



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 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: 835 9513 8155#

<https://us02web.zoom.us/j/83595138155>

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. **MAYORS REPORT (5 minutes)**

7. **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 or regular mail to: Town of Yarrow Point, 4030 95th Ave NE, Yarrow Point, WA 98004.

8. **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.

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

9.1 – **Mayor’s Cost of Living Adjustment**

9.2 – 2023 Budget

- A. Public hearing on the 2024 final budget
- B. Adopt Ordinance No. 740, adopting 2024 final budget

9.3 – Eagle Protections

9.4 – Planning Commission 2024 Work Plan

9.5 – Department of Commerce Grant for Climate Planning

10. COUNCIL REPORTS (5 minutes)

11. EXECUTIVE SESSION (30 minutes)

Executive Session with Town Attorney (Pursuant to RCW 42.30.110.(1)(i), the Council will recess into executive session to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

12. ADJOURNMENT

STAFF REPORTS

1. Police Reports
2. Fire-EMS Reports
3. Town Engineer Reports:
 - 2024 94th Ave NE UGC
 - NE 36th Street/ 88th Street Paving
 - Sally's Alley - West End
 - Town Standards
4. Town Planner Report:
 - Comprehensive Plan Update
 - HB1110 Integration (Middle Housing)
5. Clerk-Treasurer Report
 - Laserfiche Project
6. Commission Minutes:
 - 2023 Regular Planning Commission Meeting
 - 2023 Regular Park Board Meeting



MEMO

To: Yarrow Point Council
From: Chief Kyle Kolling
Date: November 14th, 2023
Re: October 2023 Summary

Greetings,

October trainings included:

- Regular monthly training through PoliceOne Academy continued with officers completing various classes online.
- Detective Swai attended 2 courses: Management and supervision of investigative units and Evidence Processing, Photography and crime scene reporting.
- All officers and the Records Manager were recertified in ACCESS Training as well which allows them to run plate, persons, etc through the Federal and State systems.
- Records Manager Rhodes attended the 2023 Fall LEIRA conference, which was over 40 hours of courses and lectures. She also attended Accreditation training and attended the 2023 FALL WAPRO Conference, which will help keep her current with her WA Public Record Officer Status.

On the social media front, we gained 17 new followers for a total of 354, 12 Facebook posts were created in October. We now have 493 followers on our Instagram account.

We are collaborating up with the City for a Holiday food & item drive for Jubilee Reach. Collection bins are located in the Police Lobby as well as in City Hall.

We had a great pumpkin carving turn out for Halloween and officers handed out pre-made bags of goodies and candy as they patrolled that evening.

Officer Jeffrey Adolfsen started on the 16th and will be sworn in at the November meeting. He was previously employed at Bellevue Police Department as an officer and Police Support Officer. He was in FTO with various training officers in October and will continue the rotation until signed off.



City of Yarrow Point
October 2023

2023-4060	10/03/2023	2900 blk Hunts Point Rd	DWLS3	M. Humphreys
Driver stopped for speeding and was found to be DWLS3. Charges forwarded to prosecutor				
2023-4177	10/12/2023	9200 blk NE 33 rd St	TA	C. Hanson
Driver's vehicle slid off the road and hit the round a bout hitting and knocking over a sign. Sign reported to DOT for replacement. No injuries.				
2023-4205	10/14/2023	3800 blk 94 th Ave NE	MV Prowl	M. Humphreys
Resident reported their vehicle was prowled overnight-tools and backpack taken. No suspect information				
2023-4234	10/17/2023	4000 blk 94 th Ave NE	Theft	N. Cobrea
Resident reported their rear license plate was stolen somewhere between YP, Seattle and Bellevue over a few days. Plate later recovered by Seattle PD. No suspect				



Town of Yarrow Point ACTIVITY REPORT

	October 2023	September 2023	2023 YTD	2022 YTD
CRIMES AGAINST PERSONS				
Assault	0	0	0	3
Domestic Violence/Disturbance	0	1	3	2
Harassment	0	0	0	2
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
PROPERTY CRIMES				
Burglary	0	0	2	2
Fraud	0	2	4	4
MV Prowl	1	0	6	7
MV Theft	0	0	0	1
Theft	2	0	8	4
Other (<i>Arson, illegal dumping, malicious mischief, prowler, trespass</i>)	0	0	6	9
ARRESTS				
Drug/alcohol	0	0	1	0
Warrants	0	0	1	1
Other	0	0	0	2
TRAFFIC ACTIVITY				
Criminal Traffic	2	1	5	0
Infractions	3	14	48	56
Warnings	7	7	80	71
Traffic accidents	2	0	6	4
Traffic stops	14	22	134	127
Parking	0	1	10	71
OTHER				
Alarms	1	2	22	17
Complaints				
~Animal	2	0	3	5
~Fireworks	0	0	1	4
~Noise	2	0	20	12
~Soliciting	0	1	5	0
Deaths	0	0	0	1
Suspicious	0	2	30	26
Drug/alcohol	0	0	0	1
PUBLIC SERVICES				
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>)	39	20	403	207

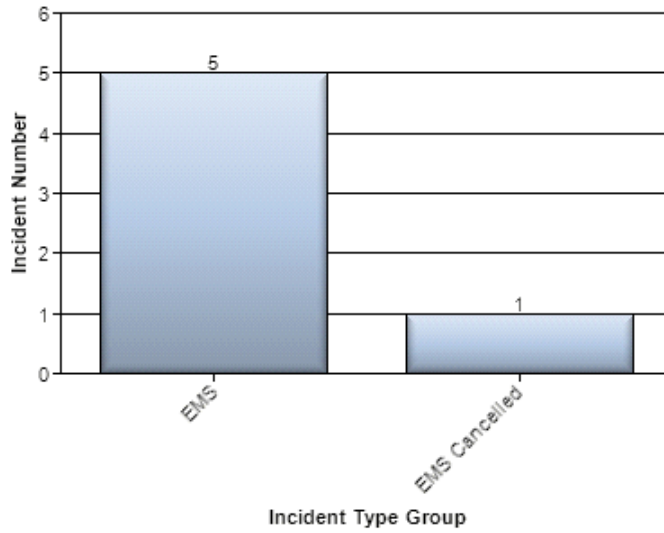


Issued Ticket Report Summary
Yarrow Point
October 01, 2023-October 30, 2023

<u>Violation Location Address</u>	<u>Date And Time</u>	<u>Violation Description</u>	<u>Issuing Officer</u>
<u>Citations-Non-Traffic: 0</u>			
<u>Citations-Criminal: 2</u>			
9000BLK POINTS DR NE	10/03/2023 13:39:00	DWLS 3RD DEGREE	6177 - Humphreys
9000BLK POINTS DR NE	10/06/2023 06:05:00	NEGLIGENT DRIVING 2ND DEGREE	9002 - Hanson
<u>Infractions-Traffic: 0</u>			
<u>Infractions-Speeding: 3</u>			
3500 BLK 92ND AVE NE	10/28/2023 12:03:00	SPEED 11 MPH OVER LIMIT (40 OR UNDER)	6177 - Humphreys
9000BLK POINTS DR NE	10/03/2023 13:30:00	SPEED 15 MPH OVER LIMIT (40 OR UNDER)	6177 - Humphreys
8900 POINTS DR NE	10/23/2023 07:38:00	SPEED 16 MPH OVER LIMIT (40 OR UNDER)	9337 - Swai
<u>Infractions-Parking: 0</u>			

Incident Date between 2023-10-01 and 2023-10-31
City equal to Yarrow Point

Incident Type Group	Incident Count
EMS	5
EMS Cancelled	1





PROJECT STATUS REPORT

REPORT DATE	PROJECT NAME	PREPARED BY
11/14/23	2024 94 th 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:
 - 11 – either converted completely or installed the empty conduits already
 - 3 – are close to contract or have deferred to the Spring 2024
 - 1 – will self-install (9330 NE 40th St)
 - 1 – sold and buyer is planning to underground as part of a new SFR (9415 NE 40th)
 - 2 – Town received negative responses
- The COB water utility awarded their contract. They are currently working with the US FWS to get the eagle take permit. In the meantime, they will hold the pre-construction meeting on November 9th. They’re plan to mobilize to our area on November 13th and start construction as soon as they have the federal permit. As a permit condition, they are required to complete their project by April 30, 2024.

NOTE: The Town entered into an agreement with COB to include a portion of the stormwater main work at the intersection of NE 40th St /94th Ave NE (which needed to pass under the new water main). Their low bid however, came in at twice our engineer’s estimate (~\$46,000 vs ~\$85,000). Town staff and Gray & Osborne have since identified an alternative which does not require us to cross the new COB water main. The Town will be billed \$1,531.00 by the COB for design and bidding and our agreement will be terminated. This activity however, did require G&O to analyze the stormwater system on 95th Ave NE and this activity will be part of a change order that will be on the December council agenda. Additional design expenses included in this pending change order include Sally’s Alley East design alternatives, including coordination with the park board, and submission of our own eagle take permit to the US FWS.

- PSE power provided a 100% final draft set on September 5, 2023. After a few weeks of follow-up coordination with Gray & Osborne, PSE sent their final plan set to Potelco for review and pricing. Once PSE has this feedback, they will put together a Schedule 74 Agreement for town council consideration. I am hopeful we will have that for the next meeting December 10, 2023. 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, and the contract was recently executed by Mayor Harris. 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 was held on **October 25th at 4-6pm at town hall**. G&O – Chris added town staff in sharing our 60% civil plan set with residents. There were about 12 households that attended.
- Gray & Osborne – G&O is working on the following tasks:
 - Assist town staff with purveyor design review, on-going coordination & public outreach meetings.
 - 90% Plans, Specifications, and Estimate expected to be submitted to the Town on December 31, 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 40th/95th Ave intersection (currently does not call for colored concrete);
 - an updated trail design for the east end of Sally's Alley as discussed with the Park Board at their 10/24, 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	
Final Design		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	70	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 – Oct. 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 – Oct. 2023 Town Engineer Project Management		\$ 38,725.00		

Jan. 2023 – Oct. 7, 2023 Civil Engineering Consultant Gray & Osborne, Inc.	\$110,000	\$132,767.23		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 Change Order No. 2 – Pending for Eagle Take Permit, Stormwater Modeling, and Sally’s Alley East
Total:	\$110,000	\$171,492.23		
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 – Oct. 7, 2023 Project Total:	\$2,648,255	\$199,742.23		

RISK AND ISSUE HISTORY

ISSUE	STATUS	DATE

CONCLUSIONS/NEXT STEPS

- PSE Final Plans – November 5, 2023
- Comcast & Lumen Final Plans – November 15, 2023
- PSE Into Light Final Plans – November 15, 2023
- PSE Power Construction Estimate and Agreement for Council Approval – December 12, 2023
- 90% Civil Plans, Specifications, and Estimate – December 31, 2023



PROJECT STATUS REPORT

REPORT DATE	PROJECT NAME	PREPARED BY
11/14/23	2023 Pavement Preservation – NE 36 th Street & 88 th Ave NE	Stacia Schroeder

STATUS SUMMARY

The 2023 TYP Pavement Preservation Program was bid to maintain the following asphalt roadways:

- 88th Ave NE
- NE 36th Street @ Int’x of 91st Ave NE Only
- 3600 – 3700 90th 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:

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

In September however, Town staff reassessed the need to grind and overlay NE 36th Street and 90th Ave NE and it was determined that these streets are performing well under the current permanent patch scenario. King County Roads verified there would be no additional cost implications to cancel this contracted work and the savings to the Town was ~\$101,740.

The remaining asphalt work on 88th Ave NE was completed on Friday, October 13th, and the shoulder topsoil and gravel were placed the following Tuesday, October 17th. I am expecting an invoice from King County Roads this month for ~\$63,482.

NOTE: No complaints have been received to date by the two Yarrow Point residents on this street.

PROJECT OVERVIEW

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

BUDGET OVERVIEW

CATEGORY	BUDGETED	EXPENDED	ON TRACK?	NOTES
Jan. 2023 – Oct. 2023 Town Engineer	\$10,000	\$810.00	Yes	
Jan. 2023 – Oct. 2023 King County Roads	\$50,000	\$0	Yes	CIP T-2: \$50,000 Budget; Low Bidder: \$63,482
Total:	\$60,000	\$810.00		

RISK AND ISSUE HISTORY

ISSUE	STATUS	DATE
TYP will monitor NE 36 th St and 91 st Ave NE for drainage concerns in Winter 2023. Any required improvements will be included with next year's 2024 King County Roads Pavement Preservation Contract.		

CONCLUSIONS/NEXT STEPS



PROJECT STATUS REPORT

REPORT DATE	PROJECT NAME	PREPARED BY
11/14/23	Sally's Alley Pathway – West Phase	Stacia Schroeder

STATUS SUMMARY

The Town Council awarded Sally's Alley Pathway – West End earlier this summer. 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. The final bill, including tax, was received on October 3rd (\$63,947.12). Of this amount, the town council approved payment of \$37,401.95 in October but are withholding 5% retainage (\$3,197.36) until the proper intents and affidavits are submitted by the contractor, the state public works notice of completion is accepted, and all three Washington state agency signoffs are received.

Town staff anticipates receiving the contractor's closeout paperwork in the next month and assuming this occurs, will ask the Town Council for official acceptance of the project at the December 12th meeting.

NOTE: Grass seed was used in lieu of sod for the public right-of-way to 3798 94th Ave NE based on the test strip results from mid-July. The homeowner began using the driveway on October 20th and heavy vehicle tracking/ rutting is occurring on the sloped portion. Town staff is working with the homeowner and Elvis Landscape Services to develop a solution.

PROJECT OVERVIEW

TASK	% DONE	TARGET DUE DATE	LEAD	NOTES
Design	100	Spring 2023	Town Engineer	
Bidding	100	Spring 2023	Town Engineer	
Construction	100	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
Subtotal:	\$0	\$1,914.01		
Elvis Landscape Services	\$46,695.61	\$46,695.61		All dollar amounts include tax
Planting Allowance	\$5,000.00	\$8,252.42		

Elvis Landscape Services Closeout/ Change Order No.1	\$0	\$8,999.09		Change Order No. 1 less planting actual material and install costs. NOTE: Of this amount, the Town is holding 5% retainage \$3,197.36
Subtotal:	\$51,695.61	\$63,947.12		
Jan. 2023 – Oct. 2023 Town Engineer	\$5,000.00	\$2,801.25		
Grand Total:	\$56,695.61	\$68,662.38		

RISK AND ISSUE HISTORY

ISSUE	STATUS	DATE

CONCLUSIONS/NEXT STEPS



PROJECT STATUS REPORT

REPORT DATE	PROJECT NAME	PREPARED BY
11/14/23	2023 TYP Stormwater Manual and Standards Update	Stacia Schroeder

STATUS SUMMARY

The 2014 TYP Stormwater Drainage Guidelines are based in part on methodologies from the outdated 1992 King County Surface Water Design Manual. Since 1992, surrounding jurisdictions have adopted more recent versions of the King County Surface Water Design Manual or the Department of Ecology’s Stormwater Management Manual for Western Washington with a prepared addendum to address any specific deviations.

Additionally, the 2010 TYP Standard Plans and Notes need to be updated.

Gray & Osborne has experience updating these review and planning tools and the final product will be one that:

- Reflects current stormwater design methodologies and best management practices.
- Updates outdated TYP standard plans document to incorporate past 10+ years of changes.
- Cross references our current planning documents (ie. Yarrow Point Municipal Code, permit and inspection procedures, etc.) to verify they correspond with each other.
- Corresponds with the 2024 TYP Comprehensive Plan updates.
- Allows for easier plan review.

Gray & Osborn has not worked on this project since August 2023. They have roughly \$11,000 remaining in their contract that is now included in the 2024 TYP Budget along with approximately \$2,000 of my time to review and process the updated documents.

BUDGET OVERVIEW

CATEGORY	BUDGETED	EXPENDED	ON TRACK?	NOTES
Jan. – Oct. 2023 Town Engineer – Project Management	\$2,000	\$438.75		
Jan. – Oct. 9, 2023 Gray & Osborne, Inc. Civil Consultant	\$19,000	\$8,049.36		
Total	\$21,000	\$8,488.11		

RISK AND ISSUE HISTORY

ISSUE	STATUS	DATE



PROJECT STATUS REPORT

REPORT DATE	PROJECT NAME	PREPARED BY
11/09/2023	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 aspire to create. The plan outlines how the town will manage population growth, 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 includes updates to development regulations to stay current with state guidelines and recommendations. This update is fully funded through June 2024 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. No deliverables were submitted to COM since the last update to Town Council; however, the renewal of the Periodic Update Grant is still underway. Final review from COM has been completed and we are awaiting the updated contract for final signatures and execution.

The community survey closed on August 11th, 2023 and received 156 responses. The survey analysis was shared at the public open house held on October 17th prior to a regularly scheduled planning commission meeting. The analysis is available on the Town's comprehensive plan webpage along with the other materials from the event for those unable to attend in person.

Draft chapters for Economic development and Tribal planning have been given to the Planning Commission to review and initial comment. The planning team will provide chapters to the commission at subsequent meetings which will set up a smooth adoption process in the Spring of 2024, ahead of the December 2024 deadline for the Comprehensive Plan.

The Town Planner has received and submitted the SFY24 GMA Grant paperwork from the Department of Commerce (COM).

For a more detailed overview of the update process, survey analysis, and engagement materials. please visit the Town's comprehensive plan webpage:

<https://yarrowpointwa.gov/comprehensive-plan/>

TASK OVERVIEW

TASK	TARGET DUE	Status	NOTES
Plan Review	2/17/23	Complete	All work submitted to Commerce
Information Gathering	5/30/23	Complete	All associated analyses complete
Plan Baseline Updates	9/10/23	Complete	With completion of information gathering and associated analyses, initial chapter writing is fully underway.
Public Outreach, Survey, and Review	11/28/23	On Schedule, Near Complete	Survey complete, analysis complete, open house complete. Incorporation of engagement.
Development Regulation Updates	3/30/24	On Schedule, In progress	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	12/18/23	On Schedule, In progress	Design of layout, graphic templates, and style.. Design of figures, maps, and tables.
Plan Adoption Procedure	6/30/2024	Pending Other Tasks	Work on adoption and all regulatory procedures scheduled for 2024. The Planning Commission began reviewing chapters at the October meeting.

GRANT DELIVERABLE OVERVIEW: FY24

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 the final execution of the FY24 grant. One change was requested since the last staff report by COM: identifying a separate housing element deliverable due to different funding sources at the state level. Nothing has been requested of COM as the final grant has not been executed as of yet.

TASK	% DONE	BUDGET	REMAINING	NOTES
5.1 Staff Report on Survey Results, Analysis, and Plan Applications	100	\$6,500.00	\$6,500.00	Analysis complete and deliverable ready for COM pending grant execution.
5.2 Outreach materials and website updates	90	\$6,400.00	\$6,400.00	The remaining outreach will include updating the website with a draft plan in Q2 2024. Intermediate deliverables are ready for COM pending grant execution.
6.1 Draft Housing Element and Needs Analysis	25	\$6,000.00	\$6,000.00	Housing Needs Analysis and Housing Element under review. Scheduled for January PC review.
6.2 Full GMA Update Draft sent to Council, Planning Commission, Town Staff	40	\$15,000.00	\$15,000.00	Chapter drafts under review with Planning Commission scheduled through February 2024, in advance of a full draft in March 2024
6.3 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	10	\$5,100.00	\$5,100.00	Outline started and resource needs established, full development scheduled for Q1/Q2 2024.
7.2 Comprehensive Plan Submitted to Council	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	76,696	Yes	Project is moving ahead on-schedule and on-budget. Renewal of grant is underway and will fund FY2024 update efforts.
Total:	100,000	76,696	Yes	

CONCLUSIONS/NEXT STEPS

Following the open house, the next steps for the planning team are revisions to chapters based on public feedback, developing maps and figures for the final plan, and reviewing chapters with the Planning Commission in advance of a full draft for public hearing reviews. Intermediate steps include finalizing the COM deliverables and schedule with COM, scheduling meetings to address questions about housing with COM, and checking in with local and regional agencies to make sure any larger-scale projects are appropriately considered in the plan.



PROJECT STATUS REPORT

REPORT DATE	PROJECT NAME	PREPARED BY
11/09/2023	HB1110 Integration (Middle Housing)	Town Planner – SBN Planning
Exhibits:	<ul style="list-style-type: none"> ● Middle Housing Grant Application ● Award Letter 	

STATUS SUMMARY

The State Legislature passed multiple housing bills, all designed to increase the range of allowable housing types within cities along with historic housing appropriations. Read together, all of these bills require cities to allow a broader variety of housing types in residential areas. They also require cities to transition from discretionary design review to a more predictable administrative process.

[HB 1110](#) - Requires cities to: allow at least six of nine middle housing types in predominantly single-family zones; allow only administrative design review of objective standards; require between two and six middle housing units on each lot depending on city and county population thresholds; provide process and criteria for extensions of implementation; and the bill directs Commerce to provide technical assistance including rulemaking and certification authority. It also amends RCW 43.21C to exempt certain actions from environmental review.

[HB 1337](#) - Requires that counties and cities allow two accessory dwelling units (ADU) on every lot in predominantly single-family zones within urban growth areas. It also limits parking requirements based on distance from transit and lot size and removes barriers to separate sale and ownership of ADUs.

The Town planner at the direction of council at the June 2023 regular meeting, has applied for the middle housing grant and started reviewing relevant documentation for conducting the gap analysis. The jurisdiction has been awarded a \$35,000 grant to implement the requirements of HB1110 and HB1337. The award letter, and grant application which includes the preliminary scope, grant objectives, and preliminary budget have been included in the packet. The final contract, budget, and scope will be provided to the council when they are received from COM. The grant funding can be used to cover any efforts associated with the work starting in July of 2023. The work must be completed, and ordinances adopted by June 2025.

Staff has begun work on the public engagement plan and gap analysis and will bring those to the planning commission for review at their December meeting. Once commerce has finalized their model ordinances, staff will review, summarize, and conduct a regional comparative analysis before starting to draft new development regulations for the Town.

Middle Housing Grant Application Form

Summary Page

Jurisdiction(s)	Town of Yarrow Point
Total funding request (see Instruction Sheet for maximum that may be requested.)	\$35,000
Office of Financial Management population of jurisdiction as of 2020	1,134
For jurisdictions in King, Pierce, Kitsap and Snohomish counties: Did your jurisdictions receive Middle Housing Grant in 2022 (Engrossed Substitute Senate Bill (ESSB) 5693 , the 2022 supplemental operating budget)?	No

1. Jurisdiction Information

Applying Jurisdiction	Town of Yarrow Point		
Project Manager			
Name (Lead Contact)	Aleksandr Romanenko		
Title	Town Planner		
Department	Planning Department		
Mailing Address	4030 95 th Ave. NE		
City	Yarrow Point WA		
State	WA	Zip Code	98004

Telephone Number	206.451.7310 ext 2
Email	Planning@yarrowpointwa.gov
Financial Contact	
Name	Bonnie Ritter
Title	Clerk-Treasurer
Department	Office of the Clerk Treasurer
Telephone Number	425.786.6099
E-mail	clerk-treasurer@yarrowpointwa.gov
Unified Business Identifier (UBI) Number	601-140-658
Statewide Vendor (SWV) Number	SWV 0286550-00
Authorized Official	
Name	Katy Kinney Harris
Title	Mayor
Email	mayor@yarrowpointwa.gov

2. Scope of Work and Project Schedule

Grant Objective: Along with public engagement and public meetings/hearings, updating and amending existing development regulations and policies, preparation and adoption of a Middle Housing Ordinance that implements the requirements of HB 1110 (Middle Housing) and HB1337 (Accessory Dwelling Units).			
Actions/Steps/ Deliverables	Description	Start Date	End Date
Action 1	Project Scoping and Initial Engagement Strategy	October 2023	December 2023
Step 1.1	Develop a Public Engagement Plan	October 2023	December 2023
Step 1.2	Develop detailed project work plan and schedule	October 2023	November 2023
Deliverable 1	Public Engagement Plan		December 2023
Action 2	Public Engagement	October 2023	May 2024
Step 2.1	Prepare materials for public engagement	October 2023	January 2024
Step 2.2	Organize and hold: public meetings and outreach events for the community. Solicit feedback from residents: email and mailer campaigns, survey, and website update.	January 2024	April 2024
Step 2.3	Draft of Public Engagement Report	April 2024	May 2024
Deliverable 2	Public Engagement Report		June 2024
Action 3	Development Regulation Analysis	September 2023	January 2024
Step 3.1	Development regulation gap analysis. including: implications for parking, right-of-way, infrastructure capacity, SMP integration, permitting, and design review processes.	September 2023	December 2023
Step 3.2	Review Commerce model ordinance(s) and conduct regional comparative reviews.	January 2024	February 2024
Deliverable 3	Gap Analysis Report		January 2024

Action 4	Draft Middle Housing Ordinance, Maps and Policies	January 2024	September 2024
Step 4.1	Drafting of development regulations	January 2024	May 2024
Step 4.2	GIS analysis and draft map development	January 2024	June 2024
Step 4.3	Comparative and legal analysis	February 2024	April 2024
Step 4.4	Policy writing and analysis	February 2024	May 2024
Step 4.5	Drafting of Middle Housing Ordinance	February 2024	September 2024
Deliverable 4.1	Draft Zoning Map and Draft Policies		June 2024
Deliverable 4.2	Draft Middle Housing Ordinance		September 2024
Action 5	Public Hearings and Adoption	June 2024	June 2025
Step 5.1	Public meetings at Planning Commission. Review and discussion of draft ordinance	June 2024	October 2024
Step 5.2	Public Hearing at Planning Commission	October 2024	November 2024
Step 5.3	Public meetings at Town Council. Review and discussion of draft ordinance.	November 2023	May 2025
Step 5.4	SEPA checklist and determination	February 2025	April 2025
Step 5.5	Submit final draft ordinance to the State, for State agency review (RCW 36.70A.106)	February 2025	April 2025
Step 5.6	Town Council adoption of ordinance	May 2025	June 2025
Deliverable 5	Middle Housing Ordinance and Adoption		June 2025

Scope of Work Narrative: For each grant objective, please explain why you selected the actions and deliverables in your scope of work.

Grant Objectives:

1. Public Engagement and Meetings

The introduction of Middle Housing typologies to the Town of Yarrow Point (Town) will have a significant impact on the character of the community and its development patterns. Public engagement, investment, and accountability will be paramount in order to respect the existing community's needs and accommodate for its growth and transformation. Soliciting feedback directly from residents ensures that any local nuances are accounted for and engages residents directly as stakeholders and local experts in their community. As outlined in the scope, we will develop an engagement plan early in the process and schedule public meetings, create a survey, and inform the residents of the update and process through Town website updates and mailers.

2. Amending Existing Development Regulations and Policies

The Town is entirely comprised of single family residential development. Infrastructure, zoning, development regulations, permitting, and administrative processes currently only account for such development and capacity. Compliance with HB1110, and HB1337, will necessitate substantial changes to many aspects of the Town's administrative, planning, public works, and development regulation processes. Infrastructure, levels of service, and ecological impacts will need to be reviewed. A thorough gap analysis will be conducted at the onset of the project to determine how best to incorporate the requirements of HB1110 and HB1337 while keeping the various planning documents, maps, and development regulations consistent and compliant. Once published, the model ordinance from Commerce will be reviewed and a draft set of development regulations, maps, and policies will be developed for the Town. Through public engagement, community feedback, and communication with commerce a more polished set of documents and maps will be written and brought to the planning commission and then to council for review and discussion. Policies drafted as part of this scope will be integrated into the periodic comprehensive plan update and the adoption timeline set out for that update will be maintained. Similarly, any required or relevant map updates/changes will be integrated into the comprehensive plan as necessary.

3. Adopt Middle Housing Ordinances That Comply With Both HB 1110 and HB 1337

Along with a thorough and compliant public engagement and hearings process, the Town will submit for review draft ordinances, maps, and policy documents to the Department of Commerce. A SEPA checklist, determination, and associated documents will be submitted to the Department of Ecology. Upon review and with consideration and response where appropriate to comments from those agencies the Town will adopt the ordinance(s) and incorporate the new maps and policies into their appropriate planning documents.

3. Proposed Budget / Financial Information

Grant Objective:	Commerce Funds
Deliverable 1: Public Engagement Plan	\$3,000
Deliverable 2: Public Engagement Report	\$6,000
Deliverable 3: Gap Analysis Report	\$4,000
Deliverable 4.1: Draft Zoning Map and Draft Policies	\$4500
Deliverable 4.2: Draft Middle Housing Ordinance	\$10,500
Deliverable 5: Middle Housing Ordinance and Adoption	\$7000
Total:	\$35,000



STATE OF WASHINGTON

DEPARTMENT OF COMMERCE

1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000
www.commerce.wa.gov

October 17, 2023

The Honorable Katy Kinney Harris
Mayor
City of Yarrow Point
4030 95th Ave NE
Yarrow Point, Washington 98004

Delivered via email.

RE: Middle Housing Program Grant

Greetings:

I am pleased to inform you that the City of Yarrow Point has been awarded \$35,000 in 2023-2025 Middle Housing Grant Program funds to support the adoption of policies and codes and the implementation of other measures specific to HB 1110.

The Washington Department of Commerce, Growth Management Services (GMS) unit will administer the middle housing grant program. **Before we disburse the funds, a contract with a final agreed upon scope of work and budget will need to be discussed and executed between your organization and the Department of Commerce.** Funds may be retroactively applied to project costs related to your grant scope of work, beginning July 1, 2023, the date the funding became available.

Please note, these funds are specifically for middle housing activities and may not pay for work already paid for by other Commerce grant programs such as periodic update grants or climate grants. Thus, that may need to be addressed during the finalization of your contract.

These grant funds are authorized by the 2023-2025 State Operating Budget ([Senate Bill 5187](#)) which directs Commerce to administer grants and provide technical assistance to cities or counties for actions relating to adopting ordinances that plan for and accommodate housing.

The Honorable Katy Kinney Harris

October 17, 2023

Page 2

Deborah Jacobs or another member of our team will be in touch with you to develop the contract and answer questions. You can reach Deborah at deborah.jacobs@commerce.wa.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Dave Andersen". The signature is fluid and cursive, with a large initial "D" and "A".

Dave Andersen, AICP
Managing Director
Growth Management Services

cc: Aleksandr Romanenko, Town Planner
Bonnie Ritter, Clerk/Treasurer
Anne Fritzel, Housing Programs Manager, Growth Management Services
Dave Osaki, Middle Housing Program Manager, Growth Management Services
Deborah Jacobs, Housing Contracts Officer, Growth Management Services

Business of The Town Council Town of Yarrow Point, WA

Staff Report
November 14, 2023

Laserfiche Project	Proposed Council Action: None – for information only
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Presented by:	Mayor Harris
Exhibits:	Screenshot of website

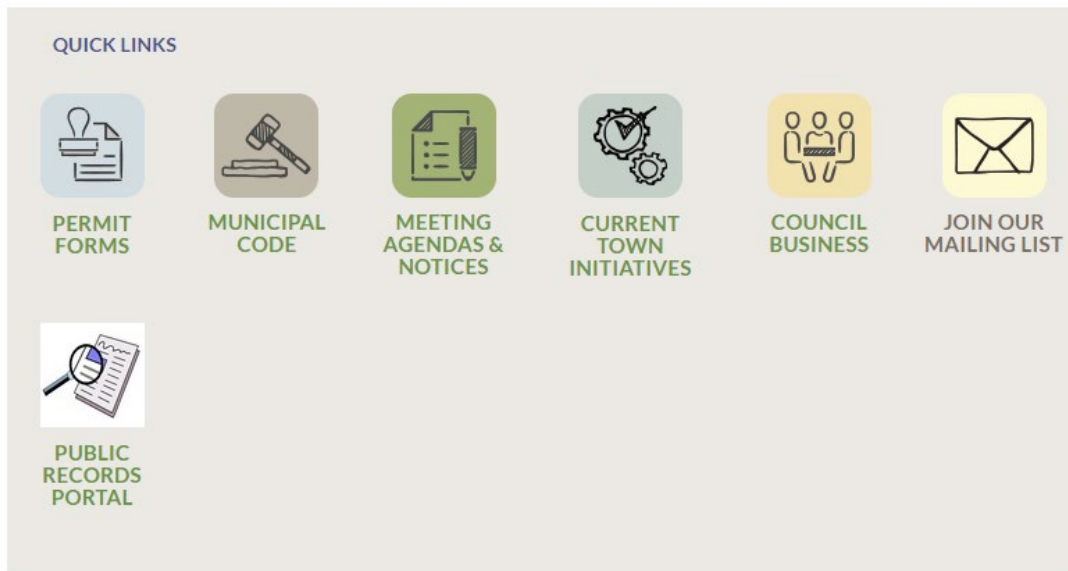
Summary:

In September of 2022, the Town received a grant from the Secretary of State’s Office - WA Archives, in the amount of \$14,189.35. This is a Technology Grant used for the purchase of the Laserfiche document and records management system. This system allows the Town to be in compliance with the mandated storage and retention of public records, makes some public records accessible via our website, and makes responding to Public Records Requests an easier task.

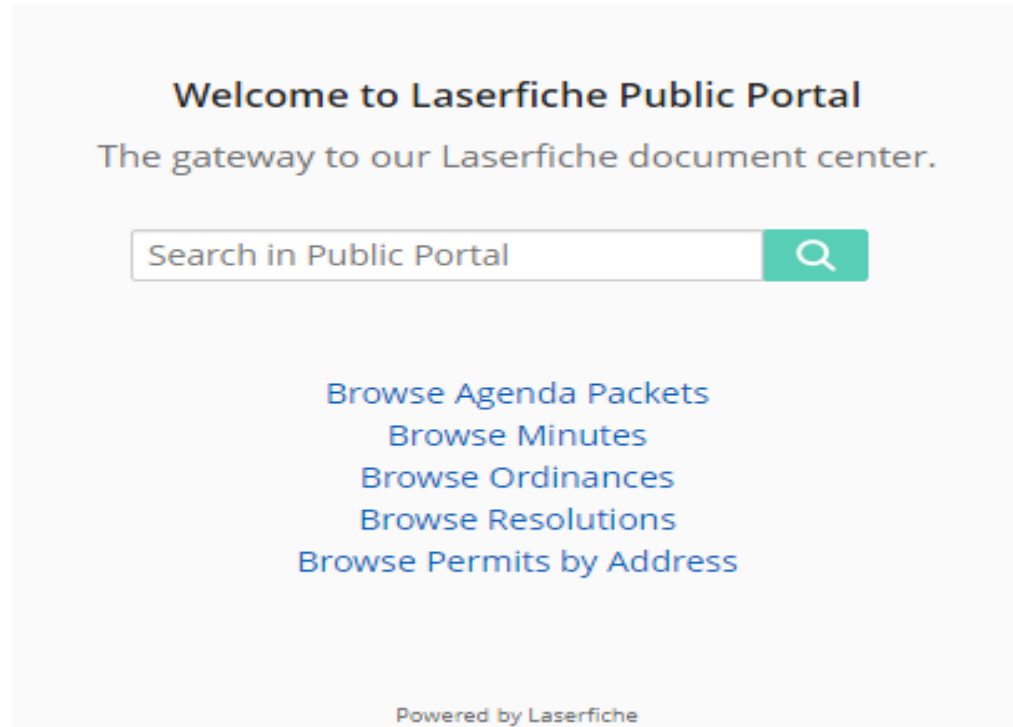
The attached screenshot shows what public records are now available directly from our website. Records are available for the Council, Park Commission, Planning Commission, and Permit Files.

Recommended Action:

Informational only.



Above is a shot of a segment of the home page. Click on “Public Records Portal” to get to these options:



**TOWN OF YARROW POINT
PLANNING COMMISSION REGULAR MEETING MINUTES
October 17, 2023**

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

1. CALL TO ORDER:

Substitute Chairman David Feller called the meeting to order at 7:02 p.m.

PRESENT:

Chairman: Carl Hellings – Excused absence

Commissioners: Chuck Hirsch
Jeffrey Shiu – Excused absence
David Feller
Lee Sims

Staff: Austen Wilcox – Deputy Clerk
Aleksandr Romanenko – Town Planner

Guests: Councilmember – Carl Scandella
Councilmember – Kathy Smith
Resident – Meredith Shank
Resident – Steve Bush

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL/AMENDMENTS TO AGENDA

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

VOTE: 3 for, 0 against. Motion carried.

5. MINUTES:

- September 19, 2023 Regular Meeting

Commissioners David Feller and Lee Sims were not present at the September 19 meeting. Approval of the minutes are tabled until the November meeting until a quorum of the members who were present at the September meeting can vote.

6. STAFF REPORTS:

Town Planner Romanenko provided a staff report on Comprehensive Plan and the Council discussion on eagle code. The Planning Commission discussed.

Deputy Clerk Austen Wilcox gave a report of the October Council meeting.

7. PUBLIC COMMENT

Resident Meredith Shank discussed eagle protection. She strongly urges the Planning Commission to protect eagles and trees. She also discussed concerns regarding short term rentals.

Councilmember Kathy Smith requested further info on the land acknowledgment statement as outlined in the Comprehensive Plan update.

Resident Steve Bush discussed the need to look at utility structures. The Town should think about new legislation regarding developers and maintaining character of the Town between property rights and land use.

Councilmember Carl Scandella discussed former resident and former Councilmember Steve Bush's professional background and commended his expertise that could assist the Planning Commission.

8. REGULAR BUSINESS:

8.1 – Eagle Protections

Town Planner Romanenko gave an update on the Planning Discussion research and discussion for eagle protection. Staff has received more guidance from USFWS and researched questions regarding the permitting process, timelines, and costs associated with surveying the Town for eagle habitat and will present on this at the meeting. Staff contacted 18 environmental consulting firms to determine if there is interest in performing a Town wide eagle habitat survey and to establish rough cost estimates for this work. 4 firms indicated they would be interested in the projects, with estimated costs ranging from \$18-35,000. Developing a detailed scope and specific methodology would allow contractors to provide specific estimates which can be directly compared.

The Planning Commission discussed community engagement as an alternative to hiring a firm to save cost. The engagement request would be for residents to provide the Town with locations of known eagle nests and roosting sites.

MOTION: Motion by Commissioner Sims, seconded by Commissioner Hirsch to prepare a census for the residents which would request that they identify any active or known eagle nests or roosting sites anywhere on Yarrow Point.

VOTE: 3 for, 0 against. Motion carried.

Staff will discuss with legal counsel and Mayor about providing specific direction regarding community engagement procedures.

The Planning Commission discussed tree protection, restrictions and permitting.

MOTION: Motion by Substitute Chairman David Feller, seconded by Commissioner Sims direct staff to create an alternative code option section to discuss eagle habitats as defined by an ecological report.

VOTE: 3 for, 0 against. Motion carried.

8.2 – Short Term Rentals

At the direction of the commission, staff have prepared a draft code which includes optional elements for review and discussion.

MOTION: Motion by Substitute Chairman Feller, seconded by Commissioner Hirsch to table short term rentals until the regular November Planning Commission meeting.

VOTE: 3 for, 0 against. Motion carried.

9. PUBLIC COMMENT:

None.

10. ADJOURNMENT:

MOTION: Motion by Substitute Chairman Feller, seconded by Commissioner Hirsch to adjourn the meeting at 8:52 p.m.

VOTE: 3 for, 0 against. Motion carried.

APPROVED:

ATTEST:

David Feller, Substitute Chairman

Austen Wilcox, Deputy Clerk

**TOWN OF YARROW POINT
PARK BOARD REGULAR MEETING MINUTES
October 24, 2023**

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

1. CALL TO ORDER:

Chairwoman Krista Fleming called the regular meeting to order at 7:00 p.m.

PRESENT:

Chairman:	John McGlenn
Commissioners:	Doug Waddell – Excused absence Dicker Cahill – Attended virtually Carolyn Whittlesey Krista Fleming Robert Afzal
Staff:	Austen Wilcox – Deputy Clerk Stacia Schroeder – Engineer
Guests:	Katy Harris – Mayor Andy Valaas – Councilmember Nancy Valaas – 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 McGlenn to approve the agenda as presented.

VOTE: 5 for, 0 against, motion carried.

5. STAFF REPORTS

Town Engineer Stacia Schroeder provided an update on the west end of Sally's Alley.

6. APPEARANCES/PUBLIC COMMENT

Councilmember Andy Valaas complimented the Park Board, Mayor and Town Engineer for their work on the west end of Sally's Alley. He voiced his support for the east end plans for Sally's Alley presented in August. He discussed the private driveways at the west and east ends of Sally's Alley, and the right of way access approvals should be treated equally for both properties.

7. APPROVAL OF THE MINUTES:

MOTION: Motion by Park Board Member Whittlesey, seconded by Park Board Member Afzal to approve the August 22, 2023 regular minutes as presented.

VOTE: 5 for, 0 against. Motion carried.

8. REGULAR BUSINESS:

8.1 Sally's Alley East End Updates

Park Board member Cahill suggests compacting the soil over the PROGrid material. Engineer Schroeder will discuss the suggestion with the contractor.

The Park Board discussed:

- Monitoring growth of new lawn; and
- Adding additional plantings on left side of the rocks;

The Park Board complimented the results of the project to date.

8.2 Sally's Alley East End Planning

The Park Board discussed and reviewed:

- ADA requirements;
- Building around the adjacent slope;
- Timber walls;
- Creating a meandering trail that offers a "forest like" experience;
- The Park Board reviewed photos taken from Sally's Alley;
- Adjacent driveway; and
- Landscaping.

Park Board members will review the site and attend the October 25 Open House for the NE 38th St/ NE 40th St/ 94th Ave NE underground project.

8.3 Park Board Budget

The Park Board discussed budget figures submitted to Council in August and Council's direction of legal fees to be tied to the Sally's Alley project.

The Park Board discussed writing a statement to Council requesting that legal fees should not be tied to the Sally's Alley budget and funding to be taken away from the Town entrance.

8.4 Playground Maintenance

Additional wood chips and sand are needed including general maintenance around the playground.

Chairwoman Fleming will follow up with the Town Clerk-Treasurer regarding maintenance budget items.

The Park Board discussed distributing project tasks:

Park Board Members Afzal and Cahill – East end of Sally’s Alley
Park Board Member Whittlesey – Entrance

8.5 Town Entry Maintenance

The Park Board further discussed budgeting for the entrance around the Town entry.

8.6 Tree City USA Requirements

Deputy Clerk Wilcox discussed annual Tree City USA requirements. The Park Board will become more involved in the annual requirement process for the Town to remain a Tree City. They discussed fulfilling the annual tree planting requirement and location for the new tree.

9. ADJOURNMENT:

MOTION: Motion by Park Board Member Afzal, seconded by Park Board Member McGlenn to adjourn the meeting at 8:36 p.m.

VOTE: 5 for, 0 against. Motion carried.

APPROVED:

ATTEST:

Krista Fleming, Chairwoman

Austen Wilcox, Deputy Clerk

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

8. Consent Calendar
November 14, 2023

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

Exhibits: Exhibits included for items listed for consideration.

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. November Payment Approval and Payroll Reports for a total of \$283,293.44
2. October 10, 2023 regular Council meeting minutes
3. October 26, 2023 special joint Council and Planning Commission minutes
4. Repair of sidewalk tripping hazard on Points Dr.
5. Repair of dangerous bump in street near storm drain on NE 34th St.
6. Updated ILA Joint Negotiations with WSCOT agreement
7. Flock 5-Year Contract

Recommended Action:

Motion to approve the Consent Calendar as presented.

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
Afzal, Robert					
1436	Afzal, Robert	Partial reimburse for re-roof permit	10/05/2023	725.86	725.86
Total Afzal, Robert:				725.86	
Banner Bank					
700	Banner Bank	Constant Contact	10/18/2023	89.19	
700	Banner Bank	AWS, Msft, etc.	10/18/2023	591.28	
700	Banner Bank	Office supplies	10/18/2023	233.29	
700	Banner Bank	Plants, pruner	10/18/2023	640.76	
700	Banner Bank	Veterans Day Banner	10/18/2023	105.51	
700	Banner Bank	Lodging for Mayors' Exchange in Leavenworth	10/18/2023	247.76	
700	Banner Bank	Mayor's cell phons (2 mos)	10/18/2023	251.22	
700	Banner Bank	Snacks for Comp Plan Open House	10/18/2023	64.42	
700	Banner Bank	Austen workshop on mastering public comment	10/18/2023	47.00	
700	Banner Bank	Oil change and diagnostics on old truck	10/18/2023	604.58	34,730.96
Total Banner Bank:				2,875.01	
CASELLE, INC.					
1300	CASELLE, INC.	Monthly contract	10/31/2023	746.48	8,957.76
Total CASELLE, INC.:				746.48	
CITY OF BELLEVUE					
212	CITY OF BELLEVUE	Sewer and Water Charges	10/10/2023	1,023.94	3,710.52
Total CITY OF BELLEVUE:				1,023.94	
City of Bellevue					
233	City of Bellevue	Donation to Bellevue CARES	10/31/2023	2,500.00	
233	City of Bellevue	Fire Protection Services - 2023 2nd Half	10/10/2023	139,865.50	
233	City of Bellevue	2023 LEOFF1 Payment	10/17/2023	6,521.00	148,886.50
Total City of Bellevue:				148,886.50	
CODE PUBLISHING					
108	CODE PUBLISHING	Update code	10/31/2023	181.12	2,614.36
Total CODE PUBLISHING:				181.12	
Comcast					
301	Comcast	Internet and fax line	10/14/2023	263.34	2,888.74
Total Comcast:				263.34	
Comcast Business- VoiceEdge					
1374	Comcast Business- VoiceE	Town Phone System	10/15/2023	288.27	2,055.56
Total Comcast Business- VoiceEdge:				288.27	
CRYSTAL AND SIERRA SPRINGS					
1046	CRYSTAL AND SIERRA S	Water cooler	10/21/2023	57.95	807.16
Total CRYSTAL AND SIERRA SPRINGS:				57.95	
DIGITAL REPROGRAPHICS					
256	DIGITAL REPROGRAPHIC	Comp Plan Open House signs	10/11/2023	213.66	960.96

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
Total DIGITAL REPROGRAPHICS:				213.66	
Gaylynn Brien					
1151	Gaylynn Brien	Sales Tax reports	10/31/2023	100.00	550.00
Total Gaylynn Brien:				100.00	
Gray & Osborne, Inc.					
9043	Gray & Osborne, Inc.	Town wide stormwater and UGC Project	10/13/2023	13,494.91	
9043	Gray & Osborne, Inc.	Town wide stormwater and UGC Project	10/13/2023	8,996.61	142,746.60
Total Gray & Osborne, Inc.:				22,491.52	
Harris, Katy K					
459	Harris, Katy K	Reimburse cell phone for Sept.	10/31/2023	87.68	
459	Harris, Katy K	Food for Council meeting	10/31/2023	42.02	
459	Harris, Katy K	Reimburse for mileage - Mayors Exchange	10/31/2023	150.65	1,387.03
Total Harris, Katy K:				280.35	
ISOutsorce					
1301	ISOutsorce	Email issues - Firewall check	09/30/2023	202.00	
1301	ISOutsorce	Monthly agreement subscription	10/13/2023	110.10	
1301	ISOutsorce	Renew scam email	10/31/2023	20.20	3,915.28
Total ISOutsorce:				332.30	
King County Finance - Treasury Operation					
45	King County Finance - Trea	Agreement for SW fee collection	10/15/2023	341.01	682.02
Total King County Finance - Treasury Operation:				341.01	
KIRKLAND MUNICIPAL COURT					
111	KIRKLAND MUNICIPAL C	Court Costs	10/31/2023	872.52	2,285.24
Total KIRKLAND MUNICIPAL COURT:				872.52	
MONA H. GREEN					
219	MONA H. GREEN	Conf w/Bldg Off. - COnsult on 4015 95th	09/30/2023	370.00	1,242.50
Total MONA H. GREEN:				370.00	
MUNICIPAL PERMIT SERVICE, LLC					
350	MUNICIPAL PERMIT SER	Code enforcement	10/31/2023	125.00	
350	MUNICIPAL PERMIT SER	Demolition permit	10/31/2023	31.25	
350	MUNICIPAL PERMIT SER	Mechanical Permit inspsections	10/31/2023	318.40	
350	MUNICIPAL PERMIT SER	Building permit inspections	10/31/2023	1,150.55	
350	MUNICIPAL PERMIT SER	Plan review	10/31/2023	3,812.50	50,200.41
Total MUNICIPAL PERMIT SERVICE, LLC:				5,437.70	
Northern Waters					
304	Northern Waters	Winterization at Beach	10/18/2023	143.13	
304	Northern Waters	Winterization at 42nd Road End	10/18/2023	221.30	
304	Northern Waters	Winterization at Town Hall	10/18/2023	143.13	2,956.81

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
Total Northern Waters:				507.56	
NORTHWEST CIVIL SOLUTIONS					
450	NORTHWEST CIVIL SOLU	NE 36th St - CIP #1	10/31/2023	236.25	
450	NORTHWEST CIVIL SOLU	94th Ave UGC & Storm Improvements	10/31/2023	1,215.00	
450	NORTHWEST CIVIL SOLU	Site Development Permits	10/31/2023	1,856.25	
450	NORTHWEST CIVIL SOLU	ROW Use Permit review	10/31/2023	101.25	
450	NORTHWEST CIVIL SOLU	General Administration - Sally's Alley	10/31/2023	472.50	
450	NORTHWEST CIVIL SOLU	General Administration	10/31/2023	405.00	74,013.75
Total NORTHWEST CIVIL SOLUTIONS:				4,286.25	
Ogden Murphy Wallace					
1390	Ogden Murphy Wallace	Clerk	10/11/2023	39.50	
1390	Ogden Murphy Wallace	Council	10/11/2023	987.50	
1390	Ogden Murphy Wallace	Land Use	10/11/2023	513.50	
1390	Ogden Murphy Wallace	Mayor/Executive	10/11/2023	39.50	
1390	Ogden Murphy Wallace	Sally's Alley ROW	10/11/2023	1,073.00	
1390	Ogden Murphy Wallace	Code Enforcement	10/11/2023	1,066.50	64,003.00
Total Ogden Murphy Wallace:				3,719.50	
Precision Concrete Cutting					
516	Precision Concrete Cutting	Sidewalk repair on Points Drive	10/18/2023	6,097.66	6,097.66
Total Precision Concrete Cutting:				6,097.66	
PRO-VAC					
1379	PRO-VAC	Remove roots from public line across from 4441 91st A	10/31/2023	20,029.94	22,518.43
Total PRO-VAC:				20,029.94	
PUGET SOUND ENERGY					
604	PUGET SOUND ENERGY	Town Hall service	10/23/2023	161.37	
604	PUGET SOUND ENERGY	Street lights	10/23/2023	757.25	17,377.76
Total PUGET SOUND ENERGY:				918.62	
SBN Planning LLC					
154	SBN Planning LLC	Tree Permits	10/31/2023	403.00	
154	SBN Planning LLC	Building Permits	10/31/2023	967.20	
154	SBN Planning LLC	SEPA	10/31/2023	40.30	
154	SBN Planning LLC	Variance	10/31/2023	208.00	
154	SBN Planning LLC	Pre-applications	10/31/2023	523.90	
154	SBN Planning LLC	Shoreline Substantial Development	10/31/2023	1,692.60	
154	SBN Planning LLC	94th UGC Project	10/31/2023	161.20	
154	SBN Planning LLC	Cliiimate Planning	10/31/2023	1,491.10	
154	SBN Planning LLC	Comp Plan Update	10/31/2023	10,803.65	
154	SBN Planning LLC	General Administration	10/31/2023	6,148.05	147,968.58
Total SBN Planning LLC:				22,439.00	
Sharon Rice Hearing Examiner PLLC					
515	Sharon Rice Hearing Exam	Guilford SSDP	10/20/2023	2,440.00	2,440.00
Total Sharon Rice Hearing Examiner PLLC:				2,440.00	

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
State Department of Transportation					
280	State Department of Trans	Gas for town truck	10/31/2023	349.68	1,915.09
Total State Department of Transportation:				349.68	
THE SEATTLE TIMES					
192	THE SEATTLE TIMES	Hrg Exam for Subs Dev Permit	10/31/2023	99.45	
192	THE SEATTLE TIMES	Quorum possible	10/31/2023	21.42	
192	THE SEATTLE TIMES	Ord. 738	10/31/2023	33.66	
192	THE SEATTLE TIMES	Ord. 738	10/31/2023	32.13	
192	THE SEATTLE TIMES	Hrg Exam for Subs Dev Permit	10/31/2023	117.81	
192	THE SEATTLE TIMES	Quorum notice	10/31/2023	22.95	
192	THE SEATTLE TIMES	Final budget hearing	10/31/2023	76.50	
192	THE SEATTLE TIMES	Special Meeting notice	10/31/2023	39.78	3,661.17
Total THE SEATTLE TIMES:				443.70	
Urban Delivery Service					
273	Urban Delivery Service	Move conference table upstairs	11/02/2023	576.80	576.80
Total Urban Delivery Service:				576.80	
Grand Totals:				247,296.24	

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
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Certification of the Consent Calendar as presented including the Payment Approval Report dated 11/07/2023 approving payments as shown totaling \$247,296.24, plus payroll, tax, and benefit expenses of \$35,997.20, as shown on the attached payroll & tax and benefits report, for a grand total of \$283,293.44.

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

Clerk/Treasurer: Bonnie Ritter _____

Dated: November 14, 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
10/31/2023	CDPT		0	EMPLOYMENT SECURITY DEPT	5	Quarterly Employment Security Pay	999-1010110	56.27-
10/31/2023	CDPT		0	DEPT OF LABOR & INDUSTRY	6	Quarterly L & I Workers Compensa	999-1010110	298.80-
10/31/2023	CDPT		0	EMPLOYMENT SECURITY DEPT	8	Quarterly WA FMLA WA Paid Fami	999-1010110	163.72-
10/31/2023	CDPT		0	WA Cares	10	WA CARES Long Term Ins. Pay P	999-1010110	123.00-
10/31/2023	PC	10/25/2023	1020231	Lovas, Istvan	9002		999-1010110	5,102.87-
10/31/2023	PC	10/25/2023	1020232	Wilcox, Austen	9037		999-1010110	5,172.94-
10/31/2023	PC	10/25/2023	1020233	Ritter, Bonnie	9041		999-1010110	7,527.22-
10/31/2023	PC	10/25/2023	1020234	Harris, Kathryn K	9047		999-1010110	1,777.59-
10/31/2023	CDPT	10/17/2023	8232027	Association of Washington Cities	9	Health and Dental Insurance Visio	999-1010110	3,759.84-
10/31/2023	CDPT	10/17/2023	8232027	DEPT OF RETIREMENT SYSTEM	1	State Retirement PERS II Pay Per	999-1010110	3,960.00-
10/31/2023	CDPT	10/17/2023	8232027	Federal Tax	2	941 Taxes Federal Withholding Tax	999-1010110	8,054.95-
Grand Totals:								35,997.20-
			11					

**TOWN OF YARROW POINT
COUNCIL REGULAR MEETING MINUTES
October 10, 2023
4:00 p.m.**

The Town Council of the Town of Yarrow Point, Washington met in regular session on Tuesday, October 10, 2023, at 4:00 p.m. in the Council Chambers of Town Hall.

PRESENT: Mayor Katy Harris; Councilmembers Stephan Lagerholm (remotely), Carl Scandella, Chuck Porter (remotely), Kathy Smith, and Andy Valaas.

STAFF PRESENT: Clerk-Treasurer Bonnie Ritter, Planner Aleksandr Romanenko, Town Attorneys Scott Missall and Daniel Kenny, 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

Motion by Valaas, seconded by Scandella to modify the agenda to add a topic to discuss the resolution that would provide direction to the Town Staff and Park Commission for Sally's Alley. Mayor Harris asked Scott Missall to weigh in on this request, asking that this be reconsidered due to this topic being talked about later in the meeting in Executive Session. Missall stated that he is aware of the issue with Sally's Alley and that it would not be in the best interest of the Town to discuss those in open session tonight, but rather discuss them in Executive Session to hear all options available.

After further discussion, it was moved by Porter, seconded by Lagerholm to table consideration of Valaas' motion until after Executive Session. All voted in favor. Motion carried.

Motion by Lagerholm, seconded by Porter to approve the agenda as amended. All voted in favor. Motion carried.

5. STAFF REPORTS:

A. Police Report

Commander Dawn Hanson reviewed the Police Report for September.

B. Fire-EMS Report

C. Town Engineer Reports

In the Engineer's absence, Mayor Harris referred to the update on the Sally's Alley project, which went over budget. She stated that she fully supported the overages as recommended by the Engineer, who the Council appointed as Project Manager. Contingency for overages is normal for projects, and the Engineer carefully monitors those overages, which in this case involved some upgrades in materials found more suitable. The Mayor proposed that in the future we maintain a 20% contingency in the budget process for projects. If overages are discovered that are outside this contingency, they will be brought to the Council for approval.

Mayor Harris also stated that a Parks Commission meeting was held in September without a quorum present, so the action of minute approval, which was the only action taken, will be repeated at their next meeting.

Porter stated that the Council has an obligation to the residents to live within the budget that is approved, and this approval allows the Mayor and Staff to spend money on behalf of the Town, and it does not authorize exceeding that budget without Council approval. The lesson learned is as well-intentioned as the Engineer's decisions were, we had a failure of governance by not authorizing the additional expenditure. If we always include a contingency in our project plans this will help avoid this situation in the future and if expenditures are required above that contingency those will need Council approval.

Valaas complimented the Park Commission on their efforts, saying that the project really turned out nice, and that he had suggested that the Engineer make upgrades on certain materials, but the overage in budget should have come to the Council for approval.

D. Town Planner Report

The planner gave an update on the progress of the Comprehensive Plan update.

E. Clerk-Treasurer Third Quarter Financial Report

Clerk-Treasurer Ritter presented the 3rd Quarter Financial Report showing revenues and expenditures compared to budget, along with a report showing fund balances as of September 30, 2023.

6. APPEARANCES/PUBLIC COMMENT:

Darryl Carver stated that the tree code does not prevent the clear cutting of lots. He has started a petition for amendment to the code. Harris stated that there will be discussion later in the meeting regarding the tree code and Carver stated that he will stay for that discussion.

Laurie Bugbee stated she lives along Sally's Alley and thanked the Council for taking the action to improve that area.

7. CONSENT CALENDAR:

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

A. October Payment Approval and Payroll Reports for a total of \$292,759.17

B. September 12, 2023 regular Council meeting minutes

8. REGULAR BUSINESS

8.1 – Peddler and Solicitation Activities Ordinance

There was discussion on the hours to allow peddler and solicitation activities and the final majority consensus was to allow these activities from 10:00 a.m. to 4:00 p.m., which is reflected in the final ordinance.

The Council considered this previously reconsidered and tabled motion from the September meeting: Motion by Valaas, seconded by Smith to approve the following ordinance. All voted in favor. Motion carried.

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

8.2 – Speed limit radar sign quotes

Wilcox reviewed the quote received for a speed limit radar sign, to be placed on Points Drive NE, which was \$3,750 plus \$315.00 for installation.

Porter suggested using Clyde Hill's temporary speed limit sign, which would not cost anything, with the same result.

MOTION by Valaas, seconded by Scandella to approve purchase and installation of a speed limit sign for \$4,065, as quoted. The following voted in favor: Smith, Valaas, Lagerholm, Scandella. The following voted against: Porter. Motion carried.

It was noted by the Mayor that the time is 5:00 p.m., and the agenda states the public hearings will take place at this time, so agenda items 8.4 and 8.5 will be considered before 8.3.

8.4 – 2024 Property Tax Levy

Mayor Harris opened the public hearing at 5:03 p.m., and upon hearing no comments on the subject, closed the public hearing at 5:04 p.m.

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

ORDINANCE NO. 739: AN ORDINANCE OF THE TOWN OF YARROW POINT, WASHINGTON INCREASING THE TOWN OF YARROW POINT'S PROPERTY TAX REGULAR LEVY FROM THE PREVIOUS YEAR, COMMENCING JANUARY 1, 2024 ON ALL PROPERTY; AND ESTABLISHING AN EFFECTIVE DATE

8.5 – Public Hearing on 2024 Preliminary Budget

Mayor Harris opened the public hearing at 5:07 p.m., and upon hearing no comment, closed the public hearing at 5:08 p.m.

Council discussed the \$100,000 amount in the preliminary budget for 2024 Sally's Alley improvements. Porter suggested that legal fees and contingency be included in this amount. Lagerholm agreed with Porter but expressed concern about running a deficit and suggested deferring the Town Entry Project until 2025.

Smith asked about the 5% increase in the Mayor Stipend, asking if that can just happen in the budget? Harris stated that's what the Council voted on a year ago. Valaas asked for a copy of that previous action. Harris stated that previously Lagerholm suggested that we tie the stipend every year to the COLA, and that's what was done. Ritter will look up the previous action and email it to Council.

Valaas proposed bumping the \$100,000 for Sally's Alley up to \$150,000, which would require another \$50,000 being transferred into that fund from the General Fund. Lagerholm proposed increasing the Sally's Alley to \$125,000 and deferring the \$25,000 for the Town Entry until 2025.

Scandella pointed out that the sport court and playground projects turned out costing substantially more than originally budgeted.

Porter stated that whatever the end number is, that needs to be the number, and not a single penny more without Council approval. The number chosen also needs to include all costs, including legal fees and contingencies.

After further discussion, it was the majority consensus to change the Sally's Alley budget amount to \$150,000, and that figure includes all costs, including legal fees and change orders/contingencies. The proposed \$25,000 for the Town Entry will be deferred, and not included in the 2024 proposed budget.

The 2024 budget will be on the November 14th Council agenda for final consideration and adoption.

8.3 – Lobbyist for Points Communities

Motion by Valaas, seconded by Lagerholm to authorize the Mayor to proceed with the preparation of an ILA to join with other Points Communities to secure a lobbyist. All voted in favor. Motion carried.

8.6 – Tree code discussion

Harris presented a brief summary of current issues regarding the tree code and eagles. After lengthy discussion that included consideration of a moratorium, how to get citizen involvement, involving the Planning Commission, etc., the Mayor opened the meeting for public comments.

Darryl Carver commented on previous discussion on a moratorium, stating that last time something like this took place everyone cut trees immediately before passage of the new code.

Pam Carver stated that Medina and Hunts Point are currently revising their tree codes and maybe we could tap into theirs or meet with them. The Planner stated that typically on code developing that is done, with analysis comparing ours with theirs for gaps and improvements.

Mary Elmore stated she was on Council when the tree code was adopted and it was thought that this is the beginning and it would come back to the drawing board for improvements.

Laurie Bugbee stated she'd like to go back to what was agreed on for the Sally's Alley budget. She doesn't understand why the Council wants to associate attorney's fees with the project. Attorney opinions come into play on Town issues and should not come from the Park Commission budget to beautify and finish the project. She thinks it's punitive and the Town's responsibility to figure out what legal fees are going to be. She finds it offensive.

Steve Bush stated that like Mary, when he as Councilmember voted for the tree code, it was a compromise that would be revisited. He's hearing that the tree code is not working towards the goals that were set, which included preventing builders from clear cutting significant trees from properties throughout the Point. He encouraged the Council to relook at this issue with the current state of things and how it's worked or not worked. It was previously discussed that this be phased in – to be property friendly in the beginning and tree preservation over time and the Council needs to reinvestigate this.

Randy Hassler appreciates the time and effort put into this code and thinks it's a good first step but thinks it's only the first step. The development on 92nd Ave brings to light that the code doesn't do much at the end of the day. Large trees were replaced with a few sticks.

Carolyn Whittlesey agrees with Laurie Bugbee regarding the budget, and it doesn't make sense to include something in their budget that the Parks Commission has no control over. The Town hires attorneys, it's a bit punitive.

Darryl Carver asked why this line item has attorney fees included when others don't. Valaas stated if a project requires an attorney to review a contract, that cost goes toward that project, as does the engineer's fees.

The Mayor stated that she will work with Town Staff to come up with a date for a joint meeting with the Planning Commission. She'll also investigate the particulars of a possible moratorium.

The Mayor called for a 5 minute recess at 6:26 p.m., after which the Council will go into Executive Session for 30 minutes.

9. Mayor and Council Reports

10. Executive Session

Mayor Harris stated we will now go into Executive Session pursuant to RCW 42.30.110.(1)(i), The Council will go into Executive Session with our Town legal counsel. No action will be taken and we will return to regular session at 7:15, upon the completion of Executive Session.

Harris stated at 7:17 that the Executive Session would continue to 7:45 p.m.

The Executive Session was closed at 7:54, and Mayor Harris reconvened the regular Council meeting at 7:54 p.m.

11. ADJOURNMENT:

Motion by Smith, seconded by Scandella to adjourn the meeting at 7:55 p.m. All voted in favor. Motion carried.

Katy Kinney Harris, Mayor

Attest: Bonnie Ritter, Clerk-Treasurer

TOWN OF YARROW POINT
SPECIAL JOINT TOWN COUNCIL AND PLANNING COMMISSION MEETING
October 26, 2023
7:00 p.m.

The Town Council and the Planning Commission of the Town of Yarrow Point, Washington met in special joint session on Tuesday, October 26, 2023, at 7:00 p.m. in the Council Chambers of Town Hall.

COUNCIL PRESENT: Mayor Katy Harris; Councilmembers Stephan Lagerholm, Carl Scandella, Chuck Porter, Kathy Smith, and Andy Valaas.

PLANNING COMMISSION PRESENT: Chair Carl Hellings, David Feller, Chuck Hirsch, Jeffrey Shiu (remotely), and Lee Sims.

STAFF PRESENT: Clerk-Treasurer Bonnie Ritter (remotely), Planner Aleksandr Romanenko, Town Attorney Emily Romanenko, and Deputy Clerk Austen Wilcox

1. CALL TO ORDER:

Mayor Katy Kinney Harris called the Council meeting to order at 7:00 p.m. and stated that this meeting has a hard stop time scheduled at 8:30 p.m. Chair Carl Hellings called the Planning Commission to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

2. ROLL CALL

3.1 – PRIVATE PROPERTY TREE CODE DISCUSSION

Planner Romanenko reviewed the background of the tree code and the options as he sees them. Discussion revolved around the current tree code, and when adopted was done so with the belief that this was a starting point, and the code would probably have to be amended as issues come to light. Property rights versus maintaining a tree canopy seems to be the main issue, among other discussed items.

MOTION by Valaas, seconded by Smith to add the private property tree code to the Planning Commission work plan with the expectation that a report would come back to Council by May of 2024. All voted in favor. Motion carried.

3.2 – EAGLE PROTECTION DISCUSSION

Planner Romanenko reviewed the background of the eagle protection project since the Council added it to the Planning Commission's work plan in May. The Planning Commission has received feedback from experts as well as the public, which resulted in the draft ordinance included in the agenda packet.

The Planning Commission will continue their research on eagle habitat locations in the Town and continue to develop the draft ordinance. The Mayor will put this item on the November Council agenda for further discussion.

4. ADJOURNMENT:

Motion by Lagerholm, seconded by Scandella to adjourn the meeting at 8:32 p.m. All voted in favor. Motion carried.

Katy Kinney Harris, Mayor

Attest: Bonnie Ritter, Clerk-Treasurer

WA - AASPI*223DF
 OR - CCB 221185
 ID - RCE-59102



CORPORATE OFFICE
 14720 Puyallup ST.
 Sumner, WA 98390
 Phone: (253) 939-0214
 Fax: (253) 863-5402

PROPOSAL & CONTRACT

Name:	Town of Yarrow Point	Project	Town of Yarrow Point Sidewalk Panel
Address:	4030 95th Ave NE.	Address	Points Drive NE
City/St/Zip:	Yarrow Point, WA 98004	City/St/Zip	Yarrow Point, WA
		Permit #	
Attn:	Stacia Schroeder	Bid Date	10/2/2023
Phone:	(206) 276-8922	Bid #	5047
Cell #:	(206) 276-8922	Estimator	Joe Garrison • (253) 254-8477 • joe.garrison@aaasphaltting.com
E-Mail:	engineer@huntspoint-wa.gov	P.O. #	

We propose to furnish all materials and labor to complete in a substantial and workmanlike manner according to standard practices.

DESCRIPTION OF WORK	Quantity	Unit	Total
CONCRETE	-		\$4,453.50
Remove concrete at 4 inch depth and dispose. 2 Ton allowance.	100	SF	
Form and pour concrete at 4 inch depth 2 yard allowance.	100	SF	

Notes: Price includes King County, Prevailing Wages	ESTIMATE TOTAL:	\$4,453.50
ALL TAXES WILL BE ADDED AT THE TIME OF INVOICE		

Order Information:					
<input checked="" type="checkbox"/> Locates	<input type="checkbox"/> Pay Apps	<input type="checkbox"/> ROW	<input type="checkbox"/> Mix Ticket	<input checked="" type="checkbox"/> Notice To Customer	
<input checked="" type="checkbox"/> P/W Intent	<input type="checkbox"/> Certified P/R	<input checked="" type="checkbox"/> Private	<input type="checkbox"/> Safety	<input type="checkbox"/> Base perperation by others	
<input checked="" type="checkbox"/> Affidivit	<input type="checkbox"/> Performance Bond	<input type="checkbox"/> Federal Wages	<input type="checkbox"/> Utilization		
<input type="checkbox"/> Certificate of Insurance	<input type="checkbox"/> Contract	<input type="checkbox"/> Mix Design	Sales Tax	No Special Schedule	

Intent Details:					
Standard Exclusions. These items are excluded unless checked.					
<input type="checkbox"/> Permit	<input type="checkbox"/> Soil Sterilization	<input type="checkbox"/> Planning or Grinding	<input type="checkbox"/> Police	<input checked="" type="checkbox"/> Traffic Control	
<input checked="" type="checkbox"/> Saw Cut	<input type="checkbox"/> Primecoat	<input type="checkbox"/> Grading	<input type="checkbox"/> Curb/Gutters	<input type="checkbox"/> Traffic Control Plan	
<input type="checkbox"/> Root Removal	<input type="checkbox"/> Street Sweeping	<input type="checkbox"/> Excavation	<input type="checkbox"/> SPCC	<input type="checkbox"/> SWPPP	
<input type="checkbox"/> Testing	<input type="checkbox"/> Pavement Markings	No Sealing	No Utility Adjustments	No Survey	

Terms and Conditions:	Net 30	Payment Notes: Credit/Debit cards are accepted with an additional 3% surcharge.
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* This proposal is valid for 30 days.

Authorized Signature: _____
 Print Name: _____ Joe Garrison
 Date: _____ 10/2/2023

By signing this proposal/contract, you understand and acknowledge the Bid Proposal Terms and Conditions attached to this document

Bid Proposal Terms and Conditions

1. AA Asphaltting, LLC's ("AA") Terms and Conditions are hereby incorporated with and into AA's Bid Proposal, and made a part thereof.
2. Acceptance of AA's Bid Proposal is limited to the express terms and conditions contained within this Bid Proposal and these incorporated Terms and Conditions. Any additional, supplemental, inconsistent, different or modified terms or conditions proposed in any confirmation, acceptance, acknowledgement, subcontract, prime contract or other document or instrument are hereby deemed to be material alterations to this Bid Proposal, and AA hereby formally objects to such terms, which shall be void and of no force or effect, and AA shall not be bound thereby.
3. The Bid Proposal expressly excludes the following unless otherwise specified in Proposal & Contract: sales tax, use tax, permits, trolleys, bonding, engineering, testing, shop drawings, overtime work, weekend work, plant opening fees, traffic control, hazardous materials handling and disposal, night work, rough grading, base prep, and pavement markings.
4. The Bid Proposal shall remain open for acceptance for 30 calendar days from the date of the Bid Proposal. If the Bid Proposal is not accepted within that initial 30 calendar day period, AA shall have the sole right to change and/or cancel the Bid Proposal.
5. The Bid Proposal is based on information made available to AA at the time of the Bid Proposal. To the extent new, additional and/or different information becomes available to AA subsequent to the Bid Proposal, AA shall be entitled to additional compensation and/or time extensions.
6. The Bid Proposal does not include any sum for changes in laws, taxes, tariffs or other similar charges that are not in full force and effect as of the date of this Bid Proposal. Any costs that may be incurred arising out of or related to changes in such laws, taxes, tariffs or similar charges, or the inability to procure materials, equipment and/or labor at the cost anticipated due to escalation or the need to make any similar changes shall entitle AA to additional compensation and time extensions.
7. AA does not agree to indemnify and defend any entity or person against all losses and/or potential losses and any indemnity and/or defense obligation of AA in any subsequent agreement shall be limited to losses related to bodily injury and property damage caused by AA's negligent actions. To the extent any greater or different indemnity obligation is required, AA shall be entitled to additional compensation.
8. Any insurance obligations for AA shall be limited to insurance coverages carried by AA in the ordinary course of business and specifically commercial general liability and automobile liability coverages with \$1,000,000 limits including blanket additional insured and waiver of subrogation endorsements. Any additional or different insurance coverages shall entitle AA to additional compensation.
9. AA shall not be liable under any circumstances for latent site conditions, hazardous materials, subgrade failures, and/or damage to or from hidden utilities, wires or other structures.
10. Payment in full shall be due within 30 days upon completion of the work. Credit cards and debit cards are accepted with an additional 3% Surcharge. AA does not agree to any contingent payment arrangement, including any pay-if-paid or pay-when-paid payment provisions, and any such provision shall be null and void.
11. If this account is in default and is assigned to a collection agency for collection, then the customer shall be liable for collection costs and fees including contingent collection fees charged by the collection agency in addition to principal, interest at the maximum legal rate and all other charges owing on the account.
12. To the extent AA fails to strictly comply with any notice and/or claim assertion obligations in any subsequent agreement, such failure shall not result in the waiver and/or forfeiture of any of AA's rights, including but not limited to AA's right to additional compensation and/or time extension(s).
13. These Terms and Conditions, the Bid Proposal and AA's work shall be governed by Washington law. To the extent any disputes arise in relation to the Bid Proposal work, such disputes shall be resolved by arbitration in Seattle, WA with Christopher Soelling serving as arbitrator. The prevailing party in any arbitration shall be entitled to an award of its attorney fees, expert fees and other arbitration costs.
14. If any provision of these Terms and Conditions or application theory is held invalid, such provision shall first be revised and amended to be enforceable in accordance with the fullest extent allowed by law, and where such revision is not possible, in the sole discretion of the arbitrator in accordance with Section 13, above, such provision shall be stricken, and the invalidity shall not affect the other provisions or applications of these Terms and Conditions which shall be given effect without the invalid provision or application thereof.

WA - AASPI*223DF
 OR - CCB 221185
 ID - RCE-59102



CORPORATE OFFICE
 14720 Puyallup ST.
 Sumner, WA 98390
 Phone: (253) 939-0214
 Fax: (253) 863-5402

PROPOSAL & CONTRACT

Name:	Town of Yarrow Point	Project	Town of Yarrow Point Asphalt Remove and Replace
Address:	4030 95th Ave NE	Address	9030 NE 34th St
City/St/Zip:	Yarrow Point, WA 98004	City/St/Zip	Yarrow Point, WA
		Permit #	
Attn:	Stacia Schroeder	Bid Date	10/2/2023
Phone:	(206) 276-8922	Bid #	5064
Cell #:	(206) 276-8922	Estimator	Joe Garrison • (253) 254-8477 • joe.garrison@aaasphaltting.com
E-Mail:	sschroeder@yarrowpointwa.gov	P.O. #	

We propose to furnish all materials and labor to complete in a substantial and workmanlike manner according to standard practices.

DESCRIPTION OF WORK	Quantity	Unit	Total
ASPHALT (9030 NE 34th ST Yarrow Point)	-		\$3,314.36
Remove asphalt at 4 inch depth and dispose. 1 Ton allowance	16	SF	
Tack edges of the patches with asphalt oil	1	LS	
Install 1/2 inch asphalt at 4 inch depth. 1 Ton allowance	16	SF	

Notes: Price includes King County, Prevailing Wages	ESTIMATE TOTAL:	\$3,314.36
ALL TAXES WILL BE ADDED AT THE TIME OF INVOICE		

Order Information:					
<input checked="" type="checkbox"/> Locates	<input type="checkbox"/> Pay Apps	<input type="checkbox"/> ROW	<input type="checkbox"/> Mix Ticket	<input checked="" type="checkbox"/> Notice To Customer	
<input checked="" type="checkbox"/> P/W Intent	<input type="checkbox"/> Certified P/R	<input checked="" type="checkbox"/> Private	<input type="checkbox"/> Safety	<input type="checkbox"/> Base perperation by others	
<input checked="" type="checkbox"/> Affidivit	<input type="checkbox"/> Performance Bond	<input type="checkbox"/> Federal Wages	<input type="checkbox"/> Utilization		
<input type="checkbox"/> Certificate of Insurance	<input type="checkbox"/> Contract	<input type="checkbox"/> Mix Design	Sales Tax	No Special Schedule	

Intent Details:					
Standard Exclusions. These items are excluded unless checked.					
<input type="checkbox"/> Permit	<input type="checkbox"/> Soil Sterilization	<input type="checkbox"/> Planning or Grinding	<input type="checkbox"/> Police	<input checked="" type="checkbox"/> Traffic Control	
<input checked="" type="checkbox"/> Saw Cut	<input type="checkbox"/> Primecoat	<input type="checkbox"/> Grading	<input type="checkbox"/> Curb/Gutters	<input type="checkbox"/> Traffic Control Plan	
<input checked="" type="checkbox"/> Root Removal	<input type="checkbox"/> Street Sweeping	<input type="checkbox"/> Excavation	<input type="checkbox"/> SPCC	<input type="checkbox"/> SWPPP	
<input type="checkbox"/> Testing	<input type="checkbox"/> Pavement Markings	No Sealing	No Utility Adjustments	No Survey	

Terms and Conditions:	Net 30	Payment Notes: Credit/Debit cards are accepted with an additional 3% surcharge.
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* This proposal is valid for 30 days.

Authorized Signature: _____
 Print Name: _____ Joe Garrison
 Date: _____ 10/2/2023

By signing this proposal/contract, you understand and acknowledge the Bid Proposal Terms and Conditions attached to this document

Bid Proposal Terms and Conditions

1. AA Asphaltting, LLC's ("AA") Terms and Conditions are hereby incorporated with and into AA's Bid Proposal, and made a part thereof.
2. Acceptance of AA's Bid Proposal is limited to the express terms and conditions contained within this Bid Proposal and these incorporated Terms and Conditions. Any additional, supplemental, inconsistent, different or modified terms or conditions proposed in any confirmation, acceptance, acknowledgement, subcontract, prime contract or other document or instrument are hereby deemed to be material alterations to this Bid Proposal, and AA hereby formally objects to such terms, which shall be void and of no force or effect, and AA shall not be bound thereby.
3. The Bid Proposal expressly excludes the following unless otherwise specified in Proposal & Contract: sales tax, use tax, permits, trolleys, bonding, engineering, testing, shop drawings, overtime work, weekend work, plant opening fees, traffic control, hazardous materials handling and disposal, night work, rough grading, base prep, and pavement markings.
4. The Bid Proposal shall remain open for acceptance for 30 calendar days from the date of the Bid Proposal. If the Bid Proposal is not accepted within that initial 30 calendar day period, AA shall have the sole right to change and/or cancel the Bid Proposal.
5. The Bid Proposal is based on information made available to AA at the time of the Bid Proposal. To the extent new, additional and/or different information becomes available to AA subsequent to the Bid Proposal, AA shall be entitled to additional compensation and/or time extensions.
6. The Bid Proposal does not include any sum for changes in laws, taxes, tariffs or other similar charges that are not in full force and effect as of the date of this Bid Proposal. Any costs that may be incurred arising out of or related to changes in such laws, taxes, tariffs or similar charges, or the inability to procure materials, equipment and/or labor at the cost anticipated due to escalation or the need to make any similar changes shall entitle AA to additional compensation and time extensions.
7. AA does not agree to indemnify and defend any entity or person against all losses and/or potential losses and any indemnity and/or defense obligation of AA in any subsequent agreement shall be limited to losses related to bodily injury and property damage caused by AA's negligent actions. To the extent any greater or different indemnity obligation is required, AA shall be entitled to additional compensation.
8. Any insurance obligations for AA shall be limited to insurance coverages carried by AA in the ordinary course of business and specifically commercial general liability and automobile liability coverages with \$1,000,000 limits including blanket additional insured and waiver of subrogation endorsements. Any additional or different insurance coverages shall entitle AA to additional compensation.
9. AA shall not be liable under any circumstances for latent site conditions, hazardous materials, subgrade failures, and/or damage to or from hidden utilities, wires or other structures.
10. Payment in full shall be due within 30 days upon completion of the work. Credit cards and debit cards are accepted with an additional 3% Surcharge. AA does not agree to any contingent payment arrangement, including any pay-if-paid or pay-when-paid payment provisions, and any such provision shall be null and void.
11. If this account is in default and is assigned to a collection agency for collection, then the customer shall be liable for collection costs and fees including contingent collection fees charged by the collection agency in addition to principal, interest at the maximum legal rate and all other charges owing on the account.
12. To the extent AA fails to strictly comply with any notice and/or claim assertion obligations in any subsequent agreement, such failure shall not result in the waiver and/or forfeiture of any of AA's rights, including but not limited to AA's right to additional compensation and/or time extension(s).
13. These Terms and Conditions, the Bid Proposal and AA's work shall be governed by Washington law. To the extent any disputes arise in relation to the Bid Proposal work, such disputes shall be resolved by arbitration in Seattle, WA with Christopher Soelling serving as arbitrator. The prevailing party in any arbitration shall be entitled to an award of its attorney fees, expert fees and other arbitration costs.
14. If any provision of these Terms and Conditions or application theory is held invalid, such provision shall first be revised and amended to be enforceable in accordance with the fullest extent allowed by law, and where such revision is not possible, in the sole discretion of the arbitrator in accordance with Section 13, above, such provision shall be stricken, and the invalidity shall not affect the other provisions or applications of these Terms and Conditions which shall be given effect without the invalid provision or application thereof.

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

Consent Agenda
November 14, 2023

Updated ILA Joint Negotiations with WSDOT	Proposed Council Action: Approval with consent agenda
Presented by:	Mayor Katy Harris
Exhibits:	Interlocal Agreement for Joint Negotiation with WSDOT Regarding the Maintenance of SR 520 Facilities

Summary:

In 2016, the Yarrow Point Town Council approved the interlocal agreement with Medina, Clyde Hill, and Hunts Point for the purpose of joint discussions with WSDOT over the maintenance of the SR 520 facilities. The agreement was updated and approved by the Yarrow Point Town Council in June 2022.

The interlocal agreement has additional language added to Section 4 of the attached document – see yellow highlighted area. The added text is a joint defense agreement so all the parties can communicate and exchange documents while being covered by attorney/client privilege. This has been reviewed by the Medina City Attorney and our Town Attorney.

In addition to the updated ILA, The Mayor will sign an engagement letter with Counsel to jointly represent the Town in the negotiations with WSDOT. \$10,000 has been budgeted this year 2023, but we will not use any of these funds in 2023. We have also budgeted \$10,000 in 2024 for this endeavor. There is no hard timeline, but we hope to go to mediation in the first quarter of 2024.

Recommended Action:

Approve with the Consent Agenda.

**INTERLOCAL AGREEMENT
FOR
JOINT NEGOTIATION WITH WSDOT
REGARDING
THE MAINTENANCE OF SR 520 FACILITIES**

THIS INTERLOCAL AGREEMENT (“Agreement”) is entered into between the Town of Yarrow Point, the Town of Hunts Point, the City of Clyde Hill and the City of Medina, all political subdivisions of the State of Washington, collectively referred to herein as “the Cities”, to engage in and provide for the cooperative and joint negotiation of one or more maintenance agreements with the Washington State Department of Transportation (“WSDOT”) for the existing SR 520 facilities within the respective boundaries of the Cities and to define the Cities’ and WSDOT’s respective rights, obligations, costs and liabilities regarding this undertaking.

WHEREAS, the Cities share common concerns over the allocation of maintenance responsibilities for WSDOT’s SR520 facilities and share common objectives for the outcome of negotiations with WSDOT regarding written agreement(s) concerning the respective responsibilities of the Cities and of WSDOT for the long term maintenance of the SR520 facilities; and

WHEREAS, the Cities recognize the benefit of speaking as one voice in negotiations with WSDOT; and

WHEREAS, the Cities further desire to jointly share the expense of hiring a professional and skilled negotiator (“professional negotiator” to assist them in their negotiations with WSDOT.

NOW, THEREFORE,

FOR AND IN CONSIDERATION OF the terms and conditions specified below, the Cities agree as follows:

Section 1. Purpose. The purpose of this Agreement is to memorialize the agreement between the Cities to jointly negotiate with WSDOT over the allocation of responsibilities for maintenance of the SR 520 facilities. A list of the facilities at issue in the negotiations is attached hereto as Exhibit A.

Section 2. Joint Committee. The Cities shall each appoint a representative to a Committee that shall determine the Cities’ negotiation strategies and positions to be taken in the negotiations with WSDOT. Committee decisions on strategy and positions shall be made by majority vote of the membership of the Committee. The Committee shall determine by consensus or by majority vote its internal operating procedures. No vote on the foregoing matters shall take place without prior timely notice being given to all members of the Committee enabling prior review and consultation with their respective City.

Section 3. Hiring and Financing of Professional Negotiator. The Cities agree to equally share the fees and expenses of an agreed upon law firm and attorney to serve as the professional negotiator to negotiate on behalf of the Cities with WSDOT, to the maximum total amount of Forty Thousand Dollars (\$40,000) (\$10,000 maximum for each of the Cities). Joe Sabey, Mayor of the Town of Hunts Point, is authorized to sign the Engagement Letter on behalf of the Cities following their review and approval thereof. Each of the Cities shall be entitled to review the billings of the professional negotiator as received. Each of the Cities shall promptly pay its one-quarter share unless the Committee decides to delay payment or challenge the billing. The Committee shall determine with the professional negotiator whether the billings are split equally and invoiced separately to each of the Cities or invoiced in some other manner to the Cities.

Section 4. Negotiations with WSDOT. Unless otherwise determined by majority vote of the Committee in conference with the professional negotiator, the professional negotiator shall speak for the Cities in all negotiations with WSDOT. Each of the Cities may have its representative present during negotiations, but not for the purpose of speaking on behalf of the Cities or any one of them unless authorized by majority vote of the Committee. No City shall participate in separate negotiations with WSDOT on the issue of a maintenance agreement for the SR 520 facilities being negotiated by the Committee and its professional negotiator.

The Cities believe there is a mutuality of interest in their common defense in mediation and litigation that may arise out of negotiations with WSDOT relating to the SR520 facilities. In this regard, the Cities wish to continue to pursue their separate but common interests and avoid any suggestion of waiver of privileged communications. Accordingly, it is the Cities' intention and understanding that communications among the Cities, joint interviews of prospective witnesses and other sharing of information, whether written or verbal, are confidential and protected from disclosure to any third party by the clients' attorney-client privilege, the attorneys' work product privileges, and joint defense and common interest privileges. Such communications and/or exchanges of information in connection with the undersigned Cities' common defense efforts is not intended to waive any attorney-client, work product, joint defense, or common interest privileges otherwise available. The Cities consider such mutual sharing and disclosure of matters of common concern essential to the preparation of an effective defense by the clients with respect mediation or litigation, and essential to the effective representation by counsel of their clients. These mutual disclosures and exchanges of information, therefore, are protected by the "joint defense privilege" and "common interest privilege" recognized in cases such as *Sanders v. State*, 169 Wn.2d 827, 240 P.3d 120 (2010) and *In re United Mine Workers of America*, 159 F.R.D. 307 (D.D.C. 1994).

It is also understood and agreed that all memoranda of law, debriefing memoranda, factual summaries, digests, draft pleadings and affidavits, and other written materials which would otherwise be protected from disclosure to third parties on grounds of privilege, and which are or have been exchanged among the Cities or their counsel in connection with the SR520 facilities negotiations with WSDOT will remain confidential

and protected from disclosure to any third party by the attorney-client, attorney work product, joint defense and common interest privileges. None of the documents or other information shared among the Cities and their counsel shall be disclosed to third parties and shall be used only in connection with the defense of the Cities and not for any other purpose without the prior express written consent of the Cities that provided the protected material. Nothing in this Agreement shall obligate any of the Cities or their counsel to disclose or share any information or materials that they determine should not be disclosed, nor prevent any of the Cities from imposing additional conditions under which materials or information may be shared or disclosed. Notwithstanding the foregoing, nothing in this Agreement is intended to impair or limit any other agreement between or among the Cities with respect to access to books or records.

The Cities acknowledge that disclosure of any protected material in violation of this Agreement will cause irreparable harm to the Cities for which there is no adequate remedy at law. Each of the Cities acknowledges that immediate injunctive relief is an appropriate and necessary remedy for any violation or threatened violation of this Agreement.

If any person or entity that is not a party to this Agreement requests or demands, by subpoena or otherwise, any protected material that has been provided to one of the Cities by another of the Cities, the City that has received the request shall immediately notify the supplying City. Each City shall take all reasonable steps necessary to preserve all applicable rights and privileges with respect to such protected material and shall cooperate fully with the other Cities in any proceeding relating to the disclosure of such protected materials. This Agreement shall continue in effect notwithstanding any conclusion or resolution as to any City. The Cities understand and agree that they will continue to be bound by this Agreement following any such conclusion or resolution.

Any waiver in any particular instance of the rights and limitations contained herein shall not be deemed, and is not intended to be, a general waiver of any rights or limitations contained herein and shall not operate as a waiver beyond the particular instance. All Cities will exercise their utmost good faith and diligence, and cooperate with each other, in carrying out the provisions of this Agreement.

Section 5. Duration. This Agreement when executed by all Parties shall be effective for the duration of the negotiations with WSDOT or the exhaustion of the \$40,000 maximum financial commitment, whichever event is the earliest to occur, unless earlier terminated as provided for herein.

Section 6. Early Termination or Withdrawal. This Agreement may be earlier terminated by unanimous vote of the Committee representatives at any time. However, each member city or town retains the right to unilaterally withdraw from this Agreement at any time, provided that the withdrawing city or town shall pay its one-quarter share of any legal fees and expenses incurred and invoiced under this Agreement prior to its withdrawal.

Section 7. Ownership of Property. The Committee shall acquire no assets or property.

Section 8. Waiver. Waiver by any Party of the right to strict performance of any provision of this Agreement or any breach thereof shall not constitute a waiver of any other provision or breach.

Section 9. Entire Agreement. This Agreement constitutes the entire agreement and understanding between the Cities concerning the subject matter herein and shall supersede all prior agreements, oral or otherwise. No modification or amendment of this Agreement shall be valid or effective unless evidenced by a writing signed by the participating Cities.

Section 10. Signatures. This Agreement may be signed by separate signature pages for each signor and by scanned signature attached hereto and together shall comprise one and the same Agreement.

Section 11. Filing. A copy of this Agreement shall be filed with the Office of the King County Records and Elections [and]or shall be posted on the Cities' websites in accordance with RCW 39.34.040.

IN WITNESS WHEREOF, the Cities have executed this Agreement on this 14th day of November, 2023.

CITY OF CLYDE HILL

By: _____
Marianne Klaas, Mayor

CITY OF CLYDE HILL CONTACT

Dean Rohla, City Administrator
9605 NE 24th Street
Clyde Hill, WA 98004
T: 425.453.7800
F: 425.462.1936

CITY OF MEDINA

By: _____
Stephen R. Burns, Interim City Manager

CITY OF MEDINA CONTACT

Stephen R. Burns, Interim City Manager
501 Evergreen Point Road, PO Box 144
Medina, WA 98039
T: 425.233.6400
F: 425.451.8197

ATTEST/AUTHENTICATED

By: _____
Dean Rohla, City Clerk
City of Clyde Hill

APPROVED AS TO FORM

By: _____
Tom Brubaker, City Attorney

ATTEST/AUTHENTICATED

By: _____
Aimee Kellerman, City Clerk
City of Medina

APPROVED AS TO FORM

By: _____
Scott Missall, City Attorney

City of Clyde Hill

TOWN OF HUNTS POINT

By: _____
Joe Sabey, Mayor

TOWN OF HUNTS POINT CONTACT

Sue Ann Spens, Clerk/Treasurer
3000 Hunts Point Road
Hunts Point, WA 98004
(425)455-1834

ATTEST/AUTHENTICATED

By: _____
Sue Ann Spens, Clerk/Treasurer
Town of Hunts Point

APPROVED AS TO FORM

By: _____
David Linehan, Town Attorney

City of Medina

TOWN OF YARROW POINT

By: _____
Katy Harris, Mayor

TOWN OF YARROW POINT CONTACT

Katy Harris, Mayor
4030 95th Ave NE
Yarrow Point, WA 98004
(425)786-6099

ATTEST/AUTHENTICATED

By: _____
_____, City Clerk
Town of Yarrow Point

APPROVED AS TO FORM

By: _____
Scott Missall_____, City Attorney

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

Consent Agenda
November 14, 2023

Flock Camera Maintenance Agreement	Proposed Council Action: Approval of 5-year contract
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Presented by:	Mayor Harris
Exhibits:	Flock 5-year contract

Summary:

For consideration is a five-year contract for our five Flock cameras. The contract is for \$12,500 annually, or \$2,500 per camera. We are currently paying \$2,500 per camera, and this locks us in at this same price for the next five years.

Recommended Action:

Approval as part of the consent agenda.

**Flock Safety + WA - Town Of Yarrow
Point**

Flock Group Inc.
1170 Howell Mill Rd, Suite 210
Atlanta, GA 30318

MAIN CONTACT:
Ashlee Adeli
Ashlee.Adeli@flocksafety.com
470-508-5771

Company Overview

At Flock Safety, technology unites law enforcement and the communities they serve to eliminate crime and shape a safer future, together. We created the first public safety operating system to enable neighborhoods, schools, businesses, and law enforcement to work together to collect visual, audio, and situational evidence across an entire city to solve and prevent crime.

Our connected platform, comprised of License Plate Recognition (LPR), live video, audio detection, and a suite of integrations (AVL, CAD & more), alerts law enforcement when an incident occurs and turns unbiased data into objective answers that increase case clearance, maximize resources, and reduce crime -- all without compromising transparency or human privacy.

Join thousands of agencies reducing crime with Flock Safety's public safety operating system

2000+	120	1B+	<60%*
communities with private-public partnerships	incident alerts / minute	1B+ vehicles detected / month	<60% local crime reduction in Flock cities

*According to a 2019 study conducted by Cobb County Police Department

Introduction

Layer Intelligence to Solve More Crime

The pathway to a safer future looks different for every community. As such, this proposal presents a combination of products that specifically addresses your public safety needs, geographical layout, sworn officer count, and budget. These components make up your custom public safety operating system, a connected device network and software platform designed to transform real-time data into a panoramic view of your jurisdiction and help you zero in on the leads that solve more cases, prevent future crimes, and foster trust in the communities you serve.

Software Platform

Flock Safety's out-of-box software platform collects and makes sense of visual, audio, and situational evidence across your entire network of devices.

Out-of-Box Software Features	
Simplified Search	<p>Get a complete view of all activity tied to one vehicle in your network of privately and publicly owned cameras. The user-friendly search experience allows officers to filter hours of footage in seconds based on time, location, and detailed vehicle criteria using patented Vehicle Fingerprint™ technology. Search filters include:</p> <ul style="list-style-type: none"> ● Vehicle make ● Body type ● Color ● License plates <ul style="list-style-type: none"> ○ Partial tags ○ Missing tags ○ Temporary tags ○ State recognition ● Decals ● Bumper stickers ● Back racks ● Top racks
National and Local Sharing	<p>Access 1B+ additional plate reads each month without purchasing more cameras. Solve cross-jurisdiction crimes by opting into Flock Safety's sharing networks, including one-to-one, national, and statewide search networks. Users can also receive alerts from several external LPR databases:</p> <p style="text-align: center;"> <i>California SVS</i> <i>FDLE</i> <i>FL Expired Licenses</i> <i>FL Expired Tags</i> <i>FL Sanctioned Drivers</i> <i>FL Sex Offenders</i> <i>Georgia DOR</i> <i>IL SOS</i> <i>Illinois Leads</i> <i>NCIC</i> <i>NCMEC Amber Alert</i> <i>REJIS</i> <i>CCIC</i> <i>FBI</i> </p>
Real-time Alerts	Receive SMS, email, and in-app notifications for custom Hot Lists, NCIC wanted lists, AMBER alerts, Silver alerts, Vehicle Fingerprint matches, and more.
Interactive ESRI Map	View your AVL, CAD, traffic, and LPR alerts alongside live on-scene video from a single interactive map for a birdseye view of activity in your jurisdiction.
Vehicle Location Analysis	Visualize sequential Hot List alerts and the direction of travel to guide officers to find suspect vehicles faster.

Out-of-Box Software Features (Continued)	
Transparency Portal	Establish community trust with a public-facing dashboard that shares policies, usage, and public safety outcomes related to your policing technology.
Insights Dashboard	Access at-a-glance reporting to easily prove ROI, discover crime and traffic patterns and prioritize changes to your public safety strategy by using data to determine the most significant impact.
Native MDT Application	Download FlockOS to your MDTs to ensure officers never miss a Hot List alert while out on patrol.
Hot List Attachments	Attach relevant information to Custom Hot List alerts. Give simple, digestible context to Dispatchers and Patrol Officers responding to Hot List alerts so they can act confidently and drive better outcomes. When you create a custom Hot List Alert, add case notes, photos, reports, and other relevant case information.
Single Sign On (SSO)	Increase your login speed and information security with Okta or Azure Single Sign On (SSO). Quickly access critical information you need to do your job by eliminating the need for password resets and steps in the log-in process.

License Plate Recognition

The Flock Safety Falcon® LPR camera uses Vehicle Fingerprint™ technology to transform hours of footage into actionable evidence, even when a license plate isn't visible, and sends Hot List alerts to law enforcement users when a suspect vehicle is detected. The Falcon has fixed and location-flexible deployment options with 30% more accurate reads than leading LPR.*

*Results from the 2019 side-by-side comparison test conducted by LA County Sheriff's Department

Flock Safety Falcon® LPR Camera	Flock Safety Falcon® Flex	Flock Safety Falcon® LR
<p>Fixed, infrastructure-free LPR camera designed for permanent placement.</p> <ul style="list-style-type: none"> √ 1 Standard LPR Camera √ Unlimited LTE data service + Flock OS platform licenses √ 1 DOT breakaway pole √ Dual solar panels √ Permitting, installation, and ongoing maintenance 	<p>Location-flexible LPR camera designed for fast, easy self-installation, which is ideal for your ever-changing investigative needs.</p> <ul style="list-style-type: none"> √ 1 LPR Camera √ Unlimited LTE data service + software licenses √ 1 portable mount with varying-sized band clamps √ 1 Charger for internal battery √ 1 hardshell carrying case 	<p>Long-range, high-speed LPR camera that captures license plates and Vehicle Fingerprint data for increasing investigative leads on high-volume roadways like highways and interstates.</p> <ul style="list-style-type: none"> √ 1 Long-Range LPR Camera √ Computing device in protective poly case √ AC Power √ Permitting, installation, and ongoing maintenance

Your Flock Safety Team	
<p>Flock Safety is more than a technology vendor; we are a partner in your mission to build a safer future. We work with thousands of law enforcement agencies across the US to build stronger, safer communities that celebrate the hard work of those who serve and protect. We don't disappear after contracts are signed; we pride ourselves on becoming an extension of your hard-working team as part of our subscription service.</p>	
Implementation	<p>Meet with a Solutions Consultant (former LEO) to build a deployment plan based on your needs. Our Permitting Team and Installation Technicians will work to get your device network approved, installed, and activated.</p>
User Training + Support	<p>Your designated Customer Success Manager will help train your power users and ensure you maximize the platform, while our customer support team will assist with needs as they arise.</p>
Maintenance	<p>We proactively monitor the health of your device network. If we detect that a device is offline, a full-time technician will service your device for no extra charge.</p> <p><i>Note: Ongoing maintenance does not apply to Falcon Flex devices.</i></p>
Public Relations	<p>Government Affairs</p> <p>Get support educating your stakeholders, including city councils and other governing bodies.</p> <p>Media Relations</p> <p>Share crimes solved in the local media with the help of our Public Relations team.</p>



EXHIBIT A
ORDER FORM

Customer: WA - Town Of Yarrow Point
 Legal Entity Name: WA - Town Of Yarrow Point
 Accounts Payable Email: clerk-treasurer@yarrowpointwa.gov
 Address: 4030 95th Ave Ne Bellevue, Washington 98004

Initial Term: 60 Months
 Renewal Term: 24 Months
 Payment Terms: Net 30
 Billing Frequency: Annual Plan - First Year Invoiced at Signing.
 Retention Period: 30 Days

Hardware and Software Products
 Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
Flock Safety Platform			\$12,500.00
Flock Safety Flock OS			
FlockOS™	Included	1	Included
Flock Safety LPR Products			
Flock Safety Falcon®	Included	5	Included

Professional Services and One Time Purchases

Item	Cost	Quantity	Total
One Time Fees			

Subtotal Year 1:	\$12,500.00
Annual Recurring Subtotal:	\$12,500.00
Discounts:	\$12,500.00
Estimated Tax:	\$6,312.50
Contract Total:	\$62,500.00

Billing Schedule

Billing Schedule	Amount (USD)
Year 1	
At Contract Signing	\$12,500.00
Annual Recurring after Year 1	\$12,500.00
Contract Total	\$62,500.00

*Tax not included

Discounts

Discounts Applied	Amount (USD)
Flock Safety Platform	\$12,500.00
Flock Safety Add-ons	\$0.00
Flock Safety Professional Services	\$0.00

Product and Services Description

Flock Safety Platform Items	Product Description	Terms
Flock Safety Falcon ®	An infrastructure-free license plate reader camera that utilizes Vehicle Fingerprint® technology to capture vehicular attributes.	The Term shall commence upon first installation and validation of Flock Hardware.

One-Time Fees	Service Description
Installation on existing infrastructure	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.
Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Professional Services - Advanced Implementation Fee	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.

FlockOS Features & Description

Package: Essentials

FlockOS Features	Description
Community Cameras (Full Access)	Access to all privately owned Flock devices within your jurisdiction that have been shared with you.
Unlimited Users	Unlimited users for FlockOS
State Network (LP Lookup Only)	Allows agencies to look up license plates on all cameras opted in to the statewide Flock network.
Nationwide Network (LP Lookup Only)	Allows agencies to look up license plates on all cameras opted in to the nationwide Flock network.
Direct Share - Surrounding Jurisdiction (Full Access)	Access to all Flock devices owned by law enforcement that have been directly shared with you. Have ability to search by vehicle fingerprint, receive hot list alerts, and view devices on the map.
Time & Location Based Search	Search full, partial, and temporary plates by time at particular device locations
License Plate Lookup	Look up specific license plate location history captured on Flock devices
Vehicle Fingerprint Search	Search footage using Vehicle Fingerprint™ technology. Access vehicle type, make, color, license plate state, missing / covered plates, and other unique features like bumper stickers, decals, and roof racks.
Flock Insights/Analytics page	Reporting tool to help administrators manage their LPR program with device performance data, user and network audits, plate read reports, hot list alert reports, event logs, and outcome reports.
ESRI Based Map Interface	Flock Safety's maps are powered by ESRI, which offers the ability for 3D visualization, viewing of floor plans, and layering of external GIS data, such as City infrastructure (i.e., public facilities, transit systems, utilities), Boundary mapping (i.e., precincts, county lines, beat maps), and Interior floor plans (i.e., hospitals, corporate campuses, universities)
Real-Time NCIC Alerts on Flock ALPR Cameras	Alert sent when a vehicle entered into the NCIC crime database passes by a Flock camera
Unlimited Custom Hot Lists	Ability to add a suspect's license plate to a custom list and get alerted when it passes by a Flock camera

By executing this Order Form, Customer represents and warrants that it has read and agrees all of the terms and conditions contained in the Terms of Service located at <https://www.flocksafety.com/terms-and-conditions>

The Parties have executed this Agreement as of the dates set forth below.

FLOCK GROUP, INC.

Customer: WA - Town Of Yarrow Point

By: _____

By: _____

Name: Mark Smith

Name: Katy Kinney Harris

Title: _____

Title: _____

Date: _____

Date: _____

PO Number: _____

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

9.1

November 14, 2023

Mayor COLA	Proposed Council Action: Ratify Mayor COLA
Presented by:	Mayor Harris
Exhibits:	

Summary:

Councilmember Smith and Councilmember Valaas questioned whether the Mayor’s COLA had been appropriately approved for the 2023 year.

Mayor Harris sent an email November 5th regarding the Mayor COLA for 2023. Staff understood the Mayor would receive COLA along with the rest of the Town Staff, rolled up in the budget cycle at the end of each year. The Mayor received a COLA in 2023. The budget for 2024 has a COLA included as well.

Should the Mayor COLA be rolled up in the budget cycle every year along with the other staff’s COLA, if any?

Should the Mayor NOT receive a COLA?

Clear Council direction is needed.

Recommended Action:

Ratify Mayor COLA for 2023. It was already approved in the 2023 Budget Ordinance. Ratify future COLA adjustments at the same time that FTE Staff receive their COLA, if any, during the budget cycle. It will be approved by Ordinance when the annual budget is approved.

Make a motion to include the Mayor in Staff COLA, rolled up in the same budget cycle as staff on an annual basis.

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

9.2
November 14, 2023

Public Hearing on 2024 Final Budget	Proposed Council Action: Hear comments and discuss Adopt Ordinance No 740
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Presented by:	Mayor Katy Harris
Exhibits:	2024 Final Budget by Fund (to show sub-funds of General Fund) Ordinance No.740 adopting the 2024 budget, including Appendix A.

Summary:

A public hearing is required to give citizens an opportunity to be heard with reference to the 2024 final budget. Publication and posting of the public hearing have been done in compliance with state law.

Please note that Fund 023 Wetherill, and Fund 040 Parks and Open Space, are sub-funds of the General Fund. The Town can only have one General Fund, so the revenues and expenditures of these sub-funds are rolled up and are included in the revenue and expenditures of Fund 001 General Fund in the adoption of the final budget.

Recommended Action:

1. Hold a Public Hearing on the 2024 Final Budget
2. ADOPT ORDINANCE NO.740: AN ORDINANCE OF THE TOWN OF YARROW POINT, WASHINGTON ADOPTING THE BUDGET FOR FISCAL YEAR 2024 AND SETTING FORTH IN SUMMARY FORM THE TOTAL OF ESTIMATED REVENUES AND EXPENDITURES FOR EACH SEPARATE FUND AND THE AGGREGATE TOTALS FOR ALL SUCH FUNDS COMBINED; AND ESTABLISHING AN EFFECTIVE DATE.

PROPOSED FINAL 2024 BUDGET

Account Number	Account Title	2020 Actual	2021 Actual	AMENDED 2022 Budget	Actual 2022	2023 Final Budget	2023 YTD - through October	2024 Proposed Budget	% Change '23 to '24	Comments
GENERAL FUND #001										
001-3089100	BEGINNING FUND BALANCE				\$ 1,958,455		\$ 2,226,713	\$ 2,218,566		
REVENUES										
001-311-10-00	PROPERTY TAX	\$ 619,831	\$ 638,511	\$ 630,000	\$ 646,528	\$ 639,000	\$ 565,700	\$ 647,000	1.25%	Per KC estimate of 9/28/23
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	\$ 274,578	\$ 300,000	0.00%	Monthly
001-313-27-00	AFFORDABLE & SUP HOUSING				\$ 354		\$ 2,371	\$ 2,500		Will be forwarded to ARCH
001-313-71-00	LOCAL CRIMINAL JUSTICE	\$ 29,957	\$ 34,369	\$ 30,000	\$ 40,219	\$ 35,000	\$ 34,170	\$ 35,000	0.00%	Monthly
001-316-41-00	PRIVATE UTILITY TAX - ELECTRIC	\$ 55,408	\$ 58,369	\$ 55,000	\$ 60,152	\$ 58,000	\$ 65,962	\$ 60,000	3.45%	Quarterly
001-316-43-00	PRIVATE UTILITY TAX - NATL GAS	\$ 35,998	\$ 36,915	\$ 45,000	\$ 42,680	\$ 42,500	\$ 47,899	\$ 45,000	5.88%	Quarterly
001-316-45-00	PRIVATE UTILITY TAX - GARBAGE	\$ 13,107	\$ 13,568	\$ 12,000	\$ 14,608	\$ 14,500	\$ 14,762	\$ 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	\$ 32,351	\$ 40,000	-9.09%	Monthly
001-321-91-00	FRANCHISE FEE - SEWER & WATER	\$ 43,458	\$ 48,142	\$ 45,000	\$ 46,858	\$ 48,000	\$ 51,958	\$ 48,000	0.00%	Quarterly
001-321-91-10	FRANCHISE FEE - CATV	\$ 23,527	\$ 26,146	\$ 25,000	\$ 23,540	\$ 23,500	\$ 23,594	\$ 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	\$ 1,000	\$ 1,000	0.00%	
001-336-06-25	MVET - CRIM JUSTICE - DCD #4	\$ 2,002	\$ 2,114	\$ 1,200	\$ 2,309	\$ 2,000	\$ 2,395	\$ 2,300	15.00%	
001-336-06-26	CRIM JUSTICE - SPECIAL PROGRAMS	\$ 1,166	\$ 1,234	\$ 1,200	\$ 1,371	\$ 1,400	\$ 1,436	\$ 1,400	0.00%	
001-336-06-42	MARIJUANA EXCISE TAX	\$ 1,190	\$ 1,354	\$ 1,000	\$ 1,822	\$ 1,000	\$ 1,322	\$ 1,300	30.00%	
001-336-06-51	MVET - CRIM JUSTICE - DUI	\$ 151	\$ 173	\$ 200	\$ 129	\$ 150	\$ 78	\$ 70	-53.33%	
001-336-06-94	LIQUOR EXCISE TAX	\$ 5,176	\$ 7,385	\$ 6,500	\$ 7,954	\$ 7,700	\$ 7,888	\$ 8,000	3.90%	Quarterly
001-336-06-95	LIQUOR BOARD PROFITS	\$ 9,728	\$ 8,138	\$ 8,024	\$ 8,725	\$ 8,500	\$ 6,451	\$ 8,500	0.00%	Quarterly
001-353-10-00	LOCAL INFRACTION REFUND	\$ -	\$ 579	\$ 500	\$ 1,376	\$ 500	\$ 1,124	\$ 1,000	100.00%	
001-354-00-00	PARKING INFRACTION PENALTIES		\$ 1,300	\$ 1,000	\$ 1,775	\$ 1,000	\$ 345	\$ 500	-50.00%	
001-361-10-00	INVESTMENT INTEREST	\$ 8,769	\$ 1,863	\$ 1,000	\$ 32,944	\$ 38,000	\$ 87,273	\$ 45,000	18.42%	Monthly
001-361-40-00	SALES INTEREST	\$ 376	\$ 204	\$ 100	\$ 377	\$ 100	\$ 831	\$ 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	\$ -	\$ 1,392	\$ 5,000		Used Town Truck
001-398-10-00	INSURANCE RECOVERIES	\$ 7,422			\$ -	\$ -	\$ -	\$ -		
	Subtotal Before Transfers	\$ 1,273,476	\$ 1,542,353	\$ 1,462,495	\$ 1,674,084	\$ 1,336,950	\$ 1,303,901	\$ 1,361,870	1.86%	
001-397-00-00	OPERATING TRANSFERS - IN			\$ -	\$ -	\$ -	\$ -	\$ -		
	Total Revenues	\$ 1,273,476	\$ 1,542,353	\$ 1,462,495	\$ 1,674,084	\$ 1,336,950	\$ 1,303,901	\$ 1,361,870	1.86%	
EXPENDITURES										
001-511-30-41	PUBLICATIONS (ORD, NOTICES)	\$ 1,059	\$ 3,378	\$ 3,550	\$ 4,200	\$ 4,000	\$ 3,877	\$ 4,500	12.50%	
001-511-60-41	DUES AND FEES	\$ 3,211	\$ 3,917	\$ 5,000	\$ 4,805	\$ 5,000	\$ 4,561	\$ 5,000	0.00%	
001-512-52-41	COURT COSTS - MUNI & DIST	\$ 1,389	\$ 1,309	\$ 2,650	\$ 2,485	\$ 1,500	\$ 2,214	\$ 1,500	0.00%	
001-513-10-10	STIPEND - MAYOR	\$ 33,000	\$ 33,000	\$ 35,000	\$ 34,960	\$ 38,520	\$ 32,101	\$ 40,448	5.01%	
001-513-10-21	PAYROLL TAXES - MAYOR	\$ 3,163	\$ 3,182	\$ 3,300	\$ 2,930	\$ 3,800	\$ 2,707	\$ 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	\$ 108,754	\$ 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	\$ 9,778	\$ 12,707	13.96%	
001-514-20-22	BENEFITS	\$ 11,526	\$ 11,807	\$ 12,600	\$ 12,453	\$ 12,969	\$ 10,810	\$ 14,100	8.72%	
001-514-20-23	RETIREMENT	\$ 12,519	\$ 11,713	\$ 13,400	\$ 11,873	\$ 12,964	\$ 10,909	\$ 13,455	3.79%	
001-514-20-41	ACCOUNTING & AUDIT SERVICES	\$ 4,127	\$ 24,386	\$ 3,500	\$ 3,251	\$ 30,000	\$ 500	\$ 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	\$ 53,166	\$ 125,000	-10.71%	Adjusted from 150,000
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	\$ 1,255	\$ 4,000	14.29%	
001-518-10-44	EMPLOYEE TRAINING	\$ 1,460	\$ 2,425	\$ 3,000	\$ 2,964	\$ 3,500	\$ 1,681	\$ 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	\$ 1,001	\$ 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	\$ 32,324	\$ 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	\$ 14,825	\$ 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	\$ 2,624	\$ 6,000	0.00%	

PROPOSED FINAL 2024 BUDGET

Account Number	Account Title	2020 Actual	2021 Actual	AMENDED 2022 Budget	Actual 2022	2023 Final Budget	2023 YTD - through October	2024 Proposed Budget	% Change '23 to '24	Comments
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	\$ 21,640	\$ 25,000	13.64%	ISOutsourc 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	\$ 485,404	\$ 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	\$ 2,989	\$ 20,000	-20.00%	
001-522-10-44	FIRE PROTECTION - LEOFF		\$ 6,183	\$ 6,000	\$ 6,108	\$ 6,521	\$ 6,521	\$ 6,550	0.44%	
001-522-20-40	FIRE SUPPRESSION	\$ 244,390	\$ 245,245	\$ 233,943	\$ 233,943	\$ 279,731	\$ 279,731	\$ 319,410	14.18%	
001-522-20-41	BELLEVUE FIRE CARES			\$ 2,500	\$ 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	\$ 13,763	12.35%	5 year contract + tax Was 12,500
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
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	\$ 250	\$ 400	-20.00%	
001-573-90-31	COMMUNITY PROGRAMS	\$ 12,014	\$ 4,454	\$ 6,800	\$ 6,232	\$ 5,000	\$ 4,356	\$ 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.
	Subtotal before transfers	\$ 1,048,670	\$ 1,121,600	\$ 1,257,129	\$ 1,247,955	\$ 1,422,971	\$ 1,189,603	\$ 1,479,265	3.96%	
001-597-00-00	OPERATING TRANSFERS - OUT		\$ 160,371	\$ 157,871	\$ 157,871	\$ 55,000	\$ 122,445	\$ 665,000	1109.09%	\$120,000 to Fund 040; \$545,000 to Fund 101 for T1 and T2.
	Total Expenditures	\$ 1,048,670	\$ 1,281,971	\$ 1,415,000	\$ 1,405,826	\$ 1,477,971	\$ 1,312,048	\$ 2,144,265	45.08%	
001-5089100	PROJECTED ENDING FUND BALANCE	\$ 224,806	#VALUE!		\$ 2,226,713		\$ 2,218,566	\$ 1,436,171		
WETHERILL NATURE PRESERVE FUND #023										
023-3089100	BEGINNING BALANCE	\$ 41,177	\$ 54,686		\$ 67,998		\$ 65,785	\$ 72,962		
REVENUES										
023-337-00-00	PUBLIC DONATIONS - WNP	\$ 11,000	\$ 10,000	\$ 10,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	0.00%	
023-337-00-10	PUBLIC DONATIONS - PROJECT				\$ -					
023-337-00-40	KC GRANT				\$ 3,312		\$ -	\$ -		Prelim had 40,000 here - but didn't receive grant.
023-361-10-00	INVESTMENT INTEREST	\$ 248	\$ 54	\$ 100	\$ 1,175	\$ 900	\$ 2,761	\$ 2,000	122.22%	
023-367-00-00	PRIVATE DONATIONS - WETHERILL	\$ 17,702	\$ 20,579	\$ 10,000	\$ 24,370	\$ 12,500	\$ 6,132	\$ 55,000	340.00%	Per Bruce Jones - they will do special donation campaign to cover 40,000 that was grant app.
023-367-00-10	PRIVATE DONATIONS - PROJECTS	\$ -	\$ 550	\$ 25,000	\$ -					
023-397-00-00	TRANSFERS IN		\$ -	\$ 100	\$ 771	\$ 900	\$ -	\$ 1,300	44.44%	interest from 701 Endowment fund
	Total Revenues	\$ 28,950	\$ 31,184	\$ 45,200	\$ 44,628	\$ 34,300	\$ 28,893	\$ 78,300	128.28%	
EXPENDITURES										
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	\$ 21,716	\$ 26,000	-13.33%	Earthcorps, services, other maint.
023-576-90-42	PROJECT EXPENSES		\$ -	\$ 25,000	\$ 18,527	\$ 10,000	\$ -	\$ 65,000	550.00%	Trail restoration, storm drain through Preserve
023-597-00-00	TRANSFERS OUT		\$ -	\$ -	\$ -					
	Total Expenditures	\$ 15,441	\$ 17,872	\$ 47,500	\$ 46,841	\$ 42,500	\$ 21,716	\$ 93,500	120.00%	
012-5089100	PROJECTED ENDING FUND BALANCE	\$ 54,686	\$ 67,998		\$ 65,785		\$ 72,962	\$ 57,762		
PUBLIC PARKS AND OPEN SPACE FUND #040										
040-3089100	BEGINNING BALANCE	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 42,684		In 2023 - From 001 - With begin fund balance \$67,445 + \$55,000
REVENUES										
040-311-11-00	KING COUNTY PARKS LEVY					\$ 33,000	\$ 29,539	\$ 35,000	6.06%	New levy 2020-2025 - \$25,000 min.+pop & AV calculation
040-361-10-00	INVESTMENT INTEREST					\$ 500	\$ 4,159	\$ 500	0.00%	
040-397-00-00	TRANSFERS IN					\$ 55,000	\$ 122,445	\$ 120,000	118.18%	Transfer in from 001 to cover expenses.
	Total Revenues					\$ 88,500	\$ 156,143	\$ 155,500	75.71%	
EXPENDITURES										
040-576-80-31	OPEN SPACES - MAINTENANCE					\$ 10,000	\$ 4,049	\$ 10,000	0.00%	Road End Beach hand rail maintenance and (2) dock sections
040-576-80-40	GEN. PARKS - MORNINGSIDE MAINTENANCE					\$ 5,000	\$ 5,459	\$ 7,200	44.00%	
040-594-76-63	COMMUNITY PROJECTS CONSTRUCTION					\$ 75,000	\$ 28,409	\$ 30,000	-60.00%	Sport Court in 2023.
040-594-76-64	OPEN SPACES - CONSTRUCTION PROJECTS					\$ 50,000	\$ 72,791	\$ 150,000	200.00%	Sally's Alley Was 100,000 in prelliminary
040-594-76-65	ROADSIDE LANDSCAPING PROJECTS					\$ 5,000	\$ 2,753	\$ -	-100.00%	\$25,000 taken out at direction of Council at Oct meeting. Park Comm and some residents
	Total Expenditures					\$ 145,000	\$ 113,459	\$ 197,200	36.00%	are requesting that the \$25,000 be put back in the final budget.

PROPOSED FINAL 2024 BUDGET

Account Number	Account Title	2020 Actual	2021 Actual	AMENDED 2022 Budget	Actual 2022	2023 Final Budget	2023 YTD - through October	2024 Proposed Budget	% Change '23 to '24	Comments
040-5089100	PROJECTED ENDING FUND BALANCE				\$ 67,445		\$ 42,684	\$ 984		
STREET FUND #101										
101-3085100	BEGINNING BALANCE	\$ 471,971	\$ 408,095		\$ 288,342		\$ 474,540	\$ 499,400		
REVENUES										
101-322-40-00	HEAVY VEHICLE FEE	\$ 62,840	\$ 138,806	\$ 100,000	\$ 87,994	\$ 90,000	\$ 51,643	\$ 70,000	-22.22%	
101-336-00-71	MULTIMODAL TRANS. CTY	\$ 1,418	\$ 1,413	\$ 1,000	\$ 1,482	\$ 1,400	\$ 1,096	\$ 1,400	0.00%	
101-336-00-87	STREET FUEL TAX	\$ 19,157	\$ 20,099	\$ 18,695	\$ 21,120	\$ 21,500	\$ 17,299	\$ 19,000	-11.63%	
101-361-10-00	INVESTMENT INTEREST	\$ 2,760	\$ 398	\$ 500	\$ 8,411	\$ 8,500	\$ 22,007	\$ 10,000	17.65%	
101-382-10-00	STREET DAMAGE DEPOSIT	\$ 37,500	\$ 56,250	\$ 30,000	\$ 37,530	\$ 18,750	\$ 15,000	\$ 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
	Subtotal before transfers	\$ 123,875	\$ 216,966	\$ 150,195	\$ 156,537	\$ 140,150	\$ 107,044	\$ 120,400	-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
	Total Revenues	\$ 143,875	\$ 216,966	\$ 430,195	\$ 436,537	\$ 380,150	\$ 347,044	\$ 665,400	75.04%	
EXPENDITURES										
101-542-30-48	STREET MAINTENANCE	\$ 57,481	\$ -	\$ 10,000	\$ 10,122	\$ 10,000	\$ 6,098	\$ 15,000	50.00%	
101-542-63-47	STREET LIGHTS	\$ 8,686	\$ 8,939	\$ 9,000	\$ 9,231	\$ 10,000	\$ 13,775	\$ 10,000	0.00%	
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	\$ 5,687	\$ 8,000	23.08%	
101-542-70-32	ROW MAINT - FUEL	\$ 1,102	\$ 1,488	\$ 1,500	\$ 1,895	\$ 2,500	\$ 1,808	\$ 2,500	0.00%	
101-542-70-35	ROW MAINT - EQUIPMENT	\$ 277	\$ 307	\$ 1,500	\$ 906	\$ 2,500	\$ 1,541	\$ 4,500	80.00%	
101-542-70-41	ROW MAINT - CONTRACT SVCS	\$ 25,455	\$ 20,052	\$ 5,000	\$ 16,931	\$ 20,000	\$ 36,245	\$ 25,000	25.00%	
101-543-30-10	SALARY - PUBLIC WORKS DEPT	\$ 52,066	\$ 51,523	\$ 53,650	\$ 58,840	\$ 58,793	\$ 51,502	\$ 62,030	5.51%	70% of Istvan
101-543-30-21	PAYROLL TAXES - PW	\$ 6,044	\$ 5,700	\$ 4,830	\$ 6,289	\$ 6,680	\$ 5,632	\$ 6,823	2.14%	
101-543-30-22	BENEFITS - PW	\$ 7,076	\$ 7,187	\$ 7,700	\$ 7,580	\$ 7,894	\$ 6,580	\$ 8,572	8.59%	
101-543-30-23	RETIREMENT - PW	\$ 6,715	\$ 5,968	\$ 6,780	\$ 6,059	\$ 6,109	\$ 5,157	\$ 5,912	-3.22%	
101-543-31-10	SALARY - PART TIME PUBLIC WORKS					\$ 8,000	\$ 10,993	\$ 12,000	50.00%	
101-543-31-21	PAYROLL TAXES - PART TIME PUBLIC WORKS					\$ 1,200	\$ 1,253	\$ 1,350	12.50%	
101-544-20-41	ENGINEERING SERVICES - GENERAL		\$ 3,529	\$ 16,000	\$ 1,813	\$ 10,000	\$ 8,218	\$ 13,000	30.00%	Up from 10,000 per Stacia request.
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	\$ 81,188	\$ 15,000	-80.00%	Snow plow
101-595-30-60	ROADWAY RESTORATION					\$ 32,000	\$ 49,482	\$ 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	\$ 1,145	\$ 500,000	138.10%	T-1 (94th from 92nd-40th - Road Reconstruction after Stormwater and UGC
	Total Expenditures	\$ 207,751	\$ 336,719	\$ 444,960	\$ 250,339	\$ 490,926	\$ 322,184	\$ 760,087	54.83%	
101-5085100	PROJECTED ENDING FUND BALANCE	\$ 408,095	\$ 288,342		\$ 474,540		\$ 499,400	\$ 404,713		
COMMUNITY DEVELOPMENT FUND #104										
104-3085100	BEGINNING BALANCE	\$ 357,942	\$ 370,775		\$ 461,460		\$ 423,240	\$ 350,274		
REVENUES										
104-322-10-00	BUILDING PERMIT FEES	\$ 92,286	\$ 151,352	\$ 120,000	\$ 133,717	\$ 100,000	\$ 82,338	\$ 80,000		
104-322-10-11	CONSTRUCTION SIGN FEE		\$ 300		\$ 540	\$ 200	\$ 570	\$ 300	50.00%	
104-322-10-12	FENCE PERMIT FEE	\$ 1,125	\$ 750	\$ 500	\$ 1,125	\$ 500	\$ 125	\$ -		
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	\$ 7,650	\$ 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	\$ 3,388	\$ 3,000	-25.00%	
104-322-16-00	SITE DEVELOPMENT FEES	\$ 13,932	\$ 11,203	\$ 15,000	\$ 9,000	\$ 10,000	\$ 7,375	\$ 9,000	-10.00%	
104-322-17-00	PRE APPLICATION CONFERENCE	\$ 25,000	\$ 16,500	\$ 20,000	\$ 16,000	\$ 15,000	\$ 16,500	\$ 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.
104-334-04-21	MIDDLE HOUSING GRANT - DEPT COMM.						\$ 17,500			Per Planner
104-334-0422	CLIMATE PLANNING GRANT - DEPT COMM.									Grant funded, but timing unknown - 2024 unlikely.

PROPOSED FINAL 2024 BUDGET

Account Number	Account Title	2020 Actual	2021 Actual	AMENDED 2022 Budget	Actual 2022	2023 Final Budget	2023 YTD - through October	2024 Proposed Budget	% Change '23 to '24	Comments
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	\$ 50,833	\$ 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	\$ 5,398	\$ -	-100.00%	
104-361-10-00	INVESTMENT INTEREST	\$ 2,169	\$ 426	\$ 500	\$ 8,128	\$ 9,800	\$ 16,374	\$ 8,000	-18.37%	
	Total Revenues	\$ 243,659	\$ 324,455	\$ 279,000	\$ 284,937	\$ 259,100	\$ 264,496	\$ 244,475	-5.64%	
	EXPENDITURES									
104-518-10-10	SALARY	\$ 60,635	\$ 65,141	\$ 70,600	\$ 78,714	\$ 86,364	\$ 72,956	\$ 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	\$ 6,535	\$ 8,400	9.75%	
104-518-10-22	BENEFITS - CLERK	\$ 9,425	\$ 9,753	\$ 10,450	\$ 10,287	\$ 10,713	\$ 8,930	\$ 11,633	8.59%	
104-518-10-23	RETIREMENT - CLERK	\$ 7,820	\$ 7,519	\$ 8,900	\$ 8,107	\$ 8,973	\$ 7,306	\$ 8,869	-1.16%	
104-558-50-40	SITE DEVELOPMENT	\$ 5,113	\$ 5,881	\$ 7,500	\$ 11,103	\$ 4,500	\$ 7,681	\$ 8,500	88.89%	Increased due to 2023 YTD figures. (was 4,500)
104-558-50-41	BUILDING PERMITS	\$ 25,337	\$ 9,671	\$ 30,000	\$ 66,704	\$ 18,000	\$ 19,248	\$ 22,000	22.22%	Increased due to 2023 YTD figures. (was 15,000)
104-558-50-42	MECHANICAL PERMITS	\$ 6,016	\$ 9,977	\$ 10,000	\$ 7,829	\$ 4,000	\$ 6,061	\$ 7,500	87.50%	Increased due to 2023 YTD figures (was 5,000)
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	\$ 5,746	\$ 7,500	50.00%	Increased due to 2023 YTD figures (was 2,500)
104-558-50-45	DEMOLITION PERMITS	\$ 160	\$ 126	\$ 500	\$ 261	\$ 500	\$ 31	\$ -	-100.00%	
104-558-50-46	SUBSTANTIAL DEVELOPMENT		\$ -	\$ -	\$ 85	\$ -	\$ 217	\$ -		
104-558-50-47	RIGHT OF WAY	\$ 4,454	\$ 5,366	\$ 5,000	\$ 4,217	\$ 5,000	\$ 3,962	\$ 2,500	-50.00%	
104-558-50-48	SHORELINE EXEMPTION	\$ 1,485	\$ 1,283	\$ 1,500	\$ 1,445	\$ 1,500	\$ 1,128	\$ 1,000	-33.33%	
104-558-50-49	SHORELINE SUBS DEVELOPMENT	\$ 3,643	\$ 2,859	\$ 1,500	\$ 8,514	\$ 2,500	\$ 7,651	\$ 8,500	240.00%	Increased due to 2023 YTD figures (was 3,000)
104-558-60-40	COMPREHENSIVE PLAN				\$ 8,409	\$ 50,000	\$ 69,483	\$ 80,000	60.00%	\$50,000 grant - Increased due tu 2023 YTD figures (was 70,000)
104-558-60-41	CODE ENFORCEMENT		\$ 2,164		\$ 4,433	\$ 3,000	\$ 1,932	\$ 4,000	33.33%	
104-558-60-42	GENERAL ADMINISTRATION		\$ 26,830	\$ 30,000	\$ 44,237	\$ 30,000	\$ 71,884	\$ 90,000	200.00%	Increased due to 2023 YTD figures (was 80,000)
104-558-60-43	OTHER DEVELOPMENT	\$ 30,988	\$ 593	\$ 5,000	\$ 1,705	\$ 5,000	\$ 1,691	\$ 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	\$ 2,440	\$ 4,000	100.00%	
104-558-60-46	PLAN CHECKING	\$ 19,359	\$ 45,475	\$ 40,000	\$ 34,224	\$ 40,000	\$ 27,155	\$ 40,000	0.00%	
104-558-60-48	ZONING/SUBDIVISION	\$ 8,015	\$ 1,114	\$ -	\$ 745	\$ 1,000	\$ 2,986	\$ 10,000	900.00%	
104-558-60-49	PRE-APPLICATION MEETINGS	\$ 8,724	\$ 7,490	\$ 7,500	\$ 7,358	\$ 7,500	\$ 8,441	\$ 9,500	26.67%	Increased due to 2023 YTD figures (was 7,500)
104-558-61-40	MIDDLE HOUSIING						\$ 2,378			
104-558-61-41	CLIMATE PLANNING						\$ 1,491			
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
	Total Expenditures	\$ 230,826	\$ 233,769	\$ 324,300	\$ 323,157	\$ 293,704	\$ 337,462	\$ 421,969	43.67%	
104-5085100	PROJECTED ENDING FUND BALANCE	\$ 370,775	\$ 461,460		\$ 423,240		\$ 350,274	\$ 172,780		
	CAPITAL IMPROVEMENT FUND #301 - reserved									
301-3083100	BEGINNING BALANCE	\$ 709,402	\$ 884,581		\$ 720,626		\$ 927,502	\$ 849,019		From 2021 on, combining funds 301 & 304
	REVENUES									
301-318-34-00	REET 1 - FIRST QTR PERCENT	\$ 244,582	\$ 148,866	\$ 125,000	\$ 237,208	\$ 130,000	\$ 109,915	\$ 100,000	-23.08%	
301-318-35-00	REET 2 - SECOND QTR PERCENT	\$ -	\$ 148,866	\$ 125,000	\$ 237,208	\$ 130,000	\$ 109,915	\$ 100,000	-23.08%	
301-361-10-00	INVESTMENT INTEREST	\$ 2,866	\$ 781	\$ 500	\$ 12,460	\$ 11,000	\$ 31,687	\$ 10,000	-9.09%	
	Total Revenues	\$ 247,448	\$ 298,514	\$ 250,500	\$ 486,876	\$ 271,000	\$ 251,517	\$ 210,000	-22.51%	
	EXPENDITURES									
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	\$ -	\$ -	\$ -	\$ -	\$ -		
	Total Expenditures	\$ 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		\$ 849,019	\$ 319,019		
	CURRENT YEAR CAPITAL FUND 311									
311-3085100	BEGINNING BALANCE	\$ 163,003	\$ 553,487		\$ 66,684		\$ 2,058,032	\$ 2,289,979		

PROPOSED FINAL 2024 BUDGET

Account Number	Account Title	2020 Actual	2021 Actual	AMENDED 2022 Budget	Actual 2022	2023 Final Budget	2023 YTD - through October	2024 Proposed Budget	% Change '23 to '24	Comments
REVENUES										
311-361-10-00	INVESTMENT INTEREST	2,284	303	-	31,255	37,000	90,274	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	-	-	-	-	-		
	Total Revenues	402,284	50,303	-	2,031,255	37,000	297,403	30,000		
EXPENDITURES										
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	65,457	1,300,000	2066.67%	Undergrounding / CIP U-1
311-595-70-63	ROADSIDE LANDSCAPING-DEVELOPMENT				-					
	Total Expenditures	11,800	537,106	50,000	39,907	60,000	65,457	1,300,000	2066.67%	
311-5085100	PROJECTED ENDING FUND BALANCE	553,487	66,684		2,058,032		2,289,979	1,019,979		
STORMWATER FUND #401										
401-3085100	BEGINNING BALANCE	189,087	663,670		285,315		212,954	286,942		
REVENUES										
401-343-10-00	STORMWATER SYSTEM MAINTENANCE	25,218	25,428	25,248	25,368	25,248	45,526	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	74,091	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	11,541	6,500	-7.14%	
	Subtotal before transfers	83,491	67,358	66,638	93,374	73,338	131,158	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
	Total Revenues	583,491	327,729	224,509	251,245	163,338	221,158	888,290	443.84%	
EXPENDITURES										
401-531-50-31	OFFICE EQUIPMENT	-	768		-					
401-531-40-10	SALARY - PW	12,819	14,721	15,320	16,811	16,798	14,715	17,723	5.51%	20% Istvan
401-531-40-21	PAYROLL TAXES - PW	1,469	1,629	1,350	1,797	1,910	1,609	1,950	2.09%	
401-531-40-22	BENEFITS - PW	1,739	2,053	2,000	2,166	2,255	1,880	2,450	8.65%	
401-531-40-23	RETIREMENT - PW	1,654	1,705	1,940	1,731	1,745	1,473	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	20,712	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	24,136	60,000	100.00%	
401-594-31-60	STORMWATER CONSTRUCTION	7,963	665,408	280,000	216,784	90,000	79,660	740,000	722.22%	For S-1 (\$40,000 41st St. 9003-Lake) and S-2 (\$700,000 - 94th/38th/40th - Stormwater Constr.
	Total Expenditures	108,908	706,085	392,610	323,606	187,708	147,170	869,212	363.07%	
401-5085100	PROJECTED ENDING FUND BALANCE	663,670	285,314		212,954		286,942	306,020		
AGENCY REMITTANCE FUND #631										
631-3082100	BEGINNING BALANCE	7,916	10,897		-					
REVENUES										
631-389-60-00	INTEREST EARNINGS	52	12	10	-	-				
631-386-00-00	STATE PASS-THRU BY KIRKLAND CT	4,655	2,213	3,000	2,171	3,000	1,738			
631-389-30-00	STATE BUILDING CODE COUNCIL FEE	-	182		150	200	111			
	Total Revenues	4,707	2,407	3,010	2,321	3,200	1,848	-		
EXPENDITURES										
631-586-00-00	STATE PASS-THRU BY KIRKLAND CT	1,726	2,133	3,000	2,171	3,000	-			
631-589-30-00	STATE BUILDING CODE COUNCIL FEE	176	176		150	200	-			
	Total Expenditures	1,726	2,309	3,000	2,321	3,200	-	-		pass through done annually
631-5082100	PROJECTED ENDING FUND BALANCE	10,897	10,995		-					
Wetherill Endowment Fund #701										
701-3082100	BEGINNING FUND BALANCE	51,003	51,307		51,357		51,243	51,243		
REVENUES										
701-361-10-00	INVESTMENT INTEREST	304	50	50	657	900	2,142	1,300	44.44%	
	Total Revenue	304	50	50	657	900	2,142	1,300	44.44%	
EXPENDITURES										
701-597-00-00	TRANFERS OUT	-	-	50	771	900	-	1,300	44.44%	

PROPOSED FINAL 2024 BUDGET

Account Number	Account Title	2020 Actual	2021 Actual	AMENDED 2022 Budget	Actual 2022	2023 Final Budget	2023 YTD - through October	2024 Proposed Budget	% Change '23 to '24	Comments
	Total Expenditures	\$ -	\$ -	\$ 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	\$ 2,872,698	\$ 3,635,135		
	2023 expenses					\$ 3,031,909	\$ 2,649,497	\$ 6,527,533		
	2023 PROJECTED ending balance					\$ 5,546,597			11/9/2023	

2024 Proposed Budget by Fund			
Fund	Revenue & Other Resources	Expenditures and Other Uses	
001 - General Fund	\$ 1,361,870	\$ 2,144,265	
023 - Wetherill Nature Preserve	\$ 78,300	\$ 93,500	
040 - Parks & Open Space	\$ 155,500	\$ 197,200	
101 - Street Fund	\$ 665,400	\$ 760,087	
104 - Community Development	\$ 244,475	\$ 421,969	
301 - Capital Improvement Fund-restricted	\$ 210,000	\$ 740,000	
311 - Capital Improvement Fund	\$ 30,000	\$ 1,300,000	
401 - Stormwater Fund	\$ 888,290	\$ 869,212	
701 - Wetherill Endowment Fund	\$ 1,300	\$ 1,300	
Total for Town Funds	\$ 3,635,135	\$ 6,527,533	

**TOWN OF YARROW POINT
ORDINANCE NO. 740**

**AN ORDINANCE OF THE TOWN OF YARROW POINT, WASHINGTON
ADOPTING THE BUDGET FOR FISCAL YEAR 2024 AND SETTING
FORTH IN SUMMARY FORM THE TOTAL OF ESTIMATED REVENUES
AND EXPENDITURES FOR EACH SEPARATE FUND AND THE
AGGREGATE TOTALS FOR ALL SUCH FUNDS COMBINED; AND
ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the Clerk-Treasurer of the Town of Yarrow Point, Washington has completed and placed on file a proposed budget and estimate of the amount of monies required to meet the public expense, reserve funds and expenses of government of said Town for the fiscal year ending December 31, 2024; and

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

WHEREAS, the Town Council of the Town of Yarrow Point, having held public hearings on October 10, 2023 and November 14, 2023 for the purpose of reviewing and discussing the proposed budget for the 2024 fiscal year and giving taxpayers within the limits of the Town an opportunity to be heard upon said budget, with proper notice as required by law; and

WHEREAS, the estimated revenues are set forth in Appendix A, and the proposed 2024 budget does not exceed the lawful limit allowed by law to be levied on property within the Town of Yarrow Point for the purposes set forth in said budget that are necessary to carry on the government of the Town for the year and are sufficient to meet the various needs of the Town during the year; and

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

SECTION 1. The budget for the Town of Yarrow Point, Washington for the year 2024 is hereby adopted at the fund level on this 14th day of November, 2023 after the notice of hearings and after the preliminary budget having been filed with the Town Clerk as required by law.

SECTION 2. Estimated revenues for each separate fund of the Town of Yarrow Point and aggregate totals for all such funds combined for the year 2024, are set forth in summary and are hereby appropriated for expenditure at the fund level during the year 2024 as set forth in Appendix A, attached and incorporated by this reference.

SECTION 3. The Town Clerk-Treasurer is directed to transmit a certified copy of the 2024 budget hereby adopted to the Division of Municipal Corporations in the Office of the State Auditor and to the Association of Washington Cities.

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

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

SECTION 6. This ordinance shall be in force and take effect on January 1, 2024 following its publication.

PASSED by the Town Council of the Town of Yarrow Point at a regularly scheduled meeting this 14th day of November, 2023.

APPROVED:

Katy K. Harris, Mayor

ATTEST: Bonnie Ritter, Town Clerk-Treasurer

APPROVED AS TO FORM:

Scott M. Missall, Town Attorney

:

APPENDIX A - ORDINANCE NO. 740

**Town of Yarrow Point
2024 Final Budget**

FUND	Revenues & Other Resources	Expenditures and Other Uses
001 - General Fund	1,595,670	2,434,965
101 - Street Fund	665,400	760,087
104 - Community Development	244,475	421,969
301 - Capital Improvement	210,000	740,000
311 - Current Year Capital	30,000	1,300,000
401 - Stormwater	888,290	869,212
701 - Wetherill Endowment Fund	1,300	1,300
Total for Town Funds	3,635,135	6,527,533
		11/14/2023

Option B adding back the \$25,000 in Parks & Open Space Budget

APPENDIX A - ORDINANCE NO. 740

Town of Yarrow Point

2024 Final Budget

FUND	Revenues & Other Resources	Expenditures and Other Uses
001 - General Fund	1,620,670	2,484,965
101 - Street Fund	665,400	760,087
104 - Community Development	244,475	421,969
301 - Capital Improvement	210,000	740,000
311 - Current Year Capital	30,000	1,300,000
401 - Stormwater	888,290	869,212
701 - Wetherill Endowment Fund	1,300	1,300
Total for Town Funds	3,660,135	6,577,533
		11/14/2023

Park Board Budget Requests - Updated:

Open Spaces – Construction Projects (Sally’s Alley East Side) - \$150,000

Community Projects Construction (Town Entrance + South Side of 520/Points Drive) - \$25,000

Open Spaces – Maintenance (Playground, Morningside, Road End Beach, General) - \$10,000

We would like to thank the Town Council for their increase in budget towards Sally’s Alley East Side Project. We agree with the new budget given the final price of the West side in addition to the more complicated terrain issues of the East Side.

We were disappointed to hear that the Town Council is considering removing the \$25,000 budget towards the Town Entrance project. We would like to clarify why we are requesting this budget:

We have heard complaints from residents about the state of the Town Entrance. While we can’t move forward on any area that is under the WS-DOT domain, we would like to revisit the area around the walled sign entrance and consult with a landscape professional.

Additionally, we have heard from a neighbor about the concerns of Points Drive (area across from Queen Bee/south of the 520, East of 88th Ave NE and West of 92nd Ave NE) at a Town Council Meeting. **We would like to expand the town entrance project to include this area.** It would involve bringing in an arborist to evaluate trees, tree trimming/maintenance, looking at the sidewalk issue caused by the trees, signage and landscape.

We think \$25,000 is the right budget for 2024 to begin to address the above concerns raised by residents and would respectfully request that the Town Council reconsider the 2024 budget request.

The Ongoing Maintenance budget of \$10,000 is consistent with past years. It may actually be too low given the wood chip & sand updates needed in the playground area, in addition to other maintenance and rising costs though.

Respectfully,
Yarrow Point Park Board

Dear Council,

It was recently brought to my attention that the funding for maintaining the entrance to our beautiful neighborhood was planning on being cut. I am specifically discussing the area around the location of the Yarrow Point sign.

It deeply saddens me that the council does not find this something that deserves the funding to be well maintained, as it is the first impression one receives as they approach our beautiful and special neighborhood. I cannot imagine that I would be the only member of our community that would be sad to see it no longer maintained to the caliber it should in representing one of the nicest and affluent neighborhoods in not only this state, but our country. This is the first impression one gets of Yarrow Point! Do we really want people to get the impression that we don't care? How might this change the views of future residents interested in living in our community?

I moved to Yarrow Point in 1998 with my Mom, when I was in the fifth grade. My Mom spent the next couple of years remodeling our home and redoing all the landscaping on our property to create the dream home she always envisioned. Our beautiful property and garden was selected year after year to be part of exceptional garden tours. I lost my Mom to early-onset Alzheimer's a few years back. I was very fortunate to inherit my childhood home, which my husband and I live in. The majority of my fondest childhood memories took place in Yarrow Point. I could not ask to live in a more special place and cannot wait to raise my own family here. Please consider what this neighborhood means to those who live here and those who have lived here. My Mom would have felt strongly that the entrance to the neighborhood match the beauty that lies within our streets, our well-maintained properties and gardens, and tell those who are visiting how much we love this place!

I appreciate you listening to my thoughts and hope you will consider them when making your decision.

Sincerely,

Alyssa Goldberg Plaiss
3601 91st Ave NE
Yarrow Point, WA 98004
agoldberg1987@gmail.com
(425) 894-6864

From: [David Young](#)
To: [Austen Wilcox](#)
Subject: Entry Sign Landscape Budget Dollars Removal from Budget
Date: Thursday, October 19, 2023 3:02:34 PM

Austen I am strongly opposed to removing any money from the budget related to this item. I understand the council is moving in that direction. At the recent open house the mayor said to me to send comments to you to forward on appropriately.

As one views that area today, there is certainly room for rapid improvement with a planting plan approved by those in the know, perhaps the park board?

If budget dollars are reallocated elsewhere, who knows how long it will take to get them back.

Thanks Austen.

Home Address: 3615 91st Avenue NE

--

Dave Young
davidyoung19727@gmail.com
206-948-3082

From: [Biege, Brian @ Seattle Area](#)
To: [Austen Wilcox](#)
Cc: lizbiege@gmail.com
Subject: Yarrow Point Town Entry Landscaping
Date: Monday, October 23, 2023 4:42:01 PM

It is my understanding that a movement is underway by the council to potentially eliminate from the budget, landscape upgrades to the area around the Town sign on the wall by the roundabout.

I personally, do not want this removed from the budget and want to make sure that we spend necessary resources to keep this looking as nice as we can.

Brian P. Biege

Senior Vice President
CBRE | Advisory & Transaction Services
C +1 425 922 2610
Brian.Biege@cbre.com

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From: [Jason Smith](#)
To: [Austen Wilcox](#)
Subject: Yarrow Point Entry maintenance
Date: Wednesday, October 25, 2023 1:28:41 PM

Hello-

We live at 4670 95th.

Any and all monies for the continued maintenance and upkeep of our Town Entry should not be diverted or reduced. Doing anything otherwise is absolutely crazy.

I was out of town and could not attend the meeting yesterday. Can you share where this ended up. Thank you.

Jason Smith

Executive Vice President, Shareholder
Tenant Advisory Group

KIDDER MATHEWS

500 108th Ave NE, Suite 2400, Bellevue, WA 98004

T .425.450.1106 | C 425.802.5000

jason.smith@kidder.com | [vcard](#) | [profile](#) | kidder.com

Please consider the environment before printing this email.

From: [Yarrow Point Mayor](#)
To: [Austen Wilcox](#)
Subject: FW: Entrance
Date: Tuesday, November 7, 2023 5:36:51 PM

Please add this to the emails and messages we received about the money removed from the budget for the entrance.

Thanks,
Katy

Katy Kinney Harris
Mayor
Town of Yarrow Point
4030 95th Ave. NE
Yarrow Point, WA 98004
P: 425.786.6099
F: 425.454.7899
<http://www.yarrowpointwa.gov>



Office Hours:
M-Th: 8:30-4:30
F: 8:30-Noon
Closed Noon-1PM for lunch

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From: Debbie Nordstrom <abcdnordstrom@gmail.com>
Date: Tuesday, November 7, 2023 at 11:46 AM
To: Yarrow Mayor <mayor@yarrowpointwa.gov>
Subject: Entrance

Katy,

I was very disappointed to hear that there are cut backs being made for the entrance to our Yarrow Point.

I almost disappointed as it seems like there is funding for other areas of the town hall such as Sally's Alley.

I would be interested to know why we need to cutback our funding. Our little Entrance was just starting to look good and it has lasted only about 2 years, and now we are having cutbacks.

Please let me know.

Thanks you,
Debbie Nordstrom

--

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

Agenda Bill 9.3
November 14, 2023

Eagle Protections	Proposed Action: Discussion and Direction to Staff
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Presented by:	Town Planner
Exhibits:	Discussion Outline (revised from joint special meeting) Draft Eagle Protection Code Eagle Permit FAQ Eagle Proximity Map

Background:

In April of 2023, the topic of eagle protections was first discussed as a possible matter for consideration at the planning commission meeting. At the regular council meeting in May of 2023, council added eagle protections to the planning commissions 2023 work plan. Since that time the planning commission has been researching, discussing, soliciting feedback from experts, and hearing public comments.

Staff has written a draft code at the direction of the planning commission.

The planning commission has asked for council's direction on how restrictive the draft code should be.

The commission has also asked that a letter be circulated from the mayor to solicit community feedback on locations of eagle nests throughout the community, and that staff create a portal to receive that feedback.

This is a continuation of the discussion held at the October 2023 joint special meeting.

Action Items: (estimated times)

- Staff Presentation (10min)
- Discussion (25min)
- Vote (5min)

Options:

- Take no action
- Continue Discussion at a later meeting
- Direct Staff on level of restrictions as part of eagle protection code
- Direct Staff regarding Eagle Protections Letter and Community Survey

Recommended Motions:

- I move to direct staff to revise the draft eagle protections code as discussed during this meeting.
- I move to direct the mayor and staff to take the actions requested by the planning commission.

Town of Yarrow Point

Discussion Outline for: **Eagle Protections Code**

Background

In April of 2023, the topic of eagle protections was first discussed as a possible matter for consideration at the planning commission meeting. At the regular council meeting in May of 2023, council added eagle protections to the planning commissions 2023 work plan. Since that time the planning commission has been researching, discussing, soliciting feedback from experts, and hearing public comments.

Staff has written a draft code at the direction of the planning commission (included in this packet). The goal in developing Town regulations to protect eagles is two fold. First it is to inform and facilitate compliance for property owners and persons doing work in the Town, with the existing federal regulations. This is done through the development of Maps of Eagle habitat and FAQs. Second is to create code which incorporates the federal permitting process into the Town's permitting process. If desired the Town may adopt code and guidelines which are as restrictive or more restrictive than federal and state regulations for the protection of eagles. Even with no action taken, the federal and state protections, their enforcement, and permitting still applies.

Approaches currently under consideration

Current draft code approach

- Require residents engaging in development activities within 660' of known eagle habitat to obtain a USFWS eagle take permit, or provide a written determination from USFWS that such a permit is not needed.
- Map locations of known Eagle Habitat
- Fine residents for non-compliance

Additional restrictions on Eagle Habitat

- Optional draft language (Included in packet) to have known eagle nests observed/studied by a qualified professional who would determine what other elements in the vicinity can be defined as eagle habitat. Providing documentation and a report with locations to the Town.
- Restrict the actions which can be taken to alter eagle habitat which was defined in the report.

Community Outreach and Engagement

The Planning Commission has directed staff to draft a letter for the mayor to send to residents which outlines the community concerns and intent of the code development process. The letter would also contain a request of the residents to provide feedback on locations of eagle nests. The commission also directed staff to create an online portal which is setup to receive the feedback from residents. Before such action is taken by the mayor and staff the Council is asked to discuss and approve such direction.

Yarrow Point Municipal Code
Title 19 Draft Amendments

New: Chapter 19.06 Eagle Protection

19.06.010 Purpose, and intent

The purpose of this chapter is to protect eagles within the Town of Yarrow Point, which are seen as a community resource by requiring property owners to comply with the U.S. Bald & Golden Eagle Protection Act and the U.S. Migratory Bird Treaty Act.

19.06.020 Definitions

“Applicant” means a person who applies for any permit or approval to do anything governed by Yarrow Point Municipal Code chapter [insert development chapter codes] and who is the owner of the subject property, the authorized agent of the owner, or the Town.

“Development” shall be defined as in YPMC 17.08.010

“Disturb” means to agitate or bother a bald or golden eagle to a degree that causes, or is likely to cause, based on the best scientific information available, one or more of the following to occur:

- (1) injury to an eagle,
- (2) a decrease in its productivity, by substantially interfering with normal breeding, feeding, or sheltering behavior, or
- (3) nest abandonment, by substantially interfering with normal breeding, feeding, or sheltering behavior.

“Eagle Habitat” means an eagle nest, foraging area, or communal roost site that eagles rely on for breeding, sheltering, or feeding, and the landscape features surrounding such nest, foraging area, or roost site that are essential for the continued viability of the site for breeding, feeding, or sheltering eagles. .

“Eagle nest” means any assemblage of materials built, maintained, or used by bald eagles or golden eagles for the purpose of reproduction.

“Highlighted Parcel” means a parcel which has been highlighted on the Eagle Habitat Map as being within 660 feet of Eagle Habitat.

“Known Eagle Habitat” means Eagle Habitat which is open and notorious in the community

“Qualified professional” means an individual with relevant education and training in biology and ecology. The individual shall be a biologist or ecologist with formal training in habitat surveys for birds. A qualified professional shall possess the ability to perform eagle habitat assessment, as well as experience working directly with the USFWS migratory bird office in association with Eagle Take Permits.

“Take” means pursue, shoot, shoot at, poison, wound, kill, capture, trap, collect, destroy, molest, or disturb.

19.06.030 Statutes Incorporated by Reference

The following federal statutes are incorporated by reference:

[Legal review for definition continuity is still in progress]

50 CFR Part 21

50 CFR Part 22

19.06.040 Applicability

- A. This Chapter applies to all parcels within the Town of Yarrow Point.
- B. Parcels highlighted on the Eagle Habitat Map are those which have been confirmed as being within the 660 foot radius of known or verified Eagle Habitat and shall comply with YPMC Section 19.06.060 of this chapter.

19.06.050 Location of Eagle Habitat

- A. The Town shall prepare an Eagle Habitat Map.
 1. The Eagle Habitat Map shall include the entire Town and contain the following information: jurisdictional boundaries of the Town, roads, parcels, waterways, locations of known or verified eagle habitat, highlighted parcels.
 2. The Eagle Habitat Map may be maintained and updated by the Town on an annual basis to modify or update known or verified Eagle Habitat Locations.
- B. Eagle habitat locations not included on the Eagle Habitat Map may be reported to the Town by residents and members of the public. Reports may be submitted to the Town in writing. Reports shall include sufficient detail for the Town to verify the Eagle Habitat from a vantage point located within the public right of way or from private land if permission is granted.
- C. Upon receipt of the report, the Town may verify the Eagle Habitat by conducting a visual inspection of the reported site to confirm whether the site is an Eagle Habitat. If the Town determines that the site is an Eagle Habitat, the Town shall update the Eagle Habitat Map in accordance with YPMC 19.06.050(A).
- D. Prior to undertaking any development, the applicant shall review the Eagle Habitat Map to determine if the property includes an Eagle Habitat within 660' of anywhere on the property. If the property is not shown to have Eagle Habitat within 660', the applicant shall contact the Town to determine if there are known or verified Eagle Habitats not yet added to the Eagle Habitat Map.
- E. The Town may choose to further survey and define specific eagle habitat in proximity to an eagle nest by employing a qualified professional to conduct field work in the form of observation and documentation of eagle activity. The specific survey process would be defined by the Town based on site specific conditions. Such a report would contain at least the following information.
 1. The culmination of the field work would yield a report that the Town may use for eagle protection.
 2. The report would identify habitat based on USFWS and industry standard guidelines.
 3. written and photo documentation would be included to provide a basis for the habitat determinations
 4. GPS coordinates of habitat locations would be provided and overlaid onto aerial photographs to inform the town's eagle habitat maps
 - 5.
- F. Eagle Habitat as identified by a survey conducted by a qualified professional shall at the Towns discretion be protected from development or the impacts of development so that it may be maintained as habitat for as long as eagles frequent the habitat.

19.06.060 Exemptions

- A. Eagle habitat which is found to be in a hazardous tree as defined in YPMC 20.22.020 shall be eligible for removal under the tree permit process, in conjunction with USFWS eagle take permit process.

19.06.070 Permit requirements

- A. Any development which may disturb Eagle Habitat, including but not limited to work which requires a building permit, site development permit, ROW permit, shoreline permit, or tree permit, and is within the 660 foot radius of an Eagle Habitat shall consult the regional U.S. Fish and Wildlife Service Migratory Bird Permit Office to determine if an Incidental Take permit is necessary.
 1. If an Incidental Take permit is deemed necessary, the applicant shall provide the approved Incidental take permit to the Town before the Town issues any required permits.
 2. If an Incidental Take permit is not deemed necessary by the USFWS, the applicant shall submit to the Town such a determination from the USFWS prior to the Town issuing any Town permits.
- B. Pursuant to 50 CFR § 22.80 (c), USFWS permit holders shall comply with all avoidance, minimization, or other mitigation measures specified in the terms of the Incidental Take permit to mitigate detrimental effects on eagles, including indirect and cumulative effects, of the permitted take. Annual reports and mitigation plans, if required by USFWS, will also be sent to the Town for its records.

19.06.080 Enforcement

- A. It shall be unlawful for any person to build, erect, construct, alter, rebuild, renovate, enlarge or expand any building, structure or use within the 660 foot radius of Eagle Habitat in violation of the provisions of this chapter. Any violation of this chapter may result in a fine not to exceed \$1,000.00 and may be subject to enforcement actions set forth in YPMC chapter 1.08.



Town of Yarrow Point

Eagle Protections FAQs *(Updated 10-12-23)*

The Town is aware of bald eagles nesting and roosting in the Town. These eagles are appreciated by residents, visitors, and enthusiasts alike. The goal of these FAQs is to aid property owners in navigating the long standing federal laws, regulations, and permitting process. The Town intends to provide a clearer path to Federal compliance and to protect the eagles' habitat.

How is the Town involved?

The Town is 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 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 a vital role 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.

What is an Incidental Take permit and what does it cost?

The Incidental Take permit is a document granting permission to undertake projects that might result in an unintentional disturbance to protected wildlife. The provisions protect a wide array of migratory birds and eagles around the country. These permits are issued by the United States Fish and Wildlife Service (USFWS) 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). The permit fee is \$500 as of October 2023.

What is its purpose of the Incidental Take Permit?

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 an Incidental take permit?

The USFWS recommends that projects within 660 feet of a nest or roost reach out to the local USFWS Permit Office at 503-872-2715 or permitsRIMB@fws.gov to determine if a permit is required for your project. Tree removal permits, shoreline substantial development permits, site development permits, building permits, roof permits, and similar activities that are not permitted could serve as triggers to consult with the USFWS.

What projects are significant enough to require a permit?

There is no specific threshold for a project which may require an incidental permit. The determination is based on the likelihood of a project within 660' of Eagle habitat to adversely impact that habitat. Projects which include tree removal, loud equipment, or construction noise are common projects which may require a permit. Residents should review the "*Pacific Region Bald Eagle Incidental Take (Disturbance) Permit Decision Tree for Home Construction Projects*" which is linked below and then contact the USFWS migratory bird office whose information is listed below.

Do I need an Incidental take permit to cut down a tree on my property?

If you are within 660' of known Eagle habitat you may be required to get an incidental take permit. Please contact the USFWS to help you make this determination. The "*Pacific Region Bald Eagle Incidental Take (Disturbance) Permit Decision Tree for Home Construction Projects*" is linked below.

What are the steps to getting an incidental take permit?

Once you have determined that an incidental take permit is required the general process is as follows:

1. A work plan must be developed by the applicant for their project. This may include a narrative description, site plans and other pertinent information.
2. Fill out Submit the permit application to the USFWS (See links below for application website). Notify the Town of the application.
Many environmental firms in our region work as agents to property owners in submitting and procuring the USFWS permit.
3. Receive the permit and mitigation guidance, or written correspondence from USFWS indicating the permit and mitigation is not needed.
4. Conduct work in accordance with the permit and mitigation.
5. Report on the project to USFWS using their annual report forms
6. Monitor and report on habitat status based on guidance from USFWS

How long does it typically take to get an Incidental take permit?

Permit timelines vary depending on the complexity of the project, specific scope, and the quality/completeness of the application materials. Complete applications needing little to no back and forth revisions are often issued within 30 days.

Is there an eagles nest near my property?

The Town has developed a known eagle habitat map which highlights properties within 660' and 330' of known habitat. A copy is available at town hall or on our website. This map is meant to act as a starting point for residents, there may be eagle habitat which the Town has not documented in proximity to your project. As the applicant, you are responsible for determining if there are eagle nest(s) near your project and, if so, where the eagle nest(s) are located in relation to your activity. The USFWS does not keep records of the locations of eagle nests.

What does a mitigation plan for a New Single Family Residence Project typically look like?

Permits specify required avoidance, minimization, and mitigation measures. A general example might include but not limited to recommendations and guidance as described below:

1. To the extent possible, activities must be:
 - a. Conducted at the furthest possible distance from the nest
 - b. Started at the furthest point and gradually implemented in the direction of the nest
 - c. Conducted between Sept 1 and Dec 31
2. Dates of activity
 - a. Jan 1 and Jun 19: No exterior work closer than 330' from the nest
 - b. June 20 and Aug 31*: No exterior work closer than 100' from the nest
 - c. Sept 1 and Dec 31: No restrictions between these dates
3. Daytime work hours
 - a. Jan 1 to Aug 31*: Exterior work limited to between 2 hours after sunrise to 2 hours before sunset
 - b. Sept 1 and Dec 31: No work hour restrictions
4. Visual barriers
 - a. Jan 1 and Aug 31*: Retain any existing visual barrier between the activity and the nest
 - b. Sept 1 and Dec 31: No visual barrier restrictions
5. Landscape alteration (including site preparation, overstory vegetation clearing or trimming, heavy equipment use, etc.)
 - a. Jan 1 and Aug 31*: No landscape alteration closer than 330' from the nest
 - b. Sept 1 and Dec 31: No landscape alteration restrictions
 - c. Landscape alteration must not affect the survivability of the nest tree. Additional permits are required for the take of trees with eagle nests.
**Aug 31 or until young are no longer present in the nest*

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.

Who do I report a violation to?

Please contact the USFWS Office of Law Enforcement using the contact information listed below. Please notify the Town of violations as well.

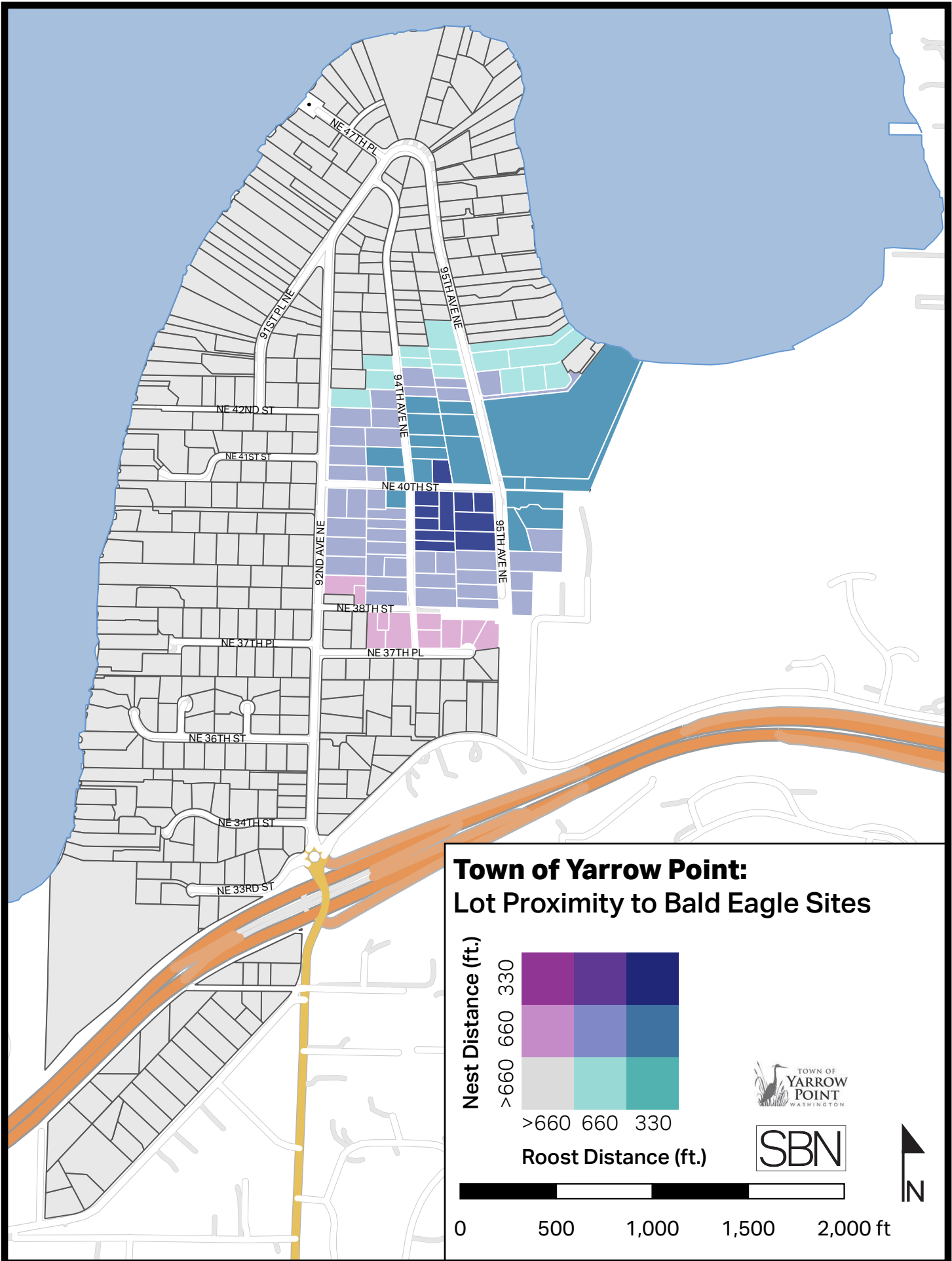
Additional USFWS Resources for Residents and Agents:

- [Incidental Take Permit Page](#)
- [Pacific Region Bald Eagle Incidental Take \(Disturbance\) Permit - Decision Tree for Home Construction Projects](#)
- [National Bald Eagle Management Guidelines](#)
- [Migratory Bird Program](#)
- [Do I need an Eagle Take Permit?](#)

USFWS Contact Information:

U.S. Fish and Wildlife Service
Migratory Bird Permit Office
911 N.E. 11th Avenue
Portland, OR 97232-4181
Tel: (503) 872-2715
Email: permitsR1MB@fws.gov

U.S. Fish and Wildlife Service
Office of Law Enforcement
14852 NE 95th Street
Redmond, WA 98052
(425) 883-8122 (O)
[Website](#)



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

Agenda Bill 9.4
November 14, 2023

2024 Planning Commission work plan	Proposed Council Action: Vote to approve 2024 Planning Commission work plan
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Presented by:	SBN Planning – Town Planner
Exhibits:	Draft 2024 Planning Commission work plan

Summary:

The proposed work plan is an outline of the major work items which the Planning Commission will endeavor to address during the 2024 calendar year. Additional work may be added to the work plan by Council vote. The work plan items fall into two general categories. Community initiatives as voted on by council and mandatory projects tied to state legislative actions which are grant funded through the department of commerce.

Action Items: (estimated times)

- Staff Presentation (5min)
- Discussion (15min)
- Vote (5min)

Options:

- Take no action
- Continue discussion at a later meeting
- Approve the daft PC work plan with or without changes

Recommended Motions:

- I move to adopt the 2024 draft planning commission work plan as presented



Town of Yarrow Point

2024 Planning Commission Work Plan

The Planning Commission's mission is to serve as advisor to the Town Council in the review, recommendation, and development of Town land-use and policy issues. To accomplish this, the Planning Commission reviews current land-use issues facing the Town, the region, and the nation and then develops and/or reviews land-use and zoning ordinances in response to those issues. After holding public hearings to review these draft ordinances with citizens of the Town and obtain their comments on the proposed legislation, the Planning Commission forwards their draft and recommendation for action to the Town Council for discussion and possible adoption.

2024 Work plan items:

- Private Property Tree Code
- Eagle Protections
- Short Term Rentals
- Preferred and Prohibited Plants list
- Periodic Comprehensive Plan Update - Mandatory & Grant Funded
- Middle Housing - Mandatory & Grant Funded
- Climate Planning - Mandatory & Grant Funded

2024 Planning Commission regular meeting dates:

January 16th
February 20th
March 19th
April 16th
May 21st
June 18th
July 16th
August 20th
September 17th
October 15th
November 19th
December 17th

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

Agenda Bill 9.5
November 14, 2023

Climate Planning	Proposed Council Action: Discussion and Vote
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Presented by:	Town Planner
Exhibits:	Letter from Commerce Draft Letter of Authorization Climate Grant Scope Climate Grant Budget

Summary:

The State Legislature passed house bill 1181, the so-called Climate bill. Yarrow Point is required by RCW 36.70A.130(5) to revise its comprehensive plan and development regulations by June 30, 2029, to ensure they comply with the Growth Management Act (GMA) as revised by House Bill 1181 (Chapter 228, Laws of 2023).

The Department of commerce is administering a grant program to aid jurisdictions in planning for and adopting the requirements of HB1181. The available grant funding for the Town is \$100,000. While the deadline for full integration is June 30, 2029, the Town may begin its planning process as early as July 1, 2023. The proposed scope of work and budget are included for the council to review. The timeline and scope may be revised prior to the final grant contract, and subsequently amended as needed to accommodate shifts in timelines and goals during the subsequent 6 years prior to the required adoption date.

Staff was directed by the Mayor to apply for this grant after receiving the attached letter from the Department of Commerce regarding the available funding. No final action, letter of authorization, or contract has yet been signed, only the application for the grant has been submitted by staff.

Along with the grant application materials, staff has provided a draft letter of authorization which is required prior to the grant being finalized.

Action Items: (estimated times)

- Staff Presentation (5min)
- Discussion (15min)
- Vote (5min)

Options:

- Take no action
- Continue discussion at a later meeting
- Direct the mayor regarding the letter of authorization

Recommended Motions:

- I move to approve the mayor's signing of the letter of authorization for the climate planning grant.



STATE OF WASHINGTON
DEPARTMENT OF COMMERCE

1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000
www.commerce.wa.gov

August 28, 2023

The Honorable Katy Harris
Mayor of Yarrow Point
4030 - 95 Avenue NE
Yarrow Point, Washington 98004

RE: Climate Planning Grants

Dear Mayor Harris:

The City of Yarrow Point is required by RCW 36.70A.130(5) to revise its comprehensive plan and development regulations by June 30, 2029, to ensure they comply with the Growth Management Act (GMA) as revised by [House Bill 1181](#) (Chapter 228, Laws of 2023).

We are pleased to inform you that, based on your population size, that \$100,000 has been reserved as a grant to assist in completing your work. This funding is reserved as a non-competitive formula grant. Due to the nature of the funding [Climate Commitment Act, SB 5187, Sec. 130 (21)], Commerce will award approximately \$30 million a biennium to any eligible jurisdiction that submits a complete application. Commerce will prioritize those jurisdictions with periodic updates due in 2025 and all other due dates that follow (in order).

For this reason, we request application materials for jurisdictions intending to implement HB 1181 this biennium to apply for grant funding by **October 31, 2023**. As soon we receive your submitted application, we will begin preparing your contract. The application is available [online](#) [<https://app.smartsheet.com/b/form/a977250f9de848e3a261844529e01c38>].

All planning activities related to complying with HB 1181 incurred by your jurisdiction, beginning July 1, 2023, will be eligible for reimbursement. Therefore, you will not need to delay work on the climate grant until the contract is signed.

Before we disburse the funds, a contract will need to be executed between your organization and the Department of Commerce. In order to begin the contracting process, please complete the grant information form [online](#) and attach a proposed scope of work and budget. Contracts will be prepared as soon as your proposed scope and budget are finalized.

If you have questions or need help with developing your scope of work, please contact Sarah Fox, Climate Program Manager, at (360) 725-3114, sarah.fox@commerce.wa.gov, or Paul Johnson, Management Analyst, (360) 725-3048, paul.johnson@commerce.wa.gov.

Sincerely,

Dave Andersen, AICP
Managing Director, Growth Management Services

cc: Aleksandr Romanenko; Sara McMillion



Climate Planning Grant: Letter of Authorization

I, Katy Kinney Harris, Mayor of the Town of Yarrow Point, authorize the town to propose the attached scope of work and budget request for grant funding to prepare and adopt amendments to implement the requirements of HB 1181 related to climate planning.

We understand that the GMA requires us to adopt goals and policies related to climate change. These goals and policies will be considered and adopted as part of our scheduled periodic review update to our comprehensive plan deadline.

Katy Kinney Harris

Full Name (Print)

Authorized Signature

Date

Town of Yarrow Point Climate Planning Grant: Scope of Work

Action/Tasks/ Deliverables	Model Climate Element **	Description	Date
Action 1	Section 2	Initialize Project	November 2023
Task 1.1		Assess needs for climate planning and environmental specialists and contract as needed	
Task 1.2		Select community representatives	
Task 1.3	Task 2.1	Form Climate Policy Advisory Team	June 2024
Deliverable 1*		Final Approval of Climate Policy Advisory Team	June 2024
Action 2		Public Engagement	May 2024
Task 2.1	Task 2.2	Prepare materials for public engagement, Integrating environmental justice and climate resilience	
Task 2.2		Organize and hold: public meetings and outreach events for the community. Solicit feedback from residents: email and mailer campaigns, survey, and website update.	
Task 2.3		Draft of Public Engagement Report	May 2025
Deliverable 2*		Public Engagement Report	June 2025
Action 3	Section 3, Step 1	Explore Climate Impacts	August 2024
Task 3.1	Task 1.1	Identify community assets	
Task 3.2	Task 1.2	Explore hazards and changes in the climate	
Task 3.3	Task 1.3	Pair assets and hazards, describe exposure and consequences.	
Task 3.4	Task 1.4	Identify priority climate hazards	
Task 3.5		Draft Climate Impacts Assessment Report	May 2025
Deliverable 3*		Climate Impacts Assessment Report	June 2025

Action 4	Section 3, Step 2	Existing Plans & Policies Gap Analysis	July 2025
Task 4.1	Task 2.1	Gap analysis of existing plans and regulations. Review existing plans for climate gaps and Opportunities Develop recommendations to address gaps.	
Task 4.2	Task 2.2	Identify major environmental threats and need for further analysis	
Task 4.3		Draft gap analysis report	November 2025
Deliverable 4*		Gap Analysis Report	December 2025
Action 5	Section 3, Step 3	Assess Vulnerability & Risk	January 2026
Task 5.1	Task 3.1	Assess sensitivity of community assets, systems, populations, etc. to potential hazards	
Task 5.2	Task 3.2	Assess adaptive capacity of assets, systems, populations, etc. to adapt to potential hazards	
Task 5.3	Task 3.3	Characterize vulnerability using Climate Element Workbook for each asset	
Task 5.4	Task 3.4	Characterize risk using the Climate Element Workbook for each asset	
Task 5.5	Task 3.5	Make a determination to take action or accept risks for each asset	
Task 5.6		Draft a hazard vulnerability and Risk report	December 2026
Deliverable 5*		Vulnerability and Risk Assessment Report	January 2027
Action 6	Section 3, Step 4	Adopt and Integrate Climate Resilience and Mitigation	February 2027
Task 6.1	Task 4.1	Drafting of climate resilience goals	
Task 6.2	Task 4.2	Drafting of climate resilience policies	

Task 6.3	Task 4.3	Identify policies with multifaceted benefits (Refer to Climate Element Workbook)	
Deliverable 6*		Draft Goals and Policies	March 2028
Action 7	Section 3, Step 5	Adopt Goals & Policies	April 2028
Task 7.1	Task 5.1	Review and finalize resilience goals and policies	April 2028
Task 7.2		Public meetings at Planning Commission. Review and discussion of draft ordinance	July 2028
Task 7.3		Public Hearing at Planning Commission	October 2028
Task 7.4		Public meetings at Town Council. Review and discussion of draft ordinance.	January 2029
Task 7.5		Town Council adoption of ordinance	May 2029
Deliverable 7*		Adopt climate resilience goals and policies by ordinance	June 2029

* Submit a memo summarizing completion of each step or submit a copy of completed Climate Element Workbook to Commerce

** Climate Element Creation guided by Model Climate Element workflow and Completion of Climate Element Workbook, both provided by Commerce



Town of Yarrow Point Climate Planning Grant: Budget

Deliverable	Date	Commerce Funds
Deliverable 1: Final Approval of Climate Policy Advisory Team	June 2024	\$10,000
Deliverable 2: Public Engagement Report	June 2025	\$10,000
Deliverable 3: Climate Impacts Assessment Report	June 2025	\$15,000
Deliverable 4: Gap Analysis Report	December 2025	\$10,000
Deliverable 5: Vulnerability and Risk Assessment Report	January 2027	\$20,000
Deliverable 6: Draft Goals and Policies	March 2028	\$15,000
Deliverable 7: Adopt climate resilience goals and policies by ordinance	June 2029	\$20,000
Total:		\$100,000