



MEDINA CITY COUNCIL

Monday, April 10, 2023

5:00 PM – REGULAR MEETING

AGENDA

VISION STATEMENT

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

MISSION STATEMENT

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



MEDINA, WASHINGTON

MEDINA CITY COUNCIL REGULAR MEETING

Hybrid - Virtual/In-Person
Monday, April 10, 2023 – 5:00 PM

AGENDA

MAYOR | Jessica Rossman

DEPUTY MAYOR | Randy Reeves

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

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 April 10th Council meeting. Please reference Public Comments for April 10th Council Meeting on your correspondence. The City Clerk will call on you by name or telephone number when it is your turn to speak. You will be allotted 3 minutes for your comment and will be asked to stop when you reach the 3 minute limit. The city will also accept written comments. Any written comments must be submitted by 2 PM on the day of the April 10th 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 April 10th Council meeting.

Please reference Public Comments for April 10th Council Meeting on your correspondence. The City Clerk will call on you by name or telephone number when it is your turn to speak. You will be allotted 3 minutes for your comment and will be asked to stop when you reach the 3 minute limit.

4. **PRESENTATIONS**

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

Time Estimate: 10 minutes

5. **CITY MANAGER'S REPORT**

Time Estimate: 5 minutes

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

- [5.1a](#) City Manager Monthly Report

- [5.1b](#) Police Monthly Report

- [5.1c](#) Development Services Monthly Report

- [5.1d](#) Finance Monthly Report

- [5.1e](#) Central Services Monthly Report

- [5.1f](#) Public Works Monthly Report

6. **CONSENT AGENDA**

Time Estimate: 5 minutes

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

- [6.1](#) March 2023 - Check Register

Recommendation: Approve.

Staff Contact: Ryan Wagner, Finance Director

- [6.2](#) Park Board Meeting Minutes of January 23, 2023

Recommendation: Receive and file.

Staff Contact: Dawn Nations, Deputy City Clerk

- [6.3](#) Planning Commission Meeting Minutes of February 28, 2023

Recommendation: Receive and file.

Staff Contact: Stephanie Keyser, AICP, Planning Manager

- [6.4](#) Draft Meeting Minutes of March 13, 2023
Recommendation: Adopt minutes.
Staff Contact: Aimee Kellerman, CMC, City Clerk
- [6.5](#) Proclamation in Recognition of Municipal Clerks Week April 30 to May 6, 2023
Recommendation: Approve.
Staff Contact: Aimee Kellerman, CMC, City Clerk
- [6.6](#) 2023 ARCH Work Program and Budget
Recommendation: Approve.
Staff Contact: Steven R. Burns, City Manager
- [6.7](#) Contract Approval with BVC, Inc. for 2023 City-Wide Crack Seal Maintenance
Staff Contact: Ryan Osada, Public Works Director
Staff Recommendation: approve.
7. **LEGISLATIVE HEARING**
- None.
8. **PUBLIC HEARING**
- None.
9. **CITY BUSINESS**
- [9.1](#) Comprehensive Plan Update
Recommendation: Discussion item only; no action needed.
Staff Contact: Stephanie Keyser, Planning Manager
Time Estimate: 10 minutes
- [9.2](#) Housing Action Plan (HAP) - Draft
Recommendation: N/A
Staff Contact: Stephanie Keyser, Planning Manager
Time Estimate: 20 minutes
- [9.3](#) Gas-Powered Leaf Blowers Education and Outreach Update
Recommendation: Discussion and direction.
Staff Contact: Stephen R. Burns, City Manager
Time Estimate: 15 minutes
- [9.4](#) Park Use Permit Pilot Program
Recommendation: Approve Proposed Pilot Program
Staff Contacts: Stephen R. Burns, City Manager and Aimee Kellerman, CMC, City Clerk
Time Estimate: 15 minutes
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**

Time Estimate: 90 minutes

ES-1: RCW 42.30.110 (1)(i)

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

ES-2: RCW 42.30.110 (b)

To consider the minimum price at which real estate by lease or purchased when public knowledge regarding such consideration would cause a likelihood of increased price.

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

13. **ADJOURNMENT**

Next regular City Council Meeting: April 24, 2023 at 5 PM.

ADDITIONAL INFORMATION

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

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

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

UPCOMING MEETINGS AND EVENTS

Wednesday, April 12, 2023 – Emergency Preparedness Meeting (4:00 PM)
Saturday, April 15, 2023 – Shredder Day – Medina Park (9:00 AM to 12:00 PM)
Thursday, April 20, 2023 – Housing Action Plan Open House (6:00 – 8:00 PM)
Monday, April 24, 2023 - Park Board Weeding Event (10:00 AM)
Monday, April 24, 2023 - City Council Meeting (5:00 PM)
Friday, April 28, 2023 - Arbor Day Event (10:00 AM)
Monday, May 8, 2023 - City Council Meeting (5:00 PM)
Monday, May 15, 2023 - Park Board Meeting (5:00 PM)
Tuesday, May 2, 2023 - Planning Commission Special Meeting (6:00 PM)
Monday, May 22, 2023 - City Council Meeting (5:00 PM)
Tuesday, May 23, 2023 - Planning Commission Regular Meeting (6:00 PM)
Monday, May 29, 2023 - Memorial Day – City Hall Closed
Monday, June 12, 2023 - City Council Meeting (5:00 PM)
Monday, June 26, 2023 - City Council Meeting (5:00 PM)
Tuesday, June 27, 2023 - Planning Commission Regular Meeting (6:00 PM)
Tuesday, July 4, 2023 - Independence Day - City Hall Closed
Monday, July 10, 2023 - City Council Meeting (5:00 PM)
Monday, July 17, 2023 - Park Board Meeting (5:00 PM)
Monday, July 24, 2023 - City Council Meeting (5:00 PM)
Tuesday, July 26, 2023 - Planning Commission Regular Meeting (6:00 PM)
Wednesday, August 9, 2023 – Emergency Preparedness Meeting (4:00 PM)
Monday, August 14, 2023 - City Council Meeting - **Dark No Meeting**
Monday, August 28, 2023 - City Council Meeting - **Dark No Meeting**
Monday, September 4, 2023 - Labor Day - City Hall Closed
Monday, September 11, 2023 - City Council Meeting (5:00 PM)
Monday, September 18, 2023 - Park Board Meeting (5:00 PM)
Monday, September 25, 2023 - City Council Meeting (5:00 PM)
Tuesday, September 26, 2023 - Planning Commission Regular Meeting (6:00 PM)
Monday, October 9, 2023 - City Council Meeting (5:00 PM)
Monday, October 23, 2023 - City Council Meeting (5:00 PM)
Tuesday, October 24, 2023 - Planning Commission Regular Meeting (6:00 PM)
Friday, November 10, 2023 - Veterans Day - City Hall Closed

CERTIFICATION OF POSTING AGENDA

The agenda for Monday, April 10, 2023 Regular Meeting of the Medina City Council was posted and available for review on Friday, April 7, 2023 at City Hall of the City of Medina, 501 Evergreen Point Road, Medina, WA 98039. The agenda is also available on the city website at www.medina-wa.gov.



CITY OF MEDINA

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

Date: April 10, 2023

To: Honorable Mayor and City Council

From: Stephen R. Burns, City Manager

Subject: City Manager Report

- State Route 520 Expansion Joint - The University of Washington completed their final work on the Phase 2 joint noise mitigation study. We are working to get the funding included for Phase 3 included in the Washington State Transportation Budget.
- Medina Post Office Mail Box Replacement Update – The staff at the Medina Post Office ordered the mail box in January to replace the one that was stolen. As of April 6, the replacement box has not yet been delivered or installed. Part of the delay was with the mailbox coming from Topeka, Kansas. They will be keeping City Hall staff informed of the progress.
- Council has identified six goals and priorities for staff to work on in 2023. Below are the goals and status update.
 - Create a clear timeline and protocols for Council projects to include no new code without an enforcement plan.
 - *City staff are working on this with a tentative timeline to report back to Council in the Fall of 2023.*
 - Strategy for creative revenue sources, relook at fine structure and compare or calibrate with other cities.
 - *Development Services Director Steve Wilcox provided an update to the City Council on February 27 covering short-term and long-term budget outlook and stabilization for Development Services. Looking forward, one item we will continue to monitor is the fee schedule to ensure it accurately reflects cost recovery.*
 - Implement a full HR system that covers employee lifecycle.
 - *Finance/HR Director Ryan Wagner is working to implement a Human Resources program that will standardize Medina employment requirements. City staff estimates that this will be ready to come to Council in the Summer 2023.*
 - Add each department's business lines and service levels on the website.
 - *Central Services Director Aimee Kellerman is working with staff to include business lines and service levels on the city website. In addition, city staff are working to improve the search capabilities to the city website. We are still working on the timeline for completion.*

- Research and develop a plan for undergrounding utilities; and
 - *Public Works Director Ryan Osada will be providing an update to the Council at the April 24 City Council Meeting.*
- Research available options for reducing ghost homes.
 - *City Attorney Scott Missall is researching options and will be providing a brief to Council in the Fall of 2023.*
- Gas-Powered Leaf Blower Education Plan – City staff has created an education and resource page on the city’s website. This page includes an introduction to what Medina is looking into, FAQ’s, and links to other cities that have banned or are considering a ban on gas-powered leaf blowers. This is part of the education and outreach regarding gas-powered leaf blowers that the Council directed to staff. City staff will be holding an Open House at City Hall on May 11, 2023, from 5pm to 6:30pm. Staff is working on a survey that will go out city wide to get feedback regarding residents’ opinion about gas-powered leaf blower restrictions.
- Bellevue Fire Report – no report for March



MEDINA POLICE DEPARTMENT

DATE: April 10, 2023
TO: Stephen R. Burns, City Manager
FROM: Jeffrey R. Sass, Chief of Police
RE: Police Department Update – March 2023

The following is a summary highlighting some of the Medina Police Department activity in March 2023.

Follow up:

Nothing to report.

WOW Academy Visit: On Thursday, March 9th, Preschoolers from the WOW Academy visited the Medina Police Department. The Medina Police provided a tour of the Police Station, and discussed all the equipment an officer has on his uniform and in the police car.



Bellevue Christian School Visit: On Wednesday, March 15th, Officer James Martin talked to Bellevue Christian School- Three Points Elementary first grade students. Officer Martin discussed with the students the importance of traffic safety, bike safety, water safety and drugs, discussing the dangers of Fentanyl and to not accept something if you don't know what it is or where it came from.

Marine Patrol:

Sergeant Chad Schumacher with the Mercer Island Marine Patrol advised that the Muckleshoot Indian Tribe was granted a permit by a judge to gill net in Lake Washington again this year. They have four vessels that will be placing 24 gill nets throughout the lake and will be using our boat launch to store their vessels Monday through Friday. They have started in the East Channel and will be working their way south from the I-90 Bridge towards Renton and then move north when they finish the south end of the lake. Their goal is to remove the invasive predatory fish that are threatening the salmon population in the lake (ex: Shad, Pike, and Walleye). They will also have marked vehicles parked in the boat launch parking lot while they are out on the water.

WA Dept. of Fish and Wildlife is using the Marine Patrol dock to store their vessel and will be netting just at the mouth of the Cedar River in Renton.

Both Agencies plan on being in Lake Washington until approximately June 15th. They are aware of the concerns of residents along the shoreline and will mark their nets to make sure no one gets tangled in them, and they do not block access to docks and marinas.

If anyone has questions, concerns, or comments, please contact Sergeant Chad Schumacher.

Save the Date: Important event coming up in April.

Shredder/Drug-Take-Back/E-recycle event – Saturday, April 15th 9a-12p at Medina Park.



MEDINA POLICE DEPARTMENT
Jeff Sass, Chief of Police
MONTHLY SUMMARY
MARCH 2023



FELONY CRIMES

Fraud **2023-00001323** **03/14/2023**
 A resident contacted the Police Department for a fraud report. The victim stated that someone had fraudulently opened a business loan in their name. There was no monetary loss. Under investigation.

Mail Theft **2023-00001442** **03/18/2023**
 A resident in the 3600 block of Evergreen Point Road contacted the Police Department for a report of mail theft. The locked mailbox was pried open. The approximate value of items stolen is \$1000. Under investigation.

Fraud **2023-00001450** **03/20/2023**
 The Police Department was contacted for a report of blackmail. The victim stated that they had received a call from someone saying they were with the Medina Police Department and demanded money or an arrest warrant would be issued. The victim sent \$650 via e-cash to Walgreens. Under investigation.

MISDEMEANOR CRIMES

Theft **2023-00001221** **03/07/2023**
 The Police Department was contacted for a report of theft that occurred in the 8400 block of NE 12th St at the Chevron Gas Station. The resident reported that their wallet was removed from their passenger seat by an unknown subject. The estimated value of the loss is \$150. No further leads.

Domestic Violence **2023-00001436** **03/19/2023**
 An Officer responded to a reported domestic violence call.

Domestic Violence **2023-00001294** **03/12/2023**
 An Officer responded to a reported domestic violence call.

OTHER

Collision **2023-00001188** **03/05/2023**
 A Police Officer was dispatched to the 2000 block of 84th Ave NE for a one car non-injury collision. The vehicle was traveling southbound on 84th Ave NE and crossed the roadway onto the Overlake Golf Course. It's unknown the approximate cost of the damage to the golf course. The driver was cited.

Hit and Run Collision **2023-00001301** **03/13/2023A**
 Police Officer was dispatched to the 7800 block of NE 10th St. for a report of a hit and run collision. An unknown vehicle had struck a fire hydrant. The approximate cost to replace the fire hydrant is \$10,000. Under investigation.



MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

City of Medina



March 2023 - Monthly Report

CRIMES	Current Month	YTD 2023	YTD 2022	Year-End 2022
Burglary	0	1	1	10
Vehicle Prowl	0	1	3	4
Vehicle Theft	0	2	3	7
Theft (mail & all other)	5	8	1	10
ID Theft/Fraud	4	4	3	16
Malicious Mischief (Vandalism)	2	6	1	5
Domestic Violence/Violation of No Contact Order	2	3	2	5
Disturbance, Harassment & Non-DV Assault	2	4	3	19
TOTAL CRIMES	15	29	17	76

COMMUNITY POLICING	Current Month	YTD 2023	YTD 2022	Year-End 2022
Drug Violations - Referrals to Treatment	0	0	0	1
Community Assists	23	53	27	139
House Watch Checks	68	219	157	595
School Zone	19	65	72	216
Mental Health	1	7	8	39
TOTAL ENFORCEMENT	111	344	264	990

TRAFFIC	Current Month	YTD 2023	YTD 2022	Year-End 2022
Collisions				
Injury	1	2	0	2
Non-Injury	2	6	3	6
Non-Reportable	0	0	0	1
Traffic Stops				
Citations/Infractions/Parking	26	57	99	250
Warnings	222	586	413	1426
TOTAL TRAFFIC	251	651	515	1685

CALLS FOR SERVICE	Current Month	YTD 2023	YTD 2022	Year-End 2022
Animal Complaints	4	10	11	46
Residential Alarms	19	56	57	255
Missing Person	1	2	1	5
Suspicious Activity/Area Check	16	42	49	219
Medical Call/Assist Fire Department	0	3	7	29
Juvenile (underage party, substance use, etc.)	0	0	1	7
TOTAL SERVICE	40	113	126	561

**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, Chief of Police
MONTHLY SUMMARY
MARCH 2023

TOWN OF
HUNTS POINT
Washington

FELONY CRIMES

Fraud

2023-00001211

03/06/2023

A resident contacted the Police Department for a fraud report. The victim stated that they were notified that someone had attempted to use their social security card fraudulently. No suspects at this time.

MISDEMEANOR CRIMES

Nothing to report.



MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

Town of Hunts Point



March 2023- Monthly Report

CRIMES	Current Month	YTD 2023	YTD 2022	Year-End 2022
Burglary	0	0	0	1
Vehicle Prowl	0	0	0	0
Vehicle Theft	0	0	0	0
Theft (mail & all other)	0	0	1	4
ID Theft/Fraud	1	2	0	2
Malicious Mischief (Vandalism)	1	1	0	2
Domestic Violence/Violation of No Contact Order	0	1	0	1
Disturbance, Harassment & Non-DV Assault	0	1	2	5
TOTAL CRIMES	2	5	3	15

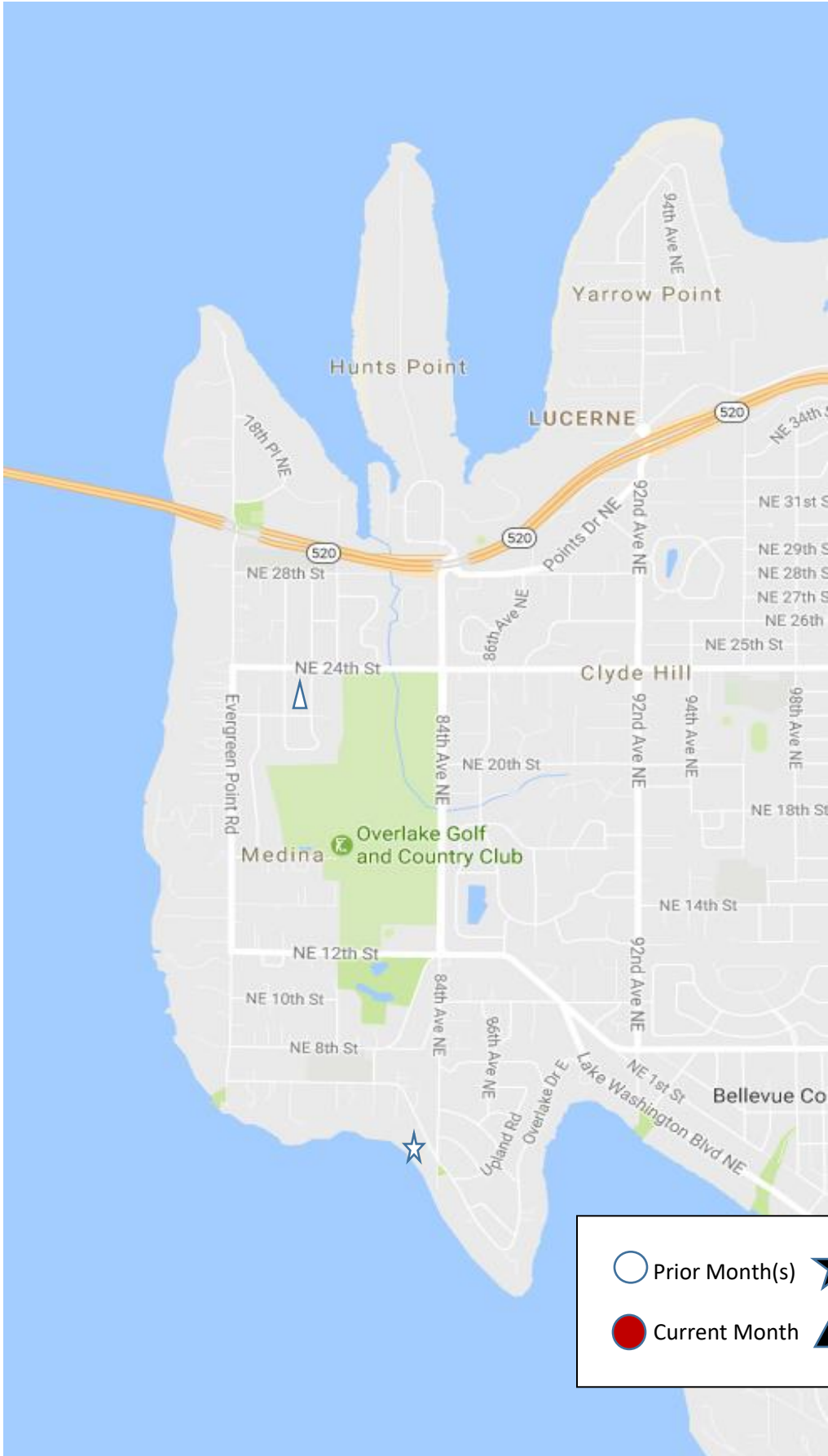
COMMUNITY POLICING	Current Month	YTD 2023	YTD 2022	Year-End 2022
Drug Violations - Referrals to Treatment	0	0	0	0
Community Assists	2	4	1	17
House Watch Checks	3	9	21	60
Mental Health	0	1	2	11
TOTAL ENFORCEMENT	5	14	24	88

TRAFFIC	Current Month	YTD 2023	YTD 2022	Year-End 2022
Collisions				
Injury	0	0	0	0
Non-Injury	0	0	0	1
Non-Reportable	0	0	0	1
				0
Traffic Stops				0
Citations/Infractions/Parking	2	23	24	82
Warnings	25	139	71	289
TOTAL TRAFFIC	27	162	95	373

CALLS FOR SERVICE	Current Month	YTD 2023	YTD 2022	Year-End 2022
Animal Complaints	0	2	1	4
Residential Alarms	3	7	8	32
Missing Persons	0	0	0	0
Suspicious Activity/Area Checks	1	2	4	23
Medical Call/Assist Fire Department	0	0	2	5
Juvenile (underage party, substance use, etc.)	0	1	0	1
TOTAL CALLS FOR SERVICE	4	12	15	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.

2023 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: April 10, 2023
To: Honorable Mayor and City Council
Via: Stephen R. Burns, City Manager
From: Steven R. Wilcox, Development Services Department Director
Subject: Development Services Department Monthly Report

Permit Activity

Pending receipt of March financial information, it seems obvious that Development permit activity continues to be slow. "Slow" meaning less than last year at this time and also less than what could be expected as an average.

Permit value is a consistent number calculated for development projects for the purpose of assigning fees. Revenue is a better way to accurately view our activity level and budget health. Permit value through March 2023 is below the same time in 2021 by about 25%.

Permit value shown in the March 2023 Issued Permits report provided reflects not only applications that we received in 2023, but also those still pending issuance from 2022.. Relying on only permit value as a marker for development activity will give incorrect information on a YTD comparison with previous years. But permit value is useful, and in particular as a year end comparison.

Most building permit activity in 2023 to date is associated with small projects. We will be issuing several new home development projects that were received in late 2022. 65% of the permit fee is collected when the permit application is received meaning that while we will be issuing several projects from 2022 only 35% of the permit fee is due that will appear in 2023 as revenue. To date in 2023 we have one new home permit application.

Building inspections performed are also slower this year compared to 2023, but will increase as the 2022 applications are issued.

Planning Commission

By Stephanie Keyser

The April Planning Commission meeting has been canceled in lieu of two meetings in May. At their Special Meeting on May 2nd, they will hold a public hearing on the Draft Housing Action Plan. Their recommendation will be forwarded to Council, who will have a public hearing on the draft in June. At Planning Commission's Regular Meeting on May 23rd, they will begin working on the Housing Chapter of the Comprehensive Plan Update.

T-Mobile Permit Application

A permit application for a new T-Mobile Small Wireless Facility has been accepted as complete. An informational meeting in an open house format will be conducted by T-Mobile at Medina City Hall. T-Mobile representatives will be complying with the minimum requirements of our Municipal Code for noticing.

As of the time of this report T-Mobile has not provided the date of the informational meeting. T-Mobile has between April 13th and April 28th to hold the informational meeting. Unfortunately, this meeting will be in-person only. An on-line option is not required by our code.

Medina will add noticing to our city website beyond what T-Mobile must do as a minimum.

King County Wastewater Pump Station Maintenance Project

Noticing has started for the pump station maintenance project which is scheduled for July 2023.

King County will be providing notice of their July 2023 pump station work, and Medina Public Works staff is making A-frame signs to place on two sides of the 633 81st Ave NE property.

King county has yet to hire a contractor to perform the estimated \$2.5 million project for them. Without a contractor there is no schedule yet.

Once a schedule is created more accurate noticing will happen by the County and by Medina.

2021 Washington State Building Code

The state requires all jurisdictions to implement the 2021 State Building Code on July 1, 2023. Medina can simply implement what the state gives us, or we can amend the code in certain limited areas. It is best to review, amend and update our codes as may be found needed.

Included with this code adoption is the 2021 Wildlife Urban Interface Code (“WUCI”). Medina has areas designated by the WUCI as “Intermix”. Most Intermix areas are along the west side of Evergreen Point Road, but also in areas such as the Overlake Golf & CC. The stated purpose of the WUCI is protection of structures from the spread of wildfires. The WUCI really does not have impact on Medina construction at this point. As typical with state mandates there are often “placeholders” for future amendments and that might be what the WUCI means to jurisdictions such as Medina. The WUCI could easily be viewed the opposite of what the stated intent is now in that wildlands, including west of Evergreen Point Road, could be required to be protected from construction, rather than the opposite.

There are many hundreds of changes from the previous building code(s), but the Energy Code has the most affect on large homes as we see in Medina.

I will provide a more information in a report when this topic is brought to Council for discussion.

State Building Code Council Committee(s)

The State Building Code Council (“SBCC”) anticipates being assigned at least a portion of the work necessary to implement new housing legislation that is still being discussed by our legislature.

I have contacted the SBCC and expressed my interest on being on an implementation committee. The SBCC does not yet know if they will be creating a committee of individuals they select, or if this will be a committee made of organization representatives. But, a decision late in April is anticipated for the direction they will be going with this.

SBCC may have the ability to appoint committee members itself, or organizations such as AWC, the Master Builders Association, Washington Association of Building Officials, Firefighters, etc. may be asked to appoint a representative to serve on the committee.

The value to being on an implementation committee is that Medina would have a direct voice in how the many conflicts observed between the housing legislation drafts and other state mandated laws are resolved. Street parking, fire flow (water availability), construction type and materials, tree codes, etc. would need to be reviewed with recommendations provided to resolve conflicts for the purpose of legislation implementation.

Overlake Golf and Country Club Meeting

I had a very positive meeting with staff from Overlake Golf and Country Club in late March. Several topics relating to OGCC activities and our Municipal Code were discussed.

During the meeting it was mentioned that OGCC may be considering some improvements to their property perimeter. This might be an opportunity for Medina to partner with OGCC on select improvements beneficial to both.

I will be working on two code amendments which will benefit both Medina and OGCC. Our Municipal Code allows for annual permits. Having an annual permit for the regular deliveries of sand that is brought in for maintenance purposes would provide the opportunity to discuss topics such as stormwater system protection, erosion control, truck routes, and street cleanliness. An annual permit for tree removal would involve using an established tree inventory and maintaining that through city review. Inspections would occur on annual permits each time the threshold is met, but a new permit does not need to be reviewed and issued.

Tree Code Enforcement

Regarding the quick code amendments/bullet points that were promised to Council a draft has been produced and work to check concurrency has been underway. We want to be cautious at this moment. The primary model for the code amendments has been the City of Kirkland and their tree code. The City of Kirkland’s code is seen by our arborists as something we could use at least for reference as we discuss amendments to our Medina Tree Management Code.

The Master Builders Association of King and Snohomish Counties (MBAKS) has petitioned the Central Puget Sound Growth Management Hearings Board regarding aspects of Kirkland's tree code adoption. Although I only recently heard about the petition it was filed on May 18, 2022. MBAKS petitioned for "Review of City of Kirkland's Ordinance No. O-4786 re: Tree Removal and Replacement". The current status of the petition is that the parties are working on a settlement with a status report due to the Hearings Board staff on May 2, 2023, although there have already been 5-extensions.

MBAKS participated in the development of Kirkland's recent tree code which is now being petitioned and considered themselves to be a stakeholder in the process making this more interesting. It is advisable at this moment for us to wait until we know more about the appeal before we move forward with amendments that have any similarity to Kirkland tree code provisions.

As usual we have tree code enforcement matters we are working on. Most recently a tree was being removed at 227 Upland Road. This is a tree in the public right of way and appears to be an instance of view improvement. We have a stop order on the tree and someone promptly removed it, however the damage to the tree is done. We do not know who is responsible or the company doing the work. We will continue to investigate.

Please see our arborist's reports for March 2023.

Permit Tracking and Public Portal

We continue to meet with the City of Bellevue and several other jurisdictions on a weekly basis. Decisions are being made associated with fundamentals such as should a new permit system and portal be created by Bellevue, should it be purchased, or some hybrid.

Our staff is on the Steering Committee for this project. We will need to decide if moving forward with this is in Medina's interest by the time the 2024 budget season arrives. Costs for a new permit system have not yet been determined.

Regarding the reason we are involved with this is that there has been a need, and now there is an opportunity. The work that Bellevue is doing may be the best opportunity we will have to replace our existing permit tracking and public permit application portal.

March 2023 Permit Applications Received

Permit Type	Submitted Date	Permit Number	Total Valuation	Address
B-ADD/ALT	03/06/2023	B-23-014	\$100,000.00	3621 EVERGREEN POINT RD
B-ADD/ALT	03/21/2023	B-23-018	\$346,000.00	3240 78TH PL NE
B-ADD/ALT	03/31/2023	B-23-023	\$449,276.25	2247 EVERGREEN POINT RD
TOTAL B-ADD/ALT:	3		\$895,276.25	
B-DEM	03/16/2023	D-23-002		8875 OVERLAKE DR W
B-DEM	03/07/2023	D-23-001		2438 78TH AVE NE
TOTAL B-DEM:	2		\$0.00	
B-FENCE	03/10/2023	B-23-016	\$6,400.00	7728 OVERLAKE DR W
B-FENCE	03/28/2023	B-23-021	\$10,000.00	444 OVERLAKE DR E
TOTAL B-FENCE:	2		\$16,400.00	
B-GAS	03/15/2023	G-23-003		945 88TH AVE NE
TOTAL B-GAS:	1		\$0.00	
B-GATE	03/29/2023	B-23-022	\$6,500.00	122 OVERLAKE DR E
TOTAL B-GATE:	1		\$6,500.00	
B-MECHANICAL	03/07/2023	M-23-013		2656 78TH AVE NE
B-MECHANICAL	03/09/2023	M-23-014		8812 NE 2ND PL

B-MECHANICAL	03/14/2023	M-23-015		8032 NE 8TH ST
B-MECHANICAL	03/14/2023	M-23-017		560 OVERLAKE DR E
B-MECHANICAL	03/14/2023	M-23-016		8633 NE LAKE WASHINGTON BLVD
B-MECHANICAL	03/21/2023	M-23-018		8429 NE 7TH ST
B-MECHANICAL	03/27/2023	M-23-019		1847 Evergreen Point Rd
TOTAL B-MECHANICAL:	7		\$0.00	
B-PLUMBING	03/14/2023	P-23-009		560 Overlake Drive E.
B-PLUMBING	03/15/2023	P-23-010		945 88TH AVE NE
B-PLUMBING	03/16/2023	P-23-011		8467 MIDLAND RD
B-PLUMBING	03/27/2023	P-23-012		2522 MEDINA CIR
TOTAL B-PLUMBING:	4		\$0.00	
B-POOL/SPA	03/28/2023	B-23-019	\$100,000.00	3242 Evergreen Point RD
B-POOL/SPA	03/28/2023	B-23-020	\$250,000.00	3263 EVERGREEN POINT RD
TOTAL B-POOL/SPA:	2		\$350,000.00	
B-SFR	03/01/2023	B-23-013	\$1,200,000.00	2438 78TH AVE NE
B-SFR	03/09/2023	B-23-015	\$1,775,079.00	8718 Overlake Dr W

TOTAL B-SFR:	2		\$2,975,079.00	
B-WALL	03/16/2023	B-23-017	\$1,460,255.00	7545 NE 28TH PL
TOTAL B-WALL:	1		\$1,460,255.00	
CAP - CONSTRUCTION ACTIVITY PERMIT	03/15/2023	CAP-23-007		3621 EVERGREEN POINT RD
CAP - CONSTRUCTION ACTIVITY PERMIT	03/21/2023	CAP-23-008		3240 78TH PL NE
CAP - CONSTRUCTION ACTIVITY PERMIT	03/09/2023	CAP-23-006		8718 Overlake Dr W
CAP - CONSTRUCTION ACTIVITY PERMIT	03/07/2023	CAP-23-005		2438 78TH AVE NE
CAP - CONSTRUCTION ACTIVITY PERMIT	03/21/2023	CAP-23-009		7545 NE 28TH PL
CAP - CONSTRUCTION ACTIVITY PERMIT	03/28/2023	CAP-23-010		955 88TH AVE NE
TOTAL CAP - CONSTRUCTION ACTIVITY PERMIT:	6		\$0.00	
ENG-GRADING/DRAINAGE	03/16/2023	ENG-GD-23-005		8875 OVERLAKE DR W
ENG-GRADING/DRAINAGE	03/01/2023	ENG-GD-23-003		2438 78TH AVE NE
ENG-GRADING/DRAINAGE	03/09/2023	ENG-GD-23-004		8718 Overlake Dr W
ENG-GRADING/DRAINAGE	03/16/2023	ENG-GD-23-006		7545 NE 28TH PL
TOTAL ENG-GRADING/DRAINAGE:	4		\$0.00	
P-NON ADMIN SUBSTANTIAL DEV	03/06/2023	P-23-008		2827 EVERGREEN POINT RD
TOTAL P-NON ADMIN SUBSTANTIAL DEV:	1		\$0.00	

P-SEPA THRESHOLD	03/03/2023	P-23-007		2827 EVERGREEN POINT RD
TOTAL P-SEPA THRESHOLD:	1		\$0.00	
PW-RIGHT OF WAY	03/03/2023	PW-ROW-23-013		7545 NE 28TH PL
PW-RIGHT OF WAY	03/10/2023	PW-ROW-23-014		3242 Evergreen Point RD
PW-RIGHT OF WAY	03/20/2023	PW-ROW-23-015		500 86TH AVE NE
PW-RIGHT OF WAY	03/27/2023	PW-ROW-23-016		401 Upland Rd
PW-RIGHT OF WAY	03/28/2023	PW-ROW-23-017		7611 NE 12TH ST
PW-RIGHT OF WAY	03/28/2023	PW-ROW-23-018		7652 NE 12TH ST
PW-RIGHT OF WAY	03/28/2023	PW-ROW-23-019		1200 EVERGREEN POINT RD
PW-RIGHT OF WAY	03/28/2023	PW-ROW-23-020		955 88TH AVE NE
TOTAL PW-RIGHT OF WAY:	8		\$0.00	
TREE-ADMIN ROW TREE REMOVAL	03/09/2023	TREE-23-009		8718 Overlake Dr W
TREE-ADMIN ROW TREE REMOVAL	03/23/2023	TREE-23-012		3257 Evergreen Point Rd
TOTAL TREE-ADMIN ROW TREE REMOVAL:	2		\$0.00	
TREE-NON ADMIN ROW TREE REMOVAL	03/23/2023	TREE-23-013		3257 EVERGREEN POINT RD
TOTAL TREE-NON ADMIN ROW TREE REMOVAL:	1		\$0.00	

TREE-PERFORMANCE	03/02/2023	TREE-23-007		2841 EVERGREEN POINT RD
TOTAL TREE-PERFORMANCE:	1		\$0.00	
TREE-RESTORATION	03/23/2023	TREE-23-014		3244 76TH AVE NE
TOTAL TREE-RESTORATION:	1		\$0.00	
TREE-WITH BUILDING/DEVELOPMENT	03/16/2023	TREE-23-010		8875 OVERLAKE DR W
TREE-WITH BUILDING/DEVELOPMENT	03/01/2023	TREE-23-006		2438 78TH AVE NE
TREE-WITH BUILDING/DEVELOPMENT	03/09/2023	TREE-23-008		8718 Overlake Dr W
TREE-WITH BUILDING/DEVELOPMENT	03/16/2023	TREE-23-011		7545 NE 28TH PL
TOTAL TREE-WITH BUILDING/DEVELOPMENT:	4		\$0.00	
Total # of Permits	54		\$5,703,510.25	



March 2023 Issued Permits

Page 1 of 1

Report run on: 04/04/2023 08:02 AM

Construction Value:	March 2023	March 2022	2023 YTM	2022 YTM	Difference
Accessory Structure	-	\$70,000.00	-	\$70,000.00	(\$70,000.00)
Addition / Alteration	\$883,902.00	-	\$5,004,602.00	\$1,380,091.00	\$3,624,511.00
Fence / Wall	\$6,400.00	-	\$39,360.00	\$78,500.00	(\$39,140.00)
New Construction	\$1,300,000.00	\$1,908,531.00	\$3,100,492.00	\$9,553,837.00	(\$6,453,345.00)
Repair / Replace	-	-	-	-	\$0.00
Wireless Comm. Facility	-	\$70,000.00	-	\$70,000.00	(\$70,000.00)
Total Value:	\$2,190,302.00	\$2,048,531.00	\$8,144,454.00	\$11,152,428.00	(\$3,007,974.00)
Permits Issued:	March 2023	March 2022	2023 YTM	2022 YTM	Difference
New Construction	1	1	2	4	(2)
Permit Extension	12	5	16	11	5
Accessory Structure	-	1	-	1	(1)
Addition / Alteration	3	1	7	3	4
Construction Activity Permit	2	1	7	8	(1)
Demolition	1	2	2	5	(3)
Fence / Wall	1	-	4	3	1
Grading / Drainage	2	2	6	5	1
Mechanical	7	14	23	31	(8)
Other - Moving	-	-	-	-	0
Plumbing / Gas	5	3	11	15	(4)
Repair / Replace	-	-	-	-	0
Reroof	-	-	-	-	0
Right of Way Use	7	11	17	23	(6)
Tree Mitigation	6	6	14	19	(5)
Wireless Comm. Facility	-	1	-	1	(1)
Total Permits:	47	48	109	129	(20)
Inspections:	March 2023	March 2022	2023 YTM	2022 YTM	Difference
Building	92	91	196	264	(68)
Engineering/Other	35	35	53	62	(9)
	5	6	12	17	(5)
Tree	17	15	27	21	6
Total Inspections:	149	147	288	364	(76)



March Code Enforcement Report

Case Number	Case Type	Assigned To	Address	Case Text
CC-2023-055	SIGN VIOLATION	Rob Kilmer	12th & 84th Ave NE; 24th & 80th Ave NE	<p>Description: Commercial advertising sign (House and Office Cleaning) nailed to utility pole approximately 8' up.</p> <p>Action Taken: Requested Public Works Department to take down sign. Attempted to contact company to inform them of sign rules in Medina. First phone number does not answer, second phone number does not work.</p>
CC-2023-056	GENERAL	Rob Kilmer	NE 24th & 84th Ave NE	<p>Description: Police reported a vehicle accident</p> <p>Action Taken: Visited area and observed two damaged trees, a damaged utility pole, damage to the sidewalk, and a demolished cross-walk stanchion. Provided information and photos to the Public Works Department and City Arborist so they could take further action.</p>
CC-2023-057	GENERAL	Rob Kilmer	600 Block of Evergreen Pt Rd	<p>Description: Observed Elicit Discharge event.</p> <p>Action Taken: Investigated and determined cause to be from Republic Services garbage collection vehicle. Hydraulic arm system on truck ruptured and spilled hydraulic fluid. An Operation's Supervisor was on site and arranging for remediation and cleanup per guidance from Department of Ecology. Exchanged information with the Operation's Supervisor and monitored the progress of the remediation and cleanup.</p>
CC-2023-058	REFUSE BINS	Rob Kilmer	7739 NE 8TH ST	<p>Description: Observed 14-15 bags of garbage strewn on ground next to recycling bin along right-of-way.</p> <p>Action Taken: Photographed, will revisit site to check that issue was resolved.</p>
CC-2023-059	GENERAL	Rob Kilmer	7838 NE 10th ST	<p>Description: Report of damage to fire hydrant along right-of-way.</p> <p>Action Taken: Provided photos to the Public Works department. Checked that Bellevue Public Utilities had been notified.</p>
CC-2023-061	CAP VIOLATION	Rob Kilmer	2426 80TH AVE NE	<p>Description: 3 construction related vehicles observed parked along right-of-way.</p> <p>Action Taken: Photographed, left warning flyers, sent initial warning to project Agent.</p>
CC-2023-062	GENERAL	Rob Kilmer	520 OVERLAKE DR E	<p>Description: Received report of work being performed without permits.</p> <p>Action Taken: Performed site visit to investigate. No work requiring a permit could be seen from driveway. No occupants or workers were present on site. Will return again in a few days.</p>
CC-2023-063	SIGN VIOLATION	Rob Kilmer	500 86TH AVE NE	<p>Description: Observed subcontractor's advertising yard sign (System Pavers) from right-of-way.</p> <p>Action Taken: Removed sign and notified property owner of rules regarding commercial signage in Medina.</p>

CC-2023-064	NOTICE OF VIOLATION	Rob Kilmer	8000 NE 16TH ST	<p>Description: Observed new barbed-wire fencing installed to replace old barbed wire fencing along NE 24th Street.</p> <p>Action Taken: Notice of Violation sent to General Manager. Barbed-wire now being removed.</p>
CC-2023-065	NOTICE OF VIOLATION	Rob Kilmer	7720 NE 24TH ST	<p>Description: Observed new fencing/walls constructed without a permit.</p> <p>Action Taken: Issued Notice of Violation for failure to obtain an approved building permit prior to construction.</p>
CC-2023-066	GENERAL	Rob Kilmer	1603 EVERGREEN POINT RD	<p>Description: Tree care vehicles with trailers observed to be blocking part of roadway.</p> <p>Action Taken: Spoke with workers and confirmed the vehicles were being moved onto private property. No further action taken.</p>
CC-2023-067	SIGN VIOLATION	Rob Kilmer	1428 76TH AVE NE	<p>Description: Observed "For Rent" a-board sign in right-of-way parking strip.</p> <p>Action Taken: Spoke with occupant of house and informed them regarding the sign rules in Medina.</p>
CC-2023-068	TREE INVESTIGATION	Rob Kilmer	401 87TH AVE NE	<p>Description: Observed three tree-service related vehicles parked along right-of-way</p> <p>Action Taken: Spoke with workers and property owner. Confirmed the trucks would be moving onto private property. Discussed scope of work and determined that a ROW permit will be required for the pruning of trees overhanging the ROW. Assisted them in applying for a permit.</p>
CC-2023-069	TREE INVESTIGATION	Rob Kilmer	2230 EVERGREEN POINT RD	<p>Description: Observed tree work occurring adjacent to right-of-way</p> <p>Action Taken: Spoke with workers and determined that a tree permit had been issued for this work. Instructed workers to move their vehicles out of the right-of-way as they did not have a ROW permit with the required traffic control in place.</p>
	GENERAL	Rob Kilmer	1625 EVERGREEN POINT RD	<p>Description: Observed soapy runoff from driveway cleaning activities entering storm drain.</p> <p>Action Taken: Spoke with workers, supervisor, and owner of company. Created an illicit discharge report and submitted it to the Department of Ecology (ERTS 721738). Company owner agreed to have the affected catch basins cleaned out. Met with their workers and monitored/ photographed catch basins being cleaned. Assisted as needed.</p>

Development Project Tree Permit Activity Report

March 2023

By Sean Dugan

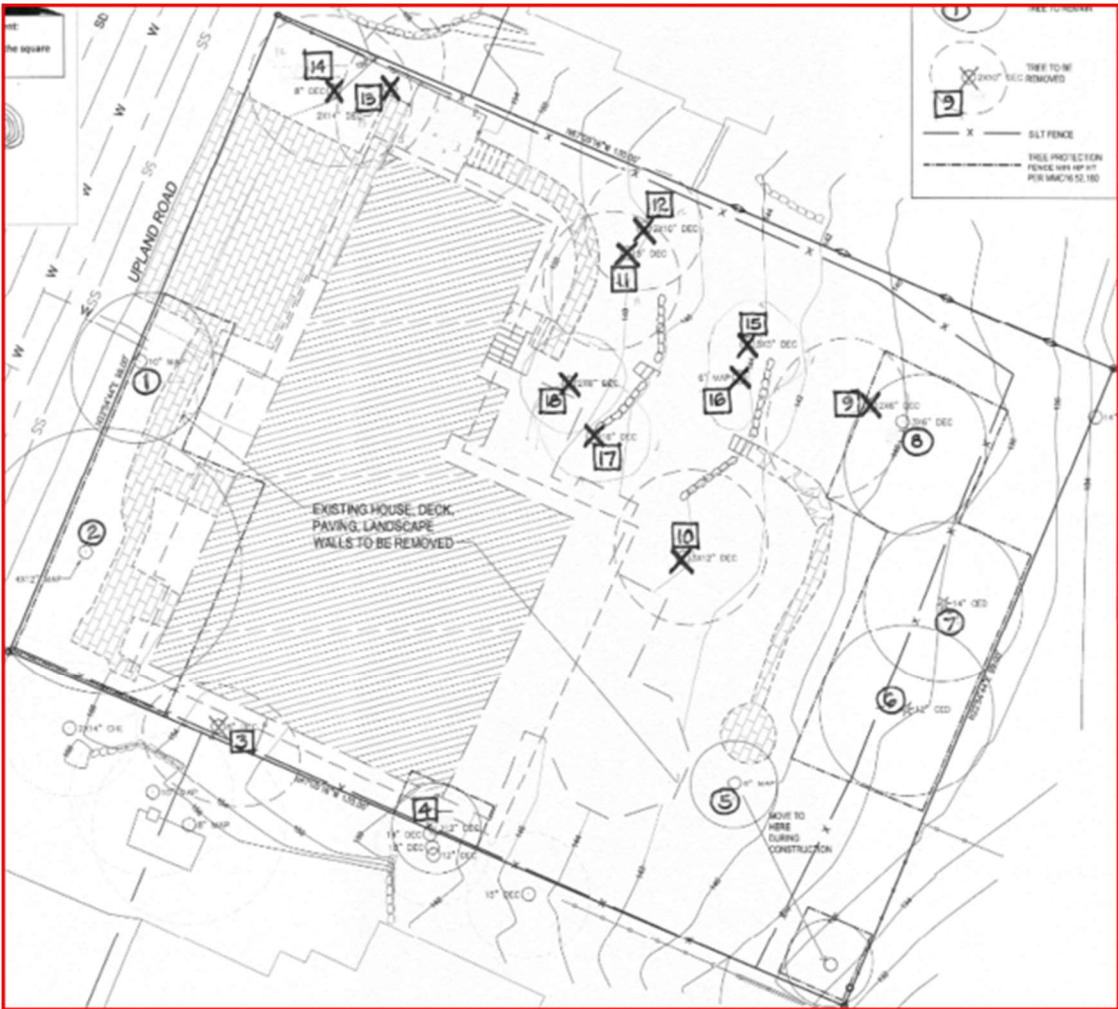
Permit Type	Address	# Trees Removed	Tree Size (inches)	*Supplemental Required	Description
Development Project - Permitted Tree Removal					
TREE-WITH BUILDING/DEVELOPMENT	3605 EVERGREEN POINT RD	1	9, 9, 12	6	17K sq. ft site with 3 trees, removing 1, planting 6 to meet minimum. Proposing 6 hinoki cypress
TREE-WITH BUILDING/DEVELOPMENT	530 87th Ave NE	11	10,11,12,12,18	0	12.8K sq. ft lot with 17 trees, removeing 11, 6 will remain: 3 japanese maple, 2 hinoki cypress, 1 magnolia
Tree Performance	3226 78TH PL NE	1	14	1	remove 1 lawson cypress tree and replace with 1 shore pine tree in shoreline zone
* Size meets minimum standards outlined in 16.52.100.A.1.					
Development Project - Pending					
TREE-WITH BUILDING/DEVELOPMENT	7645 NE 12th St	8	36, 34, 23, 21, 20, 11, 9, 8	?	1 legacy tree, trees on adjacent property will be negatively impacted from the development of the site due to overhanging canopy. calculations and determination if project is compliant with code objectives and intent; 42 inch legacy tree may be removed for hazard without replacement.
TREE-WITH BUILDING/DEVELOPMENT	3450 EVERGREEN POINT RD	4	10, 11, 14, 42	?	Previously reported, addition of 1 legacy tree proposed for removal. Pending - arborist report with revised calculations and determination if project is compliant with code objectives and intent; two legacy trees proposed for removal for driveway reconfiguration.
TREE-WITH BUILDING/DEVELOPMENT	3444 Evergreen Point Rd	6	20, 24, 26, 30, 40, 44	?	



3605 Evergreen Point Rd. - Red arrows point to tree proposed to be removed. Cedar tree in yellow ellipse currently proposed for preservation.



530 87th Ave. NE. - Red arrows point to two of 11 trees to be removed. Six trees will remain. No replacement required. A section of the tree-protection plan can be seen below.



Development Project – Pending



7645 NE 12th St. - Red arrows point to two trees proposed to be removed, including a legacy tree.



7645 NE 12th St. - Legacy tree prosed for removal.



7645 NE 12th St. - Red arrows points to a 50-inch diameter Redwood tree. The tree may be negatively impacted from adjacent site development. The tree does not meet legacy/landmark status since it is not a native species.



Photo taken from the northwest of the property at 3450 Evergreen Point Road. Red arrows point to trees at 3450 and 3444 Evergreen Point Road proposed for removal. Ten trees total are proposed for removal, including three legacy trees visible from the roadway.

**Non-Development Tree Permit Activity Report
 March 2023
 By Andy Crossett**

Non-Development Tree Permit Activity Report					
Permit Type	Address	# Trees Removed	Removed Tree (Size)	Supplemental Required	Description
Hazard tree assessment	444 Overlake Dr. E	3 bigleaf maple, 1 red alder	<24"	4	Hazard tree assessment for off-site trees at property 450 Overlake Dr E. Needs independent arborist report and replanting plan along with permitting.
ROW tree pruning	3257 EPR	1 Western redcedar	13" DBH stem	N/A	Codominant stem damaging water meter on property line. Remaining 18" dbh stem to remain.
Tree Restoration	3244 EPR	2 Apple	14", 17"	2	Admin time for restoration permit. Part of a code enforcement issue.
ROW tree	2403 79 th Ave NE	1 Shore Pine	16"	N/A	Site visit to monitor tree on 3/23.

3257 EPR – ROW tree pruning.





CITY OF MEDINA

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

Date: April 10, 2023
To: Honorable Mayor and City Council
Via: Stephen R. Burns, City Manager
From: Ryan Wagner, Finance & HR Director
Subject: March 2023 Financial Report

The March 2023 Reporting includes:

- March AP Check Register Activity Detail
- Key Revenue and Expenditures in March 2023
- Potential Budget Amendment Items for 2023
- March 2023 Financial Report
- March 2023 Cash Position Report
- March 2023 REET Report

Key Revenue from March of 2023

- \$461K in property tax revenue
- \$141K in retail sales and use tax.
- \$30K in investment earnings
- \$8K Sale of surplus Public Works vehicles and equipment
- \$73k in March REET (paid out in April) please see attached report
-

Key Expenditures from March of 2023

- \$48K Ogden Murphy Wallace – January and February period invoices
- \$27K CREA Affiliates – 2024 periodic comp plan updates
- \$25K TIG - March IT services and Azure storage and Office 365 subs
- \$20K Norcom – Quarterly 911 dispatch services payment

Budget Amendment Items

- 20K for WCIA 2023 bill, good faith estimate was understated by Finance Director

Potential Amendment Items

- \$10K for outgoing Council celebration and end of year banquet

- \$25K for potential arborist fee study (already presented to council in Jan 23)
- \$40K for Body Cameras for our PD, potential Q4 expense
- \$30K for a Development Services fee study, (Feb second meeting discussion)
- \$50K for potential Overlay projects (high estimate per PW Director)

March 2023 Financial Report

	MARCH ACTUAL	MARCH YTD ACTUAL	2023 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
General Fund					
Property Tax	\$461,448	\$612,714	\$4,318,656	14.19%	\$3,705,942
Sales Tax	\$140,633	\$458,943	\$1,870,785	24.53%	\$1,411,842
Affordable & Sup. Housing	\$0	\$1,281	\$0	--	(\$1,281)
Criminal Justice	\$8,013	\$26,570	\$98,782	26.90%	\$72,212
B & O Tax: Utility & Franchise Fee	\$2,599	\$311,060	\$897,637	34.65%	\$586,577
Leasehold Excise Tax	\$0	\$0	\$6,589	0.00%	\$6,589
General Government (includes Hunts Point)	\$90,160	\$96,150	\$441,401	21.78%	\$345,251
Passports, General Licenses & Permits	\$602	\$1,216	\$6,050	20.10%	\$4,834
Fines, Penalties, Traffic Infr.	\$1,422	\$3,571	\$18,000	19.84%	\$14,429
Misc. Invest. Facility Leases	\$12,791	\$73,392	\$160,869	45.62%	\$87,477
Disposition of Capital Assets	\$8,187	\$18,187	\$0	--	(\$18,187)
General Fund Total	\$725,854	\$1,603,083	\$7,818,769	20.50%	\$6,215,686
Development Services Fund Total	\$154,686	\$279,127	\$1,007,538	27.70%	\$728,411.44
Development Services Fund Transfers In from GF	\$0	\$0	\$0	--	\$0.00
Street Fund Total	\$5,522	\$13,308	\$135,166	9.85%	\$90,446
Street Fund Transfers In	\$42,917	\$128,767	\$515,000	25.00%	\$200,764
Tree Fund Total	\$0	\$0	\$3,075	0.00%	\$3,075
Capital Fund Total	\$421,350	\$517,727	\$1,253,264	41.31%	\$735,537
Levy Stabilization Fund Total	\$0	\$0	\$0	--	\$0
Levy Fund Transfers In GF	\$41,667	\$125,000	\$500,000	25.00%	\$375,000
NonRevenue Trust Funds Total	\$1,133	\$3,194	\$0	--	(\$3,194)
Master Investments Total	\$0	\$2,000,000	\$0	--	(\$2,000,000)
Total (All Funds)	\$1,308,545	\$4,416,439	\$10,217,812	43.22%	\$5,801,373
Total (All Funds) Transfers In	\$84,583	\$253,767	\$1,015,000	25.00%	\$761,233

	MARCH ACTUAL	MARCH YTD ACTUAL	2023 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
EXPENDITURES:					
General Fund					
Legislative	\$0	\$4,089	\$70,500	5.80%	\$66,411
Municipal Court	\$4,000	\$8,625	\$62,000	13.91%	\$53,375
Executive	\$23,366	\$67,329	\$281,185	23.94%	\$213,856
Finance	\$22,274	\$328,960	\$568,879	57.83%	\$239,919
Legal	\$48,198	\$49,998	\$327,200	15.28%	\$277,202
Central Services	\$72,703	\$303,059	\$1,261,218	24.03%	\$958,159
Police Operations	\$186,204	\$696,044	\$2,669,889	26.07%	\$1,973,845
Fire & Medical Aid	\$0	\$0	\$827,788	0.00%	\$827,788
Public Housing, Environmental & Mental Health Fees	\$8,455	\$8,455	\$42,058	20.10%	\$33,603
Recreational Services	\$0	\$0	\$48,500	0.00%	\$48,500
Parks	\$45,705	\$144,293	\$605,610	23.83%	\$461,317
General Fund Subtotal	\$410,905	\$1,610,851	\$6,764,827	23.81%	\$5,153,976
General Fund Transfers Out	\$78,333	\$235,017	\$940,000	25.00%	\$704,983
General Fund Total	\$489,238	\$1,845,869	\$7,704,827	23.96%	\$5,858,958
Development Services Fund Total	\$102,205	\$335,821	\$1,334,063	25.17%	\$998,242
City Street Fund Total	\$38,484	\$114,547	\$629,167	18.21%	\$514,620
Tree Fund Total	\$0	\$0	\$40,000	0.00%	\$40,000
Capital Fund Total	\$3,424	\$19,472	\$1,090,000	1.79%	\$1,070,528
Capital Fund Transfers Out	\$6,250	\$18,750	\$75,000	25.00%	\$56,250
NonRevenue Trust Funds Total	\$124	\$419	\$0	0.00%	(\$419)
Master Investments Total	\$189,969	\$1,641,174	\$0	0.00%	(\$1,641,174)
Total (All Funds)	\$745,110	\$3,722,284	\$9,858,057	37.76%	\$6,135,773
Total (All Funds) Transfers Out	\$84,583	\$253,767	\$1,015,000	25.00%	\$761,233

March 2023 Cash Position Report

2023 Cash Balance, 2/28/2023		2023 Cash Balance, 3/31/2023	
TOTAL CASH & INVESTMENTS		TOTAL CASH & INVESTMENTS	
Period Ending: 02/28/2023		Period Ending: 03/31/2023	
WA ST INV POOL	\$ 7,397,673	WA ST INV POOL	\$ 7,587,642
OTHER INVESTMENTS*	4,150,000	OTHER INVESTMENTS*	4,150,000
CHECKING	523,213	CHECKING	793,882
	<u>\$ 12,070,886</u>		<u>\$ 12,531,524</u>
		Outstanding Checks	<u>\$94,971.39</u>
			<u>\$ 12,436,553</u>

*Bond maturity dates:

New Bond 3.5 Year
4% annual yield



\$500K bond (Mar 2020)	3/25/2025
\$1M bond (Aug 2020)	8/5/2024
\$1.15M bond (Jan 2023)	6/30/2026
\$1M bond (June 2022)	5/31/2023
\$500K bond (June 2022)	12/31/2025



King County Recorder's Office
 201 S. Jackson St., Ste 204
 Seattle, WA 98104
 (206) 477-6620

Monthly REET Distribution

AGENDA ITEM 5.1d

From 3/1/2023 to 3/31/2023
 Print Date: 4/4/2023 12:19 PM
 Jurisdiction: MEDINA

Excise Tax Number	Recorded Date	Conveyance Doc	Sale Date	Taxable Selling Price	Address	CIP 1	CIP 2	CIP 1 INT	CIP 2 INT	COUNTY	Total Local	Jurisdiction	Tax Amount	Tax Exempt
Jurisdiction: MEDINA														
3229864	3/16/2023	WARRANTY DEED	03/02/2023	3,350,000.00	2638 82nd Avenue NE, Medina, WA 98039	8,291.25	8,291.25	0.00	0.00	1,071.98	17,654.48	MEDINA	86,325.00	N
	Grantor: SNOWDEN, WILLIAM L			Grantee: TRC GLOBAL MOBILITY INC,			Parcel ID: 5425700086		Instrument: 20230316000694					
3229865	3/16/2023	WARRANTY DEED	03/02/2023	3,350,000.00	2638 82nd Avenue NE, Medina, WA 98039	8,291.25	8,291.25	0.00	0.00	1,071.98	17,654.48	MEDINA	86,325.00	N
	Grantor: TRC GLOBAL MOBILITY INC,			Grantee: 2638 MEDINA LLC,			Parcel ID: 5425700086		Instrument: 20230316000695					
3230053	3/17/2023	WARRANTY DEED	03/07/2023	4,888,000.00	2627 78th Avenue NE, Medina, WA 98039,	12,097.80	12,097.80	0.00	0.00	1,748.70	25,944.30	MEDINA	140,155.00	N
	Grantor: BB MEDINA III LLC,			Grantee: KAPOOR, VISHAL			Parcel ID: 3262300776		Instrument: 20230317000745					
3231775	3/31/2023	WARRANTY DEED	03/06/2023	3,200,000.00	7664 Northeast 14th Street, Medina, WA 98039	7,920.00	7,920.00	0.00	0.00	1,005.98	16,845.98	MEDINA	81,075.00	N
	Grantor: BELLA LUNA HOLDINGS LLC,			Grantee: WETZEL, JENNY M			Parcel ID: 3025300250		Instrument: 20230331000824					
MEDINA Subtotal:				14,788,000.00		36,600.30	36,600.30	0.00	0.00	4,898.64	78,099.24		393,880.00	
Count:	4	Report Totals:		14,788,000.00		36,600.30	36,600.30	0.00	0.00	4,898.64	78,099.24		393,880.00	



CITY OF MEDINA

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

Date: April 10, 2023
To: Honorable Mayor and City Council
Via: Stephen R. Burns, City Manager
From: Aimee Kellerman, City Clerk
Subject: Central Services Department Monthly Report

APRIL AND MAY PUBLIC MEETINGS AND EVENTS

Event	Date	Time	Location
Shredder/Drug Take-back/E-cycle Event	Apr 15	9:00 am to 12:00 pm	Medina Park – 8301 NE 12 th Street
Open House – Housing Action Plan (HAP)	Apr 20	6:00 pm – 8:00 pm	City Hall – Council Chambers
City Council Meeting	Apr 24	5:00 pm	In-Person/Online
Planning Commission Meeting – CANCELLED	Apr 25		
Planning Commission Special Meeting	May 2	6:00 pm	In-Person/Online
City Council Meeting	May 8	5:00 pm	In-Person/Online
Open House – Gas-Powered Leaf Blowers	May 11	5:00 pm – 6:30 pm	City Hall – Council Chambers
Park Board Meeting	May 15	5:00 pm	In-Person/Online
Planning Commission Meeting	May 23	6:00 pm	In-Person/Online
Memorial Day – City Hall Closed	May 29		

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 March, the City issued 21 bulletins amounting to a total of 115,951 bulletins delivered to subscribers; approximately 15.9% were opened. See **Attachment**.

As of March 31, the city had 14,678 subscribers (change in total subscribers **+260**), with a combined total of 133,010 subscriptions (change in total subscriptions **+2,241**).

	Bulletins Developed	Total Recipients	Total Delivered	Unique Email Opens	Unique Email Open Rate	Wireless Recipients
Comparisons:						
March, 2023	21	129,439	115,951	11,878	15.90%	49,669
January, 2023	30	192,287	172,943	23,109	19.90%	68,940
December, 2022	33	223,587	202,268	25,975	19.00%	78,584
November, 2022	24	128,822	116,286	14,221	17.90%	44,131
October, 2022	28	131,830	119,181	15,287	18.10%	41,173
September, 2022	18	71,635	64,845	8,554	18.20%	21,385
August, 2022	13	65,817	60,494	8,916	19.90%	18,579
July, 2022	17	66,926	61,741	8,809	18.5%	16,757
June, 2022	38	170,001	156,176	17,192	15.00%	48,346
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
						Email Open Rate
Date Sent	Top 10 Most Read Bulletins During March			Emails Opened	Rate	
03/07/2023 10:41 PM PST	Community Bulletin - Collision Investigation			1,517	35%	
03/09/2023 11:41 AM PST	Pending WA State Legislation with Impacts to Medina			1,652	17%	
03/10/2023 12:55 PM PST	Save the Date! Annual Medina Easter Egg Hunt - Saturday, April 1, 2023			1,127	15%	
03/13/2023 11:23 AM PDT	Community Bulletin - Auto Theft Prevention Public Awareness Campaign			820	28%	
03/17/2023 12:43 PM PDT	Candy and Volunteers Needed to Help Stuff Eggs for the Medina Easter Egg Hunt...			1,237	16%	
03/20/2023 12:00 PM PDT	March 27, 2023 - Medina City Council Regular Meeting - CANCELLED			1,267	16%	
03/22/2023 03:21 PM PDT	Candy Needed for the Medina Easter Egg Hunt!			1,135	15%	
03/22/2023 03:21 PM PDT	Save the Date! Annual Medina Easter Egg Hunt - Saturday, April 1, 2023			1,239	16%	
03/27/2023 08:26 AM PDT	OPEN HOUSE - Housing Action Plan - April 20th 6-8PM			1,377	16%	
03/29/2023 02:45 PM PDT	UPDATE - Pending WA State Legislation with Impacts to Medina			1,556	17%	

Public Works Monthly Report

NO REPORT FOR AGENDA ITEM 5.1f

Vendor Name	Invoice Number	Description	Invoice Amount	Transaction Number	Check Date	Account Number	Detail Notes
4D Architects	4D Architects Advance Deposit Return for DEP00002	Refund of DS Adv Deposits	\$1,261.97	64572	3/13/2023	401-000-000-582-10-00-02	Advance Deposit Return for DEP00002
		Total:	\$1,261.97				
8X8, Inc.	3756295	Technical Services, Software Services	\$918.32	64514	3/1/2023	001-000-000-518-80-41-50	CH Phones
		Total:	\$918.32				
Alexander Gow Fire Equipment Co.	12465789	Repairs/maint-City Hall Bldg	\$782.00	64515	2/27/2023	001-000-000-518-30-48-00	Fire Extinguisher Inspection
		Total:	\$782.00				
AT&T Mobility	287287975246X02272023	Communications (phone,Pager)	\$3,102.78	64516	2/19/2023	001-000-000-521-20-42-00	Patrol Car Completion
AT&T MOBILITY	287290584494X02132023	Telephone/postage	\$555.24	64517	2/5/2023	001-000-000-576-80-42-00	PW Cell Phones
AT&T MOBILITY	287290584494X03132023	Telephone/postage	\$280.92	64548	3/5/2023	001-000-000-576-80-42-00	PW Cell Phone
		Total:	\$3,938.94				
Bellevue City Treasurer - Water	Services from 12/12/2022 to 2/9/2023	Utility Serv-Elec,Water,Waste	\$688.46	64518	2/28/2023	001-000-000-518-10-47-00	CH Utilities
Bellevue City Treasurer - Water	Service from 12/29/2022 to 3/1/2023 (100 84th Ave NE)	Utilities	\$72.80	64549	3/14/2023	001-000-000-576-80-47-00	View Pt Pk Irrigation
Bellevue City Treasurer - Water	Service from 12/14/2022 to 2/13/2023 (1000 80th Ave NE)	Utilities	\$2,610.22	64549	2/28/2023	001-000-000-576-80-47-00	Medina Pk Irrigation
Bellevue City Treasurer - Water	Service from 12/7/2022 to 2/5/2023 (7801 NE 32nd St)	Utilities	\$126.16	64549	2/28/2023	001-000-000-576-80-47-00	Fairweather Pk Irrigation
Bellevue City Treasurer - Water	Service from 12/12/2022 to 2/9/2023 (506 Evergreen Point Rd)	Utilities	\$214.35	64549	2/28/2023	001-000-000-576-80-47-00	Medina Beach Pk Irrigation
Bellevue City Treasurer - Water	Service from 11/30/2022 to 2/8/2023	Street Irrigation Utilities	\$122.02	64518	2/14/2023	101-000-000-542-70-40-00	LK WA BLVD Irrigation
Bellevue City Treasurer - Water	Service from 11/29/2022 to 2/7/2023	Street Irrigation Utilities	\$125.75	64518	2/21/2023	101-000-000-542-70-40-00	84th Ave NE Irrigation
		Total:	\$3,959.76				
Bellevue, City of	44868	Public Housing Services - ARCH	\$8,455.00	64519	3/1/2023	001-000-000-551-10-40-00	ARCH Contributions
		Total:	\$8,455.00				
Blueline Group LLC, The	25465	Planning Consultant	\$2,500.00	64520	3/1/2023	401-000-000-558-60-41-01	Housing Action Plan
Blueline Group LLC, The	25507	Planning Consultant	\$482.50	64520	3/2/2023	401-000-000-558-60-41-01	Planning/Zoning Review Support
Blueline Group LLC, The	25279	Planning Consultant	\$2,500.00	64550	2/1/2023	401-000-000-558-60-41-01	Housing Action Plan
		Total:	\$5,482.50				
Buenavista Services, Inc	10491	Repairs/maint-City Hall Bldg	\$1,158.62	64521	2/23/2023	001-000-000-518-30-48-00	Janitorial Services at Parks Restrooms
Buenavista Services, Inc	10492	Repairs/maint-City Hall Bldg	\$2,037.75	64521	2/23/2023	001-000-000-518-30-48-00	Janitorial Services at CH and Post Office
		Total:	\$3,196.37				
Car Wash Enterprises	February 2023	Vehicle Expenses-Gas, Car Wash	\$30.00	64551	3/15/2023	001-000-000-521-20-32-00	PD Car Washes - Feb 2023
		Total:	\$30.00				
Cascade Engineering Services, Inc.	ML-23030922340	Repairs & Maint-Automobiles	\$1,015.00	64552	3/9/2023	001-000-000-521-20-48-10	PD Vehicle Equipment
		Total:	\$1,015.00				
Centurylink	Charges from Mar 7 to Apr 7, 2023	Postage/Telephone	\$179.35	64553	3/7/2023	001-000-000-518-10-42-00	CH - CC Terminal
Centurylink	Charges from Feb 17 to Mar 17, 2023	Communications (phone,Pager)	\$257.64	64522	2/17/2023	001-000-000-521-20-42-00	PD Phone/Fax
Centurylink	Charges from Feb 8 to Mar 8, 2023*	Telephone/postage	\$267.37	64522	2/8/2023	001-000-000-576-80-42-00	PW Shop Alarm/Fire Line
Centurylink	Charges from Mar 8 to Apr 9, 2023	Telephone/postage	\$5.17	64553	3/8/2023	001-000-000-576-80-42-00	PW Shop/Fire Alarm
		Total:	\$709.53				
Chris Walters - Terrain Seattle	Terrain Seattle Advance Deposit Return for DEP00027	Refund of DS Adv Deposits	\$256.41	64575	3/20/2023	401-000-000-582-10-00-02	Advance Deposit Return for DEP00027
		Total:	\$256.41				
CivicPlus, LLC	255462	Technical Services, Software Services	\$385.35	64523	4/1/2023	001-000-000-518-80-41-50	Municode Munidocs
		Total:	\$385.35				
Comcast	Services from Mar 7 to Apr 6, 2023 (1000 Lake Wash Blvd NE)	Repairs & Maint- HW/SW Maint Cameras	\$245.36	64554	2/27/2023	001-000-000-521-20-48-20	1000 LWB NE Camera
Comcast	Services from Mar 7 to Apr 6, 2023 (700 Lake Wash Blvd NE)	Repairs & Maint- HW/SW Maint Cameras	\$255.87	64554	2/27/2023	001-000-000-521-20-48-20	700 LWB NE Camera
Comcast	Services from Mar 16 to Apr 15, 2023 (8300 NE 24th St)	Repairs & Maint- HW/SW Maint Cameras	\$500.72	64554	3/8/2023	001-000-000-521-20-48-20	NE 24th St Camera
Comcast	Services from Feb 25 to Mar 24, 2023 (1000 80th Ave NE)	Telephone/postage	\$292.72	64524	2/15/2023	001-000-000-576-80-42-00	PW Internet Services
		Total:	\$1,294.67				
CREA Affiliates, LLC	WMD22107-005	Planning Consultant	\$27,445.91	64555	3/19/2023	401-000-000-558-60-41-01	2024 Comprehensive Plan and Update
		Total:	\$27,445.91				
Crystal And Sierra Springs-Admin	11037150 022523	Office And Operating Supplies	\$91.98	64525	2/25/2023	001-000-000-518-10-31-00	CH Water
		Total:	\$91.98				
Crystal And Sierra Springs-PW	5291929 022523	Operating Supplies	\$65.24	64526	2/25/2023	001-000-000-576-80-31-00	PW Drinking Water
		Total:	\$65.24				
CWA Consultants	23-046	Professional Services	\$880.00	64556	3/7/2023	401-000-000-558-60-41-00	Building Plan Review Services
CWA Consultants	23-048	Professional Services	\$330.00	64556	3/7/2023	401-000-000-558-60-41-00	Building Plan Review Services
CWA Consultants	23-058	Professional Services	\$220.00	64556	3/8/2023	401-000-000-558-60-41-00	Building Plan Review Services
CWA Consultants	23-050	Professional Services	\$660.00	64556	3/7/2023	401-000-000-558-60-41-00	Building Plan Review Services
CWA Consultants	23-053	Professional Services	\$330.00	64556	3/7/2023	401-000-000-558-60-41-00	Building Plan Review Services

CWA Consultants	23-052	Professional Services	\$550.00	64556	3/7/2023	401-000-000-558-60-41-00	Building Plan Review Services
CWA Consultants	23-049	Professional Services	\$1,320.00	64556	3/7/2023	401-000-000-558-60-41-00	Building Plan Review Services
CWA Consultants	23-051	Professional Services	\$440.00	64556	3/7/2023	401-000-000-558-60-41-00	Building Plan Review Services
CWA Consultants	23-045	Professional Services	\$330.00	64556	3/7/2023	401-000-000-558-60-41-00	Building Plan Review Services
CWA Consultants	23-047	Professional Services	\$440.00	64556	3/7/2023	401-000-000-558-60-41-00	Building Plan Review Services
CWA Consultants	23-054	Professional Services	\$3,300.00	64556	3/7/2023	401-000-000-558-60-41-00	Building Plan Review Services
		Total:	\$8,800.00				
Department of Licensing - Notary Public Program	Nations Renewal of Notary Public Commission	Miscellaneous	\$42.00	64557	3/20/2023	001-000-000-518-10-49-10	Notary License Fee
		Total:	\$42.00				
Eastside Public Safety Communications	11087	Dispatch-EPSCA	\$530.25	64558	3/2/2023	001-000-000-521-20-41-20	March 2023 Monthly Radio Access Fees
		Total:	\$530.25				
Gray & Osborne, Inc.	3/22427.06	Engineering Consultant	\$557.58	64527	3/2/2023	401-000-000-558-60-41-07	Grading and Drainage Engineer Services
Gray & Osborne, Inc.	2/23427.01	Engineering Consultant	\$260.47	64527	3/2/2023	401-000-000-558-60-41-07	Grading and Drainage Engineer Services
Gray & Osborne, Inc.	9/21427.18	Engineering Consultant	\$211.37	64527	3/2/2023	401-000-000-558-60-41-07	Grading and Drainage Engineer Services
Gray & Osborne, Inc.	5/22427.22	Engineering Consultant	\$253.32	64527	3/2/2023	401-000-000-558-60-41-07	Grading and Drainage Engineer Services
Gray & Osborne, Inc.	11/20425.23	Engineering Consultant	\$478.99	64527	3/2/2023	401-000-000-558-60-41-07	Grading and Drainage Engineer Services
Gray & Osborne, Inc.	7/20425.22	Engineering Consultant	\$145.46	64527	3/2/2023	401-000-000-558-60-41-07	Grading and Drainage Engineer Services
Gray & Osborne, Inc.	2/22427.24	Engineering Consultant	\$135.71	64527	3/2/2023	401-000-000-558-60-41-07	Grading and Drainage Engineer Services
Gray & Osborne, Inc.	18/19412.03	Engineering Consultant	\$253.32	64527	3/2/2023	401-000-000-558-60-41-07	Grading and Drainage Engineer Services
Gray & Osborne, Inc.	2/23427.00	Engineering Consultant	\$339.28	64527	3/2/2023	401-000-000-558-60-41-07	Grading and Drainage Engineer Services
Gray & Osborne, Inc.	2/22427.15	Engineering Consultant	\$135.71	64527	3/2/2023	401-000-000-558-60-41-07	Grading and Drainage Engineer Services
Gray & Osborne, Inc.	1/22427.27	Engineering Consultant	\$474.99	64527	3/2/2023	401-000-000-558-60-41-07	Grading and Drainage Engineer Services
		Total:	\$3,246.20				
Gray, Sarah	Sarah Gray Reimbursement - March 2023	Operating Supplies	\$372.62	64581	3/30/2023	001-000-000-576-80-31-00	Park Board Easter Eggs for Hunt
		Total:	\$372.62				
Halverson, Brady	March 2023 Halverson Reimbursement	Police Operating Supplies	\$115.76	EFT Payment 3/27/2023 2:00:04 PM - 1	3/23/2023	001-000-000-521-20-31-40	Magazine Well Flare
		Total:	\$115.76				
Home Depot Credit Services	February 2023 Concrete for Park Bench	Operating Supplies	\$163.37	64559	2/16/2023	001-000-000-576-80-31-00	Concrete for Park Bench
Home Depot Credit Services	March 2023 Screws for Dock Repair (Lake Lane)	Operating Supplies	\$56.97	64559	3/14/2023	001-000-000-576-80-31-00	Screws for Dock Repair (Lake Lane)
Home Depot Credit Services	March 2023 Mutt Mitt Dispensers	Operating Supplies	\$52.22	64559	3/8/2023	001-000-000-576-80-31-00	Mutt Mitts Dispensers
Home Depot Credit Services	March 2023 Post Office Flooring Supplies	Building Improvements	\$488.48	64559	3/16/2023	307-000-000-594-18-60-00	Post Office Flooring Supplies
Home Depot Credit Services	February 2023 Saw Blades/Nails for Post Office Flooring	Building Improvements	\$399.42	64559	2/14/2023	307-000-000-594-18-60-00	Saw Blades/Nails for Post Office Flooring
Home Depot Credit Services	February 2023 Post Office Flooring	Building Improvements	\$2,372.51	64559	2/14/2023	307-000-000-594-18-60-00	Post Office Flooring
Home Depot Credit Services	March 2023 Post Office Flooring	Building Improvements	\$66.60	64559	3/14/2023	307-000-000-594-18-60-00	Post Office Flooring
		Total:	\$3,599.57				
Horticultural Elements, Inc.	7368	Professional Services	\$4,943.49	64528	3/1/2023	101-000-000-542-30-41-00	84th Ave NE Median Maintenance
		Total:	\$4,943.49				
Kim, Joan	Kim Advance Deposit Return for DEP00019	Refund of DS Adv Deposits	\$1,171.50	64576	3/20/2023	401-000-000-582-10-00-02	Advance Deposit Return for DEP00019
		Total:	\$1,171.50				
King County Treasury	11013406	Technical Services, Software Services	\$375.00	64560	2/28/2023	001-000-000-518-80-41-50	KCIT INET
		Total:	\$375.00				
Konica Minolta Business Solutions	285628805	Office And Operating Supplies	\$9.29	64561	2/28/2023	001-000-000-518-10-31-00	PW Shop/Printer
		Total:	\$9.29				
Konica Minolta Premier Finance	79107470	Office And Operating Supplies	\$96.36	EFT Payment 4/3/2023 1:28:07 PM - 1	2/25/2023	001-000-000-518-10-31-00	PW Printer
Konica Minolta Premier Finance	79395526	Office And Operating Supplies	\$96.36	EFT Payment 4/3/2023 1:28:07 PM - 1	4/15/2023	001-000-000-518-10-31-00	PW Printer
Konica Minolta Premier Finance	79406512	Office And Operating Supplies	\$1,751.89	EFT Payment 4/3/2023 1:28:07 PM - 1	4/15/2023	001-000-000-518-10-31-00	CH Copier
Konica Minolta Premier Finance	79236924	Equipment-Lease & Rentals	\$279.57	EFT Payment 4/3/2023 1:28:07 PM - 1	4/1/2023	001-000-000-521-20-45-00	PD Copier
Konica Minolta Premier Finance	78977435	Equipment-Lease & Rentals	\$239.03	EFT Payment 4/3/2023 1:28:07 PM - 1	2/11/2023	001-000-000-521-20-45-00	PD Copier
		Total:	\$2,463.21				
LexisNexis Risk Management - Account 1011660	1011660-20230131	Professional Services	\$116.81	64529	1/31/2023	001-000-000-521-20-41-00	Investigating Tool
		Total:	\$116.81				
Message Watcher, LLC	51583	Technical Services, Software Services	\$237.30	64530	2/28/2023	001-000-000-518-80-41-50	Web/Email/SM Archiving
		Total:	\$237.30				
Michael's Fine Dry Cleaning	1363	Uniforms	\$220.64	64562	3/2/2023	001-000-000-521-20-22-00	PD Dry Cleaning
		Total:	\$220.64				
Mitchell, William & Kathy	Mitchell Advance Deposit Return for DEP00014	Refund of DS Adv Deposits	\$119.00	64577	3/20/2023	401-000-000-582-10-00-02	Advance Deposit Return for DEP00014
		Total:	\$119.00				
Moberly & Roberts, PLLC	1088	Prosecuting Attorney	\$4,000.00	64531	3/1/2023	001-000-000-512-50-41-10	February 2023 Prosecution Services

		Total:	\$4,000.00				
Navia Benefit Solutions	10674333	Miscellaneous	\$100.00	64532	2/28/2023	001-000-000-514-20-49-10	February 2023 Navia Fees
		Total:	\$100.00				
Norcom	0001412	Dispatch Services-Norcom Trans	\$20,391.59	64533	3/1/2023	001-000-000-521-20-41-15	911 Dispatch Services
		Total:	\$20,391.59				
Ogden Murphy Wallace	872481	City Attorney	\$5,274.00	64534	2/22/2023	001-000-000-515-41-40-00	City Attorney Services
Ogden Murphy Wallace	872479	City Attorney	\$74.00	64534	2/22/2023	001-000-000-515-41-40-00	City Attorney Services
Ogden Murphy Wallace	872480	City Attorney	\$168.00	64534	2/22/2023	001-000-000-515-41-40-00	City Attorney Services
Ogden Murphy Wallace	872482	City Attorney	\$2,356.00	64534	2/22/2023	001-000-000-515-41-40-00	City Attorney Services
Ogden Murphy Wallace	872483	City Attorney	\$3,555.00	64534	2/22/2023	001-000-000-515-41-40-00	City Attorney Services
Ogden Murphy Wallace	872486	City Attorney	\$2,667.00	64534	2/22/2023	001-000-000-515-41-40-00	City Attorney Services
Ogden Murphy Wallace	872487	City Attorney	\$5,970.00	64534	2/22/2023	001-000-000-515-41-40-00	City Attorney Services
Ogden Murphy Wallace	872484	City Attorney	\$372.50	64534	2/22/2023	001-000-000-515-41-40-00	City Attorney Services
Ogden Murphy Wallace	873586	City Attorney	\$1,443.00	64563	3/9/2023	001-000-000-515-41-40-00	City Attorney Contract
Ogden Murphy Wallace	873579	City Attorney	\$5,784.00	64563	3/9/2023	001-000-000-515-41-40-00	City Attorney Contract
Ogden Murphy Wallace	873580	City Attorney	\$4,048.00	64563	3/9/2023	001-000-000-515-41-40-00	City Attorney Contract
Ogden Murphy Wallace	873583	City Attorney	\$74.00	64563	3/9/2023	001-000-000-515-41-40-00	City Attorney Contract
Ogden Murphy Wallace	873585	City Attorney	\$392.00	64563	3/9/2023	001-000-000-515-41-40-00	City Attorney Contract
Ogden Murphy Wallace	873577	City Attorney	\$177.00	64563	3/9/2023	001-000-000-515-41-40-00	City Attorney Contract
Ogden Murphy Wallace	873582	City Attorney	\$111.00	64563	3/9/2023	001-000-000-515-41-40-00	City Attorney Contract
Ogden Murphy Wallace	873581	City Attorney	\$180.50	64563	3/9/2023	001-000-000-515-41-40-00	City Attorney Contract
Ogden Murphy Wallace	873578	City Attorney	\$13,931.00	64563	3/9/2023	001-000-000-515-41-40-00	City Attorney Contract
Ogden Murphy Wallace	873584	City Attorney	\$1,621.00	64563	3/9/2023	001-000-000-515-41-40-00	City Attorney Contract
		Total:	\$48,198.00				
Pacific Topsoils, Inc.	2-O11111156-01	Operating & Maintenance Supplies	\$709.04	64564	3/8/2023	101-000-000-542-30-31-00	Mulch for Roadside Plantings
		Total:	\$709.04				
Perfect Wealth Investment LLC	Perfect Wealth Investment LLC Advance Deposit Return for DEP00005	Refund of DS Adv Deposits	\$1,023.74	64573	3/13/2023	401-000-000-582-10-00-02	Advance Deposit Return for DEP00005
		Total:	\$1,023.74				
Pro-shred	61758	Professional Services	\$55.66	64565	3/16/2023	001-000-000-518-10-41-00	CH Shredding
		Total:	\$55.66				
Puget Sound Energy	Services from Jan 20 to Feb 17, 2023 (501 Evergreen Point Rd)	Utility Serv-Elec,Water,Waste	\$1,721.20	64535	2/22/2023	001-000-000-518-10-47-00	CH Utilities
Puget Sound Energy	Services from Jan 23 to Feb 21, 2023 (8670 NE 10th St)	Repairs & Maint- HW/SW Maint Cameras	\$38.03	64535	2/22/2023	001-000-000-521-20-48-20	NE 10th St SE Camera
Puget Sound Energy	Services from Jan 20 to Feb 17, 2023 (1050 82nd Ave NE)	Repairs & Maint- HW/SW Maint Cameras	\$32.59	64535	2/21/2023	001-000-000-521-20-48-20	82nd Ave NE Camera
Puget Sound Energy	Services from Jan 23 to Feb 21, 2023 (740 Overlake Dr)	Repairs & Maint- HW/SW Maint Cameras	\$25.84	64535	2/22/2023	001-000-000-521-20-48-20	ODE Camera
Puget Sound Energy	Services from Jan 23 to Feb 21, 2023 (84th Ave NE)	Utilities	\$16.22	64535	2/22/2023	001-000-000-576-80-47-00	View Point Park Power
Puget Sound Energy	Services from Jan 20 to Feb 17, 2023 (1000 80th Ave NE)	Utilities	\$731.78	64535	2/21/2023	001-000-000-576-80-47-00	Medina Park and Shop Power
Puget Sound Energy	Services from Jan 4 to Feb 1, 2023 (80th Ave NE & NE 10th St)	Street Light Utilities	\$12.79	64535	2/1/2023	101-000-000-542-63-41-00	Street Light Power
Puget Sound Energy	Services from Jan 4 to Feb 1, 2023 (88th Ave NE & LK WA BLVD)	Street Light Utilities	\$49.79	64535	2/6/2023	101-000-000-542-63-41-00	Street Light Power
Puget Sound Energy	Services from Jan 4 to Feb 1, 2023 (515 Evergreen Point Rd)	Street Light Utilities	\$31.31	64535	2/1/2023	101-000-000-542-63-41-00	Street Light Power
Puget Sound Energy	Services from Jan 4 to Feb 1, 2023 (TIB LED Conversion)	Street Light Utilities	\$1,796.95	64535	2/1/2023	101-000-000-542-63-41-00	Street Light Power
Puget Sound Energy	Services from Jan 4 to Feb 1, 2023 (77th Ave NE & 79th Ave NE)	Street Light Utilities	\$115.81	64535	2/1/2023	101-000-000-542-63-41-00	Street Light Power
Puget Sound Energy	For Service 2/2/2023 - 3/2/2023 (TIB LED Conversion)	Street Light Utilities	\$1,813.76	64566	3/2/2023	101-000-000-542-63-41-00	Street Light Power
Puget Sound Energy	For Service 2/2/2023 - 3/2/2023 (77th Ave NE)	Street Light Utilities	\$118.92	64566	3/2/2023	101-000-000-542-63-41-00	Street Light Power
Puget Sound Energy	For Service 2/2/2023 - 3/2/2023 (80th Ave NE)	Street Light Utilities	\$12.90	64566	3/2/2023	101-000-000-542-63-41-00	Street Light Power
Puget Sound Energy	For Service 2/2/2023 - 3/2/2023 (515 Evergreen Point Rd)	Street Light Utilities	\$31.94	64566	3/2/2023	101-000-000-542-63-41-00	Street Light Power
Puget Sound Energy	For Service 2/2/2023 - 3/2/2023 (88th Ave NE)	Street Light Utilities	\$26.86	64566	3/2/2023	101-000-000-542-63-41-00	Gateway Lighting Power
		Total:	\$6,576.69				
Sanitary & Maintenance Supply	2304367	Operating Supplies	\$290.18	64536	2/17/2023	001-000-000-576-80-31-00	PW Parks and Bathroom Supplies
		Total:	\$290.18				
Scott, Roman	March 2023 Scott Reimbursement	Tuition	\$260.04	EFT Payment 3/28/2023 12:04:06 PM - 1	3/23/2023	001-000-000-521-20-23-00	Cascadia College - College Degree
		Total:	\$260.04				
Seattle Times, The	34999	Advertising	\$66.90	64537	2/28/2023	001-000-000-518-10-44-00	Legal Notices
		Total:	\$66.90				
Sheng, Yuanjing - Home Tech	Yuanjing Sheng Advance Deposit Return for DEP00007	Refund of DS Adv Deposits	\$1,414.43	64574	3/27/2023	401-000-000-582-10-00-02	Advance Deposit Return for DEP00007
		Total:	\$1,414.43				
Sound View Strategies, LLC	2875	Professional Services	\$3,000.00	64538	2/28/2023	001-000-000-513-10-41-00	Consultant SR520

		Total:	\$3,000.00				
Staples Business Advantage	3532085810	Office And Operating Supplies	\$20.09	64539	3/1/2023	001-000-000-518-10-31-00	Office Supplies
Staples Business Advantage	3532085809	Office And Operating Supplies	\$117.31	64539	3/1/2023	001-000-000-518-10-31-00	Office Supplies
Staples Business Advantage	3532085807	Office Supplies	\$85.83	64539	3/1/2023	001-000-000-521-20-31-00	PD Office Supplies
Staples Business Advantage	3532085808	Office Supplies	\$85.59	64539	3/1/2023	001-000-000-521-20-31-00	PD Office Supplies
		Total:	\$308.82				
Statewide Security	215499	Repairs/maint-City Hall Bldg	\$220.20	64540	2/27/2023	001-000-000-518-30-48-00	Fire/Alarm Call Out
Statewide Security	215547	Repairs/maint-City Hall Bldg	\$526.28	64567	3/13/2023	001-000-000-518-30-48-00	Fire/Alarm Call Out - PD Lobby Camera
		Total:	\$746.48				
TIG Technology Integration Group	61905	Technical Services, Software Services	\$12,162.82	64541	3/1/2023	001-000-000-518-80-41-50	IT Managed Services
TIG Technology Integration Group	5499512	Technical Services, Software Services	\$11,071.66	64541	2/28/2023	001-000-000-518-80-41-50	Azure storage & Annual 0365 Licenses
TIG Technology Integration Group	5501420	Technical Services, Software Services	\$29.73	64568	3/13/2023	001-000-000-518-80-41-50	Duo Software
TIG Technology Integration Group	61905	Technical Services, Software Services	\$1,866.29	64541	3/1/2023	401-000-000-518-80-41-50	IT Services
		Total:	\$25,130.50				
Tiki Car Wash	2240	Vehicle Expenses-Gas, Car Wash	\$55.42	64569	1/31/2023	001-000-000-521-20-32-00	PD Car Washes - January 2023
		Total:	\$55.42				
Tree Frog LLC	1655	Landscape Consultant	\$206.25	64542	3/1/2023	401-000-000-558-60-41-50	Arborist Consultant
		Total:	\$206.25				
Tree Solutions, Inc.	35665 through 35683	Landscape Consultant	\$3,760.00	64543	3/2/2023	401-000-000-558-60-41-50	Arborist/Development Tree Code Consultant
		Total:	\$3,760.00				
US Bank	March 2023 JE #2065 Bank Fees	Miscellaneous	\$137.79	March 2023 Bank Fees	3/31/2023	001-000-000-514-20-49-10	March 2023 Bank Fees
US Bank	March 2023 JE #2065 Bank Fees	Miscellaneous	\$1,423.86	March 2023 Bank Fees	3/31/2023	401-000-000-558-60-49-10	March 2023 Bank Fees
US Bank	March 2023 Nations CC Statement	Office And Operating Supplies	\$25.96	EFT Payment 4/3/2023 1:28:49 PM - 1	3/10/2023	001-000-000-518-10-31-00	Office Supplies - Zip Ties - DS - Kilmer
US Bank	March 2023 Nations CC Statement	Office And Operating Supplies	\$121.54	EFT Payment 4/3/2023 1:28:49 PM - 1	3/10/2023	001-000-000-518-10-31-00	Office Supplies - Security Camera TV for S. Burns
US Bank	March 2023 Nations CC Statement	Office And Operating Supplies	\$67.12	EFT Payment 4/3/2023 1:28:49 PM - 1	3/10/2023	001-000-000-518-10-31-00	Office Supplies - Ethernet Switch for Security Camera TV
US Bank	March 2023 Nations CC Statement	Office And Operating Supplies	\$17.67	EFT Payment 4/3/2023 1:28:49 PM - 1	3/10/2023	001-000-000-518-10-31-00	Office Supplies - Desk Mat - S. Wilcox
US Bank	March 2023 Nations CC Statement	Office And Operating Supplies	\$31.48	EFT Payment 4/3/2023 1:28:49 PM - 1	3/10/2023	001-000-000-518-10-31-00	Office Supplies - TV Wall Mount for S. Burns
US Bank	March 2023 Nations CC Statement	Office And Operating Supplies	\$104.71	EFT Payment 4/3/2023 1:28:49 PM - 1	3/10/2023	001-000-000-518-10-31-00	Office Supplies - Computer Mouse Wilcox, Kilmer, Nations
US Bank	March 2023 Nations CC Statement	Office And Operating Supplies	\$37.88	EFT Payment 4/3/2023 1:28:49 PM - 1	3/10/2023	001-000-000-518-10-31-00	Office Supplies - Ethernet Cables and HDMI Cables - Burns/Nations
US Bank	March 2023 Kellerman CC Statement	Facility Rental	\$947.00	EFT Payment 4/3/2023 1:28:49 PM - 1	3/31/2023	001-000-000-518-30-45-00	Public Storage
US Bank	March 2023 Kellerman CC Statement	Technical Services, Software Services	\$0.30	EFT Payment 4/3/2023 1:28:49 PM - 1	3/31/2023	001-000-000-518-80-41-50	Web Services for Internet Logs
US Bank	March 2023 Gidlof CC Statement	Uniforms	\$88.07	EFT Payment 4/3/2023 1:28:49 PM - 1	3/30/2023	001-000-000-521-20-22-00	Tactical Stryke Pant
US Bank	March 2023 Anderson CC Statement	Uniforms	\$209.19	EFT Payment 4/3/2023 1:28:49 PM - 1	3/30/2023	001-000-000-521-20-22-00	Uniforms-Mens EE White
US Bank	March 2023 Gidlof CC Statement	Office Supplies	\$197.08	EFT Payment 4/3/2023 1:28:49 PM - 1	3/30/2023	001-000-000-521-20-31-00	Annual Prime Member
US Bank	March 2023 Gidlof CC Statement	Office Supplies	\$17.60	EFT Payment 4/3/2023 1:28:49 PM - 1	3/30/2023	001-000-000-521-20-31-00	Energizer Battery
US Bank	March 2023 Gidlof CC Statement	Office Supplies	\$14.30	EFT Payment 4/3/2023 1:28:49 PM - 1	3/30/2023	001-000-000-521-20-31-00	Apple Screen Protector
US Bank	March 2023 Anderson CC Statement	Office Supplies	\$12.74	EFT Payment 4/3/2023 1:28:49 PM - 1	3/30/2023	001-000-000-521-20-31-00	Cleaning Cloths
US Bank	March 2023 Gidlof CC Statement	Office Supplies	\$39.63	EFT Payment 4/3/2023 1:28:49 PM - 1	3/30/2023	001-000-000-521-20-31-00	Signature Stamp
US Bank	March 2023 Gidlof CC Statement	Office Supplies	\$43.99	EFT Payment 4/3/2023 1:28:49 PM - 1	3/30/2023	001-000-000-521-20-31-00	USB Cables
US Bank	March 2023 Gidlof CC Statement	IT HW,SW Off Equip <\$5K	\$35.20	EFT Payment 4/3/2023 1:28:49 PM - 1	3/30/2023	001-000-000-521-20-31-01	UGREEN USB
US Bank	March 2023 Gidlof CC Statement	IT HW,SW Off Equip <\$5K	\$36.28	EFT Payment 4/3/2023 1:28:49 PM - 1	3/30/2023	001-000-000-521-20-31-01	UGREEN USB
US Bank	March 2023 Gidlof CC Statement	IT HW,SW Off Equip <\$5K	\$43.04	EFT Payment 4/3/2023 1:28:49 PM - 1	3/30/2023	001-000-000-521-20-31-01	High Speed HDMI Cable
US Bank	March 2023 Gidlof CC Statement	IT HW,SW Off Equip <\$5K	\$36.48	EFT Payment 4/3/2023 1:28:49 PM - 1	3/30/2023	001-000-000-521-20-31-01	VGA Adapter
US Bank	March 2023 Gidlof CC Statement	Police Operating Supplies	\$59.75	EFT Payment 4/3/2023 1:28:49 PM - 1	3/30/2023	001-000-000-521-20-31-40	TabDock Console
US Bank	March 2023 Gidlof CC Statement	Police Operating Supplies	\$242.70	EFT Payment 4/3/2023 1:28:49 PM - 1	3/30/2023	001-000-000-521-20-31-40	Otterbox Symmetry
US Bank	March 2023 Gidlof CC Statement	Police Operating Supplies	(\$36.28)	EFT Payment 4/3/2023 1:28:49 PM - 1	3/30/2023	001-000-000-521-20-31-40	360 Extension Adapter
US Bank	March 2023 Gidlof CC Statement	Police Operating Supplies	\$15.40	EFT Payment 4/3/2023 1:28:49 PM - 1	3/30/2023	001-000-000-521-20-31-40	Cable Zip Tie

US Bank	March 2023 Gidlof CC Statement	Police Operating Supplies	\$17.55	EFT Payment 4/3/2023 1:28:49 PM - 1	3/30/2023	001-000-000-521-20-31-40	Tackform Extension Arm
US Bank	March 2023 Anderson CC Statement	Firearms (Purchase & Repair)	\$21.34	EFT Payment 4/3/2023 1:28:49 PM - 1	3/30/2023	001-000-000-521-20-35-20	Batteries - f/arm
US Bank	March 2023 Anderson CC Statement	Firearms (Purchase & Repair)	\$71.22	EFT Payment 4/3/2023 1:28:49 PM - 1	3/30/2023	001-000-000-521-20-35-20	Batteries - f/arm
US Bank	March 2023 Sass CC Statement	Travel & Training	\$86.70	EFT Payment 4/3/2023 1:28:49 PM - 1	3/30/2023	001-000-000-521-20-43-00	Refreshments for Chiefs Eastside
US Bank	March 2023 Gidlof CC Statement	Travel & Training	\$135.00	EFT Payment 4/3/2023 1:28:49 PM - 1	3/30/2023	001-000-000-521-20-43-00	Notary Training Hall
US Bank	March 2023 Sass CC Statement	Travel & Training	\$96.20	EFT Payment 4/3/2023 1:28:49 PM - 1	3/30/2023	001-000-000-521-20-43-00	Refreshments for Community Forum
US Bank	March 2023 Sass CC Statement	Travel & Training	\$51.98	EFT Payment 4/3/2023 1:28:49 PM - 1	3/30/2023	001-000-000-521-20-43-00	Refreshments for Chiefs Eastside
US Bank	March 2023 Crickmore CC Statement	Operating Supplies	\$26.69	EFT Payment 4/3/2023 1:28:49 PM - 1	3/20/2023	001-000-000-576-80-31-00	Safety Goggles
US Bank	March 2023 Crickmore CC Statement	Operating Supplies	\$29.70	EFT Payment 4/3/2023 1:28:49 PM - 1	3/20/2023	001-000-000-576-80-31-00	Nuts for Park Tables
US Bank	March 2023 Crickmore CC Statement	Operating Supplies	\$123.97	EFT Payment 4/3/2023 1:28:49 PM - 1	3/20/2023	001-000-000-576-80-31-00	Nuts and Washers for Park Tables
US Bank	March 2023 Crickmore CC Statement	Operating Supplies	\$186.06	EFT Payment 4/3/2023 1:28:49 PM - 1	3/20/2023	001-000-000-576-80-31-00	Replacement Shop Heater
US Bank	March 2023 Crickmore CC Statement	Operating Supplies	\$30.29	EFT Payment 4/3/2023 1:28:49 PM - 1	3/20/2023	001-000-000-576-80-31-00	Chainsaw Sharpening Wheel
US Bank	March 2023 Crickmore CC Statement	Operating Supplies	\$48.53	EFT Payment 4/3/2023 1:28:49 PM - 1	3/20/2023	001-000-000-576-80-31-00	Safety Goggles
US Bank	March 2023 Osada CC Statement	Travel & Training	\$40.00	EFT Payment 4/3/2023 1:28:49 PM - 1	3/20/2023	001-000-000-576-80-43-00	Grant Writing Webinar
US Bank	March 2023 Crickmore CC Statement	Uniforms	\$231.21	EFT Payment 4/3/2023 1:28:49 PM - 1	3/20/2023	101-000-000-542-30-22-00	Uniform Boots
US Bank	March 2023 Crickmore CC Statement	Operating & Maintenance Supplies	\$174.25	EFT Payment 4/3/2023 1:28:49 PM - 1	3/20/2023	101-000-000-542-30-31-00	Tire Pressure Guage & Tow Harness Connector
US Bank	March 2023 Crickmore CC Statement	Operating & Maintenance Supplies	\$73.26	EFT Payment 4/3/2023 1:28:49 PM - 1	3/20/2023	101-000-000-542-30-31-00	Tune Up Chainsaw
US Bank	March 2023 Crickmore CC Statement	Small Tools/minor Equipment	\$120.01	EFT Payment 4/3/2023 1:28:49 PM - 1	3/20/2023	101-000-000-542-30-35-00	Cordless Hand Vacuum
US Bank	March 2023 Crickmore CC Statement	Small Tools/minor Equipment	\$57.22	EFT Payment 4/3/2023 1:28:49 PM - 1	3/20/2023	101-000-000-542-30-35-00	Truck Tie Down Anchors
US Bank	March 2023 Crickmore CC Statement	Small Tools/minor Equipment	\$18.60	EFT Payment 4/3/2023 1:28:49 PM - 1	3/20/2023	101-000-000-542-30-35-00	Safety Glasses
US Bank	March 2023 Crickmore CC Statement	Equipment Maintenance	\$13.85	EFT Payment 4/3/2023 1:28:49 PM - 1	3/20/2023	101-000-000-542-30-48-00	Replacement Chevy Door Handle
US Bank	March 2023 Crickmore CC Statement	Building Improvements	\$96.74	EFT Payment 4/3/2023 1:28:49 PM - 1	3/20/2023	307-000-000-594-18-60-00	Flooring Supplies for Post Office Floor Install
US Bank	March 2023 Wilcox CC Statement	Miscellaneous	\$8.13	EFT Payment 4/3/2023 1:28:49 PM - 1	3/24/2023	401-000-000-558-60-49-10	Regular and Certified Mail for Code Enforcement
US Bank	March 2023 Wilcox CC Statement	Miscellaneous	\$16.26	EFT Payment 4/3/2023 1:28:49 PM - 1	3/24/2023	401-000-000-558-60-49-10	Regular and Certified Mail for Code Enforcement
US Bank	March 2023 Wilcox CC Statement	Miscellaneous	\$16.90	EFT Payment 4/3/2023 1:28:49 PM - 1	3/24/2023	401-000-000-558-60-49-10	Regular and Certified Mail for Code Enforcement
		Total:	\$5,762.14				
US Bank Voyager Fleet Sys.	March 2023 Voyager Payment	Vehicle Expenses-Gas, Car Wash	\$2,424.92	EFT Payment 3/22/2023 2:10:43 PM - 1	3/21/2023	001-000-000-521-20-32-00	March 2023 PD Fuel Payment
		Total:	\$2,424.92				
Utilities Underground Location Ctr	3020182	Utility Services	\$41.28	64544	2/28/2023	101-000-000-542-30-47-00	Locate Services
		Total:	\$41.28				
WA ST Dept of Licensing	March 2023 CPL Receipts	Dept Of Lic-Gun Permit	\$21.00	March 2023 CPL Receipts	3/31/2023	631-000-000-589-30-01-00	March 2023 CPL Receipts
WA ST Dept of Licensing	March 2023 CPL Receipts	Dept Of Lic-Gun Permit	\$18.00	March 2023 CPL Receipts	3/31/2023	631-000-000-589-30-01-00	March 2023 CPL Receipts
		Total:	\$39.00				
WA ST Dept of Transportation	FB91017008231	Vehicle Expenses - Gas, Oil, Maint.	\$46.76	64570	2/28/2023	401-000-000-558-60-32-00	Building Inspections Vehicle
		Total:	\$46.76				
WA ST Dept of Transportation, Northwest Region	RE 41 JA7616 L004	Operating Supplies	\$1,132.18	64545	2/13/2023	001-000-000-576-80-31-00	Sand/Salt Road Mix
		Total:	\$1,132.18				
Washington State Patrol	I23004602	WA ST Patrol-Gun-Fbi	\$84.50	64546	3/1/2023	631-000-000-589-30-02-00	CPL Background Checks
		Total:	\$84.50				
Watershed Company, The	2022-2989	Shoreline Consultant	\$1,602.50	64547	12/13/2022	401-000-000-558-60-41-55	Shoreline Master Program User Guide
		Total:	\$1,602.50				
Willard's Pest Control	401971	Professional Services	\$192.68	64571	2/14/2023	001-000-000-576-80-41-00	Rebait and Set Beaver Traps
		Total:	\$192.68				
			\$213,271.29	AP Total March 2023			

Payroll	March 2023 Payroll	Payroll	\$20,469.47	Total	3/31/2023	001-000-000-513-10-11-00	Salaries, Wages & Benefits
Payroll	March 2023 Payroll	Payroll	\$22,065.41	Total	3/31/2023	001-000-000-514-20-11-00	Salaries, Wages & Benefits
Payroll	March 2023 Payroll	Payroll	\$36,566.75	Total	3/31/2023	001-000-000-518-10-11-00	Salaries, Wages & Benefits

Payroll	March 2023 Payroll	Payroll	\$154,535.61	Total	3/31/2023	001-000-000-521-20-11-00	Salaries, Wages & Benefits
Payroll	March 2023 Payroll	Payroll	\$37,780.84	Total	3/31/2023	001-000-000-576-80-11-00	Salaries, Wages & Benefits
Payroll	March 2023 Payroll	Payroll	\$31,065.42	Total	3/31/2023	101-000-000-542-30-11-00	Salaries, Wages & Benefits
Payroll	March 2023 Payroll	Payroll	\$48,628.22	Total	3/31/2023	401-000-000-558-60-11-00	Salaries, Wages & Benefits
			<u>\$351,111.72</u>	Payroll Total			
			<u>\$564,383.01</u>	Grand Total			



MEDINA, WASHINGTON

PARK BOARD MEETING

Hybrid - Virtual/In-Person
Monday, January 23, 2023 – 5:00 PM

MINUTES

1. CALL TO ORDER / ROLL CALL

Meeting called to order at 5:00 PM by Deputy City Clerk Dawn Nations.

PRESENT

Chair Sarah Gray
Vice Chair Barbara Moe
Board Member Gretchen Stengel
Board Member Rebecca Johnston
Board Member Katie Surbeck
Board Member India Fitting-Koh
Emeritus Member Penny Martin
Youth Advisor Will Reeves

ABSENT

Board Member Collette McMullen

STAFF

Osada, Burns, Crickmore, Sass, Nations

2. ELECTIONS

- 2.1 Elections of Officers:
a) Chair
b) Vice Chair

The Deputy City Clerk opened the nominations for the Chair position.

Action: Board member Moe nominated Sarah Gray, Second Stengel. Sarah Gray spoke to her nomination and is excited to lead the Park Board. There were no other nominations for the chair position. Deputy City Clerk Nations called for the vote. Vote carried 6-0 to elect Sarah Gray as the Chair.

Nations congratulated Gray and turned the meeting over to her.

Chair Gray opened the nominations for the Vice Chair position.

Action: Board member Johnston nominated Barbara Moe, Second Stengel. There were no other nominations. Chair Gray called for a vote; vote carried 6-0 to elect Barbara Moe as Vice Chair.

3. **ANNOUNCEMENTS**

None.

4. **APPROVAL OF PARK BOARD MINUTES**

Action: Motion Johnston Second Surbeck vote carried 6-0.

4.1 November 21, 2022 Meeting Minutes

Recommendation: Adopt Minutes.

Staff Contact: Dawn Nations, Deputy City Clerk

5. **PUBLIC COMMENT**

Chair Sarah Gray opened the public comment period.

Steven Wells gave public comment on the community of Medina, spoke regarding the noise and public nuances near Viewpoint Park.

Huan Bui sent a public comment via email to the Park Board to inquire about the pickle ball courts at Fairweather Park. The email was read aloud for the record.

6. **PARK BOARD BUSINESS**

6.1 Christmas Ships Event Recap by Sarah Gray

Chair Gray reported it was a great event, very well attended, and everyone enjoyed the lighted necklaces. The board discussed having a welcome table, hot chocolate, cookies, candy cane necklaces (only), and fire pit for the 2023 event. Chief Sass and City Manager Burns reported it was a great event as well. The board discussed purchasing or donating a fire pit for the City to store and use for future events.

6.2 Parks and Recreation Board Meeting Change Proposal

Recommendation: Approve.

Staff Contact: Ryan Osada, Public Works Director

Deputy City Clerk Nations gave a brief overview of the proposed meeting date changes of meeting 6 times per calendar year. The board members discussed and asked questions, staff responded. The board members voted and will forward their recommendation to the City Council on February 13, 2023.

Action: Motion Surbeck, Second Stengel vote carried 6-0 as presented.

6.3 2024 Meeting Calendar and Event Planning

Recommendation: Discussion and direction.

Staff Contact: Dawn Nations, Deputy City Clerk

Deputy City Clerk Nations presented the Meeting Calendar and Park Board events calendar to the board members. The board members discussed the events. Board member Johnston will contact Medina Elementary for Arbor Day Event. The following dates were finalized:

Egg Stuffing Event - Monday, March 27, 2023 - City Hall at 10 AM
 Annual Easter Egg Hunt - Saturday, April 1, 2023 at 10 AM
 Arbor Day - Friday, April 28, 2023 at 10 AM

6.4 Youth Advisory Recruitment Update by Will Reeves, Youth Advisor

Chair Gray discussed having 3 opportunities for the Youth Advisor to get more involved in Park Board activities and receive more volunteer hours.

Youth Advisor Will Reeves gave a brief presentation on how to promote the Youth Advisor position to other Medina youth residents. He prepared a flyer to be handed out. He discussed the target audience should be the parents to pass along information to their youth. The board members discussed having an article put in the Medina Newsletter and Greet West Bellevue Magazine to advertise the position.

7. **OTHER BUSINESS**

None.

8. **PARK REPORTS**

Fairweather & Lid - Gray reported the ivy is a problem. The board discussed the process of removing it. Public Works will check into what funds are available. They will get quotes on a service or goats to remove it and maintenance. Board member Surbeck will check with Yarrow Point Park Board regarding how they handled this same issue. Board member Fitting-Koh asked about the City educating the residents about invasive species. City Manager Burns asked Public Works to get costs and bring it back to the Park Board for further discussion. The tennis courts will not be resurfaced for pickle ball at this time as they were recently re-done.

Indian Trail - Moe reported looks good.

Lake Lane - Martin reported looks great and reported the tree branch problem. Moe reported there is fire damage on the dock. Public Works will check on the tree and dock.

Medina Beach Park - Public Works reported the flower beds were cleaned out.

Medina Park - Public Works reported more beaver damage and will be repaired.

Viewpoint Park - Gray reminded board members to go to the park to evaluate the upper parking spot issues and report back. Chief Sass gave a brief update regarding the parking spots and public nuisance that the Police is witnessing. These issues will be presented to the City Council for advisement.

9. **ADJOURNMENT**

The meeting was adjourned at 6:15 PM

Meeting Minutes taken by Dawn Nations, Deputy City Clerk



MEDINA, WASHINGTON

PLANNING COMMISSION MEETING

Hybrid-Virtual/In Person

Tuesday, February 28, 2023 – 6:00 PM

MINUTES

COMMISSION CHAIR | Laura Bustamante

COMMISSION VICE-CHAIR | Shawn Schubring

COMMISSIONERS | Li-Tan Hsu, David Langworthy, Mark Nelson, Laurel Preston, Mike Raskin

PLANNING MANAGER | Stephanie Keyser

1. CALL TO ORDER / ROLL CALL

Chair Bustamante called the meeting to order at 6:05pm.

PRESENT

Chair Laura Bustamante
 Vice Chair Shawn Schubring
 Commissioner David Langworthy
 Commissioner Mark Nelson
 Commissioner Laurel Preston
 Commissioner Mike Raskin

ABSENT

Commissioner Li-Tan Hsu

STAFF

Bennett, Burns, Keyser

2. APPROVAL OF MEETING AGENDA

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

3. APPROVAL OF MINUTES

3.1 Planning Commission Minutes of January 24, 2023

Recommendation: Approve Minutes.

Staff Contact: Rebecca Bennett, Development Services Coordinator

Keyser mentioned that there were minor edits to the minutes.

ACTION: Motion to approve minutes. (Approved 6-0)

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

4. **ANNOUNCEMENTS**

4.1 Staff/Commissioners

Keyser announced that we are moving the April 25th 2023 meeting to May 2nd 2023.

5. **AUDIENCE PARTICIPATION**

There was no audience participation.

6. **DISCUSSION**

6.1 Current Session Bills

Recommendation: N/A

Staff Contact(s): Stephanie Keyser, Planning Manager

Keyser gave PowerPoint presentation. Commissioners discussed and asked questions.

6.2 Draft Housing Action Plan

Recommendation: N/A

Staff Contact(s): Stephanie Keyser, Planning Manager

Keyser gave powerpoint presentation. Commissioners discussed and asked questions.

7. **ADJOURNMENT**

Meeting adjourned at 7:20pm.

ACTION: Motion to adjourn. (Approved 6-0).

Minutes taken by: Rebecca Bennett, Development Services Coordinator



MEDINA, WASHINGTON

MEDINA CITY COUNCIL REGULAR MEETING

Hybrid - Virtual/In-Person
Monday, March 13, 2023 – 5:00 PM

MINUTES

1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

Mayor Rossman called the regular meeting to order in the Medina Council Chambers at 5:02 p.m.

PRESENT

Mayor Jessica Rossman
Deputy Mayor Randy Reeves
Councilmember Cynthia Adkins (online)
Councilmember Jennifer Garone (online)
Councilmember Harini Gokul (online)
Councilmember Mac Johnston (online at 5:42 p.m.)
Councilmember Bob Zook (online)

ABSENT

None

STAFF PRESENT

Burns (online), Miner, Sass, Wilcox (online), Keyser (online), and Kellerman

2. APPROVAL OF MEETING AGENDA

Mayor Rossman proposed to amend the meeting agenda as follows:

PRESENTATIONS:

- Agenda Item 4.1 was removed and will be added to a future meeting.
- Agenda Items 4.2 and 4.3 were moved up by one accordingly.

CITY BUSINESS:

- Agenda Item 9.1 was removed and will be added to a future meeting.
- Agenda Item 9.2 was removed and will be added to a future meeting.
- Agenda Item 9.3 was removed and will be added to a future meeting.

ACTION: Motion Reeves to amend the meeting agenda as proposed. This was seconded by Gokul and carried by 6:0 (Johnston absent) vote.

3. **PUBLIC COMMENT PERIOD**

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

- Rosalie Gann commented and asked Council to consider the following questions regarding the Overlake Golf and Country Club Street Vacation petition:
 1. What are the potential impacts to the Points Loop Trail should the street vacation be approved?
 2. Why would the city vacate the area between the parking lot and 80th Avenue NE? What are the potential impacts to pedestrians and bike riders if that section of our city is sold?
 3. If the city does approve the street vacation request, could Overlake open that area and create street access to their parking lot from 80th Avenue NE via NE 14th Street?
 4. What is the specific definition of an open shelter? Could it include a parking garage or athletic facility?
 5. Has Overlake approached the city with any proposed plans for how they would develop the area that could be vacated or would be vacated?
 6. Why did Medina originally choose to keep the right-of-way when the country club bought the other parcels originally.
- Steve Breyer expressed concerns regarding on impacts to the community on the Overlake Golf and Country Club Street vacation petition.

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

4. **PRESENTATIONS**

- 4.1 Professional Excellence Award Presentation - Medina Police Department by Police Chief Jeffrey R. Sass

ACTION: This item was removed from the agenda.

- 4.2 SR-520 Noise Abatement Project Update by University of Washington Professor of Mechanical Engineering by Per Reinhall, Washington State Department of Transportation (WSDOT) Omar Jepperson and Evan Grimm

University of Washington Professor of Mechanical Engineering, Per Reinhall and Washington State Department of Transportation State Bridge and Structures Engineer, Evan Grimm gave a presentation on the Phase 2 SR 520 Expansion Joint Noise Mitigation study.

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

Councilmember Adkins gave a reminder on behalf of Park Board that they will be stuffing eggs soon for the Annual Easter Egg Hunt on April 1st and asked that candy donations be dropped off at city hall.

Planning Commission Chair Laura Bustamante gave an update on the Planning Commission Work Plan.

Emergency Preparedness Chair Rosalie Gann gave an update on the committee's goals to communicate, educate, and engage through weekly radio check-ins. The next meeting is scheduled on Wednesday, April 12, 2023 from 4:00 to 5:30 at City Hall.

5. **CITY MANAGER'S REPORT**

Police Chief Jeffrey Sass gave an update on police activities in Medina. He noted that auto theft is on the rise and reminded the community to lock their doors and not leave their car fobs in the car.

City Manager Steve Burns responded regarding the email from a Medina Chevron employee regarding the terra cotta planters. He noted to contacted them and city staff will be writing a letter to their corporate office to support keeping the planters as is.

6. **CONSENT AGENDA**

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

- 6.1 February 2023 - Check Register

Recommendation: Approve.

Staff Contact: Ryan Wagner, Finance Director

- 6.2 Planning Commission Meeting Minutes of January 24, 2023

Recommendation: Receive and file.

Staff Contact: Stephanie Keyser, AICP, Planning Manager

- 6.3 Draft Meeting Minutes of:

a) February 13, 2023; and

b) February 27, 2023.

Recommendation: Adopt minutes.

Staff Contact: Aimee Kellerman, CMC, City Clerk

7. **LEGISLATIVE HEARING**

None.

8. **PUBLIC HEARING**

None.

9. CITY BUSINESS

9.1 Comprehensive Plan Update

Recommendation: Discussion.**Staff Contact:** Stephanie Keyser, Planning Manager**ACTION:** This item was removed from the agenda.

9.2 Overlake Golf and Country Club Update

Recommendation: Discussion item only.**Staff Contacts:** Stephanie Keyser, Planning Manager and Emily Romanenko, Assistant City Attorney**ACTION:** This item was removed from the agenda.

9.3 Gas-Powered Leaf Blowers Education and Outreach Update

Recommendation: Discussion and direction.**Staff Contact:** Stephen R. Burns, City Manager**ACTION:** This item was removed from the agenda.**10. REQUESTS FOR FUTURE AGENDA ITEMS AND COUNCIL ROUND TABLE**

Council directed staff to report back to Council with a list of improvements for both city hall and the post office. The list of improvements should be ranked in priority order and noted where in the budget they are funded.

11. PUBLIC COMMENT

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

12. ADJOURNMENT

By consensus, Council adjourned the regular meeting at 6:21 p.m.



City of Medina, Washington
PROCLAMATION

54th ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK
April 30 - May 6, 2023

- WHEREAS,** The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world; and
- WHEREAS,** The Office of the Professional Municipal Clerk is the oldest among public servants; and
- WHEREAS,** The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies, and agencies of government at other levels; and
- WHEREAS,** Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and
- WHEREAS,** The Professional Municipal Clerk serves as the information center on functions of local government and community; and
- WHEREAS,** Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations; and
- WHEREAS,** It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

NOW, THEREFORE, I, Jessica Rossman, Mayor of City of Medina, Washington, and on behalf of the City Council, do recognize the week of April 30 through May 6, 2023, as **Professional Municipal Clerks Week**, and further extend appreciation to our

Professional Municipal Clerks, Aimee Kellerman, CMC and Dawn Nations

and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

DATED this 10th day of April 2023.

 Jessica Rossman, Mayor



MEDINA, WASHINGTON

AGENDA BILL

Monday, April 10, 2023

Subject: A Regional Coalition of Housing (ARCH) 2023 Budget and Work Plan and Trust Fund Recommendations

Category: Consent/Resolution

Staff Contact: Stephen R. Burns, City Manager

Summary

The City Council is requested to act on two items relating to ARCH – A Regional Coalition for Housing.

1. ARCH Work Program and Budget: The City of Medina became a member of A Regional Coalition for Housing (ARCH) in 1999. The City Council is required by the ARCH Interlocal Agreement to review and approve the Annual Administrative Budget and Work Plan.

Each year, the City of Medina allocates funds in the General Fund for Affordable Housing. These funds are used to cover Medina's portion of ARCH's administrative budget, and to award funds to individual affordable housing projects through ARCH. For 2023, the City budgeted \$27,476 for dues and projects.

2. Projects funded through ARCH Trust Fund: The ARCH Executive Board has recommended funding eight projects with contributions from Medina as follows:
 - a. Ardea at Totem Lake,
 - b. Habitat Bellevue Homes,
 - c. Kenmore Supportive Housing,
 - d. Kirkland Heights,
 - e. The Landing Shelter,
 - f. Inclusion Scattered Homes,
 - g. Spring District Transit-Oriented Development
 - h. Totem Six-Plex

Attachments:

1. 2023 ARCH Administrative Budget and Work Program
2. Resolution No. 431 including Exhibit A – Executive Board Memo, dated January 12, 2023

Budget/Fiscal Impact: \$27,476 (budgeted)

Recommendation: Approve.

City Manager Approval:

Proposed Council Motion: “I move that the City Council approve the 2023 ARCH Administrative Budget and Work Plan, Adopt Resolution No. 431, funding the eight projects listed in the combined amount not to exceed \$27,476 and authorize the administering Agency to execute documents and take all necessary actions on behalf of the City.”



MEMORANDUM

Date: August 19, 2022
From: Lindsay Masters, ARCH Director
To: ARCH Member Councils
Subject: ARCH 2023 Budget and Work Program

This year marks the thirtieth anniversary of the founding of A Regional Coalition for Housing (ARCH). Conceived as an innovative approach to advancing affordable housing, the collaboration among local jurisdictions through ARCH has had a profound impact on creating access to housing opportunities for thousands of low and moderate-income households in our region. We are proud to celebrate these successes while also looking ahead to the important work in front of us. This memo provides an overview of ARCH’s 2023 recommended Budget and Work Program.

2023 Administrative Budget and Work Program

As the need for affordable housing grows greater each year, the ARCH Executive Board has taken a thoughtful, phased approach to the expansion of ARCH’s capacity to steward the increasing number of local housing programs adopted by member jurisdictions. The proposed 2023 Budget and Work Program continues to focus new capacity on essential program administration functions, while looking to next year for a deeper evaluation of needs around policy and planning support among members.

Administrative Budget Highlights

- A net two new FTEs will be added to ensure adequate capacity and support among the staff responsible for administering local housing programs, including the ARCH Homeownership Program, ARCH Rental Program and all local Incentive Programs.
- New costs are allocated within base member dues, which are assessed on a per capita basis for member cities. King County dues are increased from 2022 levels based on the overall increase in the budget.
- To address the near-term need for expanded planning support during Comprehensive Plan updates, the Board authorized use of ARCH reserves to hire an on-call consultant throughout the year.

ARCH MEMBERS

Work Program Highlights

ARCH’s Work Program provides for core services in five key areas: affordable housing investment, housing policy and planning, housing program administration, education and outreach, and general administration. In addition, the Work Program details specific support requested by individual member jurisdictions based on local housing plans and initiatives.

Following is a description of the priorities identified by the Board for ARCH’s Work Program in 2023:

- Provide a housing needs analysis for all member cities in support of Comprehensive Plan Updates. ARCH has already begun to compile a comprehensive set of data on local housing supply, population characteristics, cost burden among various demographic groups, income-restricted housing and more. This information will be available for all jurisdictions to support Comprehensive Plan Updates currently underway.
- Support analysis to show how Comprehensive Plans can accommodate the range of housing needs required in the Growth Management Act (GMA) and Countywide Planning Policies (CPPs). As new requirements and guidance emerge for meeting local housing needs, ARCH will support analysis of housing policies and strategies and facilitate coordination among member planning staff.
- Report on measurable goals for production and preservation of affordable housing in the ARCH region. ARCH continues to maintain and expand its data on the production and preservation of affordable housing within member jurisdictions. This will create a reliable data source for ongoing reporting requirements under the GMA and CPPs, as well as reporting on locally adopted housing goals.
- Facilitate and advance proposals for dedicated revenue sources for affordable housing in East King County. ARCH has begun early outreach to member elected officials with the goal of developing consensus on one or more revenue options to create a stable, long-term funding source for developing affordable housing across our region. The ARCH Board will continue to guide further discussions and facilitate coordination of shared priorities and potential legislative advocacy on this topic.
- Continue to expand ARCH’s capacity to accomplish its broader mission. The recommended staffing levels starting in 2023 will ensure that our capacity grows alongside the growth in local housing programs, as the ARCH Board looks ahead to evaluating other areas of need in the coming years.
- Develop compliance tools to meet evolving program needs, and continue to provide excellent stewardship of affordable housing assets. As in recent years, new staff capacity is prioritized for program administration and stewardship of assets created

through local housing programs. As these programs grow and change, ARCH will seek to create compliance and monitoring tools that adapt to evolving regulations among member cities, while continuing to maintain a user-friendly interface for developers, property managers, tenants, homebuyers and homeowners.

- Develop and implement policies to reduce cost burden in affordable housing. In response to the dramatic increases in allowable rent under current local housing programs this year, ARCH will work with member staff to conduct a stakeholder process to create policies that aim to provide more reasonable and sustainable rates of rent increases within affordable housing.
- Seek opportunities to advance projects and programs with high potential impact and facilitate projects in the pipeline with available resources. ARCH continues to guide the allocation of local resources for maximum benefit to the region, finding opportunities to leverage local funds and increasingly facilitating larger-scale affordable development opportunities. ARCH will also continue to serve as a strategic advisor to members and community groups seeking to advance significant projects on public land or in other key locations.
- Develop a strategic planning process to guide the ARCH coalition into the future. Building on other recent evaluations of ARCH’s organizational capacity that recognized the vastly greater housing needs in the community, the ARCH Board will develop a process aimed at evaluating ARCH’s structure, resources and other foundational aspects of the organization, to identify any changes needed to further advance ARCH’s mission, values and Work Program.

Conclusion

Our coalition has built an impressive track record and list of accomplishments over the last thirty years. These successes put us in a strong position to tackle new challenges and strengthen our commitment to creating affordable and diverse housing choices in our community. We look forward to continuing our partnership and supporting all our members to contribute to needed solutions in the years to come.

Attachments:

1. 2023 ARCH Administrative Budget
2. 2023 ARCH Work Program

2023 ARCH Administrative Budget

Final Recommended Budget (June 2022)

	2022 Recommended Budget	Final 2023 Budget	% Change
I. TOTAL EXPENSES	\$ 1,490,462	\$ 1,874,248	26%
A. Personnel	\$ 1,307,088	\$ 1,717,777	31%
Salary and Benefits - Existing 9 FTEs	\$ 1,307,088	\$ 1,448,850	11%
Salaries	\$ 982,646	\$ 1,090,881	
Benefits	\$ 324,443	\$ 357,969	
New Staff Salary and Benefits		\$ 268,927	
B. Operating	\$ 86,394	\$ 103,142	19%
Rent & Utilities	\$ 24,780	\$ 38,117	
Telephone	\$ 6,145	\$ 7,518	
Travel/Training	\$ 2,600	\$ 2,600	
Auto Mileage	\$ 3,000	\$ 3,000	
Postage/Printing Costs	\$ 2,500	\$ 2,600	
Office Supplies/Furnishing	\$ 4,353	\$ 5,027	
Internet/Website Fees	\$ 3,090	\$ 3,214	
Periodical/Membership	\$ 11,400	\$ 11,400	
Misc. (events, job posting fees, etc.)	\$ 2,000	\$ 2,080	
Equipment Replacement	\$ 7,000	\$ 7,280	
Database/software licensing	\$ 19,526	\$ 20,307	
C. In-Kind Admin/Services	\$ 26,980	\$ 28,329	5%
Insurance	\$ 15,000	\$ 15,750	
IT Services	\$ 11,980	\$ 12,579	
D. Grants and Consultant Contracts	\$ 70,000	\$ 25,000	-64%
Consultant Contracts	\$ 20,000	\$ 25,000	
Special Projects/Programs - RAHTF Support	\$ 50,000		

	2022 Recommended Budget			Final 2023 Budget			% Change
	City Per Capita \$2.04 KC Per Capita \$1.70	Add'l \$0.35 Per Capita or \$3k minimum		City Per Capita \$2.58 KC Per Capita \$2.16	Add'l \$0.36 Per Capita or \$3k minimum		
II. TOTAL INCOME	\$1,490,462			\$ 1,874,248			
	TOTAL	BASE	ADD'L				
A. Member Contributions	\$1,334,162	\$1,204,162	\$130,000	\$ 1,687,043	\$ 1,550,543	\$ 136,500	26%
Beaux Arts Village	\$2,060	\$2,060		\$ 2,653	\$ 2,653		29%
Bellevue	\$344,457	\$293,949	\$50,508	\$ 429,021	\$ 376,377	\$ 52,644	25%
Bothell	\$93,127	\$93,127	\$0	\$ 119,461	\$ 119,461	\$ -	28%
Clyde Hill	\$6,777	\$6,777		\$ 8,653	\$ 8,653		28%
Hunts Point	\$2,060	\$2,060		\$ 2,653	\$ 2,653		29%
Issaquah	\$90,561	\$77,282	\$13,279	\$ 113,628	\$ 99,685	\$ 13,943	25%
Kenmore	\$49,257	\$46,257	\$3,000	\$ 62,304	\$ 59,154	\$ 3,150	26%
Kirkland	\$213,344	\$182,061	\$31,283	\$ 267,567	\$ 234,734	\$ 32,833	25%
Medina	\$6,650	\$6,650		\$ 8,455	\$ 8,455		27%
Mercer Island	\$55,264	\$52,264	\$3,000	\$ 69,646	\$ 66,496	\$ 3,150	26%
Newcastle	\$26,918	\$23,918	\$3,000	\$ 34,255	\$ 31,105	\$ 3,150	27%
Redmond	\$156,381	\$133,451	\$22,930	\$ 199,499	\$ 175,019	\$ 24,480	28%
Sammamish	\$134,651	\$131,651	\$3,000	\$ 171,231	\$ 168,081	\$ 3,150	27%
Woodinville	\$25,207	\$25,207	\$0	\$ 33,578	\$ 33,578	\$ -	33%
Yarrow Point	\$2,447	\$2,447		\$ 3,484	\$ 3,484		42%
King County	\$125,000	\$125,000		\$ 160,957	\$ 160,957		29%
Bellevue Detail	\$ 344,457			\$ 429,021			25%
Cash Contributions	\$ 141,353			\$ 215,762			
In-Kind Contributions	\$ 203,103			\$ 213,259			
Personnel	\$ 176,123			\$ 184,930			
Insurance	\$ 15,000			\$ 15,750			
IT Services	\$ 11,980			\$ 12,579			
B. Other Income	\$ 156,300			\$ 187,205			20%
Homeownership Program Fees	\$ 150,000			\$ 185,000			
Existing Administrative Fees	\$ 4,200			\$ -			
Interest Earned	\$ 2,100			\$ 2,205			
III. RESERVES, CONTINGENT INCOME AND EXPENSES							
<i>Note: This section expresses intended use of any excess revenues above levels needed to cover basic operating costs, including any agreement by an ARCH member to fund work under section 13 of the ARCH Interlocal Agreement</i>							
A. Contingent Expenses							
Replenish operating reserves	\$ -			\$ 100,000			
Staffing/Administrative Expenses	\$ 150,000			\$ 150,000			
Other Services/Consulting	\$ 150,000			\$ 300,000			
B. Contingent Revenue							
Excess Administrative Fees	\$ 150,000			\$ 100,000			
Service Fees	\$ 150,000			\$ 50,000			
Grant Funding				\$ 300,000			
Board-Approved Reserves				\$ 100,000			

ARCH WORK PROGRAM: 2023

2023 Priorities

In 2023, ARCH will elevate the following priorities in its Work Program:

- Provide a housing needs analysis for all member cities in support of Comprehensive Plan Updates
- Support analysis to show how Comprehensive Plans can accommodate the range of housing needs required in the Growth Management Act and Countywide Planning Policies
- Report on measurable goals for production and preservation of affordable housing in the ARCH region
- Facilitate and advance proposals for dedicated revenue sources for affordable housing in East King County
- Continue to expand ARCH’s capacity to accomplish its broader mission
- Develop compliance tools to meet evolving program needs, and continue to provide excellent stewardship of affordable housing assets
- Develop and implement policies to reduce cost burden in affordable housing
- Seek opportunities to advance projects and programs with high potential impact and facilitate projects in the pipeline with available resources
- Develop a strategic planning process to guide the ARCH coalition into the future

I. AFFORDABLE HOUSING INVESTMENT

A. ARCH Housing Trust Fund

Parity Goals. Develop updated goals for member investments through the ARCH HTF.

Annual Funding Round. Develop funding priorities and evaluation criteria for the annual funding round. Advertise available funds and manage a competitive process on behalf of member cities. Review funding applications and develop recommendations through the Community Advisory Board (CAB), with input from member staff. Develop final recommendations by the ARCH Executive Board and facilitate final funding allocations through member councils.

Public Funding Coordination. Work collaboratively with public funders at the State and local levels to promote shared affordable housing goals and equitable geographic distribution of resources. Review and provide input to other funders for Eastside projects that apply for County (HOF, RAHP, HOME, TOD, etc.) and State (Tax Credit, State Housing Trust Fund) resources. Provide input to the King County Joint Recommendations Committee (JRC) on behalf of participating Eastside jurisdictions. Assist N/E consortium members with evaluating and making a recommendation to the County regarding CDBG allocations to affordable housing.

Private Funding Coordination. Work with private investors and lenders to maximize leverage of public investment into affordable housing. Negotiate maximum public benefits from investment of housing funds into private projects. Engage with Enterprise Community Partners and other investors on the potential extension of the Regional Equitable Development Initiative (REDI) Fund. Complete implementation of a Bridge Financing Pilot in partnership with Microsoft.

Project Pipeline Management. Work with member cities and project sponsors to develop a robust pipeline of projects to be funded over the next five years (see related work on Transit Center sites, below). Actively vet

potential HTF projects, and lead funding policy and prioritization discussions with the ARCH Executive Board to facilitate planning and decision-making.

Contract Development and Administration. Prepare contract documents in consultation with legal counsel and facilitate approval of contracts with the Administering Agency. Review and approve disbursement of funds to awarded projects in accordance with executed contracts.

Centralized Trust Fund Reporting. Work with Administering Agency (Bellevue) to maintain records and produce regular financial reports for the ARCH Trust Fund accounts. Update internal policies and procedures regarding records maintenance efforts coordinated with the Administering Agency.

HB 1406 Sales Tax. Develop systems and procedures to manage contributions, commitments and expenditures of pooled sales tax revenue authorized by HB 1406. Work with the Department of Commerce to ensure timely and complete reporting in compliance with state requirements.

B. Special Projects and Other Local Housing Investments

Local Housing Investments. Provide strategic policy support and administrative capacity to cities making other investments in housing, for example with fee in lieu funds, dedicated sales tax funds, pass through of state grant funds or other sources directed by individual cities. Ensure coordination with regional funding processes to maximize affordable housing outcomes.

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

Surplus Property/Underdeveloped Property. Assist with evaluation of public surplus or underutilized private property (e.g., faith community properties) for suitability of affordable housing. Provide technical assistance to property owners interested in supporting affordable housing. Develop an inventory of promising public and nonprofit property and begin to engage owners to gauge interest in disposition for housing.

Eastside Shelter Capacity. Support efforts by Eastside shelter providers, Eastside Human Services Forum, the King County Regional Homelessness Authority and member cities to implement an East King County sub-regional strategic approach to shelter and related services for homeless adults and families. Support the construction of a permanent year-round men’s shelter, and support efforts by member jurisdictions to fund long-term operations of shelter for men, women, families, youth and young adults.

Preservation of At-Risk Affordable Housing. Work with member cities to facilitate acquisitions or other strategies to preserve existing housing where affordability is at risk of being lost, including at-risk manufactured housing communities. As needed, assist with responding to notices of sale of HUD assisted properties received by member cities, or other information indicating an impending loss of existing affordable housing.

Strategic Predevelopment Investment. With approval of the Executive Board, invest in predevelopment studies to investigate feasibility of special projects.

II. HOUSING POLICY AND PLANNING

A. Local Policy, Planning and Code Development

ARCH provides assistance directly to member cities on a range of local planning efforts. Local planning efforts with individual member cities may be found in *Attachment A*. These efforts may take different forms, such as:

- **Housing Element Updates.** Work with members to update comprehensive plan housing elements.
 - Assist with understanding and complying with new housing-related requirements under the Growth Management Act and Countywide Planning Policies.
 - Prepare an east King County housing needs analysis with focused analyses for each city—including projected affordable housing needs—to fulfill GMA requirements.
 - Coordinate local and ARCH affordable housing goals with King County Affordable Housing Committee and Countywide Planning Policies.
 - Assist with policy writing, outreach, presentations, etc. as needed.
- **Housing Strategy and Action Plans.** Assist members to prepare housing strategies to implement housing elements and create council work plans. Cities with completed or ongoing strategy and action plans include Bellevue, Issaquah, Kenmore, Bothell, Kirkland, Redmond, and Sammamish.
- **Incentive Program Design.** Provide economic analysis and policy and program development support to design housing incentive programs, including land use, property tax, impact fee waivers, parking reductions and other incentives.
- **Land Use Code Amendments.** Assist city staff on land use and other code amendments in order to implement comprehensive plan policies.
- **Other Support.** Other areas in which ARCH could provide support to member cities include preservation of valuable community housing assets, assistance to households displaced by development activity, review of tenant protection regulations, or negotiation of agreements for specific development proposals. ARCH views this as a valuable service to its members and will continue to accommodate such requests to the extent they do not jeopardize active work program items.

B. Inter-Local / Eastside Planning Activities

Interlocal planning activities are coordinated by ARCH for the benefit of multiple members.

ARCH Regional Affordable Housing Goals and Reporting. Work with member staff and the ARCH Executive Board to report on adopted goals for production and preservation of affordable housing across ARCH member communities. Utilize data methodologies consistent with the requirements of GMA and Countywide Planning Policies.

Tenant Protection Policies. Share information and help identify common policy priorities relating to tenant protections. Facilitate consideration of local regulations by ARCH members and help to encourage consistent protections for renters across the region that reduce evictions and economic displacement.

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

ARCH member cities and determine any shared state legislative priorities to authorize local options for funding.

Eastside Housing Data Analysis and Planning for GMA Housing Requirements. On an annual basis, provide local housing and demographic data as available. Make information available to members for planning efforts and incorporate into ARCH educational materials. Facilitate and encourage members to collaborate in addressing new GMA/ CPP housing requirements so that the affordable and special housing needs across east King County are addressed.

Housing Diversity/Middle Housing. Continue to support a diversity of housing options among member cities:

- “Missing Middle” Housing: Facilitate sharing of best practices for encouraging a greater diversity of housing types in single family/low density neighborhoods, including duplexes, triplexes, etc. Assist members’ efforts to utilize planning grants for middle housing analysis, policy and code development.
- Help jurisdictions develop strategies and codes to address emerging housing types, like micro-housing, small efficiency dwelling units, and others.

C. State Legislative Activities

The ARCH Executive Board will discuss and explore shared legislative priorities for advancing affordable housing in the region, with a goal to enable members to advocate collectively for greater funding and policy tools at the local level to address affordable housing needs. ARCH staff will track relevant state (and, where feasible, federal) legislation. As needed, staff will report to the Executive Board and members, and coordinate with relevant organizations (e.g., AWC, SCA, WLIHA, HDC) to advance shared legislative priorities.

D. Regional/Countywide Planning Activities

ARCH participates in regional planning efforts to advance Eastside priorities and ensure that perspectives of communities in East King County are voiced in regional housing and homelessness planning.

King County GMPC Affordable Housing Committee / Housing Inter-Jurisdictional Team (HIJT). Support efforts to advance the five-year action plan developed by the Regional Affordable Housing Task Force (RAHTF) in 2018. ARCH will help staff the HIJT, which provides support to the Growth Management Planning Council’s Affordable Housing Committee (AHC).

Regional Affordable Housing Task Force Action Plan. In addition to staffing the GMPC committee, pursue other opportunities to advance strategies called for in the RAHTF Action Plan. Facilitate discussions as needed with members and the Executive Board to consider actions recommended in the five-year plan.

King County Regional Homelessness Authority (KCRHA) / Eastside Homeless Advisory Committee (EHAC). Support Eastside collaboration in regional homelessness efforts, as appropriate and as resources allow. Collaborate with KCRHA, EHAC and other relevant organizations and initiatives to advance shared work on homelessness. Promote best practices in development of housing solutions that move people out of homelessness. Coordinate allocation of resources, and work on specific initiatives.

Explore Collaboration with Cities in North and East King County. As requested, engage cities interested in supporting affordable housing in north and east King County that are not currently members of ARCH. Explore collaboration that provides benefits for additional cities and current ARCH member cities. Enter into agreements to provide services to other cities, as directed by the ARCH Executive Board.

III. HOUSING PROGRAM IMPLEMENTATION

A. Administration of Housing Incentive and Inclusionary Programs

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

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

ARCH roles and responsibilities will typically include:

- Communicate with developers/applicants and city staff to establish applicability of codes and policies to proposed developments
- Review and approve proposed affordable housing (unit count, location/distribution, bedroom mix, and quality)
- Review and recommend approval of MFTE applications.
- Review and recommend approval of alternative compliance proposals
 - For fee in lieu projects, provide invoices and receipts for developer payments
- Develop contracts and covenants containing affordable housing requirements
- Ensure implementation of affordable housing requirements during sale/lease-up
- Register MFTE certificates with County Assessor and file annual MFTE reports with state Commerce.
- On-going compliance monitoring (see Stewardship, below).

Coordinate Shared Policy, Program and Procedure Improvements. Work with member city staff and legal counsel to align incentive and inclusionary programs with a unified set of policies, practices and templates for legal agreements. Coordinate changes across member jurisdictions to adapt programs to new knowledge and best practices (for example, implementing fee strategies to create sustainable revenue for monitoring).

B. Stewardship of Affordable Housing Assets

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

ARCH Rental Program (Incentive and Inclusionary Projects). Monitor and enforce compliance in rental housing projects with incentive and inclusionary housing agreements. Administer a robust compliance monitoring program, including:

- Ensure compliance with rent and income restrictions through timely annual report reviews and supplemental on-site file audits
- Provide training and technical assistance for property managers
- Maintain written standards for eligibility, leasing and other program requirements
- Implement standard remedies for non-compliance
- Respond to tenant issues and questions

ARCH Trust Fund Projects. Oversee contracts and regulatory agreements with owners of projects supported through the direct assistance from members, including:

- Monitor project income and expenses to determine cash flow payments
- Conduct long-term sustainability monitoring of projects and owners
- Proactively problem-solve financial and/or organizational challenges in partnership with project owners and other funders
- Work with legal counsel to review and approve requests for contract amendments, subordination and other agreements
- Pursue formal MOUs with other funders to govern shared monitoring responsibilities that streamline processes for owners and funders.
- Collect annual compliance data and evaluate program beneficiaries

ARCH Homeownership Program. Provide effective administration to ensure strong stewardship of resale restricted homes in the ARCH Homeownership Program. Ensure ongoing compliance with affordability and other requirements, including enforcement of resale restrictions, buyer income requirements, and owner occupancy requirements. Implement adopted policies and procedures for monitoring and work with cities to address non-compliance.

Continue to implement long-term recommendations in the 2019 Program Assessment from Street Level Advisors and make other program improvements that support the program objective of creating and preserving long-term affordability, including:

- Work with member planning and legal staff to make improvements to boilerplate legal documents, in consultation with key stakeholders and outside counsel, as needed
- Develop strategies to preserve homes at risk of foreclosure
- Preserve expiring units and pursue strategies to re-capture lost affordability
- Pursue offering brokerage services or developing partnerships with realtors to provide cost-savings to homebuyers and sellers, diversify program revenue, and expand ARCH’s marketing reach
- Plan for additional staff capacity as the number of ARCH homes continues to grow.
- Implement program fees to ensure program financial sustainability

Work with the Washington State Housing Finance Commission to evaluate the ARCH Eastside Down Payment Assistance Program and make updates to provide effective financial assistance to income-eligible first time homebuyers in East King County.

Database/Systems Development. Continue to utilize the new ARCH Homeownership Program database to collect critical program data and evaluation, compliance monitoring, communication with program participants, and other key functions. Continue to improve and streamline data systems for ARCH Rental Program and Trust Fund Program. Develop a new Trust Fund project and loan database to assist with timely loan monitoring and reporting. Update information systems to ensure accurate, efficient recording of transactions within ARCH Trust Fund accounts.

IV. EDUCATION AND OUTREACH

A. Housing 101/Education Efforts

Housing 101. Develop educational tools and conduct or support events to inform councils, planning commissions, member staff and the broader community of current housing conditions, and of successful housing programs. Build connections with community groups, faith communities, developers, nonprofits and others interested in housing issues. Plan and conduct a Housing 101 event.

Private Sector Engagement. Support efforts by ARCH member cities to engage employers and private sector entities in discussions around the need for more affordable housing and identifying options for public-private partnerships.

B. Information and Assistance for the Public

Office Hours. As government organizations and businesses navigate the ongoing COVID-19 pandemic, provide published office hours, consistent with public health guidelines, for appointments or walk-in customer service. Open office hours will be advertised on the ARCH website and ARCH Facebook page and shared with partner organizations.

ARCH Website. Continually update and build on information in the ARCH website. Maintain information on the most urgently needed resources in the community, including rental assistance, no-cost legal services, mortgage assistance, and senior resources available in East King County.

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

C. Equitable Access to Affordable Housing in East King County

Collect and analyze data on existing programs to determine potential gaps in access by different populations, such as communities of color, immigrant and refugee communities, homeless individuals and families, and workers in EKC commuting from other communities. Evaluate strategies and outreach goals to increase access to affordable housing in EKC by underserved communities. Develop outreach and marketing efforts to maximize awareness of affordable housing opportunities in East King County and build partnerships with diverse community organizations.

V. ADMINISTRATION

A. Administrative Procedures

Maintain administrative procedures that efficiently and transparently provide services to both members of ARCH and community organizations utilizing programs administered through ARCH. Activities include:

- Prepare the Annual Budget and Work Program and ensure equitable allocation of administrative costs among ARCH members.
- Prepare quarterly budget and work program progress reports, Trust Fund reports, and monitor expenses to stay within budget.
- Manage the ARCH Community Advisory Board, including recruiting and maintaining membership that includes broad geographic representation and a wide range of housing and community perspectives.
- Staff the Executive Board.
- Work with Administering Agency to streamline financial systems.
- Review and update bylaws and ensure timely renewal of the ARCH Interlocal Agreement.

B. Organizational Assessment and Planning

The ARCH Executive Board will continue to evaluate ARCH’s organizational capacity to accomplish its Work Program and broader mission. The Board will review ARCH’s organizational structure, staffing resources, capital resources and other foundational aspects of the organization to determine any gaps and assess options for expanding organizational capacity. The assessment will inform recommendations for the following year’s work program and budget. In 2023, ARCH will conduct a strategic planning process that will identify any significant structural or other organizational changes needed to advance ARCH’s mission, values and work program going forward.

*Attachment A
Local Planning Efforts by City*

ARCH staff will assist members’ staff, planning commissions, and elected councils with local policy, planning and special projects and initiatives, as described below. Member city staff may make adjustments to the proposed actions identified below as individual city work plans are updated.

Bellevue

Support 3-4 actions to implement Bellevue’s Affordable Housing Strategy, such as:

- Facilitate development on affordable housing on suitable land owned by public agencies, faith-based groups, and non-profits housing entities.
- Analysis of affordable housing recommendations in the Wilburton neighborhood plan, Comprehensive Plan Periodic Update, and density incentives in the Land Use Code, including C-1 and Phase 2.
- Participate in developer selection processes and develop funding strategy for affordable housing on suitable public lands in proximity to transit hubs including 130th TOD parcels.

Provide ongoing support to implement investment of funds authorized by HB 1590, or other city funds as directed.

Implement newly authorized affordable housing incentives; develop boilerplate agreements and procedures for ongoing monitoring.

Provide advice on city’s effort to update Housing Needs Assessment, including coordination on scope/methodology, and potentially provide supplemental data.

Assist the city with implementation of affordable housing agreements at the TOD project adjacent to Sound Transit’s Operations and Maintenance Facility East (OMFE).

Assist the city with process to identify Affordable Housing “Next Right Work” through participation in facilitated work sessions.

Bothell

Support actions to implement the city’s Housing Strategy Plan.

Support affordable housing opportunities, especially in the Downtown/Canyon Park areas, such as any proposals for affordable housing on the P-South property or other city-owned property.

Help to identify potential Bothell Trust Fund projects.

Evaluate affordable housing incentives and requirements such as parking reductions or other development incentives, code amendments that add capacity and rezones, and implement those adopted.

Assist with compliance with new requirements under HB 1220.

Support updates to policies and codes for affordable housing options, including ADUs, micro-housing, small efficiency dwelling units, and “missing middle” housing.

Help pursue funding and implement further outreach, equity and implementation measures to encourage more middle housing and address potential displacement.

Issaquah

Assist with preparing the annual Affordable Housing Report Card/Analysis.

Assist with implementation of Strategies 6, 7 and 8 of the Housing Strategy Work Plan expanding inclusionary zoning, increasing missing middle as permitted uses, and removing barriers to the construction of condominiums.

Present Housing 101 to the Planning Policy Commission in late 2022/early 2023.

Help to evaluate potential projects/opportunities that arise under current or amended Development Agreements.

Coordinate marketing efforts to maximize awareness of affordable housing opportunities in Issaquah.

Support implementation and funding of the city’s TOD project.

Kenmore

Assist with implementing a high priority item identified in the Housing Strategy Plan, as requested.

Continue support of the Preservation of Affordable Housing/Mobile Home Park project started in 2018.

Assist with the Comprehensive Plan Housing Element update, including help with new affordable housing targets.

Provide technical support, data and best practices to assist with potential code changes, such as for “missing middle” housing.

Advance opportunities to site affordable housing in Kenmore, such as near ST3 transit investments, or on other public, nonprofit and faith-based community property. Help evaluate and identify potential properties, partners and financing strategies.

Evaluate potential expansion of TOD overlay and refinement of affordable housing requirements in the overlay zone.

Kirkland

Continue to support efforts to create affordable housing within a transit-oriented development at the Kingsgate Park and Ride.

Support development of housing policies in connection with the I-405/NE 85th Street Station Area Plan, such as evaluation of a commercial linkage fee, and inclusionary housing requirements, and incentivizing family-sized housing units.

Assist with scoping and stakeholder discussions of a potential affordable housing levy.

Assist with implementing programs to encourage construction of more ADUs.

Evaluate housing-related issues in 2024 Comprehensive Plan Update.

Help review the effectiveness and value of the current MFTE program.

Assist with development of the City’s Housing Dashboard and ongoing implementation and monitoring of the adopted Affordable Housing Targets.

Assist the City in its potential expansion of the inclusionary zoning program through new incentives for areas like downtown that don’t have a requirement and expanded incentives for more affordable housing in other areas of the City.

Assist the City with its reevaluation of parking standards as they relate to affordable housing.

Mercer Island

Assist the City with understanding and synthesizing the Housing Needs Analysis findings with housing-related requirements under the Countywide Planning Policies and the Growth Management Act.

Provide input and assistance in the development of updated housing goals and policies for the City’s Comprehensive Plan periodic update.

Newcastle

Assist with potential investment of fee-in-lieu payments, first exploring opportunities to site affordable housing within Newcastle.

Assist with updating the City’s Housing Strategy Plan.

Redmond

Provide advice and technical support to evaluate and refine existing inclusionary and incentive programs, and impact fee waiver provisions.

Assist with scoping and stakeholder discussions regarding potential opportunities to increase revenue options to support affordable housing, and help with advocacy for expanded funding options.

Help evaluate programmatic approaches to support greater affordable homeownership opportunities.

Support partnerships with transit agencies to advance affordable housing within transit-oriented developments, including at Overlake and Southeast Redmond.

Support City efforts to identify suitable projects for preservation as a mechanism to advance affordable housing objectives.

Sammamish

Assist with data and scoping for a housing needs analysis, and review draft housing policies and goals for the City’s Comprehensive Plan Update.

Work with City staff and the City’s consultant to provide guidance in the development of the City’s Housing Action Plan.

Assist with compliance with new requirements under HB 1220.

Help explore development of educational or promotional materials to encourage developers and property owners to consider more diverse housing types, such as duplexes.

As opportunities arise, support development of affordable housing options.

Woodinville

Provide advice on scope and data collection in support of the City's efforts to adopt a Housing Strategy Plan.

King County

Provide monitoring and stewardship services for affordable housing in the Northridge/Blakely Ridge and Redmond Ridge Phase II affordable housing development agreements.

Partner with King County to preserve affordable homes with expiring covenants in unincorporated areas.

Help advance the King County Regional Affordable Housing Task Force Action Plan.

ATTACHMENT 2

CITY OF MEDINA, WASHINGTON

RESOLUTION NO. 431

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, AUTHORIZING THE DULY APPOINTED ADMINISTERING AGENCY FOR ARCH TO EXECUTE ALL DOCUMENTS NECESSARY TO ENTER INTO AGREEMENTS FOR THE FUNDING OF AFFORDABLE HOUSING PROJECTS, AS RECOMMENDED BY THE ARCH EXECUTIVE BOARD, UTILIZING FUNDS FROM THE CITY'S HOUSING TRUST FUND.

WHEREAS, A Regional Coalition for Housing (ARCH) was created by interlocal agreement to help coordinate the efforts of Eastside cities to provide affordable housing; and

WHEREAS, the ARCH Executive Board has recommended that the City of Medina participate in the funding of certain affordable housing projects and programs hereinafter described; and

WHEREAS, the ARCH Executive Board has developed a number of recommended conditions to ensure that the City's affordable housing funds are used for their intended purpose and that projects maintain their affordability over time; and

WHEREAS, the City Council has approved the Amended and Restated Interlocal Agreement for ARCH; and

WHEREAS, the City Council desires to use \$27,476 from City funds as designated below to finance the projects recommended by the ARCH Executive Board; now, therefore,

THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. The City Council authorizes the duly-appointed administering agency of ARCH pursuant to the Amended and Restated Interlocal Agreement for ARCH to execute all documents and take all necessary actions to enter into Agreements on behalf of the City to fund Ardea at Totem Lake, Habitat Bellevue Homes, Kenmore Supportive Housing, Kirkland Heights, The Landing Shelter, Inclusion Scattered Homes, Spring District Transit-Oriented Development and Totem Six-Plex, in a combined total amount not to exceed \$27,476.

Section 2. The Agreements entered into pursuant to Section 1 of this resolution shall include terms and conditions to ensure that the City's funds are used for their intended purpose and that the projects maintain affordability over time. In determining what conditions should be included in the Agreements, the duly-appointed administering agency of ARCH shall be guided by the recommendations set forth in the ARCH Executive Board's memorandum of January 12, 2023, a copy of which is attached hereto as **Exhibit A**.

ATTACHMENT 2

PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON THE 10TH DAY OF APRIL 2023 AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THE 10TH DAY OF APRIL 2023.

Jessica Rossman, Mayor

Approved as to form:

Attest:

Scott Missall, City Attorney
Ogden Murphy Wallace, PLLC

Aimee Kellerman, CMC, City Clerk



Celebrating 30 years of bringing cities together to house East King County

Together Center Campus
16307 NE 83rd St, Suite 201
Redmond, WA 98052
(425) 861-3677

MEMORANDUM

TO: City of Bellevue Council Members
 City of Clyde Hill Council Members
 City of Issaquah Council Members
 City of Kirkland Council Members
 City of Mercer Island Council Members
 City of Redmond Council Members
 City of Woodinville Council Members

City of Bothell Council Members
 Town of Hunts Point Council Members
 City of Kenmore Council Members
 City of Medina Council Members
 City of Newcastle Council Members
 City of Sammamish Council Members
 Town of Yarrow Point Council Members

FROM: Kurt Triplett, Chair, ARCH Executive Board

DATE: January 12, 2023

RE: Fall 2022 Housing Trust Fund (HTF) Recommendation

As we mark ARCH’s 30th anniversary, I am pleased to transmit this year’s recommendations for the ARCH Housing Trust Fund. The 2022 funding round was the largest in ARCH’s history, with requests from eight projects proposing an impressive **819 units of affordable housing and 26 emergency shelter beds***.

After careful deliberation, the ARCH Executive Board concurred with the recommendations of the ARCH Community Advisory Board (CAB) and is recommending **funding totaling \$7,645,900**, which provides full funding for four projects and partial funding for three projects. These recommendations advance an incredible set of projects that will meet diverse needs throughout the region, including:

- Supportive housing for formerly homeless seniors, veterans and people with disabilities;
- Homeownership housing that will help families build equity;
- Preservation of existing affordable housing for large families;
- Affordable senior independent living;
- Transit-oriented development for families and individuals adjacent to future light rail;
- Emergency shelter for youth and young adults in East King County*; and
- Affordable housing for individuals with intellectual and developmental disabilities

In the last three decades, the ARCH Trust Fund has supported over 5,300 units of affordable housing and shelter beds, creating housing for thousands of families and individuals with limited opportunities to live in our community. The Trust Fund has also leveraged local resources over 10:1, bringing in \$1 billion in other investments to East King County, and this year is no exception, with proposed projects expected to **leverage over \$460 million in other funding**.

ARCH MEMBERS

BEAUX ARTS VILLAGE ♦ BELLEVUE ♦ BOTHELL ♦ CLYDE HILL ♦ HUNTS POINT ♦
 ISSAQUAH ♦ KENMORE ♦ KIRKLAND ♦ MEDINA ♦ MERCER ISLAND ♦ NEWCASTLE ♦ REDMOND ♦
 SAMMAMISH ♦ WOODINVILLE ♦ YARROW POINT ♦ KING COUNTY

ARCH Trust Fund Exec Board Memo

December 2022

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A summary of recommended projects is shown in the table below:

Project Applicant	City	Units/ Beds	ARCH Request	Executive Board Recommendation
Ardea <i>TWG/Imagine Housing</i>	Kirkland	170	\$1,400,000	\$1,400,000
Bellevue Homes <i>Habitat for Humanity</i>	Bellevue	25	\$600,000	\$600,000
Kenmore Supportive Housing <i>Plymouth Housing</i>	Kenmore	100	\$3,279,700	\$3,279,700
Kirkland Heights <i>King County Housing Authority</i>	Kirkland	276	\$2,000,000	\$1,566,200
The Landing Shelter* <i>Friends of Youth</i>	Kirkland	26	\$650,000*	See Below*
Scattered Homes (Supported Living Home / OHS Home) <i>Alpha Supportive Living</i>	TBD-Bothell Kenmore Woodinville	7	\$400,000	\$400,000
Spring District 120 th St. TOD <i>BRIDGE</i>	Bellevue	235	\$4,000,000	\$350,000
Totem Six-Plex <i>Attain Housing</i>	Kirkland	6	\$750,000	\$50,000
Total		819	\$13,079,700	\$7,645,900

***Note: Friends of Youth was able to obtain other grant funds and withdraw its application to ARCH. The ARCH Executive Board remains in strong support of the project.**

These investments couldn't come at a more urgent time, as inflation and rising rents continue to threaten the housing stability of households with low and moderate incomes. While ARCH did not have sufficient funding to fully fund all proposed projects, these awards will make a major difference in the community and help create momentum towards meaningful production of affordable homes. The increased demand for the Trust Fund program also demonstrates ARCH's success in strengthening and expanding relationships with a range of development partners. We know these partnerships are critical to creating the affordable homes that will provide economic relief and stability for current and future generations in our community.

Below is a more detailed description of the applications received, the Executive Board recommendation and rationale, and proposed contract conditions for the proposals recommended for funding at this time. Also enclosed is the proposed funding sources and an economic summary of the projects recommended for funding.

Attachments:

1. Proposed Funding Sources
2. Project Economic Summaries

Note that bolded text in proposed conditions shows unique conditions in otherwise standard text.

1. TWG and Imagine Housing – Ardea at Totem Lake

Funding Request: \$1,400,000 (Contingent Loan)
170 affordable rental units (including 1 manager unit)

Executive Board Recommendation: Up to \$1,400,000 (Contingent Loan)
See attached Proposed Funding Sources for distribution of City Funds

Project Summary:

The Ardea project consists of 170 units of affordable housing for seniors age 62 and older at 40%, 50% and 60% AMI, including an estimated 45 units for senior veterans. The project will include 91 studios and 79 1-bedrooms units. All of the units will be within one building with seven residential levels over a one-level parking garage partially below grade with 36 parking stalls. TWG, a national for-profit affordable housing developer, will be the lead developer with Imagine Housing acting as non-profit sponsor/ownership partner and service provider.

The project will provide major right-of-way pedestrian improvements intended to connect the unimproved section of 116th Ave NE along the property with the Totem Lake Business District major pedestrian loop. The project will replace and improve the existing sidewalk with street trees and pedestrian lighting to complete the improved pedestrian corridor along 116th Ave NE.

Funding Rationale:

The Executive Board recommends funding with conditions listed below for the following reasons:

- The project will meet several local housing strategies within the City of Kirkland and provide a large amount of senior affordable housing units in a much-needed area of East King County.
- The project will complete an important missing section of pedestrian and right of way improvements connecting the Totem Lake Business District.
- This project leverages significant funding from other public and private sources.
- The project aims to bring together the efficiencies of a vertically integrated developer with the perspectives and connections of a local community-based nonprofit with deep roots in East King County.

Proposed Conditions:

Standard Conditions: Refer to list of standard conditions found at end of this memo.

Special Conditions:

1. The funding commitment shall continue for **twelve (12) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider up to a 12-month extension only based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum,

the applicant must demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.

2. Funds shall be used by the Agency towards **construction costs**. Funds may not be used for any other purpose unless ARCH staff has given written authorization for the alternate use. Spending of construction contingency must be approved in advance by ARCH. If after the completion of the project there are budget line items with unexpended balances, ARCH and other public funders shall approve adjustments to the project capital sources, including potentially reductions in public fund loan balances.
3. Funds will be in the form of a **deferred, contingent loan**. Loan terms will account for various factors, including loan terms from other fund sources and available cash flow. Final loan terms shall be determined prior to release of funds and must be approved by ARCH Staff. **It is anticipated that loan payments will be based on a set repayment schedule and begin after repayment of deferred developer fee** with 1% interest. The terms will also include a provision for the Agency to defer payment if certain conditions are met (e.g., low cash flow due to unexpected costs). Any requested deferment of loan payment is subject to approval by ARCH Staff, and any deferred payment would be repaid from future cash flow or at the end of the amortization period.
5. The net developer fee shall be established at the time of finalizing the Contract Budget and will follow the ARCH Net Developer Fee Schedule. Net developer fee is defined as that portion of the developer fee paid out of capital funding sources and does not include the deferred portion which is paid out of cash flow from operations after being placed in service.
6. A covenant is recorded ensuring affordability for at **least 55 years**, with size and affordability distribution per the following table. Limited changes to the matrix may be considered based on reasonable justification as approved by ARCH staff.

Affordability	Studio	1 BR	Total
40%	17	17	34
50%	47	38	85
60%	27	24	51
Total	91	79	170

7. The final loan amount shall be up to \$1.4 million, subject to approval by ARCH staff based on a documented funding gap. ARCH reserves the right to reduce its total loan amount based on changes to the project sources and uses, and unit mix.
8. Agency must submit for ARCH staff approval a management and services plan which includes coordination of services with outside providers and parking management.
9. **Agency shall identify and assist residents with alternative transportation options such as car sharing programs and/or shuttle services, bicycle facilities, and robust pedestrian access.**
10. **Agency shall include in its quarterly monitoring reports the following information:**
 - a. **Updates on tenant relations and engagement in existing ARCH-funded projects**

- b. Updates on Agency property and asset management capacity and oversight**
- c. Updates on work necessary to preserve current wetland buffer approvals**

11. Agency must demonstrate its commitment to retaining/providing Energy Star Appliances in every unit.

2. Habitat for Humanity of Seattle-King County – Bellevue Homes

Funding Request: \$600,000 (Secured Grant)
25 affordable homeownership units

Executive Board Recommendation: Up to \$600,000 (Secured Grant)
See attached Proposed Funding Sources for distribution of City Funds

Project Summary:

Habitat for Humanity Seattle-King County proposes creating 25 permanently affordable 3-bedroom, 1.5 bath townhomes and a new 3,500 SF community center in the Factoria neighborhood of Bellevue, WA. This 3.13-acre site is to be purchased from the Holy Cross Lutheran Church of Bellevue.

The proposed population for the development is 4-5 person families with incomes up to 60% AMI and 80% AMI. The homeownership structure uses a land trust model to ensure permanent affordability of each unit. Under the model, HFHSC retains ownership of the land, which is leased to individual homeowners, and a right of first option to purchase the home upon resale. Habitat requires homebuyers to put in 250 hours of self-help labor to help construct their own units as well as their neighbors' units. This "sweat equity" model, combined with the modest appreciation within the land trust structure, provides low-income households the opportunity to build wealth through homeownership while securing safe, affordable housing.

The project addresses a local priority to the City of Bellevue's Affordable Housing Strategy by creating more affordable housing stock for low-income households, including through developing on land owned by faith-based groups.

Funding Rationale:

The Executive Board supports the intent of this application for the following reasons:

- The project would create additional units of homes for purchase in a very high-cost area with median home prices that exceed \$1 million. Such opportunities are quite rare and allow households with modest incomes to achieve stability and wealth building through homeownership.
- The project takes advantage of new City policies that encourage additional density and affordable housing on property owned by faith communities, helping to advance the City's overall Affordable Housing Strategy.
- The project preserves existing community assets that will create benefits for residents and the broader community.

- Habitat’s sweat equity model allows volunteers and potential buyers to gain valuable skills and experience in homebuilding, while allowing for cost savings when compared to traditional construction. Also, keeping the units and land in a land trust ensures perpetual affordability, which is especially important in a high cost, high growth city like Bellevue.
- Habitat’s approach to marketing helps to address historic barriers to home ownership and preserve cultural diversity in the community.

Proposed Conditions:

Standard Conditions: Refer to list of standard conditions found at end of this memo.

Special Conditions:

1. The funding commitment continues for **twelve (12) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the Agency will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider a twelve-month extension only based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the Agency will demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.
2. Funds shall be used by Agency toward **acquisition costs**. Funds may not be used for another purpose without prior written authorization from ARCH. If, after project completion project, there are budget line items with unexpended balances, ARCH and other public funders shall approve adjustments to the project capital sources, including potential reductions in public fund loan balances.
3. Funds will be in the form of a **secured grant**, so long as affordability and target population are maintained.
4. The Net Developer Fee shall be established when the Contract Budget is finalized and will follow the ARCH Net Developer Fee Schedule. Net Developer Fee is defined as that portion of the developer fee paid out of capital funding sources and does not include the deferred portion which is paid out of cash flow from operations after the project is placed in service.
5. A covenant shall be recorded ensuring affordability for at least **55 years**, with size and affordability distribution per the following table. Limited changes to the matrix may be considered based on reasonable justification as approved by ARCH.

Affordability	3 BR	Total
60%	10	10
80%	15	15
Total	25	25

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Due to construction market conditions, and incorporation of commercial prevailing wages into the construction budget (to accommodate federal resources committed to the project), the budget experienced an increase in construction costs that increased the remaining funding gap. To help fill this gap, Plymouth requested additional funds from ARCH in the fall round, and submitted applications to other funding sources to complete the project financing.

Funding Rationale:

The Executive Board recommends funding with conditions listed below for the following reasons:

- Aligns with the City's RFP goals and would further the City of Kenmore #1 priority to build affordable housing:
 - Exceeded the City's goal of providing 20% of the units at 30% AMI.
 - Utilizes project site efficiently allowing for 100 units of affordable housing.
 - Meets the City's requirement of a cost-efficient design.
 - Commits significant agency resources toward development of a ground floor that will benefit the community
 - Envisions a welcoming design that enhances and creates a gateway to Downtown Kenmore
- Will provide critically needed, deeply affordable units at 30% AMI.
- Meets ARCH's long-term objective of investing in affordable housing across member jurisdictions.
- Serves a range of special needs populations (homeless individuals, seniors, veterans and persons with disabilities)
- Will allow a dependable, long standing non-profit housing and service provider to expand services into Kenmore.
- Will be highly competitive for Low Income Housing Tax Credits and State Housing Trust Fund resources, providing significant financial leverage of local resources.
- Site has convenient access to transit, shopping, and services.

Proposed Conditions:

Standard Conditions: Refer to list of standard conditions found at end of this memo.

Special Conditions:

1. The funding commitment shall continue for **eighteen (18) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the Agency will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider a twelve-month extension only based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the Agency will demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.
2. Funds shall be used by Agency toward **reserves, soft costs, design, permits and construction**. Funds may not be used for any other purpose unless ARCH staff has given written authorization for the alternate use. If after the completion of the project there are budget line items with unexpended

balances, ARCH and other public funders shall approve adjustments to the project capital sources, including potentially reductions in public fund loan balances.

3. Funds will be in the form of a **secured grant**, so long as affordability and target population is maintained, and the service funds necessary to provide services to this population are available.
4. The net developer fee shall be established at the time of finalizing the Contract Budget and will follow ARCH Net Developer Fee Schedule. Net developer fee is defined as that portion of the developer fee paid out of capital funding sources and does not include the deferred portion which is paid out of cash flow from operations after being placed in service.
5. A covenant is recorded ensuring affordability for at least **55 years**, with unit size and affordability distribution per the following table. Limited changes to the matrix may be considered based on reasonable justification as approved by ARCH staff.

Affordability	studio	1-bedroom	Total
30%	75	25	100
Total	75	25	100

6. Based on the availability of adequate support services, the project will contain 100 units for formerly homeless residents, unless otherwise approved by ARCH. Plymouth will work with service providers and other agencies working in East King County to establish referral mechanisms, or other referral method as approved by ARCH, and shall aim to include seniors, veterans, and persons with disabilities.
7. ARCH shall review and approve the services budget and services plan for consistency with application.
8. **The Agency will establish a services reserve account in the amount of no less than \$500,000 to be used in the event of shortfalls in project income to pay for necessary services expenses. A services reserve budget must be approved by ARCH at the close of permanent financing and will be monitored for consistency with the services plan, ARCH will review**
9. **If service funding decreases at any point during the term of the contract, Agency shall submit for review and approval a service plan which provides continuity of services within the project.**

4. King County Housing Authority – Kirkland Heights

Funding Request: \$2,000,000 (Contingent Loan)
276 Affordable Units (including 3 manager units)

Executive Board Recommendation: Up to \$1,566,200 (Contingent loan)
Includes \$1,056,300 local funds, \$509,900 CDBG funds

See attached Proposed Funding Sources for distribution of City Funds

Project Summary:

The Kirkland Heights Apartments is a 180-unit apartment complex located in Northeast Kirkland near the Totem Lake neighborhood. This proposal's scope includes the rehabilitation of all existing residential buildings, addition of a third story to eleven of the existing buildings, and the new construction of two three-story residential buildings and one community building. Upon project completion, the complex will consist of 276 units, thus utilizing more of the site's allowed density.

The project will include 103 units affordable for households at 30% AMI, 52 units at 60% AMI and 114 units at 80% AMI. This structure takes advantage of the available Project-based Section 8 rental assistance, which is targeted to the 106 units at 30% AMI, while allowing existing residents with incomes between 60% and 80% AMI to remain at Kirkland Heights.

KCHA is proposing \$24.2 million in public funds while contributing a significant (\$36.1 million) subordinate loan. King County has awarded \$11.2 million in funds for the project, and \$10 million is proposed from the State (of which \$5 million would fund the rehab project, and \$5 million would fund the new construction portion). In addition, as a Public Housing Authority (PHA), KCHA can issue tax exempt debt. At the time of application, 50% (\$110 million) of the total sources have been committed/secured.

Funding Rationale:

The Executive Board supports the intent of this application for the following reasons:

- The project preserves and enhances housing for a large number of existing low- and moderate-income residents in the community, including many families with children.
- The project also adds a significant number of units affordable to very low-, low- and moderate-income households within a high-opportunity area near good jobs, various transportation options, and other public and private amenities.
- KCHA has taken advantage of income averaging, thus allowing the feasible incorporation of 106 units targeted to very low-income households. Those units are supported with Project-based Section 8 Rental Assistance under a HAP Contract signed in 2020.
- This project leverages significant funding from public and private sources, 50% of which are already committed/secured.
- The project is undertaken by an experienced agency that has prioritized the project to start construction as soon as possible.

Proposed Conditions:

Standard Conditions: Refer to list of standard conditions found at end of this memo.

Special Conditions:

1. The funding commitment shall continue for **eighteen (18) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide

a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider up to a 12-month extension only based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant must demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.

2. Funds shall be used by the Agency for **soft costs, acquisition costs, and construction costs**. In the event any portion of the funding award is reserved for construction contingency, that portion must be approved in advance by ARCH staff. Funds may not be used for another purpose without prior written authorization from ARCH. If, after project completion project, there are budget line items with unexpended balances, ARCH and other public funders shall approve adjustments to the project capital sources, including potential reductions in public fund loan balances.
3. **Funds will be in the form of a deferred, contingent loan**. Loan terms will account for various factors, including loan terms from other fund sources, including the sponsor subordinate loan and available cash flow. Final loan terms shall be determined prior to release of funds and must be approved by ARCH staff. **Based on the preliminary development budget, it is anticipated that loan payments will be based on a set repayment schedule and begin after repayment of the deferred developer fee (approximately year 12), with 1% interest.** The terms will also include a provision for the Agency to defer payment if certain conditions are met (e.g., low cash flow due to unexpected costs). Any requested deferment of a loan payment is subject to approval by ARCH staff, and any deferred payment would be repaid from future cash flow or at the end of the amortization period.
4. KCHA will provide a sponsor subordinate loan in the approximate amount of **\$36.1 million**. The final amount and terms of repayment will be finalized at the time of review and approval of the contingency portion of the funding commitment. Terms are anticipated to account for available cash flow and repayment of the ARCH loan.
5. Until such time as the deferred developer fee is fully repaid, all cash flow after payment of operating expenses and debt service shall be used to repay the deferred developer fee or project reserves as approved by ARCH staff.
6. A covenant is recorded ensuring affordability for at least 55 years, with affordability as shown in the following table. Limited changes to the matrix may be considered based on reasonable justification as approved by ARCH staff.

Affordability	1 BR	2 BR	3 BR	4 BR	Total
30%		56	43	7	106
60%	4	23	22	4	53
80%	8	48	48	10	114
Total	12	127	113	21	273

7. **Agency shall provide remaining findings after the completion of Building 8 test case. If those findings impact the project’s development budget or project timeline, those updates will be shared with ARCH.**

8. **Agency shall provide a relocation plan for ARCH review and approval, including 1) the total relocation budget, 2) description of impact to residents, and 3) sample relocation notices provided to residents (all applicable per approved relocation plan: 30-day notice, 60-day notice, etc.).**
9. **Agency shall provide ARCH a management plan that includes proposed recreational activities that will be offered to build community and promote resident engagement.**
10. **Agency shall identify and implement opportunities to incentivize sustainable transportation choices such as car sharing, public transportation, electric vehicle ownership and bicycle storage.**

5. ALPHA/Inclusion – Scattered Homes

Funding Request: \$400,000 (Secured Grant)
2 homes (including 3 tenants per home)

Executive Board Recommendation: Up to \$400,000 (Secured Grant)
See attached Proposed Funding Sources for distribution of City Funds

Project Summary:

The proposed ARCH-funded project will consist of the acquisition of two homes in East King County for individuals with Intellectual and Developmental Disabilities (IDD) earning below 30% AMI, referred through the Development Disabilities Administration (DDA). Each home is expected to have three clients. The \$400,000 request to ARCH would help to acquire two homes in the Woodinville/Bothell/Kenmore area, where the sponsor has an established presence and supports within the community. Inclusion Homes will own and operate the homes, while Alpha Supported Living provides tailored supportive services at each home.

The two proposed acquisitions include:

1. Purchase of a children’s home in the Bothell/Woodinville area of King County (OHS Home #3). This will be a 4-bedroom home for the Out of Home Services (OHS) program for children and youth ages 9-20 years old. Alpha is seeking sites near their two existing OHS homes for streamlining of management and staffing purposes. The timeline to purchase the home is late 2023.
2. Purchase of a 3-bedroom Supported Living home located in East King County (Bothell, Woodinville), with services provided by Alpha also referred as Home #4. The timeline is to purchase the home in mid-2023.

Each home site will be assessed by Inclusion Homes for repairs and retrofitting at time of purchase as needed. Inclusion homes has already identified a list of up potential homes that would fit within the agency’s needs and standard requirements.

There has been an ongoing demand for Supported Living services from individuals with IDD living with their parents or from an institutional setting. Alpha continually receives referrals but lacks access to affordable housing to place individuals. Currently, there are 87 open and funded “slots” for clients with IDD to move into Supported Living in Washington State, plus 68 additional funded “slots” that will be added over the next 12 months from legislative appropriations.

Funding Rationale:

The Executive Board supports the intent of this application for the following reasons:

- The project will provide much needed IDD housing in King County people with very low incomes below 30% AMI.
- This project leverages significant investments from public sources including State capital funds as well as ongoing rental subsidies and service funding that will ensure stable operations over time.
- The project is undertaken by an agency with recent success creating new IDD housing and a strong reputation for meeting the needs of individuals who would otherwise not be successful in many other types of housing.

Proposed Conditions:

Standard Conditions: Refer to list of standard conditions found at end of this memo.

Special Conditions:

1. The funding commitment continue for **eighteen (18) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the Agency will provide status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider a twelve-month extension only based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the Agency will demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.
2. Funds shall be used by Agency toward **acquisition**. Funds may not be used for any other purpose unless ARCH staff has given written authorization for the alternate use.
3. Funds will be in the form of a **secured grant**, so long as affordability and target population is maintained, and the service funds necessary to provide services to this population are available.
4. The net developer fee shall be established at the time of finalizing the Contract Budget and will follow ARCH Net Developer Fee Schedule. Net developer fee is defined as that portion of the developer fee paid out of capital funding sources and does not include the deferred portion which is paid out of cash flow from operations after being placed in service.
5. A covenant is recorded ensuring affordability for at least **55 years**, with size and affordability distribution per the following table. Limited changes to the matrix may be considered based on reasonable justification as approved by ARCH staff.

Affordability	1-bedroom/suite	Total
30%	7	7
Total	7	7

6. ARCH shall review and approve the services budget and services plan for consistency with application. A services reserve budget must be approved by ARCH at the close of permanent finance and will be monitored on an annual basis for consistency with the services plan. Any deviation from the services budget must be pre-approved by ARCH.
7. **Agency shall provide to ARCH for review a Capital Needs Assessment for all homes for ARCH’s approval.**

6. BRIDGE Housing – Spring District TOD

Funding Request: \$4,000,000 (Contingent Loan)
235 Affordable Units (including 2 manager units)

Executive Board Recommendation: Up to \$350,000 (Contingent Loan)
See attached Proposed Funding Sources for distribution of City Funds

Project Summary:

In October 2020, Sound Transit selected BRIDGE and its partners, Essex and Touchstone, to master plan and develop a 6.9-acre site adjacent to the agency’s Operations and Maintenance Facility in the Spring District of Bellevue. Together, the project partners plan to deliver a mixed-use, mixed-income transit-oriented development that offers direct connections to a new transit station and a regional multi-modal trail corridor.

The proposed affordable housing project is comprised of Building 6 and Building 3, which consist of 235 permanently affordable units at 50%-60% AMI including two manager’s apartments. Unit mixes will consist of 71 studios, 101 one-bedroom units, 37 two-bedroom units, and 24 three-bedroom units. The current proposal was prepared in response to a 2019 RFP that originally contained up to \$10 million in committed funding from King County and \$4 million from ARCH. At the time, BRIDGE believed the project would be feasible without those funds, but in subsequent years high-cost inflation has created a large financing gap in the project.

The project is currently projecting a large gap in public financing, but is not expected to get underway with construction until late 2024. Therefore, the project may be able to re-apply for funding in ARCH’s 2023 funding round.

Funding Rationale:

The Executive Board supports the intent of this application for the following reasons:

- The project will provide a large amount of low- and moderate-income affordable housing units in a strategic location close to jobs, transportation and amenities.
- This project leverages significant investments from public and private funding sources, including King County TOD funds which are specifically set aside for the Bel-Red corridor, Amazon's Housing Equity Fund and the Evergreen Impact Housing Fund.
- The project takes advantage of surplus public property provided at no cost by Sound Transit and City of Bellevue.
- The project design incorporates cost and sustainability considerations such as reduced parking.
- The project advances key objectives in the City of Bellevue's Affordable Housing Strategy.

Proposed Conditions:

Standard Conditions: Refer to list of standard conditions found at end of this memo.

Special Conditions:

1. The funding commitment shall continue for **twenty-four (24) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider up to a 12-month extension only based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant must demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.
2. Funds shall be used by the Agency towards **soft costs and construction**. Funds may not be used for any other purpose unless ARCH staff has given written authorization for the alternate use. Spending of construction contingency must be approved in advance by ARCH. If after the completion of the project there are budget line items with unexpended balances, ARCH and other public funders shall approve adjustments to the project capital sources, including potentially reductions in public fund loan balances.
3. Funds will be in the form of a **deferred, contingent loan**. Loan terms will account for various factors, including loan terms from other fund sources and available cash flow. Final loan terms shall be determined prior to release of funds and must be approved by ARCH Staff. **It is anticipated that loan payments will be based on a set repayment schedule and begin after repayment of deferred developer fee** with 1% interest. The terms will also include a provision for the Agency to a defer payment if certain conditions are met (e.g., low cash flow due to unexpected costs). Any requested deferment of loan payment is subject to approval by ARCH Staff, and any deferred payment would be repaid from future cash flow or at the end of the amortization period.
5. The net developer fee shall be established at the time of finalizing the Contract Budget and will follow the ARCH Net Developer Fee Schedule. Net developer fee is defined as that portion of the

developer fee paid out of capital funding sources and does not include the deferred portion which is paid out of cash flow from operations after being placed in service.

- 6. A covenant is recorded ensuring affordability for at least **55 years**, with size and affordability distribution per the following table. Limited changes to the matrix may be considered based on reasonable justification as approved by ARCH staff.

Affordability	Studio	1 BR	2BR	3BR	Total
50%	21	30	11	8	70
60%	50	71	26	16	163
Total	71	101	37	24	233

- 7. **Agency must submit for ARCH staff approval a management and services plan which includes coordination of services with outside providers for special populations.**
- 8. **Agency shall ensure that all measures have been taken to provide durable, high quality and sustainable constructions materials, and Energy Star appliances within the project.**
- 9. **Agency shall identify and take steps to connect residents with affordable, healthy food options, and commit to pursuing the removal of any restrictions within the broader master development that prevent the operation of grocery stores.**
- 10. **Agency shall submit a parking management and shared parking plan and shall pursue opportunities to make additional parking options available to residents who require vehicle parking.**
- 11. **In the interest of encouraging integration of residents across the development site, the Agency shall look for ways to incorporate shared amenities, unifying aesthetics, and other programmatic features to build community.**

7. Attain Housing – Totem Six Plex

Funding Request: \$650,000 (Secured Grant)
6 new housing units

Executive Board Recommendation: Up to \$50,000 (Technical Assistance Grant)
See attached Proposed Funding Sources for distribution of City Funds

Project Summary:

The proposed project is the new construction of a three-story structure with six two-bedroom units of transitional housing for homeless families earning up to 30% of area median income (AMI). The property currently contains an existing four plex building owned and managed by Attain Housing. Attain also manages the four plex on the lot next to the proposed construction site. The proposed new building will sit in what is currently a lawn between the two four plex buildings. The project represents an expansion

of existing programs operated by Attain, with overall capacity growing from 8 to 14 units across the three buildings.

Funding Rationale:

The Executive Board supports the concept of the Attain Housing proposal but does not recommend fully funding the project at this time. The Executive Board supports technical assistance funding for this project in an effort to address outstanding project issues, and encourages the project to apply for funding during the 2023 ARCH Housing Trust Fund round. This would provide an opportunity for Attain Housing to address the issues identified below:

- Further development of building design, permitting, siting and parking and conformance with zoning requirements.
- Allow the project to obtain funding commitments of other public funding sources and make progress on the needed capital campaign.
- Secure project management capacity, including recommended engagement of a development consultant who will assist with the financing and project management of the project through construction completion.
- Development of an updated development budget and operating budget which addresses increases in construction costs based on an updated cost estimate and funding to address the additional cost increases.
- Development of a project schedule consistent with the proposed funding and local permitting requirements.
- Further discussion of long-term strategy for funding supportive services for transitional housing.

Proposed Conditions for Technical Assistance Award:

Standard Conditions: Refer to list of standard conditions found at end of this memo.

Special Conditions:

1. The funding commitment shall continue for **twelve (12) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the Agency will provide status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider a twelve-month extension only based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the Agency will demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.
2. Funds shall be used by Agency toward **development consultant and design development**. Funds may not be used for any other purpose unless ARCH staff has given written authorization for the alternate use.
3. Funds will be in the form of a **grant** for eligible predevelopment expenses.

Standard Conditions (Apply to all projects):

1. Agency shall provide revised development and operating budgets based upon actual funding commitments, which must be approved by ARCH staff. If the Agency is unable to adhere to the budgets, ARCH must be immediately notified and (a) new budget(s) shall be submitted by the Agency for ARCH's approval. ARCH shall not unreasonably withhold its approval to (a) revised budget(s), so long as such new budget(s) does not materially adversely change the Project. This shall be a continuing obligation of the Agency. Failure to adhere to the budgets, either original or as amended may result in withdrawal of ARCH's commitment of funds.
2. Agency shall submit evidence of funding commitments from all proposed sources. In the event commitment of funds identified in the application cannot be secured in the timeframe identified in the application, the Agency shall immediately notify ARCH, and describe the actions it will undertake to secure alternative funding and the timing of those actions subject to ARCH review and approval.
3. In the event federal funds are used, and to the extent applicable, federal guidelines must be met, including but not limited to the following: contractor solicitation, bidding, and selection; wage rates; and Endangered Species Act (ESA) requirements. CDBG funds may not be used to refinance acquisition costs.
4. Agency shall maintain documentation of any necessary land use approvals and permits required by the city in which the project is located.
5. Agency shall submit quarterly monitoring reports through completion of the project, and annually thereafter, and shall submit a final budget upon project completion. If applicable, Agency shall submit initial tenant information as required by ARCH.
6. Agency shall maintain the project in good and habitable condition for the duration of the period of affordability.
7. The final award amount shall be up to the recommended total, subject to approval by ARCH staff based on a documented funding gap. ARCH reserves the right to reduce its total award amount based on changes to the project sources and uses, and unit mix.

Attachment 1: Proposed Funding Sources

PROJECTS RECOMMENDED FOR 2022 FUNDING

	Ardea at Totem Lake	Bellevue Homes	Kenmore PSH	Kirkland Heights	Scattered Homes	Spring District	Totem Six Plex	2022 Recommended Funds
Bellevue	475,000	203,600	1,112,800	358,400	135,700	118,700	25,000	2,429,200
Bothell	28,200	12,100	66,100	21,300	8,100	7,100		142,900
Clyde Hill	7,600	3,300	17,800	5,700	2,200	1,900		38,500
Hunts Point	1,600	700	3,700	1,200	500	400		8,100
Issaquah	65,300	28,000	153,000	49,300	18,700	16,300		330,600
Kenmore	23,400	10,000	54,900	17,700	6,700	5,900		118,600
Kirkland	386,100	165,500	904,600	291,300	110,300	96,500	25,000	1,979,300
Medina	7,400	3,200	17,300	5,600	2,100	1,800		37,400
Mercer Island	25,200	10,800	59,100	19,000	7,200	6,300		127,600
Newcastle	36,000	15,400	84,300	27,100	10,300	9,000		182,100
Redmond	261,200	111,900	611,800	197,100	74,600	65,300		1,321,900
Sammamish	49,500	21,200	115,900	37,300	14,100	12,400		250,400
Woodinville	30,600	13,100	71,700	23,100	8,700	7,700		154,900
Yarrow Point	2,900	1,200	6,700	2,200	800	700		14,500
Local Funds	1,400,000	600,000	3,279,700	1,056,300	400,000	350,000	50,000	7,136,000
CDBG				509,900				509,900
Award Totals	1,400,000	600,000	3,279,700	1,566,200	400,000	350,000	50,000	7,645,900

Attachment 2: Project Economic Summaries

Applicant: TWG and Imagine Housing
Project Name: Ardea Senior Affordable Housing
Location: 12700 116th Avenue NE, Kirkland WA
Project Description: 170 units of affordable housing for seniors 62 and older at 40%, 50% and 60% AMI

Project Sources	Amount	Status
Amazon	\$8,075,000	Committed
Amazon	\$8,075,000	Committed
ARCH	\$1,400,000	Proposed
King County	\$2,274,000	Proposed
4% LIHTC	\$28,357,114	Proposed
Perm Loan	\$15,300,000	Proposed
Deferred Developer Fee	\$3,696,674	Committed
Total Sources	\$67,177,788	

Project Uses	Amount	Per Unit	Per SF
Acquisition Costs:	\$4,805,427	\$28,267	\$36
Construction:	\$45,052,718	\$265,016	\$333
Soft Costs:	\$10,153,157	\$59,724	\$75
Pre-Development / Bridge Financing	\$440,048	\$2,589	\$3
Construction Financing	\$2,642,119	\$15,542	\$20
Permanent Financing	\$1,279,375	\$7,526	\$9
Capitalized Reserves	\$683,800	\$4,022	\$5
Other Development Costs	\$2,121,144	\$12,477	\$16
Total Uses	\$67,177,788	\$395,163	\$497

Applicant: Habitat for Humanity of Seattle-King County
Project Name: Bellevue Homes
Location: 4315 129th Place SE, Bellevue, WA 98006
Project Description: New development of 25 permanently affordable 3-bedroom, 1.5 bath townhomes and a new 3,500 SF community center for residents at 80% AMI.

Project Sources	Amount	Status
State HTF	\$900,000	Proposed
State CHIP	\$800,000	Proposed
ARCH HTF	\$600,000	Proposed
HFHSC	\$11,540,313	Committed
Total Sources	\$13,840,313	

Project Uses	Amount	Per Home	Per SF
Acquisition Costs	\$1,020,000	\$40,800	\$37.09
Construction	\$11,360,313	\$454,413	\$413.10
Soft Costs	\$1,180,000	\$47,200	\$42.91
Other Development Costs	\$280,000	\$11,200	\$10.18
Total Uses	\$13,840,313	\$555,613	\$503.28

Applicant: Plymouth Housing
Project Name: Kenmore PSH
Location: 4315 129th Place SE, Bellevue, WA 98006
Project Description: New construction of 100 affordable housing units for formerly homeless seniors, veterans, and disabled individuals at 30% area median income with moderate service needs.

Source Name	Amount	Originally Committed	Proposed Status
Tax Credit Equity	\$25,705,200		Proposed
Housing Trust Fund	\$5,000,000		Proposed
City of Kenmore	\$400,000	\$5,090,000	Proposed
ARCH	\$279,729	\$3,000,000	Proposed
Plymouth Sponsor Loan	\$1,458,600		Committed
FHLB	\$750,000		Proposed
King County	\$1,000,000		Proposed
Plymouth Sponsor Loan	\$1,541,400		Committed
Total Sources	\$44,224,929		

Project Uses	Amount	Per Unit	Per SF
Acquisition Costs	\$1,920,000	\$19,200	\$45
Construction	\$34,123,997	\$341,240	\$804
Soft Costs	\$3,015,000	\$30,150	\$71
Construction Financing	\$794,532	\$7,945	\$19
Permanent Financing	\$315,000	\$3,150	\$7
Capitalized Reserves	\$ 1,135,000	\$11,350	\$27
Other Development Costs	\$1,380,000	\$13,800	\$33
Community Space	\$1,541,400	N/A	\$706
Total Uses	\$44,224,929	\$442,249	\$1,042

Applicant: King County Housing Authority
Project Name: Kirkland Heights
Location: 13310 NE 133rd Street, Kirkland WA 98034
Project Description: Rehab and new construction of 276 Affordable Units at 30%, 60% and 80% AMI

Project Sources	Amount	Status
4% LIHTC Equity	\$96,393,299	Proposed
Tax Exempt Bonds (Permanent)	\$52,262,366	Proposed
King County TOD	\$11,200,000	Committed
State HTF	\$10,000,000	Proposed
State CHIP	\$1,000,000	Proposed
ARCH HTF	\$2,000,000	Proposed
Sponsor Subordinate Loan	\$36,145,521	Committed
Deferred Developer Fee	\$10,911,606	Committed
Deferred Interest	\$400,000	Committed
Total Sources	\$220,312,792	

Project Uses	Amount	Per Unit	Per SF
Acquisition Costs	\$51,524,800	\$186,684	\$210.09
Construction	\$128,170,181	\$464,385	\$522.61
Soft Costs	\$31,905,619	\$115,600	\$130.09
Pre-Development / Bridge Financing	\$1,200,000	\$4,348	\$4.89
Construction Financing	\$1,825,000	\$6,612	\$7.44
Permanent Financing	\$1,594,462	\$5,777	\$6.50
Other Development Costs	\$3,627,730	\$13,144	\$14.79
Bond Related Costs of Issuance	\$465,000	\$1,685	\$1.90
Total Uses	\$220,312,792	\$798,235	\$898.31

Applicant: ALPHA/Inclusion
Project Name: Scattered Homes
Location: TBD
Project Description: Purchase and rehabilitation of two homes in East King County for IDD children and individuals.

Project Sources	OHS Home 3	Supported Living Home 4	Total
Housing Trust Fund	\$700,000	\$650,000	\$1,350,000
ARCH	\$200,000	\$200,000	\$400,000
Kuni Foundation	\$100,000	\$0	\$100,000
Inclusion Housing	\$100,000	\$100,000	\$200,000
Total Sources	\$1,100,000	\$950,000	\$2,050,000

Project Uses: Supported Living Home #4	Amount	Per SF	Per Bed
Acquisition Costs	\$812,000	\$226	\$116,000
Construction	\$96,000	\$27	\$13,714
Soft Costs	\$21,000	\$6	\$3,000
Capitalized Reserves	\$21,000	\$6	\$3,000
Total Uses	\$950,000	\$264	\$135,714
Project Uses: OHS Home #3	Amount	Per/SF	Per Bed
Acquisition Costs	\$963,000	\$268	\$137,571
Construction	\$96,000	\$27	\$13,714
Soft Costs	\$21,000	\$6	\$3,000
Capitalized Reserves	\$20,000	\$6	\$2,857
Total Uses	\$1,100,000	\$306	\$157,143

Applicant: BRIDGE Housing
Project Name: Spring District Affordable Housing Development
Location: 1601 120th Avenue NE, Bellevue WA
Project Description: New construction of Building 6 and Building 3, which consist of 235 permanently affordable units at 50%-60% AMI in the Spring District TOD site.

Project Sources	Amount	Status
4% Low Income Housing Tax Credits	\$58,501,006	Proposed
Amazon Housing Equity Fund - Loan	\$22,100,000	Proposed
Amazon Housing Equity Fund - Grant	\$3,750,000	Proposed
Evergreen Impact Housing Fund	\$15,500,000	Committed
King County TOD	\$10,000,000	Proposed
City of Bellevue	\$8,000,000	Proposed
ARCH	\$4,000,000	Proposed
BRIDGE General Partner Equity	\$4,985,350	Committed
Deferred Developer Fee	\$2,000,000	Committed
Perm Loan	\$2,987,826	Proposed
Total Sources	\$131,824,182	\$560,954

Project Uses	Amount	Per Unit	Per SF
Acquisition Costs	\$25,000	\$106	\$0.11
Construction	\$101,081,682	\$430,135	\$424.80
Soft Costs	\$15,434,392	\$65,678	\$64.86
Pre-Development / Bridge Financing	\$810,975	\$3,451	\$3.41
Construction Financing	\$9,589,624	\$40,807	\$40.30
Permanent Financing	\$580,627	\$2,471	\$2.44
Capitalized Reserves	\$611,227	\$2,601	\$2.57
Other Development Costs	\$3,690,655	\$15,705	\$15.51
Total Uses	\$131,824,182	\$560,954	\$553.99

Applicant: Attain Housing
Project Name: Totem Six Plex
Location: 12601 NE 132nd St, Kirkland
Project Description: New construction of a three-story structure with six two-bedroom units of affordable housing for homeless families earning up to 30% of area median income (AMI).

Project Sources	Amount	Status
ARCH	\$750,000	Proposed
State Housing Trust Fund	\$750,000	Proposed
King County	\$750,000	Proposed
Capital Campaign	\$1,500,000	Proposed
Attain Housing	\$250,000	Committed
Total Sources	\$4,000,000	\$666,667

Project Uses	Amount	Per Unit	Per SF
Acquisition:	\$1,500	\$250	\$.25
Construction:	\$3,393,632	\$565,605	\$566
Soft Costs:	\$526,143	\$87,691	\$88
Other Development Costs	\$78,725	\$13,1221	\$13
Total Uses	\$4,000,000	\$666,667	\$667



MEDINA, WASHINGTON

AGENDA BILL

April 10, 2023

Subject: Contract Approval with BVC, Inc. for 2023 City-Wide Crack Seal Maintenance

Category: Consent

Staff Contact: Ryan Osada, Public Works Director

Summary

This project consists of cleaning and filling approximately 72,000 linear feet of cracks in asphalt pavement in the City of Medina on all or portions of 77th Avenue NE, 78th Avenue NE, 78th Place NE, 79th Avenue NE, 79th Place NE, 80th Avenue NE, 81st Avenue NE, 87th Avenue NE, 88th Avenue NE, NE 21st Street, NE 22nd Street, NE 26th Street, NE 27th Street, NE 2nd Place, and Ridge Road. Work also includes providing traffic control to complete the work in a safe manner.

This project meets and supports Council's priorities 2 and 4.

Council Priorities:

1. Financial Stability and Accountability
2. Quality Infrastructure
3. Efficient and Effective Government
4. Public Safety and Health
5. Neighborhood Character

Attachments

1. Contract/Specifications
2. Bid Opening Results

Budget/Fiscal Impact: \$60,400.00 (Medina Cost \$6,040.00)

Staff Recommendation: approve.

City Manager Approval:

Proposed Council Motion: "I move to authorize the City Manager to negotiate and enter into an agreement with BCV Inc. for the 2023 City-Wide Crack Seal Maintenance project."

**CITY OF MEDINA
SMALL WORKS PROJECT
“PREVAILING WAGES SHALL BE PAID”
ENGINEER’S ESTIMATE: \$90,000
INVITATION TO BID**

The City of Medina is releasing a Small Works Project. As a Contractor on the MRSC Small Works Roster under the Asphalt Pavement Chip/Crack Repair category, you are invited to submit a bid on this Project.

Project Title: 2023 City-Wide Crack Seal Maintenance

Scope of Work: This project consists of cleaning and filling approximately 72,000 linear feet of cracks in asphalt pavement in the City of Medina on all or portions of 77th Avenue NE, 78th Avenue NE, 78th Place NE, 79th Avenue NE, 79th Place NE, 80th Avenue NE, 81st Avenue NE, 87th Avenue NE, 88th Avenue NE, NE 21st Street, NE 22nd Street, NE 26th Street, NE 27th Street, NE 2nd Place, and Ridge Road. Work also includes providing traffic control to complete the work in a safe manner.

Delivery of Proposal: City of Medina, 501 Evergreen Point Road, Medina, Washington 98039

Bid Submittal Date and Time: Friday, March 24, 2023 at 1:00 p.m.

Bid Documents may be *examined* at the office of the City, or the office of the Project Engineer, Gray & Osborne, Inc. Bid Documents for this project are available free-of-charge at the following website: “<http://gobids.grayandosborne.com>”. Bidders are encouraged to “Register” in order to receive automatic email notification of future addenda and to be placed on the “Bidders List”. For assistance, please call (206) 284-0860. Contract questions shall be directed only to the office of the Project Engineer.

Bidders must be registered on the City’s MRSC Small Works Roster to be eligible to submit a bid for this Project.

Questions concerning the Contract Provisions will be taken by the Project Engineer at Gray & Osborne, Inc.’s Arlington office (360) 454-5490.

No oral responses to questions by City personnel about the project will be binding on the City.

The City expressly reserves the right to reject any or all bids and to waive minor irregularities or informalities, and to further make award of the project to the lowest responsive, responsible bidder as it best serves the interest of the City based on the sum of the Bid.

CITY OF MEDINA

KING COUNTY

WASHINGTON



CONTRACT PROVISIONS

for

2023 CITY-WIDE CRACK SEAL MAINTENANCE

G&O #23439
MARCH 2023



Gray & Osborne, Inc.
CONSULTING ENGINEERS

CITY OF MEDINA

KING COUNTY

WASHINGTON



CONTRACT PROVISIONS

for

2023 CITY-WIDE CRACK SEAL MAINTENANCE



3-9-23



3/9/23

G&O #23439
MARCH 2023



Gray & Osborne, Inc.

CONSULTING ENGINEERS

SMALL WORKS CONTRACT DOCUMENTS

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CITY OF MEDINA

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PART 1

LEGAL AND PROCEDURAL DOCUMENTS

2023 CITY-WIDE CRACK SEAL MAINTENANCE PROPOSAL

TO: City of Medina
501 Evergreen Point Road
Medina, Washington 98039

1. The Bidder shall submit this Proposal form in its entirety. Failure to do so may render the bid non-responsive.
2. The undersigned bidder proposes and agrees, if this Proposal is accepted to enter into a Small Works Contract with the City. The Contract is included in the Contract Documents. The Bidder agrees to perform the work as stated in the Contract Documents. The Contract Documents include the Proposal, Contract, Specifications, and Plans.
3. The Bidder acknowledges that the quantities shown in the bid schedule are estimates that are stated only to facilitate the City's comparison of the bids and that the City does not warrant expressly or by implication that the actual quantities of work will correspond with these estimates. The Bidder acknowledges that payment will be made on the basis of the actual quantities of each item of work completed in accordance with the contract requirements.
4. Bidder accepts all of the terms and conditions of the Contract Documents, including without limitation those in the Invitation to Bid.
5. Bidder will enter into a Small Works Contract within the time and in the manner required in the Proposal and Contract. Bidder will furnish the Insurance Certificates, Performance, Payment and Guaranty Bond required by the Contract Documents.
6. Bidder has examined copies of all the Contract Documents.
7. Bidder has familiarized itself with the nature and extent of the Contract Documents, work, site, locality where the work is to be performed, the legal requirements (federal, state, and local laws, ordinances, rules and regulations), and the conditions affecting cost, progress or performance of the work and has made such independent investigations as Bidder deems necessary.
8. This Proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Proposal; Bidder has not solicited or induced any person, firm, or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over City.
9. Bidder agrees not to withdraw the Proposal for a period of thirty (30) calendar days after the bid opening date unless otherwise required by law.

10. Bidder further agrees to complete the work required under the Contract within the Contract Time stipulated and to accept in full payment therefore the Contract Price based on the Total Bid Price(s) submitted herewith.
11. The undersigned agrees that the City reserves the right to reject any and all Proposals and to waive any minor irregularities and informalities in the Proposal. The undersigned agrees that the City reserves the right to award the contract to the lowest responsible, responsive bidder whose Proposal is in the best interest of the City.

**CITY OF MEDINA
2023 CITY-WIDE CRACK SEAL MAINTENANCE
PROPOSAL FORM**

Note: Bid prices for all items, all extensions and total amount of Bid must be shown below. If a discrepancy exists between the price per unit and the extended amount of any Bid item, the price per unit will control.

<u>NO.</u>	<u>ITEM</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
1.	Traffic Control	1 LS	\$ _____	\$ _____
2.	Crack Seal	72,000 LF	\$ _____	\$ _____
Subtotal:				\$ _____
Washington State Sales Tax (0% Per W.S. Revenue Rule 171):.....				\$ _____ 0.00
TOTAL CONSTRUCTION COST:				\$ _____

Note: A bid must be received on all items.

Subject to any extensions of the Contract time granted under the Contract, the undersigned agrees to complete the Work required under this Contract within 17 calendar days.

The undersigned has reviewed and fully understands the provisions in the Contract regarding liquidated damages and agrees that liquidated damages shall be \$500.00 per day for each and every calendar day beyond the Contract time allowed to complete the work.

ADDENDA RECEIVED

Addendum No.	Date Received	Name of Recipient

NOTE: Bidder shall acknowledge receipt of all addenda. Bidder is responsible for verifying the actual number of addenda issued prior to submitting a Proposal.

The undersigned is in, and will remain in, full compliance with all Washington State Department of Licensing requirements for contractors, including but not limited to requirements for bond, proof of insurance and annual registration fee. The undersigned's Washington State:

Dept. of Labor and Industries Workman's Compensation Account No. is _____;
Dept. of Licensing Contractor's Registration No. is _____;
Unified Business Identifier Number is _____;
Excise Tax Registration Number is _____; and
Employment Security Account Number is _____.

By signing the proposal, the undersigned declares, under penalty of perjury under the laws of the United States and the State of Washington, that the following statements are true and correct:

1. That the undersigned person(s) or entity(ies) has(have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this Bid is submitted.

2. The bidder hereby certifies that, within the three-year period immediately preceding the bid solicitation date March 13, 2023, that the bidder is not a "willful" violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.

Sign Name	Date
By: _____ Print Name, Title	_____ Location Executed (City, State)
Print Company Name	

THE PROPOSAL SHALL BE SUBMITTED IN A SEALED PACKAGE, ADDRESSED TO THE OWNER AND PLAINLY MARKED "PROPOSAL FOR 2023 CITY-WIDE CRACK SEAL MAINTENANCE." EMAILED OR FAXED PROPOSALS WILL NOT BE ACCEPTED.

SMALL WORKS CONTRACT

THIS AGREEMENT is made this _____ day of _____, 20____, between **CITY OF MEDINA**, a [municipal corporation/special purpose district] ("City"), and _____ ("Contractor").

In consideration of the terms and conditions contained herein and attached and made a part of this Agreement, the parties herein covenant and agree as follows:

1. Project. The Contractor shall do all work and furnish all permits, tools, materials, labor and equipment for the City's public works project known as 2023 City-Wide Crack Seal Maintenance ("Project") in accordance with and as described in the attached bid proposal, plans and specifications, which are by this reference incorporated herein and made a part hereof, and shall perform any alterations in or additions to the Project provided under this contract and every part thereof.

2. Project Cost. The amount of the Project Contract is _____ (\$_____) plus applicable Washington State sales tax. The total Project Cost includes all costs associated with the Project work, including, but not limited to, labor, materials, overhead, administrative, permit, and regulatory costs, unless otherwise agreed in writing. The City shall pay sales tax to the Contractor for those portions of the Project that are subject to sales tax. The Contractor shall make sales tax and other tax payments to the State of Washington as provided by Statute.

3. City Agreement. The City employs the Contractor to provide the materials and to do and cause to perform the Project work described above and to complete and finish same according to the Contract Documents (proposal, contract plans, specifications) and the terms and conditions herein contained and contracts to pay the total Project Cost for such work, at the time and in the manner and upon the conditions provided for in this Agreement.

4. Contractor Agreement. The Contractor hereby agrees to fully perform the work for the total Project Cost according to the terms and conditions of this Agreement.

5. Contract Time/Liquidated Damages.

5.1 Contract Time. The Contract Time shall begin on the first working day following the 10th calendar day after the issuance of the written Notice to Proceed or the first day on which the Contractor begins to perform Work on the site, whichever occurs first. Time is of the essence for this Contract. All of the Work shall be completed within the time limits set forth in the Contract, and the Contractor's unexcused failure to do so shall result in the assessment of liquidated damages.

The Contractor shall complete all of the Work within the number of calendar days that are specified in the Bid Proposal.

5.2 Liquidated Damages. If the Project is not completed within the Contract Time, then, because of the difficulty in computing the actual damages to the City arising from any delay in completing this Agreement, the parties determine in advance and agree that the Contractor shall pay the City the amount of (\$500.00) per work day that the work remains incomplete after expiration of the specified time for completion as liquidated damages. The parties agree that such amount represents a reasonable forecast of the actual damages, which the City will suffer by failure of the Contractor to complete the work within the agreed time. The execution of this Agreement constitutes acknowledgment by the Contractor that Contractor has ascertained and agrees that the City will actually suffer damages of at least the amount herein fixed.

6. Contractor Responsibilities. The Contractor represents that Contractor is fully experienced and possesses all of the necessary expertise for performance of all work specified herein. The Contractor warrants to the City that any materials and equipment furnished under this Contract will be new and of good quality unless otherwise required or permitted by the Contract Documents, that the work will be free from defects, and that the work will conform with the requirements of the Contract Documents. The Contractor shall provide and bear the expense of all equipment, work and labor that may be required for the transfer of materials and for constructing and completing the work provided for in this Agreement, unless otherwise provided in the specifications for the Project, and shall guarantee said materials and work for a period of two years after completion of this contract.

7. Equitable Adjustments. Should the Contractor desire an equitable adjustment to the Project Cost, on the basis of a written change order or an oral order from the City, Contractor shall file a written notice of that fact with the City within 48 hours of the written or oral order. No later than seven days thereafter, Contractor shall file a written claim with the City stating the amount claimed supported by appropriate documentation. By not protesting or following procedures as this section provides, the Contractor waives any additional entitlement or claims for protested work, and accepts from the City any written or oral order (including directions, instructions, interpretations, and determinations). In spite of any protest, the Contractor shall proceed to promptly complete work that the City has ordered. THE CONTRACTOR'S ACCEPTANCE OF FINAL PAYMENT SHALL CONSTITUTE A WAIVER OF CLAIMS, EXCEPT THOSE PREVIOUSLY AND PROPERLY MADE AND IDENTIFIED BY THE CONTRACTOR IN WRITING AS UNSETTLED AT THE TIME REQUEST FOR FINAL PAYMENT IS MADE.

8. Payment Terms.

8.1 The City shall pay the Contractor on a monthly basis for all work and services satisfactorily completed during the preceding month. A detailed application for payment shall be submitted by the Contractor to the City on or before the 5th day of each month, showing the progress of the work and requesting payment in an amount proportionate to the work completed. In cases of single payment, the City shall make

payment only after all appropriate releases are submitted. In cases of multiple payments, the City shall retain monies as required by RCW 60.28 and pay the retainage as provided therein. Payment to the Contractor shall be made within 30 days after approval of the application for payment.

8.2 Defective or Unauthorized Work. The City reserves the right to withhold payment from the Contractor for any defective or unauthorized work. Defective or unauthorized work includes, without limitation: work and materials that do not conform to the requirements of this Agreement, and extra work and materials furnished without the City's written approval. If the Contractor is unable, for any reason, to satisfactorily complete any portion of the work, the City may complete the work by contract or otherwise, and the Contractor shall be liable to the City for any additional costs incurred by the City. "Additional costs" means all reasonable costs incurred by the City, including legal costs and attorneys' fees, beyond the maximum contract price under this Agreement. The City further reserves the right to deduct the cost to complete the work, including any additional costs, from any amounts due or to become due to the Contractor. The provisions of this subsection 8.2 shall be in addition to any other remedies available under this Agreement.

9. Termination. The City shall have the right to terminate this Agreement for public convenience or good cause. "Good cause" shall include, without limitation, any one or more of the following events:

- a. The Contractor's refusal and failure to supply a sufficient number of properly skilled workers, superintendence, or proper materials or equipment for completion of the Work.
- b. The Contractor's failure to complete the Project Work within the time specified in this Agreement.
- c. The Contractor's failure to complete the Project Work in accordance with the Plans and Specifications.
- d. The Contractor's failure to make full and prompt payment to subcontractors for all materials or labor.
- e. The Contractor's failure to comply with any federal, state, or local laws, regulations, rules or ordinances.
- f. The Contractor's filing for bankruptcy or being adjudged bankrupt.

10. Dispute Resolution/Governing Law/Jurisdiction. If any dispute, controversy, or claim arises out of or relates to this Agreement, the Parties agree to try to settle the dispute by non-binding mediation with the assistance of a recognized professional mediator or mediation service. The Parties shall bear equally all expenses of the mediation. The Parties shall be required to submit any such disputes, controversies or claims to mediation as provided herein as a precondition to commencing any legal action relating to

or arising out of this Agreement. This Agreement shall be construed in accordance with, and shall be governed by, the laws of the State of Washington. The Parties agree that any legal action or proceeding arising out of or relating to this Agreement shall be filed in the Superior Court of King County, Washington.

11. Indemnification. The Contractor shall defend, indemnify, and save the City and its officers and employees harmless from any and all claim and risk and all losses, damages, demands, suits, judgments, and attorneys' fees or other costs, penalties, fees or expenses of any kind on account of injury to or death of any and all persons, on account of all property damage of any kind, or loss of use resulting therefrom, or on account of liability under any federal, state or local laws, ordinances or regulations (including, but not limited to, those laws set forth in Section 17 below) governing the disposal of waste or debris accumulated and/or generated during the course of performance of the work under this Agreement, that is in any manner connected with, the work performed under this Agreement, or caused in whole or in part by reason of the presence of the contractor, the subcontractors, or their property, employees, or agents, upon or in proximity to the property of the City during performance of the work or at any time before final acceptance, except only for those losses resulting from and to the extent of the negligence of the City with regard to activities within the Contractor's scope of work. The Contractor specifically waives any immunity granted under the State Industrial Insurance Law, RCW Title 51, which is specifically acknowledged by the Contractor. _____ (Contractor's Initials)

12. Performance, Payment and Guaranty Bond. The Contractor shall furnish performance, payment and guaranty bond for the faithful performance and payment of all its obligations under this Agreement. The bond shall be in penal sums at least equal to the contract price unless otherwise stated, in such form, and with such corporate sureties as are acceptable to the City. The bond shall remain in effect to guarantee the repair and replacement of defective equipment, materials, and workmanship, and payment of damages sustained by the City on account of such defects, discovered within 2 years after final acceptance by the City. This guaranty is supplemental and does not limit or affect the requirements that the Contractor's work comply with the requirements of the Contract or any other legal rights or remedies of the Owner.

In lieu of performance, payment and guaranty bond, for Projects with an estimated Project Cost of \$150,000.00 or less, the Contractor may elect to have the City withhold 10 percent of the contract amount for a period of 30 days after the date of the City's final acceptance of the Project Work, or until receipt of all necessary releases from the Department of Revenue and the Department of Labor & Industries and settlement of any liens filed under Chapter 60.28 RCW, whichever is later.

13. Insurance.

13.1 General Requirements.

1. The Contractor shall procure and maintain insurance described in all subsections in this Section, from insurers with a current A.M. Best rating not less than A – VII and licensed to do business in the state of Washington. The Owner reserves the right to approve or reject the insurance provided, based on the insurer (including financial condition), terms and coverage, the Certificate of Insurance, and/or endorsements.
2. The Contractor shall keep this insurance in force during the term of the Contract and for 30 days after the Physical Completion Date, unless otherwise indicated.
3. All insurance coverage required by this section shall be written and provided by “occurrence-based” policy forms rather than by “claims made” forms.
4. The insurance policies shall contain a “cross liability” provision.
5. The Contractor’s and all subcontractors’ insurance coverage shall be primary and non-contributory insurance as respects the Owner’s insurance, self-insurance, or insurance pool coverage. Any insurance, self-insurance or self-insured pool coverage maintained by the Owner shall be excess of the Contractor’s insurance and shall not contribute with it.
6. The Contractor shall provide the Owner and all Additional Insured with written notice of any policy cancellation and the date of effective cancellation within 2 business days of receipt.
7. The Contractor shall not begin work under the Contract until the required insurance has been obtained and approved by the Owner.
8. Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of Contract, upon which the Owner may, after giving 5 business days notice to the Contractor to correct the breach, immediately terminate the Contract or, at its discretion, procure or renew such insurance and pay any and

all premiums in connection therewith, with any sums so expended to be repaid to the Owner on demand, or at the sole discretion of the Owner, offset against funds due the Contractor from the Owner.

9. All costs for insurance shall be incidental to and included in the unit or lump sum prices of the Contract and no additional payment will be made.

13.2 Additional Insured. All insurance policies, with the exception of Workers Compensation, shall name the following listed entities as additional insured(s) using the forms or endorsements required herein:

- The Owner and its officers, elected officials, employees, agents, and volunteers;
- Gray & Osborne, Inc.;

The above-listed entities shall be additional insured(s) for the full available limits of liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this Contract, and irrespective of whether the Certificate of Insurance provided by the Contractor pursuant to 13.5 describes limits lower than those maintained by the Contractor.

13.3 Subcontractors. Contractor shall ensure that each subcontractor of every tier obtains and maintains at a minimum the insurance coverages listed in 13.5.1 and 13.5.2. Upon request of the Owner, the Contractor shall provide evidence of such insurance.

13.4 Verification of Coverage. The Contractor shall deliver to the Owner a Certificate(s) of Insurance and endorsements for each policy of insurance meeting the requirements set forth herein when the Contractor delivers the signed Contract for the work. The certificate and endorsements shall conform to the following requirements:

1. An ACORD certificate or a form determined by the Owner to be equivalent. The certificate or an endorsement form shall indicate the Contractor's insurance is primary and non-contributory.
2. The Contractor shall obtain endorsement forms CG 2010 10 01, CG 2032 07 04 and CG 2037 10 01 or the equivalent of each, naming the Owner and all other entities listed in 13.2 as Additional Insured(s) and showing the policy number. If the Contractor is unsuccessful in securing these endorsements after exerting commercially reasonable efforts, the Contractor shall obtain other endorsements providing equivalent protection to the Additional Insured. A statement of additional insured status on an ACORD

Certificate of Insurance shall not satisfy this requirement. Commercially reasonable efforts shall be evidenced by a signed statement by the Contractor's insurance broker indicating that endorsement forms CG 2010 10 01, CG 2032 07 04 and CG 2037 10 01 are not available and the endorsements submitted provide equivalent protection to the Additional Insured.

3. Any other amendatory endorsements to show the coverage required herein.
4. Upon request, the Contractor shall forward to the Owner a full and certified copy of the insurance policy(s). If Builders Risk Insurance is required on this Project, a full and certified copy of that policy is required when the Contractor delivers the signed Contract for the Work.

13.5 Coverages and Limits. The insurance shall provide the minimum coverages and limits set forth below. Providing coverage in these stated minimum limits shall not be construed to relieve the Contractor from liability in excess of such limits. All deductibles and self-insured retentions shall be disclosed and are subject to approval by the Owner. The cost of any claim payments falling within the deductible shall be the responsibility of the Contractor.

1. Commercial General Liability

Commercial General Liability insurance shall be written on coverage forms at least as broad as ISO occurrence form CG 00 01, including but not limited to liability arising from premises, operations, stop gap liability, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract. There shall be no exclusion for liability arising from explosion, collapse or underground property damage.

The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit, using ISO form CG 25 03 05 09 or an equivalent endorsement.

Contractor shall maintain Commercial General Liability Insurance arising out of the Contractor's completed operations for at least 3 years following Substantial Completion of the Work.

Such policy must provide the following minimum limits:

\$1,000,000	Each Occurrence
\$2,000,000	General Aggregate
\$2,000,000	Products & Completed Operations Aggregate

\$1,000,000 Personal & Advertising Injury, each offence
 \$1,000,000 Stop Gap/Employers' Liability

2. Automobile Liability

Automobile Liability for owned, non-owned, hired, and leased vehicles, with an MCS 90 endorsement and a CA 9948 endorsement attached if "pollutants" are to be transported. Such policy(ies) shall provide the following minimum limit:

\$1,000,000 combined single limit each accident

3. Workers' Compensation

The Contractor shall comply with Workers' Compensation coverage as required by the Industrial Insurance laws of the state of Washington.

4. Excess or Umbrella Liability

The Contractor shall provide Excess or Umbrella Liability coverage at limits of \$2 million per occurrence and annual aggregate. This excess or umbrella liability coverage shall apply, at a minimum, to both the Commercial General and Auto insurance policy coverage and employers liability.

This requirement may be satisfied instead through the Contractor's primary Commercial General and Automobile Liability coverage, or any combination thereof.

14. Prevailing Wages. The Contractor shall pay prevailing wages as required and shall comply with RCW 39.12 and RCW 49.28. A statement of prevailing wages applicable to the Project is included in the specifications. Notice of intent to pay prevailing wages and prevailing wage rates for the project must be posted for the benefit of workers. The Contractor shall provide an "Affidavit of Industrial Insurance Compliance" for itself and each subcontractor upon acceptance of the Project by the City. Final payment will be made in accordance with the requirements of RCW 39.12.

15. Utility Location. The Contractor is solely responsible for locating any underground utilities affected by the work and is deemed to be an "excavator" for the purposes of Chapter 19.122 RCW, as may be amended. The Contractor shall be responsible for compliance with Chapter 19.122 RCW including utilization of the "one call" system, before commencing any excavation activities.

16. Trench Safety Systems. All trenches shall be provided with adequate safety systems as required by RCW 49.17 and WAC 296-155-650 and 655. Contractor is

responsible for providing the competent person and registered professional engineer required by WAC 296-155-650-655.

17. Environmental Regulation. Contractor shall be solely and completely responsible for complying with all environmental statutes and regulations, including but not limited to: 42 USC 4321 et seq.; Executive Order 11514; 33 USC 1251 et seq.; and RCWs 43.21; 70.74; 70.94; 90.48; 90.58; and WAC 197-11. The Contractor shall be solely responsible for any damages, penalties, fines, fees, costs, expenses, and/or attorney's fees incurred as a result of non-compliance with Section 17.

18. Safety. The Contractor shall be solely and completely responsible for safety and safety conditions on the jobsite, including the safety of all persons and property during performance of the Work. Observation of the Work by the City's employees, agents and consultants is not intended to include review of the Contractor's work methods, equipment, bracing, scaffolding or trenching, or safety measures in, on or near the construction site. The Contractor shall provide a safe access for the City and its employees, agents, and consultants to adequately observe the quality of the Work and the Contractor's conformance with the project specifications. The Contractor shall be solely and completely responsible to perform all work and furnish all materials in strict compliance with all applicable state, city, county and federal laws, regulations, ordinances, orders and codes. The Contractor's attention is directed to the requirements of the Washington Industrial Safety and Health Act (WISHA), Chapter 49.17 RCW.

19. Hours of Work. Contractor shall conduct all Work between the hours of 7:00 a.m. and 6:00 p.m. Monday through Friday unless stated otherwise under the Project's permit conditions or this Contract. No Work on weekends shall be allowed unless City gives written approval prior to the weekend. Contractor shall give a minimum of 48 hours notice if Work on the weekend is necessary. Approved Work on the weekends shall be conducted between the hours of 7:00 a.m. and 6:00 p.m. Work hours may be further restricted due to permit conditions.

20. Specifications. Contractor shall furnish and install the materials and equipment and perform the work as specified on the Plans and in the Specifications and permits obtained for this Project.

21. Miscellaneous.

21.1 Subletting or Assigning Contract. The Contractor shall not assign, transfer, or encumber any rights, duties or interest accruing from this Agreement without the express prior written consent of the City.

21.2 Extent of Agreement Modification. This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Contract may be amended, modified or added to only by written instrument properly signed by both parties.

21.3 Work Performed at Contractor’s Risk. The Contractor shall take all precautions necessary and shall be responsible for the safety of its employees, agents, and subcontractors in the performance of work under this Agreement. All work shall be done at the Contractor’s own risk, and the Contractor shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work.

21.4 Nonwaiver of Breach. The failure of the City to insist upon strict performance of any of the terms and rights contained in this Agreement, or to exercise any option contained in this Agreement in one or more instances, shall not be construed to be a waiver or relinquishment of those terms and rights and such terms and rights shall remain in full force and effect.

21.5 Written Notice. All communications regarding this Agreement shall be sent to the parties at the addresses listed below, unless otherwise notified. Any written notice shall become effective on delivery, but in any event on 3 calendar days after the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement.

CITY

CONTRACTOR

City of Medina
501 Evergreen Point Road
Medina, Washington 98039

21.6 Discrimination. The Contractor agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, age, disability, or other circumstance prohibited by federal, state or local law or ordinance, except for a bona fide occupational qualification.

21.7 Compliance with Laws. The Contractor shall comply with all federal, state and local laws, ordinances, regulations, and rules applicable to the work to be done under this Agreement.

21.8 Severability. If any provision of this Contract is held invalid, the remainder shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law, and shall continue in force and effect.

21.9 Venue and Attorneys’ Fees. This Agreement shall be interpreted under and pursuant to the laws of the State of Washington. Venue for any action brought to enforce any of the provisions of this Agreement shall be in King County Superior Court, and the substantially prevailing party shall be entitled to recover its reasonable costs, expenses and attorneys’ fees incurred in the action.

IN WITNESS WHEREOF, the parties have executed this Agreement as of _____,
20____.

OWNER:

CONTRACTOR:

CITY OF MEDINA

By _____

By _____

(Print or type name)

(Print or type name)

Its _____
(Title)

Its _____
(Title)

Address _____

Telephone _____

a _____ corporation
_____ partnership
_____ joint venture
_____ sole proprietorship
State of Washington General Contractor's
License No. _____.

Bond No. _____

PERFORMANCE, PAYMENT AND GUARANTY BOND

_____, as Principal, and _____, as Surety, a corporation duly licensed and authorized to do business in the State of Washington, are held and firmly bound unto the **CITY OF MEDINA**, hereinafter called "City," in the sum of (\$ _____), for payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Principal agreed with City to perform the work as specified or indicated by the 2023 City-Wide Crack Seal Maintenance caused by the Contractors operation, and restore such areas to conditions existing prior to construction.

NOW, THEREFORE, if Principal shall perform all of this work; and

If Principal shall pay for all materials, equipment, or other supplies, or for rental of same used in connection with the performance of work to be done, and for all amounts due under applicable State law for any work or labor thereon; and

If Principal shall pay the sales, use and any other applicable taxes of the State of Washington or any political subdivision of said State relating to the work performed, and pay amounts due the State pursuant to Titles 50 and 51 of the Revised Code of Washington; and

If Principal shall indemnify and hold the City harmless from any defects in the workmanship of materials incorporated into the work for a period of 2 years after the final acceptance of the work;

Then, the obligation of Principal and Surety under this Bond shall be void, but otherwise it shall remain in full force and effect.

This Bond shall inure to the benefit of any person, companies or corporations entitled to file claims under applicable State law.

Any alterations in the work to be done or the materials to be furnished, or changes in the time of completion, shall not in any way release Principal or Surety thereunder, nor shall any extensions of time granted release either Principal or Surety, and notice of such alterations or extension is hereby waived by Surety.

IT IS FURTHER AGREED that nothing of any kind or nature that will not discharge the Principal shall operate as a discharge or release of the Surety, regardless of law, rule or equity or usage relating to the liability of sureties to the contrary notwithstanding.

Surety certifies that it is an authorized surety bond issuer, properly authorized to transact surety business in Washington. Surety agrees to be bound by the laws of the State of Washington and subject itself to the jurisdiction of the courts of the State of Washington.

A notarized original of the Surety's Power of Attorney authorizing the undersigned representative of the Surety to execute this Bond is attached.

SIGNED AND SEALED, this _____, day of _____, 20__.

(Principal)

(Surety)

By: _____
(Print Name)

(Print Name)

Signature

Signature

Title

Title

Address: _____

Telephone: _____

PART 2
SPECIFICATIONS

TRAFFIC CONTROL

The Contractor shall be responsible for preparing and implementing a traffic control plan to route traffic through the work site. The Contractor shall provide all flaggers and other personnel as may be required to control traffic. This may include *One-Lane, Two-Way Traffic Control With Flaggers*, similar to WSDOT Standard Plan TC1; and *Shoulder Closure – Low Speed*, similar to WSDOT Standard Plan TC5. Complete road closures will not be allowed.

The Contractor shall maintain vehicle access to individual properties, except when work requires short-term closures.

The Contractor shall keep all existing pedestrian routes and access points open and clear at all times.

The Contractor shall provide and maintain all signs and traffic control devices for the duration of the work necessary to warn and protect the public at all times from injury or damage as a result of the Contractor’s operations, and to protect the Contractor’s employees. All work shall be under the direct supervision of a Traffic Control Supervisor (TCS).

The lump sum contract price bid for “Traffic Control” shall constitute full compensation for all labor, materials, tools, equipment, transportation, supplies, and incidentals required to complete all work to prepare a Traffic Control Plan, furnish and install all signage and traffic control devices, and provide personnel to implement traffic control.

EQUIPMENT AND MATERIALS STORAGE

The project sites have limited space for parking, staging, and storing of materials and equipment. The Contractor shall arrange with the City for allowable areas to store vehicles, materials, and equipment for the project.

CRACK SEALING

Work on the project shall comply with requirements of the 2023 WSDOT Standard Specifications, Section 5.03 Crack and Joint Sealing. Cracks shall be sealed with Hot Poured Sealant or Polymer Modified Asphalt Mastic, as applicable based on crack width. The roads to be crack sealed will not be paved upon completion of the crack sealing.

The project scope includes cleaning and sealing cracks on the following sections of Medina streets, in order of priority:

1. 77th Avenue NE, from NE 16th Street to the NE 22nd Street, a two-lane road with parking on both sides, length of approximately 2,000 feet.

2. 78th Avenue NE, from NE 24th Street to NE 28th Street, a two-lane road with parking in some locations, length of approximately 1,400 feet.
3. 79th Avenue NE, from NE 21st Street to NE 22nd Street, a two-lane road with parking on both sides, length of approximately 500 feet.
4. NE 22nd Street, from Evergreen Point Road to 78th Avenue NE and from 79th Avenue NE to the East End of the Road, a two-lane road with parking in some locations, length of approximately 900 feet total for the two sections.
5. NE 26th Street, from 82nd Avenue NE to the East End of the Road, a two-lane road with parking on both sides, length of approximately 200 feet.
6. 78th Place NE, from NE 32nd Street to Evergreen Point Road, a two-lane road with parking in some locations, length of approximately 1,300 feet.
7. 79th Place NE, from NE 16th Street to the West End of the Road, a two-lane road with parking on both sides, length of approximately 300 feet.
8. 80th Avenue NE, from NE 8th Street to the North End of the Road, a two-lane road with parking in some locations, length of approximately 800 feet.
9. 81st Avenue NE, from Overlake Drive West to NE 8th Street, a two-lane road with parking in some locations, length of approximately 500 feet.
10. 87th Avenue NE, from 86th Avenue NE to NE 10th Street, a two-lane road with parking on both sides, length of approximately 700 feet.
11. 88th Avenue NE, from NE 10th Street to the South End of the Road, a two-lane road with parking on both sides, length of approximately 500 feet.
12. NE 21st Street, from 78th Avenue NE to 79th Avenue NE, a two-lane road with parking on both sides, length of approximately 400 feet.
13. NE 27th Street, from 80th Avenue NE to 82nd Avenue NE, a two-lane road with parking on both sides, length of approximately 500 feet.
14. NE 2nd Place, from Overlake Drive West to Overlake Drive East, a two-lane road with parking in some locations, length of approximately 800 feet.
15. Ridge Road, from Overlake Drive East to 84th Avenue NE, a two-lane road with parking on both sides, length of approximately 1,300 feet.

The total length of the project is approximately 12,028 linear feet, and the total estimated length of crack sealing is 72,000 feet.

The unit contract price per linear foot of “Crack Sealing” shall constitute full compensation for all labor, materials, tools, equipment, transportation, supplies, and incidentals required to complete all work to clean, dry, and remove debris from cracks, and seal the cracks in accordance with the requirements.

PART 3

**PREVAILING WAGE RATES FOR
PUBLIC WORKS CONTRACT**

State of Washington
Department of Labor & Industries
Prevailing Wage Section - Telephone 360-902-5335
PO Box 44540, Olympia, WA 98504-4540

Washington State Prevailing Wage

The PREVAILING WAGES listed here include both the hourly wage rate and the hourly rate of fringe benefits. On public works projects, worker's wage and benefit rates must add to not less than this total. A brief description of overtime calculation requirements are provided on the Benefit Code Key.

Journey Level Prevailing Wage Rates for the Effective Date: 03/24/2023

<u>County</u>	<u>Trade</u>	<u>Job Classification</u>	<u>Wage</u>	<u>Holiday</u>	<u>Overtime</u>	<u>Note</u>	<u>*Risk Class</u>
King	Asbestos Abatement Workers	Journey Level	\$56.80	5D	1H		View
King	Boilermakers	Journey Level	\$74.29	5N	1C		View
King	Brick Mason	Journey Level	\$66.32	7E	1N		View
King	Brick Mason	Pointer-Caulker-Cleaner	\$66.32	7E	1N		View
King	Building Service Employees	Janitor	\$28.23	5S	2F		View
King	Building Service Employees	Traveling Waxer/Shampooer	\$28.68	5S	2F		View
King	Building Service Employees	Window Cleaner (Non-Scaffold)	\$32.18	5S	2F		View
King	Building Service Employees	Window Cleaner (Scaffold)	\$33.18	5S	2F		View
King	Cabinet Makers (In Shop)	Journey Level	\$22.74		1		View
King	Carpenters	Acoustical Worker	\$71.53	15J	4C		View
King	Carpenters	Bridge, Dock And Wharf Carpenters	\$71.53	15J	4C		View
King	Carpenters	Floor Layer & Floor Finisher	\$71.53	15J	4C		View
King	Carpenters	Journey Level	\$71.53	15J	4C		View
King	Carpenters	Scaffold Erector	\$71.53	15J	4C		View
King	Cement Masons	Application of all Composition Mastic	\$70.09	15J	4U		View
King	Cement Masons	Application of all Epoxy Material	\$69.59	15J	4U		View
King	Cement Masons	Application of all Plastic Material	\$70.09	15J	4U		View
King	Cement Masons	Application of Sealing Compound	\$69.59	15J	4U		View
King	Cement Masons	Application of Underlayment	\$70.09	15J	4U		View
King	Cement Masons	Building General	\$69.59	15J	4U		View
King	Cement Masons	Composition or Kalman Floors	\$70.09	15J	4U		View
King	Cement Masons	Concrete Paving	\$69.59	15J	4U		View
King	Cement Masons	Curb & Gutter Machine	\$70.09	15J	4U		View
King	Cement Masons	Curb & Gutter, Sidewalks	\$69.59	15J	4U		View
King	Cement Masons	Curing Concrete	\$69.59	15J	4U		View
King	Cement Masons	Finish Colored Concrete	\$70.09	15J	4U		View

King	Cement Masons	Floor Grinding	\$70.09	<u>15J</u>	<u>4U</u>		View
King	Cement Masons	Floor Grinding/Polisher	\$69.59	<u>15J</u>	<u>4U</u>		View
King	Cement Masons	Green Concrete Saw, self-powered	\$70.09	<u>15J</u>	<u>4U</u>		View
King	Cement Masons	Grouting of all Plates	\$69.59	<u>15J</u>	<u>4U</u>		View
King	Cement Masons	Grouting of all Tilt-up Panels	\$69.59	<u>15J</u>	<u>4U</u>		View
King	Cement Masons	Gunite Nozzleman	\$70.09	<u>15J</u>	<u>4U</u>		View
King	Cement Masons	Hand Powered Grinder	\$70.09	<u>15J</u>	<u>4U</u>		View
King	Cement Masons	Journey Level	\$69.59	<u>15J</u>	<u>4U</u>		View
King	Cement Masons	Patching Concrete	\$69.59	<u>15J</u>	<u>4U</u>		View
King	Cement Masons	Pneumatic Power Tools	\$70.09	<u>15J</u>	<u>4U</u>		View
King	Cement Masons	Power Chipping & Brushing	\$70.09	<u>15J</u>	<u>4U</u>		View
King	Cement Masons	Sand Blasting Architectural Finish	\$70.09	<u>15J</u>	<u>4U</u>		View
King	Cement Masons	Screed & Rodding Machine	\$70.09	<u>15J</u>	<u>4U</u>		View
King	Cement Masons	Spackling or Skim Coat Concrete	\$69.59	<u>15J</u>	<u>4U</u>		View
King	Cement Masons	Troweling Machine Operator	\$70.09	<u>15J</u>	<u>4U</u>		View
King	Cement Masons	Troweling Machine Operator on Colored Slabs	\$70.09	<u>15J</u>	<u>4U</u>		View
King	Cement Masons	Tunnel Workers	\$70.09	<u>15J</u>	<u>4U</u>		View
King	Divers & Tenders	Bell/Vehicle or Submersible Operator (Not Under Pressure)	\$126.05	<u>15J</u>	<u>4C</u>		View
King	Divers & Tenders	Dive Supervisor/Master	\$89.94	<u>15J</u>	<u>4C</u>		View
King	Divers & Tenders	Diver	\$126.05	<u>15J</u>	<u>4C</u>	<u>8V</u>	View
King	Divers & Tenders	Diver On Standby	\$84.94	<u>15J</u>	<u>4C</u>		View
King	Divers & Tenders	Diver Tender	\$77.16	<u>15J</u>	<u>4C</u>		View
King	Divers & Tenders	Hyperbaric Worker - Compressed Air Worker 0-30.00 PSI	\$89.09	<u>15J</u>	<u>4C</u>		View
King	Divers & Tenders	Hyperbaric Worker - Compressed Air Worker 30.01 - 44.00 PSI	\$94.09	<u>15J</u>	<u>4C</u>		View
King	Divers & Tenders	Hyperbaric Worker - Compressed Air Worker 44.01 - 54.00 PSI	\$107.09	<u>15J</u>	<u>4C</u>		View
King	Divers & Tenders	Hyperbaric Worker - Compressed Air Worker 54.01 - 60.00 PSI	\$103.09	<u>15J</u>	<u>4C</u>		View
King	Divers & Tenders	Hyperbaric Worker - Compressed Air Worker 60.01 - 64.00 PSI	\$105.59	<u>15J</u>	<u>4C</u>		View
King	Divers & Tenders	Hyperbaric Worker - Compressed Air Worker 64.01 - 68.00 PSI	\$110.59	<u>15J</u>	<u>4C</u>		View
King	Divers & Tenders	Hyperbaric Worker - Compressed Air Worker 68.01 - 70.00 PSI	\$112.59	<u>15J</u>	<u>4C</u>		View
King	Divers & Tenders	Hyperbaric Worker - Compressed Air Worker 70.01 - 72.00 PSI	\$114.59	<u>15J</u>	<u>4C</u>		View

King	Divers & Tenders	Hyperbaric Worker - Compressed Air Worker 72.01 - 74.00 PSI	\$116.59	<u>15J</u>	<u>4C</u>		View
King	Divers & Tenders	Manifold Operator	\$77.16	<u>15J</u>	<u>4C</u>		View
King	Divers & Tenders	Manifold Operator Mixed Gas	\$82.16	<u>15J</u>	<u>4C</u>		View
King	Divers & Tenders	Remote Operated Vehicle Operator/Technician	\$77.16	<u>15J</u>	<u>4C</u>		View
King	Divers & Tenders	Remote Operated Vehicle Tender	\$71.98	<u>15J</u>	<u>4C</u>		View
King	Dredge Workers	Assistant Engineer	\$76.56	<u>5D</u>	<u>3F</u>		View
King	Dredge Workers	Assistant Mate (Deckhand)	\$75.97	<u>5D</u>	<u>3F</u>		View
King	Dredge Workers	Boatmen	\$76.56	<u>5D</u>	<u>3F</u>		View
King	Dredge Workers	Engineer Welder	\$78.03	<u>5D</u>	<u>3F</u>		View
King	Dredge Workers	Leverman, Hydraulic	\$79.59	<u>5D</u>	<u>3F</u>		View
King	Dredge Workers	Mates	\$76.56	<u>5D</u>	<u>3F</u>		View
King	Dredge Workers	Oiler	\$75.97	<u>5D</u>	<u>3F</u>		View
King	Drywall Applicator	Journey Level	\$71.53	<u>15J</u>	<u>4C</u>		View
King	Drywall Tapers	Journey Level	\$70.61	<u>5P</u>	<u>1E</u>		View
King	Electrical Fixture Maintenance Workers	Journey Level	\$37.19	<u>5L</u>	<u>1E</u>		View
King	Electricians - Inside	Cable Splicer	\$102.90	<u>7C</u>	<u>4E</u>		View
King	Electricians - Inside	Cable Splicer (tunnel)	\$110.61	<u>7C</u>	<u>4E</u>		View
King	Electricians - Inside	Certified Welder	\$99.38	<u>7C</u>	<u>4E</u>		View
King	Electricians - Inside	Certified Welder (tunnel)	\$106.75	<u>7C</u>	<u>4E</u>		View
King	Electricians - Inside	Construction Stock Person	\$49.28	<u>7C</u>	<u>4E</u>		View
King	Electricians - Inside	Journey Level	\$95.88	<u>7C</u>	<u>4E</u>		View
King	Electricians - Inside	Journey Level (tunnel)	\$102.90	<u>7C</u>	<u>4E</u>		View
King	Electricians - Motor Shop	Journey Level	\$48.68	<u>5A</u>	<u>1B</u>		View
King	Electricians - Powerline Construction	Cable Splicer	\$93.00	<u>5A</u>	<u>4D</u>		View
King	Electricians - Powerline Construction	Certified Line Welder	\$85.42	<u>5A</u>	<u>4D</u>		View
King	Electricians - Powerline Construction	Groundperson	\$55.27	<u>5A</u>	<u>4D</u>		View
King	Electricians - Powerline Construction	Heavy Line Equipment Operator	\$85.42	<u>5A</u>	<u>4D</u>		View
King	Electricians - Powerline Construction	Journey Level Lineperson	\$85.42	<u>5A</u>	<u>4D</u>		View
King	Electricians - Powerline Construction	Line Equipment Operator	\$73.35	<u>5A</u>	<u>4D</u>		View
King	Electricians - Powerline Construction	Meter Installer	\$55.27	<u>5A</u>	<u>4D</u>	<u>8W</u>	View
King	Electricians - Powerline Construction	Pole Sprayer	\$85.42	<u>5A</u>	<u>4D</u>		View
King	Electricians - Powerline Construction	Powderperson	\$63.50	<u>5A</u>	<u>4D</u>		View
King	Electronic Technicians	Journey Level	\$62.13	<u>7E</u>	<u>1E</u>		View
King	Elevator Constructors	Mechanic	\$107.49	<u>7D</u>	<u>4A</u>		View
King	Elevator Constructors	Mechanic In Charge	\$116.13	<u>7D</u>	<u>4A</u>		View
King	Fabricated Precast Concrete Products	All Classifications - In-Factory Work Only	\$21.34	<u>5B</u>	<u>1R</u>		View

King	Fence Erectors	Fence Erector	\$48.14	<u>15J</u>	<u>4V</u>	<u>8Y</u>	View
King	Fence Erectors	Fence Laborer	\$48.14	<u>15J</u>	<u>4V</u>	<u>8Y</u>	View
King	Flaggers	Journey Level	\$48.14	<u>15J</u>	<u>4V</u>	<u>8Y</u>	View
King	Glaziers	Journey Level	\$75.91	<u>7L</u>	<u>1Y</u>		View
King	Heat & Frost Insulators And Asbestos Workers	Journey Level	\$84.84	<u>15H</u>	<u>11C</u>		View
King	Heating Equipment Mechanics	Journey Level	\$94.11	<u>7F</u>	<u>1E</u>		View
King	Hod Carriers & Mason Tenders	Journey Level	\$59.85	<u>15J</u>	<u>4V</u>	<u>8Y</u>	View
King	Industrial Power Vacuum Cleaner	Journey Level	\$15.74		<u>1</u>		View
King	Inland Boatmen	Boat Operator	\$61.41	<u>5B</u>	<u>1K</u>		View
King	Inland Boatmen	Cook	\$56.48	<u>5B</u>	<u>1K</u>		View
King	Inland Boatmen	Deckhand	\$57.48	<u>5B</u>	<u>1K</u>		View
King	Inland Boatmen	Deckhand Engineer	\$58.81	<u>5B</u>	<u>1K</u>		View
King	Inland Boatmen	Launch Operator	\$58.89	<u>5B</u>	<u>1K</u>		View
King	Inland Boatmen	Mate	\$57.31	<u>5B</u>	<u>1K</u>		View
King	Inspection/Cleaning/Sealing Of Sewer & Water Systems By Remote Control	Cleaner Operator, Foamer Operator	\$31.49		<u>1</u>		View
King	Inspection/Cleaning/Sealing Of Sewer & Water Systems By Remote Control	Grout Truck Operator	\$15.74		<u>1</u>		View
King	Inspection/Cleaning/Sealing Of Sewer & Water Systems By Remote Control	Head Operator	\$24.91		<u>1</u>		View
King	Inspection/Cleaning/Sealing Of Sewer & Water Systems By Remote Control	Technician	\$19.33		<u>1</u>		View
King	Inspection/Cleaning/Sealing Of Sewer & Water Systems By Remote Control	Tv Truck Operator	\$20.45		<u>1</u>		View
King	Insulation Applicators	Journey Level	\$71.53	<u>15J</u>	<u>4C</u>		View
King	Ironworkers	Journeyman	\$83.79	<u>7N</u>	<u>10</u>		View
King	Laborers	Air, Gas Or Electric Vibrating Screed	\$56.80	<u>15J</u>	<u>4V</u>	<u>8Y</u>	View
King	Laborers	Airtrac Drill Operator	\$58.56	<u>15J</u>	<u>4V</u>	<u>8Y</u>	View
King	Laborers	Ballast Regular Machine	\$56.80	<u>15J</u>	<u>4V</u>	<u>8Y</u>	View
King	Laborers	Batch Weighman	\$48.14	<u>15J</u>	<u>4V</u>	<u>8Y</u>	View
King	Laborers	Brick Pavers	\$56.80	<u>15J</u>	<u>4V</u>	<u>8Y</u>	View
King	Laborers	Brush Cutter	\$56.80	<u>15J</u>	<u>4V</u>	<u>8Y</u>	View
King	Laborers	Brush Hog Feeder	\$56.80	<u>15J</u>	<u>4V</u>	<u>8Y</u>	View
King	Laborers	Burner	\$56.80	<u>15J</u>	<u>4V</u>	<u>8Y</u>	View
King	Laborers	Caisson Worker	\$58.56	<u>15J</u>	<u>4V</u>	<u>8Y</u>	View
King	Laborers	Carpenter Tender	\$56.80	<u>15J</u>	<u>4V</u>	<u>8Y</u>	View
King	Laborers	Cement Dumper-paving	\$57.84	<u>15J</u>	<u>4V</u>	<u>8Y</u>	View
King	Laborers	Cement Finisher Tender	\$56.80	<u>15J</u>	<u>4V</u>	<u>8Y</u>	View
King	Laborers	Change House Or Dry Shack	\$56.80	<u>15J</u>	<u>4V</u>	<u>8Y</u>	View
King	Laborers	Chipping Gun (30 Lbs. And Over)	\$57.84	<u>15J</u>	<u>4V</u>	<u>8Y</u>	View
King	Laborers	Chipping Gun (Under 30 Lbs.)	\$56.80	<u>15J</u>	<u>4V</u>	<u>8Y</u>	View
King	Laborers	Choker Setter	\$56.80	<u>15J</u>	<u>4V</u>	<u>8Y</u>	View

King	Laborers	Chuck Tender	\$56.80	15J	4V	8Y	View
King	Laborers	Clary Power Spreader	\$57.84	15J	4V	8Y	View
King	Laborers	Clean-up Laborer	\$56.80	15J	4V	8Y	View
King	Laborers	Concrete Dumper/Chute Operator	\$57.84	15J	4V	8Y	View
King	Laborers	Concrete Form Stripper	\$56.80	15J	4V	8Y	View
King	Laborers	Concrete Placement Crew	\$57.84	15J	4V	8Y	View
King	Laborers	Concrete Saw Operator/Core Driller	\$57.84	15J	4V	8Y	View
King	Laborers	Crusher Feeder	\$48.14	15J	4V	8Y	View
King	Laborers	Curing Laborer	\$56.80	15J	4V	8Y	View
King	Laborers	Demolition: Wrecking & Moving (Incl. Charred Material)	\$56.80	15J	4V	8Y	View
King	Laborers	Ditch Digger	\$56.80	15J	4V	8Y	View
King	Laborers	Diver	\$58.56	15J	4V	8Y	View
King	Laborers	Drill Operator (Hydraulic, Diamond)	\$57.84	15J	4V	8Y	View
King	Laborers	Dry Stack Walls	\$56.80	15J	4V	8Y	View
King	Laborers	Dump Person	\$56.80	15J	4V	8Y	View
King	Laborers	Epoxy Technician	\$56.80	15J	4V	8Y	View
King	Laborers	Erosion Control Worker	\$56.80	15J	4V	8Y	View
King	Laborers	Faller & Bucker Chain Saw	\$57.84	15J	4V	8Y	View
King	Laborers	Fine Graders	\$56.80	15J	4V	8Y	View
King	Laborers	Firewatch	\$48.14	15J	4V	8Y	View
King	Laborers	Form Setter	\$57.84	15J	4V	8Y	View
King	Laborers	Gabian Basket Builders	\$56.80	15J	4V	8Y	View
King	Laborers	General Laborer	\$56.80	15J	4V	8Y	View
King	Laborers	Grade Checker & Transit Person	\$59.85	15J	4V	8Y	View
King	Laborers	Grinders	\$56.80	15J	4V	8Y	View
King	Laborers	Grout Machine Tender	\$56.80	15J	4V	8Y	View
King	Laborers	Groutmen (Pressure) Including Post Tension Beams	\$57.84	15J	4V	8Y	View
King	Laborers	Guardrail Erector	\$56.80	15J	4V	8Y	View
King	Laborers	Hazardous Waste Worker (Level A)	\$58.56	15J	4V	8Y	View
King	Laborers	Hazardous Waste Worker (Level B)	\$57.84	15J	4V	8Y	View
King	Laborers	Hazardous Waste Worker (Level C)	\$56.80	15J	4V	8Y	View
King	Laborers	High Scaler	\$58.56	15J	4V	8Y	View
King	Laborers	Jackhammer	\$57.84	15J	4V	8Y	View
King	Laborers	Laserbeam Operator	\$57.84	15J	4V	8Y	View
King	Laborers	Maintenance Person	\$56.80	15J	4V	8Y	View
King	Laborers	Manhole Builder-Mudman	\$57.84	15J	4V	8Y	View
King	Laborers	Material Yard Person	\$56.80	15J	4V	8Y	View
King	Laborers	Mold Abatement Worker	\$56.80	15J	4V	8Y	View
King	Laborers	Motorman-Dinky Locomotive	\$59.95	15J	4V	8Y	View

King	Laborers	nozzleman (concrete pump, green cutter when using combination of high pressure air & water on concrete & rock, sandblast, gunite, shotcrete, water blaster, vacuum blaster)	\$59.85	15J	4V	8Y	View
King	Laborers	Pavement Breaker	\$57.84	15J	4V	8Y	View
King	Laborers	Pilot Car	\$48.14	15J	4V	8Y	View
King	Laborers	Pipe Layer (Lead)	\$59.85	15J	4V	8Y	View
King	Laborers	Pipe Layer/Tailor	\$57.84	15J	4V	8Y	View
King	Laborers	Pipe Pot Tender	\$57.84	15J	4V	8Y	View
King	Laborers	Pipe Reliner	\$57.84	15J	4V	8Y	View
King	Laborers	Pipe Wrapper	\$57.84	15J	4V	8Y	View
King	Laborers	Pot Tender	\$56.80	15J	4V	8Y	View
King	Laborers	Powderman	\$58.56	15J	4V	8Y	View
King	Laborers	Powderman's Helper	\$56.80	15J	4V	8Y	View
King	Laborers	Power Jacks	\$57.84	15J	4V	8Y	View
King	Laborers	Railroad Spike Puller - Power	\$57.84	15J	4V	8Y	View
King	Laborers	Raker - Asphalt	\$59.85	15J	4V	8Y	View
King	Laborers	Re-timberman	\$58.56	15J	4V	8Y	View
King	Laborers	Remote Equipment Operator	\$57.84	15J	4V	8Y	View
King	Laborers	Rigger/Signal Person	\$57.84	15J	4V	8Y	View
King	Laborers	Rip Rap Person	\$56.80	15J	4V	8Y	View
King	Laborers	Rivet Buster	\$57.84	15J	4V	8Y	View
King	Laborers	Rodder	\$57.84	15J	4V	8Y	View
King	Laborers	Scaffold Erector	\$56.80	15J	4V	8Y	View
King	Laborers	Scale Person	\$56.80	15J	4V	8Y	View
King	Laborers	Sloper (Over 20")	\$57.84	15J	4V	8Y	View
King	Laborers	Sloper Sprayer	\$56.80	15J	4V	8Y	View
King	Laborers	Spreader (Concrete)	\$57.84	15J	4V	8Y	View
King	Laborers	Stake Hopper	\$56.80	15J	4V	8Y	View
King	Laborers	Stock Piler	\$56.80	15J	4V	8Y	View
King	Laborers	Swinging Stage/Boatswain Chair	\$48.14	15J	4V	8Y	View
King	Laborers	Tamper & Similar Electric, Air & Gas Operated Tools	\$57.84	15J	4V	8Y	View
King	Laborers	Tamper (Multiple & Self-propelled)	\$57.84	15J	4V	8Y	View
King	Laborers	Timber Person - Sewer (Lagger, Shorer & Cribber)	\$57.84	15J	4V	8Y	View
King	Laborers	Toolroom Person (at Jobsite)	\$56.80	15J	4V	8Y	View
King	Laborers	Topper	\$56.80	15J	4V	8Y	View
King	Laborers	Track Laborer	\$56.80	15J	4V	8Y	View
King	Laborers	Track Liner (Power)	\$57.84	15J	4V	8Y	View
King	Laborers	Traffic Control Laborer	\$51.48	15J	4V	9C	View
King	Laborers	Traffic Control Supervisor	\$54.55	15J	4V	9C	View
King	Laborers	Truck Spotter	\$56.80	15J	4V	8Y	View
King	Laborers	Tugger Operator	\$57.84	15J	4V	8Y	View

King	Laborers	Tunnel Work-Compressed Air Worker 0-30 psi	\$158.87	15J	4V	9B	View
King	Laborers	Tunnel Work-Compressed Air Worker 30.01-44.00 psi	\$163.90	15J	4V	9B	View
King	Laborers	Tunnel Work-Compressed Air Worker 44.01-54.00 psi	\$167.58	15J	4V	9B	View
King	Laborers	Tunnel Work-Compressed Air Worker 54.01-60.00 psi	\$173.28	15J	4V	9B	View
King	Laborers	Tunnel Work-Compressed Air Worker 60.01-64.00 psi	\$175.40	15J	4V	9B	View
King	Laborers	Tunnel Work-Compressed Air Worker 64.01-68.00 psi	\$180.50	15J	4V	9B	View
King	Laborers	Tunnel Work-Compressed Air Worker 68.01-70.00 psi	\$182.40	15J	4V	9B	View
King	Laborers	Tunnel Work-Compressed Air Worker 70.01-72.00 psi	\$184.40	15J	4V	9B	View
King	Laborers	Tunnel Work-Compressed Air Worker 72.01-74.00 psi	\$186.40	15J	4V	9B	View
King	Laborers	Tunnel Work-Guage and Lock Tender	\$59.95	15J	4V	8Y	View
King	Laborers	Tunnel Work-Miner	\$59.95	15J	4V	8Y	View
King	Laborers	Vibrator	\$57.84	15J	4V	8Y	View
King	Laborers	Vinyl Seamer	\$56.80	15J	4V	8Y	View
King	Laborers	Watchman	\$43.76	15J	4V	8Y	View
King	Laborers	Welder	\$57.84	15J	4V	8Y	View
King	Laborers	Well Point Laborer	\$57.84	15J	4V	8Y	View
King	Laborers	Window Washer/Cleaner	\$43.76	15J	4V	8Y	View
King	Laborers - Underground Sewer & Water	General Laborer & Topman	\$56.80	15J	4V	8Y	View
King	Laborers - Underground Sewer & Water	Pipe Layer	\$57.84	15J	4V	8Y	View
King	Landscape Construction	Landscape Construction/Landscaping Or Planting Laborers	\$43.76	15J	4V	8Y	View
King	Landscape Construction	Landscape Operator	\$78.80	15J	11G	8X	View
King	Landscape Maintenance	Groundskeeper	\$17.87		1		View
King	Lathers	Journey Level	\$71.53	15J	4C		View
King	Marble Setters	Journey Level	\$66.32	7E	1N		View
King	Metal Fabrication (In Shop)	Fitter/Certified Welder	\$42.17	15I	11E		View
King	Metal Fabrication (In Shop)	General Laborer	\$30.07	15I	11E		View
King	Metal Fabrication (In Shop)	Mechanic	\$43.63	15I	11E		View
King	Metal Fabrication (In Shop)	Welder/Burner	\$39.28	15I	11E		View
King	Millwright	Journey Level	\$73.08	15J	4C		View
King	Modular Buildings	Cabinet Assembly	\$15.74		1		View
King	Modular Buildings	Electrician	\$15.74		1		View
King	Modular Buildings	Equipment Maintenance	\$15.74		1		View
King	Modular Buildings	Plumber	\$15.74		1		View
King	Modular Buildings	Production Worker	\$15.74		1		View
King	Modular Buildings	Tool Maintenance	\$15.74		1		View
King	Modular Buildings	Utility Person	\$15.74		1		View
King	Modular Buildings	Welder	\$15.74		1		View

King	Painters	Journey Level	\$49.46	<u>6Z</u>	<u>11J</u>		View
King	Pile Driver	Crew Tender	\$77.16	<u>15J</u>	<u>4C</u>		View
King	Pile Driver	Journey Level	\$71.98	<u>15J</u>	<u>4C</u>		View
King	Plasterers	Journey Level	\$67.49	<u>7Q</u>	<u>1R</u>		View
King	Plasterers	Nozzleman	\$71.49	<u>7Q</u>	<u>1R</u>		View
King	Playground & Park Equipment Installers	Journey Level	\$15.74		<u>1</u>		View
King	Plumbers & Pipefitters	Journey Level	\$96.69	<u>6Z</u>	<u>1G</u>		View
King	Power Equipment Operators	Asphalt Plant Operators	\$80.12	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Assistant Engineer	\$75.35	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Barrier Machine (zipper)	\$79.41	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Batch Plant Operator: concrete	\$79.41	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Boat Operator	\$80.33	<u>7A</u>	<u>11H</u>	<u>8X</u>	View
King	Power Equipment Operators	Bobcat	\$75.35	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Brokk - Remote Demolition Equipment	\$75.35	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Brooms	\$75.35	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Bump Cutter	\$79.41	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Cableways	\$80.12	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Chipper	\$79.41	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Compressor	\$75.35	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Concrete Finish Machine - Laser Screed	\$75.35	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Concrete Pump - Mounted Or Trailer High Pressure Line Pump, Pump High Pressure	\$78.80	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Concrete Pump: Truck Mount With Boom Attachment Over 42 M	\$80.12	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Concrete Pump: Truck Mount With Boom Attachment Up To 42m	\$79.41	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Conveyors	\$78.80	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Cranes Friction: 200 tons and over	\$82.76	<u>7A</u>	<u>11H</u>	<u>8X</u>	View
King	Power Equipment Operators	Cranes, A-frame: 10 tons and under	\$75.55	<u>7A</u>	<u>11H</u>	<u>8X</u>	View
King	Power Equipment Operators	Cranes: 100 tons through 199 tons, or 150' of boom (including jib with attachments)	\$81.12	<u>7A</u>	<u>11H</u>	<u>8X</u>	View
King	Power Equipment Operators	Cranes: 20 tons through 44 tons with attachments	\$79.62	<u>7A</u>	<u>11H</u>	<u>8X</u>	View
King	Power Equipment Operators	Cranes: 200 tons- 299 tons, or 250' of boom including jib with attachments	\$81.97	<u>7A</u>	<u>11H</u>	<u>8X</u>	View
King	Power Equipment Operators	Cranes: 300 tons and over or 300' of boom including jib with attachments	\$82.76	<u>7A</u>	<u>11H</u>	<u>8X</u>	View

King	Power Equipment Operators	Cranes: 45 tons through 99 tons, under 150' of boom(including jib with attachments)	\$80.33	7A	11H	8X	View
King	Power Equipment Operators	Cranes: Friction cranes through 199 tons	\$81.97	7A	11H	8X	View
King	Power Equipment Operators	Cranes: through 19 tons with attachments, a-frame over 10 tons	\$79.00	7A	11H	8X	View
King	Power Equipment Operators	Crusher	\$79.41	15J	11G	8X	View
King	Power Equipment Operators	Deck Engineer/Deck Winches (power)	\$79.41	15J	11G	8X	View
King	Power Equipment Operators	Derricks, On Building Work	\$80.12	15J	11G	8X	View
King	Power Equipment Operators	Dozers D-9 & Under	\$78.80	15J	11G	8X	View
King	Power Equipment Operators	Drill Oilers: Auger Type, Truck Or Crane Mount	\$78.80	15J	11G	8X	View
King	Power Equipment Operators	Drilling Machine	\$80.92	15J	11G	8X	View
King	Power Equipment Operators	Elevator and man-lift: permanent and shaft type	\$75.35	15J	11G	8X	View
King	Power Equipment Operators	Finishing Machine, Bidwell And Gamaco & Similar Equipment	\$79.41	15J	11G	8X	View
King	Power Equipment Operators	Forklift: 3000 lbs and over with attachments	\$78.80	15J	11G	8X	View
King	Power Equipment Operators	Forklifts: under 3000 lbs. with attachments	\$75.35	15J	11G	8X	View
King	Power Equipment Operators	Grade Engineer: Using Blue Prints, Cut Sheets, Etc	\$79.41	15J	11G	8X	View
King	Power Equipment Operators	Gradechecker/Stakeman	\$75.35	15J	11G	8X	View
King	Power Equipment Operators	Guardrail Punch	\$79.41	15J	11G	8X	View
King	Power Equipment Operators	Hard Tail End Dump Articulating Off- Road Equipment 45 Yards. & Over	\$80.12	15J	11G	8X	View
King	Power Equipment Operators	Hard Tail End Dump Articulating Off-road Equipment Under 45 Yards	\$79.41	15J	11G	8X	View
King	Power Equipment Operators	Horizontal/Directional Drill Locator	\$78.80	15J	11G	8X	View
King	Power Equipment Operators	Horizontal/Directional Drill Operator	\$79.41	15J	11G	8X	View
King	Power Equipment Operators	Hydralifts/Boom Trucks Over 10 Tons	\$79.00	7A	11H	8X	View
King	Power Equipment Operators	Hydralifts/boom trucks: 10 tons and under	\$75.55	7A	11H	8X	View
King	Power Equipment Operators	Leverman	\$81.75	15J	11G	8X	View
King	Power Equipment Operators	Loader, Overhead, 6 Yards. But Not Including 8 Yards	\$80.12	15J	11G	8X	View
King	Power Equipment Operators	Loaders, Overhead Under 6 Yards	\$79.41	15J	11G	8X	View
King	Power Equipment Operators	Loaders, Plant Feed	\$79.41	15J	11G	8X	View
King	Power Equipment Operators	Loaders: Elevating Type Belt	\$78.80	15J	11G	8X	View
King	Power Equipment Operators	Locomotives, All	\$79.41	15J	11G	8X	View
King	Power Equipment Operators	Material Transfer Device	\$79.41	15J	11G	8X	View

King	Power Equipment Operators	Mechanics: All (Leadmen - \$0.50 per hour over mechanic)	\$80.92	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Motor Patrol Graders	\$80.12	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Mucking Machine, Mole, Tunnel Drill, Boring, Road Header And/or Shield	\$80.12	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Oil Distributors, Blower Distribution & Mulch Seeding Operator	\$75.35	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Outside Hoists (Elevators and Manlifts), Air Tuggers, Strato	\$78.80	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Overhead, bridge type Crane: 20 tons through 44 tons	\$79.62	<u>7A</u>	<u>11H</u>	<u>8X</u>	View
King	Power Equipment Operators	Overhead, bridge type: 100 tons and over	\$81.12	<u>7A</u>	<u>11H</u>	<u>8X</u>	View
King	Power Equipment Operators	Overhead, bridge type: 45 tons through 99 tons	\$80.33	<u>7A</u>	<u>11H</u>	<u>8X</u>	View
King	Power Equipment Operators	Pavement Breaker	\$75.35	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Pile Driver (other Than Crane Mount)	\$79.41	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Plant Oiler - Asphalt, Crusher	\$78.80	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Posthole Digger, Mechanical	\$75.35	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Power Plant	\$75.35	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Pumps - Water	\$75.35	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Quad 9, Hd 41, D10 And Over	\$80.12	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Quick Tower: no cab, under 100 feet in height base to boom	\$79.41	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Remote Control Operator On Rubber Tired Earth Moving Equipment	\$80.12	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Rigger and Bellman	\$75.55	<u>7A</u>	<u>11H</u>	<u>8X</u>	View
King	Power Equipment Operators	Rigger/Signal Person, Bellman(Certified)	\$79.00	<u>7A</u>	<u>11H</u>	<u>8X</u>	View
King	Power Equipment Operators	Rollagon	\$80.12	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Roller, Other Than Plant Mix	\$75.35	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Roller, Plant Mix Or Multi-lift Materials	\$78.80	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Roto-mill, Roto-grinder	\$79.41	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Saws - Concrete	\$78.80	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Scraper, Self Propelled Under 45 Yards	\$79.41	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Scrapers - Concrete & Carry All	\$78.80	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Scrapers, Self-propelled: 45 Yards And Over	\$80.12	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Service Engineers: Equipment	\$78.80	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Shotcrete/Gunite Equipment	\$75.35	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Shovel, Excavator, Backhoe, Tractors Under 15 Metric Tons	\$78.80	<u>15J</u>	<u>11G</u>	<u>8X</u>	View
King	Power Equipment Operators	Shovel, Excavator, Backhoe: Over 30 Metric Tons To 50 Metric Tons	\$80.12	<u>15J</u>	<u>11G</u>	<u>8X</u>	View

King	Power Equipment Operators	Shovel, Excavator, Backhoes, Tractors: 15 To 30 Metric Tons	\$79.41	15J	11G	8X	View
King	Power Equipment Operators	Shovel, Excavator, Backhoes: Over 50 Metric Tons To 90 Metric Tons	\$80.92	15J	11G	8X	View
King	Power Equipment Operators	Shovel, Excavator, Backhoes: Over 90 Metric Tons	\$81.75	15J	11G	8X	View
King	Power Equipment Operators	Slipform Pavers	\$80.12	15J	11G	8X	View
King	Power Equipment Operators	Spreader, Topsider & Screedman	\$80.12	15J	11G	8X	View
King	Power Equipment Operators	Subgrader Trimmer	\$79.41	15J	11G	8X	View
King	Power Equipment Operators	Tower Bucket Elevators	\$78.80	15J	11G	8X	View
King	Power Equipment Operators	Tower Crane: over 175' through 250' in height, base to boom	\$81.97	7A	11H	8X	View
King	Power Equipment Operators	Tower crane: up to 175' in height base to boom	\$81.12	7A	11H	8X	View
King	Power Equipment Operators	Tower Cranes: over 250' in height from base to boom	\$82.76	7A	11H	8X	View
King	Power Equipment Operators	Transporters, All Track Or Truck Type	\$80.12	15J	11G	8X	View
King	Power Equipment Operators	Trenching Machines	\$78.80	15J	11G	8X	View
King	Power Equipment Operators	Truck Crane Oiler/Driver: 100 tons and over	\$79.62	7A	11H	8X	View
King	Power Equipment Operators	Truck crane oiler/driver: under 100 tons	\$79.00	7A	11H	8X	View
King	Power Equipment Operators	Truck Mount Portable Conveyor	\$79.41	15J	11G	8X	View
King	Power Equipment Operators	Vac Truck (Vactor Guzzler, Hydro Excavator)	\$79.41	15J	11G	8X	View
King	Power Equipment Operators	Welder	\$80.12	15J	11G	8X	View
King	Power Equipment Operators	Wheel Tractors, Farmall Type	\$75.35	15J	11G	8X	View
King	Power Equipment Operators	Yo Yo Pay Dozer	\$79.41	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Asphalt Plant Operators	\$80.12	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Assistant Engineer	\$75.35	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Barrier Machine (zipper)	\$79.41	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Batch Plant Operator, Concrete	\$79.41	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Boat Operator	\$80.33	7A	11H	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Bobcat	\$75.35	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Brokk - Remote Demolition Equipment	\$75.35	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Brooms	\$75.35	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Bump Cutter	\$79.41	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Cableways	\$80.12	15J	11G	8X	View

King	Power Equipment Operators-Underground Sewer & Water	Chipper	\$79.41	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Compressor	\$75.35	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Concrete Finish Machine - Laser Screed	\$75.35	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Concrete Pump - Mounted Or Trailer High Pressure Line Pump, Pump High Pressure	\$78.80	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Concrete Pump: Truck Mount With Boom Attachment Over 42 M	\$80.12	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Concrete Pump: Truck Mount With Boom Attachment Up To 42m	\$79.41	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Conveyors	\$78.80	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Cranes Friction: 200 tons and over	\$82.76	7A	11H	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Cranes, A-frame: 10 tons and under	\$75.55	7A	11H	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Cranes: 100 tons through 199 tons, or 150' of boom (including jib with attachments)	\$81.12	7A	11H	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Cranes: 20 tons through 44 tons with attachments	\$79.62	7A	11H	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Cranes: 20 tons through 44 tons with attachments	\$79.62	7A	11H	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Cranes: 200 tons- 299 tons, or 250' of boom including jib with attachments	\$81.97	7A	11H	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Cranes: 300 tons and over or 300' of boom including jib with attachments	\$82.76	7A	11H	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Cranes: 45 tons through 99 tons, under 150' of boom(including jib with attachments)	\$80.33	7A	11H	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Cranes: Friction cranes through 199 tons	\$81.97	7A	11H	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Cranes: through 19 tons with attachments, a-frame over 10 tons	\$79.00	7A	11H	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Crusher	\$79.41	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Deck Engineer/Deck Winches (power)	\$79.41	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Derricks, On Building Work	\$80.12	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Dozers D-9 & Under	\$78.80	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Drill Oilers: Auger Type, Truck Or Crane Mount	\$78.80	15J	11G	8X	View

King	Power Equipment Operators-Underground Sewer & Water	Drilling Machine	\$80.92	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Elevator and man-lift: permanent and shaft type	\$75.35	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Finishing Machine, Bidwell And Gamaco & Similar Equipment	\$79.41	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Forklift: 3000 lbs and over with attachments	\$78.80	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Forklifts: under 3000 lbs. with attachments	\$75.35	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Grade Engineer: Using Blue Prints, Cut Sheets, Etc	\$79.41	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Gradechecker/Stakeman	\$75.35	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Guardrail Punch	\$79.41	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Hard Tail End Dump Articulating Off- Road Equipment 45 Yards. & Over	\$80.12	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Hard Tail End Dump Articulating Off-road Equipment Under 45 Yards	\$79.41	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Horizontal/Directional Drill Locator	\$78.80	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Horizontal/Directional Drill Operator	\$79.41	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Hydralifts/boom trucks: 10 tons and under	\$75.55	7A	11H	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Hydralifts/boom trucks: over 10 tons	\$79.00	7A	11H	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Leverman	\$81.75	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Loader, Overhead, 6 Yards. But Not Including 8 Yards	\$80.12	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Loaders, Overhead Under 6 Yards	\$79.41	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Loaders, Plant Feed	\$79.41	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Loaders: Elevating Type Belt	\$78.80	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Locomotives, All	\$79.41	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Material Transfer Device	\$79.41	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Mechanics: All (Leadmen - \$0.50 per hour over mechanic)	\$80.92	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Motor Patrol Graders	\$80.12	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Mucking Machine, Mole, Tunnel Drill, Boring, Road Header And/or Shield	\$80.12	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Oil Distributors, Blower Distribution & Mulch Seeding Operator	\$75.35	15J	11G	8X	View

King	Power Equipment Operators-Underground Sewer & Water	Outside Hoists (Elevators and Manlifts), Air Tuggers, Strato	\$78.80	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Overhead, bridge type Crane: 20 tons through 44 tons	\$79.62	7A	11H	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Overhead, bridge type: 100 tons and over	\$81.12	7A	11H	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Overhead, bridge type: 45 tons through 99 tons	\$80.33	7A	11H	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Pavement Breaker	\$75.35	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Pile Driver (other Than Crane Mount)	\$79.41	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Plant Oiler - Asphalt, Crusher	\$78.80	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Posthole Digger, Mechanical	\$75.35	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Power Plant	\$75.35	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Pumps - Water	\$75.35	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Quad 9, Hd 41, D10 And Over	\$80.12	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Quick Tower: no cab, under 100 feet in height base to boom	\$79.41	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Remote Control Operator On Rubber Tired Earth Moving Equipment	\$80.12	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Rigger and Bellman	\$75.55	7A	11H	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Rigger/Signal Person, Bellman(Certified)	\$79.00	7A	11H	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Rollagon	\$80.12	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Roller, Other Than Plant Mix	\$75.35	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Roller, Plant Mix Or Multi-lift Materials	\$78.80	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Roto-mill, Roto-grinder	\$79.41	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Saws - Concrete	\$78.80	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Scraper, Self Propelled Under 45 Yards	\$79.41	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Scrapers - Concrete & Carry All	\$78.80	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Scrapers, Self-propelled: 45 Yards And Over	\$80.12	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Shotcrete/Gunite Equipment	\$75.35	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Shovel, Excavator, Backhoe, Tractors Under 15 Metric Tons	\$78.80	15J	11G	8X	View

King	Power Equipment Operators-Underground Sewer & Water	Shovel, Excavator, Backhoe: Over 30 Metric Tons To 50 Metric Tons	\$80.12	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Shovel, Excavator, Backhoes, Tractors: 15 To 30 Metric Tons	\$79.41	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Shovel, Excavator, Backhoes: Over 50 Metric Tons To 90 Metric Tons	\$80.92	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Shovel, Excavator, Backhoes: Over 90 Metric Tons	\$81.75	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Slipform Pavers	\$80.12	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Spreader, Topsider & Screedman	\$80.12	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Subgrader Trimmer	\$79.41	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Tower Bucket Elevators	\$78.80	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Tower Crane: over 175' through 250' in height, base to boom	\$81.97	7A	11H	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Tower crane: up to 175' in height base to boom	\$81.12	7A	11H	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Tower Cranes: over 250' in height from base to boom	\$82.76	7A	11H	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Transporters, All Track Or Truck Type	\$80.12	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Trenching Machines	\$78.80	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Truck Crane Oiler/Driver: 100 tons and over	\$79.62	7A	11H	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Truck Crane Oiler/Driver: 100 tons and over	\$79.62	7A	11H	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Truck crane oiler/driver: under 100 tons	\$79.00	7A	11H	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Truck Mount Portable Conveyor	\$79.41	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Vac Truck (Vactor Guzzler, Hydro Excavator)	\$79.41	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Welder	\$80.12	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Wheel Tractors, Farmall Type	\$75.35	15J	11G	8X	View
King	Power Equipment Operators-Underground Sewer & Water	Yo Yo Pay Dozer	\$79.41	15J	11G	8X	View
King	Power Line Clearance Tree Trimmers	Journey Level In Charge	\$57.22	5A	4A		View
King	Power Line Clearance Tree Trimmers	Spray Person	\$54.32	5A	4A		View
King	Power Line Clearance Tree Trimmers	Tree Equipment Operator	\$57.22	5A	4A		View
King	Power Line Clearance Tree Trimmers	Tree Trimmer	\$51.18	5A	4A		View

King	Power Line Clearance Tree Trimmers	Tree Trimmer Groundperson	\$38.99	<u>5A</u>	<u>4A</u>	View
King	Refrigeration & Air Conditioning Mechanics	Journey Level	\$92.51	<u>6Z</u>	<u>1G</u>	View
King	Residential Brick Mason	Journey Level	\$66.32	<u>7E</u>	<u>1N</u>	View
King	Residential Carpenters	Journey Level	\$36.44		<u>1</u>	View
King	Residential Cement Masons	Journey Level	\$46.64		<u>1</u>	View
King	Residential Drywall Applicators	Journey Level	\$71.53	<u>15J</u>	<u>4C</u>	View
King	Residential Drywall Tapers	Journey Level	\$36.36		<u>1</u>	View
King	Residential Electricians	Journey Level	\$48.80		<u>1</u>	View
King	Residential Glaziers	Journey Level	\$28.93		<u>1</u>	View
King	Residential Insulation Applicators	Journey Level	\$28.18		<u>1</u>	View
King	Residential Laborers	Journey Level	\$29.73		<u>1</u>	View
King	Residential Marble Setters	Journey Level	\$27.38		<u>1</u>	View
King	Residential Painters	Journey Level	\$23.47		<u>1</u>	View
King	Residential Plumbers & Pipefitters	Journey Level	\$96.69	<u>6Z</u>	<u>1G</u>	View
King	Residential Refrigeration & Air Conditioning Mechanics	Journey Level	\$92.51	<u>6Z</u>	<u>1G</u>	View
King	Residential Sheet Metal Workers	Journey Level	\$94.11	<u>7F</u>	<u>1E</u>	View
King	Residential Soft Floor Layers	Journey Level	\$55.76	<u>5A</u>	<u>3J</u>	View
King	Residential Sprinkler Fitters (Fire Protection)	Journey Level	\$58.26	<u>5C</u>	<u>2R</u>	View
King	Residential Stone Masons	Journey Level	\$66.32	<u>7E</u>	<u>1N</u>	View
King	Residential Terrazzo Workers	Journey Level	\$60.36	<u>7E</u>	<u>1N</u>	View
King	Residential Terrazzo/Tile Finishers	Journey Level	\$24.39		<u>1</u>	View
King	Residential Tile Setters	Journey Level	\$21.04		<u>1</u>	View
King	Roofers	Journey Level	\$60.95	<u>5A</u>	<u>3H</u>	View
King	Roofers	Using Irritable Bituminous Materials	\$63.95	<u>5A</u>	<u>3H</u>	View
King	Sheet Metal Workers	Journey Level (Field or Shop)	\$94.11	<u>7F</u>	<u>1E</u>	View
King	Shipbuilding & Ship Repair	New Construction Boilermaker	\$41.83	<u>7V</u>	<u>1</u>	View
King	Shipbuilding & Ship Repair	New Construction Carpenter	\$41.83	<u>7V</u>	<u>1</u>	View
King	Shipbuilding & Ship Repair	New Construction Crane Operator	\$41.83	<u>7V</u>	<u>1</u>	View
King	Shipbuilding & Ship Repair	New Construction Electrician	\$41.83	<u>7V</u>	<u>1</u>	View
King	Shipbuilding & Ship Repair	New Construction Heat & Frost Insulator	\$84.84	<u>15H</u>	<u>11C</u>	View
King	Shipbuilding & Ship Repair	New Construction Laborer	\$41.83	<u>7V</u>	<u>1</u>	View
King	Shipbuilding & Ship Repair	New Construction Machinist	\$41.83	<u>7V</u>	<u>1</u>	View
King	Shipbuilding & Ship Repair	New Construction Operating Engineer	\$41.83	<u>7V</u>	<u>1</u>	View
King	Shipbuilding & Ship Repair	New Construction Painter	\$41.83	<u>7V</u>	<u>1</u>	View
King	Shipbuilding & Ship Repair	New Construction Pipefitter	\$41.83	<u>7V</u>	<u>1</u>	View
King	Shipbuilding & Ship Repair	New Construction Rigger	\$41.83	<u>7V</u>	<u>1</u>	View
King	Shipbuilding & Ship Repair	New Construction Sheet Metal	\$41.83	<u>7V</u>	<u>1</u>	View

King	Shipbuilding & Ship Repair	New Construction Shipfitter	\$41.83	<u>7V</u>	<u>1</u>		View
King	Shipbuilding & Ship Repair	New Construction Warehouse/Teamster	\$41.83	<u>7V</u>	<u>1</u>		View
King	Shipbuilding & Ship Repair	New Construction Welder / Burner	\$41.83	<u>7V</u>	<u>1</u>		View
King	Shipbuilding & Ship Repair	Ship Repair Boilermaker	\$50.35	<u>7X</u>	<u>4J</u>		View
King	Shipbuilding & Ship Repair	Ship Repair Carpenter	\$50.95	<u>7X</u>	<u>4J</u>		View
King	Shipbuilding & Ship Repair	Ship Repair Crane Operator	\$45.06	<u>7Y</u>	<u>4K</u>		View
King	Shipbuilding & Ship Repair	Ship Repair Electrician	\$50.42	<u>7X</u>	<u>4J</u>		View
King	Shipbuilding & Ship Repair	Ship Repair Heat & Frost Insulator	\$84.84	<u>15H</u>	<u>11C</u>		View
King	Shipbuilding & Ship Repair	Ship Repair Laborer	\$50.95	<u>7X</u>	<u>4J</u>		View
King	Shipbuilding & Ship Repair	Ship Repair Machinist	\$50.95	<u>7X</u>	<u>4J</u>		View
King	Shipbuilding & Ship Repair	Ship Repair Operating Engineer	\$45.06	<u>7Y</u>	<u>4K</u>		View
King	Shipbuilding & Ship Repair	Ship Repair Painter	\$50.95	<u>7X</u>	<u>4J</u>		View
King	Shipbuilding & Ship Repair	Ship Repair Pipefitter	\$50.95	<u>7X</u>	<u>4J</u>		View
King	Shipbuilding & Ship Repair	Ship Repair Rigger	\$50.35	<u>7X</u>	<u>4J</u>		View
King	Shipbuilding & Ship Repair	Ship Repair Sheet Metal	\$50.35	<u>7X</u>	<u>4J</u>		View
King	Shipbuilding & Ship Repair	Ship Repair Shipwright	\$50.95	<u>7X</u>	<u>4J</u>		View
King	Shipbuilding & Ship Repair	Ship Repair Warehouse / Teamster	\$45.06	<u>7Y</u>	<u>4K</u>		View
King	Sign Makers & Installers (Electrical)	Journey Level	\$55.78	<u>0</u>	<u>1</u>		View
King	Sign Makers & Installers (Non-Electrical)	Journey Level	\$35.73	<u>0</u>	<u>1</u>		View
King	Soft Floor Layers	Journey Level	\$62.39	<u>15J</u>	<u>4C</u>		View
King	Solar Controls For Windows	Journey Level	\$15.74		<u>1</u>		View
King	Sprinkler Fitters (Fire Protection)	Journey Level	\$92.49	<u>5C</u>	<u>1X</u>		View
King	Stage Rigging Mechanics (Non Structural)	Journey Level	\$15.74		<u>1</u>		View
King	Stone Masons	Journey Level	\$66.32	<u>7E</u>	<u>1N</u>		View
King	Street And Parking Lot Sweeper Workers	Journey Level	\$19.09		<u>1</u>		View
King	Surveyors	Assistant Construction Site Surveyor	\$79.00	<u>7A</u>	<u>11H</u>	<u>8X</u>	View
King	Surveyors	Chainman	\$75.55	<u>7A</u>	<u>11H</u>	<u>8X</u>	View
King	Surveyors	Construction Site Surveyor	\$80.33	<u>7A</u>	<u>11H</u>	<u>8X</u>	View
King	Surveyors	Drone Operator (when used in conjunction with survey work only)	\$75.55	<u>7A</u>	<u>11H</u>	<u>8X</u>	View
King	Surveyors	Ground Penetrating Radar Operator	\$75.55	<u>7A</u>	<u>11H</u>	<u>8X</u>	View
King	Telecommunication Technicians	Journey Level	\$62.13	<u>7E</u>	<u>1E</u>		View
King	Telephone Line Construction - Outside	Cable Splicer	\$39.15	<u>5A</u>	<u>2B</u>		View
King	Telephone Line Construction - Outside	Hole Digger/Ground Person	\$26.29	<u>5A</u>	<u>2B</u>		View
King	Telephone Line Construction - Outside	Telephone Equipment Operator (Light)	\$32.72	<u>5A</u>	<u>2B</u>		View

King	Telephone Line Construction - Outside	Telephone Lineperson	\$37.00	<u>5A</u>	<u>2B</u>		View
King	Terrazzo Workers	Journey Level	\$60.36	<u>7E</u>	<u>1N</u>		View
King	Tile Setters	Journey Level	\$60.36	<u>7E</u>	<u>1N</u>		View
King	Tile, Marble & Terrazzo Finishers	Finisher	\$51.19	<u>7E</u>	<u>1N</u>		View
King	Traffic Control Stripers	Journey Level	\$51.90	<u>7A</u>	<u>1K</u>		View
King	Truck Drivers	Asphalt Mix Over 16 Yards	\$72.45	<u>15J</u>	<u>11M</u>	<u>8L</u>	View
King	Truck Drivers	Asphalt Mix To 16 Yards	\$71.61	<u>15J</u>	<u>11M</u>	<u>8L</u>	View
King	Truck Drivers	Dump Truck	\$71.61	<u>15J</u>	<u>11M</u>	<u>8L</u>	View
King	Truck Drivers	Dump Truck & Trailer	\$72.45	<u>15J</u>	<u>11M</u>	<u>8L</u>	View
King	Truck Drivers	Other Trucks	\$72.45	<u>15J</u>	<u>11M</u>	<u>8L</u>	View
King	Truck Drivers - Ready Mix	Transit Mix	\$72.45	<u>15J</u>	<u>11M</u>	<u>8L</u>	View
King	Well Drillers & Irrigation Pump Installers	Irrigation Pump Installer	\$17.71		<u>1</u>		View
King	Well Drillers & Irrigation Pump Installers	Oiler	\$15.74		<u>1</u>		View
King	Well Drillers & Irrigation Pump Installers	Well Driller	\$18.00		<u>1</u>		View

Benefit Code Key – Effective 3/3/2023 thru 8/30/2023

Overtime Codes

Overtime calculations are based on the hourly rate actually paid to the worker. On public works projects, the hourly rate must be not less than the prevailing rate of wage minus the hourly rate of the cost of fringe benefits actually provided for the worker.

1. ALL HOURS WORKED IN EXCESS OF EIGHT (8) HOURS PER DAY OR FORTY (40) HOURS PER WEEK SHALL BE PAID AT ONE AND ONE-HALF TIMES THE HOURLY RATE OF WAGE.
 - B. All hours worked on Saturdays shall be paid at one and one-half times the hourly rate of wage. All hours worked on Sundays and holidays shall be paid at double the hourly rate of wage.
 - C. The first two (2) hours after eight (8) regular hours Monday through Friday and the first ten (10) hours on Saturday shall be paid at one and one-half times the hourly rate of wage. All other overtime hours and all hours worked on Sundays and holidays shall be paid at double the hourly rate of wage.
 - D. The first two (2) hours before or after a five-eight (8) hour workweek day or a four-ten (10) hour workweek day and the first eight (8) hours worked the next day after either workweek shall be paid at one and one-half times the hourly rate of wage. All additional hours worked and all worked on Sundays and holidays shall be paid at double the hourly rate of wage.
 - E. The first two (2) hours after eight (8) regular hours Monday through Friday and the first eight (8) hours on Saturday shall be paid at one and one-half times the hourly rate of wage. All other hours worked Monday through Saturday, and all hours worked on Sundays and holidays shall be paid at double the hourly rate of wage.
 - F. The first two (2) hours after eight (8) regular hours Monday through Friday and the first ten (10) hours on Saturday shall be paid at one and one-half times the hourly rate of wage. All other overtime hours worked, except Labor Day, shall be paid at double the hourly rate of wage. All hours worked on Labor Day shall be paid at three times the hourly rate of wage.
 - G. The first ten (10) hours worked on Saturdays and the first ten (10) hours worked on a fifth calendar weekday in a four-ten hour schedule, shall be paid at one and one-half times the hourly rate of wage. All hours worked in excess of ten (10) hours per day Monday through Saturday and all hours worked on Sundays and holidays shall be paid at double the hourly rate of wage.
 - H. All hours worked on Saturdays (except makeup days if work is lost due to inclement weather conditions or equipment breakdown) shall be paid at one and one-half times the hourly rate of wage. All hours worked Monday through Saturday over twelve (12) hours and all hours worked on Sundays and holidays shall be paid at double the hourly rate of wage.
 - I. All hours worked on Sundays and holidays shall also be paid at double the hourly rate of wage.
 - J. The first two (2) hours after eight (8) regular hours Monday through Friday and the first ten (10) hours on Saturday shall be paid at one and one-half times the hourly rate of wage. All hours worked over ten (10) hours Monday through Saturday, Sundays and holidays shall be paid at double the hourly rate of wage.
 - K. All hours worked on Saturdays and Sundays shall be paid at one and one-half times the hourly rate of wage. All hours worked on holidays shall be paid at double the hourly rate of wage.
 - M. All hours worked on Saturdays (except makeup days if work is lost due to inclement weather conditions) shall be paid at one and one-half times the hourly rate of wage. All hours worked on Sundays and holidays shall be paid at double the hourly rate of wage.
 - N. All hours worked on Saturdays (except makeup days) shall be paid at one and one-half times the hourly rate of wage. All hours worked on Sundays and holidays shall be paid at double the hourly rate of wage.

Benefit Code Key – Effective 3/3/2023 thru 8/30/2023

Overtime Codes Continued

1. O. The first ten (10) hours worked on Saturday shall be paid at one and one-half times the hourly rate of wage. All hours worked on Sundays, holidays and after twelve (12) hours, Monday through Friday and after ten (10) hours on Saturday shall be paid at double the hourly rate of wage.
- P. All hours worked on Saturdays (except makeup days if circumstances warrant) and Sundays shall be paid at one and one-half times the hourly rate of wage. All hours worked on holidays shall be paid at double the hourly rate of wage.
- Q. The first two (2) hours after eight (8) regular hours Monday through Friday and up to ten (10) hours worked on Saturdays shall be paid at one and one-half times the hourly rate of wage. All hours worked in excess of ten (10) hours per day Monday through Saturday and all hours worked on Sundays and holidays (except Christmas day) shall be paid at double the hourly rate of wage. All hours worked on Christmas day shall be paid at two and one-half times the hourly rate of wage.
- R. All hours worked on Sundays and holidays shall be paid at two times the hourly rate of wage.
- U. All hours worked on Saturdays shall be paid at one and one-half times the hourly rate of wage. All hours worked on Sundays and holidays (except Labor Day) shall be paid at two times the hourly rate of wage. All hours worked on Labor Day shall be paid at three times the hourly rate of wage.
- V. All hours worked on Sundays and holidays (except Thanksgiving Day and Christmas day) shall be paid at one and one-half times the hourly rate of wage. All hours worked on Thanksgiving Day and Christmas day shall be paid at double the hourly rate of wage.
- W. All hours worked on Saturdays and Sundays (except make-up days due to conditions beyond the control of the employer)) shall be paid at one and one-half times the hourly rate of wage. All hours worked on holidays shall be paid at double the hourly rate of wage.
- X. The first four (4) hours after eight (8) regular hours Monday through Friday and the first twelve (12) hours on Saturday shall be paid at one and one-half times the hourly rate of wage. All hours worked over twelve (12) hours Monday through Saturday, Sundays and holidays shall be paid at double the hourly rate of wage. When holiday falls on Saturday or Sunday, the day before Saturday, Friday, and the day after Sunday, Monday, shall be considered the holiday and all work performed shall be paid at double the hourly rate of wage.
- Y. All hours worked outside the hours of 5:00 am and 5:00 pm (or such other hours as may be agreed upon by any employer and the employee) and all hours worked in excess of eight (8) hours per day (10 hours per day for a 4 x 10 workweek) and on Saturdays and holidays (except labor day) shall be paid at one and one-half times the hourly rate of wage. (except for employees who are absent from work without prior approval on a scheduled workday during the workweek shall be paid at the straight-time rate until they have worked 8 hours in a day (10 in a 4 x 10 workweek) or 40 hours during that workweek.) All hours worked Monday through Saturday over twelve (12) hours and all hours worked on Sundays and Labor Day shall be paid at double the hourly rate of wage.
- Z. All hours worked on Saturdays and Sundays shall be paid at one and one-half times the hourly rate of wage. All hours worked on holidays shall be paid the straight time rate of pay in addition to holiday pay.

Benefit Code Key – Effective 3/3/2023 thru 8/30/2023

Overtime Codes Continued

2. ALL HOURS WORKED IN EXCESS OF EIGHT (8) HOURS PER DAY OR FORTY (40) HOURS PER WEEK SHALL BE PAID AT ONE AND ONE-HALF TIMES THE HOURLY RATE OF WAGE.
- B. All hours worked on holidays shall be paid at one and one-half times the hourly rate of wage.
- F. The first eight (8) hours worked on holidays shall be paid at the straight hourly rate of wage in addition to the holiday pay. All hours worked in excess of eight (8) hours on holidays shall be paid at double the hourly rate of wage.
- M. This code appears to be missing. All hours worked on Saturdays, Sundays and holidays shall be paid at double the hourly rate of wage.
- O. All hours worked on Sundays and holidays shall be paid at one and one-half times the hourly rate of wage.
- R. All hours worked on Sundays and holidays and all hours worked over sixty (60) in one week shall be paid at double the hourly rate of wage.
- U. All hours worked on Saturdays shall be paid at one and one-half times the hourly rate of wage. All hours worked over 12 hours in a day or on Sundays and holidays shall be paid at double the hourly rate of wage.
3. ALL HOURS WORKED IN EXCESS OF EIGHT (8) HOURS PER DAY OR FORTY (40) HOURS PER WEEK SHALL BE PAID AT ONE AND ONE-HALF TIMES THE HOURLY RATE OF WAGE.
- F. All hours worked on Saturday shall be paid at one and one-half times the hourly rate of wage. All hours worked on Sunday shall be paid at two times the hourly rate of wage. All hours worked on paid holidays shall be paid at two and one-half times the hourly rate of wage including holiday pay.
- H. All work performed on Sundays between March 16th and October 14th and all Holidays shall be compensated for at two (2) times the regular rate of pay. Work performed on Sundays between October 15th and March 15th shall be compensated at one and one half (1-1/2) times the regular rate of pay.
- J. All hours worked between the hours of 10:00 pm and 5:00 am, Monday through Friday, and all hours worked on Saturdays shall be paid at a one and one-half times the hourly rate of wage. All hours worked on Sundays and holidays shall be paid at double the hourly rate of wage.
- K. Work performed in excess of eight (8) hours of straight time per day, or ten (10) hours of straight time per day when four ten (10) hour shifts are established, or forty (40) hours of straight time per week, Monday through Friday, or outside the normal 5 am to 6pm shift, and all work on Saturdays shall be paid at one and one-half times the hourly rate of wage. All work performed after 6:00 pm Saturday to 5:00 am Monday and Holidays, and all hours worked in excess of twelve (12) hours in a single shift shall be paid at double the hourly rate of wage.
- After an employee has worked eight (8) hours at an applicable overtime rate, all additional hours shall be at the applicable overtime rate until such time as the employee has had a break of eight (8) hours or more. When an employee returns to work without at least eight (8) hours time off since their previous shift, all such time shall be a continuation of shift and paid at the applicable overtime rate until he/she shall have the eight (8) hours rest period.

Benefit Code Key – Effective 3/3/2023 thru 8/30/2023

Overtime Codes Continued

4. ALL HOURS WORKED IN EXCESS OF EIGHT (8) HOURS PER DAY OR FORTY (40) HOURS PER WEEK SHALL BE PAID AT ONE AND ONE-HALF TIMES THE HOURLY RATE OF WAGE.

- A. All hours worked in excess of eight (8) hours per day or forty (40) hours per week shall be paid at double the hourly rate of wage. All hours worked on Saturdays, Sundays and holidays shall be paid at double the hourly rate of wage
- C. On Monday through Friday, the first four (4) hours of overtime after eight (8) hours of straight time work shall be paid at one and one half (1-1/2) times the straight time rate of pay, unless a four (4) day ten (10) hour workweek has been established. On a four (4) day ten (10) hour workweek scheduled Monday through Thursday, or Tuesday through Friday, the first two (2) hours of overtime after ten (10) hours of straight time work shall be paid at one and one half (1-1/2) times the straight time rate of pay. On Saturday, the first twelve (12) hours of work shall be paid at one and one half (1-1/2) times the straight time rate of pay, except that if the job is down on Monday through Friday due to weather conditions or other conditions outside the control of the employer, the first ten (10) hours on Saturday may be worked at the straight time rate of pay. All hours worked over twelve (12) hours in a day and all hours worked on Sunday and Holidays shall be paid at two (2) times the straight time rate of pay.
- D. All hours worked in excess of eight (8) hours per day or forty (40) hours per week shall be paid at double the hourly rate of wage. All hours worked on Saturday, Sundays and holidays shall be paid at double the hourly rate of pay. Rates include all members of the assigned crew.

EXCEPTION:

On all multipole structures and steel transmission lines, switching stations, regulating, capacitor stations, generating plants, industrial plants, associated installations and substations, except those substations whose primary function is to feed a distribution system, will be paid overtime under the following rates:

The first two (2) hours after eight (8) regular hours Monday through Friday of overtime on a regular workday, shall be paid at one and one-half times the hourly rate of wage. All hours in excess of ten (10) hours will be at two (2) times the hourly rate of wage. The first eight (8) hours worked on Saturday will be paid at one and one-half (1-1/2) times the hourly rate of wage. All hours worked in excess of eight (8) hours on Saturday, and all hours worked on Sundays and holidays will be at the double the hourly rate of wage.

All overtime eligible hours performed on the above described work that is energized, shall be paid at the double the hourly rate of wage.

- E. The first two (2) hours after eight (8) regular hours Monday through Friday and the first eight (8) hours on Saturday shall be paid at one and one-half times the hourly rate of wage. All other hours worked Monday through Saturday, and all hours worked on Sundays and holidays shall be paid at double the hourly rate of wage.
- On a four-day, ten-hour weekly schedule, either Monday thru Thursday or Tuesday thru Friday schedule, all hours worked after ten shall be paid at double the hourly rate of wage. The Monday or Friday not utilized in the normal four-day, ten hour work week, and Saturday shall be paid at one and one half (1½) times the regular shift rate for the first eight (8) hours. All other hours worked Monday through Saturday, and all hours worked on Sundays and holidays shall be paid at double the hourly rate of wage.
- G. All hours worked on Saturdays shall be paid at one and one-half times the hourly rate of wage. All hours worked Monday through Saturday over twelve (12) hours and all hours worked on Sundays and holidays shall be paid at double the hourly rate of wage.
- I. The First eight (8) hours worked on Saturdays shall be paid at one and one-half times the hourly rate of wage. All hours worked in excess of eight (8) per day on Saturdays shall be paid at double the hourly rate of wage. All hours worked on Sundays and holidays shall be paid at double the hourly rate of wage.

Benefit Code Key – Effective 3/3/2023 thru 8/30/2023

Overtime Codes Continued

4. J. The first eight (8) hours worked on a Saturday shall be paid at one and one-half times the hourly rate of wage. All hours worked in excess of eight (8) hours on a Saturday shall be paid at double the hourly rate of wage. All hours worked over twelve (12) in a day, and all hours worked on Sundays and Holidays shall be paid at double the hourly rate of wage.
- K. All hours worked on a Saturday shall be paid at one and one-half times the hourly rate of wage, so long as Saturday is the sixth consecutive day worked. All hours worked over twelve (12) in a day Monday through Saturday, and all hours worked on Sundays and Holidays shall be paid at double the hourly rate of wage.
- L. The first twelve (12) hours worked on a Saturday shall be paid at one and one-half times the hourly rate of wage. All hours worked on a Saturday in excess of twelve (12) hours shall be paid at double the hourly rate of pay. All hours worked over twelve (12) in a day Monday through Friday, and all hours worked on Sundays shall be paid at double the hourly rate of wage. All hours worked on a holiday shall be paid at one and one-half times the hourly rate of wage, except that all hours worked on Labor Day shall be paid at double the hourly rate of pay.
- U. The first four (4) hours after eight (8) regular hours Monday through Friday and the first twelve (12) hours on Saturday shall be paid at one and one-half times the hourly rate of wage. (Except on makeup days if work is lost due to inclement weather, then the first eight (8) hours on Saturday may be paid the regular rate.) All hours worked over twelve (12) hours Monday through Saturday, and all hours worked on Sundays and holidays shall be paid at double the hourly rate of wage.
- S. On a four (4) day ten (10) hour workweek scheduled Monday through Thursday, or Tuesday through Friday, work performed in excess of (10) hours shall be paid at one and one half (1-1/2) times the hourly rate of pay. On Monday through Friday, work performed outside the normal work hours of 6:00 a.m. and 6:00 p.m. shall be paid at one and one-half (1-1/2) times the straight time rate, (except for special shifts or multiple shift operations).

All hours worked on Saturdays shall be paid at one and one-half times the hourly rate of wage. All work performed on Sundays and holidays shall be paid at double the hourly rate of wage. When an employee returns to work without at least eight (8) hours time off since their previous shift, all such time shall be a continuation of shift and paid at the applicable overtime rate until such time as the employee has had a break of eight (8) hours.

Multiple Shift Operations: When the first shift of a multiple shift (a two or three shift) operation is started at the basic straight time rate or at a specific overtime rate, all shifts of that day's operation shall be completed at that rate. **Special Shifts:** The Special Shift Premium is the basic hourly rate of pay plus \$2.00 an hour. When due to conditions beyond the control of the employer or when an owner (not acting as the contractor), a government agency or the contract specifications require more than four (4) hours of a special shift can only be performed outside the normal 6am to 6pm shift then the special shift premium will be applied to the basic straight time for the entire shift. When an employee works on a special shift, they shall be paid the special shift premium for each hour worked unless they are in overtime or double-time status. (For example, the special shift premium does not waive the overtime requirements for work performed on Saturday or Sunday).

Benefit Code Key – Effective 3/3/2023 thru 8/30/2023

Overtime Codes Continued

4. V. Work performed in excess of ten (10) hours of straight time per day when four ten (10) hour shifts are established or outside the normal shift (5 am to 6pm), and all work on Saturdays, except for make-up days shall be paid at time and one-half (1 ½) the straight time rate.

In the event the job is down due to weather conditions, then Saturday may, be worked as a voluntary make-up day at the straight time rate. However, Saturday shall not be utilized as a make-up day when a holiday falls on Friday. All work performed on Sundays and holidays and work in excess of twelve (12) hours per day shall be paid at double (2x) the straight time rate of pay.

After an employee has worked eight (8) hours at an applicable overtime rate, all additional hours shall be at the applicable overtime rate until such time as the employee has had a break of eight (8) hours.

When an employee returns to work without a break of eight (8) hours since their previous shift, all such time shall be a continuation of shift and paid at the applicable overtime rate until such time as the employee has had a break of eight (8) hours.

- X. All hours worked on Saturdays shall be paid at one and one-half times the hourly rate of wage. All hours worked on Sundays and holidays shall be paid at double the hourly rate of wage. Work performed outside the normal shift of 6 am to 6pm shall be paid at one and one-half the straight time rate, (except for special shifts or three shift operations). All work performed on Sundays and holidays shall be paid at double the hourly rate of wage. Shifts may be established when considered necessary by the Employer.

The Employer may establish shifts consisting of eight (8) or ten (10) hours of work (subject to WAC 296-127-022), that shall constitute a normal forty (40) hour work week. The Employer can change from a 5-eight to a 4-ten hour schedule or back to the other. All hours of work on these shifts shall be paid for at the straight time hourly rate. Work performed in excess of eight hours (or ten hours per day (subject to WAC 296-127-022) shall be paid at one and one-half the straight time rate.

When due to conditions beyond the control of the Employer, or when contract specifications require that work can only be performed outside the regular day shift, then by mutual agreement a special shift may be worked at the straight time rate, eight (8) hours work for eight (8) hours pay. The starting time shall be arranged to fit such conditions of work.

When an employee returns to work without at a break of eight (8) hours since their previous shift, all such time shall be a continuation of shift and paid at the applicable overtime rate until such time as the employee has had a break of eight (8) hours.

11. ALL HOURS WORKED IN EXCESS OF EIGHT (8) HOURS PER DAY OR FORTY (40) HOURS PER WEEK SHALL BE PAID AT ONE AND ONE-HALF TIMES THE HOURLY RATE OF WAGE.

- B After an employee has worked eight (8) hours, all additional hours worked shall be paid at the applicable overtime rate until such time as the employee has had a break of eight (8) hours or more.

- C The first two (2) hours after eight (8) regular hours Monday through Friday and the first eight (8) hours on Saturday shall be paid at one and one-half times the hourly rate of wage. All other overtime hours worked, except Labor Day, and all hours on Sunday shall be paid at double the hourly rate of wage. All hours worked on Labor Day shall be paid at three times the hourly rate of wage. All non-overtime and non-holiday hours worked between 4:00 pm and 5:00 am, Monday through Friday, shall be paid at a premium rate of 15% over the hourly rate of wage.

Benefit Code Key – Effective 3/3/2023 thru 8/30/2023

Overtime Codes Continued

11. D. All hours worked on Saturdays and holidays shall be paid at one and one-half times the hourly rate of wage. All hours worked on Sundays shall be paid at double the hourly rate of wage.

After an employee has worked eight (8) hours, all additional hours worked shall be paid at the applicable overtime rate until such time as the employee has had a break of eight (8) hours or more.

- E. The first two (2) hours after eight (8) regular hours Monday through Friday, the first ten (10) hours on Saturday, and the first ten (10) hours worked on Holidays shall be paid at one and one-half times the hourly rate of wage. All hours worked over ten (10) hours Monday through Saturday, and Sundays shall be paid at double the hourly rate of wage.

After an employee has worked eight (8) hours, all additional hours worked shall be paid at the applicable overtime rate until such time as the employee has had a break of eight (8) hours or more.

- F. The first two (2) hours after eight (8) regular hours Monday through Friday and the first eight (8) hours on Saturday shall be paid at one and one-half times the hourly rate of wage. All other hours worked Monday through Saturday, and all hours worked on Sundays and holidays shall be paid at double the hourly rate of wage.

On a four-day, ten-hour weekly schedule, either Monday thru Thursday or Tuesday thru Friday schedule, all hours worked after ten shall be paid at double the hourly rate of wage. The Monday or Friday not utilized in the normal four-day, ten hour work week, and Saturday shall be paid at one-half times the hourly rate of wage for the first eight (8) hours. All other hours worked Monday through Saturday, and all hours worked on Sundays and holidays shall be paid at double the hourly rate of wage.

- G. Work performed in excess of eight (8) hours of straight time per day, or ten (10) hours of straight time per day when four ten (10) hour shifts are established, or forty (40) hours of straight time per week, Monday through Friday, or outside the normal 5 am to 6pm shift, and all work on Saturdays shall be paid at one and one-half times the hourly rate of wage.

All work performed after 6:00 pm Saturday to 5:00 am Monday and Holidays, and all hours worked in excess of twelve (12) hours in a single shift shall be paid at double the hourly rate of wage.

After an employee has worked eight (8) hours at an applicable overtime rate, all additional hours shall be at the applicable overtime rate until such time as the employee has had a break of nine (9) hours or more. When an employee returns to work without at least nine (9) hours time off since their previous shift, all such time shall be a continuation of shift and paid at the applicable overtime rate until he/she shall have the nine (9) hours rest period.

- H. Work performed in excess of eight (8) hours of straight time per day, or ten (10) hours of straight time per day when four ten (10) hour shifts are established, or forty (40) hours of straight time per week, Monday through Friday, or outside the normal 5 am to 6pm shift, and all work on Saturdays shall be paid at one and one-half times the hourly rate of wage.

All work performed after 6:00 pm Saturday to 5:00 am Monday and Holidays, and all hours worked in excess of twelve (12) hours in a single shift shall be paid at double the hourly rate of wage.

After an employee has worked eight (8) hours at an applicable overtime rate, all additional hours shall be at the applicable overtime rate until such time as the employee has had a break of ten (10) hours or more. When an employee returns to work without at least ten (10) hours time off since their previous shift, all such time shall be a continuation of shift and paid at the applicable overtime rate until he/she shall have the ten (10) hours rest period.

Benefit Code Key – Effective 3/3/2023 thru 8/30/2023

Overtime Codes Continued

11. J. All hours worked on holidays shall be paid at double the hourly rate of wage.
- K. On Monday through Friday hours worked outside 4:00 am and 5:00 pm, and the first two (2) hours after eight (8) hours worked shall be paid at one and one-half times the hourly rate. All hours worked over 10 hours per day Monday through Friday, and all hours worked on Saturdays, Sundays, and Holidays worked shall be paid at double the hourly rate of wage.
- L. An employee working outside 5:00 am and 5:00 pm shall receive an additional two dollar (\$2.00) per hour for all hours worked that shift. All hours worked on holidays shall be paid at one and one-half times the hourly rate of wage. All hours worked on holidays shall be paid at one and one-half times the hourly rate of wage.
- M. On Monday through Friday, the first four (4) hours of overtime after eight (8) hours of straight time work shall be paid at one and one half (1-1/2) times the straight time rate of pay, unless a four (4) day ten (10) hour workweek has been established. On a four (4) day ten (10) hour workweek scheduled Monday through Thursday, or Tuesday through Friday, the first two (2) hours of overtime after ten (10) hours of straight time work shall be paid at one and one half (1-1/2) times the straight time rate of pay.
- Work performed outside the normal work hours of 5:00 a.m. and 6:00 p.m. shall be paid at one and one-half (1-1/2) times the straight time rate, (except for special shifts or multiple shift operations). When the first shift of a multiple shift (a two or three shift) operation is started at the basic straight time rate or at a specific overtime rate, all shifts of that day's operation shall be completed at that rate. When due to conditions beyond the control of the Employer or when contract specifications require that work can only be performed outside the regular day shift of 5:00 am to 6:00 pm, then a special shift may be worked at the straight time rate, plus the shift pay premium when applicable. The starting time of work will be arranged to fit such conditions of work. Such shift shall consist of eight (8) hours work for eight (8) hours pay or ten (10) hours work for ten (10) hours pay for four ten shifts.
- On Saturday, the first twelve (12) hours of work shall be paid at one and one half (1-1/2) times the straight time rate of pay. All work performed after 6:00 pm Saturday to 5:00 am Monday, all work performed over twelve (12) hours, and all work performed on holidays shall be paid at double the straight time rate of pay.
- Shift Pay Premium: In an addition to any overtime already required, all hours worked between the hours of 6:00 pm and 5:00 am shall receive an additional two dollars (\$2.00) per hour.
- N. All work performed over twelve hours in a shift and all work performed on Sundays and Holidays shall be paid at double the straight time rate.
- Any time worked over eight (8) hours on Saturday shall be paid double the straight time rate, except employees assigned to work six 10-hour shifts per week shall be paid double the straight time rate for any time worked on Saturday over 10 hours.

Benefit Code Key – Effective 3/3/2023 thru 8/30/2023

Holiday Codes

5. A. Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, and Christmas Day (7).
- B. Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, the day before Christmas, and Christmas Day (8).
- C. Holidays: New Year's Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, And Christmas Day (8).
- D. Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday and Saturday after Thanksgiving Day, And Christmas Day (8).
- H. Holidays: New Year's Day, Memorial Day, Independence Day, Thanksgiving Day, the Day after Thanksgiving Day, And Christmas (6).
- I. Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day (6).
- K. Holidays: New Year's Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday After Thanksgiving Day, The Day Before Christmas, And Christmas Day (9).
- L. Holidays: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, And Christmas Day (8).
- N. Holidays: New Year's Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, The Friday After Thanksgiving Day, And Christmas Day (9).
- P. Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday And Saturday After Thanksgiving Day, The Day Before Christmas, And Christmas Day (9). If A Holiday Falls On Sunday, The Following Monday Shall Be Considered As A Holiday.
- Q. Paid Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day (6).
- R. Paid Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day After Thanksgiving Day, One-Half Day Before Christmas Day, And Christmas Day. (7 1/2).
- S. Paid Holidays: New Year's Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, And Christmas Day (7).
- Z. Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the Friday after Thanksgiving Day, And Christmas Day (8).
6. G. Paid Holidays: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, the Friday after Thanksgiving Day, Christmas Day, and Christmas Eve Day (11).
- H. Paid Holidays: New Year's Day, New Year's Eve Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday After Thanksgiving Day, Christmas Day, The Day After Christmas, And A Floating Holiday (10).

Benefit Code Key – Effective 3/3/2023 thru 8/30/2023

Holiday Codes Continued

6. T. Paid Holidays: New Year's Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, The Friday After Thanksgiving Day, The Last Working Day Before Christmas Day, And Christmas Day (9).
- Z. Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, And Christmas Day (7). If a holiday falls on Saturday, the preceding Friday shall be considered as the holiday. If a holiday falls on Sunday, the following Monday shall be considered as the holiday.
7. A. Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday and Saturday after Thanksgiving Day, And Christmas Day (8). Any Holiday Which Falls On A Sunday Shall Be Observed As A Holiday On The Following Monday. If any of the listed holidays falls on a Saturday, the preceding Friday shall be a regular work day.
- B. Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday and Saturday after Thanksgiving Day, And Christmas Day (8). Any holiday which falls on a Sunday shall be observed as a holiday on the following Monday. Any holiday which falls on a Saturday shall be observed as a holiday on the preceding Friday.
- C. Holidays: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, And Christmas Day (8). Any holiday which falls on a Sunday shall be observed as a holiday on the following Monday. Any holiday which falls on a Saturday shall be observed as a holiday on the preceding Friday.
- D. Paid Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the Friday after Thanksgiving Day, And Christmas Day (8). Unpaid Holidays: President's Day. Any paid holiday which falls on a Sunday shall be observed as a holiday on the following Monday. Any paid holiday which falls on a Saturday shall be observed as a holiday on the preceding Friday.
- E. Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, And Christmas Day (7). Any holiday which falls on a Sunday shall be observed as a holiday on the following Monday. Any holiday which falls on a Saturday shall be observed as a holiday on the preceding Friday.
- F. Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, the last working day before Christmas day and Christmas day (8). Any holiday which falls on a Sunday shall be observed as a holiday on the following Monday. Any holiday which falls on a Saturday shall be observed as a holiday on the preceding Friday.
- G. Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day (6). Any holiday which falls on a Sunday shall be observed as a holiday on the following Monday.
- H. Holidays: New Year's Day, Martin Luther King Jr. Day, Independence Day, Memorial Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, the Last Working Day before Christmas Day and Christmas Day (9). Any holiday which falls on a Sunday shall be observed as a holiday on the following Monday. Any holiday which falls on a Saturday shall be observed as a holiday on the preceding Friday.
- I. Holidays: New Year's Day, President's Day, Independence Day, Memorial Day, Labor Day, Thanksgiving Day, The Friday After Thanksgiving Day, The Day Before Christmas Day And Christmas Day (9). Any holiday which falls on a Sunday shall be observed as a holiday on the following Monday. Any holiday which falls on a Saturday shall be observed as a holiday on the preceding Friday.

Benefit Code Key – Effective 3/3/2023 thru 8/30/2023

Holiday Codes Continued

7. J. Holidays: New Year's Day, Independence Day, Memorial Day, Labor Day, Thanksgiving Day and Christmas Day (6). Any holiday which falls on a Sunday shall be observed as a holiday on the following Monday. Any holiday which falls on a Saturday shall be observed as a holiday on the preceding Friday.
- K. Holidays: New Year's Day, Memorial Day, Independence Day, Thanksgiving Day, the Friday and Saturday after Thanksgiving Day, And Christmas Day (8). Any holiday which falls on a Sunday shall be observed as a holiday on the following Monday. Any holiday which falls on a Saturday shall be observed as a holiday on the preceding Friday.
- L. Holidays: New Year's Day, Memorial Day, Labor Day, Independence Day, Thanksgiving Day, the Last Work Day before Christmas Day, And Christmas Day (7). Any holiday which falls on a Sunday shall be observed as a holiday on the following Monday. Any holiday which falls on a Saturday shall be observed as a holiday on the preceding Friday.
- N. Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, And Christmas Day (7). Any holiday which falls on a Sunday shall be observed as a holiday on the following Monday. When Christmas falls on a Saturday, the preceding Friday shall be observed as a holiday.
- P. Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, And Christmas Day (7). Any holiday which falls on a Sunday shall be observed as a holiday on the following Monday.
- Q. Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, the Last Working Day before Christmas Day and Christmas Day (8). Any holiday which falls on a Sunday shall be observed as a holiday on the following Monday. If any of the listed holidays falls on a Saturday, the preceding Friday shall be a regular work day.
- S. Paid Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Day, the Day after Christmas, and A Floating Holiday (9). If any of the listed holidays falls on a Sunday, the day observed by the Nation shall be considered a holiday and compensated accordingly.
- V. Holidays: New Year's Day, President's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, Christmas Day, the day before or after Christmas, and the day before or after New Year's Day. If any of the above listed holidays falls on a Sunday, the day observed by the Nation shall be considered a holiday and compensated accordingly.
- W. Holidays: New Year's Day, Day After New Year's, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, Christmas Eve Day, Christmas Day, the day after Christmas, the day before New Year's Day, and a Floating Holiday.
- X. Holidays: New Year's Day, Day before or after New Year's Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, Christmas Day, and the day before or after Christmas day. If a holiday falls on a Saturday or on a Friday that is the normal day off, then the holiday will be taken on the last normal workday. If the holiday falls on a Monday that is the normal day off or on a Sunday, then the holiday will be taken on the next normal workday.
- Y. Holidays: New Year's Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, and Christmas Day. (8) If the holiday falls on a Sunday, then the day observed by the federal government shall be considered a holiday and compensated accordingly.
- Z. Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday and Saturday after Thanksgiving Day, Christmas Eve, and Christmas Day (9). Any holiday which falls on a Saturday shall be observed as a holiday on the preceding Friday. Any holiday which falls on a Sunday shall be observed as a holiday on the following Monday.

Benefit Code Key – Effective 3/3/2023 thru 8/30/2023

Holiday Codes Continued

15. G. New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, The Friday After Thanksgiving Day, the last scheduled workday before Christmas, and Christmas Day (9). If any of the listed holidays falls on a Sunday, the day observed by the Nation shall be considered a holiday and compensated accordingly.
- H. Holidays: New Year's Day, Martin Luther King Jr. Day, Independence Day, Memorial Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, the Last Working Day before Christmas Day and Christmas Day (9). Any holiday which falls on a Sunday shall be observed as a holiday on the following Monday. Any holiday which falls on a Saturday shall be observed as a holiday on the preceding Friday.
- I. Holidays: New Year's Day, President's Day, Independence Day, Memorial Day, Labor Day, Thanksgiving Day, The Friday After Thanksgiving Day, The Day Before Christmas Day And Christmas Day (9). Any holiday which falls on a Sunday shall be observed as a holiday on the following Monday. Any holiday which falls on a Saturday shall be observed as a holiday on the preceding Friday.
- J. Holidays: New Year's Day, Independence Day, Memorial Day, Labor Day, Thanksgiving Day and Christmas Day (6). Any holiday which falls on a Sunday shall be observed as a holiday on the following Monday. Any holiday which falls on a Saturday shall be observed as a holiday on the preceding Friday.
- K. Holidays: New Year's Day, Memorial Day, Independence Day, Thanksgiving Day, the Friday and Saturday after Thanksgiving Day, And Christmas Day (8). Any holiday which falls on a Sunday shall be observed as a holiday on the following Monday. Any holiday which falls on a Saturday shall be observed as a holiday on the preceding Friday.

Note Codes

8. D. Workers working with supplied air on hazmat projects receive an additional \$1.00 per hour.
- L. Workers on hazmat projects receive additional hourly premiums as follows -Level A: \$0.75, Level B: \$0.50, And Level C: \$0.25.
- M. Workers on hazmat projects receive additional hourly premiums as follows: Levels A & B: \$1.00, Levels C & D: \$0.50.
- N. Workers on hazmat projects receive additional hourly premiums as follows -Level A: \$1.00, Level B: \$0.75, Level C: \$0.50, And Level D: \$0.25.
- S. Effective August 31, 2012 – A Traffic Control Supervisor shall be present on the project whenever flagging or spotting or other traffic control labor is being utilized. Flaggers and Spotters shall be posted where shown on approved Traffic Control Plans or where directed by the Engineer. All flaggers and spotters shall possess a current flagging card issued by the State of Washington, Oregon, Montana, or Idaho. This classification is only effective on or after August 31, 2012.
- T. Effective August 31, 2012 – A Traffic Control Laborer performs the setup, maintenance and removal of all temporary traffic control devices and construction signs necessary to control vehicular, bicycle, and pedestrian traffic during construction operations. Flaggers and Spotters shall be posted where shown on approved Traffic Control Plans or where directed by the Engineer. All flaggers and spotters shall possess a current flagging card issued by the State of Washington, Oregon, Montana, or Idaho. This classification is only effective on or after August 31, 2012.

Benefit Code Key – Effective 3/3/2023 thru 8/30/2023

Note Codes Continued

8. U. Workers on hazmat projects receive additional hourly premiums as follows – Class A Suit: \$2.00, Class B Suit: \$1.50, And Class C Suit: \$1.00. Workers performing underground work receive an additional \$0.40 per hour for any and all work performed underground, including operating, servicing and repairing of equipment. The premium for underground work shall be paid for the entire shift worked. Workers who work suspended by a rope or cable receive an additional \$0.50 per hour. The premium for work suspended shall be paid for the entire shift worked. Workers who do “pioneer” work (break open a cut, build road, etc.) more than one hundred fifty (150) feet above grade elevation receive an additional \$0.50 per hour.
- V. In addition to the hourly wage and fringe benefits, the following depth and enclosure premiums shall be paid. The premiums are to be calculated for the maximum depth and distance into an enclosure that a diver reaches in a day. The premiums are to be paid one time for the day and are not used in calculating overtime pay.
- Depth premiums apply to depths of fifty feet or more. Over 50' to 100' - \$2.00 per foot for each foot over 50 feet. Over 101' to 150' - \$3.00 per foot for each foot over 101 feet. Over 151' to 220' - \$4.00 per foot for each foot over 220 feet. Over 221' - \$5.00 per foot for each foot over 221 feet.
- Enclosure premiums apply when divers enter enclosures (such as pipes or tunnels) where there is no vertical ascent and is measured by the distance travelled from the entrance. 25' to 300' - \$1.00 per foot from entrance. 300' to 600' - \$1.50 per foot beginning at 300'. Over 600' - \$2.00 per foot beginning at 600'.
- W. Meter Installers work on single phase 120/240V self-contained residential meters. The Lineman/Groundmen rates would apply to meters not fitting this description.
- X. Workers on hazmat projects receive additional hourly premiums as follows - Class A Suit: \$2.00, Class B Suit: \$1.50, Class C Suit: \$1.00, and Class D Suit: \$0.50. Special Shift Premium: Basic hourly rate plus \$2.00 per hour.
- When due to conditions beyond the control of the Employer or when an owner (not acting as the contractor), a government agency or the contract specifications requires that work can only be performed outside the normal 5 am to 6pm shift, then the special shift premium will be applied to the basic hourly rate. When an employee works on a special shift, they shall be paid a special shift premium for each hour worked unless they are in OT or Double-time status. (For example, the special shift premium does not waive the overtime requirements for work performed on Saturday or Sunday.)
- Y. Tide Work: When employees are called out between the hours of 6:00 p.m. and 6:00 a.m. to work on tide work (work located in the tide plane) all time worked shall be at one and one-half times the hourly rate of pay.
- Swinging Stage/Boatswains Chair: Employees working on a swinging state or boatswains chair or under conditions that require them to be tied off to allow their hands to be free shall receive seventy-five cents (\$0.75) per hour above the classification rate.
- Z. Workers working with supplied air on hazmat projects receive an additional \$1.00 per hour.
- Special Shift Premium: Basic hourly rate plus \$2.00 per hour. When due to conditions beyond the control of the Employer or when an owner (not acting as a contractor), a government agency or the contract specifications require that more than (4) hours of a special shift can only be performed outside the normal 6 am to 6pm shift, then the special shift premium will be applied to the basic straight time for the entire shift. When an employee works on a special shift, they will be paid a special shift premium for each hour worked unless they are in overtime or double-time status. (For example, the special shift premium does not waive the overtime requirements for work performed on Saturday or Sunday.)

Benefit Code Key – Effective 3/3/2023 thru 8/30/2023

Note Codes Continued

9. A. Workers working with supplied air on hazmat projects receive an additional \$1.00 per hour.

Special Shift Premium: Basic hourly rate plus \$2.00 per hour. When due to conditions beyond the control of the Employer or when an owner (not acting as the contractor), a government agency or the contract specifications require that more than four (4) hours of a special shift can only be performed outside the normal 6 am to 6pm shift, then the special shift premium will be applied to the basic straight time for the entire shift. When an employee works on a special shift, they shall be paid a special shift premium for each hour worked unless they are in overtime or double-time status. (For example, the special shift premium does not waive the overtime requirements for work performed on Saturday or Sunday.)

Certified Crane Operator Premium: Crane operators requiring certifications shall be paid \$0.50 per hour above their classification rate.

Boom Pay Premium: All cranes including tower shall be paid as follows based on boom length:

(A) – 130' to 199' – \$0.50 per hour over their classification rate.

(B) – 200' to 299' – \$0.80 per hour over their classification rate.

(C) – 300' and over – \$1.00 per hour over their classification rate.

- B. The highest pressure registered on the gauge for an accumulated time of more than fifteen (15) minutes during the shift shall be used in determining the scale paid.

Tide Work: When employees are called out between the hours of 6:00 p.m. and 6:00 a.m. to work on tide work (work located in the tide plane) all time worked shall be at one and one-half times the hourly rate of pay. Swinging Stage/Boatswains Chair: Employees working on a swinging stage or boatswains chair or under conditions that require them to be tied off to allow their hands to be free shall receive seventy-five cents (\$0.75) per hour above the classification rate.

- C. Tide Work: When employees are called out between the hours of 6:00 p.m. and 6:00 a.m. to work on tide work (work located in the tide plane) all time worked shall be at one and one-half times the hourly rate of pay. Swinging Stage/Boatswains Chair: Employees working on a swinging stage or boatswains chair or under conditions that require them to be tied off to allow their hands to be free shall receive seventy-five cents (\$0.75) per hour above the classification rate.

Effective August 31, 2012 – A Traffic Control Supervisor shall be present on the project whenever flagging or spotting or other traffic control labor is being utilized. A Traffic Control Laborer performs the setup, maintenance and removal of all temporary traffic control devices and construction signs necessary to control vehicular, bicycle, and pedestrian traffic during construction operations. Flaggers and Spotters shall be posted where shown on approved Traffic Control Plans or where directed by the Engineer. All flaggers and spotters shall possess a current flagging card issued by the State of Washington, Oregon, Montana, or Idaho. These classifications are only effective on or after August 31, 2012.

- D. Industrial Painter wages are required for painting within industrial facilities such as treatment plants, pipelines, towers, dams, bridges, power generation facilities and manufacturing facilities such as chemical plants, etc., or anywhere abrasive blasting is necessary to prepare surfaces, or hazardous materials encapsulation is required.
- E. Heavy Construction includes construction, repair, alteration or additions to the production, fabrication or manufacturing portions of industrial or manufacturing plants, hydroelectric or nuclear power plants and atomic reactor construction. Workers on hazmat projects receive additional hourly premiums as follows -Level A: \$1.00, Level B: \$0.75, Level C: \$0.50, And Level D: \$0.25.
- F. Industrial Painter wages are required for painting within industrial facilities such as treatment plants, pipelines, towers, dams, power generation facilities and manufacturing facilities such as chemical plants, etc., or anywhere abrasive blasting is necessary to prepare surfaces, or hazardous materials encapsulation is required.

Benefit Code Key – Effective 3/3/2023 thru 8/30/2023

Note Codes Continued

9. H. One (1) person crew shall consist of a Party Chief. (Total Station or similar one (1) person survey system). Two (2) person survey party shall consist of a least a Party Chief and a Chain Person. Three (3) person survey party shall consist of at least a Party Chief, an Instrument Person, and a Chain Person.

PART 4
PLANS

King County

Crack Seal all locations noted



King County, EagleView Technologies, Inc.

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Date: 8/8/2022



2023 City-Wide Crack Seal Maintenance – City of Medina

Opening Date: March 24, 2023 at 1:00 pm

Opened by: Aimee Kellerman

Bidders:	CENTRAL PAVING	LIBERTY ASPHALT	W BUSINESS SOL. TRANS BLUE	HUIZENGA ENT.	RDMA CR CONTRACTING
TOTAL BID AMOUNT	78,632.30	79,902.00	144,000.00	81,600.00	74,800.00
Statement of Bidder's Qualifications					
Certificate of Insurability					
Bidders and Proposed Subcontractor's Qualifications					
Non-Collusion Affidavit					
Proposal Signed & Notarized	✓	✓	✓	✓	✓
Bid Bond					

2023 City-Wide Crack Seal Maintenance – City of Medina

Opening Date: March 24, 2023 at 1:00 pm

Opened by: Aimee Kellerman

Bidders:	BCV INC.	DR LITTLE CONST LLC	PUGET PAVING		
TOTAL BID AMOUNT	60,400.00	92,900.00	88,840.00		
Statement of Bidder's Qualifications					
Certificate of Insurability					
Bidders and Proposed Subcontractor's Qualifications					
Non-Collusion Affidavit					
Proposal Signed & Notarized	✓	✓	✓		
Bid Bond					



MEDINA, WASHINGTON

AGENDA BILL

Monday, April 10, 2023

Subject: Comprehensive Plan Update

Category: Discussion

Staff Contact: Stephanie Keyser, Planning Manager

Summary

To complete the Comprehensive Plan on time, Staff is proposing the attached schedule for chapter review.

Attachment

- Comp Plan Schedule Overview including full schedule

Budget/Fiscal Impact: N/A

Recommendation: Discussion item only; no action needed.

City Manager Approval:

Proposed Council Motion: N/A

Time Estimate: 10 minutes



CITY OF MEDINA

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

MEMORANDUM

DATE: April 10, 2023
TO: Medina City Council
FROM: Stephanie Keyser, AICP, Planning Manager
RE: Comprehensive Plan Update

SCHEDULE FOR COMP PLAN CHAPTER REVIEW

OVERVIEW

Medina City Council, Planning Commission, Park Board, Staff and Consultants will work toward having a complete draft of the updated Comprehensive Plan available for public comment by the end of May/beginning of June 2024. This will provide enough time for the regulatory reviews that must be done (PRSC review, SEPA, 60-day notice to the Department of Commerce), and to ensure the public will have ample opportunity to view and comment on the entire document.

The goal will be to adopt the update at the **October 14, 2024 Medina City Council Meeting**. Planning on adoption prior to the December 31, 2024 deadline will build in a 2-month buffer that we can utilize and still remain compliant.

Housing Chapter Clarification

The Housing Chapter was not included in the RFP for the Comp Plan consultant. At the time, the City assumed the firm we contracted with to work on the Housing Action Plan (HAP) would also write the Housing Chapter for the update. Due to staffing turnover and work capacity at the firm, along with the significant legislative changes this session, the Housing Chapter will be 100% done in-house by Planning Commission. They will begin working on it in May after the pending legislation is finalized.

Please see the schedule for how Council will discuss each chapter to ensure the October 14th adoption:

2023

Draft Deliverable by Planning Commission:

Housing: September 11, 2023 – Council will have a first in-depth discussion of the Housing Chapter. Housing is anticipated to be the most controversial and time consuming and therefore is

being given the greatest number of meetings. Staff is anticipating 8 Council meetings with a completion date of April 8, 2024.

Draft Deliverables from Consultant:

OCTOBER 2023

The City will receive the following chapter drafts:

- Land Use
- Parks and Open Space
- Natural Element
- Shoreline Management
- Community Design

NOVEMBER 2023

The City will receive the following chapter drafts:

- Transportation
- Utilities
- Capital Facilities

Process

Prior to Planning Commission discussing the drafts the Consultant has worked on, the drafts will be included as attachments to the Comp Plan Update Council standing agenda item. This is intended to give Council the opportunity to see what is being proposed prior to any Commission or Board discussion and to provide comments and direction. It is anticipated that there will be a back-and-forth of drafts between Council and Planning Commission. To ensure we stay on schedule, it is suggested that drafts are only sent between bodies twice.

November 13, 2023 – The following drafts will be included as attachments in the Council packet: Land Use, Parks and Open Space, Natural Element, Shoreline Management, and Community Design.

DECEMBER 2023

December 11, 2023 – Council will have a first in-depth discussion of the following Chapters: Shoreline, Community Design. Staff is anticipating 3 Council meetings to discuss the Shoreline Chapter with a completion of February 12, 2024 and 3 Council meetings to discuss Community Design with a completion of March 11, 2024.

2024

JANUARY 2024

January 8, 2024 – Council will have a first in-depth discussion of the following Chapters: Land Use and Natural Element. Staff is anticipating 4 Council meetings to discuss Land Use with a completion of April 8, 2024 and 3 Council meetings to discuss Natural Element with a completion of March 11, 2024.

FEBRUARY 2024

February 12, 2024 – Council will have a first in-depth discussion of the following Chapter: Parks & Open Space. Staff is anticipating 3 Council meetings to discuss Parks & Open space with a completion of April 8, 2024.

Council will complete the review of the Shoreline Element (the SMP was updated in 2019 and it is anticipated the changes to the Comp Plan will be very minimal, which is why this Chapter has the shorted proposed review time)

MARCH 2024

March 11, 2024 – Council will have a first in-depth discussion of the following Chapters: Transportation, Utilities, Capital Facilities. Staff has allotted 3 Council meetings to discuss Transportation, Utilities, and Capital Facilities with a completion of May 13, 2024.

Council will complete the review of Natural Element and Community Design

APRIL 2024

April 8, 2024 – *Council will complete the review of Housing, Land Use, and Parks & Open Space*

MAY 2024

May 13, 2024 – *Council will complete the review of Transportation, Utilities, and Capital Facilities*

JUNE 2024 – Full draft released for public comment

SEPTEMBER 2024

September 9, 2024 – Public Hearing on the Comp Plan

OCTOBER 2024

October 14, 2024 – Council Adoption

Overview

Housing Chapter

September 11, 2023: First Council Discussion
April 8, 2024: Deadline for completion

Shoreline

December 11, 2023: First Council Discussion
March 11, 2024: Deadline for completion

Community Design

December 11, 2023: First Council Discussion
March 11, 2024: Deadline for completion

Land Use Chapter

January 8, 2024: First Council Discussion
April 8, 2024: Deadline for completion

Parks & Open Space

February 12, 2024: First Council Discussion
April 8, 2024: Deadline for completion

Natural Element

January 8, 2024: First Council Discussion
April 8, 2024: Deadline for completion

Transportation

February 12, 2024: First Council Discussion
May 13, 2024: Deadline for completion

Utilities

February 12, 2024: First Council Discussion
May 13, 2024: Deadline for completion

Capital Facilities

February 12, 2024: First Council Discussion
May 13, 2024: Deadline for completion

Full Draft Available for Public Comment – June 2024

SEPA – July 2024

Notice to Commerce – July 2024

Council Public Hearing – September 9, 2024

Council Adoption – October 14, 2024

	2023										2024										DEADLINE
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Housing																					
Planning Commission Working on Draft																					
Planning Commission Discussion																					
Council Discussion						26-Sep	23-Oct														
Tentative Finish						11-Sep	9-Oct	13-Nov	11-Dec	8-Jan	12-Feb	11-Mar	8-Apr								
Land Use																					
Draft Received							9-Oct														
Council Shown Draft Before Going to PC								13-Nov													
PC Workshop								14-Nov													
Planning Commission Discussion									23-Jan	27-Feb											
Council Discussion									8-Jan	12-Feb	11-Mar	8-Apr									
Tentative Finish												Apr									
Parks & Open Space																					
Draft Received							9-Oct														
Council Shown Draft Before Going to PC and Park								13-Nov													
PC Workshop								14-Nov													
Park Board Discussion										16-Jan											
Planning Commission Discussion											27-Feb										
Council Discussion											12-Feb	11-Mar	8-Apr								
Tentative Finish												Apr									
Natural Element																					
Draft Received							9-Oct														
Council Shown Draft Before Going to PC								13-Nov													
PC Workshop								14-Nov													
Planning Commission Discussion										23-Jan	27-Feb										
Council Discussion										8-Jan	12-Feb	11-Mar									
Tentative Finish												Mar									
Shoreline																					
Draft Received							9-Oct														
PC Workshop								14-Nov		23-Jan											
Council Discussion									11-Dec				12-Feb								
Tentative Finish												Feb									
Community Design																					
Draft Received							9-Oct														
PC Workshop								14-Nov													
Planning Commission Discussion										23-Jan	27-Feb										
Council Discussion									11-Dec		12-Feb	11-Mar									
Tentative Finish												Mar									
Transportation																					
Draft Received								13-Nov													
Planning Commission Discussion										23-Jan	27-Feb	26-Mar									
Council Discussion											11-Mar	8-Apr	13-May								
Tentative Finish													May								
Utilities																					
Draft Received								13-Nov													
Planning Commission Discussion										23-Jan	27-Feb	26-Mar									
Council Discussion												11-Mar	8-Apr	13-May							
Tentative Finish													May								
Capital Facilities																					
Draft Received								13-Nov													
Planning Commission Discussion										23-Jan	27-Feb	26-Mar									
Council Discussion												11-Mar	8-Apr	13-May							
Tentative Finish													May								
Final Plan Documents & Adoption																					
Full Draft Available														June							
Send to PRSC														June							
SEPA																					
Commerce 60-Day Intent to Adopt																					
Community Open House																					
Council Public Hearing																		9-Sep			
Council Adoption																			14-Oct		
Deadline																					31-Dec



MEDINA, WASHINGTON

AGENDA BILL

Monday, April 10, 2023

Subject: Housing Action Plan (HAP) - Draft

Category: Discussion

Staff Contact: Stephanie Keyser, Planning Manager

Summary

In 2021, the City applied for grant funding allocated by the Department of Commerce and funded through Engrossed Second Substitute House Bill (E2SHB) 1923. The bill was designed to provide funding for municipal research to increase housing capacity in cities. The research would include evaluating local housing needs and determining actionable steps that can be taken for cities to improve housing stock, diversity, and affordability to proactively plan for housing that meets current and future population needs.

The City was awarded a grant under E2SHB 1923 to prepare a Housing Action Plan (HAP). The purpose of the HAP is to develop a single report that defines the community's needs, analyzes projected needs, and identifies the most appropriate strategies and implementation actions that promote greater housing opportunities at all income levels. This is Council's first review of the draft*.

Planning Commission will hold a public hearing on the draft at a Special Meeting on May 2nd. Council will hold a public hearing in June. To meet the criteria of the grant, the HAP must be adopted by Council no later than June 30, 2023.

**Please note that the document is still missing some photos and graphics, however the text and recommendations are complete.*

Attachment

Draft Housing Action Plan

Budget/Fiscal Impact: N/A

Recommendation: N/A

City Manager Approval:

Proposed Council Motion: N/A

Time Estimate: 20 minutes

City of Medina HOUSING ACTION PLAN

2024 (DRAFT)

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In partnership with Blueline

Placeholder Photo

ACKNOWLEDGEMENTS

The Housing Action Plan results from many months of dedicated work by The Blueline Group and City of Medina staff. Stakeholders and other public members also provided their time and effort in helping create a roadmap for the future of housing. Names of public members are kept anonymous for privacy. The Blueline Group honors and appreciates having the privilege of serving Medina's people. As such, Blueline expresses deep gratitude for having the privilege of performing this vital work.

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ACKNOWLEDGEMENTS

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GRAPHIC/photo 1

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PHOTO A Placeholder

PREFACE

This Housing Action Plan (HAP) is made possible by a grant administered by the Washington State Department of Commerce through Engrossed Second Substitute House Bill 1923, commonly referred to as HB 1923. The bill intends to encourage cities to increase residential building capacity for underserved populations. The strategies identified in this plan will inform the City's comprehensive plan and act as the guide for subsequent housing policy implementation.

CITY'S MESSAGE

The Housing Action Plan (HAP or Plan) is the City of Medina's tool kit for increasing housing options and affordability in the community to help achieve its vision of a more vibrant, inclusive, and equitable future. While Medina seeks to make meaningful changes in the housing market, addressing the broad range of Medina's housing needs will also need the continued participation of Medina's housing and human service partners. Therefore, the Housing Action Plan complements the City's collaborations, partnerships, commitments, and plans.

THE COMMUNITY'S MESSAGE

We, the people of Medina, want safe, neighborhood-oriented, high-quality housing that retains the aesthetic character we know and love. We want to maintain the open spaces, community feel, and quick access to larger cities that make Medina unique. Even as we face the challenges the future brings, we will retain the scale and character of the housing we value. To support our community, we will work to lower the cost of living in our City without compromising our high quality of life. We strive to create beautiful housing that serves our entire community.

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THE PEOPLE'S VOICE

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REPORT ORGANIZATION & PLANNING PROCESS

PURPOSE AND INTENT

In late 2021, the City of Medina applied for grant funding allocated by the Washington State Department of Commerce and funded through the Engrossed Second Substitute House Bill (E2SHB) 1923. The bill was designed to grant funding for municipal research to increase the urban residential capacity in cities by evaluating local housing needs and determining actionable steps municipalities can take to improve housing stock, diversity, and affordability to proactively plan for housing that meets current and future needs.

Medina was awarded under E2SHB 1923 and received grant funding to prepare a Housing Action Plan (HAP). The purpose of the housing action plan is to develop a single report that defines community needs, analyzes projected needs, and identifies the most appropriate strategies and implementation actions that promote greater housing opportunities at all income levels.

THE PLANNING PROCESS

The City of Medina worked with the community, local stakeholders, and consultants to understand different perspectives of housing needs, barriers, and concerns to prepare the HAP. Medina initially began the HAP process by conducting the Housing Needs Assessment (HNA) using valid data sources from government and private entities to evaluate (1) who lives in Medina, (2) how affordable is the housing, and (3) could existing residents continue to afford to live here. Data was taken from sources such as the American Community Survey, Puget Sound Regional Council, Washington State Office of Financial Management, and Zillow. The HNA draft was completed and presented to City Council in April 2022. Once the HNA was drafted, the city initiated the public participation process to gain firsthand perspectives of how housing pressures are experienced by residents. A community survey was performed using SurveyMonkey, an online survey tool. Everyone in the city of Medina was invited to

participate between May 30th and July 25th, 2022. The community survey was available both electronically and via hard copies in Medina City Hall. Advertising occurred on the city's website and social media pages. One hundred fifty-four respondents responded to thirty-one questions about housing in Medina.

Two groups of stakeholders were identified to give in-depth feedback on the Housing Needs Assessment and provide direction for future housing development in Medina. Stakeholders were selected based on their history developing in Medina, familiarity with the development and construction of housing, or exceptionally active participants in local governance. A group of community stakeholders attended virtual sessions in July and September 2022, and a group of technical stakeholders attended a separate virtual session in August. Finally, an open house was held in March 2023 encouraging anyone in the community to visit City Hall to ask questions, review data, or provide feedback on potential actions.

Planning process infographic placeholder

ORGANIZATION OF THIS REPORT

The Housing Action Plan is broken down into the following components:

Housing Needs Assessment: A report summarizing key data points on community demographics, employment and income, housing conditions and affordability, and an analysis of the gaps in housing serving different income bands.

Public Engagement Summary: A summary of the public engagement activities, efforts, and feedback generated from the public and stakeholders. The summary includes a description of each of the engagement events or activities and a synopsis of overarching themes.

Regulatory Review and Housing Toolkit: This section evaluates the strategies and objectives of the HAP to Medina's Comprehensive Plan policies and existing regulations, incentive programs, or partnerships that support housing. The toolkit is a chart describing the existing housing policies and tools in place at the city supporting the development of housing in relationship to community needs.

Housing Actions: A list of recommended policies, programs, regulations, and incentives specifically selected based on the community's development pattern, demographics, affordability needs, and characteristics.



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Historical Photo Representing Native People of Area

PART
01
INTRODUCTION

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As cities across the Puget Sound Region continue to grow at historic rates, they have also become less affordable, particularly for residents who have called the Pacific Northwest home for generations and lower-income populations. As cities have struggled to keep pace with growing populations, we have seen households priced out, displaced, or even become homeless.

In addressing the housing crisis, the Washington State Legislature passed HB 1923 in 2019, a bill to increase the housing supply in cities across the state. Under this new legislation, cities have been encouraged to take action to increase residential building capacity and promote the development of new housing to address affordability issues and prepare for the periodic Comprehensive Plan Housing element update. One option for cities under this bill is to develop a *Housing Action Plan* (HAP). The Statute¹ states that the goal of any such housing plan must be to encourage the construction of additional affordable and market-rate housing in a greater variety of housing types and at prices that are accessible to a greater variety of incomes. It should also include strategies that address the for-profit single-family home market.

Medina is no exception in experiencing the impacts of the housing crisis, with nearly a fifth of its households being cost-burdened,

meaning over 30 percent of their household income is spent on housing alone. Renter households are disproportionately affected with half of all households experiencing some cost burdens and one-third being severely cost-burdened or spending more than 50 percent of their income on housing. Homeownership affordability is also a critical issue in Medina with median-priced homes costing approximately \$2,858,000 in 2019 requiring a monthly income of \$47,400 to be considered affordable. While about 99% of the city's housing stock is single-family homes, the market forces driving up the prices of land, and a consistent downtrend in the number of homes in the city, there are significant concerns that life-long residents cannot continue to afford to live in Medina. Seniors are especially vulnerable to displacement because their retirement and social security do not change based on inflation. This along with more information was discovered when the City produced its *Housing Needs Assessment* (HNA), which is contained in the appendix of this document.

With further population and housing growth in the region anticipated, proximity to key transportation corridors, and an inability to annex new lands into the city's limits, Medina is at a critical point in planning for housing, which is why the City has prioritized the creation of this *Housing Action Plan* (HAP).

1 See RCW 36.70A.040

With the baseline data of its current housing needs measured within the HNA and through input from the public, it will be important for the City to monitor the projected growth over the next few years and proactively ensure that the housing needs of current and future populations are met. The HAP creates three strategic objectives to guide decisions regarding the future of housing in Medina:

- 1. INCREASING THE HOUSING STOCK AND VARIETY**
- 2. PREVENT HOUSING INSTABILITY AND DISPLACEMENT**
- 3. PROACTIVE HOUSING PLANNING FOR FUTURE RESIDENTS**

The first strategy realizes the need to regulate more affordable housing opportunities by incentivizing forms of denser housing types and removing potential barriers to building more affordable units below 80 percent Average Median Income (AMI). While market forces play a major role in determining the affordability of a housing unit, there are other factors that also determine the final cost, such as construction, materials, permitting, and development fees. Smaller forms of housing units can also reduce overall development costs and allow developers to pass down savings to renters and buyers.

There is no need for additional single-family homes to be developed: single family homes take up more land per unit and the reduction of available lands increases the cost of vacant or redevelopable lands. As the strategies and actions are generally listed in order of priority, this strategy is Medina's highest implementation priority.

Preventing housing instability and displacement for homeowners and renters is another key objective of reducing housing insecurity. Results from the Public Engagement Summary indicate a major community concern that seniors are experiencing the most hardship in housing costs. Feedback also indicates Medina's education, service, and government workforce cannot afford to live and work in Medina. Recommended actions are intended to provide educational and financial resources for homeowners and renters, with an emphasis on affordable rental units. Medina's renters are over twice as likely to experience cost burdens than homeowners, and the City should consider methods of relief for life-long residents. The intention of this strategy is to provide immediate support to existing residents with limited changes to the Municipal Code and regulatory processes.

Finally, the third strategy seeks to guide the future of development in Medina by proactively planning for the population and housing growth projections anticipated in 2044 by Washington State and King County. Regulations should be developed with the understanding that Medina may need to look and operate differently in the future to meet the requirements of the Growth Management Act. While the market determines when and if properties can be redeveloped, the city can shape what, how, and where future housing projects are developed and accommodate more affordable housing. The city shall continue to work with partners to

contribute funding to and pilot regulations for affordable housing, incentives, and policies increasing investment and availability of affordable homes.

Each strategy can be achieved using the recommended actions included in this report, see *Part 3*. Each action is prescribed to serve certain income level(s), intracity geographical area(s), and type(s) of households. The sections describing the actions are followed by an implementation plan and monitoring program that can lay the framework of the City's response to meeting its housing needs moving forward.

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WHAT IS A HOUSING ACTION PLAN?

Policies have been developed to help cities meet the changing needs of their communities. HB 1923 encourages cities planning under the GMA to undertake specific actions to increase residential building capacity¹. The state promotes the development of Housing Action Plans to meet these standards. HAPs determine the current state of housing in the community, anticipate future housing needs, and create actions to fill the gaps between the two. HB 1923 made funding available to supplement the cost of creating Housing Action Plans. The Washington State Department of Commerce is the administrator of these grants and runs programs to help municipalities navigate the requirements of the GMA and HB 1923. Medina has allocated some of these funds to develop this document.

Housing need predictions allow Medina to address future housing problems before they arise. The Housing Needs Assessment (HNA) analyzed differences between the existing housing stock and the future housing needs in the city. Although Medina is wealthy- households in Medina have double the income King County does on average- the cost of housing is also very high. Thirty percent of residents spend more than a third of their income on housing. This cost burden is felt most heavily by extremely low-income groups or those who make 30% of the Area Median Income (AMI)² or less. Therefore, the City must create effective policies to accommodate the expanding need for housing affordable to people in the lowest income range.

1 See Appendix E

2 Income ranges in this document are based on Area Median Income (AMI): This term commonly refers to the area-wide median family income calculation provided by the federal Department of Housing and Urban Development (HUD) for a county or metropolitan region. Income limits to qualify for affordable housing are often set relative to AMI. In this report, unless otherwise indicated, AMI refers to the HUD Area Median Family Income (HAMFI). The lowest income range referred to here are those making below 30 percent of the area's median income

What the Housing Action Plan does:

The Housing Action Plan also contains a review of the community's housing needs and objectives, an evaluation of existing strategies to understand gaps, and recommendations for Medina-specific solutions. It also sets a policy direction for the City's review of and updates to the comprehensive plan, programs, and regulations that set the stage for housing creation and preservation. Medina's Housing Action Plan is comprised of four significant efforts:

1. Evaluating housing needs
2. Engaging with the community and stakeholders
3. Reviewing existing policies
4. Developing strategies guided by principles directly drawn from Washington State legislation.

What the Housing Action Plan does not do:

It does not change policy directly but instead identifies where policy changes and improvements can be made to alleviate the housing stresses residents feel in the community. In addition, Medina does not act as a developer of housing.

photo 1

infographic one
represents the
legislative context

ENSURING HOUSING FOR THE FUTURE

As housing costs in Medina continue to rise, there will be fewer opportunities for young and aging residents to have housing stability. Medina is presented with two alternate futures. If Medina does not address the needs predicted by the HNA, long withstanding community members and their children will be forced out to seek housing elsewhere. This could eventually drain the neighborhood-oriented community that has existed since the late 1800s. On the other hand, with thoughtful policies, Medina can avoid creating a burdened and increasingly unaffordable housing market that does not serve its community. If Medina does not plan to address these problems, it can expect occurrences of poverty, homelessness, and a lower quality of life.

However, Medina is well-positioned to honor the city's existing character while continuing to develop a strong sense of community by ensuring all residents can find safe, affordable, and high-quality housing. As Medina and the surrounding region continue to build, the city will be challenged to accommodate its residents by developing effective policies and frameworks. The community can be shaped into a vibrant population with continued single-family scale housing and great access to natural and urban spaces. It is an exciting time for the City of Medina as it moves towards a future that leaves behind unaffordability and preserves the high quality of life residents have come to expect.

BRIEF HISTORY AND CONTEXT

Medina occupies a large peninsula projecting into the central portion of Lake Washington on the eastern shoreline and contains approximately five miles of waterfront property. Seattle lies directly across from the lake to the west, accessed by the SR 520 bridge. Bellevue is also adjacent sharing the southern and eastern boundaries with Medina.

Historically, the Stillaguamish, Duwamish, Cayuse, Umatilla, and Walla Walla peoples inhabited the area where Medina now sits¹ for at least twelve thousand years. The tens of thousands of people living in the area were organized into villages that took advantage

of the rich marine and terrestrial resources. The many tribes who inhabited Puget Sound all spoke dialects of the Puget Sound Salish language, facilitating the development of extensive economic and cultural networks. After European colonization, the United States Homestead Act of 1862 permitted settlers to claim land throughout the Western United States, which brought settlers to the Northwest area throughout the second half of the 1800s. Disease and displacement brought by colonization heavily impacted the native tribes, but the traditional culture remains in the Northwest². The City of Medina acknowledges that it is built on native land.

1 Native Land Digital. (2022). <https://native-land.ca/>

2 Watson, K. G. (1999) Native Americans of Puget Sound- A Brief History of the First People and Their Cultures. History Link.org <https://www.historylink.org/File/1506>

**Photo B photos
representing native culture**

The Point Elliot Treaty of 1855 forced all Native Americans to move to reservations, and thus the area was vacant when the first white settlers arrived in the Medina area in the 1870s. Fruit farmers and wealthy landowners purchased properties along the Lake Washington shorelands to develop agricultural and residential areas in the late 1800s¹. Following the development of a ferry dock and roads by 1900, a grocery store, post office, and a one-room school opened. The community continued to grow alongside access from the west side of Lake Washington. A ferry began service to Medina in 1914, and a bridge opened in 1941. Before incorporation in 1955, the Medina Improvement Club was formed to develop infrastructure in the increasingly popular residential suburb. Growth in Medina subsided in the 1970s as spatial limits set by the lake and adjoining city boundaries coupled with community resistance to higher density or commercial development².

Over the last 50 years, an influx of wealth brought new prosperity to Medina. New technology industry residents have redeveloped homes in the area, juxtaposed against historic, smaller homes. The population has hovered around three thousand residents since 2000, bound by the limited quantity of developable land and the preferred single-family residential character. While Medina has maintained its low-density development pattern, the surrounding Puget Sound has experienced significant population increases.

With a growing population comes a need for more housing. Among many priorities, the Growth Management Act (GMA) was implemented to regulate growth while protecting the environment. As a result, cities like Medina are required to plan for future population increases thoughtfully. This document presents a strategic plan to accommodate anticipated population growth in the region. Implementing the strategies identified in this document will support Medina in meeting all current and future housing needs.

1 Blueline, City of Medina. (2022). City of Medina Housing Needs Assessment, Appendix A

2 Dougherty, P. (2015) Medina- Thumbnail History. History Link.org. <https://www.historylink.org/File/1059>

Photo C Historical photo of town



PART 02

INVESTIGATION & FINDINGS

This document is the capstone of the long-term effort of collecting and analyzing community input, public data, and existing policies, among other facets of Medina housing. Quantitative and qualitative public feedback has been collected, and while every Medina resident did not engage in the input process, broad community opinion was captured. Data from state and national sources were analyzed to find trends in housing cost, tenure, job availability, and many other aspects of the housing market. Policy analysis revealed where current legislation is performing and where legal gaps remain. After integrating the results from all avenues of housing assessments, actions were created to fill the gaps between the City of Medina's current housing state and future housing needs.

SUMMARY OF FINDINGS

Housing Needs Assessment

A recently issued Housing Needs Assessment¹ showed that Medina’s current development trend will not meet the city’s needs in 2044. Compared to King County’s demographics, there is a significant gap in the Medina population between 25 and 34. This might be due to the lack of housing affordable to this demographic. By comparing the size of households and the number of bedrooms per unit in Medina, there appears to be a lack of smaller units, which could provide more affordable housing for smaller

families. Perhaps most importantly, Medina does not have enough vacant or developable land to meet its 2044 growth targets. Medina must demonstrate zoned or planned capacity to meet these targets by the Comprehensive Plan update 2024 deadline. Although there are gaps between Medina’s housing stock and what it will need to meet its 2044 housing target of 1,253 units, effective housing policies can create a housing market that meets community needs. The Housing Needs Assessment is included in the HAP under *Appendix C*.

¹ See Appendix A

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INFOGRAPHIC #4 – HNA SUMMARY PAGE

SUMMARY OF PUBLIC ENGAGEMENT

Connecting to People

Medina’s historical trends have encouraged a single-family residential development pattern, and community members feel that other types of residential development would disturb viewsheds, green spaces, and the current quality of life. The community is aware that Medina has a high cost of housing but does not view creating affordable housing as their responsibility. The community recognizes the need for greater affordability but is not keen to change its housing character to meet affordability goals¹. The Public Engagement Summary is included in the HAP under *Appendix D*.

SHARING

Before public engagement began, a Housing Needs Assessment found gaps between current housing conditions and predicted future housing demand. The results of this assessment were presented at the Medina City Council and shared with stakeholder groups in the Summer of 2022. Engagement at community events, city staff communication, and Facebook page postings advertised survey efforts.

LISTENING

A series of meetings in Fall 2022 asked stakeholders to evaluate the recently issued Housing Needs Assessment and share how they thought more housing should be developed in Medina. These groups discussed current housing deficits and what aspects of Medina must be preserved in the future. A survey was distributed to community members over the summer of 2022 to collect community perspectives on housing issues and solutions.

¹ See Appendix B

EXPLORATION

Housing policies that could help close future residential gaps in Medina were identified for further community discussion. Streamlining building and ADU permitting were explored to hasten infill development. Creating development incentives to increase the density in Medina through specific mixed-use areas, a multifamily area, and allowing more zero-lot-line developments were considered. A senior housing facility was explored as well.

STRATEGIZING

Strategies explored to alleviate pressure on Medina's housing market were shared with stakeholder groups. Technical stakeholders favored ADUs and streamlined permit processes and thought these strategies would face less community resistance than most other options to increase density. However, they advised that many lots already met lot coverage maximums. Creating new permitted uses and zones, such as multifamily and mixed-use areas, was seen as feasible, but stakeholders advised that Medina politics were not agreeable to their implementation. To fill the need for more affordable senior housing, a mixed-use senior facility and encouraging ADU development to provide passive income were both seen as ways to support the aging population. Stakeholder input was used to develop the housing policies proposed in this document.

Disclaimers

How Accurate is the Information?

A survey effort was undertaken to collect information on Medina's housing characteristics. The housing survey was designed to gather respondent profiles and their opinion on Medina's housing characteristics. Due to grant funding limitations and difficult access to underserved community members, this survey must be interpreted in the context of the sample it reached. A likely response, non-response bias, and several survey design issues, including rating sequence inconsistencies, lack of non-applicable options, and gaps in answer options, limited the survey. The sample group who responded to this survey was older, whiter, and owned more homes than the Medina population. Therefore, the significance of this survey is limited to the sample it reached.



PART
03

HOUSING TOOLKIT & STRATEGIES

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HOUSING STRATEGY DEVELOPMENT

The Housing Action Plan has been developed to provide three concept-based strategy paths aimed to expand housing supply and diversity, retaining the existing community, and improving affordability for future residents. Each strategy pathway is anchored in a guiding principle inspired by lived experiences described in community engagement. Each strategy drives two primary goals, which serve as categorical parameters for subsequently recommended actions. As a part of the implementation, actions are categorized according to type and sequence related to the practical challenges that city staff and applicants face during the development review. Implementation is discussed further in *Part 4*.

STRATEGIES

The following is a summary of three strategy pathways, each with goals and actions that have the most potential for success, given the community's unique needs, development pattern and history, and local perspectives. They strive to address housing supply, diversity, and affordability goals. The resulting actions don't generally work in isolation. Instead, multiple actions can work together to encourage types of housing development with the greatest need.

STRATEGY A

Increasing Housing Stock and Variety

Guiding Principle: *Ensuring Different Kinds of Homes for Every Kind of Person.*

Based on the existing housing supply, 1,132 housing units, and the projected housing target of 1,253 units, an increase in density is a necessary consideration to meeting the 19 new housing units needed, especially considering that Medina does not have enough vacant or re-developable land to meet those 2044 growth targets under any of the existing Single Family Residential zones. Higher density housing forms that blend into existing low density residential developments, such as townhomes, duplexes, triplexes, and cottage homes, could provide a greater density of housing without compromising the existing feel of the city. Any opportunity for increased density and infill is a critical opportunity to provide more housing at potentially more affordable rates.

Affordable housing is critical in supporting the livelihoods of workers who otherwise could not live in Medina. Market-rate housing is unlikely to be affordable for households with incomes attributed to a teacher, police officer, retail clerk, home health aide, or childcare provider. In 2021, the median value of a home was \$3,548,000 and the bottom-tiered home values have increased by 147% since 2010, now valued at \$2,615,000. For these households, even home maintenance costs, let alone rent or mortgage payment costs – can be unaffordable.

Not only does an increase in density or “Middle Housing” have the potential to meet Medina’s housing growth target and provide more affordable units, but it can also meet the reported needs of older families and smaller households. Medina’s population skews older with an average age of 46.8 years old and over half of the older adults (62+) that are cost-burdened are low-income (<80% AMI). Additionally, Medina’s average household size is 2.73 persons. About 8% of the City’s

housing stock is a one- or two-bedroom unit even though over half of all households contain one or two people and small families make up the largest group of households that are cost-burdened. “Invisible housing” has a smaller unit size, resulting in a more cost-effective and easier to maintain unit which is more manageable for an older or smaller household.

Increasing the housing supply is a critical need for the city if it is to continue housing families and their children who have historically called it home. A wider variety of homes allow the people who have historically lived here to remain while accommodating the education and government workers that operate the city’s municipal services. Increasing housing variety is necessary due to the limited buildable lands and high land values and is desirable because it can shape the future housing stock to naturally support people of different ages and incomes.

GOAL 1

Remove barriers in housing regulations to support a greater housing supply

- Action A.1.1 Infill Development
- Action A.1.2 Up-zoning
- Action A.1.3 Density Bonus
- Action A.1.4 Fee Waivers or Reductions
- Action A.1.5 Reduce Minimum Lot Sizes

GOAL 2

Legalize forms of Missing Middle Housing

- Action A.2.1 Duplex
- Action A.2.2 Townhome
- Action A.2.3 Triplex
- Action A.2.4 Fourplex
- Action A.2.5 Cottages
- Action A.2.6 Live/Work Units

STRATEGY B

Preventing Housing Instability and Displacement

Guiding Principle: *Retaining Our Existing Community While Opening Our Doors to Newcomers*

Due to dramatically rising housing costs, Medina must take action to minimize resident displacement if the city wishes to maintain its community. Although the city has a very high median household income—\$212,377 a year— a range of incomes exists within the city. Non-family households on average make \$53,571 per year. Lower-income people who have lived in Medina for a long time but can no longer afford to stay in their current home because of increased costs may be unable to find a housing alternative that allows them to remain in their communities. A variety of factors culminate in a risk of community displacement.

Although Medina households make significantly more money than the County at large, very high housing costs result in

cost-burdened households. Since 2013, home values in Medina have increased by more than 120%, with lower-tier homes outpacing the average home price increase. Although the median income in the County has increased significantly -- 35% over the same period -- this increase has not kept pace with the inflating cost of housing. These rising prices impact people acutely if they experience a loss of housing. A person who recently lost housing can find themselves without an option comparable to their old housing. This is especially true for those who earn less than 80% of the area's median income. Housing affordable to people in this group is likely very competitive: this group has significantly less housing available to them than those who earn more than the area median income. Seniors, for example, are on a fixed income and experience the brunt of increased property values and property tax rates. With property values in Medina consistently rising, seniors are especially vulnerable to displacement because they are unable to change their income.

Reasons beyond rising housing prices make preventing displacement a priority. Nearly two-thirds of the housing stock in Medina was built before 1989. Residents who live in these older structures face increasing repair and maintenance costs over time, accentuating cost burdens. The burden felt by renters in Medina is also significant, with 52% of renters being cost-burdened, and a third of all renters experiencing severe cost burdens. A renter who faces the loss of housing is likely to encounter obstacles in finding comparable housing.

Avoiding housing displacement will preserve the community, neighborly atmosphere that Medina residents have come to love. Only 56% of residents are satisfied with the costs of their housing, and nearly a third of residents are concerned about being able to live in Medina in the future. Residents recognize that housing costs are rising in their city, but they feel that measures to preserve affordability should not come at the expense of their current quality of life. Measures to prevent housing instability and minimize the displacement of vulnerable residents will help preserve the neighborhood character of Medina residents feel strongly about.

GOAL 1

Minimize Displacement of Vulnerable, Low-Income, Homeowners

- Action B.1.1 Direct Household Assistance
- Action B.1.2 Foreclosure Resources
- Action B.1.3 Preservation and Rehabilitation Incentives

GOAL 2

Support Low-Income Renters and Encourage Rental Developments

- Action B.2.1 Tenant Protections
- Action B.2.2 Fee Waivers or Reductions
- Action B.2.3 Direct Household Assistance
- Action B.2.4 Multifamily Tax Exemption
- Action B.2.5 Short-Term Rentals

STRATEGY C

Proactively Plan for the Housing of Future Residents

Guiding Principle: *Meeting Housing Needs Now and Into the Future*

To meet the housing needs of all economic segments for current and future Medina residents, the City must ensure housing availability for those that are cost-burdened and in lower-income brackets. In Medina, renters experience the most financial strain, with 22% of renters being cost-burdened and 30% being severely cost-burdened. In 2019, the median rent in Medina was \$2,855 which was more than twice that of King County's median, \$1,606. About 71% of renters can afford the median rental cost, but consideration must be made to the households that struggle to afford rent.

As for extremely low- (earning less than 30% AMI) and very low-income (earning 30- 50% AMI) renter households, Medina lacks rental units to support existing residents within these income levels. There is a surplus of affordable units at the 50-80% AMI bracket which, if remained vacant for long enough, could potentially fill the need for rentals in lower brackets. However, King County's rental vacancy current sits at 3.3% and is

considered healthy but is trending towards scarcity and will lead to continued rental price inflation. Mixed-income housing may need to be introduced and codified in Medina to meet the needs of the various types of households that are low-income.

Another facet to consider is the combined costs of housing and transportation. Housing is considered affordable when no more than 30% of a household's income is spent on housing. In Medina, a very low-income individual spends 113% of their income on housing and transportation and a single-parent family spends 73% of their income on housing and transportation. Considering 96% of Medina's workforce lives outside the City, commuting is inevitable and an added cost of living. This leaves very little room for affording essentials like food let alone saving money for a down payment for a home.

The Growth Management Act requires Medina to plan for every economic segment existing within the city, and without additional regulations or programs supporting development of affordable housing the city will continue to struggle meeting the needs of residents earning below 50% of the household average median income (approximately \$106,000).

GOAL 1***Regulatory Support for Affordable Housing Development***

- Action C.1.1 Affordability Covenants
- Action C.1.2 Inclusionary Zoning
- Action C.1.3 Down payment Assistance

GOAL 2***Encourage Affordable Housing through Incentives and Policies***

- Action C.2.1 Credit Enhancement
- Action C.2.2 Local Programs to Help Build Missing Middle Housing
- Action C.2.3 Alternative Homeowners
- Action C.2.4 Strategic Marketing of Housing Incentives
- Action C.2.5 Permit Fee Waivers for Affordable Housing

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ACTION SUMMARIES

Under these strategies, the City of Medina should continually build on resources, collaboration, and public understanding to improve the implementation of housing strategies. By establishing partnerships and collaborations with organizations that serve low-income households, the cities can ensure that they are directing their resources and enacting policies that best serve the people who need it most. The following section summarizes each of the recommended actions with implementation and coordination considerations.

- **Action A.1.1** Infill Development

- *Description:* Infill development is the process of developing vacant or underused parcels within existing urban areas that are mostly developed. This development process aims to combat urban sprawl by increasing housing supply and density near existing resources and infrastructure such as utilities and transportation services. Additionally, infill development works jointly with urban growth boundaries where designated growth limits of urban areas necessitate the infill. The city can encourage infill development by creating infill incentive programs or addressing barriers to development on small lots.

- **Action A.1.2** Up-zoning

- *Description:* Upzoning increases allowable densities by relaxing the zoning code's bulk requirements or increasing floor area ratios. This reduces the cost per unit and increases supply, decreasing the pressure on rent or

mortgages. The goals are to encourage denser development, increase housing supplies, and ultimately improve housing affordability and mobility for renters and homeowners. Upzoning would create more opportunities to increase housing supply and variety.

- **Action A.1.3** Density Bonus

- *Description:* Density bonuses are an incentive-based tool that allows developers to increase the maximum allowable development on a property, whether through increasing developed square footage or increasing the number of developed units to a greater amount than what is ordinarily allowed by the existing zoning code. In exchange for increasing density, the developer commits to help the City achieve public policy goals. Public policy goals can include a certain number of below-market or affordable units in the proposed development. The developer is then able to recoup some or all of the forfeited

revenue associated with constructing affordable or below-market units. The City can provide density bonuses to encourage housing supply and housing types where existing amenities are within close proximity to the development.

- **Action A.1.4** Fee Waivers or Reductions

- *Description:* Fee waivers reduce the up-front cost of construction for residential development, allowing the potential to increase housing supply in the City. Fees, such as impact, utility connection, and project review fees, can significantly increase the end cost of residential unit development. The City should establish a process to support fee waiver policies to increase housing supply and type. This could be done by creating standard guidelines that identify which housing type is eligible for fee waivers, a schedule to determine what portion of fees can be waived, and a formal application process for interested developers to request these funds. Outreach should be conducted to ensure developers are aware of these incentives.

- **Action A.1.5** Reduce Minimum Lot Sizes

- *Description:* Minimum lot size refers to the smallest allowable portion of a parcel determined to be usable for the proposed structure, provided

applicable development standards are met. Permitting development on small lots allow for a variety of housing types including townhomes, duplexes, or triplexes while increasing the overall housing supply in the City. Smaller lot sizes also promote affordability from requiring less land, fewer resources to build smaller homes, and drawing fewer municipal resources.

- **Action A.2.1** Duplex

- *Description:* A duplex is a stand-alone small form of missing middle housing with two dwelling units in a single structure on a single property. Often the two dwelling units have separate entrances. A duplex can vary in size, style, and form to blend in with the existing character and aesthetic of a neighborhood or community. This can be advantageous to increase housing supply and type without compromising the overall aesthetic of the community.

- **Action A.2.2** Townhome

- *Description:* A townhome is a form of missing-middle housing that includes several units in a horizontal row or stacked vertically on a parcel. They can vary in size, shape, and form to be the most compatible to the existing character of a neighborhood or community. Many units share a wall with their neighbors.

ACTION SUMMARIES (CONT.)

Like a single-family home, a townhome can provide both private living space and private yard space, yet it increases the housing supply of a city more than a single-family home.

- **Action A.2.3** Triplex

- *Description:* A triplex is a small to medium type of missing middle housing that includes three units in a horizontal row or stacked vertically on a parcel. These developments can vary in size, style, and form to match the existing character and aesthetic of a neighborhood or community.

- **Action A.2.4** Fourplex

- *Description:* A fourplex is a small to medium type of missing middle housing that includes four units in a horizontal row or stacked vertically on a parcel. These developments can vary in size, style, and form to match the existing character and aesthetic of a neighborhood or community.

- **Action A.2.5** Cottages

- *Description:* Cottage Housing is a type of missing middle housing that generally allows for small 1 or 2 story houses that may be attached or detached and are recognizable are arranged around a common interior courtyard. Houses are small, generally 700-1,200sf. Those

dimensions may naturally allow for moderate-income housing that is well suited to seniors and small families. They blend easily in single family neighborhoods, appear similar to two single family houses from the street, and fit well into large lots or assemblages of 2-3 small lots. These characteristics make cottage housing great for meeting both community character and housing supply goals.

- **Action A.2.6** Live/Work Units

- *Description:* Live/Work units are a type of missing middle housing designed to be used both as residential and commercial structures. Broadly, this can include any instance where people live and work in the same space, such as work from home offices. Often, live/work units are purpose built small to medium sized structures which consist of dwelling units above or behind a ground floor space that accommodates a range of commercial or office uses. This type of development is often specific to mixed use zones and allows an integration of economic and housing opportunities.

- **Action B.1.1** Direct Household Assistance

- *Description:* Direct household assistance programs can be implemented through many different mechanisms, but they all provide monetary assistance directly to

low-income renters, owners, first-time homebuyers, and any other vulnerable groups. Forms of assistance can include monthly rent and utility support, grants, or loans. This assistance can be distributed directly through the city or through partnerships with community-based organizations.

- **Action B.1.2** Foreclosure Resources

- *Description:* Foreclosure intervention counselors serve as intermediaries between homeowners and financial institutions to advocate for at-risk homeowners in need of budgeting assistance, refinanced loan terms or repaired credit scores. Cities can use a housing trust fund to support these programs, or community land trusts can step in to purchase foreclosed property, helping to restore ownership for residents. The Washington State Foreclosure Fairness Program provides homeowners foreclosure assistance by offering free housing counseling, civil legal aid, and foreclosure mediation.

- **Action B.1.3** Preservation and Rehabilitation Incentives

- *Description:* Home rehabilitation assistance – City money, such as funds from the Sales and Use Tax, can be provided to low-income homeowners for critical repairs, weatherization, tree

preservation services, and potential efficiency upgrades to keep homes habitable. These incentives preserve affordable homes in the community and help prevent displacement.

- **Action B.2.1** Tenant Protections

- *Description:* The City should adopt a comprehensive policy that expands the rights of tenants, especially as the number of renters in the city increases. A comprehensive policy to enhance tenants' protections should:

- Extend notice periods for rent increases; lease terminations; and the need to vacate due to renovations.
- Prohibit discrimination based on source of income.
- Require landlords to provide a summary of rights and past code violations to tenants.
- Create an option to pay security deposits and last month's rent in installments.
- Establish a relocation assistance program.

- If this policy is adopted, the City should partner with community-based organizations to educate tenants and landlords of their rights and responsibilities. The City could also

ACTION SUMMARIES (CONT.)

explore ways of providing funds to community-based organizations to serve as landlord-tenant liaisons that can enforce the policy. Money could be supplied from a housing trust fund. The trust fund could also be used to establish the relocation assistance program.

- **Action B.2.2** Fee Waivers or Reductions

- *Description:* Fee waivers reduce the up-front cost of construction for residential development, allowing the potential to increase housing supply in the City. Fees, such as impact, utility connection, and project review fees, can significantly increase the end cost of residential unit development. The City should establish a process to support fee waiver policies to increase housing supply and type. This could be done by creating standard guidelines that identify which housing type is eligible for fee waivers, a schedule to determine what portion of fees can be waived, and a formal application process for interested developers to request these funds. Outreach should be conducted to ensure developers are aware of these incentives.

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provide monetary assistance directly to low-income renters, owners, first-time homebuyers, and any other vulnerable groups. Forms of assistance can include monthly rent and utility support, grants, or loans. This assistance can be distributed directly through the city or through partnerships with community-based organizations.

- **Action B.2.4** Multifamily Tax Exemption

- *Description:* A multifamily tax exemption (MFTE) is a waiver of property taxes to encourage affordable housing production and redevelopment in “residential targeted areas” designated by cities. The goal of MFTE programs is to address a financial feasibility gap for desired development types in the target areas, specifically to develop sufficient available, desirable, and convenient residential housing to meet the needs of the public. MFTE programs are designed to encourage denser growth in areas with the greatest capacity and significant challenges to development feasibility. The MFTE can be paired with inclusionary zoning to improve the financial feasibility of a project under affordability requirements. Cities can even limit MFTEs specifically to projects that solely contain income-restricted units to encourage affordability most effectively.

- **Action B.2.5** Short-Term Rentals

- *Description:* Short-term rentals are sometimes perceived to have a negative impact on the availability of housing for full-time residents, as investors may purchase properties to rent them to visitors and others with short-term needs. Transient rentals can create additional displacement risks within the community and facilitate related issues of housing supply. Some jurisdictions, particularly in places with higher levels of tourism and visitation, have taken steps to regulate or even ban short-term rentals in an effort to maintain existing housing stock to meet the needs of their residents. The city could consider such regulations if it determines that short-term rentals are negatively impacting housing availability for full-time residents.
- *Implementation Considerations:* City wide bans or a temporary moratorium could be issued to prohibit approval of short-term rental applications for large (4,000 square feet or more) single family residences. The intention of such actions is to discourage buyers from renting single family homes full time. Managing the percentage of rentals in the total housing stock will ensure single family housing will be available on the market for families seeking long term homes.

- **Action C.1.1** Affordability Covenants

- *Description:* Affordability covenants are specific language in a property deed that restricts the sale of housing to a certain price and to a certain buyer group. These covenants can help ensure that housing is held in the same affordability bracket through multiple sales. Affordability covenants can take many forms, often catering to either the specific level of affordability which is to be preserved or the specific income group which is to be served. These covenants are often encouraged through partnerships between the city, non-profit organizations, and developers.

- **Action C.1.2** Inclusionary Zoning

- *Description:* Inclusionary zoning programs require developers to either provide affordable units within a development or provide an in-lieu fee. Projects with inclusionary requirements benefit from not having density limits, a 12-year Multifamily Tax Exemption (MFTE), reduced permit fees, and reduced impact fees. The policy directly creates affordable housing in a semi-standardized manner. The program could be improved by tracking participation over time and adjusting incentives as needed. Finally, the requirements could be revised so that developers may offer

ACTION SUMMARIES (CONT.)

fewer units in exchange for more 2- and 3-bedroom units suitable for families. Inclusionary zoning programs can also be tailored to target for-sale housing, requiring affordable for-sale units in larger developments. Affordable units provided through inclusionary zoning are deed restricted in perpetuity to preserve affordability.

- **Action C.1.3** Down payment Assistance

- *Description:* The Washington State Housing Finance Commission offers down payment assistance for income qualified people. The assistance typically involves a loan covering a portion of the down payment that is repaid when the house is next sold. Recipients are required to take a homebuyer education class in addition to meeting income requirements to qualify. The City can provide information on these programs to potential homeowners, especially low-income residents, and potential first-time homebuyers.

- **Action C.2.1** Credit Enhancement

- *Description:* Credit enhancement programs make affordable housing projects more attractive for developer investment. The city could back loans or bonds for affordable housing projects, reducing the financing cost for the developer. In turn, the developer would

place a form of affordability restriction on the housing units often for a limited period. This schema allows developers to maintain profit on affordable housing projects and provides more affordable housing to a community.

- **Action C.2.2** Local Programs to Help Build Missing Middle Housing

- *Description:* There are opportunities to encourage “missing middle” housing types in the City. The City should consider opportunities for both rental and home ownership, particularly smaller home ownership units that support young adults and seniors. Allowing smaller homes on the housing market lowers the barrier to homeownership, which allows people to build equity through ownership while maintaining the scale of the city. The City may also benefit from considering zoning adjustments to residential zones that regulate based on form and bulk, allowing greater flexibility for unit density. Regulation based on form allows the city to maintain the current character while increasing housing capacity.

- **Action C.2.3** Alternative Homeowners

- *Description:* The city could encourage the development of alternative homeowner models, specifically those which provide benefits that many

traditional market mechanisms cannot. There are a variety of models the city could implement, such as community land trusts, limited equity cooperatives, and lease purchasing programs. The goal of these programs is to support low- and moderate-income families as they build equity. Community land trusts separate the ownership of the land from the buildings with the goal to hold the land in a state of affordability while allowing homeowners control and security of their property.

- Limited equity cooperatives build resale price restrictions into developments which are derived from a formula that determines the price properties can be sold for. Limited equity cooperatives involve a group of residents who all have shares in the cooperative. This cooperative is often created as part of the development process. Lease purchasing programs allow potential buyers to lease a house for a period before they buy it. This allows the buyer to build credit and save enough money to purchase it. Implementing these alternative homeowner models could stabilize housing prices in the city.
- **Action C.2.4** Strategic Marketing of Housing Incentives
 - *Description:* Housing incentives work best when the development community is aware of their benefits. Due to the often-

buried nature of municipal code, there may be a lack of awareness that the city offers these opportunities. The city may consider developing marketing materials for this and other affordable housing incentives, including a website dedicated to clearly demonstrating the incentives available and the benefits which they can confer to typical projects. This could include a publicly available framework showing a range of expected outcomes for projects with a given set of attributes.

- **Action C.2.5** Permit Fee Waivers for Affordable Housing
 - *Description:* Waiving permit fees for affordable housing can reduce the cost of building affordable housing, which can in turn reduce costs for consumers. Fees, such as impact fees, utility connection fees and project review fees, can significantly increase the end cost of residential unit developments. This action allows affordable housing developers to apply for the city to waive permitting fees for projects serving renters at or below 60% of the AMI. The amount of money saved by the waived fees varies based on individual project specifics, and the city ultimately would have discretion over the applicable scenario and exact amount of the reduction.



PART
04
IMPLEMENTATION PLAN

It is essential to understand the steps necessary to implement the strategic recommendations. This Implementation Plan is intended to guide budgeting and work planning for the City, coordination with partners, and ongoing efforts to update City policies.

The design, adoption, and implementation of a housing action plan require sophisticated, durable, and dedicated leadership from a diverse group of local stakeholders such as government officials, businesspeople, labor unions, clergy, educators, public safety employees, and low-income advocates. Moreover, the administration of the action plan and long-term compliance monitoring with affordability covenants can be labor-intensive and requires expertise. Often, small cities must design and adopt a housing action plan effectively and ensure professional implementation and administration over the long run. Implementation is also part of a cycle that involves the entire housing action plan. *Appendix B* includes the Implementation Plan which describes the following:

- **HAP Action Number and Strategy**
- **Immediate next steps to take to prepare for implementation**
- **Timeline**
 - Near Term: 0-2 years
 - Mid Term: 3-5 years
 - Long Term: Over 6 years
- **Indicators of Success**
- **Challenges**

IMPLEMENTATION CONSIDERATIONS

Although several actions described in this section are involved with implementing the Housing Action Plan, there are topic areas in the Plan that will require further coordination and guidelines for detailed tasks.

Land Use Study

The City should determine specific land-use changes and zoning districts to achieve increased creation and diversity of housing. In addition, this study should be coordinated with and inform the Comprehensive Plan updates and highlight opportunities for the following changes to the Code and Comprehensive Plan policies:

- Minimum density requirements across different zoning districts to reduce lower-density development.
- Targeted rezoning of specific locations to allow for increased development densities, especially in areas close to transit options.
- Implementation of a new Residential Multi-Family (RMF) zone to provide an option for a higher-density residential zoning district.
- Allowances for new housing types in residential areas.

The Study should focus on identifying changes that would result in new capacity and diversity in the city's housing stock. To support this objective, it should examine the feasibility and likelihood of development under different land use changes and highlight options that

would help achieve a diversity of housing types and sizes across the city through development, redevelopment, and infill across the city. Ongoing efforts should be coordinated to monitor these changes' long-term effects and adjust these policies and provisions as needed.

Housing Funding Strategy

The City should develop a coordinated strategy to determine how these funding sources should be applied to maximize the yield of affordable housing and address critical gaps in the availability of local affordable housing.

Continued Partnerships

The City currently collaborates with A Regional Coalition for Housing (ARCH), a partnership between King County and East King County Cities. ARCH's goal is to preserve and increase the housing supply for low and moderate-income households in the region by developing housing policies, strategies and regulations, administering housing programs, coordinating city investments in affordable housing, and assisting people in the search for affordable rental and ownership housing.

The City of Medina has been a member of ARCH since 1999 and each year, the City allocates funds to the General Fund for

Affordable Housing. Funds are awarded to individual affordable housing projects through ARCH. A continued partnership between Medina and ARCH is imperative in achieving the strategies and actions outlined in the Housing Action Plan.

Ongoing Monitoring and Review

Ensuring that these programs have the intended effects and will meet the overall goals identified in this Housing Action Plan and the Comprehensive Plan will require long-term efforts to monitor the development of market-rate and affordable housing in the City. Because of this, the overall implementation of the HAP should be reviewed with a series of indicators and regular reviews within the next five years.

Comprehensive Plan Policy Integration

A substantial portion of the actions identified in this Housing Action Plan will either need to be implemented directly through changes to the Comprehensive Plan or will need to be supported through changes to policies in the Comprehensive Plan. Because of this, these revisions should be specifically identified and incorporated into the initial planning processes for the Comprehensive Plan update. Therefore, under the recommendations in this document,

the following steps would be necessary to coordinate potential revisions for the Comprehensive Plan update:

Policy Focus: Develop a series of clear policy statements based on recommendations from the HAP that reinforce the commitment of the City in specific topic areas related to housing, including racial equity in the real estate market, anti-displacement efforts, and the demand for diverse housing types.

Housing Goals: Amend the goals for housing development based on the projections included in this report. These may be adjusted to account for revisions to the Countywide Planning Policies but should consider the identified need for additional housing across income categories in the community.

Residential Land Use Study: Coordinate a detailed review of current zoning and development feasibility to determine potential areas where increased development densities and new housing types would result in more housing. This assessment establishes recommended places where zoning regulations should be changed through targeted rezones, minimum density requirements, and allowances for new housing types within these areas. These changes should be provided as revisions to the land use map and related policies in the Comprehensive Plan.

PROPORTIONALITY AND GAPS IN FUNDING

The Housing Action Plan identifies several barriers to housing that need to be addressed

at the county, state, or federal level. Proportionality becomes evident when cities the size of Medina are not the best suited to leverage sufficient funding to meet the needs identified in this plan.

This plan's actions, implementation, and monitoring require funding. This is especially true for actions intended to create affordable housing for the most vulnerable and lowest-income households. While the measures adopted are designed to fill the gap in housing affordability, they need state and federal government relief to make the outcomes of those actions a reality. Loss of funding at either the state or federal level can have severe impacts at the local level, and this is where proportionality becomes an important consideration.

Therefore, an essential part of implementation is not only the funding for the construction and maintenance of low-income housing but future legislation that enables small cities like Medina to control, monitor and maintain housing affordability and the outcomes of the actions once they are implemented.

for layout... how to address? add photos?

Jamie: This will be in a table format, likely 3 pages for each set of strategies and actions



PART
05
MONITORING PLAN

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MONITORING

The City and Community Stewardship

The following section summarizes a monitoring plan that describes who is a part of measuring the performance of the actions and how they will do it. The monitoring plan includes a regular collection of data with a completed report and is offered to those determining budgets for city council review. One stated purpose of the Housing Action Plan is to assist the City in preparing for the next Comprehensive Plan update. Along these lines, several “strategies” do not directly result in housing creation. Instead, each of the three strategies contains a framework for systematically meeting the goals of each principle. For example, some of the actions include monitoring local efforts. They are an integral part of the city’s efforts to understand local needs, to help assess the effectiveness of overall efforts and specific actions, and to help inform future planning efforts. These often require ongoing efforts to monitor local conditions and evaluate the impact of different actions.

Recommended indicators are provided below and describe how progress toward goals can be evaluated. This would include assessing data for Medina and surrounding communities for comparison. However, one of the significant challenges with this complete suite of indicators is that information on Medina residents, including renters and homeowners, can take time for the City to collect promptly. While data from the State Office of Financial Management and Zillow are typically up-to-date, available sources of household-level information, such as the American Community Survey, often need to catch up due to the reliance on surveys. Because of this, the time scale of these indicators should be explicitly considered and explained in any reporting.

Guiding Principles

- A.** Increasing Housing Stock and Variety
- B.** Preventing Housing Instability and Displacement
- C.** Proactively Plan for the Housing of Future Residents.

ACTION	INDICATOR	PURPOSE	SOURCES
<p>Action A.1.1 Infill Development</p>	<p>Housing development completed, total and by housing type</p> <p>Monitoring underutilized buildable lands</p>	<p>Understanding whether the city is maintaining the creation of diverse housing types over time to meet needs will require monitoring the rate at which new housing units of different types are produced.</p> <p>After determining the total buildable capacity, the city can find how much buildable capacity remains. Infill development seeks to close this gap.</p>	<p>Internal City construction permit tracking King County Assessor's Office WA State Office of Financial Management Postcensal Estimates of Housing</p>
<p>Action A.1.2 Up-zoning</p>	<p>Housing development completed, total and by housing type</p> <p>Monitoring total housing capacity</p>	<p>Understanding whether the city is maintaining the creation of diverse housing types over time to meet needs will require monitoring the rate at which new housing units of different types are produced.</p> <p>By tracking the total housing capacity, the city can see if up-zoning has resulted in more housing units or has continued to develop solely single-family residential units.</p>	<p>Internal City construction permit tracking King County Assessor's Office WA State Office of Financial Management Postcensal Estimates of Housing</p>
<p>Action A.1.3 Density Bonus</p>	<p>Housing supply by income band</p> <p>Monitoring the proliferation of the public benefit identified.</p>	<p>Housing supplies for low- and moderate-income households can be essential to understand if there are shortfalls, specifically with lower-cost housing in the city, and whether new development and existing stocks can meet changing needs.</p> <p>The identified public benefit which may be exchanged for additional density in the density bonus schema should be tracked through time to analyze the success of the program</p>	<p>US Department of Housing and Urban Development, Comprehensive Housing Affordability Strategy (CHAS) data, 5-year estimates</p> <p>Zillow CoStar</p> <p>Internal City permit tracking.</p>
<p>Action A.1.4 Fee Waivers or Reductions</p>	<p>Housing development completed, total and by housing type</p> <p>Tracking increase in construction of fee-waived housing types.</p>	<p>Understanding whether the city is maintaining the creation of diverse housing types over time to meet needs will require monitoring the rate at which new housing units of different types are produced</p> <p>By tracking the proliferation of the encouraged housing type, the city can see if developers are taking advantage of this program.</p>	<p>Internal City construction permit tracking King County Assessor's Office WA State Office of Financial Management Postcensal Estimates of Housing</p> <p>Internal City construction permits tracking</p>

Guiding Principles

- A. Increasing Housing Stock and Variety
- B. Preventing Housing Instability and Displacement
- C. Proactively Plan for the Housing of Future Residents.

ACTION	INDICATOR	PURPOSE	SOURCES
Action A.1.5 Reduce Minimum Lot Sizes	<p>Housing development completed, total and by housing type</p> <p>Track average lot size with improved structures</p>	<p>Understanding whether the city is maintaining the creation of diverse housing types over time to meet needs will require monitoring the rate at which new housing units of different types are produced</p> <p>A decreasing average lot size associated with housing units indicates that developers are taking advantage of the reduced minimum lot size.</p>	<p>Internal City construction permit tracking King County Assessor's Office WA State Office of Financial Management Postcensal Estimates of Housing</p>
Action A.2.1 Duplex	<p>Housing development completed, total and by housing type</p> <p>Track the number of preapplication meetings related to Duplex development</p>	<p>Understanding whether the city is maintaining the creation of diverse housing types over time to meet needs will require monitoring the rate at which new housing units of different types are produced.</p> <p>Trends in preapplication meetings related to duplexes showcase developer interest in the duplex programs.</p>	<p>Internal City construction permit tracking King County Assessor's Office WA State Office of Financial Management Postcensal Estimates of Housing</p> <p>Internal city meeting tracking.</p>
Action A.2.2 Townhome	<p>Housing development completed, total and by housing type</p> <p>Track the number of preapplication meetings related to the townhome development</p>	<p>Understanding whether the city is maintaining the creation of diverse housing types over time to meet needs will require monitoring the rate at which new housing units of different types are produced.</p> <p>Trends in preapplication meetings related to townhomes showcase developer interest in the townhome programs.</p>	<p>Internal City construction permit tracking King County Assessor's Office WA State Office of Financial Management Postcensal Estimates of Housing</p> <p>Internal city meeting tracking.</p>
Action A.2.3 Triplex	<p>Housing development completed, total and by housing type</p> <p>Track the number of preapplication meetings related to triplex development</p>	<p>Understanding whether the city is maintaining the creation of diverse housing types over time to meet needs will require monitoring the rate at which new housing units of different types are produced.</p> <p>Trends in preapplication meetings related to triplex showcase developer interest in the triplex program.</p>	<p>Internal City construction permit tracking King County Assessor's Office WA State Office of Financial Management Postcensal Estimates of Housing</p> <p>Internal city meeting tracking.</p>

Guiding Principles

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ACTION	INDICATOR	PURPOSE	SOURCES
<p>Action A.2.4 Fourplex</p>	<p>Housing development completed, total and by housing type</p> <p>Track the number of preapplication meetings related to the Fourplex development</p>	<p>Understanding whether the city is maintaining the creation of diverse housing types over time to meet needs will require monitoring the rate at which new housing units of different types are produced.</p> <p>Trends in preapplication meetings related to the fourplex showcase developer interest in the fourplex program.</p>	<p>Internal City construction permit tracking King County Assessor's Office WA State Office of Financial Management Postcensal Estimates of Housing</p> <p>Internal city meeting tracking.</p>
<p>Action A.2.5 Cottages</p>	<p>Housing development completed, total and by housing type</p> <p>Track the number of preapplication meetings related to cottage development</p>	<p>Understanding whether the city is maintaining the creation of diverse housing types over time to meet needs will require monitoring the rate at which new housing units of different types are produced.</p> <p>Trends in preapplication meetings related to cottages showcase developer interest in the cottage programs.</p>	<p>Internal City construction permit tracking King County Assessor's Office WA State Office of Financial Management Postcensal Estimates of Housing</p> <p>Internal city meeting tracking.</p>
<p>Action A.2.6 Live/Work Units</p>	<p>Housing development completed, total and by housing type</p> <p>Track the number of preapplication meetings related to living/work unit development</p>	<p>Understanding whether the city is maintaining the creation of diverse housing types over time to meet needs will require monitoring the rate at which new housing units of different types are produced.</p> <p>Trends in preapplication meetings related to living/work units showcase developer interest in living/work unit programs.</p>	<p>Internal City construction permit tracking King County Assessor's Office WA State Office of Financial Management Postcensal Estimates of Housing</p> <p>Internal city meeting tracking.</p>
<p>Action B.1.1 Direct Household Assistance</p>	<p>Use of City funds and incentives to support income-limited households</p>	<p>It is essential to understand how the City's funding and incentive programs are being used to support vulnerable and easily displaced households. To use these funds most effectively, tracking their expenditure and use allows adjustment to the program in the future.</p>	<p>City tracking of housing expenditures</p>

Guiding Principles

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ACTION	INDICATOR	PURPOSE	SOURCES
Action B.1.2 Foreclosure Resources	<p>Homeownership rates, total and by race/ethnicity</p> <p>Monitor the prevalence of Foreclosures in Medina.</p>	<p>Understand the access of households to homeownership in Medina, especially BIPOC and other groups that have often been challenged to access homeownership in the past. This could help the city understand how foreclosures impact the city's population.</p> <p>The success of the foreclosure resources program can be measured through the change in foreclosures before and after. Continued monitoring can show which resources and advertisements are the highest impact.</p>	<p>US Census Bureau, American Community Survey, 5-year estimates</p> <p>City tracking of foreclosures.</p>
Action B.1.3 Preservation and Rehabilitation Incentives	<p>Use of City funds and incentives to support the development of income-restricted housing units</p> <p>Create and monitor a housing preservation inventory</p>	<p>In addition to general targets for creating new rent-restricted housing for low-income households, it is also essential to understand how the City's funding and incentive programs are being used to support these goals.</p> <p>Monitoring a housing preservation inventory allows the City to have better information on the affordable housing that exists in their jurisdiction. The city can then create more targeted programs that address real needs.</p>	<p>City tracking of housing expenditures.</p> <p>City tracking of existing affordable housing units. HUD CHAS.</p>
Action B.2.1 Tenant Protections	<p>Eviction rates for renters in the City.</p>	<p>Tracking eviction rates in Medina can help show what effect tenant protections are having on protecting renters from evictions.</p>	<p>City tracking of renter evictions</p>
Action B.2.2 Fee Waivers or Reductions	<p>Housing development completed, total and by housing type.</p> <p>Tracking increase in construction of fee-waived housing types.</p>	<p>Understanding whether the city is maintaining the creation of diverse housing types over time to meet needs will require monitoring the rate at which new housing units of different types are produced</p> <p>By tracking the proliferation of the encouraged housing type, the city can see if developers are taking advantage of this program.</p>	<p>Internal City construction permit tracking King County Assessor's Office WA State Office of Financial Management Postcensal Estimates of Housing</p> <p>Internal City construction permit tracking</p>
Action B.2.3 Direct Household Assistance	<p>Use of City funds and incentives to support income-limited households</p>	<p>It is essential to understand how the City's funding and incentive programs are being used to support vulnerable and easily displaced households. To use these funds most effectively, tracking their expenditure and use allows adjustment to the program in the future.</p>	<p>City tracking of housing expenditures</p>

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ACTION	INDICATOR	PURPOSE	SOURCES
<p>Action B.2.4 Multifamily Tax Exemption</p>	<p>Housing development completed, total and by housing type</p> <p>Monitor tenancy and rent per unit type.</p>	<p>Understanding whether the city is maintaining the creation of diverse housing types over time to meet needs will require monitoring the rate at which new housing units of different types are produced.</p> <p>There are a number of data points which state law requires cities with multifamily tax exemptions to report. This information may also be useful for the city to understand the dynamic state of affordable housing in the city. This information might be best collected through a third-party nonprofit.</p>	<p>Internal City construction permit tracking King County Assessor's Office WA State Office of Financial Management Postcensal Estimates of Housing</p> <p>City tracking of affordable housing.</p>
<p>Action B.2.5 Short Term Rentals</p>	<p>Number of short term rentals available in the City</p> <p>Monitor the number of short-term rental permits annually distributed by the City</p>	<p>If the number of short term rentals are regulated in the city, ensuring that regulations are followed is key to increasing housing available for city residents and limiting what is used for short-term rentals</p> <p>Short-term rental permits control the number of short-term rentals in the City and bring to compliance any short term rentals that have not sought permits.</p>	<p>Short term home rental websites such as Airbnb, Vrbo, and Perfectplaces.</p> <p>City tracking of short term rental permits</p>
<p>Action C.1.1 Affordability Covenants</p>	<p>Housing cost burden by household type and income category</p> <p>Monitor the number of deeds recorded with affordability covenants.</p>	<p>In addition to identifying the potential housing supply for low- and moderate-income households, it can also be essential to understand changes in the housing burden these households face in accessing appropriate housing.</p> <p>The change in number of deeds recorded in the city with affordability covenants provides a metric of success for any encouragement the city does of affordability covenants</p>	<p>US Department of Housing and Urban Development Comprehensive Housing Affordability Strategy (CHAS) data, 5-year estimates</p> <p>US Census Bureau Public Use Microdata Sample data, 5-year estimates</p> <p>City tracking of deeds with affordability covenants.</p>
<p>Action C.1.2 Inclusionary Zoning</p>	<p>Housing cost burden by household type and income category</p> <p>Number of affordable units</p> <p>Tracking incentive usage over time</p>	<p>In addition to identifying the potential housing supply for low- and moderate-income households, it can also be essential to understand changes in the housing burden these households face in accessing appropriate housing. Tracking incentive usage over time can help the city identify what the appropriate incentive level is to encourage incentive usage and maximize affordability benefits.</p>	<p>US Department of Housing and Urban Development Comprehensive Housing Affordability Strategy (CHAS) data, 5-year estimates</p> <p>US Census Bureau Public Use Microdata Sample data, 5-year estimates</p> <p>Internal City tracking</p>

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ACTION	INDICATOR	PURPOSE	SOURCES
Action C.1.3 Down Payment Assistance	<p>Homeownership rates, total and by race/ethnicity</p> <p>Track the number of applicants who successfully qualify for down payment assistance.</p>	<p>Understand the access of households to homeownership in Medina, especially BIPOC and other groups that have often been challenged to access homeownership in the past.</p> <p>The number of applicants that qualify for down payment assistance can provide the City with some understanding of the number of households that would benefit from these loans.</p>	<p>US Census Bureau, American Community Survey, 5-year estimates</p> <p>Washington State Housing Finance Commission</p>
Action C.2.1 Credit Enhancement	<p>Housing cost burden by household type and income category</p> <p>Track the number of permits for affordable housing that use credit enhancement.</p>	<p>In addition to identifying the potential housing supply for low- and moderate-income households, it can also be essential to understand changes in the housing burden these households face in accessing appropriate housing.</p> <p>The number of permitted projects that use credit enhancement can determine the successfulness of this bond or loan among developers.</p>	<p>US Department of Housing and Urban Development Comprehensive Housing Affordability Strategy (CHAS) data, 5-year estimates</p> <p>US Census Bureau Public Use Microdata Sample data, 5-year estimates</p>
Action C.2.2 Local Programs to Help Build Missing Middle Housing	<p>Housing development completed, total and by housing type</p> <p>Track the number of and successful application of programs created to help build missing middle housing.</p>	<p>Understanding whether the city is maintaining the creation of diverse housing types over time to meet needs will require monitoring the rate at which new housing units of different types are produced.</p> <p>Tracking the number and successful application of programs that address missing middle housing can help determine where the City's efforts should be placed in incorporating missing middle housing.</p>	<p>Internal City construction permit tracking</p> <p>King County Assessor's Office</p> <p>WA State Office of Financial Management</p> <p>Postcensal Estimates of Housing</p>
Action C.2.3 Alternative Homeowners	<p>Housing cost burden by household type and income category</p> <p>Track the number of permits approved for projects under alternative homeowners.</p>	<p>In addition to identifying the potential housing supply for low- and moderate-income households, it can also be essential to understand changes in the housing burden these households face in accessing appropriate housing.</p> <p>Tracking the number of alternative homeowner projects can measure the popularity of this process among developers and what improvements can be done to encourage these models.</p>	<p>US Department of Housing and Urban Development Comprehensive Housing Affordability Strategy (CHAS) data, 5-year estimates</p> <p>US Census Bureau Public Use Microdata Sample data, 5-year estimates</p>

Guiding Principles

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ACTION	INDICATOR	PURPOSE	SOURCES
<p>Action C.2.4 Strategic Marketing of Housing Incentives</p>	<p>Tracking incentive usage over time</p>	<p>Tracking incentive usage over time can help the city identify what impact advertisement of housing incentives is having on their usage.</p>	<p>Internal City tracking Feedback with Active Developers</p>
<p>Action C.2.5 Permit Fee Waivers for Affordable Housing</p>	<p>Housing supply by income category</p> <p>The number of waivers issued for affordable housing permits.</p>	<p>Housing supplies for low- and moderate-income households can be essential to understand if there are shortfalls, specifically with lower-cost housing in the city, and whether new development and existing stocks can meet changing needs.</p> <p>Tracking the number of waivers for affordable housing permits can determine the successfulness or popularity of this process among developers. This can inform the City of its effectiveness in encouraging affordable housing.</p>	<p>US Department of Housing and Urban Development, Comprehensive Housing Affordability Strategy (CHAS) data, 5-year estimates</p> <p>Zillow CoStar</p>

MAINTAINING

Measurable Indicators of Success

To achieve success, small cities must follow many of the same steps and incorporate many of the same elements as programs in larger urban and better-financed cities. However, these jurisdictions also face various limitations unique to their location and size. With that in mind, several small cities that were successful in their action plans typically demonstrate the following characteristics:

Political Commitment

Political champions are essential in any community. However, in small cities where governance and politics can be deeply personal, courageous and proactive leadership is needed to negotiate with individuals who have entrenched beliefs and are unwilling to consider everyone's perspective.

City Specific Implementation

Small cities must carefully evaluate their housing needs and market dynamics and design and adopt programs best calibrated to local conditions while balancing financial limitations. For example, it may make sense to start with a relatively modest affordability percentage or consider one form of middle housing at a time. However, given the relatively small scale of existing residential development, it would be impractical to establish a high development-size threshold to trigger a requirement from the housing action plan or address multiple new regulatory actions at one time.

Likewise, many of the most successful programs offer property owners options rather than a rigid “take-it-or-leave-it” or “one-size-fits-all” approach. Typically, this involves negotiation and a menu of incentives to help offset the costs of producing the below-market-rate units. Such flexibility may include design concessions, such as smaller streets, sidewalks, set-backs, fewer parking stalls, and reduced or waived fees. Alternatives to on-site development by the developer may also be offered, including land dedications, credit transfers, and in-lieu fees.

Simple and Sustainable Administration

Finally, to overcome the capacity challenge, small cities must often depend on volunteers from the community to support a successful housing action plan. To achieve political support and simplify administration, some jurisdictions have adopted streamlined programs that provide limited or no alternatives to onsite development by market-rate developers to eliminate the possibilities that the jurisdiction will be burdened with fees or land that will require it to act as a de facto developer. However, this must be carefully weighed against the benefits of a more flexible menu of incentives and alternatives. Outsourcing the most complex and cumbersome components of implementation to capable contractors, such as nonprofit organizations, is another option to relieve administrative staff and increase program effectiveness.



APPENDICES

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Short description or contents of appendices.

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APPENDIX A

Glossary of Terms

Affordable housing

Housing is typically considered to be affordable if total housing costs (rent, mortgage payments, utilities, etc.) do not exceed 30 percent of a household's gross income.

AMI

Area Median Income. The benchmark of median income is that of the Seattle-Bellevue, WA HUD Metro Fair Market Rent Area median family income, also sometimes referred to as the HAMFI. The 2018 AMI, which was \$103,400, is used in this report. This measure is used by HUD in administering its federal housing programs in Snohomish County.

Cost-burdened household

A household that spends more than 30 percent of its gross income on housing costs.

Fair Market Rent

HUD determines what a reasonable rent level should be for a geographic area and sets this as the area's fair market rent. Section 8 (Housing Choice Voucher program) voucher holders are limited to selecting units that do not rent for more than fair market rent.

Housing Choice Vouchers

Also referred to as Section 8 Vouchers. A form of federal housing assistance that pays the difference between the Fair Market Rent and 30 percent of the tenant's income. HUD funds are administered by Public Housing Agencies (PHA).

Median income

The median income for a community is the annual income at which half the households earn less and half earn more.

Severely cost-burdened household

A household that spends more than 50 percent of its gross income on housing costs.

Subsidized housing

Public housing, rental assistance vouchers like Section 8, and developments that use Low-Income Housing Tax Credits are examples of subsidized housing. Subsidized housing lowers overall housing costs for people who live in it. Affordable housing and subsidized housing are different, even though they are sometimes used interchangeably.

APPENDIX B

Implementation Plan

Action		Timeline	Method of Accomplishing	Lead Party	Investment Level
STRATEGIC OBJECTIVE A: INCREASING HOUSING STOCK AND VARIETY					
1.1 Infill Development	• Lower minimum lot sizes within all zones	Medium Term	Legislative	City Council	High
	• Create a program to flex zoning requirements or remove development fees for redevelopment of currently vacant lots	Long Term	Legislative	City Council	High
	• Create preapproved ADU designs	Short Term	Administrative	Department of Development Services	Low
	• Conduct an assessment of the areas of the City that would most benefit from infill development	Medium Term	Administrative	Department of Development Services	Medium
	• Facilitate neighborhood conversations on the benefits of infill development	Short Term	Administrative	Department of Development Services	Low
	• Assess land use or municipal code for opportunities to incorporate infill where appropriate	Short Term	Administrative	Department of Development Services	Low
1.2 Up-zoning	• Facilitate community-wide conversations regarding up-zoning	Short Term	Administrative	Department of Development Services	Low
	• Identify processes that could facilitate the re-classification of under-zoned residential parcels and consider changes to administrative procedures	Medium Term	Administrative	Department of Development Services	Medium
	• Medina could upzone through allowing larger bulk development standards for small scale multifamily structures, such as duplexes, triplexes, and fourplexes.	Long Term	Legislative	City Council	High

Action		Timeline	Method of Accomplishing	Lead Party	Investment Level
1.3 Density Bonus	• City identification of appropriate public benefit goal.	Short Term	Administrative	Department of Development Services	Low
	• Creation of zoning code program to allow larger bulk density in exchange for the public benefit goal.	Long Term	Administrative	Department of Development Services	High
	• Determine what areas of the city would be most successful from the application of density bonuses	Medium Term	Administrative	Department of Development Services	Medium
	• Review similar density bonus programs in neighboring cities	Short Term	Administrative	Department of Development Services	Low
1.4 Fee Waivers or Reductions	• City identification of preferred housing types for fee reduction	Short Term	Administrative	Department of Development Services	Low
	• Changes to zoning code fee schedule to waive fees for applicable housing type.	Medium Term	Legislative	City Council	Medium
	• Increase awareness of fee waivers and reductions among developers once developed	Medium Term	Administrative	Department of Development Services	Low
1.5 Reduce Minimum Lot Sizes	• Create a different set of development standards for small lot size development	Medium Term	Legislative	City Council	High
	• Permit development on small lots citywide	Medium Term	Legislative	City Council	Medium
	• Facilitate neighborhood conversations on the benefits of reducing minimum lot sizes	Short Term	Administrative	Department of Development Services	Low
	• Conduct additional studies to understand what the City's capacity is to reduce minimum lot sizes	Medium Term	Administrative	Department of Development Services	Medium

Action	Timeline	Method of Accomplishing	Lead Party	Investment Level	
2.1 Duplex	<ul style="list-style-type: none"> Facilitate neighborhood conversations on the benefits of developing duplexes 	Short Term	Administrative	Department of Development Services	Low
	<ul style="list-style-type: none"> Review municipal code and develop code updates that would add flexibility to the current standards. 	Short Term	Administrative	Department of Development Services	Low
	<ul style="list-style-type: none"> Propose code amendments that would make it easier to build duplexes for community, Planning Commission, and City Council discussion and review 	Medium Term	Legislative	City Council	High
	<ul style="list-style-type: none"> In tandem with new bulk standards, permit duplex development in all zones throughout the city. 	Medium Term	Legislative	City Council	High
2.2 Townhome	<ul style="list-style-type: none"> Facilitate neighborhood conversations on the benefits of developing townhomes 	Short Term	Administrative	Department of Development Services	Low
	<ul style="list-style-type: none"> Review municipal code and develop code updates that would add flexibility to the current standards. 	Short Term	Administrative	Department of Development Services	Low
	<ul style="list-style-type: none"> Propose code amendments that would make it easier to build townhomes for community, Planning Commission, and City Council discussion and review 	Medium Term	Legislative	City Council	High
2.3 Triplex	<ul style="list-style-type: none"> Facilitate neighborhood conversations on the benefits of developing triplexes 	Short Term	Administrative	Department of Development Services	Low
	<ul style="list-style-type: none"> Review municipal code and develop code updates that would add flexibility to the current standards. 	Short Term	Administrative	Department of Development Services	Low
	<ul style="list-style-type: none"> Propose code amendments that would make it easier to build triplexes for community, Planning Commission, and City Council discussion and review 	Medium Term	Legislative	City Council	High

Action		Timeline	Method of Accomplishing	Lead Party	Investment Level
2.4 Fourplex	• Facilitate neighborhood conversations on the benefits of developing fourplexes	Short Term	Administrative	Department of Development Services	Low
	• Review municipal code and develop code updates that would add flexibility to the current standards.	Short Term	Administrative	Department of Development Services	Low
	• Propose code amendments that would make it easier to build fourplexes for community, Planning Commission, and City Council discussion and review	Medium Term	Legislative	City Council	High
2.5 Cottages	• Facilitate neighborhood conversations on the benefits of developing cottages	Short Term	Administrative	Department of Development Services	Low
	• Review municipal code and develop code updates that would add flexibility to the current standards.	Short Term	Administrative	Department of Development Services	Low
	• Propose code amendments that would make it easier to build cottages for community, Planning Commission, and City Council discussion and review	Medium Term	Legislative	City Council	High
2.6 Live/Work Units	• Determine feasibility of live/work units	Medium Term	Administrative	Department of Public Works	Medium
	• Facilitate neighborhood conversations on the benefits of developing live/work	Short Term	Administrative	Department of Development Services	Low
	• Review municipal code and develop code updates that would add flexibility to the current standards.	Short Term	Administrative	Department of Development Services	Low
	• Propose code amendments that would make it easier to build live/work units for community, Planning Commission, and City Council discussion and review	Medium Term	Legislative	City Council	High

Action		Timeline	Method of Accomplishing	Lead Party	Investment Level
STRATEGIC OBJECTIVE B: PREVENTING HOUSING INSTABILITY AND DISPLACEMENT					
1.1 Direct Household Assistance	• Review current outreach practices to inform residents and identify potential improvements to increase opportunities of information sharing	Short Term	Administrative	A Regional Coalition for Housing	Low
	• Collaborate with Washington State Housing Finance Commission to market to qualified residents in the community	Medium Term	Partnership Development	A Regional Coalition for Housing	Medium
1.2 Foreclosure Resources	• Review current outreach practices to inform residents and identify potential improvements to increase opportunities of information sharing	Short Term	Administrative	A Regional Coalition for Housing	Low
	• Identify potential non-profit partnerships that could better provide resources to community members from collaborative efforts	Short Term	Partnership Development	Department of Development Services	Low
1.3 Preservation and Rehabilitation Incentives	• Review existing preservation and rehabilitation programs and recommend improvements to better provide incentives to the community	Short Term	Administrative	A Regional Coalition for Housing	Low
	• Identify potential non-profit partnerships that could better provide resources to community members from collaborative efforts	Short Term	Partnership Development	Department of Development Services	Low
	• Review current outreach practices to inform residents and identify potential improvements to increase opportunities of information sharing	Short Term	Administrative	A Regional Coalition for Housing	Low
2.1 Tenant Protections	• Review existing programs and suggest improvements to protect tenants	Short Term	Administrative	A Regional Coalition for Housing	Low
	• Review current outreach practices to inform residents and identify potential improvements to increase opportunities of information sharing	Short Term	Administrative	A Regional Coalition for Housing	Low

Action		Timeline	Method of Accomplishing	Lead Party	Investment Level
2.2 Fee Waivers or Reductions	• City identification of preferred housing types for fee reduction	Short Term	Administrative	A Regional Coalition for Housing	Low
	• Changes to zoning code fee schedule to waive fees for applicable housing type.	Medium Term	Legislative	City Council	High
	• Increase awareness of fee waivers and reductions among developers	Medium Term	Administrative	Department of Development Services	Medium
2.3 Direct Household Assistance	• Review current outreach practices to inform residents and identify potential improvements to increase opportunities of information sharing	Short Term	Administrative	A Regional Coalition for Housing	Low
	• Collaborate with Washington State Housing Finance Commission to market to qualified residents in the community	Short Term	Partnership Development	A Regional Coalition for Housing	Medium
2.4 Multifamily Tax Exemption	• Discuss and develop proposed code amendments with community, Planning Commission, and City Council	Medium Term	Administrative	Department of Development Services	Medium
	• Amend code to include allowing multifamily tax exemptions for eligible multifamily housing development	Medium Term	Legislative	City Council	High
2.5 Short Term Rentals	• Facilitate neighborhood discussion on developing short term rental permits to limit the number of rentals in the community	Short Term	Administrative	Department of Development Services	Low
	• Develop proposed code amendments to community, Planning Commission, and City Council	Medium Term	Legislative	City Council	Medium

Action		Timeline	Method of Accomplishing	Lead Party	Investment Level
STRATEGIC OBJECTIVE C: PROACTIVELY PLAN FOR THE HOUSING OF FUTURE RESIDENTS					
1.1 Affordability Covenants	• Conduct research on the feasibility and applicability of affordability covenants	Short Term	Administrative	A Regional Coalition for Housing	Low
	• Facilitate discussions with community, Planning Commission, and City Council on affordability covenants	Medium Term	Administrative	A Regional Coalition for Housing	Medium
	• Develop proposed affordability covenant code amendments to community, Planning Commission, and City Council	Medium Term	Legislative	City Council	High
1.2 Inclusionary Zoning	• Review municipal code for opportunities to incorporate inclusionary zoning	Short Term	Administrative	A Regional Coalition for Housing	Low
	• Facilitate discussion and develop proposed inclusionary zoning code amendments to community, Planning Commission, and City Council	Medium Term	Administrative	A Regional Coalition for Housing	Medium
1.3 Down Payment Assistance	• Review current outreach practices to residents and identify potential improvements to increase opportunities of information sharing	Short Term	Administrative	A Regional Coalition for Housing	Low
	• Identify funding streams that can support a down payment assistance program	Short Term	Administrative	A Regional Coalition for Housing	Low
	• Identify potential partnerships that can foster a down payment assistance program and make improvements	Short Term	Partnership Development	A Regional Coalition for Housing	Low
2.1 Credit Enhancement	• Research and inventory credit enhancement programs that developers can utilize in creating affordable housing units	Short Term	Administrative	A Regional Coalition for Housing	Low
	• Facilitate discussion with developers to assess the effectiveness of credit enhancement	Short Term	Administrative	A Regional Coalition for Housing	Low
	• Streamline the permitting process to encourage the use of credit enhancement incentives	Short Term	Administrative	Department of Development Services	Low

Action		Timeline	Method of Accomplishing	Lead Party	Investment Level
2.2 Local Programs to Help Build Missing Middle Housing	• Facilitate discussion with the community, Planning Commission, and City Council to build local programs that encourage the development of missing middle housing	Short Term	Administrative	A Regional Coalition for Housing	Low
	• Identify and inventory existing parcels that can accommodate missing middle housing with current code	Short Term	Administrative	Department of Development Services	Low
	• Develop local programs that fund, incentivize, create code change, educate the public, and streamline the process to build missing middle housing	Medium Term	Administrative	A Regional Coalition for Housing	Medium
2.3 Alternative Homeowners	• Review code to determine code changes that encourage or inform the development of alternative homeowner models	Short Term	Administrative	A Regional Coalition for Housing	Low
	• Facilitate discussions and propose code amendments with the community, Planning Commission, and City Council on allowing and streamlining review for alternative home models	Short Term	Administrative	A Regional Coalition for Housing	Medium
2.4 Strategic Marketing of Housing Incentives	• Review existing marketing efforts of housing incentives for developers and for residents	Short Term	Administrative	A Regional Coalition for Housing	Low
	• Recommend improvements to marketing efforts for housing incentives	Short Term	Administrative	A Regional Coalition for Housing	Low
	• Facilitate discussions or workshops for residents and developers to increase opportunities of information sharing	Short Term	Administrative	A Regional Coalition for Housing	Low
2.5 Permit Fee Waivers for Affordable Housing	• City identification of preferred housing types for fee reduction	Short Term	Administrative	A Regional Coalition for Housing	Low
	• Changes to zoning code fee schedule to waive fees for applicable housing type.	Medium Term	Legislative	City Council	High
	• Increase awareness of fee waivers and reductions among developers	Medium Term	Administrative	A Regional Coalition for Housing	Medium

APPENDIX C

Housing Needs Assessment

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APPENDIX D

Public Engagement Summary

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APPENDIX E

Regulatory Review

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APPENDIX F

Tables and Figures

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APPENDIX G

Works Cited

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NAME NAME
RESIDENT OR TITLE



25 Central Way
Suite 400
Kirkland, WA 98033

425.216.4051

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Gas-Powered Leaf Blowers Education and Outreach Update

NO ATTACHMENTS FOR AGENDA ITEM 9.3



MEDINA, WASHINGTON

AGENDA BILL

Monday, April 10, 2023

Subject: Park Use Permit Pilot Program

Category: City Council Business – Discussion

Staff Contacts: Stephen R. Burns, City Manager and Aimee Kellerman, CMC, City Clerk

Summary

The city processes two types of permits for events in Medina. A Special Event permit for groups of 50 or more and a Park Use permit for groups of 49 or less. In July 2019, City Council directed then City Manager, Michael Sauerwein to update the Special Events permit ordinance to include full cost recovery, including disposal of large volumes of garbage as well as personnel costs.

In review of both the Special Event permit and Park Use permit, staff is proposing to keep the two permits divided and start a one-year pilot program with the Park Use permit. The city receives a relatively small number of requests to reserve either the picnic shelter at Medina Park or a picnic table at Medina Beach Park including the picnic table by the south dock.

At the January 9, 2023 City Council meeting, Council directed staff to revise the first proposal with locations to be determined at both Medina Park and Medina Beach Park, create a map to mark reservable tables, review and revise fee structure for both residents and non-resident.

The updated proposal for the pilot program would run from April 15, 2023, through September 30, 2023, allowing for two picnic tables at Medina Beach Park and the picnic shelter at Medina Park to be reservable each day.

Reservation rules would include a \$50.00 non-refundable deposit for residents and a \$100.00 non-refundable deposit for non-residents at Medina Beach Park and a \$100 non-refundable deposit for residents and a \$200 non-refundable deposit for non-residents for the Medina Park picnic shelter.

A minimum of one hour is required for a reservation with an hourly fee of \$35 an hour for residents and \$70 an hour for non-residents with a time limit of three-hours per reservation at Medina Beach Park. A minimum of one hour is required for a reservation with an hourly fee \$50 for residents and \$100 for non-residents for the Medina Park picnic shelter with a maximum time limit of three hours.

Other rules will include requiring reservation requests of at least 7 days advance but not more than 45 days for residents and not more than 30 days for non-residents.

Having a limited reservation system and a structured process in place for our park use, allows staff to better manage park use, recover costs for staff time, and manage the wear and tear of our parks, picnic tables and shelter. In addition, having time limits on reservations allows for other park patrons to have use of the picnic tables.

Lastly, applicants would be required to provide a parking plan for additional parking beyond Medina City Hall parking lot if needed.

This pilot program meets and supports Council's priorities 3, 4, and 5.

Council Priorities:

1. Financial Stability and Accountability
2. Quality Infrastructure
3. Efficient and Effective Government
4. Public Safety and Health
5. Neighborhood Character

Attachments:

- Proposed Park Reservation Rules and fees
- Maps of Medina Beach Park showing picnic tables and Medina Park picnic shelter
- Comparable cities parks use

Budget/Fiscal Impact: TBD

Recommendation: Approve Proposed Pilot Program

City Manager Approval: 

Proposed Council Motion: "I move to approve staff's recommendation to start a Park Use Pilot Program as proposed and report back to Council at the October 2023 City Council meeting."

Time Estimate: 15 minutes

PARK RESERVATION/USE FEES

Park Facility Reservation/Use Fees and Deposits:

(1) Park Facility Reservation/Use Fees and Deposits. Charges for use the City of Medina Parks picnic tables, covered shelter, and open space areas shall be as follow:

Facility	Non-refundable Deposit	Hourly Fee - Resident	Hourly Fee - Non-Resident
Medina Park Gazebo/Shade Structure	\$100.00/resident \$200.00/non-resident	\$50.00	\$100.00
Medina Beach Park Picnic Table	\$50.00/resident \$100/non-resident	\$35.00	\$70.00

The applicable fee and deposit shall be required per area or facility reserved.

Minimum of one hour required for reservation.

Medina Beach Park Small Picnic Tables: Maximum party size is 12 people.

Medina Park Gazebo/Shade Structure: Maximum party size 30

Guidelines and Park Rules:

- Picnic area space is for groups of *50 people or less, with no additional equipment or activities utilized.
- Picnic area reservations have a time limit of three (3) hours per reservation; each space is available from 8am – 5pm.
- Picnic area reservations must be made at least seven days in advance of the desired date. (Reservations cannot be made less than seven days. Non reserved areas are first come, first served).
- Alcohol, vehicles, and public sales are prohibited at picnic areas.

Renter’s Responsibility:

Main Contact must attend the event and assumes responsibility for all activities conducted, including, but not limited to:

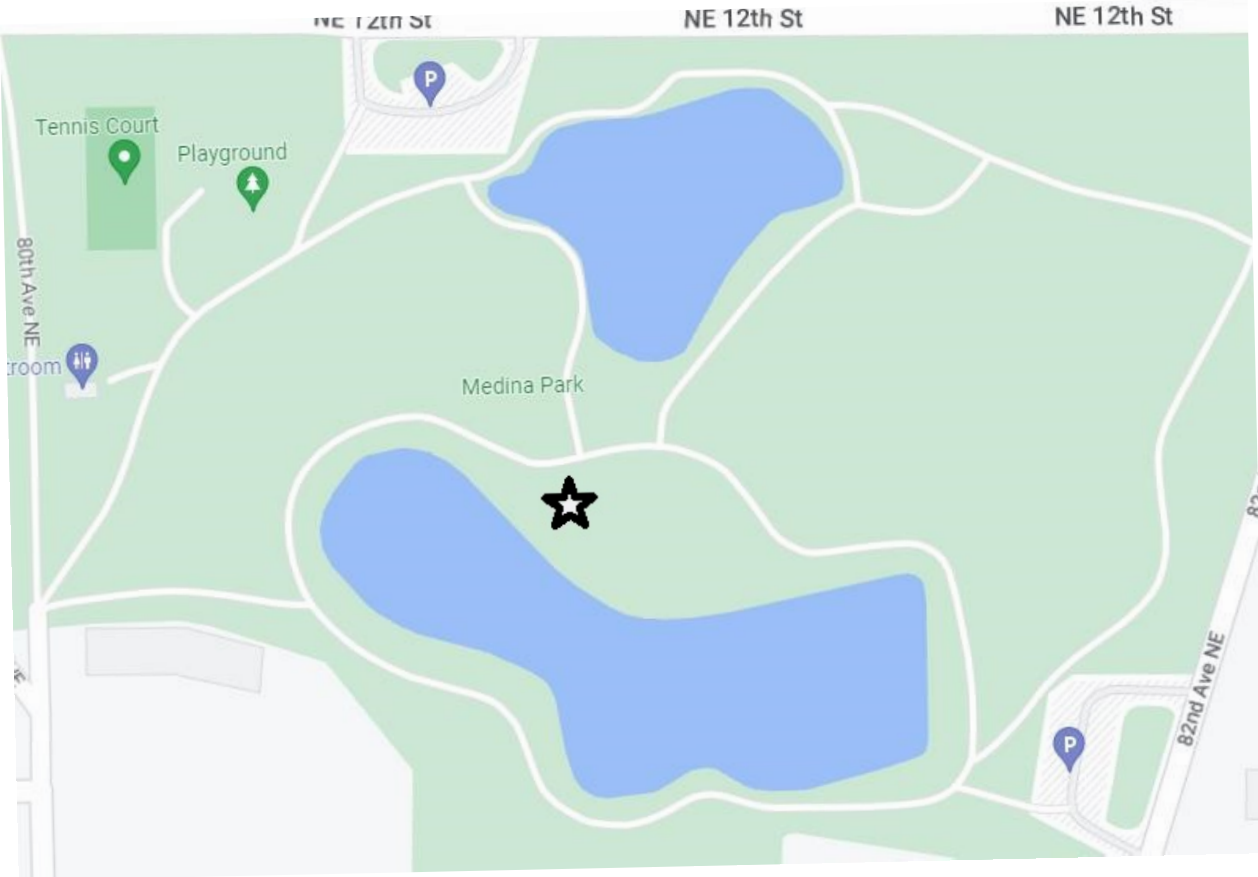
- Provide supervision and control to prevent injury or damage.
- Pick up all litter and place all garbage in trash receptacles or remove from park.
- Clean tables and benches to make area presentable for the next group.
- Provide security to maintain order.
- Ensure everyone attending event is following City Codes and Policies.

Parking:

Parking is limited and available on a first-come, first-served basis. An alternative parking plan may be required by staff.

***For groups 50 or more people, click here [Special Events Permit](#)**





Park Reservation Facilities – Local Area

MERCER ISLAND

Picnic Area Information:

- Luther Burbank Park has three picnic areas available for reservation (A, B, and C). None of these spaces are covered by a shelter; all spaces include picnic tables and at least one charcoal grill.
- Aubrey Davis Park has one picnic shelter available for reservation.
- Fees: Each picnic area is \$175 per day.

Aubrey Davis Picnic Shelter - \$175.00/Daily (50 ppl max)

- 30'x25' covered shelter
- 3 grills
- Drinking fountain
- 1 20-amp electrical outlet

Luther Burbank Picnic Area - \$175.00/Daily (50 ppl max)

- Grills
- Picnic tables

Guidelines and Park Rules:

- Picnic area space is for groups of *50 people or less, with no additional equipment or activities utilized.
- Picnic area reservations are full-day only; each space is available from 8am – 8pm.
- Picnic area reservations must be made at least seven days in advance of the desired date. (Reservations cannot be made less than seven days. Non reserved areas are first come, first served).
- Alcohol, vehicles, and public sales are prohibited at picnic areas.

REDMOND

City of Redmond picnic shelters are available to rent from April through September each year.

Smallest maximum occupancy is 35 ppl with maximum occupancy at 75 ppl.

Picnic Shelter Fees:

- Resident Rate \$180/daily – 09:00 to sunset
- Non-Resident \$214/daily – 09:00 to sunset

KIRKLAND

The city of Kirkland has several park locations with various fees for both resident and non-resident fees.

Picnic Areas/Shelters Fees and Hours

Hours:

- Half Day (9 AM to 2 PM or 3 PM to 9 PM)
- All Day (9 AM to 9 PM)

Location	Half Day		All Day	
	Resident	Non-Resident	Resident	Non-Resident
132nd Square Picnic Shelter	\$100	\$120	\$190	\$230
Crestwoods Picnic Area	\$175	\$210	\$300	\$360
Edith Moulton Picnic Shelter	\$100	\$120	\$190	\$230
Everest Picnic Shelter	\$100	\$120	\$190	\$230
Houghton Picnic Area	\$85	\$100	\$160	\$190
Juanita Beach Picnic Shelter 1	\$120	\$145	\$230	\$275
Juanita Beach Picnic Shelter 2	\$120	\$145	\$230	\$275
Juanita Beach Picnic Shelters 1 & 2	\$230	\$275	\$450	\$540
North Rose Hill Woodlands Shelter	\$40	\$48	\$75	\$90
OO Denny Picnic Area	\$85	\$100	\$160	\$190
OO Denny Picnic Shelter	\$120	\$145	\$230	\$275
Rose Hill Meadows Shelter	\$40	\$48	\$75	\$90
Rotary Central Station Shelter	\$40	\$48	\$75	\$90
Waverly Beach Picnic Shelter	\$85	\$100	\$160	\$190

BOTHELL

The city of Bothell has two locations for picnic shelter rentals with fees for both resident and non-resident.

Large shelter (max capacity 60) Locations: Blyth Park, Cedar Grove Park

- Half Day: 8am - 2pm OR 3pm - 9pm
- Full Day: 8am - 9pm
- Resident: \$100 half day or \$200 full day
- Non-Resident: \$150 half day or \$300 full day

Small shelter (max capacity 25) Locations: Blyth Park, Centennial Park

- Half Day: 8am-2pm OR 3pm-9pm
- Full Day: 8am-9pm
- Residents: \$50 half day or \$100 full day
- Non-Residents: \$100 half day or \$200 full day