxes	-	-
320	Licenses and Permits	-	-
330	Intergovernmental Revenues	-	-
340	Charges for Goods and Services	-	66,810
350	Fines and Penalties	-	-
360	Miscellaneous Revenues	303	548
Total Revenues:		303	67,358
<b>Expenditures</b>			
510	General Government	-	-
520	Public Safety	-	-
530	Utilities	-	39,270
540	Transportation	-	-
550	Natural/Economic Environment	-	-
560	Social Services	-	-
570	Culture and Recreation	-	-
Total Expenditures:		-	39,270
Excess (Deficiency) Revenues over Expenditures:		303	28,088
<b>Other Increases in Fund Resources</b>			
391-393, 596	Debt Proceeds	-	-
397	Transfers-In	50,000	260,371
385	Special or Extraordinary Items	-	-
381, 382, 389, 395, 398	Other Resources	-	-
Total Other Increases in Fund Resources:		50,000	260,371
<b>Other Decreases in Fund Resources</b>			
594-595	Capital Expenditures	537,106	666,814
591-593, 599	Debt Service	-	-
597	Transfers-Out	-	-
585	Special or Extraordinary Items	-	-
581, 582, 589	Other Uses	-	-
Total Other Decreases in Fund Resources:		537,106	666,814
<b>Increase (Decrease) in Cash and Investments:</b>		<b>(486,803)</b>	<b>(378,355)</b>
<b>Ending Cash and Investments</b>			
50821	Nonspendable	-	51,357
50831	Restricted	-	160,371
50841	Committed	-	-
50851	Assigned	66,684	124,944
50891	Unassigned	-	-
<b>Total Ending Cash and Investments</b>		<b>66,684</b>	<b>285,315</b>

C5

**Town of Yarrow Point**  
**Fiduciary Fund Resources and Uses Arising from Cash Transactions**  
**For the Year Ended December 31, 2021**

		<u>Custodial</u>
308	Beginning Cash and Investments	10,897
388 & 588	Net Adjustments	(10,983)
310-390	Additions	2,395
510-590	Deductions	<u>2,309</u>
	Net Increase (Decrease) in Cash and Investments:	86
508	Ending Cash and Investments	-

**Town of Yarrow Point, Washington  
For the Fiscal Year Ended December 31, 2021**

**Note 1 - Summary of Significant Accounting Policies**

The Town of Yarrow Point was incorporated on June 30, 1959 and operates under the laws of the State of Washington applicable to a mayor-council form of government. The Town is a general-purpose local government and provides street maintenance/improvements, parks, a beach, a playground, a nature preserve, building permits and inspection services, and general administrative services. The Town provides police services through the City of Clyde Hill. The City of Bellevue provides fire and emergency services, as well as water and sewer services.

The Town reports financial activity in accordance with the *Cash Basis Budgeting, Accounting and Reporting System* (BARS) Manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from generally accepted accounting principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed but are not included in the financial statements.
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The *Schedule of Liabilities* is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances are presented using classifications that are similar to the ending balance classification in GAAP.

A. Fund Accounting

Financial transactions of the government are reported in individual funds. Each fund uses a separate set of self-balancing accounts that comprises its cash and investments, revenues and expenditures. The government's resources are allocated to and accounted for in individual funds depending on their intended purpose. Each fund is reported as a separate column in the financial statements, except for fiduciary funds, which are presented by fund types. The following fund types are used:

GOVERNMENTAL FUND TYPES:

General Fund

This fund is the primary operating fund of the government. It accounts for all financial resources except those required or elected to be accounted for in another fund.

Special Revenue Funds

These funds account for specific revenue sources that are restricted or committed to expenditures for specified purposes of the government.

Debt Service Funds

These funds account for the financial resources that are restricted, committed, or assigned to expenditures for principal, interest and related costs on general long-term debt.

Capital Projects Funds

These funds account for financial resources which are restricted, committed, or assigned for the acquisition or construction of capital facilities or other capital assets.

Permanent Funds

These funds account for financial resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support programs for the benefit of the government or its citizenry.

PROPRIETARY FUND TYPES:

Enterprise Funds

These funds account for operations that provide goods or services to the general public and are supported primarily through user charges.

FIDUCIARY FUND TYPES:

Fiduciary funds account for assets held by the government in a trustee capacity or as a custodian on behalf of others.

Custodial Funds

These funds are used to account assets that the government holds on behalf of others in a custodial capacity.

B. Basis of Accounting and Measurement Focus

Financial statements are prepared using the cash basis of accounting and measurement focus. Revenues are recognized when cash is received and expenditures are recognized when paid.

In accordance with state law the Town also recognizes expenditures paid during the Open Period after the close of the fiscal year for claims incurred during the previous period.

C. Cash and Investments

See Note 4 - *Deposits and Investments*.

D. Capital Assets

Capital assets are assets with an initial individual cost of more than \$7,500 and an estimated useful life in excess of five years. Capital assets and inventory are recorded as capital expenditures when purchased.

E. Compensated Absences

Vacation leave may be accumulated up to 240 hours and is payable upon separation or retirement. Sick leave may be accumulated up to 500 hours. Upon separation or retirement employees do receive payment for 30% of unused sick leave. Payments are recognized as expenditures when paid.

F. Long-Term Debt

See Note 6 - *Long Term Debt*.

G. Restricted and Committed Portion of Ending Cash and Investments

Beginning and Ending Cash and Investments are reported as restricted or committed when it is subject to restrictions on use imposed by external parties or due to internal commitments established ordinance of the Town Council. When expenditures that meet restrictions are incurred, the Town intends to use the most restricted resources first.

Restrictions of Ending Cash and Investments consist of Real Estate Excise Tax and accumulated interest according to state law. These funds are restricted to Capital Improvement and had a balance as of December 31, 2021 of \$720,626.

Commitment of funds for the payment of long-term debt is established by Ordinance No. 656 of February 10, 2015. Fund 211 is committed to the payment of the Town's GO Bond. On September 14, 2021, the Town Council directed the Clerk-Treasurer to pay off this GO Bond in the amount of \$287,129.55 (of which \$2,582.27 was interest). Thus, Fund 211 had a balance as of December 31, 2021 of \$0.

**Note 2 - Budget Compliance**

The Town adopted annual appropriated budgets for eleven funds. These budgets are appropriated at the fund level. The budget constitutes the legal authority for expenditures at that level. Annual appropriations for these funds lapse at the fiscal year end.

The Town Council amended the 2021 budget on December 14, 2021, by adopting Ordinance No. 716. The numbers below reflect these amended amounts.

The two Capital Improvement Funds (301 and 304) were combined in 2021. The chart below shows the combined appropriated numbers and actual expenditures.

Annual appropriated budgets are adopted on the same basis of accounting as used for financial reporting.

The appropriated and actual expenditures for the legally adopted/amended budgets were as follow:

Fund/Department	Final Appropriated	Actual Expenditures	Variance
General Fund	\$ 1,363,512	\$ 1,299,843	\$ 63,669
Street Fund	\$ 468,030	\$ 336,722	\$ 131,308
Community	\$ 281,685	\$ 233,771	\$ 47,914
Bond Redemption	\$ 329,933	\$ 329,933	\$ 0
Capital Improvement	\$ 462,470	\$ 462,469	\$ 1
Current Year Capital	\$ 600,000	\$ 537,106	\$ 62,894
Stormwater	\$ 769,080	\$ 706,084	\$ 62,996
Wetherill Endowment	\$ 400	\$ 0	\$ 400
Agency Remittance	\$ 3,050	\$ 13,304	\$ (10,254)

Budgeted amounts are authorized to be transferred between funds; however, any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, salary ranges, hours, or other conditions of employment must be approved by Town Council.

**Note 3 – COVID-19 Pandemic**

In February 2020, the Governor of the state of Washington declared a state of emergency in response to the spread of COVID-19. Precautionary measures to slow the spread of the virus continued throughout 2021. These measures included limitations on business operations, public events, gatherings, travel, and in-person interactions.

The Town has not incurred extraordinary expenses related to COVID-19 in 2021. Expenses were limited to hand sanitizers, disinfectants, and face masks for customers. Town Hall was closed by Mayor proclamation in 2020, and reopened on July 14, 2021. The reopening included stipulations on vaccinations and the wearing of masks.

The length of time these measures will continue to be in place, and the full extent of the financial impact on the Town is unknown at this time.

**Note 4 – Deposits and Investments**

Investments are reported at original cost. Deposits and investments by type at December 31, 2021 are as follows:

Type of deposit or investment	Town's own deposits and investments
Bank deposits	\$ 97,593
Certificates of deposit	0
Local Government Investment Pool	\$ 3,958,169
U.S. Government securities	
<b>Total</b>	<b>\$ 4,055,762</b>

It is the Town's policy to invest all temporary cash surpluses. The interest on these investments is prorated to the various funds.

Investments in the State Local Government Investment Pool (LGIP)

The Town is a voluntary participant in the Local Government Investment Pool, an external investment pool operated by the Washington State Treasurer. The pool is not rated and not registered with the SEC. Rather, oversight is provided by the State Finance Committee in accordance with Chapter 43.250 RCW. Investments in the LGIP are reported at amortized cost, which is the same as the value of the pool per share. The LGIP does not impose any restrictions on participant withdrawals.

The Office of the State Treasurer prepares a stand-alone financial report for the pool. A copy of the report is available from the Office of the State Treasurer, PO Box 40200, Olympia, Washington 98504-0200, online at [www.tre.wa.gov](http://www.tre.wa.gov).

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in event of a failure of a depository financial institution, the Town of Yarrow Point would not be able to recover deposits or would not be able to recover collateral securities that are in the possession of an outside party. The Town's deposits are mostly covered by federal depository insurance (FDIC) or by collateral held in a

multiple financial institution collateral pool by the Washington Public Deposit Protection Commission (PDPC).

All investments are insured, registered or held by the Town of Yarrow Point or its agent in the government's name.

**Note 5 - Joint Ventures, Component Units and Related Parties**

**A. Wetherill Nature Preserve**

On July 1, 1988, the towns of Yarrow Point and Hunts Point accepted a donation of property to be known as the Wetherill Nature Preserve. The towns agreed to share equally the costs incurred in the maintenance and preservation of the property to the extent private donations are not available for that purpose. By agreement, the town of Yarrow Point administers the finances for the Preserve. For fiscal year 2021, the Town approved that \$5,000 be allocated for maintenance of the Preserve.

**B. ARCH Housing Coalition**

A Regional Coalition for Housing (ARCH) was created in 1992 through an interlocal agreement of several suburban governments in Eastside King County. ARCH helps establish a teamwork approach to solving local housing issues. ARCH is comprised of Eastside cities and King County.

ARCH is governed by an Executive Board composed of the chief executive officer from each agency. The Executive Board is responsible for review and approval of all budgetary, financial, policy, and contractual matters. The Board is assisted by an administrative staff and a Citizen Advisory Board.

Each member city/town is responsible for contributing operating revenues as determined from the ARCH annual budget. Contributions from the member cities/towns are based on each member's population. In 2021, the Town of Yarrow Point paid \$2401 to ARCH for operations and contributed \$7599 to ARCH's Housing Trust Fund for low income housing on the Eastside.

Members withdrawing from the agreement relinquish all rights to any reserve funds, equipment, or material purchased. Upon dissolution, the agreement, as amended, provides for distribution of net position among the members based on percentage of the total annual contributions during the period of the Agreement paid by each member. The Town's share of the net position is deemed immaterial and thus is not reflected in the financial statement.

**Note 6 – Long-Term Debt (formerly Debt Service Requirements)**

On September 14, 2021, the Town Council authorized the pay off the remaining balance of the outstanding GO Bond (Number 72168781) to Banner Bank. The payment was in the amount of \$287,129.55 (\$284,547.28 principal and \$2,582.27 interest).

**Note 7 – Pension Plans**

**A. State Sponsored Pension Plans**

Substantially all Town full-time and qualifying part-time employees participate in the following statewide retirement systems administered by the Washington State Department of Retirement Systems (DRS), under cost-sharing, multiple-employer public employee defined benefit and defined contribution retirement plan PERS 2/3.

The State Legislature establishes, and amends, laws pertaining to the creation and administration of all public retirement systems.

The Department of Retirement Systems, a department within the primary government of the State of Washington, issues a publicly available comprehensive annual financial report (CAFR)

that includes financial statements and required supplementary information for each plan. The DRS CAFR may be obtained by writing to:

Department of Retirement Systems  
 Communications Unit  
 P.O. Box 48380  
 Olympia, WA 98540-8380

Also, the DRS CAFR may be downloaded from the DRS website at [www.drs.wa.gov](http://www.drs.wa.gov).

At June 30, 2021, the Town's proportionate share of the collective net pension liabilities, as reported on the Schedule of Liabilities, was as follows:

Plan	Employer Contributions	Allocation %	Liability (Asset)
PERS 1	10,971	0.001473%	17,989
PERS 2/3	17,908	0.001890%	(188,274)

**Note 8 - Property Tax**

The county treasurer acts as an agent to collect property tax levied in the county for all taxing authorities. Collections are distributed throughout each month.

Property tax revenues are recognized when cash is received by the Town. Delinquent taxes are considered fully collectible because a lien affixes to the property after tax is levied.

The Town's regular levy for the year 2021 was \$0.43926 per \$1,000 on an assessed valuation of \$1,441,329,151 for a total regular levy of \$633,119.

**Note 9 – Risk Management**

Yarrow Point is a member of the Washington Cities Insurance Authority (WCIA). Utilizing Chapter 48.62 RCW (self-insurance regulation) and Chapter 39.34 RCW (Interlocal Cooperation Act), nine cities originally formed WCIA on January 1, 1981. WCIA was created for the purpose of providing a pooling mechanism for jointly purchasing insurance, jointly self-insuring, and / or jointly contracting for risk management services. WCIA has a total of 166 members.

New members initially contract for a three-year term, and thereafter automatically renew on an annual basis. A one-year withdrawal notice is required before membership can be terminated. Termination does not relieve a former member from its unresolved loss history incurred during membership.

Liability coverage is written on an occurrence basis, without deductibles. Coverage includes general, automobile, police, errors or omissions, stop gap, employment practices, prior wrongful acts, and employee benefits liability. Limits are \$4 million per occurrence in the self-insured layer, and \$16 million in limits above the self-insured layer is provided by reinsurance. Total limits are \$20 million per occurrence subject to aggregates and sublimits. The Board of Directors determines the limits and terms of coverage annually.

Insurance for property, automobile physical damage, fidelity, inland marine, and boiler and machinery coverage are purchased on a group basis. Various deductibles apply by type of coverage. Property coverage is self-funded from the members' deductible to \$750,000, for all perils other than flood and earthquake, and insured above that to \$400 million per occurrence



subject to aggregates and sublimits. Automobile physical damage coverage is self-funded from the members' deductible to \$250,000 and insured above that to \$100 million per occurrence subject to aggregates and sublimits.

In-house services include risk management consultation, loss control field services, and claims and litigation administration. WCIA contracts for certain claims investigations, consultants for personnel and land use issues, insurance brokerage, actuarial, and lobbyist services.

WCIA is fully funded by its members, who make annual assessments on a prospectively rated basis, as determined by an outside, independent actuary. The assessment covers loss, loss adjustment, reinsurance and other administrative expenses. As outlined in the interlocal, WCIA retains the right to additionally assess the membership for any funding shortfall.

An investment committee, using investment brokers, produces additional revenue by investment of WCIA's assets in financial instruments which comply with all State guidelines.

A Board of Directors governs WCIA, which is comprised of one designated representative from each member. The Board elects an Executive Committee and appoints a Treasurer to provide general policy direction for the organization. The WCIA Executive Director reports to the Executive Committee and is responsible for conducting the day to day operations of WCIA.

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#### **Note 10 – Health & Welfare**

The Town of Yarrow Point is a member of the Association of Washington Cities Employee Benefit Trust Health Care Program (AWC Trust HCP). Chapter 48.62 RCW provides that two or more local government entities may, by Interlocal agreement under Chapter 39.34 RCW, form together or join a pool or organization for the joint purchasing of insurance, and/or joint self-insurance, to the same extent that they may individually purchase insurance or self-insure.

An agreement to form a pooling arrangement was made pursuant to the provisions of Chapter 39.34 RCW, the Interlocal Cooperation Act. The AWC Trust HCP was formed on January 1, 2014, when participating cities, towns, and non-city entities of the AWC Employee Benefit Trust in the State of Washington joined together by signing an Interlocal Governmental Agreement to jointly self-insure certain health benefit plans and programs for participating employees, their covered dependents and other beneficiaries through a designated account within the Trust.

As of December 31, 2021, 262 cities/towns/non-city entities participate in the AWC Trust HCP.

The AWC Trust HCP allows members to establish a program of joint insurance and provides health and welfare services to all participating members.

In April 2020, the Board of Trustees adopted a large employer policy, requiring newly enrolling groups with 600 or more employees to submit medical claims experience data in order to receive a quote for medical coverage. Outside of this, the AWC Trust HCP pools claims without regard to individual member experience. The pool is actuarially rated each year with the assumption of projected claims run out for all current members.

The AWC Trust HCP includes medical, dental and vision insurance through the following carriers: Kaiser Foundation Health Plan of Washington, Kaiser Foundation Health Plan of Washington Options, Inc., Regence BlueShield, Asuris Northwest Health, Delta Dental of Washington, and Vision Service Plan. Eligible members are cities and towns within the state of Washington. Non-City Entities (public agency, public corporation, intergovernmental agency, or political subdivision within the state of Washington) are eligible to apply for coverage into the AWC Trust HCP, submitting application to the Board of Trustees for review as required in the Trust Agreement.

Participating employers pay monthly premiums to the AWC Trust HCP. The AWC Trust HCP is responsible for payment of all covered claims. In 2020, the AWC Trust HCP purchased stop loss insurance for Regence/Asuris plans at an Individual Stop Loss (ISL) of \$1.5 million through Commencement Bay Risk Management, and Kaiser ISL at \$1 million with Companion Life through Intermediary Insurance Services. The aggregate policy is for 200% of expected medical claims.

Participating employers' contract to remain in the AWC Trust HCP for a minimum of three years. Participating employers with over 250 employees must provide written notice of termination of all coverage a minimum of 12 months in advance of the termination date, and participating employers with under 250 employees must provide written notice of termination of all coverage a minimum of 6 months in advance of termination date. When all coverage is being terminated, termination will only occur on December 31. Participating employers terminating a group or line of coverage must notify the AWC Trust HCP a minimum of 60 days prior to termination. A participating employer's termination will not obligate that member to past debts, or further contributions to the AWC Trust HCP. Similarly, the terminating member forfeits all rights and interest to the AWC Trust HCP Account.

The operations of the Health Care Program are managed by the Board of Trustees or its delegates. The Board of Trustees is comprised of four regionally elected officials from Trust member cities or towns, the Employee Benefit Advisory Committee Chair and Vice Chair, and two appointed individuals from the AWC Board of Directors, who are from Trust member cities or towns. The Trustees or its appointed delegates review and analyze Health Care Program related matters and make operational decisions regarding premium contributions, reserves, plan options and benefits in compliance with Chapter 48.62 RCW. The Board of Trustees has decision authority consistent with the Trust Agreement, Health Care Program policies, Chapter 48.62 RCW and Chapter 200-110-WAC.

The accounting records of the AWC Trust HCP are maintained in accordance with methods prescribed by the State Auditor's office under the authority of Chapter 43.09 RCW. The AWC Trust HCP also follows applicable accounting standards established by the Governmental Accounting Standards Board ("GASB"). In 2018, the retiree medical plan subsidy was eliminated, and is noted as such in the report for the fiscal year ending December 31, 2018. Year-end financial reporting is done on an accrual basis and submitted to the Office of the State Auditor as required by Chapter 200-110 WAC. The audit report for the AWC Trust HCP is available from the Washington State Auditor's office.

# Schedule 6

MCAG No 0450

**TOWN OF YARROW POINT**  
**SCHEDULE SUMMARY OF BANK RECONCILIATION**  
**For the Fiscal Year ended December 31, 2021**

[CASH BARS Schedule 06 Instructions Link](#)

Bank & Investment Account name  (1)	FROM BANK STATEMENTS					Ending Bank Balance  (7)
	Beginning Bank Balance  (2)	Deposits		Withdrawals		
		Receipts  (3)	Inter-bank transfers In  (4)	Disbursements  (5)	Inter-bank transfers out  (6)	
Banner Bank Checking 7417	\$ 171,559	\$ 1,916,722	\$ 1,150,000	\$ 3,191,749		\$ 46,532
Banner Bank Savings 7712	\$ 351,033	\$ 31	\$ -	\$ 3	\$ 300,000	\$ 51,061
Local Government Investment Pool	\$ 4,226,481	\$ 581,688	\$ -	\$ -	\$ 850,000	\$ 3,958,169
Petty Cash	\$ -		\$ -	\$ -	\$ -	\$ -
<b>Bank Totals</b>	<b>\$ 4,749,073</b>	<b>\$ 2,498,441</b>	<b>\$ 1,150,000</b>	<b>\$ 3,191,752</b>	<b>\$ 1,150,000</b>	<b>\$ 4,055,762</b>

RECONCILING ITEMS			
Beginning Deposits in Transit (8)	\$ -	\$ -	
Year-end Deposits in Transit (9)		\$ -	\$ -
Beginning Outstanding & Open Period Items (10)	\$ (35,745)		\$ (35,745)
Year-end Outstanding & Open Period Items (11)			\$ 16,277
NSF Checks (12)		\$ -	\$ -
Cancellation of unredeemed checks/warrants (13)		\$ -	
Interfund transactions (14)		\$ 622,840	\$ 622,840
Netted Transactions (15)		-	-
Authorized balance of revolving, petty cash and change funds (16)	\$ -		\$ 127
Other Reconciling Items, net (17)	\$ 127	\$ 16	\$ 139,391
<b>Reconciling Items Totals</b>	<b>\$ (35,618)</b>	<b>\$ 622,856</b>	<b>\$ 742,763</b>

FROM GENERAL LEDGER			
Beginning Cash & Investment Balance  (19)	Revenues & Other Increases  (20)	Expenditures & Other Decreases  (21)	Ending Cash & Investment Balance  (22)
C4/C5 or Trial Balance Totals (18)	\$ 4,713,455	\$ 3,121,297	\$ 3,934,515
Unreconciled Variance (23)	\$ 0		\$ 0

**Town of Yarrow Point - Schedule 9: Liabilities as of 12/31/2021**

ID. No.	Description	Due Date	Beginning Balance 01/01/2021	Additions	Reductions	Ending Balance 12/31/2021
251.11	General Obligation	2/26/2025	323458	0	323458	0
259.12	Compensated Absences		22643	2366	0	25009
264.30	Pension Liabilities		79138		61149	17989

**Labor Relations Consultant(S)**  
**For the Year Ended December 31, 2021**

Has your government engaged labor relations consultants? \_\_\_ Yes X No

If yes, please provide the following information for each consultant:

Name of firm:
Name of consultant:
Business address:
Amount paid to consultant during fiscal year:
Terms and conditions, as applicable, including:  Rates (e.g., hourly, etc.)  Maximum compensation allowed  Duration of services  Services provided

**Town of Yarrow Point**  
**(County/City/District)**

**Local Government Risk Assumption**  
**For the Year Ended December 31, 2021**

1. Self-Insurance Program Manager: N/A
2. Manager Phone: \_\_\_\_\_
3. Manager Email: \_\_\_\_\_
4. How do you insure property and liability risks, if at all?
  - a. Formal self-insurance program for some or all perils/risks
  - b. Belong to a public entity risk pool**
  - c. Purchase private insurance
  - d. Retain risk internally without a self-insurance program (i.e., risk assumption)
5. How do you provide health and welfare insurance (e.g., medical, dental, prescription drug, and/or vision benefits) to employees, if at all?
  - a. Self-insure some or all benefits
  - b. Belong to a public entity risk pool**
  - c. All benefits provided by health insurance company or HMO
  - d. Not applicable – no such benefits offered
6. How do you insure unemployment compensation benefits, if any?
  - a. Self-insured (“Reimbursable”)
  - b. Belong to a public entity risk pool
  - c. Pay taxes to the Department of Employment Security (“Taxable”)**
  - d. Not applicable – no employees
7. How do you insure workers compensation benefits, if any?
  - a. Self-insured (“Reimbursable”)
  - b. Belong to a public entity risk pool
  - c. Pay premiums to the Department of Labor and Industries**
  - d. Not applicable – no employees
8. How do you participate in the Washington Paid Family & Medical Leave Program?
  - a. Self-insured (“Voluntary Plan”) for one or both program benefits
  - b. Pay premiums to the State’s program for both benefits**
  - c. Not Applicable – No Employees

**If the local government DID NOT answer (a) to any of the above questions, then there is no need to complete the rest of this schedule.**

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

Agenda Bill 22-29  
April 12, 2022

<b>Sport court repair options</b>	<b>Proposed Council Action:</b> Approve a selected quote.
-----------------------------------	--

<b>Presented by:</b>	Deputy Clerk Austen Wilcox
<b>Exhibits:</b>	1.) Quote from NW Court Consultants to tile court: (\$19,756.34) 2.) Quote from Folia Horticultural + Design to tile court: (\$19,966.64)  3.) Quote from NW Court Consultants to supply product/ no install: \$15,693.65 4.) Quote from Folia Horticultural + Design to supply product/ no install: \$16,414.81

**Summary:**

The coating on the sport court has not held long between coatings and is currently bubbling and chipping. We have received complaints and requests to have it repaired. The town had the court coated in 2015 and then recoated summer of 2019. We received a quote in 2021 to have it recoated again in the amount of \$6,090.00. This amount, we have been told, would be higher today due to inflation factors.

Staff has been contacting companies to receive quotes and opinions on why the coating does not last. We have been told that drainage and the surrounding trees are problematic to the coating not holding up. One source believes that water could be soaking through the concrete from the bottom side up and making the coating bubble.

The recommendation is to tile over the existing coating. The tile surface offered from both companies has a 15-year warranty.

There are two sets of quotes from both companies. The first two include a full installation of the tiles. The second set includes only the product and providing the edging around the perimeter. The remainder of the install would be left to the responsibility of the town.

ARPA funds will qualify to cover the cost.

**Recommended Action:**

Approve a selected quote.

## Yarrow Point Deputy Clerk

---

**From:** Nick Dulin <nickdulin@sportcourtwa.com>  
**Sent:** Friday, February 25, 2022 1:07 PM  
**To:** Yarrow Point Deputy Clerk  
**Subject:** RE: Sport Court @ Yarrow Point

Hello Austen,

We don't do acrylic coatings, we have Bob (who gave me your information) do them for us. Having seen the pictures and spoken with Bob, coating is not a viable option. Your best option would be to go with a modular surface.

Regards,

Nick Dulin  
Construction Manager  
Office: 425-823-0461  
Mobile: 425-766-2412  
Fax: 425-823-0489  
Email: [nickdulin@sportcourtwa.com](mailto:nickdulin@sportcourtwa.com)

---

**From:** Yarrow Point Deputy Clerk <depclerk@yarrowpointwa.gov>  
**Sent:** Friday, February 25, 2022 9:11 AM  
**To:** Nick Dulin <nickdulin@sportcourtwa.com>  
**Subject:** RE: Sport Court @ Yarrow Point

Hello Nick,

Would it be possible to get another quote to have the court simply resurfaced? I am putting together a presentation for our Council and they would like a comparison of the cost to tile it vs having it repainted/surfaced.

Thank you!

Austen Wilcox  
Deputy Clerk  
Town of Yarrow Point  
4030 95<sup>th</sup> Ave. NE  
Yarrow Point, WA 98004  
P: 425.454.6994  
F: 425.454.7899  
<http://www.yarrowpointwa.gov>



Office Hours:  
M-Th: 8:30-4:30  
F: 8:30-Noon



NOTICE OF PUBLIC DISCLOSURE: This email account is public domain. Any correspondence from or to this email account in most instances is considered a public record. Accordingly this email, in whole or in part, may be subject to disclosure pursuant to RCW 42.56, regardless of any claim of confidentiality or privilege asserted by an external party.

---

**From:** Yarrow Point Deputy Clerk  
**Sent:** Thursday, February 17, 2022 11:16 AM  
**To:** Nick Dulin <[nickdulin@sportcourtwa.com](mailto:nickdulin@sportcourtwa.com)>  
**Subject:** RE: Sport Court @ Yarrow Point

Received. Thank you, Nick!

Austen Wilcox  
Deputy Clerk  
Town of Yarrow Point  
4030 95<sup>th</sup> Ave. NE  
Yarrow Point, WA 98004  
P: 425.454.6994  
F: 425.454.7899  
<http://www.yarrowpointwa.gov>



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---

**From:** Nick Dulin <[nickdulin@sportcourtwa.com](mailto:nickdulin@sportcourtwa.com)>  
**Sent:** Thursday, February 17, 2022 11:11 AM  
**To:** Yarrow Point Deputy Clerk <[depclerk@yarrowpointwa.gov](mailto:depclerk@yarrowpointwa.gov)>  
**Subject:** Sport Court @ Yarrow Point

Hello Austen,

Thanks for taking my call. Attached is a bid to resurface your court with SportGame PB (see attached brochure). As it states on the estimate, the bid does not include and repair to the current slab. We would pressure wash it and that should remove any raised bubbles. If we need to get more aggressive with the fixing/removing bubbles, we would bill it at a T&M basis and charge as a change order(would get approval before proceeding). I don't think it will be necessary, but won't know till we get the court cleaned.

Bid Includes:

**30'x60' Sport Court Resurfacing:**

- Pressure washing 1,800 sq ft
- 1,800 sq. ft. of our SportGame PB outdoor modular playing surface. Available in 8 separate colors & backed by a 15 year limited warranty.
- Painted playing lines for basketball (partial key and 3 point line x2) and multisport playing lines (20'x44')

From the brochure, do you have any color combinations you would like to see? Let me know and I can put into a CAD drawing.

Let me know if you have any questions.

Regards,

Nick Dulin  
Construction Manager  
Office: 425-823-0461  
Mobile: 425-766-2412  
Fax: 425-823-0489  
Email: [nickdulin@sportcourtwa.com](mailto:nickdulin@sportcourtwa.com)



**COURT DEVELOPMENT INC.**

12805 NE 126TH PL  
KIRKLAND . WA . 98034

<b>Name</b>	Town of Yarrow Point ATTN: Austen Wilcox		
<b>Address</b>	4030 95th Ave NE		
<b>City</b>	Yarrow Point	<b>Zip</b>	98004
<b>Home</b>		<b>Work</b>	
<b>Cell</b>	425-454-6994	<b>Other</b>	425-454-7899(fax)
<b>Email</b>	depclerk@yarrowpointwa.gov		

COURT SIZE		
<b>30</b>	<b>X</b>	<b>60</b>
<b>=</b>		<b>1800</b>

**SITE PREPARATION**

<b>Owner is responsible for any/all concrete or asphalt repairs and/or levelling (if needed)</b>				<b>Not Included</b>
	Core drilling - minimum charge \$600.00			Not Applicable
1	Pressure washing of slab - minimum charge \$250.00	1800	@ \$ 0.35	\$ 630.00
0	Remove, haul and dump existing modular surface	0	@ \$ 0.50	Not Applicable
0	Tear down, haul & dump existing hoops, lights and rebounders	0	@ \$ 200.00	Not Applicable
0	Setting anchors for new hoops, lights, & net poles	0	@ \$ 350.00	Not Applicable
0	Setting support posts for soft net fencing and rebounder sleeves	0	@ \$ 75.00	Not Applicable

**BASKETBALL SLAM SYSTEMS**

	Pro-Slam System	0	\$ 2,600.00	Not Applicable
	Collegiate Slam System	0	\$ 2,300.00	Not Applicable

**COURT LIGHTS \* ELECTRICAL HOOK UP IS NOT INCLUDED (by owner)**

	Double fixture 300W LED*	0	\$ 2,800.00	Not Applicable
	Single fixture 300W LED*	0	\$ 2,100.00	Not Applicable
	Single fixture 150W LED*	0	\$ 1,950.00	Not Applicable
	Upgrade existing light using existing pole*	0	\$ -	Not Applicable

**MULTI-SPORT NET SYSTEMS**

1	Multi-Sport Net System	0	\$ 375.00	Not Applicable
	Removable Round Net Pole	0	\$ 395.00	Not Applicable
	Non-Removable Square Net Pole	0	\$ 575.00	Not Applicable

**REBOUNDERS, GOALS, AND SOFT NET CONTAINMENT FENCING**

	Hockey Goal	0	\$ 395.00	Not Applicable
	Futsal Goal	0	\$ 1,800.00	Not Applicable
	Rebound System (including frame) - 10' x 10'	0	\$ 900.00	Not Applicable
	Rebound System (including frame) - 10' x 21'	0	\$ 1,400.00	Not Applicable
	Replacement Rebounder Kit 10' x 10' (includes net, bungees, apron, tape - NO frame)	0	\$ 500.00	Not Applicable
	Replacement Rebounder Kit 10' x 21' (includes net, bungees, apron, tape - NO frame)	0	\$ 700.00	Not Applicable
	10' Soft Net Fence (includes freight & install - NOT support posts)	0	Ln. Ft @ \$ 60.00	Not Applicable
	5' Soft Net Fence (includes freight & install - NOT support posts)	0	Ln. Ft @ \$ 50.00	Not Applicable
	Replace 10' soft netting (includes freight and install)	0	Ln. Ft @ \$ 20.00	Not Applicable
	Replace 5' soft netting (includes freight and install)	0	Ln. Ft @ \$ 15.00	Not Applicable
	Gate for Soft Net Fencing	0	@ \$ 400.00	Not Applicable

**INSTALLATION FOR ALL ITEMS OF COURT EQUIPMENT:**

Not Applicable

**SURFACE**

1	SportGame PB	1800	Sq. Ft. @ \$ 6.50	\$ 11,700.00	
0	PowerGame +	0	Sq. Ft. @ \$ 6.00	Not Applicable	
0	PowerGame	0	Sq. Ft. @ \$ 5.50	Not Applicable	
1	Installation			\$ 2,700.00	
2	B-Ball Lines	2 x Key and Partial Three Point Line	240	Ln. Ft. @ \$ 3.00	\$ 720.00
1	Multisport Lines	20' x 44'	198	Ln. Ft. @ \$ 3.00	\$ 594.00
0	Tennis Lines	-	0	Ln. Ft. @ \$ 3.00	Not Included
0	Border Line	-	0	Ln. Ft. @ \$ 3.00	Not Included
0	Other Lines	-	0	Ln. Ft. @ \$ 3.00	Not Included
	Shuffleboard	-	0	Set @ \$ 750.00	Not Included
0	Custom Logo	-	0	@ \$ -	Not Included

**FREIGHT + MOBILIZATION:**

Freight of product, and transport of personnel + equipment to job site \$ 1,600.00

**OPTIONS & OTHER**

1	-	-
2	-	-
3	DOES NOT INCLUDE ANY GRINDING	Not Included
4	OWNER IS RESPONSIBLE FOR SLAB REPAIRS AND LEVELING	Not Included

**PAYMENT TERMS:**

50% Down Payment =	\$ 9,900.00
45% Upon Installation of Equipment and/or Surface =	\$ 8,900.00
5% Upon Completion =	\$ 956.34

**VALID FOR 15 DAYS**

Visa & MasterCard accepted: 3% Surcharge

**PREPARED BY**

Nick Dulin

DATE 2/17/2022

SUBTOTAL \$ 17,944.00

**ACCEPTED BY**

DATE

TAX 10.10% \$ 1,812.34

**ACCEPTED FOR CDI BY**

DATE

**TOTAL \$ 19,756.34**

Warranty - For all equipment and Surfacing. Provided by Conner Sport Court, Inc. of Salt Lake City, Utah.

COURTD\*249RT

EMAIL: INQUIRY@SPORTCOURTWA.COM . PHONE 425 823 0461 . FAX 425 823 0489



# SPORTGAME PB

**Engineered for Safety and Performance in Pickleball**



## Proven

Custom engineered design optimized for authentic pickleball play and while reducing the risk of injury, from a company with over 45 years of experience building game courts.



## Performance

Specially engineered to maximize performance while optimizing safety for pickleball players of all ages. The UV stabilizers and patented formula keeps your outdoor court looking and playing at peak performance for the life of the court.



## Ball Response

Developed to optimize ball bounce and response for pickleball. The skip and arc of the ball is similar to acrylic, with the added benefits of injury protection, maximizing play.



## Safe

Lateral Forgiveness™ technology absorbs shock, lessening impact and risk of injuries, and SportGame PB's textured surface and tile formulation provide the balance between traction and low skin abrasion keeping athletes safe.



Sport Court® is proud to be the official court of the most demanding athletes in the world.

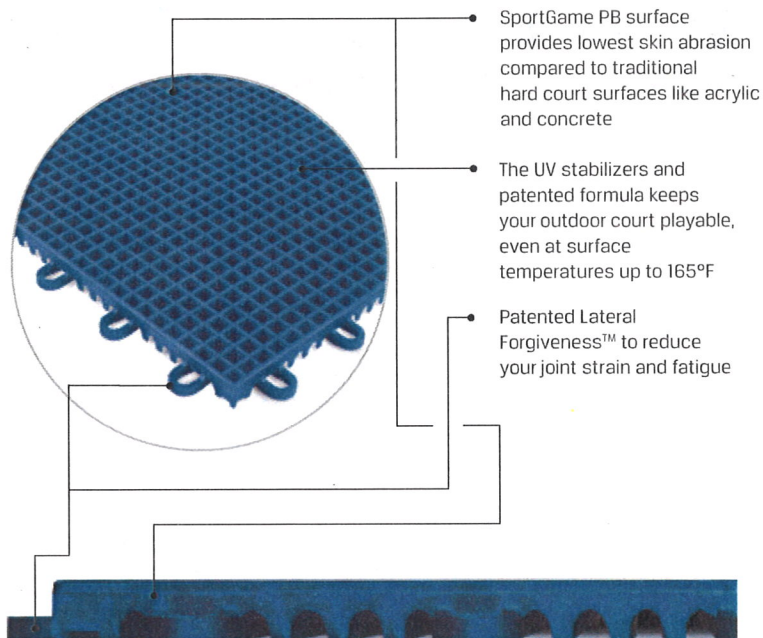
\*NCAA is a registered trademark of the National Collegiate Athletic Association.



**World's Largest Courtbuilder™**

# Rely on the World's Largest & Most Experienced Courtbuilder™ Network

- Sports surfaces are not typical everyday purchases, so trusting your Courtbuilder™ is important
- Rely on over 45 years of experience in construction, service and maintenance of sports surfaces
- Ongoing service and support is provided by local Courtbuilders who live and work in your community



- SportGame PB surface provides lowest skin abrasion compared to traditional hard court surfaces like acrylic and concrete
- The UV stabilizers and patented formula keeps your outdoor court playable, even at surface temperatures up to 165°F
- Patented Lateral Forgiveness™ to reduce your joint strain and fatigue

<b>Size</b>	9.842" x 9.842" x 1/2"	<input checked="" type="checkbox"/>
<b>Weight</b>	.45 lbs.	<input checked="" type="checkbox"/>
<b>Shock Absorption EN 14808</b>	13%	<input checked="" type="checkbox"/>
<b>Skin Abrasion ASTM F1015</b>	37%	<input checked="" type="checkbox"/>
<b>Lateral Forgiveness™</b>	+0.075" / -0"	<input checked="" type="checkbox"/>
<b>Friction EN 14877</b>	102 BPN (Dry) / 81 BPN (Wet)	<input checked="" type="checkbox"/>
<b>Ball Rebound EN 12235</b>	100% ball bounce	<input checked="" type="checkbox"/>
<b>Quality</b>	ISO 9001 / ISO 14001	<input checked="" type="checkbox"/>
<b>Recycling</b>	100% recyclable	<input checked="" type="checkbox"/>
<b>Country</b>	USA made	<input checked="" type="checkbox"/>
<b>Warranty</b>	15-year limited	<input checked="" type="checkbox"/>

## Available Colors



## Yarrow Point Deputy Clerk

---

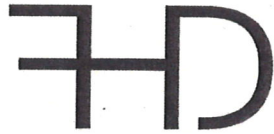
**From:** mannyramoshca@aol.com  
**Sent:** Monday, February 28, 2022 7:46 PM  
**To:** Yarrow Point Deputy Clerk  
**Subject:** Existing basketball/pickleball court  
**Attachments:** scan2407.pdf

Austen

Attached is the contract for the modular surface for the court. I had my coating person look at the court. The bonding issue is due to drainage. Water is not being diverted. So, we can not provide a contract for the coating. The only surface that will work is the modular surface.

Please call me, if you have any questions.

Thanks  
Manny



Folia Horticultural + Design

February 28, 2022

Town of Yarrow Point  
Attn: Austen Wilcox  
4030 95 Ave NE  
Yarrow Point, WA., 98004

RE: Re-surface existing court at the above address

Existing court 30' x 60'(see attachment)

#### SCOPE OF WORK

1. Pressure wash existing court
2. Install new modular surface(colors to be determined)
3. General Cleaning

Subtotal	\$18,135.00
Sales Tax(10.1%)	\$ 1,831.64
TOTAL	\$19,966.64

#### PAYMENT TERMS

60% \$11,980.00 At Signing of Contract  
40% \$ 7,986.64 At Completion of installing surface

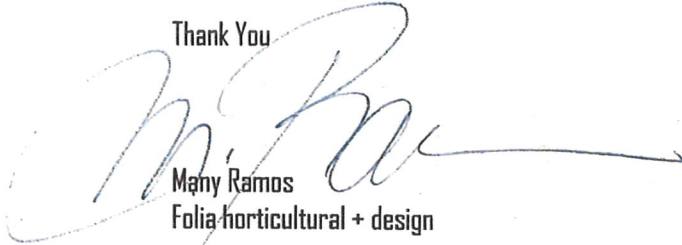
Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_

**Warranty**

- I. Fifteen year(15) limited warranty. A warranty paperwork will be submitted upon Signing of contract.

Thank You

A handwritten signature in blue ink, appearing to read 'M. Ramos', with a long horizontal flourish extending to the right.

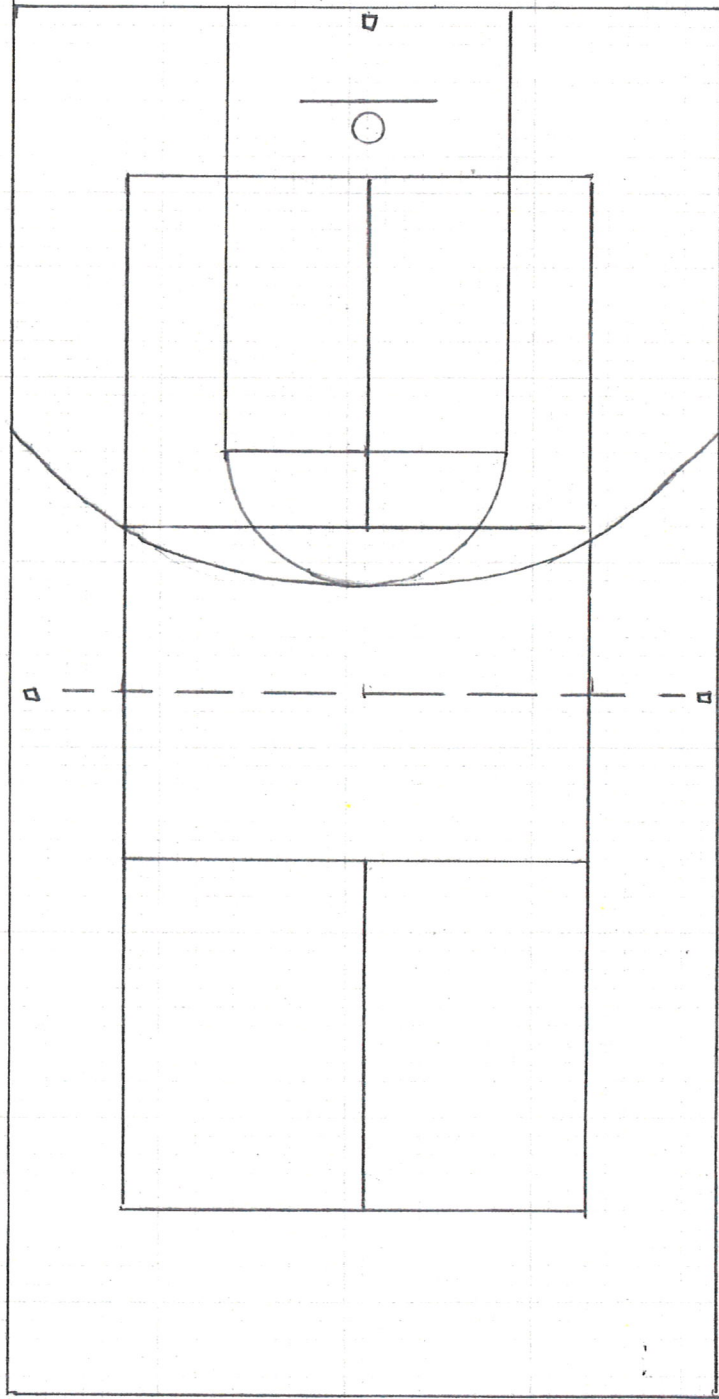
Many Ramos  
Folia horticultural + design





folia horticultural + design  
foliahd@gmail.com

Project Towel of Yarrow  
Date 2-25-22  
Crew 30' x 60'  
SIZE





## COURT DEVELOPMENT INC.

12805 NE 126TH PL  
KIRKLAND . WA . 98034

<b>Name</b>	Town of Yarrow Point ATTN: Austen Wilcox		
<b>Address</b>	4030 95th Ave NE		
<b>City</b>	Yarrow Point	<b>Zip</b>	98004
<b>Home</b>		<b>Work</b>	
<b>Cell</b>	425-454-6994	<b>Other</b>	425-454-7899(fax)
<b>Email</b>	<a href="mailto:depclerk@yarrowpointwa.gov">depclerk@yarrowpointwa.gov</a>		

COURT SIZE		
<b>30</b>	<b>X</b>	<b>60</b>
<b>=</b>		<b>1800</b>

## SITE PREPARATION

Owner is responsible for any/all concrete or asphalt repairs and/or levelling (if needed)			Not Included
Core drilling - minimum charge \$600.00			Not Applicable
0 Pressure washing of slab - minimum charge \$250.00	0	@ \$ 0.35	Not Applicable
0 Remove, haul and dump existing modular surface	0	@ \$ 0.50	Not Applicable
0 Tear down, haul & dump existing hoops, lights and rebounders	0	@ \$ 200.00	Not Applicable
0 Setting anchors for new hoops, lights, & net poles	0	@ \$ 350.00	Not Applicable
0 Setting support posts for soft net fencing and rebounder sleeves	0	@ \$ 75.00	Not Applicable

## BASKETBALL SLAM SYSTEMS

	Quantity		
Pro-Slam System	0	\$ 2,600.00	Not Applicable
Collegiate Slam System	0	\$ 2,300.00	Not Applicable

## COURT LIGHTS \* ELECTRICAL HOOK UP IS NOT INCLUDED (by owner)

Double fixture 300W LED*	0	\$ 2,800.00	Not Applicable
Single fixture 300W LED*	0	\$ 2,100.00	Not Applicable
Single fixture 150W LED*	0	\$ 1,950.00	Not Applicable
Upgrade existing light using existing pole*	0	\$ -	Not Applicable

## MULTI-SPORT NET SYSTEMS

1 Multi-Sport Net System	0	\$ 375.00	Not Applicable
Removable Round Net Pole	0	\$ 395.00	Not Applicable
Non-Removable Square Net Pole	0	\$ 575.00	Not Applicable

## REBOUNDERS, GOALS, AND SOFT NET CONTAINMENT FENCING

Hockey Goal	0	\$ 395.00	Not Applicable
Futsal Goal	0	\$ 1,800.00	Not Applicable
Rebound System (including frame) - 10' x 10'	0	\$ 900.00	Not Applicable
Rebound System (including frame) - 10' x 21'	0	\$ 1,400.00	Not Applicable
Replacement Rebounder Kit 10' x 10' (includes net, bungees, apron, tape - NO frame)	0	\$ 500.00	Not Applicable
Replacement Rebounder Kit 10' x 21' (includes net, bungees, apron, tape - NO frame)	0	\$ 700.00	Not Applicable
10' Soft Net Fence (includes freight & install - NOT support posts)	0	Ln. Ft @ \$ 60.00	Not Applicable
5' Soft Net Fence (includes freight & install - NOT support posts)	0	Ln. Ft @ \$ 50.00	Not Applicable
Replace 10' soft netting (includes freight and install)	0	Ln. Ft @ \$ 20.00	Not Applicable
Replace 5' soft netting (includes freight and install)	0	Ln. Ft @ \$ 15.00	Not Applicable
Gate for Soft Net Fencing	0	@ \$ 400.00	Not Applicable

## INSTALLATION FOR ALL ITEMS OF COURT EQUIPMENT:

1			Not Applicable
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## SURFACE

1 SportGame PB	1800	Sq. Ft. @ \$ 6.50	\$ 11,700.00
0 PowerGame +	0	Sq. Ft. @ \$ 6.00	Not Applicable
0 PowerGame	0	Sq. Ft. @ \$ 5.50	Not Applicable
0 Installation			Not Included
2 B-Ball Lines	Key and Partial Three Point Line	120	Ln. Ft. @ \$ 3.00 \$ 360.00
1 Multisport Lines	20' x 44'	198	Ln. Ft. @ \$ 3.00 \$ 594.00
0 Tennis Lines	-	0	Ln. Ft. @ \$ 3.00 Not Included
0 Border Line	-	0	Ln. Ft. @ \$ 3.00 Not Included
0 Other Lines	-	0	Ln. Ft. @ \$ 3.00 Not Included
Shuffleboard	-	0	Set @ \$ 750.00 Not Included
0 Custom Logo	-	0	@ \$ - Not Included

FREIGHT + MOBILIZATION: 1 Freight of product, and transport of personnel + equipment to job site \$ 1,600.00

## OPTIONS &amp; OTHER

1 0 -			-
2 0 -			-
3 0 DOES NOT INCLUDE ANY GRINDING			Not Included
4 6 OWNER IS RESPONSIBLE FOR SLAB REPAIRS AND LEVELING			Not Included

PAYMENT TERMS: 50% Down Payment = \$ 7,800.00  
 45% Upon Installation of Equipment and/or Surface = \$ 7,100.00  
 5% Upon Completion = \$ 793.65

Visa &amp; MasterCard accepted: 3% Surcharge

VALID FOR 15 DAYS

PREPARED BY	Nick Dulin	DATE	3/25/2022	SUBTOTAL	\$ 14,254.00
ACCEPTED BY		DATE		TAX 10.10%	\$ 1,439.65
ACCEPTED FOR CDI BY		DATE		<b>TOTAL</b>	<b>\$ 15,693.65</b>

Warranty - For all equipment and Surfacing. Provided by Conner Sport Court, Inc. of Salt Lake City, Utah.

COURTD\*249RT

EMAIL: INQUIRY@SPORTCOURTWA.COM . PHONE 425 823 0461 . FAX 425 823 0489



*folia horticultural + design*

March 23<sup>rd</sup>, 2022

Town of Yarrow Point  
Attn: Austen Wilcox  
4030 95 Ave. NE  
Yarrow Point, WA 98004

RE: Re-surface existing court at the above address

Existing court 30' x 60' (see attachment)

SCOPE OF WORK (supply & cut perimeter tiles only)

1. Supply modular surface (color to be determined)
2. Deliver to the above address (from freight company)
3. Cut all four (4) sides of the surface as required keeping at least 3/4" to 1" of exposed concrete at the edge. This will allow the surface to expand.
4. The freight company will unload the pallets of surface with a pallet jack and a lift gate. The Town of Yarrow Point will be responsible once the material is unloaded from the truck.

Subtotal	\$14,909.00
Sales Tax (10.1%)	+ \$1,505.81
TOTAL	<u>\$16,414.81</u>

PAYMENT TERMS

70% \$11,105.00 At Signing of Contract  
30% \$5,309.81 Upon Delivery of Surface

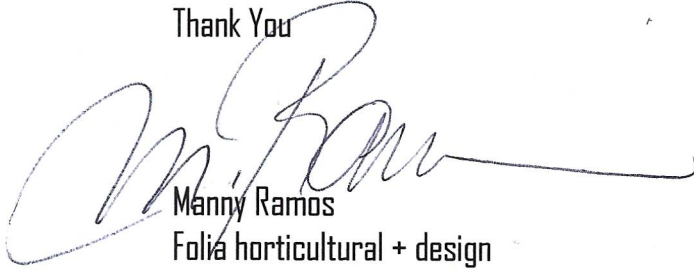
Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

Warranty

1. Fifteen year (15) limited warranty. A warranty paperwork will be submitted upon signing of contract.

Thank You

A handwritten signature in black ink, appearing to read 'Manny Ramos', with a long horizontal flourish extending to the right.

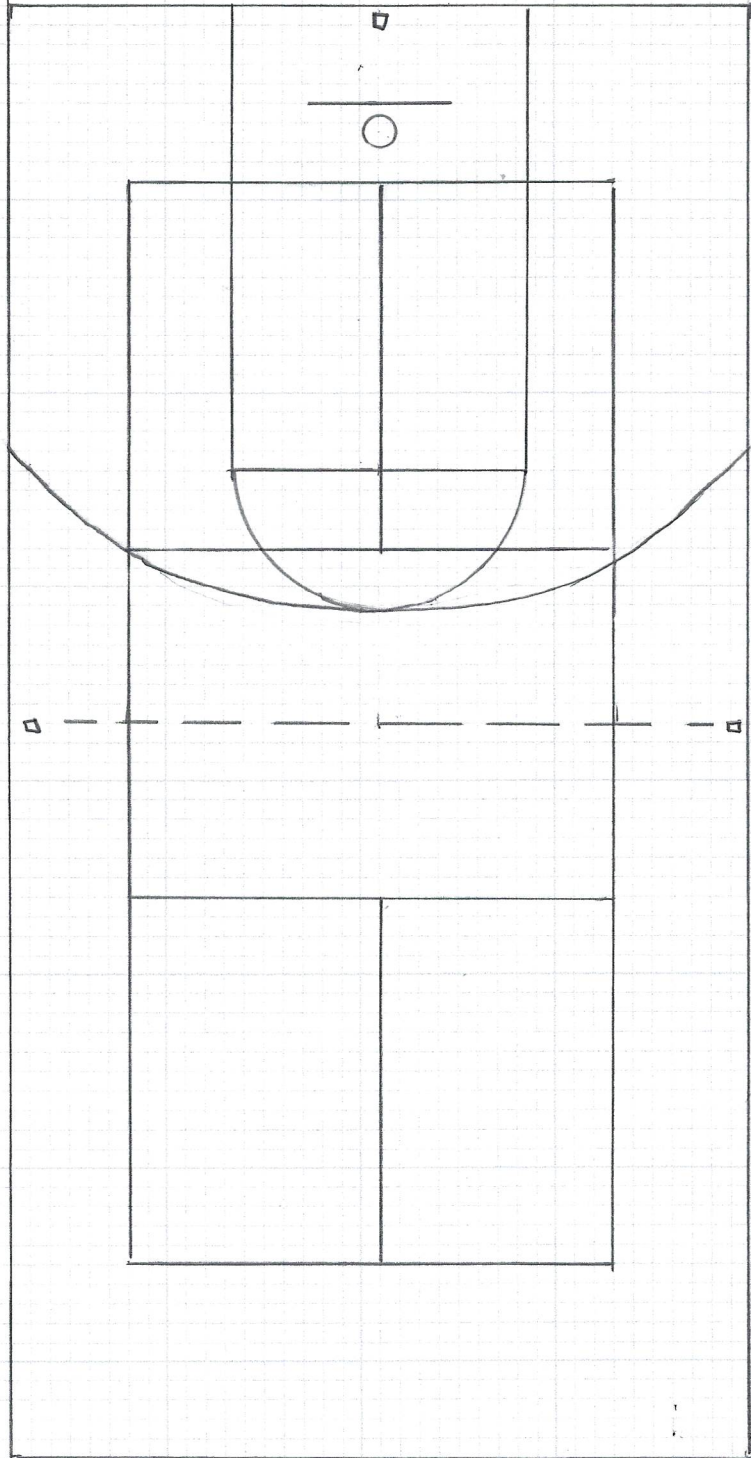
Manny Ramos  
Folia horticultural + design

2606 2<sup>nd</sup> Avenue #535 Seattle Washington 98121 206-216-2811



folia horticultural + design  
foliahd@gmail.com

Project Towel of Yarrow  
Date 2-25-22  
Crew 30' x 60'  
SIZE



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

Agenda Bill 22-30  
April 12, 2022

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<b>Approving the Town’s expenditure for a sharing surface in Sally’s Alley</b>	<b>Proposed Council Action:</b> Approve the installation and purchase for a sharing surface in Sally’s Alley.
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<b>Presented by:</b>	Mayor Harris
<b>Exhibits:</b>	None.

**Summary:**

Many Town residents have expressed the desire to maintain a sharing surface to be centrally located in Sally’s Alley. The sharing surface will create a space for town residents to share the bounty from their gardens with their neighbors. The sharing surface would temporarily be placed unobtrusively and safely off of the walking path in Sally’s Alley until a permanent location is established in the final Sally’s Alley Improvement Plan for the benefit of Town residents. The associated expense to purchase and install the surface is \$350.00.

**Recommended Action:**

Approve the installation and purchase for a sharing surface in Sally’s Alley.

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

Agenda Bill 22-31  
April 12, 2022

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<b>Plaque at Town Hall honoring late Peter D. Swindley</b>	<b>Proposed Council Action:</b> Approve the creation of a plaque for Town Hall honoring late Peter D. Swindley.
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<b>Presented by:</b>	Mayor Harris and Councilmember Scandella
<b>Exhibits:</b>	None.

**Summary:**

Create a plaque for Town Hall honoring late Peter D. Swindley, the resident architect who designed Yarrow Point Town Hall and many other homes in Yarrow Point.

**Recommended Action:**

Approve the creation of, expenditure for, and placement at Town Hall of a plaque honoring late Peter D. Swindley.

## Town Council Project Tracking Sheet



Project Number	Project Description	Status	Priority	Lead person	Date/year started	Updated	Date/year Complete	Comments
21-01	Park Board Improvements to Sally's Alley	Started		John McGlenn/PB	10/21/22	2/22/22		John McGlenn and PB are working on plans
21-05	ROW Parking Overhaul; separate Construction Parking and ROW Parking	Future	High	Staff/Attorney/ Building Official	10/21/21	4/8/22		Mayor working with Town Attorney and Building Official. May Council meeting discussion.
21-07	Emergency preparedness	Future		Mayor & staff				Summer project.
22-03	Add additional streetlights on 95th Ave NE	Started		Town Engineer	1/22/22	4/7/22		Councilmember Porter stated there are not enough streetlights on 95 <sup>th</sup> . Ask PSE to install more lights on 95 <sup>th</sup> . Town Engineer Schroeder has contacted PSE to add 6 additional lights to 95th. PSE responded on 3/14 . PSE notified us on 4/7/22: "Please understand we are still experiencing a huge backlog of work due to staffing issue. so it will take a bit to field and complete costs."
22-04	Traffic backups on roundabout	Future		Mayor/Clyde Hill/WSDOT	1/22/22	2/1/22		Council discussed traffic backups off the freeway and roundabout due to a school buses and parents. Work with WSDOT and Clyde Hill to improve pedestrian safety and traffic @ roundabout.
22-05	Addition of one Flock Safety LPR camera to capture vehicles exiting the Point on 92nd	Started	High	Staff	2/8/22	3/21/22		We anticipate the new camera to be installed by end of April/early May.
22-06	Follow up with WSDOT regarding restoration to roundabout due to truck accident in December	Completed		Staff	2/10/2022	2/22/2022	4/7/2022	WSDOT repaired the broken fence in March. Istvan reports that the landscaping looks OK and will need a little time to grow back.
22-07	Sport Court refinishing	Started		Austen	2/10/22	3/8/22		The sport court needs to be resurfaced. Last resurfaced July 2019. Options will be presented at April meeting.
22-08	Roundabout Safety	Started		Mayor & Council	1/11/22	2/1/22		Roundabout pedestrian safety concerns. Consider a barrier between the pathway and roadway (this could include plantings.)
22-09	Acquisition of iPads or other electronic device for Council	Completed		Staff	2/28/22	4/5/22	4/5/2022	Staff is researching costs for iPads for Council to eliminate the hard copy Council packets and to follow best PRA practices. iPads were ordered 3/17 and are ready for Council use.



# Town Council Project Tracking Sheet



Project Number	Project Description	Status	Priority	Lead person	Date/year started	Updated	Date/year Complete	Comments
22-10	Join Twitter to post Town news & notices	Completed		Staff	2/28/22	3/7/22	3/7/2022	Research the option to join Twitter as another place to broadcast Town related news and notices. Staff created a Twitter account on 3/7 and will post news and notices to this additional media source.
22-11	Safe corner passing NE 40th/95th	Started		Staff & Park Board	3/3/22			Planning walking path around corner on Buchanan's property and ROW.
22-12	Additional (6) paddleboard slots at end of NE 42nd St.	Started		Mayor & Staff	4/8/2022			There are currently 9 paddleboard slots. Due to interest in having more slots, the town purchased 6 more and will work to have them installed by end of May.

Last update:  
4/8/2022

<b>Color Code Key:</b>
Completed
Future
Started