



MEDINA CITY COUNCIL

Monday, June 13, 2022

5:00 PM – SPECIAL MEETING

AMENDED AGENDA

VISION STATEMENT

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

MISSION STATEMENT

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



MEDINA, WASHINGTON
MEDINA CITY COUNCIL
CITY COUNCIL SPECIAL MEETING

Hybrid – Virtual/In-Person
Monday, June 13, 2022 – 5:00 PM

AMENDED AGENDA

MAYOR | Jessica Rossman

DEPUTY MAYOR | Randy Reeves

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

INTERIM CITY MANAGER | Stephen R. Burns

CITY ATTORNEY | Scott Missall

CITY CLERK | Aimee Kellerman

Virtual Meeting Participation

The Medina City Council has moved to hybrid meetings, offering both in-person and online meeting participation. In accordance with the direction from Governor Inslee, masking and social distancing will be optional for those participating in person. Individuals who are participating online and wish to speak live must 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 June 13 Council meeting. Please reference “Public Comments for June 13 Council Meeting” on your email correspondence. The City Clerk will call on you by name or telephone number when it is your turn to speak. You will be allotted 3 minutes for your comment and will be asked to stop when you reach the 3 minute limit. The city will also written comments. Any written comments must be submitted by 2 PM on the day of the June 13 Council meeting to the City Clerk at akellerman@medina-wa.gov.

[Join Zoom Meeting](#)

Meeting ID: 832 5227 3105

Passcode: 589036

One tap mobile

+12532158782,,83252273105# US (Tacoma)

1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

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

2. APPROVAL OF MEETING AGENDA

3. PUBLIC COMMENT PERIOD

Individuals wishing to speak live during the Virtual City Council meeting will need to register their request with the City Clerk at 425.233.6411 or email akellerman@medina-wa.gov and leave a message **before 2PM** on the day of the June 13 Council meeting.

Please reference Public Comments for June 13 Council Meeting on your correspondence. The City Clerk will call on you by name or telephone number when it is your turn to speak. You will be allotted 3 minutes for your comment and will be asked to stop when you reach the 3 minute limit.

4. **PRESENTATIONS**

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

Time Estimate: 10 minutes

5. **CONSENT AGENDA**

Time Estimate: 5 minutes

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

- [5.1](#) May 2022, Check Register
Recommendation: Approve.
Staff Contact: Ryan Wagner, Finance Director

- [5.2](#) Approved March 21, 2022 Park Board Meeting Minutes
Recommendation: Receive and file.
Staff Contact: Dawn Nations, Deputy City Clerk

- [5.3](#) Approved April 26, 2022 Planning Commission Meeting Minutes
Recommendation: Receive and file.
Staff Contact: Rebecca Bennett, Development Services Coordinator

- [5.4](#) Draft City Council Meeting Minutes of May 9, 2022
Recommendation: Adopt minutes.
Staff Contact: Aimee Kellerman, CMC, City Clerk

- [5.5](#) Medina Parks and Recreation Board and Planning Commission Appointment Confirmations
Recommendation: Approve.
Staff Contact: Aimee Kellerman, CMC, City Clerk

- [5.6](#) Ordinance Amending Medina Municipal Code 2.04 regarding City Council Regular Meeting Procedures
Recommendation: Adopt Ordinance No. 1010.
Staff Contact: Scott Missall, City Attorney and Aimee Kellerman, CMC, City Clerk

6. **LEGISLATIVE HEARING**

None.

7. **PUBLIC HEARING**

[7.1](#) 2023-2028 Six-Year Capital Improvement Plan (CIP/TIP/Non-TIP)

Recommendation: Approve.

Staff Contact: Ryan Osada, Public Works Director

Time Estimate: 15 minutes

8. **CITY BUSINESS**

[8.1](#) Revocation of Ordinance No. 1007 (Liang Street Vacation; 442 Upland Road)

Recommendation: Adopt Ordinance No. 1011.

Staff Contact: Scott Missall, City Attorney and Stephanie Keyser, AICP, Planning Manager

Time Estimate: 10 minutes

[8.2](#) Management Transition Plan Update

Recommendation: Council executive session review, discussion and determination of next steps concerning the Management Transition Plan.

Staff Contact: Scott Missall, City Attorney

Time Estimate: 5 minutes

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

Time Estimate: 15 minutes

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

[9.1a](#) ICM Monthly Report

[9.1b](#) Police Monthly Report

[9.1c](#) DS Monthly Report

[9.1d](#) Finance Monthly Report

[9.1e](#) CS Monthly Report

[9.1f](#) PW Monthly Report

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

11. **PUBLIC COMMENT**

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

12. **EXECUTIVE SESSION**

RCW 42.30.110(1)(i) - 30 Minutes

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.

RCW 42.30.110(1)(g) – 30 Minutes

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

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

13. ADJOURNMENT

Next regular City Council Meeting: June 27, 2022 at 5 PM.

ADDITIONAL INFORMATION

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

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

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

UPCOMING MEETINGS

Monday, June 27, 2022 - City Council Meeting (5:00 PM)

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

Monday, July 11, 2022 - City Council Meeting (5:00 PM)

Monday, July 25, 2022 - City Council Meeting (5:00 PM)

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

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

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

Monday, September 12, 2022 - City Council Meeting (5:00 PM)

Monday, September 26, 2022 - City Council Meeting (5:00 PM)

Monday, October 10, 2022 - City Council Meeting (5:00 PM)

Monday, October 24, 2022 - City Council Meeting (5:00 PM)

Monday, November 14, 2022 - City Council Meeting (5:00 PM)

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

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

Monday, November 28, 2022 - City Council Meeting (5:00 PM)

Monday, December 12, 2022 - City Council Meeting (5:00 PM)

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

Tuesday, December 27, 2022 - City Council Meeting (5:00 PM)

CERTIFICATION OF POSTING AGENDA

The agenda for Monday, June 13, 2022 Regular Meeting of the Medina City Council was posted and available for review on Thursday, June 9, 2022 at City Hall of the City of Medina, 501 Evergreen Point Road, Medina, WA 98039. The agenda is also available on the city website at www.medina-wa.gov.

Vendor	Invoice Number	Expense Notes	Invoice Amount	Check Number	Check Date	Account Number	Account Description
US Bank	Nations 4/2-5/2 2022 credit card	Snacks and Beverages for commu forum	\$14.98	May 2022 Credit Card Payments	5/31/2022	001-000-000-511-60-49-00	Miscellaneous
US Bank	Nations 4/2-5/2 2022 credit card	Snacks and Beverages for community forum	\$22.62	May 2022 Credit Card Payments	5/31/2022	001-000-000-511-60-49-00	Miscellaneous
			\$37.60 Total				
Kirkland Municipal Court	MAY22MED		\$963.36	63755	5/26/2022	001-000-000-512-50-40-10	Municipal Court-Traffic/NonTrf
			\$963.36 Total				
Moberly & Roberts, PLLC	1033		\$4,000.00	63721	5/12/2022	001-000-000-512-50-41-10	Prosecuting Attorney
			\$4,000.00 Total				
Sound View Strategies,	2653		\$3,000.00	63729	5/12/2022	001-000-000-513-10-41-00	Professional Services
			\$3,000.00 Total				
US Bank	Burns 4/2-5/2 2022 credit card	MRSC registry	\$135.00	May 2022 Credit Card Payments	5/31/2022	001-000-000-513-10-43-00	Travel & Training
			\$135.00 Total				
Robert Half International Inc. dba Office Team	59906101		\$3,720.00	63725	5/12/2022	001-000-000-514-20-11-00	Salaries & Wages
Robert Half International Inc. dba Office Team	59950741		\$3,720.00	63725	5/12/2022	001-000-000-514-20-11-00	Salaries & Wages
Robert Half International Inc. dba Office Team	60037506		\$3,720.00	63764	5/26/2022	001-000-000-514-20-11-00	Salaries & Wages
Robert Half International Inc. dba Office Team	59994586		\$3,720.00	63764	5/26/2022	001-000-000-514-20-11-00	Salaries & Wages
			\$14,880.00 Total				
WA ST Auditor's Office	Invoice - WA State Auditors Office 3/10/22	2020 Accountability and Financial Statements Audit	\$3,889.35			001-000-000-514-20-42-00	Intergvtml Prof Serv-Auditors
			\$3,889.35 Total				
VISION FORMS, LLC	09-10704		\$125.00	63772	5/26/2022	001-000-000-514-20-43-00	Travel & Training
			\$125.00 Total				
US Bank	4041450		\$1,369.56	63732	5/12/2022	001-000-000-514-20-49-10	Miscellaneous
			\$1,369.56 Total				
King County Treasury	2141029		\$132.06	63716	5/12/2022	001-000-000-514-40-40-00	Election Services-Voter Regist

King County Treasury	2141205	\$11,907.27 63754	5/26/2022	001-000-000-514-40-40-00 Election Services-Voter Regist
		\$12,039.33 Total		
Ogden Murphy Wallace	862023	\$8,655.00 63760	5/26/2022	001-000-000-515-41-40-00 City Attorney
Ogden Murphy Wallace	862019	\$2,815.00 63760	5/26/2022	001-000-000-515-41-40-00 City Attorney
Ogden Murphy Wallace	863099	\$1,462.50 63760	5/26/2022	001-000-000-515-41-40-00 City Attorney
Ogden Murphy Wallace	863092	\$22.50 63760	5/26/2022	001-000-000-515-41-40-00 City Attorney
Ogden Murphy Wallace	863093	\$8,710.00 63760	5/26/2022	001-000-000-515-41-40-00 City Attorney
Ogden Murphy Wallace	862024	\$1,332.50 63760	5/26/2022	001-000-000-515-41-40-00 City Attorney
Ogden Murphy Wallace	862022	\$3,889.00 63760	5/26/2022	001-000-000-515-41-40-00 City Attorney
Ogden Murphy Wallace	862017	\$1,292.50 63760	5/26/2022	001-000-000-515-41-40-00 City Attorney
Ogden Murphy Wallace	862018	\$10,659.00 63760	5/26/2022	001-000-000-515-41-40-00 City Attorney
Ogden Murphy Wallace	862025	\$22.50 63760	5/26/2022	001-000-000-515-41-40-00 City Attorney
Ogden Murphy Wallace	863100	\$112.50 63760	5/26/2022	001-000-000-515-41-40-00 City Attorney
Ogden Murphy Wallace	863095	\$357.50 63760	5/26/2022	001-000-000-515-41-40-00 City Attorney
Ogden Murphy Wallace	863097	\$1,050.00 63760	5/26/2022	001-000-000-515-41-40-00 City Attorney
Ogden Murphy Wallace	862020	\$360.00 63760	5/26/2022	001-000-000-515-41-40-00 City Attorney
Ogden Murphy Wallace	863096	\$2,447.50 63760	5/26/2022	001-000-000-515-41-40-00 City Attorney
		\$43,188.00 Total		
Summit Law Group	137002	\$700.00 63769	5/26/2022	001-000-000-515-45-40-00 Special Counsel
		\$700.00 Total		
Stewart MacNichols Harmell, Inc., PS	5.13.22	\$250.00 63768	5/26/2022	001-000-000-515-91-40-00 Public Defender
		\$250.00 Total		
Crystal And Sierra Springs-Admin	11037150 042322	\$162.63 63702	5/12/2022	001-000-000-518-10-31-00 Office And Operating Supplies
Konica Minolta Premier Finance	76153412	\$96.36 63717	5/12/2022	001-000-000-518-10-31-00 Office And Operating Supplies
Staples Business	3507998675	\$14.08 63767	5/26/2022	001-000-000-518-10-31-00 Office And Operating Supplies
Konica Minolta Premier Finance	39984029	\$617.12 63756	5/26/2022	001-000-000-518-10-31-00 Office And Operating Supplies
Washington Awards, Inc.	71464	\$138.73 63773	5/26/2022	001-000-000-518-10-31-00 Office And Operating Supplies
Staples Business	3507998674	\$18.69 63767	5/26/2022	001-000-000-518-10-31-00 Office And Operating Supplies
Crystal And Sierra Springs-Admin	11037150 052122	\$143.54 63747	5/26/2022	001-000-000-518-10-31-00 Office And Operating Supplies
Staples Business	3507998673	\$7.92 63767	5/26/2022	001-000-000-518-10-31-00 Office And Operating Supplies
Staples Business	3507998676	\$113.24 63767	5/26/2022	001-000-000-518-10-31-00 Office And Operating Supplies

Staples Business	3507998672		\$95.80	63767	5/26/2022	001-000-000-518-10-31-00	Office And Operating Supplies
US Bank	Osada 4/2-5/2 2022 credit card	Sayl Chair	\$781.43	May 2022 Credit Card Payments	5/31/2022	001-000-000-518-10-31-00	Office And Operating Supplies
			\$2,189.54	Total			
Pro-shred	53142		\$55.66	63723	5/12/2022	001-000-000-518-10-41-00	Professional Services
Pro-shred	52716		\$55.66	63723	5/12/2022	001-000-000-518-10-41-00	Professional Services
			\$111.32	Total			
Centurylink	4254517838049B.		\$165.27	63699	5/12/2022	001-000-000-518-10-42-00	Postage/Telephone
Centurylink	425-451-7838-049B 5/7-6/7		\$169.54	63745	5/26/2022	001-000-000-518-10-42-00	Postage/Telephone
			\$334.81	Total			
US Bank	Kellerman 4/2-5/2 2022 credit card	Training for new commissioner Hsu	\$40.74	May 2022 Credit Card Payments	5/31/2022	001-000-000-518-10-43-00	Travel & Training
			\$40.74	Total			
Daily Journal of	3377594		\$1,197.80	63705	5/12/2022	001-000-000-518-10-44-00	Advertising
US Bank	Kellerman 4/2-5/2 2022 credit card	Assistant Finance Director Job Posting	\$449.00	May 2022 Credit Card Payments	5/31/2022	001-000-000-518-10-44-00	Advertising
US Bank	Kellerman 4/2-5/2 2022 credit card	Assistant Finance Director Job Posting	\$50.00	May 2022 Credit Card Payments	5/31/2022	001-000-000-518-10-44-00	Advertising
			\$1,696.80	Total			
Bellevue City Treasurer - Water	05065006 02/07-04/08/22		\$687.51	63694	5/12/2022	001-000-000-518-10-47-00	Utility Serv-Elec,Water,Waste
			\$687.51	Total			
US Bank	Kellerman 4/2-5/2 2022 credit card	WMCA Annual Dues - City Clerk	\$75.00	May 2022 Credit Card Payments	5/31/2022	001-000-000-518-10-49-20	Dues, Subscriptions
Wide Format Company,	136008		\$56.69	63774	5/26/2022	001-000-000-518-10-49-40	Photocopies
Wide Format Company,	135860		\$73.61	63774	5/26/2022	001-000-000-518-10-49-40	Photocopies
			\$205.30	Total			
US Bank	Kellerman 4/2-5/2 2022 credit card	Public Storage	\$839.00	May 2022 Credit Card Payments	5/31/2022	001-000-000-518-30-45-00	Facility Rental
			\$839.00	Total			
Hermanson Company,	8023937		\$1,273.35	63712	5/12/2022	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Hermanson Company,	8026392		\$4,213.53	63712	5/12/2022	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg

WA ST Dept of Labor & Industries	348558		\$28.40	63734	5/12/2022	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Buenavista Services, Inc	9656		\$1,158.62	63697	5/12/2022	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Buenavista Services, Inc	9657		\$2,037.75	63697	5/12/2022	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Willard's Pest Control	383110		\$89.53	63775	5/26/2022	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Home Depot Credit	1071575		\$65.09	63752	5/26/2022	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Home Depot Credit	7619007		\$284.06	63752	5/26/2022	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$9,150.33	Total			
TIG Technology Integration Group	5455387		\$109.00	63731	5/12/2022	001-000-000-518-80-31-00	IT HW, SW, Operating Supplies
TIG Technology Integration Group	5456706		\$90.28	63770	5/26/2022	001-000-000-518-80-31-00	IT HW, SW, Operating Supplies
TIG Technology Integration Group	5457126		\$89.18	63770	5/26/2022	001-000-000-518-80-31-00	IT HW, SW, Operating Supplies
US Bank	Nations 4/2-5/2 2022 credit card	Keyboard for Fischer	\$66.24	May 2022 Credit Card Payments	5/31/2022	001-000-000-518-80-31-00	IT HW, SW, Operating Supplies
			\$354.70	Total			
ClvicPlus, LLC	226069		\$385.35	63700	5/12/2022	001-000-000-518-80-41-50	Technical Services, Software Services
TIG Technology Integration Group	5453920		\$1,053.82	63731	5/12/2022	001-000-000-518-80-41-50	Technical Services, Software Services
Message Watcher, LLC	47918		\$240.50	63719	5/12/2022	001-000-000-518-80-41-50	Technical Services, Software Services
TIG Technology Integration Group	21263		\$10,619.78	63731	5/12/2022	001-000-000-518-80-41-50	Technical Services, Software Services
Message Watcher, LLC	48244		\$226.00	63758	5/26/2022	001-000-000-518-80-41-50	Technical Services, Software Services
King County Treasury	11011912		\$750.00	63754	5/26/2022	001-000-000-518-80-41-50	Technical Services, Software Services
8X8, Inc.	3398632		\$903.65	63743	5/26/2022	001-000-000-518-80-41-50	Technical Services, Software Services
US Bank	Kellerman 4/2-5/2 2022 credit card	Zoom for Virtual Meetings	\$482.25	May 2022 Credit Card Payments	5/31/2022	001-000-000-518-80-41-50	Technical Services, Software Services
US Bank	Kellerman 4/2-5/2 2022 credit card	Web services internet logs	\$0.29	May 2022 Credit Card Payments	5/31/2022	001-000-000-518-80-41-50	Technical Services, Software Services
			\$14,661.64	Total			
Michael & JJ , LLC	1164		\$73.23	63720	5/12/2022	001-000-000-521-20-22-00	Uniforms

911 Supply Inc	INV-2-18504		\$118.90	63737	5/12/2022	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-18182		\$983.27	63690	5/12/2022	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-18505		\$47.35	63737	5/12/2022	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-18369		\$214.66	63690	5/12/2022	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-18183		\$1,019.59	63690	5/12/2022	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-18700		\$422.77	63744	5/26/2022	001-000-000-521-20-22-00	Uniforms
US Bank	Gidlof 4/2-5/2 2022 credit card	Uniforms - Skryke Pant	\$173.96	May 2022	5/31/2022	001-000-000-521-20-22-00	Uniforms
				Credit Card Payments			
US Bank	Gidlof 4/2-5/2 2022 credit card	Uniforms	\$148.32	May 2022	5/31/2022	001-000-000-521-20-22-00	Uniforms
				Credit Card Payments			
			\$3,202.05	Total			
Staples Business	3507043842		\$165.13	63730	5/12/2022	001-000-000-521-20-31-00	Office Supplies
Staples Business	3507043844		\$19.14	63730	5/12/2022	001-000-000-521-20-31-00	Office Supplies
Staples Business	3507043840		\$155.36	63730	5/12/2022	001-000-000-521-20-31-00	Office Supplies
Staples Business	3507043843		\$31.92	63730	5/12/2022	001-000-000-521-20-31-00	Office Supplies
Staples Business	3507043841		\$69.78	63730	5/12/2022	001-000-000-521-20-31-00	Office Supplies
US Bank	Gidlof 4/2-5/2 2022 credit card	50 Thin 26 Bit Proximity	\$78.16	May 2022	5/31/2022	001-000-000-521-20-31-00	Office Supplies
				Credit Card Payments			
US Bank	Gidlof 4/2-5/2 2022 credit card	Seamstress Scissors	\$22.10	May 2022	5/31/2022	001-000-000-521-20-31-00	Office Supplies
				Credit Card Payments			
US Bank	Gidlof 4/2-5/2 2022 credit card	Sanitizer Dispenser	\$125.64	May 2022	5/31/2022	001-000-000-521-20-31-00	Office Supplies
				Credit Card Payments			
US Bank	Gidlof 4/2-5/2 2022 credit card	PD Kitchen LED light	\$59.43	May 2022	5/31/2022	001-000-000-521-20-31-00	Office Supplies
				Credit Card Payments			
US Bank	Gidlof 4/2-5/2 2022 credit card	Ink Pad	\$6.73	May 2022	5/31/2022	001-000-000-521-20-31-00	Office Supplies
				Credit Card Payments			
			\$733.39	Total			
US Bank	Gidlof 4/2-5/2 2022 credit card	Training - Inert Simulator	\$252.48	May 2022	5/31/2022	001-000-000-521-20-31-40	Police Operating Supplies
				Credit Card Payments			
			\$252.48	Total			
Adamson Police	INV375873		\$1,222.50	63691	5/12/2022	001-000-000-521-20-31-60	Ammo/Range (Targets, etc)

US Bank	Gidlof 4/2-5/2 2022 credit card	Blackhawk Rifle	\$77.05	May 2022 Credit Card Payments	5/31/2022	001-000-000-521-20-31-60	Ammo/Range (Targets, etc)
			\$1,299.55 Total				
US Bank Voyager Fleet	8693624262215		\$2,629.93	63741	5/12/2022	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
Tiki Car Wash	042022-2		\$35.80	63740	5/12/2022	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			\$2,665.73 Total				
G.W. Gunarama Wholesale, Inc.	1166818		\$499.85	63710	5/12/2022	001-000-000-521-20-35-20	Firearms (Purchase & Repair)
			\$499.85 Total				
Mac Towing	22-04-28964		\$229.01	63718	5/12/2022	001-000-000-521-20-41-00	Professional Services
US Bank	Gidlof 4/2-5/2 2022 credit card	Scott & Hadland Plates	\$20.92	May 2022 Credit Card Payments	5/31/2022	001-000-000-521-20-41-00	Professional Services
			\$249.93 Total				
Norcom	0001254		\$16,383.19	63759	5/26/2022	001-000-000-521-20-41-15	Dispatch Services-Norcom Trans
			\$16,383.19 Total				
Eastside Public Safety Communicat'n	10785		\$495.39	63707	5/12/2022	001-000-000-521-20-41-20	Dispatch-EPSCA
			\$495.39 Total				
PST Investigations	PSTI22-122		\$760.00	63739	5/12/2022	001-000-000-521-20-41-50	Recruitment-Background
Kaiser Permanente	71773951		\$68.00	63715	5/12/2022	001-000-000-521-20-41-50	Recruitment-Background
			\$828.00 Total				
AT&T Mobility	287287975246X04272022		\$1,130.61	63692	5/12/2022	001-000-000-521-20-42-00	Communications (phone,Pager)
Centurylink	4256373989759B.		\$239.45	63699	5/12/2022	001-000-000-521-20-42-00	Communications (phone,Pager)
Centurylink	425-454-2095-384B 5/8-6/8		\$133.68	63745	5/26/2022	001-000-000-521-20-42-00	Communications (phone,Pager)
Centurylink	425-637-3989-759B 5/17-6/17		\$242.95	63745	5/26/2022	001-000-000-521-20-42-00	Communications (phone,Pager)
			\$1,746.69 Total				
IAPE	LI884534		\$320.00	63753	5/26/2022	001-000-000-521-20-43-00	Travel & Training
US Bank	Gidlof 4/2-5/2 2022 credit card	Training Glenn	\$125.00	May 2022 Credit Card Payments	5/31/2022	001-000-000-521-20-43-00	Travel & Training
			\$445.00 Total				
Day Wireless Systems	INV722879		\$2,563.86	63706	5/12/2022	001-000-000-521-20-48-00	Repairs & Maint-Equip & Evidence SW
Day Wireless Systems	INV722929		\$867.26	63706	5/12/2022	001-000-000-521-20-48-00	Repairs & Maint-Equip & Evidence SW

Day Wireless Systems	INV722775		\$4,233.12	63706	5/12/2022	001-000-000-521-20-48-00	Repairs & Maint-Equip & Evidence SW
Ford of Bellevue	536564		\$463.72	63738	5/12/2022	001-000-000-521-20-48-10	Repairs & Maint-Automobiles
Autonation Shared Service Center	AN253-A		\$1,349.51	63693	5/12/2022	001-000-000-521-20-48-10	Repairs & Maint-Automobiles
Ford of Bellevue	536636		\$204.36	63738	5/12/2022	001-000-000-521-20-48-10	Repairs & Maint-Automobiles
Tuscan Enterprises, Inc.	967255		\$2,690.40	63771	5/26/2022	001-000-000-521-20-48-10	Repairs & Maint-Automobiles
Puget Sound Energy	200004844698	3/24-4/21/22	\$32.59	63724	5/12/2022	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
Comcast	8498330081741723	05/07-06/06/22	\$250.87	63701	5/12/2022	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
Comcast	8498330130187935	05/07-06/06/22	\$245.36	63701	5/12/2022	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
Puget Sound Energy	200024956076	3/23-4/20/22	\$30.87	63724	5/12/2022	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
Puget Sound Energy	200004844904	3/24-4/21/22	\$34.78	63724	5/12/2022	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
Comcast	8498330130193587	4/25-5/24/22	\$146.36	63701	5/12/2022	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
Comcast	8498330130193223	5/16-6/15/22	\$245.36	63746	5/26/2022	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
Comcast	8498330130193264	5/16-6/15/22	\$245.36	63746	5/26/2022	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
Puget Sound Energy	200004850133	4/16-5/16/22	\$24.80	63762	5/26/2022	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
			\$13,628.58	Total			
WA Assoc of Sheriffs & Police Chief	DUES 2022-00472		\$75.00	63742	5/12/2022	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
IAPE	M22-C594391		\$65.00	63713	5/12/2022	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
Leadsonline.com	327097		\$2,261.00	63757	5/26/2022	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
US Bank	Gidlof 4/2-5/2 2022 credit card	PD Metal Signs	\$197.90	May 2022 Credit Card Payments	5/31/2022	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
			\$2,598.90	Total			
US Bank	Marxer 4/2-5/2 2022 credit card	guard recruitment	\$94.97	May 2022 Credit Card Payments	5/31/2022	001-000-000-571-00-32-00	Miscellaneous - Lifeguards
			\$94.97	Total			
Crystal And Sierra Springs-PW	5291929 042322		\$82.65	63703	5/12/2022	001-000-000-576-80-31-00	Operating Supplies

Cedar Grove Composting Inc	672910		\$77.07	63698	5/12/2022	001-000-000-576-80-31-00	Operating Supplies
Home Depot Credit	8518883		\$44.46	63752	5/26/2022	001-000-000-576-80-31-00	Operating Supplies
US Bank	Crickmore 4/2-5/2 2022 credit card	Plants for City Hall Plantings	\$166.16	May 2022 Credit Card Payments	5/31/2022	001-000-000-576-80-31-00	Operating Supplies
US Bank	Crickmore 4/2-5/2 2022 credit card	Mower and Trimmer Supplies	\$113.32	May 2022 Credit Card Payments	5/31/2022	001-000-000-576-80-31-00	Operating Supplies
			\$483.66	Total			
Republic Services, Inc. dba Rabanco, Ltd.	0172-008895257		\$15.96	63763	5/26/2022	001-000-000-576-80-41-04	Professional Services-Misc
Republic Services, Inc. dba Rabanco, Ltd.	0172-008870124		\$791.07	63763	5/26/2022	001-000-000-576-80-41-04	Professional Services-Misc
			\$807.03	Total			
Centurylink	4254548183070B.		\$129.30	63699	5/12/2022	001-000-000-576-80-42-00	Telephone/postage
AT&T Mobility	287290584494X04132022		\$275.52	63692	5/12/2022	001-000-000-576-80-42-00	Telephone/postage
Comcast	8498330081741723 05/07-06/06/22		\$0.00	63701	5/12/2022	001-000-000-576-80-42-00	Telephone/postage
			\$404.82	Total			
Puget Sound Energy	300000000087 3/3-4/1/22		\$23.61	63724	5/12/2022	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	200004844466 3/24-4/21/22		\$15.19	63724	5/12/2022	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	05066001 02/07-04/08/22		\$206.31	63694	5/12/2022	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	20012316424 3/23-4/20/22		\$495.20	63724	5/12/2022	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	05172008 02/07-04/07/22		\$1,160.67	63694	5/12/2022	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	07522006 02/02-04/04/22		\$121.96	63694	5/12/2022	001-000-000-576-80-47-00	Utilities
			\$2,022.94	Total			
US Bank	Crickmore 4/2-5/2 2022 credit card	SCAG Mower Parts	\$634.53	May 2022 Credit Card Payments	5/31/2022	001-000-000-576-80-48-00	Repair & Maint Equipment
			\$634.53	Total			
SHI International Corp	B15148203		\$424.67	63766	5/26/2022	001-000-000-594-14-64-00	City Hall IT HW/SW >\$5K Capital Outlay
			\$424.67	Total			
FCI - Custom Police Vehicles	14353		\$779.42	63709	5/12/2022	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost

FCI - Custom Police Vehicles	14351		\$817.99	63709	5/12/2022	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost
FCI - Custom Police Vehicles	14352		\$991.17	63709	5/12/2022	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost
FCI - Custom Police Vehicles	14350		\$698.20	63709	5/12/2022	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost
FCI - Custom Police Vehicles	14349.		\$1,870.82	63709	5/12/2022	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost
			\$5,157.60	Total			
FCI - Custom Police Vehicles	14353		\$214.30	63709	5/12/2022	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
FCI - Custom Police Vehicles	14352		\$377.79	63709	5/12/2022	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
FCI - Custom Police Vehicles	14350		\$240.92	63709	5/12/2022	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
FCI - Custom Police Vehicles	14349.		\$203.98	63709	5/12/2022	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
FCI - Custom Police Vehicles	14351		\$263.09	63709	5/12/2022	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
			\$1,300.08	Total			
Issaquah Honda Kubota	492911		\$178.66	63714	5/12/2022	101-000-000-542-30-31-00	Operating & Maintenance Supplies
US Bank	Crickmore 4/2-5/2 2022 credit card	Lopper Replacement Handles	\$20.46	May 2022 Credit Card Payments	5/31/2022	101-000-000-542-30-31-00	Operating & Maintenance Supplies
US Bank	Crickmore 4/2-5/2 2022 credit card	Tie Dow Ratchet Straps	\$98.92	May 2022 Credit Card Payments	5/31/2022	101-000-000-542-30-31-00	Operating & Maintenance Supplies
US Bank	Crickmore 4/2-5/2 2022 credit card	Sign Blanks and Tape	\$859.35	May 2022 Credit Card Payments	5/31/2022	101-000-000-542-30-31-00	Operating & Maintenance Supplies
			\$1,157.39	Total			
Gray & Osborne, Inc.	22464.00		\$557.66	63711	5/12/2022	101-000-000-542-30-41-03	NPDES Grant
			\$557.66	Total			
Utilities Underground Location Ctr	2040180		\$56.76	63733	5/12/2022	101-000-000-542-30-47-00	Utility Services
Utilities Underground Location Ctr	2030180-IN		\$113.27	63733	5/12/2022	101-000-000-542-30-47-00	Utility Services
			\$170.03	Total			
Puget Sound Energy	220013672732 4/2-5/2/22		\$29.19	63762	5/26/2022	101-000-000-542-63-41-00	Street Light Utilities

Puget Sound Energy	220013665165 4/2-5/2/22		\$12.43 63762	5/26/2022	101-000-000-542-63-41-00 Street Light Utilities
Puget Sound Energy	220014371912 4/2-5/2/22		\$1,745.15 63762	5/26/2022	101-000-000-542-63-41-00 Street Light Utilities
Puget Sound Energy	300000000087 4/2-5/2/22		\$47.23 63762	5/26/2022	101-000-000-542-63-41-00 Street Light Utilities
Puget Sound Energy	220014371946 4/2-5/2/22		\$105.46 63762	5/26/2022	101-000-000-542-63-41-00 Street Light Utilities
			\$1,939.46 Total		
Bellevue City Treasurer - Water	14971001 01/24-03/31/22		\$121.96 63694	5/12/2022	101-000-000-542-70-40-00 Street Irrigation Utilities
Bellevue City Treasurer - Water	90108897 01/26-03/30/22		\$127.05 63694	5/12/2022	101-000-000-542-70-40-00 Street Irrigation Utilities
			\$249.01 Total		
US Bank	Crickmore 4/2-5/2 2022 credit card	Trees for city hall plantings	\$616.56 May 2022 Credit Card Payments	5/31/2022	103-000-000-558-60-49-10 Miscellaneous-Tree Replacement
US Bank	Crickmore 4/2-5/2 2022 credit card	2022 Arbor Day Tree	\$141.21 May 2022 Credit Card Payments	5/31/2022	103-000-000-558-60-49-10 Miscellaneous-Tree Replacement
US Bank	Osada 4/2-5/2 2022 credit card	Arber Day Seedlings	\$530.00 May 2022 Credit Card Payments	5/31/2022	103-000-000-558-60-49-10 Miscellaneous-Tree Replacement
			\$1,287.77 Total		
BendPak, Inc dba WRENCHERS	627284-00		\$15,392.64 20100956	5/26/2022	307-000-000-594-18-60-00 Building Improvements
			\$15,392.64 Total		
Emerald City Fence Rentals LLC	14581		\$2,324.43 63708	5/12/2022	307-000-000-594-76-63-20 Park Improvements
H D Fowler Company	1610814		\$2,358.33 63750	5/26/2022	307-000-000-594-76-63-20 Park Improvements
Home Depot Credit	3510436		\$190.73 63752	5/26/2022	307-000-000-594-76-63-20 Park Improvements
Herc Equipment Rental Corporation	32831320-001		\$1,755.01 63751	5/26/2022	307-000-000-594-76-63-20 Park Improvements
Herc Equipment Rental Corporation	32827813-001		\$4,481.08 63751	5/26/2022	307-000-000-594-76-63-20 Park Improvements
Home Depot Credit	8624223		\$49.26 63752	5/26/2022	307-000-000-594-76-63-20 Park Improvements
Pacific Topsoils, Inc.	22-T1256138		\$113.16 63761	5/26/2022	307-000-000-594-76-63-20 Park Improvements
US Bank	Crickmore 4/2-5/2 2022 credit card	Diesel Fuel for playground equipment	\$300.00 May 2022 Credit Card Payments	5/31/2022	307-000-000-594-76-63-20 Park Improvements

US Bank	Crickmore 4/2-5/2 2022 credit card	Diesel Fuel for playground excavation Equipment	\$250.00 May 2022 Credit Card Payments	5/31/2022	307-000-000-594-76-63-20	Park Improvements
			\$11,822.00 Total			
Gray & Osborne, Inc.	22488.01		\$179.58 63711	5/12/2022	307-000-000-595-30-63-01	Street Improvements, Overlays
Scheid's Metal Fabrication & Design LLC	193		\$6,594.50 63726	5/12/2022	307-000-000-595-30-63-01	Street Improvements, Overlays
Scheid's Metal Fabrication & Design LLC	196		\$539.00 63765	5/26/2022	307-000-000-595-30-63-01	Street Improvements, Overlays
			\$7,313.08 Total			
Gray & Osborne, Inc.	21575.00		\$458.58 63711	5/12/2022	307-000-000-595-30-63-02	Storm Sewer Improvements
			\$458.58 Total			
Gray & Osborne, Inc.	21441.00		\$5,208.90 63711	5/12/2022	307-000-000-595-30-63-10	Sidewalk Improvements
			\$5,208.90 Total			
Ogden Murphy Wallace	863094		\$537.50 63760	5/26/2022	401-000-000-515-41-40-00	City Attorney, Dev. Serv.
			\$537.50 Total			
TIG Technology Integration Group	21263		\$1,956.94 63731	5/12/2022	401-000-000-518-80-41-50	Technical Services, Software Services
			\$1,956.94 Total			
WA ST Dept of Transportation	FB91017010221		\$68.82 63735	5/12/2022	401-000-000-558-60-32-00	Vehicle Expenses - Gas, Oil, Maint.
			\$68.82 Total			
CWA Consultants	22-145		\$550.00 63704	5/12/2022	401-000-000-558-60-41-00	Professional Services
CWA Consultants	22-172		\$330.00 63748	5/26/2022	401-000-000-558-60-41-00	Professional Services
			\$880.00 Total			
Blueline Group LLC, The	23412		\$1,400.00 63695	5/12/2022	401-000-000-558-60-41-01	Planning Consultant
Blueline Group LLC, The	23506		\$10,800.00 63695	5/12/2022	401-000-000-558-60-41-01	Planning Consultant
			\$12,200.00 Total			
Sound Law Center	2742		\$4,570.00 63728	5/12/2022	401-000-000-558-60-41-02	Hearing Examiner
			\$4,570.00 Total			
Gray & Osborne, Inc.	21427.27		\$375.06 63711	5/12/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	19412.55		\$202.03 63711	5/12/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	19412.71		\$320.23 63711	5/12/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	21427.07		\$375.34 63711	5/12/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	19412.35		\$334.59 63711	5/12/2022	401-000-000-558-60-41-07	Engineering Consultant

Gray & Osborne, Inc.	22427.01	\$770.28	63711	5/12/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	20425.24	\$62.51	63711	5/12/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	21427.15	\$548.51	63711	5/12/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	21427.18	\$375.92	63711	5/12/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	19412.38	\$264.54	63711	5/12/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	22427.00	\$1,270.06	63711	5/12/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	21427.24	\$62.51	63711	5/12/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	21427.26	\$125.02	63711	5/12/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	21427.25	\$367.66	63711	5/12/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	21427.22	\$985.64	63711	5/12/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	20425.14	\$195.21	63711	5/12/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	21427.17	\$97.61	63711	5/12/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	21427.28	\$264.54	63711	5/12/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	19412.42	\$264.54	63711	5/12/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	20425.07	\$264.54	63711	5/12/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	19412.73	\$474.11	63711	5/12/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	22427.03	\$1,290.51	63711	5/12/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	20425.03	\$131.98	63749	5/26/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	21427.26.1	\$180.13	63749	5/26/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	22427.00.1	\$707.77	63749	5/26/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	21427.14	\$312.56	63749	5/26/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	21427.19	\$305.15	63749	5/26/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	19412.71.1	\$338.31	63749	5/26/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	21427.01	\$591.75	63749	5/26/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	22427.13	\$187.53	63749	5/26/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	22427.07	\$402.62	63749	5/26/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	20425.12	\$250.04	63749	5/26/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	20425.19	\$62.51	63749	5/26/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	21427.06	\$375.06	63749	5/26/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	21427.22.1	\$950.41	63749	5/26/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	20425.24.1	\$139.52	63749	5/26/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	21427.13	\$277.60	63749	5/26/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	19412.35.1	\$3.40	63749	5/26/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	20425.10	\$195.07	63749	5/26/2022	401-000-000-558-60-41-07	Engineering Consultant

Gray & Osborne, Inc.	22427.03.1		\$62.51	63749	5/26/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	21427.27.1		\$375.06	63749	5/26/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	20561.00		\$55.00	63749	5/26/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	21427.18.1		\$335.07	63749	5/26/2022	401-000-000-558-60-41-07	Engineering Consultant
			\$15,530.01	Total			
BRC Acoustics & Audiovisual Design	26723		\$3,546.54	63696	5/12/2022	401-000-000-558-60-41-08	Sound Testing Consultant
			\$3,546.54	Total			
Otak, Inc.	000042200142		\$10,290.94	63722	5/12/2022	401-000-000-558-60-41-50	Landscape Consultant
			\$10,290.94	Total			
Seattle Times, The	18745		\$1,115.00	63727	5/12/2022	401-000-000-558-60-42-00	Communications
			\$1,115.00	Total			
US Bank	Wilcox 4/2-5/2 2022 credit card	Development Services Director Training	\$125.00	May 2022 Credit Card Payments	5/31/2022	401-000-000-558-60-43-00	Travel & Training
			\$125.00	Total			
Washington State Patrol	I22006236		\$111.00	63736	5/12/2022	631-000-000-589-30-02-00	WA ST Patrol-Gun-Fbi
			\$111.00	Total			

\$ 267,696.19 Ap Total

Payroll	May 2022 Payroll	Payroll	\$ 17,986.96	Total	5/27/2022	001-000-000-513-10-11-00	Salaries, Wages & Benefits
Payroll	May 2022 Payroll	Payroll	26,282.42	Total	5/27/2022	001-000-000-514-20-11-00	Salaries, Wages & Benefits
Payroll	May 2022 Payroll	Payroll	33,718.33	Total	5/27/2022	001-000-000-518-10-11-00	Salaries, Wages & Benefits
Payroll	May 2022 Payroll	Payroll	172,561.89	Total	5/27/2022	001-000-000-521-20-11-00	Salaries, Wages & Benefits
Payroll	May 2022 Payroll	Payroll	23,725.58	Total	5/27/2022	101-000-000-542-30-11-00	Salaries, Wages & Benefits
Payroll	May 2022 Payroll	Payroll	49,907.63	Total	5/27/2022	001-000-000-558-60-11-00	Salaries, Wages & Benefits
Payroll	May 2022 Payroll	Payroll	35,418.01	Total	5/27/2022	001-000-000-576-80-11-00	Salaries, Wages & Benefits

\$ 359,600.82 Payroll Total

\$ 627,297.01 Period Grand Total



MEDINA, WASHINGTON

PARK BOARD MEETING MINUTES

Virtual/Online

Monday, March 21, 2022 – 5:00 PM

MINUTES

1. CALL TO ORDER / ROLL CALL

Meeting called to order at 5pm by Chair Sarah Gray and roll call taken by Deputy City Clerk, Dawn Nations.

PRESENT

Chair Sarah Gray
 Board Member Collette McMullen
 Vice Chair Barbara Moe
 Board Member Gretchen Stengel
 Board Member Rebecca Johnston
 Board Member Katie Surbeck
 Emeritus Member Penny Martin

ABSENT

Youth Advisor Ben Johnston

STAFF PRESENT

Ryan Osada, Pat Crickmore, Steve Burns, Austin Gidlof, Dawn Nations

2. ANNOUNCEMENTS

None.

3. APPROVAL OF PARK BOARD MINUTES

3.1 Park Board Meeting Minutes of February 15, 2022

Recommendation: Adopt Minutes.

Staff Contact: Dawn Nations, Deputy City Clerk

ACTION: Motion made by Board Member Stengel, Seconded by Board Member McMullen. Carried 6-0

4. PUBLIC COMMENT

None.

5. PARK BOARD BUSINESS

5.1 Medina Park Playground Project Update

- a) Information Signage
- b) Ribbon Cutting Ceremony Discussion

Recommendation: Discussion and direction.

Staff Contact: Ryan Osada, Public Works Director

Ryan Osada gave brief update on timeline for the demo and installation. The Board discussed signage and gave direction to Public Works to create signage. Ribbon Cutting ceremony will be held on June 4, 2022 at 10am.

5.2 Youth Advisory Position Outreach Update by Ben Johnston, Youth Advisor

Rebecca Johnston gave brief update regarding the areas where the Youth Advisory upcoming open position will be posted.

5.3 Easter Egg Hunt Finalize Details

- a) Reminder Egg Stuffing on March 24 at 10am - City Hall
- b) Reminder- Bite Size Candy needed
- c) Set up - Easter Egg Hunt - April 2 at Medina Park - arrive at 8:30am

The Board discussed the final details for the Easter Egg hunt and reminded Board members of upcoming dates.

5.4 Arbor Day Finalize Details

- a) Tree and Location
- b) Update Medina Elementary 1st graders of details

The final details for Arbor Day were discussed. Public Works announced they will be planting a Maple Tree at Medina Park on April 29 at 10am. Rebecca Johnston confirmed the Medina Elementary 1st graders will be joining the celebration.

6. OTHER BUSINESS

6.1 Upcoming Park Board Event Date Reminders:

- 1) March 24, 2022 at 10am Easter Egg Stuffing at City Hall
- 2) April 2, 2022 Easter Egg Hunt at Medina Park - Setup at 8:30am - Hunt at 10am
- 3) April 29, 2022 Arbor Day – Medina Park at 10am

Chair Sarah Gray reminded the Board members of the important upcoming event dates.

7. PARK REPORTS

Fairweather & Lid - Stengel reported looks okay and weeding needed. The Board decided to meet on March 28th at 10am to take care of weeding.

Indian Trail - Stengel reported looks good.

Lake Lane - Moe and Martin reported looks good. Martin asked PW to check on the tree by the dock.

Medina Beach Park - Moe reported looks good.

Medina Park - Gray asked about the Weeping Willow. PW works reported it was leaning and has a big crack in it. They are waiting for removal. PW gave update regarding the Beaver issues.

Viewpoint Park - Moe reported looks good.

8. ADJOURNMENT

The meeting was adjourned at 5:53pm.

Minutes taken by:

Dawn Nations

Dawn Nations, Deputy City Clerk



MEDINA, WASHINGTON

PLANNING COMMISSION MEETING

Virtual/Online

Tuesday, April 26, 2022 – 4:00 PM

MINUTES

COMMISSION CHAIR | Laurel Preston

COMMISSION VICE-CHAIR | Shawn Schubring

COMMISSIONERS | Laura Bustamante, Li-Tan Hsu, David Langworthy, Mark Nelson, Mike Raskin

PLANNING MANAGER | Stephanie Keyser

1. CALL TO ORDER / ROLL CALL

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

PRESENT

Chair Laurel Preston

Vice Chair Shawn Schubring

Commissioner Li-Tan Hsu

Commissioner Mike Raskin

ABSENT

Commissioner Laura Bustamante

Commissioner David Langworthy

Commissioner Mark Nelson

STAFF

Bennett, Burns, Kellerman, Keyser, Miner, Wilcox

2. APPROVAL OF MEETING AGENDA

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

3. APPROVAL OF MINUTES

By consensus, Planning Commission approved the minutes.

4. ANNOUNCEMENTS

4.1 Staff/Commissioners

Keyser announced that the joint planning commission/city council meeting has been postponed until the fall. The city has been awarded a grant from the Department of Natural Resources to inventory all trees in the right of way. Next month, planning commission will begin the annual minor code updates.

5. AUDIENCE PARTICIPATION

None.

6. DISCUSSION

- 6.1 Housing Needs Assessment Draft
Recommendation: Discussion
Staff Contact(s): Stephanie Keyser, Planning Manager
Time Estimate: 30 minutes

Keyser gave presentation on the housing needs assessment draft. Commissioners discussed and asked questions. Staff responded.

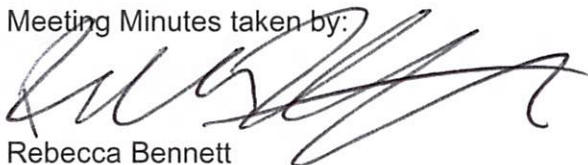
- 6.2 Alternatives to Original Grade
Recommendation: Discussion
Staff Contact(s): Stephanie Keyser, Planning Manager
Time Estimate: 30 minutes

Keyser gave presentation on the alternatives to original grade. Commissioners discussed and asked questions. Staff responded.

7. ADJOURNMENT

Motion made by Vice Chair Schubring, Seconded by Commissioner Raskin. By consensus meeting adjourned at 5:06pm

Meeting Minutes taken by:



Rebecca Bennett



MEDINA, WASHINGTON
MEDINA CITY COUNCIL
CITY COUNCIL SPECIAL MEETING

Hybrid (In-Person/Online)
 Monday, May 09, 2022 – 5:00 PM

MINUTES

1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

Mayor Rossman called the special meeting to order in the Medina Council Chambers at 5:00 p.m.

PRESENT

Mayor Jessica Rossman
 Deputy Mayor Randy Reeves
 Councilmember Cynthia Adkins
 Councilmember Jennifer Garone
 Councilmember Mac Johnston

ABSENT

Councilmember Harini Gokul
 Councilmember Bob Zook

STAFF PRESENT

Steve Burns, Scott Missall, Ryan Osada, Steve Wilcox, Jeff Sass, Ryan Wagner, Dawn Nations, Aimee Kellerman

2. APPROVAL OF MEETING AGENDA

Mayor Rossman pulled Agenda Item 5.6 and moved it to City Business as Agenda Item 8.3 for a separate discussion and action.

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

3. PUBLIC COMMENT PERIOD

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

- Mike Raskin comment in support of adding buffers between schools and transitional housing.

With no other speakers, Mayor Rossman closed the public comment period.

4. **PRESENTATIONS**

- 4.1 Presentation on Lake Washington Lake Line by Angela Chung, Bellevue Senior Planner and Linda Debolt Bellevue Utilities Assistant Director.

City of Bellevue Senior Planner, Angela Chung gave a presentation on Bellevue Utilities Lake Washington Lake Line Management Plan project. She gave a brief history on the lake line, challenges and potential replacement options. Council asked questions and she responded.

- 4.2 Planning Commission Chair Laurel Preston reported that Planning Commission is currently in discussions of moving from original grade as the zero point for new buildings and exploring the options of average existing grade.

Acting Chief Sass gave a brief summary of the April 13 Emergency Preparedness meeting.

5. **CONSENT AGENDA**

ACTION: Motion Reeves second Johnston and carried by a 5:0 (Gokul and Zook absent) vote; Council approved the Consent Agenda as amended.

- 5.1 March and April 2022, Check Register
Recommendation: Approve.
Staff Contact: Stephen R. Burns, Interim City Manager
- 5.2 Approved March 29, 2022 Planning Commission Meeting Minutes
Recommendation: Receive and file.
Staff Contact: Rebecca Bennett, Development Services Coordinator
- 5.3 Draft City Council Meeting Minutes of:
 a) April 11, 2022 Regular Meeting; and
 b) April 25, 2022 Regular Meeting.
Recommendation: Adopt Minutes.
Staff Contact: Aimee Kellerman, City Clerk
- 5.4 Proclamation recognizing “National Police Week” and “Peace Officer Memorial Day”
Recommendation: Approve.
Staff Contact: Jeffrey R. Sass, Acting Chief
- 5.5 Proclamation in Recognition of Safe Boating Week: May 21 - 27, 2022
Recommendation: Approve.
Staff Contact: Stephen R. Burns, Interim City Manager
- 5.6 Amendments to Medina Municipal Code Section 16.40.060 Building Permit Expiration
Recommendation: Approve.
Staff Contact: Steven R. Wilcox, Development Services Director

6. **LEGISLATIVE HEARING**

None.

7. **PUBLIC HEARING**

None.

8. **CITY BUSINESS**

8.1 Management Transition Plan

Recommendation: Discussion.

Staff Contact: Scott Missall, City Attorney

City Attorney Scott Missall gave a brief update on the Management Transition Plan.

ACTION: Update only; no action taken.

8.2 Permanent and Supportive Transitional Housing - 1,000 ft Buffer Update

Recommendation: Update and discussion. Council may take action.

Staff Contact: Scott Missall, City Attorney

City Attorney Scott Missall gave an update on his research on buffers between schools and permanent and supportive transitional housing. Council discussed, asked questions and staff responded.

ACTION: Motion Reeves facilities shall be located at least 600 feet from an elementary school, middle school, and high school. Distance shall be measured in a straight line between the closest property line of the school and closest property line of the facility. This was seconded by Garone.

Council continued discussion.

ACTION: Reeves withdrew motion.

ACTION: Motion Reeves facilities shall be located at least 600 feet from a preschool, elementary school, middle school, and high school. Distance shall be measured in a straight line between the closest property line of the school and closest property line of the facility. This was seconded by Garone. Council either spoke in favor of or against the motion.

Motion failed 3:2 (Adkins, Johnston, and Rossman dissented) (Gokul and Zook absent) vote.

ACTION: Council directed staff to consult with local experts and evaluate different buffers, siting issues and resident screening processes.

8.3 Passport Services Reinstatement

Recommendation: Approve.

Staff Contact: Aimee Kellerman, CMC, City Clerk

Councilmember Adkins commented on concerns about impacts to staff and potential traffic increase by being a regional resource with reinstatement of passport services. City Clerk, Aimee Kellerman responded to the concerns.

ACTION: By consensus, Council agreed to reinstate passport services.

9. INTERIM CITY MANAGER'S REPORT

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

Director of Development Services gave a brief summary of activities in Development Services.

Director of Public Works Ryan Osada gave a brief update on the Medina playground project. The grand opening Park Board celebration will be June 4 at 10:00 am.

Director of Finance and Human Resources Ryan Wagner gave a brief update of the city's finances. Will be scheduling a Finance Committee meeting in June.

Acting Chief Jeff Sass gave a brief summary of the October officer involved shooting for the new Councilmembers.

Interim City Manager Steve Burns gave a summary of his report. University of Washington conducted a high-speed test at the PACCAR technical center track in Mount Vernon on March 11 for the SR 520 Expansion Joint and will provide the city manager with an update over the next few weeks.

10. REQUESTS FOR FUTURE AGENDA ITEMS AND COUNCIL ROUND TABLE

Councilmember Garone asked about replacement budget for a new willow tree at Medina Park. Director of Public Works, Ryan Osada responded and confirmed that staff does have budget and will be planting a new willow tree in the fall.

11. PUBLIC COMMENT

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

12. EXECUTIVE SESSION

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 moved into Executive Session for up to 30 minutes at 8:09 p.m.

Council adjourned the executive session back into the regular meeting at 8:28 p.m.

ACTION: Motion Reeves to ratify the agreement by and between the City of Medina, Washington and the City of Medina Patrol Officers Collective, January 1, 2022 through December 31, 2026. This was seconded by Adkins and carried by a 5:0 (Gokul and Zook absent) vote.

13. 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

Council moved into executive session for up to 30 minutes at 8:31 p.m.

Council adjourned the executive session back into the regular meeting at 8:40 p.m.

ACTION: No action was taken following the executive session.

14. ADJOURNMENT

By consensus, Council adjourned the regular meeting at 8:41 p.m.



MEDINA, WASHINGTON

AGENDA BILL

Monday, June 13, 2022

Subject: Medina Parks and Recreation and Planning Commission Appointment Confirmations

Category: Consent

Staff Contact: Aimee Kellerman, CMC, City Clerk

Summary

PARK BOARD YOUTH ADVISOR

On May 17th, the Council Personnel Committee (Councilmembers Cynthia Adkins and Mac Johnston and Mayor Jessica Rossman), together with Park Board Chair Sarah Gray, met with applicants for the Park Board's Youth Advisor position, and now recommend appointment of Will Reeves.

Mr. Reeves demonstrated a lifelong passion for parks and life sciences, including interests in native species and the importance of parks in providing kids with fun and even magical experiences in nature. The committee appreciated the thorough and thoughtful application he submitted, and he came to the interview well prepared to discuss both Medina's parks and his own qualifications to serve on the Board. His application is attached for Council's review.

PLANNING COMMISSION

Two Planning Commission terms are expiring. The Council Personnel Committee recommends re-appointing the Commissioners currently serving in those positions, in accordance with the city's historical reappointment practices and for the additional reasons below.

Dr. Li-Tan Hsu was appointed by Council on March 14, 2022, to fill Planning Commission Position 3, which was vacated when Randy Reeves resigned to become a councilmember. Dr. Hsu has only recently completed her required city training and become eligible to assume her role as a Planning Commissioner.

Mr. Mark Nelson currently holds Planning Commission Position. He is well-qualified for that role, and it is appreciated that he comes to meetings prepared, engaging in and contributing to the Commission's work in a friendly and collaborative manner. Of all current city staff and volunteers, Mr. Nelson is the only one who has institutional knowledge of past work on Medina's Comprehensive Plan. Medina is about to begin the Comprehensive Plan process, which will require significant city resources and focus through 2024, so Personnel Committee believes that retaining institutional knowledge related to that process is important for the city.

Attachment

None.

Budget/Fiscal Impact: None.

Recommendation: Approve.

City Manager Approval:



Proposed Council Motion: “I move to approve the Medina Personnel Committee’s recommendation as follows:

- a) Appoint Will Reeves to the Medina Parks and Recreation Board as the youth advisor;
- b) Reappoint Li-Tan Hsu to the Medina Planning Commission, Position No. 3; and
- c) Reappoint Mark Nelson to the Medina Planning Commission, Position No. 7.”



MEDINA, WASHINGTON

AGENDA BILL

Monday, June 13, 2022

Subject: Ordinance Amending Medina Municipal Code 2.04 regarding City Council Regular Meeting Procedures

Category: Consent

Staff Contacts: Scott Missall, City Attorney and Aimee Kellerman, City Clerk

Summary

In April 2020, the City Council adopted Ordinance No. 982, which amended Medina Municipal Code (“MMC”) Chapter 2.04 to revise the City Council regular meeting time and implement other changes in response to the public health emergency proclamations issued by Governor Inslee related to the COVID-19 pandemic.

While the State of Washington remains in a state of emergency, most COVID-19 related barriers that required issuance of certain orders have largely receded and Governor Inslee has thus rescinded most COVID-19 emergency measures. Additionally, the state legislature recently adopted legislation that now expressly permits members of the governing body to attend meetings remotely.

In light of the foregoing, the City Attorney has prepared Ordinance No. 1010, attached to this Agenda Bill, to revise MMC Chapter 2.04 to change the regular City Council meeting start time, remove COVID-19 related items, and adopt hybrid meeting procedures.

Attachment

1. Ordinance No. 1010 adopting changes to Medina Municipal Code Chapter 2.04.

Budget/Fiscal Impact: None.

Recommendation: Adopt Ordinance No. 1010

City Manager Approval:

Proposed Council Motion: “I Move to adopt Ordinance No. 1010 as presented.”

Ordinance No. 1010

MEDINA CITY COUNCIL

AN ORDINANCE OF THE CITY OF MEDINA, WASHINGTON, AMENDING MEDINA MUNICIPAL CODE CHAPTER 2.04 REGARDING CITY COUNCIL REGULAR MEETING PROCEDURES; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, pursuant to RCW 35A.12.110, the city council and mayor shall meet regularly at a place and at such times as may be designated by the city council; and

WHEREAS, Medina Municipal Code (MMC) section 2.04.010 provides that regular Council meetings will be held on the second and fourth Mondays of the month commencing at 4:00pm and that for the duration of the COVID pandemic or until further action of the City Council, the Council intends that commencement of the regular council meeting on such dates as they are held shall be preceded by the regular CEMP incident commander's COVID-19 briefing; and

WHEREAS, pursuant to Proclamation 20-28.16, Governor Inslee has determined that while the state of Washington remains in a state of emergency, most COVID-19 related barriers that required issuance of certain orders have largely receded such that he rescinded most COVID-19 emergency measures; and

WHEREAS, due to the rescission of most COVID-19 emergency measures, and the reduced impacts of the COVID-19 pandemic, the City Council no longer receives CEMP incident commander COVID-19 briefings; and

WHEREAS, recently adopted House Bill 1329 now specifically permits members of the governing body to attend meetings by phone or other electronic means that allow for real-time verbal communication, so while the meeting must be held in a physical location and allow the public to attend in-person, any or all members of the governing body can choose to attend the in-person meeting remotely; and

WHEREAS, the Medina City Council desires to amend MMC section 2.04.010 as established herein to reflect the change of the regular City Council meeting start time, removal of the CEMP incident commander COVID-19 briefing, and adoption of hybrid meeting procedures.

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

Section 1. Amendment to MMC Chapter 2.04. MMC Section 2.04.010 is hereby amended to read as follows:

Regular meetings of the city council will be held on the second and fourth Monday of each month, commencing at ~~4:00~~ 5:00 p.m. or as soon thereafter as a council quorum is

established by roll call of the city clerk, subject to the following:

A. In the event a regular meeting date falls on a legal holiday, the regular meeting day shall be held on the Tuesday following the second and fourth Mondays of each month.

B. The second meeting of the month is set as a regular meeting for the convenience of the council and the efficient performance of the council's duties and the city's business and may be canceled in the event city or council business does not warrant convening such meeting.

C. No regular meetings will be scheduled in the month of August.

~~D. For the duration of the COVID pandemic or until further action of the city council, the council intends that commencement of the regular council meeting on such dates as they are held shall be preceded by the regular CEMP incident commander's COVID-19 briefing. Members of the city council may attend any meeting either in person or remotely via videoconferencing or teleconferencing unless such attendance is otherwise restricted or prohibited by legislative or governor's proclamation/order, or other emergency order. Members attending remotely shall so advise the city clerk and/or mayor not later than 2:00pm the day of the meeting so that appropriate technical or other arrangements are in place for proper conduct of the meeting.~~

Section 2. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including but not limited to the correction of scrivener and clerical errors, references, ordinance numbering, section/subsection numbering and any references thereto.

Section 3. Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this Ordinance.

Section 4. Effective Date. This Ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after such publication.

APPROVED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON THE 13TH DAY OF JUNE, 2022 AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THE 13TH DAY OF JUNE, 2022.

Jessica Rossman, Mayor

Approved as to form:
Ogden Murphy Wallace, PLLC

Attest:

Scott M. Missall, City Attorney

Aimee Kellerman, City Clerk

PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.:



MEDINA, WASHINGTON

AGENDA BILL

June 13, 2022

Subject: Six-Year 2023-2028 CIP, TIP, Non-TIP

Category: Public Hearing

Staff Contact: Ryan Osada, Public Works Director

Summary

The Six-Year Capital Improvement Plans (CIP) and Transportation Improvement Plans (TIP) are elements of the Comprehensive Plan. It serves as a planning and budgeting document for public works projects. State law requires all municipalities to hold a public hearing to receive public comments before adopting or amending a CIP/TIP. The city is required to provide the adopted Six-Year TIP to the State Department of Transportation by July of each year. The TIP is used to qualify for grant funding and requires each project for which funding is requested to appear in the adopted TIP. Because of our size, Medina merges the CIP and TIP into one document for more efficient overall fiscal planning.

The purpose of the hearing is to receive public testimony on the proposed plan. Following the public hearing, the council may wish to discuss the document and provide further input.

The Proposed Six-Year CIP/TIP Plan for years 2023 through 2028 was developed from street and right-of-way improvement condition assessment, storm drainage deficiencies, public facility evaluations, and incorporates planned improvements such as street pavement overlays to restore street surfaces, storm drainage projects, sidewalk repairs, and park improvements. The attached 2023 – 2028 CIP/TIP Project Summary lists the projects by year, project scope, budget, and revenue source.

The proposed annual expenditure for the plan ranges from \$530,000 to \$600,000 per year.

Attachment

2023-2028 Six Year CIP, TIP, Non-TIP

Budget/Fiscal Impact: \$530,000 - \$600,000

Staff Recommendation: Conduct public hearing, receive public testimony and approve.

City Manager Approval: 

Proposed Council Motion: "I move to approve the 2023-2028 Six-Year CIP, TIP, and Non-TIP as presented."

Time Estimate: 15 minutes.

CITY OF MEDINA						Updated 5/20/2022			
2023 - 2028 SIX YEAR CAPITAL IMPROVEMENT PLAN (CIP) 2023 - 2028 SIX YEAR TRANSPORTATION IMPROVEMENT PLAN (TIP) 2023 - 2028 SIX YEAR NON-TRANSPORTATION IMPROVEMENT PLAN (NON-TIP) DATE SUBMITTED: June 2022						Approved by: Medina City Council Date: June 2022 Resolution Number:			
NO.	YEAR	STREET / LOCATION	FROM / AT	TO	LENGTH (mi)	PROJECT SCOPE	PAVEMENT CONDITION	PROJECT BUDGET	REVENUE SOURCE

I. STREET IMPROVEMENT PROJECTS (ACP Overlays, Sidewalks, Storm Drainage, etc.)

1 - 1	2023	86th Ave NE	Ridge Road	NE 7th Street	0.15	Asphalt overlay, drainage improvements	52	\$90,000.00	REET Tax
1 - 2	2023	77 PI NE	NE 16th Street	EOR	0.04	Asphalt overlay, drainage improvements	48	\$30,000.00	REET Tax
1 - 3	2024	78th Place NE	NE 32nd Street	Evergreen Pt Rd	0.23	Asphalt overlay, drainage improvements	67	\$100,000.00	REET Tax
1 - 4	2025	Upland Road	Overlake Dr W	NE 6th Street	0.3	Asphalt overlay, drainage improvements	63	\$200,000.00	REET Tax
1 - 5	2026	Parking Lot	Medina Pk NE 82nd			Asphalt overlay	75	\$50,000.00	REET Tax
1 - 6	2026	NE 5th Street	Ridge Road	Upland Road	0.10	Asphalt overlay, drainage improvements	70	\$65,000.00	REET Tax
1 - 7	2027	NE 10th Street	Evergreen Pt Rd	80th Ave NE	0.26	Asphalt overlay, drainage improvements	63	\$155,000.00	REET Tax
1 - 8	2028	NE 12th Street	84th Ave NE	Evergreen Pt Rd	0.5	Asphalt overlay, drainage improvements	72	\$225,000.00	REET Tax

II. STORM DRAINAGE PROJECTS (Not including storm drainage improvements in conjunction with street or path projects)

II - 1	2023	Localized Repairs	Various Locations			Stormwater Infrastructure Improvements		\$200,000.00	ARPA
II - 2	2024	Localized Repairs	Various Locations			Stormwater Infrastructure Improvements		\$200,000.00	REET Tax
II - 3	2025	Localized Repairs	Various Locations			Stormwater Infrastructure Improvements		\$100,000.00	REET Tax
II - 4	2026	Localized Repairs	Various Locations			Stormwater Infrastructure Improvements		\$100,000.00	REET Tax
II - 5	2027	Localized Repairs	Various Locations			Stormwater Infrastructure Improvements		\$100,000.00	REET Tax
II - 6	2028	Localized Repairs	Various Locations			Stormwater Infrastructure Improvements		\$100,000.00	REET Tax

<p>Pavement Condition Legend for Part I. ACP Overlays:</p> <p>Based on a 100 point rating with 0 being the worst. Rating is generated by the TIB Performance Management Dashboard *Rating is outdated - field verified</p>	<p>NOTES:</p> <p>1) The above budget figures are to be considered preliminary project costs only. More precise budget figures will need to be determined once the final scope of each project is defined, which will require more extensive research, survey, and scope definition prior to the particular year's budgeting.</p> <p>2) The projects identified above are preliminary in scope. Projects may be added to or deleted from this list.</p>
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III. SIDEWALK / PATH PROJECTS (Including storm drainage improvements as needed)

III - 1	2023	NE 10th St	84th Ave NE	Lk Wash Blvd	0.28	ADA Updates and Sidewalk Repairs		\$130,000.00	REET Tax
III - 2	2024	81st Ave NE	NE 8th St	Overlake Dr W	0.09	Sidewalk Installation		\$120,000.00	REET Tax
III - 3	2025	Overlake Dr W	81st Ave NE	Evergreen Pt Rd	0.35	Sidewalk Installation		\$300,000.00	REET Tax
III - 4	2026	NE 24th Street	Evergreen Pt Rd	84th Ave NE	0.48	ADA Updates and Sidewalk Repairs		\$300,000.00	REET Tax
III - 5	2027	NE 28th Street	Evergreen Pt Rd	80th Ave NE	0.25	ADA Updates and Sidewalk Repairs		\$100,000.00	REET Tax
III - 6	2028	NE 12th Street	80th Ave NE	84th Ave NE	0.2	ADA Updates and Sidewalk Repairs		\$200,000.00	REET Tax

NON-TRANSPORTATION IMPROVEMENT PROJECTS:

IV. BUILDING RESTORATION AND IMPROVEMENTS

IV - 1	2023	City Hall				Flooring Main & Upper		\$30,000.00	REET Tax
IV - 2	2024	City Hall				Re-paint City Hall Building Exterior, excluding trim		\$50,000.00	REET Tax
IV - 3	2024	Post Office				Re-paint Building Exterior		\$20,000.00	REET Tax
IV - 4	2026	Post Office				Re-paint Interior		\$20,000.00	REET Tax
IV - 5	2027	City Hall Building				Re-paint City Hall Interior		\$65,000.00	REET Tax
IV - 6	2028	City Hall Building				Re-Roof Building		\$50,000.00	REET Tax

V. PARKS PROJECTS

V - 1	2023	Medina Park	East Section		N/A	Irrigation system, drainage & pathway improvements		\$50,000.00	Park Levy
V - 2	2024	Medina Park	West Section		N/A	Irrigation system, drainage & pathway improvements		\$50,000.00	Park Levy
V - 3	2026	Post Office Park	Park		N/A	Hardscaping & Landscaping		\$50,000.00	Park Levy
V - 4	2027	Medina Park	Playground		N/A	Turf Installation		\$170,000.00	REET Tax
V - 5	2028	Fairweather Park	Playfield		N/A	Playfield Drainage Improvements		\$50,000.00	REET Tax

SUMMARY TOTAL PROJECTED BUDGET BY YEAR:				NOTES:					
	2023	\$	530,000.00	1) The above budget figures are to be considered preliminary project costs only. More precise budget figures will need to be determined once the final scope of each project is defined, which will require more extensive research, survey, and scope definition prior to the particular year's budgeting. 2) The projects identified above are preliminary in scope. Projects may be added to or deleted from this list.					
	2024	\$	540,000.00						
	2025	\$	600,000.00						
	2026	\$	585,000.00						
	2027	\$	520,000.00						
	2028	\$	590,000.00						
TOTAL SIX YEAR C.I.P. 2023 - 2028			\$ 3,365,000.00						



MEDINA, WASHINGTON

AGENDA BILL

Monday, June 13, 2022

Subject: Revocation of Ord. No. 1007 (Liang Street Vacation; 442 Upland Road)

Category: City Business

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

Summary

On August 23, 2021, the City received a petition from City resident Kenneth Liang (Liang) to vacate 510 square feet of right-of-way abutting his residence at 442 Upland Road. In accordance with MMC 12.44 and RCW Chapter 35.79, the City Council initiated vacation procedures and held a public hearing on November 8, 2021. After hearing and considering the Staff Analysis and City Presentation, the Council deliberated on the facts and merits of the Liang Petition. A majority of the Council approved a motion to grant the requested vacation subject to payment by the Petitioners of \$63,750 and directed the City Attorney to prepare an ordinance to that effect with such terms and conditions as needed to specify and carry out the Council's intent and the requirements of Medina Municipal Code (MMC) Chapter 12.44.

The City Attorney prepared and submitted Ordinance No. 1007, which was approved by the Council on December 13, 2021. Ordinance No. 1007 contained terms and requirements consistent with MMC Chapter 12.44 that needed to be timely completed by Liang to effectuate the Ordinance. Liang did not complete the requirements of Ordinance No. 1007. Being incomplete, Ordinance No. 1007 was not effectuated and thus not recorded in the King County land title records. On April 13, 2022 Jim Dearth, a representative of Liang, formally advised the City Clerk by email that Liang was not interested in completing the street vacation. A final invoice for all accumulated and unpaid City costs and expenses incurred in connection with the Liang vacation was compiled and submitted to Liang for payment on April 22, 2022, with direction that it be paid within thirty days thereof. A second notice of such invoice was sent on May 25, 2022. The final invoice remains unpaid as of the date of this Agenda Bill.

The City Attorney has prepared Ordinance No. 1011, attached to this Agenda Bill, to carry out the revocation and nullification of Ordinance No. 1007 in accordance with MMC Chapter 12.44 and the foregoing facts. City Staff recommends the Council approve the new ordinance. Separately, City staff will be pursuing collection of the pending invoice.

Attachment

1. Ordinance rescinding Ord. No. 1007 and revoking Liang street vacation

Budget/Fiscal Impact: None.

Recommendation: Adopt Ordinance No. 1011.

City Manager Approval: 

Proposed Council Motion: “I move to adopt Ordinance No. 1011 as presented.”

Time Estimate: 10 Minutes

Ordinance No. 1011**MEDINA CITY COUNCIL**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, REVOKING, RESCINDING AND VACATING ORDINANCE NO. 1007 (LIANG STREET VACATION) FOR FAILURE OF THE APPLICANT TO PERFORM THE REQUIREMENTS AND CONDITIONS OF ORDINANCE NO. 1007 AND AS REQUESTED BY APPLICANT; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, a Street Vacation Petition containing the petitioner's street vacation materials and those required by Medina City Code (collectively **Liang Petition**) was filed with the City of Medina (**City**) on August 23, 2021, by and on behalf of Kenneth and Laura Liang (**Petitioners**), seeking to vacate 510 sq. feet of public right-of-way in Upland Road belonging to the City and abutting property addressed as 442-438 Upland Road, Medina (also known as 442 87th Ave. NE; Tax Parcel 383550-2385; and as Parcel M of Medina Lot Line Adjustment 20-003 filed under Recording No. 20210610900049; all collectively comprising the **Liang Property**) for the purpose of converting said public right-of-way to private fee ownership and incorporating it into the Liang Property; and

WHEREAS, other specifics of the Liang Petition and the City's action thereon are set forth in Medina Ordinance No. 1007, approved by the City Council on December 13, 2021, and are incorporated herein by this reference; and

WHEREAS, Ordinance No. 1007 contained terms and requirements consistent with MMC Chapter 12.44 that needed to be timely completed by Petitioners to effectuate the vacation. Petitioners did not complete the requirements of Ordinance No. 1007, and thus Ordinance No. 1007 was not recorded in the King County land title records and the vacation of public right of way was never completed; and

WHEREAS, on April 13, 2022 Jim Dearth, a representative of Petitioners, formally advised the City Clerk by email that Petitioners were not interested in completing the street vacation; and

WHEREAS, Medina Municipal Code (MMC) Chapter 12.44 (Street Vacations) provides that the applicant for a street vacation must reimburse the City for all City costs and expenses for processing a vacation request regardless of whether the vacation is approved or denied, and further provides that if any such costs and expenses remain unpaid for 30 days after submittal of a final invoice to the applicant the City Council shall rescind and vacate any approved vacation ordinance; and

WHEREAS, a final invoice for all accumulated and unpaid City costs and expenses incurred in connection with the Liang Petition was compiled and submitted to Petitioners for payment on April 22, 2022, with direction that it be paid within thirty days thereof, all in accordance with MMC Chapter 12.44; and

WHEREAS, a second notice of the final invoice was sent to Petitioners on May 25, 2022. Said final invoice remains unpaid as of the date of this Ordinance; and

WHEREAS, based on the foregoing the Council finds that Ordinance No. 1007 must vacated and rescinded;

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

Section 1. Findings Adopted. The foregoing recitals are adopted as findings and legislative determinations of the City Council in support of its decision to vacate and rescind Ordinance No. 1007.

Section 2. Ordinance No. 1007 Rescinded. The City Council hereby vacates and rescinds Ordinance No. 1007 and declares that the conditional right of way vacation described therein is revoked for failure of the Petitioners to complete the terms of Ordinance No. 1007 and the requirements of MMC Chapter 12.44.

Section 3. Recovery of Final Invoice Amounts Due. City Staff and Attorney are directed to take such steps as appropriate to recover the amount of the final invoice issued to Petitioners and dated April 22, 2022, together with and any other related amounts, all pursuant to the Medina Municipal Code.

Section 4. Corrections. The City Clerk and codifiers of City ordinances are authorized to make necessary corrections to this Ordinance including but not limited to the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 5. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this Ordinance.

Section 6. Effective Date. This Ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after such publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON THE 13TH DAY OF JUNE 2022 BY A VOTE OF X FOR, X AGAINST, AND X ABSTAINING, AND IS SIGNED IN AUTHENTICATION OF ITS PASSAGE THE 13TH DAY OF JUNE 2022.

Jessica Rossman, Mayor

Approved as to form:
Ogden Murphy Wallace, PLLC

Attest:

Scott M. Missall, City Attorney

Aimee Kellerman, City Clerk

PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.: / AB



MEDINA, WASHINGTON

AGENDA BILL

Monday, June 13, 2022

Subject: Management Transition Plan Update

Category: City Business

Staff Contact: Scott Missall, City Attorney

Summary

Stephen R. Burns was appointed as the Interim City Manager for the City of Medina effective January 4, 2022. A Management Transition Plan was effectuated by the City Council and has been implemented in conjunction with the Council's Personnel Committee over the last several months, involving interviews with City Directors and Staff, evaluation of City and administrative needs, assessment of performance issues and actions, convening a Medina Community meeting for public presentations and input, and other activities.

As the MTP is drawing to a close, Council will go into executive session this evening for a discussion and evaluation of the MTP activities noted above, and discussion and determination of next steps concerning appointment of a regular City Manager for the City of Medina.

Attachment

None.

Budget/Fiscal Impact: None.

Recommendation: Council executive session review, discussion and determination of next steps concerning the Management Transition Plan

City Manager Approval: 

Proposed Council Motion: None.

Time Estimate: 5 minutes



CITY OF MEDINA

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

Date: June 13, 2022

To: Honorable Mayor and City Council

From: Stephen R. Burns, Interim City Manager

Subject: Interim City Manager Report

1. City Management Transition – On January 4th, I started my role as interim city manager and have continued to work with department directors and staff to make an efficient transition. I continue to meet routinely with directors to ensure projects and programs stay on track.
2. State Route 520 Expansion Joint – University of Washington did a high-speed test at the PACCAR technical center track in Mount Vernon on March 11. They continue to review data and will be giving me an update within the next few weeks.
3. Medina Days – The City Clerk and I met with the chair/organizer to continue planning for Medina Days 2022. It is anticipated that Medina Days events will occur during the week of August 8, 2022. More information will be posted on the city's website
4. City Hall Reopened – On May 2, Medina City Hall reopened to the public with walk-in hours Monday through Thursday from 7:30 am to 4:00 pm. City Hall remains closed to the public on Fridays; however, city staff can still be reached virtually or by calling city hall main line. Opening City Hall allows residents to visit and handle city business in person.



MEDINA POLICE DEPARTMENT

DATE: June 13, 2022

TO: Interim City Manager Stephen R. Burns

FROM: Acting Chief Jeffrey R. Sass

RE: Police Department Update – May 2022

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

Follow up:

Nothing to report.

Rwanda Girls Initiative 5K Fun Run:

On Sunday May 1st, the Police Department assisted Sophia Sharp (a local High School Senior and an alumni of St. Thomas School) with the Rwanda Girls Initiative 5K Fun Run. This will be the fourth fun run that Sophia has held to help raise money and awareness for the Rwanda Girls Initiative. The last three fun runs were very successful community events (last year's being virtual due to COVID!). This year we utilized the SR 520 trail to minimize the impact on our roadways.



Lockdown/Fire Drills with Local Schools:

Our officers have visited all three schools (Bellevue Christian, Medina Elementary and St. Thomas), attended drills, and will continue to build on our relationships and be proactive on what will occur during an emergency. The Police Department has a great relationship with all three schools and

continues to work with the staff to keep these relationships and training opportunities at the forefront of our priorities.

Marine Patrol Review:

The month of May started the 2022 boating season for the PNW and with it, an increase in vessel traffic. The weather was nice during some of the weekend days, and we saw many vessels being launched for the first time this year. Our emphasis has been on contacting vessels at our launches and conducting safety inspections before they leave the ramp. We see this as an opportunity to contact boaters and ensure that they have all the necessary safety equipment on board and have positive contact with our Marine Law Enforcement Officers.

Our Marine Unit also saw a lot of training this month as we sent 11 Officers to the Marine Law Enforcement Academy, and they will be assigned shifts throughout the boating season. I was also able to attend all three of the academies as an instructor and successfully completed my probation as a new instructor.

We received a few calls from residents in our jurisdictions about gill nets being placed in the water. These nets were part of an ongoing research project of the Muckleshoot Indian Reservation into the predatory species affecting the salmon populations. They have concluded their netting and residents should not be seeing nets in the water. During the netting project, the researchers advised us of a sunken "No Wake" buoy off Groat Point in Medina waters. The buoy appeared to have been struck by a vessel and dragged a distance off the station and was submerged about 4-5 feet underwater. This created a navigational hazard, and we were successful in recovering the buoy and will replace it soon.

We have a long list of "No Wake" buoys that need to be replaced and are currently replacing them in order of priority.

Residents are encouraged to call the non-emergency line for Police to report issues on the water that are not emergent or call our desk line at 206-275-7953.

Save the Date: Seafair and Medina Days are just around the corner as summer approaches.

Seafair: August 5 - 7

Medina Days:

- Concert in the park – August 9
- Fireworks (Medina Beach Park) – August 13



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



FELONY CRIMES

Domestic Violence **2022-00001900** **05/11/2022**
Officers responded to a reported domestic violence call. Subject was placed into custody and booked into jail.

Fraud **2022-00002094** **05/25/2022**
A resident contacted the Police Department for a fraud report. The resident advised that someone fraudulently opened a credit card in their name. There was no monetary loss, and no other fraudulent accounts were opened. No suspects at this time.

MISDEMEANOR CRIMES

Domestic Violence **2022-00001934** **05/15/2022**
Officers responded to a reported domestic violence call.

Motor Vehicle Prowl **2022-00002016** **05/20/2022**
A Police Officer responded to the 1800 Block of 73rd Ave NE for a report of a motor vehicle prowling. The suspect stole clothing from inside the vehicle valued at approximately \$100. The suspect was identified, and charges have been referred to the prosecuting attorney's office for review.

OTHER

Warrant Arrest **2022-00002079** **05/24/2022**
A Police Officer conducted a traffic stop in the 7800 Block of Ne 12th St. which resulted in the arrest of the driver for a felony warrant out of Oregon. The driver was taken into custody and booked into jail.



MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police (Acting)

City of Medina



May 2022 - Monthly Report

CRIMES	Current Month	YTD 2022	YTD 2021	Year-End 2021
Burglary	0	4	6	13
Vehicle Prowl	1	4	6	13
Vehicle Theft	0	3	0	2
Theft (mail & all other)	0	4	7	15
ID Theft/Fraud	1	5	6	11
Malicious Mischief (Vandalism)	2	4	3	6
Domestic Violence/Violation of Contact Order	No 2	4	3	10
Disturbance, Harassment & Non-DV Assault	1	4	5	17
TOTAL CRIMES	7	32	36	87

COMMUNITY POLICING	Current Month	YTD 2022	YTD 2021	Year-End 2021
Drug Violations - Referrals to Treatment	0	0	0	1
Community Assists	12	49	36	116
House Watch Checks	40	248	213	548
School Zone	27	110	104	304
Mental Health	1	9	11	49
TOTAL ENFORCEMENT	80	416	364	1018

TRAFFIC	Current Month	YTD 2022	YTD 2021	Year-End 2021
Collisions				
Injury	0	0	0	0
Non-Injury	0	3	8	18
Non-Reportable	0	0	N/A	N/A
Traffic Stops				
Citations/Infractions/Parking	14	131	55	171
Warnings	118	610	457	1808
Directed Patrol	8	63	255	488
TOTAL TRAFFIC	140	807	775	2485

CALLS FOR SERVICE	Current Month	YTD 2022	YTD 2021	Year-End 2021
Animal Complaints	9	20	13	33
Residential Alarms	35	109	85	242
Missing Persons	0	1	6	9
Suspicious Activity/Area Checks	25	99	98	304
Medical Call/Assist Fire Department	2	16	20	47
Juvenile (underage party, substance use, etc.)	1	2	7	11
TOTAL CALLS FOR SERVICE	72	247	229	646

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



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



FELONY CRIMES

Nothing to report.

MISDEMEANOR CRIMES

Nothing to report.



MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police (Acting)

Town of Hunts Point



May 2022 - Monthly Report

CRIMES	Current Month	YTD 2022	YTD 2021	Year-End 2021
Burglary	0	0	0	1
Vehicle Prowl	0	0	1	1
Vehicle Theft	0	0	1	2
Theft (mail & all other)	0	1	1	3
ID Theft/Fraud	1	1	1	1
Malicious Mischief (Vandalism)	1	1	1	2
Domestic Violence/Violation of Contact Order	No 1	1	2	2
Disturbance, Harassment & Non-DV Assault	0	2	1	1
TOTAL CRIMES	3	6	8	13

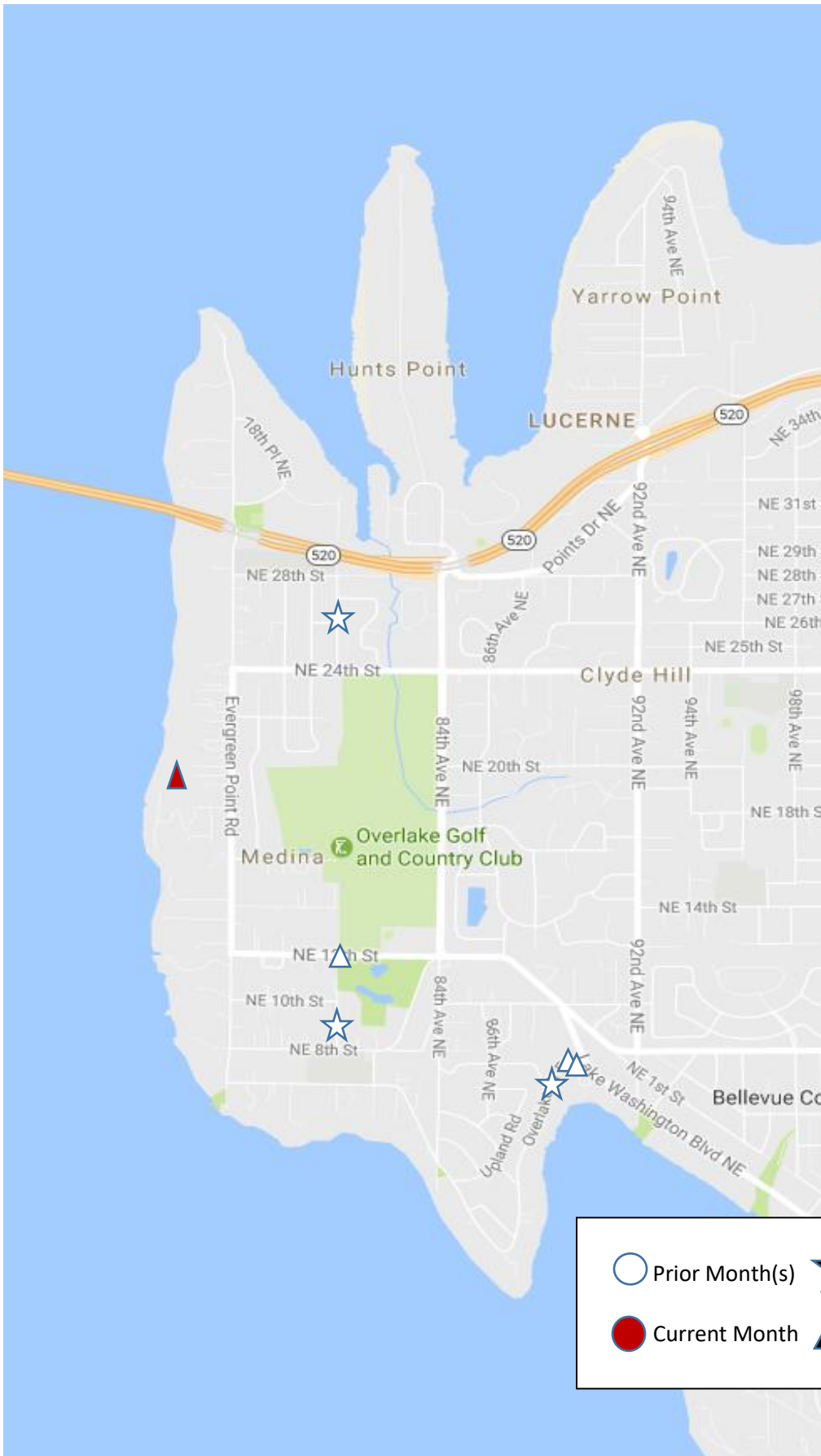
COMMUNITY POLICING	Current Month	YTD 2022	YTD 2021	Year-End 2021
Drug Violations - Referrals to Treatment	0	0	0	0
Community Assists	2	4	4	11
House Watch Checks	6	31	36	66
Mental Health	1	3	3	5
TOTAL ENFORCEMENT	9	38	43	82

TRAFFIC	Current Month	YTD 2022	YTD 2021	Year-End 2021
Collisions				
Injury	0	0	0	0
Non-Injury	0	0	0	1
Non-Reportable	0	0	0	0
Traffic Stops				
Citations/Infractions/Parking	4	40	6	28
Warnings	20	103	52	187
Directed Patrol	2	19	25	38
TOTAL TRAFFIC	26	162	83	254

CALLS FOR SERVICE	Current Month	YTD 2022	YTD 2021	Year-End 2021
Animal Complaints	0	1	0	5
Residential Alarms	6	15	8	24
Missing Person	0	0	0	0
Suspicious Activity/Area Check	1	6	12	33
Medical Call/Assist Fire Department	0	3	2	2
Juvenile (underage party, substance use, etc.)	0	0	0	1
TOTAL SERVICE	7	25	22	65

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

2022 Burglaries & Vehicle Prowls Medina & Hunts Point





CITY OF MEDINA

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

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

Permit Activity and Development Services Fund

Local construction industry professionals such as architects, engineer's, and contractors remain busy which is one indicator of future work for the Development Services Department. There currently is no anticipation of slowing of construction activity in Medina.

The first quarter of 2022 was unusually slow for permit applications. After the first quarter our Development Services Fund revenues were about 10% behind the anticipated budget. April and May became very busy for Development Services, and it now appears that our anticipated revenues to date correspond better with our 2022 budget.

One marker for activity is permit valuation. Permit value is what we use to calculate building permit fees from and is not necessarily a reflection of market value, or construction cost. The Monthly Issued Permit Report for May 2022 is provided for your review. Our 2022 year to month permit value is now ahead of the same time in 2021. Our 2022 budget reflected 2021 as work was anticipated to be similar. Our Development Services Fund revenues and expenses seem more conforming to our budget, but updated financial reports are needed to know for certain.

We continue to watch construction activity carefully as it has effect on our workload and department budgeting.

Tree Management Code Enforcement

Enforcement of our Medina Tree Management Code is a significant part of what Development Services does. This time of year many residents are interested in tree removals on their property, or within the public right of way. Some residents do not apply for tree removal permits and go ahead with the work. Removal of trees without permits creates code enforcement actions. Please see our Tree Code Consultants' May report provided.

Tree Management Code Enforcement - Continued

Recently we started a code enforcement action at a property on NE 10th for the removal of 4-trees that occurred without a permit. We have finished our initial investigation and are moving onto having the property owner apply for a tree removal permit for the work that is already completed, and we will be issuing a Notice of Violation with a monetary Citation. Remedies are still under review.



Tree Management Code Enforcement - Continued

A resident alerted us that there was a tree leaning over NE 14th. We immediately investigated and found that the tree was on private property and presented a hazard to the public as well as to power/communication lines. Our staff convince the property owner to quickly have the tree removed which then happened within 2-days. A tree removal permit is being required from the property owner. Costs associated with Medina staff and consultant time will be charged to the property owner.



Tree Management Code Enforcement - Continued

We have a proposal in permit application review to remove what appears to be a large tree within the right of way. Our Tree Code Consultant is reviewing the proposal as part of a development project that is currently under permit application review for 1018 84th Ave. NE. This is an application for a permit -- *not issued*.



Tree at 1018 84th Ave. NE proposed for removal.

Planning Commission

By Stephanie Keyser, Planning Manager

Planning Commission had two residents speak at the May 24th meeting regarding average grade. The concerns raised were about the impacts of moving to average grade for properties in Medina Heights and who this proposal benefits. A public hearing will be held on average grade during their June 21st meeting. It is anticipated that this topic will come to Council for a public hearing in September.

The tree code update will come back to Council for another public hearing and discussion in July. To provide a visual to residents on the sizes of trees that would be considered Legacy under the new proposal, staff has tagged trees in Medina Park with tape and identified the DBH. A postcard is being mailed to all residents informing them about the upcoming Tree Code Open House on June 30th from 4pm-7pm in the Council Chamber.

Development Services Committee

The Development Services Committee (DSC) met in May. The committee discussion involved the responses to our RFP for a Comprehensive Plan Update consultant. We received three responses with two of those not complying with the direction of the RFP for information to be included, timing of the response, or where the response was to be sent. We have one valid response from 'Blueline' to evaluate and this is what the DSC discussed. We are very disappointed to only have one option.

We have asked for Blueline staff to present their proposal to the DSC on Tuesday June 14th. Blueline has been asked to work with our Planning Manager to tailor their proposal to what Medina would like. With adjustments to the initial proposal the costs will become clearer. At the June 14th meeting Blueline will have in attendance the staff who will be making Comprehensive Plan Update presentations to Planning Commission and to Council.

The June 14th DSC meeting should result in consensus regarding the Blueline proposal. The results of the June 14th DSC meeting will be presented to Council. The cost of the Comprehensive Plan Update is to be divided over three budgets (2022, 2023, 2024). It is possible that the 2022 costs of the Comprehensive Plan Update will require a budget amendment.

Code Enforcement

Please see the May 2022 Code Enforcement report provided. The report shows much of the monthly code enforcement activity performed by Development Services. We perform many investigations either reactively by complaint, or proactively because of things we notice such as construction parking in the public right of way or advertising signs.

Bellevue Fire Marshal

We met with the Bellevue Fire Marshal and his staff (“Office of Fire Prevention”) to talk about how our departments are working together. We have occasionally met over the past several years just to touch base. One goal of this meeting was to discuss how changes in the new State Fire Code will affect Medina. We also want to assure that Bellevue’s Fire Code (adoption of the State Code with amendments) is reflected in our Medina Municipal Code. With a scheduled update of the State Codes due in 2023 we will be starting our review of consistency now.

Garbage/Recycle Containers

Recently we received a complaint about garbage and recycle containers being left out in the right of way beyond the 24-hour limit prescribed in our Municipal Code. Previously we have had these types of complaints and worked to correct them with some degree of short-term success. We will now apply measures which we hope will help the situation while balancing the amount of staff time that could potentially go into this effort.

We will prepare a city-wide notice as a reminder to bring in containers from the right of way. We are also preparing a warning notice that can be applied to containers by our building inspector. The warning notice will be self-stick, removable, and weather resistant. The time involved in the investigation and enforcement of containers can become something that would take away from our regular work so we want to make this efficient.

Our building inspector will issue the city-wide reminder notice and schedule to re-issue it on a regular basis. While the complaint about containers was associated with one area on one road, we will need to balance and apply our enforcement throughout the city. Our inspector could be very busy if we need to implement any enforcement beyond the warning notices affixed to the containers.

Email to Council Dated May 31, 2022

Council received an email from a local contractor regarding Development Services Department activity. The email contained statements and complaints. A copy of the email is provided with this report. The email seems to primarily focus on two things. 1) The Construction Activity Permit (CAP), and 2) permit review timing.

Mitigation of construction projects to reduce negative impacts on neighbors has been something that Medina residents have consistently wanted. Details of the desired mitigation were confirmed during a public review of the process in 2018-2019, and was then again discussed publicly in 2020.

Construction impact mitigation process’s have been in existence since 1994. Between 1994 and 2019 this was referred to as the Construction Mitigation Plan

(CMP) process. Through a public process in 2019 we changed the CMP to a CAP (Ord. 995). The change in process did not affect the protective measures to mitigate construction impacts on neighbors of development projects. The same basic rules which applied under the CMP since 1994 also apply under the new CAP, although the process now is much more streamlined (easier, shorter time, less expensive, less staff work). The process to change the CMP to CAP, and then to amend it a year later was through a public process. Public notices of hearings were issued and anyone could attend and participate. Having worked in Medina to construct 15 houses over the years, the builder who wrote the email is familiar with both the former CMP, and now the CAP. Having lived in Medina during the CMP to CAP changes means the builder would have been notified of the public process and could have participated.

There is a comment by the builder that it takes Medina 9 months or more to process a permit. The State of Washington allows jurisdictions 120 days maximum to process a building permit which since the new director began work in 2018 we have never exceeded. Prior to 2018 under the previous director the 120 days was not likely exceeded either. 120 days is the amount of time that Medina is allowed under State law to have the review in our hands. Almost all permit applications are not code compliant to some extent requiring that we ask for corrections during our various reviews. The time that the applicant has the plans in their hands to make corrections is not part of the 120 days maximum Medina has to review the permit.

Staff reviewed records we could find for this builder over the past 10-years and discovered 8 new houses that were permitted between 2013 and 2022. With a new department director in 2018, Development Services permit processes were changed significantly. Four permits/applications were found to have been made by this builder after the new 2018 director and process changes, and 4-permits prior (2013-2017). An example permit B17-060 had a total permit time of 9 months and 2 days. Of this 9-months and 2-days the net time that Medina had the permit in our hands was about 4-months. The other 5-months the permit was with the applicant for corrections. Additionally, the builder left the approved permit at City Hall and did not pick it up for about 1-year.

Two example projects (B19-018 and B21-082) were permitted by this builder under our new processes implemented in 2018. B19-018 had a total permit review time of 6-months 6-days with a net time in Medina's hands of about 4-months and about 2-months with the builder. B21-082 had a total permit process time of 5-months 8-days with a total time in Medina's hands of about 3-months.

Although development projects in Medina are more often complicated than in other local jurisdictions, our permit process is very efficient.

Monthly Applications Submitted

May-22

Permit Type	Submitted Date	Permit Number	Total Valuation	Address
B-ADD/ALT	05/11/2022	B-22-035	\$100,000.00	1611 EVERGREEN POINT RD
B-ADD/ALT	05/02/2022	B-22-064	\$60,000.00	7627 NE 10TH ST
B-ADD/ALT	05/04/2022	B-22-066	\$12,500.00	854 EVERGREEN POINT RD
B-ADD/ALT	05/16/2022	B-22-076	\$500,000.00	7640 NE 8TH ST
B-ADD/ALT	05/24/2022	B-22-079	\$25,000.00	802 EVERGREEN POINT RD
TOTAL B-ADD/ALT:	5		\$697,500.00	
B-DEM	05/12/2022	D-22-011		501 EVERGREEN POINT RD
B-DEM	05/23/2022	D-22-013		1018 84TH AVE NE
TOTAL B-DEM:	2		\$0.00	
B-FENCE	05/09/2022	B-22-068	\$20,000.00	2621 78TH AVE NE
TOTAL B-FENCE:	1		\$20,000.00	
B-GAS	05/31/2022	G-22-015		7811 Ne 10th st.
TOTAL B-GAS:	1		\$0.00	
B-GATE	05/16/2022	B-22-075	\$10,000.00	202 OVERLAKE DR E
TOTAL B-GATE:	1		\$10,000.00	

B-MECHANICAL	05/02/2022	M-22-058		7632 NE 12TH ST
B-MECHANICAL	05/03/2022	M-22-059		8626 NE 6TH ST
B-MECHANICAL	05/25/2022	M-22-060		8607 NE 12TH ST
TOTAL B-MECHANICAL:	3		\$0.00	
B-PLUMBING	05/04/2022	P-22-024		854 EVERGREEN POINT RD
B-PLUMBING	05/09/2022	P-22-027		2450 78TH AVE NE
B-PLUMBING	05/16/2022	P-22-029		2221 78TH AVE NE
B-PLUMBING	05/17/2022	P-22-030		1525 79TH PL NE
B-PLUMBING	05/26/2022	M-22-061		2403 76TH AVE NE
TOTAL B-PLUMBING:	5		\$0.00	
B-POOL/SPA	05/02/2022	B-22-065	\$400,000.00	550 OVERLAKE DR E
TOTAL B-POOL/SPA:	1		\$400,000.00	
CAP - CONSTRUCTION ACTIVITY PERMIT	05/03/2022	CAP-22-018		7530 NE 28TH PL
TOTAL CAP - CONSTRUCTION ACTIVITY PERMIT:	1		\$0.00	
P-ADMIN VARIANCE	05/02/2022	P-22-022		2030 77TH AVE NE
P-ADMIN VARIANCE	05/04/2022	P-22-023		2058 78TH AVE NE
TOTAL P-ADMIN VARIANCE:	2		\$0.00	

P-SEPA/SUBSTANTIAL DEV	05/27/2022	P-22-032		550 OVERLAKE DR E
TOTAL P-SEPA/SUBSTANTIAL DEV:	1		\$0.00	
PW-RIGHT OF WAY	05/04/2022	PW-ROW-22-046		1312 Evergreen Point Road
PW-RIGHT OF WAY	05/06/2022	PW-ROW-22-047		8105 Overlake Drive W
PW-RIGHT OF WAY	05/05/2022	PW-ROW-22-049		7858 NE 14TH ST
PW-RIGHT OF WAY	05/13/2022	PW-ROW-22-050		2201 EVERGREEN POINT RD
PW-RIGHT OF WAY	05/18/2022	PW-ROW-22-051		2626 78TH AVE NE
TOTAL PW-RIGHT OF WAY:	5		\$0.00	
TREE-PERFORMANCE	05/03/2022	TREE-22-043		2410 76TH AVE NE
TREE-PERFORMANCE	05/16/2022	TREE-22-044		2405 80TH AVE NE
TOTAL TREE-PERFORMANCE:	2		\$0.00	
TREE-WITH BUILDING/DEVELOPMENT	05/04/2022	TREE-22-045		8604 NE 6TH ST
TREE-WITH BUILDING/DEVELOPMENT	05/11/2022	TREE-22-047		2047 EVERGREEN POINT RD
TOTAL TREE-WITH BUILDING/DEVELOPMENT:	2		\$0.00	
Total # of Permits	39		\$1,127,500.00	



Monthly Issued Permit Report

May, 2022

Construction Value:	May 2022	May 2021	2022 YTM	2021 YTM	Difference
Accessory Structure	-	-	\$70,000.00	-	\$70,000.00
Addition / Alteration	\$180,000.00	\$1,304,000.00	\$2,183,951.62	\$5,020,622.94	(\$2,836,671.32)
Fence / Wall	\$20,000.00	\$50,000.00	\$108,700.00	\$82,100.00	\$26,600.00
New Construction	\$4,900,000.00	\$6,287,267.00	\$20,117,837.00	\$15,028,588.00	\$5,089,249.00
Repair / Replace	-	-	-	-	\$0.00
Wireless Comm. Facility	-	-	\$70,000.00	-	\$70,000.00
Total Value:	\$5,100,000.00	\$7,641,267.00	\$22,550,488.62	\$20,131,310.94	\$2,419,177.68

Permits Issued:	May 2022	May 2021	2022 YTM	2021 YTM	Difference
New Construction	4	5	10	9	1
Permit Extension	5	-	20	25	(5)
Accessory Structure	-	-	1	-	1
Addition / Alteration	4	6	12	19	(7)
Construction Activity Permit	3	5	13	14	(1)
Demolition	1	9	6	14	(8)
Fence / Wall	1	2	6	6	0
Grading / Drainage	3	8	10	14	(4)
Mechanical	6	6	52	40	12
Other - Moving	-	-	-	-	0
Plumbing / Gas	7	7	26	34	(8)
Repair / Replace	-	-	-	-	0
Reroof	-	-	-	-	0
Right of Way Use	7	7	37	38	(1)
Tree Mitigation	3	9	25	31	(6)
Wireless Comm. Facility	-	-	1	-	1
Total Permits:	44	64	219	244	(25)

Inspections:	May 2022	May 2021	2022 YTM	2021 YTM	Difference
Building	101	79	479	392	87
	17	31	105	112	(7)
Engineering/Other	17	3	40	16	24
Tree	2	4	28	12	16
Total Inspections:	137	117	652	532	120

Case Number	Case Type	Case Status	Assigned To	Address	Case Text
CC-2022-057	GENERAL	COMPLETED	Rob Kilmer	8105 OVERLAKE DR W	<p>Description: Driveway demolition work observed that may require permit</p> <p>Action Taken: Spoke with workers about the project's scope of work. Advised that removal/replacement of driveway apron will require a Right of Way permit, associated bond, and traffic control plan. Had workers move vehicle protruding partially into ROW.</p>
CC-2022-058	GENERAL	COMPLETED	Rob Kilmer	2030 77TH AVE NE	<p>Description: Two work vehicles parked along Right of Way</p> <p>Action Taken: Investigated and determined that the vehicles do not belong to a construction project. No further action taken.</p>
CC-2022-059	SIGN VIOLATION	COMPLETED	Rob Kilmer	8300 NE 24TH ST	<p>Description: Posters mounted on utility poles/light poles in Violation of MMC 16.30.020(4)(e) - Signs, Prohibited signs.</p> <p>Action Taken: Removed four posters. The posters did not contain contact information, only displaying a link to an opinion website. The website likewise did not contain contact information, but was linked to a registered political fund. No further action was taken.</p>
CC-2022-060	GENERAL	COMPLETED	Rob Kilmer	2857 76TH AVE NE	<p>Description: Potential construction-related vehicles parked at Park and Ride.</p> <p>Action Taken: Placed warning notices on vehicles (2).</p>
CC-2022-061	GENERAL	COMPLETED	Rob Kilmer	8809 NE 2ND PL	<p>Description: Large traffic-control sign on shoulder, apparently forgotten by flagging company when removing their other signs and cones the previous week.</p> <p>Action Taken: Removed sign and contacted owner of sign that it could be picked up at City Hall.</p>
CC-2022-062	GENERAL	COMPLETED	Rob Kilmer	7631 NE 14TH ST	<p>Description: Received report of a hazardous tree.</p> <p>Action Taken: Met with City Arborist to perform an evaluation. Homeowners had tree removed 5-26-22</p>
CC-2022-063	GENERAL	OPENED	Rob Kilmer	7863 NE 10TH ST	<p>Description: Report of four trees being removed without permit.</p> <p>Action Taken: Visited site and spoke with the owners. An on-site meeting is scheduled with the City Arborist for June 3rd.</p>

May 2022 Development Project Permitted Tree Removal					
Permit Type	Address	# Trees Removed	Removed Tree Size (inches)	*Supplemental Required	Description
TREE-WITH BUILDING/DEVELOPMENT	8604 NE 6TH ST	2	10, 14	2	2 oak trees replacing 2 apple trees
TREE-WITH BUILDING/DEVELOPMENT	8604 NE 6TH ST	1	18	2	2 oaks replacing 1 maple tree
TREE-WITH BUILDING/DEVELOPMENT	2047 EVERGREEN POINT RD	6		0	Removal size 28, 24, 21, 33, 37, 38
TREE-WITH BUILDING/DEVELOPMENT	2426 80TH AVE NE	1	28	6	
TREE-PERFORMANCE	8845 OVERLAKE DR W				Initial inspection
TREE-WITH BUILDING/DEVELOPMENT	8458 NE 9th St.	10		1	Removal Size 6, 8, 8, 8, 10, 12, 12, 14, 14, 14
TREE-WITH BUILDING/DEVELOPMENT	2627 78th Ave NE	2	17, 21	4	Final inspection, species and location not as built, request revision
TREE-WITH BUILDING/DEVELOPMENT	1800 77th ave NE				Mid project Inspection, tree protection inspection
TREE-WITH BUILDING/DEVELOPMENT	1686 77th Ave NE				Mid project Inspection, tree protection inspection
TREE-WITH BUILDING/DEVELOPMENT	3267 Evergreen Point Road	4	6, 13, 21, 23	8	Mid project Inspection, correction, supplemental planting
TREE-WITH BUILDING/DEVELOPMENT	3267 Evergreen Point Road	2	10, 12	2	Mid project Inspection, correction, supplemental planting
TREE-WITH BUILDING/DEVELOPMENT	2019 79th Ave. NE			TBD	Final inspection, correction, supplemental planting
TREE-WITH BUILDING/DEVELOPMENT	7838 NE 8TH ST	4	9, 15, 18, 18	TBD	revision request pending
TREE-WITH BUILDING/DEVELOPMENT					Mid project inspection
TREE-PERFORMANCE	2643 76TH AVE NE	4	7,8,11,15	0	EVALUATE IMPACT ON TREES ASSOCIATED WITH AN ADDITION & REMODEL TO THE EXISTING PRIMARY RESIDENCE.
TREE-WITH BUILDING/DEVELOPMENT	3234 78th PI NE	14		2	Removal size 6,6,7,8,8,8,9, 9,10,11,12, 14, 32, 38
* Size meets minimum standards outlined in 16.52.090.D.4.					

Steve Wilcox

From: Kevin Dosch <kevind@buchan.com>
Sent: Tuesday, May 31, 2022 1:06 PM
To: Council
Subject: City construction regulations
Attachments: Medina PC meeting.docx

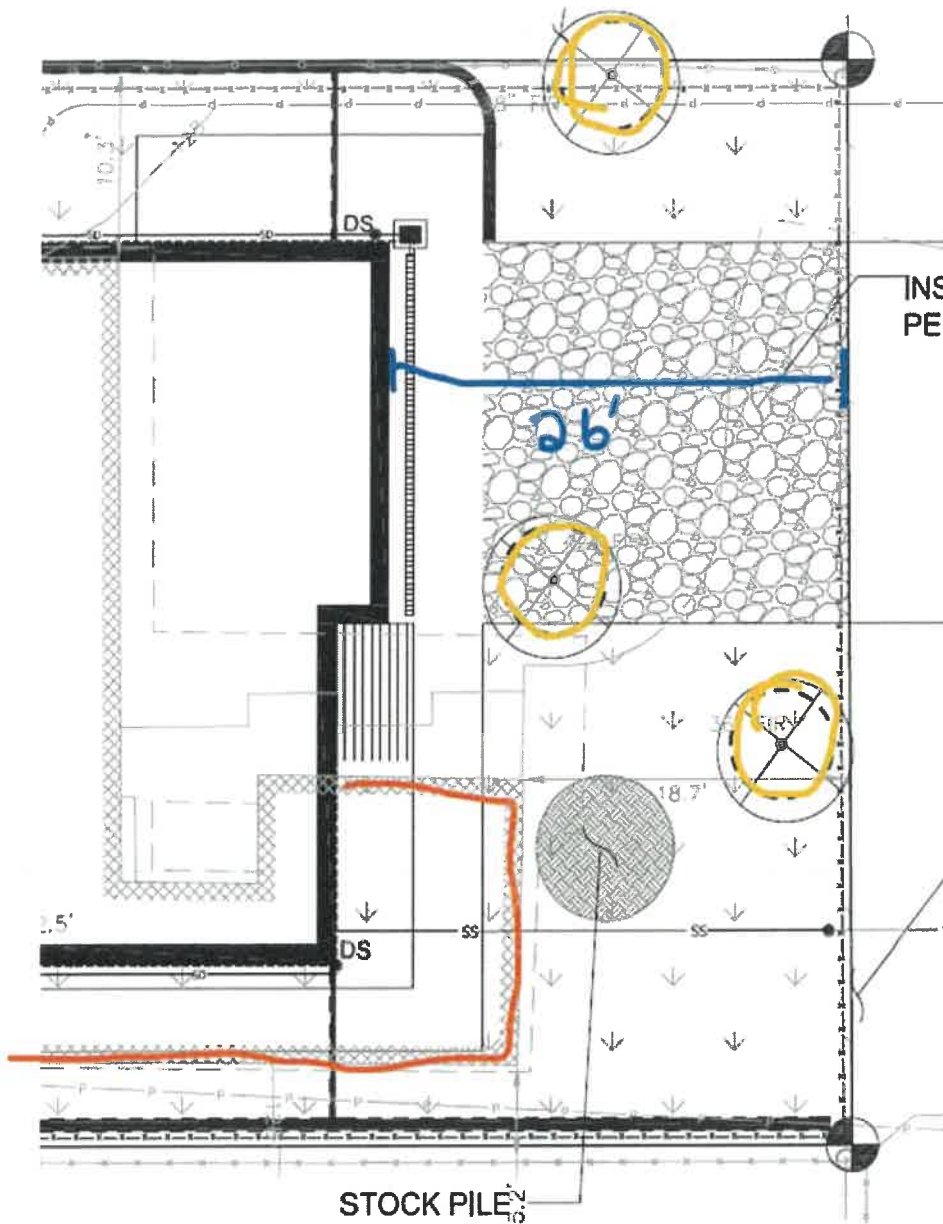
Dear City Council,

I'm Kevin Dosch Owner/President of John Buchan Homes. I've built or remodeled roughly 15 houses in Medina and was a resident for 10yrs. Over the years it's progressively become harder to construct houses in the city. I've attended council meetings in the past and spoke at a planning commission meeting recently on July 2021 (I've attached my letter for that meeting). My goal is to establish some what of an even playing field and efficiency when it comes to constructing houses in the city of Medina. The more efficient the process the faster we as contractors can finish the job so in theory less disruption to the neighborhood

Over the past couple years I've been building houses on smaller lots on the N side of 24th and am currently under construction on a house S of 24th. These lots and houses are more affordable to a majority of people that want to live in Medina. However, small lots aren't as easy to construct a home on as larger lots or street to water front houses. Different rules apply to different sq ft lots when designing the house so why can't that apply to the construction process as well. Current city rules for building on small sq ft lots makes for coordination extremely difficult. I pasted 2 examples of project site plans that I've done in Medina. The second site plan below was completed a couple years ago on a 23K lot that had more than enough room for parking, lumber, soils, honey bucket, trash bin, as well as other items needed to be stored. Now directly below is a house I'm currently doing for a client that can't afford the 23K lot but the same rules still apply.

Items on lot daily minus workers:

6' tall privacy screening fencing on property line
Garbage container w/ lid
Porta Potty
Construction materials
Tree protection barrier

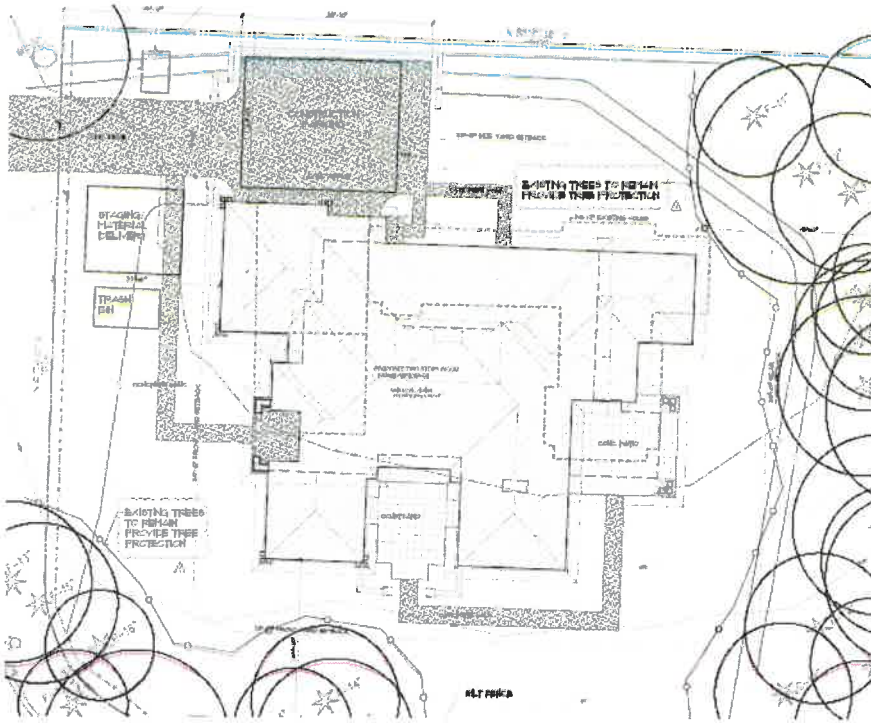


Site plan above

Existing house in red is further forward than new house

3 large trees right in front yard making for demo, removal of trees, and excavation of foundation difficult w/ little space to park

26' of parking/work space isn't realistic once we get all the daily items on site plus a worker or 2. (lumber package will take up most of this)



Once all of these items are on property plus workers to install the materials it leaves little to no room to park. The cities solution to this is to carpool from a remote location. A plumber, gas piper, HVAC, or finish carpenter can't just easily grab a couple items and go to work. Contractors live out of their vehicles so remote parking just doesn't work for most trades. I'm not sure why the ROW directly in front of the house can't be used for additional parking in front of permitted property. If a landscapers truck can park in the ROW or on the street for the entire day taking care of a Medina resident why can't construction workers park on the property being constructed. The site at end of day will still be locked up w/ green screen and fencing on property line just during the day we'd be able to accommodate more workers and possibly the concrete pump trucks in the ROW.

Concrete days have to be one of the most difficult things to accomplish on the smaller lots due to lack of space for workers and concrete trucks. Not only is the weather not predictable but neither are the schedules at times so having the ROW permit separate from the building permit makes no sense. Each new construction house typically needs an approach/driveway to the residence so why does the house get approved but the approach requires a separate permit. If the city is approving construction of a single family residence why isn't the ROW permit just part of the building permit. Each house needs concrete and a driveway so why the extra step. Add the cost to the initial permit fee and any other bonds or misc items the city feels necessary to add. We as contractors could then set up a pre-con and or job start to let the transportation department know that work is being done in the ROW. I don't see any harm in using the ROW on a daily basis during business hours as long as 2 lanes of traffic are kept open.

It would sure be nice if the contractors that work in Medina on the regular could be a part of the discussion on construction rules. I understand the reason for rules to be in place but the process should be able to work for all parties involved. Clyde Hill right next door has lots of residential construction going on of equally sized houses and I can build my houses 2-3 months faster and cheaper due to the additional cost to build in Medina. Not sure why I can get a permit out of Clyde Hill in 3 months when it takes Medina 9 months or more this only adds to the cost of the houses.

I appreciate your time to review these items and would be more than happy to discuss further. I've worked in multiple jurisdictions around the area so have seen what works and what doesn't work.

Thanks,
Kevin Dosch
President/ Owner

John Buchan Homes
425-417-5051



CITY OF MEDINA

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

Date: June 13, 2022
To: Honorable Mayor and City Council
Via: Stephen Burns, Interim City Manager
From: Ryan Wagner, Finance & HR Director
Subject: May 2022 Financial Reporting

The June 2022 Reporting includes:

- May AP Check Register Activity Detail
- Updates from Finance Department
- May Financial Summary and Cash Position Report
- 2023 Preliminary Budget Calendar

Key Items for June 2022:

Assistant Finance Director

- New Assistant Finance Director Resigned last week, position back open
- Have potential Candidates, will also look at temporary help

2021 Washington State Financial Statements Audit

- The audit was completed and submitted by the deadline of End of Month May
- The audit itself will take place in September of 2022

2022 WCIA Police Department Liability Audit

- Interim City Manager Burns, Acting Police Chief Sass, Acting Police Captain Gidlof and I met with WCIA on May 19th, 2022, to conduct the Police Liability Audit
- Audit Questionnaire Finalized with WCIA on May 20th, 2022

Finance Summary

- GENERAL FUND REVENUE
 - \$672K in property taxes, \$2.4M to date (another major deposit expected in the fall)
 - \$157K in sales tax revenue, \$746K to date (in line with budget)
- GENERAL FUND EXPENSES
 - \$43K in City Attorney Fees for April Period
 - Police Department salaries and wages: one time increase due to retro payout after ratifying of guild contract and inclusion of fitness incentive

- CAPITAL FUND
 - There is \$84K of REET (real estate excise tax) revenue recorded this month, representing April's real estate activity.

May 2022 Cash Position Report

<u>2022 Beginning Cash Balance 5/1/2022</u>		<u>2022 Cash Balance, to date</u>	
<u>TOTAL CASH & INVESTMENTS</u>		<u>TOTAL CASH & INVESTMENTS</u>	
Beginning Year: 5/1/2022		Period Ending: 5/31/2022	
WA ST INV POOL	\$ 6,213,280.50	WA ST INV POOL	\$ 6,389,776.35
OTHER INVESTMENTS	1,500,000.00	OTHER INVESTMENTS*	1,500,000.00
CHECKING	<u>3,686,806.85</u>	CHECKING	<u>3,948,896.33</u>
	\$ 11,400,087		\$ 11,838,673

*Bond maturity dates:

\$500K bond (Mar 2020)
3/25/2025
\$1M bond (Aug 2020)
8/5/2024

REVENUE

Totals By Fund						
Fund Number	Title	Period	Fiscal	Budget	% of Total	Balance
001-000-000-000-00-00-00	General Fund	\$878,450.39	\$3,876,955.16	\$8,270,544.00	46.88%	\$4,393,588.84
101-000-000-000-00-00-00	City Street Fund	\$104,863.62	\$189,617.29	\$520,328.00	36.44%	\$330,710.71
103-000-000-000-00-00-00	Tree Fund	\$0.00	\$0.00	\$3,075.00	0.00%	\$3,075.00
303-000-000-000-00-00-00	Levy Stabilization Fund	\$125,000.00	\$208,333.34	\$500,000.00	41.67%	\$291,666.66
307-000-000-000-00-00-00	Capital Projects Fund	\$87,026.58	\$701,400.41	\$2,086,619.00	33.61%	\$1,385,218.59
401-000-000-000-00-00-00	Development Services Fund	\$64,797.10	\$1,432,275.68	\$2,356,895.00	60.77%	\$924,619.32
631-000-000-000-00-00-00	NonRevenue Trust Funds	\$4,852.55	\$10,133.90	\$0.00		(\$10,133.90)
Grand Totals		\$1,264,990.24	\$6,418,715.78	\$13,737,461.00	46.72%	\$7,318,745.22

EXPENDITURES

Totals By Fund						
Fund Number	Title	Period	Fiscal	Budget	% of Total	Balance
001-000-000-000-00-00-00	General Fund	\$664,920.46	\$3,485,128.32	\$8,681,250.00	40.15%	\$5,196,121.68
101-000-000-000-00-00-00	City Street Fund	\$27,838.52	\$171,384.57	\$520,328.00	32.94%	\$348,943.43
103-000-000-000-00-00-00	Tree Fund	\$399.77	\$2,585.26	\$40,000.00	6.46%	\$37,414.74
307-000-000-000-00-00-00	Capital Projects Fund	\$40,195.20	\$457,639.17	\$1,510,000.00	30.31%	\$1,052,360.83
401-000-000-000-00-00-00	Development Services Fund	\$91,074.38	\$450,744.20	\$1,179,726.00	38.21%	\$728,981.80
631-000-000-000-00-00-00	NonRevenue Trust Funds	\$111.00	\$245.50	\$0.00		(\$245.50)
999-000-000-000-00-00-00	Master Investments	\$0.00	\$664,510.66	\$0.00		(\$664,510.66)
Grand Totals		\$824,539.33	\$5,232,237.68	\$11,931,304.00	43.85%	\$6,699,066.32

2023 Preliminary Budget Calendar City of Medina, Washington

Statutory Dates	Planned/Actual Dates	2022 Budget Process
July 1, 2022	June 13, 2022	Council holds Public Hearing on 6 year Capital Improvement Plan (CIP/TIB/Non-TIB)
July 1, 2022	June 13, 2022	Council approves 6 year Capital Improvement Plan, file w/ Sec of Transp. by 7/31
Sept 13 2022	August 2, 2022	Department Directors begin preparing 2023 Budget Requests.
Sept 27, 2022	August 23, 2022	Department Directors 2022 Budget requests submitted to Finance Director. RCW 35.33.031 and RCW 35A.33.030.
Oct 1, 2022	August 31, 2022	2023 Preliminary Budget estimates are presented to the City Manager by Finance Director for modification, revision or addition. RCW 35.33.031 and RCW 35A.33.030.
No legal requirement	September 12, 2022	Council holds Public Hearing to gather input on 2022 Preliminary Budget.
Oct 4, 2022	September 12, 2022	City Manager provides City Council with 2023 Revenue projections for the current year. City Manager provides a 2023 Preliminary Budget showing 2023 Revenue and Expenditures by Department.
No legal requirement	Sept 26, 2022	City Council holds a study session on 2023 Preliminary Budget. <i>Balancing decisions made if necessary.</i>
Nov 2, 2022	October 10, 2022	City Manager files 2023 Updated Preliminary Budget & Budget Message with the City Clerk and the City Council.
Prior to November 24, 2022	October 10, 2022	City Council holds Preliminary Public Hearing on 2023 Budget & Revenue Sources (Property Tax Levy)
No later than Nov 2, through Nov 20, 2022	Dates as needed prior to Nov 14 th meeting	City Clerk publishes notice of filing of 2023 Budget and publishes notice of public hearing on final budget once a week for two consecutive weeks.
Nov 20, 2022	Nov 14, 2022	Copies of 2023 proposed final budget are made available to the public at the Regular City Council meeting.
Nov 24, 2022 (KC due date) (Hearing due date 12/6/22)	Nov 14, 2022	Council holds Final Public Hearing and sets the 2023 Property Tax Levy to certify property tax levy to King County Assessor's Office
Dec. 31, 2022	Nov 14, 2022	Council adopts Final 2023 Budget at the Regular Monthly City Council meeting.

After Adoption	After Adoption	Copies of 2023 Final Budget Ordinance are filed with the Washington State Auditor's Office, MRSC and AWC. * *= gnicas@mrsc.org , awc@awcnet.org (?) & choyw@sao.wa.gov
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CITY OF MEDINA

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

Date: June 13, 2022
To: Honorable Mayor and City Council
Via: Stephen R. Burns, Interim City Manager
From: Aimee Kellerman, City Clerk
Subject: Central Services Department Monthly Report

JUNE AND JULY PUBLIC MEETINGS AND EVENTS

Event	Date	Time	Location
Park Board Meeting	Jun 20	6:00 pm	In-Person/Online
City Council Meeting	Jun 27	5:00 pm	In-Person/Online
Planning Commission Meeting	Jun 28	4:00 pm	In-Person/Online
Independence Day – City Hall Closed	Jul 4		
City Council Meeting	Jul 11	5:00 pm	In-Person/Online
Park Board Meeting	Jul 18	6:00 pm	In-Person/Online
City Council Meeting – TENTATIVE	Jul 25	5:00 pm	In-Person/Online
Planning Commission Meeting	Jul 26	4:00 pm	In-Person/Online

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

COMMUNICATION TO OUR COMMUNITY

E-Notice Program: During the month of May, the City issued 21 bulletins amounting to a total of 86,088 bulletins delivered to subscribers; approximately 14.8% were opened. See **Attachment 1**.

As of May 31, the city had 13,001 subscribers (change in total subscribers **+153**), with a combined total of 124,647 subscriptions (change in total subscriptions **+1,681**).

RECORDS REQUESTS

As of May 31, 15 public records requests have been received by Central Services. See **Attachment 2**.

	Bulletins Developed	Total Recipients	Total Delivered	Unique Email Opens	Unique Email Open Rate	Wireless Recipients
Comparisons:						
May, 2022	21	93,246	86,088	9,650	14,8%	24,298
April, 2022	31	166,938	154,946	17,108	14.70%	45,327
March, 2022	21	108,426	100,766	11,437	15.00%	28,354
February, 2022	17	48,354	44,691	4,260	11.80%	10,350
January, 2022	25	101,589	94,429	10,651	14.20%	23,288
December, 2021	32	193,448	180,037	18,165	13.10%	49,149
November, 2021	27	100,179	93,226	7,593	10.20%	22,569
October, 2021	37	124,366	118,068	9,230	8.60%	21,579
September, 2021	25	86,280	80,364	6,546	10.10%	18,846
August, 2021	21	98,271	92,022	9,193	12.40%	21,013
July, 2021	17	46,230	43,222	4,020	10.80%	7,435
June, 2021	23	80,050	75,120	6,629	10.40%	13,924
May, 2021	31	120,746	113,370	10,176	10.70%	21,364
April, 2021	35	115,716	109,081	9,571	10.10%	17,510
						Email Open
Date Sent	Top 10 Most Read Bulletins During May			Emails Opened	Rate	
05/02/2022 12:04 PM PDT	Medina City Hall has reopened for regular business!			1,024	13%	
05/04/2022 02:35 PM PDT	Medina City Hall has reopened for regular business!			1,017	14%	
05/06/2022 03:34 PM PDT	May 9, 2022 Medina City Council Special Meeting Agenda			1,115	15%	
05/10/2022 10:39 AM PDT	National Police Week and Peace Officers Memorial Day 2022			1,438	16%	
05/10/2022 01:43 PM PDT	Introducing - Engage Medina! Stay informed on what's happening in Medina!			1,235	15%	
05/10/2022 02:12 PM PDT	Proposed Code Amendments for Average Grade			1,252	16%	
05/17/2022 01:56 PM PDT	Community Bulletin - Mailbox Theft Incidents			1,100	30%	
05/19/2022 11:22 AM PDT	Community Bulletin - Summer Safety			834	28%	
05/19/2022 12:00 PM PDT	National Safe Boating and Paddling Week 2022			1,452	16%	
05/27/2022 08:00 AM PDT	Notice of Public Hearing - 2023-2028 Six Year CIP/TIP & non-TIP - June 13, 2022			1,260	16%	

**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: June 13, 2022
TO: Mayor and City Council
From: Aimee Kellerman, City Clerk
Subject: May 2022, Public Records Request Tracking

In May 2022, Central Services staff received **15** new public records requests, **2** ongoing public records request. These requests required approximately **8.5 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall May cost, which includes staff hourly rate plus benefits and City Attorney fees is approximately **\$515**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In May 2022, the Police Department received **15** new records requests. These requests required approximately **4 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall May cost, which includes staff hourly rate plus benefits is approximately **\$263**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

May 2022 Monthly PRR Report

Run Date: 06/02/2022 2:23 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	5/6/2022	P002394-050622	Public Records Request	5/17/2022	Public Records Request	Guoyong Liu	Central Services	Hi, Here is my address: 2507 Medina Cir, Medina, WA 98039 I need to get a site map or survey to know my home's border. I appreciate your help very much, Thanks, Guoyong	Dawn Nations
Central Services	5/9/2022	P002397-050922	Public Records Request	5/23/2022	Public Records Request	Franck Li	Building	Any and all documents related to the property including remodeling, additions, boundary maps, markers, survey, architectural designs, permits, floor plans, storm drain plan if any, living area footage, etc	Dawn Nations
Central Services	5/10/2022	P002398-051022	Public Records Request	5/19/2022	Public Records Request	Braden Mineer	Building	Requesting a report of all issued and pending building permits for residential & commercial properties from 4/1/2022 to 4/30/2022. Report to include if possible: permit number, issue date, site addresses, valuation of project, description of work, contractor information and owner name. If a report is unavailable, then copies of the original permits would be more than adequate.	Dawn Nations
Central Services	5/10/2022	P002399-051022	Public Records Request	5/19/2022	Public Records Request	Janitor Michele Ray	Human Resources	What is this human Resources? Michele Ray!	Dawn Nations
Central Services	5/10/2022	P002400-051022	Public Records Request	5/19/2022	Public Records Request	George Hanson	Development Services	Any records for 3619 Evergreen Point Road. built in 1990	Dawn Nations
Central Services	5/10/2022	P002401-051022	Public Records Request	5/26/2022	Public Records Request	Real estate broker Richard Cahill	Building	8816 NE 2nd Pl, Medina Is there a survey on file? Variance #474 3/8/84 Kenwood Park ADD Parcel 383550 Trct Common Driveway	Dawn Nations
Central Services	5/10/2022	P002402-051022	Public Records Request	5/20/2022	Public Records Request	Doug Dicharry	Building	All permit applications and approvals and construction plans for 8024 NE 8th St.	Dawn Nations

Central Services	5/12/2022	P002405-051222	Public Records Request	5/23/2022	Public Records Request	Rod Buidon	Building	607 86th Avenue NE building plans	Dawn Nations
Central Services	5/12/2022	P002406-051222	Public Records Request	5/24/2022	Public Records Request	Larion Tyshler	Building	Requesting all the records and exhibits pertaining to the variance request P-22-009 (607 86th Ave NE, Wang Variance), including the exhibits 1-9 listed in the decision summary.	Dawn Nations
Central Services	5/18/2022	P002411-051822	Public Records Request	6/13/2022	Public Records Request	Jake Drake	Public Works	Hello, may I please request any drainage complaints downstream of parcel #3025300065? Thank you.	Dawn Nations
Central Services	5/24/2022	P002414-052422	Public Records Request	6/3/2022	Public Records Request	Gunjan Sood	Development Services	Hi there! I am looking for the approved Architectural & Structural Plans for the current Remodel & Addition, building permit B-21-033 for address 8604 NE 6th St, Medina, WA 98039. I will be leveraging this as a reference for a similar addition for my house. Appreciate the help!	Dawn Nations
Central Services	5/25/2022	P002415-052522	Public Records Request	6/3/2022	Public Records Request	Public Records Request Kathleen Colleran	Building	My husband Bill and I just moved to Medina last month and would like the "As Built" plans for our home. Our address is 7842 NE 21st Street, Medina WA 98039; my cell is (206) 412-2127. We have a daughter in college who is home for the Summer and a son who is a Junior at Seattle Prep. My husband drives a silver BMW M3, I drive a silver BMW X5 and our children drive a black Honda CRV. We are thrilled to be here and thank you for all that you do for our community.	Dawn Nations
Central Services	5/25/2022	P002416-052522	Public Records Request	6/3/2022	Public Records Request	Architect Sean Wilson	Building	Hello, I am looking for permitted drawings of the retaining walls that currently exist along the south property line at 3602 Evergreen Point Rd. Any drawings, structural calcs, photos, or other pertinent info on record would be appreciated. If a permitted site plan is on file, that would be appreciated as well. Thank you! Sean Wilson	Dawn Nations
Central Services	5/26/2022	P002421-052622	Public Records Request	6/6/2022	Public Records Request	David McCourt	Building	1800 77th Ave NE, Permit B-20-056 / 442 87th AVE NE, Permit B-20-059 Dawn, I'm out of the office the week of May 30th, returning the week of June 6th. Thursday 6/9/22 would work for me if I need to come in. Thanks! David	Dawn Nations



CITY OF MEDINA

501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144
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Date: June 13, 2022
To: Honorable Mayor and City Council
Via: Stephen R. Burns, Interim City Manager
From: Ryan Osada, Public Works Director
Subject: Public Works Monthly Report

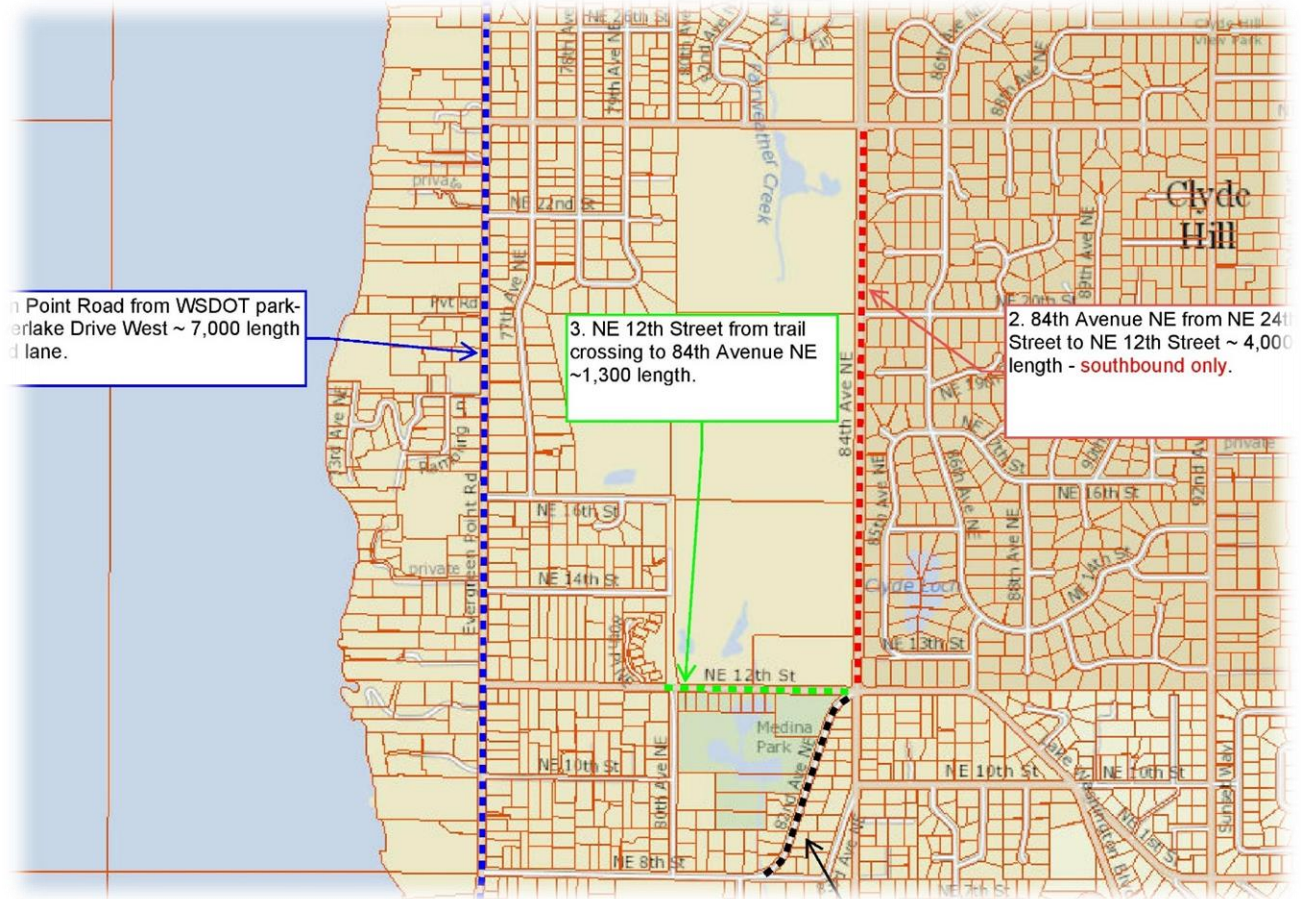
- 1. PLAYGROUND IMPROVEMENTS** – The original schedule was to open the playground June 2nd and host a ribbon cutting ceremony June 4th. Due to delivery delays with the play-chip surfacing and swing set parts, the playground will open June 9th. We are currently rescheduling the ribbon cutting celebration for mid-June. Overall, the project went well and looks amazing.



2. **77TH AVE NE STORM PROJECT** – The final connection at 86th Ave NE & NE 5th St was completed last month. The city had requested PSE to relocate the gas main in order to install a new 12” storm drain connection. This connection was crucial to increase capacity from the Medina Heights area. The existing trunk line prior to the storm drain improvements was 8” which is inadequate to service the area.

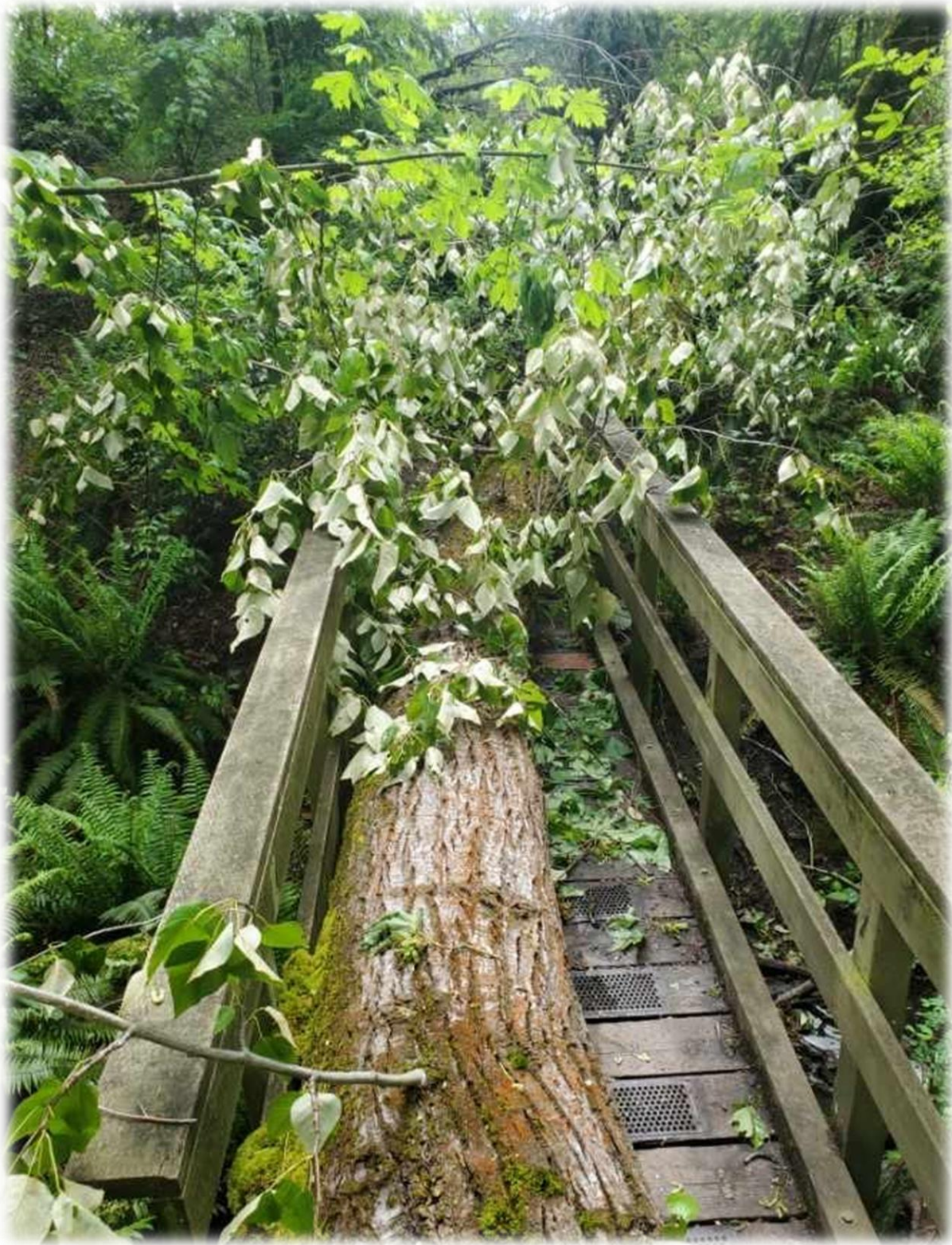


3. TIB CRACKSEALING PROGRAM – The city was recently contacted by TIB regarding the Small Cities Preservation Program for 2023. TIB has modified their scoring guidelines for asphalt overlays and requires cracksealing as a preventative measure prior to overlays. For a pilot program, TIB awarded the City of Medina \$30,000.00 to crackseal the arterial streets in 2022.



4. MAINTENANCE UPDATES – The Public Works crew has been extremely busy working on the Playground Improvements and keeping up with regular maintenance tasks. The Puget Sound area also experienced excessive rain and windstorms in May which brought down a couple trees in Fairweather Nature Preserve. The rain mixed with all the blown debris required extensive cleanup around parks and neighborhood streets.





5. PROJECT UPDATES –

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

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

Medina Park Playground Improvements – Delayed opening, now June 9th.

Post Office Floor Replacement – Our public works staff will evaluate the subfloor structure and recommended replacement scope.

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.

2022 Hazardous Tree Removal – in review

NE 12th Street Sidewalk Improvements & Undergrounding – finalizing 90% construction drawings. Still waiting for final drawings for luminaire locations. First round of notices was sent to residents along the corridor.

77th Ave NE Stormwater Repair – completed

TIB_NE 7th Street Overlay – 84th Ave NE to Overlake Dr – Stormwater improvement and overlay plans are being drafted. Going out for bid in June

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

2022 Localized Repair Stormwater – revised to NE 7th ST Stormwater Improvements

2022 City Hall Repairs – Miscellaneous – in review