

Question & Answer Matrix
June 3, 2025 – City Council Meeting

Log #	AB No.	Received From	Question	Staff Response
1	6693	Reynolds	I recall that we recently switched from biweekly to semimonthly payroll. I just noticed for the first time that we are paying people on the 10 th and 25 th rather than what I expected---the 15 th and the last day of the month. Given this, will we need to hold an accrual for a partial pay period of pay on our year-end financials to avoid an audit finding? (Recall they have made such a finding (or maybe it was less severe than a finding) in the past.)	No – under cash basis financial reporting, as defined by the WA State Auditor, payroll is expensed as of the pay date. There is no requirement to accrue based on when the salaries were earned.
2	6694	Reynolds	What is check 223246 for?	Check 223246 is the monthly payment to US Bank for the aggregate amount of purchases on credit cards issued to City staff.
3	6694	Reynolds	Check: 223118. I am trying to understand what sort of lock could cost \$1500 to fix. Please explain.	This was for the repair and replacement of an electric mortise lock for the men’s restroom at Homestead that was vandalized. This lock is connected to software that allows for scheduled locking/unlocking and door monitoring. The total includes the lock, trim package, and labor required for installation.
4	6694	Reynolds	I see a whole bunch of charges for “amazon capital services” that I do not recall ever seeing before. What are these?	Charges that say “Amazon Capital Services” are items that were purchased from Amazon using the City’s business account. The Amazon statement is paid monthly.
5	6695	Reynolds	Does the city display a Pride flag on any city facilities for Pride month?	No, the City is not flying a Pride flag. Please refer to the email sent to the City Council on June 1, 2023 with the background on this matter. The subject is “Flag Protocols.”
6	6697	Reynolds	19.11.030, in section 6 on setbacks, some text about features that are “encouraged” has been removed. Why?	Under HB 1293, all of the design standards must be clear and objective, meaning that there is at least one measurable criterion by which an applicant can determine if a development is allowed under that provision (RCW 36.70A.630(2)(a)). To say something is “encouraged” does not establish a clear requirement. In light of this, anything that is “encouraged” is effectively not required. These provisions are proposed to be struck from the design standards to ensure clarity about what is required.

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7	6697	Reynolds	What is the purpose of “figure 8” and “figure 9”? I cannot see what value they add that is consistent with the idea of “objective standards”.	Figures 8 and 9 are from the existing design standards (MICC 19.11.060(E)(2)). These figures illustrate the design concept in that code section. Importantly, they do not establish a requirement, only provide examples. These examples were left in the draft because they do not conflict with RCW 36.70A.630. If desired, they could be removed from the interim ordinance or removed later when the City adopts permanent regulations.
8	6697	Reynolds	19.11.070 B (4): Would the Tully’s site town center parking area comply with this requirement? How about Islandia or Tabit Square?	This standard would only apply to new development. Existing development like the Tully’s site, Islandia, or Tabit Square would only be required to comply with these parking standards if they are redeveloped.
9	6697	Reynolds	19.11.080 C: “Eye level” does not seem very objective to me. How about if we change that to 6 feet. More generally, much of this section does not seem very objective to me. eg, what does “moderate” mean?	Eye level can be amended to six feet by motion. The sentence “A partial screen provides a moderate vegetated separation between uses on adjacent properties and intermittent views to adjacent properties” is descriptive rather than establishing a requirement. The key part of 19.11.080(C)(2) is the required rate of three trees for every 20 feet of landscape perimeter length and that those trees provide the screening within 3 years of planting.
10	6697	Reynolds	19.11.090 B .2. Is the last sentence needed? These types of lights would not be allowed anyway since they are not LED, right?	In theory, a low-pressure sodium or mercury vapor light source could be allowed if it is a similar minimum wattage light source to an LED.
11	6697	Reynolds	19.11.090.B.5. Could we keep the first two sentences if we change “should” to “must”?	Yes, changing these from “should” to “must” would make the requirement clear, but the first sentence would not include at least one criterion by which an applicant could determine whether the design meets the standard (RCW 36.70A.630(2)(a)). The challenge is that the requirement that “Parking area light fixtures should <u>must</u> be designed to confine emitted light to the parking area.” does not establish how a fixture can be designed to comply.

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12	6697	Reynolds	19.11.090.B.3 Should we scrap this? Neon would not be allowed since not LED, right?	Lighting is not required to be LED, rather the proposed MICC 19.11.090(B)(2) would require that “Lighting must use LED or similar minimum wattage light sources designed to provide “natural” light. [...]”. MICC 19.11.090(B)(3) establishes requirements for instances when the light source is neon.
13	6697	Reynolds	19.11.120: The diagram provided for 77 th is not consistent with current status, in that there is no bicycle lane provided. Is now an appropriate time to address that inconsistency by adjusting that diagram to provide one that requires bike lanes, or this more effectively dealt with at a later time? Can it be part of the PC charge for the permanent regulations?	Staff recommends making changes to the diagrams in MICC 19.11.120 during the process to adopt permanent regulations. This will provide an opportunity for a closer look at the entirety of MICC 19.11.120 and work with the Planning Commission and City Council to amend or replace Figure 14.
14	6697	Reynolds	19.11.130 A. Are you confident that this paragraph is adequately objective?	Yes, the draft represents the staff recommendation of amendments to comply with RCW 36.70A.630. Note, MICC 19.11.130(A) lists the objectives for that code section and does not establish standards that development must conform to.
15	6697	Reynolds	19.11.130 B. What is the point of providing ranges for parking? Since this is a table of minimum parking requirements, and the requirement needs to be objective, isn’t the low end or the range the only thing needed?	The range of required parking spaces is provided to allow the final number of required spaces to be determined for each development. This is clear and objective because the final determination must be based on a detailed parking analysis conducted by the applicant (MICC 19.11.130(B)(1)(b)).
16	6697	Reynolds	19.11.130.B.1.d: What defines “compact”?	Compact parking stall dimensions are defined in MICC Appendix A – Parking lot dimensions . The stall sizes vary depending on the overall parking lot design.
18	6697	Reynolds	19.11.140.A: Is this section compatible with objectivity requirements?	Yes, the draft represents the staff recommendation of amendments to comply with RCW 36.70A.630. Note, MICC 19.11.140(A) lists the objectives for that code section and does not establish standards that development must conform to.

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19	6697	Reynolds	Why does 19.11.140 appear twice (Exhibit 1, pages 51 and 55)	This was a scrivener’s error and will be corrected prior to second reading.
20	6697	Reynolds	What is intended for the “reserved” section 19.12.020?	Section MICC 19.12.020 is reserved so that the subsequent sections do not have to be renumbered and to avoid renumbering resulting in inconsistent section references throughout the rest of the code.
21	6697	Reynolds	What is the value of section 19.12.030 “objectives”? If the requirements are objective, the value of the objectives does not seem obvious. (And the objectives do not seem objective)	The “objectives” sections describe what the code section aims to achieve. Including objectives in the code section is a style choice that was made when the design standards were adopted and have been left in the draft because they are not required to be removed to comply with RCW 36.70A.630. These sections may be amended or removed during the process to adopt permanent regulations.
22	6701	Reynolds	Why is the 1% for the arts estimate on page 6 not equal to 1% of the cost?	Per MICC 4.40.200 (D), the 1% for the arts calculation is based on the total amount of the awarded contract as originally approved by the City Council. However, the costs for demolition must be excluded from the final 1% for the arts calculation. Therefore, the figure on page 6 is 1% of the construction budget estimate less the estimated demolition costs.
23	6701	Rosenbaum	What is the best estimate of number of staff who current work in spaces not originally intended for desk work? If I remember correctly there are staff working in a “converted” garage.	The right-of-way, utility, and parks maintenance teams, as well as staff from Utility Billing and Support Services, are currently housed in converted workshop space in the Public Works Building. These teams include 42 staff members in addition to around 15 – 20 seasonal staff in the peak seasons.
24	6701	Rosenbaum	Are we aware of any other police departments in Western Washington working entirely out of temporary facilities?	Staff are not aware of any other police departments working entirely out of temporary facilities in Western Washington.

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25	6701	Rosenbaum	Have we fully explored the cost of trying to retrofit the existing PW facilities to bring them up to more modern standards for HVAC, accessibility, restrooms, etc?	<p>Early estimates indicated that over \$5 million would be needed to address basic building systems and some code-related upgrades for the existing structure and outbuildings, but that would not address the structural and seismic issues at the building, nor would it address the additional space needed. Keep in mind that the building’s major systems—including HVAC and electrical—are at the end of their useful life.</p> <p>The facility was originally designed for a much smaller operation and is now significantly undersized for current needs, including restrooms, locker rooms, work space, shop space, storage, and more. A renovation would require additional square footage, but expanding or retrofitting the existing building is not recommended given that the structure itself does not meet operational needs or level IV seismic standards. Facilities such as this that provide essential services (maintenance and public safety) need to meet Level IV seismic standards to ensure continuity of operations during emergencies.</p>
26	6701	Nice	Please remind me of the history of our work evaluating the Public Works building.	<p>Staff were only able to do a quick search of the facility files to answer this question, but if the City Council would like a more complete history, we can ask the records team to do a full records search. Team members recall the condition of both the Public Works Building and City Hall were under review in the 2010 to 2018 era.</p> <p>Specific to the PW Building, early conditions evaluations included discussions about a potential expansion and retrofit, which we believe happened around 2015. An engineering firm (Patano) was retained by the City to evaluate the expansion of the upper PW Building onto the former green roof. The project did not, however, evaluate a full building replacement or improvements to the outdoor “yard” and did not include any improvements to the previous MIPD portion of City Hall. The early analysis did not move forward given the structural issues with the building and evidence that the cost to renovate was going to rival the cost to replace.</p>

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27	6701	Rosenbaum	Is there any way to estimate the savings of operations and maintenance if you compare the current facilities vs the project under consideration? For example, will we be extending the useful life of fleet vehicles by storing them under cover? Similar question about materials currently being left out in the elements.	<p>There are many ways the proposed Public Safety and Maintenance Facility would reduce building operational costs and lower maintenance costs of vehicles and equipment. While staff do not have a precise estimate of total cost savings, below are several examples of anticipated savings:</p> <ul style="list-style-type: none"> • Staff estimate \$7.3 million in fleet assets, which include over 90 vehicles, will be operated from and stowed at the future PSM Facility. Additionally, the City operates and maintains 45 different pieces of heavy equipment that will be stored at this facility. At the City's current facilities, most of these vehicles and equipment are uncovered and incur damage from water and rust over time. Covering these vehicles and equipment in the proposed PSM Facility will extend the useful life of these assets and reduce maintenance and repair related to exposure to the elements. • Several of the City’s most expensive pieces of specialized equipment, such as the Vactor Truck, Jetter Truck, and Street Sweeper must be stored in heated and protected facilities to prevent damage. These pieces of equipment have water tanks that remain filled to operate during all hours to assist in emergency response. If these pieces of equipment are left outside during inclement weather, the water tanks and lines can freeze, rendering them inoperable for emergency responses and requiring expensive repairs. The PSM Operations Building will increase the number of vehicles shielded from the elements, while allowing space for the mechanic to perform routine/daily maintenance and reducing maintenance costs. • The PSM Building and Operations Building will be able to share some building systems, which are the mechanical, plumbing, electrical, and IT systems that operate buildings. For example, the PSM Building and Operations Building will share a centralized heat-pump system, reducing initial construction costs and reducing long-term maintenance costs. The former City Hall Building and the Public Works Administrative Building have separate building systems.

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				<ul style="list-style-type: none"> The PSM Facility will be built to modern energy codes, reducing utility costs compared to the old City facilities. The PSM Facility will include a rainwater catchment system, which Design Team analysis has shown to reduce long-term operational costs related to non-potable water use on-site. <p>The Operations Building and yard will include covered space for material storage. Currently, materials such as pipe needed for emergency repairs, are stored in available space in the yard and are exposed to the elements. Ongoing UV/weather exposure reduces the useful life of these materials.</p>