



MEDINA CITY COUNCIL

Monday, February 12, 2024

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
Medina City Hall - Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Monday, February 12, 2024 – 5:00 PM

AGENDA

MAYOR | Jessica Rossman

DEPUTY MAYOR | Randy Reeves

COUNCIL MEMBERS | Joseph Brazen, Jennifer Garone, Harini Gokul, Mac Johnston, Michael Luis

CITY MANAGER | Stephen R. Burns

CITY ATTORNEY | Jennifer S. Robertson

CITY CLERK | Aimee Kellerman

Hybrid 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 Council meeting. Please reference Public Comments for the 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 Council meeting to the City Clerk at akellerman@medina-wa.gov.

Join Zoom Meeting

<https://medina-wa.zoom.us/j/81961696176?pwd=WjRuK3ErVy9jdmmtelAvek1VeHkzUT09>

Meeting ID: 819 6169 6176

Passcode: 689036

One tap mobile

+1 253 205 0468, 81961696176# US

1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

Council Members Brazen, Garone, Gokul, Luis, Johnston, Reeves, Rossman

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

4. PRESENTATIONS

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

Time Estimate: 10 minutes

- 4.2 Introduction of New City Attorney Jennifer Robertson and Assistant City Attorney Curtis Chambers by City Manager Stephen Burns.

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](#) January 2024 and 13th Month Check Register
Recommendation: Approve.
Staff Contact: Ryan Wagner, Director of Finance and HR
- [6.2](#) Approved November 20, 2023 Park Board Meeting Minutes
Recommendation: Receive and file.
Staff Contact: Dawn Nations, Deputy City Clerk
- [6.3](#) Approved December 12, 2023 Planning Commission Minutes
Recommendation: Receive and file.
Staff Contact: Rebecca Bennett, Development Services Coordinator
- [6.4](#) Draft City Council Meeting Minutes of:
a) January 8, 2024 Special Meeting;
b) January 11, 2024 Special Meeting; and
c) January 22, 2024 Regular Meeting.
Recommendation: Adopt Minutes.
Staff Contact: Aimee Kellerman, CMC, City Clerk

7. **LEGISLATIVE HEARING**

None.

8. **PUBLIC HEARING**

None.

9. **CITY BUSINESS**

- [9.1](#) Comprehensive Plan Update
a) Future Schedule in the Comp Plan Process
b) Shoreline Element for discussion at February 15 Planning Commission meeting; and
c) Utilities Element Update.
Recommendation: Discussion and direction.
Staff Contact: Jonathan Kesler, AICP, Planning Manager

Time Estimate: 45 minutes

- [9.2](#) 2021 Washington State Building Code Update
Recommendation: Adopt Ordinance No. 1025.
Staff Contact: Steven Wilcox, Development Services Director

Time Estimate 10 minutes

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

11. **PUBLIC COMMENT**

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

12. **ADJOURNMENT**

Next regular City Council Meeting: Monday, February 26, 2024 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

Monday, February 19, 2024 - Presidents' Day - City Hall Closed

Monday, February 26, 2024 - City Council Meeting (5:00PM)

Monday, March 11, 2024 - City Council Meeting (5:00PM)

Monday, March 25, 2024 - City Council Meeting (5:00PM)

Monday, April 8, 2024 - City Council Meeting (5:00PM)

Monday, April 22, 2024 - City Council Meeting (5:00PM)

Monday, May 13, 2024 - City Council Meeting (5:00PM)

Monday, May 27, 2024 - Memorial Day - City Hall Closed

Tuesday, May 28, 2024 - City Council Meeting (5:00PM)

Monday, June 10, 2024 - City Council Meeting (5:00PM)

Wednesday, June 19, 2024 - Juneteenth - City Hall Closed

Monday, June 24, 2024 - City Council Meeting (5:00PM)

Thursday, July 4, 2024 - Independence Day - City Hall Closed

Monday, July 8, 2024 - City Council Meeting (5:00PM)

Monday, July 22, 2024 - City Council Meeting (5:00PM)

Monday, August 12, 2024 - City Council Meeting - Dark No Meeting

Monday, August 26, 2024 - City Council Meeting - Dark No Meeting

Monday, September 2, 2024 - Labor Day - City Hall Closed

Monday, September 9, 2024 - City Council Meeting (5:00PM)

Monday, September 23, 2024 - City Council Meeting (5:00PM)

Monday, October 14, 2024 - City Council Meeting (5:00PM)

Monday, October 28, 2024 - City Council Meeting (5:00PM)

Monday, November 11, 2024 - Veterans Day - City Hall Closed

Tuesday, November 12, 2024 - City Council Meeting (5:00PM)

Monday, November 25, 2024 - City Council Meeting (5:00PM)

Thursday, November 28, 2024 - Thanksgiving Holiday - City Hall Closed

Friday, November 29, 2024 - Day After Thanksgiving Holiday - City Hall Closed

Monday, December 9, 2024 - City Council Meeting (5:00PM)

Monday, December 23, 2024 - City Council Meeting (5:00PM)

Wednesday December 25, 2024 - Christmas Day - City Hall Closed

CERTIFICATION OF POSTING AGENDA

The agenda for Monday, February 12, 2024 Regular Meeting of the Medina City Council was posted and available for review on Friday, February 9, 2024 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: February 10, 2024

To: Honorable Mayor and City Council

From: Stephen R. Burns, City Manager

Subject: City Manager Report

- On Saturday, February 10, 2024, the Medina Council held a retreat at Overlake Golf and Country Club. The purpose of the retreat was to set goals and priorities for 2024 and 2025. The staff is collecting the information and will be presenting it to Council at the February 26, 2024 Council Meeting for approval.
- On February 1, 2024, Jennifer Robertson became the City of Medina's new contract city attorney. Robertson works at Inslee, Best, Doezie & Ryder, PS. Robertson's primary practice focus is municipal and land use law. Over the course of her career, she has spent much of her career working for and on behalf of cities, including advising on land use and zoning regulations, SEPA, permitting, utilities, franchise agreements, contracts, interlocal agreements, real estate, public works construction, competitive bidding issues, and the Open Public Meetings Act/Public Records Act. She is a welcome addition to the City of Medina.
- Bellevue Fire Report – See Attached.
- 2024 City Council Calendar – See Attached.

Filter statement

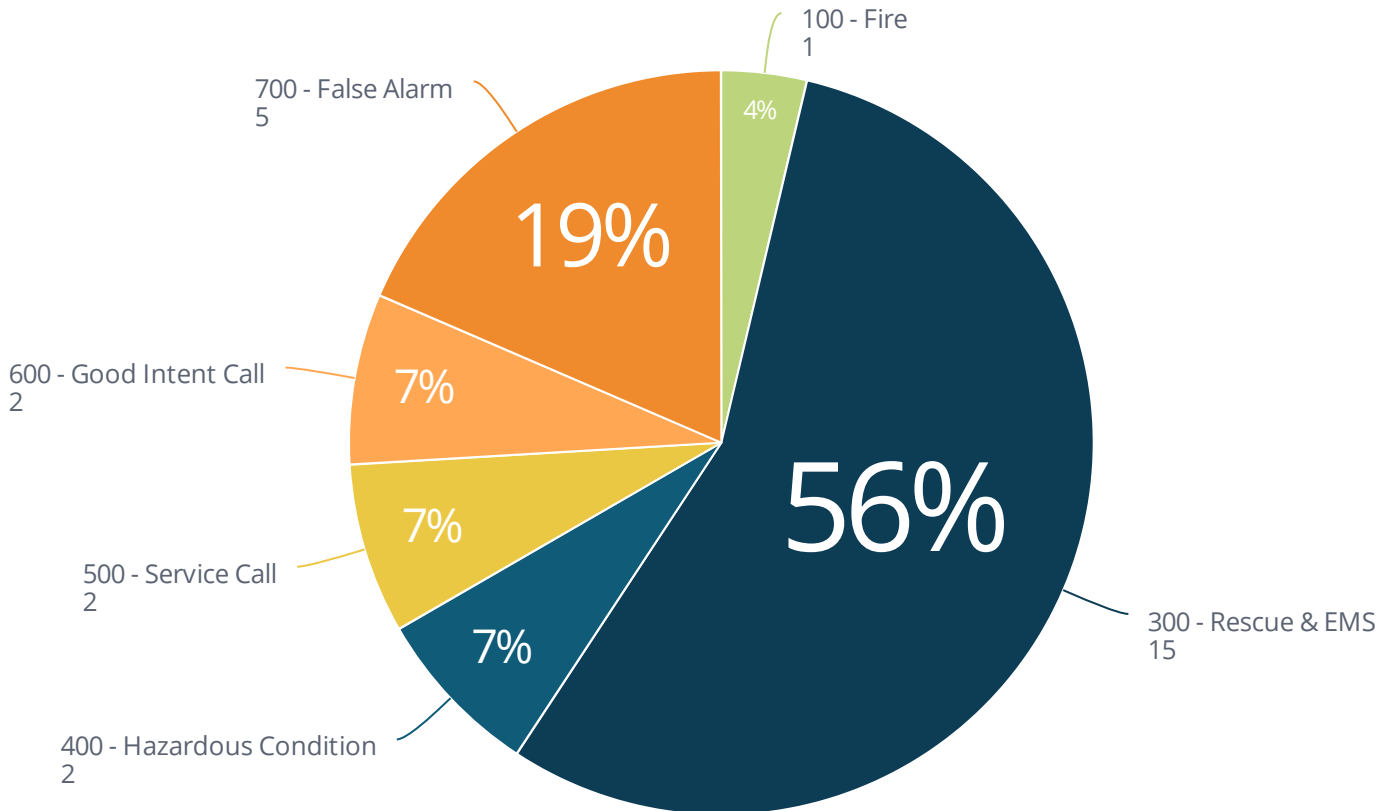
Filters Alarm Date Range Last Month | Is Locked true | Is Active true | Location City MEDINA, Medina

Fire and EMS Summary

Count of Total Incidents

27

Percentage of Incident Type (with count)



Contract City Incident Summary (Medina) Feb 5, 2024 12:08:06 PM

Filter statement

Filters **Alarm Date Range** Last Month | **Is Locked** true | **Is Active** true | **Location City** MEDINA, Medina

Count of Incidents by Type

Incident Type Group	Incident Type	Type Code	Count
100 - Fire	Cooking fire, confined to container	113	1
300 - Rescue & EMS	EMS Call, Medical	3211	9
	EMS Call, Other Accident/Trauma	3210	1
	No Injury or Illness	3110	1
	Patient Assist	3111	3
	Rescue, EMS incident, other	300	1
300 - Rescue & EMS Total			15
400 - Hazardous Condition	Carbon monoxide incident	424	1
	Electrical wiring/equipment problem, other	440	1
400 - Hazardous Condition Total			2
500 - Service Call	Water or steam leak	522	1
	Water problem, other	520	1
500 - Service Call Total			2
600 - Good Intent Call	Dispatched & canceled en route	611	1
	Dispatched & cancelled en route - EMS	6111	1
600 - Good Intent Call Total			2
700 - False Alarm	Alarm system activation, no fire - unintentional	745	2
	False alarm or false call, other	700	2
	Sprinkler activation due to malfunction	731	1
700 - False Alarm Total			5
Count			27



MEDINA CITY COUNCIL
 2024 AGENDA/ACTION CALENDAR
 Meetings scheduled for 5:00 pm, online (unless noticed otherwise).

JANUARY 8, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	Oath of Office - New Councilmembers	Kellerman			
Presentation	Election of Mayor/Deputy Mayor	Kellerman			
Consent Agenda	December 2023, Check Register		Approve.		
Consent Agenda	DRAFT CC Minutes		Adopt minutes		
Consent Agenda	2024 Salary Schedule Amendment	Wagner	Adopt Ord. NO. 1024		
Legislative Hearing	None				
Public Hearing	None				
City Business					
City Business					
Executive Session	RCW 42.30.110 (1)(i)				
JANUARY 22, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	Inslee Best Contract Approval for City Attorney Services	Burns			
Legislative Hearing					
Public Hearing					
City Business	Introduction of New Planning Manager and Comp Plan Update	Wilcox/Kesler			
City Business	Housing Comprehensive Plan Elements and Update	Kesler			
City Business	Council Committee and Regional Meetings	Burns			
FEBRUARY 12, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	Introduction of new City Attorney				
Consent Agenda					
Consent Agenda	January and 13th Month Check Register				
Consent Agenda	Approved PC Minutes				

Consent Agenda	Approved PB Minutes				
Consent Agenda	DRAFT CC Minutes				
Consent Agenda					
Legislative Hearing	None				
Public Hearing	None				
City Business					
City Business	2021 WA State Building Code Update	Wilcox	Update/Discussion		
City Business	Tree Code Violations Code Amendment	Wilcox			
City Business	Comp Plan Utilities Element Review	Kesler			
City Business	Comp Plan Update	Kesler			

FEBRUARY 26, City Council Regular Meeting, 5:00 pm

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

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	ARCH Presentation	Burns			
Consent Agenda					
Consent Agenda	February 2024, Check Register				
Consent Agenda					
Consent Agenda	DRAFT CC Minutes				
Consent Agenda					
Consent Agenda					
Consent Agenda	Fee Schedule Update	Wilcox/Kellerman	Approve		
Consent Agenda					
Consent Agenda	2021 WA State Building Code Update	Wilcox	Adopt		
Consent Agenda					
Legislative Hearing					

Public Hearing					
City Business	CAP Text Amendments - TENTATIVE	Wilcox			
	Street Vacation Moratorium				
City Business	Extension	Burns/Robertson			
City Business	Retreat Follow-up	Burns			
City Business					
City Business					
Executive Session					

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

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

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda	March 2024, Check Register				
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT CC Minutes				
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					
City Business					

City Business					
Executive Session					

APRIL 22, City Council Regular Meeting, 5:00 pm

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

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda	April 2024, Check Register				
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT CC Minutes				
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					
City Business					
City Business					
Executive Session					

MAY 27, City Council Regular Meeting, 5:00 pm

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

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
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Presentation					
Consent Agenda					
Consent Agenda	May 2024, Check Register				
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT CC Minutes				
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	DRAFT Six-Year CIP/TIP/Non-TIP Plan	Osada			
City Business					
City Business					
City Business					
City Business					
City Business					
Executive Session					

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

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

City Business					
City Business					

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda	June 2024, Check Register				
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT CC Minutes				
Consent Agenda	Six-Year CIP/TIP/Non-TIP Plan	Adopt			
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					
City Business					
City Business					
Executive Session					

July 22, City Council Regular Meeting, 5:00 pm

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

AUGUST 12, COUNCIL DARK - NO MEETING

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					

Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
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Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					
City Business					
City Business					
Executive Session					

August 26, COUNCIL DARK - NO MEETING

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

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda	July/August 2024, Check Register				
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT CC Minutes				
Consent Agenda					

Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	Preliminary 2025 Budget	Wagner			
City Business					
City Business					
City Business					
City Business					
City Business					
Executive Session					

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business	Preliminary 2025 Budget - Deep Dive	Wagner			
City Business					
City Business					

OCTOBER 14, City Council Regular Meeting, 5:00 pm

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

Legislative Hearing					
Public Hearing	Preliminary 2025 Budget	Wagner			
City Business					
City Business					
City Business					
City Business					
City Business					
Executive Session					

OCTOBER 28, City Council Regular Meeting, 5:00 pm

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

NOVEMBER 12, (TUESDAY) City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	Final 2025 Budget and Salary Schedule	Wagner	Adopt		
Public Hearing	2025 Property Tax Resolution	Wagner	Adopt		
City Business					
City Business					
City Business					

City Business					
Executive Session					

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

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

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda	November 2024, Check Register				
Consent Agenda					
Consent Agenda					
Consent Agenda	Draft CC Minutes				
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					
City Business					
City Business					
Executive Session					

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

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

Parking Lot Items:

- Float Plane Moorage
- Street Vacation Code Review
- Airbnb Code Review
- Code Enforcement Discussion
- Cost vs Service Analysis and Advance Deposit

In Progress:

- American Towers Franchise
- Street Vacation Moratorium



MEDINA POLICE DEPARTMENT

DATE: February 12, 2024
TO: Stephen R. Burns, City Manager
FROM: Jeffrey R. Sass, Chief of Police
RE: Police Department Update – January 2024

The following is a summary highlighting some of the Medina Police Department activity in January, 2024.

Follow up:

Nothing to report.

New Addition to the Medina Police Team:

The Medina Police Department finalized the interview process to fill the open officer position just prior to the end of 2023. An offer of employment was extended to Luis Robles, and his first day with the agency was on January 3rd. Police Recruit Robles earned an apprenticeship in the finishing trades and grew up in the Snohomish County area. Recruit Robles began the five-month Basic Law Enforcement Academy on February 7th.



Marine Patrol:

See year-end report from Mercer Island Marine Patrol.



MEDINA POLICE DEPARTMENT
Jeffrey R. Sass, Chief of Police
MONTHLY SUMMARY
2024



FELONY CRIMES

Nothing to report.

MISDEMEANOR CRIMES

Motor Vehicle Prowl **2024-00000087** **01/05/2024**
The Medina Police Department was dispatched to the 7800 block of NE 10th Street for a report of a motor vehicle prowling. A laptop bag, a laptop and two expired passports were stolen from inside the vehicle, with a combined value of approximately \$2,500. There was no damage to the vehicle since the vehicle was left unlocked. No suspect information is available at this time.

Motor Vehicle Prowl **2024-00000091** **01/05/2024**
The Medina Police Department was dispatched to the 8600 block of NE 6th Street for a report of a motor vehicle prowling. Nothing was taken from inside the vehicle. There was no damage to the vehicle since the vehicle was left unlocked. No suspect information is available at this time.

Motor Vehicle Prowl **2024-00000111** **01/07/2024**
The Medina Police Department was dispatched to the 8700 block of Ridge Road for a report of a motor vehicle prowling. A window was broken in order to gain access, but nothing was taken from inside the vehicle. No suspect information is available at this time.

Trespass **2024-00000377** **01/25/2024**
The Medina Police Department was dispatched to the 900 block of Evergreen Point Road for a report of a subject on the property who had previously been trespassed within the past year from that property. The subject was taken into custody and charged with Criminal Trespass.

Reckless Driving **2024-00000411** **01/27/2024**
The nightshift officer observed a vehicle traveling at a high rate of speed and fail to stop at the intersection of NE 12th Street and 84th Avenue NE. Once the officer initiated a traffic stop on the vehicle, the driver fled on foot from his vehicle after he stopped at the intersection of NE 12th Street and Evergreen Point Road. A brief search of the area on foot yielded the suspect hiding in a nearby construction site. The officer placed the driver into custody and charged him with Reckless Driving and obstructing a police officer.

OTHER

Warrant Arrest**2024-00000327****01/23/2024**

The nightshift officer conducted a field contact of an individual at the Medina Chevron Gas Station in the middle of the night. The officer was able to positively identify the individual, and was informed that he had multiple misdemeanor warrants for his arrest out of the Sunnyside Police Department. The subject was taken into custody and booked into the King County Jail.

Adult Protective Services**2024-00000371****01/25/2024**

The Medina Police Department investigated a referral received by Adult Protective Services that alleged financial exploitation of a vulnerable adult in the 3300 block of 78th Place NE. The investigation concluded that there was no monetary loss and there was no evidence to show that the reported victim was a vulnerable adult.



MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

MONTHLY REPORT



JANUARY, 2024

CRIMES	Current Month	YTD 2024	YTD 2023	Year-End 2023
Burglary	0	0	1	6
Vehicle Prowl	5	5	1	11
Vehicle Theft	0	0	1	4
Theft (mail & all other)	0	0	3	22
ID Theft/Fraud	0	0	0	22
Malicious Mischief (Vandalism)	0	0	2	13
Domestic Violence	0	0	1	10
Disturbance, Harassment & Non-DV Assault	1	1	1	28
TOTAL	6	6	10	116

COMMUNITY POLICING	Current Month	YTD 2024	YTD 2023	Year-End 2023
Drug Violations	0	0	0	0
Community Assists	27	27	19	197
Marine	0	0	0	7
House Watch Checks	70	70	52	1016
School Zone	29	29	45	206
Behavioral Health	2	2	3	46
TOTAL	128	128	119	1472

TRAFFIC	Current Month	YTD 2024	YTD 2023	Year-End 2023
Collisions				
Injury	0	0	0	2
Non-Injury	0	0	1	14
Non-Reportable	0	0	0	0
TOTAL	0	0	1	16
Traffic Enforcement				
Citations	6	6	2	12
Infractions	21	21	14	131
Warnings	139	139	188	1928
TOTAL	166	166	204	2071

LICENSE PLATE READER EVENTS	Current Month	YTD 2024	YTD 2023	Year-End 2023
LPR alerts that were recovered	1	1	-	-
LPR alerts that were not located	3	3	-	-
LPR alerts that were located, not apprehended	1	1	-	-
TOTAL	5	5	-	-

CALLS FOR SERVICE	Current Month	YTD 2024	YTD 2023	Year-End 2023
Animal	4	4	2	43
Residential Alarms	13	13	16	235
Missing Person	0	0	0	3
Suspicious Activity/Area Checks	64	64	53	804
TOTAL	81	81	71	1085

ADMINISTRATIVE	Current Month	YTD 2024	YTD 2023	Year-End 2023
Public Disclosure Requests Received	3	3	2	75
Concealed Pistol License Applications Processed	9	9	6	38
TOTAL	12	12	8	113

**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



JANUARY, 2024

FELONY CRIMES

None to report.

MISDEMEANOR CRIMES

None to report.

OTHER

Nothing to report.



MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

MONTHLY REPORT



JANUARY, 2024

CRIMES	Current Month	YTD 2024	YTD 2023	Year-End 2023
Burglary	0	0	0	1
Vehicle Prowl	0	0	0	3
Vehicle Theft	0	0	0	0
Theft (mail & all other)	0	0	0	1
ID Theft/Fraud	0	0	1	3
Malicious Mischief (Vandalism)	0	0	0	1
Domestic Violence	0	0	1	3
Disturbance, Harassment & Non-DV Assault	0	0	0	6
TOTAL	0	0	2	18

COMMUNITY POLICING	Current Month	YTD 2024	YTD 2023	Year-End 2023
Drug Violations	0	0	0	0
Community Assists	4	4	2	21
Marine	0	0	0	2
House Watch Checks	6	6	2	53
Behavioral Health	0	0	1	5
TOTAL	10	10	5	81

TRAFFIC	Current Month	YTD 2024	YTD 2023	Year-End 2023
Collisions				
Injury	0	0	0	0
Non-Injury	0	0	0	1
Non-Reportable	0	0	0	0
TOTAL	0	0	0	1
Traffic Enforcement				
Citations	2	2	0	7
Infractions	1	1	11	49
Warnings	44	44	66	400
TOTAL	47	47	77	456

LICENSE PLATE READER EVENTS	Current Month	YTD 2024	YTD 2023	Year-End 2023
LPR alerts that were recovered	-	-	-	-
LPR alerts that were not located	-	-	-	-
LPR alerts that were located, not apprehended	-	-	-	-
TOTAL	0	0	-	-

CALLS FOR SERVICE	Current Month	YTD 2024	YTD 2023	Year-End 2023
Animal	3	3	1	5
Residential Alarms	4	4	1	27
Missing Person	0	0	0	1
Suspicious Activity/Area Checks	11	11	10	79
TOTAL	18	18	12	112

*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.

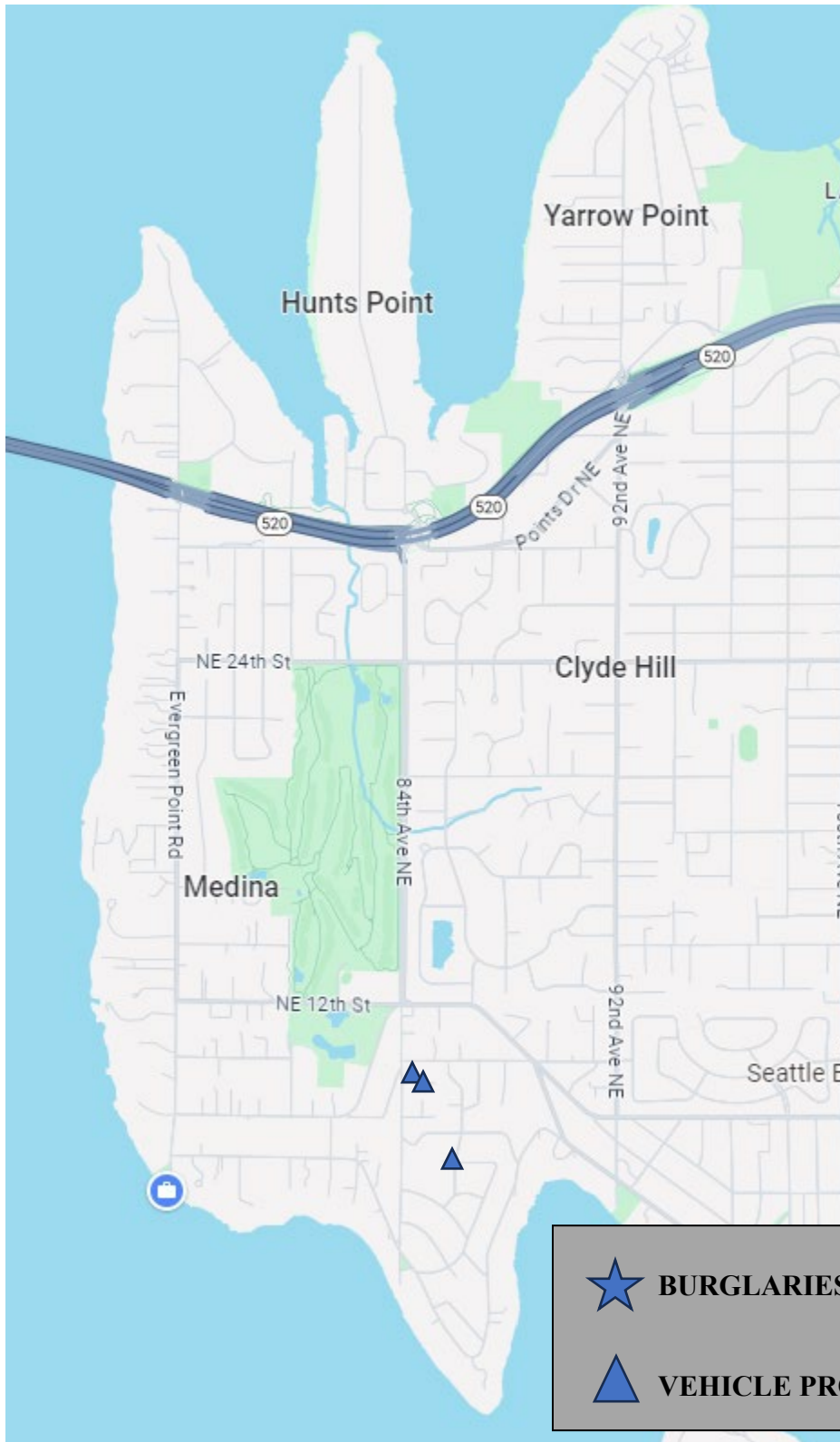


MEDINA POLICE DEPARTMENT

BURGLARY & MOTOR VEHICLE PROWL

INCIDENT MAP

2024



JANUARY, 2024
YEAR-TO-DATE



MEDINA POLICE DEPARTMENT

MONTHLY REPORTING STANDARDS



CATEGORY	DETAILS
Burglary	Includes: <ul style="list-style-type: none"> • Burglary (all degrees) • Residential Burglary
Vehicle Prowl	All degrees of Motor Vehicle Prowl.
Vehicle Theft	Includes: <ul style="list-style-type: none"> • Motor vehicle theft • Taking a motor vehicle without permission • Car jacking
Theft	Includes: <ul style="list-style-type: none"> • Possession of stolen property • Theft (all degrees) • Theft of mail
ID Theft/Fraud	Includes: <ul style="list-style-type: none"> • Identity theft • Fraud
Malicious Mischief	Includes: <ul style="list-style-type: none"> • Arson • Malicious Mischief (vandalism)
Domestic Violence	Includes: <ul style="list-style-type: none"> • DV Assault (all degrees) • Violation of Domestic Violence Court Order • DV Harassment (all degrees) • Custodial Interference • Order Service • DV Rape & Sex Offenses
Disturbance/Harassment /Non-DV Assault	Includes: <ul style="list-style-type: none"> • Disturbance • Telephonic Harassment • Harassment (all degrees) • Assault (all degrees) • Adult Protective Services (APS) investigations • Child Protective Services (CPS) investigations • Abuse investigations • Extortion • Kidnapping • Non-DV Rape & Sex Offenses • Robbery
Drug Violations	Includes all Violations of the Uniformed Controlled Substances Act
Community Assists	Includes: <ul style="list-style-type: none"> • Civil matters • Community Policing • Non-suspicious Death Investigations

	<ul style="list-style-type: none"> • Assisting the Fire Department/EMS • Found Child • Found Property • Special Events
Marine	Includes all incidents within our jurisdiction on the waterways.
House Watch Checks	Total number of visits to residences on house watch within the reporting period.
School Zone	Total number of school zone patrols conducted at all three elementary schools within the reporting period.
Behavioral Health	Calls for service involving individuals experiencing a behavioral or mental health episode. The call may have resulted in anything ranging from no police action and an involuntary commitment to a medical facility for treatment.
Traffic Collisions	<p>Includes:</p> <ul style="list-style-type: none"> • Injury collisions involve medical treatment to at least one of the involved parties, either by on-scene EMS evaluation/treatment and/or transportation to a medical facility for treatment. These collisions require a police case report by law. • Non-injury collisions involve a collision in which there is property damage amounting to at least \$1,000 but no involved parties were injured. These collisions require a police case report by law. • Non-reportable collisions involve a collision under any of the following circumstances: <ul style="list-style-type: none"> ○ Collision on private property with no injuries. ○ Collision on public right of way with no injuries and any property damage did not amount to at least \$1,000.
Traffic Enforcement	<p>Citations:</p> <ul style="list-style-type: none"> • Any criminal traffic citation, to include Driving With Suspended License, Reckless Driving, DUI, etc. <p>Infractions:</p> <ul style="list-style-type: none"> • Any non-criminal traffic stop that resulted in the issuance of a civil infraction (ticket) to the driver. <p>Warnings:</p> <ul style="list-style-type: none"> • Any traffic stop that resulted in a verbal warning to the driver.
License Plate Reader (LPR) Events	<p>Stolen license plates/vehicles that alerted the LPR system and were recovered.</p> <p>Stolen license plates/vehicles that alerted the LPR system and were not located.</p> <p>Stolen license plates/vehicles that alerted the LPR system and were located but fled from law enforcement attempts to apprehend the vehicle.</p>
Animal	<p>Includes:</p> <ul style="list-style-type: none"> • Found animal call for service • Lost animal call for service • Welfare check involving an animal • Noise complaints or nuisance calls for service involving an animal
Residential Alarms	House alarms that are triggered and the alarm company contacts 911 for a police response. These calls for service do not include alarm calls that become a burglary investigation upon police arrival.
Missing Person	Calls for service where a missing person report is taken, or the assistance of law enforcement is requested to search for a missing person. These calls include adults as well as juveniles.

<p>Suspicious Activity/Area Checks</p>	<p>Includes:</p> <ul style="list-style-type: none"> • Noise complaints • Suspicious person/activity reports • Field contacts made by officers on patrol • Loud party calls, juveniles • Reports of dangerous driving • Weapons Complaints • Soliciting • Welfare Check • Prowler
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**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

2023 YEAR-END REPORT



FIVE-YEAR ANALYTICAL DATA

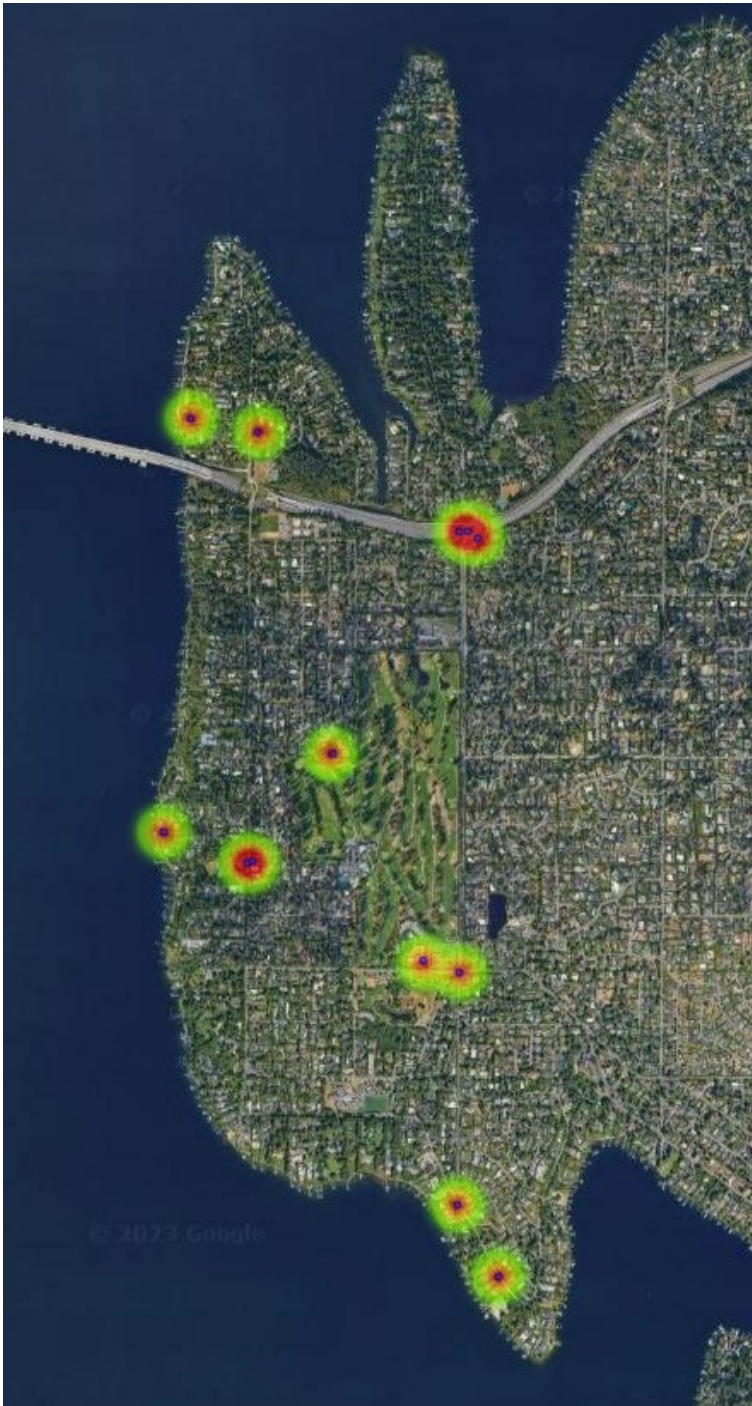
YEAR-END STATISTICS					
	2023	2022	2021	2020	2019
CRIMES					
Burglary	6	10	13	13	12
Vehicle Prowl	11	4	13	11	17
Vehicle Theft	4	7	2	0	4
Theft (mail & all other)	22	10	15	15	12
ID Theft/Fraud	22	16	11	35	7
Malicious Mischief (Vandalism)	13	5	6	13	10
Domestic Violence	10	5	8	1	2
Disturbance, Harassment & Non-DV Assault	28	19	1	0	0
TOTAL CRIMES	116	76	69	88	64
COMMUNITY POLICING					
Drug Violations	0	1	3	0	0
Community Assists	197	139	153	136	120
House Watch Checks	1,016	595	250	209	414
School Zone	206	216	298	55	99
Mental Health	46	39			
TOTAL ENFORCEMENT	1,465	990	704	400	633
TRAFFIC					
Collisions					
Injury	2	2	0	1	1
Non-Injury	14	6	18	9	17
Non-reportable	0	1	0	0	0
Traffic Stops					
Citations/Infractions/Parking	224	250	163	26	92
Warnings	1,928	1,426	1,808	434	822
TOTAL TRAFFIC	2,152	1,676	1,971	460	914
CALLS FOR SERVICE					
Animal Complaints	43	46	33	27	34
Residential Alarms	235	255	242	167	248
Missing Person	3	5	7	4	1
Suspicious Activity/Area Check	286	219	141	161	189
Medical Call/Assist Fire Dept.	12	29	23	17	14
Juvenile (underage party, substance use, etc..)	8	7	11	12	3
TOTAL SERVICE	587	561	457	388	489

**Mental Health calls for service prior to 2022 were coded differently than they were in 2022 and beyond, so statistics for this category are unavailable.*

Statistical Analysis:

- Vehicle Thefts:
 - A decrease in vehicle thefts in Medina during an unprecedented increase in statewide vehicle thefts can be attributed to effective messaging by the Medina Police Department to lock vehicles and not leave keys inside of them.
- Vehicle Prowls:
 - The majority of the vehicle prowls that occurred throughout 2023 involved forced entry into the vehicle, indicating the vehicles were locked but enticing items were left visible inside the vehicle. No forced entry into vehicles was made without a theft occurring from inside the vehicle.
- Theft:
 - Mail theft constituted the vast majority of the theft cases that were investigated in 2023. Nearly all of the thefts from mailboxes involved forced entry into locking mailboxes. Several of the incidents had no mail stolen, so the messaging to regularly collect mail is effective. In all of the investigations, the mailboxes that were pried open were *not* the ultra-secure locking mailboxes. It can be inferred that the mailbox theft increases in 2023 over 2022 can potentially be attributed to a replacement of non-locking mailboxes to the locking mailboxes. Rarely are non-locking mailboxes that are targeted for mail theft reported to police in general. The other theft investigations involved thefts from construction sites, a shoplift, and a couple of thefts from properties outside of residences.
- Malicious Mischief (Vandalism):
 - The malicious mischief investigations in 2023 mostly involved damage to locking mailboxes without a theft involved as well. This happens when locking mailboxes without the ultra-secure locking mechanisms are pried open by the criminals looking for mail inside to steal. Due to the significant amount of work necessary to pry open an ultra-secure mailbox, these mailboxes are rarely pried open simply to see if mail is inside.
- Domestic Violence:
 - Most of the domestic violence investigations in 2023 involved verbal altercations between family members and did not amount to a physical altercation. Only 15% of the domestic violence investigations resulted in the arrest of one of the involved parties. The Medina Police Department interprets the Washington State laws on domestic violence reporting requirements very broadly and defaults to taking a case report on a disturbance call for service involving family members when other agencies might not classify the incident as domestic violence.
- Disturbance/Harassment/Non-DV Assault:
 - This classification of investigation is very broad and can include multiple ends of the spectrum on seriousness of incident. A verbal altercation between neighbors or repeated unwanted phone calls by a colleague could be classified in this category.
- Community Policing:
 - The Medina Police Department has always been community-oriented, but our attention has been focused toward providing the highest level of customer service possible. We have also been more diligent about documenting our interactions with the community in 2023 over any previous year.
 - There was a significant increase in the number of Housewatch checks conducted in 2023. This increase is likely due to heavy promotion by the Medina Police Department to encourage residents to participate in the program. This program offers an unprecedented service that is atypical of most other law enforcement agencies. The Medina Police Housewatch program is an opportunity to make residents feel safer in their homes and their community.
- Collisions:
 - Non-injury reportable collisions increased in 2023 over 2022 from 6 to 14 collisions. The collisions were all minor and involved low speeds. There are no identifiable patterns or causes for the increase in collisions in 2023. The following is a list of the causes of the collisions:

- Backed into a sign.
 - Inattentive driver struck a parked vehicle.
 - Inexperienced driver backed into a light pole.
 - Construction vehicle damaged commercially-owned landscaping and sign.
 - Mechanical failure on vehicle caused vehicle to strike curb.
 - Inattentive driver failed to navigate curve in roadway.
 - Failure to yield to oncoming vehicle with right of way.
 - Delivery driver damaged privately-owned landscaping.
- The following is a map showing the locations of the collisions in 2023:



2023 Incident Locations Medina & Hunts Point



2023 TRAFFIC STOP HEAT MAP



**The locations depicted above are the location of the traffic stop, not necessarily where the violation occurred.*



Marine Patrol 2023 Annual Report

Sergeant Chad Schumacher

Contact Information

Chad.Schumacher@mercergov.org
Desk:206-275-7920 Cell:206-992-3639

Introduction

- The Mercer Island Marine Patrol has 22 Officers trained to operate the three vessels in its fleet. These Officers have all attended the Basic Marine Law Enforcement Academy and have continued their training since graduating through various courses:
 - Boat Search and Rescue
 - Boating Under the Influence Detection
 - Marine Collision Investigation
 - Marine Emergency Vessel Operator Course
- Sgt. Chad Schumacher began his third year in the Marine Unit as its lead, and Marine Patrol Officer Samuel Trudeau entered his second year in the unit.
- Sgt. Schumacher continues to teach for the State Park's Boating Program, and in February was sent to Sitka, Alaska to become an instructor for the Seated Battery of Field Sobriety Tests.



2023 Jurisdictions

- Mercer Island Marine Patrol continued its long-standing partnership with the cities of Renton, Bellevue, Medina, and Hunts Point. Starting this year, we began patrolling the waters of Yarrow Point.



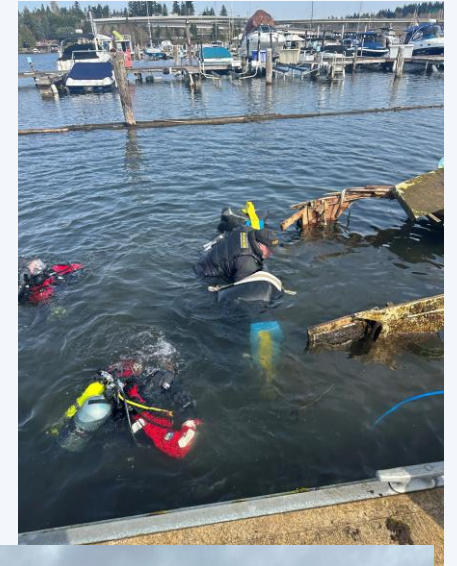
Special Events 2023

- The Mercer Island Marine Patrol participated in multiple Special Events over the year.
 - April Pools Day and water Safety Event in Bellevue
 - Child/Teen Life Jacket Giveaway Event
 - Marine Officers handed out over 150 life jackets throughout the summer to children and teens in need of a life jacket. Life jackets were provided by the Washington State Parks Boating Program.
 - Operation Dry Water July 1-3
 - 4th of July Fireworks in Bellevue and Seattle
 - Meydenbauer Bay drew a larger crowd than last year and will have the potential to see increased vessel traffic in the years to come as more local jurisdictions discontinue their fireworks shows.
 - Mercer Island Summer Celebration Fireworks
 - Medina Days Fireworks
 - Swim Across America
 - 2023 Sausage Pull
 - Seafair and Blue Angles Airshow
 - Battle of the Badges



Major Marine Project of 2023

- At the end of 2022, a half-sunk derelict vessel floated into the waters of Bellevue and Mercer Island. The vessel was beached just south of Newport Shores for safety and investigation by the Environmental Protection Agency, Department of Ecology, and the Mercer Island Marine Patrol. Sgt. Schumacher was able to locate the owner of the vessel and serve Notice to Obtain Custody of the Vessel to the owner. After going to court and working with Washington State's Derelict Vessel Fund, the Mercer Island Police Department was able to gain ownership of the vessel. The vessel was raised out of the water by the Mercer Island and King County Dive Teams and placed on a trailer. The vessel was then transported to a local waste station for destruction.

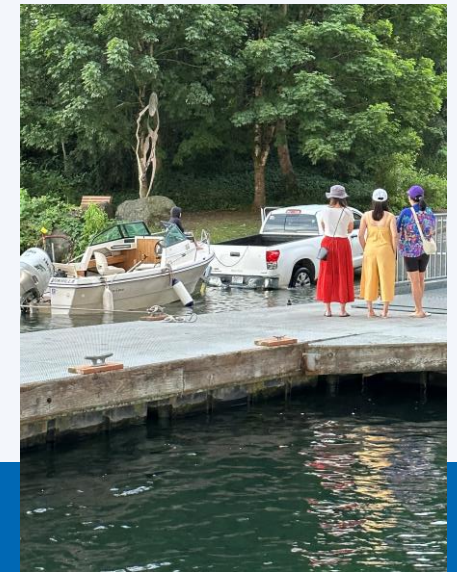


Activity Summary 2023

- May 27th- Marine Patrol responded to Groveland Park to assist in repairing a breakwater barrier that had broken loose. Temporary repair was made to the barrier to maintain safety for the swimmers at the beach.
- May 29th - Marine Patrol assisted a sinking vessel outside of Gene Coulon Marina. The vessel was towed back to the dock and successfully loaded onto its trailer.
- May 31st - One of the largest biomasses recorded by our unit floated into Meydenbauer Bay. Two Marine Patrol Vessels were able to clear the biomass from the area and place it into our log pen. Marine Patrol continued to receive multiple calls throughout the month to remove more biomasses from residences in all our jurisdictions.
- June 22nd – Marine Patrol assisted a vessel with a courtesy tow back to Magnuson Park from Medina waters.
- June 25th – Assisted Clyde Hill PD with a residential burglary at 0400 hours.



www.mercergov.org



Activity Summary 2023

- June 30th – Marine Patrol responded to 5 capsized kayaks just south of Clyde Beach with multiple people in the water. Patrol 11 was able to retrieve all the kayaks and people and transported them back safely to the REI rental center in Meydenbauer Bay.
- July 1st – Marine Patrol assisted the US Coast Guard with a warrant arrest on the water and assisted with the transport of the subject to a local jail.
- July 3rd – Patrol 11 conducted a vessel stop after determining that the offender’s vessel was overloaded by 4 occupants. Officers researched the manufacturer’s occupancy restrictions for the vessel and then made the vessel stop. The vessel was rented out of Lake Union without the owner’s knowledge of how many occupants were onboard. The vessel’s voyage was terminated and followed to the nearest dock where it was unloaded of its overloaded occupants. The renter of the vessel was cited on the scene and released.



Activity Summary 2023

- July 16th – Patrol 11 responded to assist the Bellevue Fire Department with an overturned kayak. Patrol 11 contacted the kayakers and was able to right the kayak and get the occupants back in the kayak to continue their day.
- July 29th – Patrol 14 responded to a possible sinking vessel in Medina Waters. Officers located an overloaded vessel that had a dead battery. The vessel was towed to Mercer Island and the operator was cited and released.
- August 2nd – Patrol 11 and Patrol 14 responded to a sinking vessel by the East Channel Bridge with people in the water. Occupants were brought aboard Patrol 11 and Patrol 14 towed the vessel to the Mercer Island Boat Launch to de-water the vessel. No injuries to the occupants and the vessel was loaded onto its trailer.
- August 11th – Sgt. Schumacher and MPO Trudeau met with staff at the Renton Hyatt Regency to discuss challenges they were having with vessels staying at their dock overnight and past their 4-hour limit. Provided options for ways to help with their challenges and contacted vessel owners to advise that they could be trespassed from the property.



Activity Summary 2023

- August 5th – Patrol 14 responded to a sinking vessel on the Bellevue/Renton border. Officers arrived and were able to tow the vessel until Renton Fire arrived and took over the tow back to Gene Coulon Marina.
- August 11th - Patrol 11 responded to the I-90 Bridge for a report that someone had jumped off the bridge. Patrol 11 responded and was unable to locate anyone in or under the water. DOT employees stated that the person was picked up by another vessel and headed south towards Andrew's Bay, where they located the vessel in question and spoke with the jumper.
- August 14th – Patrol 14 responded to a disabled vessel that was being pushed into the I-90 floating bridge by the wind. Officers were able to secure a tow line to the vessel and safely tow it to the owner's dock.
- August 18th – Assisted two occupants with a capsized sailboat outside of Gene Coulon Marina.
- August 18th – Sgt. Schumacher noticed a vessel owner walking to his vessel tied to the docks a Gene Coulon Marina with multiple buckets in his hands. The owner then started bailing water out of his vessel. The owner was contacted, and Patrol 11's fire pump was utilized to de-water the vessel. The vessel was then towed over to the boat ramp to be put on its trailer.



Activity Summary 2023

- August 18th – A Cozy Cove resident ran out of gas in their PWC and was towed back to their residence.
- August 27th – Patrol 11 spotted a children’s birthday party and tied up to the dock to hand out stickers to everyone and allowed the children to come aboard Patrol 11 for a quick tour.
- September 2nd – Marine Patrol responded to Andrew’s Bay to assist Seattle Police Harbor Unit and Seattle Fire Department with the search for a missing swimmer. The swimmer was eventually located safely onshore.
- September 22nd – Located an adrift vessel floating against the East Channel Bridge. The vessel was returned to its owner in Bellevue.
- October 23rd – Patrol 11 responded to a structure fire along the shoreline on Mercer Island. A boat house and two vessels were on fire at the dock of the residence. Patrol 11 worked with Mercer Island Fire, Bellevue Fire, and Eastside Fire and Rescue to extinguish the flames.
- November 2nd – Assisted a Mercer Island resident with a dead sturgeon that floated onto their beach. Arranged for NOAA and Fish and Wildlife Biologists to come to do a necropsy before the 6-foot sturgeon was sunk in the lake.



Seafair 2023

- Mercer Island again partnered with surrounding agencies to provide public safety and BUI enforcement on Lake Washington.
- Over the course of the weekend, 23 people were arrested for Boating Under the Influence throughout 400+ vessel contacts:
 - 5 arrests resulted in a blood draw.
 - 2 arrestees booked into jail.
 - Highest BAC reported was a 0.400
- No major injuries or deaths were reported.
- No Officer injuries or patrol vessels damaged.



2023 Statistics

- 785 hours our vessels were on the water patrolling or responding to emergency calls.
 - 1,690 Officer hours spent on the water patrolling or responding to calls.
 - 42 hours our Officers spent conducting ramp inspections before vessels took to the water making sure they had all the necessary safety gear for the vessel.
- 304 vessel safety inspections completed.
- 587 calls for service
 - 237 vessel stops
 - 105 people/vessel assists
 - 56 logs removed due to navigational hazard
 - 12 Search and Rescue calls
- 28 “No Wake” buoys replaced throughout our jurisdictions
 - 6 new buoys were placed in areas to help keep vessels away from shores and to slow down vessel traffic.



Looking ahead to 2024

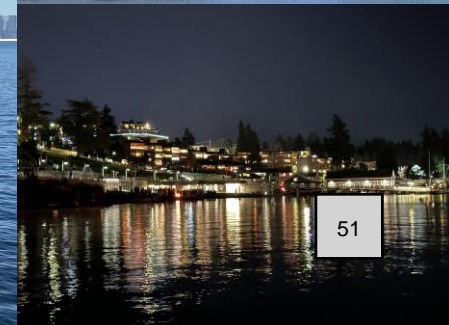
- Patrol 14 gets new engines.
 - In January, Patrol 14 will go into the shop to have new engines put in as part of our replacement cycle for the vessels.
- Officers attending Boat Operator Search and Rescue Course
 - Four Marine Patrol Officers will be attending a week-long on-the-water search and rescue course in Tacoma to learn search patterns, inter-agency cooperation techniques, and record-keeping of completed searches.
- Officer Tranter will attend the Basic Marine Law Enforcement Academy in April.
- MPO Trudeau accepted a position with the Renton Regional Fire Authority, and Officer Luis Paz will join the unit as the next Marine Patrol Officer.
- Continue our work on our ongoing vessel replacement project.
- Officers attending Boating Under the Influence training.
 - Officers will be attending a course to learn the Seated Battery of the Standardized Field Sobriety Tests. Officers will be able to utilize these tests both on and off the water to detect operators of vessels and drivers of vehicles that are under the influence.





AGENDA ITEM 5.1b







Please feel free to call or
email me with any
questions you have.
Thank you.



CITY OF MEDINA

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

Date: February 12, 2024
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 and Budgeting

Please see the permits issued and permits received reports.

Similar to last year at this time we have had few permit pre-application meetings. January 2023 and 2024 are different in that the first quarter of the year would normally be busy. Traditionally builders like to get their permit applications early in preparation for spring start of construction. Last year permit activity started late, so maybe this year will as well.

The January 2024 permits issued report is skewed high with permits issued that were accepted in 2023.

Planning Consultant

We have completed a professional services agreement with a new planning consultant. LDC Inc. is located in Woodinville and comes to us with excellent recommendations.

We are now transitioning from our previous planning consultant and will have LDC working closely with our Planner, Jonathan Kesler, in our Comprehensive Plan Update.

At least initially, LDC will be assisting us with most of our zoning reviews of permit application, planning permits including variances and other decisions.

Tree Management Code

Please see our Arborists January 2024 report provided.

Tree Removal Decision

A hearing was conducted on January 9th regarding a non-administrative tree removal permit. The permit application was to remove a 50.2" Coast Redwood on private property. This tree is designated by our Municipal Code as a Landmark Tree.

The decision is that the Hearing Examiner found that our Tree Management Code does allow the tree removal under conditions of a Medina issued permit.

The City Arborist argued that the Landmark Tree should not be removed due to the associated contradictions this would have with our Comprehensive Plan, and our Municipal Code.

A short summary of the reasoning behind the decision is the aspirations written in the Municipal Code and within Comprehensive Plan vs. what is actually allowed by the Tree Management Code. A copy of the Hearing Examiners' decision is provided with this report. Please contact me if you would like to further discuss this.

Our Current Tree Management Code

From my understanding of the intent of the Medina Tree Management Code from those staff involved in drafting the current edition we use, the code is working as intended. The concept behind the current tree code as described to me, is that it was known that tree canopy would be lost, but that over time the canopy would be slowly restored through supplemental planting. This new tree code was in essence designed to facilitate a long-term fundamental change in the location of Medina's private property tree canopy. As trees are removed on a property to make room for a new (re)development project, small supplemental trees are re-planted in new locations.

To change the rate of permitted private property tree removal we have been seeing in recent years under our Tree Management Code, we would need to revise our ordinance such that what is allowed matches aspirations. Our Comprehensive Plan, and our Tree Management Code Purpose and Intent each describe a desire to preserve trees.

The 2025 Development Services budget will include a request to fund a new city canopy study. This study will follow a previous one conducted in 2014 by the DCG Watershed company in Kirkland. A 10-year cycle of reviewing city tree canopy will aid in understanding what the Tree Management Code is producing and provide information necessary to make amendments. We are currently evaluating a scope of work in order to get a cost for a budget request.

Development Project Tree Removal

A property at 2539 82nd Ave. NE will be redeveloped. Permits are under review for code compliance. Provided in this report is a focused portion of the site plan which identifies trees to be removed (pink) and those that will remain (yellow).

There are 13-trees existing on this property with diameters up to 29". 11-trees will be removed, and 2-trees will remain. Under our Tree Management Code, there are 6-supplemental trees required to be planted.

Supplemental trees are to be 2" minimum in diameter, and 6'-0 tall if coniferous.

This permit has been reviewed by our Arborist and found to be in compliance with our Municipal Code. This development project illustrates the function of the Tree Management Code. Trees are being removed in order to construct a building and structures in compliance with our zoning code. Supplemental trees are being planted in locations according to the maximized use of the allowed zoning envelope.

Essentially, private property trees in Medina are in general being moved towards the property perimeter as development projects maximize the allowed building envelope.

Tree Management Code Violations Section

A proposal for a new tree violations section for our Tree Management Code was drafted this past Fall. The proposal was initially brought to Council for discussion in September 2023.

The draft text amendment which was last seen by Council on October 9th, will be on the March 11th, agenda. Council had given me input in October regarding the need for clarification of certain aspects of the draft.

I apologize for the delay in returning this proposed amendment to Council.

WSDOT 520 Bridge Maintenance Project

The Washington State Department of Transportation (WSDOT) notified us several months ago that they will be maintaining the 520 bridge and approaches in 2024. The maintenance involves application of a sealant to the concrete driving surface and soffits. The work requires an administrative noise variance from Medina due to night work involved. This administrative variance has been approved with conditions intended to protect Medina residents.

WSDOT staff recently approached me to revise the construction methods approved in the non-administrative noise variance. WSDOT has been advised of options and they are considering these.

Development Services Fund

The idea of a “fee study” has been brought up from time to time over the past 4-years. There hasn’t been a recent need for a comprehensive review of Development Services permit fees.

During the past several months as we have renewed consultant professional services contracts, we have seen a dramatic increase in fees charged to us for permit reviews and field work. This year we will need to assess our increasing consultant costs and how they will continue to be balanced.

We have been keeping costs of consultant services fully paid by permit applicants through fees and cash deposits. The fees have been stagnant for many years and the use of cash deposits to cover the difference has increased. Development does pay for itself in Medina.

A look at our consultant fees and cash deposit system is good practice at the least, and a first step in a review of all permit expenses and revenues. We may need a complete review of our fees, but it can be done in parts. It is possible that an outside consultant may be needed under budget at some point to assist with portions of a permit fee review.

2021 Washington State Building Code Adoption

Medina currently uses the 2018 edition of the Washington State Building Code. We are required to implement the 2021 version of the building code on March 15, 2024. Between the 2018 and 2021 building codes there many hundreds of changes.

My agenda bill along with our discussion will cover this topic in the level of detail you would prefer. There have been two parts to the 2021 “State Code” adoption which have drawn most controversy and those are described below.

Energy Code

The new Energy Code has limitations on the ability to construct new buildings with natural gas included. The gas appliance matter is not finished although the new energy code is to be implemented as part of the 2021 building code. The following is an excerpt from the State Building Code Council website regarding the energy code. The full text may be found at sbcc.wa.gov.

“The Council is also entering rulemaking to modify sections in the commercial and residential energy codes to address legal uncertainty stemming from the decision in California Restaurant Association v. City of Berkeley recently issued by the Ninth Circuit Court of Appeals.”

Although we are adopting the 2021 Washington State Energy Code, it appears that amendments may come later.

Wildland-Urban Interface Code

How this new code will be implemented seems to be somewhat of a mystery to many regulators. This code is already approved by the state, and we are required to adopt it. However, on Friday February 9th the State Building Code Council is holding a public hearing regarding a controversial “defensible space” requirement. I will be attending this hearing and hope to have better answers about the state’s expectations.

The fundamental purpose of this new code is protection of wildlands from adverse impacts of habitable buildings, and protection of habitable buildings from impacts of wildlands. “Impacts” seems to primarily surround fire safety.

Medina is impacted by this code. Much of the property west of Evergreen Point Road and other locations are within a mapped area designated “Wildland-Urban Intermix”. The map was created by the Department of Natural Resources and covers all of Washington State. Wildland-Urban Intermix essentially means that there are habitable buildings surrounded by vegetation.

There will be more on this as the state clarifies this new code. Until the state gives us more information, we will not be developing the administration process, which seems to be common with other local jurisdictions. As the state operates, we can expect that this code’s purpose will be expanded in the future.

A portion of the Washington State Wildland Urban Interface map showing Medina and the other Points Communities is provided with this report.

I can provide you as much written information from the state as you would like on this new code.

January 2024 Permit Applications Received

Permit Type	Submitted Date	Permit Number	Total Valuation	Address
B-ADD/ALT	01/19/2024	B-24-001	\$5,700.00	8637 NE 6th St
B-ADD/ALT	01/24/2024	B-24-003	\$1,140,456.00	7848 NE 10TH ST
TOTAL B-ADD/ALT:	2		\$1,146,156.00	
B-FENCE	01/25/2024	B-24-004	\$11,000.00	7651 NE 16TH ST
TOTAL B-FENCE:	1		\$11,000.00	
B-GAS	01/02/2024	G-24-001		1018 84th Ave NE
B-GAS	01/23/2024	G-24-002		7652 NE 12TH ST
TOTAL B-GAS:	2		\$0.00	
B-MECHANICAL	01/02/2024	M-24-001	\$24,000.00	1018 84th Ave NE
B-MECHANICAL	01/04/2024	M-24-002		1405 Evergreen Point Road
B-MECHANICAL	01/09/2024	M-24-003		700 Overlake Dr, E.
B-MECHANICAL	01/11/2024	M-24-007		1013 Evergreen Point Road
B-MECHANICAL	01/10/2024	M-24-004		2222 79th Ave NE
B-MECHANICAL	01/11/2024	M-24-006		8845 Overlake Drive West
B-MECHANICAL	01/11/2024	M-24-005		2560 Medina Cir

B-MECHANICAL	01/18/2024	M-24-008		8401 NE 7th St
B-MECHANICAL	01/19/2024	M-24-009		1127 Evergreen Point Road
B-MECHANICAL	01/23/2024	M-24-010	\$70,000.00	7652 NE 12TH ST
B-MECHANICAL	01/24/2024	M-24-011	\$20,000.00	2420 Evergreen Pt. Rd
TOTAL B-MECHANICAL:	11		\$114,000.00	
B-PIER	01/23/2024	B-24-002	\$51,800.00	116 OVERLAKE DR E
TOTAL B-PIER:	1		\$51,800.00	
B-PLUMBING	01/19/2024	P-24-002		2420 76TH AVE NE
B-PLUMBING	01/23/2024	P-24-003		8845 OVERLAKE DR W
B-PLUMBING	01/24/2024	P-24-004		1018 84TH AVE NE
TOTAL B-PLUMBING:	3		\$0.00	
CAP - CONSTRUCTION ACTIVITY PERMIT	01/12/2024	CAP-24-001		3248 78TH PL NE
CAP - CONSTRUCTION ACTIVITY PERMIT	01/22/2024	CAP-24-002		8637 NE 6TH ST
TOTAL CAP - CONSTRUCTION ACTIVITY PERMIT:	2		\$0.00	
P-ADMIN VARIANCE	01/26/2024	P-24-006		7651 NE 16TH ST
TOTAL P-ADMIN VARIANCE:	1		\$0.00	
P-NON ADMIN SUBSTANTIAL DEV	01/25/2024	P-24-005		226 OVERLAKE DR E

TOTAL P-NON ADMIN SUBSTANTIAL DEV:	1		\$0.00	
P-NON ADMIN VARIANCE	01/29/2024	P-24-007		2841 EVERGREEN POINT RD
TOTAL P-NON ADMIN VARIANCE:	1		\$0.00	
P-SUBSTANTIAL DEV PERMIT EXEMPTION	01/17/2024	P-24-001		318 OVERLAKE DR E
TOTAL P-SUBSTANTIAL DEV PERMIT EXEMPTION:	1		\$0.00	
PW-RIGHT OF WAY	01/08/2024	PW-ROW-24-001		7409 Rambling Lane
PW-RIGHT OF WAY	01/10/2024	PW-ROW-24-002		1636 73rd Ave NE
PW-RIGHT OF WAY	01/16/2024	PW-ROW-24-004		7626 NE 10th St.
PW-RIGHT OF WAY	01/16/2024	PW-ROW-24-003		7617 NE 24th St.
PW-RIGHT OF WAY	01/17/2024	PW-ROW-24-005		7409 Rambling Lane
PW-RIGHT OF WAY	01/18/2024	PW-ROW-24-006		501 EVERGREEN POINT RD
PW-RIGHT OF WAY	01/22/2024	PW-ROW-24-007		2420 Evergreen Point Road
PW-RIGHT OF WAY	01/27/2024	PW-ROW-24-008		3248 78th PI NE
TOTAL PW-RIGHT OF WAY:	8		\$0.00	
TREE-ADMIN ROW TREE REMOVAL	01/10/2024	TREE-24-002		1636 73RD AVE NE
TOTAL TREE-ADMIN ROW TREE REMOVAL:	1		\$0.00	
TREE-PERFORMANCE	01/18/2024	TREE-24-004		3436 EVERGREEN POINT RD

TOTAL TREE-PERFORMANCE:	1		\$0.00	
TREE-RESTORATION	01/11/2024	TREE-24-003		1636 73RD AVE NE
TREE-RESTORATION	01/19/2024	TREE-24-005		1255 EVERGREEN POINT RD
TOTAL TREE-RESTORATION:	2		\$0.00	
TREE-WITH BUILDING/DEVELOPMENT	01/02/2024	TREE-24-001		3309 EVERGREEN POINT RD
TOTAL TREE-WITH BUILDING/DEVELOPMENT:	1		\$0.00	
Total # of Permits	39		\$1,322,956.00	



January 2024 Issued Permits

Construction Value:	January 2024	January 2023	2024 YTM	2023 YTM	Difference
Accessory Structure	-	-	-	-	\$0.00
Addition / Alteration	\$2,435,865.83	\$4,145,000.00	\$2,435,865.83	\$4,145,000.00	(\$1,709,134.17)
Fence / Wall	\$35,174.00	\$22,000.00	\$35,174.00	\$22,000.00	\$13,174.00
New Construction	\$10,850,000.00	\$1,800,492.00	\$10,850,000.00	\$1,800,492.00	\$9,049,508.00
Repair / Replace	-	-	-	-	\$0.00
Wireless Comm. Facility	-	-	-	-	\$0.00
Total Value:	\$13,321,039.83	\$5,967,492.00	\$13,321,039.83	\$5,967,492.00	\$7,353,547.83
Permits Issued:	January 2024	January 2023	2024 YTM	2023 YTM	Difference
New Construction	1	1	1	1	0
Permit Extension	5	1	5	1	4
Accessory Structure	-	-	-	-	0
Addition / Alteration	4	3	4	3	1
Construction Activity Permit	3	4	3	4	(1)
Demolition	-	1	-	1	(1)
Fence / Wall	2	1	2	1	1
Grading / Drainage	1	3	1	3	(2)
Mechanical	13	10	13	10	3
Other - Moving	-	-	-	-	0
Plumbing / Gas	5	5	5	5	0
Repair / Replace	-	-	-	-	0
Reroof	-	-	-	-	0
Right of Way Use	6	6	6	6	0
Tree Mitigation	4	4	4	4	0
Wireless Comm. Facility	-	-	-	-	0
Total Permits:	44	39	44	39	5
Inspections:	January 2024	January 2023	2024 YTM	2023 YTM	Difference
Building	86	59	86	59	27
Engineering/Other	10	4	10	4	6
	3	2	3	2	1
Tree	6	4	6	4	2
Total Inspections:	105	69	105	69	36



January Code Enforcement Report

Case Number	Case Type	Assigned To	Address	Case Text
CC-2024-001	GENERAL	Rob Kilmer	2837 76TH AVE NE	<p>Description: Received concern about construction work proceeding prior to issuance of permits.</p> <p>Action Taken: Performed a site visit and did not observe any sign of work having occurred. No further action taken.</p> <p>Estimate Penalty: N/A</p>
CC-2024-002	SIGN VIOLATION	Rob Kilmer	Multiple along EPR	<p>Description: Commercial advertising signs (Aaron's Auto Repair) observed displayed at multiple locations along Evergreen Point Road.</p> <p>Action Taken: Removed signs (4) and contacted company to inform them of sign rules in Medina.</p> <p>Estimate Penalty: None at this time.</p>
CC-2024-003	GENERAL	Rob Kilmer	836 82ND AVE NE	<p>Description: Received report of fallen tree leaning on electrical service power line.</p> <p>Action Taken: Performed site visit and observed the issue. Spoke with property owner of tree (850 NE 82nd Ave NE). Homeowner stated that they had contacted PSE and the affected neighbor (836 NE 82nd Ave NE) where the tree had fallen to. Spoke with Public Works Department about placing warning signs but PSE's emergency crews arrived on the site and handled the situation. No further action taken.</p> <p>Estimate Penalty: N/A</p>
CC-2024-004	SIGN VIOLATION	Rob Kilmer	8637 NE 6TH ST	<p>Description: Observed commercial advertising sign displayed on construction barrier fence of project.</p> <p>Action Taken: Contacted project managers to inform them of rules against such signs in Medina. Required that the sign be removed by end of day.</p> <p>Estimated Penalty: None at this time.</p>
CC-2024-005	CAP VIOLATION	Rob Kilmer	1041 84TH AVE NE	<p>Description: Site conditions observed to be in violation of the project's CAP permit</p> <p>Action Taken: Issued correction letter to be completed by EOD 1/12/24</p> <p>Estimated Penalty: None at this time.</p>
CC-2024-006	GENERAL	Rob Kilmer	2426 80TH AVE NE	<p>Description: Met with construction project owner to discuss concern from neighbor regarding lights on front of newly constructed home. This meeting was in follow up to a previous meeting with neighbor.</p> <p>Action Taken: Discussed issue during site meeting with owner. Observed the compromise that had been worked out between owner and neighbor. No further action taken.</p> <p>Estimated Penalty: N/A</p>
CC-2024-007	GENERAL	Rob Kilmer	84th Ave at 400 block	<p>Description: Observed unsafe conditions along right-of-way, with patches of ice covering pedestrian walkway.</p> <p>Action Taken: Informed Public Works Department. De-icer was spread on affected areas.</p> <p>Estimated Penalty: N/A</p>

CC-2024-008	SIGN VIOLATION	Rob Kilmer	802 EVERGREEN POINT RD	<p>Description: Observed A-Board store sign left out overnight.</p> <p>Action Taken: Wrote email to owner with reminder of signage rules limiting display to business hours.</p> <p>Estimated Penalty: None at this time.</p>
CC-2024-009	TREE INVESTIGATION	Rob Kilmer	2403 79TH AVE NE	<p>Description: Received concern regarding tree pruning in right-of-way. Report stated that branches had been left and were obstructing sidewalk.</p> <p>Action Taken: Visited site and observed that a tree had been struck by a vehicle. Several broken branches had apparently then been removed and were left obstructing the sidewalk.</p> <p>Informed Public Works department and City Arborist. Assisted with removing branches from sidewalk. The tree was apparent as a life-safety risk as it was leaning towards/over roadway and audibly creaked when pressed on. The decision was made to therefore immediately remove the tree. Assisted Public Works department to manage traffic while the tree was cut and removed.</p> <p>Estimated Penalty: N/A</p>
CC-2024-010	NOTICE OF VIOLATION	Rob Kilmer	442 87TH AVE NE	<p>Description: Observed lanterns mounted on top of gate columns (4) in violation of height limit in the setbacks.</p> <p>Action Taken: Issued Notice of Violation with a compliance date of 2/9/24</p> <p>Estimated Penalty: If not addressed by 2/9/24, financial penalties will accrue per MMC 1.15.330 (B).</p>
CC-2024-011	CAP VIOLATION	Rob Kilmer	8637 NE 6TH ST	<p>Description: Observed construction related vehicles (3) parked along right-of-way in violation of project's permit conditions.</p> <p>Action Taken: Issued formal warning.</p> <p>Estimated Penalty: None at this time.</p>
CC-2024-012	GENERAL	Rob Kilmer	8400 NE 4TH ST	<p>Description: Observed stop sign that had been hit by car and was no longer visible, having been displaced into the bushes.</p> <p>Action Taken: Pulled stop sign from bushes and repositioned it to be visible. Spoke with Public Works department so they could place a temporary stop sign to replace the damaged one.</p> <p>Estimated Penalty: N/A</p>
CC-2024-013	GENERAL	Rob Kilmer	7828 NE 8TH ST	<p>Description: Received concern regarding water coming from driveway</p> <p>Action Taken: Performed site visit along with Public Works department. Discussed plans for further follow-up and investigation with homeowner.</p> <p>Estimated Penalty: N/A</p>

**Tree Permit Activity Report
January 2024
By Andy Crossett**

Non-Development Tree Permit Activity Table						
Picture #	Permit Type	Address	# Trees Removed	Removed Tree (Size)	Supplemental Required	Description
1	TREE-HAZARD EVALUATION	1631 Rambling LN	1 ROW Shore Pine	18"	1	High-risk leaning ROW tree.
N/A	TREE-RESTORATION	7835 NE 14th Street	1 western redcedar	~20"	1	Emergency tree removal. Storm related.
2	TREE-RESTORATION	1636 73RD AVE NE	3 ROW Black Cottonwood	22", (21, 14"), (22, 22")	3	High-risk ROW trees.
3	TREE-RESTORATION	1255 EVERGREEN POINT RD	1 Black Cottonwood	31"	1	Dying high-risk tree.

Development Tree Permit Activity Table						
Picture #	Permit Type	Address	# Trees Removed	Removed Tree (Size)	Supplemental Required	Description
N/A	TREE-WITH BUILDING/DEVELOPMENT	2837 Evergreen Point Road	1	N/A	N/A	1 Southern Magnolia to be removed. No supplemental required.
4	TREE-WITH BUILDING/DEVELOPMENT	2539 82nd Ave NE	11	25", 23", 25", 12", 19", 19", 29", 16", 23", 21", 7"	7	Large grove of trees to be removed for development.
N/A	TREE-WITH BUILDING/DEVELOPMENT	7535 NE 28th Place	11	6", 6", 10", 10", 16", 10", 18", 14", 10", 8", 6"	N/A	34 trees retained. No supplemental trees required.
N/A	TREE-WITH BUILDING/DEVELOPMENT	1137 Evergreen Point Road	N/A	N/A	N/A	No trees proposed for removal. Permit to track tree protection.
5	TREE-WITH BUILDING/DEVELOPMENT	3436 Evergreen Point Rd	1	35" WRC	1	Tree determined to be hazardous.
6	TREE-WITH BUILDING/DEVELOPMENT	116 Overlake Dr E	1	50" Giant Sequoia	12 + \$10,800	Hearing decision.

Picture 1. 1631 Rambling LN – Leaning ROW pine.



Picture 2. 1636 73RD AVE NE – Hazardous black cottonwood in the ROW.

Photos

Photo 1: Looking north from driveway. Image shows overhang on yard.



Photo 2: Looking south from 73rd. Image shows overhang on road and yard.



Photo 3: Image shows codominant form of tree #2.



Photo 4: Image shows included bark (arrow) of tree #2.

Photos (cont.)

Photo 5: Arrow points to large cavity at base of tree #3.



Photo 6: Image of Tree #3 base showing codominant form and included bark.

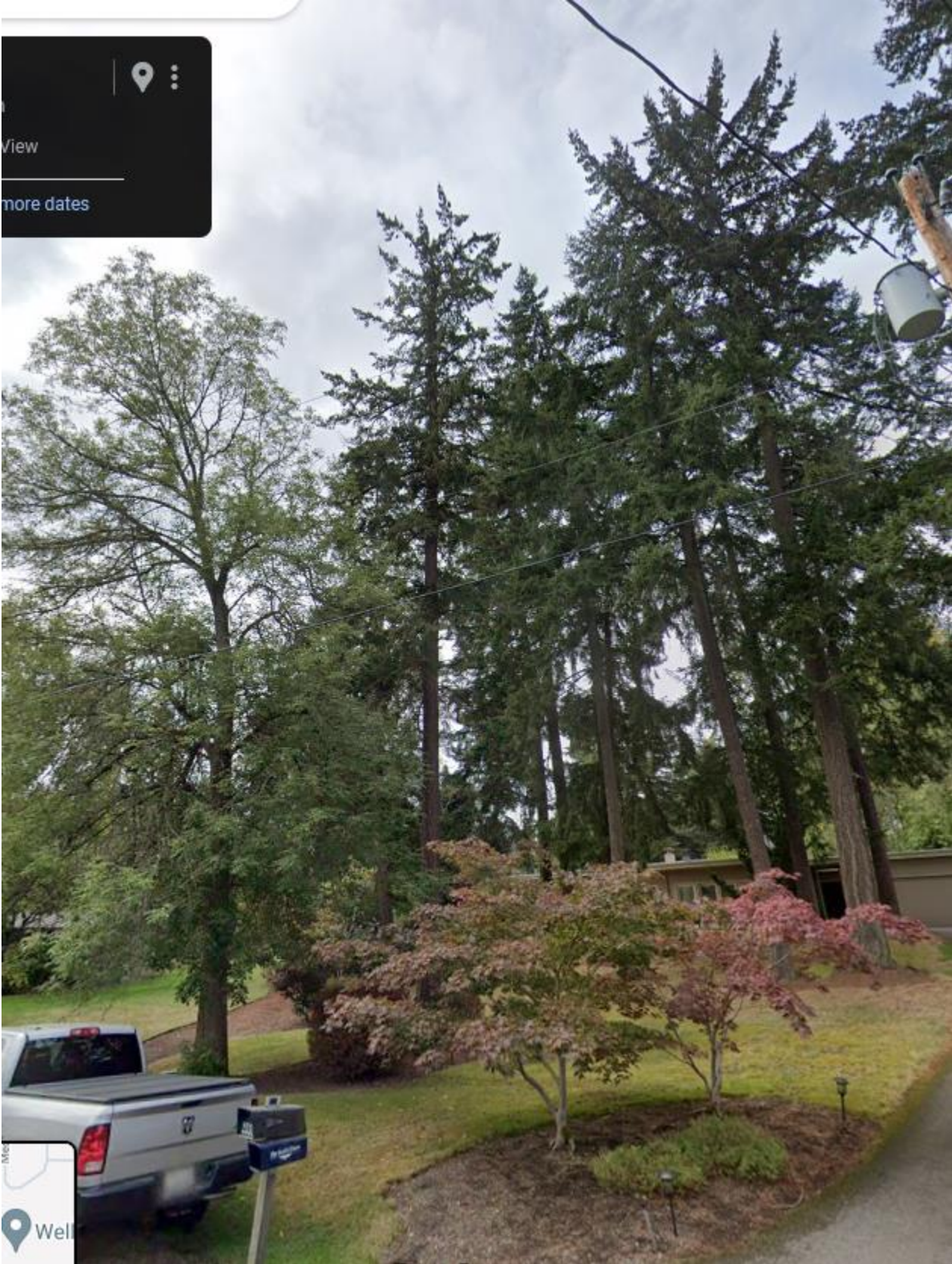


Photo 5: Image shows codominant form of Tree #3.

Picture 3. 1255 Evergreen Point Rd – Dying hazardous black cottonwood.



Picture 4. 2539 82nd Ave NE – 11 grove trees to be removed to allow room for new construction.



Picture 5. 3436 Evergreen Point Rd – 1 Hazardous Western Redcedar



View northerly, note lean over dock



Decay apparent at root crown



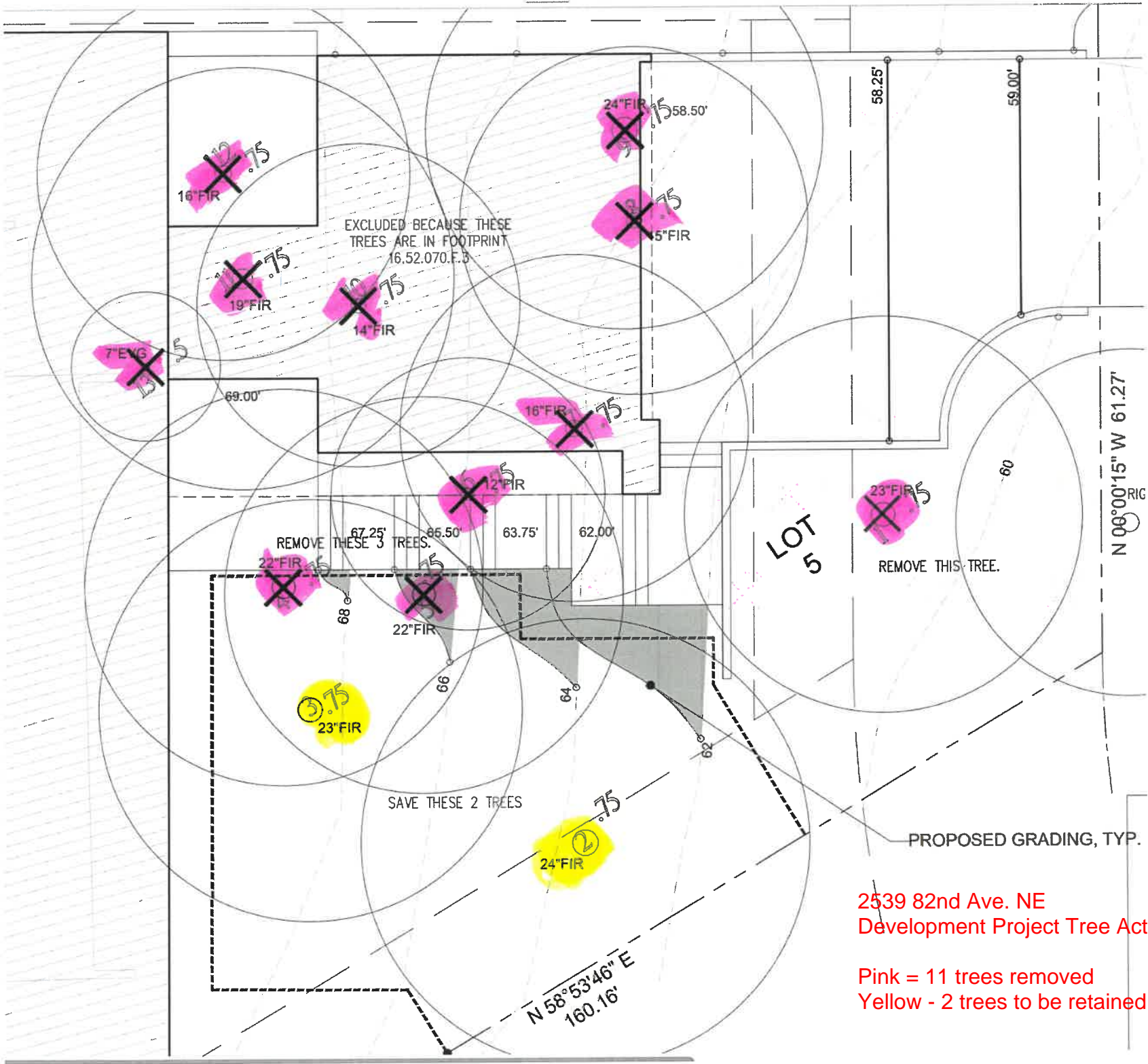
Open cavity at base of tree



Open cavity the length of the main trunk

Picture 6. 116 Overlake Dr E – Hearing decision approved removal of 1 50" Giant Sequoia.





2539 82nd Ave. NE
Development Project Tree Activity Permit

Pink = 11 trees removed
Yellow - 2 trees to be retained

**BEFORE THE HEARING EXAMINER
FOR THE CITY OF MEDINA**

In the Matter of the Application of)	No. TREE-23-043
)	
Steve Burnstead and Thomas Burnstead)	Burnstead Non-Administrative
)	Tree Activity Permit
)	
for a Non-Administrative)	FINDINGS, CONCLUSIONS, AND
<u>Tree Activity Permit</u>)	DECISION

SUMMARY OF DECISION

The request for a non-administrative tree activity permit to remove a single landmark tree, a coast redwood (*Sequoia sempervirens*) that is 50.2 inches in diameter at standard height, located at 116 Overlake Drive East, is **APPROVED**. Conditions are necessary to mitigate specific impacts of the proposal.

SUMMARY OF RECORD

Hearing Date:

The Hearing Examiner held an open record hearing on the request on January 9 and January 12, 2024, using remote access technology.

Testimony:

The following individuals presented testimony under oath at the open record hearing:

- Andy Crossett, Medina Tree Consultant
- Leo Suver, Applicant Representative
- Steve Burnstead, Applicant
- Betty Tong

Exhibits:

The following exhibits were admitted into the record:

1. Staff Report, dated January 2, 2024
2. Application, received August 24, 2024
3. Site Plan, received August 24, 2024
4. Tree Replacement Plan, received August 24, 2023
5. Public Notice Materials, various dates
6. Public Comments of Betty Tong, dated December 24, 2023
7. Photograph of Subject Tree, undated
8. City of Medina List of Significant Trees, dated July 31, 2015
9. WAC 197-11-800 (January 1, 2024)

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Burnstead Non-administrative Tree Activity Permit
No. TREE-23-043

10. Site Photographs of Betty Tong, undated
11. Administrative Tree Activity Permit Application No. TREE-19-046, received July 9, 2019
12. ISA Basic Tree Risk Assessment Form, dated January 9, 2024
13. Tree Report for 116 Overlake Drive East, dated August 7, 2023
14. Summary of Burnstead Permits as Submitted, undated
15. Applicant's Additional Materials for Non-Administrative Tree Activity Permit No. TREE-23-043:
 - a. Letter of Justification for Removal of the Tree from Leo Suver, President, Steve Burnstead Construction, LLC, dated January 2, 2024
 - b. Letter of Support, Lonnie Olson, ISA Certified Arborist, Lonnsen Arbor Care, dated December 26, 2023
 - c. Site Plans for Proposed Development, undated
 - d. Bellevue Sewer Utility Records 116 Overlake Drive, dated April 5, 1967
 - e. Arborist Report, prepared by Lonnsen Arbor Care, dated May 4, 2019
16. Additional Information for Consideration by Hearing Examiner, prepared by Leo Suver, dated January 9, 2024
17. Site Plan, dated May 14, 2019

The Hearing Examiner enters the following findings and conclusions based upon the testimony at the open record hearing and the admitted exhibits:

FINDINGS

Application and Notice

1. Steve Burnstead and Thomas Burnstead (collectively, "Applicant") request a non-administrative tree activity permit to allow for the removal of a single landmark tree, a coast redwood (*Sequoia sempervirens*) that is 50.2 inches in diameter at standard height, located at 116 Overlake Drive East. The Applicant is seeking approval of a building permit application at the site and must remove the tree to accommodate the proposed structure. *Exhibit 2; Exhibit 3; Exhibit 15; Exhibit 16.*
2. The City received the application on August 24, 2023. The City determined the application was complete by November 27, 2023. The City provided combined notice of the application and the hearing on December 7, 2023. The notice was mailed to nearby property owners; posted on the subject property and at City Hall, the Medina Post Office posting board, and the City website; and published in the *Seattle Times* newspaper. The notice set a public comment period of 15 days. *Exhibit 1, Staff Report, page 3; Exhibit 5.*
3. The City received a single comment from neighbor Betty Tong. Ms. Tong commented that the subject tree sometimes drops branches during strong winds. She wrote that the tree had damaged her garage door two years in a row and took out her newly planted evergreen hedge. She worried that the tree's roots would damage her new driveway. She

*Findings, Conclusions, and Decision
City of Medina Hearing Examiner
Burnstead Non-administrative Tree Activity Permit
No. TREE-23-043*

was afraid of the harm the tree might cause and had narrowly escaped being struck by a falling branch a few months prior to her comment. Ms. Tong supported removal of the tree. *Exhibit 6.*

State Environmental Policy Act

4. The City determined that the proposed tree activity was categorically exempt from review under the State Environmental Policy Act (SEPA), chapter 43.21C Revised Code of Washington (RCW), in accordance with the statewide SEPA rule WAC 197-11-800(6). The City did not explain which provision of WAC 197-11-800(6) it believed exempted the tree removal from SEPA review. *Exhibit 1, Staff Report, page 1.*

Comprehensive Plan and Zoning

5. The subject property is designated Single Family Residential on the City's Comprehensive Plan Land Use Map. *Comprehensive Plan, Fig. 3.* City staff identified the following Comprehensive Plan policies as relevant to the proposal:
- Residents are urged to consult with the City and with their neighbors on both removal and replacement of trees and tree groupings to help protect views and to prevent potential problems (e.g., removal of an important tree or planting a living fence) [CD-P5]
 - Clear cutting should not be permitted on property prior to development. [CD-P6].

Exhibit 1, Staff Report, page 2.

6. City staff also considered the following introduction to the Comprehensive Plan's Community Design Element:

Trees and vegetation help reduce the impact of development, by providing significant aesthetic and environmental benefits. Trees and other forms of landscaping improve air quality, water quality, and soil stability. They provide limited wildlife habitat and reduce stress associated with urban life by providing visual and noise barriers between the City's streets and private property and between neighboring properties. They also have great aesthetic value and significant landscaping, including mature trees, is always associated with well-designed communities.

It is important that citizens be sensitive to the impact that altering or placing trees may have on neighboring properties. Trees can disrupt existing and potential views and access to sun. Residents are urged to consult with the city and with their neighbors on both removal and replacement of trees and tree groupings. This will help to protect views and to prevent potential problems (e.g., removal of an important tree or planting a living fence). Clear cutting should not be permitted on a property prior to development.

*Findings, Conclusions, and Decision
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Exhibit 1, Staff Report, page 2.

7. The property is zoned R-20. Single-family residences and accessory dwelling units (ADUs) are allowed uses in this zone. *Medina Municipal Code (MMC) 16.21.030, Land Use Table. Exhibit 1, Staff Report, page 1.*

Existing Property, Surrounding Uses and Critical Areas

8. The subject property has an area of 19,960 square feet, as confirmed by the Applicant's survey in Exhibits 16 and 17. The parcel is currently undeveloped; however, the Applicant is seeking building permits to construct a single-family residence and ADU. The site is partially forested, with some 19 significant trees currently on the property.¹ The Applicant's justifications for the removal of the coastal redwood are that the species is not native; that the tree's root system has affected, and will continue to affect, the performance of a nearby public sewer main; and that it grows too aggressively. *Exhibit 3; Exhibit 11; Exhibit 13; Exhibit 15; Exhibit 16; Exhibit 17.*
9. In 2019, the City issued administrative tree removal permit no. TREE-19-046 to remove 24 significant trees out of a total population at that time of 39 significant trees, leaving 15 significant trees. In August 2023, the Applicant sought approval of an administrative tree removal permit to remove a further 14 significant trees—however, the total population of significant trees in 2023 was given as 19 significant trees, not the 15 significant trees that remained after the 2019 permit. The City is reviewing the August 2023 application simultaneously with this application for a non-administrative permit to remove the coastal redwood. *Exhibit 1, Staff Report, page 5; Exhibit 11; Exhibit 13.*
10. The 2019 permit required the Applicant to retain seven tree units on the property.² The August 2023 permit application calculated that the Applicant would need to retain eight tree units on the property. *Exhibit 11; Exhibit 13.*
11. Approximately half of the subject property is within the Shoreline Jurisdiction and Fish and Wildlife Habitat Conservation Area associated with Lake Washington. The tree that has been requested to be removed is not within this critical area. *Exhibit 1, Staff Report, page 1.*
12. The surrounding properties on three sides are zoned R-20 and developed with single-family houses. To the east is Lake Washington. *Exhibit 1, Staff Report, page 2.*

Landmark Tree Removal Criteria

¹ 2019 permit TREE 19-046 indicates there are 15 significant trees on the property, while the August 2023 administrative tree activity permit application indicates there are 19 significant trees on the property. *Exhibit 1, Staff Report, page 5; Exhibit 11; Exhibit 13.*

² Tree units are defined in MMC 16.52.090(C).

13. City staff reviewed the proposal against the criteria for the removal of a landmark tree and made the following observations and recommendations:

- The tree is greater than 50 inches in diameter and therefore meets the definition of a landmark tree.
- For Landmark Trees, the quantity of replacement inches is calculated by multiplying the diameter breast height of each subject landmark tree by 100 percent to establish the minimum number of replacement inches, with all fractions being rounded up to the next whole number.
- In lieu of planting the replacement trees, the Director or Designee may authorize an applicant to satisfy the tree replacement requirements by paying a fee-in-lieu of supplemental plantings provided: 1) There is insufficient area on the lot or adjacent right-of-way to meet the number of replacement inches prescribed by MMC 16.52.090; or 2). Tree replacement provided within public right-of-way or a city park in the vicinity will be of greater benefit to the community.
- In August 2023 an administrative tree activity permit application was submitted indicating there were nineteen (19) significant trees on the property. The application proposed the removal of 14 significant trees, including the subject coast redwood. This would leave five significant trees on the property and a required tree unit deficit of 4.25 tree units (TU). Staff believed this was antithetical to the Comp Plan as the lot has essentially been clear cut and the comprehensive plan states that “Clear cutting should not be permitted on a property prior to development.” Additionally, the subject tree is aesthetically pleasing and offers some level of a “visual” barrier between properties. It will take many years for the proposed replacement trees to offer a similar benefit.
- The subject coastal redwood is healthy with a good structural condition. It is still relatively young with an estimated age in the 65 – 80-year range, however, this is a species that can live well over 2,000 years. It would be considered an excellent example of species and positively “contributes to the residential character of the city”. Therefore, the removal of this tree is not in the public interest in maintaining an attractive environment.
- In terms of ensuring the safety of the local community, there are no apparent significant defects that could contribute to catastrophic tree or tree part failure under normal weather conditions and based on the risk assessment methodology outlined by the International Society of Arboriculture (ISA), would fall within the "low" risk category.
- The proposed landmark tree removal will likely not be materially detrimental to nearby properties. It may be materially beneficial to 8847 Overlake Dr E, as it could potentially open up a view to the lake.
- The removed tree is proposed to be mitigated with a replacement tree selected from list 5 of the Suitable Tree Species Lists. The tree removal

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No. TREE-23-043

mitigation will also include a contribution to the Medina Tree Fund for lost public benefit between the larger tree being removed and smaller trees being planted.

Exhibit 1, Staff Report, pages 5 and 6.

14. Staff concluded that the proposed tree removal met the strict requirements of the code, chapter 16.52 MMC, but not its purpose and intent. Staff recommended that the tree removal application be approved subject to conditions for tree replacement and mitigation payments. *Exhibit 1, Staff Report, pages 6 and 7.*

Testimony

15. Andy Crossett, Tree Consultant for the City, testified that the coast redwood has a diameter at standard height of 50.2 inches, some 80 to 100 feet in height, perhaps 67 years old, which he called not particularly old for this species. The tree qualified as a landmark tree based on diameter. The tree was planted; it did not propagate naturally.

Mr. Crossett testified that retention of the tree would impede development, because such a large tree would require a very large tree protection area. Mr. Crossett testified that this property was a lot “under development,” for purposes of the tree code, for a building permit.

Mr. Crossett testified that a tree removal permit had been issued in 2019 to remove 24 out of 39 significant trees. In August 2023, there was another application, this time to remove 14 out of 19 significant trees. Because the coast redwood is a landmark tree, however, a different, non-administrative tree removal permit is required.

Mr. Crossett testified that removal of the coast redwood was not consistent with the public interest. The tree is beautiful and poses only a low safety risk. The tree provides canopy, which is an environmental benefit, although he acknowledged canopy could be replaced through replanting. He did not believe the branches falling onto Ms. Tong’s property constituted a risk to her property. Mr. Crossett had followed the ISA process for this tree and had determined that the tree was low-risk. He reviewed Ms. Tong’s photos in Exhibit 10 and testified that he believed the tree was safe.

Mr. Crossett explained the calculations for payment in lieu of replanting: add up the caliper of trees to be removed, and add up the total caliper of trees to be replanted. Multiply the difference between the two by \$400. In this case, with 51 inches to be removed, and 24 inches proposed for replanting, the difference would be 27. Multiplied by \$400, it yields a payment requirement of \$10,800.

On the second hearing day, after the 2019 permit and the 2023 permit application were entered into the record, Mr. Crossett testified that the number of tree retention units

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required in the 2019 permit was seven, and the number required in the 2023 permit application was eight. He did not believe that the non-administrative tree activity permit would cause the number of tree units required to be retained to fall below seven, the number required in the first permit. *Testimony of Andy Crossett.*

16. Leo Suver, Applicant Representative, testified that he is the president of Burnstead Construction Company and a co-applicant. He read a statement of justification (later provided as Exhibit 15A). He confirmed that the tree removal was necessary because of a building permit application to construct an ADU. At this point, his building permit and civil permit had been approved pending approval of the tree permit. The tree was growing aggressively and impacting a sewer main. Its roots also affected a neighbor's driveway. The subject property is a narrow lot, just 55 feet wide, leaving little room for development. The coast redwood, with its large root zone, created a significant challenge to development. *Testimony of Leo Suver.*
17. Steve Burnstead, Applicant, testified that the 2019 tree permit was for a combination of demolishing a then-existing cabin as well as removal of several trees. Mr. Burnstead characterized these trees as "pretty insignificant," although he did not dispute they met the definition of significant trees under the code. He believed he had met the tree retention requirements of the 2019 permit and expected that he would still meet the tree retention requirements even under the current application. It had always been his intention, dating back to 2019, to develop the lot. Mr. Burnstead reminded the Hearing Examiner that he had been following direction from the City for over four years. *Testimony of Steve Burnstead.*
18. Betty Tong testified that she lives next to the subject property. She offered pictures, admitted after the hearing as Exhibit 10, showing branches that had fallen from the coast redwood onto her property. She believed the tree was unsafe, especially during windstorms. One large branch had almost hit Ms. Tong's head. The tree often dropped debris onto her property, including once hitting one of her hedges, which was destroyed. Ms. Tong worried about her safety and that of her family and guests. *Testimony of Betty Tong.*

Staff Recommendation

19. Mr. Crossett testified that he recommended approval of the application, with the conditions in the staff report. Mr. Burnstead did not object to any of the proposed conditions. *Exhibit 1, Staff Report, page 7; Testimony of Andy Crossett; Testimony of Steve Burnstead.*

CONCLUSIONS

Jurisdiction

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The Hearing Examiner has jurisdiction to hear and decide non-administrative tree activity permit applications. *MMC 16.72.090; MMC 16.80.050(C); chapter 2.72 MMC*. Here, where the request is to remove a tree with a diameter at standard height of greater than 50 inches, a non-administrative tree activity permit is the correct procedure. *MMC 16.52.160(E)*.

Criteria for Review

The Hearing Examiner may approve a non-administrative tree removal application only if the following criteria are satisfied:

1. The proposal is compatible with chapter 3, community design element, of the comprehensive plan;
2. The proposal is consistent with the public interest in maintaining an attractive and safe environment;
3. The tree removal will have no materially detrimental effects on nearby properties;
4. The tree has not been granted special protection pursuant to MMC 16.52.080;
5. All requirements set forth in chapter 16.52 MMC are satisfied;
6. All other ordinances, regulations and policies applicable to tree removal are followed

MMC 16.72.090(E).

Relevant to this application, chapter 16.52 MMC requires:

Multiple applications of the tree preservation requirements in this chapter over a ten-year period shall not cause the number and size of trees required to be retained to be reduced below the number and size of trees required to be retained with the first application.

MMC 16.52.020(5).

Tree replacement measures for landmark trees are as follows:

- a. The quantity of replacement inches is calculated by multiplying the diameter breast height of each subject landmark tree by 100 percent to establish the minimum number of replacement inches; and
- b. All fractions of this section shall be rounded up to the next whole number.

MMC 16.52.080(B)(2).

In lieu of planting the replacement trees prescribed in subsection (B) of this section, an applicant may satisfy the tree replacement requirements by meeting the criteria set forth in MMC 16.52.180.

MMC 16.52.080(C).

The director or designee may authorize payment of a fee-in-lieu provided:

1. There is insufficient area on the lot or adjacent right-of-way to meet the number of replacement inches prescribed by MMC 16.52.090; or

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2. Tree replacement provided within public right-of-way or a city park in the vicinity will be of greater benefit to the community.
3. Fees shall be provided in lieu of on-site tree replacement based upon the following:
 - a. The expected tree replacement cost including labor, materials, and maintenance for each replacement tree; and
 - b. The most current council of tree and landscape appraisers guide for plant appraisal.
4. The applicant executes a written agreement with the city demonstrating compliance with the criteria in this section.

MMC 16.52.180(A).

Conclusions Based on Findings

With conditions, the non-administrative tree activity permit would comply with the criteria in MMC 16.72.090(E). The public was given reasonable notice and opportunity to comment. One member of the public commented in support of removal of the coast redwood on the grounds that it poses a hazard to her and her property. The proposed tree removal is being performed in conjunction with an application for one single-family residence with a detached ADU, which is categorically exempt from SEPA review under MMC 14.04.010(A)(1)(c)(i) and WAC 197-11-800(6)(a).

Notwithstanding the analysis in the staff report, the Hearing Examiner concludes that the proposal complies with chapter 3 of the Comprehensive Plan, as required by MMC 16.72.090(E)(1). The relevant policies are:

- Residents are urged to consult with the City and with their neighbors on both removal and replacement of trees and tree groupings to help protect views and to prevent potential problems (e.g., removal of an important tree or planting a living fence) [CD-P5]
- Clear cutting should not be permitted on property prior to development. [CD-P6]. Here, the Applicant has consulted with the City on removal and replacement and has the support of the only neighbor who commented. CD-P5 is satisfied. The Applicant is not “clear cutting” the property, because the Applicant will replant in accordance with MMC 16.52.080(B)(2). The policy CD-P6 is satisfied. Even if the Applicant were clear-cutting, the tree removal is being done in conjunction with development, which is allowed under CD-P6.

The Hearing Examiner also disagrees with Mr. Crossett’s testimony that removal of the tree is inconsistent with the public interest. Certainly, preserving the tree would be consistent with the public interest because, as he testified, this is a large, healthy tree with a wide canopy that provides environmental and aesthetic benefits. The Hearing Examiner cannot conclude, however, that the public interest would be harmed by the removal of this tree, considering that the Applicant will replant and pay into the City’s tree fund, considering the non-native species that is at stake, and considering the apparent lack of public interest in preserving this tree, as

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evident from the lack of objections to its removal. The replantings and payment into the tree fund are “consistent with the public interest,” even if preserving the tree would also be consistent with the public interest. The Hearing Examiner does believe, based on Mr. Crossett’s testimony, that the public interest would be better served by retaining the tree, but the standard in MMC 16.72.090(E)(2) is merely that the proposal be “consistent” with the public interest, not that it be in the highest possible public interest. Because this proposal, with conditions, is not inconsistent with the public interest, it is allowable.

The tree removal will have no detrimental effect on neighboring properties. The Hearing Examiner is persuaded by Mr. Crossett’s testimony that this tree is not hazardous, and so its removal may not be of very much benefit to neighboring properties (notwithstanding the inconvenience and trepidation of Ms. Tong). However, there is no reason to believe the removal would cause any harm to neighboring properties, and so removal is allowable.

The tree has been given special protection as a landmark tree under MMC 16.52.080. Removal of landmark trees, however, is allowable pursuant to MMC 16.52.080(B)(2), provided replacement or payment in lieu of replacement is provided. That standard is met here because the Applicant’s combination of 24 caliper inches proposed for replanting, plus a payment of \$10,800, offsets the loss of the coast redwood’s 51 caliper inches, as provided in MMC 16.52.080(B)(2) and (C), and MMC 16.52.180(A).

The other provisions of chapter 16.52 MMC are also satisfied. Under both its 2023 permit application and this non-administrative permit application, the Applicant proposes to retain eight tree units, following removal and replanting. This is a higher level of retention than the seven units required to be retained in the 2019 permit. Therefore, the Applicant satisfies the requirement of MMC 16.52.020(5) that “[m]ultiple applications of the tree preservation requirements in this chapter over a ten-year period shall not cause the number and size of trees required to be retained to be reduced below the number and size of trees required to be retained with the first application.” There appear to be no other relevant ordinance related to the tree removal that the Applicant must meet. *Findings 1–19.*

DECISION

Based on the preceding findings and conclusions, the request for a non-administrative tree activity permit to remove a single landmark tree, a coast redwood (*Sequoia sempervirens*) that is 50.2 inches in diameter at standard height, located at 116 Overlake Drive East, is **APPROVED**, subject to the following conditions:

1. The Applicant shall plant at least twelve (12) replacement trees selected from list 5 of the City of Medina Lists of Suitable Trees within 18-months of permit issuance under this non-administrative tree activity permit. The replacement trees shall meet all of the standards set forth in MMC 16.52.200(E)(2). The Applicant shall coordinate selection and the planting location of the replacement trees with the City Tree Consultant.

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2. A contribution of \$10,800 shall be made to the Medina Tree Fund prior to removal of the coast redwood.
3. The Applicant shall be responsible for all costs associated with the planting and maintenance of replacement trees for five years. The Applicant shall take necessary measures to ensure that supplemental trees remain healthy and viable for at least five years after inspection by the City and the owner shall be responsible for replacing any supplemental trees that do not remain healthy and viable for the five years after inspection by the City.

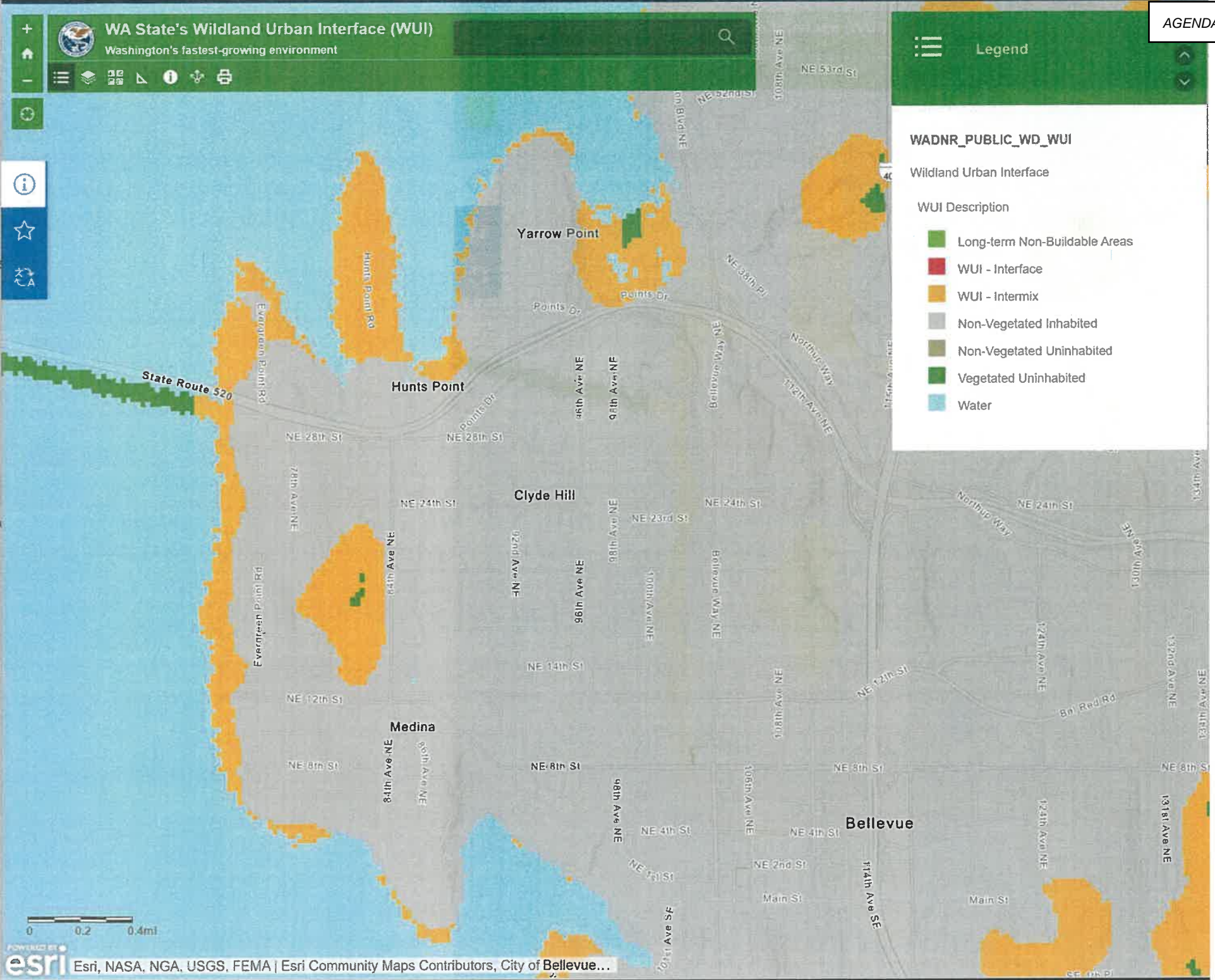
Decided this 22nd day of January 2024.



ALEX SIDLES
Hearing Examiner

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Legend

WADNR_PUBLIC_WD_WUI

Wildland Urban Interface

WUI Description

- Long-term Non-Buildable Areas
- WUI - Interface
- WUI - Intermix
- Non-Vegetated Inhabited
- Non-Vegetated Uninhabited
- Vegetated Uninhabited
- Water



CITY OF MEDINA

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

Date: February 12th, 2024
To: Honorable Mayor and City Council
Via: Stephen R. Burns, City Manager
From: Ryan Wagner, Finance & HR Director
Subject: 2023 End of Year Financial Report

The 2023 End of Year Reporting includes:

- December 13th Month AP Check Register Activity Detail
 - 2022 Audit Update
 - Assistant Finance Director Job Opening
 - Updated December 2023 Financial Report
 - 2023 End of Year Numbers and Memo
-

The 2022 Audit is Nearing Completion!

Our audit lead this year from the State Auditor's Office is Kevin Lee. The 2022 audit process includes testing into the City's internal controls, and some points of emphasis have been payroll, City credit cards, accounts payable, and employee accruals.

As we start to wrap up the audit, I will also be sending out an email to the Council for volunteers to sit at our closing meeting where we discuss the fiscal year, and any findings are reported.

Please let me know if you have any questions about the process.

Assistant Finance Director – Position Filled

I am excited to announce that the city has hired Kimberly Terhaar to be our next Assistant Finance Director. Her first day was January 23rd.

Kim brings 20 years of experience in finance and accounting to Medina, most recently as a Controller with Philips Ultrasound inc. and as a Senior Manager at Fujifilm Sonosite.

She will be a valuable member of our team, and please stop by to say hello the next time you are at City Hall.

December 13th Month 2023 Financial Summary

	DECEMBER ACTUAL	YTD ACTUAL	2023 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
General Fund					
Property Tax	\$39,140	\$4,329,063	\$4,318,656	100.24%	(\$10,407)
Sales Tax	\$271,908	\$1,904,907	\$1,870,785	101.82%	(\$34,122)
Affordable & Sup. Housing	\$1,361	\$9,466	\$0	--	(\$9,466)
Criminal Justice	\$8,864	\$106,831	\$98,782	108.15%	(\$8,049)
B & O Tax: Utility & Franchise Fee	\$1,408	\$1,074,804	\$897,637	119.74%	(\$177,167)
Leasehold Excise Tax	\$0	(\$2,480)	\$6,589	-37.64%	\$9,069
General Government (includes Hunts Point)	\$90,160	\$399,746	\$441,401	90.56%	\$41,655
Passports, General Licenses & Permits	\$155	\$3,598	\$6,050	59.47%	\$2,452
Fines, Penalties, Traffic Infr.	\$826	\$16,246	\$18,000	90.25%	\$1,754
Misc. Invest. Facility Leases	\$27,340	\$394,174	\$265,869	148.26%	(\$128,305)
Disposition of Capital Assets	\$0	\$18,288	\$0	--	(\$18,288)
General Fund Total	\$441,162	\$8,254,643	\$7,923,769	104.18%	(\$330,874)
Development Services Fund Total	\$66,581	\$1,336,010	\$1,011,344	132.10%	(\$324,666.04)
Development Services Fund Transfers In from GF	\$0	\$0	\$0	--	\$0.00
Street Fund Total	\$5,939	\$132,760	\$135,166	98.22%	\$90,446
Street Fund Transfers In	\$42,917	\$553,000	\$553,000	100.00%	\$200,764
Tree Fund Total	\$0	\$950	\$3,075	30.89%	\$2,125
Capital Fund Total	\$40,542	\$1,857,173	\$1,253,264	148.19%	(\$603,909)
Levy Stabilization Fund Total	\$0	\$0	\$0	--	\$0
Levy Fund Transfers In GF	\$541,667	\$1,000,000	\$1,000,000	100.00%	\$0
NonRevenue Trust Funds Total	\$865	\$12,607	\$0	--	(\$12,607)
Master Investments Total	\$0	\$3,000,000	\$0	--	(\$3,000,000)
Total (All Funds)	\$555,090	\$11,594,144	\$10,326,618	112.27%	(\$1,267,526)
Total (All Funds) Transfers In	\$584,583	\$1,553,000	\$1,553,000	100.00%	\$0

EXPENDITURES:	DECEMBER ACTUAL	YTD ACTUAL	2023 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
General Fund					
Legislative	\$10,592	\$54,082	\$70,500	76.71%	\$16,418
Municipal Court	\$9,380	\$59,141	\$62,000	95.39%	\$2,859
Executive	\$22,156	\$271,387	\$281,185	96.52%	\$9,798
Finance	\$31,156	\$562,002	\$588,991	95.42%	\$26,989
Legal	\$35,506	\$270,910	\$327,200	82.80%	\$56,290
Central Services	\$123,074	\$1,167,094	\$1,261,218	92.54%	\$94,124
Police Operations	\$272,729	\$2,502,951	\$2,669,889	93.75%	\$166,938
Fire & Medical Aid	\$0	\$814,686	\$827,788	98.42%	\$13,102
Public Housing, Environmental & Mental Health Fees	\$0	\$30,467	\$42,058	72.44%	\$11,591
Recreational Services	\$367	\$40,455	\$48,500	83.41%	\$8,045
Parks	\$49,430	\$646,309	\$652,610	99.03%	\$6,301
General Fund Subtotal	\$554,392	\$6,419,483	\$6,764,827	94.90%	\$345,344
General Fund Transfers Out	\$616,316	\$1,478,000	\$1,478,000	100.00%	\$0
General Fund Total	\$1,170,708	\$7,897,483	\$8,309,939	95.04%	\$412,456
Development Services Fund Total	\$138,239	\$1,097,721	\$1,017,003	107.94%	(\$80,718)
City Street Fund Total	\$71,399	\$637,591	\$667,167	95.57%	\$29,576
Tree Fund Total	\$888	\$25,431	\$40,000	63.58%	\$14,569
Capital Fund Total	\$81,603	\$712,744	\$1,090,000	65.39%	\$377,256
Capital Fund Transfers Out	\$6,250	\$75,000	\$75,000	100.00%	\$0
NonRevenue Trust Funds Total	\$2,181	\$33,176	\$0	0.00%	(\$33,176)
Master Investments Total	\$336,734	\$5,052,106	\$0	0.00%	(\$5,052,106)
Total (All Funds)	\$1,185,436	\$8,926,146	\$9,537,291	93.59%	\$611,145
Total (All Funds) Transfers Out	\$622,566	\$1,553,000	\$1,553,000	100.00%	\$0

2023 End of Year Comprehensive Summary

DESCRIPTION	2020 Year-end Actuals	2021 Year-end Actuals	2022 Year-end Actuals	2023 Year-end Actuals	2024 Adopted Budget	General Fund Year End Carryover Balances
GENERAL FUND						2024
BEGINNING FUND BALANCE	\$ 1,181,753	\$ 2,194,185	\$ 3,404,759	\$ 3,358,599	\$ 3,715,759	Fund Balance
REVENUES	7,983,720	8,946,181	7,890,020	8,254,643	8,121,201	Excess/(Shortfall)
OPERATING TRANSFERS-IN	-	-	-	-	-	\$1,882,140
EXPENDITURES	6,601,288	6,608,475	6,019,717	6,419,483	7,103,856	
OPERATING TRANSFERS-OUT	370,000	1,127,132	1,916,463	1,478,000	860,000	25% Policy Minimum
<i>Year end carryover balance</i>	\$ 2,194,185	\$ 3,404,759	\$ 3,358,599	\$ 3,715,759	\$ 3,873,104	\$1,990,964
STREET FUND						46.7%
BEGINNING FUND BALANCE	\$ 9,583	\$ 7,330	\$ 74,928	\$ 44,424	\$ 92,593	
REVENUES	65,875	128,931	58,692	132,760	122,096	
OPERATING TRANSFERS-IN	370,000	377,132	405,628	553,000	535,000	
EXPENDITURES	438,128	438,465	494,824	637,591	645,427	
OPERATING TRANSFERS-OUT	-	-	-	-	-	
<i>Year end carryover balance</i>	\$ 7,330	\$ 74,928	\$ 44,424	\$ 92,593	\$ 104,262	<i>Note: GF balances prior to 2022 do not include Development Services' customer deposits or SAO 2019 directive "fiduciary" amounts</i>
DEV. SERVICES FUND						
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ 835,725	\$ 946,093	
REVENUES	-	-	974,237	1,370,721	1,121,500	
OPERATING TRANSFERS-IN	-	-	1,010,835	-	-	
EXPENDITURES	-	-	1,149,347	1,260,354	1,098,936	
OPERATING TRANSFERS-OUT	-	-	-	-	-	
<i>Year end carryover balance</i>	\$ -	\$ -	\$ 835,725	\$ 946,093	\$ 968,657	<i>Note: \$450,000 of DS Balance is Held within Advanced Deposits Is Not Considered Usable Funds</i>
TREE FUND						
BEGINNING FUND BALANCE	\$ 113,572	\$ 110,072	\$ 86,032	\$ 74,646	\$ 50,165	
REVENUES	-	-	2,310	950	3,075	
OPERATING TRANSFERS-IN	-	-	-	-	-	
EXPENDITURES	3,500	24,040	13,696	25,431	30,000	
OPERATING TRANSFERS-OUT	-	-	-	-	-	
<i>Year end carryover balance</i>	\$ 110,072	\$ 86,032	\$ 74,646	\$ 50,165	\$ 23,240	
LEVY STABILIZATION FUND						
BEGINNING FUND BALANCE	\$ -	\$ -	\$ 500,000	\$ 1,000,000	\$ 2,000,000	
OPERATING TRANSFERS-IN	-	500,000	500,000	1,000,000	400,000	
OPERATING TRANSFERS-OUT	-	-	-	-	-	
<i>Year end carryover balance</i>	\$ -	\$ 500,000	\$ 1,000,000	\$ 2,000,000	\$ 2,400,000	Must have min. of \$2M by 12/31/2025
CAPITAL PROJECTS FUND						
BEGINNING FUND BALANCE	\$ 1,994,772	\$ 3,226,736	\$ 5,018,214	\$ 5,931,306	\$ 7,000,736	
REVENUES	1,841,084	2,443,145	2,151,364	1,857,173	1,300,000	
OPERATING TRANSFERS-IN	-	-	-	-	-	
EXPENDITURES	609,120	651,667	1,238,272	712,744	1,495,000	
OPERATING TRANSFERS-OUT	-	-	-	75,000	75,000	
<i>Year end carryover balance</i>	\$ 3,226,736	\$ 5,018,214	\$ 5,931,306	\$ 7,000,736	\$ 6,730,736	<i>Note: CPF balances do not include contractor retainage activity amounts</i>
CONTINGENCY FUND						
BEGINNING FUND BALANCE	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 250,000	
REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	
OPERATING TRANSFERS-IN	\$ -	\$ 250,000	\$ -	\$ -	\$ -	
OPERATING TRANSFERS-OUT	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Year end carryover balance</i>	\$ -	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	
TOTAL ALL FUNDS BUDGET						
BEGINNING FUND BALANCE	\$ 3,361,128	\$ 5,599,771	\$ 9,395,381	\$ 11,556,148	\$ 14,055,346	
REVENUES	9,890,679	11,518,257	11,076,623	11,616,248	10,667,872	
OPERATING TRANSFERS-IN	370,000	1,127,132	1,916,463	1,553,000	935,000	
EXPENDITURES	7,652,036	7,722,647	8,915,856	9,055,603	10,373,219	
OPERATING TRANSFERS-OUT	370,000	1,127,132	1,916,463	1,553,000	935,000	
<i>Year end carryover balance</i>	\$ 5,599,771	\$ 9,395,381	\$ 11,556,148	\$ 14,116,794	\$ 14,349,999	

2023 General Fund, Year in Review

General Fund Revenue Highlights

2023 General Fund revenue came in at \$8.25M, which is approximately 4% higher than what was budgeted.

Utility and franchise fee revenue was almost 20% over what was planned for 2023, which led to over \$177K in additional revenue. With rising costs associated with utilities, the city should expect higher revenue in this area going forward as Medina collects a percentage of the total bill for residents.

For the second year in a row, investment interest earnings have outperformed expectations. With high rates, the city brought in an additional \$46K over what was budgeted for in 2023.

While we do not budget for donations, \$54K was generously gifted by residents in 2023 to assist in funding projects around Medina, an example being additional electronic speed signs for high traffic areas.

General Fund Expenditure Highlights

Finance

Auditor costs are 71% under budget. With the 2022 audit starting so late in the year, some of the cost will be covered within the 2024 budget.

Central Services

Advertising costs were 78% over budget in 2023, with rising costs and an emphasis of pushing more notices out to the community being the main driver.

Technical services came in at 10% over budget for 2023, backup server costs and other city IT projects came at a higher cost than expected.

Savings elsewhere in the Central Services department still led to the overall budget being 7.5% under what was allocated in 2023.

Police

Uniforms and vests came in about 80% over budget for 2023. This was driven by the schedule of which officers needed replacements, along with the need to fully gear two new officers. Based on discussions with the department, this should fall back in line with expectations in 2024.

Vehicle expenses came in at 17% over budget for 2023, due to higher-than-expected gas prices and an emphasis on contacts and visibility within the community.

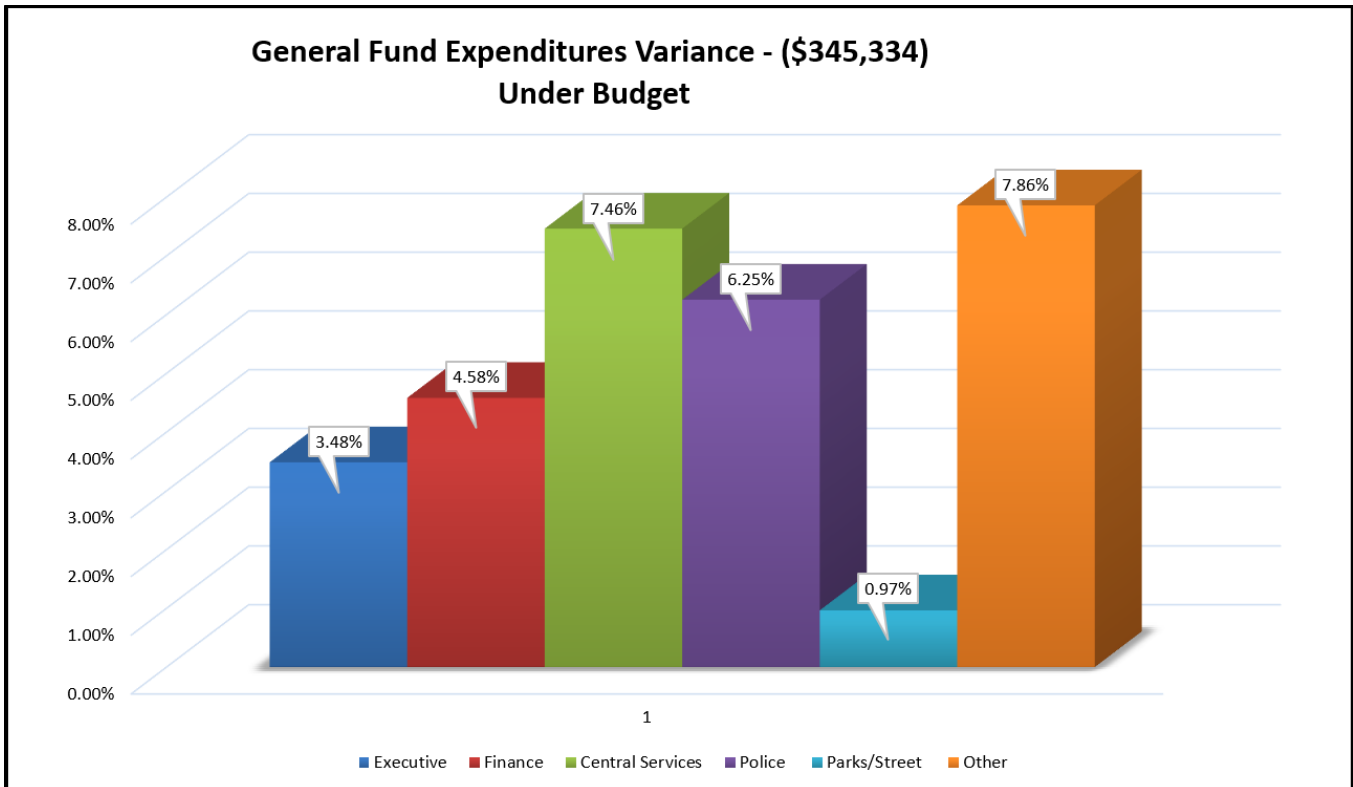
Parks/Streets

Overtime came to 54% over what was budgeted in 2023, this is driven by plowing time during the winter, and weekend trash and trap removal during the hotter summer months. Overtime has been increased in 2024 to cover these potential increases.

Utilities are shown at 86% over budget, however this does not show the full picture. Some of the cost is recouped through our interlocal agreement with Clyde Hill, which will be reflected in 2024. Also, some of the bills were coded to Parks instead of Central Services, so the overall cost more accurately reflects what was budgeted.

Storm drain maintenance over 58% past what was budgeted, heavy fall rains and rising costs attributed to the increase.

The replacement plow truck was purchased and is reflected within the 2023 financials. The budget was adjusted to show this based on the 2023 budget amendment ordinance.



Capital Fund Highlights

Revenue

\$271K in grant funding in 2023, associated with KC Parks Levy and sidewalk and storm water grants.

Capital investment interest earnings came in at 423% of what was budgeted, bringing in an additional \$226K in non-restricted capital funds which can be used for maintenance or facility upgrades for City Hall and the Post Office among other things.

Expenditures

Grant funding and ARPA money used for storm water improvement projects. This is what led to these projects being 45% over budget for 2023, as the ARPA funds had to be utilized.

Overall budget came in at (\$377,256) on the under, however projects like the NE 12th Sidewalk, and the deck/balcony replacement at City Hall have been pushed to 2024.

Development Services Highlights

Revenue

After a down year in 2022 for permit work within Medina, 2023 saw a bounce back. After conservative revenue projections, Development Services came in at 32% above expectations.

Building permit revenue was the main driver, coming in at \$289K more than what was budgeted.

Expenditures

With high revenue numbers in 2023, consulting work and costs follow. That is why we see the department being 8% over budget for the year.

Consulting costs up across the board as shown below,

- Shoreline consultant \$9K over budget
- Arborist \$5K over budget
- Planning Consultant \$102K over budget

Planning consultant costs due to the resignation of our previous Planning Manager, and costs associated with the Comprehensive Plan report. A portion of this cost is recovered through a grant from the Department of Commerce and from 2 months of not paying salary/benefits to someone in the Planning Manager role.

Revenue

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

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
General Fund						
General Property Taxes						
001-000-000-311-10-00-00	General Property Taxes	\$39,139.95	\$4,329,063.15	\$4,318,656.00	100.24%	(\$10,407.15)
Total General Property Taxes		\$39,139.95	\$4,329,063.15	\$4,318,656.00	100.24%	(\$10,407.15)
Retail Sales and Use Taxes						
001-000-000-313-11-00-00	Local Retail Sales & Use Tax	\$271,908.01	\$1,904,906.69	\$1,870,785.00	101.82%	(\$34,121.69)
001-000-000-313-27-00-00	Affordable & Sup. Housing	\$1,360.51	\$9,466.27	\$0.00		(\$9,466.27)
001-000-000-313-71-00-00	Criminal Justice Funding	\$8,864.44	\$106,831.23	\$98,782.00	108.15%	(\$8,049.23)
Total Retail Sales and Use Taxes		\$282,132.96	\$2,021,204.19	\$1,969,567.00	102.62%	(\$51,637.19)
Utility Tax						
001-000-000-316-41-00-00	Electric	\$0.00	\$277,553.35	\$232,783.00	119.23%	(\$44,770.35)
001-000-000-316-42-00-00	Gas	\$0.00	\$155,271.76	\$125,000.00	124.22%	(\$30,271.76)
001-000-000-316-43-00-00	Water & Sewer	\$0.00	\$252,756.92	\$200,000.00	126.38%	(\$52,756.92)
001-000-000-316-45-00-00	Garbage/Solid Waste	\$0.00	\$50,705.04	\$40,000.00	126.76%	(\$10,705.04)
001-000-000-316-46-00-00	Cable-Television	\$0.00	\$80,555.39	\$82,000.00	98.24%	\$1,444.61
001-000-000-316-47-00-00	Telephone	\$1,407.62	\$35,752.96	\$37,854.00	94.45%	\$2,101.04
Total Utility Tax		\$1,407.62	\$852,595.42	\$717,637.00	118.81%	(\$134,958.42)
Excise Taxes						
001-000-000-317-20-00-00	Leasehold Excise Tax	\$0.00	(\$2,479.81)	\$6,589.00	-37.64%	\$9,068.81
Total Excise Taxes		\$0.00	(\$2,479.81)	\$6,589.00	-37.64%	\$9,068.81
Franchise Fees						
001-000-000-321-91-00-00	Franchise Fees & Royalties	\$0.00	\$222,208.69	\$180,000.00	123.45%	(\$42,208.69)
Total Franchise Fees		\$0.00	\$222,208.69	\$180,000.00	123.45%	(\$42,208.69)
Licenses and Permits						
001-000-000-322-30-00-00	Animal Licenses	\$0.00	\$350.00	\$400.00	87.50%	\$50.00
001-000-000-322-90-00-00	Gun Permits	\$50.00	\$602.25	\$650.00	92.65%	\$47.75
Total Licenses and Permits		\$50.00	\$952.25	\$1,050.00	90.69%	\$97.75
Intergovernmental						
001-000-000-332-92-10-01	Coronavirus Local Fis. Rec.	\$0.00	\$0.00	\$56,000.00	0.00%	\$56,000.00
001-000-000-334-01-10-00	State Grant-Crim Just	\$0.00	\$13,300.21	\$0.00		(\$13,300.21)
001-000-000-336-06-21-00	Mvet-Criminal Justice-Pop.	\$0.00	\$1,054.29	\$1,049.00	100.50%	(\$5.29)

001-000-000-336-06-26-00	Criminal Justice-Special	\$0.00	\$3,720.98	\$3,702.00	100.51%	(\$18.98)
001-000-000-336-06-51-00	DUI/Other Criminal Justice	\$0.00	\$201.71	\$0.00		(\$201.71)
001-000-000-336-06-94-00	Liquor Excise Tax	\$0.00	\$20,438.40	\$19,997.00	102.21%	(\$441.40)
001-000-000-336-06-95-00	Liquor Control Board Profits	\$4,457.61	\$17,830.14	\$22,300.00	79.96%	\$4,469.86
001-000-000-336-06-95-01	Liquor Control Board Profits-	\$1,114.40	\$4,457.53	\$0.00		(\$4,457.53)
Total Intergovernmental		\$5,572.01	\$61,003.26	\$103,048.00	59.20%	\$42,044.74
Charges for Goods and Services						
001-000-000-341-99-00-00	Passport & Naturalization	\$105.00	\$2,645.60	\$5,000.00	52.91%	\$2,354.40
001-000-000-342-10-00-00	Law Enforcement Services	\$0.00	\$312.09	\$0.00		(\$312.09)
001-000-000-342-11-00-00	Hunts Point Police Contract	\$84,588.21	\$338,352.84	\$338,353.00	100.00%	\$0.16
001-000-000-342-12-00-00	Hunts Point-Add'l Services	\$0.00	\$78.00	\$0.00		(\$78.00)
Total Charges for Goods and Services		\$84,693.21	\$341,388.53	\$343,353.00	99.43%	\$1,964.47
Fines and Penalties						
001-000-000-353-10-00-00	Municipal Court-Traffic Infrac	\$825.97	\$11,098.74	\$18,000.00	61.66%	\$6,901.26
Non-Court Fines, Forfeitures and Penalties						
001-000-000-359-90-00-00	Misc. Fines, Penalties, Code	\$0.00	\$5,147.15	\$0.00		(\$5,147.15)
Total Non-Court Fines, Forfeitures and Penalties		\$0.00	\$5,147.15	\$0.00		(\$5,147.15)
Total Fines and Penalties		\$825.97	\$16,245.89	\$18,000.00	90.25%	\$1,754.11
Miscellaneous Revenues						
001-000-000-361-11-00-00	Investment Interest Earnings	\$19,438.28	\$197,795.99	\$151,800.00	130.30%	(\$45,995.99)
001-000-000-361-40-00-00	Sales Interest	\$494.15	\$5,131.26	\$1,200.00	427.61%	(\$3,931.26)
001-000-000-362-00-00-10	Rents & Leases	\$0.00	\$27,800.57	\$23,223.00	119.71%	(\$4,577.57)
001-000-000-362-00-00-20	Post Office Facility Lease	\$7,375.67	\$88,508.04	\$88,508.00	100.00%	(\$0.04)
001-000-000-367-11-00-00	Contributions/Donations	\$0.00	\$54,783.89	\$0.00		(\$54,783.89)
001-000-000-369-20-00-00	Unclaimed Money and	\$0.00	\$386.10	\$0.00		(\$386.10)
001-000-000-369-30-00-10	Confiscated Property-Auction	\$0.00	\$515.50	\$0.00		(\$515.50)
001-000-000-369-91-00-00	Other	\$0.00	\$18,571.30	\$150.00	12,380.87%	(\$18,421.30)
001-000-000-369-91-00-10	Other-Copies	\$0.00	\$171.84	\$235.00	73.12%	\$63.16
001-000-000-369-91-00-15	Other-Fingerprinting	\$0.00	\$379.25	\$590.00	64.28%	\$210.75
001-000-000-369-91-00-35	Other-Notary	\$20.00	\$70.00	\$110.00	63.64%	\$40.00
001-000-000-369-91-00-45	Other-Reports	\$12.00	\$60.00	\$53.00	113.21%	(\$7.00)
Total Miscellaneous Revenues		\$27,340.10	\$394,173.74	\$265,869.00	148.26%	(\$128,304.74)
Non Revenues						
001-000-000-382-10-00-01	Refundable Deposits - DS	\$10,000.00	\$63,310.00	\$0.00		(\$63,310.00)
Total Non Revenues		\$10,000.00	\$63,310.00	\$0.00		(\$63,310.00)
Disposition of Capital Assets						
001-000-000-395-10-00-00	Sale Of Equipment/Property	\$0.00	\$8,288.02	\$0.00		(\$8,288.02)
001-000-000-395-10-00-20	PD Equipment	\$0.00	\$10,000.00	\$0.00		(\$10,000.00)
Total Disposition of Capital Assets		\$0.00	\$18,288.02	\$0.00		(\$18,288.02)

Total General Fund		\$451,161.82	\$8,317,953.33	\$7,923,769.00	104.97%	(\$394,184.33)
City Street Fund						
Intergovernmental Revenues						
101-000-000-334-03-60-00	WA DOE Nat'l Pollution	\$0.00	\$75,000.00	\$75,000.00	100.00%	\$0.00
101-000-000-336-00-71-00	Multimodal Transportation -	\$946.27	\$3,785.01	\$3,790.00	99.87%	\$4.99
101-000-000-336-00-87-00	Motor Fuel Tax(unrestricted)	\$4,992.85	\$53,974.78	\$56,376.00	95.74%	\$2,401.22
	Total Intergovernmental Revenues	\$5,939.12	\$132,759.79	\$135,166.00	98.22%	\$2,406.21
Transfers-In						
101-000-000-397-00-30-00	Transfer to Street from	\$6,250.00	\$75,000.00	\$75,000.00	100.00%	\$0.00
101-000-000-397-44-10-00	Transfer to Street from	\$74,649.31	\$478,000.00	\$478,000.00	100.00%	\$0.00
	Total Transfers-In	\$42,916.67	\$553,000.00	\$553,000.00	100.00%	\$37,982.64
Total City Street Fund		\$86,838.43	\$685,759.79	\$688,166.00	99.65%	\$2,406.21
Tree Fund						
103-000-000-345-89-00-00	Tree Replacement fees	\$0.00	\$950.00	\$3,075.00	30.89%	\$2,125.00
Total Tree Fund		\$0.00	\$950.00	\$3,075.00	30.89%	\$2,125.00
Levy Stabilization Fund						
303-000-000-397-00-00-02	Transfer to Levy Stab. Fund	\$541,666.63	\$1,000,000.00	\$1,000,000.00	100.00%	\$0.00
Total Levy Stabilization Fund		\$541,666.63	\$1,000,000.00	\$1,000,000.00	100.00%	\$0.00
Capital Projects Fund						
Other Taxes						
307-000-000-318-34-00-00	Real Estate Excise Tax 1	\$5,692.50	\$641,354.62	\$566,532.00	113.21%	(\$74,822.62)
307-000-000-318-35-00-00	Real Estate Excise Tax 2	\$5,692.50	\$638,477.84	\$566,532.00	112.70%	(\$71,945.84)
	Total Other Taxes	\$11,385.00	\$1,279,832.46	\$1,133,064.00	112.95%	(\$146,768.46)
307-000-000-334-03-80-00	Transp Imp Board Grant-	\$0.00	\$207,160.00	\$0.00		(\$207,160.00)
307-000-000-334-06-91-02	Grant-Property II Levy	\$0.00	\$64,311.00	\$50,000.00	128.62%	(\$14,311.00)
307-000-000-361-11-00-00	Investment Interest Earnings	\$29,157.41	\$296,694.00	\$70,200.00	422.64%	(\$226,494.00)
307-000-000-382-20-00-00	Retainage Deposits	\$0.00	\$9,176.00	\$0.00		(\$9,176.00)
Total Capital Projects Fund		\$40,542.41	\$1,857,173.46	\$1,253,264.00	148.19%	(\$603,909.46)
Development Services Fund						
401-000-000-322-10-00-00	Building Permits	\$48,126.99	\$914,173.75	\$624,934.00	146.28%	(\$289,239.75)
401-000-000-322-11-00-00	Building Permit - Technology	\$671.50	\$9,315.50	\$11,065.00	84.19%	\$1,749.50
401-000-000-334-03-10-00	DOE Grant, Shoreline Master	\$0.00	\$115,464.25	\$135,550.00	85.18%	\$20,085.75
401-000-000-336-06-51-00	Misc. Fines, Penalties, Code	\$0.00	\$200.00	\$5,000.00	4.00%	\$4,800.00
401-000-000-345-81-00-00	Zoning	\$5,400.00	\$56,400.50	\$38,243.00	147.48%	(\$18,157.50)

401-000-000-345-89-00-00	Planning	\$10,804.04	\$218,078.35	\$180,921.00	120.54%	(\$37,157.35)
401-000-000-369-91-00-05	Other-CC Convenience Fees	\$1,578.91	\$22,377.69	\$15,631.00	143.16%	(\$6,746.69)
401-000-000-382-10-00-01	Refundable Deposits - DS	(\$769.75)	\$15,920.25	\$0.00		(\$15,920.25)
401-000-000-382-10-00-02	Refundable DS Advance	\$1,781.96	\$18,791.16	\$0.00		(\$18,791.16)
Total Development Services Fund		\$67,593.65	\$1,370,721.45	\$1,011,344.00	135.53%	(\$359,377.45)

NonRevenue Trust Funds

Agency Type Deposits

State Remittances - Courts

State Remittances - Emergency And Trauma Services

631-000-000-386-83-08-00	WA ST Emer Med and	\$30.00	\$358.82	\$0.00		(\$358.82)
631-000-000-386-83-31-00	WA St- Gen Fund 93	\$59.95	\$936.86	\$0.00		(\$936.86)
631-000-000-386-83-32-00	WA St-Traumatic Brain Inj	\$30.00	\$494.12	\$0.00		(\$494.12)
Total State Remittances - Emergency And Trauma		\$119.95	\$1,789.80	\$0.00		(\$1,789.80)

State Remittances - Miscellaneous

631-000-000-386-89-12-00	WA State Access Comm Acct	\$0.00	\$6.06	\$0.00		(\$6.06)
Total State Remittances - Miscellaneous		\$0.00	\$6.06	\$0.00		(\$6.06)

Total State Remittances - Courts

\$119.95	\$1,795.86	\$0.00	(\$1,795.86)
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State Remittances-Courts

631-000-000-386-90-02-00	WA St-State Gen Fund 54	\$1.26	\$40.01	\$0.00		(\$40.01)
631-000-000-386-91-00-00	WA St-State Gen Fund 40	\$286.39	\$4,245.28	\$0.00		(\$4,245.28)
631-000-000-386-92-00-20	WA St-State Gen Fund 50	\$167.48	\$2,546.17	\$0.00		(\$2,546.17)

State Remittances - Judicial Information System

631-000-000-386-97-05-00	WA St-Judicial Info Systems	\$137.95	\$1,968.79	\$0.00		(\$1,968.79)
Total State Remittances - Judicial Information System		\$137.95	\$1,968.79	\$0.00		(\$1,968.79)

631-000-000-386-99-07-00	WA ST Sch Zone Safety	\$0.00	\$138.36	\$0.00		(\$138.36)
Total State Remittances-Courts		\$593.08	\$8,938.61	\$0.00		(\$8,938.61)

Total Agency Type Deposits

\$713.03	\$10,734.47	\$0.00	(\$10,734.47)
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631-000-000-389-30-00-01	WA St-Bldg Code Fee	\$71.50	\$747.50	\$0.00		(\$747.50)
631-000-000-389-30-00-88	Dept of Lic-Gun Permit-	\$54.00	\$672.75	\$0.00		(\$672.75)
631-000-000-389-30-00-89	WA ST Patrol-Gun-Fbi (\$24)	\$26.50	\$382.25	\$0.00		(\$382.25)
631-000-000-389-90-52-11	WA St-School Zone	\$0.00	\$70.14	\$0.00		(\$70.14)
Total NonRevenue Trust Funds		\$865.03	\$12,607.11	\$0.00		(\$12,607.11)

Master Investments

Revenue

Nonrevenues

999-000-000-389-90-00-00	Investment Sales	\$0.00	\$3,000,000.00	\$0.00		(\$3,000,000.00)
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Total Nonrevenues	\$0.00	\$3,000,000.00	\$0.00		(\$3,000,000.00)
Total Revenue	\$0.00	\$3,000,000.00	\$0.00		(\$3,000,000.00)
Total Master Investments	\$0.00	\$3,000,000.00	\$0.00		(\$3,000,000.00)
Grand Totals	\$1,188,667.97	\$16,245,165.14	\$11,879,618.00	136.75%	(\$4,365,547.14)

Expenditure

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

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
General Fund						
Legislative Services						
001-000-000-511-60-41-01	Legislative Activities- Regional/Intergovt	\$744.14	\$5,539.86	\$6,500.00	85.23%	\$960.14
001-000-000-511-60-43-00	Travel & Training	\$9,680.34	\$9,680.34	\$10,000.00	96.80%	\$319.66
001-000-000-511-60-49-00	Miscellaneous	\$167.94	\$881.79	\$2,000.00	44.09%	\$1,118.21
001-000-000-511-60-49-10	Medina Days	\$0.00	\$37,980.29	\$52,000.00	73.04%	\$14,019.71
Total Legislative Services		\$10,592.42	\$54,082.28	\$70,500.00	76.71%	\$16,417.72
Municipal Court						
001-000-000-512-50-40-10	Municipal Court-Traffic/NonTrf	\$8,709.75	\$10,470.50	\$14,000.00	74.79%	(\$28,470.50)
001-000-000-512-50-41-10	Prosecuting Attorney	\$670.68	\$48,670.68	\$48,000.00	101.40%	\$31,329.32
Total Municipal Court		\$9,380.43	\$59,141.18	\$62,000.00	95.39%	\$2,858.82
Executive						
Salaries & Wages						
001-000-000-513-10-11-00	Salaries & Wages	\$15,600.00	\$191,812.88	\$187,200.00	102.46%	(\$4,612.88)
001-000-000-513-10-11-16	ICMA 457 Plan	\$1,105.79	\$13,244.64	\$13,269.00	99.82%	\$24.36
001-000-000-513-10-11-17	Medical Opt Out	\$1,191.13	\$13,777.44	\$13,731.00	100.34%	(\$46.44)
Total Salaries & Wages		\$17,896.92	\$218,834.96	\$214,200.00	102.16%	(\$4,634.96)
Personnel Benefits						
001-000-000-513-10-21-00	Personnel Benefits	\$759.03	\$13,528.05	\$20,635.00	65.56%	\$7,106.95
001-000-000-513-10-21-50	Auto Allowance	\$500.00	\$5,988.79	\$6,000.00	99.81%	\$11.21
Total Personnel Benefits		\$1,259.03	\$19,516.84	\$26,635.00	73.28%	\$7,118.16
Total Executive						
001-000-000-513-10-41-00	Professional Services	\$3,000.00	\$33,000.00	\$36,000.00	91.67%	\$3,000.00
001-000-000-513-10-43-00	Travel & Training	\$0.00	\$35.00	\$4,000.00	0.88%	\$3,965.00
001-000-000-513-10-49-01	Dues, Subscriptions	\$0.00	\$0.00	\$350.00	0.00%	\$350.00
Total Executive		\$22,155.95	\$271,386.80	\$281,185.00	96.52%	\$9,798.20
Finance Department						
001-000-000-514-20-11-00	Salaries & Wages	\$15,978.99	\$190,254.79	\$192,000.00	99.09%	\$1,745.21
001-000-000-514-20-11-16	ICMA 457 Plan	\$750.00	\$10,494.57	\$9,000.00	116.61%	(\$1,494.57)
001-000-000-514-20-21-00	Personnel Benefits	\$4,380.90	\$50,949.75	\$51,196.00	99.52%	\$246.25
001-000-000-514-20-21-17	Opt-Out Of Medical	\$1,023.36	\$11,835.76	\$11,797.00	100.33%	(\$38.76)
001-000-000-514-20-41-01	Professional Services	\$2,365.46	\$28,304.71	\$30,000.00	94.35%	\$1,695.29
001-000-000-514-20-42-00	Intergvtml Prof Serv-Auditors	\$4,419.45	\$7,237.65	\$25,000.00	28.95%	\$17,762.35
001-000-000-514-20-43-00	Travel & Training	\$0.00	\$0.00	\$3,000.00	0.00%	\$3,000.00
001-000-000-514-20-46-00	Insurance (WCIA)	\$0.00	\$238,997.29	\$238,998.00	100.00%	\$0.71

001-000-000-514-20-49-00	Misc-Dues,Subscriptions	\$0.00	\$233.71	\$1,000.00	23.37%	\$766.29
001-000-000-514-20-49-10	Miscellaneous	\$2,238.18	\$12,521.46	\$15,000.00	83.48%	\$2,478.54
001-000-000-514-40-40-00	Election Services-Voter Regist	\$0.00	\$11,172.02	\$12,000.00	93.10%	\$827.98
Total Finance Department		\$31,156.34	\$562,001.71	\$588,991.00	95.42%	\$26,989.29
 Legal Department						
001-000-000-515-41-40-00	City Attorney	\$26,977.50	\$260,081.01	\$300,000.00	86.69%	\$39,918.99
001-000-000-515-45-40-00	Special Counsel	\$878.50	\$878.50	\$20,000.00	4.39%	\$19,121.50
001-000-000-515-91-40-00	Public Defender	\$7,650.00	\$9,950.00	\$7,200.00	138.19%	(\$2,750.00)
Total Legal Department		\$35,506.00	\$270,909.51	\$327,200.00	82.80%	\$56,290.49
 Central Services						
Salaries & Wages						
001-000-000-518-10-11-00	Salaries & Wages	\$25,248.00	\$301,992.33	\$302,965.00	99.68%	\$972.67
001-000-000-518-10-11-11	Longevity	\$540.72	\$6,782.97	\$6,489.00	104.53%	(\$293.97)
001-000-000-518-10-11-14	Education	\$150.00	\$1,799.29	\$1,800.00	99.96%	\$0.71
001-000-000-518-10-11-16	ICMA 457 Plan	\$250.00	\$3,998.62	\$12,000.00	33.32%	\$8,001.38
001-000-000-518-10-11-17	Opt-Out Medical	\$1,191.13	\$9,990.11	\$9,458.00	105.63%	(\$532.11)
Total Salaries & Wages		\$27,379.85	\$324,563.32	\$332,712.00	97.55%	\$8,148.68
 Personnel Benefits						
001-000-000-518-10-21-00	Personnel Benefits	\$9,462.38	\$112,690.85	\$115,106.00	97.90%	\$2,415.15
Total Personnel Benefits		\$9,462.38	\$112,690.85	\$115,106.00	97.90%	\$2,415.15
 Office and Operating Supplies						
001-000-000-518-10-31-00	Office And Operating Supplies	\$2,855.87	\$23,431.61	\$30,000.00	78.11%	\$6,568.39
Total Office and Operating Supplies		\$2,855.87	\$23,431.61	\$30,000.00	78.11%	\$6,568.39
 Other Services						
001-000-000-518-10-41-00	Professional Services	\$26,289.29	\$106,113.87	\$145,500.00	72.93%	\$39,386.13
001-000-000-518-10-41-50	Prof Serv-Computer Tech Serv	\$375.00	\$1,296.18	\$0.00		(\$1,296.18)
001-000-000-518-10-42-00	Postage/Telephone	\$184.06	\$2,877.23	\$13,000.00	22.13%	\$10,122.77
001-000-000-518-10-43-00	Travel & Training	\$0.00	\$4,973.15	\$11,000.00	45.21%	\$6,026.85
001-000-000-518-10-44-00	Advertising	\$2,337.93	\$13,362.36	\$7,500.00	178.16%	(\$5,862.36)
001-000-000-518-10-47-00	Utility Serv-Elec,Water,Waste	\$1,407.73	\$19,777.60	\$32,000.00	61.81%	\$12,222.40
001-000-000-518-10-48-00	Repairs & Maint-Equipment	\$0.00	\$232.86	\$500.00	46.57%	\$267.14
001-000-000-518-10-49-10	Miscellaneous	\$0.00	\$205.45	\$3,200.00	6.42%	\$2,994.55
001-000-000-518-10-49-20	Dues, Subscriptions	\$60.00	\$730.00	\$600.00	121.67%	(\$130.00)
001-000-000-518-10-49-30	Postcard, Public information	\$1,590.90	\$10,011.44	\$10,500.00	95.35%	\$488.56
001-000-000-518-10-49-40	Photocopies	\$0.00	\$139.39	\$500.00	27.88%	\$360.61
Total Other Services		\$32,244.91	\$159,719.53	\$224,300.00	71.21%	\$64,580.47
 Building Maintenance						
001-000-000-518-30-45-00	Facility Rental	\$295.00	\$9,498.34	\$12,000.00	79.15%	\$2,501.66
001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg	\$6,392.74	\$94,583.42	\$97,500.00	97.01%	\$2,916.58

Total Building Maintenance		\$6,687.74	\$104,081.76	\$109,500.00	95.05%	\$5,418.24
001-000-000-518-80-31-00	IT HW, SW, Operating Supplies	\$0.00	\$0.00	\$2,500.00	0.00%	\$2,500.00
001-000-000-518-80-41-50	Technical Services, Software Services	\$44,443.21	\$304,475.22	\$275,100.00	110.68%	(\$29,375.22)
001-000-000-518-80-48-00	Repairs & Maint., Annual Software Maint.	\$0.00	\$11,441.82	\$15,000.00	76.28%	\$3,558.18
Total Central Services		\$123,073.96	\$1,040,404.11	\$1,104,218.00	94.22%	\$63,813.89
Police Operations						
Salaries & Wages						
001-000-000-521-20-11-00	Salaries & Wages	\$91,880.19	\$1,200,455.22	\$1,242,191.00	96.64%	\$41,735.78
001-000-000-521-20-11-11	Longevity	\$1,966.12	\$24,606.72	\$25,026.00	98.32%	\$419.28
001-000-000-521-20-11-14	Education	\$50.00	\$1,449.39	\$1,800.00	80.52%	\$350.61
001-000-000-521-20-11-16	ICMA 457 Plan	\$3,376.50	\$50,584.97	\$50,000.00	101.17%	(\$584.97)
001-000-000-521-20-11-17	Opt-Out Of Medical	\$1,857.51	\$23,997.77	\$35,166.00	68.24%	\$11,168.23
001-000-000-521-20-11-18	Night Shift Differential	\$925.84	\$11,972.39	\$16,378.00	73.10%	\$4,405.61
001-000-000-521-20-11-19	2% Physical Fitness Incentive	\$881.50	\$11,619.88	\$15,800.00	73.54%	\$4,180.12
001-000-000-521-20-11-20	Field Training Officer Pay	\$0.00	\$500.00	\$0.00		(\$500.00)
001-000-000-521-20-12-00	Overtime	\$4,265.56	\$112,384.48	\$120,000.00	93.65%	\$7,615.52
001-000-000-521-20-12-01	Merit Pay	\$0.00	\$50,255.29	\$75,000.00	67.01%	\$24,744.71
001-000-000-521-20-13-00	Holiday Pay	\$0.00	\$42,290.98	\$52,000.00	81.33%	\$9,709.02
Total Salaries & Wages		\$105,203.22	\$1,530,117.09	\$1,633,361.00	93.68%	\$103,243.91
Personnel Benefits						
001-000-000-521-20-21-00	Personnel Benefits	\$28,624.04	\$416,295.43	\$437,211.00	95.22%	\$20,915.57
001-000-000-521-20-21-10	Personnel Benefits-Retirees	\$2,019.12	\$23,408.40	\$24,750.00	94.58%	\$1,341.60
001-000-000-521-20-22-00	Uniforms	\$3,899.78	\$15,998.39	\$8,500.00	188.22%	(\$7,498.39)
001-000-000-521-20-22-01	DOJ Bullet Proof Vest Program	\$1,895.93	\$6,980.70	\$4,000.00	174.52%	(\$2,980.70)
001-000-000-521-20-23-00	Tuition	\$2,744.00	\$4,954.10	\$9,000.00	55.05%	\$4,045.90
Total Personnel Benefits		\$39,182.87	\$467,637.02	\$483,461.00	96.73%	\$15,823.98
Supplies						
001-000-000-521-20-31-00	Office Supplies	\$9,542.38	\$23,354.31	\$15,000.00	155.70%	(\$8,354.31)
001-000-000-521-20-31-01	IT HW,SW Off Equip <\$5K	\$3,299.71	\$8,523.06	\$7,000.00	121.76%	(\$1,523.06)
001-000-000-521-20-31-40	Police Operating Supplies	\$2,174.06	\$16,519.27	\$15,000.00	110.13%	(\$1,519.27)
001-000-000-521-20-31-60	Ammo/Range (Targets, etc)	\$675.00	\$5,624.45	\$12,000.00	46.87%	\$6,375.55
001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash	\$2,877.53	\$35,125.79	\$30,000.00	117.09%	(\$5,125.79)
001-000-000-521-20-35-20	Firearms (Purchase & Repair)	\$0.00	\$100.26	\$2,000.00	5.01%	\$1,899.74
Total Supplies		\$18,568.68	\$89,247.14	\$81,000.00	110.18%	(\$8,247.14)
Other Services & Charges						
001-000-000-521-20-41-00	Professional Services	\$1,203.97	\$6,820.95	\$4,000.00	170.52%	(\$2,820.95)
001-000-000-521-20-41-15	Dispatch Services-Norcom Trans	\$0.00	\$81,566.36	\$81,567.00	100.00%	\$0.64
001-000-000-521-20-41-20	Dispatch-EPSCA	\$530.25	\$8,899.17	\$6,500.00	136.91%	(\$2,399.17)
001-000-000-521-20-41-40	Marine Patrol Services	\$95,568.00	\$95,568.00	\$97,000.00	98.52%	\$1,432.00
001-000-000-521-20-41-41	Bellevue CARE program	\$3,479.00	\$9,805.00	\$28,000.00	35.02%	\$18,195.00

001-000-000-521-20-41-50	Recruitment-Background	\$777.00	\$2,160.50	\$5,000.00	43.21%	\$2,839.50
001-000-000-521-20-41-55	Jail Service-Prisoner Board	\$0.00	\$1,321.00	\$14,000.00	9.44%	\$12,679.00
001-000-000-521-20-41-60	Prisoner Transport	\$0.00	\$0.00	\$500.00	0.00%	\$500.00
001-000-000-521-20-41-80	Domestic Violence-Kirkland	\$0.00	\$0.00	\$1,000.00	0.00%	\$1,000.00
001-000-000-521-20-42-00	Communications (phone,Pager)	\$2,366.74	\$14,950.83	\$16,000.00	93.44%	\$1,049.17
001-000-000-521-20-43-00	Travel & Training	\$427.24	\$16,007.32	\$14,000.00	114.34%	(\$2,007.32)
001-000-000-521-20-45-00	Equipment-Lease & Rentals	\$503.36	\$3,148.36	\$2,000.00	157.42%	(\$1,148.36)
001-000-000-521-20-48-00	Repairs & Maint-Equip & Evidence SW	\$0.00	\$5,425.36	\$18,000.00	30.14%	\$12,574.64
001-000-000-521-20-48-10	Repairs & Maint-Automobiles	\$1,851.90	\$9,648.85	\$8,500.00	113.52%	(\$1,148.85)
001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras	\$0.00	\$5,886.30	\$30,000.00	19.62%	\$24,113.70
001-000-000-521-20-49-40	Dues,Subscriptions,Memberships	\$2,325.55	\$5,648.66	\$7,000.00	80.70%	\$1,351.34
001-000-000-521-20-49-41	Lexipol Manuals	\$0.00	\$550.00	\$8,000.00	6.88%	\$7,450.00
001-000-000-521-20-49-60	Crime Prevention/Public Educ	\$0.00	\$4,775.61	\$6,500.00	73.47%	\$1,724.39
Total Other Services & Charges		\$109,033.01	\$272,182.27	\$347,567.00	78.31%	\$75,384.73
Total Police Operations		\$271,987.78	\$2,359,183.52	\$2,545,389.00	92.68%	\$186,205.48
Fire & Medical Aid Department						
001-000-000-522-20-41-00	Fire Control Services	\$0.00	\$814,686.00	\$827,788.00	98.42%	\$13,102.00
Total Fire & Medical Aid Department		\$0.00	\$814,686.00	\$827,788.00	98.42%	\$13,102.00
Public Housing Services- ARCH						
001-000-000-551-10-40-00	Public Housing Services - ARCH	\$0.00	\$29,610.95	\$27,476.00	107.77%	(\$2,134.95)
Total Public Housing Services- ARCH		\$0.00	\$29,610.95	\$27,476.00	107.77%	(\$2,134.95)
Environmental Services						
001-000-000-553-10-40-00	Land & Water Conservation Resources-KC	\$0.00	\$0.00	\$4,000.00	0.00%	\$4,000.00
001-000-000-553-70-40-00	Pollution Prevention - Puget Sound Clean Air	\$0.00	\$0.00	\$9,582.00	0.00%	\$9,582.00
Total Environmental Services		\$0.00	\$0.00	\$13,582.00	0.00%	\$13,582.00
Development Services Dept						
Salaries & Wages						
001-000-000-558-60-11-00	Salaries & Wages	\$0.00	(\$1,239.72)	\$0.00		\$1,239.72
001-000-000-558-60-11-14	Education	\$0.00	(\$0.19)	\$0.00		\$0.19
001-000-000-558-60-11-16	ICMA 457 Plan	\$0.00	(\$50.69)	\$0.00		\$50.69
Total Salaries & Wages		\$0.00	(\$1,290.60)	\$0.00		\$1,290.60
Total Development Services Dept		\$0.00	(\$1,290.60)	\$0.00		\$1,290.60
Mental Health Services - King County						
001-000-000-564-60-40-00	Mental Health Services-KC Substance Abuse	\$0.00	\$856.30	\$1,000.00	85.63%	\$143.70
Total Mental Health Services - King County		\$0.00	\$856.30	\$1,000.00	85.63%	\$143.70

Recreational Services

001-000-000-571-00-10-00	Salaries & Wages - Lifeguards	\$0.00	\$29,909.96	\$35,000.00	85.46%	\$5,090.04
001-000-000-571-00-20-00	Personnel Benefits - Lifeguards	\$0.00	\$3,712.76	\$4,200.00	88.40%	\$487.24
001-000-000-571-00-30-00	Uniforms - Lifeguards	\$0.00	\$1,846.71	\$2,000.00	92.34%	\$153.29
001-000-000-571-00-31-00	Operating Supplies - Lifeguards	\$0.00	\$212.17	\$0.00		(\$212.17)
001-000-000-571-00-32-00	Miscellaneous - Lifeguards	\$367.15	\$3,403.04	\$7,300.00	46.62%	\$3,896.96
001-000-000-571-00-40-00	Travel & Training - Lifeguards	\$0.00	\$1,370.34	\$0.00		(\$1,370.34)
Total Recreational Services		\$367.15	\$40,454.98	\$48,500.00	83.41%	\$8,045.02
Parks Department						
001-000-000-576-80-10-00	Salaries & Wages	\$2,206.05	\$10,778.63	\$0.00		(\$10,778.63)
001-000-000-576-80-11-00	Salaries & Wages	\$22,544.56	\$298,072.48	\$317,450.00	93.90%	\$24,377.52
001-000-000-576-80-11-11	Longevity	\$541.84	\$6,409.10	\$6,502.00	98.57%	\$92.90
001-000-000-576-80-11-14	Education	\$270.00	\$3,193.93	\$3,240.00	98.58%	\$46.07
001-000-000-576-80-11-16	ICMA 457 Plan	\$900.00	\$10,606.83	\$10,800.00	98.21%	(\$4,806.83)
001-000-000-576-80-11-17	Opt-Out Of Medical	\$879.47	\$10,801.70	\$10,612.00	101.79%	(\$189.70)
001-000-000-576-80-12-00	Overtime	\$299.41	\$12,355.31	\$8,000.00	154.44%	(\$4,355.31)
Personnel Benefits						
001-000-000-576-80-21-00	Personnel Benefits	\$8,706.30	\$112,142.17	\$111,806.00	100.30%	(\$336.17)
001-000-000-576-80-22-00	Uniforms	\$345.70	\$1,535.00	\$2,300.00	66.74%	\$765.00
Total Personnel Benefits		\$9,052.00	\$113,677.17	\$114,106.00	99.62%	\$428.83
Supplies						
001-000-000-576-80-31-00	Operating Supplies	\$4,204.49	\$28,002.59	\$37,000.00	75.68%	\$8,997.41
001-000-000-576-80-31-01	Maintenance Supplies	\$0.00	\$396.49	\$0.00		(\$396.49)
001-000-000-576-80-32-00	Vehicle Fuel & Lube	\$0.00	\$4,108.06	\$5,000.00	82.16%	\$891.94
Total Supplies		\$4,204.49	\$32,507.14	\$42,000.00	77.40%	\$9,492.86
Other Services & Charges						
001-000-000-576-80-41-00	Professional Services	\$0.00	\$5,373.98	\$15,000.00	35.83%	\$9,626.02
001-000-000-576-80-41-04	Professional Services-Misc	\$2,824.23	\$7,610.12	\$5,000.00	152.20%	(\$2,610.12)
001-000-000-576-80-42-00	Telephone/postage	\$1,758.74	\$9,483.23	\$7,000.00	135.47%	(\$2,483.23)
001-000-000-576-80-43-00	Travel & Training	\$171.50	\$423.20	\$3,000.00	14.11%	\$2,576.80
001-000-000-576-80-47-00	Utilities	\$3,713.98	\$41,097.70	\$22,000.00	186.81%	(\$19,097.70)
001-000-000-576-80-48-00	Repair & Maint Equipment	\$0.00	\$8,585.38	\$7,000.00	122.65%	(\$1,585.38)
001-000-000-576-80-49-00	Miscellaneous, annual lease	\$0.00	\$0.00	\$600.00	0.00%	\$600.00
001-000-000-576-80-49-01	Misc-Property Tax	\$0.00	\$282.63	\$300.00	94.21%	\$17.37
Total Other Services & Charges		\$8,468.45	\$72,856.24	\$59,900.00	121.63%	(\$12,956.24)
Total Parks Department		\$49,366.27	\$571,258.53	\$572,610.00	99.76%	\$1,351.47
Nonexpenditures						
001-000-000-582-10-00-01	Refund of Deposits - Dev. Svcs.	\$0.00	\$27,681.55	\$0.00		(\$27,681.55)
Total Nonexpenditures		\$0.00	\$27,681.55	\$0.00		(\$27,681.55)
Capital Expenditures						

001-000-000-594-14-64-00	City Hall IT HW/SW >\$5K Capital Outlay	\$0.00	\$126,689.41	\$157,000.00	80.69%	\$30,310.59
001-000-000-594-21-64-10	Police HW/SW Equipment >\$5K Capital	\$741.42	\$58,714.85	\$34,500.00	170.19%	(\$24,214.85)
001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost	\$0.00	\$62,640.51	\$90,000.00	69.60%	\$27,359.49
001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost	\$0.00	\$22,411.65	\$0.00		(\$22,411.65)
001-000-000-594-76-30-00	Parks Improvements	\$0.00	(\$3,100.00)	\$0.00		\$3,100.00
001-000-000-594-76-64-00	Parks Capital Outlay	\$64.00	\$78,150.45	\$80,000.00	97.69%	\$1,849.55
	Total Capital Expenditures	\$805.42	\$345,506.87	\$361,500.00	95.58%	\$15,993.13
	General Operating Transfers					
001-000-000-597-00-00-02	Transfer from GF to Levy Stabl. Fund	\$541,666.63	\$1,000,000.00	\$1,000,000.00	100.00%	\$0.00
001-000-000-597-00-00-03	Transfer from General to Street	\$74,649.31	\$478,000.00	\$478,000.00	100.00%	\$0.00
	Total General Operating Transfers	\$616,315.94	\$1,478,000.00	\$1,478,000.00	100.00%	\$0.00
Total General Fund		\$1,170,707.66	\$7,923,873.69	\$8,309,939.00	95.35%	\$386,065.31
City Street Fund						
	Salaries & Wages					
101-000-000-542-30-11-00	Salaries & Wages	\$20,916.40	\$262,004.35	\$250,963.00	104.40%	(\$11,041.35)
101-000-000-542-30-11-11	Longevity	\$361.22	\$4,423.23	\$4,335.00	102.04%	(\$88.23)
101-000-000-542-30-11-14	Education	\$230.00	\$2,754.38	\$2,760.00	99.80%	\$5.62
101-000-000-542-30-11-16	ICMA 457 Plan	\$725.00	\$12,154.45	\$8,700.00	139.71%	(\$3,454.45)
101-000-000-542-30-11-17	Opt-Out Of Medical	\$586.32	\$7,435.73	\$7,073.00	105.13%	(\$362.73)
101-000-000-542-30-12-00	Overtime	\$199.61	\$8,495.94	\$5,000.00	169.92%	(\$3,495.94)
	Total Salaries & Wages	\$23,018.55	\$297,268.08	\$278,831.00	106.61%	(\$18,437.08)
	Personnel Benefits					
101-000-000-542-30-21-00	Personnel Benefits	\$7,070.62	\$91,141.40	\$90,036.00	101.23%	(\$1,105.40)
101-000-000-542-30-22-00	Uniforms	\$0.00	\$2,444.62	\$2,300.00	106.29%	(\$144.62)
	Total Personnel Benefits	\$7,070.62	\$93,586.02	\$92,336.00	101.35%	(\$1,250.02)
	Supplies					
101-000-000-542-30-31-00	Operating & Maintenance Supplies	\$448.68	\$4,406.46	\$5,000.00	88.13%	\$593.54
101-000-000-542-30-35-00	Small Tools/minor Equipment	\$2,744.78	\$4,951.48	\$6,000.00	82.52%	\$1,048.52
	Total Supplies	\$3,193.46	\$9,357.94	\$11,000.00	85.07%	\$1,642.06
101-000-000-542-30-41-00	Professional Services	\$4,431.23	\$41,060.17	\$54,000.00	76.04%	\$12,939.83
101-000-000-542-30-41-03	NPDES Grant	\$500.00	\$8,389.22	\$50,000.00	16.78%	\$41,610.78
101-000-000-542-30-41-10	Road & Street Maintenance	\$0.00	\$412.13	\$11,000.00	3.75%	\$10,587.87
101-000-000-542-30-45-00	Machine/Facility Rental	\$1,735.26	\$2,276.96	\$4,000.00	56.92%	\$1,723.04
101-000-000-542-30-47-00	Utility Services	\$96.75	\$645.00	\$0.00		(\$645.00)
101-000-000-542-30-48-00	Equipment Maintenance	\$657.16	\$9,568.63	\$7,000.00	136.69%	(\$2,568.63)
101-000-000-542-40-41-00	Storm Drain Maintenance	\$6,400.22	\$23,777.12	\$15,000.00	158.51%	(\$8,777.12)
	Traffic And Pedestrian Services					
101-000-000-542-63-41-00	Street Light Utilities	\$3,564.26	\$22,958.29	\$22,000.00	104.36%	(\$958.29)
101-000-000-542-64-41-00	Traffic Control Devices	\$8,215.66	\$11,558.17	\$10,000.00	115.58%	(\$1,558.17)

101-000-000-542-66-41-00	Snow & Ice Removal	\$0.00	\$0.00	\$1,000.00	0.00%	\$1,000.00
101-000-000-542-67-41-00	Street Cleaning	\$7,185.71	\$22,465.52	\$25,000.00	89.86%	\$2,534.48
Total Traffic And Pedestrian Services		\$18,965.63	\$56,981.98	\$58,000.00	98.24%	\$1,018.02
Roadside						
101-000-000-542-70-40-00	Street Irrigation Utilities	\$5,330.31	\$28,932.10	\$23,000.00	125.79%	(\$5,932.10)
Total Roadside		\$5,330.31	\$28,932.10	\$23,000.00	125.79%	(\$5,932.10)
Capital Expenditures						
101-000-000-594-42-64-00	Street Capital Equipment	\$0.00	\$65,335.58	\$63,000.00	103.71%	(\$2,335.58)
Total Capital Expenditures		\$0.00	\$65,335.58	\$63,000.00	103.71%	(\$2,335.58)
Total City Street Fund		\$71,399.19	\$637,590.93	\$667,167.00	95.57%	\$29,576.07
Tree Fund						
103-000-000-558-60-41-50	Professional Services/Landscape Consultant	\$888.00	\$19,006.65	\$10,000.00	190.07%	(\$9,006.65)
103-000-000-558-60-49-10	Miscellaneous-Tree Replacement	\$0.00	\$6,424.73	\$30,000.00	21.42%	\$23,575.27
Total Tree Fund		\$888.00	\$25,431.38	\$40,000.00	63.58%	\$14,568.62
Capital Projects Fund						
307-000-000-582-20-00-00	Refund of Retainage Deposits	\$0.00	\$3,452.74	\$0.00		(\$3,452.74)
307-000-000-594-18-60-00	Building Improvements	\$13,601.17	\$42,558.64	\$200,000.00	21.28%	\$157,441.36
307-000-000-594-76-63-20	Park Improvements	\$0.00	\$34,210.62	\$50,000.00	68.42%	\$15,789.38
307-000-000-595-30-63-01	Street Improvements, Overlays	\$0.00	\$134,584.13	\$120,000.00	112.15%	(\$14,584.13)
307-000-000-595-30-63-02	Storm Sewer Improvements	\$48,043.19	\$291,067.50	\$200,000.00	145.53%	(\$91,067.50)
307-000-000-595-30-63-10	Sidewalk Improvements	\$19,958.55	\$206,870.11	\$520,000.00	39.78%	\$313,129.89
Transfer Out						
307-000-000-597-00-00-30	Transfer from Capital to Street	\$6,250.00	\$75,000.00	\$0.00		(\$75,000.00)
307-000-000-597-44-30-00	Transfer from Capital to Street	\$0.00	\$0.00	\$75,000.00	0.00%	\$75,000.00
Total Transfer Out		\$6,250.00	\$75,000.00	\$75,000.00	100.00%	\$0.00
Total Capital Projects Fund		\$87,852.91	\$787,743.74	\$1,165,000.00	67.62%	\$377,256.26
Development Services Fund						
401-000-000-555-50-41-08	Sound Testing Consultant	\$4,095.00	\$13,377.82	\$18,000.00	74.32%	\$4,622.18
401-000-000-558-50-03-00	Insurance Allocation (WCIA)	\$0.00	\$44,040.71	\$44,041.00	100.00%	\$0.29
401-000-000-558-50-04-00	City Attorney, Dev. Serv.	\$0.00	\$0.00	\$25,000.00	0.00%	\$25,000.00
401-000-000-558-50-05-00	Technical Services, Software Services	\$3,982.42	\$27,319.92	\$25,207.00	108.38%	(\$2,112.92)
401-000-000-558-50-41-06	Building Inspector Contract	\$1,050.00	\$4,650.00	\$6,000.00	77.50%	\$1,350.00
401-000-000-558-50-41-07	Engineering Consultant	\$6,861.16	\$60,577.76	\$75,000.00	80.77%	\$14,422.24
401-000-000-558-50-41-50	Arborist	\$5,197.50	\$65,082.50	\$60,000.00	108.47%	(\$5,082.50)
401-000-000-558-50-41-55	Shoreline Consultant	\$4,535.50	\$12,682.50	\$3,000.00	422.75%	(\$9,682.50)
401-000-000-558-60-11-00	Salaries & Wages	\$24,228.01	\$390,877.52	\$414,095.00	94.39%	\$23,217.48
401-000-000-558-60-11-11	Longevity	\$0.00	\$0.00	\$2,468.00	0.00%	\$2,468.00
401-000-000-558-60-11-14	Education	\$250.00	\$3,049.83	\$3,000.00	101.66%	(\$49.83)

401-000-000-558-60-11-16	ICMA 457 Plan	\$875.00	\$18,714.88	\$16,500.00	113.42%	(\$2,214.88)
401-000-000-558-60-11-17	Opt-Out of Medical	\$457.70	\$5,073.96	\$5,276.00	96.17%	\$202.04
401-000-000-558-60-12-00	Overtime	\$0.00	\$0.00	\$1,300.00	0.00%	\$1,300.00
401-000-000-558-60-21-00	Personnel Benefits	\$8,526.12	\$130,549.62	\$138,530.00	94.24%	\$7,980.38
401-000-000-558-60-31-00	Operating Supplies	\$104.82	\$209.64	\$2,500.00	8.39%	\$2,290.36
401-000-000-558-60-32-00	Vehicle Expenses - Gas, Oil, Maint.	\$122.17	\$2,625.31	\$3,500.00	75.01%	\$874.69
401-000-000-558-60-41-00	Professional Services	\$20,350.00	\$96,720.00	\$40,000.00	241.80%	(\$56,720.00)
401-000-000-558-60-41-01	Planning Consultant	\$52,741.75	\$152,372.21	\$50,000.00	304.74%	(\$102,372.21)
401-000-000-558-60-41-02	Hearing Examiner	\$0.00	\$16,273.50	\$25,000.00	65.09%	\$8,726.50
401-000-000-558-60-42-00	Communications	\$0.00	\$1,182.42	\$3,000.00	39.41%	\$1,817.58
401-000-000-558-60-43-00	Travel & Training	\$306.00	\$1,844.96	\$5,000.00	36.90%	\$3,155.04
401-000-000-558-60-49-00	Dues, Subscriptions, Memberships	\$0.00	\$956.53	\$7,000.00	13.66%	\$6,043.47
401-000-000-558-60-49-10	Miscellaneous	\$1,622.10	\$28,974.00	\$15,631.00	185.36%	(\$13,343.00)
401-000-000-582-10-00-01	Refund of PGB/CMP Deposits (DS)	\$0.00	\$46,690.00	\$0.00		(\$46,690.00)
401-000-000-582-10-00-02	Refund of DS Adv Deposits	\$468.75	\$115,943.37	\$0.00		(\$115,943.37)
401-000-000-594-60-64-00	DS- IT HW/SW >\$5K Capital Outlay	\$2,934.22	\$20,565.19	\$27,955.00	73.57%	\$7,389.81
Total Development Services Fund		\$138,708.22	\$1,260,354.15	\$1,017,003.00	123.93%	(\$243,351.15)

NonRevenue Trust Funds

Expenditure

Non-Expenditures

Agency Type Disbursements

631-000-000-586-00-01-00	WA St-Auto Theft Protection	\$152.13	\$2,619.57	\$0.00		(\$2,619.57)
631-000-000-586-00-02-00	WA ST Traumatic Brain Injury	\$73.18	\$1,342.26	\$0.00		(\$1,342.26)
631-000-000-586-83-08-00	WA St -Emer Med and Trauma	\$76.07	\$1,217.10	\$0.00		(\$1,217.10)
631-000-000-586-89-12-00	WA St-Accessible Communities	\$0.00	\$6.06	\$0.00		(\$6.06)
631-000-000-586-90-02-00	WA State Gen Fund 54	\$2.66	\$66.55	\$0.00		(\$66.55)
631-000-000-586-91-00-00	WA St-State Gen Fund 40	\$808.67	\$11,999.56	\$0.00		(\$11,999.56)
631-000-000-586-92-00-00	WA St-State Gen Fund 50	\$478.58	\$7,070.59	\$0.00		(\$7,070.59)
631-000-000-586-97-05-00	WA St-JIS	\$349.96	\$5,916.76	\$0.00		(\$5,916.76)
631-000-000-586-99-07-00	WA ST Sch Zone Safety	\$0.00	\$264.91	\$0.00		(\$264.91)
Total Agency Type Disbursements		\$1,941.25	\$30,503.36	\$0.00		(\$30,503.36)

631-000-000-589-30-01-00	Dept Of Lic-Gun Permit	\$18.00	\$687.00	\$0.00		(\$687.00)
631-000-000-589-30-02-00	WA ST Patrol-Gun-Fbi	\$53.00	\$575.25	\$0.00		(\$575.25)
631-000-000-589-30-03-00	WA St-Bldg Code Fee	\$169.00	\$1,410.75	\$0.00		(\$1,410.75)
Total Non-Expenditures		\$2,181.25	\$33,176.36	\$0.00		(\$33,176.36)

Total Expenditure		\$2,181.25	\$33,176.36	\$0.00		(\$33,176.36)
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Total NonRevenue Trust Funds		\$2,181.25	\$33,176.36	\$0.00		(\$33,176.36)
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Master Investments

Expenditure

Nonexpenditures

999-000-000-589-90-00-00	Investment Purchases	\$336,733.93	\$5,052,105.88	\$0.00		(\$5,052,105.88)
Total Nonexpenditures		\$336,733.93	\$5,052,105.88	\$0.00		(\$5,052,105.88)
Total Expenditure		\$336,733.93	\$5,052,105.88	\$0.00		(\$5,052,105.88)
Total Master Investments		\$336,733.93	\$5,052,105.88	\$0.00		(\$5,052,105.88)
Grand Totals		\$1,808,471.16	\$15,720,276.13	\$11,199,109.00	140.37%	(\$4,521,167.13)



CITY OF MEDINA

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

Date: February 12, 2024
To: Honorable Mayor and City Council
Via: Stephen R. Burns, City Manager
From: Aimee Kellerman, City Clerk
Subject: Central Services Department Monthly Report

FEBRUARY AND MARCH PUBLIC MEETINGS AND EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Planning Commission Special Meeting	Feb 15	6:00 pm	In-Person/Online
Presidents' Day – City Hall Closed	Feb 19		
City Council Meeting	Feb 26	5:00 pm	In-Person/Online
Planning Commission Meeting	Feb 27	6:00 pm	In-Person/Online
City Council Meeting	Mar 11	5:00 pm	In-Person/Online
Planning Commission Special Meeting	Mar 12	6:00 pm	In-Person/Online
Park Board Meeting	Mar 18	5:00 pm	In-Person/Online
City Council Meeting	Mar 25	5:00 pm	In-Person/Online
Planning Commission Meeting	Mar 26	6:00 pm	In-Person/Online

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

COMMUNICATION TO OUR COMMUNITY

E-Notice Program: During the month of January, the City issued 11 bulletins amounting to a total of 29,587 bulletins delivered to subscribers; approximately 14.9% were opened. See **Attachment**.

As of January 31, the city had 16,956 subscribers (change in total subscribers **+462**), with a combined total of 153,543 subscriptions (change in total subscriptions **+4,461**).

RECORDS REQUESTS

During the month of January, 17 public records requests were received by Central Services. See **Attachment 2**.

LASERFICHE AND RECORDS MANAGEMENT PROJECT

As we forge ahead in 2024, we're committed to adhering to the [Washington state archives records management best practices](#). This ensures that once a record has fulfilled its required retention period, it is properly handled—either destroyed or archived. With guidance from our consultant, we've recently eliminated approximately 15 boxes of records, while the State Archives has archived another 11 boxes, making them accessible to the public. The records transferred to

the archives primarily include Council and Planning Commission meeting minutes and agendas, along with some superseded City Council guidelines and obsolete correspondence from the Council, Mayor, and City Manager. These efforts mark significant progress toward our objective of relocating all records from our storage unit to an on-site location.

This week, we initiated the development of our Online Document Library. Our vision is to craft a user-friendly digital environment where the public can easily access open records. The launch will be phased, allowing us to incorporate feedback and adjust as needed to enhance the user experience. As we integrate records into Laserfiche and append the appropriate metadata, these records will become available online. Custom search forms for the most requested records will be developed to deliver precise search results. Once the Document Library is live, we plan to add a shortcut to your Surface tablets for convenient access.

OPTOMIZING THE ONLINE DOCUMENT LIBRARY

The cornerstone of any effective document repository is the quality of its *metadata*. But what exactly is metadata? Imagine a vast library brimming with every conceivable piece of information. Now picture trying to locate a single piece of data without any guidance. *Metadata is that guidance*—it's the invisible yet essential data that describes the content, origin, and context of each document in our repository. Metadata is like a detailed label on a file folder, an index in a book, or the nutritional information on a food package. It's what allows you to find the right document quickly and efficiently in a digital landscape that's as vast as it is intangible. Here's how metadata brings order to the potential chaos of an electronic document repository:

- **Simplifies Searches:** Metadata acts like a search engine, enabling you to enter specific criteria—such as a topic, project title, or an address—and swiftly locate pertinent documents.
- **Organizes Content:** It categorizes documents into logical groups, akin to sorting books by genre in a bookstore, so you can find what you're looking for with ease.
- **Enables Collaboration:** Metadata provides clear document details, ensuring that team members can effortlessly find, share, and collaborate on documents across different applications. Paired with integrations, metadata allows all documents to reside in Laserfiche but remain accessible from the user's preferred application.
- **Guarantees Accessibility:** Metadata includes instructions on how to access and use documents, ensuring they remain readable and comprehensible for the future, thus safeguarding our collective knowledge.

We are thankful for the Council's support in our records management efforts and are dedicated to making Medina a model of modernization, organization, and efficiency.

ATTACHMENT 1

	Bulletins Developed	Total Recipients	Total Delivered	Unique Email Opens	Unique Email Open Rate	Wireless Recipients
Comparisons:						
January, 2024	11	34,035	29,587	3,241	14.90%	9,635
December, 2023	25	169,934	150,140	15,915	16.10%	61,797
November, 2023	18	139,016	122,638	11,849	15.10%	53,171
October, 2023	18	136,961	121,422	13,953	17.70%	51,134
September, 2023	15	90,510	80,034	9,313	17.70%	33,166
August, 2023	15	149,675	133,378	16,453	19.70%	59,515
July, 2023	15	96,258	85,325	10,578	19.40%	36,793
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
Date Sent	Top 10 Most Read Bulletins During January				Emails Opened	Email Open Rate
01/05/2024 11:01 AM PST	Notice of Virtual Hearing - TREE-23-043 - January 9, 2023 at 10am 116 ODE				433	18%
01/05/2024 02:19 PM PST	January 8, 2024 Medina City Council Special Meeting Agenda Packet - Time change to 4pm				275	13%
01/08/2024 11:43 AM PST	Planning Commission Vacancy - Position 6 - open until filled				242	12%
01/12/2024 01:01 PM PST	Potential Quorum Notice - Park Board Meeting Hybrid (in-person and on-line) - Jan. 16, 2024				218	12%
01/16/2024 11:00 AM PST	Community Bulletin - SR-520 Trail Closure - January 19th - February 2nd				2,227	19%
01/18/2024 04:14 PM PST	Potential Quorum Notice - Planning Commission Hybrid Meeting - January 23, 2024				248	12%
01/19/2024 11:06 AM PST	January 22, 2024 Medina City Council Regular Meeting Agenda Packet				250	12%
01/19/2024 11:06 AM PST	January 22, 2024 Medina City Council Regular Meeting Agenda Packet				250	12%
01/19/2024 12:50 PM PST	January 23, 2024 Medina Planning Commission Hybrid Meeting Agenda Packet				206	11%
01/29/2024 01:04 PM PST	Park Board and Planning Commission Vacancies - open until filled				205	10%

**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: February 12, 2024
TO: Mayor and City Council
From: Aimee Kellerman, City Clerk
Subject: January 2024, Public Records Request Tracking

In January 2024, Central Services staff received **17** new public records requests. These requests required approximately **4.5 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall January cost, which includes staff hourly rate plus benefits and City Attorney fees is approximately **\$275**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In January 2024, the Police Department received **4** new records requests. These requests required approximately **2.5 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall January cost, which includes staff hourly rate plus benefits, is approximately **\$170**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

ATTACHMENT 2

January 2024 Monthly PRR Report

Reference ID	Public Records Request	Requester Name	Request Date	Department	Assigned Staff
24-22	I would like to get all of permits and available information related to the dock at 609 Evergreen Point Rd Medina, WA 98039.	Michele Schuler	1/31/2024	Development Services	Dawn Nations
24-18	Copy of Ordinance 994	Kacie Eck	1/26/2024	Clerks Office	Dawn Nations
24-17	Requesting any as-built drawings and/or building permit drawings for 7919 NE 26th St.	Jennifer Kim	1/24/2024	Development Services	Aimee Kellerman
24-16	Requesting a report of all issued and pending building permits for residential & commercial properties from 9/1/2023 to 12/31/2023. 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.	Braden Mineer	1/20/2024	Development Services	Dawn Nations
24-15	Can you please send me a site plan of the lot? We plan to install fence, would like to check on the lot dimensions. Thanks.	April Bing	1/19/2024	Development Services	Aimee Kellerman
24-14	UPDATING THE FANCE, REQUIRES A BOUNDARY MAP, PLEASE 8115 NE 8TH ST MEDINA WA98039	PENGLIE QIU	1/19/2024	Development Services	Aimee Kellerman
24-13	I'm hoping to get a copy of Resolution No. 89 which should be a street vacation of a portion of Rambling Lane. This may not be a Medina Resolution but I think it is. I'm basing my information on notes shown on assessor map for the NW 25-25-04. Rambling Lane is in the Plat of Lakecrest (unrec).	Doug Vogt	1/19/2024	City Clerk	Dawn Nations

ATTACHMENT 2

24-12	Looking for the most recent approved plan set on file for the existing home located at 3421 Evergreen Point Rd. (Parcel# 242504-9186). This information may assist in our development of a new remodel plan.	Matthew Mawer	1/18/2024	Development Services	Dawn Nations
24-11	Hello, We have requested record drawings for 2237 Evergreen Point Rd. Medina, Wa. under request request #24-10. We received the following message: "The city has reviewed its files and determined there are no responsive documents to your public records request." Please double check that no permit drawings are available. The House was built in 2000.	Chelsea Molnar	1/16/2024	Development Services	Dawn Nations
24-10	Hello, I am looking to review all permit drawing sets for 2237 Evergreen Point Rd. Medina, Wa.	Chelsea Molnar	1/12/2024	Development Services	Dawn Nations
24-9	Hello, I am looking to review all permit sets / drawings for 2229 EVERGREEN POINT RD Medina 98039.	Chelsea Molnar	1/12/2024	Development Services	Dawn Nations
24-8	I would appreciate receiving all the written (letter, memo, etc.) and email correspondence between or regarding, the homeowner Steven Schiro, living at 2409 Evergreen Point Road, Medina, WA 98039, and the City of Medina and/or any persons employed by the City or who act on behalf of the City (the City Counsel for example).	Robert M. Zoffel	1/12/2024	City Manager	Aimee Kellerman
24-7	Building plans, surveys, and engineering files related to 8432 Midland Road.	Joel Glass	1/10/2024	Development Services	Dawn Nations

ATTACHMENT 2

24-6	<p>I would like to find a Site Plan or Floor Plans for the lots north & south of the property we are working on to help establish our "Stringline Setback" more accurately. Our project is at 611 Evergreen Point Road. I would like information on: 609 Evergreen Point Road the property to the south & 617 Evergreen Point Road the property to the north.</p>	Daniel Pence	1/9/2024	Development Services	Aimee Kellerman
24-4	<p>[Excel spreadsheet] List of closed commercial mechanical permits from 2021-2023, containing the following values: Permit #, Address, Contractor, Applicant Value, Dept. Value, Description of the project.</p>	paul williams	1/8/2024	Development Services	Dawn Nations
24-3	<p>I am looking for architectural and structural drawings for the house located at: 3313 Evergreen Point Rd Medina, WA 98039</p>	Mirta Villaran	1/8/2024	Development Services	Dawn Nations
24-2	<p>I would like a list of complaints made to Development Services about the Buchan project at 2426 80th Ave NE, from Feb 2023 to Jan 2024. A summary including only the following information is sufficient The date The nature of the complaint (e.g., parking, traffic, noise) Whether photographs or videos were submitted (yes or no)</p>	Landon Dyer	1/8/2024	Development Services	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: February 12, 2024

To: Honorable Mayor and City Council

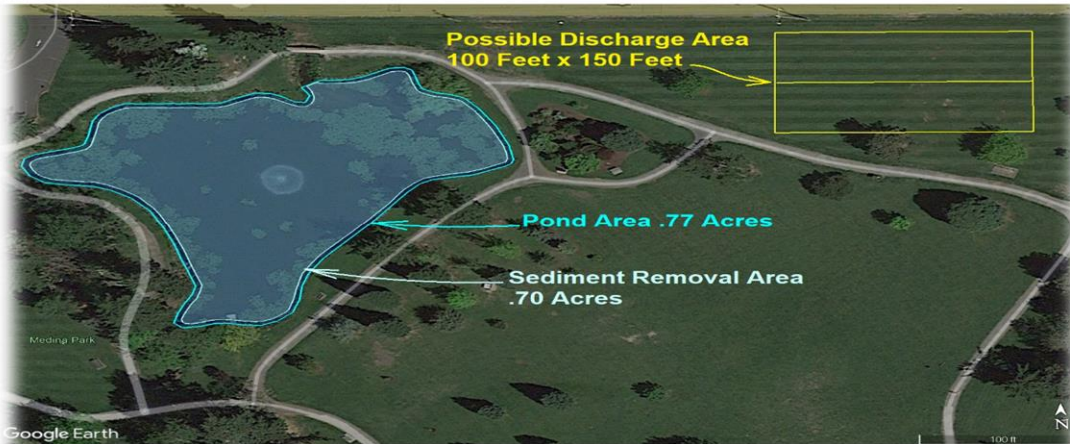
Via: Stephen R. Burns, City Manager

From: Ryan Osada, Public Works Director

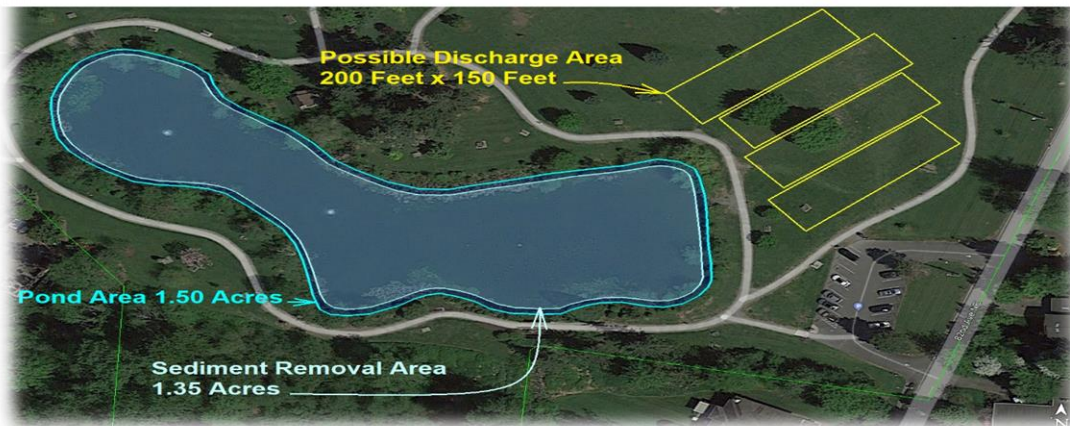
Subject: Public Works Monthly Report

- MEDINA PARK STORMWATER POND IMPROVEMENTS** – The arduous process of permitting has been initiated and the ad date is tentatively scheduled for next month. The first phase will only include the North Pond. The dredging process will take two months with an additional two months to dewater and spread the material. As stated earlier, the pond dredging project will be bound to Ecology’s fish window guidelines and requires several permits which could delay the construction to 2025.

Site Map North Pond



Site Map South Pond



2. UPLAND ROAD DRAINAGE IMPROVEMENTS – Last month Kamins Construction was able to complete both change orders that included 600 lineal feet of new ductile iron storm pipe. The additional connections are crucial for long-term reliability and drainage from Medina Heights. The only outstanding items to complete is the restoration of both sites which includes a wheelchair ramp and sidewalk panel.



3. **SOLAR SPEED SIGN INSTALLATION** – As discussed, a few months ago, through a resident donation the city will be installing two new solar speed signs. The contractor has been selected and is currently working out construction details. One sign will be placed on Evergreen Point Road & NE 18th Street and the second sign will be placed on Lake Washington Blvd and 86th Ave NE. A third sign is being negotiated depending on budget and the project is scheduled to begin as soon as possible.

SPEEDCHECK-15

RADAR SPEED SIGN



4. **MAINTENANCE** – In the new budget year, Public Works is getting a head start on stormwater related maintenance and scoping. Cleaning catch basins and storm pipes continues to be a priority especially with last month’s back-to-back rain events. They are also scheduling storm pipe scoping activities for upcoming improvement projects around the city. The crew also stays busy with other storm related repairs from trees and wind.



5. PROJECT UPDATES -

Upland Road Stormwater Improvements – main contract & CO's complete

TIB_Upland Road Overlay – King County's Overlay Program has been postponed until April 2024

86th Ave NE Overlay_Ridge Rd, NE 5th St – same as the Upland Road contractor

TIB_2024 Overlays_NE 26th ST, 88th Ave NE - design

TIB_NE 24th ST ADA Updates - design

NE 10th ST ADA Updates - design

NE 12th Street Pedestrian Improvements – Bid Opening Feb 22, 2024

Medina Park Irrigation & Pathway Imp_East – bid April

Medina Beach Park Tree Replanting – Phase III tree planting.

2024 Localized Stormwater Imp_NE 2nd Pl, 78th Ave NE, 82nd Ave NE, PO – design

SROF_Medina Park Stormwater Pond Imp. – bidding and permitting

Citywide Stormwater System Mapping & Evaluation – G&O has completed most of the mapping. Ongoing CCTV and assessment for future improvements

2023 City Hall Balcony Repairs – start February 11, 2024

City Hall Carpet Replacement – start February

Post Office HVAC – Installation scheduled for February

City Hall & Post Office Exterior Painting – bid April

2024 Hazardous Tree Removal – as needed

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

December 2023 "13th Month" Check Register

Vendor	Invoice Number	Expense Notes	Invoice Amount	Check Number	Check Date	Account Number	Account Description
Goodyear Auto Service Center	34595	Car #28 Maintenance	\$724.00	65356	1/5/2024	001-000-000-521-20-48-10	Repairs & Maint-Automobiles
Goodyear Auto Service Center	34629	PD Repair Car #27	\$801.12	65356	1/5/2024	001-000-000-521-20-48-10	Repairs & Maint-Automobiles
			\$1,525.12				
Watershed Company, The	51360	Shoreline Master Program	\$407.50	65382	1/5/2024	401-000-000-558-50-41-55	Shoreline Consultant
			\$407.50				
Republic Services, Inc. dba Rabanco, Ltd.	0172-009469602	PW Debris Disposal	\$2,094.30	65368	1/5/2024	001-000-000-576-80-41-04	Professional Services-Misc
Republic Services, Inc. dba Rabanco, Ltd.	0172-009490359	PW Debris Disposal	\$729.93	65419	1/19/2024	001-000-000-576-80-41-04	Professional Services-Misc
			\$2,824.23				
Atwell, LLC	327188	Planning Review Services	\$20,524.50	65347	1/5/2024	401-000-000-558-60-41-01	Planning Consultant
Atwell, LLC	329640	Planning Consultant Costs	\$20,132.75	65397	1/19/2024	401-000-000-558-60-41-01	Planning Consultant
			\$40,657.25				
LexisNexis Risk Management - Account 1011660	1011660-20231130	Investigative Tool	\$124.03	65362	1/5/2024	001-000-000-521-20-41-00	Professional Services
			\$124.03				
Navia Benefit Solutions	10801085	December 2023 Navia Fees	\$100.00	65365	1/5/2024	001-000-000-514-20-49-10	Miscellaneous
			\$100.00				
LexisNexis Risk Management - Account 1011660	11011660-20231231	Lexis Nexus December Service	\$127.53	65434	1/22/2024	001-000-000-521-20-41-00	Professional Services
			\$127.53				
KC Office of Finance	11014167	KC INET	\$375.00	65359	1/5/2024	001-000-000-518-10-41-50	Prof Serv-Computer Tech Serv
KC Office of Finance	11014216	KC INET	\$375.00	65411	1/19/2024	001-000-000-518-80-41-50	Technical Services, Software Services
			\$750.00				
Crystal And Sierra Springs-Admin	11037150 123023	CH Drinking Water	\$134.55	65405	1/19/2024	001-000-000-518-10-31-00	Office And Operating Supplies
			\$134.55				
Buenavista Services, Inc	11322	Janitorial Services - Parks	\$1,158.62	65400	1/19/2024	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Buenavista Services, Inc	11323	Janitorial Services	\$2,037.75	65400	1/19/2024	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$3,196.37				
Moberly & Roberts, PLLC	1144	Prosecution Services December 2023	\$4,000.00	65364	1/5/2024	001-000-000-512-50-40-10	Municipal Court-Traffic/NonTrf
			\$4,000.00				
Grette Associates, LLC	12204150	Critical Shoreline Review	\$4,128.00	65408	1/19/2024	401-000-000-558-50-41-55	Shoreline Consultant
			\$4,128.00				
Pro-Vac LLC	145658900	Storm Maintence	\$6,400.22	65367	1/5/2024	101-000-000-542-40-41-00	Storm Drain Maintenance
			\$6,400.22				
Summit Law Group	150180	Special Counsel	\$156.00	65375	1/5/2024	001-000-000-515-45-40-00	Special Counsel
			\$156.00				
Tree Frog LLC	1796	Arborist Services	\$3,052.50	65377	1/5/2024	401-000-000-558-50-41-50	Arborist
Tree Frog LLC	1798*	December 2023 Arborist Services	\$2,145.00	65424	1/19/2024	401-000-000-558-50-41-50	Arborist
			\$5,197.50				
SAFEbuilt, LLC	191117	Building Inspection Services	\$1,050.00	65369	1/5/2024	401-000-000-558-50-41-06	Building Inspector Contract
			\$1,050.00				
MG Consulting Services LLC	200-09	Laserfiche/Rm Project	\$2,287.50	65435	1/22/2024	001-000-000-518-10-41-00	Professional Services
			\$2,287.50				
Pro-Vac LLC	201370	Street Cleaning	\$2,679.88	65417	1/19/2024	101-000-000-542-67-41-00	Street Cleaning
			\$2,679.88				
Clyde Hill, City of	2023-21	84th Median Irrigation	\$4,893.84	65351	1/5/2024	101-000-000-542-70-40-00	Street Irrigation Utilities
			\$4,893.84				
Tiki Car Wash	2277	PD Car Washes	\$129.32	65376	1/5/2024	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
Tiki Car Wash	2282	PD Car Washes	\$110.85	65438	1/22/2024	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			\$240.17				
Sanitary & Maintenance Supply	2307941	Park Restroom Supplies	\$423.05	65370	1/5/2024	001-000-000-576-80-31-00	Operating Supplies
Sanitary & Maintenance Supply	2307988	Mutt Mitts	\$1,998.32	65370	1/5/2024	001-000-000-576-80-31-00	Operating Supplies
			\$2,421.37				
Coffman Engineers	23111690	Sound Test Consultant	\$315.00	65352	1/5/2024	401-000-000-555-50-41-08	Sound Testing Consultant
Coffman Engineers	23121690	Sound Testing Services	\$630.00	65404	1/19/2024	401-000-000-555-50-41-08	Sound Testing Consultant
			\$945.00				
CWA Consultants	23-319 through 23-337	Building Plan Review Services	\$18,260.00	65355	1/5/2024	401-000-000-558-60-41-00	Professional Services
CWA Consultants	23-359 through 23-362	Building Permit Code Review Services	\$2,090.00	65355	1/5/2024	401-000-000-558-60-41-00	Professional Services

			\$20,350.00				
SHI International Corp	24306027	Azure Storage Overages	\$655.74	65371	1/5/2024	001-000-000-518-80-41-50	Technical Services, Software Services
			\$655.74				
WA ST Dept of Ecology	24-WAG994640-1	Aquatic Permit	\$500.00	65379	1/5/2024	101-000-000-542-30-41-03	NPDES Grant
			\$500.00				
AT&T Mobility	287287975246X1227202	PD Patrol Cars	\$989.89	65345	1/5/2024	001-000-000-521-20-42-00	Communications (phone,Pager)
AT&T MOBILITY	287290584494X0113202	PW Cell Phones	\$724.00	65396	1/19/2024	001-000-000-576-80-42-00	Telephone/postage
AT&T MOBILITY	287290584494X1213202	PW Cell Phones	\$747.84	65346	1/5/2024	001-000-000-576-80-42-00	Telephone/postage
			\$2,461.73				
CivicPlus, LLC	287886	MMC Update	\$601.15	65403	1/19/2024	001-000-000-518-10-41-00	Professional Services
			\$601.15				
Konica Minolta Business Solutions	290983970	PW Printer	\$14.17	65361	1/5/2024	001-000-000-518-10-31-00	Office And Operating Supplies
			\$14.17				
Utilities Underground Location Ctr	3110182	Locate Services - November 2023	\$54.18	65378	1/5/2024	101-000-000-542-30-47-00	Utility Services
Utilities Underground Location Ctr	3120182	Locate Services - December	\$42.57	65425	1/19/2024	101-000-000-542-30-47-00	Utility Services
			\$96.75				
AutoNation Chrysler, Jeep, Dodge Bellevue	327338	Maintenace Car #27	\$326.78	65398	1/19/2024	001-000-000-521-20-48-10	Repairs & Maint-Automobiles
			\$326.78				
Washington Law Enforcement Information and Records Association	3274	LEIRA Membership Renewal Marxer	\$50.00	65380	1/5/2024	001-000-000-521-20-49-40	Dues,Subcriptions,Memberships
			\$50.00				
Staples Business Advantage	3554838303	Office Supplies/Calendar	\$21.68	65373	1/5/2024	001-000-000-518-10-31-00	Office And Operating Supplies
Staples Business Advantage	3554838304	Office Supplies	\$182.20	65373	1/5/2024	001-000-000-518-10-31-00	Office And Operating Supplies
Staples Business Advantage	3556240518	Office Supplies	\$21.90	65421	1/19/2024	001-000-000-518-10-31-00	Office And Operating Supplies
Staples Business Advantage	3556240519	PD Office Supplies	\$255.55	65421	1/19/2024	001-000-000-521-20-31-00	Office Supplies
			\$481.33				
Public Safety Psychological Services	3687	Pysch Eval - Gregory	\$450.00	65418	1/19/2024	001-000-000-521-20-41-00	Professional Services
			\$450.00				
8X8, Inc.	4206433	December 2023 CH Phones	\$919.77	65431	1/19/2024	001-000-000-518-80-41-50	Technical Services, Software Services
			\$919.77				
Public Safety Psychological Services	4215	Psych Eval - Robles	\$450.00	65418	1/19/2024	001-000-000-521-20-41-00	Professional Services
			\$450.00				
Zumar Industries, Inc.	45943	Signs & Sign Posts	\$8,215.66	65383	1/5/2024	101-000-000-542-64-41-00	Traffic Control Devices
			\$8,215.66				
Crystal And Sierra Springs-PW	5291929 120223	PW Drinking Water	\$7.56	65354	1/5/2024	001-000-000-576-80-31-00	Operating Supplies
Crystal And Sierra Springs-PW	5291929 123023	PW Drinking Water	\$47.95	65406	1/19/2024	001-000-000-576-80-31-00	Operating Supplies
			\$55.51				
Message Watcher, LLC	54974	Email/Web/SM Archiving	\$243.10	65413	1/19/2024	001-000-000-518-80-41-50	Technical Services, Software Services
			\$243.10				
TIG Technology Integration Group	5544993	SQL Svr	\$1,355.33	65423	1/19/2024	001-000-000-521-20-31-01	IT HW,SW Off Equip <\$5K
TIG Technology Integration Group	5546781	Dues Subscription	\$49.55	65423	1/19/2024	001-000-000-518-80-41-50	Technical Services, Software Services
			\$1,404.88				
Spot-On Print & Design	59395	Business Cards Engineer	\$52.41	65372	1/5/2024	401-000-000-558-60-31-00	Operating Supplies
Spot-On Print & Design	59426	Business Cards - K. Gregory	\$52.41	65372	1/5/2024	001-000-000-521-20-41-00	Professional Services
Spot-On Print & Design	59465-1	Staff Business Cards	\$52.41	65420	1/19/2024	401-000-000-558-60-31-00	Operating Supplies
			\$157.23				
Pacific Topsoils, Inc.	6.1.2023 Ticket 6-	Bark	\$111.53	65415	1/19/2024	001-000-000-576-80-31-00	Operating Supplies
			\$111.53				
Kaiser Permanente	65157534	Medical Exam Robles	\$766.00	65409	1/19/2024	001-000-000-521-20-41-50	Recruitment-Background
			\$766.00				
Pro-shred	68642	CH Shredding Services	\$55.66	65416	1/19/2024	001-000-000-518-10-41-00	Professional Services
Pro-shred	69456	CH Shredding Services	\$55.66	65366	1/5/2024	001-000-000-518-10-41-00	Professional Services
Pro-shred	69838	Ch Shredding Services	\$72.16	65366	1/5/2024	001-000-000-518-10-41-00	Professional Services
			\$183.48				
Stewart Title Company	794696	Street Easement Docs	\$330.30	65374	1/5/2024	101-000-000-542-30-41-00	Professional Services
Stewart Title Company	795619	Easement Search on 77th Pl	\$330.30	65422	1/19/2024	101-000-000-542-30-41-00	Professional Services
			\$660.60				
Staples Business Advantage	8072939701	PD Office Supplies	\$125.29	65421	1/19/2024	001-000-000-521-20-31-00	Office Supplies

Staples Business Advantage	8072939701	PD Office Supplies	\$78.67	65421	1/19/2024	001-000-000-521-20-31-00	Office Supplies
			\$203.96				
Konica Minolta Premier Finance	81637695	PW Printer	\$96.36			001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Premier Finance	81643105	CH Copier	\$1,751.89			001-000-000-518-10-31-00	Office And Operating Supplies
			\$1,848.25				
Horticultural Elements, Inc.	8218	Nov 2023 84th Median Maintenance	\$4,943.49	65358	1/5/2024	101-000-000-542-30-41-00	Professional Services
			\$4,943.49				
Motorola Solutions, Inc.	8281791629	PD Equipment	\$1,302.04	65414	1/19/2024	001-000-000-521-20-31-40	Police Operating Supplies
			\$1,302.04				
Horticultural Elements, Inc.	8308	Dec 2023 84th Median Maintenance	\$4,943.49	65358	1/5/2024	101-000-000-542-30-41-00	Professional Services
			\$4,943.49				
Kamins Construction Inc	8803	Storm Drains Improvements	\$14,313.00	65410	1/19/2024	307-000-000-595-30-63-02	Storm Sewer Improvements
			\$14,313.00				
Centurylink	Charges from Dec 07,	CH CC Terminal	\$184.06	65350	1/5/2024	001-000-000-518-10-42-00	Postage/Telephone
Centurylink	Charges from Dec 17,	PD/CH Emergency Lines	\$193.48	65350	1/5/2024	001-000-000-521-20-42-00	Communications (phone,Pager)
Centurylink	Charges from Dec 8,	PW Phone Line	\$140.54	65350	1/5/2024	001-000-000-576-80-42-00	Telephone/postage
			\$518.08				
Kirkland Municipal Court	DEC23MED	Nov 2023 Filing Fees	\$709.75	65360	1/5/2024	001-000-000-512-50-40-10	Municipal Court-Traffic/NonTrf
			\$709.75				
Car Wash Enterprises	December 2023	Clean Fleet	\$6.00	65401	1/19/2024	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			\$6.00				
Heavy Metal Carports LLC	December 2023 Police	Police Evidence Shed	\$11,498.37	65338	1/4/2024	307-000-000-594-18-60-00	Building Improvements
			\$11,498.37				
Mike's Tree Care, Inc	December 2023 Remove Pine Tree from	Remove Pine Tree from Homeowners ROW 2407 79th Ave NE	\$888.00	65363	1/5/2024	103-000-000-558-60-41-50	Professional Services/Landscape Consultant
			\$888.00				
Bellevue City Treasurer - Water	December Water:	December Water, Viewpoint	\$82.99	65399	1/19/2024	001-000-000-576-80-47-00	Utilities
			\$82.99				
WA ST Dept of Transportation	FB91017006241	F250 Inspections	\$657.16	65429	1/19/2024	101-000-000-542-30-48-00	Equipment Maintenance
WA ST Dept of Transportation	FB91017006241	Vehicle Inspection	\$47.94	65429	1/19/2024	401-000-000-558-60-32-00	Vehicle Expenses - Gas, Oil, Maint.
			\$705.10				
Puget Sound Energy	For service 11/1/2023 -	Street Lights 515 EPR	\$32.05	65437	1/22/2024	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	For service 11/1/2023 -	Street Lights 77th/79th	\$119.58	65437	1/22/2024	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	For service 11/1/2023 -	Street Lights PW Shop	\$0.11	65437	1/22/2024	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	For service 11/1/2023 -	Street Light Power	\$27.02	65437	1/22/2024	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	For service 11/1/2023 -	Street Light Power	\$1,630.00	65437	1/22/2024	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	For service 12/2/2023 -	Street Light Power 80th/10th	\$13.09	65437	1/22/2024	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	For service 12/2/2023 -	Street Lights - 515 Evergreen	\$32.11	65437	1/22/2024	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	For service 12/2/2023 -	Street Lights - 77th/79th Ave NE	\$119.95	65437	1/22/2024	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	For service 12/2/2023 -	Street Light Power	\$1,629.31	65437	1/22/2024	101-000-000-542-63-41-00	Street Light Utilities
			\$3,603.22				
Washington State Patrol	I2403184	Employee Background	\$11.00	65381	1/5/2024	001-000-000-521-20-41-50	Recruitment-Background
Washington State Patrol	I2403728	CPL Backgrounds	\$39.75	65381	1/5/2024	631-000-000-589-30-02-00	WA ST Patrol-Gun-Fbi
			\$50.75				
WA Assoc of Sheriffs & Police Chief	INV031720	Accreditation Annual Fee	\$1,500.00	65427	1/19/2024	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
			\$1,500.00				
911 Supply Inc	Inv-2-35244	PD Uniforms - Robles	\$854.60	65432	1/22/2024	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	Inv-2-35245	PD Uniforms - Martin	\$319.25	65432	1/22/2024	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	Inv-2-35248	PD Gear - Robles	\$139.56	65432	1/22/2024	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	Inv-SO-2-32707	PD Uniforms - James Martin	\$385.31	65432	1/22/2024	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	Inv-SO-2-32732	PD Equipment - Badge Holders	\$103.71	65439	1/22/2024	001-000-000-521-20-31-40	Police Operating Supplies
911 Supply Inc	Inv-SO-2-32823	Luid Robles PD Gear	\$958.91	65432	1/22/2024	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	Inv-SO-2-32826	PD Vest - Robles	\$1,895.93	65439	1/22/2024	001-000-000-521-20-22-01	DOJ Bullet Proof Vest Program
911 Supply Inc	Inv-SO-2-33015	PD Uniforms - Gidlof	\$594.50	65432	1/22/2024	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	Inv-SO-2-33018	PD Uniforms - Anderson	\$119.21	65432	1/22/2024	001-000-000-521-20-22-00	Uniforms
			\$5,370.98				
Kirkland Municipal Court	JAN24MED	December Filing Fees	\$670.68	65412	1/19/2024	001-000-000-512-50-41-10	Prosecuting Attorney
			\$670.68				

WA ST Auditor's Office	L158532	2022 Audit Services	\$4,419.45	65428	1/19/2024	001-000-000-514-20-42-00	Intergvtl Prof Serv-Auditors
			\$4,419.45				
Car Wash Enterprises	November 2023	PD Car Washes Nov 2023	\$12.00	65349	1/5/2024	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			\$12.00				
H D Fowler Company	O8016813	PW Shop Storm Imp	\$815.38	65357	1/5/2024	307-000-000-595-30-63-02	Storm Sewer Improvements
			\$815.38				
Gray & Osborne, Inc.	Project No:	Grading and Drainage Services	\$237.68	65407	1/19/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No:	Grading and Drainage Services	\$148.05	65407	1/19/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No:	Grading and Drainage Services	\$152.60	65407	1/19/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No:	Grading and Drainage Services	\$531.83	65407	1/19/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No:	Grading and Drainage Services	\$666.23	65407	1/19/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No:	NE 12th St PED Imp.	\$169.44	65407	1/19/2024	307-000-000-595-30-63-10	Sidewalk Improvements
Gray & Osborne, Inc.	Project No:	Grading and Drainage Services	\$518.18	65407	1/19/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No:	Grading and Drainage Services	\$155.85	65407	1/19/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No:	Grading and Drainage Services	\$148.05	65407	1/19/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No:	Grading and Drainage Services	\$148.05	65407	1/19/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No:	Grading and Drainage Services	\$74.03	65407	1/19/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No:	Grading and Drainage Services	\$148.05	65407	1/19/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No:	CH Deck Repair	\$427.70	65407	1/19/2024	307-000-000-594-18-60-00	Building Improvements
			\$3,525.74				
WA ST Treasurer's Office	Q4 2023 State Shared	Q4 2023 State Shared Revenue	\$152.13	65430	1/19/2024	631-000-000-586-00-01-00	WA St-Auto Theft Protection
WA ST Treasurer's Office	Q4 2023 State Shared	Q4 2023 State Shared Revenue	\$73.18	65430	1/19/2024	631-000-000-586-00-02-00	WA ST Traumatic Brain Injury
WA ST Treasurer's Office	Q4 2023 State Shared	Q4 2023 State Shared Revenue	\$76.07	65430	1/19/2024	631-000-000-586-83-08-00	WA St -Emer Med and Trauma
WA ST Treasurer's Office	Q4 2023 State Shared	Q4 2023 State Shared Revenue	\$2.66	65430	1/19/2024	631-000-000-586-90-02-00	WA State Gen Fund 54
WA ST Treasurer's Office	Q4 2023 State Shared	Q4 2023 State Shared Revenue	\$808.67	65430	1/19/2024	631-000-000-586-91-00-00	WA St-State Gen Fund 40
WA ST Treasurer's Office	Q4 2023 State Shared	Q4 2023 State Shared Revenue	\$478.58	65430	1/19/2024	631-000-000-586-92-00-00	WA St-State Gen Fund 50
WA ST Treasurer's Office	Q4 2023 State Shared	Q4 2023 State Shared Revenue	\$349.96	65430	1/19/2024	631-000-000-586-97-05-00	WA St-JIS
WA ST Treasurer's Office	Q4 2023 State Shared	Q4 2023 State Shared Revenue	\$169.00	65430	1/19/2024	631-000-000-589-30-03-00	WA St-Bldg Code Fee
			\$2,110.25				
Valley Defenders	Q4 2023 Valley	Public Defender Services	\$7,650.00	65426	1/19/2024	001-000-000-515-91-40-00	Public Defender
			\$7,650.00				
Bellevue, City of	Q4 2024 Cares invoice	Bellevue Cares Q4 2024	\$3,479.00	65433	1/22/2024	001-000-000-521-20-41-41	Bellevue CARE program
			\$3,479.00				
Cardio Partners Inc	S3257757	AED's for PD (Batteries)	\$4,562.09	65402	1/19/2024	001-000-000-521-20-31-00	Office Supplies
			\$4,562.09				
Original Watermen, Inc.	S86059	Lifeguard Supplies	\$367.15	65436	1/22/2024	001-000-000-571-00-32-00	Miscellaneous - Lifeguards
			\$367.15				
Puget Sound Energy	Service 10/20/2023-	Medina Park Power	\$373.99	65437	1/22/2024	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	Service 10/20/2023-	Street Lights 10th/82nd Ave NE	\$33.43	65437	1/22/2024	101-000-000-542-70-40-00	Street Irrigation Utilities
Puget Sound Energy	Service 10/21/2023-	View Point Park Power	\$16.56	65437	1/22/2024	101-000-000-542-70-40-00	Street Irrigation Utilities
Puget Sound Energy	Service 11/18/2023-	PW Shop Power	\$498.57	65437	1/22/2024	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	Service 11/18/2023-	Five Corners Power	\$48.59	65437	1/22/2024	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	Service 11/21/2023-	Street Light Power	\$16.83	65437	1/22/2024	101-000-000-542-63-41-00	Street Light Utilities
			\$987.97				
Bellevue City Treasurer - Water	Service from 9/18/2023 to	84th Ave/24th Irrigation	\$303.49	65348	1/5/2024	101-000-000-542-70-40-00	Street Irrigation Utilities
Bellevue City Treasurer - Water	Service from 9/25/2023 to	Medina Park Irrigation	\$1,590.54	65348	1/5/2024	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	Service from 9/25/2023 to	City Hall	\$741.67	65348	1/5/2024	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	Service from 9/25/2023 to	Beach Park Irrigation	\$228.48	65348	1/5/2024	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	Service from 9/25/2023 to	Fairweather Park	\$149.15	65348	1/5/2024	001-000-000-576-80-47-00	Utilities
			\$3,013.33				
Comcast	Service from Dec 25,	PW Internet Services	\$146.36	65353	1/5/2024	001-000-000-576-80-42-00	Telephone/postage
			\$146.36				
Grand Total			\$207,648.34	AP Total			



MEDINA, WASHINGTON

PARK BOARD MEETING

Virtual/Online

Monday, November 20, 2023 – 5:00 PM

MINUTES

1. CALL TO ORDER / ROLL CALL

Board Vice Chair Katie Surbeck called the Parks and Recreation Board meeting to order in the Medina Council Chambers at 5 PM.

PRESENT

Board Member Collette McMullen
 Board Member Gretchen Stengel
 Board Member Rebecca Johnston
 Board Vice Chair Katie Surbeck
 Board Member India Fitting-Koh
 Youth Advisor Hayool Park

ABSENT

Board Vice Chair Barbara Moe
 Emeritus Member Penny Martin

STAFF

Osada, Crickmore, Sass, Nations

2. ANNOUNCEMENTS

None.

3. APPROVAL OF PARK BOARD MINUTES

3.1 Meeting Minutes of September 18, 2023

Recommendation: Adopt minutes.

Staff Contact: Dawn Nations, Deputy City Clerk

ACTION: Motion made by Board Member Johnston, seconded by Stengel and with no objections; Park Board approved the November 20, 2023; meeting minutes as presented.

4. PUBLIC COMMENT

None.

5. PARK BOARD BUSINESS

5.1 Fall Ivy Removal Update

Vice Chair Surbeck gave a brief update on the ivy removal. She reported it was a successful event, great attendance and they got to all the marked trees. Public Works Supervisor Crickmore reported they were impressed with the amount of ivy removed.

5.2 Fall Planting Update

Vice Chair Surbeck gave a brief update on the fall planting at Fairweather Park. They planted native salal plants and additional plants donated by Board Member McMullan. Public Works will mulch in the next few weeks.

5.3 Trail Signage Update

Public Works Director Osada gave brief update on the signage. Osada will contact the points communities to inquire if they would like to contribute to the signage project. This project will most likely be done in the Spring of 2024.

- 5.4 Christmas Ship Event - December 22, 2023, at 5PM; Ships arrive at 5:35PM
- a) Lighted Necklaces – given to Board Member Stengel to get the necklaces ready.
 - b) Fire Pit Status – Youth Advisor Hayool Park will coordinate with Public Works to bring a fire pit.
 - c) Refreshments – Board Member Fitting-Koh will contact the Medina Kitchen and Market to inquire about donating treats. Board Members will bring cookies.
 - d) Set- up time – Board members were asked to arrive at 4:30pm for set-up and public works will coordinate setting up the canopies and tables.
 - e) Choir or music – Board Chair Moe will follow up St. Thomas Church Choir regarding performing.

6. OTHER BUSINESS

None.

7. PARK REPORTS

Fairweather & Lid- Board members reported it looks good. Chief Sass reported new signage for 2-hour maximum parking only. PD will be monitoring the parking area.
Points Loop Trail – Public Works will be blowing the leaves off the pathway. Board members discussed the ivy issues and the responsibility of the homeowners to maintain the ROW area. Public Works department is working on maintaining the problem areas.
Lake Lane – Board Member Fitting-Koh reported it looks good. Public Works reported a new bollard sign was installed to prevent parking on the lane.
Medina Beach Park- Chief Sass gave a brief update regarding the geese issues. The board discussed and asked questions staff responded.
Medina Park – Public Works reported the Christmas lights were put up in the park.
Viewpoint Park – Public Works reported the new no parking signs are now up.

8. ADJOURNMENT

By consensus the Park Board adjourned the regular meeting at 5:40 pm. Clarification on the next meeting will be on Tuesday, January 16, 2024.

Minutes taken by Dawn Nations, Deputy City Clerk



MEDINA, WASHINGTON

PLANNING COMMISSION MEETING

Hybrid-Virtual/In Person

Tuesday, December 12, 2023 – 6:00 PM

MINUTES

COMMISSION CHAIR | Laura Bustamante

COMMISSION VICE-CHAIR | Shawn Schubring

COMMISSIONERS | Li-Tan Hsu, Evonne Lai, David Langworthy, Mark Nelson, Brian Pao

DEVELOPMENT SERVICES DIRECTOR | Steve Wilcox

DEVELOPMENT SERVICES COORDINATOR | Rebecca Bennett

1. CALL TO ORDER / ROLL CALL

Chair Bustamante called the meeting to order at 6:01pm.

PRESENT

Chair Laura Bustamante

Vice Chair Shawn Schubring

Commissioner Li-Tan Hsu

Commissioner David Langworthy

Brian Pao

ABSENT

Commissioner Evonne Lai

Commissioner Mark Nelson

STAFF

Bennett, Burns, Kellerman

3. ANNOUNCEMENTS

3.1 Staff/Commissioners

Chair Bustamante announced that David Langworthy is resigning from Planning Commission.

Chair Bustamante announced that this meeting will be rescheduled to January.

5. ADJOURNMENT

The City of Medina Planning Commission Special Meeting is adjourned due to lack of City staff and illness.



MEDINA, WASHINGTON

MEDINA CITY COUNCIL SPECIAL MEETING

Hybrid - Virtual/In-Person
Monday, January 08, 2024 – 4:00 PM

MINUTES

1. SPECIAL MEETING - CALL TO ORDER / ROLL CALL

City Clerk Aimee Kellerman called the special meeting to order in the Medina Council Chambers at 4:00 p.m.

PRESENT

Mayor Jessica Rossman
Deputy Mayor Randy Reeves
Councilmember Jennifer Garone
Councilmember Harini Gokul
Councilmember Mac Johnston
Councilmember Michael Luis

ABSENT

Councilmember Joseph Brazen

STAFF

Romanenko, Osada, Wagner, Wilcox, Nations and Kellerman

2. APPROVAL OF MEETING AGENDA

ACTION: Without objections, the meeting agenda was approved as presented.

3. PUBLIC COMMENT PERIOD

The City Clerk opened the public comment period. The following individual addressed the Council:

Mark Nelson thanked Council for their work and leadership over the past couple of years.

With no further comments, the City Clerk closed the public comment period.

4. PRESENTATIONS

4.1 Oath of Office - New Councilmembers by Aimee Kellerman, City Clerk

City Clerk Aimee Kellerman administered the Oath of Office to incoming Councilmember Michael Luis and re-elected Councilmember Harini Gokul.

4.2 Election of Mayor/Deputy Mayor by Aimee Kellerman, City Clerk

City Clerk Aimee Kellerman opened the nomination period and called for nominations for Mayor.

ACTION: Councilmember Gokul nominated Jessica Rossman for Mayor. This was seconded by Garone.

With no other nominations, the nomination period closed.

The City Clerk provided an opportunity for nominators and nominees to speak to their nominations.

ACTION: By a 6:0 (Brazen absent) vote; Council elected Councilmember Rossman as Mayor.

Mayor Rossman opened the nomination period and called for nominations for Deputy Mayor.

ACTION: Councilmember Gokul nominated Randy Reeves for Deputy Mayor. This was seconded by Johnston.

With no other nominations, the nomination period closed.

Mayor Rossman provided an opportunity for nominators and nominees to speak to their nominations.

ACTION: By a 6:0 (Brazen absent) vote; Council elected Councilmember Reeves as Deputy Mayor.

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

Director of Public Works Ryan Osada reported that the Argosy Cruise Christmas Ships event on December 22nd was a success and St. Thomas Church choir sang at the event.

Emergency Preparedness Chair Rosalie Gann gave quick update on Emergency Preparedness.

Laura Bustamante gave an update on the Planning Manager hiring and reported that Commissioner David Langworthy submitted his resignation from the Commission.

5. CITY MANAGER'S REPORT

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

Director of Finance and HR Ryan Wagner gave a brief update on the city's finances. He also reported that the auditors have begun the 2022 audit and we anticipate having a new Assistant Finance Director onboard in the next couple of weeks.

Director of Public Works Ryan Osada highlighted the 2024 Public Works project list from his report which he invited Council to call him or email him if there are any questions or concerns.

6. CONSENT AGENDA

ACTION: Motion Johnston second Gokul and carried by a 6:0 (Brazen absent) vote, Council approved the Consent Agenda as presented.

6.1 December 2023, Check Register

Recommendation: Approve.

Staff Contact: Ryan Wagner, Finance and HR Director

6.2 Draft City Council Meeting Minutes of December 11, 2023

Recommendation: Adopt minutes.

Staff Contact: Aimee Kellerman, CMC, City Clerk

6.3 2024 Salary Schedule Amendment

Recommendation: Adopt Ordinance No. 1024.

Staff Contact: Ryan Wagner, Finance Director

7. LEGISLATIVE HEARING

None.

8. PUBLIC HEARING

None.

9. CITY BUSINESS

None.

10. REQUESTS FOR FUTURE AGENDA ITEMS AND COUNCIL ROUND TABLE

Councilmember Garone requested a discussion on the following three items:

- 77th Ave sidewalk/landscaping project.
- Location on where permit signs are especially when it's a private lane.
- Council Retreat.

Councilmember Johnston requested a discussion item on flashing crosswalk signs for 24th and 12th Street.

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 at 4:35 p.m. for an estimated time of 20 minutes to discuss the following:

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.

The City Council moved back into the special meeting at 4:48 p.m.

ACTION: Motion Johnston to direct staff to negotiate with American Towers for a new franchise and lease agreement. This was seconded by Reeves and carried by 6:0 (Brazen absent) vote.

13. ADJOURNMENT

By consensus, the City Council adjourned the special meeting at 4:50 p.m.



MEDINA, WASHINGTON

MEDINA CITY COUNCIL REGULAR MEETING

Hybrid - Virtual/In-Person
Monday, January 22, 2024 – 5:00 PM

MINUTES

1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

Council Members Brazen, Garone, Gokul, Luis, Johnston, Reeves, Rossman

Mayor Rossman called the regular meeting to order in the Medina Council Chambers at 5:01 p.m.

PRESENT

Mayor Jessica Rossman
Deputy Mayor Randy Reeves
Councilmember Joseph Brazen
Councilmember Jennifer Garone
Councilmember Harini Gokul
Councilmember Mac Johnston
Councilmember Michael Luis

ABSENT

None

STAFF

Burns, Romanenko, Kesler, Wilcox, and Kellerman

2. APPROVAL OF MEETING AGENDA

Mayor Rossman amended Agenda Item 9.3 Housing Comprehensive Plan Elements and Update recommendation to read "Discussion and direction."

ACTION: Without objections, the meeting agenda was approved as amended.

3. PUBLIC COMMENT PERIOD

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

Stephanie King, owner of Medina Kitchen and Market commented on the covenant associated with the building of her store, which requires them to close on Sundays at 5:00 p.m., restrictions on patio seating, and be closed for 11 state holidays. She commented

on the business and community impacts and requested that Council look at opportunities to adjust and narrow the definitions of state holidays.

Mark Nelson commented on the covenants associated with the building that Medina Kitchen and Market is located in and supports Ms. King's request of adjustments to the covenants.

Heija Nunn commented on the covenants associated with the building that Medina Kitchen and Market is located in and requested that Council make it clear to both the property owner and business owner of any processes available to make changes.

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

4. **PRESENTATIONS**

None.

5. **CITY MANAGER'S REPORT**

None.

6. **CONSENT AGENDA**

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

6.1 Approval of Contract with Inslee Best for City Attorney Services

Recommendation: Approve.

Staff Contact: Stephen R. Burns, City Manager

7. **LEGISLATIVE HEARING**

None.

8. **PUBLIC HEARING**

None.

9. **CITY BUSINESS**

9.1 Council Committees and Regional Meetings

Recommendation: Appoint Committee Members.

Staff Contact: Stephen R. Burns, City Manager

Mayor Rossman gave a brief introduction to the Council's standing committees and regional meetings. Going in seniority, Council selected their preferred committee to serve on. Councilmembers were appointed as follows:

Development Services Committee: Luis, Deputy Mayor Reeves, and Mayor Rossman.

Finance Committee: Garone, Gokul, and Mayor Rossman.

Personnel Committee: Brazen, Johnston, and Mayor Rossman.

Puget Sound Regional Council: Luis

Eastside Transportation Partnership (ETP): Mayor Rossman

9.2 Introduction of New City Planning Manager and Comprehensive Plan Update

Recommendation: Presentation and Update; no action needed.

Staff Contacts: Stephen R. Burns, City Manager and Steve Wilcox, Development Services Director

Director of Development Services Steve Wilcox introduced new Planning Manager Jonathan Kesler.

Kesler gave an update and overview of the Medina Comprehensive Plan. He walked Council through the path to approval by December 31, 2024. Council asked questions and staff responded.

ACTION: Introduction and update only; no action taken. Staff will come back to Council in February with an updated plan for adoption.

9.3 Housing Comprehensive Plan Elements and Update

Recommendation: Approve.

Approval of the Housing Element of the Comp Plan so that it may be sent on to the Puget Sound Regional Council (PSRC) and the Washington Department of Commerce (DOC) for review and approval in conformance with the Growth Management Act.

Staff Contact: Jonathan Kesler, AICP, Planning Manager

Planning Manager Jonathan Kesler gave a brief introduction to the Housing Comprehensive Plan Elements. Council and staff walked through the provided redlines and identified issues and requested some changes.

ACTION: Council directed staff to make the following changes in the Housing Element of the Medina Comprehensive Plan:

- Wherever ADU's are listed add "/DADU's"
- Under "Affordable Housing" strike the sentence "These are as follows:" and replace with "These include but are not limited to:"
- On page 5 capitalize Area Median Income and add (AMI) acronym afterwards
- On page 5 last paragraph, second to last sentence to be modified to read "...but rather that Medina will endeavor to plan...."

10. REQUESTS FOR FUTURE AGENDA ITEMS AND COUNCIL ROUND TABLE

Mayor Rossman thanked Assistant City Attorney Emily Romanenko for her years of service to the Medina team.

Councilmember Johnston requested that gas-powered leaf blowers come back to Council for a deeper discussion.

Deputy Mayor Reeves requested for staff to present options for the Medina Kitchen and Market covenants.

Councilmember Gokul requested to have a SR 520 Joint Noise Update.

11. **ADJOURNMENT**

By consensus, Council adjourned the regular meeting at 7:15 p.m.

DRAFT



MEDINA, WASHINGTON

MEDINA CITY COUNCIL SPECIAL MEETING

Hybrid - Virtual/In-Person

Thursday, January 11, 2024 – 2:00 PM

MINUTES

1. SPECIAL MEETING - CALL TO ORDER / ROLL CALL

Mayor Rossman called the special meeting to order in the Medina Council Chambers at 2:37 p.m. and amended the agenda to remove agenda item 2.1 - Interview Panel Orientation.

PRESENT

Mayor Jessica Rossman
Councilmember Joseph Brazen
Councilmember Jennifer Garone - arrived at 2:45 p.m.
Councilmember Mac Johnston - Online 2:35 p.m. - 2:47 p.m.
Councilmember Michael Luis

ABSENT

Deputy Mayor Randy Reeves
Councilmember Harini Gokul

STAFF

Burns, Osada, Wilcox, and Kellerman

2. SPECIAL MEETING TOPICS

2.1 Interview Panel Orientation

Council removed this agenda item.

2.2 City Attorney Interview - Ogden Murphy Wallace, PLLC

Council and staff interviewed city attorney candidates Emily Romanenko, Andrew Tsoming, and James (Jim) Haney with Ogden Murphy Wallace, PLLC.

2.3 City Attorney Interview - Inslee Best

Council and staff interviewed city attorney candidates Jennifer Robertson, Curtis Chambers, and Charlotte (Charlie) Archer with Inslee, Best, Doezie & Ryder, P.S.

3. **EXECUTIVE SESSION**

Council moved into Executive Session at 4:50 p.m. for an estimated time of 30 minutes to discuss the following:

RCW 42.30.110(1)(g)

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

Council reconvened into the special meeting at 5:14 p.m.

ACTION: No action was taken following the Executive Session.

4. **ADJOURNMENT**

By consensus, Council adjourned the special meeting at 5:14 p.m.



MEDINA, WASHINGTON

AGENDA BILL

Monday, February 12, 2024

Subject: 2024 Comprehensive Plan- Project Timeline

Category: City Council Business/Discussion

Staff Contact: Jonathan Kesler, AICP, Planning Manager

Summary

Medina City Council, Planning Commission, Park Board, Staff and Consultants will work toward having a complete draft of the updated Comprehensive Plan available for public comment by the beginning of June 2024. The process will proceed in a streamlined way, due to the limited window of time left to complete this mandatory update of the Comp Plan. After initial review by the Planning Manager and the consultants, Council will be informed at its meeting that a draft element will be reviewed by the Planning Commission (PC) at its next meeting. Council may give direction at that time. Once an element has been reviewed by the PC at its meeting, recommended changes will be made and it will be sent to PSRC and the Department of Commerce for review for consistency with the required Comprehensive Plan Updates. Council will have the opportunity to review each element thoroughly after PSRC and Commerce input has been received.

This streamlined process should provide enough time, in Summer 2024, for the mandatory regulatory reviews (PSRC review, SEPA, 60-day notice to the Department of Commerce) to occur. This will ensure that the public will have ample opportunity to view and comment on the entire document, as well.

These efforts should result in the City reaching its goal of adopting the update at the September 23, 2024, Medina City Council Meeting. Planning on adoption prior to the December 31st, 2024, deadline will build in a 2-month buffer that we can utilize and remain compliant.

This 2024 Comprehensive Plan Update- Project Timeline meets and supports Council's priorities 1 through 5.

Council Priorities:

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

Priorities met:

1. Medina is following the state laws governing comprehensive plan updates.

2. Preserving and fostering the development of a variety of housing types, sizes and densities to accommodate the diverse needs of all members of the community while maintaining Medina's high-quality residential setting.
3. Clear guidelines are key to the efficient and effective completion of the periodic update of the City of Medina Comprehensive Plan by the December 31, 2024, deadline established by the state Department of Commerce under the Growth Management Act.
4. The Comprehensive Plan Update follows best planning practices for the orderly future development of Medina by providing a clear vision on the communities present and future needs.
5. Preserving the quiet, sylvan neighborhood character of Medina.

Attachments

Comprehensive Plan 2024 Update- Project Timeline Memo
 Comprehensive Plan 2024 Update- Project Timeline Graphic

Budget/Fiscal Impact: None



Recommendation:

Review of the 2024 Comprehensive Plan Update Project Timeline.

City Manager Approval:

Proposed Council Motion: None

Time Estimate: 45 minutes

Draft Deliverables and Status:

Element	Status	Start	Due Dates
Land Use	Not Started.	Estimated start in February	March 15, 2024
Housing	Element has been drafted by City	Ready to send to PSRC and Commerce.	
Natural Environment (with Shoreline Sub-Element)	Notes for Sub Element are pending.	Estimated start in March	April 19, 2024
Community Design	Element has been drafted by City.	Ready to send to PSRC and Commerce.	
Transportation & Circulation	Not Started.	Estimated to start in April.	May 7th, 2024
Parks and Open Spaces	Not Started.	Estimated to start in April.	May 7th, 2024
Capital Facilities	Not Started.	Estimated to start in April.	May 7th, 2024
Utilities	Element has been drafted by City.	Ready to send to PSRC and Commerce.	

Draft Element Timelines:**FEBRUARY 2024:**

- Element update estimated to start in February.
- A draft of the Land Use Element is due to Planning Manager by **March 15th.**

MARCH 2024:

- Element update estimated to start in March.
- A draft of the Natural Environment Element is due to Planning Manager by **April 19th.**

APRIL 2024:

- Element update estimated to start in April.
- A draft of the Capital Facilities Element is due to Planning Manager by **May 7th.**
- A draft of the Parks and Open Space Element is due to Planning Manager by **May 7th.**
- A draft of the Transportation Element is due to Planning Manager by **May 7th.**
- SEPA needs to be turned into City for Review by **April 26th.**

JUNE 2024:

- Full draft of revised Comprehensive Plan released for public comment.
- Sending full draft of Comprehensive Plan and Commerce Checklist to Department of Commerce for 60 Day review by June 28th, 2024. **(Needs to happen 60 days prior to adoption)**

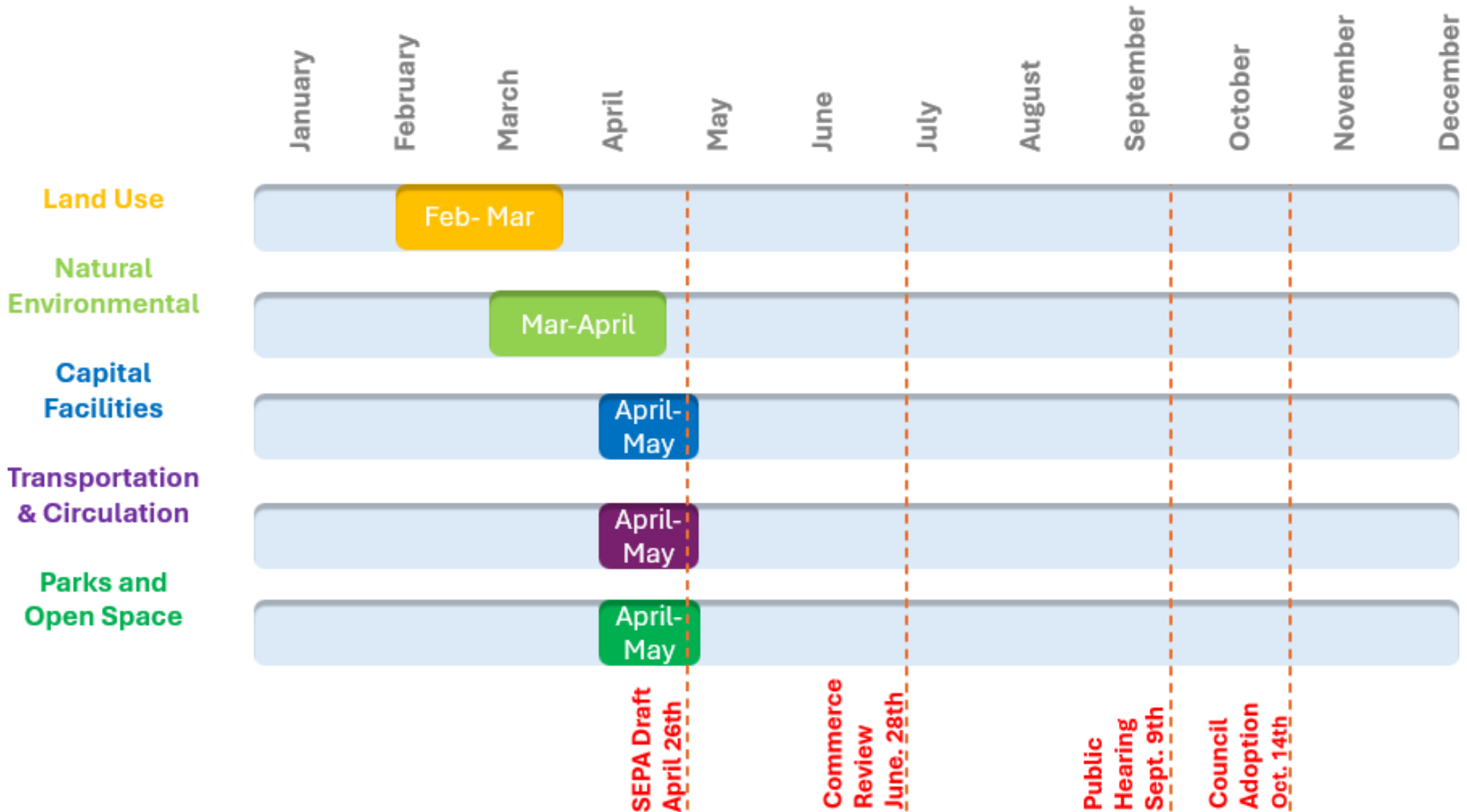
SEPTEMBER 2024:

- September 9, 2024 – Public Hearing on Comprehensive Plan.

October 2024:

- October 14th, 2024 – Special Council Meeting for Council Adoption

Project Time Line - Comprehensive Plan 2024 Update





MEDINA, WASHINGTON

AGENDA BILL

Monday, February 12, 2024

Subject: Comprehensive Plan Update – Natural Environment/Shoreline Element

Category: City Council Business/Consent/Discussion

Staff Contact(s): Jonathan Kesler, AICP, Planning Manager

Summary

The next Comprehensive Plan Update Element to be reviewed is the Natural Environment/Shoreline Element. Staff asks consent for this element to be sent to the Planning Commission special meeting of Thursday, February 15, 2024.

This Element meets and supports Council's priorities 1-5.

Council Priorities:

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

Attachment(s)

Shoreline Element from 2015 Comp Plan

Budget/Fiscal Impact: None

Recommendation: Consent

City Manager Approval:

Proposed Council Motion: None

Time Estimate: 10 minutes

2. NATURAL ENVIRONMENT ELEMENT

INTRODUCTION

The quality of life in the Pacific Northwest is often equated with the quality of the environment. Protecting and restoring air quality, water resources, soils, and plant, fish and animal habitats are important goals for the City of Medina.

This is particularly vital in light of federal Endangered Species Act listings of several salmonid species. Chinook salmon and steelhead trout are listed as threatened by the National Marine Fisheries Service (NMFS), and bull trout are listed as threatened by the U.S. Fish and Wildlife Service (USFWS). Coho salmon are a candidate species listed by NMFS. All of these species are found in Lake Washington.

Medina is committed to federal, state, and regional goals of endangered species recovery of listed salmon species by addressing salmon habitat needs within and adjacent to its boundaries with Lake Washington. However, protecting these resources is challenging for a fully developed community.

The Growth Management Act (GMA) requires that comprehensive plans establish critical areas policies based on best available science as defined by WAC 365-195-905. In addition, "...cities shall give special consideration to conservation or protection measures necessary to preserve or enhance anadromous fisheries." King County countywide planning policies (CPP) direct local jurisdictions to incorporate environmental protection and restoration efforts into their local plans and to provide effective stewardship of the environment for future generations, including preserving and protecting critical areas. The City defines critical area wetlands, fish and wildlife habitat conservation areas, and geologically hazardous areas. These critical areas are regulated under the City's Critical Area Regulations (Ch. 20.50). The City does not contain any critical aquifer recharge areas or frequently flooded areas.

This section establishes critical areas policies based on best available science to protect the environment and enhance the community's quality of life within the constraints of a fully developed community.

The GMA also mandates the conservation of natural resources, such as agricultural, forest, and mineral resource lands. However, Medina has none of these areas so natural resource lands will not be addressed further.

EXISTING CONDITIONS

The City of Medina is located within the Lake Washington/Cedar River/Sammamish Watershed, also known as Water Resource Inventory Area (WRIA) 8.

The 2014 Critical Areas Map identifies and describes known critical areas within Medina. These critical areas include:

- Fairweather Park [Fairweather Nature Preserve];

- Medina Park and adjacent wetlands at Overlake Golf & Country Club;
- Portions of the Lake Washington shoreline, which are designated as erosion hazard areas;
- The Lake Washington shoreline in its entirety, which has moderate to high liquefaction susceptibility;
- a great blue heron priority habitat area in the northeast corner of Medina Park;
- a bald eagle nest buffer along the northern shoreline of Lake Washington;
- Medina Creek (a.k.a, Fairweather Bay Creek);
- an unnamed creek draining from the Medina Park ponds;
- an unnamed creek originating in the south Clyde Hill area;
- an unnamed creek connected to the Fairweather Park wetland; and
- a potential unnamed creek originating near Evergreen Point Road, north of NE 14th Street.

These features and their vegetated buffers provide moderate habitat functions for small mammals, a variety of birds, amphibians, reptiles, and invertebrates typically found in urban green spaces. In addition, all of these features are adjacent to or ultimately drain into Lake Washington, a waterbody which contains federal Endangered Species Act-listed fish. However, none of these features, aside from the Lake Washington shoreline itself and the immediately accessible downstream reaches of the streams, contain federally listed fish. Therefore, from an ESA perspective, the most valuable function of these features to be preserved and enhanced is water quality treatment and storage, and groundwater recharge. Coho salmon are a State Priority Species, and have been observed in Medina Creek downstream (north) of SR 520. Recent improvements to culverts underneath SR 520 may allow coho salmon to pass upstream into Medina. Therefore, in-stream fish habitat on Medina Creek could also be enhanced. Other possible functions include passive recreation and environmental education.

GOALS

- NE-G1 To achieve a well-balanced relationship between the built and natural environments utilizing guidance derived from best available science.
- NE-G2 To prioritize stormwater management, point and non-point pollutant discharge reduction, and erosion control methodologies to reduce short-term and long-term water quality impacts.
- NE-G3 To promote community-wide stewardship of the natural environment for future generations through protection, preservation/conservation, and enhancement of those natural environment features which are most sensitive to human activities and which are critical to fish and wildlife survival and proliferation.

POLICIES

- NE-P1 The City shall maintain and update critical areas regulations as required by the GMA, and utilizing the best available science.

- NE-P2 The City shall preserve and should enhance where possible the functions and values of Medina's critical areas in a manner consistent with best available science.
- NE-P3 The City shall coordinate with other cities, King County, federal and state agencies, tribes, and the WRIA 8 Salmon Recovery Council on regional environmental issues, such as surface and groundwater quality and quantity, and salmon conservation.
- NE-P4 No net loss of wetlands functions, values, and acreage should result from development.
- NE-P5 The City shall work to protect, preserve and, where possible, enhance water quality in Lake Washington, Medina Creek, and other streams.
- NE-P6 The City shall develop a mitigation incentives program that promotes improved water quality. Incentives should be monitored to determine effectiveness.
- NE-P7 The City shall work to preserve stream corridors wide enough to maintain and enhance existing stream and habitat functions in all development proposals by designation of native growth protection areas or other appropriate mechanisms.
- NE-P8 The City should restore Medina Creek to provide salmon habitat by developing and implementing a salmon restoration/habitat recovery plan.
- NE-P9 The City shall prohibit the introduction of invasive plant species and encourage enhancement of native plant communities in natural areas, which include, but are not limited to, fish and wildlife habitat conservation areas and their buffers.
- NE-P10 The City should encourage and educate residents on development and land use practices that minimize impacts on the natural environment, with emphasis on anadromous fisheries.



MEDINA, WASHINGTON

AGENDA BILL

Monday February 12, 2024

Subject: 2021 Washington State Building Code Update

Category: City Business

Staff Contact: Steven Wilcox, Development Services Director

Summary

Washington State typically amends its building construction safety laws on a three-year cycle. Currently the City of Medina uses the 2018 Washington State Building Code (State Code) with our own amendments.

This 2021 State Code adoption combined with proposed amendments meets and supports the Council's priorities: 2, 4, and 5.

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

Adoption of the 2021 State Code is required with an implementation date of March 15, 2024. While it is mandatory to implement the 2021 State Code, Medina must also adopt it to retain our existing amendments. Within certain limits, jurisdictions are allowed to add their own amendments to the State Code which Medina has done over time. During 2024 and 2025 there will likely be proposals to amend portions of our Medina Building and Construction Code Chapter 16.40.

This code adoption includes a proposal to update Medina Municipal Code Section 16.40.010 State Building Code adopted by consolidation to match the State adoption.

Attachment

Ordinance No. 1025 adopting the 2021 Washington State Building Code.

Budget/Fiscal Impact:

I estimate the budget Impact at \$16,000 annually to Medina for this 2021 State Code adoption primarily due to the Energy Code and Wildland-Urban Interface Code (WUIC) as we currently understand them. The budget impact is associated with increased time in permit review and field inspections. While there are hundreds of Building Code amendments mandated by the state, the Energy Code and WUIC are most impactful. The Building Industry Association of Washington (BIAW) estimates the minimum increase in *construction costs* due to the entire 2021 State Code

adoption is \$55,282 for a 2,200 sq. ft. home. BIAW estimates may be skewed high, however there are no state sponsored cost estimates available currently to provide comparison.

Recommendation: Adopt Ordinance No. 1025.

City Manager Approval:



Proposed Council Motion: "I move to adopt Ordinance No. 1025 which implements the 2021 Washington State Building Code including previously adopted city amendments to Chapter 16.40 of the Medina Municipal Code."

CITY OF MEDINA, WASHINGTON
Ordinance No. 1025

AN ORDINANCE OF THE CITY OF MEDINA, WASHINGTON, REGARDING THE MEDINA CONSTRUCTION CODE, AMENDING CHAPTER 16.40 OF THE MEDINA MUNICIPAL CODE BY ADOPTING THE 2021 UPDATES TO THE WASHINGTON STATE BUILDING CODE; AMENDING ADMINISTRATIVE PROVISIONS REGARDING GRADING SAFETY; AMENDING FOR CONSISTENCY WITH THE FIRE CODE; AMENDING FOR CONSISTENCY WITH THE STATE BUILDING CODE; AMENDING SECTIONS 16.40.010, 16.40.020, 16.40.050, 16.40.060, 16.40.070, 16.40.090, 16.40.100, AND 16.40.130; PROVIDING FOR SEVERABILITY AND CORRECTIONS; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Washington State Legislature adopted the International Building Code, the International Residential Code, the International Fire Code, the International Mechanical Code, the Uniform Plumbing Code, Washington State Energy Code, International Swimming Pool and Spa Code, International Wildland-Urban Interface Code, and directed that the State Building Code Council adopt these as part of the State Building Code; and

WHEREAS, pursuant to chapter 19.27 RCW, the State Building Code Council adopted the 2021 editions, with amendments, of the International Building, Residential, Fire, Mechanical, Uniform Plumbing, Energy, Swimming Pool and Spa, Wildlife-Urban Interface, collectively referred to as the Washington State Building Code; and

WHEREAS, pursuant to RCW 19.27.031, the State Building Code shall be in effect in all Washington State cities and counties; and

WHEREAS, pursuant to chapter 51-50 WAC, the updated State Building Code goes into effect March 15, 2024; and

WHEREAS, the City Council wishes to incorporate the updated State Building Code into the Medina Municipal Code; and

WHEREAS, the adoption of an ordinance pertaining to building codes is exempt from the State Environmental Policy Act (SEPA) pursuant to WAC 197-11-800(19)(b);

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

Section 1. Section 16.40.010 Amended. Section 16.40.010 of the Medina Municipal Code is hereby amended to read as follows:

16.40.010 - State Building Code adopted.

All construction activity and construction materials in the city shall be governed by the State Building Code as adopted in Chapter 96, Laws of 1974, as updated by the State Building Code Council to include the ~~2018~~2021 editions of the following codes with amendments:

- A. International Building Code, Chapter 51-51 WAC;

- B. International Residential Code, Chapter 51-51 WAC;
- C. ~~International Fire Code, Chapter 51-54A WAC;~~
- ~~D. International Mechanical Code, Chapter 51-52 WAC;~~
- D. International Fire Code, Chapter 51-54A WAC;
- E. Wildland-Urban Interface Code, Chapter 51-55 WAC;
- ~~E. Uniform Plumbing Code, Chapter 51-56 WAC;~~
- F. G. Washington State Energy Code, Chapter 51-11C WAC;
- G. H. Washington State Energy Code, Chapter 51-11R WAC;
- H. I. International Swimming Pool and Spa Code, WAC 51-51-0328;
- ~~I. Liquefied Petroleum Gas Code, NFPA 58 (Propane);~~
- ~~J. National Fuel Gas Code, NFPA 54 (Natural Gas);~~
- ~~K. National Electrical Code (NFPA 70).~~

All codes referenced in the state legislation are hereby adopted by reference and included as if set forth in their entirety. This adoption shall include all other related codes, standards, and amendments to the referenced codes adopted by the State Building Code Council and enacted by the Washington State Legislature.

Section 2. Section 16.40.020 Amended. Section 16.40.020 of the Medina Municipal Code is hereby amended to read as follows:

16.40.020 - International Building Code—Subsection 101.2 amended.

Subsection 101.2 of the 2018-International Building Code is amended to read as follows:

101.2 Scope. The provisions of this Code shall apply to the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures.

Exception: New and reconstructed detached one and two family dwellings not more than three stories in height or 3,000 square feet or less in area, and additions or remodel activity that does not exceed 25 percent of the value of the existing structure may be constructed using the provisions of the International Residential Code (IRC), as amended by the State Building Codes Council. All buildings and additions to buildings constructed under the IRC shall comply with the code provisions in the International Fire Code, the State Energy Code, the State Ventilation and Indoor Air Quality Code, and the Uniform Plumbing Code and Standards.

101.2.1 Appendices. Provisions in the appendices shall not apply unless specifically adopted.

Section 3. Section 16.40.050 Amended. Section 16.40.050 of the Medina Municipal Code is hereby amended to read as follows:

16.40.050. Work exempt from permit—Subsections 105.2 and R105.2 amended.

Subsection 105.2 of the 2018 IBC and Subsection R105.2 of the 2018 IRC, which list work of a building nature that is exempt from building permit requirements, are amended to read as follows:

Building:

1. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 120 square feet.
2. All fences not over 4 feet in height above the existing or finished grade, whichever is lower.
3. New fences or repair to existing fences over 4 feet in height, but less than 6 feet in height above the existing or finished grade, whichever is lower, and not exceeding a fair market value of \$3,000.00. This exemption shall not apply to structures designed or intended to be used for sound attenuation purposes.
4. Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or IIIA liquids.
5. Sidewalks and driveways not more than 30 inches above adjacent grade, and not over any basement or story below and are not part of an accessible route.
6. Temporary motion picture, television and theater stage sets and scenery limited to being erected not more than 30 days.
7. Temporary, prefabricated or mobile structures to be used on-site during construction and removed upon completion of the project.
8. Swings and other playground equipment accessory to detached one and two family dwellings and not affecting the structural coverage allowance of the lot.
9. Interior and exterior trim, painting, papering, tiling, cabinets, counter tops, carpeting, finished flooring and other similar finish work for which inspection to verify code compliance is not required.
10. Pre-fabricated swimming pools located above grade that contain water not over 24 inches in depth.
11. Ornamental or decorative ponds or pools that contain water not over 24 inches in depth.
12. Non-fixed and moveable fixtures, cases, racks, counters and partitions not over 5 feet, 9 inches, in height.
13. Single-family residential decks not exceeding 200 square feet in area provided the deck:
 - a. Does not exceed 30 inches above the finished grade at any point;
 - b. Is not attached to a dwelling; and

- c. Does not provide access to an exit door required by R311.4.
- 14. Boat moorage covers over open water not exceeding 120 square feet in horizontally projected roof area and which otherwise fully complies with all state and local requirements.
- 15. Re-roofing of a residence provided:
 - a. Replacement roofing materials use the same or similar type of materials as the roofing materials being replaced;
 - b. The work performed does not activate other building or energy code requirements;
 - c. The re-roof work does not reduce the existing ventilation or storm drainage connections and dispersal; and
 - d. If the re-roof work involves asphalt composition overlaying existing asphalt composition, the total layers of roofing does not exceed two.
- 16. Any work not regulated by provisions of this Code or any elements of the State Building Code.

The listings of exemptions for electrical, gas and mechanical shall remain unchanged.

Section 4. Section 16.40.060 Amended. Section 16.40.060 of the Medina Municipal Code is hereby amended to read as follows:

16.40.060. Expiration—Subsections 105.5 and R105.5 amended.

Subsection 105.5 of the ~~2018~~ International Building Code and Subsection R105.5 of the ~~2018~~ International Residential Code are hereby amended to read as follows:

Expiration. Every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance. The building official is authorized to grant, in writing, not more than two extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated. The processing of the extension may be subject to a fee set forth in the adopted fee schedule.

All work authorized by a permit shall be completed and final inspections made within 18 months from the date the permit is issued and all permits shall finally expire by limitation 18 months from the date of issuance. The building official is authorized to grant extensions for a period not to exceed 12 months provided the work authorized by the permit has not been suspended or abandoned for any 180 day period after the time the work has commenced. The extension shall be requested in writing and justifiable causes demonstrated.

If work or inspections are incomplete at the time a building permit expires, the property owner or their authorized agent may renew action on an expired building permit by paying a new permit fee. The permit fee shall be

based upon the building official's determination of percentage of inspections completed and the fee schedule in effect at the time a new permit application is submitted. However, the permit fee shall not be less than 25 percent of the fee calculated using the fee schedule in effect at the time the new permit application is submitted. Any previous fees owed on the expired permit shall be paid before a new permit is issued.

If work or inspections are incomplete at the time a permit, other than a building permit, expires, the property owner or their agent may renew action on the expired permit by paying a new full permit fee based upon the fee schedule in effect at the time.

Section 5. Section 16.40.070 Amended. Section 16.40.070 of the Medina Municipal Code is hereby amended to read as follows:

16.40.070 Work commencing before permit issuance—Subsections 109.4 and R108.6 amended.

Subsection 109.4 of the ~~2018~~-International Building Code and Subsection R108.6 of the ~~2018~~-International Residential Code are amended to read as follows:

Any person who commences work requiring a permit on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to an investigation and administration fee equal to the amount of the permit fee. This fee is in addition to all other fees that may apply to the project.

Section 6. Section 16.40.090 amended. Section 16.40.090 of the Medina Municipal Code is hereby amended to read as follows:

16.40.090. Other inspections—Subsections ~~110.3.8~~110.3.10 and R109.1.5 amended.

Subsection ~~110.3.8~~110.3.10 of the ~~2018~~-International Building Code and Subsection R109.1.5 of the ~~2018~~-International Residential Code are amended to read as follows:

In addition to regular code specified inspections, special inspections, and structural observations required by this Code, the building official may require visual observation and testing to confirm compliance with approved construction documents for structural systems, mechanical systems, plumbing systems, and energy systems. This inspection requirement shall apply to all projects involving 4,000 square feet or greater of new or additional floor area, or where the building official determines such a requirement is necessary. All costs for inspections under this subsection are the responsibility of the permit holder.

Section 7. Section 16.40.100 amended. Section 16.40.100 of the Medina Municipal Code is hereby amended to read as follows:

16.40.100 Temporary certificate of occupancy – subsections 111.3 and R110.4 amended.

Subsection 111.3 of the ~~2018~~ International Building Code and Subsection R110.4 of the ~~2018~~ International Residential Code are amended to read as follows:

Temporary occupancy. The building official is authorized, but not required, to issue a temporary certificate of occupancy before completion of the entire work covered by the permits issued, provided that such portion or portions shall be occupied safely. A temporary certificate of occupancy may only be issued in association with a valid building permit. A cash financial guarantee shall be required in an amount set at 50 percent of the permit fee, or \$10,000, whichever is the lesser amount.

Section 8. Section 16.40.130 Amended. Section 16.40.100 of the Medina Municipal Code is hereby amended to read as follows:

16.40.130. Sprinkler systems—Section 903.3.1 amended.

Subsection 903.3.1 of the ~~2018~~ International Fire Code is amended to read as follows:

903.3.1 Standards. Sprinkler systems shall be designed and installed in accordance with Section 903.3.1.1, 903.3.1.2 or 903.3.1.3 and other chapters of this Code, as applicable.

In addition, sprinkler systems shall be designed with a buffer to account for water system fluctuations to include a low reservoir condition. Such buffer shall be five percent for static pressures less than 50 p.s.i. and ten percent for static pressures above 50 p.s.i.

Exception: Buffers are not required for systems designed in accordance with Section 903.3.1.3 (NFPA 13 D).

Permit applicants shall independently verify site specific static pressure:

- Prior to initiating sprinkler system;
- Prior to installing any sprinkler piping, including the underground supply; and
- Prior to requesting any cover inspections.

The rest of Subsection 903.3.1 shall remain unchanged.

Section 9. Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause, or phrase of this ordinance.

Section 10. Publication. This Ordinance shall be published by an approved summary consisting of the title.

Section 11. Corrections. Upon the approval of the city attorney, the city clerk, and/or the code publisher is authorized to make any necessary technical corrections to this ordinance, including but not limited to the correction of scrivener’s/clerical errors, references, ordinance numbering, section/subsection numbers, and any reference thereto.

Section 12. Effective Date. This ordinance shall take effect March 15, 2024.

PASSED BY THE CITY COUNCIL ON THIS 12th DAY OF FEBRUARY, 2024 BY A VOTE OF FOR, AGAINST, AND ABSTAINING, AND IS SIGNED IN AUTHENTICATION OF ITS PASSAGE ON THE 12th DAY OF FEBRUARY, 2024.

Jessica Rossman, Mayor

Approved as to form:
Inslee Best Doezie & Ryder, P.S.

Attest:

Jennifer S. Robertson, City Attorney

Aimee Kellerman, CMC, City Clerk

PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.: / AB