



MEDINA CITY COUNCIL

Monday, October 10, 2022

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, October 10, 2022 – 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 October 10 Council meeting. Please reference Public Comments for October 10 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 October 10 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 October 10 Council meeting.

Please reference Public Comments for October 10 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

- 4.2 Introduction of New City Employees by Chief Jeff Sass and Ryan Wagner, Finance Director

Time Estimate: 10 minutes

5. **CITY MANAGER'S REPORT**

Time Estimate: 15 minutes

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

[5.1a](#) CM Monthly Report

[5.1b](#) Police Monthly Report

[5.1c](#) DS Monthly Report

[5.1d](#) Finance Monthly Report

[5.1e](#) CS Monthly Report

[5.1f](#) PW 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](#) September 2022, Check Register

Recommendation: Approve.

Staff Contact: Ryan Wagner, Finance Director

[6.2](#) Approved Park Board Meeting Minutes of:

a) May 16, 2022; and

b) June 20, 2022.

Recommendation: Receive and file.
Staff Contact: Dawn Nations, Deputy City Clerk

[6.3](#) Approved Planning Commission Meeting Minutes of June 21, 2022
Recommendation: Receive and file.
Staff Contact: Rebecca Bennett, Development Services Coordinator

[6.4](#) Draft City Council Meeting Minutes of:
a) September 12, 2022; and
b) September 26, 2022.
Recommendation: Adopt minutes.
Staff Contact: Aimee Kellerman, CMC, City Clerk

[6.5](#) Contract with CompuLink Management Center, Inc. dba Laserfiche for Technology Solution
Recommendation: Approve.
Staff Contact: Aimee Kellerman, CMC, City Clerk

[6.6](#) Domestic Violence Awareness Month 2022 Proclamation
Recommendation: Approve.
Staff Contact: Stephen R. Burns, City Manager

[6.7](#) Rescission of Medina Proclamation of Local Emergency
Recommendation: Approve.
Staff Contact: Stephen R. Burns, City Manager

[6.8](#) NE 7TH ST Improvements Change Order
Recommendation: Approve.
Staff Contact: Ryan Osada, Public Works Director

7. **LEGISLATIVE HEARING**

None.

8. **PUBLIC HEARING**

[8.1](#) 2023 Preliminary Budget
Recommendation: Discussion and direction.
Staff Contact: Ryan Wagner, Finance Director

Time Estimate: 20 minutes

9. **CITY BUSINESS**

[9.1](#) Gas Leaf Blower Discussion
Recommendation: Discussion and direction.
Staff Contact: Stephen R. Burns, City Manager and Ryan Osada, Public Works Director

Time Limit: 60 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. **ADJOURNMENT**

Next regular City Council Meeting: October 24, 2022 at 5 PM.

ADDITIONAL INFORMATION

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

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

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

UPCOMING MEETINGS

Monday, October 24, 2022 - City Council Meeting (5:00 PM)
Monday, November 14, 2022 - City Council Meeting (5:00 PM)
Thursday, November 24, 2022 - Thanksgiving Holiday - City Hall Closed
Friday, November 25, 2022 - Day After Thanksgiving Holiday - City Hall Closed
Monday, November 28, 2022 - City Council Meeting (5:00 PM)
Monday, December 12, 2022 - City Council Meeting (5:00 PM)
Monday, December 26, 2022 - Day After Christmas Holiday - City Hall Closed
Tuesday, December 27, 2022 - City Council Meeting (5:00 PM)

CERTIFICATION OF POSTING AGENDA

The agenda for Monday, October 10, 2022 Regular Meeting of the Medina City Council was posted and available for review on Friday, October 7, 2022 at City Hall of the City of Medina, 501 Evergreen Point Road, Medina, WA 98039. The agenda is also available on the city website at www.medina-wa.gov.



CITY OF MEDINA

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

Date: October 10, 2022

To: Honorable Mayor and City Council

From: Stephen R. Burns, City Manager

Subject: City Manager Report – September 2022

1. State Route 520 Expansion Joint – University of Washington (UW) is reviewing the data they received from their durability tests over the summer. The molded chevrons they installed they are holding up much better so are confident they will help reduce noise. They will continue to evaluate the durability and report back their results.
2. Medina Council Retreat Update – The Medina Council Retreat will be held at the second October Council Meeting on October 24 from 5pm to 9pm. Based on Council member feedback, it will be a half retreat as we focus on a Council workplan for City staff for the remainder of 2022 and 2023. The facilitator for the retreat will be Ms. Una McAlinden from Creative Strategy Solutions, who was interviewed by Mayor Rossman, Deputy Mayor Reeves, City Clerk Aimee Kellerman, and me. Information on Ms. Una McAlinden can be found at <https://www.creativestrategysolutions.com/>.
3. Bellevue Fire Report – Bellevue Fire Department is providing a list of calls they respond to in the City of Medina. Attached is the list of the types of incidents and the number of times they responded to Medina in September 2022.

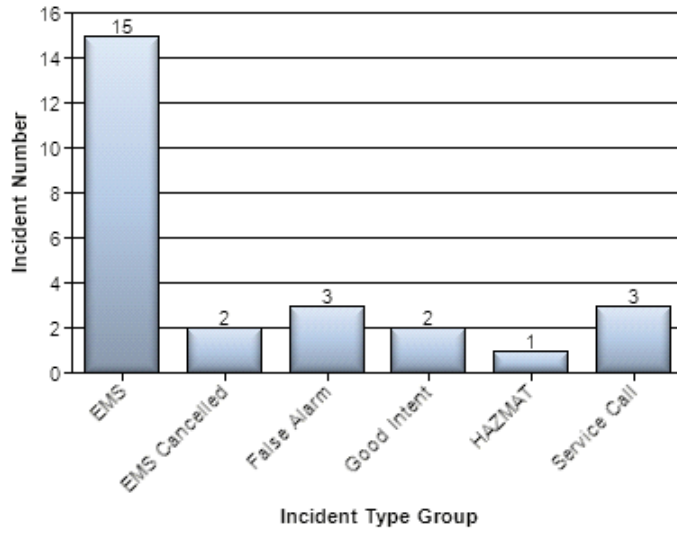
ATTACHMENT

20180807 - Contract Cities Incident Types

Date: Monday, October 3, 2022
Time: 11:18:12 AM

Incident Date between 2022-09-01 and 2022-10-01
City equal to Medina

Incident Type Group	Incident Count
EMS	15
EMS Cancelled	2
False Alarm	3
Good Intent	2
HAZMAT	1
Service Call	3





MEDINA POLICE DEPARTMENT

DATE: October 10, 2022
TO: City Manager Stephen R. Burns
FROM: Chief Jeffrey R. Sass
RE: Police Department Update – September 2022

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

Follow up:

Nothing to report.

Welcoming Officers Hadland & Scott:

Medina Police's newest police officers successfully graduated the Washington State Basic Law Enforcement Academy on September 8th and were officially sworn in as Medina Police Officers on September 12th. Officers Roman Scott and Chris Hadland received numerous accolades for their accomplishments throughout the Academy and are an outstanding addition to the Medina Police team. Officers Hadland and Scott begin their three-month field training program where they build upon their knowledge gained throughout the Academy by training with experienced Medina Police officers in the field.



Promotion of Sergeant Anderson:

The Medina Police Department conducted a rigorous and thorough promotional process that three of the five eligible officers underwent to test for the one available Sergeant position. Sergeant Eric Anderson earned the highest scores of the three candidates and was officially promoted to Sergeant on September 1st. Sergeant Anderson has been with the Medina Police Department since January 2019 and has previous law enforcement experience with the Clyde Hill Police Department and King County Sheriff's Office.

**Medina Schools Safety:**

Representatives from the Medina Police Department have now met with all three Medina area elementary schools to discuss safety planning, emergency response and security protocols. Periodic meetings and training will continue with all three schools to incorporate nuances and updates to the overall safety plans as they develop throughout each school year and into the summer break months.

Marine Patrol:

From Marine Patrol Sergeant, Chad Schumacher - Mercer Island Police Department:

With school being back in session and weather turning cooler, we've seen a dramatic decrease in boat traffic. The smoke has also not helped with boaters wanting to be out on the water. Fishing vessels have picked up, but they usually do not cause concerns. We'd like to remind residents that the fishermen are allowed to come in close proximity to shore and docks. However, they are not allowed to moor or stand on private docks to fish, without permission. If residents have concerns, please feel free to reach out to us.

The Marine Patrol's "boating season" ends at the end of September and Sergeant Schumacher will be the only one full time in the unit starting October 1st. I will be working Monday through Thursday 0800-1800. Our vessels are always able to respond to emergencies but are typically not out on active patrol unless we are conducting training.

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

Save the Date:

The second event of 2022 for Shredder/Drug Take Back and Electronics Recycling will be held on Saturday, October 29th at Medina Park. Community publications will be sent out prior to the event.



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



FELONY CRIMES

Motor Vehicle Theft **2022-00003556** **09/07/2022**
A Police Officer was dispatched to the 2200 block of 79th Ave NE for a report of a stolen truck. The vehicle was located and recovered later that same day.

Fraud **2022-00003615** **09/14/2022**
A resident contacted the Police Department for a fraud report. The resident advised that there were fraudulent attempted purchases on their credit card. There was no monetary loss. No suspects at this time.

Fraud **2022-00003640** **09/16/2022**
The Police Department was contacted for a report of a fraudulent wire transfer during the process of purchasing property. No suspects at this time.

Fraud **2022-00003740** **09/22/2022**
The Police Department was contacted for a report of identity theft. The reporting party advised that new debit cards had been issued fraudulently. Unknown if any monetary loss at this time. No suspects at this time.

Burglary **2022-00003915** **09/30/2022**
A Police Officer was dispatched to the 600 block of Evergreen Point Road for a report of a suspicious subject. The subject had attempted to gain entry into the home through the windows. Officers immediately responded to the scene and the subject was taken into custody and booked into jail.

MISDEMEANOR CRIMES

Trespass **2022-00003589** **09/10/2022**
A Police Officer was dispatched to the 1800 block of 73rd Ave NE for a report of a subject trespassing on their property. The subject was contacted, and a Notice of Trespass was issued to the subject.

OTHER

Mental **2022-00003803** **09/25/2022**
A Police Officer responded to the 800 block of 82nd Ave NE for a report of a mental/emotional subject that had been observed running through several backyards. The subject was taken into protective custody and transported to the hospital for medical evaluation and treatment.



MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

City of Medina



September 2022 - Monthly Report

CRIMES	Current Month	YTD 2022	YTD 2021	Year-End 2021
Burglary	1	8	9	13
Vehicle Prowl	0	4	11	13
Vehicle Theft	1	6	0	2
Theft (mail & all other)	0	7	10	15
ID Theft/Fraud	5	14	7	11
Malicious Mischief (Vandalism)	0	5	1	6
Domestic Violence/Violation of Contact Order	No 0	5	5	10
Disturbance, Harassment & Non-DV Assault	1	12	13	17
TOTAL CRIMES	8	61	56	87

COMMUNITY POLICING	Current Month	YTD 2022	YTD 2021	Year-End 2021
Drug Violations - Referrals to Treatment	0	1	0	1
Community Assists	13	102	75	116
House Watch Checks	72	450	432	548
School Zone	44	170	198	304
Mental Health	0	33	31	49
TOTAL ENFORCEMENT	129	756	736	1018

TRAFFIC	Current Month	YTD 2022	YTD 2021	Year-End 2021
Collisions				
Injury	0	2	0	0
Non-Injury	0	5	10	18
Non-Reportable	0	0	N/A	N/A
Traffic Stops				
Citations/Infractions/Parking	10	225	128	171
Warnings	82	1052	1450	1808
Directed Patrol	3	88	476	488
TOTAL TRAFFIC	95	1372	2064	2485

CALLS FOR SERVICE	Current Month	YTD 2022	YTD 2021	Year-End 2021
Animal Complaints	4	43	27	33
Residential Alarms	11	182	183	242
Missing Person	1	4	7	9
Suspicious Activity/Area Check	12	177	235	304
Medical Call/Assist Fire Department	2	25	30	47
Juvenile (underage party, substance use, etc.)	0	6	8	11
TOTAL SERVICE	30	437	490	646

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



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

TOWN OF
HUNTS POINT
Washington

FELONY CRIMES

Fraud

2022-00003599

09/12/2022

A Police Officer was dispatched to the 3000 block of Fairweather Place for a fraud report. The resident reported that their identity had been used to open a fraudulent account. No monetary loss. Under investigation.

MISDEMEANOR CRIMES

Nothing to report.



MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

Town of Hunts Point



September 2022 - Monthly Report

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

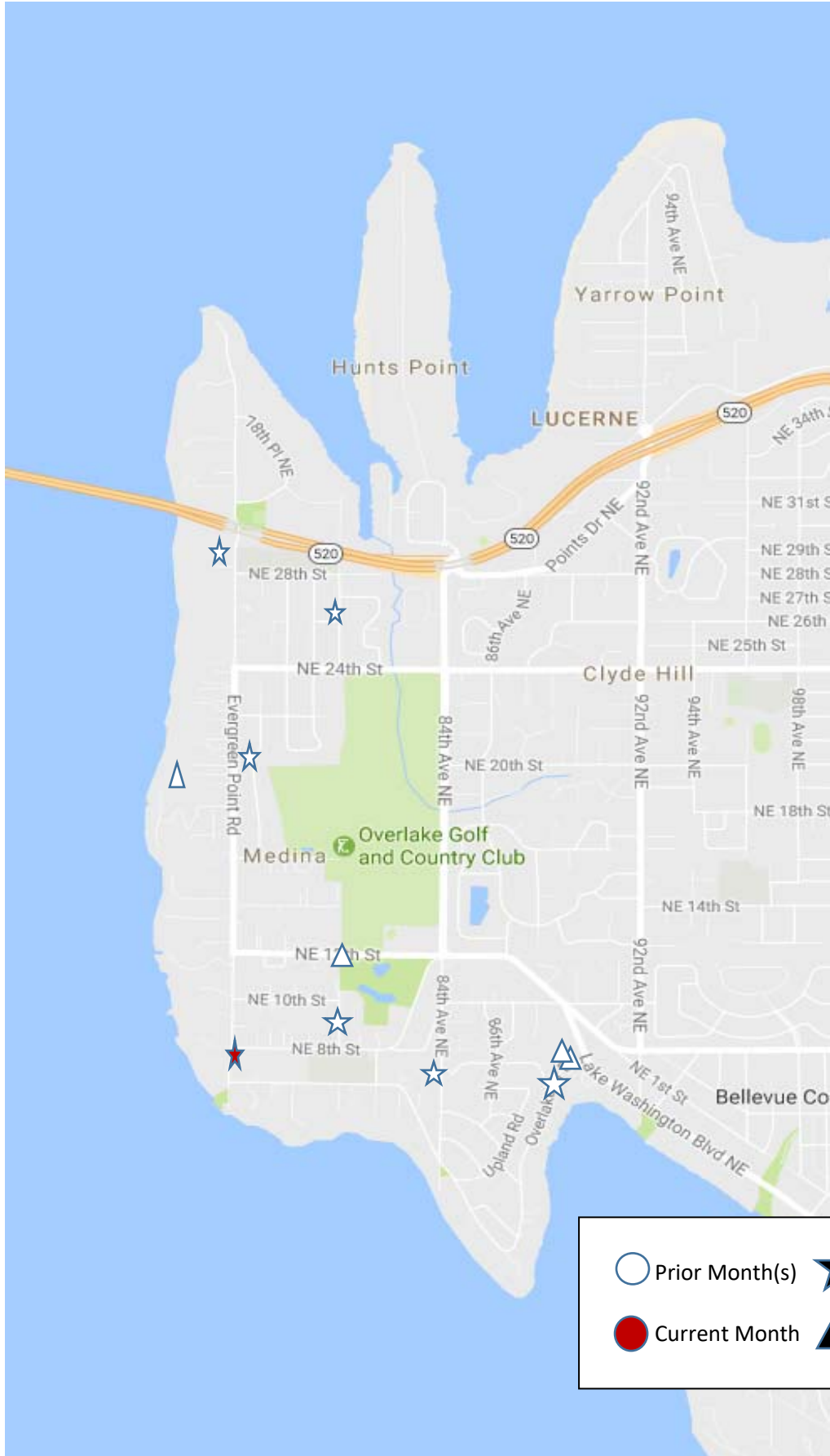
COMMUNITY POLICING	Current Month	YTD 2022	YTD 2021	Year-End 2021
Drug Violations - Referrals to Treatment	0	0	0	0
Community Assists	1	10	8	11
House Watch Checks	4	42	56	66
Mental Health	0	10	5	5
TOTAL ENFORCEMENT	5	62	69	82

TRAFFIC	Current Month	YTD 2022	YTD 2021	Year-End 2021
Collisions				
Injury	0	0	0	0
Non-Injury	1	1	1	1
Non-Reportable	0	0	0	0
Traffic Stops				
Citations/Infractions/Parking	9	63	19	28
Warnings	28	167	149	187
Directed Patrol	0	24	35	38
TOTAL TRAFFIC	38	255	204	254

CALLS FOR SERVICE	Current Month	YTD 2022	YTD 2021	Year-End 2021
Animal Complaints	1	3	1	5
Residential Alarms	0	23	19	24
Missing Person	0	0	0	0
Suspicious Activity/Area Check	1	14	26	33
Medical Call/Assist Fire Department	0	4	2	2
Juvenile (underage party, substance use, etc.)	0	0	1	1
TOTAL SERVICE	2	44	49	65

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

2022 Burglaries & Vehicle Prowls Medina & Hunts Point





CITY OF MEDINA

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

Date: October 10, 2022
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

Please see the permit activity reports provided. Building permit issuance for September is down significantly compared to September last year and also down compared year to date from 2021. This trend of lower permit valuation has been consistent throughout 2022. Comparative building permit volume is actually slightly above last year indicating that residents are building smaller projects.

The building permit applications (submittals) report shows receipt of three new houses during September. The valuations for each of the three shown in the report are initial estimates. Actual permit valuation is calculated using adopted tables during plan review.

Planning Commission

By Stephanie Keyser, Planning Manager

In September, Planning Commission began working on their yearly minor code amendments. The proposal includes housekeeping items, a clean-up of repealed sections, and amendments that will make the code compliant with recent and not-so-recent legislation. Planning Commission will continue discussing the amendments in October and will hold a public hearing during their November 15th Special Meeting. It is anticipated that Council will hold a public hearing and adoption in December.

Tree Management Code Enforcement

Please see the two reports regarding tree activity in Medina during September. The reports are from our Tree Code Consultant who is involved in new development projects, and from our arborist who is involved in hazardous tree evaluations, requests for private property tree removals, right of way tree management, and tree code enforcement.

In September our arborist toured Medina with our Public Works Supervisor to perform an annual inspection of right of way trees. The purpose of this annual inspection is to identify city owned trees which may be a hazard, and to generally stay current with the health of the city's public tree inventory.

We are working on formatting the reports and will adjust this over time to make them easier to read.

Construction Activity and General Medina Municipal Code Enforcement

Our September Code Enforcement Report highlights nine formal actions including the issuance of one Stop Work Order.

The Stop Work Order listed in the report was regarding a development project with repeated construction parking violations.

2021 Washington State Building Code

The state has been holding hearings regarding the potential adoption of the 2021 Washington State Building Code which includes the Washington State Energy Code (WSEC). Hearings on the Residential WSEC were held on September 29th in Yakima. A hearing on all other state mandated code adoptions was held in Yakima on September 30th and a second hearing will be held on October 14th in Olympia.

The new WSEC proposal has several changes which will further energy conservation and climate matters. In recent years WSEC iterations have had significant impact on Medina construction. Large homes that we often see in Medina are subject to more energy conservation restrictions than smaller homes.

Within the proposed 2021 WSEC there is a provision which will prohibit the installation of certain natural gas appliances in new homes. If the 2021 WSEC is adopted in its current form then both gas heat pumps, and gas water heaters will no longer be allowed in new home construction. This proposal was referred to at the hearing as the most ambitious environmental action regarding homes in the nation. Please see the Standard Energy Code Proposal Form provided with this report for a complete description of the code amendment proposal.

The state often uses “placeholder” code amendments which are relatively simple, but later are revisited and expanded. The potential prohibition of the two gas appliances will be the basis in the WSEC for the state to work from for additional restrictions on gas appliances in future code adoptions.

If the state adopts the 2021 building (including energy) codes, they will most likely become effective on July 1, 2022. Medina City Council will have opportunity to discuss the new codes prior to what will be a mandated adoption.

King County Pump Station Maintenance

In August we met with several representatives from the King County Department of Natural Resources. King County will be performing significant maintenance to the sewage pump station located at 633 81st Ave. NE. Existing pumps will be replaced among other associated maintenance work. Permit submittals should come to us early in 2023 with work starting in Spring of 2023. The maintenance work is currently estimated at a value of \$2,500,000. The work is necessary to assure that the pump station continues to operate as required.

We have started discussions with King County regarding their proposal for construction mitigations. A Construction Activity Permit will be required for this project, but due to proposals for work outside of what is allowed by our Municipal Code, additional mitigations

will be needed. The necessary construction mitigations have yet to be decided, but work hours and noise are known issues.

King County is proposing work that may have significant impacts on neighbors of the pump station including:

- Work at night while disconnecting and re-connecting permanent and temporary pipes
- Trucking at night during the disconnecting and re-connecting of temporary and permanent pipes
- Placement of temporary pumps outside of the building
- Placement of temporary automatic standby generators outside of the building

Please see the “Outreach Plan Medina Pump Station Upgrades” provided with this report. This Outreach Plan is an initial proposal by King County. The work that King County is proposing will need to conform to our Medina Municipal Code. It is likely that there will be requests for noise and work hours exemptions.

Monthly Applications Submitted

09/01/2022 – 09/30/2022

Permit Type	Submitted Date	Permit Number	Total Valuation	Address
B-ADD/ALT	09/19/2022	B-22-111	\$11,100.00	3233 EVERGREEN POINT RD
B-ADD/ALT	09/19/2022	B-22-112	\$11,100.00	3235 EVERGREEN POINT RD
B-ADD/ALT	09/30/2022	B-22-115	\$2,000.00	8029 NE 28TH ST
TOTAL B-ADD/ALT:	3		\$24,200.00	
B-DEM	09/15/2022	D-22-017		2439 78TH AVE NE
B-DEM	09/19/2022	D-22-018		2420 76TH AVE NE
TOTAL B-DEM:	2		\$0.00	
B-FENCE	09/20/2022	B-22-113	\$10,000.00	2511 MEDINA CIR
B-FENCE	09/28/2022	B-22-114	\$30,000.00	850 80TH AVE NE
TOTAL B-FENCE:	2		\$40,000.00	
B-GAS	09/08/2022	G-22-026		2221 78TH AVE NE
B-GAS	09/19/2022	G-22-027		3430 Ne Evergreen Point Road
B-GAS	09/19/2022	G-22-028		8208 OVERLAKE DR W
B-GAS	09/19/2022	G-22-029		1525 79TH PL NE
B-GAS	09/28/2022	G-22-030		619 84TH AVE NE

TOTAL B-GAS:	5		\$0.00	
B-GATE	09/02/2022	B-22-105	\$20,000.00	2019 79TH AVE NE
TOTAL B-GATE:	1		\$20,000.00	
B-MECHANICAL	09/02/2022	M-22-087		2564 Medina Cir
B-MECHANICAL	09/07/2022	M-22-088		620 86TH AVE NE
B-MECHANICAL	09/08/2022	M-22-089		2221 78th Ave NE
B-MECHANICAL	09/13/2022	M-22-090		1247 EVERGREEN POINT RD
B-MECHANICAL	09/19/2022	M-22-091		8208 OVERLAKE DR W
B-MECHANICAL	09/19/2022	M-22-092		3430 Evergreen Point Rd
B-MECHANICAL	09/19/2022	M-22-093		1525 79TH PL NE
B-MECHANICAL	09/20/2022	M-22-094		7743 Overlake Drive West
B-MECHANICAL	09/26/2022	M-22-095		3242 Evergreen Point Rd
B-MECHANICAL	09/28/2022	M-22-096		3436 EVERGREEN POINT RD
B-MECHANICAL	09/28/2022	M-22-097		619 84th Ave NE
TOTAL B-MECHANICAL:	11		\$0.00	
B-PLUMBING	09/10/2022	P-22-048		3242 Evergreen Point Rd

B-PLUMBING	09/12/2022	P-22-049		2410 Evergreen Point Rd
B-PLUMBING	09/12/2022	P-22-050		417 84TH AVE NE
B-PLUMBING	09/17/2022	P-22-053		7800 NE 10TH ST
B-PLUMBING	09/29/2022	P-22-055		338 OVERLAKE DR E
TOTAL B-PLUMBING:	5		\$0.00	
B-ROOF	09/09/2022	B-22-107		8711 NE 11TH ST
B-ROOF	09/09/2022	B-22-108		8711 NE 11TH ST
TOTAL B-ROOF:	2		\$0.00	
B-SFR	09/08/2022	B-22-106	\$850,000.00	2439 78TH AVE NE
B-SFR	09/17/2022	B-22-110	\$1,000,000.00	3655 EVERGREEN POINT RD
B-SFR	09/16/2022	B-22-109	\$1,000,000.00	2420 76TH AVE NE
TOTAL B-SFR:	3		\$2,850,000.00	
ENG-GRADING/DRAINAGE	09/06/2022	ENG-GD-22-019	\$125.00	2036 EVERGREEN POINT RD
ENG-GRADING/DRAINAGE	09/16/2022	ENG-GD-22-020		2420 76TH AVE NE
TOTAL ENG-GRADING/DRAINAGE:	2		\$125.00	
P-ADMIN SPECIAL USE	09/28/2022	P-22-054		2005 EVERGREEN POINT RD
TOTAL P-ADMIN SPECIAL USE:	1		\$0.00	

P-NON ADMIN SUBSTANTIAL DEV	09/14/2022	P-22-051		3440 Evergreen Point Rd
TOTAL P-NON ADMIN SUBSTANTIAL DEV:	1		\$0.00	
P-SEPA THRESHOLD	09/14/2022	P-22-052		3440 Evergreen Point Rd
TOTAL P-SEPA THRESHOLD:	1		\$0.00	
PW-RIGHT OF WAY	09/01/2022	PW-ROW-22-081		7619 NE 22nd St
PW-RIGHT OF WAY	09/14/2022	PW-ROW-22-082		1645 73RD AVE NE
PW-RIGHT OF WAY	09/15/2022	PW-ROW-22-083		8435 MIDLAND RD
PW-RIGHT OF WAY	09/19/2022	PW-ROW-22-084		110 84th Ave NE
PW-RIGHT OF WAY	09/28/2022	PW-ROW-22-085		8426 OVERLAKE DR W
TOTAL PW-RIGHT OF WAY:	5		\$0.00	
TREE-HAZARD EVALUATION	09/21/2022	TREE-22-064		2626 EVERGREEN POINT RD
TREE-HAZARD EVALUATION	09/28/2022	TREE-22-065		3217 EVERGREEN POINT RD
TOTAL TREE-HAZARD EVALUATION:	2		\$0.00	
TREE-PERFORMANCE	09/28/2022	TREE-22-066		7914 NE 26TH ST
TOTAL TREE-PERFORMANCE:	1		\$0.00	
TREE-RESTORATION	09/08/2022	TREE-22-062		1631 RAMBLING LN
TOTAL TREE-RESTORATION:	1		\$0.00	

TREE-WITH BUILDING/DEVELOPMENT	09/16/2022	TREE-22-063		2420 76TH AVE NE
TOTAL TREE-WITH BUILDING/DEVELOPMENT:	1		\$0.00	
Total # of Permits	49		\$2,934,325.00	



Monthly Issued Permit Report

September, 2022

Construction Value:	September 2022	September 2021	2022 YTM	2021 YTM	Difference
Accessory Structure	-	-	\$70,000.00	-	\$70,000.00
Addition / Alteration	\$49,380.45	\$398,110.22	\$3,202,241.04	\$8,212,319.21	(\$5,010,078.17)
Fence / Wall	\$32,000.00	\$10,000.00	\$279,036.00	\$444,800.00	(\$165,764.00)
New Construction	-	\$2,538,167.00	\$25,774,845.40	\$28,151,425.00	(\$2,376,579.60)
Repair / Replace	-	-	-	-	\$0.00
Wireless Comm. Facility	-	-	\$70,000.00	-	\$70,000.00
Total Value:	\$81,380.45	\$2,946,277.22	\$29,396,122.44	\$36,808,544.21	(\$7,412,421.77)

Permits Issued:	September 2022	September 2021	2022 YTM	2021 YTM	Difference
New Construction	-	1	14	14	0
Permit Extension	8	1	41	35	6
Accessory Structure	-	-	1	-	1
Addition / Alteration	1	3	17	29	(12)
Construction Activity Permit	1	1	20	23	(3)
Demolition	-	-	10	17	(7)
Fence / Wall	3	1	15	13	2
Grading / Drainage	1	1	17	21	(4)
Mechanical	7	5	77	67	10
Other - Moving	-	-	-	-	0
Plumbing / Gas	10	8	58	72	(14)
Repair / Replace	-	-	-	-	0
Reroof	-	-	-	-	0
Right of Way Use	8	16	70	75	(5)
Tree Mitigation	4	4	43	51	(8)
Wireless Comm. Facility	-	-	1	-	1
Total Permits:	43	41	384	417	(33)

Inspections:	September 2022	September 2021	2022 YTM	2021 YTM	Difference
Building	93	89	809	772	37
	16	19	175	222	(47)
Engineering/Other	6	5	56	50	6
Tree	8	-	50	20	30
Total Inspections:	123	113	1,090	1,064	26

City of Medina Arborist Monthly Report – Non-Development Activity – 9/1/2022 – 9/30/2022

Date	Type	Address	Tree	Replanting
9/1/2022	Tree Performance T-01a	3233 EPR	Norway Spruce – 16”	No replanting required.
Notes: Approved for removal.				
9/1/2022	Tree Performance T-01b	2633 EPR	2 x Red Maple – 24”, 24”	6
Notes: Approved for removal.				
9/7/2022	Hazard Tree	1631 RAMBLING LN	Bitter Cherry – 26”	1
Notes: Site visit and risk assessment. Tree determined to be high risk.				
9/7/2022	Permitting question	8233 Overlake Dr W	N/A	N/A
Notes: General permitting question.				
9/7/2022	Off-site dead tree.	8629 NE 6 th Street	1 White Pine	1
Notes: Off-site dead tree at 8629 NE 6th Street. Tree is high risk. Attempting to contact homeowner. Left card at door.				
9/12/2022	Off-site dead tree.	7650 NE 10th St	1 Oak (unknown species)	N/A
Notes: Off-site dead tree that may fall. Contacted property owner at 7803 NE 12th. Tree to be removed.				
9/29/2022	Dead Tree Confirmation	1237 Evergreen Point Road	1 Western Hemlock – 20”	N/A
Notes: Provided pictures of the tree and a site map. I have confirmed the tree is dead. Per 16.52.040 F exempt from permit.				



Figure 1. 8629 NE 6th Street - Dead/hazard



Figure 2. 1237 EPR - Dead



Figure 3. 7803 NE 12th - Dead

September 2022 Development Project Permitted Tree Removal

Permit Type	Address	# Trees Removed	Removed Tree Size	*Supplemental Required	Description
TREE-WITH BUILDING/DEVELOPMENT					

TREE-WITH BUILDING/DEVELOPMENT	1041 84th Ave NE	11		5	Tree diameter = 19,18,18,15,13,11,11,10,9,8,6; needs to update TAP and calculations
TREE-WITH BUILDING/DEVELOPMENT	3242 EPR	11*		6*	*Trees have been removed based on old permit 20-018, reconciling what has been removed, what will be removed, and number of plantings required
TREE-WITH BUILDING/DEVELOPMENT	3645 Evergreen Point Road	2	24, 12	6	No protection around retained trees

* Size meets minimum standards outlined in 16.52.090.D.4.

Case Number	Case Type	Case Status	Assigned To	Address	Case Text
CC-2022-109	GENERAL	COMPLETED	Rob Kilmer	8232 OVERLAKE DR W	<p>Description: Report of groundwater issues coming from uphill of the owner's property.</p> <p>Action Taken: Spoke to property owner of 8232 Overlake Drive West and then investigated the area to look for where the water might be originating.</p> <p>See attached note for further details.</p>
CC-2022-110	CAP VIOLATION	COMPLETED	Rob Kilmer	1010 84TH AVE NE	<p>Description: Observed workers sand-blasting walkways without dust control in place.</p> <p>Action Taken: Spoke to workers and contacted project Agent to require them to use water to prevent dust from leaving jobsite.</p>
CC-2022-111	GENERAL	COMPLETED	Rob Kilmer	8001 NE 8TH ST	<p>Description: Observed dump-truck trailer parked along Right of Way on shoulder gravel strip.</p> <p>Action Taken: Investigated and determined that the trailer was part of the ongoing public utilities work on NE 10th Street. No further action taken.</p>
CC-2022-112	STOP WORK ORDER	COMPLETED	Rob Kilmer	619 84TH AVE NE	<p>Description: Construction related vehicles parked partially in right-of-way.</p> <p>Action Taken: This site has had previous informal and formal warnings so a Stop Work Order was issued. Project owners were required to provide written statements agreeing to how they would resolve parking issues moving forward.</p>
CC-2022-113	GENERAL	COMPLETED	Rob Kilmer	8245 NE 8TH ST	<p>Description: Report of water coming from ground on property.</p> <p>Action Taken: Visited property and investigated the area to determine the water's source. Homeowner was not on site and could not be reached by phone. Left card at the door and emailed City Hall staff to communicate findings. On 9/12/22 homeowners had a repair crew fixing the issue. Cause of groundwater was determined to be an on-site water line rupture.</p>

Case Number	Case Type	Case Status	Assigned To	Address	Case Text
CC-2022-114	GENERAL	COMPLETED	Rob Kilmer	8632 NE 10TH ST	<p>Description: Received report of improperly completed work in the right of way.</p> <p>Action Taken: Investigated area and determined that the work was related to a side-sewer repair under permit PW-ROW-22-059. The work is not yet completed and a final inspection has not been requested. A final patch and sealing of the saw-cuts will be required before the permit receives a final inspection approval.</p>
CC-2022-115	SIGN VIOLATION	COMPLETED	Rob Kilmer	Various	<p>Description: Auction advertising signs displayed in right of ways.</p> <p>Action Taken: Was unable to reach anyone at the listed phone number. Investigated online for further information, but did not find anything relevant. Reached out to the cities of Kirkland, Mercer Island, and Newcastle to find out if they have dealt with this issue. Requested the Police Department to see if they could find out anything.</p>
CC-2022-116	SIGN VIOLATION	COMPLETED	Rob Kilmer	1049 84TH AVE NE	<p>Description: Commercial sign displayed in the right of way.</p> <p>Action Taken: Removed sign and notified the business regarding the sign rules within the City.</p>
CC-2022-117	CAP VIOLATION	COMPLETED	Rob Kilmer	1525 79TH PL NE	<p>Description: Received resident complaint that: Work has been happening on weekends outside of the allowable work hours; Loud music is being played; Workers are parking in the cul-de-sac.</p> <p>Action Taken: Sent warning to project Agent and Manager that a complaint had been received regarding above issues. Spoke to police department so that they may help monitor the issue outside of work hours.</p>



STATE OF WASHINGTON

STATE BUILDING CODE COUNCIL

Washington State Energy Code Development Standard Energy Code Proposal Form

Jan 2022

Log No. _____

Code being amended: Commercial Provisions Residential ProvisionsCode Section # R403.5, R405.2, R503.1.3

Brief Description:

This code proposal would require new residential buildings to install heat pump water heaters for domestic hot water heating.

Proposed code change text: (Copy the existing text from the Integrated Draft, linked above, and then use underline for new text and ~~strikeout~~ for text to be deleted.)

Modify the section as follows:

R403.5 Service hot water systems. Energy conservation measures for service hot water systems shall be in accordance with ~~Sections R403.5.1 through R403.5.3~~ this section.

Add new section as follows:

R403.5.4 Heat pump water heating. Service hot water shall be provided by an electric heat pump system. The heat pump water heating system shall be sized to provide 100 percent of peak hot water demand. Where the heat pump is located in unconditioned space, the heat pump water heating system shall be sized to provide 100 percent of peak hot water demand at an entering source dry bulb (or wet bulb if rated for wet bulb temperatures) air temperature of 40°F (4°C).

Exceptions

1. Resistance heating elements integrated into heat pump equipment.
2. Electric water heaters with a rated water storage volume of no greater than 20 gallons.
3. Supplementary water heating systems in accordance with R403.5.4.1, provided the system capacity does not exceed the capacity of the heat pump water heating system.
4. Water heating systems that serve end-uses that require water temperature of 180°F (82°C) or hotter.
5. Solar water heating systems
6. Waste heat and energy recovery systemsHeat trace freeze protection systems.
7. Snow and ice melt systems.
8. Other water heating systems as *approved*.

R403.5.4.1 Supplementary heat for heat pump water heating systems. Heat pumps used for water heating and having supplementary heat shall have controls that limit supplemental heat operation to only those times when one of the following applies:

1. For heat pumps located in unconditioned space, the outside air temperature is below 40°F (4°C)
2. The heat pump is operating in defrost mode.

January 25, 2022

3. The vapor compression cycle malfunctions or loses power.

Exception: Heat trace temperature maintenance systems, provided the system capacity does not exceed the capacity of the heat pump water heating system.

Modify Table R405.2 as follows:

Systems	
R403.1	Controls
R403.1.2	Heat pump supplemental heat
R403.3.2	Sealing
R403.3.1	Equipment and system sizing
R403.3.3	Duct testing
R403.3.4	Duct leakage
R403.3.5	Building cavities
R403.4	Mechanical system piping insulation
R403.5.1	Heated water circulation and temperature maintenance system
<u>R403.5.4</u>	<u>Heat Pump Water Heating</u>
R403.6	Mechanical ventilation
R403.7	Equipment sizing and efficiency rating
R403.8	Systems serving multiple dwelling units
R403.9	Snow melt system controls
R403.10	Pool and permanent spa energy consumption
R403.11	Portable spas

Modify the section as follows:

R503.1.3 Service hot water systems. New service hot water systems that are part of the alteration shall comply with Section R403.5.

Exception: Replacements of water heating equipment shall not be required to comply with Section R403.5.4 where the rated capacity of the new equipment does not exceed the rated capacity of the existing equipment.

Purpose of code change:

Requiring water heating to be all-electric eliminates a significant source of fossil fuel combustion in buildings, and is generally 2-4x more energy efficient than either fossil fuel or electric resistance heating. This proposal aligns with [State policy to increase energy efficiency](#) by 70% by 2031. Additionally, this proposal will significantly reduce emissions and is aligned with [State policy to achieve the broader goal](#) of building zero fossil-fuel greenhouse gas emission homes and buildings by the year 2031. According to analysis done using data from the 2021 Washington State Energy Strategy, we need to reduce the commercial buildings sector emissions by 44% to keep on track to meet our 2050 climate goals. The State also needs to increase the proportion of annual sales of heat pumps from 0.4% of all residential water heating equipment in 2020 to 55% by 2030, a growth of 130x. To get to this increase in market penetration of heat pumps, the Washington State Energy Code should require all residential water heating to be all-electric in the 2021 code cycle. See Supplemental Attachment for further details on economics, emissions reduction and market penetration.

What the proposal does:

The proposal adds a new section that requires that water heating be provided by electric heat pump equipment. It includes key exceptions to foster flexibility, usability and enforceability:

- It exempts electric resistance water heaters with storage tanks smaller than 20 gallons since there are no heat pump models available for these small sizes. A typical 30 gallon electric resistance water heater would generally be replaced by a 40 gallon heat pump water heater (HPWH), so these are not exempted. This exemption would also exempt point-of-use electric water heaters. While it is conceivable that a project could choose a very large electric resistance point-of-use water heater instead of a HPWH, the electrical capacity and cost implications of this decision make it unlikely enough on practical terms that it does not need to be addressed.
- It is explicit that the resistance heating elements that are integrated into HPWHs, solar thermal systems, waste heat and energy recovery systems, freeze protection systems and snow and ice melt systems are not impacted by this new language. Some of these exceptions are not strictly necessary, but they have been included to improve the clarity and usability of the code.
- It allows supplementary heat in accordance with a new water heating supplementary heat section discussed below.

The proposal adds a new section for supplementary water heating that is modeled on the existing section for supplementary space heating for heat pumps in the model IECC and adapted for the specifics of HPs used for water heating.

The proposal then has language in section R503 to ensure that these requirements would not apply to simple equipment replacements. The exception is configured so that it is only available when new equipment is the same size as the equipment being replaced. This ensures that the new requirements will not trigger an electrification retrofit for equipment replacement unless it is a major system reconfiguration with a larger piece of equipment.

This proposal does not impact larger, more complex systems that serve multiple dwelling units since those systems are already referred to the commercial section of the code by R403.8.

Your amendment must meet one of the following criteria. Select at least one:

- | | |
|--|---|
| <input type="checkbox"/> Addresses a critical life/safety need. | <input type="checkbox"/> Consistency with state or federal regulations. |
| <input type="checkbox"/> The amendment clarifies the intent or application of the code. | <input type="checkbox"/> Addresses a unique character of the state. |
| <input checked="" type="checkbox"/> Addresses a specific state policy or statute.
(Note that energy conservation is a state policy) | <input type="checkbox"/> Corrects errors and omissions. |

Check the building types that would be impacted by your code change:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Single family/duplex/townhome | <input type="checkbox"/> Multi-family 4 + stories | <input type="checkbox"/> Institutional |
| <input checked="" type="checkbox"/> Multi-family 1 – 3 stories | <input type="checkbox"/> Commercial / Retail | <input type="checkbox"/> Industrial |

Your name	Sean Denniston	Email address	sean@newbuildings.org
Your organization	NBI	Phone number	503-481-7253

Other contact name [Click here to enter text.](#)

Economic Impact Data Sheet

Is there an economic impact: Yes No

Briefly summarize your proposal's primary economic impacts and benefits to building owners, tenants, and businesses. If you answered "No" above, explain your reasoning.

Construction costs for heat pump water heaters are often, but not always, higher than for conventional natural gas or electric resistance water heaters. When eliminating the cost of gas infrastructure running to the building and the cost of a separate air conditioner for space cooling, all-electric homes are generally less expensive than mixed fuel homes. Annual energy costs for heat pump water heaters are much lower than for electric resistance heating, but comparable with gas heating, at current rates (World Bank long term forecasts indicate an increase of over 80% in gas prices over the coming decade.) When including the Washington State social cost of carbon, heat pump water heating is more cost effective than both gas water heating and electric resistance water heating over the life cycle analysis horizon.

Given the state's climate goals and policy, this Energy Code proposal will help ensure new assets permitted beginning July 1, 2023 will not need to be immediately retrofitted.

Provide your best estimate of the **construction cost** (or cost savings) of your code change proposal? (See OFM Life Cycle Cost [Analysis tool](#) and [Instructions](#); use these [Inputs](#). [Webinars on the tool can be found Here and Here](#))

Upfront cost savings is -\$0.27/ sq ft or -\$646 per home. Note that negative savings means it has a cost.

The life cycle cost savings, not including the social cost of carbon, is -\$0.28/ sq ft or -\$674 per home.

The life cycle cost savings, including the social cost of carbon, is \$0.42/ sq ft or \$1,016 per home.

Show calculations here, and list sources for costs/savings, or attach backup data pages

See attached supplemental.

Provide your best estimate of the **annual energy savings** (or additional energy use) for your code change proposal?

Annual energy savings of 3.2 kBTU/ sq ft

Annual energy savings of 7,680 kBTU per home

(For residential projects, also provide [Click here to enter text](#).KWH/KBTU / dwelling unit)

Show calculations here, and list sources for energy savings estimates, or attach backup data pages

List any **code enforcement** time for additional plan review or inspections that your proposal will require, in hours per permit application:

Instructions: Send this form as an email attachment, along with any other documentation available, to: sbcc@des.wa.gov. For further information, call the State Building Code Council at 360-407-9255.

All questions must be answered to be considered complete. Incomplete proposals will not be accepted.

- No increase in plan review or inspection time.

Small Business Impact. Describe economic impacts to small businesses:

No impact on small businesses, since this is the residential code.

Housing Affordability. Describe economic impacts on housing affordability:

Small impact on housing affordability if the builder decides to not build all-electric which would save them money.

Other. Describe other qualitative cost and benefits to owners, to occupants, to the public, to the environment, and to other stakeholders that have not yet been discussed:

Improve air quality and reduce greenhouse gas emissions.

Instructions: Send this form as an email attachment, along with any other documentation available, to: sbcc@des.wa.gov. For further information, call the State Building Code Council at 360-407-9255.

All questions must be answered to be considered complete. Incomplete proposals will not be accepted.

**Office of Financial Management
Olympia, Washington - Version: 2020-A
Life Cycle Cost Analysis Tool
Executive Report**

Project Information	
Project:	
Address:	N/A, N/A, N/A
Company:	RMI
Contact:	Jonny Kocher
Contact Phone:	
Contact Email:	jkocher@rmi.org

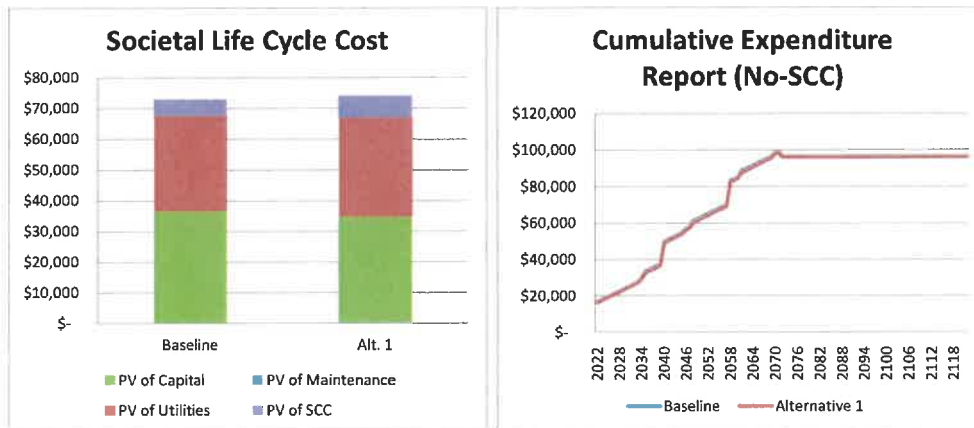
Key Analysis Variables		Building Characteristics	
Study Period (years)	50	Gross (Sq.Ft)	
Nominal Discount Rate	5.00%	Useable (Sq.Ft)	
Maintenance Escalation	1.00%	Space Efficiency	
Zero Year (Current Year)	2022	Project Phase	
Construction Years	0	Building Type	

Life Cycle Cost Analysis		BEST	
Alternative	Baseline	Alt. 1	
Energy Use Intensity (kBtu/sq.ft)	21.2	24.4	
1st Construction Costs	\$ 17,057	\$ 16,411	
PV of Capital Costs	\$ 36,563	\$ 34,752	
PV of Maintenance Costs	\$ -	\$ -	
PV of Utility Costs	\$ 31,182	\$ 32,319	
Total Life Cycle Cost (LCC)	\$ 67,745	\$ 67,071	
Net Present Savings (NPS)	N/A	\$ 674	

Societal LCC takes into consideration the social cost of carbon dioxide emissions caused by operational energy consumption

(GHG) Social Life Cycle Cost		BEST	
GHG Impact from Utility Consumption	Baseline	Alt. 1	
Tons of CO2e over Study Period	81	108	
% CO2e Reduction vs. Baseline	N/A	-32%	
Present Social Cost of Carbon (SCC)	\$ 5,502	\$ 7,191	
Total LCC with SCC	\$ 73,247	\$ 74,263	
NPS with SCC	N/A	\$ (1,016)	

Warning: OFM Assigned Variables Not Used



Baseline Short Description
Heat Pump Water Heating Home
Alternative 1 Short Description
Mixed-Fuel Home

Life Cycle Cost Analysis				
Alternative	Mixed-fuel Building (Baseline)	All-Electric Building Proposal	Heat Pump Water Heating Proposal	Heat Pump Space Heating Proposal
Energy Use Intensity (kBtu/sq.ft)	24.4	15.0	21.2	18.9
% Energy Reduction	N/A	39%	13%	22%
1st Construction Costs	\$ 16,411	\$ 13,402	\$ 17,057	\$ 13,686
PV of Capital Costs	\$ 34,752	\$ 32,318	\$ 36,563	\$ 28,959
PV of Utility Costs	\$ 32,319	\$ 28,890	\$ 31,182	\$ 29,920
Total Life Cycle Cost (LCC)	\$ 67,071	\$ 61,208	\$ 67,745	\$ 58,879
Net Present Savings (NPS)	N/A	\$ 5,864	\$ (674)	\$ 8,192
Tons of CO2e over Study Period	108	30	81	64
% CO2e Reduction vs. Baseline	N/A	72%	25%	40%
Present Social Cost of Carbon (SCC)	\$ 7,191	\$ 2,242	\$ 5,502	\$ 4,410
Total LCC with SCC	\$ 74,263	\$ 63,450	\$ 73,247	\$ 63,288
NPS with SCC	N/A	\$ 10,813	\$ 1,016	\$ 10,974

Energy Analysis:

End Use	Site Energy Use (MMBtu/yr)			
	Mixed-fuel Building	All-Electric Building	Heat Pump Water Heating*	Heat Pump Space Heating*
Misc. (E)	9.1	9.1	9.1	9.1
Vent Fan (E)	2	2	2	2
Lg. Appl. (E)	6.5	8.06	6.5	6.5
Lights (E)	6.77	6.77	6.77	6.77
Cooling Fan/Pump (E)	0.39	0.08	0.39	0.08
Heating Fan/Pump (E)	0.53	0.15	0.53	0.15
Cooling (E)	0.98	0.73	0.98	0.73
Heating (E)	0	5.58	0	5.58
Heating (G)	17.78	0	17.78	0
Hot Water (E)	0.15	2.88	2.88	0.15
Hot Water, Suppl. (E)	0	0.56	0.56	0
Hot Water (G)	10.97	0	0	10.97
Lg. Appl. (G)	3.33	0	3.33	3.33
Total	58.5	35.9	50.82	45.36

* All-Electric Space and Water Heating Scenario's end uses were estimated from All-Electric Results. Future modeled results will be provided during the TAG process

Fuel	Site Energy Use (MMBtu/yr)			
	Mixed-fuel Building	All-Electric Building	Heat Pump Water Heating	Heat Pump Space Heating
Electricity	26.4	35.9	29.7	31.1
Natural gas	32.1	0.0	21.1	14.3
Total	58.5	35.9	50.8	45.4

Fuel	Site Energy Use			
	Mixed-fuel Building	All-Electric Building	Heat Pump Water Heating	Heat Pump Space Heating
Electricity (kWh)	7,743	10,524	8,707	9,103
Natural gas (therms)	321	-	211	143

Fuel	Utility Costs (Electricity Rate = \$0.0856/kWh & Gas Rate = \$0.818/therm)			
	Mixed-fuel Building	All-Electric Building	Heat Pump Water Heating	Heat Pump Space Heating
Electricity (kWh)	\$ 662.80	\$ 900.87	\$ 745.33	\$ 779.20
Natural gas (therms)	\$ 262.48	\$ -	\$ 172.72	\$ 117.00

Energy analysis completed by RMI

Cost Data:

City	Building	Retrofit/NewCon	Appliance Family	Appliance	G/E	Total Costs	Source
Seattle	Single family	New Construction	Gas Connection	new gas connection	Gas Baseline	\$2,164	RMI EEB v2
Seattle	Single family	New Construction	Air Conditioner	air conditioner - 2ton	Gas Baseline	\$6,536	RMI EEB v2
Seattle	Single family	New Construction	ASHP	multi-zone heat pump HVAC - low capacity	Electric	\$8,477	RMI EEB v2
Seattle	Single family	New Construction	Gas Furnace	new gas furnace - 80k BTU	Gas Baseline	\$4,666	RMI EEB v2
Seattle	Single family	New Construction	Gas Stove	gas stove 2	Gas Baseline	\$1,151	RMI EEB v2
Seattle	Single family	New Construction	Gas Water Heater	gas water heater 1	Gas Baseline	\$1,894	RMI Heat Pumps for Hot Water
Seattle	Single family	New Construction	HP Water Heater	heat pump water heater 1	Electric	\$3,028	RMI Heat Pumps for Hot Water
Seattle	Single family	New Construction	Induction Stove	induction stove 1	Electric	\$2,385	RMI EEB v2

Equipment Lifetimes:

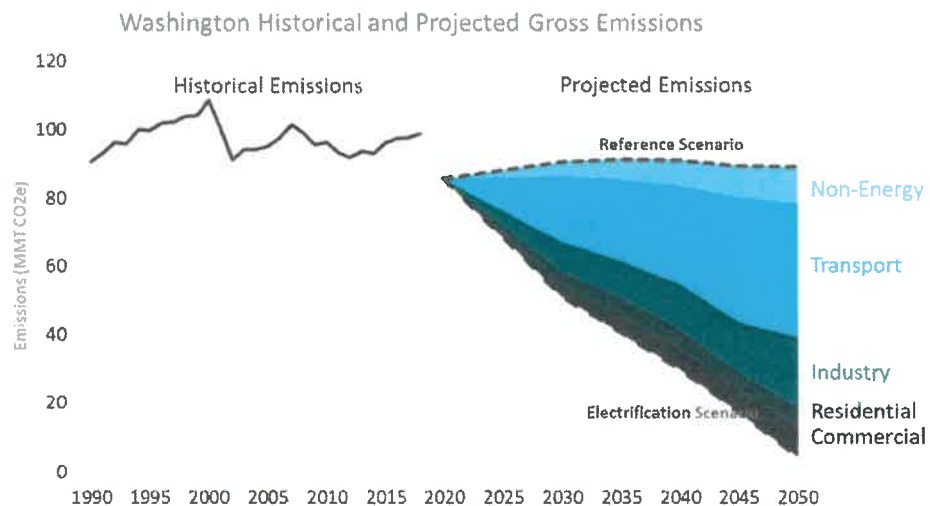
Equipment	Equipment Lifetime*
Heat Pump	18
Gas Fired Furnace	18
Central AC	18
Gas Water Heater	13
Heat Pump Water Heater	13
Cookstove	12

* <https://www.eia.gov/analysis/studies/buildings/equipcosts/pdf/appendix-a.pdf>

Total Gross Emissions: Reference vs Electrification Scenarios

WA SES EER DDP Modeling Final Report Page 26

Year	Scenario	Emissions (MMT CO ₂ e) Residential
2020	Reference	11.4
2030	Reference	9.0
2035	Reference	9.0
2040	Reference	8.1
2045	Reference	6.9
2050	Reference	6.5
2020	Electrification	10.2
2030	Electrification	5.0
2035	Electrification	3.7
2040	Electrification	2.6
2045	Electrification	1.8
2050	Electrification	0.5



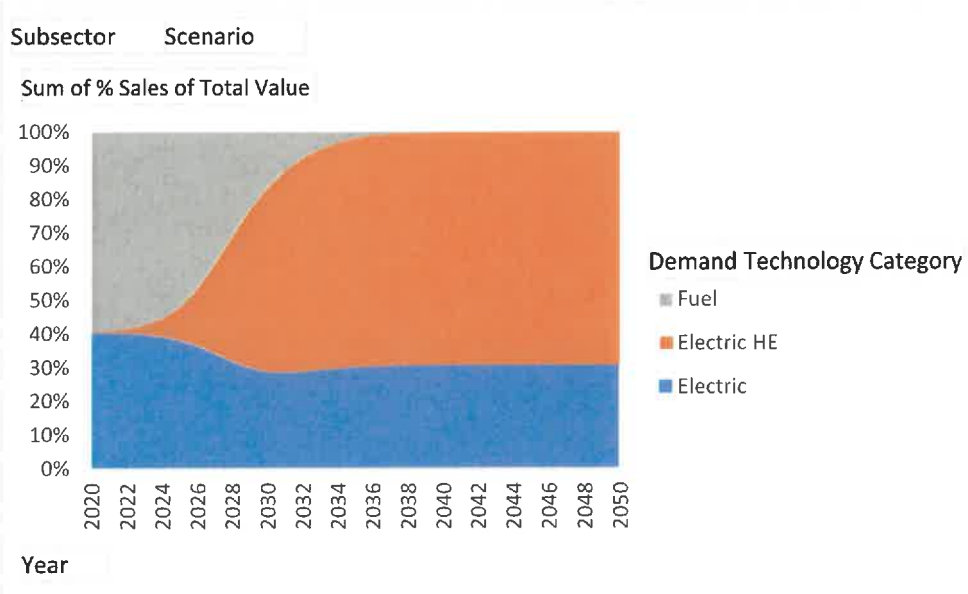
	% reduction in Residential Building emissions required by target year in Electrification Scenario	
2030		51%
2035		64%
2040		75%
2045		83%
2050		95%

Required % Sales of Residential Heat Pump Water Heaters to be Aligned with the Electrification Scenario

Subsector	residential water heating
Scenario	Electrification

Sum of % Sales of Total Value Row Labels	Column Labels		
	Electric	Electric HE	Fuel
2020	40.5%	0.4%	59.1%
2021	40.4%	0.8%	58.8%
2022	40.2%	1.6%	58.3%
2023	39.8%	3.0%	57.2%
2024	39.2%	5.6%	55.2%
2025	38.1%	10.1%	51.8%
2026	36.4%	17.2%	46.4%
2027	34.2%	26.7%	39.1%
2028	31.8%	37.4%	30.8%
2029	29.9%	47.2%	23.0%
2030	28.7%	54.8%	16.5%

Growth from 2020 to 2030 = 130.2 x



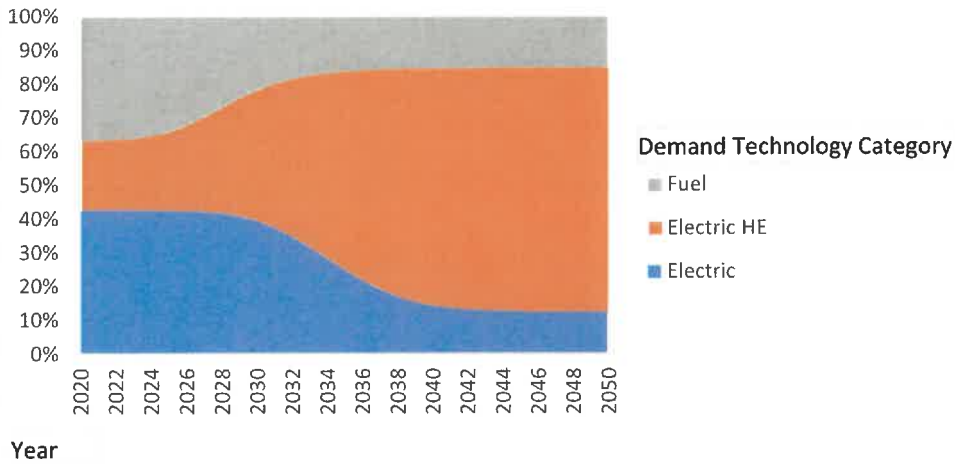
Required % Sales of Residential Heat Pump Space Heaters to be Aligned with the Electrification

Subsector	residential space heating
Scenario	Electrification

Sum of % Sales of Total Value Row Labels	Column Labels		
	Electric	Electric HE	Fuel
2020	42.7%	20.6%	36.8%
2021	42.6%	20.7%	36.7%
2022	42.7%	20.9%	36.5%
2023	42.6%	21.3%	36.1%
2024	42.5%	22.1%	35.4%
2025	42.5%	23.3%	34.2%
2026	42.4%	25.3%	32.3%
2027	42.2%	28.1%	29.7%
2028	41.7%	31.5%	26.8%
2029	40.8%	35.2%	24.0%
2030	39.4%	38.9%	21.6%

Subsector Scenario

Sum of % Sales of Total Value




King County

Department of Natural Resources and Parks
Wastewater Treatment Division

Outreach Plan
Medina Pump Station Upgrades

633 81st Ave NE, Medina, WA 98039

I. PROJECT BACKGROUND

This project will replace key components in the Raw Sewage Pump (RSP) room at the Medina Pump Station to allow for regular maintenance and inspection of the four pumps at the Medina Pump Station and provide permanent bypassing capability. The project will replace the header and install new suction, discharge, and check valves for each RSP on the new header. This project will upgrade infrastructure that allows us to keep wastewater out of streets, homes, businesses, and local waterbodies.

II. PUBLIC INVOLVEMENT GOALS

- Inform project neighbors about the reason for, activities, and impacts of the work in advance of the work.
- Meet all requirements set by the City of Medina.

III. KEY STAKEHOLDERS AND AUDIENCES

- City of Medina staff and councilmembers
- Near neighbors of the Medina Pump Station
- Neighbors at the sewage pumping (Medina) and discharge (Wilburton) points
- Residences along the sewage haul routes
- Medina Elementary School

IV. OUTREACH ACTIVITIES & TOOLS
Information sharing:

- General notification of construction activities. This notice will include information about the need for the project and will detail the activities that may be impactful and disruptive, what the County is doing to mitigate noise, and information about approximately 6 hours over one night of overnight septage hauling.
 - Action: Mail notice to homes within a one block radius of the Pump Station.
 - Timing: two months before work is set to begin.
- Notification describing the project and approximately 6 hours of additional truck traffic over one night.

- Action: Mail notification to homes adjacent to the pump station and along the haul route within ½ a mile of the pumping and discharge locations.
- Timing: one month before construction begins
- Reminder of overnight work approximately 3-5 days before construction is set to begin.
 - Action: Drop flyer at the door of homes that are adjacent to the pump station and on the haul route within ½ a mile of the pumping and discharge locations.
 - Timing: approximately 3-5 days before construction is set to begin.

Additional tools:

- Construction hotline will be staffed for questions or emergencies during the overnight work.
- Email list available for people to sign up to learn about last minute changes in timing and project activities.

V. KEY MESSAGES

- The pumps in the Medina Pump Station help move sewage from the surrounding area to King County's South Treatment Plant in Renton, where it is treated.
- The equipment in the Medina pump station is aging and we are replacing equipment to prevent failure, overflows, and service disruptions.
- The work at the Medina Pump station is part of an effort to upgrade aging sewer system equipment in King County. This project will help protect the neighborhood and Lake Washington from sewer overflows coming from the station.
- This is best done as a short-term, planned equipment replacement, rather than as an emergency repair.
- The County will mitigate for noise coming from the temporary pumps and diesel engines required for this project to meet City of Medina allowed maximums.
- Overnight hauling:
 - Hauling will occur over approximately six hours for one night.
 - The work will be done during the dry season, when the least amount of wastewater is flowing through the sewer pipes.
 - We must do the work at night when most people are not showering, washing dishes, doing laundry, or flushing the toilet.
 - To install a permanent bypass at the Medina Pump Station, wastewater will be diverted and the force main leading to the pump station will be drained and pumped into septage hauling trucks. The trucks will carry the wastewater to the Wilburton Siphon where contractors will discharge the wastewater into a sewer maintenance hole before the trucks return to the pump station to be refilled. This is anticipated to take approximately six-hours. We will provide map of haul route once it is available.
 - What to expect while the force main is drained (approximately six hours overnight):
 - Some traffic impacts – flaggers and/or signs will direct people around the work area.
 - Work in the road outside the pump station.
 - Light tower with a portable generator illuminating the work area.

- Vehicle noise from trucks entering and exiting the area.
- Three to four trucks idling as they wait to be filled with wastewater.
- After the force main is drained, the permanent bypass valve will be installed and although the temporary pumps will continue to run to bypass the station while the header is being replaced (approx. 3-4 weeks), the only pumping out and hauling will be done during a very short period, approximately 6 hours on one night.



CITY OF MEDINA

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

Date: October 10th 2022
To: Honorable Mayor and City Council
Via: Stephen Burns, City Manager
From: Ryan Wagner, Finance & HR Director
Subject: September 2022 Financial Reporting

The September 2022 Reporting includes:

- September AP Check Register Activity Detail
- Updates from Finance Department
- September Financial Reporting and Cash Position Report

Key Items from September 2022:

Finance Summary

- September YTD Financials are included along with the packet, end of year projections by Department will come next week now that all Directors have the most recent data
- Budget memo and updated 2023 draft included with packet for public hearing discussion
- 2021 Financial audit underway this week with the State Auditor's Office
- REVENUE
 - \$58K in property taxes, (another major deposit expected in Oct/Nov)
 - \$143K in sales tax revenue, \$1.37M to date (Slightly under what was budgeted)
 - \$200K in REET Revenue collected in September.
 - YTD REET \$1.11M (Slightly under what was budgeted)
 - TIB Grant of \$36K Received
- EXPENSES
 - \$340K Payroll, last week of seasonal employees included
 - \$44K for Crack Sealing Project, majority funded by TIB Grant
 - \$15K for July Attorney Fees

CAPITAL FUND	SEPTEMBER ACTUAL	SEPTEMBER YTD ACTUAL	2022 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
General Fund					
Property Tax	\$58,808	\$2,543,399	\$4,167,873	61.02%	\$1,624,474
Sales Tax	\$142,717	\$1,373,160	\$1,958,050	70.13%	\$584,890
Criminal Justice	\$9,161	\$76,224	\$100,283	76.01%	\$24,059
B & O Tax: Utility & Franchise Fee	\$33	\$745,354	\$938,302	79.44%	\$192,948
Leasehold Excise Tax	\$0	\$3,768	\$3,042	123.86%	(\$726)
General Government (includes Hunts Point)	\$5,688	\$275,364	\$459,756	59.89%	\$184,392
Passports, General Licenses & Permits	\$189	\$990	\$404,492	0.24%	\$403,502
Fines, Penalties, Traffic Infr.	\$2,237	\$16,548	\$15,000	110.32%	(\$1,548)
Misc. Invest. Facility Leases	\$17,518	\$147,404	\$220,746	66.78%	\$73,342
Other Revenue, Dispositions	\$0	\$4,504	\$3,000	150.13%	(\$1,504)
General Fund Total	\$236,352	\$5,186,715	\$8,270,544	62.71%	\$3,083,829
Development Services Fund Total	\$47,449	\$698,070	\$1,356,895	51.45%	\$658,825.34
Development Services Fund Transfers In	\$0	\$1,000,000	\$1,000,000	100.00%	\$0.00
Street Fund Total	\$6,353	\$44,580	\$118,801	37.52%	\$90,446
Street Fund Transfers In	\$33,461	\$301,145	\$401,527	75.00%	\$200,764
Tree Fund Total	\$0	\$2,310	\$3,075	75.12%	\$765
Capital Fund Total	\$249,100	\$1,769,783	\$2,086,619	84.82%	\$316,836
Levy Stabilization Fund Total	\$41,667	\$375,000	\$500,000	75.00%	\$125,000
NonRevenue Trust Funds Total	\$2,670	\$19,251	\$0	0.00%	(\$19,251)
Total (All Funds)	\$583,591	\$8,095,709	\$12,335,934	65.63%	\$4,240,225
Total (All Funds) Transfers In	\$75,127	\$1,676,145	\$1,901,527	88.15%	\$225,382

EXPENDITURES:	SEPTEMBER ACTUAL	SEPTEMBER YTD ACTUAL	2022 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
General Fund					
Legislative	\$1,130	\$7,363	\$39,600	18.59%	\$32,237
Municipal Court	\$5,255	\$39,481	\$59,250	66.63%	\$19,769
Executive	\$22,212	\$227,744	\$317,257	71.79%	\$89,513
Finance	\$20,039	\$431,035	\$575,347	74.92%	\$144,312
Legal	\$41,294	\$187,910	\$311,200	60.38%	\$123,290
Central Services	\$70,772	\$639,709	\$1,116,045	57.32%	\$476,336
Police Operations	\$195,927	\$1,693,445	\$2,975,604	56.91%	\$1,282,159
Fire & Medical Aid	\$0	\$383,228	\$756,837	50.64%	\$373,609
Public Housing, Environmental & Mental Health	\$208	\$16,992	\$46,691	36.39%	\$29,699
Recreational Services	\$3,124	\$37,391	\$48,500	77.10%	\$11,109
Parks	\$46,911	\$397,408	\$533,392	74.51%	\$135,984
General Fund Subtotal	\$406,871	\$4,061,706	\$6,779,723	59.91%	\$2,718,017
General Fund Transfers Out	\$75,127	\$1,676,145	\$1,901,527	88.15%	\$225,382
General Fund Total	\$481,998	\$5,737,851	\$8,681,250	66.09%	\$2,943,399
Development Services Fund Total	\$84,545	\$810,690	\$1,179,726	68.72%	\$369,036
City Street Fund Total	\$71,724	\$368,786	\$520,328	70.88%	\$151,542
Tree Fund Total	\$0	\$7,740	\$40,000	19.35%	\$32,260
Capital Fund Total	\$54,205	\$700,593	\$1,510,000	46.40%	\$809,407
Capital Fund Transfers Out	\$0	\$0	\$0	0.00%	\$0
NonRevenue Trust Funds Total	\$18	\$678	\$0	0.00%	(\$678)
Master Investments Total	\$180,946	\$4,544,570	\$0	0.00%	(\$4,544,570)
Total (All Funds)	\$617,345	\$5,949,515	\$10,029,777	59.32%	\$4,080,262
Total (All Funds) Transfers Out	\$75,127	\$1,676,145	\$1,901,527	88.15%	\$225,382

Updated Fund Balances s of 9/30/2022

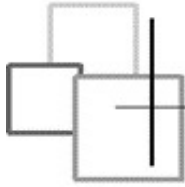
Fund		Beginning Cash	Beginning Investments	Activity In	Activity Out	Ending Cash	Ending Investments	Ending Balance
001	General Fund	\$3,602,269.02	\$0.00	\$237,580.81	\$480,251.85	\$3,359,597.98	\$0.00	\$3,359,597.98
101	City Street Fund	\$83,777.54	\$0.00	\$39,814.02	\$71,724.26	\$51,867.30	\$0.00	\$51,867.30
103	Tree Fund	\$78,894.46	\$0.00	\$0.00	\$0.00	\$78,894.46	\$0.00	\$78,894.46
302	Contingency Fund	\$250,000.00	\$0.00	\$0.00	\$0.00	\$250,000.00	\$0.00	\$250,000.00
303	Levy Stabilization Fund	\$833,333.35	\$0.00	\$41,666.67	\$0.00	\$875,000.02	\$0.00	\$875,000.02
307	Capital Projects Fund	\$5,892,108.07	\$0.00	\$246,895.20	\$51,999.53	\$6,087,003.74	\$0.00	\$6,087,003.74
401	Development Services Fund	\$924,475.87	\$0.00	\$47,448.90	\$84,545.05	\$887,379.72	\$0.00	\$887,379.72
631	NonRevenue Trust Funds	\$16,051.42	\$0.00	\$2,669.77	\$18.00	\$18,703.19	\$0.00	\$18,703.19
999	Master Investments	(\$11,416,588.46)	\$11,416,588.46	\$250,000.00	\$180,946.25	(\$11,347,534.71)	\$11,347,534.71	\$0.00

Cash Position Report as of 9/30/2022

<u>2022 Beginning Cash Balance 8/31/2022</u>		<u>2022 Cash Balance, 9/30/2022</u>	
<u>TOTAL CASH & INVESTMENTS</u>		<u>TOTAL CASH & INVESTMENTS</u>	
<u>Period Ending: 8/31/2022</u>		<u>Period Ending: 9/30/2022</u>	
WA ST INV POOL	\$ 7,418,633	WA ST INV POOL	\$ 7,349,579
OTHER INVESTMENTS	4,000,000	OTHER INVESTMENTS*	4,000,000
CHECKING	401,426	CHECKING	325,292
	<u>\$ 11,820,059</u>		<u>\$ 11,674,872</u>

*Bond maturity dates:

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



Revenue

Starting Account Number: 001-000-000-308-00-01-00 Beginning Fund Balance

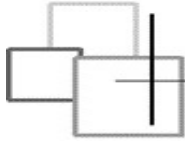
Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
General Fund						
General Property Taxes						
001-000-000-311-10-00-00	General Property Taxes	\$58,808.28	\$2,543,398.84	\$4,167,873.00	61.02%	\$1,624,474.16
Total General Property Taxes		\$58,808.28	\$2,543,398.84	\$4,167,873.00	61.02%	\$1,624,474.16
Retail Sales and Use Taxes						
001-000-000-313-11-00-00	Local Retail Sales & Use Tax	\$142,717.09	\$1,373,160.46	\$1,958,050.00	70.13%	\$584,889.54
001-000-000-313-27-00-00	Affordable & Sup. Housing	\$1,228.51	\$6,727.58	\$0.00		(\$6,727.58)
001-000-000-313-71-00-00	Criminal Justice Funding	\$9,161.46	\$76,224.23	\$100,283.00	76.01%	\$24,058.77
Total Retail Sales and Use Taxes		\$153,107.06	\$1,456,112.27	\$2,058,333.00	70.74%	\$602,220.73
Utility Tax						
001-000-000-316-41-00-00	Electric	\$0.00	\$196,938.37	\$242,731.00	81.13%	\$45,792.63
001-000-000-316-42-00-00	Gas	\$0.00	\$120,189.77	\$121,352.00	99.04%	\$1,162.23
001-000-000-316-43-00-00	Water & Sewer	\$0.00	\$269,054.16	\$211,854.00	127.00%	(\$57,200.16)
001-000-000-316-45-00-00	Garbage/Solid Waste	\$0.00	\$34,983.13	\$43,151.00	81.07%	\$8,167.87
001-000-000-316-46-00-00	Cable-Television	\$0.00	\$98,850.48	\$80,177.00	123.29%	(\$18,673.48)
001-000-000-316-47-00-00	Telephone	\$33.12	\$25,337.79	\$40,425.00	62.68%	\$15,087.21
Total Utility Tax		\$33.12	\$745,353.70	\$739,690.00	100.77%	(\$5,663.70)
Excise Taxes						
001-000-000-317-20-00-00	Leasehold Excise Tax	\$0.00	\$3,767.96	\$3,042.00	123.86%	(\$725.96)
Total Excise Taxes		\$0.00	\$3,767.96	\$3,042.00	123.86%	(\$725.96)
Franchise Fees						
001-000-000-321-91-00-00	Franchise Fees & Royalties	\$0.00	\$0.00	\$198,612.00	0.00%	\$198,612.00
Total Franchise Fees		\$0.00	\$0.00	\$198,612.00	0.00%	\$198,612.00
Licenses and Permits						
001-000-000-322-10-00-00	Building Permits	\$0.00	\$165.00	\$0.00		(\$165.00)
001-000-000-322-11-00-00	Building Permit-Technology Fee	\$0.00	\$19.75	\$0.00		(\$19.75)
001-000-000-322-30-00-00	Animal Licenses	\$0.00	\$210.00	\$640.00	32.81%	\$430.00

001-000-000-322-90-00-00	Gun Permits	\$14.00	\$420.00	\$652.00	64.42%	\$232.00
Total Licenses and Permits		\$14.00	\$814.75	\$1,292.00	63.06%	\$477.25
Intergovernmental						
001-000-000-332-92-10-01	Coronavirus Local Fis. Rec. (ARPA)	\$0.00	\$84,000.00	\$84,000.00	100.00%	\$0.00
001-000-000-333-16-00-00	Dept of Justice -Indirect Federal Grant	\$0.00	\$0.00	\$500.00	0.00%	\$500.00
001-000-000-336-06-21-00	Mvet-Criminal Justice-Pop.	\$0.00	\$758.60	\$1,167.00	65.00%	\$408.40
001-000-000-336-06-26-00	Criminal Justice-Special	\$0.00	\$2,642.79	\$4,135.00	63.91%	\$1,492.21
001-000-000-336-06-51-00	DUI/Other Criminal Justice	\$0.00	\$238.00	\$0.00		(\$238.00)
001-000-000-336-06-94-00	Liquor Excise Tax	\$0.00	\$15,109.53	\$21,511.00	70.24%	\$6,401.47
001-000-000-336-06-95-00	Liquor Control Board Profits	\$5,661.54	\$16,986.16	\$25,980.00	65.38%	\$8,993.84
Total Intergovernmental		\$5,661.54	\$119,735.08	\$137,293.00	87.21%	\$17,557.92
Charges for Goods and Services						
001-000-000-341-99-00-00	Passport & Naturalization Fees	\$175.00	\$175.00	\$403,200.00	0.04%	\$403,025.00
001-000-000-342-11-00-00	Hunts Point Police Contract	\$0.00	\$155,603.20	\$322,463.00	48.25%	\$166,859.80
001-000-000-342-12-00-00	Hunts Point-Add'l Services	\$26.00	\$26.00	\$0.00		(\$26.00)
001-000-000-345-81-00-00	Zoning and Subdivision	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-345-89-00-00	Other Planning and Development	\$0.00	\$0.00	\$0.00		\$0.00
Total Charges for Goods and Services		\$201.00	\$155,804.20	\$725,663.00	21.47%	\$569,858.80
Fines and Penalties						
001-000-000-353-10-00-00	Municipal Court-Traffic Infrac	\$2,237.49	\$14,383.05	\$15,000.00	95.89%	\$616.95
Non-Court Fines, Forfeitures and Penalties						
001-000-000-359-90-00-00	Misc. Fines, Penalties, Code Enforcement	\$0.00	\$2,165.00	\$0.00		(\$2,165.00)
Total Non-Court Fines, Forfeitures and Penalties		\$0.00	\$2,165.00	\$0.00		(\$2,165.00)
Total Fines and Penalties		\$2,237.49	\$16,548.05	\$15,000.00	110.32%	(\$1,548.05)
Miscellaneous Revenues						
001-000-000-361-11-00-00	Investment Interest Earnings	\$6,716.40	\$30,582.49	\$6,000.00	509.71%	(\$24,582.49)
001-000-000-361-40-00-00	Sales Interest	\$233.21	\$924.81	\$1,997.00	46.31%	\$1,072.19
001-000-000-362-00-00-10	Rents & Leases	\$0.00	\$23,222.88	\$23,223.00	100.00%	\$0.12
001-000-000-362-00-00-20	Post Office Facility Lease	\$7,375.67	\$73,756.70	\$88,508.00	83.33%	\$14,751.30
001-000-000-367-11-00-00	Contributions/Donations	\$0.00	\$0.00	\$100,000.00	0.00%	\$100,000.00
001-000-000-369-30-00-10	Confiscated Property-Auction	\$0.00	\$191.18	\$0.00		(\$191.18)
001-000-000-369-91-00-00	Other	\$3,100.00	\$18,009.50	\$30.00	60,031.67%	(\$17,979.50)
001-000-000-369-91-00-05	Other-CC Convenience fees	\$0.00	\$0.00	\$0.00		\$0.00
001-000-000-369-91-00-10	Other-Copies	\$38.54	\$395.91	\$235.00	168.47%	(\$160.91)
001-000-000-369-91-00-15	Other-Fingerprinting	\$40.00	\$240.00	\$590.00	40.68%	\$350.00
001-000-000-369-91-00-35	Other-Notary	\$10.00	\$10.00	\$110.00	9.09%	\$100.00
001-000-000-369-91-00-45	Other-Reports	\$4.50	\$70.50	\$53.00	133.02%	(\$17.50)
Total Miscellaneous Revenues		\$17,518.32	\$147,403.97	\$220,746.00	66.78%	\$73,342.03
Non Revenues						
001-000-000-382-10-00-01	Refundable Deposits - DS (CMP, PGB)	\$0.00	\$50,000.00	\$0.00		(\$50,000.00)

001-000-000-382-10-00-02	Refundable DS Adv Deposit	\$0.00	\$0.00	\$0.00		\$0.00
Total Non Revenues		\$0.00	\$50,000.00	\$0.00		(\$50,000.00)
 Disposition of Capital Assets						
001-000-000-395-10-00-00	Sale Of Equipment/Property	\$0.00	\$4,075.00	\$3,000.00	135.83%	(\$1,075.00)
001-000-000-395-10-00-20	PD Equipment sale/replacement funds	\$0.00	\$429.00	\$0.00		(\$429.00)
Total Disposition of Capital Assets		\$0.00	\$4,504.00	\$3,000.00	150.13%	(\$1,504.00)
 Total General Fund		 \$237,580.81	 \$5,243,442.82	 \$8,270,544.00	 63.40%	 \$3,027,101.18
 City Street Fund						
Intergovernmental Revenues						
101-000-000-334-03-60-00	WA DOE Nat'l Pollution Discharge Elim	\$0.00	\$0.00	\$50,000.00	0.00%	\$50,000.00
101-000-000-336-00-71-00	Multimodal Transportation - Cities	\$961.47	\$2,884.67	\$4,402.00	65.53%	\$1,517.33
101-000-000-336-00-87-00	Motor Fuel Tax(unrestricted)	\$5,391.97	\$41,695.12	\$64,399.00	64.74%	\$22,703.88
Total Intergovernmental Revenues		\$6,353.44	\$44,579.79	\$118,801.00	37.52%	\$74,221.21
 Transfers-In						
101-000-000-397-00-10-00	Transfer to Street from General Fund	\$33,460.58	\$301,145.23	\$401,527.00	75.00%	\$100,381.77
Total Transfers-In		\$33,460.58	\$301,145.23	\$401,527.00	75.00%	\$100,381.77
 Total City Street Fund		 \$39,814.02	 \$345,725.02	 \$520,328.00	 66.44%	 \$174,602.98
 Tree Fund						
103-000-000-345-89-00-00	Tree Replacement fees	\$0.00	\$2,310.00	\$3,075.00	75.12%	\$765.00
Total Tree Fund		\$0.00	\$2,310.00	\$3,075.00	75.12%	\$765.00
 Levy Stabilization Fund						
303-000-000-397-00-00-02	Transfer to Levy Stab. Fund from GF	\$41,666.67	\$375,000.02	\$500,000.00	75.00%	\$124,999.98
Total Levy Stabilization Fund		\$41,666.67	\$375,000.02	\$500,000.00	75.00%	\$124,999.98
 Capital Projects Fund						
Other Taxes						
307-000-000-318-34-00-00	Real Estate Excise Tax 1	\$100,207.80	\$557,848.91	\$804,850.00	69.31%	\$247,001.09
307-000-000-318-35-00-00	Real Estate Excise Tax 2	\$100,207.80	\$557,848.91	\$804,850.00	69.31%	\$247,001.09
Total Other Taxes		\$200,415.60	\$1,115,697.82	\$1,609,700.00	69.31%	\$494,002.18
307-000-000-332-92-10-01	Coronavirus Local Fis. Rec. (ARPA)	\$0.00	\$375,367.00	\$458,919.00	81.79%	\$83,552.00
307-000-000-334-03-80-00	Transp Imp Board Grant-Sidewalks &	\$36,405.00	\$36,405.00	\$0.00		(\$36,405.00)
Charges for Goods and Services						
Transportation						
Road/Street Maintenance & Repair Charges						
307-000-000-344-10-02-00	Roads Street CIP Improvements	\$0.00	\$192,356.32	\$0.00		(\$192,356.32)
Total Road/Street Maintenance & Repair Charges		\$0.00	\$192,356.32	\$0.00		(\$192,356.32)

Total Transportation		\$0.00	\$192,356.32	\$0.00		(\$192,356.32)
Total Charges for Goods and Services		\$0.00	\$192,356.32	\$0.00		(\$192,356.32)
307-000-000-361-11-00-00	Investment Interest Earnings	\$10,074.60	\$45,873.70	\$18,000.00	254.85%	(\$27,873.70)
307-000-000-382-20-00-00	Retainage Deposits	\$2,205.00	\$4,083.15	\$0.00		(\$4,083.15)
Total Capital Projects Fund		\$249,100.20	\$1,769,782.99	\$2,086,619.00	84.82%	\$316,836.01
Development Services Fund						
401-000-000-322-10-00-00	Building Permits	\$24,396.61	\$484,691.91	\$967,444.00	50.10%	\$482,752.09
401-000-000-322-11-00-00	Building Permit - Technology Fee	\$750.50	\$8,958.50	\$11,112.00	80.62%	\$2,153.50
401-000-000-334-03-10-00	DOE Grant, Shoreline Master Program	\$0.00	\$0.00	\$25,000.00	0.00%	\$25,000.00
401-000-000-336-06-51-00	Misc. Fines, Penalties, Code	\$0.00	\$0.00	\$20,000.00	0.00%	\$20,000.00
401-000-000-345-81-00-00	Zoning and Subdivision	\$5,400.00	\$33,700.00	\$81,060.00	41.57%	\$47,360.00
401-000-000-345-89-00-00	Other Planning and Development	\$7,741.73	\$150,012.46	\$214,237.00	70.02%	\$64,224.54
401-000-000-369-91-00-05	Other-CC Convenience Fees	\$937.29	\$12,513.25	\$33,042.00	37.87%	\$20,528.75
401-000-000-382-10-00-01	Refundable Deposits - DS (CMP, PGB)	\$0.00	\$10,000.00	\$0.00		(\$10,000.00)
401-000-000-382-10-00-02	Refundable DS Advance Deposit	\$8,222.77	(\$1,806.46)	\$0.00		\$1,806.46
401-000-000-395-10-00-00	Proceeds from Sales of Capital Assets	\$0.00	\$0.00	\$5,000.00	0.00%	\$5,000.00
401-000-000-397-00-30-00	Transfer from GF to DS Fund	\$0.00	\$1,000,000.00	\$1,000,000.00	100.00%	\$0.00
Total Development Services Fund		\$47,448.90	\$1,698,069.66	\$2,356,895.00	72.05%	\$658,825.34
NonRevenue Trust Funds						
Agency Type Deposits						
State Remittances - Courts						
State Remittances - Emergency And Trauma Services						
631-000-000-386-83-08-00	WA ST Emer Med and Trauma Care	\$115.27	\$786.45	\$0.00		(\$786.45)
631-000-000-386-83-31-00	WA St-Auto Theft Prevention	\$230.97	\$1,576.22	\$0.00		(\$1,576.22)
631-000-000-386-83-32-00	WA St-Traumatic Brain Inj	\$115.72	\$775.79	\$0.00		(\$775.79)
Total State Remittances - Emergency And Trauma Services		\$461.96	\$3,138.46	\$0.00		(\$3,138.46)
Total State Remittances - Courts		\$461.96	\$3,138.46	\$0.00		(\$3,138.46)
State Remittances-Courts						
631-000-000-386-90-02-00	WA St-State Gen Fund 54	\$1.75	\$23.21	\$0.00		(\$23.21)
631-000-000-386-91-00-00	WA St-State Gen Fund 40	\$1,024.82	\$7,046.13	\$0.00		(\$7,046.13)
631-000-000-386-92-00-20	WA St-State Gen Fund 50	\$593.33	\$4,107.86	\$0.00		(\$4,107.86)
State Remittances - Judicial Information System						
631-000-000-386-97-05-00	WA St-Judicial Info Systems	\$530.91	\$3,616.81	\$0.00		(\$3,616.81)
Total State Remittances - Judicial Information System		\$530.91	\$3,616.81	\$0.00		(\$3,616.81)
631-000-000-386-99-07-00	WA ST Sch Zone Safety	\$0.00	\$49.63	\$0.00		(\$49.63)
Total State Remittances-Courts		\$2,150.81	\$14,843.64	\$0.00		(\$14,843.64)

Total Agency Type Deposits		\$2,612.77	\$17,982.10	\$0.00	(\$17,982.10)
631-000-000-389-30-00-01	WA St-Bldg Code Fee	\$39.00	\$526.75	\$0.00	(\$526.75)
631-000-000-389-30-00-88	Dept of Lic-Gun Permit-\$18/21	\$18.00	\$468.00	\$0.00	(\$468.00)
631-000-000-389-30-00-89	WA ST Patrol-Gun-Fbi (\$24)	\$0.00	\$185.50	\$0.00	(\$185.50)
631-000-000-389-90-52-11	WA St-School Zone	\$0.00	\$89.00	\$0.00	(\$89.00)
Total NonRevenue Trust Funds		\$2,669.77	\$19,251.35	\$0.00	(\$19,251.35)
Master Investments					
Revenue					
Nonrevenues					
999-000-000-389-90-00-00	Investment Sales	\$250,000.00	\$250,000.00	\$0.00	(\$250,000.00)
Total Nonrevenues		\$250,000.00	\$250,000.00	\$0.00	(\$250,000.00)
Total Revenue		\$250,000.00	\$250,000.00	\$0.00	(\$250,000.00)
Total Master Investments		\$250,000.00	\$250,000.00	\$0.00	(\$250,000.00)
Grand Totals		\$868,280.37	\$9,703,581.86	\$13,737,461.00	70.64% \$4,033,879.14



Expenditure

Starting Account Number: 001-000-000-508-00-01-00 Ending Fund Balance

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
General Fund						
Legislative Services						
001-000-000-511-60-41-01	Legislative Activities- Regional/Intergovt	\$0.00	\$6,080.00	\$5,600.00	108.57%	(\$480.00)
001-000-000-511-60-43-00	Travel & Training	\$0.00	\$0.00	\$6,000.00	0.00%	\$6,000.00
001-000-000-511-60-49-00	Miscellaneous	\$0.00	\$152.69	\$2,000.00	7.63%	\$1,847.31
001-000-000-511-60-49-10	Medina Days	\$1,130.00	\$1,130.00	\$26,000.00	4.35%	\$24,870.00
Total Legislative Services		\$1,130.00	\$7,362.69	\$39,600.00	18.59%	\$32,237.31
Municipal Court						
001-000-000-512-50-40-10	Municipal Court-Traffic/NonTrf	\$1,254.73	\$11,481.01	\$11,250.00	102.05%	(\$231.01)
001-000-000-512-50-41-10	Prosecuting Attorney	\$4,000.00	\$28,000.00	\$48,000.00	58.33%	\$20,000.00
Total Municipal Court		\$5,254.73	\$39,481.01	\$59,250.00	66.63%	\$19,768.99
Executive						
Salaries & Wages						
001-000-000-513-10-11-00	Salaries & Wages	\$16,198.46	\$173,181.73	\$184,908.00	93.66%	\$11,726.27
001-000-000-513-10-11-16	ICMA 457 Plan	\$1,155.07	\$9,823.30	\$7,200.00	136.43%	(\$2,623.30)
Total Salaries & Wages		\$17,353.53	\$183,005.03	\$192,108.00	95.26%	\$9,102.97
Personnel Benefits						
001-000-000-513-10-21-00	Personnel Benefits	\$1,358.65	\$18,826.35	\$52,799.00	35.66%	\$33,972.65
001-000-000-513-10-21-50	Auto Allowance	\$499.97	\$1,499.97	\$0.00		(\$1,499.97)
Total Personnel Benefits		\$1,858.62	\$20,326.32	\$52,799.00	38.50%	\$32,472.68
Total Executive						
001-000-000-513-10-41-00	Professional Services	\$3,000.00	\$24,127.96	\$68,000.00	35.48%	\$43,872.04
001-000-000-513-10-43-00	Travel & Training	\$0.00	\$285.00	\$4,000.00	7.13%	\$3,715.00
001-000-000-513-10-49-01	Dues, Subscriptions	\$0.00	\$0.00	\$350.00	0.00%	\$350.00
Total Executive		\$22,212.15	\$227,744.31	\$317,257.00	71.79%	\$89,512.69
Finance Department						
001-000-000-514-20-11-00	Salaries & Wages	\$14,160.55	\$168,385.62	\$242,004.00	69.58%	\$73,618.38
001-000-000-514-20-11-16	ICMA 457 Plan	\$750.00	\$6,980.51	\$11,700.00	59.66%	\$4,719.49
001-000-000-514-20-21-00	Personnel Benefits	\$3,944.39	\$38,147.01	\$76,171.00	50.08%	\$38,023.99
001-000-000-514-20-21-17	Opt-Out Of Medical	\$940.71	\$4,690.24	\$7,917.00	59.24%	\$3,226.76
001-000-000-514-20-41-01	Professional Services	\$0.00	\$9,600.00	\$10,300.00	93.20%	\$700.00

001-000-000-514-20-42-00	Intergvtml Prof Serv-Auditors	\$0.00	\$9,140.40	\$25,663.00	35.62%	\$16,522.60
001-000-000-514-20-43-00	Travel & Training	\$0.00	\$647.98	\$2,000.00	32.40%	\$1,352.02
001-000-000-514-20-46-00	Insurance (WCIA)	\$0.00	\$176,975.26	\$176,342.00	100.36%	(\$633.26)
001-000-000-514-20-49-00	Misc-Dues,Subscriptions	\$0.00	\$323.00	\$250.00	129.20%	(\$73.00)
001-000-000-514-20-49-10	Miscellaneous	\$243.76	\$3,287.20	\$11,000.00	29.88%	\$7,712.80
001-000-000-514-40-40-00	Election Services-Voter Regist	\$0.00	\$12,857.33	\$12,000.00	107.14%	(\$857.33)
Total Finance Department		\$20,039.41	\$431,034.55	\$575,347.00	74.92%	\$144,312.45

Legal Department

001-000-000-515-41-40-00	City Attorney	\$40,629.00	\$175,301.00	\$244,000.00	71.84%	\$68,699.00
001-000-000-515-45-40-00	Special Counsel	\$665.00	\$10,284.00	\$60,000.00	17.14%	\$49,716.00
001-000-000-515-91-40-00	Public Defender	\$0.00	\$2,325.00	\$7,200.00	32.29%	\$4,875.00
Total Legal Department		\$41,294.00	\$187,910.00	\$311,200.00	60.38%	\$123,290.00

Central Services

Salaries & Wages

001-000-000-518-10-11-00	Salaries & Wages	\$24,335.50	\$214,403.75	\$279,408.00	76.74%	\$65,004.25
001-000-000-518-10-11-11	Longevity	\$389.96	\$3,470.98	\$4,953.00	70.08%	\$1,482.02
001-000-000-518-10-11-14	Education	\$150.01	\$1,349.70	\$1,200.00	112.48%	(\$149.70)
001-000-000-518-10-11-16	ICMA 457 Plan	\$249.98	\$2,249.14	\$12,000.00	18.74%	\$9,750.86
001-000-000-518-10-11-17	Opt-Out Medical	\$766.45	\$6,893.25	\$9,215.00	74.80%	\$2,321.75
Total Salaries & Wages		\$25,891.90	\$228,366.82	\$306,776.00	74.44%	\$78,409.18

Personnel Benefits

001-000-000-518-10-21-00	Personnel Benefits	\$9,141.46	\$81,019.42	\$107,947.00	75.05%	\$26,927.58
Total Personnel Benefits		\$9,141.46	\$81,019.42	\$107,947.00	75.05%	\$26,927.58

Office and Operating Supplies

001-000-000-518-10-31-00	Office And Operating Supplies	\$1,841.83	\$19,007.64	\$27,000.00	70.40%	\$7,992.36
Total Office and Operating Supplies		\$1,841.83	\$19,007.64	\$27,000.00	70.40%	\$7,992.36

Other Services

001-000-000-518-10-41-00	Professional Services	\$637.32	\$15,394.98	\$129,520.00	11.89%	\$114,125.02
001-000-000-518-10-41-90	Prof Serv-Imaging	\$0.00	\$1,624.00	\$0.00		(\$1,624.00)
001-000-000-518-10-42-00	Postage/Telephone	\$20.00	\$1,374.29	\$9,000.00	15.27%	\$7,625.71
001-000-000-518-10-43-00	Travel & Training	\$647.08	\$5,432.17	\$11,000.00	49.38%	\$5,567.83
001-000-000-518-10-44-00	Advertising	\$0.00	\$9,726.93	\$5,000.00	194.54%	(\$4,726.93)
001-000-000-518-10-47-00	Utility Serv-Elec,Water,Waste	\$2,663.99	\$17,678.33	\$30,000.00	58.93%	\$12,321.67
001-000-000-518-10-48-00	Repairs & Maint-Equipment	\$0.00	\$0.00	\$500.00	0.00%	\$500.00
001-000-000-518-10-49-10	Miscellaneous	\$495.00	\$1,284.12	\$1,500.00	85.61%	\$215.88
001-000-000-518-10-49-20	Dues, Subscriptions	\$0.00	\$415.00	\$600.00	69.17%	\$185.00
001-000-000-518-10-49-30	Postcard, Public information	\$147.40	\$6,509.59	\$4,000.00	162.74%	(\$2,509.59)
001-000-000-518-10-49-40	Photocopies	\$38.54	\$318.82	\$500.00	63.76%	\$181.18
Total Other Services		\$4,649.33	\$59,758.23	\$191,620.00	31.19%	\$131,861.77

Building Maintenance

001-000-000-518-30-45-00	Facility Rental	\$947.00	\$5,142.26	\$10,500.00	48.97%	\$5,357.74
001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg	\$8,065.76	\$58,870.05	\$115,000.00	51.19%	\$56,129.95
Total Building Maintenance		\$9,012.76	\$64,012.31	\$125,500.00	51.01%	\$61,487.69

001-000-000-518-80-31-00	IT HW, SW, Operating Supplies	\$0.00	\$4,259.28	\$1,500.00	283.95%	(\$2,759.28)
001-000-000-518-80-41-50	Technical Services, Software Services	\$20,234.58	\$127,859.05	\$237,772.00	53.77%	\$109,912.95
001-000-000-518-80-48-00	Repairs & Maint., Annual Software Maint.	\$0.00	\$2,868.11	\$14,500.00	19.78%	\$11,631.89
Total Central Services		\$70,771.86	\$587,150.86	\$1,012,615.00	57.98%	\$425,464.14

**Police Operations
Salaries & Wages**

001-000-000-521-20-11-00	Salaries & Wages	\$99,534.29	\$849,362.27	\$1,195,655.00	71.04%	\$346,292.73
001-000-000-521-20-11-11	Longevity	\$1,803.73	\$15,783.76	\$22,481.00	70.21%	\$6,697.24
001-000-000-521-20-11-14	Education	\$149.98	\$9,144.32	\$600.00	1,524.05%	(\$8,544.32)
001-000-000-521-20-11-16	ICMA 457 Plan	\$3,676.47	\$30,340.05	\$56,285.00	53.90%	\$25,944.95
001-000-000-521-20-11-17	Opt-Out Of Medical	\$2,754.58	\$23,983.87	\$43,449.00	55.20%	\$19,465.13
001-000-000-521-20-11-18	Night Shift Differential	\$1,000.35	\$6,385.01	\$15,204.00	42.00%	\$8,818.99
001-000-000-521-20-11-19	2% Physical Fitness Incentive	\$696.29	\$6,242.99	\$0.00		(\$6,242.99)
001-000-000-521-20-12-00	Overtime	\$8,655.82	\$91,202.61	\$120,000.00	76.00%	\$28,797.39
001-000-000-521-20-12-01	Merit Pay	\$0.00	\$75,510.26	\$74,632.00	101.18%	(\$878.26)
001-000-000-521-20-13-00	Holiday Pay	\$0.00	\$0.00	\$51,522.00	0.00%	\$51,522.00
Total Salaries & Wages		\$118,271.51	\$1,107,955.14	\$1,579,828.00	70.13%	\$471,872.86

Personnel Benefits

001-000-000-521-20-21-00	Personnel Benefits	\$32,513.05	\$286,394.58	\$430,469.00	66.53%	\$144,074.42
001-000-000-521-20-21-10	Personnel Benefits-Retirees	\$1,843.58	\$17,211.96	\$51,118.00	33.67%	\$33,906.04
001-000-000-521-20-22-00	Uniforms	\$5,267.91	\$18,140.64	\$7,000.00	259.15%	(\$11,140.64)
001-000-000-521-20-22-01	DOJ Bullet Proof Vest Program	\$0.00	\$0.00	\$1,600.00	0.00%	\$1,600.00
001-000-000-521-20-23-00	Tuition	\$0.00	\$3,017.02	\$7,000.00	43.10%	\$3,982.98
Total Personnel Benefits		\$39,624.54	\$324,764.20	\$497,187.00	65.32%	\$172,422.80

Supplies

001-000-000-521-20-31-00	Office Supplies	\$856.70	\$6,693.56	\$11,000.00	60.85%	\$4,306.44
001-000-000-521-20-31-01	IT HW,SW Off Equip <\$5K	\$7,584.23	\$7,724.13	\$7,000.00	110.34%	(\$724.13)
001-000-000-521-20-31-40	Police Operating Supplies	\$336.91	\$4,699.40	\$6,500.00	72.30%	\$1,800.60
001-000-000-521-20-31-60	Ammo/Range (Targets, etc)	\$0.00	\$4,933.73	\$9,000.00	54.82%	\$4,066.27
001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash	\$95.54	\$31,324.30	\$26,000.00	120.48%	(\$5,324.30)
001-000-000-521-20-35-20	Firearms (Purchase & Repair)	\$0.00	\$609.49	\$1,500.00	40.63%	\$890.51
Total Supplies		\$8,873.38	\$55,984.61	\$61,000.00	91.78%	\$5,015.39

Other Services & Charges

001-000-000-521-20-41-00	Professional Services	\$305.57	\$3,063.37	\$4,000.00	76.58%	\$936.63
001-000-000-521-20-41-15	Dispatch Services-Norcom Trans	\$16,383.19	\$65,532.76	\$65,533.00	100.00%	\$0.24
001-000-000-521-20-41-20	Dispatch-EPSCA	\$495.39	\$4,533.51	\$6,500.00	69.75%	\$1,966.49
001-000-000-521-20-41-40	Marine Patrol Services	\$0.00	\$0.00	\$90,000.00	0.00%	\$90,000.00
001-000-000-521-20-41-41	Bellevue CARE program	\$0.00	\$0.00	\$28,000.00	0.00%	\$28,000.00

001-000-000-521-20-41-50	Recruitment-Background	\$1,565.75	\$4,469.85	\$2,500.00	178.79%	(\$1,969.85)
001-000-000-521-20-41-55	Jail Service-Prisoner Board	\$0.00	\$541.04	\$15,000.00	3.61%	\$14,458.96
001-000-000-521-20-41-60	Prisoner Transport	\$0.00	\$0.00	\$500.00	0.00%	\$500.00
001-000-000-521-20-41-80	Domestic Violence-Kirkland	\$0.00	\$0.00	\$1,000.00	0.00%	\$1,000.00
001-000-000-521-20-42-00	Communications (phone,Pager)	\$1,363.25	\$11,319.73	\$15,000.00	75.46%	\$3,680.27
001-000-000-521-20-43-00	Travel & Training	\$0.00	\$16,020.90	\$10,000.00	160.21%	(\$6,020.90)
001-000-000-521-20-45-00	Equipment-Lease & Rentals	\$0.00	\$1,096.49	\$2,500.00	43.86%	\$1,403.51
001-000-000-521-20-48-00	Repairs & Maint-Equip & Evidence SW	\$413.98	\$12,440.51	\$28,000.00	44.43%	\$15,559.49
001-000-000-521-20-48-10	Repairs & Maint-Automobiles	\$1,266.15	\$9,082.41	\$8,500.00	106.85%	(\$582.41)
001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras	\$1,629.48	\$9,993.59	\$30,000.00	33.31%	\$20,006.41
001-000-000-521-20-49-40	Dues,Subscriptions,Memberships	\$0.00	\$4,072.83	\$5,000.00	81.46%	\$927.17
001-000-000-521-20-49-41	Lexipol Manuals	\$0.00	\$605.55	\$6,000.00	10.09%	\$5,394.45
001-000-000-521-20-49-60	Crime Prevention/Public Educ	\$0.00	\$4,198.39	\$5,500.00	76.33%	\$1,301.61
Total Other Services & Charges		\$23,422.76	\$146,970.93	\$323,533.00	45.43%	\$176,562.07
Total Police Operations		\$190,192.19	\$1,635,674.88	\$2,461,548.00	66.45%	\$825,873.12
Fire & Medical Aid Department						
001-000-000-522-20-41-00	Fire Control Services	\$0.00	\$383,228.35	\$756,837.00	50.64%	\$373,608.65
Total Fire & Medical Aid Department		\$0.00	\$383,228.35	\$756,837.00	50.64%	\$373,608.65
Public Housing Services- ARCH						
001-000-000-551-10-40-00	Public Housing Services - ARCH	\$0.00	\$6,650.00	\$32,109.00	20.71%	\$25,459.00
Total Public Housing Services- ARCH		\$0.00	\$6,650.00	\$32,109.00	20.71%	\$25,459.00
Environmental Services						
001-000-000-553-10-40-00	Land & Water Conservation Resources-	\$0.00	\$0.00	\$4,000.00	0.00%	\$4,000.00
001-000-000-553-70-40-00	Pollution Prevention - Puget Sound Clean	\$0.00	\$9,582.00	\$9,582.00	100.00%	\$0.00
Total Environmental Services		\$0.00	\$9,582.00	\$13,582.00	70.55%	\$4,000.00
Development Services Dept						
Salaries & Wages						
001-000-000-558-60-11-00	Salaries & Wages	\$0.00	\$0.00	\$0.00		\$0.00
Total Salaries & Wages		\$0.00	\$0.00	\$0.00		\$0.00
Supplies						
001-000-000-558-60-32-00	Vehicle Expenses-Gas, Oil, Maint	\$0.00	\$38.78	\$0.00		(\$38.78)
Total Supplies		\$0.00	\$38.78	\$0.00		(\$38.78)
Other Services & Charges						
001-000-000-558-60-42-00	Communications	\$0.00	\$45.97	\$0.00		(\$45.97)
Total Other Services & Charges		\$0.00	\$45.97	\$0.00		(\$45.97)
Total Development Services Dept		\$0.00	\$84.75	\$0.00		(\$84.75)

Mental Health Services - King County						
001-000-000-564-60-40-00	Mental Health Services-KC Substance	\$207.76	\$674.78	\$1,000.00	67.48%	\$325.22
Total Mental Health Services - King County		\$207.76	\$674.78	\$1,000.00	67.48%	\$325.22

Recreational Services						
001-000-000-571-00-10-00	Salaries & Wages - Lifeguards	\$2,428.50	\$28,713.54	\$35,000.00	82.04%	\$6,286.46
001-000-000-571-00-20-00	Personnel Benefits - Lifeguards	\$291.68	\$3,462.66	\$4,200.00	82.44%	\$737.34
001-000-000-571-00-30-00	Uniforms - Lifeguards	\$0.00	\$1,468.12	\$2,000.00	73.41%	\$531.88
001-000-000-571-00-32-00	Miscellaneous - Lifeguards	\$403.47	\$3,747.02	\$7,300.00	51.33%	\$3,552.98
Total Recreational Services		\$3,123.65	\$37,391.34	\$48,500.00	77.10%	\$11,108.66

Parks Department						
Salary & Wages						
001-000-000-576-80-11-00	Salaries & Wages	\$24,011.97	\$223,759.37	\$292,185.00	76.58%	\$68,425.63
001-000-000-576-80-11-11	Longevity	\$521.01	\$4,637.71	\$6,269.00	73.98%	\$1,631.29
001-000-000-576-80-11-14	Education	\$270.01	\$2,429.50	\$3,840.00	63.27%	\$1,410.50
001-000-000-576-80-11-16	ICMA 457 Plan	\$899.99	\$8,096.40	\$10,800.00	74.97%	\$2,703.60
001-000-000-576-80-11-17	Opt-Out Of Medical	\$848.30	\$11,679.10	\$16,323.00	71.55%	\$4,643.90
001-000-000-576-80-12-00	Overtime	\$324.24	\$8,757.19	\$6,472.00	135.31%	(\$2,285.19)
Total Salary & Wages		\$26,875.52	\$259,359.27	\$335,889.00	77.22%	\$76,529.73

Personnel Benefits						
001-000-000-576-80-21-00	Personnel Benefits	\$6,951.89	\$77,844.58	\$89,103.00	87.36%	\$11,258.42
001-000-000-576-80-22-00	Uniforms	\$0.00	\$1,327.64	\$2,000.00	66.38%	\$672.36
Total Personnel Benefits		\$6,951.89	\$79,172.22	\$91,103.00	86.90%	\$11,930.78

Supplies						
001-000-000-576-80-31-00	Operating Supplies	\$3,015.57	\$14,005.83	\$37,000.00	37.85%	\$22,994.17
001-000-000-576-80-32-00	Vehicle Fuel & Lube	\$520.83	\$2,146.44	\$5,000.00	42.93%	\$2,853.56
Total Supplies		\$3,536.40	\$16,152.27	\$42,000.00	38.46%	\$25,847.73

Other Services & Charges						
001-000-000-576-80-41-00	Professional Services	\$471.71	\$10,175.02	\$15,000.00	67.83%	\$4,824.98
001-000-000-576-80-41-04	Professional Services-Misc	\$0.00	\$3,968.29	\$3,000.00	132.28%	(\$968.29)
001-000-000-576-80-42-00	Telephone/postage	\$831.47	\$4,964.87	\$6,500.00	76.38%	\$1,535.13
001-000-000-576-80-43-00	Travel & Training	\$0.00	\$2,524.19	\$3,000.00	84.14%	\$475.81
001-000-000-576-80-47-00	Utilities	\$8,243.72	\$17,787.27	\$22,000.00	80.85%	\$4,212.73
001-000-000-576-80-48-00	Repair & Maint Equipment	\$0.00	\$2,965.32	\$7,000.00	42.36%	\$4,034.68
001-000-000-576-80-49-00	Miscellaneous, annual lease	\$0.00	\$0.00	\$600.00	0.00%	\$600.00
001-000-000-576-80-49-01	Misc-Property Tax	\$0.00	\$339.47	\$300.00	113.16%	(\$39.47)
Total Other Services & Charges		\$9,546.90	\$42,724.43	\$57,400.00	74.43%	\$14,675.57

Total Parks Department		\$46,910.71	\$397,408.19	\$526,392.00	75.50%	\$128,983.81
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Nonexpenditures						
001-000-000-582-10-00-01	Refund of Deposits - Dev. Svcs.	\$0.00	\$10,000.00	\$0.00		(\$10,000.00)

Total Nonexpenditures		\$0.00	\$10,000.00	\$0.00		(\$10,000.00)
Capital Expenditures						
001-000-000-594-14-64-00	City Hall IT HW/SW >\$5K Capital Outlay	\$0.00	\$52,558.13	\$103,430.00	50.82%	\$50,871.87
001-000-000-594-21-64-10	Police HW/SW Equipment >\$5K Capital	\$0.00	\$0.00	\$424,500.00	0.00%	\$424,500.00
001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost	\$4,575.39	\$46,806.96	\$89,556.00	52.27%	\$42,749.04
001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost	\$1,158.94	\$10,963.09	\$0.00		(\$10,963.09)
001-000-000-594-76-30-00	Parks Improvements	\$0.00	\$0.00	\$7,000.00	0.00%	\$7,000.00
Total Capital Expenditures		\$5,734.33	\$110,328.18	\$624,486.00	17.67%	\$514,157.82
General Operating Transfers						
001-000-000-597-00-00-02	Transfer from GF to Levy Stabl. Fund	\$41,666.67	\$375,000.02	\$500,000.00	75.00%	\$124,999.98
001-000-000-597-00-00-03	Transfer from General to Street	\$33,460.58	\$301,145.23	\$401,527.00	75.00%	\$100,381.77
001-000-000-597-00-30-04	Trans from GF to Dev. Serv. Fund	\$0.00	\$1,000,000.00	\$1,000,000.00	100.00%	\$0.00
Total General Operating Transfers		\$75,127.25	\$1,676,145.25	\$1,901,527.00	88.15%	\$225,381.75
Total General Fund		\$480,251.85	\$5,746,104.95	\$8,681,250.00	66.19%	\$2,935,145.05
City Street Fund						
Salaries & Wages						
101-000-000-542-30-11-00	Salaries & Wages	\$16,007.99	\$151,995.43	\$194,791.00	78.03%	\$42,795.57
101-000-000-542-30-11-11	Longevity	\$347.35	\$3,091.88	\$4,179.00	73.99%	\$1,087.12
101-000-000-542-30-11-14	Education	\$179.92	\$1,619.45	\$2,560.00	63.26%	\$940.55
101-000-000-542-30-11-16	ICMA 457 Plan	\$600.10	\$5,397.79	\$7,200.00	74.97%	\$1,802.21
101-000-000-542-30-11-17	Opt-Out Of Medical	\$565.54	\$7,785.84	\$10,882.00	71.55%	\$3,096.16
101-000-000-542-30-12-00	Overtime	\$216.16	\$5,837.73	\$4,314.00	135.32%	(\$1,523.73)
Total Salaries & Wages		\$17,917.06	\$175,728.12	\$223,926.00	78.48%	\$48,197.88
Personnel Benefits						
101-000-000-542-30-21-00	Personnel Benefits	\$4,634.48	\$52,248.54	\$59,402.00	87.96%	\$7,153.46
101-000-000-542-30-22-00	Uniforms	\$0.00	\$891.36	\$2,000.00	44.57%	\$1,108.64
Total Personnel Benefits		\$4,634.48	\$53,139.90	\$61,402.00	86.54%	\$8,262.10
Supplies						
101-000-000-542-30-31-00	Operating & Maintenance Supplies	\$0.00	\$3,494.84	\$5,000.00	69.90%	\$1,505.16
101-000-000-542-30-35-00	Small Tools/minor Equipment	\$846.66	\$2,290.75	\$4,000.00	57.27%	\$1,709.25
Total Supplies		\$846.66	\$5,785.59	\$9,000.00	64.28%	\$3,214.41
101-000-000-542-30-41-00	Professional Services	\$34,658.63	\$62,141.91	\$54,000.00	115.08%	(\$8,141.91)
101-000-000-542-30-41-03	NPDES Grant	\$0.00	\$12,583.86	\$50,000.00	25.17%	\$37,416.14
101-000-000-542-30-41-10	Road & Street Maintenance	\$0.00	\$10,800.88	\$10,000.00	108.01%	(\$800.88)
101-000-000-542-30-45-00	Machine/Facility Rental	\$0.00	\$0.00	\$2,000.00	0.00%	\$2,000.00
101-000-000-542-30-47-00	Utility Services	\$143.19	\$665.14	\$1,000.00	66.51%	\$334.86
101-000-000-542-30-48-00	Equipment Maintenance	\$0.00	\$53.78	\$7,000.00	0.77%	\$6,946.22
101-000-000-542-40-41-00	Storm Drain Maintenance	\$0.00	\$10,842.41	\$15,000.00	72.28%	\$4,157.59
Traffic And Pedestrian Services						

101-000-000-542-63-41-00	Street Light Utilities	\$5,755.35	\$19,109.90	\$22,000.00	86.86%	\$2,890.10
101-000-000-542-64-41-00	Traffic Control Devices	\$0.00	\$1,154.14	\$10,000.00	11.54%	\$8,845.86
101-000-000-542-66-41-00	Snow & Ice Removal	\$0.00	\$115.16	\$1,000.00	11.52%	\$884.84
101-000-000-542-67-41-00	Street Cleaning	\$0.00	\$2,223.19	\$25,000.00	8.89%	\$22,776.81
Total Traffic And Pedestrian Services		\$5,755.35	\$22,602.39	\$58,000.00	38.97%	\$35,397.61
Roadside						
101-000-000-542-70-40-00	Street Irrigation Utilities	\$4,178.55	\$5,912.59	\$23,000.00	25.71%	\$17,087.41
Total Roadside		\$4,178.55	\$5,912.59	\$23,000.00	25.71%	\$17,087.41
Capital Expenditures						
101-000-000-594-42-64-00	Street Capital Equipment	\$3,590.34	\$8,529.21	\$6,000.00	142.15%	(\$2,529.21)
Total Capital Expenditures		\$3,590.34	\$8,529.21	\$6,000.00	142.15%	(\$2,529.21)
Total City Street Fund		\$71,724.26	\$368,785.78	\$520,328.00	70.88%	\$151,542.22
Tree Fund						
103-000-000-558-60-41-50	Professional Services/Landscape	\$0.00	\$1,761.60	\$10,000.00	17.62%	\$8,238.40
103-000-000-558-60-49-10	Miscellaneous-Tree Replacement	\$0.00	\$5,978.16	\$30,000.00	19.93%	\$24,021.84
Total Tree Fund		\$0.00	\$7,739.76	\$40,000.00	19.35%	\$32,260.24
Capital Projects Fund						
307-000-000-582-20-00-00	Refund of Retainage Deposits	\$0.00	\$1,878.15	\$0.00		(\$1,878.15)
307-000-000-594-18-60-00	Building Improvements	\$0.00	\$15,392.64	\$20,000.00	76.96%	\$4,607.36
307-000-000-594-76-63-20	Park Improvements	\$0.00	\$109,879.76	\$100,000.00	109.88%	(\$9,879.76)
307-000-000-595-30-63-01	Street Improvements, Overlays	\$53,351.58	\$216,120.54	\$0.00		(\$216,120.54)
307-000-000-595-30-63-02	Storm Sewer Improvements	\$852.95	\$351,085.23	\$1,000,000.00	35.11%	\$648,914.77
307-000-000-595-30-63-10	Sidewalk Improvements	\$0.00	\$6,236.86	\$390,000.00	1.60%	\$383,763.14
Total Capital Projects Fund		\$54,204.53	\$700,593.18	\$1,510,000.00	46.40%	\$809,406.82
Development Services Fund						
401-000-000-514-20-46-00	Insurance Allocation (WCIA)	\$0.00	\$32,611.74	\$32,495.00	100.36%	(\$116.74)
401-000-000-515-41-40-00	City Attorney, Dev. Serv.	\$0.00	\$4,927.50	\$55,718.00	8.84%	\$50,790.50
401-000-000-518-80-41-50	Technical Services, Software Services	\$1,956.94	\$17,612.46	\$20,228.00	87.07%	\$2,615.54
401-000-000-558-60-11-00	Salaries & Wages	\$37,444.98	\$326,412.95	\$429,065.00	76.08%	\$102,652.05
401-000-000-558-60-11-14	Education	\$300.01	\$2,699.86	\$2,700.00	99.99%	\$0.14
401-000-000-558-60-11-16	ICMA 457 Plan	\$1,395.53	\$12,537.77	\$18,000.00	69.65%	\$5,462.23
401-000-000-558-60-11-17	Opt-Out of Medical	\$420.73	\$3,786.39	\$5,061.00	74.82%	\$1,274.61
401-000-000-558-60-21-00	Personnel Benefits	\$12,386.52	\$109,454.77	\$144,283.00	75.86%	\$34,828.23
401-000-000-558-60-31-00	Operating Supplies	\$0.00	\$636.54	\$4,000.00	15.91%	\$3,363.46
401-000-000-558-60-32-00	Vehicle Expenses - Gas, Oil, Maint.	\$18.00	\$3,262.74	\$3,000.00	108.76%	(\$262.74)
401-000-000-558-60-41-00	Professional Services	\$110.00	\$37,730.00	\$90,000.00	41.92%	\$52,270.00
401-000-000-558-60-41-01	Planning Consultant	\$2,745.00	\$42,745.00	\$70,000.00	61.06%	\$27,255.00
401-000-000-558-60-41-02	Hearing Examiner	\$0.00	\$16,020.00	\$3,500.00	457.71%	(\$12,520.00)
401-000-000-558-60-41-06	Building Inspector Contract	\$0.00	\$0.00	\$7,000.00	0.00%	\$7,000.00
401-000-000-558-60-41-07	Engineering Consultant	\$5,356.68	\$61,148.03	\$100,000.00	61.15%	\$38,851.97

401-000-000-558-60-41-08	Sound Testing Consultant	\$885.53	\$15,281.47	\$11,000.00	138.92%	(\$4,281.47)
401-000-000-558-60-41-50	Landscape Consultant	\$7,036.25	\$72,890.69	\$60,000.00	121.48%	(\$12,890.69)
401-000-000-558-60-41-55	Shoreline Consultant	\$315.00	\$1,203.75	\$5,000.00	24.08%	\$3,796.25
401-000-000-558-60-42-00	Communications	\$0.00	\$1,940.10	\$3,000.00	64.67%	\$1,059.90
401-000-000-558-60-43-00	Travel & Training	\$0.00	\$2,052.28	\$11,000.00	18.66%	\$8,947.72
401-000-000-558-60-49-00	Dues, Subscriptions, Memberships	\$71.48	\$2,923.95	\$1,300.00	224.92%	(\$1,623.95)
401-000-000-558-60-49-10	Miscellaneous	\$1,895.61	\$15,355.79	\$33,042.00	46.47%	\$17,686.21
401-000-000-582-10-00-01	Refund of PGB/CMP Deposits (DS)	\$12,206.79	\$9,121.79	\$0.00		(\$9,121.79)
401-000-000-594-60-64-00	DS- IT HW/SW >\$5K Capital Outlay	\$0.00	\$18,334.37	\$30,334.00	60.44%	\$11,999.63
401-000-000-594-60-64-05	Vehicle	\$0.00	\$0.00	\$40,000.00	0.00%	\$40,000.00
Total Development Services Fund		\$84,545.05	\$810,689.94	\$1,179,726.00	68.72%	\$369,036.06
NonRevenue Trust Funds						
Expenditure						
Non-Expenditures						
631-000-000-589-30-01-00	Dept Of Lic-Gun Permit	\$18.00	\$540.00	\$0.00		(\$540.00)
631-000-000-589-30-02-00	WA ST Patrol-Gun-Fbi	\$0.00	\$137.50	\$0.00		(\$137.50)
Total Non-Expenditures		\$18.00	\$677.50	\$0.00		(\$677.50)
Total Expenditure		\$18.00	\$677.50	\$0.00		(\$677.50)
Total NonRevenue Trust Funds		\$18.00	\$677.50	\$0.00		(\$677.50)
Master Investments						
Expenditure						
Nonexpenditures						
999-000-000-589-90-00-00	Investment Purchases	\$180,946.25	\$4,544,569.90	\$0.00		(\$4,544,569.90)
Total Nonexpenditures		\$180,946.25	\$4,544,569.90	\$0.00		(\$4,544,569.90)
Total Expenditure		\$180,946.25	\$4,544,569.90	\$0.00		(\$4,544,569.90)
Total Master Investments		\$180,946.25	\$4,544,569.90	\$0.00		(\$4,544,569.90)
Grand Totals		\$871,689.94	\$12,179,161.01	\$11,931,304.00	102.08%	(\$247,857.01)



CITY OF MEDINA

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

Date: October 10, 2022
To: Honorable Mayor and City Council
Via: Stephen R. Burns, City Manager
From: Aimee Kellerman, City Clerk
Subject: Central Services Department Monthly Report

OCTOBER AND NOVEMBER PUBLIC MEETINGS AND EVENTS

Event	Date	Time	Location
Emergency Preparedness Meeting	Oct 12	4:00 pm	In-Person/Online
Park Board Meeting	Oct 17	5:00 pm	In-Person/Online
Planning Commission Meeting	Oct 25	6:00 pm	In-Person/Online
Shredder/Drug-Take Back/E-cycling Day	Oct 29	9:00 am – 12:00 pm	Medina Park Parking Lot
Veterans Day – City Hall Closed	Nov 11		
City Council Meeting	Nov 14	5:00 pm	In-Person/Online
Planning Commission Special Meeting	Nov 15	6:00 pm	In-Person/Online
Park Board Meeting	Nov 21	5:00 pm	In-Person/Online
Thanksgiving Holiday – City Hall Closed	Nov 24		
Day After Thanksgiving Holiday – City Hall Closed	Nov 25		

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

COMMUNICATION TO OUR COMMUNITY

E-Notice Program: During the month of September, the City issued 18 bulletins amounting to a total of 64,845 bulletins delivered to subscribers; approximately 18.2% were opened. See **Attachment 1**.

As of September 30, the city had 13,304 subscribers (change in total subscribers **-16**), with a combined total of 119,526 subscriptions (change in total subscriptions **-5,188**).

RECORDS REQUESTS

As of September 30, 15 public records requests have been received by Central Services. See **Attachment 2**.

ATTACHMENT 1

	Bulletins Developed	Total Recipients	Total Delivered	Unique Email Opens	Unique Email Open	Wireless Recipients
Comparisons:						
September, 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
December, 2021	32	193,448	180,037	18,165	13.10%	49,149
November, 2021	27	100,179	93,226	7,593	10.20%	22,569
October, 2021	37	124,366	118,068	9,230	8.60%	21,579
September, 2021	25	86,280	80,364	6,546	10.10%	18,846
August, 2021	21	98,271	92,022	9,193	12.40%	21,013
Date Sent	Top 10 Most Read Bulletins During September				Emails Opened	Email Open Rate
09/04/2022 02:43 PM PDT	Community Bulletin - Collision on 84th Avenue NE at SR-520				1,188	34%
09/13/2022 12:56 PM PDT	Community Bulletin - SAVE THE DATE Saturday, October 29, 2022 Shredder Day				1,125	31%
09/13/2022 04:07 PM PDT	Proclamation - National Recovery Month September 2022				1399	18%
09/14/2022 03:45 PM PDT	E-lert - SAVE THE DATE - Shredder Day Saturday, October 29th, 9-12 Noon at Medina Park (NE 12th St)				1,716	18%
09/15/2022 09:55 AM PDT	Invitation To Bid - License Plate Recognition System				730	10%
09/20/2022 03:56 PM PDT	Medina Emergency Preparedness Committee Meeting (Virtual) Wednesday, October 12, at 4:00 pm				901	30%
09/22/2022 01:00 PM PDT	Proclamation - Childhood Cancer Awareness Week September 25 - October 1, 2022				1,189	17%
09/27/2022 08:53 AM PDT	Notice of Public Hearing - 2023 Preliminary Annual Budget October 10, 2022				1,291	16%
09/27/2022 01:38 PM PDT	Community Bulletin - Coffee with a Cop!				928	30%
09/29/2022 08:54 AM PDT	Community Bulletin - SR-520 Weekend Closure - Both Directions				1,756	19%

**ATTACHMENT 2**

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

DATE: October 10, 2022
TO: Mayor and City Council
From: Aimee Kellerman, City Clerk
Subject: September 2022, Public Records Request Tracking

In September 2022, Central Services staff received **15** new public records requests. These requests required approximately **11 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall September cost, which includes staff hourly rate plus benefits and City Attorney fees is approximately **\$775**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In September 2022, the Police Department received **14** new records requests. These requests required approximately **2 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall September cost, which includes staff hourly rate plus benefits is approximately **\$140**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

September 2022 Monthly PRR Report

ATTACHMENT 2

Run Date: 10/04/2022 9:03 AM

Assigned Dept	Create Date	Reference No	Request Type	Required Completion Date	Summary	Customer Full Name	PRR - Type of Records Requested	Public Record Desired	Assigned Staff
Central Services	9/2/2022	P002502-090222	Public Records Request	10/6/2022	Public Records Request	Kevin Dosch	Development Services	I'd like to know the construction parking violations, fines, and addresses of job sites from Jan 2022 - Aug 2022.	Aimee Kellerman
Central Services	9/6/2022	P002503-090622	Public Records Request	9/15/2022	Public Records Request	Nancy Parker	Building	Plans and permits for Trendwell Residence 550 Overlake Drive East	Dawn Nations
Central Services	9/8/2022	P002506-090822	Public Records Request	9/19/2022	Public Records Request	Dana Oliver	Building	Site address: 550 Overlake Drive East, Medina View any current open building/development applications and/or active permits for property, including dock/boathouse. Review electronically &/or physical documents (if not all available electronically). Thanks!	Dawn Nations
Central Services	9/8/2022	P002507-090822	Public Records Request	9/19/2022	Public Records Request	Rich Zhu	Building	We are planning to remodel the house located at 1028 84th Ave NE 980369 and the house was built in 2007. We would like to see if you have the record of the house blueprint like the permit drawing or the as-built drawing set. Thank you . Rich Zhu	Dawn Nations
Central Services	9/12/2022	P002509-091222	Public Records Request	9/21/2022	Public Records Request	Braden Mineer	Building	Requesting a report of all issued and pending building permits for residential & commercial properties from 8/1/2022 to 8/31/2022. Report to include if possible: permit number, issue date, site addresses, valuation of project, description of work, contractor information and owner name. If a report is unavailable, then copies of the original permits would be more than adequate.	Dawn Nations
Central Services	9/12/2022	P002510-091222	Public Records Request	9/21/2022	Public Records Request	Office Administrator Jodi Burbank	Public Works	REQUESTING UNDERGROUND MEDINA WATER MAPS FOR 3227 EVERGREEN POINT RD, MEDINA. THIS IS FOR SURVEY/DESIGN PURPOSES ONLY (NO DIGGING) BEYLER/MARK HOLMES	Dawn Nations

ATTACHMENT 2

Central Services	9/14/2022	P002514-091422	Public Records Request	9/23/2022	Public Records Request	Homeowner Aju Kuruvilla	Building	Full permit packages (plans and associated attachments and documents) for KURUVILLA BASEMENT REMODEL. The permit number on the plan set is B20-014 approved by Steve Wilcox. We have been told that there are qty. 2 permits? We have a plan set but none of the other documents or the OTHER permit. We want to inspect it to be able to start the project soon. THANK YOU.	Dawn Nations
Central Services	9/14/2022	P002515-091422	Public Records Request	9/23/2022	Public Records Request	David McCourt	Building	8425 Ridge Rd / B-20-084 2616 Evergreen Pt Rd / B-21-077 Thanks! David Assessments	Dawn Nations
Central Services	9/14/2022	P002516-091422	Public Records Request	9/26/2022	Public Records Request	Realtor Grant Gibbs	Building	Original building plans and documents for property: 201 Overlake Drive E, Medina I believe the house was built in 1986.	Dawn Nations
Central Services	9/22/2022	P002521-092222	Public Records Request	10/3/2022	Public Records Request	Susan Sullivan	Building	Can I please have any records that are available for the properties at 444, 446, and 450 Overlake Drive E., Medina for the period 1920-1990? This maybe records regarding "Building" and "Development Services". Thank you! Regards, Susan Sullivan P.S. What are "Central Services"?	Dawn Nations
Central Services	9/26/2022	P002522-092622	Public Records Request	10/5/2022	Public Records Request	Baogang Yao	Building	Survey for 7615 NE 12th Street Medina, WA 98039	Dawn Nations
Central Services	9/26/2022	P002523-092622	Public Records Request	10/5/2022	Public Records Request	Craig Fischer	Building	Site Map & Tree Survey - 850 80th Ave NE	Craig Fischer
Central Services	9/26/2022	P002524-092622	Public Records Request	10/7/2022	Public Records Request	James Welker	Building	We would like to request the architectural plans, permit set, and any other renderings for the new construction house being built at 8297 Overlake Dr W, Medina, WA 98039. Thank you.	Dawn Nations

ATTACHMENT 2

Central Services 9/28/2022	P002528-092822	Public Records Request	10/13/2022	Public Records Request	Julie Reed	Human Resources	I am seeking information regarding your law enforcement department for a wage and compensation survey I will be doing. I appreciate any help you can offer in obtaining the below data by returning the following information by email. If you do not have this information I would be grateful for any assistance you could offer in directing me to the department that might. a. The current collective bargaining agreement(s) (CBA) for Officers, Corporals, Detectives & Sergeants. b. The 2022 & 2023 pay scales for your law enforcement department (unless contained within the CBAs). c. How many Officers, Corporals, Detectives & Sergeants are in your agency? d. The 2022 health care information- Including their deductible amounts, and the amount paid by employee/employer? If there is more than one plan offered, please make note of which one is the most popular plan.	Aimee Kellerman
Central Services 9/29/2022	P002530-092922	Public Records Request	10/10/2022	Public Records Request	Surveyor Nathan McCammant	Building	Looking for plat map, and permit information for a property at 720 Overlake Dr E, Medina, WA 98039 Parcel # 383550.1912 Permit number is 3978	Dawn Nations





CITY OF MEDINA

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

Date: October 10, 2022

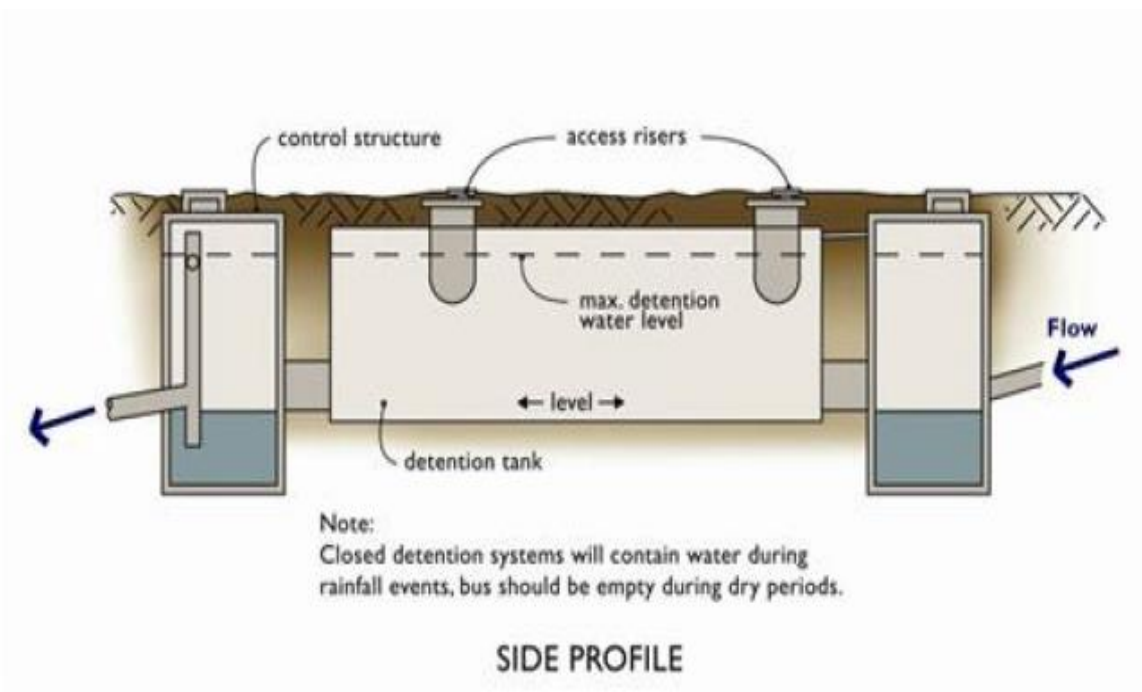
To: Honorable Mayor and City Council

Via: Stephen R. Burns, City Manager

From: Ryan Osada, Public Works Director

Subject: Public Works Monthly Report

- PRIVATE STORMWATER INSPECTIONS** – 2022 will be the third year since starting the private stormwater facility inspection program which is required by Ecology’s stormwater permit. The city has struggled to achieve 80% compliance over the last couple years. This year we have mailed three notice letters and started physically knocking on all the non-responsive homes. Our goal is to complete at least 90% of the inspections for 2022.



2. **OVERLAKE DRIVE BRIDGES** – Every two years the city contracts with King County Road Services to perform inspections for the Overlake Drive bridges. The inspections are required by the Federal Highway Administration (FHWA) and is managed by Washington State Department of Transportation. We are currently reviewing the 2022 inspection report. In addition, by the end of 2022, the city will be required to perform load rating calculations and post legal ratings based on AASHTO standards.



3. NE 7TH STREET IMPROVEMENTS – Kamins Construction completed the stormwater improvements along the NE 7th Street corridor. This project added 13 new catch basins and increased the pipe diameter from an 8” mainline to a 12” line. These improvements will mitigate wet areas along the roadway and manage stormwater flow to Lake Washington. We are scheduled to grind and overlay the entire roadway starting October 12th.



4. **MAINTENANCE** - Due to extremely dry weather, the Public Works crew is still having to water the street trees and plantings. In addition to the regular park maintenance duties, they were able to dress-up the five corners landscaping. Overgrown vegetation is a constant issue around the city and poses safety concerns. We were able to trim several problem areas over the last month and continue to send trimming notices to property owners.



5. PROJECT UPDATES -

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

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

Medina Park Playground Improvements – completed

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

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

2022 Hazardous Tree Removal – in review

NE 12th Street Sidewalk Improvements & Undergrounding – Finalizing 90% construction drawings. Still waiting for final drawings for luminaire locations. First round of notices was sent to residents along the corridor. *Revised construction schedule Summer 2023.*

77th Ave NE Stormwater Repair – completed

TIB_NE 7th Street Overlay – 84th Ave NE to Overlake Dr – Grind and overlay 2nd week in October

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

2022 Localized Repair_Stormwater – site added on Overlake Dr E

2022 City Hall Repairs – Miscellaneous – in review

77TH AVE NE SIDEWALK & CURB RAMP IMPROVEMENTS – added

Vendor	Invoice Number	Expense Notes	Invoice Amount	Check Number	Check Date	Account Number	Account Description
Hall, Chris	ENG-GD-22-018	Permit Refund	\$2,080.35	64055	9/9/2022	401-000-000-582-10-00-01	Refund of PGB/CMP Deposits (DS)
			\$2,080.35				
Heilman, Tori	M-22-051	Permit Refund	\$126.44	64053	9/9/2022	401-000-000-582-10-00-01	Refund of PGB/CMP Deposits (DS)
			\$126.44				
Hill, Brady	Permit No. PW-ROW-22-047	Refund of Right of Way Permit Bond	\$10,000.00	64054	9/9/2022	401-000-000-582-10-00-01	Refund of PGB/CMP Deposits (DS)
			\$10,000.00				
8X8, Inc.	Invoice - #3534380	CH Phones	\$915.81	64032	9/8/2022	001-000-000-518-80-41-50	Technical Services, Software Services
			\$915.81				
911 Supply Inc	Invoice - #INV-2-21026	Hadland Uniform	\$1,443.75	64033	9/8/2022	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	Invoice - #INV-2-21194	Gidlof Pants Hem	\$35.23	64033	9/8/2022	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	Invoice - #INV-2-21195	PD Badges	\$170.66	64033	9/8/2022	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	Invoice - #INV-2-21197	Pants-Gidlof	\$165.13	64033	9/8/2022	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	Invoice - #INV-2-21027	Scott Uniform	\$1,742.90	64033	9/8/2022	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	Invoice - #INV-2-21196	Badge Holder	\$5.46	64033	9/8/2022	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	Invoice - #INV-2-21676	PD Uniform Scott	\$361.13	64056	9/20/2022	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	Invoice - #INV-2-21665	PD Supplies	\$135.45	64056	9/20/2022	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	Invoice - #INV-2-21622	PD Uniform Gidlof	\$166.24	64056	9/20/2022	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	Invoice - #INV-2-21869	PD Uniform Belt Sass	\$25.88	64056	9/20/2022	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	Invoice - #INV-2-21935	PD Uniform Anderson	\$53.37	64056	9/20/2022	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	Invoice - #INV-2-21677	PD Uniform Hadland	\$361.13	64056	9/20/2022	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	Invoice - #INV-2-21495	PD Uniform Anderson	\$330.80	64056	9/20/2022	001-000-000-521-20-22-00	Uniforms
			\$4,997.13				
Alliance Technology LLC	37812	2005 Storm Mapping	\$852.95	64011	9/2/2022	307-000-000-595-30-63-02	Storm Sewer Improvements
			\$852.95				
AM Test Inc	Invoice - #128956	Water Testing Analysis	\$50.00	64034	9/8/2022	001-000-000-571-00-32-00	Miscellaneous - Lifeguards
AM Test Inc	Invoice - #128955	Water Testing Analysis	\$100.00	64034	9/8/2022	001-000-000-571-00-32-00	Miscellaneous - Lifeguards
AM Test Inc	Invoice - #129022	Water Testing Analysis	\$150.00	64057	9/20/2022	001-000-000-571-00-32-00	Miscellaneous - Lifeguards
			\$300.00				
AT&T Mobility	Invoice - #287287975246X08272022	Patrol Car Connection	\$1,113.97	64090	9/20/2022	001-000-000-521-20-42-00	Communications (phone,Pager)
AT&T Mobility	Invoice - #287290254494X08132022	PW Cell Phones	\$553.68	64090	9/20/2022	001-000-000-576-80-42-00	Telephone/postage
			\$1,667.65				
Bellevue City Treasurer - Water	JUN22-JUL22 05065006	CH Utilities	\$1,191.90	64012	9/2/2022	001-000-000-518-10-47-00	Utility Serv-Elec,Water,Waste
Bellevue City Treasurer - Water	For services from June 14 to August 3,	Beach PK Irrigation	\$927.88	64091	9/20/2022	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	For services from June 14 to August 10,	Medina PK Irrigation	\$5,652.72	64091	9/20/2022	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	For services from June 7 to August 3, 2022	Fairweather Park Irrigation	\$134.62	64091	9/20/2022	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	MAY22-JUL22 90108897	Street Irrigation	\$68.93	64012	9/2/2022	101-000-000-542-70-40-00	Street Irrigation Utilities
Bellevue City Treasurer - Water	For services from May 31 to July 28, 2022	84th/24th Irrigation	\$4,109.62	64091	9/20/2022	101-000-000-542-70-40-00	Street Irrigation Utilities
			\$12,085.67				
Blueline Group LLC, The	Invoice - #24385	Building Permit Zoning Review	\$280.00	64035	9/8/2022	401-000-000-558-60-41-01	Planning Consultant
Blueline Group LLC, The	Invoice - #24414	Housing Action Plan	\$2,465.00	64092	9/20/2022	401-000-000-558-60-41-01	Planning Consultant
			\$2,745.00				
BRC Acoustics & Audiovisual Design	Invoice - #26849	Sound Test Services	\$885.53	64093	9/20/2022	401-000-000-558-60-41-08	Sound Testing Consultant
			\$885.53				
Brightly Software, Inc. (Formerly Dude Solutions, Inc.)	Invoice - #INV-121935	Asset Essentials Subscription	\$3,590.34	64062	9/20/2022	101-000-000-594-42-64-00	Street Capital Equipment
			\$3,590.34				
Buenavista Services, Inc	9911	Park Restroom Janitorial Svcs	\$1,158.62	64013	9/2/2022	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Buenavista Services, Inc	9912	CH and PO Janitorial Svcs	\$2,037.75	64013	9/2/2022	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Buenavista Services, Inc	Invoice - #9997	CH and PO Janitorial Services	\$2,037.75	64063	9/20/2022	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Buenavista Services, Inc	Invoice - #9996	Parks Restrooms Janitorial Services	\$1,158.62	64063	9/20/2022	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$6,392.74				
Car Wash Enterprises	July 2022 Acct 59	PD Car Washes	\$12.00	64014	9/2/2022	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			\$12.00				
Central Paving, LLC	3887	Retention Deposit	(\$2,205.00)	64064	9/20/2022	307-000-000-382-20-00-00	Retainage Deposits
Central Paving, LLC	3887	TIB - Crack sealing 2206	\$44,100.00	64064	9/20/2022	307-000-000-595-30-63-01	Street Improvements, Overlays
			\$41,895.00				
Centurylink	From August 17 to September 17, 2022	PD Phone/Fax	\$249.28	64036	9/8/2022	001-000-000-521-20-42-00	Communications (phone,Pager)
Centurylink	For services from August 8 to September 8,	PW Shop Alarm/Fire Line	\$131.43	64065	9/20/2022	001-000-000-576-80-42-00	Telephone/postage
			\$380.71				
CivicPlus, LLC	Invoice - #236590	MMC Update	\$420.00	64037	9/8/2022	001-000-000-518-10-41-00	Professional Services
			\$420.00				
Comcast	August 16, 2022 to September 15, 2022	NE 24th St Camera	\$500.72	64038	9/8/2022	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
Comcast	From August 16, 2022 to September 15, 2022	NE 12th St Camera	\$500.72	64038	9/8/2022	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras

Comcast	From September 7 to October 6, 2022	1000 Lake Wash Blvd NE Camera	\$245.36	64066	9/20/2022	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
Comcast	From September 7 to October 6, 2022 (700 Lake Wash Blvd NE)	700 Lake Wash Blvd NE Camera	\$250.87	64066	9/20/2022	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
Comcast	From August 25 to September 24, 2022 (1000 80th Ave NE)	PW Internet Services	\$146.36	64066	9/20/2022	001-000-000-576-80-42-00	Telephone/postage
			\$1,644.03				
Crystal And Sierra Springs-Admin	Invoice - #11037150 091022	CH Drinking Water	\$376.11	64067	9/20/2022	001-000-000-518-10-31-00	Office And Operating Supplies
Crystal And Sierra Springs-PW	5291929 081322	PW Drinking Water	\$376.11	64015	9/2/2022	001-000-000-576-80-31-00	Operating Supplies
			\$145.41				
			\$145.41				
CWA Consultants	Invoice - #22-392	Building Permit Review Services	\$110.00	64068	9/20/2022	401-000-000-558-60-41-00	Professional Services
			\$110.00				
Eastside Public Safety Communications	Invoice - #10901	September Radio Access Fees	\$495.39	64069	9/20/2022	001-000-000-521-20-41-20	Dispatch-EPSCA
			\$495.39				
FCI - Custom Police Vehicles	Invoice - #14571	Lease MPD Car #29	\$1,007.79	64039	9/8/2022	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost
FCI - Custom Police Vehicles	Invoice - #14558	Interim Vehicle Lease	\$1,233.49	64039	9/8/2022	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost
FCI - Custom Police Vehicles	Invoice - #14569	Lease MPD Car #27	\$709.91	64039	9/8/2022	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost
FCI - Custom Police Vehicles	Invoice - #14570	Lease MPD Car #28	\$831.71	64039	9/8/2022	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost
FCI - Custom Police Vehicles	Invoice - #14572	Lease MPD Car #26	\$792.49	64039	9/8/2022	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost
FCI - Custom Police Vehicles	Invoice - #14558	Interest PD Vehicle	\$117.96	64039	9/8/2022	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
FCI - Custom Police Vehicles	Invoice - #14569	Interest PD Vehicle	\$229.21	64039	9/8/2022	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
FCI - Custom Police Vehicles	Invoice - #14572	Interest PD Vehicle	\$201.23	64039	9/8/2022	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
FCI - Custom Police Vehicles	Invoice - #14571	Interest PD Vehicle	\$361.17	64039	9/8/2022	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
FCI - Custom Police Vehicles	Invoice - #14570	Interest PD Vehicle	\$249.37	64039	9/8/2022	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
			\$5,734.33				
Granicus, LLC	Invoice - #155841	Gov QA-Invoicing/Redaction Licenses	\$8,445.29	64070	9/20/2022	001-000-000-518-80-41-50	Technical Services, Software Services
			\$8,445.29				
Gray & Osborne, Inc.	Invoice - #10 and Project Number 20425.25	Grading and Drainage Services	\$339.76	64071	9/20/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Invoice - #10 and Project Number 21427.11	Grading and Drainage Services	\$66.21	64071	9/20/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Invoice - #9 and Project Number 22427.00	Grading and Drainage Services	\$463.47	64071	9/20/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Invoice - #5 and Project Number 19412.37	Grading and Drainage Services	\$254.20	64071	9/20/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Invoice - #14 and Project Number 20425.10	Grading and Drainage Services	\$66.21	64071	9/20/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Invoice - #7 and Project Number 21427.14	Grading and Drainage Services	\$808.22	64071	9/20/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Invoice - #8 and Project Number 21427.09	Grading and Drainage Services	\$206.07	64071	9/20/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Invoice - #2 and Project Number 22427.06	Grading and Drainage Services	\$595.89	64071	9/20/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Invoice - #15 and Project Number 19412.34	Grading and Drainage Services	\$339.76	64071	9/20/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Invoice - #2 and Project Number 22427.17	Grading and Drainage Services	\$264.84	64071	9/20/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Invoice - #2 and Project Number 22427.02	Grading and Drainage Services	\$264.84	64071	9/20/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Invoice - #4 and Project Number 22427.05	Grading and Drainage Services	\$132.42	64071	9/20/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Invoice - #10 and Project Number 21427.19	Grading and Drainage Services	\$713.23	64071	9/20/2022	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Invoice - #17 and Project Number 20425.16	Grading and Drainage Services	\$841.56	64071	9/20/2022	401-000-000-558-60-41-07	Engineering Consultant
			\$5,356.68				
Home Depot Credit Services	August 2022 Safety and Irrigation Supplies	Safety and Irrigation Supplies	\$159.19	64040	9/8/2022	001-000-000-576-80-31-00	Operating Supplies
Home Depot Credit Services	August 2022 Irrigation and Plumbing Tool	Irrigation and Plumbing Tool	\$439.30	64040	9/8/2022	101-000-000-542-30-35-00	Small Tools/minor Equipment
			\$598.49				
Honey Bucket	0552946829	Porta Potty for Medina Days	\$565.00	64016	9/2/2022	001-000-000-511-60-49-10	Medina Days
Honey Bucket	0552938290	Porta Potty for Seafair	\$565.00	64016	9/2/2022	001-000-000-511-60-49-10	Medina Days
			\$1,130.00				
Horizon	3M448571	Irrigation Supplies	\$38.67	64017	9/2/2022	001-000-000-576-80-31-00	Operating Supplies

Horizon	3M447803	Irrigation Parts	\$926.11	64017	9/2/2022	001-000-000-576-80-31-00	Operating Supplies
Horizon	3M448155	Irrigation Supplies	\$471.71	64017	9/2/2022	001-000-000-576-80-41-00	Professional Services
Horizon	3M448153	Straight Shaft Trimmer	\$407.36	64017	9/2/2022	101-000-000-542-30-35-00	Small Tools/minor Equipment
			\$1,843.85				
Horticultural Elements, Inc.	6696	84th Ave NE Median Maintenance	\$4,490.00	64018	9/2/2022	101-000-000-542-30-41-00	Professional Services
Horticultural Elements, Inc.	6770	84th Ave NE Median Enhancement	\$385.00	64018	9/2/2022	101-000-000-542-30-41-00	Professional Services
Horticultural Elements, Inc.	Invoice - #6696	84th Ave NE Median Maintenance August	\$453.49	64072	9/20/2022	101-000-000-542-30-41-00	Professional Services
Horticultural Elements, Inc.	Invoice - #6857	84th Ave NE Median Maintenance September	\$4,943.49	64072	9/20/2022	101-000-000-542-30-41-00	Professional Services
Horticultural Elements, Inc.	Invoice - #6867	84th Ave NE Median Maintenance Sales Tax 2017-2022	\$24,347.76	64072	9/20/2022	101-000-000-542-30-41-00	Professional Services
Horticultural Elements, Inc.	Invoice - #6770	84th Ave NE Median Enhancement	\$38.89	64072	9/20/2022	101-000-000-542-30-41-00	Professional Services
			\$34,658.63				
King County Treasury	Invoice - #2143953	Second Quarter Excise & Liquor Tax Passthrough	\$207.76	64073	9/20/2022	001-000-000-564-60-40-00	Mental Health Services-KC Substance Abuse
King County Treasury	119603-119603	TIB 84th Ave NE Overlay	\$1,665.98	64019	9/2/2022	307-000-000-595-30-63-01	Street Improvements, Overlays
King County Treasury	119700-119700	TIB 84th Ave NE Overlay	\$5,940.40	64019	9/2/2022	307-000-000-595-30-63-01	Street Improvements, Overlays
			\$7,814.14				
Kirkland Municipal Court	AUG22MED	August Filing Fees	\$1,254.73	64020	9/2/2022	001-000-000-512-50-40-10	Municipal Court-Traffic/NonTrf
			\$1,254.73				
Konica Minolta Premier Finance	September 2022 Konica Minolta Payment	PW and CH Copier Charges	\$110.10			001-000-000-518-10-31-00	Office And Operating Supplies
			\$110.10				
Kustom Signals, Inc.	Invoice - #596462	Repairs/Equipment	\$192.93	64074	9/20/2022	001-000-000-521-20-31-40	Police Operating Supplies
			\$192.93				
Lakeside Industries, Inc, LB#1086	1137469	TIB 84th Overlay	\$1,645.20	64021	9/2/2022	307-000-000-595-30-63-01	Street Improvements, Overlays
			\$1,645.20				
LexisNexis Risk Management - Account 1011660	1011660-20220731	Investigating Tool	\$116.81	64022	9/2/2022	001-000-000-521-20-41-00	Professional Services
			\$116.81				
Marxer, Barbara	5 Gallon Water Expense Reimbursement Form	Water for Lifeguards Summer Season	\$20.97	64075	9/20/2022	001-000-000-571-00-32-00	Miscellaneous - Lifeguards
Marxer, Barbara	AM Test Laboratories Expense Reimbursement Form	Water Test for Fecal Levels Lake WA	\$82.50	64075	9/20/2022	001-000-000-571-00-32-00	Miscellaneous - Lifeguards
			\$103.47				
Message Watcher, LLC	Invoice - #49411	Email, Website, SM Archiving	\$240.20	64076	9/20/2022	001-000-000-518-80-41-50	Technical Services, Software Services
			\$240.20				
Moberly & Roberts, PLLC	Invoice - #1055	City Prosecutor	\$4,000.00	64041	9/8/2022	001-000-000-512-50-41-10	Prosecuting Attorney
			\$4,000.00				
Navia Benefit Solutions	Invoice - #10507955	Monthly Benefits Fee	\$50.00	64042	9/8/2022	001-000-000-514-20-49-10	Miscellaneous
Navia Benefit Solutions	Invoice - #10478958	June Flex Fees	\$50.00	64077	9/20/2022	001-000-000-514-20-49-10	Miscellaneous
			\$100.00				
Norcom	0001331	Dispatch Service	\$16,383.19	64023	9/2/2022	001-000-000-521-20-41-15	Dispatch Services-Norcom Trans
			\$16,383.19				
Ogden Murphy Wallace	JUL22 Legal Services	July Attorney Fees	\$15,259.50	64024	9/2/2022	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	Invoice - #867182	City Attorney	\$1,352.50	64078	9/20/2022	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	Invoice - #867180	City Attorney	\$3,584.50	64078	9/20/2022	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	Invoice - #867179	City Attorney	\$260.00	64078	9/20/2022	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	Invoice - #867183	City Attorney	\$17,007.50	64078	9/20/2022	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	Invoice - #867184	City Attorney	\$2,955.00	64078	9/20/2022	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	Invoice - #867185	City Attorney	\$112.50	64078	9/20/2022	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	Invoice - #867178	City Attorney	\$97.50	64078	9/20/2022	001-000-000-515-41-40-00	City Attorney
			\$40,629.00				
Pacific Power Group, LLC	912810-00	CH Generator Repair	\$1,580.18	64025	9/2/2022	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$1,580.18				
Petty Cash	September 2022 Replenish Petty Cash (Card)	Replenish Petty Cash for Office Supplies	\$8.75	64079	9/20/2022	001-000-000-518-10-31-00	Office And Operating Supplies
Petty Cash	September 2022 Replenish Petty Cash (Folder Tabs)	Replenish Petty Cash for Office Supplies	\$23.72	64079	9/20/2022	001-000-000-518-10-31-00	Office And Operating Supplies
Petty Cash	September 2022 Replenish Petty Cash (Paper)	Replenish Petty Cash for Office Supplies	\$14.29	64079	9/20/2022	001-000-000-518-10-31-00	Office And Operating Supplies
Petty Cash	September 2022 Replenish Petty Cash (Priority Mail USPS Lease Renewal)	Replenish Petty Cash for Postage	\$7.35	64079	9/20/2022	001-000-000-518-10-42-00	Postage/Telephone

Petty Cash	September 2022 Replenish Petty Cash (Postage Stamps)	Replenish Petty Cash for Postage	\$12.65	64079	9/20/2022	001-000-000-518-10-42-00	Postage/Telephone
			\$66.76				
Pro-shred	Invoice - #56078	CH Shredding Service	\$55.66	64043	9/8/2022	001-000-000-518-10-41-00	Professional Services
Pro-shred	Invoice - #56507	CH Shredding Service	\$55.66	64043	9/8/2022	001-000-000-518-10-41-00	Professional Services
Pro-shred	Invoice - #49633	CH Shredding Service	\$53.00	64080	9/20/2022	001-000-000-518-10-41-00	Professional Services
Pro-shred	Invoice - #49482	CH Shredding Service	\$53.00	64080	9/20/2022	001-000-000-518-10-41-00	Professional Services
			\$217.32				
Public Safety Testing, Inc.	Invoice - #PSTAC22-72	PD Promotion Testing	\$1,515.00	64044	9/8/2022	001-000-000-521-20-41-50	Recruitment-Background
			\$1,515.00				
Puget Sound Energy	AUG22 200018418620	501 Evergreen Pt Rd	\$1,472.09	64026	9/2/2022	001-000-000-518-10-47-00	Utility Serv-Elec,Water,Waste
Puget Sound Energy	AUG22 200004844698	8670 NE 10th St	\$33.86	64026	9/2/2022	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
Puget Sound Energy	AUG22 2000004850133	NE 24th St Camera	\$26.17	64026	9/2/2022	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
Puget Sound Energy	AUG22 200004844904	740 Overlake Dr	\$37.47	64026	9/2/2022	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
Puget Sound Energy	AUG22 200024956076	1050 82nd Ave NE	\$34.31	64026	9/2/2022	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
Puget Sound Energy	JUL22 200012316424	1000 80th AVE NE	\$477.05	64026	9/2/2022	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	JUL22 200004844466	84th AVE NE	\$14.96	64026	9/2/2022	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	For services from July 21 to August 19, 2022 (1000 80th Ave NE)	Medina PK and Shop Power	\$1,006.22	64081	9/20/2022	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	For services from July 21 to August 22, 2022 (84th Ave NE #PKNG)	View Pt PK Power	\$30.27	64081	9/20/2022	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	JUL22 220013672732	515 Evergreen Pt Rd	\$29.23	64026	9/2/2022	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	JUL22 220014371912	TIB LED Conversion	\$1,739.56	64026	9/2/2022	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	JUL22 220013665165	80th AVE NE & NE 10th	\$12.38	64026	9/2/2022	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	JUL22 3000000000087	Street Light Power	\$47.34	64026	9/2/2022	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	JUL22 22014371946	77th Ave NE & 79th Ave NE Takeover	\$105.72	64026	9/2/2022	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	For services from August 2 to August 31, 2022 (77th Ave NE & 79th Ave NE)		\$211.44	64081	9/20/2022	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	For services from August 2 to August 31, 2022 (515 Evergreen Point Rd)		\$58.46	64081	9/20/2022	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	For servies from August 2 to August 31, 2022 (TIB Led Conversion)		\$3,479.12	64081	9/20/2022	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	For services from August 2 to August 31, 2022 (88th Ave NE & LK WA Blvd)	Street Light Power	\$47.34	64081	9/20/2022	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	For services from August 2 to August 31, 2022 (80th Ave NE & NE 10th St)		\$24.76	64081	9/20/2022	101-000-000-542-63-41-00	Street Light Utilities
			\$8,887.75				
Sound View Strategies, LLC	Invoice - #2736	SR520 Consultant	\$3,000.00	64045	9/8/2022	001-000-000-513-10-41-00	Professional Services
			\$3,000.00				
Spot-On Print & Design	Invoice - #57331	Business Cards for Passport Services	\$52.41	64082	9/20/2022	001-000-000-518-10-31-00	Office And Operating Supplies
Spot-On Print & Design	56683	Stormwater Mailing	\$147.40	64027	9/2/2022	001-000-000-518-10-49-30	Postcard, Public information
			\$199.81				
Staples Business Advantage	Invoice - #3515372484	PD Office Supplies	\$80.79	64046	9/8/2022	001-000-000-521-20-31-00	Office Supplies
Staples Business Advantage	Invoice - #3515372485	PD Office Supplies	\$161.44	64046	9/8/2022	001-000-000-521-20-31-00	Office Supplies
Staples Business Advantage	Invoice - #3517030827	PD Office Supplies	\$115.52	64083	9/20/2022	001-000-000-521-20-31-00	Office Supplies
			\$357.75				
Summit Law Group	Invoice - #139183	Special Council	\$665.00	64047	9/8/2022	001-000-000-515-45-40-00	Special Counsel
			\$665.00				
TIG Technology Integration Group	Invoice - #22443	IT Managed Services	\$10,619.78	64048	9/8/2022	001-000-000-518-80-41-50	Technical Services, Software Services
TIG Technology Integration Group	Invoice - #5473332		\$13.21	64084	9/20/2022	001-000-000-518-80-41-50	Technical Services, Software Services
TIG Technology Integration Group	5470897	PD IT Equipment	\$3,206.11	64028	9/2/2022	001-000-000-521-20-31-01	IT HW,SW Off Equip <\$5K
TIG Technology Integration Group	Invoice - #5472780	IT Supplies and Equipment/Update	\$413.98	64084	9/20/2022	001-000-000-521-20-48-00	Repairs & Maint-Equip & Evidence SW
TIG Technology Integration Group	Invoice - #22443	IT Services	\$1,956.94	64048	9/8/2022	401-000-000-518-80-41-50	Technical Services, Software Services
			\$16,210.02				
Tiki Car Wash	2216	July Car Wash	\$83.54	64029	9/2/2022	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			\$83.54				
Tree Solutions, Inc.	Invoice - #35116	Tree Code Consulting	\$320.00	64049	9/8/2022	401-000-000-558-60-41-50	Landscape Consultant
Tree Solutions, Inc.	Invoice - #35111	Tree Code Consulting	\$560.00	64049	9/8/2022	401-000-000-558-60-41-50	Landscape Consultant
Tree Solutions, Inc.	Invoice - #35114	Tree Code Consulting	\$160.00	64049	9/8/2022	401-000-000-558-60-41-50	Landscape Consultant

Tree Solutions, Inc.	Invoice - #35107	Tree Code Consulting	\$120.00	64049	9/8/2022	401-000-000-558-60-41-50	Landscape Consultant
Tree Solutions, Inc.	Invoice - #35106	Tree Code Consulting	\$5,196.25	64049	9/8/2022	401-000-000-558-60-41-50	Landscape Consultant
Tree Solutions, Inc.	Invoice - #35115	Tree Code Consulting	\$40.00	64049	9/8/2022	401-000-000-558-60-41-50	Landscape Consultant
Tree Solutions, Inc.	Invoice - #35108	Tree Code Consulting	\$80.00	64049	9/8/2022	401-000-000-558-60-41-50	Landscape Consultant
Tree Solutions, Inc.	Invoice - #35109	Tree Code Consulting	\$120.00	64049	9/8/2022	401-000-000-558-60-41-50	Landscape Consultant
Tree Solutions, Inc.	Invoice - #35112	Tree Code Consulting	\$120.00	64049	9/8/2022	401-000-000-558-60-41-50	Landscape Consultant
Tree Solutions, Inc.	Invoice - #35113	Tree Code Consulting	\$80.00	64049	9/8/2022	401-000-000-558-60-41-50	Landscape Consultant
Tree Solutions, Inc.	Invoice - #35110	Tree Code Consulting	\$240.00	64049	9/8/2022	401-000-000-558-60-41-50	Landscape Consultant
			\$7,036.25				
Tuscan Enterprises, Inc.	Invoice - #441103	PD Unit Graphics	\$1,266.15	64050	9/8/2022	001-000-000-521-20-48-10	Repairs & Maint-Automobiles
			\$1,266.15				
US Bank	September 2022 JE #1999 Bank Fees	September 2022 Bank Fees	\$143.76			001-000-000-514-20-49-10	Miscellaneous
US Bank	September 2022 JE #1999 Bank Fees	September 2022 Bank Fees	\$1,895.61			401-000-000-558-60-49-10	Miscellaneous
US Bank	Nations CC Statement September 2022	Ice for Medina Days and Plant for Employee	\$37.01			001-000-000-518-10-31-00	Office And Operating Supplies
US Bank	Nations CC Statement September 2022	Name Plate - Employee Brady	\$53.40			001-000-000-518-10-31-00	Office And Operating Supplies
US Bank	Kellerman CC Statement September 2022	Replacement Office Chair - Fischer	\$1,134.02			001-000-000-518-10-31-00	Office And Operating Supplies
US Bank	Nations CC Statement September 2022	Adapter for Chambers Audio	\$25.40			001-000-000-518-10-31-00	Office And Operating Supplies
US Bank	Nations CC Statement September 2022	Adapter for Chambers Audio	\$6.62			001-000-000-518-10-31-00	Office And Operating Supplies
US Bank	Nations CC Statement September 2022	WAPRO Training - Fischer	\$200.00			001-000-000-518-10-43-00	Travel & Training
US Bank	Nations CC Statement September 2022	Books for Clerks Training	\$22.08			001-000-000-518-10-43-00	Travel & Training
US Bank	Nations CC Statement September 2022	WAPRO Training - Nations	\$225.00			001-000-000-518-10-43-00	Travel & Training
US Bank	Kellerman CC Statement September 2022	Public Records Conference - CC	\$200.00			001-000-000-518-10-43-00	Travel & Training
US Bank	Kellerman CC Statement September 2022	MuniPro Code Search Annual Subscription - CC	\$495.00			001-000-000-518-10-49-10	Miscellaneous
US Bank	Kellerman CC Statement September 2022	Public Storage	\$947.00			001-000-000-518-30-45-00	Facility Rental
US Bank	Kellerman CC Statement September 2022	Web Services for Internet Logs	\$0.29			001-000-000-518-80-41-50	Technical Services, Software Services
US Bank	Wilcox CC Statement September 2022	Wash Development Services Vehicle	\$18.00			401-000-000-558-60-32-00	Vehicle Expenses - Gas, Oil, Maint.
US Bank	Wilcox CC Statement September 2022	2021 International Property Management Code (IPMC)	\$77.90			401-000-000-558-60-49-00	Dues, Subscriptions, Memberships
US Bank	Wilcox CC Statement September 2022	Credit for Overpayment of 2021 IPMC Reference Document	(\$6.42)			401-000-000-558-60-49-00	Dues, Subscriptions, Memberships
	Gidloff CC Statement Sept. 2022		\$5,480.59			001-000-000-521-xx-xx-00	PD Charges
			\$1,746.19			001-000-000-576-xx-xx-00	Public Works Charges
			\$10,662.08				
Utilities Underground Location Ctr	2070182	Utility Locate Service	\$61.92	64030	9/2/2022	101-000-000-542-30-47-00	Utility Services
Utilities Underground Location Ctr	Invoice - #2080182	Utilities Locate Services	\$81.27	64085	9/20/2022	101-000-000-542-30-47-00	Utility Services
			\$143.19				
Vimly Benefit Solutions, Inc	JE # 1997 Benefits ADJ Cor.	Benefits Correction TY Brady	\$115.80	20100962-September 2022 Vimly Benefit Solutions	9/30/2022	001-000-000-514-20-21-00	Personnel Benefits
Vimly Benefit Solutions, Inc	JE # 1997 Benefits ADJ Cor.	Benefits Correction D Stifler	(\$2,019.50)	20100962-September 2022 Vimly Benefit Solutions	9/30/2022	001-000-000-576-80-21-00	Personnel Benefits
Vimly Benefit Solutions, Inc	JE # 1997 Benefits ADJ Cor.	Benefits Correction D Stifler	(\$1,346.34)	20100962-September 2022 Vimly Benefit Solutions	9/30/2022	101-000-000-542-30-21-00	Personnel Benefits
			(\$3,250.04)				
WA ST Dept of Licensing	September 2022 CPL Receipts	September 2022 CPL Receipts	\$18.00	20100962-September 2022 CPL Receipts	9/30/2022	631-000-000-589-30-01-00	Dept Of Lic-Gun Permit
			\$18.00				
WA ST Dept of Transportation	Invoice - #FB91017002231	PW Vehicles	\$520.83	64086	9/20/2022	001-000-000-576-80-32-00	Vehicle Fuel & Lube
			\$520.83				
Washington State Patrol	MED301	July Background Checks	\$39.75	64031	9/2/2022	001-000-000-521-20-41-50	Recruitment-Background
Washington State Patrol	Invoice - #123001159	Employee Background Check	\$11.00	64087	9/20/2022	001-000-000-521-20-41-50	Recruitment-Background
			\$50.75				
Watershed Company, The	Invoice - #2022-2283	Shoreline Master Program User Guide	\$315.00	64051	9/8/2022	401-000-000-558-60-41-55	Shoreline Consultant
			\$315.00				
Wide Format Company, The	Invoice - #137741	PRA Copies	\$38.54	64088	9/20/2022	001-000-000-518-10-49-40	Photocopies
			\$38.54				

Willard's Pest Control	Invoice - #390119	PO Rodent Services	\$92.84	64089	9/20/2022	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$92.84				
			<u>\$274,191.39</u>	AP Total			
Payroll	September 2022 Payroll	Payroll	\$19,212.15	Total	9/30/2022	001-000-000-513-10-11-00	Salaries, Wages & Benefits
Payroll	September 2022 Payroll	Payroll	\$19,679.85	Total	9/30/2022	001-000-000-514-20-11-00	Salaries, Wages & Benefits
Payroll	September 2022 Payroll	Payroll	\$35,033.36	Total	9/30/2022	001-000-000-518-10-11-00	Salaries, Wages & Benefits
Payroll	September 2022 Payroll	Payroll	\$152,628.14	Total	9/30/2022	001-000-000-521-20-11-00	Salaries, Wages & Benefits
Payroll	September 2022 Payroll	Payroll	\$2,720.18	Total	9/30/2022	001-000-000-571-00-10-00	Salaries, Wages & Benefits
Payroll	September 2022 Payroll	Payroll	\$35,846.91	Total	9/30/2022	001-000-000-576-80-11-00	Salaries, Wages & Benefits
Payroll	September 2022 Payroll	Payroll	\$23,897.88	Total	9/30/2022	101-000-000-542-30-11-00	Salaries, Wages & Benefits
Payroll	September 2022 Payroll	Payroll	\$51,947.77	Total	9/30/2022	001-000-000-558-60-11-00	Salaries, Wages & Benefits
			<u>\$340,966.24</u>	Payroll Total			
			<u>\$615,157.63</u>	Grand Total			



MEDINA, WASHINGTON

PARK BOARD MEETING

Virtual/Online

Monday, May 16, 2022 – 5:00 PM

MINUTES

1. CALL TO ORDER / ROLL CALL

Meeting called to order at 5:01pm by Chair Sarah Gray and roll call taken by Deputy City Clerk Dawn Nations.

PRESENT

Chair Sarah Gray

Vice Chair Barbara Moe

Board Member Gretchen Stengel

Board Member Katie Surbeck (on-line 5:02 PM)

Board Member India Fitting-Koh

Emeritus Member Penny Martin (on-line 5:03 PM)

ABSENT

Board Member Rebecca Johnston

Board Member Collette McMullen

Youth Advisor Ben Johnston

STAFF PRESENT

Ryan Osada, Steve Burns, Pat Crickmore, Connor Bell, Aimee Kellerman, Dawn Nations

2. ANNOUNCEMENTS

Chair Sarah Gray discussed changing the meeting time and date change of no meeting in August instead of July. The board discussed and decided on meeting in July and not August to align with other boards and commissions. The meeting time for June and July will be 6pm as a Special meeting.

3. APPROVAL OF PARK BOARD MINUTES

3.1 Park Board Meeting Minutes of March 21, 2022

Recommendation: Adopt Minutes.

Staff Contact: Dawn Nations, Deputy City Clerk

ACTION: Motion by Stengel, Second by Moe. Carried 5-0

4. PUBLIC COMMENT

None.

5. PARK BOARD BUSINESS

5.1 Introduce New Park Board Member, Position 5 - India Fitting-Koh

Chair Sarah Gray introduced new Park Board member India Fitting-Koh. India Fitting-Koh spoke to the board members.

5.2 Medina Park Playground Project Update

a) Project Update -completion date proposed for June 2, 2022

b) Grand Opening Ceremony - June 4, 2022, at 10am

Recommendation: Update, discussion, and direction.

Staff Contact: Ryan Osada, Public Works Director

Ryan Osada updated the board members on the playground project and final details of when the playground will be opening. The Park Board members discussed the project details and details for the Grand Opening ceremony. The board will make a sign with the Park Board meeting dates and ways to get involved with the board. This will be displayed at the Grand Opening event.

5.3 Park Use Permit Update

Recommendation: Update.

Staff Contact: Stephen R. Burns, Interim City Manager

Interim City Manager Steve Burns gave a brief update on the Park Use Permit status the proposal and recommendations will be brought back to the Park Board in June or July.

5.4 Easter Egg Hunt Recap

Chair Sarah Gray gave a brief recap of the Easter Egg Hunt and reported there was a huge turnout. The board discussed ways to improve the event. It was determined that having staggering start times for younger age groups would be great to help eliminate future issues and they discussed asking for more donations for next year.

5.5 Arbor Day Recap

Chair Sarah Gray gave a brief update on the Arbor Day event. The board discussed and reported it was a fabulous event. The kids and teachers from Medina Elementary were very excited to participate in the event.

5.6 Medina Park - Willow Tree Update

Recommendation: Update.

Staff Contact: Ryan Osada, Public Works Director

Ryan Osada reported the Willow tree fall on its own and had to be removed. It was discussed that the tree will be replaced in the future. Pat Crickmore gave an update on the process of how the tree will be planted to have a successful planting.

6. OTHER BUSINESS

Chair Sarah Gray discussed the importance of Board members attendance at the Park Board Meetings.

Board member asked about meeting format for future meetings. It discussed that the in-person hybrid meeting format logistics are still being worked out. An email will be sent out as information becomes available. At this time the meetings will still be held via teleconference (Zoom Meeting).

7. PARK REPORTS

- Fairweather & Lid – Gray reported it has been weeded and looks great. Stengel reported the bulbs look great and reported residence are very thankful. Fitting-Koh reported the entrance has blackberries into the path.
- Indian Trail - Moe reported looks good.
- Lake Lane - Martin reported looks good and asked about the branch that is hanging over the path. Public works reported the whole light may need to be replaced but they are working on it.
- Medina Beach Park - Gray reported looks good. Moe reported light out in restroom. Public works will look
- Medina Park - All members reported looks great.
- Viewpoint Park – All reported it looks great. Public works reported the mulching as been started.
- Public Works reported all the fountains will be turned back on for spring/summer.
- Gray reported there are dog owners that are in violation of the dog rules at the park. Officer Bell reported the patrols are increasing in the park.
- Gray asked public works to change the location of the dog rules sign by the tennis courts. Public works will look into this matter.

8. ADJOURNMENT

Meeting adjourned at 6:02 PM.

Minutes taken by:

Dawn Nations

Dawn Nations, Deputy City Clerk



MEDINA, WASHINGTON

PARK BOARD SPECIAL MEETING

Virtual/Online

Monday, June 20, 2022 – 6:00 PM

MINUTES

1. CALL TO ORDER / ROLL CALL

Meeting called to order at 6:00 PM by Vice-Chair Barbara Moe and roll call taken by Deputy City Clerk Dawn Nations.

PRESENT

Vice Chair Barbara Moe
 Board Member India Fitting-Koh
 Board Member Collette McMullen
 Board Member Rebecca Johnston
 Board Member Gretchen Stengel
 Board Member Katie Surbeck
 Emeritus Member Penny Martin
 Youth Advisor Ben Johnston

ABSENT

Chair Sarah Gray

STAFF PRESENT

Ryan Osada, Pat Crickmore, Steve Burns, Aimee Kellerman, Dawn Nations

2. ANNOUNCEMENTS

Vice Chair Barbara Moe on behalf of the park board thanked Ben Johnston for his service on the board this past year and wished him well. Ben Johnston spoke to the board and thanked them for the opportunity.

3. APPROVAL OF PARK BOARD MINUTES

None.

4. PUBLIC COMMENT

None.

5. PARK BOARD BUSINESS

5.1 Park Board Meeting Time Change

Recommendation: Approve.

Staff Contact: Dawn Nations, Deputy City Clerk

Vice Chair Barbara Moe read the Agenda Bill outlining the proposed time change from the May 16, 2022, meeting and the board members discussed.

Action: Motion by McMullen and second Stengel. The motion was amended by Stengel Second Johnston. With further discussion the motions were withdrawn by Stengel McMullen. New Motion by McMullen to postpone the meeting start time discussion and vote until the July Park Board meeting. Second by Stengel by consensus the discussion was postponed to July.

5.2 Medina Park Playground Opening Recap

Recommendation: Update.

Staff Contact: Ryan Osada, Public Works Director

Ryan Osada, Public Works Director gave a brief update on opening and explained the opening delay of one week was due to the wood chips delivery. The event went well. Osada and the Park Board members thanked the Public Works department for all their hard work. Osada thanked the board for all their input and work on this project as well.

5.3 Medina Park - Willow Tree Update

Recommendation: Update.

Staff Contact: Ryan Osada, Public Works Director

Pat Crickmore, Public Works Supervisor gave a brief update the large new willow tree was installed, and installation went well. Ryan Osada gave an update on the size of tree and cost of the replacement. Steve Burns, Interim City Manager gave a brief update regarding funding as well.

5.4 Medina Park – Off Leash Dogs Update

Recommendation: Update.

Staff Contact: Stephen R. Burns, Interim City Manager

Park Board members asked the police department about more patrolling in the park for off leash dogs in on-leash area. Interim City Manager Steve Burns gave a brief update regarding the Police department doing targeted patrols in the park and informed the board that the staffing in the police department is down. He asked members to let the police department know specific times that violations are being seen. This will help in the targeted patrols timeframe. The board members asked questions and staff responded.

5.5 Medina Beach Park

a) Umbrellas

b) Lifeguard Start Date

Recommendation: Update.

Staff Contact: Ryan Osada, Public Works Director

Steve Burns announced the lifeguard season will be June 27 thru August 28, 2022. The program will be fully staffed with 12 guards, 7 days of week. He thanked Barbara Marxer, Police Office Manager for all her work on getting the program fully staffed. Ryan Osada, Public Works Director and Pat Crickmore, Public Works Supervisor announced

that the umbrellas will be put up on June 21, 2022, and the buoys and swim rope will be installed the week of June 27th.

6. OTHER BUSINESS

The board asked about the Park Use permit status. Interim City Manager informed the board details would be discussed at a future meeting. The board members asked questions and staff responded. The board asked about the tree code and the board was informed the Planning Commission was working on it and will take to City Council this year. Steve Burns encouraged members to attend the Tree Code Open House June 30, 2022.

7. PARK REPORTS

- Fairweather & Lid- McMullen thanked public works department for weeding in the park. She reported the dogwoods are beautiful. Public Works reported the stumps will be removed in the future. Fitting-Koh reported on the invasive plant species. Public Works will be working with the board to address these issues.
- Indian Trail – Moe and Johnston reported looks good.
- Lake Lane - Martin reported looks great and asked about the tree branch. Public Works reported the branch is on the homeowner's property and the City cannot remove it.
- Medina Beach Park - Moe reported looks good and the light fixed.
- Medina Park - Moe asked about the water fountain issue and Public Works reported they are working on the fountains.
- Viewpoint Park - Public works reported the park needs some work done but they are working on it.
- Public Works acknowledged the overgrown ROW areas. City Staff is addressing these issues. Board members asked questions and staff responded.

8. ADJOURNMENT

The meeting was adjourned at 6:50 PM.

Minutes were taken by:

Dawn Nations

Dawn Nations, Deputy City Clerk



MEDINA, WASHINGTON

PLANNING COMMISSION SPECIAL MEETING

Virtual/Online

Tuesday, June 21, 2022 – 4:00 PM

MINUTES

COMMISSION CHAIR | Laurel Preston

COMMISSION VICE-CHAIR | Shawn Schubring

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

PLANNING MANAGER | Stephanie Keyser

1. CALL TO ORDER / ROLL CALL

Chair Preston called the meeting to order at 4:02pm.

PRESENT

Chair Laurel Preston

Vice Chair Shawn Schubring

Commissioner Laura Bustamante

Commissioner David Langworthy

Commissioner Mark Nelson

ABSENT

Commissioner Mike Raskin

STAFF

Bennett, Burns, Kellerman, Keyser, Miner, Wilcox

2. APPROVAL OF MEETING AGENDA

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

3. APPROVAL OF MINUTES

3.1 Planning Commission Minutes of May 24, 2022

Recommendation: Approve Minutes

Staff Contact: Rebecca Bennett, Development Services Coordinator

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

4. ANNOUNCEMENTS

4.1 Staff/Commissioners

Keyser announced that we are having an open house for the tree code updates. The tree code will go to council for another public meeting.

5. PUBLIC HEARING

Jay Pathy and Michael Troyer spoke about their concerns regarding original grade.

5.1 Alternatives to Original Grade

Recommendation: Approve

Staff Contact(s): Stephanie Keyser, Planning Manager

Keyser discussed alternatives to original grade. Commissioners discussed and asked questions. Staff responded accordingly.

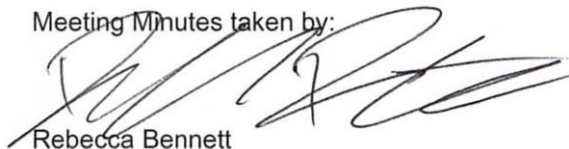
6. ADJOURNMENT

ACTION: Motion to adjourn.

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

Meeting adjourned at 5:59pm.

Meeting Minutes taken by:



Rebecca Bennett



MEDINA, WASHINGTON

MEDINA CITY COUNCIL REGULAR MEETING

Hybrid - Virtual/In-Person

Monday, September 12, 2022 – 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 5:00 p.m.

PRESENT

Mayor Jessica Rossman
Deputy Mayor Randy Reeves
Councilmember Jennifer Garone
Councilmember Harini Gokul (via phone from 5:14 p.m. to 6:12 p.m.)
Councilmember Mac Johnston
Councilmember Bob Zook

ABSENT

Councilmember Cynthia Adkins

STAFF PRESENT

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

2. APPROVAL OF MEETING AGENDA

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

3. PUBLIC COMMENT PERIOD

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

4. PRESENTATIONS

4.1 King County Solid Waste Presentation by Patty Liu, Program Manager

King County Solid Waste Program Manager, Patty Liu gave a presentation on the RE+ (Zero Waste) program. The plan is King County's roadmap for a healthy environment and economy by reinventing their system of waste management.

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

None.

5. **CITY MANAGER'S REPORT**

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

Police Captain Austin Gidlof gave an update on activities in the police department.

Director of Public Works Ryan Osada gave an update on projects in the city. City Manager Steve Burns reported that Osada is researching grants for undergrounding utilities based off emails and resources sent to city staff from resident David Yee.

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

Director of Finance and HR Ryan Wagner a gave brief summary of the city's financials.

City Manager Steve Burns gave a summary of his report. The Medina Days Committee is looking for a new Committee Chair. The City Council Retreat is tentatively scheduled for Monday, October 24 at 5:00 pm.

6. **CONSENT AGENDA**

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

- 6.1 July 2022, Check Register
Recommendation: Approve.
Staff Contact: Ryan Wagner, Finance Director
- 6.2 August 2022, Check Register
Recommendation: Approve.
Staff Contact: Ryan Wagner, Finance Director
- 6.3 Draft City Council Meeting Minutes of:
a) June 27, 2022; and
b) July 11, 2022
Recommendation: Adopt minutes.
Staff Contact: Aimee Kellerman, CMC, City Clerk
- 6.4 T- Mobile Telecommunications Franchise
Recommendation: Adopt Ordinance No. 1013.
Staff Contact(s): Emily Miner, Assistant City Attorney; Ryan Osada, Public Works Director; Steve Wilcox, Development Services Director
- 6.5 September 2022 National Recovery Month Proclamation
Recommendation: Approve.
Staff Contact: Aimee Kellerman, CMC, City Clerk

- 6.6 Childhood Cancer Awareness Week September 25-October 1, 2022 Proclamation

Recommendation: Approve.

Staff Contact: Aimee Kellerman, CMC, City Clerk

7. **LEGISLATIVE HEARING**

None.

8. **PUBLIC HEARING**

- 8.1 2023 Preliminary Budget

Recommendation: Discussion item only.

Staff Contact: Ryan Wagner, Finance Director

Director of Finance and HR, Ryan Wagner gave a presentation on the 2023 Preliminary Budget. Council asked questions and staff responded.

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

ACTION: Discussion item only; no action taken.

9. **CITY BUSINESS**

None.

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

- 10.1 Gas-Powered Lawn Equipment Discussion

Mayor Rossman provided options for discussion of gas-powered lawn equipment.

ACTION: Motion Johnston to add to first City Council meeting in October. Seconded by Zook. Motion carried by a 4:1:2 (Garone dissented) (Adkins and Gokul absent) vote.

11. **PUBLIC COMMENT**

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

12. **EXECUTIVE SESSION**

Council moved into executive session for an estimated time of 30 minutes at 7:20 p.m.

RCW 42.30.110(1)(i)

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

Council adjourned the executive session back into the regular meeting at 7:32 p.m.

ACTION: No action was taken following the executive session.

13. ADJOURNMENT

By consensus, Council adjourned the regular meeting at 7:33 p.m.

Jessica Rossman, Mayor

Attest:

Aimee Kellerman, City Clerk

DRAFT



MEDINA, WASHINGTON

MEDINA CITY COUNCIL REGULAR MEETING

Hybrid - Virtual/In-Person
Monday, September 26, 2022 – 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.

2. APPROVAL OF MEETING AGENDA

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

3. PUBLIC COMMENT PERIOD

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

4. PRESENTATIONS

None.

5. CONSENT AGENDA

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

5.1 2024 Periodic Comprehensive Plan Update

Recommendation: Approval

Staff Contact: Steven R. Wilcox, Development Services Director

6. LEGISLATIVE HEARING

None.

7. PUBLIC HEARING

None.

8. CITY BUSINESS

- 8.1 2023 Preliminary Budget Study Session
Recommendation: Discussion and direction.
Staff Contact: Ryan Wagner, Finance Director

Director of Finance and HR Ryan Wagner gave an overview of the proposed 2023 budget. Council asked questions and staff responded.

ACTION: Council directed staff to provide a 2023 budget memo for the public that includes the following:

- Detailed summary of each department's spend
 - Summary of revenue predictions
 - Overview of Levy and progress towards hitting goals promised to the public
- Provide September YTD financials with end of year estimates given by each director; and
 - Update the visuals on the budget template to include a comparison with 2022 and 2023

9. **CITY MANAGER'S REPORT**

None.

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

None.

11. **PUBLIC COMMENT**

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

12. **ADJOURNMENT**

Motion Johnston second Gokul and carried by a 7:0 vote; Council adjourned the regular meeting at 6:55 p.m.

 Jessica Rossman, Mayor

Attest:

 Aimee Kellerman, City Clerk



MEDINA, WASHINGTON

AGENDA BILL

Monday, October 10, 2022

Subject: Contract with CompuLink Management Center, Inc. dba Laserfiche for Technology Solution

Category: Consent

Staff Contact: Aimee Kellerman, CMC, City Clerk

Summary

In 2021, Central Services began a phased approach of streamlining processes and condensing technology software within the city. The first phase staff introduced Municode (now CivicPlus) to integrate the city’s website, agenda management, and municipal code into one platform saving the city approximately \$3,600 a year. This second phase is to integrate Laserfiche technology to allow for better efficiencies for staff by automating everyday tasks, quickly route tasks and data with digitized forms and speed up approvals to better serve the citizens. Staff will be able to create records, collaborate on documents, and search records in one system. With Laserfiche, we will also have a forward-facing portal making more records publicly accessible and streamline our public records requests. Laserfiche integration will allow staff to reduce expenditures of other software subscriptions currently in use by the city such as GovQA and Asset Essentials Management. Annual savings after the first year of integration and implementation will be approximately \$17,000. The cost savings includes moving away from the city’s public storage unit in Bellevue.

Attachment

- CompuLink Management Center, Inc. dba Laserfiche contract

Budget/Fiscal Impact: *Annual Cost Savings after Year 1 implementation is approximately \$17,000/year plus staff efficiencies.

	Year 1	Year 2	Year 3	Year 4
Total Software	\$64,846.90	-	-	-
Total Maintenance	\$12,957.10	\$12,957.10	\$12,957.10	\$12,957.10
Total Services	\$37,600.00	\$.00	\$.00	\$.00
*TOTAL	\$115,404.00	\$12,957.10	\$12,957.10	\$12,957.10
*Tax not included				

Recommendation: Approve.

City Manager Approval: 

Proposed Council Motion: “I move to approve the contract with CompuLink Management Center, Inc. dba Laserfiche for Technology Solution and authorize the City Manager to sign the contact.”

**TECHNOLOGY SOLUTION CONTRACT
BETWEEN THE
CITY OF MEDINA
AND
COMPULINK MANAGEMENT CENTER, INC. D/B/A LASERFICHE
CONTRACT NUMBER 2022-034-WA033**

This agreement, hereinafter referred to as "Technology Solution Contract", is made and entered into by and between hereinafter referred to as "Agency" City of Medina, 501 Evergreen Point Road, Medina WA 98039 and the below named firm, hereinafter referred to as "Contractor."

Contractor Name: **Compulink Management Center, Inc., a California corporation
d/b/a Laserfiche**

Address: **3545 Long Beach Blvd.**

City, State ZIP: **Long Beach, CA 90405**

Phone: **(800) 985.8533**

Email: notices@laserfiche.com

WHEREAS, Agency and Contractor desire to enter into a Technology Solution Contract for an Enterprise Content Management (ECM) solution; and,

WHEREAS, Agency has determined that entering into this Technology Solution Contract with Contractor shall meet Agency's needs, be in the state of Washington's best interest; and,

IN CONSIDERATION of mutual promises as hereinafter set forth and incorporated herein, subject to Washington State Department of Enterprise Services Master Contract No. 07814-001 and subsequent amendment(s) hereinafter referred to as "Master Contract" which shall be incorporated herein by this reference, and as Agency and Contractor agree as follows:

1. Term

The term for this Technology Solution Contract shall be three (3) years from the execution date of this Technology Solution Contract. Agency shall have the sole discretion and option to extend this Technology Solution Contract.

Agency reserves the right to purchase additional products within the scope of this Technology Solution Contract which will be appropriately documented by amendment, signed by authorized representatives of the parties and attached and incorporated into this Technology Solution Contract.

2. Price Schedule and Fees

Total compensation payable to Contractor for products purchased shall not exceed \$127,059.80 dollars (one hundred twenty-seven thousand, fifty-nine dollars and eighty cents) including sales tax as shown in schedule A.

The Contractor's Quote No. 624309v.4 dated 09/19/2022 shall be attached and incorporated herein as Schedule A. A mutually agreed upon Statement of Work for services shall be created specifying tasks, acceptance criteria, timelines, and all other associated costs and shall be attached and incorporated herein as Schedule B.

(note: the total cost of product/software/maintenance and implementation services should equal the total “not to exceed” amount. Additional products, software, maintenance, and services should be purchase with an amendment to this Technology Solution Contract and increase the total “not to exceed” amount of this contract.)

3. Contract Management

The Contract Manager for each of the parties shall be the contact person for all communications and billings regarding the performance of this Technology Solution Contract.

Contractor Contract Manager Information	Agency Contract Manager
Compulink Management Center, Inc. d/b/a Laserfiche 3545 Long Beach Blvd Phone : 800-985-8533 Email Address: sales@laserfiche.com	City of Medina 501 Evergreen Point Road Medina WA 98039 Email address: akellerman@medina-wa.gov

4. Billing

The Contractor shall submit properly itemized invoices to the Agency Contract Manager. Invoices shall contain at a minimum the information listed below:

1. Technology Solution Contract Number
2. Contractor Name, address and telephone number
3. Contractor Federal Identification Number (FIN)
4. Dates
5. Description of Deliverable (If hourly, include the number of hours worked, hourly rate, total amount per line item.)
6. Total Milestone Payment Amount
7. Total dollar amount per line item
9. Net Invoice
10. Applicable taxes
11. Payment terms including any available discounts

Incorrect or incomplete invoices will be returned to Contractor for correction and reissuance.

The Contractor shall submit a monthly invoice to the Agency for services performed in the previous calendar month in a format acceptable to the Agency. The Contractor shall maintain time and expense records and provide them to the Agency upon request. Invoices for Fixed-Fee Engagement Based on Completion of Milestones shall be submitted as provided for in the payment plan described in Schedule B.

The Agency will pay timely submitted and approved invoice received before the 20th of each month within thirty (30) days of receipt.

5. Assurances

Agency and Contractor agree that all activity pursuant to this Technology Solution Contract will be in accordance with all the applicable current federal, state and local laws, rules, and regulations.

6. Modifications

Agency and Contractor agree that all activity pursuant to this Technology Solution Contract will be in accordance with all the applicable current federal, state and local laws, rules, and regulations.

ORDER OF PRECEDENCE

Each schedule and exhibit listed below is by this reference hereby incorporated into this Technology Solution Contract as though fully set forth herein. In the event of an inconsistency within this Technology Solution Contract, the inconsistency shall be resolved by giving precedence in the following order:

1. Applicable federal and state of Washington statutes and regulations
2. Special terms and conditions as contained in this basic Technology Solution Contract instrument
3. Terms and conditions as contained in the Master Contract incorporated by reference
4. Schedule A – Contractor Quotes
5. Schedule B – Statement of Work No. 1
6. Exhibit A – Software License Agreements (all current applicable software license/use agreements – it is the responsibility of each agency to ensure these agreements are substantially the same as the initial agreements attached in the Master Contract.)
7. Any other provision, term or material incorporated herein by reference or otherwise incorporated

ENTIRE AGREEMENT

This Technology Solution Contract, including referenced Exhibits and Schedules, represents all the terms and conditions agreed upon by the parties. No other statements or representations, written or oral, shall be deemed a part hereof.

CONFORMANCE

If any provision of this Technology Solution Contract violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

VENUE

The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for King County, Washington.

APPROVAL

This Technology Solution Contract shall be subject to the written approval of Agency's authorized representative and shall not be binding until so approved. The Technology Solution Contract may be altered, amended, or waived only by a written amendment executed by both parties.

ALL OTHER TERMS AND CONDITIONS OF THE MASTER CONTRACT AND ITS SUBSEQUENT AMENDMENTS SHALL REMAIN IN FULL FORCE AND EFFECT.

IN WITNESSS WHEREOF, THIS TECHNOLOGY SOLUTION CONTRACT is executed by the persons signing below, who warrant they have the authority to execute the Technology Solution Contract.

City of Medina

**Compulink Management Center, Inc. d/b/a
Laserfiche**

Signature

Signature

Peter Wayman

Name

Name

Vice President

Title

Date

Title

Date

**SCHEDULE A
CONTRACTOR QUOTES**

Software & Annual Maintenance

Product	Software Quantity	Software Unit Cost	Maintenance Unit Cost	Total
Laserfiche Rio Named Full User 25-49 (ENF-25-49)	27.00	\$917.00	\$183.00	\$29,700.00
Laserfiche Rio Records Management Edition 25-49 (ERM-25-49)	27.00	\$91.70	\$18.30	\$2,970.00
Laserfiche Rio Public Portal (PPM25)	1.00	\$25,467.00	\$5,093.00	\$30,560.00
Laserfiche Rio Forms Portal (EPFRM)	1.00	\$8,145.00	\$1,629.00	\$9,774.00
CDI Laserfiche Records Management Workflow Activities (CD2117)	1.00	\$2,000.00	\$400.00	\$2,400.00
DocuSign Integration and Workflow Activities (Requires Public IP, SSL Certificate and DocuSign 'Connector' Feature) (CD7022)	1.00	\$2,000.00	\$400.00	\$2,400.00
			Software:	\$64,846.90
			Maintenance:	\$12,957.10
			Tax:	\$7,858.20
			Total:	\$85,662.20

Services

Service	Service Quantity	Service Unit Cost	Total
Consulting Service Hours (CD2990) <i>Laserfiche installation, configuration, consulting, and training.</i>	80.00	\$188.00	\$15,040.00
Consulting Service Hours (CD2990) <i>Laserfiche Records Management setup, consulting, and training.</i>	100.00	\$188.00	\$18,800.00
Consulting Service Hours (CD2990) <i>DocuSign integration installation and configuration.</i>	20.00	\$188.00	\$3,760.00
		Service:	\$37,600.00
		Tax:	\$3,797.60
		Total:	\$41,397.60

****DES CONTRACT#: 07814-001**

*****TSC CONTRACT #: 2022-034-WA033**

**SCHEDULE B
STATEMENT OF WORK**

**STATEMENT OF WORK NO. 1
TO
CITY OF MEDINA
TECHNOLOGY SOLUTION CONTRACT NUMBER 2022-034-WA033**

This Statement of Work No. 1 (SOW) to Technology Solution Contract No. 2022-034-WA033 (Contract) is entered into by and between City of Medina (Agency) and Compulink Management Center, Inc. d/b/a Laserfiche (Contractor).

Contractor agrees to provide to Agency the services set forth in this SOW, in accordance with the terms of this SOW and the Technology Solution Contract, for the fees set forth in SOW and the Contract. Specific resources to be provided and deliverables will be mutually agreed upon and documented in writing as set forth herein.

- 1 LOCATION AND PEAVANTED OF PERFORMANCE**
 - 1.1 Per a mutually agreed upon schedule, Contractor staff shall perform all work at the following location (or online via Teams):**
City of Medina
 - 1.2 The performance for work identified in this SOW shall begin on 11/1/22 through 2/14/22.**
 - 1.3 The Agency reserves the right to amend or extend this SOW by mutual agreement.**

PROJECT SCOPE AND OBJECTIVES

Agency seeks to implement a Laserfiche software solution in order to implement a paperless records management system with automation.

The following workstreams are included in the Services.

Workstream	Major Activities
1. Installation	1.1 Install Laserfiche Rio 11.x and the following software components: <ul style="list-style-type: none"> • Laserfiche Records Management Edition • Laserfiche Workflow • Laserfiche Audit Trail • Laserfiche Forms • Laserfiche Forms Portal • Laserfiche Public Portal Infrastructure

2. Installation / Implementation Documents	2.1 Design and implement a document capture approach 2.2 Design and implement a public document portal 2.3 Design and implement WA State records management and retention
--	---

PROJECT APPROACH: MAJOR ACTIVITIES AND TASKS

To complete this project, Laserfiche will employ a five-Phase implementation approach, as shown in the diagram below. Each Phase includes ongoing project governance, project management, and weekly status reporting. As part of project governance activities, Agency’s acceptance of deliverables for each Phase is required before starting the next Phase.



The remainder of this document includes the major activities and deliverables for each Phase.

Phase 1. Requirements and Design



Major Activities

This Phase consists of the establishment of project practices and templates, as well as the creation, review, and approval of a Requirements and Design document. Specific major activities/tasks for this Phase include:

1. Conduct a project kick-off meeting with Agency and its key personnel.
2. Develop a project plan for the engagement.
3. Conduct three to five workshops and interviews over a one to two-week period with the project executive sponsor, IT administrators, and subject matter experts (e.g., Department Record Coordinators) to confirm requirements. As part of this task, Laserfiche will leverage the demo provided to Agency.
4. Draft a Requirements and Design document by using information gathered in the workshops and interviews. The document will include:
 - A plan to install Laserfiche Rio and the following software components in the Agency’s network:
 - Laserfiche Records Management Edition
 - Laserfiche Workflow

- Laserfiche Audit Trail
 - Laserfiche Forms
 - Laserfiche Public Portal Infrastructure
 - A repository file plan that includes:
 - Folder structure to support the routing and storage of up to 20 document types.
 - Metadata to appropriately index up to 20 document types.
 - High-level security to help control access and rights for up to 20 document types.
 - A capture plan that includes:
 - Capture of city council minutes and other paper documents.
 - Capture of electronic documents in PDF format.
 - Electronic workflows that include:
 - Routing of Agency documents (e.g., for approval).
5. Review the Requirements and Design document and make updates based on Agency feedback.

Major Deliverables

Deliverables for Requirements and Design will include:

- Requirements and Design Document: An Agency Requirements and Design document for the installation and configuration of the system. This will include the Hardware specifications; Interface specifications; Installation Architecture specifications and Site Customization documents.
- Project Plan: A project plan that contains tasks and the estimated hours and duration for each task.
- Status Report Template: A template that summarizes completed activities for the project; planned activities; project-related issues that could impact scope, budget and timing; and other information. This template captures key decisions with Agency on scope areas. Project Status reports to be provided to the city on mutually agreed milestones and time frames.

Phase 2. Development



Major Activities

This Phase consists of implementing the solution in accordance with the Requirements and Design document created in Phase 1. Specific major activities/tasks for this Phase include:

1. Coordinate with Agency to obtain VPN access to the network.
2. Install all licensed Laserfiche software required by the Services.

3. Develop and configure the solution per the specifications set forth in the Requirements and Design document.
4. Provide periodic solution demonstrations to Agency to obtain feedback.
5. Develop a Test Plan to conduct testing in the next Phase.

Major Deliverables

Deliverables for Development will include:

- Deployed System: Laserfiche system is deployed in Agency's Test environment per the Requirements and Design document and solution demonstrations.
- Data Conversion Plans: Document the data conversion plans for legacy records into the new Laserfiche product.
- Test Plan: Test scripts to be used by Laserfiche and Agency to test system functionality. Test as needed for interfaces identified and implemented per Requirements and Design phase.
- Configuration and Certification: Complete work as needed in order to be able to run System Configuration Reports and get completed Installation Certificates.

Phase 3. Testing



Major Activities

This Phase consists of a coordinated effort between Laserfiche and Agency to test the system. Specific major activities/tasks for this Phase include:

1. Test the system using the Test Plan and remediate issues as necessary.
2. Coordinate with Agency to onboard users.
3. Provide guidance to Agency personnel who will perform User Acceptance Testing (“UAT”).
 - Address issues identified during UAT that are in scope for the Services.
 - New or modified requirements will be addressed in a separate SOW to minimize impacting the project timelines for the Services.
4. Create Deployment and Data Validation Plan.
5. Prepare for training and go-live.

Major Deliverables

Deliverables for Testing will include:

- Deployment-Ready Solution: Laserfiche solution that is tested for functionality by both Laserfiche and Agency, which will be ready for promotion to the Production environment.

- **Deployment and Data Validation Plans:** The Deployment Plan details how the developed solution will be promoted from the Test to Production environment. The companion Data Validation Plan is specific to solutions that require such a procedure (e.g., database migrations from legacy systems to Laserfiche). The Data Validation Plan contains a list of user inputs for the actions, steps on how to perform the actions, and expected results. The Agency will carry out the plan and verify the outputs. *Agency's acceptance of the Deployment and Data Validation Plans will constitute approval to close out the project 20 business days after the plan has been executed and the data has been validated.*

Phase 4. Deployment



Major Activities

This Phase consists of deploying the upgraded and updated system to the Production environment. Specific major activities/tasks for this Phase include:

1. Provide a train-the-trainer approach to train end-users and administrators on the developed solution.
2. Promote the solution to Agency's Production environment. Specifically:
 - Promote Laserfiche environment from Test to Production.
 - Promote the form, workflows, and Quick Fields sessions to the Production environment.
 - Promote folder structure, security, and metadata to the Production environment.
3. Address production-specific issues that occur.
4. Inform Agency that the system is available and in a production state for end-users to use the system.

Major Deliverables

Deliverables for Deployment will include:

- **User Training:** A User Training Plan that Agency can use to train end-users and administrators. Assist the city as needed with staff training.
- **Deployed System:** Laserfiche system deployed to the Production environment per the Go-Live and Stabilization Plan documents.
- **System Documentation:** Project documentation on the administrative aspects of the system.

Phase 5. Transition to Agency



Major Activities

This Phase consists of transitioning the system to Agency system administrators and providing knowledge transfer. Specific major activities/tasks for this Phase include:

1. Perform post-deployment support activities.
 - Provide guidance to Agency on monitoring and documenting issues that may arise.
 - Coordinate with Agency administrators for up to 10 business days to help diagnose and resolve identified issues.
2. Transfer day-to-day system maintenance to Agency.
3. Walk Agency through the System documentation created in the Deployment Phase.
4. Introduce methods for accessing Support services for Laserfiche from VAR to Agency’s post-project support team via an email.

Major Deliverables

Deliverables for Transition to Support will include:

- Closeout Notification: An email that contains a high-level summary of deliverables provided by Laserfiche to Agency. After “closeout,” all new Services work not expressly covered by the LSAP will be considered a new billable project.
- Operations Manual: System Operations manual to be provided to the city per the system requirements and implementation along with Template Tools for Documenting Business Processes.

PRICING AND PAYMENT TERMS

Professional Services Pricing

The table below sets forth the estimated level of effort required for this project, including both onsite and offsite Professional Services work. This project will be billed on a fixed-price. Project management will be billed as part of the Services.

Reasonable out-of-pocket expenses (e.g., airfare, lodging, meals, and ground transportation) will be billed as incurred, and will be consistent with Washington state requirements.

Phase	Description	Rate	Est. Hours	Estimated Cost
1	Installation	\$188		Non-billable
2	Project Management	\$188	37	\$6,956.00
3	Consulting	\$188	20	\$3,760.00
4	Configuration	\$188	129	\$24,252.00
6	Training	\$188	14	\$2,632.00
Total			200	\$37,600.00
SALES TAX				\$3,797.60
TOTAL				\$41,397.60

Payment Plan for Fixed-Fee Engagement Based on Completion of Milestones

All Services will be performed in accordance with this mutually accepted SOW. To provide initial funding for the project and simplify billing, an initial payment of 20% of the cost of the SOW will be billed upon execution of the document. 55% of the cost of the SOW will be billed upon acceptance and completion of the Requirements and Design (Phase 1). 15% of the cost will be billed upon acceptance and completion of the Deployment-ready Solution deliverable of Phase 3. 10% of the cost of the SOW will be billed upon closeout.

Invoices are due 30-days upon receipt. If and when changes to project scope or effort required to complete specific work items occur due to unforeseen complications or issues outside of Laserfiche’s control, Laserfiche will prepare a change order for approval by Agency.

ADDITIONAL TERMS AND CONDITIONS

Subcontractors

Contractor has advised Agency that Contractor intends to subcontract a portion of the Services to Cities Digital located at 192 Nickerson St. Suite 201, Seattle, WA 98109 (“Subcontractor”). Agency hereby approves Contractor’s delegation of the responsibility to Subcontractor to perform a portion of the Services required by this SOW.

Agency Responsibilities

Agency will be responsible for the following:

1. Agency will make available, and provide timely access to (e.g. within two to three business days), necessary personnel to ensure project success, including:
 - a. A designated project manager to help schedule meetings, facilitate project governance, coordinate document requests, and other tasks.

- b. IT personnel such as system administrators, database administrators, and help desk.
- c. Subject matter specialists to provide information on Agency’s system and file plan.
- d. Personnel to execute the test scripts and document results for User Acceptance Testing (“UAT”). Personnel will be made available per the project schedule and plan. Any delays in UAT may involve additional hours or fees.

Resource List

Project Team	Purchaser Team
Andrew Albers	Aimee Kellerman
Michael Mathys	Craig Fischer
Mike Richardson	Steve Burns
Kyle Knebel	

- 2. Agency will work with Laserfiche to provide any necessary technical resources and support. This includes:
 - a. Providing timely access and user credential to Agency network, applications, database and related resources, including remote access.
 - b. Providing configured Test environment that closely mirrors the Production environment.
 - c. Providing only test data and not production data to Laserfiche.
 - d. Configuring Kerberos, Active Directory and security policies as required for the implementation.
 - e. Performing and testing backups of the Laserfiche configuration, database and other systems as needed.
 - f. Completing any testing (e.g., system, integration, user acceptance testing) as needed.
- 3. Agency will provide requested documentation and acceptance of key deliverables within two to three business days. If Agency does not respond in writing to Laserfiche’s request for acceptance within five business days of Laserfiche’s request, or Agency does not reasonably refuse such approval within the five-day period, Agency will be deemed to have accepted. If Agency decides not to deploy after acceptance of the Deployment-ready Solution deliverable of Phase 3 (Testing), Laserfiche may close out this project. After “closeout,” all new Services work not expressly covered by the LSAP will be considered a new billable project.
- 4. Agency will be responsible for licensing all software components necessary for completing Services.

Key Assumptions

The following are key assumptions for delivery of the Services:

1. The scope of the engagement will include the Services specifically described in this SOW. Any additional scope requests will be provided in a separate SOW or change order.
 - a. Please see the project plan draft below for details to be included in the SOW

SCHEDULE TO BE UPDATED BEFORE CONTRACT SIGNATURE

Task Name	Hours Estimate	Duration	WBS	Start	Finish	Predecessors	Resource Names
Implement Laserfiche Solution	80	76 days	1	Tue 1/2/18	Tue 4/17/18		
Stage I - Planning & Installation	7	10 days	1.1	Tue 1/9/18	Mon 1/22/18		
Project Management	7	43 days	1.1.1	Tue 1/9/18	Thu 3/8/18		
Conduct Project Kickoff Meeting	1	1 day	1.1.1.1	Tue 1/9/18	Tue 1/9/18		CD Project Manager, Client Implementation Team
Draft Project Plan	1	5 days	1.1.1.2	Wed 1/10/18	Tue 1/16/18	4	CD Project Manager
Approve Project Plan	0	3 days	1.1.1.3	Wed 1/17/18	Fri 1/19/18	5	Client Implementation Team
Conduct Ongoing PM Tasks	5	34 days	1.1.1.4	Mon 1/22/18	Thu 3/8/18	6	CD Project Manager
Install Laserfiche	0	8.5 days	1.1.2	Wed 1/10/18	Mon 1/22/18		
Plan Installation	0	6.5 days	1.1.2.1	Wed 1/10/18	Thu 1/18/18		
Conduct Support Installation Meeting	0	0.5 days	1.1.2.1.1	Wed 1/10/18	Wed 1/10/18	4	CD Installation Contact, Client IT Contact
Prepare System Architecture	0	5 days	1.1.2.1.2	Wed 1/10/18	Wed 1/17/18	10	Client IT Contact
Download Software	0	1 day	1.1.2.1.3	Wed 1/17/18	Thu 1/18/18	11	Client IT Contact
Conduct Installations	0	3 days	1.1.2.2	Wed 1/17/18	Mon 1/22/18		
Install & Test Server Components	0	2 days	1.1.2.2.1	Wed 1/17/18	Fri 1/19/18	11	CD Installation Contact
Install & Test Workstations	0	1 day	1.1.2.2.2	Fri 1/19/18	Mon 1/22/18	14	Client IT Contact
Stage II - Training & Evaluation	11	2.25 days	1.2	Mon 1/22/18	Wed 1/24/18		
Project Team Training	11	2.25 days	1.2.1	Mon 1/22/18	Wed 1/24/18		
Pre-training	1.5	0.25 days	1.2.1.8	Mon 1/22/18	Mon 1/22/18	13	
Overview Training	1	0.25 days	1.2.1.8.1	Mon 1/22/18	Mon 1/22/18		CD Trainer, Client Implementation Team
LF Resource	0.5	0.25 days	1.2.1.8.2	Mon 1/22/18	Mon 1/22/18		CD Trainer, Client Implementation Team
Session 1:	6	1 day	1.2.1.1	Mon 1/22/18	Tue 1/23/18	18	
LF Client Or Web Client Training	1.5	0.2 days	1.2.1.1.1	Mon 1/22/18	Mon 1/22/18		CD Trainer, Client Implementation Team
LF Scanning Training	0.5	0.2 days	1.2.1.1.5	Mon 1/22/18	Mon 1/22/18		CD Trainer, Client Implementation Team
Administration Console Training	1	0.2 days	1.2.1.1.2	Mon 1/22/18	Mon 1/22/18		CD Trainer, Client Implementation Team

Records Management Training	2	1 day	1.2.1.1.6	Mon 1/22/18	Tue 1/23/18		CD Trainer, Client Implementation Team
LF Security Training	1	0.2 days	1.2.1.1.3	Mon 1/22/18	Mon 1/22/18		CD Trainer, Client Implementation Team
Session 2:	3.5	1 day	1.2.1.2	Tue 1/23/18	Wed 1/24/18	²¹	
Workflow Designer Training	1.5	1 day	1.2.1.2.1	Tue 1/23/18	Wed 1/24/18		CD Trainer, Client Implementation Team
LF Forms Training - Level 1	1	1 day	1.2.1.2.2	Tue 1/23/18	Wed 1/24/18		CD Trainer, Client Implementation Team
LF Forms Training - Level 2	1	1 day	1.2.1.2.4	Tue 1/23/18	Wed 1/24/18		CD Trainer, Client Implementation Team
Stage III - System Configuration	21	17 days	1.3	Wed 1/24/18	Fri 2/16/18		
Laserfiche Configuration of TRM	21	17 days	1.3.1	Wed 1/24/18	Fri 2/16/18		
Design	5	10 days	1.3.1.1	Wed 1/24/18	Wed 2/7/18	¹⁷	CD System Architect, Client Implementation Team
Development	12	5 days	1.3.1.2	Wed 2/7/18	Wed 2/14/18	³³	CD System Architect
Testing	2	1 day	1.3.1.3	Wed 2/14/18	Thu 2/15/18	³⁴	CD System Architect, Client Implementation Team
Deployment	2	1 day	1.3.1.4	Thu 2/15/18	Fri 2/16/18	³⁵	CD System Architect, Client Implementation Team
Close Out	1	4 days	1.4	Fri 2/16/18	Thu 2/22/18	³¹	
Transition to Support	0	1 day	1.4.3	Fri 2/16/18	Mon 2/19/18		CD System Architect, Client IT Contact
Distribute Project Close Out Form	1	1 day	1.4.1	Fri 2/16/18	Mon 2/19/18	³¹	CD Project Manager
Sign & Return Project Close Out Form	0	3 days	1.4.2	Mon 2/19/18	Thu 2/22/18	³⁹	Client Implementation Team

- b. Other than basic installation activities, the scope does not include configuring Workflow, Forms and other Laserfiche software components except for those components when tied to the deliverables identified in this and subsequent SOW documents.
 - c. Any onsite work will be performed as needed at Agency’s offices in City of Medina, Washington. All other work will be performed remotely.
2. The project is estimated at 200 hours over a 14 week period. Any delays and additional hours incurred because of Agency’s failure to fulfill its responsibilities will be billed to Agency.
 3. If Agency does not either reasonably refuse or contest Laserfiche’s request that Agency accept the hours incurred and billed within five business days of Laserfiche’s request, Agency will be deemed to have accepted it.
 4. All Laserfiche Software Products, Professional Services and Support are sold subject to the terms and conditions of Laserfiche's Software License Agreement (EULA), which accompanies the software.
 5. By signing this SOW, Agency accepts all of these terms and conditions, which will not be varied except in writing signed by both parties. C

Approval

This SOW is subject to the written approval of Agency’s authorized representative and will not be binding until so approved.

ALL OTHER TERMS AND CONDITIONS OF THE TECHNOLOGY SOLUTION CONTRACT, ITS AMENDMENTS, RELATED STATEMENT OF WORKS, AND THE MASTER CONTRACT REMAIN IN FULL FORCE AND EFFECT.

In Witness Whereof, this Statement of Work is executed by the persons below, who warrant that they are authorized by their respective parties to execute this Statement of Work.

City of Medina, Washington (Agency)
Signature
Print or Type Name Date
Title

Compulink Management Center, Inc. d/b/a Laserfiche (Contractor)
Signature
Print or Type Name Date
Title

VAR Cities Digital, INC. (Subcontractor)
Signature
Print or Type Name Date
Title

Exhibit A
LASERFICHE SOFTWARE LICENSE AGREEMENT or "EULA"

This Software License Agreement ("License Agreement") is made between Compulink Management Center, Inc., a California corporation doing business as Laserfiche and whose principal place of business is in Long Beach, California ("Laserfiche"), and the party (referred to as the "Licensee"), who has lawfully acquired the Software.

PLEASE READ THIS LICENSE AGREEMENT CAREFULLY. BY INSTALLING, COPYING OR USING THE SOFTWARE OR THE DOCUMENTATION THAT ACCOMPANIES THIS LICENSE AGREEMENT, YOU AGREE TO THE TERMS OF THIS LICENSE AGREEMENT. IF YOU DO NOT AGREE, DO NOT INSTALL, COPY OR USE THE SOFTWARE OR THE DOCUMENTATION AND, IF APPLICABLE, RETURN IT TO YOUR SUPPLIER FOR A FULL REFUND.

RECITALS

- A. Laserfiche has developed certain document imaging and management software programs which it markets under the trademark Laserfiche® ("Software").
- B. The Software constitutes valuable proprietary products and trade secrets of Laserfiche embodying substantial creative efforts and confidential information, ideas, and expressions. Laserfiche has invested large amounts of capital and time to develop and promote the Software. Laserfiche claims copyrights and proprietary trade secrets in the Software.
- C. Licensee understands that the Software is compatible only with certain types of computers and operating systems and that Licensee is responsible for assuring the compatibility between its computer systems, its software solutions, if any, and the Software.

THEREFORE, in consideration of the premises and covenants contained this License Agreement, Laserfiche and Licensee agree as follows:

Terms of License Agreement

1. Grant of License.

- A. **Description.** Laserfiche grants Licensee a limited, non-exclusive, non-transferable license to use all of the Software described on the purchase order accompanying the Software, subject to the terms and conditions of this License Agreement and the Licensing File which accompanies the Software. The Software includes, without limitation express or implied, some or all of the following types of software: (a) "Server Software" that provides document management services to other programs, and "Client Software" that allows a

computer or workstation to access or utilize the services provided by the Server Software; (b) "Stand-alone Software" that operates on a single computer; and (c) "Plug-in Software Modules" that can be added to the previously mentioned Software packages.

B. Limitations and Requirements.

- i. The Licensing File accompanying the Software or associated with the Licensing Key accompanying the Software defines the scope and limitations of the Software license for this product. You may only use the License File issued by Laserfiche to fulfill the license purchase described on the purchase order accompanying the Software.
- ii. Licensee may install one copy of the Server Software on a single physical or a single virtual operating system environment (the instance of the running Server Software shall be referred to as the "Server"), unless the licensee is acquiring a license to the Laserfiche Avante product. If Laserfiche Avante is being licensed, Licensee may install up to the maximum number copies of the Server Software listed in the License File (labeled as "instances") to multiple physical or virtual operating system environments so long as those installations have continuous network access to a running instance of the included License Manager program. Licensee may install only one copy of the License Manager program on a single physical or a single virtual operating system environment.
- iii. The Server Software may only be operated with the database system(s) (Microsoft SQL or Oracle) listed in the Licensing File. If no database system is listed in the License File, then the Server Software may only be operated with Microsoft SQL Express.
- iv. The Server Software may only host the number of repositories listed in the Licensing File (labeled as "databases"), unless the Licensee is acquiring a license to the Laserfiche Avante product. If Laserfiche Avante is being licensed, each running copy of the Server Software may host up to the number of repositories listed in the Licensing File.
- v. Named user connections are allocated to specific individuals or devices at the choice of the Licensee. When a named user connection is allocated to a specific individual person's Laserfiche or external directory account, that individual may not share the use of that named user connection by sharing the use of their account with others. When a named user connection is allocated to a device, the connection may only be used from that device and vaAvanteus individuals may share the use of that device so long as only one individual is accessing the Server Software from that device at a time. There are two types of named user connections – named user connections capable of modifying a repository governed by the Server (referred to as "Named Full User"

connections and listed in the License File as "named read-write objects") and named user connections capable of only read-only access (referred to as "Named Retrieval" connections and listed in the License File as "named read-only objects"). Only the maximum number of each type of named user connection listed in the License File may be allocated to individuals or devices. Named user connections may not be routinely reallocated for the purpose of lessening the number of named user connections required.

- vi. Concurrent user connections are shared among individuals. There are two types of concurrent user connections – concurrent user connections capable of modifying a repository governed by the Server (referred to as "Full User" connections and listed in the License File as "read-write users") and concurrent user connections capable of only read-only access (referred to as "Retrieval" connections and listed in the License File as "read-only users"). Once the maximum number of read-write or read-only concurrent user connections specified in the License File is reached, no additional user connections of that type may be made, until some user connections of that type are closed. Individuals who require write access in the course of their work must use a Full User connection at all times; thus, individuals assigned to use a Full User connection may not use a Retrieval connection to perform read-only tasks which do not require a Full User connection. Hardware or software may not be used to reduce the number of concurrent user connections required for individuals to access or otherwise utilize Server services (sometimes called "multiplexing").
- vii. Public Portal connections allow read-only access to the Server Software only using a Laserfiche application known as WebLink. If the license file lists a maximum number of Public Portal connections (listed as "read-only public portals"), then once the maximum number of Public Portal connections specified in the License File is reached, no additional Public Portal connections may be made, until some Public Portal connections are closed. If the license file lists a maximum number of CPU sockets that may be utilized to support Public Portal access (listed as "read-only CPU limit"), then Public Portal connections may be made only if the physical or virtual machine on which the Server Software is running has the listed number of CPUs or fewer. If neither a maximum number of Public Portal connections nor a maximum number of CPUs for Public Portal access is listed in the License File, then no Public Portal connections may be made.
- viii. Licensee may not install a version of the Server Software later than the version listed in the License File.
- ix. If the License File lists an expiration date, the Server Software may not be run after that date.
- x. If the License File specifies one or more languages, then the Laserfiche user

interface may only be run in those languages.

- xi. Add-ons and additional features that the Server Software can support may only be used when listed in the License File.
- xii. If Licensee desires to upgrade or enhance the capabilities of the Software or the numbers of users, connections or other features, Licensee must acquire the appropriate license(s) from Laserfiche to do so by updating the License File.
- xiii. The Software may only be used as intended, according to the capabilities made available through its vaAvanteus user interfaces and according to the documentation accompanying the Software.
- xiv. Licensee shall be solely responsible for customizing the Software and the data repository to restrict access only to those particular persons and entities to whom Licensee agrees to make its documentation and information available. Licensee waives all liability, claims, damages and suits against Laserfiche, and all of its employees, officers, directors and contractors, in any way related to the unauthorized disclosure of, or access to, information or documentation in the data repository, whether or not due to a defect in the Software. Licensee acknowledges that this License Agreement contains other limited warranties and limitations and waivers of damages and claims, and that Licensee's waiver of liability in this section shall be in addition to, and not in lieu of, Licensee's other waivers set forth elsewhere in this License Agreement.

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3. **Protection of Software.** During the term of this License Agreement and for seven years following termination of this License Agreement, Licensee shall not directly or indirectly, alone or in conjunction with any other person or company, (a) attempt to write or develop software in order to discover the source code and/or the trade secrets contained in the source code; or (b) utilize the Software, Documentation, or Laserfiche's trade secrets or confidential information, either directly or indirectly, to sell, market or distribute any software product which competes with the Software; or (c) utilize the Software, Documentation, or Laserfiche's trade secrets or confidential information, directly or indirectly, to assist, advise or consult with any other person or company in selling, marketing or distributing any software product which competes with the Software; or (d) utilize the Software, Documentation, or Laserfiche's trade secrets or confidential information, directly or indirectly, to convert, or to assist, advise or consult with any other person or company to convert, any end user of the Software to a software product which competes with the Software; or (e) seek to discover Laserfiche's trade secrets or confidential information by reverse engineering, decompiling, disassembling,

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5. Term and Termination. This License Agreement shall commence and terminate as follows:

- A. The term of this Agreement shall commence upon Licensee's acceptance of this License Agreement and continue until terminated as provided in this License Agreement. Laserfiche may terminate this License Agreement for cause immediately following a breach of this License. Laserfiche may also terminate this License Agreement if (i) Licensee violates, infringes or compromises any trademark, copyright, patent or Trade Secret of Laserfiche, or interferes with any relationship between Laserfiche and any of its other Licensees or End Users of the Software; or (ii) Licensee's license to use its Software has been terminated.
- B. Upon termination of this License Agreement, Licensee shall immediately cease all use of the Software and the Documentation and return to Laserfiche all versions and copies of the Software and the Documentation. Licensee shall remove and uninstall all such programs and materials from all hard drives and other devices on which the Software or the Documentation may be found.
- C. The termination of this License Agreement shall not terminate Licensee's obligations under this License Agreement, nor shall it release Licensee from the obligation to pay any monies that it may owe Laserfiche or operate to discharge any liability that Licensee incurs before termination.

6. LIMITED WARRANTY; DISCLAIMER. THE MEDIA (NOT SOFTWARE) IS WARRANTED TO THE ORIGINAL LICENSEE AGAINST DEFECTS IN MATERIALS AND WORKMANSHIP FOR A PERIOD OF THREE (3) MONTHS FROM THE DATE OF ORIGINAL ACQUISITION. DEFECTIVE MEDIA WILL BE REPLACED WHEN IT IS RETURNED POSTAGE PREPAID WITH A COPY OF THE RECEIPT TO LASERFICHE. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, LASERFICHE LICENSES THE SOFTWARE TO LICENSEE "AS IS" AND WITH ALL FAULTS. LASERFICHE EXPRESSLY DISCLAIMS ALL EXPRESS AND IMPLIED WARRANTIES, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF

MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. LASERFICHE DOES NOT WARRANT THAT THE SOFTWARE WILL SATISFY THE REQUIREMENTS OF LICENSEE OR THAT IT IS WITHOUT DEFECT OR ERROR, OR THAT IT WILL OPERATE WITHOUT INTERRUPTION.

7. **NO CONSEQUENTIAL DAMAGES.** UNDER NO CIRCUMSTANCES SHALL LASERFICHE OR ITS AFFILIATES, RESELLERS, AGENTS, EMPLOYEES, CONSULTANTS, OR SUPPLIERS (COLLECTIVELY, "REPRESENTATIVES") BE LIABLE TO LICENSEE OR ANY THIRD PARTIES FOR ANY SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES (INCLUDING, WITHOUT LIMITATION, LOST PROFITS, LOSSES FROM BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION OR DATA, COSTS OF RECREATING LOST DATA, OR THE COST OF SUBSTITUTE EQUIPMENT OR PROGRAMS SUSTAINED BY LICENSEE OR CLAIMS BY ANY PARTY OTHER THAN LICENSEE, OR ANY OTHER PECUNIARY LOSS), REGARDLESS OF WHETHER LASERFICHE OR ITS REPRESENTATIVES HAVE BEEN WARNED OF SUCH DAMAGES OR CLAIMS. NO SUIT, CLAIM OR CAUSE OF ACTION MAY BE BROUGHT AGAINST LASERFICHE OR ITS REPRESENTATIVES UNDER THIS LICENSE AGREEMENT MORE THAN ONE YEAR AFTER LICENSEE FIRST DISCOVERED OR SHOULD HAVE DISCOVERED ANY OF THE MATERIAL FACTS WHICH GAVE RISE TO THE SUIT, CLAIM OR CAUSE OF ACTION.

8. **LIMITATION ON DAMAGES.** ANY AND ALL DAMAGES SUFFERED BY LICENSEE FOR WHICH LASERFICHE IS LIABLE, WHETHER BASED ON A BREACH OF CONTRACT, BREACH OF WARRANTY, OR CLAIM OF NEGLIGENCE, MISREPRESENTATION OR OTHER TORT, OR ON ANY OTHER LEGAL OR EQUITABLE THEORY, SHALL BE LIMITED TO THE ACTUAL AMOUNT LICENSEE PAID FOR THE DEFECTIVE SOFTWARE WITHIN THE 12-MONTH PERIOD IMMEDIATELY PRECEDING THE DATE THAT LICENSEE FILES SUIT OR OTHERWISE NOTIFIES LASERFICHE OF A CLAIM AGAINST LASERFICHE, WHICHEVER OCCURS FIRST.

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10. **No Waiver.** No failure to exercise or delay in exercising any right, power, or privilege under this License Agreement on the part of either party shall operate as a waiver of any right, power, or privilege under this License Agreement. No single or partial exercise of any right, power, or privilege under this License Agreement shall preclude further exercise thereof.

11. **Severability.** If any part of this License Agreement is found or deemed by a court of competent jurisdiction to be invalid or unenforceable, that part shall be severed from

this License Agreement and shall be deemed to have never been a part of this License Agreement and shall not affect the validity of the remainder of this License Agreement.

12. **Governing Law.** This License Agreement shall be deemed to have been made in, and shall be construed pursuant to the laws of, the State of California, as if all parties were resident in California and the License Agreement were to be wholly performed within the State of California.

13. **Jurisdiction and Venue.** Each party consents to the jurisdiction of the California Superior Court and United States District Court for the Central District of California. All judicial actions and proceedings shall be conducted only in, and each party consents to exclusive venue in, Los Angeles County, California. This paragraph shall not apply to the federal government or to any state, county or municipal government or any department or agency of any such governmental body.

14. **Entire Agreement.** This License Agreement, including the Licensing File, the Readme file, and the documentation which accompanies the Software and the installation, constitute the complete and exclusive statement of the mutual understanding of the parties, and supersede and cancel all previous written and oral agreements, representations, warranties, statements and other communications relating to the subject matter of this License Agreement. No course of performance, course of dealing, or usage of trade shall override the written terms of this License Agreement.

15. **Limitation on Actions.** No action or proceeding based on this License Agreement or arising out of its performance or breach shall be instituted by Licensee more than one year after Licensee first discovers, or should have discovered, any of the material facts upon which the cause of action is based. Licensee waives the benefit of any statute of limitations which specifies a period longer than one year for filing an action.

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City of Medina, Washington
PROCLAMATION

Domestic Violence Awareness Month

- WHEREAS,** Domestic violence is a serious crime that affects one in four women and one in seven men during their lifetime; and
- WHEREAS,** Domestic violence is widespread and has a devastating impact on survivors, children, families and our community; and
- WHEREAS,** Domestic violence does not discriminate and crosses all economic, racial, gender, educational, religious and societal barriers, and is sustained by indifference; and
- WHEREAS,** Ending the cycle of this vicious crime requires the courage of survivors and the support of the larger community; and
- WHEREAS,** Education, prevention and intervention efforts to end the cycle of domestic violence are imperative to not only protect survivors but also to increase public awareness of the severity and extent of domestic violence.

Now, therefore, I, Jessica Rossman, Mayor of Medina, Washington, and on behalf of its County Council do hereby proclaim the month of **October 2022** as:

DOMESTIC VIOLENCE ACTION MONTH

in Medina. I urge all citizens to speak out against domestic violence and support efforts to prevent and end domestic abuse in our communities and increase public awareness of, and action on, this issue.

Ending violence in the home is a national imperative that requires vigilance and dedication from every sector of our society. We must continue to stand alongside advocates, service providers, law enforcement and our criminal justice system as they hold offenders accountable and provide care and support to survivors. But our efforts must extend beyond the criminal justice system to include housing and economic advocacy for survivors. We must work with young people to stop violence before it starts. We must also reach out to friends and loved ones who have suffered from domestic violence, and we must tell them they are not alone. We encourage survivors, their loved ones, and concerned citizens to learn more by visiting the Washington State Department of Health website at <https://doh.wa.gov/>.

This October, let us honor DOMESTIC VIOLENCE ACTION MONTH by promoting peace in our own families, homes and communities. Let us renew our commitment to end domestic violence and its brutal and destructive effects - in every city, every town, and every corner of America.

Jessica Rossman, Mayor



MEDINA, WASHINGTON

AGENDA BILL

Monday, October 10, 2022

Subject: Rescission of Medina Proclamation of Local Emergency

Category: Consent

Staff Contact: Stephen R. Burns, City Manager

Summary

On March 9, 2020, the Medina City Council ratified the Proclamation of Local Emergency for the Coronavirus/COVID-19. On September 8, 2022, Governor Jay Inslee announced the rescission of all COVID-19 emergency proclamations and the underlying state of emergency by October 31, 2022. Medina has routinely followed the guidance of King County and the State of Washington. The termination of the Medina Proclamation of Local Emergency would be consistent with other jurisdictions.

Attachment: Rescission of Medina Proclamation of Local Emergency

Budget/Fiscal Impact: None

Recommendation: Approve.

City Manager Approval:

Proposed Council Motion: "I move to rescind the Medina Proclamation of Local Emergency from March 9, 2020."



**RESCISSION OF CITY OF MEDINA PROCLAMATION
OF LOCAL EMERGENCY
Coronavirus/COVID-19**

October 10, 2022

WHEREAS, on March 9, 2020, the City of Medina issued Proclamation of Local Emergency to prepare for and respond to the Coronavirus/COVID-19 emergency; and

WHEREAS, on March 9, 2020, the City Council of the City of Medina ratified and adopted the Proclamation; and

WHEREAS, the Proclamation was authorized until rescinded by City Council action; and

WHEREAS, on September 8, 2022, Governor Jay Inslee announced the rescission of all COVID-19 emergency proclamations and the underlying state of emergency by October 31, 2022; and

WHEREAS, it is the judgment of the City Council that the extraordinary measures taken to protect public health, safety, and welfare of city residents, businesses, visitors, and personnel are no longer required, and the powers granted by the Proclamation are no longer necessary; and

WHEREAS, the City of Medina has consistently followed the orders and proclamations of the Governor of the State of Washington; and

WHEREAS, the City Council desires to rescind the Proclamation to coincide with the termination of the State Proclamation of Emergency on October 31, 2022.

Now, therefore, I, Jessica Rossman, Mayor of Medina, proclaim, declare, and order as follows:

The October 20, 2020, Proclamation of Local Emergency is hereby rescinded effective October 31, 2022, at 11:59 p.m.

Dated this 10th day of October 2022.

Mayor Jessica Rossman

Attest:

Aimee Kellerman, CMC, City Clerk

RATIFIED By the Medina City Council in an open public meeting on the 10th day of October 2022.



MEDINA, WASHINGTON

AGENDA BILL

Monday, October 10, 2022

Subject: NE 7TH ST Improvements Change Order

Category: CONSENT

Staff Contact: Ryan Osada, Public Works Director

Summary

During last year's 77th Ave NE Storm and sidewalk project, Public Works decided to remove the ADA Sidewalk improvements at 2030 77th AVE NE. This portion of the project was removed because of the concrete strike. I would like to add this as a change order to the existing contract with Kamins Construction due to the urgency of this update. The sidewalk transition does not meet current ADA standards and requires a ramp and railing.

Attachment(s)

Sidewalk Plan

Picture of current conditions

Budget/Fiscal Impact: ~\$90,000.00

Staff Recommendation: Approve.

City Manager Approval:

Proposed Council Motion: I move to authorize the City Manager to negotiate and approve the change order agreement with Kamins Construction for the NE 7th Street Improvements project.

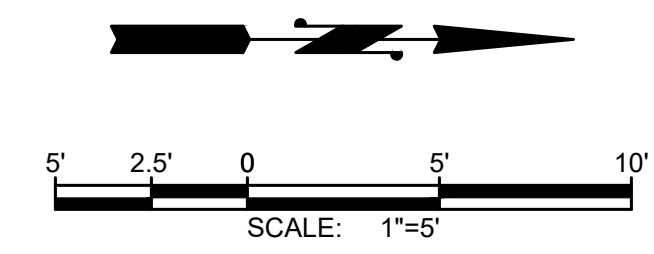
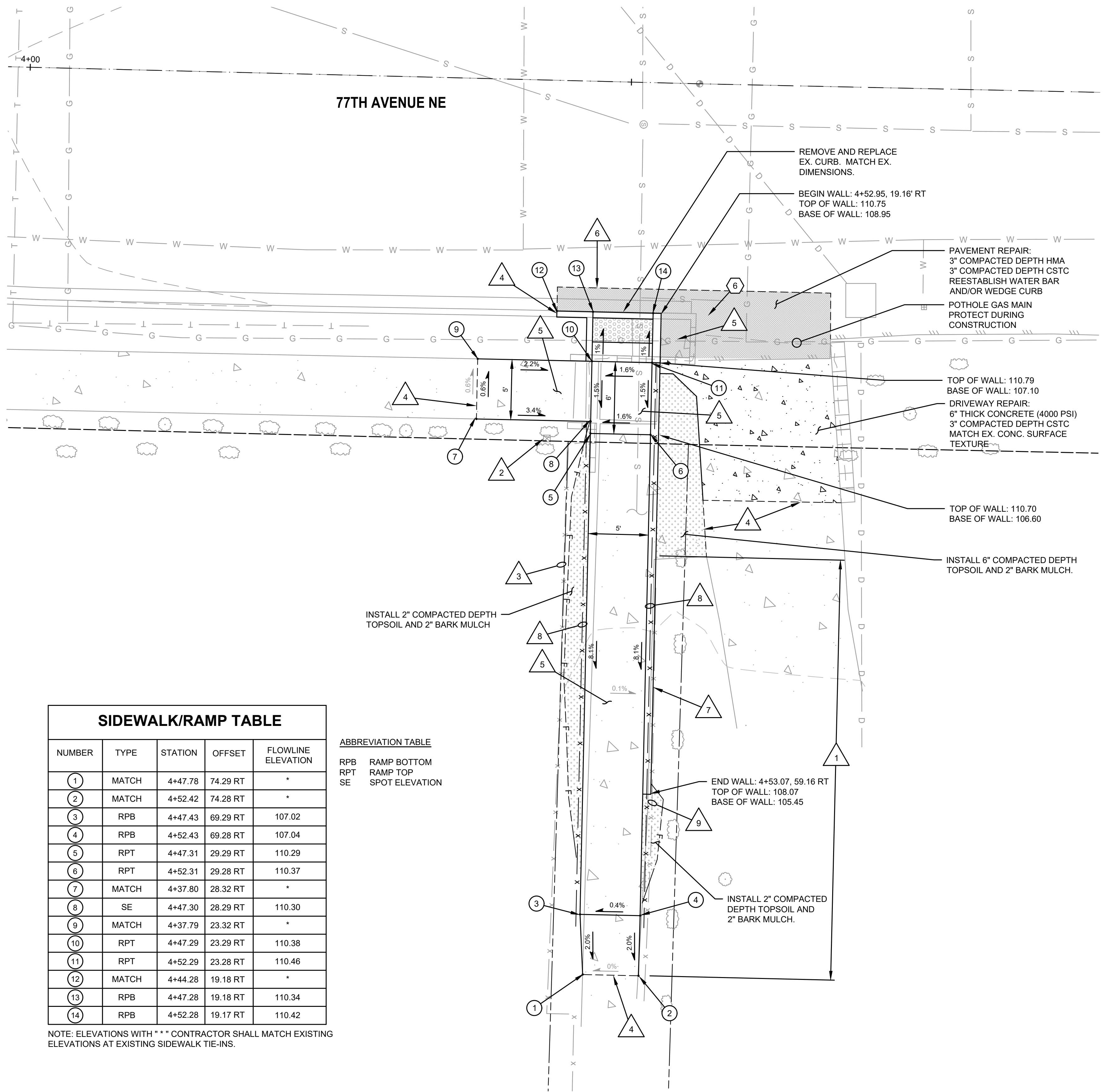
DATE: SEPT 2022	DRAWN: KWB	CHECKED: KWB	APPROVED: RWK
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	DATE	APPD
	REVISION	
	No.	



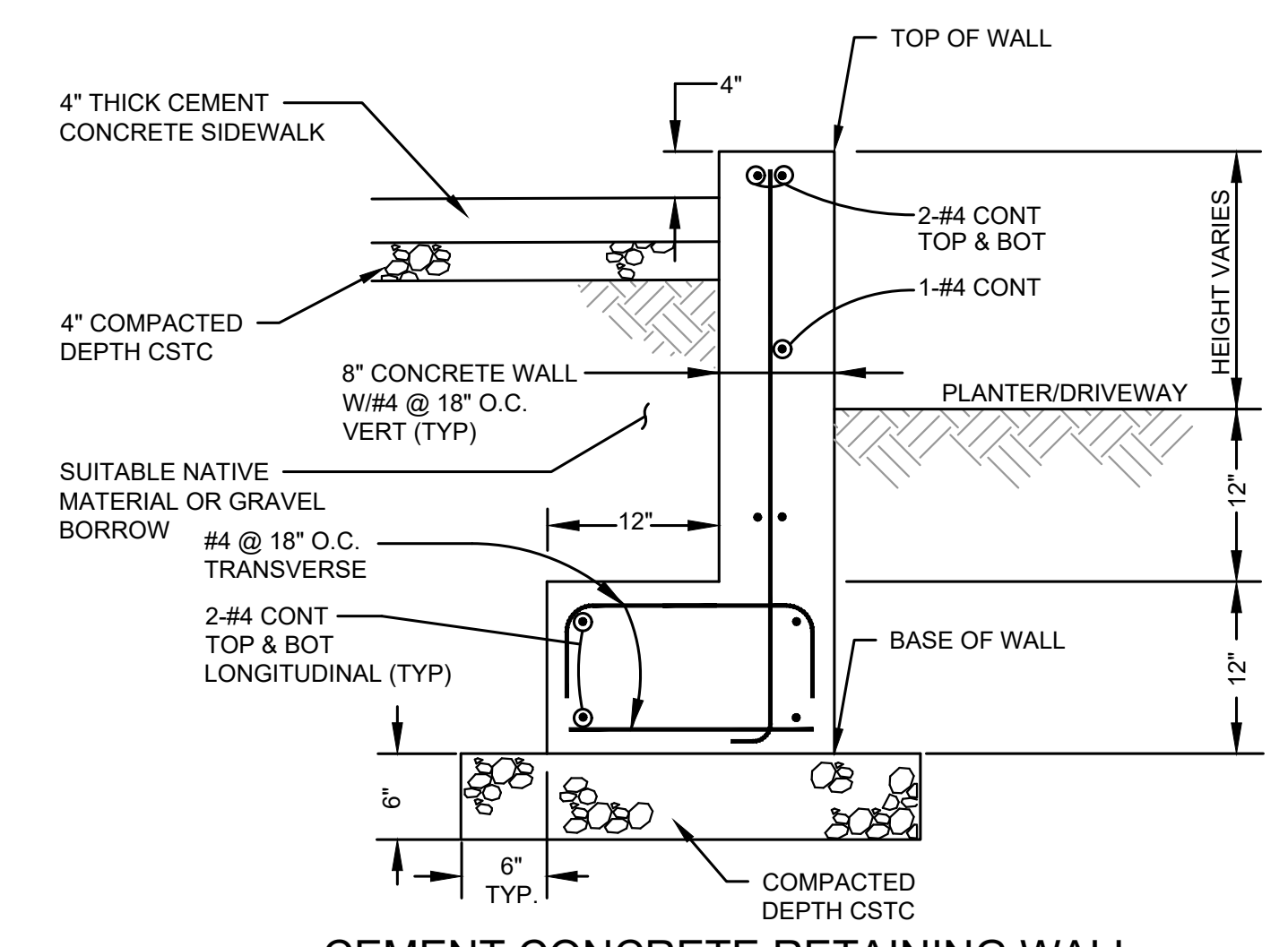
CITY OF MEDINA
 KING COUNTY WASHINGTON
77TH AVE NE STORM REPAIR - PHASE 2
 SIDEWALK RAMP PLAN

SHEET: **1**
 OF: **1**
 JOB NO.: 21575

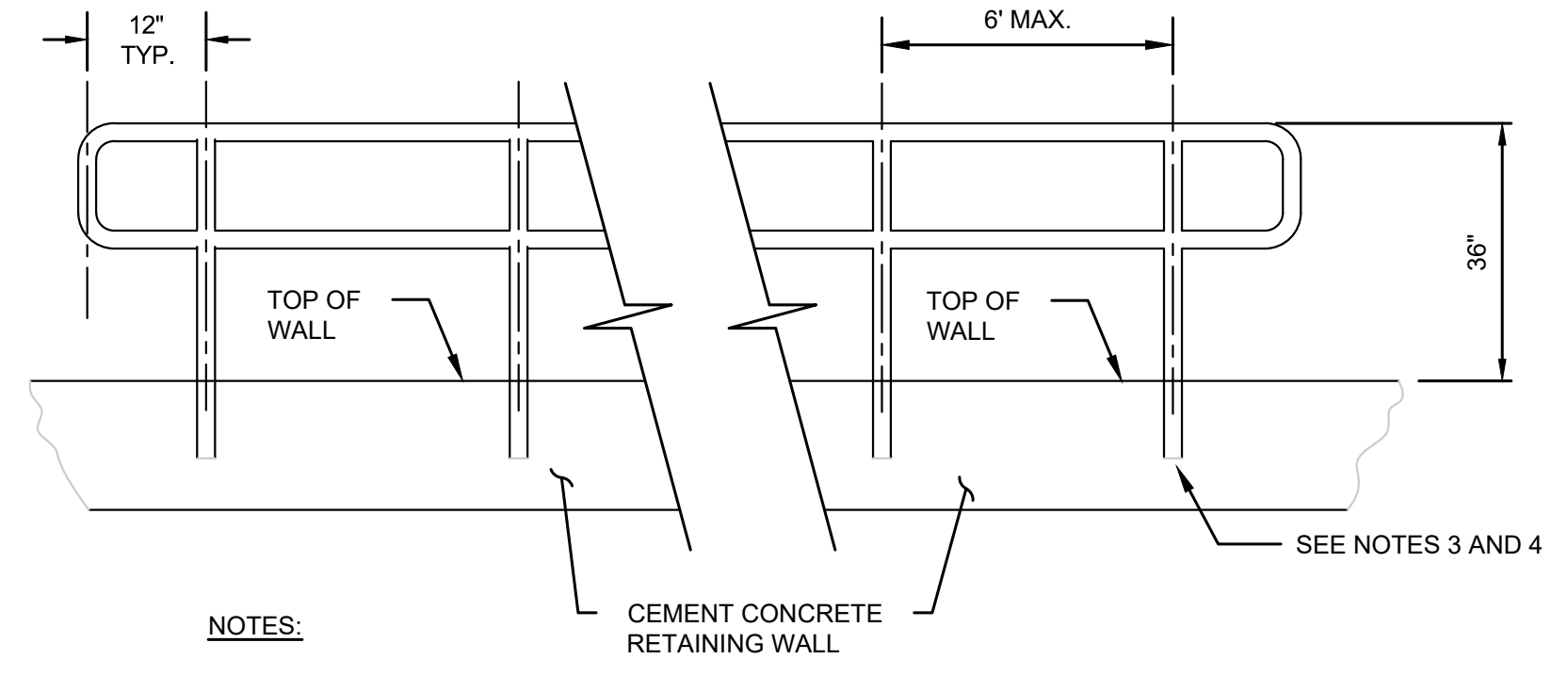


CONSTRUCTION NOTES

1. TRIM EXISTING VEGETATION AS NEEDED TO INSTALL IMPROVEMENTS .
2. PROTECT EXISTING UTILITY DURING CONSTRUCTION.
3. PROTECT EXISTING DRIVEWAY, FENCE, CURB, GUTTER, AND/OR SIDEWALK DURING CONSTRUCTION.
4. SAWCUT EXISTING CURB, GUTTER, DRIVEWAY AND/OR SIDEWALK TO NEAREST FULL JOINT AND PROVIDE CLEAN EDGE.
5. REMOVE AND WASTEHAUL EXISTING CONCRETE WALL, CURB, GUTTER, AND/OR SIDEWALK PER THE SPECIFICATIONS.
6. SAWCUT EXISTING PAVEMENT AND PROVIDE A CLEAN EDGE.
7. CONSTRUCT CONCRETE WALL PER DETAIL THIS SHEET.
8. INSTALL PEDESTRIAN RAILING PER DETAIL THIS SHEET.
9. REMOVE, PROTECT AND REINSTALL EXISTING WOOD FENCE.



CEMENT CONCRETE RETAINING WALL
 NTS



- NOTES:**
1. 1 1/4" ROUND ALUMINUM PIPE WITH MIN. WALL THICKNESS OF 0.14"
 2. WELDED WITH SMOOTH SURFACE AND JOINTS
 3. FOR POSTS ON RETAINING WALL, ANCHOR DIRECTLY TO TOP OF WALL WITH BASE PLATE OR EMBED IN THE RETAINING WALL (12" MIN.). CUT REBAR, AS NEEDED, TO ACCOMMODATE POSTS.
 4. FOR POSTS ADJACENT TO RAMP, EMBED IN CONCRETE, 8" DIA. MIN., 12" DEEP MIN.

PEDESTRIAN RAILING DETAIL
 NTS

SIDEWALK/RAMP TABLE				
NUMBER	TYPE	STATION	OFFSET	FLOWLINE ELEVATION
1	MATCH	4+47.78	74.29 RT	*
2	MATCH	4+52.42	74.28 RT	*
3	RPB	4+47.43	69.29 RT	107.02
4	RPB	4+52.43	69.28 RT	107.04
5	RPT	4+47.31	29.29 RT	110.29
6	RPT	4+52.31	29.28 RT	110.37
7	MATCH	4+37.80	28.32 RT	*
8	SE	4+47.30	28.29 RT	110.30
9	MATCH	4+37.79	23.32 RT	*
10	RPT	4+47.29	23.29 RT	110.38
11	RPT	4+52.29	23.28 RT	110.46
12	MATCH	4+44.28	19.18 RT	*
13	RPB	4+47.28	19.18 RT	110.34
14	RPB	4+52.28	19.17 RT	110.42

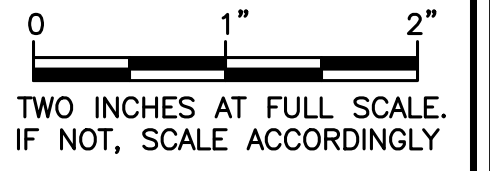
ABBREVIATION TABLE

RPB	RAMP BOTTOM
RPT	RAMP TOP
SE	SPOT ELEVATION

NOTE: ELEVATIONS WITH "*" CONTRACTOR SHALL MATCH EXISTING ELEVATIONS AT EXISTING SIDEWALK TIE-INS.

BURIED UTILITIES IN AREA CALL BEFORE YOU DIG 1-811
 EXISTING UTILITIES SHOWN ARE FROM THE BEST AVAILABLE INFORMATION AND NO GUARANTEE IS MADE AS TO THE EXACT SIZE, TYPE, LOCATION OR DEPTH

RIGHT-OF-WAY DISCLAIMER
 THE RIGHT-OF-WAY AND/OR PROPERTY LINES SHOWN HEREON ARE BASED ON AVAILABLE INFORMATION, NOT ON A SURVEYED LOCATION AND ARE ONLY APPROXIMATE.





City of Medina 2023 Preliminary Budget



To the Community and Council of the City of Medina, staff is proud to present the 2023 preliminary budget.

Included with the proposed budget, is the below memo to give an overview of the 2019 passed property tax levy lid lift, along with what to expect for 2023 and beyond at the department level.

2019 Property Tax Levy Lid Lift

The promises that were made to the voters, if they passed the measure, are the foundation this budget was built on.

Why did we go to the ballot? The City was at a financial crossroads. Rising costs were making it difficult for the City to provide the level of services our community has come to expect. Until 2019, the City had been able to balance the budget through aggressive cost-savings measures, identifying additional revenue sources and dipping into reserves. But in looking long-term, the City determined it could no longer find efficiencies without impacting service delivery.

The 1% rule: While property values continue to rise, the City's tax revenues don't rise in tandem. This is because the City's tax revenues are not based on a percentage of Medina property value; instead, the City is authorized to collect a predetermined amount of property tax each year, and each homeowner pays a proportional share of that predetermined amount. Since 2001, local governments (like Medina) are not allowed to raise their portion of the property tax levy beyond one percent (1%) a year without a vote of the public. For context: In 2019, the City's total 2019 property tax income was set by state law at \$2.8 million in total, and a 1% increase would only yield an additional \$28,000 for the City in 2020, not nearly enough to cover the rising cost of services. (Fire services alone increased by nearly double that amount in 2019.)

Asking the voters to decide: In the fall of 2019, the question of how to maintain Medina went to voters. Because the levy lid lift was approved, the City has funds to continue current service levels without significant cuts.

99% of all Medina's General Fund & Street Operations spending is for services that are state-mandated or essential support functions to the mandated services. However, the state doesn't dictate the level of services to be provided. For example, a city must provide law enforcement, but the state doesn't dictate staffing levels, how often patrols are scheduled, or whether lifeguards are required for public beaches. After nearly 20 years of budget trimming, Medina was facing the need to cut into service levels that would be noticeable in every area, including public safety. In 2018, City Council and staff started a 2-year process of long-term financial planning, exploring options and public engagement surrounding a levy lid lift measure. These promises were born from those conversations and must be kept:

Presented by Ryan Wagner, Finance Director

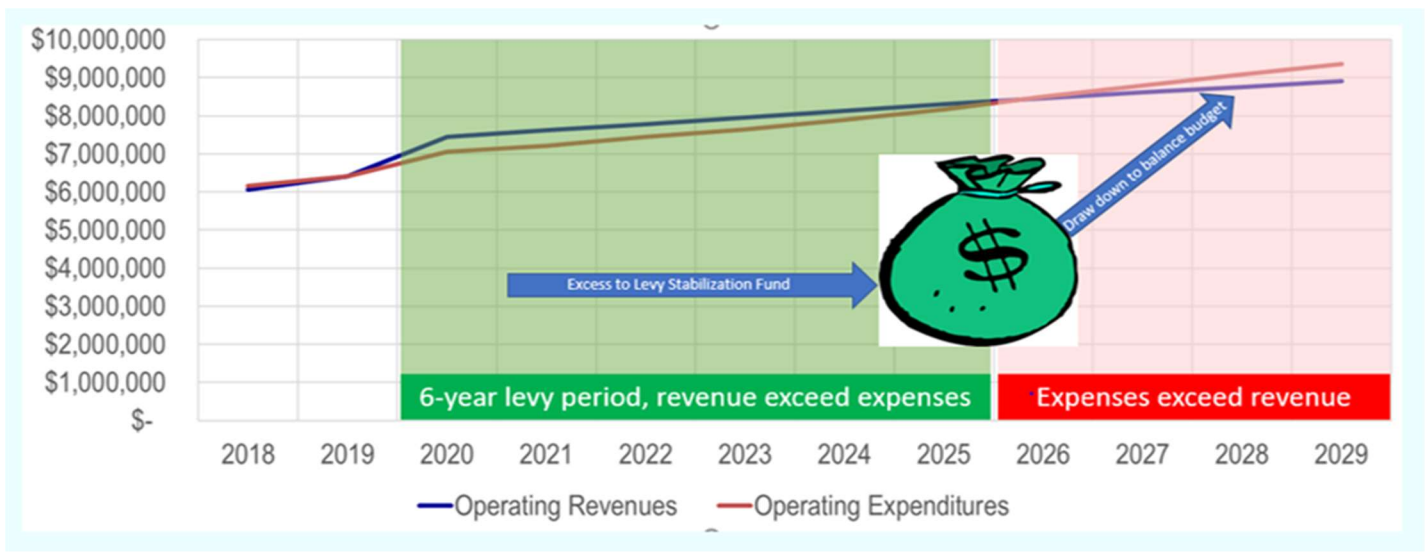
-Maintain the same LEVEL of services as before the levy lid lift. Remember, these were already trimmed service levels. This dictates a service level, status-quo budget. So, no additions or reductions from the promises made in 2019.

-Restore the City’s measures of financial health:

- Start each new year with the full General Fund required balance to cover first quarter expenses. This is something the State Auditor looks for, as well as creditors. It allows us to continue to pay the bills while waiting for our major source of funding (property taxes) that only get paid to the City in portions every 6 months.
- Engaged Finance Committee.
- Continual long-term financial planning, always looking ahead 10 years.
- Contingency Fund rebuilt.
- *Develop community friendly financial statements.

-Make the “bump” from the 6-year levy last at least 10-years.

Levy year 1 (2020) filled the gap and allowed services to continue without reduction. Years 2-6 (2021-25) will have budgeted transfers to a *Levy Stabilization Fund* in amounts that will build a minimum operating reserve of \$2M to draw on for at least another 4 years. 2023’s budget reflects a \$500K transfer into this fund. See illustration below.



SPECIFICS ABOUT THE LEVY

The levy’s structure was designed to have an initial increase of no more than \$0.20 per \$1000 assessed value (example \$2M AV home = additional \$400/year). In 2020 this gave the City an additional 12% of revenue towards General Fund and Street Operations, \$941,572. For the next five years (2021-2025) the City will be allowed to increase this amount by 5%, see

projected table below. In 2026 the previous year’s levy total will roll into the regular property taxes, which is limited to an annual increase of no more than 1%.

How Much Extra Funds is the Levy Lid Lift Creating Each Year?				
Projected Revenues, 2020-2029				
	Amount of Increase	Total		
2020	\$ 941,572	\$ 941,572	Initial "bump"	
2021	\$ 47,079	\$ 988,651	} +5% each year	
2022	\$ 49,433	\$ 1,038,083		
2023	\$ 51,904	\$ 1,089,987		
2024	\$ 54,499	\$ 1,144,487		
2025	\$ 57,224	\$ 1,201,711		
2026	\$ 12,017	\$ 1,213,728	} +1% each year	
2027	\$ 12,137	\$ 1,225,865		
2028	\$ 12,259	\$ 1,238,124		
2029	\$ 12,381	\$ 1,250,505		
		\$ 11,332,713	10-year total	

2023 Preliminary Budget, By Fund

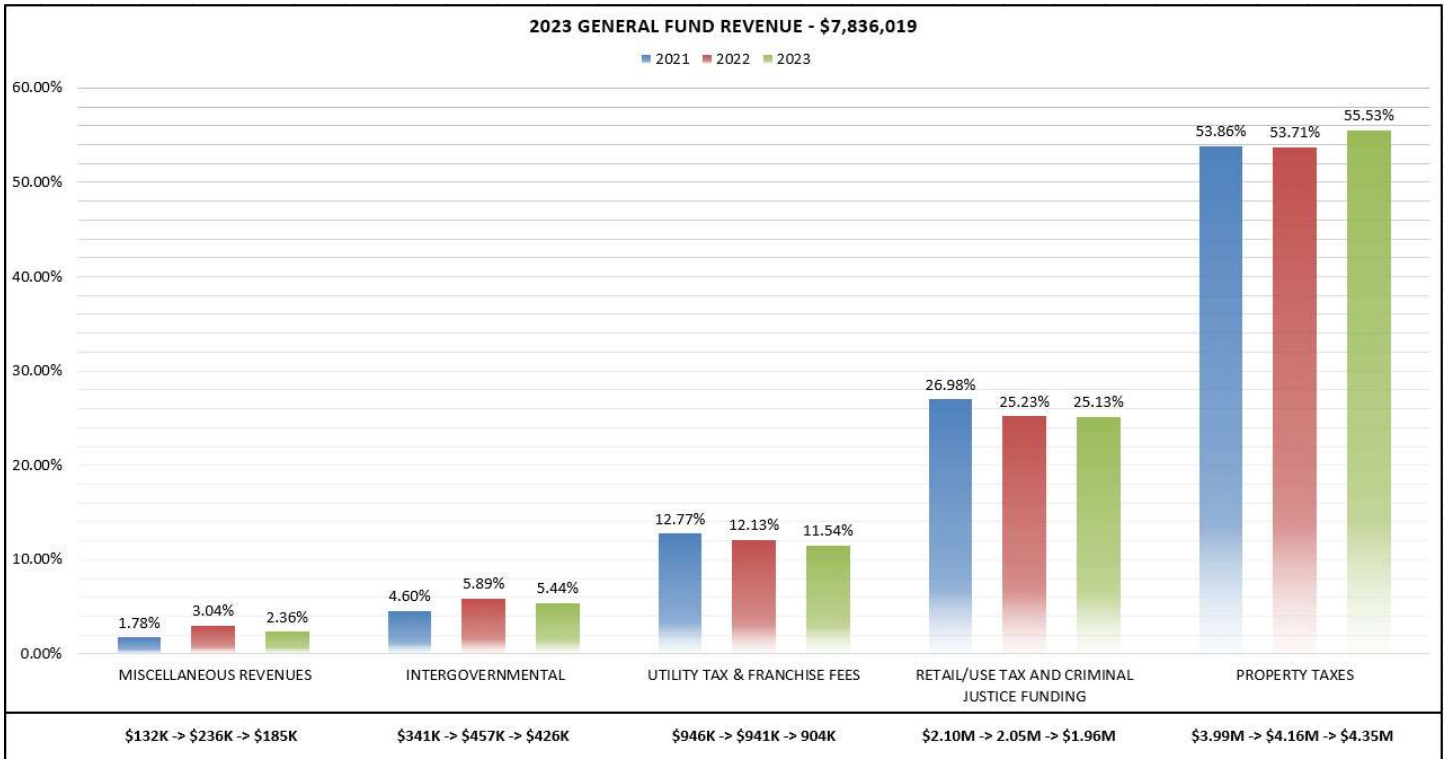
General Fund and Street Fund (\$8,403,011), 79.7% of Total City Budget

General Fund revenue makes up a large portion of what the city brings in each year, and with the good majority of city departments falling within the fund, most of Medina’s expenditures as well. The general fund includes the Police Department, Central Services, Finance, Parks and more (green tabs on excel budget sheet). Please note while the Street Fund is separate on the accounting side, it has been included here as over 75% of its revenue consists of transfers from the General Fund.

Revenue Notes:

- Property tax revenue increase of 5% per the Levy Lid lift and legacy portions
- Sales tax is budgeted at a 5% decline looking at rolling YTD numbers and expecting a drop-off of construction-oriented sales tax collection and some post-COVID return to the mall to shop, reducing destination-based internet sales taxes
- Intergovernmental income is predicted to decrease by MRSC with the decrease in Medina’s population over the years
- Passport Services will return to normal, the predicted one-time revenue and expenditure here for 2022 did not occur
- With interest rates steadily rising, interest earning income in 2023 is predicted to surpass 2022 helping to offset the conservative revenue numbers elsewhere

Presented by Ryan Wagner, Finance Director



Expenditure Notes:

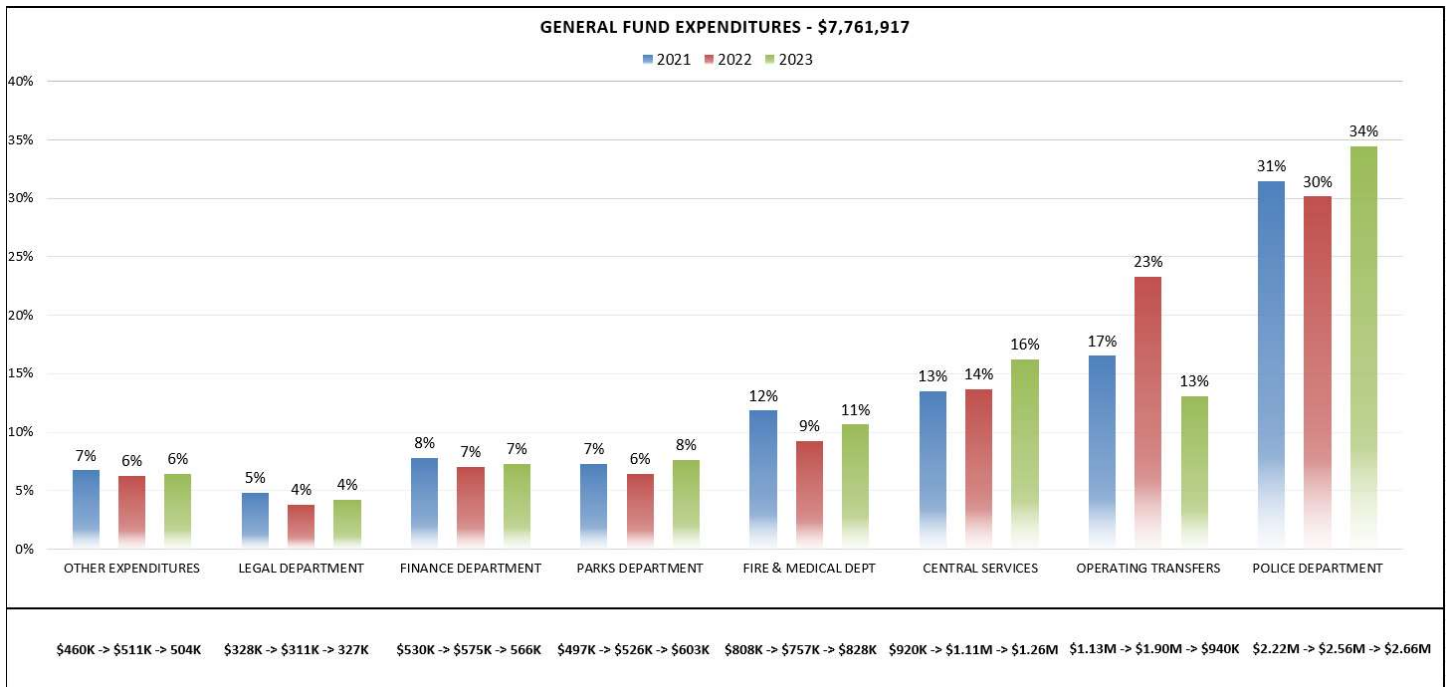
-51% (\$4.28M) of General Fund and Street Operations spending is on labor from direct staff members. Completed salary schedule detailed by position, will be included alongside the final budget presented to Council at the first November meeting. Please note that our current City Manager Steve Burns, alongside former City Manager Mike Sauerwein and Finance Director Julie Ketter worked diligently to negotiate fair labor agreements during a challenging time. Direct staff’s COLA adjustments are based on the following:

- Police Guild Contract (8 FTEs), 5%-- contract expiring 12/31/2026. New contract includes a physical fitness incentive of 2% which can be trained for and passed by each officer.
- Teamsters Clerical Contract (6 FTEs), 4%-- contract expired 12/31/2024.
- Teamsters Public Works Contract (4 FTEs), 4%-- contract expired 12/31/2024.
- Unrepresented Employees, including City Manager (7.7 FTEs), based on June 30th CPI-W (Seattle-Tacoma-Bellevue) of 10.1%, capped at a 4% increase.

Department Specific Notes

-**Legislative** nominal spend in 2022, Finance Committee recommended an increase of funds with the return of Medina Days for the city to help cover fireworks.

- Executive** 2023 is reduced from 2022’s project actual due to new City Manager and removal of Finance Director Consultant.
- Finance** reflects a 24% increase in insurance expense from \$208K to \$259K, despite an overall rate decrease of 1.6%, due to new Finance staff and removal of overlapping Director salaries from Q1 2022.
- Legal’s** 5% increase in fees associated with increased attorney rates and usage.
- Central Services** expenses are budgeted to increase 12.8% due to the following
 - Comp Plan
 - Increased IT Services
 - Replacement of PD and City Staff Computers and Electronics
- Police’s** 3% increase is mainly due inflationary rates for necessary expenditures such as NORCOM, Marine Patrol, Ammo, and Gasoline
- Fire Services** 9% (From \$757K to \$828K) increase from 2022 as Bellevue Fire returns to pre-Covid fees, also pays its employees CPI which was 10.1% June to June 2022.
- Public Housing** reflects additional amounts collected in Sales Tax that must pass through to fund affordable housing (ARCH).
- Recreational Services (lifeguard program)** Same as 2022.
- General Fund Transfers Out** Transfers include \$500K to the Levy Stabilization Fund as promised to the Voters during the 2019 vote. \$440K transferred to the Street Fund to counter expenditures.
- Street Fund** 23% increase (\$520K to \$641K) due to inclusion of another .5 FTE as the Deputy Building Inspector is now split between Development Services and the Street Fund. \$19K increase to the Capital Outlay section for Asset Essentials Licensing.



Presented by Ryan Wagner, Finance Director

Tree Fund (\$40,000), 0.4% of Total City Budget

Revenues to this fund come from fees collected under the tree code and can only be used on certain tree planting or canopy restoration. Each year the City anticipates minor fee collection but occasionally receives a single, large amount which keeps enough of a fund balance to support a larger project. 2023 anticipates \$3,075 in revenues and plans to use part of \$75K fund balance towards \$40K of hazardous tree removal and replanting.

Development Services Fund (\$1,011,407), 9.6% of Total City Budget

2022 was the first year of the Development Services Department's enterprise fund. Development Services is a State Mandated program which funds itself through fees and occasional grants. \$400K was allocated from the General Fund at the beginning of 2022 to start the fund. Revenues look like they will fall well below what was budgeted for in 2022, therefore 2023 shows much more conservative predictions based on trends and contractor feedback. With the decrease in revenue, staff has done a good job limiting unnecessary spending to make sure to carry a positive fund balance into 2023.

57% of Development Services Fund spending is on direct staff labor and benefits. Another 32% of the total budget is spent on contracted labor.

Capital Fund (\$1,090,000), 10.3% of Total City Budget

Capital Fund revenues come from five sources, each coming with restrictions of what it can be used for:

Real Estate Excise Tax -REET (\$1,133,065 or 90.4% of total) is generated from the selling of real estate within the community. It is the most restrictive source as it can only be used for large capital improvement projects. The State strictly defines those projects and its use is audited thoroughly each year. Since the real estate market goes through boom-to-bust cycles over time, this revenue source mirrors it. Medina has been enjoying a robust local real estate period for a number of years but more recently, while still active, it has been heavily weighted towards small, older homes often on larger lots. 2023's anticipated REET revenue of \$1.13M has been budgeted conservatively. It assumes there is a finite amount of developable inventory within the city as well as available local industry and customers with an appetite to take on the types of homes that we have seen built.

Grant Funds/Intergovernmental (0% of total) Grants can come from a variety of sources. In Medina they typically come from the State Transportation Improvement Board. While nothing is expected from TIB in 2023, city staff will continue to look at options for federal funding going forward.

King County Parks Levy (\$50,000 or 4% of total) is the voter approved levy to improve parks county-wide. Medina's allocation from that levy that will be received each year, 2020-2025; none was recognized in 2022 but instead is being rolled over into 2023.

Investment Earnings (\$70,200 or 5.6% of total) from the balance kept in this fund. The capital fund is projected to start 2023 with a fund balance of almost \$5.2M. This balance has been built over the recent real estate boom in order to continue with needed projects once the market cools and REET receipts decline.

Donations from the community for capital projects, especially park improvements are the fifth source of funding. The community has been generous over the years but this is not a source we include in budget planning.

Year End Carryover Balances

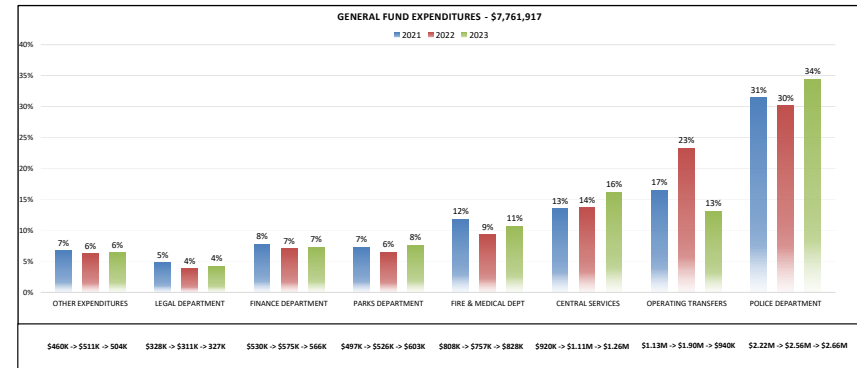
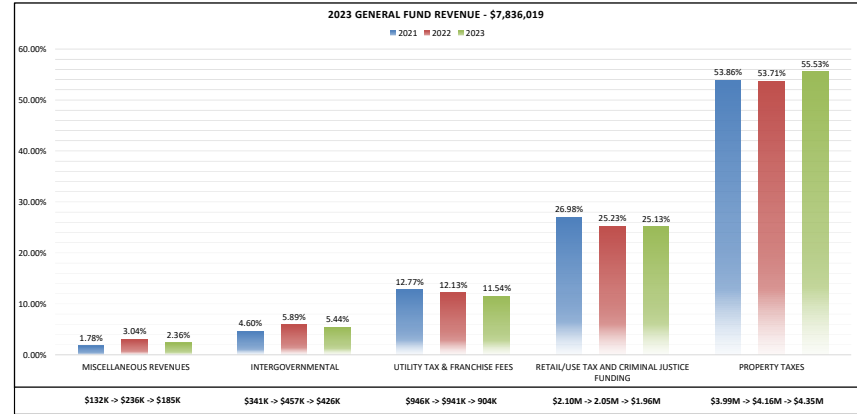
As is the case with a lot of smaller organizations, Medina does not use accrual accounting methods, instead it operates on a cash basis. Accrual accounting means revenue and expenses are recognized and recorded when they occur, while cash basis accounting means these line items aren't documented until cash exchanges hands. A result of this is that known future expense obligations are not reflected on financial reports. This distinction is important when it comes to viewing the City's year end carryover balances. Fund balances remaining at the end of each year, especially in the General Fund can be mistakenly assumed to be discretionary "reserves". In reality, it is similar to a personal checkbook balance that is needed to pay bills that will come due before you get paid again. Since the majority of Medina's funding for general day-to-day operations doesn't come in until the spring it is our policy, based on auditor & financial advisory organizations recommendations, that we start each year with a 25% carryover balance to cover those 1st quarter expenses. When unexpected General Fund revenues or cost savings happen, it will be staff's recommendation to Council--based on Finance Committee's set policy--to direct that amount into rebuilding the City's drained Contingency Fund. The first transfer of this kind was made in 2021 from 2020's ending fund balance carryover excess.

For additional information including the detail version of the 2023 budget, please visit our website:

<https://www.medina-wa.gov/finance>

YAP	2021	2022	2023
MISCELLANEOUS REVENUES	1.78%	3.04%	2.36%
INTERGOVERNMENTAL	4.60%	5.89%	5.44%
UTILITY TAX & FRANCHISE FEES	12.77%	12.13%	11.54%
RETAIL/USE TAX AND CRIMINAL JUSTICE FUNDING	26.98%	25.23%	25.13%
PROPERTY TAXES	53.86%	53.71%	55.53%
PROPERTY TAXES	\$ 1,891,757.07	\$ 4,167,872.00	\$ 4,551,286.41
RETAIL/USE TAX AND CRIMINAL JUSTICE FUNDING	\$ 2,162,571.75	\$ 2,058,322.80	\$ 1,983,286.88
UTILITY TAX & FRANCHISE FEES	\$ 946,373.35	\$ 941,344.54	\$ 884,236.34
INTERGOVERNMENTAL	\$ 341,155.42	\$ 451,167.20	\$ 402,446.00
MISCELLANEOUS REVENUES	\$ 132,325.44	\$ 235,144.82	\$ 184,918.54

YAP	2021	2022	2023
OTHER EXPENDITURES	7%	6%	6%
LEGAL DEPARTMENT	3%	4%	4%
FINANCE DEPARTMENT	8%	7%	7%
PARKS DEPARTMENT	7%	6%	6%
FIRE & MEDICAL DEPT	12%	11%	11%
CENTRAL SERVICES	13%	14%	16%
OPERATING TRANSFERS	17%	23%	13%
POLICE DEPARTMENT	31%	30%	34%
OTHER EXPENDITURES	\$ 462,267.20	\$ 511,236.12	\$ 504,243.00
LEGAL DEPARTMENT	\$ 128,260.88	\$ 311,208.00	\$ 237,260.00
FINANCE DEPARTMENT	\$ 550,755.06	\$ 351,346.03	\$ 555,664.74
PARKS DEPARTMENT	\$ 497,547.67	\$ 526,392.27	\$ 603,349.23
FIRE & MEDICAL DEPT	\$ 807,954.00	\$ 754,827.00	\$ 827,738.00
CENTRAL SERVICES	\$ 919,872.80	\$ 1,114,445.00	\$ 1,235,615.00
OPERATING TRANSFERS	\$ 1,127,152.00	\$ 1,981,527.19	\$ 364,000.00
POLICE DEPARTMENT	\$ 2,223,268.19	\$ 2,555,694.47	\$ 2,663,912.25



ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Adopted Budget	2021 Year-end Final	2022 Adopted Budget	2023 Preliminary Budget		Comments from prior year, please update as needed:
GENERAL FUND - REVENUES									
PROPERTY & SALES TAX									
001 000 000 311 10 00 00	General Property Taxes	2,833,287	3,779,430	3,986,413	3,991,758	4,167,873	4,351,259	▲4.40%	Includes 1% all'd increase + new construct/improvmnts +levy lid lift portion at +5%, Waiting on KC worksheet 2% to 2022.07 ytd rolling 12 mos (+ passthru ARCH cont. from SHB1406, COM ord 985, \$13,633 est) Flat to 2022.07 ytd rolling 12 mos
001 000 000 313 11 00 00	Local Retail Sales & Use Tax	1,374,390	1,587,383	1,522,354	1,999,429	1,958,050	1,870,785	▼4.46%	
001 000 000 313 71 00 00	Criminal Justice Funding	101,857	93,472	90,080	103,943	100,283	98,782	▼1.50%	
TOTAL PROPERTY & SALES TAX		4,309,534	5,460,285	5,598,847	6,095,130	6,226,206	6,320,826	▲1.52%	
BUSINESS & OCCUPATION-UTILITY TAX									
001 000 000 316 41 00 00	Electric - Puget Sound Energy	219,411	229,958	227,336	219,596	242,731	232,783	▼4.10%	Util Tax 6% and Franchise Fees 4%
001 000 000 316 42 00 00	Gas - Puget Sound Energy	99,667	113,383	112,257	142,197	121,352	125,000	▲3.01%	
001 000 000 316 43 00 00	Water & Sewer	171,163	192,893	197,360	310,018	211,854	200,000	▼5.60%	Based on 2022.07 ytd rolling 12 mos, +2%
001 000 000 316 45 00 00	Garbage, Solid Waste	72,272	41,986	42,158	43,156	43,151	40,000	▼7.30%	
001 000 000 316 46 00 00	Cable - Comcast	109,071	80,749	82,115	90,778	80,177	82,000	▲2.27%	
001 000 000 316 47 00 00	Telephone - Mobile & landline	54,286	42,519	42,888	33,333	40,425	37,854	▼6.36%	
001 000 000 317 20 00 00	Leasehold Excise Tax	860	885	800	911	3,042	6,589	▲116.61%	
BUSINESS LICENSE/PERMITS-FRANCHISE FEES									
001 000 000 321 91 00 00	Franchise Fees - Water/Sewer COB, Cable Comcast	164,591	200,316	186,410	106,384	198,612	180,000	▼9.37%	Assumes 4% Franchise Fee per Ord 895 of 11/30/2012 , applied as above
TOTAL UTILITY TAX & FRANCHISE FEES		891,321	902,688	891,325	946,373	941,345	904,226	▼3.94%	
LICENSES & PERMITS									
001 000 000 322 30 00 00	Animal Licenses	470	515	699	790	640	400	▼37.50%	Based on 2022.07 ytd annualized
001 000 000 322 90 00 00	Other Non Bus. Licenses & Permits (Gun Permits)	651	407	353	682	652	650	▼0.31%	Based on 2022.07 ytd annualized
001 000 000 322 91 00 00	Special Permits-Events, Other	150	207	355	-	-	-	-	Based on 2022.07 ytd annualized
TOTAL LICENSES & PERMITS		1,271	1,129	\$1,407	1,472	1,292	1,050	▼18.73%	
INTERGOVERNMENTAL									
001 000 000 332 92 10 00	COVID-19 Non-Grant Assistane (CARE)		146,025						
001 000 000 332 92 10 01	Coronavirus Local Fis. Rec. (ARPA)					84,000	56,000	▼33.33%	Allocate \$28K x 3 yrs to COB CARES program, see PD expense. Remaining ARPA in Capital.
001 000 000 333 16 00 00	Dept of Justice- Federal Grant	557	492		407	500		▼100.00%	Based on one budgeted vest replacement, see PD exp
S/B in street	Multimodal Transportation - Cities	4,492	4,424	4,422	-	XX			2022: MRSC estimated distribution of State Shared Revenue, available late July
001 000 000 336 06 21 00	MVET-Criminal Justice-Pop.	1,000	1,025	1,089	1,055	1,167	1,049	▼10.11%	2022: MRSC estimated distribution of State Shared Revenue, available late July
001 000 000 336 06 26 00	Criminal Justice-Special	3,500	3,638	3,861	3,739	4,135	3,702	▼10.47%	2022: MRSC estimated distribution of State Shared Revenue, available late July
001 000 000 336 06 51 00	DUI/Other Criminal Justice	452	472		523				
001 000 000 336 06 94 00	Liquor Excise Tax	17,742	14,743	18,678	22,311	21,511	19,997	▼7.04%	2022: MRSC estimated distribution of State Shared Revenue, available late July
001 000 000 336 06 95 00	Liquor Control Board Profits	21,162	25,406	26,070	20,858	25,980	22,300	▼14.16%	2022: MRSC estimated distribution of State Shared Revenue, available late July
001 000 000 336 06 95 01	Liquor Control Board Profits-Public Safety Portion	5,290	6,352		5,215				2022: MRSC estimated distribution of State Shared Revenue, available late July
001 000 000 342 11 00 00	Hunts Point Police Contract- Add'l Police Serv	283,222	294,073	304,113	287,063	319,874	323,000	▲0.98%	Based on 13.1% avg previous years of expense subtotal line
TOTAL INTERGOVERNMENTAL		337,417	496,649	358,233	341,170	457,167	426,048	▼6.81%	
CHGS FOR GOODS AND SERVICES									
001 000 000 341 99 00 00	Passport & Naturalization Fees	17,641	4,132	7,083	-	403,200	5,000	▼98.76%	Passport Revenue From 2022 was overstated, plan was to have full time temp team to handle overflow
TOTAL CHGS FOR GOODS/SERVICES		17,641	4,132	312,057	-	403,200	5,000	▼98.76%	
FINES & FORFEITURES									
001 000 000 353 10 00 00	Municipal Court-Traffic Infrac	9,649	15,231	11,250	12,661	15,000	18,000	▲20.00%	Hx ratio of court costs (75%) to revenue
TOTAL FINES & FORFEITURES		9,649	15,231	31,250	12,661	15,000	18,000	▲20.00%	
MISCELLANEOUS REVENUE									
001 000 000 361 11 00 00	Investment Interest	15,416	7,562	10,274	5,853	6,000	46,800	▲680.00%	Assumes LGIP and Bond Investments Interest, allocated between General Fund (40%) & Capital (60%)--- 2022.07
001 000 000 361 40 00 00	Sales Interest	2,496	1,997	2,496	1,200	1,997	1,200	▼39.90%	Based on 2021 actual
001 000 000 362 00 00 10	Wireless Commun. Facility Leases	21,890	22,546	22,546	23,223	23,223	23,223	▲0.00%	2023 American Towers Corp. flat to 2022
001 000 000 362 00 00 20	Post Office Facility Lease	91,520	80,374	88,508	88,508	88,508	88,508	▼0.00%	Lease of \$7375.67/mo
001 000 000 367 11 00 00	Contributions/Donations	14,050	8,850	-	-	100,000	-	▼100.00%	In 2023 we are not planning on asking for Community Donations
001 000 000 369 30 00 10	Confiscated Property-Auction	1,371	-	200	-	-	-	-	
001 000 000 369 91 00 00	Other	30	-	30	152	30	150	▲403.02%	Based on 2022 Budget

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Adopted Budget	2021 Year-end Final	2022 Adopted Budget	2023 Preliminary Budget		Comments from prior year, please update as needed:
001 000 000 369 91 00 10	Other-Copies	235	102	200	253	235	235	▲0.00%	Based on 2022 Budget
001 000 000 369 91 00 15	Other-Fingerprinting	590	72	590	430	590	590	▲0.00%	Based on 2022 Budget
001 000 000 369 91 00 35	Other-Notary	110	-	110	-	110	110	▲0.00%	Based on 2022 Budget
001 000 000 369 91 00 45	Other-Reports	53	44	53	51	53	53	▲0.00%	Based on 2022 Budget
	TOTAL MISCELLANEOUS REVENUES	147,761	121,547	128,007	119,669	220,745	160,869	▼27.12%	
001 000 000 391 10 00 00	DEBT PROCEEDS GENERAL OBLIGATION Debt Proceeds General Obligation	-	-	-	-	-	-		
	TOTAL DEBT PROCEEDS GENERAL OBLIGATION	-	-	-	-	-	-		
001 000 000 382 20 00 00	REFUNDABLE DEPOSITS (NOT REFLECTED IN BUDGET) Refundable Retainage	-	-	-	-	-	-		
001 000 000 395 10 00 00	DISPOSITION OF CAPITAL ASSETS Proceeds From Sales of Capital Assets	60	12,776	3,000	13,650	3,000	-	▼100.00%	
	TOTAL DISPOSITION OF CAPITAL ASSETS	599	25,192	3,000	54,871	3,000	-	▼100.00%	
001 000 000 397 00 10 00	OPERATING TRANSFERS From Capital Projects Fund	-	-	-	-	-	-		
001 000 000 397 00 40 00	From Reserves Fund	-	-	-	-	-	-		
	TOTAL OPERATING TRANSFERS	267,365	-	-	-	-	-		
	TOTAL GENERAL FUND REVENUE	5,982,558	7,026,854	\$ 7,909,764	7,571,346	\$ 8,267,955	\$ 7,836,019	▼5.22%	

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Budget	2021 Year-end Final	2022 Adopted Budget	2023 Preliminary Budget		Comments from prior year, please update as needed: Notes:
	GENERAL FUND - EXPENDITURES								
	LEGISLATIVE SERVICES								
001 000 000 511 60 41 00	Professional Services								
001 000 000 511 60 41 01	Legislative Activities-Regional Intergovt	5,521	4,337	5,600	4,831	5,600	6,500	▲16.07%	AWC (\$1900), PSRC (\$700), Eastside Transp.(?), Sound Cities (\$2,001)
001 000 000 511 60 43 00	Travel & Training	225	6,615	6,000	6,991	6,000	10,000	▲66.67%	AWC training, conferences, meals, and travel + CC retreat
001 000 000 511 60 49 00	Miscellaneous	3,993	1,079	2,000	255	2,000	2,000	▲0.00%	Park Board, Planning Comm, Council misc meeting expenses
001 000 000 511 60 49 10	Medina Days	12,070	-	26,000	343	26,000	52,000	▲100.00%	\$40,000 Fireworks+ \$10,000 barge, \$2,000 sani-cans (Finance Committee reccomendation, promissed with Levy Lift)
	TOTAL LEGISLATIVE SERVICES	21,809	12,031	39,600	12,421	39,600	70,500	▲78.03%	

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Budget	2021 Year-end Final	2022 Adopted Budget	2023 Preliminary Budget		Comments from prior year, please update as needed: Notes:
	MUNICIPAL COURT								
001 000 000 512 50 41 10	Prosecuting Attorney	52,000	44,000	48,000	52,000	48,000	48,000	▲0.00%	\$4K per month x 12 months
001 000 000 512 50 40 10	Municipal Court-Traffic/NonTrf	5,508	2,575	9,000	6,889	11,250	14,000	▲24.44%	Required Service/Expenditure - Offset by Court Revenue
	TOTAL MUNICIPAL COURT	57,508	46,575	57,000	58,889	59,250	62,000	▲4.64%	

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Budget	2021 Year-end Final	2022 Adopted Budget	2023 Preliminary Budget		Comments from prior year, please update as needed: Notes:
EXECUTIVE									
001 000 000 513 10 11 00	SALARIES & WAGES								
	Salaries & Wages	165,086	171,163	172,675	214,438	184,908	187,200	▲1.24%	FTE's: 1 CPI-W=4% COLA-- See Salary Model for add details
001 000 000 513 10 21 50	Auto Allowance						6,000		
001 000 000 513 10	Medical Opt Out						13,139		
001 000 000 513 10 11 16	ICMA 457 Plan	7,179	7,157	7,200	7,153	7,200	13,861	▲92.51%	
	TOTAL SALARIES & WAGES	172,265	178,320	179,875	221,591	192,108	220,200	▲14.62%	
PERSONNEL BENEFITS									
001 000 000 513 10 21 00	Personnel Benefits	51,785	53,097	54,594	53,394	52,799	20,635	▼60.92%	AWC Medical, Vision, DRS, Empl Security and L&I, Payroll Taxes
	TOTAL PERSONNEL BENEFITS	51,785	53,097	54,594	53,394	52,799	20,635	▼60.92%	
OTHER SERVICES AND CHARGES									
001 000 000 513 10 41 00	Professional Services	72,093	36,000	36,000	56,161	68,000	36,000	▼47.06%	SR520 Consultant WCIA and other training
001 000 000 513 10 43 00	Travel & Training	-	121	4,000	743	4,000	4,000	▲0.00%	
001 000 000 513 10 49 01	Dues, Subscr.	383	315	350	315	350	350	▲0.00%	
	TOTAL OTHER SERVICES & CHARG	72,476	36,436	40,350	57,219	72,350	40,350	▼44.23%	
	TOTAL EXECUTIVE DEPARTMENT	296,527	267,853	274,819	332,204	317,257	281,185	▼11.37%	

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Budget	2021 Year-end Final	2022 Adopted Budget	2023 Preliminary Budget		Comments from prior year, please update as needed: Notes:
FINANCE DEPARTMENT									
SALARIES & WAGES									
001 000 000 514 20 11 00	Salaries & Wages	168,418	191,234	199,948	199,977	242,004	190,000	▼21.49%	CPI-W=4% COLA---see salary model notes
001 000 000 514 20 11 16	ICMA 457 Plan	8,973	9,835	10,200	10,123	11,700	9,000	▼23.08%	Assumes full participation
	TOTAL SALARIES & WAGES	177,391	201,069	210,148	210,100	253,704	199,000	▼21.56%	
PERSONNEL BENEFITS									
001 000 000 514 20 21 00	Personnel Benefits	40,383	47,039	50,279	54,508	76,171	50,790	▼33.32%	AWC Medical, Vision, DRS, Empl Security and L&I, Payroll Taxes
001 000 000 514 20 21 17	Opt-Out Of Medical	13,289	14,579	16,022	12,409	7,917	11,289	▲42.59%	
	TOTAL PERSONNEL BENEFITS	53,672	61,617	66,301	66,918	84,088	62,079	▼26.17%	
OTHER SERVICES & CHARGES									
001 000 000 514 20 41 01	Professional Services	7,000	7,350	10,300	7,570	10,300	30,000	▲191.26%	Vision PS, Finance/Financial System Support + HR updates and new software, etc
001 000 000 514 20 42 00	Intergvtml Prof Serv-Auditors	14,543	19,554	23,000	8,234	25,663	25,000	▼2.58%	Hybrid model utilized, \$128 per hour but will save on travel expenses
001 000 000 514 20 43 00	Travel & Training	233	311	2,000	348	2,000	3,000	▲50.00%	PSFOA, Budgeting Workshop for DFD
001 000 000 514 20 46 00	Insurance (WCIA)	181,234	176,720	185,734	186,167	176,342	218,886	▲24.13%	Liability rate increase per 7/25 WCIA notice. Property 13%; B&M 5-10%, Crime 5-10% & Auto 9% pending Oct BOD vote notice less
001 000 000 514 20 49 00	Misc-Dues,Subscriptions	75	35	500	849	250	1,000	▲300.00%	15.56% alloc to DS WFOA, PSFOA, GFOA (Dues, Memberships).
001 000 000 514 20 49 10	Miscellaneous	11,246	10,044	15,000	40,753	11,000	15,000	▲36.36%	Non DS Merchant credit card fees (offset by Revenue), Flex Spend Admin, Microflex, Tax/AP Forms, L&I,
001 000 000 514 40 40 00	Elections Serv-Voter Reg Costs	8,633	7,959	12,000	9,855	12,000	12,000	▲0.00%	Election year costs (every other year is higher), 2023 keep to prior yr budget d/t potential for less KC cost share
	TOTAL OTHER SERVICES & CHARG	222,963	221,973	248,534	253,776	237,554	304,886	▲28.34%	
	TOTAL FINANCE DEPARTMENT	454,026	484,659	524,983	530,793	575,346	565,965	▼1.63%	

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Budget	2021 Year-end Final	2022 Adopted Budget	2023 Preliminary Budget		Comments from prior year, please update as needed: Notes:
LEGAL DEPARTMENT									
4XX 000 000 515 41 40 00	City Attorney, Dev. Serv.								New Fund allocation (\$56K)
001 000 000 515 41 40 00	City Attorney	256,837	456,288	300,000	304,723	244,000	300,000	▲22.95%	Per SM, hx avg of "routine legal service", "excluding litigation or highly contentious events"= \$250K. SB added \$75K for "contentious", less \$25K to DS budget
001 000 000 515 45 40 00	Special Counsel	16,173	7,956	60,000	19,542	60,000	20,000	▼66.67%	Reduction as all three labor contracts signed in 2022
001 000 000 515 91 40 00	Public Defender	6,600	5,750	7,200	4,025	7,200	7,200	▲0.00%	Required Service/Expenditure
TOTAL LEGAL DEPARTMENT		279,610	469,994	367,200	328,290	311,200	327,200	▲5.14%	

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Budget	2021 Year-end Final	2022 Adopted Budget	2023 Preliminary Budget		Comments from prior year, please update as needed: Notes:
CENTRAL SERVICES									
FTE's: 3									
001 000 000 518 10 11 00	SALARIES & WAGES								
	Salaries & Wages	242,335	252,693	257,765	257,629	279,408	302,965	▲8.43%	CPI-W=4% COLA 1 non-rep employee; 4% CBA est COLA 3 employees--see salary model notes for details
001 000 000 518 10 11 11	Longevity	4,365	4,452	4,544	4,451	4,953	6,489	▲31.01%	
001 000 000 518 10 11 14	Education	1,200	1,199	1,200	1,198	1,200	1,800	▲50.00%	
001 000 000 518 10 11 16	ICMA 457 Plan	5,997	5,992	12,000	4,494	12,000	12,000	▲0.00%	Assumes participation full participation
001 000 000 518 10 11 17	Opt-Out of Medical	10,155	8,778	12,418	9,275	9,215	9,215	▲0.00%	1 Employee participating in Opt-Out, same as 2022
001 000 000 518 10 12 00	Overtime								
	TOTAL SALARIES & WAGES	264,051	273,113	287,927	278,996	306,776	332,469	▲8.38%	
	PERSONNEL BENEFITS								
001 000 000 518 10 21 00	Personnel Benefits	103,020	105,586	108,461	103,887	107,947	113,146	▲4.82%	AWC Medical, Vision, DRS, Empl Security and L&I, Payroll Taxes
	TOTAL PERSONNEL BENEFITS	103,020	105,586	108,461	103,887	107,947	113,146	▲4.82%	
001 000 000 518 10 31 00	Office and Operating Supplies	10,768	21,817	22,000	14,492	27,000	30,000	▲11.11%	City Hall Office and Operating Expenses, Konica Copier, Pitney Bowes
001 000 000 518 10 41 00	Professional Services	15,654	14,833	17,500	10,680	129,520	145,500	▲12.34%	Proshred, Municode, Scanning services, Avidex Chambers Support, \$70,000 Comp Plan, \$58,000 LaserFiche Consulting
001 000 000 518 10 42 00	Postage/Telephone	11,978	10,651	11,000	6,060	9,000	13,000	▲44.44%	Postage (City Hall printing/ mailing services); fax & credit card lines
001 000 000 518 10 43 00	Travel & Training	813	1,481	11,000	1,942	11,000	11,000	▲0.00%	Training for clerk, Deputy Clerk/Admin Asst, ISC
001 000 000 518 10 44 00	Advertising	8,757	10,411	5,000	12,134	5,000	7,500	▲50.00%	DS, CS legal advertisements
001 000 000 518 10 47 00	Utility Serv-Elec,Water,Waste	21,453	20,830	21,000	21,643	30,000	32,000	▲6.67%	Calculated using 8/16/21 - 8/16/22 rolling 12 mos + 4% increase
001 000 000 518 10 48 00	Repairs & Maint-Equipment	-	-	500	800	500	500	▲0.00%	office equipment repairs - Printer Svcs-Budget
001 000 000 518 10 49 10	Miscellaneous	7,145	790	2,800	4,936	1,500	3,200	▲113.33%	City Staff and Volunteers Polo Shirts \$2,200
001 000 000 518 10 49 20	Dues, Subscriptions	730	674	600	585	600	600	▲0.00%	City Clerk and Deputy Clerk
001 000 000 518 10 49 30	Postcard, public information	13,505	6,048	4,000	5,667	4,000	10,500	▲162.50%	Community mailings placeholder, monthly postcard discontinued
001 000 000 518 10 49 40	Photocopies	338	26	1,000	50	500	500	▲0.00%	Most expenditures reflect pass through costs related to public records
	TOTAL OTHER SERVICES & CHARGES	91,140	87,561	96,400	78,987	218,620	254,300	▲16.32%	
	BUILDING MAINTENANCE								
001 000 000 518 30 45 00	Facility Rental	7,734	9,129	9,408	7,262	10,500	12,000	▲14.29%	1 Public Storage Unit - Going away completely in first quarter
001 000 000 518 30 48 00	Repairs/Maint-City Hall Bldg	49,331	64,980	65,225	100,713	115,000	97,500	▼15.22%	\$40k City Hall & PO cleaning Maint. \$5k Beach/Park Bathroom cleaning, \$10k HVAC Maint., Alarm/Fire Monitoring \$2,500, fire inspt, misc cleaning, bug service etc. \$40k CH interior painting
	TOTAL BUILDING MAINTENANCE	57,065	74,109	74,633	107,975	125,500	109,500	▼12.75%	
001 000 000 518 61 40 00	Judgements, settlements & jobbing	-	116,420						
001 000 000 518 80 31 00	IT HW, SW, Operating Supplies	5,343	41,991	1,500	29,900	1,500	2,500	▲66.67%	Replacement mouse, keyboards, Data Center replacement battery, etc
001 000 000 518 80 41 50	Technical Services, Software Services	178,226	169,911	149,020	151,851	237,772	275,100		IT Placeholder \$185,100 (less 15.56% = \$25,207 for TIG DS allocation) for Maint, monitoring, helpdesk, incident support; \$90K Email/Social Media archive, GoGov CRM/Communications, GovDelivery, Municode Website hosting and Agenda Management, King County INET, DUO Access, Azure Storage, O365 Licenses, MS Teams Audio, Zoom Meetings, GovQA PRR/Redactions/Invoicing Software, 8X8 Phone System, Blue Beam Electronic Plan Review, Dude Solutions Asset Management, Laserfiche, Bang the Table Engagement Platform
001 000 000 518 80 48 00	Repairs & Maint: Annual Software Maint.	12,187	11,201	40,991	6,993	14,500	15,000	▲15.70%	VEEAM, NetApp, Cisco SmartNet, Avidex, Domain Name Renewal, Vision Application Suite, Cisco FirePower, Cisco Umbrella
	TOTAL INFORMATION TECHNOLOGY	195,756	223,102	191,511	188,743	253,772	292,600	▲15.30%	
	SUBTOTAL CENTRAL SERVICES	711,033	996,313	758,932	758,589	1,012,615	1,102,015	▲8.83%	
	DEBT SERVICE								
001 000 000 591 18 71 00	LTGO Bond Loan Repayment - Principal	49,330							Post Office Year 3 Principal payment due 12/1/2019, per 1/2017 revised amt schedule
001 000 000 592 18 83 00	LTGO Bond Loan Repayment - Interest	153							Post Office Year 3 Interest payment due 12/1/2019, per 1/2017 revised amt schedule
	TOTAL DEBT SERVICE	49,482	-	-	-	-	-	-	
	CAPITAL EXPENDITURES								
001 000 000 594 14 64 00	City Hall - IT HW/SW >\$5K Capital Outlay	70,713	63,048	197,592	161,384	103,430	157,000	▲51.79%	HW Computer Replacements MPD Patrol Car Computers (13) \$80,000, CH/PW Computer Replacements (8) \$32,000, Dell R450 Server (1) \$10,000, SW Electronic Signature Software \$20,000, Windows Servers 2022 Upgrade 16 CORE (3) \$15,000
	TOTAL CAPITAL EXPENDITURES	70,713	63,048	197,592	161,384	103,430	157,000	▲51.79%	
	TOTAL CENTRAL SERVICES	831,228	1,059,361	956,524	919,974	1,116,045	1,259,015	▲12.81%	

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Budget	2021 Year-end Final	2022 Adopted Budget	2023 Preliminary Budget		Comments from prior year, please update as needed: Notes:
POLICE DEPARTMENT									
SALARIES & WAGES									
001 000 000 521 20 11 00	Salaries & Wages	1,103,178	1,129,182	1,185,251	1,158,403	1,195,655	1,242,191	▲3.89%	FTE: 11 CPI-W=4% COLA 2 non-rep employee; 4% CBA Clerical; 5% CBA PD est ceiling COLA 7 employees Based on "average" week of coverage provided by Sergeant All officers utilizing Training, vacation leave, non-funded special events (Medina Days/SeaFair/Shredder Day, etc.)+ summer emphasis patrols Paid Q1 of 2023 on 2022 earnings (reg + OT). Captain Gidlof will receive for 6 months
001 000 000 521 20 11 11	Longevity	12,345	16,000	23,025	20,031	22,481	25,026	▲11.32%	
001 000 000 521 20 11 14	Education	600	600	600	600	600	1,800	▲200.00%	
001 000 000 521 20 11 16	ICMA 457 Plan	52,240	48,120	55,506	48,415	56,285	50,000	▼11.17%	
001-000-000-521-20-11-17	Opt Out Medical	20,322	37,294	40,977	38,686	43,449	35,000	▼19.45%	
001 000 000 521 20 11 18	Night Shift Differential	10,118	10,735	14,868	11,119	15,204	16,378	▲7.72%	
001 000 000 521 20 11 19	Physical Fitness Incentive						15,800		
001 000 000 521 20 12 00	Overtime	64,777	98,680	70,000	98,836	120,000	120,000	▲0.00%	
001 000 000 521 20 12 01	Merit Pay	52,710	61,732	54,140	56,031	74,632	75,000	▲0.49%	
001 000 000 521 20 13 00	Holiday Pay	36,187	37,498	50,200	38,497	51,522	52,000	▲0.93%	
	TOTAL SALARIES & WAGES	1,352,478	1,439,840	1,494,567	1,470,617	1,579,828	1,633,195	▲3.38%	
PERSONNEL BENEFITS									
001 000 000 521 20 21 00	Personnel Benefits	433,003	386,595	404,813	394,478	430,469	432,000	▲0.36%	Payroll taxes, Medical, Dental benefits, etc. less DRS/ICMA replacement above. LEOFF 1 Medical plus Unum (+4%) + 12 mos rolling reimb(+10%) Uniform replacement Three vest replacements - external vest and covers during 2023 One officer collecting on tuition reimbursement
001 000 000 521 20 21 10	Personnel Benefits-Retirees	50,024	39,023	43,852	54,501	51,118	24,750	▼51.58%	
001 000 000 521 20 22 00	Uniforms	4,433	14,023	7,000	7,458	7,000	8,500	▲21.43%	
001 000 000 521 20 22 01	DOJ Bullet Proof Vest Program	1,307	-	900	813	1,600	4,000	▲150.00%	
001 000 000 521 20 23 00	Tuition	-	451	3,000	565	7,000	8,000	▲14.29%	
	TOTAL PERSONNEL BENEFITS	488,767	440,092	459,565	457,816	497,187	477,250	▼4.01%	
SUPPLIES									
001 000 000 521 20 31 00	Office Supplies	4,900	16,033	9,000	9,688	11,000	15,000	▲36.36%	Includes \$3,000 for Emergency Preparedness Upgrades, normal operating costs Taser cartridges, evidence processing equip, radio batteries, etc.; NARCAN replacement (deployment of new radio system) Per ofc. contract and for training/firearms qualifications - ammo costs continue to increase Includes bridge tolls, significant fuel cost increase
001 000 000 521 20 31 01	Off Equip, IT HW, SW <\$5K	754	324	10,000	5,641	7,000	7,000	▲0.00%	
001 000 000 521 20 31 40	Police Operating Supplies	4,528	21,117	6,500	3,819	6,500	15,000	▲130.77%	
001 000 000 521 20 31 60	Ammo/Range (Targets, etc.)	6,839	12,743	8,500	4,039	9,000	12,000	▲33.33%	
001 000 000 521 20 32 00	Vehicle Expenses-gas, car wash	23,134	17,063	26,000	22,810	26,000	30,000	▲15.38%	
001 000 000 521 20 35 20	Firearms (purchase & repair)	1,937	1,360	1,500	15,514	1,500	2,000	▲33.33%	
	TOTAL SUPPLIES	42,092	68,641	61,500	61,510	61,000	81,000	▲32.79%	
OTHER SERVICES & CHARGES									
001 000 000 521 20 41 00	Professional Services	3,190	3,672	5,000	1,661	4,000	4,000	▲0.00%	PST fees Cell phones and service, computer modems in patrol car, KC INET service. Ongoing training requirements, large mandatory CJTC training requirements increase, 2 new officers/new sergeant/new captain Copy machine \$8,000 for maintain serviceable fire extinguishers, radar, property room software yearly maintenance fee of \$2500, copier quarterly maintenance, 10k for cooling system Server Maintenance License, camera monthly fees, camera maintenance, IT maintenance cameras, electrical to each intersection WSPC, IACP Professional Memberships Yearly maintenance agreement per contract to Lexipol. PowerDMS needed for WASPC Accreditation Requirements Increased Shredder Day costs, victim resource & crime prevention brochures, school resource materials.
001 000 000 521 20 41 50	Recruitment-Background	790	3,382	2,000	4,710	2,500	5,000	▲100.00%	
001 000 000 521 20 42 00	Communications (Phone, Pagers)	13,163	12,902	17,500	14,931	15,000	16,000	▲6.67%	
001 000 000 521 20 43 00	Travel & Training	8,901	3,896	10,000	5,849	10,000	14,000	▲40.00%	
001 000 000 521 20 45 00	Equipment-Lease & Rentals	3,030	1,521	2,500	380	2,500	2,000	▼20.00%	
001 000 000 521 20 48 00	Repairs & Maint-Equipment	3,790	1,580	8,000	4,626	28,000	18,000	▼35.71%	
001 000 000 521 20 48 10	Repairs & Maint-Automobiles	13,149	6,446	8,500	5,120	8,500	8,500	▲0.00%	
001 000 000 521 20 48 20	Repairs & Maint- SW, HW Maint	26,418	20,185	30,000	25,041	30,000	30,000	▲0.00%	
001 000 000 521 20 49 30	Animal Control	-	-	500	-	-	-	-	
001 000 000 521 20 49 40	Dues, Subscriptions, Memberships	3,174	5,124	4,500	5,326	5,000	7,000	▲40.00%	
001 000 000 521 20 49 41	Lexipol Manuals	7,374	-	4,200	8,163	6,000	8,000	▲33.33%	
001 000 000 521 20 49 60	Crime Prevention/Public Educ	2,725	990	5,000	3,523	5,500	6,500	▲18.18%	
001 000 000 521 20 49 90	Misc-Investigative Fund	-	-	-	-	-	-	-	
	TOTAL OTHER SERVICES & CHARG	85,704	59,698	97,700	79,329	117,000	119,000	▲1.71%	
INTERGOVERNMENTAL SERVICES									
001 000 000 521 20 41 15	Dispatch Services-Norcom Trans	60,295	66,960	61,225	58,902	65,533	81,567	▲24.47%	NORCOM - Projected cost for 2023 Per contract - cost to maintain 800 Mhz police radio connectivity Anticipated contract with Mercer Island 2022-2024 program offset by ARPA, \$28K/yr King County Jail/SCORE/Kirkland Jail Cost to shuttle prisoners from jail to court and back to jail Mandated by court as resource to DV victims
001 000 000 521 20 41 20	Dispatch-EPSCA	5,066	5,252	6,500	5,887	6,500	6,500	▲0.00%	
001 000 000 521 20 41 40	Marine Patrol Services	66,000	70,000	70,000	4,975	90,000	97,000	▲7.78%	
001 000 000 521 20 41 41	Bellevue CARE program				4,710	28,000	28,000	▲0.00%	
001 000 000 521 20 41 55	Jail Service-Prisoner Board	19,435	4,430	17,500	127	15,000	14,000	▼6.67%	
001 000 000 521 20 41 60	Prisoner Transport	-	-	500	-	500	500	▲0.00%	
001 000 000 521 20 41 80	Domestic Violence-Kirkland	215	-	1,000	-	1,000	1,000	▲0.00%	
	TOTAL INTERGOVERNMENTAL SER	151,011	146,642	156,725	74,600	206,533	228,567	▲10.67%	
	SUBTOTAL POLICE	2,120,051	2,154,913	2,270,057	2,143,872	2,461,548	2,539,012	▲3.15%	

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Budget	2021 Year-end Final	2022 Adopted Budget	2023 Preliminary Budget		Comments from prior year, please update as needed: Notes:
	CAPITAL OUTLAY								
001 000 000 594 21 64 10	Surveillance Cameras	-		30,000		420,000	30,000	▼92.86%	\$30K allocated for additional Maintanance of New Cameras System
001 000 000 594 21 64 10	Police HW/SW, Equip >\$5K Capital	4,040	53,767	3,500	2,809	4,500	4,500	▲0.00%	Mandated mobile platform requirements
001 000 000 594 21 70 00	Police Vehicle Leasing, Princ. Cost	30,024	34,532	77,000	61,006	89,556	90,000	▲0.50%	Vehicle leasing costs - 6 vehicles
001 000 000 594 21 80 00	Police Vehicle Leasing, Int. Cost	7,322	7,718		15,521				
	TOTAL CAPITAL OUTLAY	41,386	96,017	110,500	79,337	514,056	124,500	▼75.78%	

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Budget	2021 Year-end Final	2022 Adopted Budget	2023 Preliminary Budget		Comments from prior year, please update as needed: Notes:
FIRE & MEDICAL AID DEPARTMENT									
INTERGOVERNMENTAL SERVICES									
001 000 000 522 20 41 00	Fire Control Services	811,588	817,367	777,954	807,954	726,837	797,788	▲9.76%	Updated 7/29/22 with COB notice received. LEOFF1 contract obligation
001 000 000 522 20 41 00	Fire Control Services (LEOFF1 Liab.)	31,654		30,000		30,000	30,000	▲0.00%	
TOTAL INTERGOVERNMENTAL		843,242	817,367	807,954	807,954	756,837	827,788	▲9.37%	
TOTAL FIRE & MEDICAL DEPT		843,242	817,367	807,954	807,954	756,837	827,788	▲9.37%	

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Budget	2021 Year-end Final	2022 Adopted Budget	2023 Preliminary Budget		Comments from prior year, please update as needed: Notes:
SOCIAL & ENVIRONMENTAL SERVICES									
SOCIAL SERVICES									
001 000 000 551 10 40 00	Public Housing Services - ARCH	16,561	18,376	18,476	18,476	32,109	27,476	▼14.43%	Same as prior year + pass-thru of "Affordable & Supp Housing" sales tax (\$9,000 est)
TOTAL SOCIAL SERVICES		16,561	18,376	18,476	18,476	32,109	27,476	▼14.43%	
ENVIRONMENTAL SERVICES									
001 000 000 553 10 40 00	Land & Water Conservation Resources-King County	-	-	1,925	-	4,000	4,000	▲0.00%	
001 000 000 553 70 40 00	Pollution Prevention-Puget Sound Clean Air Agency	9,835	9,964	9,953	9,953	9,582	9,582	▲0.00%	
TOTAL ENVIRONMENTAL SERVICES		9,835	9,964	11,878	9,953	13,582	13,582	▲0.00%	
MENTAL HEALTH SERVICES									
001 000 000 564 60 40 00	Mental Health Services-KC Substance Abuse Fees	884	932	884	952	1,000	1,000	▲0.00%	
TOTAL SOCIAL & ENVIRONMENTAL SVCS		27,280	29,272	31,238	29,381	46,691	42,058	▼9.92%	

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Budget	2021 Year-end Final	2022 Adopted Budget	2023 Preliminary Budget		Comments from prior year, please update as needed: Notes:
	RECREATION SERVICES (LIFEGUARDS AND BOYS & GIRLS CLUB)								Kept Same Budget as we are under in 2022
	SALARIES & WAGES								
001 000 000 571 00 10 00	Salaries & Wages	22,511	20,545	30,000	19,503	35,000	35,000	▲ 0.00%	
001 000 000 571 00 11 00	Overtime	-	-	500	-	-	-		
	TOTAL SALARIES & WAGES	22,511	20,545	30,500	19,503	35,000	35,000	▲ 0.00%	
	PERSONNEL BENEFITS								
001 000 000 571 00 20 00	Personnel Benefits	2,955	2,562	4,720	2,383	4,200	4,200	▲ 0.00%	
001 000 000 571 00 30 00	Uniforms	1,555	1,339	2,000	1,238	2,000	2,000	▲ 0.00%	
	TOTAL PERSONNEL BENEFITS	4,510	3,901	6,720	3,621	6,200	6,200	▲ 0.00%	
	SUPPLIES								
001 000 000 571 00 31 00	Operating Supplies	1,207	4,303						
001 000 000 571 00 32 00	Miscellaneous Lifeguard Expense	677	2,586	7,300	1,726	7,300	7,300	▲ 0.00%	
	TOTAL SUPPLIES	1,884	6,888	7,300	1,726	7,300	7,300	▲ 0.00%	
	OTHER SERVICES & CHARGES								
001 000 000 571 00 40 00	Travel & Training	168		300	2,544				
001 000 000 571 00 41 00	Recreation - Boys & Girls Club	-							
	TOTAL OTHER SERVICES & CHARG	168	-	300	2,544	-	-		
	TOTAL RECREATION-LIFEGUARDS	29,073	31,335	44,820	27,393	48,500	48,500	▲ 0.00%	

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Budget	2021 Year-end Final	2022 Adopted Budget	2023 Preliminary Budget		Comments from prior year, please update as needed: Notes:
PARKS DEPARTMENT									
SALARIES & WAGES									
001 000 000 576 80 11 00	Salaries & Wages	249,689	254,246	265,275	265,197	271,732	296,997	▲ 9.30%	CPI-W=4% COLA 1 non-rep employee; 4% CBA est COLA 4 employees ---see salary model notes for details
001 000 000 576 80 11 11	Longevity	10,776	9,282	8,798	6,427	6,269	6,502	▲ 3.72%	
001 000 000 576 80 11 14	Education	3,238	3,835	4,680	3,497	3,840	3,240	▼ 15.63%	
001 000 000 576 80 11 16	ICMA 457 Plan	10,789	10,182	10,800	10,481	10,800	10,800	▲ 0.00%	Assumes full participation
001 000 000 576 80 11 17	Opt-Out of Medical	13,240	9,935	11,034	12,819	16,323	10,180	▼ 37.64%	
001 000 000 576 80 11 00	Salaries & Wages, SEASONAL WORKERS	19,658		20,453		20,453	20,453	▼ 0.00%	Unlikely to exceed 2022 budget
001 000 000 576 80 12 00	Overtime	4,679	2,998	3,236	6,080	6,472	8,000	▲ 23.61%	Special Events:Medina Days, Seafair, Parkboard--# provided by Ryan
	TOTAL SALARIES & WAGES	312,069	290,478	324,276	304,502	335,889	356,172	▲ 6.04%	6%
PERSONNEL BENEFITS									
001 000 000 576 80 21 00	Personnel Benefits	99,480	106,385	103,805	95,045	89,103	109,977	▲ 23.43%	AWC Medical, Vision, DRS, Empl Security and L&I, Payroll Taxes
001 000 000 576 80 22 00	Uniforms	1,956	1,854	2,000	1,953	2,000	2,300	▲ 15.00%	
	TOTAL PERSONNEL BENEFITS	101,436	108,239	105,805	96,998	91,103	112,277	▲ 23.24%	23%
SUPPLIES									
001 000 000 576 80 31 00	Operating Supplies	20,836	30,592	19,000	18,960	37,000	37,000	▲ 0.00%	Garbage bags, toilet paper, fertilizer, bark, topsoil, Mutt Mitts, bathroom supplies, Purell sanitizer, light bulbs, paint, mower blades, irrigation parts, tennis court nets, gloves, ear plugs, eye protection.
001 000 000 576 80 32 00	Vehicle Fuel & Lube	4,689	3,093	5,000	6,907	5,000	5,000	▲ 0.00%	Public Works equipment & vehicles
	TOTAL SUPPLIES	25,525	33,685	24,000	25,867	42,000	42,000	▲ 0.00%	0%
OTHER SERVICES & CHARGES									
001 000 000 576 80 41 00	Professional Services	7,362	9,117	5,000	17,699	15,000	15,000	▲ 0.00%	Arborist, irrigation repairs, engineeringBack-flow device testing, hazardous material disposal, fertilizing and spraying, \$5K added 9/22 d/t WCIA audit compliance (electrician)
001 000 000 576 80 41 04	Professional Services-Misc	349	514	4,000	-	3,000	5,000	▲ 66.67%	Debris disposal
001 000 000 576 80 42 00	Telephone/Postage	5,313	6,737	6,500	6,046	6,500	7,000	▲ 7.69%	mobile phones, alarm/fire monitoring line, internet
001 000 000 576 80 43 00	Travel & Training	1,322	284	5,000	308	3,000	3,000	▲ 0.00%	Pesticide training, flagger training, certifications, licenses, conferences, qtrly safety meetings, AE Training
001 000 000 576 80 47 00	Utilities	20,283	16,446	22,000	31,248	22,000	22,000	▲ 0.00%	Utilities for public works shop and park restrooms, irrigation water, pond power
001 000 000 576 80 48 00	Repair & Maint Equipment	5,625	4,313	7,000	8,462	7,000	7,000	▲ 0.00%	Backhoe, mowers,workman
001 000 000 576 80 49 00	Miscellaneous, annual lease	511	500	1,000	500	600	600	▲ 0.00%	yearly lease for Shop Yard
001 000 000 576 80 49 01	Misc-Property Tax	192	324	200	265	300	300	▲ 0.00%	KC Real Estate Tax (Noxious Weeds)
	TOTAL OTHER SERVICES & CHARGES	40,957	38,237	50,700	64,527	57,400	59,900	▲ 4.36%	4%
CAPITAL OUTLAY									
001 000 000 594 76 30 00	Park Improvements	10,516		7,000	-	-	-		*** see capital projects; Park Benches, Tables, Tennis Court Nets, Flags
001 000 000 594 76 00 00	Furniture and Equipment: Replacement	-		-					
001 000 000 594 76 64 00	Parks Capital Outlay >\$5K	-	8,268	-	5,654	-	33,000		
	TOTAL CAPITAL OUTLAY	10,516	8,268	7,000	5,654	-	33,000		
	TOTAL PARKS DEPARTMENT	490,504	478,907	511,781	497,548	526,392	603,349	▲ 14.62%	

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Budget	2021 Year-end Final	2022 Adopted Budget	2023 Preliminary Budget		Comments from prior year, please update as needed: Notes:
OPERATING TRANSFERS									
From General Fund to:									
001 000 000 597 00 30 00	Levy Stabilization Fund			\$ 500,000	500,000	\$ 500,000	\$ 500,000	▲0.00%	Starting Fund Balance, including \$600K of cust deposits
001 000 000 597 00 00 03	Street Fund	40,000	370,000	\$ 377,132	377,132	\$ 401,527	\$ 440,000	▲9.58%	
001 000 000 597 00 01 00	Contingency Fund				250,000				
001 000 000 597 00 30 04	Dev. Services					1,000,000	-	▼100.00%	
TOTAL TRANSFERS FROM GENERAL FUND		40,000	370,000	877,132	1,127,132	1,901,527	940,000	▼50.57%	
From Contingency Fund to:									
302 000 000 597 00 01 02	Street Fund								
TOTAL TRANSFERS FROM CAP RESERVE FUND									
From Capital Projects Fund to:									
307 000 000 597 00 00 10	General Fund								
307 000 000 597 00 00 30	Street Fund	347,000		-		-	75,000		
TOTAL TRANSFERS FROM CAPITAL FUND		347,000	-	-	-	-	75,000		
TOTAL OPERATING TRANSFERS		387,000	370,000	877,132	1,127,132	1,901,527	1,015,000	▼46.62%	

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Budget	2021 Year-end Final	2022 Adopted Budget	2023 Preliminary Budget	Comments from prior year, please update as needed: Notes:	
DEVELOPMENT SERV. ENT. FUND, EST 2022									
Transfer from Gen. Rev tab:									
401 000 000 322 10 00 00	Building Permits	800,891	703,523	\$577,164	958,296	\$ 967,444	\$ 621,128	▼35.80%	Similar activity to 2022 anticipated
401 000 000 322 11 00 00	Building Permit - Technology Fee	10,131	9,324	\$8,473	10,626	\$ 11,112	\$ 11,065	▼0.42%	Similar activity to 2022 anticipated
401 000 000 334 03 10 00	DOE Grant. Shoreline Master Program	7,973			13,171	\$ 25,000	\$ 135,550	▲442.20%	Comp. Plan update, Housing Action Plan, SMP User Guide, SMP Monitoring
401 000 000 332 92 10 01	Zoning & Subdivision Fees	75,184	45,010	\$101,818	96,227	\$ 81,060	\$ 38,243	▼52.82%	Similar activity to 2022 anticipated
401 000 000 333 16 00 00	Other Planning & Development Fees	183,150	136,998	\$203,156	261,084	\$ 214,237	\$ 180,921	▼15.55%	Similar activity to 2022 anticipated
401 000 000 336 06 51 00	Misc. Fine, Penalties, Code	20,965	58,788	20,000	400	20,000	\$ 5,000	▼75.00%	Estimate
401 000 000 369 91 00 05	Other-CC Convenience Fees	3,043	3,224	3,000	27,880	33,042	15,631	▼52.69%	Similar activity to 2022 anticipated
401 000 000 395 10 00 00	Proceeds From Sales of Capital Asset:	60	12,776	3,000	13,650	\$ 5,000		▼100.00%	
	REVENUES					\$1,356,895	\$ 1,007,538	▼25.75%	
OPERATING TRANSFERS									
401 000 000 397 00 30 00	From General Fund (001)					1,000,000		▼100.00%	
	TOTAL TRANSFER REVENUE	-	-	-	-	1,000,000	-	▼100.00%	Adv dep & other deposits thru 8/31 = \$600K
	TOTAL DEV. SERV. ENT. FUND	-	-	-	-	2,356,895	1,007,538	▼57.25%	

REFUNDABLE DEPOSITS (NOT REFLECTED IN BUDGET)
401 000 000 382 10 00 01 Refundable Deposits - DS (CMP, PGB)
401 000 000 382 10 00 02 Refundable DS Adv Deposit

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Budget	2021 Year-end Final	2022 Adopted Budget	2023 Preliminary Budget		Comments from prior year, please update as needed: Notes:
DEVELOPMENT SERVICES DEPT									
SALARIES & WAGES									
401 000 000 558 60 11 00	Salaries & Wages	342,525	347,165	403,613	383,540	429,065	414,095	▼3.49%	FTE's: 3.5 Rob Salary and Benefits will be allocated 50/50 to DS and Street Fund (PW) Rob does Right of Way Permitting and Department of Ecology work for Ryan Osada CPI-W=4% COLA 2 non-rep employees; 4% CBA est COLA 2 employees-----see salary model notes for step increase info
401 000 000 558 60 12 00	Overtime	-	-	-	-	-	1,300		
401 000 000 558 60 11 11	Longevity	1,459	361	-	-	-	2,468		
401 000 000 558 60 11 14	Education	-	766	1,200	2,011	2,700	3,000	▲11.11%	
401 000 000 558 60 11 16	ICMA 457 Plan	11,964	14,283	18,000	15,501	18,000	16,500	▼8.33%	
401 000 000 558 60 11 17	Opt-Out of Medical	12,194	2,183	-	6,906	5,061	5,061	▲0.00%	
TOTAL SALARIES & WAGES		368,142	364,758	422,813	407,958	454,826	442,424	▼2.73%	
PERSONNEL BENEFITS									
401 000 000 558 60 21 00	Personnel Benefits	128,802	129,014	145,629	132,721	144,283	136,855	▼5.15%	AWC Medical, Vision, DRS, Empl Security and L&I, Payroll Taxes
401 000 000 558 60 23 00	Tuition Reimbursement	-	-	-	-	-	-		
TOTAL PERSONNEL BENEFITS		128,802	129,014	145,629	132,721	144,283	136,855	▼5.15%	
SUPPLIES									
401 000 000 558 60 31 00	Operating Supplies	1,902	2	3,000	205	4,000	2,500	▼37.50%	Tree removal site signs, development site signs, business cards Two aging vehicles. May require increasing repairs in addition to regular maintenance.
401 000 000 558 60 32 00	Vehicle Expenses - Gas, Oil, Maint.	327	420	2,000	1,978	3,000	3,500	▲16.67%	
TOTAL SUPPLIES		2,229	422	5,000	2,183	7,000	6,000	▼14.29%	
OTHER SERVICES & CHARGES									
401 000 000 514 20 46 00	Insurance (WCIA)	-	-	-	-	32,495	40,335	▲24.13%	Liability rate increase per 7/31 WCIA notice. Property 4%; B&M 5-10%, Crime 5-10% & Auto 3% pending Oct BOD vote notice, allocated 15.56% from Finance
401 000 000 515 41 40 00	City Attorney, Dev. Serv.	-	-	-	-	55,718	25,000	▼55.13%	
401 000 000 518 80 41 50	Technical Services, Software Services	-	-	-	-	20,228	25,207	▲24.61%	IT - TIG DS allocation of 15.56% of total from CS for Maint, monitoring, helpdesk, incident support
401 000 000 558 60 41 00	Professional Services	79,192	48,062	80,000	102,935	90,000	40,000	▼55.56%	Building plan review consultant with activity similar to 2022
401 000 000 558 60 41 01	Planning Consultant	52,377	-	50,000	19,176	70,000	50,000	▼28.57%	Planning Manager support. New services contract possible which will have an effect on the budget
401 000 000 558 60 41 02	Hearing Examiner	26,803	16,243	20,000	12,928	3,500	25,000	▲614.29%	Activity similar to 2022. New services contract will have an effect on the budget. Approx. 90% of budget recovered through fees
401 000 000 558 60 41 06	Building Inspector Contract	34,625	26,513	7,000	1,200	7,000	6,000	▼14.29%	Deputy Building Official performs inspections. \$6,000 is contingency, vacations, medical leave, etc.
401 000 000 558 60 41 07	Engineering Consultant	93,971	80,077	98,000	120,730	100,000	75,000	▼25.00%	Grading & drainage permit reviews, and inspections. Approx. 60% of the budgeted amount is recovered through Advance Deposit
401 000 000 558 60 41 08	Sound Testing Consultant	\$10,973	7,965	4,000	19,611	11,000	18,000	▲63.64%	Most of this expense is recovered through fees. New contract and potential revised fees effect budget
401 000 000 558 60 41 50	Landscape Consultant	78,666	86,621	60,000	55,665	60,000	60,000	▲0.00%	Tree Code consultant, and Arborist. Approx. 50% of the budgeted amount is recovered through Advance Deposit
401 000 000 558 60 41 55	Shoreline Consultant	3,975	-	5,000	-	5,000	3,000	▼40.00%	Consulting shorelines specialist. Budget based upon 2022 activity
401 000 000 558 60 42 00	Communications	-	3,034	-	184	3,000	3,000	▲0.00%	Estimate based upon 2022
401 000 000 558 60 43 00	Travel & Training	4,478	1,393	12,000	1,607	11,000	5,000	▼54.55%	Four DS staff. Budget considers minimum staff training requirements, updated state building code adoption
401 000 000 558 60 49 00	Dues, Subscriptions, Memberships	900	-	1,200	1,488	1,300	7,000	▲438.46%	APA, AICP, WABO, ICC, WSPT, AWC Director. Estimated cost increase included. 2021 Bldg Code costs
401 000 000 558 60 49 10	Miscellaneous	-	-	-	-	33,042	15,631	▼52.69%	Bank fees (offset with customer fees)
401 000 000 582 10 00 01	Refund of PGB/CMP Deposits (DS)	41,865	-	-	-	-	-		Non-budget item
401 000 000 582 10 00 02	Refund of DS Adv Deposits	13,355	-	-	-	-	-		Non-budget item
TOTAL OTHER SERVICES & CHARG		441,180	269,907	337,200	335,524	503,283	398,173	▼20.88%	
CAPITAL OUTLAY									
401 000 000 594 XX 64 00	Furniture & Equipment	-	4,950	-	-	-	-		
401 000 000 594 60 64 05	Vehicle	-	-	-	-	40,000	-	▼100.00%	
401 000 000 594 60 64 00	DS- IT HW/SW >\$5K Capital Outlay	-	-	-	-	\$30,334	\$27,955	▼7.84%	Dude solutions (E-permitting, public portal); BlueBeam (License, Maintenance) Computer replacement for DSC \$4023
TOTAL CAPITAL OUTLAY		-	4,950	-	-	70,334	27,955	▼60.25%	
TOTAL DEVELOPMENT SERVICES		940,353	769,051	910,642	878,386	1,179,726	1,011,407	▼14.27%	

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Budget	2021 Year-end Final	2022 Adopted Budget	2023 Preliminary Budget		Comments from prior year, please update as needed: Notes:
CITY STREET FUND REVENUE									
INTERGOVERNMENTAL REVENUE									
	DOE Sweeping Grant			19,000					
101 000 000 334 03 60 00	Nat'l Pollution Discharge Elim	19,610	12,368	50,000	63,919	50,000	75,000	▲50.00%	NPDES DOE Grant
101 000 000 336 00 71 00	Multimodal Transportation - Cities				4,290	4,402	3,790	▼13.90%	
101 000 000 336 00 87 00	Motor Fuel Tax and MVA Transpo	68,413	59,775	70,092	60,722	64,399	56,376	▼12.46%	2022: MRSC estimated distribution of State Shared Revenue, available late July
TOTAL INTERGOVERNMENTAL		88,024	72,143	139,092	128,931	118,801	135,166	▲13.78%	
OPERATING TRANSFERS									
101 000 000 397 00 20 00	From Capital Reserves (302)								
101 000 000 397 00 10 00	From General Fund (001)	-	370,000	377,132	377,132	505,928	440,000	▼13.03%	
101 000 000 397 00 30 00	From Capital Projects Fund (307)	347,000		-		-	75,000		Transfer from Capital Fund to Street Fund or REET1 eligible or unrestricted Capital
TOTAL OPERATING TRANSFERS		347,000	370,000	377,132	377,132	505,928	515,000	▲1.79%	
TOTAL CITY STREET FUND		435,024	442,143	516,224	506,063	624,729	650,166	▲4.07%	

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Adopted Budget	2021 Year-end Final	2022 Adopted Budget	2023 Preliminary Budget		Comments from prior year, please update as needed: Notes:
CITY STREET FUND									
SALARIES & WAGES									
101 000 000 542 30 11 00	Salaries & Wages	166,459	169,496	176,850	176,799	181,155	250,963	▲38.54%	FTE: 2 of 5 total allocated, .5 From DS Public Works are split 60% Parks and 40% Streets Rob Salary and Benefits will be allocated 50/50 to DS and Street Fund (PW) Rob does Right of Way Permitting and Department of Ecology work for Ryan Osada CPI-W=4% COLA 1 non-rep employee; 3.5% CBA est COLA employees---see salary model notes for remaining staff Assumes full participation Unlikely to exceed 2022 Special Events:Medina Days, Seafair, Parkboard--# provided by Ryan
101 000 000 542 30 11 11	Longevity	7,184	6,188	5,865	4,285	4,179	4,335	▲3.72%	
101 000 000 542 30 11 14	Education	2,159	2,557	3,120	2,331	2,560	2,760	▲7.81%	
101 000 000 542 30 11 16	ICMA 457 Plan	7,192	6,789	7,200	6,987	7,200	8,700	▲20.83%	
101 000 000 542 30 11 17	Opt-Out of Medical	8,826	6,163	7,080	8,547	10,882	6,786	▼37.64%	
101 000 000 542 30 11 00	Salaries & Wages (Seasonal Workers)	13,106	1,999	13,636	13,636	13,636	13,636	▼0.00%	
101 000 000 542 30 12 00	Overtime	3,119		2,157	4,053	4,314	5,000	▲15.90%	
	TOTAL SALARIES & WAGES	208,045	193,191	215,908	203,002	223,926	292,180	▲30.48%	
PERSONNEL BENEFITS									
101 000 000 542 30 21 00	Personnel Benefits	66,342	70,809	69,204	63,258	59,402	88,614	▲49.18%	AWC Medical, Vision, DRS, Empl Security and L&I, Payroll Taxes
101 000 000 542 30 22 00	Uniforms	1,563	1,562	2,000	2,137	2,000	2,300	▲15.00%	
	TOTAL PERSONNEL BENEFITS	67,905	72,371	71,204	65,395	61,402	90,914	▲48.06%	
ROAD & STREET MAINTENANCE									
101 000 000 542 30 31 00	Operating & Maintenance Supplies	6,258	4,275	5,000	6,332	5,000	5,000	▲0.00%	Storm drain pipe, catch basin grates, marking paint, gravel, cement, bark, roadside plantings REET1 eligible power tools, mower parts, Pole Saw, Weedeater 84th Median & 24th Roadside Maint, 24th traffic Signal (shared Clydehill # netted), WRIA \$2941 (7/27 notice) REET1 eligible NPDES Requirements Grant \$50k Pavement patching, pavement markings, sidewalk maintenance, curb repairs REET1 eligible ditch witch, compactor, compressor, manlift Utility locates PW vehicle and power equip repairs Catch Basin Vactoring, Storm Line jetting, root cutting, camera PSE street light Power, REET1 eligible Posts, reflective signs(Fed Req), barricades, cones Sand, ice melt Street sweeping
101 000 000 542 30 35 00	Small Tools/Minor Equipment	4,686	4,377	4,000	5,000	4,000	6,000	▲50.00%	
101 000 000 542 30 41 00	Professional Services	49,441	51,430	54,000	49,036	54,000	54,000	▲0.00%	
101 000 000 542 30 41 03	Prof Svcs- NPDES Grant	33,993	49,875	50,000	25,319	50,000	50,000	▲0.00%	
101 000 000 542 30 41 10	Road & Street Maintenance	124	8,161	10,000	5,832	10,000	11,000	▲10.00%	
101 000 000 542 30 45 00	Machine Rental	603	90	1,000	840	2,000	4,000	▲100.00%	
101 000 000 542 30 47 00	Utility Services	857	622	1,000	1,044	1,000		▼100.00%	
101 000 000 542 30 48 00	Equipment Maintenance	7,285	6,579	7,000	5,497	7,000	7,000	▲0.00%	
101 000 000 542 40 41 00	Storm Drain Maintenance	37,326	5,256	15,000	5,985	15,000	15,000	▲0.00%	
101 000 000 542 63 41 00	Street Light Utilities	21,755	21,471	22,000	21,460	22,000	22,000	▲0.00%	
101 000 000 542 64 41 00	Traffic Control Devices	3,849	10,916	10,000	8,736	10,000	10,000	▲0.00%	
101 000 000 542 66 41 00	Snow & Ice Removal	160	680	1,000	584	1,000	1,000	▲0.00%	
101 000 000 542 67 41 00	Street Cleaning	15,320	14,517	25,000	23,937	25,000	25,000	▲0.00%	
101 000 000 542 70 40 00	Street Irrigation Utilities	18,854	7,235	23,000	10,466	23,000	23,000	▲0.00%	
	TOTAL ROAD & ST MAINTENANCE	200,511	185,484	228,000	170,069	229,000	233,000	▲1.75%	
CAPITAL OUTLAY									
101 000 000 594 42 64 00	>\$5,000 Equipment, HW & SW	-		6,000		6,000	25,000	▲316.67%	Asset Essentials Licensing (2021 didn't make it into rollup)
	TOTAL CITY STREET FUND	476,461	451,045	515,112	438,465	520,328	641,094	▲23.21%	

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Budget	2021 Year-end Final	2022 Adopted Budget	2023 Preliminary Budget		Comments from prior year, please update as needed: Notes:
	TREE FUND REVENUE								
	MISCELLANEOUS REVENUE								
103 000 000 345 89 00 00	Other -Tree Replacement	3,075		3,075	-	3,075	3,075	▲0.00%	Expecting only minimum fines
103 000 000 382 20 00 00	Refundable Retainage Deposits	875							
	TOTAL MISCELLANEOUS REVENUE	3,950	-	3,075	-	3,075	3,075	▲0.00%	
	TOTAL TREE FUND	3,950	-	3,075	-	3,075	3,075	▲0.00%	

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Budget	2021 Year-end Final	2022 Adopted Budget	2023 Preliminary Budget		Comments from prior year, please update as needed: Notes:
TREE FUND									
OTHER SERVICES & CHARGES									
103 000 000 558 60 41 50	Professional Services	6,496		8,000	18,816	10,000	10,000	▲0.00%	Consultant Arborist Tree Plantings, Hazardous Tree Program
103 000 000 558 60 49 10	Miscellaneous-Tree Replacement	23,572	4,332	30,000	5,224	30,000	30,000	▲0.00%	
TOTAL OTHER SERVICES & CHARGES		30,067	4,332	38,000	24,040	40,000	40,000	▲0.00%	
TOTAL TREE FUND		30,067	4,332	38,000	24,040	40,000	40,000	▲0.00%	

**Comparative Summary by Fund
2018 Budget**

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021	2021	2022	2023
				Adopted	Year-end	Preliminary	Preliminary
				Budget	Final	Budget	Budget
CONTINGENCY FUND							
302 000 000 397 00 01 00	From General Fund			250,000	250,000		
302 000 000 361 11 00 00	Investment Interest Earnings	-					
	Total Capital Reserve Revenue	-	-	250,000	250,000	-	-
	TOTAL RESERVE FUND	-	-	250,000	250,000	-	-

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actuals	2021 Budget	2021 Year-end Final	2022 Adopted Budget	2023 Preliminary Budget		Comments from prior year, please update as needed: Notes:
LEVY STABILIZATION FUND									
303 000 000 397 00 30 00	OPERATING TRANSFERS From General Fund (001)	-	-	500,000	500,000	500,000	500,000	▲ 0.00%	New Fund, must have min. fund balance of \$2M by 12/31/2025
	TOTAL TRANSFER REVENUE	-	-	500,000	500,000	500,000	500,000	▲ 0.00%	
	TOTAL LEVY STABILIZATION FUND	-	-	500,000	500,000	500,000	500,000	▲ 0.00%	

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actual	2021 Budget	2021 Year-end Final	2022 Adopted Budget	2023 Preliminary Budget		Comments from prior year, please update as needed: Notes:
CAPITAL PROJECTS FUND REVENUE									
TAXES									
307 000 000 318 34 00 00	Real Estate Excise Tax 1	559,082	768,854	388,968	962,071	804,850	566,532	▼29.61%	2022- YTD Annualized Through AUG22, minus 25% per predicted market cool down
307 000 000 318 35 00 00	Real Estate Excise Tax 2	559,082	768,854	388,968	962,071	804,850	566,532	▼29.61%	
TOTAL TAXES		1,118,165	1,537,708	777,936	1,924,142	1,609,699	1,133,065	▼29.61%	
307 000 000 332 92 10 01	Coronavirus Local Fis. Rec. (ARPA)				459,368	458,919		▼100.00%	KC Parks Levy, Nov 2019 went to ballot for renewal, passed, updated to reflect notice rec'd from KC of COM annual portion, deferred 2022 amt to 2023 for next segment of playground updating project
307 000 000 334 03 80 00	State Transp Improv Board Grant - Sidewalks	203,932	241,000						
307 000 000 334 06 91 02	Property II Levy	26,964	49,965	50,000	50,291		50,000		
307 000 000 334 06 91 05	TIB-LED Streetlight Conversion Grants								
TOTAL INTERGOVERNMENTAL		230,896	290,965	50,000	509,659	458,919	50,000	▼89.10%	
307 000 000 344 10 02 00	Roads Street CIP Improvements	20,000	-	266,000	-	-	-		
TOTAL TRANSPORTATION		20,000	-	266,000	-	-	-		
307 000 000 361 11 00 00	Investment Interest Earnings	46,249	14,044	19,080	8,780	18,000	70,200	▲290.00%	Assumes LGIP and Bond Investments Interest, allocated between General Fund (40%) & Capital (60%)--- 2022.07 ytd annualized
307 000 000 367 00 00 00	Capital Project Donations - Non-Gov	5,145			564				
307 000 000 382 20 00 00	Refundable Retainage Deposits	18,258							
OPERATING TRANSFERS - IN									
307 000 000 397 00 10 00	From General Fund to Capital		-						
307 000 000 397 00 04 00	From Custodial (reclass 2019 only)	14,231	-						
307 000 000 397 00 40 00	From Capital Reserve Fund to Capital	-	-	-	-	-	-		
TOTAL TRANSFERS		-	-	-	-	-	-		
TOTAL CAPITAL PROJECTS FUND		1,452,943	1,842,717	1,113,016	2,443,145	2,086,618	1,253,265	▼39.94%	

ACCOUNT NUMBER	DESCRIPTION	2019 Actuals	2020 Actual	2021 Budget	2021 Year-end Final	2022 Adopted Budget	2023 Preliminary Budget		Comments from prior year, please update as needed: Notes:
CAPITAL PROJECTS FUND									
IMPROVEMENTS									
307 000 000 594 18 60 00	Building Improvements	79,484	17,132	20,000	18,402	20,000	200,000	▲900.00%	Rail and balcony replacement, Siding etc.
307 000 000 594 76 63 20	Park Improvements	79,489	81,823	150,000	118,699	100,000	50,000	▼50.00%	
307 000 000 595 30 63 01	Street Improvement - Overlays	515,098	152,160	340,000	258,979		120,000		
307.000 000 595 30 63 02	Storm Drainage Improvements	45	36,493	50,000	209,746	1,000,000	200,000	▼80.00%	~\$200k is carry over from 2022 ARPA Funds
307 000 000 595 30 63 10	Sidewalk Improvements	279,899	380,898	280,000	45,841	390,000	520,000	▲33.33%	NE 12th ST ADA & Sidewalk Repairs *\$390K carry over from 2022 + UG *PSE partially funds UG - amount TBD
Retired account codes:									
307 000 000 595 30 05 00	Overlake Drive East								
307 000 000 595 30 60 00	Poplar Tree Removal/Replacement								
307 000 000 595 30 63 12	Walkable Medina Project								
307 000 000 595 30 63 18	Medina Park Ponds								
307 000 000 595 90 11 00	Allocation of PW Director salary for project oversight								
	TOTAL IMPROVEMENTS	954,015	668,505	840,000	651,667	1,510,000	1,090,000	▼27.81%	
	TOTAL CAPITAL PROJECTS	954,015	668,505	840,000	651,667	1,510,000	1,090,000	▼27.81%	

Active Accounts, use category code for project #



CITY OF MEDINA

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Date: October 10, 2022

To: Honorable Mayor and City Council

From: Stephen R. Burns, City Manager

Subject: Gas-Powered Leaf Blower Discussion

At the September 12, 2022, Medina Council Meeting, staff was given direction to research options regarding gas-powered leaf blowers. This memo is just a starting point for Council discussion since there are many ways to address this issue.

Below is a brief recap of previous City actions regarding gas-powered leaf blowers and lawn equipment.

In October 2020, the Medina Council amended Chapter 8.06 of the Medina Municipal Code:

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

In June 2021, then-City Manager Michael Sauerwein held a virtual community forum on gas-powered lawn equipment. The purpose of the forum was to collect citizen input regarding the impacts of yard maintenance and landscaping. ([Virtual Community Forum](#))

October 11, 2021, City Manager Sauerwein gave presentation to City Council on “Gas-Powered Lawn Equipment for Yard Maintenance & Landscaping.” His goal was to “*Establish a set of clear, concise, and easily enforced rules for yard maintenance & landscaping that balance citizen’s need to maintain their property with the need to maintain Medina’s unique character.*” ([October 11 Meeting](#))

In December 2021, the City Council tabled discussion of gas-powered lawn equipment due to the City Manager transition.

At the September 12, 2022, Medina Council Meeting, staff was given direction to research options regarding gas-powered leaf blowers. This direction is specific to gas-powered leaf blowers and not gas-powered lawn equipment.

For the October 10, 2022, Medina Council Meeting -

This memo is attempting to identify complaints, comments, and concerns regarding leaf blowers that have come up regarding this topic. This is a starting point in discussion on how to address gas-powered leaf blowers.

Discussion Point – Council could delay discussion to see if either King County or the State of Washington will pass legislation banning gas-powered leaf blowers.

- Council could table discussion and potential decisions to see if this option occurs.
- Council could take proactive steps to recommend that King County and/or the State of Washington pass legislation restricting gas-powered leaf blowers.

Discussion Point – Council could refer, reprioritize the Planning Commission Workplan and provide specific guidance to the Planning Commission to review and to provide recommendations regarding gas-powered leaf blowers.

Discussion Point - Council to provide staff direction for any of the following:

- Ask staff to get community feedback through another community forum, Engage Medina, mailers, City webpage, etc. This would allow Council to gain a level of interest from residents.
- Direct staff to include information regarding gas-powered leaf blowers in future City Newsletters, create topic page in Engage Medina (with options for surveys), and add information to the webpage.
- Recommend or require Medina City Public Works to replace gas-powered leaf blowers with electric or battery operated – either immediately or when phasing out old equipment.
- Encourage residents to voluntarily replace gas-powered equipment with electric or battery operated.

Discussion Point – Council could direct staff to prepare a resolution which could include any of the items discussed.

Discussion Point – Council could address increase noise issues in the community.

- Review all ordinances pertaining to noise.
- Research other issues pertaining to noise – power washing, etc.

Discussion Point – Council could pass an ordinance to ban gas-powered leaf blowers – see examples from other jurisdictions.

Existing Medina Code Sections

As a reference, the current MMC language regarding landscaping hours for professional and residential use.

8.06.160. - Work hours for commercial construction and development activities and professional yard maintenance and landscaping.

A. *General.* Commercial construction and development activities and professional yard maintenance and landscaping may take place only between 7:00 a.m. and 7:00 p.m. on weekdays. On Saturdays, commercial construction and development activities may occur between 8:00 a.m. and 5:00 p.m. and professional yard maintenance and landscaping may occur between 9:00 a.m. and 5:00 p.m. No such work is allowed on Sundays or legal holidays set forth in RCW 1.16.050(1).

8.06.140. - Exemptions—Sounds exempt during daylight hours.

The following sounds are exempt from this chapter between 7:00 a.m. and 10:00 p.m. on weekdays, and between 9:00 a.m. and 10:00 p.m. on weekends, unless different hours are specified:

- A. Sounds created by bells, chimes, or carillons not operating for more than five minutes during any one-hour time frame;
- B. Sounds created by blasting, provided their operations are between 8:00 a.m. and 4:30 p.m. on weekdays, and between 9:00 a.m. and 2:00 p.m. on Saturday.
- C. Sounds originating from lawful pickets, marches, parades, rallies, and other similar public events.
- D. Sounds created by powered equipment when used by a resident or by the Overlake Golf and Country Club for the temporary or periodic maintenance or repair of their property or its appurtenances, including lawnmowers, leaf blowers, powered hand tools, and snow-removal equipment, provided such use is between 7:00 a.m. and 7:00 p.m. on weekdays and between 9:00 a.m. and 7:00 p.m. on weekends.
- E. Sounds originating from the required testing of emergency equipment such as generators.

Yolanda Ho
Sustainability and Renters' Rights Committee
August 19, 2022
D1b

Seattle DRAFT Resolution

Amendment 1 Version 1 to RES 32064 - Leaf Blower Phase Out

Author: Councilmember Pedersen

Technical Corrections

Effect: This amendment would correct errors in two of the resolution's recitals and remove a recital that would be redundant as a result. Specifically, landscape professionals are disproportionately Latinx or Hispanic, and the U.S. Department of Labor's Occupational Health and Safety Administration is responsible for promulgating rules related to acceptable sound thresholds, not the EPA.

Amend recitals in RES 32064 as follows:

WHEREAS, gas-powered leaf blowers most commonly have two-stroke internal combustion engines that incompletely combust their fuel, resulting in the emission of toxic and carcinogenic substances, such as carbon monoxide, nitrogen oxides, and volatile organic compounds, which contribute to the formation of ozone, smog, and acid rain; and

WHEREAS, best available data indicate that the use of gas-powered leaf blowers can cause direct harm to people within the vicinity by contributing to localized air pollution, creating excessive noise, and causing other negative health impacts to their operators, who ~~((are))~~ disproportionately ~~((people of color))~~ identify as Latinx or Hispanic (46 percent) relative to overall workplace demographics (18 percent); and

WHEREAS, gas-powered leaf blowers with two-stroke engines emit particularly low-frequency sound waves, including ultra-low frequency, which cause the sounds to travel longer distances and more easily penetrate walls and other barriers, magnifying the impacts of nuisance noise; and

Yolanda Ho
Sustainability and Renters' Rights Committee
August 19, 2022
D1b

WHEREAS, the California Air Resources Board determined that operators of gas-powered leaf blowers may be exposed to an average sound of 88–101.3 decibels (dBs), which exceeds acceptable thresholds set by the World Health Organization, the ~~((EPA))~~ United States Department of Labor's Occupational Safety and Health Administration, and Washington State; and

WHEREAS, regular exposure to sound levels higher than 70 dBs can cause hearing damage and loss to operators, and studies have shown that high environmental noise pollution can contribute to the incidence of arterial hypertension, myocardial infarction, tinnitus, and stroke; and

WHEREAS, the City's Race and Social Justice Initiative (RSJI) established a Racial Equity Toolkit (2012) analysis process, wherein the City committed to racial equity and justice principles, including prioritizing stakeholder engagement throughout policy development, especially stakeholders who are directly affected by a policy's implementation; and

~~((WHEREAS, landscape professionals disproportionately identify as Latinx (46 percent) relative to overall workplace demographics (18 percent), putting them at greater risk of the harms caused by gas-powered leaf blowers; and))~~

Palm Springs, CA Municipal Code

11.74.043 Loud, unusual noises.

The following acts, among others, are declared to be loud, disturbing, and unnecessary noises in violation of this section, but said enumeration shall not be deemed to be exclusive:

(a) **Mufflers or Sound Dissipative Devices.**

No person shall operate or cause to be operated any motor vehicle in violation of the exhaust noise levels as established by the State of California Vehicle Code Division 12, Section 27158.5 Article 2.5.

(b) **Horns and Signaling Devices.**

No person shall operate or cause to be operated any motor vehicle horn, siren, or amplification device in violation of the State of California Vehicle Code Division 12, Section 27001 Chapter 5 Article 1.

(c) **Motorized Recreational Vehicles Operating Off Public Right-of-Way.**

No person shall operate or cause to be operated any motorized recreational vehicle off a public right-of-way in such a manner that the sound levels emitted therefrom violate the provisions of this chapter.

(d) **Standing Motor Vehicles.**

No person shall operate or permit the operation of any motor vehicle with a gross vehicle weight rating (GVWR) in excess of ten thousand pounds, or of any auxiliary equipment attached to such a vehicle, for a period longer than fifteen minutes in any hour while the vehicle is stationary, and on a public right-of-way or public space within one hundred fifty feet of a residential area or designated noise sensitive zone, between the hours of seven p.m. and seven a.m., except when movement of said vehicle is restricted by other traffic.

(e) **Vehicle or Motorboat Repairs and Testing.**

It shall be unlawful for any person to repair, rebuild, modify, or test any motor vehicle, motorcycle, or motorboat in such a manner as to cause a noise disturbance on residential property.

(f) **Loudspeakers and Other Sound Amplifying Devices/Musical Instruments.**

It shall be unlawful for any person to play, use, operate or permit to be played, used or operated, any radio receiver, musical instrument, phonograph, loudspeaker, sound amplifier, or other machine or device for the producing or reproducing of any sound upon any public street, alley, sidewalk, passageway or thoroughfare, or in or upon any public park or other public place so as to unreasonably interfere with the peace and quiet of any other person; or if such act is done upon any private property, so as to unreasonably interfere with the peace and quiet of any person outside the boundary of such private property.

(g) **Hawkers and Peddlers.**

It shall be unlawful for any person to sell anything by outcry within any area of the city utilized for residential or commercial purposes. This section shall not be construed to prohibit the selling by outcry of merchandise, food and beverages at licensed sporting events, parades, fairs, circuses and similar licensed public entertainment events or auctions.

(h) Animals and Fowl.

No person shall keep or maintain, or permit the keeping of, upon any premises owned, occupied or controlled by such person, any animal or fowl otherwise permitted to be kept which, by any sound, cry or behavior shall cause annoyance or discomfort to a reasonable person of normal sensitiveness on any residential property. (See also Section 10.28.020, Noise disturbances by animals.)

(i) Machinery, Equipment, Fans and Air Conditioning.

It shall be unlawful for any person to operate any machinery, equipment, pump, fan, air conditioning apparatus or similar mechanical device in any manner so as to create any noise which would cause the noise level at the property line or party wall line of any residential property to exceed the ambient noise level by more than five decibels.

(j) Vibration.

Operating or permitting the operation of any device that creates a vibration which is above the vibration perception threshold of an individual at or beyond the property boundary of the source if on private property or one hundred fifty feet from the source if on a public space or public right-of-way, is unlawful.

(k) Gasoline Powered Leaf Blowers.

The use of gasoline powered leaf blowers, to produce a current of air and thereby push, propel or blow cuttings, refuse or debris, or otherwise shall be prohibited within the corporate limits of the City.

(Ord. 1932 § 2, 2017; Ord. 1289 § 1, 1987; Ord. 1167 § 1, 1982)

11.74.052 Violation—Infraction.

Any person violating any provision of this chapter shall be guilty of an infraction for the first instance of any such violation. (Ord. 1409 § 1, 1992; Ord. 1167 § 1, 1982)

11.74.053 Continuing or subsequent violations—Misdemeanor.

Any person having been cited for violation of any provision of this chapter who within one year thereafter commits a second or any subsequent violation of the same provision of this chapter, including, without limitation thereby, suffering or permitting said violation to continue for a second or subsequent day, shall be guilty of a misdemeanor. (Ord. 1409 § 1, 1992; Ord. 1167 § 1, 1982)

San Clemente, CA Municipal Code

Chapter 8.50 LEAF BLOWER OPERATIONS

Sections:

8.50.010 Title.

This chapter shall be known as the "Leaf Blower Ordinance."

(Ord. No. 1716 , § 3(Exh. A.1), 10-5-2021)

8.50.020 Purpose and intent.

The purpose of this Chapter is to establish leaf blower standards that reduce noise levels and exhaust of greenhouse gas emissions with the intent to improve quality of life and protect the health, safety, and welfare of the public and natural environment.

(Ord. No. 1716 , § 3(Exh. A.1), 10-5-2021)

8.50.030 Effective date.

This chapter shall take effect on November 4, 2022.

(Ord. No. 1716 , § 3(Exh. A.1), 10-5-2021)

8.50.040 Definitions.

For purposes of this chapter only, the terms below have the following meaning:

- A. "Electric Leaf Blower" means a leaf blower powered by electricity supplied by batteries or a direct wiring connection to electric current.
- B. "City Contractor" means any person that enters into an agreement with the City to furnish products or services to or for the City.
- C. "Commercial Operator" means any person who, for compensation or hire, engages in providing services or products.
- D. "Gas Leaf Blower" means a leaf blower powered by a combustion or gasoline engine.
- E. "Leaf Blower" means any portable, hand-held, or backpack air blowing machine that uses a concentrated stream of air to push, propel, or blow dust, leaves, grass clippings, cuttings, and trimmings from trees and shrubs or other debris.

(Ord. No. 1716 , § 3(Exh. A.1), 10-5-2021)

8.50.050 Prohibition of gas leaf blowers.

The use of gas leaf blowers is prohibited [except when operated by City contractors for the term of contracts existing on September 7, 2021].

(Ord. No. 1716 , § 3(Exh. A.1), 10-5-2021)

8.50.060 Permitted use of electric leaf blowers.

Electric leaf blowers may be used in compliance with the following:

- A. Sound Rating Certification. Leaf blower models shall be used that are category 1 rated by American National Standards Institute ("ANSI") or an outside laboratory (e.g., Underwriters Laboratory) that confirm manufacturers of leaf blower models produce a maximum sound rating of 65 dB(A) measured 50 feet from the noise source (ANSI standard B175.2).
- B. Operating Hours. Leaf blowers may be operated Monday through Friday between 7:00 a.m. and 6:00 p.m., and Saturday, Sunday, and City-recognized holidays between 8:00 a.m. and 6:00 p.m. Outside these time periods, leaf blowers must comply with noise restrictions in Municipal Code Chapter 8.48, Noise Control.
- C. Dust and Debris Control. No person shall use a leaf blower to deposit dirt, dust, leaves, grass clippings, trimmings, green waste, solid waste, or other debris onto a neighboring property or into a street, sidewalk, gutter, or storm drain.
- D. Required Use of Mufflers and Blower Tubes. Leaf blowers shall be operated with the attachment of mufflers and full extension blower tubes supplied by the leaf blower manufacturer.

(Ord. No. 1716 , § 3(Exh. A.1), 10-5-2021)

8.50.070 Information required on commercial operated electric leaf blowers.

To facilitate enforcement of this chapter, commercial operators shall affix or write business information on leaf blowers operated in the City of San Clemente. The information shall include the operator's: 1) business name, 2) address, 3) telephone number, and 4) City-issued business license number.

(Ord. No. 1716 , § 3(Exh. A.1), 10-5-2021)

South Pasadena, CA Municipal Code

19A.12.4 Leaf blowers —Regulation of use.

(a) Commencing October 1, 2022, it is prohibited for any property owner (including the city) or tenant or any employee, agent, or contractor working for a property owner or tenant to operate or authorize the operation of a gas-powered leaf blower at any time for any purpose. The property owner or tenant, whichever person is responsible for authorizing the use of a gas-powered leaf blower, shall be responsible for violations of this section. The use of gasoline-powered leaf blowers approved by California Air Resources Board (CARB) shall be allowed until October 1, 2022.

(b) The property owner or tenant, whichever person is responsible for authorizing the use of a gas-powered leaf blower, shall be responsible for violations of this section. Until October 1, 2022, all gasoline-powered leaf blowers shall prominently display a city issued decal/seal verifying its status as approved by the California Air Resources Board (CARB).

(c) Commencing October 1, 2022, the following shall be exempt from the provisions of subsections (a) and (b) of this section:

(1) Leaf blowers (gas-powered or electrically powered) utilized by emergency responders for the purpose of responding to an emergency, or necessary to restore, preserve, protect or save lives or property from imminent danger of loss or harm.

(2) Leaf blowers (gas-powered or electrically powered) used to clear downed trees in areas needing expedient clearance for the safety of the public.

(d) During the grace period following the enactment of revisions and up to the October 1, 2022, effective date, the city of South Pasadena will work with the South Coast Air Quality Management District and community organizations to provide outreach, education, and resources for commercial property owners, tenants, and homeowners. Outreach including the following will also extend to independent gardeners and large commercial grounds maintenance companies which may include, but not be limited to:

(1) Webinars, field workshops, print and digital informational materials, direct outreach including letters and door hangers, city web page, public service announcements, and a city phone number to call for ordinance details.

(e) As of October 1, 2022, no leaf blower shall be operated in a manner that directs dust and debris onto any neighboring parcel, storm drain, public property, or public street.

- (f) Commencing October 1, 2010, no business license shall be issued to any gardener and/or landscaper without proof of purchase of a leaf blower(s) allowed under subsection (a) of this section and a signed declaration that the company will not use prohibited leaf blowers in the city.
- (g) The full blower nozzle extension shall be used for maximum efficiency and to minimize the spread of dust.
- (h) After leaf blower use, debris and waste materials shall be disposed of in the appropriate disposal receptacle or any other equivalent container.
- (i) Leaf blowers shall be in proper working order and all manufacturers' noise and dust control equipment on the leaf blower shall remain on the blower and be in operating condition.
- (j) Notwithstanding any other provision in this code, it is unlawful for any person to operate any leaf blower in any manner so as to create a maximum noise level of 65 decibels when measured from a distance of 50 feet from the equipment being used. (Ord. No. 1996, § 1; Ord. No. 2130, § 5; Ord. No. 2192, § 1, 2009; Ord. No. 2357, § 2, 2021.)

19A.12.5 Power yard maintenance equipment—Violation and penalty.

No person, whether as principal, agent, employee or otherwise, shall violate, cause the violation or otherwise fail to comply with the provisions of SPMC [19A.12.1](#) through [19A.12.4](#). Any violation of SPMC [19A.12.1](#) through [19A.12.4](#) shall be punishable as follows:

- (a) For the first violation, the city manager or his/her designee, upon determination that a violation of this chapter has occurred, shall issue a written warning notice to the person which authorizes the use of gas-powered leaf blowers which will specify the violation and the appropriate penalties in the event of future violations.
- (b) Thereafter, the following schedule shall apply:
 - (1) A fine not exceeding \$100.00 for the second violation;
 - (2) A fine not exceeding \$200.00 for the third violation;
 - (3) A fine not exceeding \$500.00 for the fourth and any subsequent violation that occurs. (Ord. No. 1996, § 1; Ord. No. 2130, § 6; Ord. No. 2201, § 3, 2010; Ord. No. 2357, § 3, 2021.)