



## MEDINA CITY COUNCIL

Monday, November 13, 2023

5:00 PM – REGULAR MEETING

### AGENDA

#### VISION STATEMENT

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

#### MISSION STATEMENT

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



# MEDINA, WASHINGTON

## MEDINA CITY COUNCIL REGULAR MEETING

Hybrid - Virtual/In-Person  
Monday, November 13, 2023 – 5:00 PM

---

### AGENDA

**MAYOR** | Jessica Rossman

**DEPUTY MAYOR** | Randy Reeves

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

**CITY MANAGER** | Stephen R. Burns

**CITY ATTORNEY** | Scott Missall

**CITY CLERK** | Aimee Kellerman

#### Virtual Meeting Participation

The Medina City Council has moved to hybrid meetings, offering both in-person and online meeting participation. In accordance with the direction from Governor Inslee, masking and social distancing will be optional for those participating in person. Individuals who are participating online and wish to speak live can register their request with the City Clerk at 425.233.6411 or email [akellerman@medina-wa.gov](mailto:akellerman@medina-wa.gov) and leave a message before 2PM on the day of the November 13 Council meeting. Please reference Public Comments for November 13 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 November 13 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=WjRuK3ErVy9jdmmtelAvek1VeHkzUT09>

Meeting ID: 819 6169 6176

Passcode: 689036

One tap mobile

+1 253 205 0468, 81961696176# US

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

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

2. **APPROVAL OF MEETING AGENDA**

3. **PUBLIC COMMENT PERIOD**

Individuals wishing to speak live during the Virtual City Council meeting may register their request with the City Clerk at 425.233.6411 or email [akellerman@medina-wa.gov](mailto:akellerman@medina-wa.gov) and leave a message **before 2PM** on the day of the November 13 Council meeting. Please reference Public Comments for November 13 Council Meeting on your correspondence. The City Clerk will call on you by name or telephone number when it is your turn to speak. You will be allotted 3 minutes for your comment and will be asked to stop when you reach the 3 minute limit.

4. **PRESENTATIONS**

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

Time Estimate: 10 minutes

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](#) October 2023, Check Register

**Recommendation:** Approve.

**Staff Contact:** Ryan Wagner, Director of Finance and HR

[6.2](#) Planning Commission Meeting Minutes of September 26, 2023  
**Recommendation:** Receive and file.  
**Staff Contact:** Rebecca Bennett, Development Services Coordinator

[6.3](#) Draft City Council Meeting Minutes of:  
a) October 9, 2023; and  
b) October 23, 2023.  
**Recommendation:** Adopt minutes.  
**Staff Contact:** Aimee Kellerman, CMC, City Clerk

[6.4](#) Resolution Accepting Donation – Adding Two Additional Digital Speed Signs for the City  
**Recommendation:** Adopt Resolution No. 439.  
**Staff Contact:** Jeffrey R. Sass, Chief of Police

[6.5](#) Contract Change Order No. 1 – Approving Upland Road Drainage Improvements  
**Recommendation:** Approve.  
**Staff Contact:** Ryan Osada, Public Works Director

## 7. **LEGISLATIVE HEARING**

None.

## 8. **PUBLIC HEARING**

[8.1](#) 2024 Final Budget and Salary Schedule  
**Recommendation:** Adopt 2024 Budget Ordinance No. 1022.  
**Staff Contact:** Ryan Wagner, Finance Director

Time Estimate: 30 minutes

[8.2](#) 2024 Property Tax Levy Resolution  
**Recommendation:** Adopt Resolution No.440.  
**Staff Contact:** Ryan Wagner, Finance Director

Time Estimate: 5 minutes

## 9. **CITY BUSINESS**

[9.1](#) Council Projects - Timeline and Protocols  
**Recommendation:** Discussion and direction.  
**Staff Contact:** Stephen R. Burns, City Manager

Time Estimate: 15 minutes

[9.2](#) Planning Manager Recruitment Process  
**Recommendation:** Discussion and direction.  
**Staff Contacts:** Stephen R. Burns, City Manager, Mayor Jessica Rossman, Deputy Mayor Randy Reeves

Time Estimate: 20 minutes



- [9.3](#) City Attorney Request for Proposal (RFP)  
**Recommendation:** Discussion item only; no action needed.  
**Staff Contact:** Stephen R. Burns, City Manager

Time Estimate: 20 minutes

- [9.4](#) Solid Waste Services Update  
**Recommendation:** Discussion item only; no action needed.  
**Staff Contact:** Stephen R. Burns, City Manager

Time Estimate: 5 minutes

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

**11. PUBLIC COMMENT**

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

**12. EXECUTIVE SESSION**

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.

RCW 42.30.110(1)(g)

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

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

**13. ADJOURNMENT**

Next regular City Council Meeting: November 27, 2023 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**

Tuesday, November 14, 2023 – Planning Commission Special Meeting - **Cancelled**

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

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

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

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

December – Planning Commission Special Meeting **TBD**

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

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

### **CERTIFICATION OF POSTING AGENDA**

The agenda for Monday, November 13, 2023 Regular Meeting of the Medina City Council was posted and available for review on Thursday, November 9, 2023 at City Hall of the City of Medina, 501 Evergreen Point Road, Medina, WA 98039. The agenda is also available on the city website at [www.medina-wa.gov](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

---

**Date:** November 13, 2023

**To:** Honorable Mayor and City Council

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

**Subject:** City Manager Report

---

- City Attorney Scott Missall Announced His Retirement - At the October 23rd Medina Council Meeting, contract-City Attorney Scott Missall announced he will be retiring at the end of the year. Missall has been the contract city attorney for Medina since April 2018. Missall has assisted the community with numerous key issues while being an active participant in City Council and City Staff discussions. His professionalism, experience, and positive demeanor will be missed.
  
- The City Council has identified six goals and priorities for staff to work on in 2023. Below are the goals and status update.
  - Create a clear timeline and protocols for Council projects to include no new code without an enforcement plan.
    - *The initial draft will be presented to the Council at the November Council Meeting.*
  
  - Strategy for creative revenue sources, relook at fine structure and compare or calibrate with other cities.
    - *Development Services Director Steve Wilcox provided an update to the City Council on February 27 covering short-term and long-term budget outlook and stabilization for Development Services. Looking forward, one item we will continue to monitor is the fee schedule to ensure it accurately reflects cost recovery.*
  
  - Implement a full HR system that covers employee lifecycle.
    - *Finance/HR Director Ryan Wagner has implemented the first phase of implementing a full-service Human Resources program that will standardize Medina employment requirements. The first phase was moving the city staff from paper timesheets to a fully automated payroll software solution through ADP. The city went live with solution on May 1, 2023. The Finance Department will continue the buildout of phase 2 for the Human Resources piece that includes hiring, onboarding, and managing HR compliance. City staff is working toward bringing the draft manual to Council in December 2023.*

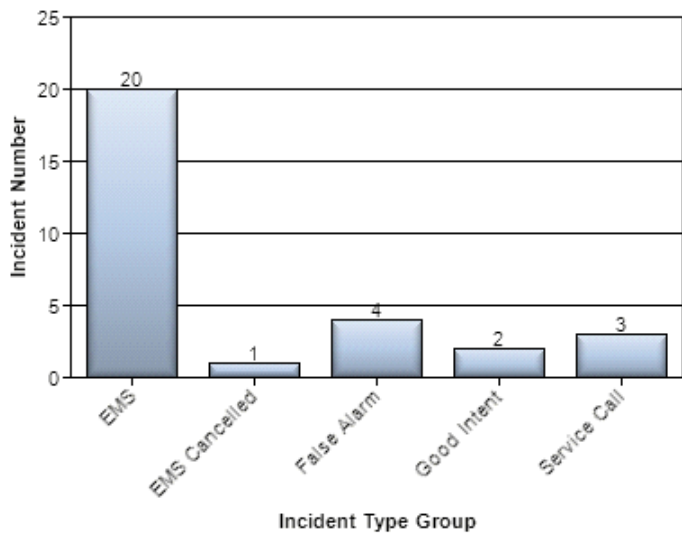
- Add each department's business lines and service levels on the website.
    - *In the first week of June, Central Services Director Aimee Kellerman, working with staff, has included business lines and service levels on the city website – under “Know Your Government” - [Check Out Your Local Government and the Services We Provide | Medina Washington \(medina-wa.gov\)](#).*
  - Research and develop a plan for undergrounding utilities; and
    - *Public Works Director Ryan Osada provided an update to the Council at the April 24 City Council Meeting. Staff are finalizing a web page about undergrounding utilities with updated FAQ's as directed by Council. This page is expected to be live by the end of the year.*
  - Research available options for reducing ghost homes.
    - *City Attorney Scott Missall presented a brief to the Council at the October 23, 2023 Council Meeting. Medina City Council requested that the City Attorney and staff look at the current code, specifically right-of-way cost recovery and the city's existing nuisance code, and research business licenses for short-term rentals. Additionally, Council will continue their independent research including in more detail the city of Leavenworth code as it pertains to short-term rentals.*
- 
- Bellevue Fire Report – See Attached.
  - 2023/2024 City Council Calendar – See Attached.

20180807 - Contract Cities Incident Types

Date: Monday, November 6, 2023  
Time: 12:00:43 PM

Incident Date between 2023-10-01 and 2023-10-31  
City equal to Medina

Incident Type Group	Incident Count
EMS	20
EMS Cancelled	1
False Alarm	4
Good Intent	2
Service Call	3





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

**ATTACHMENT 2**

JANUARY 9, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	SR520 Build It Faster by Carl Stixrood and John Hutchins - SR520 Working Group - 15 Minutes	Burns		Completed	
Consent Agenda	December 2022, Check Register			Approved	
Consent Agenda	DRAFT CC Minutes 12/12/2022			Adopted	
Consent Agenda	Resolution Supporting Mercer Island Marine Patrol Funding			Adopted Res. No. 429	
Legislative Hearing	Ordinance Approving New Solicitation and Permitting Regulations	Sass		Adopted Ord. No.1018	Legal Notice in Seattle Times 12/24/2022
Public Hearing					
City Business	Comp Plan Update	Keyser		Completed	
City Business	Gas-Powered Leaf Blower Education and Outreach Plan	Burns		Completed	
City Business	Park Use Permit Pilot Program	Burns/Kellerman		Approved	
JANUARY 23, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Presentation					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
Public Hearing					
City Business	City Arborist Presentation and Discussion	Wilcox	Discussion and direction	Completed	
City Business	Tree Management Code Amendments	Wilcox	Approve	Approved	

**ATTACHMENT 2**

<b>FEBRUARY 13, 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					
Presentation	Professional Excellence Award Presentations - Medina Police Department	Sass		completed	
Consent Agenda	January and 13th Month Check Register			approved	
Consent Agenda	PB Minutes 11/21/2022			received	
Consent Agenda	PC Minutes 11/15/2022			received	
Consent Agenda	CC Minutes 1/9/2023 , 1/23/2023			adopted	
Consent Agenda	Flock Contract for License Plate Reader Cameras - Tentative	Sass		approved	
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business	Comp Plan Public Participation Resolution	Keyser		adopted	
City Business	Comp Plan Update	Keyser		completed	
City Business	Ordinance Amending MMC Chapter 2.24 Parks and Recreation Board and MMC Chapter 2.28 Planning Commission to Allow for Hybrid Meetings and Clarify the Number of Parks and Recreation Board Meetings	Osada/Nations		adopted	
Executive Session	RCW 42.30.110(1)(i) Potential Litigation			completed	
<b>FEBRUARY 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	None				
Consent Agenda	None				
Consent Agenda	None				
Legislative Hearing	None				
Public Hearing	None				
City Business	Development Services Enterprise Budget Discussion	Wilcox	Discussion/Direction	completed	
City Business	Pending Legislative Session Bills	Keyser	Discussion/Direction	completed	

**ATTACHMENT 2**

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



**ATTACHMENT 2**

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

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

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

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

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

**ATTACHMENT 2**

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

**ATTACHMENT 2**

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

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

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

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

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

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

**JULY 24, City Council Regular Meeting, CANCELLED**

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

Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					

**ATTACHMENT 2**

<b>AUGUST 14, City Council DARK - CANCELLED</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Presentation					
Presentation					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
<b>AUGUST 28, City Council DARK - CANCELLED</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Presentation					
Presentation					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
<b>SEPTEMBER 11, 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	July/August Check Register	Wagner		Approved	
Consent Agenda	Approved PB 5/15 Minutes	Nations		Received	
Consent Agenda	Approved PC 5/24 & 6/27 Minutes	Keyser		Received	
Consent Agenda	Draft 6/12 & 7/10 CC Minutes	Kellerman		Adopted	
Consent Agenda	Civil Service Commission Annual Report 2022	Nations		Received	
Consent Agenda	Gas-Powered Leaf Blower Resolution	Burns		Adopted	
Consent Agenda	Contract Approving Upland Road Stormwater Improvements	Osada		Approved	
Consent Agenda	Contract Approving Upland Road Overlay	Osada			
Consent Agenda	PB Appointment Confirmation	Kellerman		Approved	

**ATTACHMENT 2**

Consent Agenda	Financial Policies Update Resolution No. 436	Wagner		moved to 9/25/2023 meeting	
Consent Agenda	Ordinance Amending Section 8.04.160 of the Medina Municipal Code Regarding Work Hours for Professional Yard Maintenance and Landscaping	Burns		Adopted	
Legislative Hearing	None				
Public Hearing	2024 Preliminary Budget Proposal	Wagner		Completed	
City Business	Comp Plan Update	Keyser		Completed	
City Business	Existing Conditions Report	Keyser		Completed	
City Business	City Manager Review	Rossman		Completed	
City Business	Tree Code Violations Text	Wilcox	Discussion and direction	Completed	
City Business	E-Vehicle Helmet Law Discussion	sass	Discussion and direction	Completed	
Executive Session	RCW 42.30.110(1)(i)			No action	

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda	Resolution No. 436 - Financial Policies	Wagner		Adopted	
Legislative Hearing					
Public Hearing					
City Business	Preliminary 2024 Budget Discussion	Wagner		Completed	
City Business					
City Business					

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	September 2023, Check Register	Wagner	approve	Approved	
Consent Agenda	Approved PB 7/17 Minutes	Nations	receive and file	Receive And Filed	
Consent Agenda	Approved PC 7/25 Minutes	Keyser	receive and file	Receive And Filed	
Consent Agenda	Draft 9/11 and 9/25 CC Minutes	Kellerman	adopt	Adopted	

**ATTACHMENT 2**

Consent Agenda	Resolution Accepting Donation - FLIRs (Forward Looking Infrared) for PD Patrol Cars	Sass	adopt	Adopted	
Public Hearing	Preliminary 2024 Budget Proposal	Wagner	discussion and direction	Completed	published 9/18/23
City Business	Comp Plan Update	Keyser	discussion and direction	Moved to 10/25/2023 meeting	
City Business	12th Street Project Discussion	Osada		Completed	
City Business	Confirmation of City Manager Evaluation Process	Rossman/Missall	approve	Completed	

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	Emergency Street Vacation Moratorium	Burns/Missall		Adopted	
City Business	Planning Manager and Comp Plan Update	Burns/Wilcox		completed	
City Business	Ghost House/Short-term Rental Presentation and Discussion	Burns/Missall		completed	
Executive Session	RCW 42.30.110(1)(g) Evaluate Public Employee	Council/Missall		completed - no action taken	

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	October 2023, Check Register	Wagner	Approve		
Consent Agenda	Approved 9/26 PC Minutes	Bennett	Receive and file.		
Consent Agenda	Draft 10/9 & 10/23 CC Minutes	Kellerman	adopt		
Consent Agenda	Resolution Accepting Donation - Adding Two Additional Speed Signs for the City	Sass	Adopt		
Consent Agenda	Contract Change Order No. 1 Approving Upland Road Storm Drainage Improvement	Osada	Approve		
Legislative Hearing	none				
Public Hearing	Final 2024 Budget and Salary Schedule	Wagner	Adopt		Published 10/24 and 11/6/2023
Public Hearing	2024 Property Tax Resolution	Wagner	adopt		Published 10/29/2023

**ATTACHMENT 2**

City Business	Council Projects - Timeline and Protocols	Burns		
City Business	Planning Manager Recruitment Process	Burns	Discussion and direction	
City Business	City Attorney Request for Proposal (RFP)	Burns	Discussion item only	
City Business	Solid Waste Services Update	Burns	Discussion item only	
Executive Session	RCW 42.30.110(1)(i) Potential Litigation and RCW 42.30.110(1)(g) Evaluate Public Employee	Council/Missall		

**NOVEMBER 27, City Council Regular Meeting, 5:00 pm**

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Presentation					
Consent Agenda					
Consent Agenda					
City Business	City Manager Review - TENTATIVE	City Council			

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	November 2023, Check Register	Wagner			
Consent Agenda	Draft 11/13 CC Minutes	Kellerman			
Legislative Hearing					
Public Hearing	Street Vacation Code Update	Burns/Missall	Discussion and direction 45 minutes		
City Business	Comp Plan Update	Keyser			
City Business	Fee Schedule Update	Wilcox/Kellerman			
City Business	Tree Code Violations Code Amendment - Tentative				
City Business	12th Street Sidewalk Project - Tentative	Osada			
City Business	Personnel Committee Discussion	Burns/Rossman			
Executive Session	RCW 42.30.110(1)(g) Evaluate Public Employee				

DECEMBER 25, City Council Regular Meeting, 5:00 pm - <b>CANCELLED</b>					ATTACHMENT 2
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Presentation					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					





## MEDINA POLICE DEPARTMENT

**DATE:** November 13, 2023  
**TO:** Stephen R. Burns, City Manager  
**FROM:** Jeffrey R. Sass, Chief of Police  
**RE:** Police Department Update – October 2023

---

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

### Follow up:

Nothing to report.

**Walk-to-School Day:** On Wednesday, October 4<sup>th</sup>, Medina Police Department participated in the annual “Walk-to-School Day” with Medina Elementary School students, parents, school faculty and community members.

Walk-to-School Day is celebrated on the first Wednesday of October to bring awareness to the positive benefits of exercise. Thousands of communities join in with fun and safe Walk-to-School Day events that get families, teachers, city staff and community members walking together while educating children and families about the benefits of walking or cycling to school as well as benefiting the environment. This year Mayor Jessica Rossman, Sergeant Eric Anderson and Officer Roman Scott “walked to school” with the community.



**2023 Great Shake Out Exercise:** On Thursday, October 19<sup>th</sup> at 10:19 a.m. the Medina Police Department and City of Medina participated along with over 57 million people worldwide in the Great shakeout Earthquake exercise. The event is an international event intended to practice earthquake safety and address any areas of concern.

**Shredder Day/Drug Take-Back/E-Cycling Event:** On Saturday, October 21<sup>st</sup>, Medina PD held their annual Shredder/Drug-Take Back/E-cycle Day at Medina Park. This event is popular with the community and was extremely successful. About 27+ bins of documents were shredded; approximately 68 pounds of drugs were collected and 5 pallets of electronics weighing over 3200 pounds were recycled. Appreciation goes out to Chief Jeff Sass, Captain Austin Gidlof, Sergeant Eric Anderson and Officer Tyler Glen for helping during the event and to Police Office Manager Barbara Marxer for organizing the event. Special thanks to the community for making the event so successful.



**Marine Patrol:**

Nothing to report.



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



**FELONY CRIMES**

**Forgery** **2023-00004876** **10/02/2023**  
 A resident contacted the Police Department to report that a check that was issued to Puget Sound Energy had been intercepted and “washed” (chemical agent applied to remove ink on the check). The check was rewritten and addressed to a new payee and cashed. The amount lost was \$605.60. Under investigation.

**Fraud** **2023-00004936** **10/05/2023**  
 A resident contacted the Police Department for a report of fraud. The resident reported that a Verizon account had been fraudulently opened in their name. No suspect information is available at this time.

**Fraud** **2023-00005239** **10/24/2023**  
 A resident contacted the Police Department for a report of fraud. The victim reported fraudulent activity with the Department of Licensing and their bank information. There was no monetary loss. No suspect information is available at this time.

**Fraud** **2023-00005240** **10/24/2023**  
 A resident contacted the Police Department to report fraudulent activity with their bank information and with the Department of Licensing. New bank cards had been issued without the victim’s permission and a new account linked with the Department of Licensing requesting a change of address. There was no monetary loss. No suspect information is available at this time.

**MISDEMEANOR CRIMES**

**Motor Vehicle Prowl** **2023-00004996** **10/09/2023**  
 A Police Officer was dispatched to the 8300 block of NE 12<sup>th</sup> St for a report of a vehicle prowl. The victim’s passenger window was shattered, and a wallet was stolen from the center console. No suspect information is available at this time.

**Malicious Mischief** **2023-00005073** **10/14/2023**  
 A Police Officer responded to the 100 block of Overlake Drive East for report of a vehicle whose window had been shattered. Nothing was taken from the vehicle. No suspect information is available at this time.

**Motor Vehicle Prowl** **2023-00005091** **10/15/2023**  
 A Police Officer was dispatched to the 8800 block of Overlake Drive West for a report of a vehicle prowl. The passenger window was shattered, and a wetsuit was stolen from the vehicle. The approximate value of the wetsuit is unknown. No suspect information is available at this time.







# MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

City of Medina



## October 2023 - Monthly Report

CRIMES	Current Month	YTD 2023	YTD 2022	Year-End 2022
Burglary	0	5	10	10
Vehicle Prowl	2	10	4	4
Vehicle Theft	0	3	7	7
Theft (mail & all other)	0	20	7	10
ID Theft/Fraud	4	18	15	16
Malicious Mischief (Vandalism)	3	13	5	5
Domestic Violence/Violation of No Contact Order	0	8	5	5
Disturbance, Harassment & Non-DV Assault	1	25	13	19
<b>TOTAL CRIMES</b>	<b>10</b>	<b>102</b>	<b>66</b>	<b>76</b>

COMMUNITY POLICING				
Drug Violations - Referrals to Treatment	0	0	1	1
Community Assists	24	153	119	139
House Watch Checks	82	802	455	595
School Zone	24	163	190	216
Mental Health	4	40	35	39
<b>TOTAL ENFORCEMENT</b>	<b>134</b>	<b>1158</b>	<b>800</b>	<b>990</b>

TRAFFIC				
Collisions				
Injury	0	2	2	2
Non-Injury	1	13	5	6
Non-Reportable	0	0	1	1
Traffic Stops				
Citations/Infractions/Parking	10	203	234	250
Warnings	170	1626	1149	1426
<b>TOTAL TRAFFIC</b>	<b>181</b>	<b>1844</b>	<b>1391</b>	<b>1685</b>

CALLS FOR SERVICE				
Animal Complaints	7	40	44	46
Residential Alarms	19	197	200	255
Missing Person	0	3	4	5
Suspicious Activity/Area Check	19	242	193	219
Medical Call/Assist Fire Department	1	11	27	29
Juvenile (underage party, substance use, etc.)	3	7	7	7
<b>TOTAL SERVICE</b>	<b>49</b>	<b>500</b>	<b>475</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.*



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

TOWN OF  
**HUNTS POINT**  
*Washington*

**FELONY CRIMES**

**Nothing to report.**

**MISDEMEANOR CRIMES**

**Nothing to report.**

**MARINE PATROL**

On October 12, 2023, a vessel was contacted by Medina Police Officers after it was discovered anchored offshore in the 3000 block of Fairweather Place. The vessel operator left the area without incident and was contacted again off the shore of Medina Beach Park several days later by Mercer Island Marine Patrol.



# MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

Town of Hunts Point



## October 2023 - Monthly Report

CRIMES	Current Month	YTD 2023	YTD 2022	Year-End 2022
Burglary	0	0	0	1
Vehicle Prowl	0	3	0	0
Vehicle Theft	0	0	0	0
Theft (mail & all other)	0	1	4	4
ID Theft/Fraud	0	3	2	2
Malicious Mischief (Vandalism)	0	1	2	2
Domestic Violence	0	2	1	1
Disturbance, Harassment & Non-DV Assault	0	3	4	5
<b>TOTAL CRIMES</b>	<b>0</b>	<b>13</b>	<b>13</b>	<b>15</b>

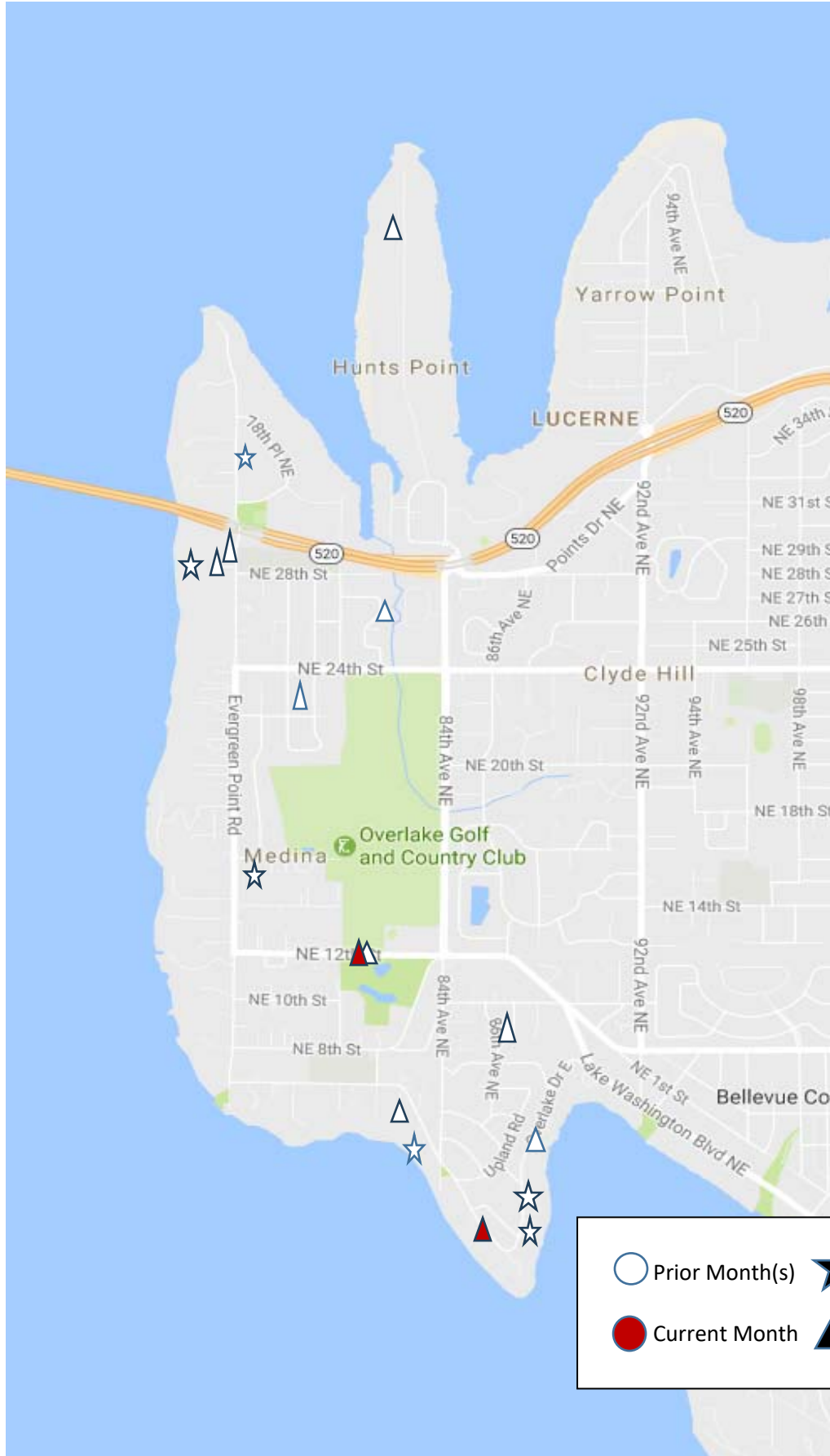
COMMUNITY POLICING	Current Month	YTD 2023	YTD 2022	Year-End 2022
Drug Violations - Referrals to Treatment	0	0	0	0
Community Assists	2	15	15	17
House Watch Checks	4	40	44	60
Mental Health	0	2	11	11
<b>TOTAL ENFORCEMENT</b>	<b>2</b>	<b>57</b>	<b>70</b>	<b>88</b>

TRAFFIC	Current Month	YTD 2023	YTD 2022	Year-End 2022
Collisions				
Injury	0	0	0	0
Non-Injury	0	0	1	1
Non-Reportable	0	0	1	1
Traffic Stops				
Citations/Infractions/Parking	4	48	72	82
Warnings	39	333	206	289
<b>TOTAL TRAFFIC</b>	<b>43</b>	<b>381</b>	<b>279</b>	<b>373</b>

CALLS FOR SERVICE	Current Month	YTD 2023	YTD 2022	Year-End 2022
Animal Complaints	1	3	4	4
Residential Alarms	3	24	28	32
Missing Person	0	1	0	0
Suspicious Activity/Area Check	3	13	15	23
Medical Call/Assist Fire Department	0	1	5	5
Juvenile (underage party, substance use, etc.)	0	1	0	1
<b>TOTAL SERVICE</b>	<b>4</b>	<b>43</b>	<b>52</b>	<b>65</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:** November 13, 2023  
**To:** Honorable Mayor and City Council  
**Via:** Stephen R. Burns, City Manager  
**From:** Steven R. Wilcox, Development Services Department Director  
**Subject:** Development Services Department Monthly Report

I apologize for the short written report this month. I will be happy to answer questions you may have during my verbal staff report.

## Permit Activity and Budgeting

The Permits Issued report for October shows that we continue to have a busy year. Our total permit value for the year is now more than twice the same time in 2022.

This has been a very unusual year for development in Medina. Timing of projects, type of projects and volume of work.

Construction Activity Permit open houses are associated with projects of \$500,000 and greater. The relevance of this information is that it shows the variations in monthly activity level and size of projects from a different perspective. Open houses more closely follow permit application dates as opposed to issuance timing.

For comparison in 2023:

- January – 0 open houses
- February - 0 open houses
- March – 5 open houses
- April – 1 open house
- May – 4 open houses
- June - 7 open houses
- July – 2 open houses
- August – 2 open houses
- September - 2 open houses
- October - 0 open houses

Evaluating trends from different perspectives allows for better understanding of our Development Services Fund including budget forecasting.

**King County Wastewater Pump Station Maintenance Project**

The wastewater pump station work to replace the aging pumps is nearly complete with only minor interior work remaining. A job trailer will remain on site for now.

**Tree Code Enforcement**

The new proposed Tree Management Code violations section is temporarily on hold. Changes and clarifications asked by Council will be incorporated into the draft, but no other changes will be made to what Council has already seen.

**Bobcat**

Our Arborist reported seeing Bobcat while in Medina on an inspection. Yarrow Point has also reported Bobcat sightings.

## October 2023 Permit Applications Received

Permit Type	Submitted Date	Permit Number	Total Valuation	Address
B-ADD/ALT	10/04/2023	B-23-070	\$300,000.00	1018 84th Ave NE
B-ADD/ALT	10/18/2023	B-23-073	\$334,115.00	201 Overlake Dr. E.
B-ADD/ALT	10/20/2023	B-23-075	\$2,055,000.00	7535 NE 28TH PL
B-ADD/ALT	10/20/2023	B-23-074	\$330,000.00	8457 MIDLAND RD
<b>TOTAL B-ADD/ALT:</b>	<b>4</b>		<b>\$3,019,115.00</b>	
B-DEM	10/17/2023	D-23-015		2539 82ND AVE NE
B-DEM	10/30/2023	D-23-016		2837 76TH AVE NE
<b>TOTAL B-DEM:</b>	<b>2</b>		<b>\$0.00</b>	
B-GAS	10/02/2023	G-23-012		26430 Evergreen Point Rd
B-GAS	10/10/2023	G-23-013		3242 Evergreen Point RD
B-GAS	10/18/2023	G-23-014		7777 OVERLAKE DR W
B-GAS	10/25/2023	G-23-015		2005 Evergreen Pt Rd.
B-GAS	10/27/2023	G-23-016		8436 MIDLAND RD
B-GAS	10/29/2023	G-23-017		922 87TH AVE NE
<b>TOTAL B-GAS:</b>	<b>6</b>		<b>\$0.00</b>	

B-MECHANICAL	10/03/2023	M-23-065		1247 Evergreen Pt. Rd.
B-MECHANICAL	10/03/2023	M-23-064		544 UPLAND RD
B-MECHANICAL	10/02/2023	M-23-062		2643 Evergreen Point Road
B-MECHANICAL	10/02/2023	M-23-063	\$8,000.00	2616 79th Ave NE
B-MECHANICAL	10/04/2023	M-23-066		854 Evergreen Point Road
B-MECHANICAL	10/12/2023	M-23-067		7745 OVERLAKE DR W
B-MECHANICAL	10/17/2023	M-23-068		824 Evergreen Point Road
B-MECHANICAL	10/19/2023	M-23-069		3411 Evergreen Pt Rd
B-MECHANICAL	10/20/2023	M-23-070		2608 79th Ave NE
B-MECHANICAL	10/25/2023	M-23-071		7777 Overlake Dr W
B-MECHANICAL	10/26/2023	M-23-072		2201 Evergreen Point Road
<b>TOTAL B-MECHANICAL:</b>	<b>11</b>		<b>\$8,000.00</b>	
B-PLUMBING	10/11/2023	P-23-053		2839 EVERGREEN POINT RD
B-PLUMBING	10/12/2023	P-23-054		8637 NE 6th St
B-PLUMBING	10/31/2023	P-23-055		8436 Midland Rd
<b>TOTAL B-PLUMBING:</b>	<b>3</b>		<b>\$0.00</b>	

B-ROOF	10/11/2023	B-23-071		841 86TH AVE NE
<b>TOTAL B-ROOF:</b>	<b>1</b>		<b>\$0.00</b>	
B-SFR	10/12/2023	B-23-072	\$1,800,000.00	2539 82ND AVE NE
B-SFR	10/27/2023	B-23-076	\$2,000,000.00	2837 76TH AVE NE
<b>TOTAL B-SFR:</b>	<b>2</b>		<b>\$3,800,000.00</b>	
CAP - CONSTRUCTION ACTIVITY PERMIT	10/10/2023	CAP-23-041		201 Overlake Dr. E.
CAP - CONSTRUCTION ACTIVITY PERMIT	10/12/2023	CAP-23-042		2539 82ND AVE NE
CAP - CONSTRUCTION ACTIVITY PERMIT	10/20/2023	CAP-23-043		7535 NE 28TH PL
CAP - CONSTRUCTION ACTIVITY PERMIT	10/27/2023	CAP-23-044		2837 76TH AVE NE
<b>TOTAL CAP - CONSTRUCTION ACTIVITY PERMIT:</b>	<b>4</b>		<b>\$0.00</b>	
ENG-GRADING/DRAINAGE	10/26/2023	ENG-GD-23-022		7630 NE 14TH ST
ENG-GRADING/DRAINAGE	10/07/2023	ENG-GD-23-019		3615 EVERGREEN POINT RD
ENG-GRADING/DRAINAGE	10/11/2023	ENG-GD-23-020		2539 82ND AVE NE
ENG-GRADING/DRAINAGE	10/17/2023	ENG-GD-23-021		3607 EVERGREEN POINT RD
ENG-GRADING/DRAINAGE	10/27/2023	ENG-GD-23-024		2837 76TH AVE NE
ENG-GRADING/DRAINAGE	10/27/2023	ENG-GD-23-023		7535 NE 28TH PL

<b>TOTAL ENG-GRADING/DRAINAGE:</b>	<b>6</b>		<b>\$0.00</b>	
PW-RIGHT OF WAY	10/04/2023	PW-ROW-23-069		3615 EVERGREEN POINT RD
PW-RIGHT OF WAY	10/09/2023	PW-ROW-23-070		530 Upland Rd
PW-RIGHT OF WAY	10/19/2023	PW-ROW-23-071		1041 84th AVE NE
<b>TOTAL PW-RIGHT OF WAY:</b>	<b>3</b>		<b>\$0.00</b>	
TREE-ADMIN ROW TREE REMOVAL	10/03/2023	TREE-23-051		2432 78TH AVE NE
<b>TOTAL TREE-ADMIN ROW TREE REMOVAL:</b>	<b>1</b>		<b>\$0.00</b>	
TREE-HAZARD EVALUATION	10/04/2023	TREE-23-052		1081 80TH PL NE
<b>TOTAL TREE-HAZARD EVALUATION:</b>	<b>1</b>		<b>\$0.00</b>	
TREE-NON ADMIN TREE ACTIVITY PERMIT	10/03/2023	TREE-23-050		2432 78th Ave NE
<b>TOTAL TREE-NON ADMIN TREE ACTIVITY PERMIT:</b>	<b>1</b>		<b>\$0.00</b>	
TREE-WITH BUILDING/DEVELOPMENT	10/16/2023	TREE-23-054		7630 NE 14TH ST
TREE-WITH BUILDING/DEVELOPMENT	10/12/2023	TREE-23-053		2539 82ND AVE NE
TREE-WITH BUILDING/DEVELOPMENT	10/27/2023	TREE-23-055		2837 76TH AVE NE
TREE-WITH BUILDING/DEVELOPMENT	10/27/2023	TREE-23-056		7535 NE 28TH PL
<b>TOTAL TREE-WITH BUILDING/DEVELOPMENT:</b>	<b>4</b>		<b>\$0.00</b>	
<b>Total # of Permits</b>	<b>49</b>		<b>\$6,827,115.00</b>	



## October 2023 Issued Permits

Page 1 of 1

Report run on: 11/01/2022 07:56 AM

<b>Construction Value:</b>	<b>October 2023</b>	<b>October 2022</b>	<b>2023 YTM</b>	<b>2022 YTM</b>	<b>Difference</b>
Accessory Structure	-	-	-	\$70,000.00	(\$70,000.00)
Addition / Alteration	\$600,008.00	\$22,200.00	\$13,650,149.78	\$3,224,441.04	\$10,425,708.74
Fence / Wall	-	-	\$1,942,514.00	\$279,036.00	\$1,663,478.00
New Construction	\$3,383,026.00	\$2,173,983.00	\$50,261,790.00	\$27,948,828.40	\$22,312,961.60
Repair / Replace	-	-	-	-	\$0.00
Wireless Comm. Facility	-	-	-	\$70,000.00	(\$70,000.00)
<b>Total Value:</b>	<b>\$3,983,034.00</b>	<b>\$2,196,183.00</b>	<b>\$65,854,453.78</b>	<b>\$31,592,305.44</b>	<b>\$34,262,148.34</b>
<b>Permits Issued:</b>	<b>October 2023</b>	<b>October 2022</b>	<b>2023 YTM</b>	<b>2022 YTM</b>	<b>Difference</b>
New Construction	2	1	16	15	1
Permit Extension	3	3	42	44	(2)
Accessory Structure	-	-	-	1	(1)
Addition / Alteration	2	2	24	19	5
Construction Activity Permit	4	2	38	22	16
Demolition	2	1	16	11	5
Fence / Wall	-	-	12	15	(3)
Grading / Drainage	2	1	26	20	6
Mechanical	10	10	71	87	(16)
Other - Moving	-	-	-	-	0
Plumbing / Gas	8	6	46	64	(18)
Repair / Replace	-	-	-	-	0
Reroof	-	-	-	-	0
Right of Way Use	7	4	66	74	(8)
Tree Mitigation	5	6	47	53	(6)
Wireless Comm. Facility	-	-	-	1	(1)
<b>Total Permits:</b>	<b>45</b>	<b>36</b>	<b>404</b>	<b>426</b>	<b>(22)</b>
<b>Inspections:</b>	<b>October 2023</b>	<b>October 2022</b>	<b>2023 YTM</b>	<b>2022 YTM</b>	<b>Difference</b>
Building	72	76	797	894	(97)
Engineering/Other	19	51	188	220	(32)
	6	2	71	58	13
Tree	5	11	88	61	27
<b>Total Inspections:</b>	<b>102</b>	<b>140</b>	<b>1,144</b>	<b>1,233</b>	<b>(89)</b>







## October Code Enforcement Report

Case Number	Case Type	Assigned To	Address	Case Text
CC-2023-148	STOP WORK ORDER	Rob Kilmer	1525 79TH PL NE	<p>Description: Received complaints regarding construction parking in right-of-way.</p> <p>Action Taken: Visited site and observed three work vehicles parked in right-of-way. Issued Stop Work Order as this has been an ongoing issue and project Agent has been warned on multiple occasions.</p> <p>Estimated Penalty: Several days of stopped work to resolve the issue</p>
CC-2023-149	GENERAL	Rob Kilmer	8300 NE 24TH ST	<p>Description: Received concern regarding 7' fence adjacent to right-of-way</p> <p>Action Taken: Investigated and determined that a fence permit and a variance would be required for what has been installed. Spoke with an owner and advised that they needed to work with the city to bring the fence into compliance.</p> <p>Estimated Penalty: Cost of variance process</p>
CC-2023-150	CAP VIOLATION	Rob Kilmer	1525 79TH PL NE	<p>Description: Construction related vehicles (3) parked along right-of-way.</p> <p>Action Taken: Photographed vehicles and license plates.</p> <p>Estimated Penalty: Pairs with CC-2023-148</p>
CC-2023-151	GENERAL	Rob Kilmer	7731 NE 8TH ST	<p>Description: Received concern regarding overgrown vegetation in rear of property.</p> <p>Action Taken: Spoke with two owners of the adjacent properties and learned that the homeowner is elderly and has recently had health concerns. Each neighbor said that they would like to help reduce the overgrowth issue. I let each know of the other's interest so that they can potentially work together to assist. No further action taken at this time.</p> <p>Estimated Penalty: N/A</p>
CC-2023-152	NOTICE OF VIOLATION	Rob Kilmer	7838 NE 8TH ST	<p>Description: During an inspection at a neighboring property, a structure was observed to have been built within the rear-yard setbacks of 7838 NE 8th Street. The structure appears to require both an approved variance and building permit.</p> <p>Action Taken: Issued a Notice of Violation</p> <p>Estimated Penalty: Structure must be removed or approved variance and building permit(s) must be obtained. Financial penalties will apply if required actions are not initiated by 11/2/23. -- Variance application received on 11/2/23</p>
CC-2023-153	TREE INVESTIGATION	Rob Kilmer	2601 79TH AVE NE	<p>Description: Observed tree-work vehicles preparing to do work at property.</p> <p>Action Taken: Investigated and determined the scope of work to be limited pruning of bushes and trees. Scope of work does not require a permit. No further action taken.</p> <p>Estimated Penalty: N/A</p>

CC-2023-154	SIGN VIOLATION	Rob Kilmer	8401 NE 12TH ST	<p>Description: Observed commercial advertising sign (Palm Reading) displayed in right-of-way, mounted on utility pole.</p> <p>Action Taken: Removed sign.</p> <p>Estimated Penalty: None at this time.</p>
CC-2023-155	GENERAL	Rob Kilmer	2420 76TH AVE NE	<p>Description: Received concern regarding condition of a property to be developed.</p> <p>Action Taken: The pre-construction meeting for this property was at noon today, 10/19/23. The building is scheduled to be demolished on 10/31/23. No further action taken.</p> <p>Estimated Penalty: None.</p>
CC-2023-156	TREE INVESTIGATION	Rob Kilmer	822 76TH AVE NE	<p>Description: Observed tree cutting taking place.</p> <p>Action Taken: Investigated and determined that this had been reviewed beforehand and found to be exempt from permitting requirements. No further action taken.</p> <p>Estimated Penalty: N/A</p>
CC-2023-157	SIGN VIOLATION	Rob Kilmer	Throughout City	<p>Description: Lost Dog signs places throughout the city along the right-of-ways.</p> <p>Action Taken: Spoke by phone with owner of missing dog. Owner agreed that the signs should be taken down. They agreed to start removing the signs on the weekend of 10/28/23. Signs removed on 11/1/23</p> <p>Estimated Penalty: None at this time.</p>
CC-2023-158	SIGN VIOLATION	Rob Kilmer	841 86TH AVE NE	<p>Description: Observed commercial advertising sign (Integrity NW Roofing) displayed to right-of-way.</p> <p>Action Taken: Removed sign and notified company of Medina's rules regarding signs.</p> <p>Estimated Penalty: None at this time.</p>

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

Development Tree Permit Activity Report					
Permit Type	Address	# Trees Removed	Removed Tree (Size)	Supplemental Required	Description
TREE-WITH BUILDING/DEVELOPMENT	8637 NE 6th St	1 Douglas fir	33"	2	Tree would not have survived construction impacts.

Non-Development Tree Permit Activity Report					
Permit Type	Address	# Trees Removed	Removed Tree (Size)	Supplemental Required	Description
TREE-HAZARD EVALUATION	7856 NE 8th St	1 Mountain Hemlock	24"	1	Dead/hazardous ROW tree.
TREE-HAZARD EVALUATION	450 OVERLAKE DR E	2 Bigleaf Maple	23", 31"	2	High risk and in poor health.
TREE-HAZARD EVALUATION	1617 73RD AVE NE	3 Cottonwood	22", 23", 22"	3	High Risk ROW trees.
Dead Tree	7545 NE 28th Place	1 Pine	13"	N/A	Confirmed tree is 100% dead.
Dead Tree	3223 Evergreen Pt Rd	1 Bigleaf Maple	24"	N/A	Confirmed tree is 100% dead.
TREE-HAZARD EVALUATION	1081 80th Ave NE	1 Bigleaf Maple, 1 Douglas fir		2	Maple partially failed and fell into the neighboring yard. The remaining tree was hazardous. The Douglas fir had confirmed root disease.

7856 NE 8th St – Hemlock





450 OVERLAKE DR E – 2 Bigleaf Maple



Tree 1 & 2 , right to left



Trees 1 & 2 proximity to new home, 15-20 feet.

1617 73RD AVE NE – 3 Cottonwood

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



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



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



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



7545 NE 28th Place



3223 Evergreen Pt Rd





1081 80th Ave NE









## 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:** November 13, 2023  
**To:** Honorable Mayor and City Council  
**Via:** Stephen R. Burns, City Manager  
**From:** Ryan Wagner, Finance & HR Director  
**Subject:** October 2023 Financial Report

The October 2023 Reporting includes:

- October AP Check Register Activity Detail
- Key Revenue and Expenditures in October 2023
- Potential Budget Amendment Items for 2023
- October 2023 Cash Position Report
- October 2023 Financial Report
- 2023 End of Year Fund Projections and Balances

---

### Key Revenue from October of 2023

- \$1.1M in property tax revenue
- \$136K in sales and use tax revenue
- \$207K in Oct REET (paid out in Nov) please see attached report.
- \$40K in investment earnings

### Key Expenditures from October of 2023

- \$399K City of Bellevue – Fire and medical services
- \$43K Ogden Murphy Wallace – September attorney services
- \$25K Laserfiche – Public records and retention project
- \$19K JLL – Post Office lease renewal
- \$13K TIG – IT Services for September

### Budget Amendment Items (Will be presented for approval at the 1<sup>st</sup> December meeting)

- 20K for WCIA 2023 bill, good faith estimate was understated by Finance Director
- \$100K replacement plow and spray truck, approved during September Deep Dive

Potential Amendment Items

- \$40K for Body Cameras for our PD, potential Q4 expense
- \$500K transfer to the Levy Stabilization Fund – With a projected surplus at end of fiscal year 2023, staff will recommend to Council to allocate a large portion of this surplus in a one-time transfer to the Levy stabilization fund.

October 2023 Cash Position Report

<b>2023 Cash Balance, 9/30/2023</b>		<b>2023 Cash Balance, 10/31/2023</b>	
<u>TOTAL CASH &amp; INVESTMENTS</u>		<u>TOTAL CASH &amp; INVESTMENTS</u>	
Period Ending: 09/30/2023		Period Ending: 10/31/2023	
WA ST INV POOL	\$ 8,808,545	WA ST INV POOL	\$ 9,006,452
OTHER INVESTMENTS*	4,505,595	OTHER INVESTMENTS*	4,505,595
CHECKING	955,960	CHECKING	1,841,478
	<u>\$ 14,270,099</u>		<u>\$ 15,353,525</u>
		Outstanding Checks	<u>\$574,149.74</u>
			<u>\$ 14,779,375</u>

\*Bond maturity dates:

New Bond 19 Month  
4.75% annual yield



New Bond 4 Year  
5% annual yield



\$1M bond (Aug 2020)	8/5/2024
<b>\$1M bond (June 2023)</b>	<b>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)</b>	<b>12/31/2027</b>



October 2023 Financial Summary

	OCTOBER ACTUAL	OCTOBER YTD ACTUAL	2023 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
<b>General Fund</b>					
Property Tax	\$1,136,657	\$3,797,935	\$4,318,656	87.94%	\$520,721
Sales Tax	\$136,223	\$1,486,741	\$1,870,785	79.47%	\$384,044
Affordable & Sup. Housing	\$1,178	\$6,205	\$0	--	(\$6,205)
Criminal Justice	\$8,840	\$88,538	\$98,782	89.63%	\$10,244
B & O Tax: Utility & Franchise Fee	\$236,809	\$1,054,378	\$897,637	117.46%	(\$156,741)
Leasehold Excise Tax	\$0	(\$2,480)	\$6,589	-37.64%	\$9,069
General Government (includes Hunts Point)	\$6,139	\$309,586	\$441,401	70.14%	\$131,815
Passports, General Licenses & Permits	\$212	\$3,395	\$6,050	56.11%	\$2,655
Fines, Penalties, Traffic Infr.	\$0	\$11,709	\$18,000	65.05%	\$6,291
Misc. Invest. Facility Leases	\$64,354	\$337,895	\$160,869	210.04%	(\$177,026)
Disposition of Capital Assets	\$0	\$18,288	\$0	--	(\$18,288)
<b>General Fund Total</b>	<b>\$1,590,411</b>	<b>\$7,112,190</b>	<b>\$7,818,769</b>	<b>90.96%</b>	<b>\$706,579</b>
<b>Development Services Fund Total</b>	<b>\$105,028</b>	<b>\$1,199,560</b>	<b>\$1,007,538</b>	<b>119.06%</b>	<b>(\$192,021.54)</b>
Development Services Fund Transfers In from GF	\$0	\$0	\$0	--	\$0.00
<b>Street Fund Total</b>	<b>\$4,683</b>	<b>\$122,663</b>	<b>\$135,166</b>	<b>90.75%</b>	<b>\$90,446</b>
Street Fund Transfers In	\$42,917	\$429,184	\$515,000	83.34%	\$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>\$68,388</b>	<b>\$1,513,831</b>	<b>\$1,253,264</b>	<b>120.79%</b>	<b>(\$260,567)</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	\$416,667	\$500,000	83.33%	\$83,333
<b>NonRevenue Trust Funds Total</b>	<b>\$177</b>	<b>\$10,437</b>	<b>\$0</b>	<b>--</b>	<b>(\$10,437)</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>\$1,768,688</b>	<b>\$9,959,632</b>	<b>\$10,217,812</b>	<b>97.47%</b>	<b>\$258,180</b>
Total (All Funds) Transfers In	\$84,583	\$845,851	\$1,015,000	83.34%	\$169,149

EXPENDITURES:	OCTOBER ACTUAL	OCTOBER YTD ACTUAL	2023 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
<b>General Fund</b>					
Legislative	\$802	\$43,408	\$70,500	61.57%	\$27,092
Municipal Court	\$5,960	\$43,899	\$62,000	70.80%	\$18,102
Executive	\$22,008	\$227,226	\$281,185	80.81%	\$53,959
Finance	\$25,061	\$505,809	\$568,879	88.91%	\$63,070
Legal	\$43,450	\$203,504	\$327,200	62.20%	\$123,696
Central Services	\$118,072	\$916,651	\$1,261,218	72.68%	\$344,567
Police Operations	\$182,080	\$2,008,405	\$2,669,889	75.22%	\$661,484
Fire & Medical Aid	\$398,894	\$797,788	\$827,788	96.38%	\$30,000
Public Housing, Environmental & Mental Health Fees	\$0	\$30,260	\$42,058	71.95%	\$11,798
Recreational Services	\$0	\$40,088	\$48,500	82.66%	\$8,412
Parks	\$43,245	\$513,291	\$605,610	84.76%	\$92,319
<b>General Fund Subtotal</b>	<b>\$839,573</b>	<b>\$5,330,327</b>	<b>\$6,764,827</b>	<b>78.79%</b>	<b>\$1,434,500</b>
General Fund Transfers Out	\$78,333	\$783,351	\$940,000	83.34%	\$156,649
<b>General Fund Total</b>	<b>\$917,906</b>	<b>\$6,113,678</b>	<b>\$7,704,827</b>	<b>79.35%</b>	<b>\$1,591,149</b>
<b>Development Services Fund Total</b>	<b>\$73,667</b>	<b>\$899,325</b>	<b>\$1,013,297</b>	<b>88.75%</b>	<b>\$113,972</b>
<b>City Street Fund Total</b>	<b>\$45,684</b>	<b>\$494,238</b>	<b>\$629,167</b>	<b>78.55%</b>	<b>\$134,929</b>
<b>Tree Fund Total</b>	<b>\$0</b>	<b>\$19,981</b>	<b>\$40,000</b>	<b>49.95%</b>	<b>\$20,019</b>
<b>Capital Fund Total</b>	<b>\$1,593</b>	<b>\$424,970</b>	<b>\$1,090,000</b>	<b>38.99%</b>	<b>\$665,030</b>
Capital Fund Transfers Out	\$6,250	\$62,500	\$75,000	83.33%	\$12,500
<b>NonRevenue Trust Funds Total</b>	<b>\$117</b>	<b>\$27,303</b>	<b>\$0</b>	<b>0.00%</b>	<b>(\$27,303)</b>
<b>Master Investments Total</b>	<b>\$197,907</b>	<b>\$4,512,917</b>	<b>\$0</b>	<b>0.00%</b>	<b>(\$4,512,917)</b>
<b>Total (All Funds)</b>	<b>\$1,158,540</b>	<b>\$7,196,143</b>	<b>\$9,537,291</b>	<b>75.45%</b>	<b>\$2,341,148</b>
Total (All Funds) Transfers Out	\$84,583	\$845,851	\$1,015,000	83.34%	\$169,149

2023 End of Year Fund Projections and Balances

DESCRIPTION	2021 Year-end Actuals	2022 Year-end Actuals	2023 Adopted Budget	2023 Year-end Estimates	General Fund Year End Carryover Balances
<b>GENERAL FUND</b>					<b>2024</b>
BEGINNING FUND BALANCE	\$ 2,194,185	\$ 3,373,294	\$ 3,327,133	\$ 3,327,133	<b>Fund Balance</b>
REVENUES	8,952,680	7,890,020	7,818,769	8,172,157	<b>Excess/(Shortfall)</b>
OPERATING TRANSFERS-IN					<b>\$2,180,758</b>
EXPENDITURES	6,646,440	6,019,717	6,764,827	6,514,826	
OPERATING TRANSFERS-OUT	1,127,132	1,916,463	940,000	940,000	<b>25% Policy Minimum</b>
<b>Year end carryover balance</b>	<b>\$ 3,373,294</b>	<b>\$ 3,327,133</b>	<b>\$ 3,441,075</b>	<b>\$ 4,044,464</b>	<b>\$1,863,706</b>
<b>STREET FUND</b>					54.3%
BEGINNING FUND BALANCE	\$ 13,778	\$ 81,376	\$ 54,973	\$ 54,973	<i>Note: GF balances prior to 2022 do not include Development Services' customer deposits or S.A.O 2019 directive "fiduciary" amounts</i>
REVENUES	128,931	62,793	135,166	132,092	
OPERATING TRANSFERS-IN	377,132	405,628	515,000	515,000	
EXPENDITURES	438,465	494,824	642,803	684,638	
OPERATING TRANSFERS-OUT					
<b>Year end carryover balance</b>	<b>\$ 81,376</b>	<b>\$ 54,973</b>	<b>\$ 62,336</b>	<b>\$ 17,427</b>	
<b>DEV. SERVICES FUND</b>					<i>Note: \$300,000+ of DS Balance is Held within Advanced Deposits Is Not Considered Usable Funds</i>
BEGINNING FUND BALANCE	\$ -	\$ -	\$ 835,725	\$ 835,725	
REVENUES	-	974,237	1,007,538	1,397,345	
OPERATING TRANSFERS-IN	-	1,010,835			
EXPENDITURES	-	1,149,347	1,013,297	1,261,390	
OPERATING TRANSFERS-OUT	-	-			
<b>Year end carryover balance</b>	<b>\$ -</b>	<b>\$ 835,725</b>	<b>\$ 829,967</b>	<b>\$ 971,681</b>	
<b>TREE FUND</b>					
BEGINNING FUND BALANCE	\$ 110,072	\$ 86,032	\$ 74,646	\$ 74,646	
REVENUES	-	2,310	3,075	950	
OPERATING TRANSFERS-IN	-	-			
EXPENDITURES	24,040	13,696	40,000	25,000	
OPERATING TRANSFERS-OUT	-	-			
<b>Year end carryover balance</b>	<b>\$ 86,032</b>	<b>\$ 74,646</b>	<b>\$ 37,721</b>	<b>\$ 50,596</b>	
<b>LEVY STABILIZATION FUND</b>					
BEGINNING FUND BALANCE	\$ -	\$ 500,000	\$ 1,000,000	\$ 1,000,000	
OPERATING TRANSFERS-IN	500,000	500,000	500,000	500,000	
OPERATING TRANSFERS-OUT					
<b>Year end carryover balance</b>	<b>\$ 500,000</b>	<b>\$ 1,000,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,500,000</b>	<b>Must have min. of \$2M by 12/31/2025</b>
<b>CAPITAL PROJECTS FUND</b>					
BEGINNING FUND BALANCE	\$ 3,281,736	\$ 5,073,214	\$ 5,986,306	\$ 5,986,306	
REVENUES	2,443,145	2,151,364	1,253,265	1,686,368	
OPERATING TRANSFERS-IN	-	-			
EXPENDITURES	651,667	1,238,272	1,090,000	701,967	<i>Note: CPF balances do not include contractor retainage activity amounts</i>
OPERATING TRANSFERS-OUT	-	-	75,000	75,000	
<b>Year end carryover balance</b>	<b>\$ 5,073,214</b>	<b>\$ 5,986,306</b>	<b>\$ 6,074,571</b>	<b>\$ 6,895,708</b>	
<b>CONTINGENCY FUND</b>					
BEGINNING FUND BALANCE	\$ -	\$ 250,000	\$ 250,000	\$ 250,000	
REVENUES	\$ -	\$ -	\$ -	\$ -	
OPERATING TRANSFERS-IN	\$ 250,000	\$ -	\$ -	\$ -	
OPERATING TRANSFERS-OUT					
<b>Year end carryover balance</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	
<b>TOTAL ALL FUNDS BUDGET</b>					
BEGINNING FUND BALANCE	\$ 5,599,771	\$ 9,395,381	\$ 11,528,784	\$ 11,528,784	
REVENUES	11,518,257	11,080,724	10,217,812	11,388,912	
OPERATING TRANSFERS-IN	1,127,132	1,916,463	1,015,000	1,015,000	
EXPENDITURES	7,722,647	8,915,856	9,550,927	9,187,821	
OPERATING TRANSFERS-OUT	1,127,132	1,916,463	1,015,000	1,015,000	
<b>Year end carryover balance</b>	<b>\$ 9,395,381</b>	<b>\$ 11,560,249</b>	<b>\$ 12,195,670</b>	<b>\$ 13,729,876</b>	



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

Monthly REET Distr

AGENDA ITEM 5.1d

From 10/1/2023 to 10/31/2023

Print Date: 11/1/2023 2:37 PM

Jurisdiction: MEDINA

Excise Tax Number	Recorded Date	Conveyance Doc	Sale Date	Taxable Selling Price	Address	CIP 1	CIP 2	CIP 1 INT	CIP 2 INT	COUNTY	Total Local	Jurisdiction	Tax Amount	Tax Exempt
Jurisdiction: MEDINA														
3256142	10/3/2023	WARRANTY DEED	10/02/2023	24,050,000.00	8743 Overlake Dr. W.	59,523.75	59,523.75	0.00	0.00	10,179.98	129,227.48	MEDINA	810,825.00	N
		Grantor: VASKEVITCH, DAVID		Grantee: HOT PILLOW PALACE LLC,			Parcel ID: 64473000210		Instrument: 20231003000793					
3256168	10/4/2023	WARRANTY DEED	10/02/2023	2,550,000.00	2027 77th Avenue Northeast	6,311.25	6,311.25	0.00	0.00	735.41	13,357.91	MEDINA	59,512.50	N
		Grantor: PIERSON, ANN J		Grantee: JIANG, DALONG			Parcel ID: 3262300375		Instrument: 20231004000182					
3256829	10/11/2023	WARRANTY DEED	10/04/2023	7,575,000.00	1829 Evergreen Point RD.	18,748.12	18,748.12	0.00	0.00	2,930.98	40,427.22	MEDINA	234,200.00	N
		Grantor: JESSEN, JOHN H		Grantee: ALTIG, CURT D			Parcel ID: 9208900075		Instrument: 20231011000147					
3258245	10/23/2023	WARRANTY DEED	10/20/2023	7,610,000.00	7329 Northeast 18th St.	18,834.75	18,834.75	0.00	0.00	2,946.38	40,615.88	MEDINA	235,425.00	N
		Grantor: SUTHERLIN, MICHAEL W		Grantee: GOAD, CHRISTOPHER			Parcel ID: 4000500035		Instrument: 20231023000244					
<b>MEDINA Subtotal:</b>				<b>41,785,000.00</b>		<b>103,417.87</b>	<b>103,417.87</b>	<b>0.00</b>	<b>0.00</b>	<b>16,792.75</b>	<b>223,628.49</b>		<b>1,339,962.50</b>	
<b>Count:</b>	<b>4</b>	<b>Report Totals:</b>		<b>41,785,000.00</b>		<b>103,417.87</b>	<b>103,417.87</b>	<b>0.00</b>	<b>0.00</b>	<b>16,792.75</b>	<b>223,628.49</b>		<b>1,339,962.50</b>	



# CITY OF MEDINA

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

**Date:** November 13, 2023  
**To:** Honorable Mayor and City Council  
**Via:** Stephen R. Burns, City Manager  
**From:** Aimee Kellerman, City Clerk  
**Subject:** Central Services Department Monthly Report

## NOVEMBER AND DECEMBER PUBLIC MEETINGS AND EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Planning Commission Special Meeting - CANCELLED	Nov 14	6	
Celebration Honoring Outgoing Council and Volunteers	Nov 16	5:00 pm – 7:30 pm	Overlake Golf and Country Club
Park Board Meeting	Nov 20	5:00 pm	In-Person/Online
Thanksgiving and Day-After Thanksgiving Holiday – <b>City Hall Closed</b>	Nov 23-24		
City Council Meeting - TENTATIVE	Nov 27	5:00 pm	In-Person/Online
Planning Commission Meeting - CANCELLED	Nov 28		
Planning Commission Special Meeting -TBD	December		
Employee/Volunteer Appreciation Lunch – TENTATIVE	Dec 7	12:00 pm – 2:30 pm	Overlake Golf and Country Club
City Council Meeting	Dec 11	5:00 pm	In-Person/Online
Argosy Cruise Christmas Ships	Dec 22	5:00 pm	Medina Beach Park
City Council Meeting – CANCELLED	Dec 25		
Christmas Day Holiday – City Hall Closed	Dec 25		

*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 October, the City issued 18 bulletins amounting to a total of 121,422 bulletins delivered to subscribers; approximately 17.7% were opened. See **Attachment**.

As of October 31, the city had 16,214 subscribers (change in total subscribers **+287**), with a combined total of 146,873 subscriptions (change in total subscriptions **+1,698**).

## RECORDS REQUESTS



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

### **LASERFICHE AND RECORDS MANAGEMENT PROJECT**

#### **PAPER RECORDS MANAGEMENT** – in progress

We have made a lot of headway in destroying records that are duplicative or no longer needed. The overall goal is to completely eliminate the need of off-site storage, have a clear and comprehensive understanding of where to find print documents, and have continued easy access to permanent/archival/long term files through the digitization of any records that fit those qualifications.

#### **LASERFICHE PROJECT** – 30% Complete

- I. ***Phase 1: Central Services/Finance/HR - 85% complete***
  
- II. ***Phase 2: Public Portal Development - October, 2023***  
Central Services staff met with MG Consulting to identify Central Services, Finance, and HR documents that should be publicly available. As we continue to develop these folders and forms in the growth of our LF portal; public access will be a larger priority and will drive how future departments are on-boarded to LF public portal.
  
- III. ***Phase 3: Police - TBD***  
MG Consulting and Central Services staff will meet with PD staff to start the planning process and development of folder structure for PD files.
  
- IV. ***Laserfiche Project Phase 4: Development Services – in progress***  
MG Consulting and Central Services staff met with Development Services staff to start the planning process and development of folder structure for DS files.
  
- V. ***Laserfiche Project Phase 5: Public Works - TBD – 2024***

**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:						
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
September, 2022	18	71,635	64,845	8,554	18.20%	21,385
August, 2022	13	65,817	60,494	8,916	19.90%	18,579
<b>Date Sent</b>	<b>Top 10 Most Read Bulletins During October</b>				<b>Emails Opened</b>	<b>Email Open Rate</b>
10/06/2023 02:23 PM PDT	Save the Date! Reception Honoring Outgoing Council Members - November 16, 2023				1,530	16%
10/10/2023 11:00 AM PDT	Community Bulletin - Emergency Preparedness Meeting (Wed Oct 11th) - AGENDA & JOINING INSTRUCTIONS				2,263	20%
10/12/2023 09:14 AM PDT	Community Bulletin - Great Shakeout 2023				2,207	20%
10/13/2023 11:00 AM PDT	Community Bulletin - Save the Date - Shredder Day with Electronics Recycling & Drug Take-back				2,000	19%
10/16/2023 11:00 AM PDT	Community Bulletin - Fall Weather Preparation				2,292	20%
10/18/2023 10:20 AM PDT	Community Bulletin - Reminder - Great Shakeout 2023				1,991	18%
10/18/2023 11:46 AM PDT	Save the Date! Reception Honoring Outgoing Council Members - November 16, 2023				1,498	16%
10/19/2023 11:00 AM PDT	Community Bulletin - This Weekend! Shredder Day with Electronics Recycling & Drug Take-back				1,811	17%
10/24/2023 08:00 AM PDT	Notice of Public Hearing - 2024 Proposed Annual Budget November 13, 2023				1,458	17%
10/27/2023 03:47 PM PDT	Notice of Public Hearing - 2024 Property Tax Levy - November 13, 2023				1,578	17%

**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)

---

DATE: November 13, 2023  
TO: Mayor and City Council  
From: Aimee Kellerman, City Clerk  
Subject: October 2023, Public Records Request Tracking

---

In October 2023, Central Services staff received **7** new public records requests. These requests required approximately **12 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall October cost, which includes staff hourly rate plus benefits and City Attorney fees is approximately **\$798**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In October 2023, the Police Department received **6** new records requests. These requests required approximately **2 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall October cost, which includes staff hourly rate plus benefits, is approximately **\$140**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

## ATTACHMENT 2

## October 2023 Monthly PRR Report

Reference ID	Public Records Request	Requester Name	Request Date	Departments	Assigned Staff
23-36	Site surveys for 2403 and 2409 Evergreen Pt Rd.	Stephen A. Schiro	10/18/2023	Development Services	Aimee Kellerman
23-35	Hi there, We are the listing agent of the property at 1024 82nd Ave NE, Medina, WA 98039 The previous owner mentioned that they had asked for adding second floor for this property in 2018. Would you be able to find out if you have any information about this addition? Thank you so much,	Thuy Nguyen	10/18/2023	Development Services	Aimee Kellerman
23-32	Hello, I would like to request any leases for wireless carrier facilities (WCFs) or cell towers on city property from January 1, 2020 through the present.&nbsp;Please let me know if you have any questions. Thank you,	Tim Lovell	10/27/2023	Central Services	Dawn Nations
23-31	Hi, would i be able to review the building plans for the new construction house at 2841 Evergreen Pt Rd? Thank you David Martin	David Martin	10/17/2023	Development Services	Dawn Nations
23-30	I would like to view the building plans for the pool, spa and house for 3329 Evergreen Pt Rd, Medina 98039. The pool/spa & house were built in 2003. I am particularly interested in any "as-built" for the spa.	David Martin	10/16/2023	Development Services	Aimee Kellerman
23-28	Hello, I am requesting some land use decisions related to a wireless facility. I am looking for the special use permit and non-administrative variances PL-16-034 and PL-16-036 issued in 2017. This relates to a wireless facility located at 7800 NE 28th St, parcel 2425049104. Please let me know if any additional information is needed to track this down. Thank you,	Chris DeVoist	10/9/2023	Development Services	Aimee Kellerman
23-27	I would like the engineering approval records/documents for the perimeter concrete wall at 7823 NE 14th Street, Medina, WA	Mindie	10/4/2023	Development Services	Aimee Kellerman



# CITY OF MEDINA

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

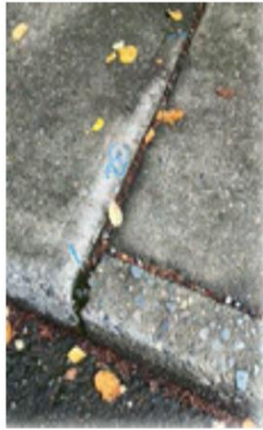
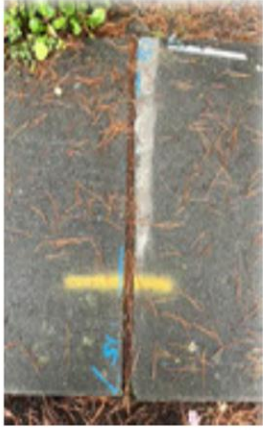
**Date:** November 13, 2023  
**To:** Honorable Mayor and City Council  
**Via:** Stephen R. Burns, City Manager  
**From:** Ryan Osada, Public Works Director  
**Subject:** Public Works Monthly Report

- 1. UPLAND ROAD DRAINAGE IMPROVEMENTS** – Last month, Kamins Construction completed the base contract items for Upland Road Drainage Improvements ahead of forecasted rainstorms. This project was a crucial phase prior to the asphalt overlay which has been rescheduled for April 2024 due to inclement weather. Recently, additional work has been identified which will extend the contract by 15 days. This work is scheduled to start November 14<sup>th</sup>.





**2. 2023 SIDEWALK TRIP HAZARD REMEDIATION** – The Public Works Department recently hired Precision Concrete Cutting to survey the city for sidewalk trip hazards. There are 156 locations that have been identified as a trip hazard. The contractor is scheduled to start work November 20<sup>th</sup> with a completion date of December 1<sup>st</sup>. For comparison, in summer of 2018 the contractor identified and repaired 453 trip hazards.



**3. AC WATERMAIN BREAK RESTORATION** – Last month, Bellevue Water responded to three AC Watermain breaks in the City of Medina. Public Works typically oversees the restoration process and supports residents with their individual property damage claims. In the past few years, Bellevue Water has had an aggressive schedule to replace old ac watermain pipes throughout the city. Medina Public Works is actively communicating with Bellevue Water and participates in the coordination of these projects.





4. **MAINTENANCE** – Public Works had a few nice days last month to complete the planting on 81<sup>st</sup> Ave NE, east of Medina Elementary School. They are still mowing the parks and performing small road maintenance items. More recently, heavy rainstorms hit the region and public works has been spending more time dealing with stormwater related tasks.





**5. PROJECT UPDATES -**

**Upland Road Overlay** – King County’s Overlay Program has been postponed until April 2024

**86<sup>th</sup> Ave NE Overlay** – same as the Upland Road contractor

**2023 Crack Seal** – complete

**Medina Elementary Sidewalks\_81<sup>st</sup> Ave NE** – complete

**Medina Park Trail Rehabilitation\_West** – complete

**2023 Upland Road Stormwater Improvements** – main contract complete, pending Change Orders

**City Hall Carpet Replacement** – deferred to 2024

**Post Office Floor Replacement** – complete

**2023 Hazardous Tree Removal** – currently 2 pending requests for ROW tree removal

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

**NE 12th Street Pedestrian Improvements** – redesigned and postponed until 2024

**2023 City Hall Balcony Repairs** – scheduled for November

**77<sup>th</sup> Ave NE Sidewalk & Curb Ramp Imp.** – reevaluating scope of work

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

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

### October 2023 Check Register

Vendor	Invoice Number	Expense Notes	Invoice Amount	Check Number	Check Date	Account Number	Account Description
8X8, Inc.	4061690	CH Phones	\$921.18	65107	10/16/2023	001-000-000-518-10-41-50	Prof Serv-Computer Tech Serv
			<b>\$921.18</b>				
911 Supply Inc	INV-2-33290	Traffic Vests	\$478.88	65141	10/30/2023	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-33291	BPV-Gregory	\$1,895.93	65141	10/30/2023	001-000-000-521-20-22-01	DOJ Bullet Proof Vest Program
			<b>\$2,374.81</b>				
ADP, Inc.	643553570	August 2023 ADP Fees	\$2,723.62	EFT Payment 10/16/2023 11:58:27 AM - 1	10/31/2023	001-000-000-514-20-41-01	Professional Services
			<b>\$2,723.62</b>				
AT&T Mobility	287287975246X09272023	PD Patrol Car Connections	\$1,000.56	65108	10/16/2023	001-000-000-521-20-42-00	Communications (phone,Pager)
AT&T MOBILITY	287290584494X10132023	PW/DS Cell Phones	\$2,613.77	65174	10/31/2023	001-000-000-576-80-42-00	Telephone/postage
			<b>\$3,614.33</b>				
Atwell, LLC	0318400	Building Permit Zoning	\$9,968.00	65109	10/16/2023	401-000-000-558-60-41-01	Planning Consultant
Atwell, LLC	0320857	Building Permit Zoning	\$3,814.50	65142	10/30/2023	401-000-000-558-60-41-01	Planning Consultant
			<b>\$13,782.50</b>				
AutoNation Chrysler, Jeep, Dodge Bellevue	326604	Vehicle Maintenance Car #30	\$110.88	65143	10/30/2023	001-000-000-521-20-48-10	Repairs & Maint-Automobiles
AutoNation Chrysler, Jeep, Dodge Bellevue	326573	Maintenance Car #30	\$106.56	65143	10/30/2023	001-000-000-521-20-48-10	Repairs & Maint-Automobiles
AutoNation Chrysler, Jeep, Dodge Bellevue	556955	Maintenance Car #25	\$155.27	65143	10/30/2023	001-000-000-521-20-48-10	Repairs & Maint-Automobiles
AutoNation Chrysler, Jeep, Dodge Bellevue	326558	Maintenance Car #27	\$110.88	65143	10/30/2023	001-000-000-521-20-48-10	Repairs & Maint-Automobiles
			<b>\$483.59</b>				
AV Capture All, Inc.	2883*	Council Chambers Audio Recording Software-Annual	\$3,303.00	65110	10/16/2023	001-000-000-518-80-41-50	Technical Services, Software Services
			<b>\$3,303.00</b>				
Bellevue City Treasurer - Water	Service from 7/25/2023 to 9/27/2023 (501 Evergreen Point Rd)	Irrigation LK WA Blvd Islands	\$72.99	65144	10/30/2023	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	Service from 7/17/2023 to 9/18/2023 (Cntr R W of 84th NE)	84th Ave/24th Irrigation	\$5,868.90	65144	10/30/2023	101-000-000-542-70-40-00	Street Irrigation Utilities
			<b>\$5,941.89</b>				
Bellevue, City of	47183	Second Half 2023 Fire Invoice	\$398,894.00	65145	10/30/2023	001-000-000-522-20-41-00	Fire Control Services
			<b>\$398,894.00</b>				
Brightly Software, Inc. (Formerly Dude Solutions, Inc.)	INV-223576	Asset Essentials Subscription	\$2,854.23	65146	10/30/2023	101-000-000-594-42-64-00	Street Capital Equipment
			<b>\$2,854.23</b>				
Buenavista Services, Inc	11074	Janitorial Services	\$1,158.62	65147	10/30/2023	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Buenavista Services, Inc	11075	Janitorial Services	\$2,037.75	65147	10/30/2023	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			<b>\$3,196.37</b>				
Cal-Line Northwest, LLC	05200341	Wood Chipper Maintenance	\$2,165.28	65111	10/16/2023	101-000-000-542-30-48-00	Equipment Maintenance
			<b>\$2,165.28</b>				
Car Wash Enterprises	September 2023	PD Car Washes September 2023	\$6.00	65148	10/30/2023	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			<b>\$6.00</b>				
Carquest Auto Parts Stores	2417-542874	Power Steering Fluid for Trucks	\$9.91	65112	10/16/2023	101-000-000-542-30-48-00	Equipment Maintenance
			<b>\$9.91</b>				
Centurylink	Charges from Oct 07 to Nov 07	CH CC Terminal	\$181.16	65149	10/30/2023	001-000-000-518-10-42-00	Postage/Telephone
Centurylink	Charges from Oct 17 to Nov 17	PD/CH Emergency Line	\$192.09	65149	10/30/2023	001-000-000-521-20-42-00	Communications (phone,Pager)
Centurylink	Charges from Oct 08 to Nov 08	PW Alarm/Fire Phone Line	\$133.70	65149	10/30/2023	001-000-000-576-80-42-00	Telephone/postage
			<b>\$506.95</b>				
CivicPlus, LLC	276916-ME	311 CRM-SecClickFix-Annual Sub	\$4,954.50	65113	10/16/2023	001-000-000-518-80-41-50	Technical Services, Software Services
			<b>\$4,954.50</b>				
Comcast	Services from Oct 25, 2023 to Nov 24, 2023 (1000 80th Ave NE)	Internet Service	\$146.36	65150	10/30/2023	001-000-000-576-80-42-00	Telephone/postage
			<b>\$146.36</b>				
Crystal And Sierra Springs-Admin	11037150 100723	CH Drinking Water	\$107.05	65114	10/16/2023	001-000-000-518-10-31-00	Office And Operating Supplies
			<b>\$107.05</b>				
Crystal And Sierra Springs-PW	5291929 100723	PW Drinking Water	\$5.09	65151	10/30/2023	001-000-000-576-80-31-00	Operating Supplies
			<b>\$5.09</b>				
Daily Journal of Commerce	3393105	Request for Proposal - Critical Areas	\$110.00	65115	10/16/2023	001-000-000-518-10-44-00	Advertising
			<b>\$110.00</b>				
Eastside Public Safety Communications	11290	October 2023 Radio Access Fees	\$530.25	65116	10/16/2023	001-000-000-521-20-41-20	Dispatch-EPSCA
			<b>\$530.25</b>				
FCI - Custom Police Vehicles	15300	Lease MPD Car #29	\$1,063.76	65152	10/30/2023	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost
FCI - Custom Police Vehicles	15302	Lease MPD Car #26	\$839.99	65152	10/30/2023	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost
FCI - Custom Police Vehicles	15298	Lease MPD Car #27	\$752.47	65152	10/30/2023	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost
FCI - Custom Police Vehicles	15301	Lease MPD Car #30 and #31	\$1,902.38	65152	10/30/2023	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost
FCI - Custom Police Vehicles	15299	Lease MPD Car #28	\$881.56	65152	10/30/2023	001-000-000-594-21-70-00	Police Vehicle Lease, Principal Cost
FCI - Custom Police Vehicles	15299	Interest PD Vehicle	\$199.52	65152	10/30/2023	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
FCI - Custom Police Vehicles	15301	Interest PD Vehicle	\$802.42	65152	10/30/2023	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
FCI - Custom Police Vehicles	15300	Interest PD Vehicle	\$305.20	65152	10/30/2023	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
FCI - Custom Police Vehicles	15302	Interest PD Vehicle	\$153.73	65152	10/30/2023	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
FCI - Custom Police Vehicles	15298	Interest PD Vehicle	\$186.65	65152	10/30/2023	001-000-000-594-21-80-00	Police Vehicle Lease, Interest Cost
			<b>\$7,087.68</b>				
Fischer, Craig T	October 2023 Fischer Expense Reimbursement	Vision Municipal Solutions Software User Conference	\$689.62	EFT Payment 10/16/2023 11:59:09 AM - 1	10/31/2023	001-000-000-518-10-43-00	Travel & Training
			<b>\$689.62</b>				

Goodyear Auto Service Center	0000033761	Vehicle Maintenance Car #30	\$200.28	65153	10/30/2023	001-000-000-521-20-48-10	Repairs & Maint-Automobiles
Goodyear Auto Service Center	0000033677	Vehicle Maintenance Car #31	\$600.84	65153	10/30/2023	001-000-000-521-20-48-10	Repairs & Maint-Automobiles
			<b>\$801.12</b>				
Gray & Osborne, Inc.	Project No: 21441.00/Invoice No: 31	NE 12th St Pedestrian Improvements	\$686.11	65154	10/30/2023	307-000-000-595-30-63-01	Street Improvements, Overlays
Gray & Osborne, Inc.	Project No: 23480.00/Invoice No: 7	Upland Road Drainage Improvements	\$906.80	65154	10/30/2023	307-000-000-595-30-63-02	Storm Sewer Improvements
Gray & Osborne, Inc.	Project No: 23427.00/Invoice No: 10	Grading and Drainage Services	\$592.20	65154	10/30/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 21427.14/Invoice No: 13	Grading and Drainage Services	\$1,556.95	65154	10/30/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.12/Invoice No: 3	Grading and Drainage Services	\$148.05	65154	10/30/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.11/Invoice No: 4	Grading and Drainage Services	\$179.88	65154	10/30/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.07/Invoice No: 1	Grading and Drainage Services	\$592.20	65154	10/30/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.14/Invoice No: 1	Grading and Drainage Services	\$592.20	65154	10/30/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 22427.29/Invoice No: 6	Grading and Drainage Services	\$417.56	65154	10/30/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 20425.26/Invoice No: 10	Grading and Drainage Services	\$179.88	65154	10/30/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 22427.11/Invoice No: 7	Grading and Drainage Services	\$385.73	65154	10/30/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.16/Invoice No: 1	Grading and Drainage Services	\$296.10	65154	10/30/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 20425.10/Invoice No: 19	Grading and Drainage Services	\$253.91	65154	10/30/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.04/Invoice No: 4	Grading and Drainage Services	\$74.03	65154	10/30/2023	401-000-000-558-60-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 21427.11/Invoice No: 16	Grading and Drainage Services	\$222.08	65154	10/30/2023	401-000-000-558-60-41-07	Engineering Consultant
			<b>\$7,083.68</b>				
Hermanson Company, LLP	09344-1	HVAC Maintenance (Aug-Oct)	\$2,150.10	65117	10/16/2023	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Hermanson Company, LLP	INV-4055	HVAC Maintenance (May-July)	\$2,067.40	65117	10/16/2023	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			<b>\$4,217.50</b>				
Home Depot Credit Services	October 2023 Home Depot CC	Tarps for Ivy Clean Up at Fairweather	\$155.09	EFT Payment 11/2/2023 11:50:29 AM - 1	10/31/2023	001-000-000-576-80-31-00	Operating Supplies
			<b>\$155.09</b>				
Horticultural Elements, Inc.	8153*	October's Maintenance Installment	\$4,943.49	65155	10/30/2023	101-000-000-542-30-41-00	Professional Services
			<b>\$4,943.49</b>				
Jones Lang LaSalle Americas, Inc.	SA00000682266001	One Time Brokerage Fee for Post Office	\$18,950.00	65118	10/16/2023	001-000-000-518-10-41-00	Professional Services
			<b>\$18,950.00</b>				
KC Dept of Water & Land Resources	126655 (2nd Payment)	2nd Payment KC DNR	\$1,055.00	65119	10/16/2023	101-000-000-542-30-41-00	Professional Services
			<b>\$1,055.00</b>				
KC Office of Finance	11013991	KC INET	\$375.00	65120	10/16/2023	001-000-000-518-80-41-50	Technical Services, Software Services
			<b>\$375.00</b>				
Kirkland Municipal Court	AUG23MED	July 2023 Filing Fees	\$1,172.10	65156	10/30/2023	001-000-000-512-50-40-10	Municipal Court-Traffic/NonTrf
Kirkland Municipal Court	MAY23MED	April 2023 Filing Fees	\$787.89	65156	10/30/2023	001-000-000-512-50-40-10	Municipal Court-Traffic/NonTrf
			<b>\$1,959.99</b>				
Konica Minolta Business Solutions	289630925	PW Printer	\$10.89	65157	10/30/2023	001-000-000-518-10-31-00	Office And Operating Supplies
			<b>\$10.89</b>				
Konica Minolta Premier Finance	81027109	Copier Lease	\$1,751.89	EFT Payment 11/3/2023 10:10:27 AM - 1	10/31/2023	001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Premier Finance	81016939	PW Printer	\$96.36	EFT Payment 11/2/2023 11:56:06 AM - 1	10/31/2023	001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Premier Finance	81100557	Copier Lease	\$220.37	EFT Payment 11/2/2023 11:56:06 AM - 1	10/31/2023	001-000-000-521-20-45-00	Equipment-Lease & Rentals
			<b>\$2,068.62</b>				
Laserfiche	5562COM	Laserfiche Project	\$9,114.13	65158	10/30/2023	001-000-000-518-10-41-00	Professional Services
Laserfiche	5562COM	Laserfiche Project	\$15,783.49	65158	10/30/2023	001-000-000-594-14-64-00	City Hall IT HW/SW >\$5K Capital Outlay
			<b>\$24,897.62</b>				
LexisNexis Risk Management - Account 1011660	1011660-20230930	Investigative Tool	\$244.23	65159	10/30/2023	001-000-000-521-20-41-00	Professional Services
			<b>\$244.23</b>				
Marxer, Barbara	October 2023 Marxer Expense Reimbursement	LEIRA Conference (Records and Evidence Training)	\$195.64	EFT Payment 11/2/2023 12:48:19 PM - 1	10/31/2023	001-000-000-521-20-43-00	Travel & Training
			<b>\$195.64</b>				
Medina, City of	2023 JE # 2134 Account Cor.	Correction Entry	(\$1,862.90)	20100967-Oct 2023 Reclass Adjusting	10/31/2023	001-000-000-521-20-22-00	Uniforms
Medina, City of	2023 JE # 2134 Account Cor.	Correction Entry	\$1,862.90	20100967-Oct 2023 Reclass Adjusting	10/31/2023	001-000-000-521-20-22-01	DOJ Bullet Proof Vest Program
Medina, City of	2023 JE # 2134 Account Cor.	Correction Entry	\$1,589.99	20100967-Oct 2023 Reclass Adjusting	10/31/2023	001-000-000-576-80-48-00	Repair & Maint Equipment
Medina, City of	2023 JE # 2134 Account Cor.	Correction Entry	(\$1,589.99)	20100967-Oct 2023 Reclass Adjusting	10/31/2023	001-000-000-576-80-49-00	Miscellaneous, annual lease
			<b>\$0.00</b>				
MG Consulting Services LLC	200-02*	LaserFiche/RM Consulting Project	\$1,462.50	65121	10/16/2023	001-000-000-518-10-41-00	Professional Services
MG Consulting Services LLC	200-04	LaserFiche/RM Project	\$2,700.00	65160	10/30/2023	001-000-000-518-10-41-00	Professional Services
			<b>\$4,162.50</b>				
Michael's Fine Dry Cleaning	48	PD Dry Cleaning	\$318.24	65122	10/16/2023	001-000-000-521-20-22-00	Uniforms
			<b>\$318.24</b>				
Moberly & Roberts, PLLC	1128	Prosecution Services	\$4,000.00	65123	10/16/2023	001-000-000-512-50-40-10	Municipal Court-Traffic/NonTrf
			<b>\$4,000.00</b>				
Motorola Solutions, Inc.	8281720681	Radio Chargers	\$338.56	65161	10/30/2023	001-000-000-521-20-31-00	Office Supplies
			<b>\$338.56</b>				
Navia Benefit Solutions	10752538	September 2023 Navia Fees	\$100.00	65124	10/16/2023	001-000-000-514-20-49-10	Miscellaneous
			<b>\$100.00</b>				
Ogden Murphy Wallace	883111	Exec	\$5,550.00	65125	10/16/2023	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	883112	Finance	\$777.00	65125	10/16/2023	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	883109	Council	\$7,793.00	65125	10/16/2023	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	883113	PD	\$555.00	65125	10/16/2023	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	883114	State Farm	\$148.00	65125	10/16/2023	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	883115	T-Mobile	\$1,930.50	65125	10/16/2023	001-000-000-515-41-40-00	City Attorney
Ogden Murphy Wallace	883110	Dev Services	\$11,863.00	65125	10/16/2023	001-000-000-515-41-40-00	City Attorney

Ogden Murphy Wallace	883108	Adv Tree Removal	\$14,833.00	65125	10/16/2023	001-000-000-515-41-40-00	City Attorney
			<b>\$43,449.50</b>				
Osada, Ryan	October 2023 Osada Expense Reimbursement	Ipad Cases for PWx2	\$59.16	EFT Payment 10/16/2023 12:00:23 PM - 1	10/31/2023	001-000-000-576-80-42-00	Telephone/postage
			<b>\$59.16</b>				
Pitney Bowes Global Financial Services LLC	3318126849	Postage Meter Lease	\$443.07	65126	10/16/2023	001-000-000-518-10-31-00	Office And Operating Supplies
			<b>\$443.07</b>				
Planning Association of Washington (PAW)	2717	Planning Manager Job Posting	\$100.00	65170	10/30/2023	001-000-000-518-10-44-00	Advertising
			<b>\$100.00</b>				
Pro-shred	67432	CH Shredding Services	\$55.66	65127	10/16/2023	001-000-000-518-10-41-00	Professional Services
			<b>\$55.66</b>				
Public Safety Testing, Inc.	2023-1075	Q3 2023 Dues	\$151.00	65162	10/30/2023	001-000-000-521-20-41-50	Recruitment-Background
			<b>\$151.00</b>				
Puget Sound Energy	For Service 9/1-10/2/2023 (88th Ave NE & LK WA Blvd)	Street Light Power	\$0.22	65163	10/30/2023	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	For Service 9/1-10/2/2023 (515 Evergreen Point Rd)	Street Lights 515 EPR	\$31.83	65163	10/30/2023	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	For Service 9/1-10/2/2023 (77th Ave NE & 79th Ave NE)	Street Lights 77th/79th	\$119.05	65163	10/30/2023	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	For Service 9/1-10/2/2023 (80th Ave NE & NE 10th St)	Street Lights PW Shop	\$25.95	65163	10/30/2023	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	For Service 9/1-10/2/2023 (TIB LED Conversion)	Street Light Power	\$1,631.89	65163	10/30/2023	101-000-000-542-63-41-00	Street Light Utilities
			<b>\$1,808.94</b>				
Puget Sound Regional Council	2024048	Puget Sound Regional Council	\$748.00	65128	10/16/2023	001-000-000-511-60-41-01	Legislative Activities- Regional/Intergovt
			<b>\$748.00</b>				
Reed, Sarah	September 2023 Hembree Advance Deposit Return for DEP00135	Advance Deposit Return for DEP00135	\$536.69	65140	10/16/2023	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			<b>\$536.69</b>				
Republic Services, Inc. dba Rabanco, Ltd.	0172-009407680	PW Debris Proposal	\$445.06	65164	10/30/2023	001-000-000-576-80-41-04	Professional Services-Misc
			<b>\$445.06</b>				
Ricoh USA, Inc.	1098614555	Copier Repair	\$221.77	65129	10/16/2023	001-000-000-518-10-48-00	Repairs & Maint-Equipment
			<b>\$221.77</b>				
Sanitary & Maintenance Supply	2306765	Shop Supplies	\$176.91	65165	10/30/2023	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			<b>\$176.91</b>				
Sass, Jeff	October 2023 Sass Expense Reimbursement	International Association of Chiefs of	\$122.78	EFT Payment 11/2/2023 12:05:10 PM - 1	10/31/2023	001-000-000-521-20-43-00	Travel & Training
			<b>\$122.78</b>				
SCORE	7311	Inmate Housing	\$448.00	65130	10/16/2023	001-000-000-521-20-41-55	Jail Service-Prisoner Board
			<b>\$448.00</b>				
Seattle Times, The	45180	Legal Notices, Budget Public Hearing, Ordinance Publish	\$388.02	65131	10/16/2023	001-000-000-518-10-44-00	Advertising
Seattle Times, The	45180	Legal Notices, Hearing Examiner	\$194.53	65131	10/16/2023	401-000-000-558-60-42-00	Communications
			<b>\$582.55</b>				
SeaWestern Inc.	INV26622	Thermal Monocular for PD	\$8,801.72	65132	10/16/2023	001-000-000-594-21-64-10	Police HW/SW Equipment >\$5K Capital Outlay
			<b>\$8,801.72</b>				
Sound View Strategies, LLC	3024	SR520 Consultant	\$3,000.00	65133	10/16/2023	001-000-000-513-10-41-00	Professional Services
			<b>\$3,000.00</b>				
Spot-On Print & Design	59065	Arborist Business Cards	\$52.41	65134	10/16/2023	401-000-000-558-60-31-00	Operating Supplies
			<b>\$52.41</b>				
Staples Business Advantage	3549233132	Office Supplies	\$173.19	65135	10/16/2023	001-000-000-518-10-31-00	Office And Operating Supplies
Staples Business Advantage	3549233134	PD Office Supplies	\$71.55	65135	10/16/2023	001-000-000-521-20-31-00	Office Supplies
Staples Business Advantage	3549233133	PD Office Supplies	\$260.38	65135	10/16/2023	001-000-000-521-20-31-00	Office Supplies
			<b>\$505.12</b>				
Statewide Security	216942	Quarterly Fire Alarm Monitoring	\$749.78	65166	10/30/2023	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			<b>\$749.78</b>				
TIG Technology Integration Group	64260	IT Services	\$11,150.78	65136	10/16/2023	001-000-000-518-80-41-50	Technical Services, Software Services
TIG Technology Integration Group	64260	IT Services (DS Dept)	\$2,054.78	65136	10/16/2023	401-000-000-518-80-41-50	Technical Services, Software Services
			<b>\$13,205.56</b>				
Tiki Car Wash	2268	September 2023 PD Car Washes	\$120.09	65167	10/30/2023	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			<b>\$120.09</b>				
Tree Frog LLC	1765	Arborist Services	\$2,612.50	65137	10/16/2023	401-000-000-558-60-41-50	Landscape Consultant
			<b>\$2,612.50</b>				
US Bank	October 2023 JE #2136 Bank Fees	Bank Fees	\$269.26	EFT Payment 11/2/2023 1:07:36 PM - 1	10/31/2023	001-000-000-514-20-49-10	Miscellaneous
US Bank	October 2023 JE #2136 Bank Fees	Bank Fees	\$2,883.67	EFT Payment 11/2/2023 1:07:36 PM - 1	10/31/2023	401-000-000-558-60-49-10	Miscellaneous
US Bank	October 2023 Nations CC Statement	Drinks for Council Meeting	\$53.87	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	001-000-000-511-60-49-00	Miscellaneous
US Bank	October 2023 Wagner CC Statement	Annual Card Fees	\$99.00	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	001-000-000-514-20-49-10	Miscellaneous
US Bank	October 2023 Nations CC Statement	Postage for Certified Letters for Development Services	\$34.24	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	001-000-000-518-10-42-00	Postage/Telephone
US Bank	October 2023 Kelleman CC Statement	Public Storage	\$39.33	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	001-000-000-518-30-45-00	Facility Rental
US Bank	October 2023 Crickmore CC Statement	Police Department Lighting	\$222.27	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
US Bank	October 2023 Kelleman CC Statement	Zoom License - TIG	\$113.66	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	001-000-000-518-80-41-50	Technical Services, Software Services
US Bank	October 2023 Kelleman CC Statement	Zoom Storage	\$40.00	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	001-000-000-518-80-41-50	Technical Services, Software Services
US Bank	October 2023 Kelleman CC Statement	Web Services for Internet Logs	\$0.32	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	001-000-000-518-80-41-50	Technical Services, Software Services
US Bank	October 2023 Gidlof CC Statement	Notepads	\$21.40	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	001-000-000-521-20-31-00	Office Supplies
US Bank	October 2023 Gidlof CC Statement	Plastic Keys	\$17.58	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	001-000-000-521-20-31-00	Office Supplies
US Bank	October 2023 Gidlof CC Statement	IDP Hologram	\$95.24	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	001-000-000-521-20-31-00	Office Supplies
US Bank	October 2023 Gidlof CC Statement	Folders	\$26.96	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	001-000-000-521-20-31-00	Office Supplies

US Bank	October 2023 Sass CC Statement	Public Farewell Party for Hall	\$21.67	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	001-000-000-521-20-31-00	Office Supplies
US Bank	October 2023 Sass CC Statement	Public Farewell Party for Hall	\$16.18	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	001-000-000-521-20-31-00	Office Supplies
US Bank	October 2023 Gidlof CC Statement	Table for Lobby	\$396.35	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	001-000-000-521-20-31-00	Office Supplies
US Bank	October 2023 Gidlof CC Statement	Folders	\$30.20	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	001-000-000-521-20-31-00	Office Supplies
US Bank	October 2023 Gidlof CC Statement	Office Chair	\$396.28	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	001-000-000-521-20-31-00	Office Supplies
US Bank	October 2023 Sass CC Statement	Public Farewell Party for Hall	\$39.88	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	001-000-000-521-20-31-00	Office Supplies
US Bank	October 2023 Gidlof CC Statement	Inflatable PFD Vests	\$543.62	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	001-000-000-521-20-31-40	Police Operating Supplies
US Bank	October 2023 Gidlof CC Statement	Emergency Kits	\$116.81	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	001-000-000-521-20-31-40	Police Operating Supplies
US Bank	October 2023 Gidlof CC Statement	Training - Marxer	\$395.00	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	001-000-000-521-20-43-00	Travel & Training
US Bank	October 2023 Crickmore CC Statement	Uniforms	\$141.97	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	001-000-000-576-80-22-00	Uniforms
US Bank	October 2023 Crickmore CC Statement	Uniforms	\$240.02	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	001-000-000-576-80-22-00	Uniforms
US Bank	October 2023 Crickmore CC Statement	Uniforms	\$299.95	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	001-000-000-576-80-22-00	Uniforms
US Bank	October 2023 Crickmore CC Statement	Hose Caps	\$8.80	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	001-000-000-576-80-31-00	Operating Supplies
US Bank	October 2023 Crickmore CC Statement	Propane	\$54.73	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	001-000-000-576-80-31-00	Operating Supplies
US Bank	October 2023 Crickmore CC Statement	Mutt Mitt Dispensers	\$600.00	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	001-000-000-576-80-31-00	Operating Supplies
US Bank	October 2023 Crickmore CC Statement	Hose Caps	\$8.80	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	001-000-000-576-80-31-00	Operating Supplies
US Bank	October 2023 Crickmore CC Statement	Diesel Fuel	\$124.48	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	001-000-000-576-80-32-00	Vehicle Fuel & Lube
US Bank	October 2023 Crickmore CC Statement	Diesel Fuel	\$300.00	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	001-000-000-576-80-32-00	Vehicle Fuel & Lube
US Bank	October 2023 Crickmore CC Statement	Diesel Fuel	\$131.00	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	001-000-000-576-80-32-00	Vehicle Fuel & Lube
US Bank	October 2023 Osada CC Statement	Notice of Violation Certified Mail	\$8.56	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	001-000-000-576-80-42-00	Telephone/postage
US Bank	October 2023 Crickmore CC Statement	Windshield and Rear Windowtoro	\$508.66	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	001-000-000-576-80-48-00	Repair & Maint Equipment
US Bank	October 2023 Gidlof CC Statement	Computer Items	\$127.67	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	001-000-000-594-21-64-10	Police HW/SW Equipment >\$5K Capital Outlay
US Bank	October 2023 Gidlof CC Statement	Cables	\$34.94	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	001-000-000-594-21-64-10	Police HW/SW Equipment >\$5K Capital Outlay
US Bank	October 2023 Gidlof CC Statement	Security System Cards	\$870.22	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	001-000-000-594-21-64-10	Police HW/SW Equipment >\$5K Capital Outlay
US Bank	October 2023 Crickmore CC Statement	Wheel Chock	\$68.80	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	101-000-000-542-30-31-00	Operating & Maintenance Supplies
US Bank	October 2023 Crickmore CC Statement	Wheel Chock	\$68.80	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	101-000-000-542-30-31-00	Operating & Maintenance Supplies
US Bank	October 2023 Crickmore CC Statement	Chainsaw/Herder Combo Kit Attachments	\$556.39	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	101-000-000-542-30-35-00	Small Tools/minor Equipment
US Bank	October 2023 Crickmore CC Statement	Sign Bollard	\$64.68	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	101-000-000-542-64-41-00	Traffic Control Devices
US Bank	October 2023 Crickmore CC Statement	Signs and Sign Tape	\$1,403.16	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	101-000-000-542-64-41-00	Traffic Control Devices
US Bank	October 2023 Osada CC Statement	Sonic Bike Rack for City Hall	\$1,232.57	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	101-000-000-594-42-64-00	Street Capital Equipment
US Bank	October 2023 Crickmore CC Statement	John Deere Gator Equipment	\$1,599.13	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	101-000-000-594-42-64-00	Street Capital Equipment
US Bank	October 2023 Wilcox CC Statement	Training (two classes) for Deputy Building	\$1,080.00	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	401-000-000-558-60-43-00	Travel & Training
US Bank	October 2023 Wilcox CC Statement	Regular and Certified Mail for Code	\$8.56	EFT Payment 11/6/2023 11:44:43 AM - 1	10/31/2023	401-000-000-558-60-49-10	Miscellaneous
			<b>\$15,414.68</b>				
US Bank Voyager Fleet Sys.	October 2023 Voyager Fleet	PD Fuel	\$3,188.10	EFT Payment 10/16/2023 12:00:51 PM - 1	10/31/2023	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			<b>\$3,188.10</b>				
Utilities Underground Location Ctr	3090184	Locate Services - September 2023	\$41.28	65168	10/30/2023	101-000-000-542-30-47-00	Utility Services
			<b>\$41.28</b>				
WA ST Dept of Licensing	October 2023 CPL Receipts	October 2023 CPL Receipts	\$90.00	EFT Payment 11/2/2023 11:57:39 AM - 1	10/31/2023	631-000-000-589-30-01-00	Dept Of Lic-Gun Permit
			<b>\$90.00</b>				
WA ST Dept of Transportation	FB91017003241	PW Fuel	\$465.20	65138	10/16/2023	001-000-000-576-80-32-00	Vehicle Fuel & Lube
WA ST Dept of Transportation	FB91017003241	DS Inspector Vehicle	\$73.79	65138	10/16/2023	401-000-000-558-60-32-00	Vehicle Expenses - Gas, Oil, Maint.
			<b>\$539.99</b>				
WA ST Patrol	I2401476	CPL Background	\$26.50	65139	10/16/2023	631-000-000-589-30-02-00	WA ST Patrol-Gun-Fbi
			<b>\$26.50</b>				
Western Equipment & Irrigations Distributors Inc	8081653-00	Repair Diesel Workman	\$1,828.94	65169	10/30/2023	101-000-000-542-30-48-00	Equipment Maintenance
			<b>\$1,828.94</b>				
<b>Grand Total</b>			<b>\$629,810.14</b>	<b>AP Total</b>			
Payroll	October 2023 Payroll	Payroll	\$19,008.28	Total	10/31/2023	001-000-000-513-10-11-00	Salaries, Wages & Benefits
Payroll	October 2023 Payroll	Payroll	\$21,869.39	Total	10/31/2023	001-000-000-514-20-11-00	Salaries, Wages & Benefits
Payroll	October 2023 Payroll	Payroll	\$36,238.30	Total	10/31/2023	001-000-000-518-10-11-00	Salaries, Wages & Benefits
Payroll	October 2023 Payroll	Payroll	\$151,973.58	Total	10/31/2023	001-000-000-521-20-11-00	Salaries, Wages & Benefits
Payroll	October 2023 Payroll	Payroll	\$36,722.08	Total	10/31/2023	001-000-000-576-80-11-00	Salaries, Wages & Benefits
Payroll	October 2023 Payroll	Payroll	\$30,308.76	Total	10/31/2023	101-000-000-542-30-11-00	Salaries, Wages & Benefits
Payroll	October 2023 Payroll	Payroll	\$45,433.59	Total	10/31/2023	401-000-000-558-60-11-00	Salaries, Wages & Benefits
			<b>\$341,553.98</b>	<b>Payroll Total</b>			
			<b>\$971,364.12</b>	<b>Grand Total</b>			



# MEDINA, WASHINGTON

## AMENDED PLANNING COMMISSION MEETING

Hybrid-Virtual/In Person

Tuesday, September 26, 2023 – 6:00 PM

### MINUTES

**COMMISSION CHAIR** | Laura Bustamante

**COMMISSION VICE-CHAIR** | Shawn Schubring

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

**PLANNING MANAGER** | Stephanie Keyser

**DEVELOPMENT SERVICES COORDINATOR** | Rebecca Bennett

#### **1. CALL TO ORDER / ROLL CALL**

**PRESENT**

Chair Laura Bustamante

Vice Chair Shawn Schubring

Commissioner Li-Tan Hsu

Commissioner Evonne Lai

Commissioner Brian Pao

Commissioner Mark Nelson (departed at 7:10pm)

**ABSENT**

Commissioner David Langworthy

**STAFF**

Bennett, Burns, Keyser, Wilcox

#### **2. APPROVAL OF MEETING AGENDA**

By consensus, Planning Commission approved the meeting agenda as presented.

#### **3. APPROVAL OF MINUTES**

##### 3.1 Planning Commission Meeting Minutes of July 25, 2023

**Recommendation:** Approve Minutes.

**Staff Contact:** Rebecca Bennett, Development Services Coordinator

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

Motion made by Commissioner Nelson, Seconded by Commissioner Hsu.

Voting Yea: Chair Bustamante, Vice Chair Schubring, Commissioner Hsu,

Commissioner Lai, Commissioner Nelson, Commissioner Pao

#### **4. ANNOUNCEMENTS**

##### 4.1 Staff/Commissioners

Keyser welcomed Commissioner Pao to his first meeting. Keyser announced that the next two Planning Commission Meetings are special meetings that will be held on Tuesday, November 14th at 6:00pm and Tuesday, December 5th at 6:00pm.

#### **5. AUDIENCE PARTICIPATION**

There was no audience participation.

#### **6. DISCUSSION**

##### 6.1 Community Design Element

**Recommendation:** N/A

**Staff Contact(s):** Stephanie Keyser, Planning Manager

**Time Estimate:** 45 minutes

Commissioners discussed, asked questions and gave comment.

##### 6.2 Housing Element

**Recommendation:** N/A

**Staff Contact(s):** Stephanie Keyser, Planning Manager

**Time Estimate:** 45 minutes

Commissioners discussed, asked questions and gave comment.

#### **7. ADJOURNMENT**

Meeting adjourned at 7:37pm.

**ACTION:** Motion to adjourn. (Approved 5-0)

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

Minutes taken by:

Rebecca Bennett



# MEDINA, WASHINGTON

## MEDINA CITY COUNCIL REGULAR MEETING

Hybrid - Virtual/In-Person  
Monday, October 09, 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 5:01 p.m.

#### PRESENT

Mayor Jessica Rossman  
Deputy Mayor Randy Reeves  
Councilmember Cynthia Adkins - Online  
Councilmember Jennifer Garone  
Councilmember Harini Gokul - In-person at 5:43 p.m.  
Councilmember Mac Johnston

#### ABSENT

Councilmember Bob Zook

#### STAFF

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

#### 2. APPROVAL OF MEETING AGENDA

City Manager Steve Burns requested to pull Agenda Item 9.1 Comprehensive Plan Update due to the absence of staff and move it to the October 23, 2023 City Council meeting.

City Attorney Scott Missall requested to add an Executive Session as Agenda Item 12 under RCW 42.30.110(1)(i) Potential Litigation.

**ACTION:** Without objections, Council approved the meeting agenda as amended. Agenda Item 9.1 Comprehensive Plan Update was moved to the October 23rd City Council meeting, Executive Session was added as Agenda Item 12 and Adjournment was moved to Agenda Item 13.

#### 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.

Director of Public Works Ryan Osada reported that Park Board hosted an ivy removal event at Fairweather Park. He also reported that the board is planning to plant Salal, a plant native to our area, instead of bulbs this year at Fairweather along the roadside near the Fairweather sign.

Emergency Preparedness Chair Rosalie Gann reported that the next Emergency Preparedness meeting is this Wednesday, October 11 at 4:00 p.m. with the main agenda item on fire safety (how to prepare and respond).

Planning Commission Chair Laura Bustamante reported that the Commission continues to work on the Comprehensive Plan and the design element piece.

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

Director of Development Services Steve Wilcox gave an update on the proposed tree code violation exemptions which will be coming to Council for approval at a future meeting.

Police Chief Jeffrey Sass reported Police Administrative Assistant Sunita Hall resigned from her position with the city and took a position with King County Emergency Management. He also reminded Council that Shredder Day is coming up on Saturday, October 21st at Medina Park from 9:00 a.m. to 12:00 p.m.

Director of Public Works Ryan Osada gave an update on the recent water main break on the east corner Bellevue Christian and NE 28th Street.

Director of Finance and HR Ryan Wagner gave an update on the city's month end financials.

City Manager Steve Burns reported that city staff sent out letters and emails to all the professional landscape companies that work in Medina with the updated professional yard maintenance hours and will include an article in the winter newsletter as a reminder to the residents.

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

**ACTION:** Motion Johnston second Reeves and carried by a 6:0 (Zook absent) vote; Council approved the Consent Agenda as presented.

##### 6.1 September 2023, Check Register

**Recommendation:** Approve.

**Staff Contact:** Ryan Wagner Director of Finance and HR

##### 6.2 Park Board Meeting Minutes of July 17, 2023

**Recommendation:** Receive and file.

**Staff Contact:** Dawn Nations, Deputy City Clerk

- 6.3 Planning Commission Meeting Minutes July 25, 2023  
**Recommendation:** Receive and file.  
**Staff Contact:** Stephanie Keyser, AICP, Planning Manager
- 6.4 Draft City Council Meeting Minutes of:  
 a) September 11, 2023; and  
 b) September 25, 2023.  
**Recommendation:** Adopt Minutes.  
**Staff Contact:** Aimee Kellerman, CMC, City Clerk
- 6.5 Resolution Accepting Donation - FLIRs (Forward Looking Infrared) for PD Patrol Cars  
**Recommendation:** Adopt Resolution No. 437.  
**Staff Contact:** Jeff Sass, Chief of Police

## 7. **LEGISLATIVE HEARING**

None.

## 8. **PUBLIC HEARING**

- 8.1 2024 Preliminary Budget  
**Recommendation:** Discussion and direction.  
**Staff Contact:** Ryan Wagner, Director of Finance and HR

Director of Finance and HR Ryan Wagner gave a presentation on the proposed 2024 preliminary budget. His presentation included an overview of the 2024 budget, revenue overview, and updates from the September 25th City Council budget study session. Key changes from the study session include making the Levy Stabilization Fund a priority and the city set \$400K to be transferred in 2024 to the fund. Central Services managed IT services and software services were split into separate accounts and the Public Works plow truck was added as a 2023 budget amendment item per Council direction and removed from the 2024 budget. Council asked questions and staff responded.

Mayor Rossman opened the public hearing. There were no speakers. Mayor Rossman closed the public hearing.

**ACTION:** Council directed staff to include a placeholder budget item for a new permitting software and asked staff to create a public record describing the need for carpet replacement in 2024. Council also requested that staff add a future agenda item to discuss city hall and how we are currently using the building and how we see using the building in the future as a public resource.

## 9. **CITY BUSINESS**

- 9.1 Comprehensive Plan Update  
**Recommendation:** Discussion and direction.  
**Staff Contact:** Stephanie Keyser, Planning Manager

**ACTION:** This agenda item was removed and added to the October 23, 2023, City Council meeting.

- 9.2 NE 12th Street Project Update  
**Recommendation:** Update only; no action needed.  
**Staff Contact:** Ryan Osada, Public Works Director

Director of Public Works Ryan Osada gave an update on the NE 12th Street sidewalk project. The goal of the project is to move the powerline poles out of the sidewalks to widen them by five feet for ADA compliance. Council asked questions and staff responded.

**ACTION:** Council directed staff to come back with two additional proposal options with one leaving the poles where they are with additional bump outs and the other moving the power poles as described with a landscaping restoration plan.

- 9.3 City Manager Review  
**Recommendation:** Status Update.  
**Staff Contacts:** Scott Missall, City Attorney and Jessica Rossman, Mayor

City Attorney Scott Missall gave a status update on the City Council's review of the city manager. He reported that the review is on track for Council's set timeline.

**ACTION:** Council asked the City Manager to provide a written update on his goals and priorities by Monday, October 16.

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

Mayor Rossman requested that for the next roundtable that if Council has topic items in their notes that has been started and not finished or anything that needs to be addressed by this current Council to bring them to the table to be addressed before the end of the year. Councilmember Garone requested that the 520 Bike Path and public safety discussion be added as a future discussion item.

## 11. **PUBLIC COMMENT**

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

## 12. **ADDED EXECUTIVE SESSION**

Council moved into Executive Session for an estimated time of 15 minutes at 7:32 p.m. to discuss the following:

RCW 42.30.110(1)(i)

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

Council moved back in the regular meeting at 7:44 p.m.

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

12. **ADJOURNMENT**

By consensus, Council adjourned the regular meeting at 7:48 p.m.

DRAFT



# MEDINA, WASHINGTON

## MEDINA CITY COUNCIL REGULAR MEETING

Hybrid - Virtual/In-Person  
Monday, October 23, 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 (online)  
Councilmember Mac Johnston  
Councilmember Bob Zook

#### ABSENT

Councilmember Jennifer Garone  
Councilmember Harini Gokul

#### STAFF

Burns, Missall, Gidlof, Osada, Sass, Wilcox, and Nations

#### 2. APPROVAL OF MEETING AGENDA

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

#### 3. PUBLIC COMMENT PERIOD

Mayor Rossman opened the public comment period. The following individual was granted five minutes to give a brief presentation to Council:

David Yee gave a brief presentation on unoccupied homes in Vancouver, BC, for Council's discussion and consideration for Council's discussion on Short-term rentals and ghost homes.

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

4. **PRESENTATIONS**

None.

5. **CITY MANAGER'S REPORT**

None.

6. **CONSENT AGENDA**

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

6.1 Emergency Street Vacation Moratorium

**Recommendation:** Adopt Resolution No. 438.

**Staff Contacts:** Steve Burns, City Manager and Scott Missall, City Attorney

7. **LEGISLATIVE HEARING**

None.

8. **PUBLIC HEARING**

None.

9. **CITY BUSINESS**

9.1 Planning Manager and Comprehensive Plan Update

**Recommendation:** Discussion and direction.

**Staff Contacts:** Stephen R. Burns, City Manager and Steven R. Wilcox, Director of Public Works

City Manager Steve Burns and Director of Development Services gave a status update on the vacant Planning Manager position. City staff is working on updating the Planning Manager job posting and will be pushing the ad out later this week.

Wilcox reported that he's currently identifying what work was left behind and incomplete from the Planning Manager's departure. He noted that the city has consultants that we have been utilizing for the last couple of years, Atwell (formerly Blue Line) that will help with the day to day work such as zoning, building reviews and variances.

Burns also reported the Comp Plan will tentatively be put on hold until we get a new Planning Manager in place. Council asked questions and staff responded.

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

## 9.2 Short Term Rentals and Ghost Homes

**Recommendation:** Discussion and initial directions.

**Staff Contacts:** Steve Burns, City Manager and Scott Missall, City Attorney

City Attorney Scott Missall gave a briefing on his research of short-term rentals and ghost homes. Short-term rentals are homes or dwelling units that are rented accommodations for less than 30 days and ghost homes are dwelling units that are abandoned, vacant, or otherwise unoccupied.

Council and staff discussed issues that have come up within the community with both short-term rentals and ghost homes and potential solutions or ideas for adopting local regulations which can include local licensing and operational rules, tax payment and collection procedures, or other appropriate local regulations.

**ACTION:** Council requested that the City Attorney and staff look at current code, specifically right-of-way cost recovery and the city's existing nuisance code, and business licenses for short-term rentals. Council will continue their independent research including in more detail the city of Leavenworth code as it pertains to short-term rentals.

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

City Attorney Scott Missall announced that he will be retiring from Ogden Murphy Wallace and his position as the City Attorney with his last day being December 31, 2023.

Council and city staff will be hosting a reception on Thursday, November 16 from 5:00 p.m. to 7:30 p.m. at Overlake Golf and Country Club, honoring outgoing Councilmembers Cynthia Adkins and Bob Zook and retiring City Attorney, Scott Missall.

11. **PUBLIC COMMENT**

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

Mark Nelson commented that some residents leave and go south for six or seven months and requested that those homes don't get included in the vacant houses or if they do, they're distinguished some how. He also supported the idea of if residents do leave for an extended period of time that they're registered in Medina's Housewatch program with contact information if something were to happen in their homes while away for an extended period of time.

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

**12. EXECUTIVE SESSION**

Council moved into Executive Session for an estimated time of 20 minutes at 6:42 p.m. to discuss the following:

RCW 42.30.110 (1)(g)

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

Council extended the Executive Session for an additional 20 minutes at 7:02 p.m.

Council moved back into the regular meeting at 7:22 p.m.

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

**13. ADJOURNMENT**

By consensus, Council adjourned the regular meeting at 7:22 p.m.





# MEDINA, WASHINGTON

## AGENDA BILL

Monday, November 13, 2023

---

**Subject:** Resolution Accepting Donation – Adding Two Additional Digital Speed Signs for the City

**Category:** Consent

**Staff Contact:** Jeffrey R. Sass, Chief of Police

---

### **Summary**

At the September 11, 2023 City Council meeting, during the City Manager's report, staff reported that there were two possible donations to be made to the city to fund specific equipment for the police department. One for two FLIRs (Forward Looking Infrared) for patrol cars and a second donation for two additional speed signs for the city.

The first donation for the FLIRs was received and approved by the City Council at the October 9, 2023 City Council meeting. The attached resolution is for the approval of a second donation in the amount of \$40,000 for two additional speed signs to be installed to help reduce speed inside the city limits.

### **Attachment**

Resolution No. 439 – Accepting Donation

**Budget/Fiscal Impact:** None

**Recommendation:** Adopt Resolution No. 439.

**City Manager Approval:**

**Proposed Council Motion:** "I move to adopt Resolution No. 439, accepting a donation in the amount of \$40,000 for the purchase of two additional speeds signs to help reduce speed in the city for the safety of our residents."

CITY OF MEDINA, WASHINGTON

RESOLUTION NO. 439

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, ACCEPTING THE DONATION OF \$40,000 FROM A CITIZEN FOR THE PURCHASE OF TWO DIGITAL SPEED SIGNS TO HELP REDUCE SPEED IN THE CITY FOR THE SAFETY OF OUR RESIDENTS

WHEREAS, the City of Medina ("City") has the authority to adopt policies to protect and promote public health, safety, and welfare; and

WHEREAS, the City of Medina has public roadways with residents entering and exiting from these roadways

WHEREAS, the City of Medina has multiple schools inside its borders with children walking to and from school

WHEREAS, many of the residents and their children and pets walk the streets of city

WHEREAS, the police department and its small staff need tools that are force multipliers to help reduce speed inside its city limits

NOW, THEREFORE, BE IT RESOLVED, that the City of Medina gratefully accepts the donation of funds described herein for the purchase of two digital speed signs and extends its sincere thanks to resident who donated these funds on behalf of the entire community and the Police Department.

PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON NOVEMBER, 13TH, 2023 AND SIGNED IN AUTHENTICATION OF ITS PASSAGE ON NOVEMBER, 13TH, 2023.

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

Approved as to form:  
Ogden Murphy Wallace, PLLC

Attest:

\_\_\_\_\_  
Scott M. Missall, City Attorney

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

FILED WITH THE CITY CLERK: XX  
PASSED BY THE CITY COUNCIL: XX  
RESOLUTION NO. XXX



# MEDINA, WASHINGTON

## AGENDA BILL

Monday, November 13, 2023

---

**Subject:** Contract Change Order No. 1 – Approving Upland Road Drainage Improvements

**Category:** Consent

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

---

### **Summary**

This work consists of installing 310 lineal feet of new 12" storm pipe adjacent to the curb line at Overlake Dr West between Upland Rd & 84th Ave NE. The existing storm line, which is collapsed, clogged and undersized will be abandoned.

### **Attachment(s)**

Change Order Breakdown

Map

**Budget/Fiscal Impact:** \$98,538.00

**Staff Recommendation:** Approve.

**City Manager Approval:**

**Proposed Council Motion:** I move to authorize the City Manager to negotiate and enter into an agreement with Kamins Construction for Change Order 001.



**CHANGE ORDER NO. 001**

<b>Date:</b>	November 13, 2023	<b>Project #:</b>	n/a
<b>Contract Name:</b>	2023 Upland Road Storm Drainage Improvements		
<b>Contractor:</b>	Kamins Construction		

**CHANGE ORDER DESCRIPTION**

<b>Change Requested by:</b>	<input checked="" type="checkbox"/> <b>Engineer</b>	<input type="checkbox"/> <b>Contractor</b>
<p>Abandon approx. 300 ft of collapsed, clogged and undersized storm line on Overlake Dr West between Upland Rd &amp; 84<sup>th</sup> Ave NE. Install new 12" storm pipe adjacent to curb line.</p>		

**CONTRACT AMOUNT ADJUSTMENT**

Bid Item # or Added Item	Description of changes – describe bid items, quantities, unit prices, etc. used to determine contract adjustment	Unit Price	Contract Adjustment Amount
2	Mobilization, Cleanup and Demobilization	7,250.00	7,250.00
4	Temporary Traffic Control	16,500.00	16,500.00
6	Removal of Structures & Obstructions	2,500.00	2,500.00
9	Commercial HMA – 50 tons	353.89 ton	17,694.50
11	Storm Pipe 12" Diam. (Incl. Bedding) – 315 lf	123.90 lf	39,028.50
12	Catch Basin, Type 1 – 3 ea	3,105.00 ea	9,315.00
n/a	Concrete Repair (Ramp & Sidewalk)	6,250.00	6,250.00
Total Contract Adjustment this Change Order			

Original Contract Amount	245,294.01
Total Previous Change Orders	0
Total this Change Order	98,538.00
Total Adjusted Contract Amount to Date	343,832.01

**CONTRACT TIME ADJUSTMENT**

Total Working Days the Change Order:	15	Working Days
--------------------------------------	----	--------------

*The payment and/or additional time specified and agreed to in this Change Order constitutes full adjustment for and settlement of, all costs and time relating to the performance of the work described here. The work covered by the Change Order shall be performed under the same terms and conditions as those included in the original contract unless otherwise described here.*

**REQUIRED SIGNATURES:**

<b>City of Medina</b>		
<i>Approved by City Manger</i>		
<i>Signature</i>	<i>(Print Name)</i>	<i>Date</i>
<i>Approved by Public Works Director</i>		
<i>Signature</i>	<i>(Print Name)</i>	<i>Date</i>
<b>Contractor</b>		
<i>Signature</i>	<i>(Print name &amp; title)</i>	<i>Date</i>





84th Ave NE

84th Ave NE

Overlake Dr W

Viewpoint Park

8418

8414

Overlake Dr W

Overlake Dr W

84th Ave NE





# MEDINA, WASHINGTON

## AGENDA BILL

Monday, November 13, 2023

**Subject:** 2024 Final Budget and Salary Schedule

**Category:** Ordinance, City Council Business, Public Hearing

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

### **Summary**

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

June 12, 2023 Regular Meeting: Public Hearing to consider the 2024-2029 Six Year Capital Improvement and Transportation Plan (CIP/TIB/Non-TIB).

September 11, 2023 Regular Meeting: The City Council held its first public hearing on the 2024 Budget.

September 25, 2023 Study Session: The 2024 Preliminary Budget was reviewed by Fund and by Department as presented in the 2024 Preliminary Budget document. Detailed line-item spreadsheets were also made available. Key Revenue and Expense items were discussed, and Department Directors were present to answer specific questions.

October 9, 2023 Regular Meeting: The City Council held its second public hearing on the 2024 Budget.

November 13, 2023 Regular Meeting: The City Council will hold its third public hearing on the 2024 Budget.

#### 2024 Budget Assumptions:

##### **General Fund & Street Operations (75% of Total City Budget):**

- Property tax increase of 3.31% reflects an increase to the regular levy, \$56K due to new construction.
- Sales tax predicted to stay relatively flat from 2023, budgeted accordingly.
- Utility tax predicted to increase from 2023 due to rate adjustments and an anticipated colder winter which will impact usage.
- Passport acceptance services resumed in 2023 at pre covid levels, predicted one time revenue of \$400K from 2022 did not occur.
- Investment Interest is predicted to be higher in 2024 due to continued increases in the federal fund rate, still a conservative estimate from what we saw in 2023.
- 55% of General Fund and Street Operations spending is on direct labor. A notated version of the 2024 draft budget ordinance's attachment, representing the salary schedule detailed by position, is included at the end of this brief. Direct staff's COLA adjustments are based on the following:
  - Police Guild Contract (8 FTEs), 4.5%-- contract expiring 12/31/2026.
  - Teamsters Clerical Contract (6 FTEs), 4%-- contract expiring 12/31/2024.
  - Teamsters Public Works Contract (4 FTEs), 4%-- contract expired 12/31/2024.
  - Unrepresented Employees, including City Manager (7.7 FTEs), based on June 30<sup>th</sup> CPI-W (Seattle-Tacoma-Bellevue) of 4.5%, capped at a 4% increase.

Employee benefit rates have been finalized by AWC and are reflected in this budget. In 2022 the city saw a 5.8% increase in medical rates. We saw another increase of 4.5% for 2023, and a 4.1% increase is reflected in the 2024 budget. Dental and Vision are held to 0%. The City pays 90% of medical premiums for employees and their dependents plus 100% of dental, vision, employee only LTD/life insurance.

- 76% of General Fund and Street Operations budgeted spending is for State Mandated Services: Public Safety, City Manager & Finance. 23% is spent on the Essential Services that support the need for delivering effective and efficient public service and a reliable public infrastructure such as IT, park & building maintenance, and risk management. ***The remaining 1% is discretionary spending for quality of life and other Council initiatives.***

**Development Services Fund (10% of Total City Budget):**

- The City, to meet its goal of greater transparency, decided to extract the Development Services Department's related revenues, expenses (direct and allocated) and customer deposits from the General Fund and place them in a newly created Development Services Fund, starting with Budget Year 2022. Development Services is a State Mandated program which funds itself through fees and occasional grants.
- Revenue in 2023 bounced back from a low point in 2022, and 2024 is estimated to continue this trend. The City has budgeted conservatively.

**Capital Projects Fund and Tree Fund (15% of Total City Budget):**

- 2024's anticipated REET revenue of \$1.125M has been budgeted conservatively. It assumes there is a finite amount of developable inventory within the City as well as available local industry and customers with an appetite to take on the types of homes that we have seen built.

**Attachment(s)**

1. 2024 Proposed Budget Memo
2. 2024 Budget Workbook
3. 2024 Budget Ordinance No. 1022 and 2024 Salary Schedule **Attachment A**
4. City Manager Burns' Carpet Replacement Request

**Budget/Fiscal Impact:** See attached

**Recommendation:** Adopt 2024 Budget Ordinance No. 1022.

**City Manager Approval:**



**Proposed Council Motion:** "I move approval of Ordinance No. 1022, adopting the 2024 Budget for the City of Medina setting forth the summary of estimated revenues and expenditures for each fund and the 2024 Salary Schedule."

Time Estimate: 30 minutes



# City of Medina

## 2024 Preliminary Budget Memo





## 2024 Budget Calendar City of Medina, Washington

<b>Statutory Dates</b>	<b>Planned/Actual Dates</b>	<b>2024 Budget Process</b>
No legal requirement	September 11, 2023	Council holds <b>Public Hearing</b> to gather input on 2024 Preliminary Budget.
Oct 2, 2023	September 11, 2023	City Manager provides City Council with 2024 Revenue projections for the current year. City Manager provides a 2024 Preliminary Budget showing 2022 Revenue and Expenditures by Department.
No legal requirement	Sept 25, 2023	City Council holds a study session on 2024 Preliminary Budget. <i>Balancing decisions made if necessary.</i>
Nov 2, 2023	October 9, 2023	City Manager files 2024 Updated Preliminary Budget & Budget Message with the City Clerk and the City Council.
Prior to November 25, 2023	October 9, 2023	City Council holds Preliminary <b>Public Hearing</b> on 2024 Budget & Revenue Sources (Property Tax Levy)
No later than Nov 2, through Nov 20, 2023	Dates as needed prior to Nov 8 <sup>th</sup> meeting	City Clerk publishes notice of filing of 2024 Budget and publishes notice of public hearing on final budget once a week for two consecutive weeks.
Nov 21, 2023	Nov 13, 2023	Copies of 2024 proposed final budget are made available to the public at the Regular City Council meeting.
Nov 30, 2023 (KC due date) (Hearing due date 12/4/23)	Nov 13, 2023	Council holds <b>Final Public Hearing</b> and sets the 2024 Property Tax Levy to certify property tax levy to King County Assessor's Office
Dec. 31, 2023	Nov 13, 2023	Council adopts Final 2022 Budget at the Regular Monthly City Council meeting.
After Adoption	After Adoption	Copies of 2024 Final Budget Ordinance are filed with the Washington State Auditor's Office, MRSC and AWC.





To the Community and Council of the City of Medina, staff is proud to present the 2024 preliminary budget memo. Please note a more comprehensive overview will be provided alongside the budget workbook prior to the deep dive at the second September Council meeting.

Included with the memo is an overview of the 2019 passed property tax levy lid lift, with an updated financial forecast through 2031.

Lastly, the overall preliminary summary of the 2024 budget, along with a brief description and highlights for visibility before the deep dive.

### **2019 Property Tax Levy Lid Lift**

*The promises that were made to the voters, if they passed the measure, are the foundation this budget was built on.*

Why did we go to the ballot? The City was at a financial crossroads. Rising costs were making it difficult for the City to provide the level of services our community has come to expect. Until 2019, the City had been able to balance the budget through aggressive cost-savings measures, identifying additional revenue sources and dipping into reserves. But in looking long-term, the City determined it could no longer find efficiencies without impacting service delivery.

The 1% rule: While property values continue to rise, the City's tax revenues don't rise in tandem. This is because the City's tax revenues are not based on a percentage of Medina property value; instead, the City is authorized to collect a predetermined amount of property tax each year, and each homeowner pays a proportional share of that predetermined amount. Since 2001, local governments (like Medina) are not allowed to raise their portion of the property tax levy beyond one percent (1%) a year without a vote of the public. For context: In 2019, the City's total 2019 property tax income was set by state law at \$2.8 million in total, and a 1% increase would only yield an additional \$28,000 for the City in 2020, not nearly enough to cover the rising cost of services. (Fire services alone increased by nearly double that amount in 2019.)

Asking the voters to decide: In the fall of 2019, the question of how to maintain Medina went to voters. Because the levy lid lift was approved, the City has funds to continue current service levels without significant cuts.

99% of all Medina's General Fund & Street Operations spending is for services that are state-mandated or essential support functions to the mandated services.



However, the state doesn't dictate the level of services to be provided. For example, a city must provide law enforcement, but the state doesn't dictate staffing levels, how often patrols are scheduled, or whether lifeguards are required for public beaches. After nearly 20 years of budget trimming, Medina was facing the need to cut into service levels that would be noticeable in every area, including public safety. In 2018, City Council and staff started a 2-year process of long-term financial planning, exploring options and public engagement surrounding a levy lid lift measure. These promises were born from those conversations and must be kept:

**-Maintain the same LEVEL of services as before the levy lid lift.** Remember, these were already trimmed service levels. This dictates a service level, status-quo budget. So, no additions or reductions from the promises made in 2019.

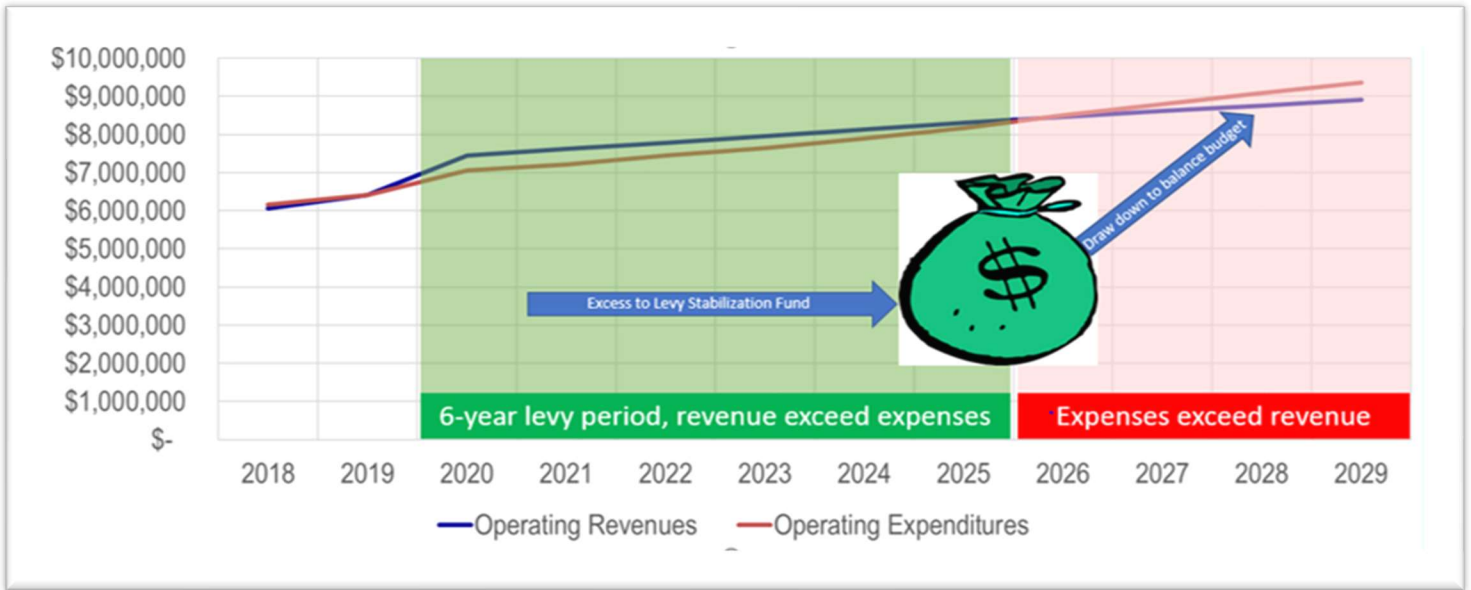
**-Restore the City's measures of financial health:**

- Start each new year with the full General Fund required balance to cover first quarter expenses. This is something the State Auditor looks for, as well as creditors. It allows us to continue to pay the bills while waiting for our major source of funding (property taxes) that only get paid to the City in portions every 6 months.
- Engaged Finance Committee.
- Continual long-term financial planning, always looking ahead 10 years.
- Contingency Fund rebuilt.
- \*Develop community friendly financial statements.

**-Make the "bump" from the 6-year levy last at least 10-years.**

Levy year 1 (2020) filled the gap and allowed services to continue without reduction. Years 2-6 (2021-25) will have budgeted transfers to a *Levy Stabilization Fund* in amounts that will build a minimum operating reserve of \$2M to draw on for at least another 4 years. 2023's budget reflects a \$500K transfer into this fund. See illustration below.





**SPECIFICS ABOUT THE LEVY**

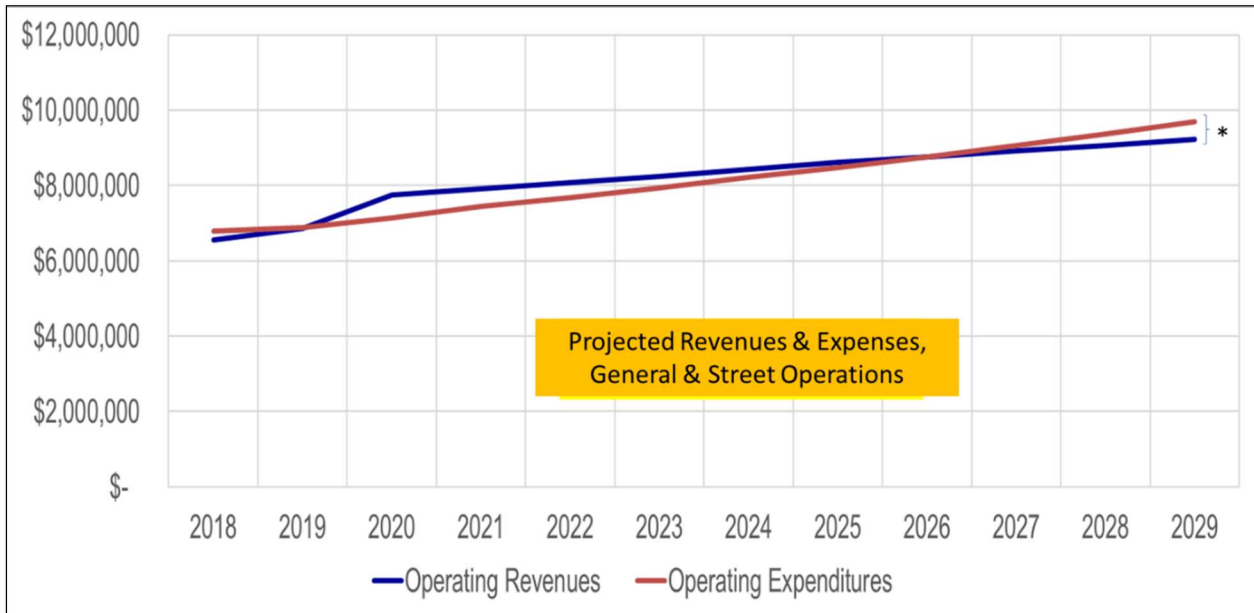
The levy’s structure was designed to have an initial increase of no more than \$0.20 per \$1000 assessed value (example \$2M AV home = additional \$400/year). In 2020 this gave the City an additional 12% of revenue towards General Fund and Street Operations, \$941,572. For the next five years (2021-2025) the City will be allowed to increase this amount by 5%, see projected table below. In 2026 the previous year’s levy total will roll into the regular property taxes, which is limited to subsequent annual increases of no more than 1% (unless another levy lid lift is approved by voters).

Year	Amount of Increase	Total	Notes
2020	\$ 941,572	\$ 941,572	Initial "bump"
2021	\$ 47,079	\$ 988,651	
2022	\$ 49,433	\$ 1,038,083	+5% each year
2023	\$ 51,904	\$ 1,089,987	
2024	\$ 54,499	\$ 1,144,487	
2025	\$ 57,224	\$ 1,201,711	
2026	\$ 12,017	\$ 1,213,728	+1% each year
2027	\$ 12,137	\$ 1,225,865	
2028	\$ 12,259	\$ 1,238,124	
2029	\$ 12,381	\$ 1,250,505	
		\$ 11,332,713	10-year total



**Forecasting for the Future**

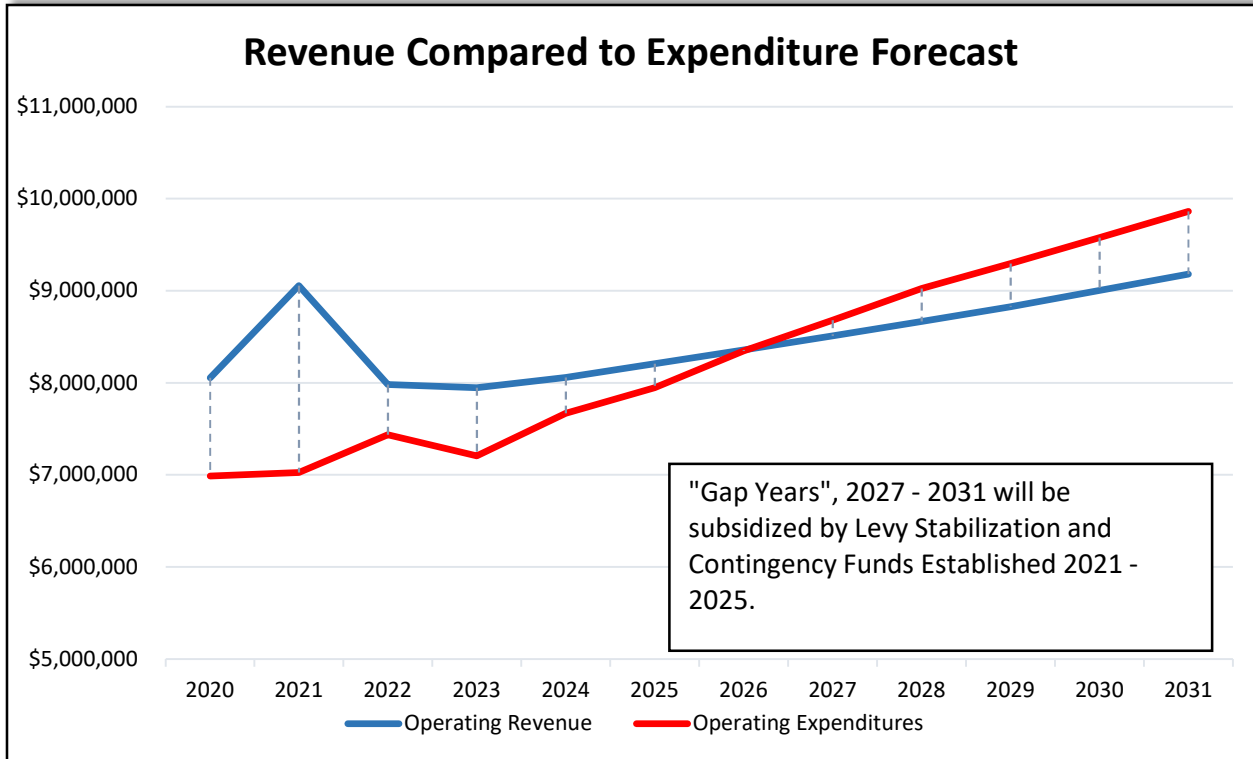
After the Levy passed, former Finance Director Julie Ketter prepared the following report to compare forecasted operating revenues to expenditures over the life of the Levy and beyond. She predicted a crossover point of 2027, where expenditures would surpass revenue and the City would then have to dip into the stabilization fund.



Now that we are preparing for the 2024 Budget, a new forecast is imperative to track the financial stability of the City and to prepare for the future. When the prior model was created, there was no way to predict the impact that the COVID 19 pandemic would have on the City and its finances. With a halt to projects and a stay-at-home order in effect, the City saw a decrease in expected expenditures in 2020 and 2021 while subsequently seeing an increase in sales tax revenue. This would not last however as 2022 and 2023 have seen an inflationary increase across the board, only somewhat mitigated by the increase in investment interest revenue. These increases are expected to impact the 2024 budget, before a predicted gradual return to pre-pandemic levels within 2-5 years.



The below graph shows that while revenue and expenditure numbers differ from the 2020 model, the crossover to deficit spending is still on track for 2027 with the Levy stabilization amount predicted to supplement the general fund until at least 2031.



## 2024 Preliminary Budget Summary

With high inflation raising prices across the board for almost every department, I must thank staff for their conservative approach, to allow us to bring a balanced preliminary budget to both Council and the community. First an overview of the total preliminary numbers across the board for 2024, followed by key items by department and fund. Please note that this is a working document, and all numbers are subject to change as additional information and feedback is given.



City of Medina 2024 Budget - General Fund			
Revenue			
Total Revenue		\$	8,121,201
Change		\$	302,432
Expenditures			
Department	2023 Adopted Budget	2024 Proposed Budget	Delta
Exec.	281,185	\$ 292,970	\$ 11,785
Finance	568,879	\$ 683,422	\$ 114,544
Central Services	1,261,218	\$ 1,199,643	\$ (61,575)
Police	2,669,889	\$ 2,803,273	\$ 133,384
Fire	827,788	\$ 934,285	\$ 106,497
Parks	605,610	\$ 608,415	\$ 2,805
Rec Services	48,500	\$ 48,500	\$ -
Legislative	70,500	\$ 70,500	\$ -
Municipal Courts	62,000	\$ 63,000	\$ 1,000
Legal	327,200	\$ 347,200	\$ 20,000
Social and Env. Services	42,058	\$ 52,648	\$ 10,590
Transfers	940,000	\$ 860,000	\$ (80,000)
<b>Total General Fund Exp.</b>	<b>\$ 7,704,827</b>	<b>\$ 7,963,856</b>	<b>\$ 259,029</b>
<b>Total General Fund Surplus</b>			<b>\$ 157,345</b>
City of Medina 2024 Budget Capital Fund			
Revenue			
Total Revenue		\$	1,300,000
Change		\$	46,735
Expenditures			
Total Capital		\$	1,220,000
Total Stormwater		\$	350,000
<b>Total Capital Fund Exp.</b>		<b>\$</b>	<b>1,570,000</b>
Change		\$	405,000
Variance between Capital revenue and Capital expenditures due to NE 12th Sidewalk project being carried over from 2023.			
City of Medina 2024 Budget Dev Services Fund			
Revenue			
Total Revenue		\$	1,121,500
Change		\$	113,962
Expenditures			
Total Expenditures		\$	1,098,936
Change		\$	223,109

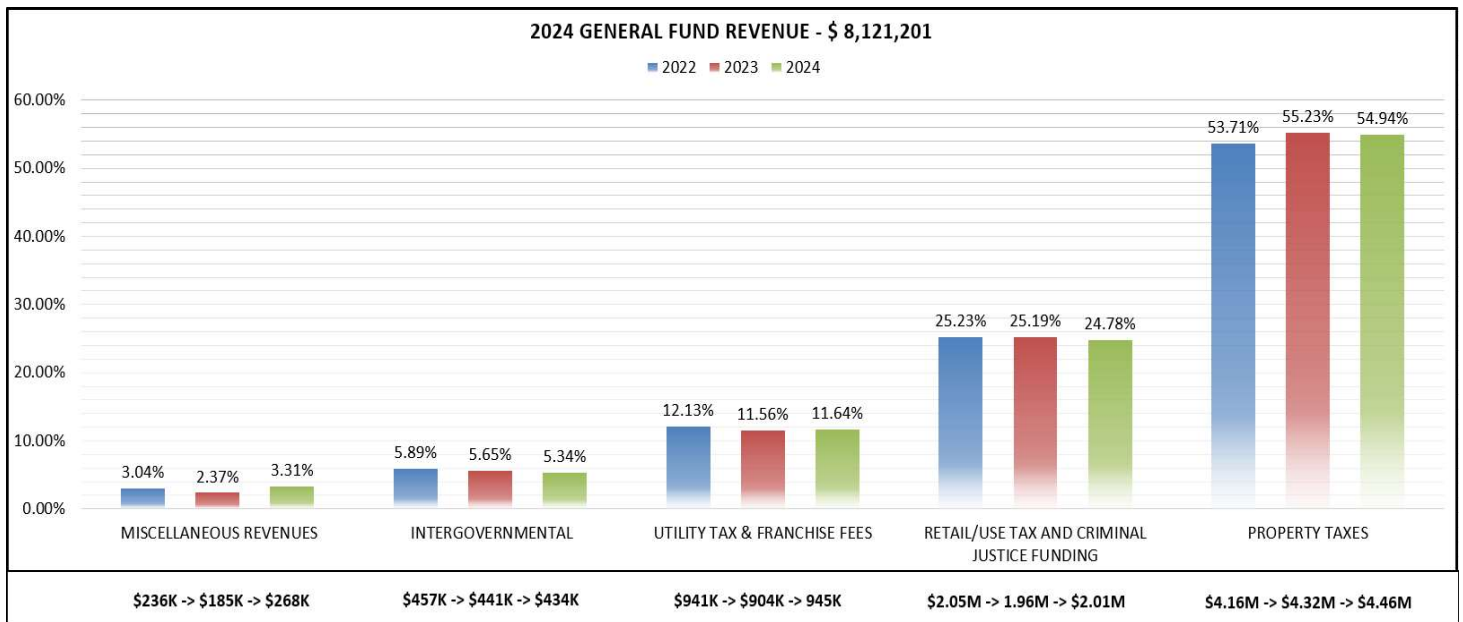


**2024 General and Street Fund, (\$8,149,283), 75% of Total City Budget**

From a financial standpoint, the General Fund makes up the largest portion of the City’s budget. The General Fund includes the Police Department, Central Services, Finance, Parks, Fire Services, and more. Please note while the Street Fund is separate on the accounting side, it has been included as over 75% of the fund’s revenue consists of transfers from the General Fund.

**Revenue Notes:**

- Property tax revenue increase of 3.3% per the Levy Lid Lift and legacy portions.
- Sales tax budgeted at a 1.8% increase from 2023 predicted with a rise in inflation.
- Intergovernmental income estimated by MRSC, expected to drop as Medina’s population fell from 2022 to 2023.
- With the increase in interest rates, interest earning income in 2024 is predicted to increase substantially over what was budgeted for in 2023.





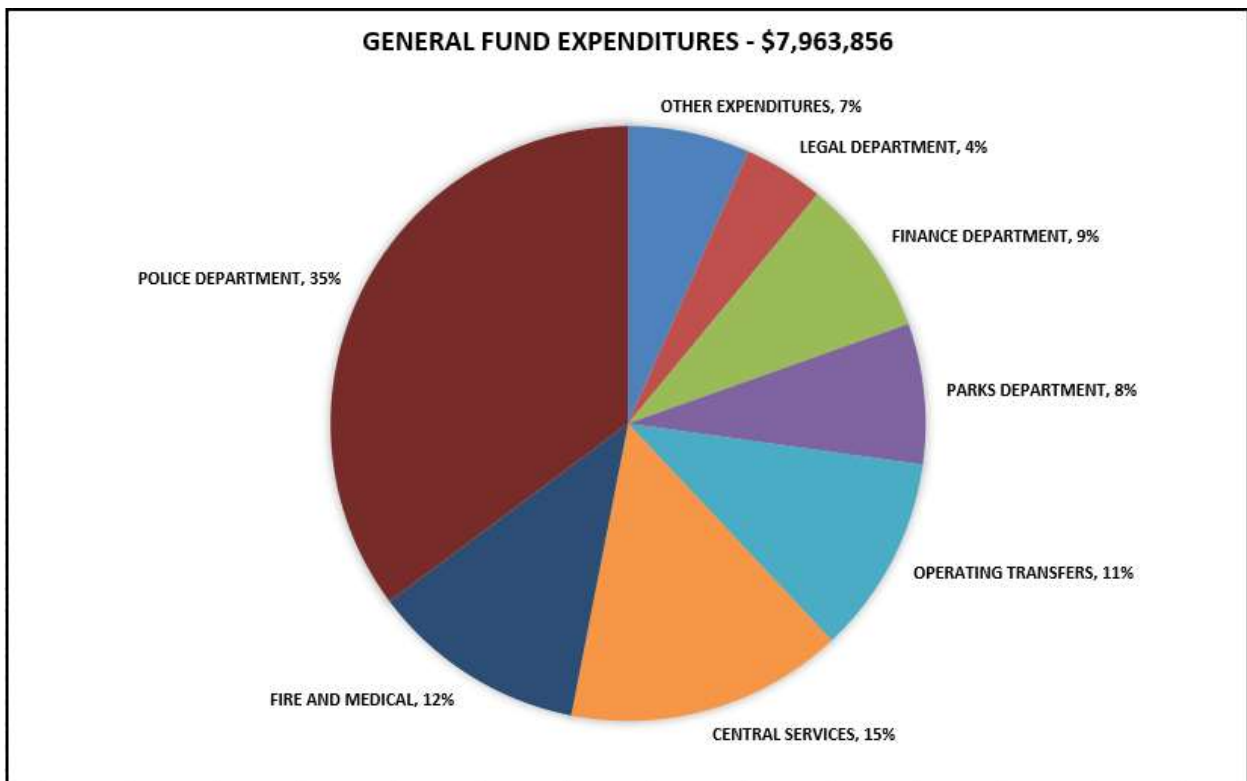


**Employee Salary and Benefits**

- With the CPI-W of 4.5% June to June, law enforcement will see that rate reflected in their wage increase. With the CPI-W above the max COLA increase for Teamsters, employee salaries will increase by 4%: this will include non-represented employees as well.
- Medical benefits are predicted to increase by 4.1% for 2024 with Dental and Vision staying flat. While still waiting on some additional rates, a conservative 5% total increase will act as a placeholder.
- The additional cost of adding Juneteenth as a recognized Holiday for the City has been added to the budget, awaiting Council discussion and direction.

**Fixed Cost Increases for 2024**

- ARCH, the City’s portion to support transitional and low-income housing will increase in 2024 to cover the admin costs (\$8.5K increase).
- With a heavy increase in employee compensation and the new Station 10 being built, Bellevue Fire has increased their service cost by 13.35% for 2024.
- For the second year in a row, WCIA has increased their insurance cost significantly to replenish their fund drained by heavy payouts by other jurisdictions. Medina’s portion has risen by 29% for 2024.
- Our IT managed services are expected to increase by 10% for 2024.







## Highlighted Department Notes and Asks for 2024

- **Transfers**
  - 4.55% increase to Street fund to cover rising costs and the replacement plow.
  - \$400K allocated to the Levy Stabilization Fund per Council direction.
- **Legal**
  - \$20K increase to Special Counsel, to cover legal fees associated with WSDOT lid discussions and new Teamsters Labor Contracts.
- **Police Department**
  - Body worn cameras and tasers, both would be leased and set at a fixed annual cost of \$32K.
  - Increased costs for 2024 include replacement uniforms, and inflationary increases to vehicle repairs, Shredder Day, educational brochures, and NORCOM.
- **Finance**
  - Increased cost of financial software and first full year of new HR/Payroll system, conservatively budgeting for \$10K more for software.
- **Central Services**
  - Cut Public Storage costs by 2/3rds as staff works to streamline public records.
  - Reduction in building maintenance and capital outlay, as projects moved to Capital Fund.
  - \$20K carried over from 2023 for consulting on Laserfische and public records.
- **Public Works**
  - Replacement plow truck moved to 2023 item providing availability for this winter.
  - Various increases of supplies and utility costs due to inflation.

## 2024 Development Services Fund (\$1,129,946), 10% of Total City Budget

2022 was the first year of the Development Services Enterprise Fund. Unfortunately, this coincided with a reduction of residential work within the city, which saw permitting revenue fall under what was forecasted. So far in 2023, we have seen a return to expected work within the city, keeping the city's Development staff busy. Please note that an increase in permitting work does lead to an increase in expenditure. However, some of the costs can be passed through to residents and contractors through the advanced deposit process.



## Notes for 2024

- Based on 2023 actuals, staff are forecasting an 11% increase in revenue from permitting for next year.
- 110% increase in building plan review consultant rates for 2024, similar workload to 2023. This directly correlates with building permit revenue.
- Increase in postal expenses for code enforcement with staff more active in community over violations.
- \$45K budgeted for fuel efficient replacement vehicle for Building Official, to visit job sites without use of personal vehicle.
- 100% increase in Planning Consultant costs for 2024, while the City looks for the Next Planning Manager

## **2024 Capital and Tree Funds (\$1,600,000), 15% of Total City Budget**

Capital Fund revenues come from five sources, each coming with restrictions of what it can be used for:

Real Estate Excise Tax -REET (\$1,125,000 or 86% of total) is generated from the selling of real estate within the community. It is the most restrictive source as it can only be used for large capital improvement projects. The State strictly defines those projects, and its use is audited thoroughly each year. Since the real estate market goes through boom-to-bust cycles over time, this revenue source mirrors it. Medina has been enjoying a robust local real estate period for several years but more recently, while still active, it has been heavily weighted towards small, older homes often on larger lots. 2024's anticipated REET revenue of \$1.125M has been budgeted conservatively. It assumes there is a finite amount of developable inventory within the city as well as available local industry and customers with an appetite to take on the types of homes that we have seen built.

Grant Funds/Intergovernmental (0% of total) Grants can come from a variety of sources. In Medina they typically come from the State Transportation Improvement Board. While nothing is expected from TIB in 2024, city staff will continue to look at options for federal funding going forward.



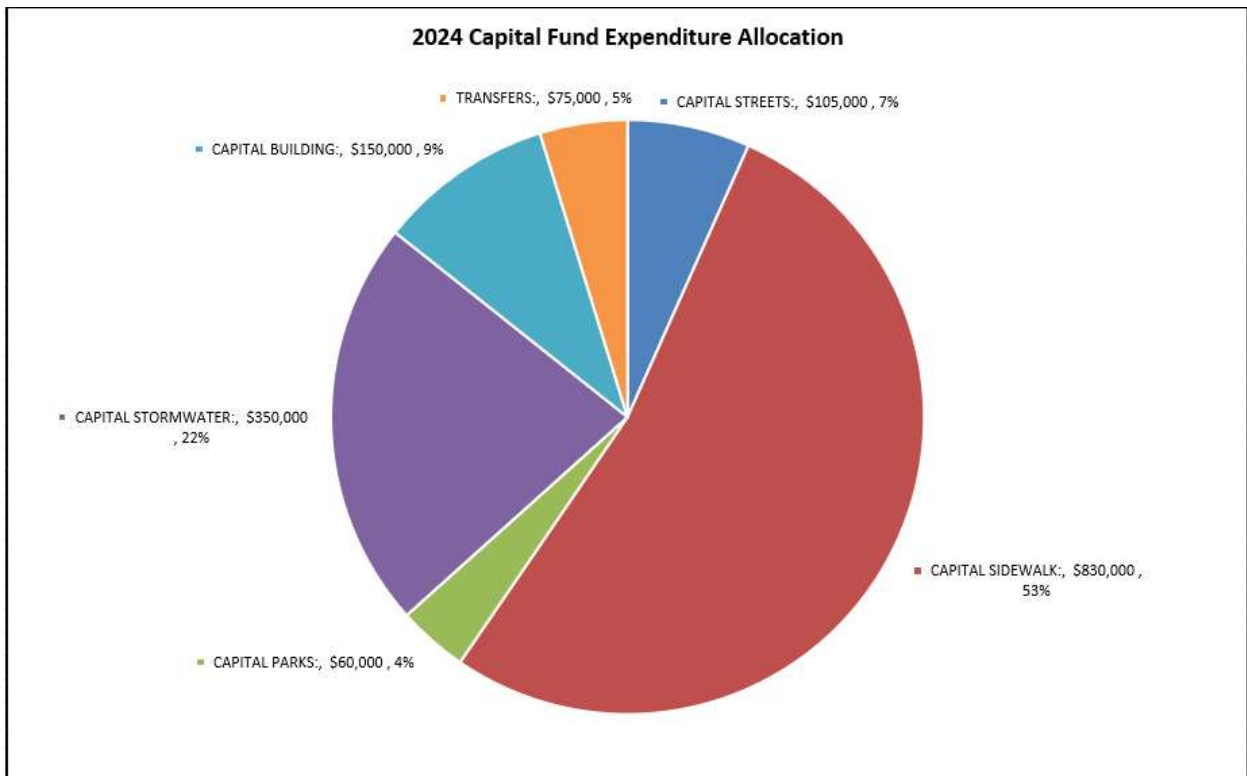
King County Parks Levy (\$50,000 or 4% of total) is the voter approved levy to improve parks county-wide. Medina’s allocation from that levy that will be received each year, 2020-2025;

Investment Earnings (\$125,000 or 10% of total) from the balance kept in this fund. The capital fund is projected to start 2023 with a fund balance of almost \$5.2M. This balance has been built over the recent real estate boom to continue with needed projects once the market cools and REET receipts decline.

Donations from the community for capital projects, especially park improvements, are the fifth source of funding. The community has been generous over the years, but this is not a source we include in budget planning.

2024 Projects

- \$105K for 88<sup>th</sup> Ave NE Overlay.
- \$830K for NE 12<sup>th</sup> and NE 10<sup>th</sup> repairs and Improvements.
- \$150K for City Hall and Post Office Maintenance and Improvements.
- \$200K for NE 2<sup>nd</sup> Place and 78<sup>th</sup> Ave NE Stormwater Improvements.
- -\$30K set aside for tree planting and potential hazardous tree removal.





### **Year End Carryover Balances**

As is the case with a lot of smaller organizations, Medina does not use accrual accounting methods, instead it operates on a cash basis. Accrual accounting means revenue and expenses are recognized and recorded when they occur, while cash basis accounting means these line items aren't documented until cash exchanges hands. A result of this is that known future expense obligations are not reflected in financial reports. This distinction is important when it comes to viewing the City's year-end carryover balances. Fund balances remaining at the end of each year, especially in the General Fund, can be mistakenly assumed to be discretionary "reserves". It is similar to a personal checkbook balance that is needed to pay bills that will come due before you get paid again. Since most Medina's funding for general day-to-day operations doesn't come in until the spring it is our policy, based on auditor & financial advisory organizations recommendations, that we start each year with a 25% carryover balance to cover those 1<sup>st</sup> quarter expenses. When unexpected General Fund revenues or cost savings happen, it will be staff's recommendation to Council--based on Finance Committee's set policy--to direct that amount into rebuilding the City's drained Contingency Fund. The first transfer of this kind was made in 2021 from 2020's ending fund balance carryover excess. Additional funds are planned to be transferred in 2024.

ACCOUNT NUMBER	DESCRIPTION	2023 Adopted Budget	2023 Year End Est.	2024 Preliminary Budget		Comments:	
	<b>GENERAL FUND - REVENUES</b>						
001 000 000 311 10 00 00	PROPERTY & SALES TAX						
	General Property Taxes	4,318,656	4,318,656	4,461,393	▲3.31%	Includes 1% all'd increase + new constrct/improvmnts +levy lid lift portion at +5%, Waiting on KC worksheet 2023.07 ytd rolling 12 mos (+ passthru ARCH cont. from SHB1406, COM ord 985, \$10,000 est) Flat to 2023.07 ytd rolling 12 mos	
001 000 000 313 11 00 00	Local Retail Sales & Use Tax	1,870,785	1,861,002	1,904,941	▲1.83%		
001 000 000 313 71 00 00	Criminal Justice Funding	98,782	107,864	107,863	▲9.19%		
	<b>TOTAL PROPERTY &amp; SALES TAX</b>	<b>6,288,223</b>	<b>6,287,522</b>	<b>6,474,197</b>	<b>▲2.96%</b>		
	<b>BUSINESS &amp; OCCUPATION-UTILITY TAX</b>					Util Tax 6% and Franchise Fees 4%.	
001 000 000 316 41 00 00	Electric - Puget Sound Energy	232,783	277,553	255,000	▲9.54%	Based on 2023.07 ytd rolling 12 mos, + 2% for Inflation	
001 000 000 316 42 00 00	Gas - Puget Sound Energy	125,000	160,000	132,600	▲6.08%		
001 000 000 316 43 00 00	Water & Sewer	200,000	252,756	204,000	▲2.00%		
001 000 000 316 45 00 00	Garbage, Solid Waste	40,000	50,705	42,840	▲7.10%		
001 000 000 316 46 00 00	Cable - Comcast	82,000	80,555	83,640	▲2.00%		
001 000 000 316 47 00 00	Telephone - Mobile & landline	37,854	35,411	36,720	▼3.00%		
001 000 000 317 20 00 00	Leasehold Excise Tax	6,589	(410)	6,589	▲0.00%		
	<b>BUSINESS LICENSE/PERMITS-FRANCHISE FEES</b>						Assumes 4% Franchise Fee per Ord 895 of 11/30/2012 , applied as above
001 000 000 321 91 00 00	Franchise Fees - Water/Sewer COB, Cable Comcast	180,000	208,951	183,600	▲2.00%		
	<b>TOTAL UTILITY TAX &amp; FRANCHISE FEES</b>	<b>904,226</b>	<b>1,065,522</b>	<b>944,989</b>	<b>▲4.51%</b>		
	<b>LICENSES &amp; PERMITS</b>						
001 000 000 322 30 00 00	Animal Licenses	400	400	400	▲0.00%	Based on 2023.07 ytd annualized	
001 000 000 322 90 00 00	Other Non Bus. Licenses & Permits (Gun Permits)	650	612	600	▼7.69%	Based on 2023.07 ytd annualized	
001 000 000 322 91 00 00	Special Permits-Events, Other					Based on 2023.07 ytd annualized	
	<b>TOTAL LICENSES &amp; PERMITS</b>	<b>1,050</b>	<b>1,012</b>	<b>1,000</b>	<b>▼4.76%</b>		
	<b>INTERGOVERNMENTAL</b>						
001 000 000 332 92 10 00	COVID-19 Non-Grant Assistane (CARE)					Allocate \$28K x 3 yrs to COB CARES program, see PD expense. Remaining ARPA in Capital. Based on one budgeted vest replacement, see PD exp 2024: MRSC estimated distribution of State Shared Revenue, available late July 2024: MRSC estimated distribution of State Shared Revenue, available late July 2024: MRSC estimated distribution of State Shared Revenue, available late July 2024: MRSC estimated distribution of State Shared Revenue, available late July 2024: MRSC estimated distribution of State Shared Revenue, available late July 2024: MRSC estimated distribution of State Shared Revenue, available late July Based on 13.1% avg previous years of expense subtotal line	
001 000 000 332 92 10 01	Coronavirus Local Fis. Rec. (ARPA)	56,000	26,000	28,000	▼50.00%		
001 000 000 334 01 10 00	Dept of Justice- Federal Grant						
S/B in street	Multimodal Transportation - Cities						
001 000 000 336 06 21 00	MVET-Criminal Justice-Pop.	1,049	1,041	1,112	▲6.01%		
001 000 000 336 06 26 00	Criminal Justice-Special	3,702	3,677	3,949	▲6.67%		
001 000 000 336 06 51 00	DUI/Other Criminal Justice		201				
001 000 000 336 06 94 00	Liquor Excise Tax	19,997	21,164	21,148	▲5.76%		
001 000 000 336 06 95 00	Liquor Control Board Profits	22,300	19,373	22,084	▼0.97%		
001 000 000 336 06 95 01	Liquor Control Board Profits-Public Safety Portion		4,475				
001 000 000 342 11 00 00	Hunts Point Police Contract-Add'l Police Serv	338,353	338,353	357,227	▲5.58%		
	<b>TOTAL INTERGOVERNMENTAL</b>	<b>441,401</b>	<b>414,283</b>	<b>433,520</b>	<b>▼1.79%</b>		
	<b>CHGS FOR GOODS AND SERVICES</b>						
001 000 000 341 99 00 00	Passport & Naturalization Fees	5,000	4,291	5,000	▲0.00%	Flat to 2023	
	<b>TOTAL CHGS FOR GOODS/SERVICES</b>	<b>5,000</b>		<b>5,000</b>	<b>▲0.00%</b>		
	<b>FINES &amp; FORFEITURES</b>						
001 000 000 353 10 00 00	Municipal Court-Traffic Infrac	18,000	14,441	18,000	▲0.00%	Hx ratio of court costs (75%) to revenue	
	<b>TOTAL FINES &amp; FORFEITURES</b>	<b>18,000</b>	<b>14,441</b>	<b>18,000</b>	<b>▲0.00%</b>		
	<b>MISCELLANEOUS REVENUE</b>						
001 000 000 361 11 00 00	Investment Interest	46,800	172,152	125,000	▲167.09%	Assumes LGIP and Bond Investments Interest, allocated between General Fund (50%) & Capital (50%)--- 2023.07 ytd annualized	
001 000 000 361 40 00 00	Sales Interest	1,200	4,555	2,000	▲66.67%	Based on 2023 actual annualized 7.23	
001 000 000 362 00 00 10	Wireless Commun. Facility Leases	23,223	27,801	27,000	▲16.26%	2024 American Towers Corp. Increased in 2023	
001 000 000 362 00 00 20	Post Office Facility Lease	88,508	88,508	88,508	▲0.00%	Lease of \$7375.67/mo	
001 000 000 367 11 00 00	Contributions/Donations	-	54,784	-		In 2024 we are not planning on asking for Community Donations	
001 000 000 369 30 00 10	Confiscated Property-Auction		523				
001 000 000 369 91 00 00	Other	150	22,126	1,000	▲566.67%	Based on 2023 Revenue, Misc Revenue coded here	
001 000 000 369 91 00 10	Other-Copies	235	230	235	▲0.00%	Based on 2022 Budget	
001 000 000 369 91 00 15	Other-Fingerprinting	590	334	590	▲0.00%	Based on 2022 Budget	
001 000 000 369 91 00 35	Other-Notary	110	20	110	▲0.00%	Based on 2022 Budget	
001 000 000 369 91 00 45	Other-Reports	53	56	53	▲0.00%	Based on 2022 Budget	
	<b>TOTAL MISCELLANEOUS REVENUES</b>	<b>160,869</b>	<b>371,088</b>	<b>244,496</b>	<b>▲51.98%</b>		
001 000 000 382 20 00 00	REFUNDABLE DEPOSITS (NOT REFLECTED IN BUDGET) Refundable Retainage						
	<b>DISPOSITION OF CAPITAL ASSETS</b>						
001 000 000 395 10 00 00	Proceeds From Sales of Capital Assets		18,288				
	<b>TOTAL DISPOSITION OF CAPITAL ASSETS</b>		<b>18,288</b>				
	<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$ 7,818,769</b>	<b>\$ 8,172,157</b>	<b>\$ 8,121,201</b>	<b>▲3.87%</b>		

## FUND TRANSFERS OUT

ACCOUNT NUMBER	DESCRIPTION	2023 Adopted Budget	2023 Year End Actuals	2024 Preliminary Budget		Notes:
<b>OPERATING TRANSFERS</b>						
<b><u>From General Fund to:</u></b>						
001 000 000 597 00 30 00	Levy Stabilization Fund	\$ 500,000	\$ 500,000	\$ 400,000		Planned to be hit required amt by EOY 2023
001 000 000 597 00 00 03	Street Fund	\$ 440,000	\$ 440,023	\$ 460,000	▲4.55%	Contingency Fund used to show additional saved funds
001 000 000 597 00 01 00	Contingency Fund					
<b>TOTAL TRANSFERS FROM GENERAL FUND</b>		<b>940,000</b>	<b>940,023</b>	<b>860,000</b>	<b>▼8.51%</b>	
<b><u>From Capital Projects Fund to:</u></b>						
307 000 000 597 00 00 30	Street Fund	75,000	75,000	75,000		Transfer from Capital Fund to Street Fund or REET1 eligible or unrestricted Capital
<b>TOTAL TRANSFERS FROM CAPITAL FUND</b>		<b>75,000</b>	<b>75,000</b>	<b>75,000</b>		
<b>TOTAL OPERATING TRANSFERS</b>		<b>1,015,000</b>	<b>1,015,023</b>	<b>935,000</b>	<b>▼7.88%</b>	



## LEGISLATIVE SERVICES

ACCOUNT NUMBER	DESCRIPTION	2023 Adopted Budget	2023 Year End Est.	2024 Preliminary Budget		Notes:
	<b>GENERAL FUND - EXPENDITURES</b>					
	<b>LEGISLATIVE SERVICES</b>					
001 000 000 511 60 41 00	Professional Services					
001 000 000 511 60 41 01	Legislative Activities-Regional Intergovt	6,500	4,767	6,500	▲0.00%	AWC (\$1900), PSRC (\$700), Eastside Transp.(?), Sound Cities (\$2,202)
001 000 000 511 60 43 00	Travel & Training	10,000	6,075	10,000	▲0.00%	AWC training, conferences, meals, and travel + CC retreat, End of year banquet
001 000 000 511 60 49 00	Miscellaneous	2,000	1,048	2,000	▲0.00%	Park Board, Planning Comm, Council misc meeting expenses
001 000 000 511 60 49 10	Medina Days	52,000	41,508	52,000	▲0.00%	\$35,000 Fireworks+ \$15,000 barge, \$2,000 sani-cans (Finance Committee recommendation, promised with Levy Lift)
	<b>TOTAL LEGISLATIVE SERVICES</b>	<b>70,500</b>	<b>53,398</b>	<b>70,500</b>	<b>▲0.00%</b>	

## LEGAL

ACCOUNT NUMBER	DESCRIPTION	DESCRIPTION	2023 Adopted Budget	2023 Year End Est.	2024 Preliminary Budget		Notes:
	<b>LEGAL DEPARTMENT</b>						<b>FTE's: NA, contracted</b>
001 000 000 515 41 40 00	City Attorney	256,837	300,000	281,203	300,000	▲0.00%	Per SM, hx avg of "routine legal service", "excluding itigation or highly contentious events"= \$250K. SB added \$75K for "contentious", less \$25K to DS budget \$20K WSDOT, \$10K T Mobile Tower, \$10K Start to 2025 Labor Negotiations Required Service/Expenditure
001 000 000 515 45 40 00	Special Counsel	16,173	20,000	10,000	40,000	▲100.00%	
001 000 000 515 91 40 00	Public Defender	6,600	7,200	3,700	7,200	▲0.00%	
	<b>TOTAL LEGAL DEPARTMENT</b>	<b>279,610</b>	<b>327,200</b>	<b>294,903</b>	<b>347,200</b>	<b>▲6.11%</b>	

# SOCIAL AND ENVIRONMENTAL SERVICES

ACCOUNT NUMBER	DESCRIPTION	2023 Adopted Budget	2023 Year End Est.	2024 Preliminary Budget		Notes:
	<b>SOCIAL &amp; ENVIRONMENTAL SERVICES</b>					
	<b>SOCIAL SERVICES</b>					
001 000 000 551 10 40 00	Public Housing Services - ARCH	27,476	29,611	38,066	▲38.54%	Including Admin Fees and GF plus \$11K passthrough
	<b>TOTAL SOCIAL SERVICES</b>	27,476	29,611	38,066	▲38.54%	
	<b>ENVIRONMENTAL SERVICES</b>					
001 000 000 553 10 40 00	Land & Water Conservation Resources-King County	4,000	4,000	4,000	▲0.00%	
001 000 000 553 70 40 00	Pollution Prevention-Puget Sound Clean Air Agency	9,582	9,582	9,582	▲0.00%	
	<b>TOTAL ENVIRONMENTAL SERVICES</b>	13,582	13,582	13,582	▲0.00%	
	<b>MENTAL HEALTH SERVICES</b>					
001 000 000 564 60 40 00	Mental Health Services-KC Substance Abuse Fees	1,000	873	1,000	▲0.00%	
	<b>TOTAL SOCIAL &amp; ENVIRONMENTAL SVCS</b>	<b>42,058</b>	<b>44,066</b>	<b>52,648</b>	<b>▲25.18%</b>	

# MUNICIPAL COURT

ACCOUNT NUMBER	DESCRIPTION	2023 Adopted Budget	2023 Year End Est.	2024 Preliminary Budget		Notes:
	<b>MUNICIPAL COURT</b>					
001 000 000 512 50 41 10	Prosecuting Attorney	48,000	32,000	48,000	▲ 0.00%	\$4K per month x 12 months
001 000 000 512 50 40 10	Municipal Court-Traffic/NonTrf	14,000	27,892	15,000	▲ 7.14%	Required Service/Expenditure - Offset by Court Revenue
	<b>TOTAL MUNICIPAL COURT</b>	<b>62,000</b>	<b>59,892</b>	<b>63,000</b>	<b>▲ 1.61%</b>	

# RECREATIONAL - LIFEGUARD

ACCOUNT NUMBER	DESCRIPTION	2023 Adopted Budget	2023 Year End Est.	2024 Preliminary Budget		Notes:
	<b>RECREATION SERVICES (LIFEGUARDS AND BOYS &amp; GIRLS CLUB)</b>					Kept Same Budget as 2023
	SALARIES & WAGES					
001 000 000 571 00 10 00	Salaries & Wages	35,000	29,910	35,000	▲ 0.00%	
001 000 000 571 00 11 00	Overtime					
	<b>TOTAL SALARIES &amp; WAGES</b>	<b>35,000</b>	<b>29,910</b>	<b>35,000</b>	<b>▲ 0.00%</b>	
	PERSONNEL BENEFITS					
001 000 000 571 00 20 00	Personnel Benefits	4,200	3,699	4,200	▲ 0.00%	
001 000 000 571 00 30 00	Uniforms	2,000	1,847	2,000	▲ 0.00%	
	<b>TOTAL PERSONNEL BENEFITS</b>	<b>6,200</b>	<b>5,545</b>	<b>6,200</b>	<b>▲ 0.00%</b>	
	SUPPLIES					
001 000 000 571 00 31 00	Operating Supplies		212			
001 000 000 571 00 32 00	Miscellaneous Lifeguard Expense	7,300	3,036	7,300	▲ 0.00%	
	<b>TOTAL SUPPLIES</b>	<b>7,300</b>	<b>3,248</b>	<b>7,300</b>	<b>▲ 0.00%</b>	
	OTHER SERVICES & CHARGES					
001 000 000 571 00 40 00	Travel & Training		1,370			
001 000 000 571 00 41 00	Recreation - Boys & Girls Club					
	<b>TOTAL OTHER SERVICES &amp; CHARGES</b>	<b>-</b>	<b>1,370</b>	<b>-</b>		
	<b>TOTAL RECREATION-LIFEGUARDS</b>	<b>48,500</b>	<b>40,074</b>	<b>48,500</b>	<b>▲ 0.00%</b>	

# FIRE AND MEDICAL

ACCOUNT NUMBER	DESCRIPTION	2023 Adopted Budget	2023 Year End Est.	2024 Preliminary Budget		Notes:
	<b>FIRE &amp; MEDICAL AID DEPARTMENT</b>					
	INTERGOVERNMENTAL SERVICES					<p><b>%13.3% Increase due to station 10 and high Cola</b></p> <p>Updated 7/29/23 with COB notice received. LEOFF1 contract obligation</p>
001 000 000 522 20 41 00	Fire Control Services	797,788	797,788	904,285	▲ 13.35%	
001 000 000 522 20 41 00	Fire Control Services (LEOFF1 Liab.)	30,000	16,989	30,000	▲ 0.00%	
	<b>TOTAL INTERGOVERNMENTAL</b>	<b>827,788</b>	<b>814,777</b>	<b>934,285</b>	<b>▲ 12.87%</b>	
	<b>TOTAL FIRE &amp; MEDICAL DEPT</b>	<b>827,788</b>	<b>814,777</b>	<b>934,285</b>	<b>▲ 12.87%</b>	



## LAW ENFORCEMENT

ACCOUNT NUMBER	DESCRIPTION	2023 Adopted Budget	2023 Year End Est.	2024 Preliminary Budget		Notes:
<b>POLICE DEPARTMENT</b>						<b>FTE: 11</b>
	<b>Tsz Yan Brady:</b> Account 521.20.11.20 not included herein (\$500) - Field Training Officer Pay					
	<b>SALARIES &amp; WAGES</b>					
001 000 000 521 20 11 00	Salaries & Wages	1,242,191	1,222,835	1,307,475	▲ 5.26%	CPI-W=4.5% COLA 2 non-rep employee; 4% CBA Clerical; 5% CBA PD est ceiling COLA 7 employees
001 000 000 521 20 11 11	Longevity	25,026	24,944	26,500	▲ 5.89%	
001 000 000 521 20 11 14	Education	1,800	1,733	1,800	▲ 0.00%	
001 000 000 521 20 11 16	ICMA 457 Plan	50,000	53,564	49,000	▼ 2.00%	
001-000-000-521-20-11-17	Opt Out Medical	35,166	26,680	35,166	▲ 0.00%	
001 000 000 521 20 11 18	Night Shift Differential	16,378	11,966	19,500	▲ 19.06%	Based on "average" week of coverage provided by Sergeant
001 000 000 521 20 11 19	Physical Fitness Incentive	15,800	11,884	16,000	▲ 1.27%	All officers utilizing
001 000 000 521 20 12 00	Overtime	120,000	116,407	120,000	▲ 0.00%	Training, vacation leave, non-funded special events (Medina Days/SeaFair/Shredder Day, etc.)+ summer emphasis patrols
001 000 000 521 20 12 01	Merit Pay	75,000	50,255	75,000	▲ 0.00%	
001 000 000 521 20 13 00	Holiday Pay	50,000	50,000	60,000	▲ 15.38%	Increase due to potential additional of Juneteenth
	<b>TOTAL SALARIES &amp; WAGES</b>	<b>1,633,361</b>	<b>1,570,268</b>	<b>1,710,441</b>	<b>▲ 4.72%</b>	
	<b>PERSONNEL BENEFITS</b>					
001 000 000 521 20 21 00	Personnel Benefits	437,211	425,499	455,000	▲ 4.07%	Payroll taxes, Medical, Dental benefits, etc, less DRS/ICMA replacement above.
001 000 000 521 20 21 10	Personnel Benefits-Retirees	24,750	23,334	25,765	▲ 4.10%	LEOFF 1 Medical plus Unum (+4%) + 12 mos rolling reimb(+10%)
001 000 000 521 20 22 00	Uniforms	8,500	25,187	13,000	▲ 52.94%	Uniform replacement
001 000 000 521 20 22 01	DOJ Bullet Proof Vest Program	4,000	3,816	3,000	▼ 25.00%	Two vest replacements - external vest and covers during 2024
001 000 000 521 20 23 00	Tuition	9,000	2,210	8,000	▼ 11.11%	Two officers collecting on tuition reimbursement
	<b>TOTAL PERSONNEL BENEFITS</b>	<b>483,461</b>	<b>480,045</b>	<b>504,765</b>	<b>▲ 4.41%</b>	
	<b>SUPPLIES</b>					
001 000 000 521 20 31 00	Office Supplies	15,000	15,770	15,000	▲ 0.00%	Includes \$3,000 for Emergency Preparedness
001 000 000 521 20 31 01	Off Equip, IT HW, SW <\$5K	7,000	7,614	7,000	▲ 0.00%	Upgrades, normal operating costs
001 000 000 521 20 31 40	Police Operating Supplies	15,000	12,092	14,000	▼ 6.67%	Taser cartridges, evidence processing equip, radio batteries, etc.; NARCAN replacement (deployment of new radio system)
001 000 000 521 20 31 60	Ammo/Range (Targets, etc.)	12,000	10,919	12,500	▲ 4.17%	Per ofc. contract and for training/firearms qualifications - ammo costs
001 000 000 521 20 32 00	Vehicle Expenses-gas, car wash	30,000	34,235	32,000	▲ 6.67%	Includes bridge tolls, fuel costs
001 000 000 521 20 35 20	Firearms (purchase & repair)	2,000	140	2,000	▲ 0.00%	
	<b>TOTAL SUPPLIES</b>	<b>81,000</b>	<b>80,770</b>	<b>82,500</b>	<b>▲ 1.85%</b>	
	<b>OTHER SERVICES &amp; CHARGES</b>					
001 000 000 521 20 41 00	Professional Services	4,000	9,020	4,500	▲ 12.50%	
001 000 000 521 20 41 50	Recruitment-Background	5,000	1,587	5,000	▲ 0.00%	Public Safety Testing fees
001 000 000 521 20 42 00	Communications (Phone, Pagers)	16,000	21,562	18,000	▲ 12.50%	Cell phones and service, computer modems in patrol car, KC INET service.
001 000 000 521 20 43 00	Travel & Training	14,000	13,160	14,000	▲ 0.00%	Ongoing training requirements, large mandatory CJTC training requirements increase, new officers
001 000 000 521 20 45 00	Equipment-Lease & Rentals	2,000	3,494	2,000	▲ 0.00%	Copy machine
001 000 000 521 20 48 00	Repairs & Maint-Equipment	18,000	3,227	16,000	▼ 11.11%	<b>\$8,000 for maintain serviceable fire extinguishers, radar, property room software yearly maintenance fee of \$2500, copier quarterly maintenance</b>
001 000 000 521 20 48 10	Repairs & Maint-Automobiles	8,500	9,223	10,000	▲ 17.65%	
001 000 000 521 20 48 20	Repairs & Maint- SW, HW Maint	30,000	10,283	30,000	▲ 0.00%	Camera fees, camera maintenance
001 000 000 521 20 49 30	Animal Control					
001 000 000 521 20 49 40	Dues, Subscriptions, Memberships	7,000	5,275	7,000	▲ 0.00%	WSPC, IACP Professional Memberships
001 000 000 521 20 49 41	Lexipol Manuals	8,000	4,545	8,000	▲ 0.00%	Yearly maintenance agreement per contract to Lexipol, PowerDMS needed for WASPC Accreditation Requirements
001 000 000 521 20 49 60	Crime Prevention/Public Educ	6,500	6,183	7,500	▲ 15.38%	Increased Shredder Day costs, victim resource & crime prevention brochures, school resource materials.
001 000 000 521 20 49 90	Misc-Investigative Fund					
	<b>TOTAL OTHER SERVICES &amp; CHARGES</b>	<b>119,000</b>	<b>87,559</b>	<b>122,000</b>	<b>▲ 2.52%</b>	
	<b>INTERGOVERNMENTAL SERVICES</b>					
001 000 000 521 20 41 15	Dispatch Services-Norcom Trans	81,567	81,566	81,567	▲ 0.00%	<b>NORCOM - Projected cost for 2024</b>
001 000 000 521 20 41 20	Dispatch-EPSCA	6,500	6,224	8,000	▲ 23.08%	Per contract - cost to maintain 800 Mhz police radio connectivity
001 000 000 521 20 41 40	Marine Patrol Services	97,000	97,000	103,000	▲ 6.19%	<b>Anticipated cost with Mercer Island</b>
001 000 000 521 20 41 41	Bellevue CARE program	28,000	9,652	20,000	▼ 28.57%	2022-2024 program offset by ARPA
001 000 000 521 20 41 55	Jail Service-Prisoner Board	14,000	3,402	14,000	▲ 0.00%	King County Jail/SCORE/Kirkland Jail
001 000 000 521 20 41 60	Prisoner Transport	500	-	500	▲ 0.00%	Cost to shuttle prisoners from jail to court and back to jail
001 000 000 521 20 41 80	Domestic Violence-Kirkland	1,000	351	-	▼ 100.00%	Mandated by court as resource to DV victims
	<b>TOTAL INTERGOVERNMENTAL SERV.</b>	<b>228,567</b>	<b>198,195</b>	<b>227,067</b>	<b>▼ 0.66%</b>	
	<b>SUBTOTAL POLICE</b>	<b>2,545,389</b>	<b>2,416,838</b>	<b>2,646,773</b>	<b>▲ 3.98%</b>	
	<b>CAPITAL OUTLAY</b>					
001 000 000 594 21 64 10	Surveillance Cameras and Body Cameras	30,000	47,618	62,000	▲ 106.67%	<b>\$30K allocated for additional Maintenance of New Cameras System, \$32K for body camera and tasers</b>
001 000 000 594 21 64 10	Police HW/SW, Equip >\$5K Capital	4,500	-	4,500	▲ 0.00%	Mandated mobile platform requirements
001 000 000 594 21 70 00	Police Vehicle Leasing, Princ. Cost	90,000	67,221	90,000	▲ 0.00%	Vehicle leasing costs - 6 vehicles
001 000 000 594 21 80 00	Police Vehicle Leasing, Int. Cost		24,919			
	<b>TOTAL CAPITAL OUTLAY</b>	<b>124,500</b>	<b>139,758</b>	<b>156,500</b>	<b>▲ 25.70%</b>	
	<b>TOTAL POLICE DEPARTMENT</b>	<b>2,669,889</b>	<b>2,556,596</b>	<b>2,803,273</b>	<b>▲ 5.00%</b>	

# EXECUTIVE

ACCOUNT NUMBER	DESCRIPTION	2023 Adopted Budget	2023 Year End Est.	2024 Preliminary Budget		Notes:
	<b>EXECUTIVE</b>					<b>FTE's: 1</b>
	<b>SALARIES &amp; WAGES</b>					
001 000 000 513 10 11 00	Salaries & Wages	187,200	187,200	194,688	▲4.00%	CPI-W=4% COLA-- See Salary Model for addl details
001 000 000 513 10 21 50	Auto Allowance	6,000	6,000	6,000	▲0.00%	
001 000 000 513 10 11 17	Medical Opt Out	13,731	13,731	14,294	▲4.10%	
001 000 000 513 10 11 16	ICMA 457 Plan	13,269	13,269	16,706	▲25.90%	
	<b>TOTAL SALARIES &amp; WAGES</b>	<b>220,200</b>	<b>220,200</b>	<b>231,688</b>	<b>▲5.22%</b>	
	<b>PERSONNEL BENEFITS</b>					
001 000 000 513 10 21 00	Personnel Benefits	20,635	20,635	21,932	▲6.29%	AWC Medical, Vision, DRS, Empl Security and L&I, Payroll Taxes
	<b>TOTAL PERSONNEL BENEFITS</b>	<b>20,635</b>	<b>20,635</b>	<b>21,932</b>	<b>▲6.29%</b>	
	<b>OTHER SERVICES AND CHARGES</b>					
001 000 000 513 10 41 00	Professional Services	36,000	36,000	36,000	▲0.00%	SR520 Consultant WCIA and other training
001 000 000 513 10 43 00	Travel & Training	4,000	35	3,000	▼25.00%	
001 000 000 513 10 49 01	Dues, Subscr.	350	-	350	▲0.00%	
	<b>TOTAL OTHER SERVICES &amp; CHARGES</b>	<b>40,350</b>	<b>36,035</b>	<b>39,350</b>	<b>▼2.48%</b>	
	<b>TOTAL EXECUTIVE DEPARTMENT</b>	<b>281,185</b>	<b>276,870</b>	<b>292,970</b>	<b>▲4.19%</b>	

## FINANCE AND HUMAN RESOURCES

ACCOUNT NUMBER	DESCRIPTION	2023 Adopted Budget	2023 Year End Est.	2024 Preliminary Budget		Notes:
<b>FINANCE DEPARTMENT</b>						<b>FTE's: 1.7</b>
<b>SALARIES &amp; WAGES</b>						
001 000 000 514 20 11 00	Salaries & Wages	192,000	191,733	205,680	▲ 7.13%	CPI-W=4% COLA---see salary model notes
001 000 000 514 20 11 16	ICMA 457 Plan	9,000	10,993	9,000	▲ 0.00%	Assumes full participation
<b>TOTAL SALARIES &amp; WAGES</b>		<b>201,000</b>	<b>202,726</b>	<b>214,680</b>	<b>▲ 6.81%</b>	
<b>PERSONNEL BENEFITS</b>						
001 000 000 514 20 21 00	Personnel Benefits	51,196	50,962	53,756	▲ 5.00%	AWC Medical, Vision, DRS, Empl Security and L&I, Payroll Taxes
001 000 000 514 20 21 17	Opt-Out Of Medical	11,797	11,795	12,280	▲ 4.10%	
<b>TOTAL PERSONNEL BENEFITS</b>		<b>62,993</b>	<b>62,757</b>	<b>66,036</b>	<b>▲ 4.83%</b>	
<b>OTHER SERVICES &amp; CHARGES</b>						
001 000 000 514 20 41 01	Professional Services	30,000	20,561	40,000	▲ 33.33%	Vision PS, Finance/Financial System Support + ADP Payroll and HR Platform
001 000 000 514 20 42 00	Intergvtm Prof Serv-Auditors	25,000	18,178	25,000	▲ 0.00%	Hybrid model utilized, \$139 per hour but will save on travel expenses
001 000 000 514 20 43 00	Travel & Training	3,000	30	1,500	▼ 50.00%	PSFOA, Budgeting Workshop for DFD
001 000 000 514 20 46 00	Insurance (WCIA)	218,886	238,997	308,206	▲ 40.81%	Liability rate increase per 7/28 WCIA notice. Property 25%; B&M 5-10%, Crime 5-10% & Auto 25% pending Oct BOD vote notice less 15.56% alloc to DS (Budget amendment in 2023 to correct 2023 amt)
001 000 000 514 20 49 00	Misc-Dues,Subscriptions	1,000	1,832	1,000	▲ 0.00%	WFOA, PSFOA, GFOA (Dues, Memberships),
001 000 000 514 20 49 10	Miscellaneous	15,000	7,962	15,000	▲ 0.00%	Non DS Merchant credit card fees (offset by Revenue), Flex Spend Admin, Microflex, Tax/AP Forms, L&I,
001 000 000 514 40 40 00	Elections Serv-Voter Reg Costs	12,000	11,172	12,000	▲ 0.00%	Election year costs (every other year is higher), 2023 keep to prior yr budget d/t potential for less KC cost share
<b>TOTAL OTHER SERVICES &amp; CHARGES</b>		<b>304,886</b>	<b>298,732</b>	<b>402,706</b>	<b>▲ 32.08%</b>	
<b>TOTAL FINANCE DEPARTMENT</b>		<b>568,879</b>	<b>564,215</b>	<b>683,422</b>	<b>▲ 20.13%</b>	

45% of expense due to insurance

## CENTRAL SERVICES

ACCOUNT NUMBER	DESCRIPTION	2023 Final Budget	2023 Year End Est.	2024 Preliminary Budget		Notes:
<b>CENTRAL SERVICES</b>						<b>FTE's: 3</b>
	SALARIES & WAGES					
001 000 000 518 10 11 00	Salaries & Wages	302,965	301,664	315,084	▲4.00%	CPI-W=4% COLA 1 non-rep employee; 4% CBA est COLA 3 employees--see salary model notes for details
001 000 000 518 10 11 11	Longevity	6,489	6,881	6,749	▲4.00%	
001 000 000 518 10 11 14	Education	1,800	1,799	1,800	▲0.00%	
001 000 000 518 10 11 16	ICMA 457 Plan	12,000	4,331	12,000	▲0.00%	
001 000 000 518 10 11 17	Opt-Out of Medical	9,458	9,596	10,025	▲6.00%	
001 000 000 518 10 12 00	Overtime					
	<b>TOTAL SALARIES &amp; WAGES</b>	<b>332,712</b>	<b>324,272</b>	<b>345,657</b>	<b>▲3.89%</b>	
	PERSONNEL BENEFITS					
001 000 000 518 10 21 00	Personnel Benefits	115,106	112,907	120,286	▲4.50%	AWC Medical, Vision, DRS, Empl Security and L&I, Payroll Taxes
	<b>TOTAL PERSONNEL BENEFITS</b>	<b>115,106</b>	<b>112,907</b>	<b>120,286</b>	<b>▲4.50%</b>	
001 000 000 518 10 31 00	Office and Operating Supplies	30,000	27,080	30,000	▲0.00%	City Hall Office and Operating Expenses, Konica Copier, Pitney Bowes Proshred, Municode Codification Updates, \$70,000 Comp Plan, \$90,000 LaserFiche/Records Management Consulting and Scanning Services (Includes unused rollover for consulting from 2023)
001 000 000 518 10 41 00	Professional Services	145,500	112,000	175,500	▲20.62%	
001 000 000 518 10 42 00	Postage/Telephone	13,000	3,968	13,000	▲0.00%	Postage (City Hall printing/mailling services); fax & credit card lines
001 000 000 518 10 43 00	Travel & Training	11,000	5,231	11,000	▲0.00%	Training for clerk, Deputy Clerk/Admin Asst, ISC
001 000 000 518 10 44 00	Advertising	7,500	6,810	7,500	▲0.00%	DS, CS legal advertisements
001 000 000 518 10 47 00	Utility Serv-Elec,Water,Waste	32,000	27,245	32,000	▲0.00%	Calculated using current year YTD, annualized
001 000 000 518 10 48 00	Repairs & Maint-Equipment	500	-	500	▲0.00%	office equipment repairs - Printer Svcs-Budget
001 000 000 518 10 49 10	Miscellaneous	3,200	361	4,000	▲25.00%	City Staff and Volunteers End of Year Gifts/Appreciation Lunch
001 000 000 518 10 49 20	Dues, Subscriptions	600	645	600	▲0.00%	City Clerk and Deputy Clerk
001 000 000 518 10 49 30	Postcard, public information	10,500	15,333	12,000	▲14.29%	Community mailings placeholder, monthly postcard discontinued
001 000 000 518 10 49 40	Photocopies	500	203	500	▲0.00%	Most expenditures reflect pass through costs related to public records
	<b>TOTAL OTHER SERVICES &amp; CHARGES</b>	<b>254,300</b>	<b>198,875</b>	<b>286,600</b>	<b>▲12.70%</b>	
	BUILDING MAINTENANCE					
001 000 000 518 30 45 00	Facility Rental	12,000	11,710	4,000	▼66.67%	1 Public Storage Unit
001 000 000 518 30 48 00	Repairs/Maint-City Hall Bldg	97,500	94,826	57,500	▼41.03%	\$10k City Hall & PO cleaning Maint. \$5k Beach/Park Bathroom cleaning, \$10k HVAC Maint., Alarm/Fire Monitoring \$2,500, fire inspt, misc cleaning, bug service etc.
	<b>TOTAL BUILDING MAINTENANCE</b>	<b>109,500</b>	<b>106,536</b>	<b>61,500</b>	<b>▼43.84%</b>	
001 000 000 518 61 40 00	Judgements, settlements & jobbing					
001 000 000 518 80 31 00	IT HW, SW, Operating Supplies	2,500	13,530	1,500	▼40.00%	Replacement mouse, keyboards, Data Center replacement battery, etc
001 000 000 518 80 41 50	Technical Services, IT	275,100	266,872	195,000	▼29.12%	IT Managed Services (less 15.56%= \$25,207 for TIG DS allocation) for Maint, monitoring, helpdesk, incident support;
001 000 000 518 80 41 60	Software Services (Split from Technical Services)			149,600		Email/Social Media archive, GoGov CRM/Communications, GovDelivery, Municode Website hosting and Agenda Management, King County INET, DUO Access, Azure Storage, O365 Licenses, Phones/Meetings Software Subscription, NextRequest PRA Software, Blue Beam Electronic Plan Review, PW Asset Management, Laserfiche, Bang the Table Engagement Platform, Sophos, Meraki Access Points \$5,000
001 000 000 518 80 48 00	Repairs & Maint: Annual Software Maint.	15,000	12,776	18,500	▲23.33%	VEEAM,Cisco SmartNet, Avidex, Domain Name Renewal, Vision Application Suite, Cisco FirePower, Cisco Umbrella
	<b>TOTAL INFORMATION TECHNOLOGY</b>	<b>292,600</b>	<b>293,177</b>	<b>364,600</b>	<b>▲24.61%</b>	
	<b>SUBTOTAL CENTRAL SERVICES</b>	<b>1,104,218</b>	<b>1,035,768</b>	<b>1,178,643</b>	<b>▲6.74%</b>	
	CAPITAL EXPENDITURES					
001 000 000 594 14 64 00	City Hall - IT HW/SW >\$5K Capital Outlay	157,000	157,000	21,000	▼86.62%	HW: Computer Replacements (6); SW: Meraki Access Points \$5,000
	<b>TOTAL CAPITAL EXPENDITURES</b>	<b>157,000</b>	<b>157,000</b>	<b>21,000</b>	<b>▼86.62%</b>	
	<b>TOTAL CENTRAL SERVICES</b>	<b>1,261,218</b>	<b>1,192,768</b>	<b>1,199,643</b>	<b>▼4.88%</b>	

# PARKS

ACCOUNT NUMBER	DESCRIPTION	2023 Adopted Budget	2023 Year End Est.	2024 Preliminary Budget		Notes:
<b>PARKS DEPARTMENT</b>						<b>FTE: 3 of 5 total allocated Public Works are split 60% Parks and 40% Streets</b>
<b>SALARIES &amp; WAGES</b>						
001 000 000 576 80 11 00	Salaries & Wages	296,997	296,909	311,997	▲5.05%	CPI-W=4% COLA 1 non-rep employee; 4% CBA est COLA 4 employees ---see salary model notes for details
001 000 000 576 80 11 11	Longevity	6,502	6,378	6,762	▲4.00%	
001 000 000 576 80 11 14	Education	3,240	3,179	3,240	▲0.00%	
001 000 000 576 80 11 16	ICMA 457 Plan	10,800	17,209	10,800	▲0.00%	Assumes full participation
001 000 000 576 80 11 17	Opt-Out of Medical	10,612	10,977	10,612	▲0.00%	
001 000 000 576 80 10 00	Salaries & Wages, SEASONAL WORKERS	20,453	13,000	22,089	▲8.00%	Seasonal Help
001 000 000 576 80 12 00	Overtime	8,000	14,842	8,000	▲0.00%	Special Events:Medina Days, Seafair, Parkboard, Snow Plowing
	<b>TOTAL SALARIES &amp; WAGES</b>	<b>356,604</b>	<b>362,494</b>	<b>373,500</b>	<b>▲4.74%</b>	
<b>PERSONNEL BENEFITS</b>						
001 000 000 576 80 21 00	Personnel Benefits	111,806	113,406	118,515	▲6.00%	AWC Medical, Vision, DRS, Empl Security and L&I, Payroll Taxes
001 000 000 576 80 22 00	Uniforms	2,300	1,003	2,500	▲8.70%	
	<b>TOTAL PERSONNEL BENEFITS</b>	<b>114,106</b>	<b>114,409</b>	<b>121,015</b>	<b>▲6.05%</b>	
<b>SUPPLIES</b>						
001 000 000 576 80 31 00	Operating Supplies	37,000	38,291	37,000	▲0.00%	Garbage bags, toilet paper, fertilizer, bark, topsoil, Mutt Mitts, bathroom supplies, Purell sanitizer, light bulbs, paint, mower blades, irrigation parts, tennis court nets, gloves, ear plugs, eye protection.
001 000 000 576 80 32 00	Vehicle Fuel & Lube	5,000	5,945	5,000	▲0.00%	Public Works equipment & vehicles
	<b>TOTAL SUPPLIES</b>	<b>42,000</b>	<b>44,236</b>	<b>42,000</b>	<b>▲0.00%</b>	
<b>OTHER SERVICES &amp; CHARGES</b>						
001 000 000 576 80 41 00	Professional Services	15,000	7,020	15,000	▲0.00%	Arborist, irrigation repairs, engineeringBack-flow device testing, hazardous material disposal, fertilizing and spraying, \$5K added 9/22 d/t WCIA audit compliance (electrician)
001 000 000 576 80 41 04	Professional Services-Misc	5,000	7,823	5,000	▲0.00%	Debris disposal
001 000 000 576 80 42 00	Telephone/Postage	7,000	5,475	7,000	▲0.00%	mobile phones, alarm/fire monitoring line, internet
001 000 000 576 80 43 00	Travel & Training	3,000	303	3,000	▲0.00%	Pesticide training, flagger training, certifications, licenses, conferences, qtrly safety meetings, AE Training
001 000 000 576 80 47 00	Utilities	22,000	24,575	24,000	▲9.09%	Utilities for public works shop and park restrooms, irrigation water, pond power
001 000 000 576 80 48 00	Repair & Maint Equipment	7,000	10,576	8,000	▲14.29%	Backhoe, Mowers, UTV
001 000 000 576 80 49 00	Miscellaneous, annual lease	600	-	600	▲0.00%	yearly lease for Shop Yard
001 000 000 576 80 49 01	Misc-Property Tax	300	283	300	▲0.00%	KC Real Estate Tax (Noxious Weeds)
	<b>TOTAL OTHER SERVICES &amp; CHARGES</b>	<b>59,900</b>	<b>56,054</b>	<b>62,900</b>	<b>▲5.01%</b>	
<b>CAPITAL OUTLAY</b>						
001 000 000 594 76 30 00	Park Improvements					
001 000 000 594 76 00 00	Furniture and Equipment: Replacement	-		9,000		
001 000 000 594 76 64 00	Parks Capital Outlay >\$5K	33,000	40,074	-	▼100.00%	Park Benches & Tables, Flags, Tennis Court Accessories
	<b>TOTAL CAPITAL OUTLAY</b>	<b>33,000</b>	<b>40,074</b>	<b>9,000</b>	<b>▼72.73%</b>	
	<b>TOTAL PARKS DEPARTMENT</b>	<b>605,610</b>	<b>617,268</b>	<b>608,415</b>	<b>▲0.46%</b>	

# STREET FUND REVENUE

ACCOUNT NUMBER	DESCRIPTION	2023 Adopted Budget	2023 Year End Est.	2024 Preliminary Budget		Notes:
	<b>CITY STREET FUND REVENUE</b>					
	INTERGOVERNMENTAL REVENUE					
	DOE Sweeping Grant					
101 000 000 334 03 60 00	Nat'l Pollution Discharge Elim	75,000	75,000	65,000	▼13.33%	NPDES DOE Grant
101 000 000 336 00 71 00	Multimodal Transportation - Cities	3,790	3,800	3,744	▼1.21%	
101 000 000 336 00 87 00	Motor Fuel Tax and MVA Transpo	56,376	53,292	53,352	▼5.36%	2024: MRSC estimated distribution of State Shared Revenue, available late July
	<b>TOTAL INTERGOVERNMENTAL</b>	135,166	132,092	122,096	▼9.67%	
	OPERATING TRANSFERS					
101 000 000 397 00 20 00	From Capital Reserves (302)					
101 000 000 397 00 10 00	From General Fund (001)	440,000	440,023	460,000	▲4.55%	Transfer from Capital Fund to Street Fund or REET1 eligible or unrestricted Capital
101 000 000 397 00 30 00	From Capital Projects Fund (307)	75,000	75,000	75,000	▲0.00%	
	<b>TOTAL OPERATING TRANSFERS</b>	515,000	515,023	535,000	▲3.88%	
	<b>TOTAL CITY STREET FUND</b>	<b>650,166</b>	<b>647,115</b>	<b>657,096</b>	<b>▲1.07%</b>	



## STREET FUND

ACCOUNT NUMBER	DESCRIPTION	2023 Adopted Budget	2023 Year End Est.	2024 Preliminary Budget		Notes:
	<b>CITY STREET FUND</b>					<b>FTE: 2 of 5 total allocated, .5 From DS</b> <b>Public Works are split 60% Parks and 40% Streets</b> <b>Rob Salary and Benefits will be allocated 50/50 to DS and Street Fund (PW)</b> <b>Rob does Right of Way Permitting and Department of Ecology work for Ryan Osada</b>
	SALARIES & WAGES					CPI-W=4% COLA 1 non-rep employee; 4% CBA est COLA employees---see salary model notes for remaining staff
101 000 000 542 30 11 00	Salaries & Wages	250,963	251,911	263,082	▲4.83%	
101 000 000 542 30 11 11	Longevity	4,335	4,453	4,508	▲4.00%	
101 000 000 542 30 11 14	Education	2,760	2,753	2,760	▲0.00%	
101 000 000 542 30 11 16	ICMA 457 Plan	8,700	13,306	8,700	▲0.00%	Assumes full participation
101 000 000 542 30 11 17	Opt-Out of Medical	7,073	7,631	7,639	▲8.00%	
101 000 000 542 30 10 00	Salaries & Wages (Seasonal Workers)	13,636	13,636	13,800	▲1.20%	Seasonal Help
101 000 000 542 30 12 00	Overtime	5,000	10,240	6,000	▲20.00%	Special Events:Medina Days, Seafair, Parkboard, Snow plowing
	<b>TOTAL SALARIES &amp; WAGES</b>	<b>292,467</b>	<b>303,929</b>	<b>306,489</b>	<b>▲4.79%</b>	
	PERSONNEL BENEFITS					
101 000 000 542 30 21 00	Personnel Benefits	90,036	92,401	95,438	▲6.00%	AWC Medical, Vision, DRS, Empl Security and L&I, Payroll Taxes
101 000 000 542 30 22 00	Uniforms	2,300	2,756	2,500	▲8.70%	
	<b>TOTAL PERSONNEL BENEFITS</b>	<b>92,336</b>	<b>95,156</b>	<b>97,938</b>	<b>▲6.07%</b>	
	ROAD & STREET MAINTENANCE					
101 000 000 542 30 31 00	Operating & Maintenance Supplies	5,000	5,935	6,000	▲20.00%	Storm drain pipe, catch basin grates, marking paint, gravel, cement, bark, roadside plantings REET1 eligible
101 000 000 542 30 35 00	Small Tools/Minor Equipment	6,000	2,612	6,000	▲0.00%	power tools, mower parts, Pole Saw, Weedeater
101 000 000 542 30 41 00	Professional Services	54,000	49,590	54,000	▲0.00%	84th Median & 24th Roadside Maint, 24th traffic Signal (shared Clydehill # netted), WRIA \$2941 (7/27 notice) REET1 eligible
101 000 000 542 30 41 03	Prof Svcs- NPDES Grant	50,000	16,276	50,000	▲0.00%	NPDES Requirements Grant \$50k
101 000 000 542 30 41 10	Road & Street Maintenance	11,000	412	11,000	▲0.00%	Pavement patching, pavement markings, sidewalk maintenance, curb repairs REET1 eligible
101 000 000 542 30 45 00	Machine Rental	4,000	542	4,000	▲0.00%	ditch witch, compactor, compressor, manlift
101 000 000 542 30 47 00	Utility Services		675	1,000		Utility locates
101 000 000 542 30 48 00	Equipment Maintenance	7,000	2,460	7,000	▲0.00%	PW vehicle and power equip repairs
101 000 000 542 40 41 00	Storm Drain Maintenance	15,000	14,910	15,000	▲0.00%	Catch Basin Vactoring, Storm Line jetting, root cutting, camera
101 000 000 542 63 41 00	Street Light Utilities	22,000	21,861	22,000	▲0.00%	PSE street light Power, REET1 eligible
101 000 000 542 64 41 00	Traffic Control Devices	10,000	14,322	10,000	▲0.00%	Posts, reflective signs(Fed Req), barricades, cones
101 000 000 542 66 41 00	Snow & Ice Removal	1,000	-	2,000	▲100.00%	Sand, ice melt
101 000 000 542 67 41 00	Street Cleaning	25,000	9,208	25,000	▲0.00%	Street sweeping
101 000 000 542 70 40 00	Street Irrigation Utilities	23,000	28,441	23,000	▲0.00%	
	<b>TOTAL ROAD &amp; ST MAINTENANCE</b>	<b>233,000</b>	<b>167,245</b>	<b>236,000</b>	<b>▲1.29%</b>	
	CAPITAL OUTLAY					
101 000 000 594 42 64 00	>\$5,000 Equipment, HW & SW	25,000	118,308	5,000	▼80.00%	Asset Essentials Licensing \$5k,
	<b>TOTAL CITY STREET FUND</b>	<b>642,803</b>	<b>684,638</b>	<b>645,427</b>	<b>▲0.41%</b>	

## DEVELOPMENT SERVICES REVENUE

<b>Permitting Fees</b>						
ACCOUNT NUMBER	DESCRIPTION	2023 Adopted Budget	2023 Year End Est.	2024 Preliminary Budget		Notes:
<b>DEVELOPMENT SERV. ENT. FUND,</b>						
Transfer from Gen. Rev tab:						Revenue forecasts, from 2023 actuals YTD
401 000 000 322 10 00 00	Building Permits	\$ 621,128	\$ 912,264	\$ 800,000	▲28.80%	
401 000 000 322 11 00 00	Building Permit - Technology Fee	\$ 11,065	\$ 9,934	\$ 8,000	▼27.70%	
401 000 000 334 03 10 00	DOE Grant. Shoreline Master Program	\$ 135,550	\$ 142,668	\$ 75,000	▼44.67%	
401 000 000 334 04 20 00	DOC Grant					
401 000 000 345 81 00 00	Zoning	\$ 38,243	\$ 43,525	\$ 34,000	▼11.09%	
401 000 000 345 89 00 00	Planning	\$ 180,921	\$ 230,981	\$ 181,000	▲0.04%	
401 000 000 359 00 00 00	Misc. Fine, Penalties, Code	\$ 5,000	\$ 200	\$ 5,000	▲0.00%	
401 000 000 369 91 00 05	Other-CC Convenience Fees	15,631	23,604	18,500	▲18.35%	
401 000 000 395 10 00 00	Proceeds From Sales of Capital Assets					
	<b>REVENUES</b>	<b>\$ 1,007,538</b>	<b>\$ 1,363,175</b>	<b>\$ 1,121,500</b>	<b>▲11.31%</b>	
	<b>TOTAL DEV. SERV. ENT. FUND</b>	<b>1,007,538</b>	<b>1,363,175</b>	<b>1,121,500</b>	<b>▲11.31%</b>	
<b>Advanced Deposits</b>						
<b>Revenue</b>		<b>2023 Budget</b>		<b>2024 Budget</b>		
401 000 000 382 10 00 02	Refundable DS Adv Deposit	\$ 25,000.00	\$ 34,170.00	\$ 25,000.00	▲0.00%	Money taken in for this deposit goes here until used for Consulting Fees
401 000 000 382 10 00 03	Advanced Deposits Used for Consulting Fees	\$ 135,000.00		\$ 101,000.00	▼25.19%	All Money that is paid to consulting via Advanced Deposit Goes to this Account
	<b>Total Advanced Deposit \$ Brought In:</b>	<b>\$ 160,000.00</b>	<b>\$ 34,170.00</b>	<b>\$ 126,000.00</b>	<b>▼21.25%</b>	

# DEVELOPMENT SERVICES FUND

Paid For By Permitting Fees						
ACCOUNT NUMBER	DESCRIPTION	2023 Adopted Budget	2023 Year End Est.	2024 Preliminary Budget		Notes:
<b>DEVELOPMENT SERVICES DEPT</b>						<b>FTE's: 3.5</b>
SALARIES & WAGES						Rob Salary and Benefits will be allocated 50/50 to DS and Street Fund (PW)
401 000 000 558 60 11 00	Salaries & Wages	414,095	411,511	430,659	▲ 4.00%	Rob does Right of Way Permitting and Department of Ecology work for Ryan Osada
401 000 000 558 60 12 00	Overtime	1,300	-	3,000	▲ 130.77%	CPI-W=4% COLA 2 non-rep employees; 4% CBA est COLA 2 employees-----see salary model notes for step increase info
401 000 000 558 60 11 11	Longevity					Staff now conduct after-hours CAP open houses. Staff has the option of overtime or comp time.
401 000 000 558 60 11 14	Education	3,000	3,066	3,000	▲ 0.00%	
401 000 000 558 60 11 16	ICMA 457 Plan	16,500	20,787	16,500	▲ 0.00%	Assumes full participation
401 000 000 558 60 11 17	Opt-Out of Medical	5,276	4,983	5,593	▲ 6.00%	
<b>TOTAL SALARIES &amp; WAGES</b>		<b>440,171</b>	<b>440,346</b>	<b>458,751</b>	<b>▲ 4.22%</b>	
<b>PERSONNEL BENEFITS</b>						
401 000 000 558 60 21 00	Personnel Benefits	138,530	138,244	146,842	▲ 6.00%	AWC Medical, Vision, DRS, Empl Security and L&I, Payroll Taxes
401 000 000 558 60 23 00	<b>Tuition Reimbursement</b>					
<b>TOTAL PERSONNEL BENEFITS</b>		<b>138,530</b>	<b>138,244</b>	<b>146,842</b>	<b>▲ 6.00%</b>	
<b>SUPPLIES</b>						
401 000 000 558 50 31 00	Operating Supplies	2,500	157	2,000	▼ 20.00%	Development site signs, business cards, etc.
401 000 000 558 50 32 00	Vehicle Expenses - Gas, Oil, Maint.	3,500	2,743	2,500	▼ 28.57%	Aging vehicle. May require increasing repairs in addition to regular maintenance.
<b>TOTAL SUPPLIES</b>		<b>6,000</b>	<b>2,900</b>	<b>4,500</b>	<b>▼ 25.00%</b>	
<b>OTHER SERVICES &amp; CHARGES</b>						
401 000 000 558 50 03 00	Insurance (WCIA)	40,335	44,041	56,794	▲ 40.81%	Liability rate increase per 7/28 WCIA notice. Property 25%; B&M 5-10%, Crime 5-10% & Auto 25% pending Oct BOD vote notice less 15.56% alloc to DS
401 000 000 558 50 04 00	City Attorney, Dev. Serv.	25,000	-	35,000	▲ 40.00%	Estimate based upon 2023 DS activity.
401 000 000 558 50 05 00	Technical Services, Software Services	25,207	23,161	26,719	▲ 6.00%	IT - TIG DS allocation of 15.56% of total from CS for Maint, monitoring, helpdesk, incident support.
401 000 000 558 60 41 00	Professional Services	40,000	89,550	84,000	▲ 110.00%	Building plan review consultant with activity assumed similar to 2023. Increase of 10% consultant cost in 2024. Also includes Critical Areas review
401 000 000 558 60 41 01	Planning Consultant	50,000	150,848	100,000	▲ 100.00%	Similar activity to 2023. Increased consultant cost of 10%. Increased use of consultant for building permit review and planning support.
401 000 000 558 60 41 02	Hearing Examiner	25,000	7,078	20,000	▼ 20.00%	Estimate. New services contract will have an effect on the costs. Cost recovery is through fee.
401 000 000 558 50 41 06	Building Inspector Contract	6,000	3,600	6,000	▲ 0.00%	Deputy Building Official performs inspections. \$6,000 is contingency, vacations, medical leave, etc.
401 000 000 558 60 42 00	Communications	3,000	1,503	3,000	▲ 0.00%	Estimate based upon prior years activities.
401 000 000 558 60 43 00	Travel & Training	5,000	519	5,000	▲ 0.00%	Four DS staff. Budget considers minimum staff training requirements, updated state building code adoption
401 000 000 558 60 49 00	Dues, Subscriptions, Memberships	7,000	1,035	2,500	▼ 64.29%	APA, AICP, WABO, ICC, WSPT, AWC Director. Est. cost increase included. Adjusted 2023 minus cost of 2021 code purchase.
401 000 000 558 60 49 10	Miscellaneous	15,631	28,236	29,000	▲ 85.53%	Bank fees for permits paid by CC which are reimbursed with customer fees, postal expenses for code enforcement, etc. Based on 2023.
401 000 000 558 50 41 08	Sound Testing Consultant	18,000	15,373	12,600	▼ 30.00%	Most of this expense is recovered through fees. New contract and new consultant will cause cost increase. Est. Increase of 20%
401 000 000 558 50 41 55	Shoreline Consultant	3,000	12,635	5,000	▲ 66.67%	Consulting shorelines specialist. Budget est. based upon 2023 activity. Est. + 20% for new consultant and new contract in 2024
<b>TOTAL OTHER SERVICES &amp; CHARGES</b>		<b>263,173</b>	<b>377,577</b>	<b>385,613</b>	<b>▲ 46.52%</b>	<b>Non-budget item</b>
<b>CAPITAL OUTLAY</b>						
401 000 000 594 XX 64 00	Furniture & Equipment					
401 000 000 594 60 64 05	Vehicle			45,000		Vehicle for daily DS use and for general city staff use. This replaces one Tahoe. Inspector Tahoe replacement will be requested for 2025.
401 000 000 594 60 64 00	DS- IT HW/SW >\$5K Capital Outlay	\$27,955	\$17,631	\$58,230	▲ 108.30%	Brightly (E-permitting, public portal) \$16,500; BlueBeam (License, Maintenance) \$2,730, Replacement of three computers \$14,000. Including placeholder for potential "My Building Permit Software"
<b>TOTAL CAPITAL OUTLAY</b>		<b>27,955</b>	<b>17,631</b>	<b>103,230</b>	<b>▲ 269.27%</b>	
<b>TOTAL DEVELOPMENT SERVICES</b>		<b>875,829</b>	<b>976,699</b>	<b>1,098,936</b>	<b>▲ 25.47%</b>	
<b>Paid For By Advanced Deposits</b>						-
<b>Expenses</b>						
DESCRIPTION		2023 Adopted Budget	2023 Year End Actual	2024 Preliminary Budget		Notes:
401 000 000 558 50 41 07	Engineering Consultant	\$ 75,000.00	\$ 61,284.58	\$ 56,000.00	▼ 25.33%	Grading & drainage Svcs similar to 2023 + 10% est. increase. 84% of 2023 of service costs have been recovered through Adv. Dep.
401 000 000 558 50 41 50	Arborist	\$ 60,000.00	\$ 84,477.50	\$ 45,000.00	▼ 25.00%	Arborist. More favorable contract in 2024. 51% of the 2023 invoiced service costs, recovered through Adv. Deposit.
401 000 000 582 10 00 02	Refund of DS Adv Deposits	25,000	138,929	25,000	▲ 0.00%	Money returned to Payer upon completion of project
<b>Total Consulting Expenses:</b>		<b>\$ 160,000.00</b>	<b>\$ 284,691.08</b>	<b>\$ 126,000.00</b>	<b>▼ 21.25%</b>	

## LEVY STABILIZATION FUND

		2023	2023	2024	
		Adopted	Year End	Preliminary	
ACCOUNT NUMBER	DESCRIPTION	Budget	Actual	Budget	
<b>LEVY STABILIZATION FUND</b>					<b>Comments:</b>  Planning to put another \$500K into the Fund Via Budget Amendment in 2023
303 000 000 397 00 30 00	From General Fund	500,000	500,000	400,000	
<b>TOTAL RESERVE FUND</b>		<b>1,500,000</b>		<b>1,900,000</b>	

## CONTINGENCY FUND

		2023	2023	2024	
		Adopted	Year End	Preliminary	
ACCOUNT NUMBER	DESCRIPTION	Budget	Actual	Budget	
<b>CONTINGENCY FUND</b>					<b>Comments:</b>  Contingency Fund used to show additional saved funds
302 000 000 397 00 01 00	From General Fund	-			
<b>TOTAL RESERVE FUND</b>		<b>250,000</b>		<b>250,000</b>	

## CAPITAL FUND REVENUE

ACCOUNT NUMBER	DESCRIPTION	2023 Adopted Budget	2023 Year End Est.	2024 Preliminary Budget		Notes:
<b>CAPITAL PROJECTS FUND REVENUE</b>						
	TAXES					
307 000 000 318 34 00 00	Real Estate Excise Tax 1	566,532	620,341	562,500	▼0.71%	2023- YTD Annualized Through AUG23, minus 10% per predicted market cool down
307 000 000 318 35 00 00	Real Estate Excise Tax 2	566,532	617,464	562,500	▼0.71%	
<b>TOTAL TAXES</b>		1,133,065	1,237,804	1,125,000	▼0.71%	
307 000 000 332 92 10 01	Coronavirus Local Fis. Rec. (ARPA)					KC Parks Levy, Nov 2019 went to ballot for renewal, passed, updated to reflect notice rec'd from KC of COM annual portion
307 000 000 334 03 80 00	State Transp Improv Board Grant - Sidewalks		181,160			
307 000 000 334 06 91 02	Property II Levy	50,000	-	50,000	▲0.00%	
307 000 000 334 06 91 05	TIB-LED Streetlight Conversion Grants					
<b>TOTAL INTERGOVERNMENTAL</b>		50,000	181,160	50,000	▲0.00%	
307 000 000 344 10 02 00	Roads Street CIP Improvements		140,656			Assumes LGIP and Bond Investments Interest, allocated between General Fund (50%) & Capital (50%)
<b>TOTAL TRANSPORTATION</b>		-	-	-		
307 000 000 361 11 00 00	Investment Interest Earnings	70,200	258,228	125,000	▲78.06%	
307 000 000 367 00 00 00	Capital Project Donations - Non-Gov					
307 000 000 382 20 00 00	Refundable Retainage Deposits		9,176			
OPERATING TRANSFERS - IN						
307 000 000 397 00 10 00	From General Fund to Capital					
307 000 000 397 00 04 00	From Custodial (relcass 2019 only)					
307 000 000 397 00 40 00	From Capital Reserve Fund to Capital	-	-	-		
<b>TOTAL TRANSFERS</b>		-	-	-		
<b>TOTAL CAPITAL PROJECTS FUND</b>		1,253,265	1,686,368	1,300,000	▲3.73%	

ACCOUNT NUMBER	DESCRIPTION	2023 Adopted Budget	2023 Year End Actual	2024 Preliminary Budget		Notes:
<b>TREE FUND REVENUE</b>						
	MISCELLANEOUS REVENUE					
103 000 000 345 89 00 00	Other -Tree Replacement	3075	950	3,075	▲0.00%	Expecting only minimum fines
103 000 000 382 20 00 00	Refundable Retainage Deposits					
<b>TOTAL MISCELLANEOUS REVENUE</b>		3075	950	3,075	▲0.00%	
<b>TOTAL TREE FUND</b>		3075	950	3,075	▲0.00%	

**2024 Capital Fund Preliminary Project List**

Account Code	2023 Budget	2023 Actuals Est.	2024 Budget	2024 Budget Breakdown	2024 PROPOSED PROJECT LIST	START DATE	DURATION	GRANT FUNDS	TOTAL COST	CITY COST		
<b>CAPITAL STREETS:</b>					<b>STREETS:</b>							
307 000 000 595 30 63 01	\$ 120,000.00	\$ 134,584.00	\$ 105,000.00	\$ 105,000.00	88th Ave NE Overlay							
<b>CAPITAL SIDEWALK:</b>					<b>SIDEWALK:</b>							
307 000 000 595 30 63 10	\$ 520,000.00	\$ 216,911.00	\$ 830,000.00	\$ 700,000.00	NE 12t Street Pedestrian Improvements (rollover)							
				\$ 130,000.00	NE 10th Street ADA Updates and Sidewalk Repairs							
<b>CAPITAL PARKS:</b>					<b>PARKS:</b>							
307 000 000 594 76 63 20	\$ 50,000.00	\$ 39,210.00	\$ 60,000.00	\$ 50,000.00	East Trail Improvements							
				\$ 10,000.00	Points Trail Signage							
<b>CAPITAL STORMWATER:</b>					<b>STORMWATER:</b>							
307.000 000 595 30 63 02	\$ 200,000.00	\$ 242,305.00	\$ 350,000.00	\$ 200,000.00	NE 2nd Pl, 78th Ave NE							
				\$ 150,000.00	Mapping and Easement assessment							
<b>CAPITAL BUILDING:</b>					<b>BUILDING:</b>							
307 000 000 594 18 60 00	\$ 200,000.00	\$ 68,957.00	\$ 150,000.00	\$ 50,000.00	City Hall Exterior Painting							
				\$ 50,000.00	City Hall Carpet							
				\$ 20,000.00	Post Office Painting							
				\$ 30,000.00	Post Office HVAC							
<b>TRANSFERS:</b>					<b>OTHER:</b>							
307 000 000 597 00 30 00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	Transfer to Street Fund for Road Maintenance							
<b>TOTALS</b>	\$ 1,165,000.00	\$ 776,967.00	\$ 1,570,000.00	\$ 1,570,000.00					<b>TOTALS</b>	\$ -	\$ -	\$ -
<b>TREE FUND:</b>					<b>OTHER:</b>							
103 000 000 558 60 49 10	\$ 40,000.00	\$ 25,000.00	\$ 30,000.00	\$ 30,000.00	Tree Planting and Hazardous Tree Removal							



**ORDINANCE NO. 1022**

**CITY OF MEDINA, WASHINGTON**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDINA WASHINTON ADOPTING A BUDGET FOR THE YEAR 2024, AND SETTING FORTH IN SUMMARY FORM THE TOTALS OF ESTIMATED REVENUES AND EXPENDITURES FOR EACH SEPARATE FUND AND THE AGGREGATE TOTALS FOR ALL SUCH FUNDS COMBINED AND ADOPTING THE 2024 SALARY SCHEDULE**

**WHEREAS**, State law requires the City to adopt a budget and provides procedures for the filing of a budget, deliberations, public hearings, and final fixing of the budget, and

**WHEREAS**, a preliminary proposed budget for 2024 has been prepared and filed with the City Clerk, and

**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 budget of the City of Medina, WA, for the year 2024, is approved on the 13th day of November after the notice of hearings and after the preliminary budget having been filed with the City Clerk as required by law.

**SECTION 2.** Estimated resources for each separate fund of the City of Medina, and aggregate expenditures for all such funds for the year 2024 are set forth in a summary form below, and are hereby appropriated for expenditure at the fund level during the year 2024 as set forth in the 2024 Budget.

	General	Street	Tree	Dev Services	Contingency	Capital	Levy Stabilization	Total
	Fund	Fund	Fund	Fund	Fund	Fund	Fund	All Funds
<b>Beginning Fund Balane</b>	\$ 4,044,464.16	\$ 17,427.05	\$ 50,595.98	\$ 1,130,371.85	\$ 250,000.00	\$ 6,895,707.56	\$ 1,500,000.00	\$ 13,888,566.60
								\$ -
<b>Revenues</b>	\$ 8,121,201.04	\$ 122,096.00	\$ 3,075.00	\$ 1,247,500.00	\$ -	\$ 1,300,000.00	\$ -	\$ 10,793,872.04
<b>Transfers In</b>	\$ -	\$ 535,000.00	\$ -	\$ -	\$ -	\$ -	\$ 400,000.00	\$ 935,000.00
<b>Total Resources</b>	<b>\$ 8,121,201.04</b>	<b>\$ 657,096.00</b>	<b>\$ 3,075.00</b>	<b>\$ 1,247,500.00</b>	<b>\$ -</b>	<b>\$ 1,300,000.00</b>	<b>\$ 400,000.00</b>	<b>\$ 11,728,872.04</b>
<b>Expenditures</b>	\$ 7,103,855.92	\$ 645,426.76	\$ 30,000.00	\$ 1,224,935.96	\$ -	\$ 1,495,000.00	\$ -	\$ 10,499,218.64
<b>Transfers Out</b>	\$ 860,000.00	\$ -	\$ -	\$ -	\$ -	\$ 75,000.00	\$ -	\$ 935,000.00
<b>Total Uses</b>	<b>\$ 7,963,855.92</b>	<b>\$ 645,426.76</b>	<b>\$ 30,000.00</b>	<b>\$ 1,224,935.96</b>	<b>\$ -</b>	<b>\$ 1,570,000.00</b>	<b>\$ -</b>	<b>\$ 11,434,218.64</b>
<b>Ending Fund Balances</b>	<b>\$ 4,201,809.29</b>	<b>\$ 29,096.29</b>	<b>\$ 23,670.98</b>	<b>\$ 1,152,935.89</b>	<b>\$ 250,000.00</b>	<b>\$ 6,625,707.56</b>	<b>\$ 1,900,000.00</b>	<b>\$ 14,183,220.01</b>

**SECTION 3.** The 2024 Salary Schedule for authorized positions is attached as **Attachment A** and hereby adopted.

**SECTION 4.** The City Clerk is directed to transmit a certified copy of the budget hereby adopted by reference to the Office of the Auditor of the State of Washington, Division of Municipal Corporation, and the Association of Washington Cities.

**Section 5. 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 6. 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 13 DAY OF NOVEMBER 2023 BY A VOTE OF \_\_\_ FOR, \_\_\_ AGAINST, AND \_\_\_ ABSTAINING, AND IS SIGNED IN AUTHENTICATION OF ITS PASSAGE THE 13th DAY OF NOVEMBER 2023.**

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

Approved as to form:  
Ogden Murphy Wallace, PLLC

Attest:

\_\_\_\_\_  
Scott Missall, City Attorney

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

PUBLISHED:  
EFFECTIVE DATE: 01/01/2024  
ORDINANCE NO.: 1022

**SUMMARY OF ORDINANCE NO. 1022**  
**of the City of Medina, Washington**

On November 13, 2023 the City Council of the City of Medina, Washington, approved Ordinance No. 1022, the main points of which are summarized by its title as follows:

AN ORDINANCE ADOPTING A BUDGET FOR THE CITY OF MEDINA, WASHINGTON, FOR THE YEAR 2024, AND SETTING FORTH IN SUMMARY FORM THE TOTALS OF ESTIMATED REVENUES AND EXPENDITURES FOR EACH SEPARATE FUND AND THE AGGREGATE TOTALS FOR ALL SUCH FUNDS COMBINED AND ADOPTING THE 2024 SALARY SCHEDULE.

The full text of this ordinance will be mailed upon request.

APPROVED by the City Council at their regular meeting of November 13, 2023,

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

**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:**

<i>COLA increase = CPI-W, capped at 4%</i>	<b>FTE</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
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:**

<i>COLA increase = CPI-W, capped at 4%</i>	<b>FTE</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
Assistant Finance Director *	1	\$6,543	\$7,851	\$9,194
Police Captain	1	\$10,275	\$11,558	\$12,842

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

<i>Police Guild Contract 4.5% COLA Increase</i>	<b>FTE</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>
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):*

<i>Teamsters Guild Contract 4% COLA Increase</i>	<b>FTE</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>
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):*

<i>Teamsters Guild Contract 4% COLA Increase</i>	<b>FTE</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>
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



# CITY OF MEDINA

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

**Date:** November 13, 2023

**To:** Honorable Mayor and City Council

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

**Subject:** City Hall Carpet Replacement

City Staff is requesting the Medina City Council approve the replacement of the Medina City Hall carpet. This request would cover the main floor, stairs, and the upper level. The estimated cost would be between \$45,000 and \$50,000 for a commercial grade carpet.

## **History**

Medina City Hall was remodeled in 2009 and completed in 2010. The carpets were replaced during the remodel, and they are still used today. The carpets have been regularly cleaned over the years but are showing wear, stains, and fraying. Carpet replacement has been in previous budgets but was not purchased. Last year's budget allotment for carpet was \$25,000 but all the bids exceeded this amount – see attached quotes.

## **Central Meeting Location**

Medina City Hall is the central meeting location for the Council, Planning Commission, Development Services Committee, Park Board, and Emergency Preparedness Meetings. City staff routinely holds community forums and open houses in the council chambers which attracts residents from around the city. Medina also hosts meetings involving Eastside Police Chiefs, the Coalition of Small Police Agencies, and NORCOM Operation Committee. Lastly, the Council Chamber is occasionally used by our district legislators as a meeting/interview room.

## **Maintenance**

The request for carpet falls in line with routine maintenance. In researching carpet lifespan - "*The average lifespan of an industrial carpet is about 7-10 years (though some can last even longer with proper maintenance and regular industrial cleaning).*" City Hall's carpet last carpet cleaning was in June 2023.

## **Health and Safety**

Research shows that as carpet gets older, they can result in the potential for higher numbers of workplace illnesses. Employees and visitors might experience respiratory illness, skin infections, and irritations in addition to allergies which can lead to headaches and sneezing.

**Employee Impact**

A clean and well-maintained office and workplace creates a professional impression on clients and visitors while having a positive impact on the productivity and morale of employees. In several studies there are six areas where a clean and professional work environment routinely impacts employees – health and well-being, improved efficiency and organization, enhanced creativity, and innovation, boosted employee morale, positive company culture, and professional image.

**Replacement Funding**

From the City’s Financial Policies -

*“The City will make capital improvements in accordance with an adopted Capital Improvement Plan. The use of any funds within the Capital Projects Fund must be recommended by the City Manager or their designee and approved by City Council. The Capital Improvement Plan and the base budget will be reviewed at the same time to ensure the City’s Capital and operating needs are funded and that the Capital Improvement Plan is aligned with the City’s other long-term plans.”*

Utilizing unrestricted capital funds allows for the City to make these improvements without pulling funds from the City’s General Fund. This is important as the Levy mandates that surplus funds must be saved at a rate which guarantees standard service levels through at the very least 2029 (with the goal of extending this further).

Below is a sample of the wear and tear throughout the main and upper floors.



**Main Floor**



**Council Chambers**



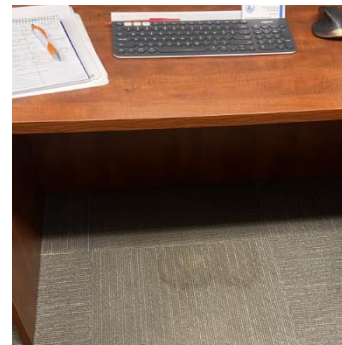
**Top of Stairs – Top Floor**



**Eastside of Main Floor**



**Stairs - Upper Level**



**Public Works Director Office**



Estimate



1600 SW 43rd St Suite 100  
 Renton, WA 98057  
 Telephone: 206.217.0310 Fax: 206.217.0231  
 Website: www.legacygroupinteriors.com

Quote #  
  
 Customer PO  
  
 Contract #  
  
 Date  
  
 Sales Person1  
  
 Designer

Acct # 190  
 For: 425 233-6439 Fax

Job Site:

City of Medina  
 501 Evergreen Pt Road  
 Medina, WA 98039

Medina City Hall / Medina City Hall - Carpet Replacement  
 501 Evergreen Pt. Road  
 Medina, WA 98039

Type	Quantity	Product Description Labor Description	Color / Item Number Room	Price	Total
<b>Removal</b>					
<i>Labor</i>	526SqYd	Carpet Tile & Stair Broadloom Demo		\$5.00	\$2,630.00
<i>Notes</i>	Demo & Disposal of Existing Carpet & Scrape				
<b>Carpet Tile</b>					
<i>Materials</i>	485.33SqYd	12x48 Gradient Form / Rise	00125 Path	\$36.86	\$17,889.26
<i>Labor</i>	485.33SqYd	Carpet Tile Glue Down		\$7.86	\$3,814.69
<i>Notes</i>	Carpet Tile				
<b>Adhesive</b>					
<i>Materials</i>	5Each	Shaw Contract LokWorx+ Carpet Tile Adhesive 5000P	4 Gallon	\$148.64	\$743.20
<i>Notes</i>	Carpet Tile Adhesive				
<b>Membrane</b>					
<i>Materials</i>	3Each	S125U 9050 Floor Primer, 4 gal (carpet tile)		\$84.00	\$252.00
<i>Notes</i>	Floor Primer				
<b>Carpet</b>					
<i>Materials</i>	42SqYd	Gradient Form / Camber 10485	Path 00125	\$28.91	\$1,214.22
<i>Labor</i>	42SqYd	Over Pad Waterfall Stair Labor		\$28.90	\$1,213.80
<i>Notes</i>	Stair Carpet				
<b>Pad Cushion</b>					
<i>Materials</i>	42SqYd	Recycled Synthetic Fiber Cushion		\$2.71	\$113.82
<i>Notes</i>	Stair Carpet Pad				
<b>Adhesive</b>					
<i>Materials</i>	2Each	Shaw LokWorx+ Broadloom Adhesive 1000D	4 Gallon	\$75.13	\$150.26
<i>Notes</i>	Stair Carpet Adhesive				
<b>Adhesive</b>					
<i>Materials</i>	1Each	8300D Lock 8 OZ Broadloom Adhesive		\$13.88	\$13.88
<i>Notes</i>	Broadloom Seam Sealer				
<b>Concrete Underlayment</b>					
<i>Materials</i>	18Each	Ardex Feather Finish	10LB	\$22.18	\$399.24
<i>Labor</i>	18	Floor Prep Allowance		\$80.00	\$1,440.00
<i>Notes</i>	Floor Prep- Allowance				

**Continuation For: City of Medina, Quote # 22213**

Type	Quantity	Product Description Labor Description	Color / Item Number Room	Price	Total
<b>Labor</b>					
<i>Labor</i>	1 Each	Prevailing Wage Labor		\$6,413.98	\$6,413.98
<b>Notes</b>	Daytime Prevailing Wage Labor Add				
<b>Labor</b>					
<i>Labor</i>	1 Each	Project Management, Project Coordination, Estimating, Warehouse, and Material Deliveries		\$2,401.00	\$2,401.00
<b>Notes</b>	Project Management, Project Coordination, Estimating, Warehouse and Material Deliveries				

<i>Information</i>	<i>Total</i>												
Assumptions & Clarifications: -Assumes daytime work Monday - Friday -Assumes work area is clear of furniture. -Includes floor prep allowance. -Priced with prevailing wage rates. -Excludes Transitions. If required, add cost of \$20 ea. -Excludes wall base. -Excludes major floor prep, sub floor repair.	<table border="1"> <tr> <td>Labor</td> <td style="text-align: right;">\$17,913.47</td> </tr> <tr> <td>Materials</td> <td style="text-align: right;">\$20,775.88</td> </tr> <tr> <td>Contract Total</td> <td style="text-align: right;">\$38,689.35</td> </tr> <tr> <td>Sales Tax</td> <td style="text-align: right;">\$3,907.63</td> </tr> <tr> <td><b>Grand Total</b></td> <td style="text-align: right;"><b>\$42,596.98</b></td> </tr> <tr> <td>Deposit</td> <td style="text-align: right;">Date _____ Ck# _____</td> </tr> </table>	Labor	\$17,913.47	Materials	\$20,775.88	Contract Total	\$38,689.35	Sales Tax	\$3,907.63	<b>Grand Total</b>	<b>\$42,596.98</b>	Deposit	Date _____ Ck# _____
Labor	\$17,913.47												
Materials	\$20,775.88												
Contract Total	\$38,689.35												
Sales Tax	\$3,907.63												
<b>Grand Total</b>	<b>\$42,596.98</b>												
Deposit	Date _____ Ck# _____												

- Proposal is valid for 30 days from the date of quotation.
- Labor costs are based on normal business hours, Monday - Friday 7:00 am - 3:00 pm; unless otherwise noted.
- All work shall have a one-year workmanship warranty; materials shall carry the manufacturers' applicable warranties.
- Shipping costs, included herein, are based upon current shipping rates. Should significant changes to cost of shipping be anticipated or realized Legacy will reach out to discuss options.
- Due to current disruptions in global supply chain please be aware of possible product delays or extended lead-times. Legacy will do our best to anticipate and communicate these changes.
- Any trip to the job site where Legacy cannot perform the scheduled work due to delay caused by others shall be subject to a \$450 trip charge or 4-hour minimum per mobilized crew member.
- Assumes level entry and/or use of freight elevator and pallet jack. Does not include stair carry.
- Assumes site and work area to be clean and ready for installation of flooring materials on or before the scheduled date of installation.
- Assumes slab or substrate is free of contaminants such as sweeping compounds, curing compounds, paint, sealer, oil, grease and old adhesive; unless otherwise noted.
- Excludes material escalation; unless otherwise noted.
- Excludes Prevailing Wage and Union labor rates; unless otherwise noted.
- Excludes any movement of other trades material and/or tools, equipment and furnishings; unless otherwise noted.
- Excludes demo of existing materials, adhesive removal and floor prep; unless otherwise noted.
- Excludes moisture testing and any/all moisture mitigation; unless otherwise noted.
- Excludes protection of finishes; unless otherwise noted.
- Order cancellations or returns are subject to a 50% restocking/rescheduling fee, or greater, pending manufacture's restocking policies.
- Unless superseded in subcontract, progress billings shall commence immediately.
- All applicable taxes shall be billed with invoice. If project is tax-exempt, or for resale, a resale certificate must be submitted prior to billing.
- Payments received 10 days past the invoice due date are subject to a 1.5% charge of the overdue amount.
- Legacy Group accepts Visa & Master Card with a 3% processing fee. We do not accept AMEX.

Buyer \_\_\_\_\_ Date \_\_\_\_\_ Seller \_\_\_\_\_ Date \_\_\_\_\_

Mail Drop 999 P.O. Box 748552  
 Atlanta, GA 30384-8552



Phone: ( ) -  
 Fax: ( ) -

<b>Proposal Submitted To</b> City of Medina		<b>Attention</b> Ryan Osada		<b>Phone</b> (425) 233-6439	<b>Fax</b> ( ) -	<b>Date</b> 05/23/23
<b>Proposal Name</b> Medina City Hall				<b>Job Name</b> Medina City Hall		<b>Job #</b> 164868
<b>Street</b> 501 Evergreen Point Rd				<b>Job Street</b> 501 Evergreen Point Rd		<b>Proposal ID</b> 185984
<b>City, State and Zip</b> Medina, WA 98039	<b>Architect</b> State of WA	<b>Date of Plans</b>	<b>Add #</b>	<b>Job City, State and Zip</b> Medina, WA 98039--470	<b>Customer Job #</b> None	<b>Customer PO</b> None

We hereby submit specifications and estimates for:

Item Description	Color	Qty	UOM	Unit Price	Extended Price
Shaw Patcraft Rise Ecoworx 12" x 48"	00125/Path	450.00	SY	\$27.76	\$12,492.00
Camber Ultraloc 12' BL	00125/Path	30.89	SY	\$18.86	\$582.59
Patcraft Fiber Select 32 oz Padding 6' (40 sy/roll)		25.00	SY	\$1.70	\$42.50
LokWorx+ Carpet Tile Adhesive 4 Gallon		1.00	4 Gal	\$107.87	\$107.87
Universal Indoor/Outdoor Adhesive 4 Gallon		1.00	Each	\$76.14	\$76.14
Broadloom Installation		30.89	SY	\$14.61	\$451.30
Carpet Tile Installation		449.98	SY	\$14.61	\$6,574.21
Supplemental Benefits		120.00	Each	\$25.00	\$3,000.00
(Open Market) Supply/Install Transitions		56.00	Each	\$8.79	\$492.24
(Open Market) Rescrape Adhesive & Encapsulate		481.00	SY	\$5.97	\$2,871.57
(Open Market) Furniture Moving and Lift System		32.00	SY	\$104.85	\$3,355.20
(Open Market) Stair Labor		30.00	Each	\$28.40	\$852.00
Sales Tax					\$3,120.66
<b>Base Bid Total:</b>					<b>\$34,018.28</b>

**Proposal Inclusions and Exclusions:**

- Local Contact: Kandice Coleman
- Exclusions: attic stock, major floor prep, furniture moving unless specified in proposal, disconnecting and moving of computers and electronic equipment, vacuuming and protection of finished products, and any plumbing work (removal of commodes, etc)..
- Extensive floor prep is not included in the price but may be necessary due to unforeseen conditions of the sub-floor. This work may include, but is not limited to, leveling or grinding, encapsulation or sealing, or extensive scraping of the sub-floor. Should extensive floor prep be required, you will be notified and a price estimate for the completion of the additional work will be prepared.
- All pricing is based on work being completed during normal working hours.
- Please e-mail your Purchase Order to sarah.pickett@shawinc.com with Shaw Integrated Solutions to initiate the order process. A purchase order is required before materials can be shipped. Sarah Pickett
- SII License Numbers: AL 50787, AK 40319, AZ ROC300955/ROC300956, CA 1007317, ID RCE-39577/022829-AA-4, MT 216017, NV 0080544/0080545/0080546/0080547, NC 75663, NM 385848, ND 53106, NY 58-2240471C, OR 205839, RI 38919, TN 69109, UT 9531877-5501, VA 2705157974, WA SHAWIII853DO, WV WV054222
- \*\*\*\*\*Our remit-to address has changed.\*\*\*\*\*  
 SHAW INTEGRATED SOLUTIONS  
 PO Box 748552  
 Atlanta, GA 30384-8552

Mail Drop 999 P.O. Box 748552  
Atlanta, GA 30384-8552  
Proposal ID: 185984



Phone: ( ) -  
Fax: ( ) -

**We PROPOSE to perform the work complete in accordance with the specifications and as described above for the SUM of:**

**Signature:** Sarah Pickett **Sarah Pickett** \$34,018.28  
**Email:** Sarah.pickett@shawinc.com

**Conditions of Proposal:**

1. This Proposal may be withdrawn, if not accepted, within 30 days of its issuance. Shaw Industries Group, Inc. will consider reasonable requests to engage in negotiations for revisions to this Proposal, including signing a subcontract that includes the terms of this Proposal. A proposal not accepted within 30 days will be subject to price escalation of materials, labor, freight and fuel costs.
2. This proposal is subject to credit review and approval. Payment terms are net 30 days. A convenience fee of 2.5% will be added if paying via credit card. Past due invoices are subject to service charges of 1.5% per month (18% per annum). In the case of any default, Customer shall pay Shaw Industries Group, Inc.'s reasonable attorney fees and costs, including those on any appeal, even if no suit or action is filed.
3. All work shall be performed in a workmanlike manner according to industry standards. Areas to receive flooring shall be free and clear of debris. Any changes to the work shall be performed only after execution of a written change order.
4. Prior to commencement of Shaw Industries Group, Inc.'s work: (a) Customer shall test all concrete sub floors receiving flooring for vapor emission levels and alkalinity per manufacturers' recommendations utilizing ASTM F2170 and provide written results to Shaw Industries Group, Inc., including a list of any sealers applied to the concrete sub floor; (b) If Customer does not provide such reports at least 10 days prior to commencement of Shaw Industries Group, Inc.'s work, then Customer shall provide Shaw Industries Group, Inc. with access to all concrete sub floors for appropriate testing and Customer shall be responsible for the costs of such testing; and (c) Any concrete sub floors not meeting manufacturers' requirements for installation will require correction or the execution of a separate waiver agreement.
5. All work is contingent upon strikes, accidents or delays beyond Shaw Industries Group, Inc.'s control. Customer shall carry insurance for all hazards, including fire. Shaw Industries Group, Inc.'s workers are fully covered by Worker's Compensation and Liability Insurance.
6. Customer represents and warrants that: (a) the project site contains no hazardous or other dangerous substances, either exposed or concealed; or (b) Customer has given written notice to Shaw Industries Group, Inc. of all such substances and their location(s). To the fullest extent permitted by law, Customer shall indemnify, defend and hold Shaw Industries Group, Inc. harmless from any damage, claim, loss, expense and attorney fees related to Shaw Industries Group, Inc.'s liability, if any, including any federal or state statute related to hazardous or other dangerous substances.
7. Shaw Industries Group, Inc. is fully licensed, bonded, and insured. This proposal does not include participation in any OCIP/CCIP or related programs. Requests for Shaw Industries Group, Inc. to participate in such programs may result in additional costs.

**ACCEPTANCE OF PROPOSAL: The above prices, specifications, and conditions are satisfactory and are hereby ACCEPTED. You are authorized to do the work as specified.**

**Customer:** City of Medina **Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# MEDINA, WASHINGTON

## AGENDA BILL

Monday, November 13, 2023

**Subject:** 2024 Property Tax Levy Resolution

**Category:** Public Hearing & Resolution

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

### **Summary**

Pursuant to RCW 84.55, the City is required to certify the estimated City of Medina property tax to be levied and collected by the King County Assessor's Office. The City Council draft 2024 budget includes an overall 3.31% increase against allowable levy due to remaining capacity from the 2019 voter-approved measure, new construction, estimated increase in utility value and allowable refunds. The 2023 levy amount-- \$4,461,393-- conforms to the 2019 ballot measure materials and is calculated as follows:

\$3,227,566 - 2023 Levy basis for calculation, portion to increase by 1%  
 \$54,983 - New construction  
 \$32,825 - 1% increase  
 \$1,091,447 - 2023 Levy basis for calculation, 2019 levy lid lift portion to increase by 5%  
 \$54,572 - 5% increase  
\$4,461,393 - Total recommended Medina City tax levy for 2024

### **Attachment(s)**

- 1 2024 Property Tax Levy Resolution No. 440
- 2 King County's Preliminary Levy Limit Worksheet, 2024 Tax Roll
- 3 King County Ordinance 2152 property tax levy form

**Budget/Fiscal Impact:** \$4,461,393 estimated property tax revenues in 2024

**Recommendation:** Adopt Resolution No.440.

**City Manager Approval:**

**Proposed Council Motion:** "I move to approve Resolution No. **440**, adopting the 2024 property tax levy for the City of Medina and setting forth the estimated levy amount."

Time Estimate: 5 minutes

## CITY OF MEDINA, WASHINGTON

## RESOLUTION NO. 440

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, CERTIFYING TO THE GOVERNING AUTHORITY OF KING COUNTY THE ESTIMATES OF THE TAX AMOUNT TO BE LEVIED ON THE ASSESSED VALUATION OF THE PROPERTY WITHIN THE CITY FOR THE YEAR 2024**

**WHEREAS**, the City Council of the City of Medina attests that the population of the City is less than ten thousand; and

**WHEREAS**, the City Council has properly given advance notice of the public hearing duly held November 13, 2023 to consider the revenue sources for the City's current expense budget for the 2024 calendar year, all pursuant to RCW 84.55.120; and

**WHEREAS**, the voters approved City of Medina Proposition 1 on November 5, 2019, to increase Medina's regular property tax levy above the limit factor by \$0.20/\$1000 assessed value to a maximum rate of \$0.83712/\$1000 assessed valuation for collection in 2020, to set a 5% limit factor for each year 2021-2025, to use the 2025 levy amount as the base to compute subsequent levy limits, and to exempt low income seniors and disabled persons; all as set forth in Medina Ordinance No. 970; and

**WHEREAS**, the City Council, after hearing, and after duly considering all relevant evidence and testimony presented at the hearing, has determined that the City of Medina requires a regular levy in the amount of \$4,461,393, for an increase of \$142,737, representing a 3.31% increase from the previous year, including the levy lid lift, as well as amounts resulting from the addition of new construction and improvements to property, and any possible increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the City and in its best interest.

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

**Approval and Effective Date.** This Resolution is hereby adopted and shall be effective as of the date of adoption by the City Council set forth below.

**PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON NOVEMBER 13, 2023 AND SIGNED IN AUTHENTICATION OF ITS PASSAGE ON NOVEMBER 13, 2023.**

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



Approved as to form:  
Ogden Murphy Wallace, PLLC

Attest:

\_\_\_\_\_  
Scott M. Missall, City Attorney

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

FILED WITH THE CITY CLERK: XX  
PASSED BY THE CITY COUNCIL: XX  
RESOLUTION NO. **440**

By Ordinance 2152 of the Metropolitan King County Council, Taxing Districts are required annually to submit the following information regarding their tax levies for the ensuing year as part of a formal resolution of the District's governing body.

THE KING COUNTY ASSESSOR HAS NOTIFIED THE GOVERNING BODY OF \_\_\_\_\_ THAT THE ASSESSED VALUATION OF PROPERTY LYING WITHIN THE BOUNDARIES OF SAID DISTRICT FOR THE ASSESSMENT YEAR 2023 IS:

		\$	<u>6,658,679,478</u>
REGULAR (STATUTORY) LEVY (AS APPLICABLE):			
EXPENSE FUND		\$	<u>3,315,374.49</u>
- LID LIFT NAME	<u>11/8/19 APPROVED</u>	\$	<u>1,146,019.00</u>
- LID LIFT NAME	<u>Levy Lift</u>	\$	<u>                    </u>
RESERVE FUND		\$	<u>                    </u>
NON-VOTED G.O. BOND (Limited)		\$	<u>                    </u>
<b>REFUNDS</b> (Noted on worksheet)		\$	<u>                    </u>
<b>TOTAL REGULAR LEVY</b>		\$	<u>4,461,393</u>
EXCESS (VOTER APPROVED) LEVY:			
(Please list authorized bond levies separately.)			
G.O. BONDS FUND LEVY		\$	<u>                    </u>
G.O. BONDS FUND LEVY		\$	<u>                    </u>
G.O. BONDS FUND LEVY		\$	<u>                    </u>
SPECIAL LEVIES (INDICATE PURPOSE AND DATE OF ELECTION AT WHICH APPROVED, EXCEPT LID LIFTS):			
_____		\$	<u>                    </u>
_____		\$	<u>                    </u>
<b>TOTAL TAXES REQUESTED:</b>		\$	<u>4,461,393</u>

THE ABOVE IS A TRUE AND COMPLETE LISTING OF LEVIES FOR SAID DISTRICT FOR TAX YEAR 2024 AND THEY ARE WITHIN THE MAXIMUMS ESTABLISHED BY LAW.

\_\_\_\_\_  
(AUTHORIZED SIGNATURE)

\_\_\_\_\_  
(DATE)

**PRELIMINARY LEVY LIMITATIONS WORKSHEET 11.02.2023**

TAXING DISTRICT	Medina	2023	Levy for	2024	Taxes	IPD:	1.03670
A. Highest regular tax which could have been lawfully levied beginning with the 1985 levy (refund levy not included).							
Year	2023	\$4,789,278	x	105.000%	=	\$5,028,742	
		Highest Lawful Levy Since 1985		Limit Factor/Max Increase 101%			
B. Current year's assessed value of new construction, improvements, and wind turbines, solar, biomass, and geothermal facilities in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).							
	\$91,679,103	x	0.59973	÷	\$1,000	=	\$54,983
	A.V.		Last Year's Levy Rate				
C. Tax Increment finance area increment AV increase (RCW 84.55.010(1)€) (value included in B & D cannot be included in C)							
	\$0	x	0.59973	÷	\$1,000	=	\$0
	A.V.		Last Year's Levy Rate				
D. Current year's state assessed property value less last year's state assessed property value. The remainder is to be multiplied by last year's regular levy rate (or the rate that should have been levied).							
	\$11,497,584	-	\$11,497,584	=	\$	-	
	Current Year's A.V.		Previous Year's A.V.			Remainder	
	\$0	x	0.59973	÷	\$1,000	=	\$0.00
	Remainder from Line C		Last Year's Levy Rate				
E. Regular property tax limit: ..... A+B+C+D = \$5,083,725							
Parts F through H are used in calculating the additional levy limit due to annexation.							
F. To find the rate to be used in F, take the levy limit as shown in Line E above and divide it by the current assessed value of the district, excluding the annexed area.							
	\$5,083,725	÷	\$6,658,438,570	x	\$1,000	=	0.76350
	Total in Line E		Assessed Value Less Annexed AV				
G. Annexed area's current assessed value including new construction and improvements, times the rate in Line E.							
	\$0	x	0.76350	÷	\$1,000	=	\$0.00
	Annexed Area's A.V.		Rate in Line F				
H. Regular property tax limit including annexation ..... E+G = \$5,083,725							
I. Statutory maximum calculation							
Only enter fire/RFA rate, library rate, & firefighter pension fund rate for cities annexed to a fire/RFA or library, or has a firefighters pension fund.							
	3.60000	-	0.00000	-	0.26089	+	0.00000 = 3.33911
	District base levy rate		Fire or RFA Rate		Library Rate		Firefighter Pension Fund Statutory Rate Limit
	\$6,658,438,570	x	3.33911	÷	\$1,000	=	\$22,233,259
	A.V. of District		Statutory Rate Limit				Statutory Amount
J. Highest Lawful Levy For This Tax Year (Lesser of H and I) ..... = \$5,083,725							
K. New highest lawful levy since 1985 (Lesser of H & I minus C, unless A (before limit factor increase) is greater than I or H minus C, then A before the limit factor increase) ..... \$5,083,725							
L. Lesser of I and J ..... \$5,083,725							
M. Refunds ..... \$2,367							
N. Levy Corrections Year of Error: 0							
1. Minus amount over levied (if applicable) ..... \$0.00							
2. Plus amount under levied (if applicable) ..... \$0.00							
O. Total: L+M+/-N (unless voted rate)..... \$5,086,091							
P. Tax Base For Regular Levy							
1. Total district taxable value (including state-assessed property, and excluding boats, timber assessed value, and the senior citizen exemption for the regular levy) ..... \$6,658,438,570							
Q. Tax Base for Excess and Voted Bond Levies							
2. Less assessed value of the senior citizen exemption of less than \$40,000 income or 65% of the median household income for the county based on lower of frozen or market value. .... \$12,953,360							
3. Plus Timber Assessed Value (TAV) ..... \$0							
4. Tax base for excess and voted bond levies ..... (1-2+3) \$6,645,485,210							
R. Increase Information							
1. Levy rate based on allowable levy ..... 0.76385							
2. Last year's ACTUAL regular levy ..... \$4,318,656							
3. Dollar Increase over last year other than New Construction (-) Annexation ..... \$710,086							
4. Percent Increase over last year other than New Construction (-) Annexation ..... 16.44229%							

## Notes:

- 1) Rates for fire districts and the library district are estimated at the time this worksheet is produced. Fire district and library district rates affect the maximum allowable rate for cities annexed to them. These rates *will* change, mainly in response to the actual levy requests from the fire and library districts. Hence, affected cities may have a higher or lower allowable levy rate than is shown here when final levy rates are calculated.
- 2) This figure shows the maximum *allowable levy*, which may differ from any actual prior levy if a district has levied less than its maximum in prior years. The maximum allowable levy excludes any allowable refund levy if the maximum was based on a limit factor. The maximum allowable levy excludes omitted assessments if the maximum was determined by your district's statutory rate limit. If your district passed a limit factor ordinance in the year indicated, that limit factor would help determine the highest allowable levy. However, if the statutory rate limit was more restrictive than your stated limit factor, the statutory rate limit is controlling.
- 3) Any increase in value in state-assessed property is considered to be new construction value for purposes of calculating the respective limits. State-assessed property is property belonging to inter-county utility and transportation companies (telephone, railroad, airline companies and the like).
- 4) An omitted assessment is property value that should have been included on a prior year's roll but will be included on the tax roll for which this worksheet has been prepared. Omitted are assessed and taxed at the rate in effect for the year omitted (RCW 84.40.080-085). Omitted assessments tax is deducted from the levy maximum before calculating the levy rate for current assessments and added back in as a current year's receivable.
- 5) Administrative refunds under RCW 84.69.020 were removed from the levy lid by the 1981 legislature.
- 6) A district is entitled to the lesser of the maximum levies determined by application of the limit under RCW 84.55 and the statutory rate limit. Levies may be subject to further proration if aggregate rate limits set in Article VII of the state constitution and in RCW 84.52.043 are exceeded.
- 7) This section is provided for your information, and to assist in preparing any Increase Ordinance that may be required by RCW 84.55.120. The increase information compares the allowable levy for the next tax year with your ACTUAL levy being collected this year. The actual levy excludes any refund levy and expired temporary lid lifts, if applicable. New construction, annexation and refund levies, as well as temporary lid lifts in their initial year, are subtracted from this year's *allowable* levy before the comparison is made.
- 8) ***Assessed valuations shown are subject to change from error corrections and appeal board decisions recorded between the date of this worksheet and final levy rate determination.***



# MEDINA, WASHINGTON

## AGENDA BILL

Monday, November 13, 2023

**Subject:** Council Projects - Timeline and Protocols

**Category:** City Business

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

### **Summary**

At the end of 2022 the Medina City Council met to set goals and priorities for 2023. The Council identified the top five priorities:

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

In addition, Council identified six priorities for staff to work on in 2023, one being to “*create clear timeline and protocols for Council projects to include no new code without an enforcement plan.*” Staff has prepared the following draft for discussion purposes at the November 13, 2023 Council Meeting.

Create a clear timeline and protocols for Council projects to include no new code without an enforcement plan.

- Guidelines for Proposal and Projects:
  - Title and Purpose:
    - Project/proposal Title
    - Short summary of project/proposal
    - Outline of what will be covered in the presentation.
    - Anticipated timeline of project/proposal implementation.
  - Background:
    - How is the City currently addressing this issue (or is this a new issue).
    - Has the City attempted to address this in the past, if so a short outline of what was done.
    - Provide the Council with current laws, codes, or other methods that are relevant to this topic.

- Content:
  - Outline the issue or problem we are trying to solve.
  - Justify the reason for the recommend change. Specific examples and how the change would correct the issue.
  - Provide the recommended funding source, if applicable.
  - How will enforcement be handled and provide any additional costs.
  - Include impacts of recommended changes on residents – both positive and negative.
  - If applicable, include alternatives considered and why they were rejected.
  - If it is not a Medina-specific issue, how is it handled by other communities, particularly those that are close and comparable like the other Points Communities?
  
- Supporting Documents:
  - List supporting information and where it was obtained.
  
- Recommendation(s):
  - Provide a range of options for Council to consider, including detailed information on each option.
  - If one option is desired, please articulate your reasoning for that specific option.

**Attachments:**

Memo Discussing Protocols for Council Projects

**Budget/Fiscal Impact:** None

**Recommendation:** Discussion and direction.

**City Manager Approval:**



**Proposed Council Motion:**





# 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:** November 13, 2023

**To:** Honorable Mayor and City Council

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

**Subject:** Protocols for Council Projects

---

Clear and detailed communication is vital to effective and efficient meetings. The below “Protocols for Council Projects” is intended to provide staff with the tools to present projects to the Council in a unified and consistent manner. Standardizing the protocols should assist staff to prepare the Council with the information necessary to confidently move on important City business.

- Guidelines for Proposal and Projects:
  - Title and Purpose:
    - Project/proposal Title
    - Short summary of project/proposal
    - Outline of what will be covered in the presentation.
    - Anticipated timeline of project/proposal implementation.
  - Background:
    - How is the City currently addressing this issue (or is this a new issue).
    - Has the City attempted to address this in the past, if so a short outline of what was done.
    - Provide the Council with current laws, codes, or other methods that are relevant to this topic.
  - Content:
    - Outline the issue or problem we are trying to solve.
    - Justify the reason for the recommended change. Specific examples and how the change would correct the issue.
    - Provide the recommended funding source, if applicable.
    - How will enforcement be handled and provide any additional costs.
    - Include impacts of recommended changes on residents – both positive and negative.
    - If applicable, include alternatives considered and why they were rejected.
    - If it is not a Medina-specific issue, how is it handled by other communities, particularly those that are close and comparable like the other Points Communities?

- Supporting Documents:
  - List supporting information and where it was obtained.
- Recommendation(s):
  - Provide a range of options for Council to consider, including detailed information on each option.
  - If one option is desired, please articulate your reasoning for that specific option.



# MEDINA, WASHINGTON

## AGENDA BILL

Monday, November 13, 2023

**Subject:** Planning Manager Recruitment Process

**Category:** City Business

**Staff Contacts:** Stephen R. Burns, City Manager, Mayor Jessica Rossman, Deputy Mayor Randy Reeves

### **Summary**

On Monday, October 16, 2023, Planning Manager Stephanie Keyser resigned from her position, effective immediately.

On Tuesday, October 17, the department directors and I met to discuss filling the planning manager vacancy. We discussed the following:

1. Updating job description as needed.
2. Updating job announcement.
3. 2023/2024 salary range as proposed in budget.
4. Recruiting options – historical perspective (what worked, cost effective).
5. Job posting locations – jobs sites, associations, Indeed, LinkedIn, etc.
6. Applicants review process.
7. Potential candidate interview process.

At the October 23, 2023, City Council meeting Director of Development Services Steve Wilcox and I announced the Planning Manager's resignation to Council and identified the steps the City was taking to quickly get the job announcement out and posted by the end of the week.

Following past practice, staff felt the importance of getting the job announcement out as soon as possible. The first advertisement posting occurred on Friday, October 27.

The Human Resource and Development Services Directors have been monitoring applicants to ensure candidates meet qualifications and any follow-up with applicants is being handled by the city's Human Resources Director, Ryan Wagner.

When a vacancy opens up in the city and prior to recruiting, the City Manager and Department Directors will meet to evaluate the position, make any necessary changes to update the job description and posting to ensure that it meets the needs of the department and city, as well as review and discuss the recruiting process.

The attached information is the job announcement, job description, and salary schedule for the position. Additionally, the Mayor and Deputy Mayor requested the following RCW's and pages 21 -22 from the Washing Cities Mayor and Councilmember handbook be included for discussion.

**Attachments:**

1. Job announcement including 2023 Salary Schedule.
2. Job description.
3. Salary Schedule for the position.
4. Washington Cities Mayor and Councilmember Handbook (pages 21-22).
5. RCW 35A.13.230.
6. RCW 35A.11.020.
7. RCW 35A.13.080.
8. RCW 35A.131.090.

**Budget/Fiscal Impact:** Depends on experience or qualifications

**Recommendation:** Discussion and direction.

**City Manager Approval:** 

**Proposed Council Motion:** N/A

Time Estimate: 20 minutes



## **The City of Medina, WA Invites applications for the position of Planning Manager**

**Salary:** \$98,700 - \$123,408/yr.(DOQ), with a 4% COLA increase in 2024. Excellent benefits.

**Closing Date:** Until filled

The Development Services Department has multiple responsibilities regarding private development activities. General functions of the Development Services Department include planning, zoning and building permit reviews, grading and drainage, construction mitigation plan program, tree removal permitting, inspections, and code enforcement. With limited full-time staff, the department relies on professional consultants to assist with a variety of tasks. The Development Services Department operates on a 2023 budget of \$1,013,297 and has 4 full-time staff including the Director of Development Services, the Deputy Building Official, the Development Services Coordinator, and the Planning Manager. While the city of Medina is small in population, the projects seen under permit applications are often large and complex, resulting in unique expectations of City staff.

Under the general direction of the Development Services Director, the Planning Manager is a position that performs a variety of administrative, and professional work in development and implementation of community development plans, programs, and services.

### **Responsibilities include:**

- Responsible for assigned Development Services Department activities including review of the comprehensive plan and development codes, review and timely processing of development permit applications, effective communication and coordination with other departments and contracted consultants.
- Provides leadership and direction in the development of short and long-range plans and projects; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Provides professional planning and development advice to City Staff and other officials; makes private and public presentations to supervisors, boards, commissions, civic groups and the public.
- Provides staff support and assistance to the Planning Commission as needed and assigned.
- Responsible for review of Construction Mitigation Plan Program applications including organizing and conducting evening hearings and Planning Commission presentations.
- Understanding of laws, regulations, and ordinances governing area of assignment, including the State Environmental Policy Act (SEPA), State Shoreline Master Program, and basic Washington State planning law.
- Assists the City Clerk with the Planning Commission agenda, develops staff reports and makes presentations before the Planning Commission, Hearing Examiner and other public forums.
- Prepares ordinances or revisions to ordinances related to land use and development to implement the Comprehensive plan.

- Research and develop amendments to the Municipal Code as required by State and Federal mandates to assure continuing City compliance as independently proposed, or as directed.
- Responsible for administrative functions related to managing, supervising and providing advice to contracted consultant planners.
- Assists the Director with policy development.
- Supervises the development and implementation of growth management, land use, economic development, utility, housing, transportation or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements. Supervises and administers community development programs and services pursuant to adopted plans, regulations and budgets.
- Supervises the evaluation of land use proposals to insure compliance with applicable City, state or federal laws. Oversees approval of development permits within the scope of authority and responsibility designated by the Medina Municipal Code.
- Keeps informed of current trends in the planning field, including legislation, court rulings, and professional practices and techniques; evaluates the impact on city operations and make recommendation on policy and procedural improvements.
- Ensures the maintenance of accurate and complete records associated with the Planning Manager position including current status in a manner and format which may be easily described and transitioned to other City staff.

### **OPPORTUNITIES & CHALLENGES**

---

1. Maintain position related current knowledge of federal and state mandates which affect the city and provide timely recommendations for required actions.
2. Managing multiple tasks and developing creative solutions with limited budget and staff resources.
3. Developing and maintaining effective working relationships with the public, volunteers, and staff.
4. Balancing the pressure of competing and diverse requests considering statutory requirements and time constraints.
5. Participation in developing department efficiencies such as transitioning to paperless review and electronic file organization.
6. Continue the cultural change underway as the department adjust to a new leadership design with the Development Services Director and Building Official performed by the same person.

### **IDEAL CANDIDATE PROFILE**

---

#### **Education and Experience:**

A bachelor's degree in planning, public administration, engineering, construction management or a related field, and five years of progressively responsible experience in public planning, zoning, permitting, redevelopment and economic development analysis, administration, enforcement, and consultation is required. AICP certification may be required at the time of appointment or at a time set by the City. Candidates must possess or be able to obtain a valid Washington State driver's license by time of hire.

#### **Necessary Knowledge, Skills and Abilities:**

- Knowledge of principles and policies of regional and urban planning, including business and management principles for analyzing programs, policies and operational needs.
- Knowledge of municipal budget preparation and administration, supervision and training, and GIS applications.



- Skill in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Ability to obtain, organize and analyze data from a variety of sources, including state agencies, county offices and other governmental offices.
- Experience in word processing, database, spreadsheet, permit tracking and GIS software.
- Experience with Bluebeam plan review software preferred.
- Ability to read and interpret maps, property descriptions, charts, graphs, statistical data; and engineering, architectural and landscaping plans and designs.
- A broad perspective and focused talents.
- Demonstrate the value that “no job is too small” or too big to deserve their best effort and service.
- Ability to take a “self-starting” approach to getting projects done and problems solved.
- Experience providing outstanding customer service, and the ability to work with people and to teach while delivering information contrary to what may be desired.
- Ability to reduce conflict and open pathways for communication.
- An understanding that Medina is a well-known community with several notable residents who are world recognized business and government leaders. The City of Medina prides its self on its service level and its commitment to respecting the privacy of its residents. The successful candidate will embrace these values.

**TO APPLY** - Submit completed city job application with a resume and cover letter to City of Medina – Planning Manager Recruitment, 501 Evergreen Point Road, Medina WA 98039 or email to [rwagner@medina-wa.gov](mailto:rwagner@medina-wa.gov). Application and full job description can be located on city website, [www.medina-wa.gov](http://www.medina-wa.gov).

**CITY OF MEDINA****CLASSIFICATION DESCRIPTION****POSITION:** Planning Manager**DEPARTMENT:** Development Services**REPORTS TO:** Development Services Director**FLSA STATUS:** Exempt

**2023 Monthly Salary Range:** Minimum \$8,225      Midpoint \$9,256      Maximum \$10,284  
*(4% COLA increase on Jan 1<sup>st</sup>, 2024)*

**JOB SUMMARY**

Located on the east side of Lake Washington, Medina is a small community of about three thousand. With complex developmental matters usually reserved for larger cities, Medina brings a unique experience for Planners. Working under the Development Services umbrella, The Planning Manager is tasked with leading the city in a range of zoning and planning services, and working alongside both staff and city volunteers to achieve Medina's goals.

**DISTINGUISHING CHARACTERISTICS**

This position is the principal planner for the city which is a professional level, exempt classification. The person who holds this position participates in advanced, highly complex professional planning activities. The Planning Manager understands the integration of the Comprehensive Plan with the Municipal Code.

The Planning Manager may be asked to assist in performance of Development Services Director duties as may be requested from time to time.

The Planning Manager often exercises independent judgment in the administration of the city's land use, environmental, shorelines and other codes. This position is staff liaison to the Planning Commission with responsibility for work plan directives. The Planning Manager is expected to remain informed about state and other legislation which may have an impact to the city.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Work constructively with other City staff and volunteers through communication and collaboration.
2. Review zoning and land use and environmental permit applications or manage those reviews by consultants or city staff.
3. Lead staff in administering Periodic Comprehensive Plan updates.
4. Planning Commission staff liaison with responsibility for assuring the completion of the annual work plan as assigned by Council.
5. Provides advice regarding amendments to responsible portions of the Unified Development Code as needed, and makes timely recommendations for amendments.
6. Provides professional zoning and planning advice to city staff and other officials; makes private and public presentations to supervisors, Council, boards, commissions, committees, civic groups and the general public.

7. Understanding of, and local required maintenance of laws, regulations, and ordinances governing area of assignment, including the State Environmental Policy Act (SEPA), State Shoreline Master Program, and basics of Washington State planning related laws. The Planning Manager is Medina's SEPA official.
8. Collaboratively assists City staff with the Planning Commission agenda, creates staff reports and makes presentations before the Planning Commission.
9. Prepares draft ordinances and amendments revisions to ordinances related to land use and development.
10. Research and develop amendments to the Municipal Code as required by State and Federal mandates to assure continuing City compliance as independently proposed, or as directed.
11. Using excellent customer services skills, establishes and maintains effective working relationships with other city employees, volunteers, and all members of the general public.
12. Supervises the development and implementation of growth management, land use, economic development, utility, housing, transportation or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements. Supervises and administers community development programs and services pursuant to adopted plans, regulations and budgets.
13. Supervises the evaluation of land use proposals to insure compliance with applicable City, state or federal laws. Oversees approval of development permits within the scope of authority and responsibility designated by the Medina Municipal Code.
14. Keeps informed of current trends in the planning field including legislation, court rulings, and professional practices and techniques; evaluates the impact on City operations and make recommendation on policy and procedural improvements.

Ensures the maintenance of accurate and complete records associated with the Planning Manager position including current status in a manner and format which may be easily described and transitioned to other City staff.

15. Participation in applicable national, state professional organizations, civic groups, committees, or advisory groups as applicable to the benefit of the City of Medina and development of the Planning Manager position.

#### **Other Duties**

Because of the small size of City staff, each employee is expected to perform a wide range of duties as may be required from time to time.

#### **WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in a dedicated office space within Medina City Hall. There is opportunity for scheduled work-from-home as allowed by city policy, and the Development Services Director. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Occasional outdoor work is required in the inspection of development projects and/or for pre-application meeting preparedness.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands with dexterity finger, handle, feel, turn, or operate objects, tools, or controls; and reach with hands and arms. The employee is often required to stand or walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation will be made.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to variations of weather and resulting conditions.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

### **MINIMUM KNOWLEDGE AND SKILLS**

#### **Knowledge of:**

- Washington State comprehensive plan update process.
- Council-City Manager form of government.
- Applicable laws, legal codes, court cases, agency rules, and/or ability and knowledge of research tools those as applicable.
- General operations, services and activities of a government development services department including state and local land use, planning, zoning, environmental, and other related laws, codes, policies, procedure.
- Principles and policies of regional and urban planning.
- Principles and processes for providing bothe external and internal customer services including needs assessment, and meeting a high degree of quality standards.
- Essential principles of municipal budget preparation in support of the Director.
- An understanding of the application of state permitting processes which affect Medina.
- Personal computers, essential Microsoft office software, and use of GIS applications including King County Parcel Viewer.

#### **Skills, Including Abilities:**

- Scheduling and coordinating the work of contracted consultant staff.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Ability to obtain, organize and analyze data from a variety of sources, including federal and state agencies, county offices and other quasi-governmental offices.
- Schedule and perform assigned projects to their completion within mandated or other assigned deadlines.
- Communicate clearly and concisely, both orally and in writing as appropriate for the needs of the audience, including stressful situations.
- Interpret and explain City policies and procedures.

- Establishing and maintenance of effective working relationships with employees, city volunteers and the public.
- Understand the implications of new information. Operation of personal computer, standard office equipment including printers, copiers, postal machines, and similar
- Ability to read and interpret two dimensional plans on paper or electronically. Ability to review development proposals for compliance with applicable codes.

**Desirable skill in:**

- The use of Bluebeam review software.
- The use of MS Project, or other equivalent project tracking software.
- Creation and amendments to zoning maps.
- Laserfiche systems.
- Understanding of meeting rules of order.

**MINIMUM QUALIFICATIONS**

Bachelor’s degree in planning, public administration related field is required; graduate degree or graduate level coursework preferred.

Five years of progressively increasing responsible experience preferred in public planning, zoning, permitting, redevelopment and economic development analysis, administration, and code enforcement.

AICP certification will be required at the time of appointment, or at a time set by the City.

**SPECIAL REQUIREMENTS**

Must possess, or be able to obtain by time of hire, a valid Washington State Driver’s License without record of suspension or revocation in any state.

**LEGAL and REGULATORY EMPLOYMENT CONDITIONS**

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

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

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

**Approvals:**

Department Director \_\_\_\_\_ Date \_\_\_\_\_

City Manager \_\_\_\_\_ Date \_\_\_\_\_

**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:**

<i>COLA increase = CPI-W, capped at 4%</i>	<b>FTE</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
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:**

<i>COLA increase = CPI-W, capped at 4%</i>	<b>FTE</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
Assistant Finance Director *	1	\$6,543	\$7,851	\$9,194
Police Captain	1	\$10,275	\$11,558	\$12,842

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

<i>Police Guild Contract 4.5% COLA Increase</i>	<b>FTE</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>
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):*

<i>Teamsters Guild Contract 4% COLA Increase</i>	<b>FTE</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>
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):*

<i>Teamsters Guild Contract 4% COLA Increase</i>	<b>FTE</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>
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



## Chapter 6

# The job of a councilmember

The principal job of a city or town council is to set policy. A policy is a course of action for a community. Policymaking often takes the form of passing ordinances or resolutions. After policy decisions are made by the legislative body, others perform the administrative task of implementing the policies. The distinction between formulation and implementation may not always be clear, necessitating open communication between legislators and administrators.

---

### Adopting policy

The council does not make policy in a vacuum. Councils rely on ideas from many sources, including the council staff, community groups, advisory committees, chambers of commerce, and others. It is the council's responsibility to consider the merits of each idea and then approve, modify, or reject them. In doing so, councilmembers analyze community needs, program alternatives, and available resources. The decision often takes the form of an ordinance or resolution, although it may take the form of a rule, regulation, motion, or order. The budget and comprehensive plan are powerful policy tools that are adopted by ordinance.

---

### So, who actually runs the city?

It is important to recognize that it is not the role of the councilmember to administer city affairs. The council sets policy, but it is either the mayor (in mayor-council cities) or the city manager (in council-manager cities) who actually implements the policies. This means that it is not the role of the councilmember to supervise city employees on-the-job or become involved in the day-to-day administration of city affairs. This can be a source of conflict between the executive and legislative branches of city government.

---

### Responding to constituent complaints

Residents often contact a councilmember when they have a problem, whether it involves a land use matter, a barking dog, or a pothole. Don't hesitate to send them to the appropriate city staff person for resolution of their problems. Keep in mind that you lack the authority to take action in administrative matters.

---

### Relationship with the city attorney

In most cities, the mayor appoints the city attorney, whether that position is full-time or part-time. In some cities the council takes an active role to arrange for the provision of legal services through a contract. Regardless of how the position is established, remember that although the mayor or city manager typically has more contact with the city attorney than the councilmembers or city staff, the city attorney's job is to advise all city officials. Sometimes councilmembers feel that the city attorney is the mayor's or manager's attorney, particularly if the city attorney generally supports the mayor's or manager's position in situations where the answer is unclear.

## Question & answers

**Q. What is the role of the city council regarding employee discipline, and what input can the council have concerning performance appraisals of employees?**

**A.** Though the council may be concerned about employee discipline and how certain employees are performing their duties, the council should not be involved in any individual situations. While the council can establish personnel policies and voice their concerns to the mayor, it is solely the mayor's job to discipline and supervise city employees, including conducting performance evaluations.

**Q. Is the mayor or city manager required to inform councilmembers prior to terminating or disciplining a city employee?**

**A.** No. However, when a particular termination or discipline is likely to be controversial, the mayor may want to notify the council and explain the decision in an executive session. Disciplinary and termination decisions should be reviewed with the city attorney first. The mayor and councilmembers should be careful to not discuss specific cases outside of an executive session.

Neither the mayor nor the city manager can prohibit the council from accessing the city attorney for advice. For financial reasons, the mayor or manager may feel that questions to the city attorney should be channeled through the executive's office, to avoid possible duplication and to make sure that the questions are presented clearly. Ultimately, it is up to the council to establish procedures on how to provide city attorney services.

Some smaller cities try to minimize legal service fees by having the city attorney skip regular council meetings. That can be thrifty, but shortsighted, particularly when the council is dealing with controversial matters such as land development, or complex procedural issues such as LIDs.

---

## Human resources management

The statutes generally give the mayor or city manager, as chief executive, the broad authority to hire and fire employees.

The city council, however, determines the number of employees that can be hired and those employees' duties. The council establishes salaries and other forms of compensation paid to city workers. The council may also establish job qualifications.

One piece of advice is to have good, consistent personnel policies. Up-to-date, clearly written policies help avoid lawsuits, promote consistency, and contribute to employee morale.

---

## Labor relations

Unions have a significant presence in Washington cities. Most city employees have the right to organize under state law and have joined statewide unions or formed local associations. The city must negotiate labor contracts with these unions over wages, hours and working conditions.

In particular, most police and fire departments are unionized. Except for very small cities, police and fire unions have access to interest arbitration when an impasse in bargaining occurs. This can create a unique dynamic in police and fire negotiations, given the potential for an outside arbitrator to make decisions regarding wages, benefits and contract language.

---

## Open government laws

Compliance with public disclosure and open meetings builds trust with your community. The Open Government Trainings Act requires elected officials to receive training on public disclosure, the Open Public Meetings Act (OPMA), and records retention within 90 days of taking office and every four years thereafter.

In partnership with MRSC, AWC provides the courses for free online. The eLearnings are available to watch anytime and they meet the Open Government Trainings Act requirement.

**RCW 35A.13.230 Powers of council.** The council of any code city organized under the council-manager plan provided in this chapter shall have the powers and authority granted to legislative bodies of cities governed by this title as more particularly described in chapter 35A.11 RCW, except insofar as such power and authority is vested in the city manager. [1967 ex.s. c 119 § 35A.13.230.]

**RCW 35A.11.020 Powers vested in legislative bodies of noncharter and charter code cities.** The legislative body of each code city shall have power to organize and regulate its internal affairs within the provisions of this title and its charter, if any; and to define the functions, powers, and duties of its officers and employees; within the limitations imposed by vested rights, to fix the compensation and working conditions of such officers and employees and establish and maintain civil service, or merit systems, retirement and pension systems not in conflict with the provisions of this title or of existing charter provisions until changed by the people: PROVIDED, That nothing in this section or in this title shall permit any city, whether a code city or otherwise, to enact any provisions establishing or respecting a merit system or system of civil service for firefighters and police officers which does not substantially accomplish the same purpose as provided by general law in chapter 41.08 RCW for firefighters and chapter 41.12 RCW for police officers now or as hereafter amended, or enact any provision establishing or respecting a pension or retirement system for firefighters or police officers which provides different pensions or retirement benefits than are provided by general law for such classes.

Such body may adopt and enforce ordinances of all kinds relating to and regulating its local or municipal affairs and appropriate to the good government of the city, and may impose penalties of fine not exceeding five thousand dollars or imprisonment for any term not exceeding one year, or both, for the violation of such ordinances, constituting a misdemeanor or gross misdemeanor as provided therein. However, the punishment for any criminal ordinance shall be the same as the punishment provided in state law for the same crime. Such a body alternatively may provide that violation of such ordinances constitutes a civil violation subject to monetary penalty, but no act which is a state crime may be made a civil violation.

The legislative body of each code city shall have all powers possible for a city or town to have under the Constitution of this state, and not specifically denied to code cities by law. By way of illustration and not in limitation, such powers may be exercised in regard to the acquisition, sale, ownership, improvement, maintenance, protection, restoration, regulation, use, leasing, disposition, vacation, abandonment or beautification of public ways, real property of all kinds, waterways, structures, or any other improvement or use of real or personal property, in regard to all aspects of collective bargaining as provided for and subject to the provisions of chapter 41.56 RCW, as now or hereafter amended, and in the rendering of local social, cultural, recreational, educational, governmental, or corporate services, including operating and supplying of utilities and municipal services commonly or conveniently rendered by cities or towns.

In addition and not in limitation, the legislative body of each code city shall have any authority ever given to any class of municipality or to all municipalities of this state before or after the enactment of this title, such authority to be exercised in the manner provided, if any, by the granting statute, when not in conflict with this title. Within constitutional limitations, legislative bodies of code cities shall have within their territorial limits all powers of taxation for local purposes except those which are expressly preempted by the state as provided in RCW 66.08.120, \*82.36.440, 48.14.020, and 48.14.080. [2007 c 218 § 66; 1993 c 83 § 8; 1986 c 278

§ 7; 1984 c 258 § 807; 1969 ex.s. c 29 § 1; 1967 ex.s. c 119 § 35A.11.020.]

**\*Reviser's note:** Chapter 82.36 RCW was repealed in its entirety by 2013 c 225 § 501, effective July 1, 2016.

**Intent—Finding—2007 c 218:** See note following RCW 41.08.020.

**Effective date—1993 c 83:** See note following RCW 35.21.163.

**Severability—1986 c 278:** See note following RCW 36.01.010.

**Court Improvement Act of 1984—Effective dates—Severability—Short title—1984 c 258:** See notes following RCW 3.30.010.

**Effective date—1969 ex.s. c 29:** "The effective date of this act is July 1, 1969." [1969 ex.s. c 29 § 2.]

**RCW 35A.13.080 City manager—Powers and duties.** The powers and duties of the city manager shall be:

- (1) To have general supervision over the administrative affairs of the code city;
- (2) To appoint and remove at any time all department heads, officers, and employees of the code city, except members of the council, and subject to the provisions of any applicable law, rule, or regulation relating to civil service: PROVIDED, That the council may provide for the appointment by the mayor, subject to confirmation by the council, of a city planning commission, and other advisory citizens' committees, commissions, and boards advisory to the city council: PROVIDED FURTHER, That if the municipal judge of the code city is appointed, such appointment shall be made by the city manager subject to confirmation by the council, for a four year term. The council may cause an audit to be made of any department or office of the code city government and may select the persons to make it, without the advice or consent of the city manager;
- (3) To attend all meetings of the council at which his or her attendance may be required by that body;
- (4) To see that all laws and ordinances are faithfully executed, subject to the authority which the council may grant the mayor to maintain law and order in times of emergency;
- (5) To recommend for adoption by the council such measures as he or she may deem necessary or expedient;
- (6) To prepare and submit to the council such reports as may be required by that body or as he or she may deem it advisable to submit;
- (7) To keep the council fully advised of the financial condition of the code city and its future needs;
- (8) To prepare and submit to the council a proposed budget for the fiscal year, as required by chapter 35A.33 RCW, and to be responsible for its administration upon adoption;
- (9) To perform such other duties as the council may determine by ordinance or resolution. [2009 c 549 § 3025; 1987 c 3 § 17; 1967 ex.s. c 119 § 35A.13.080.]

**Severability—1987 c 3:** See note following RCW 3.70.010.

**RCW 35A.13.090 Creation of departments, offices, and employment**

**—Compensation.** On recommendation of the city manager or upon its own action, the council may create such departments, offices, and employments as it may find necessary or advisable and may determine the powers and duties of each department or office. Compensation of appointive officers and employees may be fixed by ordinance after recommendations are made by the city manager. The appointive officers shall include a city clerk and a chief of police or other law enforcement officer. Pursuant to recommendation of the city manager, the council shall make provision for obtaining legal counsel for the city, either by appointment of a city attorney on a full time or part time basis, or by any reasonable contractual arrangement for such professional services. [1967 ex.s. c 119 § 35A.13.090.]





# MEDINA, WASHINGTON

## AGENDA BILL

Monday, November 13, 2023

---

**Subject:** City Attorney Request for Proposal (RFP)

**Category:** City Business

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

---

### **Summary**

On Monday, October 23, 2023, contract-City Attorney Scott Missall announced his retirement, effective December 31, 2023.

City staff has started the recruiting process to hire a new firm.

The attached request for proposal (RFP) has been posted.

### **Attachments:**

City Attorney Request for Proposal (RFP)

**Budget/Fiscal Impact:** TBD

**Recommendation:** Discussion item only; no action needed.

**City Manager Approval:**

**Proposed Council Motion:** N/A



**CITY OF MEDINA  
REQUEST FOR PROPOSALS  
FOR CITY ATTORNEY SERVICES**

**Submittal Due Date: December 1, 2023**

The City of Medina is requesting proposals from law firms or individual lawyers interested in serving as City Attorney on a contractual basis. The City Attorney will advise City staff and Council in all legal matters. The City presently contracts with outside counsel for legal services and anticipates entering into a one or two-year contract with the selected law firm or individual.

**City Profile**

The City of Medina is located on the east side of Lake Washington, west of Bellevue, with good accessibility to Seattle. Incorporated in 1955, Medina is 1.4 square miles with a population around 3,000. Medina has 25.7 employees and operates under a Council-Manager form of government. The City Council consists of seven members elected at large. The Mayor serves as the chair of the Council. The City Manager directs all City administrative operations. It is anticipated that City Attorney services could initially require 15 to 20 hours per week. The City has five departments reporting to the City Manager (Central Services, Finance/HR, Police, Public Works and Development Services). Each department works actively with the City Attorney in seeking advice and counsel. Individual departments may initiate the work, although the City Manager retains the core responsibility for legal functions, including coordination of these services and the legal budget. The City of Medina is a member of the Washington Cities Insurance Authority (WCIA) insurance pool. For more information about the City of Medina, visit <http://www.medina-wa.gov>.

**Scope of Work**

1. Provides legal advice, counsel, training, consultation, and opinions to the City Manager, City Council, boards and commissions, and all levels of the City government, on a variety of issues, including but not limited to land use planning,

discrimination, construction, purchasing and procurement, leasing, purchase and sale of property, employment matters, public disclosure issues, and tort law.

2. Furnishes legal representation at all City Council business meetings, and other meetings when requested.
3. Appears before courts and administrative agencies to represent the City's interests.
4. Prepares and reviews ordinances and resolutions, contracts and other documents for legal correctness and acceptability.
5. Works cooperatively with Washington Cities Insurance Authority, the municipal prosecutor and special legal counsel retained by the City for special projects.
6. Coordinates with other special counsel, as needed, to assure proper management of legal issues, and proper coordination and transition of legal issues among special counsel.
7. Assists City officials and employees in maintaining awareness of ethical standards and appearance of fairness standards, and avoiding potential conflicts of interest, and prohibited transactions.
8. Provides the City Council with guidance as to Robert's Rules of Orders and procedural matters relating to Council meetings.
9. Prepares legal opinions at the request of the City staff or the Council.
10. Performs other legal services and tasks, as assigned by the City Manager.

### **Specifications**

1. The appointed City Attorney attends all City Council business meetings. Regular Council meetings are scheduled for the second and fourth Monday night every month starting at 5 p.m.
2. The City Attorney also attends City Council Work Sessions, as needed.
3. The City Attorney is a key member of the City Risk Management Team. The City Attorney may attend the annual WCIA City Attorney meeting.
4. The City Attorney must be available by phone, cell phone, fax, and e-mail.
5. Timeliness of response and accessibility to the City Attorney is an important aspect of the service. Accessibility includes the ability to be generally available to attend meetings on short notice and the ability to be reached promptly by telephone.

6. The City does not offer office space at City locations.

**Minimum Qualifications:**

- (a) Each attorney in the proposed team must possess a Juris Doctorate degree and have graduated from a law school accredited by the American Bar Association;
- (b) Each attorney in the proposed team must be a member in good standing of the Washington State Bar Association;
- (c) The proposed designated City Attorney must have a minimum of five years' experience in the field of municipal law with experience in land use, public works construction, and personnel.

All respondents must designate an attorney who will be accountable for contract performance. Respondents must identify one attorney as the City Attorney. This lawyer must attend meetings at Medina City Hall on a regular and ongoing basis. Prior experience as a City Attorney is strongly preferred. The contractor must provide continuity of representation while at the same time ensuring effective back-up coverage.

Any lawyer who may be called on as a back-up attorney must have current awareness of Medina so that he or she is fully prepared to provide legal services in the event of an unanticipated absence. The contractor must ensure that availability of attorneys and support staff is consistent with efficient delivery of services, including coverage for regular vacations.

The City Attorney must be responsive to the City Council, City Manager and all city departments. For example, the City expects phone calls to the City Attorney to be returned in a timely manner and would anticipate that a caller would get a response from someone who is familiar with Medina issues by the same business day.

**Compensation**

Respondents may propose a flat rate for legal services, an hourly rate for services, or a combination of the two. For example, it may be desirable to have a flat rate for basic services plus an hourly rate for special projects.

**Requirements of the Proposal**

Please include the following in presenting your proposal:

- **Experience** - summarize experience relevant to municipal legal services. Identify the attorney who would be the City Attorney, and the attorney designated for Assistant City Attorney. Include resumes of all attorneys who will provide legal services.

- **Method of Service Provision** - describe method of service delivery, philosophy and approach, and what makes you unique with respect to providing legal services.
- **Proposed Fee Structure** - Identify your proposal regarding compensation. Also, describe what expenses would be charged to the City. Identify whether you would charge for travel time or mileage to Medina City Hall.
- **Statement of Contract Compliance** - Discuss how your insurance meets the City's requirement to provide a minimum of \$2,000,000 per occurrence or claim in both liability and errors and omissions coverage.
- **References** - Identify three references who can attest to your experience and capabilities as they relate to services requested. The references must include contact name, address, and telephone number.

### **Proposal Modifications and Clarifications**

The City will not reimburse the Respondents for the Request for Proposals (RFP), for any costs involved in the preparation and submission of proposals, or for attendance at subsequent interviews. This RFP does not obligate the City to accept or contract for any express or implied services. The City reserves the right to negotiate regarding the terms and compensation for any proposal. The City reserves the right to request any respondent to clarify their response or to supply any additional material deemed necessary to assist in the evaluation, and to modify or alter any or all of the requirements herein.

### **Selection Process**

City staff will select a short list of respondents for interviews on a date to be determined. City Council will have an opportunity to review the finalists and staff recommendation following the interview process. Selection of a finalist will be based on staff judgment and Council input as to the best match between the City's needs and the background and proposal of the respondent. This schedule is subject to change. The City of Medina reserves the right to reject any or all proposals, waive technicalities or irregularities, and to accept any proposal if such action is believed to be in the best interest of the City.

### **Time and Place for Submittal of Proposals:**

1. Six (6) copies of your proposal, whether mailed or hand-delivered, must arrive at the address listed below no later than **4:00 PM on Friday, December 1, 2023**. Proposals received later than the submittal deadline will not be accepted. The City of Medina will not be liable for delays in delivery of proposals due to handling by the US Postal Service or any other type of delivery service. Faxed or emailed submittals will not be accepted. Please submit proposals to:

**Aimee Kellerman  
City Clerk  
501 Evergreen Point Road  
P.O. Box 144  
Medina, WA 98039**

2. The submittal is limited to a maximum of eight sheets (16 pages-double sided) submitted only on double sided typed 8.5"x11" paper with text font size no smaller than 12 point (text within charts and/or graphs may be smaller than 12 point but must be readable size font). Pertinent experience should be covered in the body of the proposals as any appendixes may or may not be reviewed.

### **Communications-Requests for Information and Questions:**

Any questions regarding the submittal process and/or the technical aspects of the project should be directed to the staff listed below.

Name: Steve Burns, City Manager  
Phone: (425) 233-6412  
Email: [sburns@medina-wa.gov](mailto:sburns@medina-wa.gov)

### **Rejection of Submittals**

The City reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any costs incurred by respondents in the preparation and submission of their Qualifications. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services



# MEDINA, WASHINGTON

## AGENDA BILL

Monday, November 13, 2023

---

**Subject:** Solid Waste Services Update

**Category:** City Business

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

---

### **Summary**

On August 31, 2023, met with Wendy Weiker from Republic Services to discuss the City of Medina switching to weekly garbage, recycling, yard waste pickup. Below is a summary of the conversation:

1. Medina is on a weekly garbage and biweekly recycling and compost service.
2. Medina would need to work with the Washington Utilities and Transportation Commission (UTC) to increase service frequency.
3. Republic Services can assist with making the change.
4. King County is changing their fee schedule so the change would need to wait until early 2024.
5. She will work on costs to residents and provide information later in the year or early 2024.

Based on this conversation, staff recommends the Council revisit this issue in early 2024.

### **Attachments:**

None.

**Budget/Fiscal Impact:** TBD

**Recommendation:** Discussion item only; no action needed.

**City Manager Approval:** 

**Proposed Council Motion:** N/A