



MEDINA CITY COUNCIL

Monday, January 10, 2022

4:00 PM – REGULAR MEETING

AGENDA

VISION STATEMENT

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

MISSION STATEMENT

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



MEDINA, WASHINGTON

MEDINA CITY COUNCIL CITY COUNCIL MEETING

Virtual/Online

Monday, January 10, 2022 – 4:00 PM

AGENDA

MAYOR |

DEPUTY MAYOR |

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

INTERIM CITY MANAGER | Steve Burns

CITY ATTORNEY | Scott Missall

CITY CLERK | Aimee Kellerman

Virtual Meeting Participation

With the passage of the City's Proclamation of Local Emergency, City Hall is closed to the public. Council participation in this meeting will be by teleconference/online only. Members of the public may also participate by phone/online. Individuals wishing to speak live during the Virtual City Council meeting will need to register their request with the City Clerk at 425.233.6411 or email akellerman@medina-wa.gov and leave a message before 2PM on the day of the January 10 Council meeting. Please reference Public Comments for January 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.

[Join Microsoft Teams Meeting](#)

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

Conference ID: 647 612 757#

1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

Council Members Adkins, 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 January 10 Council meeting. Please reference Public Comments for January 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 Introduction of New Council Members.

Time Estimate: 5 minutes

4.2 Election of Mayor/Deputy Mayor.

Time Estimate: 10 minutes

4.3 Council Committee Selections.

Time Estimate: 10 minutes

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

Time Estimate: 10 minutes

5. **CONSENT AGENDA**

Time Estimate: 5 minutes

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

5.1 Check Register, December 2021

Recommendation: Approve.

Staff Contact: Julie Ketter, Finance Director

5.2 Approved November 16, 2021 Planning Commission Meeting Minutes

Recommendation: Receive and file.

Staff Contact: Stephanie Keyser, AICP, Planning Manager

5.3 DRAFT Meeting Minutes of:

a) October 11, 2021; and

b) December 13, 2021.

Recommendation: Adopt Minutes.

Staff Contact: Aimee Kellerman, CMC, City Clerk

6. **LEGISLATIVE HEARING**

None.

7. **PUBLIC HEARING**

None.

8. **CITY BUSINESS**

- [8.1](#) Police Department WASPC Accreditation
Recommendation: Discussion.
Staff Contact: Steve Burns, Police Chief/Interim City Manager

Time Estimate: 10 minutes

- [8.2](#) A Resolution regarding the King County Metro Bus Route 271
Recommendation: Adopt Resolution No. 424.
Staff Contact: Interim City Manager Stephen R. Burns

Time Estimate: 30 minutes

- [8.3](#) Management Transition Plan (MTP)
Recommendation: Update and discussion.
Staff Contact: Scott Missall, City Attorney, Steve Burns, Interim City Manager

Time Estimate: 15 minutes

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

Time Estimate: 15 minutes

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

- [9.1a](#) CM Monthly Report

- [9.1b](#) Police Monthly Report

- [9.1c](#) DS Monthly Report

- [9.1d](#) Finance Monthly Report

- [9.1e](#) CS Monthly Report

- [9.1f](#) PW Monthly Report

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

11. **PUBLIC COMMENT**

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

12. **ADJOURNMENT**

Next regular City Council Meeting: January 24, 2022 at 4 PM.

ADDITIONAL INFORMATION

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

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

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

UPCOMING MEETINGS

Monday, January 17, 2022 - Martin Luther King, Jr. Day - City Hall Closed

Monday, January 24, 2022 - City Council Meeting (4:00 PM)

Monday, February 14, 2022 - City Council Meeting (4:00 PM)

Monday, February 21, 2022 - President's Day - City Hall Closed

Monday, February 28, 2022 - City Council Meeting (4:00 PM)

Monday, March 14, 2022 - City Council Meeting (4:00 PM)

Monday, March 28, 2022 - City Council Meeting (4:00 PM)

Monday, April 11, 2022 - City Council Meeting (4:00 PM)

Monday, April 25, 2022 - City Council Meeting (4:00 PM)

Monday, May 9, 2022 - City Council Meeting (4:00 PM)

Monday, May 23, 2022 - City Council Meeting (4:00 PM)

Monday, May 30, 2022 - Memorial Day - CITY HALL CLOSED

Monday, June 13, 2022 - City Council Meeting (4:00 PM)

Monday, June 27, 2022 - City Council Meeting (4:00 PM)

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

Monday, July 11, 2022 - City Council Meeting (4:00 PM)

Monday, July 25, 2022 - City Council Meeting (4:00 PM)

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

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

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

Monday, September 12, 2022 - City Council Meeting (4:00 PM)

Monday, September 26, 2022 - City Council Meeting (4:00 PM)

Monday, October 10, 2022 - City Council Meeting (4:00 PM)

Monday, October 24, 2022 - City Council Meeting (4:00 PM)

Monday, November 14, 2022 - City Council Meeting (4:00 PM)

Monday, November 28, 2022 - City Council Meeting (4:00 PM)

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

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

Monday, December 12, 2022 - City Council Meeting (4:00 PM)

Monday, December 26, 2022 - City Council Meeting (4:00 PM)

CERTIFICATION OF POSTING AGENDA

The agenda for Monday, January 10, 2022 Regular Meeting of the Medina City Council was posted and available for review on Friday, January 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.

Check Register
December 2021

Vendor	Invoice Number	Expense Notes	Invoice Amount	Check Number	Check Date	Account Number	Account Description
Anglin, Albert	REIMB 12/6/2021	LEOFF1 retiree reimb.	\$5,663.50	63274	12/7/2021	001-000-000-521-20-21-10	Personnel Benefits-Retirees
			\$5,663.50	63274 Total			
California Closets	151231	Office redesign & files storage	\$39,652.52	63275	12/7/2021	001-000-000-594-14-64-00	City Hall IT HW/SW >\$5K Capital Outlay
			\$39,652.52	63275 Total			
U.S. Postal Service	2022 PO Box 144	USPS PO Box fees	\$422.00	63276	12/7/2021	001-000-000-518-10-42-00	Postage/Telephone
			\$422.00	63276 Total			
8X8, Inc.	3238229	CH phones	\$913.23	63277	12/16/2021	001-000-000-594-14-64-00	City Hall IT HW/SW >\$5K Capital Outlay
			\$913.23	63277 Total			
911 Supply Inc	INV-2-14803	PD office supplies	\$38.41	63278	12/16/2021	001-000-000-521-20-31-40	Police Operating Supplies
			\$38.41	63278 Total			
A&H Embroidery	15114	Uniforms&Med. logo embr.	\$3,497.83	63279	12/16/2021	001-000-000-518-10-49-10	Miscellaneous
			\$3,497.83	63279 Total			
AT&T Mobility	287287975246X11272021	Patrol car connection	\$806.63	63280	12/16/2021	001-000-000-521-20-42-00	Communications (phone,Pager)
			\$806.63	63280 Total			
AT&T MOBILITY	287290584494X11132021	PW & DS cell phones	\$46.06	63281	12/16/2021	001-000-000-558-60-42-00	Communications
AT&T MOBILITY	287290584494X11132021	PW & DS cell phones	\$230.30	63281	12/16/2021	001-000-000-576-80-42-00	Telephone/postage
			\$276.36	63281 Total			
AWC	93584	AWC elected officials training	\$40.00	63282	12/16/2021	001-000-000-511-60-43-00	Travel & Training
AWC	93585	AWC elected officials training	\$80.00	63282	12/16/2021	001-000-000-511-60-43-00	Travel & Training
			\$120.00	63282 Total			
Bellevue, City of	40625	Fire protection, 2nd half 2021	\$388,977.00	63283	12/16/2021	001-000-000-522-20-41-00	Fire Control Services
			\$388,977.00	63283 Total			
Blueline Group LLC, The	22571	Planning/zoning review	\$2,294.00	63284	12/16/2021	001-000-000-558-60-41-01	Planning Consultant
			\$2,294.00	63284 Total			
BRC Acoustics & Audiovisual Design	26588	Sound test svcs	\$3,505.68	63285	12/16/2021	001-000-000-558-60-41-08	Sound Testing Consultant
			\$3,505.68	63285 Total			
Buenavista Services, Inc	9245	CH&PO janitorial svcs, Nov'21	\$2,037.75	63286	12/16/2021	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Buenavista Services, Inc	9244.	Park janitorial svcs, Nov'21	\$1,158.62	63286	12/16/2021	001-000-000-576-80-41-00	Professional Services
			\$3,196.37	63286 Total			
Centurylink	425-637-3989 759B 11/17-12/17/21	PD phone/fax	\$240.43	63287	12/16/2021	001-000-000-521-20-42-00	Communications (phone,Pager)
			\$240.43	63287 Total			
Comcast	8498330081741723 12/7/21-1/6/22	700 LWB camera	\$255.22	63288	12/16/2021	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
Comcast	8498330130197935 12/7/21-1/6/22	1000 LWB camera	\$251.36	63288	12/16/2021	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
Comcast	8498330130193587 11/25-12/24/21	PW internet svcs	\$156.36	63288	12/16/2021	001-000-000-576-80-42-00	Telephone/postage
			\$662.94	63288 Total			
Crystal And Sierra Springs-Admin	11037150 120421	CH drinking water	\$77.50	63289	12/16/2021	001-000-000-518-20-31-00	Office And Operating Supplies
			\$77.50	63289 Total			
Crystal And Sierra Springs-Police	5296969 120421	Office drinking water	\$112.47	63290	12/16/2021	001-000-000-521-20-31-00	Office Supplies
			\$112.47	63290 Total			
Crystal And Sierra Springs-PW	5291929 120421	PW drinking water	\$31.60	63291	12/16/2021	001-000-000-576-80-31-00	Operating Supplies
			\$31.60	63291 Total			
CWA Consultants	21-374	Bldg review svcs	\$4,180.00	63292	12/16/2021	001-000-000-558-60-41-00	Prof Services
			\$4,180.00	63292 Total			
Daily Journal of Commerce	3373743	Legal notice, Comp plan RFP	\$161.25	63293	12/16/2021	001-000-000-518-10-44-00	Advertising
			\$161.25	63293 Total			

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December 2021

Vendor	Invoice Number	Expense Notes	Invoice Amount	Check Number	Check Date	Account Number	Account Description
Davidson-Macri Sweeping, Inc.	221055	Street sweeping	\$1,135.14	63294	12/16/2021	101-000-000-542-67-41-00	Street Cleaning
Davidson-Macri Sweeping, Inc.	220709	Street sweeping	\$2,552.95	63294	12/16/2021	101-000-000-542-67-41-00	Street Cleaning
Davidson-Macri Sweeping, Inc.	220995	Street sweeping	\$4,020.41	63294	12/16/2021	101-000-000-542-67-41-00	Street Cleaning
			\$7,708.50	63294 Total			
Eastside Public Safety Comm.	10628	Radio fees, Dec'21	\$495.39	63295	12/16/2021	001-000-000-521-20-41-20	Dispatch-EPSCA
			\$495.39	63295 Total			
FCI - Custom Police Vehicles	14130	Chief veh lease, Dec'21	\$230.34	63296	12/16/2021	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost
FCI - Custom Police Vehicles	14129	Srgt veh lease, Dec'21	\$801.16	63296	12/16/2021	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost
FCI - Custom Police Vehicles	14127	3 PD veh lease, Dec'21	\$2,759.92	63296	12/16/2021	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost
FCI - Custom Police Vehicles	14128	Capt. veh lease, Dec'21	\$683.84	63296	12/16/2021	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost
FCI - Custom Police Vehicles	14130	Chief veh lease, Dec'21	\$763.38	63296	12/16/2021	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
FCI - Custom Police Vehicles	14127	3 PD veh lease, Dec'21	\$352.28	63296	12/16/2021	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
FCI - Custom Police Vehicles	14128	Capt. veh lease, Dec'21	\$255.28	63296	12/16/2021	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
FCI - Custom Police Vehicles	14129	Srgt veh lease, Dec'21	\$279.92	63296	12/16/2021	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
			\$6,126.12	63296 Total			
Granicus, LLC	146018	Cmmnctn cloud,12/21-12/22	\$4,437.65	63297	12/16/2021	001-000-000-518-80-41-50	Technical Services, Software Services
			\$4,437.65	63297 Total			
Gray & Osborne, Inc.	20597.00-1	NPDES compliance assist.	\$694.59	63298	12/16/2021	101-000-000-542-30-41-03	NPDES Grant
Gray & Osborne, Inc.	21416.00-7	NPDES compliance assist.	\$190.82	63298	12/16/2021	101-000-000-542-30-41-03	NPDES Grant
Gray & Osborne, Inc.	20597.00-2	NPDES compliance assist.	\$3,633.31	63298	12/16/2021	101-000-000-542-30-41-03	NPDES Grant
Gray & Osborne, Inc.	21575.00-2	77th Ave storm repairs, phs.1	\$24,542.80	63298	12/16/2021	307-000-000-595-30-63-02	Storm Sewer Improvements
Gray & Osborne, Inc.	20487.00-15	Storm sys assess. & mapping	\$3,846.48	63298	12/16/2021	307-000-000-595-30-63-02	Storm Sewer Improvements
Gray & Osborne, Inc.	21575.00-1	77th Ave storm repairs, phs.1	\$2,127.84	63298	12/16/2021	307-000-000-595-30-63-02	Storm Sewer Improvements
Gray & Osborne, Inc.	20487.00-16	Storm sys assess. & mapping	\$163.68	63298	12/16/2021	307-000-000-595-30-63-02	Storm Sewer Improvements
Gray & Osborne, Inc.	21441.00-9	NE 12th ped. improv.	\$52.64	63298	12/16/2021	307-000-000-595-30-63-10	Sidewalk Improvements
Gray & Osborne, Inc.	21441.00-8	NE 12th ped. improv.	\$1,887.80	63298	12/16/2021	307-000-000-595-30-63-10	Sidewalk Improvements
			\$37,139.96	63298 Total			
Graybar Electric Company, Inc	9324227226	CH/PO emergency call box	\$374.05	63299	12/16/2021	001-000-000-518-80-41-50	Technical Services, Software Services
Graybar Electric Company, Inc	9324390394	CH/PO emergency call box	\$2,721.62	63299	12/16/2021	001-000-000-518-80-41-50	Technical Services, Software Services
			\$3,095.67	63299 Total			
Hermanson Company, LLP	8021195	CH HVAC maint.	\$1,987.86	63300	12/16/2021	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$1,987.86	63300 Total			
Home Depot Credit Services	0520751	Moss out for shop roof	\$75.33	63301	12/16/2021	001-000-000-576-80-31-00	Operating Supplies
			\$75.33	63301 Total			
Horizon	3M415766	Holiday lights	\$124.95	63302	12/16/2021	001-000-000-576-80-31-00	Operating Supplies
			\$124.95	63302 Total			
Horticultural Elements, Inc.	5826	84th median maint.,Nov'21	\$4,490.00	63303	12/16/2021	101-000-000-542-30-41-00	Professional Services
Horticultural Elements, Inc.	5809	84th medina maint.,Dec'21	\$4,490.00	63303	12/16/2021	101-000-000-542-30-41-00	Professional Services
			\$8,980.00	63303 Total			
KC Office of Finance	11010657	KC I-Net, Nov'21	\$375.00	63304	12/16/2021	001-000-000-518-80-41-50	Technical Services, Software Services
			\$375.00	63304 Total			
Kirkland Municipal Court	NOV21MED	Filing fees, Oct'21	\$911.72	63305	12/16/2021	001-000-000-512-50-40-10	Municipal Court-Traffic/NonTrf
			\$911.72	63305 Total			
Kompan Unique Playgrounds	INV107663	Medina pk playground imp.	\$108,592.29	63306	12/16/2021	307-000-000-594-76-63-20	Park Improvements
			\$108,592.29	63306 Total			

Check Register
December 2021

Vendor	Invoice Number	Expense Notes	Invoice Amount	Check Number	Check Date	Account Number	Account Description
Konica Minolta Premier Finance	39037803	CH copier lease	\$533.61	63307	12/16/2021	001-000-000-518-10-31-00	Office And Operating Supplies
			\$533.61	63307 Total			
Lexipol Llc	INVLEX7452	Annual Lexipol manual	\$4,208.12	63308	12/16/2021	001-000-000-521-20-49-41	Lexipol Manuals
			\$4,208.12	63308 Total			
Message Watcher, LLC	46234	Email/media archiving, Nov'21	\$272.40	63309	12/16/2021	001-000-000-518-80-41-50	Technical Services, Software Services
			\$272.40	63309 Total			
Michael & JJ , LLC	1092 STMT 11/3-11/30/21	PD dry clean	\$121.42	63310	12/16/2021	001-000-000-521-20-22-00	Uniforms
			\$121.42	63310 Total			
Moberly & Roberts, PLLC	1003.	Prosecution svc, Nov'21	\$4,000.00	63311	12/16/2021	001-000-000-512-50-41-10	Prosecuting Attorney
			\$4,000.00	63311 Total			
Municode	00366842	Website hosting, 11/21-10/22	\$11,693.40	63312	12/16/2021	001-000-000-518-80-41-50	Technical Services, Software Services
			\$11,693.40	63312 Total			
Navia Benefit Solutions	10391466	Flex fees, Nov'21	\$50.00	63313	12/16/2021	001-000-000-514-20-49-10	Miscellaneous
			\$50.00	63313 Total			
Pacific Topsoils, Inc.	22-T1225953	Dump clean green	\$131.70	63314	12/16/2021	001-000-000-576-80-41-00	Professional Services
Pacific Topsoils, Inc.	22-T1229122	Dump clean green	\$175.60	63314	12/16/2021	001-000-000-576-80-41-00	Professional Services
			\$307.30	63314 Total			
Platt Electric Supply	2H65864	CH lights	\$8,728.95	63315	12/16/2021	307-000-000-594-18-60-00	Building Improvements
			\$8,728.95	63315 Total			
Puget Sound Energy	200018418620 10/21-11/18/21	CH power	\$1,455.09	63316	12/16/2021	001-000-000-518-10-47-00	Utility Serv-Elec,Water,Waste
Puget Sound Energy	200024956076 10/21-11/18/21	82nd Ave camera	\$30.68	63316	12/16/2021	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
Puget Sound Energy	200004844698 10/22-11/19/21	NE 10th camera	\$34.11	63316	12/16/2021	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
Puget Sound Energy	200004844904 10/22-11/19/21	ODE camera	\$34.58	63316	12/16/2021	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras
Puget Sound Energy	200004844466 10/22-11/19/21	View pt pk pwr	\$15.75	63316	12/16/2021	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	200012316424 10/21-11/18/21	PW shop & med. pk pwr	\$701.65	63316	12/16/2021	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	220014371946 11/2-12/2/21	Street light pwr	\$105.46	63316	12/16/2021	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	220013665165 11/2-12/2/21	Street light power	\$12.42	63316	12/16/2021	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	220013672732 11/2-12/2/21	Street light pwr	\$29.19	63316	12/16/2021	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	220014371912 11/2-12/2/21	Street light pwr	\$1,745.52	63316	12/16/2021	101-000-000-542-63-41-00	Street Light Utilities
			\$4,164.45	63316 Total			
Seattle Times, The	12313.	Legal notices	\$724.41	63317	12/16/2021	001-000-000-518-10-44-00	Advertising
			\$724.41	63317 Total			
SHI International Corp	B14381790	O365 license, Reeves/Johnston	\$81.58	63318	12/16/2021	001-000-000-594-14-64-00	City Hall IT HW/SW >\$5K Capital Outlay
			\$81.58	63318 Total			
Staples Business Advantage	3494206475	Office supplies	\$89.87	63319	12/16/2021	001-000-000-518-10-31-00	Office And Operating Supplies
Staples Business Advantage	3494206474	Office supplies	\$49.29	63319	12/16/2021	001-000-000-518-10-31-00	Office And Operating Supplies
			\$139.16	63319 Total			
Stewart MacNichols Harmell, Inc.	October 2021	Public defender svc	\$250.00	63320	12/16/2021	001-000-000-515-91-40-00	Public Defender
			\$250.00	63320 Total			
Summit Law Group	129457	Special council, gen labor	\$938.00	63321	12/16/2021	001-000-000-515-45-40-00	Special Counsel
Summit Law Group	130284	Special council, gen labor	\$1,072.00	63321	12/16/2021	001-000-000-515-45-40-00	Special Counsel
Summit Law Group	128719	Special council, gen labor	\$1,742.00	63321	12/16/2021	001-000-000-515-45-40-00	Special Counsel
			\$3,752.00	63321 Total			
Supply Source Inc., The	2103165	Park supplies	\$176.80	63322	12/16/2021	001-000-000-576-80-31-00	Operating Supplies
			\$176.80	63322 Total			

Check Register
December 2021

Vendor	Invoice Number	Expense Notes	Invoice Amount	Check Number	Check Date	Account Number	Account Description
TIG Technology Integration Group	19937	IT managed svcs, Dec'21	\$10,255.82	63323	12/16/2021	001-000-000-518-80-41-50	Technical Services, Software Services
			\$10,255.82	63323 Total			
Tiki Car Wash	113021-1	PD car washes	\$29.84	63324	12/16/2021	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			\$29.84	63324 Total			
Utilities Underground Location Ctr	1110180	Utility locate svcs	\$51.60	63325	12/16/2021	101-000-000-542-30-47-00	Utility Services
			\$51.60	63325 Total			
WA Assoc of Sheriffs & Police Chief	INV029994	Fall training conf, Burns & Sass	\$700.00	63326	12/16/2021	001-000-000-521-20-43-00	Travel & Training
			\$700.00	63326 Total			
WA ST Auditor's Office	L145393	FY 2021 audit fees	\$622.05	63327	12/16/2021	001-000-000-514-20-42-00	Intergvtml Prof Serv-Auditors
			\$622.05	63327 Total			
WA ST Dept of Transportation	*FB91017005221	Inspection veh. fuel	\$88.59	63328	12/16/2021	001-000-000-558-60-32-00	Vehicle Expenses-Gas, Oil, Maint
			\$88.59	63328 Total			
WA ST Patrol	I22000747	CPL background	\$26.50	63329	12/16/2021	631-000-000-589-30-02-00	WA ST Patrol-Gun-Fbi
WA ST Patrol	I22002853	CPL background	\$13.25	63329	12/16/2021	631-000-000-589-30-02-00	WA ST Patrol-Gun-Fbi
			\$39.75	63329 Total			
Willard's Pest Control	373788	PO rodent svcs	\$83.68	63330	12/16/2021	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$83.68	63330 Total			
Zhu, Yongkang Anna	REIMB 12/6/2021.	PSFOA training registration	\$15.00	ACH Payment	12/16/2021	001-000-000-514-20-43-00	Travel & Training
US Bank	BURNS 11/2-12/2/21	Ammo/range	\$60.54	ACH Payment	12/22/2021	001-000-000-521-20-31-60	Ammo/Range (Targets, etc)
US Bank	BURNS 11/2-12/2/21	Communications	\$257.92	ACH Payment	12/22/2021	001-000-000-521-20-42-00	Communications (phone, Pagers)
US Bank	BURNS 11/2-12/2/21	FBI LEEDA memebership	\$50.00	ACH Payment	12/22/2021	001-000-000-521-20-49-40	Dues, Subscriptions, Memberships
US Bank	BURNS 11/2-12/2/21	Firearm brush	\$13.20	ACH Payment	12/22/2021	001-000-000-521-20-31-00	Office Supplies
US Bank	BURNS 11/2-12/2/21	Firearms supplies	\$339.38	ACH Payment	12/22/2021	001-000-000-521-20-35-20	Firearms (Purchase & Repair)
US Bank	WILCOX 11/2-12/2/21	ICC membership, Wilcox	\$145.00	ACH Payment	12/22/2021	001-000-000-558-60-49-00	Dues, Subscriptions, Memberships
US Bank	KELLERMAN 11/2-12/2/21	Offsite storage, lg	\$839.00	ACH Payment	12/22/2021	001-000-000-518-30-45-00	Facility Rental
US Bank	WILCOX 11/2-12/2/21	USPS postage	\$22.14	ACH Payment	12/22/2021	001-000-000-558-60-31-00	Operating Supplies
US Bank	SASS 11/2-12/2/21	WASPC conf. lodging	\$151.99	ACH Payment	12/22/2021	001-000-000-521-20-43-00	Travel & Training
US Bank	BURNS 11/2-12/2/21	WASPC conference	\$173.26	ACH Payment	12/22/2021	001-000-000-514-20-43-00	Travel & Training
US Bank	KELLERMAN 11/2-12/2/21	Web internet logs	\$0.27	ACH Payment	12/22/2021	001-000-000-518-80-41-50	Technical Services, Software Services
US Bank	CRICKMORE 11/2-12/2/21	CC purchases	\$715.26	ACH Payment	12/22/2021	001-000-000-576-80-31-00	Operating Supplies
US Bank	CRICKMORE 11/2-12/2/21	CC purchases	\$318.85	ACH Payment	12/22/2021	001-000-000-576-80-31-00	Operating Supplies
US Bank	CRICKMORE 11/2-12/2/21	CC purchases	\$51.50	ACH Payment	12/22/2021	001-000-000-576-80-43-00	Travel & Training
US Bank	CRICKMORE 11/2-12/2/21	CC purchases	\$545.22	ACH Payment	12/22/2021	101-000-000-542-30-31-00	Operating & Maintenance Supplies
US Bank	CRICKMORE 11/2-12/2/21	CC purchases	\$297.26	ACH Payment	12/22/2021	101-000-000-542-30-35-00	Small Tools/minor Equipment
US Bank	CRICKMORE 11/2-12/2/21	CC purchases	\$10.90	ACH Payment	12/22/2021	101-000-000-542-30-48-00	Equipment Maintenance
			\$4,006.69	ACH Payment Total			
US Bank	ACH, Bank Fees		\$2,652.23	ACH, Bank Fees	12/31/2021	001-000-000-514-20-49-10	Miscellaneous
			\$2,652.23	ACH, Bank Fees Total			
WA ST Dept of Licensing	ACH, CPL Fees		\$72.00	ACH, CPL Fees	12/31/2021	631-000-000-589-30-01-00	Dept Of Lic-Gun Permit
			\$72.00	ACH, CPL Fees Total			
			\$692,686.01	AP Total			
Payroll	December 2021 Payroll	Payroll	\$ 56,135.85	Total	12/31/2021	001-000-000-513-10-11-00	Salaries, Wages & Benefits
Payroll	December 2021 Payroll	Payroll	21,906.75	Total	12/31/2021	001-000-000-514-20-11-00	Salaries, Wages & Benefits

**Check Register
December 2021**

AGENDA ITEM 5.1

Vendor	Invoice Number	Expense Notes	Invoice Amount	Check Number	Check Date	Account Number	Account Description
Payroll	December 2021 Payroll	Payroll	32,158.23	Total	12/31/2021	001-000-000-518-10-11-00	Salaries, Wages & Benefits
Payroll	December 2021 Payroll	Payroll	193,286.15	Total	12/31/2021	001-000-000-521-20-11-00	Salaries, Wages & Benefits
Payroll	December 2021 Payroll	Payroll	20,855.11	Total	12/31/2021	101-000-000-542-30-11-00	Salaries, Wages & Benefits
Payroll	December 2021 Payroll	Payroll	46,790.98	Total	12/31/2021	001-000-000-558-60-11-00	Salaries, Wages & Benefits
Payroll	December 2021 Payroll	Payroll	31,282.25	Total	12/31/2021	001-000-000-576-80-11-00	Salaries, Wages & Benefits
		Total	\$ 402,415.32	Payroll Total			
			<u>\$1,095,101.33</u>	Period Grand Total			



MEDINA, WASHINGTON

PLANNING COMMISSION SPECIAL MEETING

Virtual/Online

Tuesday, November 16, 2021 – 4:00 PM

MINUTES

COMMISSION CHAIR | Laurel Preston

COMMISSION VICE-CHAIR | Shawn Schubring

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

PLANNING MANAGER | Stephanie Keyser

1. CALL TO ORDER / ROLL CALL

Chair Laurel Preston called the meeting to order at 4:06pm

PRESENT

Chair Laurel Preston

Vice Chair Shawn Schubring

Commissioner Laura Bustamante

Commissioner David Langworthy

Commissioner Mark Nelson

Commissioner Mike Raskin arrived at 4:29pm

Commissioner Randy Reeves

STAFF

Bennett, Keyser, Miner, Wilcox,

2. APPROVAL OF MEETING AGENDA

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

3. APPROVAL OF MINUTES

3.1 Planning Commission Minutes of October 19, 2021

Recommendation: Approve Minutes

Staff Contact: Stephanie Keyser, AICP, Planning Manager

Action: Motion to approve amended minutes. (Approved 7-0)

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

4. ANNOUNCEMENTS

4.1 Staff/Commissioners

Chair Preston thanked commissioners

5. AUDIENCE PARTICIPATION

Individuals wishing to speak live during the Virtual Planning Commission meeting will need to register their request with the Development Services Coordinator, Rebecca Bennett, via email (rbennett@medina-wa.gov) or by leaving a message at 425.233.6414 before 12pm the day of the Planning Commission meeting. Please reference Public Comments for the November 16 Planning Commission meeting on your correspondence. The Development Services Coordinator 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.

No public was in attendance to speak during the audience participation.

6. DISCUSSION

6.1 Permanent Supportive and Transitional Housing

Recommendation: N/A

Staff Contact(s): Stephanie Keyser, Planning Manager

Time Estimate: 30 minutes

Keyser discussed the new state law on transitional housing. Discussion continued between members.

Action: Motion to defer discussion to December's meeting.

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

6.2 Tree Code Enforcement – Supplemental Trees

Recommendation: N/A

Staff Contact(s): Stephanie Keyser, AICP, Planning Manager

Time Estimate: 30 minutes

Keyser discussed tree code enforcement.

Discussion between members on tree code enforcement. No action taken.

7. ADJOURNMENT

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

Meeting Minutes taken by:
Rebecca Bennett



MEDINA, WASHINGTON

MEDINA CITY COUNCIL CITY COUNCIL MEETING

Virtual/Online

Monday, October 11, 2021 – 4:00 PM

MINUTES

1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

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

PRESENT

Mayor Jessica Rossman
Deputy Mayor Cynthia Adkins
Councilmember Harini Gokul
Councilmember Alex Morcos
Councilmember Bob Zook

ABSENT

Councilmember Roger Frey
Councilmember Jennifer Garone

STAFF PRESENT

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

2. APPROVAL OF MEETING AGENDA

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

3. PUBLIC COMMENT PERIOD

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

4. PRESENTATIONS

4.1 Recognition of Police Office Manager, Barbara Marxer for 2021 Lifeguard Program by Steve Burns, Chief of Police

Police Chief Burns recognized Police Office Manager Barbara Marxer for her excellent work in running a success 2021 Lifeguard Program at Medina Beach Park.

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

Director of Public Works Ryan Osada gave a brief update on activities from the last Parks and Recreation Board meeting.

Planning Manager Stephanie Keyser gave an update on activities from the last Planning Commission meeting.

Police Chief Burns gave a brief update on Emergency Preparedness.

5. CONSENT AGENDA

ACTION: Motion Morcos second Zook and carried by a 5:0 (Frey and Garone absent) vote; Council approved the Consent Agenda.

- 5.1 Check Register, September 2021
Recommendation: Approve.
Staff Contact: Julie Ketter, Director of HR and Finance
- 5.2 Approved August 16, 2021 Park Board Meeting Minutes
Recommendation: Receive and file.
Staff Contact: Dawn Nations, Deputy City Clerk
- 5.3 Approved July 27, 2021 Planning Commission Meeting Minutes
Recommendation: Receive and file.
Staff Contact: Stephanie Keyser, Planning Manager
- 5.4 DRAFT Meeting Minutes of September 13, 2021 Regular Meeting
Recommendation: Adopt Minutes
Staff Contact: Aimee Kellerman, CMC, City Clerk

6. LEGISLATIVE HEARING

None.

7. PUBLIC HEARING

- 7.1 2022 Preliminary Budget
Recommendation: NA
Staff Contacts: Julie Ketter, Finance & HR Director; Michael Sauerwein, City Manager

City Manager Michael Sauerwein gave a presentation on the proposed 2022 budget. There were no changes since the last discussion in September. Council asked questions and staff responded.

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

ACTION: Motion Adkins second Gokul and carried by a 5:0 vote (Frey and Garone absent); Council continue suspension of passport services until such time that the City Manager and Council agree that passport services should be reinstated.

8. CITY BUSINESS

8.1 2021-2023 Proposed Planning Commission Work Plan

Recommendation: Adopt.

Staff Contact: Stephanie Keyser, AICP, Planning Manager

Planning Manager Stephanie Keyser gave an update on the proposed 2022 Planning Commission Work Plan. Council asked questions and staff responded.

ACTION: Motion Adkins second Zook and carried by a 5:0 (Frey and Garone absent) vote; Council adopted the 2022 Planning Commission Work Plan as presented.

8.2 Gas-Powered Lawn Equipment

Recommendation: Discussion.

Staff Contact: City Manager, Michael Sauerwein

City Manager Michael Sauerwein gave a presentation on Gas Powered Lawn Equipment.

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

Catherine Allan commented in support of staff and Council looking at alternatives for gas powered lawn equipment.

May Rossman closed the public comment period.

ACTION: No action taken; Council and staff will bring this back in the first quarter of 2022. Staff will investigate alternatives for gas-powered lawn equipment, regulations the city is considering including the inter-related questions that go with the regulations, education and marketing, and implementation timeline.

9. REQUESTS FOR FUTURE AGENDA ITEMS AND COUNCIL ROUND TABLE

Council and staff discussed the SCA's Regional Water Quality Board regarding water quality issues related to Lake Washington. There is one upcoming vacancy and staff will look into how to make a nomination for Council to appoint someone.

Council also asked for an update regarding the 520 Joints Noise Mitigation Project Phase 2 at the next City Council meeting.

10. CITY MANAGER'S REPORT

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

Police Chief Burns reported on activities in the police department.

Director of Development Services Steve Wilcox gave an update on activities in Development Services department and code enforcement actions.

Director Public Works Ryan Osada gave an update on activities in the Public Works department.

City Manager Michael Sauerwein gave a brief summary of the City Manager's report.

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 at 6:17 p.m. for an estimated time of 30 minutes. Council reconvened to the regular meeting at 6:35 p.m.

RCW 42.30.110(1)(g)

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

ACTION: No action was taken following the Executive Session.

13. ADJOURNMENT

By consensus, Council adjourned the regular meeting at 6:35 p.m.



MEDINA, WASHINGTON

MEDINA CITY COUNCIL CITY COUNCIL MEETING

Virtual/Online

Monday, December 13, 2021 – 4:00 PM

MINUTES

1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

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

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

PRESENT

Mayor Jessica Rossman
Deputy Mayor Cynthia Adkins
Councilmember Roger Frey
Councilmember Jennifer Garone
Councilmember Harini Gokul (online at 5:02 p.m.)
Councilmember Alex Morcos
Councilmember Bob Zook (online at 4:20 p.m.)

ABSENT

None.

STAFF PRESENT

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

2. APPROVAL OF MEETING AGENDA

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 Swearing In of New Council Members.

City Clerk Aimee Kellerman administered the Oath and Affirmations of Office to Jennifer Garone, Jessica Rossman, Mac Johnston, and Randy Reeves.

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

Director of Public Works, Ryan Osada reported that the city received the new playground equipment for Medina Park. The project is scheduled to move forward in the spring.

Director of Development Services, Steve Wilcox reported the Planning Commission is ready to bring the tree code discussion forward to Council. He also reported that Planning Manager, Stephanie Keyser was successful in achieving a grant in the amount of twelve thousand and thirty dollars (\$12,030.00) for the Shoreline Master Program.

Police Chief, Steve Burns reported that Captain Sass and Emergency Preparedness Chair Rosalie Gann are preparing the agenda for the January meeting which should be coming out about the first week in the new year.

5. **CONSENT AGENDA**

ACTION: Motion Garone second Morcos and carried by 5:0 (Gokul and Zook absent) vote; Council approved the Consent Agenda with the exception of Agenda Item 5.4 Draft October 11, 2021, Meeting Minutes, which was pulled for review and corrections. This item will come back in January, 2022 for action.

- 5.1 Check Register, November 2021

Recommendation: Approve.

Staff Contact: Julie Ketter, Finance Director

- 5.2 Approved October 18, 2021 Park Board Meeting Minutes

Recommendation: Receive and file.

Staff Contact: Dawn Nations, Deputy City Clerk

- 5.3 Approved October 19, 2021 Planning Commission Meeting Minutes

Recommendation: Receive and file.

Staff Contact: Stephanie Keyser, AICP, Planning Manager

- 5.4 DRAFT Meeting Minutes of October 11, 2021

Recommendation: Adopt Minutes.

Staff Contact: Aimee Kellerman, CMC, City Clerk

- 5.5 Resolution Authorizing the City Manager to Enter into a Contract Second Amendment with PC Specialist, Inc. dba Technology Integration Group

Recommendation: Adopt Resolution No. 422.

Staff Contacts: Emily Miner, Assistant City Attorney and Aimee Kellerman, CMC, City Clerk

- 5.6 Ordinance Amending 2021 Budget

Recommendation: Adopt Ordinance No. 1004.

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

- 5.7 Ordinance Approving New MMC Chapter 12.26 Addressing Exclusion and Trespass on City Property

Recommendation: Adopt Ordinance No. 1006.

Staff Contact: Steve Burns, Police Chief

- 5.8 Ordinance Approving Upland Road Street Vacation Adjacent to Liang property

Recommendation: Adopt Ordinance No. 1007.

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

- 5.9 City of Medina Personnel Guidelines Amendment

Recommendation: Approve.

Staff Contact: Julie Ketter, Finance/HR Director, Michael Sauerwein, City Manager

- 5.10 Sound Cities Association (SCA) Board Elections - North Caucus

Recommendation: Approve.

Staff Contacts: Michael Sauerwein, City Manager and Jessica Rossman, Mayor

6. **LEGISLATIVE HEARING**

None.

7. **PUBLIC HEARING**

- 7.1 Tree Code Update

Recommendation: Cancel public hearing and re-notice it for a future date.

Staff Contact: Stephanie Keyser, Planning Manager

ACTION: Motion Adkins second Garone to remove the public hearing from the agenda and re-notice for a future date.

8. **CITY BUSINESS**

- 8.1 Approve 2021 City Manager Review

Recommendation: Approve.

Staff Contact: Julie Ketter, Finance and HR Director

Mayor Rossman reported that Council completed a review of the City Manager for 2021.

ACTION: Motion Adkins second Garone and carried by a 5:0 (Gokul and Zook absent); Council approved the City Manager's 2021 Review as proposed.

- 8.2 Management Transition Plan (MTP)

Recommendation: Discussion, direction and Executive Session.

Staff Contact: Scott Missall, City Attorney

City Attorney Scott Missall gave a brief introduction of the Management Transition Plan (MTP), a plan created by the city attorney and the City Council Personnel Committee following the resignation of City Manager, Michael Sauerwein on December 3, 2021. The two principal topics and potential action needed are: 1) to appoint an Interim City Manager and 2) to consider and adopt the Management Transition Plan that was included with the packet.

Council moved into Executive Session at 4:31 p.m. for an estimated time of 30 minutes.

9. EXECUTIVE SESSION

City Council may take action.

RCW 42.30.110(1) (g)

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

ACTION: Motion Adkins to appoint Chief Steve Burns to serve as Medina's Interim City Manager commencing with Michael's departure and in effect, until the City Council selects and appoints a regular city manager. Steve and Michael are directed to work together beginning as soon as feasible, through Michael's last day with the city to help ensure a smooth transition and continuation of city business and staff operations. Chief Burns will continue to receive his current salary as set forth in the city's 2022 budget and will receive additional compensation while serving as the Interim City Manager in an amount to be set by Council in the first quarter of 2022 with retroactive effect to his first day as Interim City Manager and requested that staff schedule a discussion of the same on the City Council's regular or special meetings during the first quarter of 2022 to ensure a prompt decision on the same. This was seconded by Morcos.

Council discussed the motion further.

ACTION: Council Member Zook proposed a friendly amendment to the compensation to state "it may increase." Both Adkins and Morcos supported the proposed amendment.

ACTION: Motion Adkins to appoint Chief Steve Burns to serve as Medina's Interim City Manager commencing with Michael's departure and in effect until the City Council selects and appoints a regular city manager. Steve and Michael are directed to work together beginning as soon as feasible, through Michael's last day with the city, to help ensure a smooth transition and continuation of city business and staff operations. Chief Burns will continue to receive his current salary as set forth in the city's 2022 budget and *may receive additional compensation* while serving as the Interim City Manager in an amount to be set by Council in the first quarter of 2022 with retroactive effect to his first day as Interim City Manager, and City staff are directed to schedule a discussion of the same on the City Council's regular or special meetings during the first quarter of 2022 to ensure a prompt decision on the same. This was seconded by Morcos. Motion carried 6:0 (Gokul absent).

10. CITY MANAGER'S REPORT

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

Written reports were provided. Council asked questions and staff responded.

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

None.

12. **PUBLIC COMMENT**

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

13. **ADJOURNMENT**

By consensus, Council adjourned the regular meeting at 5:20 p.m.

DRAFT

No attachments for Agenda Item 8.1



MEDINA, WASHINGTON

AGENDA BILL

January 10, 2022

Subject: A Resolution regarding the King County Metro Bus Route 271

Category: Resolution

Staff Contact: Interim City Manager Stephen R. Burns

Summary:

This is a Resolution regarding the King County Metro Bus Route 271 which currently serves the citizens of the Cities of Medina, Clyde Hill, and Hunts Point. King County is looking at eliminating Route 271 and therefore impacting Medina residents. The Points Communities are working together to ensure our residents keep Route 271. This resolution outlines the importance of Route 271 for our community and the need to keep it.

Attachment(s):

A Resolution regarding the King County Metro Bus Route 271.

Supporting documents:

1. Mayor Jessica Rossman response email to King County Metro
2. Two of the Points Cities Metro 271 Resolutions

Budget/Fiscal Impact:

NA

Recommendation:

Adopt Resolution No. 424.

Interim City Manager Approval:

Proposed Council Motion:

Move to Adopt Resolution No. 424 regarding the King County Metro Bus Route 271.

Time Estimate: 30 minutes

ATTACHMENT 1

CITY OF MEDINA, WASHINGTON

RESOLUTION NO. 424

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MEDINA,
WASHINGTON, REGARDING KING COUNTY METRO BUS ROUTE 271.**

WHEREAS, King County Metro Bus Route 271 currently provides bus transit between Bellevue College, downtown Bellevue, and the University of Washington, with bus stops accessible to residents of the City of Medina along 84th Avenue NE between NE 12th Street and SR-520; and

WHEREAS, King County Metro Bus Route 271 provides the only local bus service for residents of the City of Medina; and

WHEREAS, the City of Medina is making significant contributions toward regional transit, including by hosting a Park & Ride, the 520 Bridge Maintenance Facility, and the 520 regional bicycle and pedestrian trail, all of which are accessed at-grade in a residential City neighborhood, all of which generate high volumes of pass-through traffic for the City to manage, and all of which impose significant costs on the Medina community without meaningful benefit to the City; and

WHEREAS, the Cities of Medina and Clyde Hill and the Washington State Department of Transportation have collectively invested over \$5M in improving the 84th Avenue NE transportation corridor where Route 271 has travelled for years, and those improvements include elements meant to support King County Metro bus services along that corridor; and

WHEREAS, King County Metro has indicated an interest in eliminating Route 271, and in so doing, eliminating all bus service on the recently redeveloped 84th Avenue NE transportation corridor and eliminating all local bus transportation serving the City of Medina, despite Medina's significant contributions to regional mobility; and

WHEREAS, Route 271 provides the only bus transportation for Medina high school students to their public high schools in the Bellevue School District (which does not operate school buses for high school students), and further supports education by providing connections to Bellevue College and the University of Washington; and

WHEREAS, Route 271 encourages use of mass transit into downtown Seattle by providing a logical transit connection from residential areas to Sound Transit's Regional Light Rail line at the University of Washington; and

WHEREAS, Route 271 builds community by providing access to local places of worship, City Parks, and other local amenities; and

WHEREAS, 84th Ave NE is a designated minor arterial street intended and suitable for transit purposes and is delineated as a transit route by Medina's Comprehensive Plan; and

ATTACHMENT 1

WHEREAS, King County Metro's proposed route changes would result in a new bus route into downtown Bellevue that would travel along 92nd Avenue NE in Clyde Hill, a street that is not as suitable for bus traffic as is 84th Avenue NE, because 92nd Avenue NE (1) has steep grades, in contrast with the flat topography of 84th Avenue NE, (2) has a residential neighborhood design much less conducive to safe bus traffic and safe pedestrian transit access than the wide arterial design and open visibility of 84th Avenue NE, and (3) cannot provide bus transit stops reasonably accessible to residents of the Cities of Medina or Hunts Point given the topography and the distances involved; and

WHEREAS, the Cities of Clyde Hill and Hunts Point have each adopted resolutions in support of retaining Route 271 as it is currently configured, and have provided copies thereof to King County Metro and the King County Council; and

WHEREAS, the citizens of the City of Medina pay local sales taxes and property taxes, portions of which provide funding for King County Metro;

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

1) King County Metro Bus Route 271 should be maintained along its current route on 84th Avenue NE and continue to provide services to the citizens of Medina, Clyde Hill, and Hunts Point.

2) This Resolution shall be sent to King County Metro and the King County Council so those bodies are made aware of City of Medina's concerns with Metro's proposed abandonment of Route 271 along 84th Avenue NE.

**PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON JANUARY 10, 2022
AND SIGNED IN AUTHENTICATION OF ITS PASSAGE ON JANUARY 10, 2022.**

Jessica Rossman, Mayor

Approved as to form:
Ogden Murphy Wallace, PLLC

Attest:

Scott M. Missall, City Attorney

Aimee Kellerman, City Clerk

FILED WITH THE CITY CLERK: XX
PASSED BY THE CITY COUNCIL: XX
RESOLUTION NO. XXX

Aimee Kellerman

Subject: FW: Medina and Clyde Hill tour notes

From: Jessica Rossman <jrossman@medina-wa.gov>

Sent: Wednesday, December 1, 2021 10:19 AM

To: Arkills, Chris <Chris.Arkills@kingcounty.gov>; mayor@clydehill.org; Dean@clydehill.org; Michael Sauerwein <msauerwein@medina-wa.gov>

Cc: Lamon, Luke <luke.lamon@soundtransit.org>; Batalias, Lauren <Lauren.Craig@kingcounty.gov>; Henry, Brian <brhenry@kingcounty.gov>; Balducci, Claudia <Claudia.Balducci@kingcounty.gov>; Dicker Cahill <mayor@ci.yarrow-point.wa.us>; Joe Sabey <JoeS@sabey.com>

Subject: RE: Medina and Clyde Hill tour notes

[EXTERNAL Email Notice!] External communication is important to us. Be cautious of phishing attempts. Do not click or open suspicious links or attachments.

Hi Chris,

Thanks to you, Brian, and Luke for your time in visiting the on-the-ground conditions relevant to Metro's proposed route change.

We appreciate the follow-up email, but it significantly understates Medina's comments and concerns about Metro's proposed changes.

- The bottom line here is that Metro's proposal would end local bus service for the city of Medina. Currently, we are served by a single bus line, which Metro's proposal would eliminate. The new bus line would be about half a mile straight uphill from the existing bus stop at 84th and 24th – not reasonably accessible. At every other point where the bus currently serves Medina, the new proposed stop is farther away from Medina; the proposed new bus line wouldn't come within a mile of the current stop near St Thomas Church, which is used by churchgoers as well as being the nearest bus stop for much of Medina's residential population. We trust your visit allowed you to see and appreciate the topography and the distances involved, and therefore better understand the significance of Metro's proposal for the city of Medina.
- The cities of Medina and Clyde Hill have invested considerably in creating a transit corridor along 84th Ave NE, where the 271 bus currently serves our communities. Small cities have small budgets, and the expenditures on 84th have been felt by our communities; together, Medina, Clyde Hill and the Washington State Department of Transportation have spent more than \$5 million. The street was intentionally and purposefully built to accommodate bus service. It is generally flat, and situated between the cities of Medina, Clyde Hill, & Hunts Point. 92nd Ave NE, on the other hand, is a residential arterial with a steep grade, frequently difficult to navigate in inclement weather. The contrast is striking when you are on the ground here.
- Medina is a community positioned between Seattle and Bellevue. As such, the existing 271 bus serves our needs very well. The 271 runs to the University of Washington, which is both a popular destination in itself and also a logical connection to Sound Transit's Regional Light Rail line into downtown Seattle. In the other direction, the 271 carries our residents into downtown Bellevue and to Bellevue College.
- Medina students rely on the 271 bus, and Metro's proposal would leave them without transit to school. Bellevue School District does not provide bus service for high school students: the current 271 bus is the public school transportation system for Medina residents. There is no replacement in Metro's proposal.

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- We were told that the purpose of this Metro realignment was to connect more communities to the Sound Transit light rail system – not to remove access from communities that already have it. Yet that is exactly what Metro proposes to do to Medina. The 271 currently connects Medina residents to light rail at the UW, which is a logical path from Medina into downtown Seattle. Now, Metro is telling Medina that we will have a new connection to Seattle via the Sound Transit light rail line from downtown Bellevue. Since Metro’s proposal removes bus service from Medina to Bellevue, Metro’s suggestion seems to be that we could drive east (away from Seattle) and find parking in downtown Bellevue, so that we could ride a train south to I-90 and then back north to downtown Seattle. That is not useful transit. In fact, that kind of circuitous routing is exactly the sort of example people use to argue against funding for public transit.
- Medina is contributing greatly to regional transit, especially for such a small city. We host a Park & Ride at the 520 lid, which is routinely full too early in the morning to be of practical use to Medina residents. The regional 520 trail crosses our city street at grade, causing endless complications. We also host facilities related to the maintenance & operation of the 520 bridge. We, like the other points communities, are dealing with high volumes of pass-through traffic between Bellevue and Seattle. All of this costs the city time and money. We are doing our part for regional mobility, and we only have a single bus line serving our community: the 271, which Metro now proposes to eliminate.

I would also note that Medina and Clyde Hill are independent cities with significant budget constraints. During our meeting, Brian mentioned that Metro is also meeting with representatives of nearby Bellevue neighborhoods like Vue Crest and Meydenbauer. We are concerned that Metro seems to be weighing comments from Bellevue neighborhoods equally with comments from separate cities like Medina and Clyde Hill. While we appreciate that everyone should have input in a regional plan, neighborhoods and cities are not equivalent entities. Neighborhoods do not have to manage the same complex web of issues that cities do, neighborhoods do not have to balance municipal budgets, and neighborhoods do not maintain public streets. We are concerned that treating nearby neighborhoods as equivalent to Medina and Clyde Hill will lead to unfair impositions of costs on our small independent cities.

I’m sure you are still weighing all of this, and please let me know if we can provide any more information.

Thank you again for your time, and I’m happy to discuss this further.

-Jessica

Jessica L. Rossman
Mayor, Medina City Council

From: Arkills, Chris <Chris.Arkills@kingcounty.gov>

Sent: Friday, November 5, 2021 3:57 PM

To: Jessica Rossman <jrossman@medina-wa.gov>; mayor@clydehill.org; Dean@clydehill.org; Michael Sauerwein <msauerwein@medina-wa.gov>

Cc: Lamon, Luke <luke.lamon@soundtransit.org>; Craig, Lauren <Lauren.Craig@kingcounty.gov>; Henry, Brian <brhenry@kingcounty.gov>

Subject: Medina and Clyde Hill tour notes

Mayor Rossman, Mayor Klaas, City Manager Sauerwein, City Administrator Rohla, and Shaun,

It was a pleasure touring Medina and Clyde Hill with you last week and hearing your insights. We appreciate you taking the time out of busy schedules. Your comments helped us better understand how your community uses transit, walks, and bikes in the neighborhood, as well as the way hills impact travel. The beautiful streetscape you’ve built on 84th Ave NE is an asset to the community and supports all modes of travel. It was also good to hear your perspective on the shortcomings of 92nd Ave NE as a transit pathway, and the delicate balance of parking uses. The experience, and our

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earlier meeting September 10, will be valuable in considering changes to the proposed network over the winter. Below are more detailed notes on what we heard. Let us know if we got it right, or if you have anything to add. Again, thanks for your time and comments. Please reach out if you have additional comments.

Thank you,

Brian Henry (Metro), Luke Lamon (Sound Transit) and Chris Arkills (Metro)

Notes from Medina and Clyde Hill visit

Thursday, October 28, 2021

Attendees:

Sound Transit: Luke Lamon

King County Metro: Brian Henry, Chris Arkills

Medina: City Manager Mike Sauerwein, Mayor Jessica Rossman

Clyde Hill: City Administrator Dean Rohla, Mayor Marianne Klaas, Public Works Director Shaun Tozer

Route 270 access at Yarrow Point and Evergreen Point

- Brian reviewed the Medina/Clyde Hill new, unique walk/bike access to frequent transit on new Routes 270 serving UW, and 256 serving South Lake Union and downtown Seattle that does not exist today at the SR 520 freeway stops at Yarrow Point and Evergreen Point, and the transfer opportunity from revised Route 249 to these and other westbound service to UW, SLU and downtown Seattle
- Mayor Rossman noted this was still not a direct connection to UW area
- Mayor Rossman talked about the difficulty of reaching Link without the SR 520 271 connection (noting briefly this was also an access point to Link downtown), and longer travel if people needed to go to Bellevue to reach downtown

84th Ave NE and 92nd Ave NE

- 84th Ave NE was a major investment (\$3M) in the street for traffic, transit, bikes, pedestrians linking to SR 520, main thoroughfare for Medina and Clyde Hill, especially from SR 520 – bus line was important for planned access on this 84th Ave NE path
- 84th Ave NE is also the center for many walking patterns in the area
- Bellevue High School students use Route 271 to reach their and other schools, destinations in Bellevue
- On-street (ride-n-hide) parking to reach transit is relatively stable just east of 84th Ave NE and NE 24th St, and near the intersection of 84th Ave NE and NE 12th St – concern changes could lead to more complaints
- Density of housing is in southern Medina with many accessing the stops at 84th Ave NE and NE 12th St
- 84th is flat and accessible for both Clyde Hill and Medina
- NE 24th St is a very steep and long hill to 92nd Ave NE, difficult for pedestrians east of 92nd Ave NE
- Also noted that 92nd Ave NE is a gradual hill northbound, and steeply downhill northbound from NE 24th St
- 92nd Ave NE is lacking sidewalks along much of this path, wide medians allowing on-street parking leave little room for pedestrians

Next steps

- Brian summarized the project timeline where Phase 2 public engagement will come to a close in December, and planners will work to incorporate what they've heard from engagement, and

ATTACHMENT 2

analysis of the proposed network, into changes for a final, Phase 3 network that will be shared with the public in February.

- Medina and Clyde Hill requested advice providing written comment, and we shared that typically some cities choose to send comment letters to King County Council, Sound Transit Board, and/or Metro and Sound Transit.

Chris Arkills

Governmental Relations | King County Metro Transit

201 South Jackson Street, Suite 814 | KSC-TR-0814 | Seattle, WA 98104-3856

Desk: (206) 263-9648 | Mobile: (206)-499-3716 | chris.arkills@kingcounty.gov

ATTACHMENT 3

RESOLUTION # 670**A RESOLUTION OF THE CITY OF CLYDE HILL, WASHINGTON REGARDING KING COUNTY METRO BUS ROUTE 271.**

WHEREAS, King County Metro Bus Route 271 currently serves the residents of the Cities of Clyde Hill, Medina, and Hunts Point by providing services along 84th Avenue NE between NE 12th Street and SR-520 for the purposes of commuting to/from high school, commuting to/from college, commuting to/from work, and encouraging the use of mass transit or private vehicle use for purposes of environmental sustainability; and

WHEREAS, King County Metro has indicated an interest in re-routing Route 271 from 84th Avenue NE to 92nd Avenue NE; and

WHEREAS, the Cities of Clyde Hill and Medina as well as the Washington State Department of Transportation have, over the past decade, invested over \$5M in improving the 84th Avenue NE corridor, inclusive of elements meant to support King County Metro bus services along said corridor; and

WHEREAS, approximately two-thirds of 92nd Avenue NE is already served by Route 246 (north of NE 24th Street), a route that does not provide service to the residents of the Cities of Medina or Hunts Point; and

WHEREAS, re-routing of Route 271 from 84th Avenue NE to 92nd Avenue NE would essentially eliminate all King County Metro services for the residents of the Cities of Medina and Hunts Point as well as significantly decrease services for the residents of the City of Clyde Hill; and

WHEREAS, King County Metro is primarily funded via portions of local sales tax and property tax which the residents of the City of Clyde Hill pay.

NOW, THEREFORE, THE CITY COUNCIL OF CLYDE HILL HEREBY RESOLVES THAT:

King County Metro Bus Route 271 be maintained along its current route on 84th Avenue NE so that the residents of the Cities of Clyde Hill, Medina, and Hunts Point can continue to receive the transportation services that they have and continue to pay for.

PASSED BY AFFIRMATIVE ACTION OF A UNANIMOUS CITY COUNCIL ON THE 7TH DAY OF DECEMBER, 2021, AND SIGNED IN AUTHENTICATION OF SUCH PASSAGE ON DECEMBER 8, 2021.

APPROVED:


Mayor, Marianne C. Klaas

ATTEST/AUTHENTICATED:


City Clerk, Dean Rohla

ATTACHMENT 4**TOWN OF HUNTS POINT****RESOLUTION NO. 19-267****A RESOLUTION OF THE COUNCIL OF THE TOWN OF HUNTS POINT
REGARDING KING COUNTY METRO BUS ROUTE 271**

WHEREAS, King County Metro Bus Route 271 currently serves the residents of the Cities of Medina, Clyde Hill, and Hunts Point by providing services along 84th Avenue NE between NE 12th Street and SR-520; and

WHEREAS, King County Metro has indicated an interest in re-routing Route 271 from 84th Avenue NE to 92nd Avenue NE; and

WHEREAS, the Cities of Medina, Clyde Hill, and the Washington State Department of Transportation have invested over \$5M in improving the 84th Avenue NE corridor, inclusive of elements meant to support King County Metro bus services along said corridor; and

WHEREAS, the topography and street design of 92nd Avenue NE is not conducive to bus or pedestrian traffic and re-routing of the 271 Bus from 84th Avenue NE to 92nd Avenue NE would essentially eliminate all King County Metro services for the residents of the Cities of Medina and Hunts Point as well as significantly decrease services for the residents of the City of Clyde Hill; and

WHEREAS, Bus Route 271 supports education by providing connections to Bellevue College, the University of Washington, Bellevue High School (school bus service is not provided), and other schools in the Bellevue School District, and

WHEREAS, Bus Route 271 encourages use of mass transit by providing a logical connection at the University of Washington to Sound Transit's Regional Light Rail line, and

WHEREAS, Bus Route 271 builds community by providing access to local places of worship, City Parks, and other local amenities, and

WHEREAS, King County Metro is primarily funded via portions of local sales tax and property taxes paid by the citizens of the Town of Hunts Point; **NOW THEREFORE**,

BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF HUNTS POINT that the King County Metro Bus Route 271 be maintained along its current route on 84th Avenue NE and continue to provide services to the citizens of Medina, Clyde Hill, and Hunts Point.

ADOPTED by the Council of the Town of Hunts Point and signed in authentication of its passage this 6th day of December 2021.


 Joseph Sabey, Mayor

ATTEST/AUTHENTICATED:


 Sue Ann Spens Clerk-Treasurer

No attachments for Agenda Item 8.3



CITY OF MEDINA

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

Date: January 10, 2022

To: Honorable Mayor and City Council

From: Stephen R. Burns, Interim City Manager

Subject: City Manager Report

City Manager Transition

On January 3, 2022, Medina City Manager Michael Sauerwein worked his last day in Medina after eight years. Sauerwein did an outstanding job and will be missed for his experience, calm demeanor, and professionalism. We wish him well as he starts a similar position with the City of Snoqualmie.

At the December Council Meeting, I was voted to be the Interim City Manager until further notice and to work with Sauerwein prior to his departure to ensure a smooth transition. I was able to cross train with Sauerwein the last part of December 2021 to gain a better understanding of his projects, programs, and critical issues in Medina. I look forward to this opportunity and experience.

FINAL 2021 City Manager Goals, Projects, and Objectives

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

Updated 1-3-2022

2021 City Manager Goals, Projects, and Objectives

City Manager

- **SR 520 Expansion-Joint** (on-going) – Continue to aggressively manage SR 520 expansion-joint noise issue to achieve an agreeable resolution.
 - Maintain regular and consistent communication with Washington State Legislators, WSDOT, and consultants.
 - Continue to work with Legislators, WSDOT, and consultants to include Phase 2 of the University of Washington Engineering Department’s Sound Mitigation Study in the State’s Supplemental Budget.
 - Funding for Phase 2 is included in the State’s 2021-2022 Budget.
 - Presentation by University of Washington Engineering Department at the November 8, 2021, City Council Meeting.
 - Have the University of Washington Engineering Department to present the results of Phase 2 of their Sound Mitigation Study to the City Council. (2022).
- **Community Survey** (first half) – In 2019 and 2020 the Development Services Department conducted three surveys to ascertain citizen’s attitudes regarding construction and development in their neighborhoods. Results of the surveys were discussed at the September 22, 2020 Joint City Council Planning Commission Meeting.

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

This project has been rescheduled for 2022.

- **Bi-Monthly Online Open House with the City Manager and Police Chief** (first half) – This is a temporary COVID replacement for “Coffee with the City Manager and Mayor” and “Coffee with a Cop”.
 - City Staff has/will hold the following on-line Community Forums:
 - Emergency Preparedness and other Community Public Safety Concerns **(1-14-2021)**.
 - Virtual Tour of 2021 Public Works Projects **(3-22-2021)**.
 - Juvenile Safety Forum **(3-31-2021)**.
 - Open House – Medina Park Playground **(5-13-2021)**.
 - Community Forum – Gas Powered Lawn Equipment **(6-24-2021)**.
 - Community Forum – Mental Health with Susie Kroll **(7-20-2021)**.

We had hoped to re-start Coffee with City Manager and Coffee with a Cop in September 2021. Unfortunately, COVID has prevented us from doing so.

- **Park Use Permit** (second half) – Update the City’s Park Use Permit Process. This project has been moved to 2022.
- **Labor Contract Negotiation** (on-going) – Initiate negotiations of the City’s three expiring labor contracts.
 - Public Works (Teamsters).
 - Clerical Employees (Teamsters).
 - Police Officers (Police Guild).
- **Speeding and Traffic Calming** – See Police Department
- **Leaf Blowers and Gas-Powered Lawn Equipment** (first half) – Work with neighboring cities, to regulate use of this equipment. (*2020 Performance Review*)
 - Discussed at City Council Meeting **(4-12-2021)**
 - Community Forum – Gas Powered Lawn Equipment **(6-24-2021)**
 - Discussed at the City Council Meeting **(7-12-2021)**
 - Further discussion is planned in 2022.
- **Employee Training Programs** (second half) – The following programs are offered at no-cost through our insurance carrier; Washington Cities Insurance Authority (WCIA).
 - **Implicit Bias and Unlearning Racism** – I recently attended this excellent two-day program. While our Police Officers receive similar training on a regular basis as part of the Department’s accreditation process ...I would like to provide it to all City employees this year.
 - The City’s Management Team has signed up for this training program.
 - **Preventing Harassment and Discrimination in the Workplace** – This ½ day program is regularly provided to all employees. One session for employees. One for supervisors. We will also include lifeguards and seasonal employees if scheduling allows.
 - All regular employees have completed this training program.
- **Undergrounding of Utilities** (second half) – Direct City Engineer to prepare engineer’s estimate of project design costs within the right of way, (100% City responsibility). Obtain detailed and reliable pricing information from Puget Sound Energy of property owner costs. Prepare a plan that can help inform future City Councils in moving forward with pilot project or city-wide project.

- Selected the **NE 12th Street Sidewalk Improvements** as our undergrounding utilities demonstration project. Construction is scheduled for Summer 2022.
- **Annual Review Process** (first half) – Work with the Personnel Committee to develop an annual review process for all City Staff. (*2020 Performance Review*)
 - City Staff will follow the performance review process outlined in Chapter 8 of the City's Personnel Guidelines
- **All Staff Meeting** (on-going) – Schedule regular All Staff Meetings. (*2020 Performance Review*)
 - Regular All Staff Meetings have been scheduled.
- **Continue working toward earning my PhD in Political Science** (on-going).
- **Working with the City Council** (first and second half).
 - Organize ½-day virtual City Council Retreat this Spring. And, hopefully, 1-day Retreat this Fall (**2-22-2021**).
 - Review the City's Vision and Mission Statements (**2-22-2012**).
 - Discuss City Council Rules and Guidelines (**2-22-2012**).
- **Brief Monthly Update/Expanded Quarterly Update** (on-going) – Provide the City Council with status reports on progress in meeting 2021 Objectives.
- **Maintain and Expand Visibility in the Community** (on-going).
 - Proactively drive around the community, noting any problem issues or areas, and report to Council.
 - As in past years, I will attempt to attend all City Events and Activities.
 - In addition to the monthly City Council Meetings and the Study Sessions, I also regularly attend Park Board, and Emergency Preparedness Committee Meetings.

Public Works

- **Streets and Sidewalks 2021** (first and second half).
 - 86th Ave NE Overlay.
 - Due to conflicts with other planned projects, delayed until 2022.
 - 77 Ave NE Storm Improvements Phase 1
 - Construction Fall 2021

- Include minor stormwater repairs at 1040 Evergreen Point Road & 400 Block of Overlake Drive East.
- Citywide Stormwater Mapping
 - 90% Complete (reviewing 22 outfalls located on private property)
- 84th Ave NE Overlay – NE 12th to Overlake Drive.
 - Scheduled for August 2021.
 - Completed.
- NE 12th St Sidewalk Improvements – West Segment.
 - Selected as our undergrounding utilities demonstration project. Construction is scheduled for Summer 2022.
- **Streets and Sidewalks Ongoing** (on-going).
 - Trimming hedges and trees impacting sidewalk rights-of-way.
 - Street sweeping and vactoring catch basins per NPDES requirements
 - Stormwater Public Outreach & Education Program
 - Private Stormwater Inspection Program
 - Timely responses to any community complaints.
- **Parks** (first and second half).
 - Medina Park – Playground Addition.
 - Construction Spring 2022 due to supply chain issues
 - Medina Beach Park – Tree Re-Planting.
 - On-going
 - Fairweather Park – Tennis Court Resurfacing.
 - Completed Spring 2021
- **Other Projects** (first and second half).
 - Stormwater System Mapping and Evaluation Phase 2.
 - City Council presentation Fall 2021
 - Striping City Parking Lots and NE 8th Load/Unload Zone
 - Construction Fall 2021
 - Completed.
 - Post Office Floors.
 - Construction Fall 2021
 - Police Department Floors.
 - Construction Fall 2021
 - Completed.

Police

- **Washington Association of Sheriffs and Police Chiefs (WASPC) Accreditation** (second half) – Medina Police Department is up for WASPC re-accreditation in 2021. Department successfully passed re-accreditation in May 2017. The purpose of law

enforcement agency accreditation is to professionalize the law enforcement industry by providing a review process for agencies to be certified as operating under industry best practices and standards.

- WASPC has assigned a “mentor” who will be providing guidance while evaluating the Medina Police Department progress.
 - Mentor reviewing proofs as they are entered into the system.
 - Accreditation completed November 2021.
- **Training** (on-going) – Fulfilling the expanded training requirement for the Law Enforcement Training and Community Safety Act (LETCSA), passed in 2018. This will be the first year we will be required to fulfill higher training hours and requirements. In November 2018, voters passed Initiative 940 (I-940) in an effort to establish higher training requirements and police accountability standards so we will need to work to complete the new level of training.
 - Acknowledged by the Washington State Criminal Justice Training Commission that we successfully met standard in 2020.
 - On track to ensure training requirements are either met or exceeded in 2021.
 - Completed Fall 2021
- **Emphasis on Traffic Safety** (on-going) – Continue to focus on all traffic safety – vehicular, bicycle, and pedestrian – throughout the community through education, engineering (where possible and cost effective), social media, and enforcement to reduce collisions, improve awareness, and improve safety.
 - Increased “Direct Patrols” targeting high complaint areas:
 - Between the 800 block and 3200 block of Evergreen Point Road
 - Between the 7600 block and 8700 block of NE 12th Street
 - All areas of Overlake Drive East and Overlake Drive West
 - Between the 7600 block and 8200 block of NE 8th Street
 - Starting in 2nd quarter, increased traffic stops and infractions over 2020.
 - Education using E-Lert, Facebook, and Twitter. Three E-lerts reminding residents about obey traffic laws – school zone, construction zones, and texting.
 - Juvenile Safety Forum – part of the presentation covered young and inexperienced drivers.
 - Year to date
 - Increased activity in direct and targeted patrols
 - Increased traffic stops
 - Increased traffic infractions
- **Speeding and Traffic Calming** (second half) – the City will conduct a speed study of traffic on Evergreen Point Road, 84th Avenue NE, and the East/West Streets connecting these two main arterials. We will also study Overlake Drive West/East.

- In May, research was done on several less intrusive and costly traffic engineering options to calm traffic.
- Pavement marking, new speed signs, and digital speed signs will be installed summer 2021.
 - Speed pavement markings installed at 11 locations in city.
 - Purchase of mobile speed survey device – collecting speed data in several locations throughout the city.
 - In process of purchasing digital speed signs – vendor selected and equipment purchased. Waiting for delivery and installation.
 - Citywide speed survey initiated in October 2021.
- **Support and promote Medina Emergency Preparedness Committee including Schools Sub-Committee (on-going).**
 - Two Emergency Preparedness Meeting held and attended by Police Department.
 - Police Officers routinely participate in Emergency Preparedness Radio Group exercise on Sunday evenings.
 - Medina Police participated in the Emergency Preparedness Committee Schools Sub-Committee meetings.

Development Services

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

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

October 2021 Update: Due to key staffing changes during 2021 this project has been delayed. Our Development Services Coordinator must be involved with the public portal and potential replacement of our current Dude Solutions/SmartGov systems. Our Development Services Coordinator position has changed two times since April 2021 with a new FTE beginning work with us in early September.

The decision to publish an RFP to explore new permitting software vendors has been made, but any decisions will not be possible until our new staff are ready to participate fully which may not be until early 2022.

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

Mid-2021 Update: Due to our Development Services Coordinator going onto maternity leave in April most of the cross-training has been for the director to learn those duties. Our Deputy Building Official does continue to cross-train with our Planning Manager and has taken most of the minor day to day zoning review work.

October 2021 Update: We continue cross-training. Our Deputy Building Official continues to cross-train with our Planning Manager. Small zoning reviews are now given to the DBO so that the Planning Manager, or the zoning consultant will not have to perform these. This expedites small permit reviews, reduces the amount of tedious work for the Planning Manager, and saves costs by not using the zoning consultant. Our new Development Services Coordinator is learning other DS staff members' job functions as cross-training for the purpose of helping her understand all of our operations.

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

Mid-2021 Update: The 2018 Washington State Energy Code was a monumental change for everyone. We are continuing to develop new and more efficient ways to implement this new code.

October 2021 Update: The adoption of the 2018 WSBC is complete. We are working to reduce the complexity of the Energy Code process for permit applicants and for staff. Staff continue to work on plan review and inspections checklists regarding the building code.

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

Mid-2021 Update: We hope to be able to implement this or something similar later this year.

October 2021 Update: Staff now agree that this is needed. A new program will be formed in 2021, but finalization and implementation will not happen until sometime in 2022. With the new DS Enterprise Fund will come an evaluation of services and costs. A ROW permit through Development Services is best analyzed with a fee study in 2022 prior to fully implementing. Our Deputy Building Official is however currently working with the Public Works Director and is reviewing ROW permit applications in addition to performing ROW inspections which is a prime part of what the ROW/Development Services permit would do.

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

Mid-2021 Update: Minor Code Amendments were passed by Council. Additional Building Code changes for simplicity are planned for this year.

October 2021 Update: The Code Enforcement Ch. 1.15 is now under review for amendments which will bring clarity and simplifications.

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

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

October 2021 Update: Due to the DS Enterprise Fund this will become the primary 2022 department goal. There was work towards this goal in 2021 through the first DS Enterprise Fund budget draft and through planning for 2022.

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

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

October 2021 Update: Contracts have been updated as possible in 2021. Additional contract updates will occur as they need to be re-negotiated. The goal in updating the contracts is better cost control through more detailed definitions of services and associated costs.

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

Mid-2021 Update: This will be updated, but the concept needs to continue.

October 2021 Update: This was delayed when the discussion about a DS Enterprise Fund became more realistic. Data is being created during 2021 that will be needed to revise the Advance Deposit process, but this work is more appropriate to occur in 2022 along with a comprehensive DS fee study.

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

Mid—2021 Update: Scheduled for late this year but may need to move into 2022.

October 2021 Update: This was intended to start in the 4th quarter of 2021 and has now begun. This will involve a proposal for specific amendments to MMC as needed to clarify and streamline enforcement process. Work on the code amendments will occur during 2021, but likely not finalized until early 2022.

Finance and Human Resources

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

Central Services and City Clerk Office

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

As part of the 2021 City Manager’s Goals and Objectives, the City Clerk’s Office was assigned to develop a service level agreement on how staff responds to questions and complaints. Central Services receives questions and complaints through a variety of mediums, whether it is through email, phone calls, walk in (when city hall is open) or through the online citizen helpdesk portal on the homepage of the city’s website.

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

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

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

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

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

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



MEDINA POLICE DEPARTMENT

DATE: January 10, 2022

TO: Interim City Manager Stephen R. Burns

FROM: Acting Chief Jeffrey R. Sass

RE: Police Department Update – December 2021

The following is a summary highlighting some of the various Medina Police Department activities in December 2021.

Year End Review 2021: The City of Medina and Town of Hunts Point saw a decrease in property crime in 2021 compared to 2020. In 2020, Medina Police officers responded to and investigated a combined 14 burglaries in Medina and Hunts Point. In 2021, 12 burglaries were reported to the Department. Officers investigated 12 motor vehicle prowls in 2021, a decrease from the 19 car prowls that occurred in 2020. Many of the property crimes this year were committed by suspects entering a car or building through an unlocked door or window. Medina and Hunts Point saw a noticeable decrease in malicious mischief cases in 2021 from 2020, investigating only 6 in 2021 compared to the 14 in 2020. Theft investigations also decreased slightly with 13 investigations in 2021 compared to 15 in 2020. Identity theft and fraud investigations also saw a significant decline in 2021 over 2020, with only 10 investigations in 2021 compared to the 27 that were investigated in 2020. Overall, total property crimes investigated in 2021 decreased from 89 in 2020 to 53 in 2021.

In 2021, Medina Police Officers responded to less domestic disturbances, trespass, harassment, mental health, and suicide calls for service overall than were reported in 2020; a decrease from 77 calls in 2020 to 61 in 2021.

2021 produced close to the same number of reportable traffic collisions (10) that occurred in 2020 (9).

The COVID-19 pandemic certainly introduced challenges to the Medina Police Department's community engagement goals. However, despite the inability to gather in person, the relationship between the Police Department and the members of the community that it supports continues to be strong.

The Medina Police Department continues to collaborate with other local law enforcement communities to identify crime trends and apprehend suspects who do not remain within jurisdictional boundaries. Efforts to combat burglaries, catalytic converter thefts, motor vehicle thefts and trafficking in stolen property are amongst the highest priorities of all of the area police agencies.

Community support, crime prevention and response to calls for service remained the focus of the Department throughout 2021:

- Officers performed approximately 590 House Watch checks
- 36 E-Lert notifications were sent out in 2021
- Social media was utilized more regularly to attempt to reach as many members of the community as possible (Twitter, Facebook, Next-door Medina)
- Medina Police Officers responded to and/or were involved in over 5,700 calls for service throughout 2021

Medina Police Department
December 2021

- Four virtual “*Community Forums*” were held with promising attendance from community members
- Two Drug Takeback & Shredder/E-recycle days held at Medina Park
- The Medina Days traditional community celebration saw the return of Concert in the Park with an outstanding turnout from the community at Medina Park

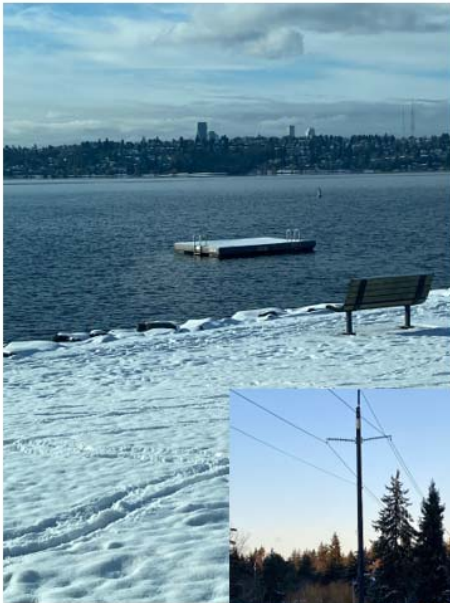
Proactive involvement from the citizens has been and will continue to be important in reducing crime in the community. Community members are always encouraged to continue calling 911 when observing suspicious activity and utilizing the House Watch Program to assist in protecting their homes while they are away.

Medina Christmas Ships: An annual tradition, the Christmas ships are a string of festively decorated boats that move from the Sound to Lake Union and out the Lake Washington. On December 22, the ships stopped at Medina Beach Park to perform Christmas carols for neighbors and community. Appreciation to the Medina Parks Board for handing out Candy Cane lights and real candy canes. Medina Police Officers joined residents in sharing the experience.



Medina Police Department
December 2021

Winter Wonderland: The City of Medina was no exception to the immense snowfall that befell the Puget Sound region in late December. The Police Department investigated two weather-related traffic collisions, one causing damage to a City of Medina fence. The Public Works Department was an immense help to the Police Department by keeping the roads clear and as ice-free as possible. Weather can often inhibit officers from responding to some calls for service due to the inability to access the area by patrol vehicle. However, officers were able to respond to all calls for service safely and quickly.





MEDINA POLICE DEPARTMENT
Jeff Sass, Acting Chief of Police
MONTHLY SUMMARY
DECEMBER 2021

FELONY CRIMES

Order Violation **2021-00005449** **12/07/2021**
 A Police Officer was dispatched to a report of a Violation of Protection order in the 1200 Blk of Evergreen Point Road. Referred to the Prosecutor.

Mail Theft **2021-00005582** **12/15/2021**
 A Police Officer was dispatched to the 1500 Blk of 79th Pl NE for a reported mail theft. The victim stated that someone had stolen a package from their mailbox. There was no damage to the mailbox. The approximate value of the package is \$100. No suspects at this time.

Mail Theft **2021-00005566** **12/16/2021**
 A resident in the 1500 Blk of 79th Pl NE contacted the Police Department to report that their mailbox had been pried open and an unknown amount of mail was taken. Estimated damage to the mailbox is approximately \$350. No suspects at this time.

Fraud **2021-00005561** **12/16/2021**
 A resident reported to the Police Department that someone had fraudulently obtained their bank account information and cell phone information. There was no monetary loss. No suspects at this time.

Theft/Fraud **2021-00005578** **12/17/2021**
 A Police Officer was dispatched to the 3200 Blk of 78th Place NE for a report of a package theft from the front porch of the residence. Fraudulent activity was identified on the homeowner's financial accounts following the theft of the package. Video footage was captured of the suspect and officers are actively investigating.

Burglary **2021-00005602** **12/18/2021**
 A Police Officer was dispatched to the 2600 Blk of 78th Ave NE for a reported burglary. The residence which is currently under construction was left unlocked. Approximately \$2000 worth of items were stolen. No suspects at this time.

Burglary **2021-00005680** **12/30/2021**
 A Police Officer was dispatched to the 3400 blk of Evergreen Point Road for a report of a burglary. Entry was made by breaking a glass patio door. Several items along with a vehicle, had been stolen. Approximate value of items stolen is unknown. Under investigation.

MISDEMEANOR CRIMES**Motor Vehicle Prowl****2021-00005658****12/26/2021**

A Police Officer responded to the 8900 Blk of Groat Point Dr. for a report of a vehicle prowling. The vehicle was unlocked, and a purse along with car keys, were stolen from the vehicle. No suspect information at this time.

Domestic Violence**2021-00005673****12/29/2021**

A Police Officer responded to a reported domestic violence call.

OTHER**Warrant Arrest****2021-00005507****12/11/2021**

A Police Officer contacted a male subject standing on the sidewalk in the 8400 Blk of Overlake Drive West. The subject admitted to having a warrant with the Department of Corrections. The subject was placed into custody and booked into the Score Jail.



MEDINA POLICE DEPARTMENT

Jeff Sass, Acting Chief of Police

City of Medina

AGENDA ITEM 9.1b

December 2021 - Monthly Report

CRIMES	Current Month	YTD 2021	YTD 2020	2020 Year End
Arson	0	0	0	0
Assault				
DV Assault	1	8	1	1
Non-DV Assault	0	1	0	0
Sexual Assault/Rape	0	0	0	0
Simple Assault	0	0	0	0
Burglary				
Residential	2	12	12	12
Attempted	0	1	1	1
Malicious Mischief				
Felony	0	1	0	0
Misdemeanor	0	5	13	13
Theft				
Auto	1	2	0	0
Fraud (ID Theft)	2	11	35	35
Over \$750	3	5	8	8
Under \$750	2	10	7	7
Motor Vehicle Prowl	1	13	11	11
TOTAL CRIMES	12	69	88	88

ENFORCEMENT	Current Month	YTD 2021	YTD 2020	2020 Year End
Drug Violations	0	3	0	0
Minor in Possession	0	0	0	0
Possession of Stolen Prop.	0	0	2	2
Warrant Arrests	1	2	4	4
TOTAL ENFORCEMENT	1	5	6	6

TRAFFIC	Current Month	YTD 2021	YTD 2020	2020 Year End
Accidents				
Injury	0	0	1	1
Non-Injury	2	18	9	9
Citations				
DUI	0	1	0	0
Other*	0	7	5	5
Infractions				
Speeding	4	136	5	5
Parking	0	12	15	15
Other**	2	15	6	6
Warnings	104	1808	434	434
TOTAL TRAFFIC	112	1997	475	475

CALLS FOR SERVICE	Current Month	YTD 2021	YTD 2020	2020 Year End
Animal Complaints	2	33	27	27
Assists	37	475	488	488
False Alarms	18	242	167	167
House Watch	29	250	209	209
Missing Person	0	7	4	4
Property Lost/Found	3	16	25	25
Suspicious Circumstances	3	125	136	136
Other ***	9	98	118	118
TOTAL SERVICE	101	1246	1174	1174

*DWLS, Fail to transfer title, No License

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

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



TOWN OF HUNTS POINT
Jeff Sass, Acting Chief of Police

MONTHLY SUMMARY
DECEMBER 2021



FELONY CRIMES

Nothing to report.

MISDEMEANOR CRIMES

Malicious Mischief

2021-00005656

12/25/2021

A Police Officer responded to the 8500 Blk of NE 28th St to report that someone had broken their back door. The subject fled prior to the officer's arrival. The estimated cost to repair door is approximately \$1500. No further leads.



MEDINA POLICE DEPARTMENT
Jeff Sass, Acting Chief of Police
Town of Hunts Point



AGENDA ITEM 9.1b

December 2021 - Monthly Report

CRIMES	Current Month	YTD 2021	YTD 2020	2020 Year End
Arson	0	0	0	0
Assault				
DV Aggravated Assault	0	2	0	0
Non-DV Aggravated Assault	0	0	0	0
Sexual Assault/Rape	0	0	0	0
Simple Assault	0	0	0	0
Burglary				
Residential	0	1	1	1
Attempted	0	0	0	0
Malicious Mischief				
Felony	0	0	0	0
Misdemeanor	1	2	3	3
Theft				
Auto	0	2	1	1
Fraud (ID Theft)	0	1	6	6
Over \$750	0	3	2	2
Under \$750	0	0	1	1
Motor Vehicle Prowl	0	1	11	11
TOTAL CRIMES	1	12	25	25

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

TRAFFIC	Current Month	YTD 2021	YTD 2020	2020 Year End
Accidents				
Injury	0	0	0	0
Non-Injury	0	1	1	1
Citations				
DUI	0	0	0	0
Other*	0	1	0	0
Infractions				
Speeding	1	23	4	4
Parking	0	1	0	0
Other**	2	3	0	0
Warnings	9	187	81	81
TOTAL TRAFFIC	12	216	86	86

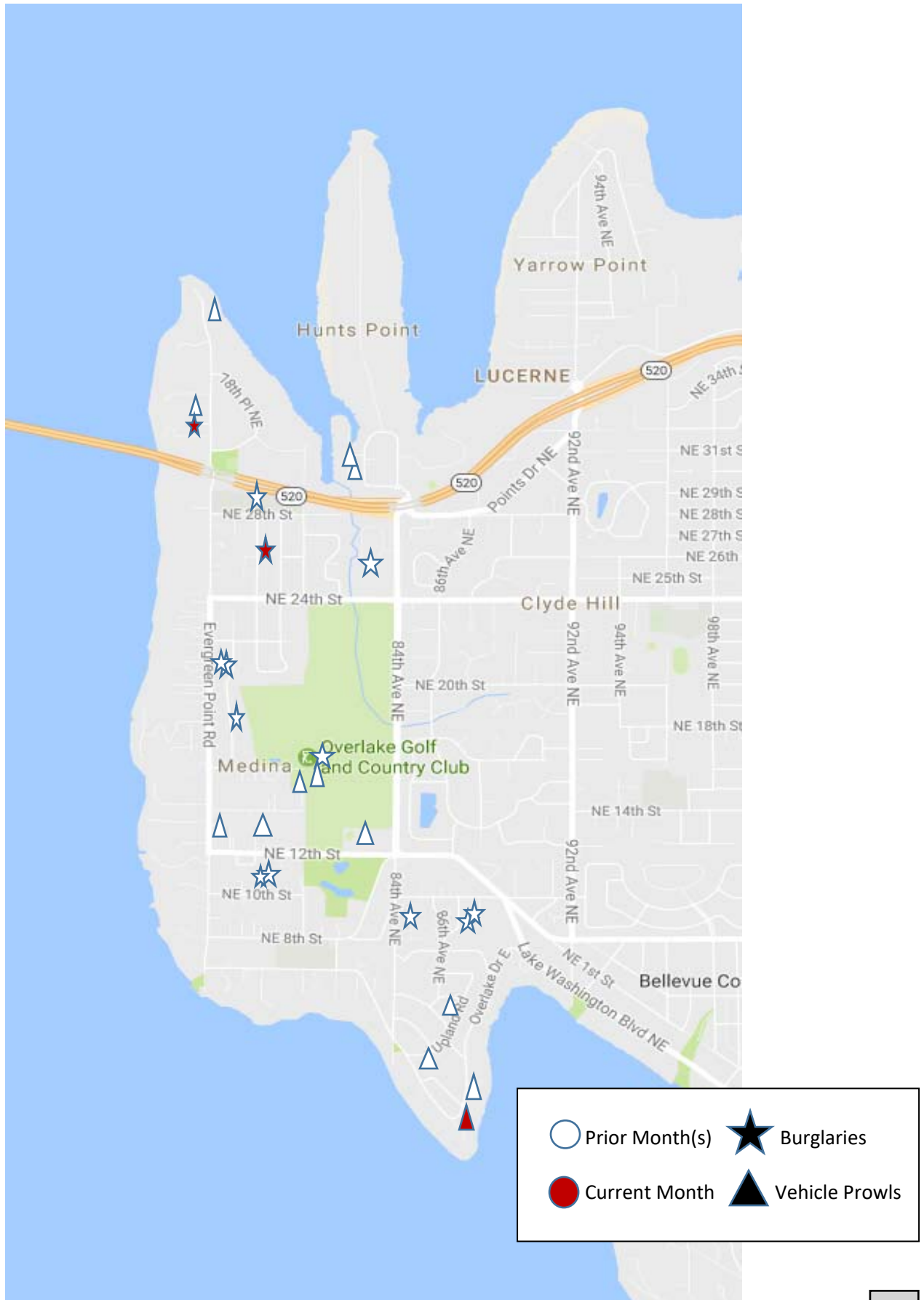
CALLS FOR SERVICE	Current Month	YTD 2021	YTD 2020	2020 Year End
Animal Complaints	0	5	2	2
Assists	2	44	51	51
False Alarms	2	24	33	33
House Watch	3	16	10	10
Missing Person	0	0	0	0
Property Lost/Found	0	3	5	5
Suspicious Circumstances	1	7	19	19
Other ***	2	26	16	16
TOTAL SERVICE	10	125	136	136

*DWLS, Fail to transfer title, No License

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

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

2021 Burglaries & Vehicle Prowls Medina & Hunts Point





CITY OF MEDINA

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

Date: January 10, 2022
To: Honorable Mayor and City Council
Via: Stephen R. Burns, Interim City Manager
From: Steven R. Wilcox, Development Services Department Director
Subject: Development Services Department Monthly Report

Permit Activity

Permit activity typically slows this time of year which is where we continue to be. Typically, permit application activity increases in February.

Local design and construction professionals continue to be busy and do not see any changes from 2021 into 2022.

Please see the permit activity reports provided. The permits issued report for December is the last of the year. Permit valuation provides an idea of our activity level. The total permit value for 2021 was \$47,606,926.68. Our 2021 permit value was greater than the previous year 2020 total of \$42,893,158.25. With a consistent approach to permit valuation data collection we have one tool to use for comparison and evaluations.

Permit value is not the sum of the work in Development Services, it is simply one marker of activity which is specific to building permits only. Building construction permit fees are based upon valuation, but the majority of permit fees are fixed and not reflected in permit valuation. Planning, Grading and Drainage, Trees, mechanical, plumbing, gas piping, etc. are examples of permits not included in the permit valuation total. Additionally, our DS staff are involved in many other activities not reflected in permit valuation.

Planning Commission

By Stephanie Keyser

On December 14th, Planning Commission held a public hearing on an amendment to Medina's code regarding permanent supportive and transitional housing. This amendment is to comply with E2SHB 1220, which requires cities to allow transitional or permanent supportive housing in any zoning district that allows residential dwellings; in Medina this is every zoning district. The Commissioners voted unanimously 7-0 to recommend approving the draft code and forwarding the recommendation to Council. The draft has been sent to the Department of Commerce for their 60-day review and the Determination of Nonsignificance was

issued on December 20, 2021. Staff will bring the code to Council for a first discussion in February and for adoption in March.

Code Enforcement

Please see the “Code Enforcement for December” report provided. The report shows much of the monthly code enforcement activity performed by Development Services. December as a whole was slower for Development Services with staff and builders on vacations.

In addition to the items in the report we removed several miscellaneous commercial signs placed in the right of way. We perform many investigations either by complaint, or because of things we notice.

A dog barking complaint shown on the November CE report was resolved through a Notice of Violation, fines paid and an agreement with the property owner regarding additional effort to control the situation.

A matter we were working on since early summer 2021 was resolved in December. An accessory structure under construction was issued a Stop Work Order. Through process the property owner applied for a variance. The Hearing Examiner heard the matter and provided a decision that the structure may remain with modifications as requested by an adjacent neighbor.

In December the Hearing Examiner also approved a proposed solution to a mechanical equipment noise code enforcement matter. New outdoor heat pumps had been installed as part of a new building project. The heat pumps failed the sound testing which meant they were not code compliant. After several months the builder and new property owner presented a solution to the noise issue through construction of an 8'-0 sound barrier wall on the property boundary. The 8'-0 sound barrier was approved by the Hearing Examiner and is now in code conformance review for the structure.

Tree Management Code

Our Tree Code Consultant Tom Early worked through his employer Otak and was with Medina for over 15 years. Tom left his employer and Medina suddenly in early December for a better position. Tom provided qualification, consistency and professionalism to us. Additionally, Tom was qualified as both a Certified Arborist and is a Landscape Architect. The combination of qualifications, and the lack of any conflicts allowed us to use Tom in two roles. Most jurisdictions divide the arborist duties from the review and enforcement meaning there is usually two people. With Tom's sudden departure we have been searching for assistance with enforcement of our Tree Management Code.

Tom's former employer Otak is still under contract with us to continue to provide Tree Management Code services to us through 2023. Otak, however does not have

anyone on their staff who is fully qualified to help us. We are currently working an Otak assigned staff member, but we need to do something different.

In early December we issued a targeted RFP to companies known to work with government. Most arborists are actually tree removal companies, so we must be selective. Although Medina has been under contract with Otak since the mid 1990's, they chose to not respond to our RFP. Otak would need to hire two qualified people to fill Tom's position and it is not something they want to do.

Currently, we have two RFP respondents. Within the next two weeks we will have an answer if one of the two companies can help us, or if an additional search is needed. In any case this is a priority and will be taking a significant amount of effort to hire, train and monitor and new Tree Management Code consultant in 2022.

Supplemental Tree Enforcement

This is being resubmitted from Decembers Development Services report for the benefit of new Council members.

A discussion surrounding supplemental trees will be coming to Council in early 2022 as part of the overall Tree Management Code update. Council will be asked to take action on what will be a proposed code amendment. Supplemental trees are those which must be planted as part of a Tree Activity permit. Generally, adding new trees as a code requirement is the result of a math calculation found in the permit application that is related to tree removal on a site. Planning Commission had asked the Council to add review of the enforcement of the 5-year health and viability of supplemental trees to their 2021 Work Plan Calendar and Council agreed.

Our current Tree Management Code Chapter 16.52 has varied references to supplemental trees, but the enforcement is the same. Example: *"The owner of the subject lot shall take necessary measures to ensure that supplemental trees remain healthy and viable for at least five years after inspection by the city and the owner shall be responsible for replacing any supplemental trees that do not remain healthy and viable for the five years after inspection by the city."*

Our current code does not provide for any city enforcement to assure that supplemental trees are healthy and viable for at least five years after planting. Planning Commission would like to improve the enforcement.

Because the impacts that a new enforcement requirement will have, and that the responsibility will be that of the Development Services Department, our staff should be involved in decision making. Good code development should involve those who are responsible for enforcement. Code development should always involve an analysis of impacts.

A first step should be a determination of the level of enforcement that is desired regarding supplemental trees. Whether a comprehensive code is drafted with intent to fully assure the 5-year health and viability of supplemental trees, or if there is a compromise with a view of improving the current code which has no

enforcement provision combined with an overall approach to improving tree code enforcement. Legal, budget, staffing, resident impact, and practicality are considerations as part of a supplemental tree code enforcement amendment.

Permit Tracking and Portal

Resubmitted from December 2021 Development Services staff report, with amendments for the benefit of new Council members.

We are still working with Dude Solutions who is the vendor of our electronic permitting system (“SmartGov”) to try to make the software work properly. It would be much better to have the vendor fix the problems we have had since the portal was first implemented in Medina. In November we met with Dude Solutions technicians to go over several issues.

We are talking to other permit software companies, and exploring the possibility of moving to a new permit tracking system and permit application portal. We have also recently invited our current vendor to fix the problems in their software - or likely see us leave as a client. A decision will be made once we have all information needed and have exhausted options with our current vendor. At this time there is no need for an RFQ.

In December we met with the staff from My Building Permit (MBP) which is a local consortium of jurisdictions sharing a permit application portal system. MBP is a very nice system. Transition to MBP will be expensive and time consuming.

We will be taking a dual approach to this problem. We will continue to press Dude Solutions to correct the problems with their software which makes independent use of our permit portal by applicants impossible. At the same time we will evaluate our software replacement options and start developing a potential transition. The hope is to stay with Dude Solutions and their software “SmartGov” to avoid the cost and difficulty of replacing it.

With the implementation of the new City website in December, Development Services will now be able to allow direct applicant access to the permit portal. The Development Services permit portal access on our new website will need to be modified as finding it is difficult for some users.

Case Number	Case Type	Case Status	Assigned To	Address	Case Text
CC-2021-044	INITIAL WARNING	COMPLETED	Rob Kilmer	619 84TH AVE NE	<p>Description: Construction related vehicles parked in ROW</p> <p>Action Taken: Written warning given to project Agent.</p>
CC-2021-045	GENERAL	COMPLETED	Rob Kilmer	847 83RD AVE NE	<p>Description: Tree cutting reported in the vicinity of 1049 84th Ave NE</p> <p>Action Taken: The area was searched until the location of the work was identified as 847 83rd Ave NE. Upon speaking with the homeowners, the scope of work, the pruning of a Leyland cypress hedge, was found to not require a permit.</p>
CC-2021-046	GENERAL	COMPLETED	Rob Kilmer	1407 EVERGREEN POINT RD	<p>Description: Report of construction related vehicle belonging to All Star Pools parked along Evergreen Point Road</p> <p>Action Taken: Spoke with the Project Manager of nearest jobsite to investigate. Reiterated the construction parking rules.</p>
CC-2021-047	STOP WORK ORDER	COMPLETED	Rob Kilmer	619 84TH AVE NE	<p>Description: Construction related vehicles parked in ROW</p> <p>Action Taken: Stop Work Order issued. Project Agent is required to submit a revised CAP plan for approval before the SWO is lifted.</p>
CC-2021-048	FORMAL, WRITTEN WARNING	COMPLETED	Rob Kilmer	7811 NE 10TH ST	<p>Description: Construction related vehicle parked in ROW</p> <p>Action Taken: Formal written notice emailed to project Agent</p>

Monthly Applications Submitted				
December 2021				
Permit Type	Submitted Date	Permit Number	Total Valuation	Address
ADVANCE DEPOSIT	12/14/2021	DEP00162		2643 76TH AVE NE
ADVANCE DEPOSIT	12/14/2021	DEP00160		7617 NE 24TH ST
ADVANCE DEPOSIT	12/14/2021	DEP00161		8224 OVERLAKE DR W
TOTAL ADVANCE DEPOSIT:	3			
B-FENCE	12/03/2021	B-21-127	\$28,266.00	2053 77TH AVE NE
B-FENCE	12/17/2021	B-21-130	\$3,500.00	607 86TH AVE NE
B-FENCE	12/23/2021	B-21-133		1641 EVERGREEN POINT RD
TOTAL B-FENCE:	3		\$31,766.00	
B-GAS	12/17/2021	G-21-044		3230 78TH PL NE
B-GAS	12/16/2021	G-21-043		8297 OVERLAKE DR W

B-GAS	12/22/2021	G-21-046		2627 78th Ave NE
B-GAS	12/10/2021	G-21-042		3444 EVERGREEN POINT RD
B-GAS	12/21/2021	G-21-045		2604 79th Ave NE
TOTAL B-GAS:	5			
B-MECHANICAL	12/08/2021	M-21-077		402 UPLAND RD
B-MECHANICAL	12/15/2021	M-21-081		8604 NE 7TH ST
B-MECHANICAL	12/22/2021	M-21-086		2627 78th Ave NE
B-MECHANICAL	12/21/2021	M-21-084		1535 79TH PL NE
B-MECHANICAL	12/21/2021	M-21-083		3230 78TH PL NE
B-MECHANICAL	12/16/2021	M-21-082		8426 Overlake Drive West
B-MECHANICAL	12/21/2021	M-21-085	\$37,743.00	2604 79th Ave NE

TOTAL B-MECHANICAL:	7		\$37,743.00	
B-PLUMBING	12/14/2021	P-21-097		1312 76TH AVE NE
B-PLUMBING	12/08/2021	P-21-096		619 84TH AVE NE
TOTAL B-PLUMBING:	2			
B-ROOF	12/13/2021	B-21-129		1017 84th Ave NE
TOTAL B-ROOF:	1			
P-MINOR DEVIATION	12/21/2021	P-21-101		500 86TH AVE NE
TOTAL P-MINOR DEVIATION:	1			
P-NON ADMIN SUBSTANTIAL DEV	12/17/2021	P-21-100		8835 OVERLAKE DR W
TOTAL P-NON ADMIN SUBSTANTIAL DEV:	1			
P-SEPA EXEMPTION	12/15/2021	P-21-098		8751 OVERLAKE DR W
TOTAL P-SEPA EXEMPTION:	1			
P-SEPA THRESHOLD	12/06/2021	P-21-095		3225 EVERGREEN POINT RD

P-SEPA THRESHOLD	12/21/2021	P-21-102		8835 OVERLAKE DR W
TOTAL P-SEPA THRESHOLD:	2			
PW-RIGHT OF WAY	12/20/2021	PW-ROW-21-095		804 84TH AVE NE
PW-RIGHT OF WAY	12/22/2021	PW-ROW-21-099		2604 79TH AVE NE
PW-RIGHT OF WAY	12/23/2021	PW-ROW-21-098		8224 OVERLAKE DR W
PW-RIGHT OF WAY	12/15/2021	PW-ROW-21-093		8224 OVERLAKE DR W
PW-RIGHT OF WAY	12/28/2021	PW-ROW-21-100		444 OVERLAKE DR E
PW-RIGHT OF WAY	12/07/2021	PW-ROW-21-092		2226 79TH AVE NE
TOTAL PW-RIGHT OF WAY:	6			
TREE-WITH BUILDING/DEVELOPMENT	12/23/2021	TREE-21-086		632 Evergreen Point Rd
TOTAL TREE-WITH BUILDING/DEVELOPMENT:	1			
Total # of Permits		33	\$69,509.00	



Monthly Issued Permit Report

December, 2021

AGENDA ITEM 9.1c

Page 1 of 1

Report run on: 01/03/2022 12:01 PM

Construction Value:	December 2021	December 2020	2021 YTM	2020 YTM	Difference
Accessory Structure	-	-	-	-	\$0.00
Addition / Alteration	\$55,914.47	\$64,091.00	\$11,456,165.68	\$3,670,457.25	\$7,785,708.43
Fence / Wall	-	\$23,000.00	\$455,900.00	\$52,000.00	\$403,900.00
New Construction	\$3,930,374.00	-	\$35,696,861.00	\$39,164,701.00	(\$3,467,840.00)
Repair / Replace	-	-	-	\$6,000.00	(\$6,000.00)
Wireless Comm. Facility	-	-	-	-	\$0.00
Total Value:	\$3,986,288.47	\$87,091.00	\$47,608,926.68	\$42,893,158.25	\$4,715,768.43

Permits Issued:	December 2021	December 2020	2021 YTM	2020 YTM	Difference
New Construction	1	-	16	17	(1)
Permit Extension	5	-	40	4	36
Accessory Structure	-	-	-	-	0
Addition / Alteration	1	2	36	11	25
Construction Activity Permit	-	2	24	25	(1)
Demolition	-	-	18	9	9
Fence / Wall	-	1	16	3	13
Grading / Drainage	-	-	23	21	2
Mechanical	4	6	79	86	(7)
Other - Moving	-	-	-	-	0
Plumbing / Gas	6	6	88	69	19
Repair / Replace	-	-	-	1	(1)
Reroof	-	-	-	-	0
Right of Way Use	4	14	90	74	16
Tree Mitigation	1	10	66	69	(3)
Wireless Comm. Facility	-	-	-	-	0
Total Permits:	22	41	496	389	107

Inspections:	December 2021	December 2020	2021 YTM	2020 YTM	Difference
Building	86	73	1,069	778	291
	13	8	357	151	206
Engineering/Other	4	-	65	20	45
Tree	-	1	19	6	13
Total Inspections:	103	82	1,510	955	555



CITY OF MEDINA

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

Date: January 10, 2022
To: Mayor and City Council
From: Julie Ketter, Finance & HR Director
Re: December 2021 Financial Reporting

The City of Medina operates on a modified accrual year which allows us to have a “13th month” each year in order to process expenses into a prior year. December & 2021 will not close until January 20, 2021. There will be a brief presentation during the January 24th meeting to give the broad picture results and a Finance Committee meeting will be scheduled in February to review closing statements in detail. Final reports will be submitted in your February meeting packet.



CITY OF MEDINA

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

JANUARY AND FEBRUARY PUBLIC MEETINGS AND EVENTS

Event	Date	Time	Location
Martin Luther King Jr.'s Birthday – <i>City Hall Closed</i>	Jan 17		
Park Board Meeting	Jan 18	5:00 pm	Teleconference/Online
City Council Meeting	Jan 24	4:00 pm	Teleconference/Online
Planning Commission Meeting	Jan 25	4:00 pm	Teleconference/Online
City Council Meeting	Feb 14	4:00 pm	Teleconference/Online
Presidents Day – <i>City Hall Closed</i>	Feb 21		
Park Board Meeting	TBD	5:00 pm	Teleconference/Online
Planning Commission Meeting	Feb 22	4:00 pm	Teleconference/Online

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

COMMUNICATION TO OUR COMMUNITY

E-Notice Program: During the month of December, the City issued 32 bulletins amounting to a total of 180,037 bulletins delivered to subscribers; approximately 13.1% were opened. See **Attachment 1**.

As of December 31, the City had 12,050 subscribers (change in total subscribers **+47**), with a combined total of 119,370 subscriptions (change in total subscriptions **-3,260**).

RECORDS REQUESTS

As of December 31, 9 public records requests have been received by Central Services. See **Attachment 2**.

ATTACHMENT 1

	Bulletins Developed	Total Recipients	Total Delivered	Unique Email Opens	Email Open Rate	Wireless Recipients
Comparisons:						
December, 2021	32	193,448	180,037	18,165	13.10%	49,149
November, 2021	27	100,179	93,226	7,593	10.20%	22,569
October, 2021	37	124,366	118,068	9,230	8.60%	21,579
September, 2021	25	86,280	80,364	6,546	10.10%	18,846
August, 2021	21	98,271	92,022	9,193	12.40%	21,013
July, 2021	17	46,230	43,222	4,020	10.80%	7,435
June, 2021	23	80,050	75,120	6,629	10.40%	13,924
May, 2021	31	120,746	113,370	10,176	10.70%	21,364
April, 2021	35	115,716	109,081	9,571	10.10%	17,510
March, 2021	37	101,291	95,540	8,119	9.50%	12,522
February, 2021	26	71,737	67,738	6,927	11.50%	9,355
January, 2021	20	68,455	64,548	6,858	11.90%	8,944
December, 2020	27	115,648	109,761	9,151	9.30%	14,662
November, 2020	24	84,718	80,375	7,115	9.80%	9,772
Date Sent	Top 10 Most Read Bulletins During December				Emails Opened	Email Open Rate
12/02/2021 11:51 AM PST	Extended deadline - December 8th Annual Holiday Giving Program to Benefit Childhaven				778	11%
12/02/2021 04:03 PM PST	Important Information regarding Reception Honoring Retiring Council Members - December 9, 2021				1,019	13%
12/03/2021 12:15 PM PST	Save the Date! Christmas Ships Parade - Wednesday, Dec. 22nd 5:30 PM @ Medina Beach Park!				1,071	12%
12/08/2021 02:35 PM PST	Tomorrow is the Reception Honoring Retiring Council Members - December 9, 2021				911	12%
12/09/2021 10:15 AM PST	ROAD CLOSURE - 77th AVE NE STORM REPAIR - PHASE 1				894	13%
12/09/2021 02:00 PM PST	CITY OF MEDINA MANAGEMENT TRANSITION				1,474	16%
12/27/2021 08:43 AM PST	Due to road conditions - NO Republic Services Today, December 27, 2021				1,470	17%
12/31/2021 12:00 PM PST	Tonight! - Notice of New Years Eve Fireworks - Meydenbauer Bay				1,074	14%

**ATTACHMENT 2**

501 EVERGREEN POINT ROAD • P.O. BOX 144 • MEDINA, WA 98039-0144
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DATE: January 10, 2022
TO: Mayor and City Council
From: Aimee Kellerman, City Clerk
Subject: December 2021, Public Records Request Tracking

In December 2021, Central Services staff received **9** new public records requests, **1** ongoing public records request. These requests required approximately **4.5 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall December cost, which includes staff hourly rate plus benefits and City Attorney fees is approximately **\$246**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In December 2021, the Police Department received **9** new records requests. These requests required approximately **5 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall December cost, which includes staff hourly rate plus benefits is approximately **\$322**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

December 2021 Monthly PRR Report

ATTACHMENT 2

Run Date: 01/05/2022 4:38 PM

Assigned Dept	Create Date	Reference No	Request Type	Required Completion Date	Summary	Customer Full Name	PRR - Type of Records Requested	Public Record Desired	Assigned Staff
Central Services	12/2/2021	P002280-120221	Public Records Request	12/13/2021	Public Records Request	Natalie Walters	Building	Property lines and property setback lines of 2 homes located at the following addresses in order to complete site plans for the property for future renovations made by our company Washington Generators: 417 84th Avenue Northeast Medina 98039 3443 Evergreen Point Road, Medina, WA 98039	Dawn Nations
Central Services	12/3/2021	P002281-120321	Public Records Request	12/14/2021	Public Records Request	Marsha Parker	Building	Permit Application No: CA-21-031	Dawn Nations
Central Services	12/4/2021	P002282-120421	Public Records Request	12/15/2021	Public Records Request	BRIAN HAYDEN	Building	All records of construction permits between the years of 2017-present for 3223 Evergreen Point Road. Specifically looking for permits regarding: building, structural, mechanical, electrical and plumbing. My family has the home under contract to purchase and we have limited time for due diligence. Kindly requesting these records be sent by 12/8/2021	Dawn Nations
Central Services	12/6/2021	P002283-120621	Public Records Request	12/15/2021	Public Records Request	Mark nelson	Development Services	Original Grade & Soils Report Survey Arborists Report Variance issued	Dawn Nations
Central Services	12/9/2021	P002287-120921	Public Records Request	12/20/2021	Public Records Request	Scott Dinkelman	Building	Geotechnical reports or retaining wall plans or designs for 3233 Evergreen Point Road.	Dawn Nations
Central Services	12/9/2021	P002288-120921	Public Records Request	12/20/2021	Public Records Request	Yue Cao	Building	Current Architect Plan for the house at 1034 Evergreen Point Rd	Dawn Nations

ATTACHMENT 2

Central Services	12/10/2021	P002289-121021	Public Records Request	12/21/2021	Public Records Request	Braden Mineer	Building	Requesting a report of all issued and pending building permits for residential & commercial properties from 11/1/2021 to 11/30/2021. Report to include if possible: permit number, issue date, site addresses, valuation of project, description of work, contractor information and owner name. If a report is unavailable, then copies of the original permits would be more than adequate.	Dawn Nations
Central Services	12/16/2021	P002294-121621	Public Records Request	12/27/2021	Public Records Request	Property manager chris walden	Building	Looking to see if any building related permits have been requested/pending or issued for the Beach Club shared dock/property on water front, specifically from the Meads.	Dawn Nations
Central Services	12/16/2021	P002295-121621	Public Records Request	1/4/2022	Public Records Request	Marsha Parker	Building	Please provide architectural, elevation, and excavation drawings including roof height and number of stories for the property at 1525 79th PI NE.	Dawn Nations





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Date: January 10, 2022
To: Honorable Mayor and City Council
Via: Stephen R. Burns, Interim City Manager
From: Ryan Osada, Public Works Director
Subject: Public Works Monthly Report

1. 2022 PROJECT LIST – 2022 will be the second largest year for Capital Improvement projects since I started back in 2015. Most of the work will be focused on repairing or updating the stormwater infrastructure. There is also an undergrounding pilot project which will be done in conjunction with the NE 12th Street Sidewalk improvements. Lastly, the Medina Park Playground will receive new equipment and an updated layout to accommodate children of all abilities.

2022 PROJECT LIST	START DATE	DURATION	GRANT FUNDS	TOTAL COST	CITY COST
STREETS:					
TIB_NE 7th Street Overlay - 84th Ave NE to Overlake Dr	Summer 2022	2 weeks	\$ 214,948.00	\$ 252,880.00	\$ 37,932.00
2021 Traffic Calming_Solar Speed Signs	Feb-22	1 week	\$ -	\$ 70,000.00	\$ 70,000.00
SIDEWALK:					
NE 12th Street Sidewalk Improvements & Undergrounding	Summer 2022	4 weeks	\$ -	\$ 390,000.00	\$ 390,000.00
PARKS:					
Medina Park Playground Improvements	Spring 2022	3 weeks	\$ 50,000.00	\$ 200,000.00	\$ 150,000.00
Medina Beach Park Tree Replanting	Spring 2022	2 days	\$ -	\$ 5,000.00	\$ 5,000.00
STORMWATER:					
77th Ave NE Storm Repair Phase 2 & 3	Summer 2022	4 weeks	\$ -	\$ 450,000.00	\$ 450,000.00
2022 Localized Repairs	2022	TBD	\$ -	\$ 150,000.00	\$ 150,000.00
Citywide Stormwater System Mapping & Evaluation	2022	TBD	\$ -	\$ 50,000.00	\$ 50,000.00
BUILDING:					
City Hall Repairs	2022	TBD	\$ -	\$ 20,000.00	\$ 20,000.00
Post Office Floor Replacement	2022	1 week	\$ -	\$ 20,000.00	\$ 20,000.00
OTHER:					
2021 Hazardous Tree Removal	Summer 2022	2 weeks	\$ -	\$ 25,000.00	\$ 25,000.00

*UPDATED 12/20/2021

TOTALS \$ 264,948.00 \$1,632,880.00 \$ 1,367,932.00

2. 77TH AVENUE NE STORM REPAIR PHASE 1 – This project started December 14th and was originally scheduled to complete by January 14th. Due to the snow and rain over the last couple weeks the completion date has been moved to January 21st. We have also added several spot repair locations to the contractor's scope of work. The additional areas have been on our to-do list since last year.



3. STORMWATER SYSTEM CLEANING & SCOPING – Ever since the rain started back in October, the Public Works Department has been dealing with clogged storm drains and flooding. We have a back log of areas that need to be addressed in addition new ones that seem to crop up daily. Repairs are scheduled depending on severity of the problem and most importantly budget.





4. MAINTENANCE UPDATES – The rain, wind and snow has kept the public works crew busy over the last couple months. During the recent snow event, most of them worked through the night operating the plow trucks and spreading sand-salt mix on the road surfaces. They have also helped with tree trimming and removal in several areas after some recent windstorms. In addition to weather related activities, they continue to perform daily tasks such as garbage and general park maintenance.





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 – Public Works is in possession of the playground equipment. This project is scheduled for Spring of 2022.

Post Office Floor Replacement – Due to potential subfloor issues, the city has hired a contractor to evaluate the post office building and provide an assessment of the structure.

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

2021 Traffic Calming Solar Speed Signs – Scheduled to start at the end of Jan 2022

2022 Hazardous Tree Removal – in review

NE 12th Street Sidewalk Improvements & Undergrounding – finalizing 70% construction drawings

77th Ave NE Stormwater Repair Phase 1 – Scheduled to complete Jan 21st.

TIB_NE 7th Street Overlay – 84th Ave NE to Overlake Dr – in review

77th Ave NE Storm Repair Phase 2 & Phase 3 – in review

2022 Localized Repair_Stormwater – in review

2022 City Hall Repairs – Miscellaneous – in review