



MEDINA CITY COUNCIL

Monday, February 14, 2022

4:00 PM – REGULAR MEETING

AGENDA

VISION STATEMENT

Medina is a family-friendly, diverse and inclusive community on the shores of Lake Washington. With parks and open spaces, Medina is a quiet and safe small city, with active and highly-engaged residents. Medina honors its heritage while preserving its natural environment and resources for current and future generations.

MISSION STATEMENT

Ensure efficient delivery of quality public services, act as responsible stewards of Medina's financial and natural resources, celebrate diversity, leverage local talent, and promote the safety, health, and quality of life of those who live, work, and play in Medina.



MEDINA, WASHINGTON

MEDINA CITY COUNCIL CITY COUNCIL MEETING

Virtual/Online

Monday, February 14, 2022 – 4:00 PM

AGENDA

MAYOR | Jessica Rossman

DEPUTY MAYOR | Randy Reeves

COUNCIL MEMBERS | Cynthia Adkins, Jennifer Garone, Harini Gokul, Mac Johnston, Bob Zook

INTERIM CITY MANAGER | Stephen R. Burns

CITY ATTORNEY | Scott Missall

CITY CLERK | Aimee Kellerman

Virtual Meeting Participation

With the passage of the City's Proclamation of Local Emergency, City Hall is closed to the public. Council participation in this meeting will be by teleconference/online only. Members of the public may also participate by phone/online. Individuals wishing to speak live during the Virtual City Council meeting will need to register their request with the City Clerk at 425.233.6411 or email akellerman@medina-wa.gov and leave a message before 2PM on the day of the February 14 Council meeting. Please reference Public Comments for February 14 Council Meeting on your correspondence. The City Clerk will call on you by name or telephone number when it is your turn to speak. You will be allotted 3 minutes for your comment and will be asked to stop when you reach the 3 minute limit.

Join Zoom Meeting

<https://us06web.zoom.us/j/83252273105?pwd=WnRqUGFLQ2Uwc0dpa242b2hvK2tvdz09>

Meeting ID: 832 5227 3105

Passcode: 589036

Dial by your location

+1 253 215 8782 US (Tacoma)

1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

Council Members Adkins, Garone, Gokul, Johnston, Reeves, Rossman and Zook

2. APPROVAL OF MEETING AGENDA

3. PUBLIC COMMENT PERIOD

Individuals wishing to speak live during the Virtual City Council meeting will need to register their request with the City Clerk at 425.233.6411 or email akellerman@medina-wa.gov and leave a message **before 2PM** on the day of the February 14 Council meeting. Please reference Public Comments for February 14 Council Meeting on your correspondence. The City Clerk will call on you by name or telephone number when it is your turn to speak. You will be allotted 3 minutes for your comment and will be asked to stop when you reach the 3 minute limit.

4. **PRESENTATIONS**

- 4.1 Reports and announcements from Park Board, Planning Commission, Emergency Preparedness, and City Council.

Time Estimate: 10 minutes

5. **CONSENT AGENDA**

Time Estimate: 5 minutes

Consent agenda items are considered to be routine and will be considered for adoption by one motion. There will be no separate discussion of these items unless a Councilmember or City staff requests the Council to remove an item from the consent agenda.

- [5.1](#) January 2022 and 13th Month, Check Register

Recommendation: Approve.

Staff Contact: Julie Ketter, Director of Finance and HR

- [5.2](#) Approved November 15, 2021 Park Board Meeting Minutes

Recommendation: Receive and file.

Staff Contact: Dawn Nations, Deputy City Clerk

- [5.3](#) Approved December 14, 2021 Planning Commission Meeting Minutes

Recommendation: Receive and file.

Staff Contact: Stephanie Keyser, AICP, Planning Manager

- [5.4](#) Draft City Council Meeting Minutes of:

- a) November 8, 2021 Regular Meeting;
- b) January 10, 2022 Regular Meeting; and
- c) January 24, 2022 Regular Meeting.

Recommendation: Adopt Minutes.

Staff Contact: Aimee Kellerman, CMC, City Clerk

- [5.5](#) Approval of Interlocal Agreement (ILA) with Mercer Island for Marine Patrol Services

Recommendation: Approve.

Staff Contact: Jeffrey R. Sass, Interim Police Chief

6. **LEGISLATIVE HEARING**

None.

7. **PUBLIC HEARING**

None.

8. **CITY BUSINESS**

[8.1](#) Permanent Supportive and Transitional Housing

Recommendation: Discussion

Staff Contact: Stephanie Keyser, Planning Manager

Time Estimate: 15 minutes

[8.2](#) Council Committees: Finance, Personnel, and Development Services

Recommendation: Discuss and confirm appointments

Staff Contact: Stephen R. Burns, Interim City Manager

Time Estimate: 10 minutes

[8.3](#) 2022 City Council Retreat

Recommendation: Discussion and direction.

Staff Contact: Stephen R. Burns, Interim City Manager

Time Estimate: 30 minutes

[8.4](#) City Management Transition Plan

Recommendation: Discussion and direction.

Staff Contacts: Stephen R. Burns, Interim City Manager and Scott Missall, City Attorney

Time Estimate: 30 minutes

9. **CITY MANAGER'S REPORT**

Time Estimate: 15 minutes

Police, Development Services, Finance, Central Services, Public Works, City Attorney

[9.1a](#) ICM Monthly Report

[9.1b](#) Police Monthly Report

[9.1c](#) DS Monthly Report

[9.1d](#) Finance Monthly Report

[9.1e](#) CS Monthly Report

[9.1f](#) PW Monthly Report

10. **REQUESTS FOR FUTURE AGENDA ITEMS AND COUNCIL ROUND TABLE**

11. **PUBLIC COMMENT**

Comment period is limited to 10 minutes. Speaker comments limited to one minute per person.

12. ADJOURNMENT

Next regular City Council Meeting: February 28, 2022 at 4 PM.

ADDITIONAL INFORMATION

Public documents related to items on the open session portion of this agenda, which are distributed to the City Council less than 72 hours prior to the meeting, shall be available for public inspection at the time the documents are distributed to the Council. Documents are available for inspection at the City Clerk's office located in Medina City Hall.

The agenda items are accessible on the City's website at www.medina-wa.gov on Thursdays or Fridays prior to the Regular City Council Meeting.

In compliance with the Americans with Disabilities Act, if you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in this meeting, please contact the City Clerk's Office at (425) 233-6410 at least 48 hours prior to the meeting.

UPCOMING MEETINGS

Monday, February 21, 2022 - President's Day - City Hall Closed

Monday, February 28, 2022 - City Council Meeting (4:00 PM)

Monday, March 14, 2022 - City Council Meeting (4:00 PM)

Monday, March 28, 2022 - City Council Meeting (4:00 PM)

Monday, April 11, 2022 - City Council Meeting (4:00 PM)

Monday, April 25, 2022 - City Council Meeting (4:00 PM)

Monday, May 9, 2022 - City Council Meeting (4:00 PM)

Monday, May 23, 2022 - City Council Meeting (4:00 PM)

Monday, May 30, 2022 - Memorial Day - CITY HALL CLOSED

Monday, June 13, 2022 - City Council Meeting (4:00 PM)

Monday, June 27, 2022 - City Council Meeting (4:00 PM)

Monday, July 4, 2022 - Independence Day - City Hall Closed

Monday, July 11, 2022 - City Council Meeting (4:00 PM)

Monday, July 25, 2022 - City Council Meeting (4:00 PM)

Monday, August 8, 2022 - City Council Meeting - ***Dark No Meeting***

Monday, August 22, 2022 - City Council Meeting - ***Dark No Meeting***

Monday, September 5, 2022 - Labor Day - City Hall Closed

Monday, September 12, 2022 - City Council Meeting (4:00 PM)

Monday, September 26, 2022 - City Council Meeting (4:00 PM)

Monday, October 10, 2022 - City Council Meeting (4:00 PM)

Monday, October 24, 2022 - City Council Meeting (4:00 PM)

Monday, November 14, 2022 - City Council Meeting (4:00 PM)

Thursday, November 24, 2022 - Thanksgiving Holiday - City Hall Closed

Friday, November 25, 2022 - Day After Thanksgiving Holiday - City Hall Closed

Monday, November 28, 2022 - City Council Meeting (4:00 PM)

Monday, December 12, 2022 - City Council Meeting (4:00 PM)

Monday, December 26, 2022 - Day After Christmas Holiday - City Hall Closed

Tuesday, December 27, 2022 - City Council Meeting (4:00 PM)

CERTIFICATION OF POSTING AGENDA

The agenda for Monday, February 14, 2022 Regular Meeting of the Medina City Council was posted and available for review on Friday, February 11, 2022 at City Hall of the City of Medina, 501 Evergreen Point Road, Medina, WA 98039. The agenda is also available on the city website at www.medina-wa.gov.

**Check Register
January 2022**

AGENDA ITEM 5.1

Vendor	Invoice Number	Expense Notes	Invoice Amount	Check Number	Check Date	Account Number	Account Description
Blazey, Charlyene	REIMB 1/3/2022	Landscaping rock	\$611.88	63355	1/18/2022	307-000-000-595-30-63-01	Street Improvements, Overlays
			\$611.88	63355 Total			
AWC	94498	AWC annual dues, 2022	\$1,153.05	63407	1/18/2022	001-000-000-511-60-41-01	Legislative Activities- Regional/Intergovt
			\$1,153.05	63407 Total			
Comcast	8498330130197935 1/7-2/6/22	1000 LWB camera	\$241.36	63408	1/18/2022	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
Comcast	8498330081741723 1/7-2/6/22	700 LWB camera	\$245.22	63408	1/18/2022	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
			\$486.58	63408 Total			
Crime Stoppers of Puget Sound	CSOPS221029	Crime stoppers dues, 2022	\$580.39	63409	1/18/2022	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
			\$580.39	63409 Total			
Dude Solutions, Inc.	INV-103705	Permit software connect, 2022	\$1,282.44	63410	1/18/2022	401-000-000-594-60-64-00	DS- IT HW/SW >\$5K Capital Outlay
Dude Solutions, Inc.	INV-103707	Permit software subscr.,2022	\$11,910.71	63410	1/18/2022	401-000-000-594-60-64-00	DS- IT HW/SW >\$5K Capital Outlay
Dude Solutions, Inc.	INV-103706	Bluebeam merchant cont,2022	\$2,564.88	63410	1/18/2022	401-000-000-594-60-64-00	DS- IT HW/SW >\$5K Capital Outlay
			\$15,758.03	63410 Total			
Eastside Public Safety Communicat'n	10665	Radio fees, Jan'22	\$495.39	63411	1/18/2022	001-000-000-521-20-41-20	Dispatch-EPSCA
			\$495.39	63411 Total			
FCI - Custom Police Vehicles	14170	Srgt. veh.lease, Jan'22	\$804.50	63412	1/18/2022	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost
FCI - Custom Police Vehicles	14168	PD 3 veh. lease, Jan'22	\$2,769.12	63412	1/18/2022	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost
FCI - Custom Police Vehicles	14171	Cheif veh.lease, Jan'22	\$766.56	63412	1/18/2022	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost
FCI - Custom Police Vehicles	14169	Cap. veh.lease, Jan'22	\$686.69	63412	1/18/2022	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost
FCI - Custom Police Vehicles	14171	Cheif veh.lease, Jan'22	\$227.16	63412	1/18/2022	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
FCI - Custom Police Vehicles	14169	Cap. veh.lease, Jan'22	\$252.43	63412	1/18/2022	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
FCI - Custom Police Vehicles	14170	Srgt. veh.lease, Jan'22	\$276.58	63412	1/18/2022	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
FCI - Custom Police Vehicles	14168	PD 3 veh. lease, Jan'22	\$343.08	63412	1/18/2022	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
			\$6,126.12	63412 Total			
FileOnQ, Inc	9448	FileOnQ renewal, 2022	\$3,775.86	63413	1/18/2022	001-000-000-521-20-48-00	Repairs & Maint-Equip & Evidence SW
			\$3,775.86	63413 Total			
Home Depot Credit Services	3511897	CH lighting electric parts	\$207.86	63414	1/18/2022	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Home Depot Credit Services	2373394	Ladder for PW shop	\$121.03	63414	1/18/2022	001-000-000-576-80-31-00	Operating Supplies
Home Depot Credit Services	7123164	Snow removal buckets	\$115.16	63414	1/18/2022	101-000-000-542-30-35-00	Small Tools/minor Equipment
			\$444.05	63414 Total			
LEIRA	1469.	2022 member dues, Hall	\$50.00	63415	1/18/2022	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
LEIRA	1358	2022 member dues, Marxer	\$50.00	63415	1/18/2022	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
			\$100.00	63415 Total			
Municipal Code Corp dba Municode	00368767	Municode doc ctr' 2022	\$1,345.00	63416	1/18/2022	001-000-000-518-10-41-00	Professional Services
			\$1,345.00	63416 Total			
Norcom	0001203	911 dispatch svc, Q1'22	\$16,383.19	63417	1/18/2022	001-000-000-521-20-41-15	Dispatch Services-Norcom Trans
			\$16,383.19	63417 Total			
Puget Sound Regional Council	2022048	FY22 membership dues	\$691.00	63418	1/18/2022	001-000-000-511-60-41-01	Legislative Activities- Regional/Intergovt
			\$691.00	63418 Total			
Sound Cities Association	3640	SCA annual dues	\$2,288.95	63419	1/18/2022	001-000-000-511-60-41-01	Legislative Activities- Regional/Intergovt
			\$2,288.95	63419 Total			
Staples Business Advantage	3496614419	Office supplies	\$221.33	63420	1/18/2022	001-000-000-518-10-31-00	Office And Operating Supplies
Staples Business Advantage	3496614420	Staples membership fees	\$299.00	63420	1/18/2022	001-000-000-518-10-31-00	Office And Operating Supplies
			\$520.33	63420 Total			
Statewide Security	212737	Fire/alarm monitoring	\$617.66	63421	1/18/2022	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$617.66	63421 Total			

Check Register
January 2022

Tiki Car Wash	3487615	Diesel for Ford F-450	\$95.33	63422	1/18/2022	001-000-000-576-80-32-00	Vehicle Fuel & Lube
			\$95.33	63422 Total			
Vision Municipal Solutions, Llc	09-9860	2022 VMS support	\$8,100.00	63423	1/18/2022	001-000-000-514-20-41-01	Professional Services
			\$8,100.00	63423 Total			
WA Cities Insurance Authority	15353	2022 insurance	\$176,975.26	63424	1/18/2022	001-000-000-514-20-46-00	Insurance (WCIA)
WA Cities Insurance Authority	15353	2022 insurance	\$32,611.74	63424	1/18/2022	401-000-000-514-20-46-00	Insurance Allocation (WCIA)
			\$209,587.00	63424 Total			
WAPRO	4007	2022 membership dues, Hall	\$25.00	63425	1/18/2022	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
WAPRO	4186	2022 membership dues, Marxer	\$25.00	63425	1/18/2022	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
			\$50.00	63425 Total			
American Electrical Construction LLC	1147.	PD traffic solar speed signs	\$35,520.57	63428	1/24/2022	307-000-000-595-30-63-01	Street Improvements, Overlays
			\$35,520.57	63428 Total			
KC Recorder's Office	2022 OATHS	2022 oaths of office	\$818.00	63429	1/24/2022	001-000-000-514-40-40-00	Election Services-Voter Regist
			\$818.00	63429 Total			
Scheid's Metal Fabrication & Design LLC	Inv. 181 50% down	Handrails, OLD, NE12th parking	\$4,762.50	63430	1/24/2022	307-000-000-595-30-63-01	Street Improvements, Overlays
			\$4,762.50	63430 Total			
Glenn, Tyler	REIMB Fall 2021	Tuition reimb. Fall'21	\$580.25	ACH Payment	1/10/2022	001-000-000-521-20-23-00	Tuition
			\$580.25	ACH Payment Total			
US Bank	ACH, Bank Fees		\$1,595.13	ACH, Bank Fees	1/31/2022	001-000-000-514-20-49-10	Miscellaneous
			\$1,595.13	ACH, Bank Fees Total			
WA ST Dept of Licensing	ACH, CPL Fees		\$36.00	ACH, CPL Fees	1/31/2022	631-000-000-589-30-01-00	Dept Of Lic-Gun Permit
			\$36.00	ACH, CPL Fees Total			
			\$312,522.26	AP Total			
Payroll	January 2022 Payroll	Payroll	\$ 47,755.90	Total	1/31/2021	001-000-000-513-10-11-00	Salaries, Wages & Benefits
Payroll	January 2022 Payroll	Payroll	27,789.00	Total	1/31/2021	001-000-000-514-20-11-00	Salaries, Wages & Benefits
Payroll	January 2022 Payroll	Payroll	32,706.84	Total	1/31/2021	001-000-000-518-10-11-00	Salaries, Wages & Benefits
Payroll	January 2022 Payroll	Payroll	135,788.98	Total	1/31/2021	001-000-000-521-20-11-00	Salaries, Wages & Benefits
Payroll	January 2022 Payroll	Payroll	23,616.93	Total	1/31/2021	101-000-000-542-30-11-00	Salaries, Wages & Benefits
Payroll	January 2022 Payroll	Payroll	47,548.24	Total	1/31/2021	001-000-000-558-60-11-00	Salaries, Wages & Benefits
Payroll	January 2022 Payroll	Payroll	35,425.41	Total	1/31/2021	001-000-000-576-80-11-00	Salaries, Wages & Benefits
		Total	\$ 350,631.30	Payroll Total			
			\$ 663,153.56	Period Grand Total			

Check Register
"13th Month" December 2021

Vendor	Invoice Number	Expense Notes	Invoice Amount	Check Number	Check Date	Account Number	Account Description
AM Test Inc	117102	Water testing/analysis	\$75.00	63331	12/31/2021	001-000-000-571-00-32-00	Miscellaneous - Lifeguards
AM Test Inc	111824	Water testing/analysis	\$50.00	63331	12/31/2021	001-000-000-571-00-32-00	Miscellaneous - Lifeguards
AM Test Inc	123215	Water testing/analysis	\$50.00	63331	12/31/2021	001-000-000-571-00-32-00	Miscellaneous - Lifeguards
			\$175.00	63331 Total			
AT&T Mobility	287287975246X12272021	Patrol car connection	\$806.63	63332	12/31/2021	001-000-000-521-20-42-00	Communications (phone,Pagers)
			\$806.63	63332 Total			
AT&T MOBILITY	287290584494X12132021	PW mobile phones	\$46.06	63333	12/31/2021	001-000-000-558-60-42-00	Communications
AT&T MOBILITY	287290584494X12132021	PW mobile phones	\$230.30	63333	12/31/2021	001-000-000-576-80-42-00	Telephone/postage
			\$276.36	63333 Total			
Bellevue City Treasurer - Water	90108897 9/29-12/1/21	LWB irrig.	\$124.72	63334	12/31/2021	101-000-000-542-70-40-00	Street Irrigation Utilities
			\$124.72	63334 Total			
Car Wash Enterprises	Acct#59 November 2021	PD car washes	\$16.00	63335	12/31/2021	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			\$16.00	63335 Total			
Carquest Auto Parts Stores	2417-502510	Windshield wiper fluid	\$7.07	63336	12/31/2021	101-000-000-542-30-31-00	Operating & Maintenance Supplies
Carquest Auto Parts Stores	2417-502505	Trailer wiring connectors	\$58.53	63336	12/31/2021	101-000-000-542-30-31-00	Operating & Maintenance Supplies
Carquest Auto Parts Stores	2417-501979	Windshield wipers	\$172.51	63336	12/31/2021	101-000-000-542-30-48-00	Equipment Maintenance
			\$238.11	63336 Total			
Centurylink	425-451-7838 049B 12/7/21-1/7/22	CH terminal line	\$165.41	63337	12/31/2021	001-000-000-518-10-42-00	Postage/Telephone
Centurylink	425-637-3989 759B 12/17/21-1/17/22	PD phone/fax	\$239.50	63337	12/31/2021	001-000-000-521-20-42-00	Communications (phone,Pagers)
Centurylink	425-454-2095 384B 12/8/21-1/8/22	PD emergency line	\$128.24	63337	12/31/2021	001-000-000-521-20-42-00	Communications (phone,Pagers)
Centurylink	425-454-8183 070B 12/8/21-1/8/22	PW shop alarm line	\$128.26	63337	12/31/2021	001-000-000-576-80-42-00	Telephone/postage
			\$661.41	63337 Total			
Comcast	8498330130193223 12/16/21-1/15/22	NE 24th camera	\$241.36	63338	12/31/2021	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
Comcast	8498330130193264 12/16/21-1/15/22	NE 12th camera	\$241.36	63338	12/31/2021	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
			\$482.72	63338 Total			
CWA Consultants	21-375	Bldg plan review	\$330.00	63339	12/31/2021	001-000-000-558-60-41-00	Prof Services
			\$330.00	63339 Total			
Gray & Osborne, Inc.	19412.31-21427.27	Grading & drainage svcs	\$6,221.72	63340	12/31/2021	001-000-000-558-60-41-07	Engineering Consultant
			\$6,221.72	63340 Total			
Home Depot Credit Services	5620547	Ratchet socket for tools	\$9.55	63341	12/31/2021	001-000-000-576-80-31-00	Operating Supplies
Home Depot Credit Services	1081967	Tool cart & saw blades	\$373.02	63341	12/31/2021	001-000-000-576-80-31-00	Operating Supplies
Home Depot Credit Services	7100280	Mossout roof treatment	\$54.96	63341	12/31/2021	001-000-000-576-80-31-00	Operating Supplies
			\$437.53	63341 Total			
Issaquah Honda Kubota	440521	Chain saw chains, oil, ext.	\$396.47	63342	12/31/2021	101-000-000-542-30-31-00	Operating & Maintenance Supplies
			\$396.47	63342 Total			
Johnston, Willard Max	REIMB 12/23/2021	LEOFF1 reimb.	\$11.93	63343	12/31/2021	001-000-000-521-20-21-10	Personnel Benefits-Retirees
			\$11.93	63343 Total			
Kirkland Municipal Court	DEC21MED	Filing fees, Nov'21	\$570.52	63344	12/31/2021	001-000-000-512-50-40-10	Municipal Court-Traffic/NonTrf
			\$570.52	63344 Total			
LexisNexis Risk Management	1011660-20211130	Investigative tool	\$116.81	63345	12/31/2021	001-000-000-521-20-41-00	Professional Services
			\$116.81	63345 Total			
Otak, Inc.	000112100143	Tree code admin.	\$5,878.20	63346	12/31/2021	001-000-000-558-60-41-50	Landscape Consultant
			\$5,878.20	63346 Total			
Pacific Topsoils, Inc.	22-T1229616	Dump clean green	\$175.60	63347	12/31/2021	001-000-000-576-80-41-00	Professional Services
Pacific Topsoils, Inc.	22-T1229080	Dump clean green	\$175.60	63347	12/31/2021	001-000-000-576-80-41-00	Professional Services
			\$351.20	63347 Total			

Check Register
"13th Month" December 2021

Vendor	Invoice Number	Expense Notes	Invoice Amount	Check Number	Check Date	Account Number	Account Description
Puget Sound Energy	200004850133 11/16-12/16/21	NE 24th camera	\$23.21	63348	12/31/2021	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
Puget Sound Energy	200004844698 11/20-12/21/21	NE 10th camera	\$39.09	63348	12/31/2021	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
Puget Sound Energy	200004844904 11/20-12/21/21	ODE camera	\$38.73	63348	12/31/2021	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
Puget Sound Energy	200024956076 11/19-12/20/21	82nd Ave NE camera	\$53.30	63348	12/31/2021	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
Puget Sound Energy	300000000087 11/2/21-12/2/21	Street light pwr	\$23.61	63348	12/31/2021	101-000-000-542-63-41-00	Street Light Utilities
			\$177.94	63348 Total			
Sound Law Center	267	Hearing examiner svcs	\$2,252.50	63349	12/31/2021	001-000-000-558-60-41-02	Hearing Examiner
			\$2,252.50	63349 Total			
Sound View Strategies, LLC	2553	SR520 consulting svcs, Nov'21	\$3,000.00	63350	12/31/2021	001-000-000-513-10-41-00	Professional Services
			\$3,000.00	63350 Total			
Staples Business Advantage	3495195550	PD office supplies	\$132.05	63351	12/31/2021	001-000-000-518-20-31-00	Office And Operating Supplies
Staples Business Advantage	3495195549	PD office supplies	\$13.20	63351	12/31/2021	001-000-000-521-20-31-00	Office Supplies
Staples Business Advantage	3495195547	PD office supplies	\$26.39	63351	12/31/2021	001-000-000-521-20-31-00	Office Supplies
			\$171.64	63351 Total			
Transpo Group Inc, The	27319	Ttraffic calming study	\$7,550.00	63352	12/31/2021	307-000-000-595-30-63-01	Street Improvements, Overlays
			\$7,550.00	63352 Total			
WA Assoc of Sheriffs & Police Chief	INV030169	WASPC applications	\$850.00	63353	12/31/2021	001-000-000-521-20-49-40	Dues,Subcriptions,Memberships
			\$850.00	63353 Total			
West Coast Signal, Inc.	3517	LWB crosswalk signal	\$21,948.44	63354	12/31/2021	307-000-000-595-30-63-01	Street Improvements, Overlays
			\$21,948.44	63354 Total			
8X8, Inc.	3269689	CH phones	\$908.17	63356	12/31/2021	001-000-000-518-80-41-50	Technical Services, Software Services
			\$908.17	63356 Total			
911 Supply Inc	INV-2-15614	PD supplies	\$259.82	63357	12/31/2021	001-000-000-521-20-31-40	Police Operating Supplies
911 Supply Inc	INV-2-15615	PD supplies	\$33.00	63357	12/31/2021	001-000-000-521-20-31-40	Police Operating Supplies
911 Supply Inc	INV-2-15616	PD supplies	\$332.78	63357	12/31/2021	001-000-000-521-20-31-40	Police Operating Supplies
			\$625.60	63357 Total			
A&H Embroidery	15215	Employee/volntrs uniform	\$86.90	63358	12/31/2021	001-000-000-518-10-49-10	Miscellaneous
			\$86.90	63358 Total			
Applied Professional Services Inc.	125080	Storm sys. inspection	\$666.25	63359	12/31/2021	307-000-000-595-30-63-02	Storm Sewer Improvements
			\$666.25	63359 Total			
Bellevue City Treasurer - Water	05065006 10/13-12/10/21	CH water	\$583.30	63360	12/31/2021	001-000-000-518-10-47-00	Utility Serv-Elec,Water,Waste
Bellevue City Treasurer - Water	07522006 10/7-12/3/21	Fairweather pk irrig.	\$117.83	63360	12/31/2021	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	05172008 10/12-12/09/21	Medina pk irrig.	\$1,237.12	63360	12/31/2021	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	05066001 10/13-12/09/21	Beach pk irrig.	\$199.33	63360	12/31/2021	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	14971001 9/27-11/30/21	84th/24th irrig.	\$117.83	63360	12/31/2021	101-000-000-542-70-40-00	Street Irrigation Utilities
			\$2,255.41	63360 Total			
Blueline Group LLC, The	22673	Planning zoning review	\$1,164.00	63361	12/31/2021	001-000-000-558-60-41-01	Planning Consultant
			\$1,164.00	63361 Total			
BRC Acoustics & Audiovisual Design	26597	Sound test svcs	\$882.09	63362	12/31/2021	001-000-000-558-60-41-08	Sound Testing Consultant
			\$882.09	63362 Total			
Buenavista Services, Inc	9328	CH&PO janitorial svcs	\$2,037.75	63363	12/31/2021	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Buenavista Services, Inc	9327	Park janitorial svcs	\$1,158.62	63363	12/31/2021	001-000-000-576-80-41-00	Professional Services
			\$3,196.37	63363 Total			
Carquest Auto Parts Stores	2417-504017	Shop supplies	\$2.32	63364	12/31/2021	101-000-000-542-30-31-00	Operating & Maintenance Supplies
			\$2.32	63364 Total			
Clyde Hill, City of	2021-10	84th irrig. signal maint.	\$1,435.00	63365	12/31/2021	101-000-000-542-30-41-00	Professional Services
Clyde Hill, City of	2021-10	84th irrig. signal maint.	\$406.06	63365	12/31/2021	101-000-000-542-63-41-00	Street Light Utilities

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Vendor	Invoice Number	Expense Notes	Invoice Amount	Check Number	Check Date	Account Number	Account Description
Clyde Hill, City of	2021-10	84th irrig. signal maint.	\$8,691.96	63365	12/31/2021	101-000-000-542-70-40-00	Street Irrigation Utilities
			\$10,533.02	63365 Total			
Comcast	8498330130193587 12/25/21-1/24/22	PW shop internet	\$156.36	63366	12/31/2021	001-000-000-576-80-42-00	Telephone/postage
			\$156.36	63366 Total			
Crystal And Sierra Springs-Admin	11037150 010122	CH drinking water	\$90.15	63367	12/31/2021	001-000-000-518-10-31-00	Office And Operating Supplies
			\$90.15	63367 Total			
Crystal And Sierra Springs-Police	5296969 010122	PD drinking water	\$93.82	63368	12/31/2021	001-000-000-521-20-31-00	Office Supplies
			\$93.82	63368 Total			
Crystal And Sierra Springs-PW	5291929 010122	PW drinking water	\$44.25	63369	12/31/2021	001-000-000-576-80-31-00	Operating Supplies
			\$44.25	63369 Total			
CWA Consultants	22-010	Bldg plan review svc	\$1,760.00	63370	12/31/2021	001-000-000-558-60-41-00	Prof Services
CWA Consultants	21-410	Bldg plan review	\$440.00	63370	12/31/2021	001-000-000-558-60-41-00	Prof Services
CWA Consultants	21-405	Bldg plan review	\$1,100.00	63370	12/31/2021	001-000-000-558-60-41-00	Prof Services
CWA Consultants	21-408	Bldg plan review	\$330.00	63370	12/31/2021	001-000-000-558-60-41-00	Prof Services
CWA Consultants	21-409	Bldg plan review	\$440.00	63370	12/31/2021	001-000-000-558-60-41-00	Prof Services
CWA Consultants	21-406	Bldg plan review	\$880.00	63370	12/31/2021	001-000-000-558-60-41-00	Prof Services
CWA Consultants	22-009	Bldg plan review svc	\$1,980.00	63370	12/31/2021	001-000-000-558-60-41-00	Prof Services
CWA Consultants	21-407	Bldg plan review	\$880.00	63370	12/31/2021	001-000-000-558-60-41-00	Prof Services
CWA Consultants	22-011	Bldg plan review svc	\$1,100.00	63370	12/31/2021	001-000-000-558-60-41-00	Prof Services
			\$8,910.00	63370 Total			
Gray & Osborne, Inc.	19412.66-21427.19	Grading & drainage svcs	\$4,291.31	63371	12/31/2021	001-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	20597.00-4	NPDES assist.	\$3,931.04	63371	12/31/2021	101-000-000-542-30-41-03	NPDES Grant
Gray & Osborne, Inc.	20597.00-5	NPDES assist.	\$858.69	63371	12/31/2021	101-000-000-542-30-41-03	NPDES Grant
Gray & Osborne, Inc.	21428.00-6	Storm sys assess	\$163.68	63371	12/31/2021	307-000-000-595-30-63-02	Storm Sewer Improvements
Gray & Osborne, Inc.	21575.00-4	Engineering svcs	\$3,741.20	63371	12/31/2021	307-000-000-595-30-63-02	Storm Sewer Improvements
Gray & Osborne, Inc.	21575.00-5	Storm repair, ph.1	\$1,338.56	63371	12/31/2021	307-000-000-595-30-63-02	Storm Sewer Improvements
Gray & Osborne, Inc.	21428.00-5	Engineering svcs	\$163.68	63371	12/31/2021	307-000-000-595-30-63-02	Storm Sewer Improvements
Gray & Osborne, Inc.	21441.00-12	St. ped. impr.	\$10,572.48	63371	12/31/2021	307-000-000-595-30-63-10	Sidewalk Improvements
Gray & Osborne, Inc.	21441.00-11	Engineering svcs	\$7,485.59	63371	12/31/2021	307-000-000-595-30-63-10	Sidewalk Improvements
			\$32,546.23	63371 Total			
Home Depot Credit Services	WP22999566	Shop hand tools	\$403.90	63372	12/31/2021	001-000-000-576-80-31-00	Operating Supplies
Home Depot Credit Services	1647607	Saw blades	\$158.47	63372	12/31/2021	001-000-000-576-80-31-00	Operating Supplies
Home Depot Credit Services	W879279173	Mobil workbench	\$988.70	63372	12/31/2021	001-000-000-576-80-31-00	Operating Supplies
Home Depot Credit Services	W19628721	Impact wrench	\$219.10	63372	12/31/2021	101-000-000-542-30-35-00	Small Tools/minor Equipment
Home Depot Credit Services	1115933	Cordless impact wrench	\$219.10	63372	12/31/2021	101-000-000-542-30-35-00	Small Tools/minor Equipment
Home Depot Credit Services	29049829423539	Shop tools	\$1,575.54	63372	12/31/2021	101-000-000-542-30-35-00	Small Tools/minor Equipment
			\$3,564.81	63372 Total			
Issaquah Glass	21-2650	PW shop shower door	\$1,215.50	63373	12/31/2021	001-000-000-576-80-48-00	Repair & Maint Equipment
			\$1,215.50	63373 Total			
Kamins Construction Inc	12/31/2021 PE 1	Storm sys repair, ph1	\$107,157.54	63374	12/31/2021	307-000-000-595-30-63-02	Storm Sewer Improvements
			\$107,157.54	63374 Total			
KC Finance-Roads	116139-116139	84h Ave NE overlay	\$201,858.32	63375	12/31/2021	307-000-000-595-30-63-01	Street Improvements, Overlays
			\$201,858.32	63375 Total			
KC Office of Finance	11010947	KC I-Net, Dec'21	\$375.00	63376	12/31/2021	001-000-000-518-80-41-50	Technical Services, Software Services
			\$375.00	63376 Total			
Message Watcher, LLC	46747	Social media archiving, Dec'21	\$226.00	63377	12/31/2021	001-000-000-518-80-41-50	Technical Services, Software Services
			\$226.00	63377 Total			

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Vendor	Invoice Number	Expense Notes	Invoice Amount	Check Number	Check Date	Account Number	Account Description
Michael & JJ , LLC	1103 STMT 12/1-12/30/21	PD dry clean	\$111.78	63378	12/31/2021	001-000-000-521-20-22-00	Uniforms
			\$111.78	63378 Total			
Mike's Tree Care, Inc	Inv 12-13-2021	Tree removals	\$5,064.60	63379	12/31/2021	103-000-000-558-60-49-10	Miscellaneous-Tree Replacement
			\$5,064.60	63379 Total			
Moberly & Roberts, PLLC	1010.	Prosecution svc, Dec'21	\$4,000.00	63380	12/31/2021	001-000-000-512-50-41-10	Prosecuting Attorney
			\$4,000.00	63380 Total			
MPH Industries, Inc.	595862	Veh. equipment	\$4,622.00	63381	12/31/2021	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
			\$4,622.00	63381 Total			
Navia Benefit Solutions	10398620	Flex fees, Dec'21	\$50.00	63382	12/31/2021	001-000-000-514-20-49-10	Miscellaneous
			\$50.00	63382 Total			
Northwest Playground Equipment, Inc.	PS235	Park bench & table frames	\$5,422.60	63383	12/31/2021	001-000-000-594-76-64-00	Parks Capital Outlay
			\$5,422.60	63383 Total			
Ogden Murphy Wallace	858987-858995	Legal svcs, CC	\$3,513.93	63384	12/31/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	858987-858995	Legal svcs, CM/ICM trans	\$11,135.00	63384	12/31/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	858987-858995	Legal svcs, CS	\$2,022.50	63384	12/31/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	858987-858995	Legal svcs, DS	\$2,226.25	63384	12/31/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	857979-857988	Legal svcs, DS	\$6,161.25	63384	12/31/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	858987-858995	Legal svcs, Exec.	\$1,430.00	63384	12/31/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	858987-858995	Legal svcs, Liang st. vac.	\$1,708.57	63384	12/31/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	858987-858995	Legal svcs, PD	\$920.00	63384	12/31/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	858987-858995	Legal svcs, PRA	\$450.00	63384	12/31/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	857979-857988	Legal svcs, T-mobile franc.	\$753.75	63384	12/31/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	858987-858995	Legal svcs, Utility franchs	\$1,113.75	63384	12/31/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	857979-857988	Legal svcs,CC	\$7,207.50	63384	12/31/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	857979-857988	Legal svcs,CS	\$1,242.50	63384	12/31/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	857979-857988	Legal svcs,Exec.	\$162.50	63384	12/31/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	857979-857988	Legal svcs,Finc	\$745.00	63384	12/31/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	857979-857988	Legal svcs,PD	\$4,641.00	63384	12/31/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	857979-857988	Legal svcs,PW culvert/PCHB	\$1,648.00	63384	12/31/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	857979-857988	Legal svcs,street vac	\$7,567.50	63384	12/31/2021	001-000-000-515-41-40-00	City Attorney
			\$54,649.00	63384 Total			
Otak, Inc.	000122100070	Tree code admin	\$4,387.82	63385	12/31/2021	001-000-000-558-60-41-50	Landscape Consultant
			\$4,387.82	63385 Total			
Overlake Golf & Country Club	6308	Outgoing CC comm. meeting	\$3,114.77	63386	12/31/2021	001-000-000-511-60-43-00	Travel & Training
			\$3,114.77	63386 Total			
Pitney Bowes Global Financial Svcs	3314952165	Postage meter lease	\$451.45	63387	12/31/2021	001-000-000-518-10-31-00	Office And Operating Supplies
			\$451.45	63387 Total			
Prothman Company	2021-7665	Finance Director recruiter	\$514.73	63388	12/31/2021	001-000-000-513-10-41-00	Professional Services
Prothman Company	2021-7662	Finance Director recruiter	\$5,500.00	63388	12/31/2021	001-000-000-513-10-41-00	Professional Services
			\$6,014.73	63388 Total			
Public Safety Testing, Inc.	2021-873	PD testing, Q4'21	\$143.00	63389	12/31/2021	001-000-000-521-20-41-50	Recruitment-Background
			\$143.00	63389 Total			
Puget Sound Energy	200012316424 11/19-12/20/21	Medina pk & shop pwr	\$896.86	63390	12/31/2021	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	200004844466 11/20-12/21/21	View pt pk pwr	\$16.46	63390	12/31/2021	001-000-000-576-80-47-00	Utilities
			\$913.32	63390 Total			
SafeBuilt	0083107-IN	Bldg inspection svc	\$950.00	63391	12/31/2021	001-000-000-558-60-41-06	Building Inspector Contract
			\$950.00	63391 Total			

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Vendor	Invoice Number	Expense Notes	Invoice Amount	Check Number	Check Date	Account Number	Account Description
Seattle Times, The	13226	Legal notices	\$2,659.87	63392	12/31/2021	001-000-000-518-10-44-00	Advertising
			\$2,659.87	63392 Total			
Sound Law Center	2650	Hearing examiner	\$697.50	63393	12/31/2021	001-000-000-558-60-41-02	Hearing Examiner
			\$697.50	63393 Total			
Sound View Strategies, LLC	2576	SR520 consulting, Dec'21	\$3,000.00	63394	12/31/2021	001-000-000-513-10-41-00	Professional Services
			\$3,000.00	63394 Total			
Staples Business Advantage	3496614418	PD office supplies	\$66.04	63395	12/31/2021	001-000-000-521-20-31-00	Office Supplies
Staples Business Advantage	3496614415	PD office supplies	\$90.53	63395	12/31/2021	001-000-000-521-20-31-00	Office Supplies
Staples Business Advantage	3496614416	PD office supplies	\$10.77	63395	12/31/2021	001-000-000-521-20-31-00	Office Supplies
Staples Business Advantage	3496614417	PD office supplies-returned	(\$27.50)	63395	12/31/2021	001-000-000-521-20-31-00	Office Supplies
			\$139.84	63395 Total			
Statewide Security	212888	Virtual keypad access	\$96.34	63396	12/31/2021	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$96.34	63396 Total			
Stewart MacNichols Harmell, Inc., PS	12/8/2021	Public defense, Nov'21	\$575.00	63397	12/31/2021	001-000-000-515-91-40-00	Public Defender
			\$575.00	63397 Total			
Summit Law Group	132930	Special counsel, gen labor	\$737.00	63398	12/31/2021	001-000-000-515-45-40-00	Special Counsel
Summit Law Group	131765	Special counsel gen labor	\$871.00	63398	12/31/2021	001-000-000-515-45-40-00	Special Counsel
			\$1,608.00	63398 Total			
Supply Source Inc., The	2103114	Park restroom supplies	\$391.61	63399	12/31/2021	001-000-000-576-80-31-00	Operating Supplies
Supply Source Inc., The	2200049	Ice melt for streets	\$583.66	63399	12/31/2021	101-000-000-542-66-41-00	Snow & Ice Removal
			\$975.27	63399 Total			
TIG Technology Integration Group	5437569	CC new computers	\$12,201.28	63400	12/31/2021	001-000-000-594-14-64-00	City Hall IT HW/SW >\$5K Capital Outlay
			\$12,201.28	63400 Total			
Tiki Car Wash	123122-2	PD supplies	\$17.90	63401	12/31/2021	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			\$17.90	63401 Total			
US Bank Voyager Fleet Sys.	8693624262150	PD fuel	\$2,055.12	63402	12/31/2021	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			\$2,055.12	63402 Total			
Utilities Underground Location Ctr	1120180	Locate svcs	\$64.50	63403	12/31/2021	101-000-000-542-30-47-00	Utility Services
			\$64.50	63403 Total			
WA ST Dept of Transportation	*FB91017003221	Inspection veh fuel	\$87.45	63404	12/31/2021	001-000-000-558-60-32-00	Vehicle Expenses-Gas, Oil, Maint
WA ST Dept of Transportation	*FB91017006221	Fuel for plows& DS veh.	\$694.41	63404	12/31/2021	001-000-000-576-80-32-00	Vehicle Fuel & Lube
WA ST Dept of Transportation	*FB91017006221	Fuel for plows& DS veh.	\$44.91	63404	12/31/2021	401-000-000-558-60-32-00	Vehicle Expenses - Gas, Oil, Maint.
			\$826.77	63404 Total			
WA ST Treasurer's Office	2021 Q4 State shared rev	2021 Q4 State shared rev	\$282.50	63405	12/31/2021	631-000-000-586-00-01-00	WA St-Auto Theft Protection
WA ST Treasurer's Office	2021 Q4 State shared rev	2021 Q4 State shared rev	\$136.17	63405	12/31/2021	631-000-000-586-00-02-00	WA ST Traumatic Brain Injury
WA ST Treasurer's Office	2021 Q4 State shared rev	2021 Q4 State shared rev	\$4.27	63405	12/31/2021	631-000-000-586-00-03-00	WA St-State Highway Safety
WA ST Treasurer's Office	2021 Q4 State shared rev	2021 Q4 State shared rev	\$0.89	63405	12/31/2021	631-000-000-586-00-04-00	WA ST Death Inv Account
WA ST Treasurer's Office	2021 Q4 State shared rev	2021 Q4 State shared rev	\$140.71	63405	12/31/2021	631-000-000-586-83-08-00	WA St -Emer Med and Trauma
WA ST Treasurer's Office	2021 Q4 State shared rev	2021 Q4 State shared rev	\$5.13	63405	12/31/2021	631-000-000-586-89-09-00	WA ST Highway Account
WA ST Treasurer's Office	2021 Q4 State shared rev	2021 Q4 State shared rev	\$26.94	63405	12/31/2021	631-000-000-586-90-02-00	WA State Gen Fund 54
WA ST Treasurer's Office	2021 Q4 State shared rev	2021 Q4 State shared rev	\$1,393.22	63405	12/31/2021	631-000-000-586-91-00-00	WA St-State Gen Fund 40
WA ST Treasurer's Office	2021 Q4 State shared rev	2021 Q4 State shared rev	\$812.95	63405	12/31/2021	631-000-000-586-92-00-00	WA St-State Gen Fund 50
WA ST Treasurer's Office	2021 Q4 State shared rev	2021 Q4 State shared rev	\$642.14	63405	12/31/2021	631-000-000-586-97-05-00	WA St-JIS
WA ST Treasurer's Office	2021 Q4 State shared rev	2021 Q4 State shared rev	\$142.00	63405	12/31/2021	631-000-000-589-30-03-00	WA St-Bldg Code Fee
			\$3,586.92	63405 Total			
Willard's Pest Control	375155	PO rodent svcs	\$83.68	63406	12/31/2021	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$83.68	63406 Total			

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Vendor	Invoice Number	Expense Notes	Invoice Amount	Check Number	Check Date	Account Number	Account Description
US Bank	CRICKMORE 12/3/21-1/3/22	Batteries	\$406.13	ACH Payment	12/31/2021	101-000-000-542-30-48-00	Equipment Maintenance
US Bank	WILCOX 12/3/21-1/3/22	DS staff ICC training	\$537.00	ACH Payment	12/31/2021	001-000-000-558-60-49-00	Dues,Subscriptions,Memberships
US Bank	CRICKMORE 12/3/21-1/3/22	Dust collector	\$880.80	ACH Payment	12/31/2021	101-000-000-542-30-35-00	Small Tools/minor Equipment
US Bank	BURNS 12/3/21-1/3/22	Firearm supplies	\$144.45	ACH Payment	12/31/2021	001-000-000-521-20-31-60	Ammo/Range (Targets, etc)
US Bank	BURNS 12/3/21-1/3/22	Glock training, Glenn & Haverlsc	\$500.00	ACH Payment	12/31/2021	001-000-000-521-20-43-00	Travel & Training
US Bank	BURNS 12/3/21-1/3/22	IACP dues	\$210.00	ACH Payment	12/31/2021	001-000-000-521-20-49-40	Dues,Subcriptions,Memberships
US Bank	SASS 12/3/21-1/3/22	IACP dues, Sass	\$190.00	ACH Payment	12/31/2021	001-000-000-521-20-49-40	Dues,Subcriptions,Memberships
US Bank	KELLERMAN 12/3/21-1/3/22	Internet logs	\$0.55	ACH Payment	12/31/2021	001-000-000-518-80-41-50	Technical Services, Software Services
US Bank	BURNS 12/3/21-1/3/22	Item to be refunded	\$180.00	ACH Payment	12/31/2021	001-000-000-521-20-31-00	Office Supplies
US Bank	NATIONS 12/3/21-1/3/22	NW MC training,	\$1,025.00	ACH Payment	12/31/2021	001-000-000-518-10-43-00	Travel & Training
US Bank	NATIONS 12/3/21-1/3/22	Office supplies	\$180.33	ACH Payment	12/31/2021	001-000-000-518-10-31-00	Office And Operating Supplies
US Bank	KELLERMAN 12/3/21-1/3/22	Offsite storage, lg	\$1,678.00	ACH Payment	12/31/2021	001-000-000-518-30-45-00	Facility Rental
US Bank	NATIONS 12/3/21-1/3/22	Outgoing CC meeting	\$110.10	ACH Payment	12/31/2021	001-000-000-518-10-49-10	Miscellaneous
US Bank	NATIONS 12/3/21-1/3/22	Park board supplies	\$311.74	ACH Payment	12/31/2021	001-000-000-576-80-31-00	Operating Supplies
US Bank	CRICKMORE 12/3/21-1/3/22	PW supplies	\$747.56	ACH Payment	12/31/2021	001-000-000-576-80-31-00	Operating Supplies
US Bank	CRICKMORE 12/3/21-1/3/22	PW supplies	\$488.76	ACH Payment	12/31/2021	101-000-000-542-30-31-00	Operating & Maintenance Supplies
US Bank	CRICKMORE 12/3/21-1/3/22	PW uniforms	\$605.54	ACH Payment	12/31/2021	001-000-000-576-80-22-00	Uniforms
US Bank	CRICKMORE 12/3/21-1/3/22	PW uniforms	\$170.66	ACH Payment	12/31/2021	101-000-000-542-30-22-00	Uniforms
US Bank	CRICKMORE 12/3/21-1/3/22	Veh fuel & fluid repl.	\$2,180.41	ACH Payment	12/31/2021	001-000-000-576-80-32-00	Vehicle Fuel & Lube
US Bank	KELLERMAN 12/3/21-1/3/22	WAPRO dues, CC	\$25.00	ACH Payment	12/31/2021	001-000-000-518-10-49-20	Dues, Subscriptions
			\$10,572.03	ACH Payment Total			
			\$558,659.05	AP Total			
Payroll	Q4 2021 Payroll Taxes	Payroll	\$ 251.33	Total	12/31/2021	001-000-000-513-10-11-00	Salaries, Wages & Benefits
Payroll	Q4 2021 Payroll Taxes	Payroll	383.87	Total	12/31/2021	001-000-000-514-20-11-00	Salaries, Wages & Benefits
Payroll	Q4 2021 Payroll Taxes	Payroll	542.73	Total	12/31/2021	001-000-000-518-10-11-00	Salaries, Wages & Benefits
Payroll	Q4 2021 Payroll Taxes	Payroll	7,407.00	Total	12/31/2021	001-000-000-521-20-11-00	Salaries, Wages & Benefits
Payroll	Q4 2021 Payroll Taxes	Payroll	765.09	Total	12/31/2021	101-000-000-542-30-11-00	Salaries, Wages & Benefits
Payroll	Q4 2021 Payroll Taxes	Payroll	1,303.44	Total	12/31/2021	001-000-000-558-60-11-00	Salaries, Wages & Benefits
Payroll	Q4 2021 Payroll Taxes	Payroll	1,147.73	Total	12/31/2021	001-000-000-576-80-11-00	Salaries, Wages & Benefits
			Total	Payroll Total			
			\$ 11,801.19				
			\$570,460.24	Period Grand Total			



MEDINA, WASHINGTON

PARKS AND RECREATION BOARD MEETING MINUTES

Virtual/Online

Monday, November 15, 2021 – 5:00 PM

MINUTES

1. CALL TO ORDER / ROLL CALL

Chair Sarah Gray called the meeting to order at 5 PM.

PRESENT

Huan Bui
Sarah Gray
Collette McMullen
Barbara Moe
Gretchen Stengel
Rebecca Johnston
Katie Surbeck
Ben Johnston, Youth Advisor

ABSENT

Penny Martin, Emeritus Member

STAFF PRESENT

Ryan Osada, Pat Crickmore, Dawn Nations, Jeff Sass

2. ANNOUNCEMENTS

Chair Gray announced Huan Bui would be stepping down from his position on Park Board effective December 31, 2021. The board thanked him for his service.

3. APPROVAL OF PARK BOARD MINUTES

3.1 Park Board Meeting Minutes of October 18, 2021

Recommendation: Adopt minutes.

Staff Contact: Dawn Nations, Deputy City Clerk

ACTION: Motion made by Stengel, Seconded by McMullen. Carried 6-0
Voting Yea: Gray, McMullen, Moe, Stengel, Johnston, Surbeck

4. PUBLIC COMMENT

None.

5. PARK BOARD BUSINESS

5.1 Christmas Ships Event Planning

The board discussed the logistics for the event. Board Member Johnston will be the lead for this event. Board members will send out invites via social media and contact local schools. Board Member Moe will assist the Public Works department with signage for the event to be put out 1 week prior to the event. The City will post the event on the website and sent out notices.

5.2 Fall Bulb Planting Recap

The board gave an update on the planting event; 400 bulbs were planted in Medina Park and Fairweather. The board thanked Board Member Surbeck for her assisting on getting the bulbs.

5.3 Playground Update

Osada gave a brief update on the playground equipment. The 4 pallets of parts are expected to arrive the week of November 21st. The existing swing replacement was delayed due to backordered parts.

6. OTHER BUSINESS

6.1 Fairweather - Fallen Trees

Gray showed pictures of the fallen trees. Crickmore gave update on how the public works department handled the debris from the fallen tree. The board discussed ideas of what to put in that area now that the trees are gone. Public Works will research ideas and bring them to the park board for discussion.

Youth Advisor Johnston was asked about how to promote the youth advisor position. Suggestions were to reach out to parents, presentations to youth groups and put in newsletters at local High Schools. More discussion to follow.

7. PARK REPORTS

Fairweather & Lid - McMullen reported the fallen trees. Stengel reported that residents volunteered their time to remove the ivy and reported a tree down by the tennis courts.

Indian Trail - Bui reported looks good.

Lake Lane - Stengel reported looks fabulous.

Medina Beach Park - Moe reported looks good.

Medina Park - Gray gave an update that people thanked the park board for changing the dog rules. Johnston asked about the weeping willow tree. Public Works reported they are cleaning up the debris but the tree is dying and will need to be removed in the future. Public works reported they are working on the puddles on the pathways and the holes by south bridge.

Viewpoint Park - Moe and Gray reported looks great.

8. ADJOURNMENT

Meeting adjourned at 5:54 PM.

Meeting Minutes taken by:



Dawn Nations, Deputy City Clerk



MEDINA, WASHINGTON

PLANNING COMMISSION SPECIAL MEETING

Virtual/Online

Tuesday, December 14, 2021 – 4:00 PM

MINUTES

COMMISSION CHAIR | Laurel Preston

COMMISSION VICE-CHAIR | Shawn Schubring

COMMISSIONERS | Laura Bustamante, David Langworthy, Mark Nelson, Mike Raskin, Randy Reeves

PLANNING MANAGER | Stephanie Keyser

1. CALL TO ORDER / ROLL CALL

Chair Laurel Preston called the meeting to order at 4:05pm

PRESENT

Chair Laurel Preston

Vice Chair Shawn Schubring

Commissioner Laura Bustamante

Commissioner David Langworthy

Commissioner Mark Nelson

Commissioner Mike Raskin

Commissioner Randy Reeves

STAFF

Bennett, Keyser, Miner, Wilcox

2. APPROVAL OF MEETING AGENDA

Action: By consensus, Planning Commission approved the meeting agenda as presented.

3. APPROVAL OF MINUTES

3.1 Planning Commission Minutes of November 16, 2021

Recommendation: Approve Minutes

Staff Contact: Rebecca Bennett, Development Services Coordinator

Action: Motion to approve minutes. (Approved 7-0)

Motion made by Commissioner Nelson, Seconded by Commissioner Bustamante.
 Voting Yea: Chair Preston, Vice Chair Schubring, Commissioner Bustamante,
 Commissioner Langworthy, Commissioner Nelson, Commissioner Raskin,
 Commissioner Reeves

4. ANNOUNCEMENTS

4.1 Staff/Commissioners

Keyser announced City Manager Mike Sauerwein's last day is January 3rd – Chief Steve Burns has been appointed by Council to be the Interim City Manager. Tom Early has left to go work for King County – Ben Schneider of Otak is a landscape architect who is going to review the tree permit applications; the city has put out an RFP for an arborist. Jackets are available to be picked up at City Hall. The second tree code public hearing has been pushed to next year.

Chair Preston thanked commissioner Reeves for his time as a commissioner.

Commissioner Nelson announced Mason from Gray & Osborne is no longer with us.

5. AUDIENCE PARTICIPATION

Individuals wishing to speak live during the Virtual Planning Commission meeting will need to register their request with the Development Services Coordinator, Rebecca Bennett, via email (rbennett@medina-wa.gov) or by leaving a message at 425.233.6414 before 12pm the day of the Planning Commission meeting. Please reference Public Comments for the December 14 Planning Commission meeting on your correspondence. The Development Services Coordinator will call on you by name or telephone number when it is your turn to speak. You will be allotted 3 minutes for your comment and will be asked to stop when you reach the 3-minute limit.

No public was in attendance to speak during the audience participation.

6. PUBLIC HEARING

6.1 Permanent Supportive and Transitional Housing

Recommendation: Approve

Staff Contact(s): Stephanie Keyser, Planning Manager

Time Estimate: 30 minutes

Keyser presented PowerPoint presentation.

Action: Motion to amend proposed code 16.31.040 subsection B to limit to a maximum residents to 8 instead of 10 (Approved 7-0)

Motion made by Vice Chair Schubring, Seconded by Commissioner Raskin.
 Voting Yea: Chair Preston, Vice Chair Schubring, Commissioner Bustamante,

Commissioner Langworthy, Commissioner Nelson, Commissioner Raskin,
Commissioner Reeves

Action: Motion to amend 16.31.040 to add a subsection that creates a minimum length of stay of 72 hours. (Approved 6-1)

Motion made by Vice Chair Schubring, Seconded by Commissioner Langworthy.
Voting Yea: Chair Preston, Vice Chair Schubring, Commissioner Bustamante,
Commissioner Langworthy, Commissioner Raskin, Commissioner Reeves
Voting Nay: Commissioner Nelson

Action: Motion to adopt proposed code as commissioners amended it in prior motions
(Approved 7-0)

Motion made by Commissioner Nelson, Seconded by Commissioner Langworthy.
Voting Yea: Chair Preston, Vice Chair Schubring, Commissioner Bustamante,
Commissioner Langworthy, Commissioner Nelson, Commissioner Raskin,
Commissioner Reeves

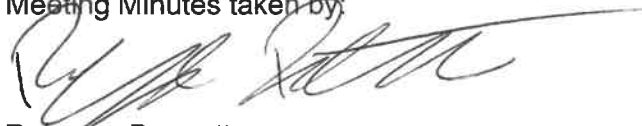
7. DISCUSSION

None.

8. ADJOURNMENT

Motion made by Commissioner Langworthy, Seconded by Commissioner Nelson.
Voting Yea: Chair Preston, Vice Chair Schubring, Commissioner Bustamante,
Commissioner Langworthy, Commissioner Nelson, Commissioner Raskin,
Commissioner Reeves

Meeting Minutes taken by:



Rebecca Bennett
Development Services Coordinator



MEDINA, WASHINGTON

MEDINA CITY COUNCIL CITY COUNCIL MEETING

Virtual/Online

Monday, November 08, 2021 – 4:00 PM

MINUTES

1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

Mayor Rossman called the regular meeting to order via MS Teams at 4:00 p.m.

PRESENT

Mayor Jessica Rossman
Deputy Mayor Cynthia Adkins
Councilmember Roger Frey
Councilmember Jennifer Garone
Councilmember Harini Gokul (online at 7:02 p.m.)
Councilmember Alex Morcos
Councilmember Bob Zook

ABSENT

None.

STAFF PRESENT

Michael Sauerwein, Scott Missall, Steve Burns, Ryan Osada, Steve Wilcox, Stephanie Keyser, Julie Ketter, Dawn Nations, Aimee Kellerman

2. APPROVAL OF MEETING AGENDA

ACTION: By consensus, the meeting agenda was approved.

3. Mayor Rossman opened the public comment period. There were no speakers. Subsequently, the public comment period was closed.

4. PRESENTATIONS

- 4.1 Presentation Phase 2 of the 520 Expansion Joint Sound Mitigation Study by University of Washington Professor Per Reinhall, PhD.

University of Washington professor Per Reinhall, PhD gave an update on the phase 2 of the 520-bridge expansion joint sound mitigation study. The final report is expected in March of 2022; however, they will be asking the Legislator for a three-month extension.

- 4.2 Reports and announcements from Park Board, Planning Commission, Emergency Preparedness, and City Council.

Park Board Chair Sarah Gray gave an update on activities from the Medina Parks and Recreation Board. The Christmas Ships are scheduled to be Medina Beach Park on December 22, 2021.

Police Chief Burns gave a brief update on Emergency Preparedness. Rosalee Gann stepped in as Chair of Emergency Preparedness following Kay Koelemay's departure.

5. **CONSENT AGENDA**

Consent agenda items are considered to be routine and will be considered for adoption by one motion. There will be no separate discussion of these items unless a Councilmember or City staff requests the Council to remove an item from the consent agenda.

ACTION: Motion Adkins second Morcos and carried by a 7:0 vote; Council approved the Consent Agenda as presented.

- 5.1 Check Register, October 2021
Recommendation: Approve.
Staff Contact: Julie Ketter, Finance Director
- 5.2 Approved September 20, 2021 Park Board Meeting Minutes
Recommendation: Receive and file.
Staff Contact: Dawn Nations, Deputy City Clerk
- 5.3 Approved September 28, 2021 Planning Commission Meeting Minutes
Recommendation: Receive and file.
Staff Contact: Stephanie Keyser, AICP, Planning Manager
- 5.4 DRAFT Meeting Minutes of September 27, 2021
Recommendation: Adopt minutes.
Staff Contact: Aimee Kellerman, CMC, City Clerk
- 5.5 Contract Authorizing 77th AVE NE Stormwater Repair Phase 1
Staff Recommendation: Approve.
Staff Contact: Ryan Osada, Public Works Director

6. **LEGISLATIVE HEARING**

None.

7. **PUBLIC HEARING**

- 7.1 Final 2022 Budget and Salary Schedule
 a) 2022 Final Budget Ordinance No. 1005;
 b) 2022 Property Tax Levy Resolution No. 420; and
 c) Creating New Development Services Enterprise Fund Resolution No. 421.
Recommendation: Take public testimony and adopt Ordinance No. 1005, Resolution

No. 420 and Resolution No. 421.

Staff Contacts: Julie Ketter, Finance & HR Director; Michael Sauerwein, City Manager

Director of Finance and HR, Julie Ketter gave a brief review of the proposed 2022 budget.

Mayor Rossman opened the public hearing period. There were no speakers. Mayor Rossman closed the public hearing period.

ACTION: Motion Adkins to approve Ordinance No. 1005 adopting the 2022 budget for the City of Medina setting forth the summary of estimated revenues and expenditures for each fund and the 2022 salary schedule. This was seconded by Frey and carried by a 6:0 (Gokul absent) vote.

ACTION: Motion Adkins to approve Resolution No. 420 adopting the 2022 property tax levy for the City of Medina and setting forth the estimated levy amount. This was seconded by Zook and carried by a 5:1 (Garone dissented and Gokul absent) vote.

ACTION: Motion Adkins to adopt Resolution No. 421 amending Financial Management policies to establish a separate Development Services fund as proposed. This was seconded by Frey and carried by a 6:0 (Gokul absent) vote.

7.2 Tree Code Update

Recommendation: Discussion and possible direction.

Staff Contact(s): Stephanie Keyser, Planning Manager; Emily Miner, City Attorney

Planning Manager Stephanie Keyser and Assistant City Attorney Emily Miner gave a presentation on the proposed tree code amendment.

Mayor Rossman opened the public hearing period. The following individuals addressed the Council:

- David Yee commented on the proposed tree code.
- Doug Hutson commented on the proposed tree code.
- Sheree Wen commented on the proposed tree code.
- Heija Nunn commented on the proposed tree code.

Mayor Rossman closed the public comment period.

Council discussed and asked questions. Staff responded.

ACTION: Discussion item only; no action taken. Council was requested to submit questions in writing to Planning Manager Stephanie Keyser to be answered at the December City Council meeting. Council also directed staff return to Council in December with examples of how the draft tree code would be implemented.

7.3 Liang Street Vacation Petition

Recommendation: Continue for Council deliberation and action.

Staff Contacts: Stephanie Keyser, Planning Manager; Scott Missall, City Attorney

City Attorney Scott Missall gave a summary of the rules and legal requirements for street vacations and a brief review of the City's recently adopted process (MMC 12.44) for street vacations.

Planning Manager Stephanie Keyser gave a summary of the Liang street vacation petition.

Jim Dearth, Project Manager with Ripple Design Studio and agent for applicant gave a presentation on his client's street vacation petition.

Council discussed and asked questions. Staff and applicants responded.

Council moved into Executive Session for an estimated time of 15 minutes at 7:45 p.m. under:

RCW 42.30.110(1)(i)

To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is not likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

The full Council reconvened at 8:00 p.m.

ACTION: Motion Morcos to approve the street vacation setting the selling price at sixty-three thousand seven hundred fifty dollars (\$63,750.00). This was seconded by Gokul. Council moved to discussion.

ACTION: Motion Rossman to amend the motion to full fair market value of one hundred twenty-seven thousand five hundred dollars (\$127,500.00) as requested by the city's appraisal. This was seconded by Adkins. Motion failed 4:3 (Frey, Garone, Morcos, and Zook dissented).

ACTION: Motion Morcos to approve the street vacation setting the selling price at sixty-three thousand seven hundred fifty dollars (\$63,750.00). This was seconded by Gokul. Motion carried 4:3 (Frey, Gokul and Rossman dissented).

8. **CITY BUSINESS**

None.

9. **CITY MANAGER'S REPORT**

Police, Development Services, Finance, Central Services, Public Works, City Attorney

There were no oral reports for the City Manager's report.

10. **REQUESTS FOR FUTURE AGENDA ITEMS AND COUNCIL ROUND TABLE**

Mayor Rossman reported that Planning Manager, Stephanie Keyser secured a grant for a housing action plan as part of the Comp Plan update from the Department of Commerce.

11. PUBLIC COMMENT

Comment period is limited to 10 minutes. Speaker comments limited to one minute per person.

Mayor Rossman opened the public comment period. There were no speakers. Subsequently, public was closed.

12. EXECUTIVE SESSION

Council moved into Executive Session for an estimated time of one-hour.

RCW 42.30.110(1)(g)

To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW **42.30.140**(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

ACTION: No action was taken following the Executive Session.

13. ADJOURNMENT

By consensus, Council adjourned the regular meeting at 8:50 p.m.



MEDINA, WASHINGTON

MEDINA CITY COUNCIL CITY COUNCIL MEETING

Virtual/Online

Monday, January 10, 2022 – 4:00 PM

MINUTES

1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

City Clerk Aimee Kellerman called the regular meeting to order at 4:03 p.m. via MS Teams.

PRESENT

Mayor Jessica Rossman
Deputy Mayor Randy Reeves
Councilmember Cynthia Adkins
Councilmember Jennifer Garone
Councilmember Harini Gokul
Councilmember Mac Johnston
Councilmember Bob Zook

ABSENT

None.

STAFF PRESENT

Steve Burns, Scott Missall, Ryan Osada, Steve Wilcox, Stephanie Keyser, Dawn Nations, Aimee Kellerman

2. APPROVAL OF MEETING AGENDA

ACTION: By consensus the meeting agenda was approved.

3. PUBLIC COMMENT PERIOD

City Clerk Aimee Kellerman opened the public comment period. There were no speakers. Subsequently, public comment was closed.

4. PRESENTATIONS

4.1 Introduction of New Council Members.

Interim City Manager Steve Burns welcomed and introduced new City Council Members Mac Johnston and Randy Reeves.

4.2 Election of Mayor/Deputy Mayor.

City Clerk Aimee Kellerman called for nominations for Mayor.

ACTION: Council Member Johnston nominated Council Member Rossman for Mayor. This was seconded by Council Member Garone.

With no other nominations, the nomination period was closed and the City Clerk called for a vote.

ACTION: With no objections and carried by a 7:0 vote: Council Member Jessica Rossman was re-elected as the Mayor of Medina for another term of two years.

Mayor Rossman opened the nomination period for Deputy Mayor.

ACTION: Council Member Adkins nominated Council Member Reeves for Deputy Mayor.

With no other nominations, the nomination period was closed and the Mayor called for a vote.

ACTION: With no objections and carried by a 6:1 (Garone abstained) vote; Council Member Randy Reeves was elected as the new Deputy Mayor for Medina for a term of two years.

4.3 Council Committee Selections.

Mayor Rossman gave a summary of the City's two standing Council committees: Personnel Committee and Finance Committee. She also noted that Council or staff may recommend the forming an ad-hoc committee for the upcoming Medina Comprehensive Plan update project. Other regional committees include the Eastside Transportation Partnership (ETP) and Sound Cities Association (SCA).

Council discussed the committees and interest in the forming and serving on the Comp Plan committee when that committee is formed. Staff is directed draft a proposal of a Comp Plan committee that would provide an administrative role to the Comp Plan project.

The following Council Members volunteered to serve on the Personnel Committee pending the creation of a Comprehensive Plan Committee: Adkins, Johnston and Reeves.

The following Council Members volunteered to serve on the Finance Committee: Garone and Zook.

Council Member Garone will continue to represent Medina at the SCA meetings and Council Member Johnston will take over in 2023.

Mayor Rossman will continue representing Medina at the ETP meetings.

4.4 Reports and announcements from Park Board, Planning Commission, Emergency Preparedness, and City Council.

Park Board Chair Sarah Gray gave a brief report of the Christmas Ships event in

December and Park Board will be working on recruiting youths for the upcoming youth advisory vacancy.

Planning Commission Chair Laurel Preston gave a brief summary of Planning Commission's discussions at the last meeting.

Interim Chief Jeff Sass reported that the next Emergency Preparedness meeting is scheduled for Wednesday, January 19, 2022 at 4:00 p.m via Zoom.

5. **CONSENT AGENDA**

Consent agenda items are considered to be routine and will be considered for adoption by one motion. There will be no separate discussion of these items unless a Councilmember or City staff requests the Council to remove an item from the consent agenda.

ACTION: Motion Johnston second Adkins and carried by a 7:0 vote: Council approved the Consent Agenda as presented.

- 5.1 Check Register, December 2021
Recommendation: Approve.
Staff Contact: Julie Ketter, Finance Director
- 5.2 Approved November 16, 2021 Planning Commission Meeting Minutes
Recommendation: Receive and file.
Staff Contact: Stephanie Keyser, AICP, Planning Manager
- 5.3 DRAFT Meeting Minutes of:
a) October 11, 2021; and
b) December 13, 2021.
Recommendation: Adopt Minutes.
Staff Contact: Aimee Kellerman, CMC, City Clerk

6. **LEGISLATIVE HEARING**

None.

7. **PUBLIC HEARING**

None.

8. **CITY BUSINESS**

- 8.1 Police Department WASPC Accreditation
Recommendation: Discussion.
Staff Contact: Steve Burns, Police Chief/Interim City Manager

Interim City Manager Steve Burns reported that the Medina Police Department was reaccruited with the Washington Association of Sheriffs and Police Chiefs (WASPC).

8.2 A Resolution regarding the King County Metro Bus Route 271

Recommendation: Adopt Resolution No. 424.

Staff Contact: Interim City Manager Stephen R. Burns

Mayor Rossman gave a brief explanation of the proposed resolution requesting King County Metro to keep bus route 271 intact and continue servicing Medina residents. Council discussed and asked questions. Staff responded.

ACTION: Motion Adkins second Zook and carried by a 7:0 vote; Council adopted Resolution No. 424.

8.3 Management Transition Plan (MTP)

Recommendation: Update and discussion.

Staff Contact: Scott Missall, City Attorney, Steve Burns, Interim City Manager

Interim City Manager Steve Burns and City Attorney Scott Missall gave a brief update on the City Management Transition Plan. Council will continue discussion and planning at the next City Council meeting scheduled for January 24, 2022.

9. **INTERIM CITY MANAGER'S REPORT**

Police, Development Services, Finance, Central Services, Public Works, City Attorney

Director of Development Services Steve Wilcox gave an update on activities in Development Services.

Director of Public Works Ryan Osada gave an update on the 2022 Capital Projects list.

Interim Police Chief Jeff Sass gave an update on activities in the Police Department.

Interim City Manager Steve Burns gave an update on the Finance/HR Director recruitment. He also reported that the testing for the 520 bridge joints is anticipated to start in mid-February. The retreat is tentatively scheduled for early to mid-March.

10. **AGENDA ITEMS AND COUNCIL ROUND TABLE**

Council Member Johnston asked for the gas-powered lawn equipment to be added for future discussion.

11. **PUBLIC COMMENT**

Mayor Rossman opened the public comment period. There were no speakers. Subsequently, public comment was closed.

12. **ADJOURNMENT**

By consensus, Council adjourned the regular meeting at 6:23 p.m.



MEDINA, WASHINGTON

MEDINA CITY COUNCIL CITY COUNCIL MEETING

Virtual/Online

Monday, January 24, 2022 – 4:00 PM

MINUTES

1. **REGULAR MEETING - CALL TO ORDER / ROLL CALL**

Mayor Rossman called the regular meeting to order at 4:00 p.m. via MS Teams.

PRESENT

Mayor Jessica Rossman
Deputy Mayor Randy Reeves
Councilmember Cynthia Adkins
Councilmember Jennifer Garone (online at 4:09 p.m.)
Councilmember Mac Johnston
Councilmember Bob Zook

ABSENT

Councilmember Harini Gokul

STAFF PRESENT

Steve Burns, Scott Missall, Ryan Osada, Steve Wilcox, Stephanie Keyser, Dawn Nations, Aimee Kellerman

2. **APPROVAL OF MEETING AGENDA**

By consensus, the meeting agenda was approved as presented.

3. **PUBLIC COMMENT PERIOD**

Mayor Rossman opened the public comment period. The following individual addressed the Council:

- Chris Koh commented his recent experience with the development process with the City of Medina.

With no other speakers, public comment was closed.

4. **PRESENTATIONS**

None.

5. **CONSENT AGENDA**

None.

6. **LEGISLATIVE HEARING**

None.

7. **PUBLIC HEARING**

None.

8. **CITY BUSINESS**

- 8.1 Management Transition Plan (City Manager)
Recommendation: Continue evaluation and decision process.
Staff Contact: Scott Missall, City Attorney

City Attorney Scott Missall gave a presentation on the Management Transition Plan which included background on requirements, legal process, and what is needed to move forward. Council discussed, asked questions and staff responded.

ACTION: Discussion item; no action taken. This will be brought back to Council in February for further discussion and next steps.

- 8.2 Development Services Committee
Recommendation: Approve.
Staff Contact: Steve Wilcox, Director of Development Services

Director of Development Services Steve Wilcox summarized his request for the creation of a special purpose advisory committee. The purposes of this committee is to provide advisory guidance to the Development Services Director as needed and create efficiency in Council review and adoption of Planning Commission proposals. Council discussed, asked questions and staff responded.

ACTION: Motion Adkins second Zook and carried by 6:0 (Gokul absent) vote; Council approved the creation of a special purpose committee as described in the Memo.

9. **CITY MANAGER'S REPORT**

None.

10. **REQUESTS FOR FUTURE AGENDA ITEMS AND COUNCIL ROUND TABLE**

Mayor Rossman requested that staff create a public hearing presentations checklist template that would include some of the following: background, what has the city previously done, what are we trying to solve, why is staff making the recommendation and facts supporting the recommendation, and impacts.

ACTION: By consensus, Council directed staff to move forward with the Mayor's request to work on a draft template to be brought back to Council at a future meeting for further discussion and direction.

Planning Manager Stephanie Keyser gave an update on the Permanent and Transitional Housing Action Plan.

11. PUBLIC COMMENT

Mayor Rossman opened the public comment period. There were no speakers. Subsequently, public comment was closed.

Council moved into Executive Session at 5:00 p.m. for an estimated time of two-hours. Council Member Zook recused himself at 5:45 p.m.

12. EXECUTIVE SESSION - 5:00 PM - 7:00 PM

RCW 42.30.140(4)(a)

Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

RCW 42.30.11.(1)(i)

To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

ACTION: No action was taken following the Executive Session.

13. ADJOURNMENT

By consensus, Council adjourned the regular meeting at 6:35 p.m.



MEDINA, WASHINGTON

AGENDA BILL

Monday, February 14, 2022

Subject: Approval of Interlocal Agreement (ILA) with Mercer Island for Marine Patrol Services

Category: Consent

Staff Contact: Jeffrey R. Sass, Interim Police Chief

Summary

The City of Mercer Island has agreed to provide the City of Medina marine patrol services. Attached is the interlocal agreement for marine patrol services. Mercer Island is providing services previously performed by Seattle Police Harbor Unit, which cancelled the contract in April 2021.

Attachment:

- Interlocal Agreement (ILA) with City of Mercer Island for Marine Patrol Services

Budget/Fiscal Impact: The impact is \$88,000 to the 2022 operating budget - the 2022 budgeted an anticipated amount of \$90,000 for marine services.

Recommendation: Approve.

City Manager Approval:

Proposed Council Motion: "I move to approve the Interlocal agreement with the City of Mercer Island for Marine Patrol Services and authorize the City Manager to sign the contract."

INTERLOCAL AGREEMENT FOR MARINE PATROL SERVICES

THIS INTERLOCAL AGREEMENT (“Agreement”) is between the City of Mercer Island, a municipal corporation of the State of Washington, hereinafter “Mercer Island,” and the City of Medina, a municipal corporation of the State of Washington, hereinafter “Medina”, individually a “party” and collectively the “parties”.

WHEREAS, Mercer Island borders on Lake Washington and has certain waters of Lake Washington within its municipal jurisdiction; and

WHEREAS, Mercer Island maintains a Marine Patrol unit to provide Marine Patrol services in the water of its municipal jurisdiction; and

WHEREAS, Medina also borders on Lake Washington and has certain of the waters of Lake Washington within its municipal jurisdiction; and

WHEREAS, Medina wishes to avail itself of the Marine Patrol services of Mercer Island in and on the waters within its municipal jurisdiction; and

WHEREAS, Mercer Island is agreeable to rendering such Marine Patrol services on terms and conditions negotiated between the parties;

NOW, THEREFORE, pursuant to the provisions of the Interlocal Cooperation Act, Chapter 39.34, Mercer Island and Medina hereby agree as follows:

Section 1. Definition of “Marine Patrol Services:”

For purposes of this Agreement, the following terms are defined:

“Marine Patrol Services” means the routine patrol of waters for the purpose of enforcing applicable laws and ordinances, promoting boater safety, and preventing law or safety violations, including responses to serious emergency complaints arising from conduct or situations on or under the waters, in accordance with standard emergency dispatch protocol; and the providing of fire suppression services from a Marine Patrol vessel.

Section 2. Mercer Island Obligations:

In consideration of the promises of Medina set forth in this Agreement and payment of the sum specified below, Mercer Island promises as follows:

- (A) Mercer Island will provide emergency services related to Marine Patrol Services twenty-four (24) hours per day during the entire year upon reasonable notice of the emergency to Mercer Island Marine Patrol unit.
- (B) Through its Marine Patrol Unit, Mercer Island shall provide routine Marine Patrol Services of waters on Lake Washington under the authority of Medina as described under Section 2(C) for the purpose of enforcing applicable laws and ordinances, promoting boater safety, and preventing law or safety violations, including responding to emergency complaints in accordance with standard emergency dispatch protocol.
- (C) Mercer Island shall provide routine Marine Patrol Services in the water areas under the jurisdiction of Medina on Lake Washington by rendering service of the same level, degree, and type as rendered for Mercer Island in its jurisdiction, provided that Marine Patrol Services shall be subject to interruption for vessel repair and maintenance. The shifts shall emphasize afternoon and early evening hours of the boating season beginning with opening day and continuing for six months (approximately April 1st through September 30th each year).
- (D) At the specific request of Medina, and at times when its workload priorities permit, Mercer Island shall provide Marine Patrol Services at times other than those of the daily boating season shift and outside the boating season.
- (E) During the first quarter of each calendar year, Mercer Island shall provide Medina with an annual report of the Marine Patrol Services rendered within Lake Washington waters, including number of calls for service (dispatched and on-view), number and type of citations and warnings issued, and safety checks made.
- (F) Furnish all personnel, services, equipment, and any and all other things appropriate to accomplish the level of Marine Patrol Services described above.

Section 3. Medina Obligations:

In consideration of the promises of Mercer Island set forth in this Agreement, Medina's obligations are as follows:

Mercer Island-Medina IIA for
 {EFM2521098.DOCX:1/05/08,000003/ }
 Marine Patrol Services

- (A) Medina confers municipal police authority on Mercer Island officers engaged pursuant to this Agreement in enforcing State laws and regulations and Medina ordinances within Medina's waters for the purposes of carrying out this Agreement.
- (B) Medina agrees to pay Mercer Island a fee of \$88,000 (Service Fee) for providing Marine Patrol Services for the 2022 calendar year, as described in Section 2 of this agreement. On January 1, 2023 and on January 1 of each year thereafter that this Agreement is in effect, the Service Fee set for in this section shall increase by a percentage equal to the Seattle-Tacoma-Bellevue CPI-W from June to June of the preceding year, unless the increase in the Seattle-Tacoma-Bellevue CPI-W from June to June of the preceding year is less than 1%, in which case the fees set forth in this section shall increase by 1%.
- (C) Medina agrees to pay the Service Fee to Mercer Island on or before December 30th of each year, with the first payment to be made within 15 days of execution of this Agreement. Payment shall be made to the City of Mercer Island at 9611 SE 36th Street, Mercer Island, Washington 98040.
- (D) Vessel tax revenue for all of the City of Medina will accrue to the City of Mercer Island.
- (E) Upon request, Medina will provide public support to applications by Mercer Island for grants related to its Marine Patrol.

Section 4. Supervision and Personnel:

In the providing of services as set forth above, each agency is acting as an independent contractor so that:

- (A) Control of Personnel. Control of personnel, standards of performance, discipline, and all other aspects of performance shall be governed entirely by the agency providing the service through its employees.
- (B) Independent Contractors. Each party to this Agreement is an independent contractor with respect to the subject matter herein. Nothing in this Agreement shall make any employee of Mercer Island an employee of Medina, and vice versa, for any purpose, including, but not limited to withholding taxes, payment of benefits, insurance, worker's compensation pursuant to Title 51 RCW, or any other rights or privileges

accorded to wither city's employee by virtue of their employment. At all times pertinent hereto, employees of Mercer Island are acting as Mercer Island employees, and employees of Medina are acting as Medina employees.

- (C) Liabilities. All liabilities to employees of each agency for wages and benefits or sickness arising from performance of the law enforcement services for the other agency shall remain the liability of the employing agency.

Section 5. Indemnification:

- (A) In executing this agreement, Mercer Island does not assume liability or responsibility for or in any way release Medina from any liability or responsibility which arises in whole or in part from the existence, validity or effect of Medina's ordinances, rules, regulations or from any statutory, common law or similar duty to the public that Medina has by virtue of its status as a municipality in the State of Washington. In any such cause, claims, suit, action or administrative proceeding is commenced, Medina shall defend the same at its sole expense and if judgement is entered or damages are awarded against Medina, Mercer Island, or both, Medina shall satisfy the same, including all chargeable costs and attorney's fees.
- (B) Subject to Section 5(A), Mercer Island shall indemnify and hold harmless Medina and its officers, agents, and employees, or any of them, from and against any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, which are caused by or result from any negligent act or omission of Mercer Island, its officers, agents, and employees in performing services pursuant to this Agreement. In the event that any suit based upon such a claim, action, loss or damage is brought against Medina or Medina and Mercer Island, Mercer Island shall defend the same at its sole cost and expense; and if final judgment be rendered against Medina and its officers, agents, and employees or jointly against Medina and Mercer Island and their respective officers, agents and employees, Mercer Island shall satisfy the same.
- (C) Medina shall indemnify and hold harmless Mercer Island and its officers, agents, and employees, or any of them, from and against any and all claims, actions, suits, liability, loss, costs, expenses, and damages of

- any nature whatsoever, which are caused by or result from any negligent act or omission of Medina, its officers, agents, and employees in performing services pursuant to this Agreement. In the event that any suit based upon such a claim, action, loss, or damage is brought against Mercer Island or Mercer Island and Medina, Medina shall defend the same at its sole cost and expense; and if final judgment be rendered against Mercer Island and its officers, agents, and employees or jointly against Medina and Mercer Island and their respective officers, agents and employees, Medina shall satisfy the same.
- (D) This indemnification provision shall survive the expiration or termination of this Agreement.

Section 6. Insurance; Risk of Loss:

Each party shall maintain in full force throughout the duration of this Agreement comprehensive general liability insurance that is sufficient to protect itself against all applicable risks associated with this Agreement, including coverage necessary to address liability associated with U.S. Longshore and Harbor Workers Act and Jones Act coverage, as amended, with minimum coverage of \$1,000,000 per occurrence/\$2,000,000 aggregate for personal injury and property damage. This requirement shall be deemed satisfied by evidence of a party's membership in a municipal self-insurance pool, including evidence of limits of coverage, exclusions, and limits of liability satisfactory to the other party. Each party will be liable for all loss or damage, other than ordinary wear and tear, of the other party's property in its possession or control that is caused by the negligence of the party in possession or control of the property. In the event of any such loss or damage, the damaging party will pay the damaged party the full current replacement cost of such equipment or property within a reasonable time, not less than sixty (60) days after its loss or damage.

Section 7. Duration:

- (A) This Agreement is effective upon authorization and signature by both parties. The initial contract period shall be for one year, which shall automatically renew for successive one-year terms under the same terms

- and conditions indefinitely, unless one party gives the other party ninety (90) days prior written notice of its intent to terminate this Agreement.
- (B) Either party may initiate a process to terminate this Agreement as follows: the party desiring to terminate the Agreement shall provide ninety (90) days prior written notice to the other party.

Section 8. General Provisions:

- (A) Governing Law; Venue; Attorney's Fees. This Agreement shall be governed by the laws of the State of Washington and its choice of laws rules. In the event of any suit or other proceeding instituted to enforce any term of this Agreement, the venue shall be King County, Washington. In any lawsuit between the parties with respect to the matters covered by this Agreement, the prevailing party will be entitled to receive its reasonable attorney's fees and costs of suit, in addition to any other relief it may be awarded.
- (B) Severability. Whenever possible, each provision of this Agreement shall be interpreted in such a manner as to be effective and valid under applicable law. If any provision of the Agreement is held to be invalid or unenforceable by a court of competent jurisdiction for any reason, the remaining provision will continue in full force without being impaired or invalidated in any way. Medina and Mercer Island agree to replace any invalid provision with a valid provision that most closely approximates the intent and economic effect of the invalid provision.
- (C) Nonwaiver. Any failure by either party to enforce strict performance of any provision of the Agreement will not constitute a waiver that party's right to subsequently enforce such provision or any other provision of the Agreement.
- (D) No Assignment. Neither this Agreement nor any of the rights or obligations of any party arising under this Agreement may be assigned to any third party, without the other party's prior written consent, which consent shall not be unreasonably withheld. Subject to the foregoing, this Agreement shall be binding upon, enforceable by, and inure to the benefit of, the parties and their successors and assigns.
- (E) No Third-Party Rights. Except as expressly provided herein, nothing in this Agreement shall be construed to permit anyone other than the parties

hereto and their successors and assigns to rely upon the covenants and agreements herein contained nor to give any such third party a cause of action (as a third-party beneficiary or otherwise) on account of any nonperformance hereunder.

- (F) Discrimination Prohibited. Neither party shall discriminate against any employee or any person seeking service under this Agreement on the basis of race, color, religion, creed, sex, age, national origin, marital status, or the presence of any sensory, mental or physical handicap or any other protected class status under applicable Federal, State, or Local laws.
- (G) Notices. All notices and other communications under the Agreement must be in writing, and must be given by registered or certified mail, postage prepaid, or delivered by hand to the party to whom the communication is to be given, at its address set forth in the signature blocks below.
- (H) Counterparts. This Agreement may be signed in counterparts, each of which shall be deemed an original, and all of which, taken together, shall be deemed one and the same document.
- (I) Amendments. This Agreement represents the entire and integrated Agreement between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties hereto.
- (J) Filing Requirement. This Agreement shall be filed/posted in accordance with RCW 39.34.040.
- (K) No New Entity Created. This Agreement does not create any separate legal or administrative entity.
- (L) Administrators. The Administrators responsible for administering this Agreement are the signatories shown below, or their designees.
- (M) Holding and Disposing of Property. Mercer Island will provide all personal property used in the course of this Agreement. The parties will not jointly hold any real property as a result of this Agreement.

City of Mercer Island

City of Medina

Jessi Bon
City Manager
9611 SE 36th Street
Mercer Island, WA 98040
Dated:

Stephen R. Burns
Interim City Manager
501 Evergreen Point Road
Medina, WA 98039
Dated:

APPROVED AS TO FORM:

APPROVED AS TO FORM:

Bio Park
City Attorney

Scott Missall
City Attorney



MEDINA, WASHINGTON

AGENDA BILL

Monday, February 14, 2022

Subject: Permanent Supportive and Transitional Housing

Category: City Business\Discussion

Staff Contact: Stephanie Keyser, Planning Manager

Summary

Recently adopted E2SHB 1220 ("Bill") impacted cities in two ways: 1) it eliminated certain zoning barriers related to the provision of emergency housing and, 2) required cities to plan for affordable housing in their next Comprehensive Plan update. Tonight's discussion is focused on the first impact and is intended to familiarize you with the state statutory requirements of the Bill and proposed code amendments to bring the municipal code into compliance with State law. These code amendments have been recommended by the Planning Commission, reviewed by the City Attorney's Office, and are in line with other jurisdictions' amendments.

Under Section 3 of the Bill, all code cities, including Medina, "shall not prohibit transitional housing or permanent supportive housing in any [zoning district] in which residential dwelling units or hotels are allowed." Cities may provide "reasonable occupancy, spacing and other intensity of use," but such regulations may not prevent the siting of a sufficient number of facilities necessary to accommodate each city's projected need for such housing under RCW 36.70A.070(2)(a)(ii).

While Medina does not allow hotels, residential dwellings are permitted by right in every zoning district. Thus, the City cannot prevent a transitional or permanent supportive housing unit from establishing itself in Medina, but as noted above the City may set reasonable parameters to protect public health and safety.

This topic will come back to Council in March for a public hearing and Council action through adoption of an ordinance amending the MMC.

Attachment:

Permanent Supportive and Transitional Housing Memo including **Exhibit A** - Draft Code

Budget/Fiscal Impact: N/A

Recommendation: Discussion

City Manager Approval:

Proposed Council Motion: N/A

Time Estimate: 15 minutes



CITY OF MEDINA

501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144
TELEPHONE 425-233-6400 | www.medina-wa.gov

MEMORANDUM

DATE: February 14, 2022
TO: Honorable Mayor and Medina City Council
FROM: Stephanie Keyser, AICP, Planning Manager
RE: Permanent Supportive and Transitional Housing

Signed by the Governor in 2021, E2SHB 1220 impacted cities in two ways: 1) it eliminated certain zoning barriers related to the provision of emergency housing and, 2) requires cities to plan for affordable housing in the next Comprehensive Plan update. Tonight's discussion is focused on the first impact.

Cities may not prohibit permanent supportive or transitional housing facilities in any zoning district that allows residential dwellings or hotels. In Medina, residential dwellings are permitted in every zoning district and now under this bill so are these facilities. Permanent supportive and transitional housing facilities are intended to support individuals and families who were homeless and provide services for them with the intention of moving them into permanent housing. As defined by the state, there is no limit on the length of stay for permanent supportive housing while transitional housing is limited to twenty-four months or longer if the program is limited to tenants within a specified age range or the program is intended for tenants in need of time to complete and transition from educational, training, or service programs.

The intention of the bill is to be a low barrier for individuals to access these housing facilities. As such, cities are prevented from stipulating who can live there. Staff did confirm this with our contact at the Department of Commerce who explained that attempting to limit the type of resident would conflict with the law and a proposed restriction would not pass Commerce's review.

Please note that in the attached draft, *permeable interlocking concrete pavers* and *permeable pavement* are underlined in red to move them into alphabetical order; no changes to those definitions are proposed.

Staff presented this to Planning Commission for discussion at the end of 2021. A public hearing was held during their December 14, 2021, meeting and the Commissioners voted 7-0 to recommend approval of the draft code. Tonight is Council's first discussion on this topic. This will come back at Council's March 14, 2022, meeting for a second public hearing and adoption.

Exhibit A

16.12.170 “P” definitions.

Parcel. See definition of “lot.”

“Park, public” means a natural, landscaped, or developed area, which may or may not contain structures, that is provided by a unit of government to meet the active or passive, outdoor or indoor, recreational needs of people.

“Parking area” means any area designed and/or used for parking vehicles and other motorized transportation.

“Parking space” means an area which is improved, maintained and used for the sole purpose of temporarily accommodating a motor vehicle that is not in use.

“Parties of record” means:

1. The applicant and any appellant;
2. The property owner, if different than the applicant;
3. The city;
4. Any person or public agency who individually submitted written comments to the city prior to the closing of the comment period provided in a legal notice;
5. Any person or public agency who individually submitted written comments for or testified at a predecision hearing;
6. Any person or public agency who submitted to the city a written request to specifically receive the notice of decision or to be included as a party of record prior to the closing of an open-record predecision hearing.
7. A party of record does not include a person who has only signed a petition. (See MMC 16.80.160.)

“Patio” means a hard surfaced area of the ground beyond a building designed, established and/or installed to provide for outdoor living, cooking and recreation, some sides of which are open and which may or may not have a permanent overhead covering.

“Penthouse, stair and elevator” means an enclosed structure on or above the roof of any part of a building, which is designed or used for ingress and egress by means of stairs or an elevator.

“Permeable interlocking concrete pavements (PICP)” means a type of permeable pavement made with manufactured modular concrete paving units. Pavements constructed with these pavers create joints that are filled with permeable aggregates and installed on an open-graded bedding course to allow water to infiltrate.

“Permeable pavement” means a low impact development best management practice consisting of paving material which is designed to allow passage of water through the pavement section. It

often includes an aggregate base that provides structural support and acts as a stormwater reservoir.

“Permanent supportive housing” means one or more subsidized, leased dwelling units with no limit on length of stay that prioritizes people who need comprehensive support services to retain tenancy and utilizes admissions practices designed to use lower barriers to entry that would be typical for other subsidized or unsubsidized rental housing, especially related to rental history, criminal history, and personal behaviors. Permanent supportive housing is paired with on-site or off-site voluntary services designed to support a person living with a complex and disabling behavioral health or physical health condition who was experiencing homelessness or was at imminent risk of homelessness prior to moving into housing to retain their housing and be a successful tenant in a housing arrangement, improve the resident’s health status, and connect the resident of the housing with community-based health care, treatment, or employment services. Permanent supportive housing is subject to all of the rights and responsibilities defined in chapter 59.18 RCW.

“Permit fee” means a payment of money imposed upon development as a condition of application for or approval of development to cover the costs of processing applications, inspecting and reviewing plans or other information required to be submitted for purpose of evaluating an application, or inspecting or monitoring development activity.

“Person” means, as used in this title, any individual, partnership, association, corporation, unit of government or any other legal entity.

“Personal wireless service facilities” means the same as that phrase is given meaning pursuant to 47 U.S.C. 332(c)(7)(C)(ii).

“Personal wireless services” means the same as that phrase is given meaning pursuant to 47 U.S.C. 332(c)(7)(C)(i).

“Pervious concrete” means a type of permeable pavement made with a rigid pavement similar to conventional concrete with the fine material reduced to form voids between the aggregate and allow water to infiltrate.

“Planned land use development (PLUD)” means the provisions for varying zoning requirements adopted by Ordinance No. 213 and repealed by Ordinance No. 435.

“Plantable area, right-of-way” means the pervious surface portion of the city’s street rights-of-way located between the street surface edge and the adjoining property line. The plantable area also includes the area of any planting strip between the existing sidewalk or pathway and the edge of the street. The plantable area excludes the sidewalk and driveways.

“Planting bed boxes, raised” means a series of walls fit closely together, without a cover, each wall one foot wide or less, used to frame soils elevated above the finished grade for growing plants and built of timber, stone, brick, concrete and similar types of framing materials.

“Plat” means a map or representation of a subdivision, showing thereon the division of a tract or parcel of land into lots, blocks, streets and alleys, or other divisions and dedications.

“Plat certificate” means a title report or subdivision guarantee that is prepared by a title company for the property contained in a proposed short subdivision, subdivision or binding site plan, to include, as a minimum, all owners of record, easements and encumbrances affecting said property.

“Plat, final” means the final drawing of the subdivision and dedication prepared for filing for record with the county auditor and containing all elements and requirements set forth in this chapter and Chapter 58.17 RCW.

“Plat, preliminary” means a neat and approximate drawing of a proposed subdivision showing the general layout of streets and alleys, lots, blocks, and other elements consistent with the requirements of this chapter. The preliminary plat shall be the basis for the approval or disapproval of the general layout of a subdivision or short subdivision.

“Plat, short” means the map or representation of a short subdivision.

“Ponds” means areas of open water fed by springs, or fed by natural and enhanced drainage ways, which are so intrinsically associated with a wetland, stream or natural watercourse as to merit protection under the provisions of this chapter.

“Porch” means a structure abutting a main wall of a building having a roof, but with walls that are generally open and unenclosed and with direct access to or from a building. An uncovered porch is similar to an uncovered deck, but provides main access to or from a building. (See “deck” and “veranda.”)

“Porous asphalt” means a type of permeable pavement made with a flexible pavement similar to standard asphalt that uses a bituminous binder with the fine material reduced to form voids between the aggregate and allow water to infiltrate.

“Practical alternative” means an alternative that is available and capable of being carried out after taking into consideration cost, existing technology, and logistics in light of overall project purposes, and having fewer impacts to critical areas.

“Premises” means the same as the definition in MMC 8.04.010(D).

“Priority habitat” means habitat type or elements with unique or significant value to one or more species as classified by the Department of Fish and Wildlife. A priority habitat may consist of a unique vegetation type or dominant plant species, a described successional stage, or a specific structural element (WAC 173-26-020(28)).

“Profit” means the value difference in what a building or structure is worth as a result of improvements made to the building or structure, and the cost of replacement of the building or structure. For the purpose of this chapter “profit” shall be an estimate.

“Project permit” or “project permit application” means any land use or environmental permit or license required from the city for a project action, including but not limited to building permits, subdivisions, conditional/special uses, shoreline permits, site plan review, permits or approvals required by critical area ordinances, site-specific rezones authorized by a comprehensive plan,

tree removal permits, and right-of-way permits, but excluding the adoption or amendment of a comprehensive plan, subarea plan, or development regulations.

“Property line” means the legal boundary of a parcel of land.

“Property line, front” means, unless otherwise set forth in this title, the property line contiguous with the street right-of-way.

“Property line, rear” means, unless otherwise set forth in this title, any property line other than the front property line which is parallel to the front property line or within 45 degrees of being parallel to the front property line.

“Property line, side” means any property line that is not a front or rear property line.

“Pruning” means the selective removal of branches and/or trunks following ANSI standards for safety, health, structure, shape, and aesthetics. This definition includes trimming. Except where approved by the city arborist to reduce a hazard, pruning shall be consistent with one of the following methods:

1. Clean: Cleaning a tree shall consist of pruning to remove one or more nonbeneficial parts: dead, diseased, and/or broken branches;
2. Raise: Selective pruning to provide vertical clearance;
3. Reduce: Selective pruning to decrease the height and/or spread of a tree and shall not reduce the foliage crown by more than 25 percent annually (this method is employed to minimize risk of failure, balance the canopy, height and spread reduction, utility clearance or to improve tree aesthetics); or
4. Thin: Selective pruning to reduce the density of small live branches typically in the 10 to 15 percent range of the foliage crown, but not exceeding 25 percent annually.

“Pruning, hazard” means removing hazardous branches throughout a canopy, or in a clearly specified area of the canopy where safety considerations are paramount. Such branches may be broken, exceedingly weighted, or cracked.

“Public meeting” means an informal meeting, hearing, workshop, or other public gathering of persons to obtain comments from the public or other agencies on a proposed project permit prior to the city’s decision. A public meeting does not include an open-record hearing. The proceedings at a public meeting may be recorded and a report or recommendation may be included in the city’s project permit application file.

“Public safety use” means police, fire and similar emergency services provided by a public entity.

...

16.12.210 “T” definitions.

“Target,” when used for assessing hazard trees, means people, property or activities that could be injured, damaged, or disrupted by a tree.

“Target, likelihood of impact” means the chance of a target being impacted by a failed part of a tree. The likelihood of impacting a target can be categorized as follows:

1. Very low: the chance of the failed tree or branch impacting the specific target is remote;
2. Low: it is not likely that the failed tree or branch will impact the target;
3. Medium: the failed tree or branch may or may not impact the target, with nearly equal likelihood; or
4. High: the failed tree or branch will most likely impact the target.

In evaluating the likelihood of impacting a target, the occupancy rate of the target and any factors that could affect the failed tree as it falls towards the target shall be used in determining the likelihood of impact.

“Temporary public facility” means a land use and/or facilities owned, operated, and maintained temporarily by a city government agency, a public or nonprofit school, or religious organization.

“Terrace” means a level platform or shelf of earth supported on one or more faces by a wall, bank of turf, stable inclined grades, or the like.

“Title report” means the written analysis of the status of title to real property, including a property description, names of titleholders and how title is held (joint tenancy, etc.), encumbrances (mortgages, liens, deeds of trusts, recorded judgments), and real property taxes due.

“Tract” means an extended area of land reserved exclusively for a special use such as open space, surface water retention, utilities, or access. Tracts reserved for a special use are not considered building sites.

“Transitional housing” means one or more dwelling units owned, operated, or managed by a nonprofit organization or governmental entity in which supportive services are provided to individuals and families that were formerly homeless, with the intent to stabilize them and move them to permanent housing within a period of not more than twenty-four months, or longer if the program is limited to tenants within a specified age range or the program is intended for tenants in need of time to complete and transition from educational or training or service programs.

“Treasurer, county” means the person defined in Chapter 36.40 RCW, or the office of the person assigned such duties under the King County Charter.

“Treatment best management practice” means a facility designed to remove pollutants contained in stormwater. Some methods of pollutant removal include sedimentation/settling, filtration, plant uptake, and bacterial decomposition. Treatment BMPs include, but are not limited to: vegetated filter strips, oil and water separators, biofiltration swales, and linear sand filters. Further information can be found in the stormwater manual adopted under MMC 13.06.020.

“Tree” means a self-supporting woody perennial plant, excluding a bush or shrub.

“Tree, dead” means a tree that is no longer alive, has been removed beyond repair, or is in an advanced state of decline (where an insufficient amount of live tissue, green leaves, limbs or branches exists to sustain life) and has been determined to be in such a state by a certified arborist during a nondormant or other natural stage of the tree that would minimize the likelihood that the tree would be mistakenly identified as being in such a dead state.

“Tree, hedge” means a row of smaller trees planted close together and growing in a dense continuous line 20 feet in length or longer that form a thicket barrier.

“Tree protection zone” means area identified by the director in which no soil disturbances are permitted and activities are restricted.

“Tree, right-of-way” means a tree with at least two-thirds of its trunk diameter on public right-of-way.

“Tree risk” means the combination of the likelihood of an event and the severity of the potential consequences. In the context of trees, risk is the likelihood of a conflict or tree failure occurring and affecting a target and the severity of the associated consequences: personal injury, property damage, or disruption of activities. Risk is evaluated by categorizing or quantifying both the likelihood (probability) of occurrence and the severity of the consequences.

“Tree species” means group of trees that resemble each other closely and interbreed freely.

“Tree topping” means an inappropriate technique to reduce tree size that cuts through a stem more than two years old at an indiscriminate location.

“Truck gardening” means the same as “market gardens,” which is the small-scale production of fruits, vegetables and flowers, frequently sold directly to consumers.

...

16.21.030 Use table.

Table 16.21.030 establishes those uses which are permitted, those uses subject to specific development standards, and those uses requiring special approval and that are prohibited within each zoning district.

Table 16.21.030: Land Use Table

Uses	R-16 Zone	R-20 Zone	R-30 Zone	SR-30 Zone	NA Zone	Public Zone
Residential Uses						
Accessory Dwelling Units	P	P	P	P	P	P

Uses	R-16 Zone	R-20 Zone	R-30 Zone	SR-30 Zone	NA Zone	Public Zone
Accessory Recreational Facilities	A	A	A	A	A	A
Accessory Recreational Facilities – Minor	L	L	L	L	L	L
Accessory Uses – On-Site	P	P	P	P	P	P
Accessory Uses – Off-Site	L	L	L	L	L	L
Adult Family Home	L	L	L	L	L	L
Detached, Single-Family Dwelling	P	P	P	P	P	P
Family Day Care Home	L	L	L	L	L	L
Manufactured Home	L	L	L	L	L	L
<u>Permanent Supportive Housing</u>	<u>L</u>	<u>L</u>	<u>L</u>	<u>L</u>	<u>L</u>	<u>L</u>
<u>Transitional Housing</u>	<u>L</u>	<u>L</u>	<u>L</u>	<u>L</u>	<u>L</u>	<u>L</u>
Nonresidential Uses						
Automobile Service Station					L	
Automobile Mechanical Repair					L	
Commercial Horticulture/Truck Gardening/Agriculture, Excluding the Raising of Animals				L		
Clubhouse – Public/Private		SU				SU
Golf Course		SU				SU
Historical Use	H				H	
Home Business	L	L	L	L	P	P
Public and Institutional Uses						
City Government Facilities						CU
Post Office						SU
Public Safety						CU
Public Park	P	P	P	P	P	P
Electrical Power and Utility Substation	SU	SU	SU	SU	SU	SU
Accessory Recreational Facilities – Public	P	P	P	P	P	P
Religious Facility	SU	SU	SU	SU	SU	SU
School – Public/Private (Preschool to Grade 12)						SU

Uses	R-16 Zone	R-20 Zone	R-30 Zone	SR-30 Zone	NA Zone	Public Zone
Temporary City Government Facilities	L	L	L	L	P	P
Wireless Communication Facilities	SU	SU		SU	SU	SU
Shoreline Uses						
See Chapter 16.62 MMC for a list of uses within the shoreline jurisdiction.						
*See MMC 16.21.020 for explanation of “P,” “L,” “A,” “SU,” “CU,” and “H.”						

...

Chapter 16.31

LIMITED USES

Sections:

- 16.31.010 Home business.
- 16.31.020 Adult family homes and family day care homes.
- 16.31.030 Manufactured homes and trailers.
- 16.31.040 Automobile-related service uses.
- 16.31.050 Commercial horticulture, truck gardening, and agriculture uses.
- 16.31.060 Permanent supportive and transitional housing.

...

16.31.040 Permanent supportive and transitional housing.

Permanent supportive and transitional housing facilities are permitted uses in any zoning district allowing a single-family dwelling subject to the following criteria:

A. The number of permanent supportive and transitional housing facilities allowed on any given lot shall be no more than the number of standard dwelling units that would be allowed under MMC 16.21.060.

B. Permanent supportive and transitional housing facilities are limited to a maximum of 8 residents at any one time, plus up to four resident staff.

C. Permanent supportive and transitional housing facilities must be a 24-hour a day facility where rooms or units are assigned to specific residents for the duration of their stay, provided:

1. For transitional housing, the minimum length of stay is 72-hours.

D. On-site services such as laundry, hygiene, meals, case management, and social programs are limited to the residents and not available for drop in use by non-residents.

E. No permanent supportive housing or transitional housing may be located within half a mile of another property that contains permanent supportive housing or transitional housing, calculated as a radius from the property lines of the site.

F. Prior to the start of operation, an occupancy agreement shall be submitted to the city.

1. Property owners and/or operators shall enter into an agreement with the City on a form that is acceptable to the city.
2. The occupancy agreement shall include but not be limited to the following:
 - a. Names and contact information for onsite staff.
 - b. Description of the services to be provided onsite.
 - c. Description of the staff plan including the following:
 - i. Number of staff supporting residents and operations;
 - ii. Certification requirements;
 - iii. Staff training programs;
 - iv. Staff to client ratios;
 - v. Roles and responsibilities of all staff; and
 - vi. The name and contact information for at least one off-site staff member.
 - d. Program rules and/or code of conduct describing occupant expectations and consequences for failing to comply. The code of conduct shall at minimum address the prohibition of the following:
 - i. The use or sale of alcohol and illegal drugs;
 - ii. Threatening or unsafe behavior; and
 - iii. Weapon possession.
 - e. A safety and security plan reviewed and approved by the Medina Police Department including protocols for response to the facility and to facility residents throughout the City. If calls for law enforcement service exceed an agreed upon

threshold in any given quarter, the facility operator will work with the City to reduce calls below the threshold level.

- f. A plan for potential impacts on nearby residences including a proposed mitigation approach (for example, a *Good Neighbor Agreement Plan*) that addresses items like noise, smoking areas, parking, security procedures, and litter prior to the start of operations.
- g. Description of eligibility for residency and referral process.
- h. A parking plan acceptable to the City showing there is adequate parking to meet the expected demand from residents, staff, service providers, and visitors. Residents may not park off-site, and all vehicles must be operational.

DRAFT

NO ATTACHMENTS



MEDINA, WASHINGTON

AGENDA BILL

Monday, February 14, 2022

Subject: 2022 City Council Retreat

Category: City Council Business – Discussion

Staff Contact: Stephen R. Burns, Interim City Manager

Summary

At the February, 14 Medina City Council meeting, we will be discussing the City Council Retreat. I have outlined a **draft** agenda below and a working outline.

In preparation for the meeting, I spoke to each of you individually to gain a better understanding of what you wanted from the retreat. Based on the responses I received, there were several common themes and I have attempted to capture the groups basic goals and discussion items below. This is my recommendation for the location, agenda, and time for each item – realizing this can be changed during discussion.

DRAFT Retreat Agenda:

Logistics:

- An in-person retreat was preferred.
- Medina City Hall – there is no cost, no vaccine requirement (which I can explain at the meeting), open to the public
- Saturday vs. weekday
 - I recommend a mid-week evening during the week of March 7th from 4:00 PM to 7:00 PM.

Agenda:

1. Introductions and icebreakers – 30 minutes
2. ICM Update – 20 minutes
 - a. Current Staff Priorities
 - b. Transition Update
 - c. Staffing overview
3. City Council Priorities Discussion - 1 Hour
 - a. Workplan
 - b. ICM Priorities
4. ICM and City Workplan – 20 minutes
5. City Council Guidelines: review and discussion – 20 minutes

6. Roundtable – 30 minutes

Approximate length for meeting 3 hours.

Attachment

- DRAFT Working Outline

Budget/Fiscal Impact: N/A

Recommendation: Discussion and direction.

City Manager Approval: 

Proposed Council Motion: N/A

Time Estimate: 30 minutes



CITY OF MEDINA

501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144
TELEPHONE 425-233-6400 | www.medina-wa.gov

Date: February 14, 2022

To: Honorable Mayor and City Council

From: Stephen R. Burns, Interim City Manager

Subject: DRAFT – Working Outline for Council Retreat

Logistics:

- An in-person retreat was preferred.
- Medina City Hall – there is no cost, no vaccine requirement (which I can explain at the meeting), open to the public
- Saturday vs. weekday
 - I recommend a mid-week evening during the week of March 7th from 4:00 PM to 7:00 PM.

Agenda:

1. Introductions and icebreakers – 30 minutes
 - Suggested ice breaker questions -
 - Why do you want to be on council or why I like being on council?
 - What do you want from council?
 - What brought you to Medina?
 - What is your style for learning/discussion/problem-solving?
2. ICM Update – 20 minutes
 - a. Current Staff Priorities
 - i. Managerial Transition
 - ii. Stormwater
 - iii. Comprehensive Plan
 - iv. Tree code
 - v. SR 520 Expansion Joint
 - b. Transition Update
 - i. Functioning government
 - ii. Challenges
 - c. Staffing Update/Changes
 - i. City Manager
 - ii. Finance Director
 - iii. Chief of Police
 - iv. New Police Officer(s)
3. City Council Priorities Discussion - 1 Hour
 - a. Goal Areas to Focus
 - i. 2018 City Council Goals
 1. Quality Infrastructure

- 2. Neighborhood Character
- 3. Financial Stability
- 4. Efficient City Government
- b. Council Workplan –
 - i. Previous retreat items
 - 1. Residential development
 - 2. Tree code regulations
 - 3. Stormwater Drains
 - 4. Comprehensive Plan update
 - 5. Simplify codes
 - 6. Strengthening the Council Team
 - ii. Possible/newly mentioned items
 - 1. Gas blowers
 - 2. Sidewalks
 - 3. City survey
- c. ICM Priorities – should be similar to the workplan/priorities
- 4. ICM and City Workplan follow-up (should be similar in scope) – 20 minutes
- 5. Council guideline review and discussion – 20 minutes
- 6. Roundtable – 30 minutes

Anticipated length 3 hours

NO ATTACHMENTS



CITY OF MEDINA

501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144
TELEPHONE 425-233-6400 | www.medina-wa.gov

Date: February 14, 2022

To: Honorable Mayor and City Council

From: Stephen R. Burns, Interim City Manager

Subject: Interim City Manager Report – February 2022

1. City Management Transition – On January 4th, I started my role as interim city manager and have continued to work with department directors and staff to make an efficient transition. I continue to meet routinely with directors to ensure projects and programs stay on track. In addition, I have started to meet with individual staff to gain better understanding of their roles, responsibilities, perspective, and address any concerns. The transition is moving in a positive direction.
2. Medina Finance Director – unfortunately we needed to re-advertise the position since viable candidates removed themselves from consideration for a variety of reasons. Medina Assistant Finance Director Anna Zhu has agreed to act as the interim finance director until a permanent person is hired and we have hired a temporary finance person to assist Zhu until a permanent person is hired.
3. State Route 520 Expansion Joint – University of Washington is targeting for the first week in March for testing, but it may be pushed back depending on the speed of fabrication - they are still doing lab testing until the middle of February. In addition, they are giving an interim report to the legislature in March. An initial draft of the report will go to WSDOT in mid-February.
4. Medina Days – Met with potential organizer to start planning for Medina Days 2022. It is anticipated that Medina Days events will occur during the week of August 8th, 2022.



MEDINA POLICE DEPARTMENT

DATE: February 14, 2022
TO: Interim City Manager Stephen R. Burns
FROM: Acting Chief Jeffrey R. Sass
RE: Police Department Update – January 2022

The following is a summary highlighting some of the Medina Police Department activity in January 2022.

Monthly Report- New report to reflect activities of officers and remove/combine items not used or relevant.

Staffing- Currently the department has one vacancy and one officer who is out injured and will be out for an additional two months, leaving us at minimum coverage. We are conducting entry level interviews in an effort to establish a hiring list as we did not receive any viable lateral entry applications.



MEDINA POLICE DEPARTMENT
Jeff Sass, Acting Chief of Police
MONTHLY SUMMARY
JANUARY 2022



FELONY CRIMES

Theft **2022-00000180** **01/17/2022**

A Police Officer was dispatched to the 8400 Blk of NE 7th St. for a report of several packages being stolen from their front porch. The approximate value of items stolen is \$969. No further leads.

Motor Vehicle Theft **2022-00000223** **01/18/2022**

A Police Officer was dispatched to the 2700 Blk of Evergreen Point Road for a report of a motor vehicle theft. The suspects had driven into the resident's yard damaging the landscape. Estimated damage to yard is \$500. The vehicle was located and recovered on January 23rd by Seattle PD. Under investigation.

Fraud **2022-00000205** **01/18/2022**

A resident contacted the Police Department for a fraud report. The resident advised that someone had fraudulently obtained a personal loan in their name. The amount of the loan was \$32,000. The monetary loss was sustained by the bank. No loss of funds to the victim. No suspects at this time.

Motor Vehicle Theft **2022-00000242** **01/20/2022**

A Police Officer was dispatched to the 400 Blk of Upland Road for a report of a motor vehicle theft. The vehicle was unlocked, and the key fob was left inside. The vehicle was recently recovered by an outside agency. Under investigation.

MISDEMEANOR CRIMES

Trespass **2022-00000006** **01/01/2022**

A Police Officer was dispatched to the 1800 Block of 73rd Ave NE for a report of an unwanted subject. The subject was contacted, and a Notice of Trespass was issued to the subject.

Motor Vehicle Prowl **2022-00000278** **01/22/2022**

A Police Officer responded to the 700 Block of Overlake Drive NE. for a report of a vehicle prowling. The suspects damaged the driver's side door lock and stole a toolbox, power tool set and a circular saw. The damage to the driver's side door is estimated to be \$300 and the approximate value of items stolen is \$750. No suspects at this time.

Malicious Mischief **2022-00000363** **01/28/2022**

A resident in the 500 Blk of Upland Road contacted the Police Department to report that their mailbox had been broken into. Unknown if any mail was taken. Approximate damage to mailbox is \$200. No suspects at this time.

Motor Vehicle Prowl**2022-00000368****01/28/2022**

A Police Officer responded to the 8000 Blk of NE 12th for a report of a vehicle prowling. The driver's side rear window was smashed, and a purse was stolen. The estimated monetary loss is \$1,136. No suspects at this time.

OTHER**Warrant Arrest****2022-00000156****01/15/2022**

A Police Officer was dispatched to the 2200 Blk of 79th Ave NE for a report of a suspicious vehicle. The officer conducted a record's check on the individual that returned with a misdemeanor warrant out of the City of SeaTac. The subject was placed into custody and booked into the Score Jail.

CPS**2022-00000310****01/24/2022**

A Police Officer assisted Child Protective Services with a referral.



MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police (Acting)

City of Medina



AGENDA ITEM 9.1b

January 2022 - Monthly Report

CRIMES	Current Month	YTD 2022	YTD 2021	Year-End 2021
Burglary	1	1	0	13
Vehicle Prowl	2	2	0	13
Vehicle Theft	2	2	0	2
Theft (mail & all other)	1	1	2	15
ID Theft/Fraud	2	2	2	11
Malicious Mischief (Vandalism)	1	1	1	6
Domestic Violence	1	1	1	10
Disturbance, Harassment & Non-DV Assault	2	2	3	18
Suspicious Activity/Area Check	21	21	23	385
TOTAL CRIMES	33	33	32	473

COMMUNITY POLICING	Current Month	YTD 2022	YTD 2021	Year-End 2021
Drug Violations - Referrals to Treatment	0	0	0	1
Community Assists	13	13	32	475
House Watch Checks	39	39	45	552
School Zone	30	30	8	372
Mental Health	2	2	3	49
TOTAL ENFORCEMENT	84	84	88	1449

TRAFFIC	Current Month	YTD 2022	YTD 2021	Year-End 2021
Collisions				
Injury	0	0	0	0
Non-Injury	0	0	3	18
Non-Reportable	0	0	N/A	N/A
Traffic Stops				
Citations/Infractions/Parking	24	24	6	251
Warnings	116	116	28	1808
Directed Patrol	15	15	35	488
TOTAL TRAFFIC	155	155	72	2565

CALLS FOR SERVICE	Current Month	YTD 2022	YTD 2021	Year-End 2021
Animal Complaints	7	7	1	33
Residential Alarms	18	18	13	242
Missing Person	0	0	0	9
Suspicious Activity/Area Check	21	21	23	385
Medical Call/Assist Fire Department	1	1	3	52
Juvenile (underage party, substance use, etc.)	1	1	1	11
TOTAL SERVICE	48	48	41	732

*This report does not include all calls for service handled by Medina Police Officers. It is meant to be an overview of general calls for service within the specified reporting period.

**TOWN OF HUNTS POINT***Jeff Sass, Acting Chief of Police***MONTHLY SUMMARY
JANUARY 2022****FELONY CRIMES****Theft****2022-00000207****01/18/2022**

A resident contacted the Police Department to report a theft. Two items were stolen from the residence totaling approximately \$9767. Under investigation.

MISDEMEANOR CRIMES

Nothing to report.



MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police (Acting)

Town of Hunts Point

TOWN OF
HUNTS POINT
Washington

AGENDA ITEM 9.1b

January 2022 - Monthly Report

CRIMES	Current Month	YTD 2022	YTD 2021	Year-End 2021
Burglary	0	0	0	1
Vehicle Prowl	0	0	0	1
Vehicle Theft	0	0	0	2
Theft (mail & all other)	1	1	0	3
ID Theft/Fraud	0	0	0	1
Malicious Mischief (Vandalism)	0	0	0	2
Domestic Violence	0	0	2	2
Disturbance, Harassment & Non-DV Assault	2	2	3	8
Suspicious Activity/Area Check	4	4	0	24
TOTAL CRIMES	7	7	5	44

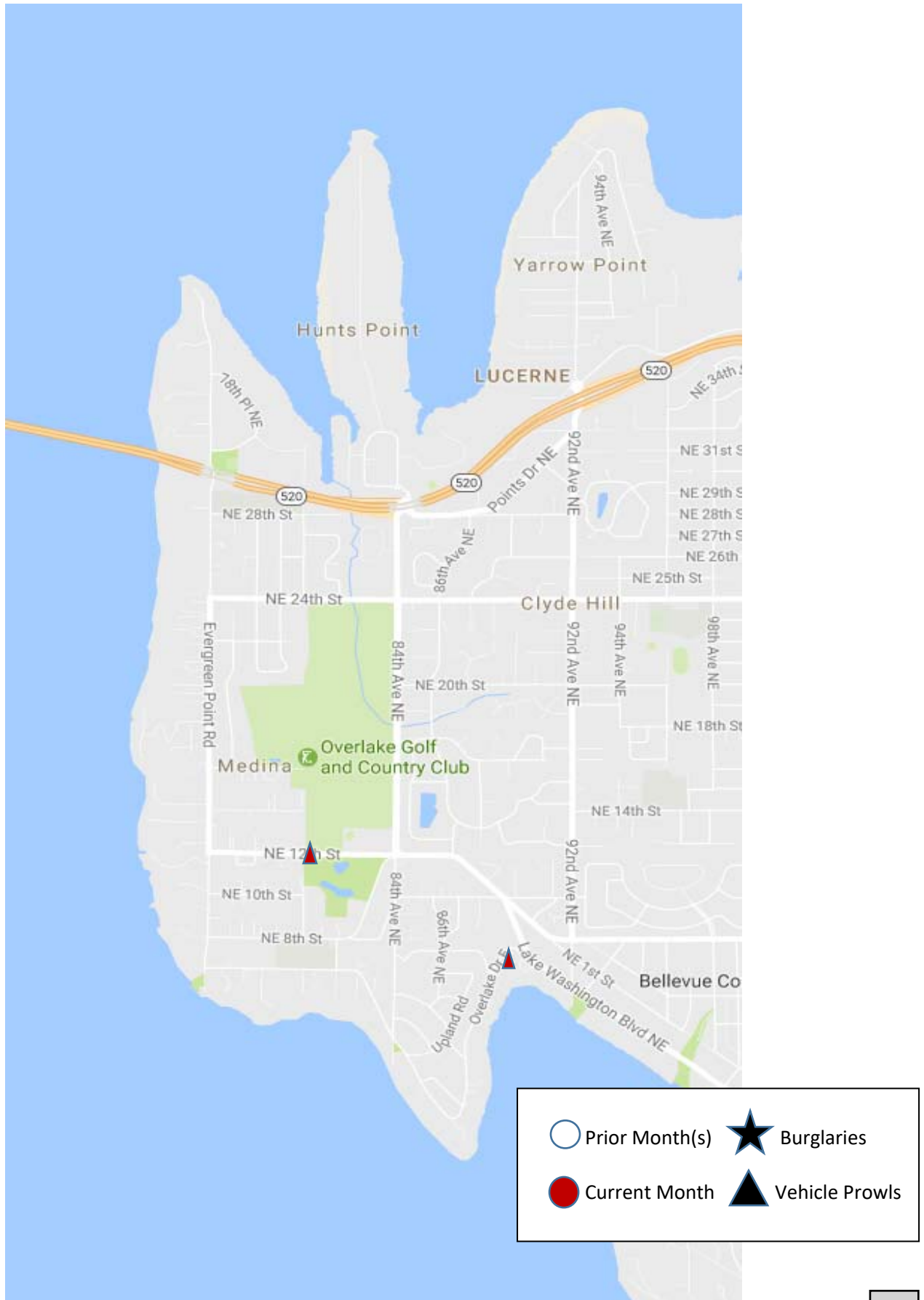
COMMUNITY POLICING	Current Month	YTD 2022	YTD 2021	Year-End 2021
Drug Violations - Referrals to Treatment	0	0	0	0
Community Assists	1	1	1	44
House Watch Checks	4	4	6	66
Mental Health	0	0	0	4
TOTAL ENFORCEMENT	5	5	7	114

TRAFFIC	Current Month	YTD 2022	YTD 2021	Year-End 2021
Collisions				
Injury	0	0	0	0
Non-Injury	0	0	0	1
Non-Reportable	0	0	0	0
Traffic Stops				
Citations/Infractions/Parking	4	4	0	27
Warnings	18	18	4	187
Directed Patrol	2	2	1	38
TOTAL TRAFFIC	24	24	5	253

CALLS FOR SERVICE	Current Month	YTD 2022	YTD 2021	Year-End 2021
Animal Complaints	0	0	0	5
Residential Alarms	6	6	1	24
Missing Person	0	0	0	0
Suspicious Activity/Area Check	4	4	0	7
Medical Call/Assist Fire Department	0	0	2	2
Juvenile (underage party, substance use, etc.)	0	0	0	1
TOTAL SERVICE	10	10	3	39

*This report does not include all calls for service handled by Medina Police Officers. It is meant to be an overview of general calls for service within the specified reporting period.

2022 Burglaries & Vehicle Prowls Medina & Hunts Point





CITY OF MEDINA

501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144
TELEPHONE 425-233-6400 | www.medina-wa.gov

Date: February 14, 2022
To: Honorable Mayor and City Council
Via: Steve Burns, Interim City Manager
From: Steven R. Wilcox, Development Services Department Director
Subject: Development Services Department Monthly Report

Permit Activity

Right on schedule permit activity is increasing. Typically, permit application activity increases each February. After an early spring decrease, activity usually increases again in late spring or early summer.

Local design and construction professionals continue to be busy, however a concrete truck driver strike is continuing to slow construction projects. There is some speculation that this strike could continue into June 2022.

Please see the permit activity reports provided. We are already about \$900,000 ahead in permit valuation over January 2021. All indications at this moment are that construction activity and our permitting will be similar to 2021.

Permit value is not the sum of the work in Development Services, it is simply one marker of activity which is specific to building permits only. Building construction permit fees are based upon a specifically defined "permit valuation", but the majority of permit fees are fixed and not reflected in permit valuation. Planning, Grading and Drainage, Trees, mechanical, plumbing, gas piping, etc. are examples of permits not included in the permit valuation total. Additionally, our DS staff are involved in many other activities not reflected in permit valuation.

Planning Commission

By Stephanie Keyser

At their February 22nd meeting, Planning Commission will begin discussing alternatives to original grade (work plan item #5). Original grade is the natural ground elevation that existed prior to any lot development or manmade modifications in the first instance (MMC 16.12.080). The process of determining original grade requires a Geotech to take samples of the earth, analyze them, and write a report that's submitted as part of the building permit. The problem with this method is that it's an imperfect science where different experts can arrive at contrasting determinations. Finding an alternative to original grade has been discussed periodically over the years, most recently while Planning Commission discussed

bulk in 2019-2020. It is anticipated this topic to cover a few meetings in Planning Commission, before coming to Council in late Spring.

Code Enforcement

Please see the “Code Enforcement for January” report provided. The report shows much of the monthly code enforcement activity performed by Development Services.

After working through some large and complex code enforcement actions in 2021 we seem to be back to normal smaller activities such as construction parking and sign removal.

Tree Management Code

We are still working on finding a new Tree Code Consultant. Our Tree Code Consultant Tom Early worked through his employer Otak and was with Medina for over 15 years.

We do not feel pressure to rush to find a replacement. Tom’s former employer Otak is still under contract with us to continue to provide Tree Management Code services to us through the end of 2023. Otak, however does not have anyone on their staff who is fully qualified to help us. We are currently working with an Otak assigned landscape architect along with a sub-consultant arborist.

Because the work is being performed competently, we can take the time needed to find the right person or persons for the on-call consulting position.

We received two responses to an RFP that closed in late December 2021. Both responses are qualified with one looking like a much better fit for us than the other. While qualification and fit are critical, cost of service is also a factor. The two responses we received have very different fixed and hourly costs with the better of the two consultants being very expensive. We potentially could be looking at a 40% increase in cost over Otak and Tom Early.

Probably a reason for the higher proposed service cost is the issue of conflicts. A company would need to give up their current private work in Medina to work for the City. Otak never had private work in Medina so their fees were lower. A reason for the lower cost proposal of our two RFP respondents is probably a lesser amount of work in Medina that would need to be given up.

Because the work is being performed and there is no rush, we are exploring options including some fairly creative ones. It is preferable to work with a single consultant, but we have presented concepts for blending two separate consulting companies to cover the work we have. Dividing the work could reduce our costs. We are also talking with additional companies that did not previously respond to our RFP.

Permit Tracking and Portal

Our permitting portal is now located on our city website and where it can be easily accessed. If you go here: [Development Services | Medina Washington \(medina-wa.gov\)](#) you can then open “Apply for a Permit”.

Our portal still does not function as we would like it to. We are working with the portal vendor while at the same time exploring other potential options. The best option is to keep our current permitting software with fixes made to it by the vendor.

There is much work to be done on the Development Services webpage, but we are slowly adding information and building it.

Washington Association of Building Officials

Provided with this report are the Washington Association of Building Officials 2022 Legislative Talking Points. This is provided to you FYI so that you can see what the state building officials are thinking about this year.

The “net zero built environment” topic will have impact on Medina eventually as the State Energy Code is something that evolves and affects us directly. In particular large new residential construction has been impacted more than any other structure type by the Energy Code.

Development Services Fee Study

As a 2021 goal and associated with the new Development Services “Enterprise Fund” we are performing a complete review of the fees we charge for a variety of services. Of course, Council will be involved in this during the year as new fees and structure must be approved.

A fee study does not necessarily mean increased fees. We will find that we are undercharging in some areas, and possibly overcharging in others. A discussion is needed with Council about fee policy. There has not been a comprehensive study of Development Services fees in at least 14 years so this should be interesting. Along with the fee study will come a review of processes with changes to be made for efficiencies. From our perspective fees and efficient process must both be considered. And there is an aspect of fairness to be considered. From what we can determine, Development Services fees and process were built or altered piece by piece by more than one person over a period of several years. We now wish to look individually at services cost and look at this comprehensively.

Medina uses a fundamental process that is less usual for jurisdictions in our area. We typically charge lower fixed fees, then supplement the cost of service by requiring an “Advanced Deposit” or cash draw-down account to be provided to us by the applicant. This process has been in existence for many years with a significant change made in 2010. The Advanced Deposit or “AD” has worked for us and seems to be a good way of assuring that more expensive projects for us to service pay their own costs. The alternative to the AD process is to charge fixed fees uniformly in amounts high enough to cover our cost of service. Our AD process

is really could be viewed as a fixed fee plus actual costs of service. The AD process does have the disadvantage of adding significant administrative work for staff.

Attached are two tables showing a comparison of monthly invoicing vs. AD drawn by Medina. We are providing this FYI in preparation for a discussion with Council about policy to come later. Two of our professional consultants Otak (Tree Management) and Gray & Osborne (site engineering) were used in the comparisons through data collected in 2021. We simply took the actual invoiced amounts and compared the AD used that same month. A percentage of the AD vs. invoice total was calculated and a net amount of the invoice after the AD was taken is shown. This information was collected and assembled to help understand our costs for the fee study. Admittedly, this comparison is very broad and not comprehensive, but it does help as one tool in understanding our net costs of service considering our AD process.



Monthly Issued Permit Report

January, 2022

Construction Value:	January 2022	January 2021	2022 YTM	2021 YTM	Difference
Accessory Structure	-	-	-	-	\$0.00
Addition / Alteration	\$875,035.00	\$503,000.00	\$875,035.00	\$503,000.00	\$372,035.00
Fence / Wall	\$3,500.00	\$4,000.00	\$3,500.00	\$4,000.00	(\$500.00)
New Construction	\$2,900,000.00	\$2,364,659.00	\$2,900,000.00	\$2,364,659.00	\$535,341.00
Repair / Replace	-	-	-	-	\$0.00
Wireless Comm. Facility	-	-	-	-	\$0.00
Total Value:	\$3,778,535.00	\$2,871,659.00	\$3,778,535.00	\$2,871,659.00	\$906,876.00

Permits Issued:	January 2022	January 2021	2022 YTM	2021 YTM	Difference
New Construction	1	1	1	1	0
Permit Extension	3	2	3	2	1
Accessory Structure	-	-	-	-	0
Addition / Alteration	1	4	1	4	(3)
Construction Activity Permit	2	2	2	2	0
Demolition	1	1	1	1	0
Fence / Wall	1	1	1	1	0
Grading / Drainage	1	1	1	1	0
Mechanical	10	10	10	10	0
Other - Moving	-	-	-	-	0
Plumbing / Gas	6	13	6	13	(7)
Repair / Replace	-	-	-	-	0
Reroof	-	-	-	-	0
Right of Way Use	6	6	6	6	0
Tree Mitigation	7	5	7	5	2
Wireless Comm. Facility	-	-	-	-	0
Total Permits:	39	46	39	46	(7)

Inspections:	January 2022	January 2021	2022 YTM	2021 YTM	Difference
Building	66	52	66	52	14
	10	20	10	20	(10)
Engineering/Other	9	2	9	2	7
Tree	3	1	3	1	2
Total Inspections:	88	75	88	75	13

Monthly Applications Submitted				
01/01/2022 – 01/31/2022				
Permit Type	Submitted Date	Permit Number	Total Valuation	Address
B-ADD/ALT	01/06/2022	B-22-004	\$20,000.00	2422 78TH AVE NE
B-ADD/ALT	01/24/2022	B-22-010	\$400,000.00	1220 80TH PL NE
B-ADD/ALT	01/14/2022	B-22-011	\$4,000,000.00	3234 78TH PL NE
TOTAL B-ADD/ALT:	3		\$4,420,000.00	
B-DECK	01/05/2022	B-22-003	\$40,000.00	3239 EVERGREEN POINT RD
TOTAL B-DECK:	1		\$40,000.00	
B-DEM	01/17/2022	D-22-001		7626 NE 10TH ST
TOTAL B-DEM:	1		\$0.00	
B-GAS	01/11/2022	G-22-003		8224 OVERLAKE DR W
B-GAS	01/04/2022	G-22-001		1800 77TH AVE NE
B-GAS	01/06/2022	G-22-002		3225 EVERGREEN POINT RD

TOTAL B-GAS:	3		\$0.00	
B-GATE	01/10/2022	B-22-008	\$20,000.00	1221 Evergreen Point Rd
TOTAL B-GATE:	1		\$20,000.00	
B-LIFT	01/07/2022	B-22-006	\$25,650.00	8751 OVERLAKE DR W
TOTAL B-LIFT:	1		\$25,650.00	
B-MECHANICAL	01/31/2022	M-22-014		8208 OVERLAKE DR W
B-MECHANICAL	01/10/2022	M-22-003		3444 EVERGREEN POINT RD
B-MECHANICAL	01/11/2022	M-22-006		7633 NE 14TH ST
B-MECHANICAL	01/06/2022	M-22-002		3225 EVERGREEN POINT RD
B-MECHANICAL	01/31/2022	M-22-017		821 83RD AVE NE
B-MECHANICAL	01/06/2022	M-22-001		1217 EVERGREEN POINT RD
B-MECHANICAL	01/26/2022	M-22-013		2221 77TH AVE NE

B-MECHANICAL	01/21/2022	M-22-010		8414 OVERLAKE DR W
B-MECHANICAL	01/19/2022	M-22-009		8224 OVERLAKE DR W
TOTAL B-MECHANICAL:	9		\$0.00	
B-PLUMBING	01/26/2022	P-22-005		8604 NE 6TH ST
B-PLUMBING	01/10/2022	P-22-001		2750 Evergreen Pt Rd
TOTAL B-PLUMBING:	2		\$0.00	
B-SFR	01/12/2022	B-21-132	\$1,119,450.00	632 Evergreen Point Rd
B-SFR	01/17/2022	B-22-013	\$1,600,000.00	7626 NE 10TH ST
TOTAL B-SFR:	2		\$2,719,450.00	
B-TELE	01/21/2022	B-22-014	\$20,000.00	8398 NE 12TH ST
TOTAL B-TELE:	1		\$20,000.00	
CAP - CONSTRUCTION ACTIVITY PERMIT	01/28/2022	CAP-22-005		1220 80TH PL NE

CAP - CONSTRUCTION ACTIVITY PERMIT	01/20/2022	CAP-22-003		8751 OVERLAKE DR W
CAP - CONSTRUCTION ACTIVITY PERMIT	01/28/2022	CAP-22-004		2422 78TH AVE NE
CAP - CONSTRUCTION ACTIVITY PERMIT	01/31/2022	CAP-22-006		3239 EVERGREEN POINT RD
CAP - CONSTRUCTION ACTIVITY PERMIT	01/14/2022	CAP-22-001		3234 78TH PL NE
CAP - CONSTRUCTION ACTIVITY PERMIT	01/17/2022	CAP-22-002		7626 NE 10TH ST
TOTAL CAP - CONSTRUCTION ACTIVITY PERMIT:	6		\$0.00	
ENG-GRADING/DRAINAGE	01/17/2022	ENG-GD-22-003		7626 NE 10TH ST
ENG-GRADING/DRAINAGE	01/14/2022	ENG-GD-22-001		3234 78TH PL NE
ENG-GRADING/DRAINAGE	01/14/2022	ENG-GD-22-002		632 Evergreen Point Rd
TOTAL ENG-GRADING/DRAINAGE:	3		\$0.00	
P-NON ADMIN VARIANCE	01/12/2022	P-22-002		922 87TH AVE NE
TOTAL P-NON ADMIN VARIANCE:	1		\$0.00	

P-SEPA/SUBSTANTIAL DEV	01/25/2022	P-22-004		8905 GROAT POINT DR
TOTAL P-SEPA/SUBSTANTIAL DEV:	1		\$0.00	
PW-RIGHT OF WAY	01/04/2022	PW-ROW-22-003		2436 Evergreen Point Rd
PW-RIGHT OF WAY	01/06/2022	PW-ROW-22-001		1800 77TH AVE NE
PW-RIGHT OF WAY	01/11/2022	PW-ROW-22-005		3430 EVERGREEN POINT RD
PW-RIGHT OF WAY	01/13/2022	PW-ROW-21-094		Medina
PW-RIGHT OF WAY	01/10/2022	PW-ROW-22-006		7747 OVERLAKE DR W
PW-RIGHT OF WAY	01/10/2022	PW-ROW-22-004		1686 77TH AVE NE
TOTAL PW-RIGHT OF WAY:	6		\$0.00	
TREE-ADMIN ROW TREE REMOVAL	01/31/2022	TREE-22-013		3211 Evergreen Point Rd
TOTAL TREE-ADMIN ROW TREE REMOVAL:	1		\$0.00	
TREE-PERFORMANCE	01/17/2022	TREE-22-007		7626 NE 10TH ST

TREE-PERFORMANCE	01/25/2022	TREE-22-011		935 88TH AVE NE
TREE-PERFORMANCE	01/20/2022	TREE-22-008		1081 80TH PL NE
TREE-PERFORMANCE	01/31/2022	TREE-21-083		647 EVERGREEN POINT RD
TOTAL TREE-PERFORMANCE:	4		\$0.00	
TREE-RESTORATION	01/24/2022	TREE-22-010		8222 OVERLAKE DR W
TOTAL TREE-RESTORATION:	1		\$0.00	
TREE-WITH BUILDING/DEVELOPMENT	01/14/2022	TREE-22-006		3234 78TH PL NE
TOTAL TREE-WITH BUILDING/DEVELOPMENT:	1		\$0.00	
Total # of Permits		48	\$7,245,100.00	

Case Number	Case Type	Case Status	Assigned To	Address	Case Text
CC-2022-001	INITIAL WARNING	COMPLETED	Rob Kilmer	2456 78TH AVE NE	<p>Description: Tree care vehicle and equipment blocking one half of street.</p> <p>Action Taken: Required workers to move onto private property and explained the MMC rules regarding blocking of the ROW.</p>
CC-2022-002	GENERAL	OPENED	Rob Kilmer	7800 NE 28TH ST	<p>Description: Construction of a fence and gate without permits.</p> <p>Action Taken: Advised that work could not continue until required permits were obtained. Work has been voluntarily suspended.</p>
CC-2022-003	SIGN VIOLATION	COMPLETED	Rob Kilmer	1859 EVERGREEN POINT RD	<p>Description: Commercial yard sign displayed on property</p> <p>Action Taken: Contacted company and notified them that commercial yard signs are not permitted to be displayed. The company removed the sign.</p>
CC-2022-004	GENERAL	COMPLETED	Rob Kilmer	7743 OVERLAKE DR W	<p>Description: Tree cutting work observed</p> <p>Action Taken: Confirmed that a tree permit had been obtained. Instructed workers to move equipment out of the ROW.</p>
CC-2022-005	GENERAL	COMPLETED	Rob Kilmer	7789 NE 12th St	<p>Description: Illicit discharge reported</p> <p>Action Taken: Searched area until source of discharge was located. Helped clean/contain the spill. Reported event to Department of Ecology.</p>
CC-2022-006	GENERAL	COMPLETED	Rob Kilmer	1010 84th Ave NE	<p>Description: Construction related vehicles parked in ROW</p> <p>Action Taken: Spoke with project manager and determined that vehicles were present for a site meeting. Requested that flashers be used.</p>
CC-2022-007	GENERAL	COMPLETED	Rob Kilmer	508 UPLAND RD	<p>Description: Construction related vehicle parked by ROW</p> <p>Action Taken: Spoke to site manager and determined this to be a temporary situation. Required flashers to be displayed.</p>

Case Number	Case Type	Case Status	Assigned To	Address	Case Text
CC-2022-008	GENERAL	COMPLETED	Rob Kilmer	7858 NE 14TH ST	<p>Description: Storm catch basin observed to be plugged.</p> <p>Action Taken: Assisted site manager in lifting grate and removing catch basin filter bag. Site manager cleaned bag and replace it so that it could operate as intended once more.</p>
CC-2022-009	GENERAL	COMPLETED	Rob Kilmer	2206 EVERGREEN POINT RD	<p>Description: Tree removal observed</p> <p>Action Taken: Checked to ensure permit was issued and being followed.</p>
CC-2022-010	ROW VIOLATION	COMPLETED	Rob Kilmer	3257 EVERGREEN POINT RD	<p>Description: Construction related vehicle parked along ROW</p> <p>Action Taken: Explained to the worker that no construction related vehicles were allowed to be parked along the ROW in the City of Medina, and the worker promptly relocated.</p>
CC-2022-011	GENERAL	COMPLETED	Rob Kilmer	2450 78TH AVE NE	<p>Description: Vehicles potentially related to construction activity observed.</p> <p>Action Taken: Contacted Agent of the suspected jobsite with an initial warning.</p>
CC-2022-012	SIGN VIOLATION	COMPLETED	Rob Kilmer	2450 78TH AVE NE	<p>Description: Commercial sign displayed</p> <p>Action Taken: Explained that commercial signs are not permitted to be displayed. Sign was voluntarily removed.</p>
CC-2022-013	GENERAL	COMPLETED	Rob Kilmer	3265 Evergreen Point Road	<p>Description: Report of construction related parking was received.</p> <p>Action Taken: Investigated and found that activity was related to a Right of Way permit. Worked with site superintendent to minimize disruption to neighboring residents.</p>
CC-2022-014	INITIAL WARNING	COMPLETED	Rob Kilmer	2036 EVERGREEN POINT RD	<p>Description: Construction related vehicle obstructing use of sidewalk.</p> <p>Action Taken: Sent initial warning to project Agent and Site Superintendent.</p>



Code Enforcement for January

Report run on: 02/01/2022 09:21 AM

Case Number	Case Type	Case Status	Assigned To	Address	Case Text
CC-2022-015	GENERAL	COMPLETED	Rob Kilmer	2890 Evergreen Point Road	<div>Description: Complaint received of overcrowding at Park & Ride due to construction-project related vehicles</div> <div>Action Taken: Created notices and placed them on each vehicle that appeared to be construction related. Followed up the next day and observed that three of the vehicles were no longer present.</div>



Washington Association of Building Officials

2022 Legislative Talking Points

“Streamlining Permits”

- For the past several years there have been bills introduced aimed at streamlining the permitting process. Such as: Senate Bill 5243 (Gildon, 2021), Senate Bill 5380 (Fortunato, 2021/2022), **and this year, House Bill 2049 (Barkis, 2022).**
- These bills have all included slightly differing policies that would require the automatic approval of a building permit after a certain number of reviews or after a stamp/signature from a professional engineer or architect.
- This is problematic as there are many examples around the nation where design flaws resulted in injuries and deaths. Some bills required additional insurance; however, the burden of collecting is still passed onto local jurisdictions.
- Licensed architects and engineers are human like the rest of us. We all make mistakes, but in this case plan review acts as a final audit to try to identify them and ensure our communities have a safe built environment. If not caught at plan review and identified in the field by inspectors the delay and associated costs are much higher.
- The building permit process is the last resort for enforcement of state and local priorities by an agency without a financial interest. These priorities include environmental concerns like wetlands, landslides, protected species, and shorelines. If a project triggers compliance with the requirements for these priorities a two-week process can become a six-month process and a perception that the building officials delayed the process.

“Keeping up with the complexity of achieving a net zero built environment”

- While we don’t have a legislative ask for 2022, we want to highlight the current state of our industry, future needs for funding and for support to better enforce energy codes that are becoming incredibly complex.
- The energy code requirements have advanced in complexity over the past few code cycles. The “low hanging fruit” to achieve more energy efficiencies like more insulation and better windows are a thing of the past. Now we are relying on advanced technology and integration of whole building concepts to meet the newest standards.
- The time it used to take to review plans for energy code requirements was approximately 10%, but now it can be up to 60% which adds hours to each review.
- Although the Office of Energy Efficiency and Renewable Energy creates software programs (ResCheck and ComCheck) to allow designers to demonstrate compliance, we cannot use it in our state because we have essentially rewritten the entire energy code vs using the model code. This also limits training opportunities that are available to every other state.
- L&I covers most of the state for electrical code requirements; however, they don’t enforce the energy code requirements for things such as switching or lighting. As such, it creates an overlap of enforcement leading to inconsistencies and additional burdens on the local jurisdictions to gain compliance after L&I has already inspected and approved a project.

“Codes should be written by the State Building Code Council”

- The current SBCC (State Building Code Council) is comprised of subject matter experts from varying backgrounds.
- We ask that whatever policy decision the legislature wants to make (electric vehicle charging stations / wildfire mitigation / smoke control systems **HB 1971**), they still task the SBCC with writing the actual building codes and fund them appropriately.

Otak 2021

Month	Invoice	AD	%	Net
January	\$ 7,408.75	\$ 1,848.00	25%	\$ 5,560.75
February	\$ 6,868.05	\$ 2,053.71	30%	\$ 4,814.34
March	\$12,461.82	\$ 2,967.59	24%	\$ 9,494.23
April	\$ 5,947.29	\$ 1,584.94	27%	\$ 4,362.35
May	\$ 5,104.50	\$ 553.50	11%	\$ 4,551.00
June	\$ 6,683.64	\$ 1,310.61	20%	\$ 5,373.03
July	\$ 5,412.00	\$ 1,161.92	21%	\$ 4,250.08
August	\$ 2,798.25	\$ 369.00	13%	\$ 2,429.25
September	\$ 5,535.00	\$ 1,107.00	20%	\$ 4,428.00
October	\$ 5,878.75	\$ 2,676.80	46%	\$ 3,201.95
November	\$ 4,387.82	\$ 1,368.75	31%	\$ 3,019.07
December	\$ 3,883.60	\$ 2,213.44	57%	\$ 1,670.16
Total	\$72,369.47	\$19,215.26	27%	\$ 53,154.21

Gray & Osborne 2021

Month	Invoice	AD	%	Net
January	\$ 7,568.04	\$ 4,807.46	64%	\$ 2,760.58
February	\$ 11,010.90	\$ 3,965.89	36%	\$ 7,045.01
March	\$ 10,678.62	\$ 5,882.36	55%	\$ 4,796.26
April	\$ 9,763.37	\$ 5,901.96	60%	\$ 3,861.41
May	\$ 9,207.95	\$ 4,758.93	52%	\$ 4,449.02
June	\$ 11,153.69	\$ 6,448.16	58%	\$ 4,705.53
July	\$ 5,635.44	\$ 1,728.72	31%	\$ 3,906.72
August	\$ 4,579.52	\$ 1,728.72	38%	\$ 2,850.80
September	\$ 10,606.64	\$ 6,706.35	63%	\$ 3,900.29
October	\$ 5,793.97	\$ 4,549.97	79%	\$ 1,244.00
November	\$ 6,221.72	\$ 4,057.18	65%	\$ 2,164.54
December	\$4,291.31	\$2,777.47	65%	\$ 1,513.84
Total	\$ 96,511.17	\$53,313.17	55%	\$ 43,198.00



CITY OF MEDINA

501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144
TELEPHONE 425-233-6400 | www.medina-wa.gov

Date: February 14, 2022
To: Honorable Mayor and City Council
Via: Steve Burns, Interim City Manager
From: Julie Ketter, Finance & HR Director
Subject: December 2021 Financial Reporting

The Final 2021 Reporting includes:

- December 2021 Revenue & Expense Summary
- December 2021 Cash Position Report
- Comparative Summary by Fund
- December 2021 "13th" Month AP Check Register Activity Detail (5.1)

Key Items include:

GENERAL FUND

Revenue:

- Property Tax is at \$4M (100% of budget) as of December 2021. Property Tax normally is deposited during the April/May and October/November fiscal periods.
- Sales Tax Revenues are \$2M (26% above budget) as of December 2021. This continues the 2020 pace, elevated due to COVID impacts causing increased destination-based receipts. Additional destination-based receipts are high due to the large amount of development activity and the increase costs of their building supplies. In creating the 2021 budget, staff and Council decided to budget this revenue conservatively rather than planning for sporadic windfalls caused by large expensive destination-based purchases. The COVID related impacts *were* expected to lessen as the year progressed. This represents a 27% increase over prior year.
- Utility Taxes & Franchise Fees are remitted mostly by the quarter. The year-to-date amount reflected in December, \$945K represents receipts of 4th quarter 2020 and 2021 Q1, Q2 & Q3 amounts. This is 6% above budget expectations due to residents still staying home more due to pandemic than was predicted at time of budget drafting in 2020
- Development fees continue to come in at a stunning pace; associated expenses will take 1-2 years to catch up with receipts.
- Hunts Point's 2021 contract payments for police services have been received and are reflected in General Government revenues. The contract receipts for 2021 are \$17K below line-item budget due to 2020 PD cost savings Medina is contractually obligated to pass along to Hunts Point in 2021.
- Note: asset disposal is high due to a \$41K receipt caused by a return and 2021 refund of camera equipment purchased in 2020. It is flagged in the General Fund this way in order to track it for eventual repurchases.

Expense:

- Overall General Fund & Street Operations expenses for the year came in 5% below budget. This was mainly due impact from COVID (cancelled fireworks), postponed expenses (moving Police Guild contract negotiation to 2022, IT purchases) and staffing turnover (Exec, DS, PW)

CAPITAL FUND

- There is \$1.9M of REET (real estate excise tax) revenue year-to-date, reflecting December 2020 - November's real estate activity. This is 219% of the receipts we had anticipated for the entire year when drafting the (amended) budget. So far the predicted, eventual, slowing of home sales in Medina has yet to show itself.
- The first half of the Federal ARPA (covid relief funds) was received; \$459K. The second half is expected in 2022 and is reflected in the 2022 budget adopted in November.
- Capital expense budget was only 69% spent due to delay of some items into 2022.

CASH POSITION

- As of 12/30/2021, the City's total cash balances were at a robust \$9.8M. However, approximately 60% of that is restricted---such as REET receipts, ARPA funds & Development Service customer deposits.

Year End Carryover Balances

The Comparative Summary by Fund reflects the unaudited year end balances for 2021 that will be carried into 2022. It is the City's policy to carry a balance, equal to 25% of next year's General Fund expenses, forward from the prior year in that fund. This is to cover monthly expenses until the City's major source of funding (property taxes) is received in the spring. As of 12/31/2021 there is \$824K in excess of the 25% requirement needed to start 2022. This is mainly due to higher than typical Sales Tax receipts and moving Development Services out of the General Fund in 2022, thus lowering the amount needed to achieve 25%.

GENERAL FINANCE NOTES:

The Finance Committee met 2/8/2022. 2021's financial statements were reviewed. Special emphasis was given to the excess carryover balance of \$842K, more than is necessary to meet the policy requirement of 25%. This amount was due mostly to one-time impacts-- the removal of the Development Services Department from the General Fund into its own Enterprise Fund and sales tax receipts that are likely to be slowing in the future. Staff recommended four possible options to consider for those funds:

- If some is to be spent, apply it towards one-time expenses. Specifically, it was recommended that \$200K of it to be kept in the General Fund to cover anticipated Comp Plan expenses in 2022-23.
- As done last year, transfer to the Contingency Fund to continue the rebuilding effort.
- The Levy Stabilization Fund is currently on target to meet its goal of a \$2M balance by 12/31/2025, but there is no restriction against putting in more. The \$2M is intended to act as a "piggy bank" to draw on for from 2026-2029, filling in the General Fund expense vs. revenue gap that will creep back in as property taxes are back to being capped at no more than a 1% annual increase, not enough to keep up with inflation's influence on expenses.

**City of Medina
Revenue & Expense Summary
December 2021**

AGENDA ITEM 9.1d

	DEC ACTUAL	DEC YTD ACTUAL	Amended (12/13/21) 2021 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
REVENUE:					
General Fund					
Property Tax	\$37,189	\$3,991,758	\$3,986,413	100.13%	(\$5,345)
Sales Tax	\$159,961	\$2,006,579	\$1,587,354	126.41%	(\$419,225)
Criminal Justice	\$8,132	\$103,943	\$90,080	115.39%	(\$13,863)
B & O Tax: Utility & Franchise Fee	\$3,593	\$945,462	\$890,524	106.17%	(\$54,938)
Leasehold Excise Tax	\$0	\$911	\$800	113.88%	(\$111)
Building Permits, Planning & Development	\$50,180	\$1,326,233	\$890,611	148.91%	(\$435,622)
General Government (includes Hunts Point)	\$82,518	\$354,342	\$353,811	100.15%	(\$531)
Passports, General Licenses & Permits	\$128	\$1,472	\$8,490	17.34%	\$7,018
Fines, Penalties, Traffic Infr.	\$1,252	\$13,061	\$31,250	41.79%	\$18,189
Misc. Invest. Facility Leases	\$1,669	\$147,550	\$128,007	115.27%	(\$19,543)
Other Revenue, Dispositions	\$225	\$54,871	\$3,000	1829.02%	(\$51,871)
General Fund Total	\$344,848	\$8,946,181	\$7,970,340	112.24%	(\$975,841)
Street Fund	\$6,270	\$128,931	\$143,514	89.84%	\$14,583
Street Fund Transfers In	\$31,428	\$377,132	\$377,132	100.00%	\$0
Tree Fund	\$0	\$0	\$3,075	0.00%	\$3,075
Contingency Fund (Transfers In)	\$250,000	\$250,000	\$250,000	100.00%	\$0
Levy Stabilization Fund (Transfers In)	\$41,667	\$500,000	\$500,000	100.00%	\$0
Capital Fund	\$194,961	\$2,443,145	\$1,215,006	201.08%	(\$1,228,139)
Total (All Funds)	\$546,078	\$11,518,257	\$9,331,935	123.43%	(\$2,186,322)
Total (All Funds) Transfers In	\$73,094	\$1,127,132	\$1,127,132	100.00%	\$0

	DEC ACTUAL	DEC YTD ACTUAL	Amended (12/13/21) 2021 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
EXPENDITURES:					
General Fund					
Legislative	\$3,235	\$12,421	\$39,600	31.37%	\$27,179
Municipal Court	\$9,482	\$58,889	\$57,000	103.31%	(\$1,889)
Executive	\$68,237	\$332,204	\$339,819	97.76%	\$7,615
Finance	\$27,046	\$530,793	\$524,983	101.11%	(\$5,810)
Legal	\$60,834	\$328,290	\$367,200	89.40%	\$38,910
Central Services	\$138,434	\$886,764	\$941,639	94.17%	\$54,875
Police Operations	\$232,204	\$2,218,499	\$2,380,557	93.19%	\$162,058
Fire & Medical Aid	\$388,977	\$807,954	\$807,954	100.00%	\$0
Public Housing, Environmental & Mental Health	\$0	\$29,381	\$31,238	94.05%	\$1,857
Development & Planning	\$94,675	\$878,341	\$910,642	96.45%	\$32,301
Recreational Services	\$175	\$27,393	\$44,820	61.12%	\$17,427
Parks	\$54,479	\$497,548	\$511,781	97.22%	\$14,233
General Fund Total	\$1,077,779	\$6,608,475	\$6,957,233	94.99%	\$348,758
General Fund Transfers Out	\$323,094	\$1,127,132	\$1,127,132	100.00%	\$0
Street Fund	\$64,882	\$438,465	\$515,112	85.12%	\$76,647
Tree Fund	\$5,065	\$24,040	\$38,000	63.26%	\$13,960
Capital Fund	\$512,588	\$651,667	\$942,000	69.18%	\$290,333
Capital Fund Transfers Out	\$0	\$0	\$0	0.00%	\$0
Total (All Funds)	\$1,660,314	\$7,722,648	\$8,452,344	91.37%	\$729,696
Total (All Funds) Transfers Out	\$323,094	\$1,127,132	\$1,127,132	100.00%	\$0

<u>2021 Beginning Cash Balance 1/1/2021</u>		<u>2021 Cash Balance, to date</u>	
<u>TOTAL CASH & INVESTMENTS</u>		<u>TOTAL CASH & INVESTMENTS</u>	
Beginning Year: 1/1/2021		Period Ending 12/31/2021	
WA ST INV POOL	\$ 2,842,687	WA ST INV POOL	\$ 5,550,792
OTHER INVESTMENTS	1,500,000	OTHER INVESTMENTS*	1,500,000
CHECKING	1,580,653	CHECKING	2,732,941
	<u>\$ 5,923,340</u>		<u>\$ 9,783,733</u>

*Bond maturity dates:

\$500K bond (Mar 2021)
3/3/2025
\$1M bond (Aug 2020)
8/5/2024

City of Medina
Revenue & Expense Summary
December 2021

AGENDA ITEM 9.1d

	2019	2020	2021	2021	2022	
DESCRIPTION	Actuals	Actual	Budget, amended 12/13/2021	Year-end Actuals, Unaudited	Adopted Budget	General Fund Year End Carryover Balances
GENERAL FUND						2021
BEGINNING FUND BALANCE	\$ 837,822	\$ 1,181,753	\$ 2,194,185	\$ 2,194,185	\$ 3,404,759	Fund Balance
REVENUES	6,816,529	7,983,720	7,970,340	8,946,181	8,270,543	Projected, Excess/(Shortfall)
OPERATING TRANSFERS-IN	-	-	-	-	-	\$823,739
EXPENDITURES	6,432,598	6,601,288	6,957,233	6,608,475	6,779,723	
OPERATING TRANSFERS-OUT	40,000	370,000	1,127,132	1,127,132	1,901,527	25% Policy Minimum
<i>Year end carryover balance</i>	\$ 1,181,753	\$ 2,194,185	\$ 2,080,160	\$ 3,404,759	\$ 2,994,052	\$2,170,313
STREET FUND						34.5%
BEGINNING FUND BALANCE	\$ 17,469	\$ 16,031	\$ 13,778	\$ 13,778	\$ 81,376	<i>Note: GF balances prior to 2022 do not include Development Services' customer deposits or SAO 2019 directive "fiduciary" amounts</i>
REVENUES	88,024	65,875	143,514	128,931	118,801	
OPERATING TRANSFERS-IN	387,000	370,000	377,132	377,132	401,527	
EXPENDITURES	476,461	438,128	515,112	438,465	520,328	
OPERATING TRANSFERS-OUT	-	-	-	-	-	
<i>Year end carryover balance</i>	\$ 16,031	\$ 13,778	\$ 19,312	\$ 81,376	\$ 81,376	
DEV. SERVICES FUND						
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	-	
REVENUES	-	-	-	-	1,356,895	
OPERATING TRANSFERS-IN	-	-	-	-	1,000,000	
EXPENDITURES	-	-	-	-	1,179,726	
OPERATING TRANSFERS-OUT	-	-	-	-	-	
<i>Year end carryover balance</i>	\$ -	\$ -	\$ -	\$ -	\$ 1,177,169	
TREE FUND						
BEGINNING FUND BALANCE	\$ 139,689	\$ 113,572	\$ 110,072	\$ 110,072	\$ 86,032	
REVENUES	3,950	-	3,075	-	3,075	
OPERATING TRANSFERS-IN	-	-	-	-	-	
EXPENDITURES	30,067	3,500	38,000	24,040	40,000	
OPERATING TRANSFERS-OUT	-	-	-	-	-	
<i>Year end carryover balance</i>	\$ 113,572	\$ 110,072	\$ 75,147	\$ 86,032	\$ 49,107	
LEVY STABILIZATION FUND						
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ 500,000	
OPERATING TRANSFERS-IN	-	-	500,000	500,000	500,000	
OPERATING TRANSFERS-OUT	-	-	-	-	-	
<i>Year end carryover balance</i>	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ 1,000,000	Must have min. of \$2M by 12/31/2025
CAPITAL PROJECTS FUND						
BEGINNING FUND BALANCE	\$ 1,930,333	\$ 2,049,772	\$ 3,281,736	\$ 3,281,736	\$ 5,073,214	
REVENUES	1,420,455	1,841,084	1,215,016	2,443,145	2,086,618	
OPERATING TRANSFERS-IN	-	-	-	-	-	
EXPENDITURES	954,015	609,120	942,000	651,667	1,510,000	<i>Note: CPF balances do not include contractor retainage activity amounts</i>
OPERATING TRANSFERS-OUT	347,000	-	-	-	-	
<i>Year end carryover balance</i>	\$ 2,049,772	\$ 3,281,736	\$ 3,554,752	\$ 5,073,214	\$ 5,649,832	
CONTINGENCY FUND						
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ 250,000	
REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	
OPERATING TRANSFERS-IN	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ -	
OPERATING TRANSFERS-OUT	-	-	-	-	-	
<i>Year end carryover balance</i>	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 250,000	
TOTAL ALL FUNDS BUDGET						
BEGINNING FUND BALANCE	\$ 2,925,313	\$ 3,361,128	\$ 5,599,771	\$ 5,599,771	\$ 9,395,381	
REVENUES	8,328,957	9,890,679	9,331,945	11,518,257	11,835,932	
OPERATING TRANSFERS-IN	387,000	370,000	1,127,132	1,127,132	1,901,527	
EXPENDITURES	7,893,142	7,652,036	8,452,345	7,722,647	10,029,777	
OPERATING TRANSFERS-OUT	387,000	370,000	1,127,132	1,127,132	1,901,527	
<i>Year end carryover balance</i>	\$ 3,361,128	\$ 5,599,771	\$ 6,479,373	\$ 9,395,381	\$ 11,201,536	



CITY OF MEDINA

501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144
TELEPHONE 425-233-6400 | www.medina-wa.gov

Date: February 14, 2022

To: Honorable Mayor and City Council

Via: Steve Burns, Interim City Manager

From: Julie Ketter, Finance & HR Director

Subject: January 2022 Financial Reporting

The January 2022 Reporting includes:

- January 2022 AP Check Register Activity Detail (5.1)
- January 2022 Revenue & Expense Summary
- January 2022 Cash Position Report

Key Items for January YTD include:

[Development Services is now its own fund!](#)

GENERAL FUND

Revenue:

- Property Tax is at \$10K as of January 2022. Property Tax normally is deposited during the April/May and October/November fiscal periods.
- Sales Tax Revenues are robust at \$167K the first month of 2022.. This continues the 2021 pace, elevated due to COVID impacts causing increased destination-based receipts and robust construction activity. In creating the 2022 budget, staff and Council decided to budget this revenue conservatively rather than planning for sporadic windfalls caused by large expensive destination-based purchases. One month does not a trend make; the COVID related impacts are expected to lessen as the year progresses and restrictions are lifted.
- Utility Taxes & Franchise Fees are remitted mostly by the quarter. The amount reflected in January, \$265K represents receipts of 4th quarter 2021 amounts, with the remaining 4th quarter amounts expected in early February.

Expense:

- Finance pays the full, less a 15.56% allocation to the new Development Services Fund, 2022 annual WCIA Insurance Liability premiums in January, \$176K net.. This single expense accounts for 31% of its overall budget. With ordinary monthly spending expected for the rest of the year the cost center should finish within budget.
- Executive reflects the cash-out of former City Manager Sauerwein vacation accruals. The cost center is expected to finish the year within overall budget.
- Transfers are high due to the one-time, starting transfer to the new Development Services Fund of \$1M. When they left the General Fund, they took fund balances representing their customer deposits and permit fees that have been fully expenses yet. The remaining budget will be allocated to the Street and Levy Stabilization Funds over the next 11 months.

CAPITAL FUND

- There is \$108K of REET (real estate excise tax) revenue recorded this month, representing December's real estate activity. The remaining \$192K of capital receipt for the month is a reimbursement grant for a project completed in 2021.

City of Medina
Revenue & Expense Summary
January 2022

AGENDA ITEM 9.1d

REVENUE:	JAN ACTUAL	JAN YTD ACTUAL	2022 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
General Fund					
Property Tax	\$9,846	\$9,846	\$4,167,873	0.24%	\$4,158,027
Sales Tax	\$165,859	\$167,291	\$1,958,050	8.54%	\$1,790,759
Criminal Justice	\$8,105	\$8,105	\$100,283	8.08%	\$92,178
B & O Tax: Utility & Franchise Fee	\$264,502	\$264,502	\$938,302	28.19%	\$673,800
Leasehold Excise Tax	\$0	\$0	\$3,042	0.00%	\$3,042
General Government (includes Hunts Point)	\$6,152	\$6,152	\$459,756	1.34%	\$453,604
Passports, General Licenses & Permits	\$28	\$28	\$404,492	0.01%	\$404,464
Fines, Penalties, Traffic Infr.	\$0	\$0	\$15,000	0.00%	\$15,000
Misc. Invest. Facility Leases	\$7,766	\$7,766	\$220,746	3.52%	\$212,980
Other Revenue, Dispositions	\$2,725	\$2,725	\$3,000	90.83%	\$275
General Fund Total	\$464,984	\$466,416	\$8,270,544	5.64%	\$7,804,128
Street Fund	\$4,168	\$4,168	\$118,801	3.51%	\$114,633
Street Fund Transfers In	\$33,461	\$33,461	\$401,527	8.33%	\$368,066
Tree Fund	\$0	\$0	\$3,075	0.00%	\$3,075
Levy Stabilization Fund (Transfers In)	\$41,667	\$41,667	\$500,000	8.33%	\$458,333
Capital Fund	\$301,142	\$301,142	\$2,086,619	14.43%	\$1,785,477
Development Services Fund	\$68,831	\$68,831	\$1,356,895	5.07%	\$1,288,064
Development Services Fund Transfers In	\$1,000,000	\$1,000,000	\$1,000,000	100.00%	\$0
Total (All Funds)	\$839,125	\$771,726	\$11,835,934	6.52%	\$11,064,208
Total (All Funds) Transfers In	\$1,075,127	\$1,075,127	\$1,901,527	56.54%	\$826,400

EXPENDITURES:	JAN ACTUAL	JAN YTD ACTUAL	2022 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
General Fund					
Legislative	\$4,133	\$4,133	\$39,600	10.44%	\$35,467
Municipal Court	\$0	\$0	\$59,250	0.00%	\$59,250
Executive	\$47,533	\$47,533	\$317,257	14.98%	\$269,724
Finance	\$215,899	\$215,899	\$575,347	37.52%	\$359,448
Legal	\$0	\$0	\$311,200	0.00%	\$311,200
Central Services	\$35,358	\$35,358	\$1,116,045	3.17%	\$1,080,687
Police Operations	\$164,270	\$164,270	\$2,975,604	5.52%	\$2,811,334
Fire & Medical Aid	\$0	\$0	\$756,837	0.00%	\$756,837
Public Housing, Environmental & Mental Health Fees	\$0	\$0	\$46,691	0.00%	\$46,691
Recreational Services	\$0	\$0	\$48,500	0.00%	\$48,500
Parks	\$35,601	\$35,601	\$533,392	6.67%	\$497,791
General Fund Total	\$502,794	\$502,794	\$6,779,723	7.42%	\$6,276,929
General Fund Transfers Out	\$1,075,127	\$1,075,127	\$1,901,527	56.54%	\$826,400
Street Fund	\$20,815	\$20,815	\$520,328	4.00%	\$499,513
Tree Fund	\$0	\$0	\$40,000	0.00%	\$40,000
Capital Fund	\$40,895	\$40,895	\$1,510,000	2.71%	\$1,469,105
Capital Fund Transfers Out	\$0	\$0	\$0	0.00%	\$0
Development Services Fund	\$95,724	\$95,724	\$1,179,726	8.11%	\$1,084,002
Total (All Funds)	\$660,228	\$660,228	\$10,029,777	6.58%	\$9,369,549
Total (All Funds) Transfers Out	\$1,075,127	\$1,075,127	\$1,901,527	56.54%	\$826,400

<u>2022 Beginning Cash Balance 1/1/2022</u>		<u>2022 Cash Balance, to date</u>	
<u>TOTAL CASH & INVESTMENTS</u>		<u>TOTAL CASH & INVESTMENTS</u>	
Beginning Year: 1/1/2022		Period Ending 1/31/2022	
WA ST INV POOL	\$ 5,550,792	WA ST INV POOL	\$ 5,736,565
OTHER INVESTMENTS	1,500,000	OTHER INVESTMENTS*	1,500,000
CHECKING	2,732,941	CHECKING	2,730,615
	<u>\$ 9,783,733</u>		<u>\$ 9,967,180</u>

*Bond maturity dates:

\$500K bond (Mar 2021)
3/3/2025
\$1M bond (Aug 2020)
8/5/2024



CITY OF MEDINA

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Date: February 14, 2022
To: Honorable Mayor and City Council
Via: Stephen R. Burns, Interim City Manager
From: Aimee Kellerman, City Clerk
Subject: Central Services Department Monthly Report

FEBRUARY AND MARCH PUBLIC MEETINGS AND EVENTS

Event	Date	Time	Location
Park Board Meeting	Feb 15	5:00 pm	Teleconference/Online
Presidents Day – <i>City Hall Closed</i>	Feb 21		
Planning Commission Meeting	Feb 22	4:00 pm	Teleconference/Online
City Council Retreat	TBD		
City Council Meeting	Mar 14	4:00 pm	Teleconference/Online
Park Board Meeting	Mar 21	5:00 pm	Teleconference/Online
Planning Commission Meeting	Mar 22	4:00 pm	Teleconference/Online

Meetings are publicly noticed on the City's three official notice boards, City website, and via GovDelivery. Occasionally notices require publication in the City's official newspaper, The Seattle Times. Public meetings scheduled after publication of this report can be found on the City's website.

COMMUNICATION TO OUR COMMUNITY

E-Notice Program: During the month of January, the City issued 25 bulletins amounting to a total of 94,429 bulletins delivered to subscribers; approximately 14.2% were opened. See **Attachment 1**.

As of January 31, the City had 12,338 subscribers (change in total subscribers **+288**), with a combined total of 120,818 subscriptions (change in total subscriptions **+1,488**).

RECORDS REQUESTS

As of January 31, 8 public records requests have been received by Central Services. See **Attachment 2**.

ATTACHMENT 1

	Bulletins Developed	Total Recipients	Total Delivered	Unique Email Opens	Unique Email Open Rate	Wireless Recipients
Comparisons:						
January, 2022	25	101,589	94,429	10,651	14.20%	23,288
December, 2021	32	193,448	180,037	18,165	13.10%	49,149
November, 2021	27	100,179	93,226	7,593	10.20%	22,569
October, 2021	37	124,366	118,068	9,230	8.60%	21,579
September, 2021	25	86,280	80,364	6,546	10.10%	18,846
August, 2021	21	98,271	92,022	9,193	12.40%	21,013
July, 2021	17	46,230	43,222	4,020	10.80%	7,435
June, 2021	23	80,050	75,120	6,629	10.40%	13,924
May, 2021	31	120,746	113,370	10,176	10.70%	21,364
April, 2021	35	115,716	109,081	9,571	10.10%	17,510
March, 2021	37	101,291	95,540	8,119	9.50%	12,522
February, 2021	26	71,737	67,738	6,927	11.50%	9,355
January, 2021	20	68,455	64,548	6,858	11.90%	8,944
December, 2020	27	115,648	109,761	9,151	9.30%	14,662
Date Sent	Top 10 Most Read Bulletins During January				Emails Opened	Email Open Rate
01/03/2022 09:24 AM PST	Emergency Preparedness Committee Meeting (Virtual) Agenda Wednesday, January 12, 2022				675	23%
01/03/2022 11:34 AM PST	CANCELLED- Reception Honoring Outgoing City Manager				1,012	14%
01/04/2022 11:36 AM PST	Republic Services running on 2 hour delay - Today, January 4, 2022				1,448	16%
01/05/2022 02:22 PM PST	CANCELLED- Reception Honoring Outgoing City Manager				1,003	14%
01/06/2022 01:13 PM PST	Emergency Preparedness Committee Meeting (Virtual) Agenda Wednesday, January 12, 2022				1,227	15%
01/07/2022 01:29 PM PST	January 10, 2022 Medina City Council Regular Meeting (on- line) Agenda				1,008	14%
01/11/2022 09:12 AM PST	Let's resolve to be prepared! Join the Emergency Preparedness Meeting (Virtual) Meeting tomorrow: Wednesday, January 12, 2022				1,228	14%
01/12/2022 08:26 AM PST	No Republic Services today, January 12, 2022				1,625	17%
01/13/2022 11:24 AM PST	No Republic Services Today, January 13, 2022				1,157	15%
01/21/2022 12:29 PM PST	January 24, 2022 Medina City Council Regular Meeting (on- line) Agenda				1,064	14%

**ATTACHMENT 2**

501 EVERGREEN POINT ROAD • P.O. BOX 144 • MEDINA, WA 98039-0144
TELEPHONE (425) 233-6400 • FAX (425) 451-8197 • www.medina-wa.gov

DATE: February 14, 2022
TO: Mayor and City Council
From: Aimee Kellerman, City Clerk
Subject: January 2022, Public Records Request Tracking

In January 2022, Central Services staff received **8** new public records requests, **1** ongoing public records request. These requests required approximately **3.75 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall January cost, which includes staff hourly rate plus benefits and City Attorney fees is approximately **\$198**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In January 2022, the Police Department received **14** new records requests. These requests required approximately **5 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall January cost, which includes staff hourly rate plus benefits is approximately **\$312**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

January 2022 Monthly PRR Report

ATTACHMENT 2

Run Date: 01/31/2022 11:44 AM

Assigned Dept	Create Date	Reference No	Request Type	Required Completion Date	Summary	Customer Full Name	PRR - Type of Records Requested	Public Record Desired	Assigned Staff
Central Services	1/3/2022	W002301-010322	Police Records Request	1/19/2022	Public Records Request	Yue Cao	Building	Building Permits or Architect Plan for the property at 1034 76th Ave NE, Medina WA 98039	Dawn Nations
Central Services	1/10/2022	P002303-011022	Public Records Request	1/31/2022	Public Records Request	Peng Xiong	Public Works	Stormwater Map for 8160 NE 24th Street, Medina	Dawn Nations
Central Services	1/10/2022	P002304-011022	Public Records Request	1/19/2022	Public Records Request	Braden Mineer	Building	Requesting a report of all issued and pending building permits for residential & commercial properties from 12/1/2021 to 12/31/2021. Report to include if possible: permit number, issue date, site addresses, valuation of project, description of work, contractor information and owner name. If a report is unavailable, then copies of the original permits would be more than adequate.	Dawn Nations
Central Services	1/11/2022	P002305-011122	Public Records Request	1/20/2022	Public Records Request	Steven Ray	Building	Site and building plans on file for 525 OVERLAKE DR E Parcel: 3835502300	Dawn Nations
Central Services	1/19/2022	P002313-011922	Public Records Request	1/31/2022	Public Records Request	Peng Xiong	Building	Hi, I want to get permit details for this house, thank you https://blue.kingcounty.com/Assessor/eRealProperty/Detail.aspx?ParcelNbr=5425700255 8160 NE 24TH ST 98039 Permit Number: 1. PW-ROW-20-018 ROW 2. B100506-1599 New decks, add arbor & replace/repair windows 3. (No number) Interior currently down to studs (MGUB) 9/27/2006	Dawn Nations
Central Services	1/20/2022	P002314-012022	Public Records Request	1/31/2022	Public Records Request	Senior Tech Reporter Katherine Long	Building	Kindly transmit to me copies of the following permits. B-19-012Pool, Spa, Patio and Landscaping,Accessory, New9/5/2019\$650,000MEDINA5/7/2021 B-18-076AUTO GATE,Accessory, New1/4/2019\$40,000MEDINA5/17/2020 B-17-039CONVERT BONUS ROOM TO BEDROOMS,Remodel5/24/2017\$15,000MEDINA5/17/2020	Dawn Nations
Central Services	1/25/2022	P002318-012522	Public Records Request	2/4/2022	Public Records Request	Galya Kirstine	Building	Pool & spa for 7545 NE 28th Pl, Medina. Looking for the application sent to permit the pool and spa for 7545 NE 28th Pl, Medina. And if the permit was approved. Thank you.	Dawn Nations
Central Services	1/28/2022	P002321-012822	Public Records Request	2/8/2022	Public Records Request	Public Works Supervisor Pat Crickmore	Human Resources	All versions of Personnel Guidelines to include both draft with date drafted and final with signatures and dates passed by council.	Aimee Kellerman



CITY OF MEDINA

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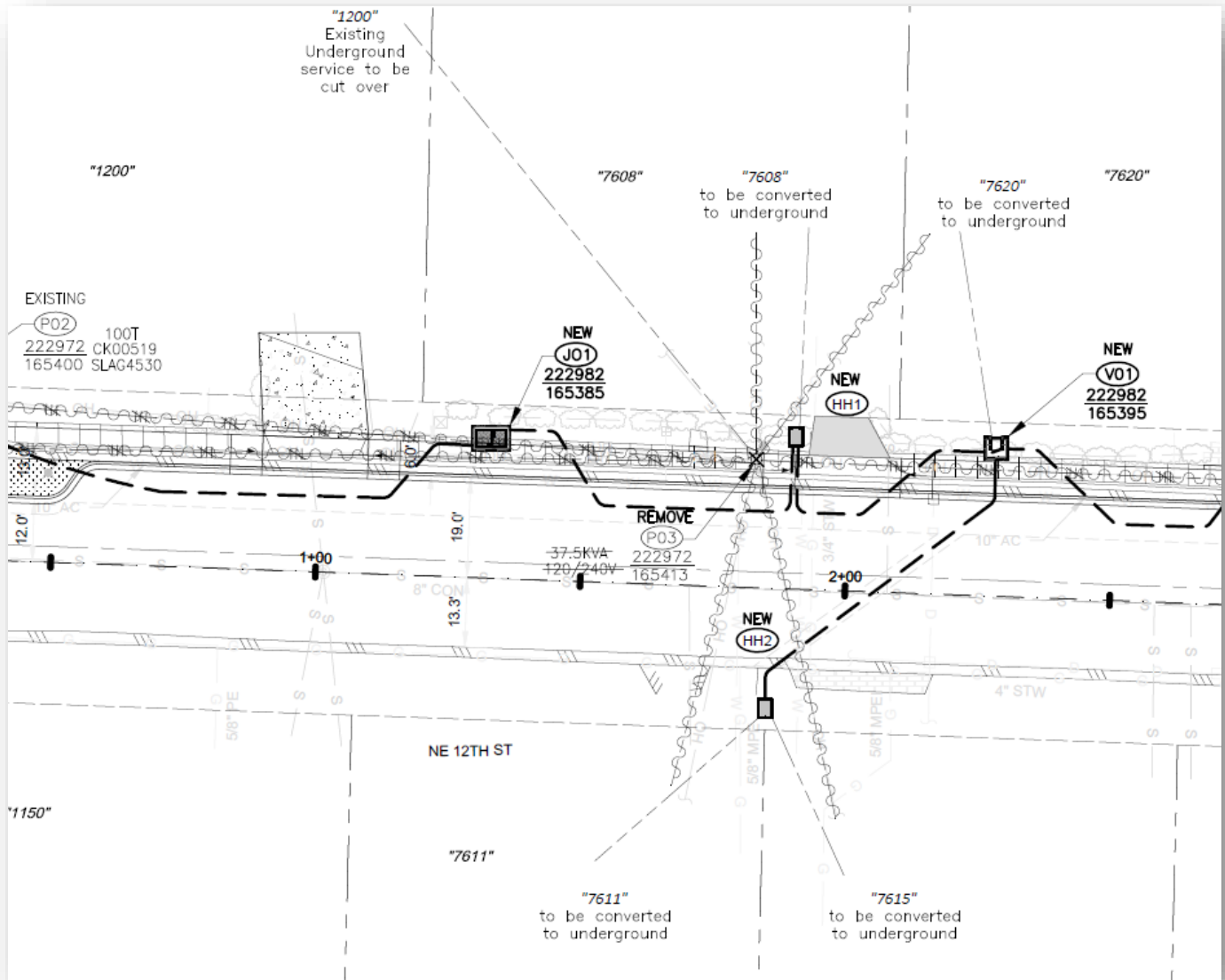
Date: February 14, 2022
To: Honorable Mayor and City Council
Via: Michael Sauerwein, City Manager
From: Ryan Osada, Public Works Director
Subject: Public Works Monthly Report

- 1. 77TH AVENUE NE STORM REPAIR** – Last month, Kamins Construction made a lot of progress despite heavy rains during the first part of 2022. They were able to complete the second and third phase of 77th Ave NE in addition to the repair at 82nd Ave NE. The last area is located in Medina Heights and we are currently waiting for PSE to relocate a gas line so the final connection can be performed.





2. NE 12th STREET SIDEWALK & UNDERGROUNDING – Over the last several months, the city has been working with PSE to draft construction plans for undergrounding overhead utilities along the west segment of NE 12th Street. We are close to having 90% drawings available for review and in-depth discussions with the affected properties. The city's outreach efforts will include a virtual open house and in-person door to door visits.



3. MEDINA PARK PLAYGROUND – In late November 2021, Public Works received shipment of the updated playground equipment. Since then, we have signed an installation agreement with Kompan's licensed contractor which is currently scheduled for May 9, 2022. Prior to installation, the old equipment will need to be removed, and the playground area will be reconfigured to accommodate a new layout.



4. MAINTENANCE UPDATES – During the first couple weeks in January, the Public Works crew spent most of their time dealing with flood related issues. Our staff is required by Ecology to investigate, clean up, report and follow-up with all illicit discharges that occur within the city limits. Currently, the city has five pump stations that occasionally fail and overflow into our storm system when the area experiences heavy rain events.



5. PROJECT UPDATES –

2015 Medina Park Stormwater Pond Imp. – We are looking into alternate ways to dredge the stormwater ponds. Overlake Golf & Country Club is applying for a permit to dredge the northern ponds. Depending on the outcome, the city may use the same method.

2017 Medina Beach Park Tree Replanting – Phase III tree planting.

Medina Park Playground Improvements – Public Works is in possession of the playground equipment. This project is scheduled to start at the end of April.

Post Office Floor Replacement – Due to potential subfloor issues, the city has hired a contractor to evaluate the post office building and provide an assessment of the structure.

Citywide Stormwater System Mapping & Evaluation – G&O has completed most of the mapping. We are currently working on scoping and mapping the storm infrastructure that is located on several private properties.

2021 Traffic Calming Solar Speed Signs – Due to complete February 11th

2022 Hazardous Tree Removal – in review

NE 12th Street Sidewalk Improvements & Undergrounding – finalizing 90% construction drawings

77th Ave NE Stormwater Repair – revised to complete Feb 18th.

TIB_NE 7th Street Overlay – 84th Ave NE to Overlake Dr – in review

77th Ave NE Storm Repair Phase 2 & Phase 3 – completed with Phase 1

2022 Localized Repair Stormwater – in review

2022 City Hall Repairs – Miscellaneous – in review