



MEDINA CITY COUNCIL

Monday, October 11, 2021

4:00 PM – REGULAR MEETING

AGENDA

VISION STATEMENT

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

MISSION STATEMENT

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



MEDINA, WASHINGTON

MEDINA CITY COUNCIL REGULAR MEETING

Virtual/Online

Monday, October 11, 2021 – 4:00 PM

AGENDA

MAYOR | Jessica Rossman

DEPUTY MAYOR | Cythnia F. Adkins

COUNCIL MEMBERS | Roger Frey, Jennifer Garone, Harini Gokul, Alex Morcos, Bob Zook

CITY MANAGER | Michael Sauerwein

CITY ATTORNEY | Scott Missall

CITY CLERK | Aimee Kellerman

Virtual Meeting Participation

With the passage of the City's Proclamation of Local Emergency, City Hall is closed to the public. Council participation in this meeting will be by teleconference/online only. Members of the public may also participate by phone/online. Individuals wishing to speak live during the Virtual City Council meeting will need to register their request with the City Clerk at 425.233.6411 or email akellerman@medina-wa.gov and leave a message before 2PM on the day of the October 11 Council meeting. Please reference Public Comments for October 11 Council Meeting on your correspondence. The City Clerk will call on you by name or telephone number when it is your turn to speak. You will be allotted 3 minutes for your comment and will be asked to stop when you reach the 3 minute limit.

Join Microsoft Teams Meeting

+1 360-302-2562 United States, Seattle (Toll)

Conference ID: 647 612 757#

1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

Council Members Adkins, Frey, Garone, Gokul, Morcos, Rossman and Zook

2. APPROVAL OF MEETING AGENDA

3. PUBLIC COMMENT PERIOD

Individuals wishing to speak live during the Virtual City Council meeting will need to register their request with the City Clerk at 425.233.6411 or email akellerman@medina-wa.gov and leave a message **before 2PM** on the day of the October 11 Council meeting. Please reference Public Comments for October 11 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 Recognition of Police Office Manager, Barbara Marxer for 2021 Lifeguard Program by Steve Burns, Chief of Police

Time Estimate: 15 minutes

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

5. **CONSENT AGENDA**

Time Estimate: 5 minutes

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

- [5.1](#) Check Register, September 2021

Recommendation: Approve.

Staff Contact: Julie Ketter, Director of HR and Finance

- [5.2](#) Approved August 16, 2021 Park Board Meeting Minutes

Recommendation: Receive and file.

Staff Contact: Dawn Nations, Deputy City Clerk

- [5.3](#) Approved July 27, 2021 Planning Commission Meeting Minutes

Recommendation: Receive and file.

Staff Contact: Stephanie Keyser, Planning Manager

- [5.4](#) DRAFT Meeting Minutes of September 13, 2021 Regular Meeting

Recommendation: Adopt Minutes

Staff Contact: Aimee Kellerman, CMC, City Clerk

6. **LEGISLATIVE HEARING**

None.

7. **PUBLIC HEARING**

- [7.1](#) 2022 Preliminary Budget

Recommendation: NA

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

Time Estimate: 15 minutes

8. **CITY BUSINESS**

- [8.1](#) 2021-2023 Proposed Planning Commission Work Plan

Recommendation: Adopt.

Staff Contact: Stephanie Keyser, AICP, Planning Manager

Time Estimate: 5 minutes

8.2 Gas-Powered Lawn Equipment

Recommendation: Discussion.

Staff Contact: City Manager, Michael Sauerwein

Time Estimate: 15 minutes

9. REQUESTS FOR FUTURE AGENDA ITEMS AND COUNCIL ROUND TABLE

10. CITY MANAGER'S REPORT

Time Estimate: 15 minutes

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

10.1a CM Monthly Report

10.1b Police Activity Report

10.1c DS Monthly Report

10.1d Finance Monthly Report

10.1e CS Monthly Report

10.1f PW Monthly Report

11. PUBLIC COMMENT

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

12. EXECUTIVE 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.

Time Estimate: 30 minutes

13. ADJOURNMENT

Next regular City Council Meeting: October 25, 2021 at 4 PM.

ADDITIONAL INFORMATION

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

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

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

UPCOMING MEETINGS

Monday, October 25, 2021 - City Council Meeting (4:00 PM)

Monday, November 8, 2021 - City Council Meeting (4:00 PM)

Monday, November 22, 2021 - City Council Meeting (4:00 PM)

Thursday, November 25, 2021 - Thanksgiving Holiday - City Hall Closed

Friday, November 26, 2021 - Day After Thanksgiving Holiday - City Hall Closed

Monday, December 13, 2021 - City Council Meeting (4:00 PM)

Monday, December 27, 2021 - City Council Meeting (4:00 PM)

CERTIFICATION OF POSTING AGENDA

The agenda for Monday, October 11, 2021 Regular Meeting of the Medina City Council was posted and available for review on Friday, October 8, 2021 at City Hall of the City of Medina, 501 Evergreen Point Road, Medina, WA 98039. The agenda is also available on the city website at www.medina-wa.gov.

Check Register
September 2021

Vendor	Invoice Number	Expense Notes	Invoice Amount	Check Number	Check Date	Account Number	Account Description
8X8, Inc.	3139592	CH phones	\$910.17	63054	9/16/2021	001-000-000-594-14-64-00	City Hall IT HW/SW >\$5K Capital Outlay
8X8, Inc.	1888787	CH phones-credit	(\$1,241.00)	63054	9/16/2021	001-000-000-594-14-64-00	City Hall IT HW/SW >\$5K Capital Outlay
8X8, Inc.	3105832	CH phones	\$910.17	63054	9/16/2021	001-000-000-594-14-64-00	City Hall IT HW/SW >\$5K Capital Outlay
			\$579.34	63054 Total			
911 Supply Inc	INV-2-12853	Metal Captain bars	\$11.01	63055	9/16/2021	001-000-000-521-20-31-40	Police Operating Supplies
			\$11.01	63055 Total			
AT&T Mobility	287287975246X08272021	Patrol car connection	\$811.60	63056	9/16/2021	001-000-000-521-20-42-00	Communications (phone,Pagers)
			\$811.60	63056 Total			
AutoNation Chrysler, Jeep, Dodge Bellevue	300124	Veh. maint., Chief	\$88.05	63057	9/16/2021	001-000-000-521-20-48-10	Repairs & Maint-Automobiles
			\$88.05	63057 Total			
Bellevue City Treasurer - Water	05065006 5/27-7/30/21	CH water/sewer	\$1,447.61	63058	9/16/2021	001-000-000-518-10-47-00	Utility Serv-Elec,Water,Waste
Bellevue City Treasurer - Water	05172008 6/2-8/3/21	Medina pk irrig.	\$8,112.74	63058	9/16/2021	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	07522006 5/28-8/3/21	Fairweather pk irrig.	\$117.83	63058	9/16/2021	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	05066001 5/27-7/30/21	Beach pk irrig.	\$1,385.27	63058	9/16/2021	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	17971001 5/25-7/28/21	84th/24th irrig.	\$117.83	63058	9/16/2021	101-000-000-542-70-40-00	Street Irrigation Utilities
			\$11,181.28	63058 Total			
Blueline Group LLC, The	21924	Planning support svc	\$984.50	63059	9/16/2021	001-000-000-558-60-41-01	Planning Consultant
			\$984.50	63059 Total			
BRC Acoustics & Audiovisual Design	26412	Sound test svc	\$1,584.61	63060	9/16/2021	001-000-000-558-60-41-08	Sound Testing Consultant
BRC Acoustics & Audiovisual Design	26501	Sound test svc	\$2,396.69	63060	9/16/2021	001-000-000-558-60-41-08	Sound Testing Consultant
BRC Acoustics & Audiovisual Design	26406	Sound test svc	\$1,201.67	63060	9/16/2021	001-000-000-558-60-41-08	Sound Testing Consultant
			\$5,182.97	63060 Total			
Buenavista Services, Inc	8987	CH& PO Janitorial svc, Aug'21	\$2,037.75	63061	9/16/2021	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$2,037.75	63061 Total			
Centurylink	425-451-7838 049B 9/7-10/7/21	CH cc terminal	\$162.60	63062	9/16/2021	001-000-000-518-10-42-00	Postage/Telephone
			\$162.60	63062 Total			
Comcast	8498330130197935 9/7-10/6/21	1000 LWB camera	\$241.36	63063	9/16/2021	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
Comcast	8498330081741723 9/7-10/6/21	700 LWB camera	\$245.22	63063	9/16/2021	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
Comcast	8498330130193587 8/25-9/24/21	PW shop internet svc	\$146.36	63063	9/16/2021	001-000-000-576-80-42-00	Telephone/postage
			\$632.94	63063 Total			
Crystal And Sierra Springs-Admin	11037150 091121	CH drinking water	\$71.44	63064	9/16/2021	001-000-000-518-10-31-00	Office And Operating Supplies
			\$71.44	63064 Total			
CWA Consultants	21-269	Bldg plan review svc	\$220.00	63065	9/16/2021	001-000-000-558-60-41-00	Prof Services
CWA Consultants	21-273	Bldg plan review svc	\$220.00	63065	9/16/2021	001-000-000-558-60-41-00	Prof Services
CWA Consultants	21-272	Bldg plan review svc	\$220.00	63065	9/16/2021	001-000-000-558-60-41-00	Prof Services
CWA Consultants	21-268	Bldg plan review svc	\$220.00	63065	9/16/2021	001-000-000-558-60-41-00	Prof Services
CWA Consultants	21-267	Bldg plan review svc	\$220.00	63065	9/16/2021	001-000-000-558-60-41-00	Prof Services
CWA Consultants	21-271	Bldg plan review svc	\$220.00	63065	9/16/2021	001-000-000-558-60-41-00	Prof Services
CWA Consultants	21-274	Bldg plan review svc	\$330.00	63065	9/16/2021	001-000-000-558-60-41-00	Prof Services
			\$1,650.00	63065 Total			
GOGov, Inc.dba GOGovApps	21-184	Email notifications & alerts	\$4,800.00	63066	9/16/2021	001-000-000-518-80-31-00	IT HW, SW, Operating Supplies
			\$4,800.00	63066 Total			
Hermanson Company, LLP	8020861	PD HVAC repair	\$505.50	63067	9/16/2021	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$505.50	63067 Total			
Home Depot Credit Services	4120947	Medina pk irrig. parts	\$136.96	63068	9/16/2021	001-000-000-576-80-31-00	Operating Supplies
Home Depot Credit Services	4120948	Parking bumper & concrete	\$233.83	63068	9/16/2021	101-000-000-542-30-35-00	Small Tools/minor Equipment
			\$370.79	63068 Total			

Check Register
September 2021

Horticultural Elements, Inc.	5615	84th/24th landscape, Sept'21	\$4,490.00	63069	9/16/2021	101-000-000-542-30-41-00	Professional Services
			\$4,490.00	63069 Total			
Instrument Technologies Inc.	W210703	Evidence scale	\$130.00	63070	9/16/2021	001-000-000-521-20-48-00	Repairs & Maint-Equip & Evidence SW
			\$130.00	63070 Total			
KC Office of Finance	11010422	KC INET, Aug'21	\$375.00	63071	9/16/2021	001-000-000-518-80-41-50	Technical Services, Software Services
			\$375.00	63071 Total			
Kirkland Municipal Court	AUG21MED	Filing fees, Jul'21	\$570.52	63072	9/16/2021	001-000-000-512-50-40-10	Municipal Court-Traffic/NonTrf
			\$570.52	63072 Total			
Konica Minolta Premier Finance	38466952	CH copier	\$533.61	63073	9/16/2021	001-000-000-518-10-41-00	Professional Services
			\$533.61	63073 Total			
Message Watcher, LLC	45424	Email archiving, Aug'21	\$113.10	63074	9/16/2021	001-000-000-518-80-41-50	Technical Services, Software Services
			\$113.10	63074 Total			
Michael & JJ , LLC	1038 STMT 7/1-8/31/2021	PD dry cleaning	\$294.06	63075	9/16/2021	001-000-000-521-20-22-00	Uniforms
			\$294.06	63075 Total			
Moberly & Roberts, PLLC	986	Prosecution svc, Aug'21	\$4,000.00	63076	9/16/2021	001-000-000-512-50-41-10	Prosecuting Attorney
			\$4,000.00	63076 Total			
Navia Benefit Solutions	10370826	Flex fees, Aug'21	\$50.00	63077	9/16/2021	001-000-000-514-20-49-10	Miscellaneous
			\$50.00	63077 Total			
Norcom	0001131	Norcom, Q4'21	\$14,725.40	63078	9/16/2021	001-000-000-521-20-41-15	Dispatch Services-Norcom Trans
			\$14,725.40	63078 Total			
Overlake Golf & Country Club	221758	City Dept. Dir. training site	\$260.59	63079	9/16/2021	001-000-000-513-10-43-00	Travel & Training
			\$260.59	63079 Total			
Prothman Company	2021-7532	Fin/ HR Dir. search	\$5,500.00	63080	9/16/2021	001-000-000-513-10-41-00	Professional Services
			\$5,500.00	63080 Total			
Puget Sound Energy	200018418620 7/21-8/19/21	CH pwr	\$1,495.93	63081	9/16/2021	001-000-000-518-10-47-00	Utility Serv-Elec,Water,Waste
Puget Sound Energy	220014371946 7/31-8/31/21	Street light pwr	\$103.15	63081	9/16/2021	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	200004844466 7/22-8/20/21	Street light pwr	\$15.27	63081	9/16/2021	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	220013665165 7/31-8/31/21	Street light pwr	\$12.38	63081	9/16/2021	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	220014371912 7/31-8/31/21	Street light pwr	\$1,739.35	63081	9/16/2021	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	220013672732 7/31-8/31/21	Street light pwr	\$28.80	63081	9/16/2021	101-000-000-542-63-41-00	Street Light Utilities
			\$3,394.88	63081 Total			
Robert Half dba Office Team	58363084	Temp DS coord. 8/30-8/31/21	\$707.36	63082	9/16/2021	001-000-000-558-60-41-00	Prof Services
Robert Half dba Office Team	58349474	Temp DS coord. 8/23-8/27/21	\$1,768.40	63082	9/16/2021	001-000-000-558-60-41-00	Prof Services
			\$2,475.76	63082 Total			
Seattle Times, The	9636	Legal notices	\$459.38	63083	9/16/2021	001-000-000-518-10-44-00	Advertising
			\$459.38	63083 Total			
SHI International Corp	B14029653	Office O365, Bennett	\$335.29	63084	9/16/2021	001-000-000-594-14-64-00	City Hall IT HW/SW >\$5K Capital Outlay
SHI International Corp	B13937245	PD file server	\$744.36	63084	9/16/2021	001-000-000-594-14-64-00	City Hall IT HW/SW >\$5K Capital Outlay
			\$1,079.65	63084 Total			
Stewart MacNichols Harmell, Inc., PS	August 2021	Public defense, Aug'21	\$250.00	63085	9/16/2021	001-000-000-515-91-40-00	Public Defender
			\$250.00	63085 Total			
TIG Technology Integration Group	5421423	Repl. PC, Keyser&Bennett	\$6,857.03	63086	9/16/2021	001-000-000-594-14-64-00	City Hall IT HW/SW >\$5K Capital Outlay
			\$6,857.03	63086 Total			
Tiki Car Wash	2021-0831	PD car washes	\$83.54	63087	9/16/2021	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			\$83.54	63087 Total			
Turf Star, Inc.	7189947-00	Toro mower blade repl.	\$304.60	63088	9/16/2021	101-000-000-542-30-48-00	Equipment Maintenance
			\$304.60	63088 Total			
Utilities Underground Location Ctr	1080180	Utility locate svc	\$77.40	63089	9/16/2021	101-000-000-542-30-47-00	Utility Services
			\$77.40	63089 Total			

Check Register
September 2021

Vigilant Solutions	44484 RI	Camera license	\$6,500.00	63090	9/16/2021	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
			\$6,500.00	63090 Total			
WA ST Criminal Justice	201135448	CJTC training, Glenn&Halverson	\$695.00	63091	9/16/2021	001-000-000-521-20-43-00	Travel & Training
			\$695.00	63091 Total			
WA ST Dept of Transportation	*FB91017002221	Veh. fuel	\$52.74	63092	9/16/2021	001-000-000-558-60-32-00	Vehicle Expenses-Gas, Oil, Maint
WA ST Dept of Transportation	*FB91017002221	Veh. fuel	\$632.33	63092	9/16/2021	001-000-000-576-80-32-00	Vehicle Fuel & Lube
			\$685.07	63092 Total			
Washington Awards, Inc.	70478	Nameplate, Bennett	\$46.24	63093	9/16/2021	001-000-000-518-10-31-00	Office And Operating Supplies
			\$46.24	63093 Total			
Washington State Patrol	I21006255	Background checks	\$26.50	63094	9/16/2021	001-000-000-521-20-41-50	Recruitment-Background
			\$26.50	63094 Total			
Willard's Pest Control	368127	PO rodent svcs	\$83.68	63095	9/16/2021	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$83.68	63095 Total			
Wood Envrnmnt & Infrastr. Sltns, Inc.	S51703058	Geotech review svc	\$2,494.00	63096	9/16/2021	001-000-000-558-60-41-07	Engineering Consultant
			\$2,494.00	63096 Total			
911 Supply Inc	INV-2-13233	PD supplies	\$34.14	63097	9/30/2021	001-000-000-521-20-31-40	Police Operating Supplies
			\$34.14	63097 Total			
AT&T MOBILITY	287290584494X09132021	PW & DS cell phones	\$45.89	63098	9/30/2021	001-000-000-558-60-42-00	Communications
AT&T MOBILITY	287290584494X09132021	PW & DS cell phones	\$229.45	63098	9/30/2021	001-000-000-576-80-42-00	Telephone/postage
			\$275.34	63098 Total			
AutoNation Chrysler, Jeep, Dodge Bellevue	300656	Veh. maint., LOF	\$144.94	63099	9/30/2021	001-000-000-521-20-48-10	Repairs & Maint-Automobiles
AutoNation Chrysler, Jeep, Dodge Bellevue	299640	Veh. maint., LOF	\$142.23	63099	9/30/2021	001-000-000-521-20-48-10	Repairs & Maint-Automobiles
AutoNation Chrysler, Jeep, Dodge Bellevue	527350	Veh. maint., LOF	\$118.65	63099	9/30/2021	001-000-000-521-20-48-10	Repairs & Maint-Automobiles
			\$405.82	63099 Total			
Bellevue City Treasurer - Water	90107027 6/30-9/1/21	View pt pk irrig.	\$66.60	63100	9/30/2021	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	02623004 7/13-8/25/21	View pt pk irrig.	\$555.65	63100	9/30/2021	001-000-000-576-80-47-00	Utilities
			\$622.25	63100 Total			
Bellevue, City of	40345	ARCH contrib. 2021	\$11,953.00	63101	9/30/2021	001-000-000-551-10-40-00	Public Housing Services - ARCH
			\$11,953.00	63101 Total			
CALPORTLAND	95175892	Park path gravel	\$640.36	63102	9/30/2021	001-000-000-576-80-31-00	Operating Supplies
			\$640.36	63102 Total			
Car Wash Enterprises	Acct#59, August 2021	PD car washes	\$20.00	63103	9/30/2021	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			\$20.00	63103 Total			
Centurylink	425-454-2095 384B 9/8-10/8/21	PD emergency line	\$124.45	63104	9/30/2021	001-000-000-521-20-42-00	Communications (phone, Pagers)
Centurylink	425-454-8183 070B 9/8-10/8/21	PW alarm/fire line	\$129.57	63104	9/30/2021	001-000-000-576-80-42-00	Telephone/postage
			\$254.02	63104 Total			
Comcast	8498330130193223 9/16-10/15/21	NE 24th SE camera	\$241.36	63105	9/30/2021	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
Comcast	8498330130193264 9/16-10/15/21	NE 12th SE camera	\$241.36	63105	9/30/2021	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
Comcast	8498330130193587 9/25-10/24/21	PW shop internet svc	\$156.36	63105	9/30/2021	001-000-000-576-80-42-00	Telephone/postage
			\$639.08	63105 Total			
Crystal And Sierra Springs-Police	5296969 091121	Office drinking water	\$129.75	63106	9/30/2021	001-000-000-521-20-31-00	Office Supplies
			\$129.75	63106 Total			
CWA Consultants	21-314	Bldg plan review svc	\$2,420.00	63107	9/30/2021	001-000-000-558-60-41-00	Prof Services
			\$2,420.00	63107 Total			
Eastside Public Safety Communicat'n	10535	Radio fees, Sept.21	\$495.39	63108	9/30/2021	001-000-000-521-20-41-20	Dispatch-EPSCA
			\$495.39	63108 Total			
FCI - Custom Police Vehicles	13992.	3 PD veh lease, Sept'21	\$2,994.71	63109	9/30/2021	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost
FCI - Custom Police Vehicles	13993	Capt. veh. lease, Sept'21	\$754.48	63109	9/30/2021	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost
FCI - Custom Police Vehicles	13994	Srgt. veh. lease, Sept'21	\$882.31	63109	9/30/2021	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost

Check Register
September 2021

FCI - Custom Police Vehicles	13995	Chief veh. lease, Sept'21	\$837.64	63109	9/30/2021	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost
FCI - Custom Police Vehicles	13995	Chief veh. lease, Sept'21	\$156.08	63109	9/30/2021	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
FCI - Custom Police Vehicles	13993	Capt. veh. lease, Sept'21	\$184.64	63109	9/30/2021	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
FCI - Custom Police Vehicles	13994	Srvt. veh. lease, Sept'21	\$198.77	63109	9/30/2021	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
FCI - Custom Police Vehicles	13992.	3 PD veh lease, Sept'21	\$117.49	63109	9/30/2021	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
			\$6,126.12	63109 Total			
G.W. Gunarama Wholesale, Inc.	1134824	Firearm purchase	\$5,472.41	63110	9/30/2021	001-000-000-521-20-35-20	Firearms (Purchase & Repair)
			\$5,472.41	63110 Total			
Gray & Osborne, Inc.	19412.39-21427.18	Grading & drainage svcs	\$4,579.52	63111	9/30/2021	001-000-000-558-60-41-07	Engineering Consultant
			\$4,579.52	63111 Total			
Great Floors, LLC	JB21-070446	PD office new floor	\$9,672.88	63112	9/30/2021	307-000-000-594-18-60-00	Building Improvements
			\$9,672.88	63112 Total			
Hermanson Company, LLP	8021196	CH HVAC repair	\$407.37	63113	9/30/2021	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Hermanson Company, LLP	8021197	CH HVAC repair	\$660.07	63113	9/30/2021	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$1,067.44	63113 Total			
Home Depot Credit Services	8014472	82nd prkng lot notice board	\$818.54	63114	9/30/2021	001-000-000-518-10-49-30	Postcard, Public information
Home Depot Credit Services	2022425	82nd prkng lot notice board	\$68.17	63114	9/30/2021	001-000-000-518-10-49-30	Postcard, Public information
Home Depot Credit Services	4022126	82nd prkng lot notice board	\$540.79	63114	9/30/2021	001-000-000-518-10-49-30	Postcard, Public information
Home Depot Credit Services	9022658	82nd prkng lot notice board	\$406.15	63114	9/30/2021	001-000-000-518-10-49-30	Postcard, Public information
			\$1,833.65	63114 Total			
Kirkland Municipal Court	SEP21MED	Filing fees, Aug'21	\$643.24	63115	9/30/2021	001-000-000-512-50-40-10	Municipal Court-Traffic/NonTrf
			\$643.24	63115 Total			
LexisNexis Risk Management	1011660-20210831	Investigative tool, Aug'21	\$113.40	63116	9/30/2021	001-000-000-521-20-41-00	Professional Services
			\$113.40	63116 Total			
Municipal Code dba Municode	00363596	MCC recordification	\$1,604.60	63117	9/30/2021	001-000-000-518-10-41-00	Professional Services
			\$1,604.60	63117 Total			
Ogden Murphy Wallace	854973-854981 Aug'21	Leg. svcs, Fairweather Crk/PCHB	\$19,464.00	63118	9/30/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	853989-853996 Jul'21	Legal svcs, CC	\$2,470.00	63118	9/30/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	854973-854981 Aug'21	Legal svcs, CC	\$65.00	63118	9/30/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	854973-854981 Aug'21	Legal svcs, CS	\$1,620.00	63118	9/30/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	853989-853996 Jul'21	Legal svcs, CS	\$2,555.00	63118	9/30/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	853989-853996 Jul'21	Legal svcs, DS	\$5,180.00	63118	9/30/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	854973-854981 Aug'21	Legal svcs, DS General	\$4,278.07	63118	9/30/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	853989-853996 Jul'21	Legal svcs, Exec.	\$1,605.00	63118	9/30/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	854973-854981 Aug'21	Legal svcs, Exec.	\$262.50	63118	9/30/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	853989-853996 Jul'21	Legal svcs, Fairweather/PCHB	\$15,437.00	63118	9/30/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	854973-854981 Aug'21	Legal svcs, Liang st. vacation	\$487.50	63118	9/30/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	853989-853996 Jul'21	Legal svcs, PD	\$130.00	63118	9/30/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	854973-854981 Aug'21	Legal svcs, PD	\$2,597.00	63118	9/30/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	854973-854981 Aug'21	Legal svcs, PRA	\$585.00	63118	9/30/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	854973-854981 Aug'21	Legal svcs, T-Mobile	\$719.43	63118	9/30/2021	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	853989-853996 Jul'21	Legal svcs, T-Mobile Franchise	\$555.00	63118	9/30/2021	001-000-000-515-41-40-00	City Attorney
			\$58,010.50	63118 Total			
Otak, Inc.	000092100086	Tree code admin.	\$2,798.25	63119	9/30/2021	001-000-000-558-60-41-50	Landscape Consultant
			\$2,798.25	63119 Total			
Pacific Topsoils, Inc.	22-T1218167	Dump clean green	\$171.20	63120	9/30/2021	001-000-000-576-80-41-00	Professional Services
Pacific Topsoils, Inc.	22-T1217986	Dump clean green	\$171.20	63120	9/30/2021	001-000-000-576-80-41-00	Professional Services
Pacific Topsoils, Inc.	22-T1219022	Dump clean green	\$173.60	63120	9/30/2021	001-000-000-576-80-41-00	Professional Services
Pacific Topsoils, Inc.	22-T1219023	Planting bed mulch	\$162.62	63120	9/30/2021	101-000-000-542-30-31-00	Operating & Maintenance Supplies

Check Register
September 2021

Pacific Topsoils, Inc.	22-T1218168	Planting bed mulch	\$160.01	63120	9/30/2021	101-000-000-542-30-31-00	Operating & Maintenance Supplies
			\$838.63	63120 Total			
Pro-shred	47483	CH shredding svc	\$53.00	63121	9/30/2021	001-000-000-518-10-41-00	Professional Services
Pro-shred	47788	CH shredding svc	\$53.00	63121	9/30/2021	001-000-000-518-10-41-00	Professional Services
			\$106.00	63121 Total			
Puget Sound Energy	200004850133 8/14-9/15/21	NE 24th SE camera	\$27.00	63122	9/30/2021	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
Puget Sound Energy	400000830085 2021	Annual lease, PW shop	\$500.00	63122	9/30/2021	001-000-000-576-80-49-00	Miscellaneous, annual lease
Puget Sound Energy	300000000087 7/31-8/31/21	Street light pwr	\$23.03	63122	9/30/2021	101-000-000-542-63-41-00	Street Light Utilities
			\$550.03	63122 Total			
Robert Half dba Office Team	58179363	Temp DS coord. 7/26-7/30/21	\$1,768.40	63123	9/30/2021	001-000-000-558-60-41-00	Prof Services
			\$1,768.40	63123 Total			
Seattle Times, The	7176	Legal notices	\$702.11	63124	9/30/2021	001-000-000-518-10-44-00	Advertising
			\$702.11	63124 Total			
Staples Business Advantage	3487334356	Office supplies	\$28.61	63125	9/30/2021	001-000-000-518-10-31-00	Office And Operating Supplies
Staples Business Advantage	3487334354	Office supplies	\$10.99	63125	9/30/2021	001-000-000-518-10-31-00	Office And Operating Supplies
Staples Business Advantage	3487334355	Office supplies	\$103.43	63125	9/30/2021	001-000-000-518-10-31-00	Office And Operating Supplies
Staples Business Advantage	3479613284	PD supplies	\$65.34	63125	9/30/2021	001-000-000-521-20-31-00	Office Supplies
			\$208.37	63125 Total			
TIG Technology Integration Group	5424317	Server batteries	\$417.28	63126	9/30/2021	001-000-000-518-80-31-00	IT HW, SW, Operating Supplies
TIG Technology Integration Group	19129	IT managed svc, Sept'21	\$10,255.82	63126	9/30/2021	001-000-000-518-80-41-50	Technical Services, Software Services
			\$10,673.10	63126 Total			
US Bank	1-535-0108-4583 Aug'2021	Analysis fees	\$1,337.06	63127	9/30/2021	001-000-000-514-20-49-10	Miscellaneous
			\$1,337.06	63127 Total			
US Bank Voyager Fleet Sys.	8693624262137	PD fuel	\$1,760.77	63128	9/30/2021	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			\$1,760.77	63128 Total			
Glenn, Tyler	TUITION 7/6-8/19/21	Tuition reimb.	\$282.60	ACH Pymt	9/16/2021	001-000-000-521-20-23-00	Tuition
US Bank	WILCOX 8/3-9/1/21	Bldg inspector car wash	\$13.00	ACH Pymt	9/30/2021	001-000-000-558-60-32-00	Vehicle Expenses-Gas, Oil, Maint
US Bank	SAUERWEIN 8/3-9/1/21	Drinking water	\$33.10	ACH Pymt	9/30/2021	001-000-000-511-60-49-10	Medina Days
US Bank	CRICKMORE 8/3-9/1/21	Equipment diesel	\$300.00	ACH Pymt	9/30/2021	001-000-000-576-80-32-00	Vehicle Fuel & Lube
US Bank	CRICKMORE 8/3-9/1/21	Honey Bucket for Medina Day	\$310.00	ACH Pymt	9/30/2021	001-000-000-511-60-49-10	Medina Days
US Bank	CRICKMORE 8/3-9/1/21	Irrig.& pruner repair parts	\$467.99	ACH Pymt	9/30/2021	101-000-000-542-30-31-00	Operating & Maintenance Supplies
US Bank	MARXER 8/3-9/1/21	Lifeguard tent	\$121.10	ACH Pymt	9/30/2021	001-000-000-571-00-32-00	Miscellaneous - Lifeguards
US Bank	KELLERMAN 8/3-9/1/21	Offsite storage rental, lg	\$839.00	ACH Pymt	9/30/2021	001-000-000-518-30-45-00	Facility Rental
US Bank	SASS 8/3-9/1/21	PD car wash	\$2.00	ACH Pymt	9/30/2021	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
US Bank	BURNS 8/3-9/1/21	PD lifecam	\$385.69	ACH Pymt	9/30/2021	001-000-000-521-20-31-00	Office Supplies
US Bank	BURNS 8/3-9/1/21	PD office supplies	\$188.77	ACH Pymt	9/30/2021	001-000-000-521-20-31-00	Office Supplies
US Bank	BURNS 8/3-9/1/21	PD veh. tools	\$97.99	ACH Pymt	9/30/2021	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
US Bank	CRICKMORE 8/3-9/1/21	Playground inspect. training	\$615.00	ACH Pymt	9/30/2021	001-000-000-576-80-43-00	Travel & Training
US Bank	NATIONS 8/3-9/1/21	Postage stamps & cert.	\$50.20	ACH Pymt	9/30/2021	001-000-000-518-10-42-00	Postage/Telephone
US Bank	CRICKMORE 8/3-9/1/21	PW uniforms	\$77.07	ACH Pymt	9/30/2021	101-000-000-542-30-22-00	Uniforms
US Bank	BURNS 8/3-9/1/21	Waterproof case	\$150.78	ACH Pymt	9/30/2021	001-000-000-521-20-42-00	Communications (phone,Pager)
US Bank	KELLERMAN 8/3-9/1/21	Web internet logs	\$0.27	ACH Pymt	9/30/2021	001-000-000-518-80-41-50	Technical Services, Software Services
US Bank	KELLERMAN 8/3-9/1/21	WMCA training, CC	\$250.00	ACH Pymt	9/30/2021	001-000-000-518-10-43-00	Travel & Training
US Bank	NATIONS 8/3-9/1/21	WMCA training, DCC	\$278.46	ACH Pymt	9/30/2021	001-000-000-518-10-43-00	Travel & Training
US Bank	SAUERWEIN 8/3-9/1/21	CC Purchases	\$482.31	ACH Pymt	9/30/2021	001-000-000-513-10-43-00	Travel & Training
US Bank	SASS 8/3-9/1/21	CC Purchases	\$4,767.12	ACH Pymt	9/30/2021	307-000-000-595-30-63-01	Street Improvements, Overlays
			\$9,712.45	ACH Pymt Total			

Check Register
September 2021

US Bank	ACH, Bank Fees		\$3,160.76	ACH, Bank Fees	9/30/2021	001-000-000-514-20-49-10	Miscellaneous
			\$3,160.76	ACH, Bank Fees Total			
WA ST Dept of Licensing	ACH, CPL Fees		\$54.00	ACH, CPL Fees	9/30/2021	631-000-000-589-30-01-00	Dept Of Lic-Gun Permit
			\$54.00	ACH, CPL Fees Total			
			\$226,307.62	AP Total			
Payroll	September 2021 Payroll	Payroll	\$ 19,846.68	Total	9/30/2021	001-000-000-513-10-11-00	Salaries, Wages & Benefits
Payroll	September 2021 Payroll	Payroll	22,564.26	Total	9/30/2021	001-000-000-514-20-11-00	Salaries, Wages & Benefits
Payroll	September 2021 Payroll	Payroll	31,011.56	Total	9/30/2021	001-000-000-518-10-11-00	Salaries, Wages & Benefits
Payroll	September 2021 Payroll	Payroll	146,413.08	Total	9/30/2021	001-000-000-521-20-11-00	Salaries, Wages & Benefits
Payroll	September 2021 Payroll	Payroll	21,600.96	Total	9/30/2021	101-000-000-542-30-11-00	Salaries, Wages & Benefits
Payroll	September 2021 Payroll	Payroll	48,612.63	Total	9/30/2021	001-000-000-558-60-11-00	Salaries, Wages & Benefits
Payroll	September 2021 Payroll	Payroll	2,029.55	Total	9/30/2021	001-000-000-571-00-10-00	Salaries, Wages & Benefits
Payroll	September 2021 Payroll	Payroll	32,401.40	Total	9/30/2021	001-000-000-576-80-11-00	Salaries, Wages & Benefits
		Total	\$ 324,480.12	Payroll Total			
			\$ 550,787.74	Period Grand Total			



MEDINA, WASHINGTON

PARK BOARD MEETING

Virtual/Online

Monday, August 16, 2021 – 4:00 PM

MINUTES

BOARD CHAIR | Sarah Gray

BOARD VICE-CHAIR | Collette McMullen

BOARD MEMBERS | Huan Bui, Rebecca Johnston, Barbara Moe, Gretchen Stengel, Katie Surbeck

EMERITUS MEMBER | Penny Martin

YOUTH ADVISORY MEMBER | Ben Johnston

STAFF LIAISON | Ryan Osada

1. CALL TO ORDER / ROLL CALL

Vice-Chair Collette McMullen called the meeting to order at 4:00 PM.

PRESENT

Collette McMullen

Barbara Moe

Huan Bui

Rebecca Johnston (online at 4:08 pm)

Gretchen Stengel (online at 4:06 pm)

Katie Surbeck

Penny Martin, Emeritus Member

Ben Johnston, Youth Advisor (online at 4:15pm)

ABSENT

Sarah Gray

STAFF PRESENT

Michael Sauerwein, Ryan Osada, Jeff Sass, Pat Crickmore, Dawn Nations

2. ANNOUNCEMENTS

None.

3. APPROVAL OF PARK BOARD MINUTES

3.1 Park Board Meeting Minutes of June 21, 2021

Recommendation: Adopt Minutes.

Staff Contact: Dawn Nations, Deputy City Clerk

ACTION: Motion made by Surbeck, Seconded by Bui carried 4-0

4. PUBLIC COMMENT

None.

5. PARK BOARD BUSINESS

- 5.1 Introduce New Park Board Members
 a) Katie Surbeck - Park Board Member (Position 4)
 b) Ben Johnston - Youth Advisor

Collette McMullen welcomed new board members.

- 5.2 Medina Park Playground Install Update
Recommendation: Update.
Staff Contact: Ryan Osada, Director Public Works

Ryan Osada gave a brief update regarding tentative installation date of Nov. 15th.
 Installation date delayed due to shipping delays.

- 5.3 Medina Park - 12th Street Parking Lot Update
Recommendation: Update.
Staff Contact: Pat Crickmore, Public Works Supervisor

Pat Crickmore gave a brief update on the changes made to the parking lot.
 Board members made suggestions on painting the curbing and Captain Sass gave input.

- 5.4 Medina Park Playground Resurface Update
Recommendation: Update.
Staff Contact: Ryan Osada, Director Public Works

Ryan Osada gave a brief update regarding adding the playground resurface project to the 2023 budget.

- 5.5 Park Board Upcoming Meetings Discussion
Recommendation: Discussion and direction.
Staff Contact: Ryan Osada, Director Public Works

Board members discussed changing the meeting start time back to 5 pm.
ACTION: Motion made by Johnston Seconded by Stengel carried 5-0

- 5.6 Park Board Fall Planting Event

Board members discussed the fall planting and cleanup at Fairweather Park and planters by Medina Elementary; October 4 at 10 am was decided.

6. OTHER BUSINESS

Collette McMullen advised the board that at the September 20th meeting the board would be discussing changes to the Special Use and Park Use permit process.

7. PARK REPORTS

Fairweather & Lid - Fall Planting and weeding event scheduled. Stengel reported weeding needed to be done and the trail look good.

Indian Trail – Bui reported looks good, but grass is dry.

Lake Lane – Martin reported looks great.

Medina Beach Park – McMullen reported looks great.

Medina Park – No report

Viewpoint Park – Looks great.

8. ADJOURNMENT

Meeting adjourned at 4:35 PM.

Meeting Minutes taken by:



Dawn Nations



MEDINA, WASHINGTON

PLANNING COMMISSION SPECIAL MEETING

Virtual/Online

Tuesday, July 27, 2021 – 4:00 PM

MINUTES

COMMISSION CHAIR | Laurel Preston

COMMISSION VICE-CHAIR | Shawn Schubring

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

PLANNING MANAGER | Stephanie Keyser

1. CALL TO ORDER / ROLL CALL

Chair Laurel Preston called the meeting to order at 4:03 PM

PRESENT

Chair Laurel Preston

Commissioner Laura Bustamante

Commissioner Mark Nelson

Commissioner Mike Raskin

Commissioner Randy Reeves

ABSENT

Vice Chair Shawn Schubring

Commissioner David Langworthy

STAFF PRESENT: Kellerman, Keyser, Minor, Sauerwein, Wilcox

2. APPROVAL OF MEETING AGENDA

By consensus the meeting agenda was approved.

3. APPROVAL OF MINUTES

Motion made by Commissioner Bustamante, Seconded by Chair Preston, to amend the June 22, 2021 minutes by adding the phrase, "as presented in the staff report dated June 22, 2021" to the motion that was made by Commissioner Langworthy, Seconded by Commissioner Nelson to remove the sentence in 20.52.120(A)(1)(d)(iii) and 20.52.120(A)(2)(d)(iii). (Approved 5-0)

Voting Yea: Chair Preston, Commissioner Bustamante, Commissioner Nelson, Commissioner Raskin, Commissioner Reeves

Motion made by Commissioner Nelson, Seconded by Commissioner Raskin to approve the amended minutes. (Approved 5-0)

Voting Yea: Chair Preston, Commissioner Bustamante, Commissioner Nelson, Commissioner Raskin, Commissioner Reeves

3.1 Planning Commission Minutes of June 22, 2021

Recommendation: Adopt Minutes.

Staff Contact: Stephanie Keyser, AICP, Planning Manager

4. ANNOUNCEMENTS

4.1 Staff/Commissioners

Keyser made the following announcements:

Amber will not be returning from maternity leave so the city is looking for a new development services coordinator.

The September 28, 2021 meeting will be a virtual meeting. In October the city will offer a hybrid version for meetings.

Thanks to the Commissioners for all of the hard work they've put into the tree code update.

5. AUDIENCE PARTICIPATION

Individuals wishing to speak live during the Virtual Planning Commission meeting will need to register their request with the Planning Manager, Stephanie Keyser, via email (skeyser@medina-wa.gov) or by leaving a message at 425.233.6416 before 12pm the day of the Planning Commission meeting. Please reference Public Comments for the July 27 Planning Commission meeting on your correspondence. The Planning Manager 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.

Kevin Dosch of Buchan Homes spoke to the Commission.

6. DISCUSSION

6.1 Tree Code Retention and Replacement Requirements

Keyser discussed the staff report.

Commissioners discussed and asked questions.

Keyser and Minor responded.

Motion made by Commissioner Nelson, Seconded by Commissioner Reeves to adopt the six bullet points outlined in the staff report dated July 27, 2021 listed on page seven of the agenda packet with additional direction to staff to review and provide comments from Mercer Island and Bellevue's code as it relates to locational requirements and bring

those back with stakeholder input at the next meeting as it pertains to locational requirements in section 20.52.140(C).

Motion made by Chair Preston, Seconded by Commissioner Bustamante to amend the motion on the table to include directing staff to make the housekeeping changes that were discussed at the beginning of the July 27, 2021 Planning Commission meeting. Approved (5-0)

Voting Yea: Chair Preston, Commissioner Bustamante, Commissioner Nelson, Commissioner Raskin, Commissioner Reeves

Chair Preston called for a vote on the main motion on the table made by Commissioner Nelson. Approved (5-0)

Voting Yea: Chair Preston, Commissioner Bustamante, Commissioner Nelson, Commissioner Raskin, Commissioner Reeves

6.2 Supplemental Trees and Enforcement

Keyser discussed staff report.

Commissioners discussed and asked questions.

Keyser, Minor, and Wilcox responded.

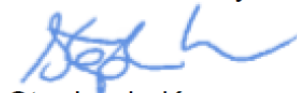
7. ADJOURNMENT

Meeting adjourned at 6:31 PM.

Motion made by Commissioner Raskin, Seconded by Commissioner Nelson to adjourn. (Approved 5-0)

Voting Yea: Chair Preston, Commissioner Bustamante, Commissioner Nelson, Commissioner Raskin, Commissioner Reeves

Minutes taken by:



Stephanie Keyser



MEDINA, WASHINGTON

MEDINA CITY COUNCIL REGULAR MEETING

Virtual/Online

Monday, September 13, 2021 – 4:00 PM

MINUTES

1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

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

PRESENT

Mayor Jessica Rossman
Deputy Mayor Cynthia Adkins
Councilmember Roger Frey
Councilmember Jennifer Garone
Councilmember Bob Zook

ABSENT

Councilmember Alex Morcos

STAFF PRESENT

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

2. APPROVAL OF MEETING AGENDA

ACTION: By consensus, Council approved the meeting agenda as presented.

3. PUBLIC COMMENT PERIOD

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

4. PRESENTATIONS

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

Park Board Chair Sarah Gray gave a report on upcoming events for Park Board. Due to the nationwide shipping delays, the new playground structure delivery has been delayed with an anticipated delivery date around mid-November. Once delivery is received, Director of Public Works Ryan Osada will provide an update to Council.

Medina Police Chief Steve Burns reported that the next Emergency Preparedness meeting is scheduled for Wednesday, October 13. Kay Koelemay has decided to step down as chair of the Emergency Preparedness Committee, which will be formally announced at that meeting.

5. CONSENT AGENDA

ACTION: Motion Adkins second Gokul and carried by a 6:0 vote; Council approved the Consent Agenda.

- 5.1 Check Register, July 2021
Recommendation: Approve.
Staff Contact: Julie Ketter, Director of Finance and HR
- 5.2 Check Register, August 2021
Recommendation: Approve
Staff Contact: Julie Ketter, Director of Finance and HR
- 5.3 Approved June 16, 2021 Park Board Meeting Minutes
Recommendation: Receive and file.
Staff Contact: Dawn Nations, Deputy City Clerk
- 5.4 Approved June 22, 2021 Planning Commission Meeting Minutes
Recommendation: Receive and file.
Staff Contact: Stephanie Keyser, AICP, Planning Manager
- 5.5 Draft July 12, 2021 City Council Meeting Minutes
Recommendation: Adopt Minutes.
Staff Contact: Aimee Kellerman, CMC, City Clerk

6. LEGISLATIVE HEARING

None.

7. PUBLIC HEARING

- 7.1 Medina Municipal Code Recodification: Continued **Public Hearing and Adoption**
Recommendation: Approve Ordinance No. 1000 as presented.
Staff Contacts: Aimee Kellerman, CMC, City Clerk; Scott Missall, City Attorney

Mayor Rossman gave a brief recap of the continued public hearing and reopened the public hearing. There were no speakers. Mayor Rossman closed the public hearing.

ACTION: Motion Adkins second Frey and carried by 6:0 vote; Council adopted Ordinance No. 1000.

- 7.2 2022 Preliminary Budget
Recommendation: Discussion item only.
Staff Contact: Julie Ketter, Finance Director and Michael Sauerwein, City Manager

City Manager Michael Sauerwein and Finance and HR Director Julie Ketter gave a brief presentation on the preliminary 2022 budget process.

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

ACTION: Discussion item only; no action taken.

8. CITY BUSINESS

8.1 Liang Street Vacation – 442 Upland Road

Recommendation: Adopt Resolution No. 419.

Staff Contact(s): Stephanie Keyser, Planning Manager; Scott Missall, City Attorney

Planning Manager Stephanie Keyser gave a brief presentation of the Upland Road street vacation proposal. Council asked questions and staff responded.

ACTION: Motion Adkins second Gokul and carried by a 6:0 vote; Council adopted Resolution No. 419 setting the Public Hearing at the November 8 City Council meeting.

8.2 520 Expansion Joint Sound Mitigation Study Progress Report

Recommendation: Discussion.

Staff Contact: City Manager Michael Sauerwein

City Manager Michael Sauerwein gave an update on the SR 520 Joints Noise Phase 2 study. The four tasks associated with the project were to design a solution for reducing noise from modular bridge expansion joint, modeling and laboratory testing of noise mitigation solutions including the design and construction of a test bench for controlled testing of mitigation solutions, field testing of noise mitigation solutions to assess noise reduction and durability, and optimize installation methodology to ensure durability and corrosion prevention.

WSDOT is currently trying to find a suitable ridge with an expansion joint with a single gap or with multiple gaps to test on. They expect to conduct periodic evaluation of noise attenuation and durability for a period of four months. Council asked questions and staff responded.

ACTION: Discussion item only; no action taken.

8.3 American Rescue Plan Act Funding

Recommendation: Discussion and direction from the City Council.

Staff Contact: Michael Sauerwein, City Manager

Mayor Rossman gave a introduction of the American Rescue Plan Act Funding and a summary of the staff report that identified the five uses of the funding. City staff identified four potential uses for the funds: 1) Maintain the City's inventory of personal protective equipment, 2) indoor air quality testing of city hall by an industrial hygienist, 3) contract with Bellevue Fire Department's Bellevue CARES program to address the medical and behavioral healthcare needs of our community, and 4) invest in improvements, repairs, and replacement of stormwater infrastructure. Council asked questions and staff responded.

ACTION: Motion Adkins to move into Executive Session in accordance with RCW 42.30.110 (1)(i) for 5 minutes.

Council moved into at 5:36 p.m. for an estimated time of 5 minutes. **Action is anticipated** following the executive session.

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.

Council extended Executive Session for an additional 15 minutes at 5:43 p.m.

ACTION: Motion Frey second Adkins to direct staff to include funding the Bellevue CARES Program contract for the years 2022, 2023, and 2024. Motion carried 5:0 (Garone and Morcos absent).

- 8.4 Community Survey Discussion
Recommendation: Discussion and Direction.
Staff Contact: City Manager Michael Sauerwein

City Manager Michael Sauerwein gave a summary of his staff report. The goal of the survey is to solicit input on community priorities, current City projects, and overall quality of life in Medina. Council asked questions and staff responded.

ACTION: Discussion item only; no action taken.

9. CITY MANAGER'S REPORT

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

Medina Police Chief Burns reported on activities in police department.

Director of Development Services Steve Wilcox reported on activities in the Development Services department and noted that we have a new employee, Rebecca Bennett our new Development Services Coordinator.

Director of Finance and HR Julie Ketter gave a brief summary of her report.

Director of Public Works Ryan Osada reported on Public Works projects.

City Manager gave a summary of his report.

At this point 6:50 PM, Council took a brief 10-minute break. Council convened into Executive Session at 7:03 p.m. for estimated time of one hour.

10. EXECUTIVE SESSION

ES-1 RCW 42.30.11 (1)(i)

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

ES-2 RCW 42.30.140(4)(a)

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

Council Member Zook recused himself at 7:37 p.m.

ACTION: No action was taken following Executive Session.

11. REQUESTS FOR FUTURE AGENDA ITEMS AND COUNCIL ROUND TABLE

Planning Manager Stephanie Keyser asked for Council action on allowing staff to apply for a grant from the Department of Commerce to do housing action plan. Applying for this grant requires a letter of support from the Mayor.

ACTION: Motion Adkins to approve the letter as drafted and approved by Stephanie and Jessica. This was seconded by Frey and carried by a 5:0 (Garone and Morcos absent) vote.

12. PUBLIC COMMENT

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

13. ADJOURNMENT

By consensus, Council adjourned the regular meeting at 8:04 p.m.



MEDINA, WASHINGTON

AGENDA BILL

Monday, October 11, 2021

Subject: 2022 Preliminary Budget

Category: Public Hearing

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

Summary

This is an opportunity for the public to comment on the proposed 2022 Preliminary Budget.

As presented, the 2022 preliminary budget achieves the criteria outlined in the City's long-term financial plan created as part of the Levy Lid Lift measure of 2019:

- General Fund must have a minimum carryover balance of 25% at the end of the year.
- Expense increases must be controlled in such a way to maintain fiscal sustainability of the City through at least 2029.
- A minimum of \$2M must be in the Levy Stabilization Fund by 2025; we are projected to have half of that amount saved by the end of 2022.

Attachment(s)

-2022 Consolidated Preliminary Budget, v1

Budget/Fiscal Impact: NA

Recommendation: NA

City Manager Approval: 

Proposed Council Motion: NA

Time Estimate: 15 minutes

DESCRIPTION	2019 Actuals	2020 Actual	2021 Budget	2021 2021 as of 6/30/21	2022 Proposed Budget	Minimum Fund Year End Carryover Balances
GENERAL FUND						2022 Fund Balance Projected, Excess/(Shortfall)
BEGINNING FUND BALANCE	\$ 837,822	\$ 1,181,753	\$ 2,194,185	\$ 2,194,185	\$ 2,334,584	
REVENUES	6,816,529	7,983,720	7,909,764	4,816,187	8,255,623	
OPERATING TRANSFERS-IN	-	-	-	-	-	\$26
EXPENDITURES	6,432,598	6,601,288	6,892,234	3,238,229	6,772,674	
OPERATING TRANSFERS-OUT	40,000	370,000	877,132	438,566	1,899,471	25% Policy Minimum (see note**)
Year end carryover balance	\$ 1,181,753	\$ 2,194,185	\$ 2,334,584	\$ 3,333,577	\$ 1,918,062	\$1,918,036
STREET FUND						25.0%
BEGINNING FUND BALANCE	\$ 17,469	\$ 16,031	\$ 13,778	\$ 13,778	\$ 14,890	
REVENUES	88,024	65,875	139,092	43,127	118,801	
OPERATING TRANSFERS-IN	387,000	370,000	377,132	188,566	399,471	Note: GF balances do not include SAO 2019 directive "fiduciary" amounts.
EXPENDITURES	476,461	438,128	515,112	212,690	518,272	
OPERATING TRANSFERS-OUT	-	-	-	-	-	
Year end carryover balance	\$ 16,031	\$ 13,778	\$ 14,890	\$ 32,781	\$ 14,890	
DEV. SERVICES FUND						
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	
REVENUES	-	-	-	-	1,356,895	
OPERATING TRANSFERS-IN	-	-	-	-	1,000,000	
EXPENDITURES	-	-	-	-	1,179,917	
OPERATING TRANSFERS-OUT	-	-	-	-	-	
Year end carryover balance	\$ -	\$ -	\$ -	\$ -	\$ 1,176,978	
TREE FUND						
BEGINNING FUND BALANCE	\$ 139,689	\$ 113,572	\$ 110,072	\$ 110,072	\$ 75,147	
REVENUES	3,950	-	3,075	-	3,075	
OPERATING TRANSFERS-IN	-	-	-	-	-	
EXPENDITURES	30,067	3,500	38,000	13,551	40,000	
OPERATING TRANSFERS-OUT	-	-	-	-	-	
Year end carryover balance	\$ 113,572	\$ 110,072	\$ 75,147	\$ 96,521	\$ 38,222	
LEVY STABILIZATION FUND						
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ 500,000	
OPERATING TRANSFERS-IN	\$ -	\$ -	\$ 500,000	\$ 250,000	\$ 500,000	
OPERATING TRANSFERS-OUT	\$ -	\$ -	\$ -	\$ -	\$ -	
Year end carryover balance	\$ -	\$ -	\$ 500,000	\$ 250,000	\$ 1,000,000	Must have min. of \$2M by 12/31/2025
CAPITAL PROJECTS FUND						
BEGINNING FUND BALANCE	\$ 1,930,333	\$ 2,049,772	\$ 3,281,736	\$ 3,281,736	\$ 3,554,752	
REVENUES	1,420,455	1,841,084	1,113,016	-	2,086,618	
OPERATING TRANSFERS-IN	-	-	-	-	-	
EXPENDITURES	954,015	609,120	840,000	63,985	1,510,000	
OPERATING TRANSFERS-OUT	347,000	-	-	-	-	Note: CPF balances do not include contractor retainage activity amounts
Year end carryover balance	\$ 2,049,772	\$ 3,281,736	\$ 3,554,752	\$ 3,217,751	\$ 4,131,371	
CONTINGENCY FUND						
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	
REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	
OPERATING TRANSFERS-IN	\$ -	\$ -	\$ -	\$ -	\$ -	
OPERATING TRANSFERS-OUT	\$ -	\$ -	\$ -	\$ -	\$ -	
Year end carryover balance	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL ALL FUNDS BUDGET						
BEGINNING FUND BALANCE	\$ 2,925,313	\$ 3,361,128	\$ 5,599,771	\$ 5,599,771	\$ 6,479,373	
REVENUES	8,328,957	9,890,679	9,164,947	4,859,314	10,464,117	
OPERATING TRANSFERS-IN	387,000	370,000	877,132	188,566	899,471	
EXPENDITURES	7,893,142	7,652,036	8,285,345	3,528,454	8,840,946	
OPERATING TRANSFERS-OUT	387,000	370,000	877,132	438,566	1,899,471	
Year end carryover balance	\$ 3,361,128	\$ 5,599,771	\$ 6,479,373	\$ 6,680,631	\$ 7,102,545	

Note: 2022 only, removed DS starting fund transfer from calc.

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Adopted Budget	2021 Actual YTD 6-30-21	2022 Adopted Budget	2022 Preliminary Budget	
GENERAL FUND - REVENUES								Green = DS cost recovery amounts Comments from prior year, please update as needed:
PROPERTY & SALES TAX								
001 000 000 311 10 00 00	General Property Taxes	2,833,287	3,779,430	3,986,413	2,285,791		4,153,325	Includes 1% all'd increase + new constrect/improvmnts +levy lid lift portion at +5%
001 000 000 313 11 00 00	Local Retail Sales & Use Tax	1,374,390	1,587,383	1,522,354	953,026		1,958,050	2% to 2021.07 ytd rolling 12 mos (+ passthru ARCH cont. from SHB1406, COM ord 985, \$13,633 est)
001 000 000 313 71 00 00	Criminal Justice Funding	101,857	93,472	90,080	50,376		100,283	Flat to 2021.07 ytd rolling 12 mos
TOTAL PROPERTY & SALES TAX		4,309,534	5,460,285	5,598,847	3,289,193	-	6,211,658	10.95%
BUSINESS & OCCUPATION-UTILITY TAX								
001 000 000 316 41 00 00	Electric - Puget Sound Energy	219,411	229,958	227,336	121,301		242,731	Util Tax 6% and Franchise Fees 4%
001 000 000 316 42 00 00	Gas - Puget Sound Energy	99,667	113,383	112,257	77,350		121,352	Based on 2021.07 ytd rolling 12 mos, +2%
001 000 000 316 43 00 00	Water & Sewer	171,163	192,893	197,360	96,054		211,854	
001 000 000 316 45 00 00	Garbage, Solid Waste	72,272	41,986	42,158	21,183		43,151	
001 000 000 316 46 00 00	Cable - Comcast	109,071	80,749	82,115	38,982		80,177	
001 000 000 316 47 00 00	Telephone - Mobile & landline	54,286	42,519	42,888	17,739		40,425	
001 000 000 317 20 00 00	Leasehold Excise Tax	860	885	800	2,982		3,042	
BUSINESS LICENSE/PERMITS-FRANCHISE FEES								
001 000 000 321 91 00 00	Franchise Fees - Water/Sewer COB, Cable Comca	164,591	200,316	186,410	90,024		198,612	Assumes 4% Franchise Fee per Ord 895 of 11/30/2012 , applied as above
TOTAL UTILITY TAX & FRANCHISE FEES		891,321	902,688	891,325	465,615	-	941,345	5.61%
LICENSES & PERMITS								
4XX 000 000 322 10 00 00	Building Permits	800,891	703,523	\$577,164	562,553		XX	Per Steve Wilcox, budget 12-mos rollback thru 7/2021. Adding 4% inflation
4XX 000 000 322 11 00 00	Building Permit - Technology Fee	10,131	9,324	\$8,473	6,064		XX	Per Steve Wilcox, budget 12-mos rollback thru 7/2021. Adding 4% inflation
001 000 000 322 30 00 00	Animal Licenses	470	515	699	320		640	Based on 2021.07 ytd annualized
001 000 000 322 90 00 00	Other Non Bus. Licenses & Permits (Gun Permits)	651	407	353	600		652	Based on 2021.07 ytd annualized
001 000 000 322 91 00 00	Special Permits-Events, Other	150	207	355	-		-	Based on 2021.07 ytd annualized
TOTAL LICENSES & PERMITS		812,293	713,975	\$587,045	569,537	-	1,292	-99.78%
INTERGOVERNMENTAL								
001 000 000 332 92 10 00	COVID-19 Non-Grant Assistane (CARE)		146,025					2020 one-time, unbudgeted revenue
001 000 000 332 92 10 01	Coronavirus Local Fis. Rec. (ARPA)						84,000	Allocate \$28K x 3 yrs to COB CARES program, see PD expense. Remaining ARPA in Capital.
001 000 000 333 16 00 00	Dept of Justice- Federal Grant Bullet Proof Vest	557	492				500	Based on one budgeted vest replacement, see PD exp
001 000 000 334 03 10 00	DOE Grant: Shoreline Master Program	7,973					XX	E15-161 Grant , offset by Shoreline consultant costs
S/B in street	Multimodal Transportation - Cities	4,492	4,424	4,422			XX	2021: MRSC estimated distribution of State Shared Revenue, available late July
001 000 000 336 06 21 00	MVET-Criminal Justice-Pop.	1,000	1,025	1,089	525		1,167	2021: MRSC estimated distribution of State Shared Revenue, available late July
001 000 000 336 06 26 00	Criminal Justice-Special	3,500	3,638	3,861	1,874		4,135	2021: MRSC estimated distribution of State Shared Revenue, available late July
001 000 000 336 06 51 00	DUI/Other Criminal Justice	452	472		259			
001 000 000 336 06 94 00	Liquor Excise Tax	17,742	14,743	18,678	11,359		21,511	2021: MRSC estimated distribution of State Shared Revenue, available late July
001 000 000 336 06 95 00	Liquor Control Board Profits	21,162	25,406	26,070	10,432		25,980	2021: MRSC estimated distribution of State Shared Revenue, available late July
001 000 000 336 06 95 01	Liquor Control Board Profits-Public Safety Portion	5,290	6,352		2,608			2021: MRSC estimated distribution of State Shared Revenue, available late July
001 000 000 342 11 00 00	Hunts Point Police Contract- Add'l Police Serv	283,222	294,073	304,113	135,059		322,090	Based on 13.1% avg previous years of expense subtotal line
TOTAL INTERGOVERNMENTAL		345,390	496,649	358,233	162,116	-	459,383	28.24%
CHGS FOR GOODS AND SERVICES								
001 000 000 341 99 00 00	Passport & Naturalization Fees	17,641	4,132	7,083	-		403,200	2022 one-time CS expense (\$107,520) of temps for reopening passport services/offset with one-time revenue (\$403,200)
4XX 000 000 345 81 00 00	Zoning & Subdivision Fees	75,184	45,010	\$101,818	57,447		XX	Per Steve Wilcox, budget 12-mos rollback thru 7/2021. Adding 4% inflation
4XX 000 000 345 89 00 00	Other Planning & Development Fees	183,150	136,998	\$203,156	131,607		XX	Per Steve Wilcox, budget 12-mos rollback thru 7/2021. Adding 4% inflation
TOTAL CHGS FOR GOODS/SERVICES		275,975	186,140	312,057	189,054	-	403,200	29.21%
FINES & FORFEITURES								
001 000 000 353 10 00 00	Municipal Court-Traffic Infrac	9,649	15,231	11,250	6,237		15,000	Hx ratio of court costs (75%) to revenue

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Adopted Budget	2021 Actual YTD 6-30-21	2022 Adopted Budget	2022 Preliminary Budget	
4XX 000 000 359 90 00 00	Misc. Fine, Penalties, Code	20,965	58,788	20,000	-		XX	Green = DS cost recovery amounts Comments from prior year, please update as needed:
	TOTAL FINES & FORFEITURES	30,614	74,019	31,250	6,237	-	15,000	-52.00%
	MISCELLANEOUS REVENUE							
001 000 000 361 11 00 00	Investment Interest	15,416	7,562	10,274	3,412		6,000	Assumes LGIP and Bond Investments Interest, allocated between General Fund (25%) & Capital (75%)--- 2021.07 ytd annualized
001 000 000 361 40 00 00	Sales Interest	2,496	1,997	2,496	743		1,997	Based on 2020 actual
001 000 000 362 00 00 10	Wireless Commun. Facility Leases	21,890	22,546	22,546	23,223		23,223	2022 American Towers Corp. flat to 2021
001 000 000 362 00 00 20	Post Office Facility Lease	91,520	80,374	88,508	51,630		88,508	Lease of \$7375.67/mo
001 000 000 367 11 00 00	Contributions/Donations	14,050	8,850		-		100,000	25% community donations towards lic.plate reader camera sx
001 000 000 369 30 00 10	Confiscated Property-Auction	1,371	-	200	-			
001 000 000 369 91 00 00	Other	30	-	30	152		30	Based on 2019 actual
001 000 000 369 91 00 05	Other-CC Convience fees	3,043	3,224	3,000	16,521		XX	Based on 2019 actual
001 000 000 369 91 00 10	Other-Copies	235	102	200	127		235	Based on 2019 actual
001 000 000 369 91 00 15	Other-Fingerprinting	590	72	590	50		590	Based on 2019 actual
001 000 000 369 91 00 35	Other-Notary	110	-	110	-		110	Based on 2019 actual
001 000 000 369 91 00 45	Other-Reports	53	44	53	27		53	Based on 2019 actual
	TOTAL MISCELLANEOUS REVENUES	150,803	124,771	128,007	95,884	-	220,745	72.45%
	DEBT PROCEEDS GENERAL OBLIGATION							
001 000 000 391 10 00 00	Debt Proceeds General Obligation							
	TOTAL DEBT PROCEEDS GENERAL OBLIGATION	-		-		-	-	
	REFUNDABLE DEPOSITS (NOT REFLECTED IN BUDGET)							
001 000 000 382 10 00 01	Refundable Deposits - DS (CMP, PGB)	34,865						
001 000 000 382 10 00 02	Refundable DS Adv Deposit	5,454						
001 000 000 382 20 00 00	Refundable Retainage							
	40,319				-			
	DISPOSITION OF CAPITAL ASSETS							
001 000 000 395 10 00 00	Proceeds From Sales of Capital Assets	60	12,776	3,000	25		3,000	
001 000 000 395 10 00 20	PD Equipment Sale/Repl. Funds				38,525			
001 000 000 398 10 00 00	Insurance Recoveries	539	12,416		-			
	TOTAL DISPOSITION OF CAPITAL ASSETS	599	25,192	3,000	38,550	-	3,000	
	OPERATING TRANSFERS							
001 000 000 397 00 05 00	From Custodial (reclass in 2019 only)	267,365						
001 000 000 397 00 10 00	From Capital Projects Fund							
001 000 000 397 00 40 00	From Reserves Fund							
	TOTAL OPERATING TRANSFERS	267,365		-	-	-	-	
	TOTAL GENERAL FUND REVENUE	7,124,213	7,983,720	\$ 7,909,764	4,816,187	-	\$ 8,255,623	4.37%

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Budget	2021 Actual YTD 6-30-21	2022 Adopted Budget	2022 Preliminary Budget	Comments from prior year, please update as needed: Notes:
	GENERAL FUND - EXPENDITURES							
	LEGISLATIVE SERVICES							
001 000 000 511 60 41 00	Professional Services							
001 000 000 511 60 41 01	Legislative Activities-Regional Intergovt	5,521	4,337	5,600	4,731		5,600	AWC (\$1900), PSRC (\$700), Eastside Transp.(?), Sound Cities (\$2,001)
001 000 000 511 60 43 00	Travel & Training	225	6,615	6,000	1,957		6,000	AWC training, conferences, meals, and travel + CC retreat
001 000 000 511 60 49 00	Miscellaneous	3,993	1,079	2,000	(64)		2,000	Park Board, Planning Comm, Council misc meeting expenses
001 000 000 511 60 49 10	Medina Days	12,070	-	26,000	-		26,000	\$10,000 Fireworks+ \$5,000 barge, \$1,000 sani-cans, \$10,000 Medina's 67th Birthday(?)
	TOTAL LEGISLATIVE SERVICES	21,809	12,031	39,600	6,624	-	39,600	

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Budget	2021 Actual YTD 6-30-21	2022 Adopted Budget
	MUNICIPAL COURT					
001 000 000 512 50 41 10	Prosecuting Attorney	52,000	44,000	48,000	24,000	
001 000 000 512 50 40 10	Municipal Court-Traffic/NonTrf	5,508	2,575	9,000	2,264	
	TOTAL MUNICIPAL COURT	57,508	46,575	57,000	26,264	-

2022 Preliminary Budget	Comments from prior year, please update as needed: Notes:
48,000	\$4K per month x 12 months
11,250	Required Service/Expenditure - Offset by Court Revenue
59,250	

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Budget	2021 Actual YTD 6-30-21	2022 Adopted Budget
EXECUTIVE						
SALARIES & WAGES						
001 000 000 513 10 11 00	Salaries & Wages	165,086	171,163	172,675	88,808	
001 000 000 513 10 11 16	ICMA 457 Plan	7,179	7,157	7,200	3,571	
TOTAL SALARIES & WAGES		172,265	178,320	179,875	92,378	-
PERSONNEL BENEFITS						
001 000 000 513 10 21 00	Personnel Benefits	51,785	53,097	54,594	28,771	
TOTAL PERSONNEL BENEFITS		51,785	53,097	54,594	28,771	-
OTHER SERVICES AND CHARGES						
001 000 000 513 10 41 00	Professional Services	72,093	36,000	36,000	15,000	
001 000 000 513 10 43 00	Travel & Training	-	121	4,000	632	
001 000 000 513 10 49 01	Dues, Subscr.	383	315	350	315	
TOTAL OTHER SERVICES & CHARG		72,476	36,436	40,350	15,947	-
TOTAL EXECUTIVE DEPARTMENT		296,527	267,853	274,819	137,095.87	-

2022 Preliminary Budget	Comments from prior year, please update as needed: Notes:
	FTE's: 1
184,908	CPI-W=4% COLA-- See Salary Model for addl details
7,200	
192,108	7%
52,859	AWC Medical, Vision, DRS, Empl Security and L&I, Payroll Taxes
52,859	-3%
68,000	SR520 Consultant, cancelling off. 1/1/2022 per MS (restored 9/7/21), + \$22K Prothman f
4,000	WCIA and other training
350	
72,350	79%
317,317	

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Budget	2021 Actual YTD 6-30-21	2022 Adopted Budget
FINANCE DEPARTMENT						
SALARIES & WAGES						
001 000 000 514 20 11 00	Salaries & Wages	168,418	191,234	199,948	99,871	
001 000 000 514 20 11 16	ICMA 457 Plan	8,973	9,835	10,200	5,056	
	TOTAL SALARIES & WAGES	177,391	201,069	210,148	104,926	-
PERSONNEL BENEFITS						
001 000 000 514 20 21 00	Personnel Benefits	40,383	47,039	50,279	25,179	
001 000 000 514 20 21 17	Opt-Out Of Medical	13,289	14,579	16,022	7,943	
	TOTAL PERSONNEL BENEFITS	53,672	61,617	66,301	33,122	-
OTHER SERVICES & CHARGES						
001 000 000 514 20 41 01	Professional Services	7,000	7,350	10,300	7,570	
001 000 000 514 20 42 00	Intergvtml Prof Serv-Auditors	14,543	19,554	23,000	-	
001 000 000 514 20 43 00	Travel & Training	233	311	2,000	140	
001 000 000 514 20 46 00	Insurance (WCIA)	181,234	176,720	185,734	186,167	
001 000 000 514 20 49 00	Misc-Dues,Subscriptions	75	35	500	600	
001 000 000 514 20 49 10	Miscellaneous	11,246	10,044	15,000	18,245	
001 000 000 514 40 40 00	Elections Serv-Voter Reg Costs	8,633	7,959	12,000	-	
	TOTAL OTHER SERVICES & CHARG	222,963	221,973	248,534	212,722	-
	TOTAL FINANCE DEPARTMENT	454,026	484,659	524,983	350,770	-

2022 Preliminary Budget	Comments from prior year, please update as needed: Notes:
	FTE's: 1.7 + 3 mos of new finance director training by current FD
242,004	CPI-W=4% COLA---see salary model notes
11,700	Assumes full participation
253,704	21%
76,307	AWC Medical, Vision, DRS, Empl Security and L&I, Payroll Taxes
7,917	
84,224	27%
10,300	Vision PS, Finance/Financial System Support + HR updates,, etc
25,663	Added 5K for overruns based on 2020 activity + 2.65% per 8/31/2021 SAO notice
2,000	PSFOA, Budgeting Workshop for DFD
176,342	Liability rate increase per 7/31 WCIA notice. Property 4%; B&M 5-10%, Crime 5-10% & Auto 3% pending Oct BOD vote notice less
	15.56% alloc to DS
250	WFOA, PSFOA, GFOA (Dues, Memberships),
11,000	Non DS Merchant credit card fees (offset by Revenue), Flex Spend Admin, Microflex, Tax/AP Forms, L&I,
12,000	Election year costs (every other year is higher), 2022 keep to prior yr budget d/t potential for less KC cost share
237,554	-4%
575,482	

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Budget	2021 Actual YTD 6-30-21	2022 Adopted Budget	2022 Preliminary Budget	Comments from prior year, please update as needed:
LEGAL DEPARTMENT								Notes:
4XX 000 000 515 41 40 00 City Attorney, Dev. Serv.								FTE's: NA, contracted
001 000 000 515 41 40 00 City Attorney		256,837	456,288	300,000	113,098		244,000	New Fund allocation (\$56K)
001 000 000 515 45 40 00 Special Counsel		16,173	7,956	60,000	12,440		60,000	Per SM, hx avg of "routine legal service", "excluding itigation or highly contentious events"= \$250K. JDK added \$50K for "contentious", less \$56K to DS budget
001 000 000 515 91 40 00 Public Defender		6,600	5,750	7,200	2,200		7,200	HR and Labor Contract (3) Negotiation might spill into 2022
TOTAL LEGAL DEPARTMENT		279,610	469,994	367,200	127,738	-	311,200	Required Service/Expenditure

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Budget	2021 Actual YTD 6-30-21	2022 Adopted Budget	2021 Preliminary Budget	Comments from prior year, please update as needed: Notes:
CENTRAL SERVICES								
	SALARIES & WAGES							
001 000 000 518 10 11 00	Salaries & Wages	242,335	252,693	257,765	128,256		277,857	CPI-W=4% COLA 1 non-rep employee + step increase; --see salary model notes for remaing staff
001 000 000 518 10 11 11	Longevity	4,365	4,452	4,544	2,223		4,953	
001 000 000 518 10 11 14	Education	1,200	1,199	1,200	599		1,200	
001 000 000 518 10 11 16	ICMA 457 Plan	5,997	5,992	12,000	2,993		12,000	Assumes participation full participation
001 000 000 518 10 11 17	Opt-Out of Medical	10,155	8,778	12,418	4,892		9,215	1 Employee participating in Opt-Out, same as 2021
001 000 000 518 10 12 00	Overtime		-					
	TOTAL SALARIES & WAGES	264,051	273,113	287,927	138,963	-	305,225	6%
	PERSONNEL BENEFITS							
001 000 000 518 10 21 00	Personnel Benefits	103,020	105,586	108,461	53,279		108,181	AWC Medical, Vision, DRS, Empl Security and L&I, Payroll Taxes
	TOTAL PERSONNEL BENEFITS	103,020	105,586	108,461	53,279	-	108,181	0%
001 000 000 518 10 31 00	Office and Operating Supplies	10,768	21,817	22,000	5,925		27,000	City Hall Office and Operating Expenses, Konica Copier \$7,200, Pitney Bowes \$3,000 Proshred, Municode, Scanning services \$10K, Avidex Chambers Support +2022 one-time expense (\$107,520) of temps for reopening
001 000 000 518 10 41 00	Professional Services	15,654	14,833	17,500	3,509		129,520	passport services/offset with revenue (\$403,200).
001 000 000 518 10 42 00	Postage/Telephone	11,978	10,651	11,000	3,362		9,000	Postage (City Hall printing/mailling services); fax & credit card lines
001 000 000 518 10 43 00	Travel & Training	813	1,481	11,000	60		11,000	Training for clerk, Deputy Clerk/Admin Asst, ISC
001 000 000 518 10 44 00	Advertising	8,757	10,411	5,000	3,290		5,000	DS, CS legal advertisements
001 000 000 518 10 47 00	Utility Serv-Elec,Water,Waste	21,453	20,830	21,000	8,734		30,000	Calculated using 8/16/20 - 8/16/21 rolling 12 mos + 4% increase
001 000 000 518 10 48 00	Repairs & Maint-Equipment	-	-	500	800		500	office equipment repairs
001 000 000 518 10 49 10	Miscellaneous	7,145	790	2,800	1,193		1,500	Printer Svcs-Budget
001 000 000 518 10 49 20	Dues, Subscriptions	730	674	600	215		600	City Clerk and Deputy Clerk
001 000 000 518 10 49 30	Postcard, public information	13,505	6,048	4,000	1,473		4,000	Community mailings placeholder, monthly postcard discontinued
001 000 000 518 10 49 40	Photocopies	338	26	1,000	50		500	Most expenditures reflect pass through costs related to public records
	TOTAL OTHER SERVICES & CHARGES	91,140	87,561	96,400	28,610	-	218,620	127%
	BUILDING MAINTENANCE							
001 000 000 518 30 45 00	Facility Rental	7,734	9,129	8,748	2,916		10,500	1 Public Storage Units (increased from v1 d/t rent notice) \$40k City Hall & PO cleaning Maint. \$15k Beach/Park Bathroom cleaning (increased due to COVID), \$10k HVAC Maint., Alarm/Fire Monitoring \$2500, fire inspt, misc cleaning, bug service etc. ---# provided by Ryan Per RO & MS, 9/9, increase =\$45K for lights, paint & railing replacement
001 000 000 518 30 48 00	Repairs/Maint-City Hall Bldg	49,331	64,980	51,000	31,823		115,000	
	TOTAL BUILDING MAINTENANCE	57,065	74,109	59,748	34,739	-	125,500	110%
001 000 000 518 61 40 00	Judgements, settlements & jobbing	-	116,420					
001 000 000 518 80 31 00	IT HW, SW, Operating Supplies	5,343	41,991	1,500	19,387		1,500	Replacement mouse, keyboards, Data Center replacement battery, etc
001 000 000 518 80 41 50	Technical Services, Software Services	178,226	169,911	149,020	63,609		237,772	IT Placeholder \$130,000 (less 15.56% = \$20,228 for TIG DS allocation) for Maint, monitoring, helpdesk, incident support; \$71K EmailSocial Media archive, GovDelivery, Municode Website hosting and Agenda Management, King County INET, DUO Access, Azure Storage, O365 Licenses, MS Teams Audio, GovQA PRR/Redactions/Invoicing Software, 8X8 Phone System, Dude Solutions Asset Management
001 000 000 518 80 48 00	Repairs & Maint: Annual Software Maint.	12,187	11,201	40,991	4,800		14,500	VEEAM, NetApp, Cisco SmartNet, Avidex, Domain Name Renewal, Vision Application Suite, Cisco FirePower, Cisco Umbrella
	TOTAL INFORMATION TECHNOLOGY	195,756	223,102	191,511	87,796	-	253,772	33%
	SUBTOTAL CENTRAL SERVICES	711,033	996,313	744,047	343,387	-	1,011,298	
DEBT SERVICE								
001 000 000 591 18 71 00	LTGO Bond Loan Repayment - Principal	49,330						
001 000 000 592 18 83 00	LTGO Bond Loan Repayment - Interest	153						
	TOTAL DEBT SERVICE	49,482	-	-	-	-	-	
CAPITAL EXPENDITURES								
001 000 000 594 14 64 00	City Hall - IT HW/SW >\$5K Capital Outlay	70,713	63,048	197,592	72,232		103,430	HW Computer Replacements (10) \$28,430, SW Records Management Placeholder \$65,000, Bang the Table Community Engagement Placeholder \$10,000
	TOTAL CAPITAL EXPENDITURES	70,713	63,048	197,592	72,232	-	103,430	-48%
	TOTAL CENTRAL SERVICES	831,228	1,059,361	941,639	415,619	-	1,114,728	

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Budget	2021 Actual YTD 6-30-21	2022 Adopted Budget
POLICE DEPARTMENT						
SALARIES & WAGES						
001 000 000 521 20 11 00	Salaries & Wages	1,103,178	1,129,182	1,185,251	571,257	
001 000 000 521 20 11 11	Longevity	12,345	16,000	23,025	9,285	
001 000 000 521 20 11 14	Education	600	600	600	299	
001 000 000 521 20 11 16	ICMA 457 Plan	52,240	48,120	55,506	23,560	
001-000-000-521-20-11-17	Opt Out Medical	20,322	37,294	40,977	18,590	
001 000 000 521 20 11 18	Night Shift Differential	10,118	10,735	14,868	5,545	
001 000 000 521 20 12 00	Overtime	64,777	98,680	70,000	43,610	
001 000 000 521 20 12 01	Merit Pay	52,710	61,732	54,140	56,031	
001 000 000 521 20 13 00	Holiday Pay	36,187	37,498	50,200	-	
TOTAL SALARIES & WAGES		1,352,478	1,439,840	1,494,567	728,176	-
PERSONNEL BENEFITS						
001 000 000 521 20 21 00	Personnel Benefits	433,003	386,595	404,813	193,488	
001 000 000 521 20 21 10	Personnel Benefits-Retirees	50,024	39,023	43,852	23,593	
001 000 000 521 20 22 00	Uniforms	4,433	14,023	7,000	4,580	
001 000 000 521 20 22 01	DOJ Bullet Proof Vest Program	1,307	-	900	813	
001 000 000 521 20 23 00	Tuition	-	451	3,000	-	
TOTAL PERSONNEL BENEFITS		488,767	440,092	459,565	222,474	-
SUPPLIES						
001 000 000 521 20 31 00	Office Supplies	4,900	16,033	9,000	5,301	
001 000 000 521 20 31 01	Off Equip, IT HW, SW <\$5K	754	324	10,000	2,958	
001 000 000 521 20 31 40	Police Operating Supplies	4,528	21,117	6,500	2,244	
001 000 000 521 20 31 60	Ammo/Range (Targets, etc.)	6,839	12,743	8,500	-	
001 000 000 521 20 32 00	Vehicle Expenses-gas, car wash	23,134	17,063	26,000	9,432	
001 000 000 521 20 35 20	Firearms (purchase & repair)	1,937	1,360	1,500	(210)	
TOTAL SUPPLIES		42,092	68,641	61,500	19,725	-
OTHER SERVICES & CHARGES						
001 000 000 521 20 41 00	Professional Services	3,190	3,672	5,000	711	
001 000 000 521 20 41 50	Recruitment-Background	790	3,382	2,000	4,166	
001 000 000 521 20 42 00	Communications (Phone,Pagers)	13,163	12,902	17,500	5,140	
001 000 000 521 20 43 00	Travel & Training	8,901	3,896	10,000	2,370	
001 000 000 521 20 45 00	Equipment-Lease & Rentals	3,030	1,521	2,500	613	
001 000 000 521 20 48 00	Repairs & Maint-Equipment	3,790	1,580	8,000	3,386	
001 000 000 521 20 48 10	Repairs & Maint-Automobiles	13,149	6,446	8,500	3,515	
001 000 000 521 20 48 20	Repairs & Maint- SW, HW Maint	26,418	20,185	30,000	6,713	
001 000 000 521 20 49 30	Animal Control	-	-	500	-	
001 000 000 521 20 49 40	Dues,Subcriptions,Memberships	3,174	5,124	4,500	2,338	
001 000 000 521 20 49 41	Lexipol Manuals	7,374	-	4,200	3,955	
001 000 000 521 20 49 60	Crime Prevention/Public Educ	2,725	990	5,000	-	
001 000 000 521 20 49 90	Misc-Investigative Fund	-	-	-	-	
TOTAL OTHER SERVICES & CHARG		85,704	59,698	97,700	32,908	-
INTERGOVERNMENTAL SERVICES						
001 000 000 521 20 41 15	Dispatch Services-Norcom Trans	60,295	66,960	61,225	44,176	
001 000 000 521 20 41 20	Dispatch-EPSCA	5,066	5,252	6,500	2,915	
001 000 000 521 20 41 40	Marine Patrol Services	66,000	70,000	70,000	-	
# TBD	Bellevue CARE program					
001 000 000 521 20 41 55	Jail Service-Prisoner Board	19,435	4,430	17,500	127	
001 000 000 521 20 41 60	Prisoner Transport	-	-	500	-	
001 000 000 521 20 41 80	Domestic Violence-Kirkland	215	-	1,000	-	
TOTAL INTERGOVERNMENTAL SER		151,011	146,642	156,725	47,218	-

2022 Preliminary Budget	Comments from prior year, please update as needed: Notes:
	FTE: 11
1,195,655	CPI-W=4% COLA 2 non-rep employee; 3.5% CBA est COLA 2 employee; 4% CBA est ceiling COLA 7 employees
22,481	
600	
56,285	Incl contr. at DRS rate 2 DRS ineligible (DRS ER rate reduced from previous yr)
43,449	
15,204	Based on "average" week of coverage provided by Sergeant
120,000	Training, vacation leave, non-funded special events (Medina Days/SeaFair/Shredder Day, etc.)+ summer emphasis patrols
74,632	Paid Q1 of 2022 on 2021 earnings (reg + OT). 7/7 eligible
51,522	
1,579,828	6%
432,764	Payroll taxes, Medical, Dental benefits,etc, less DRS/ICMA replacement above.
51,118	LEOFF 1 Medical plus Unum (+4%) + 12 mos rolling reimb(+10%)
7,000	Uniform replacement
1,600	One vest replacement - external vest and covers
7,000	One officer collecting on tuition reimbursement
499,482	9%
11,000	Includes \$3,000 for Emergency Preparedness
7,000	HW upgrades, normal operating costs
6,500	Taser cartridges, evidence processing equip, radio batteries, etc.; NARCAN replacement
9,000	Per ofc. contract and for training/firearms qualifications - ammo costs continue to increase
26,000	Includes bridge tolls,vehicle tab renewals; fuel costs
1,500	
61,000	-1%
4,000	
2,500	PST fees
15,000	Cell phones and service, computer modems in patrol car, KC INET service.
10,000	Ongoing training requirements, evidence officer certification, updated firearms instructor course, mandatory CJTC training req.
2,500	Copy machine
28,000	Additional for 2022 - \$10K for 2 City Hall antennas & \$10K for updated EM Repeater. \$8,000 for maintain serviceable fire extinguishers, radar, property room software yearly maintenance fee of \$2500, copier quarterly maintenance fee.
8,500	
30,000	Server Maintenance License, camera monthly fees, camera maintenance, IT maintenance cameras, electrical to each intersection
5,000	WSPC, IACP Professional Memberships
6,000	Yearly maintenance agreement per contract to Lexipol. Add'l for 2022 - PowerDMS needed for WASPC Accreditation Requirements
5,500	Increased Shredder Day costs, victim resource & crime prevention brochures, school resource materials.
117,000	20%
65,395	NORCOM - antiapiapted amount
6,500	Per contract - cost to maintain 800 Mhz police radio connectivity
85,000	KC Sheriff or other jurisdiction antiapiapted
28,000	2022-2024 program offset by ARPA, \$28K/yr
15,000	King County Jail/SCORE/Kirkland Jail
500	Cost to shuttle prisoners from jail to court and back to jail
1,000	Mandated by court as resource to DV victims
201,395	29%

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Budget	2021 Actual YTD 6-30-21	2022 Adopted Budget
SUBTOTAL POLICE		2,120,051	2,154,913	2,270,057	1,050,500	-
CAPITAL OUTLAY						
001 000 000 594 21 64 10	Surveillance Cameras	-		30,000		
001 000 000 594 21 64 10	Police HW/SW, Equip >\$5K Capital	4,040	53,767	3,500	2,809	
001 000 000 594 21 70 00	Police Vehicle Leasing, Princ. Cost	30,024	34,532	77,000	30,995	
001 000 000 594 21 80 00	Police Vehicle Leasing, Int. Cost	7,322	7,718		8,775	
TOTAL CAPITAL OUTLAY		41,386	96,017	110,500	42,580	-
TOTAL POLICE DEPARTMENT		2,161,438	2,250,929	2,380,557	1,093,079	-

2022 Preliminary Budget	Comments from prior year, please update as needed: Notes:
2,458,705	8%
420,000	2022 - \$400K budgeted for camera upgrade/replacement - goal to get 25% of cost to be covered through community donations.
4,500	Mandated mobile platform requirements
89,556	Vehicle leasing costs - increased leasing cost for three replacement pool police cars in 2022 (four year lease) and three leases expire in 2024
514,056	365%
2,972,761	

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Budget	2021 Actual YTD 6-30-21	2022 Adopted Budget	2022 Preliminary Budget	Comments from prior year, please update as needed: Notes:
FIRE & MEDICAL AID DEPARTMENT								Updated 7/30/21 with COB notice received. LEOFF1 contract obligation
INTERGOVERNMENTAL SERVICES								
001 000 000 522 20 41 00	Fire Control Services	811,588	817,367	777,954	388,977		726,837	
001 000 000 522 20 41 00	Fire Control Services (LEOFF1 Liab.)	31,654		30,000			30,000	
TOTAL INTERGOVERNMENTAL		843,242	817,367	807,954	388,977	-	756,837	
TOTAL FIRE & MEDICAL DEPT		843,242	817,367	807,954	388,977	-	756,837	-6.3%

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Budget	2021 Actual YTD 6-30-21	2022 Adopted Budget
SOCIAL & ENVIRONMENTAL SERVICES						
SOCIAL SERVICES						
001 000 000 551 10 40 00	Public Housing Services - ARCH	16,561	18,376	18,476	6,523	
TOTAL SOCIAL SERVICES		16,561	18,376	18,476	6,523	-
ENVIRONMENTAL SERVICES						
001 000 000 553 10 40 00	Land & Water Conservation Resources-King County	-		1,925		
001 000 000 553 70 40 00	Pollution Prevention-Puget Sound Clean Air Agency	9,835	9,964	9,953	9,953	
TOTAL ENVIRONMENTAL SERVICES		9,835	9,964	11,878	9,953	-
MENTAL HEALTH SERVICES						
001 000 000 564 60 40 00	Mental Health Services-KC Substance Abuse Fees	884	932	884	472	
TOTAL SOCIAL & ENVIRONMENTAL SVCS		27,280	29,272	31,238	16,948	-

2022 Preliminary Budget	Comments from prior year, please update as needed: Notes:
32,109	Same as prior year + pass-thru of "Affordable & Supp Housing" sales tax (\$13,633 est) Per notice rec'd 6.24.2021
32,109	
4,000	
9,582	
13,582	
1,000	49%
46,691	

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Budget	2021 Actual YTD 6-30-21	2022 Adopted Budget
	RECREATION SERVICES (LIFEGUARDS AND BOYS & GIRLS CLUB)					
	SALARIES & WAGES					
001 000 000 571 00 10 00	Salaries & Wages	22,511	20,545	30,000		
001 000 000 571 00 11 00	Overtime	-	-	500	-	
	TOTAL SALARIES & WAGES	22,511	20,545	30,500	-	-
	PERSONNEL BENEFITS					
001 000 000 571 00 20 00	Personnel Benefits	2,955	2,562	4,720		
001 000 000 571 00 30 00	Uniforms	1,555	1,339	2,000	1,238	
	TOTAL PERSONNEL BENEFITS	4,510	3,901	6,720	1,238	-
	SUPPLIES					
001 000 000 571 00 31 00	Operating Supplies	1,207	4,303			
001 000 000 571 00 32 00	Miscellaneous Lifeguard Expense	677	2,586	7,300	137	
	TOTAL SUPPLIES	1,884	6,888	7,300	137	-
	OTHER SERVICES & CHARGES					
001 000 000 571 00 40 00	Travel & Training	168		300	-	
001 000 000 571 00 41 00	Recreation - Boys & Girls Club	-				
	TOTAL OTHER SERVICES & CHARG	168	-	300	-	-
	TOTAL RECREATION-LIFEGUARDS	29,073	31,335	44,820	1,375	-

2022 Preliminary Budget	Comments from prior year, please update as needed: Notes:
35,000	Anticipated hourly increase to stay competitive
35,000	15%
4,200	
2,000	
6,200	-8%
7,300	Increase to reimburse for lifeguard certifications after hire
7,300	0%
-	
48,500	

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Budget	2021 Actual YTD 6-30-21	2022 Adopted Budget	2022 Preliminary Budget	Comments from prior year, please update as needed: Notes:
PARKS DEPARTMENT								FTE: 3 of 5 total allocated Public Works are split 60% Parks and 40% Streets
001 000 000 576 80 11 00	SALARIES & WAGES							
001 000 000 576 80 11 11	Salaries & Wages	249,689	254,246	265,275	131,975	398,218	271,732	CPI-W=4% COLA 1 non-rep employee; ---see salary model notes for remaining staff
001 000 000 576 80 11 14	Longevity	10,776	9,282	8,798	3,451		6,269	
001 000 000 576 80 11 16	Education	3,238	3,835	4,680	1,877		3,840	
001 000 000 576 80 11 17	ICMA 457 Plan	10,789	10,182	10,800	5,084		10,800	Assumes full participation
001 000 000 576 80 11 00	Opt-Out of Medical	13,240	9,935	11,034	5,304		16,323	
001 000 000 576 80 11 00	Salaries & Wages, SEASONAL WORKERS	19,658		20,453			20,453	Unlikely to exceed 2021 budget d/t turnover
001 000 000 576 80 12 00	Overtime	4,679	2,998	3,236	4,331		3,236	Special Events:Medina Days, Seafair, Parkboard--# provided by Ryan + gross up
TOTAL SALARIES & WAGES		312,069	290,478	324,276	152,022	398,218	332,653	3%
PERSONNEL BENEFITS								
001 000 000 576 80 21 00	Personnel Benefits	99,480	106,385	103,805	48,861		89,254	AWC Medical, Vision, DRS, Empl Security and L&I, Payroll Taxes
001 000 000 576 80 22 00	Uniforms	1,956	1,854	2,000	139		2,000	
TOTAL PERSONNEL BENEFITS		101,436	108,239	105,805	49,000	-	91,254	-14%
SUPPLIES								
001 000 000 576 80 31 00	Operating Supplies	20,836	30,592	19,000	3,939		37,000	Garbage bags, toilet paper, fertilizer, bark, topsoil, Mutt Mitts, bathroom supplies, Purell sanitizer, light bulbs, paint, mower blades, irrigation parts, tennis court nets, gloves, ear plugs, eye protection. Add'l \$16K 9/22 d/t WCIA audit compliance & \$7500 for small tool additions for new in-house work.
001 000 000 576 80 32 00	Vehicle Fuel & Lube	4,689	3,093	5,000	1,820		5,000	Public Works equipment & vehicles
TOTAL SUPPLIES		25,525	33,685	24,000	5,760	-	42,000	75%
OTHER SERVICES & CHARGES								
001 000 000 576 80 41 00	Professional Services	7,362	9,117	5,000	8,353		15,000	Arborist, irrigation repairs, engineeringBack-flow device testing, hazardous material disposal, fertilizing and spraying, \$5K added 9/22 d/t WCIA audit compliance (electrician)
001 000 000 576 80 41 04	Professional Services-Misc	349	514	4,000	-		3,000	Debris disposal
001 000 000 576 80 42 00	Telephone/Postage	5,313	6,737	6,500	2,814		6,500	mobile phones, alarm/fire monitoring line, internet
001 000 000 576 80 43 00	Travel & Training	1,322	284	5,000	256		3,000	Pesticide training, flagger training, certifications, licenses, conferences, qtrly safety meetings, AE Training
001 000 000 576 80 47 00	Utilities	20,283	16,446	22,000	5,791		22,000	Utilities for public works shop and park restrooms, irrigation water, pond power
001 000 000 576 80 48 00	Repair & Maint Equipment	5,625	4,313	7,000	7,233		7,000	Backhoe, mowers,workman
001 000 000 576 80 49 00	Miscellaneous, annual lease	511	500	1,000	-		600	yearly lease for Shop Yard
001 000 000 576 80 49 01	Misc-Property Tax	192	324	200	265		300	KC Real Estate Tax (Noxious Weeds)
TOTAL OTHER SERVICES & CHARGES		40,957	38,237	50,700	24,713	-	57,400	13%
CAPITAL OUTLAY								
001 000 000 594 76 30 00	Park Improvements	10,516			-			*** see capital projects
001 000 000 594 76 00 00	Furniture and Equipment: Replacement	-		7,000			7,000	Park Benches, Tables, Tennis Court Nets, Flags
001 000 000 594 76 64 00	Parks Capital Outlay >\$5K	-	8,268		231			
TOTAL CAPITAL OUTLAY		10,516	8,268	7,000	231		7,000	0%
TOTAL PARKS DEPARTMENT		490,504	478,907	511,781	231,726	398,218	530,307	

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Budget	2021 Actual YTD 6-30-21	2022 Adopted Budget	2022 Preliminary Budget	Comments from prior year, please update as needed: Notes:
	OPERATING TRANSFERS							
	<u>From General Fund to:</u>							
001 000 000 597 00 30 00	Levy Stabilization Fund			\$ 500,000	250,000		\$ 500,000	
001 000 000 597 00 30 00	Street Fund	40,000	370,000	\$ 377,132	188,566		\$ 399,471	
4XX 000 000 597 00 30 00	Dev. Services						1,000,000	Starting Fund Balance, including \$600K of cust deposits
	TOTAL TRANSFERS FROM GENERAL FUND	40,000	370,000	877,132	438,566	-	1,899,471	
	<u>From Contingency Fund to:</u>							
302 000 000 597 00 01 02	Street Fund							
	TOTAL TRANSFERS FROM CAP RESERVE FUND	-	-	-		-	-	
	<u>From Capital Projects Fund to:</u>							
307 000 000 597 00 00 10	General Fund							
307 000 000 597 00 00 30	Street Fund	347,000		-			-	
	TOTAL TRANSFERS FROM CAPITAL FUND	347,000	-	-	-	-	-	
	TOTAL OPERATING TRANSFERS	387,000	370,000	877,132	438,566	-	1,899,471	

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Budget	2021 Actual YTD 6-30-21	2022 Adopted Budget
DEVELOPMENT SERV. ENT. FUND, EST 2022						
Transfer from Gen. Rev tab:						
4XX 000 000 322 10 00 00	Building Permits			\$ 577,164		
4XX 000 000 322 11 00 00	Building Permit - Technology Fee			\$ 9,324		
4XX 000 000 334 03 10 00	DOE Grant. Shoreline Master Program			\$ -		
4XX 000 000 332 92 10 01	Zoning & Subdivision Fees			\$ 101,818		
4XX 000 000 333 16 00 00	Other Planning & Development Fees			\$ 203,156		
4XX 000 000 336 06 51 00	Misc. Fine, Penalties, Code			\$ 20,000		
001 000 000 369 91 00 05	Other-CC Convience fees					
4XX 000 000 395 10 00 00	Proceeds From Sales of Capital Assets					
	REVENUES			\$ 911,462		
	OPERATING TRANSFERS					
4XX 000 000 397 00 30 00	From General Fund (001)					
TOTAL TRANSFER REVENUE		-	-	-	-	-
TOTAL DEV. SERV. ENT. FUND		-	-	-	-	-

2022 Preliminary Budget	Comments from prior year, please update as needed: Notes:
\$ 967,444	Per Steve Wilcox, budget 12-mos rollback thru 7/2021. Adding 4% inflation
\$ 11,112	Per Steve Wilcox, budget 12-mos rollback thru 7/2021. Adding 4% inflation
\$ 25,000	DOE SMP Grant , offset by Shoreline consultant costs 2021-2023
\$ 81,060	Per Steve Wilcox, budget 12-mos rollback thru 7/2021. Adding 4% inflation
\$ 214,237	Per Steve Wilcox, budget 12-mos rollback thru 7/2021. Adding 4% inflation
\$ 20,000	
33,042	Based on 2021 Jan -June annualized
\$ 5,000	Sale of 2 oldest Tahoes
\$ 1,356,895	
1,000,000	New Fund. Identified 2021 DS associated ending fund balance ini GF.
1,000,000	Adv dep & other deposits thru 8/31 = \$600K
2,356,895	

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Budget	2021 Actual YTD 6-30-21	2022 Adopted Budget	2022 Preliminary Budget	Comments from prior year, please update as needed: Notes:
DEVELOPMENT SERVICES DEPT								FTE's: 4
4XX 000 000 558 60 11 00	SALARIES & WAGES Salaries & Wages	342,525	347,165	403,613	188,912		429,256	CPI-W=4% COLA 2 non-rep employees; 3.5% CBA est COLA 2 employees-----see salary model notes for step increase info
4XX 000 000 558 60 11 11	Longevity	1,459	361	-				
4XX 000 000 558 60 11 14	Education	-	766	1,200	599		2,700	
4XX 000 000 558 60 11 16	ICMA 457 Plan	11,964	14,283	18,000	7,585		18,000	Assumes full participation
4XX 000 000 558 60 11 17	Opt-Out of Medical	12,194	2,183	-	4,482		5,061	
	TOTAL SALARIES & WAGES	368,142	364,758	422,813	201,578	-	455,017	8%
PERSONNEL BENEFITS								
4XX 000 000 558 60 21 00	Personnel Benefits	128,802	129,014	145,629	66,704		144,283	AWC Medical, Vision, DRS, Empl Security and L&I, Payroll Taxes
4XX 000 000 558 60 23 00	Tuition Reimbursement	-			-			Possible for 2022?
	TOTAL PERSONNEL BENEFITS	128,802	129,014	145,629	66,704	-	144,283	-1%
SUPPLIES								
4XX 000 000 558 60 31 00	Operating Supplies	1,902	2	3,000	(37)		4,000	Estimate
4XX 000 000 558 60 32 00	Vehicle Expenses - Gas, Oil, Maint.	327	420	2,000	156		3,000	Vehicle is getting older and may require increasing repairs in addition to regular maintenance.
	TOTAL SUPPLIES	2,229	422	5,000	119	-	7,000	40%
OTHER SERVICES & CHARGES								
4XX 000 000 514 20 46 00	Insurance (WCIA)						32,495	Liability rate increase per 7/31 WCIA notice. Property 4%; B&M 5-10%, Crime 5-10% & Auto 3% pending Oct BOD vote notice, allocated 15.56% from Finance
4XX 000 000 515 41 40 00	City Attorney, Dev. Serv.						55,718	New Fund allocation
4XX 000 000 518 80 41 50	Technical Services, Software Services						20,228	IT Placeholder 15.56%= \$20,228 for TIG DS allocation from CS for Maint, monitoring, helpdesk, incident support
4XX 000 000 558 60 41 00	Professional Services	79,192	48,062	80,000	51,325		90,000	Building plan review consultant with activity similar to 2021, and new public portal implementation. Fee study in 2023's budget?
4XX 000 000 558 60 41 01	Planning Consultant	52,377	-	50,000	12,698		70,000	Planning Manager support. Increasing use of consultant. New contract due 8/22 with 5% increase anticipated.
4XX 000 000 558 60 41 02	Hearing Examiner	26,803	16,243	20,000	1,530		3,500	Activity similar to 2021
4XX 000 000 558 60 41 06	Building Inspector Contract	34,625	26,513	7,000	-		7,000	Deputy Building Official performs inspections. \$7,000 is contingency, vacations, etc. to cover 2-months
4XX 000 000 558 60 41 07	Engineering Consultant	93,971	80,077	98,000	69,305		100,000	Grading and drainage permit reviews, inspections, and other. Much of this expense is recovered through deposit reimbursement
4XX 000 000 558 60 41 08	Sound Testing Consultant	\$10,973	7,965	4,000	6,052		11,000	Most of this expense is recovered through fees. New contract due in 2022 with 5% increase anticipated.
4XX 000 000 558 60 41 50	Landscape Consultant	78,666	86,621	60,000	30,382		60,000	Tree Code and Landscape consultant. Much of this expense is recovered through deposit account reimbursement
4XX 000 000 558 60 41 55	Shoreline Consultant	3,975	-	5,000	-		5,000	Review by consulting shorelines specialist is needed on occasion
4XX 000 000 558 60 42 00	Communications		3,034				3,000	Expense added in 2022 due to DS having its own fund
4XX 000 000 558 60 43 00	Travel & Training	4,478	1,393	12,000	1,419		11,000	Four DS staff. \$3500 each for Director and Planning Manager. \$2000 each for Deputy Bldg. Off. and Dev. SVCS Coordinator
4XX 000 000 558 60 49 00	Dues, Subscriptions, Memberships	900		1,200	902		1,300	APA, AICP, WABO, ICC, WSPT, AWC Director. Estimate cost increase
4XX 000 000 558 60 49 10	Miscellaneous						33,042	Bank fees (offset with customer fees)
4XX 000 000 582 10 00 01	Refund of PGB/CMP Deposits (DS)	41,865						Non-budget item
4XX 000 000 582 10 00 02	Refund of DS Adv Deposits	13,355						Non-budget item
	TOTAL OTHER SERVICES & CHARG	441,180	269,907	337,200	173,613	-	503,283	49%
CAPITAL OUTLAY								
4XX 000 000 594 58 64 00	Furniture & Equipment		4,950					
4XX 000 000 594 XX XX XX	Vehicle						40,000	
4XX 000 000 594 60 64 00	DS- IT HW/SW >\$5K Capital Outlay						\$30,334	Dude solutions (E-permitting \$14K, portal \$3500); BlueBeam (License \$3500, Maintenance \$984) Computer replacement for DSC, DBO & PM (\$8550)---#s from AK
	TOTAL CAPITAL OUTLAY	-	4,950	-	-	-	70,334	
TOTAL DEVELOPMENT SERVICES		940,353	769,051	910,642	442,013	-	1,179,917	

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Budget	2021 Actual YTD 6-30-21	2022 Adopted Budget	2022 Preliminary Budget	Comments from prior year, please update as needed: Notes:
CITY STREET FUND REVENUE								
INTERGOVERNMENTAL REVENUE								
	DOE Sweeping Grant			19,000				
101 000 000 334 03 60 00	Nat'l Pollution Discharge Elim	19,610	12,368	50,000	12,198		50,000	80% reimbursement (thru 7/2021) NPDES DOE Grant ?
001 000 000 336 00 71 00	Multimodal Transportation - Cities				2,215		4,402	
101 000 000 336 00 87 00	Motor Fuel Tax and MVA Transpo	68,413	59,775	70,092	28,715		64,399	2022: MRSC estimated distribution of State Shared Revenue, available late July
TOTAL INTERGOVERNMENTAL		88,024	72,143	139,092	43,127	-	118,801	-15%
OPERATING TRANSFERS								
101 000 000 397 00 20 00	From Capital Reserves (302)							
101 000 000 397 00 10 00	From General Fund (001)	-	370,000	377,132	188,566		399,471	
101 000 000 397 00 30 00	From Capital Projects Fund (307)	347,000		-			-	Transfer from Capital Fund to Street Fund or REET1 eligible or unrestricted Capital
TOTAL OPERATING TRANSFERS		347,000	370,000	377,132	188,566	-	399,471	6%
TOTAL CITY STREET FUND							518,272	0%

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Adopted Budget	2021 Actual YTD 6-30-21	2022 Adopted Budget	2022 Preliminary Budget	Comments from prior year, please update as needed: Notes:
CITY STREET FUND								FTE: 2 of 5 total allocated Public Works are split 60% Parks and 40% Streets
	SALARIES & WAGES							
101 000 000 542 30 11 00	Salaries & Wages	166,459	169,496	176,850	87,984		181,155	CPI-W=4% COLA 1 non-rep employee; ---see salary model notes for remaining staff
101 000 000 542 30 11 11	Longevity	7,184	6,188	5,865	2,301		4,179	
101 000 000 542 30 11 14	Education	2,159	2,557	3,120	1,251		2,560	
101 000 000 542 30 11 16	ICMA 457 Plan	7,192	6,789	7,200	3,390		7,200	Assumes full participation
101 000 000 542 30 11 17	Opt-Out of Medical	8,826	6,163	7,080	3,536		10,882	
101 000 000 542 30 11 00	Salaries & Wages (Seasonal Workers)	13,106	1,999	13,636			13,636	Unlikely to exceed 2021 budget d/t turnover
101 000 000 542 30 12 00	Overtime	3,119		2,157	2,887		2,157	Special Events:Medina Days, Seafair, Parkboard--# provided by Ryan + gross up
	TOTAL SALARIES & WAGES	208,045	193,191	215,908	101,349	-	221,769	3%
	PERSONNEL BENEFITS							
101 000 000 542 30 21 00	Personnel Benefits	66,342	70,809	69,204	32,468		59,503	AWC Medical, Vision, DRS, Empl Security and L&I, Payroll Taxes
101 000 000 542 30 22 00	Uniforms	1,563	1,562	2,000	-		2,000	
	TOTAL PERSONNEL BENEFITS	67,905	72,371	71,204	32,468	-	61,503	-14%
	ROAD & STREET MAINTENANCE							
101 000 000 542 30 31 00	Operating & Maintenance Supplies	6,258	4,275	5,000	1,493		5,000	Storm drain pipe, catch basin grates, marking paint, gravel, cement, bark, roadside plantings REET1 eligible
101 000 000 542 30 35 00	Small Tools/Minor Equipment	4,686	4,377	4,000	817		4,000	power tools, mower parts, Pole Saw, Weedeater
101 000 000 542 30 41 00	Professional Services	49,441	51,430	54,000	25,626		54,000	84th Median & 24th Roadside Maint, 24th traffic Signal (shared Clydehill # netted), WRIA \$2941 (7/27 notice) REET1 eligible
101 000 000 542 30 41 03	Prof Svcs- NPDES Grant	33,993	49,875	50,000	8,725		50,000	NPDES Requirements Grant \$50k
101 000 000 542 30 41 10	Road & Street Maintenance	124	8,161	10,000	-		10,000	Pavement patching, pavement markings, sidewalk maintenance, curb repairs REET1 eligible
101 000 000 542 30 45 00	Machine Rental	603	90	1,000	611		2,000	ditch witch, compactor, compressor, manlift
101 000 000 542 30 47 00	Utility Services	857	622	1,000	454		1,000	Utility locates
101 000 000 542 30 48 00	Equipment Maintenance	7,285	6,579	7,000	3,071		7,000	PW vehicle and power equip repairs
101 000 000 542 40 41 00	Storm Drain Maintenance	37,326	5,256	15,000	5,985		15,000	Catch Basin Vactoring, Storm Line jetting, root cutting, camera
101 000 000 542 63 41 00	Street Light Utilities	21,755	21,471	22,000	9,571		22,000	PSE street light Power, REET1 eligible
101 000 000 542 64 41 00	Traffic Control Devices	3,849	10,916	10,000	5,702		10,000	Posts, reflective signs(Fed Req), barricades, cones
101 000 000 542 66 41 00	Snow & Ice Removal	160	680	1,000	-		1,000	Sand, ice melt
101 000 000 542 67 41 00	Street Cleaning	15,320	14,517	25,000	16,229		25,000	Street sweeping contracted service (DOE Grant til July 2021)
101 000 000 542 70 40 00	Street Irrigation Utilities	18,854	7,235	23,000	590		23,000	
	TOTAL ROAD & ST MAINTENANCE	200,511	185,484	228,000	78,873	-	229,000	0%
	CAPITAL OUTLAY							
101 000 000 594 42 64 00	>\$5,000 Equipment, HW & SW	-		6,000			6,000	Asset Essentials Licensing (2021 didn't make it into rollout)
	TOTAL CITY STREET FUND	476,461	451,045	515,112	212,690	-	518,272	1%

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Budget	2021 Actual YTD 6-30-21	2022 Adopted Budget
	TREE FUND REVENUE					
	MISCELLANEOUS REVENUE					
103 000 000 345 89 00 00	Other -Tree Replacement	3,075		3,075	-	
103 000 000 382 20 00 00	Refundable Retainage Deposits	875				
	TOTAL MISCELLANEOUS REVENUE	3,950	-	3,075	-	-
	TOTAL TREE FUND	3,950	-	3,075	-	-

2022 Preliminary Budget	Comments from prior year, please update as needed: Notes:
3,075	Expecting only minimum fines
3,075	
3,075	

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Budget	2021 Actual YTD 6-30-21	2022 Adopted Budget
TREE FUND						
OTHER SERVICES & CHARGES						
103 000 000 558 60 41 50	Professional Services	6,496		8,000	13,391	
103 000 000 558 60 49 10	Miscellaneous-Tree Replacement	23,572	4,332	30,000	160	
TOTAL OTHER SERVICES & CHARG		30,067	4,332	38,000	13,551	-
TOTAL TREE FUND		30,067	4,332	38,000	13,551	-

2022 Preliminary Budget	Comments from prior year, please update as needed: Notes:
10,000	Consultant Arborist Tree Plantings, Hazardous Tree Program
30,000	
40,000	
40,000	

Comparative Summary by Fund
2018 Budget

				2021	2021	2022
				Adopted	Actual	Prelimiary
ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	Budget	YTD 6-30-21	Budget
CONTINGENCY FUND						
302 000 000 397 00 01 00	From General Fund					
302 000 000 361 11 00 00	Investment Interest Earnings	-				
	Total Capital Reserve Revenue	-	-	-	-	-
TOTAL RESERVE FUND		-	-	-	-	-

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Budget	2021 Actual YTD 6-30-21	2022 Adopted Budget
	LEVY STABLIZATION FUND					
303 000 000 397 00 30 00	OPERATING TRANSFERS From General Fund (001)	-	-	500,000	250,000	
	TOTAL TRANSFER REVENUE	-	-	500,000	250,000	-
	TOTAL LEVY STABILIZATION FUND	-	-	500,000	250,000	-

2022 Preliminary Budget	Comments from prior year, please update as needed: Notes:
500,000	New Fund, must have min. fund balance of \$2M by 12/31/2025
500,000	
500,000	

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actual	2021 Budget	2021 Actual YTD 6-30-21	2022 Adopted Budget	2022 Preliminary Budget	Comments from prior year, please update as needed: Notes:
	CAPITAL PROJECTS FUND REVENUE							
	TAXES							
307 000 000 318 34 00 00	Real Estate Excise Tax 1	559,082	768,854	388,968	429,595		804,850	2021- Assume rolling 12 mos (July 2020-Aug 2021) with 15% reduction for potential market softening
307 000 000 318 35 00 00	Real Estate Excise Tax 2	559,082	768,854	388,968	429,595		804,850	
	TOTAL TAXES	1,118,165	1,537,708	777,936	859,190	-	1,609,699	87%
307 000 000 332 92 10 01	Coronavirus Local Fis. Rec. (ARPA)				458,919		458,919	KC Parks Levy, Nov 2019 went to ballot for renewal, passed, updated to reflect notice rec'd from KC of COM annual portion, deferring 2022 amt to 2023 for next segment of playground updating project
307 000 000 334 03 80 00	State Transp Improv Board Grant - Sidewalks	203,932	241,000					
307 000 000 334 06 91 02	Property II Levy	26,964	49,965	50,000				-6%
307 000 000 334 06 91 05	TIB-LED Streetlight Conversion Grants				31,337			
	TOTAL INTERGOVERNMENTAL	230,896	290,965	50,000	490,256	-	458,919	
307 000 000 344 10 02 00	Roads Street CIP Improvements	20,000	-	266,000	-			
	TOTAL TRANSPORTATION	20,000	-	266,000		-	-	
307 000 000 361 11 00 00	Investment Interest Earnings	46,249	14,044	19,080	5,118		18,000	Assumes LGIP and Bond Investments Interest, allocated between General Fund (25%) & Capital (75%)--- 2021.07 ytd annualized
307 000 000 367 00 00 00	Capital Project Donations - Non-Gov	5,145			564			
307 000 000 382 20 00 00	Refundable Retainage Deposits	18,258						
	OPERATING TRANSFERS - IN							
307 000 000 397 00 10 00	From General Fund to Capital		-					
307 000 000 397 00 04 00	From Custodial (reclass 2019 only)	14,231	-					
307 000 000 397 00 40 00	From Capital Reserve Fund to Capital	-	-	-		-	-	
	TOTAL TRANSFERS	-	-	-	-	-	-	
	TOTAL CAPITAL PROJECTS FUND	1,452,943	1,842,717	1,113,016	1,355,128	-	2,086,618	

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actual	2021 Budget	2021 Actual YTD 6-30-21	2022 Adopted Budget	2022 Preliminary Budget	Comments from prior year, please update as needed: Notes:
	CAPITAL PROJECTS FUND							
	IMPROVEMENTS							
307 000 000 594 18 60 00	Building Improvements	79,484	17,132	20,000	-		20,000	City Hall Painting, Rail replacement, Siding etc.
307 000 000 594 76 63 20	Park Improvements	79,489	81,823	150,000	10,107		100,000	Reappropriate 2021 amount for installation of playground d/t delivery delays. KC Grant = \$NA, carry-over 2022's \$50K allocation to 2023
307 000 000 595 30 63 01	Street Improvement - Overlays	515,098	152,160	340,000	539	*		
307.000 000 595 30 63 02	Storm Drainage Improvements	45	36,493	50,000	31,748	**	1,000,000	77th Ave NE to OGCC Drainage Imp, other flood risk projects, funds offset by ARPA (\$890,735--net remaining after GF portion, see GF rev cell #36)
307 000 000 595 30 63 10	Sidewalk Improvements	279,899	380,898	280,000	21,590	***	390,000	NE 12th ST ADA & Sidewalk Repairs *carry over from 2021 + UG *PSE partially funds UG - amount TBD
Retired account codes:								
307 000 000 595 30 05 00	Overlake Drive East							
307 000 000 595 30 60 00	Poplar Tree Removal/Replacement							
307 000 000 595 30 63 12	Walkable Medina Project							
307 000 000 595 30 63 18	Medina Park Ponds							
307 000 000 595 90 11 00	Allocation of PW Director salary for project oversight							
	TOTAL IMPROVEMENTS	954,015	668,505	840,000	63,985	-	1,510,000	
	TOTAL CAPITAL PROJECTS	954,015	668,505	840,000	63,985	-	1,510,000	

Active Accounts, use category code for project #



MEDINA, WASHINGTON

AGENDA BILL

Monday, October 11, 2021

Subject: 2021-2023 Proposed Planning Commission Work Plan

Category: City Business

Staff Contact: Stephanie Keyser, AICP, Planning Manager

Summary

Every year, in collaboration with Planning Commission and staff, the City Council adopts a work plan that identifies a set of issues for Planning Commission to advise Council on. To provide a comprehensive snapshot, the work plan includes tasks that are currently being worked on, the subsequent issues that will be discussed, and the timing of the City's next mandated updates. Where it makes sense, as Planning Commission works through the plan, related and overlapped topics will be combined to better inform the synthesis of analysis or code update.

Although adopted yearly, the work plan should be thought of as a dynamic document that can and will be changed as needed if priorities shift or new legislation requires action by the city.

Attachment Proposed 2021-2022 Planning Commission Work Plan

Budget/Fiscal Impact: N/A

Recommendation: Adopt

City Manager Approval:

Proposed Council Motion: I move to adopt the 2021-2023 Planning Commission work plan as presented.

Time Estimate: 5 minutes

ATTACHMENT

TASK	ORIGIN/RANKING	% Complete	Start	Due/End Date
FUTURE POLICIES, PLANS & REGULATIONS				
Shoreline Master Program (SMP) periodic review - Mandatory	Staff/Begin 2026		2026	Next update due 2028
ENVIRONMENTAL/SUSTAINABILITY				
Tree Code Regulations (<i>Limited Scope</i> : Focus on new construction/redevelopment)	CC/1	85%	Oct. 2020	PC Public Hearing - Oct. 19; CC Public Hearing - Nov. 8; CC tentative adoption Dec. 13
Tree Code Enforcement - re: survival of supplemental trees	PC, CC/2		Summer 2021	Dec-21
POLICIES, PLANS & REGULATIONS				
Permanent Supportive and Transitional Housing	Staff/3		Oct./Nov. 2021	Feb-22
Comprehensive Plan Periodic Review - Mandatory	Staff, CC/4		Dec. 2021	June 30 2024
BULK REGULATIONS				
Alternatives to Original Grade	Staff, PC/5		Early 2022	2022
Analysis and strategic review of commuter parking	Staff, CC/6		2023	2023

ATTACHMENT

Item	Description	Requests to Staff	Outside experts/ consultants needed	Deliverable	Timing and budget notes
Future Tasks - Mandatory Deadline					
Shoreline Master Program Period 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.	Anticipated start should be no later than 2026 to meet 2028 deadline.	Yes	Update SMP to be compliant with changes in the laws, rules and applicable updated guidance that has been adopted since 2019.	Next mandated update is due in 2028. Suggested start <u>no later</u> than 2026.
Current Working Tasks					
ENVIRONMENT					
Tree Code Regulations					
1. Review tree retention and replacement requirements for new single-family construction (land under development)	Medina's sylvan nature is something that distinguishes it from the surrounding jurisdictions and contributes to its high-quality residential character. Recent projects have demonstrated a deficiency in the tree code regarding new construction. This task would only review the sections of the tree code that relate to new single-family site redevelopment.	Staff: The first step will be to examine the retention and replacement requirements for lots undergoing redevelopment.	We will be utilizing our existing consultants to help with this	The initial deliverable from PC to CC would be a high-level recommendation regarding changes to the retention and replacement requirement in the tree code for new single-family development (MMC 20.52.110) and/or the minimum performance standards for land under development (MMC 20.52.130).	PC Public Hearing - Oct. 19; CC Public Hearing - Nov. 8; CC tentative adoption Dec. 13
2. Review the enforcement part of the tree code, specifically as it relates to the survival of supplemental trees	Although the tree code requires supplemental trees to survive for five years after planting, there is currently not a process that oversees this. Coupled with homeowner turnover, supplemental trees are often unknowingly cut down (due to their small size) or left to die. This task would consider ways to ensure the survival and/or tracking of supplemental trees by examining what other cities do and ensuring that whatever is proposed can be funded (if applicable) and enforced.	Staff: The first step will be to examine how surrounding cities utilize tree code enforcement.	We will be utilizing our existing consultants to help with this	The initial deliverable from PC to CC would be a high-level recommendation regarding implementing tree code enforcement for supplemental trees.	Anticipated PC recommendation by December 2021 or January 2022
WA LAW / MANDATORY					
Updates to WA Law					
3. Permanent supportive and transitional housing	The legislature has mandated that in every zoning district where single-family residential is permitted (in Medina that's every zoning district), cities now must allow permanent supportive and transitional housing. Although these cannot be prevented from coming into the city, there are certain guard rails that the city may adopt to limit potential impacts.	Staff: The scope of what the city can do is limited, however some cities have already adopted provisions that we can similarly consider.	Staff will work with the city attorney	The deliverable will be a proposed amendment to the code that includes an update to the use table, new definitions, and additional minor requirements.	Anticipated recommendation by February 2022 at the latest
Periodic Review (Mandatory)					

ATTACHMENT

4. Comprehensive Plan 2024 Periodic Review	This will be a total update of the existing Comprehensive Plan and will require coordination between Council, Planning Commission, Park Board, and residents. The process will include on-going public participation opportunities and outreach with the goal of hearing from as many stakeholders as possible. Comp Plan updates are a lengthy process which is why we will be starting early.	Staff: This will involve broad reaching public participation that includes Medina's residential and non-residential stakeholders as well as coordination between Council, Planning Commission, and Park Board.	Yes	The deliverable will be a user-friendly document that will include a community vision statement and serve as a roadmap for development in the city over the next twenty years (there are periodic updates mandated to the Comp Plan every 8 years).	Comp Plan grants are anticipated to open up in the summer of 2022. In the meantime, the city has applied for a Housing Action Plan which will cover a portion of the requirements of the Comp Plan Housing Element. The Comp Plan is due by June 30, 2024
MISCELLANEOUS					
5. Alternatives to Original Grade	Medina measures height from original grade. This is an imperfect process that requires a Geotech to take samples of the earth and analyze them to determine where on the lot original grade is. Because this is an imperfect science, different experts can reach different determinations of original grade. Over the years the conversation of finding an alternative to original grade has been discussed, most recently while Planning Commission was discussing bulk. This work plan item would be a study of the methods surrounding cities use to measure height by taking previously submitted applications from lots of varying topographies throughout the city and determining what the maximum height would be.	Staff: This would be a study of the methods surrounding cities use to measure height. The analysis will include taking previously submitted applications from lots of varying topographies throughout the city and determining what the maximum height would be under these alternative methods.	We will utilize our existing consultants to help with this	The deliverable will be a suggested update to the method for measuring height.	Begin early 2022
6. Analysis and strategic review of commuter parking	This would be a review of the impacts that commuter parking (both to utilize the 520 park-n-ride and to park-and-bike) has on surrounding neighborhoods; specifically going block-by-block to analyze the impacts the increased vehicle traffic is having on the neighborhoods.	Staff: This analysis would involve establishing an impacted buffer and conducting the analysis inside of that buffer over multiple days/weeks and multiple times of day	The study itself would be 100% consultant driven; proposed amendments to the code once the study was finished would be done by Planning Commission	The initial deliverable would be a study/report outlining the impacts that commuter parking has on the surrounding neighborhoods.	Begin 2023 pending available funding



MEDINA, WASHINGTON

AGENDA BILL

Monday, October 11, 2021

Subject: Gas-Powered Lawn Equipment

Category: City Business

Staff Contact: City Manager, Michael Sauerwein

Summary

Last October the City Council amended Chapter 8.06 of the Medina Municipal Code in the following ways:

- Limited sounds created by powered equipment when **used by a resident or by the Overlake Golf & Country Club** to:
 - Weekdays: 7:00 AM – 7:00 PM
 - Saturdays: 9:00 AM – 7:00 PM
 - Sundays: 9:00 AM – 7:00 PM
- Limited **professional yard maintenance and landscaping** in the City to the same hours as **commercial construction and development activities**:
 - Weekdays: 7:00 AM – 7:00 PM
 - Saturdays: 9:00 AM – 5:00 PM
 - Sundays: No work allowed
 - Legal Holidays: No work allowed

In addition, a **Community Forum** on Gas-Powered Lawn Equipment was held on June 24, 2021. The PowerPoint presentation and comments from the Forum participants are attached. The audio recording can be heard at [AV Capture ALL](#).

Attachment(s)

- Gas-Powered Lawn Equipment Community Forum – PowerPoint (PDF document).
- Gas-Powered Lawn Equipment Community Forum – Comments from the Participants.

Budget/Fiscal Impact: NA

Recommendation: Discussion

City Manager Approval: 

Proposed Council Motion: NA

Time Estimate: 15 minutes

Gas-Powered Lawn Equipment

COMMUNITY FORUM

JUNE 24, 2021

Tonight's Presentation

- Purpose of the Community Forum and our Goal in addressing the impacts of Yard Maintenance & Landscaping.
- Issues that need to be addressed. What problem are we trying to solve?
- 2020 Code changes to address the impacts of Yard Maintenance & Landscaping
- How have other Cities addressed this situation?
- Questions, Comments, and Open Discussion

Purpose of the Community Forum and our Goal in addressing the impacts of Yard Maintenance & Landscaping.

ATTACHMENT 1

Purpose of the Community Forum.

Collect citizen input.

Goal in addressing Yard Maintenance & Landscaping.

Establish a set of clear, concise, and easily enforced rules for yard maintenance & landscaping that balance citizen's need to maintain their property with the need to maintain Medina's unique character.

Issues that need to be addressed. What problem are we trying to solve?

- Work in Progress. Citizen input this evening.
- Some recent input from Medina Citizens.
 - More day & time restrictions. (Limit time to mow your lawn).
 - Ban gas-powered equipment. (Electrical equipment is still noisy).
 - Battery/electrical equipment reduces greenhouse gases.
 - Cost for citizens and yard maintenance companies to replace gas-powered equipment.

2020 Code changes to address the impacts of Yard Maintenance & Landscaping

In October 2020, the City Council amended Chapter 8.06 of the Medina Municipal Code in the following ways, to help address noise complaints from Medina Citizens.

- Limited **professional yard maintenance and landscaping** in the City to the same hours as **commercial construction and development activities**:
 - Weekdays: 7:00 AM – 7:00 PM
 - Saturdays: 9:00 AM – 5:00 PM
 - Sundays: No work allowed
 - Legal Holidays: No work allowed
- Limited sounds created by powered equipment when **used by a resident or by the Overlake Golf & Country Club** to:
 - Weekdays: 7:00 AM – 7:00 PM
 - Saturdays: 9:00 AM – 7:00 PM
 - Sundays: 9:00 AM – 7:00 PM

How have other Cities addressed this situation?

➤ Washington State

- I am unaware of any cities in Washington that have banned gas-powered lawn equipment.
- Day & time restrictions are common.

➤ California

- About 2 dozen cities have banned gas-powered blowers. Several have banned electric blowers as well.
- *California Air Resources Board* is finalizing regulations.
 - Require all small off-road engines sold be zero-emissions by 2024. (New sales only. Not existing equipment).

➤ Other States

- Number of Northeastern cities have banned gas-powered blowers and lawn equipment.

➤ Typical Process

- 3-5 years notice to ban use or sale of gas-powered lawn equipment.

We want to hear from you!
Questions, Comments, and
Open Discussion

ATTACHMENT 2

Gas-Powered Lawn Equipment

1. Medina is a quiet, safe, small city – Gas-Powered Lawn Equipment is not in line with this statement.
2. GP equipment creates air pollution and emit low frequency sounds.
3. GP equipment creates noise pollution.
4. Potentially narrow/restrict the hours/days for GP equipment.
5. Identify how we can enforce.
6. 3 to 5 years to transition companies from gas to electric. Could we reduce the transition time?
7. Research the cities that have bans in place – how long did the transition take? How do they enforce?
8. What is reasonable for companies? – Number of electric equipment they need. Commercial operation? Spare batteries? Do they only use electric in Medina and use gas elsewhere?
9. Incentives for companies that switch from gas to electric.
10. The city could lead and start using electric powered lawn equipment.

Gas-Powered Lawn Equipment for Yard Maintenance & Landscaping.

CITY COUNCIL MEETING

OCTOBER 11, 2021

Our Goal

Establish a set of clear, concise, and easily enforced rules for yard maintenance & landscaping that balance citizen's need to maintain their property with the need to maintain Medina's unique character.

Tonight's Presentation

- Background and History.
 - 2020 Medina Municipal Code updates to address the impacts of Yard Maintenance & Landscaping.
 - June 24, 2021, Community Forum.
- How have other Cities addressed this situation?
- Next Steps. Options going forward.

2020 Medina Municipal Code Updates

In October 2020, the City Council amended Chapter 8.06 of the Medina Municipal Code in the following ways, to help address noise complaints from Medina Citizens.

- Limited **professional yard maintenance and landscaping** in the City to the same hours as **commercial construction and development activities**:
 - Weekdays: 7:00 AM – 7:00 PM
 - Saturdays: 9:00 AM – 5:00 PM
 - Sundays: No work allowed
 - Legal Holidays: No work allowed
- Limited sounds created by powered equipment when **used by a resident or by the Overlake Golf & Country Club** to:
 - Weekdays: 7:00 AM – 7:00 PM
 - Saturdays: 9:00 AM – 7:00 PM
 - Sundays: 9:00 AM – 7:00 PM

June 24, 2021, Community Forum

- Good Turnout. About 30 citizens participated.
- Link to audio recording and comments from participants included in the City Council Meeting Packet.

How have other Cities addressed this situation?

2021 Goals, Projects, and Objectives

The adopted 2021 City Manager Goals, Projects, and Objectives includes:

“Leaf Blowers and Gas-Powered Lawn Equipment – Work with neighboring cities, to regulate use of this equipment.”

- I have spoken with our neighboring Cities.
- None have expressed a strong interest in regulating lawn equipment.

How have other Cities addressed this situation?

➤ **Washington State**

- I am unaware of any cities in Washington State that have banned gas-powered lawn equipment.
- Day & time restrictions are common.

➤ **California**

- About 2 dozen cities have banned gas-powered blowers. Several have banned electric blowers as well.
- *California Air Resources Board* is finalizing regulations.
 - Require all small off-road engines sold be zero-emissions by 2024. (New sales only. Not existing equipment).

➤ **Other States**

- Number of Northeastern cities have banned gas-powered blowers and lawn equipment.

➤ **Typical Process**

- 3-5 years notice to ban use or sale of gas-powered lawn equipment.

Next Steps.

Options Going Forward

2021 Goals, Projects, and Objectives

- City Staff has completed the tasks outlined in the adopted 2021 Goals, Projects, and Objectives. Mainly working with neighboring cities.

Options Going Forward

- Ask City Attorney and City Staff to further research cities that have banned gas-powered, (and perhaps electric) lawn equipment. Return with a draft ordinance for further discussion.
- Consider additional day and time restrictions on the use of gas-powered lawn equipment.

Questions and Comments



CITY OF MEDINA

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

Date: October 11, 2021

To: Honorable Mayor and City Council

From: Michael Sauerwein, City Manager

Subject: City Manager Report

September 13, 2021 City Council Meeting After Action Report

520 Expansion Joint Noise Project:

- Are they sure that the 520 Bridge is not going to be closed between now and whenever they are going to be testing their technology?

It is City Staff’s understanding that the 520 Bridge will continue to close periodically.

- Perhaps in addition to testing this other bridge in Pierce County, they can test the 520 Bridge as well.

City Staff has passed this request on to WSDOT. City Staff is continuing to communicate with WSDOT directly and through our State elected officials.

American Rescue Plan Act Funding:

- Broadband – City Staff to look at the definition of rural and remote areas that have limited or minimal access, and whether Medina could use ARPA funding for broadband funding.

The ARPA Interim Final Rules state in part:

“Eligible projects are expected to focus on locations that are unserved or underserved. The Interim Final Rule treats users as being unserved or underserved if they lack access to a wireline connection capable of reliably delivering at least minimum speeds of 25 Mbps download and 3 Mbps upload as households and businesses lacking this level of access are generally not viewed as being able to originate and receive high-quality voice, data, graphics, and video telecommunications. This threshold is consistent with the FCC’s benchmark for an “advanced telecommunications capability.”

Comcast currently offers higher speeds in Medina.

Community Survey:

- Change survey to fewer questions. Include 3 to 5 questions on “actionable items”.
- City Staff to work with Council Member Gokul on survey questions.
- Due to survey fatigue, the community survey will be combined with the Comp Plan survey.

City Clerk Aimee Kellerman, Planning Manager Stephanie Keyser, and City Manager Michael Sauerwein are scheduled to meet with Council Member Gokul to discuss the Community Survey.

Public Works Projects:

- Ryan to look at whether it is feasible to adding fiber while roads are open for the upcoming overlay projects.

City Staff will consider adding fiber on a project-by-project basis.

- Ryan and Michael to look at whether undergrounding meets the infrastructure criteria for projects from the American Rescue Plan Act Funding.

As previously stated,

“Eligible projects are expected to focus on locations that are unserved or underserved. The Interim Final Rule treats users as being unserved or underserved if they lack access to a wireline connection capable of reliably delivering at least minimum speeds of 25 Mbps download and 3 Mbps upload as households and businesses lacking this level of access are generally not viewed as being able to originate and receive high-quality voice, data, graphics, and video telecommunications. This threshold is consistent with the FCC’s benchmark for an “advanced telecommunications capability.”

Metro Plan for the 271 Bus Route:

- Mayor Jessica Rossman and City Staff to publicize Metro’s plan to remove the 271 Bus Route, seek feedback from residents, and communicate same to relevant officials.

Mayor Jessica Rossman has solicited, and received, feedback from residents through email and social media. City Manager Michael Sauerwein has been in contact with representatives from King County, Metro, and the Points Communities.

On October 22, 2021, the Points Mayors and City Staff will conduct a tour of the 271 Bus Route through our cities for Metro and King County Staff.

2021 City Manager Goals, Projects, and Objectives

The adopted 2021 City Manager Goals, Projects, and Objectives are attached.

Updated 10-11-2021

2021 City Manager Goals, Projects, and Objectives

City Manager

- **SR 520 Expansion-Joint** (on-going) – Continue to aggressively manage SR 520 expansion-joint noise issue to achieve an agreeable resolution.
 - Maintain regular and consistent communication with Washington State Legislators, WSDOT, and consultants.
 - Continue to work with Legislators, WSDOT, and consultants to include Phase 2 of the University of Washington Engineering Department’s Sound Mitigation Study in the State’s Supplemental Budget.
 - Funding for Phase 2 is included in the State’s 2021-2022 Budget.
 - Have the University of Washington Engineering Department to present the results of Phase 2 of their Sound Mitigation Study to the City Council. (2022).
- **Community Survey** (first half) – In 2019 and 2020 the Development Services Department conducted three surveys to ascertain citizen’s attitudes regarding construction and development in their neighborhoods. Results of the surveys were discussed at the September 22, 2020 Joint City Council Planning Commission Meeting.

In 2021 we will conduct a Community Survey including city services, community priorities, and quality of life in Medina.

- Survey Timeline
 - Discussed with City Council **(4-12-2021)**
 - Draft Survey circulated to the City Council for review and comments – August 2021.
 - Survey questions finalized – September 13, 2021, City Council Meeting.
 - Survey conducted – September 20, 2021-October 8, 2021.
 - Survey results discussed – November 8, 2021, City Council Meeting.
- **Bi-Monthly Online Open House with the City Manager and Police Chief** (first half) – This is a temporary COVID replacement for “Coffee with the City Manager and Mayor” and “Coffee with a Cop”.
 - City Staff has/will hold the following on-line Community Forums:
 - Emergency Preparedness and other Community Public Safety Concerns **(1-14-2021)**.
 - Virtual Tour of 2021 Public Works Projects **(3-22-2021)**.

- Juvenile Safety Forum **(3-31-2021)**.
- Open House – Medina Park Playground **(5-13-2021)**.
- Community Forum – Gas Powered Lawn Equipment **(6-24-2021)**.
- Community Forum – Mental Health with Susie Kroll **(7-20-2021)**.

We are currently planning to re-start Coffee with City Manager and Coffee with a Cop in September 2021.

- **Park Use Permit** (second half) – Update the City’s Park Use Permit Process.
- **Labor Contract Negotiation** (on-going) – Initiate negotiations of the City’s three expiring labor contracts.
 - Public Works (Teamsters).
 - Clerical Employees (Teamsters).
 - Police Officers (Police Guild).
- **Speeding and Traffic Calming** – See Police Department
- **Leaf Blowers and Gas-Powered Lawn Equipment** (first half) – Work with neighboring cities, to regulate use of this equipment. *(2020 Performance Review)*
 - Discussed at City Council Meeting **(4-12-2021)**
 - Community Forum – Gas Powered Lawn Equipment **(6-24-2021)**
 - Discussed at the City Council Meeting **(7-12-2021)**
- **Employee Training Programs** (second half) – The following programs are offered at no-cost through our insurance carrier; Washington Cities Insurance Authority (WCIA).
 - **Implicit Bias and Unlearning Racism** – I recently attended this excellent two-day program. While our Police Officers receive similar training on a regular basis as part of the Department’s accreditation process ...I would like to provide it to all City employees this year.
 - The City’s Management Team has signed up for this training program.
 - **Preventing Harassment and Discrimination in the Workplace** – This ½ day program is regularly provided to all employees. One session for employees. One for supervisors. We will also include lifeguards and seasonal employees if scheduling allows.
 - Almost all regular employees have completed this training program.
- **Undergrounding of Utilities** (second half) – Direct City Engineer to prepare engineer’s estimate of project design costs within the right of way, (100% City responsibility). Obtain detailed and reliable pricing information from Puget Sound Energy of property

owner costs. Prepare a plan that can help inform future City Councils in moving forward with pilot project or city-wide project.

- Selected the **NE 12th Street Sidewalk Improvements** as our undergrounding utilities demonstration project. Construction is scheduled for Summer 2022.
- **Annual Review Process** (first half) – Work with the Personnel Committee to develop an annual review process for all City Staff. (*2020 Performance Review*)
 - All City Staff Members performance will be reviewed on an annual basis.
- **All Staff Meeting** (on-going) – Schedule regular All Staff Meetings. (*2020 Performance Review*)
 - Regular All Staff Meetings have been scheduled.
- **Continue working toward earning my PhD in Political Science** (on-going).
- **Working with the City Council** (first and second half).
 - Organize ½-day virtual City Council Retreat this Spring. And, hopefully, 1-day Retreat this Fall **(2-22-2021)**.
 - Review the City’s Vision and Mission Statements **(2-22-2012)**.
 - Discuss City Council Rules and Guidelines **(2-22-2012)**.
- **Brief Monthly Update/Expanded Quarterly Update** (on-going) – Provide the City Council with status reports on progress in meeting 2021 Objectives.
- **Maintain and Expand Visibility in the Community** (on-going).
 - Proactively drive around the community, noting any problem issues or areas, and report to Council.
 - As in past years, I will attempt to attend all City Events and Activities.
 - In addition to the monthly City Council Meetings and the Study Sessions, I also regularly attend Park Board, and Emergency Preparedness Committee Meetings.

Public Works

- **Streets and Sidewalks 2021** (first and second half).
 - 86th Ave NE Overlay.
 - Due to conflicts with other planned projects, delayed until 2022.
 - 77 Ave NE Overlay.
 - Construction Summer 2021

- 84th Ave NE Overlay – NE 12th to Overlake Drive.
 - Scheduled for August 2021.
- NE 12th St Sidewalk Improvements – West Segment.
 - Selected as our undergrounding utilities demonstration project. Construction is scheduled for Summer 2022.
- **Streets and Sidewalks Ongoing** (on-going).
 - Trimming hedges and trees impacting sidewalk rights-of-way.
 - Street sweeping and vactoring catch basins per Department of Ecology.
 - Timely responses to any community complaints.
- **Parks** (first and second half).
 - Medina Park – Playground Addition.
 - Construction Fall 2021
 - Medina Beach Park – Tree Re-Planting.
 - On-going
 - Fairweather Park – Tennis Court Resurfacing.
 - Completed Spring 2021
- **Other Projects** (first and second half).
 - Stormwater System Mapping and Evaluation Phase 2.
 - City Council presentation Fall 2021
 - Post Office Floors.
 - Construction Fall 2021
 - Police Department Floors.
 - Construction Fall 2021

Police

- **Washington Association of Sheriffs and Police Chiefs (WASPC) Accreditation** (second half) – Medina Police Department is up for WASPC re-accreditation in 2021. Department successfully passed re-accreditation in May 2017. The purpose of law enforcement agency accreditation is to professionalize the law enforcement industry by providing a review process for agencies to be certified as operating under industry best practices and standards.
 - WASPC has assigned a “mentor” who will be providing guidance while evaluating the Medina Police Department progress.
 - Mentor reviewing proofs as they are entered into the system.
 - Anticipated competition by September 2021.
- **Training** (on-going) – Fulfilling the expanded training requirement for the Law Enforcement Training and Community Safety Act (LETCSA), passed in 2018. This will

be the first year we will be required to fulfill higher training hours and requirements. In November 2018, voters passed Initiative 940 (I-940) in an effort to establish higher training requirements and police accountability standards so we will need to work to complete the new level of training.

- Acknowledged by the Washington State Criminal Justice Training Commission that we successfully met standard in 2020.
 - On track to ensure training requirements are either met or exceeded in 2021.
- **Emphasis on Traffic Safety** (on-going) – Continue to focus on all traffic safety – vehicular, bicycle, and pedestrian – throughout the community through education, engineering (where possible and cost effective), social media, and enforcement to reduce collisions, improve awareness, and improve safety.
- Increased “Direct Patrols” targeting high complaint areas:
 - Between the 800 block and 3200 block of Evergreen Point Road
 - Between the 7600 block and 8700 block of NE 12th Street
 - All areas of Overlake Drive East and Overlake Drive West
 - Between the 7600 block and 8200 block of NE 8th Street
 - Starting in 2nd quarter, increased traffic stops and infractions over 2020.
 - Education using E-Lert, Facebook, and Twitter. Three E-lerts reminding residents about obey traffic laws – school zone, construction zones, and texting.
 - Juvenile Safety Forum – part of the presentation covered young and inexperienced drivers.
- **Speeding and Traffic Calming** (second half) – the City will conduct a speed study of traffic on Evergreen Point Road, 84th Avenue NE, and the East/West Streets connecting these two main arterials. We will also study Overlake Drive West/East.
- In May, research was done on several less intrusive and costly traffic engineering options to calm traffic.
 - Pavement marking, new speed signs, and digital speed signs will be installed summer 2021.
 - Based on the data generated by the study, City Staff will recommend implementation of appropriate traffic calming techniques.
- **Support and promote Medina Emergency Preparedness Committee including Schools Sub-Committee** (on-going).
- Two Emergency Preparedness Meeting held and attended by Police Department.
 - Police Officers routinely participate in Emergency Preparedness Radio Group exercise on Sunday evenings.

Development Services

- **Public Portal** – Continue development of our new Public Portal with the goal of fully independent use by outside users.

Development Services Staff must assist all permit applicants through the public portal. DS reached the point early in 2021 where we realized that our public portal vendor, Dude Solutions, will not be able to solve the technical problems we continue to have. We are exploring other vendors and will make a decision by late August as to whether we will continue with Dude Solutions (SmartGov) or move on to a new vendor.

- **Staff Cross-Training** – This regular and primarily internal training program will assure continuity of services, service maintenance, and workload balancing.

Due to our Development Services Coordinator going onto maternity leave in April most of the cross-training has been for the director to learn those duties. Our Deputy Building Official does continue to cross-train with our Planning Manager and has taken most of the minor day to day zoning review work.

- **State Building Codes** – Adopt the 2018 Washington State Building Code.

The 2018 Washington State Energy Code was a monumental change for everyone. We are continuing to develop new and more efficient ways to implement this new code.

- **Right of Way Permit** – Create a new Development Services Right of Way Use permit. This will consolidate all work associated with development projects into Development Services and reduce the Public Works Directors involvement in volumes of small projects.

We hope to be able to implement this or something similar later this year.

- **Development Code and Process Complexity Reduction** – Establish goals and propose reductions in the complexity of our codes and process.

Minor Code Amendments were passed by Council. Additional Building Code changes for simplicity are planned for this year.

- **Cost vs. Service Analysis** – This is a full analysis of the costs of service vs. the fees charged.

This is part of a discussion about Development Services having its own fund. Fall 2021

- **Professional Services Contracts** – Modify existing consultant professional services contracts in combination with the cost vs. service analysis.

Updated draft of a new Acoustic Engineer contract. Continue work on this in Fall 2021.

- **Advance Deposit** – Change our existing Advance Deposit System to create better accounting and ease of use.

This will be updated, but the concept needs to continue.

- **Code Enforcement** – Update Medina Municipal Code Ch. 1.15: Code Enforcement.

Scheduled for late this year but may need to move into 2022.

Finance and Human Resources

- **Contingency Fund** (on-going) – Work with Finance Committee and City Council on a plan to replenish Contingency Fund **(2-24-2021)**.
- **2022 Budget** (second half) – Prepare a 2022 balanced budget with levy stabilization funding that is required to hit the 10-year mark of 2029.
- **Labor Contract Negotiation** (on-going) – Initiate negotiations of the City’s three expiring labor contracts.
 - Public Works (Teamsters)
 - Clerical Employees (Teamsters)
 - Police Officers (Police Guild)
- **Enterprise Fund for Development Services** (second half) – Work with Development Services to create their own “Enterprise Fund”, separate from the General Fund.
 - 2022 Budget process.
- **Stormwater Utility** (second half) – Work toward the development of a stormwater utility including a sustainable funding source.
- **State Audit** (second half) – Continue to follow the Washington State Auditor’s Office updates & policy recommendations to achieve another year of a clean audit.
- **Community Forum on the City Budget Process** (second half) – Fall 2021 (*2020 Performance Review*)

Central Services and City Clerk Office

- **Service Level Agreement** (first half) – Develop a Service Level Agreement specifying how City Staff responds to questions and complaints. Promote and encourage the use of our on-line Citizen Helpdesk. (*2020 Performance Review*)

As part of the 2021 City Manager’s Goals and Objectives, the City Clerk’s Office was assigned to develop a service level agreement on how staff responds to questions and

complaints. Central Services receives questions and complaints through a variety of mediums, whether it is through email, phone calls, walk in (when city hall is open) or through the online citizen helpdesk portal on the homepage of the city's website.

Central Services staff has a standard practice of responding to and redirecting to other departments as appropriate all inquiries or complaints within 24 hours during the work week or the next business day if an inquiry or complaint comes after hours or on the weekend.

At Central Services suggestion, the City Manager implemented the following practices to all departments:

- Acknowledge question or complaint within 24 hours or the next business day.
 - Investigate and respond either in person, by phone or in writing within 3 business days.
 - Follow-up if needed.
- **IT (on-going).**
- Improve Network Security – Replace necessary hardware.
 - Upgrade City Hall Telecommunications – Replace 1980s Telephone System **(Completed 2-2021)**.
 - City Website – Update website pages to be more user-friendly **(see below)**.

In line with having standards in service levels to questions and complaints, Central Services has been busy at work on upgrading and redesigning the city's website, cleanup of the online code that includes renumbering sections, chapters, and titles. Lastly, we are upgrading the agenda management system.

Central Services, after much research for software platforms that would help provide better service and ease of use for both patrons of our website and city staff engaged with Municode for all three services, known as Municode's circle of governance. The circle of governance is a simple, integrated solution that will provide better transparency for residents, efficiencies for staff and cost savings for the city.

- **Records Management (on-going).**
- File System – Develop new file system following WA State Records Retention Regulations.
 - Development Services – Clear out old files from storage.
 - E-Records – Clean up e-records off servers.
 - Cloud-Based System – Implement cloud-based records management system (Moved to 2022).
 - Public Access to City Records - Improve public ability to search for records online.
- **Payment Portal (first half).**

- Research an Online Payment Portal (in conjunction with Development Services new on-line permitting portal).



MEDINA POLICE DEPARTMENT

DATE: October 11, 2021

TO: City Manager Michael Sauerwein

FROM: Chief Stephen R. Burns

RE: Police Department Update – September 2021

The following is a summary highlighting some of the Medina Police Department activity in September 2021.

Tri-County CCTA Exercise: On Tuesday, September 28th, Sergeant Austin Gidlof and Chief Steve Burns participated in the Tri-County Complex Coordinated Terrorist Attach exercise involving law enforcement, fire, and emergency management agencies from King, Pierce, and Snohomish Counties. The large-scale functional exercise tested the capabilities and coordination of resources through the three counties. It was a great opportunity for Medina to work with regional partners and develop relationships in a training environment.



Traffic Calming and Patrols: The City of Medina is looking at a variety of tools to provide a safer community for pedestrians, bicyclists, and vehicles. During the June Medina City Council Meeting, a presentation provided several traffic calming options to include digital speed signs, pavement speed markings (installed), and addition speed limit signs. Another area Medina Police Officers have been focusing on is high visibility patrols.

A High Visibility Enforcement Program (HiVE) is being utilized to improve safety and reduce crime. Combining enforcement with education will encourage drivers to reduce their speeds with the focus

Medina Police Department
September 2021

on improving community safety. The HiVE model has been used across the United States to prevent collisions by reducing speed in specific identified locations and reducing crime as police officers increase visibility. The intent is to be very transparent with the motoring public, build positive relationships, and create public awareness about what we are doing and why. Directed patrols in problem areas are occurring at prime times determined by feedback from the community and officer awareness.

After completing three quarters of the year in 2021, Medina Police Officers have increased direct patrol and traffic enforcement through the city. Medina Police Officers have conducted 475 direct patrols throughout Medina in 2021 and have conducted over 1700 traffic stops in Medina and Hunts Point. Below are heatmaps showing the direct enforcement and traffic enforcement areas for the Medina Police Department from January 1st to September 30th, 2021.



Direct Patrols 2021



Traffic Stops 2021



MEDINA POLICE DEPARTMENT
Steve Burns, Chief of Police
MONTHLY SUMMARY
SEPTEMBER 2021

FELONY CRIMES

Fraud **2021-00004369** **09/20/2021**
 A resident reported that someone had illegally obtained their credit card and had made fraudulent charges. The total amount charged is approximately \$684. No suspect information at this time.

MISDEMEANOR CRIMES

Motor Vehicle Prowl **2021-00004159** **09/03/2021**
 A Police Officer responded to the 8000 Blk of NE 16th St for a report of a vehicle prowling. The vehicle was unlocked, and miscellaneous credit cards were stolen from the victim's wallet which was inside the vehicle. The suspects charged approximately \$4800 on three different credit cards. Under investigation.

Domestic Violence **2021-00004227** **09/09/2021**
 A Police Officer responded to a reported domestic violence call.

Motor Vehicle Prowl **2021-00004232** **09/10/2021**
 A Police Officer responded to the 1000 Blk of Evergreen Point Road for a report of a vehicle prowling. The vehicle was unlocked, and miscellaneous tools were stolen from inside. The approximate value of the tools is unknown. No suspect information at this time.

Domestic Violence **2021-00004537** **09/29/2021**
 A Police Officer responded to a reported domestic violence call.

OTHER

Domestic Violence **2021-00004530** **09/29/2021**
 A Police Officer assisted the Clyde Hill Police Department with a reported domestic violence call.



MEDINA POLICE DEPARTMENT

Steve Burns, Chief of Police

City of Medina

AGENDA ITEM 10.1b

September 2021 - Monthly Report

CRIMES	Current Month	YTD 2021	YTD 2020	2020 Year End
Arson	0	0	0	0
Assault				
DV Assault	0	3	0	1
Non-DV Assault	2	3	0	0
Sexual Assault/Rape	0	0	0	0
Simple Assault	0	0	0	0
Burglary				
Residential	0	7	5	12
Attempted	0	1	1	1
Malicious Mischief				
Felony	0	0	0	0
Misdemeanor	0	5	8	13
Theft			0	
Auto	0	0	0	0
Fraud (ID Theft)	1	7	29	35
Over \$750	0	2	5	8
Under \$750	1	8	7	7
Motor Vehicle Prowl	2	11	7	11
TOTAL CRIMES	6	47	62	88

ENFORCEMENT	Current Month	YTD 2021	YTD 2020	2020 Year End
Drug Violations	0	0	0	0
Minor in Possession	0	0	0	0
Possession of Stolen Prop.	0	0	2	2
Warrant Arrests	0	1	4	4
TOTAL ENFORCEMENT	0	1	6	6

TRAFFIC	Current Month	YTD 2021	YTD 2020	2020 Year End
Accidents				
Injury	0	0	1	1
Non-Injury	0	10	7	9
Citations				
DUI	0	1	0	0
Other*	0	6	4	5
Infractions				
Speeding	15	110	5	5
Parking	0	1	15	15
Other**	1	10	6	6
Warnings	173	1450	390	434
TOTAL TRAFFIC	189	1588	428	475

CALLS FOR SERVICE	Current Month	YTD 2021	YTD 2020	2020 Year End
Animal Complaints	6	27	21	27
Assists	40	336	402	488
False Alarms	19	183	124	167
House Watch	14	180	137	209
Missing Person	0	6	4	4
Property Lost/Found	0	9	19	25
Suspicious Circumstances	9	103	101	136
Other ***	2	74	85	118
TOTAL SERVICE	90	918	893	1174

*DWLS, Fail to transfer title, No License

** Expired tabs, No insurance, Fail to stop, Defective equipment, Cell phone use

***Civil Dispute, Disturbance, Death investigation, Suicide Attempt, Trespass, Harassment, Mental



**Town of
Hunts Point**

FELONY CRIMES

Nothing to report.

MISDEMEANOR CRIMES

Nothing to report.

OTHER

09/12/2021

A Police Officer was dispatched to a report of a vehicle vs. pedestrian collision at the intersection of 84th Avenue NE and Hunts Point Lane. No injuries were reported at the scene. Both the driver and the pedestrian exchanged insurance information.



MEDINA POLICE DEPARTMENT

Steve Burns, Chief of Police

Town of Hunts Point



AGENDA ITEM 10.1b

September 2021 - Monthly Report

CRIMES	Current Month	YTD 2021	YTD 2020	2020 Year End
Arson	0	0	0	0
Assault				
DV Aggravated Assault	0	2	0	0
Non-DV Aggravated Assault	0	0	0	0
Sexual Assault/Rape				
Burglary				
Residential	0	1	1	1
Attempted	0	0	0	0
Malicious Mischief				
Felony	0	0	0	0
Misdemeanor	0	1	3	3
Theft				
Auto	0	2	1	1
Fraud (ID Theft)	0	1	5	6
Over \$750	0	2	2	2
Under \$750	0	0	0	1
Motor Vehicle Prowl	0	1	10	11
TOTAL CRIMES	0	10	22	25

ENFORCEMENT	Current Month	YTD 2021	YTD 2020	2020 Year End
Drug Violations	0	0	0	0
Minor in Possession	0	0	0	0
Possession of Stolen Prop.	0	3	1	1
Warrant Arrests	0	0	0	0
TOTAL ENFORCEMENT	0	3	1	1

TRAFFIC	Current Month	YTD 2021	YTD 2020	2020 Year End
Accidents				
Injury	0	0	0	0
Non-Injury	1	1	1	1
Citations				
DUI	0	0	0	0
Other*	0	1	0	0
Infractions				
Speeding	2	16	4	4
Parking	0	0	0	0
Other**	0	1	0	0
Warnings	29	146	70	81
TOTAL TRAFFIC	32	165	75	86

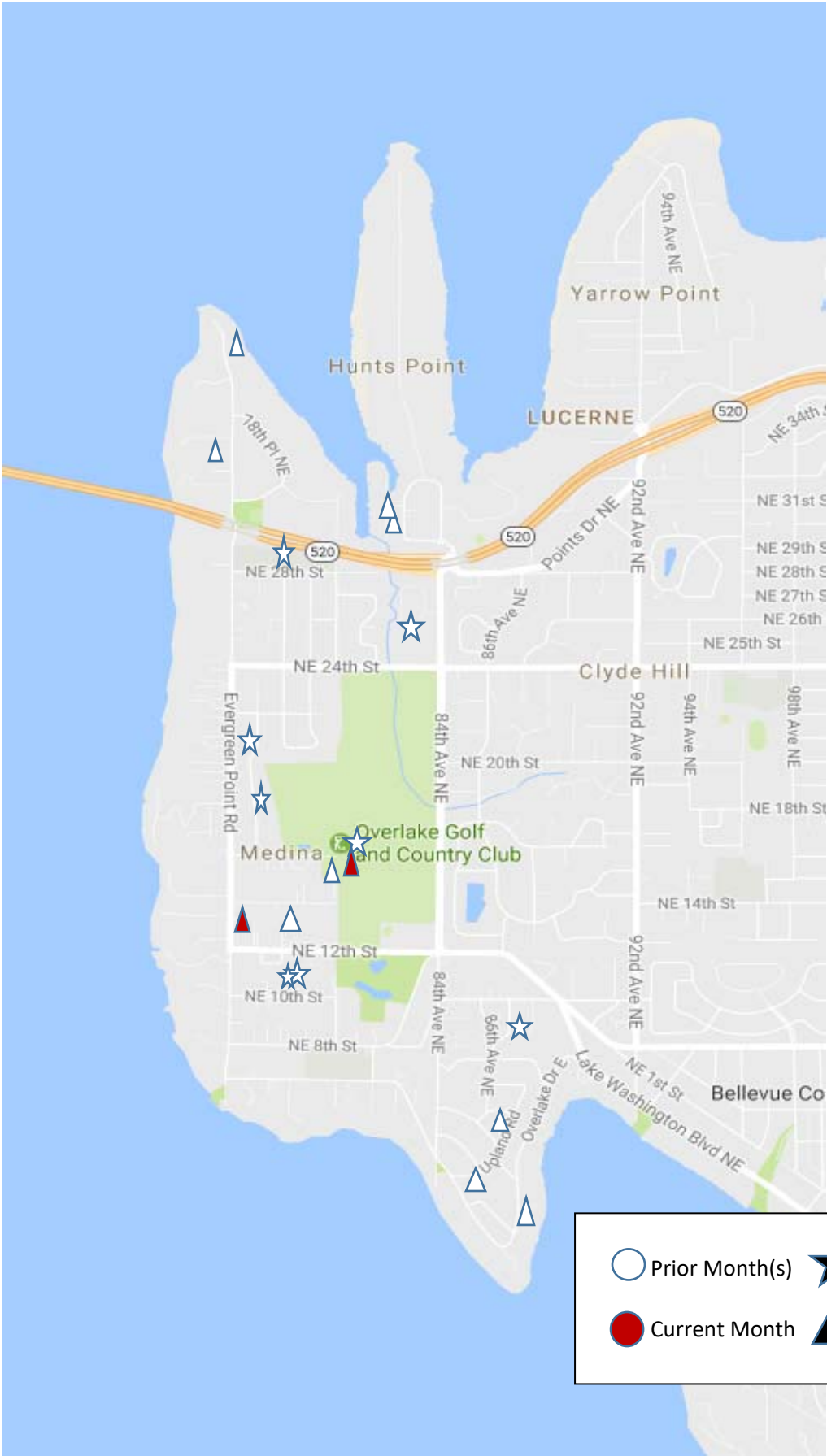
CALLS FOR SERVICE	Current Month	YTD 2021	YTD 2020	2020 Year End
Animal Complaints	1	1	0	2
Assists	8	36	35	51
False Alarms	2	19	25	33
House Watch	0	10	9	10
Missing Person	0	0	0	0
Property Lost/Found	0	3	5	5
Suspicious Circumstances	0	5	15	19
Other ***	1	22	10	16
TOTAL SERVICE	12	96	99	136

*DWLS, Fail to transfer title, No License

** Expired tabs, No insurance, Fail to stop, Defective equipment, Cell phone use

***Civil Dispute, Disturbance, Death investigation, Suicide Attempt, Trespass, Harassment, Mental

2021 Burglaries & Vehicle Prowls Medina & Hunts Point





CITY OF MEDINA

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

Date: October 11, 2021
To: Honorable Mayor and City Council
Via: Michael Sauerwein, City Manager
From: Steven R. Wilcox. Development Services Department Director
Subject: Development Services Department Monthly Report

Permit Activity

Local design professionals and contractors remain busy and still do not see any slowing of construction in the foreseeable future. Development Services permitting is also expected to remain busy. Please see the permit activity reports provided.

Planning Commission

By Stephanie Keyser

The city applied for a Housing Action Plan Grant through the Department of Commerce at the beginning of October. If approved, the city will receive \$60,000 that will be used to evaluate the community's housing needs. This evaluation will include the effectiveness of the city's current strategies and processes and how Medina can better address priorities such as aging-in-place. This data can also be applied to the upcoming Comprehensive Plan housing element, which will help the city kickstart the update. Winners of the grant will be announced at the end of October.

During their September 28th Regular Meeting, Planning Commission continued the discussion on the tree code update, both as it relates to land under development and the enforcement piece. The city will host a virtual open house for the tree code on October 14th at 4pm. Planning Commission will have a public hearing on the tree code amendments at their October 19th meeting.

Code Enforcement

We continue to work towards resolution of some difficult code enforcement matters that have been on-going. Enforcing our Municipal Code is a regular part of Development Services work. Some enforcement issues are simple to address, and others more difficult. Recently we have had a series of difficult matters that have been taking much effort to resolve.

At next month's regular Council meeting in November you will receive background on procedures that Development Services uses to enforce our codes. Philosophy of code enforcement and current status of work towards draft amendments to our Code Enforcement Chapter 1.15 will also be presented. Updating our Code Enforcement Chapter is a fourth quarter 2021 Development Services goal. Council action on draft amendments will not come until January or February 2022, but the work is now.

At the November meeting Council will be asked to provide input into specific topics related to code enforcement, and of course anything else generally related. With Council input certain aspects of the draft amendments can be tailored.

City Hall Air Quality

An Industrial Hygienist has completed testing our air quality in Medina City Hall. The goal was to be able to confidently restore full use of our City Hall building with the knowledge that it is safe and healthy to be in.

A draft report has been received and will be finalized within the next two-weeks. Generally, the report indicates that our indoor air quality is good. The report does identify some relatively minor interior water damage to materials that should be repaired. More details regarding the entire report will be provided to Council with the November 2021 Development Services staff report.

Monthly Applications Submitted v2

09/01/2021 – 09/30/2021

Permit Type	Submitted Date	Permit Number	Total Valuation	Address
B-ACCST	09/23/2021	B-21-102	\$109,000.00	8436 MIDLAND RD
TOTAL B-ACCST:	1	\$109,000.00		
B-ADD/ALT	09/28/2021	B-21-103	\$33,350.00	7813 NE 10TH ST
TOTAL B-ADD/ALT:	1	\$33,350.00		
B-GAS	09/02/2021	G-21-033		924 88TH AVE NE
B-GAS	09/29/2021	G-21-037		1010 84th Ave NE
B-GAS	09/16/2021	G-21-035		438 OVERLAKE DR E
B-GAS	09/15/2021	G-21-034		7619 NE 16th St
B-GAS	09/28/2021	G-21-036		7813 NE 10TH ST
TOTAL B-GAS:	5			
B-GATE	09/09/2021	B-21-096	\$25,000.00	1407 EVERGREEN POINT RD

TOTAL B-GATE:	1	\$25,000.00		
B-MECHANICAL	09/10/2021	M-21-063	\$7,890.00	8457 NE 7TH ST
B-MECHANICAL	09/02/2021	M-21-060	\$2,000.00	924 88TH AVE NE
B-MECHANICAL	09/02/2021	M-21-061	\$47,411.00	3265 Evergreen Pt Rd
B-MECHANICAL	09/15/2021	M-21-064	\$47,950.00	2053 77TH AVE NE
B-MECHANICAL	09/15/2021	M-21-065	\$6,152.00	3319 EVERGREEN POINT RD
B-MECHANICAL	09/27/2021	M-21-067	\$29,156.49	836 84TH AVE NE
B-MECHANICAL	09/16/2021	M-21-066	\$15,449.00	3660 FAIRWEATHER LN
B-MECHANICAL	09/08/2021	M-21-062		1855 Evergreen Point Road
B-MECHANICAL	09/29/2021	M-21-068	\$33,350.00	7813 NE 10TH ST
TOTAL B-MECHANICAL:	9	\$33,350.00		
B-PLUMBING	09/13/2021	P-21-074		8224 OVERLAKE DR W

B-PLUMBING	09/28/2021	P-21-079		2659 EVERGREEN POINT RD
TOTAL B-PLUMBING:	2			
B-POOL/SPA	09/22/2021	B-21-101	\$100,000.00	1686 77TH AVE NE
TOTAL B-POOL/SPA:	1	\$100,000.00		
B-SFR	09/28/2021	B-21-104	\$8,000.00	2019 79th Ave NE
B-SFR	09/15/2021	B-21-098	\$5,664,000.00	8845 OVERLAKE DR W
B-SFR	09/15/2021	B-21-097	\$6,152.00	3319 EVERGREEN POINT RD
B-SFR	09/20/2021	B-21-100		3205 EVERGREEN POINT RD
TOTAL B-SFR:	4			
B-WALL	09/16/2021	B-21-099	\$30,000.00	202 OVERLAKE DR E
TOTAL B-WALL:	1	\$30,000.00		
CAP - CONSTRUCTION ACTIVITY PERMIT	09/02/2021	CAP-21-029		3242 Evergreen Point RD
TOTAL CAP - CONSTRUCTION ACTIVITY PERMIT:	1			

P-NON ADMIN SPECIAL USE	09/24/2021	P-21-077		7747 OVERLAKE DR W
TOTAL P-NON ADMIN SPECIAL USE:	1			
P-NON ADMIN SUBSTANTIAL DEV	09/24/2021	P-21-078		1449 EVERGREEN POINT RD
TOTAL P-NON ADMIN SUBSTANTIAL DEV:	1			
P-NON ADMIN VARIANCE	09/30/2021	P-21-080		414 UPLAND RD
TOTAL P-NON ADMIN VARIANCE:	1			
P-SEPA THRESHOLD	09/01/2021	P-21-073		2515 MEDINA CIR
TOTAL P-SEPA THRESHOLD:	1			
P-SEPA/SUBSTANTIAL DEV	09/21/2021	P-21-075		2207 EVERGREEN POINT RD
TOTAL P-SEPA/SUBSTANTIAL DEV:	1			
P-SUBSTANTIAL DEV PERMIT EXEMPTION	09/22/2021	P-21-076		3660 FAIRWEATHER LN
TOTAL P-SUBSTANTIAL DEV PERMIT EXEMPTION:	1			
PW-RIGHT OF WAY	09/07/2021	PW-ROW-21-070		2604 79th Ave NE

PW-RIGHT OF WAY	09/24/2021	PW-ROW-21-079		7747 OVERLAKE DR W
PW-RIGHT OF WAY	09/23/2021	PW-ROW-21-078		101 overlake dr e
PW-RIGHT OF WAY	09/21/2021	PW-ROW-21-076		111 84TH AVE NE
PW-RIGHT OF WAY	09/08/2021	PW-ROW-21-071		2450 78TH AVE NE
PW-RIGHT OF WAY	09/08/2021	PW-ROW-21-072		7813 NE 10TH ST
PW-RIGHT OF WAY	09/09/2021	PW-ROW-21-074		444 OVERLAKE DR E
PW-RIGHT OF WAY	09/09/2021	PW-ROW-21-075		7777 OVERLAKE DR W
PW-RIGHT OF WAY	09/08/2021	PW-ROW-21-073		850 80TH AVE NE
PW-RIGHT OF WAY	09/23/2021	PW-ROW-21-077		Multiple
PW-RIGHT OF WAY	09/03/2021	PW-ROW-21-069		8335 Overlake Dr W
TOTAL PW-RIGHT OF WAY:	11			

TREE-PERFORMANCE	09/21/2021	TREE-21-064		1625 EVERGREEN POINT RD
TREE-PERFORMANCE	09/01/2021	TREE-21-060		3226 78TH PL NE
TREE-PERFORMANCE	09/29/2021	TREE-21-065		2617 EVERGREEN POINT RD
TREE-PERFORMANCE	09/10/2021	TREE-21-063		3340 EVERGREEN POINT RD
TREE-PERFORMANCE	09/09/2021	TREE-21-061		8224 OVERLAKE DR W
TOTAL TREE-PERFORMANCE:	5			

Total # of Permits

48

\$6,164,860.49



Monthly Issued Permit Report

September, 2021

AGENDA ITEM 10.1c

Page 1 of 1

Report run on: 10/06/2021 10:33 AM

Construction Value:	September 2021	September 2020	2021 YTM	2020 YTM	Difference
Accessory Structure	-	-	\$20,000.00	\$182,875.00	(\$162,875.00)
Addition / Alteration	-	-	-	\$1,298,000.00	(\$1,298,000.00)
Fence / Wall	-	-	\$275,000.00	-	\$275,000.00
New Construction	\$2,538,167.00	\$2,847,908.00	\$28,151,425.00	\$34,579,361.00	(\$6,427,936.00)
Repair / Replace	-	-	-	\$6,000.00	(\$6,000.00)
Wireless Comm. Facility	-	-	-	-	\$0.00
Total Value:	\$2,538,167.00	\$2,847,908.00	\$28,446,425.00	\$36,066,236.00	(\$7,619,811.00)

Permits Issued:	September 2021	September 2020	2021 YTM	2020 YTM	Difference
New Construction	1	1	14	15	(1)
Permit Extension	1	-	35	2	33
Accessory Structure	-	-	1	3	(2)
Addition / Alteration	-	-	-	2	(2)
Construction Mitigation	-	-	-	2	(2)
Demolition	-	-	17	16	1
Fence / Wall	-	-	2	-	2
Grading / Drainage	1	1	21	18	3
Mechanical	5	8	67	60	7
Other - Moving	-	-	-	-	0
Plumbing / Gas	-	-	-	38	(38)
Repair / Replace	-	-	-	1	(1)
Reroof	-	-	-	-	0
Right of Way Use	-	-	-	1	(1)
Tree Mitigation	4	5	51	49	2
Wireless Comm. Facility	-	-	-	-	0
Total Permits:	12	15	208	207	1

Inspections:	September 2021	September 2020	2021 YTM	2020 YTM	Difference
Building	83	96	735	528	207
	16	22	224	101	123
Engineering/Other	5	4	49	15	34
Tree	-	1	19	4	15
Total Inspections:	104	123	1,027	648	379

No Finance Report for this meeting.



CITY OF MEDINA

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

Date: October 11, 2021
To: Honorable Mayor and City Council
Via: Michael Sauerwein, City Manager
From: Aimee Kellerman, City Clerk
Subject: Central Services Department Monthly Report

OCTOBER AND NOVEMBER PUBLIC MEETINGS AND EVENTS

Event	Date	Time	Location
Emergency Preparedness Committee Meeting	Oct 13	4:00 pm	Teleconference/Online
Open House – Tree Code Amendment	Oct 14	4:00 pm	Teleconference/Online
Park Board Meeting	Oct 18	5:00 pm	Teleconference/Online
City Council Meeting	Oct 25	4:00 pm	Teleconference/Online
Planning Commission Meeting	Oct 26	4:00 pm	Teleconference/Online
City Council Meeting	Nov 8	4:00 pm	Teleconference/Online
Veterans Day – <i>City Hall Closed</i>	Nov 11		
Park Board Meeting	Nov 15	5:00 pm	Teleconference/Online
City Council Meeting - <i>Cancelled</i>	Nov 22	4:00 pm	Teleconference/Online
Planning Commission Meeting - <i>Cancelled</i>	Nov 23	4:00 pm	Teleconference/Online
Thanksgiving Holiday – <i>City Hall Closed</i>	Nov 25		
Day After Thanksgiving Holiday – <i>City Hall Closed</i>	Nov 26		

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 September, the City issued 25 bulletins amounting to a total of 80,364 bulletins delivered to subscribers; approximately 10.1% were opened. See **Attachment 1**.

As of September 30, the City had 11,343 subscribers (change in total subscribers **+235**), with a combined total of 115,044 subscriptions (change in total subscriptions **+2,459**).

RECORDS REQUESTS

As of September 30, 17 public records requests have been received by Central Services. See **Attachment 2**.

ATTACHMENT 1

	Bulletins Developed	Total Recipients	Total Delivered	Unique Email Opens	Unique Email Open	Wireless Recipients
Comparisons:						
September, 2021	25	86,280	80,364	6,546	10.10%	18,846
August, 2021	21	98,271	92,022	9,193	12.40%	21,013
July, 2021	17	46,230	43,222	4,020	10.80%	7,435
June, 2021	23	80,050	75,120	6,629	10.40%	13,924
May, 2021	31	120,746	113,370	10,176	10.70%	21,364
April, 2021	35	115,716	109,081	9,571	10.10%	17,510
March, 2021	37	101,291	95,540	8,119	9.50%	12,522
February, 2021	26	71,737	67,738	6,927	11.50%	9,355
January, 2021	20	68,455	64,548	6,858	11.90%	8,944
December, 2020	27	115,648	109,761	9,151	9.30%	14,662
November, 2020	24	84,718	80,375	7,115	9.80%	9,772
October, 2020	37	124,366	118,068	9,230	8.60%	14,379
September, 2020	36	119,438	113,278	10,761	10.50%	13,606
August, 2020	12	35,945	33,899	3,567	11.50%	3,723
Date Sent	Top 10 Most Read Bulletins During September				Emails Opened	Email Open Rate
09/10/2021 01:58 PM PDT	September 13, 2021 Medina City Council Regular Meeting (on-line) Agenda				734	11%
09/14/2021 11:33 AM PDT	84th Ave NE Pavement Overlay Project				879	11%
09/17/2021 10:37 AM PDT	SAVE THE DATE - Shredder Day on Saturday, Oct 9 2021				689	17%
09/17/2021 11:35 AM PDT	84th Ave NE Pavement Overlay Project				729	10%
09/21/2021 11:30 AM PDT	84th Ave NE Pavement Overlay Project				743	10%
09/21/2021 12:50 PM PDT	Emergency Preparedness Committee Meets Andy Wappler!				1,067	12%
09/23/2021 12:54 PM PDT	September 27, 2021 Medina City Council Regular Meeting (on-line) Agenda				723	10%
09/24/2021 12:00 PM PDT	84th Ave NE Pavement Overlay Project				742	10%
09/29/2021 01:27 PM PDT	Yellow Zone at Medina Elementary School				653	22%
09/30/2021 03:18 PM PDT	Shred Away on Shredder Day! Saturday, Oct 9 2021				645	18%

**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: October 11, 2021

TO: Mayor and City Council

From: Aimee Kellerman, City Clerk

Subject: September 2021, Public Records Request Tracking

In September 2021, Central Services staff received **17** new public records requests, **1** ongoing public records request. These requests required approximately **8 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall September cost, which includes staff hourly rate plus benefits and City Attorney fees is approximately **\$510**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In September 2021, the Police Department received **9** new records requests, **2** ongoing records requests. These requests required approximately **9.5 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall September cost, which includes staff hourly rate plus benefits is approximately **\$600**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

ATTACHMENT 2

September 2021 Monthly PRR Report

Run Date: 10/05/2021 1:26 PM

September 2021 Monthly PRR Report

Run Date: 10/05/2021 1:26 PM

Assigned Dept	Create Date	Reference No	Request Type	Required Completion Date	Summary	Customer Full Name	PRR - Type of Records Requested	Public Record Desired	Assigned Staff
Central Services	9/2/2021	P002200-090221	Public Records Request	9/17/2021	Public Records Request	Mr. Xavier Grant	Finance	SmartProcure is submitting a public records request to the City of Medina for any and all purchasing records from Oct 29, 2020 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable. Please be advised that we are not seeking a list of individuals. We are only looking for purchasing information. The specific information requested from your record keeping system is: 1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number 2. Purchase date 3. Line item details (Detailed description of the purchase) 4. Line item quantity 5. Line item price 6. Vendor ID number, name, address Just as a reference, I have attached the report typically provided to satisfy this request below.	Dawn Nations
Central Services	9/8/2021	P002201-090821	Public Records Request	9/17/2021	Public Records Request	Hugh Wei	Building	Temporary agreement on property line between following two addresses: 8405 NE 7th Street, Medina, WA 98039 8424 NE 6th Street, Medina, WA 98039 We (Shu-Hwa Wei, Angela Zhou) are current owners of 8405 NE 7th Street, Medina, WA 98039 Thank you for your assistance!	Dawn Nations
Central Services	9/9/2021	P002203-090921	Public Records Request	9/20/2021	Public Records Request	David Gerry	Building	I am requesting info on address 8019 ne 27th st Medina I have the title report but am unclear if there are cc&r's limiting the building height, or if it is standard r-16 25' building height from original grade. Thank you, Dave 425-449-0250 David@gerryhomes.com	Dawn Nations

ATTACHMENT 2

Central Services	9/9/2021	P002202-090921	Public Records Request	10/1/2021	Public Records Request	Commercial Appraiser Ryan Jimenez	Building	<p>Hello my name is Ryan Jimenez and I am the golf course specialist for King County Department of Assessment. I was referred to you from Sunita Hall as a contact for the city of Medina because I am working permits and was hoping I could review the permits related to the Overlake Golf Course. Below is a list of the permits we have in our system that are associated with the golf course parcels. I am mostly looking for the new buildings and I believe that the new St. Thomas gym/theater building is on the golf course parcel (I say that as I am not sure if I have the complete permit list related to the gym/theater). I understand with current events certain procedures are different so I am flexible with what works best for you. Thank you and have a great day. Permit Number</p> <table><tr><td>Address</td><td>Parcel Number</td><td>B-19-023</td></tr><tr><td>8000 NE 16th St</td><td>252504-9001</td><td>B-19-026</td></tr><tr><td>8000 NE 16th St</td><td>252504-9001</td><td>PL-18-049</td></tr><tr><td>8000 NE 16th St</td><td>252504-9001</td><td>PL-19-002</td></tr><tr><td>8000 NE 16th St</td><td>252504-9001</td><td>B-19-047</td></tr><tr><td>8300 NE 16th St</td><td>252104-9106</td><td></td></tr></table>	Address	Parcel Number	B-19-023	8000 NE 16th St	252504-9001	B-19-026	8000 NE 16th St	252504-9001	PL-18-049	8000 NE 16th St	252504-9001	PL-19-002	8000 NE 16th St	252504-9001	B-19-047	8300 NE 16th St	252104-9106		Dawn Nations
Address	Parcel Number	B-19-023																									
8000 NE 16th St	252504-9001	B-19-026																									
8000 NE 16th St	252504-9001	PL-18-049																									
8000 NE 16th St	252504-9001	PL-19-002																									
8000 NE 16th St	252504-9001	B-19-047																									
8300 NE 16th St	252104-9106																										
Central Services	9/10/2021	P002204-091021	Public Records Request	9/21/2021	Public Records Request	Braden Mineer	Building	<p>Requesting a report of all issued and pending building permits for residential & commercial properties from 8/1/2021 to 8/31/2021. Report to include if possible: permit number, issue date, site addresses, valuation of project, description of work, contractor information and owner name. If a report is unavailable, then copies of the original permits would be more than adequate.</p>	Dawn Nations																		
Central Services	9/13/2021	P002205-091321	Public Records Request	9/22/2021	Public Records Request	Alex Capron	Building	<p>All permit records for parcel 2260300080. No address is assigned for this property, as it contains a joint use pier, though 1447 Evergreen Point Road has been commonly used. Owner: BEACH CLUB OWNERS ASSOC.</p>	Dawn Nations																		
Central Services	9/13/2021	P002207-091321	Public Records Request	9/23/2021	Public Records Request	Amy Burns	Building	<p>We would like to see all paperwork on the fence that was build about 5 years ago at 7841 NE 10th St, Medina, WA 98039 the Borgford Residence</p>	Dawn Nations																		

ATTACHMENT 2

Central Services	9/15/2021	P002208-091521	Public Records Request	10/1/2021	Public Records Request	Joe Liu	Building	Hi, Please send documents, requests, and permits related to the development/construction of the home at: 202 Overlake Dr E, Medina, WA 98039 Please include permit submitted to remove trees, mitigation plans and well as the landscaping plans for this project. Thank you very much! Best -	Dawn Nations
Central Services	9/16/2021	P002212-091621	Public Records Request	9/27/2021	Public Records Request	Maojie Xu	Building	Permit: B101911-3102 Permit: B081204-0671	Dawn Nations
Central Services	9/17/2021	P002213-091721	Public Records Request	9/28/2021	Public Records Request	David McCourt	Building	Parcel 201870-0274 / B-18-055 and B-18-054 / 111-84th Ave NE	Dawn Nations
Central Services	9/17/2021	P002214-091721	Public Records Request	9/28/2021	Public Records Request	Ali Naini	Building	I live at 2054 Evergreen Point Road and would like to know how I might contact the new owner of the uninhabited home south of us (2036 Evergreen Pt Rd). I had a question about our shared hedges. Thank you and feel free to give them my cell#: 425-941-0522.	Dawn Nations
Central Services	9/23/2021	P002219-092321	Public Records Request	10/4/2021	Public Records Request	David McCourt	Building	2206 Evergreen Pt. Rd. / Permit B-21-013 (just came up in our system) 7755 Overlake Dr W / B-20-010	Dawn Nations
Central Services	9/23/2021	P002220-092321	Public Records Request	10/4/2021	Public Records Request	John Ebel [mailto: John Ebel	Development Services	Ordinance 804 vacating 20' portion of ROW on Upland Road, as shown on Exhibit B to the pending Street Vacation Petition filed for 442 Upland Road.	Dawn Nations
Central Services	9/24/2021	P002222-092421	Public Records Request	10/5/2021	Public Records Request	Robert Short	Building	Drawings showing the location of the property line between my property at 7652, NE 12th st and 7648 NE 12th st. Ideally the distance between the house at 7652 and the Western property line. I cant find a drawing showing the location of the houses on the property. thanks	Dawn Nations
Central Services	9/28/2021	P002225-092821	Public Records Request	10/7/2021	Public Records Request	David McCourt	Building	Public Records Request: P002219-092321 I submitted this last week and have spoken to Dawn about it. We were tentatively scheduled for Thursday 9/30 and I need to confirm. Friday is the last day we can value properties for the tax rolls. Thanks	Dawn Nations
Central Services	9/28/2021	P002226-092821	Public Records Request	10/7/2021	Public Records Request	GENG TAN	Building	Looking for all related building record for below two address: 2051 78th Ave NE, Medina, Wa 98039 2045 78th Ave NE, Medina, WA 98039	Dawn Nations
Central Services	9/28/2021	P002227-092821	Public Records Request	10/7/2021	Public Records Request	GENG TAN	Building	Looking for all related building record for below addresses: 2039 78th Ave NE, Medina, 2033 78th Ave NE, Medina WA	Dawn Nations



CITY OF MEDINA

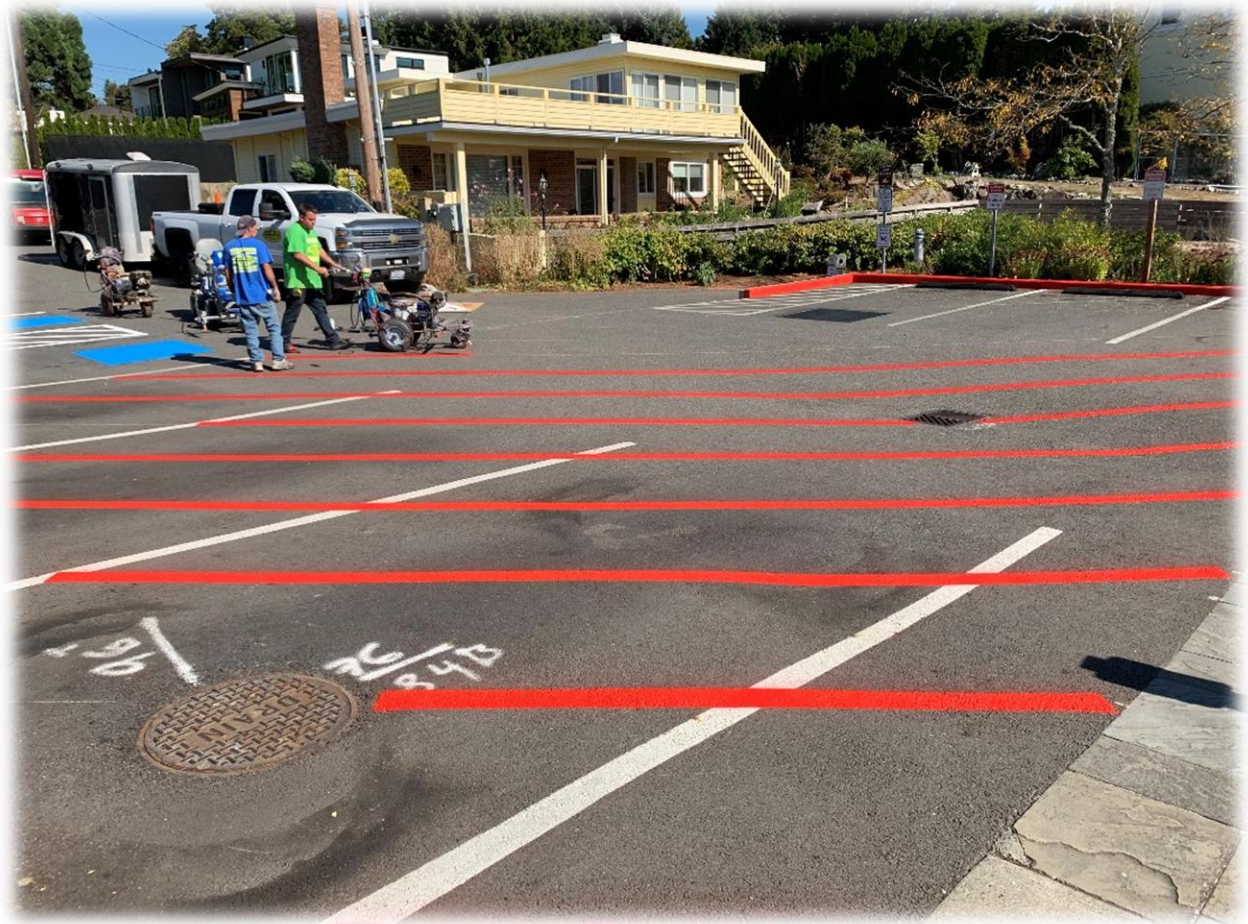
501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144
TELEPHONE 425-233-6400 | www.medina-wa.gov

Date: October 11, 2021
To: Honorable Mayor and City Council
Via: Michael Sauerwein, City Manager
From: Ryan Osada, Public Works Director
Subject: Public Works Monthly Report

1. 77TH AVE NE STORMWATER REPAIR – Last month, APS was hired to TV the stormwater lines in and around the 77th Ave NE basin area. This work was necessary to evaluate the existing stormwater system and develop a plan to mitigate the flooding issues. Once the construction plans are drafted, the project will go out for bid with a construction start date in November.



2. PARKING LOT STRIPING UPDATES – The city had scheduled to restripe all of the city owned parking lots early summer. Due to COVID and supply chain issues, the project was delayed until the contractor could acquire the necessary materials. Last month, the contractor finally received its paint order, and we were able to restripe and update four parking lots plus a parking strip along NE 8th Street.



3. 84TH AVE NE MEDIAN MAINTENANCE – The 84th Ave NE median, which is shared with Clyde Hill, will undergo needed maintenance next month. Some of the items include replacing dead plants, mulching, irrigation & minor planting updates. The summer heat and drought caused a lot of stress to the cities landscaped areas and the update will help with survivability in the years to come.



4. MAINTENANCE UPDATES – The Public Works Maintenance team has been busy with projects such as the Medina Park bulletin board and trimming work for the asphalt overlays. The crew is also back to a regular mowing schedule versus watering street trees around the city. Over the next few weeks, they will work on minor updates to the Public Works shop due to recommendations from a recent WCIA audit.





5. PROJECT UPDATES –

2015 Medina Park Stormwater Pond Imp. – We are looking into alternate ways to dredge the stormwater ponds. Overlake Golf & Country Club is currently in the permit process to dredge their north ponds. Depending on the outcome, the city could use the same method.

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

TIB 84th Ave NE Overlay – NE 12th St to Overlake Drive – Scheduled Oct 4th – 15th

2021 Overlay Program 77th Ave NE / NE 22nd St – completed

Medina Park Playground Improvements – The playground equipment is delayed and scheduled to arrive in November. This project has been rescheduled for Spring of 2022.

Post Office Floor Replacement – scheduled for Fall

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

2021 Hazardous Tree Removal – in review

NE 12th Street Sidewalk Improvements – Draft construction plans and application has been submitted to PSE for undergrounding review.

Fairweather Tennis Court Resurfacing – completed early.

77th Ave NE Stormwater Repair Phase 1 – in design