



MEDINA CITY COUNCIL

Monday, December 09, 2024

5:00 PM – REGULAR MEETING

AMENDED 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 REGULAR MEETING

Hybrid - Virtual/In-Person
Medina City Hall – Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Monday, December 09, 2024 – 5:00 PM

AMENDED AGENDA

MAYOR | Jessica Rossman

DEPUTY MAYOR | Randy Reeves

COUNCIL MEMBERS | Joseph Brazen, Harini Gokul, Mac Johnston, Michael Luis, Heija Nunn

CITY MANAGER | Stephen R. Burns

CITY ATTORNEY | Jennifer S. Robertson

CITY CLERK | Aimee Kellerman

Hybrid Meeting Participation

The Medina City Council has moved to hybrid meetings, offering both in-person and online meeting participation. In accordance with the direction from Governor Inslee, masking and social distancing will be optional for those participating in person. Individuals who are participating online and wish to speak live can 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 Council meeting. Please reference Public Comments for the 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. The city will also accept written comments. Any written comments must be submitted by 2 PM on the day of the Council meeting to the City Clerk at akellerman@medina-wa.gov.

Join Zoom Meeting

<https://medina-wa.zoom.us/j/81961696176?pwd=WjRuK3ErVy9jdmmtelAvek1VeHkzUT09>

Meeting ID: 819 6169 6176

Passcode: 689036

One tap mobile

+1 253 205 0468, 81961696176# US

1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

Council Members Brazen, Gokul, Luis, Johnston, Nunn, Reeves, Rossman

2. **APPROVAL OF MEETING AGENDA**

3. **PUBLIC COMMENT PERIOD**

Individuals wishing to speak live during the Virtual City Council meeting may 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 Council meeting. Please reference Public Comments for the 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. **CITY MANAGER'S REPORT**

Time Estimate: 45 minutes

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

[5.1a](#) City Manager Monthly Report

[5.1b](#) Police Monthly Report

[5.1c](#) Development Services Monthly Report

[5.1d](#) Finance Monthly Report

[5.1e](#) Central Services Monthly Report

[5.1f](#) Public Works Monthly Report

6. **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.

[6.1](#) November 2024, Check Register

Recommendation: Approve.

Staff Contact: Ryan Wagner, Director of Finance and HR

[6.2](#) Approved Park Board Meeting Minutes of September 16, 2024

Recommendation: Receive and file.

Staff Contact: Dawn Nations, Deputy City Clerk

- [6.3](#) Approved Planning Commission Meeting Minutes of:
a) October 9, 2024; and
b) November 6, 2024.
Recommendation: Receive and file.
Staff Contact: Rebecca Bennett, Development Services Coordinator
- [6.4](#) Draft City Council Meeting Minutes of:
a) November 12, 2024; and
b) November 25, 2024.
Recommendation: Adopt minutes.
Staff Contact: Aimee Kellerman, CMC, City Clerk
- [6.5](#) 2024 Budget Amendments
Recommendation: Adopt Ordinance No. 1037.
Staff Contact: Ryan Wagner, Finance & HR Director
- [6.6](#) Human Resource Employee Handbook
Recommendation: Approve.
Staff Contact: Ryan Wagner, Finance & HR Director
- [6.7](#) ARCH Consents to Assignment
Recommendation: Approve.
Staff Contact: Stephen R. Burns, City Manager
- [6.8](#) Ordinance Amending Chapter 16.80 of the Medina Municipal Code as Required to Implement SSSB 5290 Project Permit Procedures and Timelines, and Additional Revisions for Code Clean Up.
Recommendation: Adopt Ordinance No. 1039.
Staff Contact: Steven R. Wilcox, Development Services Director

7. **LEGISLATIVE HEARING**

None.

8. **PUBLIC HEARING**

None.

9. **CITY BUSINESS**

- [9.1](#) Middle Housing Public Engagement Plan
Recommendation: Presentation, discussion, and direction.
Staff Contact: Jonathan Kesler, AICP, Planning Manager

Time Estimate: 45 minutes

- [9.2](#) Planning Commission Workplan
Recommendation: Approve.
Staff Contact: Jonathan Kesler, AICP, Planning Manager

Time Estimate: 20 minutes

10. REQUESTS FOR FUTURE AGENDA ITEMS AND COUNCIL ROUND TABLE

- a) Requests for future agenda items.
- b) Council round table.
- c) Cancellation of Monday, December 23, 2024, City Council meeting.

11. PUBLIC COMMENT

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

12. EXECUTIVE SESSION

[Time Estimate:20 minutes](#)

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 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.

[Time Estimate: 45 minutes](#)

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.

[Council may take action following the Executive Session.](#)

13. ADJOURNMENT

Next regular City Council Meeting: January 13, 2025, at 5 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 AND EVENTS

Monday, December 23, 2024 - City Council Meeting - CANCELLED

Wednesday December 25, 2024 - Christmas Day - City Hall Closed

Monday, January 13, 2025 - City Council Meeting (5:00PM)

Monday, January 27, 2025 City Council Meeting (5:00PM)

Monday, February 10, 2025 - City Council Meeting (5:00PM)

Monday, February 17, 2025 - Presidents' Day - City Hall Closed

Monday, February 24, 2025 - City Council Meeting (5:00PM)

Monday, March 10, 2025 - City Council Meeting (5:00PM)

Monday, March 24, 2025 - City Council Meeting (5:00PM)

Monday, April 14, 2025 - City Council Meeting (5:00PM)

Monday, April 21, 2025 - City Council Meeting (5:00PM)

Monday, May 12, 2025 - City Council Meeting (5:00PM)

Monday, May 26, 2025 - Memorial Day - City Hall Closed

Tuesday, May 27, 2025 - City Council Meeting (5:00PM)

Monday, June 9, 2025 - City Council Meeting (5:00PM)

Thursday, June 19, 2025 - Juneteenth - City Hall Closed

Monday, June 23, 2025 - City Council Meeting (5:00PM)

Friday, July 4, 2025 - Independence Day - City Hall Closed

Monday, July 14, 2025 - City Council Meeting (5:00PM)

Monday, July 28, 2025 - City Council Meeting (5:00PM)

Monday, August 11, 2025 - City Council Meeting - Dark No Meeting

Monday, August 25, 2025 - City Council Meeting - Dark No Meeting

Monday, September 1, 2025 - Labor Day - City Hall Closed

Monday, September 8, 2025 - City Council Meeting (5:00PM)

Monday, September 22, 2025 - City Council Meeting (5:00PM)

Monday, October 13, 2025 - City Council Meeting (5:00PM)

Monday, October 27, 2025 - City Council Meeting (5:00PM)

Monday, November 10, 2025 - City Council Meeting (5:00PM)

Tuesday, November 11, 2025 - Veterans Day - City Hall Closed

Monday, November 24, 2025 - City Council Meeting (5:00PM)

Thursday, November 27, 2025 - Thanksgiving Holiday - City Hall Closed

Friday, November 28, 2025 - Day After Thanksgiving Holiday - City Hall Closed

Monday, December 8, 2025 - City Council Meeting (5:00PM)

Monday, December 22, 2025 - City Council Meeting (5:00PM)
Thursday, December 25, 2025 - Christmas Day - City Hall Closed

CERTIFICATION OF POSTING AGENDA

The agenda for Monday, December 9, 2024, Regular Meeting of the Medina City Council was posted and available for review on Thursday, December 5, 2024, 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.



CITY OF MEDINA

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

Date: December 9, 2024

To: Honorable Mayor and City Council

From: Stephen R. Burns, City Manager

Subject: City Manager Report

- The City of Medina, along with the Points Communities of Clyde Hill, Hunts Point, and Yarrow Point, is currently engaged in mediation with WSDOT regarding the maintenance of the SR 520 lids. Discussions between the Points Communities and WSDOT have been ongoing since before the bridge reopened in 2016, focusing on clarifying maintenance responsibilities.

On November 21, 2024, representatives from the Points Communities met with WSDOT to address the financial and staffing impacts associated with maintaining WSDOT's rights-of-way. The meeting concluded without reaching a resolution. However, both parties agreed to meet again but have not decided on a date.

- Additionally, the City of Medina has been actively engaging with WSDOT and the state legislature to find solutions for reducing noise from the SR 520 expansion joints. This has been a persistent issue for Medina residents since the new bridge opened in 2016.

The City of Medina has been working with Sound View Strategies to get legislature to approve funding for the improvement. Sound View Strategies has provided a workplan for the upcoming legislative session – see **Attachment 1**.

- At the March 25 Council Meeting, the Council approved the 2024/2025 Council Work Plan. The plan lays out Council priorities and projects through 2025 and provides staff direction to ensure these get met. See **Attachment 2** for current project status.
- On Saturday, December 14th, at 5:00 pm, Medina's Park Board will host the annual Christmas Ships event at Medina Beach Park. The Christmas Ships, featuring the Argosy Choir and a festive boat parade, are scheduled to arrive at 5:35 pm, creating a fun holiday evening for family, friends, and neighbors. A big thank you to the Medina Park Board members for organizing this wonderful community gathering!
- 2025 City Council Calendar – see **Attachment 3**.
- Bellevue Fire Report – see **Attachment 4**.

2024 INTERIM WORK PLAN FOR THE POINTS COMMUNITIES

August/September	October	November	December
<ul style="list-style-type: none"> • Meetings with Rep. Slatter, Rep. Walen and Senator Kuderer to discuss both the expansion joint and housing issues (All Points Communities Mayors Participate) • Tour for Senator Liias that includes an opportunity to hear the expansion joint noise and a discussion of housing issues (All Points Communities Mayors Participate) • Jennifer will provide primary election report to all communities 	<ul style="list-style-type: none"> • Meetings with Senator Wellman, Rep. Reed, Senator Trudeau and Senator Frame (current Vice Chair of Senate Housing), to discuss housing issues (All Points Communities Mayors Participate) • Check-in with UW and WSDOT on an updated Phase 2 Expansion Joint Request (Medina Staff Participate) 	<ul style="list-style-type: none"> • Meeting with Rep. Fey regarding updated expansion joint request (Medina Mayor and Councilmembers Participate) • Jennifer will provide a general election report to all communities 	<ul style="list-style-type: none"> • Medina holds pre-session Council meeting with Rep. Slatter and Rep. Walen. Plan to invite new legislative appointee depending on election results. The goal is to share Medina’s legislative agenda and receive a preview of the legislative session.

**Jennifer will monitor the Joint Transportation Committee’s Transit Oriented Development Study and stay in touch with the Association of Washington Cities on an on-going basis.

Medina City Council 2024/2025 Work Plan

* indicates task is over 1 year old

CITY MANAGER

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Right-of-Way Policies (ROW)	Street Vacation Code Update	<p>12/11/2023 - Regular Meeting</p> <p>Council directed staff to prepare a workplan as to issues and options for right-of-way management for future Council review and discussion and prepare a final workplan for review and adoption prior to April 23, 2024.</p> <p>Council directed staff to take into consideration comments from resident Rosalie Gann. (12/11/23 minutes). "On a process level, she suggested that the City Council create requirements to increase transparency and timely communications with neighbors. Residents should not have to submit a public records request to find out about an issue that has the potential to impact their neighborhood. She asked Council to consider a similar process to construction proposals that are sent out via direct mail and placards onsite. On a policy level, she requested that Council consider before selling Medina-owned land, that Council seriously and meticulously anticipate adverse, long-term, and unintended consequences of the city's sale of collective land."</p>	<p>February 26, 2024 Council Meeting, City Attorney Jennifer Robertson updated Council on moratorium.</p> <p>Council directed staff to prepare a workplan and set the public hearing for April 8.</p> <p>Public Hearing and Workplan scheduled for April 8 Council Meeting.</p> <p>April 8, 2024 City Council Meeting: Council extended moratorium to October 8.</p>	<p>4/8/2024 - City Business</p> <p>5/13/2024 - Work Plan</p> <p>7/8/2024 - Work Plan Follow-up</p> <p>9/9/2024 - Consent</p>	
*SR-520 Lid: Discussions with WSDOT	SR-520 Lid Maintenance	<p>Points Communities have retained Jack McCullough as our representative for mediation with WSDOT. Mediator selection and scheduling are ongoing in discussions between McCullough and WSDOT.</p> <p>Mediation likely to occur in May 2023, considering mediator availability.</p>	<p>First mediation held May 8 and 9, 2024. On June 3 WSDOT did a walkthrough of the Lids with Points Communities representatives to explain maintenance requirements and process. A charrette will be held between the WSDOT and Points Communities representatives on June 27. Another mediation date is trying to be set up in July.</p> <p>Council updated on 3/11/24</p> <p>Council updated on 5/13/24 - ES</p>	<p>Update 12/9/2024 - CM Report</p>	
	SR-520 Joints Noise Mitigation	<p>3/13/23 - Regular Meeting</p> <p>Project update by UW prof Per Reinhall and WSDOT engineer Evan Grimm. Positive technical progress reported.</p> <p>State legislature did not fund continuation of joint noise mitigation study. Project suspended pending funding source.</p>	<p>Working with State of Washington to get funding for the University of Washington Phase 3 testing. Washington State 2024 Transportation Budget <i>did not</i> include this funding. Staff is continuing to work with lobbyists to identify other funding possibilities.</p> <p>Council updated on 3/11/24</p> <p>City Lobbyists from Soundview Strategies will give Council Updates Quarterly.</p> <p>6/10/2024 - Council approved the SR-520 Communication and staff will send out communications quarterly.</p>	<p>1/13/2025</p> <p>Lobbyist Update</p>	

	Communication	2/10/24 - City Council Retreat Develop a plan on how to keep the community informed of status.	Communication Plan will be presented at June 10, 2024 Council Meeting. CM to coordinate with lobbyist on city communication plan. 6/10/2024 - Council approved the SR-520 Communication and staff will send out communications quarterly.	6/10/2024 - City Business	6/10/2024
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
*Solid Waste	Weekly Recycling and Compost Pick-ups	11/13/23 - Regular Meeting City Manager Steve Burns gave an update on moving to weekly recycling, including composting. Staff will invite Wendy Weiker from Republic Services to give a presentation to Council as well as work on a survey to send out to the community the first quarter of 2024.	Working with Republic Services to get cost estimates for added service to residents. A survey to go out to receive input from residents to gage the level of importance for adding the service. Survey set for April 1 through April 28, 2024 5/13/24 CC Meeting: Item is tabled and staff will conduct another survey later this year or early 2025.	3/10/2025 - City Business	
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Annual City Manager Review	Wrap-Up of 2023 Review	Council directed only one specific action for follow-up by City Manager: "To accelerate his learning of city management policy and process, we ask Steve to create a learning plan that reflects this feedback and share it with Council." (S Burns Annual Review, 11/14/23) "The Personnel Committee will schedule some time to review this with you (Burns)." Executive session meeting between S Burns and Gokul, Johnston, Reeves, & Rossman expected to finalize and close out 2023 process	Personnel Committee to schedule meeting for wrap-up of 2023 review. City Clerk is working with Personnel Committee to set wrap-up of 2023 CM Review for May 2024. (3/25/24) Personnel Committee met with CM on 5/30/24 and will give a report out to Council on 6/10/24 in ES.	6/10/24 ES	6/10/2024
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Resident Welcome Packet		Goals: to help new residents have comfortable transition to Medina; to improve neighbor relations by establishing shared expectations; to improve emergency preparedness; to market Medina's high quality residential character and attract people drawn to it Potential inclusions: # to call before cutting down a tree, garbage bin rules, noise code quiet hours, construction and landscaping work times, parking, housewatch program, emergency preparedness committee/resources, etc. 2/10/24 - City Council Retreat Council directed staff to look at Resident Welcome Packet and come to Council with a plan.	City of Medina "Community" page New Residents - adding "Need to Know" resource box to include # to call before cutting down a tree, garbage bin rules, noise code quiet hours, construction and landscaping work times, parking, housewatch program, emergency preparedness committee/resources, etc. New resident webpage went live August 27, 2024. Staff is preparing a letter from the City addressing Medina specific issues to be aware of as well as contact resources. First Review for Council will be in June 2024. 6/24/2024 - City staff has developed a draft and will be sending to Council for review and feedback TENTATIVELY on Friday, June 28, 2024.	9/9/2024 - CM Report	9/9/2024
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Council Goals & Work Plan Visible and Trackable Online, including status, current calendar expectations, and links to relevant staff work			Tabled until Work Plan is adopted. 3/25/24 City Council Meeting - Work Plan accepted as presented and leadership staff will track on monthly basis. City staff is working on a City Council Work Plan page for the 2024/2025 City Council Work Plan under the City Council webpage and will update after every meeting where changes are made. Estimated Completion is 7/26/2024	To be reviewed and adjusted in January 2025 - City Business	
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:

Short-term Rentals		<p>10/23/23 - Regular Meeting</p> <p>Council requested that the City Attorney and staff look at... business licenses for short term rentals. Council will continue their independent research including in more detail the city of Leavenworth code as it pertains to short term rentals."</p> <p>Re vacant homes and issues regarding lack of maintenance and inability to contact owners/managers when a problem is found, Council requested that the City Attorney and staff look at current code, specifically right of way cost recovery and the city's existing nuisance code...</p> <p>There was also significant discussion regarding whether/how City could require registration of an agent or other contact if a home is to be left unoccupied for some period of time, in response to issues raised by Chief Sass.</p>	<p>Staff to work with City Attorney to determine when to bring to Council. Businesses Licenses moved to Finance/HR added at July 8, 2024 Presentation. (3/25/24 Meeting)</p> <p>Initial conversation to take place in Middle Housing during Joint CC/PC meeting on January 8, 2025.</p>	Tentative May 27, 2025	
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Vacant Houses		<p>10/23/23 - Regular Meeting</p> <p>Vacant homes and issues regarding lack of maintenance and inability to contact owners/managers when a problem is found, Council requested that the City Attorney and staff look at current code, specifically right of way cost recovery and the city's existing nuisance code...</p> <p>There was also significant discussion regarding whether/how City could require registration of an agent or other contact if a home is to be left unoccupied for some period of time, in response to issues raised by Chief Sass.</p>	<p>Staff to work with City Attorney to determine when to bring to Council. Initial conversation to take place in Middle Housing during Joint CC/PC meeting on January 8, 2025.</p>	Tentative May 27, 2025	

DEVELOPMENT SERVICES

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Comprehensive Plan	Community Design Element	Council First Review on 11/27/23	Element has been drafted by the City. Ready for DSC Review in April 2024 Ready for PSRC and Commerce review.	10/28/2024 Final to be presented to Council - 11/12/2024 Public Hearing and possible Council approval	Adopted 11/25/2024
	Housing Element	Council First Review on 1/22/24	Element has been drafted by the City. Ready to send to PSRC and Commerce for Review. 3/25/2024 CC Meeting: Council forwarded to PC's 4/3/2024 Meeting for their review and comments. 4/23/24 PC Meeting: Planning Commission Second Review and approved amendments and forwarded to City Attorney and Council Review.	10/28/2024 Final to be presented to Council - 11/12/2024 Public Hearing and possible Council approval	Adopted 11/25/2024
	Utilities		Started 3/11/2024 3/11/2024 CC Meeting: Council approved to send to PSRC and DOC for their review.	10/28/2024 Final to be presented to Council - 11/12/2024 Public Hearing and possible Council approval	Adopted 11/25/2024
	Land Use		Started 3/11/2024	10/28/2024 Final to be presented to Council - 11/12/2024 Public Hearing and possible Council approval	Adopted 11/25/2024
	Natural Environment (with Shoreline Sub-Element)		Estimated to start in April.	10/28/2024 Final to be presented to Council - 11/12/2024 Public Hearing and possible Council approval	Adopted 11/25/2024
	Transportation & Circulation		Estimated to start in April.	10/28/2024 Final to be presented to Council - 11/12/2024 Public Hearing and possible Council approval	Adopted 11/25/2024

	Parks and Open Spaces		Estimated to start in April. Reviewed by Park Board on 4/15/2024 4/22/2024 CC Meeting: Council pulled for further changes and discussion. 5/2/2024 DSC Meeting: DSC reviewed and forwarded to Council.	10/28/2024 Final to be presented to Council - 11/12/2024 Public Hearing and possible Council approval	Adopted 11/25/2024
	Capital Facilities		4/22/2024 CC Meeting: Council approved to send to PSRC and DOC for their review.	10/28/2024 Final to be presented to Council - 11/12/2024 Public Hearing and possible Council approval	Adopted 11/25/2024
	Stormwater Management	Council & Planning Commission have been asked to consider implications of increased impervious surface area as a result of development [Staff to DSC]	Will go on Planning Commission's 2025 Work Plan to determine level of priority at the November 2024 CC Meeting. Presented at 11/25/2024 Meeting. To be brought back to Council at the 12/9/2024 Council Meeting.	12/9/2024	

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Zoning	Comp Plan	5/22/23 - Regular Meeting As part of the Comprehensive Plan update, Council directed staff to work with Planning Commission to look at reconfiguring parts of R-16, creating a smaller zoning district and applying it to lots that more appropriately fit that standard, allowing the City greater nuance with zoning controls in the future. DSC discussed and agreed on possible approach based on common understandings within the city, which also included adjustments to boundaries of adjoining zoning districts.	Planning Manager Jonathan Kesler to include in 2025 Planning Commission Workplan to be presented to Council at the November 2024 Council Meeting. Council and staff to wait until the completion of Comp Plan to determine if additional action or direction is needed. (3/25/24 Meeting)	See Status Note	

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Lot Coverage		5/22/23 - Regular Meeting Council also directed staff to work with Planning Commission to look at decreasing impervious surface and structural coverage per staff recommendation	Planning Manager Jonathan Kesler to include in the Planning Commission Workplan to be presented at the November 25, 2024 Medina Council Meeting. Presented at 11/25/2024 Meeting. To be brought back to Council at the 12/9/2024 Council Meeting.	12/9/2024	

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Implementation of HB 1110 Middle Housing and HB 1337 ADU/DADU	Grant Funding	9/11/23 - Regular Meeting Council approved staff to apply for the middle housing grant in the amount of \$35,000 with help of Mayor & staff as needed.	Development Services Director Steve Wilcox to provide update to Council on April 8 at City Manager/Department Directors Report. 6/10/2024 - As part of the Middle Housing Engagement Plan Council Adopted Resolution No. 444 with the first deliverables going to Commerce by June 30, 2024.	4/8/2024 - DS Report 6/10/2024 - City Business	6/10/2024
	Council Consideration of Hiring Specialized Experts	11/13/23 - Regular Meeting Council directed staff to come back to Council at the December meeting with... potential options, in addition of hiring a planner, to include the cost savings or increase for use of a land use attorney and consultants.	Hired new Planning Manager, Jonathan Kesler Hired new City Attorney, Jennifer Robertson Hired new Planning Consultants, LDC		Completed
	Education for Council and PC re: state legislative requirements	Initial planning discussions expected at DSC Q1 of 2024.	City Attorney Jennifer Robertson will update Council at the June 24 Council Meeting.	6/24/2024 - Retreat	6/10/2024
	Frontage Fees and Impact Fees	Council directed staff to add Underground Utilities (frontage fees and impact fees) to Middle Housing Work Plan. (2/10/24 Retreat)	Council directed to merge HB 1337 with HB 1110 and add frontage fees and impact fees as a subpart of HB1110. (3/25/24 meeting)	6/24/2024 - Retreat	
	Middle Housing Public Engagement and Communication Plan		6/10/2024 - As part of the Middle Housing Engagement Plan Council Adopted Resolution No. 444 with the first deliverables going to Commerce by June 30, 2024.	5/28/2024 6/10/2024	6/10/2024
	Middle Housing Consultant		Interviews scheduled for July. Hired in September 2024	5/28/2024 7/8/2024 - DS Report	9/13/2024

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
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Wireless Facility Regulations		In Spring 2023, Council discussions relating to T-Mobile proposal that was unacceptable to community raised questions about whether current wireless facility code is sufficiently protective of community interests and character. When code was adopted, Council was assured that it was as protective as could be within limitations of federal law. That's no longer clear, given T-Mobile experience. Interest expressed in updating and strengthening code with this experience in mind, to prevent recurrence as best possible.	Telecom Law Firm can update Medina' Wireless Facility Regulation for a flat rate of \$12,350. They will prepare and deliver the Small Wireless Facilities policy and Permit Application Form. Not included in 2024 budget - can include in 2025 budget. Budget option for 2024 - use City Attorney funding. Staff to present to Council for discussion and direction.	7/22/2024 - Budget Retreat March 2025	
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TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Nonadministrative Variances Policy		2/10/24 - City Council Retreat Council directed staff to review and amend the non-administrative variance policy.	Staff to clarify with Council as task assigned during the Council Retreat Follow-up in March 2024. 4/22/24 CC Meeting - Council forwarded proposed revisions to Planning Commission for review and processing. On Planning Commission Agenda for Discussion in September 2024	10/14/2024 Consent Calendar	10/14/2024

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
CAP Minor Code Amendment		Amendment to Construction Activity Permit to require sign for project down private lane be visible to public, as consistent with sign's notice purpose.	4/22/24 CC Meeting - Council forward proposed revisions to Planning Commission for review and processing. On Planning Commission Agenda for Discussion in September 2024	City Business TBD	10/14/2024

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Tree Code	Violations Section	7/10/23 - Regular Meeting Council directed staff to include "special treatment for legacy and landmark trees in the draft ordinance. 9/11/23 - Regular Meeting Staff will send the proposed changes to the Department of Commerce for review. Following the Department of Commerce review, staff will bring an ordinance to the Council at a future meeting for discussion, direction and action.	Development Services Director Steve Wilcox to send proposed changes to DSC for review and discussion at a future DSC Meeting. Placed on the September Planning Commission Meeting for discussion and approval.	12/9/2024 - City Business	
	Updates	1/23/23 - Regular Meeting Motion Reeves to direct city staff to prepare for Council consideration draft amendments to the Medina Municipal Code Chapter 16.52 Tree Management Code according to the six (6) "Short-term Solutions" bullet points as presented at the 1/23/23 meeting by our tree code consultants. This was seconded by Zook and carried by a 6:1 (Garone dissented) vote. Motion Reeves to direct staff to prepare for Council consideration a plan for a comprehensive review of the Medina Municipal Code Chapter 16.52 Tree Management Code. This was seconded by Johnston and carried by a 6:1 (Garone dissented) vote.	Wilcox to provide a status update at the April 8 Council Meeting during the City Managers/Department Directors Report.	4/8/2024 - DS Report	4/8/2024

FINANCE/HR

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
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Property Tax Levy Planning	Future Planning	<p>Current levy lid lift was a 10 year plan, intended to provide financial stability through at least 2029. According to the 2024 adopted budget memo, "crossover to deficit spending is still on track for 2027 with the Levy stabilization amount predicted to supplement the general fund until at least 2031."</p> <p>2/10/24 - City Council Retreat</p> <p>Council moved Property Tax Levy Planning to the Budget Retreat in June of 2024.</p>	<p>Agenda item will be on the 2024 second quarter Finance Committee Meeting.</p> <p>Ongoing to be readdressed at the June 23, 2025 Budget Retreat.</p>	7/22/24 - Budget Retreat June 23, 2025	
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TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
HR Lifecycle and Personnel Manual Updates	HR System	<p>10/24/22 - City Council Retreat</p> <p>Implement a full HR system that covers employee lifecycle" was identified as one of "priorities for staff to work on in 2023</p>	<p>Finance/HR Director Wagner gave an update on the HR Manual at the March 11 Council Meeting.</p> <p>Personnel Committee will discuss at their Mar 26, 2024 Meeting</p>	9/9/2024 - Finance Report 12/9/2024 - Consent	
	Revised & Updated Personnel Manual	<p>Staff reported intent to work with outside vendor to update and streamline personnel policy manual, while keeping existing Medina-specific policies intact. Council to review and approve new product after staff work complete.</p>	<p>Finance/HR Director Wagner to give update on HR Manual at March 11 Council Meeting.</p> <p>Will go to Personnel Committee for review in July 2024.</p>	9/9/2024 - City Business 12/9/2024 - Consent	
	Adopt process for manual & HR policy revisions that includes City Manager and Council		<p>Finance/HR Director Wagner to give update on HR Manual at March 11 Council Meeting.</p> <p>Will be included as part of the Personnel Manual</p>	9/9/2024 - City Business 12/9/2024 - Consent	
	Updated City Job Descriptions		<p>Will refer to Personnel Committee to clarify what action Council wants taken on this item.</p> <p>In progress.</p>	9/9/2024 - City Business	9/9/2024
	Clear Process for Staff Departure and Related Expectations		<p>Staff needs further clarification from Council on this topic at Retreat Follow-up Meeting. (Exit Interview???)</p> <p>In progress.</p>	TBD	

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Business License		Business License	<p>The City is currently on the waiting list. Approved by Council to move forward with Business Licenses at 9/23/24 Council Meeting - Wagner to work with DOR to set up and bring back to Council in 2025.</p> <p>9/23/2024 CC Meeting</p> <p>Mayor Rossman gave a quick introduction of the Business License discussion, highlighting that Council would need to make a decision tonight on whether to proceed with implementing a business license program for the city that would begin in the summer of 2025. She noted that further decisions, including coverage parameters and the fee structure model, will be addressed in spring 2025.</p> <p>Director of Finance and HR Ryan Wagner reiterated three main points: 1. Is the city interested in a business license program, and should we initiate the process? 2. Who should be included under the program? 3. Should we impose fees, and if so, how much?</p>	3/10/2025 - City Business	

PUBLIC WORKS

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
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*Right of Way Policies	Privately Maintained ROW	12/11/23 - Regular Meeting Council directed "staff to prepare a workplan as to issues and options for right-of-way management for future Council review and discussion and prepare a final workplan for review and adoption prior to April 23, 2024.	Based on discussion at the February 26 Council Meeting, Staff and City Attorney propose to make this Phase 2 in handling the ROW polices. Phase 1 would be to address the <i>Street Vacation Code Update</i> in 2024 and then handle Phase 2 of <i>Privately Maintained ROW and City ROW Policies</i> in 2025.	2/10/2025	
	City ROW Policy	2/10/24 - City Council Retreat Create Street ROW Policy to include large lots Add clarity to "Allowable Parking" to ROW Policy	Staff recommends combining this with Privately Maintained ROW. Based on discussion at the February 26 Council Meeting, Staff and City Attorney propose to make this Phase 2 in handling the ROW polices. Phase 1 would be to address the <i>Street Vacation Code Update</i> in 2024 and then handle Phase 2 of <i>Privately Maintained ROW and City ROW Policies</i> in 2025.	2/10/2025	
	Hedge Reimbursement	Former City Manager Michael Sauerwein presented Council with a "Hedge Trimming Policy" in September 2019 with the recommendation to create a formal process to include billing property owners if the City does the work. Council Action - Council directed staff to work with residents by providing notice of hedge overgrowth and give them the option to trim themselves or the city will trim and bill the resident for cost recovery.	No further action has been taken. * Staff could work with the City Attorney to create an ordinance that allows the City to be reimbursed for the cost of performing the work to clear the right-of-way, either by Public Works or hiring an independent vendor to perform the work.	4/14/2025	

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
*Stormwater Management	Infrastructure	3/28/22 - Regular Meeting Council directed staff to create a roadmap with priorities tentatively by the end of the year that will include maintenance as well as Capital projects. Public Works will work in tandem with Development Services on major construction projects to determine any impact fees or any up front requirements for approvals. 11/14/22 - Regular Meeting Council directed staff to include for future presentations and agenda items to include... discussion of storm drainage....	Council is provided a yearly CIP that covers capital projects. Stormwater projects are broadly listed. The Public Works Project List provides specific projects for the current calendar year. Costs and details are covered during the January Council Meeting. Storm water projects are covered specifically in the Project List and are presented to Council at the January Meeting. Project List will be included in Public Works Director monthly report.	Updates to be provided twice annually: January and June	6/10/2024 - CIP/TIP/Non-TIP Adoption
	Funding	4/24/23 - Regular Meeting Council directed staff to move forward with funding stormwater infrastructure using capital reserves.	CURRENTLY COMPLETED: BUDGETED ACCORDING TO THIS DIRECTION IN 2024. 2024 budget and 6-year CIP/TIP/non-TIP plans call for stormwater infrastructure funding from REET.		11/13/2023 Budget Adoption
	In Connection with Comp Plan and Housing - See Comp Plan under DS				

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
77th Ave NE		10/10/22 - Regular Meeting Council removed a construction plan & contract for the north end of the 77th sidewalk from the consent agenda and "directed staff to come back with alternative new design options. At January 2024 meeting, Council discussed new driveway and plantings apparently permitted by city at the end of the paved sidewalk in the same location. Council discussion tabled to future meeting after staff has had further opportunity to consult & consider.	Staff will provide Council with options and take feedback from Council on 77th sidewalk at the March 25 Council Meeting. Council directed staff to proceed with Option 2 from the March 25, 2024 City Council meeting. (3/25/24 CC Meeting)	3/25/2024 - City Business	9/30/2024

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Buildings/Facilities Management Planning		3/13/23 - Regular Meeting Council directed staff to report back to Council with a list of improvements for both city hall and the post office. The list of improvements should be in priority order and noted where in the budget they are funded.	Staff will present to the Council at the March 11 Council Meeting addressing the priority list of improvements - this cover the two sections below for City Hall and Post Office.	3/11/2024 - City Business	3/11/2024
	City Hall	10/9/23 - Regular Meeting Council also requested that staff add a future agenda item to discuss City Hall and how we are currently using the building and how we see using the building in the future as a public resource. Improvements per CIP/TIP: 2024: Repaint exterior, excluding trim 2025: Repaint interior 2026: Reroof building Improvements expected per 2024 Capital Fund Preliminary Project List: City Hall Carpet Replacement	Council also requested that staff add a future agenda item to discuss City Hall and how we are currently using the building and how we see using the building in the future as a public resource. 7/8/2024 - Council directed staff to move to revisit the topic at the end of 2025.	9/8/2025 - City Business	
	Post Office	Improvements expected per CIP/TIP: 2024: Repaint exterior 2025: Repaint interior 2027: Reroof building Improvements expected per 2024 Capital Fund Preliminary Project List: HVAC	Staff will present to the Council at the March 11 Council Meeting addressing the priority list of improvements - this cover the two sections below for City Hall and Post Office.	3/11/2024 - City Business	3/11/2024
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Park Memorials Policy	Park Memorial Policy	Expected request from Department of Parks & Public Works for simple policy to govern memorials in Medina Park (who can request, is there a limit on how many we want in park, how long staff will be expected to maintain plaques, etc.). 2/10/23 - City Council Retreat Council referred to Park Board	Osada to work with Park Board on the policy. On Park Board Agenda for discussion at their March 18, 2024 Meeting. Osada to prepare draft policy to present at Park Board meeting on May 20, 2024 Added to Park Board Work Plan. 10/14/2024 ACTION: Motion Reeves to approve the Park Board Work Plan as presented. This was seconded by Johnston and carried by a 5:1 (Gokul dissented) vote. ACTION: Motion Gokul to schedule joint visioning and planning session with the Park Board to determine prioritization and success metrics for the proposed plan. This was seconded by Reeves carried by a 5:1 (Johnston dissented) vote. Additionally, Council further directed staff that prior to setting up any joint meeting with the Park Board to return to Council in order to establish goals for the joint meeting.	10/14/2024 - City Business 1/27/2025 - City Business	
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Parks Management	Tennis Courts	7/10/23 - Regular Meeting Council directed staff to keep status quo, not to add pickleball striping on existing tennis courts except to extent already done (at Fairweather), & not to spend more time discussing. REMOVE AS COMPLETED UPON CONFIRMATION that pickleball conversion is no longer in CIP/TIP/non-TIP, city budget, or other workplan	Will be removed for approval at the adoption of the updated 6-year CIP/TIP and Non-TIP in July.	6/10/2024 - CIP/TIP/Non-TIP 7/8/2024 - CIP/TIP/Non-TIP	6/10/2024

	Points Loop Trail	7/10/23 - Regular Meeting Replacement signs in budget (2024 Capital Fund Preliminary Project List); Ryan Osada reports intent to coordinate with other Points Communities for consistency; Council wants updated map & make available on website.	Osada to report to Council at the June 10 Meeting about the status on the signs.	11/12/2024 Director Report 12/9/2024 - Director Report	
	Park Board	2/10/24 - City Council Retreat Council would like Park Board to develop a Work Plan to include a policy for off-leash and on-leash areas.	Staff will work with Park Board to develop draft work plan. An update will be provided to Council at the July Council Meeting. Revised plan to be reviewed and possible adopted at September Park Board Meeting. Park Board approved draft work plan at the September 16 Park Board Meeting - staff will be presenting it at the October 14 Council Meeting. 10/14/2024 ACTION: Motion Reeves to approve the Park Board Work Plan as presented. This was seconded by Johnston and carried by a 5:1 (Gokul dissented) vote. ACTION: Motion Gokul to schedule joint visioning and planning session with the Park Board to determine prioritization and success metrics for the proposed plan. This was seconded by Reeves carried by a 5:1 (Johnston dissented) vote. Additionally, Council further directed staff that prior to setting up any joint meeting with the Park Board to return to Council in order to establish goals for the joint meeting.	10/14/2024 - City Business 1/27/2025 - City Business	

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Undergrounding Power Lines		4/24/23 - Regular Meeting Council requested that staff create an informational page on the city's website with updated FAQs. Direction followed presentation demonstrating costs of city-wide undergrounding, including to individual homeowners with older homes. Council discussed desires to inform residents and empower individual neighborhoods to understand what undergrounding would entail for them and consider Local Improvement Districts if desired. Consider wrap-up report to confirm what action has been taken to comply with Council's direction	Completed in 2023 - see https://www.medi-na.gov/publicworks/page/faq-utility-undergrounding-medi-na		12/1/2023

CENTRAL SERVICES

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:

POLICE

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:



MEDINA CITY COUNCIL

2025 AGENDA/ACTION CALENDAR

Meetings scheduled for 5:00 pm, online (unless noticed otherwise).

JANUARY 13, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	Police Officer Roman Scott - Professional Excellence Award - 15 Minutes	Sass			
Presentation	Introduction of Rob Kilmer as the City's Building Official.	Wilcox			
Presentation	Legislative Update and Check-in by Soundview Strategies - 20 Minutes	Burns			
Consent Agenda	December 2024, Check Register	Wagner			
Consent Agenda					
Consent Agenda	Draft 12/09/2024 CC Minutes	Kellerman			
Consent Agenda	Legislative Priority Agenda	Burns			
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business	Middle Housing				
City Business					
City Business					
City Business	NE 12th Street Landscaping Update - 30 minutes	Osada			
City Business	Council Retreat Planning Discussion	Burns			
Executive Session					
JANUARY 27, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					

Legislative Hearing					
Public Hearing					
City Business					
City Business	City Council Work Plan Review and Update	Burns/Kellerman			
City Business	Park Board Goal Setting for Joint Meeting	Burns/Osada			

FEBRUARY 10, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	January 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 01/13/2025 & 01/27/2025 CC Minutes	Kellerman			
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business	Republic Services Update - 10 Minutes	Burns			
City Business	Private and City ROW Policy Discussion	Burns/Robertson/Osada	Discussion and Direction		
City Business	Complete Streets Ordinance Discussion	Osada	Discussion and Direction		
City Business	View Point Parking Stall Discussion - 30 Minutes	Burns/Sass			
Executive Session					

FEBRUARY 24, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					

Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					

MARCH 10, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	February 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 02/10/2024 & 02/24/2025 CC Minutes	Kellerman			
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business	Wireless Facilities Regulations Update	Burns/Wilcox			
City Business					
City Business					
City Business	Business License Program Update	Wagner			
City Business	Weekly Recycling and Compost Update	Burns			
Executive Session					

MARCH 24, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					

Public Hearing					
City Business					
City Business					
City Business					

APRIL 14, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	March 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 03/10/2025 & 02/24/2025 CC Minutes	Kellerman			
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					
City Business					
City Business	Hedge Reimbursement Policy	Burns/Osada			
Executive Session					

APRIL 28, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					

MAY 12, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	April 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 04/14/2025 & 04/28/2025 CC Minutes	Kellerman			
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					
City Business					
City Business					
Executive Session					

MAY 27 (TUESDAY), City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business	Short-term Rentals - Tentative	Burns			
City Business	Vacant Houses - Tentative	Burns			
City Business					

JUNE 9, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	May 2025, Check Register	Wagner			
Consent Agenda					

Consent Agenda				
Consent Agenda	DRAFT 05/12/2025 & 05/27/2025 CC Minutes	Kellerman		
Consent Agenda				
Consent Agenda				
Consent Agenda				
Consent Agenda				
Consent Agenda				
Consent Agenda				
Legislative Hearing				
Public Hearing	DRAFT Six-Year CIP/TIP/Non-TIP Plan	Osada	First Hearing	
City Business				
City Business				
City Business				
City Business				
City Business				
Executive Session				

JUNE 23, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business	2026 Budget Retreat	Wagner			
City Business					
City Business					

JULY 14, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	June 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 06/09/2025 & 06/23/2025 CC Minutes	Nations/Kellerman			
Consent Agenda					
Consent Agenda					

Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	DRAFT Six-Year CIP/TIP/Non-TIP Plan	Osada	Adopt		
City Business					
City Business					
City Business					
City Business					
City Business					
Executive Session					

JULY 28, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					

AUGUST 11, City Council DARK

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice

AUGUST 25, City Council DARK

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice

SEPTEMBER 8, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	July/August 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 07/14/2025 & 07/28/2025 CC Minutes	Kellerman			
Consent Agenda					

Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	2026 Preliminary Budget Hearing	Wagner			
City Business					
City Business					
City Business					
City Business					
City Business	City Hall Resource Usage Update	Burns/Osada			
Executive Session					

SEPTEMBER 22, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business	2026 Preliminary Budget - Deep Dive	Wagner			
City Business					
City Business					

OCTOBER 13, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	September 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 09/08/2025 & 09/22/2025 CC Minutes	Kellerman			
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					

Consent Agenda					
Legislative Hearing					
Public Hearing	2026 Preliminary Budget Hearing	Wagner			
City Business					
City Business					
City Business					
City Business					
City Business					
Executive Session					

OCTOBER 27, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					

NOVEMBER 10, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	October 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 10/13/2025 & 10/27/2025 CC Minutes	Kellerman			
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	2026 Final Budget and Salary Schedule	Wagner			
Public Hearing	2026 Property Tax Resolution	Wagner			

City Business					
City Business					
City Business					
City Business					
City Business					
Executive Session					

NOVEMBER 24, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					

DECEMBER 8, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	November 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 11/10/2025 CC Minutes	Kellerman			
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					
City Business					
City Business					
Executive Session					

DECEMBER 22, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					

Filter statement

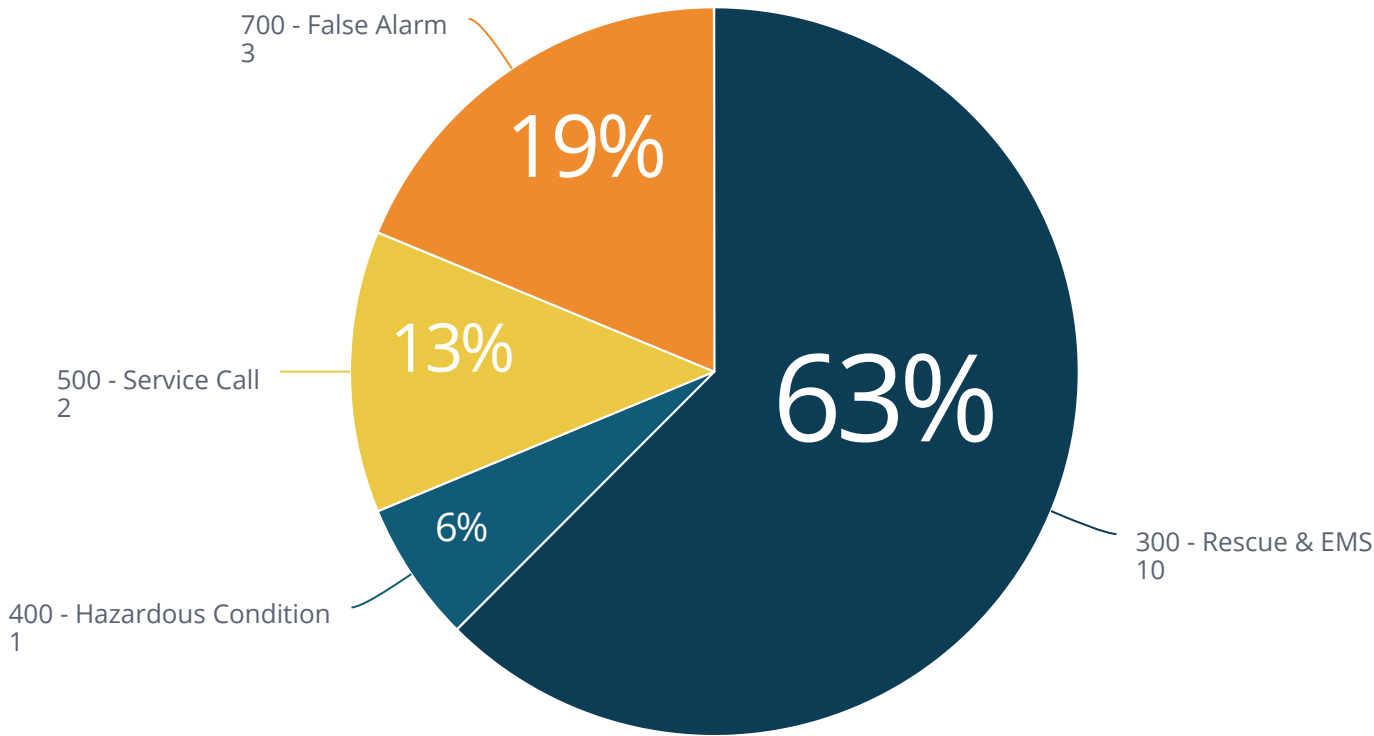
Filters Alarm Date Range 7/1/24 to 7/31/24 | Is Locked true | Is Active true | Location City MEDINA, Medina

Fire and EMS Summary

Count of Total Incidents

16

Percentage of Incident Type (with count)



Contract City Incident Summary (Medina) Dec 2, 2024 4:34:27 PM

Filter statement

Filters **Alarm Date Range** 7/1/24 to 7/31/24 | **Is Locked** true | **Is Active** true | **Location City** MEDINA, Medina

Count of Incidents by Type

Incident Type Group	Incident Type	Type Code	Count
300 - Rescue & EMS	Emergency medical service incident, other	320	1
	EMS Call, Cancelled at Scene	3117	1
	EMS Call, Medical	3211	7
	Watercraft rescue	365	1
300 - Rescue & EMS Total			10
400 - Hazardous Condition	Gas leak (natural gas or LPG)	412	1
500 - Service Call	CARES 101 PD Assist	5511	1
	Water or steam leak	522	1
500 - Service Call Total			2
700 - False Alarm	Extinguishing system activation due to malfunction	732	1
	Smoke detector activation, no fire - unintentional	743	1
	System malfunction, other	730	1
700 - False Alarm Total			3
Count			16



MEDINA POLICE DEPARTMENT

DATE: December 9, 2024
TO: Stephen R. Burns, City Manager
FROM: Jeffrey R. Sass, Chief of Police
RE: Police Department Update – November, 2024

The following is a summary highlighting some of the Medina Police Department activity in November, 2024.

Follow up:

Nothing to report.

Windstorm & Power Outages:

On Tuesday, November 9th and throughout several days after, the Northwest experienced a significant windstorm that caused several trees to fall and sever powerlines. Power was out for the majority of Medina and the Eastside for several days. Fortunately, there were no injuries reported that were related to the storm.

The Police Department sent four Community E-Lert publications prior to and following the storm to keep community members informed of potential hazardous areas, updates from Puget Sound Energy on when power would be restored, and provided emergency preparedness and safety information while the power was out.

The Police Department will be putting together an after-action report related to the incident that will be used to provide insight into how to better prepare for future weather events in the city. This report will also be used to guide a discussion at the next Emergency Preparedness Meeting.





Marine Patrol:

Nothing to report.



MEDINA POLICE DEPARTMENT
Jeffrey R. Sass, Chief of Police
MONTHLY SUMMARY
NOVEMBER 2024



FELONY CRIMES

- Fraud** **2024-00005373** **11/04/2024**
 Officers were dispatched to the 1200 block of Evergreen Point Road for a report of fraudulent airline charges on the victim's credit card. Under investigation.
- Fraud** **2024-00005870** **11/27/2024**
 Officers were dispatched to the 2600 block of 80th Avenue NE for a report of fraudulent purchases made using the victim's name. There was no monetary loss experienced by the victim. No further investigatory information available.
- Harassment** **2024-00005881** **11/27/2024**
 Officers were dispatched to the 3600 block of Evergreen Point Road for a report of threatening messages received related to the victim's political involvement. Numerous similar events occurred throughout the United States. Investigation to continue.
- Burglary** **2024-00005904** **11/30/2024**
 Officers were dispatched to the 3400 block of Evergreen Point Road for a report of a burglary that had occurred sometime earlier in the day. The residence was listed for sale and the alarm system was either not armed or malfunctioned. Entry was made into the residence via forced entry. No one was home at the time of the burglary. Under investigation.

MISDEMEANOR CRIMES

- Theft** **2024-00005636** **11/16/2024**
 Officers were dispatched to the 7600 block of NE 24th Street for a report of a package having been stolen from the porch of the residence. Doorbell camera footage was available of the suspect. The suspect was located and the package recovered under incident #2024-00005646.
- Possession Stolen Property/Trespass** **2024-00005646** **11/17/2024**
 Officers were dispatched to the 3400 block of Evergreen Point Road for a report of a subject seen trespassing on the property. Upon arrival, officers located the subject and detained them. The subject admitted to stealing a package from a nearby residence and was booked into jail. Further investigation to follow.
- Malicious Mischief** **2024-00005698** **11/19/2024**
 Officers were dispatched to the 8400 block of NE 10th Street for a report of a mailbox having been damaged. Report taken with no suspect information available at this time.

MV Prowl**2024-00005848****11/27/2024**

Officers were dispatched to the 900 block of 88th Avenue NE for a report of a vehicle prowling that had just occurred. Officers were already in the area searching for a stolen vehicle that had alerted on the license plate reader camera system, which is likely the suspect vehicle in this vehicle prowling. Further investigation to follow.

Theft**2024-00005902****11/30/2024**

Officers were dispatched to the 8900 block of Groat Point Drive for a report of several packages having been stolen from the porch of the residence. Video footage of the suspect and related vehicle was obtained and further investigation is pending.

OTHER

Traffic Collision**2024-00005391****11/05/2024**

Officers were dispatched to the intersection of Evergreen Point Road and NE 18th Street for a report of a two-vehicle, non-injury, reportable collision.

Harassment**2024-00005472****11/08/2024**

Officers were dispatched to the 8400 block of NE 7th Street for a report of a resident receiving threatening messages after attempting to sell an item on Craigslist. The threats did not amount to a chargeable criminal offense.

Harassment**2024-00005544****11/11/2024**

Officers were dispatched to the 8400 block of NE 12th Street for a report of a resident receiving threatening messages related to their business. Investigation to continue.

Traffic Collision**2024-00005543****11/11/2024**

Officers were dispatched to the intersection of NE 24th Street and 78th Avenue NE for a report of a three-vehicle, non-injury, reportable collision.

Warrant Arrest**2024-00005898****11/30/2024**

Officers were dispatched to the 8300 block of NE 12th Street for a report of a subject trying door handles to the nearby businesses. Officers located the subject and booked him into jail for his \$10,000 felony warrant out of the Skagit County Sheriffs Office.



MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

MONTHLY REPORT



NOVEMBER, 2024

CRIMES	Current Month	YTD 2024	YTD 2023	Year-End 2023
Burglary	1	2	5	6
Vehicle Prowl	1	14	11	11
Vehicle Theft	0	0	4	4
Theft (mail & all other)	2	28	21	22
ID Theft/Fraud	2	13	20	22
Malicious Mischief (Vandalism)	1	9	13	13
Domestic Violence	0	14	9	10
Disturbance, Harassment & Non-DV Assault	3	15	27	28
TOTAL	10	95	110	116

COMMUNITY POLICING	Current Month	YTD 2024	YTD 2023	Year-End 2023
Drug Violations	0	1	0	0
Community Assists	55	430	180	197
Marine	0	10	7	7
House Watch Checks	66	730	899	1016
School Zone	15	239	188	206
Behavioral Health	5	13	45	46
TOTAL	141	1423	1319	1472

TRAFFIC	Current Month	YTD 2024	YTD 2023	Year-End 2023
Collisions				
Injury	0	2	2	2
Non-Injury	2	4	13	14
Non-Reportable	0	3	0	0
TOTAL	2	9	15	16
Traffic Enforcement				
Criminal Citations	1	26	12	12
Infractions	23	394	124	131
Warnings	238	1924	1823	1928
TOTAL	262	2344	1959	2071

LICENSE PLATE READER EVENTS	Current Month	YTD 2024	YTD 2023	Year-End 2023
LPR alerts that were recovered	1	10	-	-
LPR alerts that were not located	7	68	-	-
LPR alerts that were located, not apprehended	0	4	-	-
TOTAL	8	82	-	-

CALLS FOR SERVICE	Current Month	YTD 2024	YTD 2023	Year-End 2023
Animal	2	27	40	43
Residential Alarms	17	189	213	235
Missing Person	0	3	3	3
Suspicious Activity/Area Checks	50	591	751	804
TOTAL	69	810	1007	1085

ADMINISTRATIVE	Current Month	YTD 2024	YTD 2023	Year-End 2023
Public Disclosure Requests Received	6	58	67	75
Concealed Pistol License Applications Processed	2	25	37	38
TOTAL	8	83	104	113

*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.



MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

MONTHLY SUMMARY



**NOVEMBER, 2024
(through 5:00am 11/26/2024)**

FELONY CRIMES

MISDEMEANOR CRIMES

OTHER



MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

MONTHLY REPORT



NOVEMBER, 2024 (through 11/26/2024 at 5:00am)

CRIMES	Current Month	YTD 2024	YTD 2023	Year-End 2023
Burglary	0	0	1	1
Vehicle Prowl	0	2	3	3
Vehicle Theft	0	1	0	0
Theft (mail & all other)	0	2	1	1
ID Theft/Fraud	1	3	3	3
Malicious Mischief (Vandalism)	0	2	1	1
Domestic Violence	0	9	2	3
Disturbance, Harassment & Non-DV Assault	0	5	3	6
TOTAL	1	24	14	18

COMMUNITY POLICING	Current Month	YTD 2024	YTD 2023	Year-End 2023
Drug Violations	0	0	0	0
Community Assists	8	71	15	21
Marine	0	1	1	2
House Watch Checks	11	45	46	53
Behavioral Health	0	1	5	5
TOTAL	19	118	67	81

TRAFFIC	Current Month	YTD 2024	YTD 2023	Year-End 2023
Collisions				
Injury	0	0	0	0
Non-Injury	0	1	1	1
Non-Reportable	0	1	0	0
TOTAL	0	2	1	1
Traffic Enforcement				
Citations	0	8	6	7
Infractions	4	69	47	49
Warnings	22	429	372	400
TOTAL	26	506	425	456

LICENSE PLATE READER EVENTS	Current Month	YTD 2024	YTD 2023	Year-End 2023
LPR alerts that were recovered	1	1	-	-
LPR alerts that were not located	0	3	-	-
LPR alerts that were located, not apprehended	0	0	-	-
TOTAL	1	4	-	-

CALLS FOR SERVICE	Current Month	YTD 2024	YTD 2023	Year-End 2023
Animal	0	11	3	5
Residential Alarms	8	56	26	27
Missing Person	0	2	1	1
Suspicious Activity/Area Checks	8	75	71	79
TOTAL	16	144	101	112

*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.



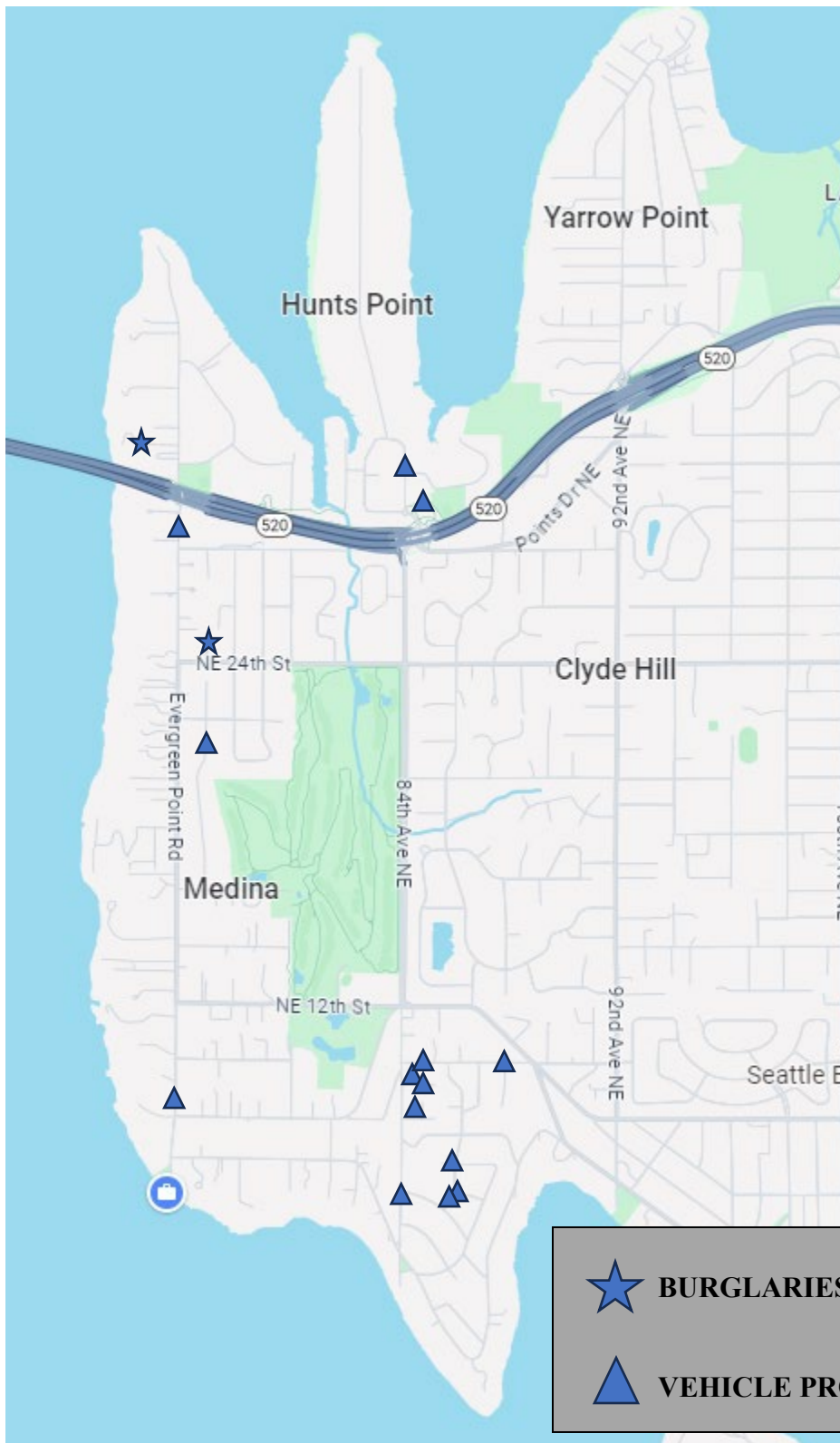
MEDINA POLICE DEPARTMENT

BURGLARY & MOTOR VEHICLE PROWL

INCIDENT MAP



NOVEMBER YEAR-TO-DATE





MEDINA POLICE DEPARTMENT

MONTHLY REPORTING STANDARDS



CATEGORY	DETAILS
Burglary	Includes: <ul style="list-style-type: none"> • Burglary (all degrees) • Residential Burglary
Vehicle Prowl	All degrees of Motor Vehicle Prowl.
Vehicle Theft	Includes: <ul style="list-style-type: none"> • Motor vehicle theft • Taking a motor vehicle without permission • Car jacking
Theft	Includes: <ul style="list-style-type: none"> • Possession of stolen property • Theft (all degrees) • Theft of mail
ID Theft/Fraud	Includes: <ul style="list-style-type: none"> • Identity theft • Fraud
Malicious Mischief	Includes: <ul style="list-style-type: none"> • Arson • Malicious Mischief (vandalism)
Domestic Violence	Includes: <ul style="list-style-type: none"> • DV Assault (all degrees) • Violation of Domestic Violence Court Order • DV Harassment (all degrees) • Custodial Interference • Order Service • DV Rape & Sex Offenses
Disturbance/Harassment /Non-DV Assault	Includes: <ul style="list-style-type: none"> • Disturbance • Telephonic Harassment • Harassment (all degrees) • Assault (all degrees) • Adult Protective Services (APS) investigations • Child Protective Services (CPS) investigations • Abuse investigations • Extortion • Kidnapping • Non-DV Rape & Sex Offenses • Robbery
Drug Violations	Includes all Violations of the Uniformed Controlled Substances Act
Community Assists	Includes: <ul style="list-style-type: none"> • Civil matters • Community Policing • Non-suspicious Death Investigations

	<ul style="list-style-type: none"> • Assisting the Fire Department/EMS • Found Child • Found Property • Special Events
Marine	Includes all incidents within our jurisdiction on the waterways.
House Watch Checks	Total number of visits to residences on house watch within the reporting period.
School Zone	Total number of school zone patrols conducted at all three elementary schools within the reporting period.
Behavioral Health	Calls for service involving individuals experiencing a behavioral or mental health episode. The call may have resulted in anything ranging from no police action and an involuntary commitment to a medical facility for treatment.
Traffic Collisions	<p>Includes:</p> <ul style="list-style-type: none"> • Injury collisions involve medical treatment to at least one of the involved parties, either by on-scene EMS evaluation/treatment and/or transportation to a medical facility for treatment. These collisions require a police case report by law. • Non-injury collisions involve a collision in which there is property damage amounting to at least \$1,000 but no involved parties were injured. These collisions require a police case report by law. • Non-reportable collisions involve a collision under any of the following circumstances: <ul style="list-style-type: none"> ○ Collision on private property with no injuries. ○ Collision on public right of way with no injuries and any property damage did not amount to at least \$1,000.
Traffic Enforcement	<p>Citations:</p> <ul style="list-style-type: none"> • Any criminal traffic citation, to include Driving With Suspended License, Reckless Driving, DUI, etc. <p>Infractions:</p> <ul style="list-style-type: none"> • Any non-criminal traffic stop that resulted in the issuance of a civil infraction (ticket) to the driver. <p>Warnings:</p> <ul style="list-style-type: none"> • Any traffic stop that resulted in a verbal warning to the driver.
License Plate Reader (LPR) Events	<p>Stolen license plates/vehicles that alerted the LPR system and were recovered.</p> <p>Stolen license plates/vehicles that alerted the LPR system and were not located.</p> <p>Stolen license plates/vehicles that alerted the LPR system and were located but fled from law enforcement attempts to apprehend the vehicle.</p>
Animal	<p>Includes:</p> <ul style="list-style-type: none"> • Found animal call for service • Lost animal call for service • Welfare check involving an animal • Noise complaints or nuisance calls for service involving an animal
Residential Alarms	House alarms that are triggered and the alarm company contacts 911 for a police response. These calls for service do not include alarm calls that become a burglary investigation upon police arrival.
Missing Person	Calls for service where a missing person report is taken, or the assistance of law enforcement is requested to search for a missing person. These calls include adults as well as juveniles.

<p>Suspicious Activity/Area Checks</p>	<p>Includes:</p> <ul style="list-style-type: none"> • Noise complaints • Suspicious person/activity reports • Field contacts made by officers on patrol • Loud party calls, juveniles • Reports of dangerous driving • Weapons Complaints • Soliciting • Welfare Check • Prowler
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**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.*



CITY OF MEDINA

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

Date: December 9, 2024
To: Honorable Mayor and City Council
Via: Stephen R. Burns, City Manager
From: Steven R. Wilcox, Development Services Department Director
Subject: Development Services Department Monthly Report

Permit Activity and Development Services Fund

The “November 2024 Issued Permits” report continues to tell us a consistent story of 2024 development activity. I wish I could say that the \$62,856,983.99 in total 2024 YTD permit valuation indicated a busy year, but it is skewed as I mentioned previously. A busy late 2023 pushed work and associated valuations into early 2024. Reality is that our permitting is slow and has been through most of 2024. After the 2023 work was issued as permits in 2024, our “Total Value” numbers dropped considerably. An adjusted permit valuation for 2024 is probably closer to \$30,000,000 which is below average.

At this point I feel unable to provide accurate forecasting of future permitting. Our local development activity has changed. Traditionally and prior to Covid, there was a pattern of development activity that was fairly standard for any particular year. The timing was predictable and volume tended to generally follow the prior year.

Tracking Permit Valuation (Total Value) is one marker to assess department volume. Revenue and expenses are of course the accurate tools for budgeting.

Development Services Staffing

Last month I mentioned in this report that our Development Services Coordinator, Rebecca Bennett will be on maternity leave for about 4-months next year. Rebecca’s baby is due in early February. Rebecca has been working on a comprehensive step-by-step guide to the fundamentals of her position. This guide will be used by a temporary staff member and other in Development Services to solve daily questions while Rebecca is out. The guide is currently about 150 pages.

I have had meetings with a temporary employment agency which we have used successfully in the past. This agency will solicit potential temporary staff for us in early January 2025 for interviews. I hope to overlap Rebecca and her temporary replacement for about one or two weeks. Nothing in this timing can be exact.

Our Development Services Coordinator is central to all of our work. Maintaining the work of this position is important and could be difficult to do through early 2025.

Planning Manager Report

Jonathan G. Kesler, AICP, Planning Manager

Comprehensive Plan:

The Comp Plan Update was approved by the City Council at the November 12, 2024, meeting. The Council voiced support for doing Comp Plan Amendments in 2025, per the provisions provided under state law, to address any changes that may need to be made to it. The finalized Comp Plan was formally submitted to the State Department of Commerce on November 22, 2024.

Middle Housing:

SCJ Alliance (SCJ) has begun work in earnest on the Middle Housing Update to the Medina Municipal Code (MMC). SCJ's proposed scope of work is outlined per Medina's Middle Housing Public Engagement and Communication Plan and the Dept. of Commerce grant schedule, tasks, and deliverables. After input from the DSC & the Planning Commission, SCJ will present their public engagement plan in-depth with the PC at the December 5th Special Meeting. Council will receive an update at their December 9th meeting. A Community Forum has already been scheduled for Thursday, January 9, 2025, at St. Thomas Episcopal Church.

Planning Commission (PC) Work Plan:

Following the November 25th Council meeting suggested changes were incorporated into the PC Work Plan for re-review at the PC Special Meeting on December 5th. It will then go before Council on December 9th for final approval. The PC Work Plan outlines tasks for the PC to work on in 2025.

Fence Permit Application

We received an application for a fence at Overlake Golf and Country Club. At this moment, a complete permit application review has not been performed. Determination of complete application is the first step. Once the application is deemed complete then the permit process will begin.

The application is for a Non-Administrative Variance with the description: "A variance to improve the safety of the OGCC Driving Range - 50' Fence"

I am mentioning this application because residents near to OGCC have asked me about this fence. OGCC seemed to do a good job of communicating with their neighbors about a desire to install the fence which was prior to our receiving the variance application.

Telecommunications Permit Applications

I mentioned in this report last month that we received three initial planning project permit applications for the reconstruction of the existing T-Mobile pole/antenna site on Bellevue School District property. The three applications are for SEPA, Non-Administrative Special Use, and a Height Variance. There is an existing tower and equipment building within a fenced area adjacent to Evergreen Point Road near the Park N' Ride which is proposed for alteration. The address on the application is 7800 NE 28th St.

Since my last report to you I have met with T-Mobile representatives. We discussed a technical comment letter drafted by our staff and some aspects of the mono-pine (imitation tree) pole/antenna concealment proposal. Our code allows for these types of concealment proposals. I asked for specific locations in identified jurisdictions where the mono-pine concealment have been used. I would like to know exactly what is being proposed for 7800 NE 28th and what other jurisdictions think about having similar mono-pines installed. I also asked for photo simulations of other concealment concepts, or at least what the unconcealed pole/antenna would look like. I was told by T-Mobile that the unconcealed pole would have a can type antenna surround of 80" in diameter. The mono-pine proposal is one option and so far the only option provided by T-Mobile. I have asked repeatedly for the mono-pine information, been promised photos and information, but to date have not received anything beyond what Council was presented last Spring.

A staff report for the Hearing Examiner must be drafted for this project. Support for the existing facility and for the enhanced service is something that will be clarified within the staff report. The question still remains as to what the pole/antenna should look like. The mono-pine concealment is a proposal, not a requirement for Medina to accept. The Hearing Examiner makes the decision, but guidance from staff on the concealment matter is needed.

Understandably, T-Mobile has not accepted my proposal for a public forum and open house to present the concealment options. I understand the concerns. However, without resident input the mono-pine or other concealment option as described for the Hearing Examiner will be left solely to staff discretion. A mono-pine may be the best option for the 7800 NE 28th St. location, but unfortunately we will not have the level of resident input I had hoped for. Again, I do understand T-Mobile's legitimate concerns about additional noticing for this project beyond what is required.

Currently we have three planning project permit applications for the T-Mobile 7800 NE 28th St. site:

- Non-Administrative Special Use
- Non-Administrative Variance
- SEPA Threshold

Medina residents will receive notice about the T-Mobile project and may participate through comments and in the hearing. Once the three planning projects have been approved a building permit application is needed.

Tree Permits

Council had asked me to improve the monthly tree permit report. I met with our Arborist and staff about this. We updated the existing Medina Development Services webpage reports tab for tree permits. The report contained some errors that were corrected. See the Medina website – Permits and Applications – Development Services – Reports – Active Tree Reports.

The Active Tree Permit list is extensive. Often small building permits, and tree activity permits are not closed through final inspection. This is common in all jurisdictions. Applicants with tree activity permits involving a single tree or other small project often do not call us when the permitted work is completed. We do have a reminder system which helps, but it is the responsibility of the applicant to tell us when the work is completed and schedule a final code/permit compliance inspection with us. Closing larger projects is not an issue and we do watch more controversial projects closely.

I asked our Arborist Andy Crossett to work with Rebecca Bennett towards reducing the number of permits on the Active Tree Permit list. This likely will not happen until Rebecca returns from her leave.

Additionally, the tree activity report you receive with this staff report will be enhanced as was requested. We will include tree activity permits and associated site plans with the monthly report. We will provide the development project permit information, but not all of the non-development information unless there is something to note. This month there was nothing to add.

As Council mentioned to me last month, having an on-site notice for tree removal would be beneficial. I had worked with our previous attorney on the tree removal site notice topic, but nothing resulted. I will speak with our new attorney about the possibility of requiring a site notice and possibly a waiting period for all non-hazard tree removal permits. Of course, a code amendment will be needed which will include Planning Commission review.

Second Substitute Senate Bill 5290

On the Council Consent agenda is SSSB 5290 is a Washington State mandate which will have administrative impacts on Development Services Department permitting operations. SSSB 5290 will take effect on January 1, 2025.

Please see the Agenda Bill and proposed Ordinance 1039.

On November 6, 2024 the Medina Planning Commission reviewed and unanimously approved the proposed amendments to MMC 16.80.

Through Consent, please approve the necessary amendments to Medina Municipal Code Chapter 16.80 which are necessary to enact SSSB 5290.

Mechanical Appliance Sound Testing

The Development Services Department has required that newly installed outdoor mechanical appliances such as air conditioners and similar be tested for compliance with our noise ordinance. This process has been in effect for many years. We will now be eliminating the sound testing requirement as a part of mechanical permitting.

Sound testing is an administrative process which is not identified in ordinance or resolution. However, there is a fee for sound testing which is in Resolution 400.

Mechanical appliances have greatly improved in efficiency over the past years with resulting lowered noise output. Regular compliance sound testing is no longer needed.

Eliminating required sound testing will lower permit costs which will benefit small projects by Medina residents in particular. Administrative work by Medina staff will also be reduced. If there are any complaints received by Development Services regarding noise from mechanical appliances we will approach this similar to other code enforcement actions.

November 2024 Permit Applications Received

Permit Type	Submitted Date	Permit Number	Total Valuation	Address
B-FENCE	11/03/2024	B-24-067	\$10,000.00	410 OVERLAKE DR E
B-FENCE	11/03/2024	B-24-068	\$10,000.00	432 OVERLAKE DR E
B-FENCE	11/05/2024	B-24-071	\$24,000.00	2420 Evergreen Pt. Rd
B-FENCE	11/06/2024	B-24-073	\$2,000.00	8809 NE 10th St.
B-FENCE	11/26/2024	B-24-074	\$6,000.00	609 EVERGREEN POINT RD
TOTAL B-FENCE:	5		\$52,000.00	
B-GAS	11/25/2024	G-24-026		610 EVERGREEN POINT RD
TOTAL B-GAS:	1		\$0.00	
B-GATE	11/05/2024	B-24-072	\$35,000.00	414 UPLAND RD
B-GATE	11/05/2024	B-24-070	\$5,000.00	1041 84TH AVE NE
TOTAL B-GATE:	2		\$40,000.00	
B-MECHANICAL	11/05/2024	M-24-098		7641 NE 12th St.
B-MECHANICAL	11/05/2024	M-24-099		7720 NE 8th st.
B-MECHANICAL	11/19/2024	M-24-100		610 Evergreen Pt Rd

B-MECHANICAL	11/19/2024	M-24-101		8746 Overlake Dr W
B-MECHANICAL	11/21/2024	M-24-102		7725 NE 8th St.
B-MECHANICAL	11/26/2024	M-24-103		7887 NE 10TH ST
TOTAL B-MECHANICAL:	6		\$0.00	
B-PLUMBING	11/09/2024	P-24-074		8606 NE 10TH ST
B-PLUMBING	11/20/2024	P-24-078		610 EVERGREEN POINT RD
TOTAL B-PLUMBING:	2		\$0.00	
B-ROOF	11/05/2024	B-24-069		1601 EVERGREEN POINT RD
TOTAL B-ROOF:	1		\$0.00	
CAP - CONSTRUCTION ACTIVITY PERMIT	11/21/2024	CAP-24-037		609 EVERGREEN POINT RD
TOTAL CAP - CONSTRUCTION ACTIVITY PERMIT:	1		\$0.00	
P-ADMIN SPECIAL USE	11/14/2024	P-24-077		7664 NE 14TH ST
TOTAL P-ADMIN SPECIAL USE:	1		\$0.00	
P-LOT LINE ADJUST	11/05/2024	P-LLA-24-001		2837 76TH AVE NE
P-LOT LINE ADJUST	11/06/2024	P-LLA-24-002		2837 76TH AVE NE
TOTAL P-LOT LINE ADJUST:	2		\$0.00	

P-MINOR DEVIATION	11/10/2024	P-24-075		611 EVERGREEN POINT RD
TOTAL P-MINOR DEVIATION:	1		\$0.00	
P-NON ADMIN VARIANCE	11/27/2024	P-24-079		8000 NE 16TH ST
TOTAL P-NON ADMIN VARIANCE:	1		\$0.00	
P-SEPA/SUBSTANTIAL DEV	11/13/2024	P-24-076		3621 EVERGREEN POINT RD
TOTAL P-SEPA/SUBSTANTIAL DEV:	1		\$0.00	
PW-RIGHT OF WAY	11/01/2024	PW-ROW-24-085		632 Evergreen Pt Rd
PW-RIGHT OF WAY	11/01/2024	PW-ROW-24-086		611 Evergreen Pt. Rd.
PW-RIGHT OF WAY	11/04/2024	PW-ROW-24-088		2432 78th Ave NE
PW-RIGHT OF WAY	11/04/2024	PW-ROW-24-087		8436 MIDLAND RD
PW-RIGHT OF WAY	11/06/2024	PW-ROW-24-089		1556 79TH PL NE
PW-RIGHT OF WAY	11/18/2024	PW-ROW-24-090		8401 NE 12th St.
PW-RIGHT OF WAY	11/22/2024	PW-ROW-24-091		2030 77th Ave NE
PW-RIGHT OF WAY	11/25/2024	PW-ROW-24-092		116 Overlake Dr E.
PW-RIGHT OF WAY	11/25/2024	PW-ROW-24-093		2539 82nd Ave NE
TOTAL PW-RIGHT OF WAY:	9		\$0.00	

TREE-PERFORMANCE	11/15/2024	TREE-24-064		8000 NE 16TH ST
TOTAL TREE-PERFORMANCE:	1		\$0.00	
TREE-RESTORATION	11/20/2024	TREE-24-065		1015 84TH AVE NE
TOTAL TREE-RESTORATION:	1		\$0.00	
Total # of Permits	35		\$92,000.00	



November 2024 Issued Permits

Construction Value:	Nov-24	Nov-23	2024 YTM	2023 YTM	Difference
Accessory Structure	-	-	-	-	\$0.00
Addition / Alteration	\$47,000.00	\$767,751.44	\$15,757,486.33	\$15,192,901.22	\$564,585.11
Fence / Wall	\$51,997.00	-	\$656,210.16	\$1,942,514.00	(\$1,286,303.84)
New Construction	-	\$4,500,000.00	\$46,443,287.50	\$57,108,538.00	(\$10,665,250.50)
Repair / Replace	-	-	-	-	\$0.00
Wireless Comm. Facility	-	-	-	-	\$0.00
Total Value:	\$98,997.00	\$5,267,751.44	\$62,856,983.99	\$74,243,953.22	\$11,386,969.23
Permits Issued:	Nov-24	Nov-23	2024 YTM	2023 YTM	Difference
New Construction	-	1	17	18	(1)
Permit Extension	3	4	34	45	(11)
Accessory Structure	-	-	-	-	0
Addition / Alteration	1	4	26	28	(2)
Construction Activity Permit	2	6	49	45	4
Demolition	-	1	15	18	(3)
Fence / Wall	3	-	16	12	4
Grading / Drainage	-	1	33	28	5
Mechanical	5	11	91	82	9
Other - Moving	-	-	-	-	0
Plumbing / Gas	3	7	71	54	17
Repair / Replace	-	-	-	-	0
Reroof	-	-	-	-	0
Right of Way Use	7	4	89	70	19
Tree Mitigation	1	1	60	49	11
Wireless Comm. Facility	-	-	-	-	0
Total Permits:	25	40	501	449	52
Inspections:	Nov-24	Nov-23	2024 YTM	2023 YTM	Difference
Building	73	108	1,029	908	121
Engineering/Other	33	48	248	231	17
	3	9	48	80	(32)
Tree	4	4	58	93	(35)
Total Inspections:	113	169	1,383	1,312	71



November 2024 Code Enforcement Report

Case Number	Case Type	Assigned To	Address	Case Text
CC-2024-117	CITATION	Rob Kilmer	2438 78TH AVE NE	<p>Description: Two construction related vehicles were observed to be parked along the right-of-way despite a Notice of Citation having been issued to the project Agent earlier.</p> <p>Action taken: Issued Notice of Citation</p> <p>Estimated Penalty: \$400</p>
CC-2024-109	FORMAL, WRITTEN WARNING	Rob Kilmer	2432 78TH AVE NE	<p>Description: Observed construction related vehicles parked along right-of-way.</p> <p>Action Taken: Issued Formal Written Warning to project Agent.</p> <p>Estimated Penalty: None at this time.</p>
CC-2024-111	FORMAL, WRITTEN WARNING	Rob Kilmer	2438 78TH AVE NE	<p>Description: Observed multiple construction related vehicles parked along right-of-way.</p> <p>Action taken: Issued formal warning to project Agent.</p> <p>Estimated Penalty: None at this time.</p>
CC-2024-112	STOP WORK ORDER	Rob Kilmer	3309 Evergreen Point Road	<p>Description: Observed tree permit violation.</p> <p>Action Taken: Issued Stop Work Order to project Agent and advised that a Notice of Violation will also be issued.</p> <p>Estimated Penalty: To be calculated in associated Notice of Violation</p>
CC-2024-113	NOTICE OF FINAL ORDER	Rob Kilmer	8809 NE 10TH ST	<p>Description: The due date of the Notice of Violation for CC-2024-089 has passed.</p> <p>Action taken: Notice of Final Order issued.</p> <p>Estimated Penalty: \$600 due 11/7/24, compounding on a per-day basis.</p>
CC-2024-114	NOTICE OF VIOLATION	Rob Kilmer	7664 NE 14TH ST	<p>Description: Sport Court was installed without required permits.</p> <p>Action taken: Attempted to work with property owner to bring issue into compliance, but complete permit applications have not been submitted. Notice of Violation issued.</p> <p>Estimated Penalty: TBD</p>
CC-2024-115	CITATION	Rob Kilmer	2438 78TH AVE NE	<p>Description: Two construction related vehicles were observed to be parked along the right-of-way despite a formal warning having been issued to the project Agent earlier in the week.</p> <p>Action taken: Issued Notice of Citation</p> <p>Estimated Penalty: \$200</p>

CC-2024-116	NOTICE OF VIOLATION	Rob Kilmer	3309 Evergreen Point Road	<p>Description: Stop Work Order was issued due to violation of project's tree protection plan. Per MMC 16.52.250 a financial penalty is required for this violation.</p> <p>Action taken: Issued Notice of Violation</p> <p>Estimated Penalty: \$1,000</p>
CC-2024-118	SIGN VIOLATION	Rob Kilmer	84th & 24th	<p>Description: Observed commercial advertising sign (Christmas Light Installation 425-615-2804) displayed along right-of-way.</p> <p>Action Taken: Removed sign and contacted company to inform them of sign rules in the City.</p> <p>Estimated Penalty: None at this time.</p>
CC-2024-119	SIGN VIOLATION	Rob Kilmer	Medina Cir & 84th	<p>Description: Observed commercial advertising sign (ChristmasNW 425-215-0935) displayed along right-of-way.</p> <p>Action Taken: Removed sign and contacted company to inform them of sign rules in the City.</p> <p>Estimated Penalty: None at this time.</p>
CC-2024-120	SIGN VIOLATION	Rob Kilmer	2857 Evergreen Point Rd	<p>Description: Observed commercial advertising sign (Christmas Light Installation 206-929-4676) displayed along right-of-way.</p> <p>Action Taken: Removed sign and contacted company to inform them of sign rules in the City.</p> <p>Estimated Penalty: None at this time.</p>
CC-2024-121	GENERAL	Rob Kilmer	2420 76TH AVE NE	<p>Description: Fence constructed prior to issuance of a permit.</p> <p>Action taken: Notified applicant that permits for both affected properties (2420 & 2410 EPR) are required.</p> <p>Estimated Penalty: Doubling of permit fees for both properties.</p>
CC-2024-122	GENERAL	Rob Kilmer	2643 Evergreen Point Road	<p>Description: Observed small structure built apparently within property's front setback area.</p> <p>Action taken: Emailed owner's Agent as part of investigation.</p> <p>Estimated Penalty: TBD</p>
CC-2024-123	TREE INVESTIGATION	Rob Kilmer	2835 EVERGREEN POINT RD	<p>Description: Observed tree cutting of fallen tree</p> <p>Action taken: Investigated and confirmed tree fell due to natural causes. Informed City Arborist.</p> <p>Estimated Penalty: N/A</p>

CC-2024-124	FORMAL, WRITTEN WARNING	Rob Kilmer	7535 NE 28TH PL	<p>Description: Observed construction related vehicles parked within right of way despite prior warnings.</p> <p>Action taken: Issued Formal Warning Notice to project Agent.</p> <p>Estimated Penalty: None at this time.</p>
CC-2024-125	GENERAL	Rob Kilmer	3241 78th PI NE	<p>Description: Observed shed structure apparently constructed without a building permit.</p> <p>Action Taken: Spoke with property owner to discuss size and location of shed.</p> <p>Estimated Penalty: To be determined based upon compliance.</p>
CC-2024-126	CITATION	Rob Kilmer	530 87TH AVE NE	<p>Description: Observed construction related van parked in roadway.</p> <p>Action Taken: Issued Notice of Citation to project Agent</p> <p>Estimated Penalty: \$400</p>

Past Code Enforcement Cases Still Open				
Case Number(s)	Case Type	Assigned To	Address	Case Text
CC-2023-152	NOTICE OF VIOLATION <input type="checkbox"/>	Rob Kilmer	7838 NE 8TH ST	<p>Description: During an inspection at a neighboring property, a structure was observed to have been built within the rear-yard setbacks of 7838 NE 8th Street. The structure appears to require both an approved variance and building permit.</p> <p>Action Taken: Issued a Notice of Violation</p> <p>Estimated Penalty: Structure must be removed or approved variance and building permit(s) must be obtained. Financial penalties will apply if required actions are not initiated by 11/2/23.</p> <p>Status: Working through variance process</p>
CC-2024-067	STOP WORK ORDER	Rob Kilmer	1636 73rd Ave NE	<p>Description: Clearing, grading, and construction occurring on site within a steep slope critical area.</p> <p>Action Taken: Stop Work Order issued and project owner instructed to set up an application meeting. Work can only resume once required permits are approved and issued.</p> <p>Estimated Penalty: Doubling of building permit fees per 16.40.070. - Work commencing before permit issuance. To be reviewed for Notice of Violation penalty per MMC 1.15.200. - Notice of violation.</p> <p>Status: Working through permitting process.</p>
CC-2024-075 <input type="checkbox"/>	NOTICE OF VIOLATION <input type="checkbox"/>			

CC-2024-070	STOP WORK ORDER	Rob Kilmer	8711 Ridge Road	Description: Observed stairway structure being erected on roof of garage up to roof of second story.
CC-2024-072	NOTICE OF VIOLATION			Action Taken: Issued Stop Work Order and required a permit pre-application meeting to be scheduled.
CC-2024-080	NOTICE OF FINAL ORDER			Estimated Penalty: Doubling of permit fees per MMC 16.40.070. - Work commencing before permit issuance. To be reviewed for Notice of Violation penalty per MMC 1.15.200. - Notice of violation.
				Status: With City Attorney
CC-2024-101	GENERAL	Rob Kilmer	7664 NE 14TH ST	Description: Met onsite with homeowner to discuss a sport court that had been installed.
CC-2024-114	NOTICE OF VIOLATION			Action Taken: Directed homeowner that permits are required for a sport court.
				Estimated Penalty: Cost of zoning and building permits.
				Status: Working through zoning process

Tree Permit Activity Report November 2024 By Andy Crossett

Non-Development Tree Permit Activity Table						
Picture #	Permit Type	Address	# Trees Removed	Removed Tree (Size)	Supplemental Required	Description
1	TREE-RESTORATION TREE-24-062	3219 Evergreen Point Road	1 Douglas fir	36"	10	Moderate risk. Tree to be removed.
2	TREE-RESTORATION TREE-24-065	1015 84 th Ave NE	1 Western redcedar	25"	1	Hazard tree. Storm related combined with development.
3	Dead Tree	1611 Evergreen Point Road	1 Oregon Ash	14"	0	Confirmed tree was 100% dead.
4	Dead Tree	7814 NE 14 th Street	2 Dead cedar	2 x 6"	0	Confirmed trees were 100% dead.

Development Tree Permit Activity Table						
Picture #	Permit Type	Address	# Trees Removed	Removed Tree (Size)	Supplemental Required	Description
N/A	TREE-WITH BUILDING/DEVELOPMENT TREE-24-046	3421 Evergreen Point Road	N/A	N/A	N/A	No trees to be removed. Tree protection in place.
N/A	TREE-WITH BUILDING/DEVELOPMENT TREE-24-026	7848 NE 10TH ST	N/A	N/A	N/A	No Trees to be removed. Tree protection in place.

Notes: Non-development tree removal permits are normally issued quickly. Permit information including a site plan will be provided with these reports as relevant.

Picture 1. 3219 Evergreen Point Road – There is a large wound near the top of the tree. While it is not considered a “high-risk” tree, a neighboring property owner—who would likely be affected in the event of stem failure—expressed discomfort with retaining it. The resident opted to remove the tree.



Picture 2. 1015 84th Ave NE – Neighboring development impacted too many large diameter roots of this 25” Western redcedar.



Picture 3. 1611 Evergreen Point Road – Dead Oregon Ash.



Picture 4. 7814 NE 14th Street – Dead small diameter Western redcedars.





CITY OF MEDINA

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

Date: December 9, 2024
To: Honorable Mayor and City Council
Via: Stephen R. Burns, City Manager
From: Ryan Wagner, Finance & HR Director
Subject: November 2024 Financial Reporting

The November 2024 Reporting includes:

- November Key Revenue and Expenditure Numbers
- Planning Consultant Overages
- November Financial Summaries
- November Cash Statements
- Medina Investment Update
- November 2024 AP Check Register Activity Details

November 2024 Key Revenue Items

- \$824K in Property Tax
- \$497K in TIB Grants
- \$176K in Sales Tax Revenue
- \$51K in REET from October Home Sales
- \$53K in Investment Interest Earnings
- \$46K in Permit Revenue
- \$53K in Investment Interest Earnings

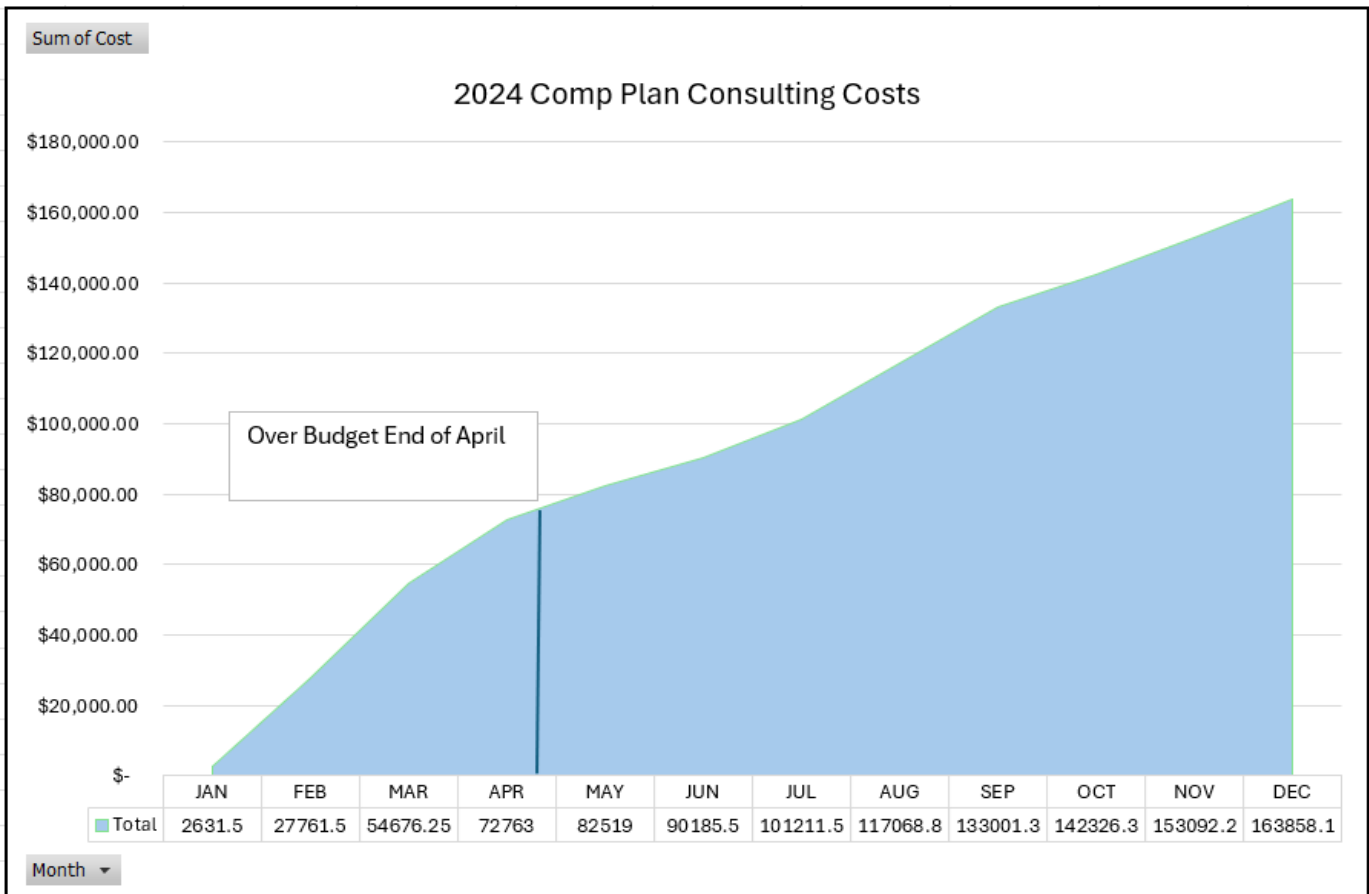
November 2024 Key Expenditures

- \$29K Westmark Construction – CH Deck Repairs
- \$37K TIG – November IT Services
- \$25K Insee Best – October Attorney Services
- \$11k Root Cause LLC – Hazardous Tree Program
- \$9K SCJ Alliance Consulting – Middle Housing

Planning Consultant Overages

The city budgeted \$70,000 in 2024 to finalize the comprehensive plan, which aligns with what was determined in 2022 to be the three-year cost of the project. Based on actuals through April of this year, plus estimates from staff and our consultants, the city is over budget as of April of this year. With this process running through the end of the year, we expect currently to be over budget by an estimated \$93,859. Staff will continue to provide updates monthly as we track costs. Please see the attached chart and graph for reference.

2024 Consulting Costs Comp Plan		
Month	Cost	Actual V Estimate
JAN	\$ 2,631.50	Actual
FEB	\$ 25,130.00	Actual
MAR	\$ 26,914.75	Actual
APR	\$ 18,086.75	Actual
MAY	\$ 9,756.00	Actual
JUN	\$ 7,666.50	Actual
JUL	\$ 11,026.00	Actual
AUG	\$ 15,857.25	Actual
SEP	\$ 15,932.50	Actual
OCT	\$ 9,325.00	Actual
NOV	\$ 10,765.90	Estimate
DEC	\$ 10,765.90	Estimate
Total Annual Cost:	\$ 163,858.05	
Total 2024 Budget:	\$ 70,000.00	
Projected Overage:	\$ 93,858.05	



November 2024 Financial Summary

REVENUES:	NOV ACTUAL	YTD ACTUAL	2024 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
General Fund					
Property Tax	\$823,602	\$4,402,624	\$4,461,393	98.68%	\$58,769
Sales Tax	\$176,468	\$1,785,071	\$1,904,941	93.71%	\$119,870
Affordable & Sup. Housing	\$1,522	\$9,055	\$0	--	(\$9,055)
Criminal Justice	\$9,323	\$95,852	\$107,863	88.86%	\$12,011
B & O Tax: Utility & Franchise Fee	\$36,150	\$955,683	\$938,400	101.84%	(\$17,283)
Leasehold Excise Tax	\$0	(\$3,093)	\$6,589	-46.94%	\$9,682
General Government (includes Hunts Point)	\$89,307	\$416,153	\$433,520	95.99%	\$17,367
Passports, General Licenses & Permits	\$168	\$2,087	\$6,000	34.78%	\$3,913
Fines, Penalties, Traffic Infr.	\$5,507	\$21,356	\$18,000	118.65%	(\$3,356)
Misc. Invest. Facility Leases	\$34,717	\$385,563	\$244,496	157.70%	(\$141,067)
Disposition of Capital Assets	\$0	\$655	\$0	--	(\$655)
General Fund Total	\$1,176,763	\$8,071,007	\$8,121,202	99.38%	\$50,195
Development Services Fund Total	\$54,155	\$835,441	\$1,121,500	74.49%	\$286,059.07
Development Services Fund Transfers In from GF	\$0	\$0	\$0	--	\$0.00
Street Fund Total	\$4,338	\$49,827	\$122,096	40.81%	\$90,446
Street Fund Transfers In	\$44,583	\$490,417	\$535,000	91.67%	\$200,764
Tree Fund Total	\$0	\$888	\$3,075	28.88%	\$2,187
Capital Fund Total	\$572,930	\$2,541,682	\$1,300,000	195.51%	(\$1,241,682)
Levy Stabilization Fund Total	\$0	\$0	\$0	--	\$0
Levy Fund Transfers In GF	\$33,333	\$366,667	\$400,000	91.67%	\$33,333
NonRevenue Trust Funds Total	\$3,233	\$21,152	\$0	--	(\$21,152)
Master Investments Total	\$500,000	\$2,750,000	\$0	--	(\$2,750,000)
Total (All Funds)	\$1,811,420	\$11,519,996	\$10,667,873	107.99%	(\$852,123)
Total (All Funds) Transfers In	\$77,917	\$857,083	\$935,000	91.67%	\$77,917

EXPENDITURES:	NOV ACTUAL	YTD ACTUAL	2024 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
General Fund					
Legislative	\$253	\$45,667	\$70,500	64.78%	\$24,833
Municipal Court	\$4,327	\$27,255	\$15,000	181.70%	(\$12,255)
Executive	\$23,439	\$268,129	\$292,970	91.52%	\$24,841
Finance	\$22,304	\$639,850	\$683,422	93.62%	\$43,572
Legal	\$59,891	\$274,355	\$395,200	69.42%	\$120,845
Central Services	\$95,166	\$1,098,551	\$1,199,644	91.57%	\$101,093
Police Operations	\$235,304	\$2,271,093	\$2,803,273	81.02%	\$532,180
Fire & Medical Aid	\$0	\$452,143	\$934,285	48.39%	\$482,143
Public Housing, Environmental & Mental Health	\$1,103	\$65,026	\$52,648	123.51%	(\$12,378)
Recreational Services	\$0	\$41,898	\$48,500	86.39%	\$6,602
Parks	\$42,504	\$517,555	\$608,415	85.07%	\$90,860
General Fund Subtotal	\$484,291	\$5,701,523	\$7,103,857	80.26%	\$1,402,334
General Fund Transfers Out	\$71,667	\$788,333	\$860,000	91.67%	\$71,667
General Fund Total	\$555,957	\$6,489,856	\$7,963,857	81.49%	\$1,474,001
Development Services Fund Total	\$72,979	\$1,054,453	\$1,199,937	87.88%	\$145,484
City Street Fund Total	\$50,095	\$526,245	\$645,427	81.53%	\$119,182
Tree Fund Total	\$10,965	\$20,894	\$30,000	69.65%	\$9,106
Capital Fund Total	\$35,385	\$2,267,647	\$1,495,000	151.68%	(\$772,647)
Capital Fund Transfers Out	\$6,250	\$68,750	\$75,000	91.67%	\$6,250
NonRevenue Trust Funds Total	\$5,887	\$17,975	\$0	0.00%	(\$17,975)
Master Investments Total	\$882,494	\$2,382,494	\$0	0.00%	(\$2,382,494)
Total (All Funds)	\$1,542,095	\$11,971,230	\$10,474,221	114.29%	(\$1,497,009)
Total (All Funds) Transfers Out	\$77,917	\$857,083	\$935,000	91.67%	\$77,917

November 2024 Cash Position Report

<u>2024 Cash Balance, 10/31/2024</u>		<u>2024 Cash Balance, 11/30/2024</u>	
<u>TOTAL CASH & INVESTMENTS</u>		<u>TOTAL CASH & INVESTMENTS</u>	
Period Ending: 10/31/2024		Period Ending: 11/30/2024	
WA ST INV POOL	\$ 10,529,989	WA ST INV POOL	\$ 10,763,223
OTHER INVESTMENTS*	4,519,740	OTHER INVESTMENTS*	4,901,748
CHECKING	642,863	CHECKING	1,165,450
	\$ 15,692,592		\$ 16,830,421
		Outstanding Checks	\$128,922
			\$ 16,701,499

\$1M bond (June 2023)
12/31/2024
\$500K bond (Mar 2020)
3/25/2025
\$500K bond (June 2022)
12/31/2025
\$1.15M bond (Jan 2023)
6/30/2026
\$1M bond (Aug 2024)
7/8/2027
\$1M bond (Nov 2024)
11/15/2027

Medina’s Treasury Bond Portfolio Update

Last month, Medina’s investment portfolio was covered in the finance report. This covered both the LGIP, and the City’s bond portfolio.

The City of Medina allocates long term funds to treasury bonds, to earn interest that helps alleviate inflationary increases within both the General Fund and the Capital Fund. Currently the city has six total bonds, worth a total of around \$5.15 million. The city uses a laddered approach, with both short- and longer-term bonds that mature at staggered dates over the next five years. This allows the city to have access to funds, which allows for flexibility in decision making and to reduce the liability of not having enough liquid cash to cover costs.

In November, a change in our portfolio occurred. With rates dropping, the bond (which was paying out at 5% interest, was called back. After discussing with our investment advisor at Time Value Investments, the city took the money from the called bond and reinvested. This extends the ladder, and locks in a favorable rate over the next couple of years as we expect rates to continue to drop long term.

Below is the information on the change within Medina’s bond portfolio.

Purchased June of 2023, Called November of 2024

FHLB 5 05/24/27 Corp		Send (VCON)	Settings	Ticket			
05/31/2023 15:38:27		Trade Date	05/31/23	15:38:27			
Trade Information							
Trader	PETER BECKER		CUSIP	3130AW5E6			
At	TVI		ISIN	US3130AW5E68			
BUY	500	M	of FHLB 5 05/24/27				
			Issuer	FED HOME LN BAN...			
			Dated	05/24/23			
Price	100.00000	Yield	5.0000	to Worst 05/24/24 @ 100			
Settlement	06/01/23 (T+1 for calendar 'US')						
Ratings	S&P AA+ Moody's Aaa Fitch N.A.						
Notes	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>						

Trade Numbers				
View Amounts in USD				
Principal		USD	500,000.00	
Accrued	(7 days)		486.11	
Total		USD	500,486.11	

Purchased November 2024, Matures November of 2027

S 0 11/15/27 Govt		Send (VCON)	Settings	Ticket			
11/21/2024 16:34:56		Trade Date	11/21/24	16:34:56			
Trade Information							
Trader	PETER BECKER		CUSIP	912833QB9			
At	TVI		ISIN	US912833QB99			
BUY	1000	M	of S 0 11/15/27				
			Issuer	STRIPS			
			Dated	11/17/97			
Price	88.249400	Yield	4.2500				
<input type="checkbox"/> Round							
Settlement	11/25/24						
Ratings	S&P N.A. Moody's N.A. Fitch N.A.						
Notes	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>						

Trade Numbers				
View Amounts in USD				
Principal		USD	882,494.00	
Accrued	(10 days)		0.00	
Total		USD	882,494.00	



CITY OF MEDINA

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

Date: December 9, 2024
To: Honorable Mayor and City Council
Via: Stephen R. Burns, City Manager
From: Aimee Kellerman, City Clerk
Subject: Central Services Department Monthly Report

DECEMBER AND JANUARY PUBLIC MEETINGS AND EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Annual Employee/Volunteer Appreciation Lunch	Dec 12	12:00 pm – 2:30 pm	Overlake Golf and Country Club
Annual Argosy Christmas Ships	Dec 14	5:00 pm	Medina Beach Park
Planning Commission Special Meeting	Dec 18	6:00 pm	In-Person/Online
City Council Meeting – Cancelled	Dec 23		
Planning Commission Meeting – Cancelled	Dec 24		
Christmas Day – City Hall Closed	Dec 25		
New Year’s Day – City Hall Closed	Jan 1		
Joint City Council and Planning Commission Meeting	Jan 8	6:00 pm	In-Person/Online
Community Forum – Middle Housing	Jan 9	4:00 pm – 7:00 pm	St. Thomas Episcopal Church
City Council Meeting	Jan 13	5:00 pm	In-Person/Online
Planning Commission Special Meeting	Jan 16	6:00 pm	In-Person/Online
Martin Luther King Jr.’s Birthday – City Hall Closed	Jan 20		
Park Board Meeting	Jan 21	5:00 pm	In-Person/Online
City Council Meeting	Jan 27	5:00 pm	In-Person/Online
Planning Commission Meeting	Jan 28	6:00 pm	In-Person/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 November, the City issued 24 bulletins amounting to a total of 167,321 bulletins delivered to subscribers; approximately 14.5% were opened. See **Attachment 1**.

As of November 30, the city had 20,667 subscribers (change in total subscribers **+283**), with a combined total of 187,265 subscriptions (change in total subscriptions **+2,057**).

RECORDS REQUESTS

During the month of November, 11 public records requests were received by Central Services. See **Attachment 2**.

LASERFICHE AND RECORDS MANAGEMENT PROJECT

Over the past few months, we have experienced some unexpected challenges with our Laserfiche portal implementation due to critical IT infrastructure requirements. Specifically, our IT consultant needed to procure and configure a dedicated external server to ensure secure public access to our documents without compromising our internal network's integrity. This process took longer than anticipated, which temporarily halted our portal development.

At the start of the month, our Laserfiche and Records Management consultants resumed work, and we are now targeting a portal launch in early 2025. Despite this setback, our team has remained proactive and productive. We've used this time to meticulously refine our system's infrastructure, focusing on:

- Standardizing naming conventions for clarity and consistency.
- Streamlining folder structures for improved organization.
- Ensuring a robust and uniform repository architecture.
- Enhancing backend user experiences to support seamless staff integration.
- Developing a new form and workflow to manage applications, training, and tracking for boards and commissions.
- Developing a new animal license application and tracking.

These efforts will ensure a more efficient and user-friendly system when the portal goes live. We appreciate the City Council's continued support as we develop a repository that not only meets our community's needs but also sets a benchmark for municipal document management. We are excited to soon introduce our Public Document Library to both the city council and the public, stay tuned!

ATTACHMENT 1

	Bulletins Developed	Total Recipients	Total Delivered	Unique Email Opens	Email Open Rate	Wireless Recipients
Comparisons:						
November, 2024	24	187,537	167,321	16,364	14.50%	65,730
October, 2024	30	282,844	252,380	24,188	14.50%	102,850
September, 2024	21	188,362	167,673	15,322	13.80%	68,343
August, 2024	25	212,439	189,942	18,274	14.30%	59,517
July, 2024	13	94,658	84,329	8,360	14.50%	32,234
June, 2024	13	114,839	102,709	9,751	14.20%	40,902
May, 2024	19	160,753	143,855	13,815	14.20%	56,413
April, 2024	33	272,560	244,326	22,981	14.00%	97,242
March, 2024	26	155,690	136,634	15,275	16.30%	52,425
February, 2024	20	95,632	84,205	9,221	15.80%	31,340
January, 2024	11	34,035	29,587	3,241	14.90%	9,635
December, 2023	25	169,934	150,140	15,915	16.10%	61,797
November, 2023	18	139,016	122,638	11,849	15.10%	53,171
October, 2023	18	136,961	121,422	13,953	17.70%	51,134
Date Sent	Top 10 Most Read Bulletins During November				Emails Opened	Email Open Rate
11/01/2024 09:00 AM PST	Save the Date! - Christmas Ships Parade - Saturday, December 14th 5:00 PM @ Medina Beach Park!				1,548	12%
11/04/2024 11:00 AM PST	Community Bulletin - Reminder - Upcoming King County Assessor Property Visits				2,459	16%
11/18/2024 11:00 AM PST	Community Bulletin - Reminder - Upcoming King County Assessor Property Visits				2,373	16%
11/19/2024 03:50 PM PST	Community Bulletin - High Wind Advisory & Potential for Power Outages				2,698	17%
11/20/2024 10:26 AM PST	Community Bulletin - Windstorm Aftermath & Road Closures				2,726	16%
11/20/2024 02:06 PM PST	Start Date - 2024 Storm Drain Improvement Project				580	16%
11/21/2024 03:13 PM PST	Comcast Services Update from the recent Storm				1,801	14%
11/21/2024 03:33 PM PST	Community Bulletin - Update - Windstorm Aftermath & Road Closures				2,543	17%
11/22/2024 12:48 PM PST	Community Bulletin - Update - Windstorm Aftermath & Road Closures				2,496	17%
11/27/2024 11:39 AM PST	City Hall Closures - In Observance of Thanksgiving - November 27 - 29th				1,412	13%

**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: December 9, 2024
TO: Mayor and City Council
From: Aimee Kellerman, City Clerk
Subject: November 2024, Public Records Request Tracking

In November 2024, Central Services staff received **11** new public records requests. These requests required approximately **5 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall November cost, which includes staff hourly rate plus benefits and City Attorney fees, is approximately **\$600**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In November 2024, the Police Department received **6** new records requests. These requests required approximately **7.5 hours** of staff time and **0 hour** of consulting time with the City Attorney. The overall November cost, which includes staff hourly rate plus benefits, is approximately **\$550**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

ATTACHMENT 2

November 2024 Monthly PRR Report

Ref. #	Public Records Request	Requester Name	Request Date	Dept.	Assigned Staff
24-241	Hi, I'm looking for all code compliance issue complaints made within the last 12 months. Thanks!		11/29/2024		Dawn Nations
24-240	I would like to request the geotechnical report and site survey information for 2426 80TH Ave NE, Medina-98039.	Narinder	11/27/2024	Development Services	Dawn Nations
24-239	Large text requests -would not fit in report	Michael A. Ayele (a.k.a) W	11/22/2024	Finance	Aimee Kellerman
24-238	Requesting an electronic copy of Solid Waste, Recyclables, and Compostables contract with Republic Services.	Han Kirkland	11/19/2024	Central Services	Aimee Kellerman
24-234	I would like to request a copy of the construction plans submitted for the remodel at 1864 77th Ave NE. Medina, WA 98039. I believe that was in 2005 or 2006.	Jeffrey Richey	11/14/2024	Development Services	Dawn Nations
24-232	I am interested in Permit # P-24-057, Nelson, a Non-administrative Variance to build a new residence. I received a Notice of Application from the city. I contacted Jonathan Kesler whose contact name was on the notice. He told me to file this request for a public record.	John Wherry	11/13/2024		Dawn Nations

ATTACHMENT 2

24-231	<p>Requesting a report of all issued and pending building permits for residential & commercial properties from 10/1/2024 to 10/31/2024. 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.</p>	Braden Mineer	11/12/2024		Dawn Nations
24-230	<p>I would like to have a copy of building permit records. The permit number is B-21-024. Thanks!</p>	Le Jin	11/10/2024	Development Services	Dawn Nations
24-229	<p>Good Afternoon, By this email, I am requesting any Performance Appraisals, Disciplinary Actions, Investigations and Termination documentation on Stephanie Keyser. She was employed as a Planning Manager from 12/2018 to 10/2023.</p>	Robyn Mobley	11/6/2024	Human Resources	Aimee Kellerman
24-228	<p>Please send us copies of all active leases/licenses for cell towers, rooftop antennas, or other wireless installations on property owned or managed by the City of Medina, Washington along with 24 months of associated payment histories. Commercial Request: National government records database</p>	Angel Tormis	11/5/2024	City Manager	Aimee Kellerman
24-227	<p>Looking for Permit information for 3607 Evergreen Point Road: Fence Permit #B091307-2048, Site Plan or Survey and drawings Engineering Permit Eng-GD-23-021, Site Plan or Survey Drawings Building Permit B-23-034, Site Plan or Survey Drawings</p>	Rocky Jones	11/4/2024	Development Services	Dawn Nations



CITY OF MEDINA

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

Date: December 9, 2024
To: Honorable Mayor and City Council
Via: Stephen R. Burns, City Manager
From: Ryan Osada, Public Works Director
Subject: Public Works Monthly Report

- 1. BOMB CYCLONE** – A historically strong windstorm caused mass destruction and power outages throughout the Pacific Northwest. Public Works staff were dispatched into the city to clear extensive storm debris for nearly 19 hours. Medina had several large trees fall and experienced multiple days of power outage



2. 2024 STORMWATER IMPROVEMENTS – Last month, Kamins Construction started excavation work on one of the four locations. Due to the upcoming holidays, the Post Office location has been rescheduled until after the New Year. They will finish the NE 2nd Place storm work first then move onto NE 26th Street. Each location will take approximately 9 working days to complete. The asphalt paving scope is weather dependent which could add delays to the overall project schedule.



3. **CITY HALL DECK & PAINTING** – At the end of last month, the deck contractor was able to apply primer to the bare wood railings. The rain held out for a few days but returned with the Bomb Cyclone. They are currently waiting for dry days to complete two topcoats of paint. The final step would be to install new rain gutters and down spouts around the perimeter of the elevated deck area.



4. **MAINTENANCE** – Post Bomb Cyclone and Atmospheric River clean-up efforts have kept the Public Works crew busy. Knowing that heavy winds were forecasted, Public Works scheduled a sweeper to be in the city after the storm. They have also scheduled vactoring services to clean catch basins and storm pipes throughout the city. Next month, they will survey the right-of-way for damaged trees with our City Arborist.



5. PROJECT UPDATES -

Upland Road Stormwater Improvements – completed

TIB_Upland Road Overlay – completed

86th Ave NE Overlay_Ridge Rd, NE 5th St – completed

2024 ADA Improvements & Overlay – completed

NE 12th Street Pedestrian Improvements – in construction, waiting pole removal

Medina Park East Trail Rehab – completed

Medina Beach Park Tree Replanting – Phase III tree planting

2024 Localized Stormwater Imp_NE 2nd Pl, 78th Ave NE, 82nd Ave NE, PO – in construction

SROF_Medina Park Stormwater Pond Imp. – permitting

Citywide Stormwater System Mapping & Evaluation – G&O has completed base mapping. Ongoing CCTV and assessment for future improvements

City Hall Deck Repair – waiting for final painting

City Hall Carpet Replacement – completed

Post Office HVAC – completed

City Hall & Post Office Exterior Painting – postponed until 2025

2024 Hazardous Tree Removal – as needed

77TH Ave NE Sidewalk & Curb Ramp Imp. – completed

Points Loop Trail Signs – currently making signs

2024 PROPOSED PROJECT LIST	START DATE	DURATION	GRANT FUNDS	TOTAL COST	CITY COST
STREETS:					
Upland Road Overlay	Apr-24	3 weeks	\$ 179,032.00	\$ 198,925.00	\$ 19,893.00
86th Ave NE _ Ridge Rd, NE 5th, NE 6th	Apr-24	1 week	\$ -	\$ 145,311.00	\$ 145,311.00
SIDEWALK:					
TIB 2024 ADA Improvements & Overlay	Jun-24	8 weeks	\$ 425,058.00	\$ 617,434.95	\$ 192,376.95
NE 12th Street Sidewalk Improvements	May-24	12 weeks	\$ -	\$ 564,266.37	\$ 564,266.37
PARKS:					
Medina Park East Trail Rehab	Jul-24	1 weeks	\$ 50,000.00	\$ 35,770.00	\$ -
Medina Beach Park Tree Planting	Apr-23	2 days	\$ -	\$ 5,000.00	\$ 5,000.00
STORMWATER:					
2024 Localized Improvements NE 2nd Pl, 78th Ave NE, 82nd, PO	Nov-24	3 weeks	\$ -	\$ 299,591.00	\$ 299,591.00
SROF Medina Park Stormwater Pond Improvements	TBD	12 weeks	\$ 400,000.00	\$ 400,000.00	\$ -
Citywide Stormwater System Mapping & Evaluation	2023	TBD	\$ -	\$ 150,000.00	\$ 150,000.00
BUILDING:					
City Hall Deck Repair	Sep-24	3 weeks	\$ -	\$ 164,291.21	\$ 164,291.21
City Hall Carpet Replacement	Mar-24	2 weeks	\$ -	\$ 32,600.00	\$ 32,600.00
Post Office HVAC	Mar-24	1 week	\$ -	\$ 25,300.00	\$ 25,300.00
City Hall & Post Office Exterior Painting	Jun-24	3 weeks	\$ -	\$ 50,000.00	\$ 50,000.00
OTHER:					
Points Loop Trail Sign	2024	NA	\$ -	\$ 10,000.00	\$ 10,000.00
2023 Solar Speed Signs <i>*resident donation to police dept</i>	Jul-24	1 week	\$ 40,000.00	\$ 40,000.00	\$ -
2024 Hazardous Tree Removal Program	2024	NA	\$ -	\$ 25,000.00	\$ 25,000.00

*UPDATED 12/4/2024

TOTALS	\$1,094,090.00	\$ 2,763,489.53	\$ 1,683,629.53
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November 2024 Check Register

Vendor	Invoice Number	Expense Notes	Invoice Amount	Check Number	Check Date	Account Number	Account Description
8X8, Inc.	4678755	CH Phones	\$922.56	66188	11/6/2024	001-000-000-518-80-41-50	Technical Services, Software Services
			\$922.56				
Acosta, Allison	Advance Deposit Return for DEP00157	Advance Deposit Return for DEP00157	\$564.76	66212	11/6/2024	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$564.76				
ADP, Inc.	JE# 2221 Bank & ADP Fees	JE# 2221 Bank & ADP Fees	\$2,822.59	EFT Payment 12/3/2024 9:57:39 AM - 1	11/30/2024	001-000-000-514-20-41-01	Professional Services
			\$2,822.59				
Amazon Capital Services	1QLV-79PQ-VGFY	PD Uniform-Anderson	\$92.56	66189	11/6/2024	001-000-000-521-20-31-00	Office Supplies
			\$92.56				
AT&T MOBILITY	287290584494X10132024	PW Cell Phones	\$358.18	66190	11/6/2024	001-000-000-576-80-42-00	Telephone/postage
			\$358.18				
Bellevue City Treasurer - Water	Service from 8/6/24-9/26/24 7801 NE 32nd St	Fairweather Park Irrigation	\$149.26	66191	11/6/2024	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	Service from 8/6/24-9/26/24 506 Evergreen Point Rd	Beach Park Irrigation	\$1,281.33	66191	11/6/2024	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	Service from 8/6/24-9/26/24 1000 80th Ave NE	Medina Park Irrigation	\$2,464.80	66191	11/6/2024	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	Service from 7/30/24-9/19/24 CNTR R W of 84th	84th Median Irrigation	\$1,931.65	66191	11/6/2024	101-000-000-542-70-40-00	Street Irrigation Utilities
Bellevue City Treasurer - Water	Service from 8/6/24-9/25/24 84th Ave NE N of NE 24	84th/24th Irrigation	\$135.22	66191	11/6/2024	101-000-000-542-70-40-00	Street Irrigation Utilities
			\$5,962.26				
Buenavista Services, Inc	12075	Janitorial Services at Parks	\$1,053.29	66217	11/13/2024	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Buenavista Services, Inc	12074	Janitorial Services at Post Office	\$1,852.50	66217	11/13/2024	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$2,905.79				
Centurylink	Services from 10/18/24-11/17/24 425-637-3933	PD/CH Emergency Lines	\$207.08	66192	11/6/2024	001-000-000-521-20-42-00	Communications (phone,Pager)
			\$207.08				
Coffman Engineers	24101163	Mechanical Equipment Sound Testing	\$1,575.00	66218	11/13/2024	401-000-000-555-50-41-08	Sound Testing Consultant
			\$1,575.00				
Comcast	Services from 10/25/24-11/24/24	PW Internet	\$146.37	66193	11/6/2024	001-000-000-576-80-42-00	Telephone/postage
			\$146.37				
Crystal And Sierra Springs-Admin	11037150 110224	CH Drinking Water	\$141.27	66194	11/6/2024	001-000-000-518-10-31-00	Office And Operating Supplies
			\$141.27				
Crystal And Sierra Springs-PW	5291929 110224	PW Drinking Water	\$98.45	66219	11/13/2024	001-000-000-576-80-31-00	Operating Supplies
			\$98.45				
Fancey, Jon	Refund Request for B-24-054	Refund Request for B-24-054	\$2,007.77	20101002	11/6/2024	401-000-000-322-10-00-00	Building Permits
			\$2,007.77				
Goodyear Auto Service Center	0000038915	Brakes, Car 29	\$1,738.71	66220	11/13/2024	001-000-000-521-20-48-10	Repairs & Maint-Automobiles
Goodyear Auto Service Center	0000038910	Brakes, Car 31	\$1,738.71	66220	11/13/2024	001-000-000-521-20-48-10	Repairs & Maint-Automobiles
			\$3,477.42				
Gray & Osborne, Inc.	Project No: 22427.28, Invoice No: 5	Project No: 22427.28, Invoice No: 5	\$293.90	66221	11/13/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 24427.01, Invoice No: 3	Project No: 24427.01, Invoice No: 3	\$236.88	66221	11/13/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 24427.13, Invoice No: 1	Project No: 24427.13, Invoice No: 1	\$236.88	66221	11/13/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.18, Invoice No: 7	Project No: 23427.18, Invoice No: 7	\$78.96	66221	11/13/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.24, Invoice No: 9	Project No: 23427.24, Invoice No: 9	\$267.09	66221	11/13/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 24427.02, Invoice No: 2	Project No: 24427.02, Invoice No: 2	\$852.52	66221	11/13/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.21, Invoice No: 3	Project No: 23427.21, Invoice No: 3	\$78.96	66221	11/13/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 22427.04, Invoice No: 5	Project No: 22427.04, Invoice No: 5	\$257.16	66221	11/13/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 24427.15, Invoice No: 1	Project No: 24427.15, Invoice No: 1	\$236.88	66221	11/13/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.20, Invoice No: 4	Project No: 23427.20, Invoice No: 4	\$497.88	66221	11/13/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 24427.08, Invoice No: 2	Project No: 24427.08, Invoice No: 2	\$267.72	66221	11/13/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 24427.10, Invoice No: 3	Project No: 24427.10, Invoice No: 3	\$62.92	66221	11/13/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 22427.17, Invoice No: 11	Project No: 22427.17, Invoice No: 11	\$157.92	66221	11/13/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.17, Invoice No: 3	Project No: 23427.17, Invoice No: 3	\$631.68	66221	11/13/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 24427.06, Invoice No: 2	Project No: 24427.06, Invoice No: 2	\$78.96	66221	11/13/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 22427.23, Invoice No: 7	Project No: 22427.23, Invoice No: 7	\$78.96	66221	11/13/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 24427.05, Invoice No: 3	Project No: 24427.05, Invoice No: 3	\$1,474.23	66221	11/13/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 24427.07, Invoice No: 2	Project No: 24427.07, Invoice No: 2	\$462.55	66221	11/13/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 24427.00, Invoice No: 9	Project No: 24427.00, Invoice No: 9	\$631.68	66221	11/13/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 24427.14, Invoice No: 1	Project No: 24427.14, Invoice No: 1	\$394.80	66221	11/13/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.15, Invoice No: 5	Project No: 23427.15, Invoice No: 5	\$244.92	66221	11/13/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 22427.11, Invoice No: 13	Project No: 22427.11, Invoice No: 13	\$157.92	66221	11/13/2024	401-000-000-558-50-41-07	Engineering Consultant
			\$7,681.37				
Honey Bucket	0554472276	Parks potty/Chill Hall, Bathroom Repair	\$289.50	66195	11/6/2024	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$289.50				
Horticultural Elements, Inc.	9349	84/24th & 84th Median Maintenance	\$4,490.00	66196	11/6/2024	101-000-000-542-30-41-00	Professional Services
			\$4,490.00				
Inslee Best Doezie & Ryder, P.S.	427303	City Attorney	\$24,725.55	66222	11/13/2024	001-000-000-515-41-40-00	City Attorney
			\$24,725.55				
Kaiser Permanente	Guarantor ID 1683564, Statement ID 66312434, Statement Date 11/1/2024	Lab work-McKenney	\$22.00	66223	11/13/2024	001-000-000-521-20-41-50	Recruitment-Background

KC Dept of Water & Land Resources	133733a	2nd Payment, Dept Natural Resources	\$22.00 \$1,102.66	66224	11/13/2024	001-000-000-553-10-40-00	Land & Water Conservation Resources-KC
KC Recorder's Office	Oath of Office-Nunn	Oath of Office-Nunn	\$304.50 \$304.50	66197	11/6/2024	001-000-000-514-40-40-00	Election Services-Voter Regist
Kesler, Jonathan	Expense Reimbursement Kesler, American Planning Assoc	Expense Reimbursement Kesler, American Planning Assoc	\$118.05	EFT Payment 11/6/2024 11:00:29 AM - 1	11/30/2024	401-000-000-558-60-43-00	Travel & Training
Kirkland Municipal Court	OCT24MED	Filing Fees	\$118.05 \$4,327.12 \$4,327.12	66225	11/13/2024	001-000-000-512-52-40-10	Municipal Court-Traffic/NonTrf
Kirkland, City of	KPD2024-068	Inmate Housing	\$690.00 \$690.00	66226	11/13/2024	001-000-000-521-20-41-55	Jail Service-Prisoner Board
Konica Minolta Premier Finance	83214113	PD Copier	\$251.26 \$251.26	EFT Payment 11/18/2024 9:35:15 AM - 1	11/18/2024	001-000-000-521-20-45-00	Equipment-Lease & Rentals
McCrony, Laurin	Advance Deposit Return for DEP0218	Advance Deposit Return for DEP0218	\$1,370.14 \$1,370.14	66213	11/6/2024	401-000-000-582-10-00-02	Refund of DS Adv Deposits
McCullough Hill PLLC	118041	Special Counsel-SR520	\$14,317.00	66198	11/6/2024	001-000-000-515-45-40-00	Special Counsel
McCullough Hill PLLC	118934	Special Counsel-SR520	\$1,100.00	66198	11/6/2024	001-000-000-515-45-40-00	Special Counsel
McCullough Hill PLLC	117213	Special Counsel-SR520	\$7,555.00	66198	11/6/2024	001-000-000-515-45-40-00	Special Counsel
Message Watcher, LLC	58128	Email/SM/Web Archiving	\$337.90 \$337.90	66199	11/6/2024	001-000-000-518-80-41-60	Software Services
MG Consulting Services LLC	200-25	LF/Records Management Work & Consulting	\$1,350.00 \$1,350.00	66200	11/6/2024	001-000-000-518-10-41-00	Professional Services
Moberly & Roberts, PLLC	1204	Prosecuting Attorney	\$4,000.00 \$4,000.00	66201	11/6/2024	001-000-000-515-93-40-10	Prosecuting Attorney
Navia Benefit Solutions	10894805	Navia Fees	\$200.00 \$200.00	66227	11/13/2024	001-000-000-514-20-49-10	Miscellaneous
Overlake Golf & Country Club	Advance Deposit Return for DEP00154	Advance Deposit Return for DEP00154	\$1,219.02 \$1,219.02	66214	11/6/2024	401-000-000-582-10-00-02	Refund of DS Adv Deposits
Pacific Power Group, LLC	507520	CH Generator Repair	\$2,723.62 \$2,723.62	66228	11/13/2024	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Pro-shred	71469	CH Shredding Services	\$55.66	66202	11/6/2024	001-000-000-518-10-41-00	Professional Services
Pro-shred	79115	CH Shredding Services	\$58.10	66202	11/6/2024	001-000-000-518-10-41-00	Professional Services
Pro-Vac LLC	195319197	Storm Maintenance	\$113.76 \$7,389.10 \$7,389.10	66229	11/13/2024	101-000-000-542-40-41-00	Storm Drain Maintenance
Puget Sound Energy	Services from 9/20/24-10/21/2024 501 Evergreen Pt	CH Utilities	\$1,659.31	EFT Payment 11/6/2024 10:53:10 AM - 1	11/11/2024	001-000-000-518-10-47-00	Utility Serv-Elec,Water,Waste
Puget Sound Energy	Services from 8/31/24-9/30/24 88th Ave NE & Lk Wa Blvd	Street Light Power	\$28.44	66216	11/6/2024	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Services from 10/1/24-10/30/24 TIB LED Conversion	Street Light Power	\$1,638.12	66240	11/22/2024	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Services from 10/2/24-10/31/24 88th Ave NE & Lk WA BLVD	Street Light Power	\$28.42	66240	11/22/2024	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Services from 10/2/24-10/31/24 515 Evergreen Point Rd	Street Lights 515 EPR	\$32.99	66240	11/22/2024	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Services from 10/2/24-10/30/24 80th Ave NE & NE 10th St	Street Light Power-80th/10th	\$13.32	66240	11/22/2024	101-000-000-542-63-41-00	Street Light Utilities
Quarrie, Abi	Refund Request for TREE-24-058, John Stelly	Refund Request for TREE-24-058, John Stelly	\$3,400.60 \$379.75	20101003	11/6/2024	401-000-000-345-89-00-00	Planning
Ramp	Nov 2024 Ramp CC Statement		\$57.07	20101006	11/30/2024	001-000-000-511-60-49-00	Miscellaneous
Ramp	Nov 2024 Ramp CC Statement		\$264.35	20101006	11/30/2024	001-000-000-518-80-31-00	IT HW, SW, Operating Supplies
Ramp	Nov 2024 Ramp CC Statement		\$51.21	20101006	11/30/2024	001-000-000-521-20-31-00	Office Supplies
Ramp	Nov 2024 Ramp CC Statement		\$865.87	20101006	11/30/2024	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
Ramp	Nov 2024 Ramp CC Statement		\$511.26	20101006	11/30/2024	001-000-000-521-20-41-00	Professional Services
Ramp	Nov 2024 Ramp CC Statement		\$3,251.76	20101006	11/30/2024	001-000-000-521-20-43-00	Travel & Training
Ramp	Nov 2024 Ramp CC Statement		\$50.00	20101006	11/30/2024	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
Root Cause, LLC	1669	Hazardous Tree Program	\$5,051.52 \$10,964.90 \$10,964.90	66230	11/13/2024	103-000-000-558-60-49-10	Miscellaneous-Tree Replacement
SCJ Alliance Consulting Services	78793	Middle Housing Consultant	\$9,263.50 \$9,263.50	66231	11/13/2024	001-000-000-518-10-41-00	Professional Services
Seattle Times, The	63371	Legal Notices/Public Hearings/Ord Summaries	\$927.50	66232	11/13/2024	001-000-000-518-10-44-00	Advertising
Seattle Times, The	63371	Legal Notices	\$205.00	66232	11/13/2024	401-000-000-558-60-42-00	Communications
Sound View Strategies, LLC	3346	Lobbyist	\$1,132.50 \$3,000.00 \$3,000.00	66233	11/13/2024	001-000-000-513-10-41-00	Professional Services

South Sound Polygraph	24119	Polygraph/McKenney	\$300.00	66203	11/6/2024	001-000-000-521-20-41-50	Recruitment-Background
			\$300.00				
Staples Business Advantage	6016137985	CH Office Supplies	\$83.28	66204	11/6/2024	001-000-000-518-10-31-00	Office And Operating Supplies
Staples Business Advantage	6016137976	CH Office Supplies	\$37.44	66204	11/6/2024	001-000-000-518-10-31-00	Office And Operating Supplies
Staples Business Advantage	6016137980	CH Office Supplies	\$408.04	66204	11/6/2024	001-000-000-518-10-31-00	Office And Operating Supplies
Staples Business Advantage	6016137972	Water for city council Mtg	\$112.16	66204	11/6/2024	001-000-000-518-10-31-00	Office And Operating Supplies
			\$640.92				
Statewide Security	219699	Battery Fault	\$277.70	66234	11/13/2024	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Statewide Security	219571	Quarterly Fire Alarm Monitoring	\$1,028.27	66234	11/13/2024	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$1,305.97				
Telecom Law Firm, PC	18308	Special Counsel	\$8,193.00	66205	11/6/2024	001-000-000-515-45-40-00	Special Counsel
			\$8,193.00				
Thilakarajah, Thampipillai	Advance Deposit Return for DEP00199	Advance Deposit Return for DEP00199	\$1,665.66	66215	11/6/2024	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$1,665.66				
TIG Technology Integration Group	67352	IT services	\$11,718.95	66206	11/6/2024	001-000-000-518-80-41-50	Technical Services, Software Services
TIG Technology Integration Group	5583200	Meraki Replacement Project	\$7,079.80	66206	11/6/2024	001-000-000-518-80-41-50	Technical Services, Software Services
TIG Technology Integration Group	67798	IT Services-Nov	\$11,685.45	66235	11/13/2024	001-000-000-518-80-41-50	Technical Services, Software Services
TIG Technology Integration Group	67799	Sophos-Sept 2024	\$870.58	66206	11/6/2024	001-000-000-518-80-41-60	Software Services
TIG Technology Integration Group	5583654	Duo Subscription-Oct	\$39.67	66235	11/13/2024	001-000-000-518-80-41-60	Software Services
TIG Technology Integration Group	67353	Sophos Sept 2024	\$854.05	66241	11/22/2024	001-000-000-518-80-41-60	Software Services
TIG Technology Integration Group	67352	IT services	\$2,159.48	66206	11/6/2024	401-000-000-558-50-05-00	Technical Services, Software Services
TIG Technology Integration Group	67798	IT Services-Nov	\$2,192.98	66235	11/13/2024	401-000-000-558-50-05-00	Technical Services, Software Services
			\$36,600.96				
Tree Frog LLC	1972	Arborist Services	\$5,462.50	66242	11/22/2024	401-000-000-558-50-41-50	Arborist
Tree Frog LLC	1965	Arborist Services	\$3,277.50	66242	11/22/2024	401-000-000-558-50-41-50	Arborist
			\$8,740.00				
US Bank	JE# 2221 Bank Fees	JE# 2221 Bank & ADP Fees	\$165.16	20101005	11/30/2024	001-000-000-514-20-49-10	Miscellaneous
US Bank	JE# 2221 Bank Fees	JE# 2221 Bank & ADP Fees	\$2,383.34	20101005	11/30/2024	401-000-000-558-60-49-10	Miscellaneous
US Bank	Nov 2024 Nations Credit Card		\$195.54	EFT Payment 12/3/2024 9:57:39 AM - 2	11/30/2024	001-000-000-511-60-49-00	Miscellaneous
US Bank	Nov 2024 Crickmore Credit Card	Refund for unauthorized purchase	(\$1,857.79)	EFT Payment 12/3/2024 9:57:39 AM - 2	11/30/2024	001-000-000-514-20-49-10	Miscellaneous
US Bank	Nov 2024 Crickmore Credit Card	Refund for unauthorized purchase	(\$1,151.38)	EFT Payment 12/3/2024 9:57:39 AM - 2	11/30/2024	001-000-000-514-20-49-10	Miscellaneous
US Bank	Nov 2024 Crickmore Credit Card	Refund for unauthorized purchase	(\$1,857.79)	EFT Payment 12/3/2024 9:57:39 AM - 2	11/30/2024	001-000-000-514-20-49-10	Miscellaneous
US Bank	Nov 2024 Nations Credit Card		\$35.35	EFT Payment 12/3/2024 9:57:39 AM - 2	11/30/2024	001-000-000-518-10-31-00	Office And Operating Supplies
US Bank	Nov 2024 Nations Credit Card		\$10.46	EFT Payment 12/3/2024 9:57:39 AM - 2	11/30/2024	001-000-000-518-10-31-00	Office And Operating Supplies
US Bank	Nov 2024 Kellerman Credit Card	Parking for WAPRO Training	\$16.25	EFT Payment 12/3/2024 9:57:39 AM - 2	11/30/2024	001-000-000-518-10-43-00	Travel & Training
US Bank	Nov 2024 Kellerman Credit Card	Public Storage	\$325.00	EFT Payment 12/3/2024 9:57:39 AM - 2	11/30/2024	001-000-000-518-30-45-00	Facility Rental
US Bank	Nov 2024 Osada Credit Card	Nov 2024 Osada Credit Card	\$543.29	EFT Payment 12/3/2024 9:57:39 AM - 2	11/30/2024	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
US Bank	Nov 2024 Kellerman Credit Card	Zoom Business One Storage	\$40.00	EFT Payment 12/3/2024 9:57:39 AM - 2	11/30/2024	001-000-000-518-80-41-50	Technical Services, Software Services
US Bank	Nov 2024 Anderson Credit Card	Electronic Whistle	\$12.88	EFT Payment 12/3/2024 9:57:39 AM - 2	11/30/2024	001-000-000-521-20-31-40	Police Operating Supplies
US Bank	Nov 2024 Sass Credit Card	Transportation to airport	\$81.56	EFT Payment 12/3/2024 9:57:39 AM - 2	11/30/2024	001-000-000-521-20-43-00	Travel & Training
US Bank	Nov 2024 Sass Credit Card	Airport to Hotel	\$38.22	EFT Payment 12/3/2024 9:57:39 AM - 2	11/30/2024	001-000-000-521-20-43-00	Travel & Training
US Bank	Nov 2024 Sass Credit Card	Hotel to airport	\$55.83	EFT Payment 12/3/2024 9:57:39 AM - 2	11/30/2024	001-000-000-521-20-43-00	Travel & Training
US Bank	Nov 2024 Sass Credit Card	IACP Conference	\$3,137.22	EFT Payment 12/3/2024 9:57:39 AM - 2	11/30/2024	001-000-000-521-20-43-00	Travel & Training
US Bank	Nov 2024 Sass Credit Card	Airport to home	\$101.95	EFT Payment 12/3/2024 9:57:39 AM - 2	11/30/2024	001-000-000-521-20-43-00	Travel & Training
US Bank	Nov 2024 Crickmore Credit Card	Uniforms	\$323.68	EFT Payment 12/3/2024 9:57:39 AM - 2	11/30/2024	001-000-000-576-80-22-00	Uniforms
US Bank	Nov 2024 Crickmore Credit Card	Uniforms	\$299.95	EFT Payment 12/3/2024 9:57:39 AM - 2	11/30/2024	001-000-000-576-80-22-00	Uniforms
US Bank	Nov 2024 Crickmore Credit Card	Diesel Fuel	\$300.00	EFT Payment 12/3/2024 9:57:39 AM - 2	11/30/2024	001-000-000-576-80-31-00	Operating Supplies
US Bank	Nov 2024 Crickmore Credit Card	Diesel Fuel	\$74.63	EFT Payment 12/3/2024 9:57:39 AM - 2	11/30/2024	001-000-000-576-80-31-00	Operating Supplies
US Bank	Nov 2024 Crickmore Credit Card	Magnetic sweeper	\$66.67	EFT Payment 12/3/2024 9:57:39 AM - 2	11/30/2024	001-000-000-576-80-31-00	Operating Supplies
US Bank	Nov 2024 Crickmore Credit Card	Trash can inserts	\$72.62	EFT Payment 12/3/2024 9:57:39 AM - 2	11/30/2024	001-000-000-576-80-31-00	Operating Supplies
US Bank	Nov 2024 Crickmore Credit Card	Diesel Fuel	\$175.00	EFT Payment 12/3/2024 9:57:39 AM - 2	11/30/2024	001-000-000-576-80-31-00	Operating Supplies
US Bank	Nov 2024 Crickmore Credit Card	Pesticide License Recertification	\$120.00	EFT Payment 12/3/2024 9:57:39 AM - 2	11/30/2024	001-000-000-576-80-43-00	Travel & Training
US Bank	Nov 2024 Crickmore Credit Card	Repair hedger	\$340.35	EFT Payment 12/3/2024 9:57:39 AM - 2	11/30/2024	001-000-000-576-80-48-00	Repair & Maint Equipment
US Bank	Nov 2024 Crickmore Credit Card	work gloves	\$65.79	EFT Payment 12/3/2024 9:57:39 AM - 2	11/30/2024	101-000-000-542-30-31-00	Operating & Maintenance Supplies
US Bank	Nov 2024 Crickmore Credit Card	Work Gloves	\$94.55	EFT Payment 12/3/2024 9:57:39 AM - 2	11/30/2024	101-000-000-542-30-31-00	Operating & Maintenance Supplies
US Bank	Nov 2024 Crickmore Credit Card	Clear sleeves for trimming notices	\$33.03	EFT Payment 12/3/2024 9:57:39 AM - 2	11/30/2024	101-000-000-542-30-31-00	Operating & Maintenance Supplies
US Bank	Nov 2024 Crickmore Credit Card	Repair Hedger	\$486.40	EFT Payment 12/3/2024 9:57:39 AM - 2	11/30/2024	101-000-000-542-30-48-00	Equipment Maintenance
US Bank	Nov 2024 Crickmore Credit Card	Repair Plate Compactor	\$776.46	EFT Payment 12/3/2024 9:57:39 AM - 2	11/30/2024	101-000-000-542-64-41-00	Traffic Control Devices
US Bank	Nov 2024 Wilcox Credit Card	Code Enforcement notice mailing	\$9.68	EFT Payment 12/3/2024 9:57:39 AM - 2	11/30/2024	401-000-000-558-60-42-00	Communications
US Bank	Nov 2024 Wilcox Credit Card	Hard copy of Uniform Plumbing Code and necessary for certification testing	\$190.53	EFT Payment 12/3/2024 9:57:39 AM - 2	11/30/2024	401-000-000-558-60-43-00	Travel & Training
			\$5,704.43				
Utilities Underground Location Ctr	4100182	Utility Locate Services	\$64.68	66236	11/13/2024	101-000-000-542-30-47-00	Utility Services
			\$64.68				
Valvoline, Inc.	92199581	PD Oil Changes	\$241.72	66207	11/6/2024	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash

Voyager Systems	8693624262445	PD Fuel	\$241.72 \$1,453.93 \$1,453.93	EFT Payment 11/18/2024 9:35:15 AM - 2	11/18/2024	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
WA ST Dept of Transportation	RE *FB91017004251	PW Fuel	\$65.95 \$65.95	66237	11/13/2024	001-000-000-576-80-32-00	Vehicle Fuel & Lube
WA ST Patrol	I2502225	Contractor Background	\$102.75 \$102.75	66208	11/6/2024	631-000-000-589-30-02-00	WA ST Patrol-Gun-Fbi
WA ST Treasurer's Office	Q3 2024 State Shared Revenue	Q3 2024 State Shared Revenue	\$666.74	66238	11/13/2024	631-000-000-586-00-01-00	WA St-Auto Theft Protection
WA ST Treasurer's Office	Q3 2024 State Shared Revenue	Q3 2024 State Shared Revenue	\$234.68	66238	11/13/2024	631-000-000-586-00-02-00	WA ST Traumatic Brain Injury
WA ST Treasurer's Office	Q3 2024 State Shared Revenue	Q3 2024 State Shared Revenue	\$295.61	66238	11/13/2024	631-000-000-586-00-04-00	WA ST Death Inv Account
WA ST Treasurer's Office	Q3 2024 State Shared Revenue	Q3 2024 State Shared Revenue	\$235.22	66238	11/13/2024	631-000-000-586-83-08-00	WA St -Emer Med and Trauma
WA ST Treasurer's Office	Q3 2024 State Shared Revenue	Q3 2024 State Shared Revenue	\$2.32	66238	11/13/2024	631-000-000-586-90-02-00	WA State Gen Fund 54
WA ST Treasurer's Office	Q3 2024 State Shared Revenue	Q3 2024 State Shared Revenue	\$2,242.20	66238	11/13/2024	631-000-000-586-91-00-00	WA St-State Gen Fund 40
WA ST Treasurer's Office	Q3 2024 State Shared Revenue	Q3 2024 State Shared Revenue	\$1,341.34	66238	11/13/2024	631-000-000-586-92-00-00	WA St-State Gen Fund 50
WA ST Treasurer's Office	Q3 2024 State Shared Revenue	Q3 2024 State Shared Revenue	\$2.86	66238	11/13/2024	631-000-000-586-96-03-00	WA St-Lab-Bld/breath
WA ST Treasurer's Office	Q3 2024 State Shared Revenue	Q3 2024 State Shared Revenue	\$784.83	66238	11/13/2024	631-000-000-586-97-05-00	WA ST-JIS
WA ST Treasurer's Office	Q3 2024 State Shared Revenue	Q3 2024 State Shared Revenue	\$6.20	66238	11/13/2024	631-000-000-586-99-07-00	WA ST Sch Zone Safety
WA ST Treasurer's Office	Q3 2024 State Shared Revenue	Q3 2024 State Shared Revenue	\$117.00	66238	11/13/2024	631-000-000-589-30-03-00	WA St-Bldg Code Fee
WAPRO	10576	12/1/24-11/30/25 WAPRO Membership-Marxer	\$25.00 \$25.00	66239	11/13/2024	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
Washington Law Enforcement Information and Records Association	4205	Training-Marxer	\$150.00 \$150.00	66209	11/6/2024	001-000-000-521-20-43-00	Travel & Training
Westmark Construction	24107202	Westmark, CH Deck Project Retainer	\$1,400.89	66243	11/22/2024	307-000-000-382-20-00-00	Retainage Deposits
Westmark Construction	24107202	CH Deck Project	\$28,073.69 \$29,474.58	66243	11/22/2024	307-000-000-594-18-60-00	Building Improvements
Willard's Pest Control	446186	City Hall Pest Services	\$229.83 \$229.83	66210	11/6/2024	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Zumar Industries, Inc.	49927	Pts Loop Trail Sign Project	\$7,311.77 \$7,311.77	66211	11/6/2024	307-000-000-595-30-63-10	Sidewalk Improvements
			\$248,352.53	AP Total			
Payroll	Nov 2024 Payroll	Payroll	\$20,438.94		11/30/2024	001-000-000-513-10-11-00	Salaries, Wages & Benefits
Payroll	Nov 2024 Payroll	Payroll	\$23,678.26		11/30/2024	001-000-000-514-20-11-00	Salaries, Wages & Benefits
Payroll	Nov 2024 Payroll	Payroll	\$38,871.74		11/30/2024	001-000-000-518-10-11-00	Salaries, Wages & Benefits
Payroll	Nov 2024 Payroll	Payroll	\$220,235.75		11/30/2024	001-000-000-521-20-11-00	Salaries, Wages & Benefits
Payroll	Nov 2024 Payroll	Payroll	\$36,166.99		11/30/2024	001-000-000-576-80-11-00	Salaries, Wages & Benefits
Payroll	Nov 2024 Payroll	Payroll	\$32,886.51		11/30/2024	101-000-000-542-30-11-00	Salaries, Wages & Benefits
Payroll	Nov 2024 Payroll	Payroll	\$47,723.12		11/30/2024	401-000-000-558-60-11-00	Salaries, Wages & Benefits
			\$420,001.31	Payroll Total			
			\$668,353.84	Grand Total			



MEDINA, WASHINGTON

PARK BOARD MEETING

Hybrid - Virtual/In-Person
 Medina City Hall - Council Chambers
 501 Evergreen Point Road, Medina, WA 98039
Monday, September 16, 2024 – 5:00 PM

MINUTES

1. CALL TO ORDER / ROLL CALL

Chair Barbara Moe called the Park Board meeting to order in the Medina Council Chambers at 5:00 PM.

PRESENT

Board Chair Barbara Moe
 Board Vice Chair Katie Surbeck (Online)
 Board Member Dana Brekke (Online)
 Board Member Collette McMullen
 Board Member Gretchen Stengel
 Board Member India Fitting-Koh (Online)
 Board Member Michelle Lei
 Board Member Mary Nelson
 Emeritus Member Penny Martin

ABSENT

None

STAFF

Osada, Crickmore, Burns, Gidlof, and Kellerman

2. ANNOUNCEMENTS

2.1 Introduce New Park Board Member - Dana Brekke

Chair Moe introduced and welcomed new Park Board member Dana Brekke.

3. APPROVAL OF PARK BOARD MINUTES

ACTION: Motion McMullen second Stengel and carried by a 7:0 vote; the board adopted the Meeting Minutes of July 15, 2024.

3.1 Adopt Meeting Minutes of July 15, 2024

Recommendation: Adopt minutes.

Staff Contact: Dawn Nations, Deputy City Clerk

4. **PUBLIC COMMENT**

Chair Moe opened the public comment period. There were no speakers. Subsequently, public comments was closed.

5. **PARK BOARD BUSINESS**

5.1 Park Board Work Plan

Recommendation: Discussion and adopt work plan.

Staff Contact: Stephen R. Burns, City Manager

City Manager Steve Burns provided an update on the proposed Park Board Work Plan, noting that feedback so far has been limited, with only a single comment regarding maintenance concerns. He outlined the options available to the Council: 1) adopt the work plan as it stands, 2) request further clarification on the proposed tasks, or 3) suggest additional changes to the plan.

ACTION: Motion Stengel approve the Park Board Work Plan as proposed and forward to the City Council for review and final approval at their October meeting. This was seconded by McMullen and carried by a 7:0 vote.

5.2 Medina Days Pet Parade Recap

Chair Moe highlighted the success of the pet parade at Medina Days, noting its positive reception, strong turnout, and expressed appreciation of Officer Brady Halvorson and Sergeant Tyler Glenn as they served as judges for the event. Additionally, she thanked Board Member Brekke for her role in providing music and entertainment.

Vice Chair Surbeck praised the agility part of the event, noting its popularity and potential for future Medina Days events.

5.3 Fairweather Park - Goat Update

Recommendation: Update.

Staff Contact: Ryan Osada, Public Works Director

Director of Public Works Ryan Osada provided an update on the use of goats at Fairweather Nature Preserve. He reported that approximately 125 goats, along with four sheep and herding dogs, spent 19 days at the park, successfully clearing three to four acres of invasive ivy and blackberries. Osada explained the budget and cost-effectiveness of using goats over staff for maintenance.

Board Member India Fitting-Koh voiced concerns about the long-term effectiveness of using goats and their potential impact on native plants. She proposed adding Fairweather Nature Preserve to the Park Board Work Plan to explore additional solutions for eradicating the invasive species.

Board Member Dana Brekke commented on the use of goats and that she has a lot of experience with blackberry removal. She explained that if the blackberry shoots are consistently grazed, the roots will eventually starve and die off.

5.4 Fall Clean-up and/or Bulb Planting Event - Date TBD

The Board discussed the fall cleanup and bulb planting plans. With the success of last year's bulb planting, which resulted in many bulbs reemerging, the Park Board decided to shift focus this year to prioritize litter cleanup.

ACTION: By consensus, the board scheduled the fall cleanup for Wednesday, September 25th from 9:00 am to 11:00 am, meeting at Fairweather Park and Nature Preserve.

5.5 Christmas Ships Event Planning - Saturday, December 14, 2024

Chair Moe announced that the Christmas Ships event is scheduled for Saturday, December 14, 2024, at 5:30 p.m. She will contact the St. Thomas choir director to inquire about their participation, and Board Member Fitting-Koh will reach out to Medina Kitchen and Market.

The Board also discussed the fire pit, noting that it was not well-received. As a result, they decided to forgo the fire pit at future events, opting instead to focus on ambiance and safety.

6. **OTHER BUSINESS**

None.

7. **PARK REPORTS**

Fairweather & Lid
Points Loop Trail
Lake Lane
Medina Beach Park
Medina Park
Viewpoint Park

The board expressed satisfaction with the current state of the parks and trails. Director of Public Works Ryan Osada provided an update on the water lilies in the pond at Medina Park, noting that discussions are ongoing with the Department of Wildlife to obtain a variance for working outside the designated fish window period.

8. **ADJOURNMENT**

Without objection, Park Board adjourned at 5:40 p.m.

Meeting minutes taken by Aimee Kellerman, City Clerk



MEDINA, WASHINGTON

PLANNING COMMISSION MEETING

Hybrid - Virtual/In-Person
 Medina City Hall - Council Chambers
 501 Evergreen Point Road, Medina, WA 98039
Wednesday, October 09, 2024 – 6:00 PM

MINUTES

1. CALL TO ORDER / ROLL CALL

Planning Commission Vice-Chair Shawn Schubring called the special meeting of the Medina Planning Commission in the Council Chambers at 6:03 p.m.

PRESENT

Vice-Chair Shawn Schubring
 Commissioner Mark Nelson
 Commissioner Brian Pao

ABSENT

Chair Laura Bustamante
 Commissioner Li-Tan Hsu
 Commissioner Evonne Lai

STAFF

Kesler, Reitan, Wilcox, Kellerman, and Planning Consultant, Dane Jepsen

2. APPROVAL OF MEETING AGENDA

ACTION: Motion Nelson second Barrett and carried by a 4:0 (Bustamante, Hsu, and Lai absent) vote; the Commission approved the meeting agenda as presented.

3. APPROVAL OF MINUTES

3.1 Planning Commission Meeting Minutes of September 24, 2024

Recommendation: Adopt minutes.

Staff Contact: Rebecca Bennett, Development Services Coordinator

ACTION: Motion Schubring second Pao and carried by a 4:0 (Bustamante, Hsu, and Lai absent) vote; the Commission approved the September 24, 2024, Meeting Minutes.

4. ANNOUNCEMENTS

4.1 Staff/Commissioners

Planning Manager Jonathan Kesler announced that Chair Laura Bustamante is not in attendance due to her travels out of the country and that Planning Consultant Dane Jepsen will be giving a presentation for the public hearing this evening.

5. **PUBLIC COMMENT PERIOD**

Vice-Chair Schubring opened the public comment period. There were no speakers. Subsequently, the public comments was closed.

6. **DISCUSSION**

6.1 Concerns of the Commission

None.

6.2 Public Hearing - 2024 Comprehensive Plan Update

Hold a public hearing, to take public testimony on the 2024 Comprehensive Plan Update.

Recommendation: Discuss the 2024 Comprehensive Plan Update and make a recommendation of approval. If recommended, this will go to the City Council for action on October 28, 2024.

Staff Contacts: Jonathan Kesler, AICP, Planning Manager; with Dane Jepsen, Planner, LDC Consultants.

Time Estimate: 60 minutes

LDC Planning Consultant Dane Jepsen presented the revisions made to the draft 2024 Comprehensive Plan, incorporating feedback from various regulatory and reviewing agencies. The commission discussed the specific changes, asked questions, and Jepsen responded.

Vice-Chair Schubring opened the public hearing. There were no speakers. The public hearing was closed.

ACTION: Motion Nelson second Barrett and carried by a 4:0 (Bustamante, Hsu, and Lai absent) vote; the commission accepted the Comprehensive Plan with the following requested additions/revisions as stated in the the discussions, some of which were deferred to Council for further consideration.

Land Use Element

- Page 62 of the agenda packet - LU-P1: accept revision to "served".
- Page 65 of the agenda packet - Zoning Map: City boundary at 660 feet.

Natural Environment Element

- Page 68 - Add "etc." to the list of hazards.

Community Design Element

- Page 93 of the agenda packet - Strike the word "poplars" in the second paragraph under Community Spaces.

- Page 96 of the agenda packet - Vegetation and Landscaping: Should/ Shall requirement for CD-P26 and CD-P28 was deferred to Council.

Housing Element

- Page 101 of the agenda packet: revised to add the following reports as addendums to the Housing Element
 - Housing Needs Assessment (HNA);
 - Land Capacity Analysis (LCA); and
 - Racially Disparate Impacts Analysis (RDI)
- Page 105 of the agenda packet - Affordable Housing: strike the word "domestic" in the second bullet.

Transportation and Circulation Element

- Page 119 of the agenda packet - T-P2: add the word "equitable".

Parks and Open Space Element

- Page 148 of the agenda packet - Add storm drainage definition and move definition to Appendix A.

Utilities Element

- Page 159 of the agenda packet - Move green infrastructure definition Appendix A.

Racially Disparately Impacts: Housing Policy Evaluation

- Page 34 of the agenda packet - H-P12 revision was deferred to Council.

7. **ADJOURNMENT**

Motion Pao second Nelson, the Commission adjourned the special meeting at 7:42 p.m.

Meeting Minutes taken by Aimee Kellerman, City Clerk



MEDINA, WASHINGTON

PLANNING COMMISSION SPECIAL MEETING

Hybrid - Virtual/In-Person
 Medina City Hall - Council Chambers
 501 Evergreen Point Road, Medina, WA 98039
Wednesday, November 06, 2024 – 6:00 PM

MINUTES

1. CALL TO ORDER / ROLL CALL

Planning Commission Chair Laura Bustamante called the special meeting of the Medina Planning Commission in the Council Chambers at 6:00p.m.

PRESENT

Chair Laura Bustamante
 Vice Chair Shawn Schubring
 Commissioner Mark Nelson
 Commissioner Julie Barrett

ABSENT

Commissioner Li-Tan Hsu
 Commissioner Evonne Lai
 Commissioner Brian Pao

STAFF

Bennett, Burns, Kesler, Robertson, Tapert, Wilcox

2. APPROVAL OF MEETING AGENDA

Without objections, the meeting agenda was approved as presented.

3. APPROVAL OF MINUTES

3.1 Planning Commission Meeting Minutes of October 9, 2024

Recommendation: Adopt minutes.

Staff Contact: Aimee Kellerman, CMC, City Clerk

ACTION: Motion to approve minutes as presented. (Approved 4-0)

Motion made by Commissioner Nelson, Seconded by Commissioner Barrett.
 Voting Yea: Chair Bustamante, Vice Chair Schubring, Commissioner Nelson,
 Commissioner Barrett

4. ANNOUNCEMENTS

- 4.1 Staff/Commissioners - set date for Special PC Mtg. in early Jan.; discuss the joint meeting with Council set for Wed., Jan. 8, 2025, at 6 pm.

Planning Manager, Jonathan Kesler and Chair Bustamante, announced that there will be a joint Planning Commission and City Council Meeting on Wednesday, January 8th 2025 at 6:00pm. Kesler also announced that there will be a special meeting either Wednesday, January 15th or Thursday, January 16th.

Chair Bustamante reminded Planning Commissioners to check their city email.

Development Services Coordinator, Rebecca Bennett, announced she will be on maternity leave starting February 2025. A temp employee will be covering her job duties while she is on leave.

5. PUBLIC COMMENT PERIOD

There was no public comment.

6. PUBLIC HEARING

- 6.1 SSSB 5290 Project Permit Procedures and Timelines
Staff Contact: Steven Wilcox, Development Services Director

Director of Development Services, Steven Wilcox, gave brief presentation on SSSB 5290 Project Permit Procedures and Timelines. Commissioners discussed and asked questions. Chair Bustamante opened the public hearing. Resident and Council member Heija Nunn spoke. The public hearing was closed.

- 6.2 Recommendation:** Discuss the proposed Amendments to MMC Ch. 16.80 and make a recommendation of approval. If recommended, this will go to the City Council for action on November 12, 2024.

ACTION: Motion to approve and send to City Council for their review and approval.
 (Approved 4-0)

Motion made by Commissioner Nelson, Seconded by Commissioner Barrett.
 Voting Yea: Chair Bustamante, Vice Chair Schubring, Commissioner Nelson,
 Commissioner Barrett

7. DISCUSSION

- 7.1 Concerns of the Commission

Planning Commissioners will discuss the 2025 Planning Commission Meeting Calendar at the Monday, November 18th Planning Commission Special Meeting.

- 7.2 Middle Housing Review
Recommendation: Discussion

Staff Contacts: Jonathan Kesler, AICP, Planning Manager; Zoe Tapert, Planner, SCJ Alliance

Time Estimate: 90 minutes

SCJ Alliance Planner, Zoe Tapert, gave PowerPoint presentation on Middle Housing Review/Update. Commissioners discussed and asked questions.

8. ADJOURNMENT

Meeting adjourned at 8:04pm.

ACTION: Motion to adjourn. (Approved 4-0)

Motion made by Vice Chair Schubring, Seconded by Commissioner Nelson.
Voting Yea: Chair Bustamante, Vice Chair Schubring, Commissioner Nelson,
Commissioner Barrett

Meeting minutes taken by Rebecca Bennett, Development Services Coordinator



MEDINA, WASHINGTON

MEDINA CITY COUNCIL REGULAR MEETING

Hybrid – Virtual/In-Person
Medina City Hall – Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Tuesday, November 12, 2024 – 5:00 PM

MINUTES

1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

Mayor Rossman called the regular meeting of the Medina City Council to order in the Council Chambers at 5:12 p.m.

PRESENT

Mayor Jessica Rossman
Deputy Mayor Randy Reeves
Councilmember Mac Johnston
Councilmember Heija Nunn

ABSENT

Councilmember Joseph Brazen
Councilmember Harini Gokul
Councilmember Michael Luis

STAFF

Burns, Robertson, Osada, Wagner, Wilcox, Sass, and Kellerman

2. APPROVAL OF MEETING AGENDA

Mayor Rossman announced the removal of Agenda Item 4.1, the *Professional Excellence Award for Police Officer Roman Scott*, as Officer Scott was unable to attend the meeting.

Councilmember Nunn proposed deferring Agenda Item 9.3 to a future meeting to promote greater transparency, encourage public input, and ensure the discussion occurs when the Council has a full quorum.

ACTION: By consensus, the meeting agenda was approved as amended.

3. PUBLIC COMMENT PERIOD

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

Steven Wells voiced his concerns about nighttime activities at Viewpoint Park, particularly if the Council moves forward with reopening the two parking stalls located at the park's upper parking lot.

Sanjay Nar voiced his concerns on speeding in Medina, particularly around schools, and the need for better traffic management.

With no further comments, Mayor Rossman closed the public comment period.

4. PRESENTATIONS

4.1 Professional Excellence Award - Police Officer Roman Scott by Chief Jeffrey Sass

Due to staff absence, this item has been removed from the agenda and will be rescheduled at a future meeting.

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

Planning Commission Chair Laura Bustamante reported that the Commission held a special meeting on November 6, 2024, which included a public hearing on proposed amendments to Medina Municipal Code Chapter 16.80. No public comments were submitted. The Commission unanimously approved the the recommendation to direct staff to forward them to the City Council for review and approval at a future meeting.

Bustamante further reported that SCJ Alliance, the city's middle housing consultants, presented an update to the Commission. Their presentation covered the progress of their work plan, highlighted recent housing legislative changes, and provided a gap analysis along with draft proposals for development code amendments.

Lastly, Bustamante noted that the Commission reviewed the Comprehensive Plan on October 9, approving it to advance to the Council for final review and approval. She expressed gratitude to LDC Consultants for stepping in back in January, enabling the city to produce a draft that complies with state requirements. Bustamante also extended her thanks to the Planning Commission for their dedication, meeting twice a month to ensure the plan's timely completion.

5. CITY MANAGER'S REPORT

City Manager Steve Burns reported that staff provided written reports and are available for questions. Council asked questions and staff responded.

6. CONSENT AGENDA

ACTION: Mayor Rossman pointed out a minor correction to October 14, 2024, City Council meeting minutes regarding the Personnel Committee, replacing Luis with Reeves.

Motion Reeves second Nunn and carried by a 4:0 (Brazen, Gokul, and Luis absent) vote; Council approved the Consent Agenda as amended.

- 6.1 October 2024, Check Register
Recommendation: Approve.
Staff Contact: Ryan Wagner, Director of Finance and HR
- 6.2 Approved Planning Commission Meeting Minutes of September 24, 2024
Recommendation: Receive and file.
Staff Contact: Rebecca Bennett, Development Services Coordinator
- 6.3 Draft City Council Meeting Minutes of:
a) October 14, 2024; and
b) October 28, 2024.
Recommendation: Adopt Minutes.
Staff Contact: Aimee Kellerman, CMC, City Clerk
- 6.4 Resolution to Amend Contribution Amount and Reauthorize Fund Reallocation from Kenmore to Redmond Supportive Housing for ARCH
Recommendation: Adopt Resolution No. 449.
Staff Contact: Stephen R. Burns, City Manager

7. **LEGISLATIVE HEARING**

None.

8. **PUBLIC HEARING**

- 8.1 2024 Comprehensive Plan Periodic Update
Recommendation: Adopt Ordinance No. 1036.
Staff Contacts: Jonathan Kesler, AICP, Planning Manager and Dane Jepsen, Planner, LDC Inc., Consultants

LDC Consultant Dane Jepsen delivered a presentation on the Final Comprehensive Plan, highlighting the city's progress since the release of its initial draft in May. He explained that ongoing revisions have been made in response to feedback from the public and reviewing agencies. Council asked questions and Jepsen responded.

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

Mark Nelson commented in support of adopting the 2024 Comprehensive Plan as presented.

ACTION: Motion Johnston to adopt Ordinance No. 1036, adopting an amended Comprehensive Plan for the City of Medina to comply with the Growth Management Act (GMA); providing for severability and corrections; and establishing an effective date. This was seconded by Reeves. Motion carried by a 4:0 (Brazen, Gokul, and Luis absent) vote.

ACTION: Motion Nunn to amend original motion to add "and the city will go back to review the current Comp Plan to ensure alignment to strategic goals and housing plan". This was seconded by Johnston and carried by a 4:0 (Brazen, Gokul, and Luis absent) vote.

8.2 2025 Property Tax Levy Resolution

Recommendation: Adopt Resolution No. 448.

Staff Contact: Ryan Wagner, Director of Finance and HR

Director of Finance and Human Resources Ryan Wagner gave a brief overview of the 2025 Property Tax Levy Resolution. There was no discussion or questions from Council.

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

ACTION: Motion Reeves to adopt Resolution No. 448, adopting the 2025 property tax levy for the City of Medina and setting forth the estimated levy amount. This was seconded by Johnston and carried by a 4:0 (Brazen, Gokul, and Luis absent) vote.

8.3 2025 Final Budget and Salary Schedule

Recommendation: Adopt Ordinance No. 1035.

Staff Contact: Ryan Wagner, Director of Finance and HR

Director of Finance and Human Resources Ryan Wagner gave a brief overview of the final 2025 Budget and Salary Schedule. Council asked questions and staff responded.

Mayor Rossman opened the public hearing. There were no speakers. Subsequently, public comments was closed.

ACTION: Motion Johnston to adopt Ordinance No. 1035, adopting the 2025 Budget for the City of Medina setting forth the summary of estimated revenues and expenditures for each fund and the 2025 salary schedule. This was seconded by Reeves and carried by 4:0 (Brazen, Gokul, and Luis absent) vote.

At this point, Council took a brief 10-minute break.

9. **CITY BUSINESS**

9.1 Middle Housing Update

Recommendation: Discussion.

Staff Contacts: Jonathan G. Kesler, AICP – Planning Manager and Kirsten Peterson, Senior Project Manager, SCJ Alliance

SCJ Alliance Senior Project Manager Kirsten Peterson provided an update on the Middle Housing Project, covering key topics such as the current progress report, the 2024-2025 project schedule, an overview of packet materials, a detailed gap analysis, proposed code amendments, and the next steps in the process. Council asked questions and staff responded.

ACTION: Update only; no action taken.

9.2 2024 Budget Amendment

Recommendation: Discussion and direction.

Staff Contact: Ryan Wagner, Director of Finance & HR

Director of Finance and Human Resources, Ryan Wagner, presented an overview of the 2024 Budget Amendment. The presentation highlighted budget overages and previously approved items by the Council, including expenses for middle housing consultants, WSDOT mediation, and city hall deck repairs. Council asked questions and staff responded.

ACTION: Discussion item only; no action taken.

9.3 Viewpoint Park Parking Stalls Discussion

Recommendation: Discussion and direction.

Staff Contacts: Stephen R. Burns, City Manager and Jeffrey Sass, Police Chief

This item has been removed from the agenda and will be rescheduled for discussion at a future meeting.

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

None.

11. **PUBLIC COMMENT**

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

12. **EXECUTIVE SESSION**

The Council entered an Executive Session, with an estimated time of 45 minutes, to discuss matters pursuant to RCW 42.30.110(1)(g). The meeting will adjourn directly following the session.

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**

Council adjourned at 8:54 p.m.



MEDINA, WASHINGTON

MEDINA CITY COUNCIL REGULAR MEETING

Hybrid – Virtual/In-Person
Medina City Hall – Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Monday, November 25, 2024 – 5:00 PM

MINUTES

1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

Mayor Rossman called the regular meeting to order in the Medina Council Chambers at 5:03 p.m.

PRESENT

Mayor Jessica Rossman
Deputy Mayor Randy Reeves
Councilmember Joseph Brazen (left at 7:50 p.m.)
Councilmember Harini Gokul (online) (offline at 7:00 p.m.)
Councilmember Mac Johnston
Councilmember Michael Luis (online) (offline at 6:10 p.m.)
Councilmember Heija Nunn

ABSENT

None

STAFF PRESENT

Burns, Robertson (online), Wilcox, Sass, Osada (online), Wagner, Kesler (online), and Kellerman

2. APPROVAL OF MEETING AGENDA

Mayor Rossman revised the meeting agenda, moving Agenda Item 12, *Executive Session RCW 42.30.110(1)(g)*, to become Agenda Item 4.

Councilmember Brazen proposed adding a new item, "Storm Discussion," under City Business as Item 10.1. Accordingly, the remaining agenda items were renumbered to reflect these changes.

ACTION: By consensus, the meeting agenda was approved as amended.

3. PUBLIC COMMENT PERIOD

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

4. EXECUTIVE SESSION

The City Council moved into Executive Session for an estimated time of 45 minutes to have discussions under the following RCW:

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.

The City Council reconvened the regular meeting at 6:04 p.m.

ACTION: No action was taken following the Executive Session.

5. PRESENTATIONS

None.

6. CITY MANAGER'S REPORT

None.

7. CONSENT AGENDA

None.

8. LEGISLATIVE HEARING

None.

9. PUBLIC HEARING

None.

10. CITY BUSINESS

10.1 Storm Discussion

Councilmember Brazen expressed concerns over the lack of communication and preparedness during the recent storm, highlighting the need for better city response. The council discussed, asked questions, and staff responded.

ACTION: The Council requested that staff explore additional ways for City Hall to proactively provide services during and after storm events. Suggestions included opening City Hall as a gathering space for residents, developing an enhanced communication plan utilizing tools like A-frame signs and public spaces, and activating the Emergency Preparedness Team.

Additionally, staff and the Emergency Preparedness Committee will conduct a debrief on the recent storm response and present recommendations to improve communication and coordination for future events.

10.2 2025 Planning Commission Work Plan

Recommendation: Approve.

Staff Contact: Jonathan G. Kesler, AICP, Planning Manager

Planning Manager Jonathan Kesler gave a presentation on the proposed 2025 Planning Commission Work Plan, outlining tasks and timelines for various projects. The presentation included State Mandates and Council Initiatives. The council discussed, asked questions, and staff responded.

ACTION: By consensus, the Council directed staff to integrate feedback on proposed additions to the Planning Commission's 2025 work plan, including a review of the city's tree code and the incorporation of community design considerations into rights-of-way management.

Staff will also revisit the minutes from the most recent retreat to ensure alignment with Council's prior direction and reflect it in the proposed work plan. Additionally, the following items will be included under the "Future" section:

10.3 Middle Housing

a) Executive Session – 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 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.

b) Council discussion and direction.

Recommendation: Discussion and direction.

Staff Contacts: Jonathan G. Kesler, AICP, Planning Manager and Kirsten Peterson, Senior Project Manager, SCJ Alliance

The City Council moved into Executive Session for an estimated time of 15 minutes to have discussions under the following RCW:

RCW 42.30.110(1)(i)

ACTION: Council extended the Executive Session an additional 10 minutes at 7:30 p.m. and an additional 7 minutes at 7:40 p.m.

Council reconvened the regular meeting at 7:55 p.m.

SCJ Alliance Senior Project Manager, Kirsten Peterson gave a presentation on the middle housing project, outlining the schedule and materials provided in the packet. Peterson highlighted some changes in the gap analysis and proposed code updates. Council discussed, asked questions, and staff responded.

ACTION: Presentation and discussion only; no action taken.

11. REQUESTS FOR FUTURE AGENDA ITEMS AND COUNCIL ROUND TABLE

None.

12. PUBLIC COMMENT

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

13. ADJOURNMENT

By consensus, Council adjourned the regular meeting at 8:57 p.m.

DRAFT



MEDINA, WASHINGTON

AGENDA BILL

Monday, December 9, 2024

Subject: 2024 Budget Amendments

Category: Ordinance/City Consent

Staff Contact: Ryan Wagner, Finance & HR Director

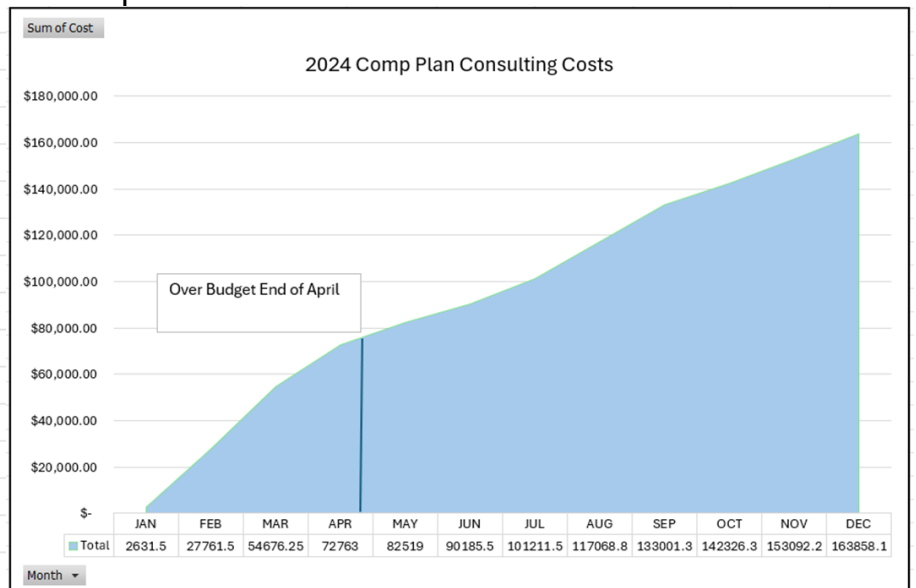
Summary

The purpose for recommending 2024 Budget Amendments is to document budget changes that occurred after the 2024 Budget was adopted on November 13, 2023. Except items of an accounting “housekeeping” nature, some of these have been noted in Council’s monthly financial reports throughout the year as they occurred. As per our practice, these changes are gathered under one ordinance for passage towards the end of the budget year. These recommended changes are as follows:

1) Comprehensive Plan Consulting Overages

The adopted budgeted amount for the 2024 comp plan was set at \$70,000. With the departure of our previous Planning Manager, substantial time has been incurred from the Medina staff, volunteers, and consultants to get back on track. As of the current billing through September of 2024, staff estimates that the total overage for the year will be just short of \$100,000. Within the budget, this item falls within the professional services portion of Central Services (General Fund).

2024 Consutling Costs Comp Plan		
Month	Cost	Actual V Estimate
JAN	\$ 2,631.50	Actual
FEB	\$ 25,130.00	Actual
MAR	\$ 26,914.75	Actual
APR	\$ 18,086.75	Actual
MAY	\$ 9,756.00	Actual
JUN	\$ 7,666.50	Actual
JUL	\$ 11,026.00	Actual
AUG	\$ 15,857.25	Actual
SEP	\$ 15,932.50	Actual
OCT	\$ 9,325.00	Actual
NOV	\$ 10,765.90	Estimate
DEC	\$ 10,765.90	Estimate
Total Annual Cost: \$163,858.05		
Total 2024 Budget: \$ 70,000.00		
Projected Overage: \$ 93,858.05		



2) Middle Housing Consultant

During the July 22nd meeting, Council approved \$50,000 for consulting costs for Middle Housing. While the entire approved amount will not be spent in 2024, staff is recommending \$25,000 be amended into the 2024 budget to cover the work done. This item falls within professional services under the Central Services department. Please note that 2025 costs have been budgeted conservatively for Middle Housing, which will now fall under Long Range Planning in the General Fund.

3) WSDOT 520 Mediation

During the October 14th Council meeting, Council approved an additional \$10,000 spend on legal costs associated with mediation over the 520 lid. The billing from the Points Communities representation, McCullough Hill PLCC, is handled by Medina and reimbursed by the other communities. This item falls within Special Counsel, which is located under Legal.

4) City Hall Deck/Porch Repairs

In 2023, the Council approved the contract to begin work repairing the deck on the west side of City Hall. In Q4 of 2023, the project start date was moved to spring of 2024. Due to a breach of contract from the contractor, the City had to restart the bid process. At the July 22nd meeting, Council approved on consent the new contract for the deck. As it was not originally in the 2024 budget, staff recommend allocating \$135,000 to the building improvements section of the Capital Budget to cover the costs.

5) Capital Project Grants

In 2024, our Public Works Director Ryan Osada was awarded \$604,090 in state grants to be used on various City projects. As grants are applied for projects throughout the 6-year CIP, projects from future years were moved up as funding was earned. Below are the projects that were added in 2024 that were covered by grant funding.

88th Ave NE Overlay /NE 26th ST Overlay - \$107,367

NE 24th ST ADA Upgrade Project - \$317,691

Upland Road Overlay - \$179,032

6) Contingency Fund Transfer

As of 2024, the Cities current balance within the Contingency Fund is only \$250,000. Based on preliminary discussions with the Finance Committee in 2024, staff recommend that Medina transfer \$1,500,000 from the General Fund to the Contingency Fund. Per the state, Medina must have at least 25% of the following years operating budget available within the fund to cover costs during Q1. The recommended transfer of \$1,500,000 would still allow the city to comfortably meet that requirement, while strengthening the Cities primary reserve fund.

Attachment(s)

1. 2024 Budget Ordinance No. 1037 - amending Ordinance No. 1022
2. Medina Financial Policy on Excess Funds

Budget Fiscal Impact		
General Fund		
General Fund Revenue	\$	135,000.00
Legal Expenditures	\$	(10,000.00)
Central Services Expenditures	\$	(125,000.00)
Transfer to Contingency Fund	\$	(1,500,000.00)
Levy Stabilization Fund		
Transfer in From General Fund	\$	1,500,000.00
Capital Fund		
Capital Fund Revenue	\$	739,090.00
Capital Fund Expenditures	\$	(739,090.00)

Budget Fiscal Impact: Impacts on General Fund, and Capital Fund

Recommendation: Adopt Ordinance No. 1037.

City Manager Approval: 

Proposed Council Motion: "I move to adopt Ordinance No. 1037 amending the 2024 Budget,

Ordinance No. 1037

MEDINA CITY COUNCIL

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON,
AMENDING ORDINANCE NO. 1022 TO ADOPT AND IMPLEMENT THE
2024 BUDGET; AND TO ESTABLISH AN EFFECTIVE DATE.**

WHEREAS, the Medina City Council enacted Ordinance 1022 on November 12, 2023 approving the budget for 2024; and

WHEREAS, it is necessary to increase General Fund Expenditures and Resources; and

WHEREAS, it is necessary to increase Capital Fund Expenditures and Resources; and

WHEREAS, it is necessary to increase The Contingency Fund; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Ordinance No. 1022 is hereby amended as summarized below:

	General Fund	Street Fund	Tree Fund	Dev Services Fund	Contingency Fund	Capital Fund	Levy Stabilization Fund	Total All Funds
Beginning Fund Balane	\$ 4,044,464.16	\$ 17,427.05	\$ 50,595.98	\$ 971,680.77	\$ 250,000.00	\$ 6,895,707.56	\$ 1,500,000.00	\$ 13,729,875.52
								\$ -
Revenues	\$ 8,256,201.04	\$ 122,096.00	\$ 3,075.00	\$ 1,247,500.00	\$ -	\$ 2,039,090.00	\$ -	\$ 11,667,962.04
Transfers In	\$ -	\$ 535,000.00	\$ -	\$ -	\$ 1,500,000.00	\$ -	\$ 400,000.00	\$ 2,435,000.00
Total Resources	\$ 8,256,201.04	\$ 657,096.00	\$ 3,075.00	\$ 1,247,500.00	\$ 1,500,000.00	\$ 2,039,090.00	\$ 400,000.00	\$ 14,102,962.04
Expenditures	\$ 6,968,855.92	\$ 645,426.76	\$ 30,000.00	\$ 1,224,935.96	\$ -	\$ 2,234,090.00	\$ -	\$ 11,103,308.64
Transfers Out	\$ 2,360,000.00	\$ -	\$ -	\$ -	\$ -	\$ 75,000.00	\$ -	\$ 2,435,000.00
Total Uses	\$ 9,328,855.92	\$ 645,426.76	\$ 30,000.00	\$ 1,224,935.96	\$ -	\$ 2,309,090.00	\$ -	\$ 13,538,308.64
Ending Fund Balances	\$ 2,971,809.29	\$ 29,096.29	\$ 23,670.98	\$ 994,244.81	\$ 1,750,000.00	\$ 6,625,707.56	\$ 1,900,000.00	\$ 14,294,528.93

Section 2. The City Manager is authorized to make any changes necessary to carry out the terms of this ordinance.

Section 3. The effective date of this ordinance shall be (5) days after its publication of a summary of its intent and contents.

PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON THE 9TH DAY OF DECEMBER 2024 BY A VOTE OF ___ FOR, ___ AGAINST, AND ___ ABSTAINING, AND IS SIGNED IN AUTHENTICATION OF ITS PASSAGE THE 9TH DAY OF December 2024.

Jessica Rossman, Mayor

Approved as to form:
Inslee, Best, Doezie & Ryder, PS

Attest:

Jennifer Robertson, City Attorney

Aimee Kellerman, City Clerk

PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.: 1037/ AB

EXHIBIT A

City of Medina, Washington Financial Management Policies

Fund Policies

Adequate fund levels are a necessary component of the City's overall financial management strategy and a key factor in external agencies' measurement of the City's financial strength.

General Fund Operating Balance: Minimum 25% Fund Balance

The City will strive to maintain General Fund Operating Balances at a minimum level of 25% of the total General Fund Budgeted Expenditures.

The General Fund Operating Balance shall be created and maintained to provide sufficient cash flow to meet the needs of daily financial operations.

In general, the City shall endeavor to support ongoing operations with ongoing revenues, but may use General Fund Operations Balances on a limited basis to support City services pending the development of a longer-term financial solution.

The General Fund Operating Balance shall not be used in a manner that puts the City in danger of being unable to sustain future operations. If the General Fund Operating Balance falls below the policy level stated above, it will be important for the City to create a long-term plan to replenish the fund balance level.

Budget surpluses in the General Fund Operations Balance may be used on a limited basis to fund operations and to fund reserve accounts if:

- a) There are surplus balances remaining after all current expenditure obligations are met.
- b) The City has decided that revenues for the ensuing budget year are sufficient to support budgeted General Fund Operating needs.

A surplus is defined as the difference between the actual beginning fund balance and budgeted beginning fund balance. It consists of "under-expenditures" and/or "excess revenues" over and above the amounts included in the following year's annual budget.

Reserve Account Policies

The City maintains Reserve Accounts for a Levy Stabilization Fund Account, a Contingency Fund Account, a Capital Projects Fund Account, and an Equipment Replacement Account. The priority or sequence for allocating reserves to these accounts is:

1. The Levy Stabilization Fund account up to the annual targeted amount identified in the Levy.
2. The Contingency Fund account up to 25% of the annual general fund budgeted expenditures.
3. Any remaining reserves allocated to the Capital Projects Fund, the Equipment Replacement Account and/or the Levy Stabilization Fund as recommended by the City Manager and/or Finance Director.

Levy Stabilization Fund

On the November 2019 ballot, Medina voters approved a 6-year increase to their City property tax levy, starting in 2020, in order to maintain then-existing levels of service for the next 10 years. A promise was made to the voters that these additional funds would be managed in such a way as to keep those service levels in place for at least 10 years. The purpose of the Levy Stabilization Fund is to hold excess amounts resulting from the levy increase during 2020-2025 and to draw from the Levy Stabilization Fund to cover General Fund and Street Operations funding gaps during 2026 to 2029 (or longer, if feasible).



MEDINA, WASHINGTON

AGENDA BILL

Monday December 9, 2024

Subject: Human Resource Employee Handbook

Category: Consent Item

Purpose: Provide insight on the new HR Handbook

Staff Contact: Ryan Wagner, Finance & HR Director

Summary

This is an overview of the new City of Medina Human Resource Handbook, both in process and content. The handbook was created using ADP's handbook creator, which utilizes a format that is followed by a significant portion of American companies.

The handbook was created using standard language from ADP to cover both federal and state law. Once required federal and state laws were applied, then Medina specific policies and procedures were added from the Medina Personnel Policy Manual and labor contracts.

The new Human Resource Handbook was reviewed by employment attorney Katherine Weber from Inslee Best. Her feedback was incorporated into the manual.

New Policies/Additions

Work From Home

During the pandemic, city staff who was able was forced to work from home to follow federal/state guidelines. As the pandemic restrictions relaxed, Medina moved to a more hybrid work environment. In 2024, leadership got together and drafted a policy to lay out guidelines for how WFH would be handled going forward. WFH is an employee privilege, not a right. This policy is believed to allow for some employee flexibility, while maintaining availability in person to provide the services needed to the community.

Juneteenth

In 2023, City Council approved the addition of Juneteenth as a recognized City holiday. With this new handbook, it has been officially added to the holiday calendar.

Various Language Updates

Staff worked with both the HR/legal team at ADP, and an employment attorney at Inslee Best, to make sure the language in the handbook is concise and straightforward for our staff. The giving feedback helped

staff combine both the standardized language of both federal and state law, with the various internal policies that Medina holds.

Fiscal Impact: N/A

Recommendation: Approve.

City Manager Approval:



Proposed Council Motion: "I make a motion to approve the City of Medina Human Resource Employee Handbook."

THE CITY OF MEDINA EMPLOYEE HANDBOOK



November 26, 2024



Washington

ABOUT THIS HANDBOOK/DISCLAIMER

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with The City of Medina. Please take the necessary time to read it.

We do not expect this handbook to answer all questions. Supervisors and Human Resources also serve as a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. The City of Medina adheres to the policy of employment at will, which permits the City or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No City representative other than the City Manager may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate City documents. These City documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general City guidelines. The City may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and the City Manager.

This handbook is subject to the terms of any applicable collective bargaining agreement.

This handbook supersedes all prior handbooks.

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Section 1 - Governing Principles of Employment

1-1. Introduction

For employees who are commencing employment with The City of Medina ("The City of Medina" or "the City"), on behalf of The City of Medina, let me extend a warm and sincere welcome.

For employees who have been with us, thanks for your past and continued service.

I extend my personal best wishes for success and happiness here at The City of Medina. We understand that it is our employees who provide the services that our customers rely upon, and who will enable us to create new opportunities in the years to come.

1-2. Equal Employment Opportunity

The City of Medina is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, pregnancy-related conditions, and lactation), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances. The City of Medina's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Head of Human Resources and/or the Human Resources Director. The City of Medina will not allow any form of retaliation against employees who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact the Head of Human Resources and/or the Human Resources Director. To ensure the workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations conducted pursuant to this policy.

1-3. Reasonable Accommodations & Interactive Dialogue

The City of Medina is committed to complying with applicable federal, state, and local laws governing reasonable accommodations of individuals, including, but not limited to, the Americans with Disabilities Act (ADA) and the Pregnant Workers Fairness Act (PWFA). To that end, The City of Medina will endeavor to make a reasonable accommodation to applicants and employees who have requested an accommodation or for whom The City of Medina has notice may require such an accommodation, related to an individual's:

- Disability, meaning any physical, medical, mental, or psychological impairment, or a history or record of such impairment;
- Sincerely held religious beliefs and practices;
- Needs as a victim of domestic violence, sex offenses, or stalking;
- Needs related to pregnancy, childbirth, or related medical conditions; and/or

- Any other reason required by applicable law, unless the accommodation would impose an undue hardship on the operation of our business.

Reasonable accommodations can take many forms. For example, reasonable accommodations for pregnancy, childbirth, or related medical conditions include but are not limited to things such as the ability to carry or keep water near and drink, as needed; allowing the employee additional restroom breaks; allowing the employee whose work requires standing to sit and whose work requires sitting to stand; allowing the employee breaks, as needed, to eat and drink; accommodations related to lactation; time off to recover from childbirth; modification of equipment; appropriate seating; temporary transfer to a different position that the employee is able to perform; restructuring job duties; light duty; or a modified work schedule. The City of Medina will work with the employee to determine what accommodation is appropriate for the employee, given the employee's unique circumstances, that does not impose an undue hardship on The City of Medina.

Any employee who would like to request an accommodation based on any of the reasons set forth above should contact the Head of Human Resources and/or the Human Resources Director. Accommodation requests can be made in writing using a form which can be obtained from the Head of Human Resources and/or the Human Resources Director. If the employee who has requested an accommodation has not received an initial response within five (5) business days, they should contact the Head of Human Resources and/or the Human Resources Director.

Unless otherwise required by law, The City of Medina may request that the employee provide supporting documentation. Cooperating with The City of Medina by returning requested information in a timely fashion is required.

After receiving a request for an accommodation or learning indirectly that the employee may require such an accommodation, The City of Medina will engage in an interactive dialogue with the employee.

Even if employee has not formally requested an accommodation, The City of Medina may initiate an interactive dialogue under certain circumstances, such as when The City of Medina has knowledge that employee's performance at work has been negatively affected and a reasonable basis to believe that the issue is related to any of the protected classifications set forth above, in compliance with applicable law. In the event The City of Medina initiates an interactive dialogue, it should not be construed as The City of Medina's belief the employee requires an accommodation, but will serve as an invitation for the employee to share with The City of Medina any information the employee desires to share, or to request an accommodation.

The interactive dialogue may take place in person, by telephone, or by electronic means. As part of the interactive dialogue, The City of Medina will communicate openly and in good faith with the employee in a timely manner in order to determine whether and how The City of Medina may be able to provide a reasonable accommodation. To the extent necessary and appropriate based on the request, The City of Medina will attempt to explore the existence and feasibility of alternative accommodations as well as alternative positions for the employee. The City of Medina is not required to provide the specific accommodation sought by the employee, provided the alternatives are reasonable and either meet the specific needs of the employee or specifically address the employee's limitations.

The City of Medina will endeavor to keep confidential all communications regarding requests for reasonable accommodations and all circumstances surrounding the employee's underlying reason for needing an accommodation.

The City of Medina will not allow any form of retaliation against employees who have requested an accommodation, for whom The City of Medina has notice may require such an accommodation, or who

otherwise engage in the interactive dialogue process.

Employees with questions regarding this policy should contact the Head of Human Resources and/or the Human Resources Director.

1-4. Pregnancy Accommodations

In compliance with Washington law, The City of Medina will not discriminate against the employee in relation to pregnancy and pregnancy-related health conditions. The City will endeavor to provide reasonable accommodations for conditions related to pregnancy and pregnancy-related health conditions, including the need to express breast milk. Reasonable accommodations include:

1. providing more frequent, longer or flexible restroom breaks;
2. modifying a no food or drink policy;
3. job restructuring, part-time or modified work schedules, reassignment to a vacant position or acquiring or modifying equipment, devices or the employee's work station;
4. providing seating or allowing the employee to sit more often if the employee's job requires the employee to stand;
5. providing for a temporary transfer to a less strenuous or less hazardous position;
6. providing assistance with manual labor and limits on lifting;
7. scheduling flexibility for prenatal visits;
8. providing reasonable break time for an employee to express breast milk each time the employee needs to express the milk and providing a private location, other than a bathroom; and
9. any further pregnancy accommodation the employee may request, and to which the City must give reasonable consideration in consultation with information provided on pregnancy accommodation by the Washington Department of Labor and Industries or the attending health care provider of the employee.

The City may request that the employee provide a written certification from the employee's treating health care professional regarding the need for reasonable accommodation except for accommodations listed in points 1, 2, 4, and 8 above or limits on lifting in point 6 of more than 17 pounds. The employer may refuse accommodations listed in points 3, 5, 6 (for lifting, only if involves 17 pounds or less), 7, 8, and 9 if the accommodation would pose an undue hardship on the City's program, enterprise or business.

The City is not required to create additional employment that would not otherwise have been created or discharge any employee, transfer any employee with more seniority or promote any employee who is not qualified to perform the job, unless the City does so or would do so for other classes of employees who need accommodation.

The City will not take adverse action against the employee who requests, declines or uses an accommodation under this policy. Further, the City will not deny employment opportunities to an otherwise qualified employee or prospective employee if such denial is based on the City's need to reasonably accommodate the employee's or prospective employee's condition related to pregnancy, childbirth or a related medical condition. Additionally, the City will not require the employee to take leave if another reasonable accommodation can be provided for the employee's pregnancy and pregnancy-related health conditions.

If employees have any questions about or would like to request a reasonable accommodation pursuant to this policy, they should contact the Head of Human Resources and/or the Human Resources Director.

1-5. Non-Harassment

It is The City of Medina's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by The City of Medina.

The purpose of this policy is not to regulate our employees' personal morality, but to ensure that no one harasses another individual in the workplace, including while on City premises, while on City business (whether or not on City premises) or while representing the City. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

Sexual Harassment Defined

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature when:

- submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- the conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that violate this policy include:

1. unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement;
2. requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. obscene or vulgar gestures, posters or comments;
4. sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
5. propositions or suggestive or insulting comments of a sexual nature;
6. derogatory cartoons, posters and drawings;
7. sexually-explicit e-mails, text messages or voicemails;
8. uninvited touching of a sexual nature;
9. unwelcome sexually-related comments;
10. conversation about one's own or someone else's sex life;
11. conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
12. teasing or other conduct directed toward a person because of the person's gender.

Reporting Procedures

If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to the City Manager. If the employee is unable for any reason to contact this person, or if the employee has not received an initial response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact the Human Resources Director. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in the reporting hierarchy.

Investigation Procedures

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy.

Retaliation Prohibited

In addition, the City will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same manner in which the employee would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

1-6. Workplace Violence

The City of Medina is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to City and personal property.

The City of Medina does not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, The City of Medina specifically discourages employees from engaging in any physical confrontation with a violent or potentially violent individual. However, The City of Medina does expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals

often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in City policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any City employee **WILL NOT BE TOLERATED**. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto City premises.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede The City of Medina's ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the City determines, after an appropriate good faith investigation, that someone has violated this policy, the City will take swift and appropriate corrective action.

If the employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for the City to be aware of any potential danger in its offices. Indeed, the City wants to take effective measures to protect everyone from the threat of a violent act by employees or by anyone else.

1-7. Drug-Free and Alcohol-Free Workplace

To help ensure a safe, healthy and productive work environment for our employees and others, to protect City property, and to ensure efficient operations, The City of Medina has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the City.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale, or distribution of controlled substances (including medical marijuana), drug paraphernalia, or alcohol by an individual anywhere on City premises, while on City business (whether or not on City premises) or while representing the City, is strictly prohibited. Employees and other individuals who work for the City also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact the employee's ability to perform their job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, this exception does not extend

any right to report to work under the influence of lawful recreational or medical marijuana or to use such as a defense to a positive drug test, to the extent the employee is subject to any drug testing requirement, except as permitted by and in accordance with applicable law.

Violation of this policy will result in disciplinary action, up to and including discharge.

The City maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any City employee, including themselves.

1-8. Process to Update the Handbook

The City endeavors to update this employee handbook at least once a calendar year. Employees will be required to read and provide signatures every time a change is made.

All changes must be approved by the City Manager and by Council via Consent, unless the changes are trivial updates to language provided throughout the year by ADP.

Any major updates that change working conditions of employees, or have a financial impact, must also go through the Personnel or Finance committees and, as applicable, the impacted employees' collective bargaining representative, for review.

Section 2 - Operational Policies

2-1. Employee Classifications and Definitions

For purposes of this handbook, all The City of Medina employees fall within one of the classifications below.

Full-Time Employees - Employees who regularly work at least 40 hours per week who were not hired on a short-term basis.

Part-Time Employees - Employees who regularly work fewer than 40 hours per week who were not hired on a short-term basis.

Short-Term Employees - Employees who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis. Short-Term employees generally are not eligible for City benefits, but are eligible to receive statutory benefits.

Employees who regularly work at least 28 or more hours per week who were not hired on a short-term basis are eligible for health insurance benefits.

Trial Employee - Employees who have not yet completed their trial period in a regular position and who have not been certified to regular employment status. Unless otherwise specified, when regular employees are referred to in these policies, they shall include trial employees.

In addition to the above classifications, employees are categorized as either "**exempt**" or "**non-exempt**" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Such salary may be paid less frequently than weekly. Non-exempt employees are entitled to overtime compensation when they work more than 40 hours in a workweek. The employee will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

City Manager - An employee who is retained by the city council to manage the City on a day to day basis. The City Manager shall administer these guidelines.

Department Director - An employee who is responsible for directing one (1) or more departments.

Flexible Work Schedule - A work schedule which permits flexible starting and quitting times for employees other than the standard work schedule of Monday through Friday from 8:30 am to 5 pm. The employee must maintain a set number of hours which must be worked on a regular basis.

Immediate Family - Includes the employee's parent(s), spouse, registered domestic partner, child(ren), step-child(ren), brother(s) or sister(s), step-parent(s), mother or father-in-law, son(s) or daughter(s) in-law, grandparent(s), grandchild(ren), or other relative(s) who lives in the employee's home. Effective January 1, 2025, the Washington Paid Sick Leave Law's definition of "family member" is expanded to include "any individual who regularly resides in the employee's home or where the relationship creates an expectation that the employee care for the person, and that individual depends on the employee for care.

2-2. Police Captain Terms of Employment

The following is an outline of the terms of employment for the Captain position within the Medina Police Department. The Captain's position will fall in line with the currently in-force Agreement with the Police Officers' Collective for all benefits, unless otherwise stated.

The following fall outside the Police Officers' Collective,

- Is not eligible for exemplary service pay, and differential shift pay.
- Deferred Comp Match and Life Insurance fall inline with City Management.

2-3. Temporary Employees

Department directors may use temporary employees to replace regular employees who are on vacation or on other leave, to meet peak or seasonal workload needs, for special projects or to temporarily fill a vacancy until a regular employee is hired. Temporary employees may be hired without competitive recruitment or examination. The hiring process and use of temporary employees shall comply with state and federal laws as well as collective bargaining agreements. Temporary employees shall not be allowed to work more than 346 hours per year.

Compensation/Benefits: Temporary employees are eligible for overtime pay as required by law. Temporary employees do not receive retirement, vacation, sick leave, health insurance, holidays or any other benefits during their employment unless required by law or CBA. Temporary employees pay contributions to the Social Security system, as does the City on their behalf. Temporary employees will not be enrolled in the state PERS retirement system, although there are a few exceptions depending on PERS eligibility criteria.

2-4. Employee Trial Period

Upon hire or appointment, all employees enter a trial period that is considered an integral part of the selection and the evaluation process. The trial period is designed to give the employee time to learn the job, as well as to give the supervisor time to evaluate whether the match between employee and job is appropriate. The normal trial period is six months from the employee's date of hire, rehire or promotion. The City Manager may authorize the department director to extend the trial period for up to an additional six (6) months. An extension may be granted due to circumstances such as an extended illness or a continued need to evaluate an employee's performance.

Once the trial period is successfully completed, the employee may be certified to regular employment status. Satisfactory completion of the trial period does not create an employment contract or guarantee employment with the City for a specified duration.

2-5. Your Employment Records

In order to obtain their position, employees have provided personal information, such as address and telephone number. This information is contained in their personnel file.

Employees should keep their personnel file up to date by informing the Head of Human Resources and/or the Human Resources Director of any changes. Employees also should inform the Head of Human Resources and/or the Human Resources Director of any specialized training or skills they acquire, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach employees in a crisis could cause a severe health or safety risk or other significant problem.

Medical information about employees is contained in a separate confidential file and access is restricted by the Health Insurance Portability & Accountability Act (HIPAA).

Employees have the right to review their personnel files. An employee may request removal of irrelevant or erroneous information in his/her personnel file. If the City denies an employee's request to remove the information, the employee may file a written rebuttal statement to be placed into the employee's file.

Except for routine verification of employment, personnel files, including medical records subject to HIPAA, are kept confidential to the maximum extent permitted by law.

For Police Department personnel, training records are separately maintained by the Police Department.

2-6. Breaks and Meal Periods

Non-exempt employees may take one (1) fifteen (15) minute paid rest break for every four (4) hours worked and up to one (1) sixty (60) minute unpaid meal break for every six (6) hours worked. Meal breaks may be scheduled at less than sixty (60) minutes depending on the work schedule of the employee, but may not be less than thirty (30) minutes. All breaks should be arranged so they do not interfere with City business or with service to the public and should be taken away from the work area if possible. Breaks are not intended to be saved to extend any other break period or to leave early from work.

Additionally, for one year following childbirth, employees who are nursing mothers are entitled to unpaid breaks during the workday for expressing breast milk. These breaks will be paid to the extent that they run concurrently with the above-referenced daily breaks. The City will provide a suitable, private location for nursing breaks. Please contact Human Resources to make appropriate arrangements if you need nursing breaks.

2-7. Working Hours and Schedule

The City of Medina normally is open for business from 7:30 AM to 4:00 PM, Monday through Friday.

Employees will be assigned a work schedule and will be expected to begin and end work according to the schedule. To accommodate the needs of the business, at some point The City of Medina may need to change individual work schedules on either a short-term or long-term basis.

Employees will be provided meal and rest periods as required by law. A supervisor will provide further details.

Flexible and Alternate Work Schedule

To accommodate the City's workload and to recognize the City's responsibilities under regional commute trip reduction regulations, alternate work schedules may be established. Examples include compressed work weeks or telecommuting.

Unusual Weather Conditions

During periods of inclement weather or of natural disaster, it is essential that the City continue to provide vital public services. Therefore, it is expected that employees will make every reasonable effort to report to work without endangering their personal safety. A non-exempt employee who is unable to report to work or departs work early because of inclement weather conditions may charge the time missed to vacation, floating holiday, compensatory time, or leave without pay. Non-emergency employees who arrive within two (2) hours of the start of their normal work day during a period of inclement weather or natural disaster will be paid for a full day's work. The employee shall advise their supervisor by e-mail and phone as in any other case of late arrival or absence.

During periods of inclement weather or natural disaster, employees may be assigned, in order to provide emergency services, work schedules other than their normal work assignments.

If the City determines to send employees home before the conclusion of their work day or determines not to have employees report for work due to inclement weather or natural disaster, the employees will be paid their normal rate of pay for their regular work hours for that day.

Call Back

All employees are subject to call back in emergencies or as needed by the City to provide necessary services to the public. Non-exempt employees called back to duty will be paid at their regular rate, with the overtime rate paid in accordance with the applicable bargaining unit contract or FLSA standard if not represented.

2-8. Work From Home

PURPOSE.

Establish policies and procedures for the City of Medina's ("City's") remote work program to:

- Attract and retain a diverse and talented work force.
- Strengthen the resiliency and productivity of the City's workforce.
- Reduce operational costs without sacrificing quality of services.
- Reduce the city's carbon footprint and mitigate traffic congestion.
- Promote the health, safety, and wellbeing of employees.

Department directors shall manage their workforce in accordance with this policy and implement consistent and equitable remote arrangements for eligible positions.

Remote working is not an entitlement, it is not an employee benefit, it does not change the terms and

conditions of employment with the City and the approval of remote work agreements is at the sole discretion of the Department Director or City Manager. The City reserves the right to terminate a remote work arrangement at any time and will provide reasonable advance notice of the change to remote work arrangements.

APPLICABILITY.

This policy applies to all City employees whose duties may be performed remotely. Remote work will only be available on the following weekdays, (Tuesday, Wednesday, Thursday). An employee must be in the office four days on any given week. Therefore, work from home is unavailable during a week with paid time off, holidays, or flex days. Departments may have additional remote work rules or requirements due to the nature of their work. In the event any provision of this policy conflicts with an applicable provision of a collective bargaining agreement, the latter shall prevail.

ELIGIBILITY.

When evaluating a request to work remotely, the City will consider the following eligibility criteria:

- The nature of an employee's duties and the extent to which duties can be performed effectively working remotely.
- Operational and customer service needs, including impact on other staff members.
- Equipment needs.
- The ability to return to the office on short notice from a remote work location.
- Other factors relevant to a particular situation.

This remote work policy applies to all City of Medina staff who meet the above criteria and is not dependent upon length of service or probationary status. However, employees on probationary status may need to be present in the office for onboarding and training.

Intermittent/Situational Remote Work Arrangement

This type of remote work is approved on a case-by-case basis and allows the employee to attend to sporadic household appointment needs, trainings, uninterrupted time for projects, no commute in inclement weather, or other situations where employees can perform work remotely for a short period of time. This type of remote work does not require a Remote Work Agreement Form; however, approval must be documented by e-mail. Situational remote work is not an appropriate substitute for sick leave and may not be used for the employee's own or a family member's, illness, injury, or other circumstance that interferes with the employee's ability to perform their work.

Regular Remote Work Arrangement

This type of remote work arrangement is for predictable remote work that is anticipated to be sustainable on an ongoing basis and meets the operational and customer service needs of the city. This type of remote work requires a Remote Work Agreement Form that will be reviewed and addressed at minimum on an annual basis. Supervisors should consider remote work requests and should do so objectively and fairly on an individual basis and across the work group.

Other Considerations

Remote work may change over time in response to seasonal workflow demands, staff changes, special assignments, or other factors. Therefore, remote work arrangements may be appropriate at certain times and not others.

Remote work is strictly voluntary and offered as a consideration to eligible employees. The City does not

require that any employee work remotely as part of their normal job duties.

Remote Hours Worked and Meal/Rest Periods Requirements

Employees approved to work remotely are expected to work their assigned work schedule unless approved by their supervisor. Non-exempt employees must also observe regular lunch and rest periods. The number of hours worked per week does not change when following a remote work schedule. The rules around reporting hours for overtime eligible or overtime exempt employees do not change when following a remote work schedule. The supervisor must approve any overtime in advance.

Failure to comply with this requirement may result in termination of the remote work arrangement, and disciplinary action.

An employee working remotely may be required by their supervisor to maintain a daily log of work activities and/or report their work activities.

The employee will follow existing City policies to use paid sick, vacation time, or other accrued leave.

Leave

Remote work is not a replacement for the use of leave. Remote workers will be required to use leave as they would if they were in the office (for example: if you took leave to attend any non-work appointments, run errands, etc., you would request leave while remote work).

Responsibilities

The following responsibilities shall apply in addition to the responsibilities covered elsewhere in this policy.

Employees

1. Employees will be available to attend in-person meetings and other in-person reporting requirements as needed. Requirements for in-person attendance can override regular remote work schedules.
2. Remote workers must arrange with their supervisor for coverage of on-site job demands that arise on remote workdays. If this coverage cannot be achieved, the teleworker will report to their city worksite. Remote work will not become a burden to co-workers who work in the office.
3. The location of a Remote Worksite must be within the State of Washington and in a location where, if needed, the employee is able to report to city hall within a reasonable amount of time.
4. Employees who do remote work are expected to be available during their work hours via normal communication channels, including email, phone, and other City Communication tools.
5. Employees who work remotely understand they are required to meet the performance expectations of the position and abide by all City policies, procedures, and rules that govern their employment with the City. In addition, employees must read and understand the requirements listed in this policy.
6. Non-exempt employees must accurately report all time worked and time off taken while working remotely.

Supervisors

The supervisor shall set expectations for the employee related to the remote work arrangement and job performance. Expectations for timely completion of work to established standards, attendance at meetings, responsiveness to customers, and other performance criteria are the same for remote work and on-site employees. Supervisors will apply the same performance standards to employees regardless of work location.

The supervisor must review the employee's work product regularly to ensure expectations are continually being met.

The supervisor should coordinate with supervisors in other departments when setting remote work schedules to ensure the number of remote work staff on each date of the week is relatively constant.

Technology Requirements

The City will determine, with information supplied by the employee and the supervisor or Department Director, the appropriate equipment such as a laptop, monitor, scanner, mouse, keyboard, etc., for each remote working arrangement.

- Equipment supplied by the City will be maintained by the City. However, it is the employee's responsibility to ensure the equipment is handled and secured to prevent loss, damage, and misuse.
- Equipment supplied by the employee, if deemed appropriate by the City, will be maintained by the employee. The City is not responsible for damage or repairs to employee-owned equipment.

The City reserves the right to make determinations as to appropriate equipment.

Remote Workspace Requirements

The employee must establish a safe and appropriate remote work environment.

- The City will not be responsible for costs associated with the setup of the employee's remote work location, such as remodeling, furniture, lighting, utilities, rent or insurance, internet connectivity or for repairs or modifications to the remote office space.
- The employee's remote workspace environment should be free from disruptions and distractions that negatively affect attendance and/or the performance of job duties.
- Remote work should not be used to provide active care for a child or other dependents. Employees should arrange care so as not to interfere with performing the requirements of their position.
- The employee's off-site workspace will be considered an extension of the City workspace. The employee must maintain their designated workspace in a safe condition, free from hazards, noise and other dangers to the employee and equipment. The off-site workspace should provide an adequate and appropriate work area and environment.
- Materials and files that are taken home should be kept in the designated work area at home and not be made accessible to others.

Liability

Injuries sustained by an employee while telecommuting off-site during the employee's working hours are normally covered by workers' compensation. Employees working remotely are responsible for promptly notifying their supervisor of such injuries.

Employees working remotely are solely responsible and liable for any injuries sustained by visitors to their off-site workspace. Homeowner's insurance and any changes in rates or coverage are the responsibility of the employee. All business correspondence, invoices, and general office mail will continue to be addressed directly to City Hall.

Remote Employee Availability/Responsiveness Requirements

An employee who is working remotely must be available and responsive during regularly scheduled work hours. Regardless of an agreed-upon remote work schedule, if an employee's in-person presence is needed, the employee must remain willing and able to come to the worksite to perform job duties. Supervisors should give at least 24-hour advance notice whenever possible. A request to come to the worksite during regularly scheduled work hours is not considered a schedule change.

If an employee is directed to report to city hall after the remote worker has started working for the day, the time spent traveling from the remote worksite to city hall shall be treated as "job site" to "job site" travel, and the employee's travel time shall be counted as hours worked and compensated accordingly. Supervisors should give at least 24-hour advance notice whenever possible. A request to come to the worksite during regularly scheduled work hours is not considered a schedule change.

If the employee is directed to report to city hall to begin their workday, travel time to city hall should be treated as regular commuting, which is not eligible for compensation. For this reason, and due to tax implications, the city will not approve remote work arrangements where the employee's remote work location would be permanently outside the State of Washington.

Remote Employee Disciplinary Action Requirements

Failure to follow the rules and guidelines stated in this policy may result in progressive disciplinary action up to and including termination and in accordance with the relevant union contract.

2-9. Compensation

The City Manager or his/her designee is responsible for preparing a salary schedule that establishes pay ranges for each job classification. This salary schedule is in effect only with City Council approval and any subsequent changes in the salary schedule must be approved by the City Council.

It is the intent of the City to attract and to retain quality employees. Within budget limitations, the City endeavors to pay salaries competitive with those of other employees in the applicable labor market. Salaries are reviewed on an annual basis and, resources permitting, an annual adjustment may be applied to salary ranges by the City Council. Typically, non-represented employees' annual salary range adjustments reflect June to June's prior year change to the Seattle, Tacoma, Bellevue CPI-W. If this figure is less than 0% or greater than 4%, the City Council (or its subcommittee), City Manager & Finance/HR Director will meet to determine the range adjustment. Refer to Collective Bargaining Agreements for negotiated, required increases for represented

employees.

New employees will normally start their employment at the beginning of the pay range for their classification. However, the City Manager may approve compensation at a higher rate in the pay range when qualified applicants cannot be recruited or the department director determines the best-qualified applicant has experience and qualifications that warrant a higher salary.

Non-represented employees are eligible for a step increase within the range for their position on their performance review date (usually their anniversary date). Salary increases are contingent upon satisfactory performance with performance appraisals required for all increases. If an employee's performance is unsatisfactory, the department director will recommend that the City Manager defer a scheduled pay increase for a specified period or until the employee's job performance is satisfactory. A written work plan for improvement, agreed to between the department director and the employee, must be successfully achieved before the employee is eligible to receive a deferred salary increase. No deferred salary increase shall be made retroactive.

Compensation Upon Separation

The affected department will notify the finance department of the employee's separation date for payroll purposes. A final paycheck will be issued to the employee per RCW 49.48.010. Upon an employee's separation from City employment represented employees will be compensated according to the applicable collective bargaining agreement. Unrepresented employees will receive the following compensation: regular wages for all hours worked that have not been paid, overtime/compensatory time, and payment of any accrued but unused vacation. No unused floating holiday will be paid out upon separation. Unrepresented employees with a minimum of ten (10) years of service shall be paid for 25% of unused accrued sick leave up to a maximum of 180 Hours. Payment will be made at the next regularly scheduled payday.

2-10. Timekeeping Procedures

Employees must record their actual time worked for payroll and benefit purposes. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms as prescribed by management.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

Exempt employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave or personal business.

Non-exempt employees may not start work until their scheduled starting time.

It is the employee's responsibility to sign time records to certify the accuracy of all time recorded. Any errors in the time record should be reported immediately to a supervisor, who will attempt to correct legitimate errors.

2-11. Overtime and Compensatory Time

When The City of Medina experiences periods of extremely high activity, additional work may be required. Supervisors are responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide employees with adequate advance notice in such situations when possible. Employees may work overtime only with prior management authorization. Any non-exempt employee who

works overtime without authorization may be subject to disciplinary action, up to and including termination.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) their regular hourly wage for all time worked in excess of 40 hours each workweek, unless otherwise required by applicable law. Overtime pay is calculated based on actual hours worked. Paid time off, holidays, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. on Monday and ends 168 hours later at 12 a.m. on the following Monday.

The maximum accrual of comp time shall not exceed two hundred forty (120) hours or limits set by CBA. If comp time exceeds the maximum accrual, then the excess comp time over the maximum accrual will be paid as overtime compensation at the current overtime rate. Every employee's compensatory time accrual will be reviewed at year-end as part of the City's budget preparation for the upcoming year.

2-12. Your Paycheck

Employees will be paid semi-monthly or monthly for all the time worked during the past pay period.

Payroll stubs itemize deductions made from gross earnings. By law, The City of Medina is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received.

If there is an error in any employee's pay, the employee should bring the matter to the attention of the Director of Finance immediately so the City can resolve the matter quickly and amicably.

Paychecks will be given only to the employee, unless the employee requests that they be mailed or authorizes in writing that another person may accept the check.

2-13. Direct Deposit

The City of Medina strongly encourages employees to use direct deposit. Authorization forms are available from the Director of Finance.

2-14. Salary Advances

The City of Medina does not permit advances on paychecks or against accrued paid time off. Advance pay for vacation must be requested in writing at least two weeks prior to the vacation period.

2-15. Artificial Intelligence

The City recognizes that the use of artificial intelligence (AI) tools can potentially assist employees with the performance of job duties. However, there are many risks. To ensure the protection of confidential information and the integrity of our operations, as set forth below, all employees who wish to use AI tools must receive management approval and, if granted, comply with the below best practices.

Evaluation of AI tools. Employees must evaluate the utility and security of any AI tool before using it. This includes reviewing the tool's security features, terms of service, and privacy policy. Employees also should

review the reputation of the tool developer and any third-party services used by the tool. But most importantly, employees must receive management approval prior to using any AI tool after explaining the manner in which it will be used and the benefits to the business.

Protection of confidential data. In using any AI tool, employees must not upload or share any confidential, proprietary, or protected data without prior written approval from the Head of Human Resources. This includes data related to customers, employees, or partners. Similarly, employees must ensure any AI tool does not utilize confidential or copyrighted information of a third party.

Access control. Employees must not give access to any AI tools approved for business use to anyone outside the City without prior approval from the Head of Human Resources and implementation of processes as required to meet security compliance requirements. This includes sharing login credentials or other sensitive information with third parties.

Compliance with security policies. Employees must apply the same security best practices we use for all The City of Medina and customer data. This includes using strong passwords, keeping software up-to-date, and following the City's data retention and disposal policies.

2-16. Open Door Policy

All employees have the opportunity to express ideas and opinions to management. The City believes that open communication is essential to a successful work environment, as well as to the City's success. All employees may express ideas and opinions directly to City management. Employees who would like to bring an idea or suggestion to the City's attention, or just simply wishes to discuss an issue not covered by a separate reporting procedure, are always welcome to send an email or make a call to Human Resources.

2-17. Record Retention

The City of Medina acknowledges its responsibility to preserve information relating to litigation, audits and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the City and its employees and possible disciplinary action against responsible individuals (up to and including discharge of the employee). Each employee has an obligation to contact the the City Manager to inform them of potential or actual litigation, external audit, investigation or similar proceeding involving the City that may have an impact on record retention protocols.

2-18. Safe Harbor Policy for Exempt Employees

It is The City of Medina's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Those classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work for The City of Medina. This salary will be established at the time of hire or classification as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, salary is subject to certain deductions. For example, unless state law requires

otherwise, salary can be reduced for the following reasons:

- full-day absences for personal reasons;
- full-day absences for sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing wage replacement benefits for such absences (deductions also may be made for the exempt employee's full-day absences due to sickness or disability before the employee has qualified for the plan, policy or practice or after the employee has exhausted the leave allowance under the plan);
- full-day disciplinary suspensions for infractions of our written policies and procedures;
- Family and Medical Leave Act absences (either full- or partial-day absences);
- to offset amounts received as payment from the court for jury and witness fees or from the military as military pay;
- the first or last week of employment in the event the employee works less than a full week; and
- any full work week in which the employee does not perform any work.

Salary may also be reduced for certain types of deductions such as a portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.

In any work week in which the employee performed any work, salary will not be reduced for any of the following reasons:

- partial day absences for personal reasons, sickness or disability;
- an absence because the City has decided to close a facility on a scheduled work day;
- absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any offsets as set forth above); and
- any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

If employees believe they have been subject to any improper deductions, they should immediately report the matter to a supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), they should immediately contact the Director of Finance or any other supervisor in The City of Medina with whom the employee feels comfortable.

2-19. Job Postings

The City of Medina is dedicated to assisting employees in managing their careers and reaching their professional goals through promotion and transfer opportunities. This policy outlines the online job posting program which is in place for all employees. To be eligible to apply for an open position, the employees must meet the following requirements:

- Be a current, regular, full-time or part-time employee;
- Have been in current position for at least six (6) months;
- Maintain a performance rating of satisfactory or above;
- Not be on conduct/performance-related probation or warning;
- Meet the job qualifications listed on the job posting; and

- Provide their current manager with notice prior to applying for the position.

If employees find a position of interest on the job posting website and they meet the eligibility requirements, an online job posting application must be completed in order to be considered for the position. Not all positions are guaranteed to be posted. The City reserves the right to seek applicants solely from outside sources or to post positions internally and externally simultaneously.

For more specific information about the program, please contact the Human Resources Department.

2-20. Performance Review

To ensure all employees perform their jobs to the best of their ability, it is important for the employee and his/her supervisor to communicate openly and frequently about the job and any concerns or problems the employee may be experiencing. To accomplish this, the City has established a performance review process.

During the working trial period, the supervisor and the employee will meet to discuss the employee's progress as needed. The supervisor may extend the working trial period at his/her discretion if s/he believes that an additional period is needed to evaluate the performance of the employee. All employees who have successfully completed their working trial period will receive a written evaluation at the end of the trial period, normally six (6) months. Successful completion of the working trial period does not change or alter the status of at-will employees.

Employees receive performance reviews annually on or near their employment anniversary date. Normally, this occurs twelve (12) months from the last review date; however, the formal performance review date may be delayed or be accelerated by the supervisor based on work load issues, scheduling conflicts, or the employee's performance (see "Merit Increases" in Section 5.04). Supervisors and employees are expected throughout the year to discuss performance issues and progress on mutually set annual goals.

The primary purpose of the performance review is to ensure employees understand what is required of them for successful performance of their job duties and requirements. Additionally, evaluations may be used as a factor in pay increase decisions for non-represented employees, performance improvement, counseling efforts, career growth, determination of training needs, and other job-related issues.

Employees are expected to fully participate and cooperate in the evaluation process.

2-21. City Manager Review

While the City Manager receives feedback from the City Council, Citizens, and City Staff on a regular basis, it is important for personal and professional development that a formal evaluation be conducted each year. Not only does an evaluation provide an opportunity to review the past year's activities, but it also facilitates discussion of objectives and priorities for the coming year.

The City Council shall review and evaluate the performance of the City Manager after the first six months, and annually thereafter, on or about their anniversary date.

After the first six months and annually thereafter, the City Council and the City Manager shall define such goals and performance objectives which they determine necessary for the proper operation of the City and in the attainment of the Council's policy objectives. Said goals and objectives shall be reduced to writing. They shall generally be attainable within the time limitations as specified and the annual operating and capital budgets and appropriations provided.

At its discretion, the City Council may consider increases in base salary, deferred compensation, retirement contribution, and/or other allowances given by the City to the City Manager.

Procedures

Step 1 - Soliciting Input and Setting Goals

The Mayor or designee shall solicit input from City Council members and, optionally, City Department Directors, regarding the City Manager's performance during the past year and recommend goals and objectives for the coming year. This input shall be aggregated for presentation to the Council in an Executive Session.

City Manager may also submit recommended goals and objectives for the coming year to the Mayor and City Council.

The City Council may meet in Executive Session to review and discuss the input received from the City Council Members, City Department Directors, and the City Manager.

The City Council will develop goals and performance objectives for the coming year and if necessary, any changes to compensation.

Step 2 Personnel Committee

The Personnel Committee will meet with the City Manager and review the goals and performance objectives developed by the City Council as well as any compensation changes.

Step 3 City Council Action

The goals and performance objectives will be adopted by the City Council at a Regular City Council Meeting.

2-22. Credit Card Usage, and Purchasing Policy

Credit Card Usage

The Director of Finance shall implement the following system for the distribution, authorization and control of credit limits and payment of bills related to the use of credit cards by City officials and employees.

Credit Cards

Credit Cards may be distributed to City officials and employees who, in the opinion of Director of Finance have job responsibilities which would be facilitated using a credit card and the use of the credit card would benefit the City. The employee must sign and submit the City's Credit Card User Agreement form upon being issued a card. The Director of Finance shall set credit limits. See City of Medina Municipal Code 2.58.050 for more details.

The payment of credit card bills shall adhere to the following process:

1. Cardholders are accountable and responsible for the expenses charged on the credit card issued in their name or the City's name.
2. Credit/purchasing cards are to be used for City business only and not for personal use. All purchases must be accompanied by a business justification description for each item purchased.
3. Prior to request for payment of credit card bills, the bill will include: Department director or City Manager approval, business justification/description for each line item and department budget coding.
4. The purchaser must retain all receipts and reconcile the credit card bill within a prompt timeline to prevent late charges and finance fees. Receipts must be attached for each item purchased, along with a description for city business justification.
5. Purchases which are unauthorized, or which are for non-city business shall be repaid to the City promptly by the employee who initiated the unauthorized charge. The City Manager or her/his designee is directed and authorized to take all necessary legal actions to recover any unauthorized charges. City of Medina Municipal Code 2.58.070.
6. Purchase returns and billing errors are the responsibility of the cardholder. The cardholder is responsible to resolve all disputes directly with the purchasing vendor or the merchant.
7. Credit cardholders should not use the card after the period where charges are disallowed until the charges are resolved. Credit card accounts may be closed at the discretion of the Director of Finance with City Manager approval.
8. The City shall have unlimited authority to revoke the use of any purchasing/credit card if:
 1. The card is used in a manner inconsistent with City Policy;
 2. The cardholder resigns or is terminated from employment with the City;
 3. The credit card billing is not submitted with the proper approval signature, receipts, business justification and within prompt timelines outlined above;
 4. Finance charges are incurred because of employee's failure to comply with item d) listed above;
or
 5. The card is lost or stolen.

9. Lost or stolen credit cards must be reported immediately to the Director of Finance.
10. City credit cards should not be used for cash advances. (See Cash Advances below.)

Petty Cash

There is established in the City of Medina a "Petty Cash Fund," a fund established solely for making payment and/or small reimbursements for City-related purchases. The fund has been established in the amount of two hundred dollars (\$200).

Petty Cash Disbursements are authorized by Central Services.

Authorized Disbursers are: Administrative (Central) Services Personnel (primary and alternate)

Authorized Request Approvers are: City Clerk (Primary) and Director of Finance and City Manager (Alternate).

Petty Cash Process:

- a. Disbursements shall be logged each time Petty Cash Funds are released and returned.
- b. The City of Medina "Petty Cash Request/Expenditure Tracking Log" Form must be completed for Petty Cash requests.
- c. The Description of the Item purchased field must be completed, along with the recipient name and name of the person disbursing the cash.
- d. Receipts must be returned to Central Services for submission to Finance for documentation/audit purposes.

Purchasing Authorization

Purchases that exceed the City Manager's purchase authorization threshold of fifty-thousand dollars (\$50,000) must be presented to City Council for pre-approval prior to placing the order.

All department purchases must be approved by the department director, supervisor or the City Manager. In addition, purchases must not exceed the adopted budget for the department without City Manager's approval.

Non-allowable expenses:

- Meals, other than travel related, that are provided outside a public event such as the Public Works Annual BBQ.
- Tips and delivery costs above fifteen percent (20%) of the total food public event meals;
- First class or business airfare;
- Alcoholic beverages;

- Fines, forfeitures, tickets or penalties;
- Long distance phone calls from hotel rooms;
- Expenses incurred by a spouse, family member, or other person not authorized under the City's policies;
- Travel insurance;
- Cash advances;
- Items or services for personal use;
- Gifts or flowers for an employee or family member;
- Meritorious service/years of service plaques are allowable as long as they are presented in a public meeting, less than \$100 and equitably administered across all employees.

2-23. Travel Per-Diem

Actual meal costs must be documented by an itemized receipt, listing what was purchased, not just the total. Alcohol charges are prohibited. Total meal costs should not exceed sixty dollars (\$60.00) per day including tip. Additional amounts may be approved by the City Manager, where required in high-cost areas. Tips may not exceed twenty percent (20%) of the service bill. If meal costs are for persons other than the employee, those persons must be entitled to reimbursement in their own right and shall be listed by name and title, along with the nature of the topic of discussion, or purpose of the meeting.

2-24. Trainings

The City seeks, within the limits of available resources, to develop staff by offering training opportunities that will increase employee job knowledge and skills. Opportunities may include, but are not limited to: on-the-job training, in-house workshops, seminars sponsored by other agencies or organizations, and programmed learning courses. Training assigned by the City usually occurs during employee work time and is paid for by the City.

As part of the performance review process, the employee and his/her supervisor may set employee development goals that identify training priorities for the next review period. All training should be job related and be within budget allocations.

Section 3 - Benefits

3-1. Benefits Overview

In addition to good working conditions and competitive pay, it is The City of Medina's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs The City of Medina provides employees and their families. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from the Director of Human Resources. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, The City of Medina (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the City intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If employees have any questions regarding benefits, they should contact the Director of Human Resources.

3-2. Paid Holidays

Full-time, Part-time employees will be paid for the following holidays:

New Year's Day

Martin Luther King, Jr. Day

President's Day

Memorial Day

Independence Day

Labor Day

Veterans' Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day

Juneteenth

Two Floating Holidays

When holidays fall or are celebrated on a regular work day, eligible employees will receive one (1) day's pay at their regular straight-time rate. Eligible employees who are called in to work on a holiday will receive one (1) day's pay at their regular straight-time rate, and an additional payment of straight-time for the actual time they work that day.

If a holiday falls within an eligible employee's approved vacation period, the eligible employee will be paid for the holiday (at the regular straight-time rate) in addition to the vacation day, or the eligible employee will receive an additional vacation day at the option of the City.

If a holiday falls within a jury duty or bereavement leave, the eligible employee will be paid for the holiday (at the regular straight-time rate) in addition to the leave day, or the eligible employee will receive an additional day off at the option of the City.

3-3. Floating Holidays

Floating Holiday: Unless an applicable labor agreement provides otherwise, each regular full-time employee is entitled to two floating holidays per calendar year. Regular part-time employees shall receive pro-rated floating holiday leave in proportion to the number of hours in their normal work schedule. Temporary employees are not eligible for floating holidays. Floating holidays are awarded at the beginning of each calendar year and used any time after an employee completes the trial period, subject to the following conditions:

- The floating holiday shall be scheduled by agreement between the employee and his/her supervisor.
- The holiday must be used by the end of the calendar year and cannot be carried over into the next year. Unused floating holidays are not compensated upon termination.

3-4. Vacation

Vacation hours are credited at the completion of each pay period. New hires will receive a full month accrual if start day is in the first half of the month, ½ amount if after middle of month and zero if starting in the last 5 days of the month. Regular part-time employees earn vacation on a pro-rated basis. Temporary employees are not eligible for vacation leave unless approved in writing by the City Manager.

Vacations shall be scheduled at such times as the Department directors find most suitable after considering the wishes of the employees and the requirements of the department. As a general guideline, leave requests of one (1) week or more in duration should be submitted in writing at least thirty (30) days in advance. Vacation requests for less than one week should be submitted as soon as practicable, recognizing that vacation leave will

be approved on a first-come, first-served basis, based upon the City's staffing and operational needs.

Vacation Accrual: Employees are encouraged to use vacation leave in the year it is earned. The maximum vacation leave that an employee may carry over at the end of each year is 1.5 times annual leave accrual level, or as specified in an applicable labor agreement. Any hours earned above the maximum must be taken by the end of the calendar year. HR/Payroll will notify employees, along with their managers, before the beginning of the 4th quarter if they are projected to exceed the limit at year-end. Employees are expected to schedule the necessary leave to bring their balance down to within the carryover limit by the end of the year.

Excess carryover leave may be allowed with advance written approval by the City Manager, or with advance City Council approval for the City Manager's excess carryover. Employees granted permission to carryover excess leave are expected to be within the limit by the end of the following calendar year. If a non-represented employee has failed to bring their balance within the limit by the end of that following year, that employee's vacation accrual will cease until their balance is within their carryover limit.

Vacation Accrual Schedule

<u>Length of Continuous Service</u>	<u>Annualized Leave</u>
1 st Year	96 Hours
2 nd - 4 th Year	112 Hours
5 th - 7 th Year	128 Hours
8 th - 9 th Year	144 Hours
10 th - 14 th Year	160 Hours
15 th - 19 th Year	176 Hours
20 th and Subsequent Years	200 Hours

Minimum Vacation Use: Vacation may be used at a minimum rate of one (1) hour per day for non-exempt employees. Exempt employees are required to use vacation at a minimum rate of one (1) day. Employees will be paid for accrued but unused vacation time upon separation from employment.

3-5. Management Leave

Department Directors and City Manager shall receive two (2) weeks per year of Management Leave. This is granted at the beginning of each year in recognition of job requirement attendance at many meetings held outside of standard business hours, in lieu of overtime/comp time. Management Leave must be used in the year earned and cannot be carried over from one year to the next. No compensation shall be provided for unused Management Leave when an employee leaves City service.

3-6. Sick Leave

Full-time employees are eligible to receive up to twelve (12) paid sick days each year, with part-time employees earning a prorated amount. If the employees will be out of work due to illness, they must call in and notify their supervisor as early as possible, unless an emergency situation exists, in which case notice must be provided as soon as practicable. If the employees call in sick for three (3) or more consecutive days, they may be required to provide their supervisor with a doctor's note on the day they return to work.

Exempt employees are required to use sick leave at a minimum rate of one (1) day. Non-exempt employees must use sick leave at a minimum rate of 15 minutes or an alternate amount if outlined in their CBA.

Advanced but unaccrued sick days will be deducted from the final paycheck, to the extent permitted by state law. By accepting a sick leave advance, employees acknowledge that this constitutes a debt to the City, which is voluntarily incurred by them for their own personal benefit, and that the City is expressly authorized to deduct any advanced but unaccrued sick leave from their final paycheck.

3-7. Sick Leave Usage

Usage

These changes reflect amendments to the Washington Paid Sick Leave Laws.

Employees may use paid sick leave for absences due to:

- An absence resulting from the employee's mental or physical illness, injury or health condition; to accommodate the employee's need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or the employee's need for preventive medical care;
- To allow the employee to provide care for a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or care for a family member who needs preventive medical care;
- When the employee's place of business has been closed by order of a public official for any health-related reason, or when the employee's child's school or place of care has been closed for such a reason; or after the declaration of an emergency by a local or state government or agency, or by the federal government;
- An absence covered under Washington's Domestic Violence Leave Act, as addressed further within the Leave for Victims of Domestic Violence.

For purposes of this policy, family member includes:

- a child, including a biological child, adopted child, foster child, stepchild; or a child to whom the employee stands in loco parentis, is a legal guardian of, or is a de facto parent, regardless of age or dependency status;
- a parent, including a biological parent, adoptive parent, de facto parent, foster parent, stepparent, or legal guardian of the employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child;
- a spouse;
- a registered domestic partner;
- a grandparent;
- a grandchild;
- a sibling.
- any individual who regularly resides in the employee's home or where the relationship creates an expectation that the employee care for the person, and that individual depends on the employee for care.

The employee's use of paid sick leave will not be conditioned upon searching for or finding a replacement worker.

Unless advised otherwise by the employee, the City will assume, subject to applicable law, that employees want to use available paid sick leave for absences for reasons set forth above and employees will be paid for such absences to the extent they have paid sick leave available.

The City may withhold payment of paid sick leave hours where the employee is demonstrated to have used paid sick leave for an uncovered purpose, however, their available paid sick leave hours will not be deducted.

Employees will be notified of their available paid sick leave on each itemized wage statement.

Notice and Documentation

Employees are required to give reasonable notice of an absence from work. Employees should make a reasonable effort to schedule the use of paid sick time in a manner that does not unduly disrupt the City's operations. Requests to use earned paid leave time may be made orally, in writing, or electronically (e.g., via email), and whenever possible, the request must include the expected duration of the employee's absence. When the use of paid sick leave is foreseeable, the employee is required to make a good faith effort to provide notice of the need for such time to the Director of Human Resources at least 10 days in advance of the use of the paid sick leave or as soon as practicable. When the use of earned sick time is not foreseeable, the employee is required to provide notice to the Director of Human Resources as soon as possible before the start of their workday or as soon as practicable under the circumstances. In the event it is impracticable for the employee to provide notice, a person may provide notice on the employee's behalf.

For paid sick leave of more than three (3) consecutive work days, the City requires documentation verifying that the employee's use of paid sick leave is for an authorized purpose. Documentation must be provided within a reasonable time period during or after the leave. Documentation should not explain the nature of the employee's or a family member's health condition or the details of domestic violence, sexual violence, abuse or stalking. Employees have the right to assert that the verification requirement results in an unreasonable burden or expenses on the employee. If the employee anticipates that the requirement will result in an unreasonable burden or expense, the employee may provide an oral or written explanation to the Director of Human Resources which asserts that the employee's use of paid sick leave was for a covered purpose and how the verification requirement creates an unreasonable burden or expense on the employee.

3-8. Paid Sick Leave (Seasonal Employees)

Eligibility

The City provides paid sick leave to seasonal and temporary employees who work in Washington and are not eligible for City of Medina's sick leave policy. For non-exempt employees who work in Washington who are eligible for sick time under the general Sick Days policy and/or any other applicable sick time/leave law or ordinance, this policy applies solely to the extent it provides greater benefits/rights on any specific issue or issues than the general Sick Days policy and/or any other applicable sick time/leave law or ordinance.

Accrual

Employees accrue one (1) hour for every 40 hours worked. For purposes of this policy, the accrual period is the consecutive 12-month period beginning on January 1 and ending on December 31.

Usage

Employees may use paid sick leave beginning on the 90th calendar day of employment. Paid sick leave must be used in 1-hour intervals.

Employees may use paid sick leave for absences due to:

- an absence resulting from the employee's mental or physical illness, injury or health condition; to accommodate the employee's need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or the employee's need for preventive medical care;
- to allow the employee to provide care for a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or care for a family member who needs preventive medical care;
- when the employee's place of business has been closed by order of a public official for any health-related reason or when the employee's child's school or place of care has been closed for such a reason; or
- an absence covered under Washington's Domestic Violence Leave Act, as addressed further within the Leave for Victims of Domestic Violence.

For purposes of this policy, family member includes:

- a child, including a biological child, adopted child, foster child, stepchild; or a child to whom the employee stands in loco parentis, is a legal guardian of, or is a de facto parent, regardless of age or dependency status;
- a parent, including a biological parent, adoptive parent, de facto parent, foster parent, stepparent, or legal guardian of the employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child;
- a spouse;
- a registered domestic partner;
- a grandparent;
- a grandchild; or
- a sibling.

The employee's use of paid sick leave will not be conditioned upon searching for or finding a replacement worker.

Unless advised otherwise by the employee, the City will assume, subject to applicable law, that employees want to use available paid sick leave for absences for reasons set forth above and employees will be paid for such absences to the extent they have paid sick leave available.

The City may withhold payment of paid sick leave hours where the employee is demonstrated to have used paid sick leave for an uncovered purpose, however, their available paid sick leave hours will not be deducted.

Employees will be notified of their available paid sick leave on each itemized wage statement.

Notice and Documentation

Employees are required to give reasonable notice of an absence from work. Employees should make a reasonable effort to schedule the use of paid sick time in a manner that does not unduly disrupt the City's operations. Requests to use earned paid leave time may be made orally, in writing, or electronically (e.g., via email), and whenever possible, the request must include the expected duration of the employee's absence. When the use of paid sick leave is foreseeable, the employee is required to make a good faith effort to provide notice of the need for such time to the Director of Human Resources at least 10 days in advance of the use of the paid sick leave or as soon as practicable. When the use of earned sick time is not foreseeable, the employee is required to provide notice to the Director of Human Resources as soon as possible before the start of their workday or as soon as practicable under the circumstances. In the event it is impracticable for the employee to provide notice, a person may provide notice on the employee's behalf.

For paid sick leave of more than three (3) consecutive work days, the City requires documentation verifying that the employee's use of paid sick leave is for an authorized purpose. Documentation must be provided within a reasonable time period during or after the leave. Documentation should not explain the nature of the employee's or a family member's health condition or the details of the domestic violence, sexual violence, abuse or stalking. Employees have the right to assert that the verification requirement results in an unreasonable burden or expenses on the employee. If the employee anticipates that the requirement will result in an unreasonable burden or expense, the employee may provide an oral or written explanation to the Director of Human Resources which asserts that the employee's use of paid sick leave was for a covered purpose and how the verification requirement creates an unreasonable burden or expense on the employee.

Payment

Paid sick leave will be paid at the same hourly rate the employee earns from their employment at the time the employee uses such time, but no less than the applicable minimum wage, unless otherwise required by applicable law. Use of paid sick leave is not considered hours worked for purposes of calculating overtime.

Carryover and Payout

The employee may carry over up to 40 hours of accrued, unused paid sick leave to the following calendar year. Unused paid sick leave will not be paid at separation.

Enforcement and Retaliation

Retaliation or discrimination against the employee who requests paid sick days or uses paid sick days or both is prohibited, and employees may file a complaint with the Washington State Department of Labor & Industries against an employer who retaliates or discriminates against the employee.

Questions about rights and responsibilities under the law can be answered by the Director of Human

Resources.

3-9. Shared Leave Program

Employees may donate their accrued sick leave into a pool bank for use by eligible City employees who are suffering from, or who has an immediate family member suffering from, an extraordinary or severe illness, injury, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or to terminate his/her employment. While an employee is using shared leave, he/she will continue to receive the same treatment with respect to salary and benefits that the employee would otherwise receive if using vacation or sick leave. The following conditions apply:

Employee Donation of Sick Leave

The donation of sick leave is strictly voluntary and is irrevocable.

An employee may donate sick leave at any time to a pool for use by eligible recipients. Any unused sick leave so donated remain in the donor pool and will not be returned to the donating employee.

The donation of sick leave is on a dollar-by-dollar basis.

The minimum number of sick leave hours that a benefits-eligible employee may donate is 8 hours. All donations will be in increments of whole hours.

The maximum number of sick leave hours a benefits-eligible employee may donate in one calendar year is 40 hours.

No employee may donate sick leave if, after that donation, his/her balance of sick leave is less than 100 hours.

Recipient Eligibility

Employees may utilize donated leave when they have exhausted all available accrued vacation and sick leave. The employee or immediate family member must provide certification from a licensed physician of a serious medical condition as described above.

Conditions or Circumstances That Do Not Qualify for Receipt of Donated Leave

Employees may not receive donated leave in the following circumstances:

Any occupationally-related accident or illness which is compensable under Workers' Compensation benefits;

Disability incurred during the commission of a felony (including driving while impaired) or assault; or

Disability related to an uncomplicated pregnancy/delivery.

An employee may also not utilize donated leave:

During the period of any disciplinary suspension;

While receiving disability insurance/Social Security Income (SSI) benefits; or

After the termination of employment.

Application Process to Utilize Donated Leave

An eligible employee may request donated leave by submitting a written request and the physician's certification to the HR Manager.

The minimum number of hours that a benefits-eligible employee may request is 8 hours.

In the event of a chronic illness or injury requiring episodic treatment (dialysis, chemotherapy, radiation therapy, physical therapy), the recipient may use donated leave in non-consecutive increments.

No individual employee may receive donated leave more than 320 hours (8 weeks) during one consecutive 12-month period.

Donated Leave Approval Process

The HR Manager, along with the City Manager and the applicant's supervisor/department head will review the request for donated leave within 5 business days of receiving the request.

The HR Manager will notify the applicant about the review panel's decision as well as Payroll if request is approved.

Applicants who have had their request denied can discuss any special situations that should be considered in appeal to the City Manager.

3-10. Bereavement Leave

The death of a family member is a time when employees wish to be with their families. If the employee is full-time or part-time and loses a close relative, the employee will be allowed paid time off of up to four (4) workdays to assist in attending to obligations and commitments. For the purposes of this policy, a close relative includes a spouse, domestic/civil union partner, parent, sibling, or any other relation required by applicable law. Paid leave days may be taken only on regularly scheduled, consecutive workdays following the day of death. Employees must inform their supervisor prior to commencing bereavement leave. In administering this policy, The City of Medina may require verification of death.

3-11. Jury Duty

The City of Medina realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of a request to perform jury duty and verification of their service.

Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, employees may be asked to try to postpone jury duty.

Employees on jury duty leave will be paid for their jury duty service in accordance with state law; however, exempt employees will be paid their full salary for any week in which time is missed due to jury duty if work is performed for the City during such week.

3-12. Voting Leave

In the event employees do not have sufficient time outside of working hours to vote in a statewide election, if required by state law, the employee may take off enough working time to vote. Such time will be paid if required by state law. This time should be taken at the beginning or end of the regular work schedule. Where possible, supervisors should be notified at least two (2) days prior to the voting day.

3-13. Workers' Compensation

On-the-job injuries are covered by The City of Medina's Workers' Compensation Insurance Policy, which is provided at no cost. If employees are injured on the job, no matter how slightly, they should report the incident immediately to their supervisor. Failure to follow City procedures may affect the ability of employees to receive Workers Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

Coordination of Benefits -

When the employee receives Workers' Compensation benefits, s/he is required to repay to the City the amount covered by Workers' Compensation and previously advanced by the City. This policy is to ensure that employees receive prompt and regular payments during periods of injury or disability if accrued sick or other leave is available, while also ensuring that no employee receives more than s/he would have received had the injury not occurred. Upon repayment of funds advanced, the appropriate amount of leave shall be restored to the employee's account. Employees may supplement Workers' Compensation salary benefits by using accrued sick or other forms of leave to increase their Workers' Compensation disability payments up to an amount not to exceed their net pay if they were working their regular schedule.

The City may require a medical examination, at its expense, performed by a physician of its choice, to determine when the employee can return to work and whether s/he can perform the duties of the position.

Citizens who volunteer for the "staff equivalent" services at the City shall be covered by the State Workers' Compensation program.

Workers Compensation Leave -

An employee receiving Workers Compensation benefits continues to accrue vacation leave and sick leave for up to twelve (12) months. The City also continues to pay for the employer's portion of health insurance premiums, provided that the employee continues to pay his/her share of premiums, if any. After twelve (12) months, the employee's benefits shall cease unless the City makes an exception. The employee may continue health care benefits by self-paying insurance premiums for the remainder of the time s/he receives Workers Compensation benefits.

3-14. Salary Continuation

The City of Medina provides enhanced monetary short-term disability benefits to full-time employees. These enhanced monetary benefits are inclusive of any monetary workers' compensation or statutory short-term disability benefits.

This is not a leave of absence provision. Employees who will be out of work must request a leave of absence. See the Leave of Absence sections of this handbook for more information. Employees will be required to submit medical certification as requested by The City of Medina. Required medical certification under this policy may differ from the medical certification required for any leave of absence requested.

3-15. Lactation Accommodations

The City of Medina will provide a reasonable amount of break time to accommodate employees desiring to express breast milk for their child, in accordance with and to the extent required by applicable law. The break time, if possible and permitted by applicable law, must run concurrently with rest and meal periods already provided. If the break time cannot run concurrently with rest and meal periods already provided, the break time will be unpaid, subject to applicable law.

The City may not be able to provide additional break time if doing so would seriously disrupt the City's operations, subject to applicable law.

The City will make reasonable efforts to provide employees with the use of a room or location in close proximity to the employee's work area, other than a bathroom, to express milk in private. This location may be the employee's private office, if applicable. Please consult the Director of Human Resources with questions regarding this policy.

Employees should advise management if they need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

3-16. Insurance Programs

Full-time employees may participate in The City of Medina's insurance programs. Under these plans, eligible employees will receive comprehensive health and other insurance coverage for themselves and their families, as well as other benefits.

Upon becoming eligible to participate in these plans, employees will receive summary plan descriptions (SPDs) describing the benefits in greater detail. Please refer to the SPDs for detailed plan information. Of course, feel free to contact the Director of Human Resources with any further questions.

3-17. Long-Term Disability Benefits

Full-time employees are eligible to participate in the Long-Term Disability plan, subject to all terms and conditions of the agreement between The City of Medina and the insurance carrier.

This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

3-18. Employee Assistance Program

The City recognizes that a wide range of problems - such as marital or family distress, alcoholism, and drug abuse - not directly associated with an individual's job function can nonetheless be detrimental to an employee's performance on the job. Consequently, we believe it is in the interest of employees and the City to provide an effective program to assist employees and their families in resolving problems such as these as the need arises. To this end, the City provides an Employee Assistance Program (EAP) for employees and their eligible family members. The EAP is designed to provide voluntary, private, confidential, and professional counseling outside the workplace for any type of personal problem. The EAP provides consultation services for referrals to local community treatment sources. All employees are eligible to use this program and are

encouraged to do so. Employee visits to the EAP are held in confidence to the maximum possible extent.

Participation in the EAP does not excuse employees from otherwise complying with City policies or from meeting normal job requirements during or after receiving assistance. Nor will participation in our employee assistance program prevent the City from taking disciplinary action against any employee for performance problems that occur before, during, or after the employee seeks assistance through the program.

3-19. Deferred Compensation Plan

The City of Medina provides a voluntary deferred compensation 457 plan for employees to contribute pre-tax and/or post-tax dollars. The City of Medina will match the first \$500 contributed by unrepresented employees. Represented employees will be compensated according to the employee's labor agreement.

3-20. Retirement Plan

The City of Medina makes contributions on behalf of all eligible employees to the Social Security System in addition to those contributions made by the employee through Federal Insurance Contributions Act payroll deductions. All regular uniformed employees in the police department are covered by the Law Enforcement Officers and Firefighters Retirement System (LEOFF). Benefit levels and contribution rates are set by the State of Washington. All regular full-time and eligible part-time non-uniformed employees are covered under the Public Employees Retirement System (PERS). Benefit levels, contribution rates, and eligibility criteria are determined by the State of Washington.

3-21. Transportation Reimbursement Program

The City of Medina provides a Transportation Reimbursement Program which allows all employees to pay for eligible transportation expenses with pre-tax income. Employees may participate on the first of the month after one (1) month of employment. The program works similarly to a Flexible Benefits Program, in which employees elect to have a portion of pre-tax income transferred to an account for future reimbursement for transportation expenses. The amount of contributions is subject to IRS limits which generally change every year. Upon becoming eligible to participate in this plan, employees will receive a Summary Plan Document (SPD) describing the benefit in greater detail. Employees should refer to the SPD for detailed plan information. Of course, employees also should feel free to speak to the Director of Human Resources if they have any further questions.

3-22. Tuition Reimbursement Program

To promote the continued education and professional growth of City employees, a tuition reimbursement benefit program is available to regular employees, subject to City budget considerations. Through reimbursement, an employee may have tuition costs for a job-related course reimbursed by the City following successful completion of course as follows:

- Reimbursement is for tuition only. No reimbursement is made for books, lab fees or travel costs.

- Reimbursement is capped at the prevailing rate for undergraduate tuition for in state students on a per credit basis established by the University of Washington.
- To qualify for reimbursement, the employee must submit a tuition reimbursement application and must receive prior approval for the coursework from the department director and City Manager. In addition, the employee must complete each course with a minimum grade of "pass" or "C".

Course work will be reimbursable as follows:

- Courses directly benefiting current duties and assignments but not considered training - fifty percent (50%) subject to the limits set forth above.
- Courses in a degree path directly benefiting future promotional opportunities with the City - fifty percent (50%) subject to the limits set forth above.
- Courses of a personal development nature or in a degree path not benefiting or indirectly benefiting the City or future promotional opportunities with the City - zero percent (0%). However, the City may make accommodations to the employee's work schedule to allow the employee to participate in the educational opportunity.
- Coursework, even if reimbursable, is on the employee's time and is not training, and as such, is not compensable time.

The City's decision whether to reimburse an employee for coursework is a decision within the City's discretion and is final and not subject to appeal.

Section 4 - Leaves of Absence

4-1. Personal Leave

If employees are ineligible for any other City leave of absence, The City of Medina, under certain circumstances, may grant a personal leave of absence without pay. A written request for a personal leave should be presented to management at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and employees are not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, medical certification also must be submitted. The request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as performance and attendance records. Normally, a leave of absence will be granted for a period of up to eight (8) weeks. However, a personal leave may be extended if, prior to the end of leave, employees submit a written request for an extension to management and the request is granted. During the leave, employees will not earn vacation, personal days, or sick days. Health insurance coverage is subject to the terms of the plan documents.

When the employee anticipates returning to work, he or she should notify management of the expected return date. This notification should be made at least one week before the end of the leave.

Upon completion of the personal leave of absence, the City will attempt to return employees to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise management of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by the City will be considered a voluntary resignation of employment.

Personal leave runs concurrently with any City-provided Short-Term Disability Leave of Absence.

4-2. Paid Family and Medical Leave

Eligibility

Employees who have worked 820 hours in the qualifying period (equal to 16 hours a week for a year) are eligible to apply for paid medical leave or paid family leave (collectively PFML). "Qualifying period" means the first four (4) of the last five (5) completed calendar quarters or, if eligibility is not established, the last four (4) completed calendar quarters immediately preceding the application for PFML. The 820 hours are cumulative, regardless of the number of employers or jobs someone has during a year. All paid work over the course of the year counts toward the 820 hours, including part-time, seasonal, and temporary work.

Entitlement

PFML is available to eligible employees for up to 12 weeks within any 52 consecutive week period. PFML may be used:

- To participate in providing care, including physical or psychological care, for a family member (child, grandchild, grandparent, parent, sibling, spouse, child's spouse or state registered domestic partner, or anyone who has an expectation to rely on the employee for care, whether living in the same household or not) with a serious health condition;

- To bond with the employee's child after the child's birth or after the placement of a child under the age of 18 with the employee;
- Because of any qualifying military exigency as permitted under the federal Family and Medical Leave Act (FMLA) for the employee's family member (child, grandchild, grandparent, parent, sibling, spouse, child's spouse or state registered domestic partner of an employee);
- Because of the employee's own serious health condition; or
- Because of the death of the employee's child for whom the employee would have qualified for medical leave for the birth of the child or would have qualified for family leave to bond with the child during the seven (7) calendar days following the death.

For purposes of the above, unless the context clearly requires otherwise, "child" includes: biological, adopted, or foster child; a stepchild or a child to whom the employee stands in loco parentis, is a legal guardian or is a de facto parent regardless of age or dependency status. "Parent" includes biological, adoptive, de facto or foster parent, stepparent or legal guardian of the employee or the employee's spouse or state registered domestic partner or an individual who stood in loco parentis to the employee when the employee was a child.

Qualifying military exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty, and attending post-deployment reintegration briefings.

If the employee faces multiple events in a year, the employee may be eligible to receive up to 16 weeks, and up to 18 weeks if the employee experiences a serious health condition during pregnancy that results in incapacity.

Leave to care for the employee's child after birth, or placement for adoption or foster care must be taken within one (1) year of the child's birth or placement. Leave for any other reason must be taken within one (1) year of the date of which the employee filed an application for the benefits.

These benefits are financed through both employee and The City of Medina contributions to the PFML program. The program is administered by the Washington Employment Security Department (ESD). The City will calculate and withhold premiums from employees' paychecks and send both employees' shares and the City's share, if applicable, to ESD on a quarterly basis.

While on PFML, employees are entitled to partial wage replacement at a portion of their average weekly pay. There is a waiting period of up to seven (7) consecutive calendar days of leave, but employees may use any paid time off (including vacation leave, personal leave, medical leave, sick leave, compensatory leave or any other paid leave offered under the City's established policy) to receive compensation during that waiting period. No waiting period is required where leave is for the medical leave for the birth parent taken upon the birth of a child, family leave for bonding after birth or placement of a child or for a military exigency. A waiting period will not reduce the maximum duration of an employee's available paid family or medical leave.

If the employee's average weekly wage is 50 percent or less of the state average weekly wage, the employee's weekly benefit is 90 percent of the average weekly wage. If the employee's weekly benefit is greater than 50 percent of the of the state average weekly wage, the weekly benefit is the sum of:

- 90 percent of 50 percent of the state average weekly wage; and
- 50 percent of the employee's average weekly wage that is greater than 50 percent of the state average weekly wage.

The ESD sets the maximum weekly benefit for PFML, and it will be adjusted effective January 1 of each

subsequent year as determined by the state based on 90 percent of the state's average weekly wage. Employees will be paid benefits directly by ESD rather than by the City.

In any week in which the employee is eligible to receive benefits under Title 50 (unemployment compensation) or certain provisions of Title 51 (industrial insurance) of the Revised Code of Washington, or any other applicable federal unemployment compensation, industrial insurance or disability insurance laws, the employee is disqualified from receiving PFML.

Definition of a Serious Health Condition

A serious health condition is an illness, injury, impairment or physical or mental condition that involves: inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider. Subject to certain conditions, the continuing treatment requirement may include, but is not limited to:

- A period of incapacity of more than three (3) consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition;
- Any period of incapacity due to pregnancy, or for prenatal care;
- Any period of incapacity or treatment for such incapacity due to a chronic serious health condition;
- A period of incapacity which is permanent or long term due to a condition for which treatment may not be effective; or
- Any period of absence to receive multiple treatments, including any period of recovery from the treatments, by a healthcare provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for: restorative surgery after an accident or other injury; or a condition that would likely result in a period of incapacity of more than three (3) consecutive, full calendar days in the absence of medical intervention or treatment, such as cancer, severe arthritis, or kidney disease.

Use of PFML

Employees do not need to use PFML in one block. PFML can be taken intermittently in minimum increments of eight (8) consecutive hours. PFML taken on an intermittent basis will not result in a reduction of the total amount of PFML to which the employee is entitled beyond the amount of PFML actually taken.

Employee Notice

Employees must provide the City at least 30 days' written notice before PFML is to begin if the need for PFML is foreseeable based on an expected birth, placement of a child or planned medical treatment for a serious health condition. Employees must provide the City written notice as soon as is practicable when 30 days' notice is not possible, such as because of a lack of knowledge of approximately when PFML will be required to begin, a change in circumstances or a medical emergency. Employees must provide written notice as soon as is practicable for foreseeable PFML due to a qualifying military exigency, regardless of how far in advance such PFML is foreseeable. When the need for PFML is not foreseeable, employees must provide written notice as soon as is practicable under the facts and circumstances of the particular situation. If the employee is unable to provide notice personally, written notice may be given by another responsible party, such as the employee's spouse, neighbor or coworker.

The employee must provide written notice to make the City aware that the employee may need PFML. The notice must contain at least the anticipated timing and duration of the PFML. Written notice includes, but is not limited to, handwritten or typed notices, and all forms of written electronic communications such as text

messages and email.

Whether PFML is to be continuous or is to be taken intermittently or on a reduced schedule basis, written notice need only be given one time, but the employee must inform the City as soon as is practicable if dates of the scheduled PFML change, are extended or were initially unknown.

Filing Claims with the ESD

The employee may apply for PFML benefits by:

- Using the ESD online services;
- Contacting the paid family and medical leave customer care center by telephone; or
- Using alternate methods authorized by ESD.

When the employee submits an application for PFML benefits, the employee must provide information sufficient for ESD to determine eligibility for benefits. This information includes, but is not limited to, information identifying the employee, the type and anticipated duration of PFML, as well as certification or documentation to validate the qualifying event. If the employee is in a claim year and has need for successive periods of benefits for the same qualifying event beyond what was originally approved, the employee must update the application. If the employee experiences a new qualifying event during a claim year, the employee must reopen the claim and provide additional information required by ESD before benefits can be paid. Any time the employee applies for PFML benefits, the application must be supported by documentation or certification as required by applicable law. For example, when PFML is taken because of the employee's own serious health condition or the serious health condition of a family member, medical certification from a health care provider will be required. However, the employee does not need to obtain medical certification during the six (6)-week postnatal period.

The ESD is solely responsible for determining if an employee is eligible for benefits.

Supplemental Benefits During PFML

The City offers the following supplemental benefits to employees who are receiving PFML: vacation leave, sick leave, other paid time off, comp time.

Job Benefits and Protection

Employees' eligibility for health insurance benefits while using PFML depends upon the terms of the insurance plan and/or the employees' use of FMLA, if applicable. If Employees are eligible to maintain their health coverage during PFML leave, Employees who contribute to the cost of their health insurance must continue to pay their portion of the premium cost while on PFML.

Employees who return from PFML generally will be restored to a same or equivalent job if the City has 50 or more employees and the employee has worked for the City for at least 12 months, and has worked 1,250 hours in the 12 months before taking PFML (about 24 hours per week, on average). Otherwise, Employees taking PFML are not guaranteed job reinstatement unless they qualify for such reinstatement under federal and/or state leave laws or other applicable laws.

The use of PFML cannot result in the loss of any employment benefits that accrued prior to the start of PFML.

FMLA Concurrent with PFML

Any time off for PFML purposes will run concurrently with FMLA, if applicable, with the exception of any leave for sickness or temporary disability because of pregnancy or childbirth, which is in addition to leave

under PFML. Please see the "Family and Medical Leave" policy for eligibility requirements under the FMLA and see the "Pregnancy and Childbirth Leave" policy for eligibility requirements for pregnancy leave.

Questions and/or Complaints about PFML

The City is prohibited from discriminating or retaliating against employees for requesting or taking PFML.

For more information on PFML, employees may go to paidleave.wa.gov or speak with the Director of Human Resources.

4-3. Leave for Victims of Domestic Violence

If the employee or the employee's family member is a victim of domestic violence, the employee may be eligible to take reasonable, unpaid time off from work for one or more of the following reasons:

- seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or a family member including, but not limited to, preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault or stalking;
- seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault or stalking, or to attend to health care treatment for a victim who is a family member;
- obtain or assist a family member in obtaining services from a domestic violence shelter, rape crisis center or other social services program for relief from domestic violence, sexual assault or stalking;
- obtain or assist a family member in obtaining mental health counseling related to an incident of domestic violence, sexual assault or stalking, in which the employee or family member was a victim of domestic violence, sexual assault or stalking; or
- participate in safety planning, temporarily or permanently relocate or take other actions to increase personal safety or that of family members from future domestic violence, sexual assault or stalking.

Employees may elect to use any sick leave or other paid time off for leave pursuant to this policy. Leave may take the form of reasonable unpaid leave from work, intermittent leave or leave on a reduced leave schedule.

Employees wishing to take leave pursuant to this policy must give advance notice of their intention to take leave. When advance notice cannot be given because of an emergency or unforeseen circumstance due to domestic violence, sexual assault or stalking, the employee or a designee must give notice no later than the end of the first day on which such leave is taken.

Verification of the need for leave may be required.

4-4. Pregnancy and Childbirth Leave

Employees are eligible to take unpaid leave for the actual period of time that they are sick or temporarily disabled because of pregnancy, childbirth or related medical conditions.

Any employees wishing to request leave because of a pregnancy-related disability must provide appropriate medical certification.

This leave is available regardless of whether the employee qualifies for leave under The City of Medina's Family & Medical Leave policy. This leave does not count towards the employee's leave entitlement, if any, under the Washington State Paid Family and Medical Leave Act (PFML), but FMLA leave will run

concurrently with this leave.

During this leave, employees may use any applicable paid time off benefits that they have available to cover some or all of the absence. Otherwise, the leave will be unpaid. Group health and other benefits will be handled in the same manner as for any other similar pregnancy or non-pregnancy related absence.

If employees take this leave only for the actual period of disability, as certified by their health care provider, then they ordinarily will be allowed to return from this leave to the same job they held when the leave began or to a similar job of at least the same pay. Exceptions to this general rule will be made only if the City has a business necessity to do otherwise.

If employees have any questions regarding this policy, they should contact the Director of Human Resources.

4-5. Military Leave

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask management for further information about eligibility for Military Leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). They should give management as much advance notice of their need for military leave as possible so that The City of Medina can maintain proper coverage while employees are away.

4-6. Family Military Leave

Eligible employees are entitled to up to 15 days of unpaid family military leave during a period of military conflict. Leave may be taken prior to deployment or during a leave from deployment.

An eligible employee is one who (1) is the spouse of a member of the military called to active duty; and (2) works an average of 20 or more hours per week and is not an independent contractor.

Family military leave is unpaid; however, employees may opt to use accrued paid time off for this purpose.

An employee must notify his/her supervisor of the intention to take family military leave within 5 business days of receiving official notice that his/her spouse will be called to active duty or on leave from deployment.

Upon expiration of the leave, an employee will be reinstated to his or her previous position. The City strictly prohibits any form of discrimination or retaliation for exercising rights set forth in this policy.

4-7. Leave for Faith or Conscience

Consistent with state law, employees are entitled to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

The employee may select the desired days to take the two unpaid holidays after consultation with their supervisor, unless the absence would impose an undue hardship for the City, or the employee's presence at work is necessary to maintain public safety. "Undue hardship" means significant difficulty or expense, considering factors such as the effect of the employee's absence on operations and the number of other employees requesting leave, and the impact on other employees' leave entitlements.

Employees shall submit a written request for an unpaid holiday to management a minimum of 30 days prior to the requested day off. Leave requests under this section will be considered on a first-come, first-served basis. Approval of the unpaid holiday shall not be deemed approved unless it has been authorized in writing by the employee's supervisor. Partial days off will count as a full day towards the annual entitlement of two unpaid holidays.

Holidays Worked - Non-exempt employees who work on a holiday will be paid subject to the provisions of their respective bargaining agreement. Except for police personnel, such work time must be pre-authorized in writing by the supervisor.

4-8. Leave Without Pay

The City Manager may grant leave of absences without pay for absence from work not covered by any other type of leave or if other leave balances are exhausted. Examples of absences that may qualify include, but are not limited to: a prolonged illness or medical condition, parenting, or caring for an ill relative.

An employee will be required to use any accrued paid leave before a leave without pay begins. If an employee is on unpaid status for more than six (6) months, his/her anniversary date and time in service will be changed to reflect the period of absence.

Section 5 - General Standards of Conduct

5-1. Workplace Conduct

The City of Medina endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense, and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the City's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing, or defacing The City of Medina property or a co-worker's property, and/or disclosure of confidential information.
3. Completing another employee's time records.
4. Violation of safety rules and policies.
5. Violation of The City of Medina's Drug and Alcohol-Free Workplace Policy.
6. Fighting, threatening, or disrupting the work of others or other violations of The City of Medina's Workplace Violence Policy.
7. Failure to follow lawful instructions of a supervisor.
8. Failure to perform assigned job duties.
9. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness, or unexcused absences.
10. Gambling on City property.
11. Willful or careless destruction or damage to City assets or to the equipment or possessions of another employee.
12. Wasting work materials.
13. Performing work of a personal nature during working time.
14. Violation of the Solicitation and Distribution Policy.
15. Violation of The City of Medina's Harassment or Equal Employment Opportunity Policies.
16. Violation of the Communication and Computer Systems Policy.
17. Unsatisfactory job performance.
18. Any other violation of The City of Medina policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and The City of Medina reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The City will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, The City of Medina will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate the employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

5-2. Punctuality and Attendance

Employees are hired to perform important functions at The City of Medina. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive and disruptive and place an unfair burden on fellow employees and supervisors. The City expects excellent attendance from all employees. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

The City does recognize, however, that there are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify supervisors as early as possible, but no later than the start of the workday. Asking another employee, friend, or relative to give this notice is improper and constitutes grounds for disciplinary action. Employees should call, stating the nature of the absence and its expected duration, every day of absenteeism.

Unreported absences of three (3) consecutive workdays generally will be considered a voluntary resignation of employment with the City.

5-3. Use of Communications and Computer Systems

The City of Medina's communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other City policy. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of the The City of Medina systems.

The City of Medina may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when the City deems it appropriate to do so. The reasons for which the City may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that City operations continue appropriately during the employee's absence.

Further, The City of Medina may review Internet usage to ensure that such use with City property, or communications sent via the Internet with City property, are appropriate. The reasons for which the City may review employees' use of the Internet with City property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that City operations continue appropriately during the employee's absence.

The City may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

The City's policies prohibiting harassment, in their entirety, apply to the use of City's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Further, since the City's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including discharge.

5-4. Use of Social Media

The City of Medina respects the right of any employee to maintain a blog or web page or to participate in a social networking, X (formerly Twitter), or similar site, including but not limited to Facebook and LinkedIn. However, to protect City interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on a blog or web page or participate on a social networking platform, such as X (formerly Twitter) or similar site, during work time or at any time with City equipment or property.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages, and social networking platforms, such as X (formerly Twitter), Facebook, LinkedIn, or similar sites. Any information that cannot be disclosed through a conversation, a note, or an e-mail also cannot be disclosed in a blog, web page, or social networking site.

Whether the employees are posting something on their own blog, web page, social networking, X (formerly Twitter), or similar site or on someone else's, if the employee mentions the City and also expresses either a political opinion or an opinion regarding the City's actions that could pose an actual or potential conflict of interest with the City, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is a personal opinion and not the City's position. This is necessary to preserve the City's good will in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, X (formerly Twitter), or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous, or violent is forbidden. City policies apply equally to employee social media usage.

The City of Medina encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including discharge.

5-5. Personal and Company-Provided Portable Communication Devices

The City of Medina-provided portable communication devices (PCDs), including cell phones and personal digital assistants, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes, as permitted, the right to monitor personal communications as necessary.

Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal

PCD also may subject to monitoring if sent through the City's networks and the PCD must be provided for inspection and review upon request.

All conversations, text messages and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a City-provided or personal device, employees must comply with applicable City guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles. Using a City-issued PCD to send or receive personal text messages is prohibited at all times and personal use during working hours should be limited to emergency situations.

If employees who use a personal PCD for business resign or are discharged, they will be required to submit the device to the IT department for resetting on or before their last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, City information and personal data (such as contacts, e-mails and photographs). The IT department will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

Employees may not use their personal PCD for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of City information. This is the only way currently possible to ensure that all City information is removed from the device at the time of termination. The removal of City information is crucial to ensure compliance with the City's confidentiality and proprietary information policies and objectives.

Please note that whether employees use their personal PCD or a City-issued device, the City's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

Portable Communication Device Use While Driving

Employees who drive on City business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if usage is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while driving, and permitted by law, employees must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

5-6. Inspections

To the maximum extent permitted by applicable law, The City of Medina reserves the right to require employees while on City property, or on client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on City or client property, and work areas. This includes lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to the City or to its clients. Employees are expected to cooperate in the conduct of any search or inspection.

5-7. Smoking

Smoking, including the use of e-cigarettes, is prohibited on City premises and in all City vehicles.

5-8. Alcohol and Drug Free Work Environment

The City is committed to providing and maintaining a safe and productive work environment free from the effects of drugs, alcohol and other job impairing substances. It is primarily concerned with the well-being of employees and the public they serve. We encourage employees who are concerned about their alcohol or drug use to seek counseling, treatment and rehabilitation. All City employees are subject to this policy.

City Resources Available: Although the decision to seek diagnosis and accept treatment may be voluntary, the City is fully committed to helping employees overcome substance abuse through its available resources. In most cases, the expense of treatment may be fully or partially covered by the City's benefit program. Human resources can provide more information on available benefits. In recognition of the sensitive nature of these matters, all discussions will be kept confidential to the extent permitted by law.

Use of Medication: An employee taking prescription or non-prescription medication that may affect the employee's ability to work or may affect the safety of the employee, co-workers or the public is required to notify his/her supervisor prior to the commencement of work. The supervisor may require the employee to obtain a certificate as to whether the employee is able to safely perform his or her job duties while using the medication.

When Job Performance is Affected: Although the City's emphasis is on rehabilitation, it must be understood disciplinary action may be taken when an employee demonstrates problems in job performance or is involved with or under the influence of drugs or alcohol on the job. Possession, consumption, sale, or use of alcohol, drugs or other controlled substances during work hours, or being under the influence of drugs or alcohol during work hours, shall be grounds for discipline, up to and including termination of employment.

Drug-Free Workplace: To comply with the requirements of the federal Drug-Free Workplace Act, the City adopts the following policies:

- The manufacturing, distribution, dispensation, possession and use of unlawful drugs or alcohol on City premises or during work hours by City employees is strictly prohibited.
- Employees must notify the City within five (5) days of any conviction for a drug violation.
- Violation of this policy shall result in disciplinary action, up to and including discharge.

Drug and Alcohol Testing Policy

The City may require an employee to undergo testing for drugs or alcohol when it has reasonable cause or suspicion to believe an employee may be in violation of its drug-free workplace policy.

Purpose and Intent:

Employees and the City have a mutual obligation to ensure a safe and healthy work environment. This policy is instituted to assure that the workplace be free of employees whose job performance may be impaired by the abuse of drugs and/or alcohol.

The City recognizes that drug and alcohol abuse may be considered treatable illnesses and to the extent possible the response to these illnesses may be treatment and rehabilitation. Employees are encouraged to seek treatment before their drug or alcohol use impacts their performance and becomes the subject of disciplinary action.

It is recognized that the consumption of alcohol or drugs to the point that employees are unable to perform their jobs safely and effectively cannot be tolerated.

It is recognized that when employees have placed themselves in a situation where their ability to perform their jobs is impaired by drugs or alcohol that it is the responsibility of the parties to remove such employees from the work environment to prevent the endangerment of the employee, fellow employees and/or the public.

Prohibited Substances:

1. Drugs shall be defined as those substances whose dissemination is regulated by law, including, but not limited to, narcotics, depressants, stimulants, hallucinogens, cannabis, and alcohol. This definition shall include over-the-counter drugs and/or drugs that require a prescription or other written approval from a licensed physician, dentist, RN, or PA for their use. The drugs that are included in these categories are as follows:

- a) Alcohol
- b) Cannabis/marijuana
- c) Cocaine
- d) Heroin
- e) Opium or opiates
- f) Phencyclidine (PCP)
- g) Lysergic acid diethylamide (LSD)
- h) Barbiturates
- i) Amphetamines or methamphetamines
- j) Methaqualone
- k) Mescaline
- l) Glutethimide
- m) Phencyclidine
- n) Procyclidine
- o) Other controlled substances as defined in state or local law
- p) A prescription drug for which the employee does have or does not have a current, valid, personal prescription and which is not authorized or approved for use while operating a motor vehicle or other equipment.
- q) Any over-the-counter drug, which may impair job performance and safety.

2. The presence of trace amounts of alcohol, cannaboids and/or over-the counter drugs as evidenced by a drug or alcohol test, shall not be grounds for disciplinary action to the extent that job performance and/or the ability to perform safely is not lessened to any appreciable degree; except where the presence of these substances is in violation of an agreed upon treatment and/or return to work agreement.

3. Voluntary disclosure of a drug or alcohol problem by an employee shall result in a referral under the Employee Assistance Program for an evaluation and recommendation. However, this shall not preclude or circumvent disciplinary action initiated prior to such disclosure due to a positive test or performance issues stemming from a violation of this policy.

Procedure:

1. In the event there is reasonable cause to believe that an employee's job performance may be impaired by drugs or alcohol, the employee's supervisor shall question the employee regarding the behavior. The supervisor shall directly observe the employee's behavior and document the behavior. Indications of impaired behavior include but are not limited to the following: staggering or irregular gait, the odor of alcohol on the breath, slurred speech, dilated or constricted pupils, inattentiveness, listlessness, hyperactivity, performance problems, illogical speech and thought process, poor judgment, or unusual or abnormal behavior. A reasonable cause to believe that an employee's job performance may be impaired by drugs or alcohol may also be based on the following:
 1. Involvement in a fatal or serious bodily injury accident or in an accident involving significant damage to property or equipment; or
 1. Observable phenomena, such as direct observation of drug/alcohol use or the physical symptoms of being under the influence of a drug/alcohol; or
 1. A pattern of abnormal conduct or erratic behavior; or
 1. An arrest and conviction of a drug related offense; or
 1. Information provided by reliable and credible sources that has been independently corroborated.
1. When possible, a second managerial employee shall also observe the employee to verify that there is reasonable cause to believe that drug or alcohol consumption may be involved. A determination shall be made as to if the employee's behavior is impaired to the point of being unable to perform his/her duties effectively and safely. The employee shall be relieved of their duties and placed on a leave of absence with pay status until a clear determination can be made as to the abuse or non-abuse of drugs or alcohol. A preliminary statement as to the reasons for the suspicion shall be given to the employee immediately upon notification of testing and written correspondence shall be provided within two (2) business days outlining the circumstances and conditions of such determination.
1. If it is concluded that there is reasonable cause to believe that drug or alcohol consumption is involved,

the supervisor or appropriate manager shall have a drug or alcohol test administered. Failure of an employee to take the test(s), or refusal to take the test, will be considered the same as a positive test and grounds for disciplinary action. The test(s) must be conducted within a reasonable period after the observation of the problem behavior.

Drug Testing: Testing shall be performed only by a laboratory and by a physician or health care professional certified by the U.S. Substance Abuse and Mental Health Services Administration (SAMHSA) under SAMHSA's standards. The laboratory shall test for only the substances and within the limits for the initial and confirmation test as provided within SAMHSA standards. The initial test shall use an immunoassay that meets the requirements of the Food and Drug Administration for commercial distribution. The following initial cutoff levels shall be used when screening specimens to determine whether they are negative for these five (5) drugs or classes of drugs:

Marijuana metabolites	50 ng/ml
Cocaine metabolites	300 ng/ml
Opiate metabolites ¹	300 ng/ml
Phencyclidine	25 ng/ml
Amphetamines	1,000 ng/ml

If immunoassay is specific for free morphine the initial test level is 25 ng/ml.

Only specimens identified as positive on the initial test shall be confirmed using gas chromatography/mass spectrometry (GC/MS) techniques at the following listed cutoff values:

Marijuana metabolites ¹	15 ng/ml
Cocaine metabolites ²	150 ng/ml
Opiates:	
Morphine	300 ng/ml
Codeine	300 ng/ml
Phencyclidine	25 ng/ml
Amphetamines:	
Amphetamine	500 ng/ml
Methamphetamine ³	500 ng/ml

1 Delta-9-tetrahydrocannabinol-9-carboxylic acid

2 Benzoylcegonine

3 Specimens must also contain amphetamine at a concentration of ? 200 ng/ml.

Alcohol Testing: A breathalyzer or similar test equipment shall be used to screen for alcohol use and if positive, shall be confirmed by a blood alcohol test performed by the laboratory. If initial testing results are positive, the test should be confirmed using a blood alcohol level. If confirmatory testing results are negative, all samples shall be destroyed and records of the testing expunged from the employee's file.

1. Laboratory Results: The laboratory will advise the City and the employee of any positive results. The City will be required to keep the results confidential to the extent provided by law.
2. Testing Program Costs: The City shall pay for all costs involving drug and alcohol testing.

1. Physicians Release: Where appropriate, a signed physician's release may be required by the City before the employee is returned to work. If the behavior that led to the initial investigation is not due to substance abuse but continues to hinder job performance, the City may require that employee to undergo further medical evaluation.

1. Conflict With Other Laws: This Policy is in no way intended to supersede or waive any constitutional or other rights that the employee may be entitled to under Federal, State or local statutes.

Union Representation: Represented employees who are the subject of an investigation related to substance abuse may have a Union representative present during the investigative procedures outlined above. Disciplinary actions taken by the City under this procedure shall be subject to the applicable CBA grievance procedure. The City, the employee and the union, where applicable, shall work cooperatively to facilitate the resolution of problems that arise under the administration of this policy. When appropriate, the employee and the City shall enter into joint agreements that establish the form of treatment and the conditions that will be imposed for the return of an employee to the workplace.

5-9. Personal Visits and Telephone Calls

Disruptions during work time can lead to errors and delays. Therefore, personal telephone calls must be kept to a minimum, and only be made or received after working time, or during lunch or break time.

For safety and security reasons, employees are prohibited from having personal guests visit or accompanying them anywhere in The City of Medina facilities other than the reception areas.

5-10. Solicitation and Distribution

To avoid distractions, solicitation by the employee of another employee is prohibited while either employee is on work time. "Work time" is defined as the time the employee is engaged, or should be engaged, in performing their work tasks for The City of Medina. Solicitation of any kind by non-employees on City premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of the City is prohibited at all times. Distribution of literature by non-employees on City premises is prohibited at all times.

5-11. Bulletin Boards

Important notices and items of general interest are continually posted on The City of Medina bulletin boards. Employees should make it a practice to review bulletin boards frequently. This will assist employees in keeping up with what is current at The City of Medina. To avoid confusion, employees should not post or remove any material from the bulletin board.

5-12. Records Retention

The City has the obligation to maintain all electronic files and records in accordance with the State archivist records retention schedule. Employees shall fully cooperate with the City in fulfilling its records retention duties.

5-13. Business Expense Reimbursement

Employees will be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by the employee's Supervisor, and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted to the Finance Department along with the receipts in a timely manner.

Employees are expected to exercise restraint and good judgment when incurring expenses. Employees should contact their Supervisor in advance if they have any questions about whether an expense will be reimbursed.

5-14. Professional and Civic Associations

It is the intent of the City, as a municipal corporation, to be actively represented in civic and service organizations whose activities may benefit or otherwise affect the citizens. The City Manager may authorize City employees and/or officers to be active participants in such organizations. Where specific community clubs may not exist, the City Manager may authorize membership in alternative neighboring or overlapping organizations. When possible, the City itself shall be the designated member of the organization, extending the ability to designate various attendees as necessary. Benefits to the City from such memberships may include, but are not limited to:

- a. providing information to such organizations through membership in committees and attendance at meetings;
- b. identifying opportunities to advance City programs or goals through partnership with civic and service organizations; or
- c. furthering other mutual benefits to the City and to the organization that may arise from association, such as cooperation in organizing and in supporting community events.

Officers or employees holding such memberships are prohibited from:

- a. exerting influence on other employees or officers to provide financial contributions or other support to the civic or service organization;
- b. using the civic or service organization as a forum for lobbying in support of or opposition to political or legislative actions, or the promotion of endeavors in which the officer or employee may have a direct or indirect financial interest or may acquire a personal benefit or gain.

City employees and/or officers shall request permission from the City Manager for membership in a civic or service organization, with explanation of the benefits to be derived from such membership. The City Manager may authorize membership and expenses, subject to the City's travel and meal reimbursement policies. Memberships shall be annually reviewed, subject to the City's budget process not to exceed five hundred dollars (\$500) per membership per year. The City may pay for membership and participation expenses in approved organizations but will not pay for charitable or personal contributions of time, money or goods.

5-15. Confidential Company Information

During the course of work, employees may become aware of confidential information about The City of Medina's business, including but not limited to information regarding City finances, pricing, products, and new product development, software, and computer programs, marketing strategies, suppliers, and customers and potential customers. Employees also may become aware of similar confidential information belonging to the City's clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to The City of Medina's competitors. Any employee who improperly copies, removes (whether physically or electronically), uses, or discloses confidential information to anyone outside of the City may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

5-16. Conflict of Interest and Business Ethics

It is The City of Medina's policy that all employees avoid any conflict between their personal interests and those of the City. The purpose of this policy is to ensure that the City's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the City.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. Holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the City, by any employee who is in a position to directly or indirectly influence either the City's decision to do business, or the terms upon which business would be done with such organization;
2. Holding any interest in an organization that competes with the City;
3. Being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the City or which competes with the City; and/or
4. Profiting personally, e.g., through commissions, loans, expense reimbursements, or other payments, from any organization seeking to do business with the City.

A conflict of interest would also exist when a member of the employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is the employee's responsibility to report any actual or potential conflict that may exist between the employee (and the employee's immediate family) and the City.

5-17. Acceptance of Gifts

No City employee shall solicit or receive a gift, loan, favor, entertainment, or other thing of monetary value if it is or it appears to be solicited, received, or given with the intent to give or to obtain special consideration or influence on any job-related action by the employee. However, this policy shall not prohibit:

1. Attendance at a hosted meal provided in conjunction with a seminar, conference, or banquet that relates directly to City business or is attended as a staff representative.
2. An award publicly presented in recognition of public service.
3. An occasional non-monetary gift (such as fruit and candy given to the City) having a monetary value of fifty dollars (\$50.00) or less when the gift is offered without obligation or the appearance of obligation. Such a gift may be accepted if made available to employees and to the public alike.
4. Any gift which would have been offered or given to the employee, regardless of City employment.

5-18. Use of Facilities, Equipment and Property, Including Intellectual Property

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Employees should notify their supervisor if any equipment, machines, or tools appear to be damaged, defective or in need of repair. Prompt reporting of loss, damages, defects and the need for repairs could prevent

deterioration of equipment and possible injury to employees or others. Supervisors can answer any questions about the employees' responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of the City's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, the City is not responsible for any damage to employees' personal belongings unless the employee's supervisor provided advance approval for the employee to bring the personal property to work.

5-19. Uniforms, Special Equipment

The City may require the wearing or use of uniforms, special clothing and/or special equipment. When such requirement exists, the City will pay for the purchase of such uniform, clothing or equipment. The employee is required to wear or utilize such clothing or equipment in accordance with City policy and practice. Failure to wear or utilize such uniforms, equipment or clothing may result in disciplinary action up to and including discharge.

5-20. Health and Safety

The health and safety of employees and others on City property are of critical concern to The City of Medina. The City intends to comply with all health and safety laws applicable to our business. To this end, the City must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the City's premises, or in a product, facility, piece of equipment, process, or business practice for which the City is responsible should be brought to the attention of management immediately.

Periodically, the City may issue rules and guidelines governing workplace safety and health. The City may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident.

5-21. Hiring Relatives/Employee Relationships

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, The City of Medina may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or discharged from employment, at the discretion of the City. Accordingly, all parties to any type of intimate personal relationship must inform management.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. The City generally will attempt to identify other available positions, but if no alternate position is available, the City retains the right to decide which employee will remain with the City.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

5-22. Employee Dress and Personal Appearance

Employees are expected to report to work well groomed, clean, and dressed according to the requirements of their position. Some employees may be required to wear uniforms or safety equipment/clothing. Employees should contact their supervisor for specific information regarding acceptable attire for their position. If employees report to work dressed or groomed inappropriately, they may be prevented from working until they return to work well groomed and wearing the proper attire.

5-23. Reporting Improper Governmental Action (Whistleblower Protection Act).

In compliance with the Local Government Employee Whistleblower Protection Act, Chapter 42.41 RCW, this policy is created to encourage employees to disclose any improper governmental action taken by City officials or employees without fear of retaliation. This policy also safeguards legitimate employer interests by encouraging complaints to be made first to the City, with a process provided for speedy dispute resolution.

Definitions

"Improper Governmental Action" is any action by a City officer or employee that is:

1. undertaken in the performance of the official's or employee's official duties, if the action is within the scope of the employee's employment, and;
2. in violation of any federal, state, or local law or rule, is an abuse of authority, is of substantial and specific danger to the public health or safety, or is a gross waste of public funds.

"Improper governmental action" does not include personnel actions (hiring, firing, complaints, promotions, reassignments, for example). The City has separate policies, with distinct rights and remedies, for allegations of improper personnel actions. In addition, employees are not free to disclose matters that would affect a person's right to legally protected confidential communications.

"Retaliatory Action" means

- A. Any negative change in the employee's employment status, or in the terms and conditions of

employment, including denial of adequate staff to perform duties, frequent staff changes, frequent and undesirable office changes, refusal to assign meaningful work, unwarranted and unsubstantiated letters of reprimand or unsatisfactory performance evaluations, demotion, transfer, reassignment, reduction in pay, denial of promotion, suspension, dismissal, or any other disciplinary action; or

B. Hostile actions by another employee towards a local government employee that were encouraged by a supervisor or senior manager or official.

Procedure for reporting Improper Government Action: City employees who wish to report improper governmental action should follow this procedure:

- (1) Bring the matter to the attention of the supervisor, department director, or Human Resources Manager, if non-involved, stating in detail the basis for the employee's belief that an improper action has occurred. This should be done within a reasonable period after the employee becomes aware of the improper action. If requested by the supervisor, department director, or the Human Resources Manager, the employee shall submit a written report to the city stating in detail the basis for the employee's belief that an improper governmental action has occurred.
- (2) If the employee believes the improper action involves one or all the above individuals, directly or indirectly, the employee may raise the issue directly with the City Manager.
- (3) If the employee believes the improper action involves the City Manager, directly or indirectly, the employee may report the improper government action to the City Attorney.
- (4) The person receiving a report of improper government action shall promptly investigate the report. Within thirty (30) days of the employee's report, as may be extended due to extenuating circumstances outside the City's control, the investigation shall be completed and the employee shall be advised of the results of the investigation, except that personnel actions taken because of the investigation may be kept confidential.

An employee who fails to make a good faith effort to follow this policy shall not be entitled to the protection of this policy against retaliation, pursuant to RCW 42.41.030.

In the case of an emergency, where the employee believes that damage to persons or property may result if action is not taken immediately, the employee may bypass the above procedure and report the improper action directly to any person who will likely be in a position to prevent the immediate risk of damage to person or property.

Employees may report information about improper governmental action directly to the appropriate governmental agency with responsibility for investigating the improper action if the employee reasonably

believes that an adequate investigation was not undertaken by the City to determine whether an improper government action occurred, or that insufficient action was taken by the City to address the improper action or that for other reasons the improper action is likely to recur. Agencies that may investigate improper governmental action include, for example:

King County Prosecuting Attorney

Washington State Attorney General

Washington State Auditor

United States Attorney for the Western District of Washington

Protection against Retaliation: It is unlawful for a local government to take retaliatory action because an employee, in good faith, provided information that improper government action occurred. Employees who wish to seek relief against retaliation for reporting an improper government action shall follow this procedure.

Procedure for Seeking Relief Against Retaliation :

- (1) Employees must provide a written complaint to City Manager or the Human Resources Manager within thirty (30) days of the occurrence of the alleged retaliatory action. The written charge shall specify the alleged retaliatory action and the relief requested.
- (2) The City Manager or human resources shall investigate the complaint and respond in writing within thirty (30) days of receipt of the written charge.
- (3) After receiving the City's response, the employee may request a hearing before a state administrative law judge (ALJ) to establish that a retaliatory action occurred and to obtain appropriate relief under the law. The request for hearing must be delivered within the earlier of either fifteen (15) days of receipt of the City's response to the charge of retaliatory action or forty-five (45) days of receipt of the charge of retaliation to the City Manager for response.
- (4) Within five (5) working days of receipt of a request for hearing the City shall apply to the State Office of Administrative Hearing's for an adjudicative proceeding before an administrative law judge. At the hearing, the employee must prove that a retaliatory action occurred by a preponderance of the evidence in the hearing. The ALJ will issue a final decision not later than forty-five (45) days after the date of the request for hearing, unless an extension is granted. The ALJ's decision is subject to judicial review.

5-24. Political Activities

City employees may participate in political or partisan activities of their choosing provided City resources, time and property are not utilized, and the activity does not adversely affect the responsibilities of the employees in their positions.

Employees may not campaign on City time, in a City uniform, or while representing the City in any way, or use City facilities, funds, or property (including but not limited to computer equipment, internet service, or office supplies) for purposes of assisting a campaign for election of any person to office or for the promotion or opposition of any ballot measure. Any City employee who meets with or who may be observed by the public, or otherwise represents the City to the public, while performing his/her regular duties may not wear or display any button, badge, sticker or other advertisement relevant to any candidate or ballot issue during working hours. Employees shall not solicit, on City property or City time, using City equipment or services or supplies, for a contribution to a partisan political cause.

An employee shall not hold an appointed or an elected public office in the City when the holding of such office is incompatible with or substantially interferes with the official duties of the employee's job.

5-25. Publicity/Statements to the Media

All media inquiries regarding the position of the City as to any issues must be referred to the City Manager. Only the City Manager is authorized to make or approve public statements on behalf of the City. No employees, unless specifically designated by the City Manager, are authorized to make those statements on behalf of City. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the City must first obtain approval from the City Manager.

5-26. Operation of Vehicles

All employees authorized to drive City-owned or leased vehicles or personal vehicles in conducting City business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

Employees must have a valid driver's license in their possession while operating a vehicle off or on City property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

City-owned or leased vehicles may be used only as authorized by management.

Portable Communication Device Use While Driving

Employees who drive on City business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones or personal digital assistants, while driving. Further, even if use is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving,

employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employees are driving, and permitted by law, they must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a PCD while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

5-27. Outside Employment

Employees may engage in another job outside their City employment if it does not conflict with the interests of the City or interfere with the employee's ability to perform his/her City job. Specifically, outside activities may not:

- (1) Interfere with City job responsibilities;
- (2) Be conducted during the employee's City work hours;
- (3) Utilize City telephones, computers, supplies, or any other resources, facilities or equipment;
- (4) Be employment with a firm which contracts with or does business with the City or otherwise creates an actual or apparent conflict of interest with the employee's City employment.
- (5) Involve service in a decision making or recommending capacity with a public, private, or non-profit agency that solicits funds from the City and where the employee has a role in the City to influence such actions.

5-28. References

Only human resources will provide employment references on current or former City employees. References will be limited to verification and dates of employment and salary unless the employee has completed a written waiver and release for additional specified information.

5-29. Disciplinary Policies

Investigation or Non-Disciplinary Suspension

The City Manager may place an employee on paid administrative leave pending the outcome of an investigation undertaken by the City or when the City determines that public confidence, City efficiency, or the safety of the employee, co-workers or the public may be endangered by the employee's continued presence at

the work site. Based on the outcome of the investigation, further action may or may not be taken by the City.

Discipline Procedure for non-represented employees

The City's discipline procedure is intended to give non-represented employees notice of problems with their conduct or performance so they have an opportunity to improve. Based on the seriousness or other circumstances of the situation, however, discipline may begin at any level, may skip steps, and/or any steps may be repeated as appropriate. It is the City's discretion to take whatever disciplinary action it believes is warranted under the circumstances.

Use of the disciplinary procedure does not alter an employee's at-will employment status. The following is a non-exhaustive list of disciplinary actions that may be taken by the City:

(1) Verbal Counseling. The supervisor will discuss behavior and performance problems with the employee on an informal basis. This gives the employee the opportunity to make changes. Such discussions may be documented in the supervisor's file, but not in the employee's personnel file.

(2) Written Warning. This is a formal written disciplinary action for misconduct, inadequate performance, or repeated lesser infractions. Written warnings are placed in the employee's personnel file. The written warning may include the nature of the infraction, what the employee needs to do to correct the conduct or to improve performance, and make clear what further disciplinary action would follow if the incident happens again or improvement does not occur within a specified time.

(3) Suspension. A temporary, unpaid absence from duty, which may be imposed as a penalty for misconduct or repeated lesser infractions. A suspension is a disciplinary action that is made part of the employee's permanent record.

(4) Demotion. A reduction in responsibilities and compensation, which may be imposed as a penalty for misconduct or repeated lesser infractions. A demotion is a disciplinary action that is made part of the employee's permanent record.

(5) Discharge. An employee may be terminated from City employment for a serious offense, when the progressive steps above do not result in corrected behavior or improved work performance, or when the City determines immediate termination is appropriate.

Pre-Disciplinary Meeting

If the City Manager is considering suspension, demotion, or discharge of a non-represented employee, the employee shall be provided with a written notice of the pre-disciplinary meeting that includes the time of the meeting and an explanation of the reasons for the proposed discipline. The meeting will be presided over by the City Manager or a designated representative.

At the meeting, the employee shall be given an opportunity to respond, either orally or in writing, and to explain why the City should not impose disciplinary action. The City Manager will issue a written decision determining the disciplinary action, if any, that may be imposed. Offering a pre-disciplinary meeting does not change the employment status of at-will or working trial period employees.

Working Trial Period Employees in their working trial period may be terminated with or without notice

without following the disciplinary procedure set forth above.

5-30. Termination

Termination of a non-represented employee from employment with the City may be for reasons including:

Resignation: Employment termination initiated by the employee who chooses to leave the City voluntarily.

Layoff: Involuntary employment termination initiated by the City for non-disciplinary reasons due to lack of work, limited funds, organization change or needs of the City.

Medical: Employment termination initiated by either the employee or the City when an employee is unable, for health reasons, to continue to work, and when a reasonable accommodation cannot be made.

Retirement: Voluntary retirement from active employment status initiated by the employee.

Discharge: Employment termination initiated by the City.

The City Manager or designee shall conduct exit interviews with separating employees where feasible and appropriate. At the exit interview, employees shall return all City property, including City keys, City car, ID card, City tools and equipment, City uniforms, credit cards, banking security tokens and printed materials belonging to the City. At separation, the employee's status as to retirement contributions, insurance conversions, and deferred compensation shall be resolved.

Layoff

The City Manager may lay off employees for lack of work, reorganization, budgetary restrictions or other changes that have taken place in accordance with the needs of the City. In determining employees to be laid off, consideration will be given to individual performance and to the qualifications required for remaining jobs, or a collective bargaining agreement may provide for consideration of seniority in layoffs. The City reserves the right to retain any employee needed for essential City services and for emergency responsibilities if they cannot be accomplished under the foregoing guidelines.

Employees who are laid off will be placed on a re-employment list for up to six (6) months. Persons on this list will be given preference over outside candidates if they are qualified for any City position.

Benefits at Separation

Employee and dependent benefits normally cease on the last day of the month of termination. Employees may be able to convert some group benefits to individual policies following termination. Human resources will

explain the benefits at termination during the exit interview.

Employees covered by collective bargaining agreements and/or Civil Service rules will be subject to the specific terms of those agreements or rules with respect to discipline and appeal process. In the event the collective bargaining agreement and/or Civil Service rules do not address a subject, these guidelines shall apply.

5-31. If You Must Leave Us

Should any employees decide to leave the City, we ask that they provide a Supervisor with at least two (2) weeks advance notice of departure. Thoughtfulness will be appreciated. All City, property including, but not limited to, keys, security cards, parking passes, laptop computers, fax machines, uniforms, etc., must be returned at separation. Employees also must return all of the City's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the City (through payroll deduction, if lawful) for any lost or damaged City property.

5-32. Exit Interviews

Employees who resign are requested to participate in an exit interview with the Human Resources Director, if possible.

5-33. A Few Closing Words

This handbook is intended to give employees a broad summary of things they should know about The City of Medina. The information in this handbook is general in nature and, should questions arise, any member of management should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this handbook, The City of Medina, in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Employees should not hesitate to speak to management if they have any questions about the City or its personnel policies and practices.

General Handbook Acknowledgment

This Employee Handbook is an important document intended to help employees become acquainted with The City of Medina. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the City's operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Handbook.

I have received and read a copy of The City of Medina's Employees Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the City at any time.

I further understand that my employment is terminable at will, either by myself or the City, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no representative of The City of Medina other than the City Manager may alter "at will" status and any such modification must be in a signed writing.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the City's Employee Handbook.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.

Receipt of Non-Harassment Policy

It is The City of Medina's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by The City of Medina.

The purpose of this policy is not to regulate our employees' personal morality, but to ensure that no one harasses another individual in the workplace, including while on City premises, while on City business (whether or not on City premises) or while representing the City. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

Sexual Harassment Defined

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature when:

- submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- the conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that violate this policy include:

1. unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement;
2. requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. obscene or vulgar gestures, posters or comments;
4. sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
5. propositions or suggestive or insulting comments of a sexual nature;
6. derogatory cartoons, posters and drawings;
7. sexually-explicit e-mails, text messages or voicemails;
8. uninvited touching of a sexual nature;
9. unwelcome sexually-related comments;
10. conversation about one's own or someone else's sex life;
11. conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
12. teasing or other conduct directed toward a person because of the person's gender.

Reporting Procedures

If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to the City Manager. If the employee is unable for any reason to contact this person, or if the employee has not received an initial response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact the Human Resources Director. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in the reporting hierarchy.

Investigation Procedures

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy.

Retaliation Prohibited

In addition, the City will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same manner in which the employee would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

I have read and I understand The City of Medina's Non-Harassment Policy.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.



MEDINA, WASHINGTON

AGENDA BILL

December 9, 2024

Subject: ARCH Consents to Assignment

Category: Consent Calendar

Staff Contact: Stephen R. Burns, City Manager

Summary

In January 2024, Attain Housing experienced a leadership transition as its Executive Director resigned. In response, the Attain Board of Directors (“Board”) hired an Interim Executive Director from LPA, a consultancy serving local nonprofit organizations. LPA, as a routine practice, promptly began to assess the organization’s status before providing findings and recommendations to the Board. Upon receiving LPA’s findings and recommendation, the Board determined Attain required financial assistance and the help of a strategic partner to 1) sustain short-term operations of 32 agency-owned affordable housing units (and related services) as it wound down its operations, while 2) devising a plan to ensure long-term ownership and operations of those units.

In February 2024, Attain Housing notified ARCH of its current situation and began seeking local housing providers, of which Hopelink was identified as both experienced and well-aligned with Attain’s mission. Attain and Hopelink began discussions and entered into a Program Management Agreement, effective March 19, 2024, wherein Hopelink would provide immediate stewardship while the agencies began exploring a potential merger. Meanwhile, in close partnership with ARCH and the City of Kirkland, an Attain Housing Grant, effective April 1, 2024, was provided to help cover expenses of short-term operational costs of Attain’s 32 housing units.

After entering into the Program Management Agreement, Hopelink and Attain Housing continued discussing a potential permanent relationship. Through the summer of 2024, Hopelink evaluated due diligence, and the agencies concluded a merger provided the best long-term solution for current and future residents. The organizations prepared a Merger Agreement that would facilitate the preservation of valuable affordable housing within East King County. Consents to Assignment of ARCH loan documents – from Attain Housing to Hopelink – must be signed as a condition of making the merger effective.

ARCH is helping facilitate the merger of two East King County affordable housing providers, Attain Housing and Hopelink, and the attached memo provides background information. The merger impacts ownership of Petter Court, a property that received financing from Medina via the ARCH Housing Trust Fund. The property remains encumbered by an ARCH Deed of Trust and ARCH Regulatory Agreement.

For the merger to become effective, Attain, Hopelink and ARCH members must execute consents to assignment of ARCH legal documents from Attain to Hopelink. As the current ARCH member, ARCH is requesting Medina’ approval of the merger.

Staff is requesting that Council approve of this request.

Discussion

City staff has provided the attached background memo.

“ARCH Consent to Assignment” meets and supports Council’s priority 3.

Council Priorities:

1. Financial Stability and Accountability
2. Quality Infrastructure
3. Efficient and Effective Government
4. Public Safety and Health
5. Neighborhood Character and Community Building

Attachments:

- 1) Background Memo
- 2) Consent to Assignment

Budget/Fiscal Impact: None

Recommendation: Approve.

City Manager Approval:



Proposed Council Motion: “I make a motion that the City of Medina approve the consents of assignment as an ARCH member.”

CONSENT TO ASSIGNMENT OF
Certain Financing Documents re the Affordable Housing Project – Petter Court

This Consent to Assignment (“CTA”) is by and between the City of Medina (“City”), Attain Housing (formerly doing business as Kirkland Interfaith Transitions in Housing (KITH)), and Hopelink.

WHEREAS, on/about September 4, 2024, Hopelink acquired the assets of Attain Housing (formerly KITH), including the rights and interests in certain project financing documents relating to the affordable housing project, Petter Court, located at 14323 123rd Avenue NE, Kirkland, Washington; and,

WHEREAS, based on this acquisition, the former Attain Housing is now known as Hopelink; and,

WHEREAS, the original Funding Agreement, Promissory Note, Deed of Trust, and Regulatory Agreement (“Petter Court Project Financing Documents”) between the City and Attain Housing / KITH dated on/about February 11, 2003, including all amendments thereto, was assigned by Attain Housing to Hopelink; and,

WHEREAS, Attain Housing has assigned all its rights, duties and obligations under the Project Financing Documents to Hopelink;

NOW THEREFORE, the City, Attain Housing, and Hopelink agree as follows:

The City hereby consents to the assignment by Attain Housing to Hopelink, the entirety of Attain Housing / KITH, title, and interest that it has in and to the Petter Court Project Financing Documents (“Assigned Agreements”): (1) the Funding Agreement (dated 2/18/2003), (2) Promissory Note (dated 2/11/2003), (3) the Deed of Trust (dated 2/11/2003; Recording No. 20030409002527), (4) the Regulatory Agreement (dated 2/18/2003; Recording No. 20030409002522) under the following terms and conditions:

1. Hopelink agrees, recognizes and acknowledges it is solely responsible for Attain Housing / KITH right, title, and interest in the Assigned Agreements.

2. Hopelink hereby agrees that Hopelink assumes each and every duty under the Assigned Agreements; including but not limited to, any affordability restrictions, repayment obligations, and insurance requirements. As such, Hopelink is solely responsible and liable to the City for each and every duty and obligation in the Assigned Agreements and accepts such responsibility.

3. The Assigned Agreements shall now be between Hopelink located at 8990 154th Ave NE, Redmond, WA, 98052-3567, and the City of Medina.

4. Hopelink hereby expressly releases the City from any liability resulting from or related to consenting to the assignment of the Assigned Agreements and agrees to protect,

indemnify and defend the City should a challenge be made to this CTA or the assignment.

5. The City and Hopelink further agree the Assigned Agreements shall be binding upon, enforceable by, and inure to the benefit of the City and Hopelink and their successors and assigns.

6. Hopelink hereby agrees that it will not assign any of the rights, title or interest in, or the duties and obligations under the Assigned Agreements without the prior written consent of the City.

7. Hopelink shall henceforth make any payments owed under the Assigned Agreements (if any) to the City, and the City shall substitute Hopelink as the notice addressee under the Assigned Agreements. The parties certify that there are no remaining invoices outstanding from the period prior to assignment. Future invoices must be submitted by Hopelink.

8. Hopelink agrees that other than what is explicitly provided herein, this CTA is neither a modification nor an amendment to the Assigned Agreements.

9. The City and Hopelink agree that this CTA shall be construed and interpreted in accordance with the laws of the State of Washington.

10. Unless otherwise specified in this CTA, all terms and conditions of the Assigned Agreements remain the same.

11. Per the terms of the agreement between Attain Housing and Hopelink for sale/acquisition of Attain Housing assets, certain Attain Housing contracts, including the Assigned Agreements identified herein, are scheduled to be assigned and transferred to Hopelink effective upon closing (the "Effective Date") of the transaction.

12. City consents to the assignment ("Consent to Assignment") of the Assigned Agreements as listed on Exhibit A attached hereto and incorporated herein. This Consent to Assignment is strictly contingent upon the closing of the sale/acquisition to Hopelink, which the parties intend to complete on the Effective Date. In the event the agreement between Attain Housing and Hopelink terminates, this Consent to Assignment shall terminate upon written notice to City. City affirms that the Assigned Agreements are in full force and effect.

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Executed this ____ day of _____, 2024

Attain Housing

City of Medina

By: _____
[Title]

By: _____
[Title]

Hopelink

Approved as to Form:

By: _____
[Title]

By: _____
Assistant City Attorney

Exhibit A
Assigned Agreements

This Consent to Assignment applies to the following Petter Court Project Financing Documents:

1. Funding Agreement (dated 2/18/2003);
2. Promissory Note (dated 2/11/2003);
3. Deed of Trust (dated 2/11/2003) – King County Recording Number 20030409002527; and
4. Regulatory Agreement (dated 2/18/2003) – King County Recording Number 20030409002522.



A Regional Coalition for Housing

Together Center
16307 NE 83rd Street, Suite 201
Redmond, WA 98052
425-861-3677
info@archhousing.org

November 20, 2024

RE: Background on Pending Merger Between Attain Housing and Hopelink

Dear ARCH Liaison,

In January 2024, Attain Housing experienced a leadership transition as its Executive Director resigned. In response, the Attain Board of Directors (“Board”) hired an Interim Executive Director from LPA, a consultancy serving local nonprofit organizations. LPA, as a routine practice, promptly began to assess the organization’s status before providing findings and recommendations to the Board. Upon receiving LPA’s findings and recommendation, the Board determined Attain required financial assistance and the help of a strategic partner to 1) sustain short-term operations of 32 agency-owned affordable housing units (and related services) as it wound down its operations, while 2) devising a plan to ensure long-term ownership and operations of those units.

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After entering into the Program Management Agreement, Hopelink and Attain Housing continued discussing a potential permanent relationship. Through the summer of 2024, Hopelink evaluated due diligence and the agencies concluded a merger provided the best long-term solution for current and future residents. The organizations prepared a Merger Agreement that would facilitate the preservation of valuable affordable housing within East King County. Consents to Assignment of ARCH loan documents – from Attain Housing to Hopelink – must be signed as a condition of making the merger effective.

Thank you for your consideration on this matter. Please email me if you have any questions.

Sincerely,

Yelias Bender
Senior Program Officer
ybender@bellevuewa.gov



MEDINA, WASHINGTON

AGENDA BILL

Monday, December 9, 2024

Subject: Ordinance Amending Chapter 16.80 of the Medina Municipal Code as Required to Implement SSSB 5290 Project Permit Procedures and Timelines, and Additional Revisions for Code Clean Up.

Category: Consent Approval

Staff Contact: Steven R. Wilcox, Development Services Director

Summary

Title 16 of the Medina Municipal Code (MMC) establishes the City's development regulations. Chapter 16.80 includes procedures and timelines for the review and processing of project permits in accordance with Chapter 36.70B RCW.

Second Substitute Senate Bill 5290 (SSSB 5290) is a Washington State Mandate. Exhibit 4 is a summary by Municipal Research Services Center (MRSC).

In 2023, the Washington State legislature enacted SSSB 5290, which amends certain provisions in Chapter 36.70B RCW relating to the review and processing of project permit applications, including the timelines for issuing decisions on project permits. These amendments will take effect on January 1, 2025, therefore, Medina must update its permit processing chapter for consistency with SSSB 5290 before the end of this calendar year.

The permit processing requirements apply to most, but not all, land use and development permits. MMC 16.12.170 definitions states: "*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.*"

The required process has been followed:

- The draft Ordinance was submitted to the Department of Commerce (DOC) on September 11, 2024, with expedited review granted on September 27, 2024. No comments were received from DOC.
- A Determination of Non-Significance (DNS) was issued and published on October 3, 2024. No comments were received associated with the DNS.
- A public hearing was noticed and then held at the Planning Commission meeting of November 6, 2024. No public comments were received.

- The Planning Commission reviewed the Ordinance on November 6, 2024 and unanimously approved the draft without changes with direction to submit to the City Council.

This proposal has been reviewed by our City Attorney. Our City Attorney prepared the adopting Ordinance draft.

Legislative Summary.

The requirements under SSSB 5290 are described below.

The timing requirements for permit processing steps have been changed. Previously, the processing time was 120 days for most permits. However, SSSB 5290 set some faster processing time periods and also some longer processing time periods based on the permit processing needed. The updated requirements are:

Action	Deadline
Notice of Complete/Incomplete (NOC/NOI)	28 calendar days
Resubmittal after NOI	Review and make decision in 14 days
Notice of Application	Must issue 14 days after NOC
Review times from Notice of Complete (NOC)	
Permits without public notice requirements	65 days from NOC
Permits with public notice but no public hearing	100 days from NOC
Permits with public notice <u>and</u> a public hearing	170 days from NOC

In addition to changing the maximum processing times, the legislation also established *how* to “count” the processing time period (also called the “shot clock”).

- Must include every *calendar* day (not just weekdays).
- Clock is stopped for times when the City is requesting information/revisions. The clock starts again with the applicant’s submittal of the complete additional information
- Clock is stopped for times when applicant has requested a pause. The clock starts again when the applicant notifies the City to begin processing. (All notices must be in writing and the City can set conditions for temporary suspension of a permit application.)
- Clock is stopped during any period after filing an administrative appeal until the appeal is resolved (plus any additional time period provided by the appeal).

- Shot clock goes back to Day 1 if the application proposes:
 - A change of use
 - Adds or removes commercial or residential elements from the original application that would make the application fail to meet the determination of completeness for the new use
- If the applicant suspends the application for more than 60 days (in writing) or the applicant has been non-responsive for more than 60 consecutive days after the City has sent a request for more information. In such case an addition 30 days is added to the shot clock to issue a final decision.

There is nothing in the legislation that would prohibit the City and an applicant from agreeing to extend processing time periods. RCW 36.70B.080(3).

Some types of permits are excluded from the “shot clock” such as Comp Plan amendments. In addition, the City can set forth other exempt permits. The proposed ordinance excludes the following types of permits. This exemption is found in revised MMC 16.80.030(A):

1. Landmark designations;
2. Street and utility property vacations;
3. Development agreements; and
4. Legislative actions, such as those set forth in Chapters 16.81 through 16.83 MMC. (Note: This includes text code amendments, area-wide zoning map amendments, and comprehensive plan amendments.)

If a city doesn't meet processing deadlines, a portion of the permit fee must be refunded as follows:

- 10% if the final decision was made after the deadline but does not exceed 20% of the original time period; or
- 20% if the final decision issuance exceeded 20% of the original time period.

There are exceptions to this refund requirement if the City adopts or utilizes three or more of the practices that are set forth in RCW 36.70B.160(1)(a)-(j). These practices are primarily administrative in nature, however making pre-application meetings voluntary is one of the options and has been addressed in Section 3 of the ordinance.

Additional Revisions to Chapter 16.80 MMC.

In addition to updating Chapter 16.80 MMC for consistency with SSSB 5290, the code was “cleaned up” to make the processing steps match the City's internal procedures. This primarily changed Type 1 decisions where there is no requirement for a Notice of Decision.

MMC 16.80.060 was amended regarding meetings prior to application. In addition to clarifying the pre-application meetings are not mandatory, the City has also created a new type of meeting called a “development information meeting.” This is for the purpose of meeting with prospective purchasers of property or real estate professionals. Many of these types of meetings were requested as “pre-application meetings” but the individual requesting them were not owners or

agents of owners. Therefore, this new category was created and a fee for such meeting will need to be set by Council resolution. The "Intake Meeting" was stricken from the code since intake is now done electronically.

These amendments to Medina Municipal Code Chapter 16.80 meet and support Council's priorities 1 and 3.

Council Priorities:

1. Financial Stability and Accountability
2. Quality Infrastructure
3. Efficient and Effective Government
4. Public Safety and Health
5. Neighborhood Character and Community Building

Attachment

Ordinance 1039 as approved by the Planning Commission on November 6, 2024.

Budget/Fiscal Impact: None.

Recommendation: Adopt Ordinance No. 1039.

City Manager Approval:



CITY OF MEDINA, WASHINGTON**Ordinance No. 1039**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, RELATING TO PROJECT PERMIT PROCEDURES AND TIMELINES, AMENDING SECTIONS 16.80.030, 16.80.050, 16.80.060, 16.80.090, 16.80.100, 16.80.120, 16.80.130, 16.80.210, 16.80.220, AND 16.80.240 OF THE MEDINA MUNICIPAL CODE, PROVIDING FOR SEVERABILITY AND CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Medina is a code city operating under Title 35A RCW, among other laws; and

WHEREAS, in Title 16 of the Medina Municipal Code, the City Council has established the City's development regulations, which include procedures and timelines for the review and processing of project permits in Chapter 16.80 MMC, in accordance with Chapter 36.70B RCW; and

WHEREAS, in 2023, the Washington State legislature enacted SSSB 5290, which amends certain provisions in Chapter 36.70B RCW relating to the review and processing of project permit applications, including the timelines for issuing decisions on project permits, and these amendments will take effect on January 1, 2025; and

WHEREAS, on October 3, 2024, the City's SEPA official issued a determination of nonsignificance for the proposed amendments, which was published and provided to the public in accordance with WAC 197-11-340 and the comment period ended on October 17, 2024; and

WHEREAS, the City has determined that it is necessary to amend the provisions of Chapter 16.80 of the Medina Municipal Code as stated in this Ordinance, to make the City Code consistent with Chapter 36.70B RCW, as amended by SSSB 5290; and

WHEREAS, this Ordinance was submitted to the Department of Commerce for expedited review on September 11, 2024, and expedited review was granted on September 27, 2024; and

WHEREAS, the Planning Commission conducted a public hearing on the substance of this Ordinance on November 6, 2024 and recommended adoption by the City Council; and

WHEREAS, the City Council, after careful consideration of the recommendation from the Planning Commission, all public comment, and the Ordinance, finds that this Ordinance is consistent with the City's Comprehensive Plan and development regulations, the Growth Management Act, Chapter 36.70A RCW, and that the amendments herein are in the best interests of the residents of the City and further advance the public health, safety and welfare; **NOW, THEREFORE**,

THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Section 16.80.030 of the Medina Municipal Code is hereby amended to read as follows:

16.80.030. General provisions.

- A. *Exemptions.* The following project permits are exempt from this chapter:
1. Landmark designations;
 2. Street and utility property vacations;
 3. Development agreements; and
 4. Legislative actions, such as those set forth in Chapters 16.81 through 16.83 MMC.
- B. *Standard of review.* The land use regulations in effect on the date an application vests will be the standard of review.
- C. *Vesting.* Building permit applications shall vest in accordance with RCW 19.27.095. Subdivision applications shall vest in accordance with RCW 58.17.033. Other A project permit applications shall not result in vesting for the project; however, all permits shall be processed under in the development regulations in effect at the time of submission of a completed project permit application as defined herein and all application fees are paid. In addition, vesting for a project only includes vesting to land use control ordinances and does not apply to fees, procedural regulations, or stormwater regulations.
- D. *Conflict with other regulations.* When any provisions of this chapter conflict with provisions of other city regulations, ordinances or resolutions, the more restrictive shall apply.

Section 2. Section 16.80.050 of the Medina Municipal Code is hereby amended to read as follows:

16.80.050. Project permit procedures.

The procedures for processing a project permit application may include a determination of completeness, notice of application, notice of hearing, and notice of decision. The following tables establish the decision type, the person or body authorized to make the decision, the general review procedures, and notice requirements that are applicable to each project permit application.

- A. Table 16.80.050(A) sets forth project permits that are categorized as Type 1 decisions with the applicable corresponding review procedures.

Table 16.80.050(A)—Type 1 Decisions

Project Permit	Decision Authority	Procedure Requirements			
		DOC ¹	NOA	NOH	NOD
Building, reroof and construction permits not listed/no SEPA	BO	Yes	No	No	Yes <u>No</u>
Mechanical permit	BO	Yes	No	No	Yes <u>No</u>
Demolition permit/no SEPA	BO	Yes	No	No	Yes <u>No</u>
Grading and drainage permit/no SEPA	BO	Yes	No	No	Yes <u>No</u>
Fence permit	BO	Yes	No	No	Yes <u>No</u>
Final short subdivision	D	No	No	No	Yes <u>No</u>
Administrative tree activity permit	D	Yes	No	No	Yes <u>No</u>
Hazardous tree designation	D	Yes	No	No	Yes <u>No</u>
Right-of-way permit	E D	Yes	No	No	Yes <u>No</u>
Lot line adjustment	D	Yes	No	No	Yes <u>No</u>
Zoning code interpretation	D	No	No	No	Yes <u>No</u>
Accessory dwelling units	D	Yes	No	No	Yes <u>No</u>
Administrative sign approval	D	Yes	No	No	Yes <u>No</u>
Construction activity permit for projects ≤ \$499,000.00	D	Yes	No	No	Yes <u>No</u>
SEPA letter of exemption	D ¹²	No	No	No	Yes <u>No</u>
Shoreline letter of exemption	D	No	No	No	Yes <u>No</u>

Shoreline master program interpretation	D	No	No	No	Yes <u>No</u>
Temporary use permit	D	No	No	No	Yes <u>No</u>
<p>Notes:</p> <p>"DOC"—determination of completeness required pursuant to MMC 16.80.100 "NOA"—notice of application required pursuant to MMC 16.80.110 "NOH"—notice of hearing required pursuant to MMC 16.80.120 "NOD"—notice of decision required pursuant to MMC 16.80.200 "BO" means building official has authority to make the decision "D" means the director has authority to make the decision "E" means the city engineer or designee has authority to make the decision ¹ <u>DOC as set forth in MMC 16.80.100 is waived and will not be issued for over the counter permits and/or when the permits are issued prior to the expiration of the 28 days period.</u> ² "Director" here means the person designated as the responsible official.</p>					

B. Table 16.80.050(B) sets forth project permits that are categorized as Type 2 decisions with the applicable corresponding review procedures.

Table 16.80.050(B)—Type 2 Decisions

Project Permit	Decision Authority	Procedure Requirements			
		DOC	NOA	NOH	NOD
Building permit/with SEPA	BO/D ¹	Yes	Yes	No	Yes
Demolition permit/with SEPA	BO/D ¹	Yes	Yes	No	Yes
Grading and drainage permit/with SEPA	BO/D ¹	Yes	Yes	No	Yes
Administrative right-of-way tree activity permit	D	Yes	Yes	No	Yes
Administrative special use permit	D	Yes	Yes	No	Yes
<u>Administrative substantial development</u>	<u>D</u>	<u>Yes</u>	<u>Yes</u>	<u>No</u>	<u>Yes</u>
Administrative variance	D	Yes	Yes	No	Yes
Minor deviation	D	Yes	Yes	No	Yes
SEPA threshold determination	D ¹	Yes	Yes ²	No	Yes
Preliminary short subdivision	D	Yes	Yes	No	Yes
Construction activity permit for projects ≥ \$500,000.00 and/or on	D	Yes	Yes ³	No	Yes

a private lane or joint driveway					
Final subdivision	CC	No	No	No	Yes
Notes: "DOC"—determination of completeness required pursuant to MMC 16.80.100 "NOA"—notice of application required pursuant to MMC 16.80.110 "NOH"—notice of hearing required pursuant to MMC 16.80.120 "NOD"—notice of decision required pursuant to MMC 16.80.200 "BO" means building official has authority to make the decision "D" means the director has authority to make the decision "CC" means the city council makes the decision "E" means the city engineer or designee has authority to issue a decision ¹ "Director" here means the person designated as the responsible official ² A NOA is not required for a SEPA threshold determination issued pursuant to WAC 197-11-340(1) ³ The NOA for a construction activity permit for projects greater than or equal to \$500,000.00 and/or projects on a private lane or joint driveway shall include the date and time of the open house pursuant to MMC 20.75.070 and MMC 20.75.080					

C. Table 16.80.050(C) sets forth project permits that are categorized as Type 3 decisions with the applicable corresponding review procedures.

Table 16.80.050(C)—Type 3 Decisions

Project Permit	Decision Authority	Procedure Requirements			
		DOC	NOA	NOH	NOD
Nonadministrative special use permit	HE	Yes	Yes	Yes	Yes
Conditional use permit	HE	Yes	Yes	Yes	Yes
Historical use permit	HE	Yes	Yes	Yes	Yes
Nonadministrative variance	HE	Yes	Yes	Yes	Yes
Site-specific rezone	PC/CC ¹	Yes	Yes	Yes	Yes
Reasonable use exception	HE	Yes	Yes	Yes	Yes
Nonadministrative right-of-way tree activity permit	HE	Yes	Yes	Yes	Yes
Nonadministrative tree activity permit	HE	Yes	Yes	Yes	Yes
Site plan review	HE	Yes	Yes	Yes	Yes
Preliminary subdivision	HE/CC ²	Yes	Yes	Yes	Yes
Shoreline substantial development permit	HE	Yes	Yes	Yes	Yes
Shoreline variance	HE ³	Yes	Yes	Yes	Yes

Shoreline conditional use permit	HE ³	Yes	Yes	Yes	Yes
<p>Notes:</p> <p>"DOC"—determination of completeness required pursuant to MMC 16.80.100</p> <p>"NOA"—notice of application required pursuant to MMC 16.80.110</p> <p>"NOH"—notice of hearing required pursuant to MMC 16.80.120</p> <p>"NOD"—notice of decision required pursuant to MMC 16.80.200</p> <p>"HE" means the hearing examiner has authority to make the decision</p> <p>"PC" means the Medina planning commission has authority to make the decision</p> <p>"CC" means the city council makes the decision</p> <p>¹ The planning commission holds the open-record hearing and makes a recommendation to the city council. The city council decides the rezone at a closed-record meeting.</p> <p>² Hearing examiner holds the open-record hearing and makes a recommendation to the city council. The city council decides the preliminary subdivision at a closed-record meeting.</p> <p>³ If the hearing examiner's action on shoreline variances and shoreline conditional use permits is to approve the application, the approval shall be submitted to the Washington State Department of Ecology for approval, approval with conditions, or denial pursuant to WAC 173-27-200.</p>					

Section 3. Section 16.80.060 of the Medina Municipal Code is hereby amended to read as follows:

16.80.060. Meetings prior to submitting a project permit application.

- A. There are two types of meetings that may occur before an application is submitted and processed. Predevelopment meetings are for owners to obtain input from city prior to submitting an application. Development information meetings are for parties other than owners to obtain information from the city about zoning and development limitations that may apply to a particular parcel of property.
- B. Predevelopment meeting. Predevelopment meetings are not required but are encouraged to assist the owner with streamlining applications, particularly if a project is large or complex. The purpose of a predevelopment meeting is to acquaint the applicantowner with the processes of the city and to discuss issues involving development, an application, or a project.
 - 1. A predevelopment meeting may be held at any time before an application is submitted.
 - 2. ~~The city may require a predevelopment meeting when a proposal is determined by the director to be of a size or complexity to necessitate such a meeting.~~

- 3.—A predevelopment meeting is not intended to be an exhaustive review of all potential issues and the discussion shall not be binding or prohibit the enforcement of applicable laws. Failure to provide all pertinent information may prevent the city from identifying all of the issues or providing the most effective predevelopment meeting.

BC. Development information meeting. This meeting type is for parties other than owners who may desire to meet with the city to discuss zoning and development limitations that may apply to a particular parcel of property. The cost for a development information meeting shall be set by the city council.

The purpose of a development information meeting is to acquaint the applicant with the processes of the city and to discuss issues involving development, an application, or a project specific to a parcel or property.

1. A development information meeting may be held at any time before an application is submitted.
2. A development information meeting is not intended to be an exhaustive review of all potential issues and the discussion shall not be binding or prohibit the enforcement of applicable laws. Failure to provide all pertinent information may prevent the city from identifying all of the issues or providing the most effective predevelopment meeting.

~~Intake meeting.~~ This is the first formal step in the project permit review process.

- ~~1. An intake meeting is mandatory for all project permit applications prior to submittal. The director may waive this requirement if it is determined to be unnecessary.~~
- ~~2. The purpose of the meeting is to determine the adequacy of the project permit application for submission.~~
- ~~3. An intake meeting is not a determination of a complete project permit application as set forth in MMC 16.80.100 and does not vest the application.~~

Section 4. Section 16.80.090 of the Medina Municipal Code is hereby amended to read as follows:

16.80.090. Optional consolidated permit review.

- A. An application, which involves two or more project permits for a single project, may have the review processes consolidated under the procedures for the highest category of a type of decision. Except as specified in subsection C below, ~~t~~The applicant shall specify whether they

- want the project permit applications consolidated under a single review process or separately.
- B. Only one open-record hearing and no more than one closed-record appeal shall be allowed under a consolidated review process. If a predecision hearing is provided prior to the decision on a project permit application, a subsequent open-record appeal hearing shall not be allowed.
 - C. The city may require an applicant to submit project permit applications under a consolidated review process if it is found necessary to comply with the one open-record hearing rule.
 - D. If multiple permits for a project are processed separately, the highest type of decision shall be final before subsequent permits can be issued. The director may waive this requirement when a project permit is not dependent on the higher type of decision for its justification or implementation.
 - E. If two or more authorities are designated to decide project permits under the highest category of consolidated review, except for applications involving subdivisions, which must be decided by the city council, the director shall designate which of the authorities shall decide the consolidated project permit applications.

Section 5. Section 16.80.100 of the Medina Municipal Code is hereby amended to read as follows:

16.80.100. Determination of completeness.

When the tables in MMC 16.80.050 identify a requirement for a determination of completeness, the following shall apply:

- A. Within 28 days of accepting the project permit application, the city shall provide a written notice to the applicant that:
 - 1. The application is complete; or
 - 2. The application is incomplete and what is necessary to make the application complete.
- B. To the extent known by the city, the determination of completeness shall identify other agencies of local, state or federal government that may have jurisdiction over some aspect of the application.
- C. Failure to provide the written notice within 28 days shall automatically deem the application as complete.
- D. A project permit application is determined complete when it meets the submittal requirement established in MMC 16.80.070 and is accepted by the city. A determination of completeness shall not

preclude the city from requesting additional information or studies as a condition to continue review of a project permit application.

- E. When a notice for an incomplete application is issued, the applicant shall have 90 days from the date of the written determination to submit the necessary information. If the city does not receive the information within 90 days, the application shall lapse. The director may grant a time extension to submit additional information, if the applicant makes such a request in writing prior to expiration of the 90 days.
- F. When an applicant submits information pursuant to subsection (E) of this section, the city shall provide written notice to the applicant within 14 days of receipt as to whether the application is complete or if additional information is required. Failure to notify the applicant within the 14 days will automatically deem the application as complete.
- G. When a permit is issued prior to the expiration of the 28 day period set forth in A above, the city need not issue a determination of completeness for the issued permit.

Section 6. Section 16.80.120 of the Medina Municipal Code is hereby amended to read as follows:

16.80.120. Notice of hearing.

When the tables in MMC 16.80.050 identify a requirement for a notice of hearing, the following shall apply:

- A. A notice of hearing is required for all predecision hearings and shall be subject to the following:
 - 1. The city shall provide the notice of hearing at least 15 days before the hearing date; and
 - 2. In setting the hearing date, the city shall consider the time necessary for comment and appeal periods on any related SEPA threshold determination, and for the city to conduct the hearing and issue a decision within the ~~420-day~~ time period prescribed in MMC 16.80.210.
- B. The content of the notice of hearing shall include the following information:
 - 1. Project description, list of project permits in the application, assigned city file number, and the city contact person;
 - 2. The date, time, and place for the hearing;
 - 3. The right of any person to participate in the hearings and request a copy of the decision;

4. If applicable, the SEPA threshold determination and the deadline (date, time and place) for submitting a SEPA appeal, including a statement that any timely SEPA appeal shall be heard at the scheduled predecision hearing; and
 5. Any other information determined appropriate by the city.
- C. The notice of hearing shall be posted, mailed, and published in accordance with the general notice requirements in MMC 16.80.140.
 - D. Continuation of a hearing does not require additional notice.

Section 7. Section 16.80.130 of the Medina Municipal Code is hereby amended to read as follows:

16.80.130. Joint public hearing.

- A. When requested by the applicant, the city may allow a predecision hearing to be combined with any other hearing that may be held by another local, state, regional, federal, or other agency for the same project; provided, that:
1. The hearing is held within the geographic boundary of the city;
 2. The hearing is held within ~~120 days as the~~ time period specified in MMC 16.80.210, unless the time period is waived by the applicant;
 3. Sufficient notice of the hearing is given to meet each of the agencies' adopted notice requirements; and
 4. Each agency participating in the hearing has received the necessary information from the applicant about the proposed project to hold the combined hearing.
- B. In all cases, appeals and hearings shall be combined in a manner which retains applicable city procedures. The city may combine its notice requirements with other agencies' notices, and the hearing examiner shall have the discretion to decide the procedures for conducting the hearing when there are conflicting procedures.

Section 8. Section 16.80.200 of the Medina Municipal Code is hereby amended to read as follows:

16.80.200. Notice of decision.

A notice of decision is issued at the conclusion of the project permit review.

- A. The notice of decision may be a copy of the report or decision on the project permit application, or it may be a separate written notice.
- B. The city shall provide a notice of decision that includes the following:
 1. A statement of any SEPA threshold determination, if notice was not previously given;
 2. The administrative appeal process and time period for filing an appeal, if any;
 3. Information on requesting reconsideration of a hearing examiner's decision, if applicable; and
 4. A statement that affected property owners may request a change in valuation for property tax purposes notwithstanding any program or revaluation.
- C. The notice of decision shall be mailed by first class postage and/or provided by personal service to the following:

1. The applicant;
2. Parties of record; and
3. Any person submitting a written request to the city to receive the decision; ;
4. ~~King County assessor's office; and~~
5. ~~Any other party determined appropriate by the city.~~

Section 9. Section 16.80.210 of the Medina Municipal Code is hereby amended to read as follows:

16.80.210. Processing timelines.

- A. A decision on a project permit application shall be issued within the processing timelines set forth in subsection B below. ~~420 days~~ All processing timelines shall be counted from the date the application is determined to be complete pursuant to MMC 16.80.100, except as follows set forth in subsection E below.:
1. ~~The city makes written findings that a specified amount of additional time is needed for processing the application; or~~
 2. ~~A project permit or approval involves public facilities, utilities or related uses of public areas or facilities if the director determines special circumstances warrant a longer process.~~
- B. Processing timelines by application type.
1. Type 1 applications shall have a processing time of 65 days from the date the application is determined to be complete pursuant to MMC 16.80.100.
 2. Type 2 applications shall have a processing time of 100 days from the date the application is determined to be complete pursuant to MMC 16.80.100.
 3. Type 3 applications shall have a processing time of 170 days from the date the application is determined to be complete pursuant to MMC 16.80.100.
 4. If the city is undertaking consolidated review in accordance with MMC 16.80.090, then the processing time shall be the time period for the highest permit type that is being processed.
- C. Determination of processing time. Days in processing time shall be counted as calendar days.
- D. If the city is unable to issue its final decision on a project permit application within the time limits provided for in this section, it shall provide written notice of this fact to the parties of record. The notice shall include a

statement of reasons why the time limits were not met, and an estimated date for issuance of the notice of decision.

GE. In calculating the ~~120-day~~ processing time period, the following days shall be excluded:

1. Any period in which the city asks the applicant to correct plans, perform required studies, or provide additional information and the applicant takes to provide the additional information.
2. Any period where the city determines that submitted information is insufficient or incorrect, and has requested the applicant provide the necessary information.
3. Any period, not to exceed 30 days, during which a code interpretation pursuant to MMC 16.10.050 is processed in conjunction with an underlying project permit application.
4. Any period during which an environmental impact statement is being prepared.
5. Any period of time for an administrative appeal or reconsideration of the hearing examiner's decision.
6. Any period during which the applicant has requested in writing a temporary suspension of the review;
7. Any period of time after an applicant requests in writing that the city pause permit processing. The processing time will not begin again until the applicant requests in writing the city to re-commence processing.
- ~~68.~~ Any period of time a project permit application requires approval of an amendment to the comprehensive plan or development regulation in order to receive permit approval.
- ~~7.~~ ~~Any period of time on a project permit application that is substantially revised by the applicant, in which case a new 120-day time period shall start from the date at which the revised project application is determined to be complete.~~
- ~~9.8.~~ Any extension of time mutually agreed upon by the applicant and the city.

F. The following shall result in a change to the applicable number of processing days:

1. Whenever the applicant suspends the application in writing for a period of more than 60 days, or the applicant has been non-responsive for more than 60 consecutive days after a city request for additional information, an additional 30 days shall be added to the processing time. Non-responsive means that there is no demonstrable progress on providing the additional information, or there is no ongoing

communications from the applicant to the city on the willingness or ability to provide the additional information.

2. If the applicant proposed a change of use from the original application, then the processing time period will revert to Day 1 from the date the changed application is determined to be complete pursuant to MMC 16.80.100.
3. If the applicant removes commercial or residential elements from the original application such that it makes the application fail to meet the determination of completeness for the new use, then the processing time period will revert to Day 1 from the date the changed application is determined to be complete pursuant to MMC 16.80.100.

DG. All excluded periods are calculated from the date the city notifies the applicant to when the information satisfies the city's requirement.

~~E.~~ ~~If the city is unable to issue a decision within the time period prescribed by this section, the city shall notify the applicant in writing. The notice shall include a statement of reasons why the time limits have not been met and an estimated date of issuance of a decision.~~

FH. Failure to comply with the required timelines specified by this chapter shall not create a liability for damages.

Section 10. Section 16.80.240 of the Medina Municipal Code is hereby amended to read as follows:

16.80.240. Development agreements.

- A. The city may enter into a development agreement with a person having ownership or control of real property within its jurisdiction or outside its boundaries as part of a proposed annexation or a service agreement. A development agreement sets forth the development standards and other provisions that shall apply to and govern and vest the development, use, and mitigation of the development of the real property for the duration specified in the agreement.
- B. A determination of completeness, notice of hearing and a notice of decision are required pursuant to the provisions of this chapter. The ~~420-day~~ processing time limit for the notice of decision shall not apply to a development agreement.
- C. The city council may approve a development agreement by ordinance or resolution only.

Section 11. Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent

jurisdiction, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause, or phrase of this ordinance.

Section 12. Publication. This Ordinance shall be published by an approved summary consisting of the title.

Section 13. Corrections. Upon the approval of the city attorney, the city clerk, and/or the code publisher is authorized to make any necessary technical corrections to this ordinance, including but not limited to the correction of scrivener’s/clerical errors, references, ordinance numbering, section/subsection numbers, and any reference thereto.

Section 14. Effective Date. This ordinance shall take effect five days after publication as provided by law.

PASSED BY THE CITY COUNCIL ON THIS 9th DAY DECEMBER, 2024 BY A VOTE OF __ FOR, __ AGAINST, AND __ ABSTAINING, AND IS SIGNED IN AUTHENTICATION OF ITS PASSAGE ON THE 9TH DAY DECEMBER, 2024.

Jessica Rossman, Mayor

Approved as to form:
Inslee Best Doezie & Ryder, P.S.

Attest:

Jennifer S. Robertson, City Attorney

Aimee Kellerman, City Clerk

PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.: 1039



MEDINA, WASHINGTON

AGENDA BILL

Monday, December 9, 2024

Subject: Middle Housing Public Engagement Plan

Category: Discussion

Staff Contact(s): Jonathan G. Kesler, AICP – Planning Manager and Kirsten Peterson, Senior Project Manager, SCJ Alliance

Summary:

During the previous City Council meeting of November 25, 2024, the Council members had the opportunity to review the various middle housing materials completed to date. The packet materials included the Tier 3 middle housing memo and the most recent versions of the gap analysis and code amendment. The graphics and public engagement plan were also reviewed, after receiving updates based on feedback from the November 18 Planning Commission meeting and the November 20 DSC meeting.

The Planning Commission met again on Thursday, December 5 and focused the discussion on plans for reaching out and engaging with the community on the topic of middle housing. Feedback received has been incorporated into the newly updated Public Engagement Plan (PEP) memo which is included as **Exhibit 1**.

The PEP memo begins with a summary background on middle housing, and then launches into the various engagement methods, including online and in person opportunities and provides description on the types of tools and techniques to be utilized.

At present, dates have been set for TWO community forums, including one on Thursday, January 9, 2025, at St. Thomas Episcopal Church and another on Wednesday, January 15, 2025. Both events will be held from 6 to 8 pm, starting with a presentation to the public followed by an opportunity for Q&A from the public. Staff and consultants will be available throughout both events. A calendar of events has been included as **Exhibit 2**.

Work is currently commencing on the information to be presented online and in person, and drafts were shared at the December 5 Planning Commission meeting. Updated versions of the postcard and website content will be provided for City Council review on December 9, with final edits to be made following Council feedback, and potentially even feedback from the DSC after their meeting on December 10. The intention is to get postcards sent out to the public prior to commencement of the Christmas break, with the in-person events to take place in January after school is back in session. The invitation will include a QR code to take people to the website, so it is a priority to also finalize the website prior to mailing postcards and posting flyers.

As part of the materials to be placed online, the middle housing graphics continue to be updated. There are plans to include the driveways on the graphics, in order to depict available parking, and new graphics are being made for depiction of smaller lot sized and larger lot sizes.

The PowerPoint presentation provides details on several engagement methods for middle housing in Medina and includes the proposed website text and graphics in draft format. It also includes an example of a middle housing webpage approach being utilized by a neighboring community. The PowerPoint is included as **Exhibit 3**.

Based on feedback from the upcoming City Council discussion, additional edits will be made as necessary to reflect the best methods for reaching out to the Medina community. Additional plans for the engagement activities themselves will continue to be refined leading up to the events. Staff and the consultants appreciate the feedback and look forward to engaging with the Medina community.

This Middle Housing Land Use Code Update project continues to meet and support Council's priorities 1, 2 and 5.

Council Priorities:

1. **Financial Stability and Accountability**
2. **Quality Infrastructure**
3. Efficient and Effective Government
4. Public Safety and Health
5. **Neighborhood Character and Community Building**

Attachment(s)

- Exhibit 1 – Public Engagement Plan memo
- Exhibit 2 – Project Schedule
- Exhibit 3 - PowerPoint presentation

Budget/Fiscal Impact:

Proceeding with the Middle Housing Scope of Work is consistent with the City's obligations under the Commerce Middle Housing Grant. By meeting the required milestones, the City will be able to draw from the grant funds.

Recommendation: Presentation, discussion and direction.

City Manager Approval:



Proposed Council Motion: N/A

Time Estimate: 45 minutes



Public Engagement Plan Memo

Medina Middle Housing Ordinance

To: City of Medina
From: Kirsten Peterson, Senior Project Manager
Date: December 6, 2024
Project: Medina Middle Housing Ordinance
Subject: Updated Public Engagement Plan Memo

Background

As part of the middle housing planning process, the City of Medina drafted an engagement plan outlining the middle housing engagement objectives. This plan was adopted by the City as Resolution 444 on June 10, 2024. The following document is guided by Resolution 444 and provides further information on how Resolution 444 may be enacted in collaboration between City Staff, SCJ Alliance, and the elected officials and advisory committee members.

The City intends to develop a middle housing ordinance that is in compliance with the State mandates for Tier 3 cities and, more importantly, in a manner that reflects the vision and will of the Medina Community. This will be accomplished through the following tasks, each involving an opportunity for public involvement in the planning process. The outcomes from these tasks will inform the priorities and direction of the final ordinance.

Engagement Opportunities

To engage the Medina community on the topic Middle Housing, the following strategies are being offered as possible options. Guidance from City Staff, the Planning Commission, the Development Services Committee and City Council will be sought throughout the process in selecting the best methods for engaging the members of the community.

The following options take into consideration Resolution 444, project budget, and the guidance that has been offered to date; however, this list does not take into account all available outreach techniques.

Online engagement

- Middle Housing Webpage Update
- Online survey(s) requesting feedback



In-person engagement opportunities

- Community Forums:
 - St. Thomas Episcopal Church
 - Medina City Hall
- Peer-to-peer engagement opportunities
- Regularly-scheduled City meetings open to the public

Outreach Tools

- Direct outreach from the City:
 - Postcard mailer
 - Flyers
 - Medina Facebook page
 - City text messaging
- Online survey(s) requesting feedback
- Email updates to receive updates on middle housing

Marketing Techniques

- 1st Call to Action
 - Visit the City website to learn more
 - Option available for providing comment
- 2nd Call to Action
 - Advertising for the Community forums
 - Invite attendance to learn more and provide feedback at the events
- Additional calls to action to be planned for future phases and events for the middle housing project

The above information was a brief summary of tools and techniques that can be utilized. The information below provides further detail about each of these options.

City of Medina Website Updates

The City website currently hosts a web page regarding middle housing, which is available to the public and is a source of information, documentation, updates, and other resources regarding the middle housing project. This web page is the primary source of information and status updates.

This web page will remain active throughout the project and be the central resource for publicly available information. As part of this engagement plan, SCJ is proposing to provide more up-to-date information regarding middle housing, with further enhanced graphic support.

Website POP

Purpose: provide materials for the public to learn more about middle housing and the status of the updates.



Outcome: Medina residents know what is happening with Middle Housing, feel informed about the process, and understand where they can get more information and ask questions.

Plan: Update the website with the following:

- Updated language on middle housing legislation (HB 1110 and HB 2321) and accessory dwelling unit legislation (HB 1337) and how the two pieces of legislation intersect
- Graphics of housing types and configurations
- Graphics showing comparison of before & after
- Link to the eventual survey
- Mix graphics with text for more visually appealing formatting without compromising context
- Provide an FAQ section
- Timeline and status update section
- Signup form for email updates on middle housing

Important Links

City of Medina Middle Housing Page: <https://www.medina-wa.gov/developmentservices/page/new-housing-laws-middle-housing-and-adu-legislation-and-medina#>

Washington Department of Commerce Planning for Middle Housing page:

<https://www.commerce.wa.gov/growth-management/housing-planning/middle-housing/>

Department of Commerce Middle Housing FAQ:

<https://deptofcommerce.app.box.com/s/fp3e2qb0cuq2lh0yclz8ls71m9e87wp3>

Online Survey

An online community survey can be drafted, developed in Alchemer, and distributed in multiple methods throughout the community to gather information and feedback from community members on the future of Middle Housing in Medina. If this methodology is selected, the survey will be developed for distribution to a wide range of diverse community members. The results from the survey will be summarized and feedback incorporated into the decision-making process by the elected officials.

- In addition to being on the city website, the survey could be further distributed through the following methods:
 - Sending the survey to a list of stakeholders identified by the City, including but not limited to the school district
 - Social Media – Medina Facebook Page, SCJ Alliance Facebook Boost
 - Survey info and link will be mailed in the city's communication streams
 - Flyers could be drafted and placed around town with survey info, link, and QR code
 - Results will be compiled and analyzed at appropriate dates



The survey questions would be open-ended, with the purpose of gathering general feedback from the community members about middle housing.

Middle Housing Community Forum(s)

The City will schedule, coordinate, and invite the public to engage in the development of the Middle Housing ordinance at in-person public events. The initial community forum(s) will provide a way for the public to learn about the planning project and the State requirements, and to provide input on the vision for Medina's future with middle housing before the January 31, 2025, submittal of a DRAFT ordinance to the Department of Commerce.

Community Forum POP

Purpose: provide an opportunity for Medina residents to learn more about the Middle Housing Project and requirements from the state, talk directly to City staff and consultants, and ask questions they have about the changes.

Outcome: Medina residents know what is happening with Middle Housing, feel informed about the process, and understand where they can get more information and ask questions.

Plan: Start with a presentation on Middle Housing, then open the floor for questions. Remain on-site for more individual questions.

Two community forums have been scheduled as follows:

Date: Thursday, January 9, 2025

Time: 6 – 8 pm

Location: St Thomas Episcopal Church

Date: Wednesday, January 15, 2025

Time: 6 – 8 pm

Location: Medina City Hall Council Chambers

Notification Methods:

1. Postcard invitations mailed to the public
2. Word of mouth by planning commissioners, city councilors, and city staff.
3. Facebook posts sharing event information
4. Flyers posted around town with event information
5. Newspaper ad/article describing the plan and engagement opportunities
6. An alert on the City's website
7. City text messaging
8. Any other methods identified by the City



Activities at the community forums will include:

1. A presentation by city staff and consultants on the following items:
 - What is Middle Housing?
 - What are the State requirements?
 - How are changes being made?
 - What do these changes mean for Medina?
 - What can residents do?
2. Q&A with the city staff and consultants.
2. Opportunity to provide written feedback and questions.

Additional community forums could be held after the draft ordinance is submitted to the Department of Commerce on January 31, 2025. Those would allow for continued feedback prior to the city council's adoption of the final ordinance.

Peer-To-Peer Community Group Engagement

As described in Resolution 444, the City of Medina seeks to engage community members who have not reliably participated in previous community planning efforts. One option for achieving this desired outcome is through peer-to-peer networking supported by an engagement toolkit.

The engagement toolkit would include the following informational materials:

- A flyer advertising the public forums
- Middle housing FAQ sheet
- A one-page summary of the project

This toolkit could be utilized by Planning Commissioners or Council members for engaging with community members and networks that fall outside the city staff and consultant's knowledge or engagement methods. This would allow participating members to distribute these materials within their own networks, how they choose, ensuring a wide range of residents are informed about the proposed updates.

If questions are encountered that cannot be answered, members of the public could be encouraged to attend the planned community forums and public meetings or visit the website for further information.

This methodology draws upon grassroots organizing tactics that have been proven effective in engaging, informing, and educating individuals not reliably engaged through other methods such as surveys, open houses, social media posts, and mailers. Peer-to-peer engagement provides a comfortable environment for a diverse community to ask questions, increase collective understanding of the subject, and build capacity in the community.

City staff and consultants will work with planning commissioners in ensuring the toolkit materials are easily understandable, distributable, and translatable into other desired languages.



Peer-to-peer Engagement POP

Purpose: Provide materials for the planning commission and community members to be able to speak with friends, neighbors, and community members not often represented or heard from in public engagement opportunities.

Outcome: Medina residents know what is happening with Middle Housing, feel informed about the process, and understand where they can get more information and ask questions.

Plan: Develop the following materials:

- Middle housing FAQ sheet
 - What is happening
 - How it is happening
 - What to do if they have concerns

- Flyer to post around the community
 - General information with visuals
 - Dates of Forums
 - Link to website and survey
 - Post at parks and popular locations

- A one-page summary of the project to share with friends and family

Regularly Scheduled City Meetings

City staff and consultants will provide progress reports at each regular meeting of the Medina Planning Commission, the Medina City Council, and the Medina Development Services Committee (DSC) until the date of adoption of the middle housing ordinance. The Planning Commission and City Council meetings are scheduled in advance and are always open to the public. The progress reports will range from simple updates to workshops where significant feedback will be requested from the Planning Commission, DSC or City Council, as well as public comment at each event. SCJ and the Medina Development Services Committee will meet when requested, to ensure communication between the Planning Commission and City Council and to provide feedback to staff and consultants.

The purpose of providing progress reports at each of the regular City meetings is to ensure that the planning process and outcomes are transparent and shared in advance with the city's governing and advisory bodies, and the public, well before plan adoption.

City Council Meeting Schedule

- ◆ **Mon., Oct. 14th**
- ◆ **Mon., Oct. 28th**
- ◆ **Tue., Nov. 12th**



SCJ ALLIANCE
CONSULTING SERVICES

- ◆ **Mon., Nov. 25th**
- ◆ **Mon., Dec. 9th**
- ◆ **Wed., Jan 8th *Special Joint Meeting***
- ◆ **Mon., Jan. 13th**
- ◆ **Mon., Jan. 27th**

Planning Commission Schedule

- ◆ **Tue., Sep. 24th**
- ◆ **Wed., Nov. 6th**
- ◆ **Mon., Nov. 18th**
- ◆ **Thu., Dec. 5th**
- ◆ **Wed., Dec. 18th**
- ◆ **Wed., Jan 8th *Special Joint Meeting***
- ◆ **Wed. Jan. 15th**
- ◆ **Tue., Jan. 28th**

Development Services Committee Schedule

- ◆ **Wed., Oct. 30th**
- ◆ **Wed., Nov. 20th**
- ◆ **Tue., Dec. 10th**

Outreach Tools

Flyers and **postcard mailers** will be created for each of the community forums. The flyer will be posted in collaboration with Planning Commission members throughout the City in places residents are known to frequent. This includes City Hall, St. Thomas Episcopal Church, the Post Office, the golf course, Chevron, Kitchen and Market, and other places identified by the City. A digital version will be posted on the City's website.

This flyer will be designed to describe the Medina Middle Housing Land Use Code Update process, outline opportunities for public involvement, and provide contact information, including the website and email for public inquiry and comment. Detailed information and progress reports may be available upon request for local organizations and media outlets, such as local newsletters.

The postcard mailer will include a more succinct summary of the middle housing project with the specific purpose of inviting community members to attend one or more community forums.

Meeting Schedule

 Planning Commission

 City Council

 Special Joint PC and City Council Meeting

 DSC

 Community Forum

 Draft Due to Commerce

October						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	15	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9*	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

*Confirmed date at St. Thomas Episcopal Church 219

Medina, WA

Middle Housing Update

City Council Meeting | December 2024



SCJ ALLIANCE
CONSULTING SERVICES

Agenda

1. Progress Report
2. Schedule Overview
3. Public Engagement Discussion
 - Website
 - Community Forums
 - Postcard Mailers
 - Peer-to-Peer Engagement
4. Next Steps



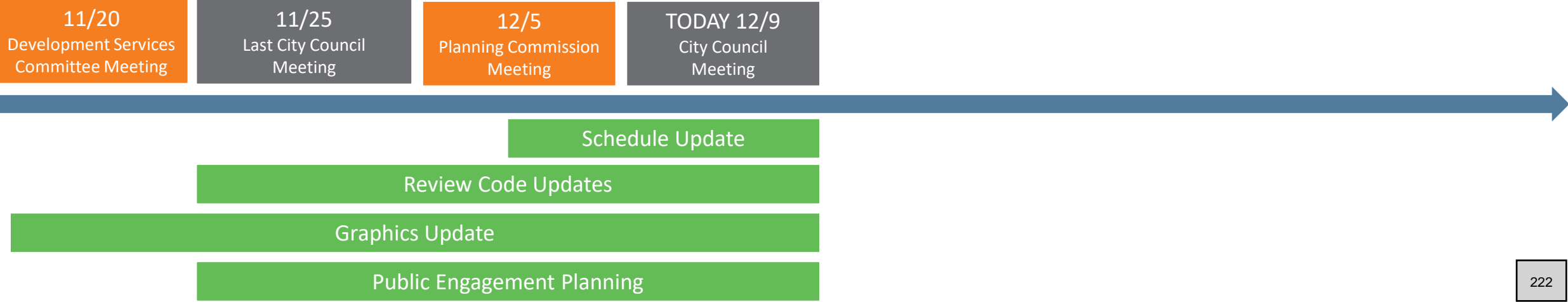
Progress Report

12/25 City Council Meeting:

- Schedule
- Updated Draft Code and Gap Analysis
- Public Engagement Memo
- Updated Graphics

TODAY 12/9 City Council Meeting:

- Progress Report
- Schedule Overview
- Public Engagement Discussion



2024-2025 Schedule

Medina Middle Housing				2024													2025								
City of Medina				September			October				November				December			January							
Phase/Task	Start	End		9-Sep	16-Sep	23-Sep	30-Sep	7-Oct	14-Oct	21-Oct	28-Oct	4-Nov	11-Nov	18-Nov	25-Nov	2-Dec	9-Dec	16-Dec	23-Dec	30-Dec	6-Jan	13-Jan	20-Jan	27-Jan	
Meetings																									
Planning Commission Meetings	26-Sep	30-Jun				26-Sep						6-Nov		18-Nov		5-Dec		9-Dec	18-Dec			8-Jan	15-Jan		28-Jan
City Council Meetings	14-Oct	30-Jun						14-Oct					12-Nov		25-Nov							8-Jan	13-Jan		27-Jan
Development Services (DSC) Meetings	30-Oct	30-Jun								30-Oct				20-Nov				10-Dec							
01 Admin and Management																									
Project Management	9-Sep	30-Jun																							
Kick off Meeting	17-Sep	17-Sep			17-Sep																				
Coordination Meetings with City	17-Sep	30-Jun							22-Oct																
02 Community Engagement																									
Informational materials	23-Sep	30-Jun																							
Engagement Plan	11-Nov	20-Nov																							
Visual preference survey	TBD	TBD																							
Engagement and survey summary	TBD	TBD																							
03 Draft Middle Housing Dev Regulations																									
Draft Gap Analysis	16-Sep	6-Nov							10/23 First Draft Complete																
Targeted Dev regulations and engagement	6-Nov	10-Jun																							
Draft Middle Housing Regulations	23-Sep	31-Jan																							
04 Amendment Adoption																									
Draft Ordinance to Department of Commerce	23-Sep	31-Jan																							31-Jan
Formal Ordinance Adoption	31-Jan	10-Jun																							
Deliverables																									
																									Draft Ordinance to Department of Commerce

Meeting Schedule

- Planning Commission
- City Council
- Special Joint PC and City Council Meeting
- DSC
- Community Forum
- Draft Due to Commerce

October						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	15	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
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					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9*	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

*Confirmed date at St. Thomas Episcopal Church

Middle Housing Engagement Discussion

- Resolution 444 provides the framework for engaging Medina residents on middle housing with:
 - Goals;
 - Objectives;
 - Activities; and
 - Protocols.
- We are seeking City Council’s and Planning Commission’s guidance on the specifics of enacting Resolution 444
- Wide range of options for community engagement included within Public Engagement Plan Memo



Middle Housing Website POP

Purpose: provide materials for the public to learn more about middle housing and the status of the updates.

Outcome: Medina residents know what is happening with Middle Housing, feel informed about the process, and understand where they can get more information and ask questions.

Plan: Update the website with the following:

- Updated language on middle housing legislation (HB 1110 and HB 2321) and ADU legislation (HB 1337) and how the two intersect
- Graphics of housing types and configurations
- Graphics showing comparison of before & after
- Link to the eventual survey
- Mix graphics with text for more visually appealing formatting without compromising context
- Provide an FAQ section
- Timeline and status update section
- Signup form for email updates on middle housing

Draft Website Materials

What is middle housing?

The term "Middle Housing" includes various residential options ranging in scale between traditional single-family homes and large apartment complexes. It aims to enhance housing diversity while preserving the overall character and aesthetic of communities.



Draft Website Materials

What are the different types of middle housing?

Some of the most common middle housing types include:

1. **Duplex** – two attached dwelling units located in one building.
2. **Triplex** – three attached dwelling units located in one building.
3. **Fourplex** – four attached dwelling units located in one building.
4. **Fiveplex** – five attached dwelling units located in one building.
5. **Sixplex** – six attached dwelling units located in one building.
6. **Townhouses** – three or more attached single-family dwelling units that extend from foundation to roof and that have a yard or public way on not less than two sides.
7. **Stacked Flats** – residential units in a residential building of no more than three stories in which each floor is a separate unit.
8. **Courtyard Apartments** – attached residential units arranged on two or three sides of a yard or court.
9. **Cottage Housing** – detached residential units on a lot with a common open space.



Draft Website Materials

Why is middle housing Important?

Washington State has passed several housing bills that require communities, including Medina, to accommodate middle housing in their development regulations. The most substantial are:

HB 1110

Allows middle housing in areas traditionally dedicated to single-family detached housing

HB 1337

Allows up to two accessory dwelling units (ADUs) if regulations met

Incorporating middle housing into existing neighborhoods is an important strategy to increase housing options and availability in Medina and across the state.

Draft Website Materials

(cont.) Why is middle housing Important?

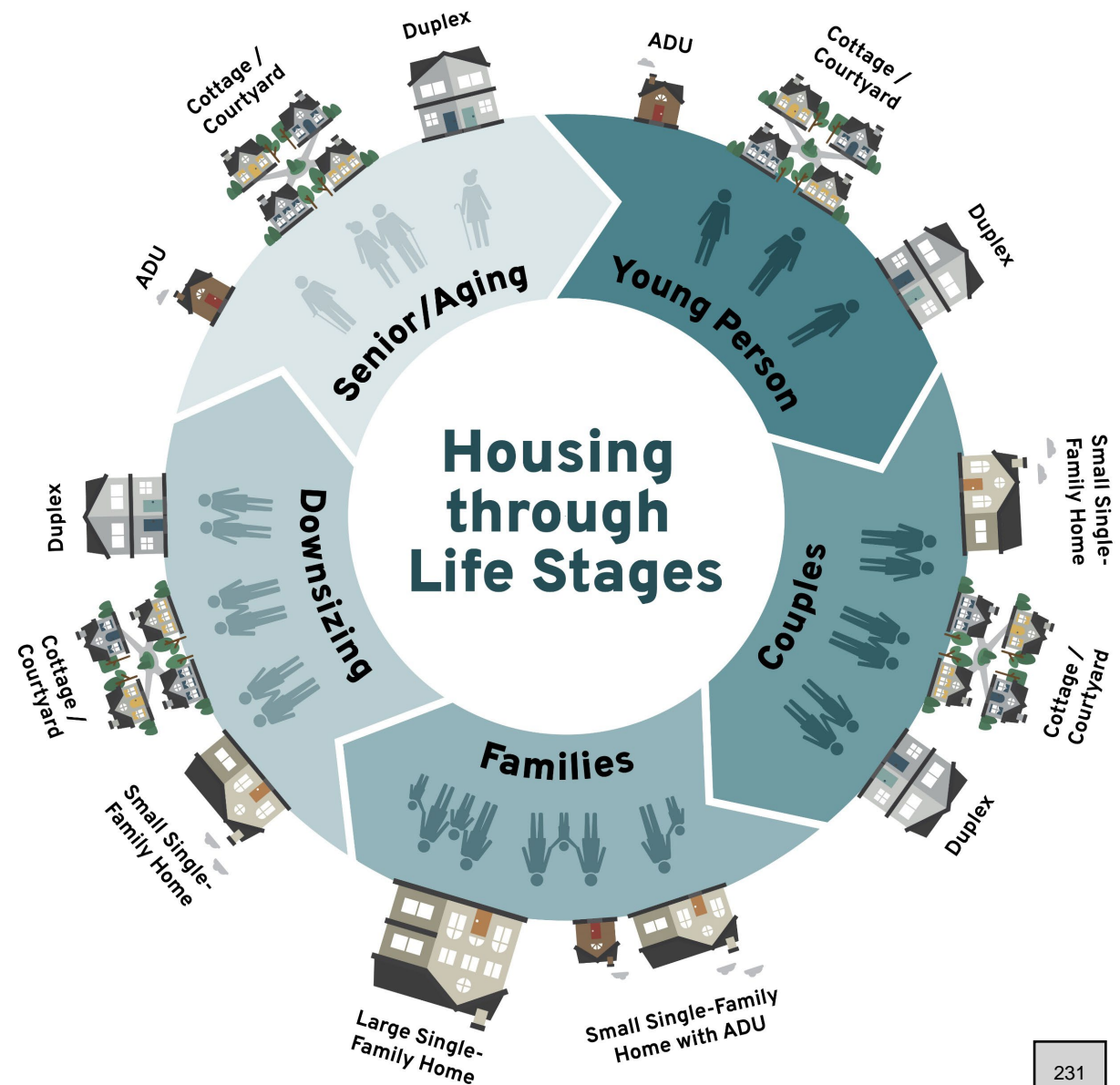
Because housing needs change over the course of our lives, middle housing can benefit everyone in our community. Middle housing serves housing needs not met by single-family homes or large-scale multifamily developments, making housing more attainable for:

A diversity of lifestyles

- Different needs
- Diversity of professions
- Different phases of life

A variety of household types

- Young families
- Single households
- First-time homebuyers
- Older adults
- Multigenerational households



Draft Website Materials

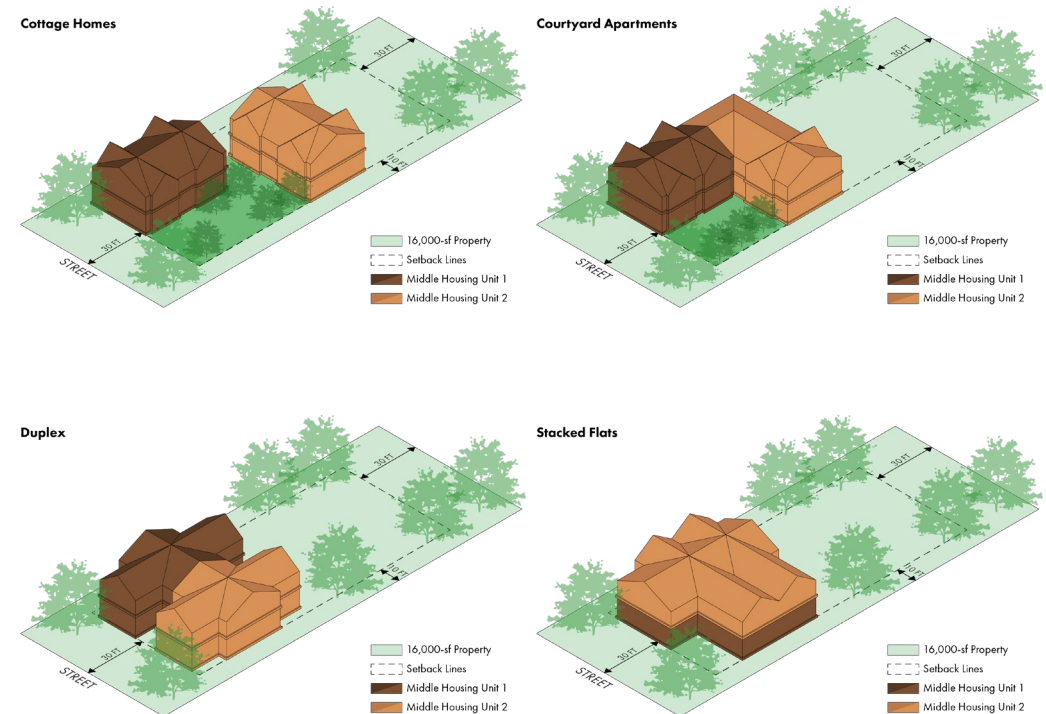
What Will Middle Housing Look Like for Medina?

Since Medina is a Tier 3 city, it is required under the Growth Management Act to provide up to two units per lot. These two units may take on several configurations:

1. Two Accessory Dwelling Units (Attached or Detached) alongside a single-family home
2. Stacked Flats
3. Duplex
4. Cottage Housing
5. Courtyard Apartments

All units must still comply with development standards set for individual lots, meaning that ADUs and Middle Housing must comply with the existing height, setbacks, and lot coverage requirements.

Example: 16,000-SF lot in R-16 zone (25% Maximum Structural Coverage)



Draft Website Materials

Stay Engaged!

We would like your input on development features that reflect the local context of the Medina community in order to meet state requirements and create policies and regulations that facilitate quality design in middle housing.

[Link to the community survey](#)

Your insights and feedback are essential in shaping the future of housing in our city. Please join us to share your thoughts and learn more about this important project.

January 9th, 2025 | Wednesday

6:00 – 8:00 pm

St. Thomas Episcopal Church
8398 NE 12th St
Medina, WA 98039

January 15th, 2025 | Wednesday

6:00 – 8:00 pm

Medina City Hall Council Chambers
501 Evergreen Point Rd
Medina, WA 98039

You can also submit your comments online. ([Button](#))

[Subscribe to Medina's email notifications to get updates on middle housing.](#)

Draft Website Materials

FAQs (Draft)

What is middle housing?

The term "Middle Housing" includes various residential options ranging in scale between traditional single-family homes and large apartment complexes. Middle housing types are often designed to look like single-family homes.

Why is Medina developing middle housing regulations?

Medina is required to allow middle housing under the state's HB 1110, which aims to address the statewide housing shortage.

What is the deadline for the City to adopt the required middle housing policies into Medina's code?

Middle housing regulations must be adopted by June 30th, 2025, allowing certain middle housing options in residential neighborhoods.

Draft Website Materials

FAQs (Draft)

Will the city build middle housing?

The City of Medina is not responsible for building middle housing. Residents and developers will be allowed to build middle housing on their private property.

How will middle housing regulations impact single-family homes?

Single-family homes will remain an allowable use in residential neighborhoods. Middle housing regulations are intended to offer additional housing options.

How will middle housing impact the character of neighborhoods in Medina?

While middle housing utilizes the same scale and aesthetic as single-family homes, middle housing development may increase the density of neighborhoods in Medina over time as more property owners choose to build two units per lot.

Draft Website Materials

FAQs (Draft)

How will the city regulate middle housing development?

Middle housing must comply with development standards set for individual lots, meaning that it must comply with the existing heights, setbacks, and lot coverage requirements identical to those for single-family homes.

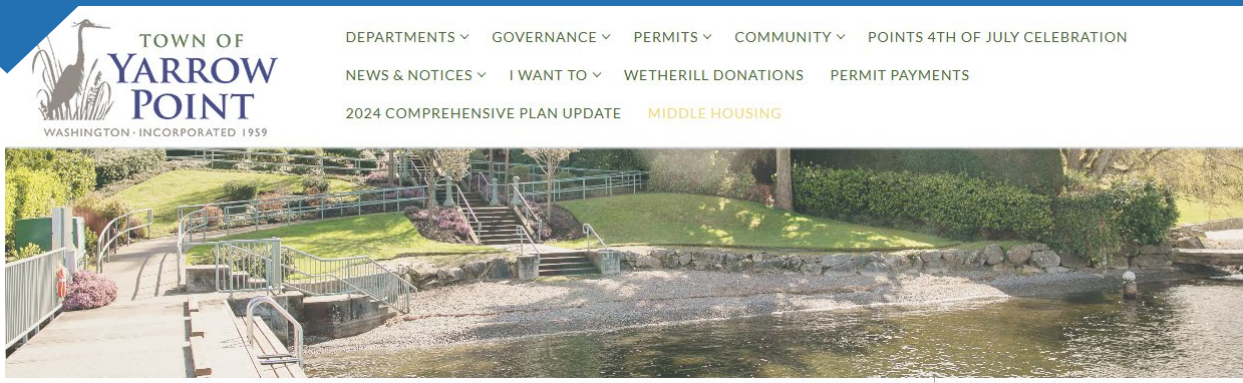
Is middle housing the same as affordable housing?

Middle housing does not necessarily imply a focus on affordability. Middle housing informs housing size and number of units, and not the cost to rent or own.

If my existing single-family home takes up most of the allowable structural coverage, can I build an ADU on my lot?

ADUs must still comply with and are subject to the normal development regulations that apply to single-family homes, such as lot coverage, setbacks, and maximum impervious surface area, etc., which may preclude ADUs on a lot.

Example Webpage Content: Yarrow Point



Middle Housing

What is middle housing?

Middle housing encompasses a range of residential options that fall between traditional single-family homes and large-scale apartment complexes. Middle housing includes housing which has between two and eight units.

The key feature of middle housing is its capacity to enhance housing diversity while maintaining the overall character and aesthetics of a community. This approach supports more efficient land use and infrastructure utilization, contributing to a balanced and inclusive living environment.

It is important to note that middle housing does not necessarily imply a focus on affordability but rather emphasizes the coexistence of different housing styles within a neighborhood, promoting a more diverse and integrated community fabric.

How will recent Middle Housing Legislation affect Yarrow Point?

The Town of Yarrow Point is required under the Growth Management Act to provide up to two units per lot. These two units may take on several configurations adding up to two units comprised of two of the following:

Single Family Home, Accessory Dwelling Unit (Attached or Detached - ADU or DADU), Stacked Flat, Duplex, Cottage Housing, and Courtyard Apartments.

Units must still comply with development standards set for individual lots, meaning that new dwellings must comply with the existing height, setbacks, and lot coverage requirements.

For a more in depth review please see the Gap analysis document linked below.

Timeline

The following timeline shows what the Town proposes to do to meet the State Mandate for Middle Housing. The Town will be engaging regularly with residents to educate and keep everyone informed. Generalized stages of the

SEARCH

RECENT POSTS

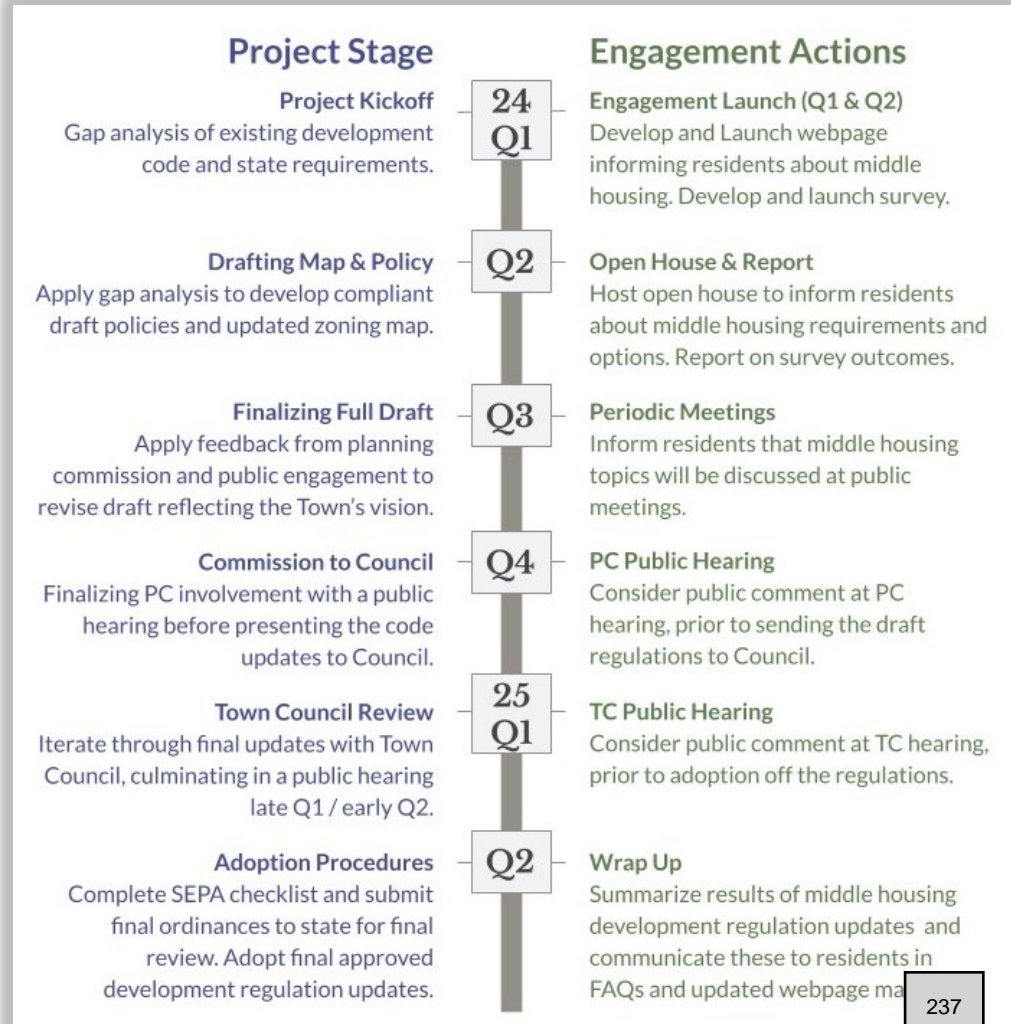
NOTICE OF PUBLIC HEARING:
Transportation Benefit District –
December 10, 2024 Regular Council
Meeting/ 7:00pm/ Town Hall

NOTICE: Town Council Special
Meeting – November 26, 2024: 4:00
PM/ Town Hall

Argosy Yarrow Point Christmas Ship
Event – December 19 at 5:35 pm/
Road End Beach (NE 47th St.)

**NOTICE OF APPLICATION FOR
SEPA DETERMINATION OF NON-
SIGNIFICANCE:** 4030 95TH AVE NE
(SEPA-2024-06)

NOTICE: Town Park Commission
Regular Meeting November 26, 2024:
7:00 PM/ Town Hall



Example Webpage Content: Yarrow Point

Community Engagement

- [Middle Housing Survey Analysis](#)
- [Informational Open House - May 29th 6-8pm at Town Hall](#)
- [Middle Housing Online Survey - May 29th](#)
- [Middle Housing Survey Analysis - June](#)
- [Open House - September 11th, 6:00 pm -7:30 pm at Town Hall](#)

Community Resources

- [Yarrow Point Middle Housing Gap Analysis](#)
- [Yarrow Point Comprehensive Plan Update](#)

State Resources

- [Washington Department of Commerce Middle Housing Toolkit](#)
- [Department of Commerce Middle Housing FAQ](#)

What might middle housing look like?

Middle housing is sometimes referred to as “house-scaled” as the overall size and massing of a unit is intended to be similar to that of single family homes, but provide additional dwelling opportunities.

The following is an image provide by the Department of Commerce to help illustrate how middle housing may fit into the existing single family context:



Existing Detached Home
 Middle Housing Types

MIDDLE HOUSING UPDATE



During the 2023 state legislative session housing bills were passed and signed into law which apply to the Town of Yarrow Point and require that the Town implement a range of changes to its development regulations.

HB 1110

- Middle housing on all residential lots.
- Two units per lot
- Only administrative design review of objective standards
- 2 Parking spots per unit

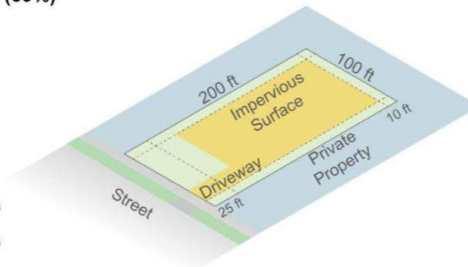
HB 1337

- Allow separate sale and ownership of ADUs.
- Parking regulations unchanged for lots over 6000 sf
- 1000 SF must be allowed

CURRENT YARROW POINT DEVELOPMENT STANDARDS

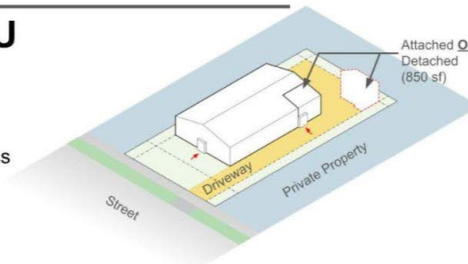
Example Lot:	20,000 sf Lot
Allowable Structure Area:	6,000 sf (30%)
Allowable Impervious Surface:	12,000 sf (60%)
Setbacks - Private Property:	10 ft
Setbacks - Right of Way (Street):	25 ft
Height Limit:	25 ft

Parking Space Requirements	
Single Family Home	4 Spaces
ADU/DADU	2 Spaces



EXISTING: ADU/DADU

- Total Structure Area 30%
- Total Impervious Area 60%
- Attached **OR** Detached
- Shall not exceed 6% of Lot Area; not less than 250 sf and not more than 850 sf
- Entrance may not face street
- Parking: Single Family Home **4 Spaces**
- ADU/DADU **2 Spaces**



WHAT IS MIDDLE HOUSING?

01

What is middle housing?

In Yarrow Point Middle Housing must include the authorization of duplexes, cottage houses, and courtyard apartments. The broader statewide definition includes housing types that have between two and eight units.

02

Is middle housing affordable housing?

No, middle housing does not necessarily imply a focus on affordability and instead refers to the size and number of units, not the cost to rent or own.

03

How will middle housing units impact the character of Yarrow Point?

Middle housing development may increase the density of housing in Yarrow Point over time as more owners choose to develop two units and subdivide larger properties.

04

How will the Town regulate middle housing?

Middle housing units will be subject to the same development regulations as single-family homes. The Town's setbacks, height limits, and lot coverage areas will remain the same.

05

Does lot size impact how many units can be built?

No, up to two units must be allowed on all residential lots (many regulation to remain unchanged as mentioned above). Structures may cover up to 30%.

06

How can I get involved?

Please take the Town's middle housing survey which is available on the Town's website which is listed below. We also encourage residents to comment at public meetings and to attend open house events held at Town Hall.

FOR MORE INFORMATION GO TO:
<https://yarrowpointwa.gov/middle-housing/>



Example Webpage Content: Yarrow Point

Why

Middle Housing?

01 Why is Yarrow Point developing middle housing regulations?
The Town is required to allow for middle housing under HB 1110 which aims to address statewide housing deficits by requiring jurisdictions to allow new middle housing units.

02 How will middle housing requirements affect the density of Yarrow Point?
Yarrow Point is categorized as a "tier 3" jurisdiction and is required to allow at least two units on all lots zoned primarily for residential uses.

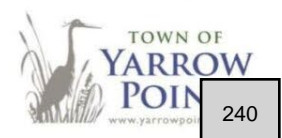
03 Will the middle housing regulations affect existing single-family housing?
Single-family detached dwellings will remain an allowable use. Middle housing units will become an additional option for development.

04 How will the work to adopt these required regulations be funded?
The development and implementation of middle housing policies and regulations will be partially funded by a \$35,000 state issued grant. The remainder will be funded by the Town's general fund.

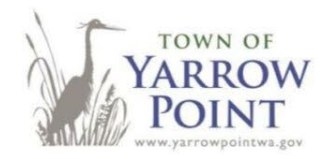
05 Who builds middle housing?
Middle housing can be built by residents and developers on their private property. The Town does not build housing.

06 What is the timeline for implementing middle housing regulations?
Middle housing regulations and planning policies must be implemented by June 30, 2025.

FOR MORE INFORMATION GO TO:
<https://yarrowpointwa.gov/middle-housing/>

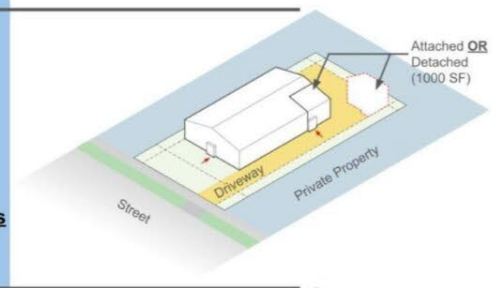


MIDDLE HOUSING OPTIONS



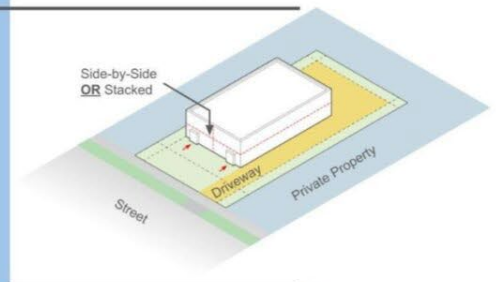
NEW: ADU/DADU

- Total Structure Area **Remains** 30%
- Total Impervious Area **Remains** 60%
- Attached **OR** Detached
- Accessory Limit Now **1,000 sf**
- Height Limits **Remains** 25 ft
- Parking: Single Family Home **4 Spaces**
- ADU/DADU **2 Spaces**
- No directional entry requirements



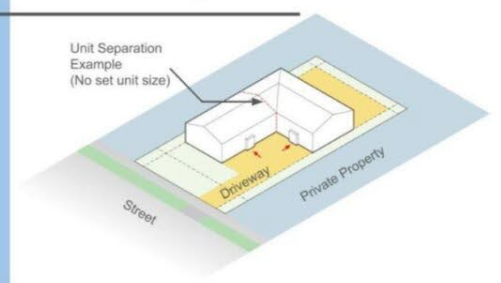
DUPLEX

- Total Structure Area **Remains** 30%
- Total Impervious Area **Remains** 60%
- Side-by-Side **OR** Stacked
- Separate Entrances
- Height Limits **Remains** 25 ft
- Parking: **2 Spaces Per Unit**



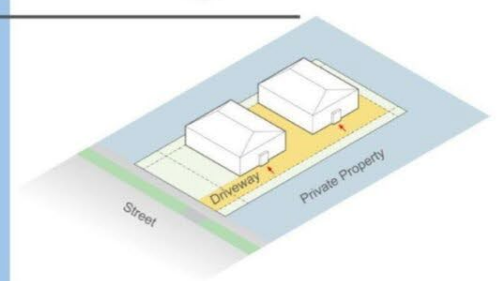
COURTYARD APARTMENTS

- Total Structure Area **Remains** 30%
- Total Impervious Area **Remains** 60%
- Separate Entrances
- Two **attached** units: shared courtyard
- Height Limits **Remains** 25 ft
- Parking: **2 Spaces Per Unit**



COTTAGE HOUSES

- Total Structure Area **Remains** 30%
- Total Impervious Area **Remains** 60%
- Two **Separate** Structures
- 20% Shared Open Space
- Height Limits **Remains** 25 ft
- Parking: **2 Spaces Per Unit**



Example Webpage Content: Yarrow Point

MIDDLE HOUSING SURVEY RESULTS



MIDDLE HOUSING SURVEY RESULTS



The survey intended to capture residents' opinions on the new middle housing requirements and understand how the town should address these new laws.

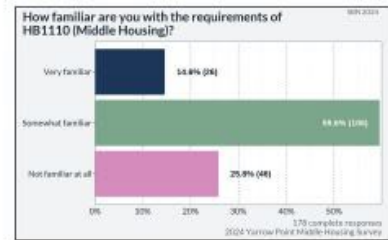
While allowing for middle housing typologies is required, community feedback will help inform the Town officials and staff on how to best write development regulations for the permitting and development of these new housing types in a way which best meets the Town's existing character.

Key Insights

1. Respondents oppose HB 1110 and believe it will negatively impact Town infrastructure, character, and quality of life.
2. Respondents want strict enforcement, clear guidelines, and transparency throughout the process of updating the town's municipal code.
3. Respondents often mentioned the potential negative impacts on parking, property values, aesthetics, and trees.
4. Residents asked for more opportunities for further communication about the implications and requirements of middle housing

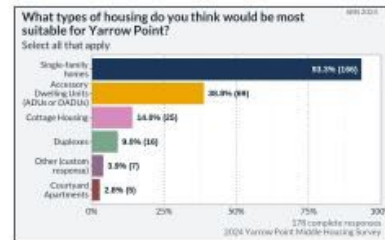
Middle Housing Engagement

Familiarity with Requirements

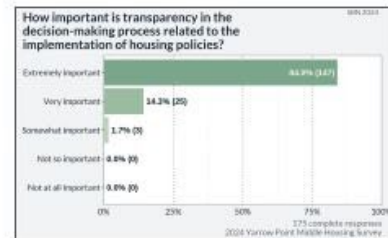


Development Preferences

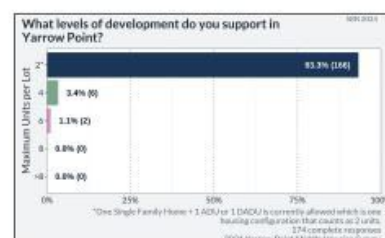
Preferred Typologies



Government Transparency

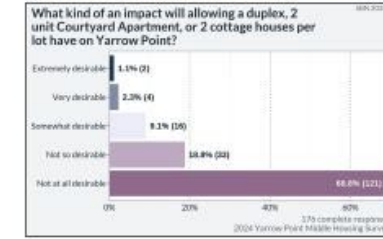


Preferred Densities

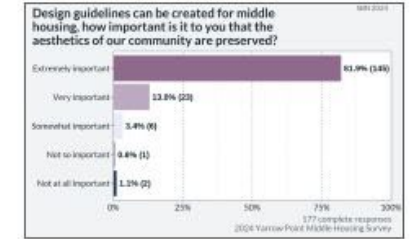


Impacts and Concerns

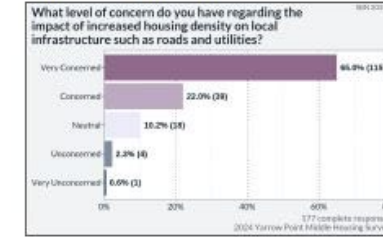
Middle Housing Typology Impacts



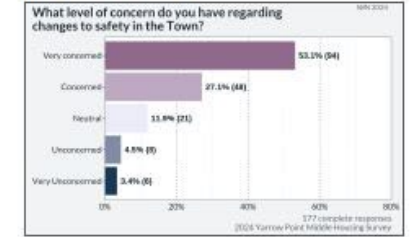
Design Guidelines



Impacts on Infrastructure



Impacts on Safety



Open Response Takeaways:

- Nearly all residents expressed opposition to "Middle Housing" requirements in Yarrow Point, citing changes to the community, impacts on infrastructure, and alterations to the landscape
- Many respondents advocate for strict enforcement existing codes and introducing new, more restrictive regulations to limit the impact of new housing policies.
- Frequently raised concerns include possible reductions in green spaces and tree canopy, increased safety concerns, increased traffic congestion, and changing aesthetics.
- A common theme is the desire to adhere strictly to the minimum legal requirements imposed by state law, without going beyond what is absolutely necessary.
- Respondents advocate for strong penalties for non-compliance and thorough oversight during construction alongside clear and easily accessible information about the new housing policies and their implementation.
- Respondents promote stringent parking regulations and enforced restrictions on garage space and street parking and more proactive measures to manage traffic, such as re-engineering the roundabout or adding speed bumps and stop signs to enhance pedestrian and bicycle safety.
- Overall, responses reflect a mix of concern, frustration, and a desire to preserve the Town's character.



Example
Webpage
Content:
Yarrow
Point

Community Forums POP

Purpose: provide an opportunity for Medina residents to learn more about the Middle Housing Project and requirements from the state, talk directly to City staff and consultants, and ask questions they have about the changes.

Outcome: Medina residents know what is happening with Middle Housing, feel informed about the process, and understand where they can get more information and ask questions.

Plan: Start with a presentation on Middle Housing, then open the floor for questions. Remain on-site for more individual questions.

- One community forum has been scheduled as follows:
Date: Thursday, January 9, 2025
Time: 6 – 8 pm
Location: St Thomas Episcopal Church
- An additional community forum is proposed as follows:
Date: Wednesday, January 15, 2025
Time: 6 – 8 pm
Location: Medina City Hall Council Chambers

Meeting Schedule

 Planning Commission

 City Council

 Special Joint PC and City Council Meeting

 DSC

 Community Forum

 Draft Due to Commerce

October						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	15	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
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December						
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January 2025						
Su	Mo	Tu	We	Th	Fr	Sa
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5	6	7	8	9*	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

*Confirmed date at St. Thomas Episcopal Church

Community Forums – Postcard Mailers (Draft)




The City of Medina invites you to

JOIN US


in discussing the development of new Middle Housing Policies for our community.

Washington State has passed several housing bills that require communities, including Medina, to accommodate middle housing in their development regulations.

To learn more about what this means for Medina, please join us at our upcoming community forums on January 9TH and 15TH. Additional details can be found on the reverse side or by visiting bit.ly/medinaMH.

(front)

LEARN MORE



bit.ly/medinaMH

EVENT DETAILS


Option #1: Wednesday, January 9TH, 2025, 6:00-8:00PM
 St. Thomas Episcopal Church
 8398 NE 12th St
 Medina, WA 98039

Option #2: Wednesday, January 15TH, 2025, 6:00-8:00PM
 City Hall Council Chambers
 501 Evergreen Point Rd
 Medina, WA 98039

WHAT IS MIDDLE HOUSING?

The term “middle housing” includes various residential options ranging in scale between traditional single-family homes and large apartment complexes. It aims to enhance housing diversity while preserving the overall character and aesthetic of communities.

Some examples of middle housing types include duplexes, triplexes, fourplexes, stacked flats, courtyard apartments, and cottage housing.



DETACHED HOUSING: DETACHED ADU, SMALL SINGLE FAMILY, LARGE SINGLE FAMILY
 MIDDLE HOUSING TYPES: DUPLEX, TRIPLEX, QUAD PLEX, FIVE-SIX PLEX, COTTAGE / COURTYARD
 MID & HIGH RISE HOUSING: MID-RISE APARTMENT, MULTI-FAMILY APARTMENT

To learn more about what this means for Medina, please join us at our upcoming community forums, or visit bit.ly/medinaMH for more information.

(back)

Peer-to-Peer Engagement POP

Purpose: Provide materials for the planning commission and community members to be able to speak with friends, neighbors, and community members not often represented or heard from in public engagement opportunities.

Outcome: Medina residents know what is happening with Middle Housing, feel informed about the process, and understand where they can get more information and ask questions.

Plan: Develop the following materials:

- FAQ sheet
 - What is happening
 - How it is happening
 - What to do if they have concerns
- Flyer to post around the community
 - General information with visuals
 - Dates of Forums
 - Link to website and survey
 - Post at parks and popular locations
- A one-page summary of the project to share with friends and family

Next Steps

- Develop and finalize website materials and postcard mailers
 - Select a date for the second Community Forum event in January
 - Review engagement materials at the next City Council meeting
- Develop flyers, one-page project summary, and boards for in-person engagement
- Develop graphics to reflect parking regulations

TODAY 12/9
City Council Meeting

1/31
Draft to Commerce

Community Engagement (informational materials, community forums, etc.)

Editing and Tailoring Draft Code Update



Thank you.



SCJ ALLIANCE
CONSULTING SERVICES



MEDINA, WASHINGTON

AGENDA BILL

Monday, December 9, 2024

Subject: Planning Commission Work Plan

Category: City Council Business

Staff Contact: Jonathan G. Kesler, AICP, Planning Manager

Summary :

The 2025 Revised Planning Commission Work Plan will be reviewed this evening. The suggestions made by Council at the 11/25/24 meeting were incorporated into the Work Plan for presentation to the Planning Commission (PC) at the 12/5/24 special meeting. The PC suggested additional revisions/additions, which are reflected in the attached exhibits.

Four (4) **State Mandates** must be completed in 2025: 1) Complete the Development Regulations revision early in 2025; 2) Finish the Middle Housing Update by June 30, 2025; 3) Do the Critical Area Ordinance (CAO) Periodic Review by December 31, 2025 and 4) Finish the Construction Activity Permit (CAP) Minor Code Amendments.

As such, the primary focus remains on these mandates. However, the numerous other important items in this revised list can be placed on the calendar as time allows, according to the direction of this body. **The revised spreadsheet is attached in PDF format for your review as Exhibits 1 & 2.**

This 2025 Planning Commission Work Plan meets and supports Council's priorities 1, 2, and 3

Council Priorities:

1. **Financial Stability and Accountability**
2. **Quality Infrastructure**
3. **Efficient and Effective Government**
4. Public Safety and Health
5. Neighborhood Character and Community Building

Attachment(s)

Exhibit 1: 2025 Planning Commission Work Plan List

Exhibit 2: 2025 Planning Commission Work Plan Item Detail

Budget/Fiscal Impact: Various (Consultant and Attorney fees)

Recommendation: Approve.

City Manager Approval:

Proposed Council Motion: "I move to approve the Revised 2025 Planning Commission Work Plan as presented."

Time Estimate: 20 minutes

2025 Planning Commission Work Plan

TASK	ORIGIN	START	DUE/END DATE
STATE MANDATES			
1. Development Regulations, including:	State	10/31/2024	6/30/2025
a. Zoning			
b. Impervious Surface			
c. Lot Coverage/Bulk			
d. Setbacks and building height			
2. Middle Housing Update including	State	9/15/2024	6/30/2025
a. Affordable Housing component			
3. Critical Area Ordinance (CAO) Periodic Review	State	1/31/2025	12/31/2025
4. Construction Activity Permit (CAP) Minor Code Amendments	State	2/1/2025	6/30/2025
COUNCIL INITIATIVES			
1. Review of Outdoor Lighting per Dark Skies Guidelines	Council	TBD	12/31/2025
2. Noise	Council	TBD	12/31/2025
3. Stormwater as related to property development	Council	TBD	12/31/2025
4. Landscaping related to Right-of-Ways	Council	TBD	12/31/2025
5. Parking	Council	TBD	12/31/2025
6. Impact Fees	Council	TBD	12/31/2026
7. Comp Plan Amendment(s)	Council	7/1/2025	9/30/2025
FUTURE			
1. Shoreline Master Program (SMP) Periodic Review	State	7/1/2026	12/31/2028
2. Tree Code Amendments	Council	1/31/2025	12/31/2026
3. Other Minor Code Amendments	Council	1/31/2025	12/31/2026
4. Sustainability (Sustainable Development)	Council	Ongoing	Ongoing

2025 Planning Commission Work Plan					
Item	Description	Requests to Staff	Outside experts/ consultants needed	Deliverable	Timing and budget notes
State Mandates					
1. Development Regulations	Per the Comprehensive Plan process in October 2024, the Land Capacity Analysis (LCA) noted: In partnership with LDC, the LCA found that the City has housing capacity through zoned and ADU development potential but lacks zoning that supports housing affordable to households with income less than 80% of AMI. Consequently, there is a shortfall of 19 housing units that must be addressed to meet the requirements of RCW 36.70A.070(2). To address this shortfall, Medina is exploring alternative zoning options. In addition, the standards for impervious surface, lot coverage/bulk and setbacks and building height will be reviewed.	Staff: Work with the consultant to get the strnds. updated.	Yes	The deliverable will conform to the changes made under the 2024 Comp Plan Update; Code Amendments.	The Comp Plan grant approved for Medina will fund part of this project. The Dev. Regs. Update was due by 12/31/2024, instead of the originally understood 6/30/2025. The target will be to complete them in Spring 2025.
2. Middle Housing Update	This is in response to the State Legislature passed both Accessory Dwelling Unit legislation (ESHB 1337) and Middle Housing legislation (HB 1110, as modified by ESSB 2321) (codified as RCW 36.70A.635 - .638; RCW 36.70A.630; and RCW 36.70A.680 - .682). These laws require certain cities to allow accessory dwelling units on single-family lots subject to certain conditions and require certain cities to allow changes to density on single-family lots, as well as require certain cities to allow zero-lot line subdivisions. The deadline for cities to have land use code updates in compliance with these laws is 6/30/25 for King County cities. The draft Ordinance needs to be sent by 1/31/25. In addition, the affordable housing element will need to be examined.	Staff: Work with the consultant to get the Middle Housing mandates integrated into the MMC.	Yes	Community Engagement and Drafting of the Middle Housing Code Amendments	Commerce Grant rec'd for part of the work; completion of the draft by 1/31/2025 and final product by 6/30/2025
3. Critical Area Ordinance (CAO) Periodic Review	The periodic update to the Critical Area Ordinance (CAO) is due at the end of 2025. Some major changes have been made to the state requirements on Riparian areas, especially regarding stream buffers, that will need to be incorporated into Medina's CAO.	Staff: The first step will be review the Code and determine if the work can be done wholly by staff or whether consultant assistance is needed	Option to use existing staff/ or a consultant	Deliverables include the completion of CAO revisions & submittal to Commerce and Ecology for review and approval.	Completion by 12/31/2025
4. Construction Activity Permit (CAP) Minor Code Amendments	This task involves amendments to the Construction Activity Permit language in the Code. It includes an associated sign code amendment and some general CAP Code clean-ups.	Staff: Anticipated start of 2/1/25 to complete it by 6/30/25.	TBD	Amendments to Construction Activity Permit language in the Code	Completion by 6/30/2025
Council Initiatives					
1. Review of Outdoor Lighting per Dark Skies Guidelines	This task involves reviewing comparable Ordinances in similar jurisdictions to determine how they dealt with the issue. This can assist staff in crafting effective Code language in Medina	Staff begins work after 1/31/2025, exact start TBD	No	New Code section	Completion by 12/31/2025
2. Noise	This task involves working with the Police Dept. on revisions to the MMC 8.06 on acceptable decibel levels for noise and related issues.	Staff begins work after 1/31/2025, exact start TBD	No	Code Amendment	Completion by 12/31/2025
3. Stormwater as related to property development	This task involves working with Public Works on stormwater capacity issues, especially as related to new development on properties.	Staff begins work after 1/31/2025, exact start TBD	No, Work with Public Works Director	Code amendment	Completion by 12/31/2025

4. Landscaping related to ROWs	This task involves working with Public Works on landscaping as it relates to "Complete Streets" principals and ROWs.	Staff begins work after 1/31/2025, exact start TBD	No, Work with Public Works Director	Code Amendments	Completion by 12/31/2025
5. Parking	This task involves reviewing the 2021 Parking Study to determine whether an update is needed to move forward on parking regulation changes.	Staff begins work with a consultant after 1/31/2025, exact start TBD	Yes	Code Amendment possible	Completion by 12/31/2025
6. Impact Fees	This task involves working with staff and consultants to determine the feasibility of implementing Impact Fees in Medina. Existing ordinances in similar jurisdictions can be reviewed.	Staff begins work with a consultant after 1/31/2025, exact start TBD	Yes	New Code section	Completion by 12/31/2026
7. Comp Plan Amendment(s)	This task involves addressing any concerns that have arisen since the formal adoption of the Comprehensive Plan Update in 2024, per the Annual Comp Plan Amendment provision of state law.	Staff begins work after 7/1/2025	No	Comp Plan Amendments	9/30/2025
Future					
1. Shoreline Master Program Periodic Review	This task involves updating the Shoreline Master Program (SMP), which manages shoreline resources and development in Medina, to comply with the Shoreline Management Act, State Shoreline Master Program Guidelines and best practices for shoreline protection. Update to ensure consistency between the SMP and the rest of Medina's Code.	The anticipated start should be no later than mid-2026 to meet the 2028 deadline.	Yes	Update SMP to be compliant with changes in the laws, rules and applicable updated guidance that was adopted in 2019.	The next mandated update is due by 12/31/28. Suggested start no later than 7/1/26.
2. Tree Code Amendments	This task involves preparing draft amendments to the MMC Chap. 16.52, Tree Management Code, according to the six (6) "Short-term Solutions" bullet points as presented at the 1/23/23 Council meeting by our tree code consultants. Additional tree removal permit noticing amendment(s) and additional Tree Management Code minor amendments, as necessary for the improved function of 16.52 will be proposed in 2025, followed by a more in-depth policy review of 16.52 in 2026.	Ongoing work thru 2025	Yes	Code revisions	Complete minor amendments in 2025; with a more thorough policy review of MMC 16.52 in 2026.
3. Other Minor Code Amendments	This involves updating sections of the Code with updated language.	Staff begin after 1/31/2025	No	Code revisions	12/31/2026
4. Sustainability (Sustainable Development)	This task involves the City embracing sustainability. The American Planning Association's Six Principles of the Sustaining Places Initiative give guidance: 1) Liveable built environment, 2) Harmony with Nature, 3) Resilient Economy; 4) Interwoven Equity, 5) Healthy community, and 6) Responsible regionalism	Ongoing	No	Best practices	Ongoing