Town Council Regular Meeting
Tuesday, November 10, 2026 @ 4:00 PM
Town Hall/Virtual
4030 95th Avenue NE
Yarrow Point, WA 98004

YARROW POINT

The Town of Yarrow Point is a resilient, caring community committed to sustainable development and preserving our unique neighborhood character, heritage, and natural resources. We endeavor to pass these values and traditions to future generations.

Mayor: Katy Kinney Harris
Councilmembers: Laurie Bugbee, Steve Bush, Greg Hanson, Chuck Porter, Brian Vanover
Town Attorney: Emily Romanenko **Clerk-Treasurer:** Elizabeth M. Adkisson

AGENDA

1. CALL TO ORDER

Meeting Participation Information: The Town of Yarrow Point Council Meeting will be held in a hybrid format. Councilmembers, staff, and members of the public may participate in Council meetings both in-person and remotely.

In-Person:	*Dial-In via Telephone:*
Yarrow Point Town Hall	*1-253-215-8782*
4030 95th Avenue NE	*Meeting ID 825 8053 4071*
Yarrow Point, WA	*Passcode 721283*

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF/AMENDMENTS TO AGENDA

5. STAFF REPORTS (20 minutes)

5.1 Clyde Hill Police Report – October 2026

5.2 Bellevue Fire-EMS Report – October 2026

5.3 2026 Third Quarter Financial Report (July-Sept)

5.4 Commission Minutes

- October 27, 2026, Park Commission Regular Meeting
  - *Next Meeting: November 23, 2026*

6. MAYOR ANNOUNCEMENTS (5 minutes)

7. APPEARANCES/PUBLIC COMMENT (*Speakers will be allotted 3 minutes each)*

*This is time for people to speak to the Town Council on issues related to the Town of Yarrow Point, except those issues subject to a public hearing. Councilmembers will not respond or engage in dialogue, however, they may ask staff to research and report back on topics addressed. For those attending in-person, please sign-in to speak on the listing provided in Council Chambers. When invited to speak, please approach the podium, state your name, and address your topic. For those attending virtually, when invited to speak, please press *6 to unmute.*

8. CONSENT CALENDAR (2 minutes)

Consent agenda items are considered to be routine; the consent calendar is considered for adoption in its entirety by a single motion. There is no separate discussion of these items unless Council or staff requests the removal of an item ahead of the meeting.

8.1 Approval of Accounts: October Accounts Payables Approval in the amount of $273,615.02 plus Payroll in the amount of $56,676.90 for a total of $330,291.92.

8.2 Approval of Minutes:
- Council Regular Meeting of October 13, 2026
- Council Special Meeting of October 27, 2026

8.3 Accept Grant: CIP S-1 King County Flood Control District

8.4 Accept Project: 95th Ave NE Pathway Extension Rebid

8.5 Approval of Fire Services Agreement with the City of Bellevue

8.6 Resolution No. 395, Approve 2027 ARCH Work Plan & Member Contribution

9. PUBLIC HEARINGS (10 minutes)

9.1 2027 Proposed Final Budget

10. REGULAR BUSINESS (90 minutes)

10.1 Ordinance No. 790, Adopting 2027 Budget (First Reading)

10.2 Approval of Police Services Interlocal Agreement with the City of Clyde Hill & Authorization of Flock Camera Transition

10.3 Introduction: Draft 2027 Fee Schedule

10.4 Introduction: Draft Council Rules of Procedure

11. MAYOR'S REPORT/OLD BUSINESS (10 minutes)

12. COUNCIL ROUNDTABLE AND REQUESTS FOR FUTURE AGENDA ITEMS (10 minutes)

13. APPEARANCES/PUBLIC COMMENT (SECOND OPPORTUNITY)

This is a second opportunity for individuals to address the Town Council; same parameters apply.

14. EXECUTIVE SESSION (IF ANY)

15. ADJOURNMENT

Next regular Town Council Meeting: December 8, 2026, at 4:00 p.m.

STAFF REPORTS

5.1 Clyde Hill Police Report – October 2026

5.2 Bellevue Fire-EMS Report – October 2026

5.3 2026 Q3 Financial Report (July-Sept)

5.4 Commission Minutes

- October 27, 2026, Park Commission Regular Meeting
  - *Next Meeting: November 23, 2026 (special meeting)*

Date: November 10, 2026

From: Chief Paul Ryan

Subject: October Police Staff Report

During the month of October, we handled a total of 383 calls for service. Of the 383 calls for service, 306 calls for service were in Clyde Hill, 53 calls for service were in Yarrow Point and 24 calls for service were various agency assists.

Some of the more notable incidents included traffic collisions, malicious mischief, a DUI assist, a UAS agency assist which involved a search for a missing autistic individual, and several other incidents requiring reports.

During the month of October, the department completed approximately 368 combined hours of officer training, making it one of our busiest months of the year for training.

A few highlights from October:

- Commander Hanson, Sgt. Humphreys, and Sgt. Cobrea were each presented with Letters of Recognition in acknowledgment of their outstanding service while serving in acting capacities during the City's search for a Chief of Police. Their leadership throughout this period of transition was instrumental to the agency's continued success and ensured that the highest level of service was maintained for our community.

- Through the Washington Traffic Safety Commission, the Police Department has obtained a no-cost license to StreetVision. This software provides access to data-driven insights that will support traffic safety, engineering, and enforcement initiatives.

- In an effort to accelerate my learning and transition into the role of Chief of Police for the City of Clyde Hill, I prioritized stakeholder engagement and community outreach during my first 30 days. A consistent theme throughout these conversations has been the community's confidence in and support for the Clyde Hill Police Department. This reflects the professionalism, dedication, and high quality of service provided by the members of the CHPD team.

Highlights of these efforts include:

    - Meetings with regional law enforcement leaders and partners, including the Coalition of Small Cities Task Force, the Independent Force Investigations

Team (IFIT), Chief Sass of the Medina Police Department, Kirkland Municipal Court, and NORCOM.

- Individual meetings with City Council members.

- Engagement with local schools, including meetings with the principals of Clyde Hill Elementary School, Chinook Middle School, and Bellevue Christian High School.

- Building connections with community members and residents.

- Walked virtually the entire public roadway network of Clyde Hill and Yarrow Point, fostering community engagement and gaining firsthand insight into local infrastructure needs.

- What's Ahead: In November, I will shift my focus to internal stakeholder meetings with members of the Clyde Hill Police Department. My goal is to gain a deeper understanding of the organization, identify how I can best support our team as Chief of Police, and explore opportunities to further enhance the exceptional service we provide to the Clyde Hill community.

- The Police Department received notice from the Washington State Criminal Justice Training Commission that the agency has been conditionally approved for up to $243,677.15 in funding through our ESHB 2015 Public Safety Program grant application. To meet the program's eligibility requirements, the department has been asked to amend several policies and procedures, and that work is currently underway.

Department Training and Activities:

During this month, several officers attended various training courses to maintain certifications and further their knowledge and skills.

- Homicide Investigation Training: Officers C. Hanson, N. Hansen, and A. Donchez attended 40 hours of Homicide Investigation training.
- Domestic Violence Training: Commander Hanson, Sergeant Humphreys, Sergeant Cobrea, and Officers A. Donchez and N. Hansen completed state required Domestic Violence training.
- Firearms Training: All members of the department completed handgun qualifications at the range. Sergeant Humphreys also completed handgun recertification for his instructor position.
- Preliminary Breath Test (PBT) Training: Sergeant Cobrea completed his PBT certification training.

- Active Shooter Training: Officers N. Hansen, C. Hanson, A. Donchez, Detective Swai and I completed Active Shooter training hosted by the Bellevue Police Department and Bellevue Fire Department.
- Emergency Management Training: Officer I. Jennings completed Emergency Management training.
- Target Zero Task Force (TZT): Officers N. Hansen and C. Hanson participated in statewide DUI emphasis patrols conducted in King County as part of the Target Zero Task Force program. This emphasis focused on identifying and removing impaired drivers from the roadways.

Community Engagement and Outreach:

Members of the Clyde Hill Police Department participated in the City's Open House event. Sgt. Humphreys, Sgt. Cobrea, Officer C. Hanson and I had the pleasure of attending several "Trunk-or-Treat" events hosted by our local schools. This gave the students and families an opportunity to interact with law enforcement in a fun and positive environment.

Overall, October was another productive month for the department, with officers continuing to respond to calls for service while also participating in numerous training opportunities to maintain certifications and improve our skills.

CATEGORY	CLYDE HILL POLICE DEPARTMENT January-October 2026					
	Oct 2025	Oct 2026	% Change	YTD 2025	YTD 2026	% Change
CALLS FOR SERVICE	149	173	16.11%	3007	2231	-25.81%
GENERAL REPORTS	18	10	-44.44%	189	164	-13.23%
SUPPLEMENTAL REPORTS	5	6	20.00%	35	45	28.57%
TRAFFIC STOPS	130	206	58.46%	1602	1560	-2.62%
TRAFFIC COLLISION REPORTS	2	0	100.00%	10	9	-10.00%
INFRACTIONS	38	48	26.32%	457	348	-23.85%
FELONY ARRESTS - includes referral to Superior Court	0	0	0.00%	6	2	-66.67%
DUI ARRESTS	0	1	100.00%	4	4	0.00%
MISDEMEANOR ARRESTS (non-DUI)	2	6	200.00%	41	52	26.83%
WARRANT ARRESTS	0	0	0.00%	9	3	-66.67%
RESPONSE TIME (DISPATCH TO ARRIVAL) mm:ss	06:15	04:35	-26.66%	05:32	04:21	-21.42%

CHPD RESPONSE CALL LOGS
OCTOBER 2026

Priority 1-4

1 = Highest Priority

4 = Lowest Priority

Jurisdiction

CH – Clyde Hill

YP – Yarrow Point

BD – Bellevue

MI – Mercer Island

ISS - Issaquah

KI - Kirkland

HP – Hunts Point

ME – Medina

BOT – Bothell

Call Type

QA = Questionable Activity (Suspicious)

Direct Patrol = Self-initiated activity

Walk Through = Security Check

DUI = Driving Under the Influence

CPS = Child Protection Services

OV = On-view (officer observed, self-initiated contact)

TS-MDC or T = Traffic Stop

MV = Motor Vehicle

TA = Traffic Accident

DV = Domestic Violence

CLYDE HILL ACTIVITY

Call Time	Priority	Call Type	Agency	Units
10/1/2026 8:15	S4	School Zone	CLYPD	1C4
10/1/2026 8:41	S3	TS-MDC	CLYPD	1C4

10/1/2026 9:43	5	Info - Broadcast	CLYPD	CAR202
10/1/2026 9:59	S4	TA	CLYPD	1C4, 1D1
10/1/2026 11:54	S3	TS-MDC	CLYPD	1D1
10/1/2026 15:36	S3	TS-MDC	CLYPD	1D1
10/1/2026 18:08	S3	TS-MDC	CLYPD	3C1
10/1/2026 18:21	S3	TS-MDC	CLYPD	3C1
10/1/2026 18:38	S3	TS-MDC	CLYPD	3C1
10/1/2026 20:13	S3	TS-MDC	CLYPD	3D1
10/2/2026 4:45	S4	Community Policing	CLYPD	3C1
10/2/2026 5:27	S3	Contact of a Person	CLYPD	3C1
10/2/2026 7:24	4	Traffic General	CLYPD	1C1
10/2/2026 11:42	S3	TS-MDC	CLYPD	1D1
10/2/2026 13:22	S4	Direct Enforcement	CLYPD	1C1
10/2/2026 13:30	S3	T	CLYPD	1C1
10/2/2026 13:42	S3	T	CLYPD	1C1
10/2/2026 14:48	S3	Assist	CLYPD	1C1
10/2/2026 18:47	5	Info - Broadcast	CLYPD	3C1
10/2/2026 20:00	S3	TS-MDC	CLYPD	3C1
10/2/2026 20:06	S3	TS-MDC	CLYPD	3C1
10/2/2026 22:01	S4	Direct Patrol	CLYPD	3C1
10/2/2026 23:09	S3	TS-MDC	CLYPD	3C1
10/3/2026 0:47	S3	TS-MDC	CLYPD	3C1
10/3/2026 14:30	S3	TS-MDC	CLYPD	1D1
10/3/2026 16:20	S4	Community Policing	CLYPD	1C4, 1D1
10/3/2026 19:55	S3	TS-MDC	CLYPD	3C1
10/3/2026 20:42	S3	TS-MDC	CLYPD	3C1
10/3/2026 22:00	S4	Juvenile	CLYPD	3C1
10/3/2026 22:40	S4	Juvenile	CLYPD	3C1
10/4/2026 8:04	S3	TS-MDC	CLYPD	1D1
10/4/2026 10:18	4	Found Property	CLYPD	1C
10/4/2026 12:47	4	E911	CLYPD	
10/4/2026 12:47	4	Theft	CLYPD	1C
10/4/2026 13:43	4	E911	CLYPD	
10/4/2026 16:04	S3	Contact of a Person	CLYPD	1C
10/4/2026 18:31	S4	Assist	CLYPD	3C1
10/4/2026 20:44	3	Alarm	CLYPD	3C1
10/4/2026 21:04	5	Info - Broadcast	CLYPD	A110, E105, M101
10/4/2026 21:18	S3	Fire Assist	CLYPD	3C1
10/5/2026 6:09	S3	TS-MDC	CLYPD	1D1
10/5/2026 8:13	S4	School Zone	CLYPD	1C4
10/5/2026 8:43	S4	School Zone	CLYPD	1C4

10/5/2026 9:04	S3	TS-MDC	CLYPD	1D1
10/5/2026 10:24	S4	Mal Misch	CLYPD	C17
10/5/2026 12:59	3	Alarm	CLYPD	1C4
10/5/2026 13:45	S3	TS-MDC	CLYPD	1D1
10/5/2026 13:58	S3	TS-MDC	CLYPD	1D1
10/5/2026 14:04	S3	TS-MDC	CLYPD	1D1
10/5/2026 15:04	5	Info - Broadcast	CLYPD	1C4, E105
10/5/2026 15:37	5	Info - Broadcast	CLYPD	1C4, E105
10/5/2026 15:51	S3	TS-MDC	CLYPD	2D1
10/5/2026 16:07	S3	TS-MDC	CLYPD	2D1
10/5/2026 20:27	S3	TS-MDC	CLYPD	3C1
10/5/2026 20:30	S3	TS-MDC	CLYPD	2D1
10/5/2026 20:57	S3	TS-MDC	CLYPD	3C1
10/6/2026 2:44	S3	T	CLYPD	3D1
10/6/2026 8:16	S4	Direct Patrol	CLYPD	1C4
10/6/2026 10:20	3	E911	CLYPD	1C4
10/6/2026 10:37	New	Traffic General	CLYPD	1C4
10/6/2026 11:10	S3	TS-MDC	CLYPD	1D1
10/6/2026 14:40	S3	TS-MDC	CLYPD	1D1
10/6/2026 16:30	5	Info - Broadcast	CLYPD	E105, E110
10/6/2026 19:38	S3	TS-MDC	CLYPD	3C1
10/6/2026 20:01	S3	TS-MDC	CLYPD	3C1
10/7/2026 7:19	3	Alarm	CLYPD	1C
10/7/2026 8:34	S4	Animal	CLYPD	1C, 1D1
10/7/2026 9:15	S3	TS-MDC	CLYPD	1D1
10/7/2026 11:12	5	Info - Broadcast	CLYPD	E105
10/7/2026 11:48	5	Info - Broadcast	CLYPD	E101, E110
10/7/2026 21:22	S4	Direct Patrol	CLYPD	3C1
10/7/2026 23:23	5	Info - Broadcast	CLYPD	E105
10/8/2026 7:34	S4	School Zone	CLYPD	1C
10/8/2026 8:39	S4	School Zone	CLYPD	1C
10/8/2026 10:55	S3	TS-MDC	CLYPD	1C
10/8/2026 14:13	4	E911	CLYPD	
10/8/2026 16:56	S4	Community Policing	CLYPD	3C1
10/8/2026 21:28	S4	Direct Patrol	CLYPD	3C1
10/9/2026 8:18	S4	School Zone	CLYPD	1C4
10/9/2026 8:42	4	Follow Up	CLYPD	1C
10/9/2026 10:23	S3	TS-MDC	CLYPD	1D1
10/9/2026 10:57	S3	TS-MDC	CLYPD	1D1
10/9/2026 11:43	S4	Direct Patrol	CLYPD	1C
10/9/2026 13:51	S4	Fraud	CLYPD	1C, 1C4, 2B1, 2B2

10/9/2026 20:22	5	Info - Broadcast	CLYPD	E105
10/10/2026 7:03	3	Alarm	CLYPD	1C, 1C4
10/10/2026 9:04	S3	TS-MDC	CLYPD	1C4
10/10/2026 14:24	S3	TS-MDC	CLYPD	1C
10/10/2026 14:31	S3	TS-MDC	CLYPD	1C
10/10/2026 14:42	S3	TS-MDC	CLYPD	1C
10/10/2026 15:00	S3	TS-MDC	CLYPD	1C
10/10/2026 15:12	4	E911 - Phase 2	CLYPD	1C4
10/11/2026 9:35	4	Assist	CLYPD	1C
10/11/2026 15:56	S3	TS-MDC	CLYPD	2D1
10/11/2026 23:14	5	Info - Broadcast	CLYPD	A110
10/12/2026 2:35	5	Info - Broadcast	CLYPD	E105
10/12/2026 7:36	3	Traffic General	CLYPD	1C1
10/12/2026 8:01	S3	TS-MDC	CLYPD	1C1
10/12/2026 8:18	S3	TS-MDC	CLYPD	1D1
10/12/2026 11:17	S3	TS-MDC	CLYPD	1D1
10/12/2026 11:56	S3	TS-MDC	CLYPD	1C1
10/12/2026 12:17	S3	T	CLYPD	1C1
10/12/2026 14:14	4	E911	CLYPD	
10/12/2026 15:31	S4	School Zone	CLYPD	1C1
10/12/2026 15:40	S3	TS-MDC	CLYPD	1D1
10/12/2026 20:07	S4	Direct Patrol	CLYPD	3C1
10/12/2026 20:07	4	E911	CLYPD	
10/12/2026 20:45	S4	Direct Patrol	CLYPD	3C1
10/13/2026 8:24	S3	TS-MDC	CLYPD	1D1
10/13/2026 9:09	S4	Direct Enforcement	CLYPD	1C1
10/13/2026 9:11	S3	T	CLYPD	1C1
10/13/2026 9:21	S3	T	CLYPD	1C1
10/13/2026 12:18	S3	TS-MDC	CLYPD	1C1
10/13/2026 13:07	S4	Found Property	CLYPD	1C1
10/13/2026 15:31	S4	School Zone	CLYPD	1C1
10/13/2026 16:17	S3	TS-MDC	CLYPD	1C1
10/13/2026 19:45	S3	TS-MDC	CLYPD	2D1
10/13/2026 20:02	S3	TS-MDC	CLYPD	2D1
10/13/2026 21:32	S4	Direct Patrol	CLYPD	3C1
10/14/2026 2:15	3	Assist	CLYPD	3C1
10/14/2026 7:39	5	Info - Broadcast	CLYPD	1C, E105
10/14/2026 8:41	S3	TS-MDC	CLYPD	1D1
10/14/2026 8:46	S3	TS-MDC	CLYPD	1D1
10/14/2026 9:19	S3	TS-MDC	CLYPD	1D1
10/14/2026 9:31	4	Mal Misch	CLYPD	1C

10/14/2026 9:47	4	E911	CLYPD	
10/14/2026 10:52	S4	Noise Complaint	CLYPD	1C
10/14/2026 12:27	S3	TS-MDC	CLYPD	1C
10/14/2026 14:25	4	QA	CLYPD	1C
10/14/2026 15:47	S4	Animal	CLYPD	1C
10/14/2026 17:33	4	Mal Misch	CLYPD	1C, 3C1
10/14/2026 19:14	S3	TS-MDC	CLYPD	3C1
10/14/2026 19:32	S3	TS-MDC	CLYPD	3C1
10/14/2026 20:36	S3	T	CLYPD	2D1, 3D1
10/14/2026 20:55	S3	T	CLYPD	2D1, 3D1
10/14/2026 22:48	S3	TS-MDC	CLYPD	2D1, 3D1
10/14/2026 23:34	S3	TS-MDC	CLYPD	3D1
10/15/2026 7:31	S3	TS-MDC	CLYPD	1D1
10/15/2026 9:45	S3	TS-MDC	CLYPD	1D1
10/15/2026 12:14	S3	Fire Assist	CLYPD	1C, B101, E105, E121
10/15/2026 15:19	S3	TS-MDC	CLYPD	2D1
10/15/2026 15:28	S3	TS-MDC	CLYPD	2D1
10/15/2026 15:35	4	E911	CLYPD	
10/15/2026 15:56	S3	TS-MDC	CLYPD	2D1
10/15/2026 16:01	S3	TS-MDC	CLYPD	1C
10/15/2026 16:20	S3	Traffic General	CLYPD	1C
10/15/2026 17:54	S3	TS-MDC	CLYPD	1C
10/15/2026 18:26	S3	TS-MDC	CLYPD	1C
10/15/2026 22:47	S3	Contact of a Person	CLYPD	3C1
10/15/2026 22:49	S3	Contact of a Person	CLYPD	3C1
10/16/2026 1:02	S3	T	CLYPD	3D1
10/16/2026 8:45	S4	School Zone	CLYPD	1C1
10/16/2026 8:57	S3	TS-MDC	CLYPD	1C1
10/16/2026 10:01	S3	TS-MDC	CLYPD	1C1
10/16/2026 10:20	S3	TS-MDC	CLYPD	1C1
10/16/2026 10:52	S3	TS-MDC	CLYPD	1D1
10/16/2026 11:01	S3	TS-MDC	CLYPD	1D1
10/16/2026 12:19	S4	Direct Enforcement	CLYPD	1C1
10/16/2026 12:27	S3	Fire Assist	CLYPD	1C1, A110, C1, E105, M101, M119, MSO105, MSO105T
10/16/2026 14:16	S3	TS-MDC	CLYPD	1C1
10/16/2026 17:37	S3	TS-MDC	CLYPD	1C1
10/16/2026 18:54	S3	TS-MDC	CLYPD	2D1
10/16/2026 19:09	S3	TS-MDC	CLYPD	2D1
10/16/2026 19:45	S3	TS-MDC	CLYPD	2D1

10/17/2026 2:18	S3	TS-MDC	CLYPD	3C1
10/17/2026 8:48	5	Info - Doc - Police	CLYPD	
10/17/2026 9:49	S3	TS-MDC	CLYPD	1C1
10/17/2026 10:09	S3	Traffic General	CLYPD	1C1
10/17/2026 13:53	S4	Traffic General	CLYPD	1C1
10/17/2026 15:57	S3	TS-MDC	CLYPD	1D1
10/17/2026 16:14	S3	TS-MDC	CLYPD	1D1
10/17/2026 16:37	4	E911	CLYPD	
10/17/2026 17:41	5	Info - Doc - Police	CLYPD	2D1
10/17/2026 18:03	S3	TS-MDC	CLYPD	2D1
10/18/2026 8:21	5	Info - Broadcast	CLYPD	E105, E110
10/18/2026 9:12	S3	TS-MDC	CLYPD	1C1
10/18/2026 11:37	S4	Direct Patrol	CLYPD	1C1
10/18/2026 11:59	4	Traffic Abandon	CLYPD	1C1
10/18/2026 14:27	3	Area Check	CLYPD	1C1, 2D1
10/18/2026 15:54	4	E911	CLYPD	
10/18/2026 16:48	4	E911	CLYPD	
10/18/2026 17:40	S4	Hit & Run	CLYPD	3C1
10/19/2026 8:19	S3	TS-MDC	CLYPD	1C1
10/19/2026 8:31	S3	TS-MDC	CLYPD	1C1
10/19/2026 9:09	S4	Traffic Abandon	CLYPD	1C
10/19/2026 12:51	S3	TS-MDC	CLYPD	1D1
10/19/2026 14:13	S3	TS-MDC	CLYPD	1C
10/19/2026 15:20	S3	TS-MDC	CLYPD	1C
10/19/2026 15:38	S3	TS-MDC	CLYPD	1C1
10/19/2026 18:55	S3	TS-MDC	CLYPD	3C4
10/19/2026 19:11	5	Data	CLYPD	3C4
10/20/2026 1:42	S3	TS-MDC	CLYPD	3D1
10/20/2026 7:46	S4	Civil	CLYPD	1C1
10/20/2026 9:24	S3	TS-MDC	CLYPD	1D1
10/20/2026 9:28	S4	APS	CLYPD	1C1, 1D1
10/20/2026 9:48	S4	Traffic General	CLYPD	1C1
10/20/2026 10:21	S3	TS-MDC	CLYPD	1D1
10/20/2026 10:23	S3	Civil	CLYPD	1C1
10/20/2026 12:05	5	WACIC CLYPD Warrants	CLYPD	
10/20/2026 12:49	4	E911 - Phase 2	CLYPD	
10/20/2026 23:42	S3	T	CLYPD	3C4
10/21/2026 0:08	S3	QA	CLYPD	3C4
10/21/2026 9:17	S3	TS-MDC	CLYPD	1D1
10/21/2026 9:35	S3	TS-MDC	CLYPD	1D1
10/21/2026 10:27	S3	TS-MDC	CLYPD	1C1

10/21/2026 11:47	S3	TS-MDC	CLYPD	1C1
10/21/2026 12:02	S3	TS-MDC	CLYPD	1C1
10/21/2026 12:43	S3	TS-MDC	CLYPD	1C1
10/21/2026 16:19	S3	TS-MDC	CLYPD	1C1
10/21/2026 17:14	4	QA	CLYPD	1C1
10/21/2026 22:12	S3	TS-MDC	CLYPD	3C1
10/22/2026 5:07	S4	Direct Patrol	CLYPD	3C1
10/22/2026 7:59	S4	Direct Patrol	CLYPD	1C1
10/22/2026 10:06	S3	TS-MDC	CLYPD	1C1
10/22/2026 11:25	S3	TS-MDC	CLYPD	1C1
10/22/2026 12:12	S3	TS-MDC	CLYPD	1C1
10/22/2026 15:57	3	Alarm	CLYPD	1C1
10/22/2026 19:03	S4	Direct Patrol	CLYPD	3C1
10/22/2026 19:15	S3	T	CLYPD	3D1
10/22/2026 21:41	S4	Direct Patrol	CLYPD	3C1
10/22/2026 23:07	S3	TS-MDC	CLYPD	3C1
10/23/2026 7:48	S3	TS-MDC	CLYPD	1C4
10/23/2026 8:14	S4	School Zone	CLYPD	1C4
10/23/2026 8:55	S3	TS-MDC	CLYPD	1C4
10/23/2026 9:01	S4	School Zone	CLYPD	1C4
10/23/2026 10:43	4	E911	CLYPD	
10/23/2026 13:41	S3	TS-MDC	CLYPD	1D1
10/23/2026 15:58	S3	TS-MDC	CLYPD	1D1
10/24/2026 6:33	S3	TS-MDC	CLYPD	1C4
10/24/2026 11:24	S3	TS-MDC	CLYPD	1D1
10/25/2026 8:05	5	Info - Broadcast	CLYPD	E105, E110
10/25/2026 13:57	4	Assist	CLYPD	1C4
10/26/2026 6:48	4	QA	CLYPD	1C1
10/26/2026 8:40	S3	T	CLYPD	1C1
10/26/2026 8:42	4	E911 - Phase 2	CLYPD	1C1
10/26/2026 10:00	S4	Direct Enforcement	CLYPD	1C1
10/26/2026 10:04	S3	T	CLYPD	1C1
10/26/2026 10:10	S3	T	CLYPD	1C1
10/26/2026 11:10	S3	TS-MDC	CLYPD	1D1
10/26/2026 12:27	S3	T	CLYPD	1C1
10/26/2026 13:21	S3	TS-MDC	CLYPD	1C1
10/26/2026 13:49	S3	TS-MDC	CLYPD	1D1
10/26/2026 13:58	S3	TS-MDC	CLYPD	1D1
10/26/2026 15:36	S4	Traffic General	CLYPD	1C1
10/26/2026 15:50	S3	TS-MDC	CLYPD	2D1
10/26/2026 19:09	4	Animal	CLYPD	3C

10/27/2026 4:21	S4	Walk Through	CLYPD	3C
10/27/2026 7:32	4	Animal	CLYPD	1C1
10/27/2026 7:56	S3	TS-MDC	CLYPD	1C1
10/27/2026 8:39	S4	School Zone	CLYPD	1C1
10/27/2026 8:58	S3	TS-MDC	CLYPD	1C1
10/27/2026 9:28	4	Civil	CLYPD	1C1
10/27/2026 11:54	S3	TS-MDC	CLYPD	1C1
10/27/2026 12:07	S3	TS-MDC	CLYPD	1C1
10/27/2026 12:22	4	Follow Up	CLYPD	1C1
10/27/2026 12:33	S4	QA	CLYPD	1C1
10/27/2026 13:26	S3	TS-MDC	CLYPD	1D1
10/27/2026 13:35	S3	TS-MDC	CLYPD	1D1
10/27/2026 17:03	S4	QA	CLYPD	1C1, 2D1, 3D1
10/27/2026 18:10	S3	TS-MDC	CLYPD	2D1
10/27/2026 18:36	S3	TS-MDC	CLYPD	2D1
10/27/2026 22:40	S3	Assist	CLYPD	2D1, 3C, 3D1
10/28/2026 7:28	S4	Direct Enforcement	CLYPD	1C
10/28/2026 7:43	S3	TS-MDC	CLYPD	1C
10/28/2026 10:22	3	Alarm	CLYPD	1C
10/28/2026 12:09	S3	TS-MDC	CLYPD	1D1
10/28/2026 13:42	S3	TS-MDC	CLYPD	1C
10/28/2026 13:53	S3	TS-MDC	CLYPD	1D1
10/28/2026 14:41	S4	Direct Patrol	CLYPD	1C4, 1D1, 3D, C2
10/28/2026 18:08	S4	Community Policing	CLYPD	1C4
10/28/2026 20:27	S3	TS-MDC	CLYPD	Z64
10/28/2026 20:43	S3	TS-MDC	CLYPD	Z64
10/28/2026 21:03	S3	Alarm	CLYPD	3C1
10/28/2026 21:47	S4	Animal	CLYPD	3C1
10/29/2026 7:06	4	Follow Up	CLYPD	1C
10/29/2026 9:50	5	Info - Broadcast	CLYPD	CAR204
10/29/2026 12:51	5	Info - Broadcast	CLYPD	CAR205
10/29/2026 13:29	4	Noise Complaint	CLYPD	1C
10/29/2026 14:47	5	Info - Doc - Police	CLYPD	
10/29/2026 14:53	S4	Hit & Run	CLYPD	1C
10/29/2026 15:49	5	Info - Broadcast	CLYPD	2B10, 2B3, E105
10/29/2026 16:57	S4	Assist	CLYPD	3C1
10/29/2026 18:53	4	E911	CLYPD	
10/29/2026 20:30	3	Alarm	CLYPD	3C1
10/29/2026 21:21	3	QA	CLYPD	3C1, 3D
10/30/2026 7:30	S4	Direct Enforcement	CLYPD	1C1
10/30/2026 7:56	S3	TS-MDC	CLYPD	1C1

10/30/2026 8:29	S3	TS-MDC	CLYPD	1D1
10/30/2026 8:36	S3	TS-MDC	CLYPD	1C1
10/30/2026 8:41	S3	TS-MDC	CLYPD	1C1
10/30/2026 10:22	S3	TS-MDC	CLYPD	1C1
10/30/2026 12:31	S3	TS-MDC	CLYPD	1C1
10/30/2026 12:32	S3	TS-MDC	CLYPD	1D1
10/30/2026 13:10	S3	TS-MDC	CLYPD	1C1
10/30/2026 15:42	4	Traffic General	CLYPD	1C1
10/30/2026 18:31	S4	Community Policing	CLYPD	3C
10/30/2026 18:33	New	Assist	CLYPD	3D1
10/31/2026 1:32	5	Info - Broadcast	CLYPD	E105, E110
10/31/2026 8:20	4	Theft	CLYPD	1C1
10/31/2026 9:46	S3	TS-MDC	CLYPD	1C1
10/31/2026 10:03	S3	TS-MDC	CLYPD	1C1
10/31/2026 10:19	S3	TS-MDC	CLYPD	1C1
10/31/2026 15:54	S3	TS-MDC	CLYPD	1C1
10/31/2026 17:13	S3	TS-MDC	CLYPD	1C1
10/31/2026 23:08	S4	Noise Complaint	CLYPD	3C4

YARROW POINT ACTIVITY

Call Time	Priority	Call Type	Agency	Units
10/2/2026 0:25	S4	Direct Patrol	YPPD	3C1
10/2/2026 7:49	3	TA	YPPD	1C1, 1D1, C2, E105, L107, R103
10/2/2026 20:26	S3	TS-MDC	YPPD	3C1
10/2/2026 21:02	S3	TS-MDC	YPPD	3C1
10/3/2026 2:10	3	Alarm	YPPD	3C1, 3D1
10/3/2026 5:46	S4	QA	YPPD	1C4
10/3/2026 7:14	4	Noise Complaint	YPPD	1C4
10/3/2026 23:42	S4	Direct Patrol	YPPD	3C1
10/4/2026 15:41	S4	Walk Through	YPPD	1C
10/4/2026 20:49	4	E911	YPPD	
10/5/2026 22:52	S4	Direct Patrol	YPPD	3C1
10/5/2026 23:30	4	Noise Complaint	YPPD	3C1
10/6/2026 10:04	4	QA	YPPD	1C4
10/6/2026 14:00	S3	T	YPPD	1C4
10/6/2026 22:42	S4	Direct Patrol	YPPD	3C1
10/7/2026 8:32	S4	Animal	YPPD	

10/7/2026 12:16	S3	Contact of a Person	YPPD	1C
10/7/2026 22:18	S3	Alarm	YPPD	3C1
10/8/2026 1:16	5	Info - Broadcast	YPPD	E105
10/9/2026 21:14	S3	Contact of a Person	YPPD	3C1
10/9/2026 22:43	S4	Direct Patrol	YPPD	3C1
10/9/2026 22:59	S3	Contact of a Person	YPPD	3C1
10/10/2026 11:06	S3	TS-MDC	YPPD	1C
10/11/2026 3:05	5	Info - Broadcast	YPPD	E105, E110
10/13/2026 7:54	New	Traffic General	YPPD	1C1
10/15/2026 8:01	3	QA	YPPD	1C
10/15/2026 8:17	4	E911	YPPD	
10/15/2026 12:36	S4	Follow Up	YPPD	1C
10/15/2026 17:54	4	E911	YPPD	
10/15/2026 22:35	S4	Direct Patrol	YPPD	3C1
10/16/2026 8:08	S3	T	YPPD	1C1
10/16/2026 20:31	S4	Traffic General	YPPD	3C1
10/16/2026 21:15	S3	Contact of a Person	YPPD	3C1
10/17/2026 8:17	S3	T	YPPD	1C1
10/17/2026 15:33	S4	Direct Patrol	YPPD	1C1
10/17/2026 16:39	5	Info - Broadcast	YPPD	
10/17/2026 20:24	S4	Direct Patrol	YPPD	3C1
10/18/2026 10:20	S3	TS-MDC	YPPD	1D1
10/19/2026 19:45	S3	TS-MDC	YPPD	3C4
10/22/2026 22:11	S3	TS-MDC	YPPD	3C1
10/23/2026 17:41	5	Info - Broadcast	YPPD	3C, E105
10/25/2026 20:07	4	E911	YPPD	
10/26/2026 1:23	S4	Direct Patrol	YPPD	3C1
10/26/2026 8:49	5	Info - Broadcast	YPPD	A110
10/27/2026 16:30	S3	TS-MDC	YPPD	1C1
10/27/2026 19:32	5	Info - Broadcast	YPPD	E105, M101
10/28/2026 19:03	S4	TA	YPPD	3C1
10/28/2026 23:25	S4	Direct Patrol	YPPD	3C1
10/31/2026 13:07	4	Assist	YPPD	1C1
10/31/2026 13:39	S3	TS-MDC	YPPD	1C1
10/31/2026 20:22	S4	Civil	YPPD	3C4, C1
10/31/2026 20:26	S4	QA	YPPD	2D1, 3C4, 3D1, C1

ALL CHPD ACTIVITY

Call Date/Time	Priority	Call Type	Beat
10/1/2026 5:38	S3	QA	KI-3
10/1/2026 8:15	S4	School Zone	CH-1
10/1/2026 8:41	S3	TS-MDC	CH-1
10/1/2026 10:00	S4	TA	CH-1
10/1/2026 11:54	S3	TS-MDC	CH-1
10/1/2026 12:46	4	QA	HP-1
10/1/2026 15:36	S3	TS-MDC	CH-1
10/1/2026 17:30	3	TA	BD-1-2
10/1/2026 18:08	S3	TS-MDC	CH-1
10/1/2026 18:21	S3	TS-MDC	CH-1
10/1/2026 18:38	S3	TS-MDC	CH-1
10/1/2026 20:13	S3	TS-MDC	CH-1
10/2/2026 0:25	S4	Direct Patrol	YP-1
10/2/2026 4:45	S4	Community Policing	CH-1
10/2/2026 5:27	S3	Contact of a Person	CH-1
10/2/2026 7:24	4	Traffic General	CH-1
10/2/2026 7:49	3	TA	YP-1
10/2/2026 11:42	S3	TS-MDC	CH-1
10/2/2026 13:22	S4	Direct Enforcement	CH-1
10/2/2026 13:30	S3	T	CH-1
10/2/2026 13:42	S3	T	CH-1
10/2/2026 13:57	S3	TS-MDC	BD-1-2
10/2/2026 14:48	S3	Assist	CH-1
10/2/2026 18:47	5	Info - Broadcast	CH-1
10/2/2026 20:00	S3	TS-MDC	CH-1
10/2/2026 20:06	S3	TS-MDC	CH-1
10/2/2026 20:26	S3	TS-MDC	YP-1
10/2/2026 21:02	S3	TS-MDC	YP-1
10/2/2026 22:01	S4	Direct Patrol	CH-1
10/2/2026 23:09	S3	TS-MDC	CH-1
10/2/2026 23:51	S3	TS-MDC	
10/3/2026 0:47	S3	TS-MDC	CH-1
10/3/2026 2:10	3	Alarm	YP-1
10/3/2026 5:46	S4	QA	YP-1
10/3/2026 7:14	4	Noise Complaint	YP-1
10/3/2026 12:33	3	Disturbance	BD-1-2
10/3/2026 14:30	S3	TS-MDC	CH-1
10/3/2026 16:20	S4	Community Policing	CH-1

10/3/2026 19:55	S3	TS-MDC	CH-1
10/3/2026 20:42	S3	TS-MDC	CH-1
10/3/2026 22:00	S4	Juvenile	CH-1
10/3/2026 22:40	S4	Juvenile	CH-1
10/3/2026 23:42	S4	Direct Patrol	YP-1
10/4/2026 8:04	S3	TS-MDC	CH-1
10/4/2026 10:18	4	Found Property	CH-1
10/4/2026 12:47	4	Theft	CH-1
10/4/2026 15:41	S4	Walk Through	YP-1
10/4/2026 16:04	S3	Contact of a Person	CH-1
10/4/2026 18:31	S4	Assist	CH-1
10/4/2026 20:44	3	Alarm	CH-1
10/4/2026 21:18	S3	Fire Assist	CH-1
10/5/2026 6:09	S3	TS-MDC	CH-1
10/5/2026 7:17	S3	DV	ME-1
10/5/2026 8:12	S3	TS-MDC	
10/5/2026 8:13	S4	School Zone	CH-1
10/5/2026 8:43	S4	School Zone	CH-1
10/5/2026 9:04	S3	TS-MDC	CH-1
10/5/2026 10:24	S4	Mal Misch	CH-1
10/5/2026 12:59	3	Alarm	CH-1
10/5/2026 13:45	S3	TS-MDC	CH-1
10/5/2026 13:58	S3	TS-MDC	CH-1
10/5/2026 14:04	S3	TS-MDC	CH-1
10/5/2026 15:04	F3	Info - Broadcast	CH-1
10/5/2026 15:37	F3	Info - Broadcast	CH-1
10/5/2026 15:51	S3	TS-MDC	CH-1
10/5/2026 16:07	S3	TS-MDC	CH-1
10/5/2026 19:45	S3	TS-MDC	ME-1
10/5/2026 20:27	S3	TS-MDC	CH-1
10/5/2026 20:30	S3	TS-MDC	CH-1
10/5/2026 20:57	S3	TS-MDC	CH-1
10/5/2026 22:52	S4	Direct Patrol	YP-1
10/5/2026 23:30	4	Noise Complaint	YP-1
10/6/2026 2:44	S3	T	CH-1
10/6/2026 8:16	S4	Direct Patrol	CH-1
10/6/2026 10:04	4	QA	YP-1
10/6/2026 10:20	3	E911	CH-1
10/6/2026 10:37	New	Traffic General	CH-1
10/6/2026 11:10	S3	TS-MDC	CH-1
10/6/2026 14:00	S3	T	YP-1

10/6/2026 14:40	S3	TS-MDC	CH-1
10/6/2026 17:00	S3	T	ME-1
10/6/2026 19:38	S3	TS-MDC	CH-1
10/6/2026 20:01	S3	TS-MDC	CH-1
10/6/2026 22:42	S4	Direct Patrol	YP-1
10/7/2026 7:19	3	Alarm	CH-1
10/7/2026 8:34	S4	Animal	CH-1
10/7/2026 9:15	S3	TS-MDC	CH-1
10/7/2026 12:16	S3	Contact of a Person	YP-1
10/7/2026 14:39	S4	School Zone	BD-1-2
10/7/2026 16:01	S3	TS-MDC	ME-1
10/7/2026 21:22	S4	Direct Patrol	CH-1
10/7/2026 22:18	S3	Alarm	YP-1
10/8/2026 7:34	S4	School Zone	CH-1
10/8/2026 8:39	S4	School Zone	CH-1
10/8/2026 10:55	S3	TS-MDC	CH-1
10/8/2026 16:56	S4	Community Policing	CH-1
10/8/2026 21:28	S4	Direct Patrol	CH-1
10/9/2026 8:18	S4	School Zone	CH-1
10/9/2026 8:42	4	Follow Up	CH-1
10/9/2026 10:23	S3	TS-MDC	CH-1
10/9/2026 10:57	S3	TS-MDC	CH-1
10/9/2026 11:43	S4	Direct Patrol	CH-1
10/9/2026 11:50	S3	TA	ME-1
10/9/2026 13:51	S4	Fraud	CH-1
10/9/2026 21:14	S3	Contact of a Person	YP-1
10/9/2026 22:43	S4	Direct Patrol	YP-1
10/9/2026 22:59	S3	Contact of a Person	YP-1
10/10/2026 6:05	F3	Fire Assist	BD-3-2
10/10/2026 7:03	3	Alarm	CH-1
10/10/2026 9:04	S3	TS-MDC	CH-1
10/10/2026 9:20	3	Trespass	HP-1
10/10/2026 11:06	S3	TS-MDC	YP-1
10/10/2026 12:35	S3	TS-MDC	BD-1-2
10/10/2026 14:24	S3	TS-MDC	CH-1
10/10/2026 14:31	S3	TS-MDC	CH-1
10/10/2026 14:42	S3	TS-MDC	CH-1
10/10/2026 15:00	S3	TS-MDC	CH-1
10/10/2026 15:12	4	E911 - Phase 2	CH-1
10/11/2026 0:19	4	Noise Complaint	ME-1
10/11/2026 9:35	4	Assist	CH-1

10/11/2026 15:56	S3	TS-MDC	CH-1
10/11/2026 19:58	S4	Area Check	HP-1
10/12/2026 7:36	3	Traffic General	CH-1
10/12/2026 8:01	S3	TS-MDC	CH-1
10/12/2026 8:13	4	Animal	BD-1-2
10/12/2026 8:18	S3	TS-MDC	CH-1
10/12/2026 9:49	S3	TS-MDC	
10/12/2026 11:17	S3	TS-MDC	CH-1
10/12/2026 11:56	S3	TS-MDC	CH-1
10/12/2026 12:17	S3	T	CH-1
10/12/2026 14:18	S3	TS-MDC	ME-1
10/12/2026 14:43	S3	TS-MDC	ME-1
10/12/2026 15:31	S4	School Zone	CH-1
10/12/2026 15:40	S3	TS-MDC	CH-1
10/12/2026 20:07	S4	Direct Patrol	CH-1
10/12/2026 20:45	S4	Direct Patrol	CH-1
10/12/2026 21:34	S3	TS-MDC	HP-1
10/13/2026 7:54	New	Traffic General	YP-1
10/13/2026 8:24	S3	TS-MDC	CH-1
10/13/2026 8:58	S3	TS-MDC	ME-1
10/13/2026 9:09	S4	Direct Enforcement	CH-1
10/13/2026 9:11	S3	T	CH-1
10/13/2026 9:21	S3	T	CH-1
10/13/2026 12:18	S3	TS-MDC	CH-1
10/13/2026 13:07	S4	Found Property	CH-1
10/13/2026 15:31	S4	School Zone	CH-1
10/13/2026 15:51	S3	Contact of a Person	ME-1
10/13/2026 16:17	S3	TS-MDC	CH-1
10/13/2026 19:45	S3	TS-MDC	CH-1
10/13/2026 20:02	S3	TS-MDC	CH-1
10/13/2026 21:32	S4	Direct Patrol	CH-1
10/14/2026 2:15	3	Assist	CH-1
10/14/2026 7:39	F3	Info - Broadcast	CH-1
10/14/2026 8:41	S3	TS-MDC	CH-1
10/14/2026 8:46	S3	TS-MDC	CH-1
10/14/2026 9:19	S3	TS-MDC	CH-1
10/14/2026 9:31	4	Mal Misch	CH-1
10/14/2026 10:52	S4	Noise Complaint	CH-1
10/14/2026 12:27	S3	TS-MDC	CH-1
10/14/2026 14:25	4	QA	CH-1
10/14/2026 15:47	S4	Animal	CH-1

10/14/2026 17:33	4	Mal Misch	CH-1
10/14/2026 19:14	S3	TS-MDC	CH-1
10/14/2026 19:32	S3	TS-MDC	CH-1
10/14/2026 20:36	S3	T	CH-1
10/14/2026 20:55	S3	T	CH-1
10/14/2026 22:48	S3	TS-MDC	CH-1
10/14/2026 23:34	S3	TS-MDC	CH-1
10/15/2026 7:31	S3	TS-MDC	CH-1
10/15/2026 8:01	3	QA	YP-1
10/15/2026 9:45	S3	TS-MDC	CH-1
10/15/2026 12:14	F3	Fire Assist	CH-1
10/15/2026 12:36	S4	Follow Up	YP-1
10/15/2026 13:18	S4	Animal	MI-1
10/15/2026 15:19	S3	TS-MDC	CH-1
10/15/2026 15:28	S3	TS-MDC	CH-1
10/15/2026 15:41	S3	TS-MDC	BD-1-2
10/15/2026 15:56	S3	TS-MDC	CH-1
10/15/2026 16:01	S3	TS-MDC	CH-1
10/15/2026 16:20	S3	Traffic General	CH-1
10/15/2026 17:54	S3	TS-MDC	CH-1
10/15/2026 18:26	S3	TS-MDC	CH-1
10/15/2026 22:35	S4	Direct Patrol	YP-1
10/15/2026 22:47	S3	Contact of a Person	CH-1
10/15/2026 22:49	S3	Contact of a Person	CH-1
10/16/2026 1:02	S3	T	CH-1
10/16/2026 8:08	S3	T	YP-1
10/16/2026 8:45	S4	School Zone	CH-1
10/16/2026 8:57	S3	TS-MDC	CH-1
10/16/2026 10:01	S3	TS-MDC	CH-1
10/16/2026 10:20	S3	TS-MDC	CH-1
10/16/2026 10:52	S3	TS-MDC	CH-1
10/16/2026 11:01	S3	TS-MDC	CH-1
10/16/2026 12:19	S4	Direct Enforcement	CH-1
10/16/2026 12:27	F2	Fire Assist	CH-1
10/16/2026 14:16	S3	TS-MDC	CH-1
10/16/2026 17:37	S3	TS-MDC	CH-1
10/16/2026 18:54	S3	TS-MDC	CH-1
10/16/2026 19:09	S3	TS-MDC	CH-1
10/16/2026 19:45	S3	TS-MDC	CH-1
10/16/2026 20:31	S4	Traffic General	YP-1
10/16/2026 21:15	S3	Contact of a Person	YP-1

10/16/2026 22:34	S3	TS-MDC	HP-1
10/17/2026 2:18	S3	TS-MDC	CH-1
10/17/2026 8:17	S3	T	YP-1
10/17/2026 9:49	S3	TS-MDC	CH-1
10/17/2026 10:09	S3	Traffic General	CH-1
10/17/2026 13:53	S4	Traffic General	CH-1
10/17/2026 15:33	S4	Direct Patrol	YP-1
10/17/2026 15:57	S3	TS-MDC	CH-1
10/17/2026 16:14	S3	TS-MDC	CH-1
10/17/2026 17:41	5	Info - Doc - Police	CH-1
10/17/2026 18:03	S3	TS-MDC	CH-1
10/17/2026 20:24	S4	Direct Patrol	YP-1
10/18/2026 9:12	S3	TS-MDC	CH-1
10/18/2026 11:37	S4	Direct Patrol	CH-1
10/18/2026 11:59	4	Traffic Abandon	CH-1
10/18/2026 14:27	3	Area Check	CH-1
10/18/2026 16:16	S3	TS-MDC	BD-1-2
10/18/2026 17:40	S4	Hit & Run	CH-1
10/19/2026 0:24	4	Area Check	ME-1
10/19/2026 8:19	S3	TS-MDC	CH-1
10/19/2026 8:31	S3	TS-MDC	CH-1
10/19/2026 8:43	S3	TS-MDC	ME-1
10/19/2026 9:09	S4	Traffic Abandon	CH-1
10/19/2026 12:51	S3	TS-MDC	CH-1
10/19/2026 14:13	S3	TS-MDC	CH-1
10/19/2026 15:20	S3	TS-MDC	CH-1
10/19/2026 15:38	S3	TS-MDC	CH-1
10/19/2026 18:55	S3	TS-MDC	CH-1
10/19/2026 19:11	5	Data	CH-1
10/19/2026 19:45	S3	TS-MDC	YP-1
10/20/2026 1:42	S3	TS-MDC	CH-1
10/20/2026 7:46	S4	Civil	CH-1
10/20/2026 9:24	S3	TS-MDC	CH-1
10/20/2026 9:28	S4	APS	CH-1
10/20/2026 9:48	S4	Traffic General	CH-1
10/20/2026 10:21	S3	TS-MDC	CH-1
10/20/2026 10:23	S3	Civil	CH-1
10/20/2026 12:05	5	WACIC CLYPD Warrants	CH-1
10/20/2026 23:23	S3	Contact of a Person	ME-1
10/20/2026 23:42	S3	T	CH-1
10/21/2026 0:08	S3	QA	CH-1

10/21/2026 2:12	SF3	Fire Assist	BD-1-2
10/21/2026 3:56	S3	TS-MDC	ME-1
10/21/2026 9:17	S3	TS-MDC	CH-1
10/21/2026 9:35	S3	TS-MDC	CH-1
10/21/2026 10:27	S3	TS-MDC	CH-1
10/21/2026 11:47	S3	TS-MDC	CH-1
10/21/2026 12:02	S3	TS-MDC	CH-1
10/21/2026 12:43	S3	TS-MDC	CH-1
10/21/2026 16:19	S3	TS-MDC	CH-1
10/21/2026 17:14	4	QA	CH-1
10/21/2026 22:12	S3	TS-MDC	CH-1
10/22/2026 5:07	S4	Direct Patrol	CH-1
10/22/2026 7:59	S4	Direct Patrol	CH-1
10/22/2026 10:06	S3	TS-MDC	CH-1
10/22/2026 11:25	S3	TS-MDC	CH-1
10/22/2026 12:12	S3	TS-MDC	CH-1
10/22/2026 15:15	S3	TS-MDC	BD-1-2
10/22/2026 15:57	3	Alarm	CH-1
10/22/2026 19:03	S4	Direct Patrol	CH-1
10/22/2026 19:15	S3	T	CH-1
10/22/2026 21:09	S3	TS-MDC	HP-1
10/22/2026 21:41	S4	Direct Patrol	CH-1
10/22/2026 22:11	S3	TS-MDC	YP-1
10/22/2026 23:07	S3	TS-MDC	CH-1
10/23/2026 7:48	S3	TS-MDC	CH-1
10/23/2026 8:14	S4	School Zone	CH-1
10/23/2026 8:55	S3	TS-MDC	CH-1
10/23/2026 9:01	S4	School Zone	CH-1
10/23/2026 13:41	S3	TS-MDC	CH-1
10/23/2026 15:58	S3	TS-MDC	CH-1
10/23/2026 17:41	F4	Info - Broadcast	YP-1
10/23/2026 19:42	S3	TS-MDC	ME-1
10/24/2026 5:31	S3	Contact of a Person	KI-1
10/24/2026 6:33	S3	TS-MDC	CH-1
10/24/2026 7:20	S4	Assist	
10/24/2026 11:24	S3	TS-MDC	CH-1
10/25/2026 10:57	S3	TS-MDC	HP-1
10/25/2026 13:57	4	Assist	CH-1
10/26/2026 1:23	S4	Direct Patrol	YP-1
10/26/2026 6:48	4	QA	CH-1
10/26/2026 8:40	S3	T	CH-1

10/26/2026 8:42	4	E911 - Phase 2	CH-1
10/26/2026 10:00	S4	Direct Enforcement	CH-1
10/26/2026 10:04	S3	T	CH-1
10/26/2026 10:10	S3	T	CH-1
10/26/2026 10:13	4	Assist	ME-1
10/26/2026 11:10	S3	TS-MDC	CH-1
10/26/2026 12:27	S3	T	CH-1
10/26/2026 13:21	S3	TS-MDC	CH-1
10/26/2026 13:49	S3	TS-MDC	CH-1
10/26/2026 13:58	S3	TS-MDC	CH-1
10/26/2026 15:36	S4	Traffic General	CH-1
10/26/2026 15:50	S3	TS-MDC	CH-1
10/26/2026 19:09	4	Animal	CH-1
10/27/2026 4:21	S4	Walk Through	CH-1
10/27/2026 7:32	4	Animal	CH-1
10/27/2026 7:56	S3	TS-MDC	CH-1
10/27/2026 8:39	S4	School Zone	CH-1
10/27/2026 8:58	S3	TS-MDC	CH-1
10/27/2026 9:28	4	Civil	CH-1
10/27/2026 11:54	S3	TS-MDC	CH-1
10/27/2026 12:07	S3	TS-MDC	CH-1
10/27/2026 12:22	4	Follow Up	CH-1
10/27/2026 12:33	S4	QA	CH-1
10/27/2026 13:26	S3	TS-MDC	CH-1
10/27/2026 13:35	S3	TS-MDC	CH-1
10/27/2026 13:58	F2	Fire Assist	ME-1
10/27/2026 16:30	S3	TS-MDC	YP-1
10/27/2026 17:03	S4	QA	CH-1
10/27/2026 17:41	S1	Assault	BD-2-1
10/27/2026 18:10	S3	TS-MDC	CH-1
10/27/2026 18:36	S3	TS-MDC	CH-1
10/27/2026 22:40	S3	Assist	CH-1
10/28/2026 7:28	S4	Direct Enforcement	CH-1
10/28/2026 7:30	S4	Mal Misch	BD-5-5
10/28/2026 7:43	S3	TS-MDC	CH-1
10/28/2026 10:22	3	Alarm	CH-1
10/28/2026 12:09	S3	TS-MDC	CH-1
10/28/2026 13:42	S3	TS-MDC	CH-1
10/28/2026 13:53	S3	TS-MDC	CH-1
10/28/2026 14:41	S4	Direct Patrol	CH-1
10/28/2026 18:08	S4	Community Policing	CH-1

10/28/2026 19:03	S4	TA	YP-1
10/28/2026 20:03	S3	TS-MDC	
10/28/2026 20:27	S3	TS-MDC	CH-1
10/28/2026 20:43	S3	TS-MDC	CH-1
10/28/2026 21:03	S3	Alarm	CH-1
10/28/2026 21:22	S3	TS-MDC	BD-1-2
10/28/2026 21:41	S3	TS-MDC	ME-1
10/28/2026 21:47	S4	Animal	CH-1
10/28/2026 22:32	S3	TS-MDC	BD-1-2
10/28/2026 23:13	S3	TS-MDC	HP-1
10/28/2026 23:25	S4	Direct Patrol	YP-1
10/28/2026 23:39	S3	TS-MDC	BD-1-2
10/29/2026 0:18	S3	TS-MDC	BD-1-2
10/29/2026 0:49	S3	TS-MDC	BD-1-2
10/29/2026 7:06	4	Follow Up	CH-1
10/29/2026 13:29	4	Noise Complaint	CH-1
10/29/2026 14:53	S4	Hit & Run	CH-1
10/29/2026 15:49	F3	Info - Broadcast	CH-1
10/29/2026 16:57	S4	Assist	CH-1
10/29/2026 20:30	3	Alarm	CH-1
10/29/2026 21:21	3	QA	CH-1
10/30/2026 7:30	S4	Direct Enforcement	CH-1
10/30/2026 7:45	S3	TS-MDC	BD-1-2
10/30/2026 7:56	S3	TS-MDC	CH-1
10/30/2026 8:29	S3	TS-MDC	CH-1
10/30/2026 8:36	S3	TS-MDC	CH-1
10/30/2026 8:41	S3	TS-MDC	CH-1
10/30/2026 10:22	S3	TS-MDC	CH-1
10/30/2026 12:31	S3	TS-MDC	CH-1
10/30/2026 12:32	S3	TS-MDC	CH-1
10/30/2026 13:10	S3	TS-MDC	CH-1
10/30/2026 15:42	4	Traffic General	CH-1
10/30/2026 18:31	S4	Community Policing	CH-1
10/30/2026 18:33	New	Assist	CH-1
10/30/2026 20:15	S3	TS-MDC	BD-1-2
10/30/2026 20:36	S3	TS-MDC	BD-3-2
10/30/2026 21:24	S3	TS-MDC	ME-1
10/30/2026 22:05	S3	TS-MDC	BD-3-2
10/30/2026 22:17	S3	TS-MDC	BD-3-2
10/30/2026 23:02	S3	Traffic General	BD-1-2
10/30/2026 23:16	S3	TS-MDC	BD-1-2

10/31/2026 0:21	S3	T	BD-1-1
10/31/2026 0:33	S3	TS-MDC	ME-1
10/31/2026 0:40	S3	TS-MDC	BD-2-2
10/31/2026 8:20	4	Theft	CH-1
10/31/2026 9:46	S3	TS-MDC	CH-1
10/31/2026 10:03	S3	TS-MDC	CH-1
10/31/2026 10:19	S3	TS-MDC	CH-1
10/31/2026 13:07	4	Assist	YP-1
10/31/2026 13:39	S3	TS-MDC	YP-1
10/31/2026 15:24	S4	Traffic General	BD-1-2
10/31/2026 15:54	S3	TS-MDC	CH-1
10/31/2026 17:13	S3	TS-MDC	CH-1
10/31/2026 19:41	S4	Found Property	BD-1-2
10/31/2026 20:22	S4	Civil	YP-1
10/31/2026 20:26	S4	QA	YP-1
10/31/2026 23:08	S4	Noise Complaint	CH-1

Incident Types (NERIS) - CC Yarrow Point Fire Incidents (NERIS)

Filter statement

Filters **Incident onset** Last Month | **Incident status** Locked, Draft, InReview | **Location city** Yarrow Point

Incident Types (NERIS)

Count of Incidents

Count of Incidents
3
Count of Exposures **0**

Count of Medical Incidents (Primar...

Count of EMS Calls
3
Percent of EMS Calls **100%**

Count of Fire Incidents (Primary Co...

Count of Fire Calls
0
Percent of Fire Calls **0%**

Count of Other Incidents (Primary ...

Count of Other Calls
0
Percent of Other Calls **0%**

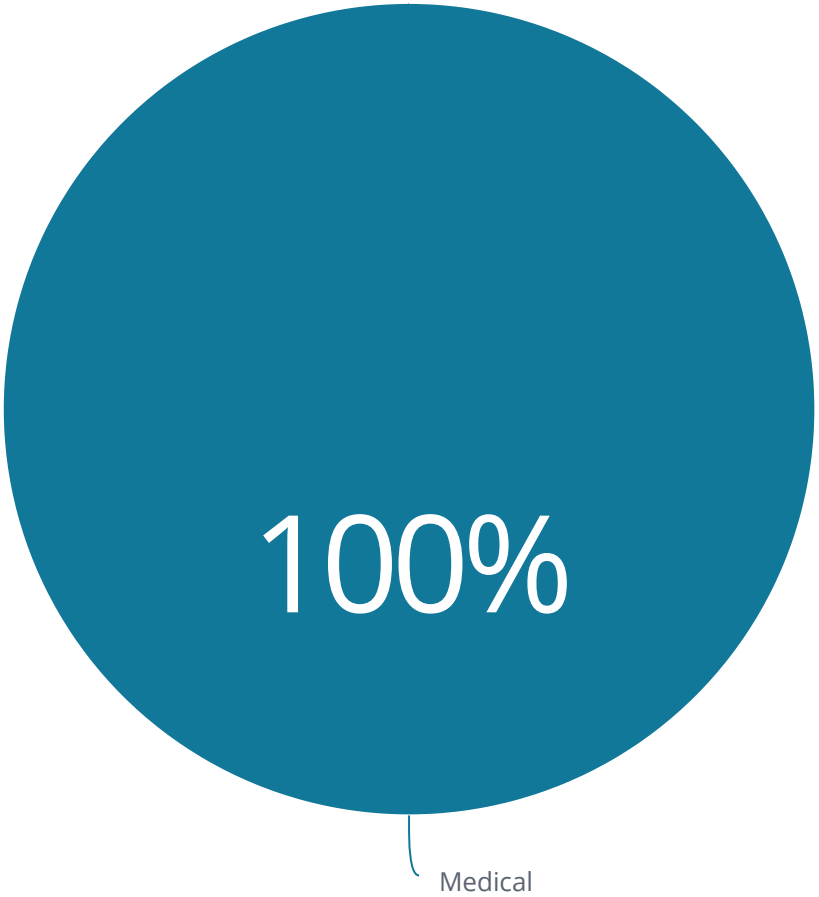
Incident Types (NERIS) - CC Yarrow Point

Fire Incidents (NERIS)

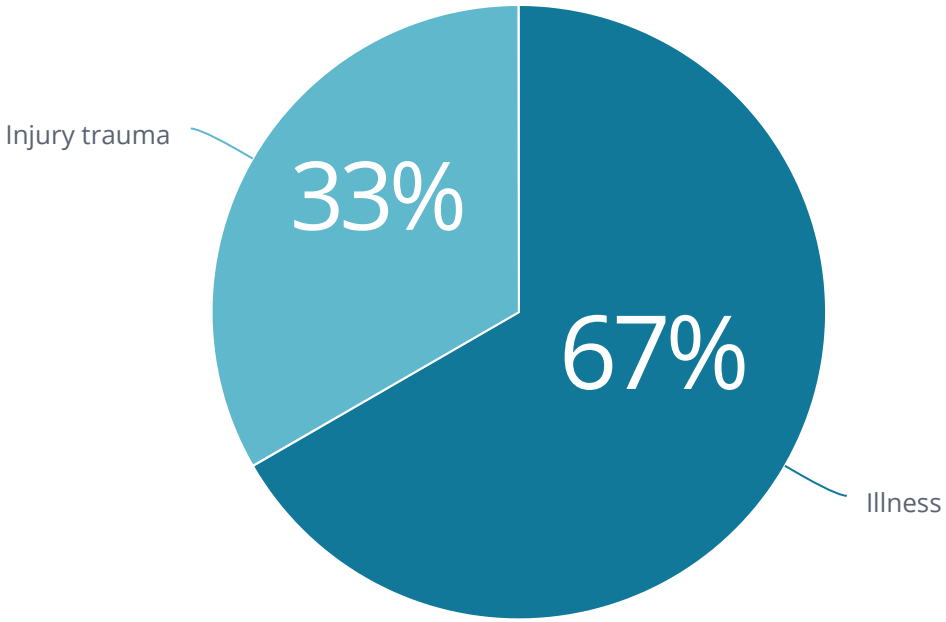
Filter statement

Filters **Incident onset** Last Month | **Incident status** Locked, Draft, InReview | **Location city** Yarrow Point

Primary Incident Type by Category



Primary Incident Types by Subcategory



Incident Types (NERIS) - CC Yarrow Point

Fire Incidents (NERIS)

Filter statement

Filters **Incident onset** Last Month | **Incident status** Locked, Draft, InReview | **Location city** Yarrow Point

Count of Fire Incidents

Incident Types (NERIS) - CC Yarrow Point

Fire Incidents (NERIS)

Filter statement

Filters **Incident onset** Last Month | **Incident status** Locked, Draft, InReview | **Location city** Yarrow Point

Primary Incident Types (by month)

Primary Incident Type	Incidents	
	10/2026	Grand Total
Breathing problems	1	1
Motor vehicle collision	1	1
Nausea / Vomiting	1	1
Grand Total	3	3

Additional Incident Types (by month)

MEMORANDUM

TO:	Yarrow Point Town Council
FROM:	Mayor Katy Kinney Harris Elizabeth M. Adkisson, Clerk-Treasurer
DATE:	November 10, 2026
SUBJECT:	Report: 2026 Third Quarter Financial Report

RECOMMENDED ACTION

Receive the 2026 Third Quarter Financial Report; provide questions and feedback to the Mayor and Staff regarding trends and analysis.

BACKGROUND/HISTORY

Reporting

In accordance with RCW 35.33.141[1], quarterly financial reports are to be provided to the legislative body for their review of expenditures during the preceding reporting period.

The 2026 Budget was adopted through Ordinance No. 777[2] on December 9, 2025, and subsequently amended on January 13, 2026, through Ordinance No. 781[3]. As the Town Council adopts the budget at the fund level, quarterly reports are presented reflecting appropriations at the fund level, as well. Additional reporting is distributed to Council in advance of the meeting.

These reports are produced from the Town's financial software, including the fund-level summary comparing the adopted budget to actual expenditures, the difference between the two numbers (balance) and the percentage of funds received or expended (variance). In addition, Council reviews all expenditures each month, through payables and payroll reports.

The 2026 First Quarter Financial Report was provided on June 5, 2026. Due to the fluctuation and transition of staffing during the first half of 2026, it was noted that there were numerous revenue transactions for which reconciliation had not been fully completed. This delayed the presentation of complete reporting for the period.

The 2026 Second Quarter Financial Report was provided via email to Council on August 17, 2026, and reviewed at the September 8, 2026, Council Meeting. At that time, Council discussed additional reporting requirements for future financial reports, which was assigned to the Finance Committee to prepare and bring back for Council consideration in early 2027.

Banking and Investments

The Town of Yarrow Point utilizes Banner Bank for general Checking and Savings accounts, and the Local Government Investment Pool (LGIP) for investments.

[1] RCW 35.33.141 - https://app.leg.wa.gov/RCW/default.aspx?cite=35.33.141
[2] Ordinance 777 - https://portal.laserfiche.com/Portal/DocView.aspx?id=26181&repo=r-b879d10c
[3] Ordinance 781 - https://portal.laserfiche.com/Portal/DocView.aspx?id=26678&repo=r-b879d10c

DISCUSSION/ANALYSIS

The 2026 Third Quarter Financial Report includes the budget to actuals position of the Town from January 1, through September 30, 2026. In addition to the traditional reporting, staff have prepared a fund-level report based off the amended budget, as well as including a comparison to the 2025 budget position through September.

After three quarters, the expectation is to be at seventy-five percent of revenues received and funds expended, with some minimal variance (ten percent). In addition, there is a reasonable expectation that variances will occur based on the market, one-time/annual events, and the anticipated timing of transactions. In addition, all transfers included in the budget have been completed and will appear as both an expenditure (transfer out) and revenue (transfer in), though the effect is net zero.

Budget to Actuals Assessment

Upon review, all funds appear to be performing as expected through September. There are no substantial alterations to trends since the second quarter report.

Revenue

Overall, revenues are performing better than expected for all funds (over 100 percent received). At the individual fund level, revenues appear to be performing better than estimated for Funds 001, 101, 104, 301, 311, and 701; revenues appear to be performing at a lower level than estimated for Funds 102 and 401.

No.	Fund Description	%	Notes
001	General Fund (Includes 001, 005, 023, 040)	100	Internal subfund transfer from 001 to 005; Transfer In from 311
101	Street Fund	114	Transfer In from 102, 301, & 311
102	Transportation Benefit District (TBD)	61	
104	Community Development	125	
301	Capital Improvement	129	
311	Current Year Capital:	111	
401	Stormwater Fund	52	
701	Wetherill Endowment Fund	60	Annual Campaign Pending Q4 2026
	TOTAL (All Funds)	**103**	*Including all internal Fund Transfers In*

Highlights and trends include the following items:

- Fund 001 revenues have been performing higher than or as estimated. We anticipate this trend continuing for the remainder of the year. A notable item includes a one-time deferred sales tax deposit (~$440,000). In addition, the Wetherill Annual Campaign is currently underway, with most revenues to be received in Q4.
- Fund 102 TBD sales tax received has been performing lower than expected. We anticipate this trend continuing and ending the year under budget.
- Fund 401 includes grants and taxes expected to be received in Q4. We anticipate ending the year as expected.

Expenditures

Overall, expenditures are performing as expected for all funds (seventy percent expended). At the individual fund level, expenditures appear to be performing at a lower level than estimated for Funds 101, 104, and 401; and as estimated for Funds 001, 102, 301, 311, and 701.

No.	Fund Description	%	Notes
001	General Fund (Includes 001, 005, 023, 040)	74	Internal subfund transfer from 001 to 005
101	Street Fund	48	Projects Pending (Q4)
102	Transportation Benefit District	100	One-time transfer to Street Fund 101
104	Community Development	62	
301	Capital Improvement - REET	100	One-time transfer to the Street Fund 101
311	Capital Improvement - UGC	100	One-time transfer to General Fund 001 and Street Fund 101
401	Stormwater Fund	39	Projects Pending (Q4)
701	Wetherill Endowment Fund	0	Annual Transfer Pending (Q4)
	TOTAL (All Funds)	**70**	*Including all internal Fund Transfers Out*

Highlights and trends include the following items:

- Funds 102, 301, and 311 are expected to be 100 percent, as all transfers out have been completed for the year.
- Funds 101 and 401 are expected to be lower than 75 percent, as all Capital Projects are expected to be completed in Q4 2026. Based on the projections from the Town Engineer, we anticipate ending the year under budget.
- Fund 104 expenditures are trending lower than estimated. We anticipate permitting trends to remain steady and ending the year under budget.
- Fund 001 (including 001, 005, 023, 040) expenditures are trending lower than estimated. We anticipate these services to remain steady and ending the year under budget.

<u>Banking and Investments Assessment</u>

Account Summary (as of September 30, 2026):

Banner Bank - Checking	$409,098.83
Banner Bank - Savings	$500.41
LGIP - Investments	$6,841,908.63
TOTAL	**$7,251,507.87**

The Town is maintaining a consistent cash balance in the checking account. The average daily balance for the Town checking account for the month ending September 30, 2026 is as follows: Banner Checking: $442,778.12.

The investments account continues to grow as revenues are deposited directly, which provides for maximization of interest earned. The LGIP Investments have increased approximately eleven percent since June 2026 (an increase of $674,755). Staff routinely transfers balance

from our Checking account to our Investment Pool account to maximize interest accrual. We monitor expected invoices to keep adequate balance in our Checking account.

FINANCIAL AND POLICY IMPACTS (IF ANY)

Financial

- As of September 2026, revenues and expenditures are performing as, or better than, expected (revenues are higher and expenditures lower). The 2027 Proposed Final Budget includes 2026 year-end projections in alignment with this report.

Policy

- At this time, a budget amendment is not anticipated to be necessary.

ALTERNATIVE ACTIONS

None.

TIME CONSTRAINTS AND NEXT STEPS (IF ANY)

The Finance Committee will begin meeting as soon as December 2026, following the conclusion of the 2027 Budget process, to develop financial reporting requirements for Council's consideration in early 2027.

The 2026 Fourth Quarter Financial Report (January – December) is scheduled to be presented at the February 9, 2027[4], Meeting.

A regular cadence for 2027 quarterly reporting is scheduled, as follows:

- May 2027 – 2027 First Quarter (January – March).
- September 2027[5] – 2027 Second Quarter (January – June).
- November 2027 – 2027 Third Quarter (January – September).
- February 2028 – 2027 Fourth Quarter (January – December).

ATTACHMENTS

1. 2026 Q3 - Budget to Actuals - Fund Level (Ord 781)
2. 2026 Q3 - Budget to Actuals – Fund (Caselle)
3. 2026 Q3 – 2025 to 2026 Budget to Actuals Comparison (Caselle)

[4] Fourth Quarter reports may not be presented in March, as year-end data may not be available by February.
[5] The Town Council does not hold a regular meeting in the month of August.

2026 Third Quarter Financial Report

(Budget - Actuals - Variance) for January-September

		Revenue & Other Resources			Expenditures & Other Uses			
Fund	**Beginning Fund Balance**	BUDGET	ACTUAL	Variance (%)	BUDGET	ACTUAL	Variance (%)	**Ending Fund Balance**
001 - General Fund	**$2,636,397**	$3,030,357	$3,028,310	100%	$2,934,465	$2,185,114	74%	**$3,479,593**
101 - Street Fund	**$918,347**	$444,778	$508,029	114%	$667,552	$318,403	48%	**$1,107,973**
102 - Transportation Benefit District	**$44,597**	$72,000	$43,589	61%	$72,000	$72,000	100%	**$16,186**
104 - Community Development	**$614,852**	$270,900	$339,673	125%	$514,272	$317,421	62%	**$637,104**
301 - Capital Improvement Fund	**$465,991**	$371,000	$478,448	129%	$45,000	$45,000	100%	**$899,439**
311 - Current Year Capital Fund	**$567,619**	$7,700	$8,534	111%	$324,945	$324,945	100%	**$251,208**
401 - Stormwater Fund	**$742,034**	$192,952	$99,914	52%	$180,950	$70,718	39%	**$771,230**
701 - Wetherill Endowment Fund	**$51,243**	$2,200	$1,321	60%	$2,200	$0	0%	**$52,564**
Total	**$6,041,080**	**$4,391,887**	**$4,507,818**	**103%**	**$4,741,384**	**$3,333,601**	**70%**	**$7,215,297**

Account Number	Account Title	09/2026 Current year Actual	2026 Current year Budget	Remaining	Percentage
GENERAL FUND #001					
	GENERAL FUND #001 Revenue Total:	1,923,298	1,821,257	-102,041	106%
	GENERAL FUND #001 Expenditure Total:	2,156,165	2,804,966	648,801	77%
	Total GENERAL FUND #001:	-232,867	-983,709	-750,842	24%
Fund: 005					
	Fund: 005 Revenue Total:	1,021,439	1,020,400	-1,039	100%
	Total Fund: 005:	1,021,439	1,020,400	-1,039	100%
WETHERILL NAT PRES. FUND #023					
	WETHERILL NAT PRES. FUND #023 Revenue Total:	19,752	63,200	43,448	31%
	WETHERILL NAT PRES. FUND #023 Expenditure Total:	26,117	65,500	39,383	40%
	Total WETHERILL NAT PRES. FUND #023:	-6,365	-2,300	4,065	277%
PARKS AND OPEN SPACE FUND #040					
	PARKS AND OPEN SPACE FUND #040 Revenue Total:	63,821	125,500	61,679	51%
	PARKS AND OPEN SPACE FUND #040 Expenditure Total:	2,832	64,000	61,168	4%
	Total PARKS AND OPEN SPACE FUND #040:	60,989	61,500	511	99%
STREET FUND #101					
	STREET FUND #101 Revenue Total:	508,029	444,778	-63,251	114%
	STREET FUND #101 Expenditure Total:	318,403	667,552	349,149	48%
	Total STREET FUND #101:	189,626	-222,774	-412,400	-85%
Fund: 102					

Account Number	Account Title	09/2026 Current year Actual	2026 Current year Budget	Remaining	Percentage
Fund: 102 Revenue Total:		43,589	72,000	28,411	61%
Fund: 102 Expenditure Total:		72,000	72,000		100%
Total Fund: 102:		-28,411		28,411	0%
COMMUNITY DEVELOPMNT FUND #104					
COMMUNITY DEVELOPMNT FUND #104 Revenue Total:		339,673	270,900	-68,773	125%
COMMUNITY DEVELOPMNT FUND #104 Expenditure Total:		317,421	514,272	196,851	62%
Total COMMUNITY DEVELOPMNT FUND #104:		22,252	-243,372	-265,624	-9%
CAPITAL IMPROVEMNT I FUND #301					
CAPITAL IMPROVEMNT I FUND #301 Revenue Total:		478,448	371,000	-107,448	129%
CAPITAL IMPROVEMNT I FUND #301 Expenditure Total:		45,000	45,000		100%
Total CAPITAL IMPROVEMNT I FUND #301:		433,448	326,000	-107,448	133%
CURRENT YEAR CAPITAL FUND #311					
CURRENT YEAR CAPITAL FUND #311 Revenue Total:		8,534	7,700	-834	111%
CURRENT YEAR CAPITAL FUND #311 Expenditure Total:		324,945	324,945		100%
Total CURRENT YEAR CAPITAL FUND #311:		-316,411	-317,245	-834	100%
STORMWATER FUND #401					
STORMWATER FUND #401 Revenue Total:		99,914	192,952	93,038	52%
STORMWATER FUND #401 Expenditure Total:		70,718	180,949	110,231	39%
Total STORMWATER FUND #401:		29,196	12,003	-17,193	243%

Account Number	Account Title	09/2026 Current year Actual	2026 Current year Budget	Remaining	Percentage
AGENCY REMITTANCE FUND #631					
	AGENCY REMITTANCE FUND #631 Revenue Total:	1,033		-1,033	0%
	Total AGENCY REMITTANCE FUND #631:	1,033		-1,033	0%
WETHERILL ENDOWMENT FUND #701					
	WETHERILL ENDOWMENT FUND #701 Revenue Total:	1,321	2,200	879	60%
	WETHERILL ENDOWMENT FUND #701 Expenditure Total:		2,200	2,200	0%
	Total WETHERILL ENDOWMENT FUND #701:	1,321		-1,321	0%
	Grand Totals:	1,175,251	-349,497	-1,524,748	-336%

Account Number	Account Title	2025-25 Prior year Actual	2025-25 Prior year Budget	Percentage	09/2026 Current year Actual	2026 Current year Budget	Percentage
GENERAL FUND #001							
	GENERAL FUND #001 Revenue Total:	1,279,846	1,468,064	87%	1,923,298	1,821,257	106%
	GENERAL FUND #001 Expenditure Total:	1,137,841	1,737,426	65%	2,156,165	2,804,966	77%
	Total GENERAL FUND #001:	142,005	-269,362	-53%	-232,867	-983,709	24%
Fund: 005							
	Fund: 005 Revenue Total:			0%	1,021,439	1,020,400	100%
	Total Fund: 005:			0%	1,021,439	1,020,400	100%
WETHERILL NAT PRES. FUND #023							
	WETHERILL NAT PRES. FUND #023 Revenue Total:	58,443	77,800	75%	19,752	63,200	31%
	WETHERILL NAT PRES. FUND #023 Expenditure Total:	15,580	90,250	17%	26,117	65,500	40%
	Total WETHERILL NAT PRES. FUND #023:	42,863	-12,450	-344%	-6,365	-2,300	277%
PARKS AND OPEN SPACE FUND #040							
	PARKS AND OPEN SPACE FUND #040 Revenue Total:	184,496	188,000	98%	63,821	125,500	51%
	PARKS AND OPEN SPACE FUND #040 Expenditure Total:	119,032	195,000	61%	2,832	64,000	4%
	Total PARKS AND OPEN SPACE FUND #040:	65,464	-7,000	-935%	60,989	61,500	99%
STREET FUND #101							
	STREET FUND #101 Revenue Total:	95,073	669,930	14%	508,029	444,778	114%
	STREET FUND #101 Expenditure Total:	225,637	965,811	23%	318,403	667,552	48%
	Total STREET FUND #101:	-130,564	-295,881	44%	189,626	-222,774	-85%
Fund: 102							

Account Number	Account Title	2025-25 Prior year Actual	2025-25 Prior year Budget	Percentage	09/2026 Current year Actual	2026 Current year Budget	Percentage
Fund: 102 Revenue Total:		26,095	26,000	100%	43,589	72,000	61%
Fund: 102 Expenditure Total:			26,000	0%	72,000	72,000	100%
Total Fund: 102:		26,095		0%	-28,411		0%
COMMUNITY DEVELOPMNT FUND #104							
COMMUNITY DEVELOPMNT FUND #104 Revenue Total:		466,471	513,175	91%	339,673	270,900	125%
COMMUNITY DEVELOPMNT FUND #104 Expenditure Total:		267,325	599,933	45%	317,421	514,272	62%
Total COMMUNITY DEVELOPMNT FUND #104:		199,146	-86,758	-230%	22,252	-243,372	-9%
CAPITAL IMPROVEMNT I FUND #301							
CAPITAL IMPROVEMNT I FUND #301 Revenue Total:		264,134	310,000	85%	478,448	371,000	129%
CAPITAL IMPROVEMNT I FUND #301 Expenditure Total:				0%	45,000	45,000	100%
Total CAPITAL IMPROVEMNT I FUND #301:		264,134	310,000	85%	433,448	326,000	133%
CURRENT YEAR CAPITAL FUND #311							
CURRENT YEAR CAPITAL FUND #311 Revenue Total:		314,862	306,000	103%	8,534	7,700	111%
CURRENT YEAR CAPITAL FUND #311 Expenditure Total:		150,515	690,000	22%	324,945	324,945	100%
Total CURRENT YEAR CAPITAL FUND #311:		164,347	-384,000	-43%	-316,411	-317,245	100%
STORMWATER FUND #401							
STORMWATER FUND #401 Revenue Total:		102,981	194,456	53%	99,914	192,952	52%
STORMWATER FUND #401 Expenditure Total:		123,426	180,616	68%	70,718	180,949	39%
Total STORMWATER FUND #401:		-20,445	13,840	-148%	29,196	12,003	243%

Account Number	Account Title	2025-25 Prior year Actual	2025-25 Prior year Budget	Percentage	09/2026 Current year Actual	2026 Current year Budget	Percentage
AGENCY REMITTANCE FUND #631							
	AGENCY REMITTANCE FUND #631 Revenue Total:	193		0%	1,033		0%
	Total AGENCY REMITTANCE FUND #631:	193		0%	1,033		0%
WETHERILL ENDOWMENT FUND #701							
	WETHERILL ENDOWMENT FUND #701 Revenue Total:	1,655	2,200	75%	1,321	2,200	60%
	WETHERILL ENDOWMENT FUND #701 Expenditure Total:		2,200	0%		2,200	0%
	Total WETHERILL ENDOWMENT FUND #701:	1,655		0%	1,321		0%
	Grand Totals:	754,893	-731,611	-103%	1,175,251	-349,497	-336%

TOWN OF YARROW POINT
PARK COMMISSION MEETING MINUTES
October 27, 2026 | 7:00 PM

The Town Park Commission of the Town of Yarrow Point, Washington met in regular session on Tuesday, October 27, 2026, in the Council Chambers of Town Hall, 4030 95th Avenue NE.

PRESENT: Chairwoman Carolyn Whittlesey; Commissioners Robert Afzal, Nancy Daltas, Chris Coburn

ABSENT: Commissioners Nancy Daltas and Jim Bugbee

1. CALL TO ORDER
The meeting was called to order at approximately 7:00 PM.

2. PLEDGE OF ALLEGIANCE
Carolyn Whittlesey invited others to join her in the Pledge of Allegiance.

3. ROLL CALL

4. APPROVAL OF/AMENDMENTS TO AGENDA
MOTION: Motion by Chairwoman Whittlesey, seconded by Commissioner Afzal to approve the agenda as presented.
VOTE: 3 for, 0 against. Motion carried.

5. APPROVAL OF THE MINUTES from previous meeting at the next meeting
MOTION: Motion by Chairwoman Whittlesey, seconded by Commissioner Coburn to approve the September 21, 2026 special Park Commission minutes.
VOTE: 3 for, 0 against. Motion carried.

6. STAFF REPORTS

7. PUBLIC COMMENTS
None.

8. REGULAR BUSINESS

8.1 2027 Park Commission Preliminary Budget – Continued Discussion
Chairwoman Whittlesey provided a recap of the presentation two Commissioners provided regarding the proposed 2027 Park Commission budget at the October 13 Council meeting. They discussed the proposed projects and associated maintenance costs.

Chairwoman Whittlesey will discuss their budgeted costs with Mayor Harris prior to the next Park Commission meeting.

8.2 2026 Tree City USA Community Tree Planting in November – Continued Discussion
The Commission discussed planting a tree in the right of way intersection between 92nd Ave NE & 91st Ave NE where a recent Willow tree toppled on its own.

Chairwoman Whittlesey will provide a tree.

MOTION: Motion by Chairwoman Whittlesey, seconded by Commissioner Afzal to do the Tree City USA planting on November 13, 2026, at 4:00pm.
VOTE: 3 for, 0 against. Motion carried.

The Commission discussed changing their regular November meeting date to a special meeting date due to a scheduling confliction.

MOTION: Motion by Chairwoman Whittlesey, seconded by Commissioner Coburn to change the November Park Commission meeting date to Monday, November 23, 2026.
VOTE: 3 for, 0 against. Motion carried.

9. APPEARANCES/PUBLIC COMMENT (SECOND OPPORTUNITY)

None.

10. ADJOURNMENT

MOTION: Motion by Commission Afzal, seconded by Commissioner Coburn to adjourn meeting at 7:35 p.m.
VOTE: 3 for, 0 against. Motion carried.

_____
Carolyn Whittlesey, Chairwoman

_____
Attest: Austen Wilcox, Deputy Clerk

DRAFT

Report Criteria:
Detail report.
Invoice detail records above $0.00 included.
Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	YTD Payments
AIRNOTE						
9060	AIRNOTE	2611006	IT Services - October 2026	11/01/2026	552.00	8,280.00
	Total AIRNOTE:				552.00	
Banner Bank						
700	Banner Bank	10152026	IT Support & Maintenance (ChatGPT, AWS, MS,	10/15/2026	537.18	17,725.78
700	Banner Bank	10152026	Town Utilities (Comcast)	10/15/2026	599.20	17,725.78
700	Banner Bank	10152026	Community Programs - Constant Contact Subsc	10/15/2026	142.42	17,725.78
700	Banner Bank	10152026	Meetings/Travel/Per Diem - Parking (Mayor Me	10/15/2026	18.00	17,725.78
700	Banner Bank	10152026	Misc - Interest (Finance fees October)	10/15/2026	21.13	17,725.78
	Total Banner Bank:				1,317.93	
CARING LANDSCAPE AND MAINTENANCE LLC						
9058	CARING LANDSCAPE AND MAI	2026-230	Sallys Alley Maintenance - Arborist Chips Install	11/04/2026	884.40	2,432.10
	Total CARING LANDSCAPE AND MAINTENANCE LLC:				884.40	
Casa Bonita Home Care, Inc.						
519	Casa Bonita Home Care, Inc.	226559	TOWNHALL JANITORIAL OCT 9 2026	10/12/2026	168.00	1,848.00
	Total Casa Bonita Home Care, Inc.:				168.00	
CASELLE, INC.						
1300	CASELLE, INC.	INV-23105	GL Bank Reconciliation October 2026	10/16/2026	828.00	30,580.86
	Total CASELLE, INC.:				828.00	
Citi Cards						
558	Citi Cards	11032026	Tree Permit - Postage for NOV Mailing	11/03/2026	6.37	30,014.24
558	Citi Cards	11032026	Office Supplies - Town Hall Building (Bathroom,	11/03/2026	235.43	30,014.24
558	Citi Cards	11032026	IT Support & Maintenance (Prime, Adobe)	11/03/2026	95.93	30,014.24
558	Citi Cards	11032026	Community Programs - Christmas Ships Suppli	11/03/2026	31.99	30,014.24
558	Citi Cards	11032026	Meetings/Trave/l/Per Diem - Lodging E Adkisso	11/03/2026	126.68	30,014.24
	Total Citi Cards:				496.40	
CITY OF BELLEVUE						
212	CITY OF BELLEVUE	10132026	Water Account 2096435, 3802 94th Ave NE (07/	10/13/2026	418.52	14,951.26
212	CITY OF BELLEVUE	10132026	Water Account 2011156, 4030 95th Ave NE (07/	10/13/2026	468.95	14,951.26
212	CITY OF BELLEVUE	10132026	Water Account 2015237, 9000 NE 47th St (07/1	10/13/2026	233.50	14,951.26
212	CITY OF BELLEVUE	10132026	Water Account 2035062, 9019 42nd (07/17-09/1	10/13/2026	530.79	14,951.26
212	CITY OF BELLEVUE	10272026	Water Account 2001730, NE 34th 92 NE (08/06-	10/27/2026	164.60	14,951.26
	Total CITY OF BELLEVUE:				1,816.36	
City of Bellevue						
233	City of Bellevue	11052026	Donation to Bellevue CARES	11/05/2026	2,500.00	352,311.00
233	City of Bellevue	57356	2026 Fire Protection Service (2nd Half Invoice)	10/16/2026	166,796.05	352,311.00
233	City of Bellevue	57356	CIP Portion of Fire Protection Service Fee	10/16/2026	8,109.45	352,311.00

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	YTD Payments
	Total City of Bellevue:				177,405.50	
Davey Tree Expert Company						
9051	Davey Tree Expert Company	920944113	Open Space Maintenance - Tree Removal	10/16/2026	3,864.00	3,864.00
	Total Davey Tree Expert Company:				3,864.00	
Earth Corps						
1303	Earth Corps	1986	Wetherill Maintenance - Sept Crew Services	09/30/2026	8,462.16	13,331.35
	Total Earth Corps:				8,462.16	
Elizabeth M Adkisson						
9063	Elizabeth M Adkisson	20261102	Travel Reimbursement - Mileage & Meals (WM	11/02/2026	259.10	534.02
	Total Elizabeth M Adkisson:				259.10	
Farallon Consulting						
9059	Farallon Consulting	0061680	On-Call Consulting - Tree Permit Violation	11/03/2026	111.20	17,020.22
	Total Farallon Consulting:				111.20	
Gaylynn Brien						
1151	Gaylynn Brien	949	Sales Tax Report - August & Sept 2026	10/31/2026	132.36	683.86
	Total Gaylynn Brien:				132.36	
GENERAL CODE						
108	GENERAL CODE	PG000048991	YPMC Supplement No. 99 - Printing for Code B	09/28/2026	387.60	3,807.81
	Total GENERAL CODE:				387.60	
Green City Landscaping, Inc.						
550	Green City Landscaping, Inc.	09152026	WNP - Project Expenses (Road, Drainage, Grav	09/15/2026	21,798.66	47,916.06
	Total Green City Landscaping, Inc.:				21,798.66	
King County Finance - Treasury Operation						
45	King County Finance - Treasury O	150495	2026 2nd Half - ILA SW Fee Collection (07/01-1	11/01/2026	415.31	415.31
	Total King County Finance - Treasury Operation:				415.31	
Klean Lots						
538	Klean Lots	4984	Street Cleaning - Nov 2026 - Streets	11/01/2026	515.00	11,330.00
538	Klean Lots	4984	Street Cleaning - Nov 2026 - SW	11/01/2026	515.00	11,330.00
	Total Klean Lots:				1,030.00	
MUNICIPAL SERVICES LLC						
350	MUNICIPAL SERVICES LLC	OCT2026	Code Enforcement	11/05/2026	154.35	101,501.87
350	MUNICIPAL SERVICES LLC	OCT2026	Building Permit Inspections	11/05/2026	6,179.93	101,501.87
350	MUNICIPAL SERVICES LLC	OCT2026	Plan Review	11/05/2026	5,587.50	101,501.87
350	MUNICIPAL SERVICES LLC	OCT2026	General Administration - Invoice Prep	11/05/2026	450.00	101,501.87
	Total MUNICIPAL SERVICES LLC:				12,371.78	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	YTD Payments
NORTHWEST CIVIL SOLUTIONS						
450	NORTHWEST CIVIL SOLUTIONS	OCT2026	Capital - S-1 ENGR-4441 91st Ave NE Final De	11/01/2026	536.25	46,630.00
450	NORTHWEST CIVIL SOLUTIONS	OCT2026	Capital - 95th Ave NE - Gravel Sidewalk Extensi	11/01/2026	1,402.50	46,630.00
450	NORTHWEST CIVIL SOLUTIONS	OCT2026	Permitting - PreApp/Feasibility Discussions	11/01/2026	41.25	46,630.00
450	NORTHWEST CIVIL SOLUTIONS	OCT2026	Permitting - Plan Review - Site Development Pe	11/01/2026	1,237.50	46,630.00
450	NORTHWEST CIVIL SOLUTIONS	OCT2026	Permitting - Review/Inspection - ROW PErmit	11/01/2026	288.75	46,630.00
450	NORTHWEST CIVIL SOLUTIONS	OCT2026	General Adminstration - Engineer	11/01/2026	206.25	46,630.00
Total NORTHWEST CIVIL SOLUTIONS:					3,712.50	
Ogden Murphy Wallace						
1390	Ogden Murphy Wallace	936720	Clerk/Treasurer	10/21/2026	427.20	69,187.46
1390	Ogden Murphy Wallace	936720	Contracts	10/21/2026	2,776.80	69,187.46
1390	Ogden Murphy Wallace	936720	Council	10/21/2026	4,841.60	69,187.46
1390	Ogden Murphy Wallace	936720	Land Use	10/21/2026	2,314.00	69,187.46
1390	Ogden Murphy Wallace	936720	Mayor/Executive	10/21/2026	1,103.60	69,187.46
1390	Ogden Murphy Wallace	936720	Code Enforcement	10/21/2026	1,430.20	69,187.46
1390	Ogden Murphy Wallace	936720	Personnel	10/21/2026	462.80	69,187.46
1390	Ogden Murphy Wallace	936720	Forged Fiber 37 LLC	10/21/2026	178.00	69,187.46
Total Ogden Murphy Wallace:					13,534.20	
PUGET SOUND ENERGY						
604	PUGET SOUND ENERGY	10222026	Town Hall Lights	10/22/2026	299.90	16,955.92
604	PUGET SOUND ENERGY	10222026	Street Lights	10/22/2026	1,247.77	16,955.92
Total PUGET SOUND ENERGY:					1,547.67	
SBN Planning LLC						
154	SBN Planning LLC	YP-050	Building Permits - Projects Permitting	11/05/2026	177.51	49,938.20
154	SBN Planning LLC	YP-050	SEPA - Projects Permitting	11/05/2026	44.38	49,938.20
154	SBN Planning LLC	YP-050	Pre-Applications - Project Permitting	11/05/2026	399.37	49,938.20
154	SBN Planning LLC	YP-050	Mechanical Permits - Project Permitting	11/05/2026	88.76	49,938.20
154	SBN Planning LLC	YP-050	General Administration - Projects Permitting	11/05/2026	133.13	49,938.20
154	SBN Planning LLC	YP-050	General Administration - Town Planning	11/05/2026	1,908.17	49,938.20
Total SBN Planning LLC:					2,751.32	
Sound View Strategies						
521	Sound View Strategies	4037	Lobbyist Services October 2026	10/31/2026	500.00	5,500.00
Total Sound View Strategies:					500.00	
THE SEATTLE TIMES						
192	THE SEATTLE TIMES	91922	Legal Notices - 2026 Budget	10/31/2026	433.50	4,898.21
192	THE SEATTLE TIMES	91922	Legal Notices - Ord 789 Summary	10/31/2026	124.80	4,898.21
192	THE SEATTLE TIMES	91922	Legal Notices - Council Special Meeting	10/31/2026	69.36	4,898.21
Total THE SEATTLE TIMES:					627.66	
WA STATE DEP OF TRANSPORTATION						
602	WA STATE DEP OF TRANSPORT	FB9109960327	Gas for town truck	09/30/2026	140.91	1,459.63
Total WA STATE DEP OF TRANSPORTATION:					140.91	
West Peak Construction, LLC						
9069	West Peak Construction, LLC	1001	Project - 95th Ave NE Pathway Construction	10/10/2026	18,500.00	18,500.00

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	YTD Payments
	Total West Peak Construction, LLC:				18,500.00	
	Grand Totals:				273,615.02	

Report Criteria:
Detail report.
Invoice detail records above $0.00 included.
Paid and unpaid invoices included.

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	D
10/31/2026	CDPT		0	EMPLOYMENT SECURITY DEPT	5	Quarterly Employment Security Pay	999-1010110	83.94-	
10/31/2026	CDPT		0	DEPT OF LABOR & INDUSTRY	6	Quarterly L & I Workers Compensa	999-1010110	390.56-	
10/31/2026	CDPT		0	EMPLOYMENT SECURITY DEPT	8	Quarterly WA FMLA WA Paid Fami	999-1010110	338.79-	
10/31/2026	CDPT		0	WA Cares	10	WA CARES Long Term Ins. Pay	999-1010110	198.38-	
10/31/2026	PC	10/23/2026	42420380	Istvan Lovas	9002		999-1010110	5,550.88-	D
10/31/2026	PC	10/23/2026	42420381	Wilcox, Austen	9037		999-1010110	5,835.57-	D
10/31/2026	PC	10/23/2026	42420382	Harris, Kathryn K	9047		999-1010110	8,898.98-	D
10/31/2026	PC	10/23/2026	42420383	Elizabeth Adkisson	9057		999-1010110	9,641.52-	D
10/31/2026	CDPT	10/19/2026	82320420	Association of Washington Cities	9	Health and Dental Insurance Visio	999-1010110	8,341.02-	
10/31/2026	CDPT	10/19/2026	82320421	DEPT OF RETIREMENT SYSTEM	1	State Retirement PERS III Pay Pe	999-1010110	5,030.96-	
10/31/2026	CDPT	10/19/2026	82320422	Federal Tax	2	941 Taxes Federal Withholding Tax	999-1010110	12,366.30-	
Grand Totals:								56,676.90-	
			11						

D = Direct Deposit

Signature Lines

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:

Includes all check types

Includes unprinted checks

D = Direct Deposit

Certification of the Consent Calendar as presented including the Payment Approval Report dated 11/10/2026 approving payments as shown totaling $273,615.02 plus payroll, tax, and benefit expenses of $56,676.90, as shown on the attached payroll & tax and benefits report, for a grand total of $330,291.92.

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.

Dated: November 10, 2026

Clerk-Treasurer:

_____

Mayor:

_____

Councilmember:

Laurie Bugbee:

_____

Steve Bush:

_____

Greg Hanson:

_____

Chuck Porter:

_____

Brian Vanover:

_____

TOWN OF YARROW POINT
COUNCIL MEETING MINUTES
OCTOBER 13, 2026 | 4:00 PM

The Town Council of Yarrow Point, Washington, met in regular session on Tuesday, October 13, 2026, in the Council Chambers of Town Hall, 4030 95th Avenue NE.

1. CALL TO ORDER

The meeting was called to order at approximately 4:00 p.m.

2. PLEDGE OF ALLEGIANCE

Mayor Harris invited others to join her in the Pledge of Allegiance.

3. ROLL CALL

[1]Present: Mayor Katy Harris; Councilmembers Laurie Bugbee, Steve Bush, Greg Hanson, Chuck Porter, and Brian Vanover.

4. APPROVAL OF/AMENDMENTS TO AGENDA

Mayor Harris noted the need for an Executive Session following Staff Reports and requested Regular Business items be reordered to be addressed as follows: 10.4 followed by 10.3. No objections were noted.

5. STAFF REPORTS

5.1 Clyde Hill Police Report – September 2026

Clyde Hill Police Chief Paul Ryan and Commander Dawn Hanson provided an update on Police activities in the month of September 2026.

5.2 Bellevue Fire-EMS Report – August & September 2026
5.3 Bellevue Fire-EMS – Annual Report & Contract Updates

Bellevue Fire Chief Dave Tait and Finance Manager Eric Lee presented the annual report and reviewed the proposed contract updates to the Fire Services Agreement. Discussion ensued regarding contract cost allocation methodology, call types, false alarms, capital assets, and Station No. 5.

5.4 Commission Minutes

- September 15, 2026, Planning Commission Regular Meeting
  - *Next Meeting: October 20, 2026*
- September 21, 2026, Park Commission Special Meeting
  - Draft 2027 Park Commission Budget Proposal
  - *Next Meeting: October 27, 2026*

Yarrow Point Park Commission Chair Carolyn Whittlesey and Commissioner Chris Coburn presented the draft 2027 Park Commission Budget Proposal. Discussion ensued regarding proposed projects, budget, and locations, as well as potential fundraising alternatives.

[1] Councilmembers Bugbee and Hanson attended remotely (via virtual meeting platform).

EXECUTIVE SESSION – *added at the time of the meeting.*

Executive session – To discuss with legal counsel matters relating to town enforcement actions, or to discuss with legal counsel litigation or potential litigation to which the town, 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 town, pursuant to RCW 42.30.110(1)(i).

Mayor Harris announced that the Town Council would enter into executive session for approximately fifteen minutes to discuss potential litigation. The meeting recessed into executive session at 5:05 p.m. and reconvened at 5:20 p.m.

The Mayor requested the agenda be reordered to provide for Item No. 10.2 to be addressed next in the order of business, no objections were noted.

10. REGULAR BUSINESS *(Item addressed out of order at the time of the meeting)*

10.2 Discussion: Fiber Franchise Agreements

Mayor Harris provided an overview of potential future fiber franchise agreements and noted the attendance of representatives from Ezee Fiber at the meeting. The representatives provided background information on their proposal and answered questions from Council on the following topics: fiber installation, connection points, and use details; impact of multiple franchise agreements; and service capacity. Staff will review the proposal and bring the item back for further Council consideration.

6. MAYOR ANNOUNCEMENTS

Mayor Harris reviewed the following topics: tree removal, Road End Beach swim lines removal, safety enhancements at Points Loop Trail, Pumpkin Party at Sally's Alley, Veteran's Day Coffee Cart, Bonneybrae Beacon, Lime Bike boundaries, and upcoming Parks and Planning Commission meetings.

7. APPEARANCES/PUBLIC COMMENT

Steve Scalzo, local resident, commented regarding the police and fire staff reports, parks donations program, and Planning Commission Code Alignment Project.

8. CONSENT CALENDAR

8.1 Approval of Accounts: September Accounts Payables Approval in the amount of $234,533.92 plus Payroll in the amount of $58,203.22 for a total of $292,737.14.

8.2 Approval of Minutes: Council Regular Meeting of September 8, 2026

MOTION: Moved by Councilmember Bush, seconded by Councilmember Porter, to approve the Consent Calendar, as presented.
VOTE: Motion carried, 5-0.

9. PUBLIC HEARINGS

9.1 2027 Revenue Sources & Proposed Property Tax Levy

Mayor Harris provided information on the required public hearing to consider 2027 revenue sources and the proposed property tax levy. The public hearing was opened at 5:57 p.m. There were no individuals present to provide testimony. The public hearing closed at 5:58 p.m.

9.2 2027 Preliminary Budget

Mayor Harris provided information on the required public hearing to consider the 2027 Preliminary Budget. The public hearing was opened at 5:59 p.m. There were no individuals present to provide testimony. The public hearing closed at 5:59 p.m.

10. REGULAR BUSINESS

10.1 Ordinance No. 789: Adopting 2027 Property Tax Levy (Final Reading)

Mayor Harris introduced the proposed ordinance adopting the 2027 Property Tax Levy.

MOTION: Moved by Councilmember Porter, seconded by Councilmember Vanover, to adopt Ordinance No. 789, an ordinance of the Town of Yarrow Point, Washington, fixing the amount of real and personal property taxes to be levied by the Town for the calendar year 2027; and establishing an effective date.
VOTE: Motion carried, 5-0.

10.4 Resolution No. 394: 2027 Finance & Budget Committee

The Mayor provided an overview of the resolution which was introduced at the September Council meeting. Clerk Treasurer Adkisson presented a proposed substitute resolution. Discussion ensued regarding the scope of the committee, duration, purpose, composition, responsibilities, and meetings.

MOTION: Moved by Councilmember Bush, seconded by Councilmember Hanson, to approve Substitute Resolution No. 394 (SUB), establishing a Finance Committee.
VOTE: Motion carried, 5-0.

Discussion ensued regarding the selection of a Committee Chair and additional member.

Councilmember Bush nominated Councilmember Hanson to serve as Committee Chair; Councilmember Hanson accepted. Upon vote, the nomination was approved, 5-0.

Councilmember Hanson nominated Councilmember Bush to serve as Committee member. Councilmember Bush accepted. Upon vote, the nomination was approved, 5-0.

10.3 Resolution No. 393: Financial Reporting

The Mayor provided an overview of the resolution which was introduced at the September Council meeting. Clerk Treasurer Adkisson presented a proposed substitute resolution.

MOTION: Moved by Councilmember Bush, seconded by Councilmember Hanson, to approve Substitute Resolution No. 394 (SUB), establishing a Finance Committee.

Discussion ensued regarding the summary of changes incorporated into the substitute resolution including reporting during the 2027 budget process, certification, finance committee role, duration, and formatting.

> MOTION TO AMEND: Moved by Councilmember Porter, seconded by Councilmember Bush, to strike recital number four, beginning "Whereas, the Town Council receives and reviews…".
> VOTE: Motion carried, 5-0.

VOTE: Motion to approve Substitute Resolution No. 394 (SUB), as amended, failed (0-5).

MOTION: Moved by Councilmember Hanson, seconded by Councilmember Bugbee, to refer the drafting of reporting requirements to the Finance Committee, to be presented to the full Council for review at the February 2027 Council Meeting.
VOTE: Motion carried, 5-0.

10.5 Discussion: Draft Interlocal Agreement for Police Services

Mayor Harris provided an overview of the draft interlocal agreement with the City of Clyde Hill for Police Services. Discussion ensued regarding cost controls, proposed Clyde Hill Levy, cost allocation methodology, calls for service, capital assets, policy and oversight, and enforcement of Yarrow Point Code. The Mayor and Town Attorney noted negotiations will continue with Clyde Hill based on Council's discussion and feedback.

10.6 Discussion: Mayor Compensation Process

Mayor Harris provided an overview of the proposed process for setting the Mayor's annual compensation. Discussion ensued regarding the compensation setting options, feedback on performance, and goal/objective setting. By Council consensus, the Mayor's compensation will be reviewed as part of the 2027 Budget Process.

10.7 Introduction: 2027 Preliminary Budget

Mayor Harris introduced the 2027 Preliminary Budget and noted this was posted online and distributed to Council on October 5, 2026. Discussion ensued regarding transfers and presentation in the budget documents, personnel – allocation of salaries across funds, travel and training, transfers of interest income, a potential capital improvement reserves fund, and approval level. By Council consensus, no interest income will be transferred out of Fund 005 (Reserve). This will be incorporated into the 2027 Final Proposed Budget.

In addition, Council determined a Special Meeting on the 2027 Preliminary Budget is necessary and will be scheduled for Tuesday, October 27, 2026, 4-6 p.m. Budget topics for discussion are to be emailed to the Clerk-Treasurer no later than the Wednesday prior to the meeting.

12. APPEARANCES/PUBLIC COMMENT (SECOND OPPORTUNITY) *(Item addressed out of order at the time of the meeting)*

There were no additional individuals wishing to address the Council at this time.

10. MAYOR'S REPORT/OLD BUSINESS

Mayor Harris noted there were no further reports or old business to be presented.

11. COUNCIL ROUNDTABLE AND REQUESTS FOR FUTURE AGENDA

Discussion ensued regarding the special budget meeting, Mayor administrative reporting, and 2027 Council work planning.

> MOTION: Moved by Councilmember Bush, seconded by Councilmember Vanover, to direct the Mayor and Staff to prepare a draft 2027 Council Work Plan, to be brought forward for discussion at the December 2026 Council Meeting, with potential adoption at the January 2027 Council Meeting, and to include items addressing a staffing transition plan and review of the Town's form of government.
> VOTE: Motion carried, 5-0.

13. EXECUTIVE SESSION – NONE.

14. ADJOURNMENT

There being no further business before Council, the meeting was adjourned at 9:22 p.m.

TOWN OF YARROW POINT, WASHINGTON: ATTEST:

Katy Kinney Harris, Mayor

Elizabeth M. Adkisson, Clerk-Treasurer

TOWN OF YARROW POINT
SPECIAL COUNCIL MEETING MINUTES
OCTOBER 27, 2026 | 4:00 PM

The Town Council of Yarrow Point, Washington, met in special session on Tuesday, October 27, 2026, in the Council Chambers of Town Hall, 4030 95th Avenue NE.

1. CALL TO ORDER

The meeting was called to order at approximately 4:00 p.m.

2. PLEDGE OF ALLEGIANCE

Mayor Harris invited others to join her in the Pledge of Allegiance.

3. ROLL CALL

Present: Mayor Katy Harris; Councilmembers Laurie Bugbee, Steve Bush, Greg Hanson, Chuck Porter, and [1]Brian Vanover.

The Mayor noted that there was no longer a need to hold an executive session.

4. SPECIAL BUSINESS

4.1 Discussion: 2027 Preliminary Budget

Mayor Harris provided an overview of the structure for the special meeting discussion on the 2027 Preliminary Budget and noted Councilmember Hanson, Finance Committee Chair, would lead Council discussion for the meeting.

Discussion ensued regarding the following items: interest income, revenue projections for utility and franchise fees, Wetherill funds 023 and 701, Street Fund 101 – Heavy Vehicle Fee, Community Development Fund 104 – General Administration, Capital Fund 311 – Close Out, personnel – cost of living increase to salary steps, General Fund – legal services, and creation of a capital reserve fund.

The following policy direction on assumptions was provided by general Council consensus, to be incorporated into the 2027 Proposed Final Budget:

- Interest (all funds) - adjust 2027 projections to an average of the 2026 Beginning and Ending Fund Balances with a 4.1 percent increase.
- Fund 001, Revenue Projections - adjust 2027 projections for utility and franchise fees based on the Annual Average Growth rates for 2022-2026 (percentage increase or decrease) and the 2026 Projected Ending Fund Balance.
- Fund 001, Legal Services - Mayor to review and adjust projections as needed.
- Funds 005 and 301 - No transfers of the investment interest out of these funds.
- Fund 311 - Transfer the remaining balance to Fund 301 for future Capital Projects.

13. EXECUTIVE SESSION – NONE.

[1] Councilmember Vanover arrived at approximately 4:03 p.m.

14. ADJOURNMENT

There being no further business before Council, the meeting was adjourned at 5:59 p.m.

TOWN OF YARROW POINT, WASHINGTON: ATTEST:

Katy Kinney Harris, Mayor

Elizabeth M. Adkisson, Clerk-Treasurer

MEMORANDUM

TO: Yarrow Point Town Council
FROM: Stacia Schroeder, Town Engineer
DATE: November 10, 2026
SUBJECT: Accept Grant: CIP S-1 KC Flood Control District

RECOMMENDED ACTION

Move to accept the Agreement for Award of Flood Reduction Grant Funds between Town of Yarrow Point and King County (Award No. 4.26.22) for CIP No. 4 - Stormwater Improvement.

BACKGROUND/HISTORY

The Town Council authorized the design proposal for this project on March 10, 2026. At the very next regular council meeting the Town approved a letter of support for the project and at the end of May 2026, town staff submitted the King County Flood Control Steve Bleifuhs Memorial Flood Reduction Grant application. The original grant request was for $300,000 and noted a ten percent (10%) town match of $30,000.

Town staff was notified on September 9, 2026, that the Town of Yarrow Point was awarded $55,000 to use towards initial system cleaning, construction, and project management.

DISCUSSION/ANALYSIS

This grant will support the Capital Improvement Project (CIP) Item No 4 for Stormwater Improvement and must be accepted by Town Council for receipt.

FINANCIAL AND POLICY IMPACTS

- Net Cost to complete the project: $275,000 (not including contingency)
- Engineer's Estimate: $330,000 (Construction/ Inspection/ Project Management)
- 20% Contingency: $66,000

ALTERNATIVE ACTIONS

Yearly CCTV and pipe cleaning due to root intrusion cost $15,000-$20,000/year.

TIME CONSTRAINTS AND NEXT STEPS

The project design is slated for completion at the end of 2026 with bidding taking place in 2027. Construction would take place in September/ October 2027 when the Lake Washington water level is at its lowest point.

ATTACHMENTS

1. Agreement (Award No. 4.26.22)

AGREEMENT FOR AWARD OF FLOOD REDUCTION GRANT FUNDS BETWEEN TOWN OF YARROW POINT AND KING COUNTY

This Agreement is made between King County, a municipal corporation, and **Town of Yarrow Point** ("Recipient") (collectively referred to as the "parties" and in the singular "party"), for the purposes set forth herein. This Agreement shall be in effect from the date of execution to **December 31, 2029**.

Project Contacts:

Contact for King County: Kim Harper, Grant Administrator, 206-477-6079, Kim.harper@kingcounty.gov.

Contact for Recipient: Stacia Schroeder, Engineer, 425-454-6994, Sschroeder@yarrowpointwa.gov.

SECTION 1. RECITALS

1.1 Whereas, the King County Flood Control District ("District") is a quasi-municipal corporation of the State of Washington, authorized to provide funding for flood control and stormwater protection projects and activities;

1.2 Whereas, King County is the service provider to the District under the terms of an interlocal agreement ("ILA") by and between King County and the District, dated February 17, 2009, as amended, and as service provider implements the District's annual work program and budget;

1.3 Whereas, on November 12, 2013, the Board of Supervisors of the District (the "Board") passed Resolution FCD 2013-14 which established a Flood Reduction Grant Program and criteria for awarding grant funding for projects;

1.4 Whereas, on November 12, 2025, the Board passed Resolution FCD 2025-12, which authorized an allocation of $14,307,027 from the District's 2026 budget to fund flood reduction projects;

1.5 Whereas, on September 8, 2026, the Board passed Resolution FCD 2026-10, which approved the flood reduction projects described in Attachment A to that Resolution;

1.6 Whereas, in accordance with the terms of these Resolutions, and in its capacity as service provider to the District, King County has established policies and procedures for administering the flood reduction grant program, a copy of which has been furnished to Recipient and which is incorporated herein by this reference (hereinafter "Grant Policies and Procedures");

1.7 Whereas, the Recipient submitted an application to receive funds for a project to be funded by the Flood Reduction Grant Program;

1.8 Whereas, the Board approved funding of Recipient's application for the project ("Project"), as described in Attachment A to Resolution FCD 2026-10 in the amount of **$55,000** ("Award")

1.9 Whereas, Exhibit A, attached hereto and incorporated herein by this reference, contains a description of the Project as described in Attachment A to Resolution FCD 2026-10;

1.10 Whereas, King County has received a Scope of Work and a Budget for the Project from the Recipient and has determined that the Scope of Work, attached hereto and incorporated herein as Exhibit B ("Scope of Work"), and the Budget, attached hereto and incorporated herein as Exhibit C ("Budget"), are consistent with the Grant Policies and Procedures, the Recipient's application for the Project, and the Resolution approving funding for the Project; and

1.11 Whereas, King County and the Recipient desire to enter into this Agreement for the purpose of establishing the terms and conditions under which King County will provide funding from the District in accordance with Resolution FCD 2026-10 and the Grant Policies and Procedures, and under which the Recipient will implement the Project.

SECTION 2. AGREEMENT

2.1. The Recitals are an integral part of this Agreement and are incorporated herein by this reference.

2.2. King County agrees to pay the Award amount to the Recipient in the total amount of **$55,000** from District funds. The Award shall be used by the Recipient solely for the performance of the Project, as described in Exhibit A to this Agreement. King County shall pay the Recipient in accordance with the terms of the Grant Policies and Procedures.

2.3. The Recipient represents and warrants that it will only use the Award for the Scope of Work of this Agreement and in accordance with the Project Budget. The Recipient shall be required to refund to King County that portion of the Award which is used for work or tasks not included in the Scope of Work. Further, the Recipient agrees that King County may retain any portion of the Award that is not expended or remains after completion of the Scope of Work and issuance of the Final Report, as further described below.

2.4. Activities carried out for this Project and expenses incurred by the Recipient may predate the execution date of this Agreement provided that 1) they have been identified by Recipient as being within the scopes of numbers 2) and 3) below, and have been approved by King County as being within such scopes; 2) the activities are specified in

the Scope of Work of this Agreement; 3) the expenses are incurred in carrying out the Scope of Work and are authorized by the Award as identified in the Budget of this Agreement; 4) such activities and expenses otherwise comply with all other terms of this Agreement; 5) such activities and expenses do not occur prior to the date the grants were approved by the District; and 6) reimbursements shall be paid to the Recipient only after this Agreement has been fully executed.

2.5. The Recipient shall invoice King County for incurred expenses using the Request for Payment form and Progress Report form, or online equivalents to these forms upon the County's implementation of an online reporting database, for those documented and allowable expenses identified in the Budget and according to the rules set forth in the Grant Policies and Procedures. A request for payment shall be made no less frequently than every six months after the effective date of this Agreement nor more frequently than every three months after the aforementioned date. A Progress Report form and backup documentation of claimed expenses shall be submitted with all payment requests. A one-time advance may be allowed, in the discretion of King County, for expenses anticipated to be incurred in the three months following the date of submission of the advance Request for Payment only for work that is included in the Scope of Work of this Agreement, and identified as such in the Request for Payment. The amount of the advance may not exceed 25% of the total award amount. Documentation of payments made from advances shall be submitted to King County prior to any further requests for payment.

2.6. The Recipient shall be required to submit to King County a final report which documents the Recipient's completion of the work in conformance with the terms of this Agreement within thirty (30) days after the completion of the work. The final report may be submitted on the Close-out Report form, or online equivalent to this form upon the County's implementation of an online reporting database. The final report shall include a summary of the Project's successes and shall address the flood reduction benefits accomplished by the work.

2.7. The Recipient's expenditures of Award funds shall be separately identified in the Recipient's accounting records. If requested, the Recipient shall comply with other reasonable requests made by King County with respect to the manner in which Project expenditures are tracked and accounted for in the Recipient's accounting books and records. The Recipient shall maintain such records of expenditures as may be necessary to conform to generally accepted accounting principles as further described in Section 2.8 below, and to meet the requirements of all applicable state and federal laws.

2.8. The Recipient shall be required to track project expenses using the Budget Accounting and Reporting System for the State of Washington ("BARS") or Generally Accepted Accounting Principles set forth by the Financial Accounting Standards Board or by the Governmental Accounting Standards Board.

2.9. King County or its representative, and the District or its representative, shall have the right from time to time, at reasonable intervals, to audit the Recipient's books and records

in order to verify compliance with the terms of this Agreement. The Recipient shall cooperate with King County and the District in any such audit.

2.10. The Recipient shall retain all accounting records and project files relating to this Agreement in accordance with criteria established by the Washington State Archivist Local Government Common Records Retention Schedule (CORE) as revised.

2.11. The Recipient shall ensure that all work performed by its employees, agents, contractors, or subcontractors is performed in a manner which protects and safeguards the environment and natural resources, and which is in compliance with local, state and federal laws and regulations. The Recipient shall implement an appropriate monitoring system or program to ensure compliance with this provision.

2.12. The Recipient agrees to indemnify, defend and hold harmless King County, and the District, their elected or appointed officials, employees and agents, from all suits, claims, alleged liability, actions, losses, costs, expenses (including reasonable attorney's fees), penalties, settlements and damages of whatsoever kind or nature, arising out of, in connection with, or incident to any acts or omissions of the Recipient, its employees, agents, contractors, or subcontractors in performing its obligations under the terms of this Agreement, except to the extent of the County's or the District's sole negligence.

The Recipient's obligations under this provision shall include, but not be limited to, the duty to promptly accept tender of defense and provide defense to the County and the District with legal counsel acceptable to the County and the District at Recipient's own expense. Recipient, by mutual negotiation, hereby waives, as respects the County and the District only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW. In the event it is necessary for the County or the District to incur attorney's fees, legal expenses, or other costs to enforce the provisions of this section, all such fees, expenses, and costs shall be recoverable from Recipient. The provisions of this section shall survive the expiration, abandonment, or termination of this Agreement.

2.13. The Recipient agrees to acknowledge the District as a source of funding for the Project on all literature, signage or press releases related to the Project. The Recipient may obtain from King County a District logo that may be used in the acknowledgement.

SECTION 3. GENERAL PROVISIONS

3.1. This Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assigns. The Recipient shall not assign this Agreement to a third party.

3.2. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof. No prior or contemporaneous representation, inducement, promise

or agreement between or among the parties which relate to the subject matter hereof which are not embodied in this Agreement shall be of any force or effect.

3.3. No amendment to this Agreement shall be binding on any of the parties unless such amendment is in writing and is executed by the parties. The parties contemplate that this Agreement may from time to time be modified by written amendment which shall be executed by duly authorized representatives of the parties and attached to this Agreement.

3.4. Unless otherwise specified in the Agreement, all notices or documentation required or provided pursuant to this Agreement shall be in electronic form and shall be deemed duly given when received at the addresses set forth below via electronic mail and transmittal is demonstrated by an electronic delivery receipt or similar confirmation.

King County	**Recipient**
Kim Harper	Stacia Schroeder
Grant Administrator	Engineer
King County WLRD	Town of Yarrow Point
kim.harper@kingcounty.gov	Sschroeder@yarrowpointwa.gov

Either party hereto may, at any time, by giving ten (10) days written notice to the other party to designate any other address in substitution of the foregoing address to which such notice or communication shall be given.

3.5. Each party warrants and represents that such party has full and complete authority to enter into this Agreement and each person executing this Agreement on behalf of a party warrants and represents that he/she has been fully authorized to execute this Agreement on behalf of such party and that such party is bound by the signature of such representative.

3.6. The Project shall be completed by no later than **December 31, 2029**. In the event that the Project is not completed by this date, King County has the discretion, but not the obligation, to terminate this Agreement and retain any unexpended Award funds.

3.7. The Agreement will be terminated if the Recipient is unable or unwilling to expend the Award as specified in Section 2.2 and Exhibits B and C. In the event of termination under this section, the County shall be released from any obligation to fund the Project and Recipient shall forfeit all rights to the unexpended portion of the Award.

3.8. If the County determines that a breach of contract has occurred or does not approve of the Recipient's performance, it will give the Recipient written notification of unacceptable performance. Recipient will then take corrective action within a reasonable period of time, as may be defined by King County in its sole discretion in its written notification to Recipient. King County may withhold any payment owed Recipient until the County is satisfied that corrective action has been taken or completed.

3.9. Waiver of breach of any provision in this Agreement shall not be deemed to be a waiver of any subsequent breach and shall not be construed to be a modification of the terms of the Agreement unless stated to be such through written approval by the County, which shall be attached to the original Agreement. Waiver of any default shall not be deemed to be a waiver of any subsequent defaults.

3.10. KCC chapters 12.16, 12.17 and 12.18 are incorporated herein by reference and the requirements in these code sections shall specifically apply to this Agreement. In its performance under this Agreement the Recipient shall not discriminate against any person on the basis of race, color, age, gender, marital status, sexual orientation, gender identity or expression, religion, ancestry, national origin, disability or use of a service or assistive animal by an individual with a disability, unless based upon a bona fide occupational qualification, and the Recipient shall not violate any of the terms of chapter 49.60 RCW, Title VII of the Civil Rights Act of 1964, or any other applicable federal, state, or local law or regulation regarding nondiscrimination in employment.

3.11. None of the funds, materials, property, or services provided directly or indirectly under this Agreement shall be used for any partisan political activity or to further the election or defeat of any candidate for public office.

3.12. This Agreement may be signed in multiple counterparts.

3.13. If any provision of this Agreement shall be wholly or partially invalid or unenforceable under applicable law, such provision will be ineffective to that extent only, without in any way affecting the remaining parts or provision of this Agreement, and the remaining provisions of this Agreement shall continue to be in effect.

3.14. This Agreement shall be governed by and construed according to the laws of the State of Washington. Actions pertaining to this Agreement will be brought in King County Superior Court, King County, Washington.

3.15. The amount of the Award has been fully funded by the District. To the extent that funding of the Award requires future appropriations by the District or the King County Council, King County's obligations are contingent upon the appropriation of sufficient funds by the District or the King County Council to complete the Scope of Work. If no such appropriation is made, this Agreement will terminate at the close of the appropriation year for which the last appropriation that provides funds under this Agreement was made.

This document has been approved as to form by the King County Prosecuting Attorney's Office as of October 21, 2024.

KING COUNTY:	**RECIPIENT:**
By_____	**By**_____
Name_____	**Name**_____
Title_____	**Title**_____
Date_____	**Date**_____

EXHIBIT A: PROJECT DESCRIPTION

PROJECT NAME	RECIPIENT	DESCRIPTION	LEVERAGE	AWARD
CIP No. 4 - Stormwater Improvement	Town of Yarrow Point	Capital Improvement Project No. 4 will install 525 linear feet of cast in place pipe inside an existing 12-inch diameter concrete pipe which is currently experiencing heavy root intrusion. Additionally, the project will provide maintenance for four brick and mortar catch basins along the run.	$33,000	$55,000

EXHIBIT B: SCOPE OF WORK

Activity Title	Activity Description	Deliverables	Estimated Percent of Grant Budget	Month/Year Task will be Completed
Task 1: Project Administration (Required)	Project Management – Town Engineer Submit reimbursement request forms, backup documentation for billing, and progress reports at least every 6 months. Submit a Closeout Report form with the final reimbursement request. Permitting. Consultant and contractor management.		18%	January – October 2027
Task 2:	CCTV and Clean	Videos and PDFs documenting completion	36%	September 2027
Task 3:	525 linear feet 12-inch Cast-in-Place Pipe Installation including lateral reinstatements	Videos and PDFs documenting completion	46%	September/ October 2027
Task 4:	Manhole rehabilitation/ Channeling	Videos and PDFs documenting completion	0%	September/ October 2027
Task 5:	Project Management / Inspection – Consulting Engineering Firm		0%	September/ October 2027

EXHIBIT C: BUDGET

BUDGET ITEM	GRANT REQUEST
PROJECT SUPPLIES	$25,000
COMMERCIAL SERVICES & CREW TIME	$20,000
OTHER – Project Management	$10,000
TOTAL	**$55,000**

MEMORANDUM

TO: Yarrow Point Town Council
FROM: Stacia Schroeder, Town Engineer
DATE: November 10, 2026
SUBJECT: Accept Project: 95th Ave NE Pathway Extension Rebid

RECOMMENDED ACTION

Move to accept the 95th Ave NE Pathway Extension Rebid project as constructed including a one-time final payment of $18,500.00 to West Peak Construction, LLC.

BACKGROUND/HISTORY

West Peak Construction, LLC was awarded the 95th Ave NE Pathway Extension Rebid project September 8, 2026, for $16,000.00.

DISCUSSION/ANALYSIS

The project was successfully completed by West Peak Construction, LLC between September 29th and October 13, 2026, within the timeframe specified. A single change order for $2,500 was issued by town staff to refresh the ¼" minus crushed surfacing top course on the existing trail and wide out the timbers at the corner of NE 40th St and 95th Ave NE.

FINANCIAL AND POLICY IMPACTS (IF ANY)

Financial: The final amount due to the contractor is $18,500.00, which is roughly 15 percent over the original proposed amount.

Policy: Approval of this agenda item constitutes final acceptance.

ALTERNATIVE ACTIONS

Since there were no subcontractors used and state tax and agency releases (from the Department of Revenue, L&I, and Employment Security) are not required for public works projects valued at $35,000 or less under Washington State law, the full amount due will be released to the contractor upon approval of this agenda item.

TIME CONSTRAINTS AND NEXT STEPS (IF ANY)

None.

ATTACHMENTS

None.

MEMORANDUM

TO: Yarrow Point Town Council
FROM: Mayor Katy Kinney Harris
DATE: November 10, 2026
SUBJECT: Approval of Fire Services Agreement with the City of Bellevue

RECOMMENDED ACTION

Move to approve and authorize the Mayor to sign the agreement to amend and extend the Fire Services Agreement of 2017, between the City of Bellevue and the Town of Yarrow Point.

BACKGROUND/HISTORY

The Town of Yarrow Point currently contracts with the City of Bellevue for Fire and Emergency Medical Services (EMS). The term of the current contract is through December 31, 2027.

In accordance with the terms of the current agreement, it may be extended for an additional ten years to December 31, 2037, if the parties agree in writing to extend the agreement by December 1, 2026.

On October 13, 2026, Bellevue Fire Department Chief Dave Tait and Finance Manager Eric Lee presented the Annual Report and reviewed the draft interlocal agreement.

DISCUSSION/ANALYSIS

Since the October 13th Meeting, the Mayor has continued to meet with Fire Department leadership and prepare a final draft for Council consideration. The enclosed interlocal agreement includes track changes to identify proposed revisions added since the October meeting and presentation.

The primary revision clarifies that the contract may be assigned to a Fire Protection District or Regional Fire Authority should one or more agencies choose to move forward with the formation of such an entity in the future. This change is intended to provide continuity and operational flexibility while preserving the intent and obligations of the existing agreement.

FINANCIAL AND POLICY IMPACTS (IF ANY)

Financial

- The current annual fee is $383,393 (General Fund 001).

Policy

- The Town is required to provide these services and has routinely contracted with the City of Bellevue.

ALTERNATIVE ACTIONS

None.

TIME CONSTRAINTS AND NEXT STEPS (IF ANY)

The agreement must be approved by all parties by December 1, 2026.

ATTACHMENTS

1. Agreement to amend and extend the Fire Services Agreement of 2017, between the City of Bellevue and the Town of Yarrow Point

AGREEMENT TO AMEND AND EXTEND THE FIRE SERVICES AGREEMENT OF 2017 BETWEEN THE CITY OF BELLEVUE AND ~~THE CITY OF~~ _____

THIS AGREEMENT TO EXTEND THE FIRE SERVICE AGREEMENT OF 2017 ("Extension") is made and entered into by and between the CITY OF BELLEVUE, a municipal corporation of the State of Washington ("Bellevue"), and ~~the CITY OF~~ _____, a municipal corporation of the State of Washington ("Contracting Agency~~City~~"), jointly referred to as the Parties.

WHEREAS, in 2017 the Parties entered into an Agreement for the provision of Fire Protection Services by Bellevue to the Contracting Agency~~City~~ ("Agreement") to avoid unnecessary duplications of effort and expenditures of public funds; and

WHEREAS, such Fire Protection Services include fire protection, emergency medical, emergency management services capabilities, and hazardous materials response; and

WHEREAS, the term of the Agreement is through December 31, 2027, but may be extended for an additional ten years to December 31, 2037, if the Parties agree in writing to extend the Agreement by December 1, 2026; and

WHEREAS, the Parties wish to extend the Agreement by entering into this Extension; and

WHEREAS, the Agreement is a multiparty agreement between six Contracting Agencies~~Cities~~; and

WHEREAS, some Contracting Agencies~~Cities~~ are evaluating the formation of a fire protection district or regional fire authority under Title 52 RCW; and

WHEREAS, if any Contracting Agency~~City~~, alone or jointly with any other Contracting Agency~~City~~, moves forward with the creation of such entity, allowing those Contracting Agencies~~Cities~~ to assign this agreement to said entity after creation would be of benefit to all parties; and

WHEREAS, in order to allow such assignments, Section 16 of the Agreement should be amended; and

WHEREAS, the Agreement and this Extension are authorized by the Interlocal Cooperation Act set forth in chapter 39.34 of the Revised Code of Washington.

NOW, THEREFORE, in consideration of the terms and provisions of the Agreement and as included herein, the Parties agree as follows:

1. Purpose: the purpose of this Extension is to formalize in writing Bellevue and the Contracting Agencies~~City's~~ agreement to extend the Fire Services Agreement of 2017 for an additional ten (10) years.

2. Term: the term of this Extension shall be from January 1, 2021~~8~~, through December 31, 2037. Either Party may terminate this Extension by providing written notice of its intent to terminate at least 30 days prior to commencement of the final service year (e.g., December 1, 2036) for which the service is to be provided. In the event that such written notice is given, this Extension and the Agreement shall terminate and be of no further force and effect on December 31st of such final year of service; provided that Sections 4(b) and 6(b) LEOFF I Fee, and Section 11 Hold Harmless of the Agreement shall survive the expiration or termination of this Extension and the Agreement.

3. Effect of Extension: This Extension shall only act to extend the term of the Agreement as described in Section 2~~,~~ above, and to amend the terms of assignment as described in Section 4 below. All other terms and conditions of the Agreement shall remain as described in the Agreement.

4. Assignment of Agreement: Section 16 of the Fire Services Agreement of 2017 is hereby amended to read as follows:

> 16. Assignment. No assignment or other transfer of any right or obligation under this Agreement shall be made by any party, except that any Contracting Party shall be permitted to assign this Agreement to a taxing district that is organized to provide fire and/or emergency medical services to that Contracting Party, provided that the assignment does not change the service area or scope of services provided under this Agreement. The Contracting Party shall provide written notice of assignment to Bellevue. Any attempt to so assign or transfer such right or obligation, except as specifically provided herein, shall be a breach of this Agreement and the assignment shall be of no effect.

~~4.~~5. Entire Agreement: This Extension together with the Agreement and its exhibits and attachments, which are hereby incorporated by reference as if fully set forth herein, represent the entire and integrated agreement between the Parties hereto and supersede all prior negotiations, representations, or agreements, either written or oral. The Extension and the Agreement may be amended, modified or added to only by written instrument properly signed by authorized representatives of both Parties hereto.

IN WITNESS whereof, the Parties acting in their official capabilities have hereby executed this Extension by affixing thereto the signature of the proper officers on the dates below indicated.

CITY OF BELLEVUE

By_____

Its_____

Date_____

APPROVED AS TO FORM:

_____

City Attorney's Office

~~CITY OF~~ _____

By_____

Its_____

Date_____

APPROVED AS TO FORM:

_____

City Attorney's Office

MEMORANDUM

TO:	Yarrow Point Town Council
FROM:	Mayor Katy Harris
	Elizabeth M. Adkisson, Clerk-Treasurer
DATE:	November 10, 2026
SUBJECT:	Resolution No. 395, Approve 2027 ARCH Work Plan & Member Contribution

RECOMMENDED ACTION

Move to approve Resolution No. 395, approving the 2027 administrative budget and work program for A Regional Coalition for Housing (ARCH).

BACKGROUND/HISTORY

A Regional Coalition for Houring (ARCH) was created in 1992 and consists of a partnership of King County and East King County Cities working to preserve and increase housing for low- and moderate-income households in the region. The coalition has helped to create over 10,000 affordable homes in communities of opportunity. ARCH supports its members to develop housing policies, strategies and regulations; efficiently administer housing programs; coordinate city investments in affordable housing; and assist people looking for affordable rental and ownership housing[1].

Pursuant to Resolution No. 295, approved March 9, 2010, and Resolution No. 358, approved April 12, 2022, the Town of Yarrow Point is a contributing member of ARCH through the Amended and Restated Interlocal Agreement (February 18, 2010) as amended by Amendment No. 1 (April 5, 2022)[2].

Section 11 of the agreement provides that the annual budget and work program for ARCH shall be recommended by the ARCH Executive Board to each member jurisdiction and shall not become effective until approved by the legislative body of each member jurisdiction and finally adopted by the ARCH Executive Board.

DISCUSSION/ANALYSIS

The Town has supported the approval of the work plan and budget, including a member contribution, on a routine basis. ARCH has requested this approval be considered prior to the end of the year.

This action does not include consideration of a separate contribution to the ARCH Housing Trust Fund (HTF) for affordable housing projects. In past years, the Town has contributed annually to the HTF. The Town will consider contributions to the HTF again in the future after the regional credit issue is resolved.

[1] ARCH Website: https://www.archhousing.org/
[2] ARCH Amended & Restated Interlocal Agreement & Amendment No. 1: https://static1.squarespace.com/static/61687c3f7fbc096461d80234/t/69442bbf0172845760a1a160/1766075327473/ARCH+Amended+and+Restated+ILA+as+Amended+by+Amendment+1_clean.pdf

FINANCIAL AND POLICY IMPACTS (IF ANY)

Financial

- 2027 Member Contribution: $4730 (2026: $4758)
- General Fund 001 (Natural & Economic Environment – Public Housing)
- This item is included in the 2027 Proposed Final Budget

Policy

- Supports membership as determined through the interlocal agreement.

ALTERNATIVE ACTIONS

1. Request additional information and bring the resolution back for consideration at the December 8, 2026 Council Meeting.

TIME CONSTRAINTS AND NEXT STEPS (IF ANY)

ARCH has requested this approval be considered prior to the end of the year. Upon approval, staff will transmit a copy of the resolution to ARCH.

ATTACHMENTS

1. Resolution No. 395
    a. Exhibit A: 2027 ARCH Budget & Work Plan

TOWN OF YARROW POINT
RESOLUTION NO. 395

A RESOLUTION OF THE COUNCIL OF THE TOWN OF YARROW POINT APPROVING THE 2027 ADMINISTRATIVE BUDGET AND WORK PROGRAM FOR A REGIONAL COALITION FOR HOUSING (ARCH)

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

WHEREAS, the Town Council passed Resolution No. 358 on April 12, 2022, authorizing execution of the Amended and Restated Interlocal Agreement for ARCH, as amended by Amendment No. 1, effective April 5, 2022; and

WHEREAS, Section 11 of the Amended and Restated Interlocal Agreement as amended by Amendment No. 1 provides that the annual budget and work program for ARCH shall be recommended by the ARCH Executive Board and transmitted to each member jurisdiction; and

WHEREAS, Section 11 further provides that the recommended budget and work program shall not become effective until approved by the legislative body of each member jurisdiction, and finally adopted by the ARCH Executive Board.

NOW, THEREFORE, be it resolved by the Town Council of the Town of Yarrow Point, Washington, that the Town Council hereby approves the 2027 ARCH Administrative Budget and Work Program as presented, and included as Exhibit A; and

BE IT FURTHER RESOLVED that upon approval of the 2027 Budget and Work Program the Council approves payment of the amount of $4,730 for the Town of Yarrow Point 2027 ARCH Membership Contribution.

APPROVED by the Town Council at a regular meeting held this 10th day of November, 2026.

Approval: November 10, 2026
Effective: November 10, 2026

TOWN OF YARROW POINT,
WASHINGTON:

_____
Katy Kinney Harris, Mayor

ATTEST:

_____
Elizabeth M. Adkisson, Clerk-Treasurer

A Regional Coalition for Housing
Together Center Campus
16305 NE 87TH St, Suite 119
Redmond, WA 98052
425-861-3677

Memo

To: ARCH Member Councils
From: Lindsay Masters, ARCH Executive Director
Date: July 14, 2026

Re: ARCH 2027-28 Budget and Work Program

Please find attached the 2027-28 ARCH Budget and Work Program, which was adopted by the ARCH Executive Board in June of 2026. Over the last two years, ARCH and its members have achieved significant milestones as we advanced a Strategic Plan to *Build More Affordable Housing Faster*:

- **Increasing Investment.** Approved investments in over 700 units of affordable housing and awarded a record amount of local funding in the last two funding rounds.
- **Growing the Housing Pipeline.** Expanded affordable housing development opportunities through efforts on public and faith-owned land.
- **Supporting Local Leaders.** Launched the pilot ARCH Council of Elected Officials (ACE) to deepen knowledge and commitment to affordable housing and regional collaboration among local leaders.
- **Tapping Industry Expertise.** Established an Eastside Investment Committee that brings industry experts together to advise ARCH on local funding recommendations.
- **Expanding Local Program Impact.** Assisted nearly 100 low- and moderate-income households to become homeowners and added close to 500 new affordable multifamily units in 16 projects created through local inclusionary programs, while continuing to steward long-term affordability of over 800 ownership and 2,700 rental homes.
- **Supporting Legislative Policy and Funding.** Expanded support for ARCH members to collaborate on legislative policy and funding, with recent successes including greater REET flexibility for affordable housing and new options to incentivize affordable housing on faith-owned land.

You may find a summary of ARCH's priorities for the next two years in our 2027-28 Work Program, which now includes jurisdiction-level snapshots of the work of ARCH with each of our members. Per the direction of the Executive Board, ARCH's 2027-28 Budget maintains existing staffing levels, with base member dues distributed based on updated population figures.

As rising costs continue to have the greatest impact on low-income households, your work to create truly affordable housing opportunities in our region is more important than ever. We look forward to building on our shared progress and are grateful for your continued commitment and partnership.

Attachments:

1. 2027-28 ARCH Administrative Budget
2. 2027-28 ARCH Work Program

FINAL 2027-28 ARCH Administrative Budget

Adopted by the ARCH Executive Board

June 2026

	2025-2026 Adopted Budget		Proposed 2027-28 Budget			
	2025	2026	2027	2028	% change '26-'27	% change '27-'28
I. TOTAL EXPENSES	**$ 2,720,754**	**$ 2,827,690**	**$ 3,022,407**	**$ 3,179,284**	**6.9%**	**5.2%**
A. Personnel	**$ 2,427,721**	**$ 2,532,678**	**$ 2,663,210**	**$ 2,809,211**	**5.2%**	**5.5%**
Salaries	$ 1,848,491	$ 1,911,173	$ 2,029,427	$ 2,149,263		
Benefits	$ 579,230	$ 621,505	$ 633,783	$ 659,949		
14 FTEs (incl. 1 dedicated to Bellevue Housing Stability Program)						
B. Operating	**$ 125,787**	**$ 125,267**	**$ 133,348**	**$ 135,492**	**6.5%**	**1.6%**
Rent & Utilities	$ 42,000	$ 44,133	$ 52,497	$ 54,072	19.0%	3.0%
Telephone	$ 7,840	$ 8,075	$ 8,275	$ 8,523	2.5%	3.0%
Internet	$ 3,042	$ 3,164	$ 3,134	$ 3,228	-0.9%	3.0%
Software licensing (website, database, etc.)	$ 25,000	$ 25,750	$ 33,964	$ 34,983	31.9%	3.0%
Travel/Training	$ 7,150	$ 7,365	$ 9,800	$ 10,094	33.1%	3.0%
IT Equipment Replacement / Bellevue software	$ 8,600	$ 5,000	$ 8,286	$ 6,678	65.7%	-19.4%
Office Supplies	$ 2,700	$ 2,678	$ 2,758	$ 2,841	3.0%	3.0%
Postage/Printing	$ 2,500	$ 2,678	$ 2,678	$ 2,758	0.0%	3.0%
Periodical/Membership	$ 15,450	$ 15,914	$ 4,456	$ 4,590	-72.0%	3.0%
Translation and Interpretation	$ 5,000	$ 5,150	$ 1,500	$ 1,545	-70.9%	3.0%
Misc. (furniture, events, job posting fees, etc.)	$ 6,505	$ 5,361	$ 6,000	$ 6,180	11.9%	3.0%
C. In-Kind Admin/Services	**$ 46,495**	**$ 48,223**	**$ 138,000**	**$ 143,540**	**186.2%**	**4.0%**
Insurance	$ 33,280	$ 34,611	$ 68,000	$ 70,040		
Bellevue IT Services	$ 13,215	$ 13,611	$ 70,000	$ 73,500		
D. Professional Services / Consulting	**$ 120,750**	**$ 121,523**	**$ 87,849**	**$ 91,041**	**-27.7%**	**3.6%**
Consultant Contracts	$ 25,750	$ 26,523	$ 27,849	$ 29,241		
Outside Legal Counsel	$ 95,000	$ 95,000	$ 60,000	$ 61,800		

FINAL 2027-28 ARCH Administrative Budget

Adopted by the ARCH Executive Board

June 2026

	2025-2026 Adopted Budget		Proposed 2027-28 Budget			
	2025	2026	2027	2028	% change '26-'27	% change '27-'28
II. TOTAL INCOME	**$ 2,720,754**	**$ 2,827,690**	**$ 3,022,407**	**$ 3,179,284**	**6.9%**	**5.2%**
A. Member Contributions (General Fund $)	**$ 2,377,357**	**$ 2,460,218**	**$ 2,646,426**	**$ 2,781,886**	**7.6%**	**5.1%**
Beaux Arts Village	$ 3,187	$ 3,294	$ 3,543	$ 3,725	**7.6%**	**5.1%**
Bellevue	$ 600,541	$ 622,327	$ 664,125	$ 697,710	**6.7%**	**5.1%**
Bothell	$ 172,748	$ 178,110	$ 195,861	$ 206,246	**10.0%**	**5.3%**
Clyde Hill	$ 11,205	$ 11,553	$ 12,314	$ 12,967	**6.6%**	**5.3%**
Hunts Point	$ 3,187	$ 3,294	$ 3,543	$ 3,725	**7.6%**	**5.1%**
Issaquah	$ 157,108	$ 162,807	$ 173,157	$ 181,914	**6.4%**	**5.1%**
Kenmore	$ 88,579	$ 91,517	$ 97,742	$ 102,824	**6.8%**	**5.2%**
Kirkland	$ 366,910	$ 380,220	$ 405,092	$ 425,577	**6.5%**	**5.1%**
Medina	$ 10,538	$ 10,865	$ 11,560	$ 12,173	**6.4%**	**5.3%**
Mercer Island	$ 95,259	$ 98,405	$ 103,925	$ 109,334	**5.6%**	**5.2%**
Newcastle	$ 50,076	$ 51,819	$ 55,293	$ 58,124	**6.7%**	**5.1%**
Redmond	$ 293,990	$ 304,655	$ 338,315	$ 355,423	**11.0%**	**5.1%**
Sammamish	$ 243,510	$ 251,257	$ 266,409	$ 280,434	**6.0%**	**5.3%**
Woodinville	$ 47,952	$ 49,440	$ 57,066	$ 59,991	**15.4%**	**5.1%**
Yarrow Point	$ 4,615	$ 4,758	$ 4,730	$ 4,981	**-0.6%**	**5.3%**
King County	$ 227,952	$ 235,897	$ 253,751	$ 266,740	**7.6%**	**5.1%**
B. Bellevue Detail (General Fund + 1590)	**$ 776,623**	**$ 814,799**	**$ 860,106**	**$ 905,108**	**6%**	**5%**
Cash Contributions	$ 315,522	$ 338,836	$ 270,311	$ 283,712	**-20%**	**5%**
In-Kind Contributions	$ 461,101	$ 475,963	$ 589,795	$ 621,397	**24%**	**5%**
Personnel (Gen Fund + 1590)	$ 414,606	$ 427,740	$ 451,795	$ 477,857		
Insurance	$ 33,280	$ 34,611	$ 68,000	$ 70,040		
IT Services	$ 13,215	$ 13,611	$ 70,000	$ 73,500		
C. Other Income	**$ 167,315**	**$ 175,000**	**$ 180,000**	**$ 190,000**	**2.9%**	**5.6%**
Administrative Fees	$ 165,000	$ 135,000	$ 100,000	$ 100,000		
Interest Earnings	$ 2,315	$ 40,000	$ 80,000	$ 90,000		
III. RESERVES, CONTINGENT INCOME AND EXPENSES						
Note: This section expresses intended use of any excess revenues above levels needed to cover basic operating costs, as authorized by the ARCH Board, and/or any agreement by an ARCH member to fund work under section 13 of the ARCH Interlocal Agreement						
A. Contingent Expenses	**$ 450,000**	**$ 450,000**	**$ 500,000.00**	**$ 500,000.00**	**11%**	**0%**
Staffing/Administrative Expenses	$ 150,000	$ 150,000	$ 200,000.00	$ 200,000.00		
Other Services/Consulting	$ 300,000	$ 300,000	$ 300,000.00	$ 300,000.00		
B. Contingent Revenue	**$ 450,000**	**$ 450,000**	**$ 500,000.00**	**$ 500,000.00**	**11%**	**0%**
Excess Administrative, Service Fees	$ 150,000	$ 150,000	$ 150,000	$ 150,000		
Grant Funding	$ 145,000	$ 145,000	$ 150,000	$ 150,000		
Board-Approved Reserves	$ 155,000	$ 155,000	$ 200,000	$ 200,000		

A Regional Coalition for Housing

ARCH WORK PROGRAM: 2027-28

Adopted June 2026

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Attachment A: Member Jurisdiction Work Program Summaries

Introduction and Priorities for 2027-28

A Regional Coalition for Housing is a partnership of King County and East King County Cities that has successfully collaborated for over three decades to preserve and increase housing for low and moderate income households. ARCH works with its members to develop housing policies, strategies and regulations; efficiently administer housing programs; coordinate city investments in affordable housing; and assist people looking for affordable rental and ownership housing. The ARCH Work Program includes services that ARCH provides to individual member jurisdictions, as well as shared programs and activities coordinated for the benefit of all ARCH members.

2027-28 Priorities

In 2027-28, ARCH will elevate the following priorities in its Work Program:

1. Continue to expand the pipeline of affordable housing projects in East King County through partnerships and development of special projects, including projects on public, nonprofit and faith-owned land.
2. Facilitate and advance proposals for dedicated revenue sources for affordable housing in East King County and ensure that countywide sources benefit ARCH communities.
3. Implement education and engagement efforts with ARCH member stakeholders (including staff, planning commissioners, elected officials) and community members to increase affordable housing support, connections and leadership in the region.
4. Convene coalition members to develop targeted legislative priorities related to funding for affordable housing, reducing barriers to affordable housing development, and supporting regional approaches to affordable housing.
5. Complete implementation of select recommendations from ARCH's Governance Study to streamline decision-making, increase alignment and empower the coalition to advance ARCH's mission.
6. Support preservation of existing affordable housing through policy and funding solutions
7. Manage continued growth in the ARCH Rental Program by evaluating ways to redistribute staff resources and streamline program implementation.

I. AFFORDABLE HOUSING INVESTMENT

A. Local Investment Coordination and Administration

ARCH works on behalf of members to recommend and implement investment of public funding for the development and preservation of affordable housing. ARCH manages multiple types of funding through coordinated processes aimed at maximizing the impact of local investment and streamlining access to capital for affordable housing developers. Current programs include:

- **ARCH Housing Trust Fund**. Pooled funds contributed by ARCH members for investment in eligible projects anywhere within the ARCH sub-region.
- **Bellevue Housing Stability Program and Affordable Housing Fund**. Local 0.1% sales tax funds authorized by HB 1590 for capital, operations and maintenance and services in eligible projects within Bellevue; Fee in lieu funds and other one-time funds reserved for affordable housing.
- **Issaquah Inclusive Housing Investment Pool**. Local 0.1% sales tax funds authorized by HB 1590 and other local funds for eligible projects within Issaquah.
- **Other Local Housing Investments.** Other local funds that may be administered by ARCH in coordination with the Trust Fund include fee in lieu funds, levy funds, REET funds or other sources directed by individual cities.

ARCH's responsibilities fall into the following categories:

<u>Investment Planning</u>

- **Parity Goals.** Maintain annual goals for individual member investments through the ARCH Housing Trust Fund, while pursuing broader strategies to increase overall investment levels in affordable housing in East King County.
- **Project Pipeline Management.** Work with member cities and project sponsors to develop a robust pipeline of projects to be funded over the next five years (see related work on special projects, below). Actively vet potential projects, and lead funding policy and prioritization discussions with the ARCH Executive Board to facilitate planning and decision-making.
- **East King County Development Capacity.** Support existing affordable housing developers and owners, and work to expand the pool of development organizations interested in working in East King County. Connect East King County community-based organizations with developers, funding opportunities, and other resources geared at community driven development.

<u>Funding Recommendations and Coordination</u>

- **Competitive Annual Funding Round**. Advertise the collective set of available funds and manage competitive processes on behalf of member cities. Develop funding priorities and evaluation criteria for decision-makers, review funding applications and facilitate coordinated recommendations. For the ARCH Housing Trust Fund, facilitate final recommendations by the ARCH Executive Board and approvals through member councils.

    - **Eastside Investment Committee.** In 2027-28, implement a streamlined advisory process that enhances funding coordination, leverages local dollars and ensures expert advice to members.
- **Public Funding Coordination**. Work collaboratively with public funders at the State and local levels to promote shared affordable housing goals and equitable geographic distribution of resources. Review and provide input to other funders for Eastside projects that apply for County (HOF, RAHP, HOME, TOD, etc.) and State (Tax Credit, State Housing Trust Fund, CHIP) resources. Provide input to the King County Joint Recommendations Committee (JRC) on behalf of participating Eastside jurisdictions. Assist with evaluating and making a recommendation regarding CDBG allocations for affordable housing.
- **Private Funding Coordination**. Work with private investors and lenders to maximize leverage of ARCH members' investments into affordable housing and negotiate public benefits from investment of housing funds. Engage with WSHFC on alignment of the ELAP and Evergreen Housing Impact Fund, both funded by Microsoft, to advance projects in the ARCH pipeline. Coordinate with Amazon to ensure projects in ARCH pipeline are considered for Amazon Housing Equity Fund program.

Contracting and Reporting

- **Contract Development and Administration.** Maintain updated standard legal templates. Prepare contract documents with legal counsel and facilitate execution of contracts with the Administering Agency (Bellevue). Review and approve disbursement of funds to awarded projects in accordance with executed contracts.
- **Reporting.** Maintain data for required reporting, including:
    - Centralized Trust Fund Reports. Work with Administering Agency to maintain records and produce regular financial reports for ARCH Trust Fund accounts.
    - HB 1406 Reports. Implement procedures to manage contributions, commitments and expenditures of pooled sales tax revenue authorized by HB 1406. Work with the Department of Commerce to ensure timely and complete reporting in compliance with state requirements.

B. Special Projects and Technical Assistance

ARCH provides expertise to advance special projects and initiatives that require unique financing, land use or partnership strategies that leverage significant development opportunities, including projects on underutilized public, nonprofit or faith community property. Activities include:

Surplus/Underdeveloped Public Property. Assist with evaluation of surplus or underutilized public property for suitability of affordable housing. Complete financial feasibility studies to inform potential property offerings and advise on strategy. Support ARCH members through the stages of feasibility analysis, RFP development, property offering, developer selection and contracting.

Nonprofit and Faith-Owned Land. Engage and provide technical assistance to nonprofit and faith community property owners interested in supporting affordable housing. Provide referrals and recommendations, coordinate with local planning efforts and facilitate potential partnerships.

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

Strategic Predevelopment Investment. With approval of the Executive Board, invest in 3rd party predevelopment studies such as design, survey, geotechnical, environmental or other professional services, to investigate feasibility of special projects.

C. Preservation and Asset Management

ARCH oversees contracts and regulatory agreements with owners of projects supported through direct investment, and coordinates with property owners and other funders to ensure the long-term preservation and sustainability of existing affordable housing. Activities include:

Loan Monitoring and Evaluation

- Monitor project income and expenses to determine cash flow payments
- Conduct long-term sustainability monitoring of projects and owners including tracking physical capital needs and financial performance of properties.
- Work with legal counsel to review and approve requests for contract amendments, subordination and other agreements
- Coordinate with WSFHC, per an established MOU, to monitor properties and streamline processes for owners and funders.
- Collect annual compliance data and evaluate program beneficiaries

Support Recapitalization and Long-Term Sustainability

- Proactively problem-solve financial and/or organizational challenges in partnership with project owners and other funders
- Support ARCH borrowers with refinancing and rehabilitation efforts to extend useful lives of buildings, strength property financials, and improve housing quality for residents
- Support owners in connecting with Energy Smart Eastside or other efficiency programs that provide incentives to cover rehabilitation expenses, improve operational efficiency, and improve resident health and safety.

Preservation of At-Risk Affordable Housing

- Work with member cities to facilitate acquisitions or other strategies to preserve existing housing where affordability is at risk of being lost, including at-risk manufactured housing communities and naturally occurring affordable housing.
- Assist with responding to notices of sale of HUD assisted properties received by member cities, or other information indicating an impending loss of existing affordable housing.

II. HOUSING POLICY AND PLANNING

A. Local Policy, Planning and Code Development

ARCH provides assistance directly to member jurisdictions on a range of local planning efforts (see *Attachment A* for more detail). These efforts may take different forms, such as:

- **Housing Element Updates**. Work with members to update comprehensive plan housing elements (may include data analysis, policy writing, outreach, presentations, etc.)
    - Assist with understanding and complying with new housing-related requirements under the Growth Management Act and Countywide Planning Policies.
    - Prepare an east King County housing needs analysis with focused analyses for each city—including projected affordable housing needs—to fulfill GMA requirements.
- **Housing Strategy and Action Plans**. Assist members to prepare housing strategies to implement housing elements and create council work plans. Current local plans and strategies may be found on ARCH's website.
- **Incentive Program Design and Economic Analysis.** Provide economic analysis and policy and program development support to design local housing incentive programs, including height/density/FAR bonuses, property tax exemptions, impact fee waivers, parking reductions and other incentives. Provide standard tools or models that can be used by member cities/staff to evaluate and design their individual programs.
- **Land Use Code Amendments.** Assist city staff on land use and other code amendments in order to implement comprehensive plan policies.
- **Other Support.** Other areas in which ARCH could provide support to member cities include but are not limited to: review of tenant protection regulations, preservation of valuable community housing assets, assistance to households displaced by development activity, or negotiation of agreements for specific development proposals.

Coordination of Local Efforts

ARCH also provides support to facilitate collaboration and alignment of local planning efforts, including:

- **ARCH Liaisons.** Convene a regular meeting of member housing staff working on relevant policy, planning and programs to share knowledge, identify best practices and create peer connections.
- **Data Collection, Analysis and Reporting.** Maintain and provide reporting on local housing and demographic data, buildable lands, and members' progress toward meeting GMA and CPP housing requirements. Document members' investment in affordable housing in other jurisdictions and reflect these contributions in ongoing reporting.
- **Incentive/Inclusionary Housing Program Policies.** As program implementation issues arise, assist member jurisdictions to develop coordinated policy solutions that incorporate input from the diverse range of stakeholders. Work with member city staff to develop code amendments that adapt programs to new knowledge and best practices (e.g., monitoring fees, rent limit policies, etc.).
- **Implementation of State Legislation.** Coordinate members implementing state legislation with affordable housing components, such as HB 1494 (TOD Bill). Support may include

convening working groups, coordinating community engagement efforts, and recommending common approaches to ensure effective program administration.

Information Systems. Maintain a centralized ARCH database of affordable housing programs, projects, properties and investments to support ongoing reporting, program evaluation and efficient work streams. Continue to refine and enhance the database to meet local planning and program needs, facilitate reporting on local and regional progress in meeting affordable housing needs at various income levels, and inform program and funding policies and priorities.

B. State and Regional Policy and Funding Engagement

ARCH supports policy and planning activities at the state and regional level for the benefit of ARCH members, with a focus on targeted policy efforts that increase funding and reduce barriers that contribute to the cost of affordable housing development.

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

Support for Sub-Regional Collaboration. Support policies that encourage and incentivize sub-regional collaboration such as giving "credit" to jurisdictions that pool resources and make investments in affordable housing in neighboring jurisdictions.

Regional Planning Efforts. ARCH will participate in broader regional planning efforts to advance Eastside priorities and ensure that the perspectives of communities in East King County are voiced in regional housing and homelessness planning. Examples include:

- King County GMPC Affordable Housing Committee / Housing Inter-Jurisdictional Team
- King County Dedicated Revenue Work Group

State Legislative Policy. ARCH supports members to develop and advance targeted state legislative priorities related to funding for affordable housing and/or reducing barriers to affordable housing development. Activities include:

- Convene coalition members and engage the Executive Board and ARCH Council of Elected Officials (ACE) to identify strategic legislative priorities for member councils' consideration.
- Coordinate and explore opportunities to partner with relevant organizations working on affordable housing (e.g., AWC, SCA, WLIHA, HDC, Black Home Initiative).
- Collaborate with ARCH members' government relations and other key personnel to support implementation of identified legislative priorities, including providing analysis and talking points, informing strategy, coordinating advocacy efforts, and providing timely updates.
- Provide presentations to member councils regarding legislative priorities and updates during or after the legislative session.

III. HOUSING PROGRAM IMPLEMENTATION

A. Affordable Housing Incentive and Inclusionary Programs

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

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

ARCH roles and responsibilities typically include:

- Work with member city staff and legal counsel to align incentive and inclusionary programs with a unified set of administrative policies, practices and templates for legal agreements
- Work with developers/applicants and city staff to establish and communicate applicability of codes and policies to proposed developments
- Develop contracts and covenants containing affordable housing requirements:
    - Review and approve proposed affordable housing (unit count, location/distribution, bedroom mix, and quality)
    - Draft agreements, ensuring city specific requirements are captured (Bellevue MFTE rent stabilization, parking inclusion and relocation assistance)
    - Coordinate with city staff, and development team, to ensure timely review, execution and recordation of agreements

- Oversee MFTE process including:
    - Review and recommend approval of MFTE applications
    - Draft MFTE conditional and final certificates for city approval
    - Register MFTE certificates with County Assessor and file annual MFTE reports with State Commerce
- Review and recommend approval of alternative compliance proposals
    - For fee in lieu projects, calculate fees and ensure execution of accompanying agreement if required
- Support cities on implementation of middle housing code updates as needed.
- Maintain project pipeline and transition projects to applicable teams
- Track city incentive programs across member-cities and update ARCH website as needed
- Provide periodic review of project pipeline for each municipality
- Provide ad hoc reporting on project data as requested
- On-going compliance monitoring (see ARCH Rental and Homeownership Programs, below).

B. ARCH Rental Program

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

- Lease-Up. Ensure implementation of affordable housing requirements during lease-up of new properties.
- Compliance Monitoring. Ensure compliance with rent and income restrictions through timely annual report reviews and supplemental on-site file audits. Implement standard remedies for non-compliance, and work with member jurisdictions when enforcement efforts are needed.
- Training and Technical Assistance. Provide ongoing training and technical assistance to property managers
- Program Guidance. Maintain written standards for eligibility, leasing and other program requirements and communicate updated annual income and rent limits
- Resident Support. Respond to tenant issues and questions, mediate issues between properties, tenants and prospective renters, maintain renter resources and provide appropriate referrals.
- Housing Search. Maintain a web-based affordable housing rental search tool, including updating rental options and area median income data.

C. ARCH Homeownership Program

ARCH serves as the steward of affordable resale restricted homes created through local policies and programs. Activities include:

- Marketing and Buyer Selection for New Homes. Coordinate with developers and listing agents to market and select buyers for new construction homes.

- Resales. Oversee resales to ensure ongoing compliance with affordability, buyer eligibility and other program requirements and collect program fees to ensure sustainable operations
- Monitoring. Implement policies and procedures for monitoring compliance and work with cities to address non-compliance.
- Property Taxes. Coordinate with the King County Assessor to ensure affordable property tax assessments for eligible ARCH homeowners.
- Homeowners Communication. Distribute annual communications with relevant homeowner resources and respond to homeowners in financial distress.
- Program Documents. Maintain program guides and FAQs and work with member planning and legal staff to make improvements to boilerplate legal documents.
- Foreclosure prevention and homeowner support. Support homeowners in financial distress and preserve homes at risk of foreclosure. Explore strategies to support ARCH homeowners facing HOA special assessments.
- Lender Partnerships. Build relationships with lenders to improve ARCH homebuyers' access to financing options.
- Downpayment Assistance. Implement recommended updated to the East King County Downpayment Assistance program with the Washington State Housing Finance Commission to provide effective financial assistance to income-eligible first-time homebuyers in East King County.
- Preservation. Explore strategies to preserve expiring units and re-capture lost affordability.

IV. MEMBER EDUCATION, ENGAGEMENT AND COMMUNITY OUTREACH

A. Education Efforts and Elected Official Engagement

ARCH leads education and engagement efforts to build understanding, support and commitment to affordable housing, key policy and funding tools, and collaboration through ARCH. This may take a variety of forms, including:

- **Newly Elected Officials Orientation.** Offer ARCH orientation sessions for newly elected local officials each year. This orientation will provide information about affordable housing in East King County and the role ARCH plays in supporting member jurisdictions.
- **ARCH Council of Elected Officials.** Work with the ARCH Executive Board to determine if the ARCH Council of Elected Officials (ACE) should transition from a pilot to a permanent structure. If so, support ACE meetings and work with individual ACE members ahead of meetings to allow them to present on best practices and resources. Maintain contact with ACE members to ensure ACE meetings are achieving desired results.
- **Educational Reports and Presentations.** Prepare and deliver reports and presentations to councils, planning commissions and member staff and the community on current housing conditions, successful housing policies and programs, and related topics.
- **Annual ARCH Celebration.** Organize an annual event to celebrate accomplishments such as local affordable housing investments, planning accomplishments, or other milestones. Invite key partners to share successes and strengthen collaboration, and support related events led by other organizations.
- **Federal Delegation Support.** ARCH will work with its federal delegation to understand affordable housing challenges and advance housing opportunities in East King County. This includes participating in affordable housing tours while members of US Congress are in their home districts.

B. Community Outreach, Communications, and Assistance for the Public

Office Hours. Provide published office hours for appointments or walk-in customer service. Open office hours will be advertised on the ARCH website and ARCH Facebook page and shared with partner organizations.

ARCH Mailing List and Assistance for Community Members Seeking Affordable Housing.

- Maintain up-to-date information on affordable housing in East King County (rental and ownership) and distribute to people looking for affordable housing.
- Continue to maintain a mailing list of households interested in affordable ownership and rental housing and advertise newly available housing opportunities.
- Work with other community organizations and public agencies to develop appropriate referrals for different types of inquiries received by ARCH (e.g., rapid re-housing, eviction prevention, landlord tenant issues, building code violations, fair housing complaints, etc.).

ARCH Website and Other Communications Channels

- Continually update and build on information in the ARCH website to reach various audiences including affordable housing seekers, property managers and others.
- Provide information on the most urgently needed resources in the community, including rental assistance, no-cost legal services, mortgage assistance, and senior resources available in East King County.
- Encourage ARCH members to link to these shared resources from their websites.
- Utilize other communication channels to share useful information, such as short explainer videos, a quarterly e-newsletter, and social media channels.

Community Engagement and Outreach

- Host ARCH events to share information about ARCH programs with diverse communities
- Participate in city and community events and build connections with community groups, faith communities, developers, nonprofits and others interested in housing issues.
- Build relationships and share information with community-based organizations (CBOs) to cultivate knowledge and interest in affordable housing
- Hold an annual "Together in Housing" event geared towards engaging CBOs regarding ARCH's affordable housing programs.
- Advise and support ARCH members in seeking feedback from their community members regarding affordable housing policies

C. Equitable Access to Affordable Housing in East King County

Affirmative Marketing of Rental and Homeownership Opportunities. Using ARCH's database of CBOs (including many that serve communities of color and immigrant and refugee communities), provide timely notices regarding new affordable housing. Provide CBOs with guidance as needed to support their networks in accessing these units.

Increasing Access to Homeownership. Implement policies and partnerships to increase access to homeownership for households historically excluded and to increase homeownership rates for populations that have seen a decline in homeownership levels in Washington State. Sustain existing partnerships with King County Housing Authority's Dreams to Keys program, WSHFC Covenant Homeownership Program, and other partners, and continue to develop additional partnerships. Collect and analyze data on existing programs to determine potential gaps in access by different populations.

Black Home Initiative. With the ARCH Executive Board, work to consider becoming an official member of the Black Home Initiative, allowing East King County to become a part of policy, outreach and engagement work aimed at increasing Black homeownership rates across the region.

V. ADMINISTRATION

A. Administrative Procedures

Maintain administrative procedures that efficiently and transparently provide services to ARCH members and the public. Activities include:

- Prepare the ARCH Budget and Work Program and ensure equitable allocation of administrative costs among ARCH members.
- Prepare quarterly budget and work program progress reports, Trust Fund reports, and monitor expenses to stay within budget.
- Establish and maintain an Eastside Investment Committee, including recruitment of members with expertise in housing finance, development and operations.
- Staff the Executive Board.
- Staff the ARCH Council of Elected Officials.
- Work with Administering Agency to streamline financial systems.
- Maintain updated bylaws and ensure timely renewal of the ARCH Interlocal Agreement.

B. Organizational Assessment and Planning

The ARCH Executive Board will continue to evaluate and plan for ARCH's organizational capacity to accomplish its Work Program and broader mission, including its organizational structure, legal structure, staffing resources, capital resources and other aspects of the organization. This includes considering staffing options to manage the growing number of affordable units in the ARCH Rental and Homeownership Programs.

Since 2024, ARCH has advanced actions under its Strategic Plan to *Build More Affordable Housing Faster*, including organizational changes aimed at streamlining decision-making, empowering the coalition to tackle major policy challenges, and increasing education and engagement of elected officials. In 2027-28, ARCH will complete implementation of recommendations from its Governance Study, including determining whether to advance any amendments to the ARCH Interlocal Agreement. The Board will continue to monitor progress on ARCH's Strategic Plan and make adjustments to respond to new conditions and opportunities.

As requested, the Board may evaluate opportunities for ARCH to support non-member cities interested in creating affordable housing in north and east King County. Such collaboration should provide mutual benefits and may take the form of agreements to provide services for specific projects.

Attachment A

Member Jurisdiction Work Program Summaries

ARCH provides a wide range of services that support individual members with *Affordable Housing Investment*, *Special Projects, Local Policy and Planning, Program Implementation* and *Outreach and Engagement*. The following summaries describe expected services for individual members over the 2027-28 timeframe. These summaries may be updated as new plans, policies, programs or projects are established.

As members update their individual work plans, ARCH will prioritize member requests for services using the following criteria:

- Clarity. The scope, timeline and ARCH's desired role in the plan or project is clearly defined.
- Impact. The plan or project is expected to result in greater production or preservation of affordable housing.
- Leadership Support. The plan or project is a high priority for the jurisdiction and is supported by city leadership
- Timeliness. The jurisdiction has a unique opportunity to advance supportive policies or projects, and the opportunity may be missed if not advanced in a timely fashion.
- ARCH's Value. ARCH's participation would add significant value toward achieving affordable housing outcomes due to our unique expertise. In addition, the level of effort needed from ARCH is feasible and appropriate based on the potential impact of the plan, policy or project.
- Value for Coalition. The results of the work will be useful to other ARCH member jurisdictions who anticipate undertaking similar efforts.

Quick Links:

Beaux Arts, Clyde Hill, Medina, Hunts Point, Yarrow Point - ARCH Work Program A-2

Bellevue - ARCH Work Program A-3

Bothell - ARCH Work Program A-6

Issaquah - ARCH Work Program A-7

Kenmore - ARCH Work Program A-9

King County - ARCH Work Program A-10

Kirkland - ARCH Work Program A-11

Mercer Island - ARCH Work Program A-13

Newcastle - ARCH Work Program A-14

Redmond - ARCH Work Program A-15

Sammamish - ARCH Work Program A-17

Woodinville - ARCH Work Program A-18

Beaux Arts, Clyde Hill, Medina, Hunts Point, Yarrow Point - ARCH Work Program

Affordable Housing Investment, Special Projects

Item	*Description / ARCH Support*
Annual investment through the ARCH Housing Trust Fund	Administer HB 1406, general funds or other local funds contributed to Trust Fund from Clyde Hill, Medina, Hunts Point, and Yarrow Point. Provide reporting to the State on HB 1406 funds from Clyde Hill, Medina and Yarrow Point.
Public surplus / underutilized property	Support evaluation of affordable housing development options on underutilized properties as opportunities arise, including on potential property in Clyde Hill and Medina. Help to analyze cost effectiveness and financial feasibility of various options.
Nonprofit/faith owned property	Support evaluation of faith owned property for potential affordable housing development, if available.

Local Policy and Planning

Item	*Description / ARCH Support*
Regulatory flexibility	Engage in conversations with Department of Commerce and regional partners on a mechanism to allow credit to be applied for local targets from subregional investment.
Land use, tax and financial incentives for affordable housing	Support development of an affordable housing fee in lieu program in Clyde Hill – provide updated economic analysis as requested. Assist with exploration of a potential affordable ADU tax exemption program in Yarrow Point, including outreach to other ARCH members and King County to gauge broader interest and feasibility.

Outreach and Engagement

Item	*Description / ARCH Support*
Civic education on housing	Provide support to staff as needed on communications materials and outreach to the community on questions related to affordable housing development and housing targets.

Bellevue - ARCH Work Program

Affordable Housing Investment, Special Projects

Item	*Description / ARCH Support*
Annual investment through the ARCH Housing Trust Fund	Administer HB 1406, general funds and other local funds contributed to Trust Fund. Provide reporting to the State on HB 1406 funds.
Bellevue Housing Stability Program (HSP)	On an annual basis, verify and advertise available HSP funds for capital, operating and maintenance and services funds. Solicit application interest and provide in-depth review of funding applications. Develop recommendations with Bellevue staff, ensuring coordination with the Trust Fund and other regional and state funding processes. Coordinate with City staff and present recommendations to the Bellevue City Council for approval. Prepare contract documents in consultation with legal counsel and facilitate approval of contracts. Review and approve disbursement of funds to awarded projects in accordance with executed contracts. Maintain contract data and assist with regular reporting to the Bellevue City Council. Provide advice and support for other City initiatives funded through HSP, such as acquisition and preservation partnerships. Support may include assisting with overall outreach and engagement, evaluation of project feasibility, development of funding terms and conditions and preparation of project agreements. Collaborate with housing and human services staff to evaluate program outcomes and recommend updates to the HSP framework.
Public surplus property	Continue to support Wilburton TOD and Kelly TOD projects on city-owned land. This includes updating templates to accommodate 99-year leases and a pre-development award for Wilburton. Continue to support Office of Housing to explore re-use of underutilized Bellevue School District properties for housing. Support may include partnership strategy, potential partnership agreements, development of funding terms and conditions if needed.
Nonprofit/faith owned property	Support nonprofits and faith-based organizations interested in taking advantage of the city's C1 Density Bonus program by providing program eligibility consultation, preliminary funding strategy support and connections to affordable housing developers/organizations This could include initial meetings with Overlake Presbyterian Church and ongoing conversations with Jubilee Reach. Continue to monitor and advance development progress of Forest Edge and Peter's Ridge.

Other funding strategies and programs	Support other investments (fee in lieu, CIP funds, etc.) from Bellevue's Affordable Housing Fund as funds become available. Support includes advertising, marketing, reviewing applications, developing recommendations in coordination with HSP and Trust Fund processes, and contracting. Support analysis and implementation of relevant funding strategies and programs from Bellevue's Affordable Housing Strategy: • Advise on the implementation of the Flexible Project Fund to provide expedited short-term loans to acquire NOAH properties for affordable housing. • Explore new local revenue sources for affordable housing such as levies, increment revenue, fees and bonding, with consideration for regional coordination and the need for supportive services. • Assess the state of the existing affordable housing portfolio for operational and maintenance need Coordinate and provide guidance to Bellevue's Environmental Stewardship Initiative (ESI) to make sustainability programs and funding accessible and useful to affordable housing owners and low-income households.

Local Policy and Planning

Item	*Description / ARCH Support*
Land use, tax and financial incentives for affordable housing	Support analysis and implementation of relevant land use and tax incentives from Bellevue's Affordable Housing Strategy: • HOMA MFTE • BelRed upzones and MFTE • TOD bill implementation • C-1 expansion (2027) • Sales and use tax exemption for utilization of vacant parking lots for affordable housing
Housing diversity	Work with Office of Housing and Development Services to analyze pathways to remove barriers to middle housing.
Regulatory flexibility / reducing barriers	Support implementation of HB 2266 (STEP Housing).
Streamline processes	ARCH will support analysis of these items: • Exempt certain affordable housing projects from design review • Consider expanding eligibility of expedited permitting and fee waiver program to more affordable housing projects • Create and recommend a process to acquire and hold land for the development of affordable housing

Program Implementation

Item	*Description / ARCH Support*
Land use, MFTE, fee waiver incentive program administration	Administer affordable housing code requirements for Bellevue's incentive programs, including: • MFTE program (8, 12 and 20-year nonprofit homeownership projects) • Voluntary bonus programs (citywide, Downtown, and East Main TOD, and C1), • Mandatory inclusionary zoning (BelRed, Eastgate, Neighborhood Mixed Use, and other mixed-use districts citywide) • Transportation fee waiver • Permit fee reduction Implement SOPs with DS and OH to coordinate work streams across departments.
Rental Program	Monitor 647 affordable rental units in 27 existing projects. Provide lease-up support, training and monitoring for new rental projects as they come online.
Homeownership Program	Steward 67 existing affordable ARCH homes in Bellevue. Work with OH to explore options for reinvestment in ARCH homes.

Outreach and Engagement

Item	*Description / ARCH Support*
Housing access and education	Support creation of an education and communication plan for regular community dialogue on housing needs and the benefits of housing choices. • Create accessible and easy to understand resources guides for homeowners, tenants, and landlords to increase housing stability in the community. • Work with ARCH to create a centralized, user-friendly hub for affordable housing seekers. Implement improvements like creating a centralized affordable housing search tool; develop a step-by-step housing application guide; improving accessibility; and language access.

Bothell - ARCH Work Program

Affordable Housing Investment, Special Projects

Item	*Description / ARCH Support*
Annual investment through the ARCH Housing Trust Fund	Administer HB 1406 funds contributed to Trust Fund. Provide reporting to the State on HB 1406 funds.
Public surplus property	BRIDGE Bothell United Methodist Church Project - Assist the city, BUMC and developer as needed to help the project close successfully; Assist the city with CHIP contracting support; coordination with WSHFC to support developer in securing the expiring HUD Difficult to Develop Designation. Assist with evaluation of remaining City-owned (Lots E, F, G, and city hall lots) or publicly owned property for potential affordable housing development in downtown Bothell.
Nonprofit/faith owned property	Provide support to any nonprofit or religious organizations in Bothell with interest in developing affordable housing on-site through WA state law incentives.

Local Policy and Planning

Item	*Description / ARCH Support*
Housing Plans	Support development and implementation of affordable housing strategies from Bothell's final Housing Action Plan and Downtown Plans (expected adoption in late 2026). Potential HAP actions include continued preservation of manufactured housing, additional evaluation of local renter protection policies on top of state policies, and financial assistance for homeowners to build for ADUs.
Land use, tax and financial incentives for affordable housing	Support continual evaluation, expansion and refinement of Bothell's inclusionary and MFTE policies, as well as implementation of HB 1491 (TOD Bill).

Program Implementation

Item	*Description / ARCH Support*
Land use, MFTE, fee waiver incentive program administration	Administer affordable housing code requirements for inclusionary zoning, voluntary height bonus and MFTE programs.
Rental Program	Provide lease-up support, training and monitoring for new rental projects.
Homeownership Program	N/A

Outreach and Engagement

Item	*Description / ARCH Support*
Civic education in housing, staff outreach events, etc.	Work with Bothell's Communications team, Human Services coordinator, and Community Development on education and outreach for programs such as finding affordable housing, ADU opportunities, financial assistance for preservation of homes for homeowners, etc.

Issaquah - ARCH Work Program

Affordable Housing Investment, Special Projects

Item	*Description / ARCH Support*
Annual investment through the ARCH Housing Trust Fund	Administer HB 1406, HB 1590 (IHIP) or other local funds contributed to Trust Fund. Provide reporting as required.
Issaquah Inclusive Housing Investment Pool (IHIP)	On an annual basis, verify and advertise available IHIP funds through the ARCH Housing Trust Fund process, with priorities established by the City of Issaquah. Review IHIP applications and prepare staff reports. Facilitate recommendations and award approval in tandem with Trust Fund recommendations. Administer approved awards through Issaquah's ARCH Trust Fund account. Review and approve disbursement of funds to awarded projects in accordance with executed contracts. Maintain contract data and assist with reporting to Issaquah City Council.
Trailhead Transit-Oriented Development	Prepare and administer approved capital contracts and covenants for KCHA and LEO. Provide marketing support when project opens in 2028.
Public surplus / faith-owned property	Provide technical assistance to Our Savior Lutheran Church and/or other faith communities or nonprofits with underutilized land.

Local Policy and Planning

Item	*Description / ARCH Support*
Housing Plans	On an annual basis, prepare housing-related data for Issaquah's housing dashboard. Provide advice and guidance for Issaquah's Housing Strategy update in 2027.
Land use, tax and financial incentives for affordable housing	Provide policy, economic analysis and fiscal impact analysis for updates and potential expansion of Issaquah's MFTE and IZ programs in Central Issaquah. Help to evaluate potential projects/opportunities that arise under current or amended Development Agreements (e.g., Lakeside, Rowley) and prepare contractual agreements as needed.
Regulatory flexibility / reducing barriers	Provide feedback on City's proposals to reduce code-related barriers to housing development in Central Issaquah.
Streamline processes	Connect Issaquah with other jurisdictions pursuing similar efforts regarding pre-approved ADU plans.

Program Implementation

Item	*Description / ARCH Support*
Land use, MFTE, fee waiver incentive program administration	Administer affordable housing code requirements for Central Issaquah bonus program, pioneer program, inclusionary zoning, fee waiver and MFTE programs.
Rental Program	Monitor 104 affordable rental units in 6 existing projects. Facilitate timely communication with property owners/managers and the city regarding rental units with expiring rent restrictions (i.e., Highlands at Wynhaven). Provide lease-up support, training and monitoring for any new rental projects coming online. Work with the city to establish alternative monitoring plan for High Street as needed.
Homeownership Program	Steward 277 existing affordable ARCH homes in Issaquah. Provide pricing, marketing, buyer selection and qualification for new affordable homes produced through city agreements. Support the city with strategies to preserve affordability and support ARCH homeowners facing special assessments or other challenges.

Outreach and Engagement

Item	*Description / ARCH Support*
Civic education in housing, staff outreach events, etc.	N/A

Kenmore - ARCH Work Program

Affordable Housing Investment, Special Projects

Item	*Description / ARCH Support*
Annual investment through the ARCH Housing Trust Fund	Administer HB 1406, general funds or other local funds] contributed to Trust Fund. Provide reporting to the State on HB 1406 funds.
Other local investments	e.g., fee-in-lieu, etc.
Public surplus, nonprofit/faith-owned property	Work with City staff, Imagine Housing and Habitat on the Approach (Holt property). Advance other opportunities to site affordable housing in Kenmore, such as near ST3 transit investments, or on other public, nonprofit, and faith-based community property. Help evaluate and identify potential properties, partners, and financing strategies.

Local Policy and Planning

Item	*Description / ARCH Support*
Housing Plans	Develop an updated Housing Strategy Plan and implement associated actions.
Land use, tax and financial incentives for affordable housing	Create updates to the IZ and MFTE programs that consider TOD and expansions to downtown and Lakeside.
Housing diversity	Provide support for evaluating strategies for MHC preservation / anti-displacement policies. Explore other equity and anti-displacement policies.

Program Implementation

Item	*Description / ARCH Support*
Land use, MFTE, fee waiver incentive program administration	Administer affordable housing code requirements for inclusionary zoning, fee exemption, voluntary density bonus and MFTE programs.
Rental Program	Monitor 56 affordable rental units in 1 existing project. Provide lease-up support, training and monitoring for new rental projects.
Homeownership Program	N/A

Outreach and Engagement

Item	*Description / ARCH Support*
Civic education on housing	Support City and consultant outreach on the development of the updated Affordable Housing Strategy and implementation initiatives.

King County - ARCH Work Program

Affordable Housing Investment, Special Projects

Item	*Description / ARCH Support*
Annual investment through the ARCH Housing Trust Fund	Work with the ARCH Executive Board to make award recommendations for annual CDBG allocations from Kirkland, Redmond, and N/E Joint Agreement Cities.
Public surplus property	Work with King County staff to encourage efforts to develop affordable housing on underutilized county property (e.g., King County Metro Park & Rides).

Local and Regional Policy and Planning

Item	*Description / ARCH Support*
Housing Plans	Participate in King County's Housing Action Plan development and implementation.
Land use, tax and financial incentives for affordable housing	Participate in study of MFTE and inclusionary zoning in urban unincorporated King County.
Data and reporting	Support the Affordable Housing Committee in executing the CPP Housing Chapter accountability framework. This includes supporting King County's data collection and reporting on affordable housing production and preservation.

Program Implementation

Item	*Description / ARCH Support*
Rental Program	Monitor 478 affordable rental units in 2 existing projects. Provide lease-up support, training and monitoring for new rental projects.
Homeownership Program	Steward 236 existing ARCH homes in unincorporated King County. Administer process for expiring covenants in Redmond Ridge East including working with sellers to consider incentives to maintain the home as affordable and remove expired covenants at point of sale as requested. By the end of 2026, there will be 133 homes with in-force covenants.

Outreach and Engagement

Item	*Description / ARCH Support*
Civic education on housing, staff outreach events, etc.	N/A

Kirkland - ARCH Work Program

Affordable Housing Investment, Special Projects

Item	*Description / ARCH Support*
Annual investment through the ARCH Housing Trust Fund	Administer HB 1406, general funds, fee in lieu funds and any other local funds contributed to Trust Fund. Provide reporting to the State on HB 1406 funds.
Other local investments	Support the City to analyze alternative compliance and fee-in-lieu proposals for inclusionary affordable units. Contract for fee-in-lieu funds as available.
Public surplus property	Support city staff in evaluating inclusion of affordable housing and pursuing strategies to maximize affordability for sites that may present future opportunities for City partnership.
Nonprofit/faith owned property	Support City's engagement and technical assistance for faith organizations to consider affordable housing development.
Other property evaluation	Support city engagement with private property owners in the 85th Street Station Area to consider affordable housing development.

Local Policy and Planning

Item	*Description / ARCH Support*
Housing Plans and Data	Continue to provide affordable housing project data 1-2x/year to support Kirkland's Housing Dashboard. Consider updating Kirkland's Housing Strategy in 2028.
Land use, tax and financial incentives for affordable housing	Support Kirkland's implementation of HB 1859 land use bonuses for faith owned land. Support Kirkland's implementation of HB 1491 related to Transit-Oriented Development. Evaluate affordable housing policies related to any middle housing code updates. Evaluate existing affordable housing requirements citywide. Adopted task on Kirkland's 2026-2028 Planning Work Program.
Housing diversity	Consider updates to optimize middle housing; ARCH to support evaluation related affordable housing policies.
Streamline processes	Evaluate consolidation of low-density zones.

Program Implementation

Item	*Description / ARCH Support*
Land use, MFTE, fee waiver incentive program administration	Administer affordable housing code requirements for inclusionary zoning, fee exemption and MFTE programs.
Rental Program	Monitor 395 affordable rental units in 18 existing projects. Provide lease-up support, training and monitoring for new rental projects as they come online.
Homeownership Program	Steward 60 existing affordable ARCH homes in Kirkland. Provide pricing, marketing, buyer selection and qualification for new affordable homes produced through city agreements.

Outreach and Engagement

Item	*Description / ARCH Support*
Civic education in housing, staff outreach events, etc.	N/A

Mercer Island - ARCH Work Program

Affordable Housing Investment, Special Projects

Item	*Description / ARCH Support*
Annual investment through the ARCH Housing Trust Fund	Administer general funds or other local funds contributed to Trust Fund. Provide reporting as required.
Other local investments	Support the City to invest any fee in lieu funds that may be collected through its inclusionary program. Support the City to explore other potential funding sources for affordable housing such as the CHIP program.
Public surplus property	Work with City staff on any potential surplus property as it becomes available.
Nonprofit/faith owned property	Work with local churches and nonprofits as requested to provide them with options for affordable housing production.

Local Policy and Planning

Item	*Description / ARCH Support*
Land use, tax and financial incentives for affordable housing	Support policy and economic analysis regarding affordable housing when implementing land use and MFTE incentives in TOD areas (see HB 1491). Consider land use incentives for faith owned land if potential sites are identified.
Housing diversity	Evaluate affordable housing policies when adopting permanent regulations for middle housing and ADUs.

Program Implementation

Item	*Description / ARCH Support*
Land use, MFTE, fee waiver incentive program administration	Administer affordable housing code requirements for local inclusionary and fee reduction programs.
Rental Program	Monitor 28 affordable rental units in 2 existing projects. Provide lease-up support, training and monitoring for new rental projects.
Homeownership Program	N/A

Outreach and Engagement

Item	*Description / ARCH Support*
Civic education in housing, staff outreach events, etc.	N/A

Newcastle - ARCH Work Program

Affordable Housing Investment, Special Projects

Item	*Description / ARCH Support*
Annual investment through the ARCH Housing Trust Fund	Administer HB 1406, general funds or other local funds contributed to Trust Fund. Provide reporting to the State on HB 1406 funds.
Public surplus property	Provide assistance on 3 potential surplus city properties to evaluate affordable housing disposition and development options, identify potential development partners and pursue funding strategies.
Nonprofit/faith owned property	Assist with providing technical assistance to faith organizations with interest in affordable housing development.

Local Policy and Planning

Item	*Description / ARCH Support*
Housing Plans	Provide an updated housing needs analysis to inform the city's housing work plan.
Land use, tax and financial incentives for affordable housing	Assist with evaluating affordable housing incentives and requirements with the updated Newcastle Downtown Plan.
Housing diversity	Assist with evaluating options for affordable housing in any future updates to middle housing codes.

Program Implementation

Item	*Description / ARCH Support*
Land use, MFTE, fee waiver incentive program administration	Administer affordable housing code requirements for inclusionary zoning and voluntary bonus programs.
Rental Program	Monitor 46 affordable rental units in 3 existing projects. Provide lease-up support, training and monitoring for new rental projects.
Homeownership Program	Steward 6 existing affordable ARCH homes in Newcastle. Provide pricing, marketing, buyer selection and qualification for new affordable homes produced through city agreements.

Outreach and Engagement

Item	*Description / ARCH Support*
Civic education in housing, staff outreach events, etc.	N/A

Redmond - ARCH Work Program

Affordable Housing Investment, Special Projects

Item	*Description / ARCH Support*
Annual investment through the ARCH Housing Trust Fund	Administer HB 1406, general funds and other local funds contributed to Trust Fund. Provide reporting to the State on HB 1406 funds.
Other local investments	Supports the City in analysis of alternative compliance and fee-in-lieu proposals for inclusionary affordable units. Contract for fee-in-lieu funds as applicable. Support implementation of other local investments in affordable housing as funds may be appropriate in the budget.
Public surplus property	Collaborate with Redmond and Sound Transit to support affordable housing development on surplus property at Marymoor Station. Assist with financial modeling, funding strategies, RFP development and proposal review. Work with City staff on surplus property/land banking/community land trust/other similar approaches to increasing affordable housing proposals, and explore ARCH-wide approaches to this work.
Nonprofit/faith owned property	Provide technical assistance to one or more faith-based organization planning to develop their property for affordable housing.

Local Policy and Planning

Item	*Description / ARCH Support*
Housing Plans	Provide data and guidance to support Redmond's updated Housing and Human Services Action Plan and contribute to implementation of relevant actions.
Land use, tax and financial incentives for affordable housing	Support evaluation and potential implementation of new MFTE options, including 20-year and 12-year extension options. Help to explore additional incentives to build affordable homeownership housing.
Housing diversity	Continue to refine standards to promote middle housing development and on-site affordable housing production.

Program Implementation

Item	*Description / ARCH Support*
Land use, MFTE, fee waiver incentive program administration	Administer affordable housing code requirements for inclusionary zoning, fee exemption and MFTE programs.

Rental Program	Monitor 923 affordable rental units in 43 existing projects. Provide lease-up support, training and monitoring for new rental projects as they come online.
Homeownership Program	Steward 118 existing affordable ARCH homes in Redmond. Provide pricing, marketing, buyer selection and qualification for new affordable homes produced through city agreements.

Outreach and Engagement

Item	*Description / ARCH Support*
Civic education in housing, staff outreach events, etc.	N/A

Sammamish - ARCH Work Program

Affordable Housing Investment, Special Projects

Item	*Description / ARCH Support*
Annual investment through the ARCH Housing Trust Fund	Administer HB 1406, general funds or other local funds contributed to Trust Fund. Provide reporting to the State on HB 1406 funds.
Other local investments	Assist with managing and, when directed by the City, investing Sammamish fee in lieu funds alongside the ARCH Trust Fund, consistent with city guidelines.
Nonprofit/faith owned/public property	Work with public and religious bonus parcel owners on feasibility of their sites for potential affordable housing development.

Local Policy and Planning

Item	*Description / ARCH Support*
Land use, tax and financial incentives for affordable housing	Assist with continued evaluation of affordable housing incentives and requirements in the Sammamish Town Center as well as other centers and future subareas.
Bonus Parcel Capacity Analysis	Support the City in understanding the capacity of bonus parcel sites.

Program Implementation

Item	*Description / ARCH Support*
Land use, MFTE, fee waiver incentive program administration	Administer affordable housing code requirements for inclusionary zoning, fee exemption and density bonus programs.
Rental Program	Monitor 48 affordable rental units in 2 existing projects. Provide lease-up support, training and monitoring for new rental projects.
Homeownership Program	Steward 7 existing affordable ARCH homes in Sammamish. Provide pricing, marketing, buyer selection and qualification for new affordable homes produced through city agreements, including 3 new affordable homes at the Brownstones West development.

Outreach and Engagement

Item	*Description / ARCH Support*
Nonprofit/public/faith-based owner and developer outreach	Market the City's affordable housing incentives available to bonus parcels and help to assess feasibility.

Woodinville - ARCH Work Program

Affordable Housing Investment, Special Projects

Item	*Description / ARCH Support*
Annual investment through the ARCH Housing Trust Fund	Administer HB 1406, general funds or other local funds contributed to Trust Fund. Provide reporting to the State on HB 1406 funds.
Public surplus property	Support exploration of potential development of affordable housing on the WDOT Park & Ride.
Nonprofit/faith owned property	Provide support to nonprofit providers (CIRC/Transforming Age) to ensure long-term preservation of existing affordable housing.

Local Policy and Planning

Item	*Description / ARCH Support*
Land use, tax and financial incentives for affordable housing	Help review analysis and share best practices/policies as needed to inform potential expansion of Woodinville's inclusionary zoning and MFTE policies.

Program Implementation

Item	*Description / ARCH Support*
Land use, MFTE, fee waiver incentive program administration	Administer affordable housing code requirements for inclusionary zoning (interim) and MFTE programs and related development agreements. Support contracting and monitoring of affordable housing requirements for the Midtown Woodinville (former Molbak's) development.
Rental Program	Monitor 26 affordable rental units in 1existing project. Provide lease-up support, training and monitoring for new rental projects.
Homeownership Program	Steward 20 existing affordable ARCH homes in Woodinville. Provide pricing, marketing, buyer selection and qualification for new affordable homes produced through city agreements.

Outreach and Engagement

Item	*Description / ARCH Support*
Civic education in housing, staff outreach events, etc.	N/A

MEMORANDUM

TO:	Yarrow Point Town Council
FROM:	Katy Kinney Harris, Mayor Elizabeth M. Adkisson, Clerk-Treasurer
DATE:	November 10, 2026
SUBJECT:	Public Hearing: 2027 Proposed Final Budget

RECOMMENDED ACTION

Hold the required final public hearing on the 2027 Proposed Final Budget.

BACKGROUND/HISTORY

The budget process for Washington Towns, including steps and deadlines, is outlined in Chapter 35.33[1] Revised Code of Washington (RCW). The Town of Yarrow Point adopts an annual budget, in accordance with Yarrow Point Municipal Code Title 3[2], Revenue and Finance.

DISCUSSION/ANALYSIS

The 2027 Proposed Final Budget was provided to Town Council and published on the Town's website on November 2, 2026.

This is the final public hearing on the 2027 Proposed Final Budget, providing members of the community with an opportunity to comment on the final estimates for revenues and expenditures.

The notice of public hearing and filing of the proposed final budget has been posted at Town Hall and on the Town website, as well as published in the Seattle Times on October 5, and October 12, 2026.

The 2027 Proposed Final Budget will be discussed during the Regular Business portion of the November 10th Meeting (see Item 10.1).

FINANCIAL AND POLICY IMPACTS (IF ANY)

This is a required milestone in the 2027 Budget Process.

ALTERNATIVE ACTIONS

None.

[1] Chapter 35.33 RCW: https://app.leg.wa.gov/rcw/default.aspx?cite=35.33
[2] YPMC Title 3: https://ecode360.com/50209157#50209157

TIME CONSTRAINTS AND NEXT STEPS (IF ANY)

Council will consider first reading of the ordinance adopting the 2027 Budget on November 10, 2026, and final reading/adoption on December 8, 2026.

The 2027 Budget is required to be adopted by December 31, 2026.

ATTACHMENTS

1. 2027 Proposed Final Budget: https://yarrowpointwa.gov/town-budget/

MEMORANDUM

TO:	Yarrow Point Town Council
FROM:	Mayor Katy Kinney Harris Elizabeth M. Adkisson, Clerk-Treasurer
DATE:	November 10, 2026
SUBJECT:	Ordinance No. 790, Adopting 2027 Budget (First Reading)

RECOMMENDED ACTION

1. Review and discuss the 2027 Proposed Final Budget; provide any additional questions and policy direction on the estimated revenues and expenditures to the Mayor and Staff.

2. Determine if a Study Session (Special Meeting) on the 2027 Proposed Final Budget is necessary, potentially to be held on Thursday, November 19, 2026, 4-6 p.m.

3. Move to accept as first reading, Ordinance No. 790, Adopting the 2027 Fiscal Year Budget 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.

BACKGROUND/HISTORY

The budget process for Washington Towns, including steps and deadlines, is outlined in Chapter 35.33[1] Revised Code of Washington (RCW). The Town of Yarrow Point adopts an annual budget, in accordance with Yarrow Point Municipal Code Title 3[2], Revenue and Finance.

On October 5, 2026, the 2027 Preliminary Budget was distributed to Town Council and published on the Town's website.

At the October 13, 2026, Council Regular Meeting, public hearings were held on the proposed property tax increase and preliminary budget. The Town Council adopted Ordinance No. 789[3], fixing the 2027 property tax levy, and discussed the 2027 Preliminary Budget estimated revenues and expenditures.

At the October 27, 2026, Council Special Meeting, the Council provided policy directions on the assumptions used to develop the 2027 Preliminary Budget; those items have been incorporated into the 2027 Proposed Final Budget and reviewed by Councilmember Hanson, Finance Committee Chair, prior to publication.

On November 2, 2026, the 2027 Proposed Final Budget and Mayor's Budget Message was distributed to Town Council and published on the Town website.

[1] Chapter 35.33 RCW: https://app.leg.wa.gov/rcw/default.aspx?cite=35.33
[2] YPMC Title 3: https://ecode360.com/50209157#50209157
[3] TYP Ordinance No. 789: https://portal.laserfiche.com/Portal/DocView.aspx?id=29613&repo=r-b879d10c

DISCUSSION/ANALYSIS

Assumptions

The proposed final budget includes revenue and expenditure estimates for the remainder of 2026 (2026 Projected Budget) and 2027 (2027 Proposed Budget). In general, the Mayor and Staff utilized municipal budgeting best practices, as recommended by the Municipal Research and Services Center (MRSC), 2027 Budget Suggestions. Estimates are conservative (revenues are estimated low and expenditures are estimated high). In addition, restricted revenues are utilized to fund restricted expenditures (example: REET revenues are used for Capital Improvement Project expenditures) and ongoing revenues fund ongoing expenditures (example: state collected taxes and fees are used for most general fund expenditures).

Estimates include a mix of:

- Actuals: known amounts, such as 2027 CIP/TIP Projects, contracted services, regular dues and fees, and regulatory (tax) amounts;
- Information provided by other local entities, such as the June 2026 Washington CPI-U (Seattle-Tacoma-Bellevue, WA) and the MRSC 2027 State Shared Revenue Estimator for Liquor Profits/Excise, Criminal Justice, and Gas Tax (MVFT);
- Calculations based on previous budget year's data (typically, an average of 3-5 years of valid actual revenues and expenditures data); and
- Consideration of general inflation and proposed fee schedule updates.

At the October 27th Council Special Meeting, the following policy direction on assumptions was provided by general Council consensus and incorporated into the 2027 Proposed Final Budget:

- Interest (all funds) - adjust 2027 projections to an average of the 2026 Beginning and Ending Fund Balances with a 4.1% increase.
- Fund 001, Revenue Projections -adjust 2027 projections for utility and franchise fees based on the Annual Average Growth rates for 2022-2026 (percentage increase or decrease) and the 2026 Projected Ending Fund Balance.
- Fund 001, Legal Services - Mayor to review and adjust projections as needed.
- Funds 005 and 301 - No transfers of the investment interest out of these funds.
- Fund 311 - Transfer the remaining balance to Fund 301 for future Capital Projects.

Goals and Objectives

The 2027 Proposed Final Budget addresses the Town Council's top three priorities:

- Financial Stability and Planning:
    - Exploring revenue alternatives - identifies $40,000 for a potential levy campaign, including consultant services for canvassing community interest, dependent on Council's direction in early 2027.
    - More efficient fee recoupment - proposes a 15 percent increase to our fee schedule, adjusting for the cost of consulting services, as well as general overhead to support community development processes; and
    - Lobbyist Services - proposed the continued monthly services of Sound View Strategies to assist with representing the Town's legislative priorities at the state level.

- Washington State Department of Transportation (WSDOT) LID Maintenance: the proposed budget identifies $20,000 for continued negotiations with WSDOT, including legal support, with a goal to complete and approve a Maintenance Plan by mid-year, in alignment with the WSDOT budget process.

- Public Safety: the proposed budget fully funds the following contracted services:
    - Police Services (City of Clyde Hill): a newly negotiated interlocal agreement has been drafted and will be before Council for potential action on November 10th. The current proposed amount of $782,000 for year one is incorporated in the proposed final budget.
    - Fire and Emergency Medical Services (City of Bellevue): the fire department will continue to provide these services with a 9.6 percent increase per the 2018-2027 agreement. A new agreement for the forthcoming term will be before Council for potential action prior to the end of the year.
    - Marine Policing Service (City of Mercer Island): the city will continue to provide these services with a 3.8 percent increase per the current agreement.
    - Kirkland Municipal Court (City of Kirkland): the court will continue to provide judicial services and distribute the collected revenues back to Yarrow Point.
    - Public Defense & Prosecution Services: current providers will continue to provide these services; the Town has been provided notice that the public defense contract will increase to $15,000, with some additional fees should case-based services go above the contractual levels.

In addition to the Council's priorities, the 2027 Proposed Final Budget addresses the Mayor's priorities, including:

- Good Governance:
    - Asset management - fully funds the maintenance and replacement of Town Assets.
    - Retain experienced and professional staff - proposes a cost-of-living adjustment (COLA) in alignment with the Washington CPI-U (Seattle-Tacoma-Bellevue, WA) from June 2026, a 4.5 percent increase to the positional salary steps, in accordance with the Personnel Policies.
    - Automation of processes - the procurement of a new website and permitting system will streamline processes which staff are currently performing manually, and build staff capacity to address other priorities, duties and tasks.
    - Staff development and training - proposes funding the professional development of the Clerk-Treasurer and Deputy Clerk positions, to maintain certifications, expand networks, and keep current with legal regulations and best practices.
    - Retains professional contracted services for - hearing examiner, arborist, legal, planning, community development, engineering, and public safety services.
    - Code compliance – funds code revision projects recommended by Town consultants to be in alignment with current regulations and increase usability.

- Increase self-service for residents:
    - Web presence: proposes the procurement of a new website, as our current site is failing, to include upgrades related to Council meetings and materials, community notifications, and addresses ADA Compliance requirements which need to be met by mid-2027.

- Permitting: proposes the procurement of a permitting system to fully automate the process, providing an online portal for residents.

Staffing

The 2027 Proposed Budget maintains the same level of Town Full Time Equivalent (FTE) employees (3.0), along with a Full-Time Mayor covering all administration duties, and does not propose any new positions. In addition, the routine seasonal, part-time public works support is proposed for the summer months.

An in-depth discussion of the Town's Organizational Chart and Staffing is scheduled for the first half of 2027. This will include a review of the organization structure, staff positions, job descriptions, salary schedules, and potential amendments to the Personnel Policies. This may result in amendments to the 2027 Budget, to be determined in 2027.

FINANCIAL AND POLICY IMPACTS (IF ANY)

Financial

2026 Projected Year End by Fund

The 2027 Proposed Final Budget projects 2026 to end in a healthy position in all funds, gaining additional overall fund balance of approximately $1,328,080, an approximately 22 percent (22%) increase.

Fund	Beginning Balance	Revenues	Transfers In	Expenditures	Capital Exp.	Transfers Out	Ending Balance w/o Transfers	Ending Balance
001 General	$2,413,097	$2,202,948	$261,945	$1,689,260	$0	$1,000,000	$2,926,784	$2,188,729
005 Reserve	$0	$28,585	$1,000,000	$0	$0	$0	$28,585	$1,028,585
023 Wetherill Nature Preserve	$94,752	$46,336	$2,200	$38,448	$0	$0	$102,640	$104,840
040 Parks & Open Space	$128,548	$122,514	$0	$25,000	$0	$0	$226,062	$226,062
Total General Fund (001-040)	**$2,636,397**	$2,400,384	$1,264,145	$1,752,708	**$0**	**$1,000,000**	**$3,284,072**	**$3,548,217**
101 Street	$918,347	$411,326	$180,000	$288,676	$175,000	$0	$865,997	$1,045,997
102 TBD	$44,597	$58,119	$0	$0	$0	$72,000	$102,716	$30,716
104 Comm Dvmt	$614,852	$465,620	$0	$458,264	$0	$0	$622,208	$622,208
301 Capital REET	$465,991	$637,931	$0	$0	$0	$45,000	$1,103,921	$1,058,921
311 Capital UGC	$567,619	$11,379	$0	$0	$0	$324,945	$578,998	$254,053
401 Stormwater	$742,034	$190,279	$0	$124,071	$50,000	$0	$758,242	$758,242
701 Wetherill Endowment	$51,243	$1,762	$0	$0		$2,200	$53,005	$50,805
Total All Funds	**$6,041,079**	**$4,176,799**	**$1,444,145**	**$2,623,719**	**$225,000**	**$1,444,145**	**$7,369,159**	**$7,369,159**

2027 Proposed Budget by Fund

The 2027 Proposed Final Budget proposes to maintain a healthy position in all funds, complete 2027 CIP/TIP projects ($910,000), utilize fund balance in a limited fashion (~$520,000), and close out Fund 311 UGC, transferring approximately $250, 000 to Fund 301 for future Capital Projects.

The general fund ending fund balance is estimated to increase by approximately $14,000 and the overall fund balance for all Town Funds is estimated to decrease by approximately eight percent (8%).

Fund	Beginning Balance	Revenues	Transfers In	Expenditures	Capital Exp.	Transfers Out	Ending Balance w/o Transfers	Ending Balance
001 General	$2,188,729	$1,814,821	$0	$1,931,169	$0	$0	$2,072,381	$2,072,381
005 -Reserve	$1,028,585	$42,172	$0	$0	$0	$0	$1,070,757	$1,070,757
023 Wetherill Nature Preserve	$104,840	$68,401	$2,092	$64,350	$0	$0	$108,891	$110,983
040 Parks & Open Space	$226,062	$122,028	$187,000	$40,000	$187,000	$0	$121,090	$308,090
Total General Fund (001-040)	**$3,548,217**	**$2,047,421**	**$189,092**	**$2,035,519**	**$187,000**	**$0**	**$3,373,119**	**$3,562,211**
101 Street	$1,045,997	$192,771	$52,399	$330,606	$78,000	$0	$830,162	$882,561
102 TBD	$30,716	$52,399	$0	$0	$0	$52,399	$83,115	$30,716
104 Comm Dvmt	$622,208	$469,697	$0	$506,656	$0	$0	$585,249	$585,249
301 Capital REET	$1,058,921	$400,628	$254,053	$0	$0	$832,000	$1,459,550	$881,602
311 Capital UGC	$254,053	$0	$0	$0	$0	$254,053	$254,053	$0
401 Stormwater	$758,242	$250,007	$645,000	$154,993	$645,000	$0	$208,255	$853,255
701 Wetherill Endowment Fund	$50,805	$2,092	$0	$0	$0	$2,092	$52,897	$50,805
Total All Funds	**$7,369,159**	**$3,415,014**	**$1,140,544**	**$3,027,774**	**$910,000**	**$1,140,544**	**$6,846,399**	**$6,846,399**

Policy

The Town Council Finance Committee will be preparing an overarching Financial Policy document for Council's consideration in early 2027.

ALTERNATIVE ACTIONS

1. Do not accept as first reading and defer to December 8, 2026 for adoption upon first and final reading.
2. Propose amendments to the 2027 Proposed Final Budget.

TIME CONSTRAINTS AND NEXT STEPS (IF ANY)

The remaining Council-specific 2027 budget touches include:

November
- 11/19 (Tentative) Final Budget Special Meeting/Study Session

December
- 12/08 Council Meeting
  - Ordinance: Adopting 2027 Budget (Final Reading)
  - Resolution: Adopting 2027 Fee Schedule

ATTACHMENTS

1. 2027 Proposed Final Budget: https://yarrowpointwa.gov/town-budget/
2. Ordinance No. 790, Adopting the 2027 Budget

TOWN OF YARROW POINT
ORDINANCE NO. 790

AN ORDINANCE OF THE TOWN OF YARROW POINT, WASHINGTON ADOPTING THE BUDGET FOR THE TOWN OF YARROW POINT, WASHINGTON, FOR THE FISCAL YEAR ENDING 2027; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the Mayor of the Town of Yarrow Point, Washington, completed and placed on file with the Town Clerk-Treasurer a proposed budget and estimate of the amount of the moneys required to meet the public expenses, debt service, reserve funds and expenses of the government of the Town of Yarrow Point for the fiscal year beginning January 1, 2027, and ending December 31, 2027, notice of the public hearings was published in the Seattle Times as prescribed by law, and a notice was posted that the Town of Yarrow Point, Washington, would meet on the 8th day of December, 2026, at the hour of 4:00 p.m. or soon thereafter, for the purpose of considering the proposed budget for fiscal year 2027 and giving citizens within the limits of said Town an opportunity to be heard upon said budget; and

WHEREAS, the Town Council held two public hearings on the proposed budget; and

WHEREAS, the Town Council did meet at the time and place as announced, and all council members in attendance were able to see and hear and then consider the matter of the proposed 2027 budget; and

WHEREAS, the proposed 2027 budget does not exceed the lawful limit of taxation allowed by law to be levied on property within the Town of Yarrow Point for the purposes set forth in the 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.

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 2027 is hereby adopted at the fund level in its final form and content as set forth in the document entitled Town of Yarrow Point, 2027 Budget, which is on file in the Office of the Town Clerk-Treasurer.

Section 2. Estimated resources for all such funds combined for the year 2027 are set forth in summary form below, and are hereby appropriated for expenditure at the fund level during the year 2027 as set forth below:

NO.	FUND	Estimated Beginning Fund Balance	Estimated Revenues	Appropriations /Expenditures	Estimated Ending Fund Balance
001	General	$3,548,217	$2,236,513	$2,222,519	$3,562,211
101	Street	$1,045,997	$245,170	$408,606	$882,561
102	Transportation Benefit District	$30,716	$52,399	$52,399	$30,716
104	Community Development	$622,208	$469,697	$506,656	$585,249
301	Capital Improvement	$1,058,921	$654,681	$832,000	$881,602
311	Capital Improvement UGC	$254,053	$0	$254,053	$0
401	Stormwater	$758,242	$895,007	$799,993	$853,255
701	Wetherill Endowment	$50,805	$2,092	$2,092	$50,805
	TOTAL (All Funds)	**$7,369,159**	**$4,555,558**	**$5,078,318**	**$6,846,399**

DRAFT

Section 3. Transmittal. The Town Clerk -Treasurer is directed to transmit a certified copy of the 2027 budget hereby adopted to the State Auditor's Office and to the Municipal Research and Services Center (MRSC).

Section 4. Effective Date. This ordinance shall be in full force and will take effect on January 1, 2027, upon publication as required by law.

PASSED by the Town Council and APPROVED by the Mayor of the Town of Yarrow Point, at a regular meeting held this _____ day of _____, 2026.

First Reading: November 10, 2026
Adoption:
Published:
Effective:

TOWN OF YARROW POINT, WASHINGTON:

_____
Katy Kinney Harris, Mayor

ATTEST:

_____
Elizabeth M. Adkisson, Clerk-Treasurer

APPROVED AS TO FORM:

_____
Emily Romanko, Town Attorney

DRAFT

MEMORANDUM

TO:	Yarrow Point Town Council
FROM:	Mayor Katy Kinney Harris
DATE:	November 10, 2026
SUBJECT:	Approval of Police Services Interlocal Agreement with the City of Clyde Hill & Authorization of Flock Camera Transition

RECOMMENDED ACTION

1. Move to authorize the Mayor to execute all contracts and agreements necessary for the transition of ownership of Yarrow Point Flock Cameras to the City of Clyde Hill in accordance with the Police Services Agreement.

2. Move to approve and authorize the Mayor to sign the Police Services Agreement with the City of Clyde Hill.

BACKGROUND/HISTORY

The Town of Yarrow Point currently contracts with the City of Clyde Hill for Police Services. The term of the current contract is through December 31, 2027.

DISCUSSION/ANALYSIS

Negotiations for a new Police Services Contract have concluded with an interlocal agreement (contract) presented this evening. The contract Council will consider has incorporated all Council recommendations. The only redlines are spelling edits and a clarification about the Flock System ownership transition to the City of Clyde Hill which will be finalized prior to the beginning of the Police Services Contract on January 1, 2027.

FINANCIAL AND POLICY IMPACTS (IF ANY)

Financial

- The current annual fee in 2026 is $670,000 (General Fund 001) plus the true up amount invoiced in March of 2026 ($35,000). The total budgeted amount for 2027 is anticipated to be $787,138.

Policy

- The Town is required to provide these services and has routinely contracted with the City of Clyde Hill.

ALTERNATIVE ACTIONS

Defer this item for action on December 8, 2026.

TIME CONSTRAINTS AND NEXT STEPS (IF ANY)

Execute the Flock ALPR system ownership transition Agreement and the Police Services Contract.

ATTACHMENTS

1. Agreement with the City of Clyde Hill Police Department for Police Services

DRAFT

November 3, 2026

INTERLOCAL AGREEMENT FOR POLICE SERVICES BETWEEN CITY OF CLYDE HILL AND TOWN OF YARROW POINT

THIS INTERLOCAL AGREEMENT ("ILA") by and between CITY OF CLYDE HILL, a Washington municipal corporation ("City") and TOWN OF YARROW POINT, a Washington municipal corporation ("Town") is for the provision of police services.

WHEREAS, the Town's geographical boundaries lie immediately abutting the City; and,

WHEREAS, the Town possesses the power, legal authority, and responsibility to provide law enforcement services within its boundaries; and

WHEREAS, the City provides law enforcement services within Clyde Hill; and

WHEREAS, the City has the power and legal authority to extend those law enforcement services into the geographical area of the Town of Yarrow Point by contract; and

WHEREAS, the Town desires that the City extend its law enforcement services into the geographical area of the Town of Yarrow Point; and

WHEREAS, the Town desires to enter into an agreement with the City whereby the City will extend its law enforcement services into the geographical boundaries of the Town, and the Town will compensate the City for the actual cost of such service; and

WHEREAS, the City agrees to extend such law enforcement services into the geographical boundaries of the Town of Yarrow Point; and

WHEREAS, Chapter 39.34 RCW and other statutes authorize two or more public entities to contract with each other to perform functions that each may individually perform; and

WHEREAS, the Town and the City now wish to enter into the ILA as provided herein;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the Town and the City and Town hereto agree as follows:

1. **Purpose**. The purpose of this ILA is to provide uniform and effective law enforcement within the jurisdictions of the City of Clyde Hill and the Town of Yarrow Point. Pursuant to this purpose, these municipal corporations shall jointly exercise police authority as set forth in this ILA.

2. **Definitions**. The following definitions shall apply throughout this ILA.

   A. *Actual Costs*: means a reasonable approximation of actual costs of service delivery with neither a profit nor a loss to the City. The use of actual cost will be central to the good faith negotiations of the parties.

   B. *Contract Payment*: The annual amount that Town shall pay to City pursuant to the terms and conditions established in this ILA.

   C. *Calls for Service*: means officer initiated and dispatched calls for police assistance within the Town.

   D. *Material Breach*: means the Town's failure to timely pay the Contract Payment as described within this ILA, or Town's or City's failure to comply with other material terms of this ILA.

   E. *Net Sales Proceeds*: means the sale price less all costs of sale, including, but not limited to, bidding, auction or advertising costs.

   F. *Services*: means all the services listed in Section 3(A) below.

3. **Scope of Services**. The City shall provide the following services to the Town:

   A. *Services Provided*. The City shall provide all the police services that it provides within its City to a service area covering the corporate limits of the Town (as well as Wetherill Nature Preserve), including but not limited to:
      i. Administrative support services and costs including, but not limited to, public information, public and police records, fleet maintenance, property room, payroll and finances, human resources, insurance, legal, and liability/risk management pertaining to the operations and delivery of the police services.
      ii. Attendance, and security when requested, at the Town Council meetings.
      iii. A monthly report of calls for service in the Town.
      iv. Attendance at Town Community Events as requested in writing, via email, by the Town Mayor.
      v. Investigative Services as necessary.

   B. *Training, Education, and Career Development*. The City shall provide training and education to all police personnel in accordance with State, County and local requirements.

   C. *Police Chief*. The City's Police Chief shall serve as the Town's Police Chief in addition to supervising police officers through chain of command.

   D. *Police Commander*. The City's Police Commander shall serve as the Town's Police Commander.

E. *Police Liaison*. The City shall provide a staff liaison to the Town. Either the Police Chief or Police Commander shall serve as the staff liaison for the Town.

4. <u>Operations</u>. The following standards will govern the provision of Services.

A. *Staffing*. The City will provide staffing for day and night shifts consistent with the City's established policing standards.

B. *Police services*. The City shall provide police patrol services and investigative services for the enforcement of state law and town-adopted municipal, criminal, and traffic codes to the Town on the same level of service as to the City. Patrol services shall include reactive patrol to respond to calls for service, proactive patrol to prevent and deter criminal activity, and traffic patrol to enforce applicable traffic codes and investigate collisions. The officers assigned in accordance with this agreement will provide patrol services during their scheduled work shifts, provided that officers may be directed to duties outside the patrol district in case of emergency.

C. *Vehicles and equipment*. The City shall use its own vehicles and equipment to provide the Service.

D. *Call clearance protocols*. The City will use the same call clearance protocols within the Town as it uses within the City.

E. *Criteria-Based 9-1-1 Dispatch*. The City will respond to dispatched 911 calls that are received by NORCOM pertaining to calls for service from within the Town. Nothing herein shall require the City to prioritize response within the Town higher or lower than response within the City. The Town and the City recognize that responses to emergencies are dispatched by NORCOM upon dispatch protocols, including call-type priority and the location of available units.

F. *ALPR Program*. The City shall assume ownership, operation, and maintenance of the Town's automated license plate reader system (ALPR), also known as the "Flock Program".

i. For the avoidance of doubt, the City shall be solely responsible for compliance with all applicable requirements of SB 6002 and any related laws or regulations governing the Flock Program, including, without limitation, data retention requirements, reporting obligations, and responses to public records requests.

ii. The City shall not share Flock data with any other entity or agency other than the City of Medina without first obtaining approval of such sharing by the Town's Mayor, which shall not be unreasonably withheld.

5. <u>Scope of Additional Services</u>.

A. *Prosecution Services*. The City contracts for all prosecution legal services, which are extended to include the Town (see Attachment B). The annual contract will be divided proportionately, based on the percentage agreed to in Section 6(A), with any actual costs incurred by the Town in excess of that proportionate share invoiced directly to the Town for reimbursement.

B. *Jail Expenses*. Each party shall bear its own costs of incarceration, including but not limited to booking fees, daily charges, prisoner medical costs, and extradition costs, based on where the crime occurred.

C. *Shoreline Patrol.* The City does not provide maritime patrol services to the Town; however, City may assist Mercer Island Maritime Services or other jurisdictions as requested.

6. Cost of Contract and Payments.

A. *Contract Payment.* The Town shall pay the City a Contract Payment of twenty-five (25) percent of the Clyde Hill Police Department's cost of the staffing not to exceed 12.0 FTE and the items listed in Attachment A; for purposes of clarity, the specific Contract Payment owed by the Town to the City for the years 2027, 2028, 2029, and 2030 in Attachment A reflects current staffing not to exceed 12.0 FTE.

B. *Invoice and Payment*. The City will invoice the Town quarterly based on the Contract Payment specified in Attachment A.

i. Within sixty (60) days of the close of each quarter, the City shall provide the Town with a quarterly report including budget-to-actuals and calls for service, as defined by Section 2.

ii. The Town will remit payment for such invoices within forty-five (45) days of receipt of the invoice.

iii. If the City becomes aware that expenses related to the items in Attachment A will be required to be increased by an event or action entirely outside the City's control, the City shall provide prompt written notice to the Town and the Town agrees to pay its proportionate share of the increase once effective.

C. *Reconciliation*. No later than May of each year, the City will provide a final budget-to-actuals reconciliation of the prior year. If the City's actuals come in under budget for the previous fiscal year, the Town will receive a credit applied to their next quarterly invoice. If the City's actuals come in over budget, the Town shall only be required to pay its proportionate increase if the overages fall within the category of Section 6(B)(iii) above.

D. *New Personnel*. The Town is aware and acknowledges that the City has applied for matching grant funding through the Criminal Justice Training Center (CJTC) to hire an additional entry-level officer. The CJTC grant pays seventy-five percent (75%) of the costs to hire, train, equip, and retain the officer through June 30, 2028, and the City is responsible for the remaining twenty-five percent (25%) match. If the City is awarded grant dollars, and its City Council authorizes the grant agreement, the Town agrees to pay its proportionate share of the City's match requirement.

a. By way of example only, if the City is awarded the CJTC grant, and the Year 1 costs for the new officer are $150,000, the City is required to pay $37,500. The Town's proportionate share of the City's match is $9,375 in Year 1.

b. When the grant funding ends, and if the additional FTE is retained and no other ongoing funding is secured, the costs will be shared by the City and Town according to Section 6(A) above.

E. *Sale of Equipment or Goods*. Whenever the City sells equipment, tools, materials, or vehicles with an current asset value greater than $5,000.00 per asset that were purchased, in part, with Town funds under this or a prior agreement between the City and Town, the Town will receive a credit of the net sales proceeds from such vehicle sale based on the proportionate share in effect at the time of purchase. The credit hereunder shall be effective on the next billing cycle following the sale.

F. *Withholding for Failure to Perform*. The Town may withhold payment at any time during the term of the Agreement if the City fails to perform its duties and responsibilities in accordance with the terms of this Agreement; provided that the Town gives prior written notice to the city and allows at least thirty days opportunity to cure the City's alleged failure to perform. The Town's notice to the City must include both the amount proposed to be withheld and the basis for withholding the payment

7. **Renegotiation of Contract Payment**. Within sixty (60) days of the close of each quarter, the City shall provide the Town with a quarterly report including budget-to-actuals and calls for service, as defined in Section. If the calls for service, as defined in Section 2, in the Town drops below twenty-two percent (22%) or increases above twenty-eight percent (28%) for four (4) consecutive quarters, the parties agree to amend the percentage of the Contract Payment established in Section 6(A) to reflect the Contract Payment to be the new percentage identified by the four (4) consecutive quarters. Such amendment will become effective upon the first calendar date of the fifth quarter.

8. **Administration of Personnel**. All personnel assigned to the Town shall be employed or contracted by the City of Clyde Hill and governed by the City and CHPD policies and rules. Recruitment, replacement, and performance of all personnel shall be in accordance with such rules and policies. The City shall inform the Town Mayor regarding hiring decisions. The Town's Mayor may communicate performance issues regarding personnel assigned to the Town to the City's Police Chief or Commander (who will act as the Town's Staff liaisons) or as appropriate to the City Mayor and/or City Administrator.

A. Any change in the management or organizational structure of the City Police Department shall be fully disclosed to the Town and the Town Mayor or their designee shall be entitled to provide opinions and recommendations in the selection of the Chief should the position turn over during the Term or any Renewal Term; provided, that the City Mayor shall retain the right to make final appointment recommendations and confirmation of these positions.

9. **Term of Agreement**. The Effective Date of this ILA shall be January 1, 2027. This ILA shall continue in effect until December 31, 2030, unless terminated earlier as provided in Sections 9 or 10. After December 31, 2030, this ILA shall automatically renew under the same terms and conditions for successive, rolling three (3) year periods unless terminated as provided in Section 11.

10. **Material Breach, Early Termination and Wind-Up Period**. In the event of a Material Breach of this ILA, the parties shall, unless they mutually agree otherwise, continue to perform their respective obligations under this ILA for a minimum of twelve (12) months after notice of the Material Breach (the "Wind-Up Period") provided, however, that the Wind-Up Period shall be ninety (90) days if the Material Breach involves the Town's failure to make the Contract Payment; provided further, that during the Wind-Up Period, the parties shall coordinate their

efforts to prepare for the transition to other methods of providing police service to the Town. The Town shall be responsible for all Contract Payment installments required herein until the conclusion of the Wind-Up Period.

11. Termination and Return of Assets.

A. Termination – Notice. In addition to terminating this ILA for a Material Breach, either party may terminate this ILA at any time after December 31, 2030 by providing the other party with eighteen (18) months prior written notice of its intent to terminate.

B. *Termination Costs*. Any costs associated with terminating this ILA shall be borne equally between the parties, or in the event of a Material Breach, by the breaching party. Each party shall be solely responsible for any costs they may incur by the termination of this ILA under the provisions herein.

C. *Capital Assets*. Whenever this Agreement expires or is terminated, any vehicles or capital assets with a current value greater than $5,000.00 per asset that were purchased, in part, with Town funds under this or a prior agreement between the City and Town, the Town will receive a payout based on the proportionate share in effect at the time of purchase. The payout shall be effective within forty-five (45) days of expiration or termination of this Agreement.

D. *Duty to Mitigate Costs*. Town and City have an affirmative duty to mitigate to the extent reasonably possible, the eligible costs of termination, irrespective of the party who elects to terminate this ILA and irrespective of the party who must bear the costs of termination.

12. Indemnification.

A. *City Indemnification*. The City shall protect, save harmless, indemnify, and defend the Town, its elected and appointed officials, officers, employees, and agents, from and against any loss or claim for damages of any nature whatsoever arising out of any act or omission of the City, its elected or appointed officials, officers, employees, or agents, in performance of this Agreement, except to the extent the loss or claim is attributable to the negligence or willful misconduct of the Town, its elected or appointed officials, officers, employees (when the negligence or willful misconduct arose while on-duty for City), or agents.

B. *Town Indemnification*. The Town shall protect, save harmless, indemnify, and defend the City, its elected and appointed officials, officers, employees, and agents from and against any loss or claim for damages of any nature whatsoever arising out of any act or omission of the Town, its elected or appointed officials, officers, employees, or agents, in performance of this ILA except to the extent the loss or claim is attributable to the negligence or willful misconduct of the City, its elected or appointed officials, officers, employees (when the negligence or willful misconduct arose while on-duty for City), or agents.

C. It is further specifically and expressly understood that the indemnification provided in this Section 11 constitutes each party's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

D. *Town Responsible for its Ordinances*. In executing this ILA, the City does not assume

liability nor responsibility for or in any way release the Town from any liability or responsibility that arises in whole or in part from the enforcement by the City under this ILA of Town ordinances, rules or regulations claimed or determined by a court of law to be unconstitutional or otherwise unlawful in its enactment or substantive provisions. In any cause, claim, suit, action, or administrative proceeding in which the enforceability and/or validity of any such Town ordinance, rule, or regulation is at issue, the Town shall defend on that issue at its sole expense, and if judgment is entered or damages are awarded against the Town or the City, or both, on such basis, the Town will be solely responsible to fulfill that judgment and pay those damages.

E. *City Responsible for its Ordinances and applicable RCW*. The City shall be solely responsible for compliance with Ch. 4.12 RCW, Ch. 42.56 RCW, applicable City personnel policies, ordinances and resolutions in carrying out its obligations under this ILA and shall defend and hold harmless Town from any costs, expenses, or damages arising therefrom, including attorney's fees.

F. *Survival*. The provisions of this Section 11 shall survive the expiration or termination of this ILA.

13. <u>Insurance</u>.

A. Each party shall maintain insurance or participate in a public entity risk pool or self-insurance program that provides coverage for its respective liabilities arising out of its activities and obligations under this Agreement. Each party shall be responsible for maintaining coverage for its own real and personal property and equipment.

B. The parties acknowledge that both the City and the Town are members of the Washington Cities Insurance Authority (WCIA), a public entity risk pool. Each party's coverage through WCIA is subject to the applicable coverage documents, terms, conditions, exclusions, and limitations in effect during the term of this Agreement.

C. If either party ceases to be a member of WCIA or otherwise discontinues participation in its existing risk pool or self-insurance program, that party shall obtain and maintain alternative insurance coverage as follows:

i. Commercial General Liability: Coverage with limits of not less than $10,000,000 per occurrence and $10,000,000 aggregate.

ii. Automobile Liability: Coverage with a combined single limit of not less than $10,000,000 per occurrence for bodily injury and property damage arising out of the ownership, maintenance, or use of owned, hired, and non-owned vehicles in connection with the performance of this Agreement.

D. Such coverage shall be maintained throughout the period the party is not participating in WCIA or its existing risk pool or self-insurance program. Upon request, the party shall provide the other party with certificates of insurance or other reasonable documentation evidencing the required coverage, and additional insured status.

E. Each party shall promptly notify the other party in writing if it ceases participation in WCIA or its existing risk pool or self-insurance program, or if its applicable liability coverage is materially reduced, canceled, or not renewed.

F. Nothing in this Section shall be construed to expand either party's coverage under WCIA

or any other insurance or risk-sharing program, waive any applicable coverage exclusion or limitation, or create coverage for liabilities not otherwise covered under the applicable coverage documents.

14. **Records and Audits.** The City shall maintain accounts and records, including personnel, property, financial and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed under this ILA.

A. Such records shall be maintained in accordance with RCW Chapter 40.14, as now or hereafter amended.

B. The City shall make its records described above available during regular business hours to Town for audit as the Town finds reasonably necessary, but not more than once per year. Any audit by the Town shall be completed within thirty (30) days and shall not unreasonably interfere with the City's provision of Services.

C. This Section 13 shall survive expiration or termination of this Agreement for a period of seven (7) years after termination or expiration of this ILA.

15. **Dispute Resolution**.

A. *General*. It is the intent of the parties to first attempt to resolve all disputes between before commencing any litigation. In the event that any dispute between the parties cannot be resolved by good faith negotiations between the Town and the City, then the mediation provision of this ILA shall apply before any litigation is commenced by either party. Nothing herein shall prevent either party from providing notice of termination of the ILA pursuant to Section 10(A) prior to completion of the dispute resolution processes described below; however, such notice shall not affect any obligations to proceed with the Dispute Resolution provisions.

B. *Mediation*. Upon a request by either party to mediate a dispute that is subject to the Dispute Resolution provisions, the parties shall mutually agree upon a mediator. If the parties cannot agree upon a mediator within ten (10) business days after such request, the parties shall submit the matter to the Judicial Arbitration and Mediation Service (JAMS) and request that a mediator be appointed. This requirement to mediate the dispute may only be waived by mutual written agreement before a party may proceed to litigation as provided within this ILA. Except for unusual reasons beyond the reasonable control of either party, mediation shall be completed within ninety (90) days after the mediator is selected. Any expenses incidental to mediation, including the mediator's fee, shall be borne equally by Town and City.

C. *Litigation*. If mediation fails to resolve the dispute, either party may file an action in Superior Court. Jurisdiction and venue for such actions shall lie exclusively in Superior Court for King County, Washington. Each party will be responsible to pay their own attorney fees and costs.

16. **Regular Policy Coordination Meetings.** At least twice each calendar year the parties shall meet to review, discuss, and coordinate policies, priorities, and enforcement practices related to the provision of Services. The purpose of these meetings is to promote consistent policy implementation, align enforcement approaches and priorities, identify and address emerging

issues, and foster effective intergovernmental coordination.

A. The Town Mayor and designee and the City Police Chief and City Mayor and/or City Administrator shall be each party's designated representatives for purposes of these coordination meetings.

B. The agenda for each meeting may include, as appropriate, a review of existing policies and enforcement practices; discussion of current and anticipated enforcement priorities; identification of inconsistencies, operational challenges, or areas requiring clarification; consideration of proposed policy or enforcement changes; and development of mutually agreed-upon action items, recommendations, or follow-up measures.

C. Following each meeting, the Parties shall document any agreed-upon action items, identify responsible representatives, and establish reasonable timelines for follow-up, as appropriate. Each Party shall make reasonable efforts to implement the actions within its respective authority and to communicate material changes in relevant policies or enforcement priorities to the other Party.

17. **Notice.** All notices, demands, requests, consents and approvals which may, or are required to be given by any party to any other party hereunder, shall be in writing and shall be deemed to have been duly given if delivered personally, sent by electronic mail (provided a read receipt is obtained by the sender), sent by nationally recognized overnight delivery service, or if mailed or deposited in the United States mail, sent by registered or certified mail, return receipt requested and postage prepaid to:

City of Clyde Hill
City Administrator
9605 N.E. 24th St.
Clyde Hill, WA 98004

Town of Yarrow Point
Mayor
4030 95th Ave. N.E.
Yarrow Point, WA 98004

Any notices may be either delivered personally to the address of the notice or may be deposited in the United States mail, postage prepaid, to the address set forth above. Any notice so posted in the United States mail shall be deemed received three (3) days after the date of mailing.

18. **General Provisions.**

A. The City Administrator of the City and the Mayor of the Town shall be responsible for the administration of this ILA. No joint acquisition of real or personal property is contemplated hereunder.

B. No separate legal entity will be created for the provisions of the Services.

C. This ILA shall be posted on the parties' respective website listed by subject matter, or as required by RCW 39.34.040 if amended.

D. This ILA constitutes the entire agreement between the parties, and both parties acknowledge that there are no other agreements, oral or otherwise, that have not been fully set forth in the text of this ILA.

E. The parties hereby further agree that this ILA cannot be amended or modified without the written concurrence of both parties.

F. This ILA shall not be construed to provide any benefits to any third parties. Specifically, and without limiting the foregoing, this ILA shall not create or be construed as creating an exception to the Public Duty Doctrine.

G. The parties shall cooperate in good faith and execute such documents as necessary to effectuate the purposes and intent of this ILA.

H. Except as expressly set forth herein or as required by law, neither party shall be liable for any debts or obligations of the other.

I. If any provision or a portion of this ILA is held to be unconstitutional, invalid or unenforceable, the remainder of this ILA will remain in effect; however, the parties shall have the right to require negotiations for execution of a revised ILA.

J. The rights, duties, and obligations of either party shall not be assignable, unless agreed to by both Parties in writing in a subsequent amendment.

K. Failure of a party to declare any breach or default immediately upon the occurrence thereof, or delay in taking any action in connection therewith, shall not waive such breach or default.

L. The parties shall comply with all applicable federal, state, and local laws and regulations in performing their respective obligations under this ILA.

M. By their signatures below, each party represents that they are fully authorized to sign for and on behalf of the named party above and have had the opportunity to consult with legal counsel of their choice.

N. This ILA may be executed in one or more counterparts, each of which will be deemed an original and all of which together will constitute one agreement. The counterparts of this ILA may be executed and delivered by email, facsimile or other electronic means by one party to the other party, and each party may rely on the receipt of such document so executed and delivered as if the original had been received.

O. This ILA is effective upon the latest date is fully executed by all the parties.

[*signatures on following page*]

DRAFT

DATED this _____ day of _____, 2026.

TOWN OF YARROW POINT	CITY OF CLYDE HILL
_____	_____
Katy Kinney Harris, Mayor	Dean Hachamovitch, Mayor
ATTEST/AUTHENTICATED:	ATTEST/AUTHENTICATED:
_____	_____
Elizabeth Adkisson, Town Clerk-Treasurer	Courtney Benjamin, Deputy City Clerk
APPROVED AS TO FORM:	APPROVED AS TO FORM:
_____	_____
OGDEN MURPHY WALLACE, PLLC	LIGHTHOUSE LAW GROUP, PLLC

DRAFT

ATTACHMENT A

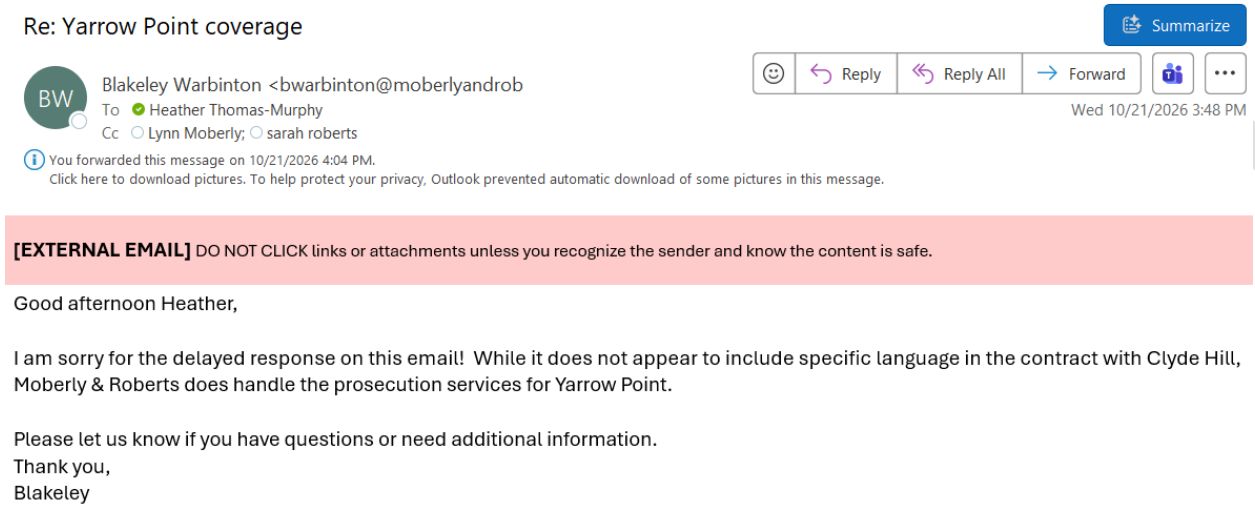
The following table reflects the agreed upon costs and the Town's proportionate share for each year of the contract.

	Total Police Costs			Yarrow Points 25% Allocation			5% Incr 7% Wage&Bene	5% Incr	5% Incr
PUBLIC SAFETY	ACTUAL 2025	PROJECTION 2026	BUDGET 2027	ACTUAL 2025	PROJECTION 2026	BUDGET 2027	BUDGET 2028	BUDGET 2029	BUDGET 2030
Salaries	1,344,580.91	1,412,804.00	1,525,460.00	336,145.23	353,201.00	381,365.00	408,060.55	428,463.58	449,886.76
Salaries-Overtime	43,416.22	55,800.00	59,000.00	10,854.06	13,950.00	14,750.00	15,782.50	16,571.63	17,400.21
Personnel Benefits	611,773.25	554,384.89	744,140.00	152,943.31	138,596.22	186,035.00	199,057.45	209,010.32	219,460.84
Uniforms	34,705.77	25,000.00	31,000.00	8,676.44	6,250.00	7,750.00	8,137.50	8,544.38	8,971.59
Office and Operating Supplies	20,711.21	22,000.00	22,000.00	5,177.80	5,500.00	5,500.00	5,775.00	6,063.75	6,366.94
Fuel Consumption	42,028.32	40,000.00	44,500.00	10,507.08	10,000.00	11,125.00	11,681.25	12,265.31	12,878.58
Prof Serv - Legal Prosecutor	48,000.00	48,000.00	48,000.00	12,000.00	12,000.00	12,000.00	12,600.00	13,230.00	13,891.50
Communications	11,083.02	11,000.00	12,000.00	2,770.76	2,750.00	3,000.00	3,150.00	3,307.50	3,472.88
Insurance			125,844.30			31,461.08	33,034.13	34,685.84	36,420.13
Intergvt - Dispatch (NORCOM)	111,271.00	127,296.32	118,698.00	27,817.75	31,824.08	29,674.50	31,158.23	32,716.14	34,351.94
Repairs and Maintenance	39,231.99	30,000.00	35,000.00	9,808.00	7,500.00	8,750.00	9,187.50	9,646.88	10,129.22
Misc. - Dues and Subscriptions	1,882.16	2,000.00	2,000.00	470.54	500.00	500.00	525.00	551.25	578.81
Misc. - Printing	544.93	600.00	1,800.00	136.23	150.00	450.00	472.50	496.13	520.93
Professional Services - Accreditation	3,100.00	1,500.00	-	775.00	375.00	-	-	-	1,175.00
Civil Service Commission	7,656.13	6,000.00	6,000.00	1,914.03	1,500.00	1,500.00	1,575.00	1,653.75	1,736.44
Lexipol Dues	10,098.51	9,149.41	10,000.00	2,524.63	2,287.35	2,500.00	2,625.00	2,756.25	2,894.06
Small Tools & Minor Equipment	31,937.88	44,470.71	36,146.60	7,984.47	11,117.68	9,036.65	9,488.48	9,962.91	10,461.05
PD Equip Installment Purchases	8,193.81	8,529.29	8,853.40	2,048.45	2,132.32	2,213.35	2,324.02	2,440.22	2,562.23
Investigations & Investigative Tech Fees	6,546.02	77,000.00	5,000.00	1,636.51	19,250.00	1,250.00	1,312.50	1,378.13	1,447.03
Police Radios - PSERN (formerly EPSCA)	11,076.00	12,360.00	12,978.00	2,769.00	3,090.00	3,244.50	3,406.73	3,577.06	3,755.91
Officer Training and Travel	37,263.53	35,000.00	37,000.00	9,315.88	8,750.00	9,250.00	9,712.50	10,198.13	10,708.03
MDC Operations/Services	5,711.04	8,500.00	8,500.00	1,427.76	2,125.00	2,125.00	2,231.25	2,342.81	2,459.95
Information Technology & SBITA	126,461.35	178,865.14	144,800.00	31,615.34	44,716.29	36,200.00	38,010.00	39,910.50	41,906.03
Emergency Preparedness	1,078.86	1,080.00	1,080.00	269.72	270.00	270.00	283.50	297.68	312.56
Police Vehicle Replacements	101,550.24	105,000.00	90,000.00	25,387.56	26,250.00	22,500.00	23,625.00	24,806.25	26,046.56
FLOCK			18,751.00			4,687.75	10,754.25	11,291.96	11,856.56
Total Eligible Expenditures	**2,659,902.15**	**2,816,339.76**	**3,148,551.30**	**664,975.54**	**704,084.94**	**787,137.83**	**843,969.83**	**886,168.32**	**931,651.74**

Police Services ILA
Town of Yarrow Point
City of Clyde Hill
DRAFT
}
133

ATTACHMENT B

The following communication confirms that the Town is currently covered within the City's existing contract for prosecution services.



Re: Yarrow Point coverage

Summarize

Reply | Reply All | Forward

BW

Blakeley Warbinton <bwarbinton@moberlyandrob

To Heather Thomas-Murphy

Cc Lynn Moberly; sarah roberts

Wed 10/21/2026 3:48 PM

You forwarded this message on 10/21/2026 4:04 PM.

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Good afternoon Heather,

I am sorry for the delayed response on this email! While it does not appear to include specific language in the contract with Clyde Hill, Moberly & Roberts does handle the prosecution services for Yarrow Point.

Please let us know if you have questions or need additional information.
Thank you,
Blakeley

MEMORANDUM

TO:	Yarrow Point Town Council
FROM:	Katy Kinney Harris, Mayor
DATE:	Council Meeting
SUBJECT:	Introduction: Draft 2027 Fee Schedule

RECOMMENDED ACTION

Receive an introduction of the draft Fee Resolution for 2027; provide comments and questions.

BACKGROUND/HISTORY

The Fee Schedule recovers fees, charges, services, and penalties associated with community development and the operations of general Town administration. Town Staff annually review the Fee Schedule to determine whether the fees are adequate to cover the Town's costs of providing the services for the fee, charge or penalty.

DISCUSSION/ANALYSIS

The proposed changes reflect increased costs billed by our Town consultants, actual costs billed by the newspaper of record and taking into account the rising cost of town services:

1. **Town Consultant Hourly Rate Increases Will be Added in Final Draft**
   Per the contracts of the Town Planner, Town Engineer, Town Building Official, Town Arborist and Town Critical Areas consultants, these changes will be reflected in the Fee Schedule.

2. **Newspaper of Record Reimbursement**
   Permit applicants will be billed actual cost from the newspaper of record for applications that require notice in the newspaper.

3. **Overall Permit Fee Adjustment**
   Permit fees increased by fifteen percent (15%).

FINANCIAL AND POLICY IMPACTS (IF ANY)

Financial

- An approval of the increased consultant rates will recover their permit reviews and general town administration cost for services.
- An approval of the newspaper of record reimbursement for permit noticing requirements is a cost added to the permit fee. The Town has historically covered the cost of newspaper publishing within the actual permit fee, however due to rising costs, the Town must recover the actual cost of the newspaper as an additional fee.

ALTERNATIVE ACTIONS

1. Accept first reading and request to have the draft Resolution be brought back for consideration of approval at the January 12, 2026, Council Meeting as presented. Town consultants must review the document before a final can be presented to Council.

2. Amend; provide comments to staff and bring back the Resolution at the December 10, 2026, Council Meeting as revised.

TIME CONSTRAINTS AND NEXT STEPS (IF ANY)

The new Fee Schedule will be reviewed by Town Consultants in December for their feedback. The Fee Schedule will be brought back in January, 2027, for approval.

ATTACHMENTS

1. Draft 2027 Fee Schedule/Resolution.

TOWN OF YARROW POINT
RESOLUTION NO. XXX

A RESOLUTION OF THE COUNCIL OF THE TOWN OF YARROW POINT AMENDING THE FEE SCHEDULE

WHEREAS, all administrative fees are set by resolution of the Yarrow Point Town Council; and

WHEREAS, the Town Council adopted Resolution No. 390 on April 14, 2026, which amended the schedule of fees, charges, and penalties for various applications, services, and permits submitted to the Town; and

WHEREAS, the Town Council has determined that such fees, charges, and penalties should reflect the Town's current costs for providing services; and

WHEREAS, Town Staff annually reviews the fees, charges, and penalties in order to determine whether the same are adequate to cover the Town's costs of providing the services for which the fee, charge, or penalty is; and

WHEREAS, Town contractors annually adjust their hourly fee; and

WHEREAS, the Town Council now desires to adopt the revised Fee Schedule as set forth in Exhibit A.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF YARROW POINT:

Section 1. New Fee Schedule Adopted. The Fee Schedule attached to this resolution as Exhibit A and incorporated herein by this reference as if set forth in full, is hereby adopted as the official fee schedule for the Town of Yarrow Point; provided that any fee, charge, or penalty set forth on the attached schedule for which a specific amount has been set by a section of the Yarrow Point Municipal Code, is shown merely for convenience, and is not adopted or altered by this resolution and shall remain governed by the appropriate section of the YPMC.

Section 2. Effective Date. This Resolution shall become effective five days after its passage and publication.

Adopted by the Yarrow Point Town Council on this 12th day of January, 2027.

APPROVE:

_____
Katy Kinney Harris, Mayor

_____
ATTEST: Elizabeth M. Adkisson

EXHIBIT A

TOWN OF YARROW
POINT FEE SCHEDULE

Base permit fees are set forth below and are based on an average amount of time it takes to review the permit; depending on the type of permit, the review time ranges anywhere from 1-5 hours. Base permit fees shall be paid at time of application submittal. Additional fees beyond the base permit fees may be assessed to recover all charges, costs, expenses, and reimbursements incurred by the Town related to the review of any permits and such additional fees shall be paid prior to permit issuance. Town consultant hourly fees are as follows:

- Building Official hourly rate: $150.00
- Engineer hourly rate: $165.00
- Planner hourly rate: $177.50
- Arborist hourly rate: $150.00
- Critical Areas hourly rate: $120-$278 (On file with the Town Clerk's Office)
- Attorney hourly rate: $357.00

Part I. Street Fees

A. Right-of-Way Use Permit: ~~$537.50~~. $575.00

B. Right-of-Way Performance Deposit: A cash deposit to be established by the Town Engineer must be paid prior to issuance of a Right-of-Way Use Permit. The deposit guarantees restoration of the street, right-of-way, or other Town property. It shall be retained for one year following completion of the work. No cash deposit is required for work performed by utility companies due to their public nature.

C. Encroachment Permit: ~~$1,875.00~~. $2,156.25 Fee must be paid at the time of application submittal. The applicant will be charged at the consultant rate per hour for additional review or inspection.

D. Construction Vehicle Fee: As set forth in YPMC 12.32.010, the fee is equal to one percent (1%) of the value of the proposed project.

Part II. Building, Zoning and Subdivision Fees

A. Preliminary Feasibility Conference: ~~$500.00~~ $575.00

B. Pre-Application Conference:

a. Level 1 - Review requiring 1 reviewer: ~~$500.00~~ $575.00
b. Level 2 - Review requiring 4 reviewers: ~~$1,800.00~~ $2,070.00
c. Level 3 - Review requiring 5 reviewers: ~~$2,300.00~~ $2,645.00

C. Demolition Permit: Complete structure demolition: $~~937.50~~ $1,078.12. Partial structure demolition: ~~$312.50~~. $359.37 Financial guarantee as determined by the Building Official may be required prior to permit issuance.

D. Building Plan Review Fee: The fee is specified in the attached "Appendix A"

schedule and is due at the time of application submittal. The fee is based on the estimated project value provided by the applicant. Estimated project valuations include the total value of work for which the permit will be issued including materials and labor.

E. Rooftop Photovoltaic Solar Panels: Based on project valuation.

F. Building Permit: As specified in the attached "Appendix A" schedule, the fee is due prior to permit issuance and is based on the project value as calculated by the Building Official using the following chart:

Living Space	~~$450.00~~ $517.50 per sq. ft.
Garage	~~$300.00~~ $345.00 per sq. ft.
Storage & Unconditioned	~~$200.00~~ $230.00 per sq. ft.
Covered Porch	~~$120~~ $138.00 per sq. ft.
Covered Patio	~~$120.00~~ $138.00 per sq. ft.
Covered Deck	~~$250.00~~ $287.50 per sq. ft.
Uncovered Deck	~~$100.00~~ $115.00 per sq. ft.

An applicant may pay the permit fee at the time of application by providing an estimated permit valuation. Estimated permit valuations include the total value of work for which the permit is issued including materials and labor. Detailed estimates may be required. Final valuation shall be set by the Building Official.

Any changes to project value that occur after the permit is issued must be reported. Additional fees resulting from a change in project value or additional inspections costs must be paid prior to issuance of a certificate of occupancy.

G. Re-Roof Permit: ~~$400.00~~. $460.00 Includes one inspection. Additional inspections will be billed at the consultant hourly rate. A reroof permit is required for all structural reroofing installations.

H. State Building Code Council Fee: A $6.50 fee for each building permit, which is passed on by the Town to the State Building Code Council.

I. State Building Extensions or Renewal: Building Permits expire 18 months after the date of issuance. The fee to renew an expired Building Permit or extend an active Building Permit past the expiration date will be a percentage of the original permit fee paid at the time of permit issuance. The percentage will be calculated by the Building Official based on the estimated percentage of inspections remaining. Fees for actual inspection costs must be paid prior to issuance of a certificate of occupancy.

J. Street Deposit: If in the opinion of the Building Official a construction activity likely will result in damage or disrepair to the Town's streets, roads, storm or surface water systems, the Building Official may require the applicant to pay a ~~$4,000.00~~ $4,600.00 deposit prior to permit issuance pursuant to YMPC Section 12.30.050(C).

K. Refund of Street Deposit: The balance of any deposit received pursuant to Section 12.30.050(E) shall be refunded by the Town to the depositing person or entity within 45 days after the final inspection of the project to which the deposit was made.

L. Temporary Certificate of Occupancy: ~~$500~~. $575.00 Includes two hours and any further time will be billed at the consultant hourly rate. On request and after payment of the fee, the Town may issue a temporary certificate of occupancy if determined appropriate by the Building Official.

M. Mechanical Permit: The base fees are per unit where applicable, are cumulative for each permit and apply to installation or relocation. Inspections conducted by Town consultants on any single item in excess of two trips will be charged at the consultant's hourly rate.

- The base fee for new construction or any remodel exceeding $500,000.00 is ~~$2,500.00~~ $2,875.00

The base fees for remodel and standalone mechanical permits are:

Permit Administration and Issuance	~~$100.00~~ $115.00
Minimum Permit Fee	~~$250.00~~ $287.50
New Construction or Major Remodel or Addition (over $500k)	~~$2,500.00~~ $2,875.00
Heat Pump or Air Conditioning Unit	~~$125.00~~ $143.75
Exhaust Fan or Appliance Vent	~~$25.00~~ per unit $28.75
Gravity Type of HVAC System	~~$125.00~~ $143.75
Single Unit or System with Input in Excess of 150,000 BTU	Based on valuation
Recirculating Hot Water Heating System Including Hydronic Systems and Boilers	~~$125.00~~ $143.75
Hot Water Tank	~~$125.00~~ $143.75
Any Item Not Listed	~~$125.00~~ $143.75

Additional costs including inspections, consultations, feasibilities or questions and associated field work are billed separately.

N. Plumbing Permit: The base fees are per unit where applicable, are cumulative for each permit, and apply to installation or relocation. Inspections on anysingle item in excess of two trips will be charged at the consultant's hourly rate.

- The base fee for new construction or any remodel exceeding $500,000.00 is ~~$2,500.00~~ $2,875.00
-

The base fees for remodel and standalone plumbing permits are:

Permit Administration and Issuance	~~$100.00~~ $115.00
Minimum Permit Fee	~~$250.00~~ $287.50
New Construction or Major Remodel or Addition (over $500k)	~~$2,500.00~~ $2,875.00
Water Closet (Toilet/urinal)	~~$50.00~~ $57.50
Bathtub/Shower	~~$50.00~~ $57.50

Kitchen Sink	~~$50.00~~ $57.50
Dishwasher	~~$50.00~~ $57.50
Laundry Washer/Tray	~~$50.00~~ $57.50
Floor Drain/Floor Sink/Indirect Drain	~~$50.00~~ $57.50
Roof Drain	~~$50.00~~ $57.50
Drinking Fountain	~~$50.00~~ $57.50
Sump/Ejector	~~$50.00~~ $57.50
Grease Trap or Interceptor	~~$50.00~~ $57.50
Hose Bib	~~$50.00~~ $57.50
Water Service Supply Line	~~$50.00~~ $57.50
Gas Outlet/Gas Piping	~~$50.00~~ $57.50
Other Fixtures Not Listed	~~$50.00~~ $57.50

Additional costs including inspections, consultations, feasibilities or questions and associated field work are billed separately.

O. Hearing Examiner Fee: A ~~$1,500.00~~ $1,725.00 deposit will be paid. The Town will refund any of the fees paid in excess of the actual Hearing Examiner's costs.

P. Variance Fee: ~~$2,500.00~~ $2,875.00 plus applicable fee for Hearing Examiner.

Q. Boundary Line Adjustment Fee: ~~$1,250.00~~ $1,437.50

R. Critical Areas Fees:

a. Permit Administration Fee: ~~$200.00~~ $230.00

b. Critical Areas Permit:
- Wetland Stream Report and Shoreline No-Net Loss: ~~$3,678.00~~ $4,229.69
- Critical Aquifer Recharge Area: ~~$1,669.00~~ $1,919.35
- Geotechnical Report: ~~$1,485.00~~ $1,707.75

c. Critical Area Exemption Request
- Wetland/Stream Exemption/Variance/RUE and Shoreline Exemption: ~~$1,151.00~~ $1,323.65
- CARA: ~~$974.00~~ $1,120.10
- Geotechnical: ~~$960.00~~ $1,104.00

d. Critical Areas Variance:
- Wetland/Stream Exemption/Variance/RUE and Shoreline Exemption: ~~$4,829.00~~ $5,5553.35
- CARA: ~~$2,643.00~~ $3,039.45
- Geotechnical: ~~$2,175.00~~ $2,501.25

e. Critical Areas Reasonable Use Exception
- Wetland/Stream Exemption/Variance/RUE and Shoreline Exemption: ~~$4,829.00~~ $5,5553.35
- CARA: ~~$2,643.00~~ $3,039.45
- Geotechnical: ~~$2,175.00~~ $2,501.25

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S. Subdivision and Short Plat Fees:

a. Preliminary Approval: ~~$1,250.00~~. $1,437.50

b. Final Approval: A ~~$465.00~~ $534.75 fee for each new lot and additional costs not previously collected must be paid prior to the recording of the Subdivision or Short Plat. The Town will refund any fees paid in excess of actual processing costs.

T. Shoreline Substantial Development Permit:

a. Shoreline Substantial Development Permit: ~~$1,550.00~~. $1,782.50

b. Shoreline Substantial Development Exemption: ~~$465.00~~. $69.75

U. SEPA Checklist Review Fee: ~~$1,250.00~~. $1,437.50 Pursuant to YPMC 19.04.270, if an Environmental Impact Statement is required, and the Town prepares the EIS, the Town may charge a reasonable fee from any applicant to cover costs incurred by the Town in preparing the EIS and require the applicant to post a bond or other surety to ensure payment of such costs.

V. Site Development Permit

a. Level 1 – Other: ~~$500.00~~ $575.00 + Consultant Hourly Rate.

b. Level 2 – Single Family Residence with detention system: ~~$2,500.00~~ $2,875.00 + Consultant Hourly Rate.

W. Special Use Permit: ~~$3,125.00~~ $3,593.75

X. Small Wireless Facility Permit: For small wireless facility permits, the applicant shall pay the actual costs incurred by the Town in reviewing such permit application.

Y. Telecommunications Franchise Agreement Fee:

a. Application Fee: Actual cost of Town staff and consultant, including attorney's fee, time.

b. Deposit: ~~$5,000.00~~ $5,750.00

Z. Telecommunications Franchise Renewal Fee:

a. Application Fee: Actual cost of Town staff and consultant, including attorney's fee, time.

b. Deposit: ~~$2,500.00~~ $2,875.00

AA. Tree Removal Permit for Significant Trees:

~~a.~~ Level 1 – Tree removal permit ~~$500.00~~ $575.00 + Consultant Hourly Rate. ~~This will include up to two hours of staff time. Anything beyond that will be billed in ¼~~

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~~hour increments at the consultant hourly rate.~~

b. Level 2 – For a single hazard tree removal requiring no mitigation: ~~$250.00.~~ $300.00 + Consultant Hourly Rate.

Part III. Administrative Fees

A. Construction Contact Sign: ~~$50.00~~ $60.00 Required for all building and site development permits.

B. NSF Checks Fee: ~~$50.00~~ $100.00 or current bank charge.

C. Document Recording: As determined by the King County Recorder's Office

D. Town History Book: ~~$15.00~~ $20.00

E. Newspaper of Record Reimbursement for Permit Noticing Requirements: Permit applicants will be billed actual cost from the newspaper of record for applications that require noticing in the newspaper.

Fees Related to Public Records Requests (RCW 42.56.120):

1. Inspection of Records: No Fee. Inspection of public records on the Town's website or by appointment at Town Hall.
2. Photocopies: $0.15 per page for copies, printed copies of electronic public records, or for use of agency equipment to photocopy public records.
3. Outsourced Copies of Scans of Records: Actual Cost. Outside vendors can be used for unusual formats, large quantities, or when a requester asks for delivery of copies faster than the Town can process.
4. Electronic Records: Email: $0.10 per gigabyte ($0.00 <1 GB); and $0.05 per every 4 records ($.00 if <four records).
5. Digital Storage Devices: Actual Cost. For example, records are copied to optical storage devices, such as a flash drive)
6. Scans: $0.10 per page (single or double-sided). This is a per-page charge for converting a records from a paper copy to an electronic format.
7. Mailing Physical Records or Storage Device: Actual cost of postage and container/envelope.
8. Customized Service: Actual cost. Data compilations prepared as a customized service. Cost is in addition to copy fees above.
9. Clerk Certification: ~~$1.00~~ $1.15 per document.

Copy charges above may be combined to the extent more than one type of charge applies. Fees apply to copies released in response to a particular request.

For large requests, the Town may take one or more of the following actions; require a deposit of 10 percent of the estimated copying costs before making copies, provide copies in installments, or require payment before providing further installments.

Part IV. Administrative Fees

A. Event Permit Fee: ~~$50.00~~ $57.50

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MEMORANDUM

TO:	Yarrow Point Town Council
FROM:	Mayor Katy Kinney Harris Elizabeth M. Adkisson, Clerk-Treasurer
DATE:	November 10, 2026
SUBJECT:	Introduction: Council Rules of Procedure

RECOMMENDED ACTION

Review the draft Council Rules of Procedure, ask questions, and provide directions to the Mayor and Staff regarding recommendations.

BACKGROUND/HISTORY

RCW 35.27.280[1] provides that the Town Council may "may establish rules for the conduct of its proceedings."

According to the Municipal Research Services Center (MRSC)[2] - Many local government governing bodies in Washington have adopted formal rules of procedure to govern the conduct of their meetings. Often, the motivation in adopting rules is to increase meeting efficiency and effectiveness and to manage or reduce conflict. The basic idea of adopting rules is to ensure that these meetings will run more smoothly and follow a generally accepted format. A well-organized and well-managed meeting does not necessarily guarantee good results, but it certainly helps.

Key components may include establishing a regular order of business, parliamentary procedure (common motions and actions), quorum and voting, meeting types, agenda preparation, public participation, conflict of interest and the appearance of fairness.

Typically, Council Rules of Procedure are adopted by resolution and reviewed for potential amendments on a regular cadence (such as every two years).

DISCUSSION/ANALYSIS

The Mayor and Staff have prepared a sample of draft Council Rules and Procedures based on research and previous experience. This is included as Attachment 1.

In addition, the Mayor and Staff have prepared a comparison to other local jurisdictions which outlines the sections included (included at Attachment 2). If Council is interested in adding or reviewing any comparison text, staff will research and provide those options at the December Council meeting for further discussion and direction.

[1] RCW 35.27.280: https://app.leg.wa.gov/rcw/default.aspx?cite=35.27.280
[2] MRSC Rules of Procedure for Local Government Governing Bodies: https://mrsc.org/explore-topics/public-meetings/procedures/rules-of-procedure

FINANCIAL AND POLICY IMPACTS (IF ANY)

Financial

- None.

Policy

- Council may adopt Rules of Procedure in accordance with RCW 35.27.280.

ALTERNATIVE ACTIONS

None.

TIME CONSTRAINTS AND NEXT STEPS (IF ANY)

None; the Council has requested this item to be prepared for discussion in November, with potential action to follow in December. Council may utilize the Holidays for more deliberation and begin the New Year with New Council Rules and Procedures adopted at the January Council meeting.

ATTACHMENTS

1. SAMPLE – Draft Council Rules of Procedure
2. Jurisdictional Comparison

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SECTION	DESCRIPTION	PAGE NO.
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	6.1 Regular Meetings	
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Revision History:

SAMPLE

SECTION 1. AUTHORITY; EFFECT; WAIVER

1.1 The Yarrow Point Town Council hereby establishes the following procedures for the conduct of Council meetings, proceedings, and business. These procedures shall be in effect upon adoption by the Council and until such time as they are amended, or new procedures are adopted in the manner provided by these rules.

1.2 Any provision of these rules not governed by state law or ordinance may be temporarily waived or suspended by a majority vote of the Council, except as otherwise specified in these rules or required by law. Any formal action of the Town Council in violation or disregard of these rules shall be deemed as an implied waiver thereof.

1.3 These rules may be amended, or new rules adopted, by a majority vote of the Council.

1.4 These rules are for the sole convenience of the Town Council and may only be enforced by Councilmembers. Nothing in these rules shall be construed as creating any enforceable right, entitlement, or cause of action in or for any other party.

1.5 If any sentence, clause, or provision of these rules irreconcilably conflicts with an applicable provision of state or federal law or is otherwise invalidated by a court of competent jurisdiction, the offending sentence, clause, or provision of these rules shall be severable from the remainder.

1.6 Any reference to a particular executive official (e.g., Town Clerk, Town Administrator, etc.) shall be construed as including that individual's designee unless otherwise specifically indicated.

SECTION 2. FORM OF GOVERNMENT

2.1 The Town of Yarrow Point is organized as a municipality under the Revised Code of Washington (RCW) as a Town, Mayor/Council form of government. As such, roles and responsibilities of the Mayor and Council are defined in the RCW. The enumeration of powers in Section 2.2. and Section 2.3, respectively, is intended to be exemplary only and is not intended to limit or expand the powers granted to the Mayor and the Town Council by state law and/or the Yarrow Point Municipal Code (YPMC). The statutory citations set forth in Section 2.2. and Section 2.3 are likewise nonexclusive and shall not be deemed to limit the exercise of any other state law authority.

2.2 RCW 35.27.370 lists the specific powers vested in the Town Council.

The following is a summary list of Town Council powers:

- Exercise all powers possible for a Town or town to exercise under the Constitution so long as the power is not specifically denied to code cities by law.
- Adopt and enforce ordinances regulating local affairs and municipal affairs.
- Impose fines and penalties for violation of Town ordinances.
- Regulate the acquisition, sale, ownership, improvement, maintenance, protection, restoration, regulation, use, leasing, disposition, vacation, abandonment or beautification of public ways, all public real property, all waterways, and all structures and any other improvement or use of real or personal property.
- Operate and supply utilities.
- Render local social, recreational, educational, and corporate services.
- Impose taxes if not prohibited by other state law.
- Approve interlocal agreements.

SAMPLE

- Define the functions of officers and employees.
- Define the powers and duties of officers and employees.
- Fix compensation of officers and employees.
- Maintain civil service or merit employment system.

2.3 The duties of the Mayor, who is the Chief Executive Officer of the Town, are primarily listed in Chapter **35.27.160 o**f the RCW.

The following is a summary list of the duties of the Mayor:

- To oversee the departments and the employees.
- To appoint and remove a chief administrative officer or assistant administrative officer.
- To see that laws and ordinances are enforced.
- To provide general supervision of the administration of Town government and Town interests.
- To approve the official faithful performance bonds for officers and employees.
- To approve payment and performance bonds of Town contractors.
- To enforce contracts.
- To initiate legal proceedings, subject to approval by majority vote of the Council.
- To preside over all meetings of the Council, when present, but to have a vote only in the
- case of a tie in the votes of the councilmembers with respect to matters other than the
- passage of any ordinance, grant, or revocation of franchise or license, or any resolution for
- the payment of money.
- To report to the Council on financial and other needs of the Town.
- To make recommendations for Council consideration and action.
- To prepare a proposed budget.
- To veto ordinances, subject to an override by a majority plus one vote of the Council.
- To perform as ceremonial head of the Town.

2.4 Council compensation shall be established as set forth in 35.27.130 RCW.

SECTION 3. RESPECTING ROLES AND RESPONSIBILITIES

3.1 The Town Council and the Mayor shall continue to demonstrate their mutual respect of each other's respective roles and responsibilities. The Mayor acknowledges the Council as the policy making body for the Town and the Council acknowledges the Mayor as the Town's Chief Administrative Officer, responsible for implementing Council's policies.

3.2 The Mayor shall refer policy questions to the Town Council and shall endeavor to, fully and completely, implement Council's policy decisions and legislative directives.

3.3 Except to the extent consistent with applicable state law, local ordinance, policy, and these rules, (i) Councilmembers shall not attempt to influence staff in the selection, or direction of personnel, the awarding of contracts, the selection of consultants, the processing of development applications, or the granting of Town licenses or permits, and (ii) the Council shall not attempt to change or interfere with the operating rules and practices of any Town department. Provided, that nothing herein shall be construed as prohibiting Councilmembers from discussing policy issues, requesting information from, or asking questions of the Mayor or Town Administrator.

SAMPLE

SECTION 4. REPRESENTING THE POSITION OF THE TOWN

4.1 If a Councilmember or the Mayor appears on behalf of the Town before another Governmental Agency, a community organization, or the media for the purpose of commenting on an issue, the majority position of the Council, if known, is to be stated. Personal opinions and comments which differ from the Council majority may be expressed if it is clearly stated the comments do not reflect the majority Council position.

4.2 A Councilmember's concurrence shall be obtained before a second party shares that Councilmember's view or position with the media, another governmental agency, or a community organization.

4.3 Letters, written statements, newspaper guest opinions, etc., which state a Council opinion shall be submitted to the full Council for review, comment, and final approval prior to their release. In some cases, it may be appropriate to provide for the signatures of the full Council. In such cases, digital signatures may be used unless wet signatures are specifically required or requested.

SECTION 5. CONFIDENTIALITY

5.1 Councilmembers shall keep confidential all written materials and verbal information provided to them during executive and closed sessions to ensure that the Town's position is not compromised. Confidentially also includes information provided to Councilmembers outside of executive and closed sessions when the information is considered to be exempt from disclosure under exemptions set forth in the RCW.

5.2 If the Council, in executive or closed session, has discussed proposed terms and conditions for any type of issue, all subsequent action related to such issue shall be done by the designated Town staff representative handling the issue. Prior to discussing the information with anyone other than fellow Councilmembers, the Mayor, the Town Attorney, or staff designated by the Town Administrator, Councilmembers should review such potential discussion with the Town Administrator or Town Attorney. Any Councilmember having such contact or discussion is to make a full disclosure to the Mayor or Town Council in a timely manner.

SECTION 6. COUNCIL MEETINGS[1]

The Yarrow Point Town Council may hold one of two types of official meetings when a quorum of its members is present. "Quorum" is defined as at least three members of the Town Council.

Council shall choose their seating arrangements on the dais at the first meeting of every even year; selection order to be determined by seniority of each Councilmember and the number of years served on Town Council. If two Councilmembers started the same year, the order of seat selection shall be determined by a traditional tie breaker, such as a coin toss.

6.1 [2]REGULAR MEETINGS

Regular meetings of the Yarrow Point Town Council will be held on the second Tuesday of each month at the Council Chambers in Town Hall, except for the month of August.

[1] RCW provides for only two types of meetings, "regular" and "special."
[2] YPMC 2.04.010: Provides for day and time of meetings.

SAMPLE

It is the general policy of the Town that, whenever feasible, remote attendance at meetings of the Town Council shall be available via telephonic and/or other electronic methods, the connection information for which shall be provided to the public at the time of publication of the meeting agenda or as otherwise required by law.

Council reserves the right, as deemed necessary, to cancel, adjourn, or continue any regular meeting in accordance with state law.

A. Regular meetings will begin at 4:00 p.m. and will be scheduled to end at 7:00 p.m.; provided that meetings may be extended by majority vote of the Council.

B. Regular Meetings will be formal meetings for the purpose of all action items; to include, and not be limited to, all public hearings, resolutions, ordinances, and minute orders for the approval of such items as appointment confirmations, contracts, interlocal agreements, grants, etc.

C. Separate from public hearings and the designated Public Comments portion of each Regular Meeting, participation in Town Council discussions is limited to Councilmembers and those invited to speak by the Council or the Mayor, with Council consent.

6.2 SPECIAL MEETINGS

A special meeting is defined as any Council meeting other than a regular meeting, which has been called for the purpose of conducting official action. Written notice shall be given to the members of the Council and the media at least 24 hours in advance, except that no notice shall be required if the meeting is necessary to address an emergency as contemplated in RCW 42.30.070 or 42.30.080. A Special Council meeting may be called by the Mayor, or by a majority of the Town Council.

6.3 All official meetings, minutes, and records of the Council shall be open to the public with the exception of executive sessions and closed sessions and except as provided by law.

6.4 All public meetings of the Town Council shall be open to the media, freely subject to recording by radio, television, and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meeting.

6.5 The Town Council may choose to hold official Town Council meetings in the community, or as joint meetings with other agencies, or in other cities, provided that appropriate notice of such meeting is given in accordance with state law. Council cannot take final action on a resolution or ordinance at a meeting outside Town limits. RCW 35.27.270.

6.6 Pursuant to RCW 42.30.070, whenever a regularly stated meeting of the council falls on a holiday, such regular meeting shall be held on the next business day. Notwithstanding the foregoing, whenever a regularly stated meeting of the council falls on a holiday or a holiday eve, the council may, by motion and majority vote and by providing notice as required by law, change that particular date to another suitable date, which changed date shall then become a special meeting date of the council. A special meeting may be called by the Mayor on a holiday if such meeting is necessary to conduct emergent business.

6.7 The Town Clerk will keep an account of all proceedings of the Council in accordance with statutory requirements and a summary of proceedings will be entered into a minute book constituting the official record of the Council. The official Council record shall be available

SAMPLE

for public review on the Town's website, or at Town Hall during Town Hall's regular business hours.

6.8 Sign-up sheets for public appearances will be available at each Council meeting for the use of those wishing to address the Council. When a public hearing is scheduled at a meeting, sign-up sheets will be available for those wishing to testify during the public hearing.

SECTION 7. REMOTE ATTENDANCE

Town Councilmembers are encouraged to attend all meetings in-person; however, members may, from time to time, attend meetings remotely. In those circumstances, the following section outlines the rules of procedure for remote attendance.

7.1 During periods of a declared emergency, fully remote meetings are allowed where the Mayor, Councilmembers, staff, and the public can attend via telephonic or other electronic means that allows real-time verbal communication without being in the same physical location. Any such fully remote meeting shall comply with the requirements of Chapter 42.30 RCW, as applicable.

7.2 During nonemergent periods, a physically present quorum of Councilmembers is not required in order to conduct a meeting, if a quorum of Councilmembers is obtained through either physical presence at the meeting and/or through telephonic or other electronic means that allows real-time verbal communication without being in the same physical location. Any such remote participation shall comply with the requirements of Chapter 42.30 RCW, as applicable.

The provisions of this Section 7.2(A) apply to circumstances that are not covered by Section 7.1 (emergency periods).

A. To the extent consistent with applicable state law, Councilmembers may attend and participate in a Council meeting remotely ("Remote Participation") utilizing a Town approved virtual platform. Any Councilmember intending to utilize Remote Participation for a meeting shall reasonably endeavor to provide at least two (2) hours advanced written notice of such intent to the Mayor, Town Administrator, or Town Clerk. The use of virtual platform equipment shall allow members of the public to be present at the meeting, allow the Town Clerk to observe all activity, allow the recording system to capture, in open session, all activity and discussion, and allow the Councilmembers and the public to adequately hear the discussion, comments, and any voting by the Councilmember attending through Remote Participation.

B. The following virtual platforms are hereby approved for Remote Participation:
    1. Microsoft Teams;
    2. Zoom; and
    3. Any other virtual platform satisfying the requirements of this Section 7.2(A).

C. It is the policy of the Town to reasonably attempt, in good faith, to accommodate and facilitate Remote Participation by Councilmembers in accordance with this Section 7.2(A). Notwithstanding the foregoing, however, any Councilmember using Remote Participation shall bear the exclusive risk that the virtual platform being used to effectuate the Remote Participation may malfunction or otherwise fail to operate properly in a manner than effectively prevents the Councilmember's attendance and participation at the meeting. Except to the extent necessary to ensure a quorum, no such malfunction or operational

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failure shall require the adjournment, continuation or cancelation of any Council meeting, or the postponement of any Council vote; provided, that the Town Council may in its sole discretion vote to adjourn, continue or cancel a meeting, or postpone a Council vote, as deemed appropriate to respond to a malfunction or operational failure of the virtual platform.

D. After the roll has been called at a meeting, the Presiding Officer shall indicate any Councilmember attending remotely. If joining after roll call, the Presiding Officer shall note the time the Councilmember joined and, if before adjournment, when the Councilmember left the meeting. The minutes will reflect both the remote attendance and times of attendance, if applicable.

E. Remote Attendance Requirements:

1. Remote attendance shall be through an application satisfying the requirements of Section 7.2(A).
2. The Presiding Officer, Councilmembers, and presenting staff shall strive to keep their videos on at all times when participating in the meeting.
3. While not speaking, remote attendees shall keep their microphone muted in order to reduce outside distractions and maintain order.
4. Remote attendees must be able to hear public comment or testimony, presentations, discussions, and votes in real time.
5. Remote attendees must be able to ask for and receive recognition when they wish to speak.
6. The Presiding Officer, Councilmembers and applicable staff may attend an executive session or closed session remotely if: (i) the conditions in this Section 7.2(A) are met, and (ii) the remote attendee preserves the confidentiality of the executive session or closed session by ensuring that the communications during such sessions are not visible or audible to any other person at the remote attendee's physical location.

SECTION 8. PRESIDING OFFICER

8.1 The Presiding Officer at all meetings shall be the Mayor and in the absence of the Mayor, the Mayor Pro-Tempore (Pro-Tem) shall act in that capacity. If both the Mayor and the Mayor Pro Tem are absent, Councilmembers present shall appoint one of their members to serve as Presiding Officer until the return of the Mayor or Mayor Pro-Tem.

8.2 The Presiding Officer shall:

A. Preserve order and decorum in the Council Chambers.

B. Observe and enforce all policies and procedures adopted by Council.

C. Recognize Councilmembers requesting the floor. The Presiding Officer will strive to recognize members in order of their request for recognition and is encouraged to prioritize recognizing members who have not spoken on a specific item over those who have spoken to the item already at that meeting.

8.3 When a Councilmember serves as Presiding Officer, the Councilmember shall have only those rights and shall be governed in all matters and issues by the same rules and restrictions as other Councilmembers.

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SECTION 9. ORDER OF REGULAR COUNCIL BUSINESS MEETING AGENDA

Except for unforeseen matters reasonably requiring immediate or short-term attention, every effort will be made to provide meeting materials to the Council a minimum of twenty-four hours in advance. The Mayor, Town Council, or Town Administrator may add items to an agenda and Council may take action on items not listed on the agenda to the extent allowed by state law.

The following is the usual order of the agenda for the Yarrow Point Town Council's regular meeting; however, the order may be changed by the Mayor or Council. Changes to the order may also be made by the Town Administrator, which shall be deemed approved unless a majority of Councilmembers object:

9.1 CALL TO ORDER: The Presiding Officer calls the meeting to order.

9.2 ROLL CALL

The Presiding Officer shall call the roll and indicate any Councilmember who is not in attendance and ask for any objections to excusing the absence. If no objections are raised, the Presiding Officer shall announce that the absence is excused. If an objection is raised, Town Council shall deliberate and may vote to excuse absent Councilmembers.

A. With as much notice as possible, Councilmembers are to inform the Mayor, the Town Administrator, or the Town Clerk if they are unable to attend any Council meeting or if they knowingly will be late to any meeting.

B. Pursuant to RCW 35.27.140, the town council may declare a council position vacant if that councilmember is absent from the town for three consecutive council meetings without being excused by the council.

9.3 PLEDGE OF ALLEGIANCE

The Presiding Officer shall lead the pledge and may request that a member of the audience lead the pledge.

9.4 APPROVAL OF/AMENDMENTS TO THE AGENDA

This is an opportunity for the Mayor, or any Councilmember, to propose alterations to the agenda.

A. The agenda may be approved without objection as presented by the Mayor.

B. The agenda may be approved without objections with amendments proposed by the Mayor. If there are objections to the proposed amendments, the Council may modify the agenda in accordance with item C of this section.

C. Councilmembers may, by majority vote, modify the agenda, including additions and deletions, to the extent authorized by law.

9.5 STAFF REPORTS.

Oral or written reports are given by staff on issues of interest to the Council that does not require official action that night.

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9.6 MAYOR ANNOUNCEMENTS

This is an opportunity for the Mayor to provide information or updates on urgent items that may be relevant to the remaining business of the meeting, or applicable to those members of the community in attendance.

9.7 APPEARANCES/PUBLIC COMMENTS:

This time is set aside for members of the audience to speak to the Town Council on any issue related to the Town of Yarrow Point, except any quasi-judicial matter subject to a public hearing that is either currently pending before the Town Council or that may, under the Town's procedural regulations, ultimately come before the Council. Members of the public wanting to voice concerns about quasi-judicial matters must do so during and in accordance with the public hearing process. Council usually does not take action on matters brought up during public comments and may, if appropriate, schedule the matter for a subsequent meeting. Before making comments, the speaker is encouraged to state for the official record their name and area of residence and name of organization they are representing if making comments on behalf of that organization. Three minutes will be allowed per speaker when addressing Council.

A. Public comments during the meeting may be made by those attending in person, or remotely via telephonic means.

B. Public comments can also be submitted in writing to the Town Clerk and can be sent via email or delivered to Town Hall. Written comments received from members of the public will not be read into the record by Town Officials or staff but rather filed as part of the record and forwarded to the Mayor, Councilmembers, and Town Administrator. Provided, written comments may be read into the record by the author or the author's designee. It is encouraged that the author, for the official record, include their name, area of residence, and meeting date on the document. The deadline for submitting written comments to the Town Clerk is 2:00 p.m. Pacific Time on the day of the meeting.

9.8 CONSENT CALENDAR

A. When the Mayor or Town Administrator determines that any item of business requires action by the Council but is of a routine and noncontroversial nature, such item may be presented at a regular meeting of the council as part of a Consent Calendar.

B. The Consent Calendar shall be introduced by a motion "to approve the Consent Calendar" and shall be considered by the Council as a single item.

C. There shall be no debate or discussion by any member of the Council regarding any item on the Consent Calendar, beyond asking questions for simple clarification.

D. On objection by any member of the council to inclusion of any item on the Consent Calendar, that item shall be removed from the Consent Calendar forthwith. Such objection may be made at any time prior to the taking of a vote on the motion to approve the Consent Calendar. All such items shall be considered individually, immediately following the Consent Calendar, unless otherwise indicated.

E. Approval of the motion to approve the Consent Calendar shall be fully equivalent to approval, adoption, or enactment of each motion, resolution, ordinance, or other item of business thereon, exactly as if each had been acted upon individually.

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F. Consent Calendar items may include; but, shall not be limited by this reference: approval of all Council minutes, final approval of leases and contracts, final acceptance of grants, deeds or easements, setting dates for public hearings, approval of change orders, acknowledging receipt of claims for damages against the Town, approval of claims or vouchers, passage of resolutions and/or ordinances requiring no further public hearing and which the Council has given directions to prepare, any matter for which the Council has already conducted a first reading at a prior meeting, and any other such routine items as the Mayor or Town Administrator may deem appropriate to be placed upon such a Consent Agenda.

9.9 PUBLIC HEARINGS

There are two types of public hearings that may come before Town Council, quasi-judicial hearings and legislative hearings. Quasi-judicial actions are those actions which determine the legal rights, duties, or privileges of specific parties in a hearing or other contested case proceeding. Legislative actions include, without limitation, actions adopting, amending, or revising comprehensive, community, or neighborhood plans or other land use planning documents or the adoption of area-wide zoning ordinances or the adoption of a zoning amendment that is of area-wide significance. Specific procedures for each type of hearing are outlined in the following sections.

9.9.1 QUASI-JUDICIAL PUBLIC HEARING PROCEDURES

A. SPEAKER SIGN-IN

Prior to the start of a public hearing the Presiding Officer may require that all persons wishing to be heard sign in with the Town Clerk, giving their name and whether they wish to speak as a proponent, opponent or other member of the public. For purposes of this section:

i. A “proponent” means a person, firm, or organization speaking in favor of a proposal on which a public hearing is being held. The term “proponent” includes, but is not limited to, the applicant when a development permit or approval is the subject of the public hearing; and

ii. An “opponent” means a person, firm or organization speaking against a proposal on which a public hearing is being held. The term “opponent” includes, but is not limited to, a person, organization or association opposing a permit or approval application when a development or use proposal is the subject of the public hearing; and

iii. “Other members of the public” means those persons, firms, or organizations wishing to speak concerning a proposal on which a public hearing is being held and who do not meet the definition of proponent or opponent. The term “other members of the public” includes, but is not limited to, persons and government agencies who desire to comment on a proposal but who are not speaking in favor of or against the proposal on which the public hearing is being held. Any person who fails to sign in shall not be permitted to speak until all those who signed in have given their testimony. The Presiding Officer, subject to the concurrence of a majority of the Council, may establish time limits and otherwise control the duration and format of any presentations.

B. CONFLICT OF INTEREST/APPEARANCE OF FAIRNESS

Prior to the start of a quasi-judicial public hearing, the Presiding Officer or Town Attorney will ask if any Councilmember has a conflict of interest or Appearance of Fairness Doctrine concern which

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could prohibit the Councilmember from participating in the public hearing process. A Councilmember who refuses to step down after challenge and the advice of the Town Attorney, a ruling by the Presiding Officer and/or a request by the majority of the remaining Members of the Council to step down is subject to censure in addition to any and all other applicable remedies and penalties. A Councilmember who has stepped down shall not participate in the Council decision nor vote on the matter. The Councilmember shall leave the Council Chambers while the matter is under consideration, provided, however, that nothing herein shall be interpreted to prohibit a Councilmember from stepping down in order to participate in a hearing in which the Councilmember has a direct financial or other personal interest.

C. THE PUBLIC HEARING PROCESS

Public hearings will begin according to the established agenda (or as soon thereafter as possible).

1. The Presiding Officer introduces the agenda item, opens the public hearing and announces the following rules of order:
    a. Unless otherwise expressly allowed by a majority vote of the Council, oral public comments during a public hearing are limited to in-person attendees only. Remote oral public comment is allowed only to the extent specifically required by RCW 42.30.240(2).
    b. All comments by proponents, opponents or other members of the public shall be made from the podium unless the speaker has been authorized to participate remotely; any person making comments shall first give their name and address. This is required because an official recorded transcript of the public hearing is being made.
    c. Comments shall be directed to the Presiding Officer and Council body as a whole and must be reasonably germane to the topic of the hearing.
    d. Anyone making "out of order" comments or taking actions that disrupt the meeting may be subject to removal from the meeting.
    e. There will be no demonstrations or interruptions during or at the conclusion of a speaker’s comments or presentation.
    f. These rules are intended to promote an orderly system of holding a public hearing, to give every person an opportunity to be heard, as applicable, and to ensure that no person is intimidated by others when exercising their right of free speech and participation.

2. The Presiding Officer calls upon Town staff to describe the matter under consideration.

3. The Presiding Officer calls upon proponents, opponents, and all other members of the public who wish to speak regarding the matter under consideration.

4. The Presiding Officer inquires as to whether any Councilmember has questions to ask the proponents, opponents, other members of the public, or staff. If any Councilmember has questions, the appropriate individual will be recalled to the podium.

5. The Presiding Officer continues the public hearing to a time specific or closes the public hearing.

6. The Councilmembers will then proceed to deliberate and, as applicable, vote on the underlying proposal.

7. The Mayor will then direct staff and/or the Town Attorney to prepare written findings and conclusions reflecting the Council’s vote for formal adoption by the Council.

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9.9.2 LEGISLATIVE PUBLIC HEARING PROCEDURES

A. SPEAKER SIGN-IN

Prior to the start of a public hearing the Presiding Officer may require that all persons wishing to be heard sign in with the Clerk, giving their name and area of residence or association with the Town of Yarrow Point. Any person who fails to sign in shall not be permitted to speak until all those who signed in have given their testimony. The Presiding Officer, subject to the concurrence of a majority of the Council, may establish time limits and otherwise control presentations. Unless otherwise specified, the amount of time allowed per speaker shall be three (3) minutes.

B. THE PUBLIC HEARING PROCESS

Public hearings will begin according to the established agenda (or as soon thereafter as possible).

1. The Presiding Officer introduces the agenda item, opens the public hearing and announces that the following rules of order are included in the agenda packet and available on the Town's website. The Presiding Officer may read the rules of order aloud. The rules of order are as follows:
    a. Unless otherwise expressly allowed by a majority vote of the Council, oral public comments during a public hearing are limited to in-person attendees only. Remote oral public comment is allowed only to the extent specifically required by RCW 42.30.240(2).
    b. All speaker comments shall be made from the podium unless the speaker has been authorized to participate remotely; any person making comments shall be requested to first give their name.
    c. Comments shall be directed to the Presiding Officer and Council body as a whole and must be reasonably germane to the topic of the hearing.
    d. Anyone making "out of order" comments or taking actions that disrupt the meeting may be subject to removal from the meeting.
    e. There will be no demonstrations or interruptions during or at the conclusion of any person's comments or presentation.
    f. These rules are intended to promote an orderly system of holding a public hearing, to give every person an opportunity to be heard and to ensure that no person is intimidated by others when exercising their right of free speech and participation.

2. The Presiding Officer notes that all written or otherwise recorded comments received before the published deadline have been added to the record and forwarded to Town Council.

3. The Presiding Officer calls upon Town staff to describe the matter under consideration.

4. The Presiding Officer inquires as to whether any Councilmember has clarifying questions to ask the staff.

5. The Presiding Officer calls upon all members of the public who wish to speak regarding the matter under consideration.

6. The Presiding Officer inquires as to whether any Councilmember has additional questions to ask the staff.

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7. The Presiding Officer continues the public hearing to a time specific or closes the public hearing.

8. When the public hearing is closed, the Councilmembers will then proceed to deliberate and, as applicable, vote on the underlying proposal.

9.10 REGULAR BUSINESS

Regular Business consists of subjects which may require discussion and action, though are not routine or approved items for the Consent Calendar. Items may include: items for discussion or introduction, confirmation of staff appointments, confirmation of board, commission, or committee member appointments, ordinances, resolutions, contracts and contract amendments.

9.11 MAYOR REPORT/OLD BUSINESS

This is a second opportunity for the Mayor to report on items, typically those with no urgency for reporting, as well as updates on items discussed at past meetings.

9.11 COUNCIL ROUNDTABLE AND REQUESTS FOR FUTURE AGENDA ITEMS

Councilmembers report on Council committee meetings, other regional meetings, and activities in which they have participated. Councilmembers may also introduce items that they would like Council to consider by either remanding to a committee or adding to an upcoming agenda, with the consensus of a second Councilmember.

9.12 APPEARANCES/PUBLIC COMMENTS (SECOND OPPORTUNITY)

A second opportunity for individuals to address the Town Council; the same parameters apply as Section 9.7.

9.13 EXECUTIVE SESSIONS AND CLOSED SESSONS

Executive Sessions may be held during any regular or special meetings. Executive Session subjects are limited to considering matters relating to real property acquisition and sale, public bid contract performance, complaints against public officers and employees, personnel issues, actual or potential litigation, and other matters authorized by RCW Chapter 42.30.

A. Before convening an Executive Session, the Presiding Officer, shall announce the purpose of, and the anticipated amount of time needed for, the session. The session may be extended by announcement of the Presiding Officer or designee to the Town Clerk, who shall relay the information to the audience. At the conclusion of the Executive Session, the open session of the public meeting will reconvene.

B. Closed Sessions may be held during, or after adjournment of any regular or special meetings or may be held as separate meetings. Closed Session subjects are limited to those authorized by RCW 42.30.140.

   If conducted during a regular or special meeting, Closed Sessions are treated the same as Executive Sessions as related to extension announcements.

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9.14 ADJOURNMENT

The Presiding Officer shall state that there is no further business and ask for any objections to adjourning the meeting. If no objection is stated, the Presiding Officer shall adjourn the meeting. Alternatively, Council may make a motion, second and vote to adjourn, after which the Presiding Officer adjourns the meeting.

SECTION 10. COUNCIL DISCUSSION

It is the policy of the Yarrow Point Town Council that Councilmembers shall, to extent necessary and appropriate for effective, efficient, and courteous discourse:

- Speak one time to an issue taking care not to reiterate previous comments or arguments;
- Rebut opposing arguments only once;
- Speak only twice on the same subject without permission of the Presiding Officer;
- Speak one at a time – do not interrupt another speaker;
- Wait for presentations to conclude before offering comments and asking questions; and
- Speak to the merits of an issue and avoid references to personalities.

SECTION 11. TYPES OF COUNCIL ACTION

The Town Council may take action only during an official Council meeting by adopting a minute order, a resolution, or an ordinance. These actions are listed in order of complexity and formality – a minute order is easier to issue and change than a resolution or an ordinance.

11.1 Minute Orders.

A minute order is a simple motion by Council, an action that does not require any further documentation (ordinance or resolution) to implement that is recorded in the official record. A minute order may adopt proclamations of recognition, signify Council's acknowledgement or recognition of staff action, or serve as a marker in the official record documenting Council's deliberations or conclusions for items such as contracts, appointment confirmations, grant acceptance, etc. A minute order may be adopted by a majority of those present at a meeting.

11.2 Resolutions.

An action of the Town Council in which Council resolves to direct certain types of action. A resolution usually deals with matters of a special or temporary character and generally speaking, is simply an expression of the opinion or mind of the official body concerning some particular item of business or matter of administration coming within its official cognizance. A resolution may be changed by a subsequent resolution. A resolution may be adopted by a majority of those present at a meeting.

11.3 Ordinances.

Ordinances are official acts of the legislative body enacting local law and must receive a minimum of four affirmative votes (see section 14). They are the most permanent and binding form of Council actions and may be amended or repealed only by a subsequent ordinance. All ordinances shall be read two times before adoption unless the Council waives a second reading. Where no express waiver is made, adoption of an ordinance on first reading shall be deemed to waive the second reading by implication.

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SECTION 12. MOTIONS

12.1 Motions shall be clear and concise and shall not include arguments for the motion within the motion. If a motion does not receive a second it dies. Motions that do not need a second include: nominations, withdrawal of motion, agenda order, request for a roll call vote, and point of order.

12.2 After a motion and a second, the presiding officer shall restate the motion, state the names of the Councilmembers making the motion and second, and Council will be given the opportunity to debate prior to the vote. No further comments from the audience, without Council request or permission, may be heard once a motion and second is on the floor.

12.3 A motion may be withdrawn or modified by the maker of the motion, at any time prior to the motion being restated by the Presiding Officer, without the consent of Council. Once restated, a motion may be withdrawn or modified by the maker only through a request for permission to withdraw or modify and granted by the Council.

12.4 A motion to “lay on the table” (to set the pending matter aside in order to address an item of immediate urgency or an item which needs to be addressed prior to the pending matter) requires a second and is not debatable. Any member may make a motion to “take from the table” any time during the same meeting, or the next regular meeting, as long as no question is pending. Such an item requires a second and a majority vote of those present. If the item is not taken from the table by the end of the next regular meeting, it shall be considered expired.

12.5 A motion to “postpone to a certain time” requires a second, is debatable, is amendable, and may be reconsidered only at the same meeting. The question being postponed must be considered at that later time.

12.6 A motion to “call for the question” shall close debate on the main motion and is non-debatable. This motion must receive a second and fails without a two-thirds vote of those present. (If 5 Councilmembers are present, then 4 must vote in the affirmative to meet this 2/3 requirement.) Debate is reopened if the motion fails.

12.7 A motion to “amend” is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, or substituting. The motion maker, the Presiding Officer, or the Town Clerk, should repeat the amended motion prior to voting. A “motion to amend something previously adopted” is not necessary for the Town Council to amend previously adopted ordinances, resolutions, plans, policies and similar legislative enactments that have already taken effect.

12.8 The Town Clerk shall take a roll call vote, if requested by the Presiding Officer, a Councilmember, or when required by law.

12.9 A motion to “reconsider” may be made during the same meeting in which a question has been decided, by any Councilmember who voted in the majority on the question. Such motion requires a second and a majority vote of those present.

12.10 A motion to “rescind” or “amend something previously adopted” at a previous meeting requires a second, is debatable, is amendable, and requires a majority vote with previous notice, and a twothirds vote without previous notice.

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12.11 The Town Attorney, or Town Clerk in absence of the Town Attorney, shall decide all questions of interpretations of these policies and procedures and all other questions of a parliamentary nature, which may arise at a Council meeting. All cases not provided for in these policies and procedures shall be governed by ROBERT'S RULES OF ORDER, THE MODERN EDITION. In the event of a conflict, these policies and procedures shall prevail.

12.12 Unless otherwise expressly stated, any motion authorizing the Mayor to sign a document on behalf of the Town, shall be construed as including the authority for the Mayor Pro Tem to affix their signature on said document in the absence of the Mayor.

12.13 Unless otherwise expressly stated, a motion to approve a contract or contract amendment shall be construed as including the authority for the Mayor or their designee to negotiate and/or make minor substantive revisions to the form of the contract presented to the Town Council, and to negotiate and/or make minor non-substantive revisions to correct errors in formatting, syntax, spelling, punctuation, cross-citation, and similar matters, to the extent deemed necessary and appropriate.

12.14 Unless otherwise expressly stated, a motion to approve an ordinance or resolution shall be construed as including the authority for the Town Clerk to make non-substantive revisions to correct errors in formatting, syntax, spelling, punctuation, cross-citation, and similar matters, to the extent deemed necessary and appropriate.

SECTION 13. VOTING

13.1 At the conclusion of any vote, the Presiding Officer shall inform the Council of the results of the vote. A motion that receives a tie vote is deemed to have failed.

13.2 Councilmembers are expected to vote on all items except those for which they have been disqualified from participation pursuant to Section 13.3. Any Councilmember who abstains from voting without being so disqualified may express their intent to abstain during deliberation and shall state "I abstain" during the vote. An abstention will not count as a vote in the affirmative or in the negative on the question; and will be noted in the minutes accordingly. If a Councilmember remains silent during a vote, it is presumed that they are voting with the majority and shall be counted as such.

13.3 No Councilmember shall vote on any question put to the Council regarding matters in which they have been disqualified for a conflict of interest or under the appearances of fairness doctrine as defined by applicable state law. Such members shall disqualify themselves prior to any discussions of the matter and shall leave the Council Chambers, or disconnect from the Councilmembers are attending through Remote Participation, if considered necessary by the Town Attorney. When disqualification of a member or members under the appearance of fairness doctrine would cause a lack of a quorum or would result in a failure to obtain a majority vote as required by law, any member who had been disqualified may subsequently participate as authorized by RCW 42.36.090.

13.4 In accordance with the RCW, the Mayor does not participate in Council votes.

13.5 A tie vote, (2-2) on an Ordinance or matter requiring three affirmative votes for passage, shall not be final action of the matter voted upon, but shall be deemed to have postponed the matter until the next regular meeting at which all five Councilmembers are present. Staff will ensure that the Ordinance or matter is scheduled for an appropriate agenda.

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13.6 A non-tie vote (2-1, 1-2) which fails for a lack of three affirmative votes, if the matter requires three affirmative votes for passage, shall be deemed to defeat the matter voted upon. However, any Councilmember may move to reconsider the matter at the same meeting if all five Councilmembers are present; or two Councilmembers may request to bring the item back for action at a future meeting.

SECTION 14. COUNCIL MEETING STAFFING

14.1 The Town Administrator shall attend all meetings of the Town Council unless excused by the Mayor. The Town Administrator may make recommendations to the Council and may take part in discussions of the Council; however, shall have no vote.

14.2 The Town Attorney, or designee, shall attend all business meetings of the Council unless excused by the Mayor or the Town Administrator and shall, upon request, give a legal opinion, either written or oral, on legal questions and matters. The Town Attorney, or Town Clerk in the absence of the Town Attorney, shall act as the Council's parliamentarian. The Town Attorney shall refrain from providing personal opinions or recommendations unless specifically requested.

14.3 The Town Clerk shall attend all regular meetings of the Town Council, keep the official records and minutes, and perform such other duties as may be needed for the orderly conduct of the meeting. The Town Clerk shall attend other meetings when requested by the Mayor, the Town Administrator, or Town Council.

SECTION 15. AGENDA PREPARATION

15.1 The Mayor, or designee, will prepare an agenda for each Council meeting specifying the time and place of the meeting and setting forth a brief general description of each item to be considered by the Council. Prior to publication, an item may be placed on the agenda by the Mayor, the Town Administrator, or at the request of at least two Councilmembers. The Mayor, or Town Administrator, establishes guidelines and deadlines for submitting items to administer this process.

15.2 The Mayor, or designee, shall present the preliminary agenda for the next regular meeting no later than four business days prior to the date of the meeting.

15.3 Some agenda items may be listed on the agenda for a time certain. Such listing will mean that an item will be heard as soon as reasonably possible after the specified time. However, legally required and advertised public hearings will have a higher priority over other time-scheduled agenda items that have been scheduled for convenience rather than for statutory or other legal reasons.

15.4 Public hearings will be scheduled as needed. The Town will endeavor to schedule sufficient time between public hearings and other items so the public is not kept unduly waiting and so the Council will have sufficient time to hear testimony and to deliberate matters among themselves.

15.5 To the extent possible, agenda items continued from one meeting will have preference on the next agenda.

15.6 The Mayor or Town Administrator shall attempt to have the meeting agenda finalized by 12:00 p.m. on the Friday prior to the regular meeting. The foregoing is without prejudice to the Town's requirement pursuant to RCW 42.30.077 to make the agenda of each regular

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meeting available online no later than 24 hours in advance of the published start time of the meeting. The agenda and available documents will be made available to Councilmembers, the media and the public on the Town website. Hard copies of the meeting agenda are available at Town Hall upon request.

SECTION 16. COUNCIL LEGISLATIVE COMMITTEES

16.1 Purpose. The purpose of a council legislative committee is to formulate policy recommendations and gather policy information for the Town Council in order to provide for more efficient and effective use of Town Council meeting time. Committees will address issues assigned to them by the Town Council.

16.2 The committees are not intended to oversee or interfere with the administration or operations of any Town department.

16.3 Staffing. Administrative support to, and attendance of, committees is provided at the discretion of the Mayor. The Mayor or Town Administrator may participate as an ex-officio member of each committee. Meeting agendas, if any, committee minutes, and committee reports may be prepared by staff if directed by the Mayor and requested by the committee.

16.4 Committees Established. A council legislative committee shall consist of up to two Councilmembers with two making a quorum. Legislative committees have the following functions:

A. Personnel Committee. The Committee is established according to YPMC 2.34.

B. Finance Committee. The primary purpose of the Finance Committee is to review and advise upon on matters of policy assigned by the Town Council involving Town financial affairs, including budget development goals and major financial policies such as reserves and fund balance levels, grants and Interlocal Agreements, and approval of warrants.

16.5 Performance of Tasks. The committees created in this section shall perform such tasks in line with the subjects described in Section 16.4, or as may be referred to them by the Council. Committee functions are to be flexibly applied and issues such as committee workload and member expertise may be as important as, or more important than, committee function in assigning tasks to committees. The committees shall not preclude the Council or the Mayor, with Council consensus, from creating any other temporary ad hoc or other committee with similar functions.

16.6 Ad-Hoc Committees

A. The Town Council or Mayor, with Council consensus, may establish such temporary Ad-Hoc Committees at any time as may be appropriate to consider special matters that do not readily fit an established legislative committee or that require special approach or emphasis.

B. Ad-Hoc Committees shall consist of not more than two Councilmembers each. The Council, or Mayor, with Council consensus, will decide which Councilmember(s) will serve on Ad-Hoc Committees.

C. The Chair of each Ad-Hoc Committee will be determined by the attending Councilmembers during the first meeting of each committee.

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D. All other provisions in this Section 16 shall apply to Ad-Hoc Committees.

16.7 Meetings. Unless a change is requested by committee members, the regular meeting dates are established when the full Council approves the annual meeting schedule.

A. All committee meetings are limited to the attendance of the assigned Councilmembers to avoid a possible quorum/special meeting of the Council.

B. The following is the usual order of the agenda for the Yarrow Point Town Council's legislative committee meetings; however, the order may be changed by the Chair or committee members. Changes to the order may also be made by the Mayor or Town Administrator, which shall be deemed approved unless a majority of committee members object.
   1. Call to Order
   2. Roll Call
   3. Approval of Minutes
   4. Business
   5. Good of the Order (see description in 16.7(C) below)
   6. Adjournment

C. GOOD OF THE ORDER: Items in this section are items that may or may not be listed on the agenda and are of general information related to topics reviewed by the committee.

16.8 Committee Minutes and Reports. Committee minutes shall be written, including time, date, and location of meeting, attendance, topics discussed, and any reports to Council. Committee reports given during regular Council meetings should be very brief, giving subject matter and date(s) during which subject was discussed. Reminders of upcoming Committee meeting dates may be given, however, are not considered "reports".

16.9 Assignment of Members - Chairperson. Councilmembers shall be assigned to a committee as determined by the Town Council at the time of establishment, and then annually in January. A councilmember may not be appointed to serve on more than two committees. A chairperson for each committee shall be appointed by the Council or selected by the committee members to preside over committee meetings.

SECTION 17. PRESENTATIONS TO COUNCIL

17.1 Remarks made to Council should address the Council as a whole. Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, disruptive, or personally abusive such as to disrupt the meeting may be requested to leave the meeting.

17.2 The Presiding Officer has the authority to preserve order at all meetings of the Council, to cause removal of any person from any meeting for disruptive conduct, and to enforce the rules of the Council. The Presiding Officer may command assistance of any peace officer to enforce all lawful orders of the Presiding Officer to restore order at any meeting.

17.3 Members of the public wishing to address complaints, concerns or questions to the Town Council are encouraged to first contact the Mayor or Town Administrator or can, however, contact the Town Council directly. If the issue is not resolved at the staff level, the Mayor or Town Administrator may place the matter on a meeting agenda with the appropriate background information.

SAMPLE

SECTION 18. APPEALS BEFORE COUNCIL

18.1 Purpose; Scope. The purpose of this section is to establish rules governing certain administrative appeals before the Town Council. The provisions of this section apply exclusively to appeals for which: (i) the Town Council has been designated as the appellate venue by ordinance, and (ii) the specific procedures for which are not set forth in the Yarrow Point Municipal Code (YPMC) or other ordinance. Without limitation of the foregoing, the following procedures shall expressly not apply to appeals within the scope of Chapter 22.84 YPMC.

18.2 Construction. The provisions of this Section 19 are intended to supplement, and not contradict or supersede, the applicable provisions of the YPMC and other Town ordinances. To the extent that the provisions of this Section 19 are inconsistent with any applicable provision of the YPMC or other ordinance, the YPMC or ordinance provision shall control.

18.3 Commencing an appeal.

A. Who may appeal. Standing to file an administrative appeal to the Town Council shall be limited to those parties authorized by ordinance.

B. Form of appeal. Except as otherwise provided by ordinance, an appeal shall be submitted to the Town Clerk's Office in writing and shall set forth:
   1. Facts demonstrating that the person is adversely affected by the challenged administrative decision; and
   2. A concise statement identifying each alleged error of fact, law, or procedure, and the manner in which the challenged administrative decision fails to satisfy the applicable decision criteria; and
   3. The specific relief requested.

C. Time to Appeal. Except as otherwise provided by ordinance, the written appeal must be received by the Yarrow Point Town Clerk's Office no later than 5:00 p.m. on the fourteenth day following the issuance date of the decision being appealed.

18.4 Appeal Proceeding Before Council.

A. Scheduling/Notice. Following receipt of a written appeal, staff shall schedule the appeal hearing to occur before the Town Council at a meeting within 30 days as an action item under Business and shall provide written notice to the parties to the appeal. Provided that the parties have provided an email address and that email notice is consistent with the relevant Yarrow Point Municipal Code provisions, if any, "written notice" can be transmitted via email.

B. Types of Appeals. Any appeal from an administrative decision for which there has already been an open-record hearing or similar evidentiary proceeding as part of the underlying administrative process shall be a closed-record appeal. All other appeals shall be open-record appeals.

C. Submission of Written Materials.

   1. For open-record appeals, all evidence, written statements, and identification of witnesses to be called at the hearing (if appropriate) from the parties to the appeal

SAMPLE

shall be submitted to the Town Clerk's Office seven (7) business days prior to the scheduled appeal hearing.

2. For closed-record appeals, staff shall provide the Town Council with a copy of the administrative record underlying the challenged decision seven (7) business days prior to the hearing date. Any written statements from the parties shall be submitted to the Town Clerk's Office seven (7) business days prior to the hearing date. No information, evidence, or facts shall be cited to or considered by the Town Council unless the same is contained within the administrative record.

18.5 Conduct of the appeal proceeding.

A. Who may participate: Only the appellant, the owner(s) of property subject to the underlying application or decision (if different from the appellant), and the respondent (typically Town staff), or the representatives of these parties, may participate in the appeal hearing. Provided, that properly identified witnesses may testify in open-record appeal hearings. Unless otherwise expressly allowed by a majority vote of the Council, all participants in an appeal shall provide their oral comments in person. Remote comment is allowed only to the extent specifically required by RCW 42.30.240(2).

B. Issues. The Town Council shall limit its consideration to those alleged errors clearly identified in the appellant's original written appeal.

C. Appeal proceeding sequence of events.
   1. The Presiding Officer will introduce the matter being heard, review the applicable rules of procedure, and address the appearances of fairness doctrine.
   2. Appellant Testimony. The appellant shall be given 15 minutes to present oral argument to the Town Council. For open-record appeals, any presentation of witnesses shall occur within this timeframe. (New information, evidence or facts is only allowed for open-record appeals).
   3. Respondent Testimony. The respondent shall be given 15 minutes to present oral argument to the Town Council. (New information, evidence or facts is only allowed for open record appeals).
   4. Rebuttal testimony. Appellant shall be given 5 minutes for rebuttal.
   5. Questions from the hearing body. The Town Council may ask clarifying questions of the parties at the close of testimony.

18.6 Town Council Decision on Appeal.

A. Standards. The Town Council may grant the appeal, grant the appeal with modifications, or deny the appeal. The Council's review shall be de novo, and no presumption of validity shall attach to the challenged administrative decision.

B. Conditions. The Town Council may impose reasonable conditions as part of the granting of an appeal or granting of an appeal with modification to reasonably ensure conformance with the criteria under which the application was made.

C. Findings. The Town Council shall adopt written findings and conclusions which support its decision on the appeal. The Town Council shall reasonably endeavor to adopt such findings and conclusions within fourteen (14) business days of the appeal hearing. The Town Council's written findings and conclusions shall serve as the Town's final, appealable decision with respect to the matter at issue.

SAMPLE

D. Required Vote. A vote to grant the appeal or grant the appeal with modifications must be by a majority vote unless a different vote requirement is established by ordinance or law. Any other vote constitutes denial of the appeal.

SECTION 19. CLOSED RECORD PROCEEDINGS

19.1 Applicability. The procedures set forth in this section shall govern quasi-judicial land use proceedings for which: (i) the Town Council is designated as the final decision-maker, and (ii) the hearing examiner has conducted an open-record pre-decisional hearing and has forwarded a report and recommendation for approval or denial to the Town Council. Without limitation of the foregoing, these procedures are inapplicable to appeals. These procedures are supplementary, and subordinate, to any applicable procedures set forth in the Yarrow Point Municipal Code.

19.2 Transmittal of Hearing Examiner Recommendation. The community development department shall forward a copy of the hearing examiner's report and recommendation to the Town Council at least seven (7) days prior to the date of the closed-record proceeding.

19.3 Access to Administrative Record. The community development department shall provide the Town Council with a physical copy of, or electronic link to, the administrative record created before the hearing examiner. All Councilmembers shall reasonably familiarize themselves with the content of the administrative record prior to the closed-record proceeding.

19.4 Town Council Review. Following appearance of fairness disclosures as appropriate, the Town Council shall consider the hearing examiner's report and recommendation based exclusively upon the administrative record created before the hearing examiner. No additional argument, testimony or evidence shall be accepted from any party. Provided, that new evidence directly related to, and/or necessitated by, appearance of fairness matters shall be admissible to the extent allowed by law.

19.5 Decision. At the conclusion of the Town Council's deliberations, the Town Council shall vote and shall thereafter issue a final written decision approving or denying the proposal(s). The Town Council may adopt the hearing examiner's findings and/or enter its own findings in support of Council's decision.

19.6 Judicial Appeal. Unless otherwise provided by law, the Town Council's decision shall serve as the final decision of the Town and shall be appealable to the Snohomish County Superior Court in accordance with the standards and procedures set forth in Chapter 36.70C RCW.

SECTION 20. WRITTEN CORRESPONDENCE WITH THE COUNCIL

20.1 Access to the Town Council by written correspondence is a significant right of all members of the general public, including, in particular, residents of the Town. The Town Council desires to encourage the exercise of this access right by the general public to bring to the attention of the Council, matters of concern to Yarrow Point residents. In order to do this most effectively, some orderly procedure for the handling of written correspondence is essential.

20.2 See Section 9.7 "Appearances/Public Comments" for information related to written communication submitted as a public comment for a Council meeting.

SAMPLE

20.3 One concern is application of the appearance of fairness doctrine to correspondence addressed to the Council, concerning matters which will be coming before the Town Council in a quasi-judicial or land use hearing context. Special care in the way the content of those letters is brought to the attention of the individual members of the Council is essential in order that an unintended violation of the appearance of fairness doctrine does not result.

20.4 The Council believes that the following procedure for handling of written correspondence addressed to the Council will best accommodate the desires and concerns of the Council as set forth in this section.

A. Correspondence of an Information Only nature which is not directly related to a business item

B. currently pending before the Council – correspondence which is purely of an informational nature and does not require a response or action and Routine Requests. Items of a routine nature (minor complaints, routine requests, referrals, etc.) will be transmitted to the Councilmembers either by e-mail, a hard copy in their Town mailbox, or a hard copy distributed at the Council meeting.

C. Correspondence directly related to a business item currently pending before the Council - shall be reviewed for potential inclusion of the agenda packet as backup information similar to other agenda items.

D. Correspondence Directly Relating to Pending Quasi-Judicial Hearing Matters – Copies of such correspondence shall not then be included within the agenda materials, but rather shall be placed in a Town Council communication holding file, or directly into the appropriate hearing file, so that they will be circulated to Town Councilmembers at the time that the matter comes before the Town Council for its quasi-judicial consideration, and as a part of the hearing course. PROVIDED, that such materials shall not be circulated to Councilmembers where the pending quasi-judicial matter is a closed record proceeding.

SECTION 21. FILLING OF COUNCIL VACANCIES

21.1 Council vacancies shall be governed by the applicable provisions of state law, including without limitation Chapter 42.12 RCW. A council position shall be officially declared vacant upon the occurrence of any of the causes of vacancy set forth in RCW 42.12.010 and/or other applicable state law. The Councilmember vacating their position shall not participate in the appointment process for their successor on the Council.

21.2 As a matter of Council policy, the appointment process and vote shall be scheduled as the final item of business at the meeting where action is to be taken on the filling of Town Council vacancies.

22.3 Appointment Process.

A. The Town will advertise the position for a minimum of 21 days.

B. Staff receives and distributes applications to Town Councilmembers after closing date (staff verifies that each applicant is qualified under applicable state law).

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C. If there are three (3) or fewer candidates, skip to step E. If more than three (3) candidates apply, the field of candidates is narrowed to three (3) in the following manner:
    1. In a Council Meeting, Council may go into executive session to discuss the qualifications of each candidate.
    2. When the open session of the Council Meeting resumes, a vote by matrix is conducted in open session.
    3. Each Councilmember receives one vote per candidate.
    4. Candidates with the top three (3) quantities of tallied votes will be selected for subsequent interviews.
    5. Ties will be determined by a subsequent runoff vote, preferably conducted during the same meeting, until three candidates remain.

D. Staff notifies all candidates of status.

E. Remaining candidates attend a Council Meeting to be publicly interviewed in the following manner:
    1. Each Councilmember will be allowed to ask one question during the public interviews. Each Councilmember will submit their question by email to the Town Clerk at least one week prior the Council Meeting when interviews are scheduled. The Town Clerk will forward the questions to the Mayor who will review those questions for duplication.
    2. During a Council Meeting, Councilmembers will ask their respective questions while other candidates are asked to stay outside the room during individual interviews.
    3. After the interview, the candidate may make a 2-minute closing statement.
    4. After interviews are completed, Council may go into executive session to discuss the
    2. qualifications of each candidate.
    1. When the Council Meeting resumes, a vote by matrix is conducted in open session.
    2. Each Councilmember receives one vote per candidate.
    3. Ties will be determined by one or more subsequent runoff votes, preferably conducted
    3. during the same meeting, until one candidate remains.

F. Councilmember to fill position is named and may be sworn-in at that time

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JURISDICTIONAL COMPARISON - COUNCIL RULES/PROTOCOLS (SECTIONS/TOPICS)

MEDINA	KIRKLAND	BOTHELL	ISSAQUAH	LAKE FOREST PARK	SHORELINE	LANGLEY LMC 2.06
Overview & Information Sources	Vision and Goals	Introduction & Overview	Purpose	Principles of Government	Authority	Regular Meetings
Responsibilities & Values	Code of Conduct	Powers & Responsibilities	Organization	Legislative Branch	Organization	Special Meetings
Roles & Duties	Meetings	Support Provided	Protocols	Functioning of City Council	Agenda Preparation	Meetings
Meeting Procedures	Study Sessions & Retreats	Financial Matters	Meetings	Council Meetings	Consent Calendar	Executive Sessions
Actions & Legal Duties	Communications	Communications	Committee of the Whole	Deliberations	Meetings	Officers
Conflicts of Interest	Proclamations & Commendations	Conflicts of Interest, Appearance of Fairness, & Liability	Standing Committees	Executive Branch	Public Testimony	Creation of Committees, Boards & Commissions
Interactions with Staff	Committees	Interaction with Staff & Officials	Ad-Hoc Committees	Public Participation	Motions	Legislative Review Committee
Consequences of Violating Rules	Board & Commission Appointments	Meetings	Boards & Commissions	Relationship between Council, Mayor, Staff, and Public	Items Requiring Four Votes	Council relations with Boards & Commissions
	Travel & Training	Protocol Administration	Suspension/ Amendment of Rules		Council Representation	Conflicts of Interest & Appearance of Fairness
	Outstanding Service Award	Leaving Office			Suspension/ Amendment of Rules	Administrative Interference
		Additional Training & Resource Materials				Bidding Procedures
						Ordinances & resolutions
						Public Hearings
						Quasi-Judicial Hearings
						Reconsideration
						Complaints & Suggestions
						Vacancies
						Suspension of Rules