



**Mayor:** Katy Kinney Harris

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

**Town Attorney:** Emily Romanenko

**Clerk-Treasurer:** Bonnie Ritter

**Deputy Clerk:** Austen Wilcox

### **Meeting Participation**

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 3:30 PM on the day of the 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 if you wish.) You will be asked to stop when you reach the 3-minute limit.

### **Join on computer, mobile app, or phone**

1-253-215-8782

Meeting ID: 817 3151 3143#

<https://us02web.zoom.us/j/81731513143>

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

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL:** Councilmembers Stephan Lagerholm, Carl Scandella, Chuck Porter, Andy Valaas, Kathy Smith

4. **APPROVAL OF/AMENDMENTS TO AGENDA**

5. **STAFF REPORTS (15 minutes)**

6. **APPEARANCES/PUBLIC COMMENT**

If you call in via telephone, please unmute yourself by dialing \*6 when it is your turn to speak.

Comments via email may be submitted to [depclerk@yarrowpointwa.gov](mailto:depclerk@yarrowpointwa.gov) or regular mail to: Town of Yarrow Point, 4030 95<sup>th</sup> Ave NE, Yarrow Point, WA 98004.

7. **CONSENT CALENDAR (5 minutes)**

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.

8. **REGULAR BUSINESS (40 minutes)**

8.1 – 2024 Preliminary Budget Discussions

8.2 – 2023 Stormwater Annual Clean and Camera

8.3 – Lobbyist for the Points Communities

8.4 – Federal Eagle Regulations Update

8.5 – Peddler and Solicitation Activities Ordinance  
A. Ordinance No. 738

**9. MAYOR & COUNCIL REPORTS (5 minutes)**

**10. ADJOURNMENT**

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STAFF REPORTS
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1. Police Reports
2. Fire-EMS Reports
3. Town Engineer Reports:
  - 2023 Pavement Preservation – NE 36<sup>th</sup> St. & 88<sup>th</sup> Ave NE.
  - Sally’s Alley Pathway – West Phase
  - 2024 94<sup>th</sup> Ave NE UGC
4. Town Planner Report:
  - Comprehensive Plan Update
5. Commission Minutes:
  - July 18, 2023 Regular Planning Commission Meeting
  - August 22, 2023 Regular Park Board Meeting
  - August 29, 2023 Special Planning Commission Meeting



# MEMO

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To: Yarrow Point Council  
From: Chief Kyle Kolling  
Date: September 12th, 2023  
Re: August 2023 Summary

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Greetings,

August trainings included:

- Regular monthly training through PoliceOne Academy continued with officers completing various classes online.
- Officer Jennings taught CPR & 1<sup>st</sup> Aid to PD & Public Works employees

We have been continuing to interview candidates for the open Police Officer position. The candidates have been filling out paperwork as requested and we hope to move the process forward after the interviews this last month.

On the social media front we gained 8 new followers, twelve Facebook posts were created in August, which reached over 349 people. Our page garnered 279 engagements this month by the public (reactions, comments, and shares). The Sentinel was sent out weekly. We now have 487 followers on our Instagram account which is up from 480.

We participated in a great City Celebration and the glow sticks and golf cart were a hit with kids and adults alike. Officer Jennings explained the CPTED program to many who stopped to chat and inquire about the new program.

We have set a date for the Community Shred Event for Sept 30<sup>th</sup> from 9am-noon. More information will follow as we get closer to the event date.

Officers have been continuing directed patrol at stop signs and intersections as requested by citizens. This will include the school zones in September.



City of Yarrow Point  
August 2023

2023-3002	08/4/2023	3900 blk 95 <sup>th</sup> Ave NE	MV Prowl	F. Fernandez
Owner reported their vehicle window had been broken and the glove box had been gone through				
2023-3279	08/18//2023	9500 blk NE 42 <sup>nd</sup> PL	DUI	N Cobrea
Report of a vehicle collision, driver later found to be DUI				
2023-3295	08/18/2023	3200 blk 92 <sup>nd</sup> Ave NE	Recovered Property	F. Fernandez
Officer received a FLOCK hit and recovered a stolen plate off a vehicle it had been switched on				
2023-3450	08/24/2023	3200 blk 92 <sup>nd</sup> Ave NE	Hit & Run- Unattended	F. Fernandez
Unknown person hit sign on the lid/near the YP Transit Center. No suspect information				
2023-3578	08/31/2023	7800 blk NE 12 <sup>th</sup> St	DWLS3	C. Hanson
Vehicle stopped and driver was found to be DWLS3, operating a vehicle with no insurance, and expired tabs over 2 months				
2023-3047	08/7/2023	9000 blk Points Dr NE	Temp Tag Violation	C. Hanson
Vehicle stopped for an expired Temporary Tag/Trip Permit				



## Town of Yarrow Point ACTIVITY REPORT

	August 2023	July 2023	2023 YTD	2022 YTD
<b>CRIMES AGAINST PERSONS</b>				
Assault	0	0	0	3
Domestic Violence/Disturbance	0	1	2	2
Harassment	0	0	0	0
Order violation	0	0	0	0
Rape/sex offenses	0	0	0	1
Robbery	0	0	0	0
Other ( <i>Abuse, APS, civil, CPS, custodial interference, extortion</i> )	0	0	1	1
<b>PROPERTY CRIMES</b>				
Burglary	0	0	2	1
Fraud	0	0	4	4
MV Prowl	1	1	3	7
MV Theft	0	0	0	1
Theft	0	1	6	4
Other ( <i>Arson, illegal dumping, malicious mischief, prowler, trespass</i> )	0	0	6	9
<b>ARRESTS</b>				
Drug/alcohol	1	0	1	0
Warrants	0	1	1	1
Other	0	0	0	0
<b>TRAFFIC ACTIVITY</b>				
Criminal Traffic	2	0	2	0
Infractions	5	5	34	49
Warnings	17	6	66	51
Traffic accidents	1	0	4	3
Traffic stops	29	11	98	100
Parking	4	1	9	60
<b>OTHER</b>				
Alarms	5	0	19	13
Complaints				
~Animal	0	0	1	5
~Fireworks	0	1	1	4
~Noise	6	10	18	11
~Soliciting	1	2	4	0
Deaths	0	0	0	1
Suspicious	10	0	28	23
Drug/alcohol	0	0	0	1
<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> )	65	42	334	179

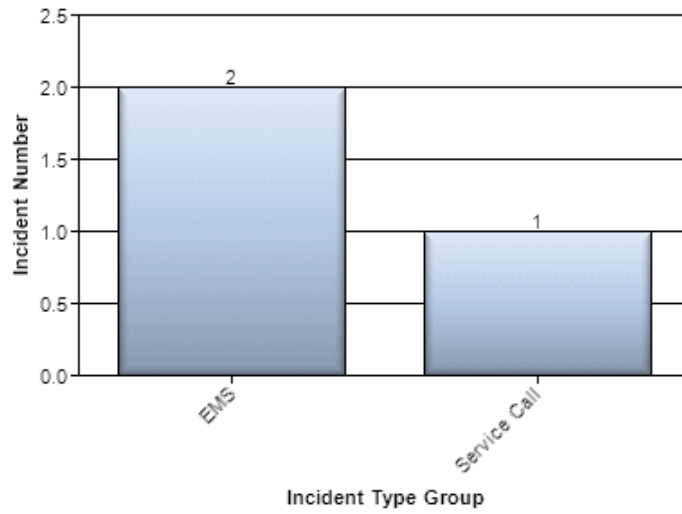


**Issued Ticket Report Summary**  
**Yarrow Point**  
**August 01, 2023-August 31st, 2023**

<u>Violation Location Address</u>	<u>Date And Time</u>	<u>Violation Description</u>	<u>Issuing Officer</u>
<b><i>Citations-Non-Traffic: 0</i></b>			
<b><i>Citations-Criminal: 2</i></b>			
9500 BLK NE 47TH ST	08/18/2023 03:15:00	DUI	2551 - Cobrea
8500 BLK POINTS DR NE	08/31/2023 19:51:00	MV DWLS 3RD DEGREE (DRIVE WHILE LICENSE SUSPENDED OR REVOKED)	9002 - Hanson
<b><i>Infractions-Traffic: 4</i></b>			
8500 BLK POINTS DR NE	08/31/2023 19:51:00	MV FAILURE TO RENEW REGISTRATION	9002 - Hanson
9000 BLK POINTS DR NE	08/02/2023 12:11:00	MV OPERATE WITHOUT INSURANCE	9002 - Hanson
8500 BLK POINTS DR NE	08/31/2023 19:51:00	MV OPERATE WITHOUT INSURANCE	9002 - Hanson
9000 BLK POINTS DRIVE NE	08/07/2023 06:47:00	TRIP PERMIT VIOLATION - USAGE	9002 - Hanson
<b><i>Infractions-Speeding: 1</i></b>			
8800 BLK POINTS DR NE	08/02/2023 23:40:00	SPEED 17 MPH OVER LIMIT (40 OR UNDER)	9337 - Swai
<b><i>Infractions-Parking: 4</i></b>			
4200 BLK 95TH AVE NE	08/04/2023 15:25:00	PARKED BLOCKING LANE OF TRAVEL	3236 - Fernandez
9000 BLK NE 41ST ST	08/14/2023 11:15:00	PARKED BLOCKING LANE OF TRAVEL	3236 - Fernandez
4700 91ST AVE NE	08/17/2023 18:19:00	ILLEGAL PARKING	2551 - Cobrea
4200 BLK 95TH AVE NE	08/01/2023 08:30:00	PARKING ZONES ESTABLISHED	3236 - Fernandez

Incident Date between 2023-07-01 and 2023-07-31  
City equal to Yarrow Point

Incident Type Group	Incident Count
EMS	2
Service Call	1







# PROJECT STATUS REPORT

REPORT DATE	PROJECT NAME	PREPARED BY
9/12/23	2023 Pavement Preservation – NE 36 <sup>th</sup> Street & 88 <sup>th</sup> Ave NE	Stacia Schroeder

## STATUS SUMMARY

The 2023 TYP Pavement Preservation Program will maintain the following asphalt roadways:

- 88<sup>th</sup> Ave NE
- NE 36<sup>th</sup> Street @ Int’x of 91<sup>st</sup> Ave NE Only
- 3600 – 3700 90<sup>th</sup> Ave NE

Our 2023 – 2028 CIP identifies the projects as T-1 (\$160,000 for 2” grind and overlay) and T-2 (\$50,000 for 2” grind and overlay). The work was bid as part of the Town’s interlocal agreement with King County Roads. King County Roads awarded their contract to the low bidder, Lakeside Industries, and the Town of Yarrow Point’s cost share is shown below:

- 88<sup>th</sup> Ave NE – \$63,482
- NE 36<sup>th</sup> Street – \$27,839
- 90<sup>th</sup> Ave NE – \$73,901

The total cost to Yarrow Point is \$165,222 which is ~\$2,000 higher than their 90% estimate provided in March.

In August however, the Town was notified that due to the late bid date by King County it was likely that our overlay project would be pushed back to 2024 spring season. Town staff took this opportunity to reassess the need for grinding and overlaying NE 36<sup>th</sup> Street and 90<sup>th</sup> Ave NE and it was determined that these streets are performing well under the current permanent patching scenario and, absent any concerns from the Town Council at tonight’s meeting, we will cancel the pavement request all together saving \$101,740.

NOTE: King County Roads verified there would be no additional cost implications as a result of this decision.

## PROJECT OVERVIEW

TASK	% DONE	TARGET DUE DATE	LEAD	NOTES
Final Design & Bidding	100	Spring 2023	KC Roads	
Construction	0	Fall 2023	KC Roads/ Town Engineer	

## BUDGET OVERVIEW

CATEGORY	BUDGETED	EXPENDED	ON TRACK?	NOTES
Jan. 2023 – August 2023 Town Engineer	\$10,000	\$472.50	Yes	
Jan. 2023 – Aug. 2023 King County Roads	\$210,000	\$0	Yes	CIP T-1: \$160,000 Budget CIP T-2: \$50,000 Budget
Total:	\$220,000	\$472.50 <sub>9</sub>		

## RISK AND ISSUE HISTORY

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ISSUE	STATUS	DATE
TYP will monitor area for drainage concerns in Winter 2023. Any required improvements will be included with next year's KC Roads Pavement Preservation Contract.		

## CONCLUSIONS/NEXT STEPS

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## PROJECT STATUS REPORT

REPORT DATE	PROJECT NAME	PREPARED BY
9/12/23	Sally's Alley Pathway – West Phase	Stacia Schroeder

### STATUS SUMMARY

The Town Council awarded Sally's Alley Pathway – West End earlier this summer. Since then, Town staff and park board representatives held two separate pre-construction meetings with the contractor (Elvis Landscape Services) to finalize the scope of work and set the various expectations.

The original contract was signed by the contractor on August 4, 2023, for \$46,695.61. Half of this amount (\$23,347.81) was released to and expended by the contractor in August to procure materials for a September installation.

I am expecting an increase to the contracted amount for items noted at the pre-construction meeting including:

- Timber edging along entire north side of pro-lite grid (limits were unclear in original landscape plan)
- A thicker section of pro-lite grid and installation of seed vs sod
- Provide and install plants per the landscape architect's planting plan

The contractor is scheduled to start construction on Monday, September 11, 2023, and Town staff is working with the affected homeowners.

### PROJECT OVERVIEW

TASK	% DONE	TARGET DUE DATE	LEAD	NOTES
Design	100	Spring 2023	Town Engineer	
Bidding	100	Spring 2023	Town Engineer	
Construction	0	Summer/ Fall 2023	Town Engineer	

### BUDGET OVERVIEW

CATEGORY	BUDGETED	EXPENDED	ON TRACK?	NOTES
Pro-Lite Grid Test Strip	\$0	\$1,914.01		Iron Creek Construction \$1,500.00 Supplies \$414.01
Elvis Landscape Services	\$46,695.61	\$23,347.81		Expecting Change Order No. 1 for items mentioned in status summary
Planting Allowance	\$5,000.00	\$0		
Town Engineer – Construction Project Management	\$5,000.00	\$506.25		
Total:	\$56,695.61	\$25,768.07		

## RISK AND ISSUE HISTORY

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ISSUE	STATUS	DATE
Pro-Lite Grid Installation versus Resident Access to 3798 94 <sup>th</sup> Ave NE Private EV Charging Station		

## CONCLUSIONS/NEXT STEPS

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# PROJECT STATUS REPORT

REPORT DATE	PROJECT NAME	PREPARED BY
9/12/23	2024 94 <sup>th</sup> Ave NE UGC	Stacia Schroeder

## STATUS SUMMARY

The 2024 94th Ave NE underground conversion project limits were significantly expanded by the Yarrow Point Town Council in May 2022 due to funding received from the dissolution of Water District #1. The scope of work includes:

- 3800 – 4700 94th Ave NE (2,320 LF)
- 9200 – 9500 NE 40th Street (800 LF)
- 9200 – 9400 NE 38th Street (320LF)

Town staff has been working on several elements of this project over the past few months including:

- Ongoing resident coordination to answer general questions and coordinate private underground conversions. Twenty (20) previous residents have been narrowed to eighteen (18); Comcast is installing 2 cable only services prior to the start of our project. The goal for this year is to fully convert 8 residents on the “pole-side” of the street and install only the empty conduits for 10 residents on the “non-pole” side of the street. Of the 18 residents involved:
  - 5 – installed the empty conduits already
  - 5 – are under contract to install empty conduits (start week of September 11<sup>th</sup>)
  - 5 – are close to contract or have deferred to the Spring 2024
  - 1 – will self install (9330 NE 40<sup>th</sup> St)
  - 2 – Town received negative responses
  - 2 – actively selling, but sellers are aware of project and must disclose undergrounding requirement as part of the sale (4015 95<sup>th</sup> & 9415 NE 40<sup>th</sup>)
- The COB water utility completed their 100% plans and a R/W Use Permit was issued on Aug. 17<sup>th</sup>. The COB opened bids on Sept. 7<sup>th</sup> and are currently vetting the low bidder. The Town entered into an agreement with COB to include a portion of the stormwater main work at the intersection of NE 40<sup>th</sup> St /94<sup>th</sup> Ave NE (which needs to pass under the new water main) as a bid alternate in their bid set. Unfortunately, their low bidder came in at twice our engineer’s estimate for this work (~\$46,000 vs ~\$85,000). Town staff is currently working with Gray & Osborne to identify other feasible alternatives. In the meantime, the City of Bellevue is expected to start their project in early 2024. As a permit condition, they are required to complete their project by April 30, 2024.
- PSE power provided a 100% final draft set on September 5, 2023. G&O continues to coordinate with PSE on a few areas and the 100% final plans are expected by the end of September. The Town Council will see the PSE Construction Agreement and Project Estimate for approval at the October 10, 2023, council meeting. Please keep in mind the Schedule 74 PSE Agreement allows for a 60/40 split of the construction cost to underground, with the Town paying 100% of the restoration cost.
- The PSE IntoLight contract was approved by the Town Council at the July meeting, however, staff continues to work with Councilmember Porter and PSE IntoLight staff on an acceptable level of light output in contrast to the existing street lights and the recently installed LED lights on 95<sup>th</sup> Ave NE. The Town has not signed the PSE IntoLight contract yet. The final PSE IntoLight design will reflect the Town’s desired light output and the 100% design recently completed by PSE power.
- Coordination efforts are on-going with other purveyors (ie. PSE gas, COB Water, Comcast, Lumen, etc.). Gray & Osborne is actively working with Lumen and Comcast to incorporate PSE’s 100% plans into the final design.
- A second public outreach meeting is tentatively scheduled for **October 25<sup>th</sup> at 4-6pm at town hall**. At this time

staff will share the 60% civil plan set with residents.

- Gray & Osborne – G&O is working on the following tasks:
  - Assist town staff with purveyor design review, on-going coordination & public outreach meetings.
  - 60% Plans, Specifications, and Estimate are to be submitted to the Town on September 15, 2023 – The design will address:
    - stormwater capital improvement projects 2, 7, 10, and 11 recommended in the 2020 TYP Stormwater Management Plan;
    - a sidewalk alternative for NE 40<sup>th</sup>/95<sup>th</sup> Ave intersection (currently does not call for colored concrete);
    - a very general trail design for the east end of Sally’s Alley based on discussions with the Park Board, the adjacent homeowners, and town staff; and
    - trenching and restoration plans for power, phone, and cable undergrounding.

## PROJECT OVERVIEW

TASK	% DONE	TARGET DUE DATE	LEAD	NOTES
Survey	100	March 2021	PACE/ Town Engineer	
<b>Final Design</b>		2022-2023	Gray & Osborne/ Town Engineer	
PSE	100			
City of Bellevue Utilities Dept.	100			
Comcast/ Lumen Final Design	90			
TYP Stormwater & Landscape Design including Bid Documents	60	2023	Gray & Osborne/ Town Engineer	
Bidding	0	Fall 2023	Gray & Osborne/ Town Engineer	
Construction	0	2024	TBD	

## BUDGET OVERVIEW

CATEGORY	BUDGETED	EXPENDED	ON TRACK?	NOTES
Jan. 2021 – Mar. 2021 PACE Surveying Consultant Task Order No. 3	\$28,250	\$28,250		Completed
Total:	\$28,250	\$28,250		
May 2022 – Aug. 2023 Puget Sound Energy (Sch. 74 Design Agreement)	\$10,005	\$0		Contract Signed 06/13/22 100% Plans Rec'd: 09/05/23 Design Fee Waived if Constructed
Total:	\$10,005	\$0		
Jan. 2022 – Aug. 2023 Town Engineer Project Management		\$35,316.25		
Jan. 2023 – Aug. 12, 2023 Civil Engineering Consultant Gray & Osborne, Inc.	\$110,000	\$90,435.63		CIP S-3: \$50,000 Old CIP/ Budget CIP U-1: \$60,000 Old CIP/ Budget Contract Date: 1/10/23 \$127,300 Change Order No. 1 - \$5,000
Total:	\$110,000	\$125,751.88		

Summer 2024 Contractor TBD (Stormwater & UGC)	TBD			CIP S-2: \$700,000 New CIP/ Budget CIP U-1: \$1.3 mil New CIP/ Budget
Summer 2024 Town Engineer Project Management	TBD			
Summer 2024 PSE - Power (Sch. 74 Constr. Agreement)	TBD			
Summer 2024 PSE – IntoLight Contract	\$73,568			
Summer 2024 Civil Engineering Consultant Gray & Osborne, Inc.	TBD			
Total:	\$2,000,000			
Fall 2024 – King County Roads	\$500,000			CIP T-1: \$500,000 New CIP/ Budget
Mar. 2021 – Aug. 17, 2023 Project Total:	\$2,648,255	\$154,001.88		

## RISK AND ISSUE HISTORY

ISSUE	STATUS	DATE

## CONCLUSIONS/NEXT STEPS

- PSE Final Plans – September 5, 2023
- Comcast & Lumen Final Plans – September 15, 2023
- 60% Civil Plans, Specifications, and Estimate – September 15, 2023
- PSE Power Construction Estimate and Agreement for Council Approval – October 11, 2023
- Public Outreach Meeting No. 2 – October 25, 2023
- PSE IntoLight Final Plans – November 1, 2023



# PROJECT STATUS REPORT

REPORT DATE	PROJECT NAME	PREPARED BY
9/6/2023	GMA Comprehensive Plan Update 2024	Town Planner – SBN Planning

## STATUS SUMMARY

The Comprehensive Plan consists of required elements under the Growth Management Act (GMA) and optional elements unique to Yarrow Point. The Plan serves as a collective vision for the type of town that Yarrow Point residents and visitors aspire to create. The plan outlines how the town will handle population growth and environmental factors and ensure essential services and facilities are provided to meet the community's needs for the next 20 years. The Plan must be adopted by December 2024 and will include some updates to development regulations to stay current with state guidelines and recommendations. This update is fully-funded by a \$100,000 grant from the State's Department of Commerce (COM), which the Town Planner applied for and received at the start of the process in August 2022.

The Comprehensive Plan Update is proceeding on-time and on-budget – in accordance with the COM grant – for completion ahead of the December 2024 deadline. The past month of work focused on wrapping up the public survey, chapter writing, final document layout, and a wrap-up of plan-supporting analyses. No deliverables were submitted to COM; however, the renewal of the Periodic Update Grant is underway, and the schedule and budget as submitted to COM are provided here. These elements are pending confirmation from COM, at which time the grant renewal will be submitted to the Town for final signatures and execution.

An analysis of public survey results is forthcoming, after which the Planning Commission will begin to review chapters of the Comprehensive Plan. This review will support Town Council's eventual review of the Comprehensive Plan for final edits and adoption in Q2 of 2024.



## TASK OVERVIEW

TASK	% DONE	TARGET DUE DATE	LEAD	NOTES
Plan Review	100	2/17/23	SBN Planning	All work submitted to Commerce
Information Gathering	100	5/30/23	SBN Planning	All associated analyses complete
Plan Baseline Updates	90	9/10/23	SBN Planning	With completion of information gathering and associated analyses, initial chapter writing is fully underway.
Public Outreach, Survey, and Review	80	11/28/23	SBN Planning	Survey complete, analysis underway.
Development Regulation Updates	35	3/30/24	SBN Planning	Regulations reviewed, determination of needed changes has been pushed back to Q1 of 2024 – pending discussions with COM and further guidance related to recent housing legislation.
Plan Production and Design	60	12/18/23	SBN Planning	Design of layout, graphic templates, and style has continued.
Plan Adoption Procedure	0	6/30/2024	SBN Planning	Work on adoption and all regulatory procedures scheduled for 2024.

## GRANT DELIVERABLE OVERVIEW: FY23

The column “% Done” reflects the actual completion, while the budget columns reflect what has been actually invoiced from COM. The FY24 deliverables and timeline have not been confirmed yet and are subject to change, pending final execution of the FY24 grant.

TASK	% DONE	BUDGET	REMAINING	NOTES
5.1 Staff Report on Survey Results, Analysis, and Plan Applications	30	\$6,500.00	\$6,500.00	Analysis underway, report under development.
5.2 Outreach materials and website updates	10	\$6,400.00	\$6,400.00	Outreach in planning stage, early-mid Q4 outreach push and updates.
6.1 Full GMA Update Draft sent to Council, Planning Commission, Town Staff	20	\$15,000.00	\$15,000.00	ECR complete and submitted to COM
6.2 Final Document with full layout and proofing	10	\$10,000.00	\$10,000.00	Document layout developed, awaiting finalized text.
7.1 Implementation Plan for development regulation and possible functional plan updates	5	\$5,100.00	\$5,100.00	Outline started and resource needs established, full development scheduled for Q1/Q2 2024.
7.2 Council Adopted Comprehensive Plan	0	\$7,000.00	\$7,000.00	Pending completed draft plan and pre-adoption procedures.

## BUDGET OVERVIEW

CATEGORY	BUDGETED	EXPENDED	ON TRACK?	NOTES
Comprehensive Planning	100,000	63,142	Yes	Project is moving ahead on-schedule and on-budget. Renewal of grant is underway and will fund FY2024 update efforts.
Total:	100,000	63,142	Yes	

## CONCLUSIONS/NEXT STEPS

With FY23 wrapping up, a new round of COM funding for FY24 should begin. This round will focus on revising chapter writing, laying out the plan, adopting the plan, and preparing for the implementation of updated development regulations and associated plans. Beginning in the fall of 2023, the Town Planner will include revised chapters in Planning Commission meetings for initial review, prior to Council’s full review. The Planner will identify which pieces of chapters are specifically targeted towards compliance with King County, Puget Sound Regional Council, and Washington State requirements, as appropriate.

**TOWN OF YARROW POINT  
PLANNING COMMISSION REGULAR MEETING MINUTES  
July 18, 2023**

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

**1. CALL TO ORDER:**

Chairman Carl Hellings called the meeting to order at 7:03 p.m.

**PRESENT:**

Chairman: Carl Hellings

Commissioners: Chuck Hirsch  
Jeffrey Shiu  
David Feller  
Lee Sims

Staff: Austen Wilcox – Deputy Clerk  
James Eager – Town Planner

Guests: Kathy Smith – Councilmember  
Ed Esparza – Resident

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**4. APPROVAL/AMENDMENTS TO AGENDA**

MOTION: Motion by Chairman Hellings, seconded by Commissioner Feller to reorder Agenda Bill 8.1 after Agenda Bill 8.2.

VOTE: 5 for, 0 against. Motion carried.

**5. MINUTES:**

- June 20, 2023 Regular Meeting

MOTION: Motion by Chairman Hellings, seconded by Commissioner Hirsch to approve the June 20, 2023 regular meeting minutes as presented.

VOTE: 5 for, 0 against. Motion carried.

**6. STAFF REPORTS:**

Deputy Clerk Austen Wilcox and Town Planner James Eager provided staff reports on the July 11 regular Council meeting.

**7. PUBLIC COMMENT**

None.

**8. REGULAR BUSINESS:**

### **8.1 – Comprehensive Plan Update**

The survey is out and has received 64 responses, as of July 13, 2023. Mailers should have arrived at every active residence in the Town's records. The Town's website has been updated with answers to some FAQs about the Comprehensive Planning process and town resident involvement.

In the weeks to come, aside from the last SFY23 deliverable package, the Town Planner will work with Department of Commerce to outline a scope and set of deliverables for SFY24. As part of this funding package, chapter drafts, development regulation updates, adoption, and implementation of the Comprehensive Plan will occur ahead of the December 2024 deadline. The Town Planner will also begin presenting chapter drafts and any requested analysis for Planning Commission review, followed by possible Town Council review at their request.

The Planning Commission will meet again in August and review a new round of updates from the Town Planner then.

### **8.2 Eagle Protection**

The Town Planner developed an outline of draft code for the Town to review. The purpose of the code is to give explicit notice of existing federal regulations to residents, their contractors, and to developers. The code may warrant an accompanying FAQ document for the Town to further detail the permit process including the contact information of the local Migrator Bird Permit Office, a map of affected parcels, and further information about the long-term permit impacts such as mitigation and annual reporting.

The Commission discussed:

- Notification process for putting property owners, developers, and contractors on notice regarding active eagle nests.
- Triggers for permits through Department of Fish & Wildlife; and
- Penalties.

MOTION: Motion by Chairman Hellings, seconded by Commissioner Hirsch to have the Town Planner, staff, and Planning Commissioner Sims review the discussion tonight about a general letter to the population of Yarrow Point informing them of the existence of eagle nests, federal code that prohibits disturbing eagle nests, and notification that the Planning Commission is working on codifying Town code regarding the protection of eagle nests.

VOTE: 5 for, 0 against. 0 Motion carried.

MOTION: Motion by Chairman Hellings, seconded by Commissioner Hirsch direct the Town Planner to continue work on the Yarrow Point eagle protection code from the discussion tonight and follow up from Department of Fish & Wildlife.

VOTE: 5 for, 0 against. 0 Motion carried.

### **8.3 – Short Term Rentals**

Staff has done a preliminary look at possible pathways for the Town which fall generally into three categories; first is to do nothing relating to STRs, second would be to create a system for basic tracking of STRs and perhaps a permit system, third would be the creation of a permitting process along with instituting fees or taxes which are in line with what the state and county allow the Town to collect. The third option may also include the creation of a business license program, or other business-related regulatory actions which are not currently undertaken by the Town.

At the May meeting, the commission discussed the need for a preliminary overview of the current state of STRs in the area. Staff presented a preliminary review of the current STRs which are available in the Town and some adjacent jurisdictions. The commission requested further research, including determining a possible cap to the number of STRs in Yarrow Point. The planning team presents an outline of the considerations and permitting process based on comparable local examples as an exhibit to this agenda bill.

The Planning Commission discussed:

- Accessory Dwelling Units being used as STRs;
- STR codes & permitting processes in other WA jurisdictions;
- Research the possibility to require background checks and creating restrictions;
- Consider the creation of a tax on top of the rent to pay for the use of Town resources; and
- International owners who do not occupy the property for extended periods of time.

MOTION: Motion by Chairman Hellings, seconded by Commissioner Hirsch direct staff to look at setting up a permit system for short term rentals and what the regulations for the ability to screen renters who will be using short term rentals in Yarrow Point.

VOTE: 5 for, 0 against. 0 Motion carried.

#### **9. PUBLIC COMMENT:**

Resident Ed Esparza spoke on the discussion regarding short term rentals.

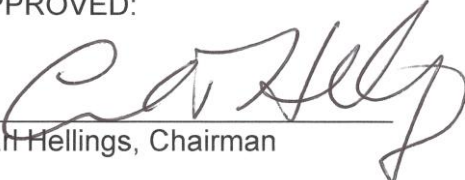
Councilmember Kathy Smith discussed and asked questions regarding eagle nests.

#### **10. ADJOURNMENT:**

MOTION: Motion by Chairman Hellings, seconded by Commissioner Sims to adjourn the meeting at 8:54 p.m.

VOTE: 5 for, 0 against. Motion carried.

APPROVED:

  
\_\_\_\_\_  
Cal Helling, Chairman

ATTEST:

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

**TOWN OF YARROW POINT  
PARK BOARD REGULAR MEETING MINUTES  
August 22, 2023**

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

**1. CALL TO ORDER:**

Chairman John McGlenn called the regular meeting to order at 7:00 p.m.

**PRESENT:**

Chairman:	John McGlenn
Commissioners:	Doug Waddell Dicker Cahill – Attended virtually Carolyn Whittlesey Krista Fleming – Attended virtually Robert Afzal
Staff:	Austen Wilcox – Deputy Clerk Stacia Schroeder – Engineer
Guests:	Katy Harris – Mayor Chris Bacon – Gray & Osborne, Inc Nancy Daltas – Resident

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**4. APPROVAL OF/AMENDMENTS TO AGENDA**

**MOTION:** Motion by Park Board Member Whittlesey, seconded by Park Board Member Waddell to add discussion item 8.4 New Park Board Member Candidate Discussion.

**VOTE:** 5 for, 0 against, motion carried.

**5. STAFF REPORTS**

Deputy Clerk Wilcox noted that the Council did not meeting in August.

**6. APPEARENCES/PUBLIC COMMENT**

None.

**7. APPROVAL OF THE MINUTES:**

**MOTION:** Motion by Park Board Member Waddell, seconded by Park Board Member Afzal to approve the June 27, 2023 regular minutes as presented.

**VOTE:** 5 for, 0 against. Motion carried.

*Park Board Member Dicker Cahill joined the meeting at 7:04 p.m.*

## **8. REGULAR BUSINESS:**

### **8.1 Sally's Alley Planning for West End**

The Park Board discussed:

- Grasscrete experiment – Members observed that the grass seed side turned out better than the sod side; and
- Park Board Members Afzal, Cahill, and Whittlesey request a meeting with the landscape contractor and Town Engineer to discuss the grasscrete installation. Staff will arrange a meeting.

### **8.2 Sally's Alley Planning for East End**

The Park Board discussed:

- Marking out the design of the path with the Town Engineer; and
- Creating an ADA pathway vs. non-ADA pathway; and
- Park Board Members Waddell and Fleming request a meeting with the Town Engineer and design consultant Gray & Osborne, Inc to discuss planning for the east end of Sally's Alley. Staff will arrange a meeting.

The Park Board discussed increasing better communication measures.

### **8.3 2024 Park Board Budget**

The Park Board reviewed expenses paid to date in 2023.

*Park Board Member Cahill left the meeting at 8:09 p.m.*

Mayor Harris discussed the lack of landscape maintenance on the 92<sup>nd</sup> Ave NE roundabout.

The Park Board allocated the following figures to the 2024 budget:

- \$30,000.00 – Community Projects Construction
- \$95,000.00 – Open Spaces – Construction Projects
- \$25,000.00 – Roadside Landscaping Projects

### **8.4 New Park Board Member Candidate Discussion**

Staff will include announcements in the newsletter and website for the upcoming Park Board position opportunities.

Park Board Member Krista Fleming will act as the interim Chair until the end of 2023.

## **9. ADJOURNMENT:**

MOTION: Motion by Park Board Member Afzal, seconded by Park Board Member Whittlesey to adjourn the meeting at 8:46 p.m.

VOTE: 5 for, 0 against. Motion carried.



APPROVED:

ATTEST:

John McGlenn, Chairman

Austen Wilcox, Deputy Clerk

DRAFT

**TOWN OF YARROW POINT  
PLANNING COMMISSION SPECIAL MEETING MINUTES  
August 29, 2023**

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

**1. CALL TO ORDER:**

Chairman Carl Hellings called the meeting to order at 7:03 p.m.

**PRESENT:**

Chairman: Carl Hellings

Commissioners: Chuck Hirsch  
Jeffrey Shiu  
David Feller  
Lee Sims

Staff: Austen Wilcox – Deputy Clerk  
James Eager – Town Planner  
Stacia Schroeder – Town Engineer

Guests: Katy Harris – Mayor  
Darryl Carver – Resident  
Pamela Pearce Carver – Resident  
Dicker Cahill – Resident  
Marian Bergey – Resident  
Jan Buchanan – Resident

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**4. APPROVAL/AMENDMENTS TO AGENDA**

MOTION: Motion by Chairman Feller seconded by Commissioner Hirsch to approve the agenda as presented.

VOTE: 5 for, 0 against. Motion carried.

**5. MINUTES:**

- July 18, 2023 Regular Meeting

MOTION: Motion by Chairman Hellings, seconded by Commissioner Shiu to approve the July 18, 2023 regular meeting minutes as presented.

VOTE: 5 for, 0 against. Motion carried.

**6. STAFF REPORTS:**

Deputy Clerk Austen Wilcox noted that the Council did meet in the month of August.

## **7. PUBLIC COMMENT**

Resident Pamela Pearce Carver discussed a decrease of trees due to climate and construction. She encourages the tree code to be revisited and recommends a building moratorium until the tree code is further addressed for better tree protection.

Resident Darryl Carver discussed clear cutting in the town. The tree code should be revisited due to the continuation of tree cutting during land development.

Commission Chair Carl Hellings responded stating that Planning Commission direction comes from the Town Council and recommends they bring the issue up with them as well. Planning staff noted that a bond requirement was recently added to the private property tree permit application.

Resident Dicker Cahill discussed the zone identified for eagle locations within Yarrow Point. He discussed 4-month window restriction of construction activity from Fish & Wildlife Service (FWS.) He recommends that the Planning Commission review the federal eagle protection permitting restrictions in a holistic approach.

## **8. REGULAR BUSINESS:**

### **8.1 – Comprehensive Plan Update**

Planner James Eager shared that the survey received 144 responses, as of August 9, 2023. Following the close of the survey on August 11th, the Town Planner will develop a report on the survey and how the results coincide with specific policy decisions in the Comprehensive Plan. The Town Planner has received the SFY24 GMA Grant paperwork from the Department of Commerce (COM) and will submit the final adjustments to the deliverables and schedule to COM shortly.

Beginning in the fall, the Town Planner will begin presenting draft chapters to the Commission for review, alongside an explanation of required elements and those ideal for discussion and potential adjustment. These chapter reviews will set up a smooth adoption process in the Spring of 2024, ahead of the December 2024 deadline for the Comprehensive Plan. In addition to these draft chapters, the Town Planner will present analyses required as part of the Comp Plan, including the aforementioned public engagement analysis and a Housing Needs Analysis.

The Town Planner will continue work on the Comprehensive Plan as reviewed by the Planning Commission.

### **8.2 Eagle Protection**

Following a discussion with a biologist from the local DFW office, two letters were drafted for the residents of Yarrow Point and real estate agents working in the Town. The letter details the Town's position on eagle and migratory bird protections and points relevant parties in the direction of the Town's resources, including a map of the most high-risk parcels for eagle disturbances.

The Town Planner has also developed a draft code following these discussions. The purpose of the code is to give explicit notice of existing federal regulations to residents, their contractors, and developers. The code may warrant an accompanying FAQ document for the Town to detail the permit process further. The Towns' website has already been updated to include the contact information of the local Migratory Bird Permit Office and a map of affected parcels. As an accompaniment to the draft code, the Town Planner also presents a flowchart from the US FWS Pacific Office outlining when certain development actions may trigger FWS outreach.

The Commission discussed:

- Eagle permit FAQs drafted by the Town Planner; and
- Letter sent from the Mayor to two sellers putting them on notice regarding activity of eagles on their property; and
- Not singling out particular properties regarding eagle protection; and
- Creating a letter or survey to residents about what the Town is doing with eagle protection; and
- Process of requirements for eagle protection permitting; and
- Measures in which the Town will know if a particular project will impact an eagle. Planning staff will get a sample of mitigation process, and list of particular project triggers from FWS that would disrupt eagles.
- 660' radius requirement for FWS eagle permitting; and
- Residents Jan Buchanan and Dicker Cahill noted that a FWS permit cost is \$500, and review can take at least 60-days, or up to 90+ days.
- Tiers/categories of FWS permitting process; and
- Create survey to get resident feedback on location of known eagle nests in the town; and
- Explore the cost and receive Council approval for funding to hire an independent wildlife expert to identify the location of eagle nests in Yarrow Point.

Engineer Schroeder shared that the code should not be unduly hard on applicants, and to review eagle protection regulations from neighboring jurisdictions.

Mayor Harris noted that she will discuss eagle protection regulations with the mayors of neighboring jurisdictions;

Public Comment:

Resident Darryl Carver discussed the need to establish a permitting process for eagle protection.

Resident Dicker Cahill said to consider the review of process from FWS.

Resident Marian Bergey discussed current eagle activity on Yarrow Point. She shared that trees are still being taken out despite the private property tree code.

Resident Pamela Carver discussed the need for a better private property tree code.

**MOTION:** Motion by Chairman Hellings, seconded by Commissioner Sims direct the Town Planner to work with the Mayor to create a letter to the citizens outlining the steps the Town is taking for eagle protection, identify the location of known eagle nests in the Town, research the cost and timing to hire a wildlife expert to identify eagle nest locations, research mitigation guidelines from FWS, and include in the draft code a requirement that an applicant must go through FWS to determine if an Incidental Take Permit is required prior to approval of their Yarrow Point permitting.

**VOTE:** 5 for, 0 against. 0 Motion carried.

### **8.3 – Short Term Rentals**

At the July meeting, the Town Planner presented an outline of existing regulations for STRs in predominantly residential jurisdictions as well as regulations for low-density residential neighborhoods in larger cities. The commission discussed possible considerations, regulations, limits on the number or intensity of STRS, and whether steps such as requiring a business license were necessary. The planning team further reviewed existing permitting processes in comparable jurisdictions and outlined a process for the commission's August meeting. Two processes are outlined based on the two predominant methods for permitting STRs. One approach, employed by Clyde Hill, is to review the permits as part of a business license application.

The second, employed by Chelan County, is to review applications as a land use permit, meeting the requirements of the standards outlines by their STR code. The latter approach appears more flexible if the Town does not intend to employ a business license requirement. Requirements imposed by both jurisdictions include occupancy limits, parking requirements, limits on specific activities, submission of a property management plan, and specific contact information for someone who is able to quickly respond to concerns as they may arise.

Planner James Eager stated that background checks cannot be made a requirement.

- Notification process for notifying Town of a rental property for 30-day rentals; and
- Define "short term"; and
- Identify locations of short term rentals; and
- Enforcement; and
- Contact short term rental companies to inform them of new Town regulations.

**MOTION:** Motion by Chairman Hellings, seconded by Commissioner Hirsch direct staff to create a draft code for a 30-day short term rental policy to review at their next meeting.

**VOTE:** 5 for, 0 against. 0 Motion carried.

### **9. PUBLIC COMMENT:**

**10. ADJOURNMENT:**

MOTION: Motion by Chairman Hellings, seconded by Commissioner Feller to adjourn the meeting at 9:06 p.m.

VOTE: 5 for, 0 against. Motion carried.

APPROVED:

ATTEST:

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

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

DRAFT

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

**7. Consent Calendar**  
September 12, 2023

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

Exhibits: August Payment Approval and Payroll Reports for a total of \$207,089.71  
September Payment Approval and Payroll Reports for a total of \$104,988.54  
Minutes of July 11, 2023 regular Council meeting

**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.

Consent Calendar Items for Consideration:

1. August Payment Approval and Payroll Reports for a total of \$207,089.71
2. September Payment Approval and Payroll Reports for a total of \$104,988.54
2. July 11, 2023 regular Council meeting minutes

**Recommended Action:**

Motion to approve the Consent Calendar as presented.

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
<b>Alexander Moore Homes</b>					
494	Alexander Moore Homes	Mailbox pagoda reconstruction	07/29/2023	17,360.22	19,101.66
Total Alexander Moore Homes:				17,360.22	
<b>Banner Bank</b>					
700	Banner Bank	ROW Supplies	07/18/2023	1,317.46	
700	Banner Bank	Office supplies	07/18/2023	494.60	
700	Banner Bank	AWS, Msft, etc.	07/18/2023	1,303.77	
700	Banner Bank	Constant Contact	07/18/2023	77.07	
700	Banner Bank	Mayor cell phones	07/18/2023	125.32	
700	Banner Bank	UGC Open House expense	07/18/2023	21.60	
700	Banner Bank	Net and matt for sport court	07/18/2023	736.44	
700	Banner Bank	4th of July Celbration expenses	07/18/2023	238.70	
700	Banner Bank	Turf builder, fertilizer, grass seed-Sallys Alley	07/18/2023	414.01	
700	Banner Bank	Truck title	07/18/2023	58.00	26,759.21
Total Banner Bank:				4,786.97	
<b>Best Buy Floors</b>					
483	Best Buy Floors	Balance on Town Hall Carpet	08/05/2023	11,093.34	
483	Best Buy Floors	Furniture move fee	08/05/2023	880.80	15,759.24
Total Best Buy Floors:				11,974.14	
<b>Buchanan, Jan</b>					
512	Buchanan, Jan	Reimburse for canceled pre-app meeting	07/31/2023	1,250.00	1,250.00
Total Buchanan, Jan:				1,250.00	
<b>CASELLE, INC.</b>					
1300	CASELLE, INC.	Coontract support and maintenance	08/01/2023	746.48	6,718.32
Total CASELLE, INC.:				746.48	
<b>Cities Digital, Inc.</b>					
471	Cities Digital, Inc.	Laserfiche yearly cloud support and updates	07/21/2023	3,413.10	3,413.10
Total Cities Digital, Inc.:				3,413.10	
<b>CODE PUBLISHING</b>					
108	CODE PUBLISHING	Web update	07/25/2023	620.97	2,096.88
Total CODE PUBLISHING:				620.97	
<b>Comcast</b>					
301	Comcast	Internet and fax line	07/14/2023	262.62	2,100.16
Total Comcast:				262.62	
<b>CRYSTAL AND SIERRA SPRINGS</b>					
1046	CRYSTAL AND SIERRA S	Town Water Cooler	07/29/2023	170.91	605.81
Total CRYSTAL AND SIERRA SPRINGS:				170.91	
<b>Elvis' Landscaping Services</b>					
507	Elvis' Landscaping Service	Downpayment for on Sally's Alley west end	04/05/2023	23,347.81	23,347.81



Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
Total Elvis' Landscaping Services:				23,347.81	
<b>Flock Group, Inc.</b>					
308	Flock Group, Inc.	Yearly Contract for Sparrow camera	05/15/2023	2,642.40	8,147.40
Total Flock Group, Inc.:				2,642.40	
<b>Garrison, Leslie</b>					
508	Garrison, Leslie	Reimburse for hedge trim on Istvan's Landing-42nd	07/01/2023	771.75	771.75
Total Garrison, Leslie:				771.75	
<b>Gaylynn Brien</b>					
1151	Gaylynn Brien	Sales Tax reports	07/31/2023	50.00	400.00
Total Gaylynn Brien:				50.00	
<b>Harris, Katy K</b>					
459	Harris, Katy K	Reimburse personal cell phone	07/24/2023	87.47	
459	Harris, Katy K	Reimburse for Cups for 4th July	08/04/2023	19.20	
459	Harris, Katy K	Reimburse personal cell phone	08/04/2023	70.78	872.27
Total Harris, Katy K:				177.45	
<b>Henderson, Daniel</b>					
510	Henderson, Daniel	Reimburse for side sewer locate - UGC Proj	08/02/2023	493.69	493.69
Total Henderson, Daniel:				493.69	
<b>Iron Creek Construction LLC</b>					
1295	Iron Creek Construction LL	Install pro lite grid test area Sally's Alley	07/25/2023	1,500.00	
1295	Iron Creek Construction LL	92nd Avenue Pathway	07/25/2023	42,663.75	47,947.34
Total Iron Creek Construction LLC:				44,163.75	
<b>ISOutsource</b>					
1301	ISOutsource	Monthly contract	07/17/2023	110.10	
1301	ISOutsource	Updates and backup	07/31/2023	350.89	2,877.98
Total ISOutsource:				460.99	
<b>King County Finance</b>					
603	King County Finance	KC DNR Agreement - WRIA8	06/01/2023	932.00	932.00
Total King County Finance:				932.00	
<b>KIRKLAND MUNICIPAL COURT</b>					
111	KIRKLAND MUNICIPAL C	Court Costs	07/18/2023	156.28	540.20
Total KIRKLAND MUNICIPAL COURT:				156.28	
<b>Morrow, Brandon and Lily</b>					
511	Morrow, Brandon and Lily	Street Deposit Refund	06/06/2023	3,750.00	3,750.00
Total Morrow, Brandon and Lily:				3,750.00	

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
<b>MUNICIPAL PERMIT SERVICE, LLC</b>					
350	MUNICIPAL PERMIT SER	Building Permits	07/31/2023	1,531.44	
350	MUNICIPAL PERMIT SER	Mechanical Permits	07/31/2023	195.37	
350	MUNICIPAL PERMIT SER	Plan Review	07/31/2023	1,625.00	33,507.62
Total MUNICIPAL PERMIT SERVICE, LLC:				3,351.81	
<b>National Event Pros</b>					
509	National Event Pros	Downpayment for movie night	08/01/2023	587.38	587.38
Total National Event Pros:				587.38	
<b>NORTHWEST CIVIL SOLUTIONS</b>					
450	NORTHWEST CIVIL SOLU	94th Ave UGC & Storm Improvements	07/31/2023	2,767.50	
450	NORTHWEST CIVIL SOLU	Pre-applications	07/31/2023	202.50	
450	NORTHWEST CIVIL SOLU	Plan Review-Site Development Permits	07/31/2023	1,012.50	
450	NORTHWEST CIVIL SOLU	ROW permits	07/31/2023	168.75	
450	NORTHWEST CIVIL SOLU	Sally's Alley - General Admin.	07/31/2023	506.25	
450	NORTHWEST CIVIL SOLU	General Admin - General duties	07/31/2023	2,227.50	51,300.00
Total NORTHWEST CIVIL SOLUTIONS:				6,885.00	
<b>Ogden Murphy Wallace</b>					
1390	Ogden Murphy Wallace	Clerk	08/09/2023	39.50	
1390	Ogden Murphy Wallace	Council	08/09/2023	237.00	
1390	Ogden Murphy Wallace	Land Use	08/09/2023	979.50	
1390	Ogden Murphy Wallace	Sally's Alley ROW	08/09/2023	5,605.50	
1390	Ogden Murphy Wallace	Clerk	07/20/2023	1,372.00	
1390	Ogden Murphy Wallace	Contracts	07/20/2023	420.00	
1390	Ogden Murphy Wallace	Council	07/20/2023	1,008.00	
1390	Ogden Murphy Wallace	Land Use	07/20/2023	382.00	
1390	Ogden Murphy Wallace	Mayor/Executive	07/20/2023	168.00	
1390	Ogden Murphy Wallace	Sally's Alley ROW	07/20/2023	3,823.00	
1390	Ogden Murphy Wallace	Crown Castle Lease Agreement	07/20/2023	84.00	53,546.00
Total Ogden Murphy Wallace:				14,118.50	
<b>PUGET SOUND ENERGY</b>					
604	PUGET SOUND ENERGY	Town Hall Service	07/24/2023	381.38	
604	PUGET SOUND ENERGY	Street Lights	07/24/2023	1,698.22	8,581.79
Total PUGET SOUND ENERGY:				2,079.60	
<b>Savatree</b>					
478	Savatree	Tree removal - 40th & 95th	07/17/2023	4,735.41	11,519.78
Total Savatree:				4,735.41	
<b>SBN Planning LLC</b>					
154	SBN Planning LLC	Building Permits	08/03/2023	362.70	
154	SBN Planning LLC	Mechanical permits	08/03/2023	80.90	
154	SBN Planning LLC	Pre-applications	08/03/2023	685.10	
154	SBN Planning LLC	Shoreline Substantial Development	08/03/2023	523.60	
154	SBN Planning LLC	SEPA	08/03/2023	241.80	
154	SBN Planning LLC	Shoreline Exemption	08/03/2023	161.20	
154	SBN Planning LLC	Tree Permit	08/03/2023	80.60	
154	SBN Planning LLC	Comprehensive Plan Update	08/03/2023	5,354.70	
154	SBN Planning LLC	General Administration	08/03/2023	5,596.70	94,893.28

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
Total SBN Planning LLC:				13,087.30	
<b>SEA-TAC SWEEPING SERVICE</b>					
46	SEA-TAC SWEEPING SE	Street Cleaning	04/17/2023	420.00	
46	SEA-TAC SWEEPING SE	Street Cleaning	04/17/2023	420.00	5,020.00
Total SEA-TAC SWEEPING SERVICE:				840.00	
<b>State Department of Transportation</b>					
280	State Department of Trans	Gas for town truck	06/30/2023	283.30	
280	State Department of Trans	Gas for town truck	07/31/2023	127.13	1,278.61
Total State Department of Transportation:				410.43	
<b>Stewart MacNichols Harmell, Inc., P.S.</b>					
1384	Stewart MacNichols Harne	Public Defender Services for May and June	07/28/2023	500.00	1,000.00
Total Stewart MacNichols Harmell, Inc., P.S.:				500.00	
<b>THE SEATTLE TIMES</b>					
192	THE SEATTLE TIMES	Ordinances and meeting notices	07/31/2023	133.11	2,051.70
Total THE SEATTLE TIMES:				133.11	
<b>TREE SOLUTIONS INC.</b>					
258	TREE SOLUTIONS INC.	Work with planner	07/31/2023	80.00	760.00
Total TREE SOLUTIONS INC.:				80.00	
<b>Victor's Cleaning Services, Inc.</b>					
460	Victor's Cleaning Services,	Cleaning Service for Town Hall Jan-Aug.	08/09/2023	1,300.00	1,300.00
Total Victor's Cleaning Services, Inc.:				1,300.00	
Grand Totals:				165,640.07	

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
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Certification of the Consent Calendar as presented including the Payment Approval Report dated 08/23/2023 approving payments as shown totaling \$165,640.07, plus payroll, tax, and benefit expenses of \$41,449.64, as shown on the attached payroll & tax and benefits report, for a grand total of \$207,089.71.

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: September 12, 2023

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

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

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

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

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

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

Report Criteria:

- Includes all check types
- Includes unprinted checks

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount
07/31/2023	CDPT		0	EMPLOYMENT SECURITY DEPT	5	Quarterly Employment Security Pay	999-1010110	65.84-
07/31/2023	CDPT		0	DEPT OF LABOR & INDUSTRY	6	Quarterly L & I Workers Compensa	999-1010110	498.07-
07/31/2023	CDPT		0	EMPLOYMENT SECURITY DEPT	8	Quarterly WA FMLA WA Paid Fami	999-1010110	170.72-
07/31/2023	CDPT		0	WA Cares	10	WA CARES Long Term Ins. Pay P	999-1010110	129.96-
07/31/2023	PC	07/25/2023	6789	Hellings, Samuel L	9048		999-1010110	1,421.26-
07/31/2023	PC	07/25/2023	6790	Pendergast, John J.	9049		999-1010110	955.82-
07/31/2023	PC	07/25/2023	6791	Ryken Moon	9050		999-1010110	939.20-
07/31/2023	PC	07/25/2023	720231	Lovas, Istvan	9002		999-1010110	6,154.60-
07/31/2023	PC	07/25/2023	720232	Wilcox, Austen	9037		999-1010110	5,172.94-
07/31/2023	PC	07/25/2023	720233	Ritter, Bonnie	9041		999-1010110	7,461.84-
07/31/2023	PC	07/25/2023	720234	Harris, Kathryn K	9047		999-1010110	1,777.59-
07/31/2023	CDPT	07/19/2023	8232026	Association of Washington Cities	9	Health and Dental Insurance Visio	999-1010110	3,759.84-
07/31/2023	CDPT	07/19/2023	8232026	DEPT OF RETIREMENT SYSTEM	1	State Retirement PERS II Pay Per	999-1010110	4,114.29-
07/31/2023	CDPT	07/19/2023	8232026	Federal Tax	2	941 Taxes Federal Withholding Tax	999-1010110	8,827.67-
Grand Totals:								<u>41,449.64-</u>
								<u>14</u>

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
<b>Banner Bank</b>					
700	Banner Bank	Constant Contact	08/18/2023	89.19	
700	Banner Bank	Employee Training	08/18/2023	695.00	
700	Banner Bank	Office supplies	08/18/2023	201.61	
700	Banner Bank	ROW Supplies	08/18/2023	214.97	
700	Banner Bank	Truck step & logo	08/18/2023	1,191.56	
700	Banner Bank	SCA meeting	08/18/2023	40.00	
700	Banner Bank	Town cell phones	08/18/2023	125.32	
700	Banner Bank	Movie for movie night & basketball	08/18/2023	50.58	
700	Banner Bank	AWS, Msft, etc.	08/18/2023	494.02	
700	Banner Bank	File cabinet & shredder	08/18/2023	1,000.78	30,862.24
Total Banner Bank:				4,103.03	
<b>CASELLE, INC.</b>					
1300	CASELLE, INC.	Monthly Contract - software	09/01/2023	746.48	7,464.80
Total CASELLE, INC.:				746.48	
<b>CITY OF BELLEVUE</b>					
212	CITY OF BELLEVUE	Town Sewer and Water	08/20/2023	868.92	2,686.58
Total CITY OF BELLEVUE:				868.92	
<b>CODE PUBLISHING</b>					
108	CODE PUBLISHING	Code Web Update	08/29/2023	336.36	2,433.24
Total CODE PUBLISHING:				336.36	
<b>Comcast</b>					
301	Comcast	Internet and fax lines	08/14/2023	262.62	2,362.78
Total Comcast:				262.62	
<b>CRYSTAL AND SIERRA SPRINGS</b>					
1046	CRYSTAL AND SIERRA S	Town Hall Water Cooler	08/26/2023	71.70	677.51
Total CRYSTAL AND SIERRA SPRINGS:				71.70	
<b>Dicker Cahill</b>					
8011	Dicker Cahill	Reimburse for Sanitary Sewer Scoping - 94th UGC Pro	08/31/2023	606.37	606.37
Total Dicker Cahill:				606.37	
<b>Gray &amp; Osborne, Inc.</b>					
9043	Gray & Osborne, Inc.	Town wide stormwater and UGC Project	08/14/2023	5,201.95	
9043	Gray & Osborne, Inc.	Town wide stormwater and UGC Project	08/14/2023	3,467.96	84,018.31
Total Gray & Osborne, Inc.:				8,669.91	
<b>H2 Audio Video</b>					
484	H2 Audio Video	Balance for Equipment in Council Chambers	08/28/2023	2,539.74	11,943.76
Total H2 Audio Video:				2,539.74	
<b>Harris, Katy K</b>					
459	Harris, Katy K	Reimburse for personal cell phone	08/01/2023	87.47	959.74

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
	Total Harris, Katy K:			87.47	
<b>ISLAND SECURITY SYSTEMS</b>					
21	ISLAND SECURITY SYST	System monitoring	08/28/2023	159.50	676.50
	Total ISLAND SECURITY SYSTEMS:			159.50	
<b>ISOutsource</b>					
1301	ISOutsource	Monthly Agreement	08/29/2023	110.10	2,988.08
	Total ISOutsource:			110.10	
<b>KIRKLAND MUNICIPAL COURT</b>					
111	KIRKLAND MUNICIPAL C	Court Costs	08/15/2023	195.35	
111	KIRKLAND MUNICIPAL C	Court Costs	08/23/2023	279.98	1,015.53
	Total KIRKLAND MUNICIPAL COURT:			475.33	
<b>MUNICIPAL PERMIT SERVICE, LLC</b>					
350	MUNICIPAL PERMIT SER	Code enforcement	08/31/2023	472.68	
350	MUNICIPAL PERMIT SER	Building Permit Inspections	08/31/2023	859.48	
350	MUNICIPAL PERMIT SER	Mechanical/Plumbing Permit inspections	08/31/2023	397.28	
350	MUNICIPAL PERMIT SER	Plan Review	08/31/2023	5,250.00	40,487.06
	Total MUNICIPAL PERMIT SERVICE, LLC:			6,979.44	
<b>National Event Pros</b>					
509	National Event Pros	Balance due for movie night	08/30/2023	1,762.15	2,349.53
	Total National Event Pros:			1,762.15	
<b>Northern Waters</b>					
304	Northern Waters	Mid-season tune-up, identified 2 breaks	08/25/2023	392.91	
304	Northern Waters	Replace 2 nozzles and repair leaks	08/30/2023	670.75	2,449.25
	Total Northern Waters:			1,063.66	
<b>NORTHWEST CIVIL SOLUTIONS</b>					
450	NORTHWEST CIVIL SOLU	36th St NE - CIP #1	08/31/2023	67.50	
450	NORTHWEST CIVIL SOLU	94th Ave UGC & Storm Improvements	08/31/2023	3,678.75	
450	NORTHWEST CIVIL SOLU	Pre-applications	08/31/2023	236.25	
450	NORTHWEST CIVIL SOLU	PLan Review - BLA	08/31/2023	135.00	
450	NORTHWEST CIVIL SOLU	Plan Review-Site Development	08/31/2023	472.50	
450	NORTHWEST CIVIL SOLU	Right of Way Use Permits	08/31/2023	978.75	
450	NORTHWEST CIVIL SOLU	Gen Admin - Sally's Alley	08/31/2023	2,227.50	
450	NORTHWEST CIVIL SOLU	General Administration	08/31/2023	2,801.25	61,897.50
	Total NORTHWEST CIVIL SOLUTIONS:			10,597.50	
<b>PUGET SOUND ENERGY</b>					
604	PUGET SOUND ENERGY	Town Hall service	08/25/2023	191.00	
604	PUGET SOUND ENERGY	Street lights	08/25/2023	810.11	9,582.90
	Total PUGET SOUND ENERGY:			1,001.11	
<b>Savatree</b>					
478	Savatree	5 Cedar Stumps along 40th, W of 95th	08/15/2023	2,083.09	

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
478	Savatree	Trim Maple in ROW at 3838 92nd Ave	08/08/2023	2,591.75	
478	Savatree	Stump Grinding in Sally's Alley	08/16/2023	486.65	16,681.27
Total Savatree:				5,161.49	
<b>SBN Planning LLC</b>					
154	SBN Planning LLC	Building Permits	09/05/2023	1,249.30	
154	SBN Planning LLC	Mechanical permits	09/05/2023	40.30	
154	SBN Planning LLC	SEPA	09/05/2023	483.30	
154	SBN Planning LLC	Variance - 3806 95th	09/05/2023	1,168.70	
154	SBN Planning LLC	Pre-applications	09/05/2023	846.30	
154	SBN Planning LLC	Short Plat - 8830 Points Dr.	09/05/2023	362.70	
154	SBN Planning LLC	Shoreline Exemption	09/05/2023	241.80	
154	SBN Planning LLC	Shoreline Substantial Development	09/05/2023	806.30	
154	SBN Planning LLC	Tree Permit	09/05/2023	40.30	
154	SBN Planning LLC	Comp Plan Update	09/05/2023	6,085.30	
154	SBN Planning LLC	General Administration	09/05/2023	6,156.00	112,373.58
Total SBN Planning LLC:				17,480.30	
<b>Swindley, Mary Jane</b>					
513	Swindley, Mary Jane	Reimburse for Sanitary Sewer scoping for UGC Project	08/23/2023	937.12	937.12
Total Swindley, Mary Jane:				937.12	
<b>THE SEATTLE TIMES</b>					
192	THE SEATTLE TIMES	Publication of legal notices	08/31/2023	463.44	2,515.14
Total THE SEATTLE TIMES:				463.44	
Grand Totals:				64,483.74	



Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
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Certification of the Consent Calendar as presented including the Payment Approval Report dated 09/06/2023 approving payments as shown totaling \$64,483.74, plus payroll, tax, and benefit expenses of \$40,504.80, as shown on the attached payroll & tax and benefits report, for a grand total of \$104,988.54.

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: September 12, 2023

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

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

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

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

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

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

Report Criteria:

- Includes all check types
- Includes unprinted checks

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount
08/31/2023	CDPT		0	EMPLOYMENT SECURITY DEPT	5	Quarterly Employment Security Pay	999-1010110	64.21-
08/31/2023	CDPT		0	DEPT OF LABOR & INDUSTRY	6	Quarterly L & I Workers Compensa	999-1010110	557.49-
08/31/2023	CDPT		0	EMPLOYMENT SECURITY DEPT	8	Quarterly WA FMLA WA Paid Fami	999-1010110	163.72-
08/31/2023	CDPT		0	WA Cares	10	WA CARES Long Term Ins. Pay P	999-1010110	123.00-
08/31/2023	PC	08/25/2023	6827	Boettcher, Flynn M	9046		999-1010110	1,103.62-
08/31/2023	PC	08/25/2023	6828	Hellings, Samuel L	9048		999-1010110	864.40-
08/31/2023	PC	08/25/2023	6829	Pendergast, John J.	9049		999-1010110	947.51-
08/31/2023	PC	08/25/2023	6830	Ryken Moon	9050		999-1010110	748.03-
08/31/2023	PC	08/25/2023	820231	Lovas, Istvan	9002		999-1010110	5,102.87-
08/31/2023	PC	08/25/2023	820232	Wilcox, Austen	9037		999-1010110	5,172.94-
08/31/2023	PC	08/25/2023	820233	Ritter, Bonnie	9041		999-1010110	7,727.22-
08/31/2023	PC	08/25/2023	820234	Harris, Kathryn K	9047		999-1010110	1,777.59-
08/31/2023	CDPT	08/21/2023	8232026	Association of Washington Cities	9	Health and Dental Insurance Visio	999-1010110	3,759.84-
08/31/2023	CDPT	08/21/2023	8232026	DEPT OF RETIREMENT SYSTEM	1	State Retirement PERS II Pay Per	999-1010110	3,925.11-
08/31/2023	CDPT	08/21/2023	8232026	Federal Tax	2	941 Taxes Federal Withholding Tax	999-1010110	8,467.25-
Grand Totals:								<u>40,504.80-</u>
			<u>15</u>					

**TOWN OF YARROW POINT  
COUNCIL REGULAR MEETING MINUTES  
July 11, 2023  
4:00 p.m.**

The Town Council of the Town of Yarrow Point, Washington met in regular session on Tuesday, July 11, 2023, at 4:00 p.m. in the Council Chambers of Town Hall.

**PRESENT:** Mayor Katy Harris; Councilmembers Stephan Lagerholm, Carl Scandella, Chuck Porter, and Kathy Smith

**ABSENT:** Councilmember Andy Valaas

**STAFF PRESENT:** Clerk-Treasurer Bonnie Ritter, Engineer Stacia Schroeder, Planner James Eager, and Deputy Clerk Austen Wilcox

**1. CALL TO ORDER:**

Mayor Katy Kinney Harris called the meeting to order at 4:00 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**4. APPROVAL OF AGENDA**

Lagerholm suggested having a recess noted on agendas where the meeting is anticipated to go over two hours.

Motion by Lagerholm, seconded by Smith to approve the agenda. All voted in favor. Motion carried.

**5. STAFF REPORTS:**

**A. Police Report**

Commander Dawn Hanson reviewed the Police Report for June.

**B. Engineer Report**

Engineer Schroeder gave a progress report on the following projects; 2024 94<sup>th</sup> Ave NE UGC, 2023 NE 36<sup>th</sup> St/88<sup>th</sup> St Paving, Annual Pagoda Maintenance, Sidewalk Maintenance and Sally's Alley Phase 1.

**C. Planner Report**

Planner Eager reported on the progress of the Comp Plan update, stating that the update is on schedule and the survey for residents is now active. Mayor Harris noted that the Town has received \$50,000 which represents the first half of the total grant funding allocated to the Town.

**D. 2<sup>nd</sup> Quarter Financial Report**

Clerk-Treasurer Ritter presented the 2<sup>nd</sup> Quarter Financial Report showing revenues and expenditures compared to budget, along with a report showing fund balances as of June 30, 2023.

**APPEARANCES/PUBLIC COMMENT:**

Resident Chris Canlis thanked the Council for having the chance in the past few meetings to express his feelings about the hedge code. He stated that depending on the outcome of the vote later in this meeting, he may be unhappy but he won't be bitter.

Resident Mary Grubb commented on the effect that hedge heights have on sunlight reaching the ground and ultimately grass and plant growth.

Councilmembers Smith and Scandella thanked Mr. Canlis for his comments and the way he presented his feelings to the Council.

## **7. CONSENT CALENDAR:**

Motion by Lagerholm, seconded by Porter to approve the consent calendar as presented. All voted in favor. Motion carried.

- A. July Payment Approval and Payroll Reports for a total of \$250,457.18
- B. June 13, 2023 regular Council meeting minutes

## **8. REGULAR BUSINESS**

### **8.1 – 2024-2029 Capital Improvement Plan/Transportation Improvement Plan**

#### **A. Public Hearing**

Mayor Harris called the public hearing to order at 4:45 p.m., and with no comments being offered, closed the public hearing at 4:46 p.m.

#### **B. Ordinance No. 736**

Motion by Scandella, seconded by Smith to adopt the following ordinance. All voted in favor. Motion carried.

**ORDINANCE NO. 736: AN ORDINANCE OF THE TOWN OF YARROW POINT, WASHINGTON ADOPTING A CAPITAL IMPROVEMENT PLAN AND TRANSPORTATION IMPROVEMENT PLAN FOR 2024-2029, AND FIXING A TIME WHEN THE SAME SHALL BECOME EFFECTIVE.**

### **8.2 – Private Property Hedge Code Amendments**

It was noted that this topic has been discussed in length at previous Council meetings.

Motion by Lagerholm, seconded by Porter to adopt the following ordinance. All voted in favor. Motion carried.

**ORDINANCE NO. 733: AN ORDINANCE OF THE TOWN OF YARROW POINT ADOPTING YARROW POINT MUNICIPAL CODE (YPMC) CHAPTER 20.23, "PRIVATE HEDGE CODE", AMENDING YPMC SECTION 17.18.010 "DEFINITIONS"; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.**

### **8.3 – Permanent Supportive and Transitional Housing Code Amendments**

Planner Eager noted that the house bills that led to this proposed action have been discussed at earlier Council meetings.

MOTION by Lagerholm, seconded by Scandella to adopt the following ordinance. All voted in favor. Motion carried.

**ORDINANCE NO. 737: AN ORDINANCE OF THE TOWN OF YARROW POINT ADOPTING YARROW POINT MUNICIPAL CODE (YPMC) SECTION 17.16.110 - PERMANENT SUPPORTIVE HOUSING AND TRADITIONAL HOUSING FACILITIES - IN ACCORANCE WITH E2SHB 1220; AMENDING YPMC SECTION 17.12.010 "DEFINITIONS"; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.**

#### **8.4 – 94<sup>th</sup> Ave NE Utility UGC Project – Gray & Osborne Design Agreement Addendum No. 1**

Engineer Schroeder explained that the proposed addendum is for design of the east end of Sally's Alley and would be part of the 94<sup>th</sup> Ave NE Undergrounding Project design documents. The cost of this addendum is \$5,500.

Scandella questioned the logic of having Sally's Alley work combined with the undergrounding project.

Porter cautioned that the funds received from the Water District are to be used only for the undergrounding project, and not the Sally's Alley portion.

Lagerholm commented that he feels we're rushing into the east end, when the west end work hasn't even been started. He thinks that we may learn something from the west end process that can be implemented on the east end, and we'll lose that opportunity to learn from it if we rush into this.

Motion by Lagerholm, seconded by Porter to table this item until the September meeting. The following voted in favor; Lagerholm, Porter, and Scandella. The following voted against; Smith. Motion carried.

#### **8.5 – PSE IntoLight Contract**

Engineer Schroeder informed the Council that the lights that are the subject of this contract have about 2/3 the lumens of the present lights, which some of the Council thought would not be adequate. The Council discussed the preferred lumen intensity and kelvin color temp.

Motion by Porter, seconded by Scandella to approve the contract as written, provided that the light as measured at the ground is the same or within 5% more in lumens as what we have now, and approving a contract amount not to exceed 110% of the presented contract cost of \$73,567.90. All voted in favor. Motion carried.

#### **9. Mayor and Council Reports:**

Councilmember Smith presented a comparison of police call stats from 2020 to 2023 YTD.

Mayor Harris recognized the people on the 4<sup>th</sup> of July Committee that made the event nothing short of extraordinary. She gave a huge shout out to Chairs Samantha Vanover and Kate Scher; the other event chairs Brian Vanover and Matt Scher as Hot Dog Czars; Dana Gribble kept the books; Sarah Adams was the Bingo Lead; Danica Eakman led the Pet Parade; Dave Feller was the Pickleball Commissioner – and what a tournament that was, on our new court! Georgina Franz and Leslie Feller made the Parade so memorable. She also thanked Austen and Istvan and the interns for driving the new town truck in the parade. She concluded with a big thank you to Kathleen Rowell for her role in making the picnic such a success.

#### **10. ADJOURNMENT:**

Motion by Smith, seconded by Scandella to adjourn the meeting at 5:47 p.m. All voted in favor. Motion carried.

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Katy Kinney Harris, Mayor

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Attest: Bonnie Ritter, Clerk-Treasurer

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

8.1

September 12, 2023



<b>2024 Preliminary Budget Discussion</b>	<b>Proposed Council Action:</b> For discussion only
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<b>Presented by:</b>	Mayor Harris
<b>Exhibits:</b>	2024 Proposed Budget 2024 Proposed Fund Transfers 2024 Fund Balance Estimates

**Summary:**

Included is the 2024 proposed preliminary budget for discussion.

The schedule for adoption of the 2023 budget is:

October 10 - Public hearing on levy increase followed by ordinance adopting the levy for 2024.

October 10 - Public hearing on preliminary budget

November 14 - Public hearing on final budget followed by ordinance adopting the 2024 Final Budget

**Recommended Action:**

None – for discussion only.

PROPOSED 2024 BUDGET

Account Number	Account Title	2020 Actual	2021 Actual	AMENDED 2022 Budget	Actual 2022	2023 Final Budget	2023 YTD - Through August	2024 Proposed Budget	% Change '23 to '24	Comments
<b>GENERAL FUND #001</b>										
001-3089100	BEGINNING FUND BALANCE				\$ 1,958,455		\$ 2,226,713	\$ 2,225,650		
<b>REVENUES</b>										
001-311-10-00	PROPERTY TAX	\$ 619,831	\$ 638,511	\$ 630,000	\$ 646,528	\$ 639,000	\$ 374,261	\$ 645,000	0.94%	
001-311-11-00	KING COUNTY PARKS LEVY	\$ 32,854	\$ 32,907	\$ 30,000	\$ 34,538	\$ -	\$ -	\$ -	-	Moved to Fund 040 - Public Parks and Open Space
001-313-11-00	LOCAL SALES AND USE TAX	\$ 265,232	\$ 335,185	\$ 280,000	\$ 395,975	\$ 300,000	\$ 216,815	\$ 300,000	0.00%	Monthly
001-313-27-00	AFFORDABLE & SUP HOUSING				\$ 354		\$ 1,846	\$ 2,500		Will be forwarded to ARCH
001-313-71-00	LOCAL CRIMINAL JUSTICE	\$ 29,957	\$ 34,369	\$ 30,000	\$ 40,219	\$ 35,000	\$ 27,164	\$ 35,000	0.00%	Monthly
001-316-41-00	PRIVATE UTILITY TAX - ELECTRIC	\$ 55,408	\$ 58,369	\$ 55,000	\$ 60,152	\$ 58,000	\$ 48,968	\$ 60,000	3.45%	Quarterly
001-316-43-00	PRIVATE UTILITY TAX - NATL GAS	\$ 35,998	\$ 36,915	\$ 45,000	\$ 42,680	\$ 42,500	\$ 42,141	\$ 45,000	5.88%	Quarterly
001-316-45-00	PRIVATE UTILITY TAX - GARBAGE	\$ 13,107	\$ 13,568	\$ 12,000	\$ 14,608	\$ 14,500	\$ 10,892	\$ 14,000	-3.45%	Quarterly
001-316-47-00	PRIVATE UTILITY TAX - TELEPHONE AND CATV	\$ 43,425	\$ 43,187	\$ 50,000	\$ 40,327	\$ 44,000	\$ 22,590	\$ 40,000	-9.09%	Monthly
001-321-91-00	FRANCHISE FEE - SEWER & WATER	\$ 43,458	\$ 48,142	\$ 45,000	\$ 46,858	\$ 48,000	\$ 41,005	\$ 48,000	0.00%	Quarterly
001-321-91-10	FRANCHISE FEE - CATV	\$ 23,527	\$ 26,146	\$ 25,000	\$ 23,540	\$ 23,500	\$ 17,782	\$ 23,500	0.00%	Quarterly
001-322-30-00	KC PET LICENSE REBATES	\$ 45	\$ 105		\$ 75	\$ -	\$ 15	\$ -		
001-334-00-30	STATE GRANT - SOS OFFICE				\$ 13,597		\$ 592	\$ -		
001-336-06-21	MVET - CRIM JUSTICE - POPULATION	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 750	\$ 1,000	0.00%	
001-336-06-25	MVET - CRIM JUSTICE - DCD #4	\$ 2,002	\$ 2,114	\$ 1,200	\$ 2,309	\$ 2,000	\$ 1,778	\$ 2,300	15.00%	
001-336-06-26	CRIM JUSTICE - SPECIAL PROGRAMS	\$ 1,166	\$ 1,234	\$ 1,200	\$ 1,371	\$ 1,400	\$ 1,066	\$ 1,400	0.00%	
001-336-06-42	MARIJUANA EXCISE TAX	\$ 1,190	\$ 1,354	\$ 1,000	\$ 1,822	\$ 1,000	\$ 844	\$ 1,300	30.00%	
001-336-06-51	MVET - CRIM JUSTICE - DUI	\$ 151	\$ 173	\$ 200	\$ 129	\$ 150	\$ 40	\$ 70	-53.33%	
001-336-06-94	LIQUOR EXCISE TAX	\$ 5,176	\$ 7,385	\$ 6,500	\$ 7,954	\$ 7,700	\$ 6,031	\$ 8,000	3.90%	Quarterly
001-336-06-95	LIQUOR BOARD PROFITS	\$ 9,728	\$ 8,138	\$ 8,024	\$ 8,725	\$ 8,500	\$ 4,301	\$ 8,500	0.00%	Quarterly
001-353-10-00	LOCAL INFRACTION REFUND		\$ 579	\$ 500	\$ 1,376	\$ 500	\$ 1,025	\$ 1,000	100.00%	
001-354-00-00	PARKING INFRACTION PENALTIES		\$ 1,300	\$ 1,000	\$ 1,775	\$ 1,000	\$ 50	\$ 500	-50.00%	
001-361-10-00	INVESTMENT INTEREST	\$ 8,769	\$ 1,863	\$ 1,000	\$ 32,944	\$ 38,000	\$ 67,980	\$ 45,000	18.42%	Monthly
001-361-40-00	SALES INTEREST	\$ 376	\$ 204	\$ 100	\$ 377	\$ 100	\$ 630	\$ 500	400.00%	
001-362-00-00	SITE LEASE	\$ 67,542	\$ 68,690	\$ 75,000	\$ 69,871	\$ 71,100	\$ 78,413	\$ 72,300	1.69%	Yearly (AT&T \$41,792; and Verizon \$29,296)
001-367-00-00	CONTRIBUTIONS FROM NON-GOVERNMENT	\$ 5,100	\$ 3,300	\$ 3,000	\$ 22,847	\$ -	\$ -	\$ -		Holiday lights
001-369-91-00	OTHER MISCELLANEOUS INCOME	\$ 1,012	\$ 11,907		\$ 954	\$ -	\$ 1,368	\$ -		
001-398-10-00	INSURANCE RECOVERIES	\$ 7,422			\$ -	\$ -	\$ -	\$ -		
	<b>Subtotal Before Transfers</b>	<b>\$ 1,273,476</b>	<b>\$ 1,542,353</b>	<b>\$ 1,462,495</b>	<b>\$ 1,674,084</b>	<b>\$ 1,336,950</b>	<b>\$ 968,345</b>	<b>\$ 1,354,870</b>	<b>1.34%</b>	
001-397-00-00	OPERATING TRANSFERS - IN			\$ -	\$ -	\$ -	\$ -	\$ -		
	<b>Total Revenues</b>	<b>\$ 1,273,476</b>	<b>\$ 1,542,353</b>	<b>\$ 1,462,495</b>	<b>\$ 1,674,084</b>	<b>\$ 1,336,950</b>	<b>\$ 968,345</b>	<b>\$ 1,354,870</b>	<b>1.34%</b>	
<b>EXPENDITURES</b>										
001-511-30-41	PUBLICATIONS (ORD, NOTICES)	\$ 1,059	\$ 3,378	\$ 3,550	\$ 4,200	\$ 4,000	\$ 2,664	\$ 4,500	12.50%	
001-511-60-41	DUES AND FEES	\$ 3,211	\$ 3,917	\$ 5,000	\$ 4,805	\$ 5,000	\$ 3,541	\$ 5,000	0.00%	
001-512-52-41	COURT COSTS - MUNI & DIST	\$ 1,389	\$ 1,309	\$ 2,650	\$ 2,485	\$ 1,500	\$ 469	\$ 1,500	0.00%	
001-513-10-10	STIPEND - MAYOR	\$ 33,000	\$ 33,000	\$ 35,000	\$ 34,960	\$ 38,520	\$ 25,681	\$ 40,448	5.01%	
001-513-10-21	PAYROLL TAXES - MAYOR	\$ 3,163	\$ 3,182	\$ 3,300	\$ 2,930	\$ 3,800	\$ 2,165	\$ 4,449	17.08%	
001-513-20-41	ADVISORY SERVICES	\$ 160	\$ 360	\$ -	\$ -	\$ -	\$ -	\$ 12,000		2024-Lobbyist
001-514-20-10	SALARY	\$ 96,870	\$ 100,985	\$ 116,000	\$ 115,041	\$ 124,776	\$ 86,343	\$ 141,189	13.15%	25% of AW; 80% of BR; 10% IL
001-514-20-21	SOC_SEC/MEDI/SUTA/WORK COMP	\$ 8,781	\$ 8,982	\$ 10,500	\$ 10,294	\$ 11,150	\$ 7,777	\$ 12,707	13.96%	
001-514-20-22	BENEFITS	\$ 11,526	\$ 11,807	\$ 12,600	\$ 12,453	\$ 12,969	\$ 8,648	\$ 14,100	8.72%	
001-514-20-23	RETIREMENT	\$ 12,519	\$ 11,713	\$ 13,400	\$ 11,873	\$ 12,964	\$ 8,774	\$ 13,455	3.79%	
001-514-20-41	ACCOUNTING & AUDIT SERVICES	\$ 4,127	\$ 24,386	\$ 3,500	\$ 3,251	\$ 30,000	\$ 350	\$ 3,500	-88.33%	
001-514-40-40	ELECTION SERVICES	\$ 2,277	\$ 4,012	\$ 4,560	\$ 4,557	\$ 2,000	\$ 4,620	\$ 4,800	140.00%	
001-515-41-41	LEGAL SERVICES	\$ 54,936	\$ 81,619	\$ 190,000	\$ 180,190	\$ 140,000	\$ 42,709	\$ 150,000	7.14%	
001-515-91-41	PUBLIC DEFENDER - MUNI & DIST	\$ 750	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 1,000	\$ 6,000	100.00%	\$350/mo. + \$400/case(4)
001-518-10-40	MISC PROFESSIONAL SERVICES		\$ 523	\$ -	\$ -	\$ 500	\$ -	\$ -	-100.00%	
001-518-10-43	MEETINGS, TRAVEL AND PER DIEM	\$ 801	\$ 760	\$ 1,800	\$ 1,800	\$ 3,500	\$ 707	\$ 4,000	14.29%	
001-518-10-44	EMPLOYEE TRAINING	\$ 1,460	\$ 2,425	\$ 3,000	\$ 2,964	\$ 3,500	\$ 559	\$ 5,000	42.86%	
001-518-30-30	TOWN MAINT - SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ 2,500	0.00%	
001-518-30-31	OFFICE EQUIPMENT	\$ 4,500	\$ 9,374	\$ 3,400	\$ 6,051	\$ 5,000	\$ -	\$ 10,000	100.00%	
001-518-30-46	INSURANCE AND BONDS	\$ 15,988	\$ 20,934	\$ 25,874	\$ 25,874	\$ 30,570	\$ 34,787	\$ 35,560	16.32%	
001-518-30-48	TOWN FACILITIES MAINTENANCE	\$ 3,701	\$ 829	\$ 4,100	\$ 4,241	\$ 50,000	\$ 27,075	\$ 40,000	-20.00%	Exterior of Town Hall + monthly cleaning
001-518-40-47	TOWN UTILITIES	\$ 14,751	\$ 16,560	\$ 19,000	\$ 18,424	\$ 17,000	\$ 9,841	\$ 19,000	11.76%	cells, PSE, Comcast, Crystal, security
001-518-50-30	OFFICE SUPPLIES	\$ 4,318	\$ 4,146	\$ 5,500	\$ 5,380	\$ 6,000	\$ 2,053	\$ 6,000	0.00%	
001-518-70-44	PRINTING SERVICES	\$ 4,461	\$ 4,319	\$ 5,700	\$ 5,701	\$ 2,500	\$ 277	\$ 1,500	-40.00%	project plans
001-518-80-31	RECORDS MANAGEMENT	\$ 791	\$ -	\$ 17,000	\$ 14,128	\$ 3,420	\$ 3,413	\$ 3,420	0.00%	Received WA State Archives grant for Laserfiche system \$14,200. \$3420/yr maintenance
001-518-80-40	IT SUPPORT AND MAINTENANCE	\$ 28,805	\$ 29,979	\$ 26,800	\$ 25,626	\$ 22,000	\$ 16,272	\$ 25,000	13.64%	ISOsource and Caselle (\$9000)
001-518-90-30	MISCELLANEOUS	\$ 520	\$ 1,435	\$ 5,153	\$ 5,724	\$ 1,000	\$ 1,000	\$ 3,000	200.00%	
001-521-20-40	POLICE OPERATIONS	\$ 423,959	\$ 427,536	\$ 442,149	\$ 442,149	\$ 480,000	\$ 364,053	\$ 518,014	7.92%	
001-521-20-45	SHERIFF - MARINE POLICING SERV.	\$ 14,340	\$ 12,670	\$ 11,500	\$ 11,161	\$ 15,000	\$ -	\$ 16,000	6.67%	Mercer Island quote
001-521-30-41	CRIMINAL JUSTICE	\$ 17,881	\$ 23,794	\$ 11,500	\$ 18,427	\$ 25,000	\$ 1,968	\$ 20,000	-20.00%	
001-522-10-44	FIRE PROTECTION - LEOFF		\$ 6,183	\$ 6,000	\$ 6,108	\$ 6,521	\$ -	\$ 6,550	0.44%	
001-522-20-40	FIRE SUPPRESSION	\$ 244,390	\$ 245,245	\$ 233,943	\$ 233,943	\$ 279,731	\$ 139,866	\$ 319,410	14.18%	
001-522-20-41	BELLEVUE FIRE CARES			\$ 2,500	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	0.00%	
001-525-60-40	EMERGENCY PREPAREDNESS	\$ -	\$ 105	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 1,000	0.00%	
001-542-64-48	TRAFFIC CONTROL DEVICES					\$ 12,250	\$ 8,147	\$ 12,500	2.04%	Camera yrly usage fees (1st 2=4,000/2nd 2=5,500/3rd 1=2,750)
001-551-00-49	ARCH CONTRIBUTION	\$ 12,402	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,354	\$ 12,500	25.00%	Annual of \$10,000 + \$2,500 estimate collected for Affordable & Sup. Housing

**PROPOSED 2024 BUDGET**

Account Number	Account Title	2020 Actual	2021 Actual	AMENDED 2022 Budget	Actual 2022	2023 Final Budget	2023 YTD - Through August	2024 Proposed Budget	% Change '23 to '24	Comments
001-553-70-40	POLLUTION CONTROL	\$ 4,035	\$ 3,129	\$ 6,000	\$ 6,147	\$ 3,300	\$ 3,330	\$ 3,500	6.06%	
001-566-00-40	ALCOHOL REHABILITATION	\$ 300	\$ 381	\$ 350	\$ 336	\$ 500	\$ -	\$ 400	-20.00%	
001-573-90-31	COMMUNITY PROGRAMS	\$ 12,014	\$ 4,454	\$ 6,800	\$ 6,232	\$ 5,000	\$ 2,325	\$ 12,000	140.00%	
001-576-90-41	WETHERILL DONATION	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 10,000	\$ 10,000	\$ 10,000	0.00%	
001-594-21-60	CAP.EXP. - LAW ENFORCEMENT					\$ 35,000	\$ 16,197	\$ -	-100.00%	25% share of purchase of two police cars in 2023.
	<b>Subtotal before transfers</b>	<b>\$ 1,048,670</b>	<b>\$ 1,121,600</b>	<b>\$ 1,257,129</b>	<b>\$ 1,247,955</b>	<b>\$ 1,422,971</b>	<b>\$ 846,964</b>	<b>\$ 1,515,247</b>	6.48%	
001-597-00-00	OPERATING TRANSFERS - OUT		\$ 160,371	\$ 157,871	\$ 157,871	\$ 55,000	\$ 122,445	\$ 605,000	1000.00%	\$60,000 to Fund 040; \$545,000 to Fund 101 for T1 and T2.
	<b>Total Expenditures</b>	<b>\$ 1,048,670</b>	<b>\$ 1,281,971</b>	<b>\$ 1,415,000</b>	<b>\$ 1,405,826</b>	<b>\$ 1,477,971</b>	<b>\$ 969,409</b>	<b>\$ 2,120,247</b>	43.46%	
001-5089100	<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$ 224,806</b>	<b>#VALUE!</b>		<b>\$ 2,226,713</b>		<b>\$ 2,225,650</b>	<b>\$ 1,460,273</b>		
<b>WETHERILL NATURE PRESERVE FUND #023</b>										
023-3089100	BEGINNING BALANCE	\$ 41,177	\$ 54,686		\$ 67,998		\$ 65,785	\$ 65,447		
<b>REVENUES</b>										
023-337-00-00	PUBLIC DONATIONS - WNP	\$ 11,000	\$ 10,000	\$ 10,000	\$ 15,000	\$ 20,000	\$ 10,000	\$ 20,000	0.00%	
023-337-00-10	PUBLIC DONATIONS - PROJECT				\$ -					
023-337-00-40	KC GRANT				\$ 3,312		\$ -	\$ 60,000		**To be Awarded in October
023-361-10-00	INVESTMENT INTEREST	\$ 248	\$ 54	\$ 100	\$ 1,175	\$ 900	\$ 2,147	\$ 2,000	122.22%	
023-367-00-00	PRIVATE DONATIONS - WETHERILL	\$ 17,702	\$ 20,579	\$ 10,000	\$ 24,370	\$ 12,500	\$ 5,382	\$ 15,000	20.00%	
023-367-00-10	PRIVATE DONATIONS - PROJECTS	\$ -	\$ 550	\$ 25,000	\$ -					
023-397-00-00	TRANSFERS IN		\$ -	\$ 100	\$ 771	\$ 900	\$ -	\$ -	-100.00%	interest from 701 Endowment fund
	<b>Total Revenues</b>	<b>\$ 28,950</b>	<b>\$ 31,184</b>	<b>\$ 45,200</b>	<b>\$ 44,628</b>	<b>\$ 34,300</b>	<b>\$ 17,528</b>	<b>\$ 87,000</b>	153.64%	
<b>EXPENDITURES</b>										
023-576-90-10	SALARY - PW		\$ -	\$ 500	\$ -	\$ 500	\$ -	\$ 500	0.00%	PW Dept/Part-timers
023-576-90-31	SUPPLIES		\$ 2,209	\$ 2,000	\$ 2,579	\$ 2,000	\$ -	\$ 2,000	0.00%	tools, mailing newsletter, etc.
023-576-90-40	MISCELLANEOUS MAINT.	\$ 15,441	\$ 15,662	\$ 20,000	\$ 25,735	\$ 30,000	\$ 17,866	\$ 26,000	-13.33%	Earthcorps, services, other maint.
023-576-90-42	PROJECT EXPENSES		\$ -	\$ 25,000	\$ 18,527	\$ 10,000	\$ -	\$ 70,000	500.00%	Trail restoration, storm drain through Preserve
023-597-00-00	TRANSFERS OUT		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
	<b>Total Expenditures</b>	<b>\$ 15,441</b>	<b>\$ 17,872</b>	<b>\$ 47,500</b>	<b>\$ 46,841</b>	<b>\$ 42,500</b>	<b>\$ 17,866</b>	<b>\$ 88,500</b>	108.24%	
012-5089100	<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$ 54,686</b>	<b>\$ 67,998</b>		<b>\$ 65,785</b>		<b>\$ 65,447</b>	<b>\$ 63,947</b>		
<b>PUBLIC PARKS AND OPEN SPACE FUND #040</b>										
040-3089100	BEGINNING BALANCE	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 82,397		In 2023 - From 001 - With begin fund balance \$67,445 + \$55,000
<b>REVENUES</b>										
040-311-11-00	KING COUNTY PARKS LEVY					\$ 33,000	\$ 29,382	\$ 33,000	0.00%	New levy 2020-2025 - \$25,000 min.+pop & AV calculation
040-361-10-00	INVESTMENT INTEREST					\$ 500	\$ 3,609	\$ 500	0.00%	
040-397-00-00	TRANSFERS IN					\$ 55,000	\$ 122,445	\$ 60,000	9.09%	Transfer in from 001 to cover expenses
	<b>Total Revenues</b>					<b>\$ 88,500</b>	<b>\$ 155,436</b>	<b>\$ 93,500</b>	5.65%	
<b>EXPENDITURES</b>										
040-576-80-31	OPEN SPACES - MAINTENANCE					\$ 10,000	\$ 4,049	\$ 10,000	0.00%	Park Commission recommendations below:
040-576-80-40	GEN. PARKS - MORNINGSIDE MAINTENANCE					\$ 5,000	\$ 5,459	\$ 7,200	44.00%	Road End Beach hand rail maintenance and (2) dock sections
040-594-76-63	COMMUNITY PROJECTS CONSTRUCTION					\$ 75,000	\$ 28,344	\$ 30,000	-60.00%	Sport Court in 2023. 2024 - ?
040-594-76-64	OPEN SPACES - CONSTRUCTION PROJECTS					\$ 50,000	\$ 32,436	\$ 100,000	100.00%	Sally's Alley
040-594-76-65	ROADSIDE LANDSCAPING PROJECTS					\$ 5,000	\$ 2,753	\$ 25,000	400.00%	Town Entry in 2024.
	<b>Total Expenditures</b>					<b>\$ 145,000</b>	<b>\$ 73,040</b>	<b>\$ 172,200</b>	18.76%	
040-5089100	<b>PROJECTED ENDING FUND BALANCE</b>				<b>\$ 67,445</b>		<b>\$ 82,397</b>	<b>\$ 3,697</b>		
<b>STREET FUND #101</b>										
101-3085100	BEGINNING BALANCE	\$ 471,971	\$ 408,095		\$ 288,342		\$ 474,540	\$ 515,107		
<b>REVENUES</b>										
101-322-40-00	HEAVY VEHICLE FEE	\$ 62,840	\$ 138,806	\$ 100,000	\$ 87,994	\$ 90,000	\$ 31,145	\$ 70,000	-22.22%	
101-336-00-71	MULTIMODAL TRANS. CTY	\$ 1,418	\$ 1,413	\$ 1,000	\$ 1,482	\$ 1,400	\$ 730	\$ 1,400	0.00%	
101-336-00-87	STREET FUEL TAX	\$ 19,157	\$ 20,099	\$ 18,695	\$ 21,120	\$ 21,500	\$ 13,409	\$ 19,000	-11.63%	
101-361-10-00	INVESTMENT INTEREST	\$ 2,760	\$ 398	\$ 500	\$ 8,411	\$ 8,500	\$ 17,480	\$ 10,000	17.65%	
101-382-10-00	STREET DAMAGE DEPOSIT	\$ 37,500	\$ 56,250	\$ 30,000	\$ 37,530	\$ 18,750	\$ 7,500	\$ 20,000	6.67%	Offset in expenses
101-395-20-00	INSURANCE/DAMAGE CLAIMS - recovery for cap as	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
101-398-10-00	INSURANCE RECOVERIES - other than cap asset	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
	<b>Subtotal before transfers</b>	<b>\$ 123,875</b>	<b>\$ 216,966</b>	<b>\$ 150,195</b>	<b>\$ 156,537</b>	<b>\$ 140,150</b>	<b>\$ 70,265</b>	<b>\$ 120,400</b>	-14.09%	
101-397-00-00	OPERATING TRANSFERS IN	\$ 20,000	\$ -	\$ 280,000	\$ 280,000	\$ 240,000	\$ 240,000	\$ 545,000	127.08%	From 001 for T1 & T2
	<b>Total Revenues</b>	<b>\$ 143,875</b>	<b>\$ 216,966</b>	<b>\$ 430,195</b>	<b>\$ 436,537</b>	<b>\$ 380,150</b>	<b>\$ 310,265</b>	<b>\$ 665,400</b>	75.04%	
<b>EXPENDITURES</b>										
101-542-30-48	STREET MAINTENANCE	\$ 57,481	\$ -	\$ 10,000	\$ 10,122	\$ 10,000	\$ -	\$ 15,000	50.00%	
101-542-63-47	STREET LIGHTS	\$ 8,686	\$ 8,939	\$ 9,000	\$ 9,231	\$ 10,000	\$ 5,490	\$ 10,000	0.00%	power - not lights themselves
101-542-64-48	TRAFFIC CONTROL DEVICES	\$ 128	\$ 6,050	\$ 10,000	\$ 6,750	\$ -	\$ -	\$ -		THIS LINE ITEM IS IN FUND 001 BEGINNING IN 2023.
101-542-67-41	STREET CLEANING	\$ 3,970	\$ 4,203	\$ 4,000	\$ 4,170	\$ 5,000	\$ 2,100	\$ 5,400	8.00%	
101-542-70-31	ROW MAINT - SUPPLIES	\$ 6,001	\$ 4,971	\$ 5,000	\$ 5,410	\$ 6,500	\$ 4,701	\$ 8,000	23.08%	
101-542-70-32	ROW MAINT - FUEL	\$ 1,102	\$ 1,488	\$ 1,500	\$ 1,895	\$ 2,500	\$ 1,172	\$ 2,500	0.00%	
101-542-70-35	ROW MAINT - EQUIPMENT	\$ 277	\$ 307	\$ 1,500	\$ 906	\$ 2,500	\$ 937	\$ 4,500	80.00%	
101-542-70-41	ROW MAINT - CONTRACT SVCS	\$ 25,455	\$ 20,052	\$ 5,000	\$ 16,931	\$ 20,000	\$ 20,084	\$ 25,000	25.00%	
101-543-30-10	SALARY - PUBLIC WORKS DEPT	\$ 52,066	\$ 51,523	\$ 53,650	\$ 58,840	\$ 58,793	\$ 41,656	\$ 62,030	5.51%	70% of Istvan
101-543-30-21	PAYROLL TAXES - PW	\$ 6,044	\$ 5,700	\$ 4,830	\$ 6,289	\$ 6,680	\$ 4,592	\$ 6,823	2.14%	



**PROPOSED 2024 BUDGET**

Account Number	Account Title	2020 Actual	2021 Actual	AMENDED	Actual 2022	2023 Final Budget	2023 YTD - Through August	2024 Proposed	% Change '23 to '24	Comments
				2022 Budget				Budget		
101-543-30-22	BENEFITS - PW	\$ 7,076	\$ 7,187	\$ 7,700	\$ 7,580	\$ 7,894	\$ 5,264	\$ 8,572	8.59%	
101-543-30-23	RETIREMENT - PW	\$ 6,715	\$ 5,968	\$ 6,780	\$ 6,059	\$ 6,109	\$ 4,218	\$ 5,912	-3.22%	
101-543-31-10	SALARY - PART TIME PUBLIC WORKS					\$ 8,000	\$ 9,937	\$ 12,000	50.00%	
101-543-31-21	PAYROLL TAXES - PART TIME PUBLIC WORKS					\$ 1,200	\$ 1,116	\$ 1,350	12.50%	
101-544-20-41	ENGINEERING SERVICES - GENERAL		\$ 3,529	\$ 16,000	\$ 1,813	\$ 10,000	\$ 6,515	\$ 10,000	0.00%	
101-582-10-00	STREET DEPOSIT REFUNDS	\$ 15,000	\$ 33,750	\$ 30,000	\$ 97,534	\$ 18,750	\$ 33,780	\$ 20,000	6.67%	
101-594-42-60	CAP EXP-ORDINARY MAINT (VEHICLES, EQUIP)					\$ 75,000	\$ 79,997	\$ -	-100.00%	PW truck
101-595-30-60	ROADWAY RESTORATION					\$ 32,000	\$ 47,399	\$ 45,000	40.63%	T-2 (92nd Replace sidewalk from 3600 to 3900)
101-595-30-63	STREET CONSTRUCTION	\$ 17,750	\$ 183,055	\$ 280,000	\$ 16,809	\$ 210,000	\$ 740	\$ 500,000	138.10%	T-1 (94th from 92nd-40th - Road Reconstruction after Stormwater and UGC
	<b>Total Expenditures</b>	<b>\$ 207,751</b>	<b>\$ 336,719</b>	<b>\$ 444,960</b>	<b>\$ 250,339</b>	<b>\$ 490,926</b>	<b>\$ 269,697</b>	<b>\$ 742,087</b>	51.16%	
101-5085100	PROJECTED ENDING FUND BALANCE	\$ 408,095	\$ 288,342		\$ 474,540		\$ 515,107	\$ 438,420		
<b>COMMUNITY DEVELOPMENT FUND #104</b>										
104-3085100	BEGINNING BALANCE	\$ 357,942	\$ 370,775		\$ 461,460		\$ 423,240	\$ 413,238		
<b>REVENUES</b>										
104-322-10-00	BUILDING PERMIT FEES	\$ 92,286	\$ 151,352	\$ 120,000	\$ 133,717	\$ 100,000	\$ 61,868	\$ 80,000		#DIV/0!
104-322-10-11	CONSTRUCTION SIGN FEE		\$ 300		\$ 540	\$ 200	\$ 330	\$ 300	50.00%	
104-322-10-12	FENCE PERMIT FEE	\$ 1,125	\$ 750	\$ 500	\$ 1,125	\$ 500	\$ 125	\$ -		#VALUE!
104-322-10-13	ROOFING PERMIT FEE	\$ -	\$ 300	\$ 500	\$ 100	\$ 300	\$ 300	\$ 300	0.00%	
104-322-10-31	SHORELINE EXEMPTION	\$ 1,563	\$ 2,500	\$ 5,000	\$ 11,120	\$ 1,500	\$ 5,313	\$ 2,000	33.33%	
104-322-11-00	MECHANICAL/PLUMBING PERMIT FEES	\$ 15,313	\$ 19,625	\$ 15,000	\$ 14,179	\$ 12,000	\$ 6,888	\$ 10,000	-16.67%	
104-322-12-00	DEMOLITION FEES	\$ 1,875	\$ 5,000	\$ 5,000	\$ 2,436	\$ 2,000	\$ 1,875	\$ 1,875	-6.25%	
104-322-13-00	SUBSTANTIAL DEVELOPMENT FEES	\$ 5,758	\$ 1,250	\$ 3,000	\$ -	\$ 1,000	\$ -	\$ -	-100.00%	
104-322-14-00	RIGHT OF WAY PERMIT	\$ 8,483	\$ 4,725	\$ 5,000	\$ 3,538	\$ 4,000	\$ 3,088	\$ 3,000	-25.00%	
104-322-16-00	SITE DEVELOPMENT FEES	\$ 13,932	\$ 11,203	\$ 15,000	\$ 9,000	\$ 10,000	\$ 5,875	\$ 9,000	-10.00%	
104-322-17-00	PRE APPLICATION CONFERENCE	\$ 25,000	\$ 16,500	\$ 20,000	\$ 16,000	\$ 15,000	\$ 14,000	\$ 10,000	-33.33%	
104-322-18-00	ENCROACHMENT AGREEMENT	\$ 1,875	\$ 7,500	\$ 3,500	\$ 3,750	\$ -	\$ 3,959	\$ 1,000		
104-334-03-10	WA STATE GRANTS			\$ -	\$ -	\$ -	\$ -	\$ -		
104-334-04-20	DEPT OF COMMERCE GRANT - COMP PLAN					\$ 50,000	\$ 50,000	\$ 50,000	0.00%	Grant for work on the mandated Comp Plan Update-a total of \$100,000 over 2 years.
104-337-00-40	KC CD GRANT				\$ 4,500		\$ -	\$ -		
104-345-81-00	ZONING/SUBDIVISION FEES	\$ 1,250	\$ 1,250	\$ 1,000	\$ -	\$ -	\$ -	\$ -		
104-345-81-10	VARIANCE FEE	\$ 7,468	\$ 2,500	\$ 5,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	-100.00%	
104-345-81-40	HEARING EXAMINER - FOR REIMBURSEMENT	\$ -	\$ 1,735	\$ 10,000	\$ 2,355	\$ 2,000	\$ -	\$ 4,000	100.00%	
104-345-83-00	PLAN CHECKING FEES	\$ 57,302	\$ 84,159	\$ 60,000	\$ 58,109	\$ 40,000	\$ 44,910	\$ 40,000	0.00%	
104-345-86-00	SEPA PERMIT	\$ 7,510	\$ 12,510	\$ 10,000	\$ 11,250	\$ 7,500	\$ 10,000	\$ 7,500	0.00%	
104-345-89-40	OTHER DEVELOPMENT FEES	\$ 750	\$ 870	\$ -	\$ 2,590	\$ 800	\$ 323	\$ -	-100.00%	
104-361-10-00	INVESTMENT INTEREST	\$ 2,169	\$ 426	\$ 500	\$ 8,128	\$ 9,800	\$ 12,871	\$ 8,000	-18.37%	
	<b>Total Revenues</b>	<b>\$ 243,659</b>	<b>\$ 324,455</b>	<b>\$ 279,000</b>	<b>\$ 284,937</b>	<b>\$ 259,100</b>	<b>\$ 224,223</b>	<b>\$ 226,975</b>	-12.40%	
<b>EXPENDITURES</b>										
104-518-10-10	SALARY	\$ 60,635	\$ 65,141	\$ 70,600	\$ 78,714	\$ 86,364	\$ 58,184	\$ 93,067	7.76%	20% BR, 75% AW
104-518-10-21	PAYROLL TAXES - CLERK	\$ 5,409	\$ 5,794	\$ 6,350	\$ 7,036	\$ 7,654	\$ 5,215	\$ 8,400	9.75%	
104-518-10-22	BENEFITS - CLERK	\$ 9,425	\$ 9,753	\$ 10,450	\$ 10,287	\$ 10,713	\$ 7,144	\$ 11,633	8.59%	
104-518-10-23	RETIREMENT - CLERK	\$ 7,820	\$ 7,519	\$ 8,900	\$ 8,107	\$ 8,973	\$ 5,898	\$ 8,869	-1.16%	
104-558-50-40	SITE DEVELOPMENT	\$ 5,113	\$ 5,881	\$ 7,500	\$ 11,103	\$ 4,500	\$ 4,759	\$ 4,500	0.00%	
104-558-50-41	BUILDING PERMITS	\$ 25,337	\$ 9,671	\$ 30,000	\$ 66,704	\$ 18,000	\$ 13,005	\$ 15,000	-16.67%	
104-558-50-42	MECHANICAL PERMITS	\$ 6,016	\$ 9,977	\$ 10,000	\$ 7,829	\$ 4,000	\$ 4,851	\$ 5,000	25.00%	
104-558-50-43	FENCE PERMIT	\$ 614	\$ 196	\$ 500	\$ 486	\$ 500	\$ 129	\$ -	-100.00%	
104-558-50-44	SEPA	\$ 2,025	\$ 7,906	\$ 7,500	\$ 2,026	\$ 5,000	\$ 4,233	\$ 2,500	-50.00%	
104-558-50-45	DEMOLITION PERMITS	\$ 160	\$ 126	\$ 500	\$ 261	\$ 500	\$ -	\$ -	-100.00%	
104-558-50-46	SUBSTANTIAL DEVELOPMENT		\$ -	\$ -	\$ 85	\$ -	\$ -	\$ -		
104-558-50-47	RIGHT OF WAY	\$ 4,454	\$ 5,366	\$ 5,000	\$ 4,217	\$ 5,000	\$ 2,444	\$ 2,500	-50.00%	
104-558-50-48	SHORELINE EXEMPTION	\$ 1,485	\$ 1,283	\$ 1,500	\$ 1,445	\$ 1,500	\$ 887	\$ 1,000	-33.33%	
104-558-50-49	SHORELINE SUBS DEVELOPMENT	\$ 3,643	\$ 2,859	\$ 1,500	\$ 8,514	\$ 2,500	\$ 2,821	\$ 3,000	20.00%	
104-558-60-40	COMPREHENSIVE PLAN				\$ 8,409	\$ 50,000	\$ 50,301	\$ 70,000	40.00%	\$50,000 grant
104-558-60-41	CODE ENFORCEMENT		\$ 2,164		\$ 4,433	\$ 3,000	\$ 1,334	\$ 4,000	33.33%	
104-558-60-42	GENERAL ADMINISTRATION		\$ 26,830	\$ 30,000	\$ 44,237	\$ 30,000	\$ 51,880	\$ 80,000	166.67%	
104-558-60-43	OTHER DEVELOPMENT	\$ 30,988	\$ 593	\$ 5,000	\$ 1,705	\$ 5,000	\$ 361	\$ 5,000	0.00%	
104-558-60-44	SPECIAL USE PERMIT		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
104-558-60-45	PROFESSIONAL SVCS - HRG. EXAM	\$ 9,773	\$ 1,735	\$ 10,000	\$ 6,540	\$ 2,000	\$ -	\$ 4,000	100.00%	
104-558-60-46	PLAN CHECKING	\$ 19,359	\$ 45,475	\$ 40,000	\$ 34,224	\$ 40,000	\$ 14,600	\$ 40,000	0.00%	
104-558-60-48	ZONING/SUBDIVISION	\$ 8,015	\$ 1,114	\$ -	\$ 745	\$ 1,000	\$ -	\$ 10,000	900.00%	
104-558-60-49	PRE-APPLICATION MEETINGS	\$ 8,724	\$ 7,490	\$ 7,500	\$ 7,358	\$ 7,500	\$ 6,181	\$ 7,500	0.00%	
104-576-80-40	GEN.PARKS - MORNINGSIDE MAINT.	\$ 2,090	\$ 2,532	\$ 5,000	\$ 374	\$ -	\$ -	\$ -		moved to 040
104-594-76-63	COMMUNITY PROJECTS CONSTRUCTION	\$ 8,567	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		Sport Court - to 040.
104-594-76-64	OPEN SPACES PROJECTS CONSTRUCTION	\$ 1,063	\$ 6,380	\$ 50,000	\$ 1,360	\$ -	\$ -	\$ -		Sally's Alley - to 040
104-595-70-63	ROADSIDE LANDSCAPING PROJECTS		\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -		moved to 040
	<b>Total Expenditures</b>	<b>\$ 230,826</b>	<b>\$ 233,769</b>	<b>\$ 324,300</b>	<b>\$ 323,157</b>	<b>\$ 293,704</b>	<b>\$ 234,224</b>	<b>\$ 375,969</b>	28.01%	
104-5085100	PROJECTED ENDING FUND BALANCE	\$ 370,775	\$ 461,460		\$ 423,240		\$ 413,238	\$ 264,244		

**PROPOSED 2024 BUDGET**

Account Number	Account Title	2020 Actual	2021 Actual	AMENDED 2022 Budget	Actual 2022	2023 Final Budget	2023 YTD - Through August	2024 Proposed Budget	% Change '23 to '24	Comments
<b>CAPITAL IMPROVEMENT FUND #301 - reserved</b>										
301-3083100	BEGINNING BALANCE	\$ 709,402	\$ 884,581		\$ 720,626		\$ 927,502	\$ 820,543		From 2021 on, combining funds 301 & 304
<b>REVENUES</b>										
301-318-34-00	REET 1 - FIRST QTR PERCENT	\$ 244,582	\$ 148,866	\$ 125,000	\$ 237,208	\$ 130,000	\$ 99,378	\$ 100,000	-23.08%	
301-318-35-00	REET 2 - SECOND QTR PERCENT	\$ -	\$ 148,866	\$ 125,000	\$ 237,208	\$ 130,000	\$ 99,378	\$ 100,000	-23.08%	
301-361-10-00	INVESTMENT INTEREST	\$ 2,866	\$ 781	\$ 500	\$ 12,460	\$ 11,000	\$ 24,284	\$ 10,000	-9.09%	
	<b>Total Revenues</b>	\$ 247,448	\$ 298,514	\$ 250,500	\$ 486,876	\$ 271,000	\$ 223,041	\$ 210,000	-22.51%	
<b>EXPENDITURES</b>										
301-597-00-00	OPERATING TRANSFERS - OUT	\$ 460,000	\$ 382,469	\$ 280,000	\$ 280,000	\$ 330,000	\$ 330,000	\$ 740,000	124.24%	For S-1 (\$40,000 41st St. 9003-Lake) and S-2 (\$700,000 - 94th/38th/40th - Stormwater Constr.
301-597-00-83	OPERATING TRANSFER LOAN REDEMPT.	\$ 40,000	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -		
	<b>Total Expenditures</b>	\$ 500,000	\$ 462,469	\$ 280,000	\$ 280,000	\$ 330,000	\$ 330,000	\$ 740,000	124.24%	
301-5083100	PROJECTED ENDING FUND BALANCE	\$ 456,850	\$ 720,626		\$ 927,502		\$ 820,543	\$ 290,543		
<b>CURRENT YEAR CAPITAL FUND 311</b>										
311-3085100	BEGINNING BALANCE	\$ 163,003	\$ 553,487		\$ 66,684		\$ 2,058,032	\$ 2,297,590		
<b>REVENUES</b>										
311-361-10-00	INVESTMENT INTEREST	\$ 2,284	\$ 303	\$ -	\$ 31,255	\$ 37,000	\$ 69,902	\$ 30,000	-18.92%	
311-385-00-00	SPECIAL OR EXTRAORDINARY ITEM				\$ 2,000,000	\$ -	\$ 207,130	\$ -		
311-397-00-00	OPERATING TRANSFERS - IN	\$ 400,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -		
	<b>Total Revenues</b>	\$ 402,284	\$ 50,303	\$ -	\$ 2,031,255	\$ 37,000	\$ 277,032	\$ 30,000		
<b>EXPENDITURES</b>										
311-595-10-41	PROFESSIONAL SERVICES - ENGINEERING	\$ 11,800	\$ 2,135	\$ -	\$ -	\$ -	\$ -	\$ -		
311-595-30-63	CONSTRUCTION - UNDERGROUNDING	\$ -	\$ 534,971	\$ 50,000	\$ 39,907	\$ 60,000	\$ 37,474	\$ 1,300,000	2066.67%	Undergrounding / CIP U-1
311-595-70-63	ROADSIDE LANDSCAPING-DEVELOPMENT				\$ -	\$ -	\$ -	\$ -		
	<b>Total Expenditures</b>	\$ 11,800	\$ 537,106	\$ 50,000	\$ 39,907	\$ 60,000	\$ 37,474	\$ 1,300,000	2066.67%	
311-5085100	PROJECTED ENDING FUND BALANCE	\$ 553,487	\$ 66,684		\$ 2,058,032		\$ 2,297,590	\$ 1,027,590		
<b>STORMWATER FUND #401</b>										
401-3085100	BEGINNING BALANCE	\$ 189,087	\$ 663,670		\$ 285,315		\$ 212,954	\$ 312,045		
<b>REVENUES</b>										
401-343-10-00	STORMWATER SYSTEM MAINTENANCE	\$ 25,218	\$ 25,428	\$ 25,248	\$ 25,368	\$ 25,248	\$ 29,285	\$ 53,960	113.72%	Based on 38.06% of annual SW Fee of \$336/yr/residence
401-343-10-10	STORMWATER RESERVE FOR CAPITAL	\$ 55,520	\$ 41,382	\$ 41,090	\$ 41,285	\$ 41,090	\$ 47,660	\$ 87,830	113.75%	Based on 61.94% of annual SW Fee of \$336/yr/residence
401-361-10-00	INVESTMENT INTEREST	\$ 2,753	\$ 548	\$ 300	\$ 5,317	\$ 7,000	\$ 8,922	\$ 6,500	-7.14%	
	<b>Subtotal before transfers</b>	\$ 83,491	\$ 67,358	\$ 66,638	\$ 93,374	\$ 73,338	\$ 85,867	\$ 148,290	102.20%	
401-397-00-00	TRANSFER IN	\$ 500,000	\$ 260,371	\$ 157,871	\$ 157,871	\$ 90,000	\$ 90,000	\$ 740,000	722.22%	For S1 and S2 - from Fund 301
	<b>Total Revenues</b>	\$ 583,491	\$ 327,729	\$ 224,509	\$ 251,245	\$ 163,338	\$ 175,867	\$ 888,290	443.84%	
<b>EXPENDITURES</b>										
401-531-50-31	OFFICE EQUIPMENT	\$ -	\$ 768	\$ -	\$ -	\$ -	\$ -	\$ -		
401-531-40-10	SALARY - PW	\$ 12,819	\$ 14,721	\$ 15,320	\$ 16,811	\$ 16,798	\$ 11,902	\$ 17,723	5.51%	20% Istvan
401-531-40-21	PAYROLL TAXES - PW	\$ 1,469	\$ 1,629	\$ 1,350	\$ 1,797	\$ 1,910	\$ 1,312	\$ 1,950	2.09%	
401-531-40-22	BENEFITS - PW	\$ 1,739	\$ 2,053	\$ 2,000	\$ 2,166	\$ 2,255	\$ 1,504	\$ 2,450	8.65%	
401-531-40-23	RETIREMENT - PW	\$ 1,654	\$ 1,705	\$ 1,940	\$ 1,731	\$ 1,745	\$ 1,205	\$ 1,689	-3.21%	
401-531-40-41	ENGINEERING SERVICES - GENERAL	\$ 27,503	\$ -	\$ 20,000	\$ 1,875	\$ 10,000	\$ 885	\$ 10,000	0.00%	
401-531-40-48	STORM DRAIN MAINTENANCE	\$ 40,666	\$ 14,191	\$ 10,000	\$ 12,474	\$ 30,000	\$ 341	\$ 30,000	0.00%	
401-531-67-41	STREET CLEANING	\$ 3,970	\$ 4,203	\$ 4,000	\$ 4,170	\$ 5,000	\$ 2,100	\$ 5,400	8.00%	
401-594-31-40	STORMWATER CONSULT - ENGINEERING	\$ 11,125	\$ 1,406	\$ 58,000	\$ 65,798	\$ 30,000	\$ 17,285	\$ 60,000	100.00%	
401-594-31-60	STORMWATER CONSTRUCTION	\$ 7,963	\$ 665,408	\$ 280,000	\$ 216,784	\$ 90,000	\$ 40,243	\$ 740,000	722.22%	For S-1 (\$40,000 41st St. 9003-Lake) and S-2 (\$700,000 - 94th/38th/40th - Stormwater Constr.
	<b>Total Expenditures</b>	\$ 108,908	\$ 706,085	\$ 392,610	\$ 323,606	\$ 187,708	\$ 76,776	\$ 869,212	363.07%	
401-5085100	PROJECTED ENDING FUND BALANCE	\$ 663,670	\$ 285,314		\$ 212,954		\$ 312,045	\$ 331,123		
<b>Wetherill Endowment Fund #701</b>										
701-3082100	BEGINNING FUND BALANCE	\$ 51,003	\$ 51,307		\$ 51,357		\$ 51,243	\$ 51,243		
<b>REVENUES</b>										
701-361-10-00	INVESTMENT INTEREST	\$ 304	\$ 50	\$ 50	\$ 657	\$ 900	\$ 1,671	\$ 1,300	44.44%	
	<b>Total Revenue</b>	\$ 304	\$ 50	\$ 50	\$ 657	\$ 900	\$ 1,671	\$ 1,300	44.44%	
<b>EXPENDITURES</b>										
701-597-00-00	TRANSFERS OUT	\$ -	\$ -	\$ 50	\$ 771	\$ 900	\$ -	\$ 1,300	44.44%	
	<b>Total Expenditures</b>	\$ -	\$ -	\$ 50	\$ 771	\$ 900	\$ -	\$ 1,300	44.44%	
701-5082100	PROJECTED ENDING FUND BALANCE	\$ 51,307	\$ 51,357		\$ 51,243		\$ 51,243	\$ 51,243		
	2023 Beginning balance				\$ 6,004,068					
	2023 revenues				\$ 2,574,438		\$ 2,353,408	\$ 3,557,335		
	2023 expenses				\$ 3,031,909		\$ 2,008,487	\$ 6,409,515		
	2023 PROJECTED ending balance				\$ 5,546,597				9/6/2023	

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

8.2

September 12, 2023

<b>2023 Stormwater Annual Clean &amp; Camera Bid Results &amp; Proposal</b>	<b>Proposed Council Action:</b> For Approval
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<b>Presented by:</b>	Town Engineer – Stacia Schroeder, PE
<b>Exhibits:</b>	Stormwater Annual C&C Map 2023 SW Annual C&C Bid Results 2023 SW Lowest Qualified Bidder Proposal

**Summary:**

Town staff solicited bids from qualified contractors currently listed on the Municipal Research Services Center (MRSC) Roster for the following stormwater clean and camera work:

- 9000-9500 NE 37th St
- 9000-9200 NE 41st St
- 9000-9200 NE 42nd St
- 4200-4441 91st Ave NE
- 4429 91st Ave NE (public storm through private property)

Excluding lateral lines, the surveyed length is approximately 4,500 linear feet of 8” – 24” pipeline; mostly solid wall concrete.

The Town received 2 bids. The lowest qualified bidder (Pro-Vac) is a qualified contractor and has done this same work in the past. Their proposal includes estimates for travel time, overtime, traffic control, dumping fees, water, etc.

**Recommended Action:**

Approve the lowest qualified bidder proposal, Pro-Vac, Inc. (Not to Exceed \$28,000.00).



2412 Inter Ave • Puyallup, WA 98372  
Tel 888.565.5665 • Fax 253.435.5788 • www.pro-vac.com

8-15-23

Yarrow Point, WA

Stacia Schroeder, PE  
Town Engineer – Yarrow Point  
206-276-8922  
[sschroeder@yarrowpointwa.gov](mailto:sschroeder@yarrowpointwa.gov)

**Yarrow Point – Storm System Cleaning and CCTV Work – August 2023**

**SCOPE OF WORK:**

- Pro-Vac will jet/clean/CCTV per the maps provided (Estimated 4,500 LF of 8” - 24” lines)
- This area includes: 9000-9500 NE 37<sup>th</sup> St, 9000-9200 NE 41<sup>st</sup> St, 9000-9200 NE 42<sup>nd</sup> St, 4200-4441 91<sup>st</sup> Ave NE and 4429 91<sup>st</sup> Ave NE.
- Transport all wastewater and solids for disposal.
- Pro-Vac will provide video documentation of the conveyance lines.

**Eductor Truck with Operator/Laborer to jet/clean lines: \$295.00/\$355.00 (ST/OT) per hour, port to port (Estimated three, port to port, twelve-hour days to complete this ET work).**

**Disposal: \$500.00 per load (Estimated six loads dumped)**

**Camera Truck with Crew: \$280.00/\$320.00 (ST/OT) per hour, port to port (Estimated three, port to port, ten-hour days to complete this CCTV work).**

**Thumb Drive/Report: \$25.00 per set**

**Fuel Surcharge: 8%**

**Processing PW Paperwork: \$125.00 per project**

**So, if the work is completed with the estimates above, the project costs would be: \$25,103.40 + tax.**

**NOTES:**

- Project will be billed on a T&M basis using the above rates.
- The above estimate does not include any applicable taxes.

We propose to furnish all materials and labor to perform work upon designated areas. Pro-Vac Clean Service will notify the customer of any problems or change of conditions. Disposal of waste will be in accordance with all state and federal regulations, and any additional work found during cleaning and inspection, will be forwarded upon another proposal.

**Other services provided:**

- |   |  |
|---|--|
| • Tank cleaning & confined space entry work               | • Various vacuum truck types for removal of liquids and/or solids      |
| • Emergency response                                      | • Transportation & disposal of hazardous & non-hazardous waste streams |
| • Water blasting & high-pressure water pipe/tube cleaning | • Vacuum Sweeping  |



2412 Inter Ave • Puyallup, WA 98372

Tel 888.565.5665 • Fax 253.435.5788 • www.pro-vac.com

- Storm drain main line cleaning/jetting
- Catch basin cleaning & repair
- Pipe inspection camera / grouting & repairs

Sincerely,

**Jason Blair**

Pro-Vac

253-225-5630 | [jason.blair@pro-vac.com](mailto:jason.blair@pro-vac.com)

Customer agrees to pay all of the costs and fees charged for the services rendered as stated on this proposal. The terms are Net 30 days, 1.5% on unpaid balance monthly. If collection services are required, solely in the opinion of Pro-Vac, to collect the debt, I agree to pay reasonable costs for collection including attorney fees and costs and any collection agency fees. If legal action is required the parties agree that the venue of the action will be Pierce County Superior Court, State of Washington. It is further agreed that any accounts past due will be assessed at late fees of 1.5% per month, cumulative.

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Print Name


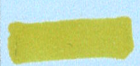



\_\_\_\_\_  
Date

\_\_\_\_\_  
Pro-Vac Signature

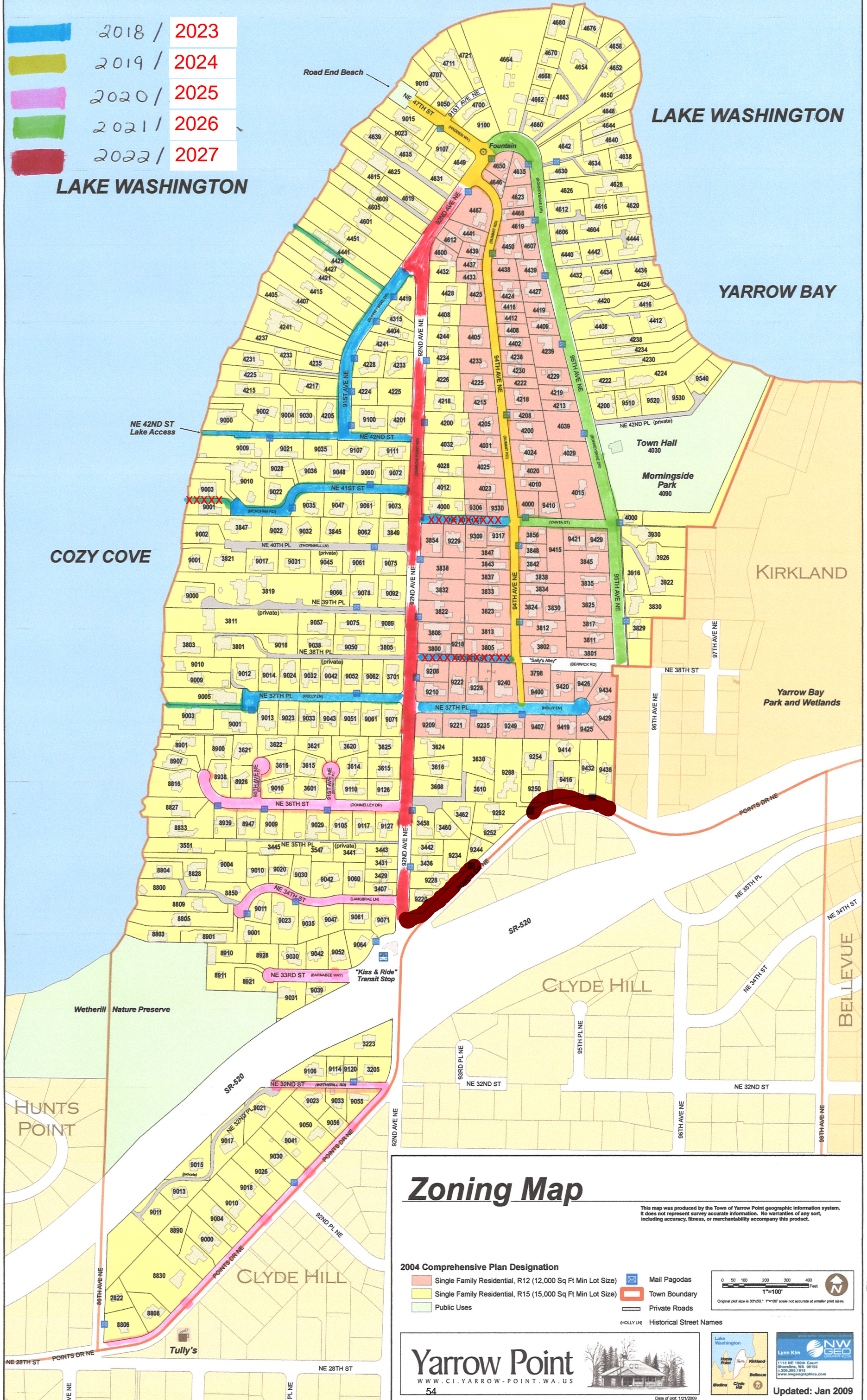
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\_\_\_\_\_  
Date

# Storm Camera + Clean Schedule

	2018 / 2023
	2019 / 2024
	2020 / 2025
	2021 / 2026
	2022 / 2027

LAKE WASHINGTON



COZY COVE

LAKE WASHINGTON

YARROW BAY

KIRKLAND








CLYDE HILL

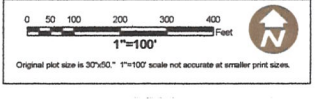
BELLEVUE

## Zoning Map

This map was produced by the Town of Yarrow Point geographic information system. It does not represent survey accurate information. No warranties of any sort, including accuracy, fitness, or merchantability accompany this product.

### 2004 Comprehensive Plan Designation

-  Single Family Residential, R12 (12,000 Sq Ft Min Lot Size)
-  Single Family Residential, R15 (15,000 Sq Ft Min Lot Size)
-  Public Uses
-  Mail Pagodas
-  Town Boundary
-  Private Roads
-  Historical Street Names



**Yarrow Point**  
WWW.CI.YARROW-POINT.WA.US



**Lynn Kim**  
1119 NE 150th Court  
Shoreline, WA 98155  
206.385.1915  
www.nwgeo.com

**NW GEO**  
CONSULTANTS

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

8.3

September 12, 2023

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<b>Lobbyist for the Points Communities</b>	<b>Proposed Council Action: For Approval</b>
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<b>Presented by:</b>	Mayor Harris
<b>Exhibits:</b>	

**Summary:**

The Points Communities (plus Beaux Arts) are considering using a lobbyist to advocate for our communities. The City of Medina has used Sound View Strategies for the 520 Joint Noise issue for over a year (which effects all 4 Points cities/towns). We have discussed creating an ILA among us to impact several topics including joint noise, the housing density bills, 520 lid maintenance. Yarrow Point residents have asked the Town to consider doing this on our own. These suggestions were very loud during the legislative cycle.

The ILA will promote solidarity in our communities and facilitate consistency with our messaging. Medina will take point with the lobbyist since they already have an established relationship with them. The Medina City Manager will collaborate with the other four jurisdictions including Beaux-Arts.

The monthly contract for Yarrow Point will be around \$1,000/month and it would begin as early as January 2024. It is impossible to quantify what we will get for this representation. But it is certain that the TOD bills will be back and WSDOT is still contending that cities and towns are responsible for maintaining the lids over streets in their jurisdictions. We are still figuring out how to share the \$7500/month fee among our cities/towns. Medina has offered to cover the lion's share. Mayor Harris will go to Olympia to represent Yarrow Point interests when necessary to support the lobbyists.

**Recommended Action:**

For Approval

# Business of The Town Council

## Town of Yarrow Point, WA

8.4

September 12, 2023

<b>Eagle Protection Code Amendment Status</b>	<b>Proposed Council Action: Discussion</b>
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<b>Presented by:</b>	Planning Commissioner and Town Planner
<b>Exhibits:</b>	(1) Draft FAQ; (2) Map of Known Affected Parcels

**Summary:**

The Town is home to several known eagle nests and other eagle habitat. While Federal protections exist for eagles, the Town could do more in the way of protecting specific sites and making explicit the existing Federal protections for future development projects in the Town. The Town may also adopt code and guidelines which are as restrictive or more restrictive than federal and state regulations for the protection of eagles.

Following a request from the Planning Commission, Special Agent Alec Crook from the U.S. Fish and Wildlife Service (FWS) Office of Law Enforcement presented on eagle and migratory bird protections and enforcement. Staff later met on site and documented the locations of one known nest and two known roosting trees. Staff followed up with a U.S. FWS biologist in the Migratory Bird Permitting Office to seek further clarity on how to navigate the FWS permitting process.

In response to the pending development of relevant lots, two letters were drafted: one for the residents of Yarrow Point and one for real estate agents and developers working in the Town. The letters detail the Town’s position on eagle and migratory bird protections and points relevant parties in the direction of the Town’s resources, including the map of the most high-risk parcels for eagle disturbances.

The Town Planner has also developed a draft code following these discussions. The purpose of the code is to give explicit notice of existing federal regulations to residents, their contractors, and developers. The Town Planner is also developing an FAQ to accompany the letter to residents, for the Town to detail the permit process further. The Towns’ website has already been updated to include the contact information of the local Migratory Bird Permit Office and a map of currently-known affected parcels.

Work continues to simplify and streamline the code, with support from the Town Attorney. The Town Planner remains in consistent communication with the U.S. FWS to ensure any code amendments are complementary and compliant with FWS permitting processes and do not place any excessive burden on the Service. The Town Planner is also exploring the potential costs to conduct a full survey of eagle nest and roosting trees in the Town.



**Recommended Action:**  
No action necessary.

## Eagle Permit FAQs

The Town is aware of bald eagles nesting and roosting near the corner of 95th Ave and 40th St. These eagles are appreciated by residents, visitors, and enthusiasts alike. Our intention with this notice and with the imminent code amendments is to protect these birds and their habitat, as well as the citizens who may inadvertently break Federal laws and incur severe penalties. These laws are not new. Any development that occurred within close proximity to these eagles in the past ran the risk of incurring these penalties; the Town intends to provide a clearer path for Federal compliance to protect its residents and the eagles' habitat.

### How is the Town involved?

The Town is currently developing municipal code amendments to address the protection of eagles in line with existing federal law. The goal is to help residents and developers remain compliant with strict federal regulations. The Town feels it is important to heighten the awareness of residents and agents representing sellers/buyers of the federal laws protecting Bald Eagles. These laws have played vital roles in safeguarding the habitat and populations of bald eagles across the United States, including Lake Washington. Regardless of whether code amendments pass or not, these regulations are in effect at the federal level and remain relevant to every development in their radius. *(NB: To be updated pending new legislation or lack thereof)*

### What is an Incidental Take permit, and what is its purpose?

The Incidental Take permit is a document granting permission to undertake projects that might result in an unintentional disturbance to protected wildlife. In Yarrow Point, this mostly concerns the known eagle nest and roosts on the eastern end of 40th Street; but these provisions protect a wider array of migratory birds and eagles around the country. These permits are issued by the United States Fish and Wildlife Service (U.S. FWS) under the provisions laid out in the Bald and Golden Eagle Protection Act (16 U.S.C. 668-668d) and the Migratory Bird Protection Act (16 U.S.C. 703-712). In this case, "take" refers to activities that may cause incidental disturbance, injury, or killing/death of eagles.

These permits intend to protect and preserve at-risk bird populations by determining the impact of development on habitat, migration, nesting, and roosting patterns. Permits are accompanied by measures that intend to avoid, minimize, and/or mitigate development impacts where these activities put wildlife at risk. These measures may include, but are not limited to, payment into an established conservation fund or bank; enhancement or restoration of degraded or a former habitat; adjustment of development timelines; and long-term monitoring of the affected habitat for changes in population.

### Who needs one?

While the Town of Yarrow Point is not authorized to determine exactly which projects may require a permit, the U.S. FWS recommends projects within 660 feet of a nest or roost reach out to the local FWS Permit Office at 503-872-2715 or [permitsR1MB@fws.gov](mailto:permitsR1MB@fws.gov) to determine if a permit is required for your project (*NB: To be updated pending FWS Discussion on which permits may be exempt*). If you're wondering about whether your property is in that radius, this map on the Town website highlights properties within the boundary for the nest and the roosts (*NB: Town page with map, coordinates, FWS contact info*). This information, provided to the U.S. FWS, will help determine whether your project requires an incidental take permit.

If a property does not fall within the radius of the currently known Eagle locations, that does not grant exemption from due diligence before development. Residents and developers must make sure there are no protected migratory bird nests or roosts on their property before moving forward without an Incidental Take Permit.

### When should I reach out to FWS if I may need one?

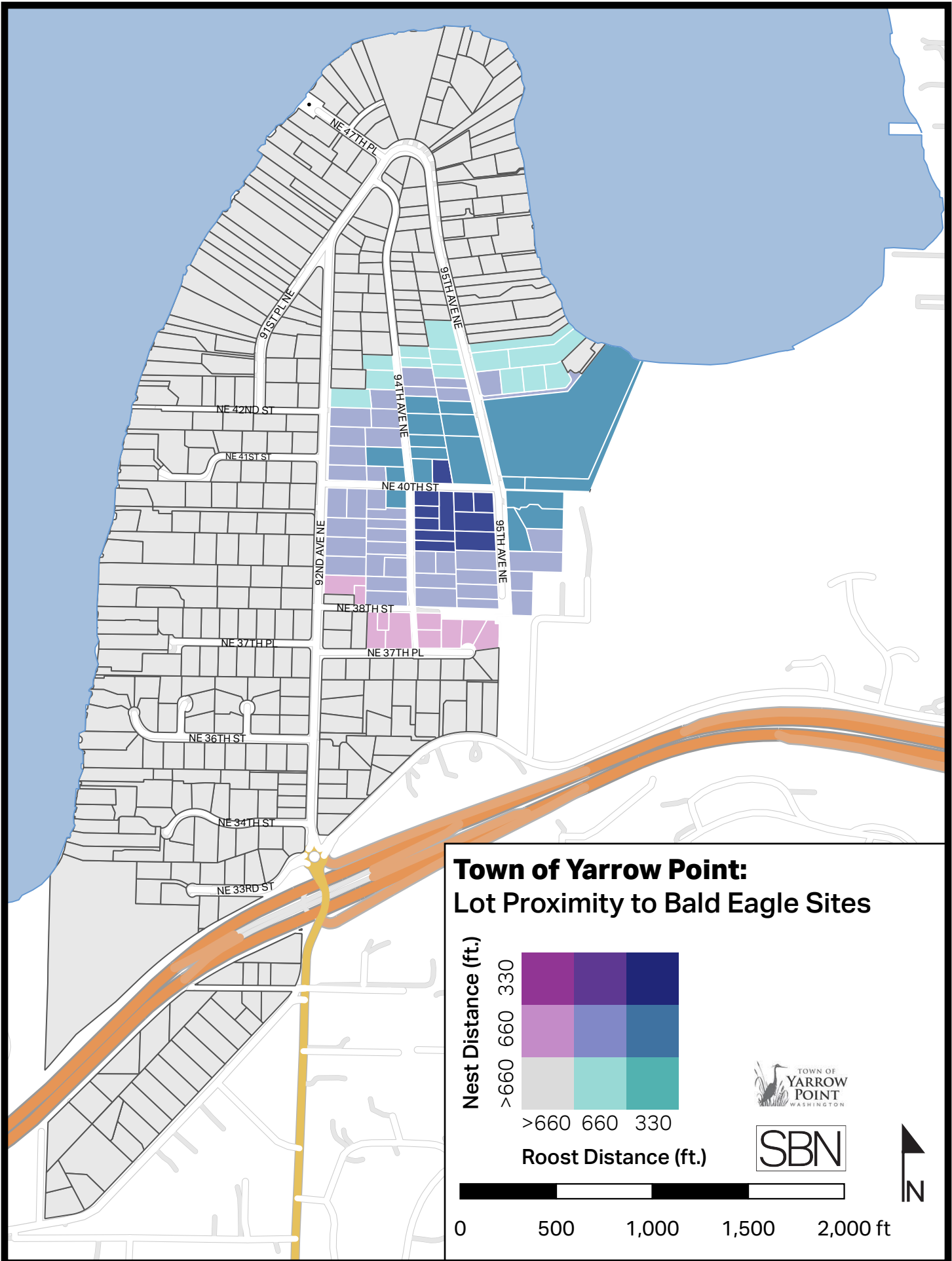
An Incidental Take Permit should be sought out once plans for a project are well-developed and specific as to necessary machinery, alterations to the landscape, and timelines of labor. This information will all be crucial in determining both the level of impact and the measures required to limit such impacts on the habitat. Once your project is ready to determine if a permit is required, the necessary information on Eagle locations is located on this page (*NB: Town page with map, coordinates, FWS contact info*).

## What are the federal penalties?

A violation of the Bald and Golden Eagle Protection Act can result in a fine of \$100,000, imprisonment for one year, or both for a first offense. Penalties increase substantially for additional offenses, and a second violation of the Act is a felony, incurring a penalty of up to \$250,000 and two years imprisonment.

A violation of the Migratory Bird Protection Act can result in fines up to \$5,000 and or imprisonment for not more than six months for a misdemeanor offense. Felony offenses may incur fines up to \$250,000 and/or imprisonment for not more than two years.

Draft



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

September 12, 2023

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<b>Peddler and Solicitation Activities Ordinance</b>	<b>Proposed Council Action:</b> Adoption of Ordinance No.738
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<b>Presented by:</b>	Mayor Harris
<b>Exhibits:</b>	<ul style="list-style-type: none"><li>• Peddler and Solicitation Activities Ordinance</li><li>• Exhibit A</li></ul>

**Summary:**

The Town presently does not have anything in our code that references peddlers or solicitors. In the past the Town has referred those that inquire about these activities to the Clyde Hill Police Department. We do need regulations in our code that give the CHPD the ability to address these activities by having a permit process, and stated regulations.

**Recommended Action:**

Adopt Ordinance No.738

**TOWN OF YARROW POINT**

**ORDINANCE NO. 738**

**AN ORDINANCE OF THE TOWN OF YARROW POINT, WASHINGTON, ADDING A NEW CHAPTER TO TITLE 5 OF THE TOWN OF YARROW POINT MUNICIPAL CODE ENTITLED “PEDDLER AND SOLICITATION ACTIVITIES”, PROVIDING FOR SEVERABILITY AND SETTING AN EFFECTIVE DATE**

**WHEREAS**, the Town Council finds that the registering and regulation of solicitors and peddlers is necessary to protect the privacy, peace and welfare of the Town’s citizens; and

**WHEREAS**, the Town Council has duly considered **EXHIBIT A** to this ordinance, comprising of new YPMC Chapter 5.10 entitled Peddler and Solicitation Activities, and finds that such regulations will enhance the ability of the Clyde Hill Police Department to address peddler and solicitation activities in Yarrow Point, benefitting the Town and its residents.

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

**Section 1.**      **Findings.** The foregoing recitals are adopted as findings of fact in support of this Ordinance.

**Section 2.**      **Adoption of New YPMC Chapter 5.10.** New YPMC 5.10, entitled Peddler and Solicitation Activities, is hereby adopted into the Yarrow Point Municipal Code as set forth in attached **EXHIBIT A**, incorporated in full by this reference.

**Section 3.**      **Corrections.** The Clerk-Treasurer and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including but not limited to the correction of scrivener and clerical errors, references, ordinance numbering, section/subsection numbering and any references thereto.

**Section 4.**      **Severability.** If any section, subsection, sentence, clause, phrase or word of this Ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this Ordinance.

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

Adopted by the Town Council of the Town of Yarrow Point this \_\_\_ day of \_\_\_\_\_, 2023.

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

\_\_\_\_\_  
APPROVED: Mayor Katy Kinney Harris

APPROVED AS TO FORM:

\_\_\_\_\_  
Town Attorney

## EXHIBIT A

### **Yarrow Point Municipal Code Chapter 5.10 Peddler and Solicitation Activities**

Sections:

- 5.10.010 Definition of peddler and solicitor.
- 5.10.020 Permit required – Exemptions.
- 5.10.030 Permit – Application.
- 5.10.040 Investigation of applicant – Issuance and denial of permit.
- 5.10.050 Permit – Exhibition.
- 5.10.060 Permit – Expiration.
- 5.10.070 Permit – Revocation.
- 5.10.080 Right of appeal.
- 5.10.090 Loud noises or speaking devices.
- 5.10.100 Use of streets.
- 5.10.110 Hours and notice.
- 5.10.120 Records.
- 5.10.130 Unlawful to peddle or solicit on posted premises.
- 5.10.140 Violation – Penalty.

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**5.10.010 Definition of peddler and solicitor.**

A peddler and/or solicitor are interchangeable labels and each is defined as follows:

- (1) All persons, both principals and agents, as well as employers and employees, who shall sell, offer for, or expose for sale, or who shall trade, deal or traffic in any personal property or services in the Town by going from house to house or from place to place or by indiscriminately approaching individuals.
- (2) Sales by sample or for future delivery, and executory contracts of sale by solicitors or peddlers are embraced within subsection (1) of this section.
- (3) Any person, both principals and agents, as well as employers and employees, who, while selling or offering for sale, any goods, wares, merchandise, or anything of value, stands in a doorway or on any unenclosed vacant lot, parcel of land, or in any other place not used by such person as a permanent place of business.

**5.10.020 Permit required – Exemptions.**

- (1) No person, corporation, partnership, or other organization shall engage in the business or activity of peddler within the Town limits without first obtaining a permit as provided in this chapter. If an individual is acting as an agent for or employed by an individual, corporation, partnership, or other organization, both the individual and the employer or principal for whom the individual is peddling must obtain a permit as provided in this chapter.



(2) The following persons are eligible for an exemption to the permit requirements and/or fee provisions of this chapter as stated below:

(a) Farmers who peddle agricultural, horticultural or farm products which they have actually grown, harvested or produced;

(b) Any person who is specifically requested to call upon another for the purpose of displaying goods, literature or giving information about any article, service or product;

(c) Charitable, religious, or nonprofit organizations or corporations which have received tax exempt status under Section 26 USC 501(c)(3) or other similar civic, charitable, or nonprofit organizations;

(d) Newspaper carriers; provided, however, that any such person must first apply for an exemption on forms to be furnished by the Clyde Hill Police Department. Upon determination by the Clyde Hill Police Department that such person is exempt from the permit requirements of this chapter, a special permit shall be issued which must be carried by the person at all times the person is engaging in peddling in the Town.

(e) Bona fide candidates, campaign workers, and political committees campaigning on behalf of candidates or on ballot issues and persons soliciting signatures of registered voters on petitions to be submitted to any governmental agency;

(f) Pursuant to RCW 73.04.050, every honorably discharged soldier, sailor or marine of the military or naval service of the United States, who is a resident of this state, shall not have to pay a fee for the permit.

#### **5.10.030 Permit – Application.**

(1) Applicants for a permit under this chapter shall file with the Clyde Hill Police Department a sworn application in writing on a form to be furnished by the Clyde Hill Police Department.

(2) Individuals who are employed by or acting as an agent for another individual, corporation, partnership, or other organization shall provide the following information on the application:

(a) Name, date of birth and description of the applicant;

(b) Address and telephone number;

(c) A brief description of the nature of the business and the goods or services to be sold;

(d) If employed or acting as an agent, the name and address of the employer or principal, together with a description of the exact relationship with the principal or employer;

(e) If a vehicle is to be used, a description of the same, including the license number;

(f) A photograph of the applicant, taken within 60 days immediately prior to the date of filing the application, which picture shall be two inches by two inches, showing the head and shoulders of the applicant in a clear and distinguishing manner;

(g) A statement as to whether or not the applicant has been convicted of any crime within the past 10 years, including misdemeanors or violations of any municipal ordinance, the nature of the offense, and the punishment or penalty assessed therefor; and

(h) Such other information as may be required by the Clyde Hill Police Department.

(3) Any individual, corporation, partnership, or other organization which acts as the principal or employer for individual peddlers shall provide the following information on the application:

(a) The applicant's name, address and telephone number, and the names and addresses of all individuals who are employed by or acting as an agent for the applicant;

(b) If a corporation, the names, addresses and telephone numbers of the corporation's board of directors, principal officers, and registered agent; provided, however, that the Clyde Hill Police Department may waive any portion of this requirement when disclosure would be unduly burdensome;

- (c) If a partnership, the names, addresses and telephone numbers of the partners;
- (d) A list of any criminal convictions during the past 10 years for the applicant, any owners of the business, and if a corporation, the board of directors and officers;
- (e) The name, address, and telephone numbers (business and home) of the individual, as applicable, acting as the manager for the applicant;
- (f) A list of all other cities, towns, and counties where the applicant has obtained a peddlers permit or similar permit within the past five years; and
- (g) Such other information as may be required by the Clyde Hill Police Department.

**5.10.040 Investigation of applicant - Issuance and denial of permit.**

- (1) The Clyde Hill Police Department shall determine the accuracy of the information contained in the application and conduct a criminal history background investigation of the applicant.
- (2) If, as a result of the investigation, the character and business responsibility of the applicant are found to be satisfactory, the Town shall issue the permit to the applicant. The Town shall deny the applicant the permit if the applicant has:
  - (a) Committed any act consisting of fraud or misrepresentation;
  - (b) Committed any act which, if committed by a permit holder, would be grounds for suspension or revocation of a permit;
  - (c) Within the previous 10 years, been convicted of a misdemeanor or felony directly relating to the occupation of peddler, including, but not limited to, those misdemeanors and felonies involving moral turpitude, fraud or misrepresentation;
  - (d) Been refused a permit under the provisions of this chapter; provided, however, that any applicant denied a permit under the provisions of this chapter may reapply if and when the reasons for denial no longer exist; or
  - (e) Made any false or misleading statement in the application.
- (3) The denial of a permit to an individual, corporation, partnership or other organization which serves as the employer or principal for individual peddlers shall be a sufficient basis to deny a permit to the individual applicants who are employed by or acting as an agent for the applicant.

**5.10.050 Permit – Exhibition.**

Peddlers are required to exhibit their permit at the request of any citizen or police officer.

**5.10.060 Permit – Expiration.**

All permits issued pursuant to this chapter are nontransferable and shall be valid for the calendar year in which issued. License fees shall not be prorated for any portion of the year. At the termination of that calendar year, December 31st, the applicant must reapply for an additional, separate permit via the process outlined in this ordinance if continuation of peddler activities is desired.

**5.10.070 Permit – Revocation.**

- (1) Permits issued pursuant to this chapter may be revoked by the Town after notice and hearing for any of the following causes:
  - (a) Fraud, misrepresentation, or false statement contained in the application for permit;
  - (b) Fraud, misrepresentation, or false statement made in the course of carrying on the business as peddler;

(c) A violation of this chapter;

(d) Conviction after submission of the application for a peddler's permit of a felony or misdemeanor directly relating to the occupation of peddler, including, but not limited to, those misdemeanors and felonies involving moral turpitude, fraud, or misrepresentation; or

(e) Conducting the business of peddling in any unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety, and general welfare of the public.

(2) The revocation of any permit held by an individual, corporation, partnership or other organization which serves as the employer or principal for individual peddlers shall constitute a basis for revoking the permits issued to individual applicants who are employed by or acting as agents for such individual, corporation, partnership, or organization.

(3) The revocation of a permit for three or more persons who are employees or agents of an individual, corporation, partnership or organization shall constitute a basis for revoking the permit issued to the employer or principal, as well as the permits issued to all other employees or agents of that employer or principal.

(4) Notice of the hearing for revocation of a permit shall be given in writing, setting forth specifically the grounds of the complaint and the time and place of hearing. In addition, it shall state that the peddler's permit shall be suspended pending the outcome of said hearing. Such notice shall be mailed, postage prepaid, to the permit holder at his or her last known address at least 10 days prior to the date set for hearing. If the permit holder is an individual, corporation, partnership or organization which employs or serves as the principal for individual permit holders, the notice shall also be mailed to the individual permit holders thereof.

#### **5.10.080 Right of appeal.**

Any person aggrieved by the action of the Town in the denial of an application for permit or in the decision to revoke a permit as provided in this chapter shall have the right to appeal to the Town hearing examiner.

#### **5.10.090 Loud noises or speaking devices.**

No peddler, nor any person on the peddler's behalf, shall shout, make any outcry, blow a horn, ring a bell or use any sound device, including any loud-speaking radio or sound-amplifying system, upon any of the streets, alleys, parks or other public places of the Town or upon any private premises in the Town where sound of sufficient volume is emitted or produced therefrom to be capable of being plainly heard upon the streets, avenues, alleys, parks or other public places for the purpose of attracting attention to any goods, wares or merchandise which such peddler proposes to sell.

#### **5.10.100 Use of streets.**

No peddler shall have any exclusive right to any location in the public streets or public places, nor be permitted a stationary location, nor be permitted to operate in any congested area where operations might impede or inconvenience the public. For the purpose of this section, the judgment of a police officer, exercised in good faith, shall be conclusive as to whether the area is congested or the public impeded or inconvenienced.

#### **1.10.110 Hours and notice.**

(1) All peddlers shall notify the Town at least two hours before any peddling activities are to be conducted. If peddling activities will take place on a Friday, Saturday, or Sunday the peddler shall notify the Town that such activities are going to occur by close of business on the Thursday prior.

(2) No person shall engage in the business of peddler between the hours of 6:00 p.m. and 10:00 a.m. of any day.

**5.10.120 Records.**

The Town shall maintain a record for each permit issued and record the reports of violations therein.

**5.10.130 Unlawful to peddle or solicit on posted premises.**

It is unlawful for any uninvited peddler to ring the bell, or knock on the door, or otherwise attempt to gain admittance for the purpose of peddling or soliciting at any residence or dwelling at which a sign bearing the words "No Peddlers or Solicitors" (or words of similar import indicating that peddlers or solicitors are not wanted on said premises) is painted, affixed, or otherwise exposed to public view.

**5.10.140 Violation – Penalty.**

(1) Criminal Penalties. Violation of any of the provisions of this chapter or failure to comply with any of the provisions of this chapter shall constitute a misdemeanor and shall be punishable by a fine not to exceed \$1,000 or by imprisonment not to exceed 90 days, or by both. Any such violation of any provisions of this chapter shall also be grounds for revocation of a license previously approved.

(2) Civil Penalties. Any person who fails to comply with the provisions of this chapter is, in lieu of or in addition to any criminal penalties, subject to a maximum civil penalty of \$500.00 for each day or portion of the day that the violation continues.

(3) Other Legal Remedies. Nothing in this chapter limits the right of the Clyde Hill Police Department to pursue other lawful, criminal, civil or equitable remedies to abate, discontinue, correct, or discourage unlawful acts under or in violation of this article.