



MEDINA CITY COUNCIL

Monday, February 10, 2025

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 10, 2025 – 5:00 PM

AGENDA

MAYOR | Jessica Rossman

DEPUTY MAYOR | Randy Reeves

COUNCIL MEMBERS | Joseph Brazen, Harini Gokul, Mac Johnston, Michael Luis, Heija Nunn

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. Medina City Council welcomes and encourages in-person public comments. To participate in person, please fill out a comment card upon arrival at City Hall and turn it in to the City Clerk. To participate online, please register your 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 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 to Council@medina-wa.gov at any time.

Join Zoom Meeting

<https://medina-wa.zoom.us/j/81961696176?pwd=WjRuK3ErVy9jdmittelAvek1VeHkzUT09>

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, Gokul, Luis, Johnston, Nunn, 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](#) Legislative Update and Check-in by Soundview Strategies by Jennifer Ziegler

Time Estimate: 25 minutes

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

Time Estimate: 10 minutes

5. CITY MANAGER'S REPORT

Time Estimate: 45 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 2025 Check Register

Recommendation: Approve.

Staff Contact: Ryan Wagner, Finance Director

- [6.2](#) 13th Month - Check Register
Recommendation: Approve.
Staff Contact: Ryan Wagner, Finance/HR Director
- [6.3](#) Approved Park Board Meeting Minutes of November 18, 2024
Recommendation: Receive and file.
Staff Contact: Dawn Nations, Deputy City Clerk
- [6.4](#) Approved Planning Commission Meeting Minutes of January 16, 2025
Recommendation: Receive and file.
Staff Contact: Rebecca Bennett, Development Services Coordinator
- [6.5](#) Draft City Council Meeting Minutes of:
a) January 13, 2025; and
b) January 27, 2025.
Recommendation: Adopt minutes.
Staff Contact: Aimee Kellerman, CMC, City Clerk
- [6.6](#) Medina Council Legislative Priorities Agenda
Recommendation: Adopt.
Staff Contact: Stephen R. Burns, City Manager
- 7. LEGISLATIVE HEARING**
- None.
- 8. PUBLIC HEARING**
- None.
- 9. CITY BUSINESS**
- [9.1](#) City Manager Recruitment
Recommendation: Discussion and direction.
Staff Contacts: Ryan Wagner, Finance/HR Director and Charlotte Archer, Assistant City Attorney
- Time Estimate: 25 minutes
- [9.2](#) Middle Housing Update
Recommendation: Discussion only; no action needed.
Staff Contact(s): Jonathan G. Kesler, AICP – Planning Manager and Kirsten Peterson, Senior Project Manager, SCJ Alliance
- Time Estimate: 10 minutes
- [9.3](#) City Right of Way Policy Discussion
Recommendation: Discussion and direction.
Staff Contacts: Mayor Jessica Rossman, Ryan Osada, Public Works Director, Stephen R. Burns, City Manager, and Jennifer Robertson, City Attorney

Time Estimate: 30 minutes

- 9.4 NE 12th Street Landscape Options
Recommendation: Discussion and direction.
Staff Contact: Ryan Osada, Public Works Director

Time Estimate: 30 minutes

- 9.5 Viewpoint Park Parking Stalls
Recommendation: Discussion and direction.
Staff Contacts: Jeff Sass, Police Chief and Stephen R. Burns, City Manager

Time Estimate: 20 minutes

- 9.6 Medina Park Memorial Donation
Recommendation: Discussion and direction.
Staff Contacts: Ryan Osada, Director of Public Works and Stephen R. Burns, City Manager

Time Estimate: 15 minutes

10. REQUESTS FOR FUTURE AGENDA ITEMS AND COUNCIL ROUND TABLE

- a) Requests for future agenda items.
- b) Council round table.

11. PUBLIC COMMENT

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

12. EXECUTIVE SESSIONS

Time Estimate: 20 minutes

RCW 42.30.140(4)(a)

Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

Time Estimate: 15 minutes

RCW 42.30.110(1)(b)

To consider the selection of a site or the acquisition of real estate by lease or purchase

when public knowledge regarding such consideration would cause a likelihood of increased price.

Council may take action following the Executive Session.

13. **ADJOURNMENT**

Next regular City Council Meeting: February 24, 2025, 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 17, 2025 - Presidents' Day - City Hall Closed

Monday, February 24, 2025 - City Council Meeting (5:00PM)

Monday, March 10, 2025 - City Council Meeting (5:00PM)

Monday, March 24, 2025 - City Council Meeting (5:00PM)

Monday, April 14, 2025 - City Council Meeting (5:00PM)

Monday, April 28, 2025 - City Council Meeting (5:00PM)

Monday, May 12, 2025 - City Council Meeting (5:00PM)

Monday, May 26, 2025 - Memorial Day - City Hall Closed

Tuesday, May 27, 2025 - City Council Meeting (5:00PM)

Monday, June 9, 2025 - City Council Meeting (5:00PM)

Thursday, June 19, 2025 - Juneteenth - City Hall Closed

Monday, June 23, 2025 - City Council Meeting (5:00PM)

Friday, July 4, 2025 - Independence Day - City Hall Closed

Monday, July 14, 2025 - City Council Meeting (5:00PM)

Monday, July 28, 2025 - City Council Meeting (5:00PM)

Monday, August 11, 2025 - City Council Meeting - Dark No Meeting

Monday, August 25, 2025 - City Council Meeting - Dark No Meeting

Monday, September 1, 2025 - Labor Day - City Hall Closed

Monday, September 8, 2025 - City Council Meeting (5:00PM)

Monday, September 22, 2025 - City Council Meeting (5:00PM)

Monday, October 13, 2025 - City Council Meeting (5:00PM)

Monday, October 27, 2025 - City Council Meeting (5:00PM)

Monday, November 10, 2025 - City Council Meeting (5:00PM)

Tuesday, November 11, 2025 - Veterans Day - City Hall Closed

Monday, November 24, 2025 - City Council Meeting (5:00PM)

Thursday, November 27, 2025 - Thanksgiving Holiday - City Hall Closed

Friday, November 28, 2025 - Day After Thanksgiving Holiday - City Hall Closed

Monday, December 8, 2025 - City Council Meeting (5:00PM)

Monday, December 22, 2025 - City Council Meeting (5:00PM)

Thursday, December 25, 2025 - Christmas Day - City Hall Closed

CERTIFICATION OF POSTING AGENDA

The agenda for Monday, February 10, 2025, Regular Meeting of the Medina City Council was posted and available for review on Thursday, February 6, 2025, 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.

Points Communities Government Relations 2025 Workplan

Legislative Session Activities (January-May)

- Proposed Housing Legislation
 - Work to include an amendment in any Transit Oriented Development legislation to mitigate impacts on Points Communities
 - Work to change any provisions in proposed legislation regarding lot-splitting or parking that negatively impacts Points Communities
- Coordinate conversations with the Department of Commerce to discuss concerns related to interpretations of previous legislation on middle housing and accessory dwelling units
- Expansion Joint Noise Study
 - Submit funding request
 - Meet with Chair Fey & Chair Lias regarding the funding request
 - Check-in with WSDOT to determine if they are expressing any concerns with the funding request
- SR 520 Maintenance Funding
 - Support SR 520 tolling discussions that include lid maintenance funding
- Schedule virtual check-ins with Points Mayors on a recurring basis during the legislation session
- Distribute weekly legislative update

After Legislative Session (May-December)

- Provide End of Legislative Session Report
- Schedule in-person meeting with Mayors to discuss interim activities and legislative priorities
- Meet with legislators from the 48th and 41st legislative delegations
- Meet with relevant legislators based on 2026 legislative priorities

2025 Legislative Update

Medina City Council

February 10, 2025

General Background

- 2024 was a major election year in Washington State. Half of the Senate, all of the House of Representatives and all of the Statewide Elected Offices were up for election.
- The Democrats gained one seat in the House and one in the Senate. The Democratic majority in the Senate will be 30-19. The Democratic majority in the House will be 59-39.
- There has been significant legislative turnover:
 - The Senate has 12 new members.
 - The House has 22 new members.

More General Background

- The 48th legislative district is now represented by Senator Slatter, Representative Walen and Representative Salahuddin. There will be a special election in the Fall.
- The 2025 legislative session started on January 13th and is a 105-day session, ending on Sunday, April 27, 2025.
- It is the first year of the biennium. The Legislature must adopt a two-year budget by June 30, 2025, to avoid a shut-down of any part of state government.

Gubernatorial Transition

- Governor Bob Ferguson (D)
 - New Senior Staff, most are from the Attorney General's Office.
 - Almost an entirely new policy staff and a new budget office director.
 - Relevant New Agency Appointments:
 - Secretary of Transportation—Julie Meredith
 - Director of Department of Commerce—Joe Nguyen
 - Director of Department of Children Youth and Families—Tana Senn

Budget Outlook

- The Office of Financial Management (OFM) recently indicated that the General Fund Operating Budget deficit is between \$10 and \$12 billion over the four-year outlook.
- Governor Ferguson directed state agencies to provide him options for cutting 6% from state agency budgets.
- The State Transportation Budget shortfall for the 2025-27 biennium is \$1 billion.
- Senator Slatter and Representative Walen submitted our request for the next stage of the Expansion Joint Noise Mitigation study.

Proposed Legislation of Interest

- HB 1096 (Barkis)–Lot Splitting
- SB 5604 (Lias)–Transit Oriented Development
- HB 1491 (Reed)–Transit Oriented Development
- SB 5184 (Bateman)–Minimum Parking Requirements

Questions



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, 2025

To: Honorable Mayor and City Council

From: Stephen R. Burns, City Manager

Subject: City Manager Report

- The City of Medina has been actively engaging with WSDOT and the state legislature to find solutions for reducing noise from the SR 520 expansion joints. This has been a persistent issue for Medina residents since the new bridge opened in 2016.

The City of Medina has been working with Sound View Strategies to get legislature to approve funding for the improvement. City Staff are working with Sound View Strategies to update the workplan for the current legislative session.

Sound View Strategies will be attending February 10, 2025, Council Meeting to provide an update regarding the progress on this issue.

- At the March 25 Council Meeting, the Council approved the 2024/2025 Council Work Plan. The plan lays out Council priorities and projects through 2025 and provides staff direction to ensure these get met. Council was provided with an update at the January 27, 2025, Council Meeting. See **Attachment 1** for current project status.
- 2025 City Council Calendar – see **Attachment 2**.
- Bellevue Fire Report – see **Attachment 3**.

Medina City Council 2024/2025 Work Plan

* indicates task is over 1 year old

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Right-of-Way Policies (ROW)	Street Vacation Code Update	<p>12/11/2023 - Regular Meeting</p> <p>Council directed staff to prepare a workplan as to issues and options for right-of-way management for future Council review and discussion and prepare a final workplan for review and adoption prior to April 23, 2024.</p> <p>Council directed staff to take into consideration comments from resident Rosalie Gann. (12/11/23 minutes). "On a process level, she suggested that the City Council create requirements to increase transparency and timely communications with neighbors. Residents should not have to submit a public records request to find out about an issue that has the potential to impact their neighborhood. She asked Council to consider a similar process to construction proposals that are sent out via direct mail and placards onsite. On a policy level, she requested that Council consider before selling Medina-owned land, that Council seriously and meticulously anticipate adverse, long-term, and unintended consequences of the city's sale of collective land."</p>	<p>February 26, 2024 Council Meeting, City Attorney Jennifer Robertson updated Council on moratorium.</p> <p>Council directed staff to prepare a workplan and set the public hearing for April 8.</p> <p>Public Hearing and Workplan scheduled for April 8 Council Meeting.</p> <p>April 8, 2024 City Council Meeting: Council extended moratorium to October 8.</p>	<p>4/8/2024 - City Business</p> <p>5/13/2024 - Work Plan</p> <p>7/8/2024 - Work Plan Follow-up</p> <p>9/9/2024 - Consent</p>	
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
*SR-520 Lid: Discussions with WSDOT	SR-520 Lid Maintenance	<p>Points Communities have retained Jack McCullough as our representative for mediation with WSDOT. Mediator selection and scheduling are ongoing in discussions between McCullough and WSDOT.</p> <p>Mediation likely to occur in May 2023, considering mediator availability.</p>	<p>First mediation held May 8 and 9, 2024. On June 3 WSDOT did a walkthrough of the Lids with Points Communities representatives to explain maintenance requirements and process. A charrette will be held between the WSDOT and Points Communities representatives on June 27. Another mediation date is trying to be set up in July.</p> <p>Council updated on 3/11/24</p> <p>Council updated on 5/13/24 - ES</p>	<p>Update 1/13/2025 - CM Report</p>	
	SR-520 Joints Noise Mitigation	<p>3/13/23 - Regular Meeting</p> <p>Project update by UW prof Per Reinhall and WSDOT engineer Evan Grimm. Positive technical progress reported.</p> <p>State legislature did not fund continuation of joint noise mitigation study. Project suspended pending funding source.</p>	<p>Working with State of Washington to get funding for the University of Washington Phase 3 testing. Washington State 2024 Transportation Budget <i>did not</i> include this funding. Staff is continuing to work with lobbyists to identify other funding possibilities.</p> <p>Council updated on 3/11/24</p> <p>City Lobbyists from Soundview Strategies will give Council Updates Quarterly.</p> <p>6/10/2024 - Council approved the SR-520 Communication and staff will send out communications quarterly.</p>	<p>2/10/2025</p> <p>Lobbyist Update</p>	

	Communication	2/10/24 - City Council Retreat Develop a plan on how to keep the community informed of status.	Communication Plan will be presented at June 10, 2024 Council Meeting. CM to coordinate with lobbyist on city communication plan. 6/10/2024 - Council approved the SR-520 Communication and staff will send out communications quarterly.	6/10/2024 - City Business	6/10/2024
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
*Solid Waste	Weekly Recycling and Compost Pick-ups	11/13/23 - Regular Meeting City Manager Steve Burns gave an update on moving to weekly recycling, including composting. Staff will invite Wendy Weiker from Republic Services to give a presentation to Council as well as work on a survey to send out to the community the first quarter of 2024.	Working with Republic Services to get cost estimates for added service to residents. A survey to go out to receive input from residents to gage the level of importance for adding the service. Survey set for April 1 through April 28, 2024 5/13/24 CC Meeting: Item is tabled and staff will conduct another survey later this year or early 2025.	3/10/2025 - City Business	
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Annual City Manager Review	Wrap-Up of 2023 Review	Council directed only one specific action for follow-up by City Manager: "To accelerate his learning of city management policy and process, we ask Steve to create a learning plan that reflects this feedback and share it with Council." (S Burns Annual Review, 11/14/23) "The Personnel Committee will schedule some time to review this with you (Burns)." Executive session meeting between S Burns and Gokul, Johnston, Reeves, & Rossman expected to finalize and close out 2023 process	Personnel Committee to schedule meeting for wrap-up of 2023 review. City Clerk is working with Personnel Committee to set wrap-up of 2023 CM Review for May 2024. (3/25/24) Personnel Committee met with CM on 5/30/24 and will give a report out to Council on 6/10/24 in ES.	6/10/24 ES	6/10/2024
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Resident Welcome Packet		Goals: to help new residents have comfortable transition to Medina; to improve neighbor relations by establishing shared expectations; to improve emergency preparedness; to market Medina's high quality residential character and attract people drawn to it Potential inclusions: # to call before cutting down a tree, garbage bin rules, noise code quiet hours, construction and landscaping work times, parking, housewatch program, emergency preparedness committee/resources, etc. 2/10/24 - City Council Retreat Council directed staff to look at Resident Welcome Packet and come to Council with a plan.	City of Medina "Community" page New Residents - adding "Need to Know" resource box to include # to call before cutting down a tree, garbage bin rules, noise code quiet hours, construction and landscaping work times, parking, housewatch program, emergency preparedness committee/resources, etc. New resident webpage went live August 27, 2024. Staff is preparing a letter from the City addressing Medina specific issues to be aware of as well as contact resources. First Review for Council will be in June 2024. 6/24/2024 - City staff has developed a draft and will be sending to Council for review and feedback TENTATIVELY on Friday, June 28, 2024.	9/9/2024 - CM Report	9/9/2024
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Council Goals & Work Plan Visible and Trackable Online, including status, current calendar expectations, and links to relevant staff work			Tabled until Work Plan is adopted. 3/25/24 City Council Meeting - Work Plan accepted as presented and leadership staff will track on monthly basis. City staff is working on a City Council Work Plan page for the 2024/2025 City Council Work Plan under the City Council webpage and will update after every meeting where changes are made. Estimated Completion is 7/26/2024	To be reviewed and adjusted in January 2025 - City Business	
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:

Short-term Rentals		<p>10/23/23 - Regular Meeting</p> <p>Council requested that the City Attorney and staff look at... business licenses for short term rentals. Council will continue their independent research including in more detail the city of Leavenworth code as it pertains to short term rentals."</p> <p>Re vacant homes and issues regarding lack of maintenance and inability to contact owners/managers when a problem is found, Council requested that the City Attorney and staff look at current code, specifically right of way cost recovery and the city's existing nuisance code...</p> <p>There was also significant discussion regarding whether/how City could require registration of an agent or other contact if a home is to be left unoccupied for some period of time, in response to issues raised by Chief Sass.</p>	<p>Staff to work with City Attorney to determine when to bring to Council. Businesses Licenses moved to Finance/HR added at July 8, 2024 Presentation. (3/25/24 Meeting)</p> <p>Initial conversation to take place in Middle Housing during Joint CC/PC meeting on January 8, 2025.</p>	Tentative May 27, 2025	
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Vacant Houses		<p>10/23/23 - Regular Meeting</p> <p>Vacant homes and issues regarding lack of maintenance and inability to contact owners/managers when a problem is found, Council requested that the City Attorney and staff look at current code, specifically right of way cost recovery and the city's existing nuisance code...</p> <p>There was also significant discussion regarding whether/how City could require registration of an agent or other contact if a home is to be left unoccupied for some period of time, in response to issues raised by Chief Sass.</p>	<p>Staff to work with City Attorney to determine when to bring to Council. Initial conversation to take place in Middle Housing during Joint CC/PC meeting on January 8, 2025.</p>	Tentative May 27, 2025	

DEVELOPMENT SERVICES

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Comprehensive Plan	Community Design Element	Council First Review on 11/27/23	Element has been drafted by the City. Ready for DSC Review in April 2024 Ready for PSRC and Commerce review.	10/28/2024 Final to be presented to Council - 11/12/2024 Public Hearing and possible Council approval	Adopted 11/25/2024
	Housing Element	Council First Review on 1/22/24	Element has been drafted by the City. Ready to send to PSRC and Commerce for Review. 3/25/2024 CC Meeting: Council forwarded to PC's 4/3/2024 Meeting for their review and comments. 4/23/24 PC Meeting: Planning Commission Second Review and approved amendments and forwarded to City Attorney and Council Review.	10/28/2024 Final to be presented to Council - 11/12/2024 Public Hearing and possible Council approval	Adopted 11/25/2024
	Utilities		Started 3/11/2024 3/11/2024 CC Meeting: Council approved to send to PSRC and DOC for their review.	10/28/2024 Final to be presented to Council - 11/12/2024 Public Hearing and possible Council approval	Adopted 11/25/2024
	Land Use		Started 3/11/2024	10/28/2024 Final to be presented to Council - 11/12/2024 Public Hearing and possible Council approval	Adopted 11/25/2024
	Natural Environment (with Shoreline Sub-Element)		Estimated to start in April.	10/28/2024 Final to be presented to Council - 11/12/2024 Public Hearing and possible Council approval	Adopted 11/25/2024
	Transportation & Circulation		Estimated to start in April.	10/28/2024 Final to be presented to Council - 11/12/2024 Public Hearing and possible Council approval	Adopted 11/25/2024

	Parks and Open Spaces		Estimated to start in April. Reviewed by Park Board on 4/15/2024 4/22/2024 CC Meeting: Council pulled for further changes and discussion. 5/2/2024 DSC Meeting: DSC reviewed and forwarded to Council.	10/28/2024 Final to be presented to Council - 11/12/2024 Public Hearing and possible Council approval	Adopted 11/25/2024
	Capital Facilities		4/22/2024 CC Meeting: Council approved to send to PSRC and DOC for their review.	10/28/2024 Final to be presented to Council - 11/12/2024 Public Hearing and possible Council approval	Adopted 11/25/2024
	Stormwater Management	Council & Planning Commission have been asked to consider implications of increased impervious surface area as a result of development [Staff to DSC]	Will go on Planning Commission's 2025 Work Plan to determine level of priority at the November 2024 CC Meeting. Presented at 11/25/2024 Meeting. To be brought back to Council at the 12/9/2024 Council Meeting.	12/9/2024 TBD	

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Zoning	Comp Plan	5/22/23 - Regular Meeting As part of the Comprehensive Plan update, Council directed staff to work with Planning Commission to look at reconfiguring parts of R-16, creating a smaller zoning district and applying it to lots that more appropriately fit that standard, allowing the City greater nuance with zoning controls in the future. DSC discussed and agreed on possible approach based on common understandings within the city, which also included adjustments to boundaries of adjoining zoning districts.	Planning Manager Jonathan Kesler to include in 2025 Planning Commission Workplan to be presented to Council at the November 2024 Council Meeting. Council and staff to wait until the completion of Comp Plan to determine if additional action or direction is needed. (3/25/24 Meeting)	See Status Note	

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Lot Coverage		5/22/23 - Regular Meeting Council also directed staff to work with Planning Commission to look at decreasing impervious surface and structural coverage per staff recommendation	Planning Manager Jonathan Kesler to include in the Planning Commission Workplan to be presented at the November 25, 2024 Medina Council Meeting. Presented at 11/25/2024 Meeting. To be brought back to Council at the 12/9/2024 Council Meeting. Discussions will be part of the Middle Housing and Planning Commission Work Plan - Ongoing	12/9/2024	

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Implementation of HB 1110 Middle Housing and HB 1337 ADU/DADU	Grant Funding	9/11/23 - Regular Meeting Council approved staff to apply for the middle housing grant in the amount of \$35,000 with help of Mayor & staff as needed.	Development Services Director Steve Wilcox to provide update to Council on April 8 at City Manager/Department Directors Report. 6/10/2024 - As part of the Middle Housing Engagement Plan Council Adopted Resolution No. 444 with the first deliverables going to Commerce by June 30, 2024.	4/8/2024 - DS Report 6/10/2024 - City Business	6/10/2024
	Council Consideration of Hiring Specialized Experts	11/13/23 - Regular Meeting Council directed staff to come back to Council at the December meeting with... potential options, in addition of hiring a planner, to include the cost savings or increase for use of a land use attorney and consultants.	Hired new Planning Manager, Jonathan Kesler Hired new City Attorney, Jennifer Robertson Hired new Planning Consultants, LDC		Completed
	Education for Council and PC re: state legislative requirements	Initial planning discussions expected at DSC Q1 of 2024.	City Attorney Jennifer Robertson will update Council at the June 24 Council Meeting.	6/24/2024 - Retreat	6/10/2024
	Frontage Fees and Impact Fees	Council directed staff to add Undergrounding Utilities (frontage fees and impact fees) to Middle Housing Work Plan. (2/10/24 Retreat)	Council directed to merge HB 1337 with HB 1110 and add frontage fees and impact fees as a subpart of HB1110. (3/25/24 meeting)	6/24/2024 - Retreat	
	Middle Housing Public Engagement and Communication Plan		6/10/2024 - As part of the Middle Housing Engagement Plan Council Adopted Resolution No. 444 with the first deliverables going to Commerce by June 30, 2024.	5/28/2024 6/10/2024	6/10/2024
	Middle Housing Consultant		Interviews scheduled for July. Hired in September 2024	5/28/2024 7/8/2024 - DS Report	9/13/2024

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Wireless Facility Regulations		In Spring 2023, Council discussions relating to T-Mobile proposal that was unacceptable to community raised questions about whether current wireless facility code is sufficiently protective of community interests and character. When code was adopted, Council was assured that it was as protective as could be within limitations of federal law. That's no longer clear, given T-Mobile experience. Interest expressed in updating and strengthening code with this experience in mind, to prevent recurrence as best possible.	Telecom Law Firm can update Medina' Wireless Facility Regulation for a flat rate of \$12,350. They will prepare and deliver the Small Wireless Facilities policy and Permit Application Form. Not included in 2024 budget - can include in 2025 budget. Budget option for 2024 - use City Attorney funding. Staff to present to Council for discussion and direction.	7/22/2024 - Budget Retreat March 2025	
Nonadministrative Variances Policy		2/10/24 - City Council Retreat Council directed staff to review and amend the non-administrative variance policy.	Staff to clarify with Council as task assigned during the Council Retreat Follow-up in March 2024. 4/22/24 CC Meeting - Council forwarded proposed revisions to Planning Commission for review and processing. On Planning Commission Agenda for Discussion in September 2024	10/14/2024 Consent Calendar	10/14/2024
CAP Minor Code Amendment		Amendment to Construction Activity Permit to require sign for project down private lane be visible to public, as consistent with sign's notice purpose.	4/22/24 CC Meeting - Council forward proposed revisions to Planning Commission for review and processing. On Planning Commission Agenda for Discussion in September 2024	City Business TBD	10/14/2024
Tree Code	Violations Section	7/10/23 - Regular Meeting Council directed staff to include "special treatment for legacy and landmark trees in the draft ordinance. 9/11/23 - Regular Meeting Staff will send the proposed changes to the Department of Commerce for review. Following the Department of Commerce review, staff will bring an ordinance to the Council at a future meeting for discussion, direction and action.	Development Services Director Steve Wilcox to send proposed changes to DSC for review and discussion at a future DSC Meeting. Placed on the September Planning Commission Meeting for discussion and approval.	12/9/2024 - City Business	12/9/2024
Tree Code	Updates	1/23/23 - Regular Meeting Motion Reeves to direct city staff to prepare for Council consideration draft amendments to the Medina Municipal Code Chapter 16.52 Tree Management Code according to the six (6) "Short-term Solutions" bullet points as presented at the 1/23/23 meeting by our tree code consultants. This was seconded by Zook and carried by a 6:1 (Garone dissented) vote. Motion Reeves to direct staff to prepare for Council consideration a plan for a comprehensive review of the Medina Municipal Code Chapter 16.52 Tree Management Code. This was seconded by Johnston and carried by a 6:1 (Garone dissented) vote.	Wilcox to provide a status update at the April 8 Council Meeting during the City Managers/Department Directors Report.	4/8/2024 - DS Report	4/8/2024
FINANCE/HR					
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:

Property Tax Levy Planning	Future Planning	<p>Current levy lid lift was a 10 year plan, intended to provide financial stability through at least 2029. According to the 2024 adopted budget memo, "crossover to deficit spending is still on track for 2027 with the Levy stabilization amount predicted to supplement the general fund until at least 2031."</p> <p>2/10/24 - City Council Retreat</p> <p>Council moved Property Tax Levy Planning to the Budget Retreat in June of 2024.</p>	<p>Agenda item will be on the 2024 second quarter Finance Committee Meeting.</p> <p>Ongoing to be readdressed at the June 23, 2025 Budget Retreat.</p>	7/22/24 - Budget Retreat June 23, 2025	
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TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
HR Lifecycle and Personnel Manual Updates	HR System	<p>10/24/22 - City Council Retreat</p> <p>Implement a full HR system that covers employee lifecycle" was identified as one of "priorities for staff to work on in 2023</p>	<p>Finance/HR Director Wagner gave an update on the HR Manual at the March 11 Council Meeting.</p> <p>Personnel Committee will discuss at their Mar 26, 2024 Meeting</p>	9/9/2024 - Finance Report 12/9/2024 - Consent	12/9/2024
	Revised & Updated Personnel Manual	<p>Staff reported intent to work with outside vendor to update and streamline personnel policy manual, while keeping existing Medina-specific policies intact. Council to review and approve new product after staff work complete.</p>	<p>Finance/HR Director Wagner to give update on HR Manual at March 11 Council Meeting.</p> <p>Will go to Personnel Committee for review in July 2024.</p>	9/9/2024 - City Business 12/9/2024 - Consent	12/9/2024
	Adopt process for manual & HR policy revisions that includes City Manager and Council		<p>Finance/HR Director Wagner to give update on HR Manual at March 11 Council Meeting.</p> <p>Will be included as part of the Personnel Manual</p>	9/9/2024 - City Business 12/9/2024 - Consent	12/9/2024
	Updated City Job Descriptions		<p>Will refer to Personnel Committee to clarify what action Council wants taken on this item.</p> <p>In progress.</p>	9/9/2024 - City Business	9/9/2024
	Clear Process for Staff Departure and Related Expectations		<p>Staff needs further clarification from Council on this topic at Retreat Follow-up Meeting. (Exit Interview???)</p> <p>In progress.</p>	TBD	

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Business License		Business License	<p>The City is currently on the waiting list. Approved by Council to move forward with Business Licenses at 9/23/24 Council Meeting - Wagner to work with DOR to set up and bring back to Council in 2025.</p> <p>9/23/2024 CC Meeting</p> <p>Mayor Rossman gave a quick introduction of the Business License discussion, highlighting that Council would need to make a decision tonight on whether to proceed with implementing a business license program for the city that would begin in the summer of 2025. She noted that further decisions, including coverage parameters and the fee structure model, will be addressed in spring 2025.</p> <p>Director of Finance and HR Ryan Wagner reiterated three main points: 1. Is the city interested in a business license program, and should we initiate the process? 2. Who should be included under the program? 3. Should we impose fees, and if so, how much?</p>	3/10/2025 - City Business	

PUBLIC WORKS

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
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*Right of Way Policies	Privately Maintained ROW	12/11/23 - Regular Meeting Council directed "staff to prepare a workplan as to issues and options for right-of-way management for future Council review and discussion and prepare a final workplan for review and adoption prior to April 23, 2024.	Based on discussion at the February 26 Council Meeting, Staff and City Attorney propose to make this Phase 2 in handling the ROW polices. Phase 1 would be to address the <i>Street Vacation Code Update</i> in 2024 and then handle Phase 2 of <i>Privately Maintained ROW and City ROW Policies</i> in 2025.	2/10/2025	
	City ROW Policy	2/10/24 - City Council Retreat Create Street ROW Policy to include large lots Add clarity to "Allowable Parking" to ROW Policy	Staff recommends combining this with Privately Maintained ROW. Based on discussion at the February 26 Council Meeting, Staff and City Attorney propose to make this Phase 2 in handling the ROW polices. Phase 1 would be to address the <i>Street Vacation Code Update</i> in 2024 and then handle Phase 2 of <i>Privately Maintained ROW and City ROW Policies</i> in 2025.	2/10/2025	
	Hedge Reimbursement	Former City Manager Michael Sauerwein presented Council with a "Hedge Trimming Policy" in September 2019 with the recommendation to create a formal process to include billing property owners if the City does the work. Council Action - Council directed staff to work with residents by providing notice of hedge overgrowth and give them the option to trim themselves or the city will trim and bill the resident for cost recovery.	No further action has been taken. * Staff could work with the City Attorney to create an ordinance that allows the City to be reimbursed for the cost of performing the work to clear the right-of-way, either by Public Works or hiring an independent vendor to perform the work.	4/14/2025	

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
*Stormwater Management	Infrastructure	3/28/22 - Regular Meeting Council directed staff to create a roadmap with priorities tentatively by the end of the year that will include maintenance as well as Capital projects. Public Works will work in tandem with Development Services on major construction projects to determine any impact fees or any up front requirements for approvals. 11/14/22 - Regular Meeting Council directed staff to include for future presentations and agenda items to include... discussion of storm drainage....	Council is provided a yearly CIP that covers capital projects. Stormwater projects are broadly listed. The Public Works Project List provides specific projects for the current calendar year. Costs and details are covered during the January Council Meeting. Storm water projects are covered specifically in the Project List and are presented to Council at the January Meeting. Project List will be included in Public Works Director monthly report.	Updates to be provided twice annually: January and June	6/10/2024 - CIP/TIP/Non-TIP Adoption
	Funding	4/24/23 - Regular Meeting Council directed staff to move forward with funding stormwater infrastructure using capital reserves.	CURRENTLY COMPLETED: BUDGETED ACCORDING TO THIS DIRECTION IN 2024. 2024 budget and 6-year CIP/TIP/non-TIP plans call for stormwater infrastructure funding from REET.		11/13/2023 Budget Adoption
	In Connection with Comp Plan and Housing - See Comp Plan under DS				

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
77th Ave NE		10/10/22 - Regular Meeting Council removed a construction plan & contract for the north end of the 77th sidewalk from the consent agenda and "directed staff to come back with alternative new design options. At January 2024 meeting, Council discussed new driveway and plantings apparently permitted by city at the end of the paved sidewalk in the same location. Council discussion tabled to future meeting after staff has had further opportunity to consult & consider.	Staff will provide Council with options and take feedback from Council on 77th sidewalk at the March 25 Council Meeting. Council directed staff to proceed with Option 2 from the March 25, 2024 City Council meeting. (3/25/24 CC Meeting)	3/25/2024 - City Business	9/30/2024

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Buildings/Facilities Management Planning		3/13/23 - Regular Meeting Council directed staff to report back to Council with a list of improvements for both city hall and the post office. The list of improvements should be in priority order and noted where in the budget they are funded.	Staff will present to the Council at the March 11 Council Meeting addressing the priority list of improvements - this cover the two sections below for City Hall and Post Office.	3/11/2024 - City Business	3/11/2024
	City Hall	10/9/23 - Regular Meeting Council also requested that staff add a future agenda item to discuss City Hall and how we are currently using the building and how we see using the building in the future as a public resource. Improvements per CIP/TIP: 2024: Repaint exterior, excluding trim 2025: Repaint interior 2026: Reroof building Improvements expected per 2024 Capital Fund Preliminary Project List: City Hall Carpet Replacement	Council also requested that staff add a future agenda item to discuss City Hall and how we are currently using the building and how we see using the building in the future as a public resource. 7/8/2024 - Council directed staff to move to revisit the topic at the end of 2025.	9/8/2025 - City Business	
	Post Office	Improvements expected per CIP/TIP: 2024: Repaint exterior 2025: Repaint interior 2027: Reroof building Improvements expected per 2024 Capital Fund Preliminary Project List: HVAC	Staff will present to the Council at the March 11 Council Meeting addressing the priority list of improvements - this cover the two sections below for City Hall and Post Office.	3/11/2024 - City Business	3/11/2024
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Park Memorials Policy	Park Memorial Policy	Expected request from Department of Parks & Public Works for simple policy to govern memorials in Medina Park (who can request, is there a limit on how many we want in park, how long staff will be expected to maintain plaques, etc.). 2/10/23 - City Council Retreat Council referred to Park Board	Osada to work with Park Board on the policy. On Park Board Agenda for discussion at their March 18, 2024 Meeting. Osada to prepare draft policy to present at Park Board meeting on May 20, 2024 Added to Park Board Work Plan. 10/14/2024 ACTION: Motion Reeves to approve the Park Board Work Plan as presented. This was seconded by Johnston and carried by a 5:1 (Gokul dissented) vote. ACTION: Motion Gokul to schedule joint visioning and planning session with the Park Board to determine prioritization and success metrics for the proposed plan. This was seconded by Reeves carried by a 5:1 (Johnston dissented) vote. Additionally, Council further directed staff that prior to setting up any joint meeting with the Park Board to return to Council in order to establish goals for the joint meeting.	10/14/2024 - City Business 1/27/2025 - City Business	
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Parks Management	Tennis Courts	7/10/23 - Regular Meeting Council directed staff to keep status quo, not to add pickleball striping on existing tennis courts except to extent already done (at Fairweather), & not to spend more time discussing. REMOVE AS COMPLETED UPON CONFIRMATION that pickleball conversion is no longer in CIP/TIP/non-TIP, city budget, or other workplan	Will be removed for approval at the adoption of the updated 6-year CIP/TIP and Non-TIP in July.	6/10/2024 - CIP/TIP/Non-TIP 7/8/2024 - CIP/TIP/Non-TIP	6/10/2024

	Points Loop Trail	7/10/23 - Regular Meeting Replacement signs in budget (2024 Capital Fund Preliminary Project List); Ryan Osada reports intent to coordinate with other Points Communities for consistency; Council wants updated map & make available on website.	Osada to report to Council at the June 10 Meeting about the status on the signs.	11/12/2024 Director Report 12/9/2024 - Director Report 1/13/2025 - Director Report	
	Park Board	2/10/24 - City Council Retreat Council would like Park Board to develop a Work Plan to include a policy for off-leash and on-leash areas.	Staff will work with Park Board to develop draft work plan. An update will be provided to Council at the July Council Meeting. Revised plan to be reviewed and possible adopted at September Park Board Meeting. Park Board approved draft work plan at the September 16 Park Board Meeting - staff will be presenting it at the October 14 Council Meeting. 10/14/2024 ACTION: Motion Reeves to approve the Park Board Work Plan as presented. This was seconded by Johnston and carried by a 5:1 (Gokul dissented) vote. ACTION: Motion Gokul to schedule joint visioning and planning session with the Park Board to determine prioritization and success metrics for the proposed plan. This was seconded by Reeves carried by a 5:1 (Johnston dissented) vote. Additionally, Council further directed staff that prior to setting up any joint meeting with the Park Board to return to Council in order to establish goals for the joint meeting.	10/14/2024 - City Business 1/27/2025 - City Business	

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Undergrounding Power Lines		4/24/23 - Regular Meeting Council requested that staff create an informational page on the city's website with updated FAQs. Direction followed presentation demonstrating costs of city-wide undergrounding, including to individual homeowners with older homes. Council discussed desires to inform residents and empower individual neighborhoods to understand what undergrounding would entail for them and consider Local Improvement Districts if desired. Consider wrap-up report to confirm what action has been taken to comply with Council's direction	Completed in 2023 - see https://www.medina-wa.gov/publicworks/page/faq-utility-undergrounding-medina		12/1/2023

CENTRAL SERVICES

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:

POLICE

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:



MEDINA CITY COUNCIL

2025 AGENDA/ACTION CALENDAR

Meetings scheduled for 5:00 pm, online (unless noticed otherwise).

JANUARY 13, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	Police Officer Roman Scott - Professional Excellence Award - 15 Minutes	Sass	N/A		
Presentation	Introduction of Rob Kilmer as the City's Building Official. 10 Minutes	Wilcox	N/A		
Consent Agenda	December 2024, Check Register	Wagner	Approve.		
Consent Agenda	Approved PB Minutes	Nations	Receive and file.		
Consent Agenda	Approved PC Minutes	Bennett	Receive and file.		
Consent Agenda	Draft Meeting Minutes of: 11/25/2024 & 12/09/2024	Kellerman/Nations	Adopt.		
Legislative Hearing	None.				
Public Hearing	None.				
City Business	Middle Housing Update - 30 Minutes	Kesler	Discussion and Direction		
City Business	NE 12th Street Landscaping Update - 30 minutes	Osada	Discussion and Direction		
City Business	ROW Priorities - 30 Minutes	Burns/Robertson/Rossm an	Discussion and Direction		
City Business	Council Retreat Planning Discussion - 15 Minutes	Burns	Discussion and Direction		
City Business	Legislative Priorities Agenda Update	Burns	Discussion		
Executive Session	RCW 42.30.140 (4)(a) Collective Bargaining - 20 Minutes				
	RCW 42.30.110(1)(g) Employee Evaluation - 45 Minutes	BUrns			
JANUARY 27, 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	Middle Housing - 60 minutes	Kesler			
City Business	City Council Work Plan Review and Update - 45 minutes	Burns/Kellerman			
City Business	Park Board Goal Setting for Joint Meeting - 30 minutes	Burns/Osada			
City Business	City Legislative Priorities Update - 20 minutes	Burns			
FEBRUARY 10, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Presentation	Legislative Update and Check-in by Soundview Strategies - 30 Minutes	Burns	N/A		
Consent Agenda	January 2025, Check Register	Wagner	Approve.		
Consent Agenda	13th Month Check Register	Wagner	Approve.		
Consent Agenda	Approved 11/13/2024 PB Minutes	Kellerman	Receive and file.		
Consent Agenda	Approved 1/16/2025 PC Minutes	Bennett	Receive and file.		
Consent Agenda	Draft 1/13/2025 & 1/27/2025 CC Minutes	Kellerman	Adopt.		
Consent Agenda	Medina Council Legislative Priorities	Burns	Approve.		
Consent Agenda					
Legislative Hearing	None.				
Public Hearing	None.				
City Business	City Manager Recruitment	Robertson/Archer	Discussion and direction.		
City Business	Middle Housing Update	Kesler	Discussion item only.		
City Business	City Right of Way Policy Discussion	Osada	Discussion and direction.		
City Business	NE 12th Street Landscape Options	Osada	Discussion and direction.		
City Business	View Point Parking Stalls Discussion	Burns/Sass	Discussion and direction.		
Executive Session	RCW 42.30.140(4)(a) - Collective Bargaining				
Executive Session	RCW 42.30.110(1)(b) - Real Estate	Burns/Wagner	N/A		

FEBRUARY 24, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Workshop	Middle Housing Subdivisions - 2 Hours	Kesler			
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business	City Manager Recruitment Update	Robertson			
City Business					
City Business					
MARCH 10, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	PSE Storm Response Presentation - 20 Minutes - TENTATIVE	Burns			
Consent Agenda	February 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 02/10/2024 & 02/24/2025 CC Minutes	Kellerman			
Consent Agenda	Small Works Roster Update	Osada			
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business	Wireless Facilities Regulations Update	Burns/Wilcox			
City Business	Complete Streets Ordinance Discussion	Osada	Discussion and Direction		
City Business	St. Thomas School Traffic Flow (video) - 15 Minutes	Sass/Burns			
City Business	Business License Program Update	Wagner			
City Business	Weekly Recycling and Compost Update	Burns			
Executive Session					

MARCH 24, 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 14, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	March 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 03/10/2025 & 02/24/2025 CC Minutes	Kellerman			
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					
City Business					

Executive Session					
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APRIL 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					

MAY 12, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	April 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 04/14/2025 & 04/28/2025 CC Minutes	Kellerman			
Consent Agenda					
Consent Agenda					
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 (TUESDAY), 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	Short-term Rentals - Tentative	Burns			
City Business	Vacant Houses - Tentative	Burns			
City Business					
JUNE 9, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	May 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 05/12/2025 & 05/27/2025 CC Minutes	Kellerman			
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	DRAFT Six-Year CIP/TIP/Non-TIP Plan	Osada	First Hearing		
City Business	City Business	Hedge Reimbursement P	Burns/Osada		
City Business					
City Business					
City Business					
City Business					
Executive Session					
JUNE 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	2026 Budget Retreat	Wagner			

City Business					
City Business					

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	June 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 06/09/2025 & 06/23/2025 CC Minutes	Nations/Kellerman			
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	DRAFT Six-Year CIP/TIP/Non-TIP Plan	Osada	Adopt		
City Business					
City Business					
City Business					
City Business					
City Business					
Executive Session					

JULY 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					

AUGUST 11, City Council DARK					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
AUGUST 25, City Council DARK					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
SEPTEMBER 8, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	July/August 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 07/14/2025 & 07/28/2025 CC Minutes	Kellerman			
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	2026 Preliminary Budget Hearing	Wagner			
City Business					
City Business					
City Business					
City Business					
City Business	City Hall Resource Usage Update	Burns/Osada			
Executive Session					
SEPTEMBER 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	2026 Preliminary Budget - Deep Dive	Wagner			

City Business					
City Business					

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	September 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 09/08/2025 & 09/22/2025 CC Minutes	Kellerman			
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	2026 Preliminary Budget Hearing	Wagner			
City Business					
City Business					
City Business					
City Business					
City Business					
Executive Session					

OCTOBER 27, 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 10, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	October 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 10/13/2025 & 10/27/2025 CC Minutes	Kellerman			
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	2026 Final Budget and Salary Schedule	Wagner			
Public Hearing	2026 Property Tax Resolution	Wagner			
City Business					
City Business					
City Business					
City Business					
City Business					
Executive Session					
NOVEMBER 24, 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 8, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice

Presentation					
Consent Agenda	November 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 11/10/2025 CC Minutes	Kellerman			
Consent Agenda					
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 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					

Contract City Incident Summary (Medina)

Feb 5, 2025 1:32:30 PM

Filter statement

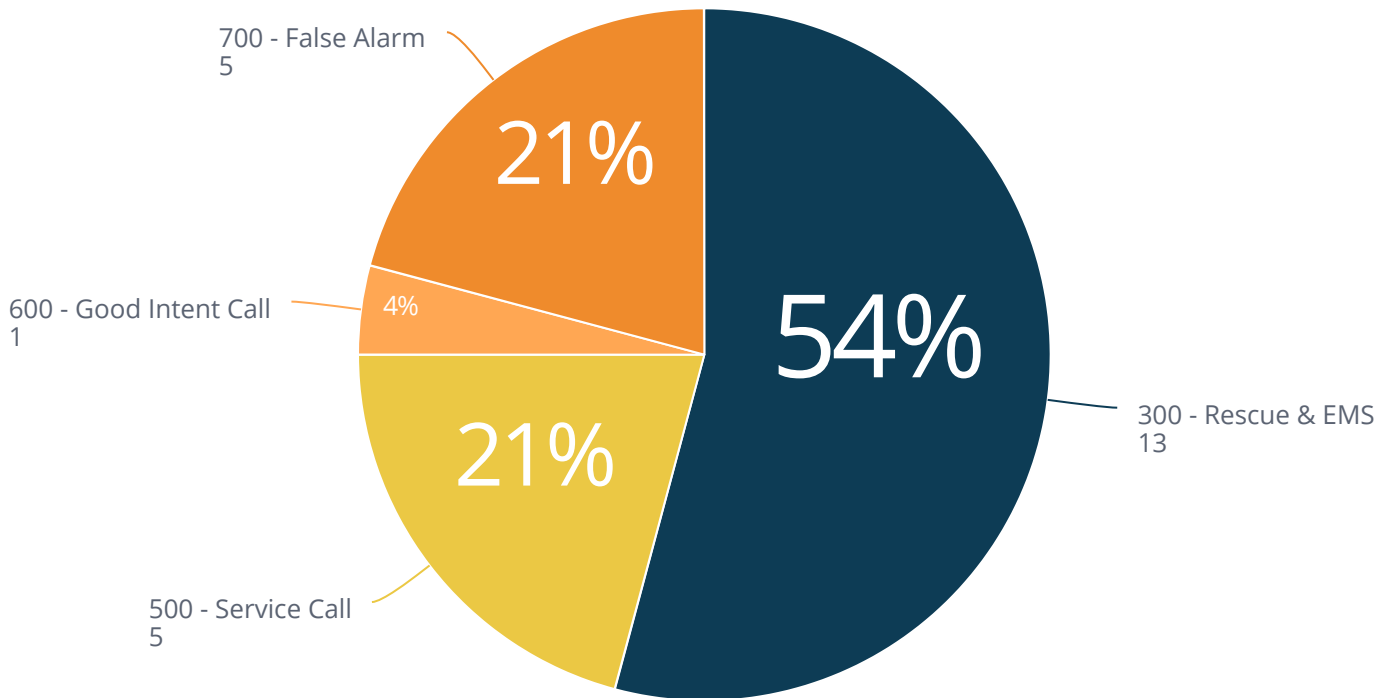
Filters **Alarm Date Range** Last Month | **Is Locked** true | **Is Active** true | **Location City** MEDINA, Medina

Fire and EMS Summary

Count of Total Incidents

24

Percentage of Incident Type (with count)



Contract City Incident Summary (Medina) Feb 5, 2025 1:32:30 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
300 - Rescue & EMS	Emergency medical service incident, other	320	1
	EMS Call, Cancelled at Scene	3117	1
	EMS call, excluding vehicle accident with injury	321	1
	EMS Call, Medical	3211	8
	EMS Call, Other Accident/Trauma	3210	1
	Patient Assist	3111	1
300 - Rescue & EMS Total			13
500 - Service Call	CARES 200 Series Units	5532	5
600 - Good Intent Call	Dispatched & canceled en route	611	1
700 - False Alarm	Alarm system activation, no fire - unintentional	745	3
	Detector activation, no fire - unintentional	744	1
	Smoke detector activation, no fire - unintentional	743	1
700 - False Alarm Total			5
Count			24



MEDINA POLICE DEPARTMENT

DATE: February 10th, 2025
TO: Stephen R. Burns, City Manager
FROM: Jeffrey R. Sass, Chief of Police
RE: Police Department Update – January, 2025

The following is a summary highlighting some of the Medina Police Department activity in January, 2025.

Follow up:

See attached E-bikes and electric motorcycle brief as requested.

Chief's Award for Professional Excellence:

At the January 13th City Council Meeting, Officer Roman Scott was awarded the Chief's Award for Professional Excellence. Officer Scott displayed outstanding professionalism, heroism, courage, and diligence through multiple major incidents in 2024 and was recognized for his outstanding work by being the first to receive this award.



Marine Patrol:

Nothing to report.



MEDINA POLICE DEPARTMENT
Jeffrey R. Sass, Chief of Police
MONTHLY SUMMARY
JANUARY 2025



FELONY CRIMES

MISDEMEANOR CRIMES

Malicious Mischief **2025-00000270** **01/10/2025**
 Officers were dispatched to the 100 block of Overlake Drive East for a report of a garage door having been damaged. Report taken with no suspect information available at this time.

Trespass **2025-00000271** **01/10/2025**
 Officers were dispatched to the 8000 block of NE 8th Street for a report of the sounds of glass breaking nearby. Upon further investigation, Officers discovered forced entry into a nearby residence that was staged for sale. Officers were able to forcibly remove the subject found inside the residence after they refused to comply with commands. The subject was booked into jail and multiple charges were filed against the subject.

DUI **2025-00000332** **01/14/2025**
 The nightshift officer conducted a traffic stop in the early morning hours. After observing an open can of alcohol inside the vehicle, the officer conducted an investigation into the driver's potential impairment. Upon the conclusion of the officer's investigation, the individual was arrested for suspicion of driving under the influence and charges were filed against the driver.

OTHER

Trespass **2025-00000054** **01/02/2025**
 Officers were dispatched to the 1800 block of 73rd Avenue NE for a report of an individual found on the property and refusing to leave. The subject was issued a trespass warning letter and left the area without incident.

Trespass **2025-00000268** **01/10/2025**
 Officers were dispatched to the 1800 block of 73rd Avenue NE for a report of an individual found on the property and refusing to leave. The subject was issued a trespass warning letter and left the area without incident.

Trespass **2025-00000475** **01/20/2025**
 Officers were dispatched to the 1800 block of 73rd Avenue NE for a report of an individual found on the property and throwing rocks at the driveway gate. The subject was arrested and booked into jail for a felony warrant out of the Seattle Police Department and issued a trespass warning letter as well.

Trespass**2025-00000596****01/27/2025**

Officers observed a vehicle parked at a vacant residence listed for sale in the 8000 block of NE 8th Street. Officers contacted an individual found on the property and issued the subject a trespass warning letter. The subject left the area without incident.



MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

MONTHLY REPORT



JANUARY, 2025

CRIMES	Current Month	YTD 2025	YTD 2024	Year-End 2024
Burglary	0	0	0	6
Vehicle Prowl	0	0	5	17
Vehicle Theft	0	0	0	1
Theft (mail & all other)	0	0	0	31
ID Theft/Fraud	0	0	0	14
Malicious Mischief (Vandalism)	1	1	0	9
Domestic Violence	0	0	0	15
Disturbance, Harassment & Non-DV Assault	1	1	1	15
TOTAL	2	2	6	108

COMMUNITY POLICING	Current Month	YTD 2025	YTD 2024	Year-End 2024
Drug Violations	0	0	0	1
Community Assists	91	91	27	474
Marine	0	0	0	10
House Watch Checks	106	106	70	955
School Zone	30	30	29	258
Behavioral Health	0	0	2	13
TOTAL	227	227	128	1711

TRAFFIC	Current Month	YTD 2025	YTD 2024	Year-End 2024
Collisions				
Injury	0	0	0	2
Non-Injury	0	0	0	5
Non-Reportable	0	0	0	3
TOTAL	0	0	0	10
Traffic Enforcement				
Criminal Citations	3	3	6	28
Infractions	15	15	21	418
Warnings	152	152	139	2175
TOTAL	170	170	166	2621

LICENSE PLATE READER EVENTS	Current Month	YTD 2025	YTD 2024	Year-End 2024
LPR alerts that were recovered	0	0	1	13
LPR alerts that were not located	9	9	3	77
LPR alerts that were located, not apprehended	0	0	1	4
TOTAL	9	9	5	94

CALLS FOR SERVICE	Current Month	YTD 2025	YTD 2024	Year-End 2024
Animal	1	1	4	29
Residential Alarms	18	18	13	221
Missing Person	0	0	0	3
Suspicious Activity/Area Checks	66	66	64	639
TOTAL	85	85	81	892

ADMINISTRATIVE	Current Month	YTD 2025	YTD 2024	Year-End 2024
Public Disclosure Requests Received	11	11	3	72
Concealed Pistol License Applications Processed	0	0	9	25
TOTAL	11	11	12	97

**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, 2025 (through 01/29/2025)

FELONY CRIMES

MISDEMEANOR CRIMES

OTHER

Marine Incident

2025-00001397

01/22/2025

Officers were dispatched to the 4000 block of Hunts Point Road for a report of a docked vessel that was taking on water. Mercer Island Marine Patrol were notified of the incident and responded to assist the homeowner.



MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

MONTHLY REPORT



JANUARY, 2025 (through 01/29/2025)

CRIMES	Current Month	YTD 2025	YTD 2024	Year-End 2024
Burglary	0	0	0	0
Vehicle Prowl	0	0	0	2
Vehicle Theft	0	0	0	1
Theft (mail & all other)	0	0	0	2
ID Theft/Fraud	0	0	0	3
Malicious Mischief (Vandalism)	0	0	0	3
Domestic Violence	0	0	0	11
Disturbance, Harassment & Non-DV Assault	0	0	0	5
TOTAL	0	0	0	27

COMMUNITY POLICING	Current Month	YTD 2025	YTD 2024	Year-End 2024
Drug Violations	0	0	0	0
Community Assists	10	10	4	76
Marine	1	1	0	1
House Watch Checks	16	16	6	65
Behavioral Health	0	0	0	1
TOTAL	27	27	10	143

TRAFFIC	Current Month	YTD 2025	YTD 2024	Year-End 2024
Collisions				
Injury	0	0	0	0
Non-Injury	0	0	0	1
Non-Reportable	0	0	0	1
TOTAL	0	0	0	2
Traffic Enforcement				
Citations	0	0	2	9
Infractions	4	4	1	73
Warnings	18	18	44	467
TOTAL	22	22	47	549

LICENSE PLATE READER EVENTS	Current Month	YTD 2025	YTD 2024	Year-End 2024
LPR alerts that were recovered	0	0	0	1
LPR alerts that were not located	1	1	0	5
LPR alerts that were located, not apprehended	1	1	0	1
TOTAL	2	2	0	7

CALLS FOR SERVICE	Current Month	YTD 2025	YTD 2024	Year-End 2024
Animal	0	0	3	13
Residential Alarms	1	1	4	61
Missing Person	0	0	0	2
Suspicious Activity/Area Checks	2	2	11	82
TOTAL	3	3	18	158

**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

E-BIKES VS ELECTRIC MOTORCYCLES



The key difference between an e-bike and an electric motorcycle is that an e-bike has pedals and is typically limited to lower speeds, while an electric motorcycle does not have pedals and can reach significantly higher speeds, often requiring a driver's license and registration due to its more powerful motor and larger size; essentially, an e-bike is designed to assist pedaling while an electric motorcycle is a fully motorized vehicle.

Key points to differentiate:

- Pedals: E-bikes have pedals, while electric motorcycles do not.
- Speed: E-bikes generally have a lower top speed compared to electric motorcycles (which can exceed 100 mph).
- Power: Electric motorcycles have significantly more powerful motors than e-bikes.
- Licensing: E-bikes often don't require a special license, while electric motorcycles require a motorcycle license and are registered with the Department of licensing.
- Size and weight: Electric motorcycles are typically larger and heavier than e-bikes.
- Operation: Electric motorcycles are controlled with a throttle, with no pedaling where e-bikes are similar to traditional pushbikes, with an electric motor that assists the rider when pedaling.
- Other Requirements: Electric motorcycles must have a license plate, headlight, taillight, brake light, turn signals, horn, and mirrors where an e-bike must meet lesser requirements.



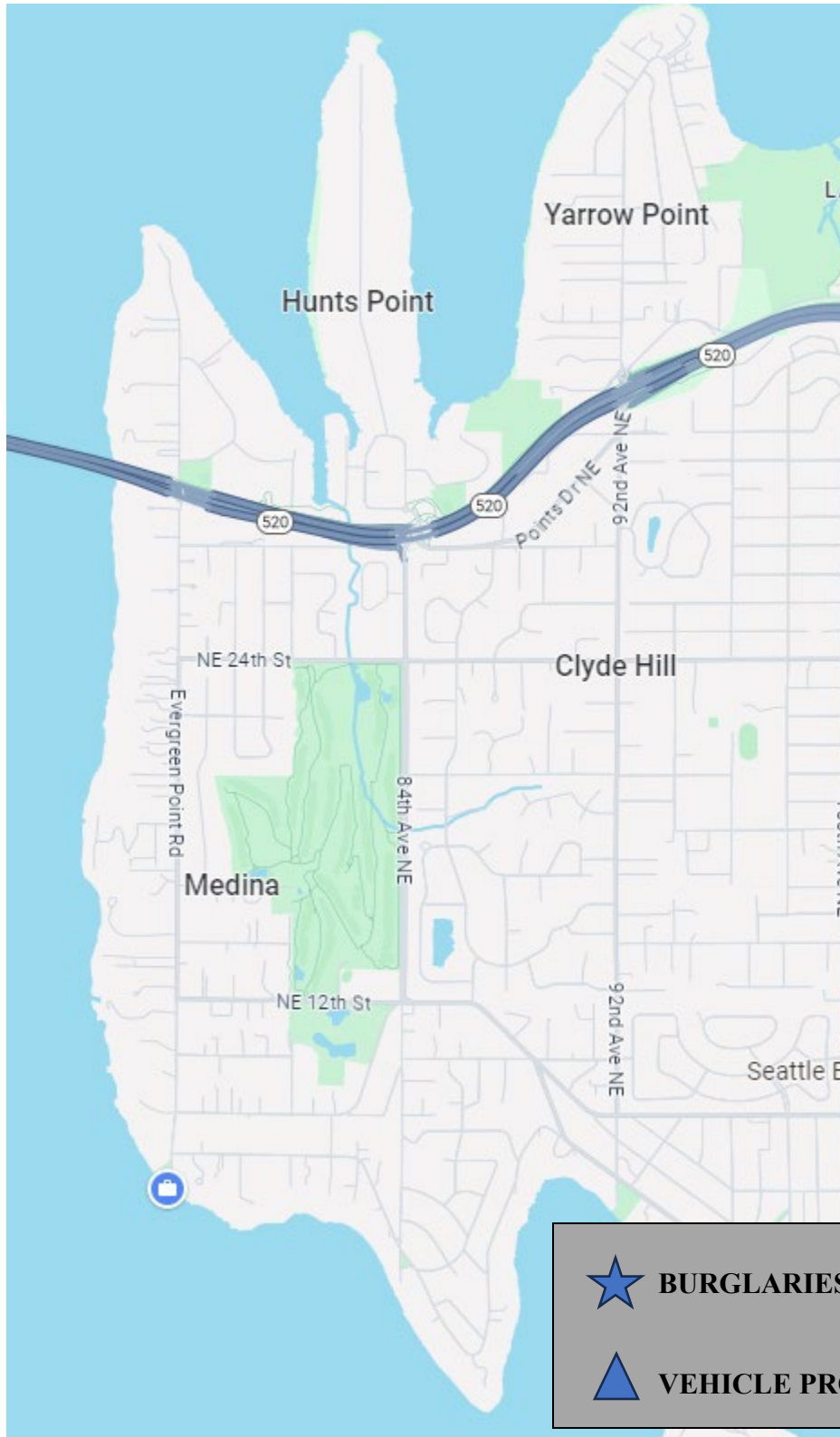
MEDINA POLICE DEPARTMENT

BURGLARY & MOTOR VEHICLE PROWL

INCIDENT MAP



JANUARY 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.*



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, 2025
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

These Development Services Department monthly staff reports are created with input from each of our staff members. Additionally, our consulting City Arborist Andy Crossett provides a report.

Permit Activity

2025 has started with a promise of more activity than last year. To date we have conducted three pre-application meetings for new homes. At this time last year, we did not have any new home pre-application meetings. These meetings indicate we will receive permit applications at a later date.

I haven't had the time to review 2024 yet, but I will do so and include a graphic to give you an idea of how the year looked.

I also owe Council an update on our "Advanced Deposit" program. Our cash deposit (Advanced Deposit) program is a solid part of any Development Services Fund evaluation.

Planning Manager Report

Jonathan G. Kesler, AICP, Planning Manager

Middle Housing:

This has been a busy period for the Medina Middle Housing Update. City Council did a final review of the **draft** Middle Housing ordinance at its January 27th meeting, ahead of the January 31, 2025 deadline for its submission to the Dept. of Commerce. Consequently, City staff transmitted the draft ordinance to Commerce on January 30th. Moving forward, future Council meetings will include a review of additional topics that could be considered for inclusion in the **final** ordinance that must be transmitted to Commerce no later than June 30, 2025.

In the lead-up to that date, SCJ Alliance (SCJ) helped conduct two (2) Middle Housing Community Forums earlier in January: January 9th at St. Thomas Episcopal Church and January 15th, at Medina City Hall. Outreach to the community about these events included two (2) postcard mailers, posters, flyers, notification on the city website and personal outreach by City Council members and Planning Commissioners.

As SCJ noted in their Council summary, each event began with a welcome from the Mayor, followed by a formal PowerPoint presentation to the attendees describing Middle Housing and the requirements specific to Medina. The presentation included information on the relevant House Bills and state guidance regarding the legislation. The local development standards were shared, along with graphics designed to depict how Middle Housing could potentially look in Medina. Attendees then had the opportunity to ask questions of staff and consultants, followed by time to complete a survey via an online link or on paper.

The first forum at the church was offered as an in-person event, with an estimated 71 in attendance. The second forum held at City Hall was in-person, but offered an option for virtual attendance, also. Twenty-five (25) people came in person, with approximately fifty (50) participants attending online. These numbers make the forums among the highest-attended public meetings held in Medina in recent years.

The survey remains open until Friday, February 14th. (There is a “banner alert” on the City website notifying visitors of it.) Afterward, results will be compiled and presented formally at the February 24th Council meeting. Dozens of surveys have been completed so far.

Development Services Staffing

Development Services Coordinator

I previously mentioned in this report that our Development Services Coordinator, Rebecca Bennett will be on maternity leave for about 4-months in 2025. Rebecca’s baby is due in early this month!

Rebecca has been training a temporary person to do her job while she is on leave. Tom Moriarty is doing a great job learning Rebecca’s job. Rebecca drafted a manual for her position which has been very helpful.

Rebecca anticipates being on leave until early June 2025.

Permit Applications of Interest

American Tower Co. has applied for permits to modify antennas on 10-existing poles within the Medina public right of way. This application is under the recently approved franchise agreement. One part of this I am focusing on is ATC’s desire to add new electric meter posts near each of the existing 10 poles. We are evaluating this under our Municipal Code, and have asked our Telecom Attorney for an opinion.

The permit application for modifications to the existing T-Mobile site on Bellevue School District property at Evergreen Point Road and approx. NE 28th St. is being processed. This is the project which involves T-Mobiles monopine concealment proposal. Within the past week T-Mobile has agreed to provide additional information I had previously asked for regarding the monopine. Our City Attorney will approve of the staff report for this project and will make Medina’s presentation to the hearing examiner. Hearing date is not yet scheduled.

Overlake Golf and Country Club has an application for a fence height variance. This variance application will have its staff report approved by our City Attorney, and our attorney will present this to the hearing examiner. Hearing date is not yet scheduled.

Tree Activity

Please see the reports attached. We are currently working on getting our consultants ready to perform work under our 2025 approved budget.

Facet (formerly Watershed) will be performing a tree canopy study. I anticipate that this study will be completed with a presentation to Council by late Spring or early Summer agenda room pending. The canopy study is over the entire city and will reproduce the same study by Watershed in 2015.

Our arborist is preparing to begin a budgeted city tree inventory. This will actually be a 2025 and 2026 project. I will be asking for an additional budget to complete this project next year. We will be starting with an inventory of right-of-way trees (trees adjacent to streets). Then, city trees such as within parks will be inventoried. Having an inventory will allow Medina to comprehensively manage its urban forest proactively, where we have not been able to do so previously. Trees will be located, tagged, sized, species and health recorded. All information will be available to the public on our website through a map.

Permit Graphic

Our temporary staff member Tom Moriarty took permit process information given him by Rebecca Bennett and created the "Lifecycle of a Permit" graphic that is provided with this report. The purpose was for Tom's benefit.

The graphic is simple and I don't want to clutter it with information, but it will be nice to have when explaining to the public how the basics work.

January, 2025 Permit Applications Received

Permit Type	Submitted Date	Permit Number	Total Valuation	Address
B-ADD/ALT	01/10/2025	B-25-004	\$100,000.00	3215 78TH PL NE
B-ADD/ALT	01/12/2025	B-25-005	\$700,000.00	7701 NE 28th St.
B-ADD/ALT	01/24/2025	B-25-008	\$75,000.00	610 Evergreen Pt Rd
TOTAL B-ADD/ALT:	3		\$875,000.00	
B-DECK	01/07/2025	B-25-002	\$28,800.00	7620 NE 24th Street
TOTAL B-DECK:	1		\$28,800.00	
B-DEM	01/03/2025	D-25-001		3313 EVERGREEN POINT RD
B-DEM	01/09/2025	D-25-002		7920 NE 32ND ST
TOTAL B-DEM:	2		\$0.00	
B-FENCE	01/17/2025	B-25-007	\$17,000.00	2019 79th Ave NE
TOTAL B-FENCE:	1		\$17,000.00	
B-GAS	01/08/2025	G-25-002		3607 EVERGREEN POINT RD
B-GAS	01/06/2025	G-25-001		633 81ST AVE NE
B-GAS	01/13/2025	G-25-003		611 EVERGREEN POINT RD
TOTAL B-GAS:	3		\$0.00	

B-MECHANICAL	01/03/2025	M-25-001		8105 Overlake Dr W.
B-MECHANICAL	01/08/2025	M-25-002	\$17,000.00	2837 Evergreen Point Road
B-MECHANICAL	01/10/2025	M-25-003		3234 78th Pl NE
B-MECHANICAL	01/13/2025	M-25-004		1455 Evergreen Pt Rd.
B-MECHANICAL	01/13/2025	M-25-005		611 Evergreen Pt. Rd.
B-MECHANICAL	01/20/2025	M-25-006		3220 78TH PL NE
B-MECHANICAL	01/29/2025	M-25-007		1405 Evergreen Point Road
TOTAL B-MECHANICAL:	7		\$17,000.00	
B-PLUMBING	01/29/2025	P-25-003		8425 RIDGE RD
TOTAL B-PLUMBING:	1		\$0.00	
B-ROOF	01/08/2025	B-25-003		740 OVERLAKE DR E
TOTAL B-ROOF:	1		\$0.00	
B-SFR	01/14/2025	B-25-006	\$2,500,000.00	7920 NE 32nd St.
B-SFR	01/03/2025	B-25-001	\$3,890,000.00	3313 Evergreen Pt Rd.
TOTAL B-SFR:	2		\$6,390,000.00	
CAP - CONSTRUCTION ACTIVITY PERMIT	01/03/2025	CAP-25-001		3313 Evergreen Pt Rd.

CAP - CONSTRUCTION ACTIVITY PERMIT	01/07/2025	CAP-25-002		811 82ND AVE NE
CAP - CONSTRUCTION ACTIVITY PERMIT	01/08/2025	CAP-25-003		7620 NE 24TH ST
CAP - CONSTRUCTION ACTIVITY PERMIT	01/11/2025	CAP-25-004		7701 NE 28th St.
CAP - CONSTRUCTION ACTIVITY PERMIT	01/15/2025	CAP-25-005		3215 78TH PL NE
CAP - CONSTRUCTION ACTIVITY PERMIT	01/15/2025	CAP-25-006		414 UPLAND RD
CAP - CONSTRUCTION ACTIVITY PERMIT	01/22/2025	CAP-25-007		2019 79TH AVE NE
CAP - CONSTRUCTION ACTIVITY PERMIT	01/23/2025	CAP-25-008		610 EVERGREEN POINT RD
TOTAL CAP - CONSTRUCTION ACTIVITY PERMIT:	8		\$0.00	
ENG- GRADING/DRAINAGE	01/03/2025	ENG-GD-25- 001	\$25.00	3313 EVERGREEN POINT RD
ENG- GRADING/DRAINAGE	01/09/2025	ENG-GD-25- 002		7920 NE 32ND ST
ENG- GRADING/DRAINAGE	01/19/2025	ENG-GD-25- 003		7701 NE 28TH ST
TOTAL ENG- GRADING/DRAINAGE:	3		\$25.00	
P-CODE INTERP	01/07/2025	P-25-001		2827 EVERGREEN POINT RD
TOTAL P-CODE INTERP:	1		\$0.00	
P-SEPA THRESHOLD	01/08/2025	P-25-002		8300 NE 24TH ST
TOTAL P-SEPA THRESHOLD:	1		\$0.00	

PW-RIGHT OF WAY	01/07/2025	PW-ROW-25-001		City of Medina ROW
PW-RIGHT OF WAY	01/23/2025	PW-ROW-25-004		7920 NE 32nd St.
PW-RIGHT OF WAY	01/15/2025	PW-ROW-25-002		8457 Midland Road
PW-RIGHT OF WAY	01/22/2025	PW-ROW-25-003		2626 Evergreen Pt Rd
TOTAL PW-RIGHT OF WAY:	4		\$0.00	
TREE-HAZARD EVALUATION	01/17/2025	TREE-25-007		8105 NE 5TH ST
TOTAL TREE-HAZARD EVALUATION:	1		\$0.00	
TREE-NON ADMIN TREE ACTIVITY PERMIT	01/09/2025	TREE-25-002		7920 NE 32ND ST
TOTAL TREE-NON ADMIN TREE ACTIVITY PERMIT:	1		\$0.00	
TREE-PERFORMANCE	01/15/2025	TREE-25-005		609 EVERGREEN POINT RD
TOTAL TREE-PERFORMANCE:	1		\$0.00	
TREE-RESTORATION	01/16/2025	TREE-25-006		2033 EVERGREEN POINT RD
TOTAL TREE-RESTORATION:	1		\$0.00	
TREE-WITH BUILDING/DEVELOPMENT	01/03/2025	TREE-25-001		3313 EVERGREEN POINT RD
TREE-WITH BUILDING/DEVELOPMENT	01/11/2025	TREE-25-003		7701 NE 28TH ST
TREE-WITH BUILDING/DEVELOPMENT	01/13/2025	TREE-25-004		7920 NE 32ND ST
TOTAL TREE-WITH BUILDING/DEVELOPMENT:	3		\$0.00	

Total # of Permits	53		\$7,327,825.00	
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January 2025 Issued Permits

Report run on: 02/03/2025 09:53 AM

Construction Value:	January 2025	January 2024	2025 YTM	2024 YTM	Difference
Accessory Structure	-	-	-	-	\$0.00
Addition / Alteration	\$1,152,084.42	\$2,435,865.83	\$1,152,084.42	\$2,435,865.83	(\$1,283,781.41)
Fence / Wall	-	\$35,174.00	-	\$35,174.00	(\$35,174.00)
New Construction	-	\$10,850,000.00	-	\$10,850,000.00	(\$10,850,000.00)
Repair / Replace	-	-	-	-	\$0.00
Wireless Comm. Facility	-	-	-	-	\$0.00
Total Value:	\$1,152,084.42	\$13,321,039.83	\$1,152,084.42	\$13,321,039.83	(\$12,168,955)
Permits Issued:	January 2025	January 2024	2025 YTM	2024 YTM	Difference
New Construction	-	1	-	1	(1)
Permit Extension	5	5	5	5	0
Accessory Structure	-	-	-	-	0
Addition / Alteration	3	4	3	4	(1)
Construction Activity Permit	4	3	4	3	1
Demolition	-	-	-	-	0
Fence / Wall	-	2	-	2	(2)
Grading / Drainage	-	1	-	1	(1)
Mechanical	8	13	8	13	(5)
Other - Moving	-	-	-	-	0
Plumbing / Gas	4	5	4	5	(1)
Repair / Replace	-	-	-	-	0
Reroof	-	-	-	-	0
Right of Way Use	2	6	2	6	(4)
Tree Mitigation	2	4	2	4	(2)
Wireless Comm. Facility	-	-	-	-	0
Total Permits:	28	44	28	44	(16)
Inspections:	January 2025	January 2024	2025 YTM	2024 YTM	Difference
Building	84	86	84	86	(2)
Engineering/Other	22	9	22	9	13
	2	2	2	2	0
Tree	3	7	3	7	(4)
Total Inspections:	111	104	111	104	7



January 2025 Code Enforcement Report

Case Number	Case Type	Assigned To	Address	Case Text	Estimated Penalty
CC-2025-002	INITIAL WARNING	Rob Kilmer	610 EVERGREEN POINT RD	<p>Description: Observed work-related vehicles parked in spaces along west side of Evergreen Point Road.</p> <p>Action Taken: Investigated and determined the vehicles belonged to workers at 610 EPR. Informed workers of the construction parking rules. Left notices on vehicles (2).</p>	N/A
CC-2025-003	GENERAL	Rob Kilmer	7808 NE 10TH ST	<p>Description: Received concern regarding work occurring during holiday on 1/20/25.</p> <p>Action Taken: Visited property along with City Arborist to investigate and determine whether a code enforcement action was warranted. After speaking with homeowner it was determined that the work was minor landscaping only. Discussed the work hour limitations with the homeowner.</p>	N/A
CC-2025-004	STOP WORK ORDER	Rob Kilmer	2438 78th Ave NE	<p>Description: Work and parking in ROW without traffic control</p> <p>Action Taken: Stop Work Order.</p>	\$750 plus cost of dealy of project

CC-2025-005	INITIAL WARNING	Rob Kilmer	7657 NE 14TH ST	Description: Observed work related vehicles and equipment parked along the right-of-way. Action Taken: Issued initial warning to project Agent. -	N/A
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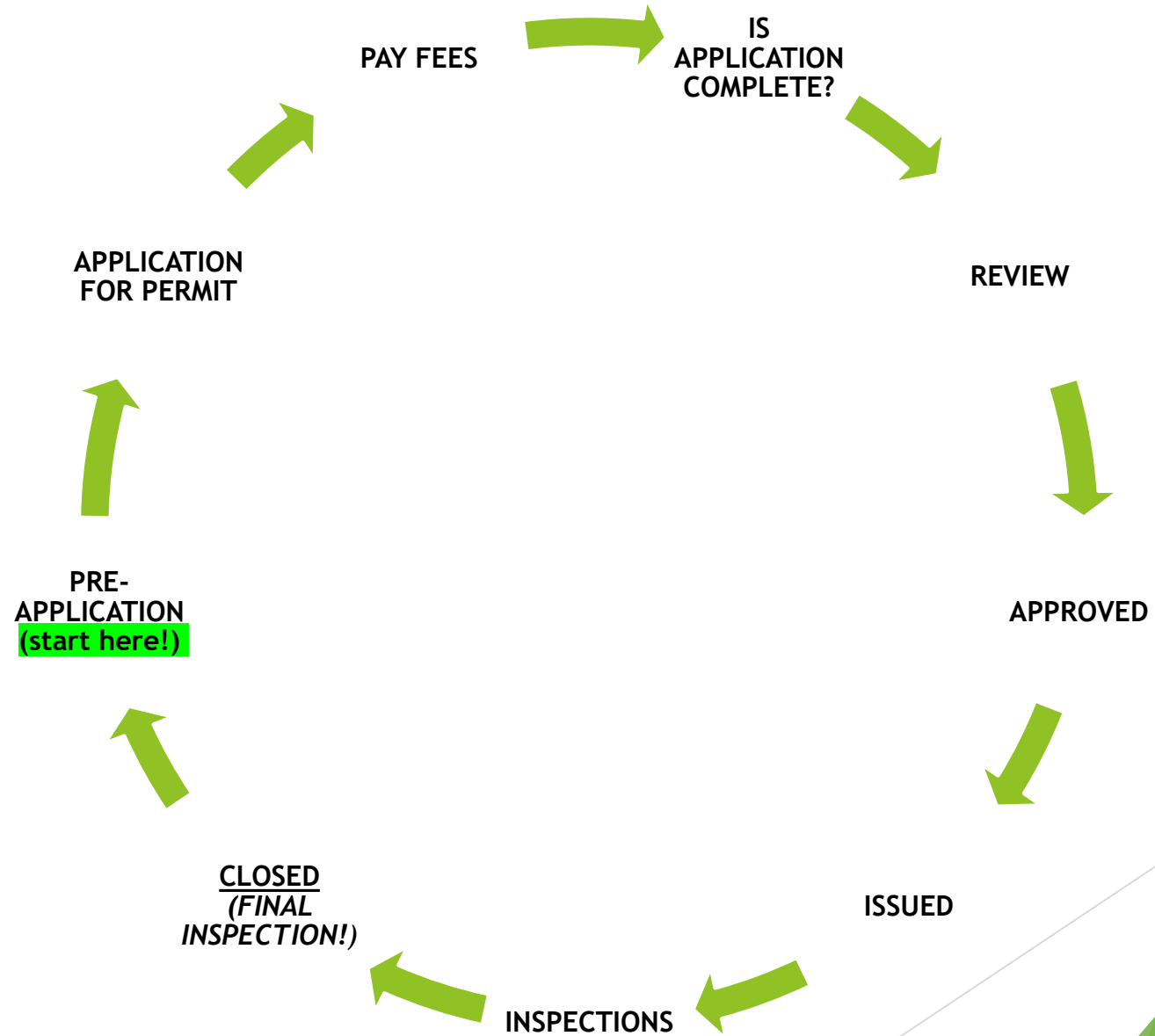
CC-2025-006	CITATION	Rob Kilmer	2439 78TH AVE NE	Description: Construction related vehicles (3) observed parked along right-of-way despite prior waring notices left on vehicles. Action Taken: Issued Notice of Citation -	\$300
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Past Code Enforcement Cases Still Open					
Case Number(s)	Case Type	Assigned To	Address	Case Text	Estimated Penalty
CC-2023-152	NOTICE OF VIOLATION	Rob Kilmer	7838 NE 8TH ST	Description: During an inspection at a neighboring property, a structure was observed to have been built within the rear-yard setbacks of 7838 NE 8th Street. The structure appears to require both an approved variance and building permit. Action Taken: Issued a Notice of Violation Estimated Penalty: Structure must be removed or approved variance and building permit(s) must be obtained. Financial penalties will apply if required actions are not initiated by 11/2/23. Status: Working through variance process .	To be determined based upon compliance

CC-2024-067	STOP WORK ORDER	Rob Kilmer	1636 73rd Ave NE	Description: Clearing, grading, and construction occurring on site within a steep slope critical area.	To be determined based upon compliance
CC-2024-075	NOTICE OF VIOLATION		Action Taken: Stop Work Order issued and project owner instructed to set up an application meeting. Work can only resume once required permits are approved and issued.		
			Estimated Penalty: Doubling of building permit fees per 16.40.070. - Work commencing before permit issuance. To be reviewed for Notice of Violation penalty per MMC 1.15.200. - Notice of violation. Status: Working through permitting process.		
CC-2024-070	STOP WORK ORDER	Rob Kilmer	8711 Ridge Road	Description: Observed stairway structure being erected on roof of garage up to roof of second story.	To be determined based upon compliance
CC-2024-072	NOTICE OF VIOLATION		Action Taken: Issued Stop Work Order and required a permit pre-application meeting to be scheduled.		
CC-2024-080	NOTICE OF FINAL ORDER		Estimated Penalty: Doubling of permit fees per MMC 16.40.070. - Work commencing before permit issuance. To be reviewed for Notice of Violation penalty per MMC 1.15.200. - Notice of violation. Status: Pending Resolution		

CC-2024-101	GENERAL	Rob Kilmer	7664 NE 14TH ST	Description: Met onsite with homeowner to discuss a sport court that had been installed.	To be determined based upon compliance
CC-2024-114	NOTICE OF VIOLATION			Action Taken: Directed homeowner that permits are required for a sport court.	
				Estimated Penalty: Cost of zoning and building permits.	
				Status: Working through zoning process	
CC-2024-128	STOP WORK ORDER	Rob Kilmer	7620 NE 24th Street	Description: Observed construction work occurring without required permits.	Doubling of Permit Fees
CC-2024-129	NOTICE OF VIOLATION			Action Taken: Issued Stop Work Order.	
				Estimated Penalty: See associated Notice of Violation	

Lifecycle of a Permit





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, 2025
To: Honorable Mayor and City Council
Via: Stephen R. Burns, City Manager
From: Ryan Wagner, Finance & HR Director
Subject: 2024 End of Year Financials

The 2024 end of the year report includes:

- 13th Month Key Expenditure Numbers
- Planning Consultant Overages
- December Financial Summaries
- December Cash Statements
- 2024 Financials Year in Review
- 2024 Financials by Account
- December 13th Month 2024, and January 2025 AP Check Register Activity Details

This report will cover the unaudited end-of-year financials for the City of Medina. This will cover actual spend vs budget for the various city funds and give an update on end of year cash balances. Key revenue and expenditure from each department will be highlighted, and a full breakdown of spending is shown using the city's chart of accounts.

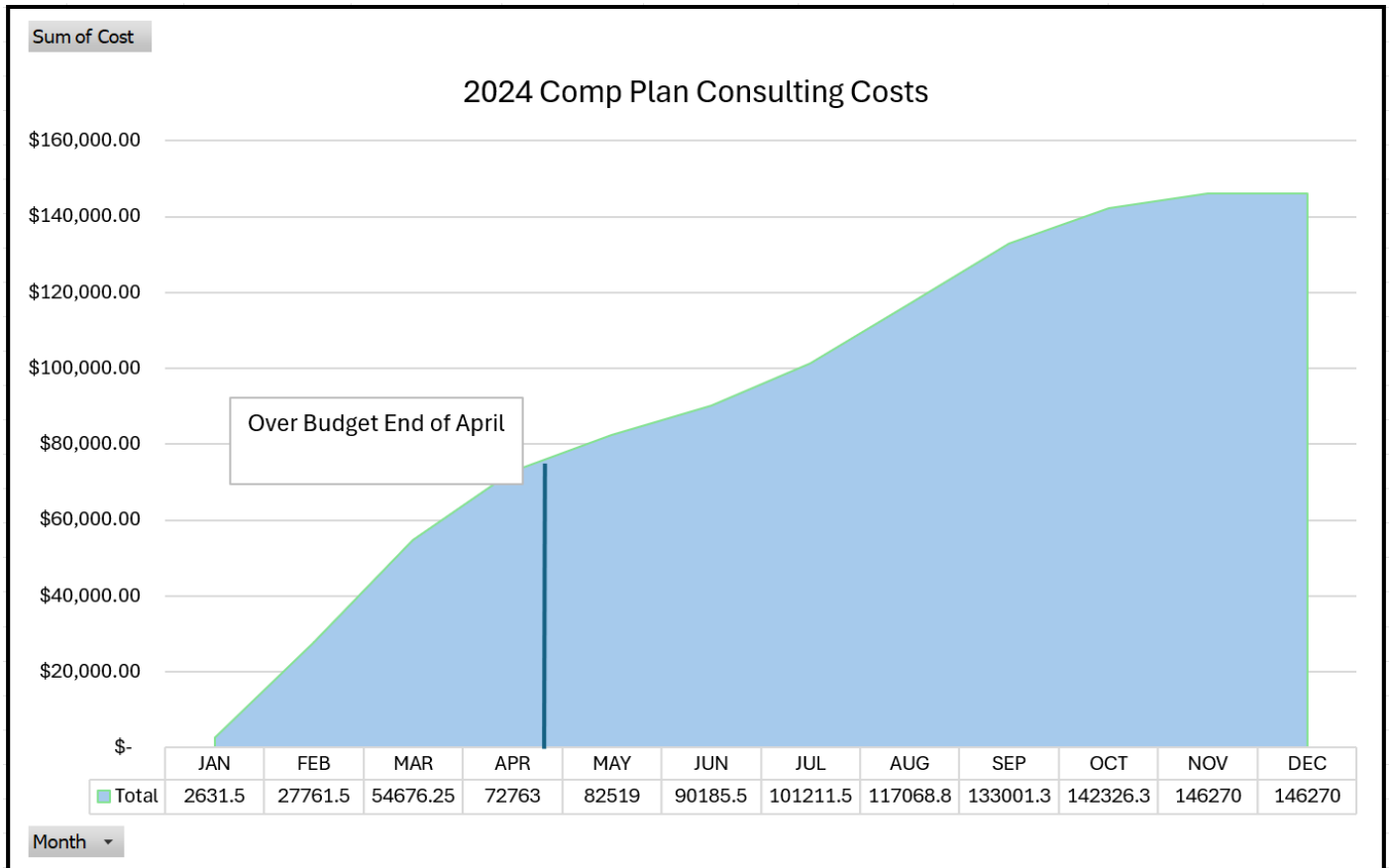
December "13th Month" 2024 Key Expenditures

- \$128K Kamins Construction – 2024 ADA Imp Project
- \$66K CH Deck Project
- \$50K FCI – Buy Down PD Vehicles
- \$16K LDC – Long Range Planning
- \$14K Inslee Best – November Attorney Services
- \$13K Pro-Vac – Stormwater Vectoring

Planning Consultant Overages

The city budgeted \$70,000 in 2024 to finalize the comprehensive plan, which aligns with what was determined in 2022 to be the three-year cost of the project. Based on actuals through April of this year, plus estimates from staff and our consultants, the city is over budget as of April of this year. With this process running through the end of the year, we went over budget by \$76,270. This overage will be discussed with the Finance Committee in February, to understand the reason, and to Help better plan for future projects.

2024 Consulting Costs Comp Plan		
Month	Cost	Actual V Estimate
JAN	\$ 2,631.50	Actual
FEB	\$ 25,130.00	Actual
MAR	\$ 26,914.75	Actual
APR	\$ 18,086.75	Actual
MAY	\$ 9,756.00	Actual
JUN	\$ 7,666.50	Actual
JUL	\$ 11,026.00	Actual
AUG	\$ 15,857.25	Actual
SEP	\$ 15,932.50	Actual
OCT	\$ 9,325.00	Actual
NOV	\$ 3,943.75	Actual
DEC	\$ -	N/A
Total Annual Cost:	\$ 146,270.00	
Total 2024 Budget:	\$ 70,000.00	
Projected Overage:	\$ 76,270.00	



Updated December 2024 Financial Summary

REVENUES:	DEC ACTUAL	YTD ACTUAL	2024 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
General Fund					
Property Tax	\$57,851	\$4,460,475	\$4,461,393	99.98%	\$918
Sales Tax	\$257,525	\$2,042,597	\$1,904,941	107.23%	(\$137,656)
Affordable & Sup. Housing	\$2,234	\$11,289	\$0	--	(\$11,289)
Criminal Justice	\$8,762	\$104,614	\$107,863	96.99%	\$3,249
B & O Tax: Utility & Franchise Fee	\$169,475	\$1,125,159	\$938,400	119.90%	(\$186,759)
Leasehold Excise Tax	\$0	(\$3,093)	\$6,589	-46.94%	\$9,682
General Government (includes Hunts Point)	\$5,520	\$421,673	\$433,520	97.27%	\$11,847
Passports, General Licenses & Permits	\$205	\$2,292	\$6,000	38.20%	\$3,708
Fines, Penalties, Traffic Infr.	\$2,650	\$24,006	\$18,000	133.37%	(\$6,006)
Misc. Invest. Facility Leases	\$35,312	\$420,875	\$379,496	110.90%	(\$41,379)
Disposition of Capital Assets	\$0	\$655	\$0	--	(\$655)
General Fund Total	\$539,534	\$8,610,541	\$8,256,202	104.29%	(\$354,339)
Development Services Fund Total	\$57,152	\$971,665	\$1,222,500	79.48%	\$250,834.77
Development Services Fund Transfers In from GF	\$0	\$0	\$0	--	\$0.00
Street Fund Total	\$38,594	\$88,421	\$122,096	72.42%	\$90,446
Street Fund Transfers In	\$44,583	\$535,000	\$535,000	100.00%	\$200,764
Tree Fund Total	\$0	\$888	\$3,075	28.88%	\$2,187
Contingency Fund Total	\$1,500,000	\$1,500,000	\$1,500,000	100.00%	\$0
Capital Fund Total	\$84,425	\$2,626,107	\$2,039,090	128.79%	(\$587,017)
Levy Stabilization Fund Total	\$0	\$0	\$0	--	\$0
Levy Fund Transfers In GF	\$33,333	\$400,000	\$400,000	100.00%	\$0
NonRevenue Trust Funds Total	\$6,163	\$27,315	\$0	--	(\$27,315)
Master Investments Total	\$1,000,000	\$3,750,000	\$0	--	(\$3,750,000)
Total (All Funds)	\$2,225,868	\$13,824,936	\$13,142,963	105.19%	(\$681,973)
Total (All Funds) Transfers In	\$77,917	\$935,000	\$935,000	100.00%	\$0

EXPENDITURES:	DEC ACTUAL	YTD ACTUAL	2024 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
General Fund					
Legislative	\$6,007	\$51,674	\$70,500	73.30%	\$18,826
Municipal Court	\$9,974	\$37,229	\$15,000	248.19%	(\$22,229)
Executive	\$29,661	\$297,790	\$292,970	101.65%	(\$4,820)
Finance	\$36,462	\$676,311	\$683,422	98.96%	\$7,111
Legal	\$53,614	\$327,970	\$405,200	80.94%	\$77,230
Central Services	\$155,696	\$1,254,248	\$1,324,644	94.69%	\$70,396
Police Operations	\$397,770	\$2,668,863	\$2,803,273	95.21%	\$134,410
Fire & Medical Aid	\$469,302	\$921,444	\$934,285	98.63%	\$12,841
Public Housing, Environmental & Mental Health	\$215	\$65,242	\$52,648	123.92%	(\$12,594)
Fees					
Recreational Services	\$0	\$41,898	\$48,500	86.39%	\$6,602
Parks	\$72,557	\$590,112	\$608,415	96.99%	\$18,303
General Fund Subtotal	\$1,231,257	\$6,932,780	\$7,238,857	95.77%	\$306,077
General Fund Transfers Out	\$1,571,667	\$2,360,000	\$2,360,000	100.00%	\$0
General Fund Total	\$2,802,923	\$9,292,780	\$9,598,857	96.81%	\$306,078
Development Services Fund Total	\$148,298	\$1,202,751	\$1,199,937	100.23%	(\$2,814)
City Street Fund Total	\$83,664	\$609,909	\$645,427	94.50%	\$35,518
Tree Fund Total	\$4,959	\$25,853	\$30,000	86.18%	\$4,147
Capital Fund Total	\$241,155	\$2,508,802	\$2,234,090	112.30%	(\$274,712)
Capital Fund Transfers Out	\$6,250	\$75,000	\$75,000	100.00%	\$0
NonRevenue Trust Funds Total	\$9,448	\$27,423	\$0	0.00%	(\$27,423)
Master Investments Total	\$864,070	\$3,246,564	\$0	0.00%	(\$3,246,564)
Total (All Funds)	\$1,718,781	\$11,307,517	\$11,348,311	99.64%	\$40,794
Total (All Funds) Transfers Out	\$1,577,917	\$2,435,000	\$2,435,000	100.00%	\$0

2024 Year in Review Cash Balances by Fund

Fund	Beginning Cash	Beginning Investments	Activity In	Activity Out	Ending Cash	Ending Investments	Ending Balance
001 General Fund	\$4,299,448.06	\$0.00	\$8,809,769.78	\$9,452,008.77	\$3,657,209.07	(\$5,260.75)	\$3,651,948.32
101 City Street Fund	\$92,592.08	\$0.00	\$629,584.91	\$616,073.29	\$106,103.70	\$0.00	\$106,103.70
103 Tree Fund	\$48,456.58	\$0.00	\$888.00	\$25,852.56	\$23,492.02	\$0.00	\$23,492.02
302 Contingency Fund	\$250,000.00	\$0.00	\$1,500,000.00	\$0.00	\$1,750,000.00	\$0.00	\$1,750,000.00
303 Levy Stabilization Fund	\$2,000,000.03	\$0.00	\$399,999.96	\$0.00	\$2,399,999.99	\$0.00	\$2,399,999.99
307 Capital Projects Fund	\$7,000,335.76	\$0.00	\$2,606,497.54	\$2,564,192.65	\$7,042,640.65	(\$5,260.75)	\$7,037,379.90
401 Development Services Fund	\$950,690.92	\$0.00	\$1,035,491.01	\$1,279,693.11	\$706,488.82	\$0.00	\$706,488.82
631 NonRevenue Trust Funds	\$124.01	\$0.00	\$27,466.25	\$27,568.34	\$21.92	\$0.00	\$21.92
999 Master Investments	(\$14,040,522.10)	\$14,040,522.10	\$3,750,000.00	\$3,246,564.00	(\$13,537,086.10)	\$13,537,086.10	\$0.00
	\$601,125.34	\$14,040,522.10	\$18,759,697.45	\$17,211,952.72	\$2,148,870.07	\$13,526,564.60	\$15,675,434.67

2024 Cash Balance Summary

The year in review below will cover some of the highlights by department and fund, however the overall cash balance for Medina increased by over \$1,000,000 in 2024. This was driven by surpluses both within the General and Capital Funds, which allowed for a transfer to be made by amendment to replenish the Contingency Fund.

2024 General Fund, Year in Review

General Fund Revenue Highlights

2024 General Fund revenue came in at \$8.61M, which is 4.29% higher than what was budgeted.

Utility and franchise fee revenue was almost 20% over what was planned for 2024, which led to over \$187K in additional revenue. With rising costs associated with utilities, the city should expect an increase in overall funds from these sources going forward.

For the third year in a row, investment interest earnings have outperformed expectations. With high rates, the city recognized \$290K in funds, double the conservative estimate for 2024. This surplus was used to cover the city’s budget amendments for middle housing, and the comprehensive plan.

In 2024, Medina received \$80K in grants from the Department of Commerce. These grants were used to cover costs for middle housing and the comprehensive plan.

General Fund Expenditure Highlights

Finance

Auditor costs were 44% over budget. With the 2022 audit being carried into 2024, we see costs for both audit years paid out in 2024. Of note, 2023 costs came in at 71% under budget.

Central Services

Advertising costs were 31% over budget in 2024, with rising costs and an emphasis on pushing more notices out to the community being the main cause. With this being the second year in a row over budget, staff has increased the budget for 2025.

City hall building maintenance was 44% over budget in 2024, this was due to the high costs associated with repairing and renovating the public washrooms for the Medina Beach Park.

With savings in other areas, the Central Services Department still came in 5.3% under budget from what was allocated in 2024. The department gave back over \$70K.

Police

In 2024, the Police Department ended the year with a surplus of \$134K. With an open position for the first 10 months of 2024, the savings came from the unspent salary/benefits.

Police supplies came in at 27% over budget, with outfitting a new officer with gear and uniforms being the main reason for the increase.

Police department capital expenditures came in at \$50K over budget for 2024. With the addition of a new vehicle to the fleet for the promoted Sargeant Glenn, staff worked with FCI to buy down the principals on the leased fleet to mitigate rising costs for future years. This will allow for our PD vehicle costs to stay flat over the next couple of budget cycles.

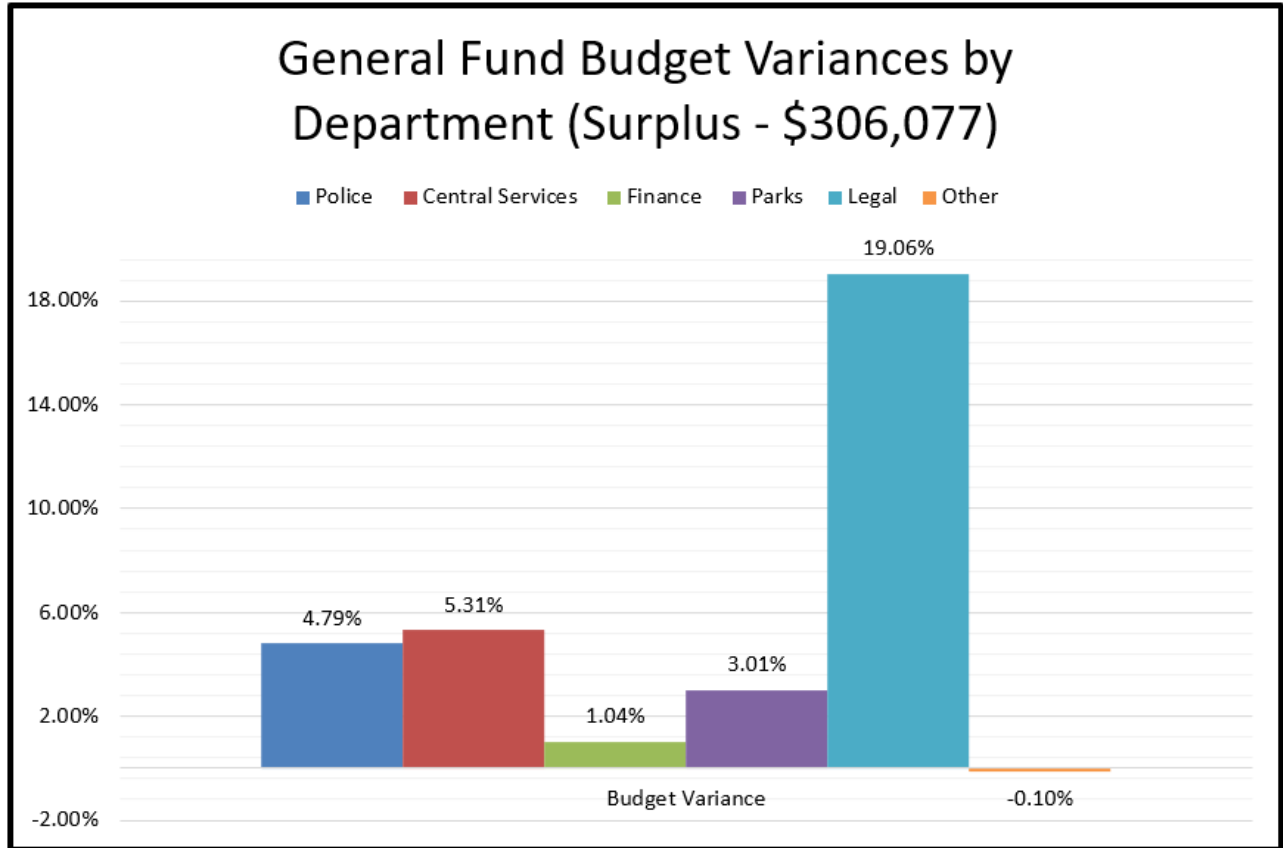
Parks/Streets

Overtime exceeded 2024's budget by 23%, this was driven by plowing during the winter, weekend trash collection in the summer, and trap removal. The city will continue to monitor overtime costs to make sure the appropriate amount is budgeted going forward to meet service needs.

Utilities are shown at 69% 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 2025.

Street Capital is \$34K over budget. With the purchase of the replacement plow truck late in 2023, some of the costs carried over into 2024 and were not budgeted for in the correct year. This includes the sprayer, sander, rubber plow blades, and safety lights.

Storm drain maintenance was 34% over budget for 2024. With heavy winds during the winter months, additional work was needed to keep drains clear and prevent flooding in the city.



Capital Fund Highlights

Revenue

The city received \$672K in grant funding in 2024, associated with KC Parks Levy and sidewalk and storm water grants.

Real Estate Excise Tax (REET) funding of \$1.63M in 2024, which was 45% over what was expected in 2024. Home sales in both number and total value were high in 2024, which gave the city a surplus in tax revenue to utilize in future years on capital projects.

Capital investment interest earnings came in at over \$290K, which was used to fund the deck replacement project at city hall. As this is considered non-restricted capital, these funds can also be used for maintenance and street cleaning projects in the future.

Expenditures

The Capital Budget came in at 12% over budget for 2024. With rising material and project costs, and a record number of projects, the city's total capital reserves still increased in 2024.

Out of the \$2.58M in total spent last year within this fund, \$672K was paid for with state level grant funding.

Development Services Highlights

Revenue

After a promising year in 2023 for permit work within Medina, 2024 saw a return to 2022 levels. Even with conservative revenue projections, total revenue came in 20% below what was expected. Permit fees were down from 2023, and the fee revenue shown under the "planning" code section came in significantly under what was budgeted also.

This will be a Finance Committee topic in 2025, as rising consultant costs are outpacing the revenue that this fund is bringing in.

Expenditures

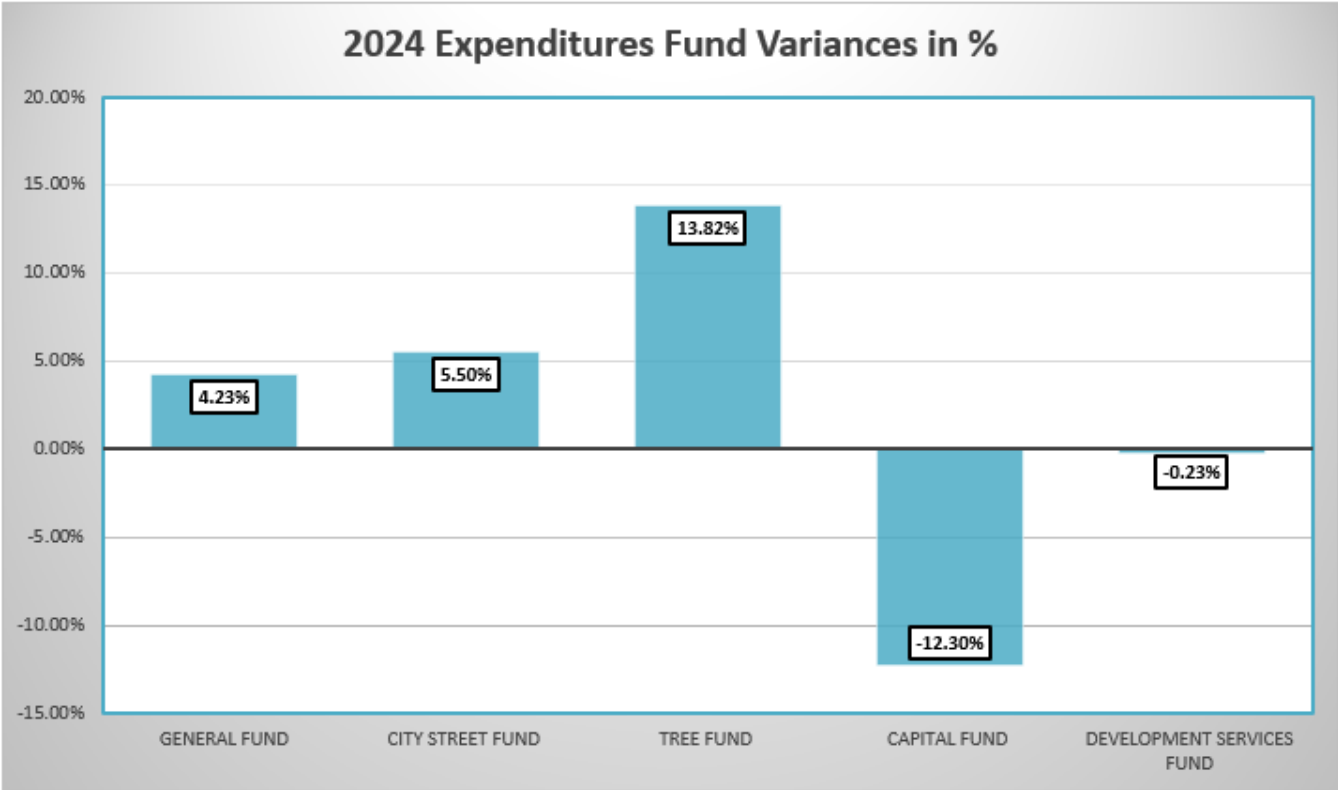
Even with lower-than-expected revenue numbers in 2024, fixed costs and consultant expenses led to 100% of the Development Services budget being spent. The reasons for this are below,

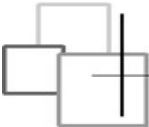
Consulting budget overages,

- Shoreline Consultant \$51K over budget
- Planning Consultant \$70K over budget
- Engineering Consultant \$16K over budget

Due to new contracts for consultants in 2024, rates increased in comparison to 2023 rates. Staff have made it a priority to research and look for ways to allocate staff time in order to limit consulting hours going forward.

With the Planning Manager focusing on long range planning with key agenda items like the comprehensive plan and middle housing, the planning consultant has been utilized more to handle day-to-day permit reviews.





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	\$57,850.64	\$4,460,474.82	\$4,461,393.00	99.98%	\$918.18
Total General Property Taxes		\$57,850.64	\$4,460,474.82	\$4,461,393.00	99.98%	\$918.18
Retail Sales and Use Taxes						
001-000-000-313-11-00-00	Local Retail Sales & Use Tax	\$257,525.35	\$2,042,596.75	\$1,904,941.00	107.23%	(\$137,655.75)
001-000-000-313-27-00-00	Affordable & Sup. Housing	\$2,233.93	\$11,288.85	\$0.00		(\$11,288.85)
001-000-000-313-71-00-00	Criminal Justice Funding	\$8,761.53	\$104,613.56	\$107,863.00	96.99%	\$3,249.44
Total Retail Sales and Use Taxes		\$268,520.81	\$2,158,499.16	\$2,012,804.00	107.24%	(\$145,695.16)
Utility Tax						
001-000-000-316-41-00-00	Electric	\$0.00	\$303,006.63	\$255,000.00	118.83%	(\$48,006.63)
001-000-000-316-42-00-00	Gas	\$0.00	\$158,596.06	\$132,600.00	119.60%	(\$25,996.06)
001-000-000-316-43-00-00	Water & Sewer	\$99,151.93	\$261,494.30	\$204,000.00	128.18%	(\$57,494.30)
001-000-000-316-45-00-00	Garbage/Solid Waste	\$0.00	\$64,696.51	\$42,840.00	151.02%	(\$21,856.51)
001-000-000-316-46-00-00	Cable-Television	\$0.00	\$88,200.46	\$83,640.00	105.45%	(\$4,560.46)
001-000-000-316-47-00-00	Telephone	\$4,222.24	\$37,079.72	\$36,720.00	100.98%	(\$359.72)
Total Utility Tax		\$103,374.17	\$913,073.68	\$754,800.00	120.97%	(\$158,273.68)
Excise Taxes						
001-000-000-317-20-00-00	Leasehold Excise Tax	\$0.00	(\$3,093.05)	\$6,589.00	-46.94%	\$9,682.05
Total Excise Taxes		\$0.00	(\$3,093.05)	\$6,589.00	-46.94%	\$9,682.05
Franchise Fees						
001-000-000-321-91-00-00	Franchise Fees & Royalties	\$66,101.29	\$212,085.27	\$183,600.00	115.51%	(\$28,485.27)
Total Franchise Fees		\$66,101.29	\$212,085.27	\$183,600.00	115.51%	(\$28,485.27)
Licenses and Permits						
001-000-000-322-30-00-00	Animal Licenses	\$30.00	\$440.00	\$400.00	110.00%	(\$40.00)
001-000-000-322-90-00-00	Gun Permits	\$0.00	\$362.00	\$600.00	60.33%	\$238.00
Total Licenses and Permits		\$30.00	\$802.00	\$1,000.00	80.20%	\$198.00
Intergovernmental						
001-000-000-331-11-00-00	Department of Commerce Grant	\$0.00	\$80,000.00	\$0.00		(\$80,000.00)
001-000-000-332-92-10-01	Coronavirus Local Fis. Rec. (ARPA)	\$0.00	\$0.00	\$28,000.00	0.00%	\$28,000.00
001-000-000-334-01-10-00	State Grant-Crim Just Training	\$0.00	\$8,156.68	\$0.00		(\$8,156.68)
001-000-000-334-06-91-00	State Grant-Wasp	\$0.00	\$17,068.37	\$0.00		(\$17,068.37)
001-000-000-336-06-21-00	Mvet-Criminal Justice-Pop.	\$0.00	\$1,117.97	\$1,112.00	100.54%	(\$5.97)
001-000-000-336-06-26-00	Criminal Justice-Special	\$0.00	\$3,927.82	\$3,949.00	99.46%	\$21.18
001-000-000-336-06-51-00	DUI/Other Criminal Justice	\$0.00	\$284.75	\$0.00		(\$284.75)
001-000-000-336-06-94-00	Liquor Excise Tax	\$0.00	\$0.00	\$21,148.00	0.00%	\$21,148.00
001-000-000-336-06-95-00	Liquor Control Board Profits	\$4,415.94	\$33,770.23	\$22,084.00	152.92%	(\$11,686.23)
001-000-000-336-06-95-01	Liquor Control Board Profits-Public	\$1,103.98	\$8,442.56	\$0.00		(\$8,442.56)
Total Intergovernmental		\$5,519.92	\$152,768.38	\$76,293.00	200.24%	(\$76,475.38)
Charges for Goods and Services						
001-000-000-341-99-00-00	Passport & Naturalization Fees	\$175.00	\$1,365.00	\$5,000.00	27.30%	\$3,635.00
001-000-000-342-10-00-00	Law Enforcement Services	\$0.00	\$983.73	\$0.00		(\$983.73)
001-000-000-342-11-00-00	Hunts Point Police Contract	\$0.00	\$267,920.43	\$357,227.00	75.00%	\$89,306.57
001-000-000-342-12-00-00	Hunts Point-Add'l Services	\$0.00	\$125.00	\$0.00		(\$125.00)
Total Charges for Goods and Services		\$175.00	\$270,394.16	\$362,227.00	74.65%	\$91,832.84

Sales Tax 7.3% over expceted, driven by higher than usual allocation in December for the Holidays

Utility and Franchise fee 20% over expected, something that staff is watching to make sure the increases are budgeted correctly going forward

Grant funds for middle housing and the comprehensive plan

BARS Code changed, funding allocated differently than what was budgeted

Q4 Hunts Point Invoice paid in Q1 2025

Fines and Penalties						
001-000-000-353-10-00-00	Municipal Court-Traffic Infrac	\$0.00	\$19,606.44	\$18,000.00	108.92%	(\$1,606.44)
Non-Court Fines, Forfeitures and Penalties						
001-000-000-359-90-00-00	Misc. Fines, Penalties, Code	\$2,650.00	\$4,400.00	\$0.00		(\$4,400.00)
Total Non-Court Fines, Forfeitures and Penalties		\$2,650.00	\$4,400.00	\$0.00		(\$4,400.00)
Total Fines and Penalties		\$2,650.00	\$24,006.44	\$18,000.00	133.37%	(\$6,006.44)
Miscellaneous Revenues						
001-000-000-361-11-00-00	Investment Interest Earnings	\$27,332.21	\$290,513.26	\$260,000.00	111.74%	(\$30,513.26)
001-000-000-361-40-00-00	Sales Interest	\$599.68	\$7,068.50	\$2,000.00	353.43%	(\$5,068.50)
001-000-000-362-00-00-10	Rents & Leases	\$0.00	\$28,634.59	\$27,000.00	106.05%	(\$1,634.59)
001-000-000-362-00-00-20	Post Office Facility Lease	\$7,375.67	\$88,508.04	\$88,508.00	100.00%	(\$0.04)
001-000-000-369-10-00-00	Sale of Scrap and Junk	\$0.00	\$150.00	\$0.00		(\$150.00)
001-000-000-369-20-00-00	Unclaimed Money and Proceeds from	\$0.00	\$303.95	\$0.00		(\$303.95)
001-000-000-369-91-00-00	Other	\$0.00	\$5,361.50	\$1,000.00	536.15%	(\$4,361.50)
001-000-000-369-91-00-10	Other-Copies	\$0.00	\$10.00	\$235.00	4.26%	\$225.00
001-000-000-369-91-00-15	Other-Fingerprinting	\$0.00	\$220.00	\$590.00	37.29%	\$370.00
001-000-000-369-91-00-25	Other-Maps	\$0.00	\$29.13	\$0.00		(\$29.13)
001-000-000-369-91-00-35	Other-Notary	\$0.00	\$30.00	\$110.00	27.27%	\$80.00
001-000-000-369-91-00-40	Other-Postage	\$0.00	\$8.18	\$0.00		(\$8.18)
001-000-000-369-91-00-45	Other-Reports	\$4.50	\$37.50	\$53.00	70.75%	\$15.50
Total Miscellaneous Revenues		\$35,312.06	\$420,874.65	\$379,496.00	110.90%	(\$41,378.65)
Non Revenues						
001-000-000-382-10-00-01	Refundable Deposits - DS (CMP, PGB)	(\$20,000.00)	\$30,000.00	\$0.00		(\$30,000.00)
Total Non Revenues		\$0.00	\$50,000.00	\$0.00		(\$50,000.00)
Disposition of Capital Assets						
001-000-000-395-10-00-00	Sale Of Equipment/Property	\$0.00	\$655.00	\$0.00		(\$655.00)
Total Disposition of Capital Assets		\$0.00	\$655.00	\$0.00		(\$655.00)
Total General Fund		\$519,533.89	\$8,640,540.51	\$8,256,202.00	104.66%	(\$384,338.51)
City Street Fund						
Intergovernmental Revenues						
101-000-000-334-03-60-00	WA DOE Nat'l Pollution Discharge Elim	\$32,896.50	\$32,896.50	\$65,000.00	50.61%	\$32,103.50
101-000-000-336-00-71-00	Multimodal Transportation - Cities	\$937.42	\$3,749.85	\$3,744.00	100.16%	(\$5.85)
101-000-000-336-00-87-00	Motor Fuel Tax(unrestricted)	\$4,760.34	\$51,774.51	\$53,352.00	97.04%	\$1,577.49
Total Intergovernmental Revenues		\$38,594.26	\$88,420.86	\$122,096.00	72.42%	\$33,675.14
Transfers-In						
101-000-000-397-00-10-00	Transfer to Street from General Fund	\$38,333.33	\$459,999.96	\$460,000.00	100.00%	\$0.04
101-000-000-397-00-30-00	Transfer to Street from Capital	\$6,250.00	\$75,000.00	\$75,000.00	100.00%	\$0.00
Total Transfers-In		\$44,583.33	\$534,999.96	\$535,000.00	100.00%	\$0.04
Total City Street Fund		\$83,177.59	\$623,420.82	\$657,096.00	94.88%	\$33,675.18
Tree Fund						
103-000-000-345-89-00-00	Tree Replacement fees	\$0.00	\$888.00	\$3,075.00	28.88%	\$2,187.00
Total Tree Fund		\$0.00	\$888.00	\$3,075.00	28.88%	\$2,187.00
Contingency Fund						
302-000-000-397-00-01-00	From General Fund	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	100.00%	\$0.00
Total Contingency Fund		\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	100.00%	\$0.00
Levy Stabilization Fund						
303-000-000-397-00-00-02	Transfer to Levy Stab. Fund from GF	\$33,333.33	\$399,999.96	\$400,000.00	100.00%	\$0.04
Total Levy Stabilization Fund		\$33,333.33	\$399,999.96	\$400,000.00	100.00%	\$0.04
Capital Projects Fund						
Other Taxes						
307-000-000-318-34-00-00	Real Estate Excise Tax 1	\$29,328.75	\$815,543.34	\$562,500.00	144.99%	(\$253,043.34)
307-000-000-318-35-00-00	Real Estate Excise Tax 2	\$29,328.75	\$815,458.57	\$562,500.00	144.97%	(\$252,958.57)
Total Other Taxes		\$58,657.50	\$1,631,001.91	\$1,125,000.00	144.98%	(\$506,001.91)

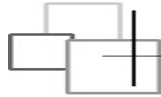
Budgeted Interest revenue increased by amendment to cover consulting costs

307-000-000-334-03-80-00	Transp Imp Board Grant-Sidewalks &	\$0.00	\$604,090.00	\$604,090.00	100.00%	\$0.00
307-000-000-334-06-91-02	Grant-Property II Levy	\$26,900.54	\$67,501.16	\$50,000.00	135.00%	(\$17,501.16)
307-000-000-334-06-91-04	King County Flood Control Grant-	(\$32,896.50)	\$0.00	\$0.00		\$0.00
307-000-000-361-11-00-00	Investment Interest Earnings	\$27,332.20	\$290,513.25	\$260,000.00	111.74%	(\$30,513.25)
307-000-000-367-00-00-00	Capital project donations - non-govn	\$0.00	\$2,000.00	\$0.00		(\$2,000.00)
307-000-000-382-20-00-00	Retainage Deposits	\$4,431.01	\$31,000.21	\$0.00		(\$31,000.21)
Total Capital Projects Fund		\$84,424.75	\$2,626,106.53	\$2,039,090.00	128.79%	(\$587,016.53)
Development Services Fund						
401-000-000-322-10-00-00	Building Permits	\$45,478.14	\$709,828.67	\$800,000.00	88.73%	\$90,171.33
401-000-000-322-11-00-00	Building Permit - Technology Fee	\$316.00	\$8,786.14	\$8,000.00	109.83%	(\$786.14)
401-000-000-334-03-10-00	DOE Grant, Shoreline Master Program	\$0.00	\$0.00	\$75,000.00	0.00%	\$75,000.00
401-000-000-345-81-00-00	Zoning	\$5,250.00	\$70,808.00	\$34,000.00	208.26%	(\$36,808.00)
401-000-000-345-89-00-00	Planning	\$5,302.00	\$84,689.78	\$181,000.00	46.79%	\$96,310.22
401-000-000-359-00-00-00	Misc, Fine, Penalties, Code	\$0.00	\$0.00	\$5,000.00	0.00%	\$5,000.00
401-000-000-369-91-00-05	Other-CC Convenience Fees	\$805.56	\$18,480.04	\$18,500.00	99.89%	\$19.96
401-000-000-382-10-00-01	Refundable Deposits - DS (CMP, PGB)	\$20,000.00	\$20,000.00	\$0.00		(\$20,000.00)
401-000-000-382-10-00-02	Refundable DS Advance Deposit	\$2,437.59	\$28,398.51	\$25,000.00	113.59%	(\$3,398.51)
401-000-000-382-10-00-03	Advanced Deposit Used to Fund	\$4,162.41	\$79,072.60	\$101,000.00	78.29%	\$21,927.40
Total Development Services Fund		\$83,751.70	\$1,020,063.74	\$1,247,500.00	81.77%	\$227,436.26
NonRevenue Trust Funds						
Agency Type Deposits						
State Remittances - Courts						
State Remittances - Emergency And Trauma Services						
631-000-000-386-83-08-00	WA ST Emer Med and Trauma Care	\$106.54	\$849.24	\$0.00		(\$849.24)
631-000-000-386-83-31-00	WA St- Gen Fund 93	\$338.79	\$2,144.73	\$0.00		(\$2,144.73)
631-000-000-386-83-32-00	WA St-Traumatic Brain Inj	\$105.97	\$844.64	\$0.00		(\$844.64)
Total State Remittances - Emergency And Trauma Services		\$551.30	\$3,838.61	\$0.00		(\$3,838.61)
State Remittances - Miscellaneous						
631-000-000-386-89-15-00	Death Inv Account	\$0.00	\$295.61	\$0.00		(\$295.61)
Total State Remittances - Miscellaneous		\$0.00	\$295.61	\$0.00		(\$295.61)
Total State Remittances - Courts		\$551.30	\$4,134.22	\$0.00		(\$4,134.22)
State Remittances-Courts						
631-000-000-386-90-02-00	WA St-State Gen Fund 54	\$2.62	\$36.84	\$0.00		(\$36.84)
631-000-000-386-91-00-00	WA St-State Gen Fund 40	\$4,396.24	\$12,264.58	\$0.00		(\$12,264.58)
631-000-000-386-92-00-20	WA St-State Gen Fund 50	\$696.64	\$5,424.95	\$0.00		(\$5,424.95)
State Remittances - Crime Lab Analysis						
631-000-000-386-96-03-00	WA St-Lab-Bld/breath	\$1.43	\$8.22	\$0.00		(\$8.22)
Total State Remittances - Crime Lab Analysis		\$1.43	\$8.22	\$0.00		(\$8.22)
State Remittances - Judicial Information System						
631-000-000-386-97-05-00	WA St-Judicial Info Systems	\$488.82	\$3,600.38	\$0.00		(\$3,600.38)
Total State Remittances - Judicial Information System		\$488.82	\$3,600.38	\$0.00		(\$3,600.38)
631-000-000-386-99-07-00	WA ST Sch Zone Safety	\$0.00	\$146.48	\$0.00		(\$146.48)
Total State Remittances-Courts		\$5,585.75	\$21,481.45	\$0.00		(\$21,481.45)
Total Agency Type Deposits		\$6,137.05	\$25,615.67	\$0.00		(\$25,615.67)
631-000-000-389-30-00-01	WA St-Bldg Code Fee	\$26.00	\$1,152.50	\$0.00		(\$1,152.50)
631-000-000-389-30-00-88	Dept of Lic-Gun Permit-\$18/21	\$0.00	\$409.25	\$0.00		(\$409.25)
631-000-000-389-30-00-89	WA ST Patrol-Gun-Fbi (\$24)	\$0.00	\$137.25	\$0.00		(\$137.25)
Total NonRevenue Trust Funds		\$6,163.05	\$27,314.67	\$0.00		(\$27,314.67)
Master Investments						
Revenue						
Nonrevenues						
999-000-000-389-90-00-00	Investment Sales	\$1,000,000.00	\$3,750,000.00	\$0.00		(\$3,750,000.00)
Total Nonrevenues		\$1,000,000.00	\$3,750,000.00	\$0.00		(\$3,750,000.00)
Total Revenue		\$1,000,000.00	\$3,750,000.00	\$0.00		(\$3,750,000.00)

TIG grants to cover various sidewalk and street capital projects.

Non-budget accounts, passthrough advanced deposits and ROW Permits

Total Master Investments	\$1,000,000.00	\$3,750,000.00	\$0.00	(\$3,750,000.00)
Grand Totals	\$3,310,384.31	\$18,588,334.23	\$14,102,963.00	131.80% (\$4,485,371.23)
	\$3,303,784.31	\$18,430,863.12	\$13,976,963.00	



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						
001-000-000-511-60-41-00	Professional Services	\$730.00	\$1,482.21	\$0.00		(\$1,482.21)
001-000-000-511-60-41-01	Legislative Activities- Regional/Intergovt	\$0.00	\$6,398.58	\$6,500.00	98.44%	\$101.42
001-000-000-511-60-43-00	Travel & Training	\$5,276.92	\$5,710.22	\$10,000.00	57.10%	\$4,289.78
001-000-000-511-60-49-00	Miscellaneous	\$0.00	\$968.82	\$2,000.00	48.44%	\$1,031.18
001-000-000-511-60-49-10	Medina Days	\$0.00	\$37,114.00	\$52,000.00	71.37%	\$14,886.00
Total Legislative Services		\$6,006.92	\$51,673.83	\$70,500.00	73.30%	\$18,826.17
Municipal Court						
001-000-000-512-52-40-10	Municipal Court-Traffic/NonTrf	\$9,973.92	\$37,228.58	\$15,000.00	248.19%	(\$22,228.58)
Total Municipal Court		\$9,973.92	\$37,228.58	\$15,000.00	248.19%	(\$22,228.58)
Executive						
Salaries & Wages						
001-000-000-513-10-11-00	Salaries & Wages	\$16,149.29	\$194,779.92	\$194,688.00	100.05%	(\$91.92)
001-000-000-513-10-11-16	ICMA 457 Plan	\$2,046.15	\$24,553.80	\$16,706.00	146.98%	(\$7,847.80)
001-000-000-513-10-11-17	Medical Opt Out	\$1,098.07	\$12,858.34	\$14,294.00	89.96%	\$1,435.66
Total Salaries & Wages		\$19,293.51	\$232,192.06	\$225,688.00	102.88%	(\$6,504.06)
Personnel Benefits						
001-000-000-513-10-21-00	Personnel Benefits	\$859.04	\$19,146.82	\$21,932.00	87.30%	\$2,785.18
001-000-000-513-10-21-50	Auto Allowance	\$500.00	\$6,000.00	\$6,000.00	100.00%	\$0.00
Total Personnel Benefits		\$1,359.04	\$25,146.82	\$27,932.00	90.03%	\$2,785.18
001-000-000-513-10-41-00	Professional Services	\$9,000.00	\$39,000.00	\$36,000.00	108.33%	(\$3,000.00)
001-000-000-513-10-43-00	Travel & Training	\$8.00	\$1,085.63	\$3,000.00	36.19%	\$1,914.37
001-000-000-513-10-49-01	Dues, Subscriptions	\$0.00	\$365.00	\$350.00	104.29%	(\$15.00)
Total Executive		\$29,660.55	\$297,789.51	\$292,970.00	101.65%	(\$4,819.51)
Finance Department						
001-000-000-514-20-11-00	Salaries & Wages	\$18,108.85	\$203,895.72	\$205,680.00	99.13%	\$1,784.28
001-000-000-514-20-11-16	ICMA 457 Plan	\$750.00	\$9,250.00	\$9,000.00	102.78%	(\$250.00)
001-000-000-514-20-21-00	Personnel Benefits	\$6,916.54	\$65,142.10	\$53,756.00	121.18%	(\$11,386.10)
001-000-000-514-20-21-17	Opt-Out Of Medical	\$441.99	\$4,973.22	\$12,280.00	40.50%	\$7,306.78
001-000-000-514-20-41-01	Professional Services	\$2,447.61	\$39,998.42	\$40,000.00	100.00%	\$1.58
001-000-000-514-20-42-00	Intergvtml Prof Serv-Auditors	\$4,659.85	\$36,096.45	\$25,000.00	144.39%	(\$11,096.45)
001-000-000-514-20-43-00	Travel & Training	\$0.00	\$0.00	\$1,500.00	0.00%	\$1,500.00
001-000-000-514-20-46-00	Insurance (WCIA)	\$0.00	\$310,501.92	\$308,206.00	100.74%	(\$2,295.92)
001-000-000-514-20-49-00	Misc-Dues,Subscriptions	\$0.00	\$99.00	\$1,000.00	9.90%	\$901.00
001-000-000-514-20-49-10	Miscellaneous	\$3,136.66	\$5,136.64	\$15,000.00	34.24%	\$9,863.36
001-000-000-514-40-40-00	Election Services-Voter Regist	\$0.00	\$1,218.00	\$12,000.00	10.15%	\$10,782.00
Total Finance Department		\$36,461.50	\$676,311.47	\$683,422.00	98.96%	\$7,110.53
Legal Department						
001-000-000-515-41-40-00	City Attorney	\$46,024.30	\$208,466.90	\$300,000.00	69.49%	\$91,533.10
001-000-000-515-45-40-00	Special Counsel	(\$2,259.83)	\$59,302.76	\$50,000.00	118.61%	(\$9,302.76)
001-000-000-515-91-40-00	Public Defender	\$5,850.00	\$20,200.00	\$7,200.00	280.56%	(\$13,000.00)
001-000-000-515-93-40-10	Prosecuting Attorney	\$4,000.00	\$4,000.00	\$48,000.00	83.33%	\$8,000.00
Total Legal Department		\$53,614.47	\$327,969.66	\$405,200.00	80.94%	\$77,230.34
Central Services						
Salaries & Wages						
001-000-000-518-10-11-00	Salaries & Wages	\$27,973.31	\$315,096.00	\$315,084.00	100.00%	(\$12.00)
001-000-000-518-10-11-11	Longevity	\$562.32	\$6,747.84	\$6,749.00	99.98%	\$1.16
001-000-000-518-10-11-14	Education	\$150.00	\$1,800.00	\$1,800.00	100.00%	\$0.00
001-000-000-518-10-11-16	ICMA 457 Plan	\$750.00	\$6,725.52	\$12,000.00	56.05%	\$5,274.48
001-000-000-518-10-11-17	Opt-Out Medical	\$1,182.47	\$11,545.31	\$10,025.00	115.17%	(\$1,520.31)

Increased ticket processing costs and a substantial increase in written tickets in 2024

2022 Audit ended in Q1 2024, therefore 2 seperate audit periods covered last year cost wise

Ties in with increased ticketing, more traffic through the courts come with increased one off costs

Total Salaries & Wages		\$30,618.10	\$341,914.67	\$345,658.00	98.92%	\$3,743.33
Personnel Benefits						
001-000-000-518-10-21-00	Personnel Benefits	\$12,603.12	\$122,641.26	\$120,286.00	101.96%	(\$2,355.26)
Total Personnel Benefits		\$12,603.12	\$122,641.26	\$120,286.00	101.96%	(\$2,355.26)
Office and Operating Supplies						
001-000-000-518-10-31-00	Office And Operating Supplies	\$2,888.04	\$13,004.39	\$30,000.00	43.35%	\$16,995.61
Total Office and Operating Supplies		\$2,888.04	\$13,004.39	\$30,000.00	43.35%	\$16,995.61
Other Services						
001-000-000-518-10-41-00	Professional Services	\$41,762.62	\$267,023.36	\$300,500.00	88.86%	\$33,476.64
001-000-000-518-10-41-50	Prof Serv-Computer Tech Serv	\$0.00	\$883.83	\$0.00		(\$883.83)
001-000-000-518-10-42-00	Postage/Telephone	\$396.72	\$2,388.51	\$13,000.00	18.37%	\$10,611.49
001-000-000-518-10-43-00	Travel & Training	\$1,130.45	\$8,467.97	\$11,000.00	76.98%	\$2,532.03
001-000-000-518-10-44-00	Advertising	\$651.00	\$9,810.28	\$7,500.00	130.80%	(\$2,310.28)
001-000-000-518-10-47-00	Utility Serv-Elec,Water,Waste	\$4,337.92	\$20,939.60	\$32,000.00	65.44%	\$11,060.40
001-000-000-518-10-48-00	Repairs & Maint-Equipment	\$661.80	\$661.80	\$500.00	132.36%	(\$161.80)
001-000-000-518-10-49-10	Miscellaneous	\$1,277.15	\$1,322.15	\$4,000.00	33.05%	\$3,677.85
001-000-000-518-10-49-20	Dues, Subscriptions	\$0.00	\$435.00	\$600.00	72.50%	\$165.00
001-000-000-518-10-49-30	Postcard, Public information	\$2,405.03	\$7,354.26	\$12,000.00	61.29%	\$4,645.74
001-000-000-518-10-49-40	Photocopies	\$0.00	\$28.28	\$500.00	5.66%	\$471.72
Total Other Services		\$52,622.69	\$319,315.04	\$381,600.00	83.68%	\$62,284.96
001-000-000-518-20-31-00	Office And Operating Supplies	\$0.00	\$200.55	\$0.00		(\$200.55)
Building Maintenance						
001-000-000-518-30-45-00	Facility Rental	\$413.00	\$3,643.00	\$4,000.00	91.08%	\$357.00
001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg	\$8,233.17	\$82,687.49	\$57,500.00	143.80%	(\$25,187.49)
Total Building Maintenance		\$8,646.17	\$86,330.49	\$61,500.00	140.37%	(\$24,830.49)
001-000-000-518-80-31-00	IT HW, SW, Operating Supplies	\$0.00	\$548.67	\$1,500.00	36.58%	\$951.33
001-000-000-518-80-41-50	Technical Services, Software Services	\$16,043.27	\$195,151.54	\$195,000.00	100.08%	(\$151.54)
001-000-000-518-80-41-60	Software Services	\$31,831.61	\$121,011.65	\$149,600.00	80.89%	\$28,588.35
001-000-000-518-80-48-00	Repairs & Maint., Annual Software Maint.	\$0.00	\$4,913.82	\$18,500.00	26.56%	\$13,586.18
Total Central Services		\$155,253.00	\$1,205,032.08	\$1,303,644.00	92.44%	\$98,611.92
Police Operations						
Salaries & Wages						
001-000-000-521-20-11-00	Salaries & Wages	\$125,158.62	\$1,251,179.03	\$1,307,475.00	95.69%	\$56,295.97
001-000-000-521-20-11-11	Longevity	\$2,706.80	\$28,397.24	\$26,500.00	107.16%	(\$1,897.24)
001-000-000-521-20-11-14	Education	\$58.00	\$608.00	\$1,800.00	33.78%	\$1,192.00
001-000-000-521-20-11-16	ICMA 457 Plan	\$3,884.35	\$44,316.54	\$49,000.00	90.44%	\$4,683.46
001-000-000-521-20-11-17	Opt-Out Of Medical	\$3,597.07	\$27,115.30	\$35,166.00	77.11%	\$8,050.70
001-000-000-521-20-11-18	Night Shift Differential	\$1,080.79	\$11,661.26	\$19,500.00	59.80%	\$7,838.74
001-000-000-521-20-11-19	2% Physical Fitness Incentive	\$1,111.56	\$13,182.39	\$16,000.00	82.39%	\$2,817.61
001-000-000-521-20-12-00	Overtime	\$7,821.64	\$114,316.02	\$120,000.00	95.26%	\$5,683.98
001-000-000-521-20-12-01	Merit Pay	\$0.00	\$50,221.00	\$75,000.00	66.96%	\$24,779.00
001-000-000-521-20-13-00	Holiday Pay	\$0.00	\$56,593.27	\$60,000.00	94.32%	\$3,406.73
Total Salaries & Wages		\$145,418.83	\$1,597,590.05	\$1,710,441.00	93.40%	\$112,850.95
Personnel Benefits						
001-000-000-521-20-21-00	Personnel Benefits	\$49,293.45	\$425,867.25	\$455,000.00	93.60%	\$29,132.75
001-000-000-521-20-21-10	Personnel Benefits-Retirees	\$2,157.48	\$24,367.80	\$25,765.00	94.58%	\$1,397.20
001-000-000-521-20-22-00	Uniforms	\$5,424.09	\$17,520.13	\$13,000.00	134.77%	(\$4,520.13)
001-000-000-521-20-22-01	DOJ Bullet Proof Vest Program	\$0.00	\$1,960.46	\$3,000.00	65.35%	\$1,039.54
001-000-000-521-20-23-00	Tuition	\$0.00	\$2,744.00	\$8,000.00	34.30%	\$5,256.00
Total Personnel Benefits		\$56,875.02	\$472,459.64	\$504,765.00	93.60%	\$32,305.36
Supplies						
001-000-000-521-20-31-00	Office Supplies	\$2,814.29	\$21,949.05	\$15,000.00	146.33%	(\$6,949.05)
001-000-000-521-20-31-01	IT HW,SW Off Equip <\$5K	\$0.00	\$13,853.21	\$7,000.00	197.90%	(\$6,853.21)
001-000-000-521-20-31-40	Police Operating Supplies	\$8,126.07	\$24,077.72	\$14,000.00	171.98%	(\$10,077.72)
001-000-000-521-20-31-60	Ammo/Range (Targets, etc)	\$2,123.67	\$3,679.37	\$12,500.00	29.43%	\$8,820.63
001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash	\$3,943.93	\$36,664.33	\$32,000.00	114.58%	(\$4,664.33)
001-000-000-521-20-35-20	Firearms (Purchase & Repair)	\$2,876.72	\$4,661.74	\$2,000.00	233.09%	(\$2,661.74)
Total Supplies		\$19,884.68	\$104,885.42	\$82,500.00	127.13%	(\$22,385.42)
Other Services & Charges						

City Hall public bathroom repair/rennovation

High supply costs associated with promotion of Sargeant and the hiring of a brand new officer

001-000-000-521-20-41-00	Professional Services	\$725.20	\$3,099.49	\$4,500.00	68.88%	\$1,400.51
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	\$0.00	\$8,639.28	\$8,000.00	107.99%	(\$639.28)
001-000-000-521-20-41-40	Marine Patrol Services	\$101,780.00	\$101,780.00	\$103,000.00	98.82%	\$1,220.00
001-000-000-521-20-41-41	Bellevue CARE program	\$0.00	\$9,958.21	\$20,000.00	49.79%	\$10,041.79
001-000-000-521-20-41-50	Recruitment-Background	\$607.00	\$2,894.00	\$5,000.00	57.88%	\$2,106.00
001-000-000-521-20-41-55	Jail Service-Prisoner Board	\$1,518.00	\$4,968.00	\$14,000.00	35.49%	\$9,032.00
001-000-000-521-20-41-60	Prisoner Transport	\$0.00	\$0.00	\$500.00	0.00%	\$500.00
001-000-000-521-20-42-00	Communications (phone,Pager)	\$2,360.90	\$14,568.02	\$18,000.00	80.93%	\$3,431.98
001-000-000-521-20-43-00	Travel & Training	\$690.00	\$22,245.33	\$14,000.00	158.90%	(\$8,245.33)
001-000-000-521-20-45-00	Equipment-Lease & Rentals	\$233.20	\$1,219.05	\$2,000.00	60.95%	\$780.95
001-000-000-521-20-48-00	Repairs & Maint-Equip & Evidence SW	\$551.55	\$1,464.68	\$16,000.00	9.15%	\$14,535.32
001-000-000-521-20-48-10	Repairs & Maint-Automobiles	\$710.18	\$10,801.15	\$10,000.00	108.01%	(\$801.15)
001-000-000-521-20-48-20	Repairs & Maint- HW/SW Maint Cameras	\$0.00	\$0.00	\$30,000.00	0.00%	\$30,000.00
001-000-000-521-20-49-40	Dues,Subscriptions,Memberships	\$1,575.00	\$3,382.70	\$7,000.00	48.32%	\$3,617.30
001-000-000-521-20-49-41	Lexipol Manuals	\$5,653.91	\$10,471.37	\$8,000.00	130.89%	(\$2,471.37)
001-000-000-521-20-49-60	Crime Prevention/Public Educ	\$700.00	\$7,561.36	\$7,500.00	100.82%	(\$61.36)
Total Other Services & Charges		\$117,104.94	\$284,619.00	\$349,067.00	81.54%	\$64,448.00
Total Police Operations		\$339,283.47	\$2,459,554.11	\$2,646,773.00	92.93%	\$187,218.89
Fire & Medical Aid Department						
001-000-000-522-20-41-00	Fire Control Services	\$469,301.50	\$921,444.00	\$934,285.00	98.63%	\$12,841.00
Total Fire & Medical Aid Department		\$469,301.50	\$921,444.00	\$934,285.00	98.63%	\$12,841.00
Public Housing Services- ARCH						
001-000-000-551-10-40-00	Public Housing Services - ARCH	\$0.00	\$36,350.00	\$38,066.00	95.49%	\$1,716.00
Total Public Housing Services- ARCH		\$0.00	\$36,350.00	\$38,066.00	95.49%	\$1,716.00
Environmental Services						
001-000-000-553-10-40-00	Land & Water Conservation Resources-	\$0.00	\$5,370.32	\$4,000.00	134.26%	(\$1,370.32)
001-000-000-553-70-40-00	Pollution Prevention - Puget Sound Clean	\$0.00	\$22,676.00	\$9,582.00	236.65%	(\$13,094.00)
Total Environmental Services		\$0.00	\$28,046.32	\$13,582.00	206.50%	(\$14,464.32)
Mental Health Services - King County						
001-000-000-564-60-40-00	Mental Health Services-KC Substance	\$215.33	\$845.30	\$1,000.00	84.53%	\$154.70
Total Mental Health Services - King County		\$215.33	\$845.30	\$1,000.00	84.53%	\$154.70
Recreational Services						
001-000-000-571-00-10-00	Salaries & Wages - Lifeguards	\$0.00	\$31,684.66	\$35,000.00	90.53%	\$3,315.34
001-000-000-571-00-20-00	Personnel Benefits - Lifeguards	\$0.00	\$3,901.60	\$4,200.00	92.90%	\$298.40
001-000-000-571-00-30-00	Uniforms - Lifeguards	\$0.00	\$1,149.31	\$2,000.00	57.47%	\$850.69
001-000-000-571-00-31-00	Operating Supplies - Lifeguards	\$0.00	\$82.47	\$0.00		(\$82.47)
001-000-000-571-00-32-00	Miscellaneous - Lifeguards	\$0.00	\$3,669.84	\$7,300.00	50.27%	\$3,630.16
001-000-000-571-00-40-00	Travel & Training - Lifeguards	\$0.00	\$1,320.96	\$0.00		(\$1,320.96)
001-000-000-571-00-41-00	Recreational Svcs - Boys & Girls Club	\$0.00	\$89.65	\$0.00		(\$89.65)
Total Recreational Services		\$0.00	\$41,898.49	\$48,500.00	86.39%	\$6,601.51
Parks Department						
001-000-000-576-80-10-00	Seasonal Salaries & Wages	\$3,933.18	\$23,264.09	\$22,089.00	105.32%	(\$1,175.09)
001-000-000-576-80-11-00	Salaries & Wages	\$24,831.71	\$294,814.72	\$311,997.00	94.49%	\$17,182.28
001-000-000-576-80-11-11	Longevity	\$647.86	\$7,183.87	\$6,762.00	106.24%	(\$421.87)
001-000-000-576-80-11-14	Education	\$270.00	\$3,240.00	\$3,240.00	100.00%	\$0.00
001-000-000-576-80-11-16	ICMA 457 Plan	\$900.00	\$10,800.00	\$10,800.00	100.00%	\$0.00
001-000-000-576-80-11-17	Opt-Out Of Medical	\$943.67	\$10,617.84	\$10,612.00	100.06%	(\$5.84)
001-000-000-576-80-12-00	Overtime	\$544.33	\$10,327.10	\$8,000.00	129.09%	(\$2,327.10)
Personnel Benefits						
001-000-000-576-80-21-00	Personnel Benefits	\$12,849.36	\$114,778.15	\$118,515.00	96.85%	\$3,736.85
001-000-000-576-80-22-00	Uniforms	\$185.96	\$1,970.03	\$2,500.00	78.80%	\$529.97
Total Personnel Benefits		\$13,035.32	\$116,748.18	\$121,015.00	96.47%	\$4,266.82
Supplies						
001-000-000-576-80-31-00	Operating Supplies	\$12,970.77	\$35,077.76	\$37,000.00	94.80%	\$1,922.24
001-000-000-576-80-32-00	Vehicle Fuel & Lube	\$984.47	\$4,747.03	\$5,000.00	94.94%	\$252.97
Total Supplies		\$13,955.24	\$39,824.79	\$42,000.00	94.82%	\$2,175.21
Other Services & Charges						
001-000-000-576-80-41-00	Professional Services	\$0.00	\$10,521.59	\$15,000.00	70.14%	\$4,478.41

2023 invoices paid in Q1 2024

001-000-000-576-80-41-04	Professional Services-Misc	\$6,144.78	\$9,951.04	\$5,000.00	199.02%	(\$4,951.04)
001-000-000-576-80-42-00	Telephone/postage	\$1,029.10	\$5,483.09	\$7,000.00	78.33%	\$1,516.91
001-000-000-576-80-43-00	Travel & Training	\$200.00	\$320.00	\$3,000.00	10.67%	\$2,680.00
001-000-000-576-80-47-00	Utilities	\$6,051.52	\$40,647.79	\$24,000.00	169.37%	(\$16,647.79)
001-000-000-576-80-48-00	Repair & Maint Equipment	\$0.00	\$4,913.78	\$8,000.00	61.42%	\$3,086.22
001-000-000-576-80-49-00	Miscellaneous, annual lease	\$0.00	\$500.00	\$600.00	83.33%	\$100.00
001-000-000-576-80-49-01	Misc-Property Tax	\$0.00	\$275.83	\$300.00	91.94%	\$24.17
Total Other Services & Charges		\$13,425.40	\$72,613.12	\$62,900.00	115.44%	(\$9,713.12)
Total Parks Department		\$72,486.71	\$589,433.71	\$599,415.00	98.33%	\$9,981.29
001-000-000-591-18-70-00	Central Services Lease Repayment	\$443.46	\$37,906.64	\$0.00		(\$37,906.64)
Capital Expenditures						
001-000-000-594-14-64-00	City Hall IT HW/SW >\$5K Capital Outlay	\$0.00	\$11,309.14	\$21,000.00	53.85%	\$9,690.86
001-000-000-594-21-64-10	Police HW/SW Equipment >\$5K Capital	\$0.00	\$176.31	\$66,500.00	0.27%	\$66,323.69
001-000-000-594-21-64-50	Police Vehicle/Equip >\$5K Capital Outlay	\$0.00	\$10,455.09	\$0.00		(\$10,455.09)
001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost	\$55,663.17	\$179,688.77	\$90,000.00	199.65%	(\$89,688.77)
001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost	\$2,822.86	\$18,988.51	\$0.00		(\$18,988.51)
001-000-000-594-76-30-00	Parks Improvements	\$69.86	\$69.86	\$0.00		(\$69.86)
001-000-000-594-76-64-00	Parks Capital Outlay	\$0.00	\$608.20	\$9,000.00	6.76%	\$8,391.80
Total Capital Expenditures		\$58,555.89	\$221,295.88	\$186,500.00	118.66%	(\$34,795.88)
General Operating Transfers						
001-000-000-597-00-00-02	Transfer from GF to Levy Stabl. Fund	\$33,333.33	\$399,999.96	\$400,000.00	100.00%	\$0.04
001-000-000-597-00-00-03	Transfer from General to Street	\$38,333.33	\$459,999.96	\$460,000.00	100.00%	\$0.04
001-000-000-597-00-01-00	Transfer from GF to Contingency	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	100.00%	\$0.00
Total General Operating Transfers		\$1,571,666.66	\$2,359,999.92	\$2,360,000.00	100.00%	\$0.08
Total General Fund		\$2,802,923.38	\$9,292,779.50	\$9,598,857.00	96.81%	\$306,077.50
City Street Fund						
101-000-000-542-30-10-00	Seasonal worker street	\$0.00	\$5,924.20	\$13,800.00	42.93%	\$7,875.80
101-000-000-542-30-11-00	Salaries & Wages	\$24,075.19	\$266,893.25	\$263,082.00	101.45%	(\$3,811.25)
101-000-000-542-30-11-11	Longevity	\$523.75	\$5,488.44	\$4,508.00	121.75%	(\$980.44)
101-000-000-542-30-11-14	Education	\$280.00	\$3,457.67	\$2,760.00	125.28%	(\$697.67)
101-000-000-542-30-11-16	ICMA 457 Plan	\$725.00	\$8,550.00	\$8,700.00	98.28%	\$150.00
101-000-000-542-30-11-17	Opt-Out Of Medical	\$629.12	\$7,078.64	\$7,639.00	92.66%	\$560.36
101-000-000-542-30-12-00	Overtime	\$362.89	\$6,884.73	\$6,000.00	114.75%	(\$884.73)
Personnel Benefits						
101-000-000-542-30-21-00	Personnel Benefits	\$10,531.42	\$90,629.97	\$95,438.00	94.96%	\$4,808.03
101-000-000-542-30-22-00	Uniforms	\$0.00	\$2,422.54	\$2,500.00	96.90%	\$77.46
Total Personnel Benefits		\$10,531.42	\$93,052.51	\$97,938.00	95.01%	\$4,885.49
Supplies						
101-000-000-542-30-31-00	Operating & Maintenance Supplies	\$2,402.35	\$4,951.23	\$6,000.00	82.52%	\$1,048.77
101-000-000-542-30-35-00	Small Tools/minor Equipment	\$0.00	\$7,186.04	\$6,000.00	119.77%	(\$1,186.04)
Total Supplies		\$2,402.35	\$12,137.27	\$12,000.00	101.14%	(\$137.27)
101-000-000-542-30-40-00	Road & Street Maintenance	\$1,974.44	\$6,917.93	\$0.00		(\$6,917.93)
101-000-000-542-30-41-00	Professional Services	(\$1,348.59)	\$52,009.04	\$54,000.00	96.31%	\$1,990.96
101-000-000-542-30-41-03	NPDES Grant	\$0.00	\$7,038.38	\$50,000.00	14.08%	\$42,961.62
101-000-000-542-30-41-10	Road & Street Maintenance	\$0.00	\$330.30	\$11,000.00	3.00%	\$10,669.70
101-000-000-542-30-45-00	Machine/Facility Rental	\$0.00	\$0.00	\$4,000.00	0.00%	\$4,000.00
101-000-000-542-30-47-00	Utility Services	\$62.04	\$902.88	\$1,000.00	90.29%	\$97.12
101-000-000-542-30-48-00	Equipment Maintenance	\$5,285.67	\$8,610.95	\$7,000.00	123.01%	(\$1,610.95)
101-000-000-542-40-41-00	Storm Drain Maintenance	\$12,534.77	\$19,923.87	\$15,000.00	132.83%	(\$4,923.87)
Traffic And Pedestrian Services						
101-000-000-542-63-41-00	Street Light Utilities	\$4,204.98	\$22,762.57	\$22,000.00	103.47%	(\$762.57)
101-000-000-542-64-41-00	Traffic Control Devices	\$0.00	\$3,249.45	\$10,000.00	32.49%	\$6,750.55
101-000-000-542-66-41-00	Snow & Ice Removal	\$0.00	\$0.00	\$2,000.00	0.00%	\$2,000.00
101-000-000-542-67-41-00	Street Cleaning	\$17,091.01	\$22,677.29	\$25,000.00	90.71%	\$2,322.71
Total Traffic And Pedestrian Services		\$21,295.99	\$48,689.31	\$59,000.00	82.52%	\$10,310.69
Roadside						
101-000-000-542-70-40-00	Street Irrigation Utilities	\$4,330.35	\$17,092.23	\$23,000.00	74.31%	\$5,907.77
Total Roadside		\$4,330.35	\$17,092.23	\$23,000.00	74.31%	\$5,907.77
Capital Expenditures						

Portion of utility costs are recouped through interlocal agreement with Clyde Hill

New codes due to GASB requirements for 2024. Overspend due to buy down of PD Fleet to reduce future costs.

Heavy winds in Q4, led to additional drain maintenance to prevent

101-000-000-594-42-64-00	Street Capital Equipment	\$0.00	\$38,927.60	\$5,000.00	778.55%	(\$33,927.60)
Total Capital Expenditures		\$0.00	\$38,927.60	\$5,000.00	778.55%	(\$33,927.60)
Total City Street Fund		\$83,664.39	\$609,909.20	\$645,427.00	94.50%	\$35,517.80
Tree Fund						
103-000-000-558-60-41-50	Professional Services/Landscape	\$4,959.00	\$4,959.00	\$0.00		(\$4,959.00)
103-000-000-558-60-49-10	Miscellaneous-Tree Replacement	\$0.00	\$20,893.56	\$30,000.00	69.65%	\$9,106.44
Total Tree Fund		\$4,959.00	\$25,852.56	\$30,000.00	86.18%	\$4,147.44
Capital Projects Fund						
307-000-000-594-18-60-00	Building Improvements	\$69,016.84	\$286,873.99	\$285,000.00	100.66%	(\$1,873.99)
307-000-000-594-76-63-20	Park Improvements	\$932.77	\$57,767.70	\$60,000.00	96.28%	\$2,232.30
307-000-000-595-30-63-01	Street Improvements, Overlays	\$949.57	\$364,415.44	\$391,399.00	93.11%	\$26,983.56
307-000-000-595-30-63-02	Storm Sewer Improvements	\$132,424.30	\$415,210.28	\$350,000.00	118.63%	(\$65,210.28)
307-000-000-595-30-63-10	Sidewalk Improvements	\$37,831.31	\$1,382,599.28	\$1,147,691.00	120.47%	(\$234,908.28)
307-000-000-595-30-63-18	Medina Park Ponds	\$0.00	\$1,934.95	\$0.00		(\$1,934.95)
Transfer Out						
307-000-000-597-44-30-00	Transfer from Capital to Street	\$6,250.00	\$75,000.00	\$75,000.00	100.00%	\$0.00
Total Transfer Out		\$6,250.00	\$75,000.00	\$75,000.00	100.00%	\$0.00
Total Capital Projects Fund		\$247,404.79	\$2,583,801.64	\$2,309,090.00	111.90%	(\$274,711.64)
Development Services Fund						
401-000-000-555-50-41-08	Sound Testing Consultant	\$1,365.00	\$10,080.00	\$12,600.00	80.00%	\$2,520.00
401-000-000-558-50-03-00	Insurance Allocation (WCIA)	\$0.00	\$57,217.08	\$56,794.00	100.74%	(\$423.08)
401-000-000-558-50-04-00	City Attorney, Dev. Serv.	\$0.00	\$8,229.43	\$35,000.00	23.51%	\$26,770.57
401-000-000-558-50-05-00	Technical Services, Software Services	\$2,159.48	\$25,941.38	\$26,719.00	97.09%	\$777.62
401-000-000-558-50-41-06	Building Inspector Contract	\$400.00	\$700.00	\$6,000.00	11.67%	\$5,300.00
401-000-000-558-50-41-07	Engineering Consultant	\$7,073.63	\$72,016.39	\$56,000.00	128.60%	(\$16,016.39)
401-000-000-558-50-41-50	Arborist	\$2,645.00	\$37,946.25	\$45,000.00	84.33%	\$7,053.75
401-000-000-558-50-41-55	Shoreline Consultant	\$4,264.50	\$56,765.70	\$5,000.00	1,135.31%	(\$51,765.70)
401-000-000-558-60-11-00	Salaries & Wages	\$37,059.28	\$416,016.78	\$430,659.00	96.60%	\$14,642.22
401-000-000-558-60-11-11	Longevity	\$91.85	\$699.25	\$0.00		(\$699.25)
401-000-000-558-60-11-14	Education	\$300.00	\$3,002.33	\$3,000.00	100.08%	(\$2.33)
401-000-000-558-60-11-16	ICMA 457 Plan	\$1,375.00	\$16,500.00	\$16,500.00	100.00%	\$0.00
401-000-000-558-60-11-17	Opt-Out of Medical	\$1,107.36	\$12,172.42	\$5,593.00	217.64%	(\$6,579.42)
401-000-000-558-60-12-00	Overtime	\$0.00	\$0.00	\$3,000.00	0.00%	\$3,000.00
401-000-000-558-60-21-00	Personnel Benefits	\$14,640.01	\$129,538.76	\$146,842.00	88.22%	\$17,303.24
401-000-000-558-60-31-00	Operating Supplies	\$52.46	\$987.83	\$2,000.00	49.39%	\$1,012.17
401-000-000-558-60-32-00	Vehicle Expenses - Gas, Oil, Maint.	\$68.80	\$685.22	\$2,500.00	27.41%	\$1,814.78
401-000-000-558-60-41-00	Professional Services	\$5,170.00	\$74,497.25	\$84,000.00	88.69%	\$9,502.75
401-000-000-558-60-41-01	Planning Consultant	\$27,977.75	\$169,869.50	\$100,000.00	169.87%	(\$69,869.50)
401-000-000-558-60-41-02	Hearing Examiner	\$576.25	\$10,080.75	\$20,000.00	50.40%	\$9,919.25
401-000-000-558-60-42-00	Communications	\$38.72	\$4,595.48	\$3,000.00	153.18%	(\$1,595.48)
401-000-000-558-60-43-00	Travel & Training	\$780.43	\$5,849.93	\$5,000.00	117.00%	(\$849.93)
401-000-000-558-60-49-00	Dues, Subscriptions, Memberships	\$0.00	\$2,199.79	\$2,500.00	87.99%	\$300.21
401-000-000-558-60-49-10	Miscellaneous	\$1,405.48	\$24,284.06	\$29,000.00	83.74%	\$4,715.94
401-000-000-582-10-00-01	Refund of PGB/CMP Deposits (DS)	\$0.00	\$20,000.00	\$0.00		(\$20,000.00)
401-000-000-582-10-00-02	Refund of DS Adv Deposits	\$742.28	\$41,508.60	\$25,000.00	166.03%	(\$16,508.60)
401-000-000-594-60-64-00	DS- IT HW/SW >\$5K Capital Outlay	\$0.00	\$23,128.37	\$58,230.00	39.72%	\$35,101.63
401-000-000-594-60-64-05	Vehicle	\$39,746.79	\$39,746.79	\$45,000.00	88.33%	\$5,253.21
Total Development Services Fund		\$149,040.07	\$1,264,259.34	\$1,224,937.00	103.21%	(\$39,322.34)
NonRevenue Trust Funds Expenditure						
Non-Expenditures						
Agency Type Disbursements						
631-000-000-586-00-01-00	WA St-Auto Theft Protection	\$586.31	\$2,037.32	\$0.00		(\$2,037.32)
631-000-000-586-00-02-00	WA ST Traumatic Brain Injury	\$229.10	\$844.64	\$0.00		(\$844.64)
631-000-000-586-00-04-00	WA ST Death Inv Account	\$0.00	\$295.61	\$0.00		(\$295.61)
631-000-000-586-83-08-00	WA St -Emer Med and Trauma	\$230.32	\$849.24	\$0.00		(\$849.24)
631-000-000-586-90-02-00	WA State Gen Fund 54	\$16.67	\$36.84	\$0.00		(\$36.84)
631-000-000-586-91-00-00	WA St-State Gen Fund 40	\$5,689.96	\$12,264.58	\$0.00		(\$12,264.58)
631-000-000-586-92-00-00	WA St-State Gen Fund 50	\$1,463.39	\$5,424.95	\$0.00		(\$5,424.95)
631-000-000-586-96-03-00	WA St-Lab-Bld/breath	\$2.86	\$8.22	\$0.00		(\$8.22)
631-000-000-586-97-05-00	WA St-JIS	\$1,057.03	\$3,600.38	\$0.00		(\$3,600.38)
631-000-000-586-99-07-00	WA ST Sch Zone Safety	\$0.00	\$146.48	\$0.00		(\$146.48)
Total Agency Type Disbursements		\$9,275.64	\$25,508.26	\$0.00		(\$25,508.26)

2023 carry over costs for replacement plow truck, includes sprayer, sander, safety lights and rubber plow

Department Head and Finance working together to reduce consulting costs for 2025 and beyond.

Long Range Planning has also returned to the GF for 2025, which should help mitigate development expenditures.

631-000-000-589-30-01-00	Dept Of Lic-Gun Permit	\$36.00	\$450.00	\$0.00	(\$450.00)
631-000-000-589-30-02-00	WA ST Patrol-Gun-Fbi	\$0.00	\$312.50	\$0.00	(\$312.50)
631-000-000-589-30-03-00	WA St-Bldg Code Fee	\$136.50	\$1,152.50	\$0.00	(\$1,152.50)
Total Non-Expenditures		\$9,448.14	\$27,423.26	\$0.00	(\$27,423.26)
Total Expenditure		\$9,448.14	\$27,423.26	\$0.00	(\$27,423.26)
Total NonRevenue Trust Funds		\$9,448.14	\$27,423.26	\$0.00	(\$27,423.26)
Master Investments					
Expenditure					
Nonexpenditures					
999-000-000-589-90-00-00	Investment Purchases	\$864,070.00	\$3,246,564.00	\$0.00	(\$3,246,564.00)
Total Nonexpenditures		\$864,070.00	\$3,246,564.00	\$0.00	(\$3,246,564.00)
Total Expenditure		\$864,070.00	\$3,246,564.00	\$0.00	(\$3,246,564.00)
Total Master Investments		\$864,070.00	\$3,246,564.00	\$0.00	(\$3,246,564.00)
Grand Totals		\$4,161,509.77	\$17,050,589.50	\$13,808,311.00	123.48%
		\$4,160,767.49	\$16,989,080.90	\$13,783,311.00	



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, 2025
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

Event	Date	Time	Location
Presidents' Day – City Hall Closed	Feb 20		
City Council Meeting	Feb 24	5:00 pm	In-Person/Online
Planning commission Meeting	Feb 25	6:00 pm	In-Person/Online
City Council Meeting	Mar 10	5:00 pm	In-Person/Online
Park Board Meeting	Mar 17	5:00 pm	In-Person/Online
City Council Meeting	Mar 24	5:00 pm	In-Person/Online
Planning Commission Meeting	Mar 25	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 25 bulletins amounting to a total of 214,852 bulletins delivered to subscribers; approximately 14.9% were opened. See **Attachment 1**.

As of January 31, the city had 20,871 subscribers (change in total subscribers **+38**), with a combined total of 188,354 subscriptions (change in total subscriptions **+127**).

RECORDS REQUESTS

During the month of January, 15 public records requests were received by Central Services. See **Attachment 2**.

ATTACHMENT 1

	Bulletins Developed	Total Recipients	Total Delivered	Unique Email Opens	Unique Email Open Rate	Wireless Recipients
Comparisons:						
January, 2025	25	242,268	214,852	20,893	14.90%	90,903
December, 2024	32	350,956	311,634	29,373	14.70%	134,905
November, 2024	24	187,537	167,321	16,364	14.50%	65,730
October, 2024	30	282,844	252,380	24,188	14.50%	102,850
September, 2024	21	188,362	167,673	15,322	13.80%	68,343
August, 2024	25	212,439	189,942	18,274	14.30%	59,517
July, 2024	13	94,658	84,329	8,360	14.50%	32,234
June, 2024	13	114,839	102,709	9,751	14.20%	40,902
May, 2024	19	160,753	143,855	13,815	14.20%	56,413
April, 2024	33	272,560	244,326	22,981	14.00%	97,242
March, 2024	26	155,690	136,634	15,275	16.30%	52,425
February, 2024	20	95,632	84,205	9,221	15.80%	31,340
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
Date Sent	Top 10 Most Read Bulletins During January				Emails Opened	Email Open Rate
01/03/2025 08:00 AM PST	REMINDER! MEDINA - JOIN YOUR NEIGHBORS TO LEARN ABOUT MIDDLE HOUSING				1,710	13%
01/09/2025 04:29 PM PST	Community Bulletin - Reminder & Agenda - Emergency Preparedness Meeting - January 22nd				2,405	17%
01/10/2025 02:59 PM PST	NE 12th Street Pedestrian Improvement Project Returns!				1,695	15%
01/10/2025 10:40 PM PST	Community Bulletin - Police Activity - Burglary Suspect Apprehended				3,262	19%
01/13/2025 03:04 PM PST	Community Forum – Middle Housing (In-Person or Online via Zoom) January 15, 2025 6 to 8PM				1,723	14%
01/17/2025 02:29 PM PST	Community Bulletin - Save the Date - Community Forum - February 5th				2,455	17%
01/21/2025 01:30 PM PST	Community Bulletin - Tomorrow - Emergency Preparedness Meeting				2,325	16%
01/23/2025 01:12 PM PST	Upcoming Projects and their Potential Impact on You				1,577	14%
01/23/2025 02:00 PM PST	Community Bulletin - Save the Date - Coffee with the Chief - February 19th				2,286	17%
01/28/2025 03:45 PM PST	Middle Housing Survey Closes February 14th! - Share Your Thoughts Now				1,647	14%

**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 10, 2025

TO: Mayor and City Council

From: Aimee Kellerman, City Clerk

Subject: January 2025, Public Records Request Tracking

In January 2025, Central Services staff received **15** new public records requests. These requests required approximately **9.5 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 **\$600**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In January 2025, the Police Department received **12** new records requests. These requests required approximately **16.5 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 **\$1195**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

January 2025 Monthly PRR Report

ATTACHMENT 2

Ref. #	Public Records Request	Requester Name	Request Date	Dept.	Assigned Staff
25-27	I would like to request a sitemap in order to replace a fence. Address: 2407 79th Ave NE, Medida WA 98039	Giovanni	1/31/2025	Development Services	Dawn Nations
25-25	Parcel 242504-9219, 3605 Evergreen Pt. Rd. Permit B-22-120 242504-9134, 3450 Evergreen Pt. Rd. B-22-133 242504-9220, 3309 Evergreen Pt. Rd. B-23-086 242504-9208, 2837 Evergreen Pt. Rd. B-23-076 920890-0030, 2213 Evergreen Pt. Rd. B-23-038 399990-0110, 7409 Rambling Rd. B-23-039 542730-0030, 611 Evergreen Pt. Rd. B-24-006 These are all new houses under construction W. of Evergreen Pt. Rd.	David McCourt	1/29/2025	Development Services	Dawn Nations
25-24	I would like to know where my waste water sewer goes on the map, and whether it's shared with my neighbors.	Jianfeng Lin	1/29/2025	Development Services	Dawn Nations
25-22	Please provide any, and all electronic, written or other communications available related to the Overlake Golf and Country Club Non Administrative Variance request and other project documents, permit requests (building, tree removal, excavation, modification of use etc.) , drawings, photos or other submittals tied to a requested removal and expansion/replacement of a driving range fence. happy to receive these records electronically and on a rolling basis.	Heija Nunn	1/27/2025	Development Services	Dawn Nations
25-21	Building plans for parcel 3262300030 permit B-23-040	Thomas Hults	1/23/2025	Development Services	Dawn Nations
25-20	Looking for the building permits for 2401 & 2403 Evergreen Point Rd.	Dara Eagle	1/23/2025	Development Services	Dawn Nations
25-19	Hello, we would like to request all permits associated with 410 Overlake Drive East's remodel 20 years ago, including the fence permit and surveys. We would like to ensure the fence was built according to the original permits. Thank you! - Jason, representing the community driveway owners.	Jason Weber	1/22/2025	Development Services	Dawn Nations

ATTACHMENT 2

Dear Aimee Kellerman or Custodian of Public Records, SmartProcure is submitting a public records request to the City of Medina for any and all purchasing records from 8/31/2024 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable. Please be advised that we are not seeking a list of individuals. We are only looking for purchasing information. The specific information requested from your record keeping system is: 1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number 2. Purchase date 3. Line item details (Detailed description of the purchase) 4. Line item quantity 5. Line item price 6. Vendor ID number, name, address If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond. As an added security and privacy measure, there will be a unique upload link for any new requests moving forward, including this one. We appreciate your assistance towards this request. You may also attach the information to this email.

<https://upload.smartprocure.com/?id=c2RqPWEyYlZQMMDAwMDAwT HBoaFIBSyZzdD1XQSZvcmc9Q2I0eU9mTWVkaW5hJm9pZD0xMjI4Nw%3D%3D> If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information. If you have any questions, please feel free to respond to this email or I can be reached at the phone number below in my signature.

25-16	Mariana Ribeiro	1/17/2025	City Manager	Dawn Nations
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I am looking to get building plans for the following parcels. -Parcel 2470100180 - Permit B-22-137 -Parcel 3262300030 - Permit P-23-016 -Parcel 3262300410 - Permit B-23-067 -Parcel 3262300685 - Permit B-22-106 -Parcel 3262300935 - Permit B-23-060 -Parcel 3262300945 - Permit B-22-004 -Parcel 3262301492 - Permit B062603-0247 -Parcel 5425700191 - Permit B-23-072

25-14	Thomas Hults	1/16/2025	Development Services	Dawn Nations
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Please help me find out my home's architectural design. we are thinking to extend our second floor. My address is: 7623 NE 24th St. Medina.

25-9	Ying Lei	1/14/2025	Development Services	Dawn Nations
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ATTACHMENT 2

25-8	<p>I would like to request permitting information (permits, permit drawings) for hillside trams constructed at the following locations: 2611 Evergreen Point Road (parcel 2425049080) 2247 Evergreen Point Road (parcel 9208900007) 2207 Evergreen Point Road (parcel 9208900038) 2057 Evergreen Point Road (parcel 9208900040) 2033 Evergreen Point Road (parcel 9208900051) 2019 Evergreen Point Road (parcel 9208900056)</p>	Craig Belcher	1/14/2025	Development Services	Dawn Nations
25-6	<p>Requesting a report of all issued and pending building permits for residential & commercial properties from 12/1/2024 to 12/31/2024. 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.</p>	Braden Mineer	1/10/2025	Development Services	Dawn Nations
25-5	<p>I would like to request copies of any soils reports/studies for the properties surrounding 2827 Evergreen Point Rd.</p>	Craig Belcher	1/9/2025	Development Services	Dawn Nations
25-3	<p>Permit applications and issued permits pertaining to the location and installation of mechanical or electrical equipment at 3450 Evergreen Point Road. Date Range: 2020 to present. Please note that I do not need all the construction permit materials for this address, but only need the permit materials pertaining to the location and installation of mechanical or electrical equipment at the site. Thank you.</p>	Gail Husick	1/8/2025	Development Services	Dawn Nations
25-2	<p>Requesting approved permit plan sets for the following permits: B-20-052 P-19-037 P-19-038 P-19-039 B-19-076 ENG-GD-19-027 PL-17-041 B-17-091</p>	Marianne Stover	1/7/2025	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 10, 2025
To: Honorable Mayor and City Council
Via: Stephen R. Burns, City Manager
From: Ryan Osada, Public Works Director
Subject: Public Works Monthly Report

- 2025 PROPOSED PROJECT LIST** – The proposed project list for 2025 includes several projects that are rollovers from 2024. As previously stated, the stormwater projects will coincide with street asphalt overlays to avoid reconstruction of improved surfaces. This year, all three tennis courts will be resurfaced, which follows a 5-7 year maintenance schedule. Fairweather Nature Preserve will get another round with the friendly goats to continue removing invasive vegetation.

2025 PROPOSED PROJECT LIST	START DATE	DURATION	GRANT FUNDS	TOTAL COST	CITY COST
STREETS:					
87th Ave NE - 86th Ave NE to NE 10th ST	May-25	1 week	\$ -	\$ 100,000.00	\$ 100,000.00
SIDEWALK:					
Evergreen Point Rd - NE 12th ST to NE 16th ST	May-25	4 weeks	\$ -	\$ 200,000.00	\$ 200,000.00
PARKS:					
Medina Park & Fairweather Tennis Court Resurfacing	May-25	2 weeks	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
Fairweather Invasive Species Removal - Goats	Jul-25	3 weeks		\$ 15,000.00	\$ 15,000.00
Medina Beach Park Tree Planting	Apr-23	2 days	\$ -	\$ 5,000.00	\$ 5,000.00
STORMWATER:					
2025 Localized Improvements - 87th Ave NE	Apr-25	3 weeks	\$ -	\$ 250,000.00	\$ 250,000.00
SROF Medina Park Stormwater Pond Improvements	TBD	12 weeks	\$ 500,000.00	\$ 500,000.00	\$ -
Citywide Stormwater System Mapping & Evaluation	2025	TBD	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
BUILDING:					
City Hall Interior Painting	May-25	2 weeks	\$ -	\$ 50,000.00	\$ 50,000.00
Public Works Canopy / Carport	Apr-25	2 weeks	\$ -	\$ 50,000.00	\$ 50,000.00
City Hall & Post Office Exterior Painting	May-25	3 weeks	\$ -	\$ 50,000.00	\$ 50,000.00
OTHER:					
Points Loop Trail Sign	2024	NA	\$ -	\$ 10,000.00	\$ 10,000.00
2025 Hazardous Tree Removal Program	2025	NA	\$ -	\$ 25,000.00	\$ 25,000.00

*UPDATED 1/29/2025

TOTALS	\$ 600,000.00	\$ 1,355,000.00	\$ 855,000.00
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2. **NE 12TH STREET PEDESTRIAN IMPROVEMENTS** – Last month, Blackfish Civil Infrastructure mobilized to complete the concrete sidewalks. The old utility poles that impeded sidewalk accessibility was finally removed during the first week in January. For several months, the project has been on hold to allow overhead utilities to transfer their lines. The contractor poured the last sections of concrete sidewalk and completed the final punch list items. This project is deemed complete and accessible, pending landscaping items.

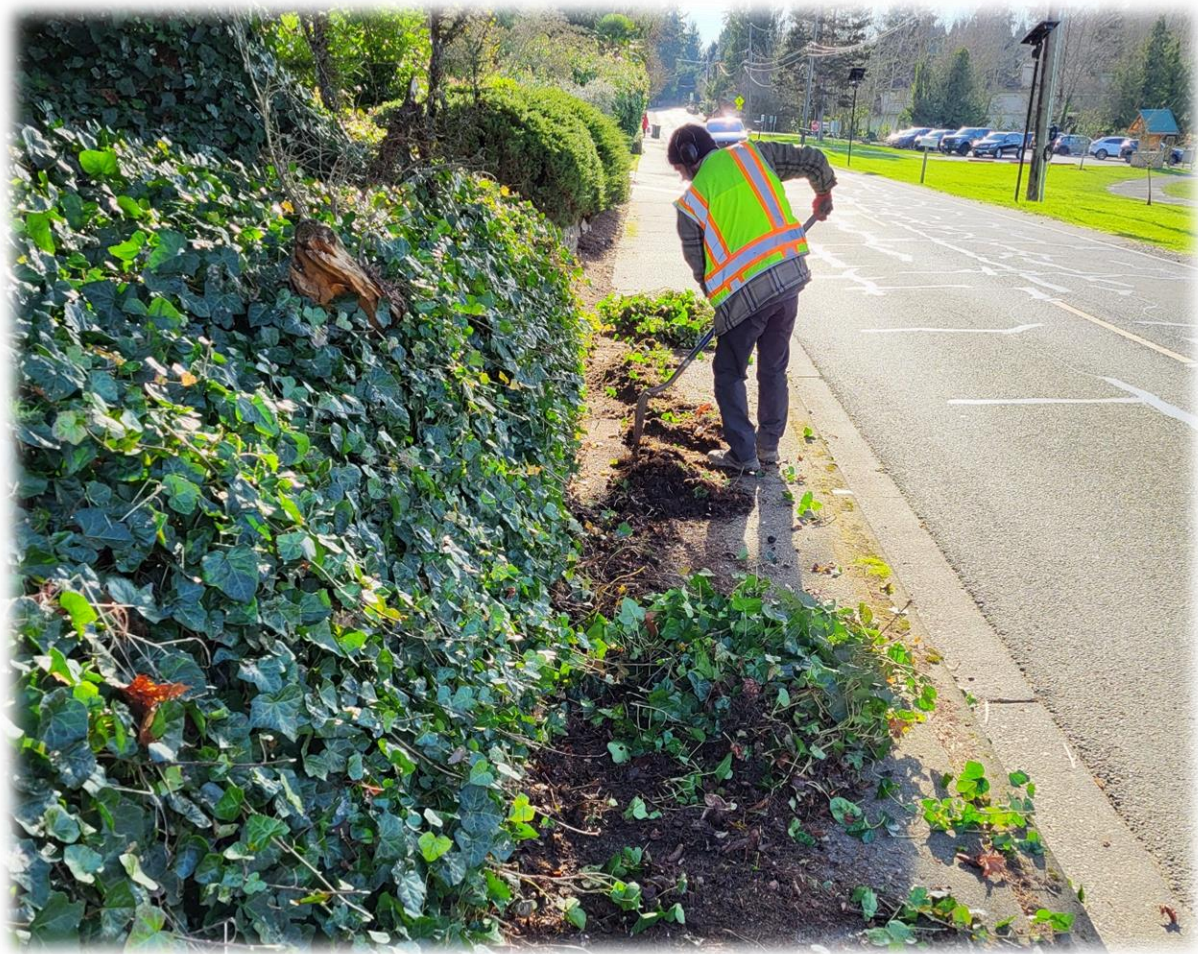


3. 2024 STORMWATER IMPROVEMENTS – Kamins Construction was able to complete two of the four locations last month. The other two locations have utility conflicts that have been flagged for removal or relocation by PSE gas. Per the franchise agreement, the city can request utilities to be relocated for capital improvements at the cost of the utility provider. Currently there are three gas service lines that will directly impact storm pipe flow and connections.



4. PUBLIC WORKS MAINTENANCE – During the month of January, the Puget Sound region saw significant temperature swings and forecasted snow. Public Works has been using the new plow truck to spray “Pre-Treat” and “De-Icer” on the roadways when there is forecasted snow or ice. They have also been clearing right-of-way obstructions and continue with storm maintenance and cleaning tasks.





5. PROJECT UPDATES -

Medina Beach Park Tree Replanting – Phase III tree planting

2024 Localized Stormwater Imp_NE 2nd Pl, 78th Ave NE, 82nd Ave NE, PO – Two locations waiting for utility relocation.

SROF_Medina Park Stormwater Pond Imp. – permitting

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

City Hall Deck Repair – waiting for final painting

City Hall & Post Office Exterior Painting – postponed until 2025

2025 Hazardous Tree Removal – as needed

Points Loop Trail Signs – in progress

87th Ave NE_86th Ave NE to NE 10th St Overlay – design

Evergreen Point Rd Sidewalk Improvements_NE 12th to NE 16th St – design

Tennis Court Resurfacing – design

Fairweather Nature Preserve Goats – scheduled for July

2025 Stormwater Improvements – design

City Hall Interior Painting – design

Public Works Carport Canopy – design

City Hall & Post Office Exterior Painting - design

January 2025 Check Register

Vendor	Invoice Number	Expense Notes	Invoice Amount	Check Number	Check Date	Account Number	Account Description
911 Supply Inc	INV-2-44965	PD Uniform-Gidlof	\$437.58	66439	1/29/2025	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	iNV-2-44928	PD Uniform-McKenney	\$192.82	66439	1/29/2025	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-44927	PD Uniform-McKenney	\$22.02	66439	1/29/2025	001-000-000-521-20-22-00	Uniforms
			\$652.42				
Adamson Police Products	INV427932	Firearm McKenney	\$685.00	66440	1/29/2025	001-000-000-521-20-35-20	Firearms (Purchase & Repair)
			\$685.00				
ADP, Inc.	Jan 2025 Fees	Payroll Processing Fees	\$2,443.15	20101034	1/31/2025	001-000-000-514-20-41-01	Professional Services
			\$2,443.15				
AT&T Mobility	287287975246X01272025	PD Patrol Cars	\$990.33	66441	1/29/2025	001-000-000-521-20-42-00	Communications (phone,Pager)
AT&T MOBILITY	287290584494X01132025	PW Cell Phones	\$358.16	66442	1/29/2025	001-000-000-576-80-42-00	Telephone/postage
			\$1,348.49				
AWC Employee Benefit Trust	157096	2025 Insurance AWC	\$249,778.00	66404	1/15/2025	001-000-000-514-20-46-00	Insurance (WCIA)
			\$249,778.00				
Bellevue City Treasurer - Water	Service from 10/17/24 - 12/15/24 100 84th Ave NE	View Pt Irrigation	\$76.42	66443	1/29/2025	001-000-000-576-80-47-00	Utilities
			\$76.42				
Building Envelope Services LLC	2209	Wood for park benches	\$8,238.30	66444	1/29/2025	001-000-000-594-76-30-00	Parks Improvements
			\$8,238.30				
Centurylink	Services from 1/8/25 to 2/7/2025	CH CC Terminal	\$198.26	66445	1/29/2025	001-000-000-518-10-42-00	Postage/Telephone
			\$198.26				
Clean Air Agency	25-056	2025 Clean Air Assessment	\$12,430.00	66446	1/29/2025	001-000-000-553-70-40-00	Pollution Prevention - Puget Sound Clean Air
			\$12,430.00				
Coffman Engineers	24105091	Mechanical Equipment Sound Testing	\$315.00	66447	1/29/2025	401-000-000-555-50-41-08	Sound Testing Consultant
			\$315.00				
Crime Stoppers of Puget Sound	CSopS25129	Crime Stopper Dues	\$580.39	66405	1/15/2025	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
			\$580.39				
Crystal And Sierra Springs-Admin	11037150 012525	CH Drinking Water	\$154.60	66448	1/29/2025	001-000-000-518-10-31-00	Office And Operating Supplies
			\$154.60				
CSPA Interlocal	2025-Medina	Membership Renewal- Sass	\$400.00	66406	1/15/2025	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
			\$400.00				
Dobson, Ralph	Refund Request for TREE-25-007	Refund Request for TREE-25-007	\$379.75	20101015	1/29/2025	401-000-000-345-89-00-00	Planning
			\$379.75				
FCI - Custom Police Vehicles	16240	Lease MPD Car 30 & 31	\$2,039.97	66407	1/15/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16239	Lease MPD Car29	\$1,122.85	66407	1/15/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16299	Lease MPD Car 26	\$565.15	66407	1/15/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16238	Lease MPD Car28	\$934.40	66407	1/15/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16239	Interest PD Veh	\$246.11	66407	1/15/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	16240	Interest PD Veh	\$664.83	66407	1/15/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	16299	Interest PD Veh	\$81.95	66407	1/15/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	16238	Interest PD Veh	\$146.68	66407	1/15/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	16321	Lease MPD Cars 30 and 31	\$2,050.17	66449	1/29/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16323	Lease MPD Car 33	\$797.45	66449	1/29/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16319	Lease MPD Vehicle 28	\$938.30	66449	1/29/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16320	Lease MPD Car 29	\$1,132.22	66449	1/29/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16322	Lease MPD Car 32	\$558.44	66449	1/29/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16323	Interest PD Veh	\$565.68	66449	1/29/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost

FCI - Custom Police Vehicles	16319	Interest PD Veh	\$142.78	66449	1/29/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	16381	Interest PD Vehicle	\$403.16	66449	1/29/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	16321	Interest PD Veh	\$654.63	66449	1/29/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	16320	Interest PD Veh	\$236.74	66449	1/29/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	16322	Interest PD Veh	\$403.19	66449	1/29/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	16382	Interest PD Veh	\$557.42	66449	1/29/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
			\$14,242.12				
Flock Safety	53581	Security Cameras	\$41,325.00	66408	1/15/2025	001-000-000-594-21-64-10	Police HW/SW Equipment >\$5K Capital Outlay
			\$41,325.00				
Glaser, Matt	Advance Deposit Return for DEP00219	Advance Deposit Return for DEP00219	\$244.73	20101013	1/27/2025	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$244.73				
Granicus, LLC	196417	Engage Medina Annual Renewal 1/11/25-1/10/26	\$11,830.24	66450	1/29/2025	001-000-000-591-18-70-00	Central Services Lease Repayment
Granicus, LLC	196461	Annual permit tracking and public portal	\$19,306.63	66450	1/29/2025	401-000-000-594-60-64-00	DS- IT HW/SW >\$5K Capital Outlay
			\$31,136.87				
Home Depot Credit Services	12/31/24 Repair seating on CH Generator surround	12/31/24 Repair seating on CH Generator surround	\$181.89	EFT Payment 1/29/2025 10:34:52 AM - 1	1/31/2025	001-000-000-576-80-31-00	Operating Supplies
Home Depot Credit Services	1/8/25 Shop Hand Tools	1/8/25 Shop Hand Tools	\$61.61	EFT Payment 1/29/2025 10:34:52 AM - 1	1/31/2025	101-000-000-542-30-31-00	Operating & Maintenance Supplies
			\$243.50				
Honey Bucket	0554629352	PortaPotty (city hall)	\$289.50	66451	1/29/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$289.50				
Horticultural Elements, Inc.	9493	84/24th & 84th Median Maintenance	\$4,490.00	66409	1/15/2025	101-000-000-542-30-41-00	Professional Services
			\$4,490.00				
John Buchan Homes	Advance Deposit Return for DEP00224	Advance Deposit Return for DEP00224	\$1,660.25	20101012	1/31/2025	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$1,660.25				
JR Mailing Services, Inc.	24229	Newsletter Mailing	\$881.81	66410	1/15/2025	001-000-000-518-10-49-30	Postcard, Public information
			\$881.81				
KC Chiefs of Police Assoc	25-024	Annual Dues	\$50.00	66411	1/15/2025	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
			\$50.00				
KC Dept of Water & Land Resources	133733	Q4 Land/Water Conservation	\$1,102.68	66452	1/29/2025	001-000-000-553-10-40-00	Land & Water Conservation Resources-KC
			\$1,102.68				
King County Municipal Clerks' Association	Membership Dues	2025 Annual Membership Dues	\$60.00	66412	1/15/2025	001-000-000-518-10-49-20	Dues, Subscriptions
			\$60.00				
Kirkland Municipal Court	JAN25MED	Filing Fees	\$1,564.80	66453	1/29/2025	001-000-000-512-52-40-10	Municipal Court-Traffic/NonTrf
			\$1,564.80				
Kirkland, City of	KPD2025-004	Inmate Housing	\$138.00	66454	1/29/2025	001-000-000-521-20-41-55	Jail Service-Prisoner Board
			\$138.00				
LDC Corp	36973	Long Range Planning	\$676.00	66455	1/29/2025	001-000-000-558-60-41-01	Planning Consultant
LDC Corp	36973	Current Planning	\$9,803.25	66455	1/29/2025	401-000-000-558-60-41-01	Planning Consultant
			\$10,479.25				
LEAF	17734759	VXRail Server Replacement Payment Year 1 of 3	\$46,614.60	66456	1/29/2025	001-000-000-594-14-64-00	City Hall IT HW/SW >\$5K Capital Outlay
			\$46,614.60				
LexisNexis Risk Management - Account 1011660	1100073742	Investigative Tool	\$127.75	66457	1/29/2025	001-000-000-521-20-41-00	Professional Services
			\$127.75				
Lynx Consulting	Refund Request for P-24-064	Refund Request for P-24-064	\$772.50	20101014	1/22/2025	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$772.50				
Message Watcher, LLC	2716	Email/SM/Web Archiving	\$346.60	66458	1/29/2025	001-000-000-518-80-41-60	Software Services
			\$346.60				
MG Consulting Services LLC	25001	LF & Records Management Consulting	\$825.00	66459	1/29/2025	001-000-000-518-10-41-00	Professional Services
			\$825.00				
Moberly & Roberts, PLLC	1216	Prosecuting Attorney	\$4,000.00	66413	1/15/2025	001-000-000-515-93-40-10	Prosecuting Attorney

NextRequest, LLC	321076	PRA Portal Annual Subscription	\$4,000.00 \$10,565.98	66414	1/15/2025	001-000-000-518-80-41-60	Software Services
Norcom	1827	Q1 Dispatch	\$10,565.98 \$23,193.25	66460	1/29/2025	001-000-000-521-20-41-15	Dispatch Services-Norcom Trans
PowerDMS, Inc.	INV-127491	Software renewal/accrediation	\$23,193.25 \$606.10	66415	1/15/2025	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
Pro-shred	81104	CH Shredding Services	\$606.10 \$58.10	66416	1/15/2025	001-000-000-518-10-41-00	Professional Services
Puget Sound Emergency Radio Network	1063	Public Safety Radio Quarterly Dues	\$58.10 \$2,879.76	66417	1/15/2025	001-000-000-521-20-41-20	Dispatch-EPSCA
Ramp	Jan 2025 Ramp CC Invoice	Jan 2025 Ramp CC Invoice	\$2,879.76 \$429.61	20101036	1/31/2025	001-000-000-521-20-22-00	Uniforms
Ramp	Jan 2025 Ramp CC Invoice	Jan 2025 Ramp CC Invoice	\$429.61 \$1,510.76	20101036	1/31/2025	001-000-000-521-20-31-00	Office Supplies
Ramp	Jan 2025 Ramp CC Invoice	Jan 2025 Ramp CC Invoice	\$1,510.76 \$830.97	20101036	1/31/2025	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
Ramp	Jan 2025 Ramp CC Invoice	Jan 2025 Ramp CC Invoice	\$830.97 \$996.01	20101036	1/31/2025	001-000-000-521-20-41-00	Professional Services
Ramp	Jan 2025 Ramp CC Invoice	Jan 2025 Ramp CC Invoice	\$996.01 \$630.00	20101036	1/31/2025	001-000-000-521-20-43-00	Travel & Training
Ramp	Jan 2025 Ramp CC Invoice	Jan 2025 Ramp CC Invoice	\$630.00 \$645.00	20101036	1/31/2025	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
Ramp	Jan 2025 Ramp CC Invoice	Jan 2025 Ramp CC Invoice	\$645.00 \$168.86	20101036	1/31/2025	001-000-000-594-18-64-00	City Hall Capital >\$5K
SCJ Alliance Consulting Services	79766	Middle Housing Consultant	\$168.86 \$5,211.21 \$22,554.00	66461	1/29/2025	001-000-000-558-60-41-01	Planning Consultant
Seatown Electric Plumbing Heating & Air	Refund request for M-24-106	Refund request for M-24-106	\$22,554.00 \$43.00	20101016	1/29/2025	401-000-000-322-10-00-00	Building Permits
Seattle Times, The (subscriptions)	060613527 1/1/25-12/30/25	2025 Times Annual Subscription	\$43.00 \$43.00 \$811.20	66418	1/15/2025	001-000-000-518-10-31-00	Office And Operating Supplies
Sound Cities Association	5014	2025 Sound City Dues	\$811.20 \$2,278.18	66419	1/15/2025	001-000-000-511-60-41-01	Legislative Activities- Regional/Intergovt
Staples Business Advantage	6020840883	CH Office Supplies	\$2,278.18 \$137.83	66420	1/15/2025	001-000-000-518-10-31-00	Office And Operating Supplies
Staples Business Advantage	6021665462	CH Office Supplies	\$137.83 \$209.18	66462	1/29/2025	001-000-000-518-10-31-00	Office And Operating Supplies
Staples Business Advantage	6021665460	CH Office Supplies	\$209.18 \$6.48	66462	1/29/2025	001-000-000-518-10-31-00	Office And Operating Supplies
Staples Business Advantage	6021665461	PD Office Supplies	\$6.48 \$129.94	66462	1/29/2025	001-000-000-521-20-31-00	Office Supplies
Statewide Security	220126	Quarterly Fire Alarm Monitoring	\$129.94 \$483.43 \$1,028.27	66421	1/15/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Supply Source Inc., The	2500102	Janitorial Supplies	\$1,028.27 \$596.31	66463	1/29/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
TIG Technology Integration Group	68229	IT Services	\$596.31 \$596.31 \$11,718.95	66422	1/15/2025	001-000-000-518-80-41-50	Technical Services, Software Services
TIG Technology Integration Group	68253	Sophos Jan 2025	\$11,718.95 \$887.11	66422	1/15/2025	001-000-000-518-80-41-60	Software Services
TIG Technology Integration Group	68229	IT Services	\$887.11 \$2,159.48	66422	1/15/2025	401-000-000-558-50-05-00	Technical Services, Software Services
TIG Technology Integration Group	68290	IT Services	\$2,159.48 \$1,203.68	66464	1/29/2025	001-000-000-518-80-41-60	Software Services
TIG Technology Integration Group	68290	IT Services for DS	\$1,203.68 \$221.80	66464	1/29/2025	401-000-000-558-50-05-00	Technical Services, Software Services
Tuscan Enterprises, Inc.	702771	Inspection Vehicle ID Badges	\$221.80 \$16,191.02 \$826.50	66465	1/29/2025	401-000-000-558-60-32-00	Vehicle Expenses - Gas, Oil, Maint.
US Bank	Jan 2025 Bank Fees	Bank Fees	\$826.50 \$167.68	20101035	1/31/2025	001-000-000-514-20-49-10	Miscellaneous
US Bank	Jan 2025 Bank Fees	Merchant Fees	\$167.68 \$1,008.75	20101035	1/31/2025	401-000-000-558-60-49-10	Miscellaneous
US Bank	Wagner Jan 2025 Credit Card Statement	Wagner Jan 2025 Credit Card Statement	\$1,008.75 \$237.00	EFT Payment 1/27/2025 10:29:30 AM - 1	1/22/2025	001-000-000-514-20-49-10	Miscellaneous

US Bank	Nations Jan 2025 Credit Card Statement	Office Supplies-2025 Calendar for Staff	\$27.60	EFT Payment 1/27/2025 10:29:30 AM - 1	1/22/2025	001-000-000-518-10-31-00	Office And Operating Supplies
US Bank	Nations Jan 2025 Credit Card Statement	Clerks Training Materials- Nations	\$19.60	EFT Payment 1/27/2025 10:29:30 AM - 1	1/22/2025	001-000-000-518-10-43-00	Travel & Training
US Bank	Nations Jan 2025 Credit Card Statement	Training/Conference Fee-Clerks Nations	\$695.00	EFT Payment 1/27/2025 10:29:30 AM - 1	1/22/2025	001-000-000-518-10-43-00	Travel & Training
US Bank	Nations Jan 2025 Credit Card Statement	City Staff & Volunteer Appreciation- Ribbon and wrapping gifts	\$17.66	EFT Payment 1/27/2025 10:29:30 AM - 1	1/22/2025	001-000-000-518-10-49-10	Miscellaneous
US Bank	Nations Jan 2025 Credit Card Statement	City Staff & Volunteer Appreciation- Ribbon and wrapping gifts	\$15.44	EFT Payment 1/27/2025 10:29:30 AM - 1	1/22/2025	001-000-000-518-10-49-10	Miscellaneous
US Bank	Nations Jan 2025 Credit Card Statement	City Staff & Volunteer Appreciation- Ribbon and wrapping gifts	\$105.73	EFT Payment 1/27/2025 10:29:30 AM - 1	1/22/2025	001-000-000-518-10-49-10	Miscellaneous
US Bank	Kellerman Jan 2025 Credit Card Statement	Public Storage	\$413.00	EFT Payment 1/27/2025 10:29:30 AM - 1	1/22/2025	001-000-000-518-30-45-00	Facility Rental
US Bank	Kellerman Jan 2025 Credit Card Statement	Zoom Business One Storage	\$40.00	EFT Payment 1/27/2025 10:29:30 AM - 1	1/22/2025	001-000-000-518-80-41-50	Technical Services, Software Services
US Bank	Sass Jan 2025 Credit Card Statement	IACP Membership Dues- Sass	\$220.00	EFT Payment 1/27/2025 10:29:30 AM - 1	1/22/2025	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
US Bank	Crickmore Jan 2025 Credit Card Statement	Uniforms	\$223.69	EFT Payment 1/27/2025 10:29:30 AM - 1	1/22/2025	001-000-000-576-80-22-00	Uniforms
US Bank	Crickmore Jan 2025 Credit Card Statement	Uniforms	\$501.28	EFT Payment 1/27/2025 10:29:30 AM - 1	1/22/2025	001-000-000-576-80-22-00	Uniforms
US Bank	Crickmore Jan 2025 Credit Card Statement	Uniforms	\$241.34	EFT Payment 1/27/2025 10:29:30 AM - 1	1/22/2025	001-000-000-576-80-22-00	Uniforms
US Bank	Crickmore Jan 2025 Credit Card Statement	Pruners, Saws and Brooms	\$489.96	EFT Payment 1/27/2025 10:29:30 AM - 1	1/22/2025	001-000-000-576-80-31-00	Operating Supplies
US Bank	Crickmore Jan 2025 Credit Card Statement	Shop vac bags and sandpaper	\$188.44	EFT Payment 1/27/2025 10:29:30 AM - 1	1/22/2025	001-000-000-576-80-31-00	Operating Supplies
US Bank	Crickmore Jan 2025 Credit Card Statement	Diesel for Ford F450	\$122.98	EFT Payment 1/27/2025 10:29:30 AM - 1	1/22/2025	001-000-000-576-80-32-00	Vehicle Fuel & Lube
US Bank	Crickmore Jan 2025 Credit Card Statement	Diesel Fuel	\$231.96	EFT Payment 1/27/2025 10:29:30 AM - 1	1/22/2025	001-000-000-576-80-32-00	Vehicle Fuel & Lube
US Bank	Crickmore Jan 2025 Credit Card Statement	Brackets for on site posting boards	\$409.80	EFT Payment 1/27/2025 10:29:30 AM - 1	1/22/2025	101-000-000-542-30-31-00	Operating & Maintenance Supplies
US Bank	Crickmore Jan 2025 Credit Card Statement	Vehicle windshield wipers101	\$190.97	EFT Payment 1/27/2025 10:29:30 AM - 1	1/22/2025	101-000-000-542-30-31-00	Operating & Maintenance Supplies
US Bank	Crickmore Jan 2025 Credit Card Statement	gas tank caps, chainsaw wrenches	\$136.13	EFT Payment 1/27/2025 10:29:30 AM - 1	1/22/2025	101-000-000-542-30-31-00	Operating & Maintenance Supplies
US Bank	Crickmore Jan 2025 Credit Card Statement	Casters for snow sander tables	\$311.87	EFT Payment 1/27/2025 10:29:30 AM - 1	1/22/2025	101-000-000-542-30-31-00	Operating & Maintenance Supplies
US Bank	Crickmore Jan 2025 Credit Card Statement	Shop supplies	\$57.26	EFT Payment 1/27/2025 10:29:30 AM - 1	1/22/2025	101-000-000-542-30-31-00	Operating & Maintenance Supplies
US Bank	Crickmore Jan 2025 Credit Card Statement	Road cold patch for potholes	\$347.63	EFT Payment 1/27/2025 10:29:30 AM - 1	1/22/2025	101-000-000-542-30-41-00	Professional Services
US Bank	Wilcox Jan 2025 Credit Card Statement	Code enforcement notice mailing	\$9.68	EFT Payment 1/27/2025 10:29:30 AM - 1	1/22/2025	401-000-000-558-60-42-00	Communications
US Bank	Wilcox Jan 2025 Credit Card Statement	Code enforcement notice mailing	\$9.68	EFT Payment 1/27/2025 10:29:30 AM - 1	1/22/2025	401-000-000-558-60-42-00	Communications
US Bank	Wilcox Jan 2025 Credit Card Statement	Code enforcement notice mailing	\$9.68	EFT Payment 1/27/2025 10:29:30 AM - 1	1/22/2025	401-000-000-558-60-43-00	Travel & Training
US Bank	Wilcox Jan 2025 Credit Card Statement	Digital Building Codes 1 year	\$874.99	EFT Payment 1/27/2025 10:29:30 AM - 1	1/22/2025	401-000-000-558-60-49-00	Dues, Subscriptions, Memberships
			\$7,324.80				
Valvoline, Inc.	114696	PD Oil Changes	\$147.60	66466	1/29/2025	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			\$147.60				
WA Assoc of Sheriffs & Police Chief	Dues 2025-00223	WASPC Dues- Gidlof/Anderson	\$150.00	66467	1/29/2025	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
WA Assoc of Sheriffs & Police Chief	Dues 2025-00222	WASPC Dues- Sass	\$120.00	66467	1/29/2025	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
			\$270.00				
Washington Law Enforcement Information and Records Association	4382	Membership renewal-Marxer	\$50.00	66423	1/15/2025	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
			\$50.00				
			\$533,393.45	AP Total			
Payroll	Jan 2025 Payroll	Payroll	\$22,406.49		1/31/2025	001-000-000-513-10-11-00	Salaries, Wages & Benefits
Payroll	Jan 2025 Payroll	Payroll	\$25,029.65		1/31/2025	001-000-000-514-20-11-00	Salaries, Wages & Benefits
Payroll	Jan 2025 Payroll	Payroll	\$39,324.37		1/31/2025	001-000-000-518-10-11-00	Salaries, Wages & Benefits
Payroll	Jan 2025 Payroll	Payroll	\$183,619.05		1/31/2025	001-000-000-521-20-11-00	Salaries, Wages & Benefits
Payroll	Jan 2025 Payroll	Payroll	\$6,799.55		1/31/2025	001-000-000-558-60-11-00	Salaries, Wages & Benefits
Payroll	Jan 2025 Payroll	Payroll	\$39,900.28		1/31/2025	001-000-000-576-80-11-00	Salaries, Wages & Benefits
Payroll	Jan 2025 Payroll	Payroll	\$26,600.20		1/31/2025	101-000-000-542-30-11-00	Salaries, Wages & Benefits
Payroll	Jan 2025 Payroll	Payroll	\$49,808.23		1/31/2025	401-000-000-558-60-11-00	Salaries, Wages & Benefits
			\$393,487.82	Payroll Total			
Grand Total			\$926,881.27	Grand Total			

Check Register 13th Month

Vendor	Invoice Number	Expense Notes	Invoice Amount	Check Number	Check Date	Account Number	Account Description
8X8, Inc.	4780218	CH Phones	\$923.12	66363	1/15/2025	001-000-000-518-80-41-50	Technical Services, Software Services
			\$923.12				
911 Supply Inc	INV-2-44411	PD Uniform-McKenney	\$77.13	66364	1/15/2025	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-44192	Uniform-McKenney	\$509.08	66336	1/2/2025	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-44413	PD Uniform-Glenn	\$40.03	66364	1/15/2025	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-44412	PD Uniform-McKenney	\$407.74	66364	1/15/2025	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-44410	PD Uniform-McKenney	\$36.35	66364	1/15/2025	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-44190	Uniform-McKenney	\$368.44	66336	1/2/2025	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-44577	PD Uniform-McKenney	\$366.97	66364	1/15/2025	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-44193	Uniform-McKenney	\$192.93	66336	1/2/2025	001-000-000-521-20-22-00	Uniforms
			\$1,998.67				
ABC Forms	1075	New checks-Finance	\$727.83	66337	1/2/2025	001-000-000-514-20-49-10	Miscellaneous
			\$727.83				
Adamson Police Products	iNV426084	Firearm-McKenney	\$1,465.00	66338	1/2/2025	001-000-000-521-20-35-20	Firearms (Purchase & Repair)
			\$1,465.00				
Amazon Capital Services	1Y4H-MWNG-1R4T	PD Uniform- Glenn	\$68.72	66431	1/15/2025	001-000-000-521-20-22-00	Uniforms
Amazon Capital Services	1GNP-9GDM-43C1	PD Uniform	\$185.12	66339	1/2/2025	001-000-000-521-20-22-00	Uniforms
Amazon Capital Services	1FYV-9RCF-FLCP	Keyboard (computer)	\$27.54	66431	1/15/2025	001-000-000-521-20-31-00	Office Supplies
Amazon Capital Services	1FWH-9R9W-3RCP	Air diffuser	\$60.77	66339	1/2/2025	001-000-000-521-20-31-00	Office Supplies
Amazon Capital Services	1FMP-D7XM-R4QK	PD Office Supplies	\$71.91	66431	1/15/2025	001-000-000-521-20-31-00	Office Supplies
Amazon Capital Services	IGHN-LP3J-VFHY	Scanner	\$104.68	66431	1/15/2025	001-000-000-521-20-31-00	Office Supplies
Amazon Capital Services	16VT-Q1QG-W3FM	Tourquet- PD	\$63.71	66339	1/2/2025	001-000-000-521-20-31-40	Police Operating Supplies
			\$582.45				
AT&T Mobility	287287975246X12272024	PD Patrol Cars	\$990.33	66366	1/15/2025	001-000-000-521-20-42-00	Communications (phone,Pager)
AT&T MOBILITY	287290584494X12132024	PW Cell Phones	\$358.18	66367	1/15/2025	001-000-000-576-80-42-00	Telephone/postage
			\$1,348.51				
Bellevue City Treasurer - Water	Service from 9/27/24 - 11/26/24 501 Evergreen Point Rd	CH Utilities/Water	\$725.09	66340	1/2/2025	001-000-000-518-10-47-00	Utility Serv-Elec,Water,Waste
Bellevue City Treasurer - Water	Service from 9/27/24-11/26/24 1000 80th Ave NE	Miedina Park Irrigation	\$1,575.75	66368	1/15/2025	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	Service from 9/27/24-12/26/24 506 Evergreen Point	Beach Park Irrigation	\$228.74	66368	1/15/2025	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	Service from 9/27/24-11/25/24 7801 NE 32nd St	Fainweather Park Irrigation	\$149.26	66368	1/15/2025	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	Service from 9/26/24-11/26/24 On 84th NE N of NE 24	84th/24th Irrigation	\$135.22	66427	1/22/2025	101-000-000-542-70-40-00	Street Irrigation Utilities
Bellevue City Treasurer - Water	Service from 9/13/24-11/1/24 1078 Lk Washington Blvd	Street Irrigation	\$76.42	66368	1/15/2025	101-000-000-542-70-40-00	Street Irrigation Utilities
Bellevue City Treasurer - Water	Service from 9/20/24-11/19/24 Cnr R W of 84th NE	84th Median Irrigation	\$135.22	66427	1/22/2025	101-000-000-542-70-40-00	Street Irrigation Utilities
			\$3,025.70				
Bellevue, City of	51154	2024 LEOFF 1 payment	\$17,159.00		1/2/2025	001-000-000-522-20-41-00	Fire Control Services
			\$17,159.00				
Buenavista Services, Inc	12148	Janitorial Services @ Parks	\$1,053.29	66369	1/15/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Buenavista Services, Inc	12224	Janitorial Services @ Post Office	\$1,852.50	66369	1/15/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Buenavista Services, Inc	12147	Janitorial Services @ Post Office	\$1,852.50	66369	1/15/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Buenavista Services, Inc	12223	Janitorial Services @ Parks	\$1,053.29	66369	1/15/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$5,811.58				
Car Wash Enterprises	Nov24-59	PD Car Washes	\$12.00	66370	1/15/2025	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
Car Wash Enterprises	Dec24-59	PD Car Washes	\$12.00	66428	1/22/2025	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			\$24.00				
Centurylink	Services from 12/8/24-1/7/25	PD/CH Emergency Lines	\$197.96	66341	1/2/2025	001-000-000-518-10-42-00	Postage/Telephone
Centurylink	Services from 12/18/24 to 1/17/25 425-637-3933	PD/CH Emergency Lines	\$209.96	66371	1/15/2025	001-000-000-521-20-42-00	Communications (phone,Pager)
			\$407.92				
Clyde Hill, City of	2025-02	Irrigation 84th Ave NE	\$400.23	66372	1/15/2025	101-000-000-542-70-40-00	Street Irrigation Utilities
			\$400.23				
Coffman Engineers	24103573	Mechanical Equipment Sound Testing	\$420.00	66342	1/2/2025	401-000-000-555-50-41-08	Sound Testing Consultant
			\$420.00				
Comcast	Late fee Account 8498330130193587	Late fee Account 8498330130193587	\$10.00	66343	1/2/2025	001-000-000-576-80-42-00	Telephone/postage
			\$10.00				
Crystal And Sierra Springs-Admin	11037150 122824	CH Drinking Water	\$193.79	66344	1/2/2025	001-000-000-518-10-31-00	Office And Operating Supplies
			\$193.79				
Crystal And Sierra Springs-PW	5291929 122824	PW Drinking water	\$44.60	66373	1/15/2025	001-000-000-576-80-31-00	Operating Supplies
Crystal And Sierra Springs-PW	5291929 113024	PW Drinking water	\$70.70	66373	1/15/2025	001-000-000-576-80-31-00	Operating Supplies
			\$115.30				
CWA Consultants	24-275	Building Permit Plan Review	\$660.00	66345	1/2/2025	401-000-000-558-60-41-00	Professional Services
CWA Consultants	24-274	Building Permit Plan Review	\$220.00	66345	1/2/2025	401-000-000-558-60-41-00	Professional Services
CWA Consultants	24-277	Building Permit Plan Review	\$440.00	66345	1/2/2025	401-000-000-558-60-41-00	Professional Services
CWA Consultants	24-.276	Building Permit Plan Review	\$330.00	66345	1/2/2025	401-000-000-558-60-41-00	Professional Services
			\$1,650.00				
Everett Animal Shelter	12/9/24	Animal Control Services	\$215.00	66374	1/15/2025	001-000-000-521-20-41-00	Professional Services
			\$215.00				
FCI - Custom Police Vehicles	16300	Lease buy down	\$16,787.78	66375	1/15/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16302	Purchase vehicle, car 27	\$16,394.92	66375	1/15/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16301	Lease buy down, car 33	\$16,787.78	66375	1/15/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16302	Purchase vehicle, car 27	\$29.55	66375	1/15/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
			\$50,000.03				
Galls	Quote # 28324490	PD Uniform	\$429.61	66346	1/2/2025	001-000-000-521-20-22-00	Uniforms

Gray & Osborne, Inc.	Project No: 21441.00 Invoice No: 43	NE 12th St-Ped Imp	\$429.61					
Gray & Osborne, Inc.	Project No: 23427.10 Invoice No: 5	Project No: 23427.10 Invoice No: 5	\$1,539.72	66424	1/15/2025	307-000-000-595-30-63-10	Sidewalk Improvements	
Gray & Osborne, Inc.	Project No: 19412.39 Invoice No: 8	Project No: 23427.10 Invoice No: 5	\$598.34	66376	1/15/2025	401-000-000-558-50-41-07	Engineering Consultant	
Gray & Osborne, Inc.	Project No: 23427.17 Invoice No: 4	Project No: 19412.39 Invoice No: 8	\$243.58	66376	1/15/2025	401-000-000-558-50-41-07	Engineering Consultant	
Gray & Osborne, Inc.	Project No: 23427.15 Invoice No: 7	Project No: 23427.17 Invoice No: 4	\$244.92	66376	1/15/2025	401-000-000-558-50-41-07	Engineering Consultant	
Gray & Osborne, Inc.	Project No: 21427.22 Invoice No: 13	Project No: 23427.15 Invoice No: 7	\$488.50	66376	1/15/2025	401-000-000-558-50-41-07	Engineering Consultant	
Gray & Osborne, Inc.	Project No: 21427.11 Invoice No: 22	Project No: 21427.22 Invoice No: 13	\$244.92	66376	1/15/2025	401-000-000-558-50-41-07	Engineering Consultant	
Gray & Osborne, Inc.	Project No: 23427.04 Invoice No: 10	Project No: 21427.11 Invoice No: 22	\$315.84	66376	1/15/2025	401-000-000-558-50-41-07	Engineering Consultant	
Gray & Osborne, Inc.	Project No: 23427.06 Invoice No: 6	Project No: 23427.04 Invoice No: 10	\$78.96	66376	1/15/2025	401-000-000-558-50-41-07	Engineering Consultant	
Gray & Osborne, Inc.	Project No: 24427.10 Invoice No: 4	Project No: 23427.06 Invoice No: 6	\$62.92	66376	1/15/2025	401-000-000-558-50-41-07	Engineering Consultant	
Gray & Osborne, Inc.	Project No: 24427.12 Invoice No: 2	Project No: 24427.10 Invoice No: 4	\$157.92	66376	1/15/2025	401-000-000-558-50-41-07	Engineering Consultant	
Gray & Osborne, Inc.	Project No: 22427.17 Invoice No: 12	Project No: 24427.12 Invoice No: 2	\$244.92	66376	1/15/2025	401-000-000-558-50-41-07	Engineering Consultant	
		Project No: 22427.17 Invoice No: 12	\$243.58	66376	1/15/2025	401-000-000-558-50-41-07	Engineering Consultant	
			\$4,464.12					
Home Depot Credit Services	12/20/24 Shop Supplies	Shop supplies	\$63.74	EFT Payment 1/22/2025 11:54:28 AM - 1	1/15/2025	001-000-000-576-80-31-00	Operating Supplies	
Home Depot Credit Services	12/18/24 Shop Supplies	Shop supplies	\$206.09	EFT Payment 1/22/2025 11:54:28 AM - 1	1/15/2025	001-000-000-576-80-31-00	Operating Supplies	
Home Depot Credit Services	Order #WMM92925596	Safety Hard hats and lights	\$1,516.07	EFT Payment 1/22/2025 11:54:28 AM - 1	1/15/2025	101-000-000-542-30-31-00	Operating & Maintenance Supplies	
			\$1,785.90					
Honey Bucket	0554579886	PortaPotty/ City Hall	\$289.50	66377	1/15/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg	
			\$289.50					
Inslee Best Doezie & Ryder, P.S.	430430	City Attorney	\$14,418.78	66378	1/15/2025	001-000-000-515-41-40-00	City Attorney	
			\$14,418.78					
Intoximeters Inc.	Quote# 001-00-3613967	PBT for PD	\$575.65	66379	1/15/2025	001-000-000-521-20-31-40	Police Operating Supplies	
			\$575.65					
JR Mailing Services, Inc.	24224	Newsletter Mailing	\$881.81	66380	1/15/2025	001-000-000-518-10-49-30	Postcard, Public information	
			\$881.81					
Kamins Construction Inc	Storm CO	2024 ADA Imp -CO Stormwater	\$128,490.21	66429	1/22/2025	307-000-000-595-30-63-02	Storm Sewer Improvements	
			\$128,490.21					
KC Office of Finance	11015367	KC Inet	\$375.00	66432	1/22/2025	001-000-000-518-80-41-50	Technical Services, Software Services	
			\$375.00					
Kirkland Municipal Court	Sept24MED	Filing Fees	\$5,830.54	66381	1/15/2025	001-000-000-512-52-40-10	Municipal Court-Traffic/NonTrf	
Kirkland Municipal Court	DEC24MED	Filing Fees	\$2,537.76	66347	1/2/2025	001-000-000-512-52-40-10	Municipal Court-Traffic/NonTrf	
			\$8,368.30					
Kirkland, City of	KPD2024-082	Inmate Housing	\$1,380.00	66382	1/15/2025	001-000-000-521-20-41-55	Jail Service-Prisoner Board	
			\$1,380.00					
Konica Minolta Business Solutions	297458908	PW Printer	\$8.54	66383	1/15/2025	001-000-000-518-10-31-00	Office And Operating Supplies	
Konica Minolta Business Solutions	297727154	PW Printer	\$8.16	66383	1/15/2025	001-000-000-518-10-31-00	Office And Operating Supplies	
			\$16.70					
Konica Minolta Premier Finance	83373479	PW Printer	\$96.36	EFT Payment 1/22/2025 11:46:06 AM - 1	1/22/2025	001-000-000-518-10-31-00	Office And Operating Supplies	
Konica Minolta Premier Finance	83375396	CH Copier Lease	\$1,753.48	EFT Payment 1/22/2025 11:46:06 AM - 1	1/22/2025	001-000-000-518-10-31-00	Office And Operating Supplies	
			\$1,849.84					
LDC Corp	36759	Long Range Planning	\$4,070.50	66348	1/2/2025	001-000-000-518-10-41-00	Professional Services	
LDC Corp	36759	Current Planning	\$11,514.75	66348	1/2/2025	401-000-000-558-60-41-01	Planning Consultant	
			\$15,585.25					
LexisNexis Risk Management - Account 1011660	1100059552	Investigative Tool	\$127.75	66384	1/15/2025	001-000-000-521-20-41-00	Professional Services	
			\$127.75					
McCullough Hill PLLC	119869	Special Counsel-SR520	\$3,000.00	66385	1/15/2025	001-000-000-515-45-40-00	Special Counsel	
McCullough Hill PLLC	120721	Special Counsel-SR520	\$4,200.00	66385	1/15/2025	001-000-000-515-45-40-00	Special Counsel	
			\$7,200.00					
Message Watcher, LLC	58318	Email/SM/Web Archiving	\$358.20	66349	1/2/2025	001-000-000-518-80-41-60	Software Services	
Message Watcher, LLC	58487	Email/SM/Web Archiving	\$346.60	66349	1/2/2025	001-000-000-518-80-41-60	Software Services	
			\$704.80					
MG Consulting Services LLC	200-28	Public portal testing for Laserfiche	\$750.00	66386	1/15/2025	001-000-000-518-10-41-00	Professional Services	
MG Consulting Services LLC	200-27	Monthly report to council/Repo work	\$750.00	66386	1/15/2025	001-000-000-518-10-41-00	Professional Services	
			\$1,500.00					
Michael's Fine Dry Cleaning	260	PD Dry Cleaning	\$154.87	66387	1/15/2025	001-000-000-521-20-22-00	Uniforms	
			\$154.87					
Navia Benefit Solutions	10909818	Navia Fees	\$200.00	66350	1/2/2025	001-000-000-514-20-49-10	Miscellaneous	
			\$200.00					
Ogden Murphy Wallace	900977	City Attorney	\$336.00	66351	1/2/2025	001-000-000-515-41-40-00	City Attorney	
			\$336.00					
Olbrechts and Associates, PLLC	July 2024 Hearing Examiner S/Execs	Hearing Examiner	\$576.25	66352	1/2/2025	401-000-000-558-60-41-02	Hearing Examiner	
			\$576.25					
Pitney Bowes Global Financial Services LLC	3320065218	Postage Machine Annual lease, 10/30/24-1/29/25	\$443.46	66353	1/2/2025	001-000-000-591-18-70-00	Central Services Lease Repayment	
			\$443.46					
Pro-shred	80755	CH Shredding Services	\$58.10	66354	1/2/2025	001-000-000-518-10-41-00	Professional Services	
			\$58.10					
Pro-Vac LLC	220784709	Catch basin vacroing	\$12,534.77	66388	1/15/2025	101-000-000-542-40-41-00	Storm Drain Maintenance	
Pro-Vac LLC	217588646	Street Cleaning	\$5,934.42	66388	1/15/2025	101-000-000-542-67-41-00	Street Cleaning	
			\$18,469.19					
Public Safety Testing, Inc.	2024-1286	Q4 Dues	\$157.00	66355	1/2/2025	001-000-000-521-20-41-50	Recruitment-Background	
			\$157.00					

Puget Sound Energy	Service from 11/20/24-12/19/24 501 Evergreen Point Rd	CH Utilities	\$1,929.31	66433	1/22/2025	001-000-000-518-10-47-00	Utility Serv-Elec,Water,Waste
Puget Sound Energy	Services from 11/21/24-12/20/24 84th Ave NE	View Point Park	\$17.69	66425	1/15/2025	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	Services from 11/20/24-12/19/24 1000 80tha Ave NE	Medina Park Irrigation	\$1,233.95	66425	1/15/2025	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	Services from 12/4/24-12/31/24 515 Evergreen Point	Street Lights- 515 EPR	\$32.99	66425	1/15/2025	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Services from 12/3/24-12/31/24 TIB LED Conversion	Street Light Power	\$1,905.34	66425	1/15/2025	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Services from 11/20/24-12/19/24 1050 82nd Ave	Street Lights 10th/82nd	\$55.28	66425	1/15/2025	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Services from 11/1/24-12/3/24 88th Ave NE & Lk WA Blvd	Street Light Power	\$28.43	66425	1/15/2025	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Services from 12/4/24-12/31/24 77th Ave NE & 79th Ave NE	Street Lights Power 77th/79th	\$125.21	66425	1/15/2025	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Services from 12/4/24-12/31/24 80th Ave NE & NE 10th St	Street Lights Power 80th/10th	\$13.32	66425	1/15/2025	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Services from 12/4/24-12/25 88th Ave NE & Lk WA Blvd	Street Light Power	\$28.42	66425	1/15/2025	101-000-000-542-63-41-00	Street Light Utilities
			\$5,369.94				
Republic Services, Inc. dba Rabanco, Ltd.	0172-009823546	PW Debris Removal	\$514.89	66434	1/22/2025	001-000-000-576-80-41-04	Professional Services-Misc
			\$514.89				
Ricoh USA, Inc.	1102238957	Repair to Ricoh(downstairs)drum unit	\$182.86	66356	1/2/2025	001-000-000-518-10-48-00	Repairs & Maint-Equipment
Ricoh USA, Inc.	1102306740	Ricoh Copier Repair	\$214.83	66389	1/15/2025	001-000-000-518-10-48-00	Repairs & Maint-Equipment
Ricoh USA, Inc.	1102318549	Ricoh Copier Repair	\$264.11	66389	1/15/2025	001-000-000-518-10-48-00	Repairs & Maint-Equipment
			\$661.80				
SAFEbuilt, LLC	1214138	Building Inspections Services	\$400.00	66390	1/15/2025	401-000-000-558-50-41-06	Building Inspector Contract
			\$400.00				
San Diego Police Equipment CO	663994	Ammo for PD	\$1,491.66	66391	1/15/2025	001-000-000-521-20-31-60	Ammo/Range (Targets, etc)
			\$1,491.66				
Seattle Times, The	65939	Legal Notices	\$234.00	66392	1/15/2025	001-000-000-518-10-44-00	Advertising
			\$234.00				
Sonsray Machinery LLC	SWO065905-1	Repair heater on backhoe	\$2,840.62	66393	1/15/2025	101-000-000-542-30-48-00	Equipment Maintenance
Sonsray Machinery LLC	SWO064611-1	Repair backhoe	\$46.49	66393	1/15/2025	101-000-000-542-30-48-00	Equipment Maintenance
Sonsray Machinery LLC	SWO065801-1	Repair light on backhoe	\$1,505.89	66393	1/15/2025	101-000-000-542-30-48-00	Equipment Maintenance
Sonsray Machinery LLC	SWO065806-1	Repair clutch on backhoe	\$892.67	66393	1/15/2025	101-000-000-542-30-48-00	Equipment Maintenance
			\$5,285.67				
Sound View Strategies, LLC	3410	Lobbyist	\$3,000.00	66357	1/2/2025	001-000-000-513-10-41-00	Professional Services
			\$3,000.00				
Spot-On Print & Design	61011	Bus Cards-Kilmer	\$52.46	66435	1/22/2025	001-000-000-518-10-31-00	Office And Operating Supplies
Spot-On Print & Design	61009	Middle Housing Open House-2nd Postcard	\$761.61	66394	1/15/2025	001-000-000-518-10-49-30	Postcard, Public information
			\$814.07				
Staples Business Advantage	6020640886	PD Office Supplies	\$226.03	66395	1/15/2025	001-000-000-521-20-31-00	Office Supplies
			\$226.03				
Statewide Security	220302	Battery fault	\$320.68	66426	1/15/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$320.68				
Summit Law Group	160504	Labor attorney	\$2,246.67	66436	1/22/2025	001-000-000-515-45-40-00	Special Counsel
Summit Law Group	159695	Labor attorney	\$825.00	66358	1/2/2025	001-000-000-515-45-40-00	Special Counsel
			\$3,071.67				
Telecom Law Firm, PC	18673	Special Counsel	\$105.00	66437	1/22/2025	001-000-000-515-45-40-00	Special Counsel
			\$105.00				
TIG Technology Integration Group	5588533	Dell server replacement project	\$1,038.64	66396	1/15/2025	001-000-000-518-80-41-50	Technical Services, Software Services
TIG Technology Integration Group	68052	Sophos Nov 2024	\$444.11	66396	1/15/2025	001-000-000-518-80-41-60	Software Services
TIG Technology Integration Group	5588391	Azure storage (backup) Nov and Dec 2024	\$3,366.81	66396	1/15/2025	001-000-000-518-80-41-60	Software Services
TIG Technology Integration Group	68051	Sophos Nov 2024	\$426.47	66396	1/15/2025	001-000-000-518-80-41-60	Software Services
TIG Technology Integration Group	5585297	Mimecast Renewal	\$5,509.96	66396	1/15/2025	001-000-000-518-80-41-60	Software Services
TIG Technology Integration Group	5588824	Duo Subscription- Dec 2024	\$59.51	66396	1/15/2025	001-000-000-518-80-41-60	Software Services
			\$10,845.50				
Tiki Car Wash	2328a	PD Car Washes	\$92.46	66397	1/15/2025	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			\$92.46				
Tree Frog LLC	1974 a	Arborist Services	\$2,645.00	66359	1/2/2025	401-000-000-558-50-41-50	Arborist
			\$2,645.00				
Utilities Underground Location Ctr	4120183	Utility Locate Services	\$62.04	66398	1/15/2025	101-000-000-542-30-47-00	Utility Services
			\$62.04				
Valley Defenders	Q4 2024	Public Defender Services	\$5,850.00	66399	1/15/2025	001-000-000-515-91-40-00	Public Defender
			\$5,850.00				
Voyager Systems	8693624262502	PD Fuel	\$1,431.05		1/15/2025	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			\$1,431.05				
WA Assoc of Sheriffs & Police Chief	INV032527	Accreditation Annual Fee	\$1,500.00	66400	1/15/2025	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
			\$1,500.00				
WA ST Dept of Transportation	RE *FB91017006251	PW Fuel	\$430.38	66401	1/15/2025	001-000-000-576-80-32-00	Vehicle Fuel & Lube
WA ST Dept of Transportation	RE *FB91017006251	Inspections Vehicle Fuel	\$57.52	66401	1/15/2025	001-000-000-576-80-32-00	Vehicle Fuel & Lube
			\$487.90				
WA ST Treasurer's Office	Q4 2024 Shared Revenue		\$586.31	66438	1/22/2025	631-000-000-586-00-01-00	WA St-Auto Theft Protection
WA ST Treasurer's Office	Q4 2024 Shared Revenue		\$229.10	66438	1/22/2025	631-000-000-586-00-02-00	WA ST Traumatic Brain Injury
WA ST Treasurer's Office	Q4 2024 Shared Revenue		\$230.32	66438	1/22/2025	631-000-000-586-83-08-00	WA St -Emer Med and Trauma
WA ST Treasurer's Office	Q4 2024 Shared Revenue		\$16.67	66438	1/22/2025	631-000-000-586-90-02-00	WA State Gen Fund 54
WA ST Treasurer's Office	Q4 2024 Shared Revenue		\$5,689.96	66438	1/22/2025	631-000-000-586-91-00-00	WA St-State Gen Fund 40
WA ST Treasurer's Office	Q4 2024 Shared Revenue		\$1,463.39	66438	1/22/2025	631-000-000-586-92-00-00	WA St-State Gen Fund 50
WA ST Treasurer's Office	Q4 2024 Shared Revenue		\$2.86	66438	1/22/2025	631-000-000-586-96-03-00	WA St-Lab-Bld/breath

WA ST Treasurer's Office	Q4 2024 Shared Revenue		\$1,057.03	66438	1/22/2025	631-000-000-586-97-05-00	WA St-JIS
WA ST Treasurer's Office	Q4 2024 Shared Revenue		\$136.50	66438	1/22/2025	631-000-000-589-30-03-00	WA St-Bldg Code Fee
			\$9,412.14				
Washington Awards, Inc.	75706	Nameplate (Kilmer)	\$29.20	66360	1/2/2025	001-000-000-518-10-31-00	Office And Operating Supplies
			\$29.20				
Westmark Construction	24107203	Retention, Westmark Contrusion, Inv # 24107203, 11/30/24	(\$786.48)	66402	1/15/2025	307-000-000-382-20-00-00	Retainage Deposits
Westmark Construction	24107204	Retention, Westmark Construction, Inv#24107204, 12/27/2024	(\$2,344.95)	66402	1/15/2025	307-000-000-382-20-00-00	Retainage Deposits
Westmark Construction	24107204	CH Deck Project	\$51,682.75	66402	1/15/2025	307-000-000-594-18-60-00	Building Improvements
Westmark Construction	24107203	CH Deck Project	\$17,334.09	66402	1/15/2025	307-000-000-594-18-60-00	Building Improvements
			\$65,885.41				
Willard's Pest Control	449806	Remove 4th Beaver	\$330.60	66403	1/15/2025	001-000-000-576-80-41-04	Professional Services-Misc
Willard's Pest Control	449612	Remove beaver #3	\$330.60	66361	1/2/2025	001-000-000-576-80-41-04	Professional Services-Misc
Willard's Pest Control	449368	Set beaver trap #1	\$440.80	66361	1/2/2025	001-000-000-576-80-41-04	Professional Services-Misc
Willard's Pest Control	449596	Remove beaver	\$330.60	66361	1/2/2025	001-000-000-576-80-41-04	Professional Services-Misc
Willard's Pest Control	449529	Remove beaver #2	\$330.60	66361	1/2/2025	001-000-000-576-80-41-04	Professional Services-Misc
			\$1,763.20				
			\$416,815.53	AP Total			
Payroll	Dec 2024 Payroll	Payroll	\$476.48		12/31/2024	001-000-000-513-10-11-00	Salaries, Wages & Benefits
Payroll	Dec 2024 Payroll	Payroll	\$2,517.04		12/31/2024	001-000-000-514-20-11-00	Salaries, Wages & Benefits
Payroll	Dec 2024 Payroll	Payroll	\$5,704.68		12/31/2024	001-000-000-518-10-11-00	Salaries, Wages & Benefits
Payroll	Dec 2024 Payroll	Payroll	\$23,204.12		12/31/2024	001-000-000-521-20-11-00	Salaries, Wages & Benefits
Payroll	Dec 2024 Payroll	Payroll	\$5,136.37		12/31/2024	001-000-000-576-80-11-00	Salaries, Wages & Benefits
Payroll	Dec 2024 Payroll	Payroll	\$3,996.92		12/31/2024	101-000-000-542-30-11-00	Salaries, Wages & Benefits
Payroll	Dec 2024 Payroll	Payroll	\$5,337.65		12/31/2024	401-000-000-558-60-11-00	Salaries, Wages & Benefits
			\$46,373.26	Payroll Total			
Grand Total			\$463,188.79	Grand Total			



MEDINA, WASHINGTON

PARK BOARD MEETING

Hybrid - Virtual/In-Person
 Medina City Hall - Council Chambers
 501 Evergreen Point Road, Medina, WA 98039
Monday, November 18, 2024 – 5:00 PM

MINUTES

1. CALL TO ORDER / ROLL CALL

Park Board Chair Barbara Moe called the Park Board meeting to order in the Medina Council Chambers at 5:00 p.m.

PRESENT

Board Chair Barbara Moe
 Board Vice Chair Katie Surbeck
 Board Member Dana Brekke
 Board Member Collette McMullen (in at 5:23 p.m.)
 Board Member Gretchen Stengel
 Board Member India Fitting-Koh (Online)
 Board Member Mary Nelson
 Emeritus Member Penny Martin

ABSENT

Board Member Michelle Lei

STAFF

Osada, Crickmore, Burns, Sass, and Kellerman

2. ANNOUNCEMENTS

Chair Moe announced that the Annual Employee and Volunteer Appreciation Luncheon will take place on Thursday, December 12, 2024, at 12:00 PM. Board members were reminded to RSVP to City Clerk Aimee Kellerman by Friday, November 22, 2024.

3. APPROVAL OF PARK BOARD MINUTES

- 3.1 Meeting Minutes of September 16, 2024
Recommendation: Adopt minutes.
Staff Contact: Dawn Nations, Deputy City Clerk

ACTION: Motion Surbeck second Brekke and carried by a 6:0 (Lei and McMullen absent) vote; the Board adopted the September 16, 2024, meeting Minutes.

4. **PUBLIC COMMENT**

Chair Moe opened the public comment period. There were no speakers. Subsequently, public comments was closed.

5. **PARK BOARD BUSINESS**

5.1 Christmas Ship Event Planning - Saturday, December 14, 2024

- a) Christmas Choir
- b) Lighted Necklaces
- c) Set-up Time - 5pm (Ships arrive at 5:35pm)
- d) Refreshments

The Board discussed plans for the upcoming Christmas Ship event. Chair Moe will coordinate with St. Thomas to confirm the choir's attendance and will also connect with Stephanie King, the owner of Medina Market, to explore her participation in the event.

The Board also explored strategies to support Medina Kitchen and Market in attracting more customers, recognizing the challenges the small business is currently facing.

5.2 Tennis Courts Update

Recommendation: Update.

Staff Contact: Ryan Osada, Public Works Director

Director of Public Works, Ryan Osada, provided an update on the tennis courts at Fairweather Nature Preserve. He explained that, between Medina Park and Fairweather Nature Preserve, the city will maintain its current configuration of three tennis courts and two pickleball courts. The striping for both sports will remain unchanged, ensuring the facilities continue to accommodate players of both activities.

5.3 Park Board Work Plan Update

Recommendation: Update.

Staff Contact: Stephen R. Burns, City Manager

City Manager Steve Burns announced that the Council has approved the Park Board Work Plan. He also noted that the Council has requested a meeting to discuss project prioritization. A joint meeting between the Council and the Park Board is set to be scheduled for early 2025.

5.4 Fall Clean Up Event Recap

Park Board Chair Barbara Moe reported on the successful fall cleanup at Fairweather Nature Preserve. She noted the participation of a community member who joined volunteers in weeding and trimming, contributing to the preserve's improved appearance.

6. **OTHER BUSINESS**

The Board discussed upcoming events, including the possibility of reinstating the Annual Easter Egg Hunt. Chair Moe and Vice Chair Surbeck will meet with Ryan Osada and Dawn Nations to coordinate and finalize the 2025 event calendar.

7. **PARK REPORTS**

The board expressed satisfaction with the current state of the parks and trails.

8. **ADJOURNMENT**

By consensus, Chair Moe adjourned the Park Board meeting at 5:39 p.m.

Meeting minutes taken by Aimee Kellerman, CMC, City Clerk



MEDINA, WASHINGTON

PLANNING COMMISSION SPECIAL MEETING

Hybrid - Virtual/In-Person
 Medina City Hall - Council Chambers
 501 Evergreen Point Road, Medina, WA 98039
 Thursday, January 16, 2025 – 6:00 PM

MINUTES

1. CALL TO ORDER / ROLL CALL

Development Services Coordinator Rebecca Bennett called to order the special meeting of the Medina Planning Commission in the Council Chambers at 6:01pm.

PRESENT

Commission Chair Laura Bustamante
 Commission Vice-Chair Shawn Schubring
 Commissioner Julie Barrett
 Commissioner Li-Tan Hsu
 Commissioner Evonne Lai (Arrived @ 6:03pm)
 Commissioner Mark Nelson
 Commissioner Brian Pao (Arrived @ 6:10pm)

STAFF

Bennett, Burns, Kesler, Peterson, Robertson, Tapert, Wilcox

2. ELECTIONS

2.1 Elect Chairperson and Vice Chairperson for 2025

Development Services Coordinator Rebecca Bennett asked for nominations for Chair. There was one nomination for Commissioner Laura Bustamante. Bennett asked for additional nominations. None were heard. Bennett closed the nomination period.

ACTION: Voting for Commissioner Bustamante as Chair. (Approved 6-0)

Voting Yea: Commissioner Barrett, Commissioner Bustamante, Commissioner Hsu, Commissioner Lai, Commissioner Nelson, Commissioner Schubring

Chair Laura Bustamante asked for nominations for Vice Chair. There was one nomination for Commissioner Shawn Schubring. Chair Bustamante asked for additional nominations. None were heard. Chair Bustamante closed the nomination period.

ACTION: Voting for Commissioner Schubring as Vice Chair. (Approved 6-0)

Voting Yea: Commission Chair Bustamante, Commissioner Barrett, Commissioner Hsu, Commissioner Lai, Commissioner Nelson, Commissioner Schubring

3. APPROVAL OF MEETING AGENDA

Without objections, the meeting agenda was approved as presented.

4. APPROVAL OF MINUTES

4.1 Planning Commission Meeting Minutes of December 5, 2024

Recommendation: Adopt minutes.

Staff Contact: Rebecca Bennett, Development Services Coordinator

ACTION: Motion to approve minutes. (Approved 6-0)

Motion made by Commissioner Hsu, Seconded by Commissioner Barrett.

Voting Yea: Commission Chair Bustamante, Commission Vice-Chair Schubring, Commissioner Barrett, Commissioner Hsu, Commissioner Lai, Commissioner Nelson

4.2 Planning Commission Meeting Minutes of December 18, 2024

Recommendation: Adopt minutes.

Staff Contact: Rebecca Bennett, Development Services Coordinator

ACTION: Motion to approve minutes. (Approved 5-0)

Motion made by Commissioner Barrett, Seconded by Commissioner Hsu.

Voting Yea: Commission Chair Bustamante, Commission Vice-Chair Schubring, Commissioner Barrett, Commissioner Hsu, Commissioner Nelson

Voting Abstaining: Commissioner Lai

5. ANNOUNCEMENTS

5.1 Staff/Commissioners

City Manager, Steve Burns, announced that he will be retiring June 2025. Laura thanked the commissioners for attending the community forums.

6. PUBLIC COMMENT PERIOD

There was no public comment.

7. DISCUSSION

7.1 Concerns of the Commission

Chair Bustamante would like an update on what is progressing through the legislature.

7.2 Approval of the 2025 Planning Commission Calendar of Meetings

Recommendation: Discussion and adoption

Staff Contact: Jonathan Kesler, AICP, Planning Manager

Kesler gave PowerPoint presentation on the 2025 Planning Commission Calendar.

ACTION: Motion to approve as amended. (Approved 5-0)

Motion made by Commission Vice-Chair Schubring, Seconded by Commissioner Pao.
Voting Yea: Commission Chair Bustamante, Commission Vice-Chair Schubring,
Commissioner Barrett, Commissioner Hsu, Commissioner Nelson
Voting Abstaining: Commissioner Lai

7.3 Middle Housing Review

Recommendation: Discussion

Staff Contacts: Jonathan Kesler, AICP, Planning Manager; Kirsten Petersen, Senior
Project Manager, SCJ Alliance

Time Estimate: 90 minutes

SCJ Staff presented red-lined document on Middle Housing Review. Commissioners
discussed and asked questions.

8. ADJOURNMENT

Meeting adjourned at 7:52pm.

ACTION: Motion to adjourn. (Approved 7-0)

Motion made by Commissioner Pao, Seconded by Commissioner Barrett.
Voting Yea: Commission Chair Bustamante, Commission Vice-Chair Schubring,
Commissioner Barrett, Commissioner Hsu, Commissioner Lai, Commissioner Nelson,
Commissioner Pao

Meeting Minutes taken by Rebecca Bennett, Development Services Coordinator



MEDINA, WASHINGTON

MEDINA CITY COUNCIL REGULAR MEETING

Hybrid – Virtual/In-Person
Medina City Hall – Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Monday, January 13, 2025 – 5:00 PM

MINUTES

1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

Mayor Rossman called the regular meeting of the Medina City Council to order in the Council Chambers at 5:00pm.

PRESENT

Mayor Jessica Rossman
Deputy Mayor Randy Reeves
Councilmember Joseph Brazen
Councilmember Mac Johnston
Councilmember Michael Luis
Councilmember Heija Nunn
Councilmember Harini Gokul (online at 5:03 pm) (in-person 5:48 pm to 7:54 pm) (online at 8:03 pm)

ABSENT

None

STAFF

Burns, Sass, Osada, Wilcox, Wagner, Nations, Kesler, Scott, Anderson, Gregory, Kilmer, and Kellerman

2. APPROVAL OF MEETING AGENDA

Mayor Rossman announced the addition of a new agenda item, 4.4: Remembrance of Emergency Preparedness Committee Member Cy Humphries, and moved it up to Agenda Item 4.3. As a result, Reports and Presentations was shifted to Agenda Item 4.4.

In addition, the order of City Business items was revised as follows:

- NE 12th Street Landscape Update was moved up as Agenda Item 9.1
- City Right-of-Way Discussion was moved down as Agenda Item 9.2
- Middle Housing Update was moved down as Agenda 9.3

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

3. **PUBLIC COMMENT PERIOD**

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

4. **PRESENTATIONS**

4.1 Professional Excellence Award - Police Officer Roman Scott by Chief Jeffrey Sass

Medina Police Chief Jeffrey Sass presented a Professional Excellence award to Officer Roman Scott for his dedication and professional excellence in serving the city of Medina. Chief Sass highlighted Officer Scott's exceptional performance in various aspects of this job.

4.2 Introduction of Rob Kilmer as the City's Building Official

Steve Wilcox, Director of Development Services, introduced Rob Kilmer, who has been promoted from Deputy Building Official to Building Official, effective January 1, 2025. Kilmer gave a self-introduction highlighting his qualifications and experience.

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

Mayor Rossman introduced community member and former Council Member Bob Zook, who spoke in remembrance of long-time resident and dedicated community volunteer Cy Humphries, who passed away over the holidays. Zook shared heartfelt memories of Humphries and highlighted his impactful contributions to emergency preparedness and community service.

City Manager Steve Burns also paid tribute to Cy Humphries, emphasizing his technical expertise and dedication to emergency communications, which left a lasting legacy in the community.

Mayor Rossman expressed gratitude to St. Thomas Church for hosting the Community Forum on Middle Housing and to Kitchen and Market for providing refreshments. She also thanked Commissioners Julie Barrett and Mark Nelson for their efforts in ensuring the forum's success.

Planning Commission Chair Laura Bustamante reported that the Commission's last meeting on December 18 primarily focused on preparing materials for the Community Forum and the Community Survey on middle housing. She announced a special meeting scheduled for Thursday, January 16, 2025, at 6:00 PM to update Commissioners who were unable to attend the forum and further discuss middle housing.

Park Board Chair Barbara Moe shared the success of the Argosy Cruise Christmas Ships event held in December, noting its strong attendance despite the challenging weather. She also announced that the Park Board will finalize its 2025 event calendar at their next meeting and share it with the Council afterward.

Emergency Preparedness Chair Rosalie Gann thanked Bob Zook and City Manager Steve Burns for their tributes to Cy Humphries. She highlighted the importance of community engagement in emergency planning and reminded everyone of the upcoming Emergency Preparedness meeting on January 22.

City Manager Steve Burns announced his decision to retire early in June 2025, citing the toll the position has taken on him and his desire to prioritize his health. Reflecting on his tenure, Burns described his time as Chief of Police as "absolutely amazing" and shared his deep appreciation for the community. However, he noted that his three years as City Manager had been more challenging. Burns offered to provide an exit interview with the Council Personnel Committee and expressed heartfelt thanks to the staff for their support and dedication.

5. **CITY MANAGER'S REPORT**

Given the heavy agenda, department directors submitted written reports for Council review. Councilmembers had the opportunity to ask questions which staff addressed.

Councilmember Nunn raised specific concerns about the T-Mobile monopine concealment proposal, questioning how the staff report will be framed when submitted to the hearing examiner. She emphasized the importance of public engagement and transparency in the decision-making process, urging staff to ensure the report reflects a strong, balanced perspective that considers both the Council's views and the community's sentiments. However, other Councilmembers expressed concerns about creating a false impression that the community has more influence over the outcome than it does.

City Attorney Jennifer Robertson clarified that the Council does not have the authority to direct staff on how to draft a staff report. She noted, however, that Councilmembers can encourage residents to review the project details and submit comments directly to the hearing examiner, where their input will carry more weight.

Mayor Rossman asked staff how to make the input from the first community forum more actionable. Planning Manager Jonathan Kesler and city consultant Kirsten Peterson explained that they are incorporating feedback from both the forum and the survey to refine the presentation for the upcoming community forum.

The Council also emphasized the need for a stronger call to action to encourage community members to complete the middle housing survey. They recommended that staff implement a prominent alert banner on the website to drive greater participation in the survey.

6. **CONSENT AGENDA**

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

- 6.1 December 2024, Check Register
Recommendation: Approve.
Staff Contact: Ryan Wagner, Finance and HR Director

- 6.2 Approved Park Board Meeting Minutes of September 16, 2024
Recommendation: Receive and file.
Staff Contact: Dawn Nations, Deputy City Clerk
- 6.3 Approved Planning Commission Meeting Minutes of:
 a) October 9, 2024;
 b) November 18, 2024; and
 c) December 5, 2024.
Recommendation: Receive and file.
Staff Contact: Rebecca Bennett, Development Services Coordinator
- 6.4 Draft City Council Meeting Minutes of:
 a) November 25, 2024; and
 b) December 9, 2024
Recommendation: Adopt minutes.
Staff Contact: Aimee Kellerman, CMC, City Clerk

7. **LEGISLATIVE HEARING**

None.

8. **PUBLIC HEARING**

None.

9. **CITY BUSINESS**

- 9.1 NE 12th Street Landscape Update
Recommendation: Discussion and direction.
Staff Contact: Ryan Osada, Director of Public Works

Mayor Rossman introduced the topic of the NE 12th Street landscape update. She suggested the Council listen to the staff presentation, compile key questions, and direct staff to address those questions in conjunction with broader discussions on city rights-of-way. The Council would then revisit the matter with additional information.

Director of Public Works Ryan Osada presented the preliminary design for the planters, outlining the project's history, the design process, and the proposed plant palette. Council members asked questions which staff addressed during the discussion.

ACTION: Motion Nunn to include feedback from Ryan Osada and the public in developing a comprehensive right-of-way strategy before making final decisions. However, the motion failed for a lack of a second.

Mayor Rossman opened the discussion to the public and the following individuals addressed the Council:

Louise Hall Reider urged the Council to streamline the project for greater cost efficiency while achieving a more serene aesthetic. She recommended incorporating evergreens to ensure year-round greenery and suggested forming a small subcommittee or focus group

to collaborate with the selected landscape architect and Public Works before proceeding to the next steps.

Dan Moore expressed support for the proposed plan, emphasizing the importance of selecting landscaping that reflects Medina's character.

Mark Nelson commented in support of the proposed plan.

ACTION: Council directed staff provide three options for the NE 12th Street landscaping plan, including a more streamlined, low-maintenance approach. Additionally, staff will need to prepare a report on the city's current rights-of-way status, including maintenance responsibilities and any issues or inconsistencies across different neighborhoods.

9.2 City Right of Way Discussion

Recommendation: Discussion and direction.

Staff Contact: Mayor Jessica Rossman, Ryan Osada, Public Works Director, Stephen R. Burns, City Manager, and Jennifer Robertson, City Attorney

Council discussed the city's rights-of-way, identifying key issues that needs to be addressed for long-term management and planning. The discussion includes the need for a clear vision and policy guidelines to guide future development and maintenance efforts. The following were identified as key issues:

- Right-of-ways encroachment
- Trash management and pet waste
- Walkable Medina
- Parking for Special Events/Parking Inventory
- Low Impact Development and Stormwater Management
- Undergrounding and Utilities
- Community Design (neighborhood identity/branding)

ACTION: By consensus, the Council directed staff to update the list to incorporate the newly identified issues, staff additions, and come back to Council with a suggestion on how to move forward.

9.3 Middle Housing Update

Recommendation: Discussion only; no action needed.

Staff Contacts: Jonathan G. Kesler, AICP – Planning Manager and Kirsten Peterson, Senior Project Manager, SCJ Alliance

Mayor Rossman introduced the Middle Housing discussion, emphasizing that the focus would be on the draft code for compliance with middle housing that is due to the Department of Commerce at the end of January. She also noted that the city attorney and Planning staff would provide individual briefings to Councilmembers over the next two weeks. Council will have the opportunity to ask policy-related questions when the draft code returns for a second review.

SCJ Alliance Consultant, Kirsten Peterson provided an overview of the gap analysis and the proposed code amendments. Council discussed the proposed changes, asked questions, and Peterson responded.

ACTION: Discussion only; no action taken.

- 9.4 2025 Council Retreat Discussion
Recommendation: Discussion and direction.
Staff Contact: Stephen R. Burns, City Manager

City Manager Steve Burns reported that he will be working on securing a facilitator for the Council Retreat and asked for additional direction for planning.

ACTION: Council directed staff to work with a facilitator prioritizing visioning, long-term goals, and strategy over roles and responsibilities.

- 9.5 Medina Legislative Priorities Agenda Update
Recommendation: Discussion.
Staff Contact: Stephen R. Burns, City Manager

City Manager Burns gave a brief status update of the Legislative Priorities agenda. He will be meeting with Councilmember Nunn to finalize and will present it to Council for discussion at the January 27 City Council meeting.

ACTION: Update only; no action taken.

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

Mayor Rossman shared that the Medina Elementary School Robotics team recently contacted her, seeking the opportunity to engage with Councilmembers regarding their presentation. Due to the short timeline of their request, Mayor Rossman will forward the information to the Council and encourage members to attend if they are available.

Councilmember Nunn requested to add Solid Waste and Park Memorials and how to manage requests to a future agenda. Additionally, she requested information on safety in regard to business licenses and whether there would be impacts on safety on petty crime or property crime in the city. Lastly, she asked for clarification on if the city distinguishes between e-bikes and e-motorbikes for citation purposes like the city of Mercer Island.

Mayor Rossman asked Chief Sass to address e-bikes and e-motorbikes at a future meeting under the City Manager's Report.

Mayor Rossman also asked Director of Finance and HR, Ryan Wagner to include a discussion on public safety implications when the business license discussion comes to Council.

Lastly, Mayor Rossman requested that staff add Park Memorials as a separate agenda item, outside of the Park Board Work Plan, due to increased interest from the Council.

11. **PUBLIC COMMENT**

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

12. EXECUTIVE SESSIONS

Council moved in Executive Session for an estimated time of 20 minutes under the following RCW:

RCW 42.30.140(4)(a)

Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

Council reconvened back into the regular meeting and announced they would move back in Executive Session for an estimated time of 15 minutes under the following RCW:

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 moved back into the regular meeting for adjournment at 9:48 p.m.

ACTION: No action was taken following the Executive Sessions.

13. ADJOURNMENT

By consensus, Council adjourned the regular meeting at 9:50 p.m.



MEDINA, WASHINGTON

MEDINA CITY COUNCIL REGULAR MEETING

Hybrid – Virtual/In-Person
Medina City Hall – Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Monday, January 27, 2025 – 5:00 PM

MINUTES

1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

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

PRESENT

Mayor Jessica Rossman
Deputy Mayor Randy Reeves
Councilmember Joseph Brazen
Councilmember Mac Johnston
Councilmember Michael Luis
Councilmember Heija Nunn

ABSENT

Councilmember Harini Gokul

STAFF

Burns, Robertson (online), Kesler, Sass, Osada, Wilcox, Wagner, Kellerman

2. APPROVAL OF MEETING AGENDA

Mayor Rossman added a new Agenda Item 4.1 Process of Overlake Golf and Country Club Variance Application.

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

3. PUBLIC COMMENT PERIOD

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

1. Alex Tsimertman spoke on local fascism.
2. Steven Goldfarb spoke in opposition to the Overlake Golf and Country Club proposed fence height variance application.

3. Mike Peters spoke in opposition to the Overlake Golf and Country Club proposed fence height variance application.
4. Christian Gerron spoke in opposition to the Overlake Golf and Country Club proposed fence height variance application.
5. Ben Magnano spoke in opposition to the Overlake Golf and Country Club proposed fence height variance application.
6. Mike Willingham spoke in opposition to the Overlake Golf and Country Club proposed fence height variance application.

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

4. **PRESENTATIONS**

ADDED AGENDA ITEM

4.1 Overlake Golf and Country Club Variance Application Process

Planning Manager Jonathan Kesler gave a brief explanation of the variance process, including the role of the hearing examiner and the timeline for decisions. Council asked questions and staff responded.

5. **CITY MANAGER'S REPORT**

None.

6. **CONSENT AGENDA**

None.

7. **LEGISLATIVE HEARING**

None.

8. **PUBLIC HEARING**

None.

9. **CITY BUSINESS**

9.1 Middle Housing Update

- a) Final Review of Preliminary Commerce Draft Ordinance
- b) Forum Recap and Feedback

Recommendation: Discussion and direction.

Staff Contact(s): Jonathan G. Kesler, AICP – Planning Manager and Kirsten Peterson, Senior Project Manager, SCJ Alliance

Mayor Rossman introduced Middle Housing and discussed scheduling a workshop meeting with a subset of the Council or if a quorum is interested in scheduling a special meeting to review subdivision requirements and have a Q&A session with staff and consultants.

SCJ Alliance consultant Kirsten Peterson provided an overview of the preliminary Middle Housing ordinance. Council asked questions and staff responded.

Lastly, Peterson provided an update on the community survey and the most recent community forum on Middle Housing. Preliminary survey results indicated that the top concerns among residents were property values, parking, and traffic. There was strong support for adopting design guidelines in the future, with an emphasis on alleviating traffic concerns and enhancing design standards.

ACTION: By consensus, Council directed the following changes in the ordinance:

Definitions:

- Remove footnotes from definitions for Administrative Design Review and Major Transit Stop
- Middle Housing definition - reword last sentence.
- Single-family dwelling and single-family dwelling, detached - noted for language clarity clean up going forward.

Requested new definitions:

- Apartments
- Development Agreement
- Affordable Housing

At this time, Mayor Rossman amended the agenda to include an Executive Session under RCW 42.30.110(1)(g) as Agenda Item 12, with an estimated duration of 20 minutes. Additionally, the order of City Business was adjusted, moving Park Board Goal Setting for the Joint Meeting to Agenda Item 9.2, while the 2024/2025 Council Workplan Overview was shifted to Agenda Item 9.3.

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

- 9.2 **Park Board Goal Setting for Joint Meeting**
Recommendation: Discussion and direction.
Staff Contacts: Stephen R. Burns, City Manager

Mayor Rossman introduced the Park Board Goal Setting for the meeting and provided a brief overview of the background.

City Manager Steve Burns presented recommended discussion topics for the upcoming City Council and Park Board joint meeting. The primary goal of the meeting is to foster collaboration, prioritize the Park Board Workplan and incorporate success metrics to measure progress effectively. Council asked questions and staff responded.

Park Board Chair Collette McMullen noted that the Park Board's focus has shifted from generating ideas to improve the parks toward event planning. She expressed a desire to refocus on higher-level strategy, considering key questions such as what the parks should provide for the community, what future needs should be anticipated, and finding a balance between high level planning and maintenance.

ACTION: This was a discussion item only, with no action taken. By consensus, the Council agreed that the primary focus of the joint meeting will be strategic planning and visioning. Staff will schedule the meeting for mid-year.

9.3 2024/2025 Council Workplan Overview

Recommendation: Information only.

Staff Contact: Stephen R. Burns, City Manager

City Manager Steve Burns provided a brief overview of the 2024/2025 Council Workplan, noting that the remaining items will be discussed in greater detail at the upcoming Council retreat. Councilmembers asked questions, which Burns addressed.

ACTION: Council directed the removal the St. Thomas Crosswalk request and add fiber and trash management.

9.4 Medina Legislative Priorities Agenda

Recommendation: Discussion and direction.

Staff Contact: Stephen R. Burns, City Manager

City Manager Steve Burns presented the draft Medina Legislative Priorities agenda, highlighting recommendations from the city's lobbyist, SoundView Strategies. He noted that the city should focus on three key priorities:

1. Washington State Housing Legislation Mandates
2. WSDOT Partnership
3. Advocating for Budget Reforms

Council asked questions and Burns responded.

ACTION: This was a discussion item only; no action was taken. Councilmembers were encouraged to submit any additional feedback directly to the City Manager before the next meeting, when the agenda will be brought back for adoption.

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

- a) Requests for future agenda items.
- b) Council round table.

None.

11. **PUBLIC COMMENT**

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

1. Mark Nelson commented on the importance of understanding the Planning Commission's recommendations before decisions are made. He requested that, in the future, Councilmembers seek clarification on the rationale behind the Commission's recommendations before questioning or acting on them. Additionally, he noted that parks are included in the Comprehensive Plan and should be considered in discussions during the joint meeting with the Park Board.

Specifically, if any changes or amendments are needed in the Comprehensive Plan.

12. **EXECUTIVE SESSION**

Council moved into Executive Session under RCW 42.30.110(1)(g) for an estimated time of 20 minutes.

RCW 42.30.110(1)(g)

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

ACTION: No action was taken following the Executive Session.

13. **ADJOURNMENT**

By consensus, Council adjourned the regular meeting at 7:58 p.m.



MEDINA, WASHINGTON

AGENDA BILL

February 10, 2025

Subject: Medina Council Legislative Priorities Agenda

Category: City Business

Staff Contact: Stephen R. Burns, City Manager

Summary

Legislative priorities refer to the specific issues and policies that the Council supports during a legislative session. The Legislative Priorities Agenda will support the goals and vision of the Council and the community they represent. The Medina Council is being asked to compile a list of legislative priorities for the upcoming session, enabling individual Council members to publicly express their positions on matters that are important to the community. For example, in 2024, 27 cities across Washington state submitted their city legislative agendas to the Association of Washington Cities.

Association of Washington Cities

The AWC Legislative Priorities for 2025 include: 1) Fiscal Sustainability, 2) Behavioral Health Treatment Capacity, 3) Housing Supply, 4) Public Safety, and 5) Infrastructure Investment.

Cities and towns are home to 65% of Washington's residents, drive the state's economy, and provide the most accessible form of government. The success of our cities and towns depends on adequate resources and community-based decision-making to best meet the unique needs of our communities.

Washington's 281 cities call on the Legislature to collaborate with us and take action on these critical priorities:

AWC Legislative Process Guidance

AWC provided the following tips on how to develop a city's legislative agenda:

- *Keep it short and simple – one page only.*
- *Add credibility by having your city council adopt it before session.*
- *Include capital needs along with policy priorities.*
- *Incorporate [AWC's Legislative Priorities](#) into your agenda.*
- *Make it public. Post it on your city's website, put it in your newsletters, and insert it into utility bills.*
- *Work with your local media for coverage.*

Sound View Strategies

Sound View Strategies has been hired by the City of Medina to provide legislative support and guidance. In discussion with Kelly Evans and Jennifer Ziegler of Sound View, they have provided the following topics for the Medina Council to consider for our Legislative Priority Agenda.

1. Washington State Housing Legislation Mandates
2. WSDOT Partnership
3. Advocate for budget reforms

Medina Legislative Priorities Process

At the January 27, 2025, Council reviewed and discussed the attached Medina Legislative Priorities Agenda.

Council was encouraged to share any additional feedback with the City Manager. Since that meeting, only one Councilmember provided a minor word edit, and no further feedback has been received.

Medina Legislative Priorities” meets and supports Council’s priorities 1 and 3.

Council Priorities:

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

Attachments:

1. FINAL Medina Legislative Priorities
2. AWC Legislative Priorities

Budget/Fiscal Impact: *Consultant Fees*

Recommendation: Adopt.

City Manager Approval: 

Proposed Council Motion: “I move to adopt the final Medina Legislative Priorities Agenda as presented.”



City of Medina

2025 Legislative Priorities

The City of Medina will advocate for the following issues and will align its support for the priorities of its partners, including the Association of Washington Cities

MODEL EFFECTIVE PARTNERSHIP WITH WSDOT

Our strong partnership with WSDOT will enhance public trust and advance both local and regional priorities.

Emphasize Medina's role as a vital gateway from Seattle to major Eastside tech employers, providing seamless access for cars, transit, cyclists, and pedestrians. Medina is the welcoming municipality and the critical link to current and future regional pathways and circulation systems. Medina will work with WSDOT to deliver safe, accessible, and efficient public projects while continuing to provide and demand transparency, prudence and radical accountability on behalf of taxpayers to protect and maintain our infrastructure.

We need WSDOT and lawmakers to recognize potential for losing public trust by not demanding contract accountability -- we paid for quiet expansion joints; we accepted a flawed product, and this might be perceived as an imprudent use of public funds and a lack of transparency by not framing the problem as such. We should get what EVERYBODY paid for. Resolving the flawed joint installation is not a gift to Medina or the Points communities, instead it is an opportunity to demonstrate financial responsibility and radical accountability for the use of public funds. We must get what we paid for, not what we will settle for. It sets a bad example for all future projects and makes a mockery of contractual obligations.

WSDOT is efficiently situated to best manage lid maintenance. They have a large staff at the WATERFRONT facility sited conveniently adjacent and convenient to the State of Washington State Route 520 lid. Additionally, this large, gated parcel could be utilized to remove the at grade crossing while providing another needed public amenity: restrooms for users of the SR520 trail, as this spacious gated facility can be periodically and remotely monitored and secured (open during daylight hours for example).



City of Medina 2025 Legislative Priorities

MANAGE REGIONAL GROWTH THROUGH MIDDLE HOUSING

Medina recognizes our regional housing crisis and has invested deeply to identify and achieve density goals through proven and creative housing solutions proportionate to our small city, while maintaining Medina's historic charm and diverse populace.

Small cities face disproportionate operational burdens and expenses in trying to meet the blanket Housing Bill deadlines. Medina believes we can achieve an even greater vision and outcome with adequate time to use our valuable local expertise to craft policy to successfully achieve the goal of adding gentle density. We have made significant progress defining methods, and identifying means to meet new housing mandates, however we need more time for implementation (along with clarification and consistency around options for tier 3 cities to partner, innovate and comply.) We ask the legislature to consider the unintended consequences and potential negative transformational impacts continued revisions to these mandates can have on small municipalities struggling to comply in a manner reflective of their community character.

EXPAND REVENUE OPPORTUNITIES TO ALLOW BUDGET STABILITY FOR SMALL CITIES

Current property tax limits place an undue burden on small cities, threatening their economic stability.

Medina is largely residential with limited commercial zoning restricts our revenue opportunities. Small cities must be allowed to revisit property tax caps to meet the service and infrastructure demands of regional growth on our limited resources and finite land capacity. We will work with AWC and other small cities to find responsible solutions such as expanding the use of Real Estate Excise Tax (REET) to fund long and short-term planning needs.

2025 AWC legislative agenda

The following items are the official 2025 City Legislative Priorities as adopted by the AWC Board.

2025 City Legislative Priorities

Fiscal sustainability

- Revise the property tax cap to tie it to inflation, up to 3%, so that local elected officials can adjust the local property tax rate to better serve their communities.

Public safety

- Support efforts to prevent and address juvenile crime, including expansion of juvenile behavioral health treatment capacity and state correctional capacity.
- Enhance officer training through continued state funding of 100% of Basic Law Enforcement Academy (BLEA) costs; and expansion of existing regional academies and establishing new regional academies; and replacement the outdated Criminal Justice Training Center (CJTC) main facility.
- Increase funding to meet local public safety needs including additional direct state funding opportunities and enhancing the existing local public safety sales tax and allowing for councilmanic implementation.
- Support creation of programs designed to improve law enforcement retention, such as state supported law enforcement officer wellness and injury prevention programs.
- Support efforts to reduce gun violence including additional local options for regulation of firearms in certain public spaces. Support strengthening prosecutors' ability to enforce unlawful possession of firearms.

Infrastructure investment

- Advocate for direct and meaningful investments in traditional local infrastructure (such as drinking water, wastewater, and stormwater systems) for operations and maintenance of aging systems, including expanded and reliable funding for the Public Works Assistance Account.
- Support sustainable state transportation revenue that provides funding for local preservation, maintenance, and operations including direct

distributions to cities and town in addition to grant opportunities.

- Develop new fiscal tools to build infrastructure to support housing development and growth including increased funding for the Connecting Housing and Infrastructure Program (CHIP).
- Expand cities' ability and flexibility to use REET for additional capital needs including maintenance as well as to support affordable housing. Pursue other flexibility options including additional REET authority, harmonizing REET 1 & 2, and the ability to set a progressive rate model similar to the one the state has adopted.

Increasing housing supply

- Support Real Estate Transfer Tax dedicated to funding affordable housing.
- Explore new funding options for needs along the housing continuum, including home ownership and senior housing
- Explore dedication of existing revenues to housing purposes including insuring that funding is available for small and medium-sized cities and towns in both eastern and western Washington.

Increase behavioral health treatment capacity statewide

- Expand funding for grants to establish and support ongoing funding for local behavioral health crisis co-responder programs. Support additional training and certification and workforce development for co-responders.
- Seek increased investments in community behavioral health treatment funding – both capital start-up and operational expenses; support expansion of continuum of treatment capacity, from crisis stabilization to inpatient to outpatient; support continued expansion of forensic behavioral health treatment capacity; support additional mental health support for students
- Support efforts to increase behavioral health workforce, including additional training opportunities for co-responders.

Issues that are significant to cities

Indigent defense

- The State Supreme Court is considering new reduced case load standards for indigent defense. Cities support a separate and more detailed analysis of the current state of indigent defense for misdemeanor cases to determine what changes in the standard are warranted. Cities also seek enhanced state funding for indigent defense, and workforce development for prosecutors and public defenders.

Organized retail theft

- Support additional prosecutorial and law enforcement resources to address retail theft.

Incentivize condominium construction

- Work with coalition to support further progress in the development of condominiums. Seek a study of liability issues to develop recommendations to address barriers to construction of new condominiums.

Public records

- Continue to pursue updates to the Public Records Act (PRA) to reduce the impacts of vexation litigation and vexatious requestors.

Preserve manufactured home parks

- Advocate for more funding to support tenant acquisition of manufacture home parks including extending the existing 70-day purchase window.
- Expand CHIP program to cover septic conversions in parks.

Fish passage

- Support inclusion of local fish barrier correction investments in any state transportation investments.
- Support full funding of Brian Abbott Fish Barrier Board list.

Homelessness response

- Support encampment resolution work in cities and private lands. Advocate for increased state funding for encampment removal on local right of ways.
- Support increased state investment in emergency and transitional housing.

Product stewardship for packaging (WRAP Act)

- Support proposals to establish a product stewardship framework for packaging to reduce the impact on local solid waste programs.

Reduce city liability exposure

- Protect against liability expansion and new policies that would drive additional claims and litigation increasing costs especially in the area of law enforcement and public safety, and human resources.
- Explore tort reforms that would reduce liability and related costs for cities particularly in the area of traffic related claims.

Nutrient General Permit

- Continue effort to gain state support for investments to update Marine Dissolved Oxygen Criteria last set in 1967.

Increase availability of affordable and accessible childcare

- Support efforts to increase affordable childcare access statewide, including reducing barriers for providers; construction of new facilities, increasing workforce development, increasing access for state subsidized childcare slots, and efforts to increase childcare availability in rural areas.

Issues that cities support

Tax code structural changes

- Support efforts to review and revise both state and local tax structures such that they rely less on regressive revenue options. Changes to the state tax structure should not negatively impact cities' revenue authority and should allow cities revenue flexibility to address their community's needs.

Therapeutic courts, community courts, diversion programs

- Support continued and expanded operational grant funding, as well as dedicated ongoing operational funding for municipal therapeutic courts, community courts, and diversion programs.

B&O tax on royalties

- Support clarification of how to apply B&O taxes to business revenue related to royalties.

Asylum seeker and migrant assistance

- Advocate for support for additional assistance for arriving migrants and asylum seekers including centralize state efforts to provide case management resources. Support efforts to reduce impacts on cities that are experiencing high-numbers of unsupported asylee and migrant arrivals.

Balancing employee leave and benefits requirements

- Seek opportunities to balance costs and reduce unintended impacts on employers from expansion of leave laws and other proposed employee benefit enhancements.

Public meetings

- Explore Open Public Meeting Act (OPMA) updates to help address the trend of increasing disruptive activities and hate speech during public meetings.

Emergency management and response

- Expand support to cities for prevention, planning, response, and recovery for wildfire and other natural disasters.
- Provide 100% reimbursement to cities that provide firefighting support for state wildland fire deployments. Currently, the state only provides 70-75% reimbursement which disincentivizes city fire service participation.

First responder mental wellness

- Support efforts to increase programs to improve first responder mental well-being and evaluate current approach to workers compensation claims to focus on prevention and return to work options and reduction of PTSD claims. Evaluate the process for responding to PTSD claims to improve outcomes.

Elections

- Support policies that preserve community decision-making and input regarding how local elections are administered.

Increase digital equity and accessibility statewide

- Advocate for statewide funding that supports affordable connectivity.
- Support policies that increase digital literacy and adoption.

Electrical grid stability

- Support policies that enhance stability and productivity of the electrical grid as electrification of transportation and other arenas increases demand.

Increase tools for annexation

- Create new financial incentives to encourage municipal annexations

Ensure better coordination of development standards in unincorporated UGAs and cities to facilitate future annexations

- Require county to apply city development standards in unincorporated UGA to facilitate future annexations.

Amend the Involuntary Treatment Act (ITA)

- Explore efforts to reform the Involuntary Treatment Act to allow for expanded use of ITA holds for individuals who consistently refuse necessary treatment.

Firefighter safety and electrification response

- The increase in electrification including electric vehicles (EV) and electric storage systems (ESS) as created new challenges for the fire service. Support efforts to provided new and increased training on best practices for responding to EV and ESS fires.

State Crime Lab

- Increase resources for the state crime lab to ensure timely processing of evidence.



MEDINA, WASHINGTON

AGENDA BILL

Monday, February 10, 2025

Subject: City Manager Recruitment

Category: City Council Business

Staff Contacts: Ryan Wagner, Finance/HR Director and Charlotte Archer, Assistant City Attorney

Summary

In Medina, the City Council selects a City Manager to serve as the chief executive officer of the City to implement policies and serve as the City's professional administrator. Due to the City Manager's impending retirement, the City Council is spearheading the recruitment process for a new City Manager. The Personnel Committee, aided by the HR Director and Legal, has been tasked with identifying a recruitment firm from the roster of qualified consultants through MRSC, reviewing and updating the City Manager job description for the recruitment effort, and reporting to the Council on progress.

The Personnel Committee has identified GMP Consultants as a qualified consultant for this recruitment process, will meet with GMP Consultants prior to this meeting, and will provide an update on these efforts and the anticipated timeline.

The Council is asked to discuss the proposed timeline, and provide input on the job description, which has been reviewed and modified by the Personnel Committee.

The City Manager Recruitment meets and supports Council's priority 1.

Council Priorities:

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

Attachments:

1. Revised City Manager Job Description
2. Estimated Timeline for Recruitment Process
3. Proposal and Qualifications of GMP Consultants

Budget/Fiscal Impact: Both the Finance Committee and Personnel Committee are evaluating the compensation range for this position to ensure the City is competitive for candidates. At this time no budget impact is anticipated, based on reviewed comparator cities/positions.

Recommendation: Discussion and direction.

City Manager Approval: 

Proposed Council Motion: "I move to direct the City Manager to negotiate a contract for services with GMP for the purposes of conducting a search for a new City Manager."

Time Estimate: 25 minutes

CITY OF MEDINA**CLASSIFICATION DESCRIPTION****POSITION:** City Manager**DEPARTMENT:** City Manager**REPORTS TO:** City Council**FLSA STATUS:** Exempt

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

THE CITY OF MEDINA

Incorporated in 1955, Medina is located on the shores of Lake Washington. Medina is a beautiful and sophisticated community conveniently positioned between Bellevue and Seattle. With just over 3,200 residents, Medina is a quiet affluent community. The Lake Washington waterfront in Medina is some of the most sought-after waterfront in the Pacific Northwest.

The City of Medina operates as a Council/Manager form of government with a seven-member non-partisan part-time City Council. The Council is elected at large every two years to staggered four-year terms. The mayor is selected by the City Council and serves a two-year term.

The city provides general governmental services through six departments: the City Clerk's office (also known as Central Services), Development Services, Police, Finance, and Public Works.

Mission: Ensure efficient delivery of quality public services, function 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.

DEFINITION

Under general administrative policy direction, performs high-level administrative, technical, and professional work in directing and supervising the administration of City government.

Fair Labor Standards Act (FLSA): Employees in this classification are exempt under the FLSA.

SUPERVISION RECEIVED/EXERCISED: Receives administrative direction from the City Council. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS: (include but are not limited to the following):

1. Manages and supervises all departments, agencies, and offices of the City to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

2. Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.
3. Provides professional advice to the City Council; makes presentations to Councils, boards, commissions, civic groups, and the general public.
4. Communicates official plans, policies, and procedures to staff and the general public.
5. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
6. Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
7. Issues written and oral instructions; assigns duties and examines work for exactness and conformance to policies and procedures. Maintains harmony among workers and resolves grievances.
8. Prepares a variety of studies, reports, and related information for decision-making purposes.
9. Appoints and removes all department heads, officers, and employees of the City, except members of the Council.
10. Sees that all laws and ordinances are faithfully performed.
11. Prepares and submits a preliminary annual City budget. Administers the adopted budget of the City.
12. Advises the City Council on financial conditions and current and future City needs.
13. Attends all meetings of the Council.
14. Recommend for adoption by the Council such measures, as he/she may deem necessary or expedient.
15. Prepares and submits to the Council such reports as may be required by that body or as the manager may deem advisable to submit.

Other Duties:

Because of the small size of the City staff, each employee may be required to perform a wide range of duties from time to time. May serve as the head of one or more departments of City government.

PHYSICAL, MENTAL AND ENVIRONMENTAL CONDITIONS:

The physical activities and environmental factors described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The rating scale used in this section is: Occasionally 1 – 33% of work time, frequently 34 – 65% of work time and Continuously 66 – 100% of work time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is continuously required to sit uninterrupted for up to 4 hours – 6 hours per shift, grasp, finger repetitively with both hands, talk and hear. The employee is frequently required to twist, reach at the waist and occasionally below the waist and above the shoulder. The employee is occasionally required to stand and walk uninterrupted for up to 10 minutes – 30 minutes per shift; use foot controls and drive a vehicle.

Specific vision abilities required by this job include near and far acuity and the ability to adjust focus. Work is generally performed in an office setting. The noise level in the work environment is usually quiet.

QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the classification.)

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary equivalent to graduation from an accredited four-year college or university with a degree in public administration, political science, business management of a closely related field, and seven (7) years of progressively responsible applicable local government experience.

License/Certificate: Possession of, or ability to obtain, a valid Washington driver's license without record of suspension or revocation in any state.

KNOWLEDGE/ABILITIES/SKILLS: (The following are a representative sample of the KAS's necessary to perform essential duties of the position.)

Knowledge Of:

In this role, proficiency in a multitude of disciplines is paramount. This includes a comprehensive grasp of business and management principles, encompassing strategic planning, resource allocation, leadership techniques, and the coordination of personnel and resources. Additionally, a firm understanding of modern policies and practices in public administration is essential, covering areas such as municipal finance, public works, safety, and community development. Legal acumen is also vital, spanning laws, court procedures, government regulations, and the democratic political process. Moreover, expertise in economic development strategies, human resources management, and understanding human behavior and performance is crucial. This entails recognizing individual differences in abilities, personality traits, interests, and motivations, as well as understanding group dynamics, societal trends, and cultural influences. Furthermore, proficiency in providing exemplary customer service is imperative, from needs assessment to maintaining quality standards and evaluating customer satisfaction. A solid command of the English language, including spelling, composition rules, and grammar, is indispensable, alongside familiarity with media production and communication

techniques across various platforms, ensuring effective dissemination of information through written, oral, and visual media channels.

Ability To:

This position requires a diverse skill set to effectively manage municipal operations. Responsibilities encompass preparing and managing budgets, directing programs, and generating comprehensive reports. Project management skills are essential for seeing assignments through to completion. Strong people skills are crucial, including active listening, clear communication, and the ability to adjust actions in response to others. Building and maintaining productive relationships with employees, officials, and the public is paramount. Analytical abilities are necessary for understanding written documents, assessing costs and benefits, and adapting to the latest information for problem-solving and decision-making. Monitoring performance and implementing improvements, motivating, and guiding staff, and identifying and resolving complex problems are key aspects of the role. Moreover, it requires the capacity to anticipate system changes and their impacts, empathetically understanding others' reactions, facilitating conflict resolution, and persuading others when necessary.

Skill To:

Operate of a variety of computer applications including applicable software.

LEGAL and REGULATORY EMPLOYMENT CONDITIONS

This classification description does not constitute an employment agreement between the City and employee. It is subject to change by the City as the needs of the City and requirements change.

Fair Labor Standards Act (FLSA): Employees in this classification are exempt under the FLSA.

Appointment and Removal Authority: The City Council is the appointing authority of the City Manager with the power of appointment and removal.

Approvals:

City Manager _____ Date _____
The City Council Representative _____ Date _____

ACKNOWLEDGMENT:

I acknowledge that I have read the job description and requirements for the Development Services Director position, and I certify that I have the necessary education, knowledge, experience, and physical requirements required to perform the essential functions of this position.

_____ Date _____

Timeline and Tasks

(all dates are approximate/estimate, subject to change based on selected search firm)

Week of January 27	Personnel Committee – Discuss timeline, recruitment firms, circulate materials to Council, edit job description
February 10	City Council Regular Meeting <ul style="list-style-type: none"> - Select recruitment firm, authorize contract - Review/approve Personnel Committee’s proposed job description
Week of February 17	Personnel Committee – Review advertisement materials / listings
Monday, February 24	City Council Regular Meeting <ul style="list-style-type: none"> - Briefing on / possible approval of advertisement materials
March / April	Search Firm - Call for Applications, processing by search firm
Monday, April 14	Search firm provides top candidates’ application materials to Council for review
Week of April 14	Personnel Committee - Discuss interview process and questions / comment cards
Monday, April 28	City Council Regular Meeting <ul style="list-style-type: none"> - Executive Session to discuss/review applications, select top candidates for interviews, disseminate interview questions
Week of May 5	Conduct Interviews (Council, Staff, Community Stakeholders); and Hold Community Reception/Forum to Meet Top Candidates and solicit feedback
Monday, May 12	City Council Regular Meeting – <ul style="list-style-type: none"> - Executive Session to deliberate and potential action on hiring
May 12 – May 27	City Attorney / HR Director negotiate contract with selected Candidate, with input from Personnel Committee
Tuesday, May 27	City Council Regular Meeting – <ul style="list-style-type: none"> - Vote on proposed contract - Executive Session to conduct exit interview for current City Manager
Weeks of May 27, and June 2	<i>Assuming immediate start date</i> , overlap with City Manager for on-boarding (may seek extension via negotiation with current City Manager)



JANUARY 2025

City Manager Recruitment Proposal

FOR CITY OF MEDINA, WA

PRESENTED BY

Greg M. Prothman

President, GMP Consultants

GMP CONSULTANTS

Greg@gmphr.com

(206) 714-9499

www.gmphr.com





January 28, 2025

Ms. Jessica Rossman
 Mayor
 City of Medina
 501 Evergreen Point Road
 Medina, WA 98039

Dear Mayor Rossman,

Thank you for the opportunity to provide a proposal to assist the City of Medina with the recruitment of its next City Manager. GMP is well positioned to partner with the City as we are currently conducting or have recently completed management searches for:

- Franklin County, WA – County Administrator
- City of Moses Lake, WA – City Manager
- City of SeaTac, WA – City Manager
- City of North Plains, OR – City Manager
- City of Medina, MN – City Administrator
- City of North Branch, MN – City Administrator
- Crook County, OR – County Manager
- City of Kennewick, WA – City Manager
- City of Moab, UT – City Manager

GMP has also recently completed management searches for:

- Grays Harbor County, WA – County Administrator
- City of Shady Cove, OR – City Administrator
- City of Brainerd, MN – City Administrator
- City of Lacey, WA - City Manager
- City of Tumwater, WA - City Administrator
- City of Mountlake Terrace WA – City Manager
- City of Pasco – City Manager
- Lewis County WA – County Manager
- City of Oak Park Heights, MN
- City of Canby, OR – City Administrator
- City of Sammamish, WA – City Manager

These and other recently completed searches provide us with an excellent knowledge of both Washington and national city management candidates.

Having conducted 700 total recruitments including over 150 city/county manager recruitments, we believe GMP's proven process provides a best practices approach to attracting high-quality candidates and ensuring a good fit for your organization. We have earned a reputation for providing superior service and building lasting relationships with both clients and candidates.

If you have any questions or would like to discuss your specific needs, please do not hesitate to contact me at (206)714-9499 or Greg@gmphr.com. I look forward to hearing from you and hope to have the opportunity to work together soon.

Sincerely,

Greg M. Prothman
 President

GMP Consultants

ABOUT GMP CONSULTANTS

GMP Consultants is a public sector executive search firm with a collective 240 years of local government leadership experience with both regional and national relationships. GMP Consultants offer our clients experienced subject matter experts with a solid understanding of local government coupled with decades of experience. We have served in a wide range of executive positions, from city and county management to public works, human resources, police, fire, and finance.

Our Qualifications

Founded and led by Greg M. Prothman, formerly the CEO of Prothman, GMP consultants have worked on over 700 executives searches and over 100 public sector consulting projects. All our senior search consultants are active in both ICMA and local state level city management associations or in their respective professional associations.

Our Philosophy

Our business philosophy centers on the understanding that this is a “people” related industry. We have a reputation for providing superior service and building lasting relationships with both clients and candidates. We believe that attention to others’ needs is the key to effective customer service.

Why Choose GMP?

What you get with GMP Consultants is personal service. You appreciate it when phone calls are returned, projects stay on schedule and your challenges are given thorough and creative thinking. While other companies may assign your business to lesser experienced staff, we offer exceptional service from senior-level consultants

- **Service & Relationship** - Our consultants have a reputation for providing outstanding service and building lasting relationships with both clients and candidates.
- **Customized Solutions** - We take the time to become familiar with your organization to ensure that we offer the best solution and not just a single service.
- **People First** - We work closely with you and your candidates through every stage of the recruitment process, creating a welcoming candidate experience and ensuring an effective recruitment outcome.
- **Team Approach** – Our group of former city managers works as a team to leverage their networks to assist with each assignment and give your challenges thorough and creative thinking.

GMP Consultants Mission: *To provide exceptional executive search, interim placements, and organizational consulting services partnering with our clients to provide the highest quality services to their residents.*

PROJECT TEAM MEMBERS

Greg M. Prothman – President

Greg offers a unique combination of 20+ years of experience in various functions of government and 25 years of experience in public sector recruitment. Prior to forming GMP Consulting, Greg founded and was the driving force at Prothman Company as its CEO. Prior he was a partner at Waldron & Company. Early in his career Greg served as a police officer for the University of Washington and the City of Renton. He left police work after completing his Master's degree in Public Administration and accepted an administrative position for the City of Des Moines, WA. He was quickly promoted to Assistant City Manager and then City Manager. A Seattle native, Greg completed his BA at Western Washington University and his Master of Public Administration (MPA) degree from the University of Washington. Additionally, he completed the Senior Executives in State and Local Government program at Harvard University. Greg is a volunteer member of Seattle Mountain Rescue and a member of Crystal Mountain Ski Patrol.

Debbie Tarry – Lead Senior Consultant

Debbie served in local government for over 38 years, serving in senior management positions and as City Manager for ten years at the City of Shoreline, WA. Prior to her time as a City Manager, Debbie served as an Assistant City Manager and the Finance/Administrative Services Director for LINK Transit (Chelan-Douglas County, WA), City of Mill Creek (WA) and the City of Shoreline (WA). Debbie a past president of the Washington Finance Officers Association (WFOA), served on the Board of Directors for the Sound Cities Association (SCA), facilitated multiple meetings of the King County City Manager and Administrator Association and served as the President for the Shoreline Rotary Club. Debbie was selected by her peers as the King County City Manager of the year for 2022. Prior to her retirement from the City of Shoreline she, along with four neighboring cities, was responsible for creating a five-city consortium to operate a new Regional Crisis Response Agency (RCR) which will provide ten Mental Health Professional Community Responders along with a Crisis Triage Facility. Throughout her career Debbie was highly regarded by elected officials, staff, colleagues and her peers. Debbie holds a Bachelor of Public Administration with an Accounting emphasis from Pacific Lutheran University. Debbie enjoys spending time with her family, gardening, reading and is an avid walker.

Kate Hansen – Operations Manager

Kate brings over 20 years of project management and administration experience spanning private business, nonprofit, and government. She is a certified Project Management Professional (PMP) and holds a B.A. in Theatre from Chapman University, with an emphasis in stage management. Kate brings a distinguishing blend of attention to detail, creativity, and critical thinking. Having served as a political campaign manager, fire district administrator, and elected official, Kate possesses multi-faceted experience in local government. She has also served on the Board of Directors for multiple non-profits.

Sarah Marsh – Content Designer

Sarah brings a background across nonprofit, business, government, and education sectors. She holds an M.B.A in Organizational Behavior & Development from the University of Vermont. She also publishes in the field of American History and is the author of two award-winning children's books with Disney-Hyperion and Little, Brown. Sarah has a heart for researching and highlighting what makes a community and organization special.

Jessica Newman – Project Manager

Having worked within the U.S. and internationally, Jessica brings a wide cultural perspective and strong communication skills to her work with both clients and associates. While using her background in graphic design and social media marketing to apply skills such as creative thinking, problem solving, and attention to detail across all projects. Jessica has a Bachelor's Degree in Linguistics.

WORKPLAN & APPROACH

GMP Consultants have conducted hundreds of successful executive searches refining our process along the way. We provide the workplan, but you are in charge, we customize every recruitment to meet your needs. We partner with you with the goal of finding a highly qualified candidate who is the perfect "fit" for your organization.

INFORMATION GATHERING & RECRUITMENT PROFILE DEVELOPMENT

Review and Finalize Search Process and Schedule

We'll meet with the City Council and staff to:

- Review and modify as needed the project scope of work and process
- Establish a project schedule
- Identify the geographic scope of the recruitment
- Review the compensation package
- Identify key stakeholders
- Review the job description
- Review and discuss any additional issues as needed

Profile Research and Stakeholder meetings

Our goal is to thoroughly understand your organization, current challenges, timeline, and preferred qualifications for this recruitment. We would like to meet with:

- Mayor & City Council Members
- Leadership Team
- Board and Committee Chairs
- Municipal Partners
- Business Leaders
- Leading Citizens
- Others as Directed
- Review All Relevant Documents

Develop, Review, and Approve a Detailed Recruitment Profile & Invitation

We'll create a detailed recruitment profile highlighting the strengths of your job opportunity. If requested, we will assist in reviewing the position compensation and will make recommendations that are consistent with comparable agencies and the market. Examples of prior recruitment profiles are included in this proposal and typically feature the following:

- Why Apply?
- Community Profile
- Quality of Life Opportunities
- The Organization, Department, & Position
- The Ideal Candidate
- Challenges & Opportunities
- Compensation & Benefits
- Your Social Media (if applicable)

STRATEGIC MARKETING

Our goal is to not only reach candidates who are actively looking for a new job but those directors who are happy in their current assignment but who could be intrigued and interested in your opening. We research and develop a personalized national advertising strategy designed to reach all potential qualified candidates for your City. The Advertising Strategy is comprised of four components:

- Targeted National Advertisement
- Mailed "Invitation to Apply" Flyers
- Personal Calls by Lead Consultants
- Emails to potential Candidates

Targeted Advertisement - We develop a custom national advertisement plan highlighting the City and the City Manager opening placing ads in websites and job boards. Potential adds include:

- Intl. City Managers Association (ICMA)
- Association of Washington Cities
- League of Oregon Cities
- Oregon City Managers Association
- Association of Idaho Cities
- Western Cites (Cal Cities)
- California City Management Foundation
- Colorado City Managers Association
- Utah City Managers
- American Association of Municipal Executives
- Government Jobs
- Careers in Government
- GMP LinkedIn Page
- GMP Job Board

Development of Candidate Database for Direct Mail Invitations – We create a customized *Invitation to Apply* flyer (examples are included) and then develop a database of potential candidates. We will mail approximately 600 to 800 letters of invitation to city managers/administrators in the 11 western United States.

Personal Emails – We will send emails to over 3000 city managers & administrators nationwide.

Personal Calls by our Lead Consultants – We will reach out to potential candidates who might be a good fit or who are looking for their next challenge. We will also reach out to our personal knowledge of city managers/administrators to make them aware of your opportunity.

CANDIDATE EVALUATION & PRESENTATION

Candidate Application Materials

- **Application** – Candidates are asked to submit a cover letter, application, resume, and five professional references of peers, subordinates and supervisors.
- **Communication** – We provide you with a summary of the advertising strategy, number of applications, and number of candidates we selected for a preliminary interview.
- **Review of Applications (if requested)** – Occasionally some clients wish to review all the application materials prior to our selection of candidates for a preliminary interview. We are happy to facilitate this if desired.

Preliminary Candidate Interviews – Once a candidate has indicated an interest in the position, we complete a multi-step screening:

- **Review** – Evaluate all candidate application materials
- **Select** – Identify the most promising candidates for a preliminary interview
- **Research** – Conduct an in-depth internet inquiry on each candidate to identify any concerning issues to be reviewed with the candidate
- **Interview** – Your lead consultant conducts an in-depth preliminary interview with the most promising candidates
- **Summarize** – Provide a written summary of our observations of each candidate's strengths, weaknesses and potential fit with your agency
- **Recommend** – Provide recommendations on each candidate for further consideration

Work Session – We meet with you to review the results of the preliminary interviews. Our goal is to provide as much information on each of the most promising candidates, providing you with the needed data to make quality decisions on each applicant.

- **Deliverables** – Prior to the meeting, we provide with sufficient time to review:
 - **Candidate Packets** that include their cover letter, resume, supplemental questions, our consultant's interview notes, and internet search results

- **Candidate Summary Sheet** with a snapshot of each candidate and consultant's recommendations
- (If requested) A complete file of remaining candidates' application materials
- **Candidate Review** – We review and discuss each candidate's materials and interview results
- **Finalist Candidate Selection** – You select those candidates to move forward for a final interview
- **Final Interview Design** – We help you decide on the structure of the interviews, including the panel participants and facilitators, tailoring our process to fit your needs
- **Coordinate Candidate Travel** – We identify which candidate travel expenses you wish to cover
- **Interview Questions** – Identify any interview topic areas of interest from which we can develop potential interview questions

FINAL INTERVIEWS & CANDIDATE SELECTION

Prior to the final Interviews we:

- **Conduct Reference Checks** – We conduct professional reference checks on each candidate, requesting the names of supervisors, subordinates, and peers
- **Conduct Background Checks** – Background checks include Education Verification, Criminal History, Driving Record, and Sex Offender Check
- **Facilitate Candidate Travel** – Based on your guidance we coordinate the most cost-effective travel arrangements and ensure the candidate has information regarding their interviews and times.
- **Develop a Master Interview Schedule** – We work with you to identify interview venues and then develop a master interview schedule
- **Develop Draft Interview Questions** – Provide draft interview questions for your review for each advisory panel (if used)
- **Provide Final Interview Materials** – Provide finalist packets for each candidate in a PDF file for printing by your agency as well as the master schedule
- **Coordinate Final Interviews** – We will work hand-in-hand with your team to coordinate all of the details of conducting the final interviews

Final Interviews

- **Facilitate Final Interviews** – Your lead-consultant will be on site to facilitate the final interview process
- **Facilitate Panel Debrief** – After interviews are complete, we facilitate a debrief with all advisory panels on each candidate's strengths and areas needing support as information for your hiring authority
- **Candidate Evaluation** – As needed, we facilitate your evaluation of the candidates and potential consensus on a preferred candidate, including any additional candidate referencing or research

Candidate Selection & Appointment – Once you have identified a preferred candidate, we:

- Facilitate and identify potential contract elements with you
- Assist with the job offer and contract negotiations leading to an employment agreement
- Notify all of the unsuccessful finalists
- *Celebrate the selection of your new City Manager!*

RECRUITMENT SCHEDULE EXAMPLE

Recruitments take approximately 90 days to complete.

Kickoff Meeting		City & GMP: Meet to discuss timeline & search process
Profile Development	Week 1-2	GMP: Meet with key stakeholders & create position profile
Advertising	Weeks 3-7	GMP: Post online ads; send direct mailing
First Review	Week 8-9	GMP: Conduct preliminary interviews with most promising candidates
Work Session	Week 10	GMP & City: Meet to review semifinalists and choose finalist candidates
Final Interview Preparation	Week 11-12	GMP: Conduct background & reference checks, complete final Interviews schedule, coordinate travel with candidates
Final Interviews	Week 12	City: Hosts finalist interviews City: Makes hiring selection

PROFESSIONAL REFERENCES

City of Mountlake Terrace, WA

Kyoko Matsumoto Wright, Mayor
 kmatsumotowright@mltwa.gov
 425 9671948
City Manager
Assistant City Manager
Public Works Director

City of Lakewood, WA

John Caulfield, City Manager
 jcaulfield@cityoflakewood.us
 253-983-7703
City Manager

Gunnison County, CO

Matthew Birnie, County Manager
 MBirnie@gunnisoncounty.org
 970-641-3061
County Manager
Assistant County Manager

City of Belgrade, MT

Neil Cardwell, City Manager
 ncardwell@cityofbelgrade.net
 406-388-3760
City Manager (2)
Assistant City Manager
Human Resource Director

PROFESSIONAL FEE

The fee for conducting a City Manager recruitment is \$20,000. The professional fee covers all consultant and staff time required to conduct the recruitment. Professional fees are billed in three equal installments: at the beginning, halfway, and upon completion of the final interviews. The City of will be responsible for reimbursing expenses incurred on the City's behalf.

Expenses include:

- Websites, job boards and other advertising (approx. \$1,600 – 2,200 est.)
- Direct mail announcements (approx. \$1,300 - \$1,900 est.)
- Consultant travel: Mileage at IRS rate and \$82.50 per hour, plus hotel for overnight accommodation
- Background checks (approx. \$225 per candidate)

The City has the right to cancel the search at any time. The City's only responsibility would be the fees and expenses incurred prior to cancellation.



GUARANTEE & WARRANTY

Should the selected candidate leave the employment of the City within the first 18 months of appointment, we will conduct one additional recruitment for the cost of expenses only, if requested to do so within six months of the employee’s departure. If the major elements of the process are followed and a candidate is not chosen, we will repeat the recruitment for only a \$750 administrative fee plus expenses.

CITY/COUNTY CAO SEARCHES CONDUCTED AND MANAGED BY GMP CONSULTANTS

In-progress and Recently Complete Recruitments

Franklin County, WA
City Administrator
City of Moses Lake, WA
City Manager
City of SeaTac, WA
City Manager
Crook County, OR
County Manager
City of Moab, UT
City Manager
City of North Plains, OR
City Manager
City of North Branch, MN
City Administrator
City of Medina, MN
City Administrator

City of Kennewick, WA
City Manager
City of Brainard, MN
City Administrator
City of Shady Grove, OR
City Administrator
City of Belgrade, MT
Assistant City Manager
City of Canby, OR
City Administrator
City of Oak Park Heights, MN
City Administrator
Greys Harbor County, WA
County Administrator
City of Cottage Grove, OR
City Manager

Completed in last 2 years
City of Tumwater, WA
City Administrator
City of Pasco, WA
City Manager
Lewis County, WA
County Manager
City of Mountlake Terrace, WA
City Manager
City of Lacey, WA
City Manager
City of Sammamish, WA
City Manager
City of Livingston, MT
City Manager
City of Astoria, OR
City Manager

All Management Recruitments

City & Borough of Sitka, AK
Municipal Administrator
City & Borough of Wrangell, AK
Borough Manager
City & County of Broomfield, CO
Deputy City and County Manager
City of Astoria, OR
City Manager (2)
City of Arlington, WA
City Administrator
City of Bainbridge Island, WA
City Administrator
City of Bandon, OR
City Manager
City of Battle Ground, WA
City Manager (2)

City of Belgrade, MT
City Manager (2)
City of Bingen, WA
City Administrator
City of Bothell, WA
Deputy City Manager
Assistant City Manager
City of Burns, OR
City Manager
City of Canby, OR
City Administrator
City of Carnation, WA
City Manager (2)
City of Casper, WY
City Manager
City of Chehalis, WA
City Manager (2)

City of Chelan, WA
City Administrator (3)
City of Clyde Hill, WA
City Administrator
City of Coburg, OR
City Administrator
City of College Place, WA
City Administrator
City of Colorado Springs, CO
Assistant City Manager
City of Connell, WA
City Administrator (2)
City of Coquille, OR
City Manager
City of Covington, WA
City Manager

**City of Damascus, OR**

City Manager

City of Drain, OR

City Administrator

City of DuPont, WA

City Administrator

City of Duvall, WA

City Administrator

City of Edgewood, WA

City Manager (2)

City of Ellensburg, WA

City Manager

City of Emeryville, CA

City Manager

City of Fife, WA

City Manager

City of Fircrest, WA

City Manager (2)

Town of Friday Harbor

City Administrator

City of Gig Harbor, WA

City Administrator

City of Gillette, WY

City Administrator

City of Gladstone, OR

City Administrator

City of Hailey, ID

City Administrator

City of Hermiston, OR

City Manager

City of Hood River, OR

City Manager

City of Issaquah, WA

City Administrator

Deputy City Administrator

City of Kelso, WA

City Manager

City of Kenmore, WA

City Manager (2)

City of Ketchum, ID

City Administrator

City of Lacey, WA

City Manager (2)

City of Lake Forest Park, WA

City Administrator (3)

City of Lake Oswego, OR

City Manager

City of Lake Stevens, WA

City Administrator

City of Lakewood, WA

City Manager

Assistant City Manager

City of Leavenworth, WA

City Administrator (2)

City of Lebanon, OR

City Manager

City of Lewiston, ID

City Manager

City of Lincoln City, OR

City Manager

City of Livingston, MT

City Manager

City of Longview, WA

City Manager

City of Louisville, CO

City Manager

City of Lynden, WA

City Administrator

City of McMinnville, OR

City Manager

City of Mill Creek, WA

City Manager

City of Milwaukie, OR

City Manager

City of Newcastle, WA

City Manager (2)

City of Minot, ND

City Manager

City of McMinnville, OR

City Manager

City of Monroe, WA

City Administrator

City of Moses Lake, WA

City Manager (2)

City of Mountlake Terrace, WA

City Manager (3)

City of Mt. Angel, OR

City Manager

City of Mukilteo, WA

City Administrator

Management Services Director

City of Newcastle, WA

City Manager (2)

City of Normandy Park, WA

City Manager

City of Ontario, OR

City Manager

City of Othello, WA

City Administrator

City of Pasco, WA

City Manager (2)

Deputy City Manager

City of Polson, MT

City Manager

City of Port Angeles, WA

City Manager

City of Port Townsend, WA

City Manager

City of Post Falls, ID

City Administrator

City of Prosser, WA

City Administrator

City of Puyallup, WA

City Manager

City of Rawlins, WY

City Manager

City of Renton, WA

Chief Administrative Officer

City of Ridgefield, WA

City Manager

City of Riverton, WY

City Administrator

City of Sammamish, WA

City Manager (2)

City of Scappoose, OR

City Manager

City of Shelton, WA

City Administrator

Management Assistant

City of Sheridan, WY

City Administrator

City of Shoreline, WA

City Manager (2)

Deputy City Manager

City of South Lake Tahoe, CA

City Manager

City of Spearfish, SD

City Administrator

City of Spokane Valley, WA

City Manager

Deputy City Manager

City of Stanwood, WA

City Administrator



City of Stevenson, WA

City Administrator

City of Sultan, WA

City Administrator

City of Sun Valley, ID

City Administrator

City of Sunnyside, WA

City Manager

City of Thorne Bay, AK

City Administrator

City of Toledo, OR

City Manager

City of Troutdale, OR

City Manager

City of Tumwater

City Administrator

City of Umatilla, OR

City Manager

City of Vancouver, WA

Assistant City Manager

City of Waldport, OR

City Manager

City of Walla Walla, WA

City Manager

City of West Linn, OR

City Manager

City of White Salmon, WA

City Administrator

City of Whitefish, MT

City Manager

City of Wood Village, OR

City Manager

City of Woodburn, OR

City Administrator

City of Woodinville, WA

City Manager

City of Woodland, WA

City Administrator

City of Yachats, OR

City Manager

City of Yakima, WA

City Manager

Assistant City Manager

City of Yelm, WA

City Administrator

Blaine County, ID

County Administrator

Clackamas County, OR

County Administrator

Clatsop County, OR

County Manager (2)

County of Los Alamos, NM

County Administrator

Curry County, OR

County Administrator

Deschutes County, OR

Fair & Expo Director

County Administrator

Eagle County, CO

County Manager

Franklin County, WA

County Administrator

Gunnison County, CO

County Manager

Assistant County Manager

Hood River County, OR

County Administrator

Island County, WA

County Administrator

Inyo County, CA

Assistant/Deputy County

Administrator

County Administrative Officer

Jefferson County, WA

Central Services Director

Lane County, OR

County Administrator

Lewis County, WA

County Manager

Mason County, WA

County Administrator

Mono County, CA

County Administrative Officer

Assistant County Administrative

Officer

San Juan County, WA

County Manager

Snohomish County, WA

Executive Director (2)

Summit County, UT

County Manager

Thurston County, WA

Assistant Chief Administrative Officer

Town of Friday Harbor, WA

Town Administrator

Town of West Yellowstone, MT

Town Manager (2)

WORK SAMPLES: POSITION PROFILE AND INVITATION TO APPLY LETTER

(Attached). Additional samples available at gmphr.com. Copyright © 2025 by GMP Consultants. All rights reserved.



CITY MANAGER

SAMMAMISH, WA



EXECUTIVE
RECRUITMENT BY



Welcome To SAMMAMISH

Located 20 minutes east of Seattle, Sammamish is a vibrant community overlooking Lake Sammamish and the Bellevue skyline. This family friendly city is known for offering suburban living amid natural beauty with easy access to big city amenities. In 2021, Sammamish was named by WalletHub as "Best Small City to Live In" and by Safewise as "Safest City in Washington."

Sammamish's idyllic setting of tree-lined streets and well-groomed neighborhoods amid lakes, trails, open spaces, and city parks draws families and professionals alike.

Due to its exceptional quality of life, the city is in high demand. Residents appreciate the safe neighborhoods, excellent schools, diverse cultural activities, and easy access to an abundance of outdoor activities. Roughly one-third of the population is under the age of 18.

Sammamish is a highly educated and diverse city. Many of the city's 66,000 residents work at the numerous corporate headquarters nearby, including Microsoft, Amazon, Nintendo, Starbucks, and Costco. Sammamish is also a culturally diverse city as 30% of residents were born outside of the U.S.

Creating community spaces was among the first priorities for the City of Sammamish after its incorporation in 1999. In the heart of the city lies Sammamish Commons, a 25-acre park that is home to City Hall, the library, skate park and sports courts, community gardens, playground, spray park, and a loop trail. In 2016, the City added a 69,000 square-foot aquatic center with multiple pools and a two-story waterslide.

The City is served by three school districts: Issaquah, Lake Washington, and Snoqualmie Valley. Sea-Tac International Airport is only 35 minutes away.

Why Apply?

This is a unique opportunity to make a difference in a highly desirable community with a new, inclusive, and aligned city council that is committed to providing a high-quality environment. The new city manager will have the opportunity to provide stability and build upon a positive and effective organization providing excellence in service delivery. The City has no debt and is in good financial condition in an affluent community that has the highest median income in the area.



Incorporated in 1999, the City of Sammamish operates as a non-charter optional code city with a Council-Manager form of government. Optional code city status increases the city's operating authority by extending to it the powers of all four city classifications that exist in Washington law.

The Council is comprised of seven members, elected at large by the citizens of Sammamish. They are part-time officials who exercise the legislative powers of the city and determine matters of policy. The Mayor is a Council Member selected by the Council to chair meetings, authenticate documents and serves as the ceremonial head of the city. The Council is supported by several advisory boards and commissions. The Council appoints a full-time City Manager who is the head of the executive branch and serves as the professional administrator of the organization, coordinating day-to-day activities.

Operating on a biennial 2021-2022 budget of \$276 million with a team of 139 FTE's, the City of Sammamish provides a full range of municipal services. The City contracts for police services with the King County Sheriff's Department. Fire Services are provided by Eastside Fire & Rescue, Water and Sewer is provided by Sammamish Plateau Water. Departments include:

- Community Development
- Administrative Services
- Parks, Recreation, & Facilities
- Finance Department
- Information Technology
- Public Works

RECOGNITION

- [Safest City in Washington \(2021\) - Safewise](#)
- [Best Small City to Live In \(2021\) - Wallethub](#)
- [No. 9 Best Place to Live \(2018\) - Money Magazine](#)
- [America's Friendliest Town \(2012\) - Forbes/Nextdoor](#)

LEARN MORE

- [2022 Work Plan](#)
- [2022 State Legislative Priorities](#)
- [2021-2022 Budget](#)
- [2035 Comprehensive Plan](#)



THE CITY MANAGER



The City Manager is appointed by Council to run the City's day-to-day operations and serves as the business manager of the city, recommending and advising the Council on a broad array of issues. With a team of 13 FTEs and 3 LTEs, the City Manager's department provides management direction to all departments and coordinates activities in accordance with City Council policies.

Functions housed in the City Manager's office include the City Clerk's Office, Human Services, Communications, Legal, policy analysis, intergovernmental relations, and more.

THE IDEAL CANDIDATE

The City of Sammamish is seeking an effective leader as their next City Manager to work in partnership with Council to bring the organization into a period of stability. The ideal candidate will be a creative problem solver who is comfortable advising the Council with well-supported professional recommendations.

This person will be experienced in city management and demonstrate emotional intelligence, empathy, and excellent communication skills. Guided by moral and ethical leadership, they will be an effective and approachable leader who inspires staff to reach their best potential. The ideal candidate will bring to the position solid administrative skills as well as experience in providing services by contract.

QUALIFICATIONS

The ideal candidate will have a bachelor's degree from an accredited college or university in Business Administration, Public Administration or a closely related field and a minimum of seven years progressively responsible management experience. An advanced degree in public administration or related field is preferred.

However, any combination of education and experience providing the knowledge skills, and abilities necessary for successful performance is qualifying. The City of Sammamish is committed to fostering diversity, equity, inclusion, and belonging in its workforce and community and reviews all candidates holistically.

OPPORTUNITIES & CHALLENGES

A Unified City Council - The new Council is unified and committed to a collaborative partnership with the new city manager. The Council is professional, kind, transparent, and willing to listen.

Staff Stability - The next city manager should provide stability by retaining and building trust with the dedicated, well-qualified City staff. The Council expresses a strong level of confidence in City staff. There is an opportunity to rebuild the organization after recent staff turnover and to further develop the underlying positive culture.

Community Communications - There is a need to create a culture of transparency to better promote a positive and proactive presence in the community.

Processes & Planning - The next city manager should foster process improvement and consistency as well as spearhead transportation plans, climate action plans, and the mandated Comprehensive Plan update in 2024. The planning and completion of Sammamish Town Center is another priority as it will be the heart of the city.

Budget - While the City is debt free and has excellent reserves, the new city manager and Council will need to continue to manage budget expectations as well as uncertainties driven by revenue changes and economic conditions to ensure the City remains in a healthy fiscal position.



COMPENSATION & BENEFITS

The City of Sammamish is offering a salary range of \$215,000 to \$260,000 annually depending on experience. The comprehensive benefits package includes:

- Medical, Dental, Vision, Life/LTD & EAP
(Medical premiums covered 100% by City, 92% for enrolled dependents)
- Vacation, Sick, & Management Leave
- 13 Paid Holidays
- 401(a) with 6.2% match in lieu of Social Security
- PERS Retirement Program
- Deferred Compensation
- No state income tax



RESOURCES

[Connect Sammamish](#)

[Chamber of Commerce](#)

[2022 Special Events Calendar](#)



TO APPLY

Apply Online: gmphr.com

First Review: September 11, 2022

More Info: Andrew Neiditz, GMP Consultants
aneiditz@gmphr.com / 253-732-8081





CITY MANAGER

CITY OF NEWCASTLE, WA

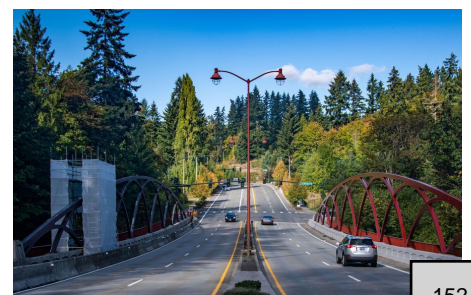
Dear Colleague,

GMP Consultants is assisting the City of Newcastle in finding a **City Manager**. Perhaps this is the right time in your career to consider this exciting opportunity. If not, would you please pass this on to other chief administrative officers and deputies who may be interested?

Thank you for your consideration and assistance.

Greg M. Prothman

GMP Consultants
gmphr.com





THE IDEAL CANDIDATE

The City of Newcastle seeks an experienced city management professional to lead this contract city in the best interest of its citizens with high standards of integrity. The ideal candidate will have the insight to appreciate Newcastle’s rich history, quality of life, and role in the region. As a creative problem solver, they will help guide the City as it grows, ensuring that such growth is pragmatic while retaining Newcastle’s sense of community.

The successful candidate will be a positive influence and advocate for the City, building trust by nature. This person will bring a collaborative management style and have the ability to both attract, coach, and retain high quality staff. They should bring an exceptional understanding of public sector budgeting and finance as well as demonstrated success at obtaining grants and other funding opportunities.

The individual selected will be a strategic, forward thinker with highly-developed communication skills and the ability to navigate effective working relationships both inside and outside the organization. Patience, honesty, transparency, and diplomacy are key attributes.

EDUCATION & EXPERIENCE

- A bachelor’s degree from an accredited college or university in Business Administration, Public Administration or a closely related field. An advanced degree is preferred.
- A minimum of seven years professional experience, four of which shall be at the department director, assistant city manager, deputy city manager, or similar level of leadership responsibilities.
- All new hires to the City will be required as a condition of employment to be fully vaccinated for COVID-19 prior to start date.

THE CITY

Located 13 miles southeast of Seattle, Newcastle is a peaceful residential community tucked in the hills between the larger cities of Bellevue, Renton, and Issaquah. Newcastle is known for offering its 13,310 residents the convenience of metropolitan living with the comfort and community of a small town. The City is in close proximity to many corporate headquarters, including Microsoft, Amazon, Starbucks, and Costco. Money Magazine has repeatedly named Newcastle as "100 Best Places to Live" and Safewise named Newcastle the 10th safest city in Washington in 2022.



Incorporated in 1994, the City of Newcastle strives to be one of the best small towns in the country. City staff are an experienced, progressive group who work to provide a high level of service and foster a sense of community for the broad diversity of people who choose to call Newcastle home. The departing City Manager has served the City since 2010.

Operating with a 2022 budget of \$23,264,250 and a team of 28.6 FTEs, Newcastle's departments include: City Manager, Community Development, City Clerk, Human Resources, Finance, Fire & EMS, Police, and Public Works. Police, fire, and attorney services are provided by contract.

**LEARN
MORE**

Visit gmphr.com

Salary: \$175,000 - \$215,000 DOQ

First Review: June 5, 2022

Andrew Nieditz, GMP Consultants
Andrew@gmphr.com / 253-732-8081





MEDINA, WASHINGTON

AGENDA BILL

Monday, February 10, 2025

Subject: Middle Housing Update

Category: Discussion

Staff Contact(s): Jonathan G. Kesler, AICP – Planning Manager and Kirsten Peterson, Senior Project Manager, SCJ Alliance

Summary

Following the community forums held on Thursday, January 9, and Wednesday, January 15, 2025, Medina community members were invited to participate in a survey related to the future of housing in Medina.

During the previous City Council meeting held on January 27, 2025, Council received a summary of the survey results available as of January 21st. At that time, 18 surveys had been completed. With additional time and ongoing outreach efforts by the City, the number of survey responses has increased to **142** (as of February 6, 2025), including three (3) paper surveys submitted to the City! The survey will end on **Friday, February 14th**.

A report of the final survey results will be included in the February 24th packet for consideration by City Council. So far, the completion rate is 71.1%, with 101 respondents completing the entire survey and 41 partially completed.

As of February 6, 2025, key takeaways from the survey are as follows:

- 21.6% reported that they were very familiar with the term ‘Middle Housing’, with another 51.8% reporting that they were at least somewhat familiar. Three (3) respondents skipped this question.
- When asked if they knew what housing types were included in Middle Housing, 61.9% of respondents reported that they knew of the possible housing types this would entail. 16.5% responded with a “maybe”, and 21.6% (or 30 respondents) said “no”. Again, three (3) respondents skipped this question.

While this is a generalization, it will be helpful to read the responses provided by the many community members who took the time to respond to this survey, once the process is complete. City Council will likely be interested in using the feedback to develop a work plan for the coming year and inform their policy decisions as the Middle Housing project progresses. The survey is also very helpful for better understanding the ways in which the community members like to receive information and get engaged on topics that are important to them.

Also on February 24th, the Council will have a workshop before the meeting. It will focus on Middle Housing and Subdivision issues. This will include an in-depth review and discussion of the proposed **Unit Lot Subdivision/Zero Lot Line Ordinance**.

This Middle Housing Land Use Code Update project continues to meet and support Council's priorities 2, 3 and 5.

Council Priorities:

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

Attachment(s)

None

Budget/Fiscal Impact:

Recommendation: Discussion only; no action needed.

City Manager Approval:



Proposed Council Motion: N/A

Time Estimate: 10 minutes



MEDINA, WASHINGTON

AGENDA BILL

February 10, 2025

Subject: City Right of Way Planning

Category: City Business

Staff Contacts: Mayor Jessica Rossman, Ryan Osada, Public Works Director, Stephen R. Burns, City Manager, and Jennifer Robertson, City Attorney

Summary

The purpose of this discussion is provide Council with a proposed process for undertaking the requested right of way planning work to tackle the issue Council identified at the January 13, 2025 Council meeting. Council should share whether the proposed process (Section A) meets their goals in undertaking this work, and should review the right of way topics listed in Section B include all areas of interest. If approved, this work as proposed is expected to take 18 to 24 months.

A. Process Proposed for Right of Way Planning Update:

1. **Orientation – Grounding the Policy Makers in “what is”** (this may take multiple meetings)
 - a. Developed Right of Way in Medina
 - b. Undeveloped Right of Way in Medina
 - c. Current use of developed right of way
 - d. Themes on usage for various corridors
 - e. Streets operations and who maintains improvements
 - f. Existing Code and how it is implemented
2. **Hire right of way Landscape Consultant**
 - a. Set Scope of Work and Budget
3. **Establish process for visioning work with Consultant and Council**
 - a. Public involvement
 - b. Formation of Committee?
4. **Visioning Work** (note: this is where the Right of Way Topics in Section B below will be addressed by the Council). This work will include:
 - a. Look, feel, and functions desired for various corridors
 - b. Classification of various corridors
 - c. Creation of themes for various corridors
 - d. City entry visioning
 - e. Other topics below (Section B)
5. **Creation of Standards consistent with Vision** (this will involve heavy staff work)
 - a. Includes adoption of code changes

6. **Creation of any other related public works standards for rights of way** (this will involve heavy staff work)
 - a. Includes adoption of resolution adopting public works standards
7. **Creation of Budget policy and/or city code updates** to address responsibilities for maintenance of City improvements in ROW

B. Right of Way Topics to be included in Visioning Work:

- 1) **Community Design Issues.**
 - a) Possibility of addressing in the context of an update to the Community Design Element of the Comprehensive Plan
 - b) What should streets in Medina look like?
 - i) What “look and feel” will preserve unique neighborhood character but also allow functionality with increased density?
 - ii) Lighting
 - iii) Signage
 - iv) Safety

**Note Council vote on 7/10/2023 that the walking path on the west end of Overlake Dr E “be completed and maintained as is with crushed rock and for city staff to not resubmit the grant application for the paving part....” [6-0, one councilmember absent.]*
 - c) Need for community input/involvement in vision
- 2) **Parking.**
 - a) What is the City’s on-street parking rules? Do most people know them? Are they consistent? Are they fair across different neighborhoods and different street conditions?
 - b) Do we need to manage ROWs differently to have more parking?
 - i) Do we have adequate parking for home-hosted events?
 - ii) Will we need more street parking with increased density from middle housing?
 - iii) Should there be shoulder development requirements like Hunts Point and Yarrow Point to preserve parking?
 - c) Should adjoining landowners be entitled to pave or otherwise permanently construct on City ROW land to create parking spots?
 - i) Is this consistent with low impact development practices encouraged or required by Department Ecology, etc.? What are the implications for stormwater infrastructure and unfiltered runoff to Lake Washington?
 - ii) If parking space construction is allowed, should the look be standardized? (e.g., to make clear that it is public land/parking, to make easier to repair if City disturbs, etc.)
 - d) Should the City allow placement of boulders, rocks, etc. in ROW land? Currently MMC does not allow
- 3) **Infrastructure Planning.** Does the City anticipate needing anything more or different (e.g., sidewalks, tools for managing increased bicycle traffic, etc.)?

- 4) **Maintenance.** Who is responsible for maintaining ROW land not in use as streets or sidewalks? What public safety regulation is necessary, if any?
- a) Who pays for restoration when City or utility disturbs private landscaping on publicly owned ROW?
 - i) Is this a blanket rule, or are there factors to be considered in deciding whether to reimburse an adjoining property owner?
 - b) Who is responsible for installing landscaping on ROW land if adjoining landowner does not want to do it?
 - i) Examples from 12th Street: outside golf course's new fence, and newly constructed planting beds next to sidewalk.
 - (1) Are those examples the same answer, or different answers?
 - c) Who is responsible for keeping hedges trimmed off sidewalks?
 - i) Can/should city request & collect reimbursement for costs of trimming private landscaping away from pedestrian paths and/or traffic? [Council direction and ongoing discussion, circa 2019 levy vote onward]
 - d) What happens if city ROW land is not maintained by an adjoining landowner and becomes unattractive?
- 5) **Safety.** Should there be safety rules about what can be planted or put in the area between a sidewalk and a street? (e.g., for visibility between street and sidewalk, to minimize likelihood of growth out over sidewalk or into street, etc.)
- 6) **Communication/Outreach.** What communication with residents is needed?
- a) How will residents understand what land the City owns (or has an easement on), so that they are aware of any risk that landscaping they install there may be disturbed in the future?
 - b) What kind of communication with residents is needed before adjoining ROW land is disturbed for City or utility projects?
- 8) **Miscellaneous.** Additional Topics Raised at 1/13 Council Meeting
- a) Managing right of way encroachments
 - i) Permit procedures
 - ii) Sight line maintenance
 - b) Utilities Issues in ROW
 - i) Installation of conduit when the street is open
 - ii) Utility undergrounding
 - c) Neighborhood Identity/Branding
 - d) Consistency of Vision with Walkable Medina and Comp Plan
 - e) Parking for Special Events
 - f) Trash/Litter Management
 - g) Stormwater Impacts
 - i) Low Impact Storm Water Practices – including for new infrastructure
 - h) Consideration of Undertaking a Parking Study
 - i) Traffic Calming
 - ii) Slowing traffic (bulb outs and other methods)
 - iii) Safety issues (pedestrians)

“City Right of Way Planning” meets and supports Council’s priorities 2, 3, 4 and 5.

Council Priorities:

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

Attachments:

Budget/Fiscal Impact: N/A

Recommendation: Discussion and direction.

City Manager Approval: 

Proposed Council Motion: N/A

Time Estimate: 30 minutes



MEDINA, WASHINGTON

AGENDA BILL

February 10, 2025

Subject: NE 12th Street Landscape Options

Category: City Business

Staff Contact: Ryan Osada, Public Works Director

Summary

At the January 13, 2025 meeting, a landscaping and irrigation plan was presented to City Council. The landscape design was drafted by Kenneth Philp Landscape Architects and incorporated seasonal colors and right-of-way appropriate plantings. City Council took comments from the public and directed staff to come back with three additional options which includes costs for irrigation and maintenance. They also directed staff to present a map of current ROW plantings that the city maintains.

This project meets and supports Council's priorities 2 & 5:

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

Attachment(s)

NE 12th Street Landscape Options

Budget/Fiscal Impact: \$60,000.00 - \$155,000.00

Recommendation: Discussion and direction.

City Manager Approval: 

Proposed Council Motion: N/A

Time Estimate: 30 minutes

Lake Washington

Town of Yarrow Point

Town of Hunts Point

City of Clyde Hill

City of Bellevue

Lake Washington

Meydenbauer Bay



Evergreen Point

Fairweather Bay

Cozy Cove

SR-520 Maintenance Facility

Fairweather Nature Preserve / Park

Bellevue Christian School

Wells Medina Nursery

Overlake Golf & Country Club

St. Thomas Church/School

Medina Park

City Shop

Metro Substation

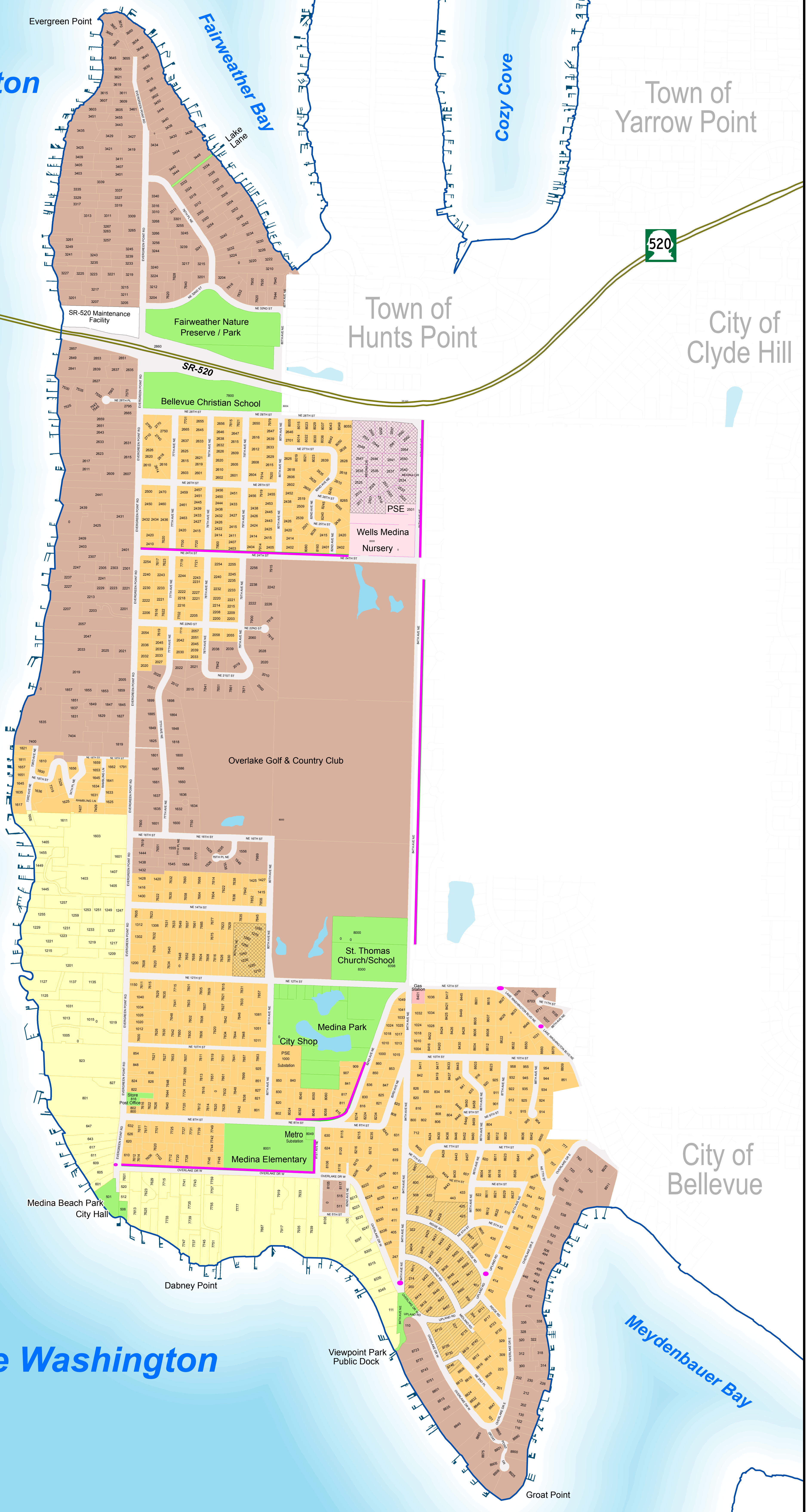
Medina Elementary

Medina Beach Park City Hall

Dabney Point

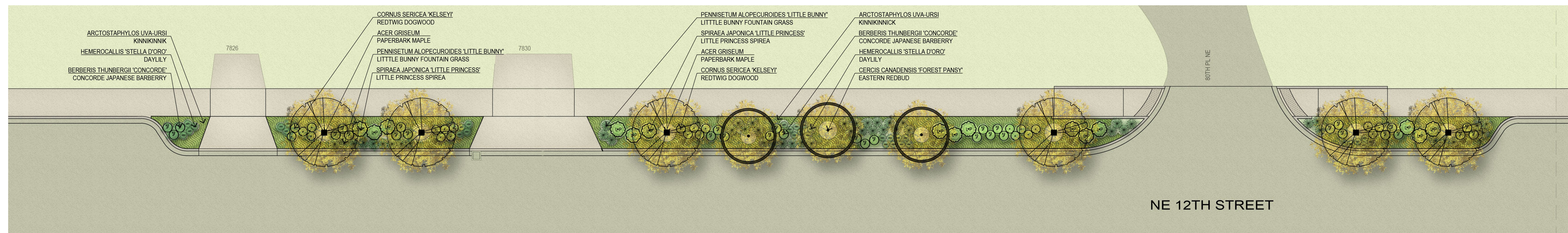
Viewpoint Park Public Dock

Groat Point





MODEL PERSPECTIVES



SITE PLAN

OPTION #1

Landscape Planting	\$60,000
Irrigation w/ New Meter Service	\$95,000
Annual Maintenance (contracted)	\$20,000
Annual Watering	\$4,000



ACER GRISEUM



CERCIS 'FOREST PANSY'



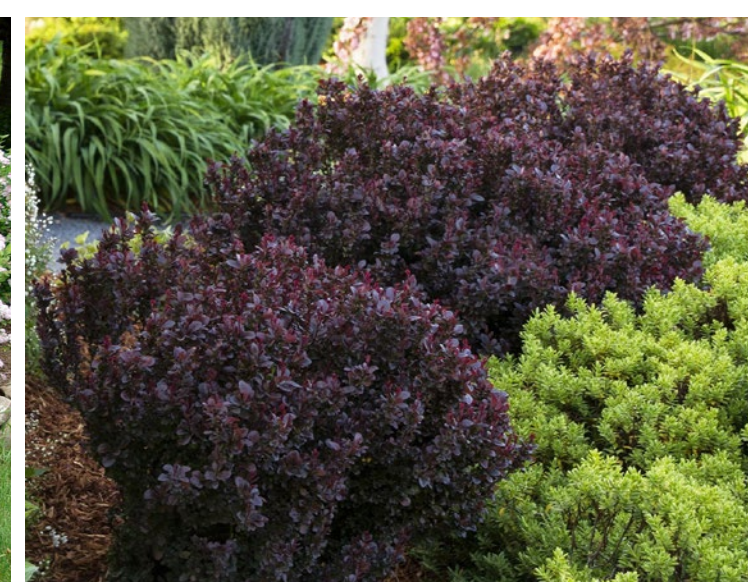
CORNUS SERICEA 'KELSEY'



PENNISETUM 'LITTLE BUNNY'



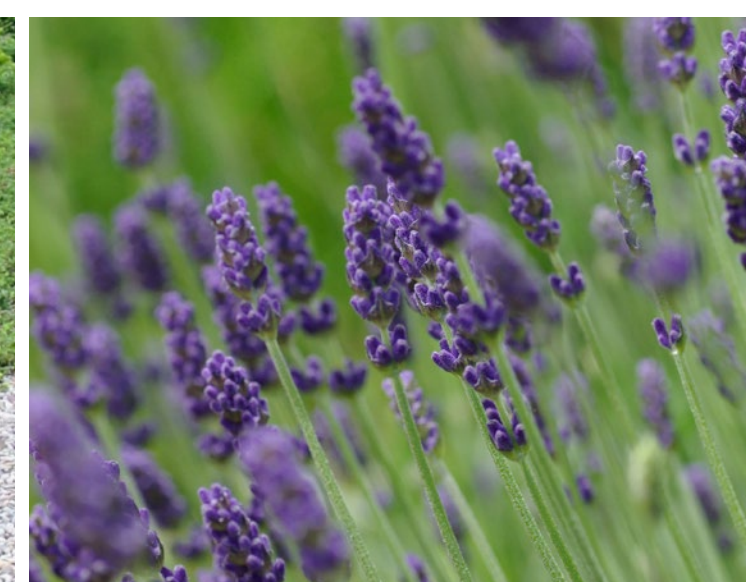
SPIRAEA JAPONICA 'LITTLE PRINCESS'



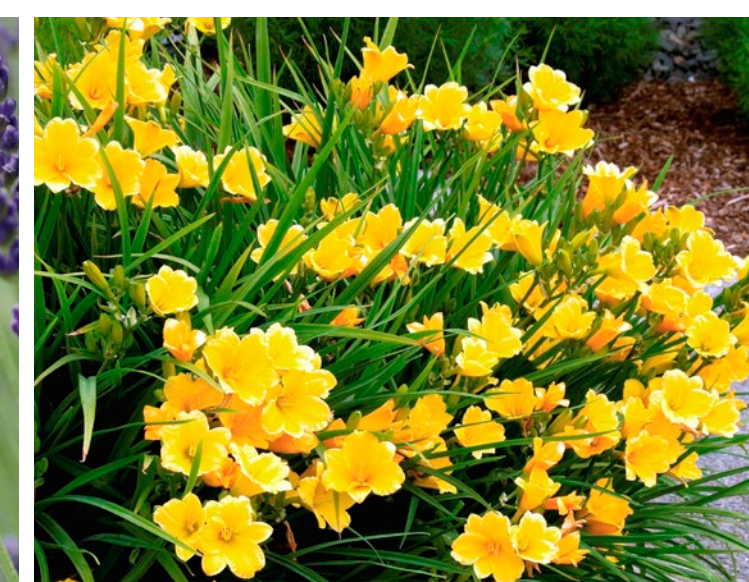
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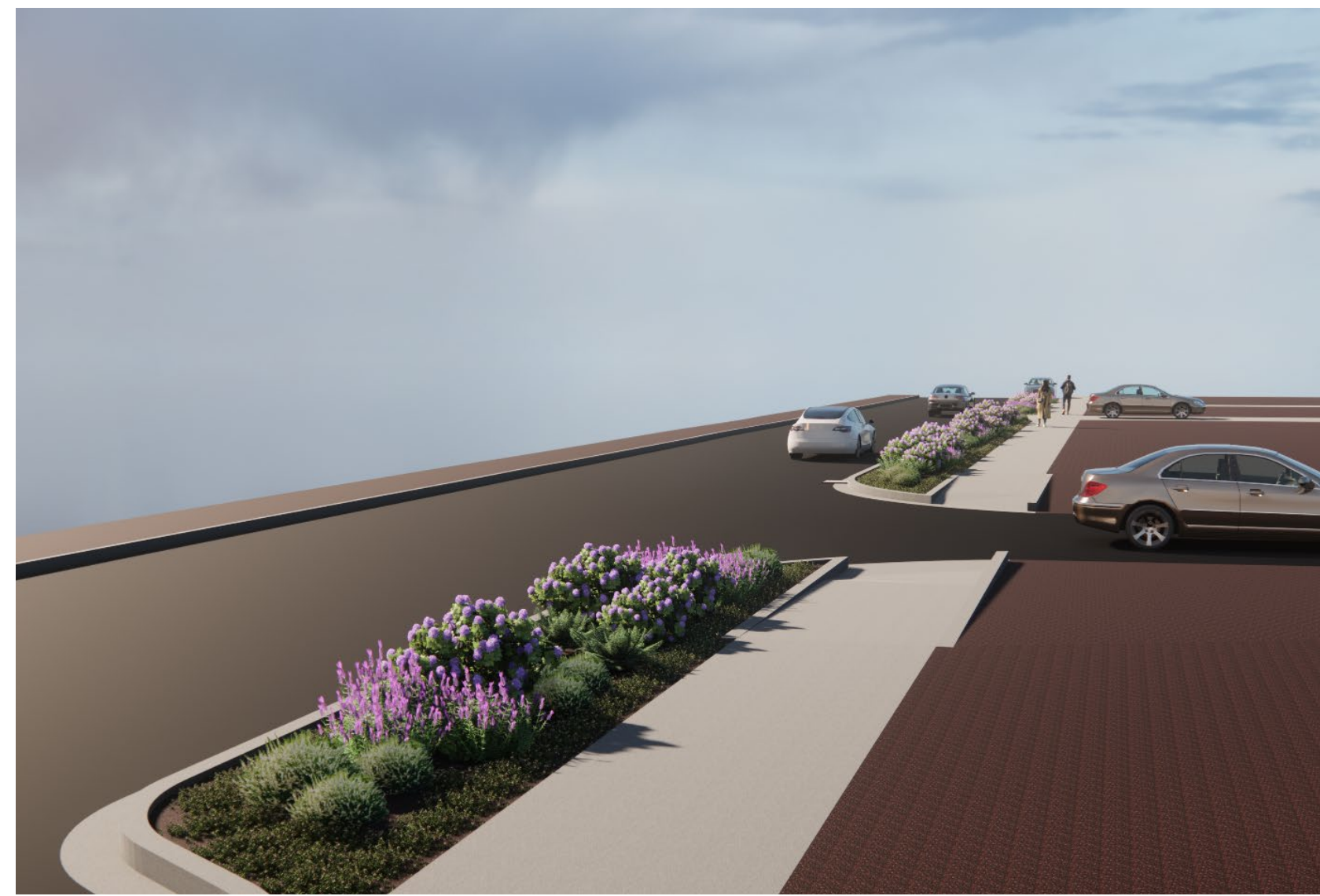
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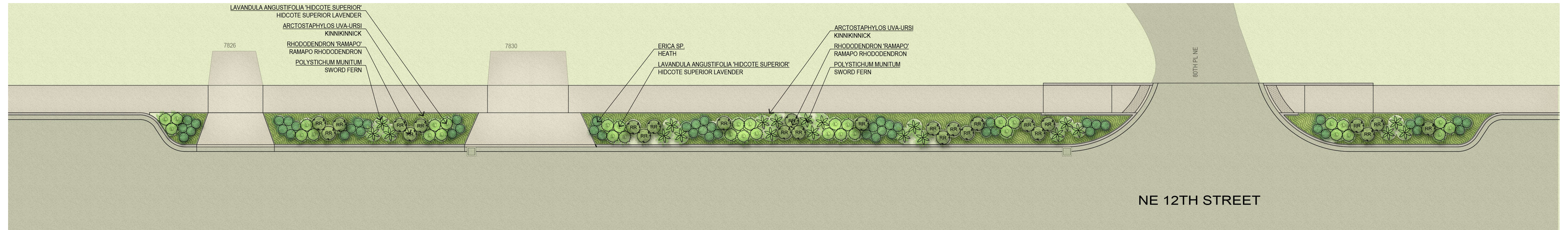
LAVANDULA 'HIDCOTE SUPERIOR'



HEMEROCALLIS 'STELLA D'ORO'



MODEL PERSPECTIVES



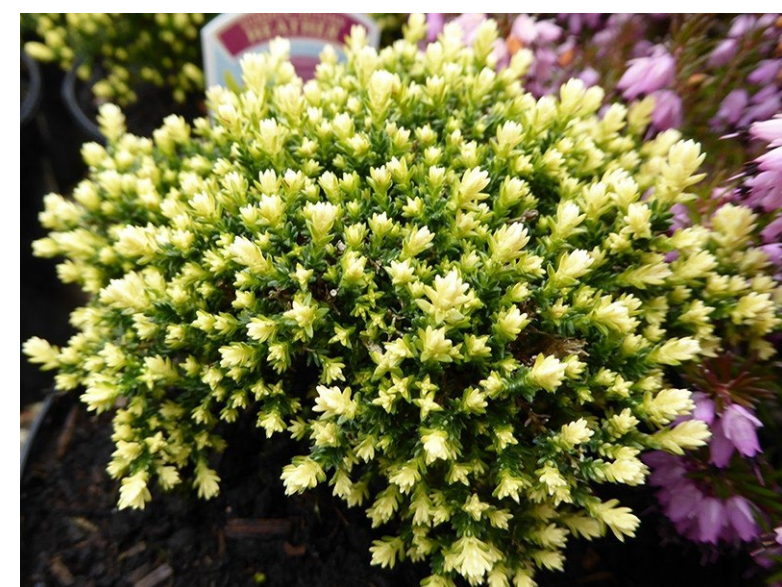
SITE PLAN

Option #2

Landscape Plantings	\$40,000.00
Irrigation w/ New Meter Svc	\$95,000.00
Annual Maintenance (contracted)	\$20,000.00
Annual Watering	\$4,000.00



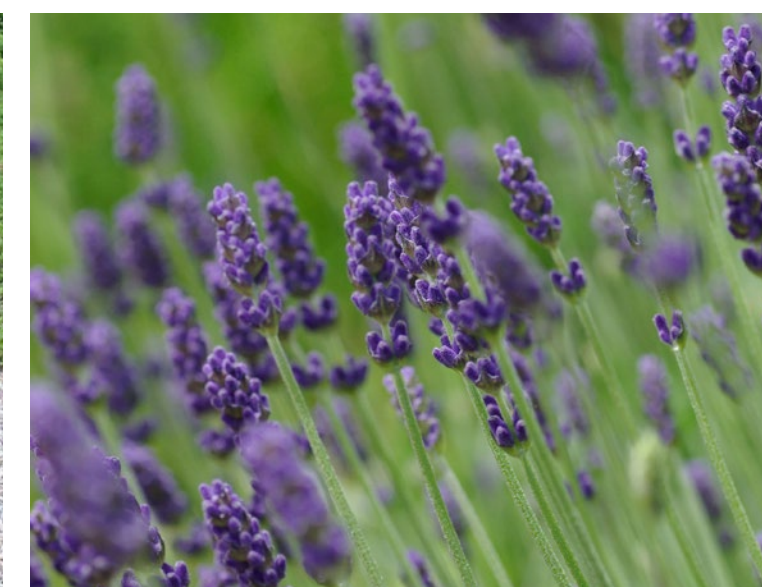
RHODODENDRON 'RAMAPO'



CALLUNA VULGARIS 'SPRING CREAM'



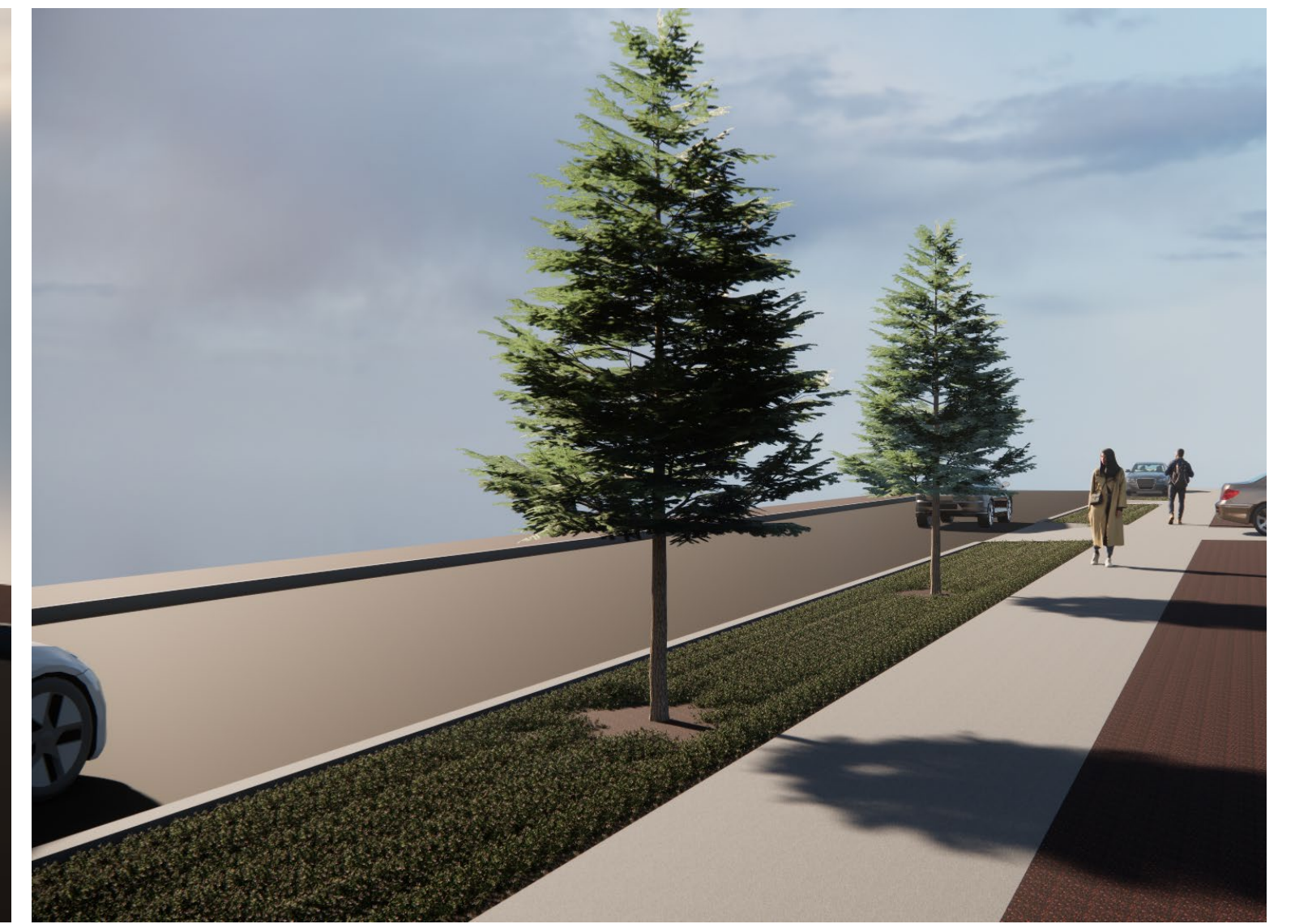
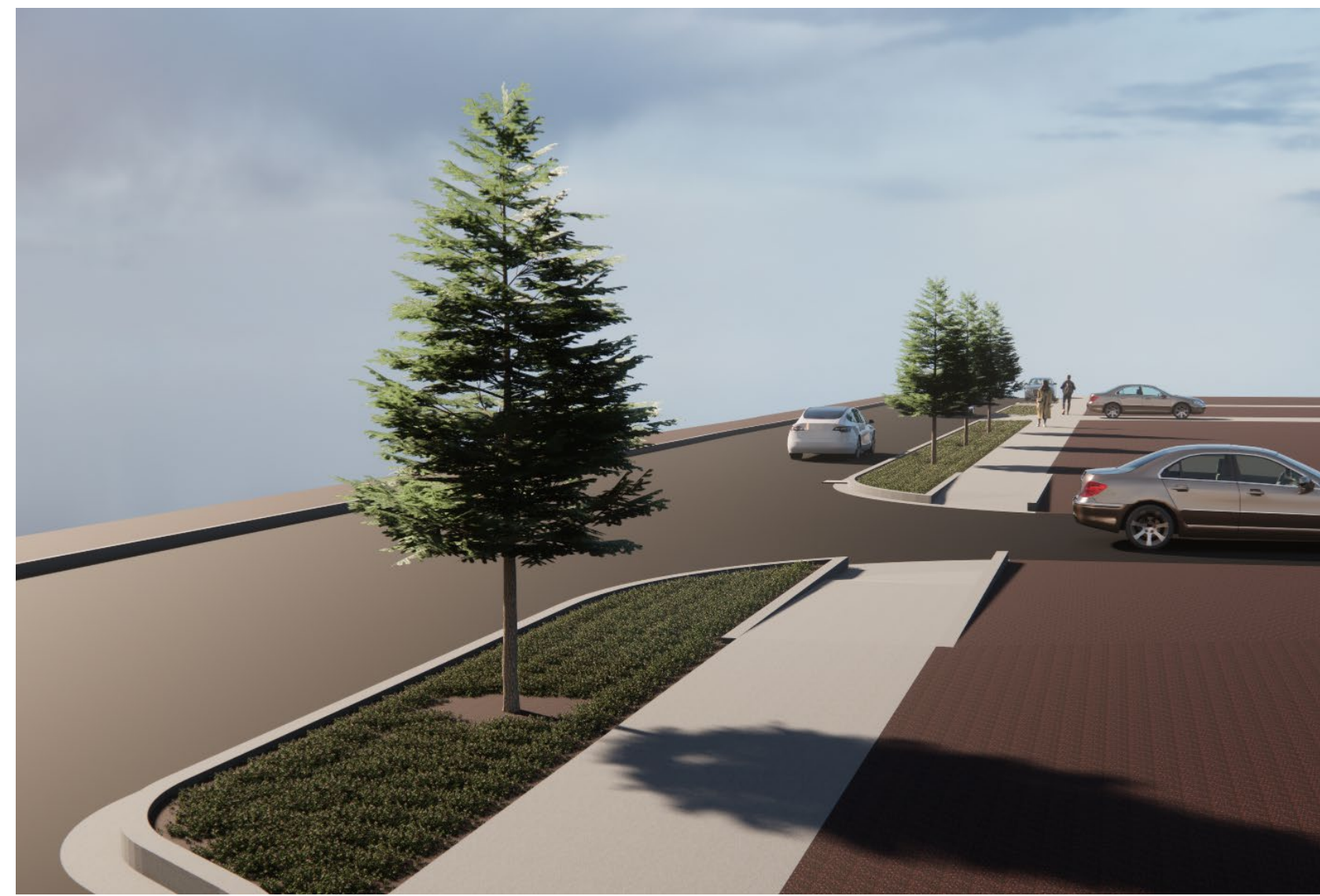
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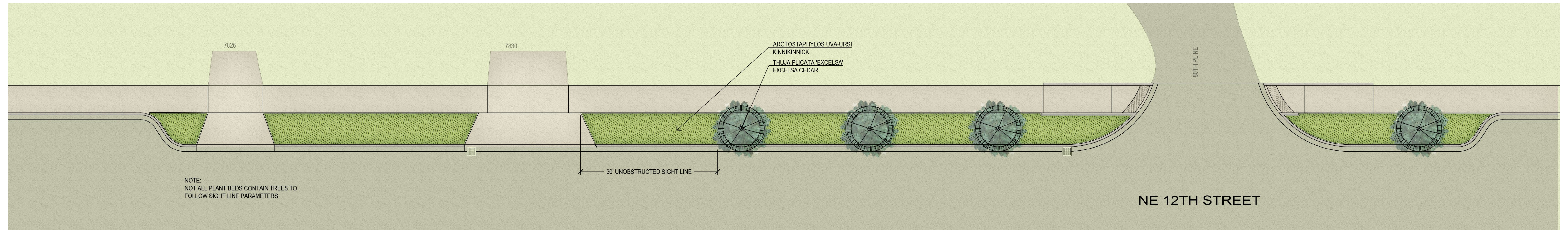
LAVANDULA 'HIDCOTE SUPERIOR'



POLYSTICHUM MUNITUM



MODEL PERSPECTIVES



SITE PLAN



THUJA PLICATA 'EXCELSA'



CHAMAECYPARIS OBTUSA



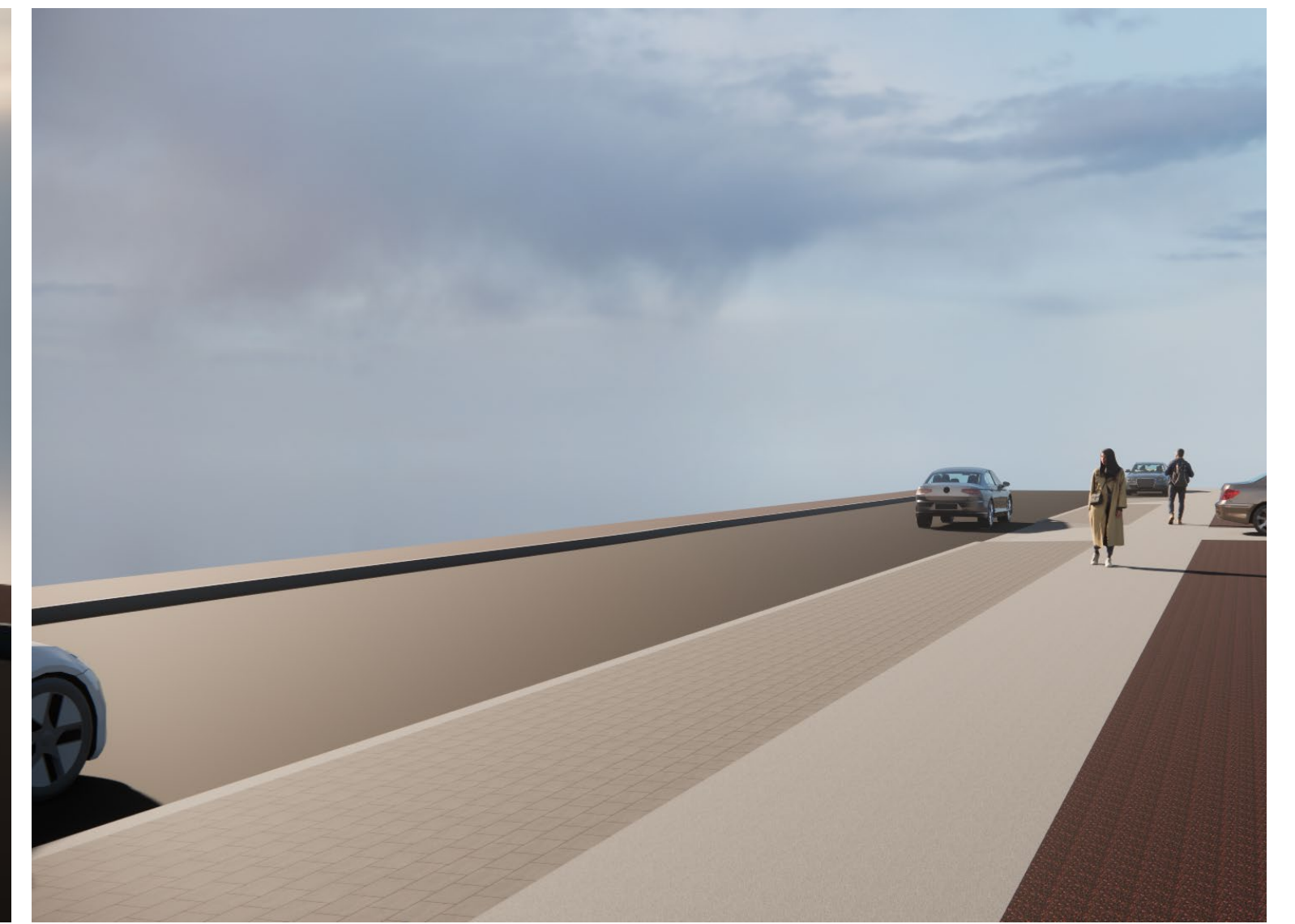
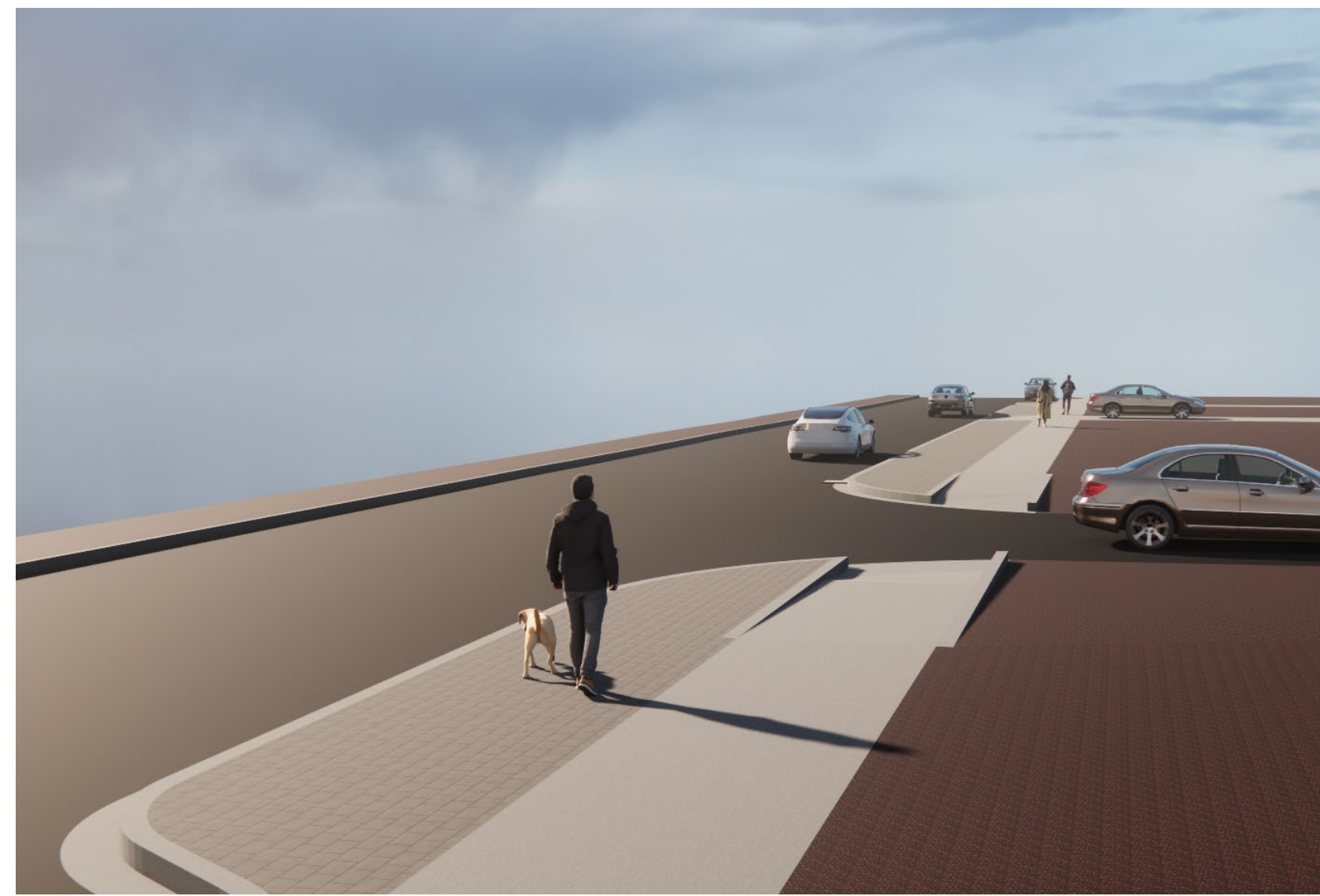
PICEA OMORIKA 'BRUNS'



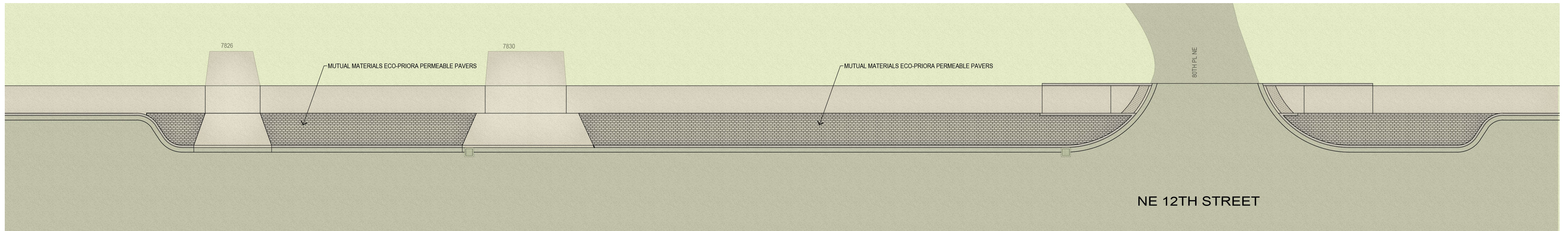
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Option #3

Landscape Plantings	\$60,000.00
Irrigation w/ New Meter Svc	\$95,000.00
Annual Maintenance (contracted)	\$20,000.00
Annual Watering	\$4,000.00



MODEL PERSPECTIVES



SITE PLAN

Option #4

Pavers (2,760 sf) \$70,000.00 - \$80,000.00



MUTUAL MATERIAL ECO-PRIORA PAVERS



MEDINA, WASHINGTON

AGENDA BILL

February 10, 2025

Subject: Viewpoint Park Parking Stalls

Category: City Council Business

Staff Contacts: Jeff Sass, Police Chief and Stephen R. Burns, City Manager

Summary

With the opening of the SR 520 bridge and its associated pedestrian/bicycle path across Lake Washington in 2016, Medina PD observed a notable increase in bicycle traffic passing through Medina. This led to concerns regarding the two upper angled parking stalls at Viewpoint Park, where drivers experienced difficulty backing out into oncoming traffic.

In 2020, Medina PD began receiving complaints about after-hours criminal activity, including noise, drug use, and littering, related to vehicles parking in these two stalls. Additionally, residents raised concerns about the use of these parking spaces and impacts on other road users, particularly the potential conflict created by of drivers reversing into oncoming traffic.

In response to these complaints, city staff evaluated several options for addressing these issues and determined that removing the two angled parking stalls was the most effective solution, given the availability of alternative parking spaces located closer to the water.

On November 21, 2022, city staff presented the proposal to close the two angled parking spaces to the Medina Parks and Recreation Board. After thorough discussion over three meetings, the Board endorsed the removal of the two parking stalls.

Following the Board's recommendation, the proposal was brought before the City Council on three occasions during Director's Reports for feedback. At the May 8, 2023, City Council meeting, no objections were raised regarding the closure of the two angled parking stalls. Consequently, City Manager Steve Burns authorized the closure, and Public Works staff installed two yellow bollards to block the stalls in June 2023.

During the Medina Council meeting on June 10, 2024, staff was directed to include the discussion of the Viewpoint Park parking stalls on a future agenda. The two parking stalls at Viewpoint Park which are located off Overlake Drive have been closed for over a year due to the above-referenced concerns, and this discussion will determine whether these stalls should be reopened to public parking.

Discussion

City staff has provided the attached memo as a guide for this discussion.

"Viewpoint Park Parking Stalls" meets and supports Council's priorities 4 and 5.

Council Priorities:

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

Attachment:

1) Staff memo

Budget/Fiscal Impact: TBD

Recommendation: Discussion and direction.

City Manager Approval:



Proposed Council Motion: N/A

Time Estimate: 20 minutes



CITY OF MEDINA

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

Date: November 12, 2024

To: Honorable Mayor and City Council

From: Stephen R. Burns, City Manager

Subject: Viewpoint Park Parking Stalls

History

Viewpoint Park is located at Overlake Drive West & 84th Ave NE in the south part of Medina. The north section of the park is elevated and overlooks Lake Washington while the southern portion is located on the lake with a public dock. There are five parking stalls available which are located in the lower lot with access to the lake and two stalls which are located directly off of Overlake Drive. The park is open from 6am to 10pm.



Aerial photo of parking stalls



Current configuration



Eastbound approach



Westbound approach

In 2016, the expanded SR 520 bridge opened, featuring a new pedestrian/bicycle path across Lake Washington. This development facilitated bicycle access between Seattle and the Eastside, leading to a noticeable increase in bicycle traffic in Medina. Consequently, police staff observed an increase in bicycle traffic on Evergreen Point Road and Overlake Drive. With increased bicycle traffic, the two stalls at Viewpoint became a concern due to the conflict between drivers backing out and oncoming traffic. Additionally, vehicles heading east on Overlake Drive encounter a slight grade which may further diminish visibility of these parking spots.

By 2020, the Medina Police Department began receiving increased after-hour complaints regarding criminal activity at this location. These complaints included noise, drug use, and trash emanating from vehicles which were parking in the two stalls located off Overlake Drive.

Residents have expressed concerns about the safety of the two angled parking spots at Viewpoint Park. The configuration of these spots raises issues, as vehicles backing out often enter the opposite lane of traffic, creating a conflict between the various road users.

In response to the complaints and concerns, city staff evaluated several options for addressing the issue and determined that removing the two angled parking stalls was the most effective solution, particularly given the availability of alternative parking spaces located closer to the water.

On November 21, 2022, city staff presented the proposal to close the two angled parking spaces to the Medina Parks and Recreation Board. After thorough discussion over three meetings, the Board endorsed the removal of the parking stalls.

Following the Board's recommendation, the proposal was brought before the City Council on three occasions during Director's Reports for feedback. At the May 8, 2023, City Council meeting, no objections were raised regarding the closure of the two angled parking stalls. Consequently, City Manager Steve Burns authorized the closure, and Public Works staff installed two yellow bollards to block the stalls in June 2023.

Details

At the City Council meeting held on June 10, 2024, city staff was instructed to include the discussion regarding the closure of the two Viewpoint Park parking stalls on a future Council agenda. The City has performed due diligence on this matter, including consulting with experts. As a result of that work, the City Manager recommends keeping the stalls closed, or undertaking additional work to provide parking in a different configuration that will create fewer potential conflicts with other road users.

Discussion

City staff is seeking guidance on the next steps. Here are some options to consider:

1. **Keep the stalls closed.**
2. **Request an analysis from the Transportation Group** to explore potential improvements for re-opening the stalls, and then present the findings to the Council.
3. **Study converting the parking to parallel spots** and have Public Works clear vegetation around the stalls to enhance visibility.
4. **Consider other options or suggestions.**



MEDINA, WASHINGTON

AGENDA BILL

February 10, 2025

Subject: Proposed Donation for Medina Park – Timber Framed Pavilion

Category: City Council Business – Discussion

Staff Contacts: Ryan Osada, Director of Public Works and Stephen R. Burns, City Manager

Summary

Medina resident Juliane Schmidt has expressed interest in making a generous donation to Medina Park. Her proposed donation includes the design, purchase, and installation of a timber-framed pavilion structure, complete with a concrete base.

Public Works Director Ryan Osada was initially approached by Ms. Schmidt regarding this donation. Due to the scope and value of the contribution, Osada advised her that Council approval would be required.

Attached is an example of the pavilion kit Ms. Schmidt would like to purchase. There is flexibility in the size of the structure, should adjustments be necessary.

“Proposed Donation for Medina Park – Timber Framed Pavilion” meets and supports Council’s priority 5.

Council Priorities:

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

Attachment

- Alpine Pavilion Rendering
- Location Pictures (2)

Budget/Fiscal Impact: TBD

Recommendation: Discussion and direction

City Manager Approval:

Proposed Council Motion: N/A

Time Estimate: 15 minutes





