



MEDINA CITY COUNCIL

Monday, July 10, 2023

5:00 PM – REGULAR MEETING

AGENDA

VISION STATEMENT

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

MISSION STATEMENT

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



MEDINA, WASHINGTON

MEDINA CITY COUNCIL REGULAR MEETING

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

AGENDA

MAYOR | Jessica Rossman

DEPUTY MAYOR | Randy Reeves

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

CITY MANAGER | Stephen R. Burns

CITY ATTORNEY | Scott Missall

CITY CLERK | Aimee Kellerman

Virtual Meeting Participation

The Medina City Council has moved to hybrid meetings, offering both in-person and online meeting participation. In accordance with the direction from Governor Inslee, masking and social distancing will be optional for those participating in person. Individuals who are participating online and wish to speak live can 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 July 10 Council meeting. Please reference Public Comments for July 10 Council Meeting on your correspondence. The City Clerk will call on you by name or telephone number when it is your turn to speak. You will be allotted 3 minutes for your comment and will be asked to stop when you reach the 3 minute limit. The city will also accept written comments. Any written comments must be submitted by 2 PM on the day of the July 10 Council meeting to the City Clerk at akellerman@medina-wa.gov.

[Join Zoom Meeting](#)

Meeting ID: 832 5227 3105

Passcode: 589036

One tap mobile

+12532158782,,83252273105# US (Tacoma)

1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

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

2. APPROVAL OF MEETING AGENDA

3. PUBLIC COMMENT PERIOD

Individuals wishing to speak live during the Virtual City Council meeting may 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 July 10 Council meeting. Please reference

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

4. **PRESENTATIONS**

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

Time Estimate: 10 minutes

- 4.2 Recognition of Outgoing Planning Commissioner Laurel Preston by Mayor Jessica Rossman.

Time Estimate: 5 minutes

5. **CITY MANAGER'S REPORT**

Time Estimate: 20 minutes

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

[5.1a](#) City Manager Monthly Report

[5.1b](#) Police Monthly Report

[5.1c](#) Development Services Monthly Report

[5.1d](#) Finance Monthly Report

[5.1e](#) Central Services Monthly Report

[5.1f](#) Public Works Monthly Report

6. **CONSENT AGENDA**

Time Estimate: 5 minutes

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

[6.1](#) June 2023, Check Register
Recommendation: Approve.

Staff Contact: Ryan Wagner, Director of Finance and HR

[6.2](#) Draft Meeting Minutes of:
a) May 8, 2023 City Council Meeting; and
b) June 12, 2023 City Council Meeting.

Recommendation: Adopt Minutes.

Staff Contact: Aimee Kellerman, CMC, City Clerk

- [6.3](#) Confirmation of Appointment to the Medina Parks and Recreation Board
Recommendation: Confirm the following appointments:
Parks and Recreation Board
 Viji Raman, Position 2
 India Fitting-Koh, Position 5
 Collette McMullen, Position 7
Staff Contact: Aimee Kellerman, City Clerk on behalf of the Personnel Committee
- [6.4](#) Ordinance Amending Chapter 5.10 of the Medina Municipal Code Regarding Peddler and Solicitation Activities
Recommendation: Approve
Staff Contacts: Jeff Sass, Chief of Police and Scott M. Missall, City Attorney

7. **LEGISLATIVE HEARING**

None.

8. **PUBLIC HEARING**

None.

9. **CITY BUSINESS**

- [9.1](#) Comprehensive Plan Update
Recommendation: Update only; no action needed.
Staff Contact: Stephanie Keyser, AICP, Planning Manager

Time Estimate: 5 minutes

- [9.2](#) Draft Tree Code Fines
Recommendation: Discussion and direction.
Staff Contact: Steve Wilcox, Development Services Director

Time Estimate: 20 minutes

- [9.3](#) Gas-powered Leaf Blower Update
Recommendation: Discussion, direction and possible action.
Staff Contact: Stephen R. Burns, City Manager

Time Estimate: 20 minutes

- [9.4](#) Financial Policy Update
Recommendation: Direct staff to bring back a resolution for adoption at the next Council Meeting.
Staff Contact: Ryan Wagner, Director of Finance and HR

Time Estimate: 15 minutes

- [9.5](#) City Manager Review
Recommendation: Discussion and direction.
Staff Contacts: Stephen R. Burns, City Manager and Jessica Rossman, Mayor

Time Estimate: 5 minutes

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

11. **PUBLIC COMMENT**

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

12. **EXECUTIVE SESSION**

Time Estimate: 15 minutes

RCW 42.30.110 (1)(c)

To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public.

Council may take action following the Executive Session.

13. **ADJOURNMENT**

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

ADDITIONAL INFORMATION

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

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

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

UPCOMING MEETINGS AND EVENTS

Wednesday, July 12, 2023 - Emergency Preparedness Meeting (4:00 PM)

Monday, July 17, 2023 - Park Board Meeting (5:00 PM)

Monday, July 24, 2023 - City Council Meeting (5:00 PM)

Tuesday, July 26, 2023 - Planning Commission Regular Meeting (6:00 PM)

Monday, August 14, 2023 - City Council Meeting - ***Dark No Meeting***

Monday, August 28, 2023 - City Council Meeting - ***Dark No Meeting***

Monday, September 4, 2023 - Labor Day - City Hall Closed

Monday, September 11, 2023 - City Council Meeting (5:00 PM)

Monday, September 18, 2023 - Park Board Meeting (5:00 PM)

Monday, September 25, 2023 - City Council Meeting (5:00 PM)

Tuesday, September 26, 2023 - Planning Commission Regular Meeting (6:00 PM)

Monday, October 9, 2023 - City Council Meeting (5:00 PM)

Wednesday, October 11, 2023 - Emergency Preparedness Meeting (4:00 PM)

Monday, October 23, 2023 - City Council Meeting (5:00 PM)

Tuesday, October 24, 2023 - Planning Commission Regular Meeting (6:00 PM)

Friday, November 10, 2023 - Veterans Day - City Hall Closed

Monday, November 13, 2023 - City Council Meeting (5:00 PM)

Monday, November 20, 2023 - Park Board Meeting (5:00 PM)

Thursday, November 23, 2023 - Thanksgiving Holiday - City Hall Closed

Friday, November 24, 2023 - Day After Thanksgiving Holiday - City Hall Closed

Monday, November 27, 2023 - City Council Meeting (5:00 PM)

Monday, December 11, 2023 - City Council Meeting (5:00 PM)

Wednesday, December 13, 2023 - Emergency Preparedness Meeting (4:00 PM)

Monday, December 25, 2023 - Christmas Day - City Hall Closed

CERTIFICATION OF POSTING AGENDA

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



CITY OF MEDINA

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

Date: July 10, 2023

To: Honorable Mayor and City Council

From: Stephen R. Burns, City Manager

Subject: City Manager Report

- The City Council has identified six goals and priorities for staff to work on in 2023. Below are the goals and status update.
- Create a clear timeline and protocols for Council projects to include no new code without an enforcement plan.
 - *City staff is working on this with a tentative timeline to report back to Council in the Fall of 2023.*
 - Strategy for creative revenue sources, relook at fine structure and compare or calibrate with other cities.
 - *Development Services Director Steve Wilcox provided an update to the City Council on February 27 covering short-term and long-term budget outlook and stabilization for Development Services. Looking forward, one item we will continue to monitor is the fee schedule to ensure it accurately reflects cost recovery.*
 - Implement a full HR system that covers employee lifecycle.
 - *Finance/HR Director Ryan Wagner has implemented the first phase of implementing a full-service Human Resources program that will standardize Medina employment requirements. The first phase was moving the city staff from paper timesheets to a fully automated payroll software solution through ADP. The city went live with this solution on May 1, 2023. The Finance department will continue the buildout of phase 2 for the Human Resources piece that includes hiring, onboarding, and managing HR compliance. City staff estimates that this will be ready to come to Council in the Fall 2023.*
 - Add each department's business lines and service levels on the website.
 - *In the first week of June, Central Services Director Aimee Kellerman, working with staff, has included business lines and service levels on the city website – under “Know Your Government” - [Check Out Your Local Government and the Services We Provide | Medina Washington \(medina-wa.gov\)](http://www.medina-wa.gov). **Complete.***

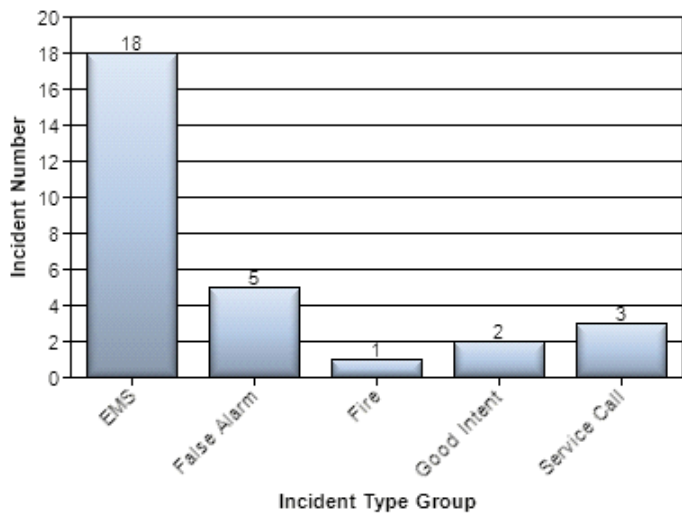
- Research and develop a plan for undergrounding utilities.
 - *Public Works Director Ryan Osada provided an update to the Council at the April 24 City Council Meeting. Staff is finalizing a web page about undergrounding utilities with updated FAQ's as directed by Council. This page is expected to be live by the end of July.*
- Research available options for reducing ghost homes.
 - *City Attorney Scott Missall is researching options and will be providing a brief to the Council at the October 9, 2023, Medina City Council meeting.*
- Gas-Powered Leaf Blower Update – City staff has created an education and resource page on the city's website. This page includes an introduction to what Medina is looking into, FAQs, and links to other cities that have banned or are considering a ban on gas-powered leaf blowers. This is part of the education and outreach regarding gas-powered leaf blowers that the Council directed to staff. City staff held an Open House at City Hall on May 11, 2023, from 5pm to 6:30pm – 15 residents attended and provided input and feedback to City Staff. A survey, which went out city wide, received comments and suggestions from residents about gas-powered leaf blower restrictions. Final survey information, Open House follow-up, and general comments will be covered during City Business at the July 10, 2023, Medina City Council Meeting.
- Bellevue Fire Report – See Attached.
- 2023 City Council Calendar – See Attached.

20180807 - Contract Cities Incident Types

Date: Monday, July 3, 2023
Time: 8:31:04 AM

Incident Date between 2023-06-01 and 2023-06-30
City equal to Medina

Incident Type Group	Incident Count
EMS	18
False Alarm	5
Fire	1
Good Intent	2
Service Call	3





MEDINA CITY COUNCIL
 2023 AGENDA/ACTION CALENDAR
 Meetings scheduled for 5:00 pm, online (unless noticed otherwise).

JANUARY 9, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
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Presentation	SR520 Build It Faster by Carl Stixrood and John Hutchins - SR520 Working Group - 15 Minutes	Burns		Completed	
Consent Agenda	December 2022, Check Register			Approved	
Consent Agenda	DRAFT CC Minutes 12/12/2022			Adopted	
Consent Agenda	Resolution Supporting Mercer Island Marine Patrol Funding			Adopted Res. No. 429	
Legislative Hearing	Ordinance Approving New Solicitation and Permitting Regulations	Sass		Adopted Ord. No.1018	Legal Notice in Seattle Times 12/24/2022
Public Hearing					
City Business	Comp Plan Update	Keyser		Completed	
City Business	Gas-Powered Leaf Blower Education and Outreach Plan	Burns		Completed	
City Business	Park Use Permit Pilot Program	Burns/Kellerman		Approved	

JANUARY 23, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
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Presentation					
Presentation					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
Public Hearing					
City Business	City Arborist Presentation and Discussion	Wilcox	Discussion and direction	Completed	
City Business	Tree Management Code Amendments	Wilcox	Approve	Approved	

FEBRUARY 13, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Presentation	Professional Excellence Award Presentations - Medina Police Department	Sass		completed	
Consent Agenda	January and 13th Month Check Register			approved	
Consent Agenda	PB Minutes 11/21/2022			received	
Consent Agenda	PC Minutes 11/15/2022			received	
Consent Agenda	CC Minutes 1/9/2023 , 1/23/2023			adopted	
Consent Agenda	Flock Contract for License Plate Reader Cameras - Tentative	Sass		approved	
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business	Comp Plan Public Participation Resolution	Keyser		adopted	
City Business	Comp Plan Update	Keyser		completed	
City Business	Ordinance Amending MMC Chapter 2.24 Parks and Recreation Board and MMC Chapter 2.28 Planning Commission to Allow for Hybrid Meetings and Clarify the Number of Parks and Recreation Board Meetings	Osada/Nations		adopted	
Executive Session	RCW 42.30.110(1)(i) Potential Litigation			completed	

FEBRUARY 27, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	None				
Consent Agenda	None				
Consent Agenda	None				
Legislative Hearing	None				
Public Hearing	None				
City Business	Development Services Enterprise Budget Discussion	Wilcox	Discussion/Direction	completed	
City Business	Pending Legislative Session Bills	Keyser	Discussion/Direction	completed	

MARCH 13, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	SR-520 Noise Abatement Project Update by University of Washington Professor of Mechanical Engineering, Per Reinhall - 30 Minutes	Burns		N/A	
Presentation	Professional Excellence Award Presentation - Medina Police Department	Sass		Moved to 5/8	
Consent Agenda	February Check Register			Approved	
Consent Agenda	PC Minutes			Approved	
Consent Agenda	DRAFT CC Minutes			Approved	
Legislative Hearing	None			N/A	
Public Hearing	None			N/A	
City Business	Comp Plan Update	Keyser		None	
City Business	OGCC Street Vacation Update	Keyser/Romanenko		Moved to 4/10	
City Business	Gas-Powered Leaf Blower Update	Burns		Moved to 4/10	
MARCH 27, City Council Regular Meeting, 5:00 pm - CANCELLED					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
APRIL 10, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	None			None	
Consent Agenda	March Check Register		Approve	Approved	
Consent Agenda	PB Minutes - January 23			Approved	
Consent Agenda	PC Minutes		Approve	Approved	
Consent Agenda	DRAFT CC Minutes		Approve	Approved	
Consent Agenda	Proclamation in Recognition of Municipal Clerks Week - Apr 30 - May 6		Approve	Approved	
Consent Agenda	2023 ARCH Work Program and Budget	Burns	Approve	Approved	
Consent Agenda	Contract Approval with BVC, Inc., for city-wide crack seal project	Osada	Approve	Approved	
Legislative Hearing	None			None	
Public Hearing	None			None	

City Business	Comp Plan Update	Keyser	None	None	
City Business	Housing Action Plan	Keyser		None	
City Business	OGCC Street Vacation Update	Keyser/Romanenko		Legislative hearing scheduled for 6/12/2023	
City Business	Gas-Powered Leaf Blower Update	Burns		None	
City Business	Park Use Pilot Program	Burns/Kellerman	Approve	Moved to 5/8	
Executive Session	Potential Litigation 42.30.110(1)(i)				

APRIL 24, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	None			None	
Consent Agenda	None			None	
Legislative Hearing	None			None	
Public Hearing	None			None	
City Business	Undergrounding Utilities Presentation	Osada	Discussion/Direction	None	
City Business	Funding Stormwater Replacement Options	Wagner	Discussion/Direction	Moving Forward	
City Business	Resolution Setting Public Hearing - OGCC Street Vacation	Keyser/Missall	Adopt Resolution	Approved	

MAY 8, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	April Check Register		Approve	Approved	
Consent Agenda	DRAFT CC Minutes of 4/10 & 4/24		Adopt	Adopted	
Consent Agenda	National Police Week and Peace Officer Day Proclamation		Approve	Approved	
Legislative Hearing	None				
Public Hearing	None				
City Business	Comp Plan Update	Keyser	Discussion only	Completed	
City Business	New Housing Legislation	Keyser	Discussion only	Completed	
City Business	Park Use Pilot Program	Burns/Kellerman	Approve	Moved to a later date	
City Business	Small Wireless Facility Permit Process	Romanenko	Discussion only	Completed	

MAY 22, Joint City Council and Planning Commission Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	None				
Consent Agenda	None				
Legislative Hearing	None				
Public Hearing	None				
City Business	Comprehensive Plan (Housing Element)	Keyser		Completed	
JUNE 12, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	Professional Excellence Award Presentation - Medina Police Department	Sass			
Presentation	Volunteer Certificates	Rossmann			
Consent Agenda	May 2023 Check Register		Approve		
Consent Agenda	Approved PB 3/20 Minutes		Receive and file		
Consent Agenda	Approved PC 3/28 & 5/2 Minutes		Receive and file		
Consent Agenda	DRAFT CC Minutes 5/8 & 5/22		Adopt		
Consent Agenda	PB and PC Appointment Confirmations	Kellerman	Approve	Approved	
Consent Agenda	King County Interlocal Cooperation Agreement Renewal for 2024-2026	Burns	Approve	Approved	
Consent Agenda	Medina Elementary Side Walk Phase 1 Contract	Osada	Approve	Approved	
Consent Agenda	Street Vacation Moratorium	Burns/Missall	Adopt	Approved	
Legislative Hearing	none		none		
Public Hearing	Housing Action Plan	Keyser	Approve	Approved	5/25/2023
Public Hearing	Six-Year CIP/TIP-Non-TIP	Osada	Discussion and direction	Approved	5/22/2023
City Business	Comp Plan Update	Keyser	Discussion item only; no action needed.	Complete	
City Business	OGCC Street Vacation Petition Update	Burns/Missall	Update only	Complete	5/22/2023
City Business	12th Street Sidewalk and Undergrounding Contract	Osada	Discussion and direction	Complete	
City Business	Electric Bike Park Restriction	Sass	Discussion and direction		
Executive Session	RCW 42.30.110 (1)(i) and RCW 42.30.110 (1) ©				

JUNE 26, City Council Regular Meeting, 5:00 pm - CANCELLED

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Presentation					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					

JULY 10, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	Recognition of Outgoing Volunteer Laurel Preston by Mayor Rossman				
Presentation					
Consent Agenda	June 2023, Check Register				
Consent Agenda	Draft CC 5/8 and 6/12 Minutes				
Consent Agenda	PB Appointment Confirmation				
Consent Agenda	Peddler Ordinance Update	Sass/Missall			
Consent Agenda					
Legislative Hearing	None				
Public Hearing	None				
City Business	Comp Plan Update	Keyser			
City Business	DRAFT Tree Code Fines	Wilcox			
City Business	Gas-Powered Leaf Blowers Update	Burns			
City Business	Financial Policy Update	Wagner			
City Business	City Manager Review - TENTATIVE	Burns/Rossman			
City Business					
Executive Session	RCW 42.30.110 (1)(c)				

JULY 24, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Presentation					
Consent Agenda					
Consent Agenda					
Consent Agenda					

Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
Public Hearing					
City Business	Existing Conditions Report - TENTATIVE	Keyser			
City Business	City Manager Review - TENTATIVE				
City Business					

AUGUST 14, City Council DARK - CANCELLED

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Presentation					
Presentation					
Presentation					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
Public Hearing					
City Business					
City Business					
City Business					

AUGUST 28, City Council DARK - CANCELLED

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Presentation					
Presentation					
Presentation					
Consent Agenda					
Consent Agenda					

Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
Public Hearing					
City Business					
City Business					
City Business					

SEPTEMBER 11, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Presentation					
Presentation					
Presentation					
Consent Agenda	July/August Check Register	Wagner			
Consent Agenda	Approved PB Minutes	Nations			
Consent Agenda	Approved PC Minutes	Keyser			
Consent Agenda	Draft 7/10 and 7/24 CC Minutes	Kellerman			
Consent Agenda	Gas-Powered Leaf Blower Resolution	Burns			
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	2024 Preliminary Budget Proposal	Wagner			
Public Hearing					
City Business	Comp Plan Update	Keyser			
City Business					
City Business	Personnel Committee Discussion	Burns/Rossmann			
City Business	Street Vacation Code Update Discussion	Burns/Missall			

SEPTEMBER 25, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Presentation					

Presentation					
Presentation					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
Public Hearing					
City Business	Preliminary 2024 Budget Discussion	Wagner			
City Business					
City Business					

OCTOBER 9, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Presentation					
Consent Agenda	September 2023, Check Register	Wagner			
Consent Agenda	Draft 9/11 and 9/25 CC Minutes	Kellerman			
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	Preliminary 2024 Budget Proposal	Wagner			
Public Hearing					
City Business	Comp Plan Update	Keyser			
City Business	Ghost House/Long-term Rental				
City Business	Presentation and Discussion	Burns/Missall			
City Business	Park Use Reservation Discussion	Kellerman			
City Business	Street Vacation Code Update				
City Business	Discussion - Tentative	Burns/Missall			

OCTOBER 23, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
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Presentation					
Presentation					
Presentation					
Presentation					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
Public Hearing					
City Business					
City Business					
City Business					

NOVEMBER 13, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
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Presentation					
Presentation					
Presentation					
Presentation					
Consent Agenda	October 2023, Check Register	Wagner			
Consent Agenda	Approved PB Minutes	Nations			
Consent Agenda	Approved PC Minutes	Keyser			
Consent Agenda	Draft 10/9 CC Minutes	Kellerman			
Consent Agenda					
Consent Agenda	2021 WA State Building Code Update - TENTATIVE	Wilcox			
Legislative Hearing					
Public Hearing	Final 2024 Budget and Salary Schedule	Wagner			
Public Hearing	2024 Property Tax Resolution	Wagner			
City Business	Comp Plan Update	Keyser			
City Business	Council Projects - Timeline and Protocols	Burns			
City Business					

DECEMBER 11, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Presentation					
Presentation					
Presentation					
Consent Agenda	November 2023, Check Register	Wagner			
Consent Agenda	Draft 11/13 CC Minutes	Kellerman			
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
Public Hearing					
City Business	Comp Plan Update	Keyser			
City Business					
City Business					
DECEMBER 25, City Council Regular Meeting, 5:00 pm - CANCELLED					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Presentation					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					



MEDINA POLICE DEPARTMENT

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

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

Follow up:

Nothing to report.

Award:

At the June 12th City Council meeting, Captain Austin Gidlof was awarded the Life Saving Award for his actions that helped save the life of an individual who was in cardiac arrest. The Life Saving Award is one of three medals that are available to officers who go far above the call of duty.



Medina Elementary Fifth Graders:

On June 7th, Officer Halverson assisted with escorting the fifth graders on their walk from Medina Elementary to Overlake Golf Course for their fifth-grade graduation party.

Three Points Elementary Field Day:

Medina Police Officers participated in the Three Points Elementary School Field Day on June 14th. Officers used the radar unit to record the speed of student's pitches. All of the kids, parents and officers had fun.

Medina Elementary School Visit:

On Thursday, June 15th, Medina Elementary 3rd graders visited Medina City Hall. The Medina Police gave a presentation on fingerprinting, discussed all the equipment an officer has on his uniform and in the police car and had the kids use the radar unit.



Medina Elementary Field Day:

On June 16th, Officer Halverson attended Field Day at Medina Elementary and used the radar unit to measure the speed of the baseball as students practiced their pitching skills.

Medina Lifeguards:

On Monday, June 26th, the 2023 Medina Lifeguards started working at Medina Beach Park. Thirteen local college and high school age lifeguards were hired and trained to watch the water and help swimmers stay safe. There are eight guards returning from previous summers and five new faces that have been added to the team.

The summer schedule for lifeguards is 12:00pm – 6:00pm daily (weather dependent) from June 26th through August 27th.

**Marine Patrol:**

Sergeant Chad Schumacher with the Mercer Island Marine Patrol Unit advised that June was an interesting month on Lake Washington. There was a mix of good and poor weather conditions on the water. When the weather cooperated, they saw high volumes of boaters out enjoying the lake. There were a few surface water rescues during the month and thankfully no injuries or sunken vessels to report.

The Mercer Island Marine Patrol Unit is focusing on vessel safety inspections at the beginning of the season and making contacts with boaters out on the water and at boat ramps. They continue to remind human powered watercrafts that they are required to have a lifejacket with them out on the water. Overall, a large majority of the vessels that were inspected have had all of their necessary safety equipment onboard. This has been really appreciated.

A note for boaters is to remember to renew their vehicle registration. All vessels in Washington expire on June 30th of each year, and by July 1st, you need to have your 2024 sticker on your vessel.

Sergeant Schumacher also advised that the marine patrol has maintained their slow patrols of the shoreline that the residents have requested throughout all jurisdictions.



MEDINA POLICE DEPARTMENT
Jeffrey R. Sass, Chief of Police
MONTHLY SUMMARY
June 2023



FELONY CRIMES

Burglary **2023-00002897** **06/17/2023**
 A Police Officer was dispatched to a reported burglary in the 8900 Block of Groat Point Drive. Entrance was made by breaking a window on the side of the house. Approximately \$2000 worth of jewelry was taken from the residence. Under investigation.

Fraud **2023-00002986** **06/21/2023**
 A resident contacted the Police Department to report fraudulent activity on their bank account. The victim noticed that \$45,000 had been taken from their account over the past few weeks. The victim is working with their bank to recover the loss. No suspects at this time.

Possession of Stolen Property **2023-00002985** **06/21/2023**
 A Police Officer received an alert from the License Plate Reader (LPR) Camera System that a stolen vehicle out of New Mexico had entered the City of Medina. The Police Officer located the vehicle in the 2400 Block of 82nd Ave Ne. The driver was placed into custody and booked into the King County Jail.

Possession of Stolen Property **2023-00002999** **06/22/2023**
 A Police Officer received an alert from the License Plate Reader (LPR) Camera System that a stolen vehicle out of King County had entered the City of Medina. The Police Officer located the vehicle and initiated a traffic stop in the 2300 Block of Evergreen Point Road. The driver was placed into custody and booked into the King County Jail.

Burglary **2023-00003147** **6/28/2023**
 A Police Officer was dispatched to the 7600 Block of NE 16th St for a reported burglary. Entrance was made into the residence by breaking a back window. Approximately \$20,000 worth of jewelry and various items were taken from the residence. Under investigation.

MISDEMEANOR CRIMES

Trespass **2023-00002655** **06/05/2023**
 A Police Officer was dispatched to the 8000 Block of NE 8th St. for a report of a subject trespassing on the property. The subject was contacted, and a Notice of Trespass letter was issued to the subject.

DUI **2023-00002807** **06/13/2023**
 A Police Officer observed a single vehicle collision in the 8200 Block of NE 24th St. The officer contacted the driver who appeared to be impaired. There were no injuries to the driver. The driver was arrested for DUI and charges were forwarded to the Prosecutor’s Office.

Motor Vehicle Prowl **2023-00002847** **06/15/2023**
 A Police Officer was dispatched to the 8200 Block of Overlake Drive W for a report of a vehicle prowling. The vehicle was unlocked, and approximately \$4000 worth of items was stolen from inside the vehicle. Under investigation.

Trespass **2023-00003036** **6/23/2023**
 A Police Officer was dispatched to the 1800 Block of 73rd Ave NE for a report of a subject trespassing on the property. The officer contacted the individual, which resulted in the arrest of the subject for a felony warrant out of Seattle. The subject was taken into custody and booked into jail.

Domestic **2023-00002908** **6/18/2023**
 A Police Officer responded to a reported domestic violence call.

OTHER

Warrant Arrest **2023-00002770** **06/06/2023**
 A Police Officer conducted a traffic stop in the 800 Block of Lake Washington Blvd. NE which resulted in the arrest of the driver for a misdemeanor warrant out of Lewis County. The driver was taken into custody and booked into jail.

Warrant Arrest **2023-00002891** **06/16/2023**
 A Police Officer contacted a subject walking in the 7800 Block of Ne 12th St which resulted in the arrest of the subject for several misdemeanor warrants out of Issaquah. The subject was taken into custody and booked into jail.

Recovered Property **2023-00003048** **06/23/2023.**
 A Police Officer initiated a traffic stop in the 2400 Block of 84th Ave NE on a vehicle bearing a stolen plate. The stolen plate was reported on our License Plate Reader (LPR) Camera System. The driver of the vehicle was unaware that their license plate had been removed and replaced with a stolen license plate. The property was recovered, and the driver’s local police jurisdiction was notified.



MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

City of Medina



June 2023 - Monthly Report

CRIMES	Current Month	YTD 2023	YTD 2022	Year-End 2022
Burglary	2	4	5	10
Vehicle Prowl	1	4	4	4
Vehicle Theft	0	2	3	7
Theft (mail & all other)	1	15	5	10
ID Theft/Fraud	1	6	6	16
Malicious Mischief (Vandalism)	0	9	4	5
Domestic Violence/Violation of No Contact Order	1	5	4	5
Disturbance, Harassment & Non-DV Assault	1	5	5	19
TOTAL CRIMES	7	50	36	76

COMMUNITY POLICING				
Drug Violations - Referrals to Treatment	0	0	0	1
Community Assists	17	86	62	139
House Watch Checks	83	448	301	595
School Zone	14	111	126	216
Mental Health	5	17	12	39
TOTAL ENFORCEMENT	119	662	501	990

TRAFFIC				
Collisions				
Injury	0	2	0	2
Non-Injury	1	9	4	6
Non-Reportable	0	0	0	1
Traffic Stops				
Citations/Infractions/Parking	14	106	161	250
Warnings	151	964	767	1426
TOTAL TRAFFIC	166	1081	932	1685

CALLS FOR SERVICE				
Animal Complaints	11	29	29	46
Residential Alarms	19	118	132	255
Missing Person	0	2	1	5
Suspicious Activity/Area Check	63	178	112	219
Medical Call/Assist Fire Department	1	5	20	29
Juvenile (underage party, substance use, etc.)	0	0	2	7
TOTAL SERVICE	94	332	296	561

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



MEDINA POLICE DEPARTMENT
Jeffrey R. Sass, Chief of Police
MONTHLY SUMMARY
June 2023



FELONY CRIMES

Nothing to report.

MISDEMEANOR CRIMES

Nothing to report.

OTHER



MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

Town of Hunts Point



June 2023 - Monthly Report

CRIMES	Current Month	YTD 2023	YTD 2022	Year-End 2022
Burglary	0	0	0	1
Vehicle Prowl	0	0	0	0
Vehicle Theft	0	0	0	0
Theft (mail & all other)	0	1	2	4
ID Theft/Fraud	0	3	1	2
Malicious Mischief (Vandalism)	0	1	2	2
Domestic Violence/Violation of No Contact Order	0	1	1	1
Disturbance, Harassment & Non-DV Assault	0	1	3	5
TOTAL CRIMES	0	7	9	15

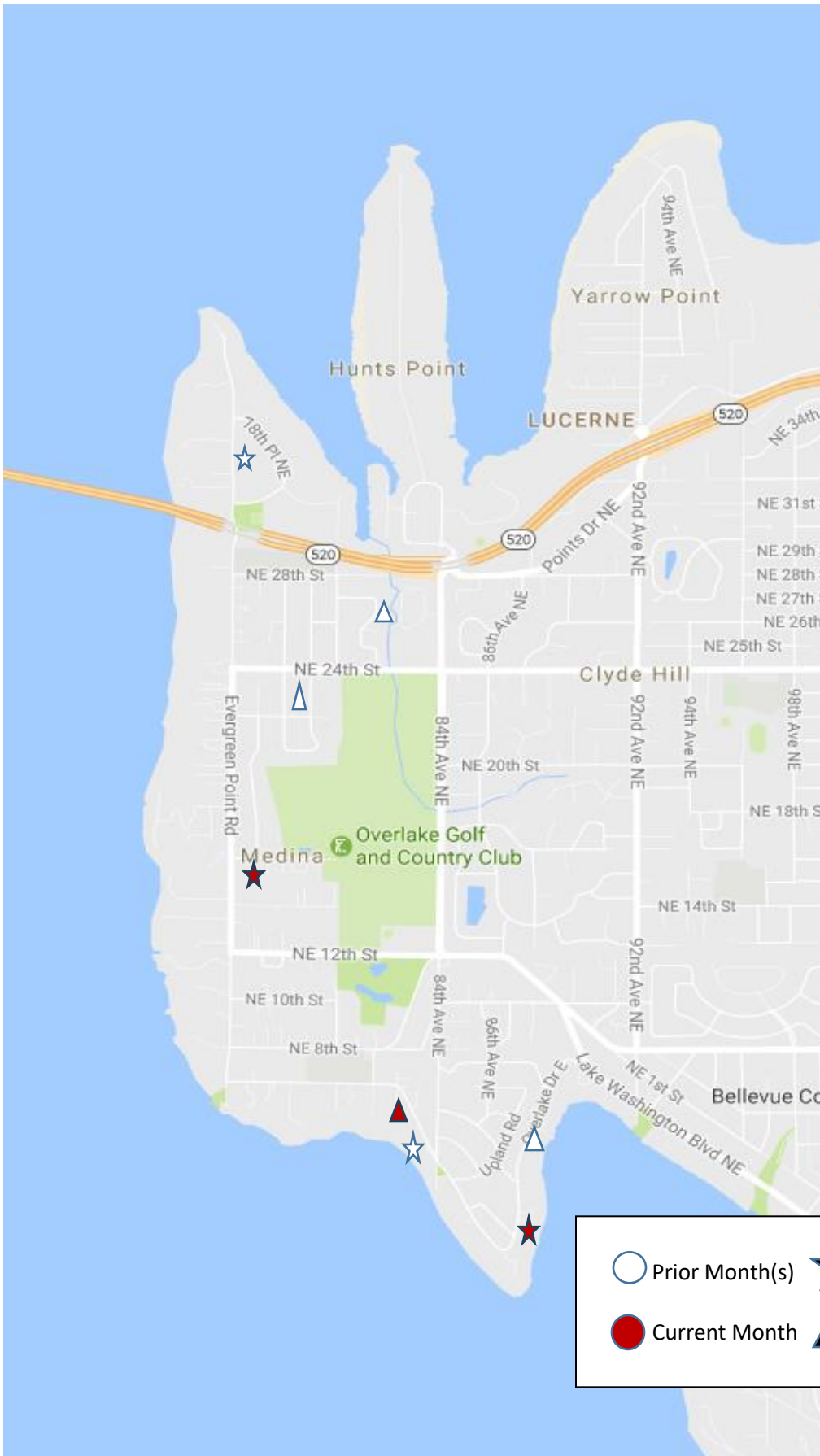
COMMUNITY POLICING	Current Month	YTD 2023	YTD 2022	Year-End 2022
Drug Violations - Referrals to Treatment	0	0	0	0
Community Assists	0	8	8	17
House Watch Checks	8	28	33	60
Mental Health	0	1	3	11
TOTAL ENFORCEMENT	8	37	44	88

TRAFFIC	Current Month	YTD 2023	YTD 2022	Year-End 2022
Collisions				
Injury	0	0	0	0
Non-Injury	0	0	0	1
Non-Reportable	0	0	0	1
				0
Traffic Stops				0
Citations/Infractions/Parking	3	33	47	82
Warnings	17	212	121	289
TOTAL TRAFFIC	20	245	169	373

CALLS FOR SERVICE	Current Month	YTD 2023	YTD 2022	Year-End 2022
Animal Complaints	0	2	1	4
Residential Alarms	0	13	18	32
Missing Person	0	0	0	0
Suspicious Activity/Area Check	3	6	7	23
Medical Call/Assist Fire Department	0	0	3	5
Juvenile (underage party, substance use, etc.)	0	1	0	1
TOTAL SERVICE	3	22	29	65

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

2023 Burglaries & Vehicle Prowls Medina & Hunts Point





CITY OF MEDINA

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

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

Permit Activity

Please see the two permit reports provided.

During June we conducted 7 Construction Activity Permit open houses. CAP open houses are associated with projects of \$500,00 and greater. For comparison in 2023:

January – 0 open houses
 February - 0 open houses
 March – 5 open houses
 April – 1 open house
 May – 4 open houses
 June - 7 open houses

Normally we would expect the first 3-months of a year to be busy with open houses and then again in late spring to early summer.

Our Deputy Building Official has now taken over the Construction Activity Permit process including facilitating open houses.

The June 2023 Issued Permits report shows that our YTM permit valuation exceeds the same time last year. This is good news because permit valuation is directly associated with Fund revenue. Note that the new construction value is down this year compared to 2022, but the alteration numbers in both quantity and value are up significantly in 2023. This seems to confirm the idea that we are in a period where the comfort level in spending the resources to build a new home is less than in the recent past. But, residents still want to improve their property.

Municipal Code Amendments

Provided for Council discussion is a proposal for amendments to our Municipal Code regarding Tree Management Code violations. Fines have been unchanged for many years and have fallen far behind other local jurisdictions. This is a proposal to comprehensively consider our fines, fees, and reimbursements associated with non-permitted tree removals.

Along with an Agenda Bill are two exhibits which provide a comparison of fines in addition to a proposal for a change in fines, fees, and reimbursements.

Washington State Building Code Update

The 2021 Washington State Building Code was scheduled for implementation by all jurisdictions including Medina on July 1, 2023. In early May the State Building Code Council extended the implementation date for an additional 120-days. I expect we will know in September whether the code will be implemented in November, or if there are changes being made that further delay.

In any case we need to wait to hear what the state is doing prior to adoption of this mandatory set of documents.

King County Wastewater Pump Station Maintenance Project

Although we have been very cooperative and attempted to facilitate pump station work, King County has failed to notice us of the dates of their work. I had been asking on a regular basis for several months and was told that because a general contractor had not been hired to do the work that the County did not have a schedule beyond simply "July- August 2023". This was understandable.

In mid-June King County sent me a draft notice for Medina residents which added a project to the scope we had been discussing, and was announcing the closure of 81st. I called a meeting to discuss this, get a change in the notice and talk about how our jurisdictions can work better together.

Because of complications due to a City of Medina project on 81st which could conflict with the County pump station work, our Public Works Director, Ryan Osada will now be working King County staff to coordinate these two projects.

The pump station work is exempt from Medina issued building and construction mitigation permits, but not exempt from a right of way use permit. We have been controlling the public noticing, construction parking, lane closures, work hours, and trucking through the ROW permitting. Almost unbelievably, we still do not have a schedule for start of work or the one-night of work that the County needs for it's pump station work. And, the county now needs to close 81st as well which was not previously disclosed.

I do know that because of the Medina project on 81st that the County now must wait to start their pump station work.

Tree Code Enforcement

Please see the two tree permit activity reports provided. One report reflects development projects and the other non-development activity.

The property at the SE corner of NE 8th and Evergreen Point Road applied for a permit to remove 4-trees. An application to remove more trees had originally been submitted, but it was discovered through a boundary survey that some of the trees along the north property boundary adjacent to NE 8th are joint owned with Medina. The trees under permit application for removal do not require supplemental replacement.

Permit Tracking, Public Portal and Webpage

We continue to participate in exploring a new permit tracking and public portal system. The City of Bellevue is leading this effort with over 30-local jurisdictions participating. Medina is on a 10 members Steering Committee with voting rights.

Depending upon the outcome, Council may see a request for budget to replace our current permit tracking and portal. At this point it may not be until 2025 budgeting.

Our staff are working to create a tab on our Development Services webpage which will have currently active tree removal permits. The concept is that with a simple site notice that is already required by our Municipal Code and with the current notice time period of 10-days we could provide more advanced information to the public about tree removals.

The site notice could include a property contact information, QR Code and webpage address which would show the tree removal permit and the site plan with the trees to be removed.

As mentioned recently by a Council Member, notice without a comment period may have little value. Our Municipal Code does already have some provisions for both tree removal notice site posting and a 10-day waiting period so we are not creating something new. What we are doing is enhancing the current existing system to do something it has not which is to easily provide public information.

We may find that code amendments are needed, but for now we can move forward through administrative changes.

Arborist

Unfortunately, we will be losing Sean Dugan and his company Tree Solutions as our development project arborist. We may be able to retain Sean in a different capacity and have proposed a scope of work.

My hope is that we can retain Sean and Tree Solutions to assist us with the Comprehensive plan update, general Tree Management Code development, and other tree code work involving the Planning Commission.

Andy Crossett who has been working as our non-development arborist will be taking over all tree code enforcement under a new professional services contract.

Advanced Deposits vs. Net Budget Impact

Please see then attached tables for 2021, 2022, and 2023 to date. Cash deposits (AKA Advanced Deposits) are collected for most projects with Grading and Drainage and Tree Activity Permits. Advanced Deposits (AD) are used to pay for consultant costs above permit fees collected.

One relevant thing to consider is that when you view the Development Services Fund you will see large budget numbers for "Landscape Consultant" (AKA arborist) and "Engineering

Consultant” (AKA Grading and Drainage consultant). The financial actuals compared to these two accounts can be deceiving.

The attached is what we use to track AD collected vs invoices. A purpose for this tracking is to help when the time comes to decide if fees need to be adjusted, if AD needs to be adjusted, or if AD use needs to be expanded. I am sharing my data which I find interesting to review.

The footnotes will help understand the table use. One thing you will no doubt observe is the difference between the net amounts in Tree Code Consultant AD and the Engineering Consultant AD. This difference is caused by factors such as differences in consultant cost and permit fees. If most of an invoice is covered by AD, then the permit fee may be too low.

For budgeting the percentage may be more important than the actual costs.

Coming Up

Here is a list of some of the things Development Services is working on that you may not have heard about.

- A substantially revised Professional Services contract.
- WSDOT -520 Administrative Noise Variance. Work in 2024
- T-Mobile request for information about Small Wireless Facility permits for several nodes. This may be something T-Mobile is considering as a option to the 84th and Midland pole in whole or in part.
- Solicit/search for a new hearing examiner.
- 5-professional services contracts are expiring with need to renew or entirely new contracts.
- Code amendment(s) associated with using the public right of way “plantable area”.
- 2021 Fire Code adoption. Reviewing Bellevue’s Fire Code and State Fire Code. Working with the Bellevue Fire Prevention Office (“Fire Marshal’s Office”).
- On-going garbage and other “bin” enforcement.
- Significant public right of way code enforcement action on Upland road associated with tree removal.
- Problematic excavation at a permitted site on 84th Ave NE and NE 12th St.
- Working on draft amendments for the Small Wireless Facility code chapter.
- Several minor Tree Management Code amendments as previously discussed with Council with some potential modifications.
- Several changes to propose the Development Services Fund as part of the 2023 budget process.
- Working with OMW regarding details of permitting for a large Medina property.
- Working with OMW on closing old cash deposits that the city has, but does not own. About \$600k collected over about 12 years.

June 2023 Permit Applications Received

Permit Type	Submitted Date	Permit Number	Total Valuation	Address
B-ADD/ALT	06/05/2023	B-23-048	\$285,000.00	2403 Evergreen Point Road
B-ADD/ALT	06/06/2023	B-23-049	\$48,990.00	1449 Evergreen Point Road
B-ADD/ALT	06/07/2023	B-23-050	\$7,000.00	632 Evergreen Point Road
TOTAL B-ADD/ALT:	3		\$340,990.00	
B-GAS	06/14/2023	G-23-006		8467 MIDLAND RD
B-GAS	06/15/2023	G-23-007		8024 NE 8TH ST
TOTAL B-GAS:	2		\$0.00	
B-MECHANICAL	06/01/2023	M-23-033		8847 NE 2nd Place
B-MECHANICAL	06/04/2023	M-23-034		8417 NE 12TH ST
B-MECHANICAL	06/08/2023	M-23-035		2550 Medina Cir
B-MECHANICAL	06/14/2023	M-23-037	\$20,000.00	8467 Midland Road
B-MECHANICAL	06/13/2023	M-23-036		2522 Medina Cir
B-MECHANICAL	06/18/2023	M-23-038	\$46,000.00	7611 NE 12TH ST
B-MECHANICAL	06/28/2023	M-23-040		2450 78TH AVE NE
B-MECHANICAL	06/26/2023	M-23-039		2403 Evergreen Point Road

B-MECHANICAL	06/30/2023	M-23-044		2005 EVERGREEN POINT RD
B-MECHANICAL	06/28/2023	M-23-041		632 EVERGREEN POINT RD
B-MECHANICAL	06/30/2023	M-23-042	\$118,000.00	8024 NE 8TH ST
B-MECHANICAL	06/30/2023	M-23-043		300 OVERLAKE DR E
TOTAL B-MECHANICAL:	12		\$184,000.00	
B-PIER	06/13/2023	B-23-051	\$110,380.00	130 OVERLAKE DR E
TOTAL B-PIER:	1		\$110,380.00	
B-PLUMBING	06/12/2023	P-23-027		8417 NE 12TH ST
B-PLUMBING	06/07/2023	P-23-025		2403 Evergreen Point Road
B-PLUMBING	06/07/2023	P-23-026		522 86TH AVE NE
B-PLUMBING	06/25/2023	P-23-029		550 OVERLAKE DR E
TOTAL B-PLUMBING:	4		\$0.00	
CAP - CONSTRUCTION ACTIVITY PERMIT	06/06/2023	CAP-23-025		1449 EVERGREEN POINT RD
CAP - CONSTRUCTION ACTIVITY PERMIT	06/07/2023	CAP-23-026		2403 76TH AVE NE
CAP - CONSTRUCTION ACTIVITY PERMIT	06/07/2023	CAP-23-027		1885 77TH AVE NE
CAP - CONSTRUCTION ACTIVITY PERMIT	06/08/2023	CAP-23-028		632 EVERGREEN POINT RD

TOTAL CAP - CONSTRUCTION ACTIVITY PERMIT:	4		\$0.00	
P-SEPA/SUBSTANTIAL DEV	06/22/2023	P-23-028		1455 EVERGREEN POINT RD
TOTAL P-SEPA/SUBSTANTIAL DEV:	1		\$0.00	
PW-RIGHT OF WAY	06/07/2023	PW-ROW-23-035		3450 EVERGREEN POINT RD
PW-RIGHT OF WAY	06/07/2023	PW-ROW-23-036		1885 77th Ave NE
PW-RIGHT OF WAY	06/08/2023	PW-ROW-23-037		3242 Evergreen Point RD
PW-RIGHT OF WAY	06/09/2023	PW-ROW-23-038		8467 Midland Road
PW-RIGHT OF WAY	06/12/2023	PW-ROW-23-039		633 81ST AVE NE
TOTAL PW-RIGHT OF WAY:	5		\$0.00	
TREE-HAZARD EVALUATION	06/22/2023	TREE-23-031		7887 OVERLAKE DR W
TOTAL TREE-HAZARD EVALUATION:	1		\$0.00	
TREE-PERFORMANCE	06/08/2023	TREE-23-030		632 EVERGREEN POINT RD
TOTAL TREE-PERFORMANCE:	1		\$0.00	
Total # of Permits	34		\$635,370.00	



June 2023 Issued Permits

Page 1 of 1

Report run on: 07/04/2023 03:36 PM

Construction Value:	June 2023	June 2022	2023 YTM	2022 YTM	Difference
Accessory Structure	-	-	-	\$70,000.00	(\$70,000.00)
Addition / Alteration	\$1,797,266.25	\$355,589.97	\$11,195,141.78	\$3,024,597.59	\$8,170,544.19
Fence / Wall	\$1,710,255.00	\$31,200.00	\$1,939,514.00	\$139,900.00	\$1,799,614.00
New Construction	\$2,753,450.00	-	\$16,327,892.00	\$20,117,837.00	(\$3,789,945.00)
Repair / Replace	-	-	-	-	\$0.00
Wireless Comm. Facility	-	-	-	\$70,000.00	(\$70,000.00)
Total Value:	\$6,260,971.25	\$386,789.97	\$29,462,547.78	\$23,422,334.59	\$6,040,213.19
Permits Issued:	June 2023	June 2022	2023 YTM	2022 YTM	Difference
New Construction	1	-	5	10	(5)
Permit Extension	4	3	23	23	0
Accessory Structure	-	-	-	1	(1)
Addition / Alteration	5	1	19	13	6
Construction Activity Permit	7	2	22	15	7
Demolition	1	-	6	6	0
Fence / Wall	1	2	11	8	3
Grading / Drainage	3	2	16	12	4
Mechanical	8	8	42	59	(17)
Other - Moving	-	-	-	-	0
Plumbing / Gas	6	10	25	37	(12)
Repair / Replace	-	-	-	-	0
Reroof	-	-	-	-	0
Right of Way Use	4	7	37	44	(7)
Tree Mitigation	5	4	27	30	(3)
Wireless Comm. Facility	-	-	-	1	(1)
Total Permits:	45	39	233	259	(26)
Inspections:	June 2023	June 2022	2023 YTM	2022 YTM	Difference
Building	104	98	437	582	(145)
Engineering/Other	21	22	98	123	(25)
	8	7	29	47	(18)
Tree	9	8	49	35	14
Total Inspections:	142	135	613	787	(174)



June Code Enforcement Report

Case Number	Case Type	Assigned To	Address	Case Text
CC-2023-110	GENERAL	Rob Kilmer	1312 76TH AVE NE	<p>Description: Received report of a structure built in violation of the code.</p> <p>Action Taken: Spoke with property owner and determined that the structure requires a building permit. Issued Stop Work Order and Notice of Violation to homeowner.</p>
CC-2023-106	TREE INVESTIGATION	Andy Crossett	2042 77TH AVE NE	<p>Description: Observed significant tree to have been removed</p> <p>Action Taken: Opened investigation, notified City Arborist. Further action pending.</p> <p>Tree was 100% dead. Attached photograph of the dead tree.</p>
CC-2023-105	STOP WORK ORDER	Rob Kilmer	1686 77TH AVE NE	<p>Description: Workers observed arriving at construction site prior to 7:00 am</p> <p>Action Taken: Issued Stop Work Order</p>
CC-2023-108	GENERAL	Rob Kilmer	2230 EVERGREEN POINT RD	<p>Description: Received concern regarding bushes planted along right-of-way</p> <p>Action Taken: Visited site, opened investigation into code language and how it applies to right-of-way plantings.</p>
CC-2023-109	GENERAL	Rob Kilmer	1001 82nd Ave NE	<p>Description: Observed large delivery vehicle obstructing school vehicle traffic.</p> <p>Action Taken: Performed traffic control to manage traffic until situation was resolved.</p>
CC-2023-111	ROW VIOLATION	Rob Kilmer	8024 NE 8TH ST	<p>Description: Complaint received about construction related vehicles parking along fire lane on NE 8th Street.</p> <p>Action Taken: Warning given to Project Manager. Situation will be monitored.</p>
CC-2023-112	CITATION	Rob Kilmer	1686 77TH AVE NE	<p>Description: Notice of Citation in conjunction with Stop Work Order issued on 6-16-23.</p> <p>Action Taken: Mailed NOC to project Agent on 6-20-23</p>
CC-2023-113	GENERAL	Rob Kilmer	3438 78TH PL NE	<p>Description: Received report of work vehicles parked along right-of-way</p> <p>Action Taken: Visited site and determined that the vehicles are not related to work requiring a permit. Spoke with project manager about parking rules. Informed caller that the police department should be notified if the vehicles create an issue. No further action taken.</p>

CC-2023-114	GENERAL	Rob Kilmer	8240 NE 25TH ST	<p>Description: Received complaint regarding property.</p> <p>Action Taken: Visited property to talk with occupant. Left business card as house appeared empty. Brought empty garbage cans out of right-of-way and into driveway. Will return at a later date.</p>
CC-2023-115	CAP VIOLATION	Rob Kilmer	2643 Evergreen Pt Rd.	<p>Description: Observed construction related vehicle parked on grass between site parking and roadway.</p> <p>Action Taken: Left warning notice on windshield.</p>
CC-2023-116	GENERAL	Rob Kilmer	8420 NE 10TH ST	<p>Description: Report of work being performed without a permit.</p> <p>Action Taken: Visited site to investigate. Determined that work does not trigger permit. No further action Taken.</p>
CC-2023-117	GENERAL	Rob Kilmer	2837 76TH AVE NE	<p>Description: Received complaint regarding worksite noise, specifically music being played too loud.</p> <p>Action Taken: Visited worksite and observed that the music was being played at a reasonable level (source of music was the speaker of a mobile phone only). However, the workers agreed to turn the music off to keep peace in the neighborhood.</p>
CC-2023-118	SIGN VIOLATION	Rob Kilmer	8th & EPR	<p>Description: Observed commercial advertising flyer (Evergreen Services) attached to utility pole.</p> <p>Action Taken: Removed flyer and informed company regarding sign rules in Medina</p>
CC-2023-119	GENERAL	Rob Kilmer	226 OVERLAKE DR E	<p>Description: Observed work vehicle partially blocking roadway.</p> <p>Action Taken: Spoke with workers and determined that the vehicle was being moved out of roadway and onto private property. No further action taken.</p>
CC-2023-120	GENERAL	Rob Kilmer	824 76TH AVE NE	<p>Description: Observed construction dumpster placed in right-of-way parking strip.</p> <p>Action Taken: Investigated and determined that the project site's filled dumpster was being removed and the empty dumpster was being put in its place. No further action taken.</p>
CC-2023-107	GENERAL	Steve Wilcox	2548 MEDINA CIR	<p>Description: Complaint received regarding use of neighboring property</p> <p>Action Taken: Saved copy of complaint to this CE record. Investigation ongoing.</p>

Development Project Tree Permit Activity Report

June 2023

By Sean Dugan

Permit Type	Address	# Trees Removed	Removed Tree Size (inches)	*Supplemental Required	Description
June 2023 - Tree Code Consultant Monthly Report					
* Size meets minimum standards outlined in 16.52.100.A.1.					
TAP Review - TREE-WITH BUILDING/DEVELOPMENT					
TREE-WITH BUILDING/DEVELOPMENT	2438 79th Ave NE	2	6, 19	4	2 trees removed and 4 trees required to fill the tree unit gap
Administrative ROW tree activity permit associated with tree activity permit (23-008)	8718 Overlake Dr. W	1	8	0	ROW tree to be removed for site access



2438 79th Ave NE. – Two of the three trees on site will be removed including a mature maple tree in the rear property (yellow oval). An additional small tree will be removed (red arrow)



8718 Overlake Dr. W. Douglas-fir tree in right-of-way will be removed to gain access to the adjacent property.

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

Non-Development Tree Permit Activity Report					
Permit Type	Address	# Trees Removed	Removed Tree (Size)	Supplemental Required	Description
Tree Performance	632 EPR	1 Black Pine, 3 x Deodar Cedar	20", 12", 26", 18"	N/A	No replacement tree necessary. Site meets minimum requirements.
Dead Trees	2548 Medina Cir	1 Pine	12"	N/A	Dead tree confirmation.
Dead Trees	8080 NE 24th Street	1 Pine	12"	N/A	Dead tree confirmation.
Hazard Tree Assessment	1857 Evergreen Point Road	1 Bigleaf Maple	50" +	N/A	The tree partially failed along slope. Requested hazard tree assessment of remaining tree.

632 EPR – Tree Performance



8080 NE 24th Street – Dead tree.



2548 Medina Cir – Dead tree.



1857 Evergreen Point Road – Hazard tree assessment. Likely caused by fungal disease Kretzchmaria duesta.



***** Advanced Deposit vs. Consultant Invoice Tracking**

2021

Tree Code Consultants/401.558.60.41.50

Month	Invoice	*AD	%	**Net
January	\$ 7,408.75	\$ 1,848.00	25%	\$ 5,560.75
February	\$ 6,868.05	\$ 2,053.71	30%	\$ 4,814.34
March	\$12,461.82	\$ 2,967.59	24%	\$ 9,494.23
April	\$ 5,947.29	\$ 1,584.94	27%	\$ 4,362.35
May	\$ 5,104.50	\$ 553.50	11%	\$ 4,551.00
June	\$ 6,683.64	\$ 1,310.61	20%	\$ 5,373.03
July	\$ 5,412.00	\$ 1,161.92	21%	\$ 4,250.08
August	\$ 2,798.25	\$ 369.00	13%	\$ 2,429.25
September	\$ 5,535.00	\$ 1,107.00	20%	\$ 4,428.00
October	\$ 5,878.75	\$ 2,676.80	46%	\$ 3,201.95
November	\$ 4,387.82	\$ 1,368.75	31%	\$ 3,019.07
December	\$ 3,883.60	\$ 2,213.44	57%	\$ 1,670.16
Total	\$72,369.47	\$19,215.26	27%	\$53,154.21

Engineering Consultant/401.558.60.41.08

Month	Invoice	*AD	%	**Net
January	\$ 7,568.04	\$ 4,807.46	64%	\$ 2,760.58
February	\$11,010.90	\$ 3,965.89	36%	\$ 7,045.01
March	\$10,678.62	\$ 5,882.36	55%	\$ 4,796.26
April	\$ 9,763.37	\$ 5,901.96	60%	\$ 3,861.41
May	\$ 9,207.95	\$ 4,758.93	52%	\$ 4,449.02
June	\$11,153.69	\$ 6,448.16	58%	\$ 4,705.53
July	\$ 5,635.44	\$ 1,728.72	31%	\$ 3,906.72
August	\$ 4,579.52	\$ 1,728.72	38%	\$ 2,850.80
September	\$10,606.64	\$ 6,706.35	63%	\$ 3,900.29
October	\$ 5,793.97	\$ 4,549.97	79%	\$ 1,244.00
November	\$ 6,221.72	\$ 4,057.18	65%	\$ 2,164.54
December	\$4,291.31	\$2,777.47	65%	\$ 1,513.84
Total	\$96,511.17	\$53,313.17	55%	\$43,198.00

*This is a cash deposit account used to offset Grading and Drainage and Tree Code Consultant costs.

**Net is the consultant invoiced amount after subtracting applicable advanced deposit amounts. This is the net impact to budget.

***Money deposited with Medina is used when actual invoiced costs to a permitted project exceed the permit fees collected.

*****Advanced Deposit vs. Consultant Invoice Tracking**

2022

Tree Code Consultants/401.558.60.41.50

Month	Invoice	*AD	%	**Net
January	\$ 9,657.10	\$ 5,337.69	55%	\$ 4,319.41
February	\$ 7,626.25	\$ 3,796.00	50%	\$ 3,830.25
March	\$10,290.94	\$ 7,154.21	70%	\$ 3,136.73
April			0%	\$ -
May	\$ 214.50	\$ 52.00	24%	\$ 162.50
June	\$25,151.43	\$11,313.97	45%	\$13,837.46
July	\$ 5,673.75	\$ 3,471.25	61%	\$ 2,202.50
August	\$ 7,036.25	\$ 1,440.00	20%	\$ 5,596.25
September	\$ 5,680.00	\$ 1,668.54	29%	\$ 4,011.46
October	\$ 7,022.50	\$ 4,237.96	60%	\$ 2,784.54
November	\$12,533.75	\$ 5,281.21	42%	\$ 7,252.54
December	\$ 2,400.00	\$ 720.00	30%	\$ 1,680.00
Total	\$93,286.47	\$44,472.83	48%	\$48,813.64

Engineering Consultant/401.558.60.41.08

Month	Invoice	*AD	%	**Net
January	\$ 7,981.02	\$ 5,471.34	69%	\$ 2,509.68
February	\$ 3,244.80	\$ 1,789.57	55%	\$ 1,455.23
March	\$ 6,672.74	\$ 4,522.01	68%	\$ 2,150.73
April	\$ 9,290.96	\$ 7,019.51	76%	\$ 2,271.45
May	\$ 6,184.05	\$ 4,119.35	67%	\$ 2,064.70
June	\$ 7,624.16	\$ 4,756.42	62%	\$ 2,867.74
July	\$ 4,929.38	\$ 3,489.24	71%	\$ 1,440.14
August	\$ 6,888.74	\$ 3,375.51	49%	\$ 3,513.23
September	\$ 5,865.48	\$ 4,325.15	74%	\$ 1,540.33
October	\$ 3,797.35	\$ 2,679.41	71%	\$ 1,117.94
November	\$ 3,650.18	\$ 2,016.06	55%	\$ 1,634.12
December	\$ 3,835.35	\$ 3,111.27	81%	\$ 724.08
Total	\$69,964.21	\$46,674.84	67%	\$23,289.37

*This is a cash deposit account used to offset Grading and Drainage and Tree Code Consultant costs.

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*****Advanced Deposit vs. Consultant Invoice Tracking**

2023

Tree Code Consultants/401.558.60.41.50

Month	Invoice	*AD	%	**Net
January	\$ 9,911.25	\$ 3,000.00	30%	\$ 6,911.25
February	\$ 3,760.00	\$ 2,832.91	75%	\$ 927.09
March	\$ 7,600.00	\$ 4,024.61	53%	\$ 3,575.39
April	\$ 3,991.25	\$ 2,077.87	52%	\$ 1,913.38
May	\$ 6,658.75	\$ 2,828.63	42%	\$ 3,830.12
June				\$ -
July				\$ -
August				\$ -
September				\$ -
October				\$ -
November				\$ -
December				\$ -
Total	\$ 31,921.25	\$ 14,764.02	46%	\$ 17,157.23

Engineering Consultant/401.558.60.41.08

Month	Invoice	*AD	%	**Net
January	\$ 1,816.44	\$ 1,337.15	74%	\$ 479.29
February	\$ 3,246.20	\$ 2,906.92	90%	\$ 339.28
March	\$ 4,355.82	\$ 4,287.97	98%	\$ 67.85
April	\$ 6,448.23	\$ 5,228.74	81%	\$ 1,219.49
May	\$ 3,917.67	\$ 3,630.64	93%	\$ 287.03
June	\$ 5,410.73	4,387.63	81%	\$ 1,023.10
July				\$ -
August				\$ -
September				\$ -
October				\$ -
November				\$ -
December				\$ -
Total	\$ 25,195.09	\$ 21,779.05	86%	\$ 3,416.04

*This is a cash deposit account used to offset Grading and Drainage and Tree Code Consultant costs.

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***Money deposited with Medina is used when actual invoiced costs to a permitted project exceed the permit fees collected.



CITY OF MEDINA

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

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

The June 2023 Reporting includes:

- June AP Check Register Activity Detail
- Key Revenue and Expenditures in June 2023
- Potential Budget Amendment Items for 2023
- June 2023 Cash Position Report
- June 2023 Financial Report with Mid-Year Update
- June 2023 REET Report

Key Revenue from June of 2023

- \$70K in property tax revenue
- \$164K in retail sales and use tax.
- \$46K in investment earnings
- \$34K in Grant Funding
- \$52K in June REET (paid out in July) please see attached report

Key Expenditures from June of 2023

- \$24K Ogden Murphy Wallace – May legal services
- \$11K CREA – Comprehensive Plan
- \$14K TIG – IT managed services

New Payroll and Human Resources Platform

I am excited to announce the city now uses ADP's workforce now platform for payroll and human resources.

The first month with the new system was in May, getting rid of paper timecards and manual calculations by staff. This allows for more transparency and accuracy for our employees, while increasing the efficiency of the payroll process.

On the human resources side, the comprehensive services package will assist staff in keeping compliant with the latest workplace legislation at both the state and federal level. An updated employee handbook and lifeguard manual are in the works as well.

Lastly, open enrollment and benefits for employees will be handled through the new platform, cutting down on paper and providing our staff with an easy to access system for all their payroll/HR needs.

Budget Amendment Items

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

Potential Amendment Items

- \$10K for outgoing Council celebration and end of year banquet
- \$25K for potential arborist fee study (already presented to council in Jan 23)
- \$40K for Body Cameras for our PD, potential Q4 expense
- \$30K for a Development Services fee study, (Feb second meeting discussion)
- \$50K for potential Overlay projects (high estimate per PW Director)

June 2023 Cash Position Report

<u>2023 Cash Balance, 5/31/2023</u>		<u>2023 Cash Balance, 6/30/2023</u>	
<u>TOTAL CASH & INVESTMENTS</u>		<u>TOTAL CASH & INVESTMENTS</u>	
<u>Period Ending: 05/31/2023</u>		<u>Period Ending: 06/30/2023</u>	
WA ST INV POOL	\$ 7,977,599	WA ST INV POOL	\$ 8,199,208
OTHER INVESTMENTS*	3,150,000	OTHER INVESTMENTS*	4,602,933
CHECKING	3,140,664	CHECKING	1,524,623
	<u>\$ 14,268,263</u>		<u>\$ 14,326,764</u>
		Outstanding Checks	<u>\$163,292.64</u>
			<u>\$ 14,163,471</u>

*Bond maturity dates:

New Bond 19 Month
4.75% annual yield



\$1M bond (Aug 2020)	8/5/2024
\$1M bond (June 2023)	12/31/2024
\$500K bond (Mar 2020)	3/25/2025
\$500K bond (June 2022)	12/31/2025
\$1.15M bond (Jan 2023)	6/30/2026
\$500K bond (June 2023)	12/31/2027

New Bond 4 Year
5% annual yield



June 2023 Financial Summary

	JUNE ACTUAL	JUNE YTD ACTUAL	2023 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
General Fund					
Property Tax	\$69,691	\$2,563,376	\$4,318,656	59.36%	\$1,755,280
Sales Tax	\$164,222	\$916,418	\$1,870,785	48.99%	\$954,367
Affordable & Sup. Housing	\$0	\$1,281	\$0	--	(\$1,281)
Criminal Justice	\$8,492	\$51,630	\$98,782	52.27%	\$47,152
B & O Tax: Utility & Franchise Fee	\$1,170	\$560,149	\$897,637	62.40%	\$337,488
Leasehold Excise Tax	\$0	\$0	\$6,589	0.00%	\$6,589
General Government (includes Hunts Point)	\$90,160	\$193,247	\$441,401	43.78%	\$248,154
Passports, General Licenses & Permits	\$244	\$2,165	\$6,050	35.79%	\$3,885
Fines, Penalties, Traffic Infr.	\$0	\$6,384	\$18,000	35.47%	\$11,616
Misc. Invest. Facility Leases	\$33,962	\$198,498	\$160,869	123.39%	(\$37,629)
Disposition of Capital Assets	\$0	\$18,288	\$0	--	(\$18,288)
General Fund Total	\$367,941	\$4,511,435	\$7,818,769	57.70%	\$3,307,334
Development Services Fund Total	\$113,358	\$691,439	\$1,007,538	68.63%	\$316,098.60
Development Services Fund Transfers In from GF	\$0	\$0	\$0	--	\$0.00
Street Fund Total	\$5,898	\$27,233	\$135,166	20.15%	\$90,446
Street Fund Transfers In	\$42,917	\$257,517	\$515,000	50.00%	\$200,764
Tree Fund Total	\$0	\$950	\$3,075	30.89%	\$2,125
Capital Fund Total	\$52,419	\$822,361	\$1,253,264	65.62%	\$430,903
Levy Stabilization Fund Total	\$0	\$0	\$0	--	\$0
Levy Fund Transfers In GF	\$41,667	\$250,000	\$500,000	50.00%	\$250,000
NonRevenue Trust Funds Total	\$70	\$6,344	\$0	--	(\$6,344)
Master Investments Total	\$0	\$3,000,000	\$0	--	(\$3,000,000)
Total (All Funds)	\$539,686	\$9,059,762	\$10,217,812	88.67%	\$1,158,050
Total (All Funds) Transfers In	\$84,583	\$507,517	\$1,015,000	50.00%	\$507,483

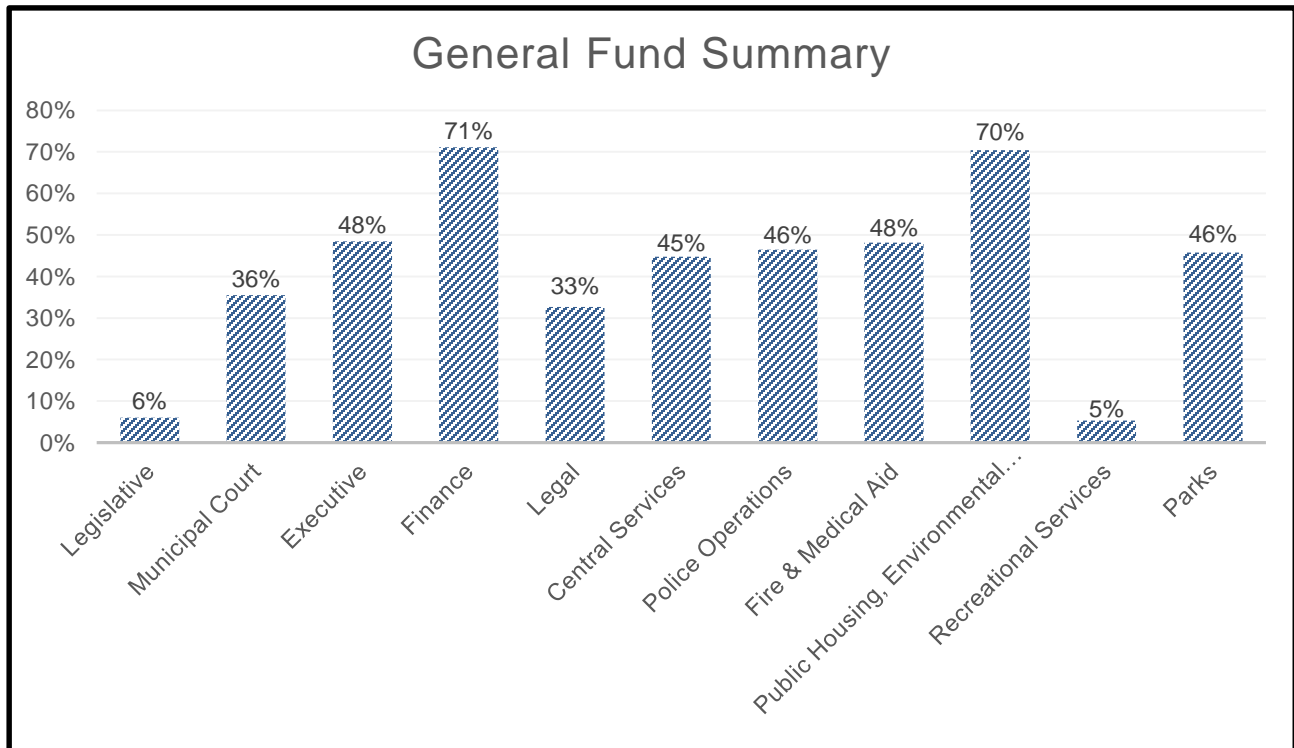
EXPENDITURES:	JUNE ACTUAL	JUNE YTD ACTUAL	2023 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
General Fund					
Legislative	\$100	\$4,241	\$70,500	6.02%	\$66,259
Municipal Court	\$4,000	\$22,032	\$62,000	35.53%	\$39,968
Executive	\$23,215	\$136,181	\$281,185	48.43%	\$145,004
Finance	\$26,096	\$404,542	\$568,879	71.11%	\$164,337
Legal	\$24,430	\$106,919	\$327,200	32.68%	\$220,281
Central Services	\$75,786	\$564,401	\$1,261,218	44.75%	\$696,817
Police Operations	\$175,018	\$1,241,085	\$2,669,889	46.48%	\$1,428,804
Fire & Medical Aid	\$0	\$398,894	\$827,788	48.19%	\$428,894
Public Housing, Environmental & Mental Health Fees	\$0	\$29,611	\$42,058	70.41%	\$12,447
Recreational Services	\$2,436	\$2,584	\$48,500	5.33%	\$45,916
Parks	\$45,402	\$277,327	\$605,610	45.79%	\$328,283
General Fund Subtotal	\$376,482	\$3,187,818	\$6,764,827	47.12%	\$3,577,009
General Fund Transfers Out	\$78,333	\$470,017	\$940,000	50.00%	\$469,983
General Fund Total	\$454,815	\$3,657,835	\$7,704,827	47.47%	\$4,046,992
Development Services Fund Total	\$72,047	\$571,432	\$1,013,297	56.39%	\$441,865
City Street Fund Total	\$33,969	\$241,444	\$629,167	38.38%	\$387,723
Tree Fund Total	\$6,276	\$9,026	\$40,000	22.56%	\$30,974
Capital Fund Total	\$0	\$49,551	\$1,090,000	4.55%	\$1,040,449
Capital Fund Transfers Out	\$6,250	\$37,500	\$75,000	50.00%	\$37,500
NonRevenue Trust Funds Total	\$129	\$23,049	\$0	0.00%	(\$23,049)
Master Investments Total	\$1,674,542	\$3,705,673	\$0	0.00%	(\$3,705,673)
Total (All Funds)	\$2,163,444	\$7,787,992	\$9,537,291	81.66%	\$1,749,299
Total (All Funds) Transfers Out	\$84,583	\$507,517	\$1,015,000	50.00%	\$507,483

2023 Mid-Year Highlights

General Fund Revenue

- Property Taxes are at 59% of annual total, the majority of the remaining deposits are expected in Q4 2023.
- Sales Tax revenue at 49% of budgeted annual total, compared to 46% at this time last year.
- Investment interest revenue is at 197% of what was budgeted, with more than \$92K going to the general fund. At the same time in 2022, we had \$14K in investment revenue making up 69% of what was budgeted in 2022.

General Fund Expenditures



Finance

- WCIA Insurance payment made in January, makes up 42% of total budget for 2023.

Public Housing, and Environmental Services

- ARCH payment of \$29K in Q2, makes up 70% of total budget for 2023.

Overall, the general fund revenue is up 7.5% from last year. This can be attributed to the increase in property taxes aligned with the levy lift, along with the increase in Investment earnings in 2023.

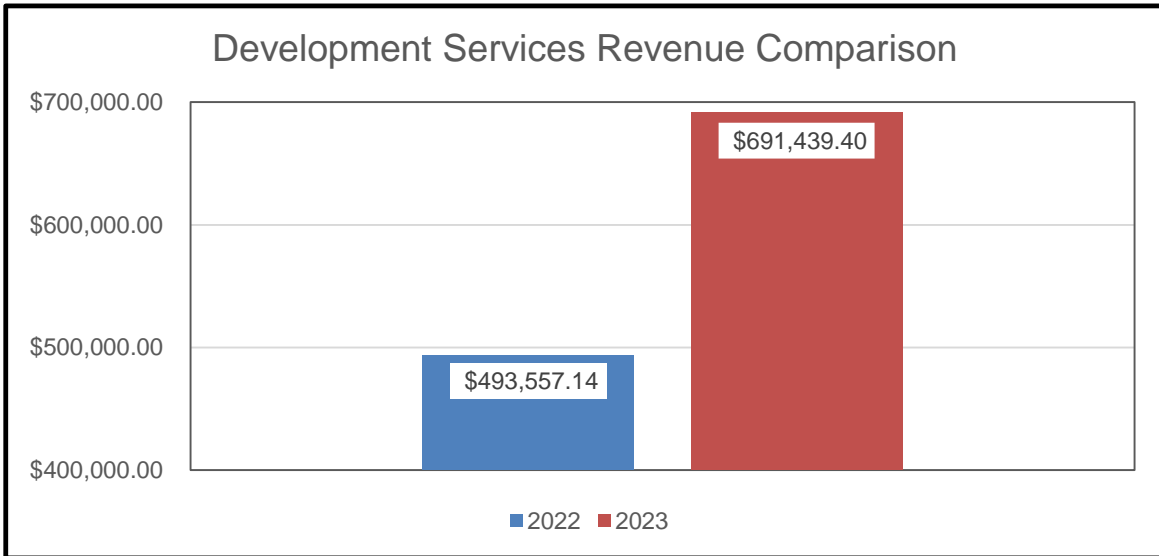
On the expenditures side, halfway through the fiscal year, the city is at 47% of the general fund budget. Compared to 49.82% at midyear 2022, staff is working hard to keep within budget.

Capital Fund

- Revenue is currently at over \$822K for 2023, which is 65.62% of the annual budget. This includes \$684K in REET, and \$138K in investment earnings.
- REET is up from \$632K from 2022 through June, while investment earning this time last year sat at \$20K.
- The city also expects additional unbudgeted grant funding, awarded to the city through applications from Public Works Director Ryan Osada.
- With most capital projects breaking ground in Q3, most of the expenditures come in the second half of the year.

Development Services

- Through June of 2023, building permits have generated \$492K for the DS Fund. This is up from \$345K from this time last year.
- Overall, Development Services is at 68.63% of their expected annual revenue for 2023, putting the fund in a good position entering the second half.



- With an increase in permitting, expenditures rise as well. Currently, the city is at 56.39% of what was budgeted for the year.
- We see this particularly within consulting, as professional services, the arborist, and the shoreline consultant are on pace to exceed what was budgeted this year.
- Lastly, the planning consultant line item includes comp plan work. Additional dollars were allocated in Central Services, and a portion will be covered by a grant. However, the consulting work is expected to be heavier than anticipated in 2023, not evenly spread out through 2024 as what was budgeted for.



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

King County

Monthly REET Distribution

AGENDA ITEM 5.1d

From 6/1/2023 to 6/30/2023
 Print Date: 7/5/2023 11:39 AM
 Jurisdiction: MEDINA

Excise Tax Number	Recorded Date	Conveyance Doc	Sale Date	Taxable Selling Price	Address	CIP 1	CIP 2	CIP 1 INT	CIP 2 INT	COUNTY	Total Local	Jurisdiction	Tax Amount	Tax Exempt
Jurisdiction: MEDINA														
3240477	6/7/2023	WARRANTY DEED	05/24/2023	3,500,000.00	2060 79th Ave NE	8,662.50	8,662.50	0.00	0.00	1,137.98	18,462.98	MEDINA	91,575.00	N
		Grantor: YU, YAO KUANG		Grantee: REBRKOV, ALEKSANDR				Parcel ID: 2470100140		Instrument: 20230607000281				
3242058	6/16/2023	WARRANTY DEED	06/16/2023	3,050,000.00	7836 NE 14th St	7,548.75	7,548.75	0.00	0.00	939.98	16,037.48	MEDINA	75,825.00	N
		Grantor: PI INVESTMENT CO LLC,		Grantee: GRYPHON DEVELOPMENT LLC,				Parcel ID: 3025300225		Instrument: 20230616000809				
3244147	6/30/2023	WARRANTY DEED	06/29/2023	3,995,000.00	2039 77th Ave NE	9,887.62	9,887.62	0.00	0.00	1,355.78	21,131.02	MEDINA	108,900.00	N
		Grantor: 520 PROPERTIES LLC,		Grantee: YUAN, XIAOLIN				Parcel ID: 3262300385		Instrument: 20230630001094				
MEDINA Subtotal:				10,545,000.00		26,098.87	26,098.87	0.00	0.00	3,433.74	55,631.48		276,300.00	
Count:	3		Report Totals:	10,545,000.00		26,098.87	26,098.87	0.00	0.00	3,433.74	55,631.48		276,300.00	



CITY OF MEDINA

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

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

JULY AND AUGUST PUBLIC MEETINGS AND EVENTS

Event	Date	Time	Location
Emergency Preparedness Meeting	Jul 12	4:00 pm	In-Person/Online
Park Board Meeting	Jul 17	5:00 pm	In-Person/Online
City Council Meeting	Jul 24	5:00 pm	In-Person/Online
Planning Commission Meeting	Jul 25	6:00 pm	In-Person/Online
Seafair Weekend	Aug 4-6		
Medina Days	Aug 8-13		City of Medina
City Council Meeting - Dark No Meeting	Aug 14		
Planning Commission Meeting - Cancelled	Aug 22		
City Council Meeting - Dark No Meeting	Aug 28		

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 June, the City issued 10 bulletins amounting to a total of 68,422 bulletins delivered to subscribers; approximately 19.4% were opened. See **Attachment**.

As of June 30, the city had 15,119 subscribers (change in total subscribers **+91**), with a combined total of 136,985 subscriptions (change in total subscriptions **+436**).

RECORDS REQUESTS

During the month of June, 9 public records requests have been received by Central Services. See **Attachment 2**.

ATTACHMENT 1

	Bulletins Developed	Total Recipients	Total Delivered	Unique Email Opens	Unique Email Open	Wireless Recipients
Comparisons:						
June, 2023	10	76,477	68,422	8,528	19.40%	29,336
May, 2023	28	159,825	142,208	14,563	16.00%	61,919
April, 2023	32	213,523	191,506	20,444	16.60%	81,637
March, 2023	21	129,439	115,951	11,878	15.90%	49,669
January, 2023	30	192,287	172,943	23,109	19.90%	68,940
December, 2022	33	223,587	202,268	25,975	19.00%	78,584
November, 2022	24	128,822	116,286	14,221	17.90%	44,131
October, 2022	28	131,830	119,181	15,287	18.10%	41,173
September, 2022	18	71,635	64,845	8,554	18.20%	21,385
August, 2022	13	65,817	60,494	8,916	19.90%	18,579
July, 2022	17	66,926	61,741	8,809	18.5%	16,757
June, 2022	38	170,001	156,176	17,192	15.00%	48,346
May, 2022	21	93,246	86,088	9,650	14.8%	24,298
April, 2022	31	166,938	154,946	17,108	14.70%	45,327
Date Sent	Top 10 Most Read Bulletins During June				Emails Opened	Email Open Rate
06/07/2023 04:04 PM PDT	Community Bulletin - Solicitor Information				2,424	22%
06/08/2023 03:38 PM PDT	Potential Quorum Notice - Park Board Weeding Event June 12, 2023				245	13%
06/08/2023 03:39 PM PDT	June 12, 2023 Medina Council Meeting Agenda Packet				273	14%
06/12/2023 04:02 PM PDT	Vote for Your Favorite Logo - Medina Comp Plan 2044				337	14%
06/15/2023 11:00 AM PDT	Community Bulletin - Fourth of July Safety Information				2,237	22%
06/27/2023 03:56 PM PDT	Emergency Preparedness Meeting (Wed 12th July) - AGENDA & JOINING INSTRUCTIONS				694	25%
06/27/2023 05:10 PM PDT	Road Closure - 81st Avenue NE, Eastside of Medina Elementary will be closed on June 29, 2023				1,374	17%
06/28/2023 04:47 PM PDT	Community Bulletin - Fourth of July Safety Information				1,996	20%
06/29/2023 02:16 PM PDT	Community Bulletin - Recent Burglary & Suspicious Activity				2,868	21%
06/30/2023 03:27 PM PDT	City Hall Closed July 4, 2023 - In Observance of Independence Day				1,118	15%

**ATTACHMENT 2**

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

DATE: July 10, 2023
TO: Mayor and City Council
From: Aimee Kellerman, City Clerk
Subject: June 2023, Public Records Request Tracking

In June 2023, Central Services staff received **9** new public records requests and **1** ongoing request. These requests required approximately **17.5 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall June cost, which includes staff hourly rate plus benefits and City Attorney fees is approximately **\$1,465**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In June 2023, the Police Department received **13** new records requests. These requests required approximately **0 hours** of staff time and **2 hours** of consulting time with the City Attorney. The overall June cost, which includes staff hourly rate plus benefits, is approximately **\$145**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

June 2023 Monthly PRR Report

Run Date: 07/05/2023 1:34 PM

ATTACHMENT 2

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	6/1/2023	P002803-060123	Public Records Request	7/7/2023	Public Records Request	Rebecca Stebbing	Public Works	Hello, I would like to request GIS data for stormwater pipes. We are primarily looking for date of construction, so if additional datasets may contain that information, that would be great to have as well.	Aimee Kellerman
Central Services	6/2/2023	W002804-060223	Police Records Request	6/19/2023	Police Records Request	David McCourt		B-19-031, 2436 82nd Ave NE, Parcel 542570- Dawn Nations 0020 B-22-033, 8458 NE 9th St, Parcel 931390-0005 B-21-027, 830 84th Ave NE, Parcel 221050-0016 B-22-134, 2005 Evergreen Pt. Rd, Parcel 920890-0057 I also need to verify the status of the following permits: B-22-021, 8905 Groat Pt. Rd, Parcel 781940-0020 B-22-063, 8835 Overlake Dr. W, Parcel 644730-0045 B-19-063, 2254 Evergreen Pt. Rd, Parcel 326230-0205 B-21-073, 7914 NE 26th St, Parcel 326230-1556 Thanks! David Assessments	
Central Services	6/10/2023	P002807-061023	Public Records Request	6/21/2023	Public Records Request	Braden Mineer	Building	Requesting a report of all issued and pending building permits for residential & commercial properties from 5/1/2023 to 5/31/2023. 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.	Aimee Kellerman
Central Services	6/12/2023	P002808-061223	Public Records Request	6/21/2023	Public Records Request	Cherry Ching	Building	Building Plan and Site Plan for our house: 3421 Evergreen Point Road. Thank you!	Aimee Kellerman

ATTACHMENT 2

Central Services	6/20/2023	P002814-062023	Public Records Request	7/14/2023	Public Records Request	Justin Kramer	Human Resources	Pursuant to the Public Records Act, this is a request for a copy of the following records: An electronic file (ie Excel, PDF, Word) of any and all employees including part-time, temporary, seasonal employees and elected officials for year of 2022 (fiscal or calendar year). Each employee record should contain the year of compensation, first name, middle initial, last name, hire date (mm-dd-yyyy), base salary amount, bonus amount, overtime amount, gross annual wages and position title.	Dawn Nations
Central Services	6/20/2023	P002815-062023	Public Records Request	7/14/2023	Public Records Request	Justin Kramer	Finance	Pursuant to the Public Records Act, this is a request for a copy of the following records: An electronic copy of all accounts payable vendor payee payments (excluding payroll and payroll related benefits) for the year 2022. This could be considered one of the following reports: Vendor Payment Checkbook Report, Checkbook Register, Expenditure Data, Transactional Detail Payments, Online Checkbook, or Disbursements. Production shall include the vendor's name, Check Date, Check Number, and Check Amount.	Dawn Nations
Central Services	6/22/2023	P002818-062223	Public Records Request	7/3/2023	Public Records Request	Max Rombakh	Building	House plans and information for 2438 80th Ave NE, Medina, WA	Dawn Nations
Central Services	6/23/2023	P002819-062323	Public Records Request	7/4/2023	Public Records Request	David McCourt	Building	B-22-016 / 2426 80th Ave NE / Parcel 542630-0035 Thanks! David Assessments	Dawn Nations
Central Services	6/26/2023	P002820-062623	Public Records Request	7/7/2023	Public Records Request	Olivia Chang	Development Services	All records	Dawn Nations





CITY OF MEDINA

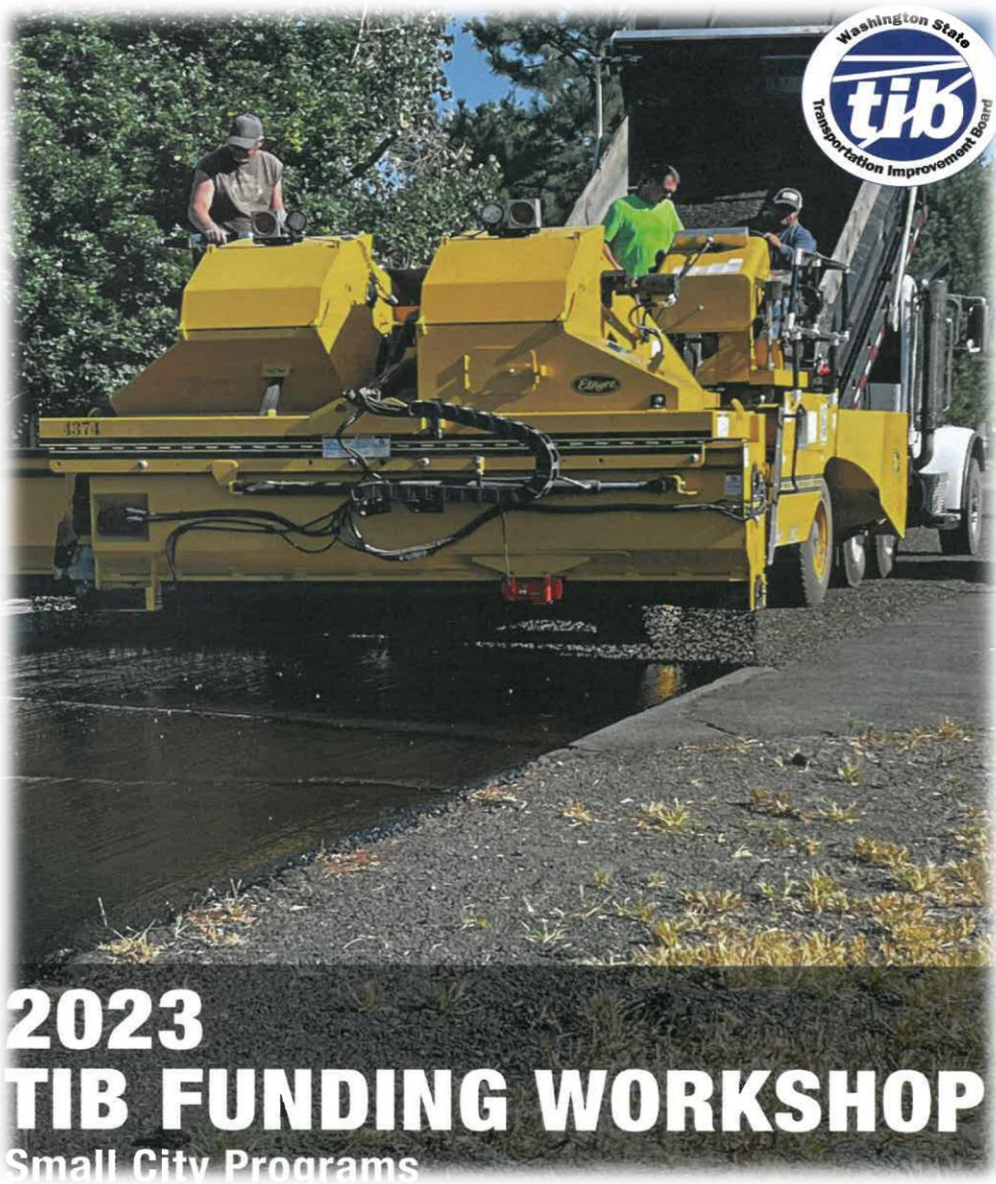
501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144
TELEPHONE 425-233-6400 | www.medina-wa.gov

Date: July 10, 2023
To: Honorable Mayor and City Council
Via: Stephen R. Burns, City Manager
From: Ryan Osada, Public Works Director
Subject: Public Works Monthly Report

- 1. TIB_UPLAND STORM IMPROVEMENTS** – Pro-Vac has been cleaning and scoping the storm pipes on Upland Road so we can develop plans to improve the drainage corridor. Currently the overlay project for Upland Road is scheduled for late summer. Prior to any overlay project, Public Works evaluates the stormwater conditions and makes necessary improvements to the system.



2. **TIB FUNDING WORKSHOP** – I recently attended the annual Transportation Improvement Board Funding Workshop for updated information regarding current opportunities. Over the last 8 years, they have been a valuable partner in Medina’s Infrastructure Improvements. This year TIB announced that the available funds for this region have significantly increased from previous years. The City of Medina will plan to submit multiple applications in August.



3. **MEDINA ELEMENTARY KIDS TOUR** – On June 15th Medina City Hall hosted the third graders from Medina Elementary School. This event had been hosted yearly prior to COVID. Public Works set up equipment at the beach and gave them details regarding the maintenance of the public right-of-way. Overall, it was an enjoyable day for Medina City Staff and for the students, parents, and school staff.



4. **MAINTENANCE** – Our seasonal worker advertisement went out in May, and we were able to hire a new seasonal maintenance worker for this summer. Public Works re-hired one seasonal worker from last year which is helpful to our crew because it requires less training. They have been busy with managing the vegetation along the main roadways.



5. PROJECT UPDATES -

Upland Road Overlay – King County has selected a contractor

86th Ave NE Overlay – same as the Upland Road contractor

2023 Crack Seal – complete

Medina Elementary Sidewalks_81st Ave NE – Start in July

Medina Park Irrigation & Pathway Improvements_West – go out for bid

2023 Upland Road Stormwater Improvements – in design

City Hall Carpet Replacement – deferred til 2024

Post Office Floor Replacement – complete

2023 Hazardous Tree Removal – summer

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.

NE 12th Street Sidewalk Improvements & Undergrounding – back out for bid without undergrounding

2022 City Hall Repairs – Miscellaneous – Balcony – design

77TH Ave NE Sidewalk & Curb Ramp Imp. – reevaluating scope of work

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

2015 Medina Park Stormwater Pond Imp. – Dredging is tentatively planned for summer of 2024

June 2023 Check Register

Vendor Name	Invoice Number	Expense Notes	Invoice Amount	Check Number	Check Date	Account Number	Account Description
8X8, Inc.	3878945	CH Phones	\$913.82	64751	6/19/2023	001-000-000-518-80-41-50	Technical Services, Software
			\$913.82				
911 Supply Inc	INV-2-29570	PD Supplies/Uniform	\$97.45	64752	6/19/2023	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-29982	PD Supplies/Uniform B. Halverson	\$35.23	64789	6/30/2023	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-29887	PD Supplies/Uniforms (Medals)	\$537.29	64789	6/30/2023	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-30263	BPV - Anderson	\$1,919.91	64789	6/30/2023	001-000-000-521-20-22-01	DOJ Bullet Proof Vest Program
911 Supply Inc	INV-2-30261	SVP - Martin	\$1,895.93	64789	6/30/2023	001-000-000-521-20-22-01	DOJ Bullet Proof Vest Program
			\$4,485.81				
Adam Leland Homes	Leland Advance Deposit Return	Advance Deposit Return for	\$858.21	64812	6/30/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$858.21				
ADP, Inc.	June 2023 ADP Tax Adjustment	SUI recalculation - Underpayment	\$4.40	20100967-June 2023 ADP Tax	6/30/2023	001-000-000-514-20-41-01	Professional Services
ADP, Inc.	June 2023 ADP Processing	June 2023 ADP Processing	\$2,150.10	20100967-June 2023 ADP	6/30/2023	001-000-000-514-20-41-01	Professional Services
			\$2,154.50				
AT&T Mobility	287287975246X06272023	PD Patrol Car Connection	\$1,028.76	64790	6/30/2023	001-000-000-521-20-42-00	Communications (phone,Pager)
			\$1,028.76				
Avidex	107446	Council Chambers Annual	\$4,351.15	64791	6/30/2023	001-000-000-518-80-48-00	Repairs & Maint., Annual Software
			\$4,351.15				
Bellevue City Treasurer - Water	Service from 3/1/2023 to	Irrigation at 100 84th Ave NE	\$72.99	64792	6/30/2023	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	Service from 3/1/2023 to	Viewpoint Water Irrigation	\$72.99	64792	6/30/2023	001-000-000-576-80-47-00	Utilities
			\$145.98				
Blueline Group LLC, The	26186	Zoning Code Review	\$3,862.50	64753	6/19/2023	401-000-000-558-60-41-01	Planning Consultant
Blueline Group LLC, The	26178	Housing Action Plan	\$625.00	64753	6/19/2023	401-000-000-558-60-41-01	Planning Consultant
			\$4,487.50				
BRC Acoustics & Audiovisual	27118	Sound Test Consultant	\$1,286.53	64754	6/19/2023	401-000-000-558-60-41-08	Sound Testing Consultant
			\$1,286.53				
Car Wash Enterprises	May 2023	PD Car Wash	\$30.00	64793	6/30/2023	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			\$30.00				
Centurylink	Charges from Jun 07 to Jul 07	CH CC Terminal	\$177.33	64755	6/19/2023	001-000-000-518-10-42-00	Postage/Telephone
Centurylink	Charges from Jun 17 to Jul 17,	PD Phone/Fax	\$254.80	64794	6/30/2023	001-000-000-521-20-42-00	Communications (phone,Pager)
Centurylink	Charges from May 8 to Jun 8,	PW Shop/Fire Alarm	\$270.80	64794	6/30/2023	001-000-000-576-80-42-00	Telephone/postage
			\$702.93				
City of Issaquah	June 2023 Lifeguard Training	Waterfront Training - Lifeguards	\$1,000.00	64795	6/30/2023	001-000-000-571-00-32-00	Miscellaneous - Lifeguards
			\$1,000.00				
Comcast	Services from Jun 07 to Jul 06,	1000 LWB NE Camera	\$245.36	64756	6/19/2023	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint
Comcast	Services from Jun 07 to Jul 06,	700 LWB NE Camera	\$265.87	64756	6/19/2023	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint
Comcast	Services from Jun 19 to Jul 18,	700 LWB NE Camera	\$103.84	64796	6/30/2023	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint
Comcast	Services from Jun 19 to Jul 18,	1000 LWB NE Camera	\$89.99	64796	6/30/2023	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint
Comcast	Services from May 25 to Jun 24,	Internet Services PW Shop	\$302.72	64796	6/30/2023	001-000-000-576-80-42-00	Telephone/postage
			\$1,007.78				
Cooper, David K	Cooper Advance Deposit Return	Advance Deposit Return for	\$29.00	64779	6/19/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$29.00				
CREA Affiliates, LLC	WMD22107-007	April and May 2023	\$10,964.55	64797	6/30/2023	001-000-000-518-10-41-00	Professional Services
			\$10,964.55				
CWA Consultants	23-167	Building Permit Code	\$440.00	64798	6/30/2023	401-000-000-558-60-41-00	Professional Services
			\$440.00				
Dayang Real Estate Investment	Dayang Advance Deposit Return	Advance Deposit Return for	\$3,780.07	64780	6/19/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$3,780.07				
Eastside Public Safety	11174	June 2023 Radio Access Fees	\$530.25	64799	6/30/2023	001-000-000-521-20-41-20	Dispatch-EPSCA
			\$530.25				
Evergreen Point Properties	Evergreen Advance Deposit	Advance Deposit Return for	\$2,408.30	64781	6/19/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$2,408.30				
FCI - Custom Police Vehicles	15073	Lease MPD Car #27	\$740.05	64800	6/30/2023	001-000-000-594-21-70-00	Police Vehicle Lease, Principal
FCI - Custom Police Vehicles	15077*	Lease MPD Car #26	\$167.58	64800	6/30/2023	001-000-000-594-21-70-00	Police Vehicle Lease, Principal
FCI - Custom Police Vehicles	15074	Lease MPD Car #28	\$867.02	64800	6/30/2023	001-000-000-594-21-70-00	Police Vehicle Lease, Principal
FCI - Custom Police Vehicles	15075	Lease MPD Car #29	\$1,050.58	64800	6/30/2023	001-000-000-594-21-70-00	Police Vehicle Lease, Principal
FCI - Custom Police Vehicles	15076	Lease MPD Car #30 and #31	\$1,864.81	64800	6/30/2023	001-000-000-594-21-70-00	Police Vehicle Lease, Principal

FCI - Custom Police Vehicles	15075	Interest PD Car #29	\$318.38	64800	6/30/2023	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
FCI - Custom Police Vehicles	15074	Interest MPD Car #28	\$214.06	64800	6/30/2023	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
FCI - Custom Police Vehicles	15073	Interest MPD Car #27	\$199.07	64800	6/30/2023	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
FCI - Custom Police Vehicles	15077*	Interest MPD Car #26	\$826.14	64800	6/30/2023	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
FCI - Custom Police Vehicles	15076	Interest MPD Car #30 and #31	\$839.99	64800	6/30/2023	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
			\$7,087.68				
Gray & Osborne, Inc.	Project No: 22427.23/Invoice No: 4	Grading and Drainage Services	\$203.57	64801	6/30/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.09/Invoice No: 2	Grading and Drainage Services	\$135.71	64801	6/30/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 22427.20/Invoice No: 2	Grading and Drainage Services	\$474.99	64801	6/30/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 22427.28/Invoice No: 4	Grading and Drainage Services	\$428.59	64801	6/30/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 22427.26/Invoice No: 2	Grading and Drainage Services	\$407.13	64801	6/30/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.11/Invoice No: 2	Grading and Drainage Services	\$135.71	64801	6/30/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 22427.01/Invoice No: 7	Grading and Drainage Services	\$211.37	64801	6/30/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 21417.06/Invoice No: 9	Grading and Drainage Services	\$143.51	64801	6/30/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 20425.12/Invoice No:	Grading and Drainage Services	\$658.17	64801	6/30/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.02/Invoice No: 3	Grading and Drainage Services	\$230.79	64801	6/30/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 22427.29/Invoice No: 3	Grading and Drainage Services	\$716.91	64801	6/30/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.00/Invoice No: 6	Grading and Drainage Services	\$623.05	64801	6/30/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 21427.11/Invoice No:	Grading and Drainage Services	\$211.37	64801	6/30/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.04/Invoice No: 1	Grading and Drainage Services	\$542.84	64801	6/30/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 22427.11/Invoice No: 4	Grading and Drainage Services	\$287.02	64801	6/30/2023	401-000-000-558-60-41-07	Engineering Consultant
			\$5,410.73				
Huang, Wei	Huang Advance Deposit Return	Advance Deposit Return for	\$1,122.00	64813	6/30/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$1,122.00				
ID Card Group	INV7096844	PD Office Supplies	\$4,077.00	64802	6/30/2023	001-000-000-521-20-31-40	Police Operating Supplies
ID Card Group	INV7094811	PD Office Supplies	\$730.00	64802	6/30/2023	001-000-000-521-20-31-40	Police Operating Supplies
			\$4,807.00				
JR Mailing Services, Inc.	23875	GP Survey Mailing	\$1,889.83	64757	6/19/2023	001-000-000-518-10-49-30	Postcard, Public information
			\$1,889.83				
KC Dept of Water & Land	126655	First Payment WRIA	\$1,055.00	64758	6/19/2023	101-000-000-542-30-41-00	Professional Services
			\$1,055.00				
KC Office of Finance	11013662	MCINET	\$375.00	64759	6/19/2023	001-000-000-518-80-41-50	Technical Services, Software
			\$375.00				
Konica Minolta Business Solutions	287360317	PW Printer	\$12.27	64760	6/19/2023	001-000-000-518-10-31-00	Office And Operating Supplies
			\$12.27				
Konica Minolta Premier Finance	80190530	CH Copier	\$1,751.89		6/30/2023	001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Premier Finance	80180828	PW Printer	\$101.18		6/30/2023	001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Premier Finance	79897863	PW Shop Printer/Copier	\$96.36		6/30/2023	001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Premier Finance	79789325	PD Copier	\$253.51		6/19/2023	001-000-000-521-20-45-00	Equipment-Lease & Rentals
Konica Minolta Premier Finance	80121578	PD Copier	\$254.37		6/30/2023	001-000-000-521-20-45-00	Equipment-Lease & Rentals
			\$2,457.31				
Lake View Medina LLC	Lake View Advance Deposit	Advance Deposit Return for	\$1,326.31	64814	6/30/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$1,326.31				
LexisNexis Risk Management -	1011660-20230531	Investigative Tool	\$116.81	64803	6/30/2023	001-000-000-521-20-41-00	Professional Services
			\$116.81				
Liu, Li Wei	Liu Advance Deposit Return for	Advance Deposit Return for	\$1,057.79	64782	6/19/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$1,057.79				
LZL Construction INC - James	LZL Advance Deposit Return for	Advance Deposit Return for	\$1,259.00	64815	6/30/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$1,259.00				
Maron, Mary R	Maron Advance Deposit Return for	Advance Deposit Return for	\$760.77	64783	6/19/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$760.77				
Medina Vineyard Trust	Medina Vineyard Advance Deposit	Advance Deposit Return for	\$1,638.76	64784	6/19/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$1,638.76				
Message Watcher, LLC	52596	Web/Email/SM Archiving	\$243.10	64761	6/19/2023	001-000-000-518-80-41-50	Technical Services, Software
			\$243.10				
Michael's Fine Dry Cleaning	15	PD Dry Cleaning	\$255.45	64804	6/30/2023	001-000-000-521-20-22-00	Uniforms
			\$255.45				
Mike's Tree Care, Inc	May 2023 Tree Removal & Stump	Tree Removal & Stump Grinding	\$6,275.70	64762	6/19/2023	103-000-000-558-60-41-50	Professional Services/Landscape
			\$6,275.70				

Moberly & Roberts, PLLC	1105	Prosecution Services	\$4,000.00	64763	6/19/2023	001-000-000-512-50-40-10	Municipal Court-Traffic/NonTrf
			\$4,000.00				
Morshedzadeh, Elham	Morshedzadeh Advance Deposit	Advance Deposit Return for	\$1,226.76	64785	6/19/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$1,226.76				
Navia Benefit Solutions	10713665	Navia Benefits June 2023	\$100.00	64805	6/30/2023	001-000-000-514-20-49-10	Miscellaneous
			\$100.00				
Ogden Murphy Wallace	877008	City Attorney	\$168.00	64764	6/19/2023	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	877009	City Attorney	\$112.00	64764	6/19/2023	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	877011	City Attorney	\$5,733.00	64764	6/19/2023	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	877013	City Attorney	\$370.00	64764	6/19/2023	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	877017	City Attorney	\$6,684.00	64764	6/19/2023	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	877014	City Attorney	\$1,260.00	64764	6/19/2023	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	877015	City Attorney	\$140.00	64764	6/19/2023	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	877016	City Attorney	\$84.00	64764	6/19/2023	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	877018		\$148.00	64764	6/19/2023	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	877012	City Attorney	\$3,861.50	64764	6/19/2023	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	877010	City Attorney	\$5,869.00	64764	6/19/2023	001-000-000-515-41-40-00	City Attorney
			\$24,429.50				
Olson Kundig Architects	Olson Advance Deposit Return for	Advance Deposit Return for	\$76.04	64816	6/30/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$76.04				
Original Watermen, Inc.	583239	Uniform - Lifeguards	\$1,435.98	64806	6/30/2023	001-000-000-571-00-30-00	Uniforms - Lifeguards
			\$1,435.98				
Pacific Topsoils, Inc.	360394	Bark for Viewpoint Park	\$111.53	64765	6/19/2023	001-000-000-576-80-31-00	Operating Supplies
			\$111.53				
Pro-shred	64182	CH Shredding Services	\$55.66	64766	6/19/2023	001-000-000-518-10-31-00	Office And Operating Supplies
Pro-shred	63839	CH Shredding Services	\$55.66	64766	6/19/2023	001-000-000-518-10-41-00	Professional Services
			\$111.32				
Puget Sound Energy	Services from 4/20/2023 to	CH Utilities	\$1,490.26	64767	6/19/2023	001-000-000-518-10-47-00	Utility Serv-Elec,Water,Waste
Puget Sound Energy	Services from 5/16/2023 to	NE 24th St Camera	\$63.90	64767	6/19/2023	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint
Puget Sound Energy	Services from 4/21/2023 to	NE 10th St Camera	\$31.08	64767	6/19/2023	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint
Puget Sound Energy	Services from 4/20/2023 to	82nd Ave NE Camera	\$32.96	64767	6/19/2023	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint
Puget Sound Energy	Services from 4/21/2023 to	ODE Camera	\$22.83	64767	6/19/2023	001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint
Puget Sound Energy	Service for 4/20 through 5/19	Medina Pk Irrigation	\$254.02	64807	6/30/2023	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	Service for 4/21 through 5/22 (84th	View Point Pk	\$15.33	64807	6/30/2023	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	Service for 4/4 through 5/2 (77th	Street Lights 77th and 79th	\$118.86	64807	6/30/2023	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Service for 4/4 through 5/2 (TIB	Street Lights	\$1,814.16	64807	6/30/2023	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Service for 4/4 through 5/2 (88th	Gateway Lighting Power	\$6.06	64807	6/30/2023	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Service for 4/4 through 5/2 (80th	Street Lights 80th and 10th	\$12.89	64807	6/30/2023	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Service for 4/4 through 5/2 (515	Street Lights 515 EPR	\$31.94	64807	6/30/2023	101-000-000-542-63-41-00	Street Light Utilities
			\$3,894.29				
SAFEbuilt, LLC	0094925-IN	Building Inspection Services (2022	\$300.00	64808	6/30/2023	401-000-000-558-60-41-06	Building Inspector Contract
			\$300.00				
Scheid's Metal Fabrication &	187 Updated	Workman Cab Installation	\$3,318.00	64809	6/30/2023	001-000-000-576-80-48-00	Repair & Maint Equipment
			\$3,318.00				
Seattle Times, The	3904	Legal Notices/Public Hearing	\$1,061.48	64768	6/19/2023	001-000-000-518-10-44-00	Advertising
Seattle Times, The	3904		\$247.53	64768	6/19/2023	401-000-000-558-60-42-00	Communications
			\$1,309.01				
Sound View Strategies, LLC	2938	SR520 Consultant	\$3,000.00	64769	6/19/2023	001-000-000-513-10-41-00	Professional Services
			\$3,000.00				
Staples Business Advantage	3539592218	Office Supplies	\$184.48	64770	6/19/2023	001-000-000-518-10-31-00	Office And Operating Supplies
Staples Business Advantage	3540469323	Office Supplies	\$145.97	64810	6/30/2023	001-000-000-518-10-31-00	Office And Operating Supplies
Staples Business Advantage	3539592217	Office Supplies	\$104.78	64770	6/19/2023	001-000-000-521-20-31-00	Office Supplies
			\$435.23				
Steven D Smith Construction, Inc	Smith Advance Deposit Return for	Advance Deposit Return for	\$167.15	64786	6/19/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$167.15				
STS Landscaping and	STS Advance Deposit Return for	Advance Deposit Return for	\$392.00	64787	6/19/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$392.00				
TIG Technology Integration Group	5516039	Duo Subscription	\$42.94	64771	6/19/2023	001-000-000-518-80-41-50	Technical Services, Software
TIG Technology Integration Group	62965	IT Services	\$11,848.04	64771	6/19/2023	001-000-000-518-80-41-50	Technical Services, Software

TIG Technology Integration Group	62965	IT Services	\$2,183.27	64771	6/19/2023	401-000-000-518-80-41-50	Technical Services, Software
			\$14,074.25				
Toth Construction Inc.	Toth Advance Deposit Return for	Advance Deposit Return for	\$252.50	64788	6/19/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$252.50				
Tree Solutions, Inc.	36023 through 36009	Arborist - Development Project	\$6,658.75	64772	6/19/2023	401-000-000-558-60-41-50	Landscape Consultant
			\$6,658.75				
U.S. Postal Service	June 2023 USPS PO Box Renewal	PO Box Renewal	\$230.00	64773	6/19/2023	001-000-000-518-10-31-00	Office And Operating Supplies
			\$230.00				
US Bank	4049275	2023 Bank Fees	\$1,589.88	64774	6/19/2023	001-000-000-514-20-49-10	Miscellaneous
US Bank	June 2023 JE #2097 Bank Fees	June 2023 Bank Fees	\$182.21	20100967-June 2023 JE #2097	6/30/2023	001-000-000-514-20-49-10	Miscellaneous
US Bank	June 2023 JE #2097 Bank Fees	June 2023 Bank Fees	\$2,506.92	20100967-June 2023 JE #2097	6/30/2023	401-000-000-558-60-49-10	Miscellaneous
US Bank	June 2023 Nations CC Statement	Drinks for Council Meeting	\$34.31	EFT Payment 7/5/2023 1:10:07	6/30/2023	001-000-000-511-60-49-00	Miscellaneous
US Bank	June 2023 Nations CC Statement	Drinks for Council Meeting	\$65.80	EFT Payment 7/5/2023 1:10:07	6/30/2023	001-000-000-511-60-49-00	Miscellaneous
US Bank	June 2023 Nations CC Statement	Office Supplies	\$12.78	EFT Payment 7/5/2023 1:10:07	6/30/2023	001-000-000-518-10-31-00	Office And Operating Supplies
US Bank	June 2023 Nations CC Statement	Office Supplies - Cooling Fan for	\$13.25	EFT Payment 7/5/2023 1:10:07	6/30/2023	001-000-000-518-10-31-00	Office And Operating Supplies
US Bank	June 2023 Nations CC Statement	Office Supplies	\$15.74	EFT Payment 7/5/2023 1:10:07	6/30/2023	001-000-000-518-10-31-00	Office And Operating Supplies
US Bank	June 2023 Nations CC Statement	Clerks Training Lodging -	\$1,526.60	EFT Payment 7/5/2023 1:10:07	6/30/2023	001-000-000-518-10-43-00	Travel & Training
US Bank	June 2023 Kellerman CC	Public Storage	\$947.00	EFT Payment 7/5/2023 1:10:07	6/30/2023	001-000-000-518-30-45-00	Facility Rental
US Bank	June 2023 Kellerman CC	Web Services for Internet Logs	\$0.30	EFT Payment 7/5/2023 1:10:07	6/30/2023	001-000-000-518-80-41-50	Technical Services, Software
US Bank	June 2023 Kellerman CC	Zoom Storage	\$18.46	EFT Payment 7/5/2023 1:10:07	6/30/2023	001-000-000-518-80-41-50	Technical Services, Software
US Bank	June 2023 Gidlof CC Statement	Waterbury Uniform	\$100.10	EFT Payment 7/5/2023 1:10:07	6/30/2023	001-000-000-521-20-22-00	Uniforms
US Bank	June 2023 Anderson CC	Duty Belt	\$104.53	EFT Payment 7/5/2023 1:10:07	6/30/2023	001-000-000-521-20-22-00	Uniforms
US Bank	June 2023 Gidlof CC Statement	Glade Plug Ins	\$13.20	EFT Payment 7/5/2023 1:10:07	6/30/2023	001-000-000-521-20-31-00	Office Supplies
US Bank	June 2023 Gidlof CC Statement	Air Purifier	\$330.27	EFT Payment 7/5/2023 1:10:07	6/30/2023	001-000-000-521-20-31-00	Office Supplies
US Bank	June 2023 Gidlof CC Statement	Coyote Decoy	\$88.07	EFT Payment 7/5/2023 1:10:07	6/30/2023	001-000-000-521-20-31-00	Office Supplies
US Bank	June 2023 Gidlof CC Statement	Display Case	\$1,530.39	EFT Payment 7/5/2023 1:10:07	6/30/2023	001-000-000-521-20-31-00	Office Supplies
US Bank	June 2023 Gidlof CC Statement	Coyote Urine	\$27.53	EFT Payment 7/5/2023 1:10:07	6/30/2023	001-000-000-521-20-31-00	Office Supplies
US Bank	June 2023 Gidlof CC Statement	Waterproof in-use cover	\$16.78	EFT Payment 7/5/2023 1:10:07	6/30/2023	001-000-000-521-20-31-00	Office Supplies
US Bank	June 2023 Gidlof CC Statement	Mini bulb	\$9.29	EFT Payment 7/5/2023 1:10:07	6/30/2023	001-000-000-521-20-31-40	Police Operating Supplies
US Bank	June 2023 Gidlof CC Statement	Mini bulb - Return	(\$9.29)	EFT Payment 7/5/2023 1:10:07	6/30/2023	001-000-000-521-20-31-40	Police Operating Supplies
US Bank	June 2023 Gidlof CC Statement	Tackform Extension Arm	\$16.50	EFT Payment 7/5/2023 1:10:07	6/30/2023	001-000-000-521-20-31-40	Police Operating Supplies
US Bank	June 2023 Anderson CC	Powerstrip	\$22.16	EFT Payment 7/5/2023 1:10:07	6/30/2023	001-000-000-521-20-31-40	Police Operating Supplies
US Bank	June 2023 Gidlof CC Statement	Cosco Handtruck	\$189.52	EFT Payment 7/5/2023 1:10:07	6/30/2023	001-000-000-521-20-31-40	Police Operating Supplies
US Bank	June 2023 Anderson CC	Firearm Supplies	\$7.70	EFT Payment 7/5/2023 1:10:07	6/30/2023	001-000-000-521-20-35-20	Firearms (Purchase & Repair)
US Bank	June 2023 Sass CC Statement	June 2023 Sass CC Statement	\$670.68	EFT Payment 7/5/2023 1:10:07	6/30/2023	001-000-000-521-20-43-00	Travel & Training
US Bank	June 2023 Crickmore CC	Broom Handles	\$61.13	EFT Payment 7/5/2023 1:10:07	6/30/2023	001-000-000-576-80-31-00	Operating Supplies
US Bank	June 2023 Crickmore CC	Nail Brushes	\$24.19	EFT Payment 7/5/2023 1:10:07	6/30/2023	001-000-000-576-80-31-00	Operating Supplies
US Bank	June 2023 Crickmore CC	Electrical Tape	\$62.06	EFT Payment 7/5/2023 1:10:07	6/30/2023	001-000-000-576-80-31-00	Operating Supplies
US Bank	June 2023 Crickmore CC	Bucket Handles	\$89.19	EFT Payment 7/5/2023 1:10:07	6/30/2023	001-000-000-576-80-31-00	Operating Supplies
US Bank	June 2023 Crickmore CC	Liquid IV Hydration Multiplier	\$43.98	EFT Payment 7/5/2023 1:10:07	6/30/2023	001-000-000-576-80-31-00	Operating Supplies
US Bank	June 2023 Crickmore CC	Hand Cleaner	\$79.04	EFT Payment 7/5/2023 1:10:07	6/30/2023	001-000-000-576-80-31-00	Operating Supplies
US Bank	June 2023 Crickmore CC	Fountain Parts	\$129.40	EFT Payment 7/5/2023 1:10:07	6/30/2023	001-000-000-576-80-31-00	Operating Supplies
US Bank	June 2023 Crickmore CC	Hydration Drink	\$66.16	EFT Payment 7/5/2023 1:10:07	6/30/2023	101-000-000-542-30-31-00	Operating & Maintenance Supplies
US Bank	June 2023 Crickmore CC	Truck Ratchet Staps/Respirators	\$130.66	EFT Payment 7/5/2023 1:10:07	6/30/2023	101-000-000-542-30-35-00	Small Tools/minor Equipment
US Bank	June 2023 Crickmore CC	Catch Basin Wrenches	\$33.67	EFT Payment 7/5/2023 1:10:07	6/30/2023	101-000-000-542-30-35-00	Small Tools/minor Equipment
			\$10,750.16				
US Bank Voyager Fleet Sys.	June 2023 Voyager Fleet	June 2023 PD Fuel	\$2,731.79	EFT Payment 6/19/2023 1:23:33	6/19/2023	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			\$2,731.79				
Vision Municipal Solutions, LLC	09-12716	Vision Receipt Forms	\$711.40	64775	6/19/2023	001-000-000-518-10-31-00	Office And Operating Supplies
			\$711.40				
WA Assoc of Sheriffs & Police	INV031251	Fall Conference 2023 - Sass	\$375.00	64811	6/30/2023	001-000-000-521-20-43-00	Travel & Training
			\$375.00				
WA ST Dept of Licensing	June 2023 CPL Receipts	June 2023 CPL Receipts	\$18.00	20100967-June 2023 CPL Receipt	6/30/2023	631-000-000-589-30-01-00	Dept Of Lic-Gun Permit
			\$18.00				
WA ST Dept of Transportation	FB91017011231	Building Inspections Vehicle	\$54.64	64776	6/19/2023	401-000-000-558-60-32-00	Vehicle Expenses - Gas, Oil,
			\$54.64				
Washington State Patrol	I23005556	Background Check	\$11.00	64777	6/19/2023	001-000-000-521-20-41-50	Recruitment-Background
Washington State Patrol	I23006682	Background Checks/CPL	\$111.00	64777	6/19/2023	631-000-000-589-30-02-00	WA ST Patrol-Gun-Fbi
			\$122.00				

Watershed Company, The	2023-0918	Shoreline Master Program User	\$157.50	64778	6/19/2023	401-000-000-558-60-41-55	Shoreline Consultant
			\$157.50				
			\$158,198.45	AP Total			
Payroll	June 2023 Payroll	Payroll	\$20,215.31	Total	6/30/2023	001-000-000-513-10-11-00	Salaries, Wages & Benefits
Payroll	June 2023 Payroll	Payroll	\$22,068.91	Total	6/30/2023	001-000-000-514-20-11-00	Salaries, Wages & Benefits
Payroll	June 2023 Payroll	Payroll	\$36,549.42	Total	6/30/2023	001-000-000-518-10-11-00	Salaries, Wages & Benefits
Payroll	June 2023 Payroll	Payroll	\$148,717.45	Total	6/30/2023	001-000-000-521-20-11-00	Salaries, Wages & Benefits
Payroll	June 2023 Payroll	Payroll	\$42,494.39	Total	6/30/2023	001-000-000-576-80-11-00	Salaries, Wages & Benefits
Payroll	June 2023 Payroll	Payroll	\$33,881.07	Total	6/30/2023	101-000-000-542-30-11-00	Salaries, Wages & Benefits
Payroll	June 2023 Payroll	Payroll	\$48,313.75	Total	6/30/2023	401-000-000-558-60-11-00	Salaries, Wages & Benefits
			\$352,240.30	Payroll Total			
			\$510,438.75	Grand Total			
Payroll	May 2023 Payroll	Payroll	\$20,192.82	Total	6/30/2023	001-000-000-513-10-11-00	Salaries, Wages & Benefits
Payroll	May 2023 Payroll	Payroll	\$22,014.33	Total	6/30/2023	001-000-000-514-20-11-00	Salaries, Wages & Benefits
Payroll	May 2023 Payroll	Payroll	\$36,454.85	Total	6/30/2023	001-000-000-518-10-11-00	Salaries, Wages & Benefits
Payroll	May 2023 Payroll	Payroll	\$146,172.83	Total	6/30/2023	001-000-000-521-20-11-00	Salaries, Wages & Benefits
Payroll	May 2023 Payroll	Payroll	\$34,096.54	Total	6/30/2023	001-000-000-576-80-11-00	Salaries, Wages & Benefits
Payroll	May 2023 Payroll	Payroll	\$36,992.42	Total	6/30/2023	101-000-000-542-30-11-00	Salaries, Wages & Benefits
Payroll	May 2023 Payroll	Payroll	\$48,033.57	Total	6/30/2023	401-000-000-558-60-11-00	Salaries, Wages & Benefits
			\$343,957.36	Grand Total			
			May Payroll				



MEDINA, WASHINGTON

MEDINA CITY COUNCIL REGULAR MEETING

Hybrid - Virtual/In-Person
Monday, May 08, 2023 – 5:00 PM

MINUTES

1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

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

PRESENT

Mayor Jessica Rossman
Deputy Mayor Randy Reeves
Councilmember Cynthia Adkins
Councilmember Mac Johnston
Councilmember Bob Zook

ABSENT

Councilmember Jennifer Garone
Councilmember Harini Gokul

ACTION: Motion Reeves to excuse the absence Councilmembers Gokul and Garone. This was seconded by Zook and carried by a 5:0 vote.

STAFF

Burns, Missall, Romanenko, Sass, Wagner, Keyser, Osada, Wilcox, and Kellerman

2. APPROVAL OF MEETING AGENDA

Mayor Rossman proposed amending the meeting agenda to pull Agenda Item 9.1 and refer the Park Use Pilot Program to the Park Board for further deliberation and move 9.4 Small Wireless Facility Permit Process up to Agenda Item 9.1.

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

3. PUBLIC COMMENT PERIOD

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

- Paul Saad commented in opposition of the proposed T-Mobile wireless facilities permit.

- John Ebel commented in opposition of the proposed T-Mobile wireless facilities permit.
- Ken Pyle commented in opposition of the proposed T-Mobile wireless facilities permit.
- Mike Eberhard commented in opposition of the proposed T-Mobile wireless facilities permit.
- Ed Freedman commented in opposition of the proposed T-Mobile wireless facilities permit.
- Heija Nunn commented on the proposed T-Mobile wireless facilities permit.

4. **PRESENTATIONS**

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

Park Board Chair Sarah Gray reported on the success of the annual Easter Egg Hunt and Arbor Day. She also reported that she will be resigning from the Park Board on Monday, May 15.

Planning Commission Chair Laura Bustamante reported that Planning Commission has been working on the Housing Action Plan and will be moving forward with a recommendation to Council at their June meeting.

5. **CITY MANAGER'S REPORT**

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

Police Chief Jeff Sass reported on activities in the police department.

Director of Development Services Steve Wilcox reported that the 2021 State Building Code will be coming to Council for adoption at their June meeting.

Director of Finance and HR Ryan Wagner reported on the city's finances.

Director of Public Works Ryan Osada reported on upcoming Capital Projects in the city.

City Manager Steve Burns reported on the SR 520 funding for the noise mitigation. He reported that the funding did not make in the Transportation Budget at the state legislature and staff will continue to push for it to be included in 2024. The gas-powered leaf blowers open house is scheduled for this Thursday here at city hall from 5:00 pm to 6:30 pm.

6. **CONSENT AGENDA**

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

- 6.1 April 2023 - Check Register
Recommendation: Approve.
Staff Contact: Ryan Wagner, Finance Director

- 6.2 Draft Meeting Minutes of:
 a) April 10, 2023; and
 b) April 24, 2023.
Recommendation: Adopt minutes.
Staff Contact: Aimee Kellerman, CMC, City Clerk
- 6.3 Proclamation recognizing “National Police Week” and Peace Officer Memorial Day”
Recommendation: Approve.
Staff Contact: Jeffrey R. Sass, Chief of Police
- 6.4 Public Defender Contract for Court
Recommendation: Approve.
Staff Contact: Jeffrey R. Sass, Chief of Police

7. **LEGISLATIVE HEARING**

None.

8. **PUBLIC HEARING**

None.

9. **CITY BUSINESS**

9.1 Comprehensive Plan Update

Recommendation: Discussion item only; no action needed.

Staff Contact: Stephanie Keyser, Planning Manager

Planning Manager Stephanie Keyser gave a brief update on the Comprehensive Plan.

ACTION: Update only; no action taken.

9.2 New Housing Legislation

Recommendation: N/A

Staff Contact: Stephanie Keyser, Planning Manager

Planning Manager Stephanie Keyser gave an update on the new housing legislation. Council asked questions and staff responded.

ACTION: Discussion item only, no action taken.

The council took a brief 10-minute recess. (6:05 p.m. to 6:15 p.m.)

9.3 Small Wireless Facility Permit Process

Recommendation: Discussion item only; no action needed.

Staff Contact(s): Emily Romanenko, Assistant City Attorney and Steve Wilcox, Development Services Director

Assistant City Attorney Emily Romanenko gave a presentation on the small wireless facility permit process and the current status of the pending T-Mobile Small Wireless Facility Application. Council discussed, asked questions and staff responded.

Council requested that staff approach and demonstrate we are pro-community mindset, when feasible, interpret laws in favor of the community, request that T-Mobile assign their A-team, look for locations least intrusive as well as aesthetics. Lastly, schedule a community forum with T-Mobile after the upcoming meeting.

ACTION: Council directed staff to retain an expert if needed.

10. REQUESTS FOR FUTURE AGENDA ITEMS AND COUNCIL ROUND TABLE

None.

11. PUBLIC COMMENT

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

- Heija Nunn commented on the T-Mobile wireless facilities permit application.

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

12. EXECUTIVE SESSION

RCW 42.30.110 (1)(i)

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

Council moved into Executive Session at 7:19 p.m. for an estimated time of 30 minutes.

Council adjourned the Executive Session back into the Regular meeting at 7:45 p.m.

ACTION: No action was taken following the Executive Session.

13. ADJOURNMENT

By consensus, Council adjourned the regular meeting at 7:45 p.m.

Jessica Rossman, Mayor

Attest:

Aimee Kellerman, City Clerk



MEDINA, WASHINGTON

MEDINA CITY COUNCIL REGULAR MEETING

Hybrid - Virtual/In-Person
Monday, June 12, 2023 – 5:00 PM

MINUTES

1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

Mayor Rossman called the regular meeting order in the Medina Council Chambers at 5:03 p.m.

PRESENT

Mayor Jessica Rossman
Deputy Mayor Randy Reeves
Councilmember Cynthia Adkins
Councilmember Jennifer Garone (online, out at 7:15 p.m.)
Councilmember Harini Gokul (in person, left at 6:55 p.m., then online at 7:22 p.m.)
Councilmember Mac Johnston (online, out at 6:28 p.m.)
Councilmember Bob Zook

ABSENT

None

STAFF

Burns, Missall, Sass, Wagner, Keyser, Gidlof, Osada, Wilcox, and 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 comments was closed.

4. PRESENTATIONS

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

Medina Police Chief Jeffrey Sass presented Captain Austin Gidlof with a Professional Excellence Award.

- 4.2 Recognize Boards and Commission Volunteers by Mayor Jessica Rossman and Stephen R. Burns, City Manager

Mayor Rossman recognized outgoing city volunteer Sarah Gray for all her years of service and leadership on the Medina Parks and Recreation Board.

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

Planning Commission Chair Laura Bustamante reported that at the last meeting, the Commission considered the Housing Action Plan which is on the Council agenda for approval under Public Hearing. If approved by Council, it will be the topic of discussion for the Planning Commissions next two meetings.

Emergency Preparedness Chair Rosalie Gann reported that the next Emergency Prep meeting is scheduled for Wednesday, July 12, 2023 at 4:00 p.m.

5. **CITY MANAGER'S REPORT**

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

Director of Finance and HR, Ryan Wagner reported that the city's annual audit was submitted and the city is waiting for the results which will be provided to Council at a future meeting.

Police Chief Jeffrey Sass gave an update on the city's new license plate reader software.

Director of Development Services Steve Wilcox gave an update on construction activities in Medina. He also noted that the building code update has been 120 days.

Director of Public Works, Ryan Osada gave an update on upcoming Public Works projects in the city.

City Manager Steve Burns gave a brief update on the gas-powered leaf blowers survey. The results will be presented to the Council at the July meeting.

6. **CONSENT AGENDA**

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.

City Clerk, Aimee Kellerman requested to remove the May 8, 2023 City Council meeting Minutes from the agenda for corrections. The Minutes will be brought back for adoption at the first July City Council meeting.

ACTION: Motion Reeves second Gokul to adopt the Consent Agenda as amended. Motion carried by a 7:0 vote.

- 6.1 May 2023 - Check Register
Recommendation: Approve.
Staff Contact: Ryan Wagner, Finance Director
- 6.2 Park Board Meeting Minutes of March 20, 2023
Recommendation: Receive and file.
Staff Contact: Dawn Nations, Deputy City Clerk
- 6.3 Planning Commission Meeting Minutes of:
a) March 28, 2023; and
b) May 2, 2023.
Recommendation: Receive and file.
Staff Contact: Stephanie Keyser, AICP, Planning Manager
- 6.4 Draft Meeting Minutes of:
a) City Council Meeting May 8, 2023; and
b) Joint City Council and Planning Commission Meeting May 22, 2023.
Recommendation: Adopt minutes.
Staff Contact: Aimee Kellerman, CMC, City Clerk
- 6.5 Confirmation of Appointment to the Medina Planning Commission
Recommendation: Confirm the following appointments:
Planning Commission
- Laura Bustamante, Position 2
 - Evonne Lai, Position 4
 - Brian Pao, Position 1 (effective August 1, 2023)
- Staff Contact:** Aimee Kellerman, City Clerk on behalf of the Personnel Committee
- 6.6 TIB Medina Elementary Sidewalk Phase 1
Recommendation: Approve.
Staff Contact: Ryan Osada, Public Works Director
- 6.7 Interlocal Cooperation Agreement Renewal 2024-2026
Recommendation: Approve.
Staff Contact: Stephen R. Burns, City Manager
- 6.8 Moratorium Resolution – Street Vacations
Recommendation: Adopt Resolution No. 434.
Staff Contact: Stephen R. Burns, City Manager
7. **LEGISLATIVE HEARING**
- None.
8. **PUBLIC HEARING**
- 8.1 Housing Action Plan
Recommendation: Adopt
Staff Contact(s): Stephanie Keyser, Planning Manager
Time Estimate: 15 minutes

Planning Manager Stephanie Keyser gave a presentation on the proposed Housing Action Plan (HAP). Council discussed, asked questions, and staff responded.

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

- Miles Adam commented on the state legislators recently adopted legislation and commented on items that the state requires us to do in Medina.
- Mark Nelson commented on the Housing Action Plan (HAP) and noted that it is a document to receive the grant from the Department of Ecology (DOE).

Mayor Rossman closed the public hearing period.

ACTION: Motion Adkins second Zook to adopt the report as presented.

ACTION: Motion Adkins amend the motion to adopt Resolution No. 433 as presented. This was seconded by Zook.

Further discussion ensued.

ACTION: Motion Reeves to amend the motion to remove the sentence "The sample group who responded to this survey was older, whiter, and owned more homes than the median population". This was seconded by Adkins and carried by a 5:0 (Gokul and Johnston absent) vote.

ACTION: Motion Adkins second Zook to amend the motion to adopt Resolution No. 433 as presented. Motion carried 4:1 (Garone dissented) (Gokul and Johnston absent) vote.

Council took a 10-minute recess at 5:15 p.m.

- 8.2 2024-2029 Six Year CIP, TIP, Non-TIP Plan
Recommendation: Discussion and direction.
Staff Contact: Ryan Osada, Public Works Director

Director of Public Works Ryan Osada gave a brief presentation on the proposed 2024-2029 Six-Year CIP/TIP/Non-TIP Plan. Council discussed, asked questions, and staff responded.

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

ACTION: Motion Adkins to approve the 2024-2029 Six-Year CIP/TIP/Non-TIP plan as presented. Motion carried 5:0 (Garone and Johnston absent) vote.

9. **CITY BUSINESS**

9.1 Comprehensive Plan Update

Recommendation: Discussion item only; no action needed.

Staff Contact: Stephanie Keyser, Planning Manager

Planning Manager Stephanie Keyser gave a brief update on the Medina Comprehensive Plan.

9.2 Overlake Golf and Country Club Street Vacation Petition

Recommendation: Update only; no action needed.

Staff Contact: Stephen R. Burns, City Manager

City Manager Steve Burns reported that Overlake Golf and Country Club rescinded their street vacation petition and the city considers the matter closed.

ACTION: Update only; no action taken.

9.3 E-Bike Restrictions in Medina Park

Recommendation: Discussion and direction.

Staff Contact: Jeff Sass, Police Chief

Medina Police Chief Jeffrey Sass gave a brief update to Council on e-bike restrictions in Medina's parks. Council discussed, asked questions, and staff responded.

ACTION: Council directed staff to look into different options for regulating e-bikes in parks, adding bike racks and include budget allocations. Another proposal for a safety plan will come to Council at a future meeting.

9.4 NE 12th Street Pedestrian Improvements

Recommendation: Discussion and direction.

Staff Contact: Ryan Osada, Public Works Director

Director of Public Works, Ryan Osada gave a brief update on the NE 12th Street Pedestrian Improvements project. He noted that the bids came back at over one million dollars to underground utilities in conjunction with sidewalk improvements, about 33 percent over than the engineer's estimate which was estimated at \$700,000.00. Council discussed, asked questions, and staff responded.

ACTION: Motion Zook to direct staff to go back to the contractor and come back with a proposal that does not include undergrounding and come back to Council. This was seconded by Reeves and carried by a 5:0 vote (Garone and Johnston absent).

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

Council directed staff to add a discussion on short-term housing as a future agenda item.

11. **PUBLIC COMMENT**

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

12. EXECUTIVE SESSION

Council moved into Executive Session for an estimated time of 20 minutes at 8:50 p.m.

RCW 42.30.110 (1)(i)

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

RCW 42.30.110 (1)(c)

To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public.

Council moved back into the regular meeting at 9:10 p.m.

ACTION: No action taken following the executive session.

13. ADJOURNMENT

By consensus, Council adjourned the regular meeting at 9:10 p.m.



MEDINA, WASHINGTON

AGENDA BILL

Monday, July 10, 2023

Subject: Confirmation of Appointment to the Medina Parks and Recreation Board

Category: Consent

Staff Contact: Aimee Kellerman, City Clerk on behalf of the Personnel Committee

Summary

On June 30, 2023, the following terms expired for the Medina Parks and Recreation Board:

- Parks and Recreation Board, Position 2
- Parks and Recreation Board, Position 5
- Parks and Recreation Board, Position 7
- Parks and Recreation Board, Youth Advisor

Volunteers in these positions were notified of expiring terms and encouraged to reapply. On April 10, 2023, recruitment notices were posted on City notice boards, on the City's website, and delivered through the City's e-notice program.

During the open filing period, the city received five applications, including the youth advisor. Two of the three incumbents reapplied, and we received two new applications for the open vacancies. The Personnel Committee held interviews on June 21, 2023.

The Council Personnel Committee (Mayor Rossman and Councilmember Johnston) recommends the reappointment of India Fitting-Koh to Position 5 and Collette McMullen to Position 7, and they recommend the appointment of Viji Raman Position 2 on the Medina Parks and Recreation Board.

The Personnel Committee is in the process of interviewing for the open youth advisor position and a recommendation will come to Council in September.

This meets and supports Council's priority number 3.

Council Priorities:

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

Attachment

None.

Budget/Fiscal Impact: N/A

Recommendation: Confirm the following appointments:

Parks and Recreation Board

- Viji Raman, Position 2
- India Fitting-Koh, Position 5
- Collette McMullen, Position 7

City Manager Approval:



Proposed Council Motion: “I move to approve the Personnel Committee’s appointment recommendations as presented.”



MEDINA, WASHINGTON

AGENDA BILL

Monday, July 10, 2023

Subject: Ordinance Amending Chapter 5.10 of the Medina Municipal Code Regarding Peddler and Solicitation Activities

Category: Consent

Staff Contacts: Jeff Sass, Chief of Police and Scott M. Missall, City Attorney

Summary

On January 9, 2023, Council adopted Ordinance No. 1018 adding Chapter 5.10 in the Medina Municipal Code approving new solicitation and permitting regulations. Council also directed staff with a limited amendment to address the concerns of resident children (lemonade stands, etc.) and come back to Council for review and approval. Attached is a proposed amendment to chapter 5.10 of the Medina municipal code regarding peddler and solicitation activities, including additional exclusions and making textual changes.

This meets and supports Council's priority number 4.

Council Priorities:

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

Attachments

Ordinance No. 1020, amending Chapter 5.10 of the Medina Municipal Code regarding peddler and solicitation activities, including Exhibit A.

Budget/Fiscal Impact: None

Recommendation: Approve

City Manager Approval:

Proposed Council Motion: " I move to adopt Ordinance No. 1020, amending Chapter 5.10 of the Medina Municipal Code regarding peddler and solicitation activities; including additional exclusions and making textual changes."

Ordinance No. 1020

MEDINA CITY COUNCIL

AN ORDINANCE OF THE CITY OF MEDINA, WASHINGTON, AMENDING CHAPTER 5.10 OF THE MEDINA MUNICIPAL CODE REGARDING PEDDLER AND SOLICITATION ACTIVITIES; INCORPORATING ADDITIONAL EXCLUSIONS AND MAKING TEXTUAL CHANGES TO CLARIFY THE APPLICATION OF SAID CHAPTER; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, Medina Municipal Code (MMC) Chapter 5.10 was adopted in January of 2023; and

WHEREAS, at the time MMC Chapter 5.10 was adopted the Medina City Council requested that children's summertime lemonade stands be subsequently excluded from the scope of those regulations; and

WHEREAS, having enforced MMC Chapter 5.10 since that time, the Medina Police Department (MPD) has identified other appropriate and necessary changes that will enhance the application of the chapter and improve uniformity of the text; and

WHEREAS, the foregoing changes are depicted and proposed for adoption by the MPD, all as set forth on **Exhibit A** to this Ordinance; and

WHEREAS, the City Council has duly considered **Exhibit A** to this Ordinance and finds that the changes therein will better address and enhance the ability of the MPD to manage and respond to peddler and solicitation activities in Medina, benefitting the City and its residents;

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

Section 1. Findings. The foregoing recitals are adopted as findings of fact in support of this Ordinance.

Section 2. Amendments Adopted. MMC Chapter 5.10 is hereby amended as set forth in attached **Exhibit A**, incorporated in full by this reference.

Section 3. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including but not limited to the correction of scrivener and clerical errors, references, ordinance numbering, section/subsection numbering and any references thereto.

Section 4. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this Ordinance.

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

APPROVED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON THE 10TH DAY OF JULY, 2023 AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THE 10TH DAY OF JULY, 2023.

Jessica Rossman, Mayor

Approved as to form:
Ogden Murphy Wallace, PLLC

Attest:

Scott M. Missall, City Attorney

Aimee Kellerman, City Clerk

PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.:

Orig. Adopted 1.9.2023

Ord. 1018

Final Lemonade and Form/Style Edits (6.21.23)

EXHIBIT A
Medina Municipal Code
Chapter 5.10
Peddler and Solicitation Activities

Sections:

- 5.10.010 Definition of peddler and solicitor.
- 5.10.020 Permit required – Exemptions.
- 5.10.030 Permit – Application.
- 5.10.040 Investigation of applicant – Issuance and denial of permit.
- 5.10.050 Permit – Display.
- 5.10.060 Permit – Expiration.
- 5.10.070 Permit – Revocation.
- 5.10.080 Right of appeal.
- 5.10.090 Loud noises or speaking devices.
- 5.10.100 Use of streets.
- 5.10.110 Hours and notice.
- 5.10.120 Records.
- 5.10.130 Unlawful to peddle or solicit on posted premises.
- 5.10.140 Violation – Penalty.

*** *** *** *** ***

5.10.010 Definition of peddler and solicitor.

(1) A peddler and/or solicitor are interchangeable labels under this chapter and each is defined as follows:

(a) All persons, both principals and agents, as well as employers and employees, who shall sell, offer for, or expose for sale, or who shall trade, deal or traffic in any personal property or services in the City by going from house to house or from place to place or by indiscriminately approaching individuals.

(b) Sales by sample or for future delivery, and executory contracts of sale by solicitors or peddlers are embraced within subsection (1) of this section; provided, however, that this chapter is not applicable to any salesperson or canvasser who solicits trade from wholesale or retail dealers in the City.

(c) Any person, both principals and agents, as well as employers and employees, who, while selling or offering for sale, any goods, wares, merchandise, or anything of value, stands in a doorway or on any unenclosed vacant lot, parcel of land, or in any other place not used by such person as a permanent place of business.

(2) Minor children, including legal minor wards, of City residents (collectively "children") may operate a traditional lemonade stand without falling within the definition of peddler or solicitor set forth above provided each of the following criteria are met:

Orig. Adopted 1.9.2023

Ord. 1018

Final Lemonade and Form/Style Edits (6.21.23)

(a) The lemonade stand is located on the children's residential property and is near or immediately adjacent to public right-of-way;

(b) The lemonade stand is a temporary assemblage (desks, cardboard, etc.) which may be quickly and easily assembled and removed without causing damage to or resulting in any permanent change to the adjacent land, landscaping, structures, streets, roads, or sidewalks;

(c) The lemonade stand is not operated for longer than 5 consecutive hours;

(d) The lemonade stand is under adult supervision;

(e) The lemonade stand does not interfere with or cause dangerous conditions affecting pedestrians or the public rights-of-way, sidewalks, roads and streets.

The intent of this section is to enable traditional family lemonade stands to be operated during the summer time for family fun and teaching purposes and without the application of the City's peddler and solicitor regulations. **5.10.020 Peddler Permit required – Exemptions.**

(1) No person, corporation, partnership, or other organization ("entity" or "entities") shall engage in the business or activity of peddler within the City limits without first obtaining a permit as provided in this chapter. If an individual is acting as an agent for or employed by an individual, corporation, partnership, or other organization, both the individual and the employer or principal for whom the individual is peddling must obtain a permit as provided in this chapter.

(2) The following persons and entities are eligible for an exemption to the permit and/or fee provisions of this chapter as stated below. Exemptions must be claimed using the form provided by the Medina Police Department.

(a) Farmers who peddle agricultural, horticultural or farm products which they have actually grown, harvested or produced.

(b) Any person who is specifically requested to call upon another for the purpose of displaying goods, literature or giving information about any article, service or product.

(c) Charitable, religious, or nonprofit organizations or corporations which have received tax exempt status under Section 26 USC 501(c)(3).

(d) Newspaper carriers. Upon determination by the Medina Police Department that such carrier is exempt from the permit requirements of this chapter, an exemption letter shall be issued which must be carried by the carrier at all times the carrier is engaging in newspaper carrier activities in the City.

(e) Bona fide candidates, campaign workers, and political committees campaigning on behalf of bona fide candidates or ballot issues; and persons soliciting signatures of registered voters on petitions to be submitted to any governmental agency.

(f) Every honorably discharged soldier, sailor or marine of the military or naval service of the United States who is a resident of this state shall not be required to pay a fee for the permit issued under this chapter provided they comply with RCW 73.04.050 and RCW 73.04.060.

5.10.030 Peddler Permit – Application.

(1) Each person or entity required to obtain a permit under this chapter shall file with the Medina Police Department a sworn application in writing using the application form to be furnished by the Medina Police Department.

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(2) Individuals who are employed by or acting as an agent for another individual, corporation, partnership, or other organization shall provide the following information on the application:

(a) Name, date of birth and description of the applicant.

(b) Address and telephone number of the applicant.

(c) A brief description of the nature of the business and the goods or services to be peddled or sold.

(d) If employed or acting as an agent, the name and address of the employer or principal, together with a description of the exact relationship with the employer or principal.

(e) If a vehicle is to be used, a description of the same, including the license number.

(f) A photograph of the applicant taken within 60 days immediately prior to the date of filing the application, which photograph shall be two inches by two inches in size and shall show the head and shoulders of the applicant in a clear and distinguishing manner.

(g) A statement as to whether or not the applicant has been convicted of any crime within the past 10 years, including misdemeanors or violations of any municipal ordinance, the nature of the offense, and the punishment or penalty assessed therefor.

(h) Such other information as may be required by the Medina Police Department.

(3) Any individual, corporation, partnership, or other organization which acts as the principal or employer to, of, or for one or more individual peddlers shall provide the following information on the application:

(a) The applicant's name, address and telephone number, and the names and addresses of all individuals who are employed by or acting as an agent for the applicant in the City.

(b) If a corporation, the names, addresses and telephone numbers of the corporation's board of directors, principal officers, and registered agent; provided that the Medina Police Department may waive any portion of this requirement when disclosure would be unduly burdensome.

(c) If a partnership, the names, addresses and telephone numbers of the partners thereof.

(d) A list of all criminal convictions during the past 10 years for the applicant, all owners of the business, and if a corporation, its board of directors and officers.

(e) The name, address, and telephone numbers (business and home) of the individual(s) acting as the manager of or for the applicant.

(f) A list of all other cities, towns, and counties where the applicant has obtained (or has been denied) a peddler permit or similar permit within the past five years.

(g) Such other information as may be required by the Medina Police Department.

5.10.040 Investigation of applicant – Issuance and denial of permit.

(1) The Medina Police Department shall determine the accuracy of the information contained in the application and conduct a criminal history background investigation of the applicant.

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(2) If, as a result of the investigation, the character and business responsibility of the applicant are found to be satisfactory, the Medina Police Department shall issue the permit to the applicant. The Medina Police Department shall deny a requested permit if the applicant has:

- (a) Committed any act consisting of fraud or misrepresentation;
- (b) Committed any act which, if committed by a permit holder, would be grounds for suspension or revocation of a permit;
- (c) Within the previous 10 years, been convicted of a misdemeanor or felony directly relating to the occupation of peddler, including but not limited to those misdemeanors and felonies involving moral turpitude, fraud or misrepresentation;
- (d) Been previously refused a permit under the provisions of this chapter; provided that any applicant denied a permit under the provisions of this chapter may reapply if and when the reasons for denial no longer exist or are no longer applicable; or
- (e) Made any false or misleading statement in the application.

(3) The denial or revocation of a permit to an individual, corporation, partnership or other organization which serves as the employer or principal of or for individual peddlers shall be a sufficient basis to deny or revoke a permit to the individual applicants who are employed by or acting as an agent for the applicant.

5.10.050 Permit – Display.

Peddlers are required to exhibit their permit at the request of any citizen or police officer.

5.10.060 Permit – Expiration.

All permits issued pursuant to this chapter are nontransferable and shall be valid only for the duration requested by the applicant, which duration shall not exceed two weeks. At the termination of every permit, the applicant must reapply for an additional, separate permit via the process outlined in this chapter if continuation of peddler activities within the City is desired.

5.10.070 Permit – Revocation.

(1) Permits issued pursuant to this chapter may be revoked by the Medina Police Department after notice and hearing for any of the following causes:

- (a) Fraud, misrepresentation, or false statement contained in the application for permit.
- (b) Fraud, misrepresentation, or false statement made in the course of carrying on the business activities as peddler.
- (c) A violation of this chapter.
- (d) After submitting the application for a peddler's permit, the applicant is convicted of a felony or misdemeanor directly relating to the occupation or activities of peddler, including but not limited to felonies or misdemeanors involving moral turpitude, fraud, or misrepresentation.
- (e) Conducting the business or activities of peddling in any unlawful manner; or in such a manner as to constitute a breach of the peace; or in such a manner as to constitute a menace to the health, safety, and general welfare of the public.

(2) The revocation of any permit held by an individual, corporation, partnership or other organization which serves as the employer or principal for individual peddlers shall constitute a

Orig. Adopted 1.9.2023

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Final Lemonade and Form/Style Edits (6.21.23)

basis for revoking the permits issued to individual applicants who are employed by or acting as agents for such individual, corporation, partnership, or organization.

(3) The revocation of a permit for three or more persons who are employees or agents of an individual, corporation, partnership or organization shall constitute a basis for revoking the permit issued to the employer or principal, as well as the permits issued to all other employees or agents of that employer or principal.

(4) Notice of the hearing for revocation of a permit shall be given in writing, shall set forth specific grounds of the complaint or alleged violation, shall state the time and place of hearing, and shall state that the peddler's permit shall be suspended pending the outcome of said hearing. Such notice shall be mailed, postage prepaid, to the permit holder at his or her last known address at least 10 days prior to the date set for hearing. If the permit holder is an individual, corporation, partnership or organization which employs or serves as the principal for individual permit holders, the notice shall also name and be mailed to the individual permit holders thereof.

5.10.080 Right of appeal.

Any person or entity aggrieved by the action of the Medina Police Department in the denial of an application for permit or in the decision to revoke a permit as provided in this chapter shall have the right to appeal to the City hearing examiner in accordance with the procedures set out in MMC Chapter 2.72.

5.10.090 Loud noises or speaking devices.

No peddler, nor any person on the peddler's behalf, shall shout, make any outcry, blow a horn, ring a bell or use any sound device, including any loud-speaking radio or sound-amplifying system, upon any of the streets, alleys, parks or other public places of the City or upon any private premises in the City where sound of sufficient volume is emitted or produced therefrom to be capable of being plainly heard upon the streets, avenues, alleys, parks or other public places for the purpose of attracting attention to any goods, wares or merchandise which such peddler proposes to sell.

5.10.100 Use of streets.

No peddler shall have any exclusive right to any location in the public streets, rights-of-way or public places, nor be permitted a stationary location, nor be permitted to operate in any congested area where operations might impede or inconvenience the public. For the purpose of this section, the judgment of a police officer exercised in good faith shall be conclusive as to whether the area is congested or the public impeded or inconvenienced.

5.10.110 Hours and notice.

(1) All peddlers shall notify the Medina Police Department at least two hours before any peddling activities are to be conducted. If peddling activities will take place on a Friday, Saturday, or Sunday the peddler shall notify the Medina Police Department of such activities prior to the close of business on the preceding Thursday.

(2) No person shall engage in the business of peddler during the following hours:

(a) October 1st through April 30th, between 6:00 p.m. and 10:00 a.m. of any day.

(b) May 1st through September 30th, between 8:00 p.m. and 10:00 a.m. of any day.

5.10.120 Records.

Orig. Adopted 1.9.2023

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The Medina Police Department shall maintain a record for each permit issued and record all reports of violations therein.

5.10.130 Unlawful to peddle or solicit on posted premises.

It is unlawful for any uninvited peddler to (i) ring the bell, or (ii) knock on the door, or (iii) otherwise attempt to gain admittance for the purpose of peddling at any residence or dwelling at which a sign bearing the words "No Peddlers or Solicitors" (or bearing words of similar import) is painted, affixed, or otherwise exposed to public view.

5.10.140 Violation – Penalty.

(1) Criminal Penalties. Violation of any of the provisions of this chapter or failure to comply with any of the provisions of this chapter shall constitute a misdemeanor and shall be punishable by a fine not to exceed \$1,000 or by imprisonment not to exceed 90 days, or by both. Any such violation of any provision of this chapter shall also be grounds for revocation of a permit previously approved.

(2) Civil Penalties. Any person who fails to comply with the provisions of this chapter is, in lieu of or in addition to any criminal penalties, subject to a maximum civil penalty of \$500.00 for each day or portion of the day that the violation continues.

(3) Other Legal Remedies. Nothing in this chapter limits the right of the Medina Police Department to pursue other lawful, criminal, civil or equitable remedies to abate, discontinue, correct, or discourage unlawful acts under or in violation of this chapter.

*** **

EXHIBIT A
Medina Municipal Code
Chapter 5.10
Peddler and Solicitation Activities

Sections:

- 5.10.010 Definition of peddler and solicitor.
- 5.10.020 Permit required – Exemptions.
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(b) Sales by sample or for future delivery, and executory contracts of sale by solicitors or peddlers are embraced within subsection (1) of this section; provided, however, that this chapter is not applicable to any salesperson or canvasser who solicits trade from wholesale or retail dealers in the City.

(c) Any person, both principals and agents, as well as employers and employees, who, while selling or offering for sale, any goods, wares, merchandise, or anything of value, stands in a doorway or on any unenclosed vacant lot, parcel of land, or in any other place not used by such person as a permanent place of business.

(2) Minor children, including legal minor wards, of City residents (collectively "children") may operate a traditional lemonade stand without falling within the definition of peddler or solicitor set forth above provided each of the following criteria are met:

(a) The lemonade stand is located on the children's residential property and is near or immediately adjacent to public right-of-way;

- (b) The lemonade stand is a temporary assemblage (desks, cardboard, etc.) which may be quickly and easily assembled and removed without causing damage to or resulting in any permanent change to the adjacent land, landscaping, structures, streets, roads, or sidewalks;
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The intent of this section is to enable traditional family lemonade stands to be operated during the summer time for family fun and teaching purposes and without the application of the City's peddler and solicitor regulations. **5.10.020 Peddler Permit required – Exemptions.**

(1) No person, corporation, partnership, or other organization ("entity" or "entities") shall engage in the business or activity of peddler within the City limits without first obtaining a permit as provided in this chapter. If an individual is acting as an agent for or employed by an individual, corporation, partnership, or other organization, both the individual and the employer or principal for whom the individual is peddling must obtain a permit as provided in this chapter.

(2) The following persons and entities are eligible for an exemption to the permit and/or fee provisions of this chapter as stated below. Exemptions must be claimed using the form provided by the Medina Police Department.

(a) Farmers who peddle agricultural, horticultural or farm products which they have actually grown, harvested or produced.

(b) Any person who is specifically requested to call upon another for the purpose of displaying goods, literature or giving information about any article, service or product.

(c) Charitable, religious, or nonprofit organizations or corporations which have received tax exempt status under Section 26 USC 501(c)(3).

(d) Newspaper carriers. Upon determination by the Medina Police Department that such carrier is exempt from the permit requirements of this chapter, an exemption letter shall be issued which must be carried by the carrier at all times the carrier is engaging in newspaper carrier activities in the City.

(e) Bona fide candidates, campaign workers, and political committees campaigning on behalf of bona fide candidates or ballot issues; and persons soliciting signatures of registered voters on petitions to be submitted to any governmental agency.

(f) Every honorably discharged soldier, sailor or marine of the military or naval service of the United States who is a resident of this state shall not be required to pay a fee for the permit issued under this chapter provided they comply with RCW 73.04.050 and RCW 73.04.060.

5.10.030 Peddler Permit – Application.

(1) Each person or entity required to obtain a permit under this chapter shall file with the Medina Police Department a sworn application in writing using the application form to be furnished by the Medina Police Department.

(2) Individuals who are employed by or acting as an agent for another individual, corporation, partnership, or other organization shall provide the following information on the application:

- (a) Name, date of birth and description of the applicant.

- (b) Address and telephone number of the applicant.
 - (c) A brief description of the nature of the business and the goods or services to be peddled or sold.
 - (d) If employed or acting as an agent, the name and address of the employer or principal, together with a description of the exact relationship with the employer or principal.
 - (e) If a vehicle is to be used, a description of the same, including the license number.
 - (f) A photograph of the applicant taken within 60 days immediately prior to the date of filing the application, which photograph shall be two inches by two inches in size and shall show the head and shoulders of the applicant in a clear and distinguishing manner.
 - (g) A statement as to whether or not the applicant has been convicted of any crime within the past 10 years, including misdemeanors or violations of any municipal ordinance, the nature of the offense, and the punishment or penalty assessed therefor.
 - (h) Such other information as may be required by the Medina Police Department.
- (3) Any individual, corporation, partnership, or other organization which acts as the principal or employer to, of, or for one or more individual peddlers shall provide the following information on the application:
- (a) The applicant's name, address and telephone number, and the names and addresses of all individuals who are employed by or acting as an agent for the applicant in the City.
 - (b) If a corporation, the names, addresses and telephone numbers of the corporation's board of directors, principal officers, and registered agent; provided that the Medina Police Department may waive any portion of this requirement when disclosure would be unduly burdensome.
 - (c) If a partnership, the names, addresses and telephone numbers of the partners thereof.
 - (d) A list of all criminal convictions during the past 10 years for the applicant, all owners of the business, and if a corporation, its board of directors and officers.
 - (e) The name, address, and telephone numbers (business and home) of the individual(s) acting as the manager of or for the applicant.
 - (f) A list of all other cities, towns, and counties where the applicant has obtained (or has been denied) a peddler permit or similar permit within the past five years.
 - (g) Such other information as may be required by the Medina Police Department.

5.10.040 Investigation of applicant – Issuance and denial of permit.

- (1) The Medina Police Department shall determine the accuracy of the information contained in the application and conduct a criminal history background investigation of the applicant.
- (2) If, as a result of the investigation, the character and business responsibility of the applicant are found to be satisfactory, the Medina Police Department shall issue the permit to the applicant. The Medina Police Department shall deny a requested permit if the applicant has:
 - (a) Committed any act consisting of fraud or misrepresentation;
 - (b) Committed any act which, if committed by a permit holder, would be grounds for suspension or revocation of a permit;

(c) Within the previous 10 years, been convicted of a misdemeanor or felony directly relating to the occupation of peddler, including but not limited to those misdemeanors and felonies involving moral turpitude, fraud or misrepresentation;

(d) Been previously refused a permit under the provisions of this chapter; provided that any applicant denied a permit under the provisions of this chapter may reapply if and when the reasons for denial no longer exist or are no longer applicable; or

(e) Made any false or misleading statement in the application.

(3) The denial or revocation of a permit to an individual, corporation, partnership or other organization which serves as the employer or principal of or for individual peddlers shall be a sufficient basis to deny or revoke a permit to the individual applicants who are employed by or acting as an agent for the applicant.

5.10.050 Permit – Display.

Peddlers are required to exhibit their permit at the request of any citizen or police officer.

5.10.060 Permit – Expiration.

All permits issued pursuant to this chapter are nontransferable and shall be valid only for the duration requested by the applicant, which duration shall not exceed two weeks. At the termination of every permit, the applicant must reapply for an additional, separate permit via the process outlined in this chapter if continuation of peddler activities within the City is desired.

5.10.070 Permit – Revocation.

(1) Permits issued pursuant to this chapter may be revoked by the Medina Police Department after notice and hearing for any of the following causes:

(a) Fraud, misrepresentation, or false statement contained in the application for permit.

(b) Fraud, misrepresentation, or false statement made in the course of carrying on the business activities as peddler.

(c) A violation of this chapter.

(d) After submitting the application for a peddler's permit, the applicant is convicted of a felony or misdemeanor directly relating to the occupation or activities of peddler, including but not limited to felonies or misdemeanors involving moral turpitude, fraud, or misrepresentation.

(e) Conducting the business or activities of peddling in any unlawful manner; or in such a manner as to constitute a breach of the peace; or in such a manner as to constitute a menace to the health, safety, and general welfare of the public.

(2) The revocation of any permit held by an individual, corporation, partnership or other organization which serves as the employer or principal for individual peddlers shall constitute a basis for revoking the permits issued to individual applicants who are employed by or acting as agents for such individual, corporation, partnership, or organization.

(3) The revocation of a permit for three or more persons who are employees or agents of an individual, corporation, partnership or organization shall constitute a basis for revoking the permit issued to the employer or principal, as well as the permits issued to all other employees or agents of that employer or principal.

(4) Notice of the hearing for revocation of a permit shall be given in writing, shall set forth specific grounds of the complaint or alleged violation, shall state the time and place of hearing, and shall state that the peddler's permit shall be suspended pending the outcome of said hearing. Such notice shall be mailed, postage prepaid, to the permit holder at his or her last known address at least 10 days prior to the date set for hearing. If the permit holder is an individual, corporation, partnership or organization which employs or serves as the principal for individual permit holders, the notice shall also name and be mailed to the individual permit holders thereof.

5.10.080 Right of appeal.

Any person or entity aggrieved by the action of the Medina Police Department in the denial of an application for permit or in the decision to revoke a permit as provided in this chapter shall have the right to appeal to the City hearing examiner in accordance with the procedures set out in MMC Chapter 2.72.

5.10.090 Loud noises or speaking devices.

No peddler, nor any person on the peddler's behalf, shall shout, make any outcry, blow a horn, ring a bell or use any sound device, including any loud-speaking radio or sound-amplifying system, upon any of the streets, alleys, parks or other public places of the City or upon any private premises in the City where sound of sufficient volume is emitted or produced therefrom to be capable of being plainly heard upon the streets, avenues, alleys, parks or other public places for the purpose of attracting attention to any goods, wares or merchandise which such peddler proposes to sell.

5.10.100 Use of streets.

No peddler shall have any exclusive right to any location in the public streets, rights-of-way or public places, nor be permitted a stationary location, nor be permitted to operate in any congested area where operations might impede or inconvenience the public. For the purpose of this section, the judgment of a police officer exercised in good faith shall be conclusive as to whether the area is congested or the public impeded or inconvenienced.

5.10.110 Hours and notice.

(1) All peddlers shall notify the Medina Police Department at least two hours before any peddling activities are to be conducted. If peddling activities will take place on a Friday, Saturday, or Sunday the peddler shall notify the Medina Police Department of such activities prior to the close of business on the preceding Thursday.

(2) No person shall engage in the business of peddler during the following hours:

- (a) October 1st through April 30th, between 6:00 p.m. and 10:00 a.m. of any day.
- (b) May 1st through September 30th, between 8:00 p.m. and 10:00 a.m. of any day.

5.10.120 Records.

The Medina Police Department shall maintain a record for each permit issued and record all reports of violations therein.

5.10.130 Unlawful to peddle or solicit on posted premises.

It is unlawful for any uninvited peddler to (i) ring the bell, or (ii) knock on the door, or (iii) otherwise attempt to gain admittance for the purpose of peddling at any residence or dwelling at which a sign bearing the words "No Peddlers or Solicitors" (or bearing words of similar import) is painted, affixed, or otherwise exposed to public view.

5.10.140 Violation – Penalty.

(1) Criminal Penalties. Violation of any of the provisions of this chapter or failure to comply with any of the provisions of this chapter shall constitute a misdemeanor and shall be punishable by a fine not to exceed \$1,000 or by imprisonment not to exceed 90 days, or by both. Any such violation of any provision of this chapter shall also be grounds for revocation of a permit previously approved.

(2) Civil Penalties. Any person who fails to comply with the provisions of this chapter is, in lieu of or in addition to any criminal penalties, subject to a maximum civil penalty of \$500.00 for each day or portion of the day that the violation continues.

(3) Other Legal Remedies. Nothing in this chapter limits the right of the Medina Police Department to pursue other lawful, criminal, civil or equitable remedies to abate, discontinue, correct, or discourage unlawful acts under or in violation of this chapter.

*** *** *** *** ***

Comprehensive Plan Update
NO ATTACHMENTS FOR AGENDA ITEM 9.1



MEDINA, WASHINGTON

AGENDA BILL

Monday July 10, 2023

Subject: Draft Tree Code Fines

Category: City Business

Staff Contact: Steve Wilcox, Development Services Director

Summary

This proposal for amendments to the Medina Municipal is associated with private property and public right of way tree removals which occur without required permits. This proposal is intended to solicit Council comment.

A goal for this discussion is for staff to be given direction to produce a draft ordinance which may be presented to Council as early as the September 11, 2023 meeting.

This draft proposal meets and supports Council priorities 1, 3, and 5.

Council Priorities:

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

Please see Exhibits 1 and 2.

Exhibit 1 – Comparison of Fines

Eight jurisdictions' tree removal fines were reviewed for comparison. An example 31" Douglas Fir on private property was used. This 31" tree has a calculated value of \$24,100. Medina is listed twice in the Exhibit 1 table. The first listing shows the current tree removal fines. The second Medina listing shows the tree removal fines as proposed.

Exhibit 2 – Fines, Fees and Reimbursement

Again, this uses a 31" Douglas Fir removed without permit as the example. The Town of Hunts Point tree removal fines were used as a basis to work from. This proposal views private property tree removals differently than public right of way tree removal. Both private and ROW tree removal fines are proposed as \$1,000 per tree and \$1,000 per inch of diameter with a \$25,000 maximum per tree. Fines are proposed to be doubled in environmentally critical areas and within the public right of way.

A one-time exemption is proposed for a single tree removal on private property per King County listed ownership. This exemption would not apply to Landmark or Legacy tree removals. The concept behind the exemption is that a Medina resident who removes a tree on their property would better be educated about the Tree Management Code, than heavily fined. Additionally, a resident may have planted the tree they removed and thought it okay to do so. Other fees, and reimbursements may apply although fines for the removal may be determined exempt.

Trees proven to have been hazardous would not involve a fine for removal. Other fees, and reimbursements may apply.

Permit fees which would have been charged under a permit application are still due even though the work is completed. This proposal doubles the tree removal permit fees for work occurring prior to the permit issuance. This doubling of fees is common for work performed without permit.

Reimbursement is necessary to avoid the general population of Medina from paying any of the tree removal code enforcement action costs. The goal is to balance the costs of the enforcement vs. the expenditures associated with staff consultant time both actual and estimated in the future, and all costs of tree replacement.

A contribution to the Medina Tree Fund for tree removals in the public right of way is currently required at \$25 per inch of diameter. If a public ROW tree was removed without a permit then the contribution is currently tripled. The Municipal Code refers to the public benefit lost due to the removal of city trees. This proposal includes the increase in this Medina Tree Fund contribution to 6-times \$25/inch due to the lost public benefit associated with a non-permitted public tree removal.

Attachment(s)

Exhibit 1. Tree Removal Without Permits – Comparison of Fines

Exhibit 2. Tree Removal Without Permits – Fines, Fees and Reimbursement

Budget/Fiscal Impact:

Fines collected directed into the General Fund

Fees collected directed into Development Services Fund and Public Works Budget

Right of way tree public benefit contribution to the Medina Tree Fund

Cost recovery distributed as appropriate to funds and budgets

Recommendation: Discussion and direction.

City Manager Approval:



Proposed Council Motion:

I move to authorize the Development Services Director to produce for Council a draft ordinance amending the Medina Municipal Code to incorporate fines, fees, and reimbursements associated with tree code violation enforcement.

Time Estimate: 20 minutes

EXHIBIT 1**Tree Removal Without Permit
Comparison of Fines**Example:

Removal of one 31" dia. Doug. Fir

Private Property

Value = \$24,100.00

Fines only. Fees and reimbursements additional

Jurisdiction	Note	(1) 31" Doug Fir
Clyde Hill	No permit needed for private tree removal	\$0 Private \$250 ROW
Medina	\$300 1 st , \$500 2 nd and each after	\$300 ROW or private
Redmond	Up to \$3,000/tree	\$3,000 ROW or private
Aspen CO	\$2,650/tree. X2 for no permit	\$5,300 ROW or private
Kirkland	\$30,000 if in a Critical Area or native growth protection easement	\$20,000 ROW or private \$30,000 Sensitive Area
Mercer Island	Fine based on tree value "up to" 3x for ROW removals	\$24,100 ROW \$24,100 - \$72,300
Seattle	Fine based on tree value "may be" 3x for ROW removals	\$24,100 ROW \$24,100 - \$72,300
Hunts Point	\$1,000/tree + \$1,000/inch. \$25,000 maximum per tree.	\$25,000 ROW or private
Yarrow Point	\$10,000/tree + \$1,000/inch over 18" to \$25k max./tree	\$25,000 \$5,000 ROW
Medina	As proposed for MMC Amendment. \$1,000/tree + \$1,000/inch. \$25,000 maximum per tree. 2x for ROW/Critical Areas w/no limit	\$25,000 Private Property \$63,000 ROW, Critical area

EXHIBIT 2**Tree Removal Without Permit
Fines, Fees and Reimbursement****FINES**

1. Private property

Basic fine: \$1,000/tree + \$1,000/inch, up to \$25,000 maximum/tree.

2. Designated critical area

- A. Double the basic fine with no maximum per tree for removal in designated critical areas including steep slopes, shorelines, and wetlands.

Note: This addresses the most egregious non-permitted tree removals we have seen in recent years which typically involve multiple tree removals for view improvement. Critical areas are most impacted by tree removals. View improvement associated tree removals often occur in critical areas.

3. Public Right of Way

- A. Double the basic fine listed above with no maximum per tree.

4. Exemption for non-development related tree removal

- A. Applies to private property owners. This is a one-time fine exemption for a single tree removal that occurred without obtaining a permit. The intention is to exempt a Medina resident who may have removed a tree on their property. Residents occasionally remove trees that they planted without considering permitting.
- B. Medina Municipal Code Section 16.52.080 Landmark and Legacy trees are not given the one-time, one-tree exemption.
- C. Tree removals either private or public determined by our City Arborist to have involved a hazardous tree will not be fined. Other applicable fees and cost reimbursements will apply.

Note: Fines collected should be directed to the Medina General Fund.

FEES

1. All applicable permit fees that would have been due should be retroactively charged for non-permitted tree removals.
2. Double fees for work performed without permit.

EXHIBIT 2**Tree Removal Without Permit
Fines, Fees and Reimbursement****REIMBURSEMENT**

All costs incurred by the City of Medina associated with the non-permitted tree removal should be fully reimbursed.

1. Private Property

B. Actual Costs

- Consultants including city attorney, arborist, engineers, tree and stump removal, replanting, etc.
- Actual Medina staff time.

C. Estimated Costs

- Consultant time involved in assuring health and viability of replacement trees over 5-year period.

2. Public ROW

- A. Medina Municipal Code Section 16.52.200 E. 3 refers to the “public benefit” lost due to the removal of a city tree and requires contribution to the Medina Tree Fund.

This contribution is in addition to the requirement for replacement trees.

- Contribution under permit is \$25.00 per inch.
- Current contribution for ROW removals without permit is 3X \$25.00 per inch or \$75.00 per inch.
- Due to the loss of the public benefit of a ROW tree removed without permit this proposal is to increase the contribution to the Medina Tree Fund to 6X \$25.00 per inch or \$150.00 per inch.

B. Replacement Trees

- No proposed change from existing Medina Municipal Code minimum quantity and size requirements. MMC Section 16.52.200 E 2.
- Propose to add Development Services Director discretion to require larger trees than the minimums of MMC Section 16.52.200 E 2.

EXHIBIT 2

**Tree Removal Without Permit
Fines, Fees and Reimbursement**

- C. Actual Costs
 - Consultants including city attorney, arborist, engineers, tree and stump removal, replanting, etc.
 - Actual Medina staff time.

- D. Estimated Costs
 - Cost of assuring health and viability of replacement trees. Typically, 3-years of watering. 5-years total monitoring time.

- E. Financial Guarantee
 - Bond or cash guarantee to assure the replacement trees remain healthy and viable for a total of 5-years.
 - 100% of the estimated tree replacement cost.

APPEALS

No change. Code enforcement actions may be appealed to the Medina Hearing Examiner.

EXAMPLES – includes estimates

1-31” diameter Douglas Fir

A. Private Property Tree Removal (*excludes proposed exemption*)

Fine	\$1,000 + \$1,000/inch = \$32,000
Permit Fee	\$50.00 for typical residential \$300.00 when associated with development project Use \$50.00 for this example
Consultant Costs	Arborist = \$200
Estimated Costs	5-Year health/viability confirmation including project tracking: \$300
Estimated Total	\$32,550.00

EXHIBIT 2**Tree Removal Without Permit
Fines, Fees and Reimbursement**

B. ROW Tree Removal

Fine	\$32,000 x 2 = \$64,000
Permit Fees	Tree Removal \$750 x 2 = \$1,500 ROW Permit = \$270
Replacement	Tree = \$650 Delivery = \$250 Installation = \$650 Total = \$1,550
“Public Benefit” Contribution to the Medina Tree Fund	\$25/inch x 31” x 6 = \$4,650
Staff and Consultant CE Costs	\$500
Estimated consultant and staff maintenance tree costs	Associated CE, 3-years maintenance + 2 additional years monitoring. \$1,500
Cost of (1) stump removal and restoration for replanting	\$2,000
Estimated Total	\$75,970.00



MEDINA, WASHINGTON

AGENDA BILL

Monday, July 10, 2023

Subject: Gas-powered Leaf Blower Update

Category: City Business

Staff Contact: Stephen R. Burns, City Manager

Summary

The Medina City Council provided City Staff with direction to provide residents with educational material regarding the hazards of gas-powered leaf blowers while soliciting feedback from residents about possible restrictions on gas-powered leaf blowers. This brief is an update to the Council regarding this topic.

Education

In March 2023, City Staff created an education page on Engage Medina to provide information to residents about the hazards of gas-powered leaf blowers. The page is located at <https://engagemedina.com/gas-powered-leaf-blowers>.

Open House

The City hosted an Open House on Thursday, May 11, 2023, to solicit feedback from residents and professional landscapers about possible restrictions for gas-powered leaf blowers. Over 15 people showed up and spoke to staff about their concerns. Most filled out comment cards which are included at the end of this brief.

Written Feedback/Input

During this process, City staff received several written recommendations and comments from residents and businesses. These have been included in this report.

Survey

A citywide survey was sent out in June to solicit additional feedback from residents regarding gas-powered leaf blowers. The survey was sent out both electronically and through the United States Postal Service.

This meets and supports Council's priority number 4.

Council Priorities:

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

Attachments:

- Memo to City Council
- Open House Comment Cards
- Written feedback, input, and comments
- Resolutions from the City of Seattle and City of Kirkland

Budget/Fiscal Impact: N/A**Recommendation:** Discussion, direction and possible action.**City Manager Approval:****Proposed Council Motion:** See potential actions in memo



CITY OF MEDINA

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

Date: July 3, 2023

To: Honorable Mayor and City Council

From: Stephen R. Burns, City Manager

Subject: Gas-Powered Leaf Blower

The Medina City Council provided City Staff with direction to provide residents with educational material regarding the hazards of gas-powered leaf blowers while soliciting feedback from residents about possible restrictions on gas-powered leaf blowers. This brief is an update to the Council regarding this topic.

CITY STAFF ACTIONS

Education

In March 2023, City Staff created an education page on Engage Medina to provide information to residents about the hazards of gas-powered leaf blowers. The page is located at <https://engagemedina.com/gas-powered-leaf-blowers>.

Open House

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Written Feedback/Input

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Survey

A citywide survey was sent out in June to solicit additional feedback from residents regarding gas-powered leaf blowers. The survey was sent out both electronically and through the United States Postal Service.

With sincere appreciation to Councilmember Gokul for her help in putting together the survey, the questions that were asked include:

1. Gas-powered leaf blowers cause both noise and air pollution. What aspect of leaf blowers most concerns you?
 - a. Noise
 - b. Pollution
 - c. Nothing
 - d. Other, please specify.
2. If you had to select a gas-powered or electric leaf blower, what would you pick?
 - a. Gas-Powered
 - b. Electric
 - c. None
3. Medina Municipal Code reads that “professional yard maintenance and landscaping may take place only between 7:00 a.m. and 7:00 p.m. on weekdays. On Saturdays, professional yard maintenance and landscaping may occur between 9:00 a.m. and 5:00 p.m. No such work is allowed on Sundays or legal holidays.”

Do you find the code to be effective?

- a. Yes
 - b. No
 - c. If no, why?
4. Would you favor further restrictions on hours of operation for leaf blowers?
 - a. Yes
 - b. No

Gas-Powered Leaf Blowers Survey Results

214 mailed in postcards received.

- Gas-powered leaf blowers cause both noise and air pollution. What aspect of leaf blowers most concerns you?

Noise	Pollution	Nothing	Other
122	70	67	Length of time they blow. Frequency. Health hazard. What professional landscapers rely on. Blows away debris – Not picked up and removed. Hours and duration.

- If you had to select a gas-powered or electric leaf blower, what would you pick?

Gas-Powered	Electric	None
54	142	17

- Medina Municipal Code reads that “professional yard maintenance and landscaping may take place only between 7:00 a.m. and 7:00 p.m. on weekdays. On Saturdays, professional yard maintenance and landscaping may occur between 9:00 a.m. and 5:00 p.m. No such work is allowed on Sundays or legal holidays.”

Do you find the code to be effective?

Yes	No	If no, why?
127	81	Yard work and construction takes place 7 days a week. Should be no noise on Saturdays. Yard work on holidays. Work is done on Sundays. Could we amend to only allow quiet work before 8 AM? People don't follow the code. Code should also apply to homeowners. Too much noise. Why can't professional yard works use a brush or rake? Too much noise. Minimize hours of use. Not enforced. People don't know about it.

		<p>No enforcement mechanism other than calling the police. 7 AM is too early. Never on Sunday. Window is too long. Commercial should be limited to weekdays. Too early for gas blowers. No Sundays is remnant on the past. Some work longer. Golf course maintenance begins at 6 AM. No enforcement. People violate it. Could shorten hours. Needs enforcement on weekends. Ignored by landscapers.</p>
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4. Would you favor further restrictions on hours of operation for leaf blowers?

Yes	No
104	96

Additional comments:

- Please enforce decibel code.
- Favor banning leaf blowers.
- There should be no noise on Saturdays.
- Sunday ban harms Medina residents.
- Impacts climate change.
- Ban on Saturdays too.
- Limit noise 9:00 am to 5 pm six days a week.
- Wait a couple of years for electric to improve – not yet as capable as gas.
- Add weed whacker.
- Change code from 7 AM to 8 AM.
- Any work with noisy machines should be between 9 AM and 5 PM, not on weekends.
- Sundays are noisy with homeowners using gas blowers.
- Only favor restriction on hours if against the homeowners, not the contractors.
- There should be strict enforcement 8 AM – 5 PM except Sun and holidays.
- Gas-powered for landscapers and electric for homeowners.
- Ban blowing into the street.
- Isn't it a hardship for landscapers to require them to buy new equipment?
- Yard crews keep our neighborhoods beautiful. We should not make their jobs harder.
- 7:00 am is too early. 8:00 am is more tolerable.
- Medina homeowners should have the right to work on their yards on Sunday.
- Focus attention on other matters.

- End hours during the week by 6 PM.
- Maintenance professionals need gas blowers.

NOTE: Council can review each individual survey response at City Hall, if requested.

COUNCIL OPTIONS

There are several options for Council to consider on gas-powered leaf blowers. Below are a few options to consider:

Option 1: Council could not act and wait until either King County or the State of Washington pass legislation banning gas-powered leaf blowers.

Option 2: Council could refer to the Planning Commission by providing specific guidance to review and provide recommendations regarding gas-powered leaf blowers.

Option 3: Council could direct staff to prepare a resolution like other jurisdictions which could include the following items:

- Recommend or require Medina City Public Works to replace gas-powered leaf blowers with electric or battery operated within a time period or when phasing out old equipment.
- Encourage residents and businesses to voluntarily replace gas-powered equipment with electric or battery operated.

Option 4: Council could reduce the hours of leaf blower use through updating the code.

Option 5: Council could pass an ordinance to ban gas-powered leaf blowers.

Existing Medina Code Sections

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

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

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

8.06.140. - Exemptions—Sounds exempt during daylight hours.

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

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

Attachments:

- 1. Open House Comment Cards
- 2. Written feedback, input, and comments
- 3. Gas-powered Leaf Blower Resolutions from the City of Seattle and the City of Kirkland



Comment Card: Gas-Powered Leaf Blowers

NAME: Cathy Bauler DATE: 5/11/2023

Email oakleafproductions@msn.com

Comments: _____

Buy a rake!!!!
Seriously, it's so loud all day
every week day.

Resident:

Yes No

Landscaper:

Yes No

Company Name: _____

Contact: _____



Comment Card: Gas-Powered Leaf Blowers

NAME: Steven Breyer DATE: 5/11/2023

Email steven_breyer@hotmail.com

Comments: First step should be for Medina Public
Works to switch to electric, including mowers.
Should have a total ban on all equipment that
phases in over 3-5 years to allow residents
and landscape companies to more easily transition.
Should provide report to Council + Residents on

Resident:
Yes No

Landscape:
Yes No

Company Name: _____

Contact: _____

expected incremental costs.
Perhaps provide charging
facility that gardeners can use
for their equipment (with sign-up
to avoid extra traffic) - at
Medina Parks Maintenance
Facility.
Ensure

that Medina Nursery, Chevron,
and Overtake (and any other
businesses) are included in
any restrictions.



Comment Card: Gas-Powered Leaf Blowers

NAME: Rebecca Johnston DATE: 5/11/23

Email rebecca.johnston@hotmail.com

Comments: I would like to see us move toward option ^C~~B~~, but could live with option D. I think electric leaf blowers' noise level (and pollution level) is tolerable. Gas powered is not. Seasonal use after a storm is understandable with clear usage hours. I think option E isn't doing any good, especially the

Resident:
Yes X No

Saturdays - loss of enjoyment of a weekend day outside with listening to blowers.

Landscaper:
Yes No X

Company Name: _____

Contact: _____



Comment Card: Gas-Powered Leaf Blowers

NAME: MICHAEL HIGGINS DATE: _____

Email: MHIGGINS2003@MSN.COM

Comments: I WOULD LIKE TO SEE GAS
BLOWERS EITHER ELIMINATED
OR EXTREMELY RESTRICTED

Resident:

Yes No

Landscaper:

Yes No

Company Name: _____

Contact: 425 450 4045



Comment Card: Gas-Powered Leaf Blowers

NAME: Ching-Pi Wang DATE: May 11, 2023

Email chatcolet@gmail.com

Comments: Request an exemption for home-
owner use of gas-powered blowers.
Homeowner to use during reasonable
work hours. Any future resolution, code,
ordinance should allow for homeowner
use.

Resident:

Yes No

Landscaper:

Yes No

Company Name: _____

Contact: _____



Comment Card: Gas-Powered Leaf Blowers

NAME: Daniel Lipkie DATE: 5/11/23

Email daniel.lipkie@outlook.com

Comments: Gas-No Electric yes- We have landscapers that use electric- but multiple neighbors that don't. The sound & smell are the reasons we prefer electric

Resident:

Yes No

Landscaper: ~~Britscope Landscaper~~

Yes No no

Company Name: Britscope

Contact: _____



Comment Card: Gas-Powered Leaf Blowers

NAME: Roberta Goodnow DATE: 5/11/23

Email roberta.goodnow@outlook.com

Comments: I realize homeowners need to have their yards maintained, however, the gas-powered blowers are so loud! I would like to be able to walk without hearing the gas-powered ones.

Every Friday, I hear a gas-powered blower nearby our home for a couple hours & I'm inside our house -- we move our activities to the other side of our house indoors during that time.

Resident:

Yes No

Landscaper:

Yes No

Company Name: _____

Contact: _____

Steve Burns

Subject: FW: Gas Blowers**From:** Alex Morcos <alexmorcos@hotmail.com>**Sent:** Tuesday, May 16, 2023 10:42 AM**To:** Aimee Kellerman <akellerman@medina-wa.gov>**Cc:** Steve Burns <Sburns@medina-wa.gov>; Steve Wilcox <swilcox@medina-wa.gov>; Ryan Osada <rosada@medina-wa.gov>**Subject:** RE: Gas Blowers

Thank you Aimee. I registered at the Engage Medina site that you suggested.

As for my comments regarding gas powered leaf-blowers, please consider this as my input on the subject (which was also discussed numerous times when I was on council).

"Medina is a Sylvan City that puts a lot of emphasis on green spaces and protecting trees. As a result, it is a collection of mostly large properties with an expansive amount of grass, shrubs, green spaces, and trees. It is of high importance to most Medina residents that their properties are well-maintained, whether through mowing grass, pruning trees and bushes, or removing landscape debris resulting from trimming or just naturally falling leaves. Raking leaves manually is impractical and close to impossible in many large properties. Thus, the use of leaf-blowers is necessary. Banning leaf-blowers, like a very small number of cities have attempted to enforce around the country, is not reasonable or realistic. A compromise can be achieved that would satisfy most residents. Some gas-powered leaf-blowers are noisy and produce noxious gases. Yet many newer models are built with environmental considerations in mind. What I would propose is a collection of ideas that can make the city a more enjoyable place while still allowing residents to manage their lawns by themselves or with the help of landscape professionals.

1. Since leaf blowing mostly occurs AFTER landscapers or homeowners have trimmed and mowed their lawns, it is acceptable to restrict any leaf blowers not to be used earlier than 9 am. Other types of construction as well as lawn mowing and pruning can still happen after 7 am weekdays based on the current MMC. Just leaf blowers to be restricted to after 9 am.
2. Consider a code revision that regulates the decibel rating on leaf blowers not to exceed 70 dBA. There are gas-powered leaf blowers like the Echo PB-255LN at a noise rating of 64 dBA. A 70 dBA maximum is reasonable and results in the noise at a neighboring property to be in the 60 dBA range, not much louder than existing AC units and generators.
3. If item 2 (restricting the dBA rating) was to be applied, allow for a couple of years' notice to permit landscapers and homeowners to plan accordingly at replacing their existing machines.
4. Recommend but do not enforce only battery-powered leaf-blowers; current technology may not have the necessary blowing power when using a battery-operated leaf blower compared to gas models, not to mention the shorter lifetime due to battery charges. Battery-powered leaf blowers may be reasonable to use on small properties such as properties in the R16 zones, but remember that Medina includes R20 and R30 zones with properties larger than 20,000 SF and 30,000 SF respectively which makes a battery-powered leaf blower quite an inconvenience."

Thank you all for your good work at the city.

Alex Morcos

Steve Burns

From: Bruce Freed <bruce.freed@me.com>
Sent: Tuesday, April 25, 2023 6:39 AM
To: Steve Burns
Subject: Re: blowers

Good morning Steve—thanks for the reply. Just in to be clear...chainsaws, weed eaters, mowers large and small, power hedgers, blowers, bobcats, small tractors, etc.... They all pollute via air and noise. The tool you choose to fit your narrative was the blower. So you convince the public that if we can eliminate the blower air and sound quality will improve. The only problem I see isthe problem..the blower....the answer is banning...so the desired result will follow. The desired result of clearer air....doesn't seem to have any documentation to support the case. You were unable to produce a single example of improved air quality to any city who has banned the gas power blower. Actually you have proved the blower is not the problem we thought it was otherwise the evidence would be obvious. I agree the electric blower is somewhat quieter but, not as effective. So really as far as banning a gas blower it is not really a game changer for any city unless the desired result was to "feel better" about the cause/narrative. Please remember I have no real opposition to electric cars and equipment but, I am also think if you are going to ask the greenest industry to make such a large change you should have solid reasons.

Speaking of offsets...can you think of an industry...gardening and landscape...which is the job of planting trees and shrubs not to mention the care of the greenery in the community. Interesting..... Thanks, Bruce Freed

Bruce Freed
bruce.freed@me.com

On Apr 24, 2023, at 3:33 PM, Steve Burns <Sburns@medina-wa.gov> wrote:

Bruce –

You asked a great question, and I cannot find any scientific studies that have compared pre-gas powered leaf blower bans versus post ban.

There are a lot of studies that identify gas-powered leaf blower hazards for noise and air pollution.

I will continue to search and if I find one, I will let you know.

Thanks, Steve

Stephen R. Burns
 City Manager - City of Medina
 501 Evergreen Point Road
 Medina, WA 98039
 Office (425) 233-6412
 Cell (206) 510-7942
sburns@medina-wa.gov

<image001.png>

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From: Bruce Freed <bruce.freed@me.com>
Sent: Monday, April 24, 2023 8:28 AM
To: Steve Burns <Sburns@medina-wa.gov>
Subject: blowers

Is there any study that shows air pollution has vastly improved due to the banning of leaf blowers in that city for which they were banned??? After all I read it is low hanging fruit....so I assume there is plenty of documentation which influences the decision making. So for example the city of Del Mar is now experiencing much better air quality because they have banned leaf blowers. Thanks, Bruce Freed

Bruce Freed
bruce.freed@me.com

Steve Burns

From: Huan Bui <cardiper@icloud.com>
Sent: Wednesday, May 10, 2023 7:16 PM
To: Steve Burns
Subject: swilcox@medina-wa.gov, rosada@medina-wa.gov

Dear Council Members,

I understand you are to discuss on banning gas-powered leaf blowers within the City of Medina to reduce air emissions and noise pollution. Base on those reasons, some may argue a ban on all ICE vehicles is more effective but is a much harder task. Also, the most effective ban of any products that deems harmful or unfriendly to the enviroment is to ban from its source.

It should have a grand father clause for those residents who had own one prior to this proposal as similar to others jurisdiction in the article attached.

Thank you for your time and attention.
Huan Bui



Gas leaf blowers and lawn mowers are shockingly bad for the planet. Bans are beginning to spread. USA TODAY

Steve Burns

From: Allison Frey <awfrey@yahoo.com>
Sent: Friday, June 2, 2023 9:46 AM
To: Steve Burns
Subject: Fwd: Survey - Gas-Powered Leaf Blowers in Medina

Hi there. Just took this but am uncomfortable with the unintended consequences of asking maintenance and yard people, whose margins are already slim, to make capital investments to accommodate our community. Also, it's a bit of hypocrisy to ask external maintenance crews to give up the gas when our parks team is booping around on loud, gas powered atvs.

Is there an opportunity for a buy-back program thru the city where landscapers could trade in their gas blowers for cash or electric ones?

My two cents (that I couldn't put into the survey)

A

Begin forwarded message:

From: City of Medina <wamedina@service.govdelivery.com>
Date: May 30, 2023 at 8:02:59 AM PDT
To: awfrey@yahoo.com
Subject: Survey - Gas-Powered Leaf Blowers in Medina
Reply-To: wamedina@service.govdelivery.com



Steve Burns

From: Doug Hutson <airbear1@mac.com>
Sent: Tuesday, May 30, 2023 9:55 AM
To: Steve Burns
Subject: Gas blower survey

Good morning Steve,

I just took the gas powered blower survey and found that it was very minimal in allowing me to express my ideas on the subject. Can you explain what your role in this policy will be going forward? I intend to comm w/ the council as well, but wanted to touch base with you.

I am strongly opposed to a ban. I fully understand opposition to the blowers, I also wish I didn't have to hear them as often as I do in the forest I live in. However, by far the biggest maintenance issue I have at my residence is cleaning the CONSTANT debris that my trees drop onto my roof, gutters, and grounds. Gas powered blowers are the only thing that make it bearable. I don't believe that electric will prove adequate to the task.

Finally, I wish to point out the incongruence of the City's policy and tree code which severely restricts tree removal, but then would not allow homeowners the means to deal with their effects in a reasonable manner. It really seems to me that the City cannot have it both ways.

Much thanks,
Doug Hutson
101 Overlake Dr E

To Medina City Council Members:

A Public Comments on Leaf Blower Regulation:

The leaf blower survey was missing several critical questions. If the City really wanted resident's input on blower regulations, the survey should have asked, do you support the city's efforts to ban leaf blowers? Then list the alternatives and ask residents to show their preferences. Based on the rather random questions on the survey, it appears that the survey purpose is simply so that the City could "say" it sent out a survey that informed their regulations.

The city webpage on Leaf Blower regulation does not have information about the environmental impact of electric blowers, how much noise electric blowers make and the *cumulative* noise impacts of electric blowers since they take longer to do the job. It also lacks information on the impact of gas powered leaf blower regulation on the cost to yard service companies, the decrease of yard service company availability in cities that have banned leaf blowers and the increase in price for yard services in cities that enacted bans. The City and council members have an obligation to understand all the consequences before making a decision.

The City's webpage on leaf blowers lacks information on what their phased approach to banning is. That information should be clearly available so that residents can comment on it and it should have been included in the survey.

I would encourage the City Council members to understand all the consequences of a gas powered leaf blower ban. In order to stay in business, smaller yard service companies and family run companies will likely take their services elsewhere where they can complete enough jobs per day to stay in business and not increase their overhead by having to purchase multiple electric blowers to get them through the day (batteries don't last all day). This will increase the cost of yard service, which for some is not an issue but is a problem for the fixed income crowd living. Blower noise may end up being more extensive as it just takes longer to do a job with an electric blower. I do wonder if the City feels strong enough about banning gas powered blowers because of their noise and environmental impact, why wouldn't you also ban gas powered boats, power washers, lawn mowers, chain saws, hedge trimmers and edgers? Or does the City just want to ban gas powered leaf blowers for the optics?

Of course the city should work to encourage companies and individuals to voluntarily move to equipment that is less impactful to the environment as the technology improves and becomes available. No argument there. Through education, publications, the press's focus on climate impacts and better electric technology, the industry already is and will naturally migrate to cleaner tools. In the meantime, appropriate regulations on hours of use helps limit the noise. In addition, any individual resident could purchase an electric blower for themselves and for the landscapers that work at their home. This allows those that have the means and desire to start the migration to do so, while allowing those without the means to do it later as they naturally need to replace equipment. Forcing the issue through city regulation is not necessary.

Unfortunately because of the likelihood of being "cancelled" by a few of the more vocal residents in our community, I am not comfortable signing my name. I wonder how many others feel the same way!

Sincerely,

A Medina Resident

Steve Burns

From: Stephie Borgförd <borgfords@gmail.com>
Sent: Thursday, May 25, 2023 5:14 PM
To: Steve Burns
Subject: Gas powered leaf blowers

Dear City Manager Burns,

My name is Stephenie Borgford and I live at 7841 NE Tenth St here in Medina. I have lived here since 1975 and my parents, Richard and Sheryl lived here since the early 70s when my grandfather purchased this property at an estate auction.

In your introduction on Medina's page you write "I want to welcome you to the City of Medina – a tremendous place to live, play, and work." Unfortunately, this statement reflects the Medina I knew ten some years ago but is not reflective of today. One of the main reasons I state this is that gas powered blowers have made for an absolute miserable existence here in Medina ruining the special feel of this city.. From dawn to dusk, there is hardly a quiet moment here as there is always the LOUD noise from gas powered blowers. They make living in this beautiful area hell honestly.

For the past two years I have been mainly residing in Eastern Europe and I can safely say that even in giant dirty polluted cities like Bucharest in the center, it is quieter than Medina. In the past two years I have stayed at literally hundreds of different places, from small houses on islands in Croatia to hotels in wartime Kyiv and in some of Eastern Europe's biggest cities and I can safely say none of those places have had the absolute horribly intrusive noise of these gas powered blowers.

I have written the council quite often. I have made my view known. In fact, this is honestly one main reason I chose to live elsewhere for the majority of the year. The noise is so bad, it's not worth staying here for a long period of time. I find this sad as my property used to be peaceful.

Big cities like Vancouver BC, Washington DC and the entire state of California have all banned these. I fail to understand why medina cannot act. The time for talking and input is over!! At what point does this start to affect home values? Who wants to purchase a 4 million dollar home only to hear blowers all day???? I would be disappointed if I were a buyer.

This situation is unbearable, unacceptable and cannot continue. It will only get worse. Action is needed. Words won't make this area more peaceful.

I am looking forward to returning to Bucharest and Chişinău, Republic of Moldova where I can enjoy tranquility!!! Who would imagine a person would say Romania and moldova are more peaceful but they are.

I hope someday the city will act responsibly and put an end to this nightmare. Thank you for your attention. Sincerely,

Stephenie A. Borgford

--

Stephenie Borgford

RESOLUTION R-5585

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND AUTHORIZING THE CITY MANAGER TO IMPLEMENT AN ELECTRIC LEAF BLOWER INITIATIVE TO TRANSITION THE CITY'S GAS-POWERED HAND-HELD AND BACKPACK LEAF BLOWERS TO ELECTRIC, ADMINISTER FINANCIAL INCENTIVES TO SUPPORT PRIVATE SECTOR AND RESIDENT EQUIPMENT CONVERSION, AND EXPLORE LEGISLATION TO PROHIBIT USE OF GAS-POWERED LEAF BLOWERS IN THE CITY OF KIRKLAND BY DECEMBER 31, 2025.

1 WHEREAS, the Kirkland City Council has prioritized preserving
2 the environment by adopting the 2023-2024 Council Sustainable
3 Environment goal to "Protect our natural environment through
4 sustainable goals and practices to meet the needs of community
5 members for a healthy environment and clean energy without
6 compromising the needs of future generations"; and
7

8 WHEREAS, on December 8, 2020 the Council adopted Resolution
9 R-5457 approving Kirkland's Sustainability Master Plan which establishes
10 environmental goals for the City and 200 actions including SG-1.10, "the
11 City will explore [the] reduction of or elimination of gas-powered
12 landscaping equipment in City operations"; and
13

14 WHEREAS, on February 21, 2023 the Council adopted Resolution
15 R-5578, adopting the 2023-2024 City Work Program, including a work
16 plan item to "prioritize and continue to fund Sustainability Master Plan
17 actions to further equity, energy efficiency, public health, and a clean
18 energy economy that promotes a sustainable and resilient environment
19 to further the Sustainable Environment goal"; and
20

21 WHEREAS, since the beginning of the COVID-19 pandemic in
22 2020, the City has received a high volume of noise complaints about
23 leaf blowers, and responding to these complaints was a key factor
24 prompting exploration of this initiative; and
25

26 WHEREAS, the Council included \$500,000 in American Rescue
27 Plan Act Funds in the adopted 2023-2024 budget to support
28 transitioning the City's equipment to all electric leaf blowers and
29 incentives for private sector and resident conversion; and
30

31 WHEREAS, initial research shows that current electric leaf blower
32 models produce similar noise levels to gas powered leaf blowers, but
33 that electric motors have more potential to reduce noise pollution and
34 electric leaf blower technology is anticipated to improve in the coming
35 years; and
36

37 WHEREAS, research also shows gas-powered equipment has
38 negative health impacts on operators and negative environmental
39 impacts from extracting natural resources and burning fossil fuels that
40 contribute to climate change; and

R-5585

41 WHEREAS, this initiative would impact landscaping businesses
 42 who are often small operations owned by culturally diverse members of
 43 the community and who are also disproportionately exposed to
 44 emissions at a higher rate than other community members; and
 45

46 WHEREAS, providing financial incentives to support Kirkland
 47 businesses through the transition will be important to maximizing the
 48 benefit of offering an electric landscaping service to Kirkland clients and
 49 reduce any associated burdens, especially on small businesses; and
 50

51 WHEREAS, similar financial incentives may be strategic to
 52 encourage adoption of electric equipment among Kirkland residents and
 53 support community members that may be experiencing economic
 54 constraints in making the transition; and
 55

56 WHEREAS, research also shows an environmental trade-off by
 57 converting to electric equipment, where the mining, extraction,
 58 production, and recycling processes for batteries also causes significant
 59 environmental harm; and
 60

61 WHEREAS, acknowledging this complexity, policymakers around
 62 the country are still choosing to act to reduce emissions, and potentially
 63 noise pollution, in their communities and protect health and safety of
 64 users by sunseting gas-powered equipment including in Washington
 65 D.C., California, Multnomah County, Seattle, and other cities in the
 66 Puget Sound region; and
 67

68 WHEREAS, the Washington State Legislature has considered
 69 legislation in the past to incentivize purchase of electric equipment
 70 through financial incentives and although the bills presented did not
 71 pass out of the legislature, Kirkland’s legislative delegation has
 72 expressed that future action is likely; and
 73

74 WHEREAS, the Electric Leaf Blower Initiative positions Kirkland
 75 to be proactive and effective in anticipation of potential future State
 76 decisions to sunset gas-powered equipment, in addition to reducing
 77 emissions in Kirkland and protecting health of users; and
 78

79 WHEREAS, the City’s Parks and Community Services and Public
 80 Works Departments have already purchased and use a combined total
 81 of 18 electric leaf blowers and actively consider electric options when
 82 the nearly 70 gas-powered leaf blowers in the fleet reach the end of
 83 their useful life; and
 84

85 WHEREAS, in early 2023 the City Manager met with staff from
 86 the City’s Parks and Community Services and Public Works Departments
 87 and hosted a focus group with Kirkland landscaping businesses to learn
 88 what impacts a transition to all electric equipment would have and how
 89 to work together to make this initiative a success; and
 90

91 WHEREAS, City staff met with staff from the Kirkland
 92 Congressional delegation to discuss opportunities for funding and
 93 partnerships and there was expressed support for the initiative and
 94 interest in identifying collaboration opportunities in the future; and

R-5585

95 WHEREAS, staff gathered key insights from the stakeholder
 96 engagement and incorporated the opportunities and key challenges into
 97 the proposed Electric Leaf Blower Initiative three-phased approach,
 98 including key milestones set forth in this Resolution.
 99

100 NOW, THEREFORE, be it resolved by the City Council of the City
 101 of Kirkland as follows:
 102

103 Section 1. The City Manager is hereby authorized and directed
 104 to implement an electric leaf blower initiative that would achieve the
 105 following goals:

- 106 a. Sunset the use of gas-powered hand-held and backpack leaf
 107 blowers in Kirkland by a target date of December 31, 2025
- 108 b. Reduce negative health impacts caused by emissions from gas-
 109 powered leaf blowers
- 110 c. Ensure a responsive transition to electric leaf blowers that
 111 reduces the burden and maximizes the potential benefit to
 112 Kirkland landscaping businesses and residents
- 113 d. Be proactive in anticipation of potential State decisions to sunset
 114 gas-powered equipment
- 115 e. Develop mechanisms to effectively improve enforcement of
 116 existing city noise regulations (KMC 11.84A.070 and KZC 115.95)
 117 on all uses of gas- and electric-powered landscaping equipment
 118 to provide relief to residents prior to conversion or technological
 119 improvements
 120

121 Section 2. The initiative shall develop strategies to address
 122 challenges identified throughout initial stakeholder engagement,
 123 including, but not limited to, the following:

- 124 a. Electric equipment is heavier than gas-powered equipment and
 125 with extended use, may create an ergonomics concern for users
- 126 b. Limited availability of powerful, commercial-grade electric
 127 equipment currently available on the market.
- 128 c. The potential impact of less powerful equipment on length of
 129 operations and service levels and the potential increase in costs
 130 to businesses and customers.
- 131 d. Ethical disposal process for functioning gas-powered equipment.
- 132 e. Ensuring sufficient charging infrastructure and exploration of
 133 alternative energy sources to charge equipment.
- 134 f. Noise pollution produced by electric leaf blowers.
- 135 g. Batter related challenges such as high acquisition cost for the
 136 quantity needed per day, concerns around the disposal/recycling
 137 process, less reliability in cold temperatures, and need for mobile
 138 recharging options that do not rely on gas-powered generators.
- 139 h. Consideration of expanding the scope of the initiative or identify
 140 opportunities for future initiatives to address other gas-powered
 141 landscaping equipment or gas-powered equipment more
 142 broadly, should stakeholder and regional engagement and other
 143 learnings suggest opportunity for pragmatic scope expansion.
- 144 i. Effectiveness and equity concerns with enforcement of a
 145 potential ordinance sunsetting gas-powered equipment,
 146 including enforcement plan options for future Council
 147 consideration.
- 148 j. Minimize potential disruption to equipment replacement cycles
 149 for businesses and the City.

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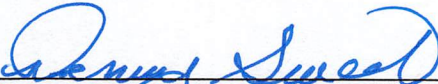
- k. Providing financial incentives to support of the transition of landscaping operations.
- l. Providing financial incentives, especially for low- and moderate-income residents, to support the transition of household equipment.
- m. Explore potential regional collaboration for the transition.
- n. Consider supporting County or State-wide action to transition to electric leaf blowers as part of the City of Kirkland legislative agenda.
- o. Evaluate any potential City budget implications that may result from changing service levels by using electric equipment.

Section 3. The City Manager is further authorized and directed to deploy a three-phased approach with key target milestones to accomplish the Initiative’s goals. The City Manager may propose changes to these milestones based on new information, learnings, and opportunities:


- a. 2023: City pilots, evaluates, develops, and begins implementing a transition plan for the City’s equipment; engages federal and state officials in support of the initiative; and initiates outreach to regional partners and key stakeholders in the community including, but not limited to, the Lake Washington Institute for Technology Horticulture Program, Quiet Clean Kirkland, the Washington State Nursery and Landscaping Association, and the Lake Washington School District; and deploys any Council approved improved enforcement of noise regulations to provide immediate relief to residents.
- b. 2024: City implements financial incentive programs to support private sector and resident transition to electric equipment; continues City transition and stakeholder engagement; and deploys an educational and information campaign for Kirkland residential households and businesses.
- c. 2025: Propose an ordinance for Council consideration sunsetting hand-held and backpack gas-powered equipment city-wide while continuing City, business, and resident transitions.

Passed by majority vote of the Kirkland City Council in open meeting this 18th day of April, 2023.

Signed in authentication thereof this 18th day of April, 2023.


 Penny Sweet, Mayor

Attest:


 Kathi Anderson, City Clerk

Yolanda Ho / Toby Thaler
 LEG Leaf Blower Phase Out RES
 D2

CITY OF SEATTLE

RESOLUTION _____ 32064 _____

A RESOLUTION declaring the City Council’s intent to phase out gas-powered leaf blowers; establishing goals and identifying actions to meet these goals.

WHEREAS, The City of Seattle (“City”) has the authority to adopt policies to protect and promote public health, safety, and welfare; and

WHEREAS, in 2021, the City Council (“Council”) adopted Statement of Legislative Intent OSE-003-B-001 requesting that City departments develop a plan to phase out the use of gas-powered leaf blowers in Seattle within two years and submit this plan to the Council by September 2, 2022; and

WHEREAS, the Council is seeking to reinforce and elevate this request through this resolution by establishing goals and articulating specific actions the City should take to gradually phase out the use of gas-powered leaf blowers; and

WHEREAS, in 2014, the City’s Department of Planning and Development (now the Seattle Department of Construction and Inspections) considered strategies to reduce or eliminate the use of gas-powered leaf blowers in their response to Statement of Legislative Intent SLI 70-1-A-1 and recommended no new regulations or changes to City practices due to the lack of equivalent electric alternatives and other considerations at that time; and

WHEREAS, since then, new data have revealed more of the environmental and public health impacts of gas-powered leaf blowers; electric leaf blowers technology has improved; and other jurisdictions have moved to eliminate the use of gas-powered leaf blowers; and

WHEREAS, gas-powered leaf blowers most commonly have two-stroke internal combustion engines that incompletely combust their fuel, resulting in the emission of toxic and

1 carcinogenic substances, such as carbon monoxide, nitrogen oxides, and volatile organic
2 compounds, which contribute to the formation of ozone, smog, and acid rain; and

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

8 WHEREAS, operating a leaf blower results in particulate matter lifting into the air, which has
9 been shown to degrade localized air quality by increasing coarse and fine particles by
10 more than 60 percent relative to ambient air, and the smallest particles can remain in the
11 air for up to a week; and

12 WHEREAS, studies from the United States Environmental Protection Agency (EPA) indicate
13 that fugitive dust (i.e., particulate matter) and exhaust emissions from gas-powered leaf
14 blowers can pose significant health risks to operators and the public, including
15 “cardiovascular disease, stroke, respiratory disease, cancer, neurological conditions,
16 premature death, and effects on prenatal development”; and

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

21 WHEREAS, the California Air Resources Board determined that operators of gas-powered leaf
22 blowers may be exposed to an average sound of 88–101.3 decibels (dBs), which exceeds
23 acceptable thresholds set by the World Health Organization, the United States

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1 Department of Labor’s Occupational Safety and Health Administration, and Washington
2 State; and

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

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

11 WHEREAS, in response to the considerable negative impacts from gas-powered leaf blowers,
12 over 100 cities across the nation have instituted policies limiting or banning them from
13 use, and California has passed Assembly Bill 1346, which requires the California Air
14 Resources Board to create a plan to phase out the sale of gas-powered leaf blowers in
15 California by 2024; and

16 WHEREAS, electric leaf blowers are quieter than gas-powered versions and do not emit low-
17 frequency sound waves or toxic emissions, reducing harm to operators and other people
18 nearby; and

19 WHEREAS, several City departments continue to use gas-powered leaf blowers, including
20 Seattle Parks and Recreation, the Seattle Department of Transportation, and Seattle City
21 Light; and

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1 WHEREAS, transitioning away from fossil fuel-powered leaf blowers is consistent with the
2 City's electrification plans to phase out the use of fossil fuels for transportation and
3 buildings; and

4 WHEREAS, while Seattle Parks and Recreation has already committed to transition ten percent
5 of its gas-powered leaf blowers to electric models each year to reach 50 percent leaf
6 blower electrification by 2026, the harms to workers, residents, and the environment and
7 the wider availability of equivalent electric alternatives warrant a faster and more
8 thorough implementation; NOW, THEREFORE,

9 **BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEATTLE THAT:**

10 Section 1. The City Council recognizes that the use of gas-powered leaf blowers causes
11 significant adverse environmental and health impacts, including noise and air pollution, and
12 establishes the following goals to support an expeditious transition away from their use:

13 A. By January 2025, or later if necessary, the City and its contractors will phase out the
14 use of gas-powered leaf blowers; and

15 B. By January 2027, or later if necessary, institutions located in Seattle, businesses
16 operating in Seattle, and Seattle residents will phase out the use of gas-powered leaf blowers.

17 Section 2. To accomplish the goals in Section 1 of this resolution, the Council requests
18 that City departments (as suggested below) pursue the following actions:

19 A. Seattle Parks and Recreation, the Department of Finance and Administrative Services
20 (FAS), Seattle City Light, the Seattle Department of Transportation, and other departments as
21 appropriate, are requested to:

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1 1. Evaluate their current practices related to the use of leaf blowers and explore
 2 options to reduce reliance on leaf blowers, both gas-powered and electric, either by allowing
 3 leaves to naturally decompose or clearing them using non-motorized methods; and

4 2. Develop and implement plans to ensure that City facilities and employees are
 5 adequately equipped with infrastructure and equipment to use electric-powered leaf blowers
 6 rather than gas-powered leaf blowers.

7 B. Seattle Public Utilities, the Seattle Department of Construction and Inspections
 8 (SDCI), the Office of Labor Standards, and the Department of Neighborhoods are requested to
 9 design a culturally- and linguistically-appropriate education and outreach strategy that informs
 10 City employees, businesses, and the general public of the negative health and environmental
 11 impacts of gas-powered leaf blowers, and encourages residents to adopt alternatives that are
 12 safer, quieter, and more environmentally friendly.

13 C. FAS, SDCI, and other departments, as appropriate, are requested to develop a proposal
 14 that would phase out and ban the use of gas-powered leaf blowers within Seattle. The proposal
 15 should include, but not be limited to, the following:

16 1. A Racial Equity Toolkit analysis to identify benefits or burdens of the proposal
 17 and gather feedback from key stakeholders, such as landscaping businesses that operate in
 18 Seattle;

19 2. Whether the City should offer incentives, such as a buyback program or
 20 rebates, to landscaping businesses that operate in Seattle and low-income Seattle residents;

21 3. What regulatory mechanism (e.g., amendment to the Noise Code) is most
 22 appropriate to support enforcement of the ban; and

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1 4. The potential benefits and reasonably quantifiable net costs (if any) to the City
2 of implementation and enforcement of the actions requested by this resolution.


3 Section 3. The Council requests that the Executive provide to the City Council's
4 Sustainability & Renters' Rights Committee or other committee as appropriate by December 2,
5 2022, a proposed work program, timeline, and budget to achieve the goals of this resolution.

6 Section 4. Nothing in this resolution should be construed to preclude or impede the City's
7 ability to more quickly phase out gas-powered leaf blowers.

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Adopted by the City Council the 6th day of September, 2022,
and signed by me in open session in authentication of its adoption this 6th day of
September, 2022.



President _____ of the City Council

Filed by me this 6th day of September, 2022.



Elizabeth M. Adkisson, Interim City Clerk

(Seal)



MEDINA, WASHINGTON

AGENDA BILL

Monday, July 10, 2023

Subject: Financial Policy Update

Category: City Business

Staff Contact: Ryan Wagner, Director of Finance and HR

Summary

The City Council of the City of Medina adopted Financial Management Policies by motion on October 10, 2011.

Periodically, policies will need revisions to match updated regulations or amendments. Since the original adoption, the Financial Management Policies have been amended by resolution as follows:

April 13, 2015, Resolution No. 377
November 14, 2016, Resolution No. 387
July 13, 2020, Resolution No. 407
December 14, 2020, Resolution No. 414
June 14, 2021, Resolution No. 418
November 8, 2021, Resolution No. 421

The proposed changes today, are recommendations from the 2021 Financial/Accountability Audits completed on the 23rd of January 2023. The proposed changes to our policies include accounts payable, and authorizing an Audit Officer for the City, and to issue warrants prior to Council approval. This will allow Medina to be compliant with RCW 42.24.180

This meets and supports Council's priorities numbers 1 and 3.

Council Priorities:

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

Attachment

Financial Management Policies, purchasing policy and electronic transfers sections
(**Exhibit A, starting page 4**).

Budget/Fiscal Impact: None

Recommendation: Direct staff to bring back a resolution for adoption at the next Council Meeting.

City Manager Approval:



Proposed Council Motion:

"I move to direct staff to establish a resolution to amend the Financial Policy of the City of Medina, as proposed."

Time Estimate: 15 minutes

Updates to Purchasing Policy

Purchasing Policies

- a. The City will follow state laws, adopted resolutions, ordinances and policies regarding procurement.
- b. The Director of Finance shall develop detailed procedures for purchasing, credit card usage, petty cash, expenditure authorization and/or contract management activities.
- c. Federal Funds or Grants: When procurement involves the expenditure of federal, state or county government, or private, funds or grants, the purchase shall be conducted in accordance with any applicable federal/grant laws or regulations and must be approved by the Director of Finance and the City Manager or their designee. When purchasing items to be funded by others or reimbursed by a grant, the purchaser will perform the due diligence required to ensure that the purchase meets the criteria of the specific grant prior to initiating the purchase and requesting a release of City funds for the purchase.
- d. Emergency Procurement: The City Manager or designee may make or authorize others to make emergency procurements of materials, supplies or equipment or services when a threat to public health, welfare or safety exists. State laws relating to emergency declaration and emergency purchases will be followed.

Responsibilities of Accounts Payable

- a. Accounts Payable shall make sure that all supporting documentation is attached to any payment request and that the original documentation is retained. Before the Auditing Officer's review, Accounts Payable shall make sure that all appropriate accompanying material is included for each bill, verify the math relating to the bill is correct, check for double payment and make sure that a responsible department head has stamped and signed the request for payment.
- b. Invoices will be reviewed by Accounts Payable to help prevent any wrongful or double payment. All claims and supporting documentation must be organized by Accounts Payable to allow for easy identification and retrieval.
- c. In order to review all claims against the City, Accounts Payable shall compile a list of the bills for the month that will be presented to the Audit Officer and the City Council for their approval.

- d. To be included on the list for payment, the claim, with all appropriate documentation, shall be presented as early as possible to Accounts Payable but no later than the last business day of the prior month before the regularly scheduled City Council meeting on the second Monday of the month.

Management's Review & Certification

- a. All claims against the City will be reviewed, pre-audited and certified by the Finance Director or the City Manager prior to their payment. The Finance Manager and the City Manager shall act as the City's Auditing Officer and shall be appropriately bonded as provided in RCW 42.24.180.
- b. The Audit Officer shall review and certify the need for these claims prior to presenting these claims to the City Council. No claim shall be paid without such authentication and certification by the Audit Officer.
- c. Prior to the payment of any claim, the Audit Officer shall clearly indicate the specific claims and payroll checks certified for payment on an approval list.
- d. The certification must be signed and dated by the Audit Officer and must include the following language:

"The undersigned does hereby certify under penalty of perjury that the claim is a just, due and unpaid obligation against the City of Medina, and that I am authorized to authenticate and certify to said claim."

Payment of Claims

After the review and certification of a claim by the Audit Officer, a claim may be paid. Even though the claim was paid, the City Council has the responsibility to review and approve each claim and ensure that the system of auditing and certifying claims is operating in a manner that provides the greatest possible protection to the City.

City Council Review & Approval

The City Council shall review and approve the claims paid at its next regularly scheduled public meeting. To indicate the Council's approval for payment of claims and payroll, the following shall be entered into the minutes of the meeting:

"Claims audited and certified by the City's Auditing Officer as required by RCW 42.24.080 and those expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a listing which has been made available to the Council.

As of this date, (DATE), the Council does approve for payment those claims included in the above-mentioned list and further described as follows:

Claim Checks # _____ through # _____ in the total amount of \$ _____.
 Payroll Checks # _____ through # _____ in the total amount of \$ _____.
 Voided Check numbers and record of deposit documents shall also be noted on this report.”

Claim Disapproval

If the Council disapproves a claim or claims, the City Manager and Finance Director must recognize these claims as receivables of the city and pursue collection diligently until the amounts are either collected or the Council is satisfied and approves the claims.

Check Guarantors

Operational claims checks require two signatures and can be signed and paid after certification by the Auditing Officer of the city. A list of checks from this account, clearly showing the claims for that month, will be made part of the monthly Council approval list even though these checks could have already been distributed. Periodically it will also be necessary for the city to either authorize a deposit or withdrawal to take place relative to this account.

The following people shall have authority to be the signatories on this account:

Primary Signature: Stephen Burns – City Manager
 Primary Signature: Ryan Wagner – Finance Director

Secondary Signature: Aimee Kellerman – City Clerk
 Secondary Signature: Jeffery Sass – Chief of Police

EFT (Electronic Fund Transfer) CONTROL PROCEDURES

To promote the safety of City funds in the electronic funds transfer environment, the following procedures will be adhered to:

1. The procedure to initiate, approve, and record an EFT payment is subject to the same financial policies, procedures, and controls that govern disbursements made by any other means.

- Review of transfer by Finance Director or her/his designee who will not be entering or initiating the transfer.
- Two approval signatures from authorized check signers.
- Reconciliation of bank activity to the General Ledger will be performed in a timely manner with all exceptions resolved.

2. EFT transactions will not be made without proper authorization of affected parties in accordance with federal and state statutes and accepted business practices.

3. All EFT payments should be initiated by secure computer-based systems:

- US Bank SinglePoint (designated administrator, dual control & time-limited token generated PIN)
- Known payroll benefit providers' portals, such as IRS, AWC, DRS.
- Reoccurring payments through vendor portals, for utilities and Voyager (Through US Bank)

4. The City Finance Director shall serve as primary administrator to manage and control access to the systems used to process EFT transactions. The administrator shall ensure that adequate separation of duties exists in accordance with accepted internal control standards. In addition, the administrator shall ensure approval and maintenance of user system IDs, user permissions, including authorized representatives and their associated transfer limits. The City Manager has authority serve as back up administrator.

5. Because EFT transfers between City bank accounts have reduced risk, the Finance Office may use EFTs on a routine basis to concentrate funds for payment and investment purposes. Although the risks are minimal for transfers between City accounts, reasonable controls should exist with regard to authorization, reconciliation, and review of these transactions.

6. EFT payments are limited to transfers between City bank accounts, employee expense reimbursement, payroll and payroll benefits, and a limited list of approved vendors.

7. Employees must submit hard copy of completed Direct Deposit Agreement Form to the Finance Director. No electronic signatures will be accepted. Any change to banking information will require a newly completed form. Employee signatures will be verified against signature on file. If an employee submits a change request without enough time for authorization prior to payroll, payment will be made by check until such time as the information can be verified.

City Manager Review
NO ATTACHMENTS FOR AGENDA ITEM 9.5