



## MEDINA CITY COUNCIL

Monday, January 08, 2024

4:00 PM – SPECIAL 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 SPECIAL MEETING

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

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### AGENDA

**MAYOR** |  
**DEPUTY MAYOR** |  
**COUNCIL MEMBERS** | Joseph Brazen, Jennifer Garone, Harini Gokul, Mac Johnston, Michael Luis, Randy Reeves, Jessica Rossman  
**CITY MANAGER** | Stephen R. Burns  
**CITY ATTORNEY** |  
**CITY CLERK** | Aimee Kellerman

#### Virtual Meeting Participation

The Medina City Council has moved to hybrid meetings, offering both in-person and online meeting participation. In accordance with the direction from Governor Inslee, masking and social distancing will be optional for those participating in person. Individuals who are participating online and wish to speak live can register their request with the City Clerk at 425.233.6411 or email [akellerman@medina-wa.gov](mailto:akellerman@medina-wa.gov) and leave a message before 2PM on the day of the January 8 Council meeting. Please reference Public Comments for January 8 Council Meeting on your correspondence. The City Clerk will call on you by name or telephone number when it is your turn to speak. You will be allotted 3 minutes for your comment and will be asked to stop when you reach the 3 minute limit. The city will also accept written comments. Any written comments must be submitted by 2 PM on the day of the January 8 Council meeting to the City Clerk at [akellerman@medina-wa.gov](mailto:akellerman@medina-wa.gov).

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. SPECIAL MEETING - CALL TO ORDER / ROLL CALL

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

**2. APPROVAL OF MEETING AGENDA**

**3. PUBLIC COMMENT PERIOD**

Individuals wishing to speak live during the Virtual City Council meeting may register their request with the City Clerk at 425.233.6411 or email [akellerman@medina-wa.gov](mailto:akellerman@medina-wa.gov) and leave a message **before 2PM** on the day of the January 8 Council meeting. Please reference Public Comments for January 8 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 Oath of Office - New Councilmembers by Aimee Kellerman, City Clerk

[Time Estimate: 5 minutes](#)

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

[Time Estimate: 10 minutes](#)

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

[Time Estimate: 10 minutes](#)

**5. CITY MANAGER'S REPORT**

[Time Estimate: 15 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](#) December 2023, Check Register  
**Recommendation:** Approve.  
**Staff Contact:** Ryan Wagner, Finance and HR Director

[6.2](#) Draft City Council Meeting Minutes of December 11, 2023  
**Recommendation:** Adopt minutes.  
**Staff Contact:** Aimee Kellerman, CMC, City Clerk

[6.3](#) 2024 Salary Schedule Amendment  
**Recommendation:** Adopt Ordinance No. 1024.  
**Staff Contact:** Ryan Wagner, Finance Director

7. **LEGISLATIVE HEARING**

None.

8. **PUBLIC HEARING**

None.

9. **CITY BUSINESS**

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

11. **PUBLIC COMMENT**

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

12. **EXECUTIVE SESSION**

[Time Estimate: 20 minutes](#)

RCW 42.30.110 (1)(i)

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

[Council may take action following the Executive Session.](#)

13. **ADJOURNMENT**

Next regular City Council Meeting: January 22, 2024 at 5 PM.



## ADDITIONAL INFORMATION

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

The agenda items are accessible on the City's website at [www.medina-wa.gov](http://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, January 15, 2024 - Martin Luther King Jr. Day - City Hall Closed***

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

Monday, February 12, 2024 - City Council Meeting (5:00PM)

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

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

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

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

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

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

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

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

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

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

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

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

***Wednesday, July 4, 2024 - Independence Day - City Hall Closed***

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **CERTIFICATION OF POSTING AGENDA**

The agenda for Monday, January 8, 2024 Special Meeting of the Medina City Council was posted and available for review on Friday, January 5, 2024 at City Hall of the City of Medina, 501 Evergreen Point Road, Medina, WA 98039. The agenda is also available on the city website at [www.medina-wa.gov](http://www.medina-wa.gov).



# CITY OF MEDINA

501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144  
TELEPHONE 425-233-6400 | [www.medina-wa.gov](http://www.medina-wa.gov)

**Date:** January 8, 2024

**To:** Honorable Mayor and City Council

**From:** Stephen R. Burns, City Manager

**Subject:** City Manager Report

- In 2023, the City Council identified six goals and priorities for staff to work on. Below is the final status of those goals.
- Create a clear timeline and protocols for Council projects to include no new code without an enforcement plan.
    - *The Medina Council approved the final draft at the December 11, 2023, Medina Council Meeting. **Complete.***
  - Strategy for creative revenue sources, relook at fine structure and compare or calibrate with other cities.
    - *Development Services Director Steve Wilcox provided an update to the City Council on February 27, 2023, covering short-term and long-term budget outlook and stabilization for Development Services. **Ongoing.***
  - Implement a full HR system that covers employee lifecycle.
    - *Finance/HR Director Ryan Wagner is continuing to work with the city's vendor ADP on the draft Human Resource Manual. The manual will ensure the City is meeting all HR requirements. City staff are reviewing the initial draft and will be bringing the manual to Council in the first quarter of 2024. **In progress.***
  - Add each department's business lines and service levels on the website.
    - *In the first week of June, Central Services Director Aimee Kellerman, worked with staff and has included business lines and service levels on the city website – under “Know Your Government” - [Check Out Your Local Government and the Services We Provide | Medina Washington \(medina-wa.gov\)](http://www.medina-wa.gov). **Complete.***
  - Research and develop a plan for undergrounding utilities; and
    - *Public Works Director Ryan Osada provided an update to the Council at the April 24, 2023, City Council Meeting.*
  - Research available options for reducing ghost homes.

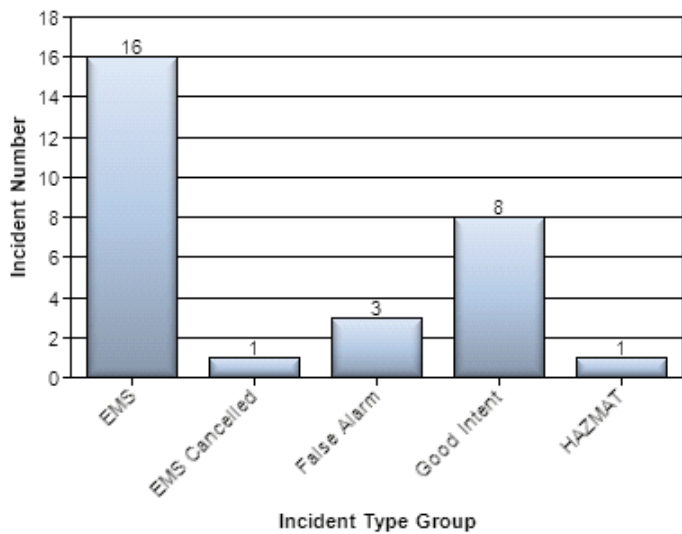
- *City Attorney Scott Missall presented a report to the Council at the October 23, 2023, Council Meeting. Medina City Council members will continue to individually research ways to address this issue. Ongoing.*
- City Staff has started working on a Council Retreat that will be held in the first quarter of 2024. Council will have the opportunity to provide staff with their goals and priorities for 2024 and 2025.
- The City of Medina along with the Points Communities of Clyde Hill, Hunts Point, and Yarrow Point are in discussions with WSDOT over the maintenance responsibilities of SR 520 rights-of-way. Jack McCullough is representing the Points Community in working with WSDOT to resolve this matter.
- Contract City Attorney Scott Missall retired at the end of December 2023 after five and a half years in Medina. The City sent out a request for proposals at the end of 2023 and will be interviewing potential firms in January 2024.
- Bellevue Fire Report – See Attached.
- 2024 City Council Calendar – See Attached.

20180807 - Contract Cities Incident Types

Date: Tuesday, January 2, 2024  
Time: 10:32:00 AM

Incident Date between 2023-12-01 and 2023-12-31  
City equal to Medina

Incident Type Group	Incident Count
EMS	16
EMS Cancelled	1
False Alarm	3
Good Intent	8
HAZMAT	1

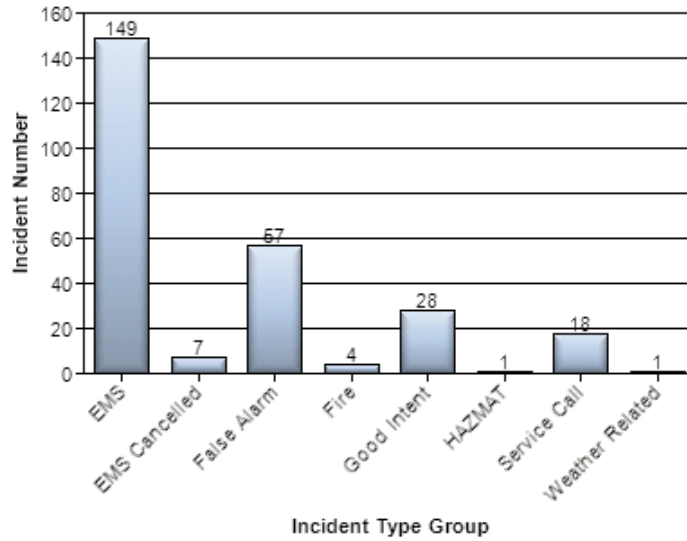


20180807 - Contract Cities Incident Types

Date: Tuesday, January 2, 2024  
 Time: 10:48:21 AM

Incident Date between 2023-01-01 and 2023-12-31  
 City equal to Medina

Incident Type Group	Incident Count
EMS	149
EMS Cancelled	7
False Alarm	57
Fire	4
Good Intent	28
HAZMAT	1
Service Call	18
Weather Related	1





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

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

ATTACHMENT

Consent Agenda	City Attorney Services Contract - TENTATIVE				
Consent Agenda	Fee Schedule Update	Wilcox/Kellerman	Approve.		
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business	2021 WA State Building Code Update	Wilcox	Update/Discussion		
City Business	Tree Code Violations Code Amendment	Wilcox			
City Business					
City Business					
Executive Session					

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

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

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

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



ATTACHMENT

Consent Agenda					
Consent Agenda					
Consent Agenda	2021 WA State Building Code Update	Wilcox	Adopt		
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					
City Business					
City Business					
Executive Session					

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

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

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

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

ATTACHMENT

Public Hearing					
City Business					
City Business					
City Business					
City Business					
City Business					
Executive Session					

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

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

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

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

Executive Session ATTACHMENT

<b>MAY 27, City Council Regular Meeting, 5:00 pm</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					

<b>JUNE 10, City Council Regular Meeting, 5:00 pm</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Presentation					
Consent Agenda					
Consent Agenda	May 2024, Check Register				
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT CC Minutes				
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	DRAFT Six-Year CIP/TIP/Non-TIP Plan	Osada			
City Business					
City Business					
City Business					
City Business					
City Business					
Executive Session					

<b>JUNE 24, City Council Regular Meeting, 5:00 pm</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Presentation					

ATTACHMENT

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

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

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

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

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

City Business ATTACHMENT

AUGUST 12, COUNCIL DARK - NO MEETING					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					
City Business					
City Business					
Executive Session					

August 26, COUNCIL DARK - NO MEETING					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					

SEPTEMBER 9, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					



ATTACHMENT

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

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

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

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

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

Public Hearing	Final 2025 Budget and Salary Schedule	Wagner	Adopt		
Public Hearing	2025 Property Tax Resolution	Wagner	Adopt		
City Business					
City Business					
City Business					
City Business					
Executive Session					

ATTACHMENT

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

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

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

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



Executive Session					ATTACHMENT
<b>DECEMBER 23, City Council Regular Meeting, 5:00 pm</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					



## MEDINA POLICE DEPARTMENT

**DATE:** January 8, 2024  
**TO:** Stephen R. Burns, City Manager  
**FROM:** Jeffrey R. Sass, Chief of Police  
**RE:** Police Department Update – December 2023

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

### Follow up:

Nothing to report.

### Medina Christmas Ships:

On Friday, December 22<sup>nd</sup>, the Christmas ships stopped at Medina Beach Park to perform Christmas carols for the residents and the community. The Christmas ships are a string of festively decorated boats that move from the Puget Sound to Lake Union and out to Lake Washington. Kitchen & Market of Medina was there to pass out chocolate mousse and the Medina Park Board handed out goodies. This is always a fun event for the Medina Police Officers to attend and share the experience with the residents.



### Marine Patrol:

Nothing to report.



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



**FELONY CRIMES**

**Burglary** **2023-00006076** **12/11/2023**  
 An officer was dispatched to the 1800 block of 77<sup>th</sup> Ave NE for a report of a male subject entering the attached garage of the residence and attempting to take a bicycle. When the male was approached by someone from inside the residence, the subject took off on foot. An officer located the individual who was then identified by the witness, taken into custody and booked into jail. All property attempted to be stolen from the residence was recovered.

**MISDEMEANOR CRIMES**

**Trespass** **2023-000006195** **12/19/2023**  
 An officer was dispatched to the 1800 block of 73<sup>rd</sup> Ave NE for a report of a subject trespassing on the property. The subject was contacted, a Notice of Trespass letter was issued to the subject, and the subject left the area without incident.

**OTHER**

**Collision** **2023-00005955** **12/05/2023**  
 An officer was conducting a school zone patrol when he witnessed a two-car non-injury collision in the 8000 block of NE 12<sup>th</sup> St. There was minor damage to the vehicles and one driver was cited.

**Behavioral Health** **2023-00006122** **12/15/2023**  
 An officer was dispatched to the 7600 block of NE 32<sup>nd</sup> St at Fairweather Nature Preserve for a report of a suicidal subject. The juvenile subject was located on the walking path to the SR520 bridge, was taken into protective custody and was then transported to the hospital for evaluation and treatment.



# MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

City of Medina



## December 2023 - Monthly Report

CRIMES	Current Month	YTD 2023	YTD 2022	Year-End 2022
Burglary	1	6	10	10
Vehicle Prowl	0	11	4	4
Vehicle Theft	0	4	7	7
Theft (mail & all other)	1	22	10	10
ID Theft/Fraud	2	22	16	16
Malicious Mischief (Vandalism)	0	13	5	5
Domestic Violence/Violation of No Contact Order	1	10	5	5
Disturbance, Harassment & Non-DV Assault	1	28	19	19
<b>TOTAL CRIMES</b>	<b>6</b>	<b>116</b>	<b>76</b>	<b>76</b>

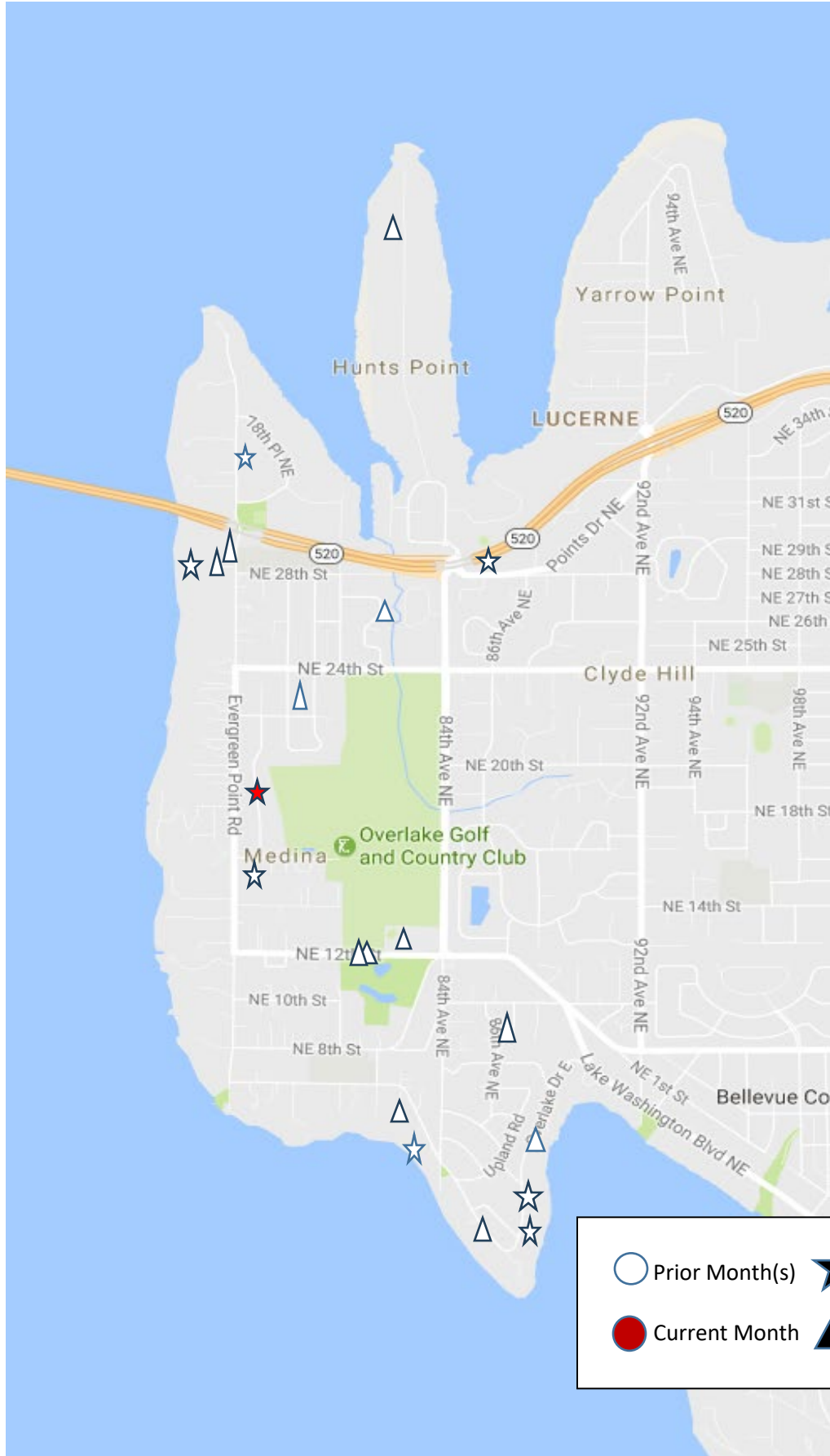
COMMUNITY POLICING				
Drug Violations - Referrals to Treatment	0	0	1	1
Community Assists	17	197	139	139
House Watch Checks	117	1016	595	595
School Zone	18	206	216	216
Mental Health	1	46	39	39
<b>TOTAL ENFORCEMENT</b>	<b>153</b>	<b>1465</b>	<b>990</b>	<b>990</b>

TRAFFIC				
<b>Collisions</b>				
Injury	0	2	2	2
Non-Injury	1	14	6	6
Non-Reportable	0	0	1	1
<b>Traffic Stops</b>				
Citations/Infractions/Parking	9	224	250	250
Warnings	105	1928	1426	1426
<b>TOTAL TRAFFIC</b>	<b>115</b>	<b>2168</b>	<b>1685</b>	<b>1685</b>

CALLS FOR SERVICE				
Animal Complaints	3	43	46	46
Residential Alarms	22	235	255	255
Missing Person	0	3	5	5
Suspicious Activity/Area Check	30	286	219	219
Medical Call/Assist Fire Department	0	12	29	29
Juvenile (underage party, substance use, etc.)	1	8	7	7
<b>TOTAL SERVICE</b>	<b>56</b>	<b>587</b>	<b>561</b>	<b>561</b>

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

# 2023 Burglaries & Vehicle Prowls Medina & Hunts Point





# CITY OF MEDINA

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

**Date:** January 8, 2024  
**To:** Honorable Mayor and City Council  
**Via:** Stephen R. Burns, City Manager  
**From:** Steven R. Wilcox, Development Services Department Director  
**Subject:** Development Services Department Monthly Report

## Permit Activity and Budgeting

Please see the permits issued and permits received reports. 2023 was a busy year for permitting with “permit value” totaling \$73,696,793 vs. the 2022 total of \$32,472,240.

A chart is also provided for your review which compares permit valuation from the beginning of 2006 through 2023.

## Planning Manager

Last October our Planning Manager, Stephanie Keyser resigned. On January 2<sup>nd</sup> our new Planning Manager began working with us.

Jonathan is an experienced planner who will be assigned the general task of managing our Land Use code.

## Planning Consultant

We received three responses to our planning consultant Request for Qualifications. Phone interviews with each of the three were conducted and we found all to be highly qualified.

Our Planning Manager Jonathan Kesler will be busy for at least the first half of 2024 with the Comprehensive Plan Update and other matters on the Planning Commission’s calendar. Our new Planning Consultant will provide additional assistance to us by reviewing zoning and planning permits for us. These “current planning” tasks will further allow Jonathan to focus on long-range Planning Commission calendar related matters.

Due to the nature of the work, and public presentations that may be required of the new consultant’s staff, we will have another on-line interview involving their senior staff members that would be working with us. A decision will be made by January 12th and a contract likely completed no later than January 26<sup>th</sup>.

## **2024 Comprehensive Plan Update**

Our new Planning Manager, Jonathan Kesler, is working on a schedule for the completion of Medina's Comprehensive Plan Update. The initial schedule we had been working with is now changed due to the resignation of Stephanie Keyser in October. Jonathan's work with us will initially be focused on our Comprehensive Plan Update.

Our new Planning Consultant will work with Jonathan on completing the various Elements of the Update. It is possible that the consultant will be assigned Elements, or portions of Elements by Jonathan. We intend on having a two-track approach to the Comprehensive Plan Update completion.

## **Tree Code Enforcement**

A hearing has been scheduled for Tuesday January 9, 2024 regarding the proposed removal of a 50.2" Coast Redwood on private property. This is designated by our Municipal Code as a Landmark tree.

A decision regarding the tree removal will be made by the Hearing Examiner. Removal of trees this size is unusual in Medina.

Our Arborists staff report for the hearing examiner evaluates the removal proposed compared to our Tree Activity code and our Comprehensive Plan.

The application includes a letter from a neighbor who is in favor of the removal.

## **WSDOT 520 Bridge Maintenance Project**

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

The administrative noise variance has now been approved with conditions. The conditions are intended to protect Medina residents through noise attenuation measures. While the noise variance does not regulate application of the sealant, we have worked with WSDOT towards assuring resident and environmental protections.

## **Residential Lighting Complaint**

Our staff received a complaint recently from a resident about exterior lighting on a new house constructed across the street. The new home contractor and the homeowner have communicated, but the matter remains unresolved.

Our Deputy Building Official is investigating the complaint. If it is discovered that our Municipal Code does not address this type of issue, then we will advise the two private parties on ideas for solutions and try to help them gain an agreement before the building permit is closed. If our Municipal Code does regulate this then we will enact the appropriate enforcement which always begins with communication, and the permit will not be closed until there is a solution.

## December 2023 Permit Applications Received

Permit Type	Submitted Date	Permit Number	Total Valuation	Address
B-ADD/ALT	12/07/2023	B-23-083	\$150,000.00	2626 80th Ave NE
B-ADD/ALT	12/01/2023	B-23-082	\$3,784.00	7652 NE 12TH ST
B-ADD/ALT	12/14/2023	B-23-084	\$3,000.00	802 Evergreen Point Rd
<b>TOTAL B-ADD/ALT:</b>	<b>3</b>		<b>\$156,784.00</b>	
B-DEM	12/21/2023	D-23-017		3309 EVERGREEN POINT RD
<b>TOTAL B-DEM:</b>	<b>1</b>		<b>\$0.00</b>	
B-FENCE	12/15/2023	B-23-085	\$5,000.00	8458 NE 9th St.
<b>TOTAL B-FENCE:</b>	<b>1</b>		<b>\$5,000.00</b>	
B-GAS	12/07/2023	G-23-018		3234 78TH PL NE
B-GAS	12/13/2023	G-23-019		8845 OVERLAKE DR W
B-GAS	12/21/2023	G-23-020		550 OVERLAKE DR E
B-GAS	12/21/2023	G-23-021		2213 EVERGREEN POINT RD
<b>TOTAL B-GAS:</b>	<b>4</b>		<b>\$0.00</b>	
B-MECHANICAL	12/06/2023	M-23-079		8626 NE 6th St.
B-MECHANICAL	12/07/2023	M-23-080		3234 78th PI NE



B-MECHANICAL	12/19/2023	M-23-081		854 Evergreen Point Road
<b>TOTAL B-MECHANICAL:</b>	<b>3</b>		<b>\$0.00</b>	
B-PLUMBING	12/12/2023	P-23-067		854 EVERGREEN POINT RD
B-PLUMBING	12/12/2023	P-23-068		1041 84TH AVE NE
B-PLUMBING	12/22/2023	P-23-069		8845 OVERLAKE DR W
B-PLUMBING	12/28/2023	P-23-070		2213 EVERGREEN POINT RD
<b>TOTAL B-PLUMBING:</b>	<b>4</b>		<b>\$0.00</b>	
B-ROOF	12/27/2023	B-23-087		7887 OVERLAKE DR W
<b>TOTAL B-ROOF:</b>	<b>1</b>		<b>\$0.00</b>	
B-SFR	12/21/2023	B-23-086	\$1,809,000.00	3309 EVERGREEN POINT RD
<b>TOTAL B-SFR:</b>	<b>1</b>		<b>\$1,809,000.00</b>	
CAP - CONSTRUCTION ACTIVITY PERMIT	12/07/2023	CAP-23-046		3309 EVERGREEN POINT RD
CAP - CONSTRUCTION ACTIVITY PERMIT	12/12/2023	CAP-23-047		2626 80th Ave NE
CAP - CONSTRUCTION ACTIVITY PERMIT	12/13/2023	CAP-23-048		1137 Evergreen Point Road
CAP - CONSTRUCTION ACTIVITY PERMIT	12/15/2023	CAP-23-049		8458 NE 9TH ST
<b>TOTAL CAP - CONSTRUCTION ACTIVITY PERMIT:</b>	<b>4</b>		<b>\$0.00</b>	
ENG-GRADING/DRAINAGE	12/13/2023	ENG-GD-23-025		1137 Evergreen Point Road

ENG-GRADING/DRAINAGE	12/21/2023	ENG-GD-23-026	\$180,900.00	3309 EVERGREEN POINT RD
<b>TOTAL ENG-GRADING/DRAINAGE:</b>	<b>2</b>		<b>\$180,900.00</b>	
PW-RIGHT OF WAY	12/05/2023	PW-ROW-23-076		8426 Overlake Drive West
PW-RIGHT OF WAY	12/11/2023	PW-ROW-23-077		2438 78th Ave NE
PW-RIGHT OF WAY	12/13/2023	PW-ROW-23-078		7611 NE 12th St.
<b>TOTAL PW-RIGHT OF WAY:</b>	<b>3</b>		<b>\$0.00</b>	
TREE-ADMIN ROW TREE REMOVAL	12/05/2023	REFERENCE-23-0605		501 EVERGREEN POINT RD
<b>TOTAL TREE-ADMIN ROW TREE REMOVAL:</b>	<b>1</b>		<b>\$0.00</b>	
TREE-NON ADMIN ROW TREE REMOVAL	12/05/2023	REFERENCE-23-0607		501 EVERGREEN POINT RD
<b>TOTAL TREE-NON ADMIN ROW TREE REMOVAL:</b>	<b>1</b>		<b>\$0.00</b>	
TREE-NON ADMIN TREE ACTIVITY PERMIT	12/05/2023	REFERENCE-23-0606		501 EVERGREEN POINT RD
TREE-NON ADMIN TREE ACTIVITY PERMIT	12/21/2023	TREE-23-063		3309 EVERGREEN POINT RD
<b>TOTAL TREE-NON ADMIN TREE ACTIVITY PERMIT:</b>	<b>2</b>		<b>\$0.00</b>	
TREE-PERFORMANCE	12/13/2023	TREE-23-060		1137 Evergreen Point Road
<b>TOTAL TREE-PERFORMANCE:</b>	<b>1</b>		<b>\$0.00</b>	
TREE-RESTORATION	12/19/2023	TREE-23-062		1631 RAMBLING LN
<b>TOTAL TREE-RESTORATION:</b>	<b>1</b>		<b>\$0.00</b>	

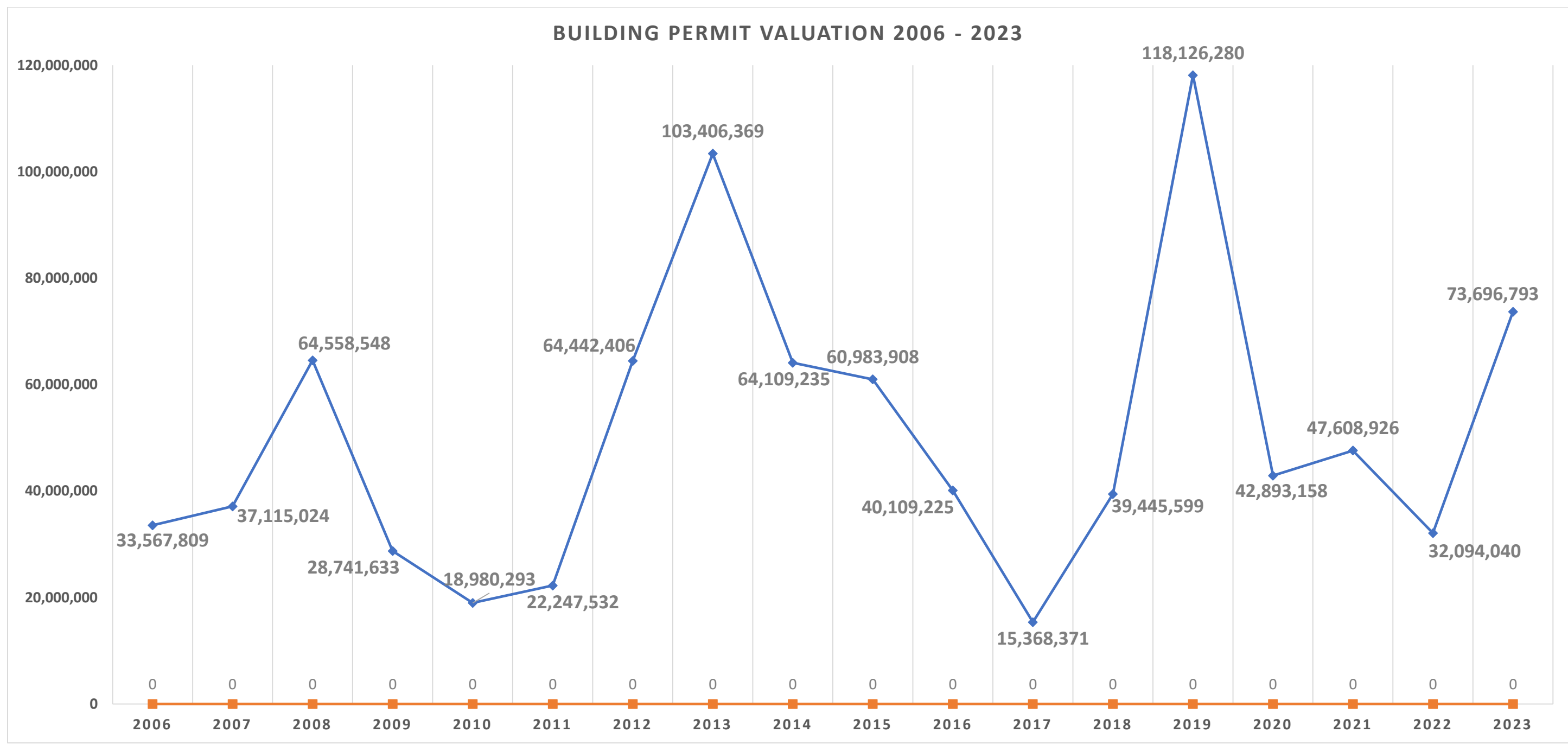
TREE-WITH BUILDING/DEVELOPMENT	12/18/2023	TREE-23-061		3444 EVERGREEN POINT RD
<b>TOTAL TREE-WITH BUILDING/DEVELOPMENT:</b>	<b>1</b>		<b>\$0.00</b>	
<b>Total # of Permits</b>	<b>34</b>		<b>\$2,151,684.00</b>	



## December 2023 Issued Permits

<b>Construction Value:</b>	<b>December 2023</b>	<b>December 2022</b>	<b>2023 YTM</b>	<b>2022 YTM</b>	<b>Difference</b>
Accessory Structure	-	-	-	\$70,000.00	(\$70,000.00)
Addition / Alteration	\$1,150,000.00	\$681,980.00	\$15,392,901.22	\$3,953,876.32	\$11,439,024.90
Fence / Wall	-	-	\$1,942,514.00	\$429,536.00	\$1,512,978.00
New Construction	\$1,599,588.00	-	\$56,361,378.00	\$27,948,828.40	\$28,412,549.60
Repair / Replace	-	-	-	-	\$0.00
Wireless Comm. Facility	-	-	-	\$70,000.00	(\$70,000.00)
<b>Total Value:</b>	<b>\$2,749,588.00</b>	<b>\$681,980.00</b>	<b>\$73,696,793.22</b>	<b>\$32,472,240.72</b>	<b>\$41,224,552.50</b>
<b>Permits Issued:</b>	<b>December 2023</b>	<b>December 2022</b>	<b>2023 YTM</b>	<b>2022 YTM</b>	<b>Difference</b>
New Construction	1	-	18	15	3
Permit Extension	2	12	47	59	(12)
Accessory Structure	-	-	-	1	(1)
Addition / Alteration	3	2	30	24	6
Construction Activity Permit	4	2	47	25	22
Demolition	1	-	18	11	7
Fence / Wall	-	-	12	18	(6)
Grading / Drainage	2	1	29	22	7
Mechanical	1	6	82	100	(18)
Other - Moving	-	-	-	-	0
Plumbing / Gas	8	2	61	71	(10)
Repair / Replace	-	-	-	-	0
Reroof	-	-	-	-	0
Right of Way Use	2	11	72	88	(16)
Tree Mitigation	5	4	53	62	(9)
Wireless Comm. Facility	-	-	-	1	(1)
<b>Total Permits:</b>	<b>29</b>	<b>40</b>	<b>469</b>	<b>497</b>	<b>(28)</b>
<b>Inspections:</b>	<b>December 2023</b>	<b>December 2022</b>	<b>2023 YTM</b>	<b>2022 YTM</b>	<b>Difference</b>
Building	47	73	953	1,033	(80)
Engineering/Other	14	11	246	238	8
	4	1	84	62	22
Tree	1	3	92	72	20

<b>Total Inspections:</b>	<b>66</b>	<b>88</b>	<b>1,375</b>	<b>1,405</b>	<b>(30)</b>
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\*Dashed line is the average trend

<b>Year</b>	<b>Valuation</b>
2006	\$33,567,809
2007	\$37,115,024
2008	\$64,558,548
2009	\$28,741,633
2010	\$18,980,293
2011	\$22,247,532
2012	\$64,442,406
2013	\$103,406,369
2014	\$64,109,235
2015	\$60,983,908
2016	\$40,109,225
2017	\$15,368,371
2018	\$39,445,599
2019	\$118,126,280
2020	\$42,893,158
2021	\$47,608,926
2022	\$32,094,040
2023	\$73,696,793



**December Code Enforcement Report**

Case Number	Case Type	Assigned To	Address	Case Text
CC-2023-164	GENERAL	Rob Kilmer	1041 84TH AVE NE	<p>Description: Observed construction barrier fencing displaced by the wind out into the right-of-way.</p> <p>Action Taken: Moved fencing back onto private property. Notified project Agent that the fence will need to be staked down to prevent a recurrence.</p> <p>Estimated Penalty: None at this time</p>
CC-2023-165	GENERAL	Rob Kilmer	2420 76TH AVE NE	<p>Description: Observed potential issue with vehicles damaging grass strip between sidewalk and roadway outside of work site.</p> <p>Action Taken: Spoke with project manager. They will bring in ground stabilization rock to prevent tracking of soil into the roadway. Grass strip to be replanted at end of project.</p> <p>Estimated Penalty: None at this time</p>
CC-2023-166	GENERAL	Rob Kilmer	2438 79TH AVE NE	<p>Description: Received concern from Clyde Hill that a gravel transporting truck had spilled gravel on roadway.</p> <p>Action Taken: Contacted project manager of jobsite and directed them to bring in a sweeper truck.</p> <p>Estimated Penalty: Cost of hiring a sweeper truck service.</p>
CC-2023-167	SIGN VIOLATION	Rob Kilmer	Corner of 84th Ave NE & NE 24th	<p>Description: Observed commercial advertising sign located along city right-of-way (College Movers).</p> <p>Action Taken: Removed sign.</p> <p>Estimated Penalty: None at this time</p>
CC-2023-168	GENERAL	Rob Kilmer	3340 EVERGREEN POINT RD	<p>Description: Observed large branch broken off and obstructing the right-of-way. Observed second branch hanging into right-of-way, partially blocking roadway.</p> <p>Action Taken: Moved first branch out of right-of-way. Informed Public Works Department of second branch so that it could be cut away.</p> <p>Estimated Penalty: None at this time</p>



**Tree Permit Activity Report  
December 2023  
By Andy Crossett**

Development Tree Permit Activity Table						
Picture #	Permit Type	Address	# Trees Removed	Removed Tree (Size)	Supplemental Required	Description
N/A	TREE-WITH BUILDING/DEVELOPMENT	2012 77th Ave NE	0	N/A	1	1 supplement tree needed to achieve minimum retention requirements.
N/A	TREE-WITH BUILDING/DEVELOPMENT	1137 76TH AVE NE	0	N/A	N/A	Pre-con meeting. No trees proposed for removal.
N/A	TREE-WITH BUILDING/DEVELOPMENT	2213 EVERGREEN POINT RD	0	N/A	N/A	Site visit to confirm contents of arborist report.
N/A	TREE-WITH BUILDING/DEVELOPMENT	1525 79th PI NE	6	2 x 6 – 10" 4 x >10"	0	Tree final inspection. The site matches permit requirements. No supplemental trees required.
4	TREE-WITH BUILDING/DEVELOPMENT	3444 EVERGREEN POINT RD	1	38" WRC	1	Tree determined to be hazardous due to soil instability.

**Non-Development Tree Permit Activity Table**

Picture #	Permit Type	Address	# Trees Removed	Removed Tree (Size)	Supplemental Required	Description
1	TREE-HAZARD EVALUATION	7777 Overlake Dr. W	1 dead birch, 1 hazard ash	23", 28"	2	Confirmed birch is dead and ash is high risk.
2	TREE-PERFORMANCE	3340 EVERGREEN POINT RD	1 western redcedar	30"	N/A	Nuisance tree.
3	TREE-HAZARD EVALUATION	3201 EVERGREEN POINT RD	Lombardy poplar	27"	1	Tree was dead/hazardous.

Picture 1. 7777 Overlake Dr. W – Dead silver birch (below) and high-risk dying Oregon ash (no picture).





Picture 2. 3340 EVERGREEN POINT RD – Nuisance western redcedar.





Picture 3. 3201 EVERGREEN POINT RD – Dying and hazardous Lombardy poplar.



Picture 4. 3444 EVERGREEN POINT RD – High-risk western redcedar due to conditions of slope.





## CITY OF MEDINA

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

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**Date:** January 8, 2024  
**To:** Honorable Mayor and City Council  
**Via:** Stephen R. Burns, City Manager  
**From:** Ryan Wagner, Finance & HR Director  
**Subject:** December 2023 Financial Report

The December 2023 Reporting includes:

- December AP Check Register Activity Detail
  - Key Revenue and Expenditures in December 2023
  - 2022 Audit Update
  - Assistant Finance Director Job Opening
  - December 2023 Cash Position Report
  - December 2023 Financial Report (Unaudited)
- 

### Key Revenue from December of 2023

- \$272K in Sales and Use Tax Revenue.
- \$48K in Investment Earnings.
- \$39K in Property Tax Revenue.

### Key Expenditures from December of 2023

- \$96K City of Mercer Island – Marine Patrol Services.
- \$33K Kamins Construction – Upland Road Drainage.
- \$27K Ogden Murphy Wallace – November Legal Services.
- \$20K Precision Concrete – Sidewalk trip Hazard Removal.

### The 2022 Audit is Underway!

Our audit lead this year from the State Auditor's Office is Kevin Lee. As we go through this process, please let me know if you have any questions. I will also be sending out an email to the Council for volunteers to sit in at our Closing meeting where we discuss the fiscal year, and any findings are reported.

Assistant Finance Director – Job Opening

I wanted to let you know that our Assistant Finance Director Tsz Yan Brady’s last day with the city will be Monday, January 15<sup>th</sup>. Tsz Yan has been invaluable to the Finance Department over her year and half with the city. Please join me in wishing her the best in her new role managing the Finance Department at the Port of Edmonds.

The position is currently being advertised and will be open until filled. For more information, please visit our website at the following link.

[Assistant Finance Director | Medina Washington \(medina-wa.gov\)](https://www.medicinawa.gov)

December 2023 Cash Position Report

<u>2023 Cash Balance, 11/30/2023</u>		<u>2023 Cash Balance, 12/31/2023</u>	
<u>TOTAL CASH &amp; INVESTMENTS</u>		<u>TOTAL CASH &amp; INVESTMENTS</u>	
Period Ending: 11/30/2023		Period Ending: 12/31/2023	
WA ST INV POOL	\$ 9,208,907	WA ST INV POOL	\$ 9,545,641
OTHER INVESTMENTS*	4,505,595	OTHER INVESTMENTS*	4,505,595
CHECKING	1,410,170 <sup>▼</sup>	CHECKING	797,948 <sup>▼</sup>
	<u>\$ 15,124,671</u>		<u>\$ 14,849,183</u>
		Outstanding Checks	<u>\$89,474.87</u>
			<u>\$ 14,759,709</u>

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



December 2023 Financial Summary (Unaudited)

	NOVEMBER ACTUAL	NOVEMBER YTD ACTUAL	2023 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
<b>General Fund</b>					
Property Tax	\$556,299	\$4,354,234	\$4,318,656	100.82%	(\$35,578)
Sales Tax	\$146,258	\$1,632,999	\$1,870,785	87.29%	\$237,786
Affordable & Sup. Housing	\$1,900	\$8,106	\$0	--	(\$8,106)
Criminal Justice	\$9,429	\$97,967	\$98,782	99.17%	\$815
B & O Tax: Utility & Franchise Fee	\$19,019	\$1,073,396	\$897,637	119.58%	(\$175,759)
Leasehold Excise Tax	\$0	(\$2,480)	\$6,589	-37.64%	\$9,069
General Government (includes Hunts Point)	\$0	\$309,586	\$441,401	70.14%	\$131,815
Passports, General Licenses & Permits	\$48	\$3,443	\$6,050	56.91%	\$2,607
Fines, Penalties, Traffic Infr.	\$3,711	\$15,420	\$18,000	85.67%	\$2,580
Misc. Invest. Facility Leases	\$28,939	\$366,834	\$160,869	228.03%	(\$205,965)
Disposition of Capital Assets	\$0	\$18,288	\$0	--	(\$18,288)
<b>General Fund Total</b>	<b>\$765,602</b>	<b>\$7,877,793</b>	<b>\$7,818,769</b>	<b>100.75%</b>	<b>(\$59,024)</b>
<b>Development Services Fund Total</b>	<b>\$67,631</b>	<b>\$1,269,429</b>	<b>\$1,007,538</b>	<b>125.99%</b>	<b>(\$261,890.60)</b>
Development Services Fund Transfers In from GF	\$0	\$0	\$0	--	\$0.00
<b>Street Fund Total</b>	<b>\$4,157</b>	<b>\$126,821</b>	<b>\$135,166</b>	<b>93.83%</b>	<b>\$90,446</b>
Street Fund Transfers In	\$42,917	\$472,101	\$515,000	91.67%	\$200,764
<b>Tree Fund Total</b>	<b>\$0</b>	<b>\$950</b>	<b>\$3,075</b>	<b>30.89%</b>	<b>\$2,125</b>
<b>Capital Fund Total</b>	<b>\$238,489</b>	<b>\$1,752,320</b>	<b>\$1,253,264</b>	<b>139.82%</b>	<b>(\$499,056)</b>
<b>Levy Stabilization Fund Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>--</b>	<b>\$0</b>
Levy Fund Transfers In GF	\$41,667	\$458,333	\$500,000	91.67%	\$41,667
<b>NonRevenue Trust Funds Total</b>	<b>\$1,298</b>	<b>\$11,742</b>	<b>\$0</b>	<b>--</b>	<b>(\$11,742)</b>
<b>Master Investments Total</b>	<b>\$0</b>	<b>\$3,000,000</b>	<b>\$0</b>	<b>--</b>	<b>(\$3,000,000)</b>
<b>Total (All Funds)</b>	<b>\$1,077,178</b>	<b>\$11,039,054</b>	<b>\$10,217,812</b>	<b>108.04%</b>	<b>(\$821,242)</b>
Total (All Funds) Transfers In	\$84,583	\$930,434	\$1,015,000	91.67%	\$84,566

	NOVEMBER ACTUAL	NOVEMBER YTD ACTUAL	2023 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
<b>EXPENDITURES:</b>					
<b>General Fund</b>					
Legislative	\$82	\$43,490	\$70,500	61.69%	\$27,010
Municipal Court	\$5,862	\$49,761	\$62,000	80.26%	\$12,239
Executive	\$22,005	\$249,231	\$281,185	88.64%	\$31,954
Finance	\$26,622	\$530,845	\$568,879	93.31%	\$38,034
Legal	\$31,900	\$235,404	\$327,200	71.94%	\$91,796
Central Services	\$127,368	\$1,044,020	\$1,261,218	82.78%	\$217,198
Police Operations	\$221,817	\$2,230,221	\$2,669,889	83.53%	\$439,668
Fire & Medical Aid	\$16,898	\$814,686	\$827,788	98.42%	\$13,102
Public Housing, Environmental & Mental Health Fees	\$208	\$30,467	\$42,058	72.44%	\$11,591
Recreational Services	\$0	\$40,088	\$48,500	82.66%	\$8,412
Parks	\$83,587	\$596,879	\$605,610	98.56%	\$8,731
<b>General Fund Subtotal</b>	<b>\$536,349</b>	<b>\$5,865,091</b>	<b>\$6,764,827</b>	<b>86.70%</b>	<b>\$899,736</b>
General Fund Transfers Out	\$78,333	\$861,684	\$940,000	91.67%	\$78,316
<b>General Fund Total</b>	<b>\$614,682</b>	<b>\$6,726,775</b>	<b>\$7,704,827</b>	<b>87.31%</b>	<b>\$978,052</b>
<b>Development Services Fund Total</b>	<b>\$58,865</b>	<b>\$958,191</b>	<b>\$1,013,297</b>	<b>94.56%</b>	<b>\$55,106</b>
<b>City Street Fund Total</b>	<b>\$71,954</b>	<b>\$566,192</b>	<b>\$629,167</b>	<b>89.99%</b>	<b>\$62,975</b>
<b>Tree Fund Total</b>	<b>\$4,563</b>	<b>\$24,543</b>	<b>\$40,000</b>	<b>61.36%</b>	<b>\$15,457</b>
<b>Capital Fund Total</b>	<b>\$206,171</b>	<b>\$631,141</b>	<b>\$1,090,000</b>	<b>57.90%</b>	<b>\$458,859</b>
Capital Fund Transfers Out	\$6,250	\$68,750	\$75,000	91.67%	\$6,250
<b>NonRevenue Trust Funds Total</b>	<b>\$3,693</b>	<b>\$30,995</b>	<b>\$0</b>	<b>0.00%</b>	<b>(\$30,995)</b>
<b>Master Investments Total</b>	<b>\$202,455</b>	<b>\$4,715,372</b>	<b>\$0</b>	<b>0.00%</b>	<b>(\$4,715,372)</b>
<b>Total (All Funds)</b>	<b>\$1,084,050</b>	<b>\$8,076,153</b>	<b>\$9,537,291</b>	<b>84.68%</b>	<b>\$1,461,138</b>
Total (All Funds) Transfers Out	\$84,583	\$930,434	\$1,015,000	91.67%	\$84,566



# CITY OF MEDINA

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

**Date:** January 8, 2024  
**To:** Honorable Mayor and City Council  
**Via:** Stephen R. Burns, City Manager  
**From:** Aimee Kellerman, City Clerk  
**Subject:** Central Services Department Monthly Report

## JANUARY AND FEBRUARY PUBLIC MEETINGS AND EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
City Council Special Meeting – City Attorney Interviews	Jan 11	2:00 pm	In-Person/Online
Martin Luther King Jr. Holiday – <b>City Hall Closed</b>	Jan 15		
Park Board Meeting	Jan 16	5:00 pm	In-Person/Online
City Council Meeting	Jan 22	5:00 pm	In-Person/Online
Planning Commission Meeting	Jan 23	6:00 pm	In-Person/Online
City Council Meeting	Feb12	5:00 pm	In-Person/Online
Presidents’ Day – <b>City Hall Closed</b>	Feb 19		
Park Board Meeting	Feb 20	5:00 pm	In-Person/Online
City Council Meeting	Feb 26	5:00 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 December, the City issued 25 bulletins amounting to a total of 150,140 bulletins delivered to subscribers; approximately 16.1% were opened. See **Attachment**.

As of December 31, the city had 16,494 subscribers (change in total subscribers **+127**), with a combined total of 149,082 subscriptions (change in total subscriptions **+849**).

## RECORDS REQUESTS

During the month of December, 7 public records requests were received by Central Services. See **Attachment 2**.

## LASERFICHE AND RECORDS MANAGEMENT PROJECT

Coming into 2024, we are continuing our efforts with the Laserfiche project with MG Consulting Services, LLC (MGC) and Cities Digital, Inc.

This project, in partnership with MG Consulting Services LLC (MGC) and Cities Digital, Inc. (CDI), is multifaceted in its scope and objectives. It encompasses the implementation of industry-leading records management practices, the comprehensive organization of our existing records program, encompassing both print and electronic formats, and the establishment of a solid foundation for record access, storage, retention, and disposition.

As you know, the central element to this endeavor is the implementation of Laserfiche, a premier document management software that is widely recognized for its effectiveness in managing municipal government records. Therefore, the overarching project process is methodical and structured to guarantee success and scalability. Here's an overview of the steps we're taking for each department:

1. **Initial Discussions:** Meet with departments to assess the current status of records, both electronic and print.
2. **Organization:** MGC organizes all records, irrespective of their format.
3. **Optimization:** MGC suggests an intuitive folder structure and metadata/templates to enhance user experience in browsing and searching documents.
4. **Customization:** Collaboration with departments to finalize folder structures and metadata fields.
5. **Automation:** MGC and CDI develop automation tools to boost process efficiency.
6. **Integration:** Electronic file importation and metadata application by MGC/CDI.
7. **Accessibility:** MGC/CDI, in conjunction with Central Services, makes key documents publicly accessible, ensuring precise coding and formatting for accurate search results.
8. **Rollout:** Departments start using Laserfiche as their primary document repository.
9. **Future Enhancements:** Post-establishment of the infrastructure, we plan to introduce more automation, forms, and integrations to further streamline processes and enhance staff capacity.

Currently, Central Services is progressing through steps 6 and 7. Meanwhile, the Finance and HR Department is nearing the completion of step 5, and we have just begun step 1 with the Development Services Department. In addition to this work, MGC continues to work on-site each week, helping to manage the retention and disposition of our physical records. This includes preparing some documents for scanning, archiving others at the state level, and appropriately disposing of non-essential records.

This initiative is a strategic step towards transforming our records management system and enhancing the efficiency, accessibility, and safety of our records. We are excited about the progress made thus far and are optimistic about transitioning all city records to on-site storage by the end of next year. Thank you for your continued support in this vital project.

**ATTACHMENT 1**

	<b>Bulletins Developed</b>	<b>Total Recipients</b>	<b>Total Delivered</b>	<b>Unique Email Opens</b>	<b>Unique Email Open</b>	<b>Wireless Recipients</b>
Comparisons:						
December, 2023	25	169,934	150,140	15,915	16.10%	61,797
November, 2023	18	139,016	122,638	11,849	15.10%	53,171
October, 2023	18	136,961	121,422	13,953	17.70%	51,134
September, 2023	15	90,510	80,034	9,313	17.70%	33,166
August, 2023	15	149,675	133,378	16,453	19.70%	59,515
July, 2023	15	96,258	85,325	10,578	19.40%	36,793
June, 2023	10	76,477	68,422	8,528	19.40%	29,336
May, 2023	28	159,825	142,208	14,563	16.00%	61,919
April, 2023	32	213,523	191,506	20,444	16.60%	81,637
March, 2023	21	129,439	115,951	11,878	15.90%	49,669
January, 2023	30	192,287	172,943	23,109	19.90%	68,940
December, 2022	33	223,587	202,268	25,975	19.00%	78,584
November, 2022	24	128,822	116,286	14,221	17.90%	44,131
October, 2022	28	131,830	119,181	15,287	18.10%	41,173
<b>Date Sent</b>	<b>Top 10 Most Read Bulletins During December</b>				<b>Emails Opened</b>	<b>Email Open Rate</b>
12/01/2023 02:07 PM PST	Community Bulletin - SR-520 Weekend Closure				2,268	20%
12/04/2023 11:00 AM PST	Community Bulletin - Cold Weather Preparation				2,278	20%
12/04/2023 02:23 PM PST	Save the Date! - Christmas Ships Parade - Friday, Dec. 22nd 5:00 PM @ Medina Beach Park!				1,429	15%
12/05/2023 10:15 AM PST	Medina Newsletter - December 2023				1,696	16%
12/13/2023 02:17 PM PST	Save the Date! - Christmas Ships Parade - Friday, Dec. 22nd 5:00 PM @ Medina Beach Park!				1,443	15%
12/13/2023 03:55 PM PST	Community Bulletin - Cyber Security & Holiday Wishes				2,641	21%
12/18/2023 04:00 PM PST	Reminder! - Christmas Ships Parade - Friday, Dec. 22nd 5:00 PM @ Medina Beach Park!				1,527	16%
12/22/2023 10:00 AM PST	TONIGHT! - Christmas Ships Parade - Friday, Dec. 22nd 5:00 PM @ Medina Beach Par				1,309	14%
12/29/2023 12:00 PM PST	REMINDER - Notice of New Years Eve Fireworks - Meydenbauer Bay - Sunday, Dec. 31, 2023				1,486	17%
12/31/2023 10:00 AM PST	TONIGHT- Notice of New Years Eve Fireworks - Meydenbauer Bay - Sunday, Dec. 31, 2023				1,257	15%

**ATTACHMENT 2**

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

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DATE: January 8, 2024  
TO: Mayor and City Council  
From: Aimee Kellerman, City Clerk  
Subject: December 2023, Public Records Request Tracking

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In December 2023, Central Services staff received **7** new public records requests. These requests required approximately **4 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall December cost, which includes staff hourly rate plus benefits and City Attorney fees is approximately **\$220**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In December 2023, the Police Department received **10** new records requests. These requests required approximately **2 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall December cost, which includes staff hourly rate plus benefits, is approximately **\$200**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

ATTACHMENT 2

December 2023 Monthly PRR Report

Reference ID	Public Records Request	Requester Name	Request Date	Department	Assigned Staff
23-71	7613 Overlake Drive West, Medina, WA 98039 Parcel Number: 362504-9045 Legal Description: LOT 2 TGW 2ND CL SH LDS ADJ OF MEDINA SP #83-2 REC #8301240693 SD SP DAF S 21 OF E 21 OF W 21 MEAS ON N LN THOF OF W 10 AC OF E 35 AC OF GL 2 SEC 36-25-04 LESSANY POR THOF LY N OF S MGN OF MF WIGHT CO RD	Arman Jaber	12/21/2023	Development Services	Dawn Nations
<p>I would like to request any permit applications or approvals for a private residential pier located here:ADDRESS: 8743 Overlake Dr W Our goal is to establish that the existing pier was built and installed prior to 1972. I would not need any documents more recent than 2000. Please feel free to contact me directly if you have any questions or require more background information.</p>					
23-70	PARCEL: 6447300021 NW-31-25-5 LAT: 47.6112 LONG: -122.2270	Mark Kushino	12/20/2023	Development Services	Dawn Nations
23-67	I am seeking information related to the inspection, and permitting of any boiler, pressure vessel, and/ or heat exchanger at St. Thomas Episcopal Church in Medina, WA from 1950-1965	Matthew Gonyea	12/18/2023	Central Services	Aimee Kellerman
23-64	We would like to have final inspection reports on 1221 Evergreen Point Road, Medina: main house cabana tram dock swimming pool Thanks, Christine	Christine Zhang	12/12/2023	Development Services	Dawn Nations
23-63	We would like to have final inspection reports on 1221 Evergreen Point Road, Medina: main house cabana tram dock swimming pool Thanks, Christine	Christine Zhang	12/12/2023	Development Services	Aimee Kellerman

ATTACHMENT 2

I would like to view the building permit drawings for a new residence at 707 Overlake Drive East, Medina, WA. And the Building Permit drawings for New Residence under construction either at 518 or 530 87th Ave. NE, Medina. I can come in to see them when you have them in hand. I don't need copies, just trying to get some information off of them because they are close to a site I am designing with similar steep slopes and trees.

23-58	Mark Nelson	12/11/2023	Development Services	Dawn Nations
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I'm working with a homeowner at 8457 Midland Road who is experiencing serious flooding at the catchbasin and in their basement after the past few days of heavy rain. Could you please help us find the latest as-built stormwater drainage plans for 8457 and 8467 Midland Road? Thank you for your assistance in this time-sensitive matter.

23-57	Alison Wilkinson	12/11/2023	Public Works	Dawn Nations
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# CITY OF MEDINA

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 TELEPHONE 425-233-6400 | www.medina-wa.gov

**Date:** January 8, 2023  
**To:** Honorable Mayor and City Council  
**Via:** Stephen R. Burns, City Manager  
**From:** Ryan Osada, Public Works Director  
**Subject:** Public Works Monthly Report

- 2024 PROPOSED PROJECT LIST** – 2024 is slated to be a busy year for capital improvement projects. Currently there are 17 projects totaling \$2.7M with the city’s anticipated cost at \$1.6M. The pond dredging project will be bound to Ecology’s fish window guidelines and requires several permits which could delay the construction to 2025.

2024 PROPOSED PROJECT LIST	START DATE	DURATION	GRANT FUNDS	TOTAL COST	CITY COST
<b>STREETS:</b>					
Upland Road Overlay	Apr-24	3 weeks	\$ 231,660.00	\$ 257,400.00	\$ 25,740.00
86th Ave NE _ Ridge Rd, NE 5th, NE 6th	Apr-24	1 week	\$ -	\$ 90,000.00	\$ 90,000.00
TIB 2024 Overlays - NE 26th St, 77th Pl NE	Aug-24	2 weeks	\$ 138,744.00	\$ 154,160.00	\$ 15,416.00
88th Ave NE Overlay	Aug-24	1 week	\$ -	\$ 105,000.00	\$ 105,000.00
<b>SIDEWALK:</b>					
TIB NE 24th St ADA Updates	Jun-24	4 weeks	\$ 270,270.00	\$ 300,300.00	\$ 30,030.00
NE 10th ST ADA Updates	Jun-24	3 weeks	\$ -	\$ 130,000.00	\$ 130,000.00
NE 12th Street Sidewalk Improvements	May-24	8 weeks	\$ -	\$ 700,000.00	\$ 700,000.00
<b>PARKS:</b>					
Medina Park Irrigation & Pathway Improvements _ East	Jul-24	2 weeks	\$ 50,000.00	\$ 50,000.00	\$ -
Medina Beach Park Tree Planting	Apr-23	2 days	\$ -	\$ 5,000.00	\$ 5,000.00
<b>STORMWATER:</b>					
2024 Localized Improvements NE 2nd Pl, 78th Ave NE, 82nd, PO	Jul-24	TBD	\$ -	\$ 350,000.00	\$ 350,000.00
SROF Medina Park Stormwater Pond Improvements	Aug-24	8 weeks	\$ 400,000.00	\$ 400,000.00	\$ -
Citywide Stormwater System Mapping & Evaluation	2023	TBD	\$ -	\$ 10,000.00	\$ 10,000.00
<b>BUILDING:</b>					
City Hall Balcony Improvements	Apr-24	4 weeks	\$ -	\$ 50,000.00	\$ 50,000.00
City Hall Carpet Replacement	Feb-24	2 weeks	\$ -	\$ 50,000.00	\$ 50,000.00
Post Office HVAC	Feb-24	1 week	\$ -	\$ 30,000.00	\$ 30,000.00
City Hall & Post Office Exterior Painting	Jun-24	3 weeks	\$ -	\$ 70,000.00	\$ 70,000.00
<b>OTHER:</b>					
2024 Hazardous Tree Removal Program	2024	NA	\$ -	\$ 25,000.00	\$ 25,000.00

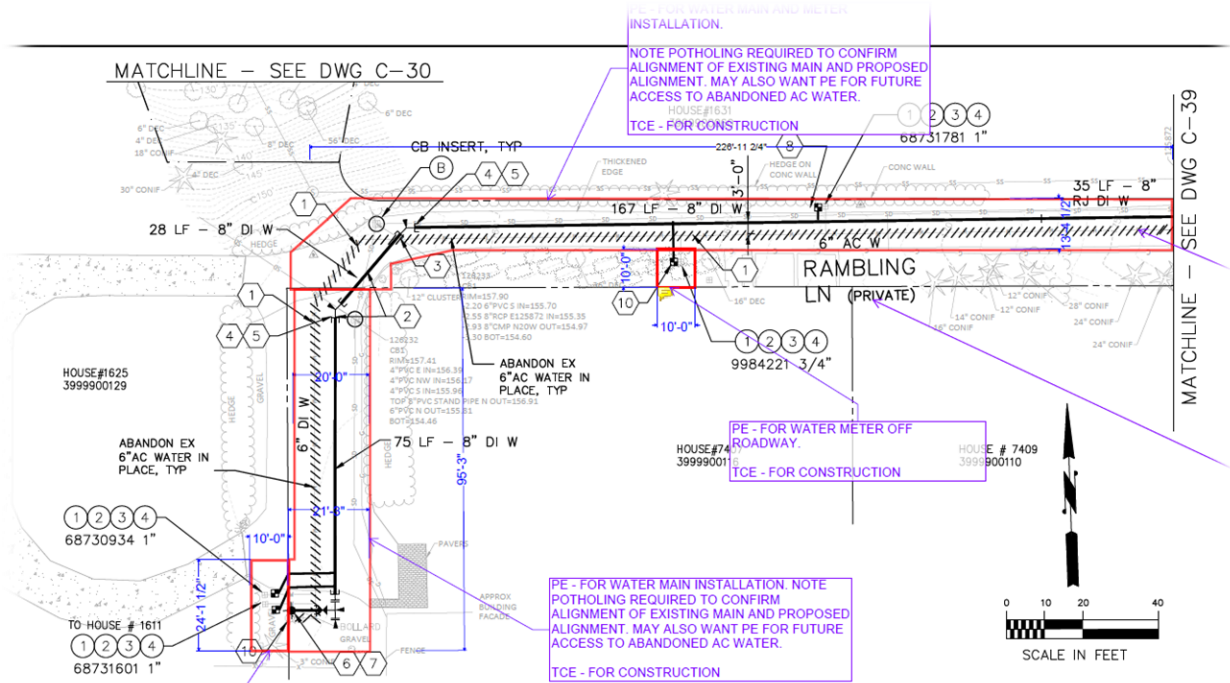
\*UPDATED 12/28/2023

<b>TOTALS</b>	\$1,090,674.00	\$ 2,776,860.00	\$ 1,686,186.00
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2. **UPLAND ROAD DRAINAGE IMPROVEMENTS** – Kamins Construction completed the base contract which improved the storm drainage along Upland Road. Currently there are two outstanding change orders that will need to be completed in the coming weeks. Change Order #1 is in progress and is anticipated to continue through the second week of January. Kamin’s schedule is to transition into Change Order #2 at the end of the month.



**3. BELLEVUE 2024 AC WATERMAIN REPLACEMENT** – As briefly discussed early in 2023, Bellevue Water is planning to replace the watermain down NE 18<sup>th</sup> ST to the waterfront of 73<sup>rd</sup> Ave NE. Because of the narrow and windy roadway, traffic control provisions will be crucial to the construction of the project. Medina Public Works is working closely with Bellevue Water to coordinate ingress and egress along with scheduling.



PE - FOR WATER MAIN INSTALLATION. NOTE POTHOLING REQUIRED TO CONFIRM ALIGNMENT OF EXISTING MAIN AND PROPOSED ALIGNMENT. MAY ALSO WANT PE FOR FUTURE ACCESS TO ABANDONED AC WATER.

PE - FOR WATER METER OFF ROADWAY. TCE - FOR CONSTRUCTION

PE - FOR WATER MAIN INSTALLATION. NOTE POTHOLING REQUIRED TO CONFIRM ALIGNMENT OF EXISTING MAIN AND PROPOSED ALIGNMENT. MAY ALSO WANT PE FOR FUTURE ACCESS TO ABANDONED AC WATER. TCE - FOR CONSTRUCTION

**WATER CONSTRUCTION NOTES:**

- 1. PUBLIC RIGHT-OF-WAY SHALL COMPLY WITH CONDITIONS OF BELLEVUE RIGHT OF WAY PERMIT.
- 2. EXISTING AC PIPE TO LOCATE, OR AS DIRECTED BY ENGINEER. AC PIPE AT CROSSING. SUPPORT AC PIPE DURING CONSTRUCTION OF DI PIPE. BACKFILL TRENCH WITH CDF TO SPRINGLINE OR REPLACE WITH DUCTILE IRON PIPE PER STANDARD DETAILS AS DIRECTED BY THE ENGINEER.
- 3. CONDITION OF CB INSERTS DAILY. CLEAN AND REPLACE AS NEEDED. REMOVE IMMEDIATELY UPON COMPLETION OF WORK AT THIS LOCATION.

**WATER SERVICE CONSTRUCTION NOTES:**

- 1. LOCATE AND EXPOSE EXISTING WATER SERVICE LINE AND DETERMINE TYPE AND SIZE OF PIPE. IF 1" DIA., OR LARGER, COPPER PIPE IN GOOD CONDITION, RECONNECT EXISTING COPPER SERVICE LINE TO NEW DI WATER MAIN WITH TYPE K COPPER PIPE (MATCH EXISTING DIA.), PER STANDARD DETAILS.
- 2. IF EXISTING NON-COPPER WATER SERVICE LINE, OR IF LESS THAN 1" DIA. OR IN POOR CONDITION, REPLACE WITH 1", 1 1/2" OR 2" TYPE K COPPER SERVICE LINE (MATCH EXISTING SIZE, BUT NOT LESS THAN 1" DIA.), PER STANDARD DETAILS. CRIMP OR CAP EXISTING SERVICE LINE AND ABANDON IN PLACE. IF EXISTING PIPE SERVES MORE THAN ONE WATER SERVICE, INSTALL A NEW COPPER SERVICE PIPE FOR EACH WATER SERVICE. BORE WATER

**SPECIFICATIONS:**

- 1. POTHOLES BY ENGINEER
- 2. INSTALLATION
- 3. INSTALLATION
- 4. DEPTH
- 5. INSTALLATION



4. **MAINTENANCE** – The Public Works department continues to receive calls regarding stormwater related issues. The Public Works staff are doing their best to stay ahead of the rain events with street sweeping and catch basin/pipe cleaning. For 2024, Public Works will continue to scope and isolate areas that need to be repaired or updated. Last month, Public Works staff also helped spread the holiday cheer by decorating our city with festive lights and participating in the Christmas Ship event.



## 5. PROJECT UPDATES -

**Upland Road Stormwater Improvements** – main contract complete, pending Change Orders

**TIB\_Upland Road Overlay** – King County’s Overlay Program has been postponed until April 2024

**86<sup>th</sup> Ave NE Overlay\_Ridge Rd, NE 5<sup>th</sup> St** – same as the Upland Road contractor

**TIB\_2024 Overlays\_NE 26<sup>th</sup> ST, 77<sup>th</sup> PI NE** - design

**88<sup>th</sup> Ave NE Overlay** - design

**TIB\_NE 24<sup>th</sup> ST ADA Updates** - design

**NE 10<sup>th</sup> ST ADA Updates** - design

**NE 12th Street Pedestrian Improvements** – scheduled to bid February 2024

**Medina Park Irrigation & Pathway Imp\_East** – bid April

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

**2024 Localized Stormwater Imp\_NE 2<sup>nd</sup> PI, 78<sup>th</sup> Ave NE, 82<sup>nd</sup> Ave NE, PO** – bid february

**SROF\_Medina Park Stormwater Pond Imp.** – Dredging is tentatively planned for summer of 2024

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

**2023 City Hall Balcony Repairs** – postponed until February 2024

**City Hall Carpet Replacement** – start February

**Post Office HVAC** – February

**City Hall & Post Office Exterior Painting** – bid April

**2024 Hazardous Tree Removal** – as needed

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

December 2023 Check Register

Vendor Name	Invoice Number	Expense Notes	Detail Amount	Check Number	Check Date	Account Number	Account Description
Overlake Golf & Country Club	457063	Medina Hosted Points Mayor Meetings - Dec 2023	\$744.14	65306	12/6/2023	001-000-000-511-60-41-01	Legislative Activities-
Overlake Golf & Country Club	418645	Outgoing CM Reception	\$3,867.14	65306	11/16/2023	001-000-000-511-60-43-00	Travel & Training
Overlake Golf & Country Club	455125	Employee/Volunteer Appreciation Lunch	\$5,614.66	65306	12/7/2023	001-000-000-511-60-43-00	Travel & Training
			<b>\$10,225.94</b>				
US Bank	December 2023 Nations CC Statement		\$46.38	EFT Payment 1/4/2024 12:34:11 PM - 4	12/13/2023	001-000-000-511-60-43-00	Travel & Training
US Bank	December 2023 Nations CC Statement		\$50.72	EFT Payment 1/4/2024 12:34:11 PM - 4	12/13/2023	001-000-000-511-60-43-00	Travel & Training
US Bank	December 2023 Nations CC Statement		\$50.72	EFT Payment 1/4/2024 12:34:11 PM - 4	12/13/2023	001-000-000-511-60-43-00	Travel & Training
US Bank	December 2023 Nations CC Statement		\$50.72	EFT Payment 1/4/2024 12:34:11 PM - 4	12/13/2023	001-000-000-511-60-43-00	Travel & Training
US Bank	December 2023 Nations CC Statement		\$167.94	EFT Payment 1/4/2024 12:34:11 PM - 4	12/13/2023	001-000-000-511-60-49-00	Miscellaneous
			<b>\$366.48</b>				
Moberly & Roberts, PLLC	1139	Prosecution Services	\$4,000.00	65304	12/1/2023	001-000-000-512-50-40-10	Municipal Court-Traffic/NonTrf
			<b>\$4,000.00</b>				
Sound View Strategies, LLC	3059	SR520 Noise Consultant	\$3,000.00	65311	11/30/2023	001-000-000-513-10-41-00	Professional Services
			<b>\$3,000.00</b>				
ADP, Inc.	648089665	October 2023 ADP Monthly Fees	\$2,365.46	EFT Payment 1/4/2024 12:34:11 PM - 1	12/1/2023	001-000-000-514-20-41-01	Professional Services
			<b>\$2,365.46</b>				
Navia Benefit Solutions	10792897	November Navia Fee	\$100.00	65330	11/29/2023	001-000-000-514-20-49-10	Miscellaneous
			<b>\$100.00</b>				
US Bank	December 2023 US Bank Service Fee for August 2023	US Bank Service Fee for August 2023	\$1,871.45	65336	9/15/2023	001-000-000-514-20-49-10	Miscellaneous
US Bank	December 2023 JE #2151 Bank Fees	December 2023 Bank Fees	\$166.71	20100967-US Bank Fees Dec 2023	12/31/2023	001-000-000-514-20-49-10	Miscellaneous
			<b>\$2,038.16</b>				
Ogden Murphy Wallace	885530	Fairweather Culvert Appeal	\$1,096.00	65305	12/5/2023	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	885531	Planning/Land Use	\$196.00	65305	12/5/2023	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	885528	Development Services	\$12,736.50	65305	12/5/2023	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	885529	Executive	\$1,442.00	65305	12/5/2023	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	885526	Adv Tree Removal	\$64.00	65305	12/5/2023	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	885527	Council	\$11,359.00	65305	12/5/2023	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	885532	Public Works	\$84.00	65305	12/5/2023	001-000-000-515-41-40-00	City Attorney
			<b>\$26,977.50</b>				
Telecom Law Firm, PC	16414	Special Counsel - Cell Tower	\$722.50	65334	12/8/2023	001-000-000-515-45-40-00	Special Counsel
			<b>\$722.50</b>				
Crystal And Sierra Springs-Admin	11037150 120223	CH Drinking Water	\$12.65	65294	12/2/2023	001-000-000-518-10-31-00	Office And Operating Supplies
			<b>\$12.65</b>				
Staples Business Advantage	3553851369	Office Supplies	\$219.34	65313	12/1/2023	001-000-000-518-10-31-00	Office And Operating Supplies
			<b>\$219.34</b>				
Konica Minolta Business Solutions	290699937	PW Printer	\$22.99	65327	11/30/2023	001-000-000-518-10-31-00	Office And Operating Supplies
			<b>\$22.99</b>				
Washington Awards, Inc.	74238	NamePlate Dias - Luis, Brazen	\$48.44	65337	12/14/2023	001-000-000-518-10-31-00	Office And Operating Supplies
			<b>\$48.44</b>				
US Bank	December 2023 Nations CC Statement		\$187.84	EFT Payment 1/4/2024 12:34:11 PM - 4	12/13/2023	001-000-000-518-10-31-00	Office And Operating Supplies
			<b>\$187.84</b>				
Konica Minolta Premier Finance	81454508	PW Printer	\$96.36	EFT Payment 12/11/2023 12:47:54 PM - 2	12/15/2023	001-000-000-518-10-31-00	Office And Operating Supplies
			<b>\$96.36</b>				
US Bank	December 2023 Nations CC Statement		\$19.77	EFT Payment 1/4/2024 12:34:11 PM - 4	12/13/2023	001-000-000-518-10-31-00	Office And Operating Supplies
US Bank	December 2023 Nations CC Statement		\$25.73	EFT Payment 1/4/2024 12:34:11 PM - 4	12/13/2023	001-000-000-518-10-31-00	Office And Operating Supplies
			<b>\$45.50</b>				
MG Consulting Services LLC	200-07	Laserfiche/RM Project Consulting	\$2,625.00	65303	12/1/2023	001-000-000-518-10-41-00	Professional Services
			<b>\$2,625.00</b>				
CREA Affiliates, LLC	WMD22107-008	Final CREA Comp Plan Payment	\$18,837.00	65293	11/2/2023	001-000-000-518-10-41-00	Professional Services
			<b>\$18,837.00</b>				
Pro-shred	69217	Shredding services in November	\$105.16	65332	11/30/2023	001-000-000-518-10-41-00	Professional Services
			<b>\$105.16</b>				
MG Consulting Services LLC	200-08	December on Site Visits 12/5 and 12/6	\$1,650.00	65328	12/18/2023	001-000-000-518-10-41-00	Professional Services
			<b>\$1,650.00</b>				
Daily Journal of Commerce	3394220	Legal - Request for Legal Services	\$237.60	65295	11/17/2023	001-000-000-518-10-44-00	Advertising
			<b>\$237.60</b>				
Seattle Times, The	48101	Legal Notices - Hearings Jobs	\$1,419.13	65310	11/30/2023	001-000-000-518-10-44-00	Advertising
			<b>\$1,419.13</b>				
Daily Journal of Commerce	3394560	Planning Prof Services - RFP	\$331.20	65323	12/1/2023	001-000-000-518-10-44-00	Advertising
			<b>\$331.20</b>				
US Bank	December 2023 Wagner CC Statement	Planning Manager Posting	\$295.00	EFT Payment 1/4/2024 12:34:11 PM - 4	12/5/2023	001-000-000-518-10-44-00	Advertising
US Bank	December 2023 Wagner CC Statement	Planning Manager Posting	\$55.00	EFT Payment 1/4/2024 12:34:11 PM - 4	12/5/2023	001-000-000-518-10-44-00	Advertising
			<b>\$350.00</b>				
Puget Sound Energy	Service 10/20/2023-11/17/2023 (501 Evergreen Point Rd)	CH Utilities	\$1,407.73	EFT Payment 12/28/2023 10:28:27 AM - 1	11/20/2023	001-000-000-518-10-47-00	Utility Serv-Elec,Water,Waste
			<b>\$1,407.73</b>				
King County Municipal Clerks' Association	2024 Annual Membership Dues	Annual Dues - CC/DCC	\$60.00	65300	12/11/2023	001-000-000-518-10-49-20	Dues, Subscriptions

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Spot-On Print & Design	59344	Winter Newsletter	\$725.23	65312	12/1/2023	001-000-000-518-10-49-30	Postcard, Public information
			<b>\$725.23</b>				
JR Mailing Services, Inc.	23999	Winter Newsletter Mailing	\$865.67	65298	12/5/2023	001-000-000-518-10-49-30	Postcard, Public information
			<b>\$865.67</b>				
US Bank	December 2023 Kellerman CC Statement	Public Storage	\$295.00	EFT Payment 1/4/2024 12:34:11 PM - 4	12/5/2023	001-000-000-518-30-45-00	Facility Rental
			<b>\$295.00</b>				
Buenavista Services, Inc	11245*	Janitorial Services and Post Office	\$2,037.75	65289	11/23/2023	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Buenavista Services, Inc	11244*	Janitorial Services at Parks	\$1,158.62	65289	11/23/2023	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			<b>\$3,196.37</b>				
CivicPlus, LLC	284789	ChatBot-Website	\$6,599.89	65291	11/30/2023	001-000-000-518-80-41-50	Technical Services, Software
			<b>\$6,599.89</b>				
8X8, Inc.	4162746	CH Phones	\$914.99	65284	12/1/2023	001-000-000-518-80-41-50	Technical Services, Software
			<b>\$914.99</b>				
TIG Technology Integration Group	64942	Managed IT Services	\$11,904.96	65314	12/1/2023	001-000-000-518-80-41-50	Technical Services, Software
			<b>\$11,904.96</b>				
Granicus, LLC	176289	Granicus SMS Delivery	\$9,468.60	65297	12/8/2023	001-000-000-518-80-41-50	Technical Services, Software
			<b>\$9,468.60</b>				
TIG Technology Integration Group	5539067	IT Services	\$10,460.81	65314	11/15/2023	001-000-000-518-80-41-50	Technical Services, Software
TIG Technology Integration Group	5540884	New Vision Server	\$1,866.20	65314	11/29/2023	001-000-000-518-80-41-50	Technical Services, Software
			<b>\$12,327.01</b>				
Message Watcher, LLC	54609	Email/Web/SM Archiving	\$246.00	65302	11/29/2023	001-000-000-518-80-41-50	Technical Services, Software
			<b>\$246.00</b>				
SHI International Corp	B17700960	Azure Overages	\$648.73	65333	12/6/2023	001-000-000-518-80-41-50	Technical Services, Software
			<b>\$648.73</b>				
TIG Technology Integration Group	5542206	Duo Subscription	\$49.55	65335	12/7/2023	001-000-000-518-80-41-50	Technical Services, Software
			<b>\$49.55</b>				
US Bank	December 2023 Kellerman CC Statement	Zoom Storage	\$40.00	EFT Payment 1/4/2024 12:34:11 PM - 4	12/5/2023	001-000-000-518-80-41-50	Technical Services, Software
US Bank	December 2023 Kellerman CC Statement	Web Services for Internet Logs	\$0.32	EFT Payment 1/4/2024 12:34:11 PM - 4	12/5/2023	001-000-000-518-80-41-50	Technical Services, Software
			<b>\$40.32</b>				
Michael's Fine Dry Cleaning	75	PD Dry Cleaning	\$347.88	65329	11/30/2023	001-000-000-521-20-22-00	Uniforms
			<b>\$347.88</b>				
US Bank	December 2023 Anderson CC Statement	PD Uniform	\$180.56	EFT Payment 1/4/2024 12:34:11 PM - 4	12/13/2023	001-000-000-521-20-22-00	Uniforms
			<b>\$180.56</b>				
Glenn, Tyler	December 2023 Glenn Expense Reimbursement	Glenn Tuition Reimbursement	\$2,744.00	EFT Payment 1/4/2024 12:34:11 PM - 2	12/20/2023	001-000-000-521-20-23-00	Tuition
			<b>\$2,744.00</b>				
911 Supply Inc	INV-2-34314	PD Office Supplies	\$37.96	65285	12/6/2023	001-000-000-521-20-31-00	Office Supplies
			<b>\$37.96</b>				
Staples Business Advantage	3553851368	PD Office Supplies	\$73.59	65313	12/1/2023	001-000-000-521-20-31-00	Office Supplies
Staples Business Advantage	3553851370	PD Office Supplies	\$141.07	65313	12/1/2023	001-000-000-521-20-31-00	Office Supplies
Staples Business Advantage	3553851371	PD Office Supplies	\$22.45	65313	12/1/2023	001-000-000-521-20-31-00	Office Supplies
			<b>\$237.11</b>				
US Bank	December 2023 Gidlof CC Statement	Table PD	\$397.70	EFT Payment 1/4/2024 12:34:11 PM - 4	12/6/2023	001-000-000-521-20-31-00	Office Supplies
US Bank	December 2023 Sass CC Statement	Emergency Preparedness - Plaques	\$323.06	EFT Payment 1/4/2024 12:34:11 PM - 4	12/6/2023	001-000-000-521-20-31-00	Office Supplies
US Bank	December 2023 Gidlof CC Statement	Office Supplies PD	\$192.87	EFT Payment 1/4/2024 12:34:11 PM - 4	12/6/2023	001-000-000-521-20-31-00	Office Supplies
US Bank	December 2023 Gidlof CC Statement	Office Supplies PD	\$509.76	EFT Payment 1/4/2024 12:34:11 PM - 4	12/6/2023	001-000-000-521-20-31-00	Office Supplies
US Bank	December 2023 Gidlof CC Statement	Office Supplies - Batteries	\$63.81	EFT Payment 1/4/2024 12:34:11 PM - 4	12/6/2023	001-000-000-521-20-31-00	Office Supplies
US Bank	December 2023 Gidlof CC Statement	Desk - Marxer	\$2,386.97	EFT Payment 1/4/2024 12:34:11 PM - 4	12/6/2023	001-000-000-521-20-31-00	Office Supplies
US Bank	December 2023 Gidlof CC Statement	TV Monitor PD	\$99.08	EFT Payment 1/4/2024 12:34:11 PM - 4	12/6/2023	001-000-000-521-20-31-00	Office Supplies
US Bank	December 2023 Gidlof CC Statement	Wall Prints for PD	\$272.46	EFT Payment 1/4/2024 12:34:11 PM - 4	12/6/2023	001-000-000-521-20-31-00	Office Supplies
			<b>\$4,245.71</b>				
TIG Technology Integration Group	099447	Upgrade Server	\$1,231.00	65314	12/5/2023	001-000-000-521-20-31-01	IT HW,SW Off Equip <\$5K
			<b>\$1,231.00</b>				
Hermanson Company, LLP	9013	Speaker Install-Records Office	\$963.38	65326	12/15/2023	001-000-000-521-20-31-01	IT HW,SW Off Equip <\$5K
			<b>\$963.38</b>				
US Bank	December 2023 Anderson CC Statement	Handcuffs for Officers	\$594.34	EFT Payment 1/4/2024 12:34:11 PM - 4	12/13/2023	001-000-000-521-20-31-40	Police Operating Supplies
US Bank	December 2023 Anderson CC Statement	PD Equipment	\$151.96	EFT Payment 1/4/2024 12:34:11 PM - 4	12/13/2023	001-000-000-521-20-31-40	Police Operating Supplies
US Bank	December 2023 Anderson CC Statement	PD Equipment	\$22.01	EFT Payment 1/4/2024 12:34:11 PM - 4	12/13/2023	001-000-000-521-20-31-40	Police Operating Supplies
			<b>\$768.31</b>				
Adamson Police Products	CO114119	PD Ammo	\$675.00	65321	11/8/2023	001-000-000-521-20-31-60	Ammo/Range (Targets, etc)
			<b>\$675.00</b>				
Tiki Car Wash	2274	PD Car Washes	\$120.09	65315	10/31/2023	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			<b>\$120.09</b>				
US Bank Voyager Fleet Sys.	December 2023 Voyager Fleet	Fuel PD Vehicle	\$2,499.27	EFT Payment 1/4/2024 12:34:11 PM - 5	12/11/2023	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			<b>\$2,499.27</b>				
Eastside Public Safety Communications	11348*	December 2023 Radio Dues	\$530.25	65296	12/1/2023	001-000-000-521-20-41-20	Dispatch-EPSCA
			<b>\$530.25</b>				
Mercer Island, City of	004533	Marine Patrol Agreement 2023	\$95,568.00	65301	11/20/2023	001-000-000-521-20-41-40	Marine Patrol Services
			<b>\$95,568.00</b>				

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AT&T Mobility	287287975246X11272023	PD Patrol Cars	\$989.89	65286	11/19/2023	001-000-000-521-20-42-00	Communications (phone,Pager)
			<b>\$989.89</b>				
Centurylink	Charges from Nov 17 to Dec 17, 2023	PD/CH Emergency Lines	\$193.48	65290	11/17/2023	001-000-000-521-20-42-00	Communications (phone,Pager)
			<b>\$193.48</b>				
US Bank	December 2023 Gidlof CC Statement	IAPE-Evidence Training-Marxer	\$177.24		12/6/2023	001-000-000-521-20-43-00	Travel & Training
US Bank	December 2023 Gidlof CC Statement	Training - Scott	\$250.00		12/6/2023	001-000-000-521-20-43-00	Travel & Training
			<b>\$427.24</b>				
Konica Minolta Premier Finance	81525513	PD Copier/Fax	\$240.83		12/9/2023	001-000-000-521-20-45-00	Equipment-Lease & Rentals
Konica Minolta Premier Finance	81353550	PD Copier	\$262.53		12/1/2023	001-000-000-521-20-45-00	Equipment-Lease & Rentals
			<b>\$503.36</b>				
WA Assoc of Sheriffs & Police Chief	DUES 2023-00785	WASPC Dues - Marxer	\$75.00	65316	11/30/2023	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
			<b>\$75.00</b>				
PowerDMS, Inc.	INV-46169	Software Renewal-Accreditation	\$55.55	65331	12/13/2023	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
			<b>\$55.55</b>				
US Bank	December 2023 Sass CC Statement	IACP Membership Renewal	\$190.00		12/6/2023	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
US Bank	December 2023 Anderson CC Statement	IACP Membership Renewal	\$190.00		12/13/2023	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
US Bank	December 2023 Gidlof CC Statement	FBI-Leeda Membership Renewal	\$50.00		12/6/2023	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
US Bank	December 2023 Gidlof CC Statement	IACP Membership Renewal	\$190.00		12/6/2023	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
US Bank	December 2023 Gidlof CC Statement	WAPRO Membership Renewal - Marxer	\$25.00		12/6/2023	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
US Bank	December 2023 Crickmore CC Statement	Uniforms	\$187.17		12/7/2023	001-000-000-576-80-22-00	Uniforms
US Bank	December 2023 Crickmore CC Statement	Uniforms	\$158.53		12/7/2023	001-000-000-576-80-22-00	Uniforms
			<b>\$990.70</b>				
Home Depot Credit Services	December 2023 Shop Supplies	December 2023 Shop Supplies	\$48.36		11/2/2023	001-000-000-576-80-31-00	Operating Supplies
Home Depot Credit Services	December 2023 Parts Organizers	December 2023 Parts Organizers	\$175.92		11/2/2023	001-000-000-576-80-31-00	Operating Supplies
Home Depot Credit Services	December 2023 Shop Supplies (2)	December 2023 Shop Supplies (2)	\$159.41		11/7/2023	001-000-000-576-80-31-00	Operating Supplies
Home Depot Credit Services	December 2023 Pruning Saw Chains/Hand Tools	December 2023 Pruning Saw Chains/Hand Tools	\$277.53		11/1/2023	001-000-000-576-80-31-00	Operating Supplies
			<b>\$661.22</b>				
US Bank	December 2023 Crickmore CC Statement	Dust Collection System Hoses & Clamps	\$361.52		12/7/2023	001-000-000-576-80-31-00	Operating Supplies
			<b>\$361.52</b>				
Home Depot Credit Services	December 2023 Bit Set & Drill Bits for John Deere Utility	December 2023 Bit Set & Drill Bits for John Deere Utility	\$402.70		11/2/2023	001-000-000-576-80-31-00	Operating Supplies
			<b>\$402.70</b>				
US Bank	December 2023 Crickmore CC Statement	Shop Heater	\$190.64		12/7/2023	001-000-000-576-80-31-00	Operating Supplies
US Bank	December 2023 Crickmore CC Statement	Pesticide Continuing Education	\$120.00		12/7/2023	001-000-000-576-80-43-00	Travel & Training
US Bank	December 2023 Crickmore CC Statement	Pesticide License Renewal	\$50.00		12/7/2023	001-000-000-576-80-43-00	Travel & Training
US Bank	December 2023 Crickmore CC Statement	Pesticide License Renewal Service Fee	\$1.50		12/7/2023	001-000-000-576-80-43-00	Travel & Training
US Bank	December 2023 Gidlof CC Statement	Refund of Return	(\$54.99)		12/6/2023	001-000-000-594-21-64-10	Police HW/SW Equipment >\$5K
US Bank	December 2023 Gidlof CC Statement	Grippe Set for Speaker	\$169.02		12/6/2023	001-000-000-594-21-64-10	Police HW/SW Equipment >\$5K
US Bank	December 2023 Gidlof CC Statement	Computer Equipment	\$627.39		12/6/2023	001-000-000-594-21-64-10	Police HW/SW Equipment >\$5K
US Bank	December 2023 Crickmore CC Statement	Ford F-250 License	\$64.00		12/7/2023	001-000-000-594-76-64-00	Parks Capital Outlay
US Bank	December 2023 Crickmore CC Statement	Light Tripod & Throw Rope	\$99.21		12/7/2023	101-000-000-542-30-31-00	Operating & Maintenance Supplies
US Bank	December 2023 Crickmore CC Statement	Socket Sets for John Deere Utility Vehicles	\$88.04		12/7/2023	101-000-000-542-30-31-00	Operating & Maintenance Supplies
US Bank	December 2023 Crickmore CC Statement	Electrical Chord	\$22.39		12/7/2023	101-000-000-542-30-31-00	Operating & Maintenance Supplies
US Bank	December 2023 Crickmore CC Statement	Lifting Slings and Chain	\$210.88		12/7/2023	101-000-000-542-30-31-00	Operating & Maintenance Supplies
US Bank	December 2023 Crickmore CC Statement	Electrical Chord Splitter	\$28.16		12/7/2023	101-000-000-542-30-31-00	Operating & Maintenance Supplies
			<b>\$1,616.24</b>				
Home Depot Credit Services	December 2023 Battery Rotary Hammer	December 2023 Battery Rotary Hammer	\$390.86		11/6/2023	101-000-000-542-30-35-00	Small Tools/minor Equipment
			<b>\$390.86</b>				
US Bank	December 2023 Crickmore CC Statement	Air Filtration & Dust Collector	\$1,948.75		12/7/2023	101-000-000-542-30-35-00	Small Tools/minor Equipment
			<b>\$1,948.75</b>				
Home Depot Credit Services	December 2023 Battery Pruning Saw	December 2023 Battery Pruning Saw	\$405.17		11/1/2023	101-000-000-542-30-35-00	Small Tools/minor Equipment
			<b>\$405.17</b>				
Herc Equipment Rental Corporation	34117238001	PW Shop	\$1,735.26	65325	10/20/2023	101-000-000-542-30-45-00	Machine/Facility Rental
			<b>\$1,735.26</b>				
Pro-Vac LLC	142738629	Street Cleaning	\$4,505.83	65309	11/13/2023	101-000-000-542-67-41-00	Street Cleaning
			<b>\$4,505.83</b>				
Bellevue City Treasurer - Water	Service from 9/27 to 11/29/2023 (1078 Lake Washington Blvd NE)	Street Irrigation	\$82.99	65322	12/5/2023	101-000-000-542-70-40-00	Street Irrigation Utilities
			<b>\$82.99</b>				
Pacific NW Sheds	December 2023 PD Evidence Shed	Deposit: PD Evidence Shed	\$1,675.10	65307	12/6/2023	307-000-000-594-18-60-00	Building Improvements
			<b>\$1,675.10</b>				
Kamins Construction Inc	PE 2*	Upland Road Drainage Imp	\$32,914.81	65299	11/30/2023	307-000-000-595-30-63-02	Storm Sewer Improvements
			<b>\$32,914.81</b>				
Precision Concrete Cutting, Inc.	WA53601BC	2023 Sidewalk Trip Hazard	\$19,789.11	65308	11/28/2023	307-000-000-595-30-63-10	Sidewalk Improvements
			<b>\$19,789.11</b>				
Bradley, Sven	December 2023 Bradley Refund Request for TREE-23-025		\$0.00	65319	10/30/2023	401-000-000-322-11-00-00	Building Permit - Technology Fee
Bradley, Sven	December 2023 Bradley Refund Request for TREE-23-025		\$0.00	65319	10/30/2023	401-000-000-345-89-00-00	Other Planning and Development
Bradley, Sven	December 2023 Bradley Refund Request for TREE-23-025	Refund Request for TREE-23-025	\$769.75	65319	10/30/2023	401-000-000-382-10-00-01	Refundable Deposits - DS (CMF PGB)



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TIG Technology Integration Group	64942	Managed IT Services (DS Dept)	\$769.75	65314	12/1/2023	401-000-000-518-80-41-50	Technical Services, Software
TIG Technology Integration Group	5539067	IT Services for DS	\$2,054.78	65314	11/15/2023	401-000-000-518-80-41-50	Technical Services, Software
			<b>\$3,982.42</b>				
WA ST Dept of Transportation	FB91017005241	Inspection Vehicle Fuel	\$74.23	65317	11/30/2023	401-000-000-558-60-32-00	Vehicle Expenses - Gas, Oil, Maint.
Atwell, LLC	0323987	Planning/Zoning Support	<b>\$74.23</b>				
			\$12,084.50	65287	11/15/2023	401-000-000-558-60-41-01	Planning Consultant
			<b>\$12,084.50</b>				
Gray & Osborne, Inc.	Project No: 23427.00/Invoice No: 12	Grading and Drainage Review & Inspection Services	\$370.13	65324	12/4/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 22427.04/Invoice No: 3	Grading and Drainage Review & Inspection Services	\$153.25	65324	12/4/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.08/Invoice No: 4	Grading and Drainage Review & Inspection Services	\$410.18	65324	12/4/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 22427.20/Invoice No: 5	Grading and Drainage Review & Inspection Services	\$74.03	65324	12/4/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 19412.73/Invoice No: 17	Grading and Drainage Review & Inspection Services	\$475.35	65324	12/4/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.11/Invoice No: 5	Grading and Drainage Review & Inspection Services	\$237.68	65324	12/4/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.23/Invoice No: 1	Grading and Drainage Review & Inspection Services	\$378.35	65324	12/4/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 20425.04/Invoice No: 8	Grading and Drainage Review & Inspection Services	\$377.93	65324	12/4/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.14/Invoice No: 3	Grading and Drainage Review & Inspection Services	\$153.25	65324	12/4/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.12/Invoice No: 5	Grading and Drainage Review & Inspection Services	\$237.45	65324	12/4/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 21427.11/Invoice No: 18	Grading and Drainage Review & Inspection Services	\$153.25	65324	12/4/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.14/Invoice No: 15	Grading and Drainage Review & Inspection Services	\$444.15	65324	12/4/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 21427.27/Invoice No: 9	Grading and Drainage Review & Inspection Services	\$229.88	65324	12/4/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 22427.11/Invoice No: 9	Grading and Drainage Review & Inspection Services	\$237.68	65324	12/4/2023	401-000-000-558-60-41-07	Engineering Consultant
			<b>\$3,932.56</b>				
Coffman Engineers	23101665	Sound Test Consultant	\$3,150.00	65292	11/19/2023	401-000-000-558-60-41-08	Sound Testing Consultant
			<b>\$3,150.00</b>				
Kilmer, Rob	December 2023 Kilmer Expense Reimbursement	Dec 2023 Professional Certification Exam	\$153.00		12/8/2023	401-000-000-558-60-43-00	Travel & Training
Kilmer, Rob	December 2023 Kilmer Expense Reimbursement	Nov 2023 Professional Certification Exam	\$153.00		12/8/2023	401-000-000-558-60-43-00	Travel & Training
			<b>\$306.00</b>				
US Bank	December 2023 JE #2151 Bank Fees	December 2023 Bank Fees	\$1,622.10	20100967-US Bank Fees Dec 2023	12/31/2023	401-000-000-558-60-49-10	Miscellaneous
			<b>\$1,622.10</b>				
Feinstein, Steve	November 2023 Pratt Advance Deposit Return for DEP00211 (Reissue)	Advance Deposit Return for DEP00211	\$468.75	65320	12/31/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			<b>\$468.75</b>				
Brightly Software, Inc. (Formerly Dude Solutions, Inc.)	INV-229182	Permitting System Annual Fees to connect to financial and plan review software	\$2,934.22	65288	11/16/2023	401-000-000-594-60-64-00	DS- IT HW/SW >\$5K Capital Outlay
			<b>\$2,934.22</b>				
WA ST Dept of Licensing	December 2023 CPL Receipts	CPL Receipts	\$18.00		12/31/2023	631-000-000-589-30-01-00	Dept Of Lic-Gun Permit
			<b>\$18.00</b>				
Washington State Patrol	I2402966	CPL Background	\$13.25	65318	12/1/2023	631-000-000-589-30-02-00	WA ST Patrol-Gun-Fbi
			<b>\$13.25</b>				
			<b>\$333,963.38</b>	<b>AP Total</b>			
Payroll	December 2023 Payroll	Payroll	\$19,155.95	Total	12/31/2023	001-000-000-513-10-11-00	Salaries, Wages & Benefits
Payroll	December 2023 Payroll	Payroll	\$22,133.25	Total	12/31/2023	001-000-000-514-20-11-00	Salaries, Wages & Benefits
Payroll	December 2023 Payroll	Payroll	\$36,842.23	Total	12/31/2023	001-000-000-518-10-11-00	Salaries, Wages & Benefits
Payroll	December 2023 Payroll	Payroll	\$135,846.38	Total	12/31/2023	001-000-000-521-20-11-00	Salaries, Wages & Benefits
Payroll	December 2023 Payroll	Payroll	\$36,347.63	Total	12/31/2023	001-000-000-576-80-11-00	Salaries, Wages & Benefits
Payroll	December 2023 Payroll	Payroll	\$30,089.17	Total	12/31/2023	101-000-000-542-30-11-00	Salaries, Wages & Benefits
Payroll	December 2023 Payroll	Payroll	\$34,336.83	Total	12/31/2023	401-000-000-558-60-11-00	Salaries, Wages & Benefits
			<b>\$314,751.44</b>	<b>Payroll Total</b>			
			<b>\$648,714.82</b>	<b>Grand Total</b>			



# MEDINA, WASHINGTON

## MEDINA CITY COUNCIL REGULAR MEETING

Hybrid - Virtual/In-Person  
Monday, December 11, 2023 – 5:00 PM

### MINUTES

#### 1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

Mayor Rossman called the regular meeting to order in the Medina Council Chambers at 5:00 p.m.

##### PRESENT

Mayor Jessica Rossman  
Deputy Mayor Randy Reeves  
Councilmember Cynthia Adkins (left at 7:10 PM)  
Councilmember Jennifer Garone  
Councilmember Harini Gokul (left at 8:06 PM)  
Councilmember Mac Johnston  
Councilmember Bob Zook

##### ABSENT

None

##### STAFF

Burns, Missall, Osada, Wagner, Sass, Nations and Kellerman

#### 2. APPROVAL OF MEETING AGENDA

Mayor Rossman amended the recommendation for Agenda Item 6.4 to read "Approve."

**ACTION:** By consensus, Council approved the meeting agenda 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 Reports and announcements from Park Board, Planning Commission, Emergency Preparedness, and City Council.

City Manager Steve Burns reported that the Argosy Cruise Christmas Ships will be at Medina Beach Park on Friday, December 22nd arriving at 5:35 p.m. This is hosted by the Medina Parks and Recreation Board.

Planning Commission Chair Laura Bustamante reported that at the last Planning Commission meeting, Planning Commission discussed the resignation of the Planning Manager and the status of the Comprehensive Plan.

Emergency Preparedness Chair Rosalie Gann reported that former Emergency Preparedness leaders Doug Dicharry and Kay Koelemay will be moving out of the state in early 2024 and she recognized and thanked them for their contributions over the years.

#### 5. **CITY MANAGER'S REPORT**

Director of Finance and HR Ryan Wagner reported that the city purchased a new snow plow truck. Assistant Director of Finance Tsz Yan Brady resigned her position from the city to take a full-time position.

Police Chief Jeff Sass gave an update on parking signs at Fairweather Park. He also gave an update on fraud activities throughout the nation.

Director of Public Works Ryan Osada gave an update on the stormdrains and flooding in the city. He noted that the city met the required 80 percent stormwater inspection program the second year in a row.

City Manager Steve Burns reported he will start the City Council's Retreat planning at the beginning of 2024. He also recognized and thanked retiring City Attorney Scott Missall for his years of service to the city.

#### 6. **CONSENT AGENDA**

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

- 6.1 November 2023, Check Register  
**Recommendation:** Approve.  
**Staff Contact:** Ryan Wagner, Finance and HR Director
- 6.2 Park Board Minutes of September 18, 2023  
**Recommendation:** Receive and file.  
**Staff Contact:** Dawn Nations, Deputy City Clerk
- 6.3 Draft City Council Meeting Minutes of:  
 a) November 11, 2023; and  
 b) November 27, 2023.

**Recommendation:** Adopt minutes.

**Staff Contact:** Aimee Kellerman, CMC, City Clerk

6.4 Council Projects - Timeline and Protocols

**Recommendation:** Discussion and direction.

**Staff Contact:** Stephen R. Burns, City Manager

6.5 Park Board Appointment Confirmation

**Recommendation:** Approve.

**Staff Contact:** Aimee Kellerman, CMC, City Clerk

6.6 Upland Road Drainage Improvements - Change Order #002

**Recommendation:** Approve.

**Staff Contact:** Ryan Osada, Public Works Director

7. **LEGISLATIVE HEARING**

None.

8. **PUBLIC HEARING**

8.1 Street Vacation ROW Moratorium

**Recommendation:** Discussion and direction.

**Staff Contacts:** Stephen R. Burns, City Manager; Scott Missall, City Attorney

City Attorney Scott Missall gave an introduction of the street vacation moratorium. With the goal of the moratorium to enable the Council and staff to review the situation, understand what the issues are and study the city's current policies, determine whether the city should adopt new policies and what they should be.

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

Rosalie Gann commented on the street vacation moratorium and proposed the following suggestions for the city to consider. On a process level, she suggested that the City Council create requirements to increase transparency and timely communication 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 city-owned land, that Council seriously and meticulously anticipate adverse, long-term, and unintended consequences of the sale of the city's collective land. Council discussed, asked questions, and staff responded.

John Fischer commented in support of street vacation right-of-way moratorium.

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

**ACTION:** Zook second Gokul to direct the 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. Motion carried by a 7:0 vote.

In addition, Council directed staff to take into consideration the above comments made by resident Rosalie Gann.

## 9. **CITY BUSINESS**

### 9.1 NE 12th Street Sidewalk Project Update

**Recommendation:** Approve.

**Staff Contact:** Ryan Osada, Public Works Director

Director of Public Works Ryan Osada gave a presentation on the NE 12 Street sidewalk project. Council asked questions and staff responded.

**ACTION:** Motion Johnston to approve the final plans and authorize the Public Works Director to advertise for bids. This was seconded by Zook and carried by 7:0 vote.

### 9.2 City Recruitment Update

**Recommendation:** Discussion item only.

**Staff Contact:** Stephen R. Burns, City Manager

City Manager Steve Burns gave a brief update on the city's recruitment efforts for vacancies in city staff as well as a new contract city attorney.

**ACTION:** Update only; no action taken.

### 9.3 2023 Budget Amendment

**Recommendation:** Adopt Ordinance No. 1023.

**Staff Contact:** Ryan Wagner, Finance & HR Director

Director Ryan Wagner gave a brief overview of the 2023 budget amendment. Council discussed, asked questions and staff responded.

Council directed staff to refer the contingency fund discussion to the Finance Committee in the first quarter of 2024.

**ACTION:** Motion Reeves second Zook and carried by 7:0 vote; Council adopted Ordinance No. 1023 approving the 2023 budget amendment.

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

Councilmember Garone thanked the current and outgoing Council members for their leadership and for collaborating as a team throughout their term.

## 11. **PUBLIC COMMENT**

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

At this point, Council took a brief recess. Council reconvened the regular meeting and moved into Executive Session at 7:10 p.m. for an estimated time of one-hour.

**12. EXECUTIVE SESSION**

RCW 42.30.110 (1)(i)

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

Council reconvened into the regular meeting at 8:10 p.m.

**ACTION:** No action was taken following the Executive Session.

**13. ADJOURNMENT**

By consensus, Council adjourned the regular meeting at 8:11 p.m.

DRAFT



# MEDINA, WASHINGTON

## AGENDA BILL

January 8, 2024

**Subject:** 2024 Salary Schedule Amendment

**Category:** Ordinance, City Council Consent

**Staff Contact(s):** Ryan Wagner, Finance Director

### **Summary**

#### **History and Background Information:**

On November 13<sup>th</sup>, 2013, the Medina City Council approved the 2024 budget and the 2024 salary schedule.

This bill is to amend the 2024 salary schedule to correct the salary increase for the Police Captain position.

The Police Captain position follows the same language within the Police Guild contract, as our Officers when it comes to wage increase. For 2024, the Guild saw an increase of 4.5% which matched the CPI-W.

Therefore, the Police Captain's salary range will be amended to match the CPI-W of 4.5%.

#### **Attachment(s)**

1. 2024 Salary Schedule **Attachment A**

**Budget/Fiscal Impact:** See attached

**Recommendation:** Adopt Ordinance No. 1024.

**City Manager Approval:**

**Proposed Council Motion:** "I move approval of Ordinance No. 1024, amending the 2024 salary schedule for the City of Medina ."

**ORDINANCE NO. 1024**

**CITY OF MEDINA, WASHINGTON**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDINA WASHINGTON  
AMENDING THE SALARY SCHEDULE FOR THE YEAR 2024,**

---

**WHEREAS**, the City of Medina City Council held a public hearing on September 11 and October 9, 2023 to gather input as part of the 2024 budget process, and another public hearing on November 13, 2023 for the 2024 Property Tax Levy and the 2024 proposed budget, and deliberated and considered the preliminary proposed budget, and

**WHEREAS**, the preliminary proposed final budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Medina for the purposes and estimated expenditures set forth necessary to carry on the services and needs of the City of Medina for the calendar year 2024.

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

**SECTION 1.** In accordance with the provisions of R.C.W. 35A.33.075, the salary schedule of the City of Medina, WA, for the year 2024, is amended on the 8th day of January after the 2024 budget was approved and filed as of November 13<sup>th</sup>, 2023.

**SECTION 2.** The 2024 Salary Schedule for authorized positions is attached as **Attachment A** and hereby adopted.

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

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

THIS ORDINANCE SHALL TAKE EFFECT AND BE IN FORCE ON AND AFTER THE 1ST DAY OF JANUARY 2024.

**PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON THE 8 DAY OF JANUARY, 2024. BY A VOTE OF \_\_\_ FOR, \_\_\_ AGAINST, AND \_\_\_ ABSTAINING, AND IS SIGNED IN AUTHENTICATION OF ITS PASSAGE THE 8TH DAY OF JANUARY 2024.**



\_\_\_\_\_  
Jessica Rossman, Mayor

Approved as to form:

Attest:

\_\_\_\_\_  
Scott Missal, City Attorney  
Ogden Murphy, LLC

\_\_\_\_\_  
Aimee Kellerman, City Clerk

PUBLISHED:  
EFFECTIVE DATE: 01/01/2024  
ORDINANCE NO.: 1024

**City of Medina  
Ordinance Number 1022  
Attachment A**

**2024 Salary Schedule**

The 2024 salary ranges for full time city employees shall be as follows (see notes in blue):

**Exempt Unrepresented Employees:**

COLA increase = CPI-W, capped at 4%	FTE	Minimum	Midpoint	Maximum
Building Official	0	\$8,554	\$9,626	\$10,695
Planning Manager	1	\$8,554	\$9,626	\$10,695
Public Works Director	1	\$9,858	\$11,089	\$13,554
Development Services Director	1	\$9,858	\$11,089	\$13,554
Finance/HR Director	1	\$9,858	\$11,089	\$12,322
City Clerk	1	\$9,858	\$11,089	\$12,322
Police Chief	1	\$12,143	\$13,661	\$15,176
City Manager	1	\$12,442	\$13,996	\$16,666

**Non Exempt Unrepresented Employees:**

COLA increase = CPI-W, capped at 4%, Captain at 4.5%	FTE	Minimum	Midpoint	Maximum
Assistant Finance Director *	1	\$6,543	\$7,851	\$9,194
Police Captain	1	\$10,325	\$11,614	\$12,904

**Collective Bargaining Agreement between City of Medina and City of Medina Patrol Officers:**

Police Guild Contract 4.5% COLA Increase	FTE	Step A	Step B	Step C	Step D
Patrol Officer A		\$7,766	\$8,223	\$8,679	\$9,138
Patrol Officer B		\$7,860	\$8,317	\$8,771	\$9,231
Patrol Officer C	2	\$8,042	\$8,499	\$8,956	\$9,412
Patrol Officer D	4	\$8,223	\$8,679	\$9,140	\$9,595
Police Sergeant A	1	\$9,151	\$9,649	\$10,160	\$10,679
Police Sergeant B		\$9,333	\$9,830	\$10,341	\$10,863

**Public, Professional and Office-Clerical Employees Union, Local 763**

**(Representing Public Works Employees):**

Teamsters Guild Contract 4% COLA Increase	FTE	Step A	Step B	Step C	Step D
Maintenance Worker	3	\$6,050	\$6,307	\$6,663	\$7,029
Maintenance Supervisor	1	\$7,361	\$7,770	\$8,187	\$8,624

**Public, Professional and Office-Clerical Employees Union, Local 763**

**(Representing Office-Clerical Employees):**

Teamsters Guild Contract 4% COLA Increase	FTE	Step A	Step B	Step C	Step D
Admin. Assistant-Deputy Clerk	1	\$6,050	\$6,307	\$6,663	\$7,029
Information Systems Coordinator	1	\$6,050	\$6,307	\$6,663	\$7,029
Police Administrative Specialist	1	\$6,050	\$6,307	\$6,663	\$7,029
Development Services Coordinator	1	\$6,174	\$6,360	\$6,696	\$7,049
Deputy Building Official	1	\$6,562	\$7,437	\$8,312	\$9,185
Police Office Manager	1	\$7,361	\$7,770	\$8,187	\$8,624

\* = position currently filled with part-time employee with salary pro-rated at 0.7 FTE